SAP Salary Related Reports

Office of Budgeting & Financial Analysis

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MEMBER **THE TEXAS STATE UNIVERSITY SYSTEM**

Objectives

- Use and understand HR related transactions

- Understand basic terminology

- Understand the integration between HR data and budget data

- Identify permanent vs temporary salary budgets

- Research and reconcile salaries

Activity

Access SAP Business Client

System Selection - RP1

Note: We use the SAP GUI in class, if you use the tiles in the SAP Portal your screen will look different.

# Access SAP Transactions

Save these transactions to your favorites.

SAP Transaction Codes:

- PO13D

- PA20

- ZFM_SAL_RECON

- ZFISALFRINGE

- ZFIPOSBUD
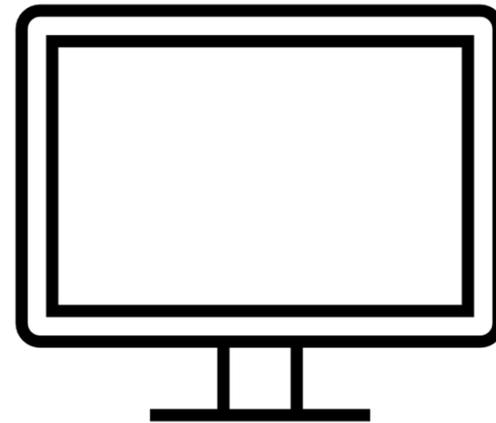
Class Outline

Part I – Discuss PO13D & PA20
- 5 minute break to run reports

Part II - Discuss Permanent Position Budgets
- 5 minute break to run reports

Part III – Discuss Temporary Position Budgets (staff)

Part IV – Discuss graduate students and faculty salaries
- Questions

Part V – Reports to Use for Research
- ZFM_SAL_RECON, ZFISALFRINGE, and ZFIPOSBUD

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PO13D – Display position

General description:

- Displays the master data for the position

Main uses:

- View position history
- Cost assignment
- Planned compensation

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Access SAP Transactions

Let's run the report !

SAP Transaction Code:

- PO13D
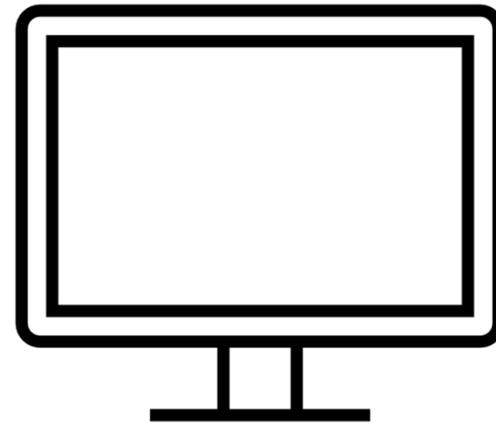
PO13D-Terminology

<u>Infotypes:</u>

- A similar group of information
- Infotypes with a "green check" ☑ indicate that information exists for that infotype.

PO13D-Terminology

<u>Tips and Tricks while looking at Infotypes:</u>

- Under "Time Period," select the "All" radio button to see all entries in each infotype.

- Once the infotype is selected, click on the mountain icon for the overall view of that infotype.

- After selecting the overall view, select the row that you want to view the detail for. Click the magnifying glass icon to view detail.

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PO13D-Terminology

Position:

- Individual assignment(s) in an organizational unit.
- Are either vacant or filled by persons (employees).
- ALL employees must be assigned to a position.

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PO13D-Terminology

Relationships Infotype:

- **Holders**-persons who have held the position and the dates that they have the position

- **Organization**-What organization the position belongs to.

- **Master Cost Center** – The master cost center for the position.

- **Description** – What job describes the position.

PO13D-Terminology

Planned Compensation (vacant positions only):

- The amount that the position is budgeted to be paid.
    - Derived from:
        - 1) The creation of the position.
        - 2) The amount the last person who held the position was paid.

Cost Distribution:

- What account the position is paid from (fund, fund center, etc).
    - This should be the same as the person filling the position.
    - Exceptions-individuals paid from grants or other temporary accounts.

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PO13D - Terminology

Vacancy:

- **"Open"**– means the position is vacant

- **"Filled/On Hold"** – can mean either
  - Position is held by someone (look in the Holder relationship infotype)

            or

  - Encumbrances for the position have been released for that time frame.

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PO13D-Terminology

Account Assignment:

- Personnel Area – Indicates the division of the position.
- Personnel Subarea – Indicates whether the position is fulltime or part-time and whether it is benefits eligible

Position	Budget Analy	Budget Analyst
Planning Status	Active	
Valid from	11/30/2004 to 12/31/9999	Change Information

Acct. Assign. Feat (1008) 01 S 50001006 1

Company Code	754	Texas State University
Business Area	1000	Texas State University
Personnel area	1400	Finance/Support Services
Pers. subarea	0002	BE FT (40)
CO Area	754	Texas State University
FM Area	754	

Record 1 of 1

PO13D-Terminology

Employee Group/Subgroup:

- Employee Group - indicates whether the position is Faculty, staff, student, etc.

- Employee Subgroup - indicates whether the position is for 12 month or less than 12-month appointments and whether exempt or non-exempt.

- Combination determines what GL payroll will post

Position	Budget Analy	Budget Analyst	
Planning Status	Active		
Valid from	11/30/2004 to	12/31/9999	👁 Change Information

Employee Grp/Subgrp(1013) 01 S 50001006 1

Employee group	Staff	
EE subgroup	05 12 Mo Ex Salaried	Record 1 of 1

PO13D-Terminology

Fund Indicator:

- shows how a position is budgeted (perm or temp)

PA20 – Display HR Master Data

General description:
- Displays the master data for the person

Main uses:
- View HR actions processed
- View salary information
- View cost distribution

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Access SAP Transactions

Let's run the report !

SAP Transaction Code:

- PA20
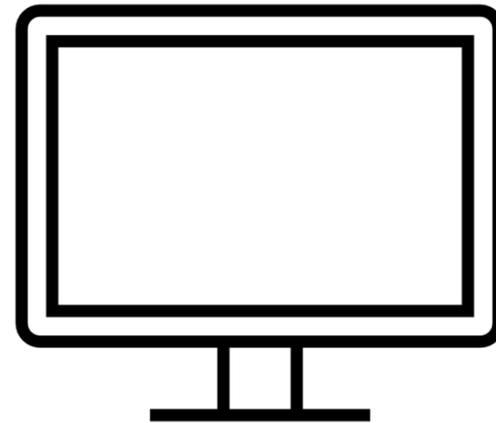
PA20 - Terminology

Infotype "Actions (0000)"

- To see HR actions processed for an employee.
    - To view a list of ALL actions click the mountain icon
    - To see one action at a time click the glasses icon

Infotype "Organizational Assignment (0001)"

- To see the employee's position title and organizational unit.

