

# SAP Financial / Budget Reporting

Fiscal Year 2009 / 2010 / 2011  
ZFM01 & ZFM01\_EXP



July 2010

# Reporting Options

## **Fiscal Year 2006 and Earlier**

- PeopleSoft Web Reports

## **Fiscal Year 2007**

- PeopleSoft Web Reports (July – November only)
- SAP ZBUDSTAT\_EX\_CF Reports
  - ↳ Shows year totals, but detail for July to November not available in SAP
- SAP BI Reports

## **Fiscal Year 2008**

- SAP ZBUDSTAT\_EX\_CF Reports
- SAP BI Reports

## **Fiscal Year 2009 / 2010 / 2011**

- SAP ZFM01 and ZFM01\_EXP Reports
- SAP BI Reports

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# SAP Budget Reporting

## Menu Transaction ZFM01 and ZFM01\_EXP

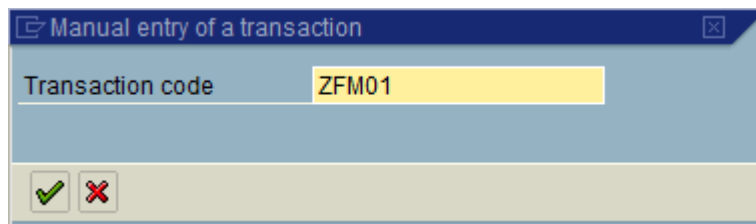
These transactions can be used to provide your basic reporting requirements for monitoring your budget such as displaying your total budget, actual expenditures, open commitments, and budget balance available for your selected funds center(s). In addition, they can be used to drill down into the line item details of all postings to the selected fund center(s). These transactions can also provide reports to detail the sources of your budget balance.

### Add to Favorites

This is a one-time only task.

From the SAP Main Menu – SAP Easy Access screen, click on **Favorites**. Then click on **Insert Transaction**. A window will open. Type *ZFM01* or *ZFM01\_EXP* in the Transaction code field.

Click the green checkmark to accept the entry.



This step can be repeated to add both transactions to your list of SAP Favorites.

### Which Report To Use

#### **Report ZFM01**

Use this report for all fund centers beginning with 7517 and higher. However, please see note on page 11 related to revenue.

#### **Report ZFM01\_EXP**

Use this report for all fund centers beginning with 7511 through 7515.

## Running A Report

Click on your new Favorites entry – ZFM01\_EXP or ZFM01.

**FC, Revenue & Expense: Selection**

🕒 📄 Data Source...

**Selection values**

Financial Management Area	SSHE
Budget Category	9F
Version	0
Fiscal Year From	2009
Fiscal Year To	2009

Using a variant will make the entries for fiscal year

### **Selection Values Section**

Entries will default.

**Financial Management Area:** will always be *SSHE*

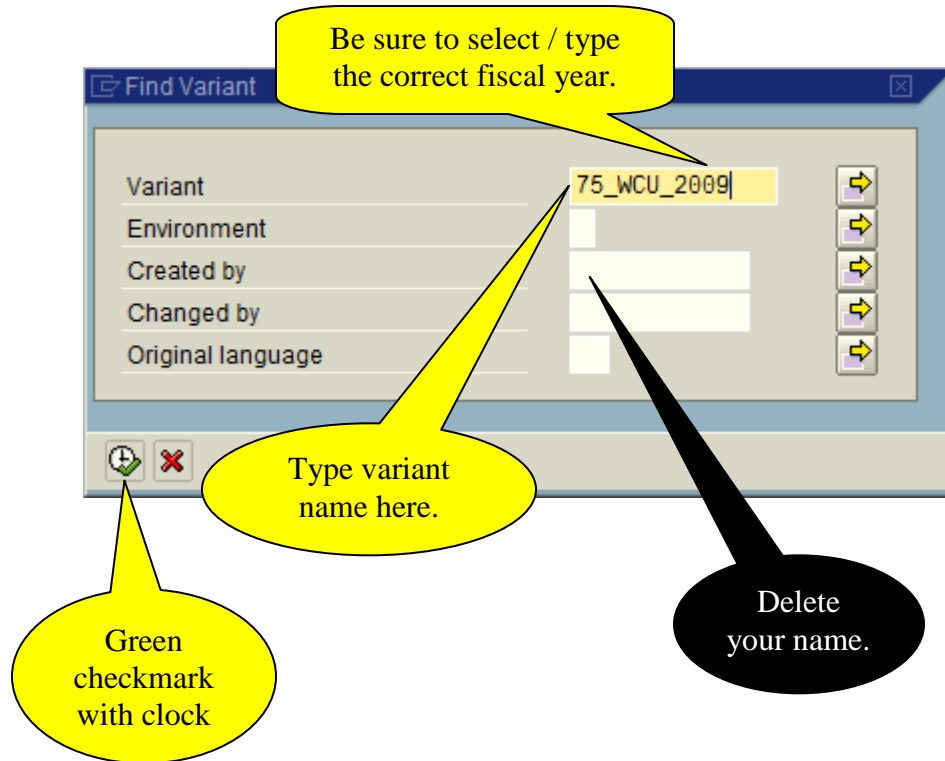
**Budget Category:** will always be *9F*

**Version:** will always be *0*

**Fiscal Year From / To:** valid only for 2009 and forward. The next step will control the entry of the fiscal year.

### Step 1

From the top menu, click on **Goto**. Then click on **Variants**. Then click on **Get**. A window will open.

