Over Budget Notification Report Instructions

Purpose

This report is used to monitor over-budget lines in any given account for which an email notification has been sent to the Account Manager and others.

SAP Transaction

- ZBUD_NOTIFY_RPT Overbudget Notification Report

Points To Note:

- There are thresholds on the amount an account manager will be notified about:
    - For grants: there is no threshold. All over budget lines will cause a notification to be sent.
    - For non-grant accounts: Account managers will not be notified on anything less than $10.00 over budget.
- This report pulls in information for all over expended line-item detail for those accounts that are overbudget and an email was sent to the account manager, or others in the escalation process, for notification of a deficit line item.
- The difference between this report and the ZOVERBUDGET report is that this report is only showing you those line items that are still in a deficit and actively sending notifications. The ZOVERBUDGET report is showing the user all line items that are in deficit even though some of the line items in the report may be excluded from the notification process [no emails going out] for one reason or another. Usually pending payroll corrections and with approval for exclusion from the Budget Office.
- There are definitions of all column headings and other terminology used in this document at the end of this training document.

Account managers are responsible for all budgets as outlined in UPPS No. 03.01.09. This report gives details by budgeted line items. Although a specific line may be negative (ex: salaries) it does not mean the entire account is negative. However, all lines should be monitored and covered as per policy.

Step 1:

- Double click on the transaction: ZBUD_NOTIFY_RPT
- Initial screen (entry screen) looks like this:

Step 2:

- Fill in your parameters:
- Our suggestion is to run it wide open with either a range of fund centers or a wild card.
  For grants you want to run it with the range 8000000000-8999999999.
- This will then bring in all associated funds and commitment items that are over expended.

Examples of Entry Parameters:

Note: grants will not pull in with a wild card. You must enter a single grant or a range. We suggest you put in the range we have pictured below, and this will pull in all grants that you have access to, including subordinate accounts.

- A range of fund centers:

Fund		to		
Fund Center	[×] 1320000000	to	1320999999	
Funded Program		to		
Commitment Item		to		

- Or use a wild card for your fund centers :

Fund		to		
Fund Center	[×] 1320*	to		
Funded Program		to		

- One at a time:

Fund		to		
Fund Center	[×] 1320120000	to		
Funded Program		to		
Commitment Item		to		

- Grant Range:

Fund		to		
Fund Center	[×]	to		
Funded Program		to		
Commitment Item		to		
Commitment Item Group		to		
Grant Number	8000000000		8999999999	
Layout				

Step 3:

Execute the report:

Hit the [⟳] button.

Screen shot of report once executed:

Overbudget Notification Detail Report

Fund Center = CP 1320"

Fund	Fund Center	Funded Progr...	Commitment It...	Grant Numb...	L1 & L2 Respon	L1 & L2 Us...	L1 Date	L2 Da...	L3 Resp...	L3 Us...	L3 Da...	L4 Resp...	L4 Us...	L4 Da...	L5 Resp...	L5 Us...	L5 Da...	L6 Resp...	L6 Us...	L6 Da...	Proposed Da...	Overbudget Amount
20000110...	13200000...	NR	670084		Brennan, Mary C	MB18	01/14/20...														01/21/2025	5,100.00-
20000110...	13200000...	NR	670080		Brennan, Mary C	MB18	01/14/20...														01/21/2025	850.00-
20000110...	13200000...	NR	670100		Brennan, Mary C	MB18	01/14/20...														01/21/2025	850.00-
10000500...	13201000...	NR	670100		Ceballos, Natalie A	NC18	01/14/20...														01/21/2025	40.93-
80005010...	13201200...			80000045...	Eric Sarmiento	ERS89	01/14/20...														01/21/2025	24.78-
80005010...	13201200...	personnel		80000045...	Eric Sarmiento	ERS89	01/14/20...														01/21/2025	24.78-
10000500...	13201300...	NR	670000		Helgeson, Jeffery	JH221	01/14/20...														01/21/2025	82,000.00-
20278110...	13201600...	NR	670000		Grasso, Kenneth...	KG03	01/14/20...														01/21/2025	1,502.00-
20000110...	13201600...	NR	670103		Grasso, Kenneth...	KG03	01/14/20...														01/21/2025	119.00-

This report has a default layout that includes all the columns of information that are available.   A full listing of column explanations is below.

