BU BUworks Online Help

Introduction

Process and Trigger

Execute this report to display a summary view of unrestricted accounts for one or more Fund Centers. The report provides a snapshot of budget (can be broken out by recurring and non-recurring), income/expense actuals, payroll actuals, and commitments and includes unexpended budget and percent of budget expended. Data is displayed for fiscal year-to-date through the fiscal period specified.

Drill-down is available to: (1) detailed General Ledger/Commitment Item information, (2) detailed income and expenses, (3) actuals with pay detail (if user has proper authorization), (4) detailed commitments, and (5) detailed budget entries.

Prerequisites

None

Menu Path

BUworks Central portal → Reporting → Accounting (FI) → Funds Management (Distributed) → Unrestricted Budget to Actual by Fund Center

Transaction

None

Tips and Tricks

- Data is displayed for fiscal year-to-date through the fiscal period specified.
- Drill-down capability is available from the *Unrestricted Budget to Actual by Fund Center* report to view additional detail in the *Unrestricted Budget to Actual by FC – GL/CI Detail* report.
- Drill-down capability is available from the *GL/CI Detail* report to view:
    - Revenue and expense detail in the report *Transaction detail – Actuals.*
    - Payroll detail in the report *Actuals with Pay Detail* (**user must have authorization to view payroll)**.
    - Commitment detail in the report *Transaction Detail – Commitments.*
    - Budget detail in the report *Transaction Detail – Budget Entries.*
- All of the detail reports that can be drilled to are also available for direct execution on the portal.
- The Boston University fiscal year runs from July through June. Thus, period 001 corresponds to July, period 002 to August, etc.
- The **Document Control Number** is extracted from selected Financial Affairs forms, e.g., disbursement requests, and entered into SAP by Accounts Payable staff. This control number is available in these drill-down reports: *Transaction detail – Actuals, Transaction Detail – Commitments, and Transaction Detail – Budget Entries.* This Characteristic is also available in the transaction detail reports available via direct execution from the portal: *Transaction Detail* and *Transaction Detail w/ Payroll Detail.*
- Instructions calling for a mouse right-click can be executed on a Macintosh computer with a one-button mouse by holding down the **CTRL** key while clicking.

Reports

None

How-to guides useful when executing a BW report

- How to - Specify Report Dates
- How to Run - FM Unrestricted Budget to Actual by Fund Center Report
- How to Save and Use a View
- How to Filter Report Data
- How to Add a Result-Subtotal Line
- How to Use the Search Function
- How to Export BW Report Data to Excel
- How to Save and Use a Variant

Procedure

Executing the Report

Step Name	Description of Step
Step 1: Specify the selection criteria	Use the Variable Entry screen to define the parameters to execute the report.
Step 2: Drill-down to report details, as necessary: *GL/Commitment Item Detail* *Transaction detail – Actuals* *Actuals with Pay Detail* *Transaction Detail – Commitments* *Transaction Detail – Budget Entries*	Drill-down reports provide additional detail information. Note: payroll information is restricted to authorized users.
Definitions - Characteristics and Key Figures: *Unrestricted Budget to Actual by Fund Center* *Transaction detail – Actuals* *Actuals with Pay Detail*	Selected definitions of Key Figures and Characteristics, listed by report.

1. Enter selection criteria via the displayed *Variable Entry* screen.

This report displays year-to-date activity for the current fiscal year based on specification of **Period/Fiscal Year,** the only <u>required</u> field.

In addition to **Period/Fiscal Year**, report data can be limited to one or more **Fund Centers**, by **Revenue** or **Expense**, or by **Unit Number**, e.g., administrative unit or school/college. **Vers*ion*** *has been included for future use but has no* effect at present.

How to specify Fiscal Period / Year:

The **Period/Fiscal Year** field is initially populated by default with the current fiscal period. Cumulative year-to-date information (through period selected) will be included in the report. To execute the report with this period, skip to <u>Execute the Report</u> below.

