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BUDGET CONTROL SYSTEM (BCS) TRAINING MANUAL

On November 24, 2008, the SAP Finance system will be migrated from the former budgeting module to the Budget Control System (BCS) module. The transactions that you are currently using within SAP-FI to monitor your budget will be changing. Budget transfers will no longer be parked using FR69. Instead, you will be using the Budgeting Workbench (FMBB) to pre-post your budget transfers.

Similarly, the SAP-FI on-line budget reports will also be changing. Please note that you will continue to use ZBUDSTAT_CF or ZBUDSTAT_EX_CF to view your budgets and transactions for fiscal year 2008 and prior. However, any transactions processed for fiscal year 2009 and after will need to be viewed using transaction ZFM02 or ZFM02_EXP. This training manual is being provided to assist you in monitoring your budget using the BCS module. Below is a crosswalk to aid your understanding:

<table>
<thead>
<tr>
<th>Function</th>
<th>Prior to 11/24/08</th>
<th>After 11/24/08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Transfer</td>
<td>Park using FR69</td>
<td>Pre-Post using FMBB</td>
</tr>
<tr>
<td>On-Line Reporting</td>
<td>ZBUDSTAT_CF</td>
<td>ZFM02 and ZFM02_EXP</td>
</tr>
<tr>
<td></td>
<td>ZBUDSOURCE_CF</td>
<td>ZFM02 and ZFM02_EXP</td>
</tr>
<tr>
<td></td>
<td>ZBUDSTAT_EX_CF</td>
<td>ZFM02_EXP</td>
</tr>
</tbody>
</table>

Changes in BCS that will be reviewed later in this document

- **Parked Transfer** FR69 changes to **Pre-Posted** document FMBB
- No need to input Fund or BDGT on transfer, it automatically fills it in!
- Ability to do multiple transfers on one document even if they are in different funds
- Ability to enter different text for each line item
- Ability to copy line item to one below to save data entry
- Ability to "hold" a document if you can’t finish it right away.
- Ability to track posted, pre-posted, undone, and held documents.
- Report transaction and generation changes
- Report view allows user to switch between report views without re-running transaction. This eliminates the need for multiple report transactions!
- Report view changes to accommodate Availability Control
- Little more flexibility in setting Availability Control rules.
Availability Control (AVC)

Impact on AVC rules:

Currently, in the Former Budgeting System, the ONLY rule available is to have the budget control restricted to the commitment item to which the budget was posted for an expense (purchase orders, funds reservations, and GL journal entries). This required that all budget dollars by commitment item be posted to the expense commitment item within a fund/funds center number.

The Budget Control System (BCS) module provides a little more flexibility in how the rules for AVC are set. We now have the option of continuing to maintain the status quo, i.e. AVC at CI where budget is loaded or we can set the AVC rule to check at a higher level within the fund.

AVC rules in the BCS module have been set as follows.

Please reference APPENDIX A for specific commitment item number relationships.

Rule 1 ➤ AVC checking will occur at the “summary” levels within the EXPENSE commitment item hierarchy for UTILITIES, LEASES, OTHER EXPENSES and at the specific 6 digit commitment item number for commitments 700000-799999, 801000-813530 for funds centers within:

Fund 1011000000 E&G Funds – all funds centers

Rule 2 ➤ AVC checking will occur at the 6 digit commitment item where budget is loaded for funds centers within:

- Funds 1012000000 to 1016000000 Designated for E&G activities
- Funds 1021000000 to 1025000000 Auxiliary Funds
- Funds 1031000000 to 1036000000 Restricted Funds
- Funds 1061000000 to 1071000000 Plant Funds

Rule 3 ➤ AVC checking will occur at the 3 digit "summary" levels within the EXPENSE commitment item hierarchy for OTHER EXPENSES and at the specific 6 digit commitment item number for commitments 700000-799999, 801000-821000 for funds centers within:

- Funds 1032000000 to 1033800000 Restricted Funds – Grants
Budget Folders

Download Folder With BCS Transactions

1. In BCS click on Favorites
2. Choose “Upload from PC”
3. At “Look In” choose S drive
4. Choose “BU Documents”
5. Choose “SAP” folder
6. Choose “BCS”
7. Click on “Insert”

You should receive a folder with two sub-folders one for budget transactions and one for budget reports.

