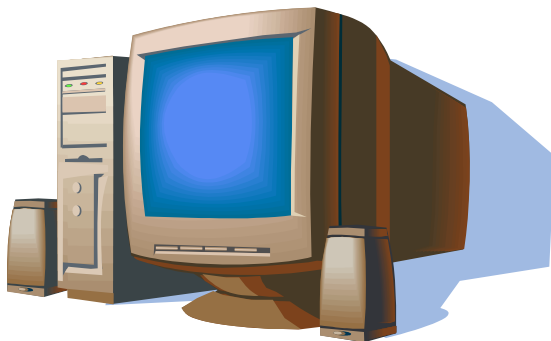


Budget Control System

SAP BCS Training Manual – Budget Status Reports



11/1/2008

Revised 9/14

BUDGET CONTROL SYSTEM (BCS) TRAINING MANUAL

On November 24, 2008, the SAP Finance system was migrated from the former budgeting module to the Budget Control System (BCS) module. As a result, the SAP-FI on-line budget reports changed. Please note that you will continue to use ZBUDSTAT_NOCF to view your budgets and transactions for fiscal year 2007 and 2008. However, any transactions processed for fiscal year 2009 and after will need to be viewed using transaction ZFM02. This training manual is being provided to assist you in monitoring your budget using the BCS module.

BUDGET REPORTS USING ZFM02

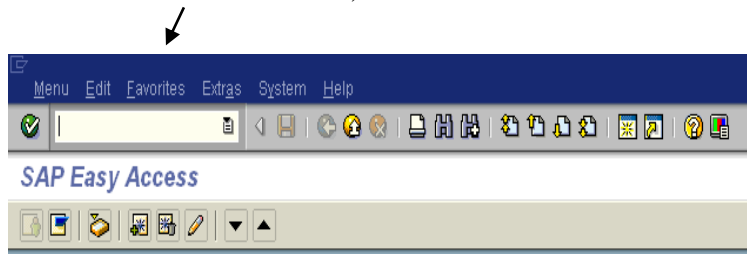
This transaction will be used to provide your basic reporting requirements for monitoring your budget such as displaying your total budget, actual expenditures, open commitments, and budget balance available for your selected funds center(s). In addition, it will be used to drill down into the line item details of all postings to the selected fund center.

TRANSACTION CODE

ZFM02

PROCEDURE

- Logon to the SAP system.
- Add the ZFM02 transaction to your favorites menu (Go to the Favorites option on the tool bar, click on “insert transaction,” type in ZFM02 and click on the green check mark to save this favorite).



- Double click on ZFM02 – BCS Reports – Rev & Exp

FC, Revenue & Expense: Selection

Data Source...

Selection values

Financial Management Area	SSHE	1
Budget Category	9F	2
Version	0	3
Fiscal Year From	2009	4
Fiscal Year To	2009	4

Note: Must populate both fields

Selection groups

Budget Type	
-------------	--

Selection Values


The information in the "Selection Values" area will default.

- 1 **Financial Management Area:** will always be *SSHE*
- 2 **Budget Category:** will always be *9F*
- 3 **Version:** will always be *0*
- 4 **Fiscal Year:** enter the fiscal year on which you are reporting.
Note: you always want to use the ending year (ex: to obtain FY 14/15 data, you would enter 2015 in the "Fiscal Year From" and "Fiscal Year To" fields).

Fiscal Year To		2009	
Selection groups			
Budget Type	DO NOT USE!		
Or value(s)	DO NOT USE!	to	
Fund	DO NOT USE!		
Or value(s)	1	to	
Funds Center	DO NOT USE!		
Or value(s)	2	to	
Commitment Item	SSHE_2A		
Or value(s)		to	
Functional Area	DO NOT USE!		
Or value(s)	DO NOT USE!	to	

Selection Groups

- 1 **Fund Value: OPTIONAL.** You really only need to enter the funds center to view your particular budget status report. Remember that the fund and fund center can be two different numbers.
- 2 **Funds Center Value:** enter the funds center or range of funds centers on which you would like to report
- 3 **Commitment Item:** will always be *SSHE_2A*

Click  (execute).

Program Edit Goto Environment System Help SAP

Revenue & Expense: Selection

Data Source...