1. To specify a **Period/Fiscal Year** other than the current one, enter the new period and year directly in the input field or click on the white "matchcode" box (also referred to as the "**Search** box.") and select the period and year you want.
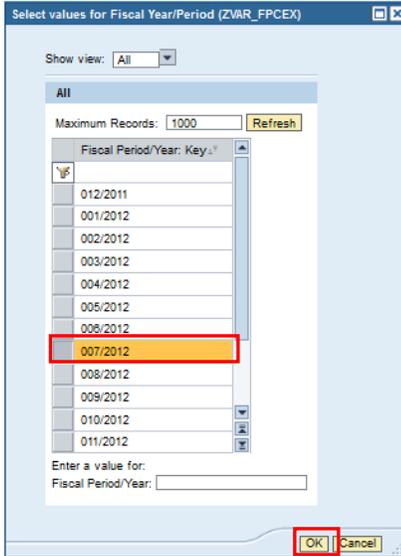
2. Select Fiscal Period.

3. Click the **OK** button.
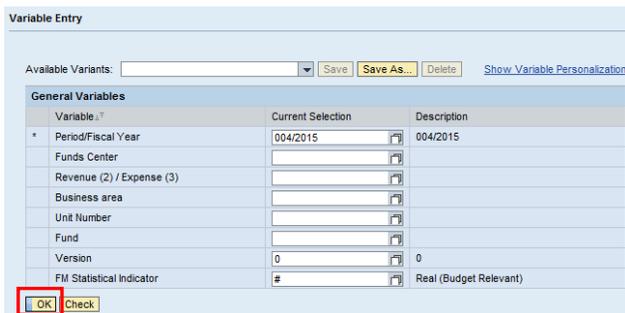
4. Click the **OK** button to execute the report.

Sample Output – Initial View[1]

The initial data display contains data from the current Fiscal Year – through whatever Fiscal period was selected – as well as data from the prior Fiscal Year.

Here is an example, for which period 4 of Fiscal Year 2013 was specified. Data through October is shown, as is data from Fiscal 2012:

Funds Center	Revenue/Expense	FY 2013 Budget Per. 01-04	FY 2013 Actuals Per. 01-04	FY 2013 Commitments Per. 01-04	FY 2013 Total (Actual + Commitment)	FY 2013 Unexpended Budget w/ Commitments	FY 2013 Unexpended Budget w/o Commitments	FY 2013 % Budget Expended w/ Commitments
		$	$	$	$	$	$	
	Revenue				0.00	0.00	0.00	
	Expense	1,715,597	405,351.43	2,286.15	407,637.58	1,307,959.42	1,310,245.57	23.8
	Result	1,715,597	405,351.43	2,286.15	407,637.58	1,307,959.42	1,310,245.57	
	Expense	29,953	8,618.99		8,618.99	21,334.01	21,334.01	28.8
	Revenue		(11,000.00)	0.00	(11,000.00)	11,000.00	11,000.00	0.0
	Expense		1,873.45	547.75	2,421.20	(2,421.20)	(1,873.45)	0.0
	Result		(9,126.55)	547.75	(8,578.80)	8,578.80	9,126.55	
Overall Result		1,745,550	404,843.87	2,833.90	407,677.77	1,337,872.23	1,340,706.13	

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[1] The data in this document have been deliberately obscured.

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Elements of the display:

1. The black triangles indicate these columns are hierarchical displays. Click on a triangle to expand/compress a column to show more/less data. In the example below, the **Budget** column has been expanded to show the Recurring and Non-Recurring elements that, together, make up the total budget amount. Similarly, the **Actuals** column has been expanded to show activity for the current period in addition to that for the year-to-date total.

FY 2013 Budget Per. 01-04	FY 2013 Recurring Budget Per. 01-04	FY 2013 Non-Recurring Budget Per. 01-04	FY 2013 Actuals Per. 01-04	FY 2013 Actuals Per. 04
$	$	$	$	$
1,715,597	1,731,619	(16,022)	405,351.43	182,631.31
1,715,597	1,731,619	(16,022)	405,351.43	182,631.31

2. The *Result* line in a BW report indicates a subtotal.

3. A Grand Total for the entire report is indicated by *Overall Result*.

4. Prior Fiscal Year data includes:

FY 2012 Final Budget	FY 2012 Final Actuals	FY 2012 Actuals Per. 01-04
$	$	$
(61,992)	(61,992.00)	1,055.60
1,748,770	1,697,199.35	421,453.03
1,686,778	1,635,207.35	422,508.63
23,680	27,728.17	7,915.67
(20,000)	(20,000.00)	(3,000.00)
20,000	17,300.86	8,624.81
0	(2,699.14)	5,624.81
1,710,458	1,660,236.38	436,049.11

Final Budget: the budget for a given Funds Center as of the end of the prior Fiscal year.