8. Repeat steps 1-5, Choose “Former Budgeting Folder”
You should receive a folder titled “Former Budgeting Folder FY 2008 and Prior”
It will have 8 reports in it. These are the reports you can use for FY 2008 and prior.

What To Do With Your Old Budget Folder

After you have downloaded these two folders, you can delete any other budget folders or transactions that you no longer use. This will clean up your SAP menu.

If you need help during this process, contact the Budget Department at #4023.
How to Pre-Post a Budget Transfer - FMBB

Change: “parking” a document is now called “Pre-Posting” a document

Transaction: FMBB

1. Click on transaction FMBB under BCS Transaction Folder
2. If you get a pop-up box to enter FM area, enter SSHE
3. Choose Transfer from the Process menu (see instructions below)
4. Input Data

*After you input the header data you can click on [“ + ”] This will make the line item input view larger.

5. Enter Text (Required)
6. Use [“ ”] to check for errors. (located at very top of transaction)
7. When you have verified that you have no errors, click on [“ Prepost ”] located towards top of screen.
8. You will receive a document number at the bottom grey area. See example.

[“ ✔ ”] Document 1000062681 has been created successfully in FM area SSHE fiscal year 2009
To Print the Document for Back Up

1. When you are in the document you want to print
   a. Click Document
   b. Choose Display <-> Change
      *If “Print Preview” is available you can skip this step.

2. Now select Print Preview

3. Click on Printer Icon

4. Click on green check        (your printer should be listed)
Display an Entry Document - FMEDD

1. Choose FMEDD from your Budget Folder
2. Input FM Area as SSHE, Document Year (These should default after first use)
3. Input the document number if you know it. If you don’t know it, skip to step #5
4. Click on execute

5. Click on dropdown menu
   a. “Created by”-insert your user ID
   b. “Document Date”-enter range of time such as a week or month when you think the document occurred.
   c. Click on execute

   d. Double Click on the document you want to see (It will take you back to Display Entry Document window)
   e. Click on execute
View Budget Document or Line Item Transactions - FMEDDW

FMEDDW – This transaction can be used to view a single line item entry or all of the entries for a specific funds center or items during a specific date range etc.

1. Enter “Created by”
2. Enter “Fiscal Year”
3. Enter “Funds Center”
   This shows all documents you created for this FC this FY
Or
1. Enter “Created by”
2. Enter “Document Date” Range (ex 11/24/08-1/31/09)
   This shows all docs you created from 11/24/08 to 1/31/09 in all your FC’s.

To Export From the FMEDDW Transaction

1. Choose Spreadsheet icon
2. Then click green checkmarks
Budget Reports - Generation
For E&G Fund 1011000000
FC 1011xxxxxx

USE
These transactions 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. It can also provide a report to detail the sources of your budget balance.

TRANSACTION CODE
ZFM02_EXP
Includes commitment items for expenses only. Does not include revenue or transfers in (CI 813xxx).

Note: Please see Appendix G-Page 32 if you have an E&G funds center that has miscellaneous revenue or if you want to view salaries and benefits.

PROCEDURE
• Logon to the SAP system.
• Open your Favorites – BCS Transactions folder and click on the ZFM02_Exp transaction.

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 – can run for multiple years.

Note: Must populate both fields
Variants

You will use Variants set up by the Budget Office to obtain data for the commitment items (CI) you need to view. The following variants are available. Follow the instructions below to select the appropriate variant.

<table>
<thead>
<tr>
<th>Variant Name</th>
<th>Variant Description</th>
<th>CI range</th>
</tr>
</thead>
<tbody>
<tr>
<td>10NONPERSONNEL</td>
<td>Operating area only (non-personnel)</td>
<td>600-899</td>
</tr>
<tr>
<td>10STUDENTWAGES</td>
<td>Student wages only</td>
<td>510580</td>
</tr>
<tr>
<td>10NONPER_STUDW</td>
<td>Operating area and student wages</td>
<td>600-899 &amp; 510580</td>
</tr>
</tbody>
</table>

