

Reporting, Reconciliation, & Corrections

Introduction

Reporting and reconciling our accounts on a monthly basis is one of the easiest ways to create a solid foundation for evaluating our School's performance and financial health. At SPH, we have developed the Reporting, Reconciliation and Corrections section to provide our Faculty and Staff with the necessary tools to perform efficient, accurate and timely financial reconciliations.

The topics covered in this section include

1. Monthly reports
 - a. Business Warehouse (BW) reporting
 - b. Report types
 - c. Monthly reports
 - d. Variable screen
 - e. Transaction detail
 - f. Unrestricted budget to actual by FC- GL/CI detail
 - g. Designated/restricted budget to actual by FC- GL/CI detail
 - h. Creating a saved workbook
 - i. Recall and execute a saved view

2. Reconciling monthly expenses
 - a. Clean data set
 - b. Pivot tables
 - c. Reconciling

3. Journals and corrections
 - a. Creating a journal entry
 - b. Display a parked document
 - c. Attaching supporting documentation
 - d. Tracking a journal entry
 - e. Journal entry preferences
 - f. Changing a journal entry
 - g. Deleting a journal entry



Reporting, Reconciliation, & Corrections

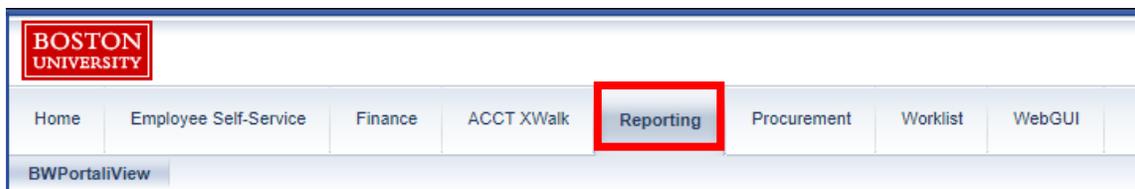
1a. Business Warehouse (BW) reporting

Boston University provides Schools and Administrative Departments with BUWorks, an enterprise-wide system that facilitates financial management, human capital management, and procurement capabilities.

The BUWorks Finance component provides an integrated infrastructure that supports budget, finance, procurement, and research administration and is designed to improve the University's ability to plan, manage, and transact financial data.

The many tabs you will find when logging into BUWorks represent the functions that can be performed within the system and will vary depending on each user's role and responsibilities at the School of Public Health.

In this section of the Best Practices Handbook we will focus on the Reporting tab to describe the most frequently used reports, as well as introduce very useful tools for analyzing and portraying your financial data.



Helpful Links

[BUWorks Training- Intro to BW Reporting](#)

[BUWorks Finance](#)

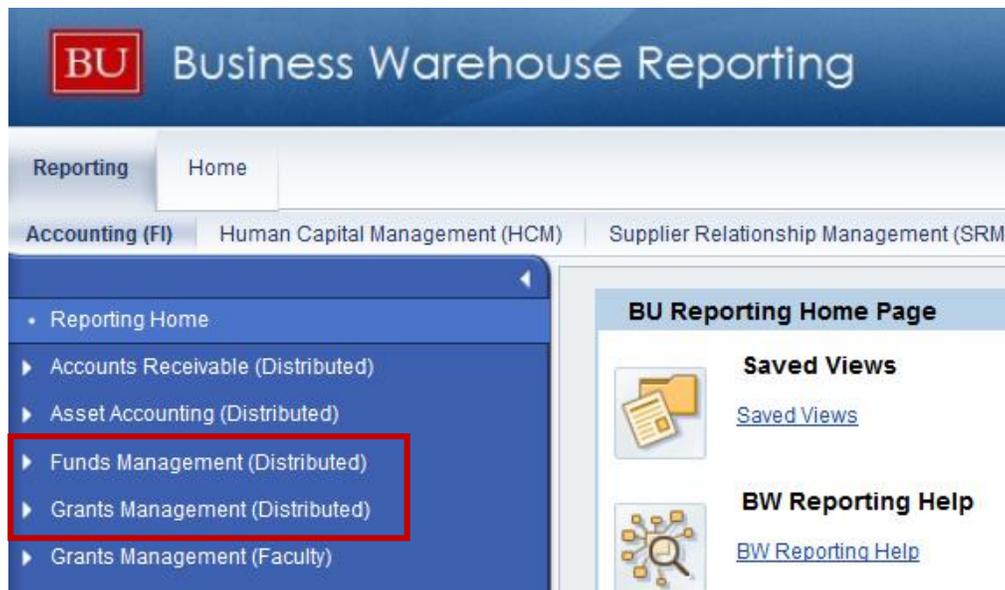
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1b. Report types

Before we examine the different reports available within Business Warehouse, we first need to navigate the BUWorks Reporting functionality.

Selecting the Reporting tab will open a new window in your browser where you will find many sub tabs containing a list of folders. All reports available to users are stored within these folders and provide a wide range of information necessary to perform your financial reconciliations.

When running Business Warehouse reports, you will first need to determine the funding source of the account you are looking to reconcile. Reports for non-sponsored activities are located in the [Funds Management](#) (FM) folder, and reports for sponsored activities (grants) are located in the Grants Management (GM) folder, as illustrated below.



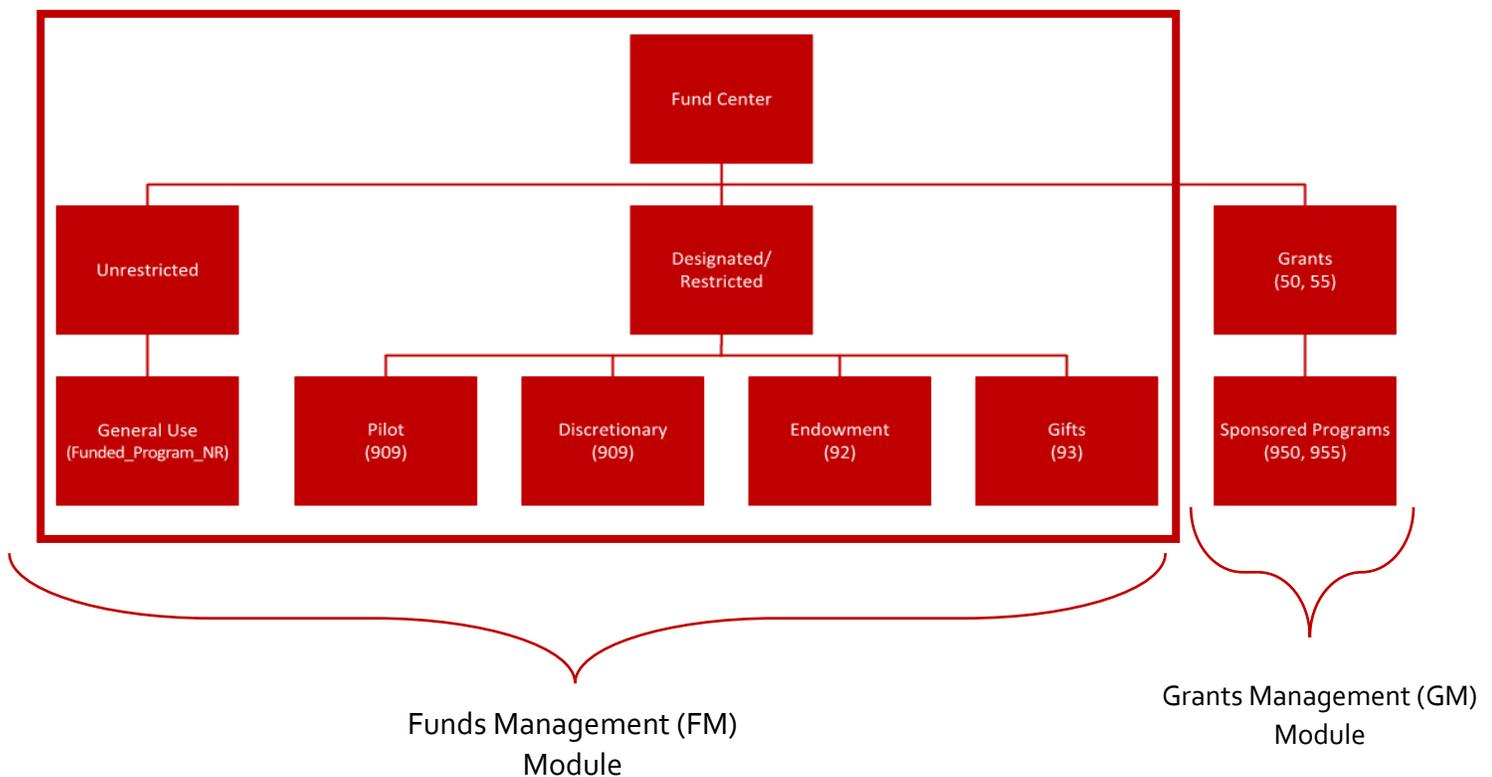
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1b. Report types (continued)

As previously described in the [Funds Management](#) section of this Handbook, many types of account exist at the School of Public Health and are categorized based on its use and spending restrictions.

The following schedule shows the BW folder where you will find the different financial reports based on the account type classification.

Fund Center/Internal Order – Account Hierarchy



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1c. Monthly reports

Business Warehouse (BW) reports provide access to a tremendous amount of data at both the summary and detail level. Reports are flexible, customizable and easy to use once you become familiar with the basics of BW reporting.

The following pages provide detailed information on how to run and analyze financial reports found in the Funds Management (FM) folder although the same steps can be followed when looking to reconcile Grant Funded activity.

In this section we will analyze the most commonly used reports

- Transaction detail
- Unrestricted budget to actual by FC – GL/CI detail
- Designated/restricted balance & activity – GL/CI detail



Helpful Links

[Funds Management](#)

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1d. Variable entry screen

For any BUWorks Report, once clicked a Variable Entry Screen will pop up. This screen allows you to input constraints (filters) to your report. Below are descriptions for each variable you can select.

The screenshot shows a software interface titled "Available Variables:" with buttons for "Save", "Save As...", and "Delete", and a link for "Show Variable Personalization". Below is a table of "General Variables":

Variable #*	Current Selection	Description
A • Posting Date	<input type="checkbox"/>	07/01/2017 - 01/22/2018
B Funds Center	<input type="checkbox"/>	
C Revenue (2) / Expense (3)	<input type="checkbox"/>	
D GL / Commitment item	<input type="checkbox"/>	
E Actual (1) / Commitment (2)	<input type="checkbox"/>	
F Business area	<input type="checkbox"/>	
G Unit Number	<input type="checkbox"/>	
H Funded Program Type	<input type="checkbox"/>	
I Funded Program	<input type="checkbox"/>	
J Grant	<input type="checkbox"/>	
K Fund	<input type="checkbox"/>	
L FM Statistical Indicator	# <input type="checkbox"/>	Real (Budget Relevant)

Buttons at the bottom: OK, Check

	Variable	Description
A	Posting Date	The only required field. Note that it is initially populated with a date range from the start of the current Fiscal Year through today.
B	Funds Center	Allows you to view items within your organizational unit.
C	Revenue/Expense	Allows you to limit the report data to populate expense or revenue.
D	GL/Commitment item	Allows you to hone in on a specific General Ledger line.
E	Actual/Commitment	Allows you to view only actuals or commitments within the report.
F	Business Area	1CRC (Charles River Campus), 2MED (Medical Campus), and 3NBL (NEIDL). The first digit in the Funds Center matches the first digit of the Business Area.
G	Unit Number	A carryover term from the University's Legacy Financial System
H	Funded Program Type	09 = Designated Accounts, 25 = Spendable Endowment Accounts, 30 = Gift Accounts, 50 = Federal Grants, 55 = Non-Federal Grants.
I	Funded Program (Internal Order)	Allows you to view revenue and expenses related to specific funded programs/internal orders
J	Grant	Allows you to review revenue and expenses related to a specific grant(s)
K	Fund	Allows you to view revenue and expenses related to a specific fund(s)
L	FM Statistical Indicator	Prepopulated with "#" to show income/expense activities that generate/consume funding

Helpful Links

[FM/GM Data Glossary](#)

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1e. Transaction detail

The Transaction Detail report provides detailed information of each individual transaction and allows the user to view Actual postings as well as Committed Funds for the account.