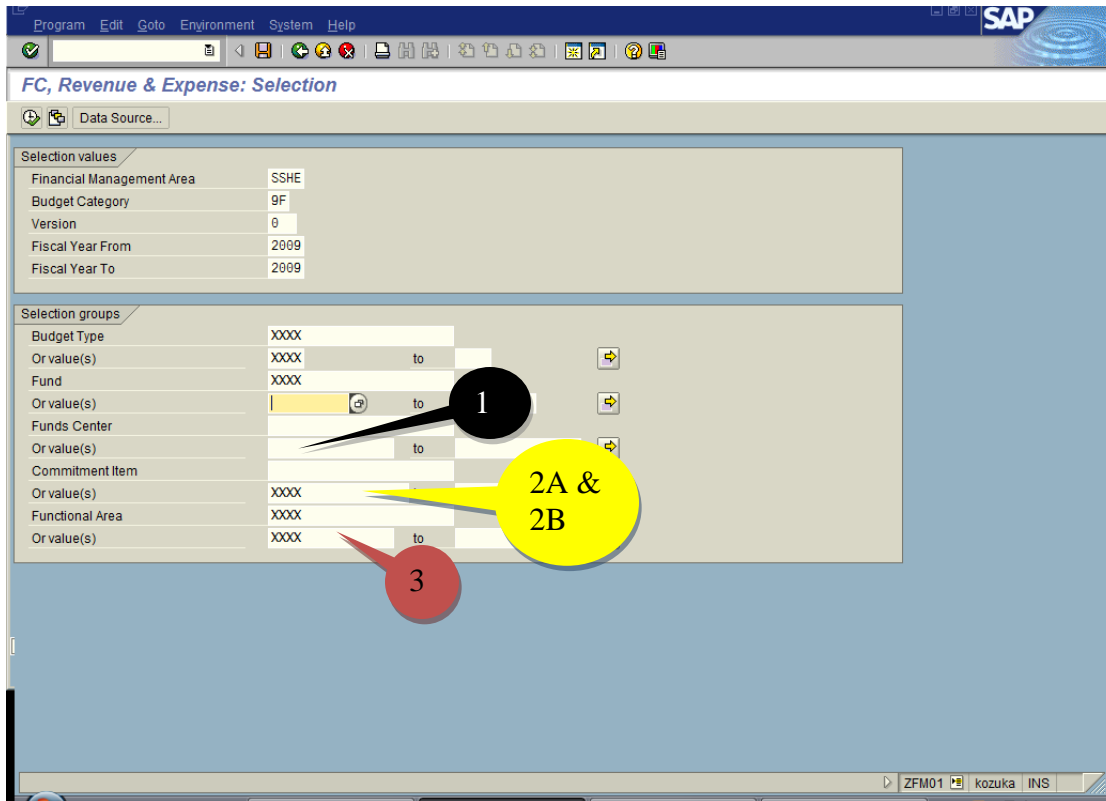


In the variant field, type the following: **75\_WCU\_2010** or **75\_WCU\_2011** depending on the fiscal year you want.

*Note: If you are running a report for multiple fund centers, use the variant, **75\_RANGE\_2010** or **75\_RANGE\_2011** depending on the fiscal year you want.*

Delete your name from the Created By field.

Click the green checkmark with the clock to close the window.



## Step 2

### Selection Groups Section

*Do not use the fields marked with XXXX noted above.*

#### 1. Or value(s) – directly below the Fund field

Enter the fund or range of fund numbers. This field is optional. However, please note that the report runs quicker if a fund number is entered.

If your fund center starts with 7511, 7512, 7514, or 7515, enter 7511001000

If your fund center starts with 7513, enter 7511001000 for FY 2009.

If your fund center starts with 7513, enter 7511001313 for FY 2010 and forward.

If your fund centers starts with 7517 through 7519, enter 7513001000

For all other fund center numbers, the fund number is the same as the fund center number.

**Note:** *If you are using a predefined fund center group (see option 2A below), leave this field blank.*

**You have a choice to make.  
Please review options 2A and 2B before proceeding.**

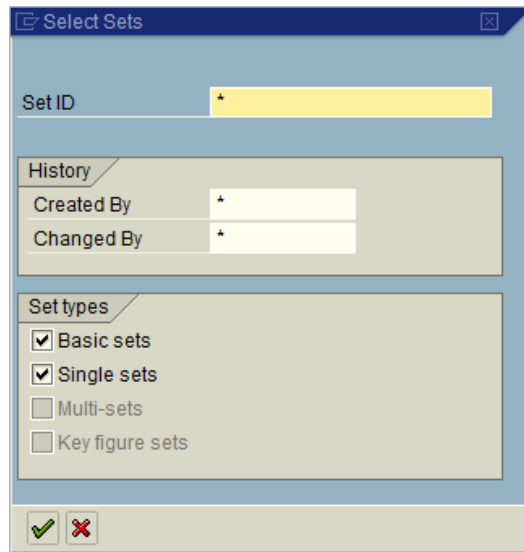
**2A. Funds Center Field**

Use this field if you are going to use a predefined group of fund centers.

Examples

753	Finance and Administration – all divisions
7530	Finance and Administration – VP’s office only
7531	Finance and Business Services Division – entire division
753100	Finance and Business Services Division – all fund centers ending with 3100
753120	Bursar’s Office – all fund centers ending with 3120
7532	Facilities Division – entire division
753200	Facilities Division – all fund centers ending with 3200
753220	Grounds Department – all fund centers ending with 3220
752	Provost – all deans / all directors
7520	Provost’s Office only
7521	Dean – Arts & Sciences – entire operation
752100	Dean – Arts & Sciences – dean’s office – fund centers ending with 2100
752112	Biology Department – all fund centers ending with 2112
752115	Chemistry Department – all fund centers ending with 2115

You can access a drop down list for this field. Click in the field. Then click on the search icon that appears to the right of the field. The following window will open.



In the Set ID field, type the following:

- 751\* to search the President's Division
- 752\* to search the Provost's Division
- 753\* to search the VP of Finance and Administration's Division
- 754\* to search the VP of Student Affairs' Division
- 755\* to search the VP of Information Services' Division
- 757\* to search the VP of Advancement's Division

Click the green checkmark to begin the search.

Double click the appropriate to move your selection to the Funds Center field.

**2B. Or value(s) Field** - directly below the Funds Center Field

Use this field if you are reporting on one specific fund center. Enter that number here.  
Example: 7511003100.

***Step 3***

**3. Commitment Item**

Enter one of the following

- SSHE\_2A* Personnel and Operating Expenses / Revenue (if applicable)
- SSHE\_3B* Operating Expenses Only

# **Running A Report For One Fund Center - Fiscal Year 2011**

## **If your Fund Center Number starts with 7511, 7512, 7514, or 7515**

- a) Select SAP Menu Transaction ZFM01\_EXP
- b) Select the 75\_WCU\_2011 variant to enter the appropriate fiscal year in both the Fiscal Year From and Fiscal Year To fields.
- c) In the **Or Value(s)** field directly below the Fund field, enter 7511001000.
- d) In the **Or Value(s)** field directly below the Funds Center field, enter the specific fund center number that you want to see.
- e) Enter *SSHE\_2A* or *SSHE\_3B* in the Commitment Item field.

*SSHE\_2A*      Personnel and Operating Expenses / Revenue (if applicable)  
*SSHE\_3B*      Operating Expenses Only

## **If your Fund Center Number starts with 7513**

- a) Select SAP Menu Transaction ZFM01\_EXP
- b) Select the 75\_WCU\_2011 variant to enter the appropriate fiscal year in both the Fiscal Year From and Fiscal Year To fields.
- c) In the **Or Value(s)** field directly below the Fund field, enter 7511001313.
- d) In the **Or Value(s)** field directly below the Funds Center field, enter the specific fund center number that you want to see.
- e) Enter *SSHE\_2A* or *SSHE\_3B* in the Commitment Item field.

*SSHE\_2A*      Personnel and Operating Expenses / Revenue (if applicable)  
*SSHE\_3B*      Operating Expenses Only

# **Running A Report For One Fund Center - Fiscal Year 2011**

## **If your Fund Center Number starts with 7517 through 7519 ...**

- a) Select SAP Menu Transaction ZFM01
- b) Select the 75\_WCU\_2011 variant to enter the appropriate fiscal year in both the Fiscal Year From and Fiscal Year To fields.
- c) In the Or Value(s) field directly below the Fund field, enter 7513001000.
- d) In the Or Value(s) field directly below the Funds Center field, enter the specific fund center number that you want to see.
- e) Enter *SSHE\_2A* or *SSHE\_3B* in the Commitment Item field.

