

### SAP Salary Related Reports

#### Office of Budgeting & Financial Analysis



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

Log on to 'RP1'	×
TEXAS STATE	
NetID	
Password	
Login	

Note: We use the SAP GUI in class, if you use the tiles in

the SAP Portal your screen will look different.

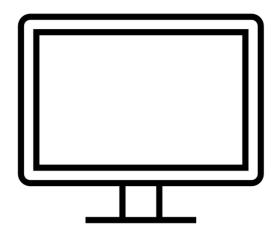


### Access SAP Transactions

Save these transactions to your favorites.

**SAP Transaction Codes:** 

- P013D
- 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



### **PO13D** – **Display** position

### <u>General description:</u>

• Displays the master data for the position

### Main uses:

- View position history
- Cost assignment
- Planned compensation

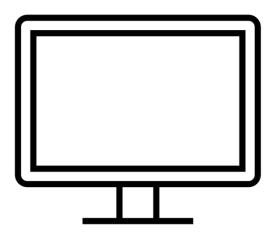


### Access SAP Transactions

Let's run the report !

SAP Transaction Code:

• P013D





# Infotypes:

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

Plan version	Current plan		Ē			
Position	50001006	Bud	get Analyst			
Abbr.	Budget Analy					
Active Planned Subr	mitted 🚺 Approv	ved	Rejected			
Infotype Name	S		Time peri	od		
Object (1000)	✓		O Perioc	Ī		
Relationships (1001)	✓	I₽I	From	03/28/2017	to	12/31/9999
Description (1002)		H	OToday	r	O Curre	nt week
Department/Staff (1003)			© All		<ul> <li>Current month</li> </ul>	
Planned Compen (1005)			O From	curr.date	○ Last v	veek
Vacancy (1007)	<b>√</b>		О То си	rrent date	○ Last n	nonth
Acct. Assign. Feat (1008)	<b>√</b>				O Curre	
Employee Grp/Subgrp(101	3) 🖌				Curre	
Cost Planning (1015)				Select.		
Standard Profiles (1016)		15		Jelett.		



Tips and Tricks while looking at Infotypes:

- 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 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 <a>
   </a>



# Position:

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

Plan version	Current plan	Ē			
Position	4				
Abbr.					
Active Planned Subn	nitted Approved	Rejected	1		
neuve riamed subm	inteed Approved	Rejected			
Infotype Name	S 🚺		od /		
Object (1000)					
Relationships (1001)		From	03/28/2017	to	12/31/9999
Description (1002)		○ Today		O Curre	nt week
Department/Staff (1003)					
Departmenty Starr (1003)				○ Curre	nt month
Planned Compen (1005)			curr.date	○ Curre	
		○ From	curr.date rrent date		veek
Planned Compen (1005)		○ From		○ Last w ○ Last n	veek nonth
Planned Compen (1005) Vacancy (1007)	3)	○ From		○ Last v	veek nonth
Planned Compen (1005) Vacancy (1007) Acct. Assign. Feat (1008)	3)	○ From ○ To cur		○ Last w ○ Last n	veek nonth



# **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.



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.



# 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.



### 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	Budg	et Analyst				
Planning Status		Active						
Valid from		11/30/2004	to	12/31/9999	66	Change Information		
Acct. Assign. Feat (1	0 (800	1 S 50001006 1						
Company Code	754	Texas State Univers	sity					
Business Area	1000	Texas State University						
Personnel area	1400	Finance/Support Se	Finance/Support Services					
Pers. subarea	0002	BE FT (40)	BE FT (40)					
CO Area	754	Texas State University	sity					
FM Area	754							
					Recor	rd 1 of 1		



### 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	Budg	et Analyst					
Planning Status		Active							
Valid from		11/30/2004	to	12/31/999	<mark>99</mark>	68°	Change	e Infori	mation
Employee Grp/Subgrp	(1013) 01	1 S 50001006	1/						
Employee group	Staff	Ē	1						
EE subgroup	05 12 Mo	o Ex Salaried				Record	1	of	1