Once clicked, a Variable Entry Screen will open.

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable [≠]	Current Selection	Description
* Posting Date	07/01/2017 - 01/24/2018 <input type="checkbox"/>	07/01/2017 - 01/24/2018
Funds Center	2440450000 <input type="checkbox"/>	
Revenue (2) / Expense (3)	<input type="checkbox"/>	
GL / Commitment item	<input type="checkbox"/>	
Actual (1) / Commitment (2)	<input type="checkbox"/>	
Business area	<input type="checkbox"/>	
Unit Number	<input type="checkbox"/>	
Funded Program Type	<input type="checkbox"/>	
Funded Program	<input type="checkbox"/>	
Grant	<input type="checkbox"/>	
Fund	<input type="checkbox"/>	
FM Statistical Indicator	# <input type="checkbox"/>	Real (Budget Relevant)

OK Check

Enter the posting date for transactions you want to see. In this example the auto populated dates are being used. To get more specific, filter on the Fund Center. In this example we will filter on SPH Finance & Administration Funds Center (2440450000).

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable [≠]	Current Selection	Description
* Posting Date	07/01/2017 - 01/24/2018 <input type="checkbox"/>	07/01/2017 - 01/24/2018
Funds Center	2440450000 <input type="checkbox"/>	2440450000 SPH FINANCE & ADMINISTRATION
Revenue (2) / Expense (3)	<input type="checkbox"/>	
GL / Commitment item	<input type="checkbox"/>	
Actual (1) / Commitment (2)	<input type="checkbox"/>	
Business area	<input type="checkbox"/>	
Unit Number	<input type="checkbox"/>	
Funded Program Type	<input type="checkbox"/>	
Funded Program	<input type="checkbox"/>	
Grant	<input type="checkbox"/>	
Fund	<input type="checkbox"/>	
FM Statistical Indicator	# <input type="checkbox"/>	Real (Budget Relevant)

OK Check

To ensure you entered the items correctly, click the check button. Once this is selected, the description on the side will populate.

! Value '244045000' is not valid for variable Funds Center

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

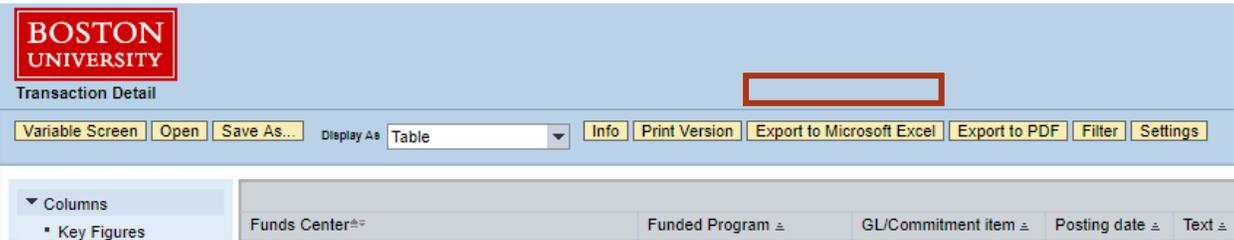
General Variables		
Variable [≠]	Current Selection	Description
* Posting Date	07/01/2017 - 01/24/2018 <input type="checkbox"/>	07/01/2017 - 01/24/2018
Funds Center	244045000 <input type="checkbox"/>	244045000

If there are errors, there will be a box at the top signaling an error. Once all errors have been corrected, in this case updating the Fund Center with the correct number, click OK.

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1e. Transaction detail (continued)

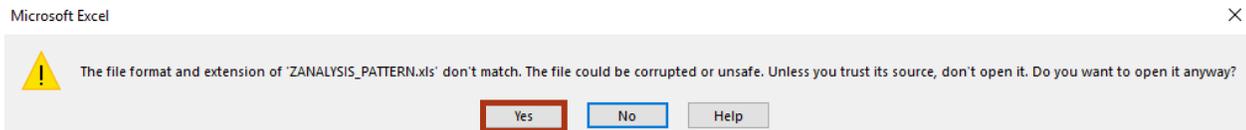
Once you entered the constraints/filters in the Variable Screen and updated the columns with the free characteristics wanted, it is time to export the data. Click on Export to Microsoft Excel.



Once selected, a pop up message (below) will come up. Select the Open button.



This will provide a warning message like the below to be displayed. Click the Yes button.



Your data will be displayed in Excel as it appeared in the BW report, and the data can be manipulated as necessary.

Funds Center	Funded Program	GL/Commitment Item	Posting date	Text	Document type	Fl doc number	FSR/ISR Number	Vendor	Vendor Invoice	PO Number	SC Number	Doc Control No	Actuals	Commitments	
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 510030	12/19/2017	CON S SUPPL-OFFICE	12/19/2017 10:08	VB/YAM	5120305182	#	WB Mason Company	50709039	8500398242	1000776212	XML Invoice	59.86	
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 511500	07/02/2017	TELECOMM EQUIPMENT	Tel Equipment - JUN		1003437748	#	-	-	-	-		121.19	
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 513000	10/08/2017	REPRDCTN & PRGTG	FEDEXOFFICE 00050138 - Purchase	P. Card	1003196262	#	FEDEXOFFIC	-	-	-	3955500000	107.57	

Helpful Links

- [How to Export Report Data to Excel](#)
- [Add, Remove, and Move Data within a Report](#)

TIP - Some cells may be merged. This will prevent you from filtering or sorting the data as you might like. To alleviate that problem, you should unmerge the data in the entire spreadsheet.

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1f. Unrestricted budget to actual by FC - GL/CI detail

The Unrestricted Budget to Actual report displays a summary view of unrestricted accounts for one or more Fund Centers. It 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.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable [≠]	Current Selection		Description
* Period/Fiscal Year	007/2018	<input type="checkbox"/>	007/2018
Funds Center		<input type="checkbox"/>	
Revenue (2) / Expense (3)		<input type="checkbox"/>	
GL / Commitment item		<input type="checkbox"/>	
Business area		<input type="checkbox"/>	
Unit Number		<input type="checkbox"/>	
Funded Program Type		<input type="checkbox"/>	
Funded Program		<input type="checkbox"/>	
Fund		<input type="checkbox"/>	
Budget Version	0	<input type="checkbox"/>	0
FM Statistical Indicator	#	<input type="checkbox"/>	Real (Budget Relevant)

OK Check

Similar to the Transaction Detail Report, enter the constraints that you would like to see details on in the Variable Entry Screen. Please note that the period you are currently in will auto populate. Click the OK button once ready.

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable [≠]	Current Selection		Description
* Period/Fiscal Year	007/2018	<input type="checkbox"/>	007/2018
Funds Center	2440450000	<input type="checkbox"/>	FIN & ADMIN
Revenue (2) / Expense (3)		<input type="checkbox"/>	
GL / Commitment item		<input type="checkbox"/>	
Business area		<input type="checkbox"/>	
Unit Number		<input type="checkbox"/>	
Funded Program Type		<input type="checkbox"/>	
Funded Program		<input type="checkbox"/>	
Fund		<input type="checkbox"/>	
Budget Version	0	<input type="checkbox"/>	0
FM Statistical Indicator	#	<input type="checkbox"/>	Real (Budget Relevant)

OK Check Cancel

TIP - The required field is Period/Fiscal Year. BU's 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.

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1f. Unrestricted budget to actual by FC - GL/CI detail (continued)

The below screen shot show the default columns that are in the Unrestricted Budget to Actual by FC- GL/CI Detail.

Funds Center ^{△▽}	Revenue/Expense [△]	GL/Commitment item [△]
----------------------------	------------------------------	---------------------------------

Columns
▪ Budget and Actual structure-New FM
Rows
▪ Funds Center
▪ Revenue/Expense
▪ GL/Commitment item
Free characteristics
▪ Business area
▪ Department Activity
▪ Fiscal Period/Year
▪ Functional area
▪ Fund
▪ Funded Program
▪ Funded Program Type
▪ Unit Number

As there are more characteristics on the left hand side of the report (labeled free characteristics), you can decide if you would like to add, remove, or even move these characteristics. (See Appendix B at end of this document.)

▪ FY 2018 Unexpended Budget w/o Commitments ^{△▽}	▪ FY 2018 % Budget Expended w/ Commitments ^{△▽}	▶ FY 2017 Final Budget ^{△▽}	▪ FY 2017 Final Actuals ^{△▽}	▪ FY 2017 Actuals ^{△▽} Per. 01-07
\$	%	\$	\$	\$

To view the description for each of these key figures, please see Appendix C at the end of this document.

▶ FY 2018 Budget ^{△▽} Per. 01-07	▶ FY 2018 Actuals ^{△▽} Per. 01-07	▶ FY 2018 Commitments ^{△▽} Per. 01-07	▪ FY 2018 Total (Actual + Commitment) ^{△▽}	▪ FY 2018 Unexpended Budget w/ Commitments ^{△▽}
\$	\$	\$	\$	\$

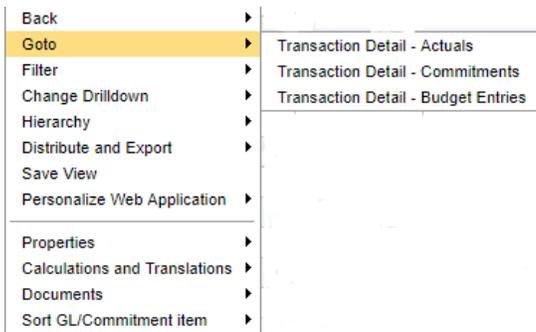
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1f. Unrestricted budget to actual by FC - GL/CI detail (continued)

The following report will populate once you have entered the criteria in the Variable Screen and clicked ok.

Funds Center		Revenue/Expens	GL/Commitment Item	FY 2018 Budget Per. 01-07	FY 2018 Actuals Per. 01-07	FY 2018 Commitments Per. 01-07	FY 2018 Total (Actual + Commitment)	FY 2018 Unexpended Budget w/ Commitments	FY 2018 Unexpended Budget w/o Commitments	FY 2018 % Budget Expended w/ Commitments	FY 2017 Final Budget	FY 2017 Final Actuals	FY 2017 Actuals Per. 01-07
				\$	\$	\$	\$	\$	\$	%	\$	\$	\$
2440450000	SPH FINANCE & ADMINISTRATION	Expense	500210	750,260	475,129.76		475,129.76	275,129.76	275,129.76	(35.7)	703,945	680,280.31	406,961.87
2440450000	SPH FINANCE & ADMINISTRATION	Expense	510020		154.35	0.00	154.35	(154.35)	(154.35)	-		233.12	
2440450000	SPH FINANCE & ADMINISTRATION	Expense	510030		1,308.35	438.70	1,747.05	(1,747.05)	(1,308.35)	-		3,510.26	1,596.57
2440450000	SPH FINANCE & ADMINISTRATION	Expense	511500		0.00		0.00	0.00	0.00	-	1,235	1,017.54	705.55
2440450000	SPH FINANCE & ADMINISTRATION	Expense	511510				0.00	0.00	0.00	-		1.45	0.20
2440450000	SPH FINANCE & ADMINISTRATION	Expense	513000		239.25	0.00	239.25	(239.25)	(239.25)	-	2,305	248.50	248.5
2440450000	SPH FINANCE & ADMINISTRATION	Expense	513400		10.93		10.93	(10.93)	(10.93)	-			

As this report provides a snapshot/summary of your fund center, there is a tool that allows you to dive deeper into the specific line item you are interested in. Hover over one of the GL/Commitment items and right click. The below menu will be brought up.



