



Report Fundamentals

Office of Budgeting & Financial Analysis

J.C. Kellam 820 | 601 University Drive | San Marcos, Texas 78666-4684 | Phone 512.245. | www.fss.txstate.edu/budget/

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM



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Terminology

Account: A combination of a fund, fund center, and/or funded program.

Actual: A transaction that has been posted to an account.

ADMN (Administrative): SEE 'Doc Types'.

Agency Funds: A fund where the university is holding money. The fund number begins with a 9*.

Available Budget: The budget amount that is left to be expended.

Available Reserves: SEE 'Fund Balance'.

AUGM (Revenue Augmenting): SEE 'Doc Types'.

Auxiliary Funds: Fund group for university activities that are auxiliary in nature or income-generating. Fund numbers always begin with a 3*.

BD01 (Budget Adjustment): SEE 'Doc Types'.

Budget: A plan specifying how monies are to be allocated or spent.

Budget Address: The possible FM elements that can be budgeted. These are maintained by the Budget Office.

Budget Adjustment: A type of transaction that moves budget from one budget assignment to another, e.g., one commitment item to another commitment item or one funds center to a different funds center. There are two types, permanent and temporary.

- Permanent will permanently adjust the original budget from year to year.
- Temporary will adjust the budget for the current fiscal year only.

Carry Forward: The Budget that was not expended in the previous fiscal year is moved to the next fiscal year.

Change in Fund Balance: SEE 'Fund Balance'.

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Commitment Item: The object that identifies the type of activity or item being used.

Specific number ranges help identify the type of commitment item:

Budgetary Commitment Item

67XXXX Identifies an expense budget

64XXXX Identifies a revenue budget

Posting Commitment Item (equivalent to General Ledger Account)

4XXXXX Identifies an actual revenue object

7XXXXX Identifies an actual expense object

Commitment Item Group: Commitment items that are grouped to easily identify related budget, revenue, or expenditure items for reporting and/or budget control purposes.

Examples:

- 00BUDALL groups all budgeted and actual expense commitment items
- 28REVENUE includes all budgeted and actual revenue commitment items

Consumable Budget: Is the total budget.

Control Item: The point at which the system checks the availability in a budget to control the amount of expenditure. Each posting to a GL expense account is checked against the budget commitment item that is its control item (although there may be other commitment items that roll up into the control item).

Examples:

- Total Operating (670000) is a control item for 670140 (Student Wages), 671000 (Travel), 672000 (M&O), and 67300 (Capital). Hundreds of GL expenses post to these commitment items, but the available budget will be checked only at the 670000 (Total Operating) level.
- Graduate Student Salaries (670081) have an additional budget commitment item 670094 (TA/IA- Group Item) that rolls up into it. Expenses posted in two GL accounts, 701001 (Classified Graduate Student Salaries) and 700801 (Faculty Salaries-Graduate Students) are checked against the available budget at 670081 (Graduate Student Salaries).

Cost Center: SEE 'Funds Center.' Represents an organizational area of responsibility.
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Designated Funds: Fund group for those University activities that support the instructional purposes but are not funded through state appropriations. Fund numbers

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always begin with a 2*.

Doc Types: A field for selection in the FMEDDW transaction.

- ADMN (Administrative): For supplements and returns that are NOT carry forwards.
- AUGM (Revenue Augmenting): For revenue-increasing budgets.
- BD01 (Budget Adjustments): For budget transfers.
- ORIG (Original Budget): For the fiscal year, original budget entry.
- YEBB (Budget Balance): For the carry-forward process. This is the amount carried forward from the prior fiscal year. It is denoted with a commitment item 673100. Also, SEE 'Carry forwards.'

E&G Funds: A Fund group that identifies state appropriations. Fund numbers always begin with a 1*.

Encumbrance: A commitment that is used to purchase goods or services with existing budget funds. This amount is "set aside" from the budget for specific expenses. An example of this would be salaries. An encumbrance reduces the available budget balance.

Endowment Funds: A Fund group for those funds that have been designated as endowments. Fund numbers always start with a 6*.

ENTR (Enter): SEE 'Process'.

