Introduction

Process and Trigger

Execute this report to display a list of positions that are active as of a particular date for a specified Master Cost Center, Funds Center, or group of Funds Centers. For each position, the following information is provided: budget amount, funding source, salary distribution and employee currently occupying the position.

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 (Central) →Position Management Report

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

Transaction

None

Tips and Tricks

- Specifying a value for **Master Cost Center** will show full detail for all positions related to the Master Cost Center (MCC), including splits with areas outside the Master Cost Center. Your Funds Center access will determine whether or not you can see any splits and associated amounts outside the specified MCC.
- For positions whose funding is split between two Funds Centers, running the report by only one Funds Center will show only the portion of the position budgeted to that Funds Center. In order to view the total funding for a position, search by the position number or the Master Cost Center of the position.
- This report is date-driven. Users should 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.
- Active positions as of a specified **Key Date** can further be limited by Master Cost Center, Funds Center, Funded Program or Employee Sub-group (and limited, as always, by the security permissions of the person running the report).
- Open positions can be identified via the **Position Status** Free Characteristic, where "O" indicates a position is occupied and "V" indicates a vacant position. Filtering on "V" will yield a list of open positions.
- 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 key date chosen is prior to the date of termination or transfer.
- When reviewing both the *Position Management r*eport (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.
- The report initially contains only employee name and BUID. However, additional employee data can be displayed. There are attributes of the **Employee** characteristic that the Budget Office has found helpful to add to the report,

including **First Name**, **Last Name**, **Annual Salary**, **Work Schedule Rule**, and **Percent Time**. This additional data is helpful when using the report to compare position data to data for the employee occupying the position.

- The budget shown for a particular position does not necessarily indicate that the position is fully funded. If the FM budget for the Funds Center and Commitment Item associated with the position does not match the total of the Position Management Report for the same Funds Center and Commitment Item, there may be a funding problem.
- You may find The **Org Unit** free characteristic to be helpful if you want to distribute the report within your own areas. This is also a good way of seeing at a glance if positions are in the correct Org Unit.
- When trying to identify a variance between the totals of the *Position Management Report* and the *Funds Management/Position Budget Reconciliation Report*, the Budget Office has found it helpful to move the **Budget Funds Center** characteristic to the first column of the *Position Management Report*. This sorts/groups the report by **Budget Funds Center** for ease of displaying all the positions included in the total. The default layout of the report sorts by **Master Cost Center**, which is usually the preferred layout, but does not show all positions budgeted in one Funds Center together.
- *Temporary overlap positions* are not budgeted. This is not to be confused with a "Temporary" (formerly "Casual") position. *Temporary overlap positions* are those created as a temporary means to have two employees overlap the same position at one time. Since the employee hired into the *Temporary overlap position* will be moved into the original position once it has been vacated, the Budget Office does not assign a budget to these positions. This report should be helpful to users seeking to identify these positions for delimitation, as they must be delimited once the employee has been moved to the original position.
- While this report initially displays only planned position budget information, it is possible to include actuals in the report. One might want to do this, for example, in order to compare planned position information against the actual distributions, which might have changed during the year. An example describing how to add **Actuals** or other Key Figures is provided in the section [Adding a Key Figure to the Report](#) below.
- Key Figures, in addition to cumulative **Actuals**, include **Unrestricted**, **Designated**, **Restricted**, and **Sponsored** Actuals.
- When reviewing the report for unrestricted budget data only, specify FUNDED_PROGRAM_NR in the **Funded Program** field to exclude all other funding types.
- 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.
- The **Employee** and **Position** characteristics have multiple master data attributes, which can be added to the report. Note that, while it is possible to sort on attributes, it is not possible to use them to filter data or create subtotals.
- Temporary employees (**Employee Subgroup** = 14) are excluded from the report by default. Removing this filter will display temporary employees and the positions they occupy.
- 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