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PA20 - Terminology

Infotype "Actions (0000)"
- To see HR actions processed for an employee.
    - To view a list of ALL actions, click the mountain icon
    - To see one action at a time, click the glasses icon

Infotype "Organizational Assignment (0001)"
- To see the employee's position title and organizational unit.

PA20 - Terminology

Infotype "Faculty Rank and Tenure (9003)"

PA20 - Terminology

Infotype "Basic Pay (0008)"

- Shows the amount an employee is paid
- Wage Types

The combination of EE Group/Subgroup/Pers. Subarea/ and Wage Type will dictate the G/L the expense will post to.

PA20 - Terminology

Infotype "Cost Distribution (0027)"

- Shows from where an employee is paid

Permanent Budgets

Overview:

- Budget by position
  - All salaried positions (staff, faculty, and grad students) are budgeted at the position level
  - People fill positions
- HR actions
  - Any action processed by HR that affects the person or position (or both) will require some sort of budget action
    - *Note: Per Course Faculty, student employees or NSNR employees are not budgeted by position, but still require budget in the appropriate budget category.*

Permanent Budgets-Terminology

Budget "Category" defined:

- Spending authority set up for specific purposes
  - Examples - Staff salaries, hourly staff, faculty salaries, overtime, fringe benefits, etc.

- May be Permanent or Temporary
  - Permanent – recurring year to year
  - Temporary – one year only

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Permanent Budgets-Terminology

Salary Savings defined:

- The positive difference between a position budget and what the person/position is being paid.
  - Example:

    Position Budget = $50,000

    Person/Position Salary = $45,000

    Difference = $5,000 ← salary savings
- Two types of salary savings
  - Permanent Salary Savings
  - Temporary Salary Savings

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Permanent Budgets-Terminology

Permanent Salary Savings:

- Hiring a person at less than position is budgeted
- Delimiting a position

Temporary Salary Savings:

- Vacant Position
- Employee on Leave Without Pay
- Temporary reduction in FTE

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Permanent Budgets-Terminology

Permanent Positions:

- Positions that are salaried and budgeted on an annual basis

Permanent HR actions require permanent budget:

- Pay changes (ex. Adjustments and reclassifications)
- Hiring employees at an amount different than budgeted on the position

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Permanent Budgets-Terminology

Position Budget Commitment Items:

- Faculty Salaries   670080
- Faculty Salaries-Adjunct   670084
- Graduate Students   670081
- Staff Salaries   670100

Reference document located on our website.

Budget Office>Reference Materials & Training>
How-to & Reference documents> Salary Related
Common Salary Related GL & Commitment Items

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Permanent Budgets-Terminology

Permanent position budgets:

- EXCEPTIONS-these actions do not affect permanent budgets:
    - Temporarily budgeted accounts and/or grants
    - Per-course and teaching overloads
    - One-time payments (stipends, on-call pay, etc.)
    - Overtime worked by less-than full-time staff
    - Recurring payments
    - Temporary HR actions (Grad student 2nd year or temporary pay raises)

Permanent Budgets - Analysis

- Permanent budgets should be reconciled.

- When is it okay for my permanent budget to be out of balance?
  - Temp funded positions
    - Example: Faculty funded by Provost or temporary faculty/staff positions
  - Temporary HR actions
    - Example: Temporary assignment or temporary cost distribution changes

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Permanent Budgets – Actions (High Level)

If the permanent budget is out of balance:

- Process a budget change to correct the budget

- Process a PCR to change the person's information

- Request a change to the position

- Contact the Budget Office if you need help researching differences or processing the necessary change

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Permanent Budgets – Analysis (Detail)

- Business Explorer (BEx Analyzer)
  - Same program that is used in Budget Development
  - Need access to SAP BP2

- Query (Report)
  - HR/FM Salary Budget Comparison

Permanent Budgets – Analysis (BEx)

SAP System Selection:

- BP2

- Same password as regular SAP (RP1)

Permanent Budgets – Analysis (BEx)

Select Start Business Explorer Analyzer:
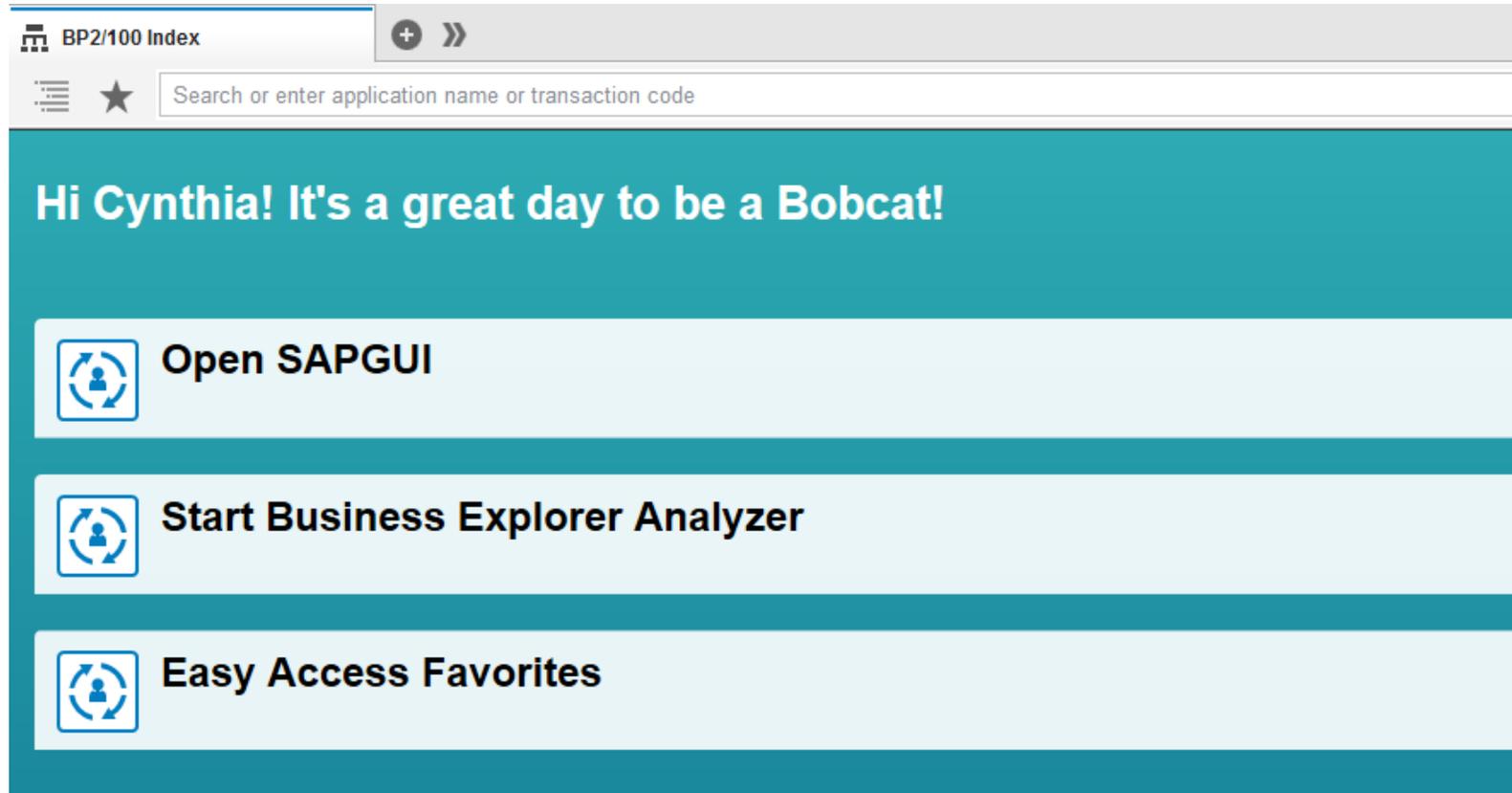
Permanent Budgets – Analysis (BEx)