Fiscal Year: 12 months at the end of which all accounts are completed to provide a statement of a company's, organization's, or government's financial condition, or for tax purposes. A fiscal year does not necessarily correspond to a calendar year. The university's fiscal year is from 9/1-8/31.

Functional Area: Reporting by function as mandated by the State of Texas, for instance, by Instruction, Academic Support, Research, Institutional, etc.

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Fund: Identifies the revenue source and use of that revenue. The type of fund determines how the fund behaves with respect to fiscal year changes and fringe benefits.

Fund Accounting: A form of accounting that accounts separately for specific resources, external restrictions, and internal designations. It classifies all resources into

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funds (for budgeting, accounting, and reporting purposes) according to specific limitations placed on their use by the resource providers.

Fund Balance: Is the difference between actual revenue and actual expenses from **Prior years:** Assets minus Liabilities.

- Available Reserves: This is the Fund Balance less Reserves for Non-liquid Assets and Encumbrances
- Change in Fund Balance: The difference between actual revenue and actual expenses when combined with previous changes in fund balance for that fund.
- Reserves: Same as Available Reserves.

Fund Transferability: The Budget or spending authority that is transferable between accounts in a related pool (fund or fund group).

- For the Method of Finance fund group, that is, fund 10000500XX, 10000600XX, and 20000110XX.
- For all other funds, the budget is transferable only within that fund.

Funded Program: Used to track budget and revenue/expense for specific projects or programs, such as Construction Projects and Organized Research. Those internal orders that are budgeted at the funded program level.

7* = CIP/AuC – construction/capital projects

9* = Miscellaneous temporary projects & internal “grants/awards”

Funds Center: SAME as ‘Cost Center.’ Represents an organizational area of responsibility.

TIP: Think 5 sets of 2 digits (to identify organizational units/hierarchy). The first two digits represent the division of the University as follows:

- 10 = Institutional Accounts
 - 11 = President’s Accounts
 - 12 = VPIT Accounts
 - 13 = Provost/VPAA Accounts
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- 14 = VPFSS Accounts
 - 15 = VPSA Accounts
 - 16 = VPUA Accounts

Funds Commitment: An encumbrance for filled positions, cell phones (radios), travel, library, and bookstore.

- o Automatically created and updated.

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Most Common Subcategories of Funds Commitments:

- TV = travel encumbrances
- PC = payroll encumbrances

Funds Management (FM) Master Data: Data used to track and organize budgets.

Consists of funds, funds center, funded program, commitment item, and functional area.

Funds Pre-commitment:

- Encumbrances and used only for vacant positions.
- Created via the PBC program that is run nightly.
- Automatically updates based on HR updates for position status, funding, and cost distributions.

Funds Reservation: Departmental creation of encumbrance via the fund's reservations function in SAP for expected operating expenses.

Grant: Those internal orders that are budgeted at the grant level

1* = Coordinating Board Grant IO

80* = Grant IO

Grant Funds: Funds that identify grant funding. Fund numbers always start with an 8* or in some cases (Coordinating Board Grants) a 1*.

HEAF Funds: Used to buy equipment or furniture, buy buildings, or build buildings. Fund numbers begin with 150* or 750*.

Internal Order (Order): Programs, Grants, or Projects

5* = statistical orders – not separately budgeted, uses CC/FC budget

7* = CIP/AuC – construction/capital projects

9* = Miscellaneous temporary projects & internal “grants/awards”

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1* = Coordinating Board Grant IO budgeted at the grant level

80* = Grant IO budgeted at the grant level

89* = Grant WBS budgeted at the grant level

Invoices: Transactions that have been completed and have “hit” your account. These have been paid.

Journal Voucher: An accounting record that documents moving money between

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accounts.

Loan Funds: Money we set aside for a special purpose. It is a non-current fund because it's not spent on operating expenses.

Multi-Year Fund: A fund that does not have a fiscal year as the last two digits and is not budgeted on a fiscal year basis.

Operating Budget: Consists of the Method of Finance accounts, as well as those accounts funded by fees and income generated by sales & services.

ORIG (Original Budget): SEE 'Doc Type'.

