

# BEx Analyzer Reporting Instructions

## Purpose

These instructions show step-by-step details for reviewing reports and entering planning data in the SAP BP2 (BEx Analyzer) system during the Annual Budget Review process.

Budget Development Reports are available through the BEx Analyzer system throughout the spring budget development cycle. If your account does not have a permanent budget allocated to it, there will be no Budget Development Reports for you to review. All account managers should have access to review budget changes reflecting current planning considerations throughout the process. Certain fund managers, as outlined later in this document, will also have access to update their budget in the BEx Analyzer system.

All pertinent process and training documents are located on the [Budget Development website](#).

## Key Concepts:

- Participation in the spring budget development cycle by departmental units varies based on two major factors; (1) level of responsibility; fund center account managers vs. fund managers, and (2) funding sources being managed by the unit.
  - Account managers with Primary Fund Group Funds only – Account managers and their delegates can review reports and do not need to make changes in the system. If any changes are needed, work with the Budget Office and entries will be made on their behalf.
  - Student Fee Funds & Auxiliary Funds – Fund managers and delegates can review reports and make changes in the system.
  - Income generating (non-Primary Fund Group) – Fund managers and their delegates can review reports and do not need to make changes in the system. If any changes are needed, work with the Budget Office and entries will be made on their behalf.
- There are nightly updates from SAP to the BEx Analyzer system. This means that changes for building the FY27 budget will occur in two ways:
  - Permanent budget adjustments (FMBBs) and Personnel Change Requests (PCRs) processed in SAP will pick up during the nightly load and reflect those changes in the reports and planning workbooks in the BEx Analyzer system.
  - Other budget changes that cannot be made in the live SAP system will be made directly in the planning workbooks of the BEx Analyzer system. These changes will be reflected in the reporting queries and will be a part of the final budget that will be loaded into SAP for FY27.
- SAP will continue to update the Budget Review system until mid-June. At that point the nightly uploads will be discontinued, and the Budget Office will reconcile the final budget to prepare for extraction back to SAP.

# Overview of Reports and Workbooks:

## Reports (Queries):

- **Current Budget Development Report**
  - This report contains the total dollar amount by budget commitment item (64\*\*\*\* = revenue budget & 67\*\*\*\*=expense budget) and position currently in the budget as well as changes made at various levels. There is one column per level for changes.
  - The report will contain all commitment items: salary and operating, and revenue, if applicable.
  - The report will be used to view changes made in the BEx Analyzer system at each level and can be used throughout the entire process.
  - The Current Budget column is the permanent budget loaded nightly from SAP. Permanent budget changes made in SAP will be picked up in the BEx Analyzer system during the nightly load and will update the Current Budget column and will flow through to the New Proposed Budget column.
  - The New Proposed Budget column reflects the budget that will be loaded as your FY27 budget. It is the summation of the Current Budget column + changes made at various levels during the budget review process.
  
- **Current Bud Dev Salary Budget Comparison Report**
  - This report contains the total dollar amount currently in the budget (FM) for salaries and the detail by position and/or individual for the personnel currently in the system (HR).
  - This will only contain salary commitment items.
  - This report is used to verify position and salary detail.
  - HR changes made in SAP will be picked up in the BEx Analyzer after the nightly load and will update the Annual Salary cost.
  - FM changes made in SAP will be picked up in the BEx Analyzer after the nightly load and will update the Current and New Proposed Budget.

# Step-by-Step Instructions by Report:



**Note:** These instructions discuss the order in which to run reports, how to analyze the reports, and how to enter your planning data in the BEx Analyzer system. You will need to refer to the [BEx Analyzer instructions](#) for information on how to open reports and workbooks and the basic functionality of the BEx Analyzer tool. It is important to use the two sets of instructions together. And reminder that depending on the unit's level of responsibility you may or may not need to make changes in the BEx Analyzer system.

