SAP Budget Related Reports

Office of Budgeting & Financial Analysis

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MEMBER **THE TEXAS STATE UNIVERSITY SYSTEM**

Presentation Overview

Course Goals

- Learn how to use the ZOPEN_ENCUMBRANCE report.

- Understand the overbudget notification process and how to read the ZOVERBUDGET report.

- Learn how to execute and read FMEDDW and learn two uses for this report:

  - Analyze Carry Forwards

  - Analyze Original Budget

- Learn how to process a budget adjustment using the FMBB transaction.

- Learn some basic terminology connected to budget reporting

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Activity

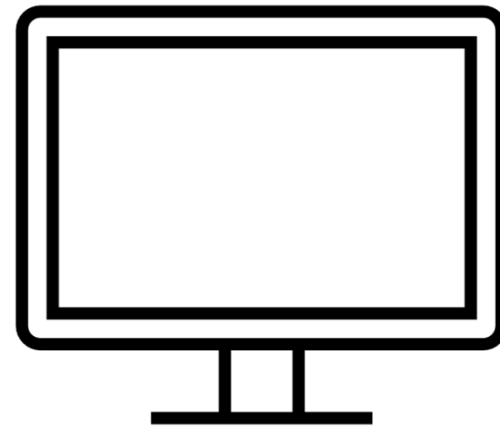Access SAP Business Client

System Selection - RP1

Note: We use the SAP GUI in class, if you use the tiles in the SAP Portal your screen will look different.

Access SAP Transactions

Save these transactions to your favorites.

SAP Transaction Codes:

- ZOPEN_ENCUMBRANCE

- ZOVERBUDGET

- FMEDDW

- FMBB

ZOPEN_ENCUMBRANCE

- Purpose is to provide a tool for account managers to view all operating encumbrances (ex. travel requests, purchase orders, no salaries) in one report.

- Report can take a while to run because it's filtering through a large data table.

- Security is set up at the cost center, funded program or grant level. Access to the cost element you want to view is required.

- Drill down to the source document is available.

- Two layouts:
    - /DEPARTMENT
    - /GRANT

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ZOPEN_ENCUMBRANCE

Front Entry Screen:

- **Fund Center:** Enter one account at a time, a range, or wildcard. Must enter either fund center, grant or funded program.

- **Grant:** Enter one account at a time, a range, or wildcard. Must enter either fund center, grant or funded program.

- **Funded Program:** Enter one account at a time, a range, or wildcard. Must enter either fund center, grant or funded program.

- **Commitment Item:** Leave blank

- **Fund:** Can include or leave open to pull in all associated accounts.
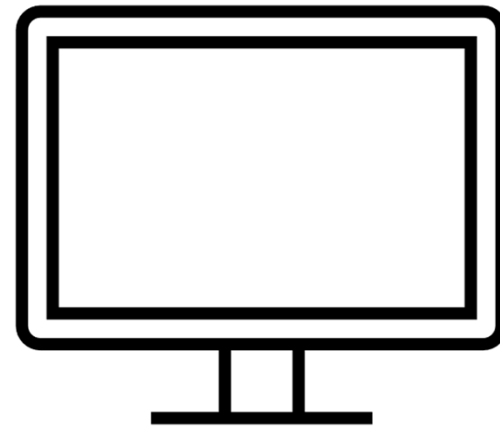
Activity

Let's run the Open Encumbrance report and discuss the output.

SAP Transaction Code (t-code):

- ZOPEN_ENCUMBRANCE

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ZOPEN_ENCUMBRANCE

Report Output:

- **Document Number:** Accounting document number for the transaction (Drilldown available)

- **Item Number:** Line item number within the PO etc..

- **Year:** Fiscal year encumbrance was created

- **Account Identifiers:** Fund, Fund Name, Fund Center, Fund Center Name, Funded Program, Funded Program Name

- **Commitment Item Identifiers:** Commitment Item Name and Number

- **Vendor Number:** # assigned to the vendor used in our SAP system

- **Vendor Name:** Name of vendor

- **Pernr:** Identifier for travel encumbrances, employees Pernr (acts as their vendor #)

- **Purchasing Doc Date:** Date encumbrances was created

- **Open Amount:** Dollar amount still encumbered for that doc/line item number

- Default layout subtotals by year

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Overbudget Process

Process Highlights:

- The overbudget process is a table-driven process which is managed by the Budget Office.

