

Introduction

Description

Execute this report to reconcile Funds Management position budget amounts against planned budget amounts. The report displays aggregated position budget amounts by Commitment Item as of a particular date for a specified Funds Center or Funded Program.

Prerequisites

- Security permissions sufficient to access/run the report

Menu Path

Central Users: BUworks Central → Reporting → Accounting (FI) → Position Budget Control (Centralized) → Funds Management / Position Budget Reconciliation Report

Distributed Users: BUworks Central → Reporting → Accounting (FI) → Position Budget Control (Distributed) → Funds Management / Position Budget Reconciliation Report

Transaction

None

Tips and Tricks

- When reviewing both the *Position Management* report (for position/employee detail) and the *Funds Management/Position Budget Reconciliation* report (for position data aggregated by **Commitment Item**), the same **Key Date** should be used to avoid inconsistencies caused by dates. Additionally, the *Position Management* report should be run by specifying **Funds Center** rather than **Master Cost Center**. Those same Funds Centers should be specified when running the *Funds Management/Position Budget Reconciliation* report.
- This report is date-driven. Keep in mind that changes related to forms that have been initiated, but have not completed workflow as of the date used to run the report, will not be displayed. The same holds true for budget adjustments that have been initiated but not posted as of the date used to run the report. Also, since this is a BW report, any forms that have completed workflow, or any budget adjustments that have been posted will not appear in the report until the following day.
- The report will include delimited positions only if those positions are active as of the specified **Key date**. The same is true of employees transferring or terminating. An employee who has transferred out of a position will no longer be displayed in the position, unless the **Key date** chosen is prior to the date of termination or transfer.
- To view only unrestricted budget data, enter "FUNDED_PROGRAM_NR" (specify without quotes) in the **Funded Program** field to exclude all other funding types. If no selection is made in this field, the results displayed will include all sources of position funding. An alternative way to achieve this same result is to run the report without specifying any value for **Funded Program**. Once the report has run, add the **Budget Funded Program** Free Characteristic and filter to show only FUNDED_PROGRAM_NR.
- Unlike many other BW reports, there is no option to drill down on the budget or the actuals to see further details. Users will need to use other reports, especially the *Position Management* report, to access the details related to the totals that appear on this report.
- Executive payroll data is not included in this report.
- Stipend Amount does not correspond to any cost objects and has been included in this report for informational purposes only.

- Note that some **Commitment Items** may have associated actuals even though they have no budget (temporary positions, for example). If you filter as the preceding tip suggested, the corresponding actuals will not be displayed.
- The default value for **FM Document Status** in the Variable Entry screen is to include only posted and preposted-posted budget adjustments. This prevents preposted (parked budget adjustments not yet posted) and preposted-undone (preposted adjustments cancelled before they were posted) budget adjustments from appearing in the report, since they have not been posted to the Funds Management budget. It may be helpful at times to include *preposted* in this field when, for example, the area is anticipating an adjustment that the Budget Office has initiated but has not yet posted.
- This report displays actuals as well as the position and Funds Management budgets. Comparing the actuals to the budgets is a good way to spot mismatches between a position and a person.
- Adding the Free Characteristic **Fiscal Period/Year** provides a view of FM budget adjustments, if any.
- The Budget Office only budgets certain types of positions. The purpose of this report is to compare the budgeted positions with their corresponding Funds Management budgets. There may be times when you want to filter **Commitment Item** to show only those items with a position budget. If so, use these values: 500010; 500012; 500020; 500022; 500025; 500030; 500100; 500110; 500120; 500130; 500140; 500150; 500210; 500220; 500250; 500260; 500310; 500315; 500350; 500360. You may find it helpful to create a variant to avoid having to repetitively enter these values. Variants are described in the online help document [BW How to - Save and Use a Variant](#)
- Instructions calling for a mouse right-click can be executed on a Macintosh computer with a one-button mouse by holding down the **CTRL** key while clicking.

Help Guides Referenced in this Document

- [BW How to Run - Position Management report](#)
- [BW How to - Add, Remove, or Move a Column in a Report](#)
- [BW How to - Filter Report Data](#)
- [BW How to - Save and Use a Variant](#)
- [BW How to – Save and Use a View](#)
- [BW How to - Hide or Show a Key Figure](#)

Procedure

Executing the Report

1. Click on the Portal link to start the report. The **Variable Entry** screen is displayed.
2. Enter selection criteria via the Variable Entry screen.