## Report: Current Budget Development Report

- Review changes, if any, have been made to your budget.
- Example of report:

Funds Center	Fund	Commit Item	Position	Current Budget	Account Manager Plan	Dean Director Plan	Vice President Plan	Budget Office Plan	Budget Recon	Final Budget	New Proposed Budget	
141100000	Disney-San Marcos	2000011020	Des Method	670100	Staff Salaries	50002006	Disney Asst.	\$ 71,000.00				\$ 71,000.00
						50001849	Movie Manager	\$ 75,000.00				\$ 75,000.00
						50001116	Park Director	\$ 121,806.70				\$ 121,806.70
						50005617	Acct. I	\$ 79,487.48				\$ 79,487.48
						50001121	Sr Adm Asst	\$ 45,163.44				\$ 45,163.44
						50060610	Ticket Taker	\$ 72,000.02				\$ 72,000.02
						Result		\$ 464,457.64				\$ 464,457.64
				672000	M&O	#	Not assigned	\$ 5,578.60				\$ 5,578.60
						Result		\$ 5,578.60				\$ 5,578.60
				Result				\$ 470,036.24				\$ 470,036.24
				Result				\$ 470,036.24				\$ 470,036.24
Overall Result								\$ 470,036.24				\$ 470,036.24

## How to read this report:

- The data listed in the spreadsheet is in order by funds center, fund, commitment item, and position.
- **Current Budget:** equals the FY26 original budget +/- any permanent budget changes. This column will update nightly throughout the Budget Review process to reflect any permanent changes occurring in SAP.
- **Account Manager Plan, Dean/Director Plan, VP Plan, Budget Office Plan, Budget Recon, and Final Budget** columns represent the changes made at each of those levels in the BEx system during the appropriate time frames.
- **New Proposed Budget:** the total of all columns added together and represents the new FY27 budget that will be loaded back into SAP at the end of the process.

# Report: Current Bud Dev Salary Budget Comparison

- Verify salaries, positions, and FM salary budgets.
- Use this report to verify your salaries, positions, and position budget.
- Example below:

Funds Center	Fund	Commit Item	Position	Employee	Annual Salary Cost	New Proposed Budget	Salary Difference					
1411000000	Disney-SM	2000011020	Des Method	670100	Staff Salaries	50002006	Disney Asst.	60925	Ms. Daisy Duck	\$ 71,000.00	\$ 0.00	-\$ 71,000.00
								#	Not assigned	\$ 0.00	\$ 71,000.00	\$ 71,000.00
								Result		\$ 71,000.00	\$ 71,000.00	\$ 0.00
						50001849	Movie Mgr	9130	Mr. Winnie the Pooh	\$ 75,000.00	\$ 0.00	-\$ 75,000.00
								#	Not assigned	\$ 0.00	\$ 75,000.00	\$ 75,000.00
								Result		\$ 75,000.00	\$ 75,000.00	\$ 0.00
						50001116	Park Director	32645	Mr. James P Sullivan	\$ 121,806.72	\$ 0.00	-\$ 121,806.72
								#	Not assigned	\$ 0.00	\$ 121,806.70	\$ 121,806.70
								Result		\$ 121,806.72	\$ 121,806.70	\$ - 0.02
						50005617	Acct. I	9311	Ms. Merida Disney	\$ 79,487.48	\$ 0.00	-\$ 79,487.48
								#	Not assigned	\$ 0.00	\$ 79,487.48	\$ 79,487.48
								Result		\$ 79,487.48	\$ 79,487.48	\$ 0.00
						50001121	Sr Adm Asst	64372	Ms Princess Ariel	\$ 45,163.44	\$ 0.00	-\$ 45,163.44
								#	Not assigned	\$ 0.00	\$ 45,163.44	\$ 45,163.44
								Result		\$ 45,163.44	\$ 45,163.44	\$ 0.00
						50060610	Ticket Taker	59711	Lightning McQueen	\$ 72,000.00	\$ 0.00	-\$ 72,000.00
								#	Not assigned	\$ 0.00	\$ 72,000.02	\$ 72,000.02
								Result		\$ 72,000.00	\$ 72,000.02	\$ 0.02
						50083073	Analyst	#	Not assigned	\$ 42,840.00	\$ 0.00	-\$ 42,840.00
								Result		\$ 42,840.00	\$ 0.00	-\$ 42,840.00
								Result		\$ 507,297.64	\$ 464,457.64	-\$ 42,840.00
								Result		\$ 507,297.64	\$ 464,457.64	-\$ 42,840.00
								Result		\$ 507,297.64	\$ 464,457.64	-\$ 42,840.00
Overall Result										\$ 507,297.64	\$ 464,457.64	-\$ 42,840.00

