

# ***Annual Position Budget Report***

SAP Transaction  
ZFIPOSBUD

## Purpose

*The Annual Position Budget Report is a useful tool to view and reconcile different types of positions budget, year-to-date actuals, encumbrances and expenditures.*

**Run the ZFIPOSBUD transaction in SAP.**

Enter the following criteria:

**Select one of the following:**

- **Staff Salaries:** Will bring in positions that are mapped to the 670100 commitment item.
- **Faculty Salaries:** Will bring in positions that are mapped to the 670080 commitment item.
- **Faculty-Adjunct Salaries:** Will bring in positions that are mapped to the 670084 commitment item.
- **Graduate Student Salaries:** Will bring in positions that are mapped to the 670094 commitment item.
- **ALL Salaries:** Will bring in all positions (staff, faculty, adjunct, and graduate student) that are in the account being researched.

**Cost Center:** This is a required entry if you do not enter a funded program.

**Funded Program:** This is a required entry if you do not enter a cost center (fund center).

**Fund:** Not required in order to execute however should be entered if you have salaries in multiple funds.

**Fiscal Year:** This is a required entry. May look at prior years however, the reserved and encumbrance columns will be zeroed out due to year-end procedures.

**Position:** Not a required entry may enter the position numbers you want to view.

**Layout:** Select a layout that will show the information in a specific way.

Click Execute .

<b>Annual Position Budget Report</b>			
<b>Salary Grouping</b>			
Staff Salaries	<input checked="" type="radio"/>		
Faculty Salaries	<input type="radio"/>		
Faculty-Adjunct Salaries	<input type="radio"/>		
Graduate Student Salaries	<input type="radio"/>		
ALL Salaries	<input type="radio"/>		
<b>Additional Selection</b>			
Cost Center	<input type="text" value="1328130000"/>	to	<input type="text"/> 
Funded Program	<input type="text"/>	to	<input type="text"/> 
Fund	<input type="text" value="2000011017"/>	to	<input type="text"/> 
Fiscal Year	<input type="text" value="2017"/>		
<b>Human Resources</b>			
Position	<input type="text"/>		
<b>Variant</b>			
Layout	<input type="text"/>		

**Review the results of the report.**

This screenshot example shows the positions for one cost center:

Annual Position Budget Report													
Salary Group		Staff Salaries											
Fiscal Year		2017											
Cost Center		= 1328130000											
Fund		= 2000011017											
Position	Position Text	Last Name	First Name	Personnel No	Fund	Cost Center	Funded Program	Total Budget	Actuals YTD	Reserved YTD	Encumbrances YTD	Total Expenses	Difference
50002247				94086	2000011017	1328130000		47,832.69	43,712.28	0.00	4,120.41	47,832.69	0.00
50002247								47,832.69	43,712.28	0.00	4,120.41	47,832.69	0.00
50002670				94083		1328130000		42,000.00	38,500.00	0.00	3,500.00	42,000.00	0.00
50002670								42,000.00	38,500.00	0.00	3,500.00	42,000.00	0.00
50009268				18401		1328130000		44,903.73	41,128.69	0.00	3,775.04	44,903.73	0.00
50009268								44,903.73	41,128.69	0.00	3,775.04	44,903.73	0.00
50009728				71836		1328130000		9,174.06	9,174.06	0.00	0.00	9,174.06	0.00
50009728								9,174.06	9,174.06	0.00	0.00	9,174.06	0.00
50010344				83101		1328130000		43,530.40	39,871.32	0.00	3,659.08	43,530.40	0.00
50010344								43,530.40	39,871.32	0.00	3,659.08	43,530.40	0.00
50011415				83116		1328130000		13,988.57	13,491.36	0.00	497.22	13,988.57	0.01-
50011415								13,988.57	13,491.36	0.00	497.22	13,988.57	0.01-
50011480				1662		1328130000		8,540.94	8,540.94	0.00	0.00	8,540.94	0.00
50011480								8,540.94	8,540.94	0.00	0.00	8,540.94	0.00
50011800						1328130000		0.00	0.00	19,080.00	0.00	19,080.00	19,080.00-
						1328130000		33,246.65	0.00	0.00	0.00	0.00	33,246.65
				110551		1328130000		0.00	10,520.27	0.00	2,833.33	13,353.60	13,353.60-
								33,246.65	10,520.27	19,080.00	2,833.33	32,433.60	813.05
50011800								33,246.65	10,520.27	19,080.00	2,833.33	32,433.60	813.05
50011855				79343		1328130000		119,930.60	109,911.67	0.00	10,018.89	119,930.56	0.04
50011855								119,930.60	109,911.67	0.00	10,018.89	119,930.56	0.04
50013719				71652		1328130000		46,340.64	42,478.92	0.00	3,861.72	46,340.64	0.00
50013719								46,340.64	42,478.92	0.00	3,861.72	46,340.64	0.00
50022798				75335		1328130000		38,994.09	35,680.75	0.00	3,313.34	38,994.09	0.00
50022798								38,994.09	35,680.75	0.00	3,313.34	38,994.09	0.00
50025869				22080		1328130000		66,738.57	61,068.09	0.00	5,670.48	66,738.57	0.00
50025869								66,738.57	61,068.09	0.00	5,670.48	66,738.57	0.00
00000000					2000011017			515,220.94	454,078.35	19,080.00	41,249.51	514,407.86	813.08
00000000								515,220.94	454,078.35	19,080.00	41,249.51	514,407.86	813.08