<i>SSHE_2A</i>	Personnel and Operating Expenses / Revenue (if applicable)
<i>SSHE_3B</i>	Operating Expenses Only

**If your Fund Center Number starts with 7520 through 7599 ...**

- a) Select SAP Menu Transaction ZFM01
- b) Select the 75\_WCU\_2011 variant to enter the appropriate fiscal year in both the Fiscal Year From and Fiscal Year To fields.
- c) In the Or Value(s) field directly below the Fund field, enter the fund center number. For this range of fund center numbers, the fund number and the fund center number are the same, with the following exceptions:

<b>Fund = Fund Center Exceptions</b>	
<b>Fund 7529000000 is associated with these particular fund centers ...</b>	<b>Fund 7529000001 is associated with these particular fund centers ...</b>
7529023210	7529043220
7529033220	7529083240
7529073240	7529043500
7529023500	7529053500
7529033500	7529074300
7529064300	7529025025
7529015025	

- d) In the Or Value(s) field directly below the Funds Center field, enter the specific fund center number that you want to see.
- e) Enter *SSHE\_2A* or *SSHE\_3B* in the Commitment Item field.

*SSHE\_2A*      Personnel and Operating Expenses / Revenue (if applicable)  
*SSHE\_3B*      Operating Expenses Only

## Running A Report For Multiple Fund Centers – Fiscal Year 2011

### For all Fund Center Numbers ...

- a) If you want to see revenue reported in addition to budget and expense information, select SAP menu transaction ZFM01.
- b) Select the 75\_RANGE\_2011 variant.
- c) Do not make an entry in the Fund field or the Or Value(s) field directly below the Fund field.
- d) Enter a pre-defined fund center group number in the Funds Center field. See the examples on page 5.
- e) Enter *SSHE\_2A* or *SSHE\_3B* in the Commitment Item field. )

*SSHE\_2A*      Personnel and Operating Expenses / Revenue (if applicable)  
*SSHE\_3B*      Operating Expenses Only

## Variant Chart

Fiscal Year	Single Fund Centers	Multiple Fund Centers
2009	75_WCU_2009	75_RANGE_2009
2010	75_WCU_2010	75_RANGE_2010
2011	75_WCU_2011	75_RANGE_2011

**Report for fund center 7511003100 - both personnel and operating expenses.**

*Note: The fund number (7511001000) was entered in the Or value(s) field directly below the Fund field. The fund center number (7511003100) was entered in the Or value(s) field directly below the Funds Center field.*

The screenshot shows the SAP 'FC, Revenue & Expense: Selection' screen. It features a menu bar at the top with 'Program', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons, including a green checkmark with a clock. The main area is divided into 'Selection values' and 'Selection groups' sections.

**Selection values:**

Financial Management Area	SSHE
Budget Category	9F
Version	0
Fiscal Year From	2009
Fiscal Year To	2009

**Selection groups:**

Budget Type			
Or value(s)		to	
Fund			
Or value(s)	7511001000		
Funds Center			
Or value(s)	7511003100	to	
Commitment Item	SSHE_2A		
Or value(s)		to	
Functional Area			
Or value(s)		to	

Callouts in the image:

- A black callout bubble points to the green checkmark with a clock icon in the toolbar, containing the text: "Green checkmark with clock to submit the report".
- A yellow callout bubble points to the 'Or value(s)' field containing '7511001000', containing the text: "Note: Entry made in the Or Value(s) field".
- A yellow callout bubble points to the 'Commitment Item' field containing 'SSHE\_2A', containing the text: "Commitment Item entry".
- A yellow callout bubble points to the 'Or value(s)' field containing '7511003100', containing the text: "Note: Entry made in the Or Value(s) field".

The status bar at the bottom right shows 'ZFM01', 'kozuka', and 'INS'.

Click the icon that is a green checkmark with a clock to submit the report.

Here is the resulting report.

Click the first icon to open or close the list of reports to see more of the actual report.

Different reports to choose.  
Click to choose.  
Use only first three reports.

Funds center/commitment item	Current Budget	Consumable Budget	Co
FdsCtr/CmmtItem	1,072,384.51	1,072,384.51	
7511003100 Finance and Business Services	1,072,384.51	1,072,384.51	
2-EXP Expenses	1,072,384.51	1,072,384.51	
PERS Personnel	969,541.62	969,541.62	
501 Regular Salaries	692,029.00	692,029.00	
501200 AFSCME - Salaries			
501310 State Sys Managers			
520 Overtime			
520300 Management - Overtime			
531 Annual Leave Pay-Out			
531310 Annual Lv-Mgmt			
INCREMENTAL_BENEFITS Incremental Benefits			
540200 AFSCME - Medicare			
541200 AFSCME - Social Security			
540300 Management - Medicare			
541300 Management - Social Security			
550200 AFSCME - Retirement - SERS			
554200 AFSCME - Retirement - TIAA			
550300 Management - Retirement - SERS			
554300 Management - Retirement - TIAA			
556300 Management - Retirement - ING			
FIXED_RATE_BENEFITS Fixed Rate Benefits	277,512.62	277,512.62	
558200 AFSCME - Group Life			

There are six different views / reports that can be displayed based on the parameters that you entered. We suggest that you limit your usage to the first three reports. To switch to a different report, simply click on the report name listed here.

1. BUDSTAT\_w/CF\_FC

This report compares Budget to Commitments / Actuals and provides an Available Balance.

2. SOURCES\_w/CF\_FC

This report provides a breakdown of the Budget according to the various types of budget transactions (Original / Carry-Forward / Supplement / Transfer).

3. ACTCOM\_wCF\_FC

This report provides a summary of Commitments and Actuals.

## Important Notes Involving Revenue

Report Group: FC, Revenue & Expense      Date: 11/25/2008  
 Report Name: BUDSTAT\_w/CF\_FC      Page: 1/ 1

FM Area: SSHE State System  
 Budget Category: 9F FM Payment Budget

Fund: 7561061313      220 E Rosedale Lab  
 Funds Center/Group: 7561061313.1      220 E Rosedale Lab  
 Commitment Item: SSHE\_2A      Flat - Master per CI Hierarchy  
 Fiscal Year: 2009

Funds center/commitment item	Current Budget	Consumable Budget	Actual	...
7561061313.1 220 E Rosedale Lab	85,487.71	85,487.71	-110,132.66	195,62
1-REV Revenues			-110,132.66	110,13
1-REVENUES Revenues				110,13
469141 Rental of Faciliti			-110,132.66	
2-EXP Expenses	85,487.71	85,487.71		85,48
2-EXPENSES Expenses	85,487.71	85,487.71		85,48

**If your report results show rows identified with 1-REV Revenues, you have to find your Available Budget balance in the rows starting at the 2-EXP Expenses level.**

**Do not use the Revenue rows for determining budget balances.**

**Please note that the receipt of revenue does not automatically increase your budget / budget balance. Increasing the budget and therefore the available budget balance requires an additional manual budget transaction in the SAP Finance system.**

## **Key Terms**

### **Current Budget**

This column only applies to the WCU Budget Department. For end users, please refer to the Consumable Budget column.