- Excel will open.

- Go to Add-Ins tab.

- Click on the "folder" or open icon.

- Click on Open Query.
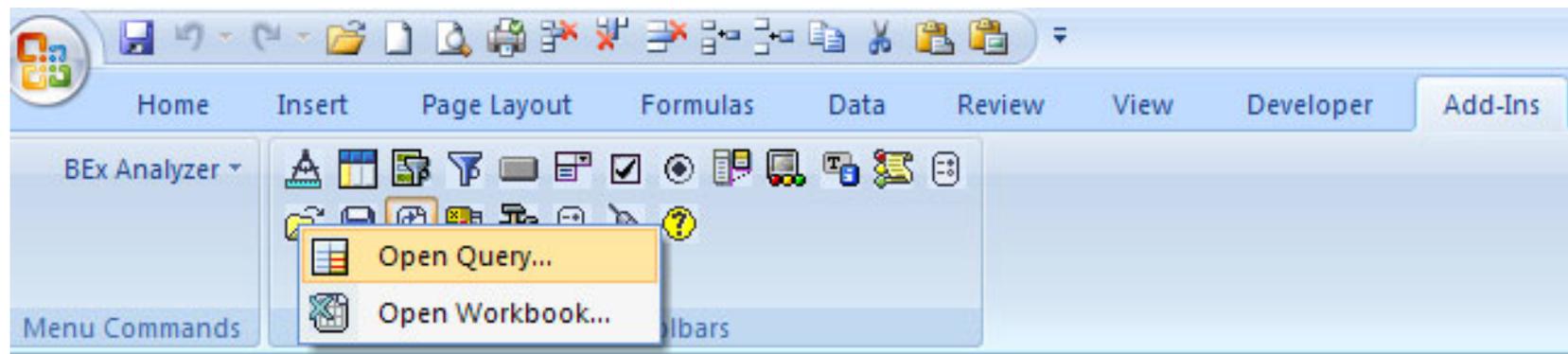
Permanent Budgets – Analysis (BEx)

- Dialog box will open.

- Click on Roles (left side).
  - Select BI Planning End user for Production
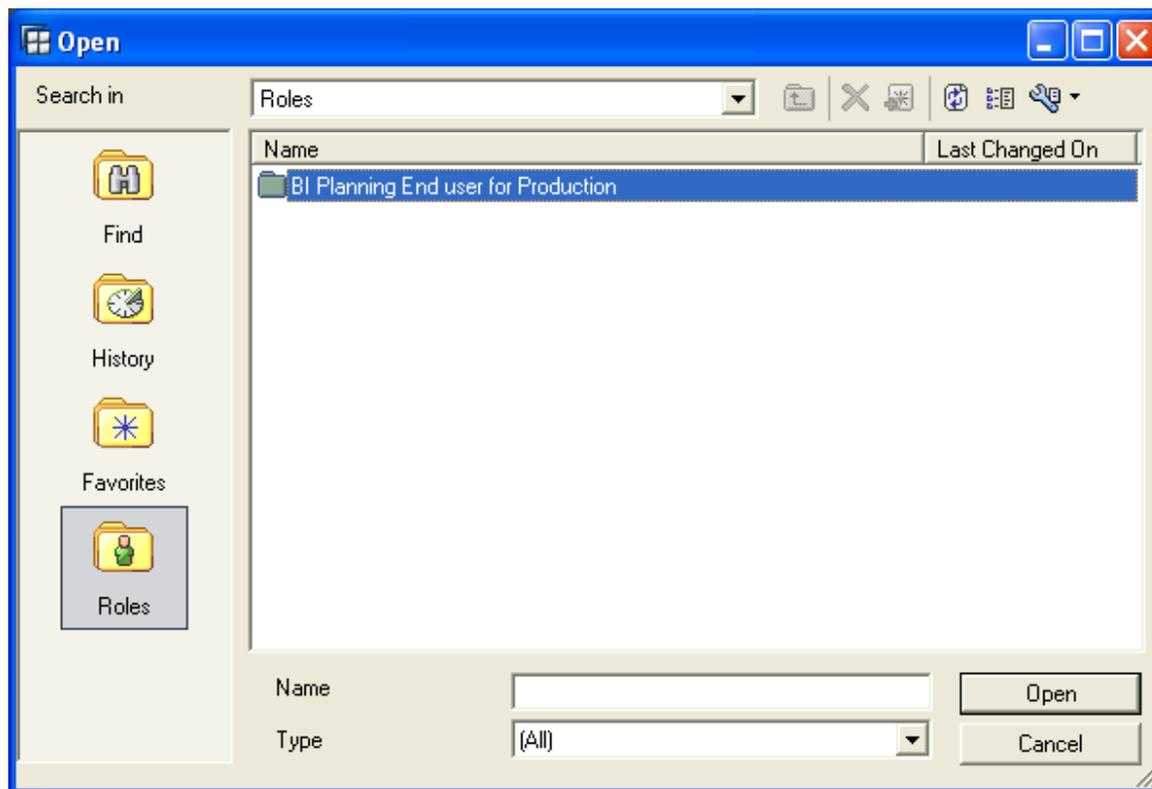
Permanent Budgets – Analysis (BEx)