## How to read this report:

- Data is listed by Funds Center, Fund, Commitment Item, Position, and Employee.
- **New Proposed Budget:** equals Current (permanent) Budget (From SAP) + all changes made in FM planning workbooks during budget review. This represents the amount currently in the budget to pay for salaries.
- **Annual Salary Cost:** equals HR master data for people and positions pulled from the SAP system. (This should match what you see in PA20 or P013D.)
- **Difference:** equals New Proposed Budget less Annual Salary Cost and represents a positive or a negative amount to cover the cost of salaries currently in the account.
- **Result lines:** shows whether the budget is over/under the salary obligation by budget lines.



**Important Note:** Annual Salary Cost factors in split cost distributions. Ex: Assume Ms. Daisy Duck makes \$94,666.67 with a split cost distribution between FC1320100001(25%) and 1411000000 (75% each). This report only reflects the 75% portion of the total salary that this Funds Center is responsible for.

## Examples:

- In this report, the first two positions are budgeted correctly. Salary Difference Result equals zero for each position
- Position number 50001116 and 50061610 is off by 2 cents. You do not need to transfer between positions. This is a rounding issue.
- Position number 500083073 is not budgeted. The \$42,840 is more than the \$0 in budget. This position must be budgeted or delimited.
- The Overall Result row shows the total amount for that funds center while each Result row before that shows the result by fund, commitment item, and position.

## Analyzing your salary budgets:

### 1) Verify the New Proposed Budget:

- To confirm the budget total, run report FMEDDW – Display Budget Entry Documents (use variant “2027BUDDEV” and enter your fund and fund center) and review Original Budget amount for FY 2026 +/- all permanent budget transactions that occurred. Then add any budget changes that have been made in the BEx Analyzer system. This total should match the New Proposed Budget column.
  - Refer to: FMEDDW instructions on how to display budget entry docs in SAP.
  - Refer to: Current Budget Review Changes Report (described above) to get BEx Analyzer changes.
- Please contact the Budget Office at 5-2376 with any questions regarding the budget or any transactions changing the budget total for the account.

### 2) Confirm Annual Salary Cost:

- To confirm the Annual Salary Cost, review the individual people and positions listed. Confirm that all the people listed are filling current positions with the correct cost distribution, salary amount, and FTE.
- Use the report PA20 – Display HR Master Data to confirm detail for the individual people.
- Use report PO13D – Display Position to display and confirm positions.
- The report PPOSE – Display Organization Structure can be used to display organizational units, positions, jobs, and persons.

- Questions regarding the PA20 Master Data, PO13D position data, and PPOSE organization structure can be addressed by Academic Affairs Budget for faculty (at 5-8378) and by Human Resources for staff (at 5-2557).



***Caution: If HR Master Data is incorrect for either people or positions then a PCR must be processed, or the position must be updated. When these changes have been entered in SAP, they will be reflected in your BEx Analyzer report after the nightly update runs.***

### 3) Review Your Result line:

- Result equals **zero** and all the detail is correct: indicates you are properly balanced for that salary commitment item. No action required for FM budget.
- Result is a **positive amount** and all the detail is correct:
  - Work with the Academic Affairs Budget for all positions in the Academic Affairs division.
  - Work with the Budget Office for all other positions.
- Result is a **negative amount** and all the detail is correct:
  - If the FM budget is short and you are also under-funded in FY26, then process a Permanent FMBB in SAP to correct the deficit. This will correct both FY26 and FY27 budgets. You will see the change in the BEx Analyzer system reports the day after your FMBB posts to SAP and the BEx Analyzer system goes through the nightly update.
  - If the FM budget is short and you are not underfunded for FY26, then make the budget adjustment in the BEx Analyzer system through your planning workbook (see directions in next section)