The default columns are as follows:
- **Fund**: is the fund number.
- **Fund Center**: is the fund/cost center number.
- **Funded Program**: is the funded program number or if there is not one it will display as NR (Not Relevant).
- **Commitment Item**: is the budgetary commitment item number.
- **Grant Number**: is the grant number if it is a grant.
- **L1 & L2 Responsible Person:** is the name of the person that receives the level 1 & level 2 notifications.
- **L1 & L2 User:** is the NetID of the person that receives the level 1 & level 2 notifications.
- **L1 Date:** is the date the level 1 notification is sent out.
- **L2 Date:** is the date the level 2 notification is sent out.
- **L3 Responsible Person:** is the name of the person that receives the level 3 notifications.
- **L3 User:** is the NetID of the person that receives the level 3 notifications.
- **L3 Date:** is the date the level 3 notification is sent out.
- **L4 Responsible Person:** is the name of the person that receives the level 4 notifications.
- **L4 User:** is the NetID of the person that receives the level 4 notifications.
- **L4 Date:** is the date the level 4 notification is sent out.
- **L5 Responsible Person:** is the name of the person that receives the level 5 notifications.
- **L5 User:** is the NetID of the person that receives the level 5 notifications.
- **L5 Date:** is the date the level 5 notification is sent out.
- **L6 Responsible Person:** is the name of the person that receives the level 6 notifications.
- **L6 User:** is the NetID of the person that receives the level 6 notifications.
- **L6 Date:** is the date the level 6 notification is sent out.
- **Proposed Date:** is the date that the next level notification will be sent out.
- **Overbudget Amount**: is the amount the line item is over budget.

Non-Grant Account Sample Analysis:

(screenshot split to show all columns across)

Fund	Fund Center	Funded...	Commitm...	L1 & L2 Respon	L1 & ...	L1 Date	L2 Date	L3 Date	Proposed Date	Overbudget Amo...
2000011025	1413110005	NR	670100	Bynum, Douglas	DB13	01/17/2025	01/24/2025	01/31/2025	02/07/2025	32,377.19-
2000011025	1413110005	NR	670103	Bynum, Douglas	DB13	01/24/2025	01/31/2025		02/07/2025	33.24-

In this example what you are seeing is:
- The account assignment is 2000011025 / 1413110005 / NR.
- Commitment items that are over budget are 670100 [staff salaries] and 670103 [hourly staff salaries].
- The Level 1 & Level 2 Responsible Person is Douglas Bynum [L1 & L2 Responsible Person column].
- The Responsible Person's NetID is DB13.
- This account went negative & Level 1 notification was sent for line 1 on 01/17/2025 [L1 Date column].
- Level 2 notification was sent for line 1 on 01/24/2025 [L2 date column].
- Level 3 notification was sent for line 1 on 01/31/2025 [L3 date column].
- Proposed Date Column: the date the over budget notifications will escalate to the next level [02/07/2025].
- Line 1 is over budget by $32,377.19 as seen in the Overbudget Amount column.

Grant Sample Analysis:

Fund	Grant Numb...	Fund Center	Funded Program	L1 & L2 Resp...	L1 & L2 U...	L1 Date	L2 Date	Proposed D...	Overbudget Amou...
8000111000	8000004184	1322000001		Paul Harper	PH33	02/06/20...	02/13/20...	02/20/2025	7,845.76-
8000111000	8000004184	1322000001	personnel	Paul Harper	PH33	02/06/20...	02/13/20...	02/20/2025	8,685.79-

Fund = 8000111000

In this example what you are seeing is:
- The grant account is 8000111000 / 8000004184.
- Funded program column: this column, when looking at grants, tells you whether you are overall negative or just the personnel lines are negative.
  - If there is nothing in the column then you are overall negative.
  - If it says personnel in the column then your personnel line is over budget.
- So, in our example above:
  - Line 1: shows that the overall grant is negative by $7,845.76.
  - Line 2: shows that the personnel line is negative by $8,685.79.
- The Level 1 & Level 2 Responsible Person is Paul Harper [L1 & L2 Responsible Person column]
- The Responsible Person's NetID is PH33.
- The account went negative on 02/06/2025 and sent a Level 1 notification [L1 Date column].
- Level 2 notification was sent on 02/13/2025 [L2 date column].
- Proposed Date Column: the date the over budget notifications will escalate to the next level [02/20/2025].

There are many other things you can do via sorts, subtotals, filtering, saving layouts, and saving variants to make this report very powerful. To learn more, refer to our Report Fundamentals training doc located on the Budget Office Website.

Other Terminology

Wild Card:
- A wild card is when you put in just a partial fund or cost center indicated by using an asterisk. By using a wild card, you are letting the system search on a larger range than if you type in the entire number. Sometimes this allows you to pull in items you may not be aware of and will help you catch mistakes and/or analyze your data better.
- Ex: Instead of typing one cost center 1320120000 which is only one account or a range of cost centers you can type in 1320* and it will pull in any account combination that you have access to with any account that starts with 1320.

Context Click: is clicking the right mouse button to pull up a drop-down menu.

Sort: Sorting data in ascending or descending order.   Use the sort buttons:

Filter: Filtering data via the filter button:

Total: Used to total a column of numbers.   Use the summation button:

Subtotal: To subtotal by a specific item. Use the subtotal button: Example subtotal by Cost Center.

Contact Information:
- Non-Grant Accounts: Budget Office at 245-2376
- Grant accounts: Office of Sponsored Programs at 245-2102