Select by BFR Code for Fund Trial Balance Reports: New Steps for R/3, December 2008

Overview:

Funds Management reports, such as the Fund Trial Balance-No Commitments report, are used by those belonging to Company Code 0010. This includes departments in the Provost, Central Administration, and School of Medicine management centers. Many departments are responsible for organizational units, also known as BFR Codes (Budget Financial Responsibility) and need to select Funds Management reports by these BFR Codes.

Prior to the application of support packs to the R/3 system, the Multiple Selection button was used on a Fund Trial Balance-No Commitments report or any other Funds Management report to select the report by BFR Code. This button was also used to select the report by other criteria as well, such as Fund Group, Fund Class, etc.

After the support packs are applied, the Multiple Selection button will no longer work and is replaced by steps using the Classification button. The steps in this quick reference cover how to select the Fund Trial Balance report by BFR Code using the **Classification** button. In addition, these steps can be applied to other Funds Management reports that may be used, as well as selecting by other criteria like Fund Group and / or Fund Class.

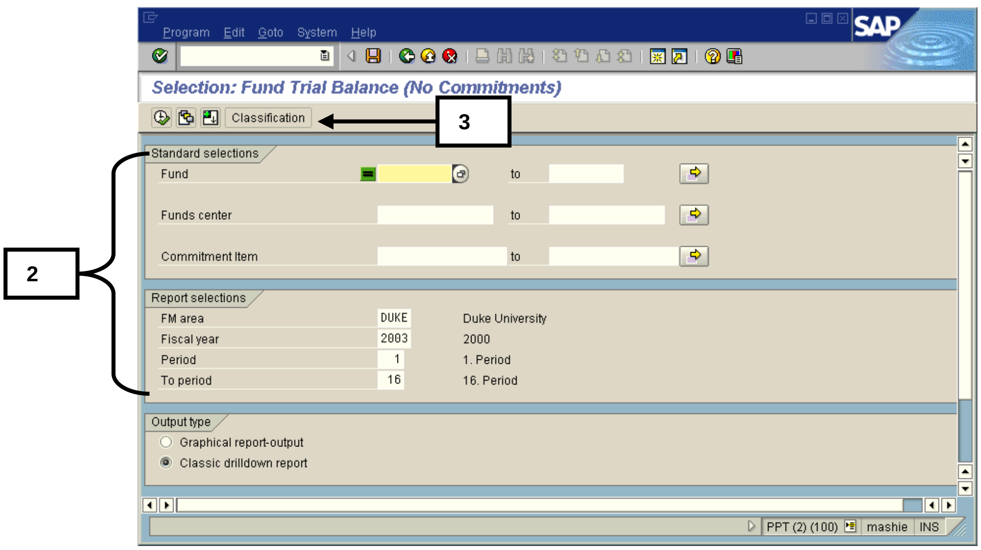
Even though the Multiple Selection button has been replaced by the **Classification** button, the steps are similar to those used prior to the support packs. The process still involves finding a list of objects, i.e., funds linked to a BFR Code (and/or Fund Group, Fund Class, etc.) and copying those objects into the multiple selection fields for the Fund field on the report's initial screen.

Select by BFR Code for the Fund Trial Balance No Commitments Report

1. Navigate to the desired report, using the User Menu outlined in the note below or your Favorites folder.

   Note: *For the **Fund Trial Balance No Commitments**, the path via the **User Menu** is **Financials** → **University Reporting** → **Organization Reporting** → **Fund Trial Balance, No Commitments (ZFR1A).***

On the *Fund Trial Balance No Commitments* initial screen:



2. Enter selection values in fields on the initial screen as usual as outlined below. These steps can be done after selecting by BFR Code if desired.

