



South Carolina Enterprise Information System

# LESSON 8: PROCEDURE FOR MANAGING BUDGET

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Lesson 8 Learning Objectives

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- Upon completion of this lesson, you should be able to:
  - Review, process or delete all pre-posted budget items.
  - Understand how to process Statewide Carryforward Appropriations through Proviso 89.27.
  - Carry forward General Fund appropriations to the new fiscal year, if your agency has specific authority to do so.
  - Understand how Earmarked, Restricted, and Federal appropriations will be handled for 2011 and 2012.
  - Understand how new year appropriations will be handled.
  - Understand how to review budget reports and what affects budget balances.

# Key Terms and Concepts

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Each of the following key terms and concepts will be covered in greater details in the following slides, but do not hesitate to consider searching uPerform for documents and transactions that utilize each.

- Posted, Pre-posted Budget Items
- Carryforward Budget Items
- Workflow Items
- Statewide Carryforward Appropriations
- Earmarked, Restricted, and Federal Appropriations

# Key Transactions

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- 🌀 **FMEDD** – Budgeting Entry Document: Display Budget Items
- 🌀 **FMBB** – Budgeting Workbench
- 🌀 **FMRP\_RW\_BUDCON** - Budget Consumption Report (standard SAP report)
- 🌀 **ZBD1** – Budget Consumption Report (specifically designed for SCEIS)
- 🌀 **FMRP\_RW\_BUDGET** - Budget Status Report
- 🌀 **FMAVCR01** - Budget Availability Control Report: Overview of Annual Values

# Budget Items at Year-End

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- ④ Clear all pre-posted budget items by the close of business July 15<sup>th</sup> for the fiscal year.
- ④ A listing of all pre-posted items can be generated by using T-code **FMEDDW** or **FMEDD**.
- ④ Carry forward General Appropriations, if your Agency has authorization to do so, using T-code **FMBB**.
- ④ Statewide Carryforward, will be handled centrally. Agency personnel will not have to enter this information, if there is any carryforward.



# Pre-Posted Budget Items – FMEDDW

Program Edit Goto Environment System Help

**Entry Document**

|                        |          |    |            |
|------------------------|----------|----|------------|
| FM Area                | SC01     |    |            |
| Budget Category        | 9F       | to |            |
| Entry Document Number  |          | to |            |
| Document Family Number |          | to |            |
| Created by             |          | to |            |
| Original Application   |          | to |            |
| Created on             |          | to |            |
| Document Date          |          | to |            |
| Person Responsible     |          | to |            |
| Text Name              |          | to |            |
| BCS Value Type         |          | to |            |
| Version                |          | to |            |
| Fiscal Year            | 2008     | to | 2008       |
| Budgeting Period       |          | to |            |
| Int. Bdgt. Process     |          | to |            |
| Budget Type            |          | to |            |
| Entry Document Type    |          | to |            |
| Document Status        | 2        | to | 2          |
| Reversal status        |          | to |            |
| Entry Document Line    |          | to |            |
| Grant                  |          | to |            |
| Fund                   |          | to |            |
| Funds Center           | P1600000 | to | P1606H0010 |
| Commitment Item        |          | to |            |
| Functional Area        |          | to |            |
| Funded Program         |          | to |            |

Layout Selection  
Layout

# Pre-Posted Budget Items – FMEDDW cont.

| Document Stat... | Short Descript.  |
|------------------|------------------|
| 1                | Posted           |
| 2                | Preposted        |
| 3                | Preposted posted |
| 4                | Preposted undone |

1. **Posted** – entered and directly posted (no workflow)
2. **Pre-posted** – Originally saved with the Pre-post button and has not been completed by the Agency funds manager or OSB
3. **Pre-posted Posted** – Originally saved with the Pre-post button and has been completed
4. **Pre-posted Undone** – Originally saved with the Pre-post button but then was cancelled (undone)