Final Actuals: prior Fiscal Year total for all actual activity.

Actuals: activity only for the specified period or periods in the prior Fiscal Year (1-4, in this example)

Selected Definitions – Unrestricted Budget to Actual by Fund Center Report

Key Figures	Description
FY 20xx Budget Per. 01-XX	Total budget amount as of the period specified.
Recurring Budget Per. 01-XX	Recurring Budget includes items that repeat from year to year; the operational budget.
Non-recurring Budget Per. 01-XX	Non-Recurring budget items are those that are one-time allocations or adjustments for current year, e.g., special events.
Actuals Per. 01-XX	Cumulative expense and revenue Fiscal Year activity from period 01 through the specified period.
Actuals Per. XX	Expenses/revenue recorded during the period selected.
Commitments Per. 01-XX	Cumulative commitments for the Fiscal Year from period 01 through the specified period.

Commitments Per. XX	Commitments recorded during the fiscal period selected.
(prior FY) Final Budget	The budget for a given Funds Center as of the end of the prior Fiscal year.
(prior FY) Final Actuals	Prior Fiscal Year total for all actual activity.
(prior FY) Actuals Per. 01-XX	Activity only for the specified period during the prior Fiscal Year

Characteristic	Description
Amount Type	Type of transaction, such as original, change, reduction
Commt/Actual Detail	Categories of commitments and actuals transactions, such as purchase orders and invoices.
Cmmts/actuals trans.	Type of commitment and actuals transactions, such as FI Posting, HR payroll accounting.
GL/Commitment item	Includes revenues (lab fees, gifts, etc.) and expenses (salaries for full or part-time faculty or staff, etc.); initially presented in this report as a compressed hierarchy. For purposes of this report, GL accounts and Commitment Items are treated as being identical.
FM Doc Number	SAP module Funds Management system-assigned transaction number.
Funds Center (Cost Center)	An organizational unit within a Financial Management area to which budget can be assigned. They are used to collect costs in an organizational unit (e.g., a Boston University department) and support budgeting at the department level.
Funded Program (Internal Order)	A data element used to record budget, track postings of revenue and expense, control postings and monitor the performance of internal projects. In most cases, Funded Program will be linked one to one with Internal Orders. Note: because this report focuses on unrestricted funds, this field will show only *funded_program_nr* (nr = not relevant).
Funded Program Type	The type of Funded Program in SAP, such as General, Designated, Gift. Note: because this report focuses on unrestricted funds, this field will show only General.
Period/ Fiscal Year	Fiscal month and year. The BU Fiscal Year runs from July 1 through June 30. Thus, July is the first fiscal period and is represented as period 001 in SAP. August is period 002, and so forth.
Revenue/Expense	Indicates activity related to income or expenses.

2. Drill-down to View GL/Commitment Item Detail.

It is possible to drill-down from the *Unrestricted Budget to Actual* report to display detailed entries for income and expenses via the *GL/Commitment Item Detail* report.

> **Important**
>
> The scope of the information displayed via drill-down is determined by the position of the cursor when the drill-down process is begun. For example, positioning the cursor on a Funds Center will result in a display of revenue and expense postings as well as commitments. On the other hand, positioning the cursor on a Revenue or Expense item will limit the detail display to revenue or expense postings, respectively. The areas below demonstrate some of the possibilities for cursor positioning when drilling-down.

Funds Center	Revenue/Expense	FY 2013 Budget Per. 01-04	FY 2013 Actuals Per. 01-04	FY 2013 Commitments Per. 01-04	FY 2013 Total (Actual + Commitment)	FY 2013 Unexpended Budget w/ Commitments	FY 2013 Unexpended Budget w/o Commitments	FY 2013 % Budget Expended w/ Commitments
		$	$	$	$	$	$	$
▮▮▮▮▮▮▮▮▮▮	Revenue			0.00	0.00	0.00		
	Expense	1,715,597	405,351.43	2,286.15	407,637.58	1,307,959.42	1,310,245.57	23.8
	Result	1,715,597	405,351.43	2,286.15	407,637.58	1,307,959.42	1,310,245.57	
▮▮▮▮▮	Expense	29,953	8,618.99		8,618.99	21,334.01	21,334.01	28.8
▮▮▮▮▮	Revenue		(11,000.00)	0.00	(11,000.00)	11,000.00	11,000.00	0.0
	Expense		1,873.45	547.75	2,421.20	(2,421.20)	(1,873.45)	0.0
	Result		(9,126.55)	547.75	(8,578.80)	8,578.80	9,126.55	
Overall Result		1,745,550	404,843.87	2,833.90	407,677.77	1,337,872.23	1,340,706.13	

