

Budget Control System

BCS Training Manual

Mansfield University
November, 2008



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BUDGET CONTROL SYSTEM (BCS) TRAINING MANUAL

On November 24, 2008, the SAP Finance system migrated from the former budgeting module to the Budget Control System (BCS) module.

- Transactions that you are currently using within SAP-FI (ZBUDSTAT_NOCF or Y_DV2_04000008) to monitor your budget have changed.
- Budget transfers are no longer parked using FR69. Instead, you will “pre-post” your budget transfers using the Budgeting Workbench (FMBB).

Please note that you will continue to use **ZBUDSTAT_NOCF** to view your budgets and transactions for **fiscal year 2008 and prior**. However, any transactions processed for **fiscal year 2009** and after will need to be viewed using transactions **ZFM01** or **ZFM02**. This training manual is being provided to assist you in monitoring your budget using the BCS module. Below is a crosswalk to aid your understanding:

Function	Fiscal years 2008 and Prior	Fiscal years 2009 and after
On-Line Reporting	ZBUDSTAT_NOCF	ZFM01 or ZFM02

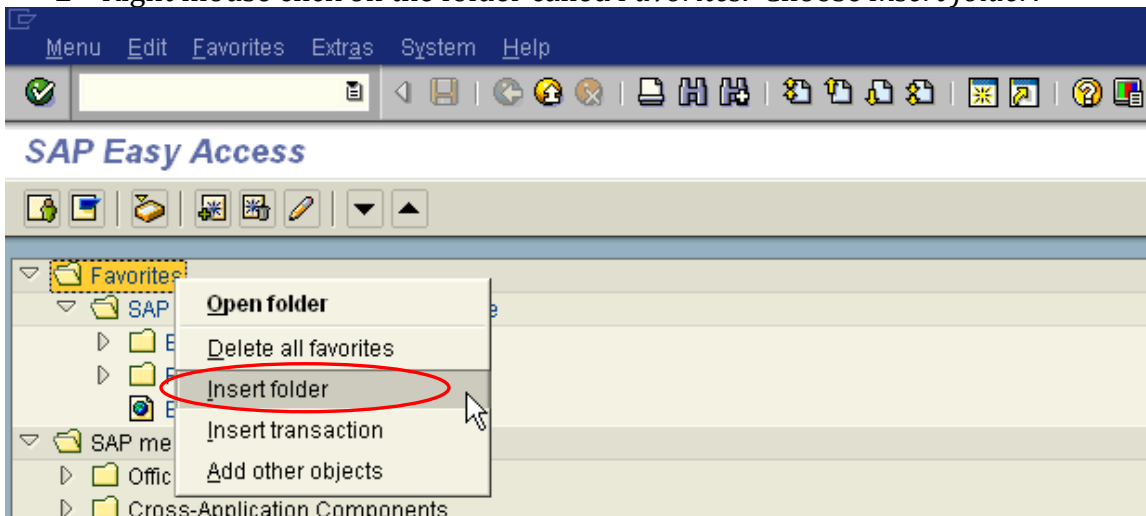
Function	Prior to 11/24/08	After 11/24/08
Budget Transfer	Park using FR69	Pre-Post using FMBB

SETUP FOR THE NEW BCS TRANSACTIONS

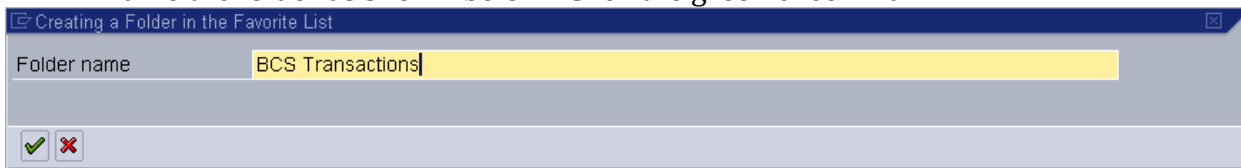
CREATE A NEW FOLDER FOR BCS TRANSACTIONS IN YOUR FAVORITES

To create a subfolder:

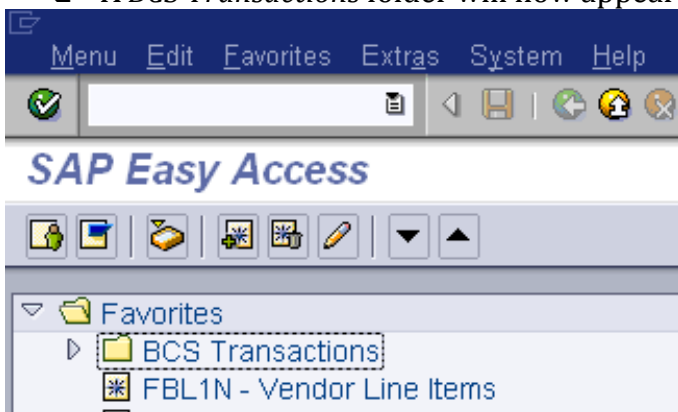
- Right mouse click on the folder called *Favorites*. Choose *Insert folder*.



- Name the folder as shown below. Click the green check mark .



- A *BCS Transactions* folder will now appear in the *Favorites* folder.



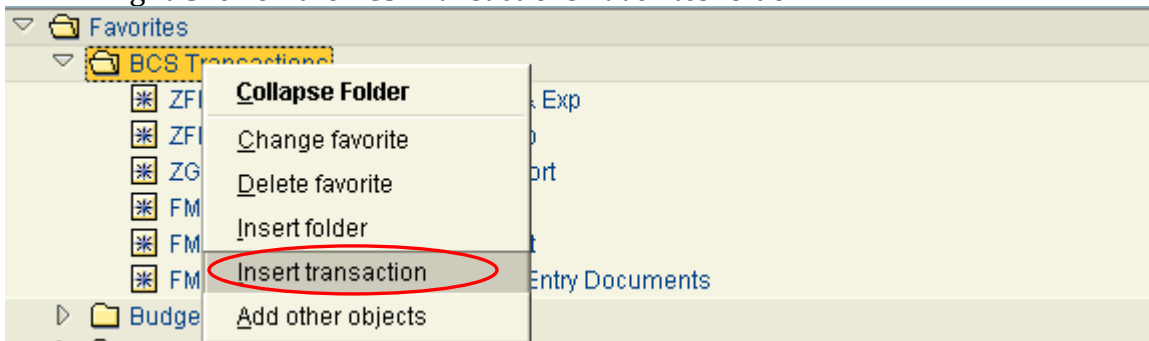
CREATING NEW FAVORITES

You will need to add several new transactions to your *BCS Transactions Favorites* folder to access the BCS transactions.

To add a favorite:

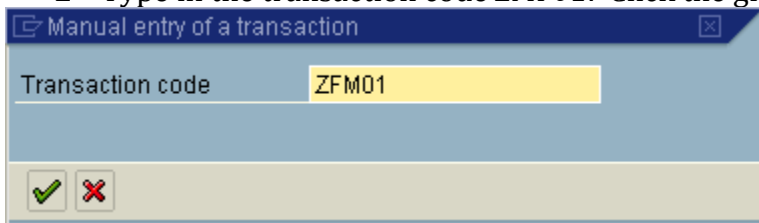
On the following screen, the BCS Transactions Favorites folder has been highlighted. To add a transaction code to the list of favorites, complete the following:

- Right Click on the *BCS Transactions Favorites* folder

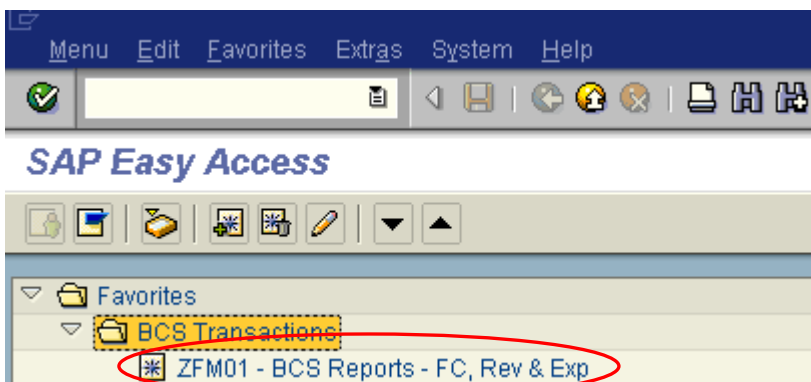


- Click on *Insert Transaction*

- Type in the transaction code *ZMF01*. Click the green check mark .

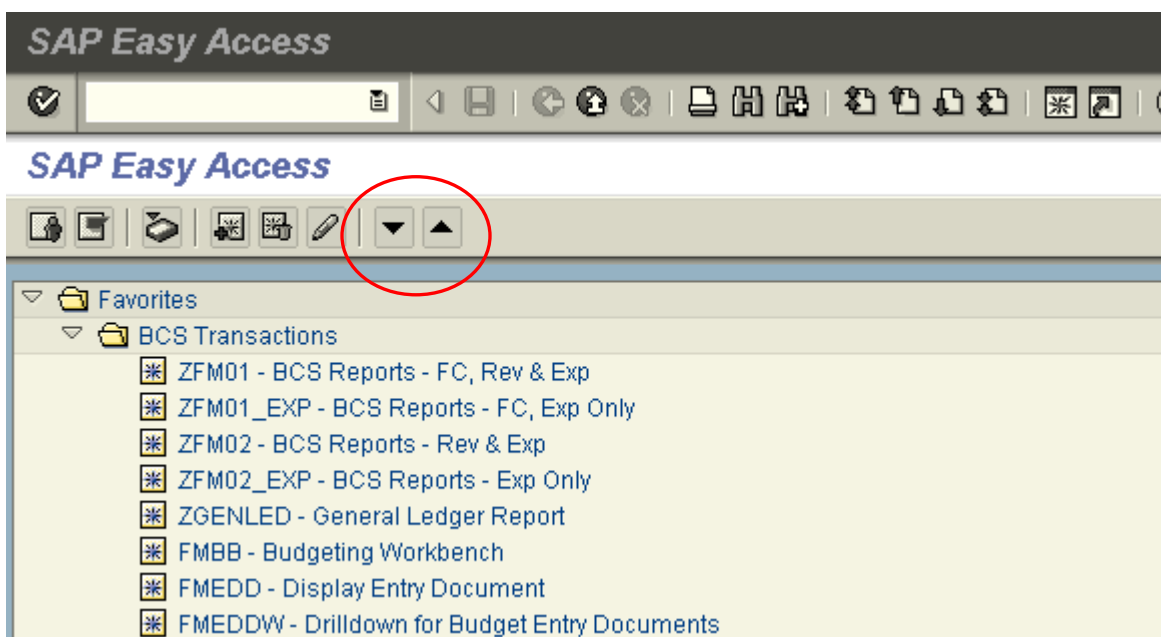


ZMF01 will appear under the *BCS Transactions Favorites* folder as shown below:



- Repeat the above steps to add transaction codes:
 - ZFM01 (completed in above step) – Revenue & Expenses
 - ZFM01_EXP – Expenses Only
 - ZFM02 – Revenue & Expenses
 - ZFM02_EXP – Expenses Only
 - ZGENLED – Actual Expense Report
 - FMBB – Budget Transfer
 - FMEDD – Review A Single Budget Transfer Report
 - FMEDDW – Review Various Budget Entries or Search for A Budget Transfer

Your BCS Transactions Favorites folder should appear as follows when complete:



To put transactions in the above order, highlight the transaction and use the Move Favorites down or Move Favorites up arrows icon.