# Pre-Posted Budget Items – FMEDDW cont.



List Edit Goto Settings System Help

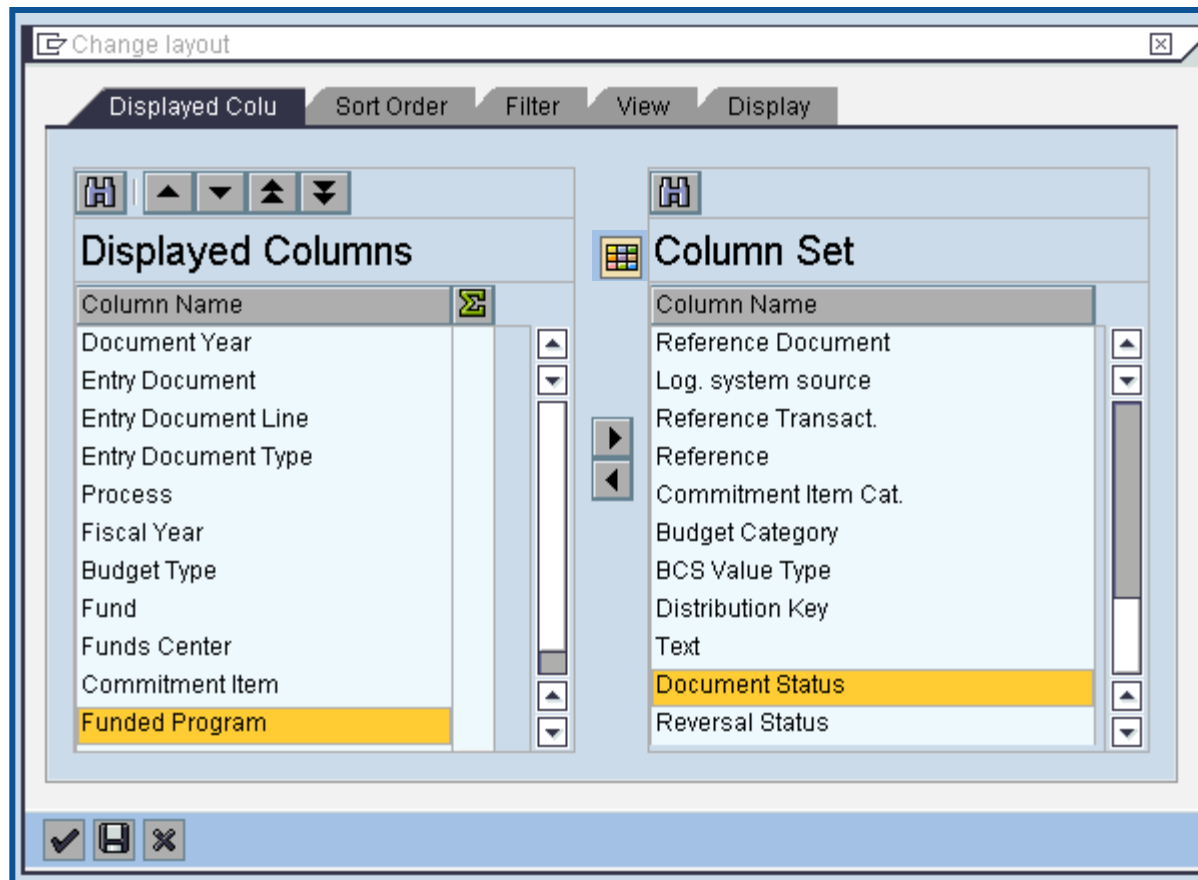
Selection List for Entry Documents

FM area SC01  
 Currency USD  
 Budget Category Payment

| Doc Year | Entry Docu | Line   | Version | Doc. Type | Process    | Year | Budget Type        | Fund     | Funds Ctr | Cmmt Item  | Functional Area  | Grant        | Funded Program  | Amount LC  |
|----------|------------|--------|---------|-----------|------------|------|--------------------|----------|-----------|------------|------------------|--------------|-----------------|------------|
| 2008     | 1000000557 | 000001 | 0       | BDAJ      | Supplement | 2008 | BUDGET ADJUSTMENTS | 36038000 | P1600000  | 507000     | 0000000000000000 | NOT RELEVANT | 9900.000000.000 | 575.917,25 |
|          | 1000000558 | 000001 | 0       | BDAJ      | Supplement | 2008 | ESTIMATED REVENUE  | 36038000 | P1600000  | 4890060000 | 0000000000000000 | NOT RELEVANT | 9900.000000.000 | 575.917,25 |
|          | 1000000634 | 000001 | 0       | BDAJ      | Supplement | 2008 | BUDGET ADJUSTMENTS | 35210000 | P1600000  | 501058     | 0000000000000000 | NOT RELEVANT | 1500.200000.000 | 75.000,00  |
|          |            | 000002 | 0       | BDAJ      | Supplement | 2008 | BUDGET ADJUSTMENTS | 35210000 | P1600000  | 513000     | 0000000000000000 | NOT RELEVANT | 9500.050000.000 | 60.000,00  |
|          |            | 000003 | 0       | BDAJ      | Supplement | 2008 | BUDGET ADJUSTMENTS | 35210000 | P1600000  | 502000     | 0000000000000000 | NOT RELEVANT | 1500.200000.000 | 60.000,00  |
|          | 1000000635 | 000001 | 0       | BDAJ      | Supplement | 2008 | ESTIMATED REVENUE  | 35210000 | P1600000  | 4390030000 | 0000000000000000 | NOT RELEVANT | 1500.200000.000 | 195.000,00 |

# Pre-Posted Budget Items – FMEDDW cont.

Click the rubric's cube icon  to change the report to include Document Status. This function can also be used to delete items from the report.



# Pre-Posted Budget Items – FMEDDW cont.



List Edit Goto Settings System Help

Selection List for Entry Documents

FM area: SC01  
 Currency: USD  
 Budget Category: Payment

**Doc Status Added**

| Doc Year | Entry Docu | Line   | Version | Doc. Type | Process    | Year | Budget Type        | Fund     | Funds Ctr | Cmmt Item  | Funded Program  | Amount LC  | Status |
|----------|------------|--------|---------|-----------|------------|------|--------------------|----------|-----------|------------|-----------------|------------|--------|
| 2008     | 1000000557 | 000001 | 0       | BDAJ      | Supplement | 2008 | BUDGET ADJUSTMENTS | 36038000 | P1600000  | 507000     | 9900.000000.000 | 575.917,25 | 2      |
|          | 1000000558 | 000001 | 0       | BDAJ      | Supplement | 2008 | ESTIMATED REVENUE  | 36038000 | P1600000  | 4890060000 | 9900.000000.000 | 575.917,25 | 2      |
|          | 1000000634 | 000001 | 0       | BDAJ      | Supplement | 2008 | BUDGET ADJUSTMENTS | 35210000 | P1600000  | 501058     | 1500.200000.000 | 75.000,00  | 2      |
|          |            | 000002 | 0       | BDAJ      | Supplement | 2008 | BUDGET ADJUSTMENTS | 35210000 | P1600000  | 513000     | 9500.050000.000 | 60.000,00  | 2      |
|          |            | 000003 | 0       | BDAJ      | Supplement | 2008 | BUDGET ADJUSTMENTS | 35210000 | P1600000  | 502000     | 1500.200000.000 | 60.000,00  | 2      |
|          | 1000000635 | 000001 | 0       | BDAJ      | Supplement | 2008 | ESTIMATED REVENUE  | 35210000 | P1600000  | 4390030000 | 1500.200000.000 | 195.000,00 | 2      |

# Budget Items FMEDD

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- ④ **FMEDD** is another budget report that can be useful if you are looking for a particular budget document.
- ④ **FMEDD** gives much the same information as FMEDDWW; however, you cannot select information specific for your agency, except by document number or user ID.
- ④ **FMEDD** gives information for all agencies; however, you cannot drilldown into documents that are for business areas for which you do not have authorization to access.