Go to the "Goto" option in the menu. This will provide you with additional options of how to view the detail within the Transaction Detail.

Selecting either of the options will cause another window to open, which contains the transaction details for the specific GL/Commitment item you selected.

Funds Center	Funded Program	GL/Commitment Item	Posting date	Text	Document type	Fl doc.number	FSR/ISR Number	Vendor	Vendor Invoice	PO Number	SC Number	Doc Control No	Amount
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 510020 CONS SUPPL-CFF/WTR	03/31/2017	NATURE SPRINGS WATER C - Purchase	P. Card	1008291388	#	NATURE SPR	-	-	-	741000000	109.85
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 510020 CONS SUPPL-CFF/WTR	01/16/2018	IERACI 01/08/2018 11.01	Invoice - Gross	5110900239	#	WB Mason Company	IS1467947	8500427831	1000780071	XML Invoice	44.50

Helpful Links

- [How to Run FM Unrestricted Budget to Actual by Fund Center](#)
- [How to Drill down to Additional Detail](#)

TIP - Please note that you can see how the item was purchased via document type (P.Card, Invoice [shopping cart]). If it is an invoice/shopping cart, you can see the Vendor Invoice, PO Number, Shopping Cart Number, etc.

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1g. Designated/restricted budget to actual by FC - GL/CI detail

The Designated/Restricted Budget to Actual report displays a summary view of designated and non-grant restricted accounts for one or more Fund Centers. The report provides a snapshot of balance carry-forward from prior year, income/expense actuals, payroll actuals and commitments. In addition, it includes unspent budget and percent of budget already spent. Data is displayed for fiscal year-to-date through the period specified.

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable [≠]	Current Selection	Description
* Period/Fiscal Year	007/2018	JAN 2018
Funds Center		
GL / Commitment item		
Business area		
Unit Number		
Funded Program Type	09; 25; 30	09 Designated General Funds; 25 Endowment...
Funded Program		
Grant	GRANTNR	GRANTNR Default Value when Grant is Not R...
Fund		
FM Statistical Indicator	#	Real (Budget Relevant)

OK Check

Similar to the Transaction Detail Report, enter the constraints that you would like to see details on in the Variable Entry Screen. Please note that the period you are currently in will auto populate, as well as the Funded Program Type and Grant. Click the OK button once ready.

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable [≠]	Current Selection	Description
* Period/Fiscal Year	007/2018	JAN 2018
Funds Center	2440450000	FIN & ADMIN
GL / Commitment item		
Business area		
Unit Number		
Funded Program Type	09; 25; 30	09 Designated General Funds; 25 Endowment...
Funded Program		
Grant	GRANTNR	GRANTNR Default Value when Grant is Not R...
Fund		
FM Statistical Indicator	#	Real (Budget Relevant)

OK Check

TIP - You can remove the auto-populated details. For example, you can change the period and the funded program type.

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1g. Designated/restricted budget to actual by FC - GL/CI detail (continued)

The below screen shot show the default columns that are in the Designated/Restricted Budget to Actual by FC- GL/CI Detail.

Funds Center ^{△=}	Funded Program Type [△]	Funded Program [△]	GL/Commitment item [△]
----------------------------	----------------------------------	-----------------------------	---------------------------------

- ▼ Columns
 - New FM Restricted
- ▼ Rows
 - Funds Center
 - Funded Program Type
 - Funded Program
 - GL/Commitment item
- ▼ Free characteristics
 - Business area
 - Fiscal year/period
 - Functional area
 - Fund
 - Fund Purpose
 - Grant
 - Int. Order Category
 - Unit Number



As there are more characteristics on the left hand side of the report (labeled free characteristics), you can decide if you would like to add, remove, or even move these characteristics. (See Appendix D at the end of this document.)

▪ FY 2018 Beginning Balance ^{△=}	▶ FY 2018 Revenue Per. 01-07 ^{△=}	▶ FY 2018 Expenses Per. 01-07 ^{△=}	▪ FY 2018 Ending Balance as of Per. 07 ^{△=}	▶ FY 2018 Commitments Per. 01-07 ^{△=}	▪ FY 2018 Net w/ Commitments as of Per. 07 ^{△=}	▪ % Balance Expended (Exp+Comm) / (Bal+Rev) ^{△=}
\$	\$	\$	\$	\$	\$	%



To view the description for each of these key figures, please see Appendix E at the end of this document.

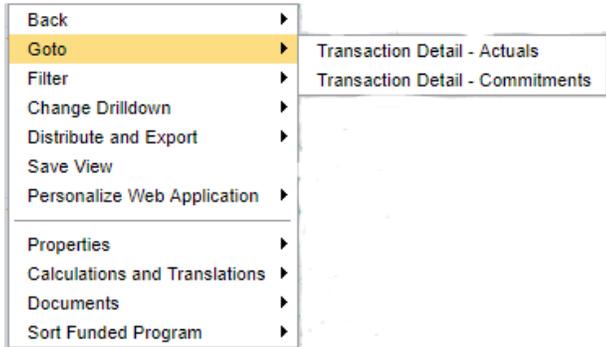
Reporting, Reconciliation, & Corrections

1g. Designated/restricted budget to actual by FC - GL/CI detail (continued)

The following report will populate once you have entered the criteria in the Variable Screen and clicked OK.

Funds Center	Funded Program Type	Funded Program	GL/Commitment Item	FY 2018 Beginning Balance	FY 2018 Revenue Per. 01-07	FY 2018 Expenses Per. 01-07	FY 2018 Ending Balance as of Per. 07	FY 2018 Commitments Per. 01-07	FY 2018 Net w/ Commitments as of Per. 07	% Balance Expended (Exp+Comm) / (Bal+Rev)
2440450000	SPH FINANCE & ADM Designated General Funds	9090358713	SPH Fin Discretionary 399001	FM FUND BALANCE	(2,019.10)					
2440450000	SPH FINANCE & ADM Designated General Funds	9090358713	SPH Fin Discretionary 399001	FM FUND BALANCE	(5,868.92)					
2440450000	SPH FINANCE & ADM Designated General Funds	9090358713	SPH Fin Discretionary 510030	CONS SUPPL-OFFICE			50.00			
2440450000	SPH FINANCE & ADM Designated General Funds	9090358713	SPH Fin Discretionary 513500	TRAVEL - DOMESTIC			2,310.94			
2440450000	SPH FINANCE & ADM Designated General Funds	9090028712	SPH Rsrch/Ed 399001	FM FUND BALANCE	(367.53)					
2440450000	SPH FINANCE & ADM Designated General Funds	9090028712	SPH Rsrch/Ed 479999	TRANSFER IN - OPERAT		(2,000.00)			0.00	
2440450000	SPH FINANCE & ADM Designated General Funds	9090038714	leraci Rsrch/Educ 513940	DUES & MEMBERSHIP	(1,059.27)					

As this report provides a snapshot/summary of the carry-forward balance of your designated, grant and non-grant restricted accounts, there is a tool that allows you to dive deeper into the specific line item you are interested in. Hover over one of the GL/Commitment items and right click. The below menu will be brought up.



Go to the "Goto" option in the menu. This will provide you with additional options of how to view the detail within the Transaction Detail.

Selecting either of the options will cause another window to open, which contains the transaction details for the specific GL/Commitment item you selected.

Funds Center	Funded Program	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	
2440450000	SPH FINANCE & ADMINISTRATION	9090358713	513500	TRAVEL - DOMESTIC	07/06/2017	Italia leraci/ Hyatt	Concur Invoice	2100052766	#	HYATT	0000000000117960	-	-	327.67
2440450000	SPH FINANCE & ADMINISTRATION	9090358713	513500	TRAVEL - DOMESTIC	07/12/2017	SPH GUEST/Melanie Gilreath	Concur Invoice	2100053250	#	Reimburse Vendor	0000000000118490	-	-	586.47
2440450000	SPH FINANCE & ADMINISTRATION	9090358713	513500	TRAVEL - DOMESTIC	07/27/2017	SPH GUEST/Josh Buckno	Concur Invoice	2100054821	#	Reimburse Vendor	0000000000120772	-	-	498.40
2440450000	SPH FINANCE & ADMINISTRATION	9090358713	513500	TRAVEL - DOMESTIC	07/27/2017	SPH GUEST/Veronica Byam	Concur Invoice	2100054821	#	Reimburse Vendor	0000000000120772	-	-	898.40
Overall Result													2,310.94	

Helpful Links

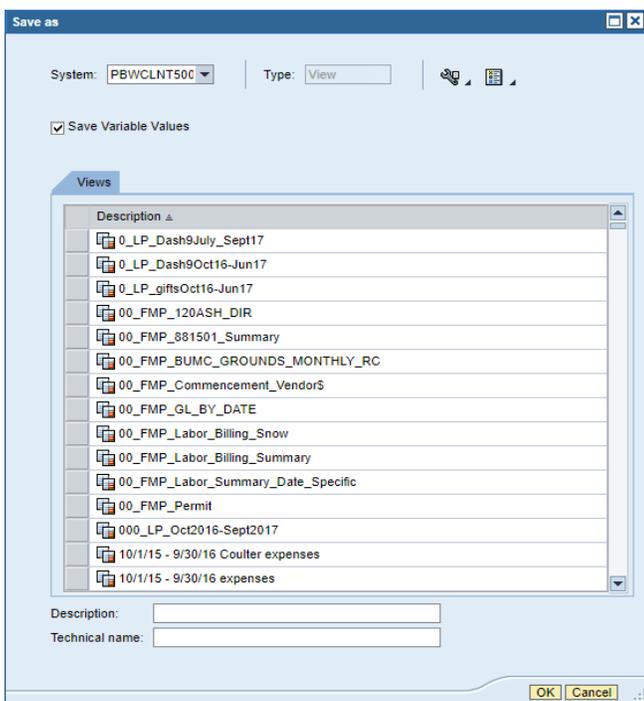
- [How to Run FM Designated Restricted Balance and Activity](#)
- [How to Drill down to Additional Detail](#)

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1h. Creating a saved workbook

The ability to modify a report is a powerful feature of Business Warehouse (BW) reporting. It is possible to store those changes by saving a report View. Once a View has been saved, it can be reused, thereby eliminating the need to repeatedly make the same changes every time you want to run the same report.

Using the tools provided earlier, run a report (transaction detail, unrestricted, designated, etc.). Once the report is run and the data has been populated on the screen there will be a Save as button in the top left hand corner



Once selected, the following screen will appear. This is where you enter what you want to save the report as. The best practice would be to use the same name for Description and Technical name.

