BUSINESS & PRODUCTIVITY

TECHNOLOGY & INFORMATION SYSTEMS SERVICES DIVISION

USER SUPPORT SERVICES:
EMPLOYEE BUSINESS TRAINING

SAP

Understanding Budget & Reconciliation

Revised: November 2010

CCSD
CLARK COUNTY
SCHOOL DISTRICT

TABLE OF CONTENTS

BUDGET **3**
BUDGET TERMINOLOGY 3
BUDGET HIERARCHY 4
Budget Expense Process *5*

BUDGET INQUIRY REPORT **6**
ACCESS THE BUDGET INQUIRY SUMMARY REPORT 6
Selection Criteria *7*
Account Assignments *7*
One Day Delayed Shopping Cart Data *10*
ACCESS THE BUDGET INQUIRY DETAIL REPORT 11
Column Headings *12*
REVIEWING DETAIL 13
Detail Budget Information *14*
Detail Shop Cart Information *15*
Detail Encumbrance Information *16*
Detail PCard Information *16*
Detail Expense Information *17*
Detail Available Information *18*

RECONCILIATION REPORT **19**
DISPLAY THE REPORT 19
Generate the Report *20*
COLUMN DISPLAY 21
REPORT TOTAL FEATURE 22

BUDGET TRANSFER **23**
BUDGET TRANSFER REQUEST 23

ADDITIONAL BUDGET INQUIRY TOOLS **26**
PRINTING THE BUDGET INQUIRY REPORT 26
EXPORTING DATA TO EXCEL 27

ADDITIONAL BUDGET RECONCILIATION TOOLS **29**
PRINTING THE RECONCILIATION REPORT 29
EXPORTING DATA TO EXCEL 30

For training information, please contact the Employee Business Training Department at 799-2840.

BUDGET

The SAP system allows you to view budget allocations, expenditures, and balances. Two reports are available, Budget Inquiry and Budget Reconciliation. The Budget Inquiry report shows budget allocations, pending order totals, encumbrances, expenses and the available balance. The Budget Reconciliation Report provides more budget detail regarding expenses such as purchase orders and payments.

BUDGET TERMINOLOGY

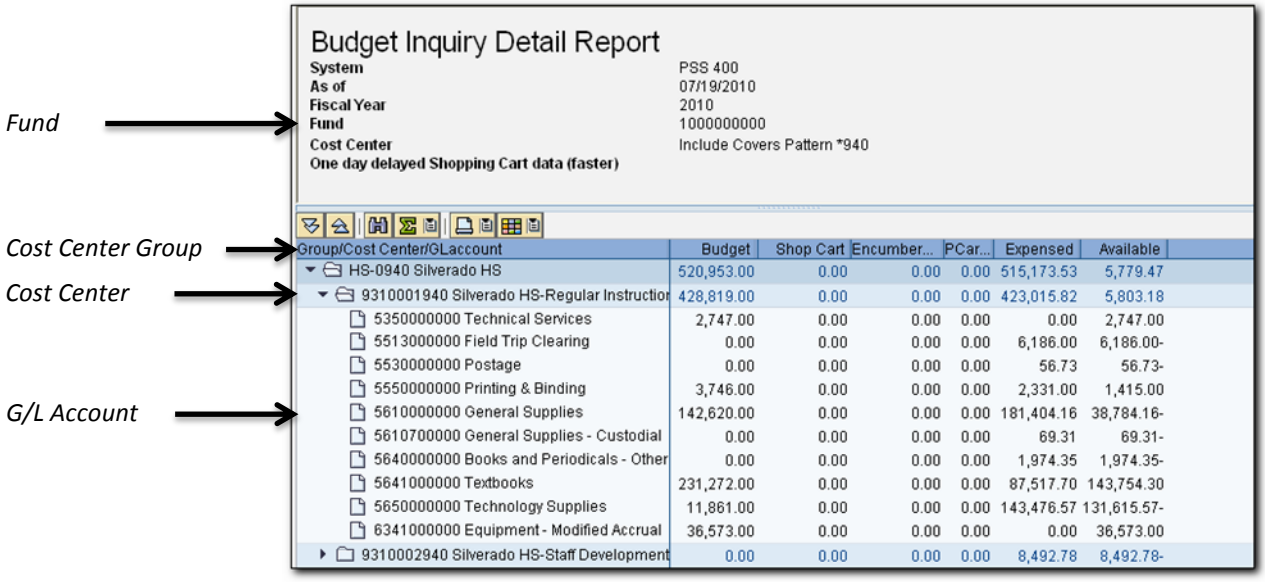
Below are a few terms that you must be familiar with to successfully navigate through the budget reports.

- ***Cost Center Group***: Known as the budget unit or location, the Cost Center Group encompasses all of the Cost Centers for a school, department, or location.
- ***Cost Center***: The Cost Centers are unique to each school or location. There will be several Cost Centers assigned to each Cost Center Group. Cost Centers are used to "collect" costs associated with a particular function or program within a Cost Center Group. A few common school Cost Center names are Regular Instruction, Library Services, and Medical Supplies.
- ***Internal Order***: Internal Orders are unique to each school or location. These funds are generated by school generated funds, donations, and/or rebates from facility usage and utility rebates.
- ***G/L Account*** (General Ledger Account): This is used to describe the service or commodity obtained as the result of a specific expenditure. G/L Accounts are assigned within each Cost Center. The G/L Account numbers are the same for every location. Budget is appropriated to a G/L Account and expenditures are recorded against them, consuming the budget for that account. These accounts will not be visible to end users unless an activity is reported on the account.
- ***Fund***: Categorizes the funding source for expenditures such as General Fund, Special Education Fund, etc.
- ***Functional Area***: This is used to describe the functional activity for which a service or material object is acquired. Cost Centers and G/L Accounts are associated with functional areas to provide accurate financial reporting for these categories.

BUDGET HIERARCHY

After gaining an understanding of budget terminology, you must focus on understanding how the different types of accounts are handled within the budget hierarchy.

The hierarchy begins with the Cost Center Group. Funds are allocated within this group to cover expenses. This account assignment allows us to access the various Fund accounts in which budget allocations have been placed. The most common Funds are the General Fund (1000000000) and Special Education Fund (2500000000). Each of these Funds in the Cost Center Group is divided into Cost Centers such as Regular Instruction, Custodial, or Medical Supplies. Each Cost Center is allocated certain budget Funds for expenditures. These Cost Centers are then further divided into General Ledger (G/L) Accounts. The G/L Account helps define what the budget allocation or expenditure was used for (such as General Supplies or Textbooks.)



The report shown above indicates:

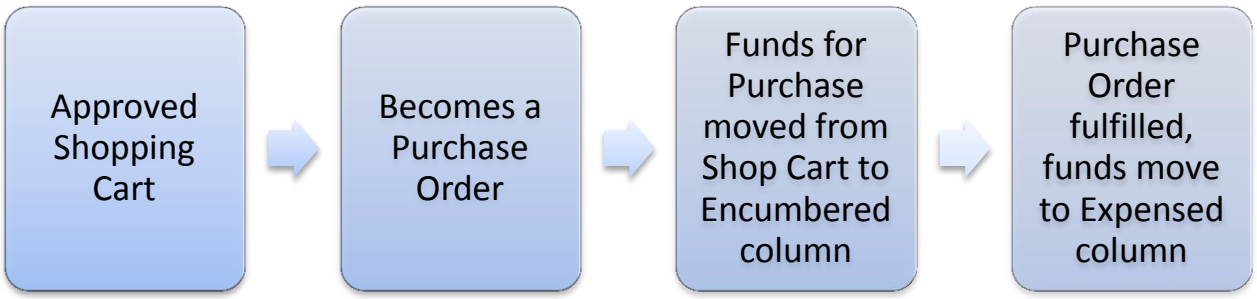
- The Fund (1000000000) for which this report was generated.
- The Cost Center Group (HS-0940).
- One of the Cost Centers (9310001940 – Regular Instruction) assigned to this Fund and Cost Center Group.
- The various G/L Accounts assigned to the Regular Instructions Cost Center.

Budget Expense Process

Each Fund and Cost Center Group has a set of Cost Centers that are comprised of General Ledger Accounts. Appropriations and expenditures are assigned to a specific General Ledger Account. The appropriations and expenditures may be viewed individually by drilling into the General Ledger Account. Each General Ledger Account shows the total of all the transactions assigned to them. Cost Centers show a summary of the totals of all General Ledger Accounts assigned to them. Additionally, the Cost Center Group shows a summary of all the totals of each of the Cost Centers assigned to it.

All expenditures processed in the SAP system can be viewed as they move through different stages of the expenditure process. For example, when you create a shopping cart and submit it for approval, the Budget Inquiry report will show the total shopping cart amount in a column called ***Shop Cart***. As you review the report, the pending shopping cart is deducted from the allocation, leaving a reduced balance in the Available column.

When the shopping cart has been granted all levels of approval, a purchase order (PO) is generated. Once a PO has been assigned, the money intended for that purchase is moved from the Shop Cart column to the Encumbered column. After the order has been received and the payment process has begun, the funds are then moved to the Expensed column.



BUDGET INQUIRY REPORT

The Budget Inquiry Report is a transaction available in the SAP system. By navigating this interactive report, you have the ability to view assigned budget and the status of submitted shopping carts, as well as all appropriations for all Funds assigned to your Cost Center Group. This information is available in a real-time environment. In other words, once an order is approved in the shopping cart, the Budget Inquiry Report displays the funds deducted from the budget, giving a real-time available balance.