# Budget Items FMEDD cont.

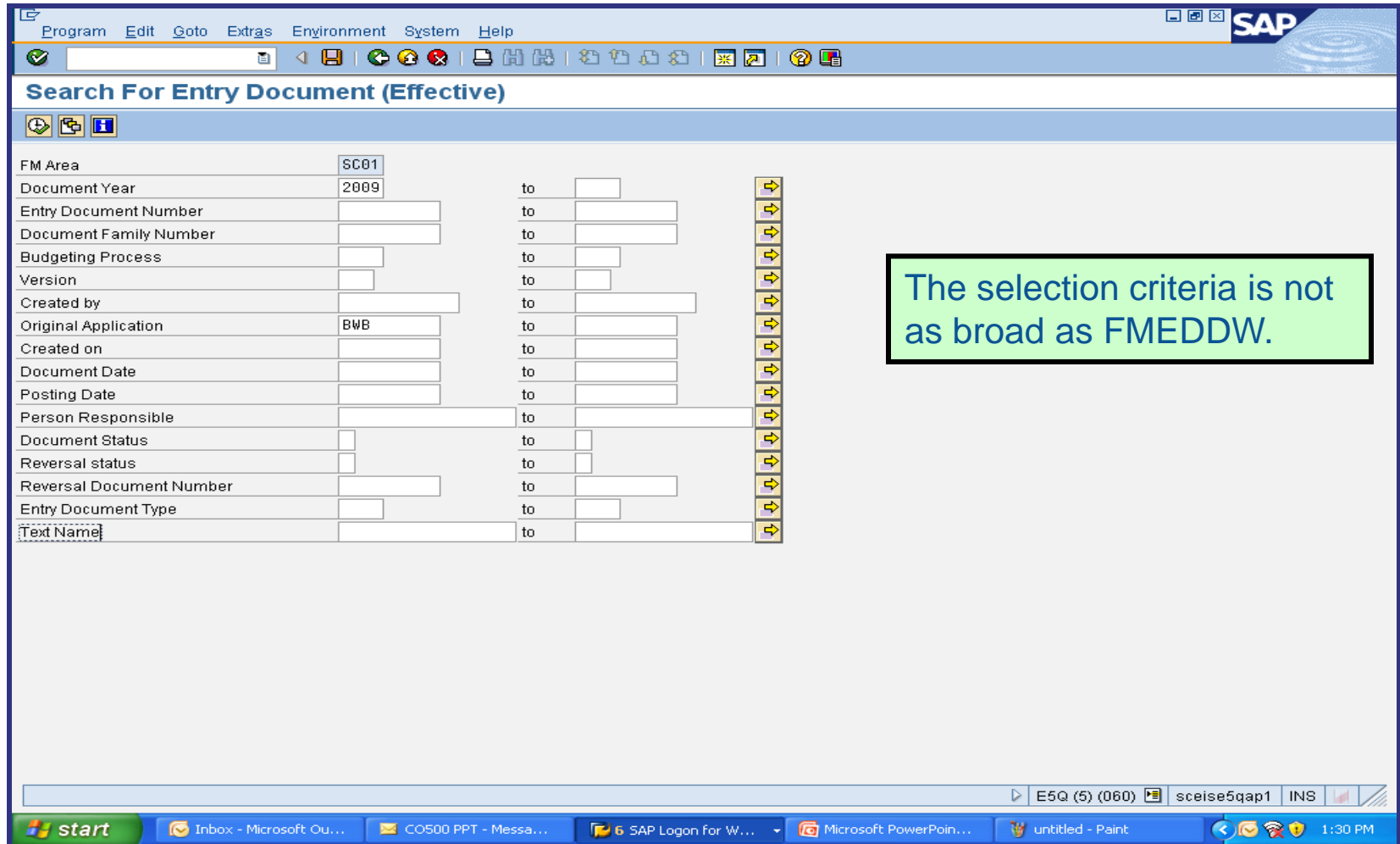
The screenshot shows the SAP 'Display Entry Document' interface. The 'FM Area' field is set to 'SC01'. The 'Document Year' field is highlighted in yellow. The 'Entry Document Number' field has a checkmark in a small box to its left. A blue arrow points from a callout box to the 'Document Year' field.

|                       |                                     |
|-----------------------|-------------------------------------|
| FM Area               | SC01                                |
| Document Year         |                                     |
| Entry Document Number | <input checked="" type="checkbox"/> |
| Layout for Year Tab   |                                     |
| Layout for Period Tab |                                     |

To have a larger selection screen, enter the **Document Year** and click in the **Entry Document Number** field, then click on the dropdown box .

