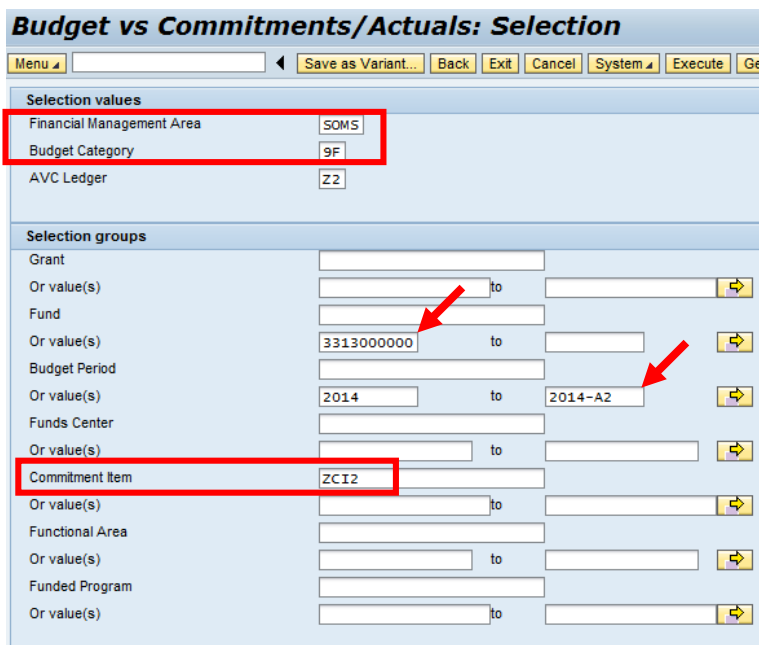# Budget vs Actual Reporting

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:

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.


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.

Select Report

```
Search actuals line items document
Search Change Document
Search Entry Document
```

✓ Technical names on/off ✗
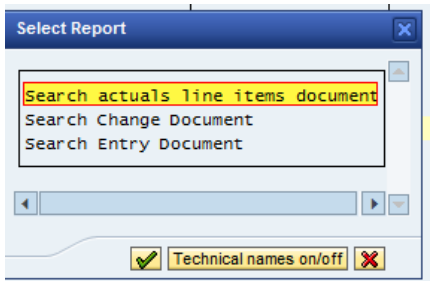
d) The following is the drill down when the $99,902.05 was selected under Actuals in the above view

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	0SAPSTANDARD
User	JF555828
Date/Time	09/05/2014 11:24:25

RefDocNo	Item	Value type	Amt type	Prd	FM pstg d.	Commt bdgt	Pymt 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.