Variable Entry

Available Variables: Save Save As... Delete Show Vari

General Variables		
Variable	Current Selection	Description
* Key Date	02/12/2013	02/12/2013
Funded Program		
Funds Center		
Commit Item		
FM Document Status	1; 3	Posted; Preposted posted
Version (Default 0)	0	0 Plan/actual version

OK Check

The sole required field is **Key Date**, the date for which a snapshot of active positions is returned. This date is specified as a calendar date in the syntax mm/dd/yyyy (two digits for month; two digits for day; four digits for year).

Refer to [Tips and Tricks](#) for information on specifying values for other characteristics in the Variable Entry screen.

Click **OK** to run the report.

Sample Output – Initial View¹

			► FM Budget - 000	► Position Recurring Budget**	▼ Current Year FM Variance**	► Recurring Budget Variance**	► Actuals**
Budget Funds Center ▲		Commitment item ▲	\$	\$	\$	\$	\$
	500010	FACULTY FULL TIME	626,941	1,619,580	(992,639)	(991,379)	1,311,707.51
	500020	FACULTY PART TIME	56,627	130,980	(74,353)	(74,353)	107,545.85
	500100	POST DOC EXEMPT		945,474	(945,474)	(945,474)	200,672.75
	500110	ACADEMIC RESCH EXMPT		378,430	(378,430)	(378,430)	267,768.95
	500199	Uncomm Salary, I&R	(35,671)	0	(35,671)	(35,671)	
	500210	Prof Staff FT	245,729	900,068	(654,339)	(651,268)	416,044.24
	500280	Additional Comp Supp		0	0	0	605.69
	500299	Uncomm Sal, Supp St	600	0	600	600	
	500540	TEMP/CAS EES-NE		43,679	(43,679)	(43,679)	
	860201	FRINGE ALLOC INTERNL	298,905	0	298,905	300,791	
Overall Result			1,353,548	4,765,356	(3,411,808)	(3,403,110)	2,605,135.93

FM Budget - 000	FM Recurring Budget**	FM Non-Recurring Budget**
\$	\$	\$
3,536,700	3,502,650	34,050
8,150		8,150
922,877	853,650	69,227
220,999	221,753	(754)
4,688,726	4,578,053	110,673

Note: the triangle to the left of the **FM Budget – 000** Key Figure indicates this column is displayed as a hierarchy. Click the triangle to expand the column to reveal the two elements that make up the total **FM Budget: FM Recurring Budget** and **FM Non-Recurring Budget**.

Click the triangle again to hide the two columns.

¹ Data in this report have been blurred deliberately.

Understanding the Report's Key Figures²

Key Figure	Definition	Data Source
FM Budget - 000	Version 0 of FM budget. This is the budget amount.	Funds Management
FM Recurring Budget	Base budget.	Funds Management
FM Non-Recurring Budget	Incremental or one-time budget amounts.	Funds Management
Position Recurring Budget	The ongoing (approved) budget commitment for a position for a full year.	Infotype 9100
Current Yr Budget Variance	Variance between Current Year Position Budget (amount planned to be paid this year) and FM Budget amounts. Refer to Understanding the Variance Calculations for more information.	Calculation
Recurring Budget Variance	Variance between Recurring Budget and FM Budget amounts. Refer to Understanding the Variance Calculations for more information.	Calculation
Actuals	The salary dollars spent to date on a position from the start of the Fiscal Year through the specified Key Date .	Payroll actuals

Additional Key Figures

The following Key Figures are not displayed in the initial report layout, but they can be added to the display. Refer to the Help guide [BW How to - Hide or Show a Key Figure](#) for instructions on adding any of these hidden Key Figures to your report.

Key Figure	Definition	Data Source
Stipend Amt	The approved amount for a secondary administrative appointment.	Infotype 9100
Total Planned Compensation	Planned compensation for year. This includes both base pay and any stipend amounts.	Infotype 9100
Position Current Year Budget	Amount a given position will earn in the current year. This is the prorated amount calculated based on (1) time period left in current year; (2) % time worked; and (3) assignment duration.	Infotype 9100

² Key Figures are the metrics within a report; the concrete, measurable quantities that are objects of business analysis and are described by Characteristics within the report.

