



Budget Control System

Bloomsburg University

BCS Training Manual

November 2008

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BUDGET CONTROL SYSTEM (BCS) TRAINING MANUAL

On November 24, 2008, the SAP Finance system will be migrated from the former budgeting module to the Budget Control System (BCS) module. The transactions that you are currently using within SAP-FI to monitor your budget will be changing. Budget transfers will no longer be parked using FR69. Instead, you will be using the Budgeting Workbench (FMBB) to pre-post your budget transfers.

Similarly, the SAP-FI on-line budget reports will also be changing. Please note that you will continue to use ZBUDSTAT_CF or ZBUDSTAT_EX_CF to view your budgets and transactions for fiscal year 2008 and prior. However, any transactions processed for fiscal year 2009 and after will need to be viewed using transaction ZFM02 or ZFM02_EXP. This training manual is being provided to assist you in monitoring your budget using the BCS module. Below is a crosswalk to aid your understanding:

Function	Prior to 11/24/08	After 11/24/08
Budget Transfer	Park using FR69	Pre-Post using FMBB

Function	Fiscal years 2008 and Prior	Fiscal years 2009 and after
On-Line Reporting	ZBUDSTAT_CF	ZFM02 and ZFM02_EXP
On-Line Reporting	ZBUDSOURCE_CF	ZFM02 and ZFM02_EXP
On-Line Reporting	ZBUDSTAT_EX_CF	ZFM02_EXP

Changes in BCS that will be reviewed later in this document

- ✓ *Parked Transfer* FR69 changes to *Pre-Posted* document FMBB
- ✓ No need to input Fund or BDGT on transfer, it automatically fills it in!
- ✓ Ability to do multiple transfers on one document even if they are in different funds
- ✓ Ability to enter different text for each line item
- ✓ Ability to copy line item to one below to save data entry
- ✓ Ability to “hold” a document if you can’t finish it right away.
- ✓ Ability to track posted, pre-posted, undone, and held documents.
- ✓ Report transaction and generation changes
- ✓ Report view allows user to switch between report views without re-running transaction
This eliminates the need for multiple report transactions!
- ✓ Report view changes to accommodate Availability Control
- ✓ Little more flexibility in setting Availability Control rules.

Availability Control (AVC)

Impact on AVC rules:

Currently, in the Former Budgeting System, the ONLY rule available is to have the budget control restricted to the commitment item to which the budget was posted for an expense (purchase orders, funds reservations, and GL journal entries). This required that all budget dollars by commitment item be posted to the expense commitment item within a fund/funds center number.

The Budget Control System (BCS) module provides a little more flexibility in how the rules for AVC are set. We now have the option of continuing to maintain the status quo, i.e. AVC at CI where budget is loaded or we can set the AVC rule to check at a higher level within the fund.

AVC rules in the BCS module have been set as follows.

Please reference APPENDIX A for specific commitment item number relationships.

Rule 1 ➔ AVC checking will occur at the “summary” levels within the EXPENSE commitment item hierarchy for UTILITIES, LEASES, OTHER EXPENSES and at the specific 6 digit commitment item number for commitments 700000-799999, 801000-813530 for funds centers within:

Fund 1011000000 E&G Funds – all funds centers

Rule 2 ➔ AVC checking will occur at the 6 digit commitment item where budget is loaded for funds centers within:

Funds 1012000000 to 1016000000 Designated for E&G activities

Funds 1021000000 to 1025000000 Auxiliary Funds

Funds 1031000000 to 1031600000 Restricted Funds

Funds 1061000000 to 1071000000 Plant Funds

Rule 3 AVC checking will occur at the 3 digit “summary” levels within the EXPENSE commitment item hierarchy for OTHER EXPENSES and at the specific 6 digit commitment item number for commitments 700000-799999, 801000-821000 for funds centers within:

Funds 1032000000 to 1033800000 Restricted Funds – Grants

Budget Folders

Download Folder With BCS Transactions

1. In BCS click on Favorites
2. Choose "Upload from PC"
3. At "Look In" choose S drive
4. Choose "BU Documents"
5. Choose "SAP" folder
6. Choose "BCS"
7. Click on "Insert"

You should receive a folder with two sub-folders one for budget transactions and one for budget reports.

8. Repeat steps 1-5, Choose "Former Budgeting Folder"

You should receive a folder titled "Former Budgeting Folder FY 2008 and Prior"

It will have 8 reports in it. These are the reports you can use for FY 2008 and prior.

Favorites	Extras	System	Help
Add		Ctrl+Shift+F6	
Change		Ctrl+Shift+F3	
Move			
Delete		Shift+F2	
Insert folder		Ctrl+Shift+F5	
Insert transaction		Ctrl+Shift+F4	
Add other objects		Ctrl+Shift+F7	
Download to PC			
Upload from PC			

What To Do With Your Old Budget Folder

After you have downloaded these two folders, you can delete any other budget folders or transactions that you no longer use. This will clean up your SAP menu.

If you need help during this process, contact the Budget Department at #4023.

How to Pre-Post a Budget Transfer - FMBB

Change: "parking" a document is now called "Pre-Posting" a document

Transaction: FMBB

1. Click on transaction FMBB under BCS Transaction Folder
2. If you get a pop-up box to enter FM area, enter SSHE
3. Choose **Transfer** from the *Process* menu (see instructions below)
4. Input Data



*After you input the header data you can click on  This will make the line item input view larger.

Click +

Click 



Click for dropdown,
to choose +

Line	+/-	Fund	Funds Center	Commitment item	Functional Area	Amount (USD)	Text
000001	-	1011000000	1011030400	625300	BDGT	25.00	cover mailing cost
000002	+	1011000000	1011030400	820200	BDGT	25.00	cover mailing cost
000003	-	1011000000	1011030400	625300	BDGT	525.00	for purchase request
000004	+	1011000000	1011030400	660130	BDGT	525.00	for purchase request

Insert Funds Center and Comm. Item

Insert Amount and Text

5. Enter Text (Required)
6. Use  to check for errors. (located at very top of transaction)
7. When you have verified that you have no errors, click on **Prepost** located towards top of screen.
8. You will receive a document number at the bottom grey area. See example.

 Document 1000062681 has been created successfully in FM area SSHE fiscal year 2009

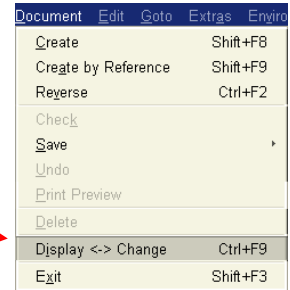
To Print the Document for Back Up

1. When you are in the document you want to print

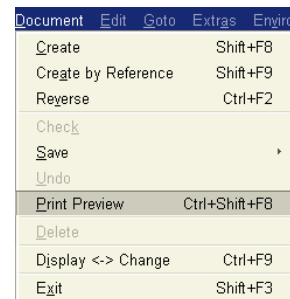
a. Click *Document*

b. Choose *Display <-> Change*

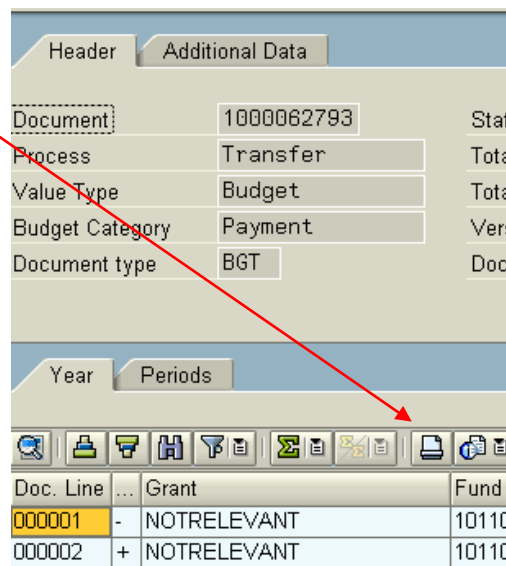
**If "Print Preview" is available you can skip this step.*



