



SAP Budget Balance Reports

Office of Budgeting
& Financial Analysis

TEXAS  STATE
UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Presentation Overview

Reports:

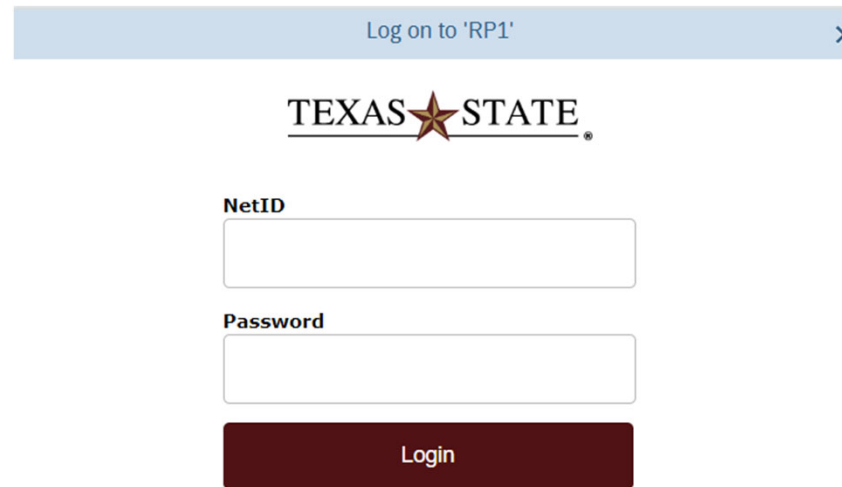
- ZCOA-Chart of Accounts
- ZBUDGETBALANCE-Budget Balance
- ZBUDACT-Budget to Actual
- Budget Balance & Budget to Actual do not work with grant accounts (8*)

Goals:

- Understand how to generate data with each transaction.
- Understand how to interpret the data generated.
- Understand the various uses of each transaction and when to use them.
- Using the Funds Crosswalk with these transactions to pull in the correct data set.
- Learn some basic terminology connected to budget reporting.

Activity

Access SAP Business Client System Selection - RP1



Log on to 'RP1' ×

TEXAS STATE

NetID

Password

Login

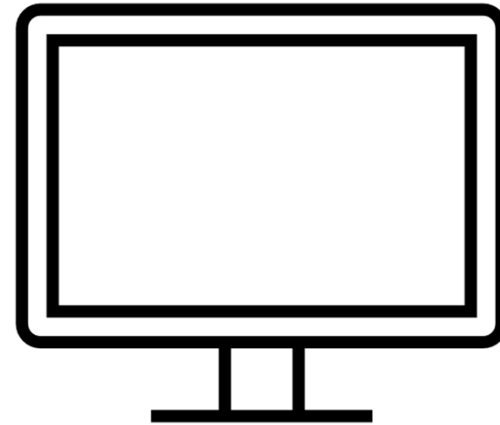
Note: We use the SAP GUI in class, if you use the tiles in the SAP Portal your screen will look different.

Access SAP Transactions

Save these transactions to your favorites.

SAP Transaction Codes:

- ZCOA
- ZBUDGETBALANCE
- ZBUDACT



Budget Terminology

Commitment Items (GLs):

- Budgetary commitment items are the control lines for budget.
- Posting commitment items are GLs (general ledger) that “roll up” to budgetary commitment items.
- Budget reporting shows the controls by subtotaling at each commitment item in the Budget to Actual and Budget Balance Reports
- Specific ranges help identify commitment item types:
 - Budgetary commitment items always begin with a 6*
 - 64XXXX identifies a revenue budget
 - 67XXXX identifies an expense budget
 - Posting commitment items are equivalent to the GL account
 - 4XXXXX identifies actual revenue
 - 7XXXXX identifies an actual expense
- Commitment item or groups may roll up into a control line group