Over Expenditures: Expenditures that have exceeded the budgeted amount by budgetary control item.

Parked Documents: The accounting process for documents that are "on hold". Once a document is approved, it will automatically become an invoice.

Period: The month of the corresponding fiscal year. For example, September is a period One, since it is the first month of the fiscal year. October is period Two since it is the second month of the fiscal year, etc.

Permanent Salary Savings: SEE 'Salary Savings'.
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Plant Funds: Current funds transferred into a plant fund for a special building or renovation project (for example, Res Life sets aside money to build a new dorm). Funds begin with 70*.

Primary Fund Group (PFG): The core fund group for the university, which is funded by general appropriations (State), interest, and tuition (both Statutory and Designated).

Process: ("Int. Bdgt. Process" as shown on the selection of FMEDDW entry): This is a column on the FMEDDW transaction report that tells the system what type of process was/will be done.

- ENTR (Enter): Used with the original doc type and refers to entering fiscal year original budgets.
- RBBS (RIB Source): Indicated revenue budget entry using the RIB process.

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- RBBT (RIB Target): Where you can spend from after running RIB.
- RECV (Receive): The account that will be receiving the budget in a budget transfer, noted as a plus (+).
- RETN (Return): Used in the carry-forward process, taking the budget out of the system.
- SEND (Send): The account that will be sending the budget in a budget transfer, noted as a minus (-).
- SUPL (Supplement): Used in carry forwards, estimated income, and use of

reserves by increasing the budget available.

Profit Transfer Postings:

- IDTs and JVs come through as profit transfer postings.
- A lot of monthly charges will show as profit transfer postings.... Telcom, Blds/Maint/repair, Print shop, etc....

Purchase Requisitions: Encumbered funds not reviewed or approved by Purchasing yet. They are initiated by the departments. Become Purchase Orders once approved.

Purchase Orders: Encumbered funds reviewed and approved by Purchasing and in processing status. As merchandise comes in, the invoices will be paid against the Purchase Order and reduce the encumbrance. Invoices paid will create an “actual” payment.

RBBS (RIB Source): SEE ‘Process’.

RBBT (RIB Target): SEE ‘Process’.

RECV (Receive): SEE ‘Process’.

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Reconciliation: A process that involves examination, research, and analysis of revenue and expenditure hitting accounts to make sure the accounts are in balance. It is the responsibility of account managers to reconcile accounts under their responsibility on a routine basis.

Reserves: SEE ‘Fund Balance’.

Restricted Funds: Funds that are created for a specific purpose with a specific source of revenue.

RETN (Return): SEE ‘Process’.

RIB: Revenue Increasing Budgets.

Salary Savings: Depending on your account, salary savings are treated differently with

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respect to whether your account retains temporary or permanent salary savings. There are two types of salary savings:

- Temporary Salary Savings: caused by a budgeted position being vacant or LWOP.
- Permanent Salary Savings: due to hiring a replacement at a lower salary.

SEND (Send): SEE 'Process'.

Spending Authority Funds: Restricted funds where the account is budgeted for a specified amount at the beginning of the fiscal year.

SUPL (Supplement): SEE 'Process'.

Temporary Salary Savings: SEE 'Salary Savings'.

Transferability: SEE 'Fund Transferability'.

YEBB (Budget Balance): SEE 'Doc Types'.

