

Introduction

Process and Trigger

Execute this report to reconcile allocated position budget amounts against planned budget amounts. The report displays aggregated position budget amounts by Commitment Item as of a particular date for a specified Funds Center or Funded Program.

Prerequisites

- [Introduction to BW Reporting at Boston University](#) (video)
- [Working with BW Reporting](#) (video)

Menu Path

Central Users: BUworks Central → Reporting → Accounting (FI) → Position Budget Control (Centralized) → Funds Management / Position Budget Reconciliation Report

Distributed Users: BUworks Central → Reporting → Accounting (FI) → Position Budget Control (Distributed) → Funds Management / Position Budget Reconciliation Report

Transaction

None

Tips and Tricks

- When reviewing both the *Position Management* report (for position/employee detail) and the *Funds Management/Position Budget Reconciliation* report (for position data aggregated by **Commitment Item**), the same **Key Date** should be used to avoid inconsistencies caused by dates. Additionally, the *Position Management* report should be run by specifying **Funds Center** rather than **Master Cost Center**. Those same Funds Centers should be specified when running the *Funds Management/Position Budget Reconciliation* report.
- This report is date-driven. Keep in mind that changes related to forms that have been initiated, but have not completed workflow as of the date used to run the report, will not be displayed. The same holds true for budget adjustments that have been initiated but not posted as of the date used to run the report. Also, since this is a BW report, any forms that have completed workflow, or any budget adjustments that have been posted will not appear in the report until the following day.
- Positions that have been delimited will not be displayed on the report; however, if the **Key Date** chosen is prior to the date of the delimitation of the position, it will be displayed. The same is true of employees transferring or terminating. An employee who has transferred out of a position will no longer be displayed in the position unless the specified **Key Date** is prior to the date of termination or transfer.
- To view only unrestricted budget data, enter "FUNDED_PROGRAM_NR" (specify without quotes) in the **Funded Program** field to exclude all other funding types. If no selection is made in this field, the results displayed will include all sources of position funding. An alternative way to achieve this same result is to run the report without specifying any value for **Funded Program**. Once the report has run, add the **Budget Funded Program** Free Characteristic and filter to show only FUNDED_PROGRAM_NR.
- The Budget Office only budgets certain types of positions. The purpose of this report is to compare the budgeted positions with their corresponding Funds Management budgets. Since other salary Commitment Items can have a Funds Management budget amount, you may want to filter **Commitment Item** to show only those items with a position budget. If so, use these values: 500010; 500020; 500100; 500110; 500120; 500130; 500140; 500150; 500210; 500220; 500250; 500260; 500310; 500315; 500350; 500360. You may find it helpful to create a variant to avoid having to

repetitively enter these values. Variants are described in the online help document [BW How to - Save and Use a Variant](#).

- Unlike many other BW reports, there is no option to drill down on the budget or the actuals to see further details. Users will need to use other reports, especially the *Position Management* report, to access the details related to the totals that appear on this report.
- Executive payroll data is not included in this report.
- Stipend Amount does not correspond to any cost objects and has been included in this report for informational purposes only.
- Note that some **Commitment Items** may have associated actuals even though they have no budget (temporary positions, for example). If you filter as the preceding tip suggested, the corresponding actuals will not be displayed.
- The default value for **FM Document Status** in the Variable Entry screen is to include only posted and preposted-posted budget adjustments. This prevents preposted (parked budget adjustments not yet posted) and preposted-undone (preposted adjustments cancelled before they were posted) budget adjustments from appearing in the report, since they have not been posted to the Funds Management budget. It may be helpful at times to include preposted-posted (preposted adjustments that have been posted) in this field when, for example, the area is anticipating an adjustment that the Budget Office has initiated, but has not yet posted.
- This report displays actuals as well as the position and Funds Management budgets. Comparing the actuals to the budgets is a good way to spot mismatches between a position and a person.
- Adding the Free Characteristic Fiscal Period/Year provides a view of FM budget adjustments, if any.
- At times you may need to use your scrollbar to view additional information.
- 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

- [BW How to Run - Position Management report](#)
- [BW How to - Add, Remove, or Move a Column in a Report](#)
- [BW How to - Filter Report Data](#)
- [BW How to - Save and Use a Variant](#)
- [BW How to – Save and Use a View](#)

Procedure

Executing the Report

1. Click on the Portal link to start the report. The **Variable Entry** screen is displayed.
2. Enter selection criteria via the Variable Entry screen.