- The purpose is to provide the ability to monitor account control lines if they go into a deficit status and provide tools for account managers to assist them in reconciling their budgets.

Tools:

- Access to ZOVERBUDGET SAP transaction

- Email notifications to account managers

Dollar Thresholds:

- Grant accounts (fund starts with 8*) the amount is zero.

- Non-grant accounts amount must be >$10.00.

Overbudget Process-Budget Terminology

Budget Terminology:

- **Budgetary Control Line:** term used to refer to the level at which budgets are controlled and monitored. TxState controls deficits at the budgetary commitment item level.

- **Budgetary commitment items (CI):** Budget CI's used to place budget in categories which function as the control lines for budget monitoring.

  - Expense CI's: 67*

  - Revenue CI's: 64*

- **Expenses GL's:** "rollup" to budgetary commitment items.

Commitment Ite...	Commitment...	Commitment Item Name Σ	Total Budget	ΣCurrent YTD Actuals	ΣTotal Encumbrances	ΣAvailable Balance
10STAFF SALARIES	670100	Staff Salaries	486,757.97	0.00	0.00	486,757.97
	701000	Unclassified Salary	0.00	236,208.00	205,386.64	441,594.64-
	701500	Classified Salaries	0.00	26,345.34	18,818.10	45,163.44-
10STAFF SALARI			486,757.97	262,553.34	224,204.74	0.11-

Overbudget Process-Budget Terminology

Budget Terminology:

- **Hardstops:** occur when a transaction is trying to post in the system and there is not enough budget at the control line to fund the amount being consumed by the pending transaction.

    - **Operating Items:** Only operating items will receive a hardstop.

        - Accounting / Budget Office will work together to resolve budget issues. Budget office will contact account managers for hardstops as they occur to determine a solution.

    - **Salary Items:** Can go negative based on PCR's without any hardstops. We do not hardstop payroll processing.

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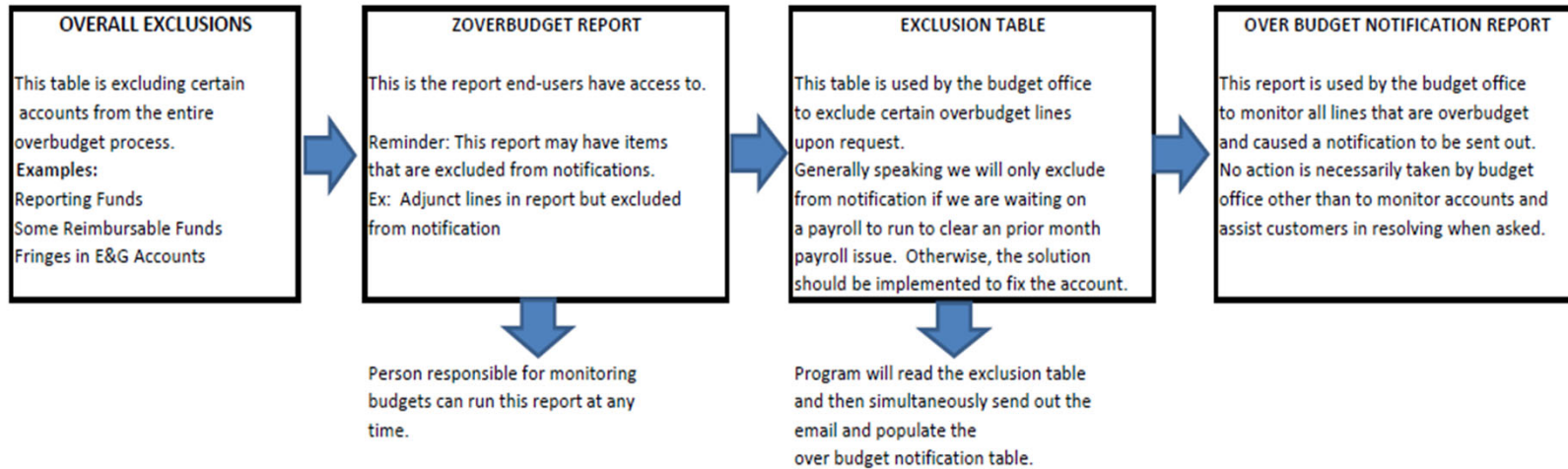
Overbudget Process