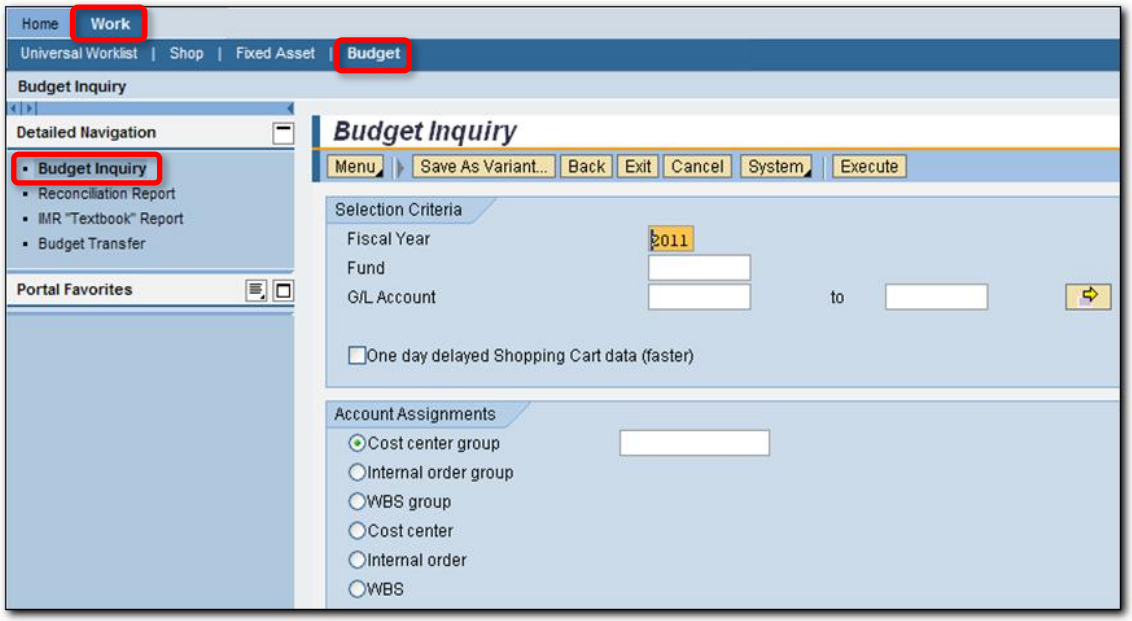
There are, however, exceptions to this rule, such as: Purchasing card, postage, field trips, graphic arts, substitutes, etc. Purchasing card transactions are updated daily in the SAP Budget Inquiry report. This update is based upon the merchant's submission of the transaction to the purchasing card processor for the District. The other transaction exceptions are posted by the Accounting Department as they are completed.

ACCESS THE BUDGET INQUIRY SUMMARY REPORT

The Budget Inquiry Summary Report allows you to view certain details regarding your Cost Center Group. From this report it is possible to view the breakdown of several different budgets. Each of these screens will be discussed in detail.

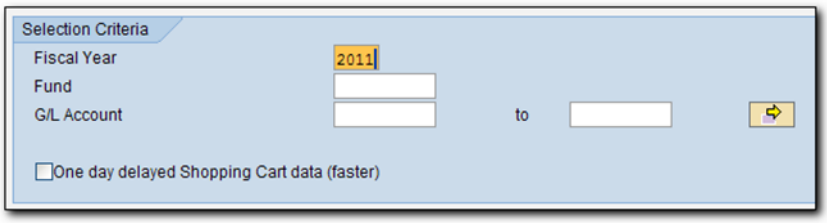
1. Log into the CCSD portal, and select the ***Work*** tab.
2. Select the ***Budget Inquiry*** tab from the sub menu.

The Budget Inquiry search criteria window is displayed.



Selection Criteria

The report contains two sections for entering search criteria. The first, Selection Criteria, allows you to select which fiscal year to view (the report will default to the current fiscal year); an option to select individual Funds or all Funds; a search by General Ledger Account; and finally, the option to obtain information using the One day delayed Shopping Cart data (faster).



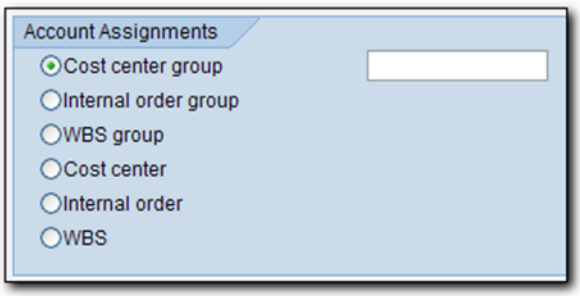
To complete the Selection Criteria section of the search screen, you must first verify that the desired fiscal year is entered in the Fiscal Year field. If you wish to review a different fiscal year, place your cursor in the field and enter the appropriate year. Data is available from FY 2008 to the present.

The ***Fund*** field represents which Fund you wish to view, such as General Fund (1000000000), Special Education (2500000000), or any funds assigned to your Cost Center Group. By leaving this field blank, you will be able to view all budget funds appropriated to your area.

The ***One day delayed Shopping Cart data (faster)*** option is discussed in greater detail later in this text.

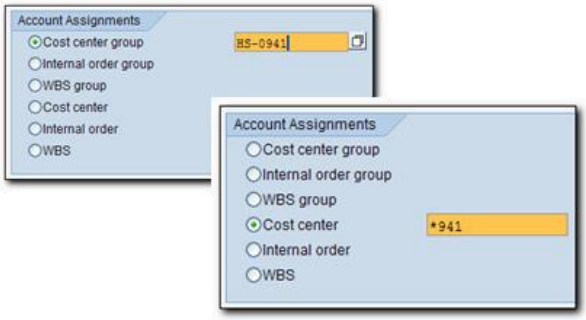
Account Assignments

The second section for the Budget Inquiry search criteria is the Account Assignments section. This area allows you to specify what Cost Center Group, Cost Center, or Internal Order Funds you are authorized to view.

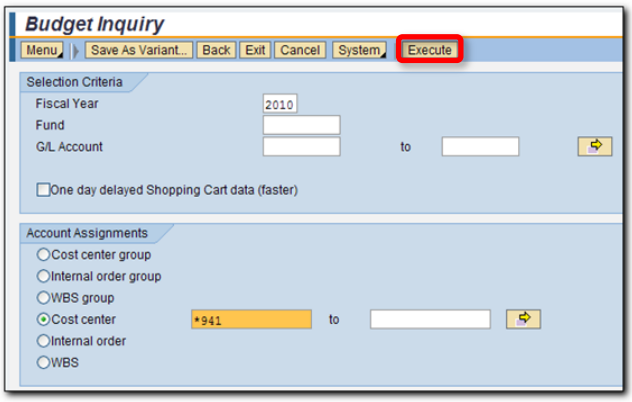


Although the ***Cost Center Group*** field is selected by default, you may choose to enter individual search criteria such as Internal Order Group, Cost Center, or Internal Order numbers. To complete the Account Assignment section:

1. Select the appropriate account type.
2. Enter the account assignment. For example: HS-0941 for Cost Center Group, or if you selected Cost Center, enter ****941*** to view all Cost Centers that end with the location code 941.



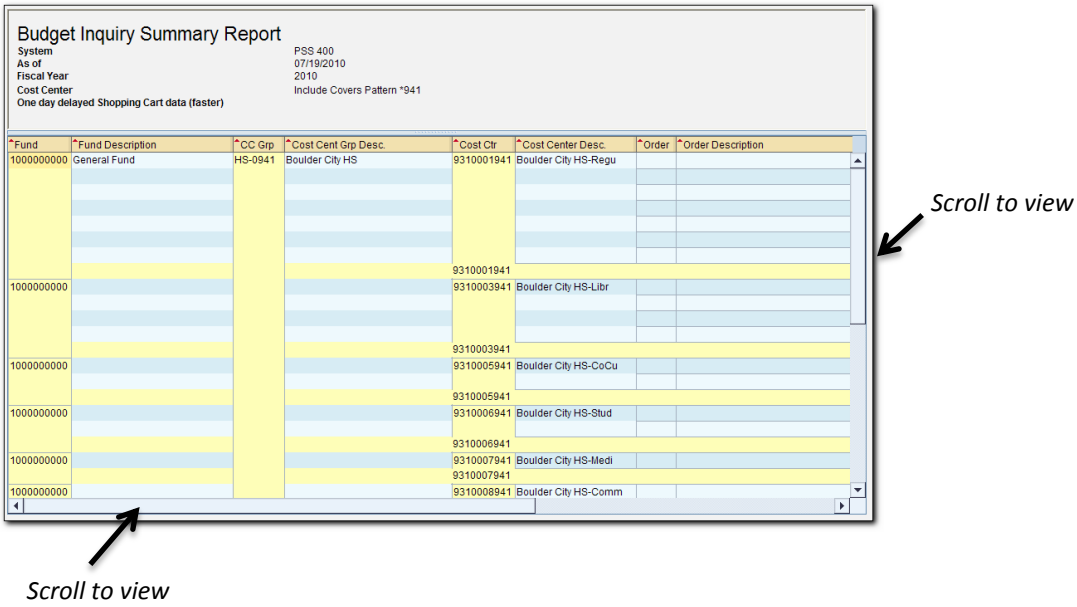
3. Click the ***Execute*** button located at the top of the Budget Inquiry window, or press the F8 key.



The Budget Inquiry Summary Report generates. This report allows you to view all budget allocations for any Fund assigned to your Cost Center Group. Funds such as General Fund (including Gate Receipts), Special Education, Donations and Trusts, and Other Revenues can be viewed from this report.

The report heading details such information as:

- Date report was generated.
- Fiscal year requested.
- Account Assignment search criteria (Cost Center).
- One day delayed Shopping Cart data (faster).