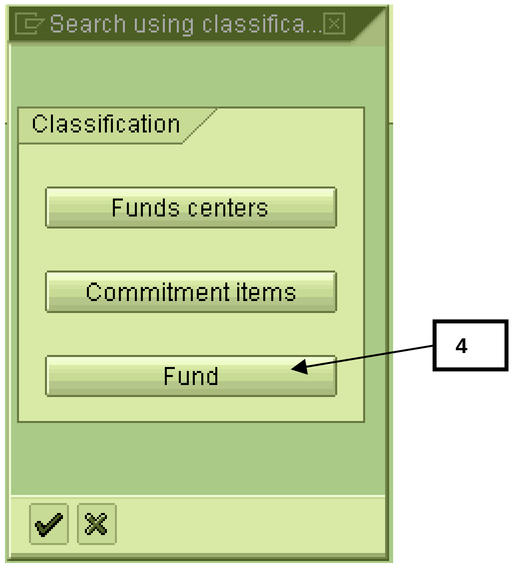
   - Leave **Fund** field blank to select by BFR Code or other criteria.
   - For the **Commitment Item** fields, either **leave the fields blank (for a complete Trial Balance) or enter 290000 to ZZZZZZ (for a Fund Balance).**
   - Ensure **DUKE** is in the FM area field.
   - Enter the **Fiscal Year** and desired **Periods (from and to).**

   Note: *The Output type section is new. **Leave the radio button selected for Classic drilldown report**. This ensures the look and navigation of the report will not change. If you select the Graphical report output, the report will look and navigate differently. More instruction on this option will be distributed at a later date.*

3. To select by BFR Code (or other criteria like Fund Category or Fund Class), click on the Classification Classification button.

Select by BFR Code – Fund Trial Balance (cont.)

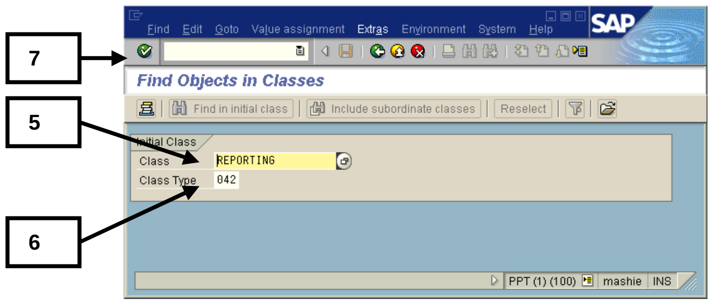
On the Classification screen:



4. Click on the Fund button.

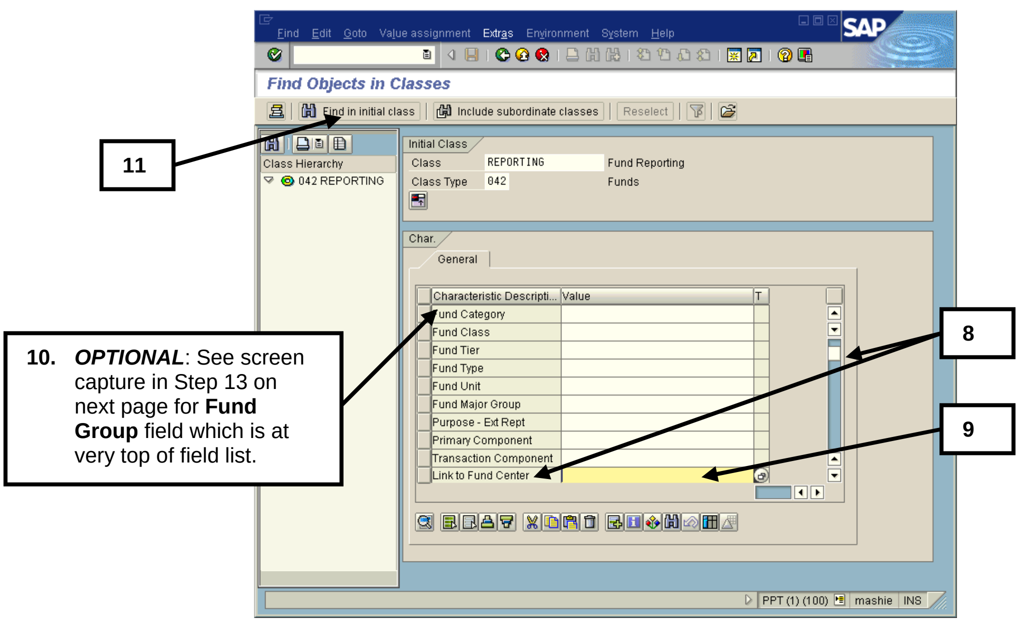
Select by BFR Code – Fund Trial Balance (cont.)