Overview:

- Overall Exclusions

- Overbudget Report

- Exclusion Table

- Notification Report

- Email Notifications
  - How are they generated
  - What is the basis for generation
  - Escalation Process

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Overbudget Process

Over Budget Process:

Process is driven by a series of tables in SAP:

OVERALL EXCLUSIONS	ZOVERBUDGET REPORT	EXCLUSION TABLE	OVER BUDGET NOTIFICATION REPORT
This table is excluding certain accounts from the entire overbudget process. Examples: Reporting Funds Some Reimbursable Funds Fringes in E&G Accounts	This is the report end-users have access to. Reminder: This report may have items that are excluded from notifications. Ex: Adjunct lines in report but excluded from notification	This table is used by the budget office to exclude certain overbudget lines upon request. Generally speaking we will only exclude from notification if we are waiting on a payroll to run to clear an prior month payroll issue. Otherwise, the solution should be implemented to fix the account.	This report is used by the budget office to monitor all lines that are overbudget and caused a notification to be sent out. No action is necessarily taken by budget office other than to monitor accounts and assist customers in resolving when asked.

Person responsible for monitoring budgets can run this report at any time.

Program will read the exclusion table and then simultaneously send out the email and populate the over budget notification table.

Escalation of Notifications

14	13	12	00	01
VP/Provost	Dean/ Dir / Assoc VP's	Chair / Director	Account Manager	Account Manager
Level 5	Level 4	Level 3	Level 2	Level 1
Level 4, 7 days, a Monday?	Day 22	Day 15	Day 8	Day 1

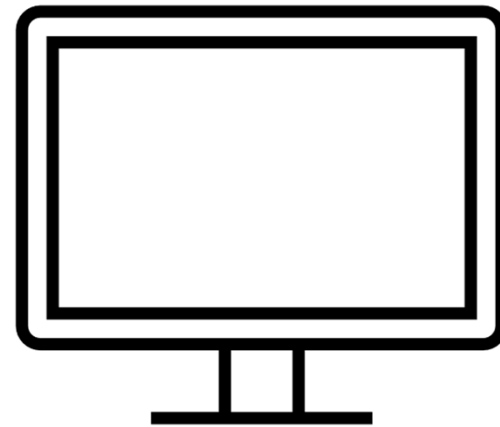Level 6 is the President. We don't do level 6!
Same as Level 5, 7 days, a Monday?

Visit the "How to & References Document" section of our website to view original document.

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Activity

Let's run the Overbudget report and discuss the output.

SAP Transaction Code (t-code):

- ZOVERBUDGET

Overbudget Process

Report Output > Columns:

Level 1: gives you the date the 1st email was sent.

Fund: fund number

Fund Name: fund name

Fund Center: fund center number

Fund Center Name: fund center name

Funded Program: funded program number

 or NR if no funded program associated with the account

Grant Number: grant IO number

Grant Name: name of grant

Overbudget Process

Report Output > Columns:

- **Commitment Item:** CI number 67*

- **Commitment Item Name:** CI name

- **Consumable Amount:** total budget

- **Encumbrance Amount:** encumbrances

- **Actual Amount:** actuals paid

- **Overbudget Amount:** formula
  - Consumable Amount-Encumbrances-Actuals=Overbudget Amount

- **Person Responsible:** account manager name

- **Total Days:** total number of days account has been overbudget

- **ID**: user ID for account manager

- **Funded Program Name:** name of funded program

- **Functional Area:** reporting tool for NACUBO classifications

Overbudget Process

Additional Columns:

- **Level 2:** 2nd notification on the 8th day

- **Level 3:** 3rd notification on the 15th day

- **Level 4:** 4th notification on the 22nd day

- **Level 5:** 5th notification:
    - Is the account at level 4 notification?
    - Has it been 7 days since that notification?
    - Is it a Monday?