#### Fund Indicator:

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

		Position	Budget Analy Budget Analyst
Plan version Current plan	<b>•</b>	Planning Status	Active
Position 50001006	udget Analyst	-	
Abbr. Budget Analy		Validity	09/04/2021 to 12/31/9999 & Display change infor
		Fund Indicator (9508) 01 S	50001006 1
Active Planned Submitted App	roved Rejected		
Active Hanned Submicced App	oved Rejected	Funding Indicators ( only che	ck when funding is 100% )
Infotype Name S	Time period	100% Grant Funded	IT0001 Grant Fund Override
	Period		
	From 01/01/1800 to 12/31/9999	100% Perm Funded 🗸	
Cost Distribution (1018)			
	O Today O Current week	Budgeted Funding Sources by	y Percentage
Funding Status (1516)	All     Current month	% Perm Funded 100.00	Annual Salary
Plan of Pers. Cost (5010)	OFrom curr.date OLast week		Allitudi Salai y
Admin Account Ind (9500)	O To current date OLast month	% Temp Funded 0.00	
Summer Position Ind(9502)	O Current Year		
Workflow (9503)	O current rear	Budgeted Funding Sources	
Fund Indicator (9508)	Select.	% Fund Type A	Amount Cost Center Fund
		100.00 Perm	1411000000 2000011022



### PA20 – Display HR Master Data

### <u>General description:</u>

• Displays the master data for the person

### <u>Main uses:</u>

- View HR actions processed
- View salary information
- View cost distribution

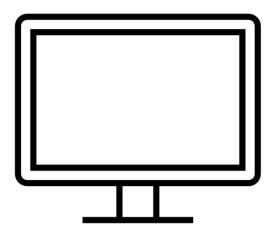


### Access SAP Transactions

Let's run the report !

SAP Transaction Code:

• PA20





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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Infotype "Organizational Assignment (0001)"

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



#### Infotype "Faculty Rank and Tenure (9003)"

EE group       A       Faculty       Personnel area       1300       Academic Affairs         EE subgroup       02       <12 Mo Ex Sal w/Spr.       Pers. subarea       0002       BE FT (40)         Basic Personal Data       Add'l Personal Data       Benefits       Payroll Data       Tax Data       State	EE groupAFacultEE subgroup02<12 MStart06/01/201	Mo Ex Sal w/Spr Pers. su	barea 0002 BE FT (40)
Infotype text S Period	Faculty Rank and Tenure (9		~
Date Specifications (0041)   Staff Appraisal (9012)   Monitoring of Tasks (0019)   Family Member/Dependents (0021)   Residence Status (0094)   Additional Personal Data (0077)   Education (9004)   SACS Education (9020)   Faculty Rank and Tenure (9003)	Tenure Status Date on Tenure-Track Probationary Period Tenure Review Date Tenured Date Organizational unit College	Tenured 08/01/2009 50000094	1319110000 Dept of Health & Human Performance 131900000 College of Education
Direct selection       Infotype       Faculty Rank and Tenure (9003)       STy	Phased Retirement Dt Ph Retirement Term Extended Term Beg Dt Extended Term End Dt Academic Rank Academic Rank Date Teaching Discipline	Years           Professor           08/01/2009           31         0505	Kinesiology & Exercise Science



### Infotype "Basic Pay (0008)"

- Shows the amount an employee is paid
- Wage Types

Person ID	A0(	Pers.Assgn	500	
Name				FTE 100.00 Status 3 Active
EE group	B Staff	Personnel area	1400	Finance/Support Services
EE subgroup	05 12 Mo Ex Salaried	Pers. subarea	0002	BE FT (40)
Start	01/01/2018 <b>to</b>	12/31/9999	Chng	01/19/2018 KB1367
Subtype	0 Basic contr	ract		
Salary				
Reason		Cap.ut	til.lvl	100.00
PS type	01 Unclass / Exemp		s/period	173.33 Monthly
PS Area	01 Monthly	Next in		
PS group	21 Level 0			USD
15 group		- Ann.ac	iidi y	035
W Wage Ty	J	O Amount		r I A Number/Unit Unit
1000 Regular S	· · ·	1000	USE	0.00
1110 State Lon	gevity Pay 🗾 🗾 70	2200	USE	0.00

