

## HOW TO VIEW BUDGET DOCUMENTS OR BUDGET LINE ITEM TRANSACTIONS

### BUSINESS SCENARIO

#### *Scenario*

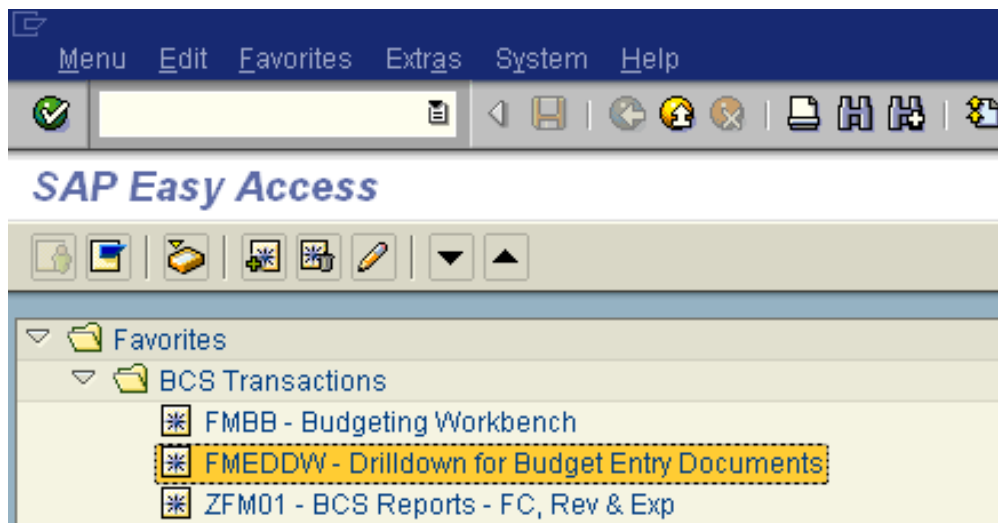
An administrative manager would like to quickly see the budget line items posted to their funds center.

### TRANSACTION CODE

FMEDDW – Drilldown for Budget Entry Documents

### PROCEDURE

- Logon to the SAP system.
- Open your *Favorites – BCS Transactions* folder and click on the *FMEDDW* transaction.



- This transaction can be used to view a single budget entry or view all of the budget entries for a specific funds center.
- The user may be specific in the search criteria to view a specific transaction or enter the funds center number to view all budget entries for that funds center.

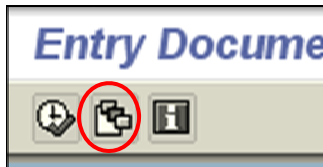
**Entry Document**

**Note:** At a minimum enter Budget Category: 9F, Funds Center number and Fiscal year

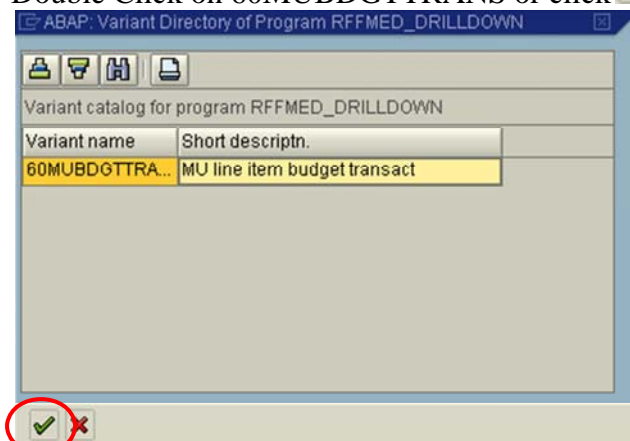
1. **FM Area:** will default to *SSHE*
2. **Budget Category:** will always be *9F*
3. **Entry Document Number:** enter the document number
4. **Created by:** enter SAP user ID of the person who input the entry
5. **Created on:** enter the date on which the document was first entered
6. **Fiscal Year:** enter the fiscal year in which document was posted
7. **Fund:** enter the fund number or range of funds to view all of the budget entries associated with the fund(s) entered
8. **Funds Center:** enter the funds center number or range of funds center numbers to view all budget entries associated with the funds center(s) entered
9. **Commitment item:** should be used in conjunction with the fund or funds center to limit the budget entries selected