Click on “Get Variant” icon

Double-click on variant name or highlight row and click

Enter your funds center(s) in the Funds Center Value field and click \( \text{ execute the report} \)
Budget Reports - Navigation
For E&G Fund 1011000000
FC 1011xxxxx

A report will return with the appropriate data as shown below:

This transaction contains six different reports. Navigate to the various reports by simply clicking on the appropriate report in the navigation pane.

\[ \text{w/CF} = \text{With Carryforward} \quad \text{w/oCF} = \text{Without Carryforward} \]

**Note**: Always use the w/CF (with Carryforward) except when you need to see the ending available balance for the prior fiscal year. Then use w/oCF (without Carryforward). This is helpful after balances carryforward at fiscal year-end. Do not use this feature until notified by Budget Office.
Navigate to the various funds centers by simply clicking on "Funds Center" and then the FC #.

Expand & collapse sections of the report by clicking on these.
Drilling Down

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

- To drill down to the line item detail, double click on the dollar amount.

- To see all transactions in a specific column, double click on the total line.

A Text box will pop up:

![](image)

- After making a selection click ✓.

The detail will appear as shown below:

![Selection List for Entry Documents](image)
Printing

To print a report, click on the type of report you want to print.

<table>
<thead>
<tr>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUDSTAT_wuCF_EXP</td>
</tr>
<tr>
<td>SOURCES_wuCF_EXP</td>
</tr>
<tr>
<td>ACTCOM_wuCF_EXP</td>
</tr>
<tr>
<td>BUDSTAT_wuCF_EXP</td>
</tr>
<tr>
<td>SOURCES_wuCF_EXP</td>
</tr>
<tr>
<td>ACTCOM_wuCF_EXP</td>
</tr>
</tbody>
</table>

Then click on the print icon and make selections as shown below.

To print one funds center, select this option

To print all funds centers, select this option

You can print the current report or all 12 variation reports:

- Current report
- All variation reports (in separate spoil requests)
- All variation reports (in one spoil request)

Print page formatting is not active (page width 250)

- Print formatted report (page length 85)
- Print unformatted report (no fixed page length)

Number of pages:
- Print all
- Print from page

Change Report, Columns, and Format as shown to increase print size.
Availability Control

Rule 1 ➔ AVC checking will occur at the “summary” levels within the EXPENSE commitment item hierarchy for UTILITIES, LEASES, OTHER EXPENSES and at the specific 6 digit commitment item number for commitments 700000-799999, 801000-813530 for funds centers within:

Fund 1011000000 E&G Funds – all funds centers
Budget Reports - Generation
FOR FUNDS 1012, 1013, 102x, 103x, and 106x

USE
These transactions 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. It can also provide a report to detail the sources of your budget balance.

TRANSACTION CODE
ZFM02
Includes all commitment items for revenues and expenses.

ZFM02_EXP
Includes commitment items for expenses only. It does not include revenue or transfers in (CI 813xxx).

PROCEDURE
• Logon to the SAP system.
• Open your Favorites – BCS Transactions folder and click on the ZFM02 or ZFM02_Exp transaction.

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 – can run for multiple years.

Note: Must populate both fields
Selection Groups

1. **Fund Value:** Enter the fund or range of funds on which you would like to report. This field is *not required* if you are entering a funds center.

2. **Funds Center Value:** Enter the funds center or range of funds centers on which you would like to report. This field is *not required* if you are entering a fund number.

3. **Commitment Item:** There are commitment item groups established to pull revenue and expense commitment items.

   **SSHE_2A** – Includes all commitment items for revenue and expenses (including salaries and benefits)

<table>
<thead>
<tr>
<th>Fiscal Year To</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection groups</td>
<td></td>
</tr>
<tr>
<td>Budget Type</td>
<td></td>
</tr>
<tr>
<td>Or value(s)</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td></td>
</tr>
<tr>
<td>Or value(s)</td>
<td></td>
</tr>
<tr>
<td>Funds Center</td>
<td></td>
</tr>
<tr>
<td>Or value(s)</td>
<td>1022609268</td>
</tr>
<tr>
<td>Commitment Item</td>
<td></td>
</tr>
<tr>
<td>Or value(s)</td>
<td>SSHE_2A</td>
</tr>
<tr>
<td>Functional Area</td>
<td></td>
</tr>
<tr>
<td>Or value(s)</td>
<td></td>
</tr>
</tbody>
</table>