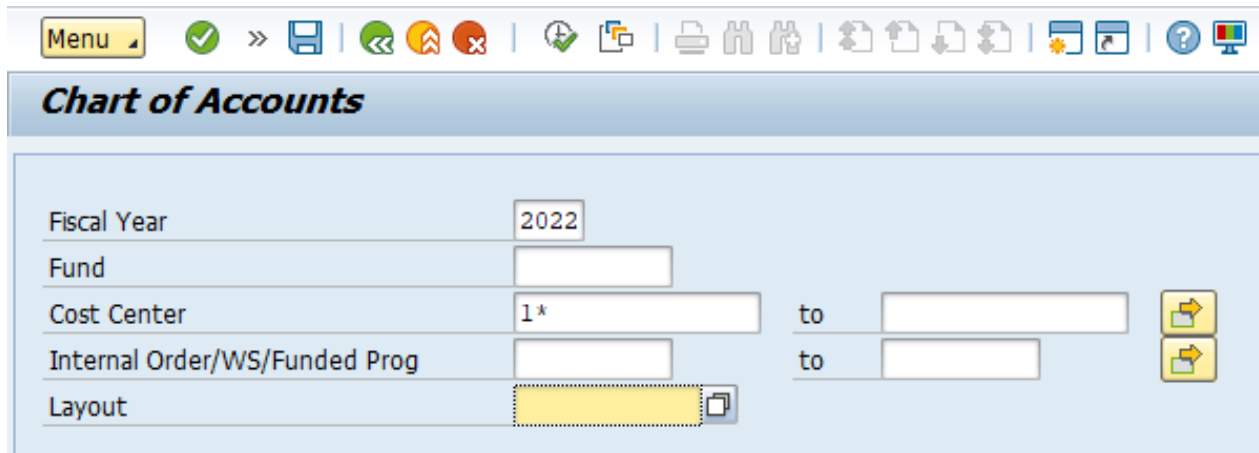
Budget Roll Up Examples

Commitment It...	Commitment...	Commitment Item Name	Total Budget	Current YTD Actuals	Total Encumbrances	Available 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
22STUDENT WAGES	701400	Student Wages	0.00	0.00	0.00	92.25
22STUDENT WAGES			0.00	0.00	0.00	92.25
23TRAVEL	671000	Travel	1,500.00	0.00	0.00	1,500.00
23TRAVEL			1,500.00	0.00	0.00	1,500.00
24MAINTENANCE & OPERATING	672000	M&O	126,430.33	21,400.00	105,030.33	0.00
	703100	Wireless Allowance	0.00	0.00	0.00	720.00
	720300	Regist Fee Emp Train	0.00	0.00	0.00	0.00
	726600	Bldgs/Maint/Repair	0.00	0.00	0.00	8,172.13
	727100	Land Maint/Repair	0.00	0.00	0.00	0.00
	729100	Postal Services	0.00	0.00	0.00	13.16
	729900	Purch Contracted Ser	0.00	0.00	0.00	400.00
	730000	Consumable Supplies	0.00	0.00	0.00	5,159.79
	730400	Fuel/Lubricant Other	0.00	0.00	0.00	18.99
	731000	Chemicals and Gases	0.00	0.00	0.00	1,020.01
	731601	Food-Bottled Water	0.00	0.00	0.00	215.46
	732800	Sup/Mat Ag/Cons/Hard	0.00	0.00	0.00	6,202.78
	733000	Parts Furn/Equipment	0.00	0.00	0.00	4,970.90
	733100	Plants	0.00	0.00	0.00	7,532.91
	733400	Furnishing/Equipment	0.00	0.00	0.00	1,685.58
	736700	Pers Prop Maint/Rep	0.00	0.00	0.00	2,541.20
	736800	Maint/Rep Motor Veh	0.00	0.00	0.00	134.86
	740600	Rental of Furn/Equip	0.00	0.00	0.00	23.94
	750401	Tele Wireles Mo Chrg	0.00	0.00	0.00	7,509.15
	751600	Tele Oth Serv Charge	0.00	0.00	0.00	54.00
24MAINTENANCE & OPERATING			126,430.33	21,400.00	105,030.33	45,974.86
26CAPITAL	737800	Computer Eqp Control	0.00	0.00	0.00	578.48
26CAPITAL			0.00	0.00	0.00	578.48
TOTAL OPERATING BUDGET &			127,930.33	21,400.00	106,530.33	46,645.59
						400.00
						8,135.70
						8,535.70
						51,349.04

We will see how this looks as we explore each report.

Chart of Accounts

- Transaction ZCOA helps to find accounts in SAP
- Identifies account information and account manager
- No security on this transaction
- Run wide open to find your accounts
- Make sure to enter the fiscal year on the entry screen



The screenshot shows the SAP 'Chart of Accounts' entry screen. At the top, there is a menu bar with a 'Menu' dropdown and various system icons. Below the menu bar, the title 'Chart of Accounts' is displayed in a blue header. The main area contains several input fields for account selection:

Fiscal Year	2022		
Fund			
Cost Center	1*	to	
Internal Order/WS/Funded Prog		to	
Layout			

There are also two yellow arrow icons on the right side of the 'to' fields, and a copy icon next to the 'Layout' field.

B u d g e t B a l a n c e - Z B U D G E T B A L A N C E

Highlights:

- Developed for the account manager who just needs to access basic balances.
- High-level report for quick view of current available balance.
- Simple entry screen.
- Runs quickly.
- No drill-down activity available.
- Default layout sorts/subtotals by account combination.
- Report crosses fiscal years which means you can run this report for multiple years.
- Must have security access to view your fund centers and funded programs

Z B U D G E T B A L A N C E

Front Entry Screen:

- Fund - Can use wild cards or ranges
- Fund Center or Funded Program - Can use wild cards or ranges
- Layout - Choose according to Funds Crosswalk

Budget Balance Report

Fund	20000110*	to		
Fund Center	1811110000	to		
Funded Program		to		
Layout	/00BUDWEXCP			

Budget Balance Report

Fund	2000011022	to		
Fund Center	18*	to		
Funded Program		to		
Layout	/00BUDWEXCP			

Z B U D G E T B A L A N C E

Budget Balance Report

Budget Balance Report

Fund = 2000011022
Fund Center = 1811110000

Fund	Fund Name	Fund Center	Fund Ctr Name	Funded Program	Funded Program Name	Commitment Item	Commitment Item Name	Budget	Actuals	Encumbrances	Available Budget
2000011022	Designated Method	1811110000	IIE Student Initiati	9000002696	DIV Student Diversity & Inclusion	670000	High Level Operating	1,527.84	0.00	0.00	1,527.84
				9000002696				1,527.84	0.00	0.00	1,527.84
	Designated Method		IIE Student Initiati	9000002697	1Time-Staff Dev URS	670000	High Level Operating	6,000.00	0.00	0.00	6,000.00
				9000002697				6,000.00	0.00	0.00	6,000.00
	Designated Method		IIE Student Initiati	NR	NOT_RELEVANT	670000	High Level Operating	9,812.03	245.06	0.00	9,566.97
	Designated Method		IIE Student Initiati		NOT_RELEVANT	670081	Graduate Student Sal	27,657.00	15,804.00	11,853.00	0.00
	Designated Method		IIE Student Initiati		NOT_RELEVANT	670100	Staff Salaries	298,465.22	116,832.39	180,211.93	1,420.90
	Designated Method		IIE Student Initiati		NOT_RELEVANT	670190	Comp/Overtime Pay	107.18	107.18	0.00	0.00
	Designated Method		IIE Student Initiati		NOT_RELEVANT	670220	State Longevity Pay	0.00	3,585.35	2,970.00	6,555.35-
	Designated Method		IIE Student Initiati		NOT_RELEVANT	670400	Fringe Benefits	0.00	39,282.29	54,150.62	93,432.91-
				NR				336,041.43	175,856.27	249,185.55	89,000.39-
		1811110000						343,569.27	175,856.27	249,185.55	81,472.55-
2000011022								343,569.27	175,856.27	249,185.55	81,472.55-
								343,569.27	175,856.27	249,185.55	81,472.55-