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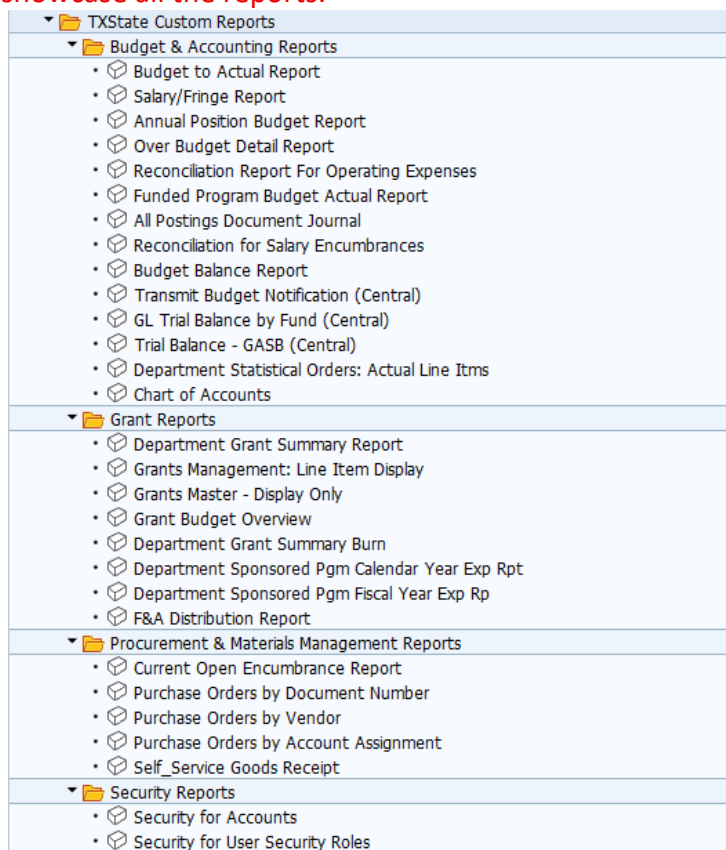


Report Fundamentals

Definitions

Context Menu – A right-click on your mouse, for PC users, brings up a menu of options available given the context of your current location. Mac users who do not have a right mouse button use Control-click to open a context menu, as in other Mac applications. **Wildcard** – Using an asterisk * in a selection criteria field will search for all possible entries for that field. When you know any part of the entry you’re searching for, replace the unknown character or characters with *, and the search will return all variations that include the known portion. For example, *eg might return beg, keg, leg, and so on. Or *eg* might return begs, beggar, legend, stegosaurus, etc.

Custom reports for Texas State University are located in the SAP menu under the section titled TXSTATE Custom Reports. **Note, they are organized in 4 separate folders and can be expanded to showcase all the reports.**



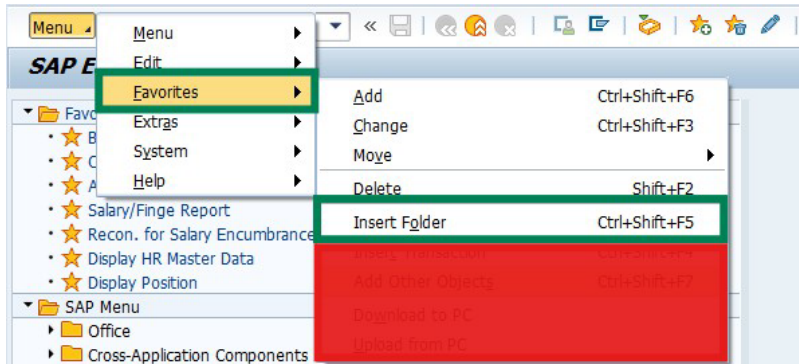
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Creating a Folder in Favorites

To organize your SAP transactions by topic, create folders for each topic and then insert your transactions into the folders.

Click menu->Favorites->Insert Folder



A pop-up will appear asking for the "Folder Name". Name it, and click the green checkmark.

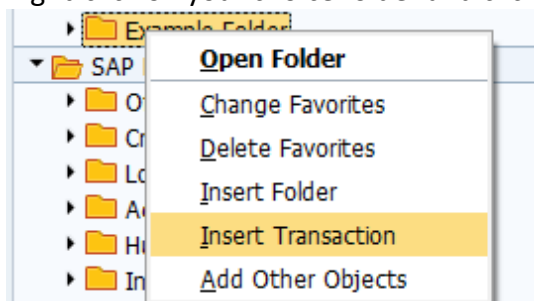


You have now created a new folder



Inserting a Transaction in a Folder

Right-click on your choice folder and click on the "Insert Transaction" from the context menu.



