

Over Budget Report Instructions

Purpose

This report is used to monitor over-budget lines in any given account.

SAP Transaction

- ZOVERBUDGET- Over budget Report

Points To Note:

- There are thresholds on the amount an account manager will be notified on:
 - 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 all over expended lines some of which an account manager may not be responsible for. Specifically this refers to Indirect Cost Accounts. Please contact the budget office if you have questions on these accounts.
- Security is set up so that users will only have access to their accounts.
- 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: ZOVERBUDGET
- Initial screen (entry screen) looks like this:

Field	Value	to	Value	Action
Fund	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Fund Center	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Funded Program	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Commitment Item	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Commitment Item Group	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Grant Number	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Layout	<input type="text"/>			

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 in 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	to	8999999999	
Layout				

Step 3:

Execute the report:

Hit the  button.

Screen shot of report once executed:

Overbudget Detail Report														
Fund Center = CP 1320*														
Level 1	Fund	Fund Name	Fund Center	Fund Center Name	Funded Program	Grant Nu	Grant Name	Commitment Item	Commitment Item Name	Consumable Amount	Encumbrance Amount	Actual Amt	Overbudget Amt	Responsible Per
05062000	1000050000	Operations Support	1320110001	Mlti-Creative Writg	NR			670090	Faculty Salaries	80,579.90	0.00	80,579.00	0.10	Hennessy, Michael
05062000		Operations Support	1320120001	PHD Geography	NR			670091	Faculty Salaries-Graduate	0.00	0.00	1,049.91	1,849.91	Suckling, Philip W
09212000		Operations Support	1320140000	Modern Languages	NR			670090	Faculty Salaries-Undergra	17,774.62	0.00	16,392.82	616.00	Fischer, Robert A
05062000		Operations Support	1320170000	Sociology	NR			670090	Faculty Salaries	726,564.60	0.00	765,029.99	38,445.11	Day, Susan D
08162000		Operations Support	1320170000	Sociology	NR			670100	Staff Salaries	62,846.09	2,518.00	62,842.04	2,513.95	Day, Susan B
05062000		Operations Support	1320180000	Christudy/Southwest	NR			670100	Staff Salaries	16,852.92	0.00	17,442.81	589.89	Busby, Mark B
08212000	1000060000	Geography Education	1320121000	Texas Alliance	NR			670103	Staff Salaries - Hourly	3,234.39	0.00	4,424.39	1,200.00	Roehm, Richard G



This report has a default layout that does not include all the columns of information that are available. Rather, this layout only includes the minimum amount of information required to analyze this report by most users. A full listing of column explanations is at the end of this document with directions on how to “show” additional columns.

The default columns are as follows:

- **Level 1:** this indicates the first day that the account showed up on the report and will generate an email to the account manager.
- **Fund:** is the fund number
- **Fund Name:** fund name
- **Fund Center:** is the fund/cost center number
- **Fund Center Name:** is the name of the fund/cost center
- **Funded Program:** is the funded program number or if there is not one it will display as NR (not
- **Grant Number:** is the grant number if it is a grant.
- **Grant Name:** Grant name.
- **Commitment Item:** is the budgetary commitment item number
- **Commitment Item name:** is the name of the budgetary commitment item.
- **Consumable amount:** is the budget amount.
- **Encumbrance Amount:** Is the amount encumbered against this combination
- **Actual Amount:** is the amount expended against this combination.
- **Over budget amount:** is the amount the line item is over budget.
- **Responsible Person:** is the name of the person who is the designated account manager for the account/grant.

Non-Grant Account Sample Analysis:

(screenshot split to show all columns across)

Level 1	Fund	Fund Name	Fund Center	Fund Center Name	Funded Program	Commit...	Commitment It...
06172008	2000021008	Indirect Cost	1320170050	Sociology-Rsrch	9000000260	670080	Faculty Salaries

	Σ Consumable Amount	Σ Encumb...	Σ Actual Amt	Σ Overbudget A...
3	0.00	0.00	3,800.00	3,800.00-

In this example what you are seeing is:

- This account went negative on 06-17-2008 (level 1 column).
- The account assignment is 2000021008 / 1320170050 / 9000000260
- Commitment item that is over budget is 670080 or faculty salaries.
- The budget amount (consumable amount) is 0.
- There are no encumbrances.
- Actual amount expended is \$3,800.
- This line is over budget by \$3,800.
 - [consumable (0) – Encumbrances (0) – Actuals (3,800)]

Grant Sample Analysis:

Level 1	Fund	Fund Name	Fund Center	Fund Center Name	Funded Program	Grant Number	Grant Name
08212008	8000521000	Private-Public Service	1320120000	Geography		8000000831	GEOGRAPHY IMPORTANT
08212008		Private-Public Service	1320120000	Geography	personnel	8000000831	GEOGRAPHY IMPORTANT

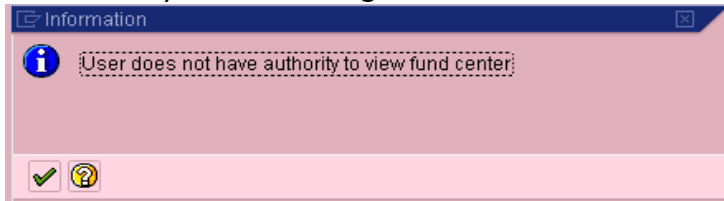
	Σ Consumable Amount	Σ Encumbrance Amou...	Σ Actual Amt	Σ Overbudget A...
	19,900.00	0.00	20,167.53	267.53-
	4,713.34	0.00	4,981.33	267.99-

In this example what you are seeing is:

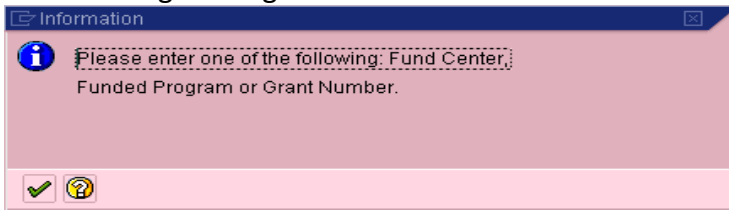
- This account went negative on 8-21-2008 (level 1).
- The grant account is 8000521000 / 8000000831.
- Grant Name is Geography Important.
- Funded program column: this column, when looking at grants, tells you whether you are overall negative or just the personnel lines are negative.
 - If there is nothing in the column then you are over all negative.
 - If it says personnel in the column then just your personnel line is over budget.
- So in our example on line two where it shows personnel in the funded program column this is telling you that this account is over expended in the personnel line by 267.99:
 - [consumable (4,713.34) – encumbrance (0) – Actual (4,981.33)]
- However, line one is saying the entire grant is over budget by \$267.53
 - [Consumable (19,900) – encumbrance (0) – actual(20,167.53)].

Error Messages:

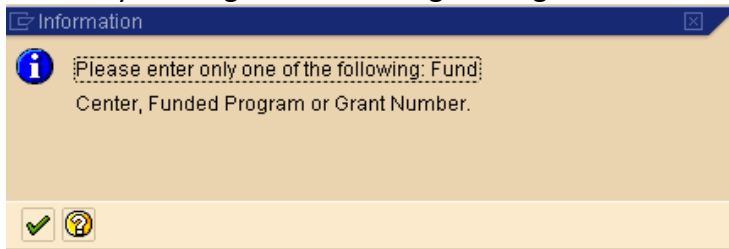
When executing the report you will get the following message if you don't have access to the fund center you are entering:



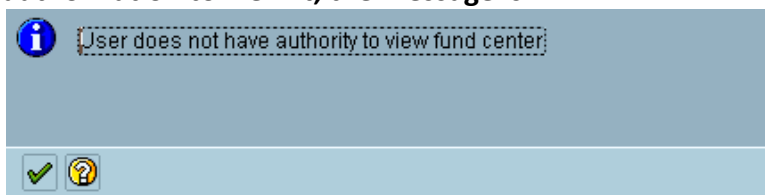
You cannot enter a fund only; you must enter a fund center or funded program or you will get the following message.