Drill-down Example

FY 2013 Budget Per. 01-04	FY 2013 Actuals Per. 01-04	FY 2013 Commitments Per. 01-04	FY 2013 Total (Actual + Commitment)	FY 2013 Unexpended Budget w/ Commitments	FY 2013 Unexpended Budget w/o Commitments	% Exp Co
$	$	$	$	$	$	
		0.00	0.00	0.00		
1,715,597	405,351.43	2,286.15	407,637.58	1,307,959.42	1,310,245.57	
1,715,597	405,351.42		637.58	1,307,959.42	1,310,245.57	
1,715,597	405,351.43					

Context menu:
- Back ▸
- **Goto** ▸   Unrestricted Budget to Actual by FC – GL/CI Detail
- Change Drilldown ▸
- Broadcast and Export ▸
- Save View
- Personalize Web Application ▸
- Properties ▸
- Calculations and Translations ▸
- Documents ▸

1. Identify a **Funds Center** entry for which you want more detail.

2. Right-click on that cell to display the context menu.

3. Release the mouse button and slide the cursor down to *Goto*.

4. Click on *Unrestricted Budget to Actual by FC – GL/CI Detail*.

	FY 2013 Budget Per. 01-04	FY 2013 Actuals Per. 01-04	FY 2013 Commitments Per. 01-04	FY 2013 Total (Actual + Commitment)
	$	$	$	$
FACULTY FULL TIME	1,461,500	308,877.96	0.00	308,877.96
FACULTY PART TIME	72,080	16,017.78		16,017.78
FACULTY OTHER		11,500.00		11,500.00
STIPEND & AWARD COMP	27,244	9,207.32		9,207.32
OVERBASE COMP	24,000			
EXEMPT FULL TIME	48,700	16,233.32		16,233.32
EXEMPT PART TIME		14,466.68		14,466.68
NON EXEMPT FULL TIME	41,456	13,528.66		13,528.66
UGRAD STDT - NON EXE	3,000	561.37		561.37
HONORARIA	300			
SUPPLIES	6,305	8,540.12	101.00	8,641.12

Drilling down results in a detailed display like this, in which.

- Detail is displayed at the GL Account / Commitment Item level.

- The Key Figures are identical to the report drilled-from

3. Drill-down to View Transaction Detail.

It is possible to drill-down from the **_GL/Commitment Item Detail_** report the **_Transaction detail - Actuals_** report. Detail includes employee name and BUID for salary expenses and vendor, PO and Shopping Cart number, Document Control number for purchases of goods or services.

GL/Commitment item		FY 2013 Budget Per. 01-04	FY 2013 Actuals Per. 01-04	FY 2013 Commitments Per. 01-04	FY 2013 Total (Actual + Commitment)	FY 2013 Unexpended Budget w/ Commitments	FY 2013 Unexpended Budget w/o Commitments	FY 2013 % Budg Expend Commitr
		$	$	$	$	$	$	$
510010	SUPPLIES	6,305	8,540.12	101.00	8,641.12	(2,336.12)	(2,235.12)	
510030	CONS SUPPL-OFFICE		40.00		259.00	(259.00)	(40.00)	
510040	CONS SUPPL-RES LAB		46.40					
510050	CONS SUPPL-RES AN RS		38.37					
513500	TRAVEL - DOMESTIC	2,500						
513700	TRAVEL-FOREIGN		(1,837.60)		37.60)	1,837.60	1,837.60	
Result		8,805	6,827.29		178.98	1,626.02	1,977.71	
		8,805	6,827.29		178.98	1,626.02	1,977.71	

Context menu items shown: Back, Goto ▶ Transaction Detail - Actuals, Change Drilldown, Broadcast and Export ▶ Transaction Detail – Actuals w/ Pay Detail (Auth. Users), Save View ▶ Transaction Detail - Commitments, Personalize Web Application ▶ Transaction Detail - Budget Entries, Properties, Calculations and Translations, Documents