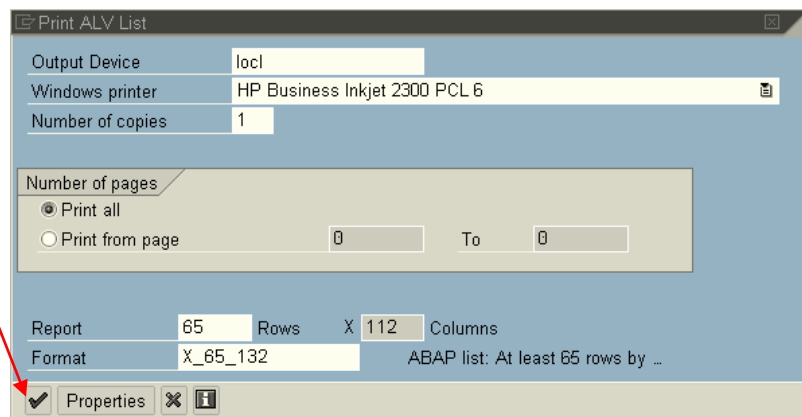
2. Now select *Print Preview*



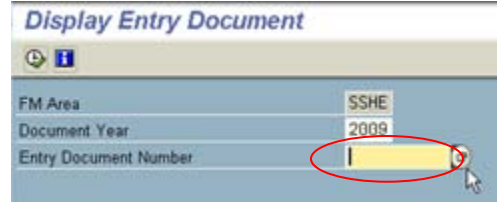
3. Click on Printer Icon

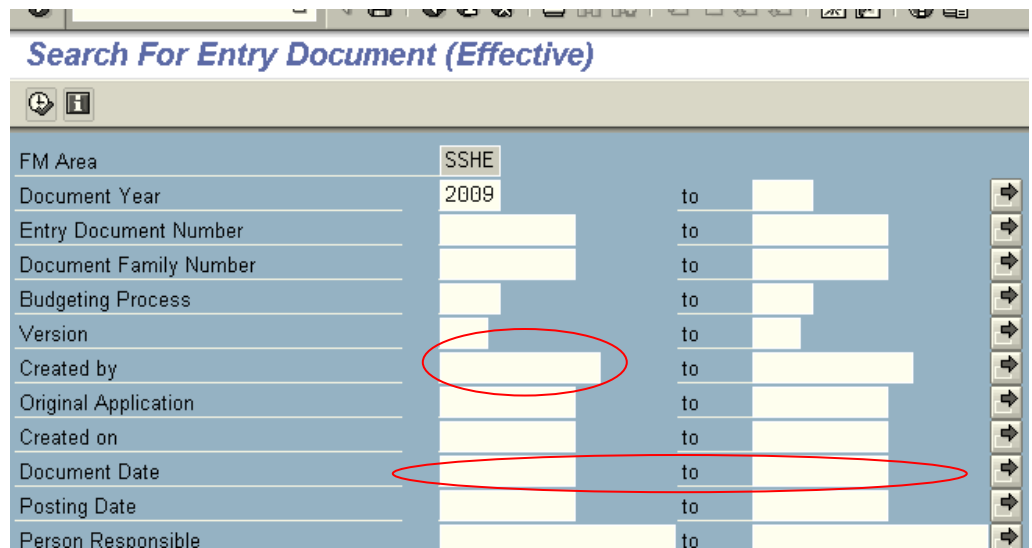


4. Click on green check (your printer should be listed)



Display an Entry Document - FMEDD

1. Choose FMEDD from your Budget Folder
 2. Input FM Area as SSHE, Document Year (These should default after first use)
 3. Input the document number if you know it. If you don't know it, skip to step #5
 4. Click on execute
- 
5. Click on dropdown menu
 - a. "Created by"-insert your user ID
 - b. "Document Date"-enter range of time such as a week or month when you think the document occurred.
 - c. Click on execute 

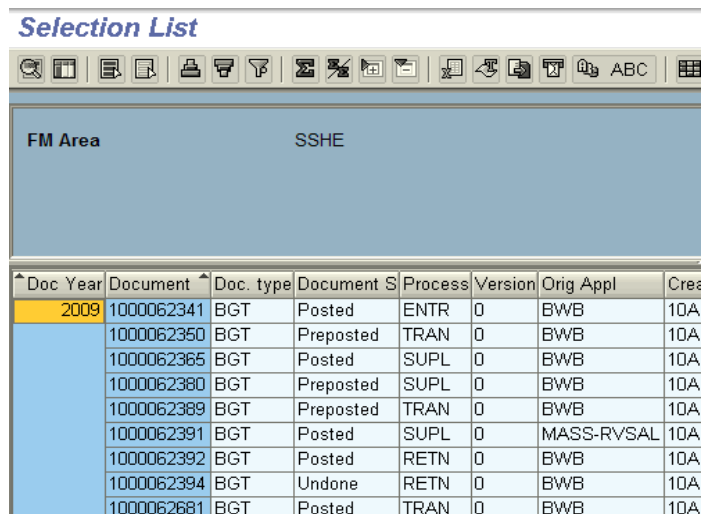


Search For Entry Document (Effective)

FM Area	SSHE		
Document Year	2009	to	
Entry Document Number		to	
Document Family Number		to	
Budgeting Process		to	
Version		to	
Created by		to	
Original Application		to	
Created on		to	
Document Date		to	
Posting Date		to	
Person Responsible		to	

- d. Double Click on the document you want to see (It will take you back to Display Entry Document window)
- e. Click on execute 

Selection List



Doc Year	Document	Doc. type	Document S	Process	Version	Orig Appl	Cres
2009	1000062341	BGT	Posted	ENTR	0	BWB	10A
	1000062350	BGT	Preposted	TRAN	0	BWB	10A
	1000062365	BGT	Posted	SUPL	0	BWB	10A
	1000062380	BGT	Preposted	SUPL	0	BWB	10A
	1000062389	BGT	Preposted	TRAN	0	BWB	10A
	1000062391	BGT	Posted	SUPL	0	MASS-RVSAL	10A
	1000062392	BGT	Posted	RETN	0	BWB	10A
	1000062394	BGT	Undone	RETN	0	BWB	10A
	1000062681	BGT	Posted	TRAN	0	BWB	10A

View Budget Document or Line Item Transactions - FMEDDW

FMEDDW – This transaction can be used to view a single line item entry or all of the entries for a specific funds center or items during a specific date range etc.

1. Enter "Created by"
2. Enter "Fiscal Year"
3. Enter "Funds Center"
This shows all documents
you created for this FC this FY
Or

1. Enter "Created by"
2. Enter "Document Date"
Range (ex 11/24/08-1/31/09)
This shows all docs you created
from 11/24/08 to 1/31/09
in all your FC's.

Entry Document

FM Area	SSHE		
Budget Category	9F	Always 9F	
Entry Document Number		to	
Created by		to	
Original Application		to	
Created on		to	
Document Date		to	
Person Responsible		to	
Text Name		to	
Value Type		to	
Version		to	
Fiscal Year		to	
Budgeting Period		to	
Int. Bdgt. Process		to	
Budget Type		to	
Document Status		to	
Entry Document Line		to	
Grant		to	
Fund		to	
Funds Center		to	
Commitment item		to	
Functional Area		to	
Funded Program		to	

To Export From the FMEDDW Transaction

1. Choose Spreadsheet icon
2. Then click green checkmarks

Selection List for Entry Documents

Information: Filter criteria, sorting, totals and sub-totals not taken into account

Export list object to XXL: An XXL list object is exported with 6 lines and 15 columns. Choose a processing mode: ☒ Table ☐ Pivot table

Export list object to XXL: Microsoft Excel

Budget Reports - Generation For E&G Fund 1011000000 FC 1011xxxxxx

USE

These transactions 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

ZFM02_EXP

Includes commitment items for **expenses only**. Does not include revenue or transfers in (CI 813xxx).

Note: Please see Appendix G-Page 32 if you have an E&G funds center that has miscellaneous revenue or if you want to view salaries and benefits.

PROCEDURE

- Logon to the SAP system.
- Open your *Favorites – BCS Transactions* folder and click on the **ZFM02_Exp** transaction.

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.

Expense Only: Selection

Data Source...