When using the default layout the columns will generate accordingly:

- Position:** Displays a list of the positions designated to the cost center or funded program that is being searched
  - If you have a (budget) group item in your account it will show up in this report similar to the image below and it will be one of the following position numbers and position text:
    - 59999993 – Faculty Salaries-Adjunct Group Item Budget
    - 59999994 – Graduate Student Salaries-Group Item Budget
    - 59999995 – Faculty Salaries-Group Item Budget
    - 59999999 – Miscellaneous Budget Postings

Position	Position Text	Last Name	First Na...	Personnel	Fund	Cost Center	Funded Prog...	Total Budget	Actuals Y...	Reserved ...	Encumbrances ...	Total Expen...	Difference
59999993	Faculty Salaries-Adjunct Group ...				1000050018	1320170000		9,574.43	0.00	0.00	0.00	0.00	9,574.43
59999993								9,574.43	0.00	0.00	0.00	0.00	9,574.43



- Miscellaneous Budget will show budget that is not mapped to a position but is included in the salary commitment item. An example of how this could happen is if someone posted an FMBB (budget adjustment) increasing or decreasing a position and then went back to edit the FMBB and deleted the position number from the text.

- Position Text:** Title designated to the position number
- Last Name:** Last name of the current person holding the position

4. **First Name:** First name of the current person holding the position
5. **Personnel No:** The personnel number that is designated to the person in the position
6. **Fund:** The fund the position is paid out of (If the fund starts with a 1\*, the fund will be the "highlevel" fund).
7. **Cost Center:** The cost center the position is paid out of
8. **Funded Program:** The funded program the position is paid out of
9. **Total Budget:** Displays the total budget for each position which is the sum of original budget and all budget adjustments
  - a. If you are looking at an entire fund center or funded program the total budget should tie to the total budget in Budget to Actual and FMEDDW when you filter on the salary commitment item

### Annual Position Budget Report

**Salary Group** Staff Salaries  
**Fiscal Year** 2017  
**Cost Center** = 1328130000  
**Fund** = 2000011017

Position	Fund	Total Budget
00000000	2000011017	515,220.94
<b>00000000</b>		<b>515,220.94</b>

### Texas State - FM Budget & Actuals Report

**Fiscal year** = 2017  
**Period** = 001 to 016  
**Fund** = 2000011017  
**Fund Center** = 1328130000

Commitment Item Group	Commitment Item	Commitment Item Name	Total Budget
10STAFF SALARIES	670100	Staff Salaries	515,220.94
	701000	Unclassified Salary	0.00
	701500	Classified Salaries	0.00
<b>10STAFF SALARIES</b>			<b>515,220.94</b>