Taskbar: start | Inbox - Microsoft Ou... | CO500 PPT - Messa... | 6 SAP Logon for W... | Microsoft PowerPoin... | untitled - Paint | 1:27 PM

# Budget Items FMEDD cont.



The screenshot shows the SAP 'Search For Entry Document (Effective)' dialog box. The window title is 'SAP' and the menu bar includes 'Program', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The dialog box contains a search criteria table with the following fields:

| Field                    | Value | Operator | Value | Direction |
|--------------------------|-------|----------|-------|-----------|
| FM Area                  | SC01  |          |       |           |
| Document Year            | 2009  | to       |       |           |
| Entry Document Number    |       | to       |       | ↕         |
| Document Family Number   |       | to       |       | ↕         |
| Budgeting Process        |       | to       |       | ↕         |
| Version                  |       | to       |       | ↕         |
| Created by               |       | to       |       | ↕         |
| Original Application     | BWB   | to       |       | ↕         |
| Created on               |       | to       |       | ↕         |
| Document Date            |       | to       |       | ↕         |
| Posting Date             |       | to       |       | ↕         |
| Person Responsible       |       | to       |       | ↕         |
| Document Status          |       | to       |       | ↕         |
| Reversal status          |       | to       |       | ↕         |
| Reversal Document Number |       | to       |       | ↕         |
| Entry Document Type      |       | to       |       | ↕         |
| Text Name                |       | to       |       | ↕         |

The search criteria are displayed in a table format. The 'FM Area' is set to 'SC01' and the 'Document Year' is '2009'. The 'Original Application' is 'BWB'. The 'Text Name' field is highlighted with a dashed border. The 'Direction' column contains a vertical stack of double-headed arrows (↕) for the 'Entry Document Number' through 'Text Name' fields.

The taskbar at the bottom shows the Windows Start button and several open applications: 'Inbox - Microsoft Ou...', 'CO500 PPT - Messa...', 'SAP Logon for W...', 'Microsoft PowerPoin...', and 'untitled - Paint'. The system tray shows the time as 1:30 PM.

**The selection criteria is not as broad as FMEDDW.**

# Budget Items FMEDD cont.

SAP Selection List

FM Area SC01

The report is similar to FMEDDW.

| Doc Year | Document   | Doc Family | Doc. Type | Document S | Process | Version | Orig Appl | Created by | Created on | Doc. Date  | Pstng Date | Pers.Resp. | TextName | Reversal S |
|----------|------------|------------|-----------|------------|---------|---------|-----------|------------|------------|------------|------------|------------|----------|------------|
| 2009     | 1000003534 |            | BDAJ      | Preposted  | RETN    | 0       | BWB       | MCARTLEDGE | 02/25/2009 | 02/25/2009 |            |            |          | Reversal   |
|          | 1000003613 |            | BDAJ      | Preposted  | SUPL    | 0       | BWB       | SPEARESS   | 03/10/2009 | 03/09/2009 |            |            |          | Normal     |
|          | 1000003661 |            | BDAJ      | Preposted  | SUPL    | 0       | BWB       | MCARTLEDGE | 03/13/2009 | 03/13/2009 |            |            |          | Normal     |
|          | 1000003706 |            | BDAJ      | Preposted  | RETN    | 0       | BWB       | DEDENS     | 03/24/2009 | 03/24/2009 |            |            |          | Normal     |
|          | 1000003722 |            | TRFW      | Preposted  | TRAN    | 0       | BWB       | DBRIDGES   | 03/17/2009 | 03/17/2009 |            |            |          | Normal     |
|          | 1000003785 |            | BDAJ      | Preposted  | SUPL    | 0       | BWB       | DBRIDGES   | 03/24/2009 | 03/24/2009 |            |            |          | Normal     |
|          | 1000003786 |            | BDAJ      | Preposted  | SUPL    | 0       | BWB       | DBRIDGES   | 03/24/2009 | 03/24/2009 |            |            |          | Normal     |
|          | 1000003817 |            | BDAJ      | Preposted  | RETN    | 0       | BWB       | LWHALEY    | 03/27/2009 | 03/27/2009 |            |            |          | Normal     |
|          | 1000003831 |            | BDAJ      | Preposted  | RETN    | 0       | BWB       | PJAMES     | 03/26/2009 | 03/26/2009 |            |            |          | Normal     |
|          | 1000003834 |            | BDAJ      | Preposted  | SUPL    | 0       | BWB       | TKEY       | 03/27/2009 | 03/27/2009 |            |            |          | Reversal   |
|          | 1000003839 |            | BDAJ      | Preposted  | RETN    | 0       | BWB       | KHARRILL   | 03/27/2009 | 04/01/2009 |            |            |          | Normal     |
|          | 1000003844 |            | BDAJ      | Preposted  | RETN    | 0       | BWB       | SLUDLAM    | 04/01/2009 | 04/01/2009 |            |            |          | Normal     |
|          | 1000003845 |            | BDAJ      | Preposted  | RETN    | 0       | BWB       | SCOPELAND  | 04/01/2009 | 04/01/2009 |            |            |          | Normal     |
|          | 1000003851 |            | TRFW      | Preposted  | TRAN    | 0       | BWB       | WCALLOWAY  | 03/28/2009 | 03/28/2009 |            |            |          | Normal     |
|          | 1000003852 |            | BDAJ      | Preposted  | RETN    | 0       | BWB       | DBRIDGES   | 03/30/2009 | 03/30/2009 |            |            |          | Normal     |
|          | 1000003856 |            | BDAJ      | Preposted  | RETN    | 0       | BWB       | WCALLOWAY  | 04/01/2009 | 04/01/2009 |            |            |          | Normal     |
|          | 1000003864 |            | TRFW      | Preposted  | TRAN    | 0       | BWB       | WCALLOWAY  | 03/28/2009 | 03/28/2009 |            |            |          | Normal     |
|          | 1000003865 |            | BDAJ      | Preposted  | SUPL    | 0       | BWB       | CLINDLER   | 03/30/2009 | 03/30/2009 |            |            |          | Normal     |
|          | 1000003866 |            | BDAJ      | Preposted  | SUPL    | 0       | BWB       | CLINDLER   | 03/30/2009 | 03/30/2009 |            |            |          | Normal     |
|          | 1000003867 |            | BDAJ      | Preposted  | RETN    | 0       | BWB       | MTHURSTIN  | 03/31/2009 | 03/20/2009 |            |            |          | Normal     |
|          | 1000003868 |            | BDAJ      | Preposted  | RETN    | 0       | BWB       | CHILTON    | 04/01/2009 | 04/01/2009 |            |            |          | Normal     |