### **Consumable Budget**

This is the column to use for identifying your budget value. This is the value that the SAP Finance system uses as your working budget.

### **Commitments**

This column refers to purchase order and requisition activity. Commitments are also referred to as encumbrances.

### **Actuals**

This column reflects all expense activity.

### **Total ComAct**

This column is the total of commitments and actual.

### **Available**

This column reflects the amount of funds available for you to use. This is the value used by the system to determine if a transaction successfully passes the budget checking (funds availability) process.

Normally, this value is determined by the following formula:

$(\text{Consumable Budget}) - (\text{Commitments} + \text{Actuals}) = \text{Available}.$

Please note that in some (infrequent) situations, it is possible that certain General Ledger transactions can appropriately increase the Available value without impacting the Budget value.

# Sample BUDSTAT\_w/CF\_FC Report

with the Report List turned off

Report Group: FC, Revenue & Expense Date: 11/13/2008  
 Report Name: BUDSTAT\_w/CF\_FC Page: 1/ 1

FM Area: SSHE State System  
 Budget Category: 9F FM Payment Budget

Fund: 7511001000 General Fund  
 Funds Center/Group: 7511003100 Finance  
 Commitment Item: SSHE\_2A Flat - Master per CI Hierarchy  
 Fiscal Year: 2009

Funds center/commitment item	Current Budget	Consumable Budget	Commitment	Actuals	To
<b>FdsCtr/CmmItem</b>	<b>1,072,384.51</b>	<b>1,072,384.51</b>	<b>8,884.36</b>	<b>182,920.63</b>	
7511003100 Finance and Business Services	1,072,384.51	1,072,384.51	8,884.36	182,920.63	
2-EXP Expenses	1,072,384.51	1,072,384.51	8,884.36	182,920.63	
PERS Personnel	969,541.62	969,541.62		165,831.70	
501 Regular Salaries	692,029.00	692,029.00			
501200 AFSCME - Salaries				27,318.24	
501310 State Sys Managers				91,237.74	
520 Overtime					
520300 Management - Overtime				-79.76	
531 Annual Leave Pay-Out					
531310 Annual Lv-Mgmt				3,249.13	
INCREMENTAL_BENEFITS Incremental Benefits					
540200 AFSCME - Medicare				392.15	
541200 AFSCME - Social Security				1,676.79	
540300 Management - Medicare				1,448.77	
541300 Management - Social Security				6,194.71	
550200 AFSCME - Retirement - SERS				643.81	
554200 AFSCME - Retirement - TIAA				719.96	
550300 Management - Retirement - SERS				766.82	
554300 Management - Retirement - TIAA				5,142.33	
556300 Management - Retirement - ING				1,134.98	
FIXED_RATE_BENEFITS Fixed Rate Benefits	277,512.62	277,512.62			
558200 AFSCME - Group Life				67.67	

ZFM01 kozuka INS

# Sample SOURCES\_w/CF\_FC Report

with the Report List turned off

Report Group: FC, Revenue & Expense  
 Report Name: SOURCES\_w/CF\_FC  
 Date: 11/13/2008  
 Page: 1/ 1

FM Area: SSHE State System  
 Budget Category: 9F FM Payment Budget

Fund: 7511001000 General Fund  
 Funds Center/Group: 7511003100 Finance  
 Commitment Item: SSHE\_2A Flat - Master per CI Hierarchy  
 Fiscal Year: 2009

Funds center/commitment item	Original	CF from LY	CF to NY	Supplements	Returns	Transfers
FdsCtr/CmntItem	1,034,688.90	37,695.61				
7511003100 Finance and Business	1,034,688.90	37,695.61				
2-EXP Expenses	1,034,688.90	37,695.61				
PERS Personnel	969,541.62					
501 Regular S	692,029.00					
FIXED_RATE_BENEFITS Fixed Rat	277,512.62					
NON-PERS Non-Person	65,147.28	37,695.61				
NON-PERSONNEL Non-Perso	65,147.28	37,695.61				

ZFM01 kozuka INS

# Sample ACTCOM\_w/CF\_FC Report

with the Report List turned off

Report Group: FC, Revenue & Expense      Date: 11/13/2008  
 Report Name: ACTCOM\_wCF\_FC      Page: 1/ 1

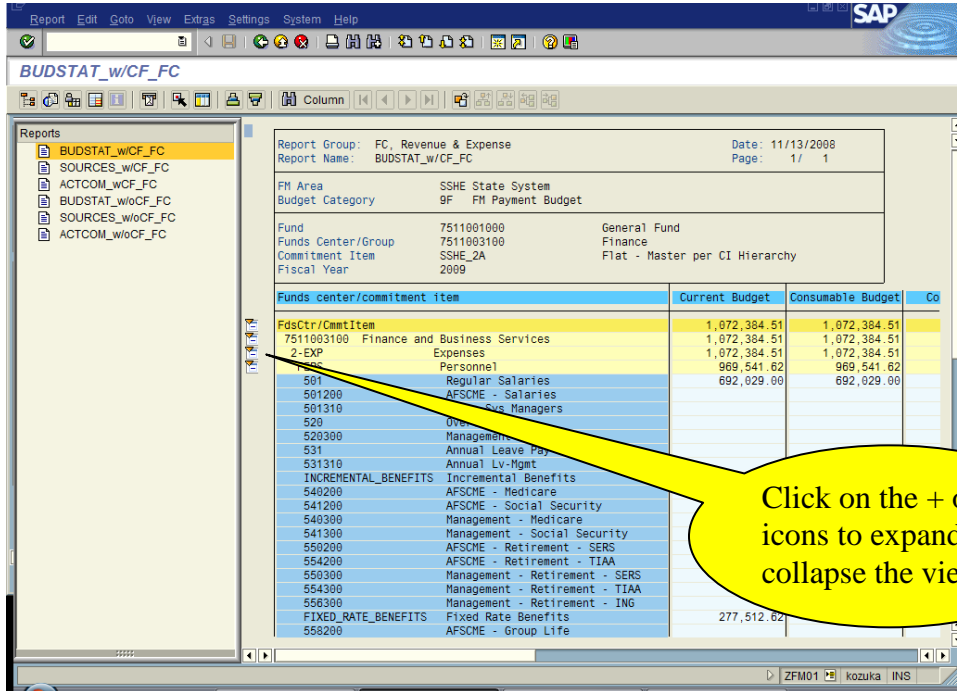
FM Area: SSHE State System  
 Budget Category: 9F FM Payment Budget

Fund: 7511001000 General Fund  
 Funds Center/Group: 7511003100 Finance  
 Commitment Item: SSHE\_2A Flat - Master per CI Hierarchy  
 Fiscal Year: 2009