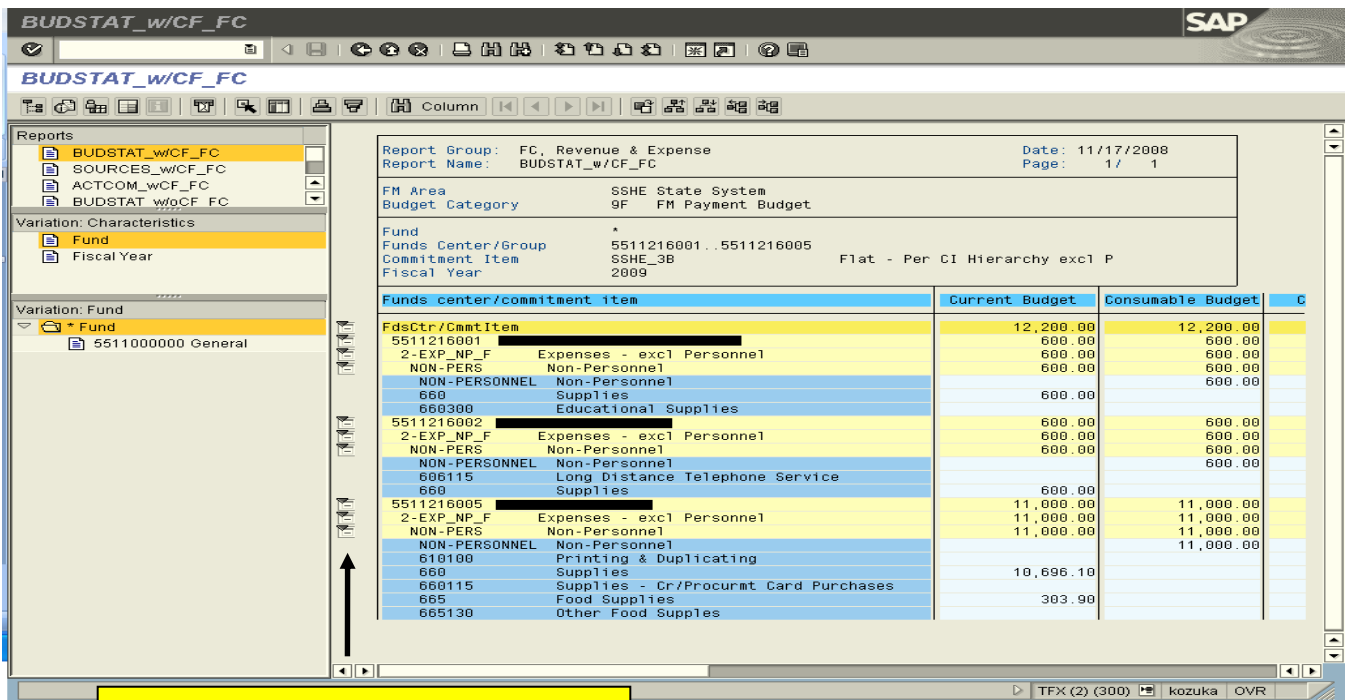
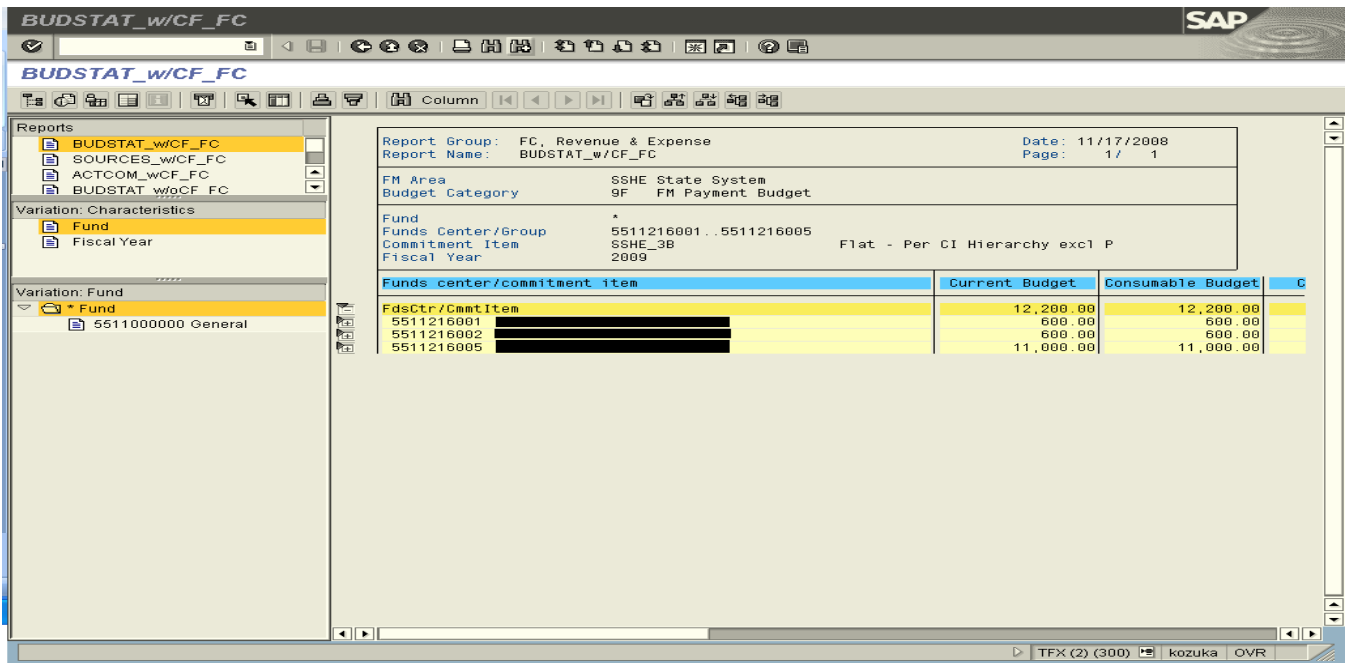
CHOOSING A LAYOUT

BUDGET REPORT LAYOUT DIFFERENCES

ZFM01 vs. ZFM02

ZFM01

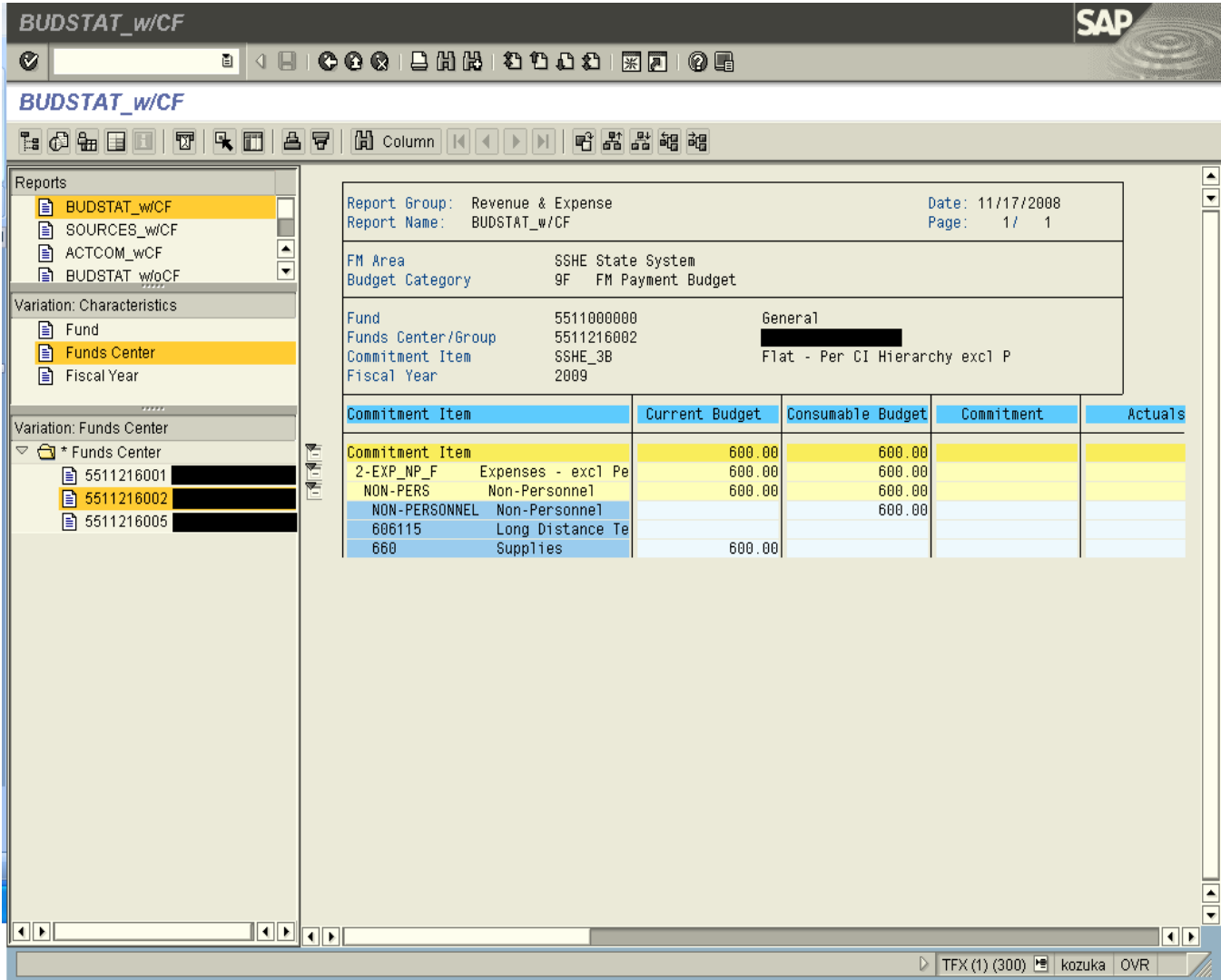
ZFM01 layout has the ability to view a range of fund centers either “rolled” together or “expanded” – all within one report.



Expand & collapse sections of the report by clicking on these buttons.

ZFM02

ZFM02 layout has the ability to view a range of fund centers one at a time using the navigation pane.



Note: screen shots from the ZFM02 layout have been used to assemble this manual.

BUDGET REPORTS USING ZFM01 & ZFM02

USE

These transactions will be used to provide your basic reporting requirements for monitoring your budget such as displaying your total budget, actual expenditures, open commitments, and budget balance available for your selected fund center(s). In addition, it will be used to drill down into the line item details of all postings to the selected fund center. It can also provide a report to detail the sources of your budget balance.

TRANSACTION CODE

Choose either ZFM01 or ZFM02

PROCEDURE

- ❑ Logon to the SAP system.
- ❑ Open your *Favorites – BCS Transactions* folder and click on either ZFM01 or ZFM02 transaction.

FC, Revenue & Expense: Selection

Data Source...

Selection values

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

Selection groups

Budget Type

Note: Defaults to current fiscal year. However, in future fiscal years, users will have the ability to enter a multiple fiscal year range.

Selection Values

The information in the "Selection Values" area will default.

1. **Financial Management Area:** will always be *SSHE*
2. **Budget Category:** will always be *9F*
3. **Version:** will always be *0*
4. **Fiscal Year:** enter the fiscal year on which you are reporting – can run for multiple years.

Fiscal Year To	2009		
Selection groups			
Budget Type			
Or value(s)		to	
Fund			
Or value(s)		to	
Funds Center			
Or value(s)	55XXXXXXXX	1 to	
Commitment Item	sshe_3b	2 to	
Or value(s)		to	
Functional Area			
Or value(s)		to	

Selection Groups

1. **Funds Center Value:** enter the fund center or range of fund centers
2. **Commitment Item:**
 - a. E&G Fund Centers (without personnel)- will always be *SSHE_3B*
 - b. Grant Fund Centers (with personnel) – will always be *SSHE_2A*

Click

E&G Fund Centers

Grant Fund Centers

Expense Only: Selection

Data Source...

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

Selection groups			
Budget Type			
Or value(s)		to	
Fund			
Or value(s)		to	
Funds Center			
Or value(s)	55XXXXXXXX	to	
Commitment Item	sshe_3b	to	
Or value(s)		to	
Functional Area			
Or value(s)		to	

Expense Only: Selection

Data Source...

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

Selection groups			
Budget Type			
Or value(s)		to	
Fund			
Or value(s)		to	
Funds Center			
Or value(s)	5533XXXXXXXX.XXXX	to	
Commitment Item	sshe_2a	to	
Or value(s)		to	
Functional Area			
Or value(s)		to	

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

BUDSTAT_w/CF

Report Group: Revenue & Expense
 Report Name: BUDSTAT_w/CF
 Date: 11/17/2008
 Page: 1 / 1

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

Fund: *
 Funds Center/Group: 5511302001
 Commitment Item: SSHE_3B
 Fiscal Year: 2009
 Flat - Per CI Hierarchy excl P

Commitment Item	Current Budget	Consumable Budget	Commitment	Actuals	Tot
2-EXP_NP_F Expenses - excl Pe	7,000.00	7,000.00		2,105.61	
NON-PERS Non-Personnel	7,000.00	7,000.00		2,105.61	
NON-PERSONNEL Non-Personnel		7,000.00			
640 Electric	2,500.00				
640100 Electric				360.96	
641 Gas	2,500.00				
641100 Natural Gas				63.53	
646 Other Utilities	500.00				
646100 Water, Sewage, T				69.52	
680 Supplies	1,500.00				
680115 Supplies - Cr/Pr				411.60	
660400 Maintenance Supp				1,200.00	

- Navigation within the report:

The Navigation Pane can be turned on/off using this icon.

Expand & collapse sections of the report by clicking on these buttons.

BUDSTAT_w/CF

Group: Revenue & Expense
 Name: BUDSTAT_w/CF
 Date: 11/17/2008
 Page: 1 / 1

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

Fund: *
 Funds Center/Group: 5511302001
 Commitment Item: SSHE_3B
 Fiscal Year: 2009
 Flat - Per CI Hierarchy

Commitment Item	Current Budget	Consumable Budg	Comm
Commitment Item	7,000.00	7,000.00	
2-EXP_NP_F Expenses - excl Pe	7,000.00	7,000.00	
NON-PERS Non-Personnel	7,000.00	7,000.00	
NON-PERSONNEL Non-Personnel		7,000.00	
640 Electric	2,500.00		
640100 Electric			
641 Gas	2,500.00		
641100 Natural Gas			
646 Other Utilities	500.00		
646100 Water, Sewage, T			
680 Supplies	1,500.00		
680115 Supplies - Cr/Pr			
660400 Maintenance Supp			

NOTE: This transaction contains six different reporting options:

The screenshot shows the SAP navigation pane for the BUDSTAT_w/CF report. A red box highlights the 'Reports' list on the left, which includes: BUDSTAT_w/CF, SOURCES_w/CF, ACTCOM_w/CF, BUDSTAT_w/oCF, SOURCES_w/oCF, and actcom_wo. A yellow callout box on the right contains the following text:

Navigate to the various reports in ZFM02 by simply clicking on the appropriate report in the navigation pane.

BUDSTAT_w/CF = With Carryforward

BUDSTAT_w/oCF = Without Carryforward

The Budget Office is recommending that users use the w/CF reports for monitoring budgets.