Click ✽ to execute the report.
Budget Reports - Navigation
For Funds 1012, 1013, 102x, 103x, and 106x

A Report will return with the appropriate data as shown below:

This transaction contains six different reports. Navigate to the various reports by simply clicking on the appropriate report in the navigation pane.

w/CF = With Carryforward  
w/oCF = Without Carryforward

Note: Always use the w/CF (with Carryforward) report except when you need to see the ending available balance for the prior fiscal year. Then use w/oCF (without Carryforward). This is helpful after balances carryforward at fiscal year-end. Do not use this feature until notified by Budget Office.

Navigate to the various funds centers by simply clicking on “Funds Center” and then the FC #

Expand & collapse sections of the report by clicking on these
Drilling Down

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

- To drill down to the line item detail, double click on the dollar amount.

- To see all transactions in a specific column, double click on the total line.

A Text box will pop up:

![Select Report]

If looking at Actuals or Commitment columns amount, make this selection
If looking at Budget column amount, make this selection

- After making a selection click  

The detail will appear as shown below:

![Selection List for Entry Documents]
Printing

To print a report, click on the type of report you want to print.

Then click on the print icon and make selections as shown below.

Change Report, Columns, and Format as shown to increase print size.
Availability Control

Rule 2 ➤ *AVC checking will occur at the 6 digit commitment item where budget is loaded for funds centers within:*

- **Funds 1012000000 to 1016000000** Designated for E&G activities
- **Funds 1021000000 to 1025000000** Auxiliary Funds
- **Funds 1031000000 to 1031600000** Restricted Funds
- **Funds 1061000000 to 1071000000** Plant Funds

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Current Budget</th>
<th>Consumable Budget</th>
<th>Commitment</th>
<th>Actu.</th>
<th>Tot ComAct</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER EXPENSES</td>
<td>5,500.00</td>
<td>5,500.00</td>
<td>300.00</td>
<td>747.00</td>
<td>1,047.00</td>
<td>4,453.00</td>
</tr>
<tr>
<td>608120 Books</td>
<td>200.00</td>
<td>200.00</td>
<td>-</td>
<td>-</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>615100 Gas Travel</td>
<td>500.00</td>
<td>500.00</td>
<td>300.00</td>
<td>400.00</td>
<td>700.00</td>
<td>1,200.00</td>
</tr>
<tr>
<td>620200 Software</td>
<td>600.00</td>
<td>600.00</td>
<td>-</td>
<td>67.00</td>
<td>67.00</td>
<td>533.00</td>
</tr>
<tr>
<td>625300 Spec Services</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>-</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>800100 Office Supplies</td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>280.00</td>
<td>280.00</td>
<td>1,120.00</td>
<td></td>
</tr>
<tr>
<td>560300 Chemicals</td>
<td>1,800.00</td>
<td>1,800.00</td>
<td>-</td>
<td>1,800.00</td>
<td>1,800.00</td>
<td></td>
</tr>
</tbody>
</table>

C# 615100 over budget by $200. AVC checking will occur at the 6 digit C#. A budget transfer will need to be made to cover budget deficit in C# 615100.
Rule 3  AVC checking will occur at the 3 digit “summary” levels within the EXPENSE commitment item hierarchy for OTHER EXPENSES and at the specific 6 digit commitment item number for commitments 700000-799999, 801000-821000 for funds centers within:

Funds 1032000000 to 1033800000  Restricted Funds – Grants
### APPENDIX A
Availability Control (AVC)

#### Rule 1  Fund 1011000000 - E&G
Fund 1011000000 will check AVC at the level listed below, different from where the budget is placed.

<table>
<thead>
<tr>
<th>Budget Placed At</th>
<th>AVC Checked At</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>From</strong></td>
<td><strong>To</strong></td>
</tr>
<tr>
<td>Commitment Item</td>
<td>Commitment Item</td>
</tr>
<tr>
<td>640100</td>
<td>646125</td>
</tr>
<tr>
<td>651000</td>
<td>651000</td>
</tr>
<tr>
<td>695000</td>
<td>698500</td>
</tr>
<tr>
<td>605100</td>
<td>690125</td>
</tr>
<tr>
<td>690130</td>
<td>690130</td>
</tr>
<tr>
<td>690135</td>
<td>690140</td>
</tr>
<tr>
<td>696000</td>
<td>696000</td>
</tr>
<tr>
<td>699000</td>
<td>699000</td>
</tr>
<tr>
<td>700000</td>
<td>770000</td>
</tr>
<tr>
<td>799000</td>
<td>799999</td>
</tr>
<tr>
<td>801000</td>
<td>801200</td>
</tr>
<tr>
<td>802000</td>
<td>802220</td>
</tr>
<tr>
<td>803000</td>
<td>803530</td>
</tr>
<tr>
<td>811000</td>
<td>811200</td>
</tr>
<tr>
<td>812000</td>
<td>812220</td>
</tr>
<tr>
<td>813000</td>
<td>813530</td>
</tr>
<tr>
<td>820100</td>
<td>820100</td>
</tr>
<tr>
<td>820200</td>
<td>820200</td>
</tr>
<tr>
<td>820300</td>
<td>820300</td>
</tr>
<tr>
<td>820400</td>
<td>820400</td>
</tr>
<tr>
<td>820405</td>
<td>820410</td>
</tr>
<tr>
<td>820500</td>
<td>820500</td>
</tr>
<tr>
<td>820600</td>
<td>820600</td>
</tr>
<tr>
<td>820700</td>
<td>820705</td>
</tr>
<tr>
<td>820800</td>
<td>820800</td>
</tr>
<tr>
<td>820805</td>
<td>820805</td>
</tr>
<tr>
<td>820810</td>
<td>820810</td>
</tr>
<tr>
<td>820815</td>
<td>820815</td>
</tr>
<tr>
<td>820900</td>
<td>820905</td>
</tr>
<tr>
<td>820950</td>
<td>920950</td>
</tr>
<tr>
<td>821000</td>
<td>821000</td>
</tr>
</tbody>
</table>
## APPENDIX A (cont.)

### Availability Control (AVC)

**Rule 2 Funds**

These funds will check AVC at the same 6 digit commitment item number which we budget.

<table>
<thead>
<tr>
<th>From Fund's starting at</th>
<th>To Fund's ending at</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1012000000</td>
<td>1016000000</td>
<td>Designated funds</td>
</tr>
<tr>
<td>1021000000</td>
<td>1025000000</td>
<td>Auxiliary funds</td>
</tr>
<tr>
<td>1031000000</td>
<td>1031600000</td>
<td>Restricted funds</td>
</tr>
<tr>
<td>1061000000</td>
<td>1071000000</td>
<td>Plant funds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Placed At</th>
<th>AVC Checked At</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Commitment Item</td>
<td>To Commitment Item</td>
</tr>
<tr>
<td>all 6 digits</td>
<td>all 6 digits</td>
</tr>
<tr>
<td>all 6 digits</td>
<td>all 6 digits</td>
</tr>
</tbody>
</table>

**Rule 3 Funds - 1032000000 to 1033800000 - Restricted Grants**

Funds 1032000000 to 1033800000 will check AVC at the level listed below.

<table>
<thead>
<tr>
<th>From Budget Placed At</th>
<th>To AVC Checked At</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Commitment Item</td>
<td>To Commitment Item</td>
</tr>
<tr>
<td>all 6 digit in OTHER EXPENSES</td>
<td>all 6 digit in OTHER EXPENSES</td>
</tr>
<tr>
<td>700000</td>
<td>770000</td>
</tr>
<tr>
<td>799000</td>
<td>799999</td>
</tr>
<tr>
<td>801000</td>
<td>801200</td>
</tr>
<tr>
<td>802000</td>
<td>802220</td>
</tr>
<tr>
<td>803000</td>
<td>803530</td>
</tr>
<tr>
<td>811000</td>
<td>811200</td>
</tr>
<tr>
<td>812000</td>
<td>812220</td>
</tr>
<tr>
<td>813000</td>
<td>813530</td>
</tr>
<tr>
<td>820100</td>
<td>821000</td>
</tr>
</tbody>
</table>
APPENDIX B

Additional Information on Pre-Posting a Budget Transfer-FMBB

Split Screen – This gives a different view of the input line for a transfer. On this view you don’t have to input – and + and the sum icon is easier to use if you need to sum your sender or receiver lines. See below.

