



Budget Maintenance & Capital Budget Creation FM_BUD_300



Course Content



- Introduction
- Unit 1 – Encumbrance (Funds Reservation)
- Unit 2 – Budgeting Workbench
- Unit 3 – Reporting and Displays
- Course Summary



Learning Objectives



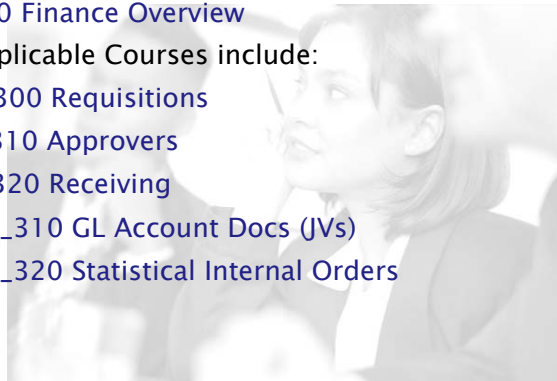
- At the end of this course, you should be able to:
 - ♦ Explain the purpose of Funds Management and Controlling master data
 - ♦ Explain the relationship between general ledger accounts, commitment items and primary cost elements
 - ♦ Explain the relationship between cost centers and funds centers
 - ♦ Create a funds reservation (encumbrance)
 - ♦ Manually reduce and close a funds reservation
 - ♦ Adjust budgets by utilizing the budgeting workbench
 - ♦ Create budget documents (revisions and transfers) (prepostings) to adjust existing budgets using the budgeting workbench
 - ♦ Create a capital budget
 - ♦ Hold a partially prepared budget document
 - ♦ Undo a preposted budget document
 - ♦ Post a budget document into SAP (reserved for only certain users)
 - ♦ Execute needed budget to actual reports using funds center groups
 - ♦ Execute other needed reports and displays



Prerequisites and Roles



- Prerequisites
 - ♦ UK_100 IRIS Awareness and Navigation
 - ♦ FI_200 Finance Overview
- Other Applicable Courses include:
 - ♦ REQ_300 Requisitions
 - ♦ APP_310 Approvers
 - ♦ REC_320 Receiving
 - ♦ FI_GU_310 GL Account Docs (JVs)
 - ♦ FI_GU_320 Statistical Internal Orders
- Roles
 - ♦ Business Officers

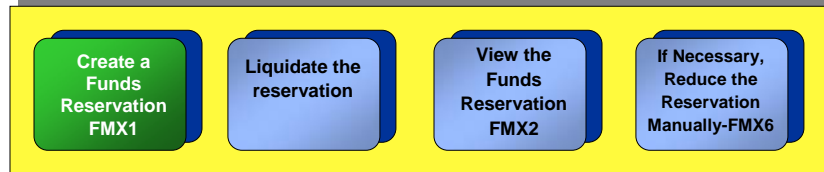




Funds Reservation

- Create a Funds Reservation (Encumbrance)
- Funds Reservation Liquidation
- Funds Reservation Manual Reduction
- Funds Reservation Closure

Funds Reservations – Create



- Create a funds reservation – FMX1
 - ♦ Enter the amount and relevant account assignment
- Liquidate the reservation
 - ♦ Liquidate via Purchase Requisition, Purchase Order, Vendor invoice or a general ledger document (if creating a DAV or IDIV, when this document is “Posted” that will also liquidate the reservation)
- View the “Available vs. Consumption” using transaction code FMX2 – select the Consumption push button
- If the cost is less than what you reserved, reduce the reservation manually using transaction code FMX6
- Set the completion indicator

Funds Reservation – Create



- You need to purchase 3 computers for the student center
- You estimate a total cost of \$7,780 for the three computers
- After you purchase the computers, the actual cost, \$7,500 is lower than the original estimate



Funds Reservation – Create



- Use this transaction (FMX1) to easily set aside (or encumber) funds for special purchasing situations
 - ♦ For example, the purchase of 3 computers for the student center, before going through the normal purchasing process
- Use transaction codes FMX2 and FMX3 to change or display a funds reservation

Funds reservation: Change Overview scrn

Document number: 3100000007 posted Document Date: 08/08/2005
Document type: F2 Funds Reservation for De... Posting Date: 08/08/2005
Company Code: UK00 USD University of Kentucky Currency/rate: USD
Doc.text: computers for student center
USD
Grand total: 7,780.00

