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:

```
Over Budget Detail Report
```

<table>
<thead>
<tr>
<th>Fund</th>
<th>to</th>
<th>Fund Center</th>
<th>to</th>
<th>Funded Program</th>
<th>to</th>
<th>Commitment Item</th>
<th>to</th>
<th>Commitment Item Group</th>
<th>to</th>
<th>Grant Number</th>
<th>to</th>
<th>Layout</th>
</tr>
</thead>
</table>

**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:

<table>
<thead>
<tr>
<th>Fund</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Center</td>
<td>1320000000 to 1320999999</td>
</tr>
<tr>
<td>Funded Program</td>
<td>to</td>
</tr>
<tr>
<td>Commitment Item</td>
<td>to</td>
</tr>
</tbody>
</table>

- Or use a wild card for your fund centers:

<table>
<thead>
<tr>
<th>Fund</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Center</td>
<td>132* to</td>
</tr>
<tr>
<td>Funded Program</td>
<td>to</td>
</tr>
</tbody>
</table>

- One at a time:

<table>
<thead>
<tr>
<th>Fund</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Center</td>
<td>1320120000 to</td>
</tr>
<tr>
<td>Funded Program</td>
<td>to</td>
</tr>
<tr>
<td>Commitment Item</td>
<td>to</td>
</tr>
</tbody>
</table>

- Grant Range:

<table>
<thead>
<tr>
<th>Fund</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Center</td>
<td>1320000000 to 8999999999</td>
</tr>
<tr>
<td>Funded Program</td>
<td>to</td>
</tr>
<tr>
<td>Commitment Item</td>
<td>to</td>
</tr>
<tr>
<td>Grant Number</td>
<td>8000000000 to 8999999999</td>
</tr>
<tr>
<td>Layout</td>
<td>to</td>
</tr>
</tbody>
</table>
Step 3:
Execute the report:
Hit the button.

Screen shot of report once executed:

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)

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Fund</th>
<th>Fund Name</th>
<th>Fund Center</th>
<th>Fund Center Name</th>
<th>Funded Program</th>
<th>Commit</th>
<th>Commit item</th>
</tr>
</thead>
<tbody>
<tr>
<td>06172008</td>
<td>2000021008</td>
<td>Indirect Cost</td>
<td>1320170050</td>
<td>Sociology-Rsch</td>
<td>80000000260</td>
<td>670080</td>
<td>Faculty Salaries</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Fund</th>
<th>Fund Name</th>
<th>Fund Center</th>
<th>Fund Center Name</th>
<th>Funded Program</th>
<th>Grant Number</th>
<th>Grant Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>06212008</td>
<td>8000521000</td>
<td>Private/Public Service</td>
<td>1320120000</td>
<td>Geography</td>
<td>80000000831</td>
<td>GEOGRAPHY IMPORTANT</td>
<td></td>
</tr>
<tr>
<td>06212008</td>
<td>8000521000</td>
<td>Private/Public Service</td>
<td>1320120000</td>
<td>Geography</td>
<td>80000000831</td>
<td>GEOGRAPHY IMPORTANT</td>
<td></td>
</tr>
</tbody>
</table>

In this example what you are seeing is:
- This account went negative on 8-21-2008 (level 1).
- The grant account is 8000521000 / 80000000831.
- 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:

![Error Message 1]

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

![Error Message 2]

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:

![Error Message 3]

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:

![Error Message 4]

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

![Error Message 5]
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.

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.

![Image of Change Layout Window](image)

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