Hint: Turn off Document header with , then click at top of this view and drag it UP. It will give you more line items for both Senders and Receivers.

Header

Use to bring header data back into view.

Merge

Use if you want to go back to view as “non-split”

1. Click on folder to open it and show documents. See example
2. Double Click on document number to open it.

**Your pre-posted documents show in your “Preposted” folder until they are approved by the Budget Office. Once approved they will move to your “Posted” folder.

Note: The document overview will keep the last 20 documents for each folder.
APPENDIX C
Change Layout to Include Text on FMEDDW Entry

When you choose “Change Layout” this window appears.

The items in the left box are the items currently displayed on the report. The items in the right box are the items you can choose to display on the report.

Note: If you click on “Column Name” it will alphabetize the list to make it easier to find what you want.

To delete items on the report that you don’t want to see
1. Click on the item description in the left box.
2. Click on the arrow pointing to the right.
3. Remove all items you do not wish to see.
4. You now have room to add fields from the right column that you wish to view.
5. Click on item in right column that you want to see
6. Click on the arrow pointing to the left.

Once you have chosen the fields you want to view

1. Click on save icon.
2. Save Layout-Use your initials
3. Name – Use your name
4. Click on Default Setting
5. Click on green check

The revised layout will come up each time you run the report.

If you need to make changes, save as the same layout and name and just overwrite the existing layout.
APPENDIX D
Error Message on FMBB

NOTE: If you don't click on the + for your receiver line before you check the document, an additional line will be created and errors will be received.

1. Click on Green check
2. Click on X on error window to close
3. Click on gray box prior to line 3
4. Click on to delete the row
5. Input the + on the receiver line
6. Recheck the document

Note: If you use the split screen view you won’t have to input the + sign. See Appendix B
APPENDIX E
Icon Descriptions for FMBB

Use this icon to check document for errors and to make sure it balances before you pre-post the document. This will also fill in the fund and functional area data.

Hold If you are in the middle of inputting information for a transfer and you get interrupted or you have to leave the office, you can HOLD your transfer and you won’t lose your input. You will have to assign a held document number; you can use the date if you wish to. If you get an error message, just click the green check. The “held” document will show under your “Held” folder in the Document Overview shown above. To re-access the document, choose it from your held folder, finish your input, check your input and then click prepost.

Prepost This is what you will use to prepost transfers.

Long Text If you want to input a longer explanation, use this icon

Save Changes Use if you have to go into pre-posted document and add text. Only text can be changed.

Append Row-Will add additional rows at bottom

Insert Row- Click anywhere on entry line, click insert row and it will add a row above the line you clicked on.

Delete Row-Click anywhere on entry line, click delete row and it will be deleted.

Duplicate Row- Click on first row after you input information on FMBB and this will duplicate that information to the row below. Then you can just change the information that needs to be changed example: commitment item. This feature saves input time!

Sort Ascending – Click on column and this icon sorts rows in ascending order.

Sort Descending – Click on column and this icon sorts rows in descending order.

Find – On large document, you can sort a column to look for information like commitment item, specific dollar amount.

Sum – Adds a total for the amount column. Useful on large documents to add – or + amounts.
APPENDIX F

Frequently Asked Questions Regarding Transactions

Q: How do I enter text after I’ve preposted a transfer and receive a message that text is missing?
A: Choose the appropriate document from your “preposted” file. Add the text and then click on Save Changes.

Q: When will I be able to spend the money that was transferred?
A: The funds will not show up until the Budget Department Posts your document. When the document number appears in your “posted” folder in Document Overview, it is available.

Q: I entered a preposted document and it isn’t in my preposted folder?
A: Check in your “posted” folder. It may have been posted by the Budget Department. Once posted the document moves to the appropriate folder.

Q: I receive an error, how can I tell what is wrong?
A: If it is not stated in the error, click on Messages log.

Q: How do I find my document number if it isn’t in the posted folder on document overview?
A: If you are in FMBB, go to Edit and choose “Search Effective”. This takes you to a search screen. You can search by entering your user id in “Created by” and a date range in “Document Date” then click execute.

