

Budget Balance Report

Transaction

ZBUDGETBALANCE

Purpose

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 [UPPS 03.01.09](#). 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

Fund	<input checked="" type="checkbox"/>	to	<input type="text"/>	
Fund Center	<input type="text"/>	to	<input type="text"/>	
Funded Program	<input type="text"/>	to	<input type="text"/>	
Layout	/00BUDALL			

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.
 - 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 [Funds Crosswalk](#) to determine which layout you will want to use for your fund.

Examples of Entry Parameters

- A range of fund centers:

Fund	<input type="text"/>	to	<input type="text"/>	<input type="button" value="Arrow"/>
Fund Center	<input type="text" value="1320000000"/>	to	<input type="text" value="1320999999"/>	<input type="button" value="Arrow"/>
Funded Program	<input type="text"/>	to	<input type="text"/>	<input type="button" value="Arrow"/>

- Or use a wild card for your fund centers:

Fund	<input type="text"/>	to	<input type="text"/>	<input type="button" value="Arrow"/>
Fund Center	<input type="text" value="1320*"/>	to	<input type="text"/>	<input type="button" value="Arrow"/>
Funded Program	<input type="text"/>	to	<input type="text"/>	<input type="button" value="Arrow"/>

- One at a time:

Fund	<input type="text"/>	to	<input type="text"/>	<input type="button" value="Arrow"/>
Fund Center	<input type="text" value="1320120000"/>	to	<input type="text"/>	<input type="button" value="Arrow"/>
Funded Program	<input type="text"/>	to	<input type="text"/>	<input type="button" value="Arrow"/>

Step 3

Execute the report:

Press the button.

Screen shot of report once executed:

Budget Balance Report

Fund = 2020011009
Fund Center = CP 13*

Fund	Fund Name	Fund Center	Fund Ctr Name	Funded Program	Funded Program Name	Commitment Item	Commitment Item Name	Budget	Actuals	Encumbrances	Available Budget
2020011009	Advising Fee	1312000000	RRHEC	NR	NOT_RELEVANT	670000	High Level Operating	3,415.00	739.55	50.28	2,625.17
	Advising Fee		RRHEC		NOT_RELEVANT	670100	Staff Salaries	42,470.00	38,128.10	3,930.29	411.61
	Advising Fee		RRHEC		NOT_RELEVANT	670400	Fringe Benefits	0.00	11,981.28	1,156.14	13,137.42
				NR				45,885.00	50,848.93	5,136.71	10,100.64
		1312000000						45,885.00	50,848.93	5,136.71	10,100.64

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.

- **This is the budgetary control line and there are only a limited number:**

670000	High Level Operating	
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.



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	Budget	Actuals	Encumbrances	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				14,700.00	8,975.63	0.00	5,724.37
		1319110000						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:

$$\text{Consumable Budget (14,700.00)} - \text{Actual Expenses (8,975.63)} - \text{Encumbrances (0)} = 5724.37$$




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 [Budget Office website](#).


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.

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 budget@txstate.edu if you have questions or need assistance. We're always happy to help.