- **Level 6:** 6th notification:
    - Is the account at level 5 notification?
    - Has it been 7 days since that notification?
    - Is it a Monday?

F M E D D W

Purposes:

- Report that allows you to research budget adjustments in various ways without the restriction of Budget to Actual's (B2A) fiscal year format.

- Can run across fiscal years for trends analysis.

- Ability to drill down into document to see details.

Suggested Uses:

- **Research original budgets:** What did I start the year with?

- **Research carryforwards:** How much money carried forward from prior years?

- **Research permanent budget:** What is my permanent budget now?

- **Research transactions:** What budget transfers have been made within my account?

FMEDDW

TXST - Budget Documents Posting Worksheet

FM Area	754
Budget Category	to
Entry Document Number	to
Document Family Number	to
Created by	to
Changed by	to
Original Application	to
Created on	to
Changed on	to
Document Date	to
Person Responsible	to
Text Name	to
BCS Value Type	to
Version	to
Fiscal Year	to
Budgeting Period	to
Int. Bdgt. Process	to
Budget Type	to
Entry Document Type	to
Document Status	to
Reversal status	to
Entry Document Line	to
Grant	to
Fund	to
Funds center	to
Commitment item	to
Functional Area	to
Funded Program	to
Commitment Item Category	to

Front Entry Screen:

- Several fields available.

- Primary fields used are:
  - Fund
  - Fund Center
  - Fiscal Year
  - Funded Program
  - Commitment Item
  - Entry Doc #
  - Entry Doc Type

- Ability to use multiple selection criteria on every field.

- Can use wild cards and ranges.

- Doc Status: Hint exclude UNDONE Docs

Activity

Let's run the FMEDDW report and discuss the output.

Input:

- Fund: 2000011022

- Fund Center: 1811000000

- CI: 670100

- Layout: /DEFAULT
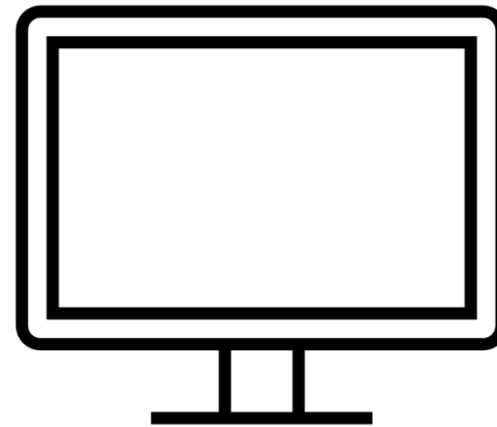
DEMO:

- Discuss Columns

- Discuss Doc Status, Doc Type, Process

- Drilldown

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FMEDDW

Report Output > Columns:

- **Fiscal Year**

- **Created On:** Date FMBB was created

- **Document Status:**
  - **Posted:** Budget office posted a doc
  - **Preposted:** End user preposted a doc for review by budget office
  - **Preposted-Posted:** End-user initiated a doc and Budget Office approved and posted it

- **Doc Type:**
  - **ORIG:** Original perm budget-budget development
  - **BDO1:** Budget transfers
    - Send and Receive
  - **YEBB:** Carryfowards
  - **AUGM:** Revenue increase budget (RIB)
  - **ADMN:** Administrative

FMEDDW

<u>Report Output > Columns:</u>

- **Process:** Refers to the process type of adjustment
  - Carryforward, RIB, transfer, etc.
  - Certain processes "match" to certain Doc Types:
    - Ex: BDO1 Budget adjustment >Transfer process.

- **Budget Type:**
  - Permanent (PERM)=permanent budget.
    - Ex: Merit raises, Original Budget
  - Temporary (TEMP)=temporary budget.
    - Ex. Funding a diversity initiative for one year.

- **Fund Center:**
  - Fund center number.
  - No name provided in this report.

- **Fund:**
  - Fund number.
  - No fund name provided in this report.

