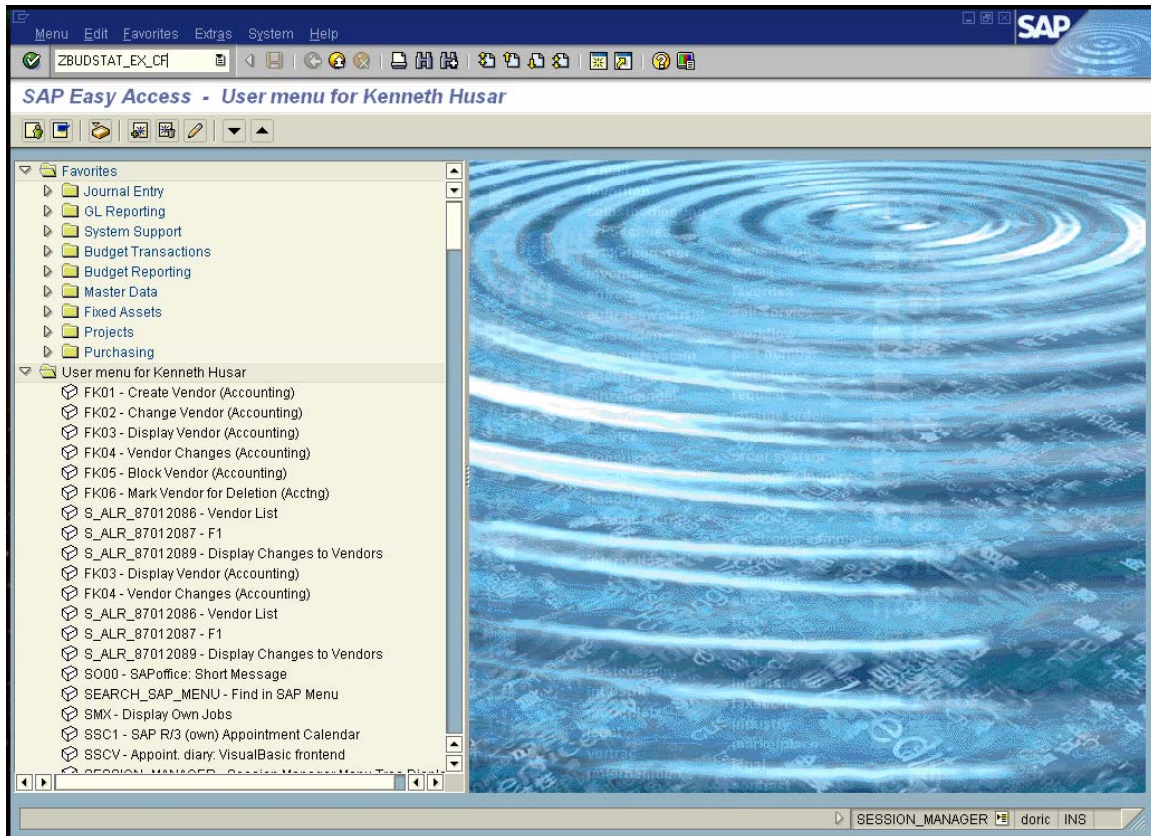


Using the ZBUDSTAT_EX_CF budget report in the SAP Finance system ...

These instructions are applicable for viewing operating expenses only on for fund centers (cost centers) that are neither self-support (SS) operations or restricted (scholarships, endowments, etc.). They also do not include personnel-related expenses. You might want to add the ZBUDSTAT_EX_CF transaction to your SAP Favorites.

From the SAP Easy Access / Main Menu (SESSION_MANAGER)

Type ZBUDSTAT_EX_CF in the Command Field (or select it from your list of Favorites). Click on the check mark icon to the left of the Command Field.



The following screen will be displayed.

The screenshot shows the SAP Selection: Exp Budget Status wCfrwd to Next Yr screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is divided into three sections: Standard selections, Report selections, and Output type.

Standard selections:

Fund		to		
Key date	01/22/2007			
Hierarchy Variant				
Funds Center		to		
Year commitment item				
Variant	000			
Commitment item		to		

Report selections:

Budget version	0		
Fiscal year	2007	2007	
To fiscal year	2007	2007	

Output type:

Graphical report-output
 Classic drilldown report

The status bar at the bottom right shows the transaction code ZBUDSTAT_EX_CF, user doric, and system INS.

Click on Go To on the Menu toolbar. From the drop down menu, select Variants. Select Get ... A dialog box will open. In the Variant field, type 75_OPERATING_1. Make sure that the Created By Field is empty. Then click on the Execute button (green check mark with a clock).