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

Person ID       Additional pers.Assgn       500       Image: Solution of the solutic term of the solutic term of the solution of the solution of the
EE group       A Faculty       Personnel area       1300       Academic Affairs         EE subgroup       01 <12 Mo Ex Salaried
EE subgroup       01 <12 Mo Ex Salaried
Start       07/16/2018       to       12/31/9999       Chng       07/24/2018       WF-BATCH         Subtype       0       Basic contract         Salary       Reason       Cap.util.M       100.00         PS type       03       Faculty       WkHrs/period       173.33       Monthly         PS Area       01       Monthly       Next inc.       PS       USD         W       Wage Type Long Text       O Amount       Curr       L       A Number/Unit       Unit
Subtype       0       Basic contract         Salary       Cap.util.lvl       100.00         PS type       03       Faculty       WkHrs/period       173.33       Monthly         PS Area       01       Monthly       Next inc.       PS       USD         W       Wage Type Long Text       O       Amount       Curr       I       A       Number/Unit       Unit
Salary         Reason       Cap.util.M         PS type       03         Faculty       WkHrs/period         PS Area       01         Monthly       Next inc.         PS group       ASSOPROF Level         Mun.       Wage Type Long Text         O.       Amount         Curr       L         A.       Number/Unit         Unit       Number/Unit
Salary         Reason       Cap.util.M         PS type       03         Faculty       WkHrs/period         PS Area       01         Monthly       Next inc.         PS group       ASSOPROF Level         Mun.       Wage Type Long Text         O.       Amount         Curr       L         A.       Number/Unit
Salary         Reason       Cap.util.M         PS type       03         Faculty       WkHrs/period         PS Area       01         Monthly       Next inc.         PS group       ASSOPROF Level         Mun.       Wage Type Long Text         O.       Amount         Curr       L         A.       Number/Unit
Salary         Reason       Cap.util.Ml       100.00         PS type       03       Faculty       WkHrs/period       173.33         PS Area       01       Monthly       Next inc.       PS         PS group       ASSOPROF Level       Ann.salary       USD         W       Wage Type Long Text       O. Amount       Curr       L       A       Number/Unit       Unit
PS type 03 Faculty WkHrs/period 173.33 Monthly PS Area 01 Monthly Next inc. PS group ASSOPROF Level Ann.salary USD
PS Area     01     Monthly     Next inc.       PS group     ASSOPROF Level     Ann.salary     USD       W     Wage Type Long Text     O Amount     Curr I A Number/Unit     Unit
PS group     ASSOPROF     Level     Ann.salary     USD       W     Wage Type Long Text     O Amount     Curr     L A Number/Unit     Unit
PS group     ASSOPROF     Level     Ann.salary     USD       W     Wage Type Long Text     O Amount     Curr     L A Number/Unit     Unit
W Wage Type Long Text O. Amount Curr I A. Number/Unit Unit
1310 Summer Salary Comp USD VO
Person ID A
Name FTE 100.00 Status 1 Inact
EE group A Faculty Personnel area 1300 Academic Affairs
EE subgroup         02         <12 Mo Ex Sal w/S         Pers. subarea         0002         BE FT (40)
Start         01/01/2018         to         12/31/9999         Chng         01/18/2018         MB12
Subtype 0 Basic contract
Salary
·
Reason Cap.util.Ivi 100.00
Reason         Cap.util.lvl         100.00           PS type         03         Faculty         WkHrs/period         173.33
Reason         Cap.util.Ivl         100.00           PS type         03         Faculty         WkHrs/period         173.33           PS Area         01         Monthly         Next inc.
Reason         Cap.util.Ivl         100.00           PS type         03         Faculty         WkHrs/period         173.33           PS Area         01         Monthly         Next inc.
Reason     Cap.util.lvl     100.00       PS type     03     Faculty     WkHrs/period     173.33       PS Area     01     Monthly     Next inc.       PS group     ASSOPROF Level     00     Ann.salary     USD
Reason     Cap.util.lvl     100.00       PS type     03     Faculty     WkHrs/period     173.33       PS Area     01     Monthly     Next inc.       PS group     ASSOPROF Level     00     Ann.salary     USD