Line items					
D...	Overall amount	Original amount	Text	Commitment item	Funds Center
1	7,780.00	7,780.00		550010	1011655810

Funds Reservation Liquidation



- Funds reservations are liquidated through other transactions in SAP
 - ♦ Create a requisition
 - ♦ Create a Purchase Order
 - ♦ Vendor Invoice
 - ♦ General ledger Document (Journal entry)
- Enter the funds reservation document number to liquidate the “earmarked funds”
 - ♦ Enter the funds reservation document number in the earmarked field in the respective transaction
 - Account assignment tab on a Purchase Requisition or Purchase Order
 - On the line item Overview in a Vendor invoice or journal entry

Funds Reservation Liquidation



- In the purchase requisition, enter the funds reservation document number in the account assignment tab in the line item detail section.
- Enter the document number in the Earmarked funds fields.
- The associated account assignment will default (from the funds reservation document)

Funds Ctr	Fund	Functional Area	Grant	Earmarked	Unloading Point	Recipient	D
101165610	0011020100	0510	GMR	31000000071			

Funds Reservation Liquidation



- Go into FMX3 to Display the reservation
- Select the **f** Consumption push button to display the available and posted amounts

Earmarked funds: Display usage records

Consumpt.	Crcy	Date	Consuming activity
Funds reservation 3100000007			
Item 001			
	7,780.00	USD	Receipt amt
	7,500.00	USD	Total Purchase reqs
	7,500.00	USD	Total usage
=	280.00	USD	Open amount

Funds Reservation Liquidation



- Can set the completion indicator - FMX2, which will tag the reservation as complete
- From FMX2, go to the menu path to reduce the reservation

D...	Overall amount	Original amount	Text	Commitment item
1	7,780.00	7,780.00		550010

Funds Reservation - Manual Reduction



Funds Reservation – Manual Reduction



- Select the consumption push button to view the results
- Open amount is now \$0

Earmarked funds: Display usage records

Funds reservation 3100000007

Consumpt.	Crcy	Date	Consuming activity
Item 001			
	7,780.00	USD	Receipt amt
.	280.00	USD	Total Manual redctn
.	7,500.00	USD	Total Purchase reqs
	7,780.00	USD	Total usage
=	0.00	USD	Open amount

Funds Reservation Closure



- Set the completion indicator so that no more postings can be created against the reservation

Funds reservation: Change Overview scrn

Document number 3100000007 Set completion indicator (Shift+F4)

Document type F2 Funds Reservation for De... Posting Date 08/08/2005

Company Code UK00 USD University of Kentucky Currency/rate USD

Doc.text computers for student center

Grand total 7,780.00

D...	Overall amount	Original amount	Text	Commitment item
	7,780.00		7,780.00	550010

Summary



- Create a Funds Reservation (Encumbrance)
- Funds Reservation Liquidation
- Funds Reservation Manual Reduction
- Funds Reservation Closure

Unit 2



Budgeting Workbench

Unit 2 – Budgeting Workbench

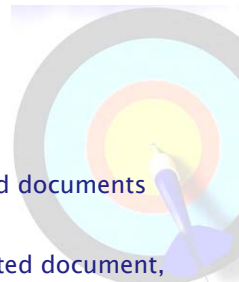


- Budgeting Process
- Budgeting Workbench
- Preposting vs. Posting
- Document Features
- Budget Entries in FMBB

Learning Objectives



- At the end of this unit, you should be able to:
 - ♦ Explain the purpose of the budgeting workbench
 - ♦ Explain the difference between preposting and posting documents
 - ♦ Create three types of budget documents:
 - revisions
 - transfers
 - capital budget
 - ♦ Utilize the SAP Office Workplace to send preposted documents to the approval and posting departments
 - ♦ Hold a partially created document, undo a preposted document, post a preposted document and attach a word/Excel document



Budgeting Process



- This transaction will be used for creating three types of budget documents:
 - ♦ budget revisions
 - ♦ budget transfers
 - ♦ capital budgets
- Budget revisions and transfers will be created and preposted by departmental users
- The documents will then be manually routed through SAP to the next level for review, approval, and posting.