On the *Find Objects in Classes* screen:



5. Enter **Reporting** in the **Class** field. If you did NOT choose **K: Search Using Classification** on the previous screen, this button will not appear.
6. Enter **042** in the **Class Type** field.
7. Click on the ✔ **Enter** button.

On the more expanded *Find Objects in Classes* screen:



Select by BFR Code – Fund Trial Balance (cont.)

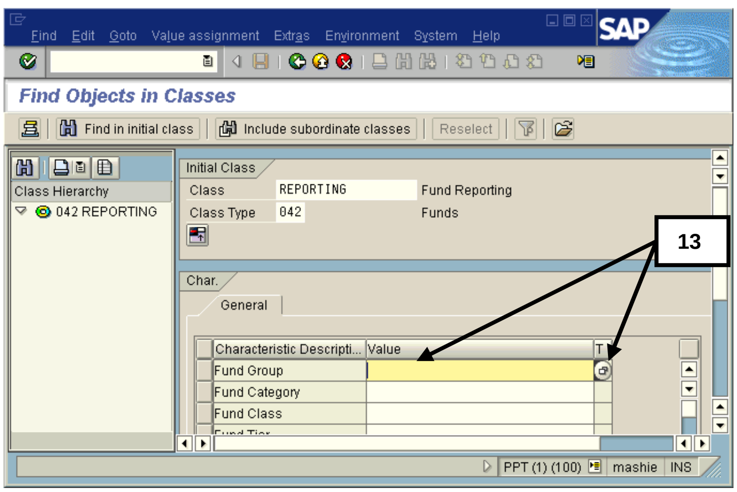
8. **Scroll down** and locate the **Link to Fund Center** field.

9. Enter the BFR Code in the **Link to Fund Center** field per these guidelines:

   - If entering a **lowest level BFR Code**, enter **all 10 digits of the BFR Code**.
   - If entering a **higher level or parent BFR Code**, enter the **BFR Code and replace the ending 00s with an asterisk** (example: 68602015*)

   Note: *To enter a higher level or parent BFR Code after the upgrade in April 2004, you will no longer need to click in the Link to Fund Center field and click on the Comparison Type button. These steps have been eliminated.*

10. ***OPTIONAL:*** To select **only certain objects linked to a Fund Group** within your BFR Code, enter one of the following letters in the **Fund Group** field (leave the field blank to get all objects for all groups of a BFR Code – see below):



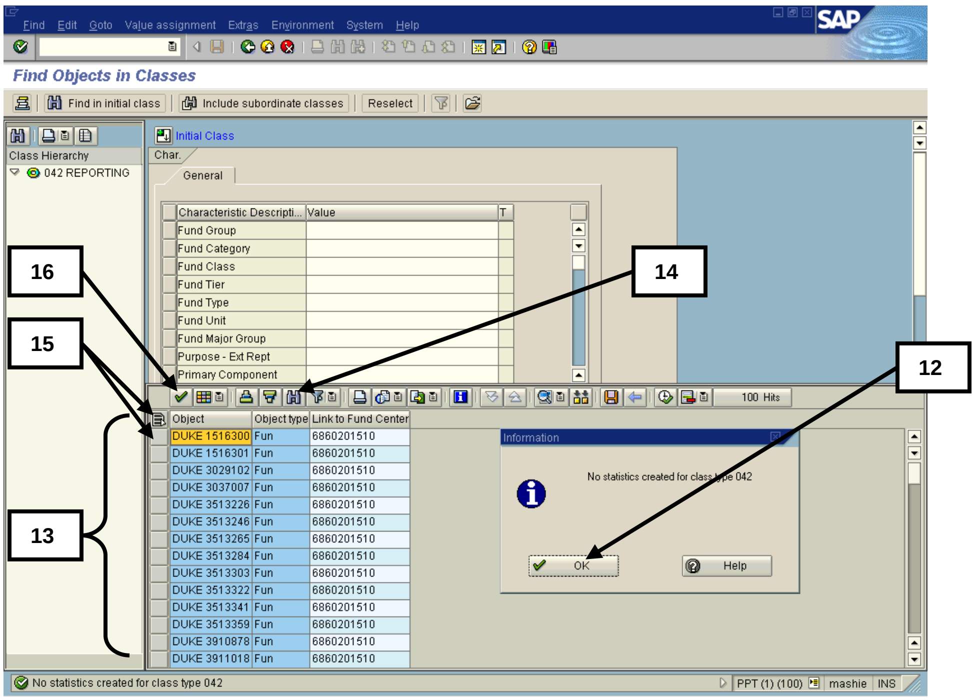
A (Allocated Funds, 4xxxxxx)
E (Endowment Funds, 6xxxxxxx)
G (Agency Funds, 8xxxxxxx)
L (Loan Funds, 5xxxxxxx)
P (Plant Funds, 7xxxxxx)
R (Restricted, 3xxxxxx)
U (Current Unrestricted Funds, 1xxxxxx)

