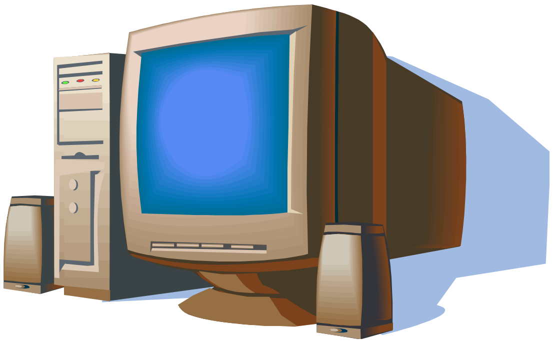
Budget Control System

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.

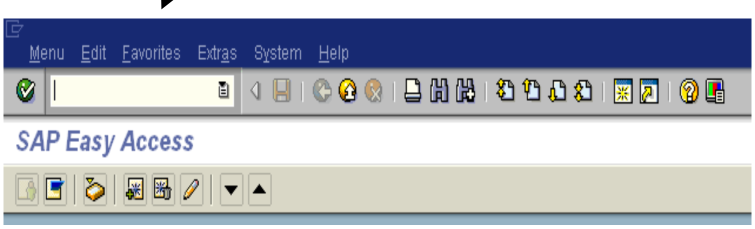
TRANSACTION CODE

ZFM02

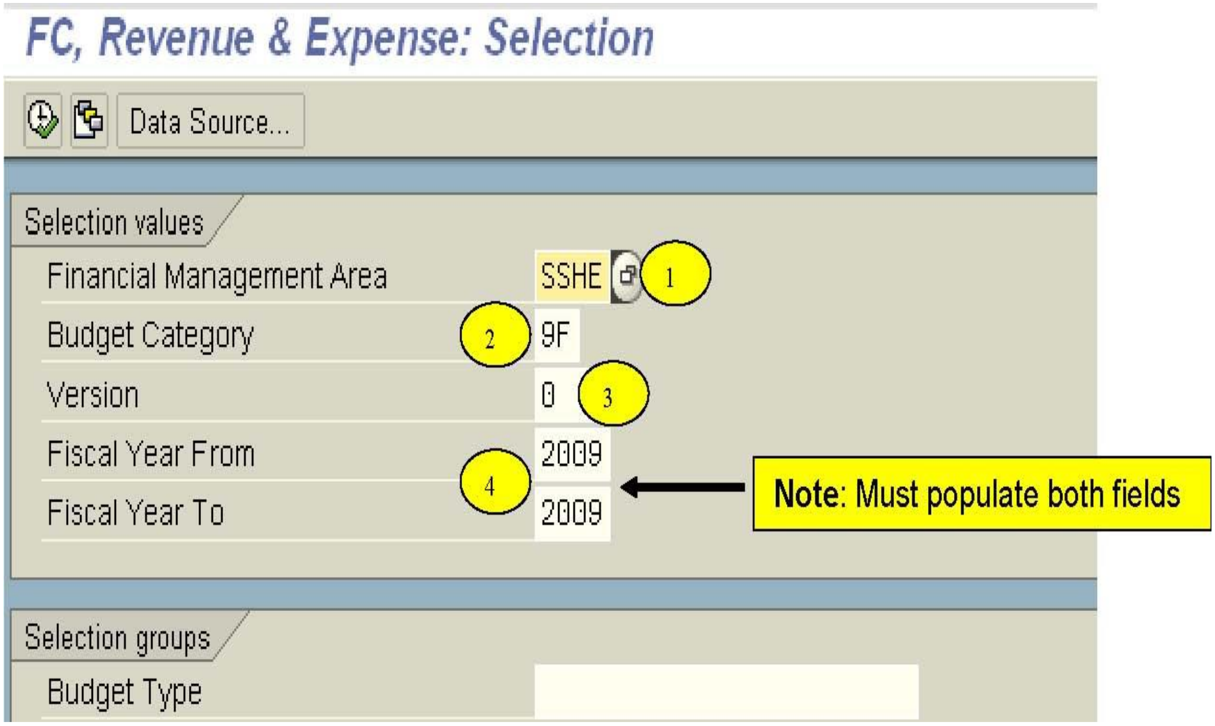
PROCEDURE

- 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