E5Q (5) (060) scejise5qap1 INS

# View Budget Documents

- ④ Why is it important to review the status of budget documents or pre-posted budget items?
- ④ Check budget document status regularly to ensure transactions have been approved and posted.
- ④ Pre-posted budget documents
  - Will reduce budgets immediately, but will not increase budgets until approved.
  - Transfers will reduce the appropriate reduction, but will not increase the offsetting budget until approved.
  - Returns will reduce prior to approval, but supplementals will not post (as this is an increase) until approved by SBO.
  - SAP uses the most conservative approach to budgeting.



# Statewide Carryforward Appropriations

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- Proviso 89.27 authorizes Agencies to carry forward a percentage up to 10% of unspent General Fund appropriations to the next fiscal year. This proviso may be suspended to avoid a fiscal year-end general fund deficit.
- The Comptroller General's Office and the State Budget Office will determine each Agency's carryforward amount and transact the necessary entries.
- Any carryforward appropriation will be recorded centrally in Funded Program 8900.000000X000 "Statewide Carryforward Appropriations" and in Commitment Item 561000.
- Agencies cannot make expenditures against this temporary account. Use transaction **FMBB** to transfer the appropriations within the Agency's normal budget accounts.

# Carryforward General Appropriations – FMBB



**Budgeting Workbench - Create Document**

Document Overview on/off | Hold | Prepost | Save Changes | Long Text | Messages log | Messages per Line

Document: [ ] Status: Initial

**Header Data** | Additional Data

Process: Transfer | Total Sender: 0.00  
 Budget Category: Payment | Total Receiver: 0.00  
 Document type: TRFW (Transfers-Wor..) | Version: 0  
 Document Date: 06/09/2008

**Sender**

Fiscal Year: 2009 | Period: 001  
 Budget Type: TRSF TRANSFER OF APPROPRIATIONS  
 Functional Area: 0000000000000000 Default Functional Area

**Receiver**

Fiscal Year: 2009 | Period: 001  
 Budget Type: TRSF TRANSFER OF APPROPRIATIONS  
 Functional Area: 0000000000000000 Default Functional Area

Split

Lines

| Line | -/+ | Fund     | Funds Center | Commitment Item | Funded Program  | Grant        | Amount | Text                                |
|------|-----|----------|--------------|-----------------|-----------------|--------------|--------|-------------------------------------|
|      | -   | 10010000 | E160A000     | 561000          | 8900.000000X000 | Not Relevant | 10000  | transfer CF Approp to Admin Program |
|      | +   | 10010000 | E160A000     | 501058          | 0100.000000.000 | Not Relevant | 10000  | transfer CF Approp to Admin Program |
|      | -   |          |              |                 |                 |              |        |                                     |
|      | -   |          |              |                 |                 |              |        |                                     |

