

Budget Control System

(Current Budget, Commitments, Expenditures, Available Balances)

SAP Screen Shots

The University of Mississippi

1/2012

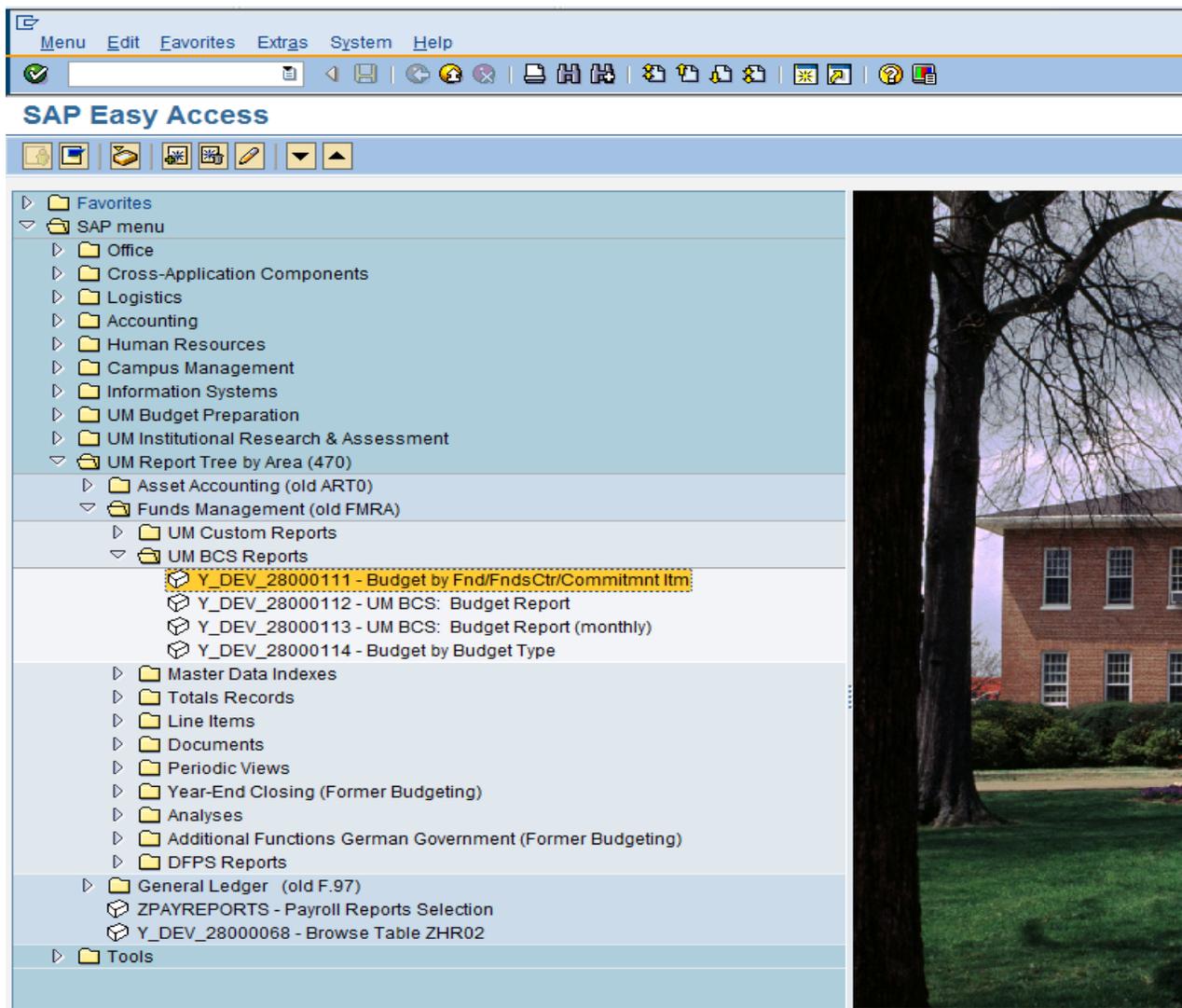
SAP Support: 662.915.5222

Email: sap@olemiss.edu

NOTE: You need to know your Fund & Fund Center combination. If you do not, you need to follow the steps on the Fund & Fund Center handout.