- Dialog box will open.
- Click on Roles (left side).
  - Click on BI Planning End user for Production to select.
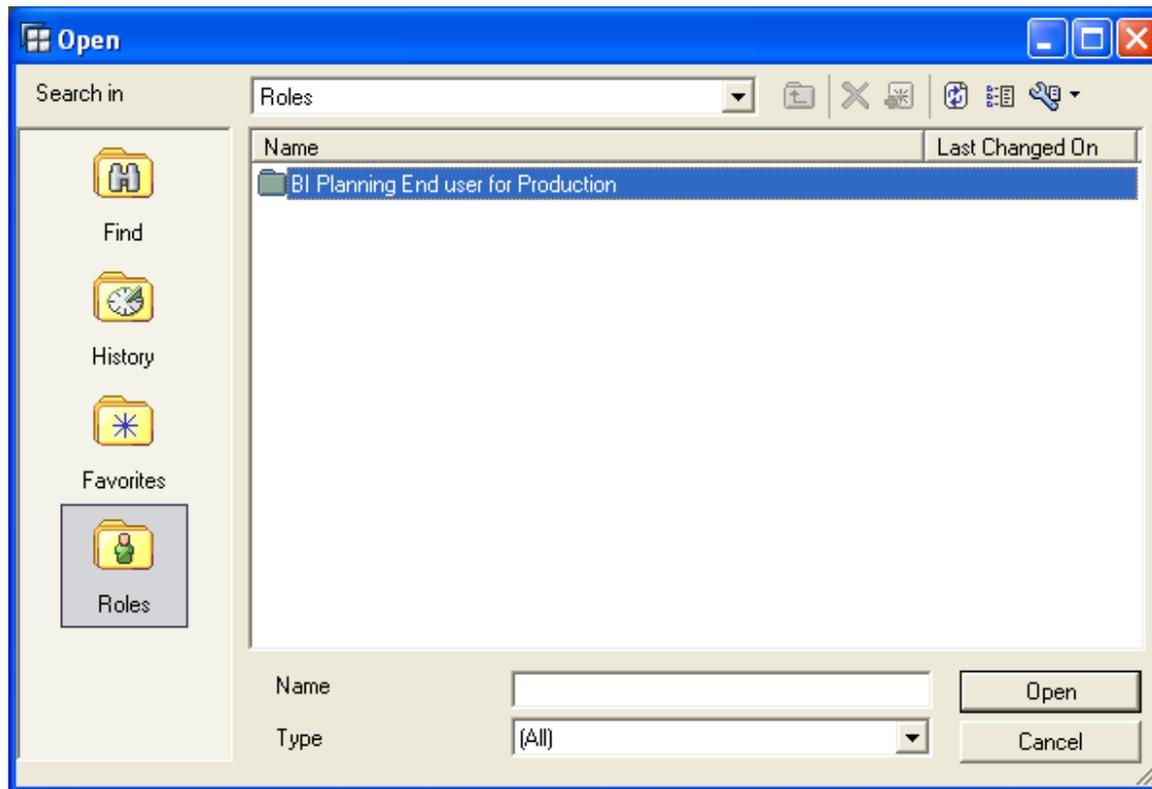
Permanent Budgets – Analysis (BEx)

- Click on the report desired
  - HR/FM Salary Budget Comparison
  - Current Bud Dev Salary Budget Comparison-can be run during budget development to incorporate any changes made to the budgeted position in budget development

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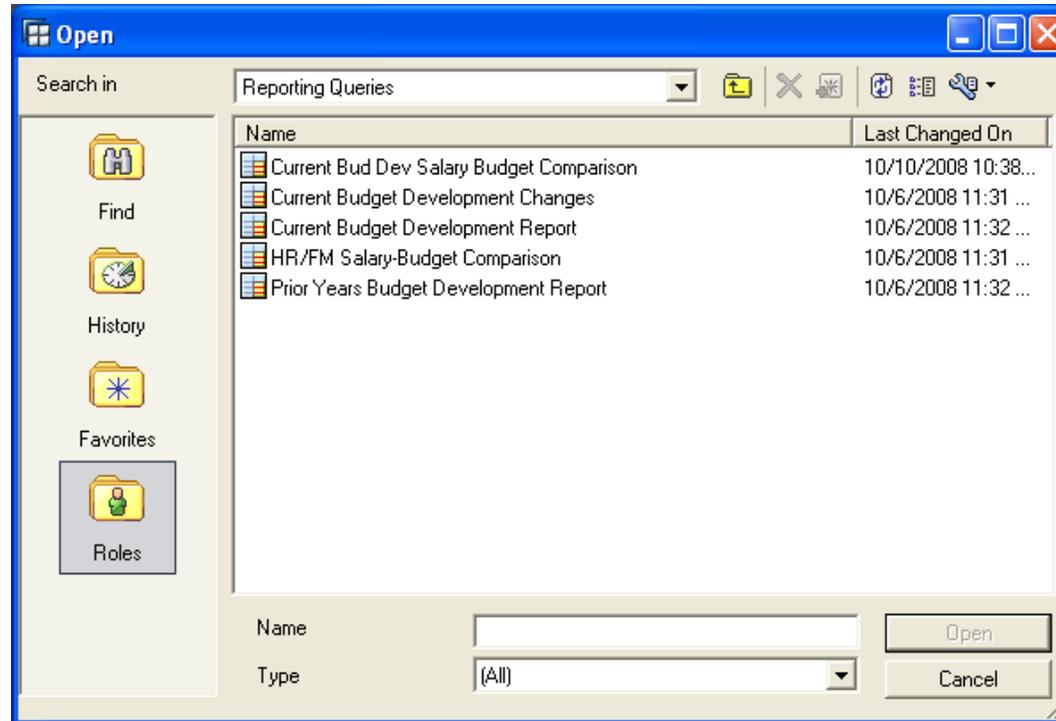
Permanent Budgets – Analysis (BEx)

- Selection box will open

- Enter Funds Center

- Optional: enter fund

- Optional: enter commitment item

- Enter current fiscal year

- Click OK or hit Enter on your keyboard

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Permanent Budgets – Analysis (BEx)

- Annual Salary column
- HR master data
- Current Budget
- Permanent budget in FM
- Two Rows per Position
- Position number is tied to budget

- Person (Pernr) is not known in budget
- Result Row=Difference
- Shows if balanced
- Annual salary cost is based on the Employee Subgroup and < 12 months is calculated at 9 months.

Table

Funds Center	Fund	Commit Item		Position	Employee	Annual Salary Cost	Current Budget	Difference
1110100000	1000050009	670100	Staff Salaries	50000818	521	$ 49,835.64	$ 0.00	-$ 49,835.64
					#	$ 0.00	$ 49,835.64	$ 49,835.64
					Result	$ 49,835.64	$ 49,835.64	$ 0.00
				50001454	21740	$ 98,345.52	$ 0.00	-$ 98,345.52
					#	$ 0.00	$ 81,470.29	$ 81,470.29
					Result	$ 98,345.52	$ 81,470.29	-$ 16,875.23
				50006288	6253	$ 36,868.44	$ 0.00	-$ 36,868.44
					#	$ 0.00	$ 36,868.44	$ 36,868.44
					Result	$ 36,868.44	$ 36,868.44	$ 0.00
				Result		$ 185,049.60	$ 168,174.37	-$ 16,875.23
		Result				$ 185,049.60	$ 168,174.37	-$ 16,875.23
	Result					$ 185,049.60	$ 168,174.37	-$ 16,875.23
Overall Result						$ 185,049.60	$ 168,174.37	-$ 16,875.23