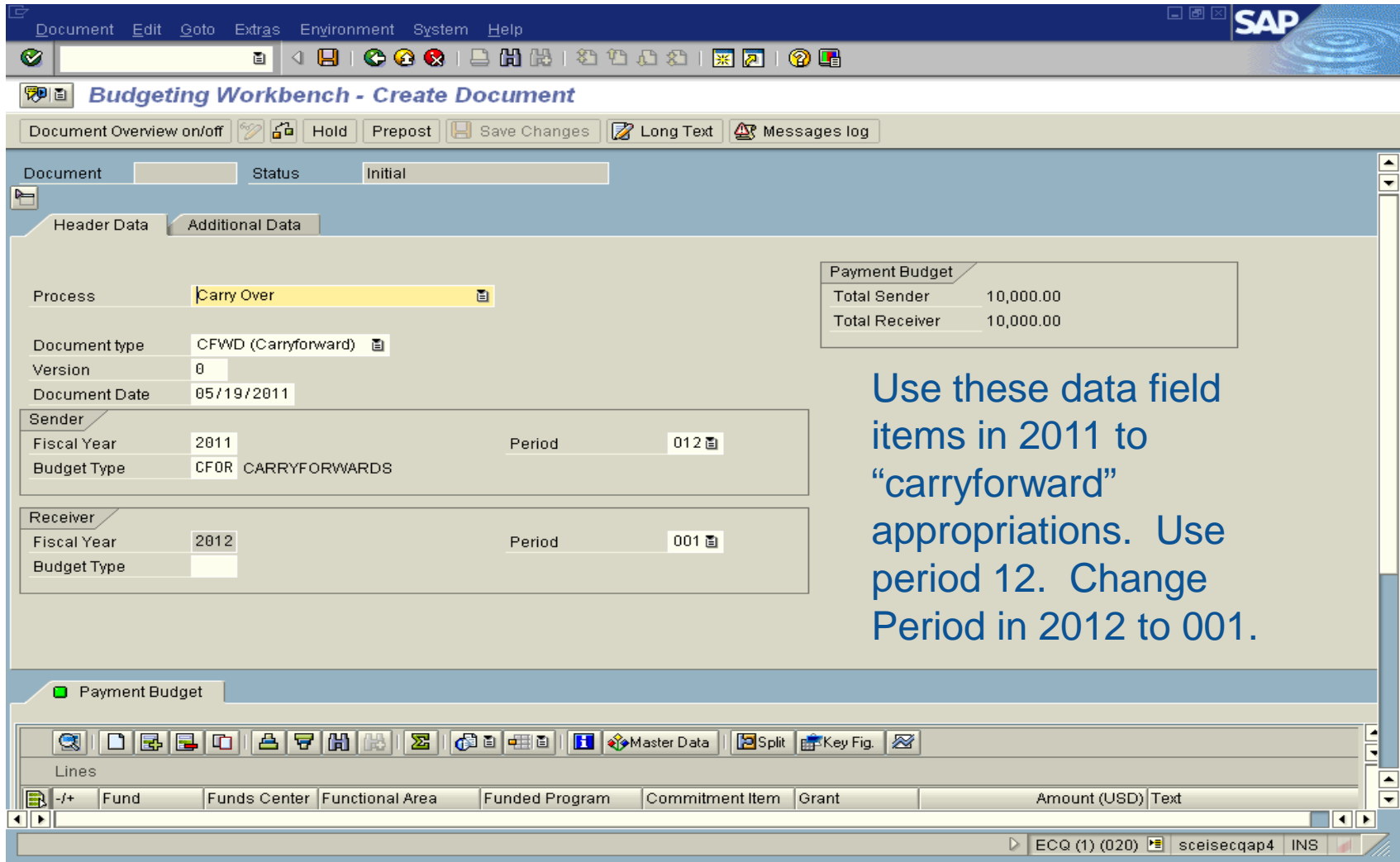
Use these data field items on 2012 to record transfers of Proviso 89.27 carry-forward appropriations to spendable budget lines. **Do not use “All” as the period selection as this will divide and allocate the carryforward amount to each period. Use period 1.**

# Carryforward General Appropriations – FMBB cont.



- Agencies with separate authority to carry forward General Fund appropriations to the new fiscal year must process budget transactions by July 15<sup>th</sup>.
- This is **not** the “up to 10% carryforward” determined after the close of the fiscal year in accord with Proviso 89.27.
- If you have separate authority**, use t-code **FMBB** to record the carryforward from FY2011 to FY2012.
- On each line item, you must reference the applicable proviso or permanent statute related to the carryforward authority in the text field.
- Failure to reference the applicable proviso or permanent statute will result in the Office of State Budget’s refusal to process the transaction.

# Carryforward General Appropriations – FMBB cont.



The screenshot shows the SAP Budgeting Workbench - Create Document interface. The document title is "Budgeting Workbench - Create Document". The document status is "Initial". The process is "Carry Over". The document type is "CFWD (Carryforward)" and the version is "0". The document date is "05/19/2011". The sender information includes Fiscal Year "2011" and Period "012". The budget type is "CF0R CARRYFORWARDS". The receiver information includes Fiscal Year "2012" and Period "001". The payment budget summary shows Total Sender "10,000.00" and Total Receiver "10,000.00". The interface includes a menu bar (Document, Edit, Goto, Extras, Environment, System, Help), a toolbar, and a table for lines with columns: Fund, Funds Center, Functional Area, Funded Program, Commitment Item, Grant, Amount (USD), and Text. The status bar at the bottom shows "ECQ (1) (020) scejsecqap4 INS".

Document Overview on/off | Hold | Prepost | Save Changes | Long Text | Messages log

Document: [ ] Status: Initial

Header Data | Additional Data

Process: Carry Over

Document type: CFWD (Carryforward) | Version: 0 | Document Date: 05/19/2011

Payment Budget

|                |           |
|----------------|-----------|
| Total Sender   | 10,000.00 |
| Total Receiver | 10,000.00 |

Sender

|             |                    |        |     |
|-------------|--------------------|--------|-----|
| Fiscal Year | 2011               | Period | 012 |
| Budget Type | CF0R CARRYFORWARDS |        |     |

Receiver

|             |      |        |     |
|-------------|------|--------|-----|
| Fiscal Year | 2012 | Period | 001 |
| Budget Type |      |        |     |

