



# SAP Budget Related Reports

Office of Budgeting  
& Financial Analysis

TEXAS  STATE  
UNIVERSITY

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

# Activity

## Access SAP Business Client System Selection - RP1

Log on to 'RP1' ×

**TEXAS**  **STATE** <sup>®</sup>

**NetID**

**Password**

Login

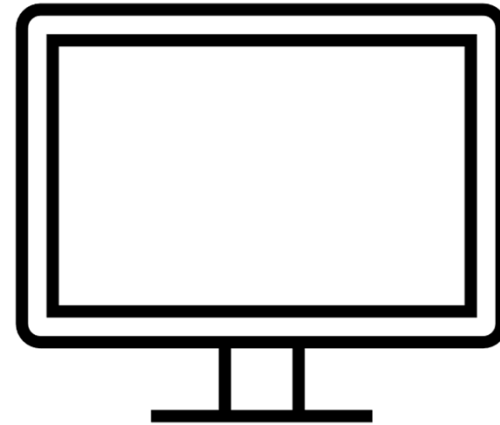
Note: We use the SAP GUI in class, if you use the tiles in the SAP Portal your screen will look different.

# Access SAP Transactions

Save these transactions to your favorites.

## SAP Transaction Codes:

- ZOPEN\_ENCUMBRANCE
- ZOVERBUDGET
- FMEDDW
- FMBB



# Z O P E N \_ E N C U M B R A N C E

- 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

# 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.

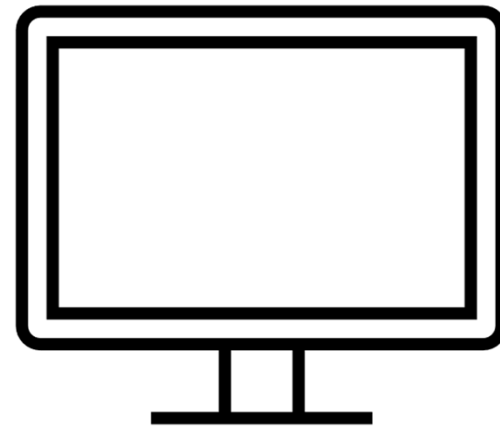
<b><i>Current Open Encumbrance Report</i></b>					
<b>Account Assignment</b>					
Funds Center	<input type="text" value="18*"/>	<input type="checkbox"/>	to	<input type="text"/>	
Grant	<input type="text"/>		to	<input type="text"/>	
Funded Program	<input type="text"/>		to	<input type="text"/>	
Commitment Item	<input type="text"/>		to	<input type="text"/>	
Fund	<input type="text"/>		to	<input type="text"/>	
<b>Variant</b>					
Layout	<input type="text" value="/DEPARTMENT"/>				

# Activity

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

SAP Transaction Code (t-code):

- ZOPEN\_ENCUMBRANCE



# Z O P E N \_ E N C U M B R A N C E

## 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

# 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 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			<b>486,757.97</b>	<b>262,553.34</b>	<b>224,204.74</b>	<b>0.11-</b>