Selection values

Financial Management Area	SSHE
Budget Category	9F
Version	0
Fiscal Year From	2009
Fiscal Year To	2009

Selection groups

Budget Type			
Or value(s)		to	
Fund			
Or value(s)		to	
Funds Center	4805741201		
Or value(s)	4805741201	to	
Commitment Item	SSHE_2A		
Or value(s)		to	
Functional Area			
Or value(s)		to	

ZFM02 | kozuka | INS

NOTE: This transaction contains three major types of reports (as illustrated below):

BUDSTAT-Budget Status Report

SOURCES-Budget Sources Report


ACTCOM-Commitment & Actuals Report

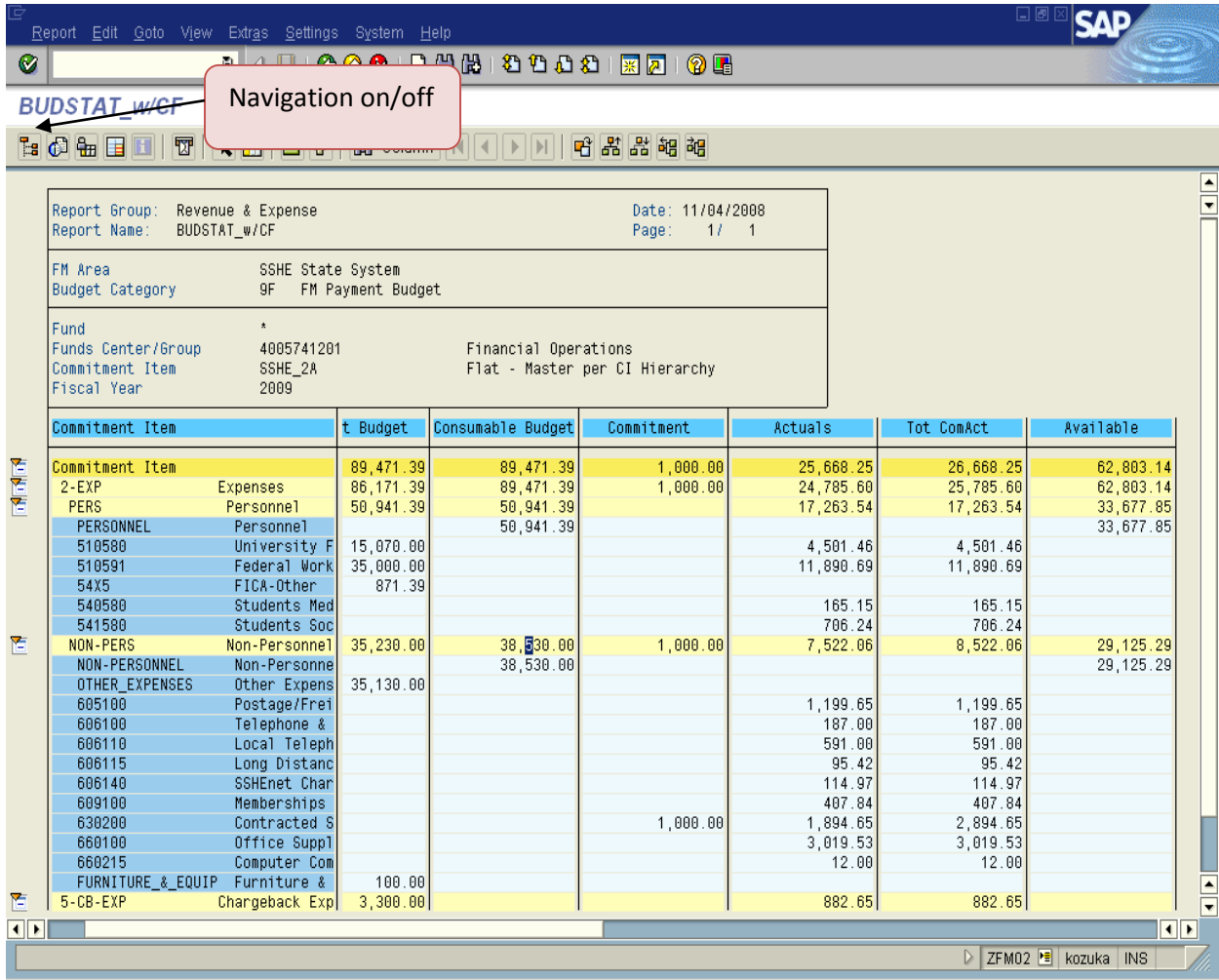
Each report is broken down as either with carry-forward or without carry-forward for a total of six reports. The information contained in SOURCES and ACTCOM is included in the BUDSTAT report, so you can get all of the information you need in BUDSTAT.