Q: Does anything change regarding Funds Reservations?
A: No. The Funds Reservation process remains the same.

Q: I used to enter supplements for chargeback revenue, can I still do that?
A: Yes, you can choose supplement from the dropdown “process” menu in FMBB. The header data remains the same. The lines will not have +/- column because you are only adding funds. If you have any trouble doing this, contact the Budget Department.
APPENDIX G
Report Tips

- To re-execute/refresh a report, click on the green “back” arrow. This will take you back to the selection screen for the transaction. If you are not changing the parameters, just click the Execute icon.

- To turn off the Navigation pane, click on the Navigation On/Off icon. This displays more of the report on the screen without scrolling across.

**Navigation On**

**Navigation Off**
• To decrease the font size so that the entire report displays on the screen without scrolling across.
  - Click on “Customizing of Local Layout” icon
  - Drop down box will appear – click on “New Visual Design”
  - Under Font Size – slide the bar to the left to 91%. Click ok.
  - Log out of SAP and then log back in for the change to take effect.
  - The entire report will now appear on the screen when the Navigation is turned off.
  - Note: All SAP screens will now have this smaller font size.

• To view miscellaneous revenue or salaries and benefits in E&G Fund 1011000000 - Funds Center 1011xxxxxx, use transaction ZFM02 and enter SSHE_2A in the Commitment Item field as shown below.
Appendix H
Exporting BUDSTAT Report to Excel

1. Generate the report you wish to export.
2. Go to
   a. System
   b. List
   c. Save
   d. Local File
3. Choose Spreadsheet
   a. System
   b. List
   c. Save
   d. Local File
4. Choose Location to save from dropdown
5. Insert a file name
6. Click Generate
7. Open File in Excel
8. Choose Yes
9. Choose Next
10. Choose Next Again
11. Choose Finish
12. You will now have to widen columns, reformat margins, scale etc. to get the view you want.
APPENDIX I
Budget Reports
Additional Information

Types of Reports

There are 3 major types of reports.

- **BUDSTAT** – Budget Status Report. This report compares Budget to Commitments/Actuals and provides the user with an Available balance.

```
<table>
<thead>
<tr>
<th>Funds center/commitment item</th>
<th>Current Budget</th>
<th>Consumable Budget</th>
<th>Commitment</th>
<th>Actuals</th>
<th>Tot ComAct</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>All values</td>
<td>XXX,XXX,XX</td>
<td>XX,XXX,XX,XX</td>
<td>XXX,XXX,XX</td>
<td>XXX,XX</td>
<td>XXX,XXX,XX</td>
<td>XXX,XXX,XX</td>
</tr>
<tr>
<td><strong>FdsCtr/CommitItem</strong></td>
<td>XXX,XXX,XX</td>
<td>XX,XXX,XX,XX</td>
<td>XXX,XXX,XX</td>
<td>XXX,XX</td>
<td>XXX,XXX,XX</td>
<td>XXX,XXX,XX</td>
</tr>
</tbody>
</table>
```

- **SOURCES** – Budget Sources Report. This report provides a breakdown of Current Budget according to process (Enter, Carry-forward, Supplement, Return, Transfer, RIB) (Note: RIB=Revenue Increasing Budget which is not used by Bloomsburg University).

```
<table>
<thead>
<tr>
<th>Funds center/commitment item</th>
<th>Original</th>
<th>CF from FY</th>
<th>CF to FY</th>
<th>Supplements</th>
<th>Returns</th>
<th>Transfers</th>
<th>RIB</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>All values</td>
<td>XXX,XXX,XX</td>
<td>XXX,XXX,XX</td>
<td>XXX,XXX,XX</td>
<td>XXX,XXX,XX</td>
<td>XXX,XX</td>
<td>XXX,XXX,XX</td>
<td>XXX,XXX,XX</td>
<td>XXX,XXX,XX</td>
</tr>
<tr>
<td><strong>FdsCtr/CommitItem</strong></td>
<td>XXX,XXX,XX</td>
<td>XXX,XXX,XX</td>
<td>XXX,XXX,XX</td>
<td>XXX,XXX,XX</td>
<td>XXX,XX</td>
<td>XXX,XXX,XX</td>
<td>XXX,XXX,XX</td>
<td>XXX,XXX,XX</td>
</tr>
</tbody>
</table>
```