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Utilizing Wildcards

The use of an asterisk (*) in a selection field tells the program to search for additional data.

















| Hint | Example | Result |
|---|------------|---|
| If your entry <i>begins</i> with an asterisk, the program searches for all possible entries that match your <i>ending</i> characters. | *0008 | The program returns all possible entries for that field that <i>end</i> in 0008. |
| If your entry <i>ends</i> with an asterisk, the program searches for all possible entries that match your <i>beginning</i> characters. | 1312* | The program returns all possible entries for that field that <i>begin</i> with 1312. |
| If your entry has an asterisk in the <i>middle</i> , the program searches for all possible entries that <i>begin and end</i> with your beginning and ending characters. | 100005**08 | The program returns all possible entries for that field that <i>begin</i> with 100005 <i>and end</i> with 09. |

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Sorting Data

Icons in SAP banner

| Icon | Action that occurs |
|---|--------------------------|
|  | Back to previous step |
|  | Exit transaction |
|  | Cancel transaction |
|  | Execute |
|  | Choose variant |
|  | Sort in ascending order |
|  | Sort in descending order |
|  | Filter |
|  | Total sum |
|  | Subtotal sums |
|  | Microsoft Excel |
|  | Change layout |
|  | Print page |
|  | Find specific items |
|  | New window |
|  | Save |

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OR Right-click a column or row, then sort using the options below:

Copy Text

Hide

Show...

Optimize Width

Freeze to Column

Unfreeze Columns

Sort in Ascending Order

Sort in Descending Order

Find...

Set Filter...


Total

Subtotals

Spreadsheet...

Creating Variants




Variants are pre-saved “filters” in transactions. This is used when you have certain data that remains constant in your searches.

1. Start the transaction
2. Input the data that you want in the variable into the respective fields
3. When all wanted fields are filled (as many or as few as desired), hit 
4. Enter a short name and description of the variant
5. Check this box to keep others from using or altering this variant Protect Variant

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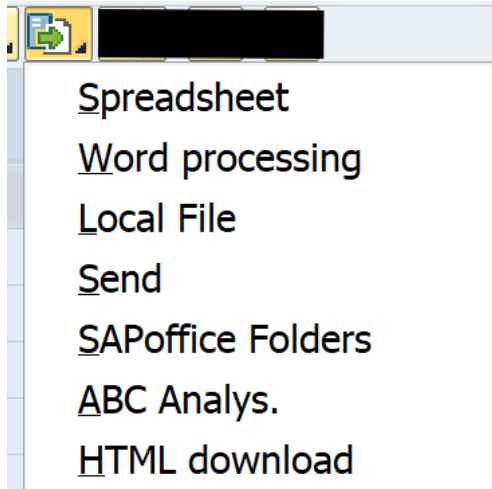


1. To utilize your variant, click 
2. To find other variants, click  then choose which variant to run
3. To run your own variants, click  Own and choose which of your variants to utilize
 - Note, if you have one variant, it will automatically input the criteria in the next step 3

Exporting Data

Exporting data from SAP to a local file (e.g., SAP to an Excel spreadsheet)

1. Execute your desired transaction
2. In the icon menu, click the icon below

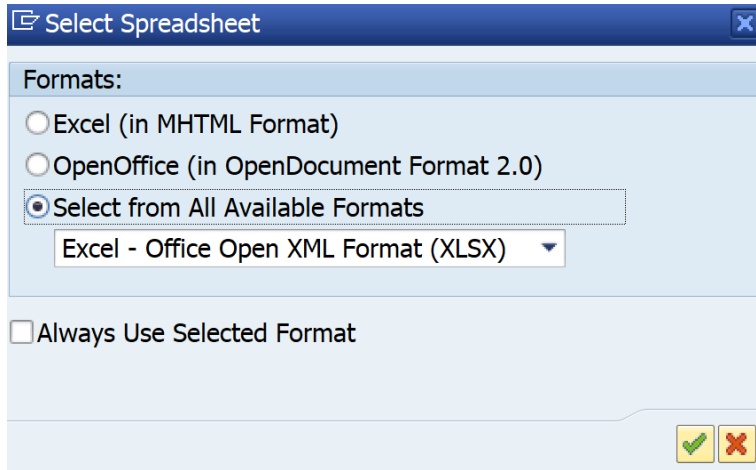


3. A drop down will appear with different download options
4. Click your preferred download option
5. Then select the format and click the green check

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