## Planning FY 2027 FM budgets in the BEx Analyzer System Workbooks:

- Account Manager FM/HR Plan
- Dean/Director FM/HR Plan
- Vice President FM/HR Plan
  - Workbooks are used to enter plan data into the BEx Analyzer system—FM changes only.
  - Screenshot of an Account Manager FM/HR Plan Workbook:

Account Manager FM/HR Plan

Messages: Calculate

Variable Screen

Chart Filter Information

SAVE

Fund	Funds Center	Commit Item	Position	Current Budget	Account Manager Plan	Dean/Director Plan	VP Plan	Budget Office Plan	New Proposed Budget
1411000000	Disney-San	2000011020	Des Method	670100	Staff Salaries	50002006	Disney Asst.	\$ 71,000.00	\$ 76,136.28
						50001849	Movie Manag	\$ 75,000.00	\$ 124,533.84
						50001116	Park Director	\$ 121,806.70	\$ 151,806.72
						50005617	Acct. I	\$ 79,487.48	\$ 89,487.48
						50001121	Sr Adm Asst	\$ 45,163.44	\$ 45,163.44
						50060610	Ticket Taker	\$ 72,000.00	\$ 72,489.60
						Result		\$ 464,457.64	\$ 464,457.64
				672000	M&O	#	Not assigned	\$ 5,578.60	\$ 5,578.60
						Result		\$ 470,036.24	\$ 470,036.24
						Result		\$ 470,036.24	\$ 470,036.24
						Overall Result		\$ 470,036.24	\$ 470,036.24

### How to read this workbook:

- The data listed in the spreadsheet is in order by fund, funds center, commitment item, and position.
- **Current Budget:** equals the FY26 original budget +/- and permanent budget changes. This column will update nightly throughout the Budget Review process to reflect any permanent changes occurring in SAP.
- **Account Manager Plan:** is the active planning column in this spreadsheet. Note the blue rectangles outlining the cells in this column. This indicates the cells are active and ready for data entry (your changes).
- **New Proposed Budget:** is the total of all columns added together and represents the new FY27 budget *to date*. This total could change due to entries made in SAP and/or at higher levels as the Budget Review process continues.

### Making changes in your workbook:



**Caution:** As you are working in your workbook, CALCULATE and SAVE often. The system will boot you out and you will lose all your changes if you do not save within 2 hours of opening your planning workbook.

## Moving funds between commitment items:

- Enter the amount of the change in the planning column and hit the CALCULATE button:

Account Manager FM/HR Plan

Messages: Calculate

Variable Screen

Chart Filter Information

SAVE

Fund	Des Method	Funds Center	Commit Item	Position	Current Budget	Account Manager Plan	Dean/Director Plan	VP Plan	Budget Office Plan	New Proposed Budget
2000011020		1411000000	Disney-San M	670100	Staff Salaries	50002006	Disney Asst.			\$ 71,000.00
						50001849	Movie Manag			\$ 75,000.00
						50001116	Park Director			\$ 121,806.70
						50005617	Acct. I			\$ 79,487.48
						50001121	Sr Adm Asst			\$ 45,163.44
						50060610	Ticket Taker			\$ 72,000.02
						Result				\$ 464,457.64
			670140	Student Wages	#	Not assigned			\$ 1,000.00	\$ 1,000.00
			672000	M&O	#	Not assigned			\$ 5,578.60	\$ 2,578.60
			Result						\$ 464,457.64	\$ 3,578.60
			Result						\$ 470,036.24	\$ 468,036.24
Overall Result			Result						\$ 470,036.24	\$ 468,036.24

- In this example, we moved \$3,000 out of M&O and \$1,000 into student wages.
- Notice the new totals under New Proposed Budget. We have effectively reduced the overall budget by \$2,000.