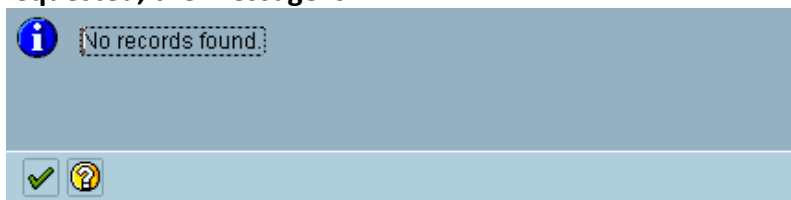
You cannot enter a fund center with a funded program or a grant. You should enter one or the other or you will get the following message:



If you request a range, the program only returns the records associated with objects that you are authorized to view. There may actually be data in the table, but if you don't have security authorization to view it, the message is:



If you are authorized to view them, but there are no records for the object(s) or object range requested, the message is:

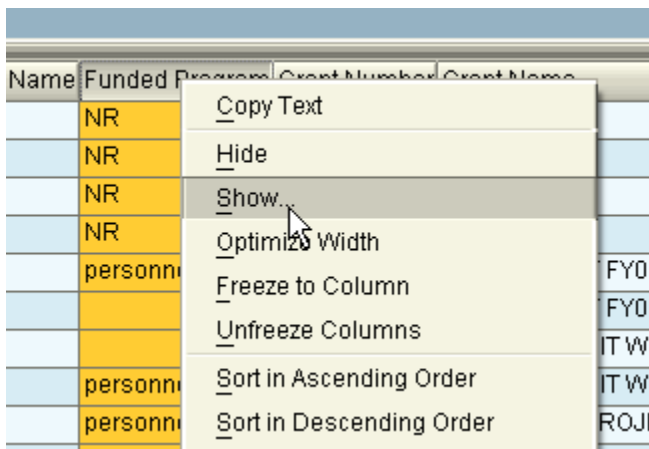


Pulling In Additional Columns:

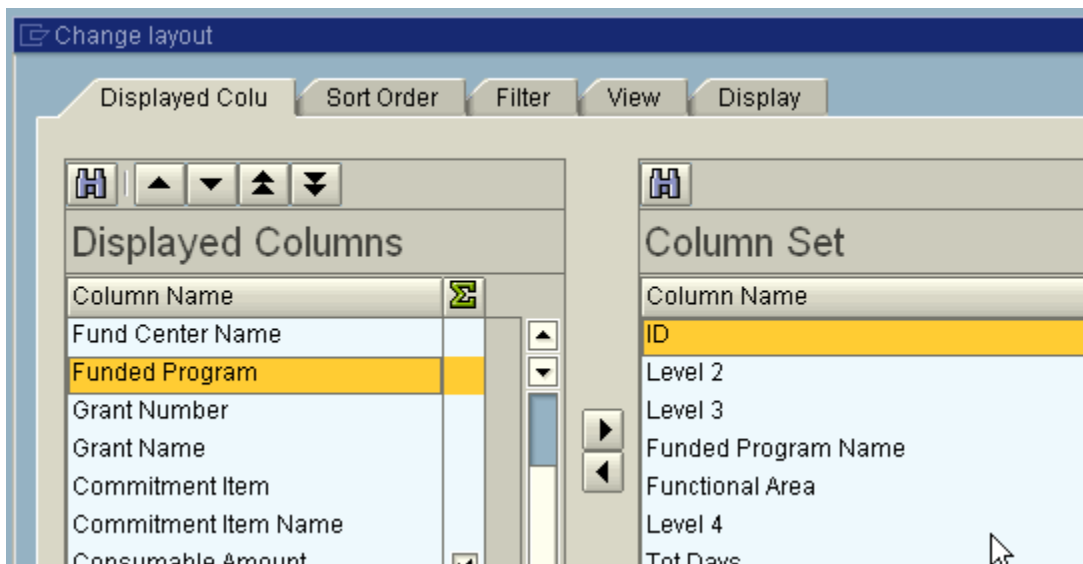
- If you prefer you can pull in other information other than what is in the default layout.
- To do this execute the report as you normally would which will result in this layout.