Payment Budget

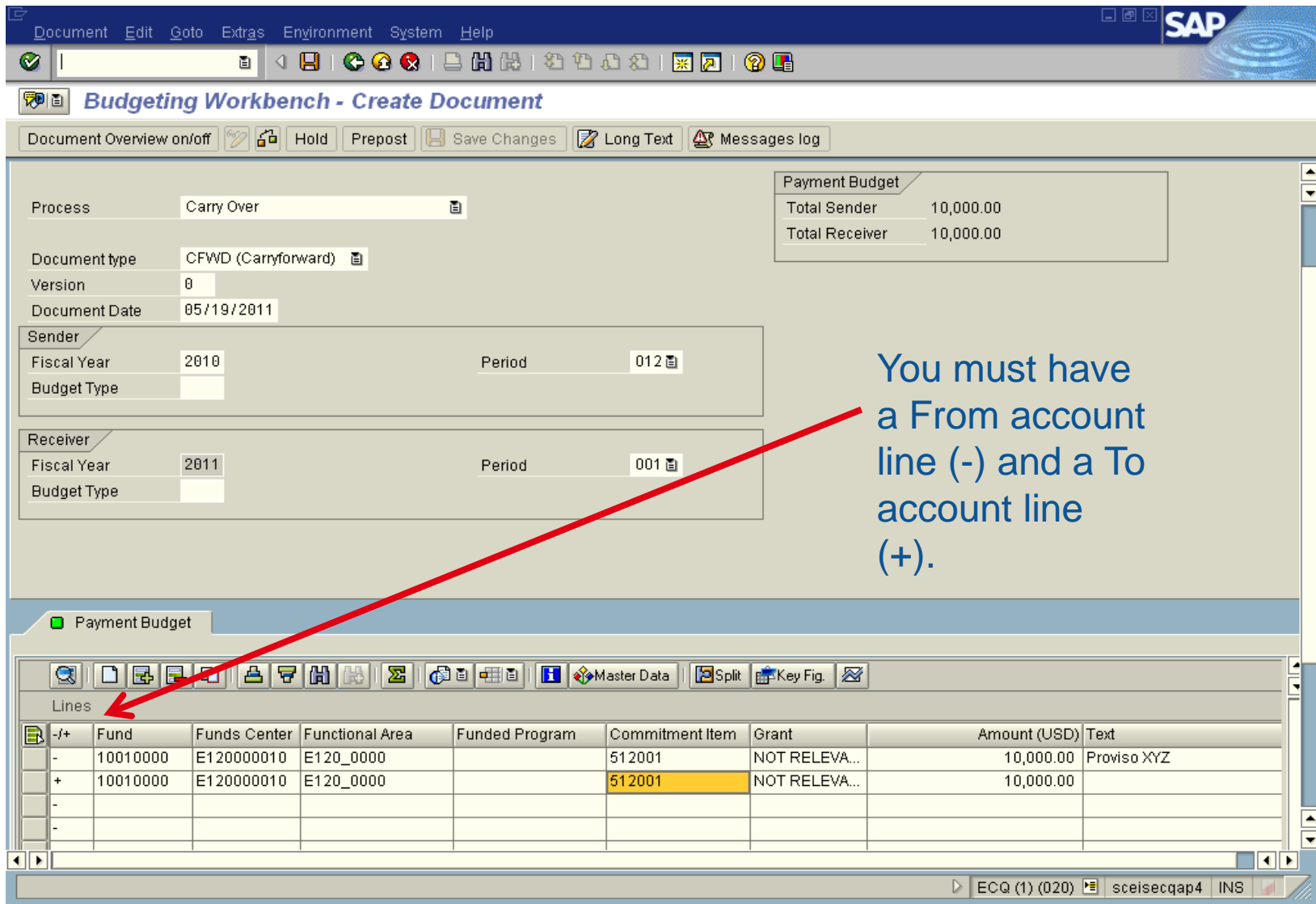
Lines

| -/+ | Fund | Funds Center | Functional Area | Funded Program | Commitment Item | Grant | Amount (USD) | Text |
|-----|------|--------------|-----------------|----------------|-----------------|-------|--------------|------|
|-----|------|--------------|-----------------|----------------|-----------------|-------|--------------|------|

ECQ (1) (020) scejsecqap4 INS

Use these data field items in 2011 to “carryforward” appropriations. Use period 12. Change Period in 2012 to 001.

# Carryforward General Appropriations – FMBB cont.



The screenshot shows the SAP Budgeting Workbench interface for creating a document. The process is set to 'Carry Over' and the document type is 'CFWD (Carryforward)'. The document date is 05/19/2011. The sender's fiscal year is 2010 and the receiver's is 2011. A payment budget summary shows a total sender of 10,000.00 and a total receiver of 10,000.00. The 'Lines' table below shows a debit entry (-) and a credit entry (+) for the same fund and functional area, both with an amount of 10,000.00 USD. A red arrow points to the first line of the table.

Document Overview on/off Hold Prepost Save Changes Long Text Messages log

Process: Carry Over

Document type: CFWD (Carryforward)  
Version: 0  
Document Date: 05/19/2011

Sender:  
Fiscal Year: 2010  
Period: 012  
Budget Type:

Receiver:  
Fiscal Year: 2011  
Period: 001  
Budget Type:

Payment Budget:  
Total Sender: 10,000.00  
Total Receiver: 10,000.00

Payment Budget

Lines

| -/+ | Fund     | Funds Center | Functional Area | Funded Program | Commitment Item | Grant         | Amount (USD) | Text        |
|-----|----------|--------------|-----------------|----------------|-----------------|---------------|--------------|-------------|
| -   | 10010000 | E120000010   | E120_0000       |                | 512001          | NOT RELEVA... | 10,000.00    | Proviso XYZ |
| +   | 10010000 | E120000010   | E120_0000       |                | 512001          | NOT RELEVA... | 10,000.00    |             |
| -   |          |              |                 |                |                 |               |              |             |
| -   |          |              |                 |                |                 |               |              |             |

ECQ (1) (020) scejsecqap4 INS

You must have  
a From account  
line (-) and a To  
account line  
(+).