# 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.

# Overbudget Process

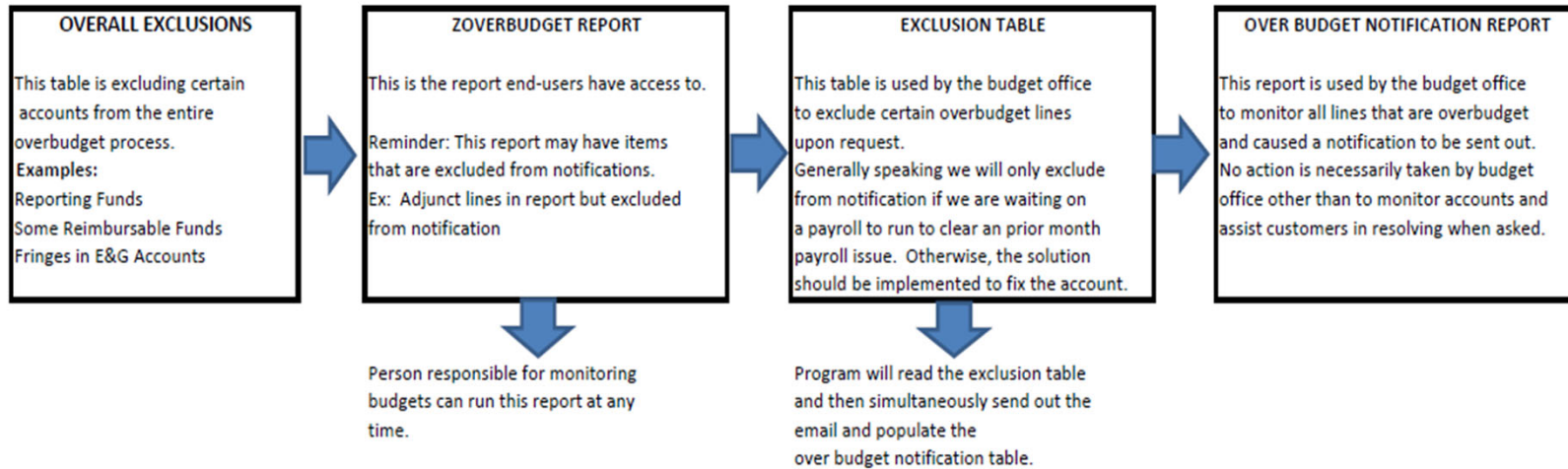
## Overview:

- Overall Exclusions
- Overbudget Report
- Exclusion Table
- Notification Report
- Email Notifications
  - How are they generated
  - What is the basis for generation
  - Escalation Process

# Overbudget Process

## Over Budget Process:

Process is driven by a series of tables in SAP:



## 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?

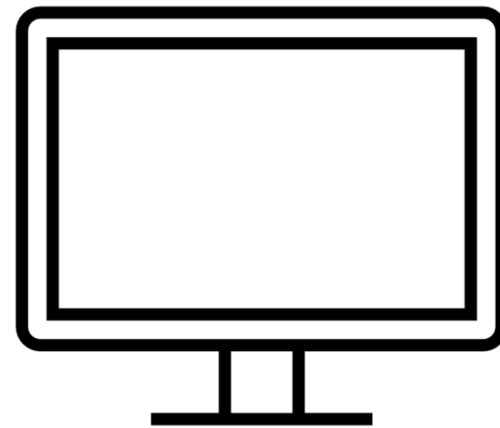
Visit the "How to & References Document" section of our website to view original document.

# 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?

# F M E D D W

**TXST - Budget Documents Posting Worksheet**

FM Area	754		
Budget Category	<input type="text"/>	to	<input type="text"/>
Entry Document Number	<input type="text"/>	to	<input type="text"/>
Document Family Number	<input type="text"/>	to	<input type="text"/>
Created by	<input type="text"/>	to	<input type="text"/>
Changed by	<input type="text"/>	to	<input type="text"/>
Original Application	<input type="text"/>	to	<input type="text"/>
Created on	<input type="text"/>	to	<input type="text"/>
Changed on	<input type="text"/>	to	<input type="text"/>
Document Date	<input type="text"/>	to	<input type="text"/>
Person Responsible	<input type="text"/>	to	<input type="text"/>
Text Name	<input type="text"/>	to	<input type="text"/>
BCS Value Type	<input type="text"/>	to	<input type="text"/>
Version	<input type="text"/>	to	<input type="text"/>
Fiscal Year	<input type="text"/>	to	<input type="text"/>
Budgeting Period	<input type="text"/>	to	<input type="text"/>
Int. Bdgt. Process	<input type="text"/>	to	<input type="text"/>
Budget Type	<input type="text"/>	to	<input type="text"/>
Entry Document Type	<input type="text"/>	to	<input type="text"/>
Document Status	<input type="text"/>	to	<input type="text"/>
Reversal status	<input type="text"/>	to	<input type="text"/>
Entry Document Line	<input type="text"/>	to	<input type="text"/>
Grant	<input type="text"/>	to	<input type="text"/>
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"/>
Functional Area	<input type="text"/>	to	<input type="text"/>
Funded Program	<input type="text"/>	to	<input type="text"/>
Commitment Item Category	<input type="text"/>	to	<input type="text"/>

