

## Budget vs Actual Reporting

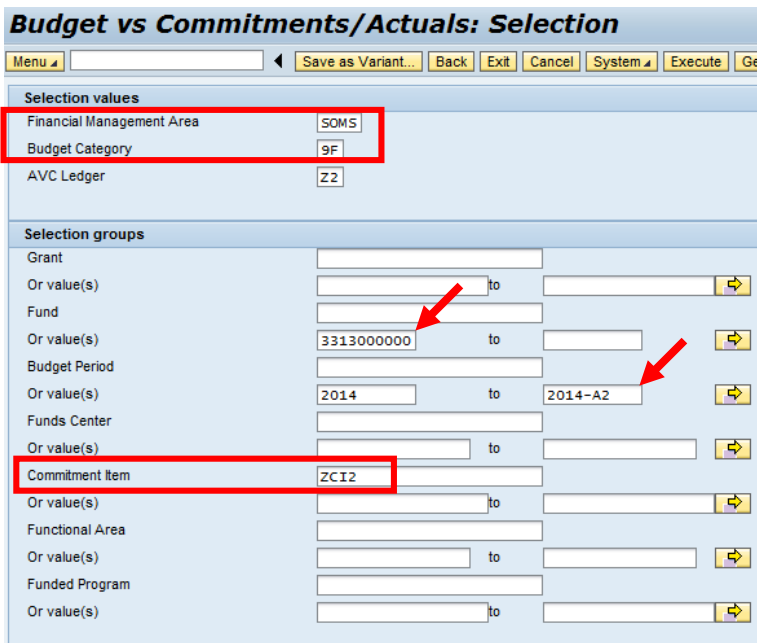
This report provides beginning budget, commitments (totals and by type), actuals, and available budget. When using this report, users should note that budgets are set at the 6 digit appropriation unit level, while commitments and actuals are at the 8 digit program level.

**Note: This report captures expenditures for non budgeted funds. Depending on what level the report is run (e.g., functional area), the user may need to manually exclude expenditures for non budgeted funds.**

**Either of the following options can be used to run this report:**

- ZFFM\_BUD\_VS\_AC\_COMM (FM Budget versus Actual Commitment)
- GR55 – Report Group ZFM9

1) Enter ZFFM\_BUD\_VS\_AC\_COMM T-Code:



**Budget vs Commitments/Actuals: Selection**

Menu ◿ ◀ Save as Variant... Back Exit Cancel System ◿ Execute Get

**Selection values**

Financial Management Area	SOMS
Budget Category	9F
AVC Ledger	Z2

**Selection groups**

Grant			
Or value(s)		to	
Fund			
Or value(s)	3313000000	to	
Budget Period			
Or value(s)	2014	to	2014-A2
Funds Center			
Or value(s)		to	
Commitment Item	ZCI2		
Or value(s)		to	
Functional Area			
Or value(s)		to	
Funded Program			
Or value(s)		to	

- a) Set Financial Management Area to “SOMS”, Budget Category to “9F”, and Commitment Item to “ZCI2”. The AVC Ledger can be set to Z1, Z2, or Z3 levels.
- b) Although users can specify any combination of grant, fund, budget period, funds center, commitment item, functional area, or funded program, it is recommended that at a minimum users specify the budget period and any other applicable selections. In this example, the AVC Ledger was set at Z2 and the budget period and fund were specified.

2) The Budget vs Actuals Report is generated for the fund and budget periods selected.

Funds Center/Commitment Item	Current Budget	Shopping cart	Purchase Order	Fund Reservation	Parked	Total commitments	Actuals	Available Budget
** CmtItem	422,235.38						99,902.05	322,333.33
= 60000 Salaries wages							80,880.16	80,880.16
= 6000000 Salaries & wages - EFT							80,880.16	80,880.16
= 61000 Services							180,782.21	180,782.21
61420000 Equipment Rental							59.64	59.64
61600000 Inter-agency Fees							209,442.00	209,442.00
61650000 Contract wrkr PR EFT							36,034.44	36,034.44
61625000 Ctr wrkr PR Mtch EFT							8,314.50	8,314.50
61700000 Bank & Credit Card							10,578.20	10,578.20
61830000 Software - Out vend							1,050.00	1,050.00
61848000 Maint IT Eq Out vend							547.60	547.60
61850000 Payments to ITS							2,983.71	2,983.71
** NRCI	422,235.38							422,235.38
** NRCI NOT RELEVANT - AVC ONLY	422,235.38							422,235.38