Selection values	
Financial Management Area	SSHE
Budget Category	9F
Version	0
Fiscal Year From	2009
Fiscal Year To	2009

Selection groups

Budget Type	
-------------	--

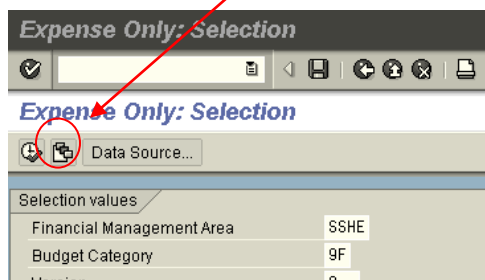
Note: Must populate both fields

Variants

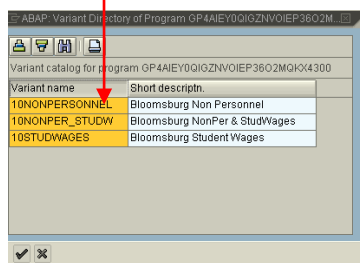
You will use Variants set up by the Budget Office to obtain data for the commitment items (CI) you need to view. The following variants are available. Follow the instructions below to select the appropriate variant.

<u>Variant Name</u>	<u>Variant Description</u>	
10NONPERSONNEL	Operating area only (non-personnel)	CI range 600-899
10STUDENTWAGES	Student wages only	CI 510580
10NONPER_STUDW	Operating area and student wages	CI range 600-899 & 510580

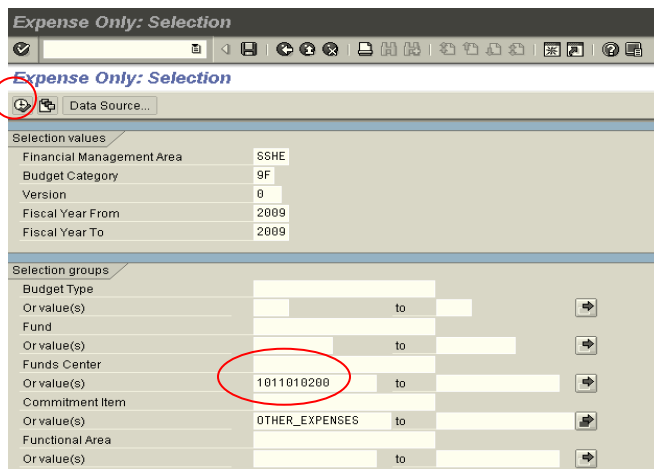
Click on "Get Variant" icon



Double-click on variant name or highlight row and click



Enter your funds center(s) in the Funds Center Value field and click



Budget Reports - Navigation

For E&G Fund 1011000000

FC 1011xxxxxx

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

This transaction contains six different reports. Navigate to the various reports by simply clicking on the appropriate report in the navigation pane.

w/CF = With Carryforward

w/oCF = Without Carryforward

Note: Always use the w/CF (with Carryforward) except when you need to see the ending available balance for the prior fiscal year. Then use w/oCF (without Carryforward). This is helpful after balances carryforward at fiscal year-end. Do not use this feature until notified by Budget Office.

BUDSTAT_w/CF_EXP

Report Group: Expense Only Date: 10/24/2008
 Report Name: BUDSTAT_w/CF_EXP Page: 1 / 1

FM Area: SSHE State System
 Budget Category: 9F FM Payment Budget

Fund: *
 Funds Center/Group: 1011010200 Social Equity
 Commitment Item: SSHE_3B Flat - Per CI Hierarchy excl P
 Fiscal Year: 2009

Commitment Item	Current Budget	Consumable Budget	Commitment	Actuals
Commitment Item	66,941.56	66,941.56	888.69	19,810.50
2-EXP_NP_F Expenses - excl P	43,688.20	49,158.78	888.69	1,873.31
NON-PERS Non-Personnel	43,688.20	49,158.78	888.69	1,873.31
OTHER_EXPENSES Other Expenses		49,158.78		
605100 Postage/Freight	608.68			
605110 Postage	342.48			
605130 Freight/Shipping	218.31			
606100 Telephone & Tel	518.91			
606115 Long Distance T	200.00			
606130 Telephone Equip	139.27			
607100 Advertising	1,500.00			340.00
608110 Subscriptions	1,248.55			416.00

BUDSTAT_w/CF_EXP

Reports

- BUDSTAT_w/CF_EXP
- SOURCES_w/CF_EXP
- ACTCOM_w/CF_EXP
- BUDSTAT_w/CF_EXP

Variation: Characteristics

- Fund
- Funds Center
- Fiscal Year

Variation: Fund

- * Fund
- 1011000000 E&G General Fund

Report Group: Expense Only
Report Name: BUDSTAT_w/CF_EXP
Date: 10/27/2008
Page: 1 / 1

FM Area: SSHE State System
Budget Category: 9F FM Payment Budget

Fund: *
Funds Center/Group: 1011010200..1011010209
Commitment Item: SSHE_3B Flat - Per CI Hierarchy excl P
Fiscal Year: 2009

Commitment Item	Current Budget	Consumable Budget	Commitment	Actuals
Commitment Item	196,684.43	196,684.43	888.69	124.6
2-EXP_NP_F Expenses - excl P	69,647.34	75,471.21	888.69	3.2
NON-PERS Non-Personnel	69,647.34	75,471.21	888.69	3.2
OTHER_EXPENSES Other Expenses		75,471.21		
605100 Postage/Freight	608.68			
605110 Postage	342.48			
605130 Freight/Shipping	218.31			
606100 Telephone & Tel	518.91			

Navigate to the various funds centers by simply clicking on "Funds Center" and then the FC #

BUDSTAT_w/CF_EXP

Reports

- BUDSTAT_w/CF_EXP
- SOURCES_w/CF_EXP
- ACTCOM_w/CF_EXP
- BUDSTAT_w/CF_EXP

Variation: Characteristics

- Fund
- Funds Center
- Fiscal Year

Variation: Funds Center

- * Funds Center
- 1011010200 Social Equity
- 1011010201 Protected CI Issue
- 1011010205 Black History Month
- 1011010208 CWCHR
- 1011010209 Accommodative Se

Report Group: Expense Only
Report Name: BUDSTAT_w/CF_EXP
Date: 10/27/2008
Page: 1 / 1

FM Area: SSHE State System
Budget Category: 9F FM Payment Budget

Fund: *
Funds Center/Group: 1011010200 Social Equity
Commitment Item: SSHE_3B Flat - Per CI Hierarchy excl P
Fiscal Year: 2009

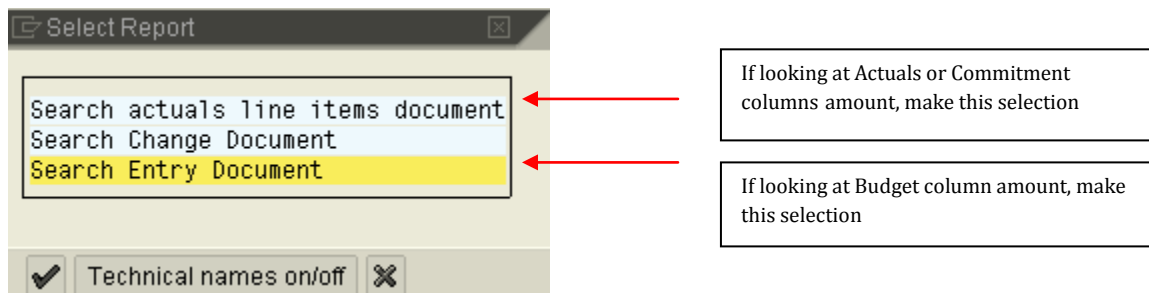
Commitment Item	Current Budget	Consumable Budget	Commitment	Actual
Commitment Item	66,941.56	66,941.56	888.69	19.
2-EXP_NP_F Expenses - excl P	43,688.20	49,158.78	888.69	1.
NON-PERS Non-Personnel	43,688.20	49,158.78	888.69	1.
OTHER_EXPENSES Other Expenses		49,158.78		
605100 Postage/Freight	608.68			
605110 Postage	342.48			
605130 Freight/Shipping	218.31			
606100 Telephone & Tel	518.91			

Expand & collapse sections of the report by clicking on these

Drilling Down

- Blue lines represent where postings take place (budget, commitment, actual). Yellow lines represent totals.
- To drill down to the line item detail, double click on the dollar amount.
- To see all transactions in a specific column, double click on the total line.