1. BUDSTAT_w/CF: Budget, Commitments, Actuals and Available balance by fund center.

The screenshot displays the SAP BUDSTAT_w/CF report for the date 11/17/2008. The report shows the following parameters:

- Report Group: Revenue & Expense
- Report Name: BUDSTAT_w/CF
- FM Area: SSHE State System
- Budget Category: 9F FM Payment Budget
- Fund: *
- Funds Center/Group: 5511302001
- Commitment Item: SSHE_3B Flat - Per CI Hierarchy excl P
- Fiscal Year: 2009

The main data table is as follows:

Commitment Item	Current Budget	Consumable Budg	Commitment	Actuals	Tot ComAct	Available
Commitment Item	7,000.00	7,000.00		2,105.61	2,105.61	4,894.39
2-EXP_NP_F Expenses - excl Pe	7,000.00	7,000.00		2,105.61	2,105.61	4,894.39
NON-PERS Non-Personnel	7,000.00	7,000.00		2,105.61	2,105.61	4,894.39
NON-PERSONNEL Non-Personnel		7,000.00				
640 Electric	2,500.00					
640100 Electric				360.96	360.96	
641 Gas	2,500.00					
641100 Natural Gas				63.53	63.53	
646 Other Utilities	500.00					
646100 Water, Sewage, T				69.52	69.52	
660 Supplies	1,500.00					
660115 Supplies - Cr/Pr				411.60	411.60	
660400 Maintenance Supp				1,200.00	1,200.00	

2. **SOURCES_w/CF** – Total of all budget entries by commitment item by fund center.

The screenshot shows the SAP SOURCES_w/CF report. The report header includes: Report Group: Revenue & Expense, Report Name: SOURCES_w/CF, Date: 11/17/2008, Page: 1/1. The FM Area is SSHE State System, Budget Category is 9F FM Payment Budget, Fund is *, Funds Center/Group is 5511302001, Commitment Item is SSHE_3B Flat - Per CI Hierarchy excl P, and Fiscal Year is 2009.

Commitment Item	Original	CF from LY	CF to NY	Supplements	Returns	Transfers	RIB	Total Budget
Commitment Item	7,000.00							7,000.00
2-EXP_NP_F Expenses - excl Perso	7,000.00							7,000.00
NON-PERS Non-Personnel	7,000.00							7,000.00
640 Electric	2,500.00							2,500.00
641 Gas	2,500.00							2,500.00
646 Other Utilities	500.00							500.00
660 Supplies	1,500.00							1,500.00

3. **ACTCOM_wCF** – Shows only commitments and actuals by funds center by commitment item.

The screenshot shows the SAP ACTCOM_wCF report. The report header includes: Report Group: Revenue & Expense, Report Name: ACTCOM_wCF, Date: 11/17/2008, Page: 1/1. The FM Area is SSHE State System, Budget Category is 9F FM Payment Budget, Fund is *, Funds Center/Group is 5511302001, Commitment Item is SSHE_3B Flat - Per CI Hierarchy excl P, and Fiscal Year is 2009.

Commitment Item	Commitment	Actuals	Tot ComAct
Commitment Item		2,105.61	2,105.61
2-EXP_NP_F Expenses - excl Perso		2,105.61	2,105.61
NON-PERS Non-Personnel		2,105.61	2,105.61
640100 Electric		360.96	360.96
641100 Natural Gas		63.53	63.53
646100 Water, Sewage, Tras		69.52	69.52
660115 Supplies - Cr/Procu		411.60	411.60
660400 Maintenance Supplie		1,200.00	1,200.00

- ❑ To drill down to the line item detail, double click on the dollar amount.

The screenshot shows the SAP BUDSTAT_w/CF report interface. The main window displays a table with columns: Commitment Item, Current Budget, Consumable Budget, Commitment, Actuals, and Tot. The table data is as follows:

Commitment Item	Current Budget	Consumable Budget	Commitment	Actuals	Tot
2-EXP_MP_F Expenses - excl Pe	7,000.00	7,000.00		2,105.61	
NON-PERS Non-Personnel	7,000.00	7,000.00		2,105.61	
NON-PERSONNEL Non-Personnel		7,000.00			2,105.61
640 Electric	2,500.00				
640100 Electric				360.96	
641 Gas	2,500.00				
641100 Natural Gas				63.53	
646 Other Utilities	500.00				
646100 Water, Sewage, T				69.52	
660 Supplies	1,500.00				
660115 Supplies - Cr/Pr				411.60	
660400 Maintenance Supp				1,200.00	

A yellow callout box with an arrow points to the 'Actuals' column, containing the text: "To find the entries behind dollar amount, double click on that amount."

- ❑ To see all transactions in a specific column, double click on the columns header or the total line. Repeat as shown above.
- ❑ Blue lines on the report represent where postings take place (budget, commitment, actual). Yellow lines on the report represent totals.

A Text box will pop up:

The 'Select Report' dialog box is shown with the following options:

- Search actuals line items document
- Search Change Document
- Search Entry Document

The checkbox for 'Technical names on/off' is checked and circled in red.

If looking at **Actuals or Commitment** columns amount, make this selection.

If looking at **Current Budget or Consumable Budget** column amount, make this selection.

- ❑ After making a selection click .

Note: Replaces the SAP "Extra & Line Item" Feature

- ❑ The entries behind the number will appear as shown below:

The screenshot shows the SAP Document Journal interface. At the top, there is a title bar with 'Document Journal' and the SAP logo. Below it is a toolbar with various icons. The main area displays the following information:

Document Journal
 FM Area SSHE
 Year commitment item
 Commitment item 660115
 Funds Center 5511302001

RefDocNo	Item	Value type	Amt type	Prd	FM pstg d.	Σ Pymt Bdgt	Commt bdgt	Cmmt item	Funds Center	Fund	G/L Acc	Text
101002215	95	Invoices	0100	2	08/22/2008	3.60		660115	5511302001	5511000000	660115	PCRD JUL 0799 ARNOT BUILDING SUPPI
			0200	2		3.60		660115	5511302001	5511000000	660115	PCRD JUL 0799 ARNOT BUILDING SUPPI
	96		0100	2		408.00		660115	5511302001	5511000000	660115	PCRD JUL 0799 BEITER'S HOME CENTEF
			0200	2		408.00		660115	5511302001	5511000000	660115	PCRD JUL 0799 BEITER'S HOME CENTEF
	95	Payments	0250	2		3.60		660115	5511302001	5511000000	660115	PCRD JUL 0799 ARNOT BUILDING SUPPI
	96			2		408.00		660115	5511302001	5511000000	660115	PCRD JUL 0799 BEITER'S HOME CENTEF
						411.60						


TO SAVE REPORT INTO EXCEL:

Main Toolbar:

- System
- List
- Save
- Local File

- Save to local file on desktop or other desired folder.


HELPFUL TIPS WHILE IN ZFM01 or ZFM02



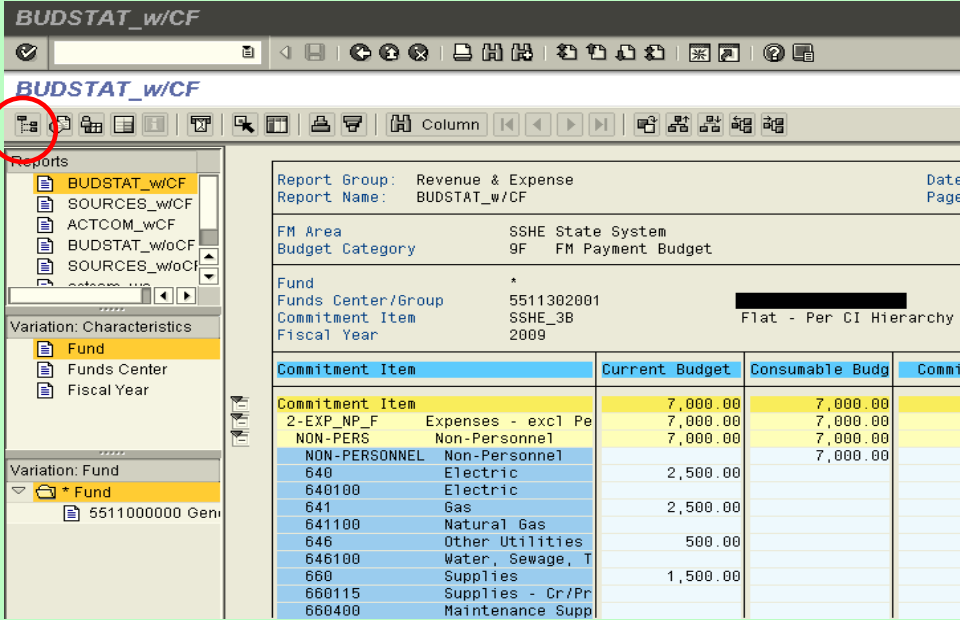
TIP: Recommended reports for monitoring your budgets:


Reports

- BUDSTAT_w/CF_FC
- SOURCES_w/CF_FC
- ACTCOM_w/CF_FC
- BUDSTAT_w/oCF_FC
- SOURCES_w/oCF_FC
- ACTCOM_w/oCF_FC

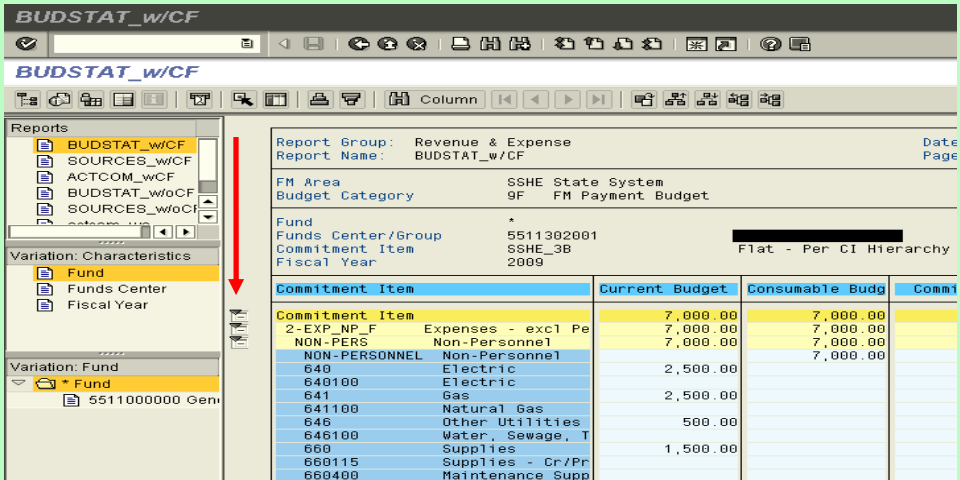


TIP: To turn Navigation Pane on/off click toggle button below:



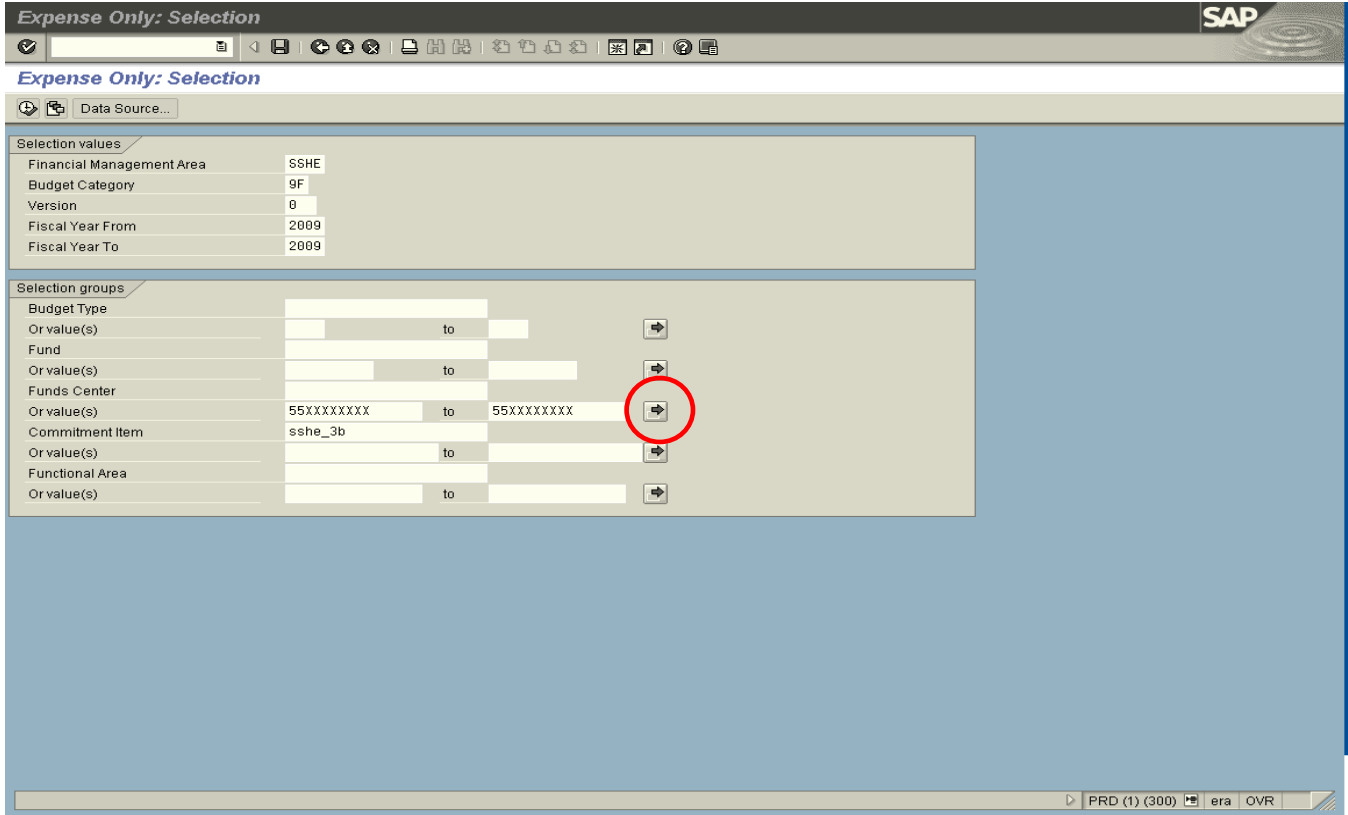


TIP: To expand and collapse sections of the report click on these buttons:

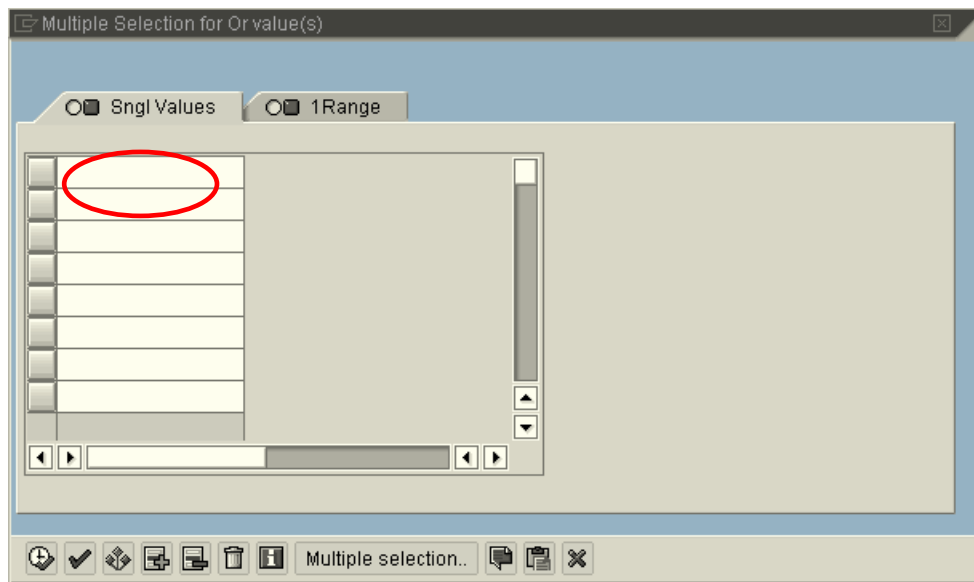


HOW TO CREATE A VARIANT

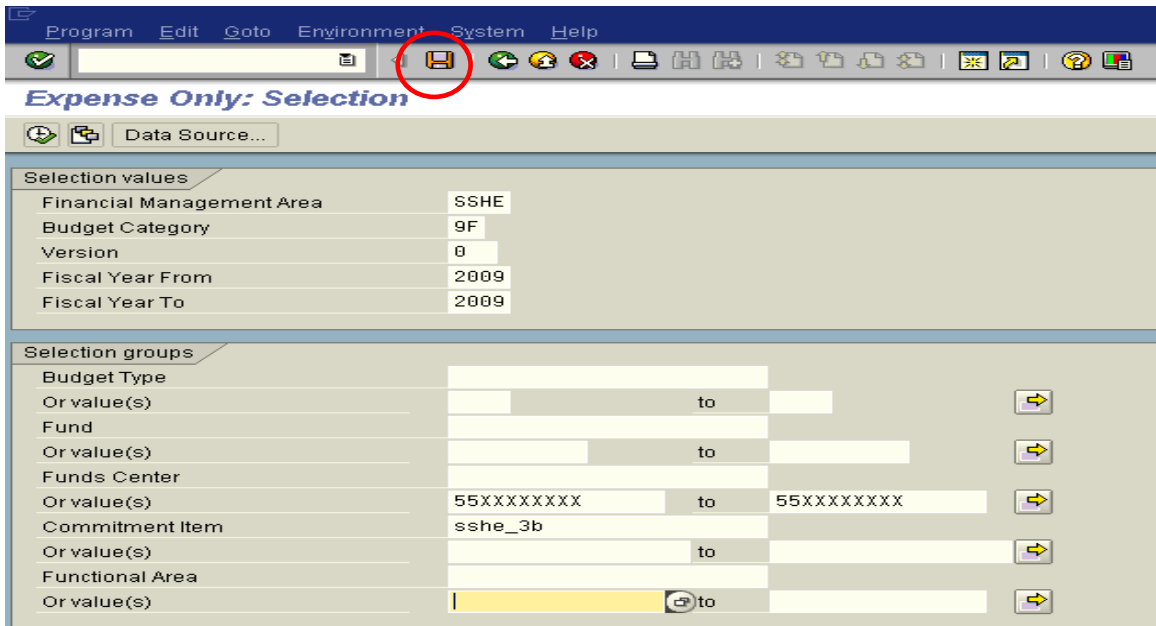
As in SAP, BCS Users can save their fund centers by using the variant feature capability in ZFM01 or ZFM02.



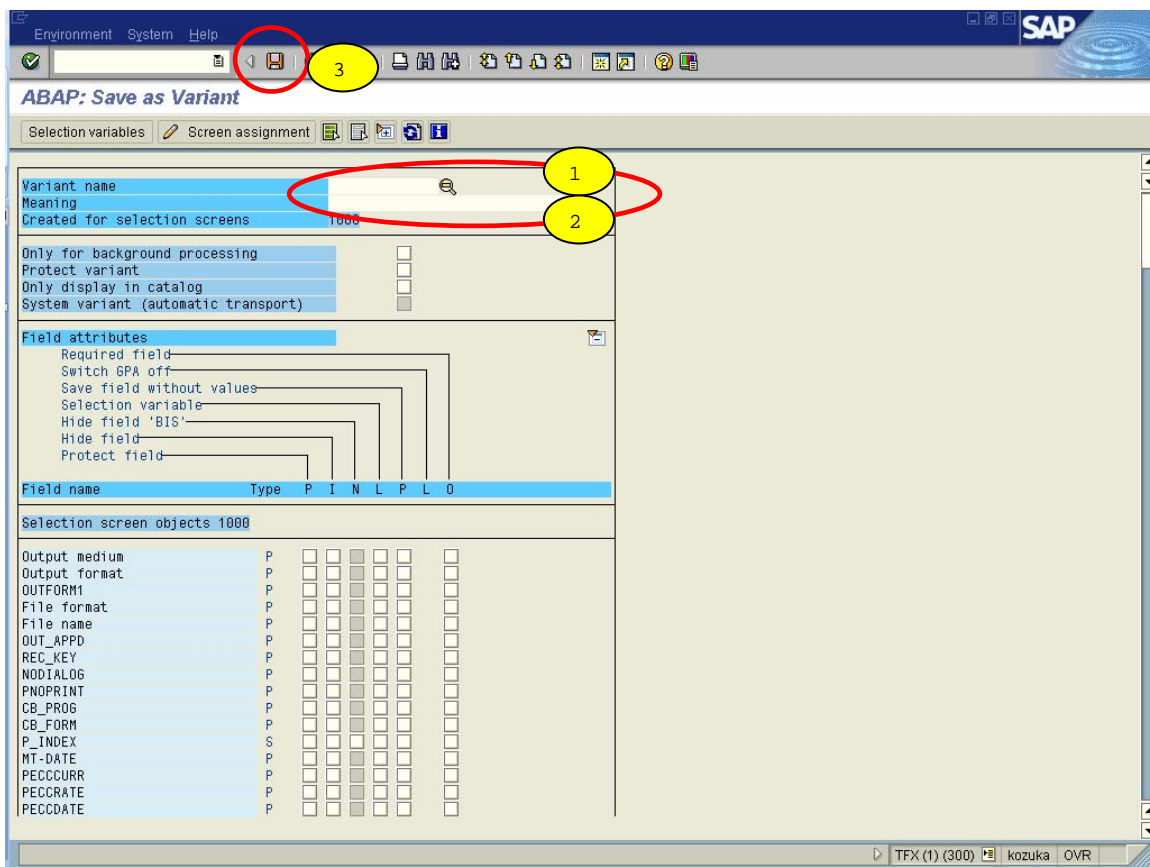
- ❑ Enter fund centers using Sngl Values tab or by entering a range under 1Range tab.




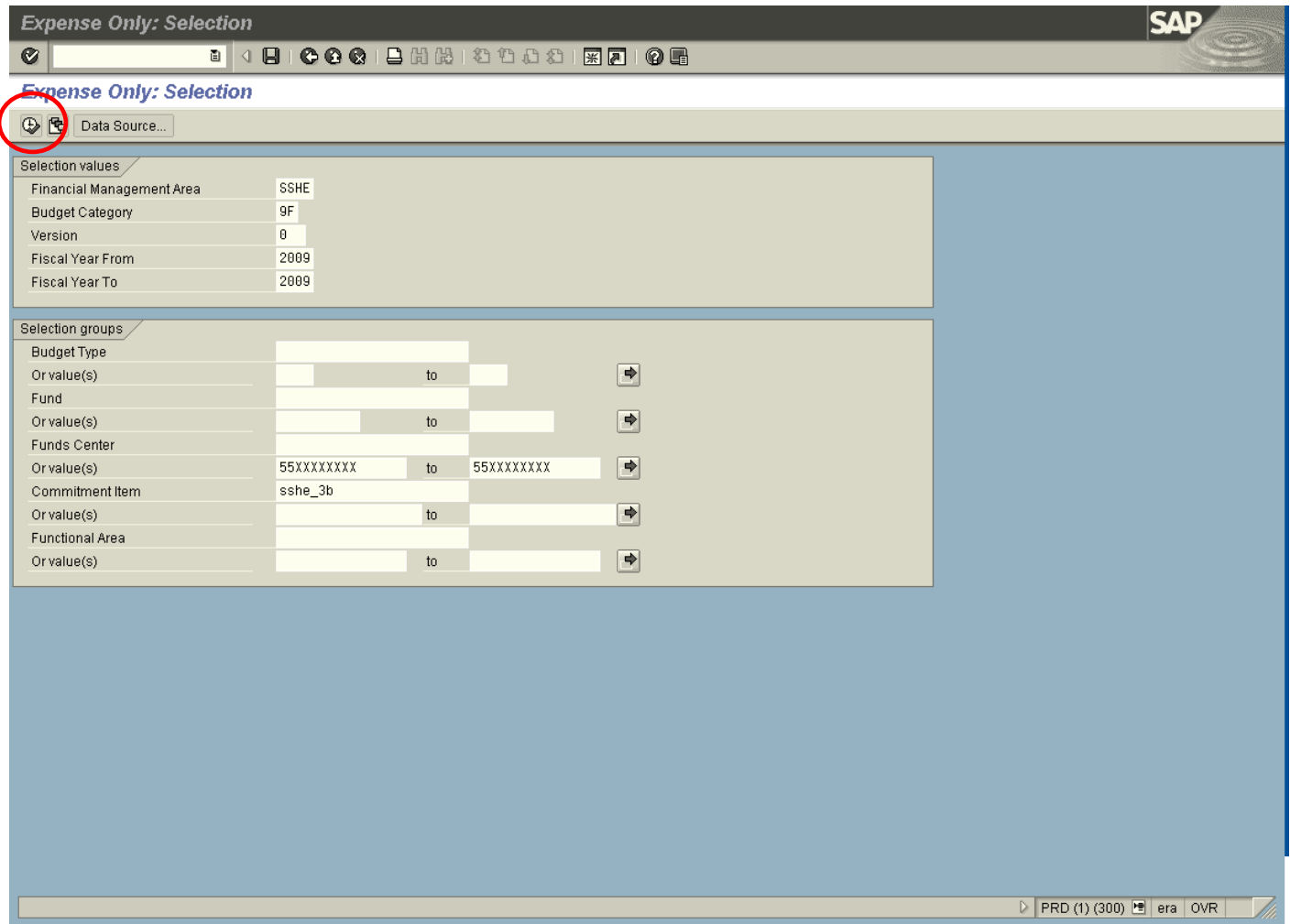
- Save variant once all the information is entered.



1. IMPORTANT: Variant name must be saved using 55 as the prefix.
(Suggestion: 55UserInitials_ReportName, i.e., 55LR_ReportName)
2. Variant Meaning: Brief description of the variant. (i.e., Budget Report)
3. Click on the Save disk to save variant name and description.



❑ Click the execute icon  to run report.



Expense Only: Selection SAP

Expense Only: Selection

Data Source...