Permanent Budgets – Analysis (BEx) Adjunct Faculty Salary Lines

Funds Center		Fund		Commit Item		Position		Employee	Annual Salary Cost	Current Budget	Difference
									$ 0.00	$ 66,666.11	$ 66,666.11
1319140000	Curriculum/Instructn	1000050019	Op Support	670084	Fac Sal -Adjunct	50016817	Sr Lect	#	$ 0.00	$ 48,452.21	$ 48,452.21
								Result	$ 0.00	$ 48,452.21	$ 48,452.21
						50016818	Sr Lect	13211	$ 47,430.63	$ 0.00	-$ 47,430.63
								#	$ 0.00	$ 47,430.67	$ 47,430.67
								Result	$ 47,430.63	$ 47,430.67	$ 0.04
						50028597	Lecturer	118214	$ 49,000.05	$ 0.00	-$ 49,000.05
								Result	$ 49,000.05	$ 0.00	-$ 49,000.05

- Vacant Budgeted Position-The Annual Salary Cost will be reflected in the Faculty Salary portion

- Filled Budgeted Position-Position 50016818

- Filled UnBudgeted Position-Position 50025897

- Vacant Budgeted Position-Position 50016817

Temporary Budgets

- Temporary Positions and Employees

  - One-year or short-term positions, interim positions, etc.

  - A temporary budget adjustment is necessary to fund just what is needed for this fiscal year

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Temporary Budgets-Commitment Items

- "Group" Budgets Commitment Items

Description	Commitment Item
Fringe Benefits*	670400
Hourly Staff	670103
Overtime	670190
State Longevity*	670220
Awards	670082, 670101
Faculty Salary-Undergrad Students	670090

*Can have permanent budget as well at high level fund

Refer to Common Salary-Related GL & Commitment Items

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Temporary Budgets-Process

- Problem:

  - "All permanent positions are budgeted correctly, why am I still over (or under) for this fiscal year?"

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Temporary Budgets-Process

- Graduate Students (negative balance)
  - What you see:
    - A negative available budget in B2A
  - What it could be:
    - Look for additional hours entered and approved by students to compensate for upcoming Energy Conservation Days (Christmas Break & Spring Break).
      - ACTION-Process a temporary budget adjustment to cover the shortage for the year into that position's budget.
      - LWOP during EC days will compensate for this time, then the budget adjustment can be reversed.
    - Position encumbrance for partial days in months vacant (mid-month vacancies)
      - ACTION-Request that the Budget Office can release encumbrance

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Temporary Budgets-Process

- Staff Salaries
  - What you see:
    - A positive available budget in B2A
  - What it could be:
    - Temporary salary savings
      - Primary Funds & Fee accounts do not keep salary savings.
      - All other funds can keep temporary salary savings

Scenario

Mid-year Permanent Change to a Position
Requires both a Permanent and Temporary Adjustment

- Vacant position from 9/1 - 11/30 and is currently permanently budgeted at $2,300/mo or $27,600 annual
- Employee "A" was hired effective 12/1 at $2,325/mo or $27,900 annual
  1. ACTION - A permanent budget adjustment must be processed to increase the annual budget amount by $300 (The difference between $27,900 and $27,600)
  2. ACTION – A temporary budget adjustment must be processed (on the same budget document) to transfer $75 back to the funding source ($300/12mo * 3mo) because person "A" didn't fill the position until 12/1, therefore from 9/1-11/30 the position did not require the additional funding.

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Scenario

Mid-year Permanent Change to a Position
Requires both a Permanent and Temporary Adjustment

Graduate Students

- Graduate Students
  - The number of permanent Graduate Student positions approved must be budgeted
- Where to budget
  - Group Item (670094) – doesn't require position #
  - Graduate student line (670081) – does require a position #
  - Reconciled together

Graduate Students

- Graduate Students
  - Example from Budget to Actual

Commitment item	Commitment item Name	Σ Revised budget	Σ Current YTD actuals	ΣEncumbrances	Σ Available balance
670081	Graduate Student Sal	143,814.78	0.00	0.00	143,814.78
670094	TA/IA Group Item	42,893.91	0.00	0.00	42,893.91
700801	Fac Salaries-Grad St	0.00	0.00	0.00	0.00
	Fac Salaries-Grad St	0.00	96,781.95	69,390.34	166,172.29–
701002	Grad Rsrch Salaries	0.00	0.00	0.00	0.00
Commitment item Grou 02GRADUATE STU		186,708.69	96,781.95	69,390.34	20,536.40
01FACGRAD		186,708.69	96,781.95	69,390.34	20,536.40
		186,708.69	96,781.95	69,390.34	20,536.40

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Graduate Students

- Graduate Students
  - Temporary vs. Permanent actions:
    - Temporary funded positions
      - 2nd or 3rd year appointments (must be funded perm at base)
      - Temporary funded positions
      - Budget can be moved to either the group item (670094) or to the position (670081) with a temporary budget transaction.
  - Permanent funded positions
    - Must be funded with a permanent budget adjustment and must be put into the position commitment item 670081 and must reference the position number.

Faculty

- Faculty Salaries
  - Tenured Faculty – Should always be zero or positive
    - It can be positive if the person is temporarily paid from other sources, such as grants.
    - Those positions that are for Associate/Assistant Dean may appear to overfunded due to summer funding being in the department budget.
  - Temporary actions must be funded.
    - i.e. stipends, teaching overloads, etc.

Faculty

- Faculty Salaries-Adjunct
  - Example from Budget to Actual

Budget to Actual Report

Texas State - FM Budget & Actuals Report

Fiscal year = 2009
Period = 001 to 014
Fund = 1000050009 = 1000050009 = 1000051009 = 1000054109 =
Fund Center = 1321120000

Commitment item	Commitment item Name	Σ Revised budget	Σ Current YTD actuals	Σ Encumbrances	Σ Available balance
670084	Fac Sal -Adjunct	104,346.94	0.00	0.00	104,346.94
670093	Adjunct Group Item	51,931.47	0.00	0.00	51,931.47
700803	Faculty Sal-Adjunct	0.00	78,768.43	84,303.52	163,071.95–
Commitment item Grou 01FACULTY SALAI		156,278.41	78,768.43	84,303.52	6,793.54–
04FACADJ		156,278.41	78,768.43	84,303.52	6,793.54–
		156,278.41	78,768.43	84,303.52	6,793.54–

Faculty

- Faculty and Adjunct Salaries
  - Combined-Commitment Item Group 99FAC_AD_T
    - Available budget should always be zero or positive
    - Temporary transfers between the two are not necessary
      - Using available faculty salaries
      - Temporary actions (stipends, teaching overloads, etc.)
        - All teaching overloads hit the Adjunct Salary line, regardless of tenure status.