## Front Entry Screen:

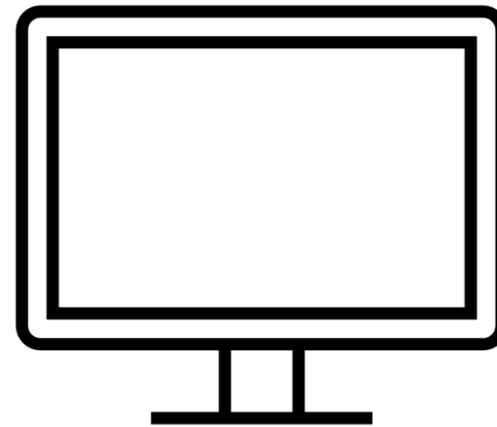
- Several fields available.
- Primary fields used are:
  - Fund
  - Fund Center
  - Fiscal Year
  - Funded Program
  - Commitment Item
  - Entry Doc #
  - Entry Doc Type
- Ability to use multiple selection criteria on every field.
- Can use wild cards and ranges.
- Doc Status: Hint exclude UNDONE Docs

# Activity

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

## Input:

- Fund: 2000011022
- Fund Center: 1811000000
- Cl: 670100
- Layout: /DEFAULT



## DEMO:

- Discuss Columns
- Discuss Doc Status, Doc Type, Process
- Drilldown

# F M E D D W

## 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

# F M E D D W

## Report Output > Columns:

- **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:

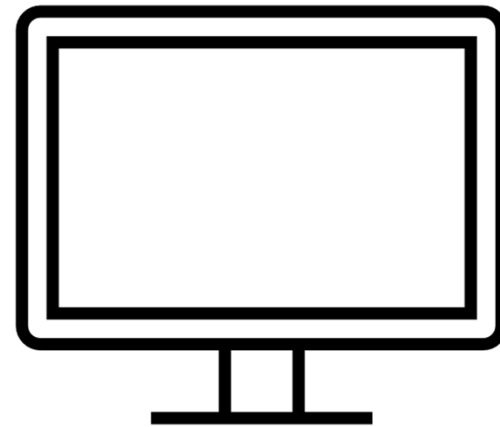
- **Functional Area:** NACUBO classifications for reporting.
- **Commitment Item:** CI number 67\*
- **Amount:** Dollar amount of adjustment
- **Text:**
  - Text is created by person creating the adjustment
  - Smart text will help with future research.
- **Header Text:**
  - Header text is created by 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:

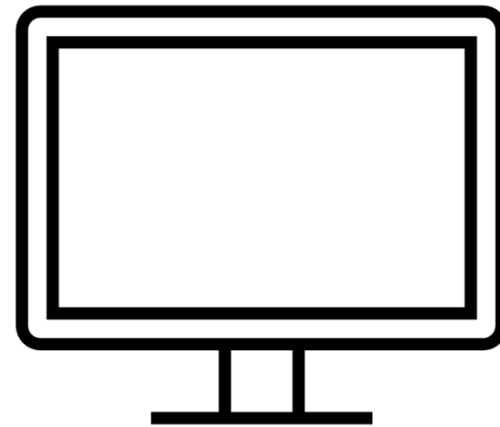
- Subtotal by year and discuss

# 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

# 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.

# 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

# F M B B

## Front Entry Screen:

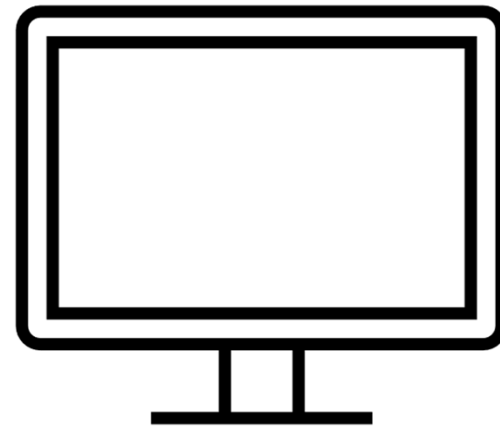
- Two Tabs with required fields:
  - Header Data: several fields required
  - Additional Data: 1 field required

The screenshot displays the 'Front Entry Screen' for FMBB. At the top, there are input fields for 'Document' and 'Status' (set to 'Initial'). Below this are two tabs: 'Header Data' (selected) and 'Additional Data'. The 'Header Data' section includes fields for 'Process' (Transfer), 'Budget Category' (Payment), 'Document type' (BD01 (Budget Adjustm...)), 'Total Sender' (0.00), 'Total Receiver' (0.00), 'Version' (0), and 'Document Date' (02/26/2021). Below these are sections for 'Sender' and 'Receiver', each with 'Fiscal Year' (2021) and 'Period' (All) fields. A toolbar with various icons is located below the tabs. At the bottom, there is a 'Lines' table with columns: Doc. Line, +/-, Type, Grant, Fund, Funds center, Cmmt item, F.Ar, Funded Program, Amount (USD), and Text. The table contains three rows, with the first row highlighted in yellow.

Doc. Line	+/-	Type	Grant	Fund	Funds center	Cmmt item	F.Ar	Funded Program	Amount (USD)	Text
	-									
	-									
	-									

# 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

# F M B B

## 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

The screenshot shows a web form interface for the 'Header Data' tab. At the top, there are two input fields: 'Document' and 'Status', with the value 'Initial' entered in the 'Status' field. Below these are two tabs: 'Header Data' (selected) and 'Additional Data'. The form contains several rows of input fields:

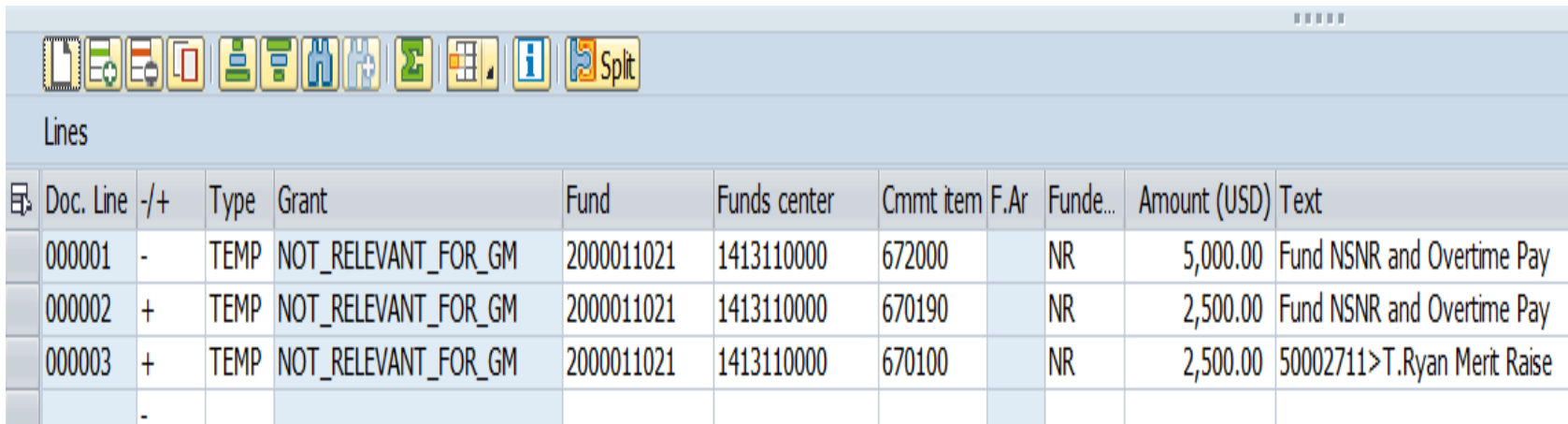
- 'Person Resp.' with an empty input field.
- 'Header Text' with a yellow highlighted input field containing the text 'Text is required here'.
- 'Text name' with an empty input field and a small icon to its right.