A Text box will pop up:



- After making a selection click .

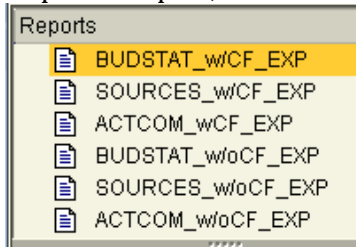
The detail will appear as shown below:

Selection List for Entry Documents

Doc Year	Fund	Funds Center	Created on	Entry Docu	Public Law	Created by	Cmnt item	Amount LC	Text
2009	1011000000	1011010200	09/29/2008	1000000049		CSPRINKLES	606100	68.91	
			09/29/2008	1000020699		CSPRINKLES		450.00	FBS DOC#:0500364793
							606100	518.91	
		1011010200						518.91	
	1011000000							518.91	
								518.91	

Printing

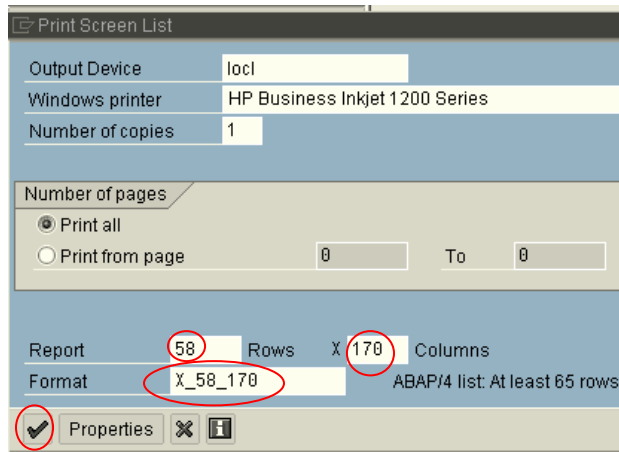
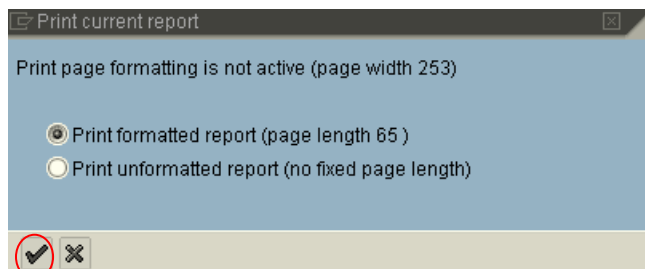
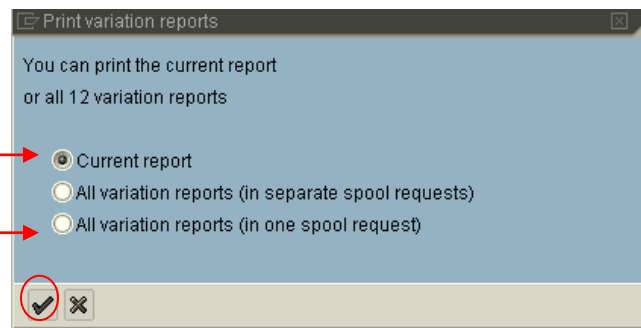
To print a report, click on the type of report you want to print.



Then click on the print icon  and make selections as shown below.

To print one funds center, select this option

To print all funds centers, select this option



Change Report, Columns, and Format as shown to increase print size.

Availability Control

Rule 1 ➔ *AVC checking will occur at the "summary" levels within the EXPENSE commitment item hierarchy for UTILITIES, LEASES, OTHER EXPENSES and at the specific 6 digit commitment item number for commitments 700000-799999, 801000-813530 for funds centers within:*

Fund 1011000000 E&G Funds – all funds centers

AVC checking will occur at the
OTHER EXPENSES commitment item.
Budget is loaded at 6 digit CI.

CI# 615100 over budget by \$200.
AVC checking will occur at the
OTHER EXPENSES commitment

Budget loaded
at 6 digit CI

AVC checking at
OTHER EXPENSES
Commitment Item

Commitment Item	Current Budget	Consumable Budget	Commitment	Actuals	Tot ComAct	Available
Commitment Item	5,500.00	5,500.00	300.00	747.00	1,047.00	4,453.00
OTHER EXPENSES Other Expenses		5,500.00				4,453.00
608120 Books	200.00				-	
615100 Gen Travel	500.00		300.00	400.00	700.00	
620200 Software	600.00			67.00	67.00	
625300 Spec Services	1,000.00				-	
660100 Office Supplies	1,400.00			280.00	280.00	
660330 Chemicals	1,800.00				-	

Budget Reports - Generation FOR FUNDS 1012, 1013, 102x, 103x, and 106x

USE

These transactions 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

ZFM02

Includes **all** commitment items for revenues and expenses.

ZFM02_EXP

Includes commitment items for **expenses only**. It does not include revenue or transfers in (CI 813xxx).

PROCEDURE

- Logon to the SAP system.
- Open your *Favorites – BCS Transactions* folder and click on the **ZFM02** or **ZFM02_Exp** transaction.

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.

Expense Only: Selection

Data Source...

Selection values

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

Selection groups

Budget Type

Note: Must populate both fields

Selection Groups

1. **Fund Value:** Enter the fund or range of funds on which you would like to report. This field is not required if you are entering a funds center.
2. **Funds Center Value:** Enter the funds center or range of funds centers on which you would like to report. This field is not required if you are entering a fund number.
3. **Commitment Item:** There are commitment item groups established to pull revenue and expense commitment items.

SSHE_2A – Includes all commitment items for revenue and expenses (including salaries and benefits)

Fiscal Year To		2009	
Selection groups			
Budget Type			
Or value(s)		to	
Fund			
Or value(s)	1	to	
Funds Center			
Or value(s)	2	1022000200	
Commitment Item			
Or value(s)	3	SSHE_2A	
Functional Area			
Or value(s)		to	

Click  to execute the report.

Budget Reports - Navigation

For Funds 1012, 1013, 102x, 103x, and 106x

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

This transaction contains six different reports. Navigate to the various reports by simply clicking on the appropriate report in the navigation pane.

w/CF = With Carryforward

w/oCF = Without Carryforward

Note: Always use the w/CF (with Carryforward) report except when you need to see the ending available balance for the prior fiscal year. Then use w/oCF (without Carryforward). This is helpful after balances carryforward at fiscal year-end. Do not use this feature until notified by Budget Office.

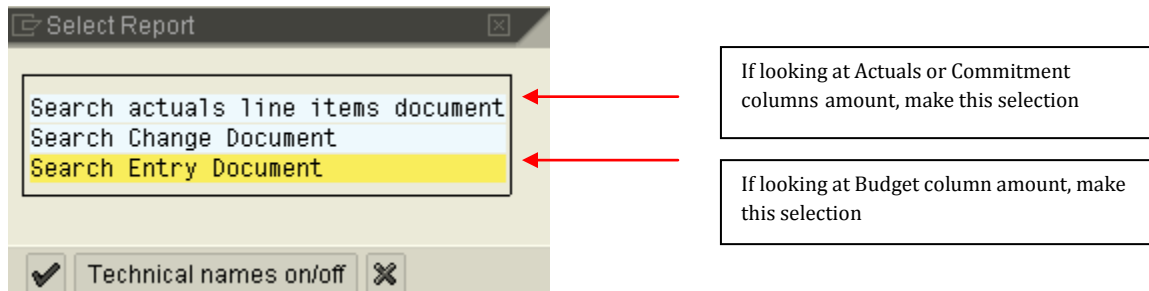
Navigate to the various funds centers by simply clicking on "Funds Center" and then the FC #

Expand & collapse sections of the report by clicking on these

Drilling Down

- Blue lines represent where postings take place (budget, commitment, actual). Yellow lines represent totals.
- To drill down to the line item detail, double click on the dollar amount.
- To see all transactions in a specific column, double click on the total line.

A Text box will pop up:



- After making a selection click .