Variable Entry

Available Variables: Save Save As... Delete Show Variables

Variable	Current Selection	Description
* Key Date	02/12/2013	02/12/2013
Funded Program		
Funds Center		
Commit Item		
FM Document Status	1; 3	Posted; Preposted posted
Version (Default 0)	0	0 Plan/actual version

OK Check

The sole required field is **Key Date**, the date for which a snapshot of active positions is returned. This date is specified as a calendar date in the syntax mm/dd/yyyy (two digits for month; two digits for day; four digits for year).

Refer to [Tips and Tricks](#) for information on specifying values for other characteristics in the Variable Entry screen.

Click **OK** to run the report.

Sample Output – Initial View¹

Budget Funds Center	Commitment Item	FM Budget - 000	Position Recurring Budget	Position Current Year Budget	Recurring Budget Variance	Current Yr Budget Variance	Actuals
		\$	\$	\$	\$	\$	\$
500010	FACULTY FULL TIME	3,536,700	3,719,300	3,719,300	(216,650)	(182,600)	1,434,801.56
500100	POST DOC EXEMPT	8,150	1,233,538	1,233,538	(1,233,538)	(1,225,388)	594,224.93
500110	ACADEMIC RESCH EXMPT		155,000	155,000	(155,000)	(155,000)	84,616.61
500210	EXEMPT FULL TIME	922,877	1,396,500	1,396,500	(542,850)	(473,623)	597,184.02
500250	NON EXEMPT FULL TIME	220,999	295,164	295,164	(73,411)	(74,165)	160,119.44
Overall Result		4,688,726	6,799,502	6,799,502	(2,221,449)	(2,110,776)	2,870,946.56

Note: the **Commitment Item** characteristic in this sample was filtered as described in [Tips and Tricks](#).

FM Budget - 000	FM Recurring Budget	FM Non-Recurring Budget
\$	\$	\$
3,536,700	3,502,650	34,050
8,150		8,150
922,877	853,650	69,227
220,999	221,763	(754)
4,688,726	4,578,063	110,673

Note also: the triangle to the left of the **FM Budget – 000** Key Figure indicates this column is displayed as a hierarchy. Click the triangle to expand the column to reveal the two elements that make up the total **FM Budget**: **FM Recurring Budget** and **FM Non-Recurring Budget**.

Click the triangle again to hide the two columns.

¹ Data in this report have been blurred deliberately.

Understanding the Report's Key Figures²

Key Figure	Definition	Data Source
FM Budget - 000	Version 0 of FM budget. This is the budget amount.	Funds Management
FM Recurring Budget	Base budget.	Funds Management
FM Non-Recurring Budget	Incremental or one-time budget amounts.	Funds Management
Position Recurring Budget	The ongoing (approved) budget commitment for a position for a full year.	Infotype 9100
Position Current Year Budget	Amount a given position will earn in the current year. This is the prorated amount calculated based on (1) time period left in current year; (2) % time worked; and (3) assignment duration.	Infotype 9100
Recurring Budget Variance	Variance between Recurring Budget and FM Budget amounts. Refer to Understanding the Variance Calculations for more information.	Calculation
Current Yr Budget Variance	Variance between Current Year Position Budget (amount planned to be paid this year) and FM Budget amounts. Refer to Understanding the Variance Calculations for more information.	Calculation
Actuals	The salary dollars spent to date on a position from the start of the Fiscal Year through the specified Key Date .	Payroll actuals

Additional Key Figures

The following Key Figures are not displayed in the initial report layout, but they can be added to the display. Refer to [Adding a Key Figure to the Report](#) for instructions on adding any of these to your report.

