Helpful Reports

- 1. FM BOBJ Report
- 2. FM Budgets vs Actuals Summary Report
- 3. FM Budgets vs Actuals Detail Report
- 4. Cost Objects Dashboard
- 5. HCM PERNR Details

Business Objects (BOBJ) Launchpad for Funds Management

The SIMBA Team went over this report in July of this year. Here is the link to the recorded session. They begin to discuss this report at the 1:37:45 mark.

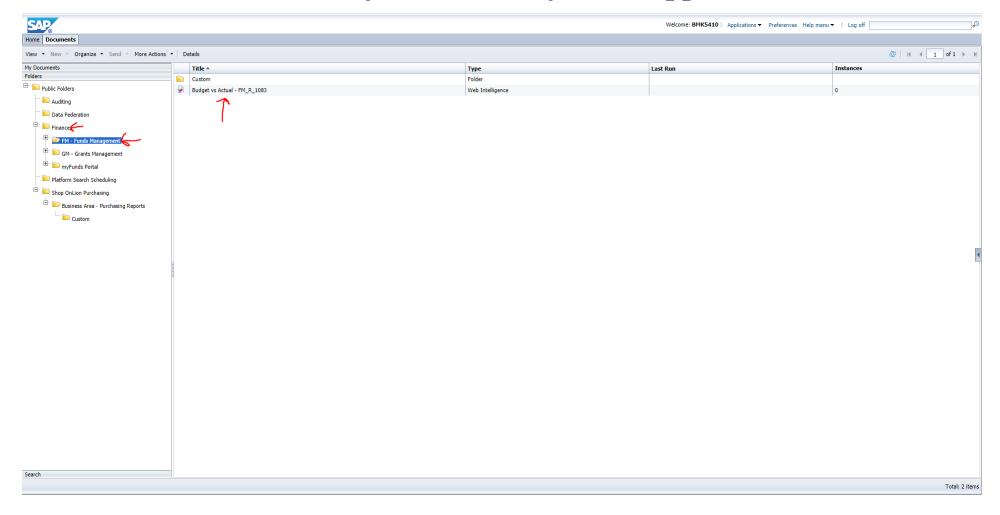
https://psu.mediaspace.kaltura.com/media/July+24%2C+2020+SIMBA+Session/1 ygia13ls

There are enhancements coming from the SIMBA reporting team to give these reports more detail. Like text, descriptions, etc. I heard this from a BOBJ listening session on 9/10, here's the link: https://psu.zoom.us/rec/play/WPGbsbm23qmj6mE-NOeiQCbHn7AkLAAyL-thUoqou7O-ZzXRtc5-S8MyLltgxb7Vp8QeQgshQdUBTOG.bgPLRD8IWAuf F7O?continueMode=true

Find the 'Business Objects Launchpad' tile:

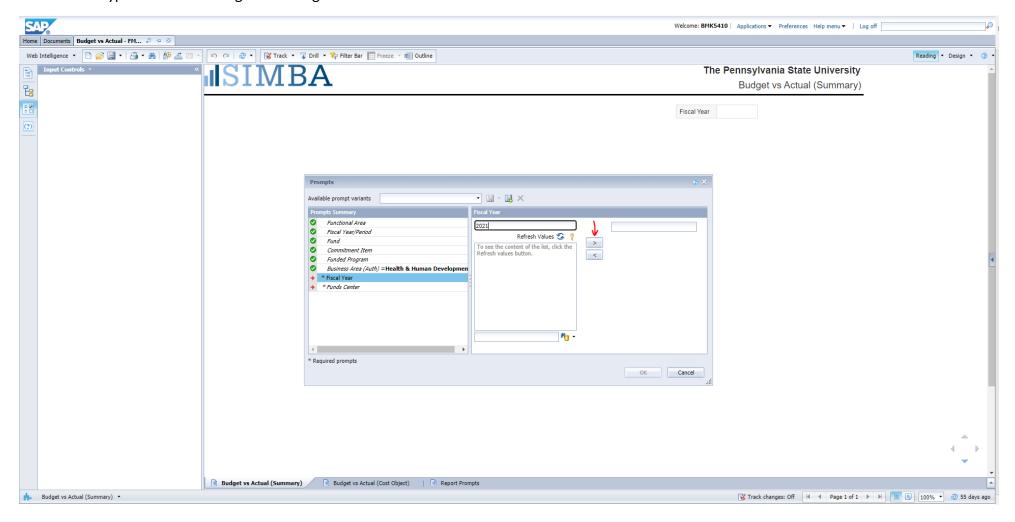


Next screen you will see the Public Folders, including those folders that you have access to. Your access maybe different than others. We want to select the Finance folder, then the FM – Funds Management subfolder, then Budget vs Actual – FM_R_1083:



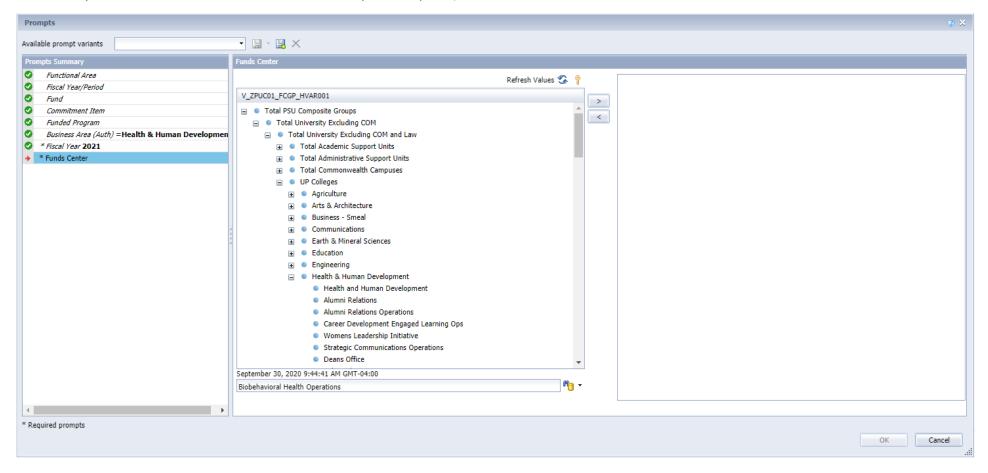
The next screen you need to add the Fiscal Year & Funds Center in the Prompts Summary column.

Fiscal Year – type 2021 then hit right arrow sign to add it:



Next, click on the Funds Center, in the Prompt Summary column. Hit the Refresh Values button> then select the little + next to Total PSU Composite Groups> + Total University Excluding COM> + Total University Excluding COM and Law> + UP Colleges> + Health & Human

Development> Select the <u>name</u> of your cost center your IO is housed under. (Quick short cut, once you hit Refresh Values button, you can type the <u>name</u> of the Cost Center (in the screen shot below, where Biobehavioral Health Operations is typed out) However, it has to be an exact match of what the system has it named, if not, it won't show up as an option)