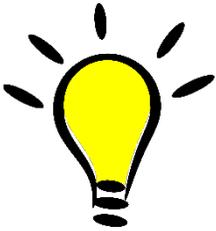
**FMEDDW:**

Selection List for Entry Documents	
FM area	754
Currency	USD
Budget Category	Payment

Year	Funds Ctr	Fund	Cmmt I...	Amount LC
	1328130000	2000011017	670100	515,220.94

**10. Actuals YTD:** Displays the current amount spent on salaries

- a. If you are looking at all salaries in a fund center or funded program the actuals should tie to the current ytd actuals in Budget to Actual and Salary/Fringe Report when you select the proper GL's that correspond to the type of salaries you are researching
- b. This amount may have a negative or credit balance if you have a prior year expense that is posted in the current fiscal year (retro activity).



### Annual Position Budget Report

**Salary Group** Staff Salaries  
**Fiscal Year** 2017  
**Cost Center** = 1328130000  
**Fund** = 2000011017

Position	Personnel No	Fund	Cost Center	Total Budget	Actuals YTD
50002247	94086	2000011017	1328130000	47,832.69	43,712.28
				<b>47,832.69</b>	<b>43,712.28</b>
50002670	94083		1328130000	42,000.00	38,500.00
				<b>42,000.00</b>	<b>38,500.00</b>
50009268	18401		1328130000	44,903.73	41,128.69
				<b>44,903.73</b>	<b>41,128.69</b>
50009728	71836		1328130000	9,174.06	9,174.06
				<b>9,174.06</b>	<b>9,174.06</b>
50010344	83101		1328130000	43,530.40	39,871.32
				<b>43,530.40</b>	<b>39,871.32</b>
50010344			1328130000	13,988.57	13,491.36
				<b>13,988.57</b>	<b>13,491.36</b>
50011415	83116		1328130000	8,540.94	8,540.94
				<b>8,540.94</b>	<b>8,540.94</b>
50011480	1662		1328130000	0.00	0.00
				<b>0.00</b>	<b>0.00</b>
50011480			1328130000	33,246.65	0.00
				<b>33,246.65</b>	<b>0.00</b>
50011800	110551		1328130000	0.00	10,520.27
				<b>0.00</b>	<b>10,520.27</b>
50011800			1328130000	119,930.60	109,911.67
				<b>119,930.60</b>	<b>109,911.67</b>
50011855	79343		1328130000	46,340.64	42,478.92
				<b>46,340.64</b>	<b>42,478.92</b>
50013719	71652		1328130000	38,994.09	35,680.75
				<b>38,994.09</b>	<b>35,680.75</b>
50022798	75335		1328130000	66,738.57	61,068.09
				<b>66,738.57</b>	<b>61,068.09</b>
50022798			1328130000	0.00	0.00
				<b>0.00</b>	<b>0.00</b>
50025869	22080		1328130000	515,220.94	454,078.35
				<b>515,220.94</b>	<b>454,078.35</b>
00000000		2000011017		<b>515,220.94</b>	<b>454,078.35</b>
<b>00000000</b>				<b>515,220.94</b>	<b>454,078.35</b>

### Texas State - FM Budget & Actuals Report

**Fiscal year** = 2017  
**Period** = 001 to 016  
**Fund** = 2000011017  
**Fund Center** = 1328130000

Commitment Item Group	Commitment Item	Commitment Item Name	Total Budget	Current YTD Actuals
10STAFF SALARIES	670100	Staff Salaries	515,220.94	0.00
	701000	Unclassified Salary	0.00	370,470.74
	701500	Classified Salaries	0.00	83,607.61
10STAFF SALARIES			<b>515,220.94</b>	<b>454,078.35</b>

### Salary/Fringe Report

08/17/2017 TNM30  
 12:13:35
 Texas State University  
Salary/Fringe Report

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Payroll Date Range.. 09/01/2016 - 08/31/2017  
 Personnel Number.... All

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CostCenter	G/L	Acc	Amount	Order	WBS	Fund
1328130000	701000	HE Salary Unclassifi	370,470.74			2000011017
1328130000	701500	HE Salary Classif Em	83,607.61			2000011017

