Commitment Accounting-BPC Report

Budget Position Control (BPC) Report

The Budget Position Control (BPC) report allows users to view payroll budget, encumbrance and expense information by position.

The budget information includes amounts entered into salary planning and budget changes processed in Advantage for all accounts that separately budget personal services at the “P” appropriation level. The encumbrance and expense information comes from PeopleSoft and includes activity for all types of accounts.

You will need to have Human Resource Data Warehouse/myReports access in order to access the BPC report and query. To request access, please visit [https://forms.asu.edu/](https://forms.asu.edu/) to complete the online request form. Once on the site, select Data Warehouse/myReports Access - Human Resource Information.

Accessing the BPC Report through the Dashboard

- Login with your ASURITE ID and password to access the BPC report. [https://webapp4.asu.edu/corda/dashboards/BudgetPositionControl/main.dashxml](https://webapp4.asu.edu/corda/dashboards/BudgetPositionControl/main.dashxml)
- Utilize the drop-down “Search by” menu arrow at the top of the page to select a report view. The report can be viewed by HR department code, Account (agency/org), Position Number or Employee ID. **Budget information for positions that do not appear in PeopleSoft will only be included in the report when viewed by account.** The budgets can be moved to positions that appear in PeopleSoft using an appropriation transfer (A1) document. For instructional booklets on completing A1 documents please visit: [http://uabf.asu.edu/advantage_training](http://uabf.asu.edu/advantage_training)
- Once a report view has been selected, type the specific account or code in the second search box and click the search button. The first few characters of a code or account number may also be entered (i.e. type WV in the second search box to view information for all accounts beginning with WV).
- Items highlighted in red signify that additional information is available by double-clicking that item.
- The report can be exported into Excel by clicking the save data button located on the report header at the far right.

Budget Position Control Column Definitions

- **Original Budget:** Budgets by position from salary planning tables. Budgets that are loaded in Advantage only such as Sponsored accounts will not be included in this column.
- **Budget Adjustments:** Appropriation transfers processed in Advantage for accounts that separately budget personal services at the “P” appropriation level. For instructional booklets on completing A1 documents please visit: [http://uabf.asu.edu/advantage_training](http://uabf.asu.edu/advantage_training)
- **Current Budget:** Sum of original budget and budget adjustments.
Expense: Personal services expenses (amounts charged to 7110 or 7120 object codes in Advantage) for all accounts from PeopleSoft.

Encumbrance: Personal services encumbrances for all accounts from PeopleSoft.

Total Committed: Sum of Expense and Encumbrance columns.

Available: Current Budget minus Total Committed.

Accessing the BPC Query through myReports

The BPC information can also be accessed through myReports. Information on myReports is available at [http://www.asu.edu/it/eds/welcome.html](http://www.asu.edu/it/eds/welcome.html)

- Query Location: **Root > Human Resource > Budget Position Control.bqy**
- Double-click on **Budget Position Control.bqy** to open the query

Budget Position Control Help

For **BPC report support through the dashboard**, please click the **Feedback** button on the upper right-hand side of the report. The Feedback button will direct you to create a case that will be submitted and routed to the appropriate help group. Once on the support page:

- Select **Create Case**.
- Login with your **ASURITE ID** and **password**.
- Ensure **University Technology Office** is selected for the **Business Unit**.
- Under **Category**, choose **Dashboard** by utilizing the dropdown arrow (this will route your inquiry to the correct help group who will assist you).
- Complete the remaining fields and submit your case.

For **BPC Query support through myReports**, please visit [www.asu.edu/go/support](http://www.asu.edu/go/support) to create a case and assign the case a category of “Ware-q”.

You may also contact your Financial Services Departmental Accountant for additional assistance. [http://uabf.asu.edu/accounting_services](http://uabf.asu.edu/accounting_services)