1. Right-click on a cell in the **Actuals** column to display the context menu.

2. Release the mouse button and slide the cursor down to *Goto*.

3. Click on *Transaction detail - Actuals.*

> Results in a detailed display like this:

GL/Commitment item		Posting date	Text	Document type	FI doc.number	FSR/ISR Number	Vendor	Vendor Invoice	PO Number	SC Number	Doc Control No	Amount $
510010	SUPPLIES	08/02/2012	Advil, 50 / 2 Tablet Dosage	P. Card	1000577626	#	-	-	-	-	-	18.99
			PEN,BALL PT,MEDIUM,STICK,BLUE	P. Card	1000577626	#	-	-	-	-	-	1.76
			PEN,BALL PT,MEDIUM,STICK,GRN	P. Card	1000577626	#	-	-	-	-	-	1.76
			PEN,DR GRIP,COG,BLPT,CHAR	P. Card	1000577626	#	-	-	-	-	-	4.00
		08/08/2012	CD-RW,80 MINUTE,SPINDLE,25/PK	P. Card	1000580829	#	-	-	-	-	-	43.98
		08/10/2012	FileMaker 12 for Lab replacement compute	Invoice - Gross	5105684218	#	SHI International Corp.	B00715075	8500048022	1000099865	20120810	257.00
			FileMaker Adv 12 in English for lab repl	Invoice - Gross	5105684236	#	SHI International Corp.	B00716671	8500048282	1000100352	20120810	257.00

Selected Definitions – Transaction detail - Actuals Report

Characteristic	Description
AMEX Cardholder	Name of employee responsible for a p-card purchase.
Customer	Name of customer; associated with revenue items.
Doc Control No	Document Control Number; the number on Disbursement Forms to track payment activities.
Document Type	Key that identifies to which group of documents this document was assigned. Documents of the same type contain common information. Examples of document types include Alumni Gifts, Customer Credit Memo, Customer Invoice, etc.
FI Doc Number	The unique identification value assigned to a transaction as it is processed in the FI module. The system automatically creates and assigns document numbers as each document is posted.
FM Doc Number	SAP module Funds Management system assigned transaction number.
FSR/ISR Number	If this transaction is associated with a Facilities Service Request or an Internal Service Request, this field will contain the associated number.
PO Number	Purchase Order number.
Posting Date	Date the financial transaction was posted in the FI module
SC Number	Shopping cart number.
Text	Free text field describing an actual revenue or expense; field may be populated from multiple sources, e.g., PO description or p-card purchase description
Vendor Invoice	Number on invoice submitted by Vendor.

4. **Drill-down to View Actuals with Pay Detail (available only to users authorized to view payroll data)**

It is possible to drill-down from the *GL/Commitment Item Detail* report report to a *Actuals with Pay Detail* report. Detail includes employee name and BUID, payment date, and wage type. Payroll information is available by *GL/Commitment Item* and includes full and part-time faculty and staff as well as graduate and undergraduate students.

This report may include non-payroll results. The data included in the **Actuals with Pay Detail** report depends upon where one clicks when drilling down. In the example below, the **Faculty Full Time** entry is the item being drilled from. In this case, the report will display only Payroll data. If an *actuals* summary line was being drilled from, the report might include non-payroll entries.

Sample Entry in GL/CI Detail Report

1. Right-click on a Payroll Entry to display the context menu.

2. Release the mouse button and slide the cursor down to *Goto*.

3. Click on *Transaction Detail – Actuals w/ Pay Detail*.

Results in a detailed display like this:

The **Text** field contains employee name and BUID

Selected Definitions – Transaction detail – Actuals with Pay Detail Report

Characteristic	Description
Document Type	Indicates type of transaction, such as invoice or p-card
End Date of For-Per	End date of period <u>for</u> which an employee is paid. For-Per and In-Per will be the same unless a salary adjustment was made.
End Date of In-Per	End date of period <u>in</u> which an employee is paid.
Period/Fiscal Year	Fiscal month and year. The BU Fiscal Year runs from July 1 through June 30. Thus, July is the first fiscal period and is represented as period 001 in SAP. August is period 002, and so forth.
FM Doc Number	SAP module Funds Management system assigned transaction number.
Payment Date	Date an employee was paid.
Posting Date	Date the financial transaction was posted in the FI module
Text	Employee name and BUID.
Wage Type	Code assigned to a payment or deduction for payment type, such as regular, overtime, or overbase.