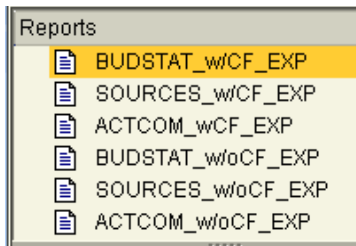
The detail will appear as shown below:

Selection List for Entry Documents

Doc Year	Entry Docu	Line	Version	Doc. type	Process	Year	Budget Type	Fund	Funds Ctr	Cmmt item	F.Ar	Grant	Funded Prg	Amount LC
2009	1000024669	000001	0	BGT	Enter	2009	Recurring Budget	1022000000	1022000200	606100	BDGT	NOTRELEVANT	NOTRELEVANT	857.00

Printing

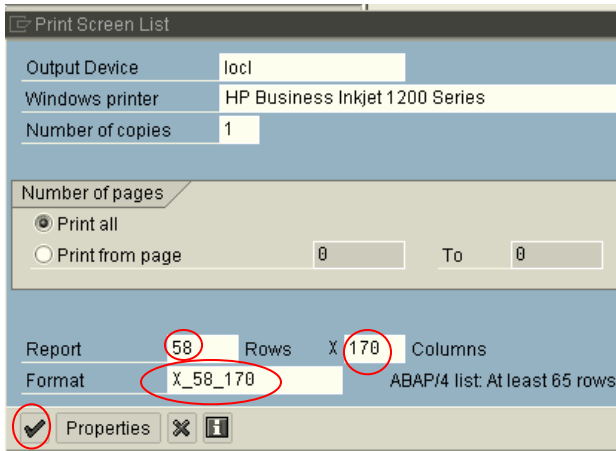
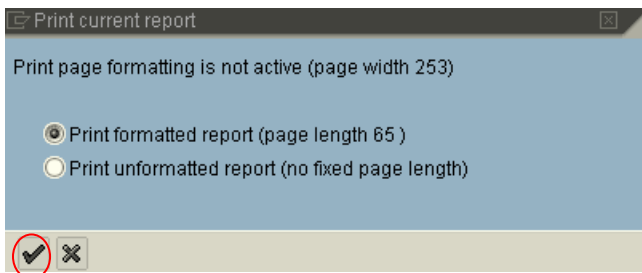
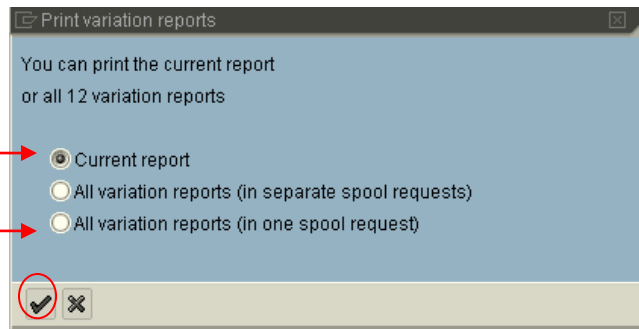
To print a report, click on the type of report you want to print.



Then click on the print icon and make selections as shown below.

To print one funds center, select this option

To print all funds centers, select this option



Change Report, Columns, and Format as shown to increase print size.

Availability Control

Rule 2 ➔ AVC checking will occur at the 6 digit commitment item where budget is loaded for funds centers within:

Funds 1012000000 to 1016000000 *Designated for E&G activities*
Funds 1021000000 to 1025000000 *Auxiliary Funds*
Funds 1031000000 to 1031600000 *Restricted Funds*
Funds 1061000000 to 1071000000 *Plant Funds*

AVC checking will occur at the 6 digit commitment item where budget is loaded.

CI# 615100 over budget by \$200. AVC checking will occur at the 6 digit CI#. A budget transfer will need to be made to cover budget deficit in CI# 615100.

Commitment Item	Current Budget	Consumable Budget	Commitment	Actuals	Tot ComAct	Available
Commitment Item	5,500.00	5,500.00	300.00	747.00	1,047.00	4,453.00
OTHER EXPENSES Other Expenses						
608120 Books	200.00	200.00			-	200.00
615100 Gen Travel	500.00	500.00	300.00	400.00	700.00	(200.00)
620200 Software	600.00	600.00		67.00	67.00	533.00
625300 Spec Services	1,000.00	1,000.00			-	1,000.00
660100 Office Supplies	1,400.00	1,400.00		280.00	280.00	1,120.00
660330 Chemicals	1,800.00	1,800.00			-	1,800.00

Rule 3 *AVC checking will occur at the 3 digit "summary" levels within the EXPENSE commitment item hierarchy for OTHER EXPENSES and at the specific 6 digit commitment item number for commitments 700000-799999, 801000-821000 for funds centers within:*
Funds 1032000000 to 1033800000 Restricted Funds – Grants

Budget loaded at 6 digit CI		AVC checking at all 3 digits in OTHER EXPENSES Commitment Item				
				CI# 660715 over budget by \$300. AVC checking will occur at all 3 digit in OTHER EXPENSES commitment item. Budget is loaded at 6 digit CI. If expenses exceed CI#660 available balance of \$4,400 - a budget transfer will need to be made to cover budget deficit in CI#660.		
Commitment Item	Current Budget	Consumable Budget	Commitment	Actuals	Tot ComAct	Available
Commitment Item	4,200.00	23,200.00	3,500.00	4,100.00	7,720.00	15,480.00
NON-PERS Non-Personnel		19,000.00				13,000.00
615 Travel & Transport		12,000.00				8,600.00
615100 Gen Travel	10,000.00		500.00	2,000.00	2,500.00	
615110 Training/DevTrav	2,000.00		900.00	-	900.00	
660 Supplies		7,000.00				4,400.00
660100 Office Supplies	4,000.00		100.00	300.00	400.00	
660300 EducationalSup	2,000.00		400.00	500.00	900.00	
660715 WearingApparel	1,000.00		600.00	700.00	1,300.00	

Budget loaded at 6 digit CI		AVC checking at 6 digit CI				
				CI#820100 over budget by \$100. AVC checking will occur at the 6 digit CI#. A budget transfer will need to be made to cover budget deficit in CI# 820100.		
5-CB-EXP Chargeback Exp	4,200.00	4,200.00	1,000.00	720.00	1,720.00	2,480.00
820100 Printing/Duplica	1,500.00	1,500.00	1,000.00	600.00	1,600.00	(100.00)
820200 Postage CB	1,800.00	1,800.00		120.00	120.00	1,680.00
820300 Telephone CB	900.00	900.00		-	-	900.00

APPENDIX A

Availability Control (AVC)

Rule 1 Fund 1011000000 - E&G

Fund 1011000000 will check AVC at the level listed below, different from where the budget is placed.

Budget Placed At		AVC Checked At
From Commitment Item	To Commitment Item	Commitment Item
640100	646125	UTILITIES
651000	651000	LEASES-REAL ESTATE
695000	698500	all 6 digits
605100	690125	OTHER EXPENSES
690130	690130	690130
690135	690140	OTHER EXPENSES
696000	696000	OTHER EXPENSES
699000	699000	699000
700000	770000	all 6 digits
799000	799999	all 6 digits
801000	801200	all 6 digits
802000	802220	all 6 digits
803000	803530	all 6 digits
811000	811200	all 6 digits
812000	812220	all 6 digits
813000	813530	all 6 digits
820100	820100	610100
820200	820200	605110
820300	820300	606100
820400	820400	615100
820405	820410	660430
820500	820500	610100
820600	820600	660100
820700	820705	630100
820800	820800	646100
820805	820805	640100
820810	820810	641100
820815	820815	643100
820900	820905	625300
820950	920950	690130
821000	821000	690125

APPENDIX A (cont.)

Availability Control (AVC)

Rule 2 Funds

These funds will check AVC at the same 6 digit commitment item number which we budget.

From Fund's starting at	To Fund's ending at	
1012000000	1016000000	Designated funds
1021000000	1025000000	Auxiliary funds
1031000000	1031600000	Restricted funds
1061000000	1071000000	Plant funds
Budget Placed At		AVC Checked At
From Commitment Item	To Commitment Item	Commitment Item
all 6 digits	all 6 digits	all 6 digits

Rule 3 Funds - 1032000000 to 1033800000 - Restricted Grants

Funds 1032000000 to 1033800000 will check AVC at the level listed below.

