

# **BUDGET OFFICE**

FINANCE AND SUPPORT SERVICES DIVISION

# **Budget Balance Report**

## **Transaction**

## **ZBUDGETBALANCE**

## <u>Purpose</u>

This report is used to monitor budget lines at a high level for any given account.

#### **SAP Transaction**

• ZBUDGETBALANCE – Budget Balance Report

#### **Points to Note**

- Security is set up so that users will have access only to their accounts.
- See the end of this training document for definitions of all column headings and other terminology used.
- There is no drilldown available in this report.

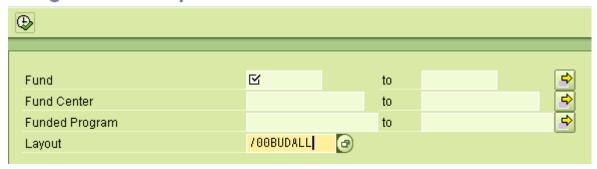


Account managers are responsible for all budgets as outlined in <u>UPPS 03.01.09</u>. All budget lines should be monitored and covered according to policy.

## Step 1

- Enter the transaction: ZBUDGETBALANCE or double-click from either your Favorites or the Texas State Custom Reports.
- Initial screen (entry screen) looks like this:

## Budget Balance Report



#### Step 2

- Fill in your parameters:
  - A fund is required. You can use a single fund, a range of funds, or any combination of funds, using the multiple entry selection if necessary.
  - o A Fund Center *or* Funded Program is required. Enter one or the other, a range, or any combination, using the multiple entry selection if necessary.

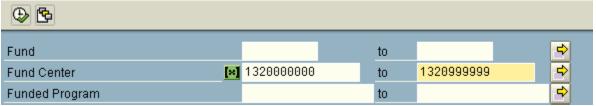


The default layout is /00BUDALL. If an account is not responsible for paying fringe benefits, state longevity, or work-study, the layout will need to be changed to /00BUDWEXCP. Please see the <a href="Funds Crosswalk">Funds Crosswalk</a> to determine which layout you will want to use for your fund.

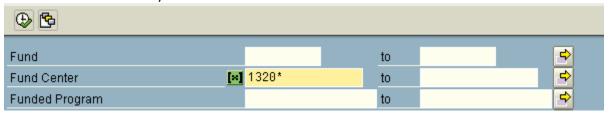
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# **Examples of Entry Parameters**

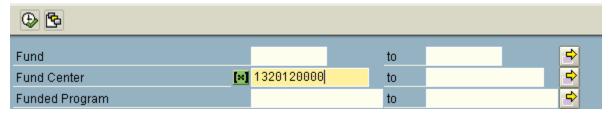
A range of fund centers:



• Or use a wild card for your fund centers:



• One at a time:

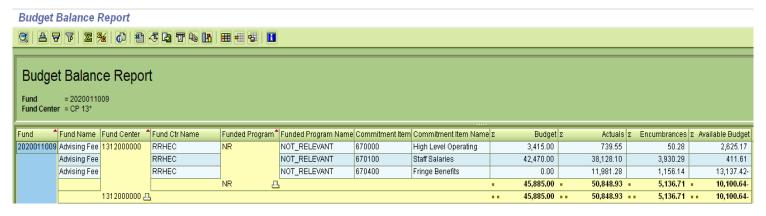


## Step 3

Execute the report:

Press the button.

Screen shot of report once executed:



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#### The Default Columns

- Fund: is the fund number.
- Fund Name: is the fund name.
- **Fund Center**: is the fund/cost center number.
- **Fund Center Name**: is the name of the fund/cost center.
- **Funded Program**: is the funded program number or if there is not one it will display as NR (Not Relevant).
- **Commitment Item**: is the budgetary commitment item line number.
  - O This is the budgetary control line and there are only a limited number:

J		agetary control line and th	cic are only a min
	670000		
		670140	Student Wages
		671000	Travel
		672000	M&O
		673000	Capital
	670080	Faculty Salaries	
	670081	Graduate Student Sal	
	670082	Faculty Awards	
	670084	Fac Sal -Adjunct	
	670085	Fac Summer Reserves	
	670087	Fac Sal New Pos-11	
	670088	Fac Sal New Pos-09	
	670089	Fac Sal New Pos-10	
	670090	Fac-Undergrad Stdnts	
	670091	New Prog Fac - 06	
	670092	New Program Fac - 08	
	670099	Fac Salary Savings	
	670100	Staff Salaries	
	670101	Staff Awards	
	670103	Staff Sal - Hourly	
	670141	Stdnt Wage-Wkstdy	
	670152	Non-Ex-Grad Stud	
	670190	Comp/Overtime Pay	
	670198	Staff Group Item	
	670199	Staff Salary Review	
	670200	Hazardous Duty Pay	
	670220	State Longevity Pay	
	670230	Lump Sum Termina Pay	
	670240	Termin Pay Death Ben	
	670400	Fringe Benefits	
	672100	Admin Overhead	
	675000	Utilities	

- **Commitment Item name**: is the name of the budgetary commitment item.
- **Budget**: is the budget amount.
- Actuals: is the amount expended against this combination.
- **Encumbrances:** is the amount encumbered against this combination.
- Available Budget: is the amount of budget available in that budget line.

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The Budget Balance Report is subtotaled by Fund, Fund Center, and Funded Program.

## **Account Analysis Example**

Fund	Fund Name	Fund Center	Fund Ctr Name	Funded Program	Funded Program Name	Commitment Item	Commitment Item Name	Σ Budget	Σ Actuals	Σ Encumbrances	ε Available Budget
2027811009	Electronic Course Fee	1319110000	Health, PE and Rec	NR	NOT_RELEVANT	670000	High Level Operating	11,957.67	6,405.94	0.00	5,551.73
	Electronic Course Fee		Health, PE and Rec		NOT_RELEVANT	670081	Graduate Student Sal	2,538.01	2,538.00	0.00	0.01
	Electronic Course Fee		Health, PE and Rec		NOT_RELEVANT	670400	Fringe Benefits	204.32	31.69	0.00	172.63
	NR			NR 😃	Д.			<b>14,700.00</b>	8,975.63	• 0.00	5,724.37
	1319110000 凸							14,700.00	8,975.63	0.00	5,724.37

#### In this example what you are seeing is:

- The account assignment is 2027811009 / 1319110000 / NR.
- For the High Level Operating line, the Budget is \$11,947.67.
- They have spent \$6,405.94 in this line.
- There are no encumbrances against this line.
- The available budget for this line is \$5,551.73.
- There are two additional budget lines in this account (Graduate Student Salaries and Fringe Benefits).
- This account assignment (as an entire account with all budget lines) has a budget balance of \$5,724.37:

Consumable Budget (14,700.00) – Actual Expenses (8,975.63) – Encumbrances (0) = 5724.37



There are many other things you can do via sorts, subtotals, filtering, saving layouts, and saving variants to make this report very powerful. To learn more, refer to our Report Fundamentals training document located on the <u>Budget Office website</u>.

# **Other Terminology**

#### Wild Card:

- A wild card is when you put in just a partial fund or fund center indicated by using an asterisk.
  By using a wild card you are letting the system search on a larger range than if you type in the entire number. Sometimes this allows you to pull in items you may not be aware of and can help you catch mistakes and/or analyze your data better.
- For example, instead of typing one fund center, 1320120000 (which is only one account), or a range of fund centers, you can type in 1320\* and the report will pull in any account combination that you have access to with any account that begins with 1320.

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**Context Click**: Clicking the right mouse button to pull up a menu of choices for the given context.

**Sort**: Sorting data in ascending or descending order. Use the sort buttons:





**Filter**: Filtering out data via the filter button:



**Total**: To total a column of numbers. Use the summation button:



Subtotal: To subtotal by a specific item (for example, to subtotal by Cost Center). Use the subtotal

button:

## **Contact Information**

Call the Budget Office at 245-2376 or email <a href="mailto:budget@txstate.edu">budget@txstate.edu</a> if you have questions or need assistance. We're always happy to help.

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