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Faculty

- Faculty Salaries-Adjunct

Budget to Actual Report

Financial Management Area

FM Area ... 754

Fiscal Year / Period

Fiscal Year ... 2009

Period ... 1 ... to

FM Account Assignment

Fund ... 1000050009 ... to

Funds center ... 1321120000 ... to

Commitment Item ... to

Commitment Item Group ... 99FAC_AD_T

Functional Area ... to

Funded Program ... to

Variant

Layout

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Faculty

- Commitment Item Group 99FAC_AD_T

Commitment item	Commitment item Name	Σ Revised budget	Σ Current YTD actuals	Σ Encumbrances	Σ Available balance
670084	Fac Sal -Adjunct	104,346.94	0.00	0.00	104,346.94
670093	Adjunct Group Item	51,931.47	0.00	0.00	51,931.47
700803	Faculty Sal-Adjunct	0.00	78,768.43	84,303.52	163,071.95–
Commitment item Grou 01FACULTY SALAI		**156,278.41**	**78,768.43**	**84,303.52**	**6,793.54–**
01FACULTY SALARIES-ADJUN		**156,278.41**	**78,768.43**	**84,303.52**	**6,793.54–**
670080	Faculty Salaries	1,100,655.38	0.00	0.00	1,100,655.38
700800	Faculty Salaries	0.00	0.00	0.00	0.00
	Faculty Salaries	0.00	594,587.81	478,362.48	1,072,950.29–
Commitment item Grou 00FACULTY SALAI		**1,100,655.38**	**594,587.81**	**478,362.48**	**27,705.09**
00FACULTY SALARIES		**1,100,655.38**	**594,587.81**	**478,362.48**	**27,705.09**
		1,256,933.79	**673,356.24**	**562,666.00**	**20,911.55**

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Academic – Summer Appointments

- Summer assignments – New pernrs
    - Faculty
    - Faculty Adjunct
    - Program Faculty
    - Graduate Students

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Academic – Summer Appointments

- 670010 – Total Summer Faculty
  - Overall budget control line for over budget notices

Commitment Item (CI) Name	Budget CI	Expense GL
Summer Program Faculty	670011	701010
Summer Faculty (tenure/tenure track)	670012	700810
Summer Adjunct Faculty	670013	700811
Summer Graduate Salaries	670014	700812

Academic – Summer Appointments

- Academic – Summer Appointments
  - Provost will provide funding for summer appointments in the appropriate budget line
  - At end of summer, this will be reconciled to the high-level commitment

- Non-Academic accounts may budget at high level 670010
  - Sponsored program funds, start-ups, REPs, etc.

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Reports to Use in Research

- **ZFM_SAL_RECON** - Salary Encumbrance Reconciliation

- **ZFISALFRINGE** - Salary Fringe

- **ZFIPOSBUD** – Annual Position Budget Report

ZFM_SAL_RECON
Salary Encumbrance Reconciliation Report

- General description
  - To view salary and fringe encumbrances for the year

- Main Uses
  - To view and reconcile salary and fringe encumbrances by person and/or position.

- Can be used for any type of fund, including grants.
  - Budget to Actual – Reserved and Encumbered columns
  - Grant Summary – Encumbrances column

- Salaried positions and employees only
  - No hourly

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Activity

Let's run the report.

SAP Transaction Code (t-code):

- ZFM_SAL_RECON
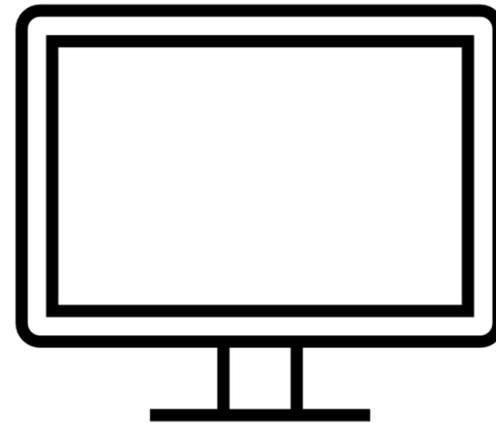
ZFM_SAL_RECON
Salary Encumbrance Reconciliation Report

Reconciliation for Salary Encumbrances Report

Select Type of Output

Detailed Report ○

Summary Report ◉

Include Paid Items? ☐

Account Assignment

Cost Center		to	
Order		to	
WBS		to	
Fund		to	
GL Account.		to	

Human Resources

Position		to	

General Information

Selection from	09/01/2007	to	08/31/2008
Layout			

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ZFM_SAL_RECON
Salary Encumbrance Reconciliation Report

- Selection Criteria
  - *Detailed Report*: to view amounts per position/employee by month.
  - *Summary Report*: to view subtotaled amounts per position/employee for the year.
  - *Include Paid Items?*
    - Leave this blank if you're trying to reconcile what is left to be paid (can be reconciled with B2A encumbrances)
    - Select this box if you want to see everything that has been paid and still encumbered for the dates selected
  - *Cost Center*: this is a required field
    - Note: You may enter an order number or WBS in lieu of a cost center (grants and funded programs).

ZFM_SAL_RECON
Salary Encumbrance Reconciliation Report

- Selection Criteria continued
  - *Fund:* optional field. Enter your fund (high level fund is ok)
  - *Position*: Use this field to search for a specific position/employee only, otherwise leave it blank
  - *GL account*: To narrow your results enter a GL
    - Use cheat sheet
  - *Selection From*: Current fiscal year date range 9/1/xxxx to 8/31/xxxx defaults
    - You may choose any interval of current fiscal year

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ZFM_SAL_RECON
Salary Encumbrance Reconciliation Report

- Result:

Reconciliation for Salary Encumbrances - Summary

Position	Pers.No.	G/L Acct	Cost Center	Order	WBS Elem.	Fund	Start Date	End Date	Σ Vacant	Σ Filled Amount
50005569	19393	701000	1413120000			1000064121	05/01/2021	08/31/2021	0.00	26,059.16
		701000 🖶							▪ **0.00**	▪ **26,059.16**
50000802	20806	701500	1413120000			1000064121	05/01/2021	08/31/2021	0.00	7,468.60
50001066	31745		1413120000			1000064121	05/01/2021	08/31/2021	0.00	7,181.84
50001162	36258		1413120000			1000064121	05/01/2021	08/31/2021	0.00	8,255.48
50001606	1529		1413120000			1000064121	05/01/2021	08/31/2021	0.00	4,639.92
50001607	1530		1413120000			1000064121	05/01/2021	08/31/2021	0.00	13,824.32
50001646			1413120000			1000061021	01/01/2021	08/31/2021	23,164.72	0.00
50001873	1826		1413120000			1000064121	05/01/2021	08/31/2021	0.00	8,512.56
50001971	12142		1413120000			1000064121	05/01/2021	08/31/2021	0.00	9,133.40
50002122	36226		1413120000			1000064121	05/01/2021	08/31/2021	0.00	7,807.80
50002337			1413120000			1000061021	08/01/2021	08/31/2021	2,609.13	0.00

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ZFM_SAL_RECON
Salary Encumbrance Reconciliation Report

- Output
  - *Start Date*: Beginning date of salary calculation for that line. (Not Employee Start Date)
  - *End Date*: End date of salary calculation for that line. (Not Employee End Date)
    - Detailed Report - will show you month by month
    - Summary Report will show you total by date range entered.