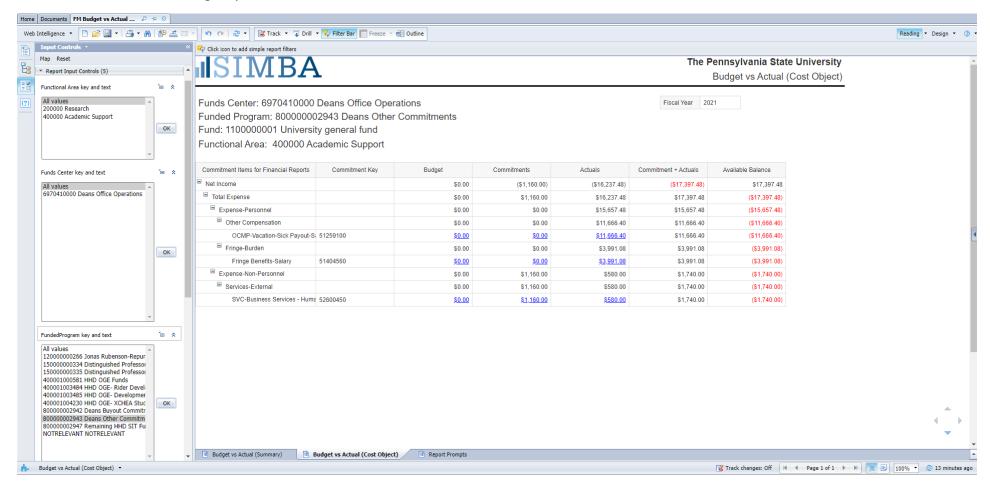


Once you find the Cost Center you are looking for, click the right arrow (like what we did in the screen shot on the prior page) and click OK at the bottom right.

This takes you to a new screen in the BOBJ report. You can select the report by Functional area, Fund Center, IO, etc. using the left hand panel.



You can also drill into Cost Object (IO) to get further detail. Select the Budget vs Actual (Cost Object) tab at the bottom and select your criteria you are. The items with the links give you more detail:



FM Budget vs Actual Summary Report

The SIMBA Team went over this report in July of this year. Here is the link to the recorded session. They begin to discuss this report at the 1:08:30 mark.

https://psu.mediaspace.kaltura.com/media/July+24%2C+2020+SIMBA+Session/1 ygia13ls

Find the FM Budget vs Actual Summary Report tile, under the FM Master Data Display and Reporting category:

Budget vs. Actual by Funds Center	Budget vs. Actual by Funded Program	Sources and Uses	Overview of AVC Data	FM Budget vs Actual Summary Report	FM Budget vs Actual Details Report	Business Objects Launchpad	All Postings (Commit & Act) All Postings	Budget Lines vs Commitment Actual Line Items
\$\$	= = \$ \$	= = \$ \$	== \$ \$	\$\$	= = \$ \$	SAP Business Object	[v=]	[2]
Commitments Line Items by Doc#	Earmarked Funds Journal	Overview of Budget Data	Display Budget Entry Documents	Drilldown for Budget Entry Documents	Display Fiscal Year Change Documents	Display Funds Commitment	Display Funds Reservation	Display Purchase Order
[2-]	[\$ <u>=</u>	\$ <u></u>	\$=1	\$ <u></u>	\$ <u>=</u> 1	\$ <u>=</u>	\$ = 0
Display Commitment Item	Display Fund	Display Funded Program	Display Funds Center	Display Commitment Item Group	Display Functional Area Group	Display Fund Group	Display Funded Program Group	Display Funds Center Group
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Alphabetical List of Commitment Items	Alphabetical List of Functional Areas	Alphabetical List of Funded Programs	Alphabetical List of Funds	Alphabetical List of Funds Centers	Cost Objects Dashboard			
A-z	A-z	A-z	A-z	A-z	© *			

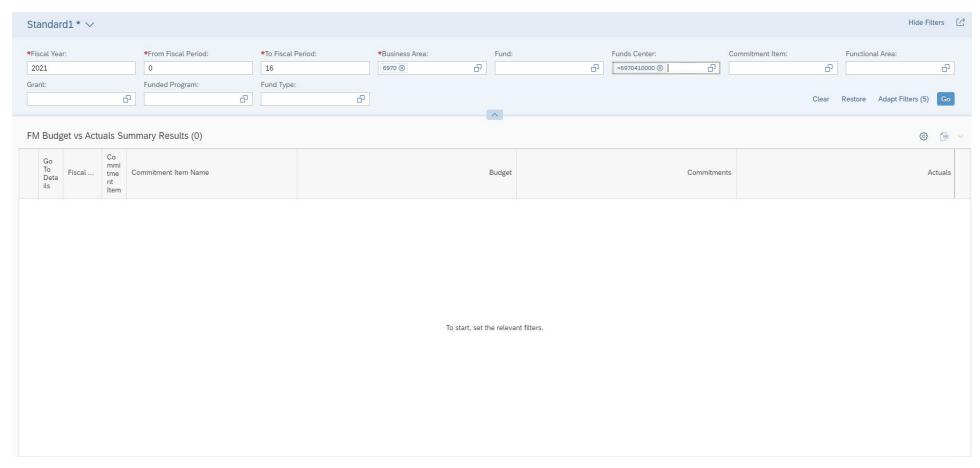
Next webpage brings you to the actual report. You are required to fill out the ones with the wildcards *