- **ACTCOM** – Commitment & Actuals Report. This report provides a summary of Commitments & Actuals only.

```
<table>
<thead>
<tr>
<th>Funds center/commitment item</th>
<th>Commitment</th>
<th>Actuals</th>
<th>Tot ComAct</th>
</tr>
</thead>
<tbody>
<tr>
<td>All values</td>
<td>XXX,XXX,XX</td>
<td>XXX,XX</td>
<td>XXX,XXX,XX</td>
</tr>
<tr>
<td><strong>FdsCtr/Commitment</strong></td>
<td>XXX,XXX,XX</td>
<td>XXX,XX</td>
<td>XXX,XXX,XX</td>
</tr>
</tbody>
</table>
```

Listed by Transaction Code and Report Group

\textbf{w/CF} = With Carryforward  \\
\textbf{w/oCF} = Without Carryforward

\begin{itemize}
  \item \textbf{Transaction: ZFM02}
  \begin{itemize}
    \item Report Group: Funds Center – Revenue & Expense
    \begin{itemize}
      \item 1. BUDSTAT\textsubscript{w/CF}
      \item 2. SOURCES\textsubscript{w/CF}
      \item 3. ACTCOM\textsubscript{wCF}
      \item 4. BUDSTAT\textsubscript{w/oCF}
      \item 5. SOURCES\textsubscript{w/oCF}
      \item 6. ACTCOM\textsubscript{wCF}
    \end{itemize}
  \end{itemize}
  \item \textbf{Transaction: ZFM02\_EXP}
  \begin{itemize}
    \item Report Group: Funds Center – Expense Only
    \begin{itemize}
      \item (Excludes Revenue & Transfers-In 813xxx)
      \item 1. BUDSTAT\textsubscript{w/CF\_EXP}
      \item 2. SOURCES\textsubscript{w/CF\_EXP}
      \item 3. ACTCOM\textsubscript{wCF\_EXP}
      \item 4. BUDSTAT\textsubscript{w/oCF\_EXP}
      \item 5. SOURCES\textsubscript{w/oCF\_EXP}
      \item 6. ACTCOM\textsubscript{wCF\_EXP}
    \end{itemize}
  \end{itemize}
\end{itemize}

\textbf{Note:} Always use the \textbf{w/CF} (with Carryforward) report, except when you need to see the ending available balance for the prior fiscal year. Then use \textbf{w/oCF} (without Carryforward). This is helpful after balances carryforward at fiscal year-end.

\section*{Summary of Report Transaction Codes}

\begin{table}[h]
\begin{tabular}{|c|c|c|c|c|c|}
\hline
Transaction Code & Types of Reports & Overall Budgeting & With Carry-forward & Without Carry-forward & Revenue & Expense Only \ [0.5ex] \\
\hline
ZFM02 & All & & X & X & X \ [0.5ex] \\
ZFM02\_EXP & All & & X & X & \ [0.5ex] \\
\hline
\end{tabular}
\end{table}

\section*{Report Categories}

\textit{Reports are further broken down into the below categories.}

\textbf{With or Without Carry-forward}

\begin{itemize}
  \item With carry-forward reports show both carry-forwards from the prior year and carry-forwards to next year. These reports are represented by the extension of \textbf{w/CF} in the description.
  \item Without carry-forward reports show carry-forwards from the prior year but NOT carry-forwards to next year. These reports are represented by the extension of \textbf{w/oCF} in the description.
  \item \textit{Note: In the current fiscal year, with and without carry-forward reports will be the same. You will only see a difference between the reports when looking at prior fiscal years.}
\end{itemize}

\textbf{Revenue & Expense or Expense Only}

\begin{itemize}
  \item Revenue & Expense reports show all commitment items. Reports that do \textbf{not} have the extension EXP show both revenue & expense.
  \item Expense Only reports only show commitment items with the Commitment Item Category of “3” (Expenditures). These reports are represented by the extension of \textbf{EXP} in the description.
\end{itemize}