#### Infotype "Cost Distribution (0027)"

• Shows from where an employee is paid

Person II					Pers.Assgr						P	
Name								FTE 10	0.00	Status 0 W	/ithd	
EE group	В	Staff		Per	sonnel area	1	200	Informa	ation Tec	hnology		
EE subgr	oup 06	12 Mo NE	Salaried	Per	s. subarea	0	002	BE FT (	40)			
Start	01/	01/2021	То	12/3	81/9999	Chng	12/1	8/2020	WF-BATC	CH		
Distrib.	01	Wage	/Salary									
Master co	Master cost center 1210000000 Univ Library Operatg											
Cost d	istribution											
CoCd	Cost ctr	Order	WBS elen	nent	Name			Pct.	BusA	Fund	Name	11
754	121000000	0			Univ Librar	y Opera	atg	100.	00 1000	2000011021	Des Metho	



### 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.



### **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



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 \leftarrow$  salary savings

- Two types of salary savings
  - Permanent Salary Savings
  - Temporary Salary Savings



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



### 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



Position Budget Commitment Items:

<ul> <li>Faculty Salaries</li> </ul>	670080
<ul> <li>Faculty Salaries-Adjunct</li> </ul>	670084
<ul> <li>Graduate Students</li> </ul>	670081
<ul> <li>Staff Salaries</li> </ul>	670100

Reference document located on our website.

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



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



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



### 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)

≡	System	_ 🗆 ×					
Image: Image							
Connections				Filter			
Name =	Description	SID	Server	Comment			
🍸 BP2	BI 7.0 Production	BP2	https://sapbiprd.sap.t	+			
₩ BQ2	BI 7.0 Quality Assurance	BQ2	https://sapbiqas.sap.t	+			
₩ BS2	BI 7.0 SandBox Test Server	BS2	https://sapbisbx.sap.t	+			
🚽 Portal	SAP Portal		https://ibis.sap.txstat	+			
🕆 RP1	ERP 6.0 Production	RP1	https://sapprd.sap	+			
🕆 RQ2	ERP 6.0 Quality Assurance	RQ2	https://sapqas.sap.txs	+			
₩ RS2	ERP 6.0 SandBox Test Server	RS2	https://sapsbx.sap.txs	+			
				Log On			



### Permanent Budgets – Analysis (BEx)

Select Start Business Explorer Analyzer:

BP2/100 Index	• »
Example Search or enter application name or transaction code	
Hi Cynthial It's a	a great day to be a Bobcat!
in cynuna. Ro c	great day to be a Bobeat.
Open SAPC	GUI
Start Busin	ess Explorer Analyzer
Easy Acces	ss Favorites



### Permanent Budgets – Analysis (BEx)

- Excel will open.
- Go to Add-Ins tab.
- Click on the "folder" or open icon.
- Click on Open Query.





- Dialog box will open.
- Click on Roles (left side).
  - Select BI Planning End user for Production

🖪 Open				
Search in	Roles	•		🗊 🏭 💐 🕶
Find Find Mistory History Favorites Favorites Roles	Name BI Planning End user fo	or Production		ast Changed On
	Name			Open
	Туре	(All)	•	Cancel



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

- · · · · · · · · · · · · · · · · · · ·					
Search in	Roles	•	• • *	< 🛲   🔁	HE & -
Find C History Favorites Roles	Name BI Planning End user fo	r Production		Las	t Changed On
	Name Type	(All)			Open Cancel



- 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

🔛 Open		
Search in	Reporting Queries	🔽 🗈 🗶 😹 🕼 🏭 🍕 •
Find Find History Favorites Roles	Name Current Bud Dev Salary Budget Comparison Current Budget Development Changes Current Budget Development Report HR/FM Salary-Budget Comparison Prior Years Budget Development Report	Last Changed On 10/10/2008 10:38 10/6/2008 11:31 10/6/2008 11:32 10/6/2008 11:31 10/6/2008 11:32
	Name (All)	Cpen Cancel



- 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

🖶 Select Values for Variables	
Available Variants	🗾 📄 💽 💥 🗐 🧐 🕶
DATA_PROVIDER_1 - ZBP_M001_RQ0	005
Fund Center Selection(*)	
Commitment Item HR/FM(*)	670080;670081;670084;670087;67 💌 🗇 Faculty Salaries; Graduate Student S
Fund Selection	100000000 · 3999999999 754/100000000 · 754/3999999999
Fiscal Year Report(*)	
	OK Cancel Check