Key Figure	Definition	Data Source
Stipend Amt	The approved amount for a secondary administrative appointment.	Infotype 9100
Total Planned Compensation	Planned compensation for year. This includes both base pay and any stipend amounts.	Infotype 9100

² Key Figures are concrete, measurable quantities that are objects of business analysis and are described by characteristics within the report.

Report Characteristics

It is possible to add characteristics to, or remove characteristics from, the initial display by dragging them in or out of the report. Refer to the online help document [BW How to - Add, Remove, or Move a Column in a Report](#) for details on bringing in or removing characteristics from a report.

Characteristic	Description
Budget Funds Center	Planned budget associated with a particular Funds Center.
Commitment item	Commitment Items represent budget classifications of revenues and expenditures in the Funds Management Module. Commitment items are linked to the GL account in FI and the revenue and cost elements in CO. With this linkage, transactions posted to the GL account or revenue or cost elements are automatically posted to FM. Commitment items can also be arranged in a multi-level hierarchy where the top nodes are defined for reporting and/or controlling levels.
Free characteristics	Description
Budget Funded Program	Planned budget associated with a particular Funded Program.
Cost Center	A Cost Center is an organizational unit or activity within a company code that represents a clearly unique location where revenue and costs occur (e.g., Fund Center, Fund and Business Area). Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. The relationship between organizations and cost centers is hierarchically inherited along the BU organizational structure. Cost Center is a type of Cost Object in SAP. It is a required field whenever revenue or expenses are posted in SAP.
Fiscal Period/Year	Fiscal period range to be selected for this report; applies only to Actuals
Fund	A separate and distinct fiscal/accounting object containing a self-balancing set of accounts used to budget and control costs and to identify source and use of funding. Financial data will be separated by Funds so that certain activities can be performed or objectives achieved in accordance with special regulations, restrictions, or limitations. Fund is not hierarchical. The Fund is the lowest level at which a balance sheet can be created.
Funded Program	A data element that may be 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 Typ	The funded program type is used to categorize funded programs by common characteristics, such as the type of fund used at Boston University (general, gift, endowment, etc.). The funded program type is relevant for search functionality and in selection criteria for reporting.
Grant	Contains terms and conditions for the control, use, reporting and reimbursement of sponsor funding.
Net Asset Class	Indicates type of funding.
Order	An internal order is a cost collector capable of budgetary monitoring and reporting of revenues and expenses separately from a cost center. All sponsored projects are internal orders. Internal orders may also be used to track non-sponsored revenues etc.
WBS Element	Each capital project within Project Systems (PS) is a hierarchically structured set of Work Breakdown Structure (WBS) Elements. WBS elements reside below the Project Definition and are the cost collectors or "cost objects" within the Controlling (CO) module. All BU projects will consist of only one WBS Level 1 Element, and a minimum of one WBS Level 2 Element(s). No Additional WBS Level's (e.g., 3, 4) will be used at BU. Individual structural element in a work breakdown structure (WBS) representing the hierarchical organization of an R/3 project. Describes either a concrete task or a partial one that can be further subdivided.

Understanding the Variance Calculations

Recurring Budget Variance

For a particular position category (the category is indicated by **Commitment Item**), this is the difference between the *FM Budget* - the budget amount allocated to your Funds Center – and the *Position Recurring Budget*. Red highlighting indicates the allocated budget is less than the planned recurring budget amount. That is, if spending proceeds at the planned rate, your budget will be overspent.

Commitment item		FM Budget - 000	Position Recurring Budget	Position Recurring Budget	Recurring Budget Variance
		\$	\$	\$	\$
500010	FACULTY FULL TIME	3,536,700	3,719,300	19,300	(216,650)
500100	POST DOC EXEMPT	8,150	1,233,538	123,538	(1,233,538)
500110	ACADEMIC RESCH EXMPT		155,000	155,000	(155,000)
500210	EXEMPT FULL TIME	922,877	1,421,700	498,823	(568,050)
500250	NON EXEMPT FULL TIME	220,999	295,164	74,165	(73,411)
		4,688,726	6,824,702	2,135,976	(2,246,649)