The easiest way to name the report would be to include the School, Dept, Report, and what specifically this report is showing -
Ex - SPH_FA_UnrestDetail_2440450000

Once a name is decided, click OK to save the View.

TIP - The name must be unique. No other View in the Business Warehouse – whether it is yours or another user's – can have the same name. Only letters, numbers and underscores are allowed in the Technical Name. Note that spaces (blanks) are not allowed.

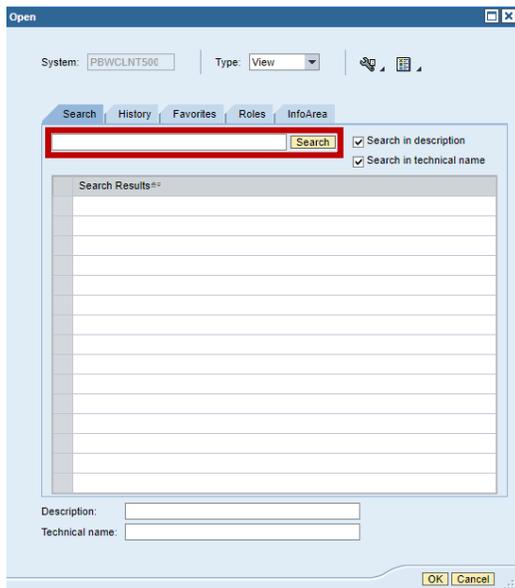
Helpful Links

[How to Save and Use a View](#)

Reporting, Reconciliation, & Corrections

1i. Recall and execute a saved view

Navigate to the Reporting homepage. You will see there is a Saved Views link. Click on it.



Another window will open up, showing the screen to the left. Make sure the Search tab is selected.

In here, you can type your saved report name and it will appear. Click on the report and press ok to begin using your saved report.

Once you save a report and use it, the report will be located in your History tab for easy access.

Helpful Links

[How to Save and Use a View](#)

TIP - If you cannot remember the full name, use the * key before and after the word you typed. For example, *SPH*.

Reporting, Reconciliation, & Corrections

2. Reconciling monthly expenses



This section is focused on how to reconcile monthly expenses using the Business Warehouse (BW) Reports. Reconciling expenses is a great way to ensure the expenses within the Fund Center are accurate as well as ensure the department is staying within their allocated budget.

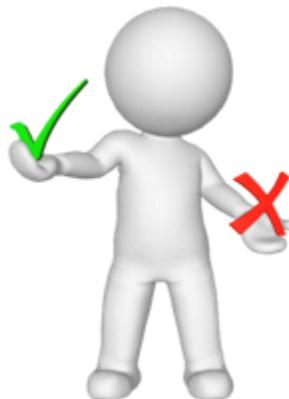
In order to view a summary of the department’s transactions, as well as see a detailed view, the data from the Business Warehouse (BW) needs to be exported (previously shown in Section 1).



Once exported, there will be a protected view on the Excel spreadsheet. Click enable editing.



Once the data is within Microsoft Excel and able to be edited, the workbook needs to be updated to reflect a “clean” data sheet.



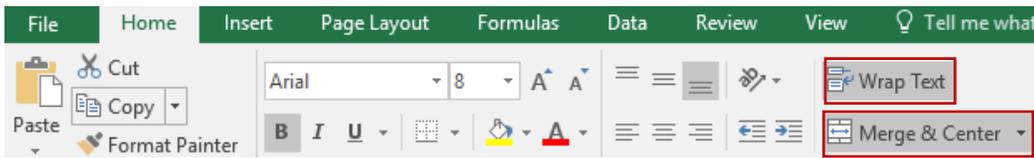
Reporting, Reconciliation, & Corrections

2a. Clean data set

Clean Data Sets involve the following characteristics

- Unmerged cells
- Column headers
- No blank cells

Unmerging Cells - Highlight the entire spreadsheet using the arrow next to column A. On the Home tab, unclick Wrap Text and Merge & Center.



Column headers - By unmerging the cells, this has allowed for the columns to be separated. Titles for each of the columns must be listed. Below is an example of how the excel will look prior to adding column headers. In the red boxes you will see blank cells.

							FY 2018 Beginning Balance	FY 2018 Revenue Per. 01-07
Funds Center		Funded Program Type	Funded Program		GL/Commitment item			
2440450000	SPH FINANCE & ADMINISTRATION	Designated General Funds	9090358713	SPH Fin Discretionary	399001	FM FUND BALANCE	-2,019.10	

Blank cells - Enter in the names of each column to begin the reconciliation process of your Fund Center expenses. Below is an example of the empty column headers being named, removing the blank cells as well.

							FY 2018 Beginning Balance	FY 2018 Revenue Per. 01-07
Funds Center	Funds Center Name	Funded Program Type	Funded Program	Funded Program Name	GL/Commitment item	GL/Commitment item Name	FY 2018 Beginning Balance	FY 2018 Revenue Per. 01-07
2440450000	SPH FINANCE & ADMINISTRATION	Designated General Funds	9090358713	SPH Fin Discretionary	399001	FM FUND BALANCE	-2,019.10	

Reporting, Reconciliation, & Corrections

2a. Clean data set (continued)

Business Warehouse (BW) reports, depending on the information, might include multiple result lines within the Excel spreadsheet. In order for this to not interfere with the reconciliation, these lines should be removed. There are two ways to do this.



a) Prior to exporting the spreadsheet, drag the result to the bottom of the page. This will remove all result lines within the data

X Result

b) You can individually delete each result line within the downloaded excel spreadsheet. Highlight the entire row (row 9 in the below example), right click, and select delete.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Transaction Detail - Actuals															
2																
3																
4	Funds Center	Funded Program	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		
5	2440450000	SPH FINANCE & ADMINISTRATION	9090358713	513500	TRAVEL - DOMESTIC	07/06/2017	Italia Ieraci/ Hyatt	Concur Invoice	2100052766	#	HYATT	0000000000117960	-	-	-	327.67
6	2440450000	SPH FINANCE & ADMINISTRATION	9090358713	513500	TRAVEL - DOMESTIC	07/12/2017	SPH GUEST/Melanie Gireath	Concur Invoice	2100053250	#	Reimburse Vendor	0000000000118490	-	-	20170712	586.47
7	2440450000	SPH FINANCE & ADMINISTRATION	9090358713	513500	TRAVEL - DOMESTIC	07/27/2017	SPH GUEST/Josh Buckno	Concur Invoice	2100054821	#	Reimburse Vendor	0000000000120772	-	-	20170727	498.40
8	2440450000	SPH FINANCE & ADMINISTRATION	9090358713	513500	TRAVEL - DOMESTIC	07/27/2017	SPH GUEST/Veronica Byam	Concur Invoice	2100054821	#	Reimburse Vendor	0000000000120772	-	-	20170727	898.40
9							Result									2,310.94
10	Overall Result															2,310.94

Reporting, Reconciliation, & Corrections

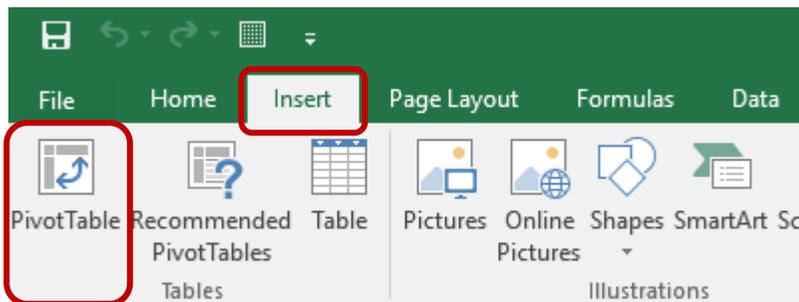
2b. Pivot tables

Pivot tables are a very useful tool for both analyzing and portraying data. Pivot tables allow you to create a table by specifying row variables, column variables and what should go into the cells of the table.

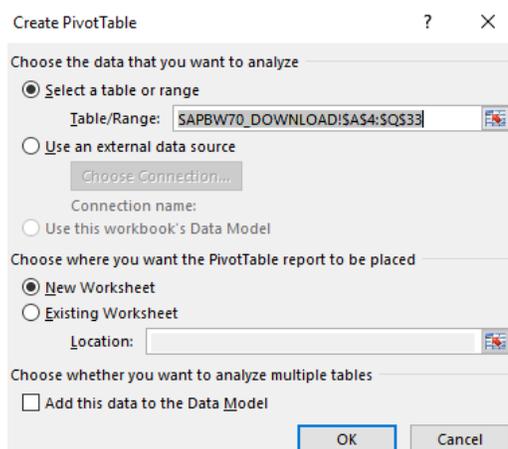
In order to create a pivot table, a clean data set is required. Please see section 2a. Clean data sets if you have not completed this step.

For one variable counts

Place your cursor on any cell in the dataset.
In Excel 2016 - on the "Insert" tab, click "pivot table."



This will open the window below



Reporting, Reconciliation, & Corrections

2b. Pivot tables (continued)

Verify that the range shown in the window contains your entire dataset and click "OK." This will open a new worksheet that looks like this

The screenshot displays an Excel spreadsheet with a PivotTable and the PivotTable Fields task pane. The PivotTable is located in the range B2:D18 and is currently empty. The text "To build a report, choose fields from the PivotTable Field List" is centered in the PivotTable area. The PivotTable Fields task pane is open on the right side of the screen, showing a list of fields to be added to the report. A blue callout box points to the PivotTable area with the text "Pivot table." The spreadsheet has columns labeled A, B, C, and D, and rows numbered 1 through 30. The task pane includes a search bar, a list of fields with checkboxes, and sections for FILTERS, COLUMNS, ROWS, and VALUES. The task pane also has a "Defer Layout Update" checkbox and an "UPDATE" button.

Column	Row 1	Row 2	Row 3	Row 4	Row 5	Row 6	Row 7	Row 8	Row 9	Row 10	Row 11	Row 12	Row 13	Row 14	Row 15	Row 16	Row 17	Row 18	Row 19	Row 20	Row 21	Row 22	Row 23	Row 24	Row 25	Row 26	Row 27	Row 28	Row 29	Row 30
A																														
B																														
C																														
D																														

PivotTable Fields

Choose fields to add to report:

Search

- Funds Center
- Funds Center Name
- Funded Program
- GL/Commitment item
- GL/Commitment item Name
- Posting date
- Text
- Document type
- FI doc.number
- FSR/ISR Number
- Vendor
- Vendor Invoice
- PO Number
- SC Number
- Doc Control No
- Actuals
- Commitments

MORE TABLES...

Drag fields between areas below:

FILTERS	COLUMNS
ROWS	VALUES

Defer Layout Update UPDATE

Reporting, Reconciliation, & Corrections

2b. Pivot tables (continued)

You construct the table by dragging variables to the row or column areas of the chart in field list (on the right)

Let's say we want to see the transactions in the dataset by GL/Commitment item name. Drag "GL/Commitment item Name" to the row area.

The screenshot shows an Excel spreadsheet with a PivotTable field list on the right. The spreadsheet has columns A, B, C, and D, and rows 1 through 23. The field list on the right is titled "PivotTable Fields" and contains the following fields:

- GL/Commitment item Name
- Posting date
- Text
- Document type
- FI doc.number
- FSR/ISR Number
- Vendor
- Vendor Invoice
- PO Number
- SC Number
- Doc Control No

The field list also has sections for "Drag fields between areas below:" with "FILTERS", "COLUMNS", "ROWS", and "VALUES". The "ROWS" section contains "GL/Commitment item ...".