Selection values

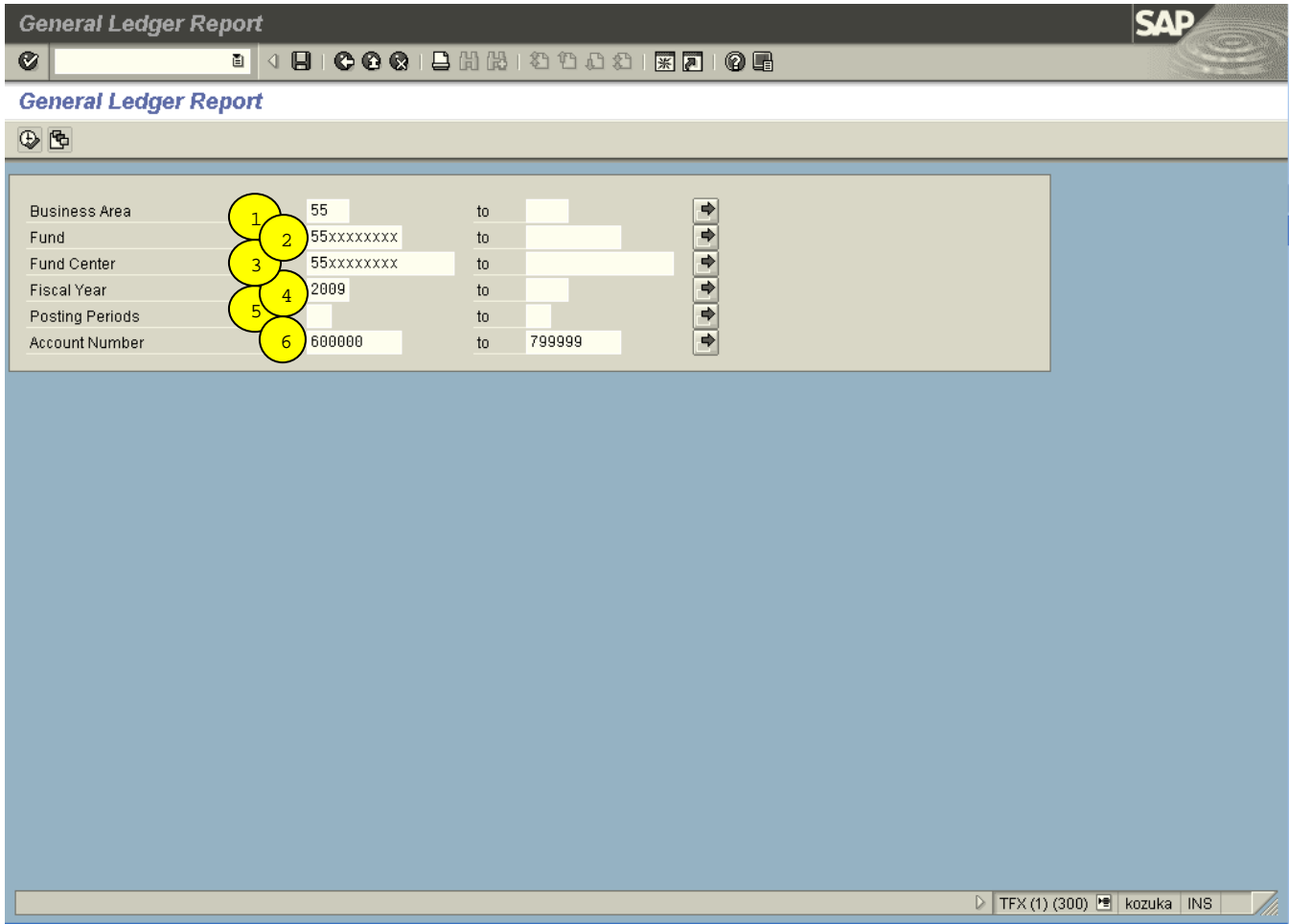
Financial Management Area	SSHE
Budget Category	9F
Version	0
Fiscal Year From	2009
Fiscal Year To	2009

Selection groups

Budget Type			
Or value(s)		to	
Fund			
Or value(s)		to	
Funds Center			
Or value(s)	55XXXXXXXX	to	55XXXXXXXX
Commitment Item	sshe_3b		
Or value(s)		to	
Functional Area			
Or value(s)		to	

PRD (1) (300) era OVR

ACTUALS (EXPENSE) REPORT USING ZGENLED



1. **Business Area:** 55
2. **Fund:** Fund number
3. **Funds Center:** Funds center number
4. **Fiscal Year:** 2009
5. **Posting Periods:** Fiscal Year months (i.e., July = 1, August = 2, September = 3, etc) or leave blank to pull the entire fiscal year expenses
6. **Account Number (Commitment item):** 600000 to 799999

Click the execute icon 

NOTE:

- **Report takes awhile to run!**
- **Does not pull in commitments!**

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

General Ledger Report

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION
 User: 55LRANCK General Ledger Report
 Client: TFX300 Bus Area - 55 ; F. Year - 2009 ; Fund - 5511000000 ; F. Center - 5511302001

Business Area 55
 Fund 5511000000
 Fund Center 5511302001
 Account 640100 Electric

Posting Date	Doc. Number	DT	Item Description	Amount	User	Entry Date	Vendor
Beginning Balance (07/01/2008)				0.00			
07/31/2008	1700013936	KA	PENELEC DAYCARE YR END PAYABLE	26.34	55DHOPKINS	07/31/2008	203346
08/05/2008	1900466088	KR	PENELEC DAYCARE LIGHTS 07/01-07/28/08	163.45	55DHOPKINS	08/05/2008	203346
08/05/2008	1900466087	KR	PENELEC DAYCARE LIGHTS 06/27-06/30/08	23.35	55DHOPKINS	08/05/2008	203346
09/10/2008	1900474649	KR	PENELEC DAYCARE LIGHTS 07/29-08/28/08 39838-41735	200.50	55DHOPKINS	09/10/2008	203346
Ending Balance (06/30/2009)				360.96			

Account 641100 Natural Gas

Posting Date	Doc. Number	DT	Item Description	Amount	User	Entry Date	Vendor
Beginning Balance (07/01/2008)				0.00			
07/14/2008	1900459976	KR	PPL DAYCARE NATURAL GAS 06/10-07/10 2024	15.49	55DHOPKINS	07/14/2008	203347
08/26/2008	1900471151	KR	PPL DAYCARE NATURAL GAS 07/10-08/11/08 2042	48.04	55DHOPKINS	08/26/2008	203347
Ending Balance (06/30/2009)				63.53			

Account 646100 Water, Sewage, Trash, Other Utilities

Posting Date	Doc. Number	DT	Item Description	Amount	User	Entry Date	Vendor
Beginning Balance (07/01/2008)				0.00			
07/29/2008	1700013897	KA	MANSFIELD MUN WATER DAYCARE YR END PAYABLE	11.98	55DHOPKINS	07/29/2008	204254
08/05/2008	1900466078	KR	DAYCARE WATER 06/21-07/18/08 616000-623000	20.49	55DHOPKINS	08/05/2008	204254
08/05/2008	1900466075	KR	DAYCARE WATER 06/21-07/18/08 616000-623000	13.26	55DHOPKINS	08/05/2008	204254
09/02/2008	1900472303	KR	MANSF MUN WATER DAYCARE 7/19-8/19 634000	47.75	55DHOPKINS	09/02/2008	204254
Ending Balance (06/30/2009)				69.52			

Account 660115 Supplies - Cr/Procurement Card Purchases

Posting Date	Doc. Number	DT	Item Description	Amount	User	Entry Date	Vendor
Beginning Balance (07/01/2008)				0.00			

TFX (1) (300) kozuka INS

HOW TO PRE-POST A BUDGET TRANSFER

BUSINESS SCENARIO

Scenario

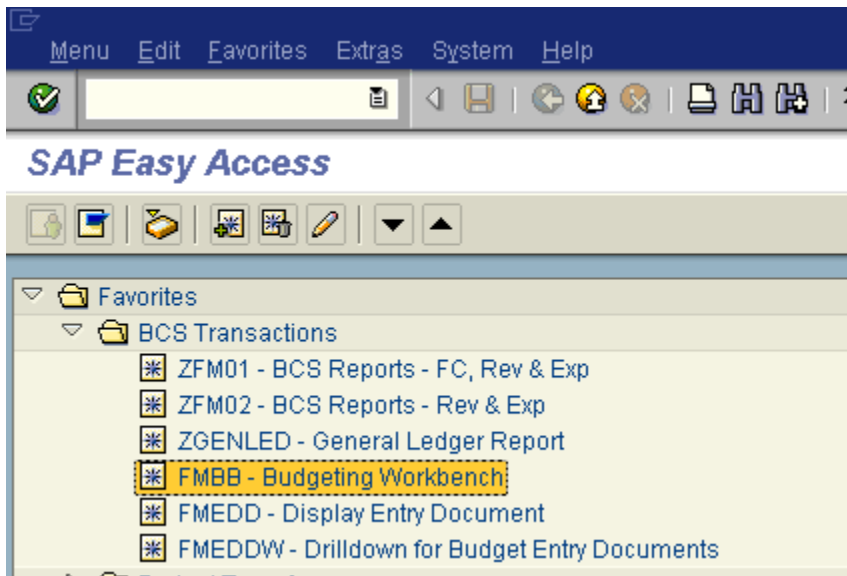
It becomes apparent that one fund center is running short of funds. A Fund Center Administrator wishes to transfer budget from a **different** fund center and make it available to the other. The administrative manager needs to pre-post the budget transfer for approval from the Budget Office.

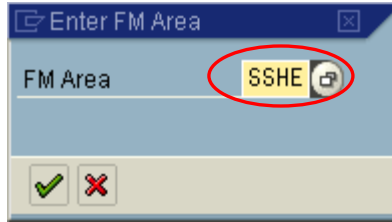
TRANSACTION CODE

FMBB – Budgeting Workbench

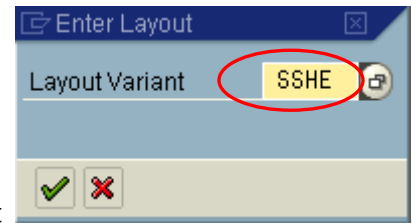
PROCEDURE


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

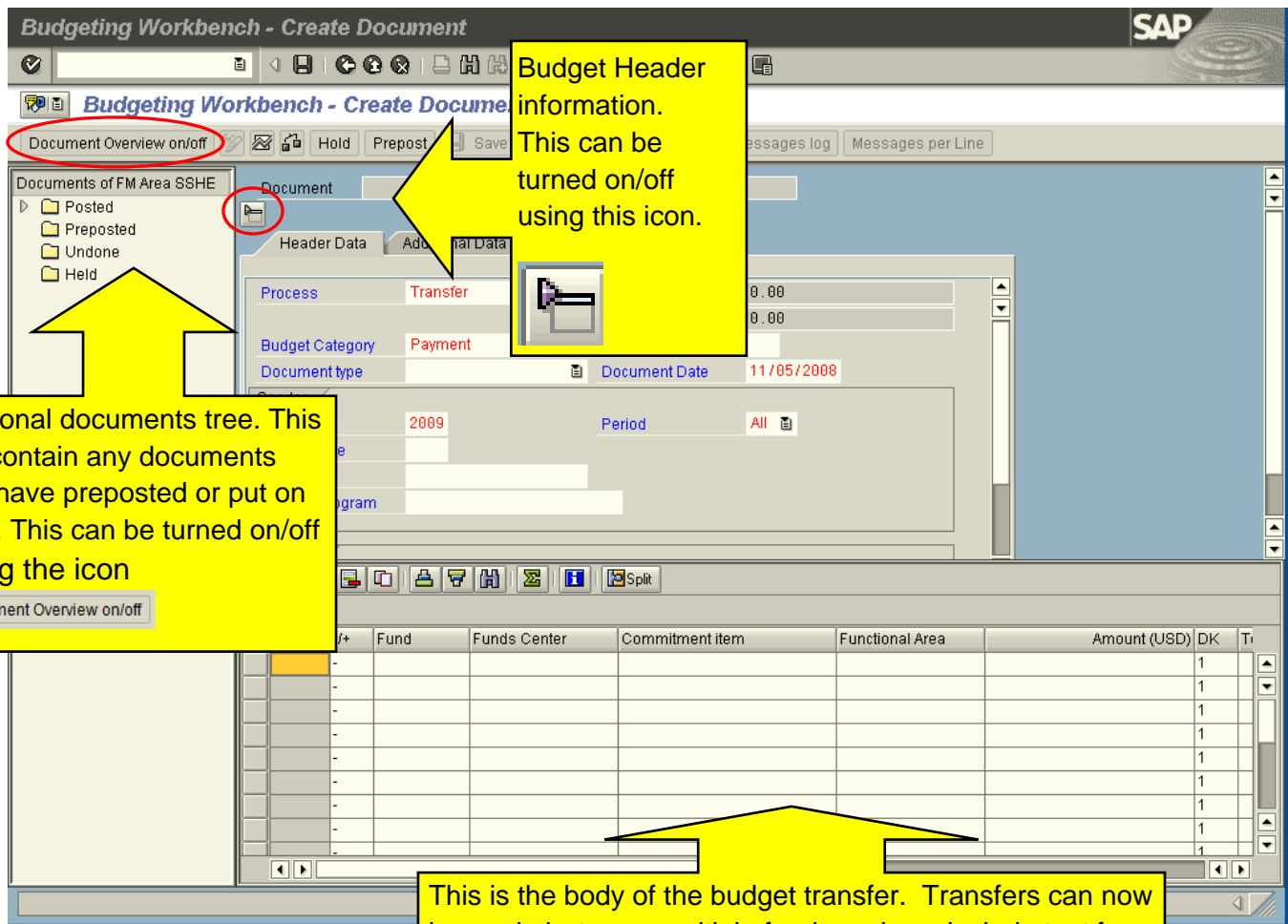






- Enter FM Area – SSHE and click the green .



- Note:** You may get a second pop-up box to enter a layout enter - SSHE and click the green .
- This will bring up the *Budgeting Workbench – Create Document*. Your screen will appear as follows including a breakdown of each area of the entry form.



Personal documents tree. This will contain any documents you have preposted or put on hold. This can be turned on/off using the icon 

Budget Header information. This can be turned on/off using this icon. 

This is the body of the budget transfer. Transfers can now be made between multiple funds and can include text for each line item.

Note: Your screen may look slightly different until after you select *Transfer* as your process.

- ❑ Complete the Budgeting Workbench *Header Data* information.

The screenshot shows the 'Header Data' tab of a software interface. At the top, there are fields for 'Document' and 'Status' (set to 'Initial'). Below this are two tabs: 'Header Data' (selected) and 'Additional Data'. The form contains several sections:

- Process:** 'Transfer' (callout 1)
- Total Sender:** '0.00'
- Total Receiver:** '0.00'
- Budget Category:** 'Payment' (callout 2)
- Version:** '0' (callout 4)
- Document type:** 'BGT (Budget)' (callout 3)
- Document Date:** '11/05/2008' (callout 5)
- Sender Section:**
 - Fiscal Year:** '2009' (callout 6)
 - Period:** '001' (callout 8)
 - Budget Type:** 'NREC Non-Recurring Budget' (callout 7)
- Receiver Section:**
 - Fiscal Year:** '2009' (callout 9)
 - Period:** '001' (callout 11)
 - Budget Type:** 'NREC Non-Recurring Budget' (callout 10)

1. Process: will always be Transfer

- (when Transfer is selected the screen will change appearance)

2. Budget Category: will always be Payment

3. Document type: will always be BGT

- (when entered the screen will change as above)

4. Version: will always be 0

5. Document Date: enter today's date

6. Sender Fiscal Year: will be the current fiscal year.

- Current fiscal year will always be the last two numbers of the fiscal year, e.g:
 - 2008-09 = **2009**; 2009-10 = **2010**

7. Sender Budget Type: will always be NREC (Non-Recurring)

8. Sender Period: change to 001.

- (The default is ALL which will split BT between 12 periods)

9. Receiver Fiscal Year: will default from the Sender fiscal year

- (Sender and Receiver fiscal year MUST be the same).