Report Characteristics

It is possible to add characteristics to, or remove characteristics from, the initial display by dragging them in or out of the report. Refer to the online help document [BW How to - Add, Remove, or Move a Column in a Report](#) for details on bringing in or removing characteristics from a report.

Characteristic	Description
Budget Funds Center	Planned budget associated with a particular Funds Center.
Commitment item	Commitment Items represent budget classifications of revenues and expenditures in the Funds Management Module. Commitment items are linked to the GL account in FI and the revenue and cost elements in CO. With this linkage, transactions posted to the GL account or revenue or cost elements are automatically posted to FM. Commitment items can also be arranged in a multi-level hierarchy where the top nodes are defined for reporting and/or controlling levels.
Free characteristics	Description
Budget Funded Program	Planned budget associated with a particular Funded Program (source IT1018)
Cost Center	Funds/Cost Center is an organizational unit to which budget can be assigned and revenue/expenses are collected. The 1st digit of the Funds/Cost Center identifies the Business Area the account is associated with it. The 2nd & 3rd digits are the Unit Number for the entity (for questions on Business Area and Unit Number, see their respective definitions).
Fiscal Year/Period	Fiscal period and year during which Actuals posted.
Fund	Monies which are managed separately for specific purposes. Fund types include, but are not limited to: General University; Sponsored Funds; and Gift and Endowment Funds.
Funded Program	Internal Order / Funded Program / Sponsored Program is an account that collects revenues and expenses for a specific purpose. These accounts are typically open for more than one fiscal year and unused funding carries forward from year to year.
Funded Program Type	Used to categorize Funded Programs, primarily to facilitate easier reporting. The Funded Program Type is two digits long composed of the 2nd & 3rd digit of the Funded Program number. Most common Funded Program Types at Boston University are: 09 = Designated Accounts, 25 = Spendable Endowment Accounts, 30 = Gift Accounts, 50 = Federal Grants, 55 = Non-Federal Grants.
Grant	Contains terms and conditions for the control, use, reporting and reimbursement of sponsor funding.
Net Asset Class	Indicates type of funding.
Order	Internal Order / Funded Program / Sponsored Program is an account that collects revenues and expenses for a specific purpose. These accounts are typically open for more than one fiscal year and unused funding carries forward from year to year.
WBS Element	Account type used to identify and track capital projects. Each WBS Element is 10 characters long, beginning with an alpha character followed by a '.' then the remaining 8 characters (example: R.000093.1). The alpha character denotes type of project being completed (A = Acquisition, C = New Construction, I = IS&T System, R = Renovation / Repair, S = Space Change).

Understanding the Variance Calculations

Recurring Budget Variance

For a particular position category (the category is indicated by **Commitment Item**), this is the difference between the *FM Budget* - the budget amount allocated to your Funds Center – and the *Position Recurring Budget*. Red highlighting indicates the allocated budget is less than the planned recurring budget amount. That is, if spending proceeds at the planned rate, your budget will be overspent.

Commitment item		FM Budget - 000	Position Recurring Budget	Position Recurring Budget Variance
		\$	\$	\$
500010	FACULTY FULL TIME	3,536,700	3,719,300	(182,600)
500100	POST DOC EXEMPT	8,150	1,233,538	(1,225,388)
500110	ACADEMIC RESCH EXMPT		155,000	(155,000)
500210	EXEMPT FULL TIME	922,877	1,421,700	(498,823)
500250	NON EXEMPT FULL TIME	220,999	295,164	(74,165)
		4,688,726	6,824,702	(2,135,976)

Current Year Budget Variance

For a position category, this is the difference between the *FM Budget* and the *Position Current Year Budget*. Red highlighting indicates the allocated budget is less than the planned recurring budget amount and, if spending proceeds at the planned rate, your budget will be overspent.

Commitment item		FM Budget - 000	Position Current Year Budget	Position Current Year Budget Variance
		\$	\$	\$
500010	FACULTY FULL TIME	3,536,700	3,719,300	(182,600)
500100	POST DOC EXEMPT	8,150	1,233,538	(1,225,388)
500110	ACADEMIC RESCH EXMPT		155,000	(155,000)
500210	EXEMPT FULL TIME	922,877	1,421,700	(498,823)
500250	NON EXEMPT FULL TIME	220,999	295,164	(74,165)
		4,688,726	6,824,702	(2,135,976)

Results and Next Steps

Use the **Position Management** report to view position-level detail.