Budget Placed At		AVC Checked At
From Commitment Item	To Commitment Item	Commitment Item
all 6 digit in OTHER EXPENSES	all 6 digit in OTHER EXPENSES	all 3 digit in OTHER EXPENSES
700000	770000	all 6 digits
799000	799999	all 6 digits
801000	801200	all 6 digits
802000	802220	all 6 digits
803000	803530	all 6 digits
811000	811200	all 6 digits
812000	812220	all 6 digits
813000	813530	all 6 digits
820100	821000	all 6 digits

APPENDIX B

Additional Information on Pre-Posting a Budget Transfer-FMBB

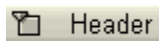


Split Screen – This gives a different view of the input line for a transfer. On this view you don't have to input – and + and the sum icon is easier to use if you need to sum your sender or receiver lines. See below.

Doc. Line	Fund	Funds Center	Commitment item	Functional Area	Amount (USD)	Text
1	1011000000	1011030400	625300	BDGT	250.00	to order toner

Doc. Line	Fund	Funds Center	Commitment item	Functional Area	Amount (USD)	Text
2	1011000000	1011030400	660330	BDGT	250.00	to order toner

Hint: Turn off Document header with , then click at top of this view and drag it UP. It will give you more line items for both Senders and Receivers.



Use to bring header data back into view.



Use if you want to go back to view as “non-split”

Doc. Line	Fund	Funds Center	Commitment item

Document Overview on/off

This shows your documents in folders. Click on icon to turn Doc Overview on/off.

Document Overview on/off

Documents of FM Area SSHE

- Posted
- Preposted
- Undone
- Held

Document: Status:

Header Data Additional Data

Process: Transfer:

1. Click on folder to open it and show documents. See example
 2. Double Click on document number to open it.
- **Your pre-posted documents show in your “Preposted” folder until they are approved by the Budget Office. Once approved they will move to your “Posted” folder.**

Note: The document overview will keep the last 20 documents for each folder

Document Overview on/off

Documents of FM Area SSHE

- Posted
 - 2008 1000062259
 - 2009 1000062341
 - 2009 1000062344
 - 2009 1000062365
 - 2009 1000062392
 - 2009 1000062681
- Preposted
 - 2009 1000062350
 - 2009 1000062380
 - 2009 1000062389
- Undone
 - 2009 1000062394
- Held
 - 0000001007

Document:

Header Data

Process

Budget Category

Document type

Sender

Fiscal Year

Budget Type

Receiver

Fiscal Year

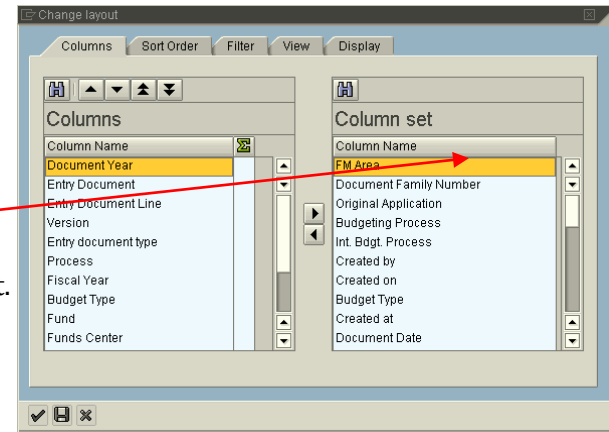
APPENDIX C

Change Layout to Include Text on FMEDDW Entry

When you choose  "Change Layout" this window appears.

The items in the left box are the items currently displayed on the report. The items in the right box are the items you can choose to display on the report.

Note: If you click on "Column Name" it will alphabetize the list to make it easier to find what you want.



To delete items on the report that you don't want to see

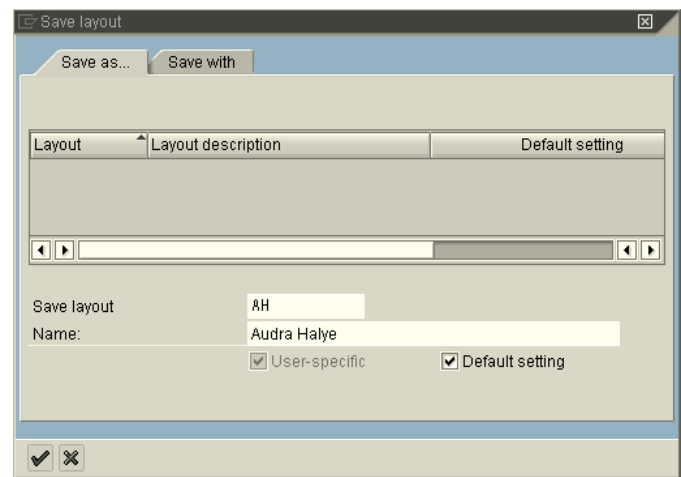
1. Click on the item description in the left box.
2. Click on the arrow pointing to the right.
3. Remove all items you do not wish to see.
4. You now have room to add fields from the right column that you wish to view.
5. Click on item in right column that you want to see
6. Click on the arrow pointing to the left.

Once you have chosen the fields you want to view

1. Click on save icon. 
2. Save Layout-Use your initials
3. Name – Use your name
4. Click on Default Setting
5. Click on green check

The revised layout will come up each time you run the report.

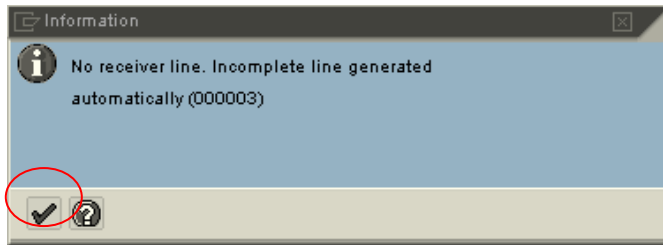
If you need to make changes, save as the same layout and name and just overwrite the existing layout.



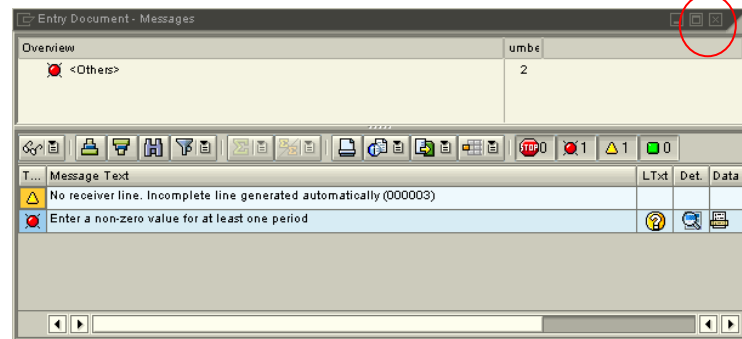
APPENDIX D

Error Message on FMBB

NOTE: If you don't click on the + for your receiver line before you check the document  an additional line will be created and errors will be received.



1. Click on Green check
2. Click on X on error window to close



Line	-/+	Fund	Funds Center	Commitment item	Functional Area	Amount (USD)	Text
000001	-	1011000000	1011030400	625300	BDGT	25.00	cover
000002	-	1011000000	1011030400	625300	BDGT	25.00	cover
000003	+				BDGT		

3. Click on gray box prior to line 3
4. Click on  to delete the row
5. Input the + on the receiver line
6. Recheck the document

Note: If you use the split screen view you won't have to input the + sign. See Appendix B

APPENDIX E

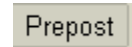
Icon Descriptions for FMBB



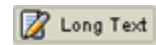
Use this icon to check document for errors and to make sure it balances before you pre-post the document. This will also fill in the fund and functional area data.



If you are in the middle of inputting information for a transfer and you get interrupted or you have to leave the office, you can HOLD your transfer and you won't lose your input. You will have to assign a held document number; you can use the date if you wish to. If you get an error message, just click the green check. The "held" document will show under your "Held" folder in the Document Overview shown above. To re-access the document, choose it from your held folder, finish your input, check your input and then click prepost.



This is what you will use to prepost transfers.



If you want to input a longer explanation, use this icon



Use if you have to go into pre-posted document and add text. Only text can be changed.