- 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	<u></u>	1	<u></u>					
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
	3		8	Sector Sector	Result	\$ 49,835.64	\$ 49,835.64	\$ 0.00
	1			50001454	21740	\$ 98,345.52	\$ 0.00	-\$ 98,345.52
		1	5	1		\$ 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
			2		#	\$ 0.00	\$ 36,868.44	\$ 36,868.44
					Result	\$ 36,868.44	\$ 36,868.44	\$ 0.00
			2	Result		\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23
		Result				\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23
	Result		2		2	\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23
Overall Result	100000000		8		3	\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23



#### Permanent Budgets – Analysis (BEx) Adjunct Faculty Salary Lines

/	· · · · · · · · · · · · · · · · · · ·	·	· · · · · · · · · · · · · · · · · · ·	`	4	4	4		ψ 0.00	• • • • • • • • • • • •	• • • • • • • • • •
Funds Center	•	Fund	¢	Commit Item	¢	Position	\$	Employee	Annual Salary Cost	Current Budget	Difference
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
	1	· · · · · · · · · · · · · · · · · · ·	A P	( /		'	( · · · /	T	(		· · · · · · · · · · · ·

- 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



#### 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



## **Temporary Budgets-Process**

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





# 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



## **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
  - ACTION A permanent budget adjustment must be processed to increase the annual budget amount by \$300 (The difference between \$27,900 and \$27,600)
  - 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.



## Scenario

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

Documer	nt		Status	Initial						
Header D	Data	A	dditional Data							
Process			Transfer		✓ Total Ser	nder	375	.00		
					Total Red	ceiver	375	.00		
Budget C	Cate	gory	Payment 😪		Version		0			
Documer	nt ty	pe	BD01 (Budget Adjustme.	¥	Documen	t Date	11/	14/2018		
Sender										
Fiscal Yea	ar		2019		Period		All	¥		
Receiver										
Fical Vo	<b>3</b> 1		2019		Doriod		<b>A</b> II	v		
DE	=		ΞΗΝΣΙΗΙΙ	]   📫 Split						
Lines										
🕏 Line	-/+	Туре	Grant	Fund	Funds center	Cmmt item	F.Ar	Funded Pr	g Amount	Text
000001		PERM	NOT_RELEVANT_FOR_GM	2000011019	1400000098	670198	1700	NR	300.00	Fund approved for new hire
000002	+	PERM	NOT_RELEVANT_FOR_GM	2000011019	1411000000	670100	1700	NR	300.00	50010600-new hire
000003	-	TEMP	NOT_RELEVANT_FOR_GM	2000011019	1411000000	670100	1700	NR	75.00	50010600-return differentia
000004	+	TEMP	NOT_RELEVANT_FOR_GM	2000011019	140000098	670198	1700	NR	75.00	50010600



## 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 <sup>*</sup>	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	<ul> <li>20,536.40</li> </ul>
01FACGRAD	<b>.</b>	186,708.69	•• 96,781.95	69,390.34	•• 20,536.40
<u>n</u>		186,708.69	96,781.95	• • • 69,390.34	20,536.40



# 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 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 Salaries-Adjunct
  - Example from Budget to Actual

Budget to Actual Report											
3 4 7 7 2 ½ 6 4 4 4 6 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1											
Texas State - FM Budget & Actuals Report											
Texas Sid	ile - Fivi Buuye		skepon								
Fiscal year = 20	09										
	1 to 014	- 1000051000 - 1	000054400 -								
Fund Center = 13	00050009 = 1000050009 21120000	= 1000051009 = 10	000054109 =								
Commitment item <sup>*</sup>	Commitment item <sup>1</sup> Commitment item Name z Revised budget z Current YTD actuals z Encumbrances z Available balance										
	o on the month of the state of	2 richied badger	2 Content TTD actuals	Σ Encumprances	$\Sigma$ Available balance						
670084	Fac Sal -Adjunct	104,346.94	0.00	2 Encumprances 0.00	Σ Available balance 104,346.94						
<mark>670084</mark> 670093		_									
	Fac Sal -Adjunct	104,346.94	0.00	0.00	104,346.94						
670093 700803	Fac Sal -Adjunct Adjunct Group Item	104,346.94 51,931.47 0.00	0.00 0.00 78,768.43	0.00 0.00 84,303.52	104,346.94 51,931.47 163,071.95-						
670093 700803	Fac Sal -Adjunct Adjunct Group Item Faculty Sal-Adjunct Grou 01FACULTY SALAI	104,346.94 51,931.47 0.00 • 156,278.41	0.00 0.00 78,768.43 • 78,768.43	0.00 0.00 84,303.52 84,303.52	104,346.94 51,931.47 163,071.95- • 6,793.54-						