10. Receiver Budget Type: will always be NREC (Non-Recurring)

11. Receiver Period: change to 001.

- (The default is ALL which will split BT between 12 periods)

- ❑ Complete the Budgeting Workbench Body line items using “merged” or “split screens.”

Merged screen:

Line	-/+	Fund	Funds Center	Commitment item	Functional Area	Amount (USD)	Text
000001	-		5511XXXXXX	690	BDGT	100.00	BCS Training BT
000002	+		5511XXXXXX	615	BDGT	100.00	BCS Training BT

1. Enter Plus or Minus signs (-/+):

- “-” to indicate the funds center the funds are being transferred **FROM (sender)**.
- “+” to indicate the funds center the funds are being transferred **TO (receiver)**.

Split screen:

Sender Lines							
Line	Fund	Funds Center	Commitment item	Functional Area	Amount (USD)	Text	
000001		5511XXXXXX	690	BDGT	100.00	BCS Training BT	

Receiver Lines							
Line	Fund	Funds Center	Commitment item	Functional Area	Amount (USD)	Text	
000002		5511XXXXXX	615	BDGT	100.00	BCS Training BT	

2. Funds Center: enter the funds center number for each line item.

3. Commitment Item: enter the appropriate commitment item for each line item.

Commitment Item - Transfer from/to

510585 – Transfer from Commitment Item to Department Funded Student Wages

4. Amount: enter dollar amount you want to transfer. Enter only as positive amounts.







5. Text: enter a description for each line item. See below for example:

Sender Lines							
Line	Fund	Funds Center	Commitment item	Functional Area	Amount (USD)	Text	
1	5511000000	5511XXXXXX	615	BDGT	1,000.00	FY09 Travel	
2	5511000000	5511XXXXXX	615	BDGT	500.00	FY09 Travel - Harrisburg	
3	5511000000	5511XXXXXX	615	BDGT	200.00	FY09 Travel - State College	

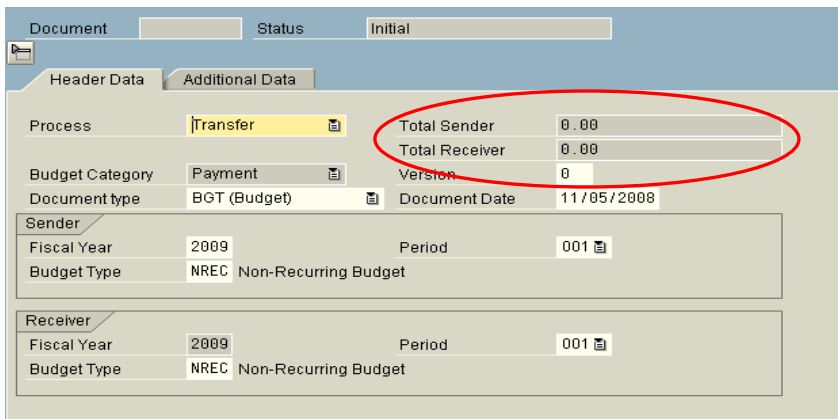
SPECIAL NOTES:

- You no longer need to enter the fund or functional area on the budget transfer entry. These fields will default based on the funds center entered.
- You may process transfers between different funds centers on the same budget transfer entry.
- You may enter a different description on each line item of the budget transfer entry.

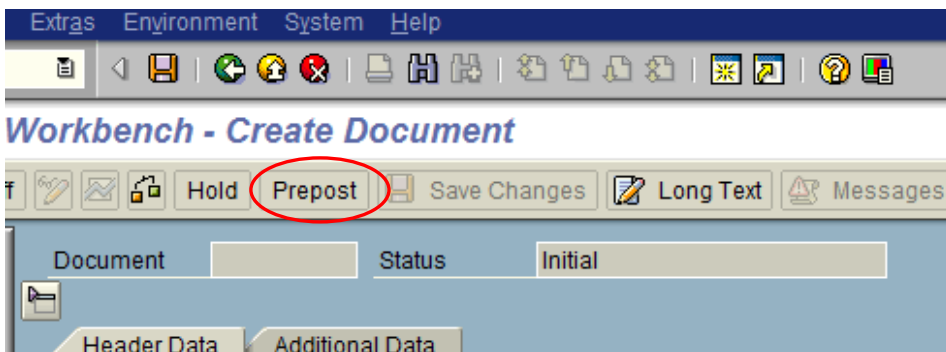
ICONS:

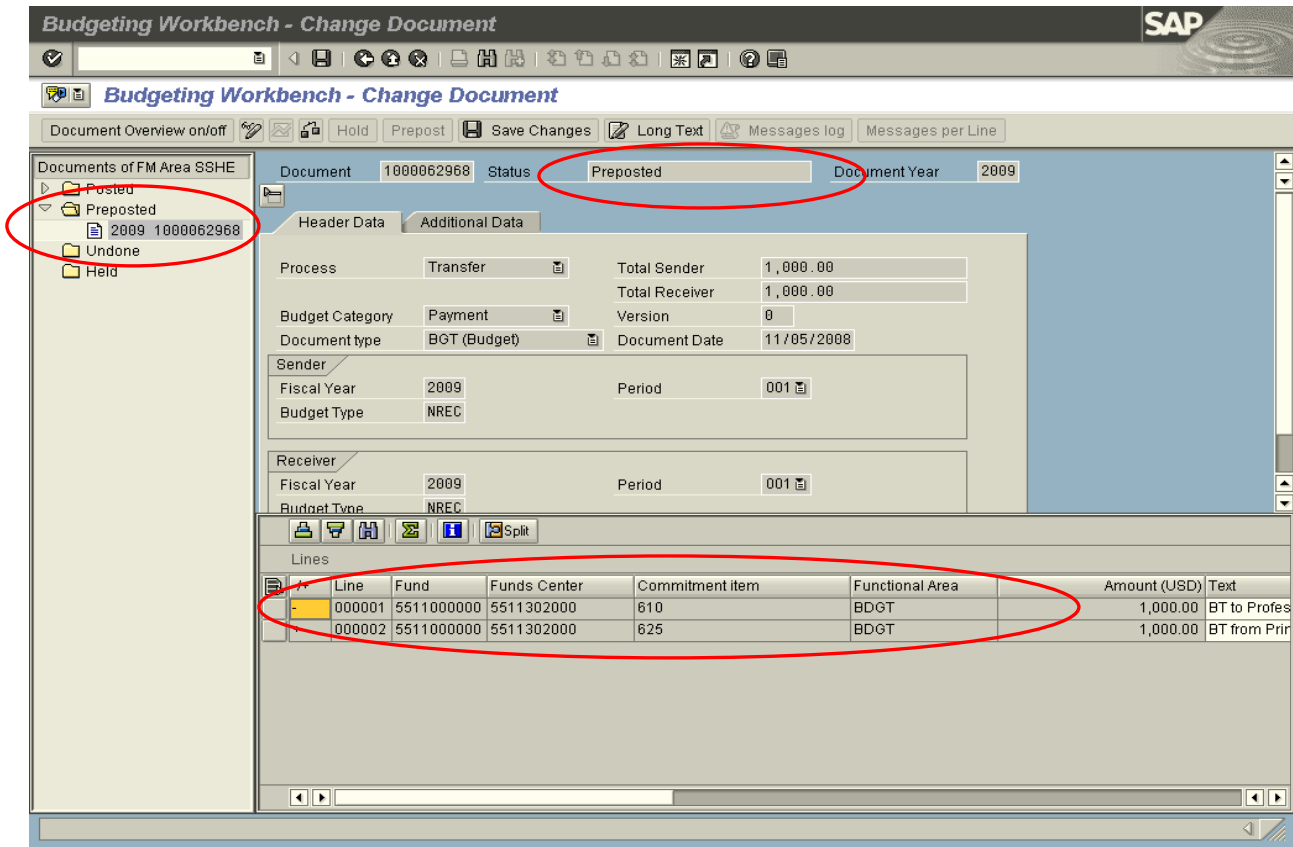
-  - Insert row(s)
-  - Delete row(s)
-  - Duplicate a row
-  - Sort rows in ascending order depending on column selected
-  - Sort rows in descending order depending on column selected
-  - Adds a total for the amount column

Manually verify the “sender” and “receiver” totals match.

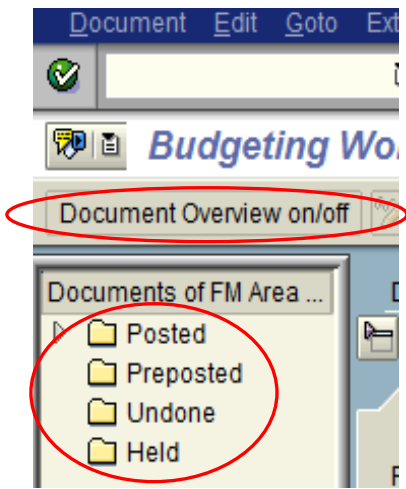


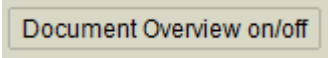
Click **Prepost**.





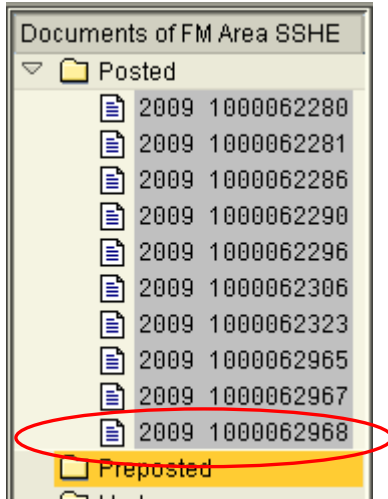
Budgeting Workbench Personal Documents Tree




- ❑ To turn the Personal Documents tree on or off, click .
- ❑ This area allows you to see any documents you have pending.

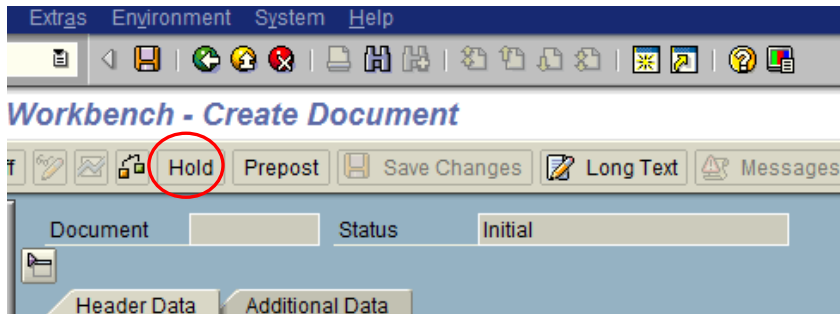
- You can verify the status of a pre-posted document. If the document is no longer in your *Preposted* folder, it has been reviewed and posted by the Budget Office.
- The document will appear in your *Posted* folder as soon as Budget approves.
- You can hold documents to finalize at a later time. These will appear in your *Held* folder.

The Budget Office will then post document. It will move into your “Posted” Folder at that time.

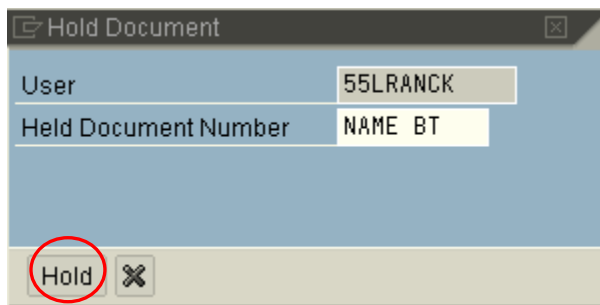



HOLDING DOCUMENTS

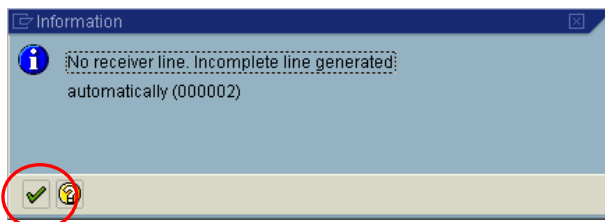
- If you have not completed a transaction but need to exit the transaction to return later, BCS offers the user the ability to hold a document. Click .