**11. Reserved YTD:** This column displays the amount that is reserved (or encumbered) for vacant positions for this fund center or funded program

- a. The reserved amount should tie to the reserved column in Budget to Actual and the vacant amount in the Reconciliation for Salary Encumbrances report

### Annual Position Budget Report

**Salary Group** Staff Salaries  
**Fiscal Year** 2017  
**Cost Center** = 1328130000  
**Fund** = 2000011017

Position	Fund	Σ	Total Budget	Σ	Actuals YTD	Σ	Reserved YTD
00000000	2000011017		515,220.94		454,078.35		19,080.00
<b>00000000</b>			<b>515,220.94</b>		<b>454,078.35</b>		<b>19,080.00</b>

### Texas State - FM Budget & Actuals Report

**Fiscal year** = 2017  
**Period** = 001 to 016  
**Fund** = 2000011017  
**Fund Center** = 1328130000

Commitment Item Group	Commitmen...	Commitment Item Name	Σ Total Budget	Σ Current YTD...	Σ Reserved
10STAFF SALARIES	670100	Staff Salaries	515,220.94	0.00	0.00
	701000	Unclassified Salary	0.00	370,470.74	19,080.00
	701500	Classified Salaries	0.00	83,607.61	0.00
<b>10STAFF SALARIES</b>			<b>515,220.94</b>	<b>454,078.35</b>	<b>19,080.00</b>

### Reconciliation for Salary Encumbrances - Summary

G/L Acct	Cost Center	Fund	Start Date	End Date	Σ	Vacant
701000	1328130000	2000011017	08/01/2017	08/31/2017		0.00
	1328130000	2000011017	08/01/2017	08/31/2017		0.00
	1328130000	2000011017	08/01/2017	08/31/2017		0.00
	1328130000	2000011017	08/01/2017	08/31/2017		0.00
	1328130000	2000011017	09/01/2016	04/02/2017		19,080.00
	1328130000	2000011017	08/01/2017	08/31/2017		0.00
	1328130000	2000011017	08/01/2017	08/31/2017		0.00
	1328130000	2000011017	08/01/2017	08/31/2017		0.00
	1328130000	2000011017	08/01/2017	08/31/2017		0.00
<b>701000</b>						<b>19,080.00</b>
701500	1328130000	2000011017	08/01/2017	08/31/2017		0.00
	1328130000	2000011017	08/01/2017	08/31/2017		0.00
<b>701500</b>						<b>0.00</b>
						<b>19,080.00</b>

**12. Encumbrances YTD:** Displays the current amount of encumbrances which is the amount outstanding for filled positions (i.e. employee expense)

- a. The amount should tie to the filled amount in Reconciliation for Salary Encumbrances report when you do not include paid items and the encumbrance amount in Budget to Actual
- b. When the amounts are different this may be caused by retro activity such as when an employee is being paid for their work in the prior fiscal year but is actually paid in the current fiscal year.
  - i. If your encumbrance total does not match other reports it may be caused by an action that caused a reaction in a previous period. For example, if you pay an employee in the current period for work they did in a previous period



### Annual Position Budget Report

Salary Group Staff Salaries  
 Fiscal Year 2017  
 Cost Center = 1328130000  
 Fund = 2000011017

Position	Fund	Σ Total Budget	Σ Actuals YTD	Σ Reserved YTD	Σ Encumbrances YTD
00000000	2000011017	515,220.94	454,078.35	19,080.00	41,249.51
00000000		515,220.94	454,078.35	19,080.00	41,249.51

### Texas State - FM Budget & Actuals Report

Fiscal year = 2017  
 Period = 001 to 016  
 Fund = 2000011017  
 Fund Center = 1328130000

Commitment Item Group	Commitmen...	Commitment Item Name	Σ Total Budget	Σ Current YTD...	Σ Reserved	Σ Encumbrances
10STAFF SALARIES	670100	Staff Salaries	515,220.94	0.00	0.00	0.00
	701000	Unclassified Salary	0.00	370,470.74	19,080.0...	33,612.75
	701500	Classified Salaries	0.00	83,607.61	0.00	7,636.76
10STAFF SALARIES			515,220.9...	454,078.35	19,08...	41,249.51