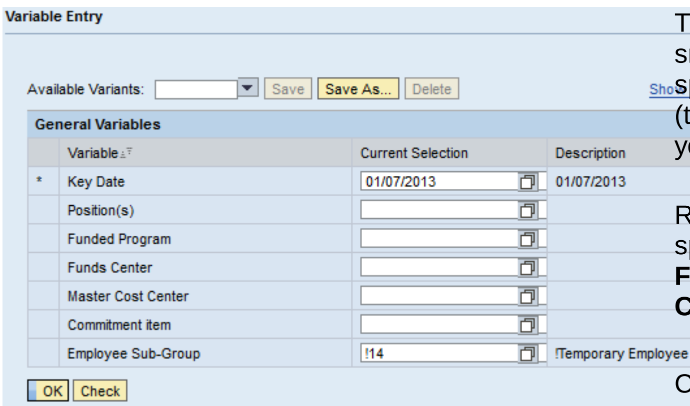
- BW How to Run - PBC Funds Management - Position Budget Reconciliation report
- BW How to - Specify Report Dates
- BW How to - Add, Remove, or Move a Column in a Report
- BW How to - Filter Report Data
- BW How to - Add a Result/Subtotal Line
- BW How to – Save and Use a View

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.**



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 more information on specifying other variables including **Master Cost Center**, **Funds Center**, **Position(s), Funded Program, Commitment Item**, or **Employee Sub-group**.

Click **OK** to run the report.

Understanding the Report's Key Figures[1]

Key Figure	Definition	Data Source
Stipend	The approved amount for a secondary administrative appointment.	Infotype 9100
Position Budget % (Split):	Percentage of position budget allocation, by cost object. Refer to How to read/understand budget split entries for an example demonstrating how to read and understand a split.	Infotype 1018
Position Recurring Budget	The ongoing commitment for a position (for a 12-month period).	Infotype 9100
Unrestricted Budget	The portion (amount) of the Recurring Budget that derives from unrestricted funds.	Infotype 9100
Designated Budget	The portion (amount) of the Recurring Budget that derives from designated funds.	Infotype 9100
Restricted Budget	The portion (amount) of the Recurring Budget that derives from restricted funds.	Infotype 9100
Sponsored Budget	The portion (amount) of the Recurring Budget that derives from grants.	Infotype 9100

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

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
Actuals	Actual amount spent on position through specified **Key Date**.	Payroll actuals
Designated Actuals	Position expenses to date; charged to designated funding source.	Payroll actuals
Restricted Actuals	Position expenses to date; charged to restricted funding source.	Payroll actuals
Sponsored Actuals	Position expenses to date; charged to grant funding source.	Payroll actuals
Unrestricted Actuals	Position expenses to date; charged to unrestricted funding source.	Payroll actuals
Position Base Rate FTE	The approved salary at 100% time and at the normal assignment duration.	Infotype 9100
Position Current Year Budget	Amount expected to be paid per year (prorated Amount based on time period left in cycle, % time, assignment duration).	Infotype 9100
Total Planned Compensation	Planned compensation for year.	Infotype 9100

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
Master 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.
Budget Commit item	Planned budget associated with a particular Commitment Item.
Employee.	An employee's name and personnel number, which is a unique identification number for personnel assigned by the system.
BU ID	Boston University Identification number.
Position	Position number and corresponding description.
Budget Funds Center	Planned budget associated with a particular Funds Center.
Budget Funded Program	Planned budget associated with a particular Funded Program.

Free characteristics	Description

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.
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.
Employee Group	A broad category of employees by status, such as active, retired, or terminated, which determines benefit eligibility and time-card rules.
Employee Subgroup	A subcategory of employee group, which sorts them into smaller groups, such as part time, full time, exempt, nonexempt, executives, etc.
Fiscal Period/Year	Fiscal period range to be selected for this report.
Funded Program	The Funded Program is 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.
Funds Center	Funds Center is a clearly defined area of responsibility in Funds Management. The fund center is an organizational unit within a Financial Management area to which budget can be assigned. Fund centers are structured in a multi-level hierarchy. They are used to collect costs in an organizational unit (e.g. University department) and support budgeting at the department level. Fund center is the same as cost center and equivalent to Unit-Dept or Unrestricted Account.
Grant	Contains terms and conditions for the control, use, reporting and reimbursement of sponsor funding.
Job	A general classification of tasks that are common to a group of positions. Job attributes are used for EEO reporting.
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.
Organizational Unit	An object used to depict the basic structure of an organization. Organizational units are functional units of a company. Depending on how tasks are distributed at a company, organizational units can be departments, groups or project teams. Organizational units are different from other entities at a company such as personnel areas, company codes, and business areas. These are used to depict administrative or accounting structures in the corresponding components.
Position Status	Flag indicates whether a position is currently occupied ("O") or vacant ("V").
Wage Type	The type of payment or deduction.