It will be necessary to use the scroll bar located at the bottom of the window to access all columns, and/or the scroll bar located on the right side of the screen to view all Funds displayed in this report.

The body of the report displays the following columns:

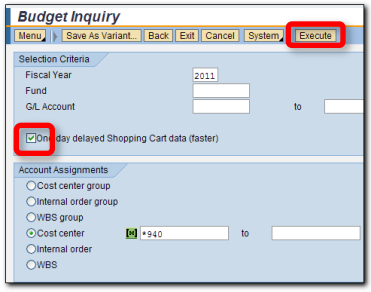
Column	Description
Fund	Displays the Fund number assigned to each Cost Center, or Internal Order number included in the report.
Fund Description	Displays the detailed name of the Fund. This will be displayed only once as each Fund number in the report is changed.
CC Grp	Displays the Cost Center Group number to which the Fund is assigned.
Cost Center Grp Desc.	Displays the detailed name of the Cost Center Group.
Cost Ctr	Displays the Cost Center numbers assigned to this Fund.
Cost Center Desc.	Displays the detailed name of the Cost Center.
Order	Displays the Internal Order number (if applicable).
Order Description	Displays the detailed name of the Internal Order.
G/L Account	Displays the General Leger account number assigned to the particular Cost Center or Internal Order.
G/L Account Description	Displays the detailed name of the General Ledger account.
Budget	Displays the budget allocation (in dollars) appropriated to the particular Cost Center Group, Cost Center, Internal Order, and G/L Account.

One Day Delayed Shopping Cart Data

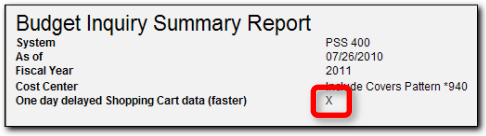
The ***One Day Delayed Shopping Cart Data*** option allows you to access budget information that does NOT include the current day's shopping. This report is ideal for following progress of purchase orders, expenses, and purchasing card transactions.

To access the report:

1. Select the ***One day delayed Shopping Cart data (faster)*** option found in the Selection Criteria section of the budget search screen.
2. Complete the ***Account Assignment*** section, as described in the ***Access the Budget Inquiry Summary Report*** section of this manual.
3. Click the ***Execute*** button to generate the report or press the F8 key to display the Budget Inquiry Summary Report.



In the heading section, note that the ***One day delayed Shopping Cart data (faster)*** is marked with an X, indicating that this option was selected when the search was performed.



Just as in the previous summary report, you can view the same Cost Center Group and Funds tied to that group; and the budget as it has been allocated to those active accounts. However, the difference lies in the budget detail provided. Additional columns of budget activity have been added:

- Budget
- Shopping Cart
- Encumbrance
- PCard
- Expensed
- Available

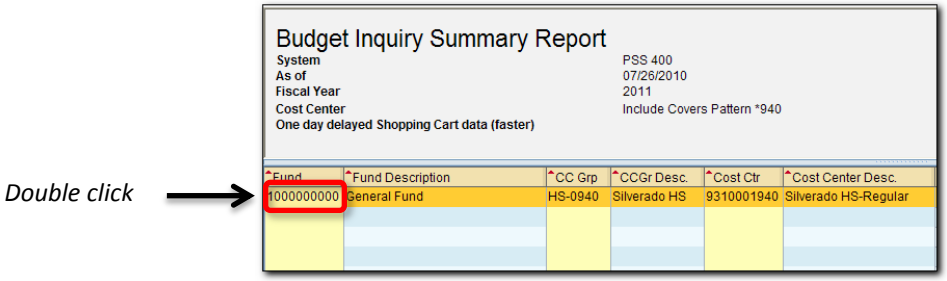
	IMPORTANT: *Remember that the balances displayed in the Budget Inquiry Summary Report's One day delayed Shopping Cart data (faster) DO NOT reflect the current day's SAP shopping cart transactions.*

ACCESS THE BUDGET INQUIRY DETAIL REPORT

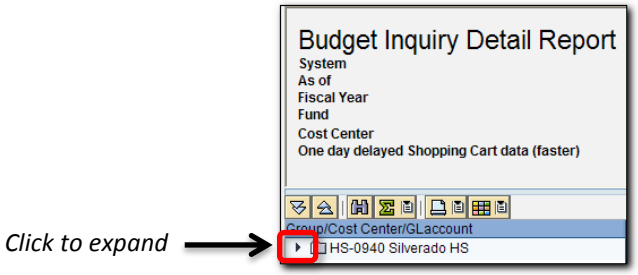
After accessing the summary report, you may choose which Fund detail you wish to view. The Budget Inquiry Detail Report can be generated for the normal and One day delayed summary reports. Remember, if generating the detail report for any account accessed from the One day delayed summary report, the current days shopping activity will NOT be included.

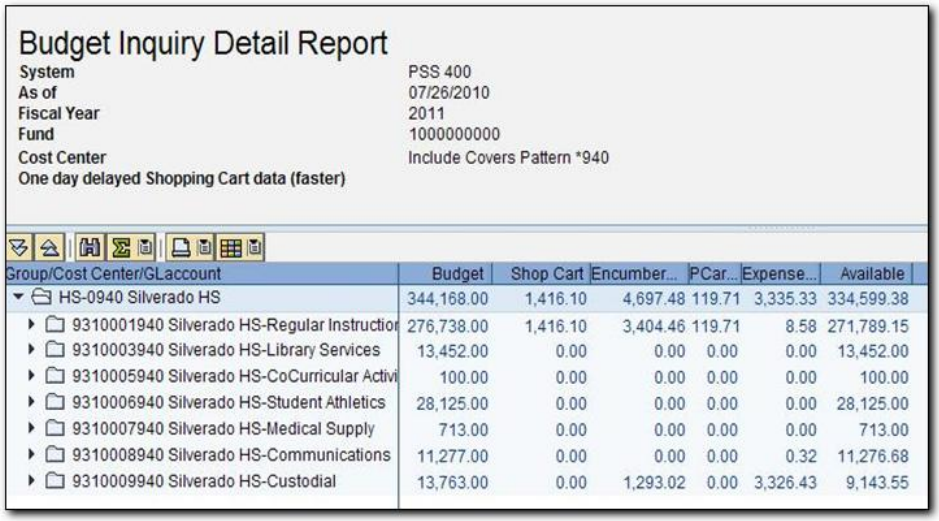
To access detail for a particular Fund:

1. Double click on the ***Fund*** number to display the Budget Inquiry Detail Report.



2. Click the arrow to expand the budget hierarchy and display the Cost Centers.





Column Headings

There are six columns in Budget Inquiry Report which work together to offer you the ability to manage funds in a real-time environment.

Budget	Shop Cart	Encumbered	PCard	Expensed	Available
178,842.00	20,903.52	1,294,505.89-	2,603.42	1,341,448.22	108,392.73

Budget

The ***Budget*** column is a total of all funds that have been appropriated to a particular Cost Center Group, Cost Center, and G/L Account. The amount in this column changes with each additional appropriation regardless of its origination.

Shopping Cart

When an order is placed and approved utilizing the Shopping Cart, the funds are deducted from the budget, and will appear in the ***Shop Cart*** column.

Encumbered

Once an order has been completely approved and received by the Purchasing Department, it is processed to a purchase order. The funds will move from the ***Shop Cart*** column to the ***Encumbered*** column. The ***Encumbered*** column is money that has been dedicated for a purchase order that has not been received and has not yet been paid.

PCard

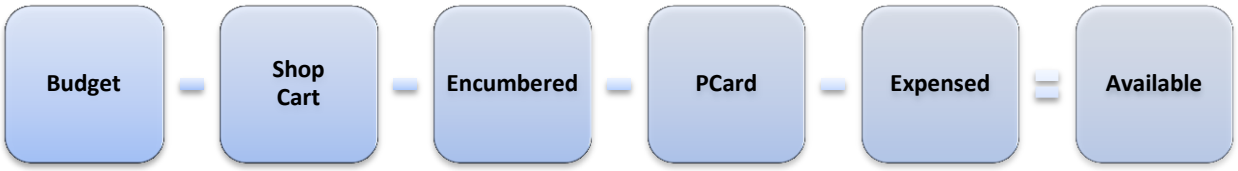
After a transaction from the Purchasing Card has posted to PaymentNet, it will upload to the Budget Inquiry Report, typically within 24 to 48 hours. These transactions will be applied according to the default coding until changes are made in the PaymentNet system. After administrative approval of the monthly purchasing card transactions, these charges will move to the ***Expensed*** column.

Expensed

Once items have been received, the funds will move from the ***Encumbered*** column to the ***Expensed*** column. Thus, the ***Expensed*** column is an accumulation of funds that have been spent in the Cost Center Group, Cost Center, and/or G/L Account. It is important to remember that Expensed means that items have been received, it does not mean they have been paid.

Available

The ***Available*** column represents the remaining balance of funds that are available to spend.