At the bottom right of the form, there are two more input fields: 'Created by' and 'Created on'.

# 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.



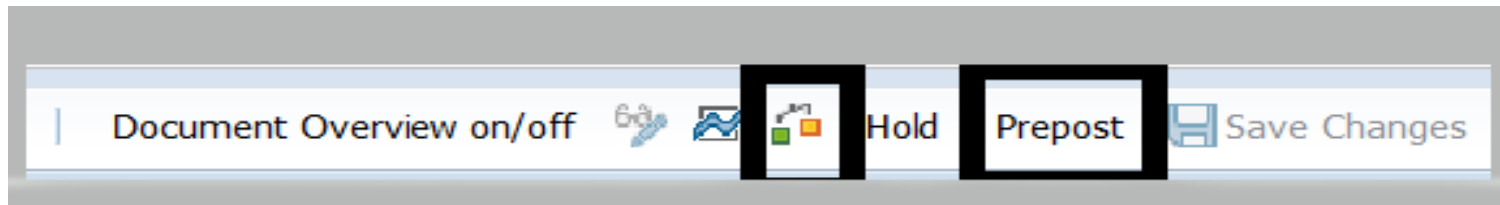
Doc. Line	+/-	Type	Grant	Fund	Funds center	Cmnt item	F.Ar	Funde...	Amount (USD)	Text
000001	-	TEMP	NOT_RELEVANT_FOR_GM	2000011021	1413110000	672000		NR	5,000.00	Fund NSNR and Overtime Pay
000002	+	TEMP	NOT_RELEVANT_FOR_GM	2000011021	1413110000	670190		NR	2,500.00	Fund NSNR and Overtime Pay
000003	+	TEMP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

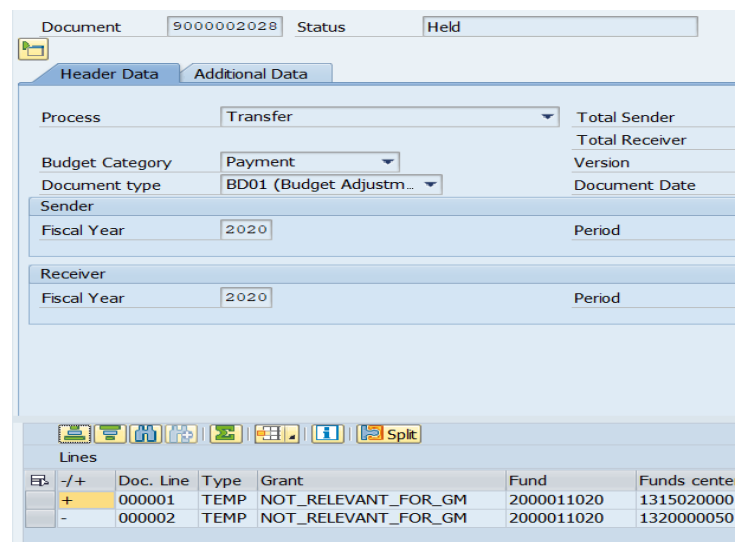
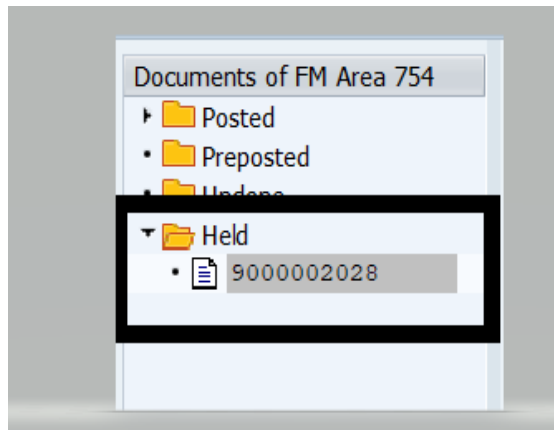