F M E D D W

Report Output > Columns:

- **Functional Area:** NACUBO classifications for reporting.

- **Commitment Item:** CI number 67*

- **Amount:** Dollar amount of adjustment

- **Text:**
    - Text is created by person creating the adjustment
    - Smart text will help with future research.

- **Header Text:**
    - Header text is created by person creating the adjustment
    - Smart text will help with future research.

- **Created By:** Person who created the FMBB document

- **Doc Date:**
    - Date document is effective.
    - Can be different than Created On date.
    - Ex: Original budgets are created in July, but they are not effective until Sept 1st of the upcoming year.

Activity

Let's run the FMEDDW report and look at YEBB carryforward budgets across fiscal years.

Input:

- Fund: 20000110*

- Fund Center: 1411000000

- FY: 19-22

- Doc Type: YEBB

- Layout: /DEFAULT
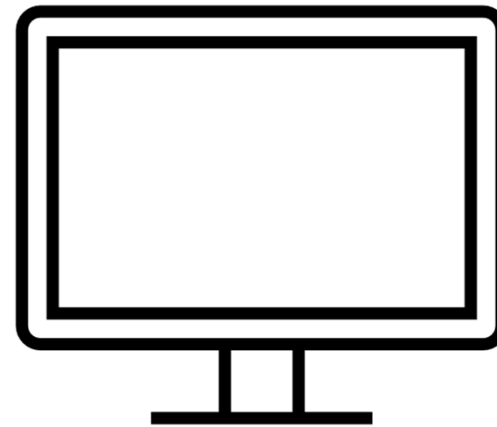
DEMO:

- Subtotal by year and discuss

Activity

Let's run the FMEDDW report and look at ORIG budgets across fiscal years.

Input:

- Fund: 20000110*
- Fund Center: 1411000000
- FY: 19-22
- CI: 672000
- Doc Type: ORIG
- Layout: /DEFAULT

DEMO:

- Subtotal by year and discuss

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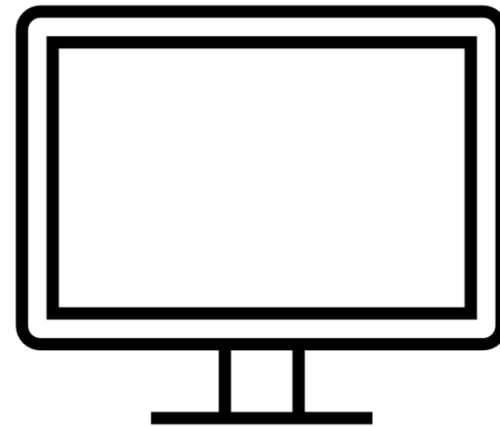
FMEDDW

Summary:

- Report that allows you to research budget adjustments in various ways without the restriction of B2A's fiscal year format.

- Can run across fiscal years for trends analysis.

- Ability to drill down into FMBB to see details.

- Allows for easier analysis/research of budget transactions vs. drilling down in each commitment item in the budget adjustment column in B2A report.

Connecting the dots:

- FMEDDW is populated by what we all do in FMBB (Budget adjustments) transaction.

- FMEDDW is the basis for populating the tables in SAP that all other reports like the Budget to Actual report and the Overbudget report use to populate budget data.

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F M B B

Purposes:

- To create a budget adjustment in SAP creating or moving funding:
    - Between lines within an account
    - Between accounts
    - Between reserves and accounts
    - Creating original beginning year budget
    - Returning budgets and processing carryforwards

Things of Note:

- This is the one transaction where you are actually *changing budget* and not just viewing a report.