Budgeting Process



1. Document created by department and preposted
2. Express mail sent to the departmental Business Officer for review and approval
3. The Business Officer reviews document and manually routes to the Area Fiscal Officer
4. From Oct. – Dec., Area Fiscal Officer will review and route budget transfer documents to General Accounting and budget revision documents to OPBPA
5. Budget transfer posted by General Accounting
6. Budget revision reviewed by OPBPA and manually routed to GA and GA posts budget revision
7. From January, the Area Fiscal Officers will post budget transfers and OPBPA will post budget revision documents

Budgeting Workbench



- FMBB = Budgeting Workbench
- This transaction is a user interface which allows the creation and processing of budget entry documents into SAP.
- In addition, this transaction can also be used to call up and display budget documents that the user previously preposted or posted.

Budgeting Workbench

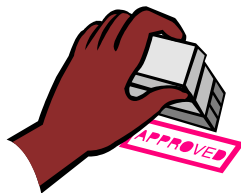


The screenshot shows the SAP Budgeting Workbench interface. A red box highlights the 'Document Overview on/off' button in the top-left corner, with a callout bubble labeled 'document overview'. Another red box highlights the 'Header Data' and 'Additional Data' tabs, with a callout bubble labeled 'document header'. A third red box highlights the 'Lines' table at the bottom, with a callout bubble labeled 'document line items'. The 'Lines' table has the following columns: Doc. L., Type, Grant, Fund, Funds Center, and Commitment Item. The table is currently empty.

Preposting vs. Posting



- Prepost “queues” up the document for posting
- Posting the documents are the responsibility of certain users (e.g., General Accounting, AFO, etc.)
- Route the document via SAP mail – Office Workplace to the proper department for approvals and posting



Document Features



- Holding a document
 - ♦ It might be advisable to hold a document if you are not ready to prepost the document. Example: waiting on additional information necessary to complete the document. This is done by the pushing the hold button.



- Undo a document
 - ♦ If the document was preposted in error, you can undo your preposted document
 - ♦ From the document overview window, select a preposted document, then proceed to the menu bar: Document / Undo to Undo the document
 - ♦ The document will now appear in the document overview window in the undone folder

Budget Entries in FMBB



Budget Entries for Budget Revision, Budget Transfer and Capital Projects Documents

Process	Document Type	Version	Purpose
Transfer	BT (Budget Transfer)	0	To be used for all budget transfers EXCEPT sponsored or land grant budget transfers
	FEDN (Federal – non-recurring) FEDR (Federal - recurring)	0	To be used ONLY for land grant budget transfers. These documents will not be entered directly into FM but will be fed to FM from the GM module
	GM (Grant (Sponsored))	0	To be used ONLY for sponsored grant budget transfers. These documents will not be entered directly into FM but will be fed to FM from the GM module
Supplement	BR (Budget Revision)	0	To be used for all budget revisions EXCEPT sponsored or land grant budget revisions
	FEDN (Federal – non-recurring) FEDR (Federal – recurring)	0	To be used ONLY for land grant budget revisions. These documents will not be entered directly into FM but will be fed to FM from the GM module
	GM (Grant (Sponsored))	0	To be used ONLY for sponsored grant budget revisions. These documents will not be entered directly into FM but will be fed to FM from the GM module
Enter	LOAD (Load Budget)	0	For capital projects ONLY . To be used for creating the initial capital projects budgets.

Budget Types



Budget Type	Purpose
FEDL	Used ONLY for land grant nonrecurring budget revisions and transfers. These documents will not be entered directly into FM but will be fed to FM from the GM module.
GRNT	Used ONLY for sponsored grant budget revisions and transfers. These will always be nonrecurring and will not be entered directly into FM but will be fed to FM from the GM module
RCUR	Use for all recurring budget revisions and transfers EXCEPT for sponsored and land grants and capital projects
NRCR	Use for all nonrecurring budget revisions and transfers EXCEPT for sponsored and land grants and capital projects
CAPO	To be used for capital projects ONLY for initial creation of a capital projects budget
CAPR	To be used for capital projects ONLY for capital budget revisions or transfers

Process and Document Type



The screenshot shows the 'Create Document' window in Budgeting Workbench. The 'Process' dropdown is set to 'Supplement' and the 'Document type' dropdown is set to 'BR (Budget Revision)'. Other fields include Budget Category (Payment), Fiscal Year (2006), and Document Date (09/27/2005).