## Entering a new costing line:

- To enter a totally new line, use the blank data-entry row at the bottom of the workbook and hit CALCULATE.
- You can only do this one row at a time. As your new line is added the program makes another empty row available.

Account Manager FM/HR Plan

Messages: Calculate

Variable Screen

Chart Filter Information

SAVE

Fund	Des Method	Funds Center	Commit Item	Position	Current Budget	Account Manager Plan	Dean/Director Plan	VP Plan	Budget Office Plan	New Proposed Budget
2000011020		1411000000	Budget Office	670100	Staff Salaries	50002006	Disney Asst.			\$ 71,000.00
						50001849	Movie Manag			\$ 75,000.00
						50001116	Park Director			\$ 121,806.70
						50005617	Acct. I			\$ 79,487.48
						50001121	Sr Adm Asst			\$ 45,163.44
						50060610	Ticket Taker			\$ 72,000.02
						Result				\$ 464,457.64
			672000	M&O	#	Not assigned			\$ 5,578.60	\$ 5,578.60
			Result						\$ 5,578.60	\$ 5,578.60
			Result						\$ 470,036.24	\$ 470,036.24
Overall Result			Result						\$ 470,036.24	\$ 470,036.24
2000011020		1411000000	670140	#		1000				

- Example: to add your Student Wage Commitment Item line so you can move your budget there.

- Hit CALCULATE and the new line moves up into the funds center with the other commitment items.

Account Manager FM/HR Plan

Messages: Calculate

Variable Screen

Chart Filter Information SAVE

Fund	Des Method	Funds Center	Commit Item	Position	Current Budget	Account Manager Plan	Dean/Director Plan	VP Plan	Budget Office Plan	New Proposed Budget
2000011020		1411000000	Disney-San M	670100	Staff Salaries					
				50002006	Disney Asst.	\$ 71,000.00				\$ 71,000.00
				50001849	Movie Manag	\$ 75,000.00				\$ 75,000.00
				50001116	Park Director	\$ 121,806.70				\$ 121,806.70
				50005617	Acct. I	\$ 79,487.48				\$ 79,487.48
				50001121	Sr Adm Asst	\$ 45,163.44				\$ 45,163.44
				50060610	Ticket Taker	\$ 72,000.02				\$ 72,000.02
				Result		\$ 464,457.64				\$ 464,457.64
			670140	Student Wages	#	Not assigned	\$ 1,000.00			\$ 1,000.00
			672000	M&O	#	Not assigned	-\$ 3,000.00			-\$ 3,000.00
			Result			\$ 464,457.64	-\$ 2,000.00			\$ 468,036.24
		Result				\$ 470,036.24	-\$ 2,000.00			\$ 468,036.24
Overall Result						\$ 470,036.24	-\$ 2,000.00			\$ 468,036.24

- Notice a new empty row is created.

### Making changes to your changes:

Go back into your workbook and simply type over your previous entries. The system replaces old entries with new data. Click Calculate and then Save. This is true even if you have saved your data.



**Note:** When entering a change for a budget line item that already has plan data in it you need to determine what your net or whole-dollar change should be. In the example above our goal was to have a total change of \$1,000. So, we replaced the \$500 entries with the \$1,000 entries to get the net result of a \$2,000 budget in Travel.

### Funding Rules:

- Depending on the direction fund managers have received from their respective vice president, there maybe changes that do not balance, however it should be balanced at the division level to the given target for budget development.
- Reminder to fund managers the total revenue budget should equal the total expense budget. If the revenue is increased, you must also increase the expense. Please work with the Budget Office to determine the best way to represent any contingency funding. If the revenue is decreased, decrease the expense, too.
- Review your fund balances. You must be in balance *by fund*.
- See following example of correctly balanced vs incorrectly balanced.