Overbudget Detail Report														
Fund Center = CP 1320*														
Level 1	Fund	Fund Name	Fund Center	Fund Center Name	Funded Program	Grant Nu.	Grant Name	Commitment Item	Commitment Item Name	Consumable Amount	Encumbrance Amount	Actual Amt	Overbudget Amt	Responsible Per.
05062000	1000050000	Operations Support	1320110001	Mlti-Creative Writg	NR			670080	Faculty Salaries	80,578.98	0.00	80,579.00	0.10	Hennessy, Michael
05062000		Operations Support	1320120001	PHD Geography	NR			670081	Faculty Salaries-Graduate	0.00	0.00	1,849.91	1,849.91	Guckling, Philip W
09212000		Operations Support	1320140000	Modern Languages	NR			670090	Faculty Salaries-Undergra	17,774.82	0.00	16,392.82	616.00	Fischer, Robert A
05062000		Operations Support	1320170000	Sociology	NR			670000	Faculty Salaries	726,584.88	0.00	765,029.99	38,445.11	Day, Susan D
08162000		Operations Support	1320170000	Sociology	NR			670100	Staff Salaries	62,846.09	2,518.00	62,842.04	2,513.95	Day, Susan B
05062000		Operations Support	1320180000	Christudy/Southwest	NR			670100	Staff Salaries	16,852.92	0.00	17,442.81	589.89	Busby, Mark B
09212000	1000060000	Geography Education	1320121000	Texas Alliance	NR			670103	Staff Salaries - Hourly	3,234.39	0.00	4,434.39	1,200.00	Roehm, Richard G

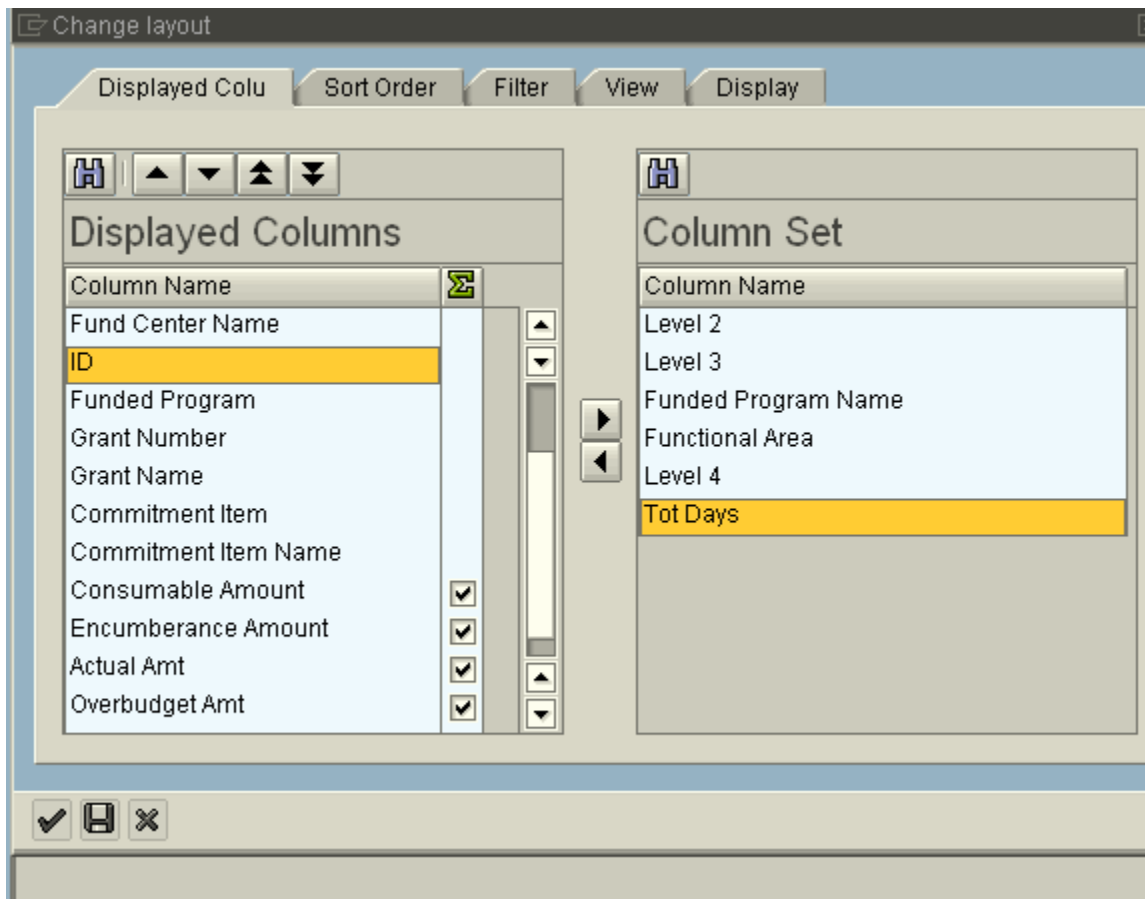
- Looking at the list at the back of the document you decide that it would be nice to see the ID number of the person responsible as well.
- To pull this in simply highlight a column and right context click your mouse. Choose Show from the drop down that appears:



- This provides a pop up box with choices for all columns of information that are available in this report. You would look in the Column Set section and find ID.



- Highlight ID and then click the arrow button pointing to the left to move this selection to the Displayed Columns section. This will move it over as below.



- Click the green check mark to save your selection.
- You have inserted the ID column to the left of the Funded Program column.

Fund	Fund Name	Fund Center	Fund Center Name	ID	Funded Program	G
2000011008	Designated Method	1320120000	Geography	PS33	NR	
2000021008	Indirect Cost	1320120000	Geography	PS33	NR	
4100101000	Jones Geographic Education Fnd	1320120000	Geography	PS33	NR	
	Jones Geographic Education Fnd	1320120000	Geography	PS33	NR	
8000301000	State-Research	1320120000	Geography		personnel	8
	State-Research	1320120000	Geography			8
8000321000	State-Public Service	1320120000	Geography			8
	State-Public Service	1320120000	Geography		personnel	8
8000501000	Private-Research	1320120000	Geography	RB03	personnel	8
8000511000	Private-Instruction	1320120000	Geography			8
8000521000	Private-Public Service	1320120000	Geography	RB03		8
	Private-Public Service	1320120000	Geography	RB03	personnel	8

Column Heading Definitions For All Columns Available In This Report

- **Fund:** is the fund number
- **Fund Name:** fund name
- **Fund Center:** is the fund/cost center number
- **Fund Center Name:** is the name of the fund center
- **Funded Program:** is the funded program number or if there is not one it will display as NR (not relevant)
- **Funded Program Description:** is the spellout (name) of the funded program.
- **Commitment Item:** is the budgetary commitment item number
- **Commitment Item name:** is the spellout (name) of the budgetary commitment item.
- **Responsible Person:** is the name of the person who is the designated account manager for the account/grant.
- **ID:** is the 4 digit id of the person responsible. (email if add @txstate.edu)
- **Grant Number:** is the grant number if it is a grant.
- **Grant Name:** Grant name.
- **Level 1:** this indicates the first day that the account showed up on the report and will generate an email to the account manager.
- **Level 2:** indicates that this account has been on the report without correction for 8 days and a second email will be generated and sent to the account manager.
- **Level 3:** indicates that this account has been on the report without correction for 15 days and a third email will be sent to the account manager with a copy to the Chair.
- **Level 4:** : indicates that this account has been on the report without correction for 22 days and a fourth email will be sent to the account manager , with a copy to the Chair, and the DD/AVP.
- **Level 5:** indicates that this account has been on the report without correction for 29 days or more and a fifth email will be sent to the account manager, with a copy to the Chair, and the DD/AVP. In addition, if still uncorrected this will go to the VP on the 1st of the month following the 29th day.
- **Level 6:** : indicates that this account has been on the report without correction for 36 days or more and a sixth email will be sent to the account manager , with a copy to the Chair, the DD/AVP , the VP and then the President 31 days after the VP notification.
- **Total Days:** is the number of days that this account assignment and commitment item combination has been on the report.
- **Consumable amount:** is the budget amount.
- **Encumbrance Amount:** Is the amount encumbered against this combination
- **Actual Amount:** is the amount expended against this combination
- **Over budget amount:** is the amount the account is over budget. (consumable – encumbered-actuals = over budget amount).



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 out 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