TRANSACTION: Y_DEV_28000111

SAP menu path: UM Report Tree by Area (470)> Funds Management > BCS Reports > Budget by Fund/FundsCenter/Commitment Item[double-click].



The screenshot shows the SAP Easy Access interface. At the top, there is a menu bar with 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays a tree view of the SAP menu structure. The path 'UM Report Tree by Area (470) > Funds Management > BCS Reports > Budget by Fund/FundsCenter/Commitment Item' is highlighted. The selected item is 'Y_DEV_28000111 - Budget by Fnd/FndsCtr/Commitmnt Itm'. To the right of the menu tree is a photograph of a large tree in front of a brick building.

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End User Documentation – 4.70X220

2/2008

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SAP Web Site
www.olemiss.edu/projects/sap

NOTE: To run this report you need to know your Fund and Fund Center, if you need help looking up that information or verifying that information, see Fund & Fund Center handout.

The screenshot shows the SAP selection screen for the report 'Budget by Fnd/FndsCtr/Commitmnt Itm: Selection'. The screen is divided into two main sections: 'Selection parameters' and 'Selection groups'. The 'Selection parameters' section includes fields for Financial Management Area (UM), Budget Category (9F), Version (0), From Fiscal Year (2006), and To Fiscal Year (2006). The 'Selection groups' section includes fields for Fund (100510000a), Funds Center (DPI), and Commitment Item (ZCOMMITMENTITEM). Annotations with arrows point to these fields, explaining the steps for entering data.

Field	Value
Financial Management Area	UM
Budget Category	9F
Version	0
From Fiscal Year	2006
To Fiscal Year	2006
Fund	100510000a
Funds Center	DPI
Commitment Item	ZCOMMITMENTITEM

Step 1
Enter the version and fiscal year that you wish to display.
NOTE: This report is only valid for fiscal years 2006 and forward.

Step 2
Enter the VALUE(S) of the fund(s) and fund center(s) that you wish to display.

Step 4
Execute

Step 3
Enter the correct commitment item for the fund:

- ZCOMMITMENTITEM - Funds 10-23, 30 and 60
- ZCOMMITMENTITEM_TTL - Funds 25 and 70

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Report Edit Goto View Extras Settings System Help

Budget Usage

Budget by Fnd/FndsCtr/Commitmnt Itm Date: 06/13/2005 Page: 1 / 1

Financial Management Area UM University of Mississippi FM Payment Budget Version 0

Fund/Group 100510000A Functional Area/Group *

Fund/Funds center/Commitment item	Current Budget	Commitments	Actuals	Available Budget
TRAVEL Travel	51,167.55	9,444.80	5,717.99	36,004.76
CONTR_SRVC Contractual Services	337,546.38	20,699.08	102,239.17	214,608.13
COMMODITY Commodities	298,845.27	3,707.68	68,944.16	226,193.43
EQUIPMENT Equipment	102,389.19	8,044.00	47,976.75	46,368.44
* Operating Expenses	789,948.39	41,895.56	224,878.07	523,174.76
SALARIES Salaries	288,020.00	72,522.10	208,598.00	6,899.90
WAGES Wages	365,548.01	5,662.02	245,214.28	114,671.71
FRINGE Fringe Benefits	69,370.00	17,654.04	57,236.68	5,520.72
* Personnel Expenses	722,938.01	95,838.16	511,048.96	116,050.89
** Direct Expenses	1,512,886.40	137,733.72	735,927.03	639,225.65
*** CREC CAMPUS RECREATION	1,512,886.40	137,733.72	735,927.03	639,225.65
**** 100510000A STU SERV - SOCIAL	1,512,886.40	137,733.72	735,927.03	639,225.65
***** Grand Total	1,512,886.40	137,733.72	735,927.03	639,225.65

Actuals =
expenditures

Commitments =
encumbrances

Available Budget =
Free budget balance =
Current budget less
Commitments and
Actuals

You may look at the detail transactions that make up any one of the report columns by placing the cursor on the amount you wish to view and left clicking the mouse twice. This will display a box giving you the following options.



1. Search actuals line items document
Choose this option to look at the detail transactions in the Commitments or Actuals columns.
2. Search Change Document
Choose this option to look at the detail transactions in the Current Budget column.

