

Los Angeles City College Administrative Services "How To" Book	Purchasing	VII
		C-5
How Do I View My Budget Allocation, Commitments, Expenditures or Available Balances via BW (Business Warehouse)?		

A. Brief Description

These procedures are established to assist Department heads, Accounting and Budget staff in viewing their budget amounts, commitments, expenditures or available balances via the use of the Business Warehouse (BW).

B. How To

1. A User ID and a Password are required from any employee to access the Business Warehouse (BW).
2. If an employee already has a SAP User ID and Password, the same User ID and Password can be used to access Business Warehouse (BW).
3. If the employee does not have a SAP User ID and Password, the supervisor should fill out a SAP User Authorization Request Form for approval from the District. The form can be obtained from the college website at <http://adminsvcslacitycollege.edu/forms2/forms.htm> (e-mail Login Name and Password are required)
4. The form must first be approved by the employee's supervisor, the Divisional Vice President and finally, the Vice President of Administration and then submitted to the IT Department for subsequent submission to the District Office. (E-mail approval is acceptable)
5. Once approval is made by the District Office, the employee will be able to access either SAP or BW with the assigned User ID and Password.
6. To access BW, start Internet Explorer from any employee office computer (not computers that are located in the laboratory). Login to <https://portal.laccd.edu/irj/portal> and hit **enter** or type in the web address field or the URL albacore.laccd.edu/BW and hit **enter**. One may also log into Business Warehouse from the WEB by typing the URL albacore.laccd.edu/bw from any of the network computers.
7. **First time Users** may first read the **First Time User's Screen** for assistance to log into the system.
8. The Welcome LACCD Portal appears requesting for your User ID and Password.
9. Enter the User ID. The User ID begins with **P00 + the six digit employee number**.
10. For employees hired after July 1, 2005, the User ID is **P0 + the seven digit employee number**.

11. Enter the assigned Password. If forgotten or a **First Time User**, contact the IT Department Help Desk at X2049 for assistance.
12. The IT Department will assign a temporary Password for **First Time Users** or any employee with a forgotten Password. For employees with a temporary Password, the system will immediately prompt the user to change the temporary Password upon access. The new Password may be any Password that the employee can remember and it must be at least six digits long or at most eight digits long.
13. The employee must remember that the new Password expires after ninety days and the system will prompt the User to change the Password after ninety days.
14. If an employee has any problem with the system, contact the IT Helpdesk or the District Office at 213-891-2117.
15. After login in to BW, select Report and then BW Reporting-HR+,Time.
16. Next, select Financial Reports.
17. Next, select either **(f01) Budget availability by funds center and G/L** or **(f02) Budget Availability by GL and funds centers**.
18. In either case, the User encounters a similar screen.
19. Enter the fiscal year as 2009 for the 2008-2009 fiscal year or click on the button at the right of the cell to view the various years and select the appropriate year.
20. Enter the Fund Number or select the button on the right of the **Fund Number** Cell to view the Fund Numbers and select the correct Fund Number if known.
21. Enter the fund center (Refer to Section I B5-B7) to look up the department fund center number or click on the button at the right to select the fund center number if already known.
22. If more than one fund center is to be viewed at the same time, enter the first fund center number in the **Fund center (*)** cell and then enter the range of Fund Centers in the **Fund Center (Range)** cells. Within the **Fund Center (Range)** cell, enter the lowest Fund Center number in the first cell and the highest Fund Center number in the second cell or simply select the button at the right (adjacent) of the cells to view and enter the Fund Center numbers if known.
23. Select execute to view the budget.
24. The budget page reflects the Budget, Commitments, Actual Expenditures and Available Balance and Percentage. Below are the descriptions of the terminology.
 - a. Budget = the budget allocation for the year
 - b. Commitment = amount expended but have not been paid for
 - c. Actual = budget amount used up or actual expenditures paid for
 - d. Available = amount of budgetary allocation that are still available for use
 - e. Avail % = the percentage of the budget unused.
25. To view the details of the total actual expenditures by G/L for the fiscal year, follow the following steps:

- a. Click on the **actual expenditures** amount for any particular G/L account
 - b. Select the link **GOTO**
 - c. Next, click on the link **Transactions (Actuals)** and the following will be displayed, **Fund account or number, Fund Center account or number and the name of the department, G/L number, Vendor Name, Document Number or P.O. Number, and the actual amount with tax.**
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26. In order to view the P.O. line items for any of the actual amounts mentioned in line #25 follow the following steps:
 - a. Click on the **Actual amount**
 - b. Next, select the link **GOTO**
 - c. Then select the link **P.O. Line Items with dates**
Those particular Purchase Order line items without the tax amount will then be displayed.
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27. To view the details of the commitment amount, follow the following steps:
 - a. Click on the Commitments amount
 - b. Select the link **GOTO**
 - c. Then click on the link **Transactions (Actuals and Commitments)**) and the following will be displayed, **Fund account or number, Fund Center account or number and the name of the department, G/L number, Vendor Name, Document Number or P.O. Number, and the actual amount with tax as well as the commitment amount with tax.**
28. Follow the steps outlined in line #26 to view the P.O. line items. Select the commitment amount in-lieu of the actual amount.