From fiscal period: 0 will represent carryforward from the prior fiscal year, at this moment, there is no carryforward loaded.

To fiscal period: 16 stands for the 12 fiscal months + 4 closing periods at the end of the fiscal year

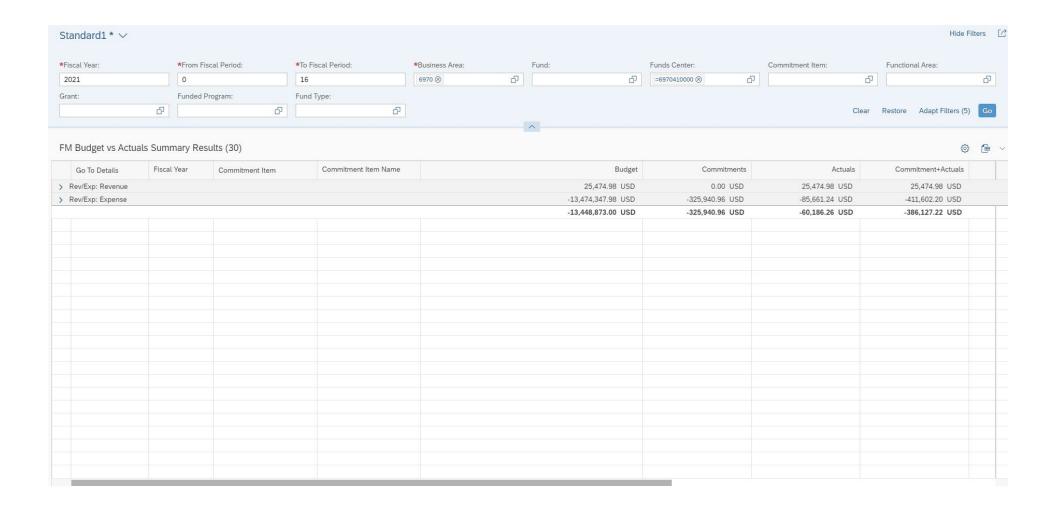
Business Area: Enter 6970

You can use any of the other criteria but the main two that will be used are <u>Funds Center - is the cost center</u> you would like to look up & <u>Funded Program - is the Internal Order</u> you would like to look up.

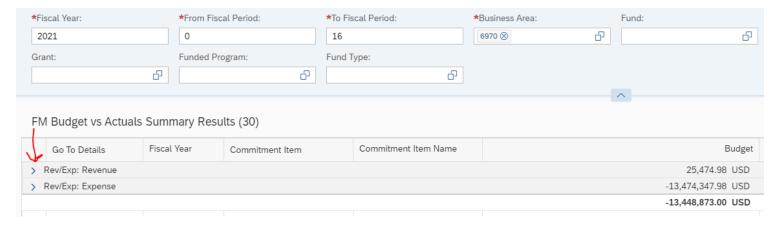


Once you get all your criteria filled out, hit the Go button

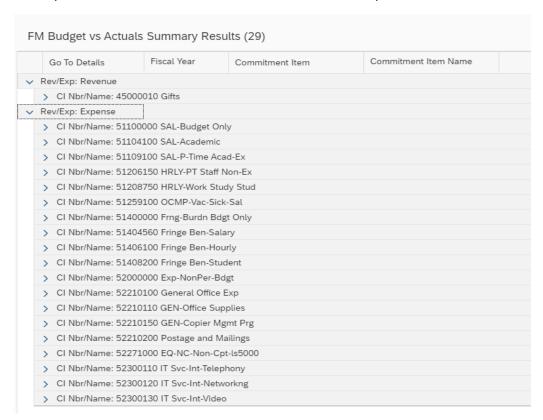
If there has been activity in the account, budgeted amount, any type of transaction, etc. you will get results that look like this:



You can drill down into each Revenue/Expense line by clicking the little carrot next in the first column of the report:



When you do drill into each line item, it well break it down by GL account.