Output:

- Sorts by account automatically
- High level detail
- Commitment items are shown at the subtotal level, not the detail level

Z B U D G E T B A L A N C E

Budget Balance Report											
Fund = CP 20000110*											
Fund Center = 1811110000											
Fund	Fund Name	Fund Center	Fund Ctr Name	Funded Program	Funded Program ...	Commitm..y	Commitment Item Name	Budget	Actuals	Encumbrances	Available Budget
2000011020	Designated Method	1811110000	IIE Student Initiati	NR	NOT_RELEVANT	670000	High Level Operating	203.00	203.00	0.00	0.00
	Designated Method		IIE Student Initiati		NOT_RELEVANT	670081	Graduate Student Sal	3,951.00	3,951.00	0.00	0.00
	Designated Method		IIE Student Initiati		NOT_RELEVANT	670100	Staff Salaries	75,730.98	75,730.98	0.00	0.00
		1811110000	NR					79,884.98	79,884.98	0.00	0.00
								79,884.98	79,884.98	0.00	0.00
2000011020								79,884.98	79,884.98	0.00	0.00
2000011021	Designated Method	1811110000	IIE Student Initiati	NR	NOT_RELEVANT	670000	High Level Operating	3,434.31	3,434.31	0.00	0.00
	Designated Method		IIE Student Initiati		NOT_RELEVANT	670081	Graduate Student Sal	28,000.74	28,000.74	0.00	0.00
	Designated Method		IIE Student Initiati		NOT_RELEVANT	670100	Staff Salaries	330,062.49	330,062.49	456.00	456.00
		1811110000	NR					361,497.54	361,497.54	456.00	456.00
								361,497.54	361,497.54	456.00	456.00
2000011021								361,497.54	361,497.54	456.00	456.00
2000011022	Designated Method	1811110000	IIE Student Initiati	NR	NOT_RELEVANT	670000	High Level Operating	9,812.03	245.06	0.00	9,566.97
	Designated Method		IIE Student Initiati		NOT_RELEVANT	670081	Graduate Student Sal	27,657.00	15,804.00	11,853.00	0.00
	Designated Method		IIE Student Initiati		NOT_RELEVANT	670100	Staff Salaries	298,465.22	116,832.39	180,211.93	1,420.90
	Designated Method		IIE Student Initiati		NOT_RELEVANT	670190	Comp/Overtime Pay	107.18	107.18	0.00	0.00
		1811110000	NR					336,041.43	132,988.63	192,064.93	10,987.87
								336,041.43	132,988.63	192,064.93	10,987.87
2000011022								336,041.43	132,988.63	192,064.93	10,987.87
								777,423.95	574,371.15	192,520.93	10,531.87

Output:

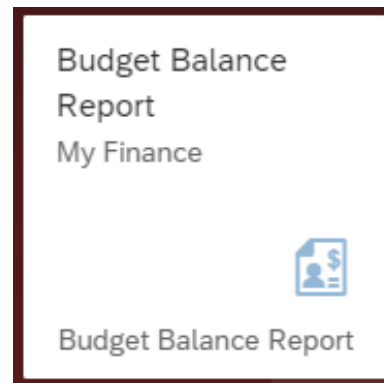
- One account showing multiple years
- Notice prior year balance is zero due to year-end process to close and return budgets.

Activity

Let's run the report and discuss the output.

SAP transaction code (t-code):

ZBUDGETBALANCE



Budget to Actual - ZBUDACT

Highlights:

- Most widely used report on campus
- Fiscal year driven – Designed to show account balances one fiscal year at a time
- Simple entry screen with more options than the Budget Balance Report
- Default layout sorts/subtotals by commitment item group (control lines)
- May take some time to run
- Must have security access to view your fund centers and funded programs

Z B U D A C T

Objectives:

- Understand selection choices on front screen.
- Understand report output organization and calculated fields.
- Getting the details!
 - Learn about drill down ability within the report.
- Running the report based on fund type:
 - Centrally funded accounts
 - Income generating accounts
 - Multi-year funds
- Multiple uses of this report:
 - Reconciling my budget by period/year.
 - Using the two-year comparison feature to compare expenses across years.
 - How to look up reserves for fund managers managing an income fund.
- Understanding the key differences between ZBUDACT and ZBUDGETBALANCE.

Z B U D A C T

Front Entry Screen:

Fiscal Year – Required

Period From/To – Required

Fund – Not required but recommended, no wildcards






Fund Center or Funded Program – One or the other is required

Commitment Item – Usually left blank

Commitment Item Group – Choose according to funds crosswalk

Functional Area – Leave blank

Layout – Can leave blank, will use default layout or select a specific layout

Budget to Actual Report			
Financial Management Area			
FM Area	<input type="text" value="754"/>		
Fiscal Year / Period			
Fiscal Year	<input type="checkbox"/>		
Period	<input type="checkbox"/>	to	<input type="text"/>
FM Account Assignment			
Fund	<input type="text"/>	to	<input type="text"/> 
Funds center	<input type="text"/>	to	<input type="text"/> 
Commitment Item	<input type="text"/>	to	<input type="text"/> 
Commitment Item Group	<input type="text" value="00BUDALL"/>		
Functional Area	<input type="text"/>	to	<input type="text"/> 
Funded Program	<input type="text"/>	to	<input type="text"/> 
Variant			
Layout	<input type="text"/>		

Z B U D A C T

Centrally Funded Account Example:

- Use the Funds Crosswalk to determine the correct commitment item group

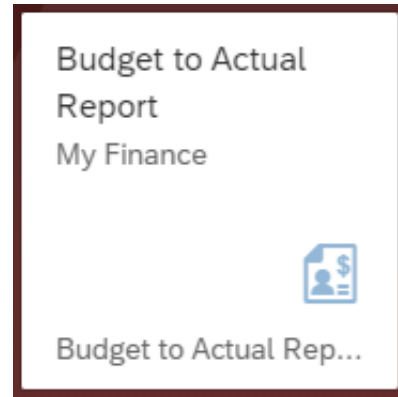
Budget to Actual Report			
Financial Management Area			
FM Area	754		
Fiscal Year / Period			
Fiscal Year	2022		
Period	1	to	16
FM Account Assignment			
Fund	2000011022	to	<input type="text"/>
Funds center	1811110000	to	<input type="text"/>
Commitment Item	<input type="text"/>	to	<input type="text"/>
Commitment Item Group	00BUDWEXCP		
Functional Area	<input type="text"/>	to	<input type="text"/>
Funded Program	NR	to	<input type="text"/>
Variant			
Layout	<input type="text"/>		

Activity

Let's run the report and discuss the output.