REVIEWING DETAIL

The expanded detail report allows you to easily access information regarding a particular account. You can access details regarding ***Budget***, ***Shop Cart***, ***Encumbered***, ***PCard***, ***Expensed***, and ***Available***. From the Budget Inquiry Detail Report:

1. Access the appropriate account detail by double clicking on the account balance amount.

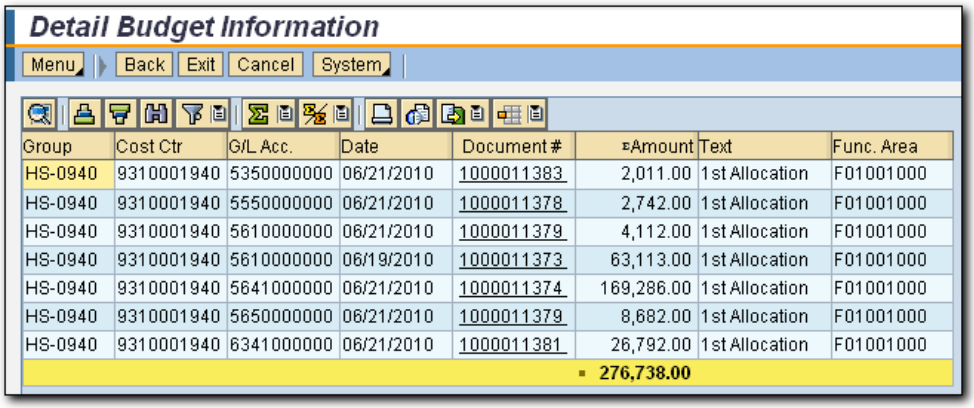
Group/Cost Center/GLaccount	Budget	Shop Cart	Encumber...	PCar...	Expense...	Available
HS-0940 Silverado HS	344,168.00	3,522.36	4,697.48	119.71	3,335.33	332,493.12
9310001940 Silverado HS-Regular Instructior	276,738.00	3,522.36	3,404.46	119.71	8.58	269,682.89
5350000000 Technical Services	2,011.00	0.00	0.00	0.00	0.00	2,011.00
5550000000 Printing & Binding	2,742.00	0.00	0.00	0.00	0.00	2,742.00
5610000000 General Supplies	67,225.00	3,522.36	716.16	119.71	8.58	62,858.19
5641000000 Textbooks	169,286.00	0.00	2,688.30	0.00	0.00	166,597.70
5650000000 Technology Supplies	8,682.00	0.00	0.00	0.00	0.00	8,682.00
6341000000 Equipment - Modified Accrual	26,792.00	0.00	0.00	0.00	0.00	26,792.00
9310003940 Silverado HS-Library Services	13,452.00	0.00	0.00	0.00	0.00	13,452.00
9310005940 Silverado HS-CoCurricular Activi	100.00	0.00	0.00	0.00	0.00	100.00
9310006940 Silverado HS-Student Athletics	28,125.00	0.00	0.00	0.00	0.00	28,125.00
9310007940 Silverado HS-Medical Supply	713.00	0.00	0.00	0.00	0.00	713.00
9310008940 Silverado HS-Communications	11,277.00	0.00	0.00	0.00	0.32	11,276.68
9310009940 Silverado HS-Custodial	13,763.00	0.00	1,293.02	0.00	3,326.43	9,143.55

When reviewing the Detail Information provided, the first four columns displayed are the same for all detail selections. They are:

Column	Description
Group	Displays the Cost Center Group identification number for the account selected.
Cost Ctr.	Displays the Cost Center (account) number for the applicable Cost Center.
G/L Acc.	Displays the G/L Account number for each transaction.
Date	Displays the date of the transaction.

Detail Budget Information

By selecting to view ***Budget*** column details, you will find information regarding certain types of budget transactions.



Group	Cost Ctr	G/L Acc.	Date	Document #	Amount	Text	Func. Area
HS-0940	9310001940	5350000000	06/21/2010	1000011383	2,011.00	1st Allocation	F01001000
HS-0940	9310001940	5550000000	06/21/2010	1000011378	2,742.00	1st Allocation	F01001000
HS-0940	9310001940	5610000000	06/21/2010	1000011379	4,112.00	1st Allocation	F01001000
HS-0940	9310001940	5610000000	06/19/2010	1000011373	63,113.00	1st Allocation	F01001000
HS-0940	9310001940	5641000000	06/21/2010	1000011374	169,286.00	1st Allocation	F01001000
HS-0940	9310001940	5650000000	06/21/2010	1000011379	8,682.00	1st Allocation	F01001000
HS-0940	9310001940	6341000000	06/21/2010	1000011381	26,792.00	1st Allocation	F01001000
					276,738.00		

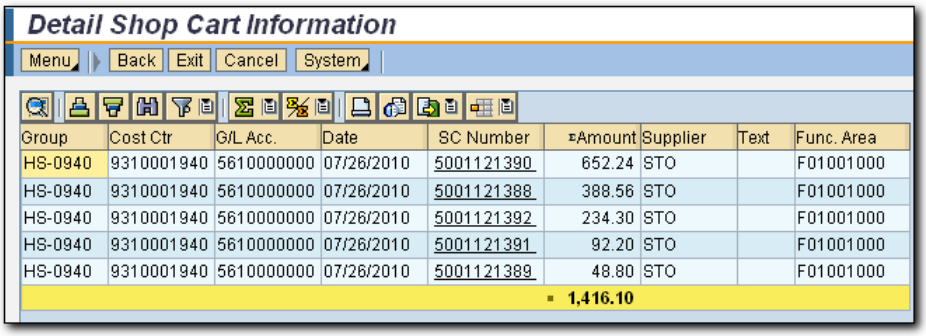
Each transaction is related to the account in which the budget detail was requested. For example, by double clicking on the budget figure for the Regular Instruction Cost Center, it is possible to view the following types of transactions:

Transaction Type	Description
1st Allocation	Indicates the budget amount that has been assigned to a particular account at the beginning of the fiscal year.
2nd Allocation	Indicates the remaining budget amount that has been assigned to a particular account (schools) after count day.
FYXX Carry Over to FYXX	Indicates the balance carried forward from the previous year's budget (schools).
Revenue Recognized Appropriations	Indicates any monies deposited back in to the fund budget, such as fees for lost textbooks, fines, etc. (schools).

NOTE: *The transactions listed above represent the most common transactions found in the budget column details. Other common transactions might identify account adjustments or budget transfers. If you have trouble identifying what type of transaction is listed, contact the Budget Department for clarification.*

Detail Shop Cart Information

The Detail Shop Cart Information screen provides information regarding pending shopping carts created in the SAP system. These orders have not yet been assigned a purchase order, or they are items that will be delivered directly from the CCSD warehouse.



Group	Cost Ctr	G/L Acc.	Date	SC Number	Amount	Supplier	Text	Func. Area
HS-0940	9310001940	5610000000	07/26/2010	5001121390	652.24	STO		F01001000
HS-0940	9310001940	5610000000	07/26/2010	5001121388	388.56	STO		F01001000
HS-0940	9310001940	5610000000	07/26/2010	5001121392	234.30	STO		F01001000
HS-0940	9310001940	5610000000	07/26/2010	5001121391	92.20	STO		F01001000
HS-0940	9310001940	5610000000	07/26/2010	5001121389	48.80	STO		F01001000
					1,416.10			

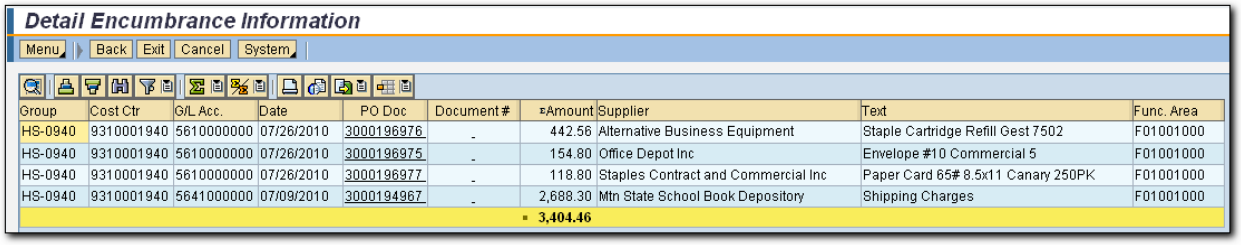
The details identified for shopping carts in this window include:

Column	Description
SC Number	Displays the shopping cart number as assigned by the SAP system **OR** Displays the stock transfer order (STO) number assigned by SAP for any items ordered directly from the CCSD Warehouse.
Amount	Displays the entire purchase total for the submitted order.
Supplier	Displays supplier information. If the order has not been approved, the ***Supplier*** will display the text: Shopping Cart.
Text	Displays items details regarding the order.
Func. Area	Displays the functional area affected by the order.

NOTE: *The SC Number displayed is a link. By clicking the link, the Shop Cart Information window will be displayed. This window lists each item purchased in the selected shopping cart.*

Detail Encumbrance Information

By selecting an ***Encumbrance*** balance to view, you may obtain purchase order numbers and details for orders placed in the SAP system.



Group	Cost Ctr	G/L Acc.	Date	PO Doc	Document #	Amount	Supplier	Text	Func. Area
HS-0940	9310001940	5610000000	07/26/2010	3000196976		442.56	Alternative Business Equipment	Staple Cartridge Refill Gest 7502	F01001000
HS-0940	9310001940	5610000000	07/26/2010	3000196975		154.80	Office Depot Inc	Envelope #10 Commercial 5	F01001000
HS-0940	9310001940	5610000000	07/26/2010	3000196977		118.80	Staples Contract and Commercial Inc	Paper Card 65# 8.5x11 Canary 250PK	F01001000
HS-0940	9310001940	5641000000	07/09/2010	3000194967		2,688.30	Mtn State School Book Depository	Shipping Charges	F01001000
						3,404.46			

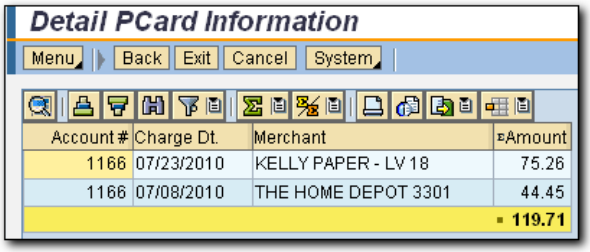
This information allows you to access the following information:

Column	Description
PO Doc	Displays the purchase order number assigned to a shopping cart.
Document #	Displays additional accounting document numbers that may be assigned to a particular purchase order.
Amount	Displays the purchase order total.
Supplier	Identifies the supplier (vendor) for the submitted order.
Text	Displays partial details for the items ordered.
Func. Area	Displays the Functional Area affected by the order.

