CLARK COUNTY SCHOOL DISTRICT

Innovative Teaching and Learning Unit

Technology & Information Systems Services Division

Employee Business Training Department
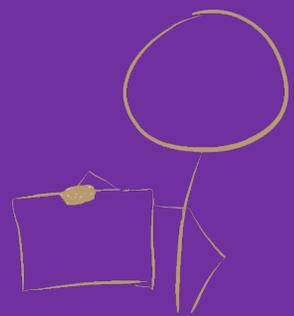
SAP Budget Inquiry Quick Reference

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Budget Inquiry Quick Reference

The SAP system allows you to view budget allocations, expenditures, and balances. Two reports are available, Budget Inquiry and Budget Reconciliation. The Budget Inquiry report shows budget allocations, pending order totals, encumbrances, expenses and available balance. The Budget Reconciliation Report provides more budget detail regarding expenses such as purchase orders and payments.

Budget Terminology

Below are a few terms that you must be familiar with to successfully navigate through the budget reports.

- **FUND**: Categorizes the funding source for expenditures such as General Fund, Special Education Fund, etc.
- **COST CENTER GROUP**: Known as the budget unit or location, the Cost Center Group encompasses all of the Cost Centers for a school, department, or location.
- **COST CENTER**: The Cost Centers are unique to each school or location. There will be several Cost Centers assigned to each Cost Center Group. Cost Centers are used to "collect" costs associated with a particular function or program within a Cost Center Group. A few common school Cost Center names are Regular Instruction, Library Services, and Medical Supplies.
- **G/L ACCOUNT** (General Ledger Account): This is used to describe the service or commodity obtained as the result of a specific expenditure. G/L Accounts are assigned within each Cost Center. The G/L Account numbers are the same for every location. Budget is appropriated to a G/L Account and expenditures are recorded against them, consuming the budget for that account. These accounts will not be visible to end users unless an activity is reported on the account.
- **INTERNAL ORDER**: Internal Orders are unique to each school or location. These funds are generated by school generated funds, donations, and/or rebates from facility usage and utility rebates.
- **FUNCTIONAL AREA**: This is used to describe the functional activity for which a service or material object is acquired. Cost Centers and G/L Accounts are associated with functional areas to provide accurate financial reporting for these categories.
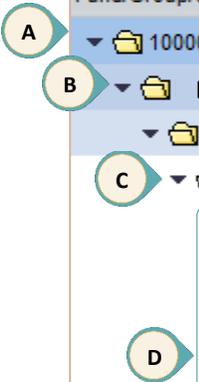
Budget Hierarchy

After gaining an understanding of budget terminology, you must focus on understanding how the different types of accounts are handled within the budget hierarchy.

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The hierarchy begins with the Cost Center Group. Funds are allocated within this group to cover expenses. This account assignment allows us to access the various Fund accounts in which budget allocations have been placed. The most common Funds are the General Fund (1000000000) and Special Education Fund (2500000000). Each of these Funds in the Cost Center Group is divided into Cost Centers such as Regular Instruction, Custodial, or Medical Supplies. Each of these costs centers is allocated certain budget Funds for expenditures. These Cost Centers are then further divided into General Ledger (G/L) accounts. The G/L account helps define what the budget allocation or expenditure was used for (such as General Supplies or Textbooks.)

Budget Inquiry Summary Report

System	PSS 400
As of	06/25/2015
Fiscal Year	2015
Fund	1000000000
Cost Center	Include Covers Pattern *XXX
Classification Filter	Operating Expenses & Salary

Detail View

Fund/Group/Cost Center/GLaccount	Budget	ShopCart	Encumbered	PCard	Expensed	Available
▼ 📁 1000000000 General Fund	751,731.00	0.04	796.22	7,828.06	337,290.16	405,816.52
▼ 📁 **HS-XXXX CCSD HS**	751,731.00	0.04	796.22	7,828.06	337,290.16	405,816.52
▼ 📁 **HS-XXXX CCSD HS**	639,175.00	0.04	796.22	7,828.06	323,978.46	306,572.22
▼ 📁 9310001XXX CCSD HS -Regular Instruction	567,270.00	0.00	796.22	5,763.84	235,375.99	325,333.95
📄 5340000000 Other Professional Services	2,489.00	0.00	0.00	0.00	0.00	2,489.00
📄 5430000000 Repairs and Maintenance	0.00	0.00	0.00	0.00	150.90	150.90-
📄 5530000001 Communications Srvs	0.00	0.00	0.00	0.00	732.45	732.45-
📄 5534000000 Cell Phone	0.00	0.00	0.00	40.01	380.63	420.64-
📄 5550000000 Printing and Binding	3,395.00	0.00	0.00	0.00	4,038.11	643.11-
📄 5610000000 General Supplies	410,773.00	0.00	796.22	4,944.25	115,453.53	289,579.00
📄 5640000000 Other Books	0.00	0.00	0.00	0.00	9,243.10	9,243.10-

A
B
C
D

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The report shown above indicates:

A. The *Fund* (1000000000) for which this report was generated.
B. The *Cost Center Group* (HS-XXXX).
C. One of the *Cost Centers* (9310001XXX – Regular Instruction) assigned to this Fund and Cost Center Group.
D. The various *G/L Accounts* assigned to the Regular Instructions Cost Center.