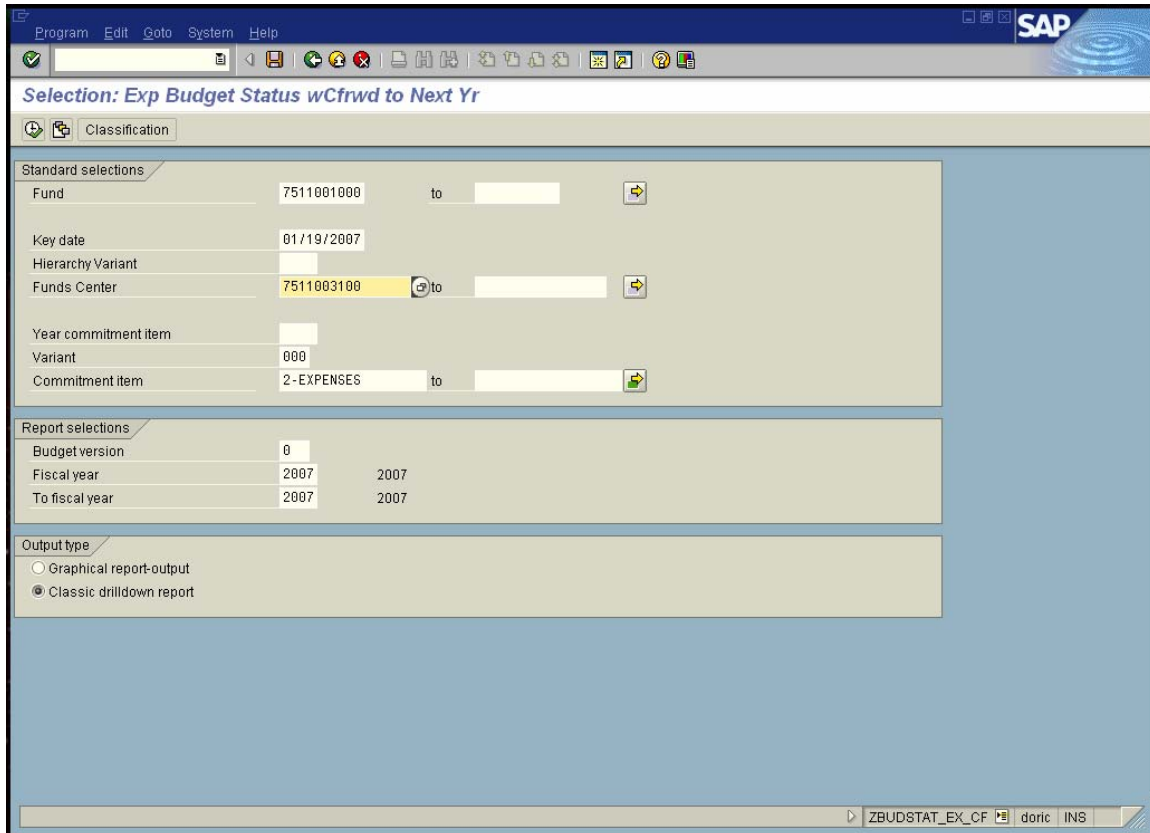
The screenshot shows the Find Variant dialog box. It has a title bar with a close button. The main area contains five fields with corresponding buttons to the right:

Variant	75_OPERATING_1	
Environment		
Created by		
Changed by		
Original language		

At the bottom left, there are two buttons: a green checkmark with a clock (Execute) and a red X (Cancel).

The use of the variant will fill in the value for the fund field and the Commitment Item field. You will need to enter your appropriate fund center number in the Funds Center field.

Also, please note that the selection of the variant will fill in a date of 1/19/2007 in the Key Date field. (This is the date that the variant was created.) This date has no impact on the output of the report. There is no need to change this date field. The report will always generate year-to-date data regardless of the date entered in this field.



Then click on the Execute Button on the Application toolbar (Green check mark with a clock).

It will take approximately 90 seconds for the system to generate your report.

Using the elevator scroll bar on the far right of the screen, scroll down until you see the Total line highlighted in yellow. This row provides the budget balance for the appropriate fund center.

Please note that this report / variant combination should not be used for self-support fund centers.

Report Edit Goto Navigate Extras Settings System Help

Execute Exp Budget Status wCfrwd to Next Yr: Overview

Budget Version - 0 Budget Status Report - Fiscal Years 2007 to 2007 WITH CARRY FORWARD
 (adjusted for items carried forward to next year)

Variant: 75_OPERATING_1
 Fund 7511001000 - General Fund to 7511001000 - General Fund

From Funds Center 7511003100 - Finance and Business Services Commitment Items ONLY EXPENSE TYPE
 To Funds Center 7511003100 - Finance and Business Services 2-EXPE - 2-EXPE

