Budget Management Report

Query Technical Name: ZZ_PU_C02_Q0001

Location: FI Departmental Reports folder

Purpose: This report is designed to provide the person(s) responsible for a Funds Center budget(s) a comprehensive display of the original and revised budget, actuals for the current month and year to date, year to date commitments, and the available balance. The Budget Management report displays the same data as ZFBC & ZFD1- the difference being that BW's Budget Management report is refreshed nightly and is not real-time.

Standard View: By default this report provides columns detailing the following: Funds Center & Commitment Item. Key Figures are provided to detail: Original Budget, Revised Budget, Actuals, Actuals YTD, Commitments & the Available Balance.

Variable Entry screen: Fiscal Year refers to the budget year for which users are seeking data. **Funds Center Hierarchy** will default to the appropriate cost center based upon user credentials.

NOTE: Variables marked with an asterisk (*) are required entries; they must be populated to proceed. Refer to the reporting manual for step-by-step instructions in populating these fields.

	Variable	Current Selection	Description
(*)	Fiscal Year		
	Funds Center Hierarchy		
	Business Area (Multiple Single Values, Op...		
	Functional Area		
	Fund (Interval Entry, Optional)		
	Funded Program variable		
	Grant variable		
	CPE Variable Fund (Multiple Single Values,...		
	Fund Type (Multiple Single Values, Optional)		
	Pool Variable Fund (Single Value Entry, O...		
	Restriction Variable Fund (Multiple Single ...		
	Restriction Variable Funds Center		
	Projects Classificat Funds Center		
	Pool Variable Funds Center		
	CPE Variable Funds Center		
	Accessibility Funds Center		

Types of questions this report can answer beyond the standard view:

1. Where can I find information about the budget documents that have hit my fund centers?
   a. Review the "**Budget Details**" report. The report provides information for budget documents at both the Funds Center and the Commitment Item level; results displayed are dependent upon what field or value the Budget Management report is drilled down into. This report is accessible from the BW context menu.
      i. Right-click on the funds center or commitment item in question. Navigate to the "Goto" option, and click "Budget Details." (*see image below*)
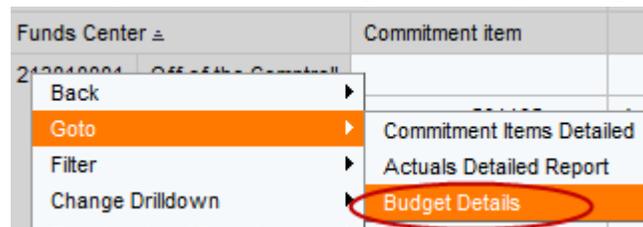
2. Why are some of the document numbers showing as pound symbols (#) in the Budget Details report?
   a. These are the original budget figures that were uploaded from BIIP.

3. I'm reviewing the list of actuals for our funds center on the "**Actuals Detailed**" report. Should I use this report or the "FI Transaction List by Month" report?
   a. Both reports provide posting details for the funds center or commitment item selected; either report may be used to review this information.

4. I don't see our department's payroll information on the "**Commitment Items Detailed**" report. Where can I find our payroll information?
   a. Use the "PBC Payments" report to review information relevant to departmental payroll commitments, as this information is not included in the "Commitment Items Detailed" jump report.

5. I have a question about our commitments for travel. Where should I get more information specific to our department's travel expenditures?
   a. Use the "Travel Management Report" to see details for travel commitments.