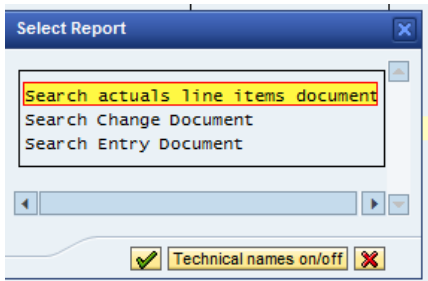
Definition of Terms:

- Funds Center – contains budget in Magic
- Commitment Item – budgetary equivalent of GL codes
- Current Budget – original budget +/- revisions
- Shopping Cart (SC) – approved requisitions
- Purchase Order (PO) – approved purchase orders
- Funds Reservation (FR) – mechanism for reserving budget
- Parked – documents pending final approval in workflow
- Total Commitments – total of SC, POs, FR, and Parked
- Actuals – cash and accrued expenditures
- Available Budget = Current Budget - Total Commitments - Actuals

a) Users can use the “Variation: Characteristics” on the left hand side of the report to further filter data based on Budget Period, Functional Area, Fund, Grant, and/or Funded Program. By selecting Budget Period and then choosing 2014-A2, the user is able to filter the information to only the 2014-A2 budget period that have posted since July 1, 2014. The results of this selection are displayed below.

b) The Current Budget when selecting the “2014 Budget Period for FY2014” should equal the sum of the outstanding encumbrances (LED/AEXA Outstanding Encumbrances) and available budget (LED/AEXA Available Amount) amounts on the SAAS June 30, 2014 A507 Hierarchy Organization Budget Report.

- c) Users can drill down to view additional details by double clicking on any of the given amounts. Select the “Search Change Document” or “Search Entry Document” when drilling down for budget details, and “Search Actual Line Items Document” when drilling down for commitment or actual details.



- d) The following is the drill down when the \$99,902.05 was selected under Actuals in the above view

**Document Journal**

Menu | Back | Exit | Cancel | System | Choose | Details | Sort in Ascending Order | Sort in Descending Order | Set Filter | Total | Print Preview | Local File... | Mail

**Document Journal**

FM Area: SOMS  
 Year Commitment Item:  
 Commitment Item: 60000 ...  
 Funds Center:  
 Fund: 3313000000  
 Budget Period: 2014-A2  
 Layout: OSAPSTANDARD  
 User: JF555828  
 Date/Time: 09/05/2014 11:24:25

RefDocNo	Item	Value type	Amt type	Prd	FM pstg d.	Commt bdgt	Pynt Bdgt	Cmmt Item	Funds Center	Fund	G/L Acc	CoCo...	Customer	Vendor	Stat.Ind
100014225	5	Invoices	0100	2	08/28/2014	0.00	80,880.16-	60001000	1130320001	3313000000	60001000	SOMS			
100014237				2		0.00	45,867.94-	61610000	1130320001	3313000000	61610000	SOMS			
100014240				2		0.00	10,620.22-	61625000	1130320001	3313000000	61625000	SOMS			
100014428				2	08/29/2014	0.00	2,983.71	61850000	1130320001	3313000000	61850000	SOMS			
1700000350	9			2	08/04/2014	0.00	105.00	61600000	1130320001	3313000000	61600000	SOMS		4000001601	
	15			2		0.00	8.55	61600000	1130320001	3313000000	61600000	SOMS		4000001601	
1700002184	2			2	08/13/2014	0.00	865.59	61600000	1130320001	3313000000	61600000	SOMS		4000001601	
	3			2		0.00	16,129.36	61600000	1130320001	3313000000	61600000	SOMS		4000001601	
	4			2		0.00	14,660.56	61600000	1130320001	3313000000	61600000	SOMS		4000001601	
	5			2		0.00	22,458.19	61600000	1130320001	3313000000	61600000	SOMS		4000001601	
	6			2		0.00	570.00	61600000	1130320001	3313000000	61600000	SOMS		4000001601	

- e) As per standard MAGIC functionality, users can double click on a line item to view further details for that item.