SAP Budget Reports Outline

Target Audience:
Employees who, as part of their official duties and responsibilities, are required to access budget, financial, and procurement information or to process purchasing requisitions.

Prerequisites:
Completion of Basic SAP Navigation

Description:
This course provides basic instruction for navigating through the SAP Budget Reports.

Course Includes:
- Log In
- Initial Variable Screen
  - Fund Center Hierarchy (Groups) Option
  - Individual Fund Center Option
  - SAP User-Id Option
  - Fund Type Hierarchy
- Overall Navigation
- Toolbar Icons
- Exporting to Excel
- Dashboard Tab
- Status Tab
- Hierarchy Tab
- Prior Year Tab
- Operating Tab
- Personnel Tab
- Budget Tab
- POs Tab (Purchase Orders)
- Reqs Tab (Requisitions)
- Revenue Tab
- Travel Tab
- Trend Tab
- AP Tab (Accounts Payable)
- Printing Reports