Funds Management Workshop Agenda: Answer These Questions

Question	Recommendation
What is the focus of our workshop today?	Budgets, actuals and commitments (encumbrances) These are the main considerations when running an FM report
What are the essential BW functions?	Filtering, organizing data based on column position, adding a subtotal or grand total, saving a modified report and undo
What if I can't figure out how to answer a question when this workshop is over?	Use online Help or send email to ithelp@bu.edu
Which report is best to view activity within my Funds Centers?	Consider what to examine: • Unrestricted or Designated/Restricted funds (or both)? • Level of detail

Use Case #1: What is the state of the budget, commitments (encumbrances) and actuals for the Fund(s) Centers for which you are responsible? 1. Consider this at the summary and G/L levels 2. Examine expenses with a focus on personnel 3. Examine activity by month	
Question	Recommendation
If I am responsible for multiple FC’s, how can I view just one of them?	Use Variable Screen search function
How can I view the details underlying the summary results?	Use *Go-to* (“drill down”)
Should I be concerned if I see that the budget for a G/L has been exceeded?	That depends….
How can I view all expenses related to personnel?	Apply (inclusive or exclusive) filters
How can I view activity by month?	Add the **Period / Fiscal Year** Free Characteristic
How can I view total expenses/revenues by categories I select?	Add a subtotal
How can I view overall expenses/revenues?	Add a grand total to the report
How can I reorganize data in my report by **GL Account** or another Characteristic?	Change column order
How can I undo something I just did?	Back/Back one navigation step
What does it mean that the BW is a read-only environment?	You cannot change any data. Therefore, you can’t “hurt” anything by exploring and trying different things out

Use Case #2: Save a modified report (aka a "View") so it can be used again in the future	
Question	Recommendation
How do I save a report once I have modified it the way I want it?	Create a Saved View

Break / in-class assignment – Your turn!	
How much did your school/college/department/center spend on supplies thus far in this Fiscal Year?	Consider: • What level of detail is required? • How to limit view to see only activity for supplies?

Use Case #2, continued: Save a modified report (aka a "View") so it can be used again in the future	
Question	Recommendation
How do I run a customized report I have saved?	Run a Saved View
What if the data in my Saved View doesn't look right?	Check date; examine applied filters

Use Case #3: Examine expenses for items other than personnel 1. Consider expenses at this detail level: a. G/L account b. Posting date 2. Consider how to examine any subset of data	
Question	Recommendation
How can I view all expenses related to items other than personnel?	Apply (inclusive or exclusive) filters
More generally, how can I focus on <u>any</u> subset of data?	Apply (inclusive or exclusive) filters
Can I view G/L activity in greater detail, e.g., by posting date?	View items at the **Transaction Detail** level. Use *Go-to* or execute report directly from the portal
What if I want to view only transactions involving <u>actuals</u>? <u>Commitments</u>?	Use **Actual / Commitment** Variable to select one or the other
How can I view unrestricted and designated/restricted activity in the same report, i.e., without the need to run two separate reports?	Use one of the Transaction Detail reports. View data associated with cost objects (**Funds Center** → unrestricted; **Funded Program** → designated/restricted)
Guided BUying (Ariba) data is loaded into the BW every day. What frequency are loads for P-card and Concur data?	P-Card data load is once per month driven by a file received from the bank. Concur postings can be daily, but not all departments have daily activity

Use Case #4: Explore data for a single transaction using a transaction (FB03) in the WebGUI environment	
Question	Recommendation
Can I view a transaction in greater detail than that provided by a **Transaction Detail** report?	Drill to WebGUI and view the transaction using the **FB03** SAP function Refer to Help Guide referenced in handout overview

Summary of concepts considered during this workshop	
Question	Recommendation
What are the go-to BW tools important to remember?	Filtering, organizing data based on column position, adding a subtotal or grand total, saving a modified report and undo
What types of filtering are possible?	Inclusive/exclusive filters; long-form and short-form filters
How can I focus on particular transaction types (e.g., payroll postings, Concur, cashier)?	Use the **Document Type** Characteristic

In-class Discussion	
Question	Recommendation
How can I view ISR/FSR activity? • How much has been expensed per internal vendor? • Do you have any open commitments with these vendors?	Use **Transaction Detail**-level report. Filter **FSR/ISR Number** Characteristic (column)
How much did your school/college/department/center spend on supplies? • Thus far in this Fiscal Year • Thus far in this calendar Year	Consider: • What level of detail is required? • How to limit view to see only activity for supplies? • How to examine Fiscal year versus calendar year (hint: it will involve more than one Fiscal year)?
How can I view only P-card (purchasing card) activity?	Filter **Document Type** Characteristic
How much has your unit spent on full- and part-time faculty in the current Fiscal Year?	Consider: what level of detail includes employee categories?