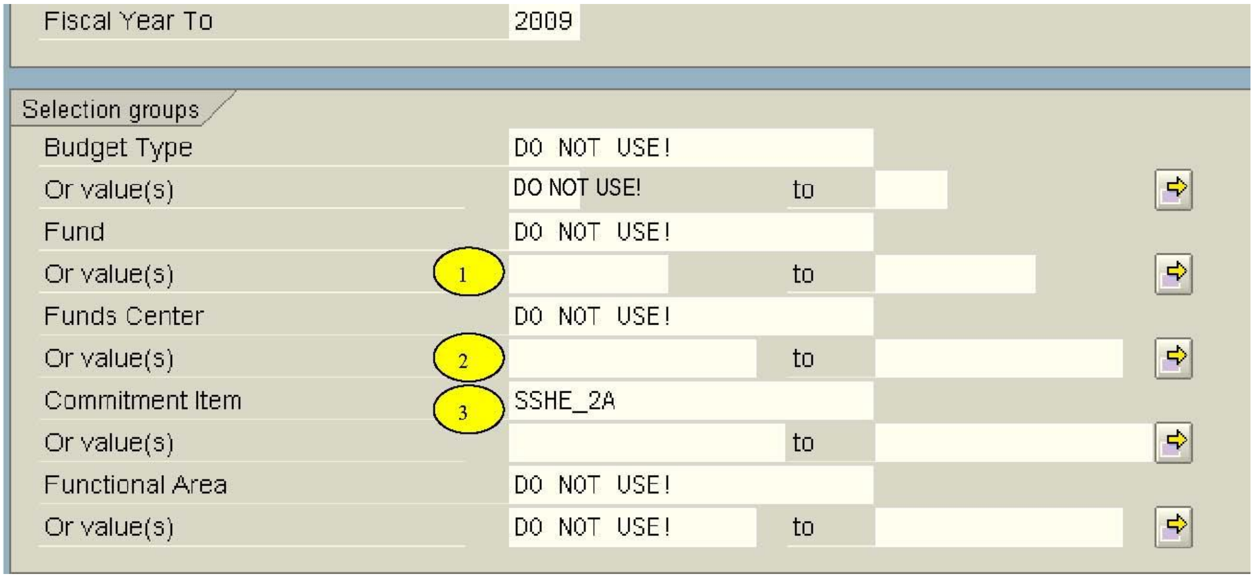
Selection Values
The information in the "Selection Values" area will default.

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).



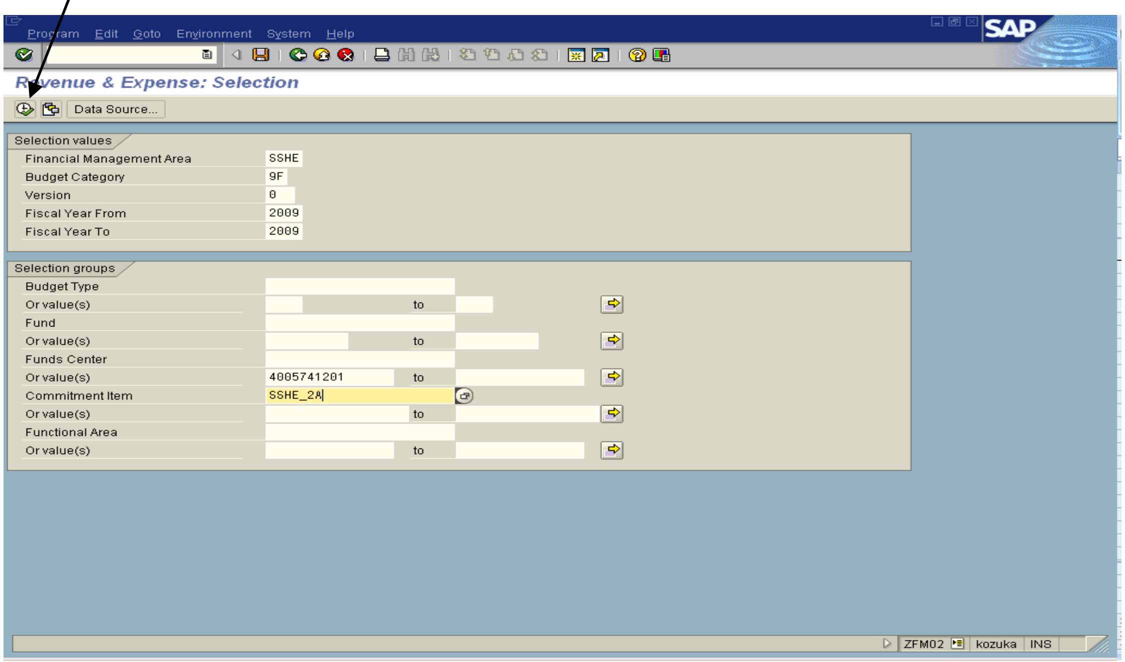
Selection Groups

1 **Fund Value: <u>OPTIONAL</u>.** 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).