Append Row-Will add additional rows at bottom



Insert Row- Click anywhere on entry line, click insert row and it will add a row above the line you clicked on.



Delete Row-Click anywhere on entry line, click delete row and it will be deleted.



Duplicate Row- Click on first row after you input information on FMBB and this will duplicate that information to the row below. Then you can just change the information that needs to be changed example: commitment item. This feature saves input time!



Sort Ascending – Click on column and this icon sorts rows in ascending order.



Sort Descending –Click on column and this icon sorts rows in descending order.



Find – On large document, you can sort a column to look for information like commitment item, specific dollar amount.



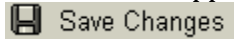
Sum – Adds a total for the amount column. Useful on large documents to add – or + amounts.

APPENDIX F

Frequently Asked Questions Regarding Transactions

Q: How do I enter text after I've preposted a transfer and receive a message that text is missing?

A: Choose the appropriate document from your "preposted" file. Add the text and then click on



Q: When will I be able to spend the money that was transferred?

A: The funds will not show up until the Budget Department Posts your document. When the document number appears in your "posted" folder in Document Overview, it is available.

Q: I entered a preposted document and it isn't in my preposted folder?

A: Check in your "posted" folder. It may have been posted by the Budget Department. Once posted the document moves to the appropriate folder.

Q: I receive an error, how can I tell what is wrong?

A: If it is not stated in the error, click on  Messages log

Q: How do I find my document number if it isn't in the posted folder on document overview?

A: If you are in FMBB, go to Edit and choose "Search Effective". This takes you to a search screen. You can search by entering your user id in "Created by" and a date range in "Document Date" then click execute.

Q: Does anything change regarding Funds Reservations?

A: No. The Funds Reservation process remains the same.

Q: I used to enter supplements for chargeback revenue, can I still do that?

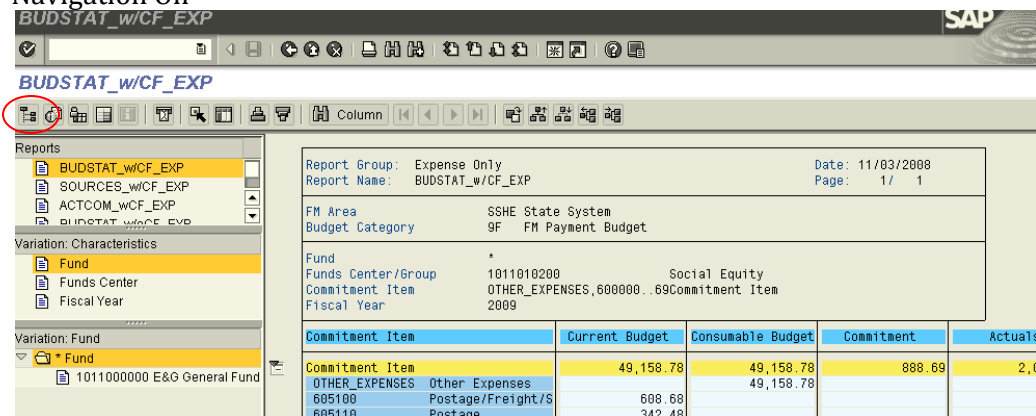
A: Yes, you can choose supplement from the dropdown "process" menu in FMBB. The header data remains the same. The lines will not have -/+ column because you are only adding funds. If you have any trouble doing this, contact the Budget Department.

APPENDIX G

Report Tips

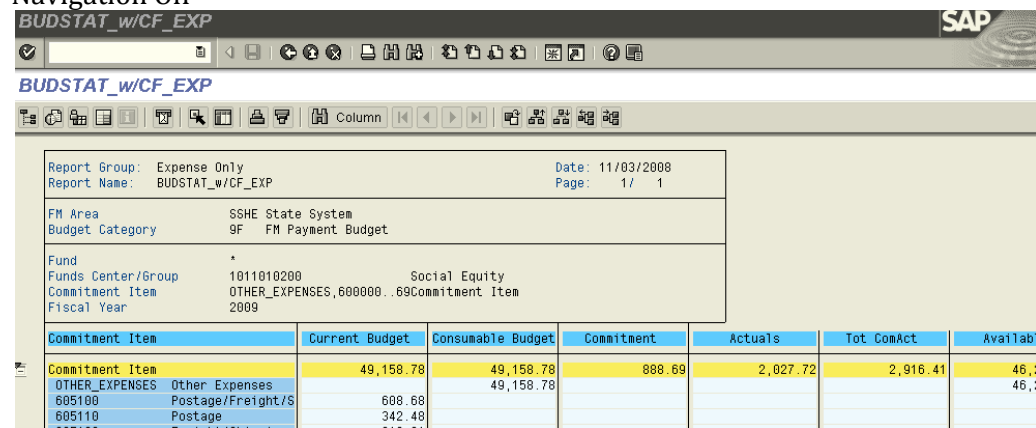
- To re-execute/refresh a report, click on the green “back” arrow . This will take you back to the selection screen for the transaction. If you are not changing the parameters, just click the Execute icon.
- To turn off the Navigation pane, click on the Navigation On/Off icon . This displays more of the report on the screen without scrolling across.

Navigation On



Commitment Item	Current Budget	Consumable Budget	Commitment	Actuals
Commitment Item	49,158.78	49,158.78	888.69	2,0
OTHER_EXPENSES Other Expenses		49,158.78		
605100 Postage/Freight/S	608.68			
605110 Postage	342.48			

Navigation Off



Commitment Item	Current Budget	Consumable Budget	Commitment	Actuals	Tot ComAct	Availabl
Commitment Item	49,158.78	49,158.78	888.69	2,027.72	2,916.41	46,2
OTHER_EXPENSES Other Expenses		49,158.78				46,2
605100 Postage/Freight/S	608.68					
605110 Postage	342.48					

- To decrease the font size so that the entire report displays on the screen without scrolling across.
 - Click on “Customizing of Local Layout” icon



- Drop down box will appear – click on “New Visual Design”
- Under Font Size – slide the bar to the left to 91%. Click ok.
- Log out of SAP and then log back in for the change to take effect.
- The entire report will now appear on the screen when the Navigation is turned off.
- Note: All SAP screens will now have this smaller font size.

BUDSTAT_w/CF_EXP

BUDSTAT_w/CF_EXP

Report Group: Expense Only Date: 11/09/2008
Report Name: BUDSTAT_w/CF_EXP Page: 1/ 1

FM Area SSHE State System
Budget Category 9F FM Payment Budget

Fund *
Funds Center/Group 1011010200 Social Equity
Commitment Item OTHER_EXPENSES,600000..69Commitment Item
Fiscal Year 2009

Commitment Item	Current Budget	Consumable Budget	Commitment	Actuals	Tot ComAct	Available
Commitment Item	49,158.78	49,158.78	888.69	2,027.72	2,916.41	46,242.37
OTHER_EXPENSES Other Expenses		49,158.78				46,242.37
605100 Postage/Freight/S	608.68					
605110 Postage	342.48					
605130 Freight/Shipping	218.31					
606100 Telephone & Telec	518.91					
606140 Long Distance Tel	200.00					

- To view miscellaneous revenue or salaries and benefits in E&G Fund 1011000000 - Funds Center 1011xxxxxx, use transaction **ZFM02** and enter **SSHE_2A** in the Commitment Item field as shown below.