SAP transaction code (t-code):

ZBUDACT



Z B U D A C T

Column Labels-Default Layout:

- **Fund:** 10-digit fund number
- **Fund Name:** name of the fund
- **Fund Center:** 10-digit fund center
- **Fund Center Name:** name of fund center
- **Funded Program Number:** 10-digit funded program number or NR if no funded program
- **Commitment Item Group:** identifies type of budget/expenses and is subtotaled at the budgetary control line level
 - Example: Staff salaries vs. faculty salaries
- **Commitment Item Name:** name of commitment item

Z B U D A C T

Columns Defined-Default Layout:

- **Original Budget:** permanent budget set during budget development and beginning budget for a given year
 - Drill down ability
- **Budget Adjustments:** budget changes processed during the year
 - Perm or temp
 - Drill down ability
- **Total Budget:** calculated field
 - Original budget + Adjustments + APY budget=Total Budget
- **Current Period Actuals:** only populated if there are any postings in the “to” period of the selection criteria
- **Current YTD Actuals:** actual expenses posting in current year at the GL level

Z B U D A C T

Columns Defined-Default Layout:

- **Reserved:** the total of encumbered documents from either vacant positions or from purchase requisitions
 - Drilldown ability
- **Encumbrances:** the total of encumbered documents from filled positions, purchase orders, or funds commitments
 - Drilldown ability
- **Total Encumbrances:** calculated column
 - Reserved Column + Encumbrance Column = Total Encumbrances
- **Available Balance:** calculated column
 - Total Budget-APY Actuals-Current YTD actuals-Total Encumbrances=Available Balance

Z B U D A C T

Budgetary Control Lines:

- Report is subtotaled by commitment item group by default.
- This allows the user to analyze the report by the budgetary control lines.
 - Example: Staff salary vs. Graduate Salary
- Overbudgets are sent out by control line.
- Total Operating budget is displayed with the subtotal lines visible for Student Wages, Travel, Capital, and M&O, however the budgetary control is actually at 670000-Total Operating.

Z B U D A C T

Drilldown to the source documents is available on the following columns:

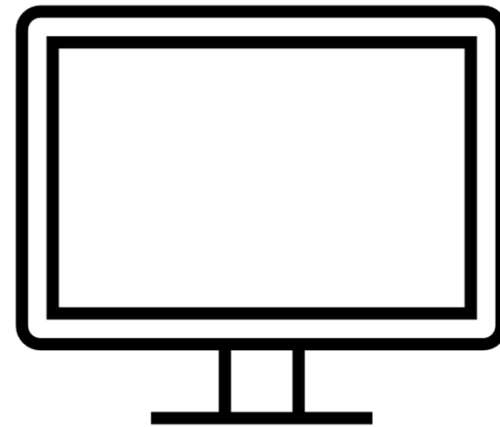
- Original Budget
- Budget Adjustments
- Current Period Actuals
- Current YTD Actuals
- Reserved
- Encumbrances

Activity

Let's look at some drill down data.

SAP Transaction Code (t-code):

- ZBUDACT



Z B U D A C T

Reading Output Based on Fund Type:

- **Central Funded Accounts:**
 - Run with appropriate commitment item group to control your expenses.
 - No revenue necessary.
- **Income Generating Accounts:**
 - May run with or without revenue.
 - Important takeaway is to understand what is happening in the Current YTD column to see current year's net loss/profit.
- **Multi-Year Funds:**
 - Run with special multi-year layout.
 - Allows for additional columns to be pulled in so calculations read correctly going across the report.
 - Overall available balance (bottom right corner) will be the same regardless of layout used

ZBUDACT - Centrally Funded Account

Reading Output Based on Fund Type:

Commitment Item Group	Commitment Item Name	Original Budget	Budget Adjustments	Total Budget	Current YTD Actuals	Reserved	Encumbrances	Total Encumbrances	Available Balance
02GRADUATE STUDENT SALARIES	670081 Graduate Student Sal	27,657.00	0.00	27,657.00	0.00	0.00	0.00	0.00	27,657.00
	701504 Grad Asst Sal-non-ex	0.00	0.00	0.00	15,804.00	0.00	11,853.00	11,853.00	27,657.00
02GRADUATE STUDENT SALARIES		27,657.00	0.00	27,657.00	15,804.00	0.00	11,853.00	11,853.00	0.00
10STAFF SALARIES	670100 Staff Salaries	329,692.35	31,227.13	298,465.22	0.00	0.00	0.00	0.00	298,465.22
	701000 Unclassified Salary	0.00	0.00	0.00	78,426.94	72,580.51	64,158.54	136,739.05	215,165.99
	701500 Classified Salaries	0.00	0.00	0.00	38,405.45	15,519.00	27,953.88	43,472.88	81,878.33
10STAFF SALARIES		329,692.35	31,227.13	298,465.22	116,832.39	88,099.51	92,112.42	180,211.93	1,420.90
14COMPENSATORY-OVERTIME PAY	670190 Comp/Overtime Pay	0.00	107.18	107.18	0.00	0.00	0.00	0.00	107.18
	702100 Overtime Pay	0.00	0.00	0.00	107.18	0.00	0.00	0.00	107.18
14COMPENSATORY-OVERTIME PAY		0.00	107.18	107.18	107.18	0.00	0.00	0.00	0.00
TOTAL PERSONNEL COSTS-WO		357,349.35	31,119.95	326,229.40	132,743.57	88,099.51	103,965.42	192,064.93	1,420.90
22STUDENT WAGES	701400 Student Wages	0.00	0.00	0.00	72.00	0.00	0.00	0.00	72.00
22STUDENT WAGES		0.00	0.00	0.00	72.00	0.00	0.00	0.00	72.00
24MAINTENANCE & OPERATING	672000 M&O	10,000.00	1,775.54	8,224.46	0.00	0.00	0.00	0.00	8,224.46
	673100 YEBB Carryforward	0.00	1,587.57	1,587.57	0.00	0.00	0.00	0.00	1,587.57
	720100 Membership Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	725300 Oth Professional Ser	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	726600 Bldgs/Maint/Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	726700 Maint/Rep Comp Equi	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	727300 Reprod and Printing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	729100 Postal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	730000 Consumable Supplies	0.00	0.00	0.00	173.06	0.00	0.00	0.00	173.06
	730300 Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	731601 Food-Bottled Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	750400 Teleco Monthly Chrg	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	751600 Tele Oth Serv Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	765004 Internal Sponsorship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24MAINTENANCE & OPERATING		10,000.00	187.97	9,812.03	173.06	0.00	0.00	0.00	9,638.97
26CAPITAL	737800 Computer Eqp Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING BUDGET &		10,000.00	187.97	9,812.03	245.06	0.00	0.00	0.00	9,566.97
TOTAL		367,349.35	31,307.92	336,041.43	132,988.63	88,099.51	103,965.42	192,064.93	10,987.87