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.

How to read/understand budget split entries

In the example below, a position budget in the amount of $42,016 (the total position budget is indicated in the *Recurring Budget* column) is split across two funding sources. Based on the *Position Budget %* column, we see that the split is 50% for each source. Furthermore, we see that the entire budget amount is being drawn from two designated sources. We know this because the total in the *Designated Budget* column matches the Recurring Budget amount.

Position	Budget Funds Center	Budget Funded Program	Stipend	Position Budget % (Split)	Position Recurring Budget	Unrestricted Budget	Designated Budget
			$		$	$	$
[illegible]	[illegible]	[illegible] Funded Program source 1 [illegible]	0	50.00	21,008		21,008
		[illegible] Funded Program source 2 [illegible]	0	50.00	21,008		21,008
			0	100.00	42,016	0	42,016

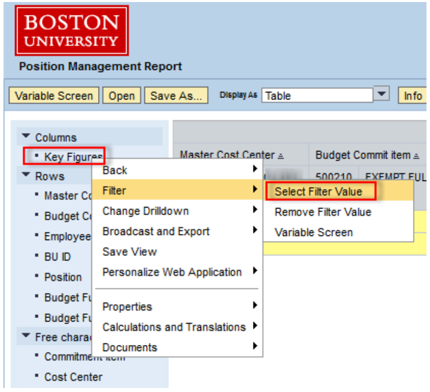
The following example demonstrates another split. In this case, however, the split is uneven – 36.4% and 63.6% - and the funding sources are unrestricted funds ($42,294) and grant funds ($24,206).

Position	Budget Funds Center	Budget Funded Program		Stipend	Position Budget % (Split)	Position Recurring Budget	Unrestricted Budget	Designated Budget	Restricted Budget	Sponsored Budget
				$		$	$			$
[illegible]	[illegible]	[illegible]	[illegible]	0	36.40	24,206				24,206
		[illegible]	[illegible]	0	63.60	42,294	42,294			
				0	100.00	66,500	42,294			24,206

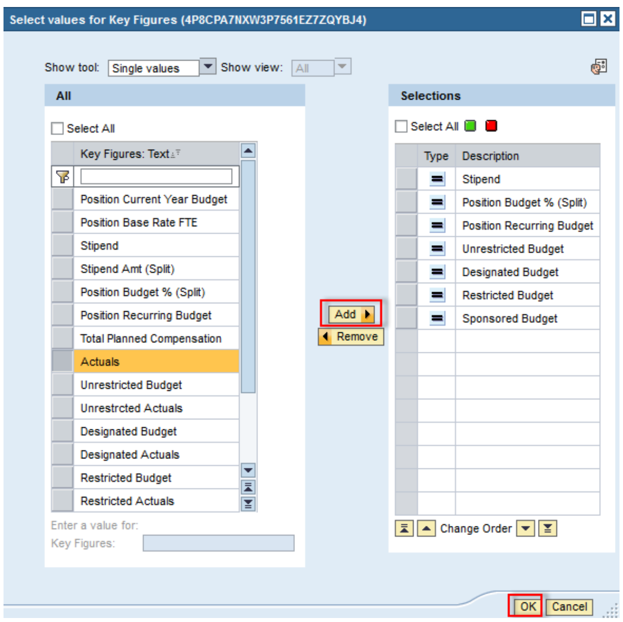
Adding a Key Figure to the Report

In the same way that data can be added to a report by bring in a Free Characteristic, it is possible to add other Key Figures to the report. **Actuals** is one Key Figure that may prove useful to add so planned position budget figures can be compared against actual distributions, which may have changed during the year.

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, **Actuals** have 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.

Results and Next Steps

None