NOTE: *The PO Doc number displayed is a link. By clicking the link, the Purchase Order Encumbrance Details window will be displayed. This window lists each item included in the selected purchase order.*

Detail PCard Information

The ***PCard*** column displays information regarding purchases completed with a CCSD purchasing card. Transactions listed here are those that have been processed by the vendor and submitted to JP Morgan Chase for processing.



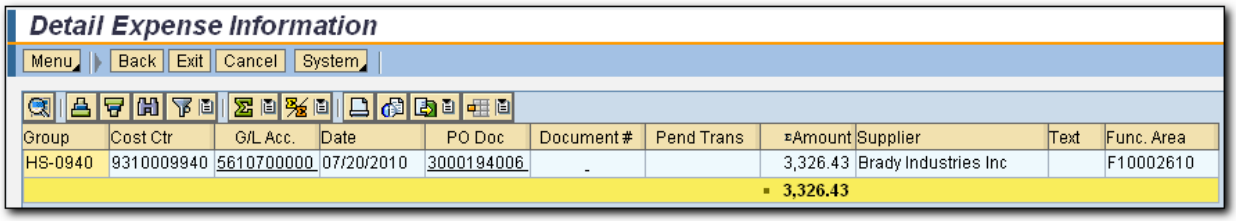
Account #	Charge Dt.	Merchant	Amount
1166	07/23/2010	KELLY PAPER - LV 18	75.26
1166	07/08/2010	THE HOME DEPOT 3301	44.45
			119.71

The following columns display transaction information:

Column	Description
Account #	Displays the last four digits of the PCard number.
Charge Dt.	Displays the date of the transaction.
Merchant	Displays the merchant where the items were purchased.
Amount	Displays the total transaction price.

Detail Expense Information

Viewing expense details will allow you to identify transactions that have been "completed" by the SAP system. These will include purchase orders that have been received and payment is processing, as well as such transactions as approved PCard transactions, postage, and graphics charges.

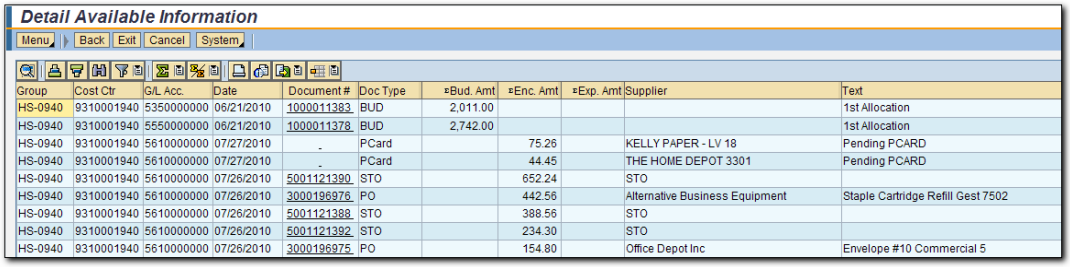


Column	Description
PO Doc	Displays the purchase order number assigned to a shopping cart.
Document #	Displays additional accounting document numbers that may be assigned to a particular purchase order. In the case of a completed purchase order, only the purchase order number will be displayed. All other completed transactions, i.e. PCard, graphics, postage, etc. will display the assigned Document #.
Pend Trans	Displays "Parked Doc" in the field indicating that there is an accompanying invoice in SAP workflow waiting for approval.
Amount	Total cost of the transaction.
Supplier	Identifies the supplier (vendor) for the transaction.
Text	Displays PCard transaction information such as vendor and last four digits of PCard used in the purchase.
Func. Area	Displays the functional area affected by the order.

NOTE: *If there is any difference between the PO price and the actual cost of the order, it will be reflected in the Expensed column.*

Detail Available Information

By choosing to view Detail Available Information for an account, you can view all transactions that have occurred for the selected account. This includes transactions from budget allocations, shopping cart submission, purchase orders, PCards, and all expensed items.



Group	Cost Ctr	G/L Acc.	Date	Document #	Doc Type	Bud. Amt	Enc. Amt	Exp. Amt	Supplier	Text
HS-0940	9310001940	5350000000	06/21/2010	1000011383	BUD	2,011.00				1st Allocation
HS-0940	9310001940	5550000000	06/21/2010	1000011378	BUD	2,742.00				1st Allocation
HS-0940	9310001940	5610000000	07/27/2010		PCard		75.26		KELLY PAPER - LV 18	Pending PCARD
HS-0940	9310001940	5610000000	07/27/2010		PCard		44.45		THE HOME DEPOT 3301	Pending PCARD
HS-0940	9310001940	5610000000	07/26/2010	5001121390	STO		652.24		STO	
HS-0940	9310001940	5610000000	07/26/2010	3000196976	PO		442.56		Alternative Business Equipment	Staple Cartridge Refill Gest 7502
HS-0940	9310001940	5610000000	07/26/2010	5001121388	STO		388.56		STO	
HS-0940	9310001940	5610000000	07/26/2010	5001121392	STO		234.30		STO	
HS-0940	9310001940	5610000000	07/26/2010	3000196975	PO		154.80		Office Depot Inc	Envelope #10 Commercial 5

Each column provides you with the following information:

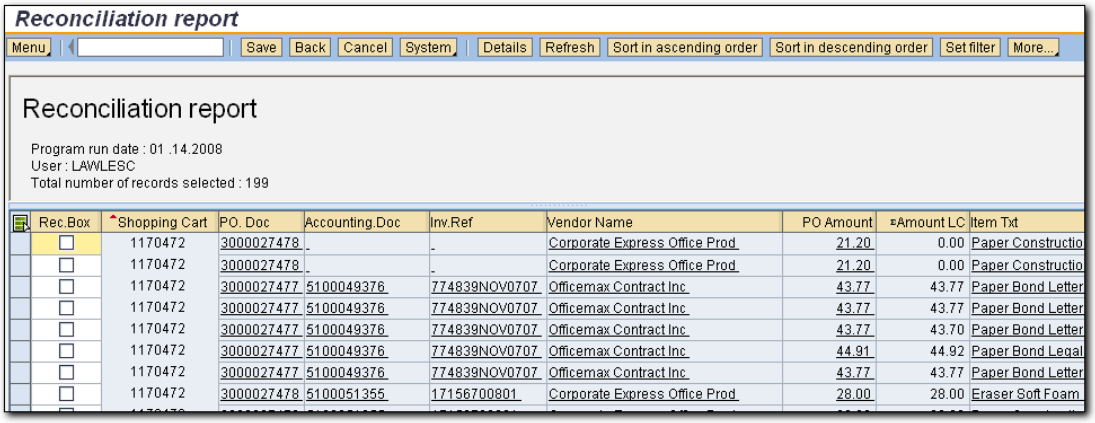
Column	Description
Document #	Displays the following types of documents numbers assigned by the system: • Accounting documents • Shopping Cart numbers • Stock Transfer Order numbers (STO) • Purchase Order numbers
Doc Type	Describes the type of number displayed in the previous column: • BUD – Budget • SC – Shopping Cart • STO – Stock transfer order • PO – Purchase order • PCard – Pending purchasing card • EXP –Expense transaction
Bud. Amt	Displays any budget transaction amount.
Enc. Amt	Displays pending purchase order amount.
Exp. Amt	Displays the amount for any purchase transactions that have been processed for payment.
Supplier	Displays the supplier used to fulfill the transaction. PCard transactions will also display the last four digits of the card number.
Text	Displays a brief description of the transaction.
Func. Area	Displays the functional area affected by the transaction.

NOTE: *The Document # displayed is a link. By clicking the link, the appropriate document detail window is displayed. These details can provide you with additional information regarding a particular transaction.*

RECONCILIATION REPORT

The Reconciliation Report helps to reconcile budgets using a system similar to reconciling one's checkbook. It is an interactive report that will allow you to save a checkmark next to the items that have already been reconciled so attention can be focused primarily on items that have not been reconciled.