## Correctly balanced:

Fund		Funds Center		Commit Item		Current Budget	Account Manager Plan	Dean Director Plan	New Proposed Budget
1000050008	Op Support	1320100001	Health Psychology	670080	Faculty Salaries	\$ 48,346.83			\$ 48,346.83
				670081	Fac-Grad Students	\$ 11,716.29			\$ 11,716.29
				670084	Fac Sal -Adjunct	\$ 53,846.15			\$ 53,846.15
				670100	Staff Salaries	\$ 17,362.64		-\$ 1,000.00	\$ 16,362.64
				670198	Staff Group Item			\$ 1,000.00	\$ 1,000.00
				Result		\$ 131,271.91		\$ 0.00	\$ 131,271.91
			Result			\$ 131,271.91		\$ 0.00	\$ 131,271.91
2000011008	Des Method	1320100001	Health Psychology	671000	Travel	\$ 3,000.00		-\$ 500.00	\$ 2,500.00
				672000	M&O	\$ 13,811.36		\$ 500.00	\$ 14,311.36
				Result		\$ 16,811.36		\$ 0.00	\$ 16,811.36
			Result			\$ 16,811.36		\$ 0.00	\$ 16,811.36

## Incorrectly balanced (or reduction in expense budget):

Fund		Funds Center		Commit Item		Current Budget	Account Manager Plan	Dean Director Plan	New Proposed Budget
1000050008	Op Support	1320100001	Health Psychology	670080	Faculty Salaries	\$ 48,346.83			\$ 48,346.83
				670081	Fac-Grad Students	\$ 11,716.29			\$ 11,716.29
				670084	Fac Sal -Adjunct	\$ 53,846.15			\$ 53,846.15
				670100	Staff Salaries	\$ 17,362.64		-\$ 1,000.00	\$ 16,362.64
				670198	Staff Group Item			\$ 1,000.00	\$ 1,000.00
				Result		\$ 131,271.91		\$ 0.00	\$ 131,271.91
			Result			\$ 131,271.91		\$ 0.00	\$ 131,271.91
2000011008	Des Method	1320100001	Health Psychology	671000	Travel	\$ 3,000.00		-\$ 500.00	\$ 2,500.00
				672000	M&O	\$ 13,811.36		\$ 0.00	\$ 13,811.36
				Result		\$ 16,811.36		-\$ 500.00	\$ 16,311.36
			Result			\$ 16,811.36		-\$ 500.00	\$ 16,311.36
Overall Result						\$ 147,583.27		-\$ 500.00	\$ 147,083.27

## Saving your changes:

After you have entered all your changes do the following:

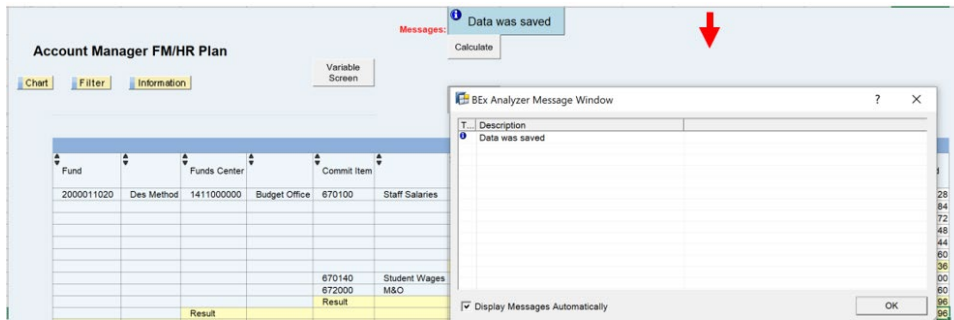
- Hit the **CALCULATE** button.
  - This creates new totals under New Proposed Budget.
  - It's recommended to do this frequently throughout your data entry if you are making a lot of changes so you can review the new totals as you go.
- Hit the **SAVE** button:

*The next four lines are the most important thing you will read in this entire document!!!*