Selection groups

Budget Type

Or value(s) to

Fund

Or value(s) to

Funds Center

Or value(s) to

Commitment Item **1011020223** to

Or value(s) to

Functional Area

Or value(s) to

Commitment Item	Current Budget	Consumable Budget	Commitment	Actuals
Commitment Item	46,019.62	46,019.62	3,174.72	-7.7
1-REV Revenues	-640.00	-640.00		-6
479100 Other Revenue	-640.00	-640.00		-6
2-EXP Expenses	58,773.42	60,045.62	3,174.72	6.1
PERS Personnel	25,289.09	25,289.09		2.5
501200 AFSCME - Salary	6,738.00	6,738.00		1.3
510580 University Fund	13,386.00	13,386.00		
520200 AFSCME - Overtu				1

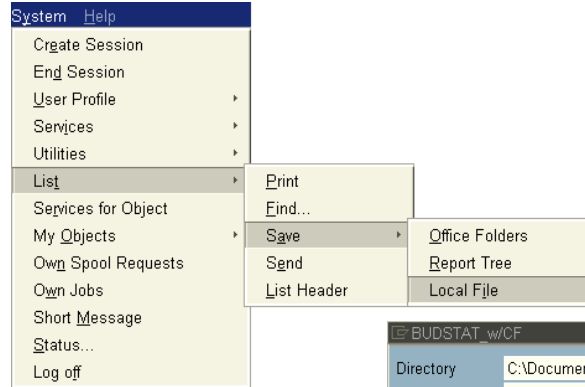
Appendix H

Exporting BUDSTAT Report to Excel

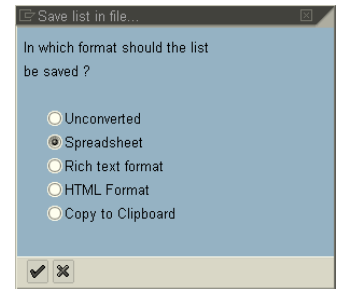
1. Generate the report you wish to export.

2. Go to

- a. System
- b. List
- c. Save
- d. Local File



3. Choose Spreadsheet



4. Choose Location to save from dropdown

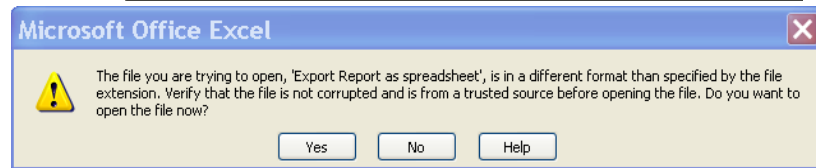
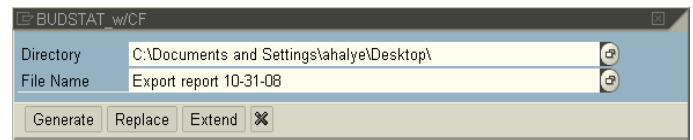
5. Insert a file name

6. Click Generate

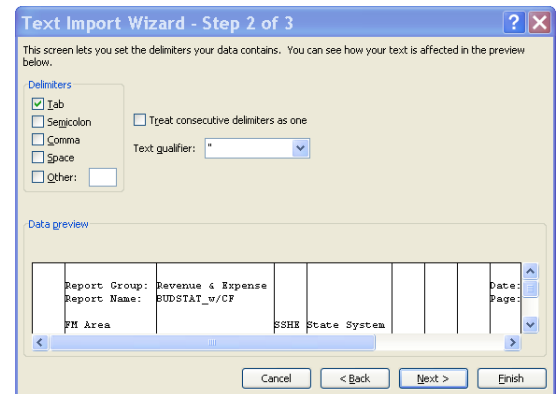
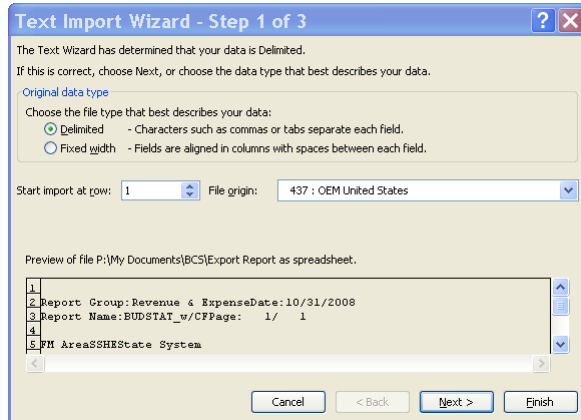
7. Open File in Excel

8. Choose Yes

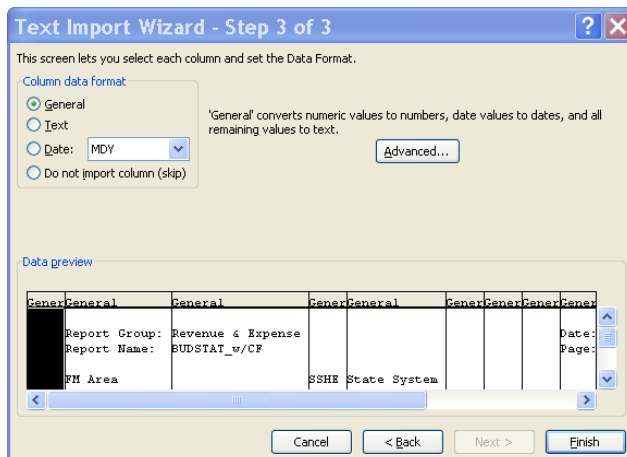
9. Choose Next



10. Choose Next Again



11. Choose Finish



12. You will now have to widen columns, reformat margins, scale etc. to get the view you want.

APPENDIX I

Budget Reports

Additional Information

Types of Reports

There are 3 major types of reports.

- **BUDSTAT** – Budget Status Report. This report compares Budget to Commitments/Actuals and provides the user with an Available balance.

Report	ZBUDCON1	BUDSTAT_w/CF_EXP_FC	Horizontal page 1 /				
Section	0001						
Standard layout	YTRL002						
Format group:							
	0	0	0	0	0	0	
Funds center/commitment item	Current Budget	Consumable Budget	Commitment	Actuals	Tot ComAct	Available	
* All values	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx	
** FdsCtr/CmmtItem	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx	

- **SOURCES** – Budget Sources Report. This report provides a breakdown of Current Budget according to process (Enter, Carry-forward, Supplement, Return, Transfer, RIB) (Note: RIB=Revenue Increasing Budget which is not used by Bloomsburg University).

Report Painter: Display Report

</

- **ACTCOM** – Commitment & Actuals Report. This report provides a summary of Commitments & Actuals only.

Report	ZACTCOM1	ACTCOM_wCF_EXP_FC	Horizontal page 1 /			
Section	0001					
Standard layout	YTRL002					
Format group:						
Funds center/commitment item	Commitment	Actuals	Tot ComAct			
* All values	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx			
** FdsCtr/CmmtItem	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx			

Listed by Transaction Code and Report Group

w/CF = With Carryforward

w/oCF = Without Carryforward

Transaction: ZFM02

Report Group: Funds Center – Revenue & Expense

1. BUDSTAT_w/CF
2. SOURCES_w/CF
3. ACTCOM_wCF
4. BUDSTAT_w/oCF
5. SOURCES_w/oCF
6. ACTCOM_w/oCF

Transaction: ZFM02_EXP

Report Group: Funds Center – Expense Only
(Excludes Revenue & Transfers-In 813xxx)

1. BUDSTAT_w/CF_EXP
2. SOURCES_w/CF_EXP
3. ACTCOM_wCF_EXP
4. BUDSTAT_w/oCF_EXP
5. SOURCES_w/oCF_EXP
6. ACTCOM_w/oCF_EXP

Note: Always use the w/CF (with Carryforward) report, except when you need to see the ending available balance for the prior fiscal year. Then use w/oCF (without Carryforward). This is helpful after balances carryforward at fiscal year-end.

Summary of Report Transaction Codes

Transaction Code	Types of Reports	Overall Budgeting	With Carry-forward	Without Carry-forward	Revenue & Expense	Expense Only
ZFM02	All		X	X	X	
ZFM02_EXP	All		X	X		X

Report Categories

Reports are further broken down into the below categories.

With or Without Carry-forward

- With carry-forward reports show both carry-forwards from the prior year and carry-forwards to next year. These reports are represented by the extension of **w/CF** in the description.
- Without carry-forward reports show carry-forwards from the prior year but NOT carry-forwards to next year. These reports are represented by the extension of **w/oCF** in the description.
- *Note: In the current fiscal year, with and without carry-forward reports will be the same. You will only see a difference between the reports when looking at prior fiscal years.*

Revenue & Expense or Expense Only

- Revenue & Expense reports show all commitment items. Reports that do not have the extension EXP show both revenue & expense.
- Expense Only reports only show commitment items with the Commitment Item Category of “3” (Expenditures). These reports are represented by the extension of **EXP** in the description.