

Date: July 16, 2009
To: Budget to Actual Users
From: Gordon Thyberg, Director of Budgeting
Subject: Budget to Actual Report Enhancement and Training

The Budget to Actual Report is the most common SAP report used across campus. We have enhanced this report to expand its usefulness and would like to introduce you to the two new features:

- Making the Budget to Actual Report functional across multiple years, which is especially useful for multi-year funds. Multi-year funds are those that end in 00.
- Allowing actuals to be compared between fiscal years.

These two changes are available by using new layouts and will not affect your usual layouts for fiscal year funds. Fiscal year funds are those that end in a fiscal-year number such as 09 or 10.

If you'd like hands-on instruction to learn the complete functionality of the Budget to Actual report, the Budget Office staff will offer training during the first two weeks of August. On our website you'll find [registration for the 1½-hour training sessions](#). Also on our site is a [new Budget to Actual instructional document](#).

In more detail:

The first enhancement makes the Budget to Actual Report functional across multiple years. The *default* layout in the program has not changed, but a new layout (/00MULTIYR) can display the additional columns suited to viewing a multi-year fund.

The second enhancement produces a comparison of actual revenues and expenditures from any specific year (2005 or later) to the year before it, selectable by period(s) and fiscal years. A new layout (/00TWOYRCOM) displays additional columns for the prior-year's actuals and the differences between the two years.

For both enhancements, the new columns have no drilldown since they are totals only:

<i>APY Budget</i>	This column is the total of budget from all prior years.
<i>Total Budget</i>	This column is calculated by adding prior years' budget to revised budget.
<i>APY Actual</i>	This column is the total of actuals from all prior years.
<i>Prior Year Actuals</i>	This column displays the amount spent in the prior year for the period(s), commitment item(s), and/or GL account(s) entered in the selection criteria.
<i>PYA CYA Difference</i>	This column displays Prior Year Actuals minus Current YTD Actuals.

The Budget to Actual modifications will become operational in SAP on July 20, 2009. If you have any questions, please call the Budget Office at 245-2376 or email budget@txstate.edu.