Funds center/commitment item	Commitment	Actuals	Tot ComAct
FdsCtr/CmntItem	8,884.36	182,920.63	191,804.99
7511003100 Finance and Business	8,884.36	182,920.63	191,804.99
2-EXP Expenses	8,884.36	182,920.63	191,804.99
PERS Personnel		165,831.70	165,831.70
501200 AFSCME - Salaries		27,318.24	27,318.24
501310 State Sys Managers		91,237.74	91,237.74
520300 Management - Overtim		-79.76	-79.76
531310 Annual Lv-Mgmt		3,249.13	3,249.13
540200 AFSCME - Medicare		392.15	392.15
541200 AFSCME - Social Secu		1,676.79	1,676.79
540300 Management - Medicar		1,448.77	1,448.77
541300 Management - Social		6,194.71	6,194.71
550200 AFSCME - Retirement		643.81	643.81
554200 AFSCME - Retirement		719.96	719.96
550300 Management - Retirem		766.82	766.82
554300 Management - Retirem		5,142.33	5,142.33
556300 Management - Retirem		1,134.98	1,134.98
558200 AFSCME - Group Life		67.67	67.67
558300 Management - Group L		173.45	173.45
560300 Management - H/W		1,597.78	1,597.78
561200 AFSCME - Hospitaliza		5,913.00	5,913.00
561300 Management - Hospita		8,560.83	8,560.83
562200 AFSCME - Annuit Hosp		4,028.61	4,028.61

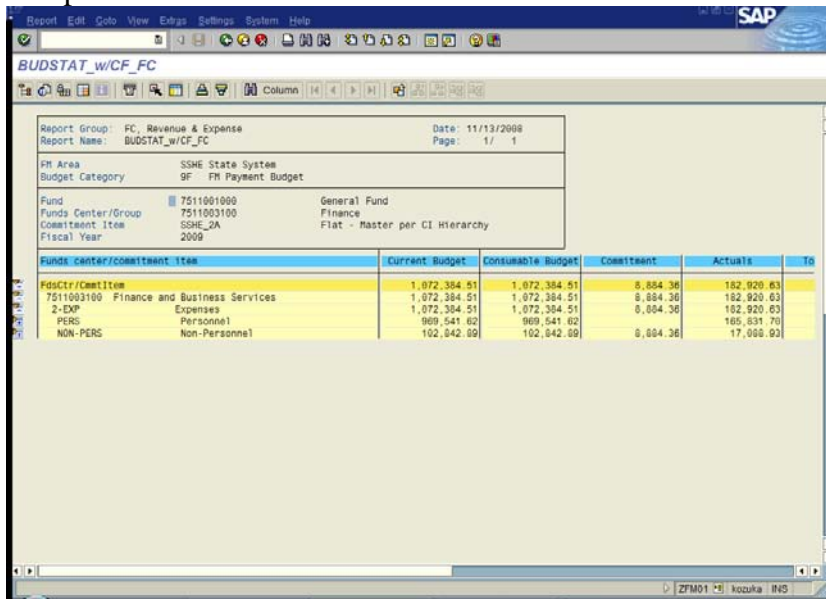
# Navigation Within the Report

The report data can be collapsed or expanded, as you see fit.



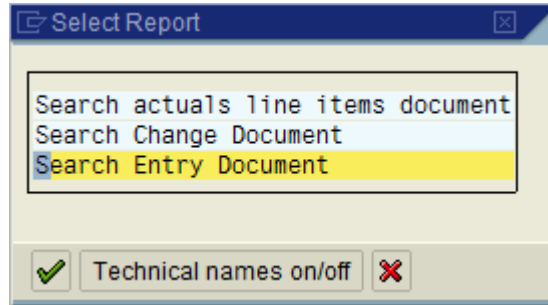
Click the + or – icons to expand or collapse the view. This functionality can be used at each level where these icons are displayed.

## Sample results



## Viewing Detail Transactions

To drill down on the line item detail, double click on the dollar amount. A window will open.



If you are attempting to view the details for a budget amount, click on the Search Entry Document (last entry in list). Then click the green checkmark.

If you are attempting to view the details for an actual/expense amount or a commitment amount, click on the Search Actual Line Items Document (first entry in list). Then click the green checkmark.

If you double click on the dollar amount in the total row (first row displayed), you will see all of the appropriate transactions for the dollar amounts in that particular column.

Sample of detail report resulting from double clicking on the Consumable Budget value and then selecting the Search Entry Document option.

Doc Year	Entry Docu	Line	Version	Doc. type	Process	Year	Doc. Type	Fund.	Funds Ctr.	Commitment Item	F.Ar	Amount LC	Text
2009	1000014621	000001	0	BGT	Carry For. Recv	2009	Recum Budget	7511001000	7511003100	NON-PERSONNEL	BDGT	37,695.61	
	1000055670	000001	0	BGT	Enter	2009	Recum Budget	7511001000	7511003100	NON-PERSONNEL	BDGT	71,113.03	FBS DOC# 05
	1000055616	000001	0	BGT	Enter	2009	Recum Budget	7511001000	7511003100	NON-PERSONNEL	BDGT	5,965.75	FBS DOC# 05

## Multiple Fund Centers

Use the ZFM01\_EXP report if you are not interested in revenue. If you do want to include revenue, use the ZFM01 report.

To view more than one fund center at a time, you should select a pre-defined group of fund centers (see examples on page 4). Also, the Fund field should be left blank.

In the Funds Center field, enter 7522. This will include all of the fund centers controlled by the Dean of Business and Public Affairs.

This example uses the SSHE\_2A Commitment Item (see page 6).

The screenshot shows the SAP BUDSTAT\_w/CF\_FC report interface. The report title is 'BUDSTAT\_w/CF\_FC'. The report group is 'FC, Revenue & Expense' and the report name is 'BUDSTAT\_w/CF\_FC'. The date is 11/13/2008 and the page is 1/25. The FM Area is 'SSHE State System' and the Budget Category is '9F FM Payment Budget'. The Fund is '\*', Funds Center/Group is '511002200,7511002210,7511', Commitment Item is 'SSHE\_2A' (Flat - Master per CI Hierarchy), and the Fiscal Year is 2009.

Funds center/commitment item	Current Budget	Consumable Budget	Co
<b>FdsCtr/CmntItem</b>	<b>12,205,121.70</b>	<b>12,205,121.70</b>	
752200 Dean - Business	2,928,861.26	2,928,861.26	
7511002200 Dean - Business & Publ.Affairs	947,858.99	947,858.99	
7511002200 Dean - Business & Publ.Affairs	947,858.99	947,858.99	
2-EXP Expenses	947,858.99	947,858.99	
PERS Personnel	928,163.68	928,163.68	
501 Regular Salaries	583,873.00	583,873.00	
501110 Faculty Salaries			
501200 AFSCME - Salaries			
501310 State Sys Managers			
501410 Univ Administrator			
510 Student Employment			
510580 University Funded Student Employ			
522 Higher Class Pay			
522100 Higher Class Pay - APSCUF			
INCREMENTAL_BENEFITS Incremental Benefits			
540110 APSCUF - Medicare			
541110 APSCUF - Social Security			
540200 AFSCME - Medicare			
541200 AFSCME - Social Security			
540300 Management - Medicare			
541300 Management - Social Security			
540400 SCUPA - Medicare			

## Changing the View

Collapse the highest level icon and then expand the same icon.