5. Drill-down to View Detailed Commitments.

It is possible to drill-down from the *GL/Commitment Item Detail* report report to a *Transaction Detail – Commitments* report. Detail includes vendor, PO and Shopping Cart number, and Document Control number.

Sample Entry in GL/CI Detail Report

GL/Commitment item		▶ FY 2014 Budget Per. 01-04	▶ FY 2014 Actuals Per. 01-04	▶ FY 2014 Commitments Per. 01-04	▪ FY 2014 Total (Actual + Commitment)	▪ FY 2014 Unexpended Budget w/ Commitments	▪ FY 2014 Unexpended Budget w/o Commitments	▪ FY 2014 % Budget Expended w/ Commitments	▶ FY 201 Final Budget
GL/Commitment item ▵		$	$	$	$	$	$	%	
893660	FMP: LOCK		78.52	1.00	79.52	(79.52)	(78.52)	0.0	
893680	FMP: TRUCKING		343.12	0.00	343.12	(343.12)	(343.12)	0.0	
893690	FMP: SIGN			1.00	1.00	(1.00)		0.0	
Result		1,975,404	426,085.79	2,679.66	428,765.45	1,546,638.55	1,549,318.21	21.7	1,676,
500040	STIPEND & AWARD COMP	10,033	3,344.32		Back ▶	688.68	6,688.68	33.3	9,
500410	GRAD STDT - EXEMPT	16,000			Goto ▶	Transaction Detail - Actuals			6,
500452	NWS GRAD SALARIED		2,857.16		Change Drilldown ▶	Transaction Detail – Actuals w/ Pay Detail (Auth. Users)			
500540	TEMP/CAS EES-NE				Broadcast and Export ▶	Transaction Detail - Commitments			
510010	SUPPLIES	1,950			Save View	Transaction Detail - Budget Entries			1,
511500	TELECOMM EQUIPMENT	500	103.40		Personalize Web Application ▶	,950.00	1,950.00		
511510	TELECOM USAGE					396.60	396.60	20.7	
511800	EQUIP RENTAL/LEASE	490			Properties ▶				
511900	POST & MAIL SVC	500			Calculations and Translations ▶	490.00	490.00		
					Documents ▶	500.00	500.00		

1. Right-click on a **Commitment** to display the context menu.

2. Release the mouse button and slide the cursor down to *Goto*.

3. Click on **Transaction Detail - Commitments**.

> Results in a detailed display like this:

GL/Commitment item ▵		Posting date ▵	Text ▵	FI doc.number ▵	FSR/ISR Number ▵	Vendor ▵	Vendor Invoice ▵	PO Number ▵	SC Number ▵	Doc Control No ▵	Amount ▵
											$
510030	CONS SUPPL-OFFICE	09/20/2013	Office depot sept. 2013	Not assigned	#	Office Depot, Inc.	-	8500106775	1000215750	-	4.73
511200	FOOD EXPENSE	10/01/2013	Office Depot 9/30/13 kak	Not assigned	#	Office Depot, Inc.	-	8500108828	1000219942	-	16.99
890100	ISR: CATERING	04/08/2013	Nacho Platter	Not assigned	9040038322	-	-	-	-	-	20.50
			drink tickets	Not assigned	9040038322	-	-	-	-	-	585.00
			food tickets	Not assigned	9040038322	-	-	-	-	-	210.00

Selected Definitions – Transaction detail – Commitments Report

Characteristic	Description
Doc Control No	Document Control Number. Number on Disbursement Forms to track payment activities.
Document Type	Indicates type of transaction, such as invoice or p-card
Period/Fiscal Year	Fiscal month and year. The BU Fiscal Year runs from July 1 through June 30. Thus, July is the first fiscal period and is represented as period 001 in SAP. August is period 002, and so forth.
FM Doc Number	Commitment reference number
PO Number	Purchase Order number
Posting Date	Date that the financial transaction was posted in the FI module
SC Number	Shopping Cart number
Text	Free text field describing a commitment; field may be populated from multiple sources, e.g., PO description or p-card purchase description