You can drill down again on each GL account. Once you do that, you can click on the 'Go to Details' link & it will take you to the FM Budget vs Actuals Detail tile. Then you can see what makes the total amount up.

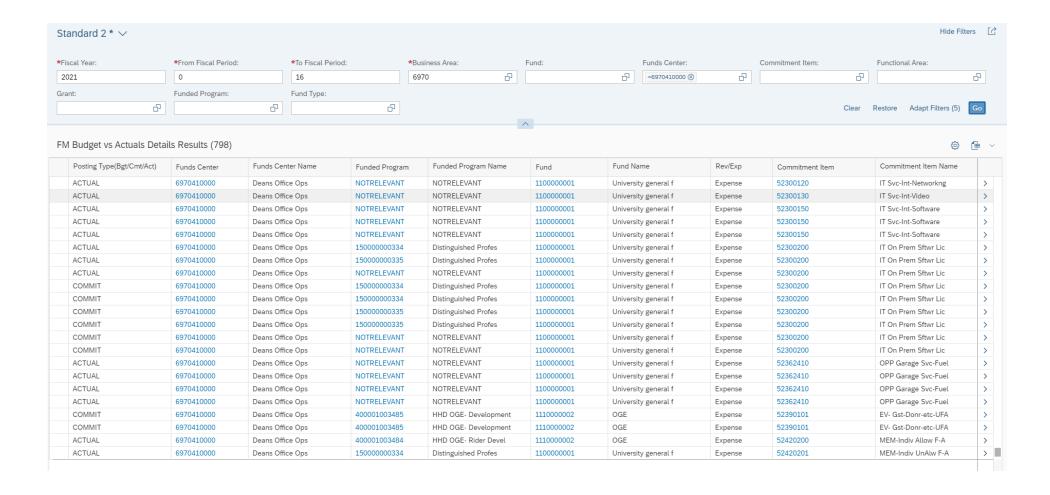
FM Budget vs Actuals Summary Results (29) Commitment Item Name Go To Details Fiscal Year Commitment Item Rev/Exp: Revenue > CI Nbr/Name: 45000010 Gifts Rev/Exp: Expense > CI Nbr/Name: 51100000 SAL-Budget Only CI Nbr/Name: 51104100 SAL-Academic SAL-Academic So to Details 2021 51104100 CI Nbr/Name: 51109100 SAL-P-Time Acad-Ex CI Nbr/Name: 51206150 HRLY-PT Staff Non-Ex > CI Nbr/Name: 51208750 HRLY-Work Study Study > CI Nbr/Name: 51259100 OCMP-Vac-Sick-Sal > CI Nbr/Name: 51400000 Frng-Burdn Bdgt Only > CI Nbr/Name: 51404560 Fringe Ben-Salary > CI Nbr/Name: 51406100 Fringe Ben-Hourly > CI Nbr/Name: 51408200 Fringe Ben-Student CI Nbr/Name: 52000000 Exp-NonPer-Bdgt CI Nbr/Name: 52210100 General Office Exp CI Nbr/Name: 52210110 GEN-Office Supplies > CI Nbr/Name: 52210150 GEN-Copier Mgmt Prg > CI Nbr/Name: 52210200 Postage and Mailings CI Nbr/Name: 52271000 EQ-NC-Non-Cpt-ls5000 CI Nbr/Name: 52300110 IT Svc-Int-Telephony > CI Nbr/Name: 52300120 IT Svc-Int-Networkng > CI Nbr/Name: 52300130 IT Svc-Int-Video CI Nbr/Name: 52300150 IT Svc-Int-Software > CI Nbr/Name: 52300200 IT On Prem Sftwr Lic > CI Nbr/Name: 52362410 OPP Garage Svc-Fuel > CI Nbr/Name: 52390101 EV- Gst-Donr-etc-UFA