07/31/2001 12:54:05 Commitment/Actual Line Items by Document Number 1

RefDocNo	Item	Update dte	Val. type	G/L acc	Pymt bdgt	Text	Fund	Fds ctr.	Cmnt item
1000000558	1	07/01/2000	Funds commitment		41,900.79		100630000A	DP	SALARIES
1000000609	1	07/01/2000	Funds commitment				100630000A	DP	WAGES
1000000557	1	07/01/2000	Funds precommitment		7,309.71				SALARIES
4500017422	1	12/18/2000	Purchase orders	55870				P	CONTR_SRVC
4500017422	2	12/18/2000	Purchase orders	55880				P	CONTR_SRVC
4500021645	1	03/29/2001	Purchase orders	55790				P	CONTR_SRVC
4500021645	2	03/29/2001	Purchase orders	55790				P	CONTR_SRVC
4500024940	1	06/07/2001	Purchase orders	55790				P	CONTR_SRVC
4500025035	1	06/11/2001	Purchase orders	55410				P	CONTR_SRVC
4500025036	1	06/11/2001	Purchase orders	55410				P	CONTR_SRVC
4500025037	1	06/11/2001	Purchase orders	55410				P	CONTR_SRVC
4500025518	1	06/21/2001	Purchase orders	56135				P	COMMODITY
10006840	1	03/26/2001	Purchase requisitions	55870				P	CONTR_SRVC
10009010	1	06/21/2001	Purchase requisitions	58250				P	EQUIPMENT
10009011	1	06/21/2001	Purchase requisitions	58250				P	EQUIPMENT
10009011	2	06/21/2001	Purchase requisitions	58250				P	EQUIPMENT
10009011	3	06/21/2001	Purchase requisitions	58250				P	EQUIPMENT
10009011	4	06/21/2001	Purchase requisitions	58250				P	EQUIPMENT
					277,676.78				

Brief explanation of categories:

- Invoices – actual expenses paid to vendors
- Parked FI documents – funds encumbered for expenses on the University/Departmental procurement card. Will change to the category “Invoices” when posted.
- Profit transfer postings – interdepartmental charges.
- Purchase orders – outstanding purchase orders
- Actual postings in CO – charges from work orders processed by Telecommunications and/or Physical Plant
- Purchase requisitions – outstanding purchase requisitions which have not yet been turned into purchase orders.
- Funds commitments – commitments (encumbrance) of personnel costs.
- Business trip commitments – commitment (encumbrance) of travel funds.
- Contract Account Posting – charges from Campus Management

Budget Control System – Creating a Variant

(Current Budget, Commitments, Expenditures, Available Balances)

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End User Documentation – 4.7X220

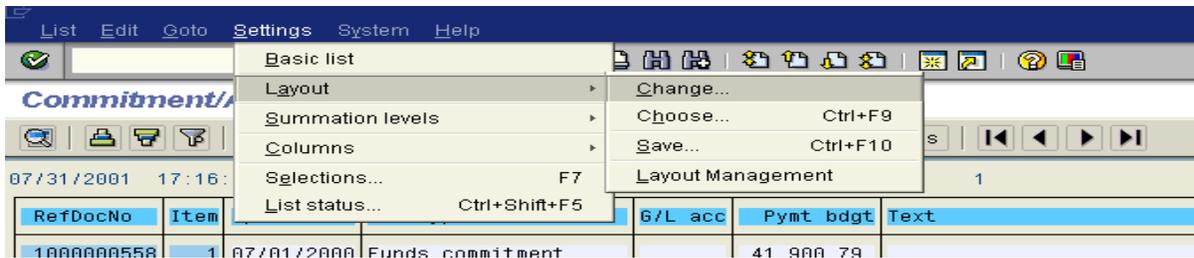
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Variant – To create your own variant (Layout of Report). You can determine the format of the report and what information you actually view.