Note: *To select more than one, use the* ***Drop Down*** *button in the Fund Group field, click in check boxes to choose groups, and click on the* ***Enter*** *button to return to the* ***Find Objects in Classes*** *screen. Other fields like Fund Class can be used if needed.*

11. Click on the **Find in initial class** button to generate a list of all the cost objects that are linked to the fields entered, such as linked to a BFR Code.

Select by BFR Code – Fund Trial Balance (cont.)

On the *Find Objects in Classes* screen that now contains a list of objects linked to the fields entered on the previous screen:



12. Click the **OK** button to clear the Information dialog box (ignore this standard message).

13. Review the objects listed in the lower section of the split window (click and drag the dividing middle border to enlarge the lower window and see more of the list if desired).

14. Use advanced function buttons on the tool bar in the lower window as needed, such as the / **Sort** buttons, **Filter** button, **Export** button, or even the **Change Layout** button to customize the look of the list.

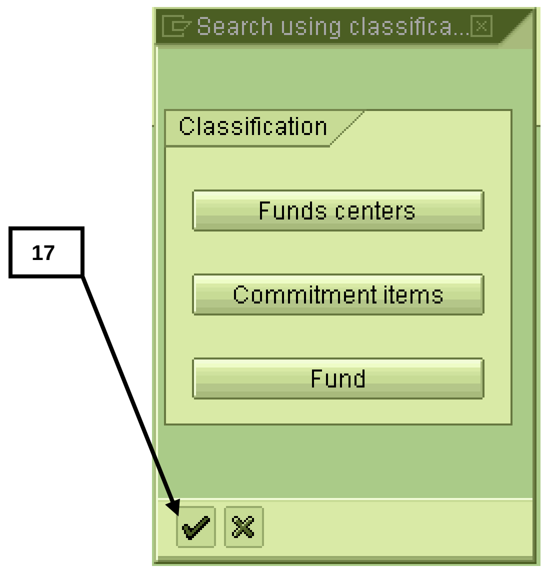
15. To select the objects to copy back to the initial report screen use one of the suggested options below (**selected objects are highlighted in yellow**):

- To **select all objects** on the list, click on the **Select all** button (can simply click on this button again to deselect all if needed).
- To **select individual objects**, click on **CTRL (on keyboard) + click on the gray box** to the left of each object (while keeping Ctrl key depressed).
- Use a **combination** of the **Select all** button to select all objects and use the **CTRL key + click on the gray box** to the left of each object **to deselect individual objects.**

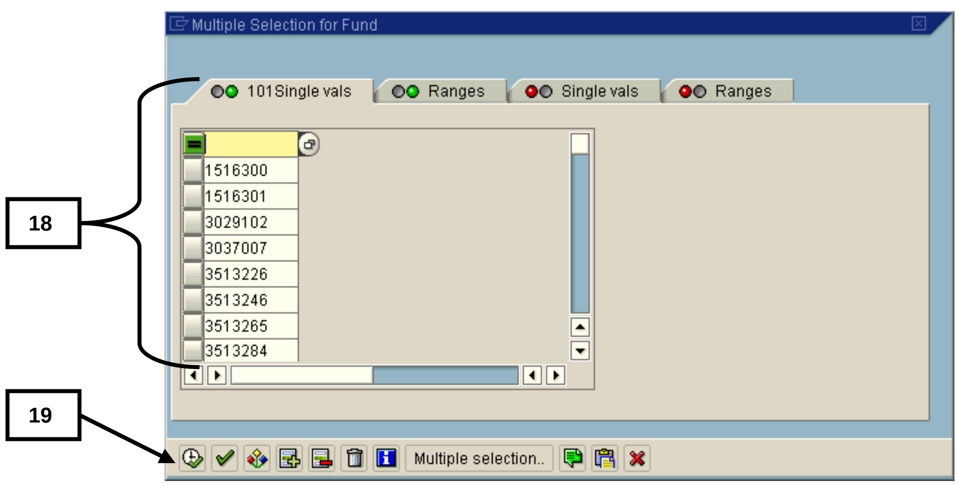
Select by BFR Code – Fund Trial Balance (cont.)