FM Budget vs Actual Details Report

Find the FM Budget vs Actual Summary Report tile, under the FM Master Data Display and Reporting category:

FM Master Data Disp	lay and Reporting							
Budget vs. Actual by Funds Center	Budget vs. Actual by Funded Program	Sources and Uses	Overview of AVC Data	FM Budget vs Actual Summary Report	FM Budget vs Actual Details Report	Business Objects Launchpad	All Postings (Commit & Act) All Postings	Budget Lines vs Commitment Actual Line Items
= = \$ \$	= = \$ \$	== \$\$	= = \$ \$	== \$\$	== \$\$	SAP Business Object	[A]	[-]
Commitments Line Items by Doc#	Earmarked Funds Journal	Overview of Budget Data	Display Budget Entry Documents	Drilldown for Budget Entry Documents	Display Fiscal Year Change Documents	Display Funds Commitment	Display Funds Reservation	Display Purchase Order
[] - [] -	[2]	\$ <u>=</u> 1	\$ <u>=</u> 1	\$= 	\$ <u>=</u>	\$=	\$=	\$= <u> </u>
Display Commitment Item	Display Fund	Display Funded Program	Display Funds Center	Display Commitment Item Group	Display Functional Area Group	Display Fund Group	Display Funded Program Group	Display Funds Center Group
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This is just like the FM Budget vs Actual Summary report. Fill out the criteria that fits your needs, then click Go. Once the report loads, it will show you detail line items



This gives you all the entries for the time frame that was put in the From and To date. If you want to look at a specific month, make sure you change the time frame, it narrows the search down.

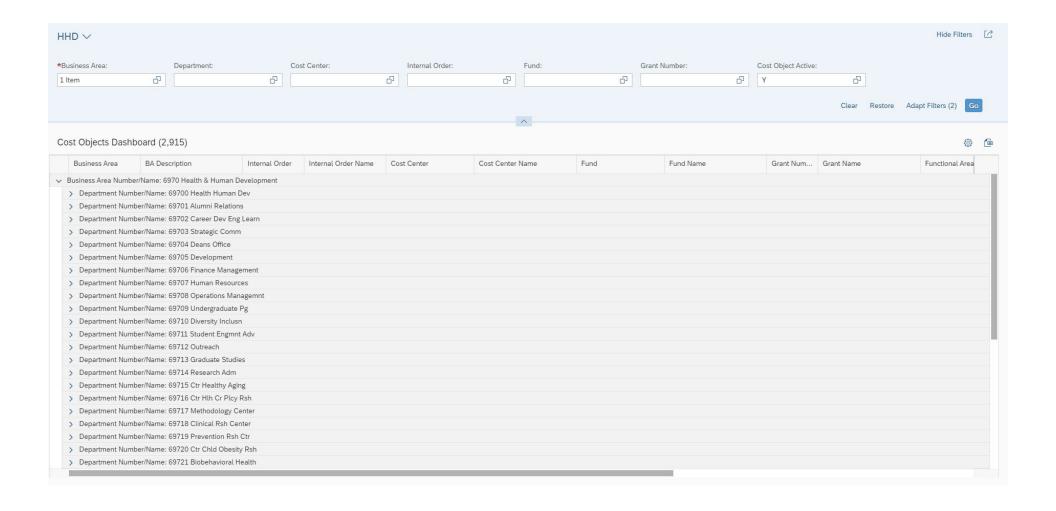
Cost Objects Dashboard

This tile is used to bring up all the IO's in HHD. You can sort by Cost Center, Grant Number, etc. Very useful tool when new IO's are added.