A callout box with the text "Pivot table." points to the area where the PivotTable is being constructed in the spreadsheet.

Reporting, Reconciliation, & Corrections

2b. Pivot tables (continued)

Now we have the row headings, but still no counts. Drag "Actuals" to the Values box (in the Field List).

The screenshot shows an Excel spreadsheet with a pivot table. The pivot table has 'GL/Commitment item Name' in the Rows field and 'Count of Actuals' in the Values field. The data is as follows:

GL/Commitment item Name	Count of Actuals
ADV/PR-UNALLW	2
CATERING SERVICES	1
CONS SUPPL-OFFICE	4
DUES & MEMBERSHIP	2
FLOWERS- UNALLW	1
MTG EXP-STF/BUS MTGS	8
NON-LIB-BKS & PRDCLS	1
POST & MAIL-FRT & SHP	2
REPRDCTN & PRTG	2
SOFTWARE LICENSE	2
SUPPLIES - COMP EQUI	2
TELECOMM EQUIPMENT	1
Grand Total	28

The PivotTable Fields task pane on the right shows the following configuration:

- Choose fields to add to report: GL/Commitment item Name, Actuals
- ROWS: GL/Commitment item Name
- VALUES: Count of Actuals

A callout box labeled "Pivot table." points to the pivot table area.

In this example we have a table for showing count total of expenses within each GL/Commitment.

Reporting, Reconciliation, & Corrections

2b. Pivot tables (continued)

Filtering - You can filter the table (indicated by the down arrow following each variable name in the table) by clicking on the variable name and then indicating that you want to see the table just for specific values of the variable. For example, we could filter so we could see the amount within the ADV/PR-UNALLW account.

Sum and counts - Pivot tables can be used for much more than counts. Let's say we want to know the sum amount for each GL/Commitment item. Drag "GL/Commitment item name" into the row label area and "Actuals" (you can add commitments too), into the Values area. Change the value field setting for "actuals" to "sum."

Click on count of actuals

Select value field settings

Select sum and click OK

You arrive with the following table

GL/Commitment item Name	Sum of Actuals
ADV/PR-UNALLW	234.83
CATERING SERVICES	-338.5
CONS SUPPL-OFFICE	114.93
DUES & MEMBERSHIP	-1.06
FLOWERS- UNALLW	58.42
MTG EXP-STF/BUS MTGS	554.16
NON-LIB-BKS & PRDCLS	15
POST & MAIL-FRT & SHP	31.57
REPRDCTN & PRTG	682.57
SOFTWARE LICENSE	0
SUPPLIES - COMP EQUI	121.06
TELECOMM EQUIPMENT	121.19
Grand Total	1594.17

More Uses for Pivot Tables

Pivot tables enable you to produce tables and charts quickly and easily. The best way to learn how to get the most from pivot tables is to play with them. Remember that most tables and charts will need some cleaning up and formatting in order to make them understandable and user-friendly.

Reporting, Reconciliation, & Corrections

2c. Reconciling

Reconciling an account often means proving or documenting that an account balance is correct. Performing reconciliations is important and should be completed on a monthly basis. This will ensure that all transactions posted to a Fund Center or Internal Order are complete, accurate and recorded in the appropriate account.

An effective review and reconciliation process will help SPH departments identify and quickly report fraudulent transactions, compliance issues, or any other inappropriate or unusual activity.

To reconcile the transactions listed within your Fund Center or Internal Order

1. Download the appropriate report within Business Warehouse (see Section 1b)
2. Export these reports into an Excel spreadsheet, as shown in the sections above (Section 1e)

There are different ways to reconcile your accounts but in general, you should look to ensure that budgets are not overspent, commitments are accurately reflecting upcoming expenditures, and pcard/travel card transactions have posted appropriately.

Below is an example of the Unrestricted Budget to Actual by FC- GL/CI Detail report. To explain in further detail, let us reconcile office supplies expenditures (GL/Commitment item 510030 CONS SUPPL- OFFICE).

NOTE - Please note that in FY18, each Fund Center's operating expense budget is located in GL 519999 Unclassified Expense.

Funds Center	Revenue/Expens	GL/Commitment item	FY 2018 Budget Per. 01-07	FY 2018 Actuals Per. 01-07	FY 2018 Commitments Per. 01-07	FY 2018 Total (Actual + Commitment)	FY 2018 Unexpended Budget w/ Commitments	FY 2018 Unexpended Budget w/o Commitments	FY 2018 % Budget Expended w/ Commitments	FY 2017 Final Budget	FY 2017 Final Actuals	FY 2017 Actuals Per. 01-07
2440450000	SPH FINANCE & ADMINISTRATION	Expense 500210	750,260	475,129.76		475,129.76	275,129.76	275,129.76	(35.7)	703,945	680,280.31	406,961.87
2440450000	SPH FINANCE & ADMINISTRATION	Expense 510020		154.35	0.00	154.35	(154.35)	(154.35)	-		233.12	
2440450000	SPH FINANCE & ADMINISTRATION	Expense 510030		1,308.35	438.70	1,747.05	(1,747.05)	(1,308.35)	-		3,510.26	1,596.57
2440450000	SPH FINANCE & ADMINISTRATION	Expense 511500		0.00		0.00	0.00	0.00	-	1,235	1,017.54	705.55
2440450000	SPH FINANCE & ADMINISTRATION	Expense 511510				0.00	0.00	0.00	-		1.45	0.20
2440450000	SPH FINANCE & ADMINISTRATION	Expense 513000		239.25	0.00	239.25	(239.25)	(239.25)	-	2,305	248.50	248.5
2440450000	SPH FINANCE & ADMINISTRATION	Expense 513400		10.93		10.93	(10.93)	(10.93)	-			
2440450000	SPH FINANCE & ADMINISTRATION	Expense 513500		3,160.96	506.20	3,667.16	(3,667.16)	(3,160.96)	-		5,760.18	2091.67
2440450000	SPH FINANCE & ADMINISTRATION	Expense 513510		77.78		77.78	(77.78)	(77.78)	-		827.93	474.23
2440450000	SPH FINANCE & ADMINISTRATION	Expense 513900		760.00		760.00	(760.00)	(760.00)	-		885.00	810
2440450000	SPH FINANCE & ADMINISTRATION	Expense 513910		1,230.46		1,230.46	(1,230.46)	(1,230.46)	-		978.16	538.25
2440450000	SPH FINANCE & ADMINISTRATION	Expense 513920		1,115.33	0.00	1,115.33	(1,115.33)	(1,115.33)	-		523.87	273.34
2440450000	SPH FINANCE & ADMINISTRATION	Expense 513940		628.80		628.80	(628.80)	(628.80)	-		621.07	473.62
2440450000	SPH FINANCE & ADMINISTRATION	Expense 516010		234.83		234.83	(234.83)	(234.83)	-			
2440450000	SPH FINANCE & ADMINISTRATION	Expense 516080		58.42		58.42	(58.42)	(58.42)	-			
2440450000	SPH FINANCE & ADMINISTRATION	Expense 516200				0.00	0.00	0.00	-	637		
2440450000	SPH FINANCE & ADMINISTRATION	Expense 518020		338.50		338.50	(338.50)	(338.50)	-		2,332.17	1,534.24
2440450000	SPH FINANCE & ADMINISTRATION	Expense 519999		15,000.00	(8,050.52)	(8,050.52)	8,050.52	15,000.00	(52.7)			
2440450000	SPH FINANCE & ADMINISTRATION	Expense Result	765,260	484,447.72	(7,105.62)	477,342.10	272,917.42	280,811.80	(34.7)	708,122.00	697,219.56	415,708.04
Overall Result			765,260	484,447.72	(7,105.62)	477,342.10	272,917.42	280,811.80	(34.7)	708,122.00	697,219.56	415,708.04

Reporting, Reconciliation, & Corrections

Funds Center	Revenue/Expens	GL/Commitment item	FY 2018 Budget Per. 01-07	FY 2018 Actuals Per. 01-07	FY 2018 Commitments Per. 01-07	FY 2018 Total (Actual + Commitment)	FY 2018 Unexpended Budget w/ Commitments	FY 2018 Unexpended Budget w/o Commitments	FY 2018 % Budget Expended w/ Commitments	FY 2017 Final Budget	FY 2017 Final Actuals	FY 2017 Actuals Per. 01-07
2440450000	SPH FINANCE & ADMINISTRATION	Expense 510030	CONS SUPPL-OFFICE	A	B 1,308.35	C 438.70	D 1,747.05	E (1,747.05)	(1,308.35)	-	3,510.26	1,596.57

Column A- This is the amount budgeted to the general ledger. As previously noted, in FY18 all budgeted amounts are located in GL 519999 Unclassified Expense. For your reconciliations please use your detailed budgets, as discussed with the Finance Department, to assist in reconciling your accounts. In this example, imagine \$3,000 of our \$15,000 budget is allocated to GL 510030 CONS SUPPL-OFFICE.

Column B- These are your actuals. This lists the total amount already spent for that specific line item (in this case \$1,308.35 was spent on office supplies). For your reconciliation, you will need to ensure that this balance is accurate. This is done by reviewing the specific items within each GL (in this case GL 510030). To do this, right click on the amount and press "go to". This will bring you to the details for the General Ledger you selected (see Section 1f).

Funds Center	Funded Program	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
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 510030	07/14/2017	EDDAUBRY 07/11/2017 14:14	Invoice - Gross	5110540551	#	WB Mason Company	45811489	8500389071	1000713745	XML Invoice	100.94
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 510030	07/20/2017	EBONYC 07/18/2017 14:01	Invoice - Gross	5110542235	#	WB Mason Company	45984927	8500390593	1000716481	XML Invoice	189.41
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 510030	09/25/2017	EDDAUBRY 09/18/2017 11:38	Invoice - Gross	5110543810	#	WB Mason Company	87489	8500384295	1000705059	19683756	190.57
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 510030	12/06/2017	IERACI 12/04/2017 14:32	Invoice - Gross	5110588815	#	WB Mason Company	150291000	8500421047	1000770523	XML Invoice	173.54
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 510030	12/19/2017	CLARAPER 12/18/2017 10:08	Invoice - Gross	5110594182	#	WB Mason Company	150709039	8500424242	1000776212	XML Invoice	263.95
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 510030	12/21/2017	EBONYC 12/07/2017 12:10	Invoice - Gross	5110595378	#	WB Mason Company	150778731	8500421980	1000772326	XML Invoice	105.82
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 510030	12/29/2017	EBONYC 12/21/2017 14:17	Invoice - Gross	5110596290	#	WB Mason Company	150876120	8500425217	1000777900	XML Invoice	284.12
Overall Result													1,308.35

Column C- These are your commitments. Commitments are items that reflect upcoming expenditures. Essentially you have committed this money for goods/services that will be received in the future. In our example, we have \$438.70 committed in office supplies. For your reconciliation, you will need to ensure that this balance is accurate. This is done by reviewing the specific items within each GL (in this case GL 510030). To do this, right click on the amount and press "go to". This will bring you to the details for the General Ledger you selected (see Section 1f).