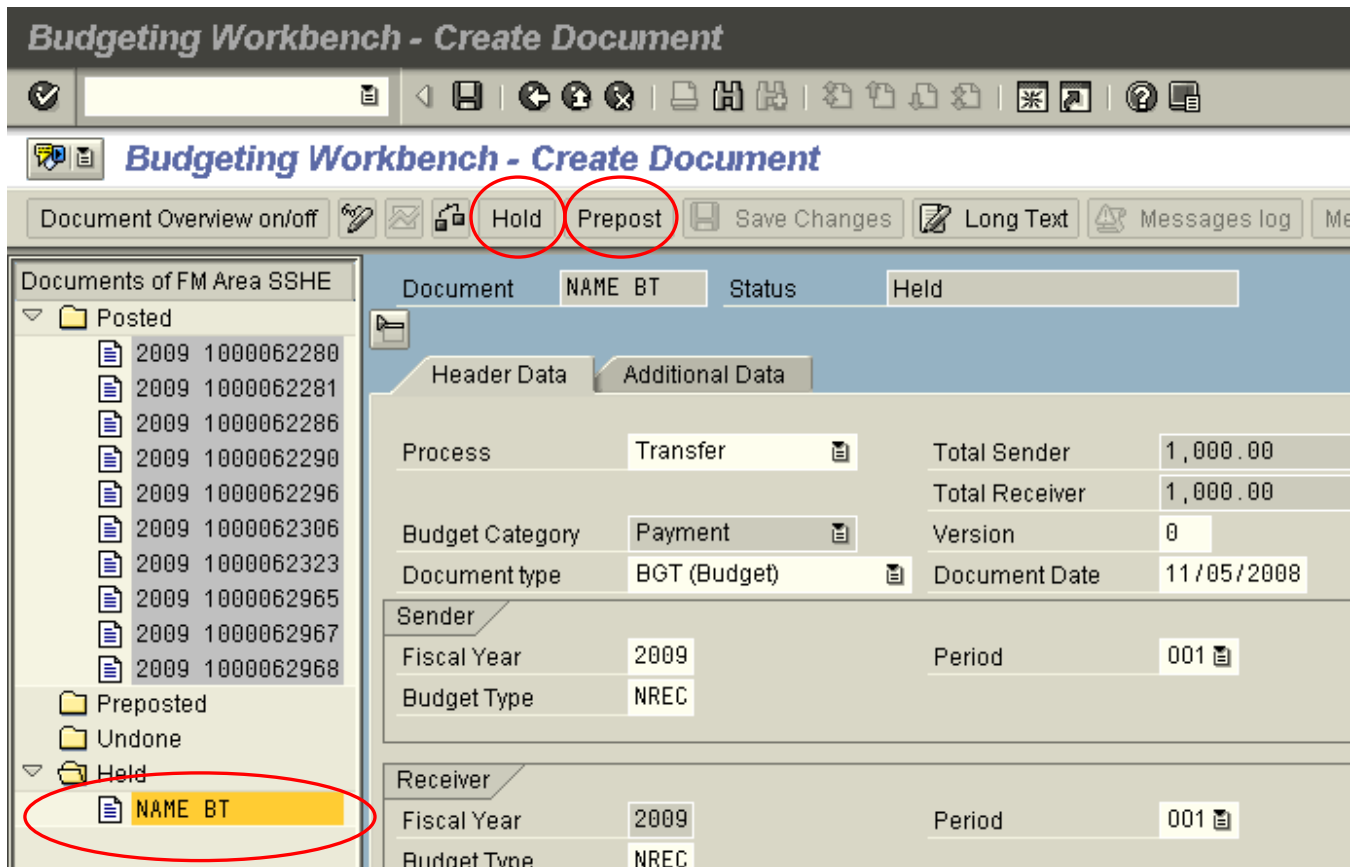
- Enter a name for the document and click *HOLD*. You can name the document anything you want as you will be the only user able to see this document.




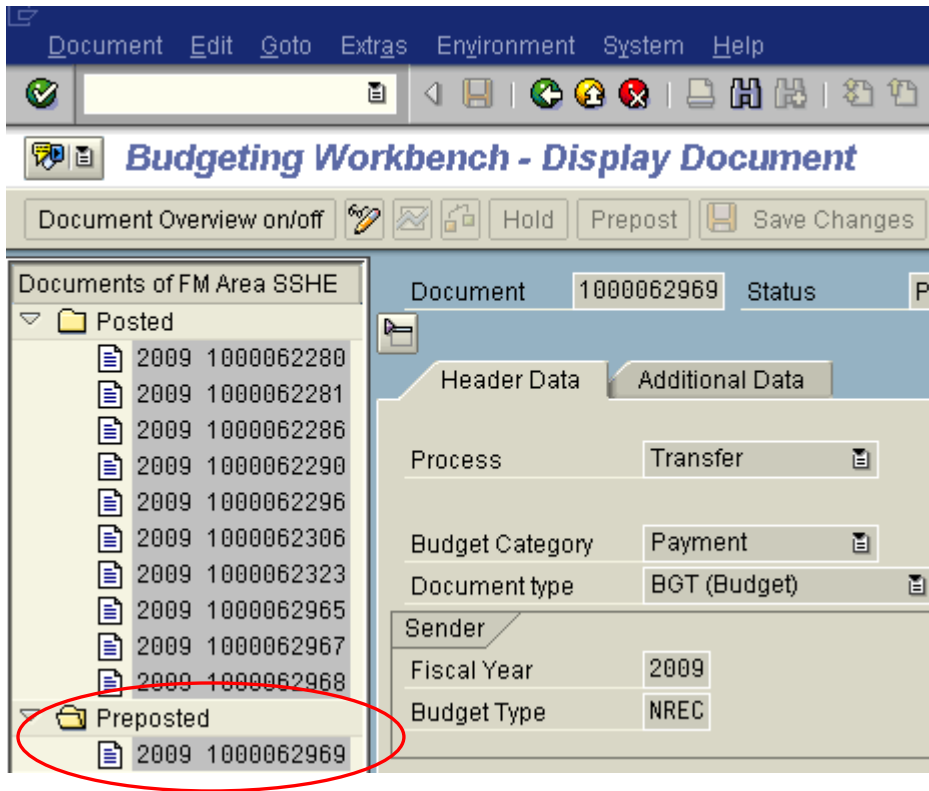
- You may get an error message depending on how far you are in your entry. Just click the green  to accept.



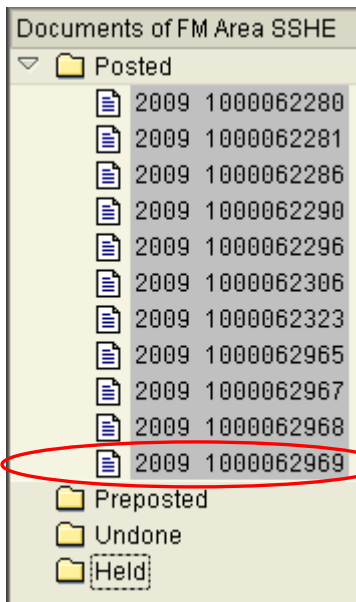
- ❑ The held document will appear in your personal documents tree in your Held folder.



- ❑ To open the document, find it in your held documents folder and double click on the document. Revise/complete the document.
- ❑ Once the budgeting workbench header and body have been completed, click  to check the document.
- ❑ Once you have verified that you have no errors, click **Prepost**. The document will move from your held folder into the "Preposted" folder.

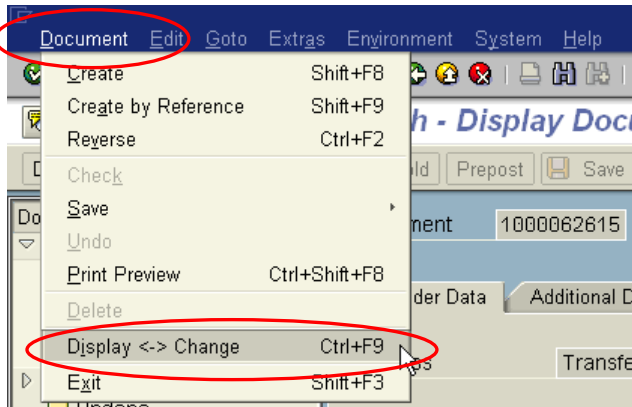


- ❑ The Budget Office will then post document. It will move into your “Posted” Folder at that time.

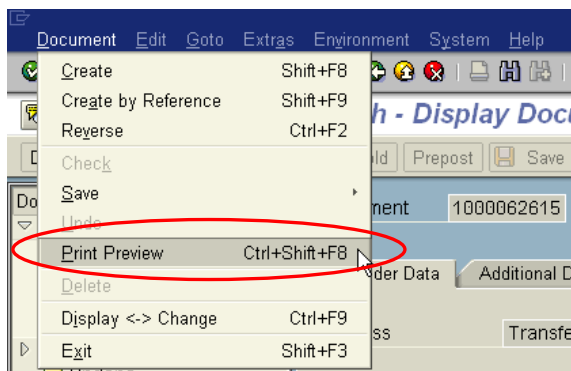


TO PRINT THE POSTED DOCUMENT FOR BACK UP

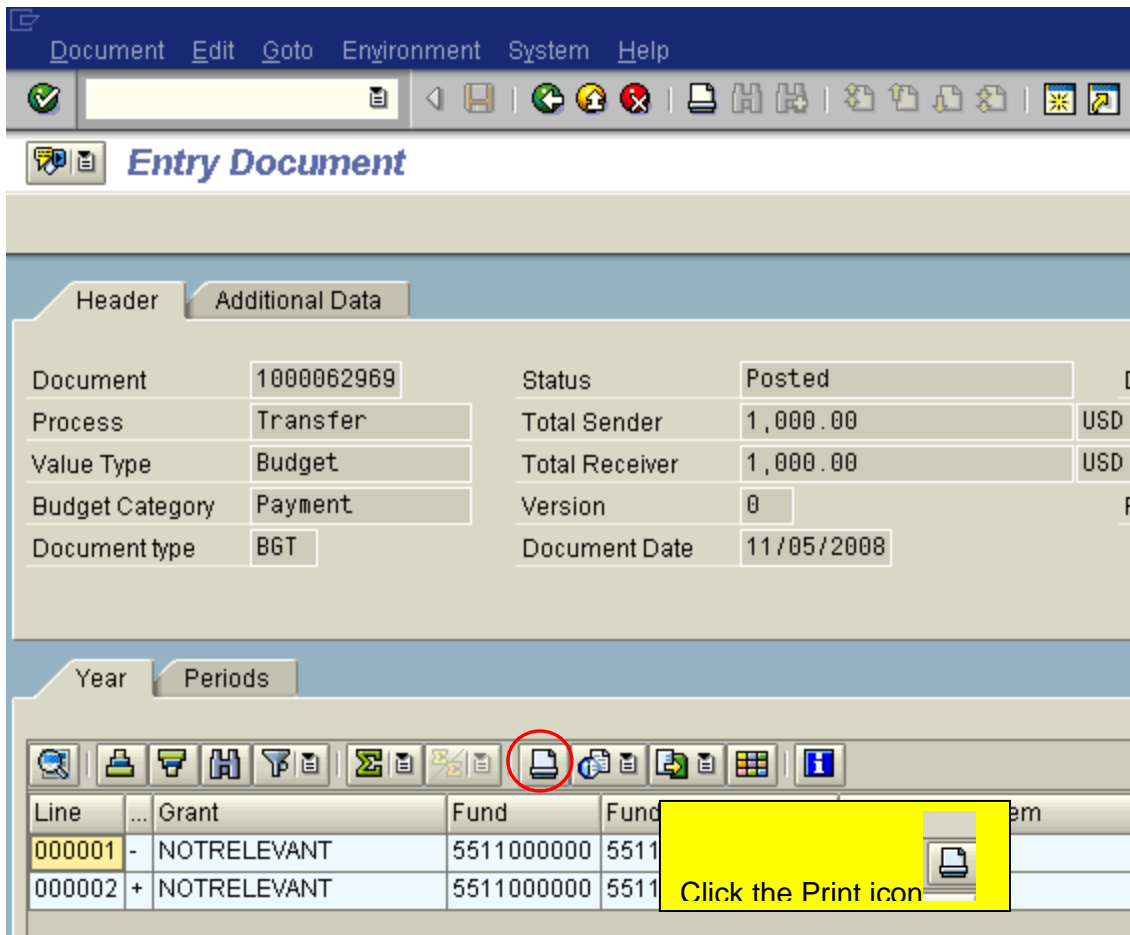
- ❑ Select *Document – Display <-> Change*



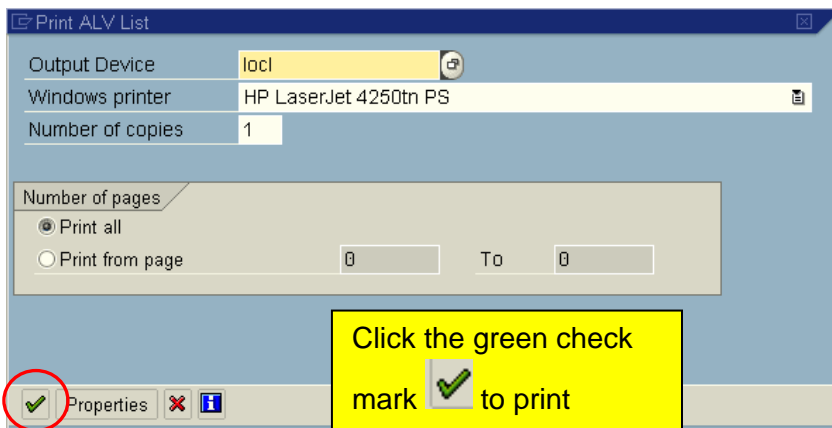
- ❑ Select *Print Preview*











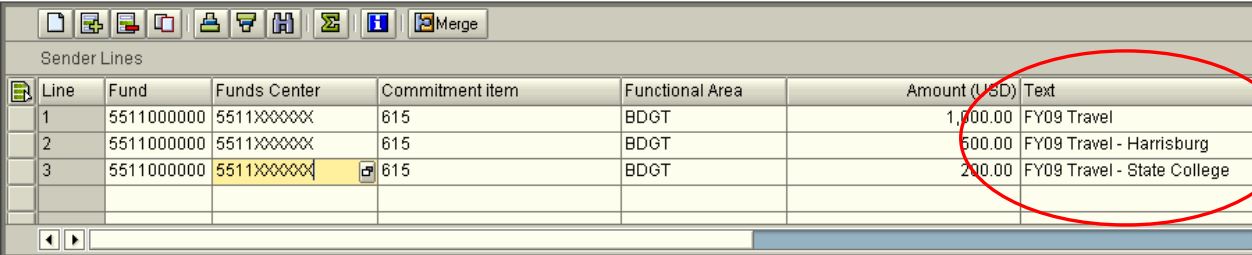

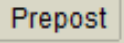

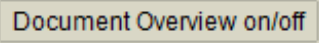

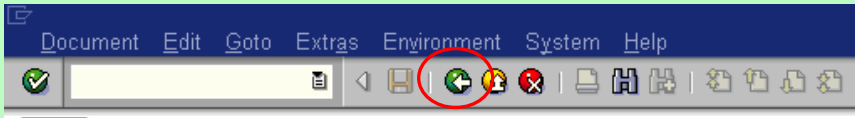
Note: The printer name that appears when you choose local will be your own network printer.