# Earmarked, Restricted, and Federal Appropriations

- 2011 Earmarked (3XXXXXXXX), Restricted (4XXXXXXXX), and Federal (5XXXXXXXX) fund appropriations
  - will lapse July 15.
  - will be held open for the processing of documents not having a state level impact relative to Period 12, FY2011 until July 29, 2011
- 2012 appropriations for these funds should have been included by the Agency in the 2011-2012 Appropriation Act and will be entered centrally at the same time as the State Appropriations.
  - To increase appropriations for Earmarked (3XXXXXXXX), Restricted (4XXXXXXXX), or Federal (5XXXXXXXX) fund details in the new fiscal year, Agencies must process an **FMBB** transaction
    - Process – Supplemental
    - Document Type – BDAJ
    - Budget Type – BADJ for Expenditure Budget, EREV for Estimated Revenue

# Appropriations for New Fiscal Year



- Appropriations for the new fiscal year will be loaded into SCEIS via an interface with the Comptroller General.
- The CGO indicated this information would be mailed to the Agencies near the middle of June.
- Budgets will be loaded into SCEIS exactly as it is received from the CGO, at the highest level.
- Earmarked (30000000) and Restricted (40000000) funds must be transferred from the highest level fund to the specific detail fund to process transactions in FY2012 (ex.: 30000000 to 30350000).
- Federal (50000000) funds do not have to be transferred from the high level to the specific detail fund to process transactions.

# Budget Items at Year-End

- ④ Original Budget +/- Budget Adjustments (Supplemental, Transfers, Returns, etc.) = **Current Budget**
  
- ④ **Consumable Budget** is the amount of the Current Budget that remains for consumption by
  - Actual Expenditures
  - Open Purchase Orders
  - Purchase Requisitions
  - Funds Reservations
  
- ④ Consumable Budget less Consumed Amount = Available Budget, Residual Budget or Net Budget



# Budget Items at Year-End cont.

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- ④ Ensure your budgets are properly posted.
- ④ Review budget reports regularly, such as:
  - **ZBD1** (Budget Consumption)
  - **FMRP\_RW\_BUDCON** (Budget Consumption)
  - **FMRP\_RW\_BUDGET** (Budget Status)
  - **FMAVCR01** (Budget Availability Control)
  - **BW Report** - FM Budget vs. Actual

# ZBD1 – SC Specific BUDCON Report



- ④ The ZBD1 report is an enhanced version of SAP's standard, delivered BUDCON report. The standard report is executed via transaction FMRP\_RW\_BUDCON.
- ④ ZBD1 offers the following enhancements:
  - Has separate/additional columns vs. standard report for:
    - Original Budget
    - Budget Transfers
    - Actual Expenditures
    - Purchase Orders
    - Purchase Requisitions
    - Other transfers
    - Subtotal column after expenditures
    - Subtotal column after purchase orders and requisitions
    - Subtotal column after other transfers etc..

# Executing Report ZBD1

The screenshot shows the SAP 'ZBUDCON REPORT: Selection' dialog box. The 'Selection values' section has 'Fiscal Year' set to 2008 and 'Period' set to 12. The 'Selection groups' section includes fields for 'Fund', 'Funds Center', 'Functional Area', and 'Funded Program'. The 'Funds Center' field is highlighted with a red box and contains the value 'E1200000'. A green callout box points to this field with the following text:

**Fund center is a required field.** You must enter at least one fund center to execute the report. You may use the values fields to enter a fund center or a range of fund centers for your agency. To select all fund centers for your agency, select values and enter Business Area with 4 zeros (E0800000) to Business Area with ZZZZ99 (E080ZZZZ99).

The SAP status bar at the bottom right shows 'ECQ (1) (010) | scejseqap3 | OVR'.

# Compare ZBD1 & FMRP\_RW\_ BUDCON Reports



## 🌀 ZBD1

Consumable Budget Detail

Original

Transfers

Consumable Budget

MTD & YTD Expenditures

POs & PRs

Balance after Commitments

Other Transactions (Funds  
Reservations)

Available Budget

## 🌀 FMRP\_RW\_BUDCON

Consumable Budget

Consumed Budget/  
Commitments/Actual

Available Amount

# FMAVCR01 Report

- ④ This report is useful for reviewing:
  - Grant budget activity
  - At the roll-up level of control for your agency’s budget
    - Non-budgeted fund’s balances will be negative as there is no budget
      - Most non-budgeted funds have a “7” in the 5<sup>th</sup> digit of the fund number
      - Dual employment
      - Revenue clearing accounts
  - Negative budget balances
    - Noted by red buckets
    - Causes can include payroll and fringe benefits posting which override budget edits
    - Need to monitor these regularly – at least monthly



Let's look at the following reports:

- ZBD1 Report (Budget Consumption)**
- FMRP\_RW\_BUDCON (Budget Consumption)**
- FMRP\_RW\_BUDGET (Budget Status)**
- FMAVCR01 (Budget Availability)**

# What affects Budget Balances?

- Encumbrances (PRs, POs, “Save as Complete” Parked documents, and funds reservations) decrease your budget immediately.
- Budget balances must be free of inflated encumbrances that eat up balances needed for expenditures.
- To free up your budget you must reduce encumbrances that are finalized, no longer needed, and final but have remaining balances or carry them forward to next year.
- Also, if budget documents are not completed properly, the budget items will not populate the appropriate columns on the budget reports.
  - We have a sheet for your use in assuring budget items are completed properly.

# Lesson 8 Summary

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- You should now be able to:
  - Review, process or delete all pre-posted budget items.
  - Understand how to process Statewide Carryforward Appropriations through Proviso 89.27.
  - Carry forward General Fund appropriations to the new fiscal year, if your agency has specific authority to do so.
  - Understand how Earmarked, Restricted, and Federal appropriations will be handled for 2011 and 2012.
  - Understand how new year appropriations will be handled.
  - Understand how to review budget reports and what affects budget balances.