Funds Center	Funded Program	GL/Commitment item	Posting date	Text	FI doc.number	FSR/ISR Number	Vendor	Vendor Invoice	PO Number	SC Number	Doc Control No	Amount
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 510030	01/14/2018	EDDAUBRY 08/11/2017 14:14	Not assigned	#	WB Mason Company	45811489	8500389071	1000713745	XML Invoice	110.83
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 510030	01/25/2018	EDDAUBRY 10/16/2017 11:38	Not assigned	#	The Artcraft Company, Inc	87489	8500384295	1000705059	19683756	130.37
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 510030	01/21/2018	EBONYC 12/07/2017 12:10	Not assigned	#	WB Mason Company	150778731	8500421980	1000772326	XML Invoice	113.38
2440450000	SPH FINANCE & ADMINISTRATION	FUNDED_PROGRAM_NR 510030	12/29/2017	EBONYC 12/21/2017 14:17	Not assigned	#	WB Mason Company	150876120	8500425217	1000777900	XML Invoice	84.12
Overall Result												438.70

Column D- This is the sum of your commitments and actuals. This total should never exceed your budgeted amount (column A).

Column E- This is the remaining amount left in your budget (unexpended) after subtracting your actuals and commitments. In our example, although the total unspent amount shown is \$1,747.05, the true unexpended total is \$1,252.95 (\$3,000 - \$1,747.05). This is due to the total operating expense budget being located in GL 519999 Unclassified Expense, as previously noted.

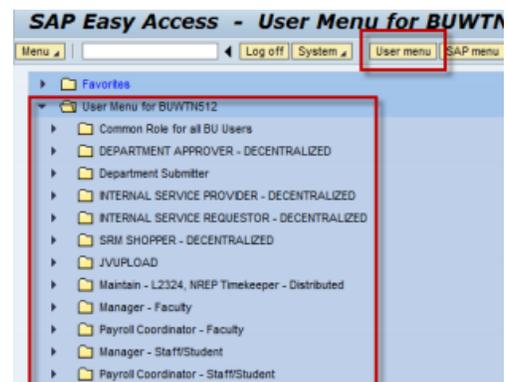
Reporting, Reconciliation, & Corrections

3. Journals and corrections

Journal entries are used as part of the process for managing revenue and expenses within the University. This section will focus on

- Creating a journal entry
- Display a parked document
- Attaching supporting documentation
- Tracking a journal entry
- Journal entry preferences
- Changing a journal entry
- Deleting a journal entry

Entering journal entries begins with accessing BUWorks and selecting the WebGUI tab. Once you are in this tab, click on ECC systems. This will open a new window which is the SAP Easy Access system.



Reporting, Reconciliation, & Corrections

3a. Creating a journal entry

Within SAP Easy Access system, type transaction code FV50 (or search within your menu for FV50-Park G/L Account Items) to begin creating a Journal Entry.

SAP Easy Access - User I
Menu ▾ FV50 ◀ Log off

Park G/L Account Document: Company Code TRBU
Menu ▾ ◀ Save parked document Back Exit Cancel System ▾ Tree on Company Code Simulate Save as Completed Post

Basic Data Details

Document Date 01/26/2018 Currency USD
Posting Date 01/26/2018 Period 7
Reference
Doc.Header Text
Document type SA G/L Account Document
 Doc.currency
Company Code TRBU Trustees of Boston Univ Boston

Amount Information
Total Dr. 0.00 USD
Total Cr. 0.00 USD
CC

0 Items (No entry variant selected)

Sta...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Busi...	Cost center	Order	WBS element	Fund

Icons: [Navigation icons]

Complete the following fields and press Save as Completed once you are ready to submit

- Document Date
- Reference
- Doc.Header Text
- GL acct
- D/C
- Amount in doc currently
- Text
- Cost Object

*See the next page for details on each field.

Helpful Links

[How to Create, Change, Display, and Delete a Journal Entry](#)

Reporting, Reconciliation, & Corrections

3a. Creating a journal entry (continued)

	R/O/C	Field / Button	Description
1	Required	Document Date	Enter or select date - Typically the current date is entered in this field.
2	Optional	Reference	Enter name or description used to identify the journal entry at the header level. This field will display WebGUI via FB03 or FBV3
3	Optional	Document Header Text	Enter- name or description that will help identify journal entry
4	Required	Document Type	Enter or select – SA (GL Acct Document), ZJ (Grant Non-Cost Transfer) or ZK (Grant Cost Transfer)
5	Required	G/L acct	Enter or select – GL account to be credited or debited
6	Required	S Debit or H Credit	Click and select debit entry or credit entry
7	Required	Amount in doc. curr.	Enter line item amount to be credited or debited
8	Required	Text	<p>Enter description on line item text field. Information will display on ECC & BW reports.</p> <p>Enter something descriptive in this field; it will help identify the Journal Entry when reviewing reports on ECC or BW.</p> <p> For ZK and ZV entries, the text should include the original transaction date and the original transaction identifier. An example would be 10.01.2016 51100XXXX Supplies.</p>
9	Required	Cost Object – Cost Center, Order or WBS element	Enter <i>Cost Object were funds will be journal</i> (Cost Object = Cost Center, Internal Order or WBS element) -
10	Optional	Save parked Document	Click here to save and park journal entry
			and/or
11	Optional	Save as complete	Click here to save and initiate workflow process

You have successfully Save or Completed a Journal Entry Document

Reporting, Reconciliation, & Corrections

3b. Display a parked document

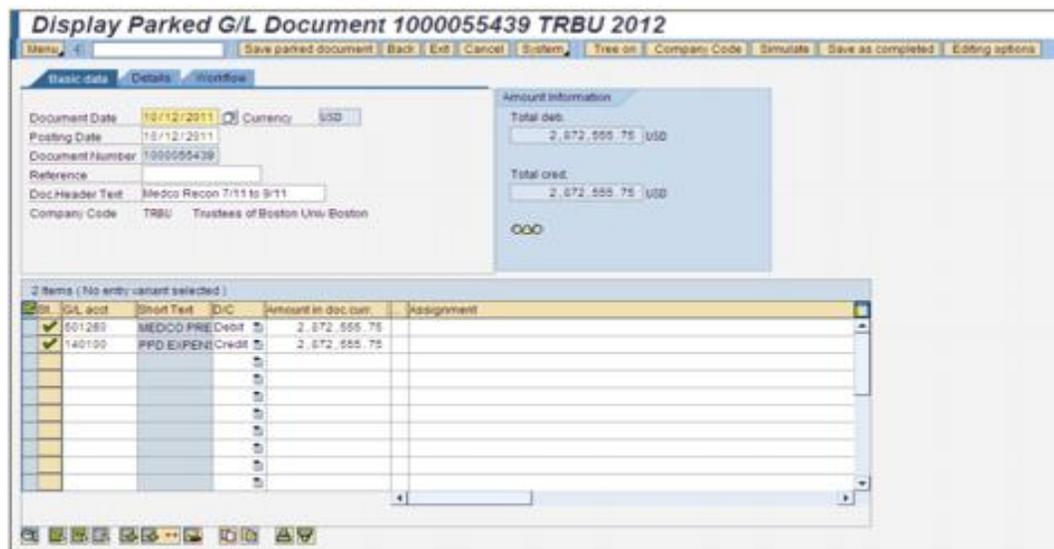
Within SAP Easy Access system, type transaction code FBV3 (or search within your menu for FBV3- Display Parked Document) to view a parked document.



Complete the following fields and press Enter

- Doc. Number
- Fiscal Year

(In this example Doc. Number 1000055439 & Fiscal Year 2012 was used.)



Note - If you do not remember the document number, click Document List and then Execute.



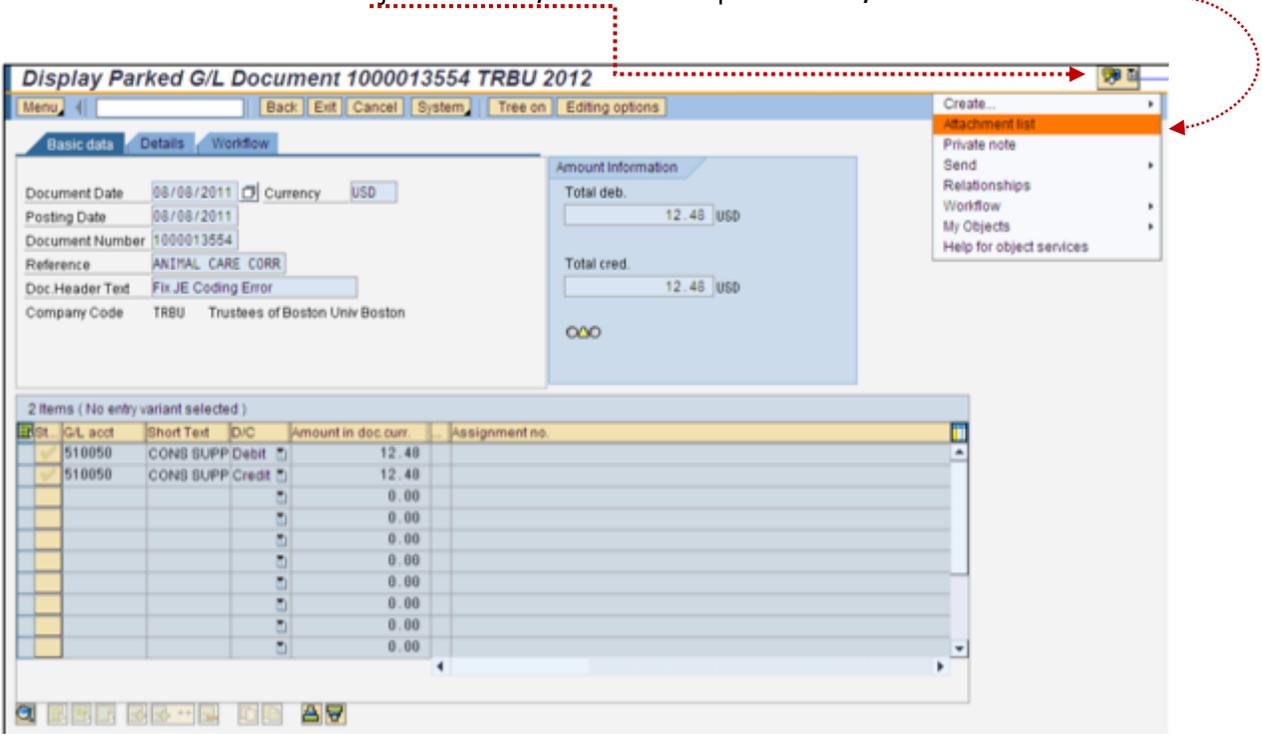
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3c. Attaching supporting documentation

As part of the School of Public Health's Best Practice, every journal entry should have supporting documentation attached. In order to attach documentation, you need to follow the steps of displaying a parked document in Section 3b.

Once FBV₃ (SAP transaction code) is accessed, enter the document number that needs supporting documentation. In this example Document Number 1000013554 is being used.

Click on the Services for Objects button, from the drop-down list, select Attachment list.



Helpful Links

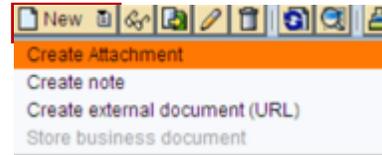
[Attach Document to Journal Entry](#)

TIP - If the Services for Objects icon is not displayed, click the Menu button, and from the dropdown list, select System, than select Services for Objects.