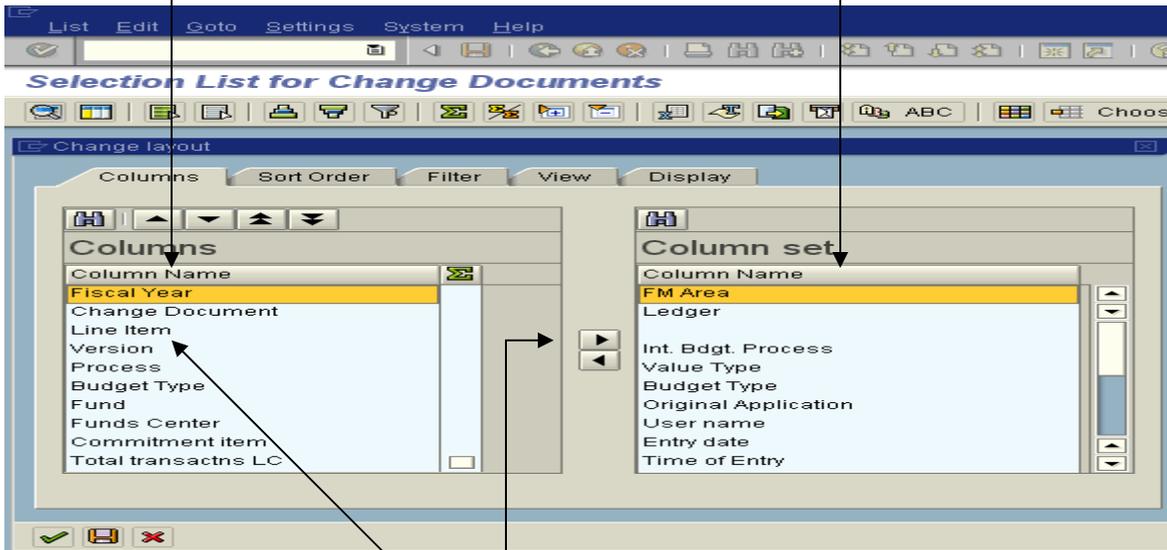
Settings > Layout > Change



Currently included in Report

-The box on the left contains the current format of the report.

Hidden Fields – The box on the right contains all the possible information you can include within your report and view on your screen other than what is already included on the left side.

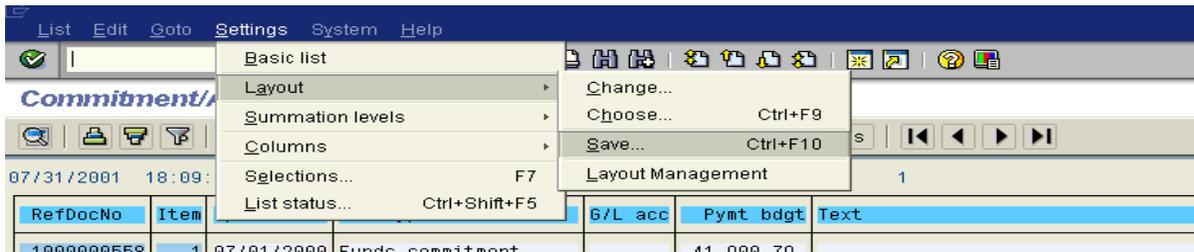


Select **Copy** to display your report

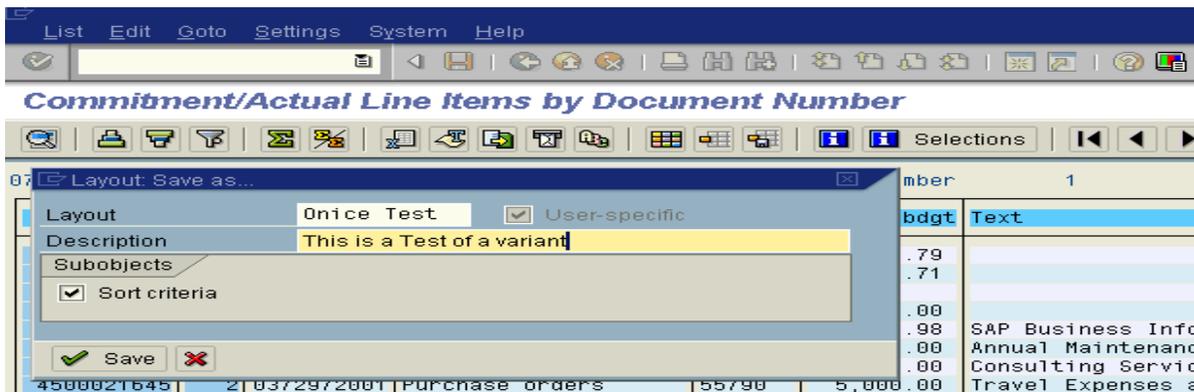
Remove – If you want to remove an item from Current Report - Select the item you want to remove from your report by clicking on the item. Move it to hidden fields by selecting the single arrow pointing to the hidden fields.