Examples of Budget Inquiry Reports

Below is a sample of the *SAP Budget Inquiry Summary Report* with no Fund specified in the search criteria. This report indicates totals at the Fund level.

Budget Inquiry Summary Report

System	PSS 400
As of	06/25/2015
Fiscal Year	2015
Cost Center Group	**HS-XXXX**
Classification Filter	Operating Expenses & Salary

Detail View

Fund/Group/Cost Center/GLaccount	Budget	ShopCart	Encumbered	PCard	Expensed	Available
▶ 🗀 1000000000 General Fund	751,731.00	0.04	796.22	7,828.06	337,290.16	405,816.52
▶ 🗀 1600000000 Donations and Trusts Fund	2,434.00	0.00	0.00	0.00	0.00	2,434.00
▶ 🗀 1700000000 District Projects	91,624.00	0.00	0.00	0.00	6,100.00	85,524.00
▶ 🗀 2500000000 Special Education Fund	12,384.00	0.00	0.00	3,545.68	7,405.75	1,432.57
▶ 🗀 7000000000 Insurance and Risk Management Fund	1,000.00	0.00	0.00	0.00	0.00	1,000.00

To access details regarding a particular fund, expand it by clicking the black arrow to the left of the fund. This will allow you to "drill down" and get more detail for the requested fund.

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The following is an example of the report with a **Fund** specified and the *Fund*, *Cost Center Group*, and *Cost Center* (Regular Instruction) expanded to display the *General Ledger* accounts.

Budget Inquiry Summary Report

System	PSS 400
As of	06/25/2015
Fiscal Year	2015
Fund	1000000000
Cost Center	Include Covers Pattern *XXX
Classification Filter	Operating Expenses & Salary

Detail View

Fund/Group/Cost Center/GLaccount	Budget	ShopCart	Encumbered	PCard	Expensed	Available
▼ 🗀 1000000000 General Fund	751,731.00	0.04	796.22	7,828.06	337,290.16	405,816.52
▼ 🗀 HS-XXXX CCSD HS	751,731.00	0.04	796.22	7,828.06	337,290.16	405,816.52
▼ 🗀 HS-XXXX CCSD HS	639,175.00	0.04	796.22	7,828.06	323,978.46	306,572.22
▼ 🗀 9310001XXX CCSD HS -Regular Instruction	567,270.00	0.00	796.22	5,763.84	235,375.99	325,333.95
📄 5340000000 Other Professional Services	2,489.00	0.00	0.00	0.00	0.00	2,489.00
📄 5430000000 Repairs and Maintenance	0.00	0.00	0.00	0.00	150.90	150.90-
📄 5530000001 Communications Srvs	0.00	0.00	0.00	0.00	732.45	732.45-
📄 5534000000 Cell Phone	0.00	0.00	0.00	40.01	380.63	420.64-
📄 5550000000 Printing and Binding	3,395.00	0.00	0.00	0.00	4,038.11	643.11-
📄 5610000000 General Supplies	410,773.00	0.00	796.22	4,944.25	115,453.53	289,579.00
📄 5640000000 Other Books	0.00	0.00	0.00	0.00	9,243.10	9,243.10-

Column Headings

There are six columns in Budget Inquiry Report which work together to offer you the ability to manage funds in a real-time environment.

Budget	ShopCart	Encumbered	PCard	Expensed	Available
751,731.00	0.04	796.22	7,828.06	337,290.16	405,816.52

Budget

The *Budget* column is a total of all funds that have been appropriated to a particular Cost Center Group, Cost Center, and G/L Account. The amount in this column changes with each additional appropriation regardless of its origination.

ShopCart

When an order is placed and approved utilizing the Shopping Cart, the funds are deducted from the budget, and will appear in the *Shop Cart* column.

Encumbered

Once an order has been completely approved and received by the Purchasing Department, it is processed to a purchase order. The funds used for the purchase will move from the *Shop Cart* column to the *Encumbered* column. The *Encumbered* column is money that has been dedicated for a purchase order that has not been received and has not yet been paid. Additionally, the *Encumbered* column includes invoices that are parked and awaiting approval from the site administrator.

PCard

After a transaction from the Purchasing Card has posted to PaymentNet, it will upload to the Budget Inquiry Report, typically within 24 to 48 hours. These transactions will be applied according to the default coding until changes are made in the PaymentNet system. After administrative approval of the monthly purchasing card transactions, these charges will move to the *Expensed* column.

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Expensed

Once items have been received, the funds will move from the *Encumbered* column to the *Expensed* column. Thus, the *Expensed* column is an accumulation of funds that have been spent in the Cost Center Group, Cost Center, and/or G/L Account. It is important to remember that Expensed means that items have been received, however, not always does it mean they have been paid.

Available

The *Available* column represents the remaining balance of funds that are available to spend.

Budget	–	Shop Cart	–	Encumbered	–	PCard	–	Expensed	=	Available

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