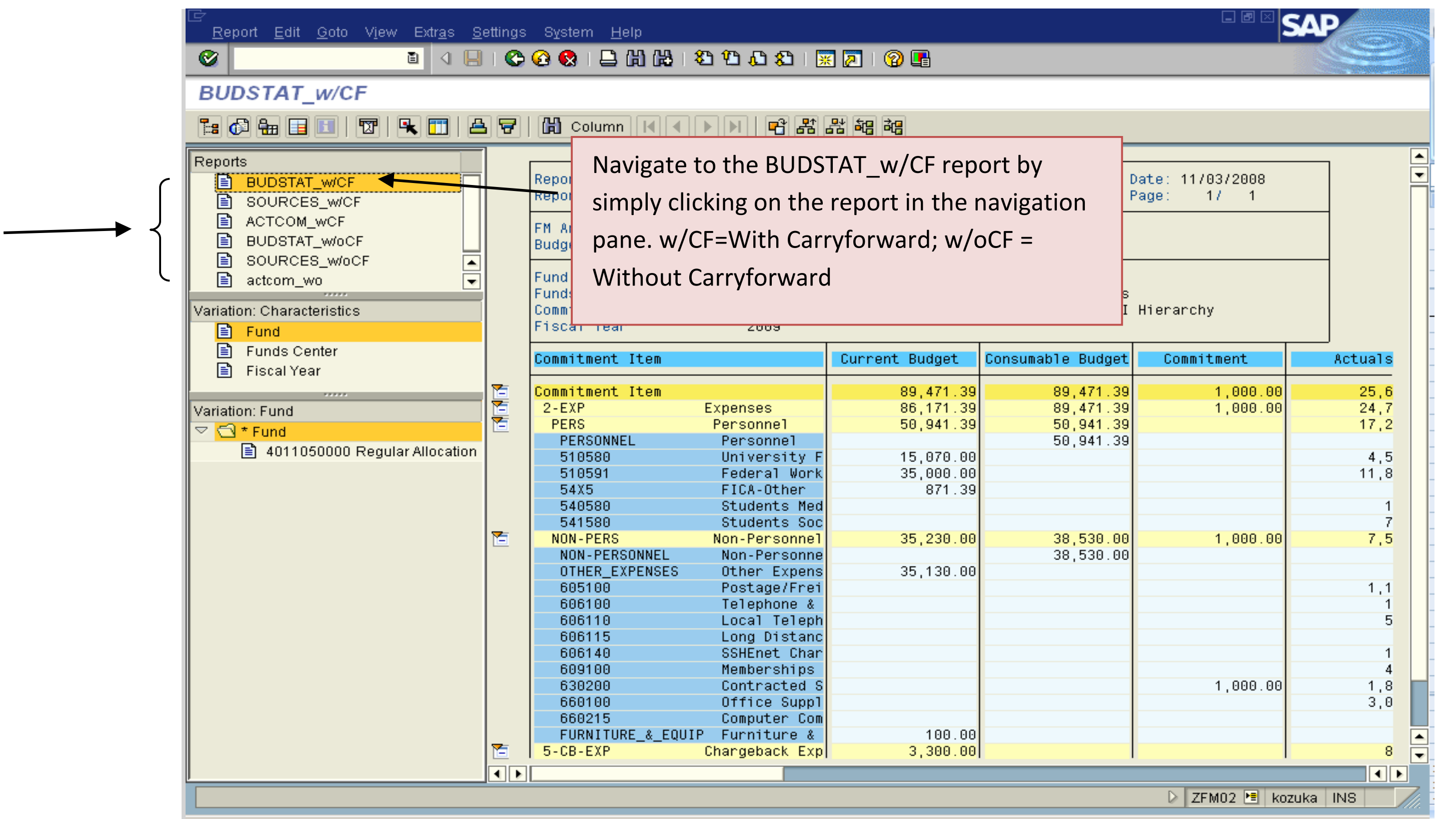


NOTE: This transaction contains three major types of reports (as illustrated below):

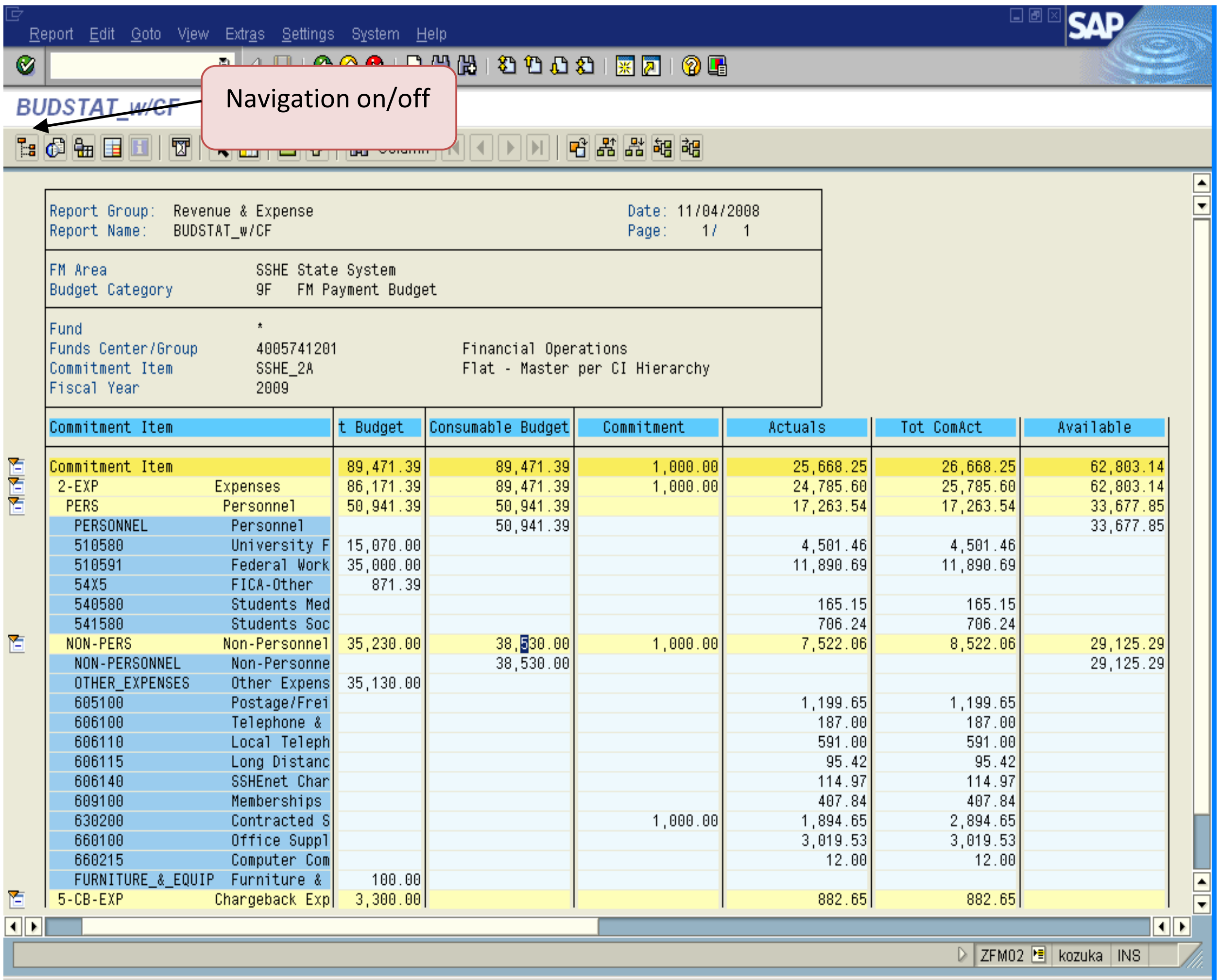
BUDSTAT-Budget Status Report
SOURCES-Budget Sources Report
ACTCOM-Commitment & Actuals Report