Z B U D A C T - E s t i m a t e d I n c o m e A c c o u n t

Estimated Budget in Budget to Actual:

- Commitment item group – 00BUDREVEX

Fund	Commitment Item Grou	Original Budget
	28REVENUE	91,000.00-
TOTAL REVENUE		91,000.00-
	10STAFF SALARIES	0.00
	14COMPENSATORY-OVERTIME PAY	0.00
	20STATE LONGEVITY	0.00
	21FRINGE BENEFITS	2,728.31
TOTAL PERSONNEL COSTS		2,728.31
	22STUDENT WAGES	13,411.44
	24MAINTENANCE & OPERATING	73,094.85
TOTAL OPERATING BUDGET &		86,506.29
	28ADMINISTRATIVE OVERHEAD	1,765.40
28ADMINISTRATIVE OVERHEA		1,765.40
		0.00

Estimated revenue = \$91,000.00

Expenses budgets:

Are in many expense lines but equal to a total of \$91,000.00

Overall balance at bottom is zero.

Expense budgets can also be spread across fund centers.

ZBUDACT - Estimated Income Account

Reading Revenue in Budget to Actual:

- Commitment item group – 28REVENUE

Budget to Actual Report

Financial Management Area

FM Area

Fiscal Year / Period

Fiscal Year to

Period

FM Account Assignment

Fund to

Funds center to

Commitment Item to

Commitment Item Group

Functional Area to

Funded Program to

Variant

Layout

Commitment Item Gr...	Commitme...	Commitment Item...	Original Budget	Budget Adjustments	Total Budget	Current YTD Actuals	Reserved	Available Balance
28REVENUE	417080	Sales Revenue	0.00	0.00	0.00	31,918.01-	0.00	31,918.01
	417082	Sales Outside	0.00	0.00	0.00	26,112.60-	0.00	26,112.60
	417086	Sales - Advertising	0.00	0.00	0.00	0.00	0.00	0.00
	640000	Revenue	91,000.00-	0.00	91,000.00-	0.00	0.00	91,000.00-
28REVENUE			91,000.00-	0.00	91,000.00-	58,030.61-	0.00	32,969.39-
28REVENUE			91,000.00-	0.00	91,000.00-	58,030.61-	0.00	32,969.39-
			91,000.00-	0.00	91,000.00-	58,030.61-	0.00	32,969.39-

ZBUDACT - Estimated Income Account

Reading Revenue in Budget to Actual:

- Commitment item group – 00BUDALL from Funds Crosswalk

Commitment Item Group	Commitment Item Name	Original Budget	Budget Adjustments	Total Budget	Current YTD Actuals	Reserved	Encumbrances	Total Encumbrances	Available Balance
10STAFF SALARIES	701500 Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10STAFF SALARIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14COMPENSATORY-OVERTIME PAY	670190 Comp/Overtime Pay	0.00	283.50	283.50	0.00	0.00	0.00	0.00	283.50
	702100 Overtime Pay	0.00	0.00	0.00	0.00	0.00	283.50	283.50	283.50
14COMPENSATORY-OVERTIME PAY		0.00	283.50	283.50	0.00	0.00	283.50	283.50	0.00
20STATE LONGEVITY	702200 Longevity Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20STATE LONGEVITY		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21FRINGE BENEFITS	670400 Fringe Benefits	2,728.31	0.00	2,728.31	0.00	0.00	0.00	0.00	2,728.31
	704100 Emp Ins Employr Cont	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	704200 1% Payroll Contribut	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	704300 FICA Employr Mat Con	0.00	0.00	0.00	0.00	0.00	21.37	21.37	21.37
	709901 Benefits Charge	0.00	0.00	0.00	17.03	0.00	3.49	3.49	20.52
	790900 Teacher Ret Reimb	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21FRINGE BENEFITS		2,728.31	0.00	2,728.31	17.03	0.00	24.86	24.86	2,686.42
TOTAL PERSONNEL COSTS		2,728.31	283.50	3,011.81	17.03	0.00	308.36	308.36	2,686.42
22STUDENT WAGES	670140 Student Wages	13,411.44	0.00	13,411.44	0.00	0.00	0.00	0.00	13,411.44
	701400 Student Wages	0.00	0.00	0.00	3,478.50	0.00	0.00	0.00	3,478.50
22STUDENT WAGES		13,411.44	0.00	13,411.44	3,478.50	0.00	0.00	0.00	9,932.94
24MAINTENANCE & OPERATING	672000 M&O	73,094.85	283.50	72,811.35	0.00	0.00	0.00	0.00	72,811.35
	720100 Membership Dues	0.00	0.00	0.00	390.00	0.00	0.00	0.00	390.00
	720200 Tuition Emp Training	0.00	0.00	0.00	135.00	0.00	0.00	0.00	135.00
	721002 MC/Visa Fees	0.00	0.00	0.00	233.21	0.00	0.00	0.00	233.21
	721003 Amer Express Fees	0.00	0.00	0.00	60.78	0.00	0.00	0.00	60.78
	721300 Training Exp Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	726600 Bldgs/Maint/Repair	0.00	0.00	0.00	11.31	0.00	0.00	0.00	11.31
	726700 Maint/Rep Comp Equi	0.00	0.00	0.00	580.00	0.00	0.00	0.00	580.00
	727300 Reprod and Printing	0.00	0.00	0.00	220.61	0.00	0.00	0.00	220.61
	727500 Comp Programming Ser	0.00	0.00	0.00	38.37	0.00	0.00	0.00	38.37
	727600 Communication Ser	0.00	0.00	0.00	207.04	0.00	0.00	0.00	207.04
	729100 Postal Services	0.00	0.00	0.00	6.61	0.00	0.00	0.00	6.61
	729900 Purch Contracted Ser	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	730000 Consumable Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	730300 Subscriptions	0.00	0.00	0.00	1,021.27	0.00	0.00	0.00	1,021.27
	731600 Food Purch Local Fnd	0.00	0.00	0.00	0.00	0.00	1,072.00	1,072.00	1,072.00
	750400 Teleco Monthly Chrg	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24MAINTENANCE & OPERATING		73,094.85	283.50	72,811.35	2,904.20	0.00	1,072.00	1,072.00	68,835.15
TOTAL OPERATING BUDGET &		86,506.29	283.50	86,222.79	6,382.70	0.00	1,072.00	1,072.00	78,768.09
28ADMINISTRATIVE OVERHEAD	672100 Admin Overhead	1,765.40	0.00	1,765.40	0.00	0.00	0.00	0.00	1,765.40
	721001 Overhead Charges	0.00	0.00	0.00	674.47	0.00	0.00	0.00	674.47
28ADMINISTRATIVE OVERHEAD		1,765.40	0.00	1,765.40	674.47	0.00	0.00	0.00	1,090.93
28ADMINISTRATIVE OVERHEA		1,765.40	0.00	1,765.40	674.47	0.00	0.00	0.00	1,090.93
		91,000.00	0.00	91,000.00	7,074.20	0.00	1,380.36	1,380.36	82,545.44

Z B U D A C T - E s t i m a t e d I n c o m e A c c o u n t

Reading Revenue & Expenses in Budget to Actual:

- Commitment item group – 00BUDREVEX
- Current YTD actuals column is the real assessment of how the account is performing

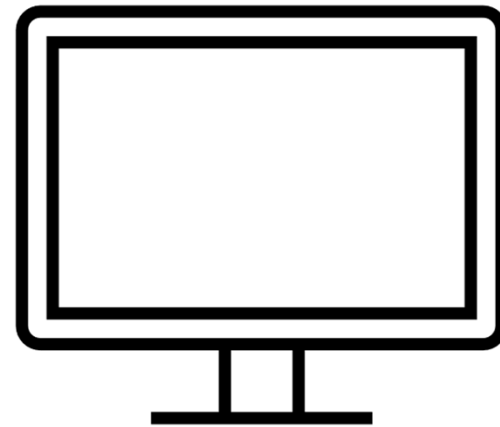
Fund	Commitment Item Grou	Original Budget	Budget Adjustments	Total Budget	Current YTD Actuals	Reserved	Encumbrances	Total Encumbrances	Available Balance
	28REVENUE	91,000.00	0.00	91,000.00	58,030.61	0.00	0.00	0.00	32,969.39
TOTAL REVENUE		91,000.00	0.00	91,000.00	58,030.61	0.00	0.00	0.00	32,969.39
	10STAFF SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	14COMPENSATORY-OVERTIME PAY	0.00	283.50	283.50	0.00	0.00	283.50	283.50	0.00
	20STATE LONGEVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	21FRINGE BENEFITS	2,728.31	0.00	2,728.31	17.03	0.00	24.86	24.86	2,686.42
TOTAL PERSONNEL COSTS		2,728.31	283.50	3,011.81	17.03	0.00	308.36	308.36	2,686.42
	22STUDENT WAGES	13,411.44	0.00	13,411.44	3,478.50	0.00	0.00	0.00	9,932.94
	24MAINTENANCE & OPERATING	73,094.85	283.50	72,811.35	2,904.20	0.00	1,072.00	1,072.00	68,835.15
TOTAL OPERATING BUDGET &		86,506.29	283.50	86,222.79	6,382.70	0.00	1,072.00	1,072.00	78,768.09
	28ADMINISTRATIVE OVERHEAD	1,765.40	0.00	1,765.40	674.47	0.00	0.00	0.00	1,090.93
28ADMINISTRATIVE OVERHEA		1,765.40	0.00	1,765.40	674.47	0.00	0.00	0.00	1,090.93
		0.00	0.00	0.00	50,956.41	0.00	1,380.36	1,380.36	49,576.05

Activity

Let's run an estimated income account and analyze the output.