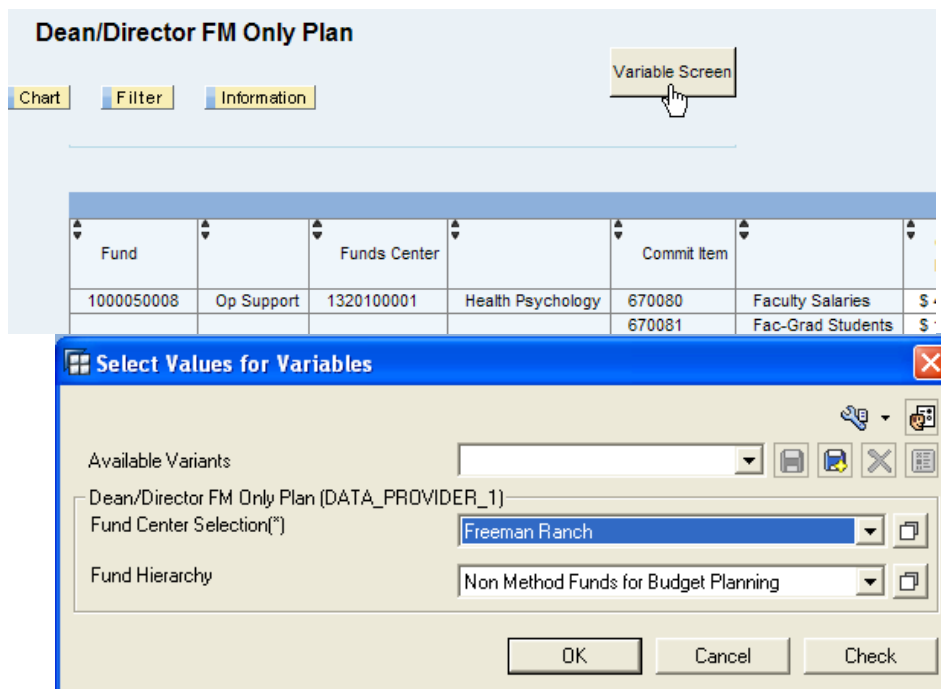
- Again: **Hit the SAVE button!**
- A message appears to tell you your data was saved.
- This saves your data entries to the BEx Analyzer system!
- ***If you do not see the save message you will not be saving your data!***

- Notice “Data was saved” message.



## Moving on to the next set of accounts:

- Continue through the review cycle, pulling in your various funds and funds centers until you have completed any necessary entries for all your accounts.
- You can use the Variable Screen button to pull in another set of accounts.
- This brings up the selection box for variables:



- Refer to the BEx Analyzer instructions to see how to bring in multiples and ranges of funds and funds centers.
- Change your values and start planning in the new accounts.

## Congratulations! You have completed your data entry.



**Remember:** You can run any of your **reports** throughout the entire Budget Review process to continue watching changes as they occur to your budget.

## Commonly Used Commitment Items for Budget Review

<b>Faculty Commitment Items</b>		
	670080	Faculty Salaries
	670084	Fac Sal-Adjunct
	670086	Per Course Faculty
	670093	Adjunct Group Item
	670010	Summer Faculty Total
<b>Graduate Student Commitment Items</b>		
	670081	Fac-Grad Students
	670094	Grad Students Salary Group Item
<b>Staff Salaries Commitment Items</b>		
	670100	Staff Salaries
	670103	Staff Sal - Hourly
	670190	Comp/Overtime Pay
	670230	State Longevity Pay
<b>Work-Study Commitment Items</b>		
	670141	Student Wage-Workstudy
<b>Fringe Benefits</b>		
	670400	Fringe Benefits
<b>M&amp;O/Operating Commitment Items</b>		
	670140	Student Wages
	671000	Travel
	672000	M&O
	673000	Capital
<b>Administrative Overhead</b>		
	672100	Admin Overhead
<b>Utilities</b>		
	675000	Utilities
<b>Revenue</b>		
	640000	Revenue