- ❑ To view all budget entries for a funds center use Variant 60MUBDGTTRANS:

Click on Variant icon:






Double Click on 60MUBDGTTRANS or click :




- ❑ The following screen will appear with the appropriate information from the Variant grayed out:

**Entry Document**

FM Area	SSHE		
Budget Category	9F	Payment	
Entry Document Number		to	
Created by		to	
Original Application		to	
Created on		to	
Document Date		to	
Person Responsible		to	
Text Name		to	
Value Type		to	
Version		to	
Fiscal Year	2009	to	
Budgeting Period	0	to	0
Int. Bdgt. Process		to	
Budget Type		to	
Document Status		to	
Entry Document Line		to	
Grant		to	
Fund		to	
Funds Center	6011411000	to	
Commitment item	400000	to	499999
Functional Area		to	
Funded Program		to	

- ❑ Enter the Fiscal Year and Funds Center that you are trying to pull up in the report.
- ❑ Click the execute icon 
- ❑ This will return a list of all of the documents that meet the search criteria.

- ❑ In order to choose the correct layout click on the select layout icon below:

**Selection List for Entry Documents**

FM area: SSHE  
 Currency: USD  
 Budget Category: Payment

Doc Year	Entry Docu	Line	Version	Doc. type	Process	Year	Budget Type	Fund	Funds Ctr	Cmmt item	F.Ar	Grant	Funded Prg	Amount LC
2009	1000000000	000001	0	BGT	Enter	2009	Recurring Budget	6511000000	6511100000	660100	BDGT	NOTRELEVANT	NOTRELEVANT	10.00
	1000000011	000001	0	BGT	Enter	2009	Recurring Budget	6511000000	6511100000	660100	BDGT	NOTRELEVANT	NOTRELEVANT	1.00
	1000000012	000001	0	BGT	Enter	2009	Recurring Budget	6511000000	6511100000	660100	BDGT	NOTRELEVANT	NOTRELEVANT	1.00

- ❑ Choose 60MULAYOUT by double clicking on the layout name or clicking

Choose layout

Layout setting: All

Layout	Layout description	Default setting
60MULAYOUT	60MULayout	

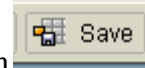
Your screen will now show the documents in a new layout as shown below:

FM area: SSHE  
 Currency: USD  
 Budget Category: Payment

Doc Year	Fund	Funds Ctr	Created on	Entry Docu	Public Law	Created by	Commitment item	Amount LC	Text
2009	6011000000	6011411000	10/10/2008	1000062580	JBBT9500	60GLAPORTER	650 650	200.00 200.00	TO RESERVE FOR REGIS FEES TO CONFEREN
			10/10/2008	1000062580	JBBT9500	60GLAPORTER	902	200.00	FR OPER FOR REGIS FEES TO C
			10/14/2008	1000062614		60GLAPORTER		500.00	From Operating for Bookshelf
			10/16/2008	1000062622	JBBO9000	60KBUTLER		500.00	2008-09 Orig Bdgt - Oper Reserve
			10/17/2008	1000062635	JBBS9302	60GLAPORTER		25,000.00	Budget Office 1X Supp
			10/16/2008	1000062622	JBBT9000	60KBUTLER	902 903	1,000.00 1,000.00	2008-09 Orig Bdgt - Cap Reserve
			09/30/2008	1000049651		CSPRINKLES	NON-PERSONNEL	0.01	FBS DOC# 0500353135
			09/30/2008	1000049699	JBBO9047	CSPRINKLES		4,440.00	FBS DOC# 0500359705
			09/30/2008	1000049788	JBBO9104	CSPRINKLES		1,110.00	FBS DOC# 0500400686
			09/30/2008	1000060776	JBBT9027	CSPRINKLES		2,470.00	FBS DOC# 0500404449
			09/30/2008	1000062126		CSPRINKLES		0.01	FBS DOC# 0500353135
			10/10/2008	1000062546		60DREESE		50.00	to vpfa for training
			10/10/2008	1000062556	JBBT9001	60JMARIACHER		10.00	because we are nice
			10/10/2008	1000062557		60JMARIACHER		50.00	testing prepost
			10/10/2008	1000062558	JBBR9067	60DREESE		50.00	recover prior year deficit
			10/10/2008	1000062573		60JMARIACHER		100.00	testing held
			10/14/2008	1000062614		60GLAPORTER		500.00	To Bdgt Reserve for Bookshelf
			10/14/2008	1000062615		60GLAPORTER		111.39	From VPFA for printer repair
			10/16/2008	1000062622	JBBO9000	60KBUTLER		1,500.00	2008-09 Orig Bdgt
			10/16/2008	1000062623	JBBT9002	60KBUTLER		55.00	Cover cost of office supplies - bdgt reimbursed
			10/16/2008	1000062623	JBBT9002	60KBUTLER		75.00	Cost of food for SAP meeting
			10/16/2008	1000062624	JBBR9001	60KBUTLER		20.00	Decrease non-personnel Bdgt per Budget Office
			10/16/2008	1000062625	JBBS9004	60KBUTLER		820.00	2008-09 One Time Budget Supp
			10/17/2008	1000062627		60KBUTLER		10.00	Tastykakes and skittles
			10/17/2008	1000062628		60JMARIACHER		10.00	To VPFA for postage
			10/17/2008	1000062629		60DREESE		10.00	To VPFA for postage
			10/17/2008	1000062630		60GLAPORTER		10.00	Fr VPFA for ID badges for Dawn/Jenn
			10/20/2008	1000062638		60JMARIACHER		25.00	For candy for BCS training
						NON-PERSONNEL		10,006.39	

**Note:** See page 21 for drill down instructions

- ❑ To save layout as default, click on Save Layout icon



**Note:** This will be a onetime set up.

- ❑ Name your layout and check the Default Setting box. Click or Enter.

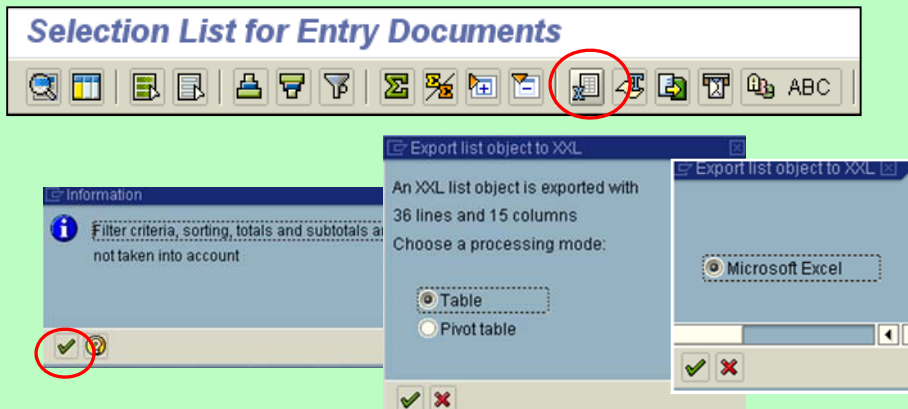
**Drill Down**

- ❑ If you want to see one specific document, select the appropriate document by double clicking on it.
- ❑ The document will appear as follows:

Line	Grant	Fund	Funds Center	Commitment item	Functional Area	Funded Program
000001	NOTRELEVANT	6011000000	6011411000	902	BDGT	NOTRELEVANT
000002	NOTRELEVANT	6011000000	6011411000	903	BDGT	NOTRELEVANT
000003	NOTRELEVANT	6011000000	6011411000	NON-PERSONNEL	BDGT	NOTRELEVANT

**HELPFUL TIPS WHILE IN FMEDDW**

**TIP:** To Export information into Excel, choose *Spreadsheet* icon.



**TIP:** To abort a transaction, click on the blue icon in the upper left hand corner of the screen and choose *Stop Transaction* as shown:

