

BUDGET REPORTS USING ZFM01

USE

This transaction will be used to provide your basic reporting requirements for monitoring your budget such as displaying your total budget, actual expenditures, open commitments, and budget balance available for your selected funds center(s). In addition, it will be used to drill down into the line item details of all postings to the selected fund center. It can also provide a report to detail the sources of your budget balance.

TRANSACTION CODE

ZFM01

PROCEDURE

- ❑ Logon to the SAP system.
- ❑ Open your *Favorites – BCS Transactions* folder and click on the *ZFM01* transaction.

FC, Revenue & Expense: Selection

Data Source...

Selection values

Financial Management Area	SSHE	1
Budget Category	9F	2
Version	0	3
Fiscal Year From	2009	
Fiscal Year To	2009	4

Note: Must populate both fields

Selection groups

Budget Type

Selection Values

The information in the "Selection Values" area will default.

1. **Financial Management Area:** will always be *SSHE*
2. **Budget Category:** will always be *9F*
3. **Version:** will always be *0*
4. **Fiscal Year:** enter the fiscal year on which you are reporting – can run for multiple years.

Fiscal Year To	2009		
Selection groups			
Budget Type	Do Not Use!		
Or value(s)	Do Not Use!	to	[arrow]
Fund	Do Not Use!		
Or value(s)	1	to	[arrow]
Funds Center	Do Not Use!		
Or value(s)	2	to	[arrow]
Commitment Item	3	SSHE_3B	[lock]
Or value(s)		to	[arrow]
Functional Area	Do Not Use!		
Or value(s)	Do Not Use!	to	[arrow]

Selection Groups

- 1. Fund Value:** enter the fund or range of funds on which you would like to report – report runs quicker when selected (optional)
- 2. Funds Center Value:** enter the funds center or range of funds centers on which you would like to report
- 3. Commitment Item:** will always be *SSHE_3B*

TO RUN BUDGET REPORT FOR NON-PERSONNEL:

- Choose Variant as shown below

FC Revenue & Expense: Selection

[Data Source...]

Selection values

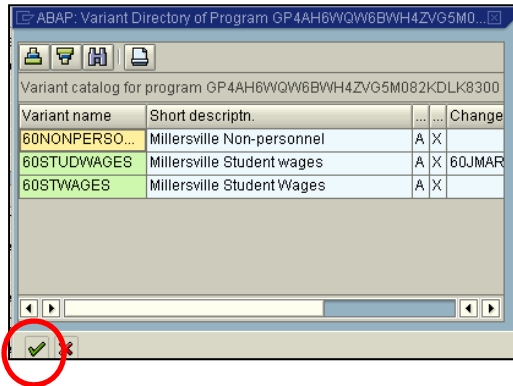
Variant	60*	[arrow]
Environment		[arrow]
Created by		[arrow]
Changed by		[arrow]
Original language		[arrow]

Selection

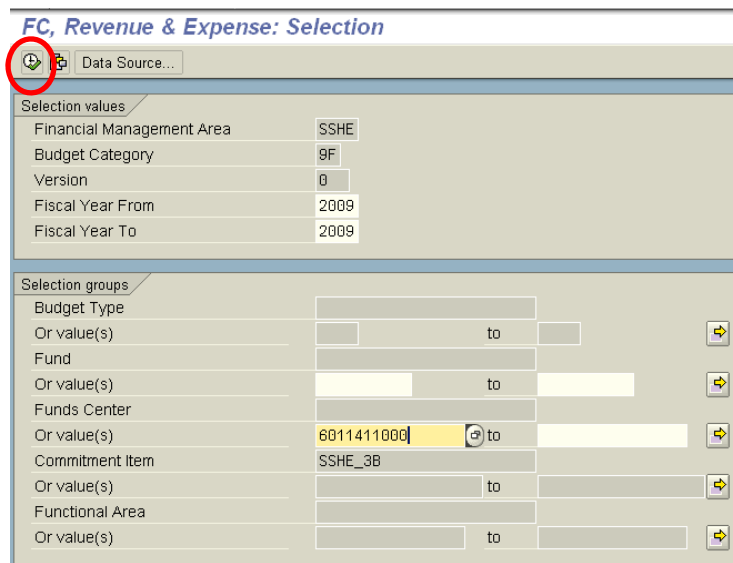
Budget				[arrow]
Or value(s)				[arrow]
Fund				[arrow]
Or value(s)		to		[arrow]
Funds Center				[arrow]
Or value(s)		to		[arrow]
Commitment Item				[arrow]
Or value(s)		to		[arrow]
Functional Area				[arrow]
Or value(s)		to		[arrow]

Delete information in *Created by* field and type 60* into the variant field, click execute.

- ❑ Double click on 60NONPERSONNEL or highlight row and click .



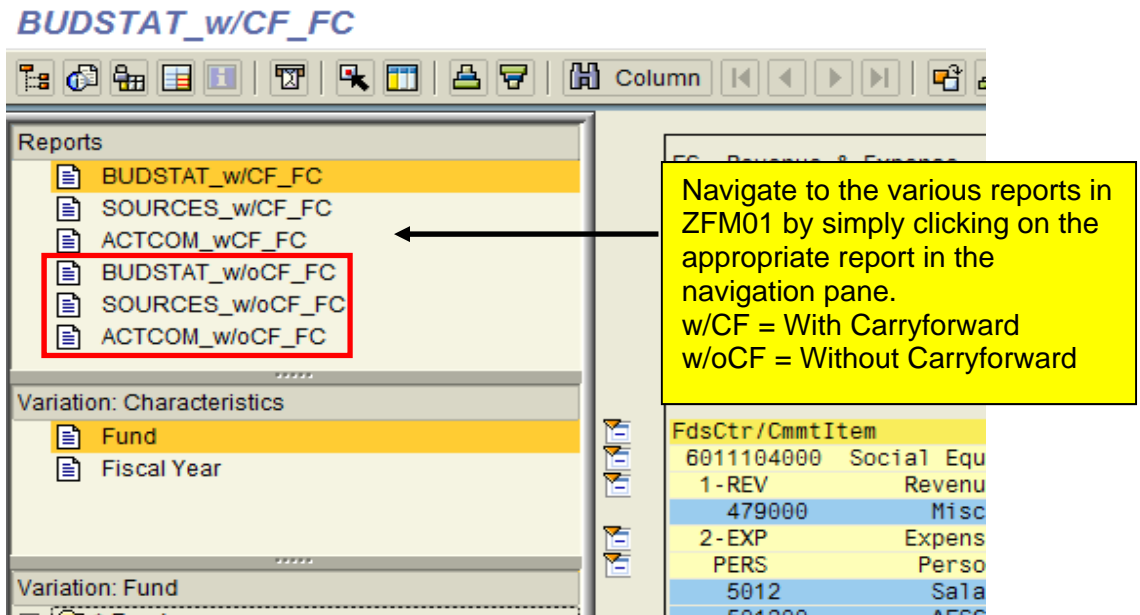
- ❑ Enter your funds center in the Funds Center Value field and click .



A Report will return with the appropriate data as shown below:

Note: To get student wages for a Funds Center, follow the same steps, but choose the variant 60STUDWAGES

NOTE: This transaction contains six different reports:



The Budget Office is recommending that users use the w/oCF reports for monitoring budgets.

1. **BUDSTAT_w/oCF_FC** – Shows Budget, Commitments, Actuals and Available balance by funds center by commitment item. The budget balance and open commitments **DO NOT** reflect amounts carried forward to the new year. This report will detail the true year end balances.

Report Group: FC, Revenue & Expense		Date: 10/17/2008				
Report Name: BUDSTAT_w/oCF_FC		Page: 1 / 1				
FM Area SSHE State System						
Budget Category 9F FM Payment Budget						
Fund *						
Funds Center/Group	6011411000	Bdgt Off				
Commitment Item	SSHE_3B	Flat - Per CI Hierarchy excl P				
Fiscal Year	2009					
Funds center/commitment item	Current Budget	Consumable Budget	Commitment	Actuals	Tot ComAct	Available
FdsCtr/CmmtItem	11,995.14	11,995.14		5,216.00	5,216.00	6,779.
6011411000 Budget Office	11,995.14	11,995.14		5,216.00	5,216.00	6,779.
2-EXP_NP_F Expenses - excl P	10,295.14	10,295.14		5,216.00	5,216.00	5,079.
NON-PERS Non-Personnel	10,295.14	10,295.14		5,216.00	5,216.00	5,079.
NON-PERSONNEL Non-Personnel	10,495.14	10,295.14				10,295.
605100 Postage/Freight				4.00	4.00	-4.
606115 Long Distance T				8.58	8.58	-8.
615100 General Travel				4,920.90	4,920.90	-4,920.
650 Rental/Operatin	-200.00					
660100 Office Supplies				282.52	282.52	-282.
660130 Furniture & Fur						
7-RESERVE Reserves	1,700.00	1,700.00				1,700.
902 Operating Expn	700.00	700.00				700.
903 Capital Expense	1,000.00	1,000.00				1,000.

2. SOURCES_w/oCF_FC – Shows the total of all budget entries by budget entry type by funds center by commitment item. Will **NOT** reflect any carryforward entries.

Report Group: FC, Revenue & Expense		Date: 10/17/2008	
Report Name: SOURCES_w/oCF_FC		Page: 1 / 1	
FM Area	SSHE State System		
Budget Category	9F FM Payment Budget		
Fund	*		
Funds Center/Group	6011411000	Bdgt Off	
Commitment Item	SSHE_3B	Flat - Per CI Hierarchy excl P	
Fiscal Year	2009		

Funds center/commitment item	Original	CF from LY	Supplements	Returns	Transfers	RIB	Total Budget
FdsCtr/CmtItem	8,550.00		820.00	-70.00	2,701.39		12,001.39
6011411000 Budget Office	8,550.00		820.00	-70.00	2,701.39		12,001.39
2-EXP_NP_F Expenses - excl P	7,050.00		820.00	-70.00	2,501.39		10,301.39
NON-PERS Non-Personnel	7,050.00		820.00	-70.00	2,501.39		10,301.39
NON-PERSONNEL Non-Personnel	7,050.00		820.00	-70.00	2,701.39		10,501.39
650 Rental/Operatin					-200.00		-200.00
7-RESERVE Reserves	1,500.00						1,700.00
902 Operating Expen	500.00				200.00		700.00
903 Capital Expense	1,000.00						1,000.00

3. ACTCOM_w/oCF_FC – Shows only commitments and actual by funds center by commitment item. The commitments will **NOT** reflect any commitments carried forward to the new year.

Report Group: FC, Revenue & Expense		Date: 10/17/2008	
Report Name: ACTCOM_w/oCF_FC		Page: 1 / 1	
FM Area	SSHE State System		
Budget Category	9F FM Payment Budget		
Fund	*		
Funds Center/Group	6011411000	Bdgt Off	
Commitment Item	SSHE_3B	Flat - Per CI Hierarchy excl P	
Fiscal Year	2009		

Funds center/commitment item	Commitment	Actuals	Tot ComAct
FdsCtr/CmtItem		5,216.00	5,216.00
6011411000 Budget Office		5,216.00	5,216.00
2-EXP_NP_F Expenses - excl Pers		5,216.00	5,216.00
NON-PERS Non-Personnel		5,216.00	5,216.00
605100 Postage/Freight/SH		4.00	4.00
606115 Long Distance Tele		8.58	8.58
615100 General Travel		4,920.90	4,920.90
660100 Office Supplies		282.52	282.52
660130 Furniture & Furnis			

- ❑ To drill down to the line item detail, double click on the dollar amount.

The screenshot shows a budget report interface. On the left, there are navigation panels for 'Reports', 'Variation: Characteristics', and 'Variation: Fund'. The main area displays a report summary and a table. A yellow callout box with an arrow points to the '1,700.00' value in the 'Current Budget' column for the '7-RESERVE Reserves' row. The text inside the callout box reads: 'To find the entries behind dollar amount, double click on that amount.'

Funds center/commitment item	Current Budget	Consumable Budget	Commitment	Actuals
FdsCtr/CmmtItem	12,001.39	12,001.39		5,216.00
6011411000 Budget Office	12,001.39	12,001.39		5,216.00
2-EXP_NP_F Expenses - excl P	10,301.39	10,301.39		5,216.00
NON-PERS Non-Personnel	10,301.39	10,301.39		5,216.00
NON-PERSONNEL Non-Personnel	10,501.39	10,301.39		
605100 Postage/Freight				4.00
606115 Long Distance T				8.58
615100 General Travel				
650 Rental/Operatin	-200.00			
660100 Office Supplies				
660130 Furniture & Fur				
7-RESERVE Reserves	1,700.00	1,700.00		
902 Operating Expen	700.00	700.00		
903 Capital Expense	1,000.00	1,000.00		

- ❑ To see all transactions in a specific column, double click on the columns header or the total line. Repeat as shown above.
- ❑ Blue lines on the report represent where postings take place (budget, commitment, actual). Yellow lines on the report represent totals.

A Text box will pop up:

The screenshot shows a 'Select Report' dialog box with three options: 'Search actuals line items document', 'Search Change Document', and 'Search Entry Document'. A red circle highlights a checkmark icon next to the 'Technical names on/off' checkbox. Two yellow callout boxes with arrows point to the first two options. The first callout box says: 'If looking at Actuals or Commitment columns amount, make this selection.' The second callout box says: 'If looking at Budget column amount, make this selection.'

- ❑ After making a selection click

The entries behind the number will appear as shown below:

The screenshot shows a window titled 'Selection List for Entry Documents'. It contains a table with columns: Doc Year, Entry Docu, Line, Version, Doc. type, Process, Year, Budget Type, Fund, Funds Ctr, Cmmt item, F.Ar, Grant, Funded Prg, and Amou. The table lists three entries for the year 2009, all with Budget Type 'Non-Recurring Budget' and Fund '6011000000'. The first entry has Line 000002 and Amount 20. The second entry has Line 000002 and Amount 50. The third entry has Line 000001 and Amount 50.

Doc Year	Entry Docu	Line	Version	Doc. type	Process	Year	Budget Type	Fund	Funds Ctr	Cmmt item	F.Ar	Grant	Funded Prg	Amou
2009	1000062580	000002	0	BGT	Receive	2009	Non-Recurring Budget	6011000000	6011411000	902	BDGT	NOTRELEVANT	NOTRELEVANT	20
	1000062614	000002	0	BGT	Receive	2009	Non-Recurring Budget	6011000000	6011411000	902	BDGT	NOTRELEVANT	NOTRELEVANT	50
	1000062622	000001	0	BGT	Enter	2009	Non-Recurring Budget	6011000000	6011411000	902	BDGT	NOTRELEVANT	NOTRELEVANT	50

Sample Navigation within the report:

BUDSTAT_w/CF_FC

FC, Revenue & Expense Date: 09/24/2008 Page: 1 / 1

Financial Management Area SSHE State System FM Payment Budget Version 0

Funds center/commitment item	Current Budget	Consumable Budget	Commitment	Act
FdsCtr/CmntItem	459,327.00	459,327.00	479.89	
6011104000 Social Equity & Diver	387,732.00	387,732.00		
1-REV Revenues	-96.30	-96.30		
479000 Miscellaneous R	-96.30	-96.30		
2-EXP Expenses	387,828.30	387,828.30		
PERS Personnel	362,294.00	362,294.00		
5012 Salaries-AFSCME	70,928.00	70,928.00		
501200 AFSCME - Salari				
5013 Salaries-Manage	189,987.00	189,987.00		
501310 State Sys Manag				

Expand & collapse sections of the report by clicking on these buttons.

Here is the report collapsed and then expanded at the Funds Center level.