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ZFM_SAL_RECON
Salary Encumbrance Reconciliation Report

- Output continued
  - Vacant: Indicates positions that are (or were) vacant and the corresponding amount.
    - Vacant amounts show in the Reserved column on B2A and in the encumbered column on Grant Summary
  - Filled: Indicates the salary amount for the holder of that position
    - Filled amounts show in the Encumbered column on B2A and in encumbered in Grant Summary
  - Note: If a partial amount is still encumbered, this report doesn't know WHO that partial amount is for, so all encumbrances for that timeframe (month) will still show. However, only the partial amount is truly encumbered. This is cleared after payroll posts.

ZFISALFRINGE
Salary/Fringe Report

- General description
  - To view year-to-date actual expenditures for employee salaries
- Main Uses
  - To reconcile salary and fringe expenses
- Salary commitment items or Sponsored Class
  - Budget to Actual – Actual columns
  - Grant Summary – Actual columns

Activity

Let's run the report.

SAP Transaction Code (t-code):

- ZFISALFRINGE
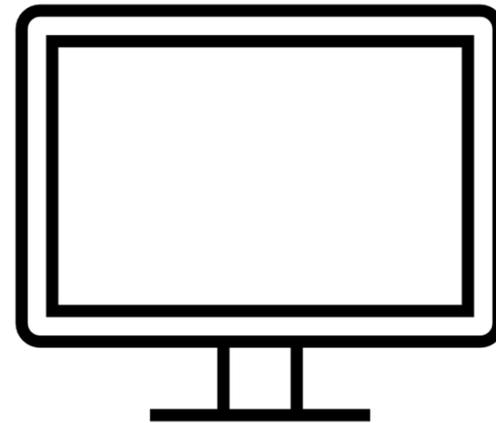
ZFISALFRINGE
Salary/Fringe Report

- Selection Criteria:
  - *Detailed Report*: to view detailed amounts per employee by payroll period.

  - *Drill Down Summary*: To view subtotals by GL.

  - *Personnel Number*: Use this field to search for a specific employee.

  - *Posting Date*: You may enter a date range for the whole fiscal year or month by month.

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ZFISALFRINGE
Salary/Fringe Report

- Selection Criteria continued:
  - *Fiscal Year*: Fiscal year of date range above.
  - *GL Account*: To narrow your results enter a GL or GL range. (Note: GLs begin with a 7.)
  - *Cost Center*: Enter your cost center (fund center)
    - Note: You may enter an order number or WBS in lieu of a cost center (grants and funded programs).
  - *Fund* (not a required field):
    - If you enter a fund starting with a 1* , enter "**" in the 7th & 8th digits of the fund
      - example 100005**22

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ZFISALFRINGE
Salary/Fringe Report

- Detail
- Posting Date
- Fiscal Year
- Use specific G/L codes
- Use [cheat sheet](#)
- Fund-May use wildcards

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ZFISALFRINGE
Salary/Fringe Report

- Output:
  - Personnel Number (pernr)
  - General Ledger (GL)
  - Amount
  - Costing (order, WBS, Fund, cost center)
  - Posting Date (the date the payroll posted)
  - Wage Type:
    - Tells the type of payment (i.e. regular salary, additional hours paid straight, FLSA overtime, vacation payout, etc.)

ZFISALFRINGE
Salary/Fringe Report

Salary/Fringe Report - Detail

PersNo	G/L Acc	G/L Desc.	Σ Amount	Posting Date	Wage Type
20984	701500	HE Salary Classif Em	1,021.00	09/30/2008	Regular Salary Comp
	701500	HE Salary Classif Em	5.89	09/30/2008	Additional Hrs Pd-Straigh
	701500	HE Salary Classif Em	71.23	10/31/2008	Regular Salary Comp
20984			▪ 1,098.12		
22071	701500	HE Salary Classif Em	1,545.00	09/30/2008	Regular Salary Comp
	701500	HE Salary Classif Em	247.20	10/31/2008	Regular Salary Comp
	701500	HE Salary Classif Em	679.80	10/31/2008	Regular Salary Comp
	701500	HE Salary Classif Em	679.80–	11/10/2008	Regular Salary Comp
	701500	HE Salary Classif Em	247.20–	11/10/2008	Regular Salary Comp
	701500	HE Salary Classif Em	268.70	11/10/2008	Regular Salary Comp
	701500	HE Salary Classif Em	738.91	11/10/2008	Regular Salary Comp
22071			▪ 2,552.61		

- By Person (not position)
- Posting Dates
- Amounts
- Wage Type – identifies the type of payment

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ZFIPOSBUD
Annual Position Budget Report

- General description
  - Report to view salary cost vs budget and identify variances (if any) by person and position

- Main Uses
  - To reconcile budgeted salaries on a fiscal year basis
  - Used to identify variances on temporary actions

*Cannot be used for grants

Activity

Let's run the report.

SAP Transaction Code (t-code):

- ZFIPOSBUD
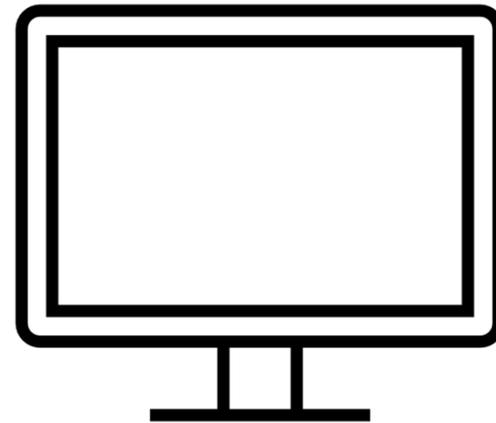
ZFIPOSBUD
Annual Position Budget Report

- Selection Criteria:
  - *Salary Grouping*: select which salary type you want your report to include

    - Staff Salaries
      - Budget Commitment Item 670100
      - Posting Commitment Item 701000 & 701500

    - Faculty Salaries
      - Budget Commitment Item(s) 670080 & 670095
      - Posting Commitment Item 700800

ZFIPOSBUD
Annual Position Budget Report

- Selection Criteria
  - *Salary Grouping* continued
    - Faculty-Adjunct Salaries
      - Budget Commitment Item(s) 670084 & 670093
      - Posting Commitment Item 700803

    - Graduate Salaries
      - Budget Commitment Item(s) 670081 & 670094
      - Posting Commitment Item 700801, 701002, 701004, 701504