We are recommending that users use the w/CF reports for monitoring budgets. The *BUDSTAT_w/CF* shows Current Budget, Consumable Budget, Commitments, Actuals, Total Commitments/Actuals, and Available balance by funds center by commitment item (similar to the ZBUDSTAT Budget Status Report).

The screenshot shows the SAP BUDSTAT_w/CF report interface. On the left, a navigation pane lists several reports: BUDSTAT_w/CF, SOURCES_w/CF, ACTCOM_w/CF, BUDSTAT_w/oCF, SOURCES_w/oCF, and actcom_wo. A red callout box with a white background and black text points to the BUDSTAT_w/CF report, stating: "Navigate to the BUDSTAT_w/CF report by simply clicking on the report in the navigation pane. w/CF=With Carryforward; w/oCF = Without Carryforward". Below the navigation pane, the main report area displays a table with columns: Commitment Item, Current Budget, Consumable Budget, Commitment, and Actuals. The table lists various commitment items such as 2-EXP Expenses, PERSONNEL Personnel, and NON-PERSONNEL Non-Personnel, along with their respective budget and actual values. The SAP logo is visible in the top right corner of the window.

Commitment Item	Current Budget	Consumable Budget	Commitment	Actuals
2-EXP Expenses	89,471.39	89,471.39	1,000.00	25,6
PERSONNEL Personnel	86,171.39	89,471.39	1,000.00	24,7
510580 University F	50,941.39	50,941.39		17,2
510591 Federal Work				
54X5 FICA-Other	50,941.39			
540580 Students Med				1
541580 Students Soc				7
NON-PERSONNEL Non-Personnel	35,230.00	38,530.00	1,000.00	7,5
OTHER_EXPENSES Other Expenses	35,130.00			
605100 Postage/Frei				1,1
606100 Telephone &				1
606110 Local Teleph				5
606115 Long Distanc				
606140 SSHEnet Char				1
609100 Memberships				4
630200 Contracted S			1,000.00	1,8
660100 Office Suppl				3,0
660215 Computer Com				
FURNITURE_&_EQUIP Furniture &	100.00			
5-CB-EXP Chargeback Exp	3,300.00			8

Once you have selected the correct report, you can “turn off” the navigation pane in order to see more columns in the budget status report. To turn it off, click on the  Navigation on/off icon on the upper left-hand side of the screen right above the word “Reports.” This icon serves as a toggle button so that you can easily turn on/off the navigation area. The report below is an example with the navigation turned off.



The screenshot shows the SAP BUDSTAT_w/CF report interface. A red box highlights the 'Navigation on/off' icon in the top toolbar. The report displays the following data:

Commitment Item	t Budget	Consumable Budget	Commitment	Actuals	Tot ComAct	Available
Commitment Item	89,471.39	89,471.39	1,000.00	25,668.25	26,668.25	62,803.14
2-EXP Expenses	86,171.39	89,471.39	1,000.00	24,785.60	25,785.60	62,803.14
PERS Personnel	50,941.39	50,941.39		17,263.54	17,263.54	33,677.85
PERSONNEL Personnel		50,941.39				33,677.85
510580 University F	15,070.00			4,501.46	4,501.46	
510591 Federal Work	35,000.00			11,890.69	11,890.69	
54X5 FICA-Other	871.39					
540580 Students Med				165.15	165.15	
541580 Students Soc				706.24	706.24	
NON-PERS Non-Personnel	35,230.00	38,530.00	1,000.00	7,522.06	8,522.06	29,125.29
NON-PERSONNEL Non-Personnel		38,530.00				29,125.29
OTHER_EXPENSES Other Expens	35,130.00					
605100 Postage/Frei				1,199.65	1,199.65	
606100 Telephone &				187.00	187.00	
606110 Local Teleph				591.00	591.00	
606115 Long Distanc				95.42	95.42	
606140 SSHEnet Char				114.97	114.97	
609100 Memberships				407.84	407.84	
630200 Contracted S			1,000.00	1,894.65	2,894.65	
660100 Office Suppl				3,019.53	3,019.53	
660215 Computer Com				12.00	12.00	
FURNITURE_&_EQUIP Furniture &	100.00					
5-CB-EXP Chargeback Exp	3,300.00			882.65	882.65	

To drill down to the line item detail, double click on the dollar amount that you want to see more detail.