Reconciliation Report sample:



Rec.Box	Shopping Cart	PO. Doc	Accounting.Doc	Inv.Ref	Vendor Name	PO Amount	Amount LC	Item Txt
☐	1170472	3000027478			Corporate Express Office Prod	21.20	0.00	Paper Constructio
☐	1170472	3000027478			Corporate Express Office Prod	21.20	0.00	Paper Constructio
☐	1170472	3000027477	5100049376	774839NOV0707	Officemax Contract Inc	43.77	43.77	Paper Bond Letter
☐	1170472	3000027477	5100049376	774839NOV0707	Officemax Contract Inc	43.77	43.77	Paper Bond Letter
☐	1170472	3000027477	5100049376	774839NOV0707	Officemax Contract Inc	43.77	43.70	Paper Bond Letter
☐	1170472	3000027477	5100049376	774839NOV0707	Officemax Contract Inc	44.91	44.92	Paper Bond Legal
☐	1170472	3000027477	5100049376	774839NOV0707	Officemax Contract Inc	43.77	43.77	Paper Bond Letter
☐	1170472	3000027478	5100051355	17156700801	Corporate Express Office Prod	28.00	28.00	Eraser Soft Foam

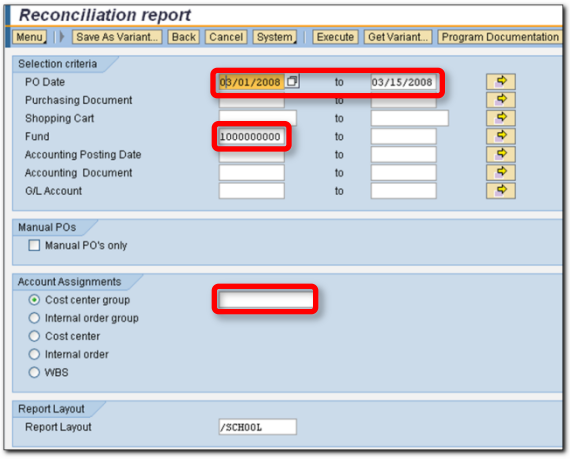
DISPLAY THE REPORT

The Reconciliation Report can be generated using a number of different selection criteria and account assignments specifications. These include:

Criteria	Description
PO Date	Date that the Purchase Order was generated.
Purchasing Document	The PO number assigned to a shopping cart transaction.
Shopping Cart	Number assigned to an ordered shopping cart.
Fund	Funding source such as General, Special Education, or Other Special Revenues Fund.
Accounting Posting Date	Date that the payment activity was generated.
Accounting Document	The document that indicates that a payment has been made or is in process.
Cost center group	The budget or location providing funds for purchases.
Internal order group	The budget or location providing the Internal Order.
Cost center	Identifies budget allocations for such items as Regular Instruction, Custodial, and/or Administrative.
Internal order	Number used to identify and code expenditures for Grants, and other special revenue funds.
WBS	Used for purchases funded by Bond.

Generate the Report

To generate a Reconciliation Report based on a PO Date range, Fund and Cost Center Group complete the following steps:



1. Enter beginning and ending dates in the ***PO Date*** fields.
2. Enter appropriate Fund. (The Fund defaults to the General Fund.)
3. Enter appropriate Cost Center Group number.
4. Click the ***Execute*** button or press the F8 key.

The report can be generated on other selection criteria as well. Refer to the table below for the required input fields:

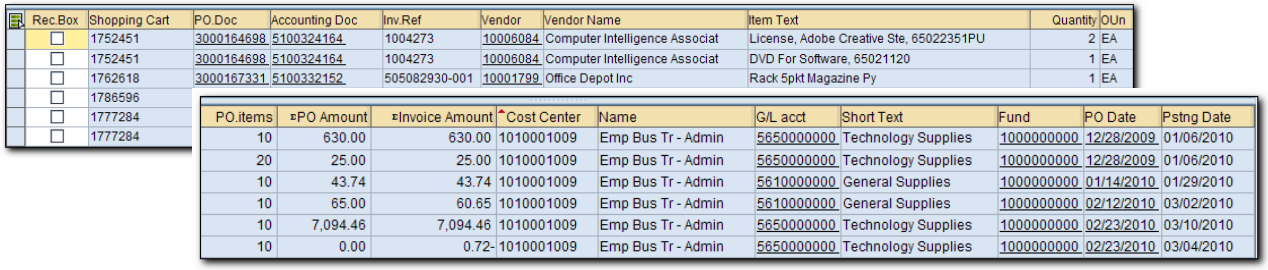
Selection Criteria	Required Fields
PO Date	PO Date(s), Fund(s), Account Assignments (select one)
Purchasing Document	Purchasing Document Number(s), Fund(s)
Shopping Cart	Shopping Cart Number(s), Fund(s)
Fund	PO Date(s), Fund(s), Account Assignments (select one)
Accounting Posting Date	Date(s), Fund(s), Account Assignments (select one)
Accounting Document	Accounting Document Number(s), Fund(s)
G/L Account	PO Date(s), Fund(s), G/L Account number(s), Account Assignments (select one)

NOTE: *Reports cannot be generated for a timeframe of more than 60 days.*

COLUMN DISPLAY

After the selection criteria and account assignment information is entered, the report displays. Each item purchased is displayed on its own line.

The example below shows the headings in the Reconciliation Report.



Rec.Box	Shopping Cart	PO.Doc	Accounting Doc	Inv.Ref	Vendor	Vendor Name	Item Text	Quantity	OUn
☐	1752451	3000164698	5100324164	1004273	10006084	Computer Intelligence Associat	License, Adobe Creative Ste, 65022351PU	2	EA
☐	1752451	3000164698	5100324164	1004273	10006084	Computer Intelligence Associat	DVD For Software, 65021120	1	EA
☐	1762618	3000167331	5100332152	505082930-001	10001799	Office Depot Inc	Rack 5pkt Magazine Py	1	EA
☐	1786596								
☐	1777284								
☐	1777284								

PO.items	PO Amount	Invoice Amount	Cost Center	Name	G/L acct	Short Text	Fund	PO Date	Pstng Date
10	630.00	630.00	1010001009	Emp Bus Tr - Admin	5650000000	Technology Supplies	1000000000	12/28/2009	01/06/2010
20	25.00	25.00	1010001009	Emp Bus Tr - Admin	5650000000	Technology Supplies	1000000000	12/28/2009	01/06/2010
10	43.74	43.74	1010001009	Emp Bus Tr - Admin	5610000000	General Supplies	1000000000	01/14/2010	01/29/2010
10	65.00	60.65	1010001009	Emp Bus Tr - Admin	5610000000	General Supplies	1000000000	02/12/2010	03/02/2010
10	7,094.46	7,094.46	1010001009	Emp Bus Tr - Admin	5650000000	Technology Supplies	1000000000	02/23/2010	03/10/2010
10	0.00	0.72-	1010001009	Emp Bus Tr - Admin	5650000000	Technology Supplies	1000000000	02/23/2010	03/04/2010

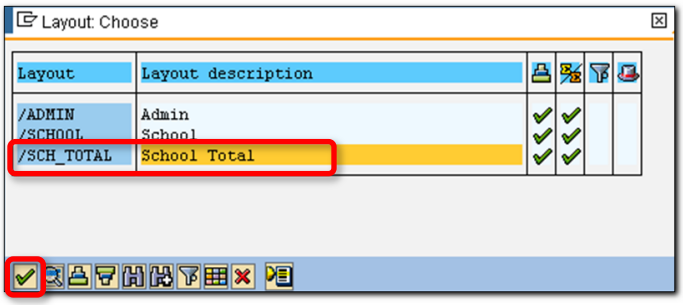
Column Heading	Description
Rec. Box	A check box indicator that allows users to note items that have been reconciled.
Shopping Cart	The shopping cart number assigned by the SAP system when the shopping cart was “ordered”.
PO. Doc	The purchase order number assigned to a shopping cart after it has been approved.
Accounting Doc	The document number assigned after items have been received and the payment is being processed.
Inv. Ref	Vendor’s invoice number.
Vendor	Vendor number assigned by CCSD.
Vendor Name	Company where merchandise was purchased.
Item Text	Description of the item purchased.
Quantity	Number of units ordered.
OU	Order unit (unit of measure).
PO.items	Line item number on purchase order.
PO Amount	Amount charged for item at time of PO.
Invoice Amount	Actual cost of item at time of invoicing.
Cost Center	Number assigned to the Cost Center being charged.
Name	Name of Cost Center.
G/L acct	Account number of the category of the purchase (General Supplies).
Short Text	Account name of the category of the purchase (General Supplies).
Fund	The Fund a purchase is to be paid from (General, Spec Ed, etc.).
PO Date	Date Purchase Order was generated.
Pstng Date	Date that a type of activity occurred.

REPORT TOTAL FEATURE

The Reconciliation Report can be generated to display totals based upon Purchase Order (PO) number and Cost Center assigned.

1. Enter Selection criteria and Account Assignments.
2. Place cursor in the ***Report Layout*** field to activate the search option.
3. Click the ***Search*** button to display the ***Layout Choose*** window.

4. Select the ***School Total*** option and click the ***Continue*** (green check) button.



5. The ***Report Layout*** field will be changed to reflect the new layout choice.
6. Click the ***Execute*** button to generate the report or press the F8 key. (The example below shows a portion of the report window.)

Rec. Box	Shopping Cart	PO. Doc	Accounting. Doc	Inv. Ref	Vendor Name	Item Text
☐	1222003	3000037425	5100069224	414912891-001	Office Depot Inc	Clip Paper #1 Reg Smooth 100bx
☐	1222003	3000037425	5100069224	414912891-001	Office Depot Inc	Stapler Econ Full Strip Black
☐	1222003	3000037425	5100069224	414912891-001	Office Depot Inc	Tape Invisible 3/4x36yd
☐	1222003	3000037425	5100069224	414912891-001	Office Depot Inc	Tape Scotch 2600 Masking 2x60yd
☐	1222003	3000037425	5100069224	414912891-001	Office Depot Inc	Film Transparency Plain Paper Copiers 10
☐	1222003	3000037425	5100069224	414912891-001	Office Depot Inc	Fluid Correction Multipurpose White .75o
	1222003	3000037425				
	1222003	3000037425				
☐	1222003	3000037426	5100070575	498931-00	Brady Industries Inc	Towel Paper Multifold
	1222003	3000037426				
	1222003	3000037426				
☐	1222003	5000195711				Master Duplo 21L/DR835 2roll/ctn

BUDGET TRANSFER

The new Budget Transfer Request System allows end users to make budget line item requests from G/L line to G/L line, from Cost Center to Cost Center, and even from one Cost Center Group to another according to a user's security level. This process replaces the use of the CCF-359, Budget Transfer.