The screenshot shows the SAP BUDSTAT\_w/CF\_FC report interface. The left sidebar contains a tree view with the following structure:

- Reports
  - BUDSTAT\_w/CF\_FC
  - SOURCES\_w/CF\_FC
  - ACTCOM\_w/CF\_FC
  - BUDSTAT\_w/oCF\_FC
  - SOURCES\_w/oCF\_FC
  - ACTCOM\_w/oCF\_FC
- Variation: Characteristics
  - Fund
  - Fiscal Year
- Variation: Fund
  - \* Fund

The main area displays report details and a table:

Report Group: FC, Revenue & Expense  
Report Name: BUDSTAT\_w/CF\_FC  
Date: 11/13/2008  
Page: 1 / 1

FM Area: SSHE State System  
Budget Category: 9F FM Payment Budget

Fund: \*  
Funds Center/Group: 7522 Dean - Business  
Commitment Item: SSHE\_2A Flat - Master per CI Hierarchy  
Fiscal Year: 2009

Funds center/commitment item	Current Budget	Consumable Budget	Co
FdsCtr/CmmtItem	12,205,121.70	12,205,121.70	
752200 Dean - Business	2,928,861.26	2,928,861.26	
752210 Accounting	710,125.62	710,125.62	
752215 Criminal Justice	841,493.10	841,493.10	
752220 Economics And Finance	1,378,464.62	1,378,464.62	
752225 Geography & Planning	807,674.93	807,674.93	
752230 Management	1,349,697.23	1,349,697.23	
752235 Marketing	936,800.18	936,800.18	
752240 Political Science	1,328,745.23	1,328,745.23	
752245 Social Work	740,887.05	740,887.05	
752246 SWK Field Practicum	68.16	68.16	
752250 Social Work - Graduate	786,840.43	786,840.43	
752251 Grad Soc Work Field Practicum	-12.34	-12.34	
752270 MBA Program	4,007.10	4,007.10	
752275 MS - Administration Program	6,277.85	6,277.85	
752280 Pre-Law Program	710.00	710.00	
752295 Business Technology Center	384,481.28	384,481.28	

You can continue to expand and/or contract as you wish.

Click here to expand  
the Economics  
Department.

**View with the Economics and Finance Department expanded.**

The screenshot displays the SAP BUDSTAT\_w/CF\_FC report interface. The main window shows a table of budget data for various funds centers and commitment items. The table includes columns for 'Funds center/commitment item', 'Current Budget', 'Consumable Budget', and 'Co'. The data is filtered to show the 'Economics And Finance' department (7511002220) and its sub-items, including 'Economics and Finance - ES' and 'Economics Restricted'. The total current budget for the department is 1,347,461.76, and the total consumable budget is 1,347,461.76.

Funds center/commitment item	Current Budget	Consumable Budget	Co
FdsCtr/CmmtItem	12,205,121.70	12,205,121.70	
752200 Dean - Business	2,928,861.26	2,928,861.26	
752210 Accounting	710,125.62	710,125.62	
752215 Criminal Justice	841,493.10	841,493.10	
752220 Economics And Finance	1,378,464.62	1,378,464.62	
7511002220 Economics And Finance	1,347,461.76	1,347,461.76	
7512022220 Economics and Finance - ES	5,026.82	5,026.82	
7533012220 Economics Restricted	221.53	221.53	
7539012220 Dr. A Shamseddine Scholarship	2,180.90	2,180.90	
7539022220 Benzing Family Scholarship	2,573.61	2,573.61	
7552022220 Benzing Family Endowment	21,000.00	21,000.00	
752225 Geography & Planning	807,674.93	807,674.93	
752230 Management	1,349,697.23	1,349,697.23	
752235 Marketing	936,800.18	936,800.18	
752240 Political Science	1,328,745.23	1,328,745.23	
752245 Social Work	740,887.05	740,887.05	
752246 SWK Field Practicum	68.16	68.16	
752250 Social Work - Graduate	786,840.43	786,840.43	
752251 Grad Soc Work Field Practicum	-12.34	-12.34	
752270 MBA Program	4,007.10	4,007.10	
752275 MS - Administration Program	6,277.85	6,277.85	
752280 Pre-Law Program	710.00	710.00	
752295 Business Technology Center	384,481.28	384,481.28	

Report Edit Goto View Extras Settings System Help

**BUDSTAT\_w/CF\_FC**

Reports

- BUDSTAT\_w/CF\_FC
- SOURCES\_w/CF\_FC
- ACTCOM\_w/CF\_FC
- BUDSTAT\_w/oCF\_FC
- SOURCES\_w/oCF\_FC
- ACTCOM\_w/oCF\_FC

Variation: Characteristics

- Fund
- Fiscal Year

Variation: Fund

- \* Fund

Report Group: FC, Revenue & Expense  
 Report Name: BUDSTAT\_w/CF\_FC  
 Date: 11/13/2008  
 Page: 1 / 1

FM Area: SSHE State System  
 Budget Category: 9F FM Payment Budget

Fund: \*  
 Funds Center/Group: 511002200,7511002210,7511  
 Commitment Item: SSHE\_2A Flat - Master per CI Hierarchy  
 Fiscal Year: 2009

Funds center/commitment item	Current Budget	Consumable Budget	Co
<b>FdsCtr/CmmtItem</b>	<b>12,205,121.70</b>	<b>12,205,121.70</b>	
752200 Dean - Business	2,928,861.26	2,928,861.26	
752210 Accounting	710,125.62	710,125.62	
752215 Criminal Justice	841,493.10	841,493.10	
752220 Economics And Finance	1,378,464.62	1,378,464.62	
7511002220 Economics And Finance	1,347,461.76	1,347,461.76	
7512022220 Economics and Finance - ES	5,026.82	5,026.82	
7533012220 Economics Restricted	221.53	221.53	
7539012220 Dr. A Shamseddine Scholarship	2,180.90	2,180.90	
7539022220 Benzing Family Scholarship	2,573.61	2,573.61	
7552022220 Benzing Family Endowment	21,000.00	21,000.00	
752225 Geography & Planning	807,674.93	807,674.93	
752230 Management	1,349,697.23	1,349,697.23	
752235 Marketing	936,800.18	936,800.18	
752240 Political Science	1,328,745.23	1,328,745.23	
752245 Social Work	740,887.05	740,887.05	
752246 SWK Field Practicum	68.16	68.16	
752250 Social Work - Graduate	786,840.43	786,840.43	
752251 Grad Soc Work Field Practicum	-12.34	-12.34	
752270 MBA Program	4,007.10	4,007.10	
752275 MS - Administration Program	6,277.85	6,277.85	
752280 Pre-Law Program	710.00	710.00	
752290 Business Technology Center	384,481.28	384,481.28	

ZFM01 kozuka INS

Click here to introduce a filter for Fund.

