## 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].

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End User Documentation – 4.70X220

2/2008

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E-Mail: sap@olemiss.edu   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.

Budget by Fnd/FndsCtr/Commitmnt Itm: Selection

Selection values

Financial Management Area	UM
Budget Category	9F
Version	0
From Fiscal Year	2006
To Fiscal Year	2006

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.

Selection groups

Fund	
Or value(s)	100510000a to
Funds Center	
Or value(s)	DP to
Commitment Item	ZCOMMITMENTITEM
Or value(s)	to

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

Column

```
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     *
Funded Program/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.

Example of a drilldown report on commitments

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
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2/2008

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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
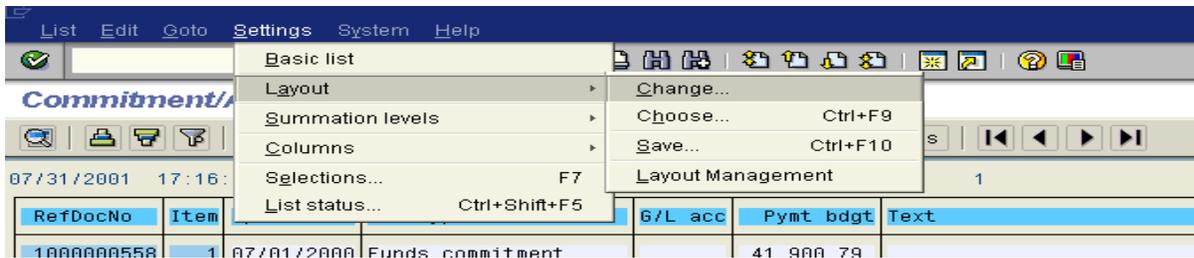
Currently included in Report
-The box on the left contains the current format of the report.

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.

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.
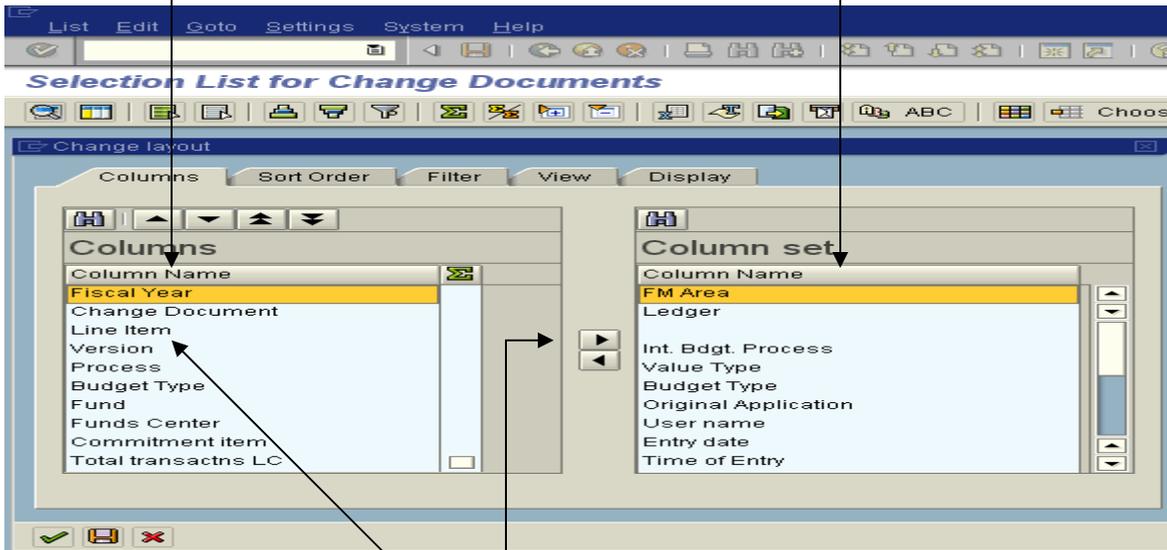
Select **Copy** to display your report

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]
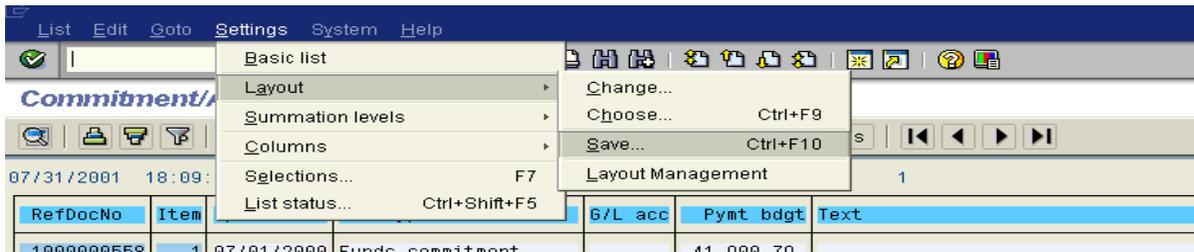
Name your variant - SAVE
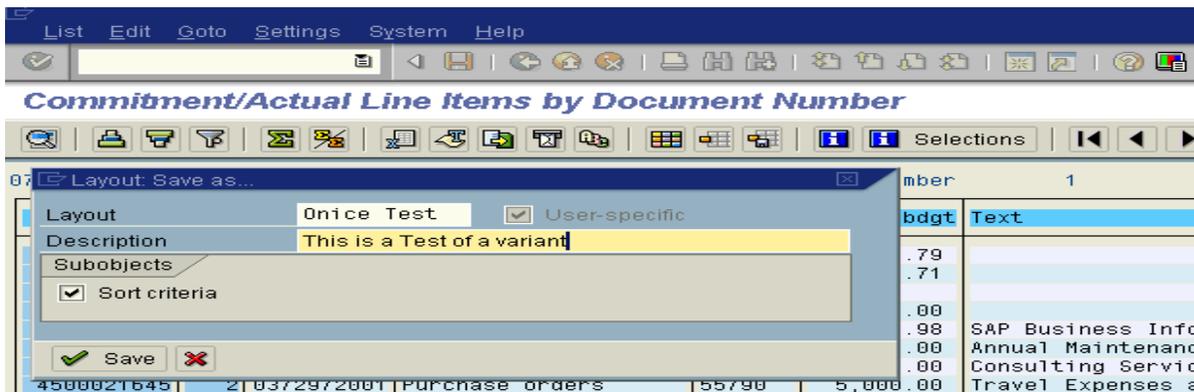
The next time you want to use this variant it should be in the Layout box.
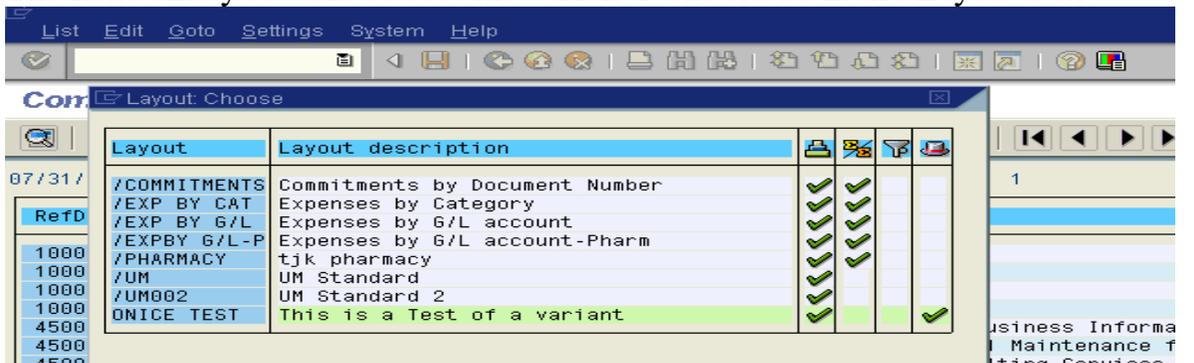
NOTE: The forward slash in front of the Layout name indicates that all SAP users can use this variant. No forward slash is user-specific.

Funds Management – Delete a Variant

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To delete a variant that you created –
Settings > Layout > Manage
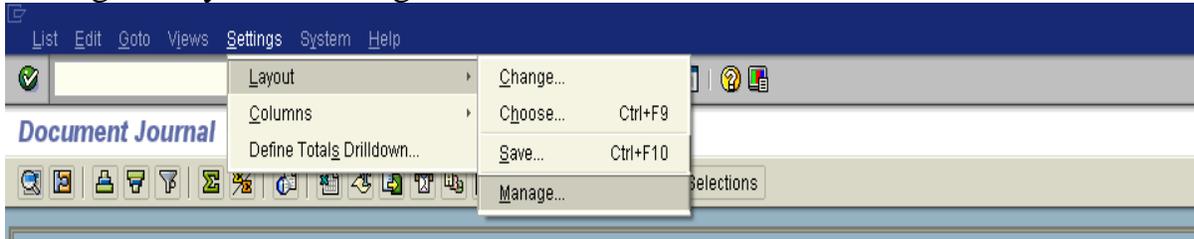
Select the Layout you wish to delete, Left click on the Delete Icon (Trash can).
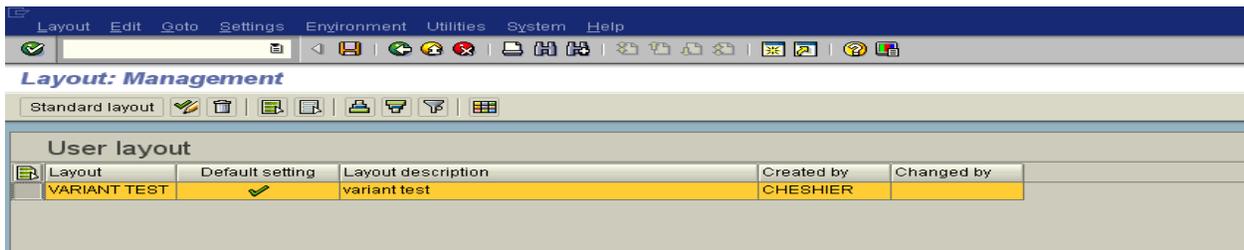
SAVE (Left click on diskette).