	NOTE: *Paper requests are no longer accepted as of July 1, 2010.*

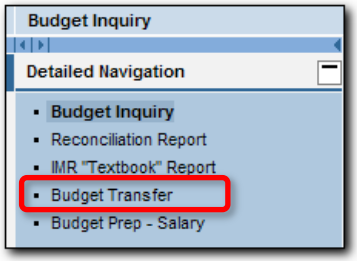
When completing a budget transfer there are certain guidelines to keep in mind:

- Verify the Cost Center and G/L Account numbers that will be affected by checking the budget using the Budget Inquiry Report.
- Budget transfers can only occur within the same fund. At this time, only funds 100 and 250 are available.
- Transfers in Internal Orders such as funds 260 or 270 are not permitted.
- Complete a separate transfer request for each fund.
- The Sender Lines section indicates where the funds come from.
- The Receiver Lines section indicates where the funds will move to.
- Note the document number in case questions arise and you need to contact the Budget Department.
- Authorization to "Send" budget away from a cost center is determined by the Security Role that person has.
- Only the Supervising Administrator of the "Sending" cost center is consulted for approval of the budget transfer.

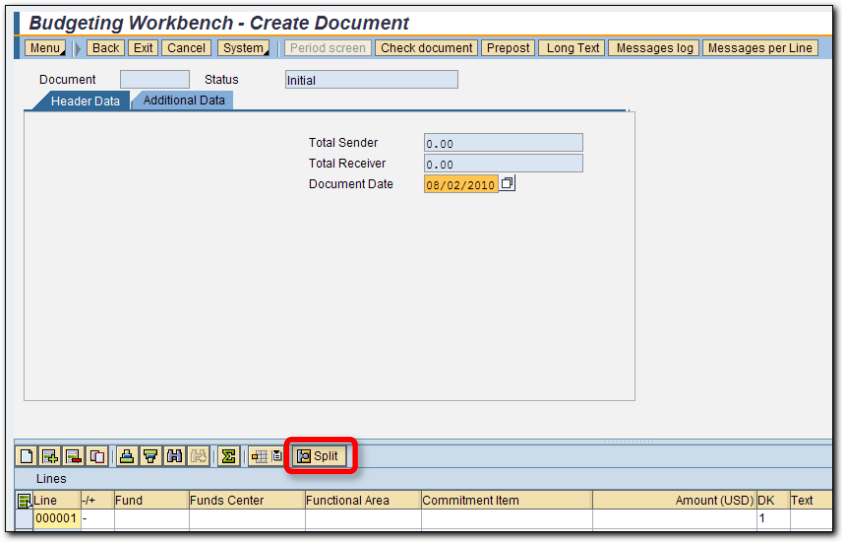
BUDGET TRANSFER REQUEST

Listed below are detailed steps for completing an SAP Budget Transfer Request.

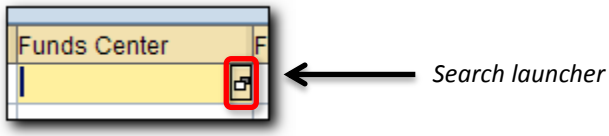
1. Select ***Budget Transfer*** from the ***Budget*** tab.



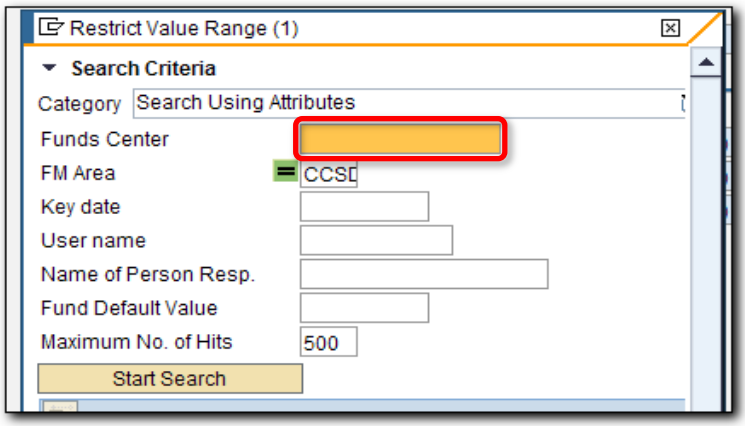
2. Use the ***Split*** button located above the lines area.



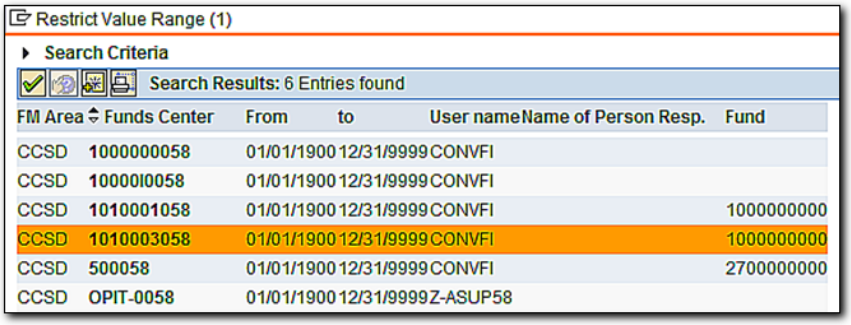
3. Type the Cost Center manually in the ***Funds*** Center field or click in the field to display a search launcher.



a. Click on the launcher and enter the * wildcard followed by your three digit location code. (ex. *253)



b. Press Enter to generate a list of the Cost Centers that you have access to.



c. Double click on the desired ***Funds Center*** to populate the field.

4. Tab to the ***Commitment Item*** (G/L Acct) field and enter the G/L Account number.
5. Tab to the ***Amount*** and enter the amount.
6. Tab to the ***Text*** field and enter a notation.
7. Press Enter.

The Fund and Functional Area fields automatically populate.

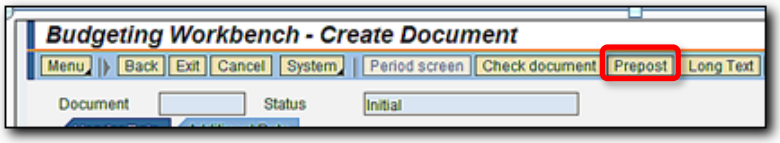
8. Complete the same in the ***Receiver Lines*** area.

It should be noted that multiple lines can be used in either one or both sections.

9. After entering all of the data, verify that the amounts in the ***Header Data*** area match.
10. Click the ***Check*** document button at the top of the screen.

If there are adequate funds and the amounts balance, a message may generate at the bottom of the screen indicating that there are no errors.

11. Click the ***Prepost*** button.



The status now shows as Preposted. A message may also appear at the bottom of the screen indicating success. After the request is preposted, it will be routed for approval to the Universal Worklist of the sending site's administrator. An InterAct email will also be generated.

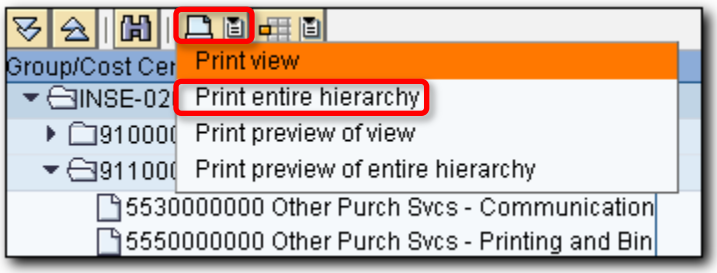
ADDITIONAL BUDGET INQUIRY TOOLS

The following are additional features that you will find useful when working with the Budget Inquiry and Budget Reconciliation Reports.

PRINTING THE BUDGET INQUIRY REPORT

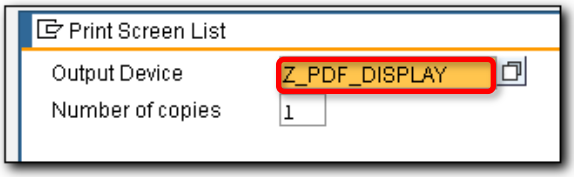
To print the Budget Inquiry Report, you must first access the appropriate Cost Center Group information. After displaying the required Budget Inquiry Report information, a document must be created before it can be printed. To do this:

1. Click on the down arrow to the right of the print icon located on the toolbar to access the print option box.



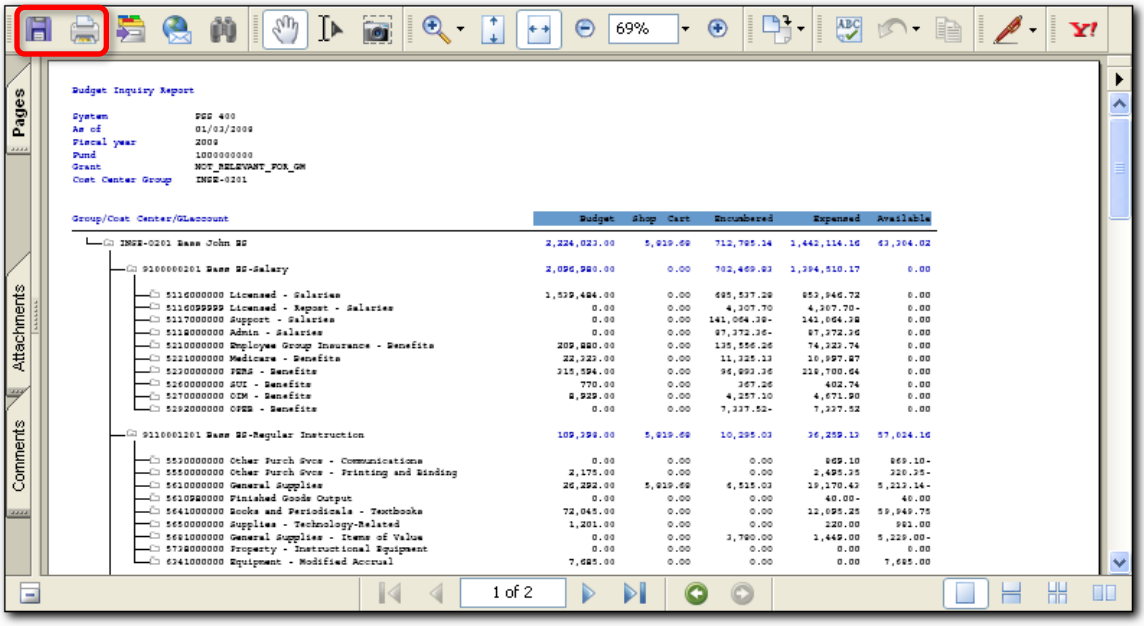
Option	Result
Print View	Generates a report of only the currently expanded Cost Centers.
Print entire hierarchy	Generates a report of the entire Cost Center Group. It is not necessary to expand the entire Cost Center Group prior to selecting this option.
Print preview of view	Displays a report of only the currently expanded Cost Centers.
Print preview of entire hierarchy	Display a report of the entire Cost Center Group. It is not necessary to expand the entire Cost Center Group prior to selecting this option.