Report Edit Goto View Extras Settings System Help

**BUDSTAT\_w/CF\_FC**

Reports

- BUDSTAT\_w/CF\_FC
- SOURCES\_w/CF\_FC
- ACTCOM\_w/CF\_FC
- BUDSTAT\_w/oCF\_FC
- SOURCES\_w/oCF\_FC
- ACTCOM\_w/oCF\_FC

Variation: Characteristics

- Fund
- Fiscal Year

Variation: Fund

- Fund
  - 7511001000 General Fund
  - 7513001000 General Fund -
  - 7533012200 Geo Travel Adv
  - 7533012210 Accounting - Ac
  - 7533012215 CRJ Res - Dec
  - 7533012220 Economics
  - 7533012225 Geographic All
  - 7533012240 Government - F
  - 7533012245 Social Work - L
  - 7533012250 Graduate Socia
  - 7533022200 Business Adm
  - 7533022225 Geography & P
  - 7533022240 CSER Gift Fun
  - 7533022245 Social Work Tr

Report Group: FC, Revenue & Expense  
 Report Name: BUDSTAT\_w/CF\_FC  
 Date: 11/13/2008  
 Page: 1 / 1

FM Area: SSHE State System  
 Budget Category: 9F FM Payment Budget

Fund: \*  
 Funds Center/Group: 511002200,7511002210,7511  
 Commitment Item: SSHE\_2A Flat - Master per CI Hierarchy  
 Fiscal Year: 2009

Funds center/commitment item	Current Budget	Consumable Budget	Co
FdsCtr/CmntItem	12,205,121.70	12,205,121.70	
752200 Dean - Business	2,928,861.26	2,928,861.26	
752210 Accounting	710,125.62	710,125.62	
752215 Criminal Justice	841,493.10	841,493.10	
752220 Economics And Finance	1,378,464.62	1,378,464.62	
7511002220 Economics And Finance	1,347,461.76	1,347,461.76	
7512022220 Economics and Finance - ES	5,026.82	5,026.82	
7533012220 Economics Restricted	221.53	221.53	
7539012220 Dr. A Shamseddine Scholarship	2,180.90	2,180.90	
7539022220 Benzing Family Scholarship	2,573.61	2,573.61	
7552022220 Benzing Family Endowment	21,000.00	21,000.00	
752225 Geography & Planning	807,674.93	807,674.93	
752230 Management	1,349,697.23	1,349,697.23	
752235 Marketing	936,800.18	936,800.18	
752240 Political Science	1,328,745.23	1,328,745.23	
752245 Social Work	740,887.05	740,887.05	
752246 SWK Field Practicum	68.16	68.16	
752247 Social Work - Graduate	786,840.43	786,840.43	
752248 Head Soc Work Field Practicum	-12.34	-12.34	
752270 Program	4,007.10	4,007.10	
752275 Administration Program	6,277.85	6,277.85	
752280 Program	710.00	710.00	
752295 Business Center	384,481.28	384,481.28	

ZFM01 kozuka INS

Click here to limit the report to fund centers associated with the General Fund (7511001000).

Collapse and expand the highest level icon. Then begin expanding some of the other rows.

The screenshot displays the SAP BUDSTAT\_w/CF\_FC report. The interface includes a menu bar (Report, Edit, Goto, View, Extras, Settings, System, Help) and a toolbar. The main window is divided into several sections:

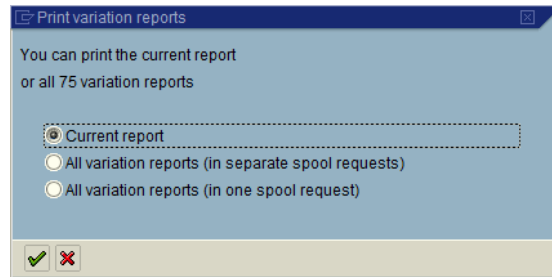
- Reports:** A list of report variants including BUDSTAT\_w/CF\_FC, SOURCES\_w/CF\_FC, ACTCOM\_w/CF\_FC, BUDSTAT\_w/oCF\_FC, SOURCES\_w/oCF\_FC, and ACTCOM\_w/oCF\_FC.
- Variation: Characteristics:** Includes Fund and Fiscal Year.
- Variation: Fund:** A tree view showing the hierarchy of funds, with 7511001000 General Fund selected.
- Report Summary:**
  - Report Group: FC, Revenue & Expense
  - Report Name: BUDSTAT\_w/CF\_FC
  - Date: 11/13/2008
  - Page: 1 / 1
  - FM Area: SSHE State System
  - Budget Category: 9F FM Payment Budget
  - Fund: 7511001000 General Fund
  - Funds Center/Group: 511002200,7511002210,7511
  - Commitment Item: SSHE\_2A Flat - Master per CI Hierarchy
  - Fiscal Year: 2009
- Data Table:** A table with columns: Funds center/commitment item, Current Budget, Consumable Budget, and Co. The table lists various departments and their budget figures.

Funds center/commitment item	Current Budget	Consumable Budget	Co
FdsCtr/CmntItem	9,441,064.03	9,441,064.03	
752200 Dean - Business	1,040,713.85	1,040,713.85	
7511002200 Dean - Business & Publ.Affairs	947,858.99	947,858.99	
7511012200 Business Dean	18,379.54	18,379.54	
7512002200 Dean - Business & Publ.Affairs	66,232.00	66,232.00	
7515012200 Initiative - Library Enhance.	4,611.69	4,611.69	
7515032200 Tech Enhancing Student Success	3,631.63	3,631.63	
752210 Accounting	700,482.70	700,482.70	
7511002210 Accounting	695,482.70	695,482.70	
7512022210 Accounting - ES	5,000.00	5,000.00	
752215 Criminal Justice	790,553.09	790,553.09	
7511002215 Criminal Justice	782,965.27	782,965.27	
7512032215 Criminal Justice - ES	7,587.82	7,587.82	
752220 Economics And Finance	1,352,488.58	1,352,488.58	
752225 Geography & Planning	692,114.33	692,114.33	
752230 Management	1,336,980.15	1,336,980.15	
752235 Marketing	914,791.21	914,791.21	
752240 Political Science	1,148,503.40	1,148,503.40	
752245 Social Work	671,922.13	671,922.13	
752246 SWK Field Practicum	68.16	68.16	
752250 Social Work - Graduate	781,415.24	781,415.24	
752251 Grad Soc Work Field Practicum	-12.34	-12.34	
752270 MBA Program	4,055.68	4,055.68	

# Printing Your Report

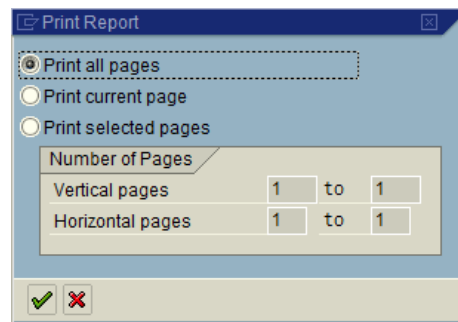
Click the printer icon at the top of the report.

A window will open.



