**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