Budget version 0

Navigation

Applict
 Budget type
 Amount type
 Period

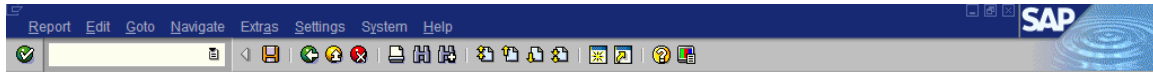
Commitment item	Total				
	Budget	Commitment	Actuals	Tot ComAct	Available
0 SSHE/650 Rental/Lease-Equip					
0 SSHE/650999 Rent/Lease Other			305.00		
0 SSHE/660 Supplies		3,656.48	23,316.40		
0 SSHE/660100 Office Supplies			3,850.37		
0 SSHE/660115 Procurement Card Purch			8,264.23		
0 SSHE/660230 EDP Equip-Noncapital					
0 SSHE/665 Food Supplies			1,750.69		
0 SSHE/665130 Other Food Supplies					
0 SSHE/CAPITAL Capital					
0 SSHE/FURNITURE_&_EQUIP Furniture & Equip			2,001.60		
0 SSHE/740 Equipment					
0 SSHE/740000 Equip & Machinery					
◆ Total	263,666.71	10,504.04	225,521.08	236,025.12	27,641.59

Generated by: 75KHUSAR on 01/22/2007 - 11:25:40 in PRD 300 Report: Z00B0STE Transaction: ZBUDSTAT_EX_CF

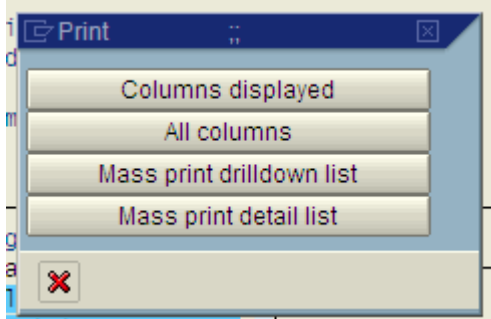
ZBUDSTAT_EX_CF doric INS

Printing the Report

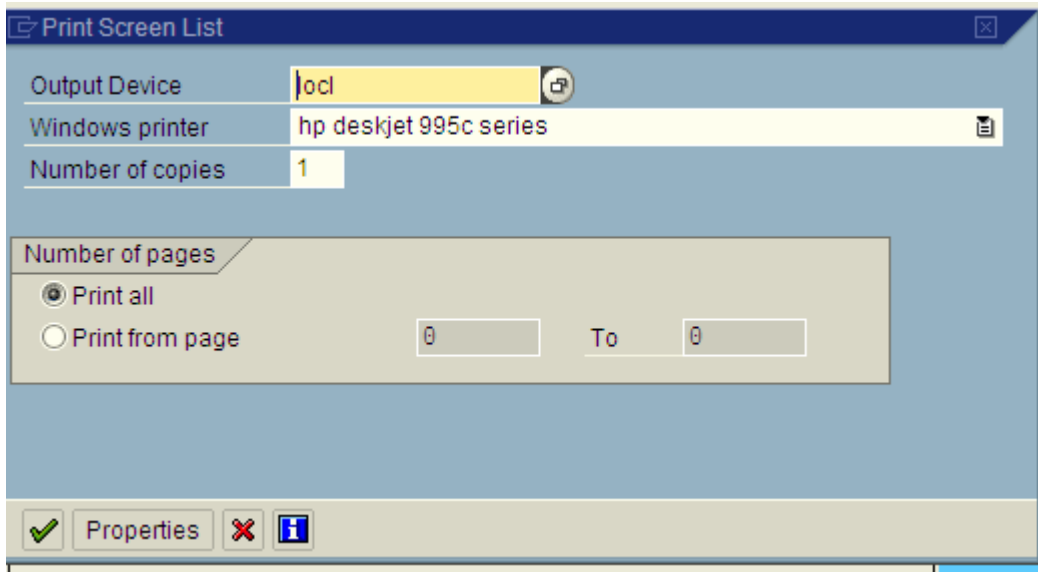
To print the report, click on the "Report" field on the main tool bar at the top of the page.



From the resulting drop down menu, select "Print." Then click on the "All Columns" button.



The Output Device should be locl. Then click on the green check mark at the bottom of the "Print Screen List" window displayed below.



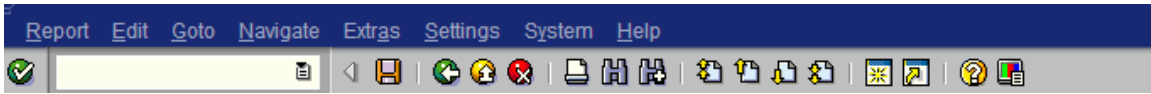
If you'd like to run the report for another fund center, begin the entire process from the selection of the variant step.

To exit the report click on either the green back arrow button



or red ball with an "x"





From the “Exit Report” dialog box, click on the “Yes” button to exit the report in order to begin the process again.