- Hint: **DO NOT** hit the Save button.
  - This will post your document and skip the review phase by the budget office. In the event you accidently hit this button we can reverse it for you.

# 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.



Document: 9000002028 Status: Held

Header Data | Additional Data

Process: Transfer Total Sender  
Budget Category: Payment Total Receiver  
Document type: BD01 (Budget Adjustm... Version  
Sender Document Date

Fiscal Year: 2020 Period

Receiver  
Fiscal Year: 2020 Period

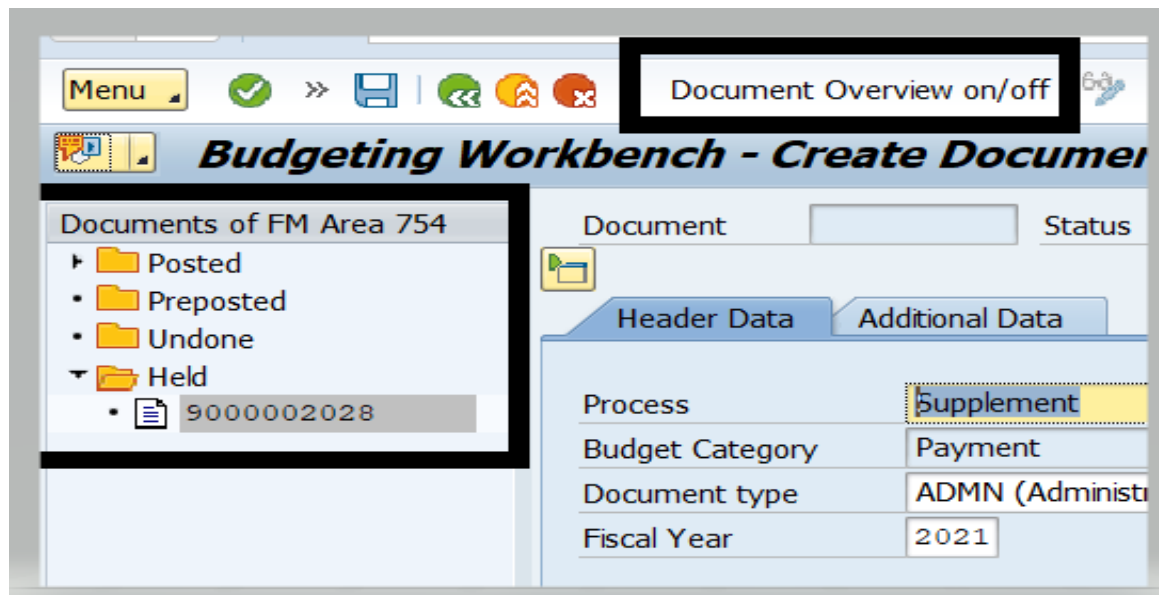
Split

	Doc. Line	Type	Grant	Fund	Funds cente
+	000001	TEMP	NOT_RELEVANT_FOR_GM	2000011020	1315020000
-	000002	TEMP	NOT_RELEVANT_FOR_GM	2000011020	1320000050

# 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.

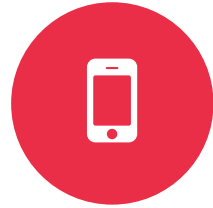


# F M B B

## 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](mailto:budget@txstate.edu)



JCK 820