- 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.



• Faculty Salaries-Adjunct

<b>Budget to Actual Repo</b>	rt		
⊕			
Financial Management Area			
FM Area		754	
Fiscal Year / Period			
Fiscal Year		2009	
Period		1	to
			_
FM Account Assignment			
Fund	[×]	<mark>1000050009</mark> 🕝	to
Funds center		1321120000	to
Commitment Item			to
Commitment Item Group		99FAC_AD_T	
Functional Area			to
Funded Program			to
Variant			
Layout			



• Commitment Item Group 99FAC\_AD\_T

Commitment item	Commitment item Name	Σ Γ	Revised budget	Σ Currer	nt YTD actuals	ΣΕ	ncumbrances	ΣAV	ailable 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 SALAR	IES-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 OOFACULTY SALAI		1,100,655.38	-	594,587.81	•	478,362.48	-	27,705.09	
00FACULTY SALAR	IES 🗕		1,100,655.38	••	594,587.81	••	478,362.48	••	27,705.09	
<u>n</u>		• • •	1,256,933.79		673,356.24	•••	562,666.00	• • •	20,911.55	



Academic – Summer Appointments

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



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.



## Reports to Use in Research

- **ZFM\_SAL\_RECON** Salary Encumbrance Reconciliation
- **ZFISALFRINGE** Salary Fringe
- **ZFIPOSBUD** Annual Position Budget 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

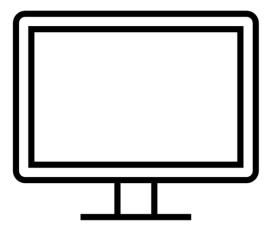


# Activity

Let's run the report.

SAP Transaction Code (t-code):

• ZFM\_SAL\_RECON





#### **Reconciliation for Salary Encumbrances Report**

⊕				
Select Type of Output				
Detailed Report	0			
Summary Report				
Summary Report	۲			
Include Paid Items?				
Account Assignment				
Cost Center	æ	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				



- 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).



- 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 <u>cheat sheet</u>
  - Selection From: Current fiscal year date range 9/1/xxxx to 8/31/xxxx defaults
    - You may choose any interval of current fiscal year



• Result:

Reconciliation for Salary Encumbrances - Summary												
Position	Pers.No.	G/L Acct	Cost Center	Order	WBS Elem.	Fund	Start Date	End Date		: ₅ 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		



- 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.



- 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

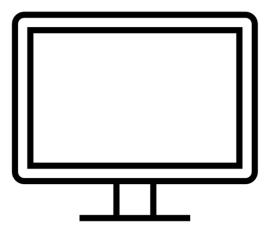


# Activity

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.



- 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



Salary/Fringe Report		
Select Type of Output		
Detailed Report	۲	
Drill Down Summary	0	
Personnel number		
Personnel Number		to
Wage Type		to
Date selections		
Posting Date	09/01/2020	to 08/31/2021
Fiscal Year	2021	🔄 Multiple Selection for
Additional select-options		
G/L Account	701000	Select Single Value
Cost Center	1513000000	
Order		S Single value
WBS Element		701000
Fund	×] 200001*	701500

- Detail
- Posting Date
- Fiscal Year
- Use specific G/L codes
- Use <u>cheat sheet</u>
- Fund-May use wildcards



- 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.)