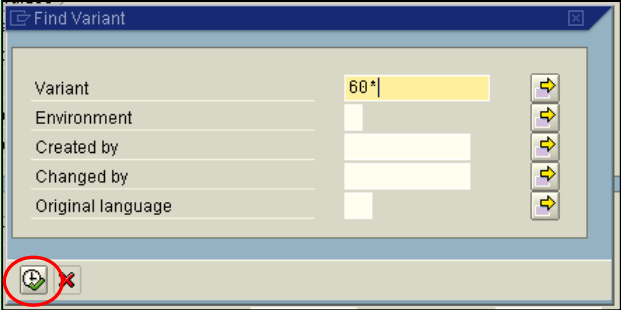

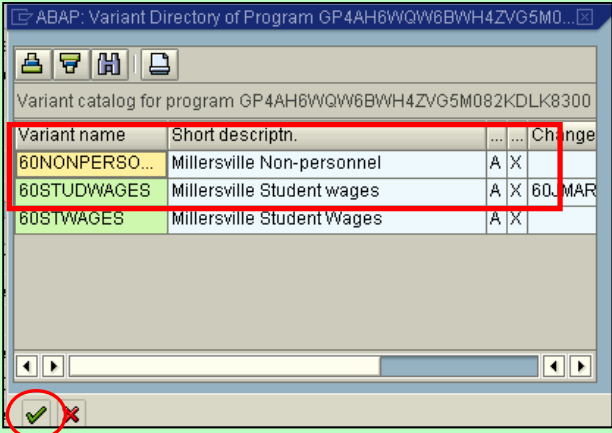

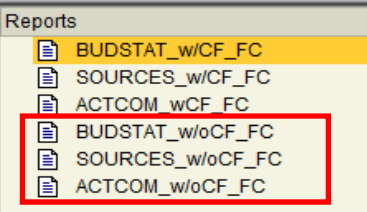
BUDSTAT_w/CF_FC

FC, Revenue & Expense Date: 09/24/2008 Page: 1 / 1

Financial Management Area SSHE State System FM Payment Budget Version 0

Funds center/commitment item	Current Budget	Consumable Budget	Commitment	Act
FdsCtr/CmntItem	459,327.00	459,327.00	479.89	4:
6011104000 Social Equity & Diver	387,732.00	387,732.00		36
6011104002 Human Relations	27,321.00	27,321.00	479.89	:
6011104004 Latino Celebration				
6011104008 Cultural Diversity	38,039.00	38,039.00		
6011104012 Status of Women	6,235.00	6,235.00		

HELPFUL TIPS WHILE IN ZFM01

	<p>TIP: Delete information in Created by field and type 60* into the Variant field, click execute.</p> 	<p>Page 24</p>
	<p>TIP: To monitor your operating budget and student wages choose Variant report 60NONPERSONNEL or 60STUDWAGES.</p> 	<p>Page 25</p>
	<p>TIP: Recommended reports for monitoring your budgets:</p> 	<p>Page 26</p>

TIP: To turn Navigation Pane on/off click toggle button below:

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The screenshot shows the 'BUDSTAT_w/CF_FC' report window. The top toolbar contains several icons, with the first one (a small square with a vertical line) circled in red. Below the toolbar, there are sections for 'Reports', 'Variation: Characteristics', and 'Variation: Fund'. The 'Reports' section lists 'BUDSTAT_w/CF_FC', 'SOURCES_w/CF_FC', and 'ACTCOM_w/CF_FC'. The 'Variation: Characteristics' section shows 'Fund' and 'Fiscal Year'. The 'Variation: Fund' section shows '* Fund' and '6011000000 Discretion Bdg Sys'. On the right side, there are fields for 'Report Group', 'Report Name', 'FM Area', 'Budget Category', 'Fund', 'Funds Center/Group', 'Commitment Item', and 'Fiscal Year'. Below these fields is a table with columns 'FdsCtr/CmtItem' and values like '6011411000 Budget Office', '2-EXP_NP_F Expenses - e', and 'NON-PERS Non-Personnel'.

TIP: To expand and collapse sections of the report click on these buttons:

Page 29



The screenshot shows the same report window as above. A red arrow points to a small icon (a square with a vertical line) located next to the 'FdsCtr/CmtItem' section in the table on the right. This icon is used to expand or collapse the section.

TIP: To expand column with a lot of data, click in column – choose Settings, Column Attributes. When text box appears, type in larger number. The detail will then display.



The screenshot shows a dialog box titled 'Lead Column Width and Position'. It has two input fields: 'Width' with the value '34' and 'Position' with the value '1'. There are checkmark and X buttons at the bottom. To the right of the dialog box is a detailed report table with the following data:

Funds center/commitment item	
FdsCtr/CmtItem	
6082000086	Alumni Activities
1-REV	Revenues
431110	Gifts-Cash/ Securities
469200	Miscellaneous Sales
479000	Miscellaneous Revenue
2-EXP_NP_F	Expenses - excl Personnel
NON-PERS	Non-Personnel
NON-PERSONNEL	Non-Personnel
655900	Other Miscellaneous Services
660100	Office Supplies
665130	Other Food Supplies