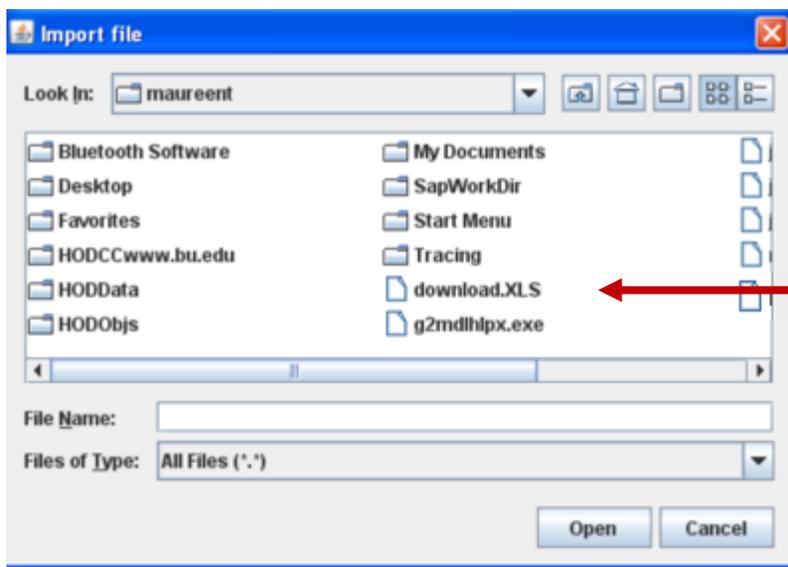
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3c. Attaching supporting documentation (continued)

Once the Attachment list is selected, the following window will appear. Click on the New button from the drop-down list and select Create Attachment.

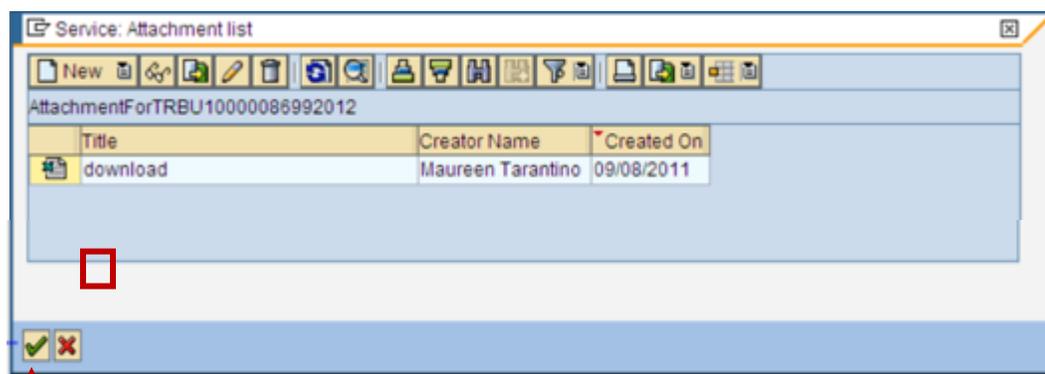


Once the Create Attachment button has been pressed, an Import file window will appear. This will allow you to select a saved document, pdf, etc. to add to your journal entry.



For this example, the download.XLS file will be selected for attachment.

Once either the Open button is pressed (or the document is double clicked) the Import file window will disappear and the previous Attachment list window will open showing the document selected.

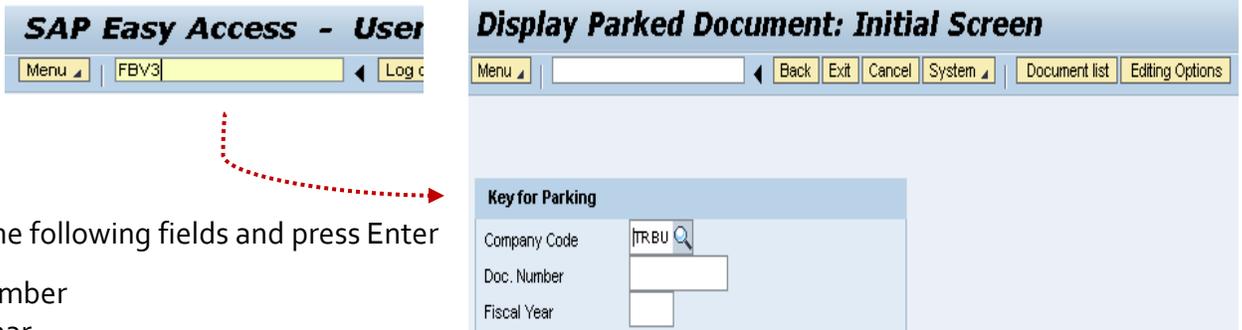


Click on the Continue button and the attachment will be saved with the entry.

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3d. Tracking a journal entry

Within SAP Easy Access system, type transaction code FBV3 (or search within your menu for FBV3- Display Parked Document) to view a parked document. Not only can you view parked documents and attach supporting documentation, you can also view the workflow status of your entry



Complete the following fields and press Enter

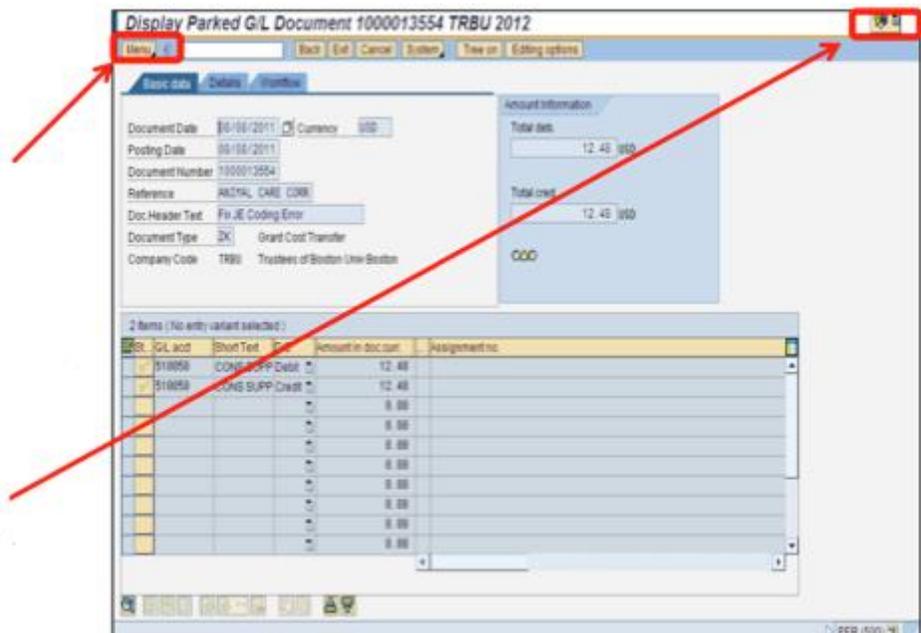
- Doc. Number
- Fiscal Year

(In this example Doc. Number 1000013554 & Fiscal Year 2012 was used.)

There are two ways to access workflow status within the FBV3 screen.

1. Click the Menu button, from the drop-down list and select System -> Services for Objects. Click the Workflow button (blue arrow) and select Workflow overview

Click the Service for Objects button in the top right side of the screen, click the icon, from the drop-down list, select Workflow -> Workflow overview



Tip - If you do not remember the document number, click Document List and then Execute.

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3d. Tracking a journal entry (continued)

Once you click the Workflow overview button, the following window will appear

The screenshot shows a window titled "Data on Linked Workflows". It contains a table of workflows and a detailed view of the current workflow. The workflow table has columns for Title, Creation Date, Creation Time, Status, and Task. The current workflow is "Boston University FIPP Frame", created on 08/08/2011 at 14:32:17, with a status of "In Process".

Title	Creation D...	Creation...	Status	Task
Boston University FIPP Frame	08/08/2011	14:32:17	In Process	Boston University FIPP

Current data for started workflow: Boston University FIPP Frame

Steps in this process so far

Step name	Status	Result	Time stamp	Agent
Get Doc Type	Completed	executed	08/08/2011 - 14:32:17	BUworks at Boston University
Journal Entry - Get FI Department Approvers	Completed	executed	08/08/2011 - 14:32:17	BUworks at Boston University
Journal Entry 1000013554 Ready for DEPT Review (Funds Center 1202200000)	Completed	Approved	08/08/2011 - 14:32:17	ADAM KRUEGER
Journal Entry 1000013554 Ready for PAFO	Completed	Approved	08/08/2011 -	MAGUI TRICH

Scroll down the screen to view where the Journal Entry is in the approval process (look at time stamp if unsure)

Click the link displayed in the Agent column to display all the Recipients of the Journal Entry

The link will open the Recipients window showing the name of the approvers

The screenshot shows a window titled "Recipients: Journal Entry 1000061675 Ready for DEPT". It displays a list of names for review under the heading "Journal Entry Ready for Review: Dept".

- ABARRETT
- ALISONBA
- AMYHALL
- CATHYM
- CFM
- Christopher Goss
- Fran Bottee
- HLEWIS
- JMPERE
- MARY DILLON
- MEBLAKE
- REHUDS
- VSIMONEL

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3e. Journal entry preferences

Within SAP Easy Access system, type transaction code FV50 (or search within your menu for FV50-Park G/L Account Items).

1. Once the above screen appears, select Processing Options. This will open the Accounting Editing Options window (shown on the right-hand side)
2. Within this window, select Display periods. This will allow you to see the period the entry is posted in (appears next to the posting date)
3. In addition, in the Doc. Type option, select Document type ready for input
4. To complete the preference, click Change user master

To ensure the changes have occurred, exit out of FV50 (go to main SAP Easy Access Screen) and enter back in. When you enter back into FV50, the Period and Document type should be seen and able to change.

Helpful Links

[Add Doc Type and Display Period fields](#)

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3f. Changing a journal entry

Within SAP Easy Access system, type transaction code FBV2 (or search within your menu for FBV2- Change Parked Document) to view a parked document.

The screenshot shows the SAP Easy Access interface. At the top, there is a header bar with 'SAP Easy Access - User M', a 'Menu' dropdown, a search field containing 'FBV2', and a 'Log off' button. Below this is the title bar for the 'Change Parked Document: Initial Screen' transaction. The title bar includes a 'Menu' dropdown, a search field, and buttons for 'Back', 'Exit', 'Cancel', 'System', 'Document list', and 'Editing Options'. A red dashed arrow points from the 'Document list' button in the title bar to the 'Document list' button in the main content area. The main content area has a 'Key for Parking' section with three input fields: 'Company Code' (containing 'TRBU'), 'Doc. Number' (empty), and 'Fiscal Year' (empty).

Complete the following fields and press Enter -

- Doc. Number
- Fiscal Year

(In this example Doc. Number 1000538472 & Fiscal Year 2013 was used.)

This screenshot shows the same 'Change Parked Document: Initial Screen' as the previous one, but with the 'Doc. Number' field filled with '1000538472' and the 'Fiscal Year' field filled with '2013'. The 'Company Code' remains 'TRBU'. The 'Document list' button in the title bar is now highlighted in yellow.

Note - If you do not remember the document number, click Document List and then Execute

The screenshot shows the 'List of Parked Documents' screen. The title bar includes a 'Menu' dropdown, a search field, and buttons for 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', and 'Execute'. The 'Execute' button is highlighted in yellow.

