

SAP Budget Reports Outline

Target Audience:

Employees who, as part of their official duties and responsibilities, are required to access budget, financial, and procurement information or to process purchasing requisitions

Prerequisites:

Completion of Basic SAP Navigation

Description:

This course provides basic instruction for navigating through the SAP Budget Reports.

Course Includes:

- Log In
- Initial Variable Screen
 - Fund Center Hierarchy (Groups) Option
 - Individual Fund Center Option
 - SAP User-Id Option
 - Fund Type Hierarchy
- Overall Navigation
- Toolbar Icons
- Exporting to Excel
- Dashboard Tab
- Status Tab
- Hierarchy Tab
- Prior Year Tab
- Operating Tab
- Personnel Tab
- Budget Tab
- POs Tab (Purchase Orders)
- Reqs Tab (Requisitions)
- Revenue Tab
- Travel Tab
- Trend Tab
- AP Tab (Accounts Payable)
- Printing Reports