    - ALL Salaries
      - All salaries mentioned above

ZFIPOSBUD
Annual Position Budget Report

- Selection Criteria
  - Cost Center or Funded Program (required)
  - Fund (optional)
  - Fiscal Year (required)
  - Position (optional)
  - Layout (optional)

ZFIPOSBUD
Annual Position Budget Report

ZFIPOSBUD
Annual Position Budget Report

Annual Position Budget Report

Salary Group Staff Salaries
Fiscal Year 2018
Cost Center = 1328130000
Fund = 2000011018

Position	Position Text	Personnel No	Last Name	First Name	Fund	Cost Center	Σ	Total Budget	Σ	Actuals YTD	Σ	Reserved YTD	Σ	Encumbrances Y...	Σ	Total Expenses	Σ	Difference
50002247	Asst Dir, Univ Marketing				2000011018	1328130000		0.00		0.00		0.00		0.00		0.00		0.00
50002247							▪	0.00	▪	0.00	▪	0.00	▪	0.00	▪	0.00	▪	0.00
50002670	Graphic Artist I				2000011018	1328130000		42,000.00		10,500.00		0.00		31,500.00		42,000.00		0.00
50002670							▪	42,000.00	▪	10,500.00	▪	0.00	▪	31,500.00	▪	42,000.00	▪	0.00
50009268	Administrative Asst III				2000011018	1328130000		45,300.48		11,325.12		0.00		33,975.36		45,300.48		0.00
50009268							▪	45,300.48	▪	11,325.12	▪	0.00	▪	33,975.36	▪	45,300.48	▪	0.00
50010344	Copy Editor				2000011018	1328130000		43,908.96		10,977.24		0.00		32,931.72		43,908.96		0.00
50010344							▪	43,908.96	▪	10,977.24	▪	0.00	▪	32,931.72	▪	43,908.96	▪	0.00
50011018	UI/UX Designer				2000011018	1328130000		48,999.96		12,249.99		0.00		36,749.97		48,999.96		0.00
50011018							▪	48,999.96	▪	12,249.99	▪	0.00	▪	36,749.97	▪	48,999.96	▪	0.00
50011415	Publications Writer				2000011018	1328130000		5,966.67		1,491.66		0.00		4,474.98		5,966.64		0.03
50011415							▪	5,966.67	▪	1,491.66	▪	0.00	▪	4,474.98	▪	5,966.64	▪	0.03
50011800	Publications Writer				2000011018	1328130000		33,999.96		6,709.08		0.00		25,499.97		32,209.05		1,790.91
50011800							▪	33,999.96	▪	6,709.08	▪	0.00	▪	25,499.97	▪	32,209.05	▪	1,790.91
50011855	Dir, Univ Mktg				2000011018	1328130000		120,226.72		30,056.67		0.00		90,170.01		120,226.68		0.04
50011855							▪	120,226.72	▪	30,056.67	▪	0.00	▪	90,170.01	▪	120,226.68	▪	0.04
50013719	Digital Video Specialist				2000011018	1328130000		46,340.64		11,585.16		0.00		34,755.48		46,340.64		0.00
50013719							▪	46,340.64	▪	11,585.16	▪	0.00	▪	34,755.48	▪	46,340.64	▪	0.00
50022798	Graphic Artist II				2000011018	1328130000		39,760.08		9,940.02		0.00		29,820.06		39,760.08		0.00
50022798							▪	39,760.08	▪	9,940.02	▪	0.00	▪	29,820.06	▪	39,760.08	▪	0.00
50025869	Asst Dir, Univ Marketing				2000011018	1328130000		68,045.76		17,011.44		0.00		51,034.32		68,045.76		0.00
50025869							▪	68,045.76	▪	17,011.44	▪	0.00	▪	51,034.32	▪	68,045.76	▪	0.00
00000000							▪▪	494,549.23	▪▪	121,846.3...	▪▪	0.00	▪▪	370,911.87	▪▪	492,758.25	▪▪	1,790.98

ZFIPOSBUD
Annual Position Budget Report

- Total Budget – Budget for the chosen Fiscal Year

- Actuals YTD – Actual postings for chosen Fiscal Year

- Reserved YTD – Encumbrances for vacant positions for chosen Fiscal Year

- Encumbrances YTD – Encumbrances for filled positions for chosen Fiscal Year

- Total Expenses – Actuals + Reserved + Encumbrances

- Difference – Total Budget – Total Expenses

ZFIPOSBUD
Annual Position Budget Report

- Compare difference to Budget to Actual

Texas State - FM Budget & Actuals Report

Fiscal year = 2018
Period = 001 to 016
Fund = 2000011018
Fund Center = 1328130000

Fund	Fund Center	Commitment Item Grou		Commitment Item	Commitment Item Name	Σ	Total Budget	Σ Current YTD Actuals	Σ Reserved	Σ	Encumbrances	Σ Total Encumbrances	Σ Available Balance
2000011018	1328130000	10STAFF SALARIES		670100	Staff Salaries		494,549.23	0.00	0.00		0.00	0.00	494,549.23
2000011018	1328130000			701000	Unclassified Salary		0.00	98,936.10	0.00		302,181.03	302,181.03	401,117.13-
2000011018	1328130000			701500	Classified Salaries		0.00	22,910.28	0.00		68,730.84	68,730.84	91,641.12-
		10STAFF SALARIES					494,549.23	121,846.38	0.00		370,911.87	370,911.87	1,790.98
10STAFFSAL							494,549.23	121,846.38	0.00		370,911.87	370,911.87	1,790.98
							494,549.23	121,846.38	0.00		370,911.87	370,911.87	1,790.98

FMEDDW

ZFISALFRINGE

ZFM_SAL_RECON

ZFIPOSBUD
Annual Position Budget Report

Things to remember

- Group Items and Miscellaneous Budget Postings

  - 59999993 – Faculty Adjunct Group Item budget
  - 59999994 – Graduate Student Group Item budget
  - 59999995 – Faculty Group Item budget
  - 59999999 – Miscellaneous Budget Postings (Error)
  - 58888888 – Retroactive Salary Actions (Temporary)

*Staff Group Item (670198) DOES NOT come into this report because we do not reconcile staff salaries with staff group item.

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ZFIPOSBUD
Annual Position Budget Report

Known issues and potential variances

- Retroactivity
  - Into prior year
  - In current year, before payroll runs
- Changes between positions within the same account
- Multi-year funds
  - Total Budget can cross fiscal years but this report only looks at ONE fiscal year

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Final Thoughts

- Familiarize yourself with your organization and positions

- Run reports regularly

- Ask questions

Additional Resources

- SAP Resources
  - http://www.txstate.edu/sap/
- Budget Office
  - http://www.fss.txstate.edu/budget/
    - Reference materials and training for step-by-step instructions on various salary related reports
  - Call us anytime! 512-245-2376
  - Email us budget@txstate.edu
- Faculty and Academic Resources-Cindy Waggoner
  - 512-245-8378

CONTACT US

512-245-2376

budget@txstate.edu

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