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.

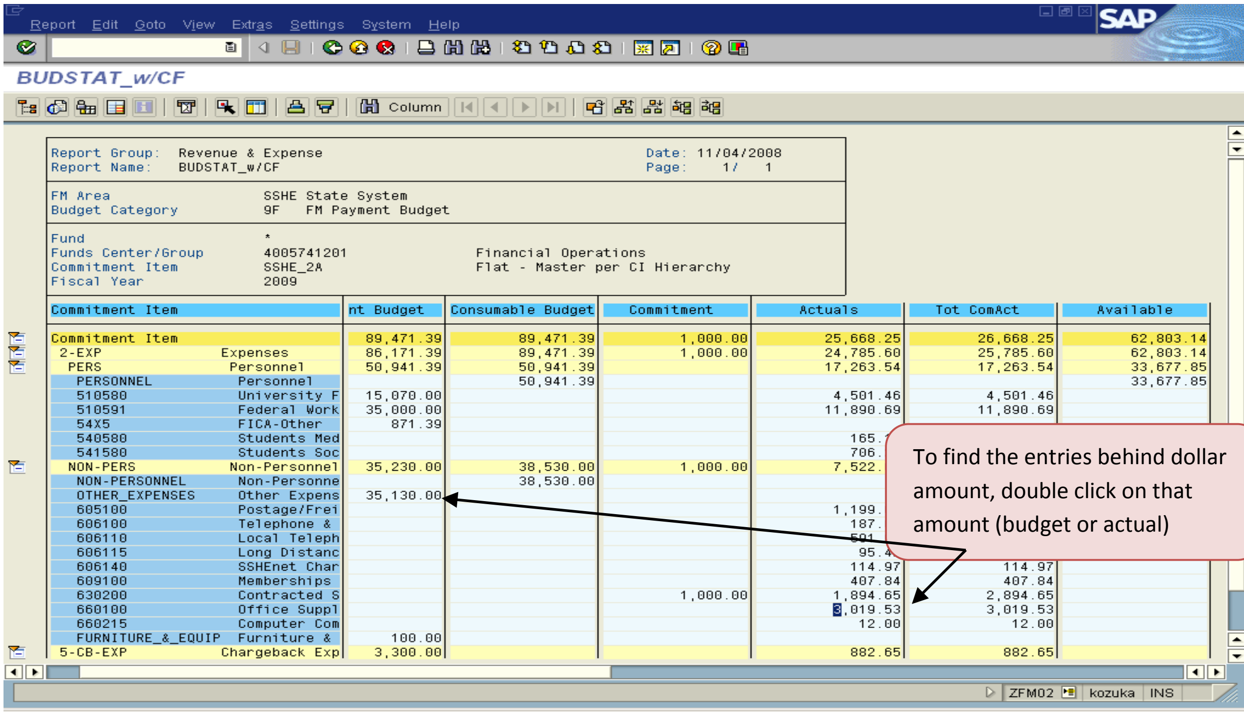
We are recommending that users use the w/CF reports for monitoring budgets. The ***BUDSTAT_w/CF*** shows Current Budget, Consumable Budget, Commitments, Actuals, Total Commitments/Actuals, and Available balance by funds center by commitment item (similar to the ZBUDSTAT Budget Status Report).



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.



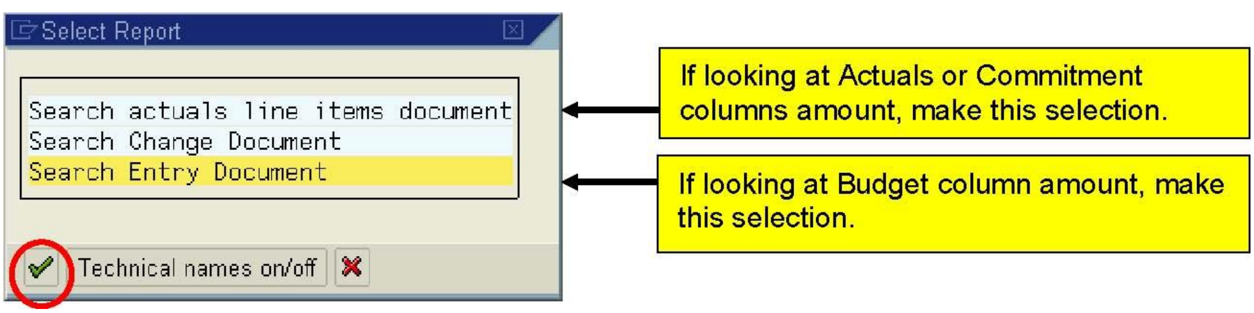
To drill down to the line item detail, double click on the dollar amount that you want to see more detail.