Helpful Links

[How to Create, Change, Display, and Delete a Journal Entry](#)

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3f. Changing a journal entry (continued)

Change Parked Document: Initial Screen

Menu | [] | Back | Exit | Cancel | System | Document list | Editing Options

Key for Parking

Company Code: TRBU (1)

Doc. Number: 1000538472 (2)

Fiscal Year: 2013 (3)

	R/O/C	Field / Button	Description
1	Required	Company Code	Enter TRBU (Trustee of Boston University) <i>Tip: defaults to TRBU</i>
2	Required	Doc Number	Enter SAP Journal Entry document number
3	Optional	Fiscal Year	Enter fiscal year of journal entry posting, example FY 2012 , 2013 or 2014

Hit the **Enter** Key

Edit Parked G/L Account Document 1000538472

Menu | [] | Save parked document | Back | Cancel | System | Tree on | Company Code | Simulate | Save as complete | Editing options

Basic data | Details | Workflow

Document Date: 01/09/2013 (4)

Posting Date: 01/09/2013 (4)

Document Number: 1000538472 (4)

Reference: SUPPLY ADJUST (3)

Doc. Header Text: gl correction (3)

Document Type: SA - G/L Account Document (3)

Company Code: TRBU - Trustees of Boston Univ Boston (3)

Amount Information

Total deb.: 250.00 USD

Total cred.: 250.00 USD

3 items (No entry variant selected)

Item	G/L acct	Short Text	D/C	Amount in doc curr.	Assignment
✓	510010	SUPPLIES	S D...	250.00	
✓	510040	CONS SUPPH Cr...		50.00	
✓	510040	CONS SUPPH Cr...		200.00	

Buttons: Save parked document (5), Save as complete (6)

Changes can be made to any available field(s) in white

4	Optional	Changes	Dates, Reference, Doc Header Text, Document Type, and GL detail (G/L acct, D/C, amount, etc.) can all be changed
5	Optional	Save parked Document	Click on Save Parked Document – to park journal entry
<i>and/or</i>			
6	Optional	Save as complete	Click on Save as completed – to save and initiate workflow process

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3g. Delegating a journal entry

Within SAP Easy Access system, type transaction code FBV2 (or search within your menu for FBV2- Change Parked Document) to view a parked document.

The screenshot shows the SAP Easy Access interface. At the top, there is a header bar with 'SAP Easy Access - User M' and a 'Log off' button. Below this is a navigation bar with 'Menu', 'FBV2', and a back arrow. The main screen is titled 'Change Parked Document: Initial Screen' and contains a 'Key for Parking' section with fields for 'Company Code' (containing 'TRBU'), 'Doc. Number', and 'Fiscal Year'. A red dashed arrow points from the 'FBV2' menu item to the 'Document list' button in the navigation bar.

Complete the following fields and press Enter

- Doc. Number
- Fiscal Year

(In this example Doc. Number 1000538472 & Fiscal Year 2013 was used.)

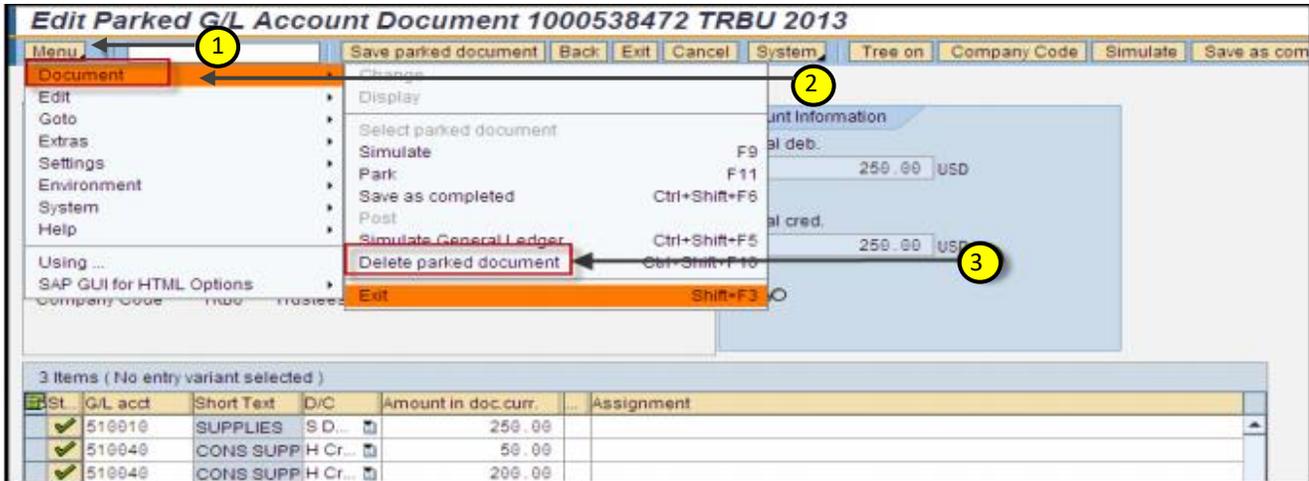
This screenshot shows the same 'Change Parked Document: Initial Screen' as the previous one, but with the 'Doc. Number' field filled with '1000538472' and the 'Fiscal Year' field filled with '2013'. The 'Company Code' field still contains 'TRBU'. The 'Document list' button in the navigation bar is highlighted in yellow.

Note - If you do not remember the document number, click Document List and then Execute.

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3g. Delegating a journal entry (continued)

Once you enter the Document screen (where you are able to edit the entry), click Menu in the left hand corner (1). In the drop down menu, select Document (2). This will open another drop down menu. Select Delete parked document (3). See visual aid below.



<i>To Delete Journal Entry – the document has to be in Parked status to be deleted</i>			
Required	Menu	Click this button on tool bar,	
Required	Document	Select by highlighting button	
Required	Delete parked document	Click this selection to delete document	
<i>You have successfully deleted a journal entry document</i>			

Helpful Links

[How to Create, Change, Display, and Delete a Journal Entry](#)

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Appendix A – Transaction detail’s characteristics and descriptions

Characteristics	Description
Funds 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	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.
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.
Posting date	Date that the transaction was posted to the system. Note - this date does not always correlate to the date the vendor or employee was paid.
Text	Details inputted when entering transaction.
Document type	Classification of type of activity that generated the revenue/expense posting. Some of the more commonly used Document Types at BU are - Student Accounts, Payroll, P. Card, Invoice – Gross, and G/L Account Document.
FI doc. Number	SAP generated number in the Finance module for a transaction.
FSR/ISR Number	Column on the Transactional Detail reports that lists the FSR or ISR number if the transaction is the result of service request submitted to an Internal Service Provider (ISP).
Vendor	Name of organization purchased goods or services from.
Vendor Invoice	Number of the invoice generated by the vendor.
PO Number	Number of the Purchase Order generated once the Shopping Cart has completed workflow. The number is automatically assigned by SAP. There is a syntax in the first two digits of PO - 85 = regular Purchase Order and 86 = Limit Order.
SC Number	Shopping Cart Number automatically created by SAP once a shopping cart enters Workflow.
Doc Control No.	Unique key that connects the document outside of SAP to an SAP document. i.e. Concur, Disbursement Forms, Cash Credit Voucher. This is separate from the SAP Document Number.
Business Area	Represents separate operational or geographic areas of the organization. The most commonly used Business Areas are - 1CRC (Charles River Campus), 2MED (Medical Campus), and 3NBL (NEIDL). The first digit in Cost/Funds Center matches the first digit of the Business Area that the Cost/Funds Center belongs to.
Calendar year	The calendar year in which the transaction was made
Customer	An entity who orders goods and/or services from Boston University displayed as a six digit code within SAP.
Department Activity	The last two digits on a Cost/Funds Center. Typically used when the activity occurring within the Cost/Funds Center is associated in some manner with the Cost/Funds Center ending in '00'. A common example is an academic program occurring in the academic year is assigned

	Cost/Funds Center 1xyyy0000 and the same program occurring in the summer is assigned Cost/Funds Center 1xyyy00001.
Fiscal Period/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.
Fiscal year	This identifies the accounting year in which the original transaction was posted. Boston University's fiscal year is from July 1 through June 30.
FM Document Number	SAP module Funds Management system-assigned transaction number
Functional area	Classifies financial activity for the University's external financial reporting requirements. This includes the University's annual financial statements and the cyclical Facilities & Administrative Proposal
Fund	Monies which are managed separately for specific purposes. See Fund Type for further examples.
Funded Program Type	The type of Funded Program in SAP, such as General, Designated, Gift.
Fund Type	Used to categorize Funds, primarily to facilitate easier reporting. Fund types include, but are not limited to - General University; Sponsored Funds; and Gift and Endowment Funds.
Grant	A Grant is used to maintain details describing the terms and conditions of the funding and administration of a sponsored award along with related cost sharing. Grant numbers are used to report on and invoice to external sponsors. A Grant includes all pertinent data associated with the grant or contract for financial purposes; tracks the status of the award or project; corresponds with an awarding document from a sponsor; and groups detailed revenue and expenditure accounts (sponsored programs), including cost share. The Grant is the 'Parent' account, formatted as either 50xxxxxx (representing Federal or Federal Pass-Thru money); 55xxxxxx (representing non-Federal money); 94xxxxxx (representing BMC sponsored research awards); or 95xxxxxx (representing Memorandum Of Agreement).
Int. Order Category	Classifies the type of activity for which the Internal Order is created. Each Funded Program Type has its own set of Internal Order (IO) Categories. Some of the more common IO Categories are - Scholarship, Professorship/Chair, Faculty Start-Up, and Research.
P-Card Holder Name	Name of employee that made purchase on the University's purchasing card.
User Name	User ID for employee that entered the transaction.
WBS Element	Account type used to identify and track capital projects. Each WBS Element is 10 characters long, beginning with an alpha character followed by a '.' then the remaining 8 characters (example - R.000093.1). The alpha character denotes type of project being completed (A = Acquisition, C = New Construction, I = IS&T System, R = Renovation / Repair, S = Space Change).

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Appendix B – Unrestricted budget to actual by FC-GL/CI detail's characteristics and descriptions

Characteristics	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 Document 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.
Funded Program Type	The type of Funded Program in SAP, such as General, Designated, Gift.
Fiscal Period/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.

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Appendix C – Unrestricted budget to actual by FC-GL/CI key figures and descriptions

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

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Appendix D – Designated/restricted budget to actual by FC-GL/CI detail’s characteristics and descriptions

Characteristics	Description
Commt/Actual Detail	Categories of commitments and actuals transactions, such as purchase orders and invoices.
Fund	Source of funding.
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.
Funded Program Type	The type of Funded Program in SAP, such as General, Designated, Gift.
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.
Internal Order Category	Category into which an Internal Order is placed, e.g., Designated – Journals/Publications, Designated – Internal Awards, Gift – Research.
Period/Fiscal Period	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.

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Appendix E – Designated/restricted budget to actual by FC-GL/CI detail’s key figures and descriptions

Key Figures	Description
FY 20xx Beginning Balance	Carry-forward balance for each Funded Program listed.
FY 20xx Revenue Per. 01-XX	Current fiscal year-to-date revenue postings for each Funded Program listed.
FY 20xx Revenue Per. XX	Revenues posted during the specified fiscal period for each Funded Program listed.
FY 20xx Expenses Per. 01-XX	Cumulative fiscal year-to-date expense postings for each Funded Program listed.
FY 20xx Expenses Per. XX	Expenses posted during the specified fiscal period for each Funded Program listed
FY 20xx Ending Balance as of Per. XX	Calculation - Beginning Balance plus cumulative Revenue minus cumulative Expenses
FY 20XX 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.
FY 20XX Net w/ Commitments as of Per. XX	Calculation - Beginning Balance minus cumulative Commitments.
% Balance Expended	Calculation - Net with Commitments as a percentage of Beginning Balance