Budget Revision



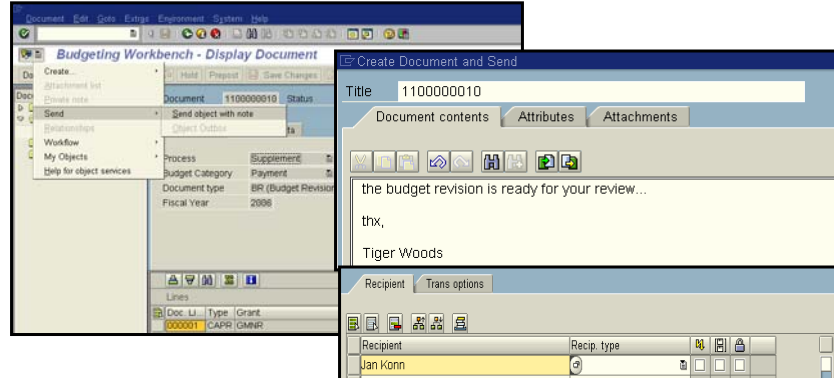
- Enter the appropriate header information: process, document type, fiscal year, version and document date.
- For budget revisions the process will always be “supplement” and the document will always be BR (budget revision)
- Enter line item information: funds center, commitment item, and amount (except for capital projects)
- Enter an explanation for the budget revision in the long text and Save.
- Hit enter and the continue button or the continue button twice to derive the fund
- Select the prepost push button
- Display the document by selecting the preposted folder in the document overview

The screenshot shows the 'Display Document' window. The document is identified as 1100000010, with a status of 'Preposted' and a document year of 2008. The header data shows Process: Supplement, Budget Category: Payment, Document type: BR (Budget Revision), Fiscal Year: 2006, and Document Date: 09/27/2005. The total amount is 1,000.00. The line items table shows a grant for CAPR (AMRP) with a fund of 0011000000, funds center of 1011653450, and commitment item of 530501.

Office Workplace



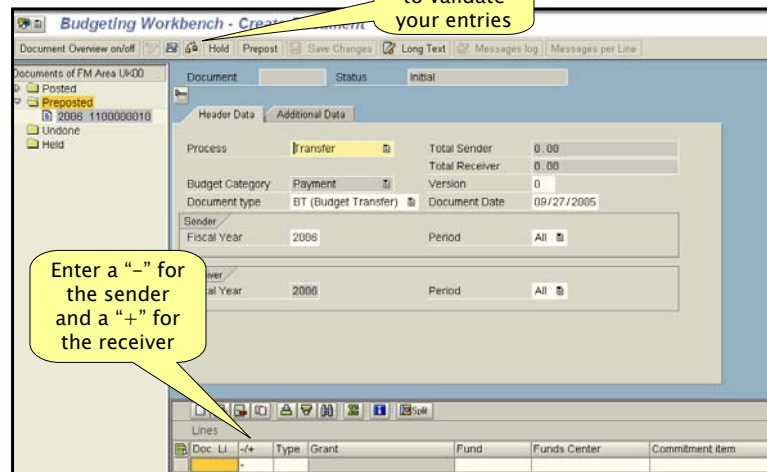
- After preposting your document, select the services for object icon
- Send object with note to send your document via SAP mail (office workplace)
- Enter text for your note and enter the recipient



Budget Transfer



- For budget transfer documents you must enter "sender and receiver" information



Capital Budget Creation



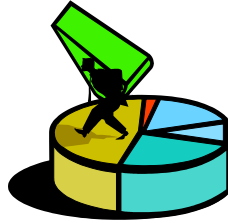
- Enter the appropriate header information
 - ♦ process = Enter
 - ♦ document type = Load (load budget)
 - ♦ version = 0
- Enter an explanation for the capital project budget in the long text
- Enter line item information – fund (if using revenue commitment item), funds center, commitment item, funded program and amount
- Use the check icon to verify the entry
- Post the document by selecting the “post” icon
- Record document number generated by the system on the paper capital budget form

Summary



- You are now able to:
 - ♦ Explain the purpose of the budgeting workbench
 - ♦ Explain the difference between preposting and posting documents
 - ♦ Create three types of budget documents:
 - revisions
 - transfers
 - capital budgets
 - ♦ Hold and undo a document
 - ♦ Utilize the SAP Office Workplace to send preposted documents to the approval department





Reporting and Displays

Learning Objectives

- At the conclusion of this unit you should be able to:
 - ♦ List the important reports and displays for your SAP role
 - ♦ Execute reports and list displays
 - ♦ Manipulate the data on reports and displays