Add - Select items to place in your report by selecting them from the hidden fields in the same manner and then sending them to the display fields.

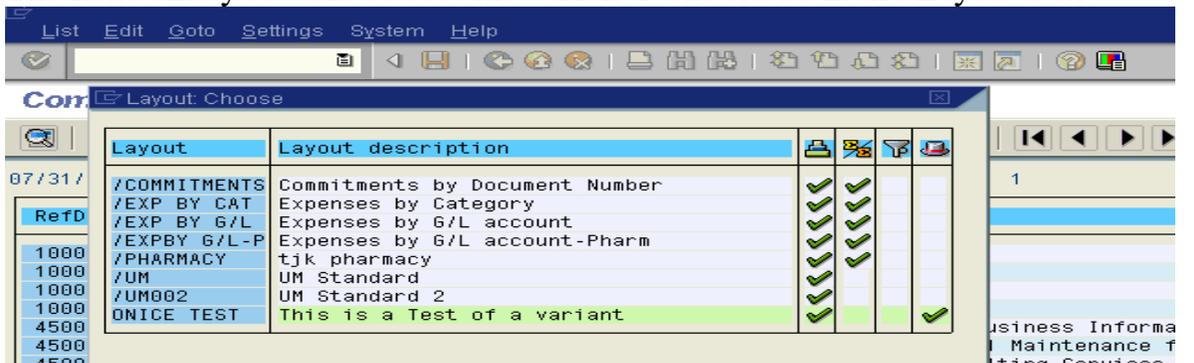
SAVE Variant – If you wish to save this variant. Settings > Layout > Save [Left click]



Name your variant - SAVE



The next time you want to use this variant it should be in the Layout box.



NOTE: The forward slash in front of the Layout name indicates that all SAP users can use this variant. No forward slash is user-specific.

Funds Management – Delete a Variant

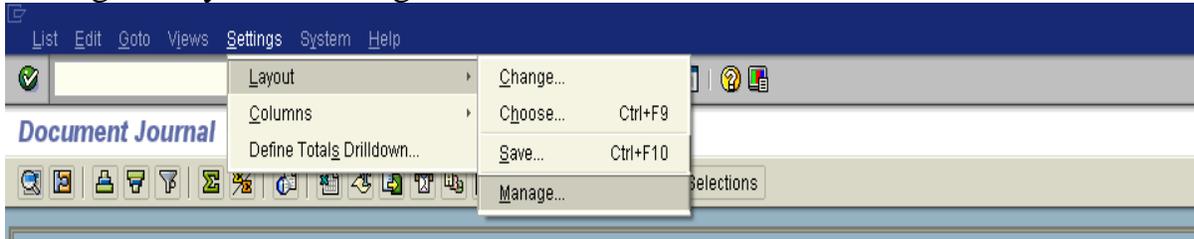
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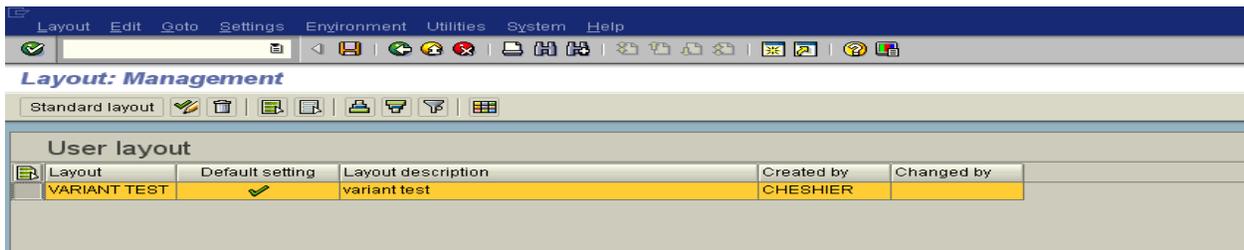
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To delete a variant that you created –
Settings > Layout > Manage



Select the Layout you wish to delete, Left click on the Delete Icon (Trash can).



SAVE (Left click on diskette).