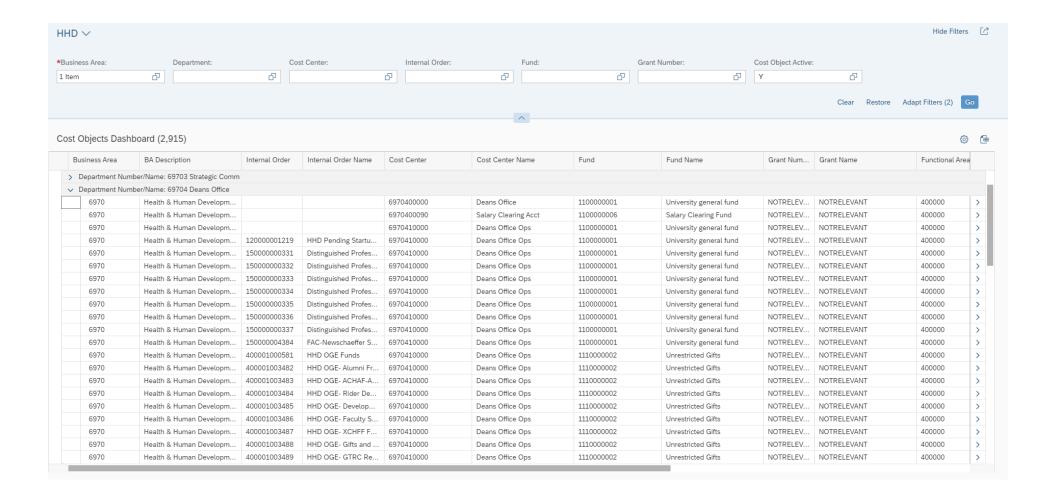
The Cost Object Dashboard tile is found under the FM Master Data Display and Reporting:

Budget vs. Actual by Funds Center	Budget vs. Actual by Funded Program	Sources and Uses	Overview of AVC Data	FM Budget vs Actual Summary Report	FM Budget vs Actual Details Report	Business Objects Launchpad	All Postings (Commit & Act) All Postings	Budget Lines vs Commitment Actual Line Items
\$\$	= = \$ \$	S S	S S	== \$\$	S S	SAP Business Object	[/- -	[/- -
Commitments Line Items by Doc#	Earmarked Funds Journal	Overview of Budget Data	Display Budget Entry Documents	Drilldown for Budget Entry Documents	Display Fiscal Year Change Documents	Display Funds Commitment	Display Funds Reservation	Display Purchase Order
	[-0-]	\$ <u></u>	\$=1	\$=	\$=	\$ <u></u>	\$ <u>°</u> C	\$ <u></u>
Display Commitment Item	Display Fund	Display Funded Program	Display Funds Center	Display Commitment Item Group	Display Functional Area Group	Display Fund Group	Display Funded Program Group	Display Funds Center Group
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Alphabetical List of Commitment Items	Alphabetical List of Functional Areas	Alphabetical List of Funded Programs	Alphabetical List of Funds	Alphabetical List of Funds Centers	Cost Objects Dashboard			
A-z	A-z	A-z	A-z	A-z	9°			

Our business area is 6970. You can hit Go and this will bring up every cost center in our College:



Then click on the carrot of the Cost Center Department. It will bring up all the Cost Centers that don't have an IO underneath it (example of this would the salary clearing account) & all the Cost Centers and their IO's:



You can set the settings in by clicking the littler gear in the top right of the screen to customize the report how you would like it. Example you can see which faculty is responsible for which IO.

HCM PERNR Details

This tile can be used to help find the person PERNR number, position ID, PSU ID, etc.

The HCM PERNR Details tile can be found under the Common Functions section of your home page:



Once you bring the tile up, you can search by first or last name (if you are searching by name, you need to capitalize the first letter), Business Area, Access ID. In the example, I searched by Business Area:

