

Budget Office

Finance and Support Services Division

Salary/Fringe Report

SAP Transaction ZFISALFRINGE

<u>Purpose</u>

The Salary/Fringe Report is a useful tool to view and reconcile salary year-to-date actuals and overtime expenditures.

Budget Office Phone: 512-245-2376 Email: budget@txstate.edu

Step 1

Run the ZFISALFRINGE transaction in SAP.

Enter the following criteria:

Detailed Report: Select this radio button to receive detailed amounts per employee.

Drill Down Summary: Select this radio button to receive subtotal by GL with drill down capability.

Personnel Number: Use this field to search for a specific employee.

Posting Date: You may enter a date range for the whole fiscal year or month by month in the format of xx/xx/xxxx. Posting Date must not overlap fiscal years, but you may use any date range within a single fiscal year.

Fiscal Year: Fiscal year of date range above.

GL Account: To narrow your results enter a GL or GL range. For a list of GLs and commitment items, please see the reference material on the budget office website. (Note: GLs begin with a 7.)

Cost Center: Enter your cost center (fund center).

Fund: Do not enter a fund on this transaction.

Click Execute

Salary/Fringe Report

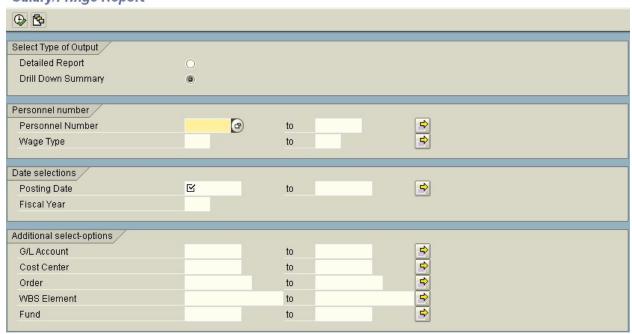


Image 1

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<u>Step 2</u> Review results of report. Columns are self explanatory.



(This screenshot example shows classified salary and overtime for a single employee.) Image 2



(This screenshot example shows only overtime for whole cost center.)

Image 3

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