SAP Transaction Code (t-code):






- ZBUDACT



ZBUDACT - Multiyear Account

Front Entry Screen in Budget to Actual:

- Commitment item group – 00BUDALL
- Layout – Multiyear layout

Budget to Actual Report			
Financial Management Area			
FM Area	754		
Fiscal Year / Period			
Fiscal Year	2022		
Period	01	to	16
FM Account Assignment			
Fund	4702381000	to	<input type="text"/> 
Funds center	1323120000	to	<input type="text"/> 
Commitment Item	<input type="text"/>	to	<input type="text"/> 
Commitment Item Group	00BUDALL		
Functional Area	<input type="text"/>	to	<input type="text"/> 
Funded Program	<input type="text"/>	to	<input type="text"/> 
Variant			
Layout	/00MULTIYR		

ZBUDACT - Multiyear Account

View Revenue & Expenses in Budget to Actual:

- Commitment item group – 28REVENUE to see revenue only
- Commitment item group – 00BUDREVEX to see revenue and expenses together

Commitment Item Gr...	Commitm...	Commitment Item N...	APY Budget	Budget Adjustments	Total Budget	APY Actual	Current YTD Actuals	Reserved	Encumbranc...	Total Encumbrances	Available Balance
28REVENUE	412000	Gifts/Donations	0.00	0.00	0.00	113,699.96-	150.00	0.00	0.00	0.00	113,549.96
	416998	Invest Activ-Allo Op	0.00	0.00	0.00	1,987.66-	318.06-	0.00	0.00	0.00	2,305.72
	641200	Gifts	113,699.96-	150.00	113,549.96-	0.00	0.00	0.00	0.00	0.00	113,549.96-
	641699	Inv Activity - Alloc	1,987.66-	318.06-	2,305.72-	0.00	0.00	0.00	0.00	0.00	2,305.72-
28REVENUE			115,687.62-	168.06-	115,855.68-	115,687.62-	168.06-	0.00	0.00	0.00	0.00
28REVENUE			115,687.62-	168.06-	115,855.68-	115,687.62-	168.06-	0.00	0.00	0.00	0.00
			115,687.62-	168.06-	115,855.68-	115,687.62-	168.06-	0.00	0.00	0.00	0.00

Fund	Fund Name	Fund Center	Fund ...	Commitment Item Group	Commit...	Commitment Item Na...	APY Budget	Budget Adjustments	Total Budget	APY Actual	Current YTD Actuals	Reserved	Encumbranc...	Total Encumbrances	Available Balance
4702381000	Spencer Lockett Musi	1323120000	Music	28REVENUE	412000	Gifts/Donations	0.00	0.00	0.00	113,699.96-	150.00	0.00	0.00	0.00	113,549.96
4702381000	Spencer Lockett Musi	1323120000	Music		416998	Invest Activ-Allo Op	0.00	0.00	0.00	1,987.66-	318.06-	0.00	0.00	0.00	2,305.72
4702381000	Spencer Lockett Musi	1323120000	Music		641200	Gifts	113,699.96-	150.00	113,549.96-	0.00	0.00	0.00	0.00	0.00	113,549.96-
4702381000	Spencer Lockett Musi	1323120000	Music		641699	Inv Activity - Alloc	1,987.66-	318.06-	2,305.72-	0.00	0.00	0.00	0.00	0.00	2,305.72-
				28REVENUE			115,687.62-	168.06-	115,855.68-	115,687.62-	168.06-	0.00	0.00	0.00	0.00
				TOTAL REVENUE			115,687.62-	168.06-	115,855.68-	115,687.62-	168.06-	0.00	0.00	0.00	0.00
4702381000	Spencer Lockett Musi	1323120000	Music	24MAINTENANCE & OPERATING	672000	M&O	115,687.62	168.06	115,855.68	0.00	0.00	0.00	0.00	0.00	115,855.68
4702381000	Spencer Lockett Musi	1323120000	Music		767900	Scholarships	0.00	0.00	0.00	81,550.00	33,500.00	0.00	0.00	0.00	115,050.00-
				24MAINTENANCE & OPERATING			115,687.62	168.06	115,855.68	81,550.00	33,500.00	0.00	0.00	0.00	805.68
				TOTAL OPERATING BUDGET &			115,687.62	168.06	115,855.68	81,550.00	33,500.00	0.00	0.00	0.00	805.68
							0.00	0.00	0.00	34,137.62-	33,331.94	0.00	0.00	0.00	805.68

ZBUDACT - Multiyear Account

How to read output:

- Multiyear layout pulls in all prior year (APY) columns to show prior year activity

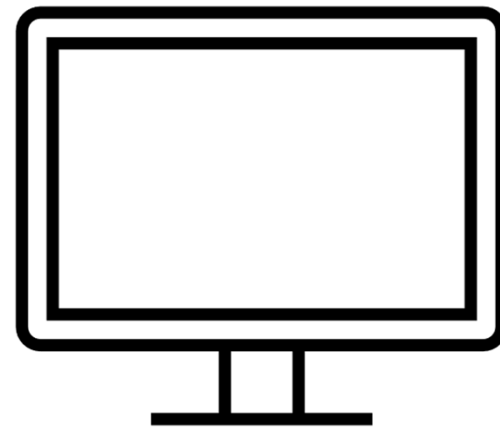
Commitment Item Group	Commitment Item	Commitment I...	APY Budget	Budget Adjustments	Total Budget	APY Actual	Current YTD Actuals	Reserved	Encumbranc...	Total Encumbrances	Available Balance
24MAINTENANCE & OPERATING	672000	M&O	115,687.62	168.06	115,855.68	0.00	0.00	0.00	0.00	0.00	115,855.68
	767900	Scholarships	0.00	0.00	0.00	81,550.00	33,500.00	0.00	0.00	0.00	115,050.00-
24MAINTENANCE & OPERATING			115,687.62	168.06	115,855.68	81,550.00	33,500.00	0.00	0.00	0.00	805.68
TOTAL OPERATING BUDGET &			115,687.62	168.06	115,855.68	81,550.00	33,500.00	0.00	0.00	0.00	805.68
			115,687.62	168.06	115,855.68	81,550.00	33,500.00	0.00	0.00	0.00	805.68

Activity

Let's run a multiyear account and analyze the output.

SAP Transaction Code (t-code):

- ZBUDACT



Z B U D A C T

How reconcile by period:

- This report can be run by period or across periods.
- Periods are tied to our fiscal year.
- Period 1 is September, period 2 is October etc.
- We do not budget by period; you will see the entire fiscal year available balance.
- The report output therefore will always be showing you the entire annual budget regardless of the period(s) put into the selection criteria.
- Expenses are posted by period and the report will alter the output based on the selection criteria.
- Example: Running the report from period 1 to 1 will bring in the entire annual budget but only the expenses for period 1.