Current Year Budget Variance

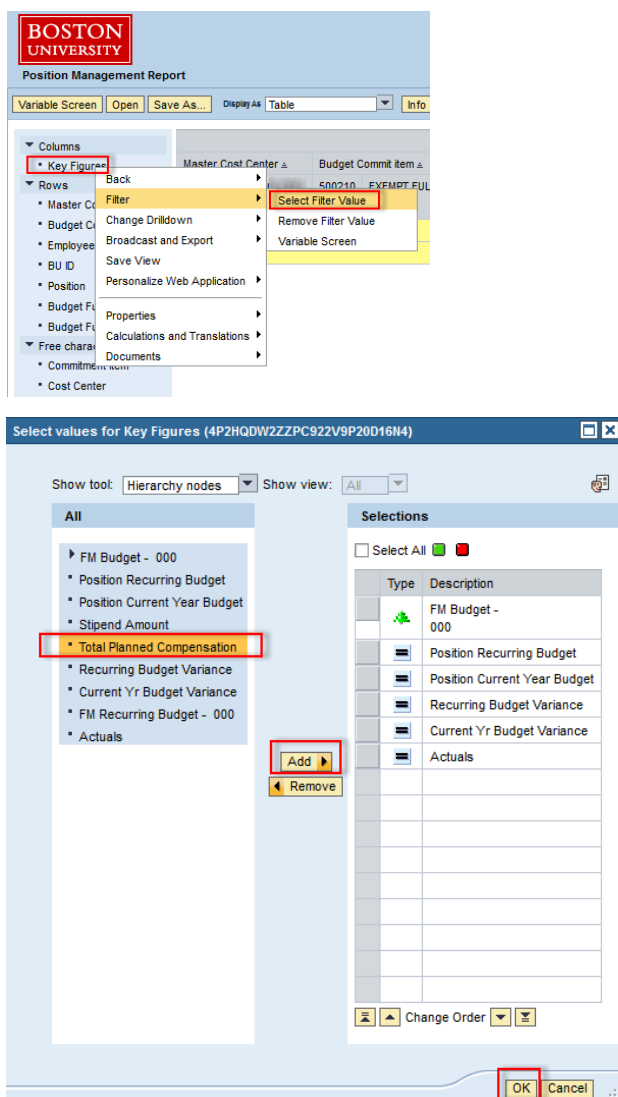
For a position category, this is the difference between the *FM Budget* and the *Position Current Year Budget*. Red highlighting indicates the allocated budget is less than the planned recurring budget amount and, if spending proceeds at the planned rate, your budget will be overspent.

Commitment item		FM Budget - 000	Position Current Year Budget	Position Current Year Budget	Current Yr Budget Variance
		\$	\$	\$	\$
500010	FACULTY FULL TIME	3,536,700	3,719,300	182,600	(182,600)
500100	POST DOC EXEMPT	8,150	1,233,538	1,225,388	(1,225,388)
500110	ACADEMIC RESCH EXMPT		155,000	155,000	(155,000)
500210	EXEMPT FULL TIME	922,877	1,421,700	498,823	(498,823)
500250	NON EXEMPT FULL TIME	220,999	295,164	74,165	(74,165)
		4,688,726	6,824,702	2,135,976	(2,135,976)

Adding a Key Figure to the Report

Just as data can be added to a report by bringing in a Free Characteristic, it is possible to add Key Figures. **Total Planned Compensation**, for example, is a Key Figure you might want to add so you can view base pay plus stipend amounts.

While bringing a Free Characteristic into a report requires clicking on the characteristic and “dragging” it into the analysis area of the report (refer to the online help document [BW How to - Add, Remove, or Move a Column in a Report](#) for more information), a Key Figure is instead added via the *Filter* command. The steps below demonstrate this process.



1. Right-click on **Key Figures** in the Columns area to display the context menu.
2. Release the mouse button and slide the cursor down to **Filter**.
3. Click on **Select Filter Value** to open a selection window.
4. In the window that appears, select one or more Key Figures to add by clicking on each item. In this example, **Total Planned Compensation** has been selected.
5. Click the **Add** button to copy the highlighted items to the Selections column.
6. Click the **OK** button to add the Key Figure(s) to the report display.
7. Click **OK** to run the report.

Results and Next Steps

None