Report Group: Revenue & Expense Date: 11/04/2008
 Report Name: BUDSTAT_w/CF Page: 17 1

FM Area: SSHE State System
 Budget Category: 9F FM Payment Budget

Fund: *
 Funds Center/Group: 4005741201 Financial Operations
 Commitment Item: SSHE_2A Flat - Master per CI Hierarchy
 Fiscal Year: 2009

Commitment Item	nt Budget	Consumable Budget	Commitment	Actuals	Tot ComAct	Available
Commitment Item	89,471.39	89,471.39	1,000.00	25,668.25	26,668.25	62,803.14
2-EXP Expenses	86,171.39	89,471.39	1,000.00	24,785.60	25,785.60	62,803.14
PERS Personnel	50,941.39	50,941.39		17,263.54	17,263.54	33,677.85
PERSONNEL Personnel		50,941.39				33,677.85
510580 University F	15,070.00			4,501.46	4,501.46	
510591 Federal Work	35,000.00			11,890.69	11,890.69	
54X5 FICA-Other	871.39					
540580 Students Med				165.706		
541580 Students Soc						
NON-PERS Non-Personnel	35,230.00	38,530.00	1,000.00	7,522.00		
NON-PERSONNEL Non-Personnel		38,530.00				
OTHER_EXPENSES Other Expens	35,130.00					
605100 Postage/Frei				1,199.00		
606100 Telephone &				187.00		
606110 Local Teleph				501.00		
606115 Long Distanc				95.00		
606140 SSHEnet Char				114.97	114.97	
609100 Memberships				407.84	407.84	
630200 Contracted S			1,000.00	1,894.65	2,894.65	
660100 Office Suppl				8,019.53	3,019.53	
660215 Computer Com				12.00	12.00	
FURNITURE_&_EQUIP Furniture &	100.00					
5-CB-EXP Chargeback Exp	3,300.00			882.65	882.65	

To see all transactions in a specific column, double click on the total (yellow) line. You will see all transactions for the totals based on the line you selected – may or may not be the grand total.

Blue lines on the report represent where postings take place (budget, commitment, actual). Yellow lines on the report represent totals.

Once you double click on an amount, a Text box will pop up:

Search actuals line items document
 Search Change Document
 Search Entry Document

Technical names on/off

After making a selection click or double click on the selection. For the example on the next page, “Search Entry Document” was selected to drill into a budget document.

The entries behind the number will appear as shown below:

Example of Budget detail. Two types of Budget Type:

- Recurring Budget = Original Budget Postings
- Non-Recurring Budget = Budget Adjustments (Transfers, Supplements, Returns)

You can see the amount of the budget posting if you scroll to the right.

Doc Year	Entry Docu	Line	Version	Doc. type	Process	Year	Budget Type	Fund	Funds Ctr	Commitment item	F.Ar	Grant	Funded Prg
2009	1000030428	000001	0	BGT	Enter	2009	Recurring Budget	4011050000	4005741201	OTHER_EXPENSES	BDGT	NOTRELEVANT	NOTRELEVANT
	1000062643	000001	0	BGT	Send	2009	Non-Recurring Budget	4011050000	4005741201	OTHER_EXPENSES	BDGT	NOTRELEVANT	NOTRELEVANT
	1000062645	000001	0	BGT	Send	2009	Non-Recurring Budget	4011050000	4005741201	OTHER_EXPENSES	BDGT	NOTRELEVANT	NOTRELEVANT
	1000062696	000001	0	BGT	Send	2009	Non-Recurring Budget	4011050000	4005741201	OTHER_EXPENSES	BDGT	NOTRELEVANT	NOTRELEVANT

“Process” Column:
 Enter = original budget
 Send = sending funds (-)
 Receiving = receiving funds (+)

Double click on a line item for more detail.