Z B U D A C T

How reconcile by period:

- This report can be run by period or across periods.
- Periods are tied to our fiscal year.
- Period 1 is September, period 2 is October etc.
- We do not budget by period; you will see the entire fiscal year available balance.
- The report output therefore will always be showing you the entire annual budget regardless of the period(s) put into the selection criteria.
- Expenses are posted by period and the report will alter the output based on the selection criteria.
- Example: Running the report from period 1 to 1 will bring in the entire annual budget but only the expenses for period 1.

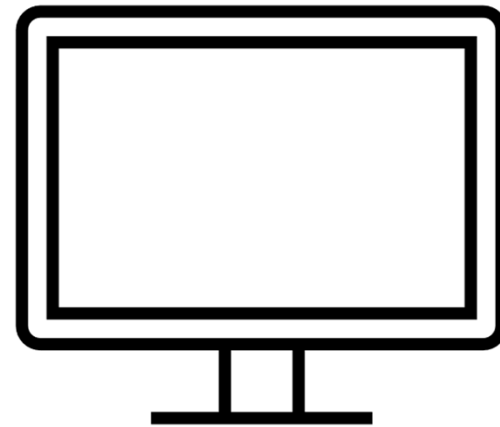
Budget to Actual Report	
Financial Management Area	
FM Area	754
Fiscal Year / Period	
Fiscal Year	2022
Period	1 to 1

Activity

Let's run the report for period 1 and discuss the output.

SAP Transaction Code (t-code):

- ZBUDACT



Z B U D A C T

Using Budget to Actual Two Year Compare

Layout:

- Can run for an entire year or by period.
- Report output does not include budget, it compares actuals only.
- Current YTD column will be the fiscal year you put on the selection screen.
- Prior Year Actuals will be the prior years expenses.
- Ability to run for two years at a time and can look at older years by choosing an older fiscal year in the selection screen.

- Layout: need to use the /00TWOYRCOM layout.
- Functionality only works for fiscal year funds

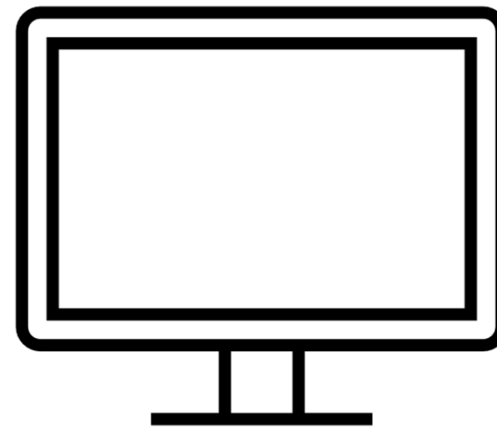
Budget to Actual Report			
Financial Management Area			
FM Area	754		
Fiscal Year / Period			
Fiscal Year	2022		
Period	1	to	1
FM Account Assignment			
Fund	3020271022	to	<input type="text"/>
Funds center	1323101000	to	<input type="text"/>
Commitment Item	<input type="text"/>	to	<input type="text"/>
Commitment Item Group	00BUDREVEX		
Functional Area	<input type="text"/>	to	<input type="text"/>
Funded Program	<input type="text"/>	to	<input type="text"/>
Variant			
Layout	/00TWOYRCOM		

Activity

Let's run the report using the two-year comparison layout.

SAP Transaction Code (t-code):






- ZBUDACT



Z B U D A C T

How to look at reserve balances-Front Entry Screen:

- Need security for fund center 1040999999
- Not all users will be given access, usually fund manager and admin/budget specialist will have access.
- Special B2A layout (directions on Budget Office website >How to & Reference Docs)

Budget to Actual Report			
Financial Management Area			
FM Area	<input type="text" value="754"/>		
Fiscal Year / Period			
Fiscal Year	<input type="text" value="2022"/>		
Period	<input type="text" value="1"/>	to	<input type="text" value="16"/>
FM Account Assignment			
Fund	<input type="text" value="3020271022"/>	to	<input type="text"/> 
Funds center	<input type="text" value="1040999999"/>	to	<input type="text"/> 
Commitment Item	<input type="text" value="390100"/>	to	<input type="text"/> 
Commitment Item Group	<input type="text"/>		
Functional Area	<input type="text"/>	to	<input type="text"/> 
Funded Program	<input type="text"/>	to	<input type="text"/> 
Variant			
Layout	<input type="text" value="/RESERVES"/>		

Z B U D A C T

How to look at reserve balances-Report Output:

- Layout changes the revenue to a positive number.
- Drill down capable in the actuals column

Texas State - FM Budget & Actuals Report			
Fiscal year	=	2022	
Period	=	001 to 016	
Fund	=	3020271022	
Fund Center	=	1040999999	
Commitment Item	=	390100	
Fund	Fund Name	Current YTD Actuals	Available Balance
3020271022	Univ Star	87,230.83-	87,230.83
		87,230.83-	87,230.83

ZBUDGETBALANCE & ZBUDACT

Reporting Differences

Report Layout:

- ZBUDGETBALANCE: subtotals at the account level
- ZBUDACT: subtotals at the budgetary control lines

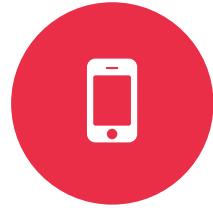
Viewing Of The Budgetary Control Lines:

- ZBUDGETBALANCE: rolls up the detail and only shows the subtotal lines collapsed into a single line for each budgetary control line
- ZBUDACT shows all the detail of each control line including a budget line, expense detail lines, and a subtotal line

Running Report For Multiple Fiscal Years:

- ZBUDGETBALANCE: allows for multiple years
- ZBUDACT can only run one year at a time due to front selection screen limitations

CONTACT US



512-245-2376



budget@txstate.edu



JCK 820