### Reconciliation for Salary Encumbrances - Summary

G/L Acct	Cost Center	Fund	Start Date	End Date	Σ Vacant	Σ Filled Amount
701000	1328130000	2000011017	08/01/2017	08/31/2017	0.00	4,120.41
	1328130000	2000011017	08/01/2017	08/31/2017	0.00	3,500.00
	1328130000	2000011017	08/01/2017	08/31/2017	0.00	3,659.08
	1328130000	2000011017	08/01/2017	08/31/2017	0.00	497.22
	1328130000	2000011017	09/01/2016	04/02/2017	19,080.00	0.00
	1328130000	2000011017	08/01/2017	08/31/2017	0.00	2,833.33
	1328130000	2000011017	08/01/2017	08/31/2017	0.00	10,018.89
	1328130000	2000011017	08/01/2017	08/31/2017	0.00	3,313.34
	1328130000	2000011017	08/01/2017	08/31/2017	0.00	5,670.48
701000					19,080.00	33,612.75
701500	1328130000	2000011017	08/01/2017	08/31/2017	0.00	3,775.04
	1328130000	2000011017	08/01/2017	08/31/2017	0.00	3,861.72
701500					0.00	7,636.76
					19,080.00	41,249.51

**13. Total Expenses:** Displays the current amount of expenses – calculated by adding actual, reserved and encumbered

- a. This amount should tie to the amount in All Postings when you run the transactions filtered on the GL's that correspond to the type of salaries you are researching

Annual Position Budget Report						
<b>Salary Group</b> Staff Salaries <b>Fiscal Year</b> 2017 <b>Cost Center</b> = 1328130000 <b>Fund</b> = 2000011017						
Position	Fund	Σ Total Budg...	Σ Actuals...	Σ Reserve...	Σ Encumbra...	Σ Total Expenses
00000000	2000011017	515,22...	454,...	19,08...	41,24...	514,407.86
00000000		515,2...	45...	19,...	41,2...	514,407.86

All Postings:

Document Journal					
<b>FM Area</b> 754 <b>Year Commitment Item</b> <b>Commitment Item</b> 670100 ... <b>Funds Center</b> 1328130000 <b>Fund</b> 2000011017 <b>Layout</b>					
<b>User</b> TNM30 <b>Date/Time</b> 08/17/2017 12:53:54 Report reflect accounts user is authorized to view					
Fund	Cost Center	Order	G/L Acc	CI text	Σ Payment budget
2000011017	1328130000		701000		423,163.49
			701500		91,244.37
	1328130000				514,407.86

**14. Difference:** The final column displays the difference between the total budget and total expenses

- a. This amount should tie to the available balance column in Budget to Actual

Annual Position Budget Report							
<b>Salary Group</b> Staff Salaries <b>Fiscal Year</b> 2017 <b>Cost Center</b> = 1328130000 <b>Fund</b> = 2000011017							
Position	Fund	Σ Total Budg...	Σ Actuals...	Σ Reserve...	Σ Encumbra...	Σ Total Exp...	Σ Difference
00000000	2000011017	515,22...	454,...	19,08...	41,24...	514,4...	813.08
00000000		515,2...	45...	19,...	41,2...	514,...	813.08

Texas State - FM Budget & Actuals Report							
<b>Fiscal year</b> = 2017 <b>Period</b> = 001 to 016 <b>Fund</b> = 2000011017 <b>Fund Center</b> = 1328130000							
Commitment Item...	Commit...	Commitment Item...	Σ Total Budget	Σ Current YTD...	Σ Reserved	Σ Encumbr...	Σ Available Balance
10STAFF SALARIES	670100	Staff Salaries	515,220.94	0.00	0.00	0.00	515,220.94
	701000	Unclassified Salary	0.00	370,470.74	19,080.0...	33,612.75	423,163.49-
	701500	Classified Salaries	0.00	83,607.61	0.00	7,636.76	91,244.37-
10STAFF SALARI...			515,220.9...	454,078.35	19,08...	41,249...	813.08