Doc Year	Entry Docu	Line	Process	Year	Budget Type	Fund	Funds Ctr	Commitment item	F.Ar	Grant	Funded Prg	Amount LC
2009	1000030428	000001	Enter	2009	Recurring Budget	4011050000	4005741201	OTHER_EXPENSES	BDGT	NOTRELEVANT	NOTRELEVANT	35,500.00
	1000062643	000001	Send	2009	Non-Recurring Budget	4011050000	4005741201	OTHER_EXPENSES	BDGT	NOTRELEVANT	NOTRELEVANT	100.00
	1000062645	000001	Send	2009	Non-Recurring Budget	4011050000	4005741201	OTHER_EXPENSES	BDGT	NOTRELEVANT	NOTRELEVANT	250.00
	1000062696	000001	Send	2009	Non-Recurring Budget	4011050000	4005741201	OTHER_EXPENSES	BDGT	NOTRELEVANT	NOTRELEVANT	20.00

The screenshot shows the SAP 'Entry Document' window. The 'Header' tab is active, displaying document details for document 1000062645, posted on 10/21/2008. Below the header, the 'Year' and 'Periods' tabs are visible, leading to a table of line items. A red callout box with an arrow pointing to the 'Text' column of the table contains the following text:

This takes you to the entry document where you can see the text associated with the transfer by scrolling to the right. You can shrink the column width of the columns to see more fields without scrolling. At this point, you have drilled down as far as you can. Use your back arrow to go back & look at the detail of another amount.

Line	Grant	Fund	Funds Center	Commitment item	Functional Area	Funded Program	Type	Amount (USD)	DK	Text	
000001	-	NOTRELEVANT	4011050000	4005741201	OTHER_EXPENSES	BDGT	NOTRELEVANT	NR...	250.00	1	Tsfr to U
000002	+	NOTRELEVANT	4011050000	4005741201	510580	BDGT	NOTRELEVANT	NR...	250.00	1	Tsfr from

To look at expenditure details, double click on an amount in the Actuals column, and select “Search actual line items document” when the text box below appears:

The screenshot shows a 'Select Report' dialog box with a list of search options. The first option, 'Search actuals line items document', is highlighted in yellow. At the bottom of the dialog, there is a checkbox labeled 'Technical names on/off' which is currently checked.

Document Journal

FM Area SSHE
 Year commitment item 605100
 Commitment item 605100

RefDocNo	Item	Value type	Amt type	Prd	FM pstg d.	zPyrmt Bdglt	Commt bdglt	Commt item	Funds Center	Fund	G/L Acc	Text	CoCode	Ver
100981647	110	Invoices	0100	2	08/04/2008	671.27		605100	4005741201	4011050000	605100	POSTAGE #3 JULY 2008	SSHE	
101009584	107			3	09/03/2008	504.01		605100	4005741201	4011050000	605100	POSTAGE #3 AUGUST 2008	SSHE	
1900476966	2			3	09/16/2008	24.37		605100	4005741201	4011050000	605100	1071-8602-6	SSHE	208
						= 1,199.65								

Example of expenditure detail. Double click on a line item to see the document overview of the invoice, etc. The example below illustrates the invoice information for a FedEx payment.

Document Overview - Display

Doc.type : KR (Vendor Invoice) Normal document

Doc. Number 1900476966 Company code SSHE Fiscal year 2009
 Doc. date 09/08/2008 Posting date 09/16/2008 Period 03
 Calculate Tax
 Ref.doc. 2-906-33905
 Doc.currency USD

Itm	PK	Account	Account short text	Amount	Bu	Cost Ctr	Order	WBS element	Funds Center	Fund	Functional Area	T
1	31	2084332	FedEx	24.37	40							1
2	40	605100	Postage/Freight/Ship	24.37	40	4005741201			4005741201	4011050000	6210	1
*				0.00								

Sample Navigation within the report:

The screenshot shows the SAP BUDSTAT_w/CF report interface. The left sidebar contains a tree view with sections for 'Reports', 'Variation: Characteristics', and 'Variation: Funds Center'. The main area displays a table with columns for 'Commitment Item', 'nt Budget', 'Consumable Budget', 'Commitment', and 'Actuals'. A callout box points to the expand/collapse icons in the sidebar.