- Must have the correct security role in SAP to process a budget adjustment.
    - Budget Revisions role on SAP FI Dept Security Form

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F M B B

Front Entry Screen:

- Two Tabs with required fields:
  - Header Data: several fields required
  - Additional Data: 1 field required

Activity

Let's run FMBB and walk through

a budget adjustment.
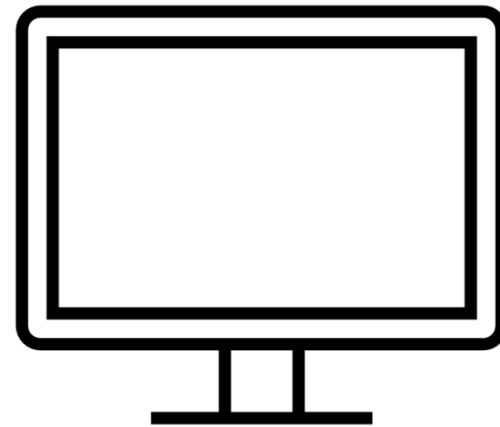
F M B B

Entry Fields Header Data Tab:

- **Process:** Transfers always for end users

- **Version:** Zero always

- **Doc Type:** BD01 Always for end user.

- **Document Date**: Current date at time of processing

- **Fiscal Year:** Should be current fiscal year

- **Period:** All (default)- we don't budget by period so choose all always.

- **Sender/Receiver:** -/+ are you sending the money (-) or receiving the money (+)?

- **Type:** PERM or TEMP

- **Grant:** leave blank
  - Note: grants cannot be budgeted by this transaction

- **Fund:** Fund Number

- **Funds Center:** Fund Center Number

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Entry Fields Header Data Tab:

Header Text Field:

- Required field

- This is what the account manager sees in the auto-generated email that goes out when FMBB's are posted.

- Can copy from text field or put in something different
  - Ex: Header Text says "Funding Spring Diversity Awards"
  - Text Field say "Funding Diversity Week"
  - Where each line for each award identifies separate awards
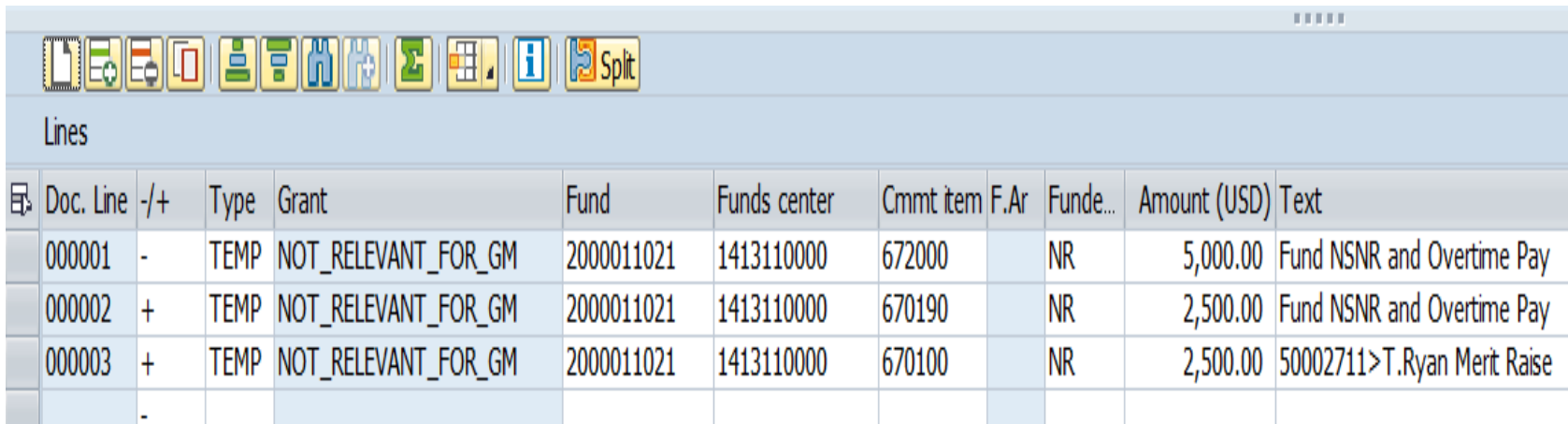
F M B B

Action lines in the FMBB:

- Budget adjustments must have at least one sender line (-) and one receiver line (+).

- You can do multiple lines like the example below where there is one sender line and two receiver lines.

Doc. Line	-/+	Type	Grant	Fund	Funds center	Cmmt item	F.Ar	Funde...	Amount (USD)	Text
000001	-	TEMP	NOT_RELEVANT_FOR_GM	2000011021	1413110000	672000		NR	5,000.00	Fund NSNR and Overtime Pay
000002	+	TEMP	NOT_RELEVANT_FOR_GM	2000011021	1413110000	670190		NR	2,500.00	Fund NSNR and Overtime Pay
000003	+	TEMP	NOT_RELEVANT_FOR_GM	2000011021	1413110000	670100		NR	2,500.00	50002711>T.Ryan Merit Raise
	-									

- Reminder: For the following commitment items you must have a valid position number as the 1st 8 characters:
    - 670100 Staff Salary
    - 670080 Faculty Salary
    - 670081 GRA
    - 670084 Adjunct Faculty

F M B B

Check Transaction and Prepost:

- After you have filled out your FMBB and are ready to submit you should do two things:
    1. Hit the check button for error messages and work through any you may have.
        - Error messages will appear in the bottom left corn of the screen.
    2. Hit the Prepost button to Prepost your document.
        - Budget Office reviews Preposted documents throughout the day and will contact you if there are any issues with your document.
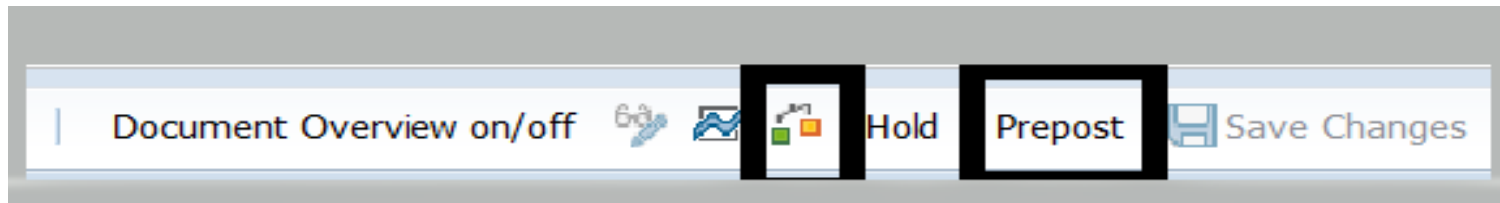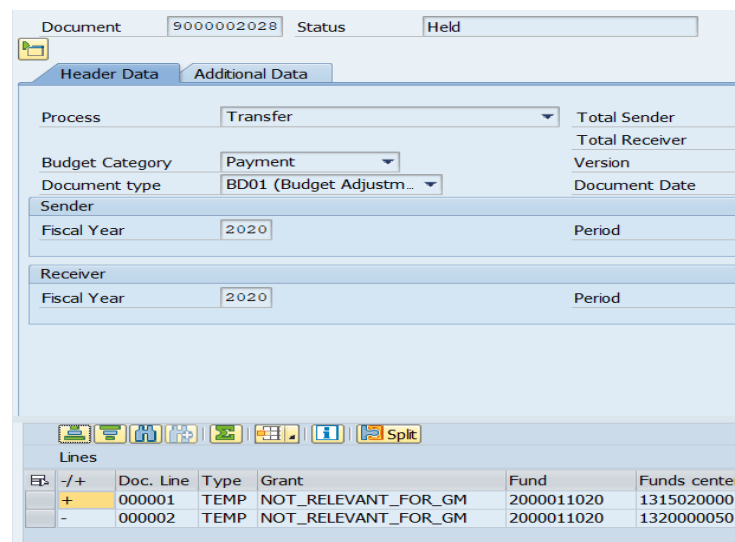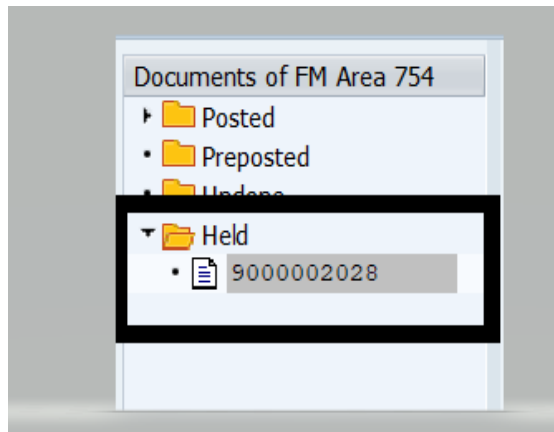

- Hint: **DO NOT** hit the Save button.
    - This will post your document and skip the review phase by the budget office. In the event you accidently hit this button we can reverse it for you.

