Display Budget Entry Documents

SAP Transaction
FMEDDW

Purpose
This report displays budget activity for an account by fiscal year.
Step 1
Run the FMEDDW transaction in SAP with the following criteria:
- Budget Category: 9F
- Fiscal Year
- Fund
- Funds Center

Additional criteria such as specific commitment items may be used to narrow the search.

Image 1
Step 2

Your initial results will appear such as in Image 2.

For a more organized view you can subtotal by any column, for example by commitment item as seen in Image 3. To subtotal, click to highlight the Commitment Item column and then select the subtotal icon. 

Subtotaled by Commitment Item.
Double-click on an Entry Document number to drill down and view detailed information on that transaction.

<table>
<thead>
<tr>
<th>Document</th>
<th>Status</th>
<th>Posted</th>
<th>DocumentYear</th>
<th>FM Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>11B8888748</td>
<td>Total Sender</td>
<td>14,888.88</td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td>Process</td>
<td>Total Receiver</td>
<td>14,888.88</td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td>BCS Value Type</td>
<td>Payment</td>
<td>Version</td>
<td>Fiscal Year</td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td></td>
<td></td>
<td>2008</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Drilldown Detail**

**Image 4**

### Additional Reporting Functionality
To accomplish these functions use the following report parameters along with your account numbers.

#### Identify Permanent Budget
**Report Parameters:**
- Budget Category: 9F
- Fiscal Year
- Budget Type: PERM
- Fund
- Funds Center

#### Identify which Funds are Mapped to a Fund Center
**Report Parameters:**
- Budget Category: 9F
- Fiscal Year
- Funds Center

With the fund parameter left blank, the report will display all funds containing budget that are linked to the funds center you enter.

#### Identify Carryforward Transactions
**Report Parameters:**
- Budget Category: 9F
- Fiscal Year
- Entry Document Type: YEBB
- Fund
- Funds Center
**Verify Revenue Budgets**

*Report Parameters:*
- Budget Category: 9F
- Fiscal Year
- Entry Document Type: AUGM
- Fund
- Funds Center
- Commitment Item: 64* (used to view Revenue Budget only)

**Check for Preposted Documents**

*Report Parameters:*
- Budget Category: 9F
- Fiscal Year
- Document Status: 2 (Preposted)
- Fund
- Funds Center

**TIP:** View our instructional document on [SAP Reporting Fundamentals](#) for additional information about viewing, arranging, and manipulating data in everyday reports and transactions in SAP. These instructions and many others are located on the [Budget Office website](#).