Report Group: Revenue & Expense
Report Name: BUDSTAT_w/CF
Date: 11/04/2008
Page: 1 / 1




FM Area: SSHE State System
Budget Category: 9F FM Payment Budget

Fund: *
Funds Center/Group: 4005741201 Financial Operations
Commitment Item: SSHE_2A Flat - Master per CI Hierarchy
Fiscal Year: 2009

Commitment Item		nt Budget	Consumable Budget	Commitment	Actuals
PERS	Personnel	50,941.39	50,941.39		17,263.54
NON-PERS	Non-Personnel	35,230.00	38,530.00	1,000.00	7,522.06
NON-PERSONNEL	Non-Personnel		38,530.00		
OTHER_EXPENSES	Other Expens	35,130.00			
605100	Postage/Frei				1,199.65
606100	Telephone &				187.00
606110	Local Teleph				591.00
606115	Long Distanc				95.42
606140	SSHEnet Char				114.97
609100	Memberships				407.84
630200	Contracted S			1,000.00	1,894.65
660100	Office Suppl				3,019.53
660215	Computer Com				12.00
FURNITURE_& EQUIP	Furniture &	100.00			
5-CB-EXP	Chargeback Exp	3,300.00			882.65

Callout Box: Expand & collapse sections of the report by clicking on these buttons. A – sign in front means it is already expanded. This is helpful if you only want to print out a section of the report.

HELPFUL TIPS WHILE IN ZFM02

	<p>TIP: Recommended reports/fields for monitoring your budgets:</p> <ul style="list-style-type: none"> • ZFM02 • Budget Category = 9F • Commitment Item Group = SSHE_2A • Budget Status Report Type = BUDSTAT_w/CF <p>Any transactions processed for fiscal year 2009 and after will need to be viewed using ZFM02.</p>	<p>Page</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>
	<p>TIP: Explanation of Columns in Budget Status Report:</p> <ul style="list-style-type: none"> • Current Budget – shows commitment items where budget is actually posted • Consumable Budget – BCS allows flexibility to budget check at a higher level than where budget is posted; consumable budget is where the budget checking takes place (for posting requisitions, budget transfers, etc.) • Commitment – shows open commitments (encumbrances) • Actuals – shows actual revenue and expenditures • Tot ComAct – total of commitments plus actuals • Available – Shows the budget available balance for that particular “pooling” area. The first line highlighted in dark yellow represents the column totals for the entire cost center; however, it is important to look at each pooling area to know the exact amount available in that area (ie, Other_Expenses) 	
	<p>TIP: Reading/Interpreting Budget Status Report:</p> <ul style="list-style-type: none"> • Totals are above the line items. The top line is the overall total. • Disregard 2-EXP line totals. • 820 Commitment Item area - Chargeback expenses (i.e. print center) and Capital expenses (i.e. fixed assets > \$5,000) – budget and actuals are separate from the Other_Expenses area. Therefore, budgetholders need to fund these areas in addition to funding the operating area (Other_Expenses). 	



TIP: Commitment Items (CI's) Used in Budget Status Report:

Student Employment – 510* (example: FWS = 510591)
Student Benefits – 54* (covered centrally)

Operating – 6* (example: Office Supplies = 660100)

Capital (Fixed Assets, items valued > \$5,000) – 7*
(example: Furniture = 750000)

Transfers Out – 803* } Transfers “across”
Transfers In – 813* } funds

Chargeback Expenses – 820* (example: Printing/Duplication done at
University Print Center = 820100)



TIP: Interpreting Reference Document Numbers Used in Budget Status Report:

10* Journal Entries (currently 1026*)

104* Purchase Requisition #

1900* Direct Pays –Accounts Payable (Co-op, reimbursements)

4000* SPC (Service Purchase Contract)

4500* Purchase Order #

4900* Reservation (Central Stores) Goods Issued #

5100* Invoice #



TIP: Financial information is also available through the SAP Business Warehouse (BW) system. The reports are produced from data in the SAP Business Warehouse. Normally, the data is current through the previous day’s activity in the live system. You can find reports on funds centers, responsible person, personnel, etc. Please contact Randy LeBlanc, 7-1334, or rleblanc@iup.edu.

You must have an active BW ID in order to access these reports.