#### Salary/Fringe Report - Detail

		<u> </u>						
	7		20 B	00 🔁 0 🕂				
PersNo	G/L Acc	G/L Desc.	ε 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			
<mark>프</mark> 20984	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			
<mark>- 22071</mark> -			2,552.61					

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



- 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

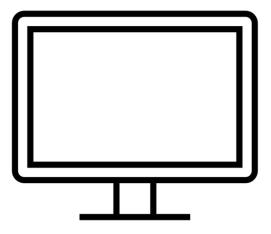


# Activity

Let's run the report.

SAP Transaction Code (t-code):

• ZFIPOSBUD





- 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



- 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



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



Annual Position Budg	et Report		
Salary Grouping			
Staff Salaries	۲		
Faculty Salaries	0		
Faculty-Adjunct Salaries	0		
Graduate Student Salaries	0		
ALL Salaries	0		
Additional Selection			
Cost Center	1328130000	to	<b></b>
Funded Program		to	<b></b>
Fund	2000011018	to	<b></b>
Fiscal Year	2018		
Human Resources			
Position		<b>a</b>	
Variant			
Layout	[ <b></b> ]0		



#### Annual Position Budget Report

Salary GroupStaff SalariesFiscal Year2018Cost Center= 1328130000Fund= 2000011018

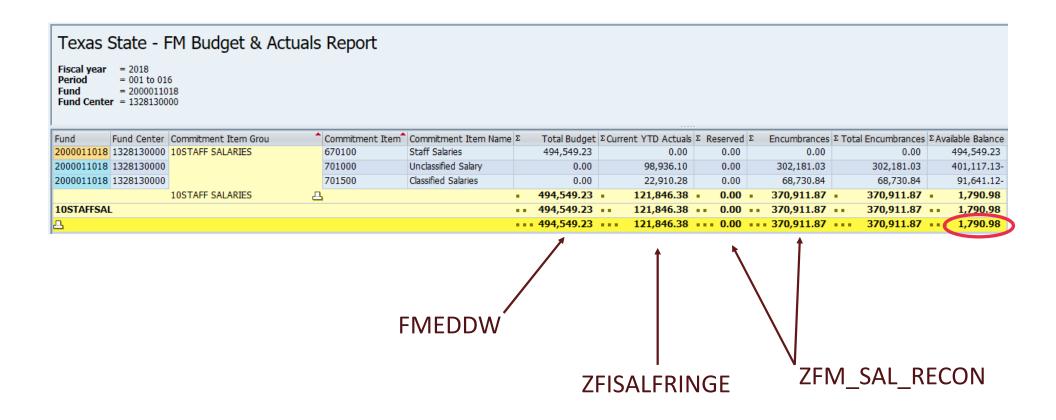
Desibies	A Destring Test	Descent of Mall and Name Circle Name	Fund	Cost Costor	~	Total Dudant S	A stude VTD	S Deserved VTD	S Falennahara and V	5	Total Fundamental	Difference
Position	Position Text	Personnel No Last Name First Name		Cost Center	2	Total Budget 2			ΣEncumbrances Y	_		
50002247	Asst Dir, Univ Marketing	-	2000011018	1328130000		0.00	0.00	0.00	0.00		0.00	0.00
50002247	<u>A</u>				•	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	<u></u>				•	42,000.00 .	10,500.00	• 0.00	<ul> <li>31,500.00</li> </ul>	•	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	<u></u>				•	45,300.48	11,325.12	• 0.00	<ul> <li>33,975.36</li> </ul>	•	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	<u></u>				•	43,908.96 -	10,977.24	• 0.00	<ul> <li>32,931.72</li> </ul>	•	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	<u></u>				•	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	<u></u>				•	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	<u></u>				•	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	<u></u>				•	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	<u></u>				•	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	<b>A</b>				•	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	<b>A</b>				•	68,045.76 .	17,011.44	• 0.00	51,034.32	•	68,045.76	0.00
00000000	<b>_</b>				••	494,549.23	121,846.3	0.00	•• 370,911.87		492,758.25	1,790.98



- 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



Compare difference to Budget to Actual





Things to remember

- Group Items and Miscellaneous Budget Postings
  - 5999993 Faculty Adjunct Group Item budget
  - 59999994 Graduate Student Group Item budget
  - 5999995 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.



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



# 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