Key Process Changes – Reporting

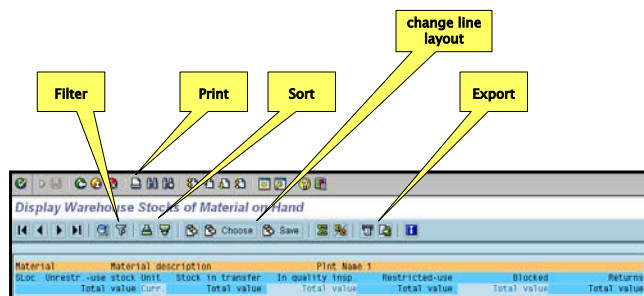


Before SAP	In SAP
Many reports distributed in paper format	Real-time reporting functionality with drill down capabilities

Working with Reports

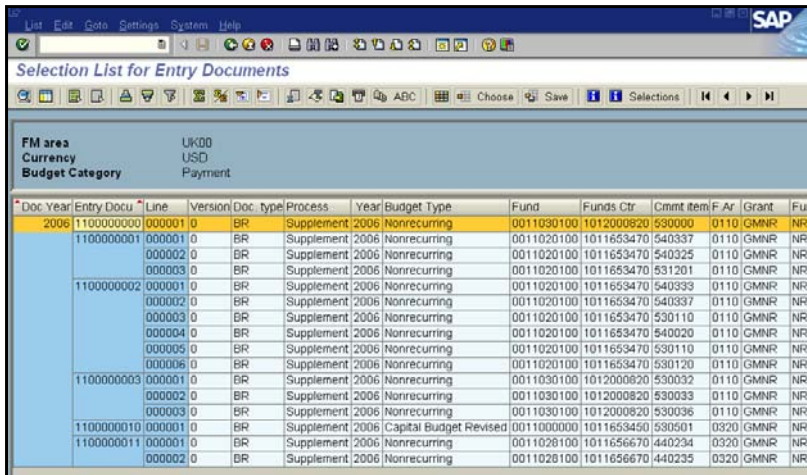


- In many reports, the output can be:
 - Reviewed
 - Formatted
 - Sorted
 - Filtered
 - Drilled into for greater details
 - Exported to Microsoft Excel
 - Printed



Display Budget Entry Documents – FMEDDW

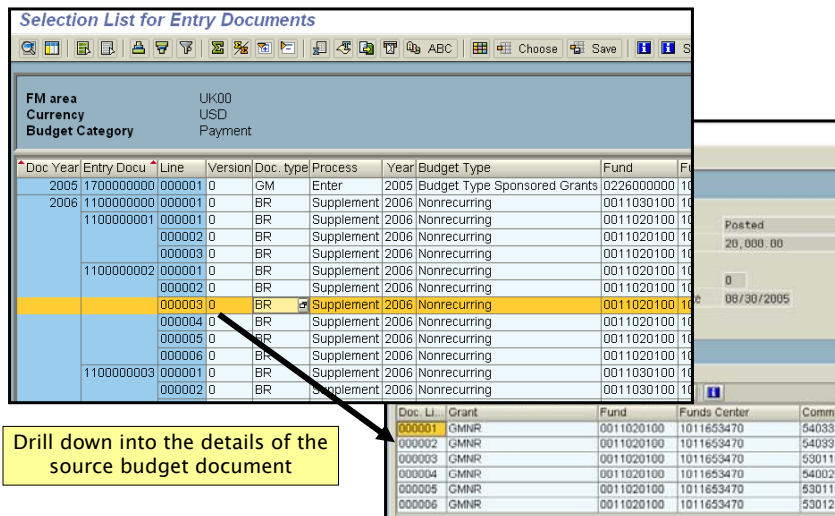
- Execute the budget entry document report to view your budget data by document number