F M B B

Hold Button:

- Used to place your document on hold.

- Hit the button and follow prompts to give the document a name.

- Once document is held it will appear in the held folder.

- Use this function if you get error messages you can't work through on your own. Budget office can assist you with many of the error message you get, and you won't have to start over from scratch if you hold the document.

- To open a document you have on hold, open the held folder, find the document and double click it to open it back up in the preview pane.

F M B B

Document Overview:

- This document overview button opens up a side panel which contains folders.

- **Posted:** Shows your posted docs. Should not have any of these.

- **Preposted:** Shows your preposted docs.

- **Undone:** Don't use. Should be empty.

- **Held:** This is where any documents you have on hold reside.
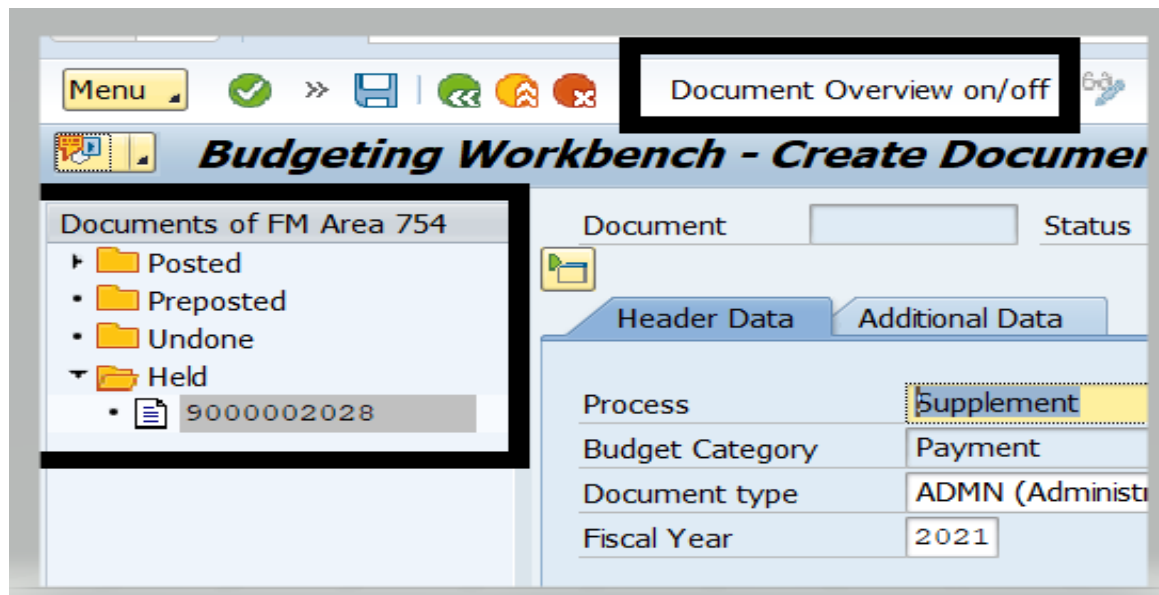
F M B B

Summary for FMBB:

- Live transaction that is actually changing budget in SAP!

- Need a special security role in order to be able to process FMBB's.

- Position number is required for certain salary commitment items.

- Text is helpful for future research if you are specific. Be as specific as you can with your text.

- Add long text to explain what you are doing or to show approval (emails) for the transaction.

- Use the HOLD button if you run into errors you cannot resolve so you don't have to start over!

- Use the PREPOST button to submit your document for budget review.

- Step-by-step instructions on our website.

CONTACT US
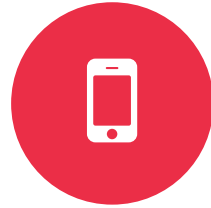
512-245-2376

budget@txstate.edu

JCK 820