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.

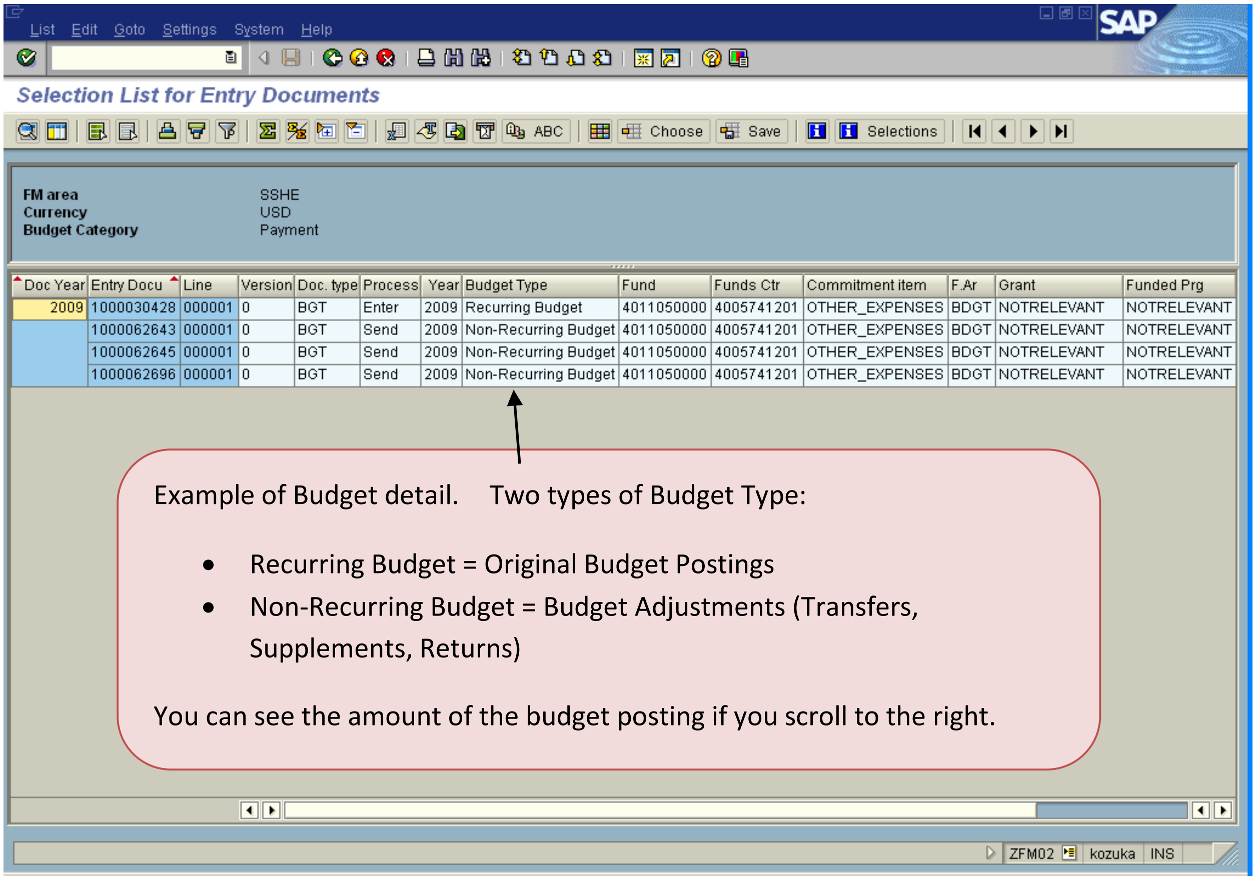
Blue lines on the report represent where postings take place (budget, commitment, actual). Yellow lines on the report represent totals.

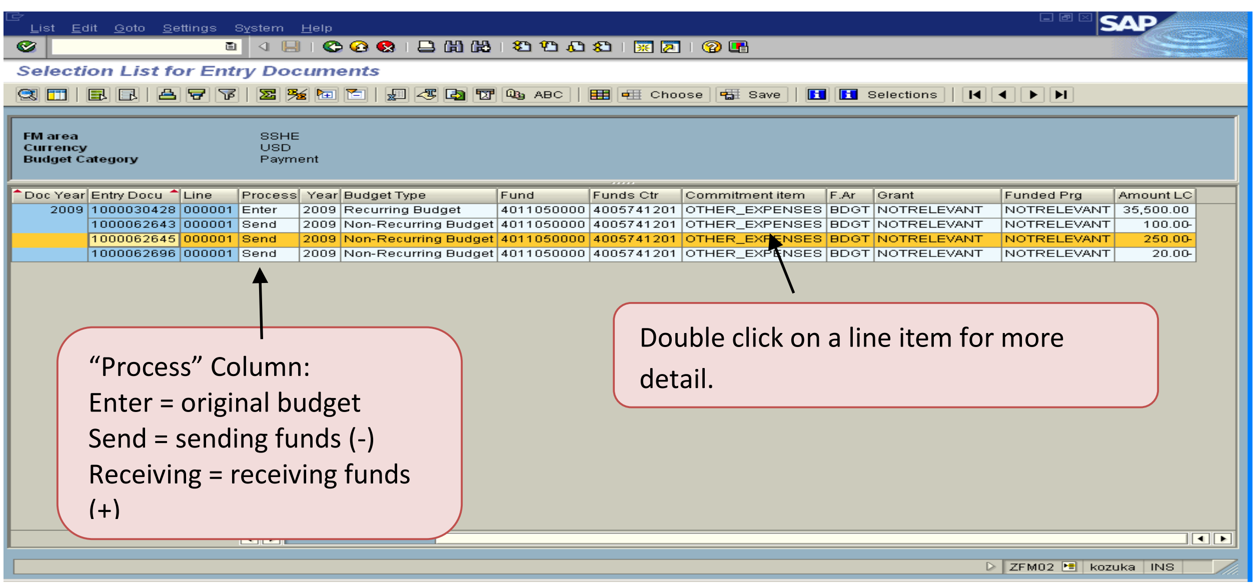
Once you double click on an amount, a Text box will pop up:

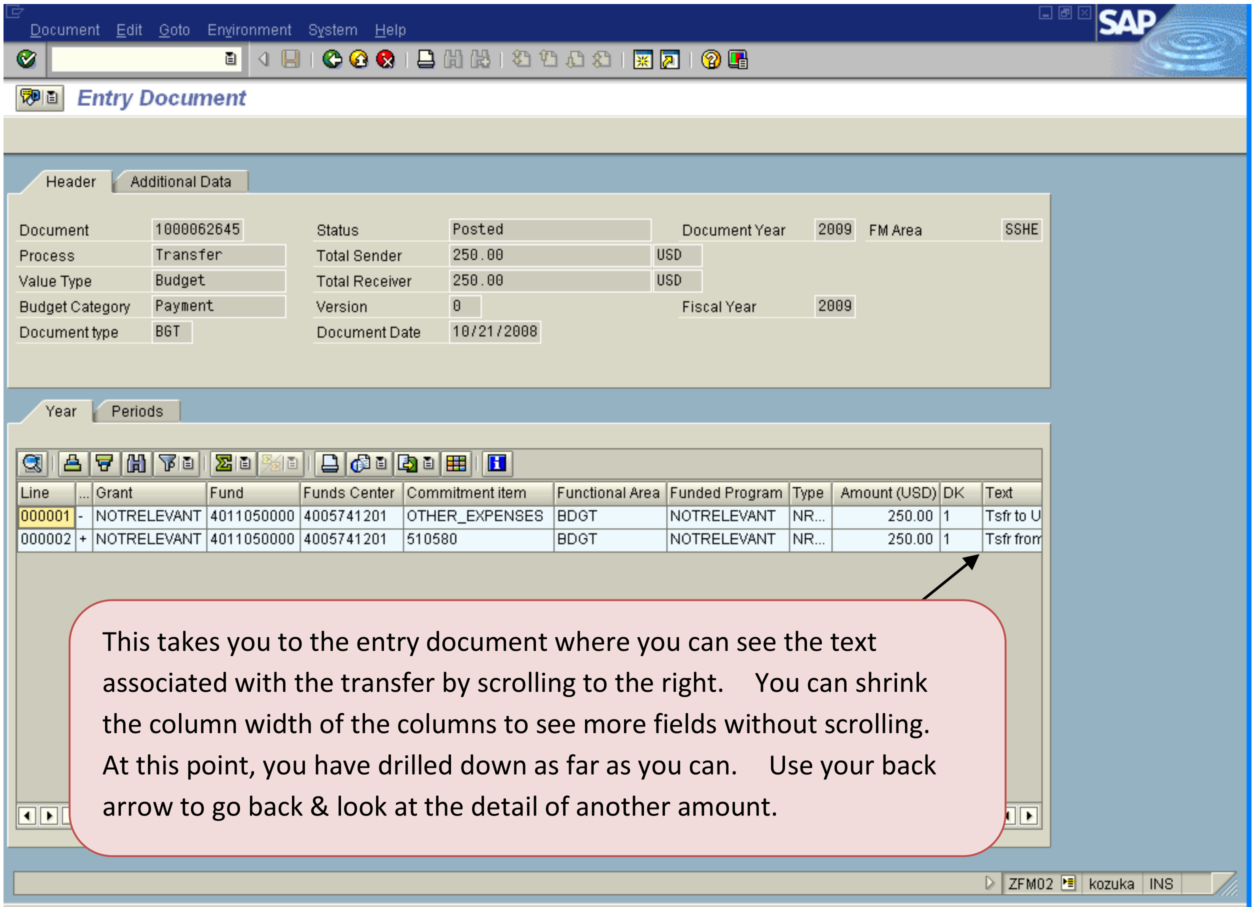


After making a selection click  or double click on the selection. For the example on the next page, "Search Entry Document" was selected to drill into a budget document.

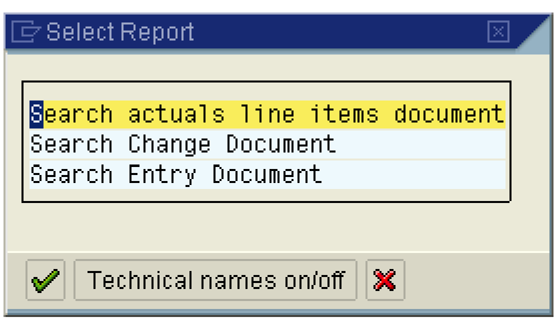
The entries behind the number will appear as shown below:

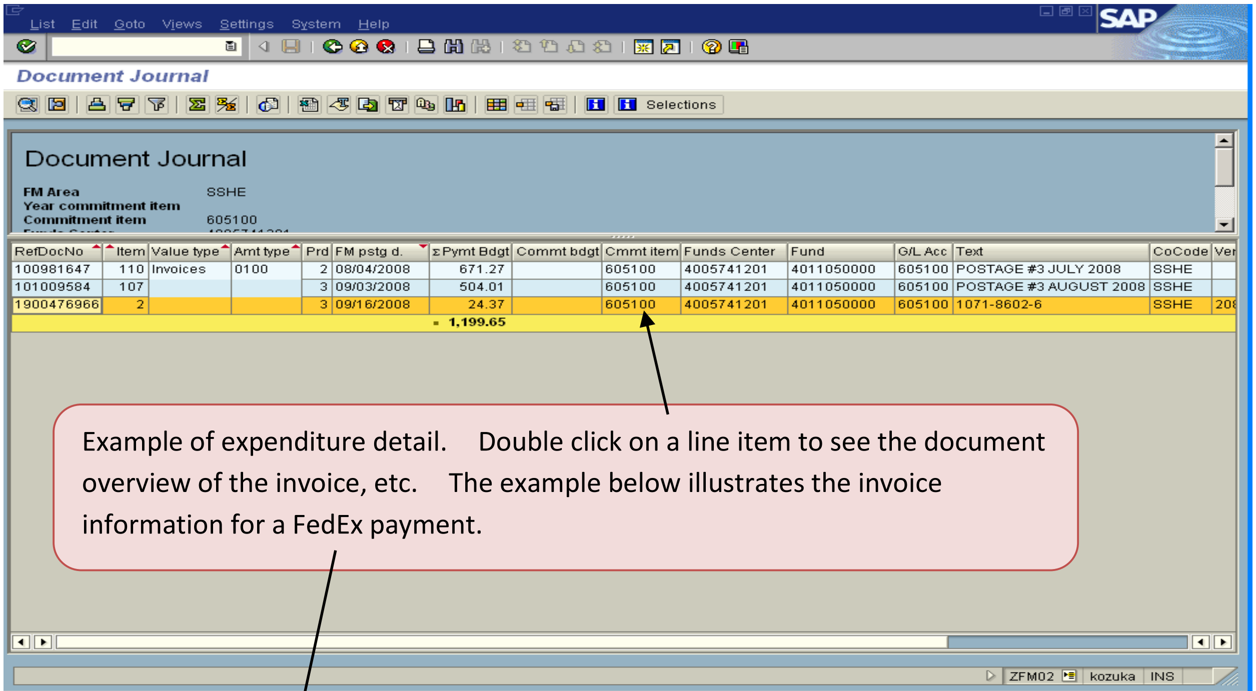




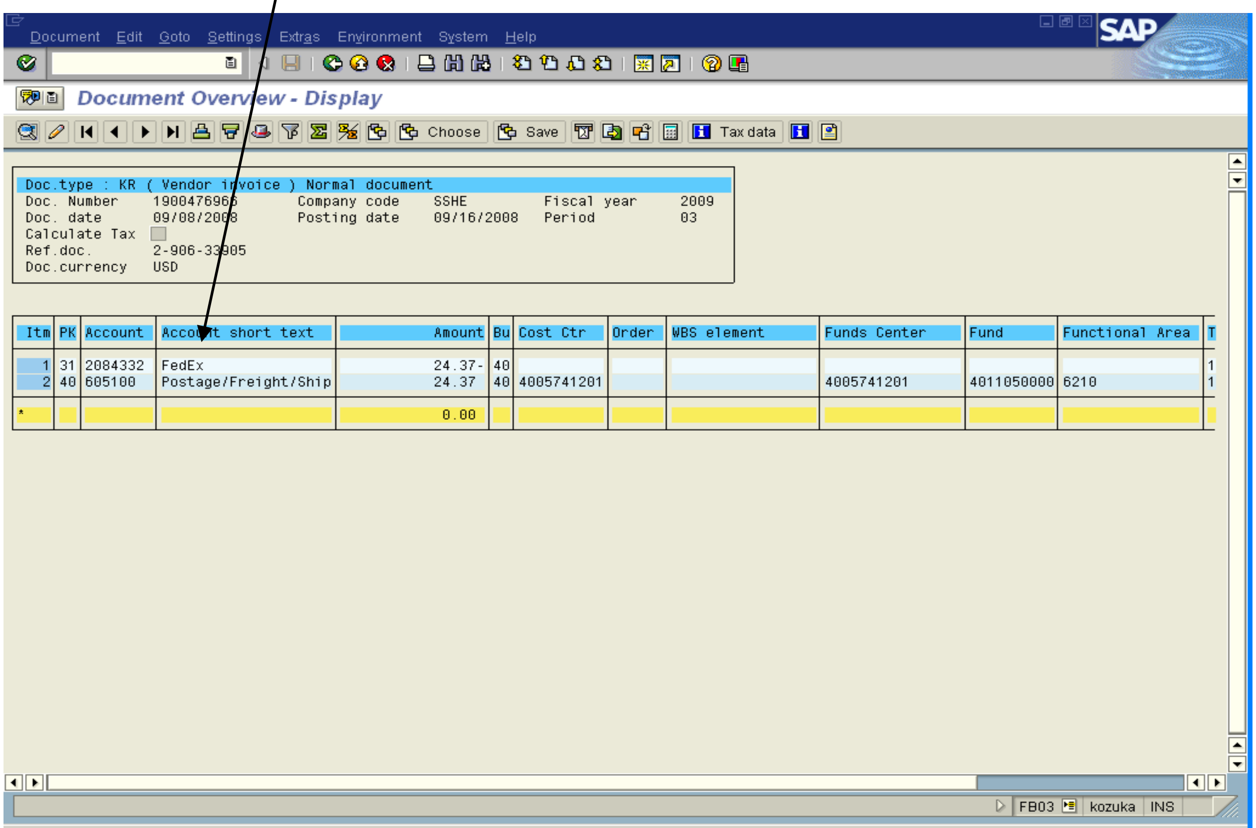


To look at expenditure details, double click on an amount in the Actuals column, and select "Search actual line items document" when the text box below appears:

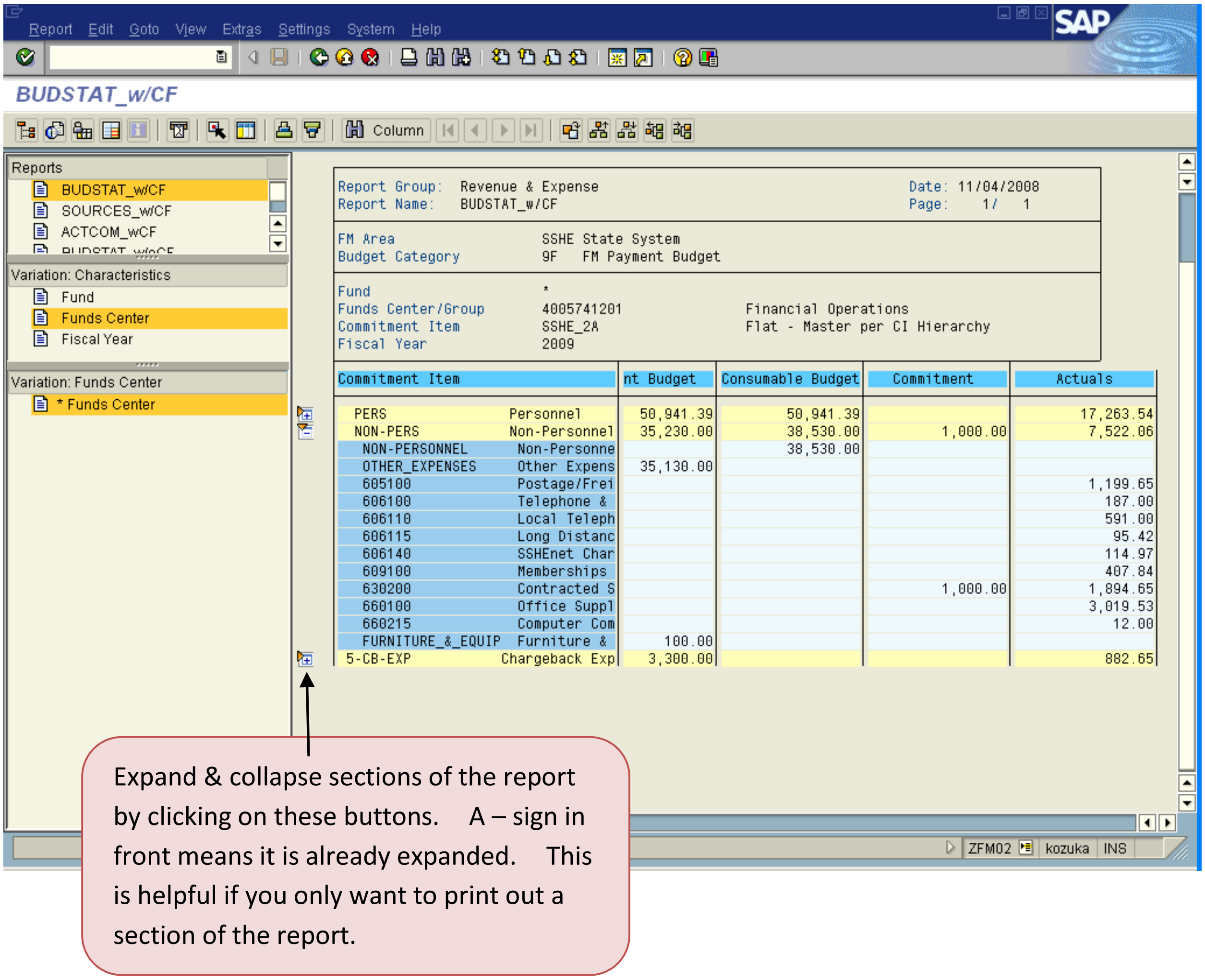




Example of expenditure detail. Double click on a line item to see the document overview of the invoice, etc. The example below illustrates the invoice information for a FedEx payment.



Sample Navigation within the report:



HELPFUL TIPS WHILE IN ZFM02

<table>
<tr>
<td>TIP: Recommended reports/fields for monitoring your budgets:

ZFM02
Budget Category = 9F
Commitment Item Group = SSHE_2A
Budget Status Report Type = BUDSTAT_w/CF

Any transactions processed for fiscal year 2009 and after will need to be viewed using ZFM02.</td>
<td>Page

2
3
4
5</td>
</tr>
<tr>
<td>TIP: Explanation of Columns in Budget Status Report:

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)
</td>
<td></td>
</tr>
<tr>
<td>TIP: Reading/Interpreting Budget Status Report:

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).
</td>
<td></td>
</tr>
</table>

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” funds
Transfers In – 813*

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.