Doc	Year	Entry Docu	Line	Version	Doc. type	Process	Year	Budget Type	Fund	Funds Ctr	Comt Item	F Ar	Grant	Fund
2006	1100000000	000001	0	BR	Supplement	2006	Nonrecurring	0011030100	1012000620	530000	0110	GMNR	NR	
		000001	0	BR	Supplement	2006	Nonrecurring	0011020100	1011653470	540337	0110	GMNR	NR	
		000002	0	BR	Supplement	2006	Nonrecurring	0011020100	1011653470	540325	0110	GMNR	NR	
		000003	0	BR	Supplement	2006	Nonrecurring	0011020100	1011653470	531201	0110	GMNR	NR	
	1100000002	000001	0	BR	Supplement	2006	Nonrecurring	0011020100	1011653470	540333	0110	GMNR	NR	
		000002	0	BR	Supplement	2006	Nonrecurring	0011020100	1011653470	540337	0110	GMNR	NR	
		000003	0	BR	Supplement	2006	Nonrecurring	0011020100	1011653470	530110	0110	GMNR	NR	
		000004	0	BR	Supplement	2006	Nonrecurring	0011020100	1011653470	540020	0110	GMNR	NR	
		000005	0	BR	Supplement	2006	Nonrecurring	0011020100	1011653470	530110	0110	GMNR	NR	
		000006	0	BR	Supplement	2006	Nonrecurring	0011020100	1011653470	530120	0110	GMNR	NR	
	1100000003	000001	0	BR	Supplement	2006	Nonrecurring	0011030100	1012000620	530032	0110	GMNR	NR	
		000002	0	BR	Supplement	2006	Nonrecurring	0011030100	1012000820	530033	0110	GMNR	NR	
		000003	0	BR	Supplement	2006	Nonrecurring	0011030100	1012000820	530036	0110	GMNR	NR	
	1100000010	000001	0	BR	Supplement	2006	Capital Budget Revised	0011000000	1011653450	530501	0320	GMNR	NR	
	1100000011	000001	0	BR	Supplement	2006	Nonrecurring	0011020100	1011656670	440234	0320	GMNR	NR	
		000002	0	BR	Supplement	2006	Nonrecurring	0011020100	1011656670	440235	0320	GMNR	NR	

Reporting – Drill Down Example

- FMEDDW – Display Budget Entry Documents



Doc	Year	Entry Docu	Line	Version	Doc. type	Process	Year	Budget Type	Fund	Funds Ctr	Comt Item	F Ar	Grant	Fund
2005	1700000000	000001	0	GM	Enter	2005	Budget Type Sponsored Grants	0226000000	10					
2006	1100000000	000001	0	BR	Supplement	2006	Nonrecurring	0011030100	10					
	1100000001	000001	0	BR	Supplement	2006	Nonrecurring	0011020100	10					
		000002	0	BR	Supplement	2006	Nonrecurring	0011020100	10					
		000003	0	BR	Supplement	2006	Nonrecurring	0011020100	10					
	1100000002	000001	0	BR	Supplement	2006	Nonrecurring	0011020100	10					
		000002	0	BR	Supplement	2006	Nonrecurring	0011020100	10					
		000003	0	BR	Supplement	2006	Nonrecurring	0011020100	10					
		000004	0	BR	Supplement	2006	Nonrecurring	0011020100	10					
		000005	0	BR	Supplement	2006	Nonrecurring	0011020100	10					
		000006	0	BR	Supplement	2006	Nonrecurring	0011020100	10					
	1100000003	000001	0	BR	Supplement	2006	Nonrecurring	0011030100	10					
		000002	0	BR	Supplement	2006	Nonrecurring	0011030100	10					

Doc. Li.	Grant	Fund	Funds Center	Commit
000001	GMNR	0011020100	1011653470	540333
000002	GMNR	0011020100	1011653470	540337
000003	GMNR	0011020100	1011653470	530110
000004	GMNR	0011020100	1011653470	540020
000005	GMNR	0011020100	1011653470	530110
000006	GMNR	0011020100	1011653470	530120

Drill down into the details of the source budget document

View budget data & other reports



- Screen 023 in FRS = FMRP_RFFMEPIAX
- This report is sorted by document number
- You can choose several selection criteria to receive the desired reporting results
- Transaction code: FMRP_RFFMEPIAX - All Transactions