16. Once objects are selected, to copy the objects back to the initial report screen, click on the **Copy** button (**located on tool bar in lower window**).

17. Click on the **OK** button to clear the Information dialog box (see below)



On the *Multiple Selection for Fund* screen :



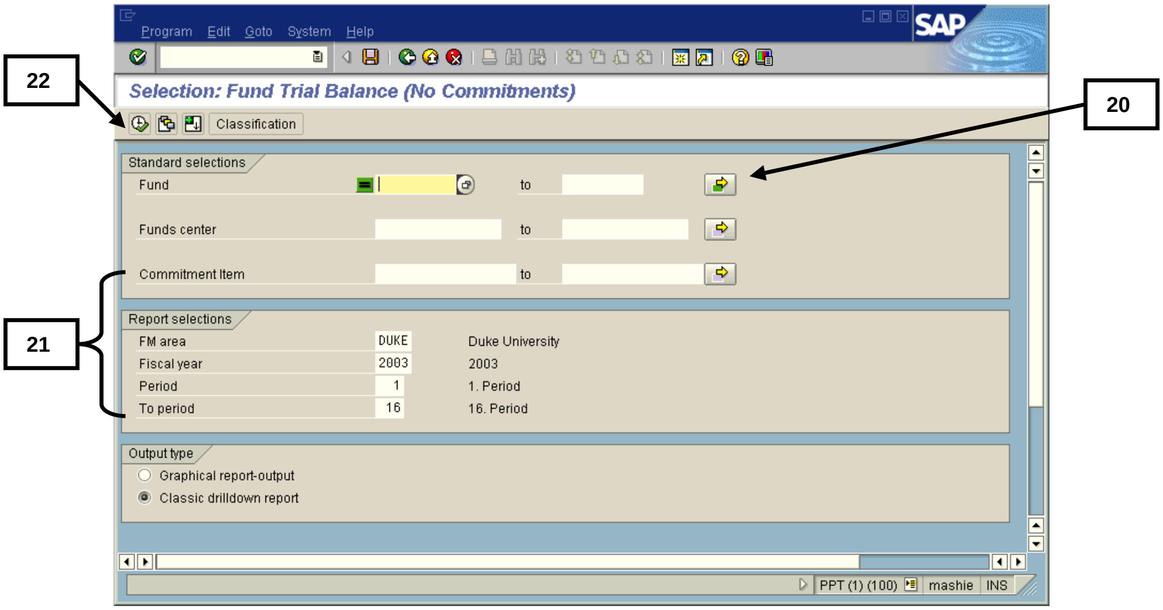
18. Review the multiple objects copied into the **Single vals** tab ().

    Note: *The total number of objects copied into the Multiple selection fields is now indicated within the Single vals tab (example, 101 in the screen above). OPTIONAL: You can still add or deleted objects in the Multiple selection fields on this screen if needed.*

19. When ready, click on the **Copy** button at the bottom of the *Multiple Selection for Fund* screen to exit and return to the initial report screen.

Select by BFR Code – Fund Trial Balance (cont.)

On the *Selection: Fund Trial Balance (No Commitments)* initial screen:



20. Notice the green shading in the **Multiple selection** button, which indicates that multiple objects (i.e., funds) have been selected.

21. Ensure all other selection criteria has been entered (per earlier steps).

22. When ready, click on the **Execute** button at the top of the screen to generate the report.