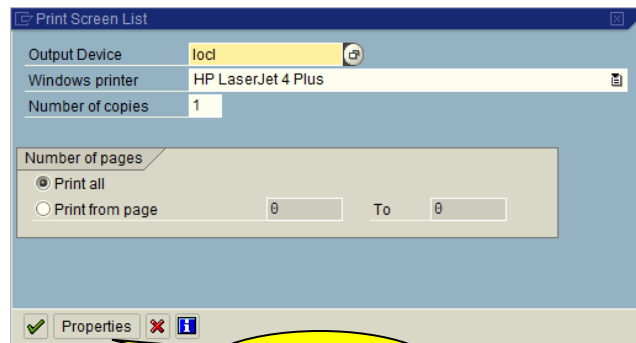
Click the green checkmark.

Another window will open.



Click the green checkmark.

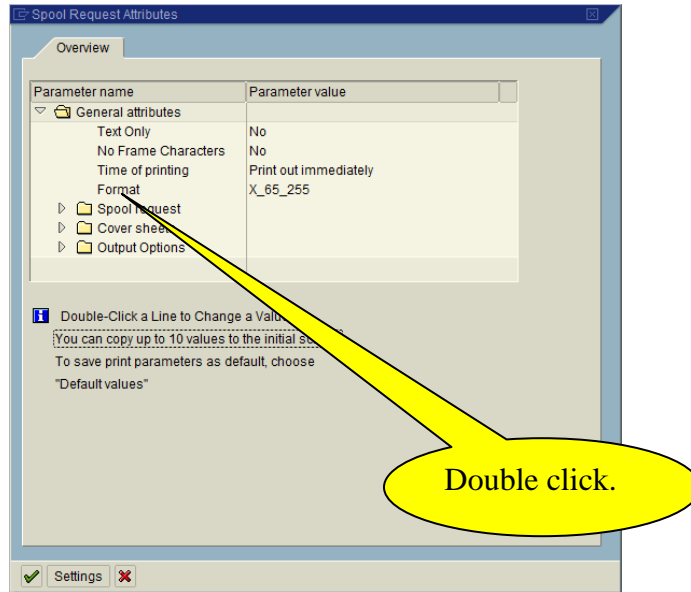
Another window will open.



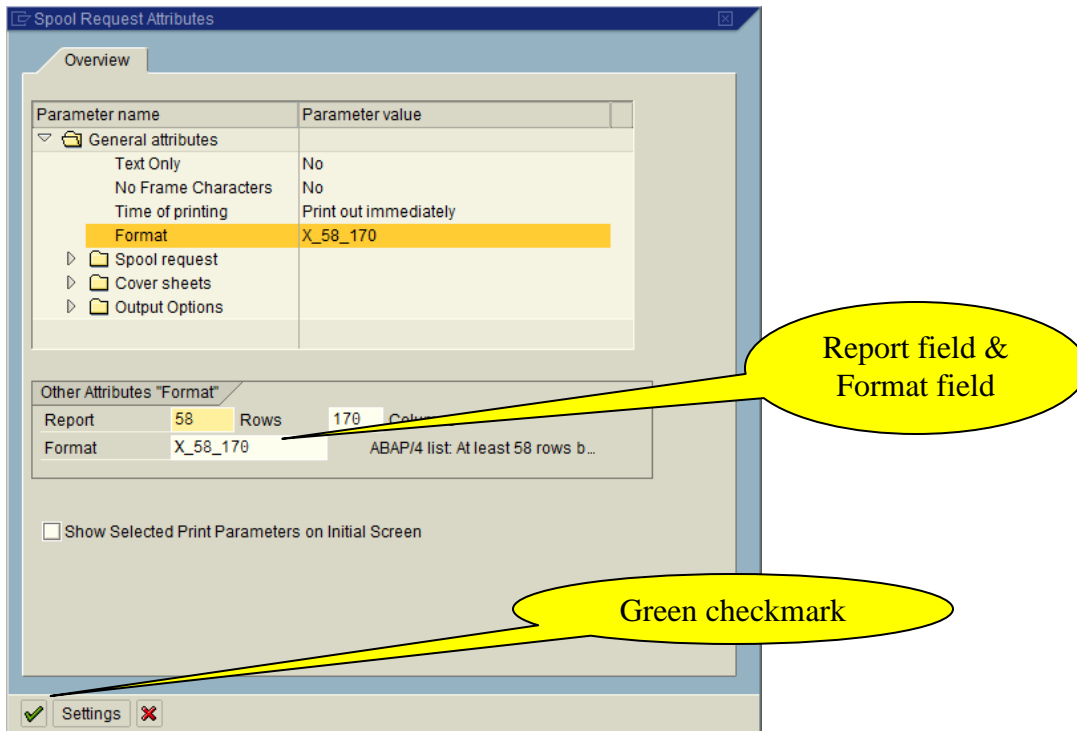
Properties

Click the Properties button.

Another window will open. Double click the Format row.

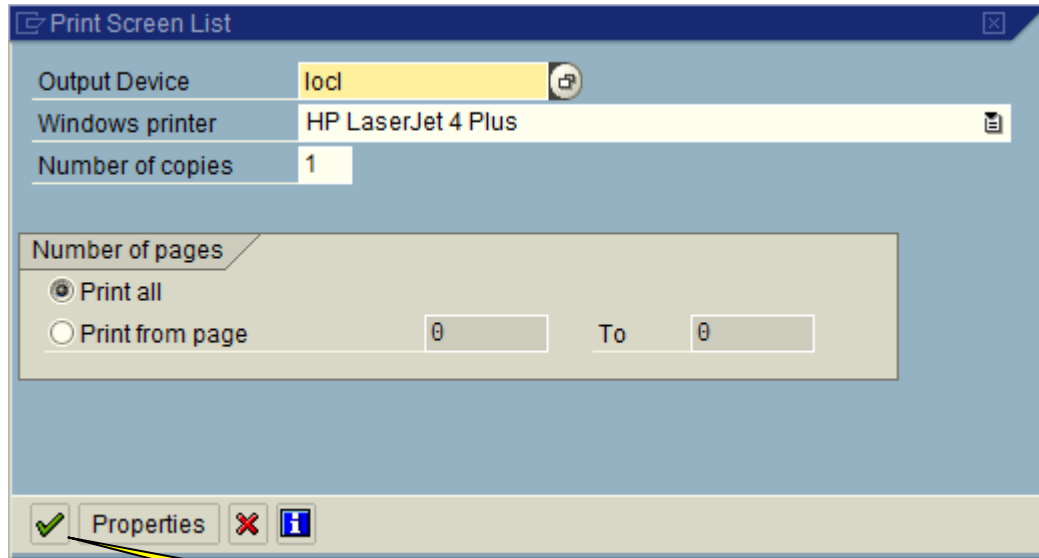


The window will expand.



Change the Report field to 58 rows 170 columns.  
Change the Format field to X\_58\_170  
Click the green checkmark.

Another window will open.



Click the green checkmark.

*{The End ... at least for now ...}*

Page intentionally blank.