Document Journal

RefDocNo	Item	Val type	text	Amnt type	Prj	FM pstg d	Commt bdgt	Pymt Bdgt	Commt Item	Funds Center	Fund	GL Acc CoCd
10000000	1		Purchase Requisitions	0100	12	06/08/2005		100.00	540349	1011659740	0011020100	540349 UK00
				0200	12			100.00	540349	1011659740	0011020100	540349 UK00
10000001				0100	12	06/09/2005		2,500.00	540334	1011659740	0011020100	540334 UK00
				0150	12			500.00	540334	1011659740	0011020100	540334 UK00
				0200	12			2,000.00	540334	1011659740	0011020100	540334 UK00
10000002				0100	12			100.00	540334	1012039540	0417202900	540334 UK00
				0200	12			100.00	540334	1012039540	0417202900	540334 UK00
	2			0100	12			500.00	540334	1011659740	0011020100	540334 UK00
				0200	12			500.00	540334	1011659740	0011020100	540334 UK00
10000010	1			0600	12	06/24/2005			540334	1011659740	0011020100	540334 UK00
				0650	12				540334	1011659740	0011020100	540334 UK00
				0100	12	06/08/2005		1.00	540334	1011659740	0011020100	540334 UK00
				0150	12			10.00	540334	1011659740	0011020100	540334 UK00
				12	12			1.00	540334	1011659740	0011020100	540334 UK00
				0500	12			10.00	540334	1011659740	0011020100	540334 UK00
	2			0600	12	06/24/2005		5,250.00	540334	1215347350	0213473500	540334 UK00
				0650	12			5,250.00	540334	1215347350	0213473500	540334 UK00

UK Funds Management Customized Report



- FRS screen 019 = Report number - ZFBUDCON
- Can view by fund, funded program and functional area
- Access by using transaction code GR55, Report group Z100

UK Available Budget

Funds center/commitment item	Budget	Actual
420100 Gifts for operating purposes		6,600.00
433010 Unrealized Gain/Loss		250.00
449010 Fines - Library		
530000 ABR Current Expenses	30,000.00	
530112 Banking and Credit Card Fee		2,010.00
530120 Animal Care Services	800.00	48,959.00
530130 Consult - Sponsor Pgms		30,000.00
531012 Long Distance		4,543.00
531013 Cell Phone Services		5,170.00
531015 Voice Mail		1,650.00
535024 Special Activities		15,500.00
535025 Subscriptions	1,000.00	720.00
539034 Cell Phone Service		500.00
539039 Paper Service		125.00
540010 Drugs and Antibiotic		
540102 HSS # Urology		500.00
540180 Janitorial/Supply-Pt		150,000.00
540195 Minor Equip/500 Hosp		700.00
540316 Books, Pamph/Reprint		
* 101201306B CONTROLLER-GEN ACCT	31,809.00	251,527.00
530120 Animal Care Services		60.00

Summary



- You are now able to:
 - ♦ List the important reports and displays for your SAP role
 - ♦ Execute reports and list displays
 - ♦ Manipulate the data on reports and displays



Course Summary



- At the end of this course, you should be able to:
 - ♦ Explain the purpose of Funds Management and Controlling master data
 - ♦ Explain the relationship between general ledger accounts, commitment items and primary cost elements
 - ♦ Explain the relationship between cost centers and funds centers
 - ♦ Create a funds reservation (encumbrance)
 - ♦ Manually reduce and close a funds reservation
 - ♦ Create and prepost revisions and transfers in budgeting workbench
 - ♦ Create a capital budget
 - ♦ Undo and hold budget documents
 - ♦ Execute needed budget to actual reports
 - ♦ Execute other needed reports and displays



Key Terminology



Before SAP	In SAP
Training, Production	Client
N/A	Company Code
Corporation / Reporting Entity	Business Area (Humanities or UK Housing and Dining)
Attributes / Data Elements	Master Data
Subsidiary Ledger Account	Cost Centers, Funds Centers, Internal Orders, Grants, WBS Elements
User Code	Statistical Internal Order
Job Order (6XXXXX)	Real Internal Order
Object Code	General Ledger Account, Commitment Item, Sponsored Class or a Primary Cost Element

Key Terminology Changes – FM



Before SAP	In SAP
N/A	Financial Management Area
Subsidiary Ledger Account	Funds Center
Department, College, Area roll-ups for budget monitoring	Funds Center Group
Departmental Encumbrance	Funds Reservation
Plant fund account	Funded Program
General ledger account	Fund
PCS code	Functional Area
Subsidiary ledger – revenue and expense object (sub) codes	Commitment item

Key Terminology Changes – FI



Before SAP	In SAP
Object Code	General Ledger Account, Commitment Item, or a Primary Cost Element
Subsidiary Ledger Account	Cost Center – Funds Center or WBS Element, Internal Order
General ledger account/Map code	Fund
User Code	Statistical Internal Order
Rollup reporting	Master data groups

Key Terminology Changes



Before SAP	In SAP
External Report	Report within the system
Screen	List Display
Parameters	Selection Criteria
N/A	Dynamic Selection
N/A	ALV (ABAP list viewer)
Report format	Line Layout
N/A	Download to Excel