2. Verify that the ***Output Device*** field displays the default ***Z_PDF_DISPLAY***. If it is not displayed, contact the Help Desk at 799-3300 or WAN 0099-3300, opt. 1.



3. Click on the ***Continue*** button (green check) at the bottom left side of the screen to generate the PDF report file.

4. The Budget Inquiry Report is created as a PDF document and displayed on the screen. Click the ***Print*** or ***Save*** icons at the top of the screen.

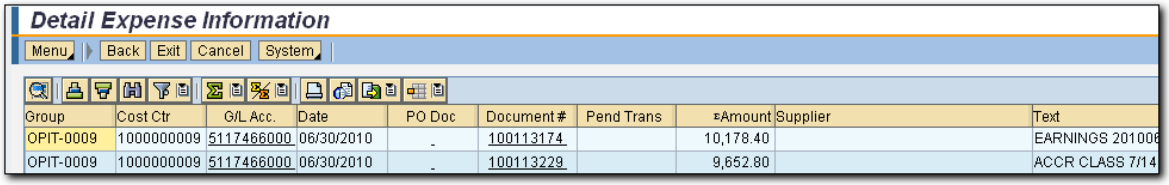


EXPORTING DATA TO EXCEL

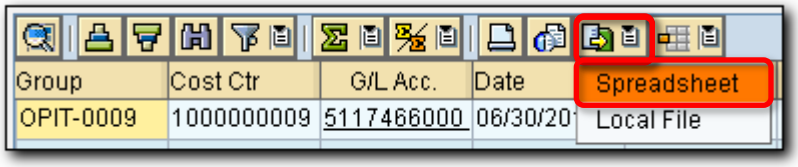
SAP offers the ability to export blocks of data to an Excel spreadsheet. This will help with reconciling and tracking items that have been received.

When exporting information, the user must determine what type of detail data is to be used. By accessing ***Detail Information*** it is possible to export that information for manipulation with Excel.

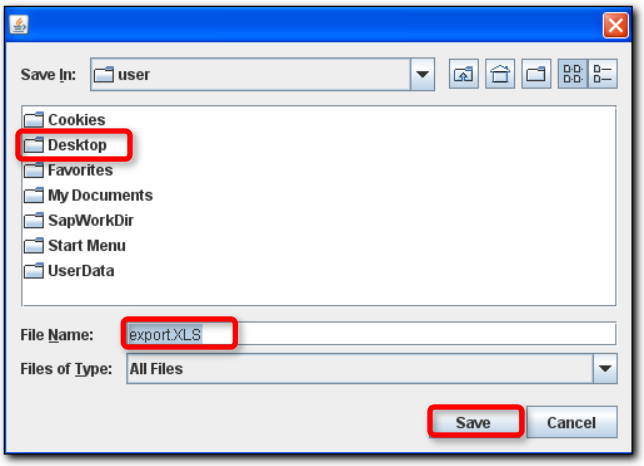
1. Access any of the detail screens for Cost Centers or G/L Accounts.



2. Click the ***Export*** button, and choose ***Spreadsheet***.



3. Change the ***Save In*** location to Desktop.
4. Enter a new file name by placing the cursor before the ***.XLS*** in the ***File Name:*** field.
5. Click the ***Save*** button. You are returned to the Detail Information window.



The Excel file containing the exported information opens immediately.

ADDITIONAL BUDGET RECONCILIATION TOOLS

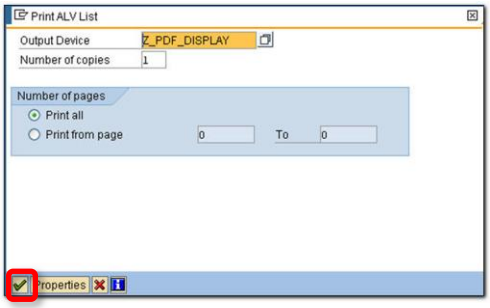
It is possible to print and export budget reconciliation information. The following sections will show you how.

PRINTING THE RECONCILIATION REPORT

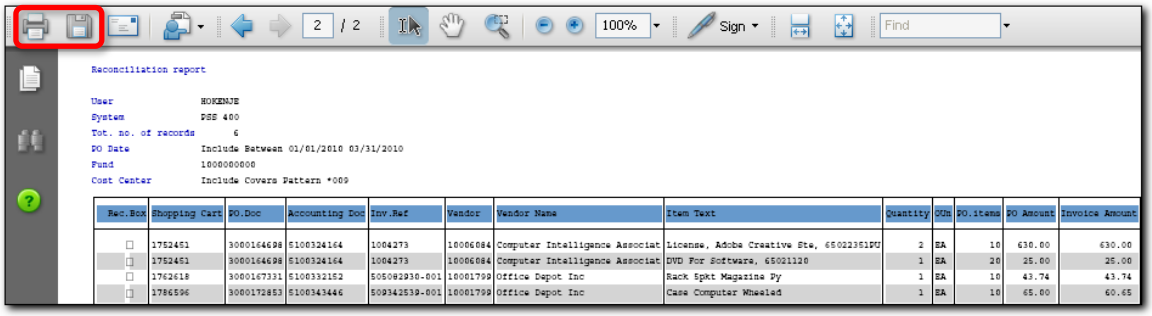
To print the Reconciliation Report you must generate the report for the required information.

1. Click the ***System*** button (located at the top of the report window) and select ***Print*** from the dropdown menu. The ***Print ALV List*** window displays.

2. Click the ***Continue*** button (green check) located at the bottom of the ***Print ALV List*** window. The report will generate using Adobe Acrobat.



3. The Reconciliation Report is created as a PDF document and displayed on the screen. Click the ***Print*** or ***Save*** icons at the top of the screen.



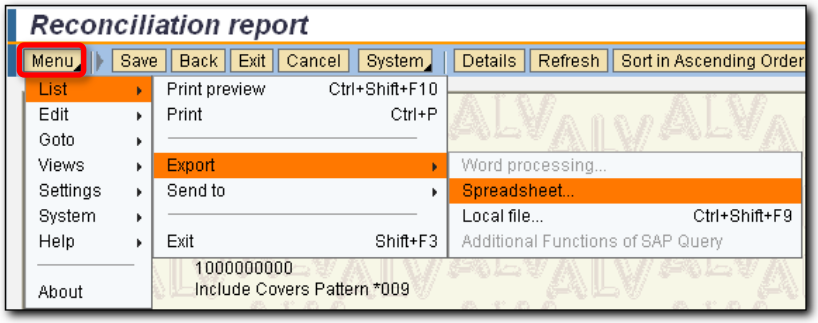
EXPORTING DATA TO EXCEL

Exporting data to an Excel spreadsheet is a feature available with the SAP Reconciliation Report. This feature will assist with tracking items that have been received.

When exporting information, you must determine what type of data is needed. The Reconciliation Report data is determined when entering the ***Selection criteria*** and ***Account Assignments***.

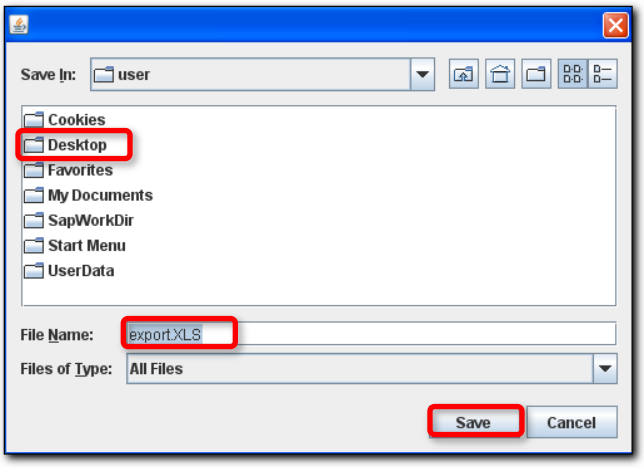
To export the Reconciliation Report you must generate the report for the required information.

1. Click the ***Menu*** button, and select ***List*** > ***Export*** > ***Spreadsheet***.



The message, "***Please wait. You will automatically be forwarded. This page had to be included for technical reasons."*** appears.

2. Change the ***Save In*** location to Desktop.
3. Enter a new file name by placing the cursor before the ***.XLS*** in the ***File Name:*** field.
4. Click the ***Save*** button. You are then returned to the Detail Information window.



The Excel file containing the exported information will open immediately.