- ❑ Set the Print properties as follows:



HELPFUL TIPS WHILE IN FMBB

	<p>TIP: You can turn off/on the Budget Header information by using </p>																												
	<p>TIP: To easily enter or delete an extra row use the following icons:</p> <div style="display: flex; align-items: center;">  <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-left: 10px;"> <p>Highlight row by clicking the grey square to left of row. Click  to insert row and  to delete row.</p> </div> </div>																												
	<p>TIP: You no longer need to enter a Fund or Functional Area on the budget documents; these will both default from the Funds Center you enter. You must enter Funds Center, Commitment Item, Amount, and Text.</p>																												
	<p>TIP: Line item text is now available:</p>  <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Line</th> <th>Fund</th> <th>Funds Center</th> <th>Commitment item</th> <th>Functional Area</th> <th>Amount (USD)</th> <th>Text</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>5511000000</td> <td>5511XXXXXX</td> <td>615</td> <td>BDGT</td> <td>1,000.00</td> <td>FY09 Travel</td> </tr> <tr> <td>2</td> <td>5511000000</td> <td>5511XXXXXX</td> <td>615</td> <td>BDGT</td> <td>500.00</td> <td>FY09 Travel - Harrisburg</td> </tr> <tr> <td>3</td> <td>5511000000</td> <td>5511XXXXXX</td> <td>615</td> <td>BDGT</td> <td>200.00</td> <td>FY09 Travel - State College</td> </tr> </tbody> </table>	Line	Fund	Funds Center	Commitment item	Functional Area	Amount (USD)	Text	1	5511000000	5511XXXXXX	615	BDGT	1,000.00	FY09 Travel	2	5511000000	5511XXXXXX	615	BDGT	500.00	FY09 Travel - Harrisburg	3	5511000000	5511XXXXXX	615	BDGT	200.00	FY09 Travel - State College
Line	Fund	Funds Center	Commitment item	Functional Area	Amount (USD)	Text																							
1	5511000000	5511XXXXXX	615	BDGT	1,000.00	FY09 Travel																							
2	5511000000	5511XXXXXX	615	BDGT	500.00	FY09 Travel - Harrisburg																							
3	5511000000	5511XXXXXX	615	BDGT	200.00	FY09 Travel - State College																							
	<p>TIP: To Prepost (Park) the document </p>																												
	<p>TIP: To turn Document Overview on or off  to display or not display your personal documents tree (Posted, Preposted, Undone, and Held folders)</p>																												
	<p>TIP: Hit green arrow back to enter a new transaction – no longer need to exit to main menu.</p> 																												

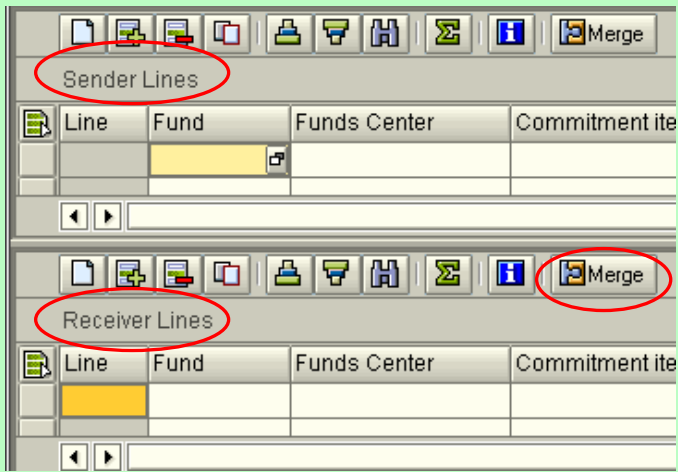


TIP: To Hold the document

Hold



TIP: When completing a budget transfer, you can choose split screen feature as shown:



The following screen will appear on which you can separately enter your Sender amounts on the top and the Receiver amounts on the bottom. Click Merge to return to normal

HOW TO VIEW BUDGET DOCUMENTS OR BUDGET TRANSACTIONS

BUSINESS SCENARIO

Scenario

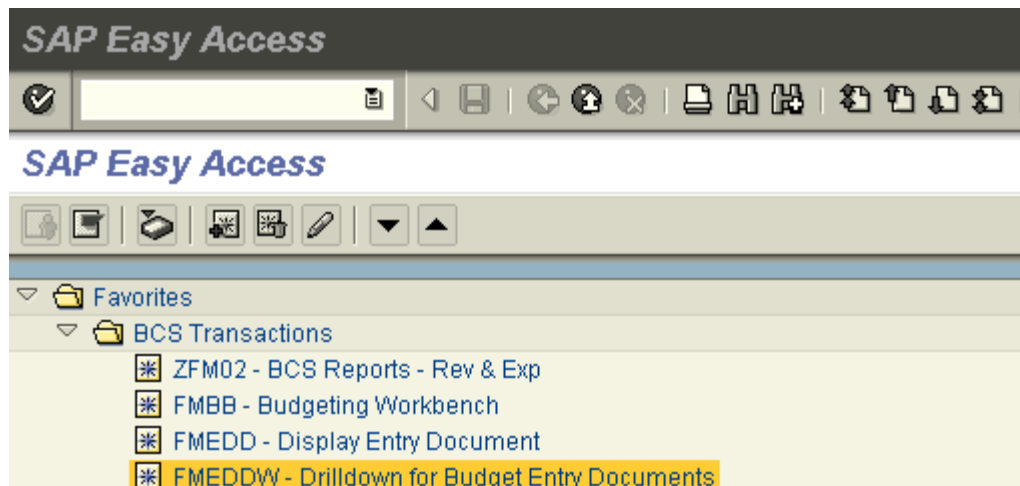
A Fund Center Administrator would like to quickly see the **budget line items** posted to their funds center or **locate a budget transfer**.

TRANSACTION CODE

FMEDDW – Drilldown for Budget Entry Documents

PROCEDURE

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



- ❑ This transaction can be used to view a single budget entry or view all of the budget entries for a specific funds center.
- ❑ The user may be specific in the search criteria to view a specific transaction or enter the funds center number to view all budget entries for that funds center.

Note: Not all fields identified need to be completed.

At a minimum enter:

#2 Budget Category: 9F

#6 Fiscal Year

#8 Fund Center

FM Area	SSHE	1		
Budget Category	9F	2		
Entry Document Number		3	to	
Created by		4	to	
Original Application			to	
Created on		5	to	
Document Date			to	
Person Responsible			to	
Text Name			to	
Value Type			to	
Version			to	
Fiscal Year	2009	6	to	
Budgeting Period			to	
Int. Edgt. Process			to	
Budget Type			to	
Document Status			to	
Entry Document Line			to	
Grant		7		
Fund				
Funds Center	55XXXXXXXX	8		
Commitment item	600	9	799	
Functional Area				
Funded Program				

Layout Selection
Layout

PRD (1) (300) era OVR

1. **FM Area:** will default to *SSHE*
2. **Budget Category:** will always be *9F*
3. **Entry Document Number:** enter the document number if searching for a BT
4. **Created by:** enter SAP user ID of the person who input the entry
5. **Created on:** enter the date on which the document was first entered
6. **Fiscal Year:** enter the fiscal year in which document was posted
7. **Fund:** enter the fund number or range of funds to view all of the budget entries associated with the fund(s) entered
8. **Funds Center:** enter the funds center number or range of funds center numbers to view all budget entries associated with the funds center(s) entered
9. **Commitment item:** should be used in conjunction with the fund or funds center to limit the budget entries selected

Click the execute icon 

This will return a list of all of the documents that meet the search criteria.

- In order to choose the correct layout click on the select layout icon below:

The screenshot shows the SAP 'Selection List for Entry Documents' interface. At the top, there is a title bar with the SAP logo and a toolbar. Below the title bar, there is a sub-toolbar with various icons, including a 'Choose' icon (a grid with a checkmark) which is circled in red. Below the sub-toolbar, there is a header area with fields for 'FM area' (SSHE), 'Currency' (USD), and 'Budget Category' (Payment). The main area contains a table with columns: Doc Year, Entry Docu, Line, Version, Doc. type, Process, Year, Budget Type, Fund, Funds Ctr, Cmmnt Item, F.Ar, Grant, Funded Prg, and Amount LC. The table contains three rows of data for the year 2009.

Doc Year	Entry Docu	Line	Version	Doc. type	Process	Year	Budget Type	Fund	Funds Ctr	Cmmnt Item	F.Ar	Grant	Funded Prg	Amount LC
2009	1000062280	000001	0	BGT	Send	2009	Recurring Budget	5511000000	5511302000	660	BDGT	NOTRELEVANT	NOTRELEVANT	10.00-
		000002	0	BGT	Receive	2009	Recurring Budget	5511000000	5511302000	615	BDGT	NOTRELEVANT	NOTRELEVANT	10.00
	1000062306	000001	0	BGT	Send	2009	Recurring Budget	5511000000	5511302000	660	BDGT	NOTRELEVANT	NOTRELEVANT	5.00-
		000002	0	BGT	Receive	2009	Recurring Budget	5511000000	5511302000	690	BDGT	NOTRELEVANT	NOTRELEVANT	5.00

- Choose preferred layout by double clicking on the layout name or clicking

The screenshot shows the 'Choose layout' dialog box. It has a 'Layout setting' field at the top. Below it is a table with three columns: 'Layout', 'Layout description', and 'Default setting'. The table contains three rows: '60MULAYOUT' (60MULayout), 'MU55 LAYOUT' (Mansfield Univ budget layout), and 'PASSHE' (PASSHE Layout). The 'PASSHE' row is highlighted in green and has a checkmark in the 'Default setting' column. A red oval circles the entire table area. At the bottom left of the dialog box, there is a checkmark icon and a close (X) icon, both circled in red.

Layout	Layout description	Default setting
60MULAYOUT	60MULayout	
MU55 LAYOUT	Mansfield Univ budget layout	
PASSHE	PASSHE Layout	✓

NOTE: **Choose one** of the layouts available.

60MULayout Version:

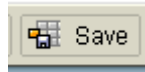
Doc Year	Fund	Funds Center	Created on	Entry Docu	Public Law	Created by	Cmnt Item	Amount LC	Text
2009	5511000000	5511302001	09/30/2008	1000047160		CSPRINKLES	640	2,500.00	FBS DOC#0500371862
							640	2,500.00	
			09/30/2008	1000047161		CSPRINKLES	641	2,500.00	FBS DOC#0500371863
							641	2,500.00	
			09/30/2008	1000047162		CSPRINKLES	646	500.00	FBS DOC#0500371864
							646	500.00	
			09/30/2008	1000047163		CSPRINKLES	660	1,500.00	FBS DOC#0500371865
							660	1,500.00	
							**	7,000.00	
							***	7,000.00	
							****	7,000.00	

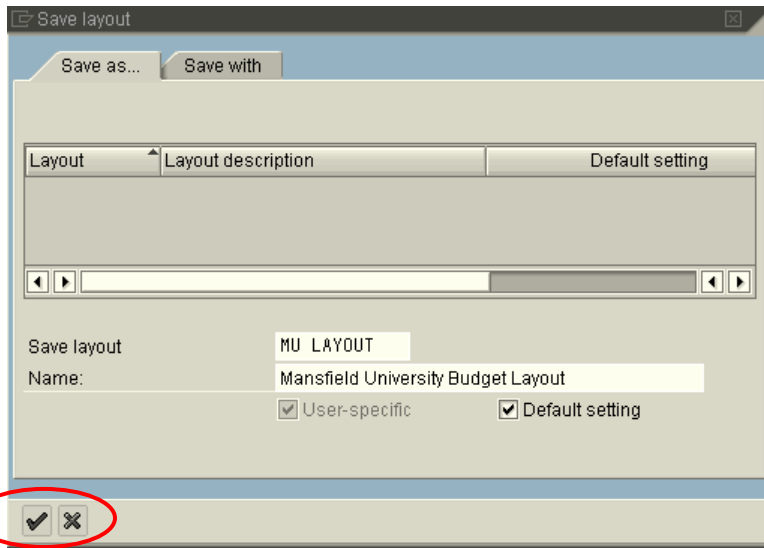
Note:
Double click to drill down – see page 40 for instructions.

or PASSHE Layout version

Doc Year	Entry Docu	Line	Version	Doc. type	Process	Year	Budget Type	Fund	Funds Ctr	Cmnt Item	F.Ar	Amount LC	Text
2009	1000047160	000001	0	BGT	Enter	2009	Recurring Budget	5511000000	5511302001	640	BDGT	2,500.00	FBS DOC#0500371862
	1000047161	000001	0	BGT	Enter	2009	Recurring Budget	5511000000	5511302001	641	BDGT	2,500.00	FBS DOC#0500371863
	1000047162	000001	0	BGT	Enter	2009	Recurring Budget	5511000000	5511302001	646	BDGT	500.00	FBS DOC#0500371864
	1000047163	000001	0	BGT	Enter	2009	Recurring Budget	5511000000	5511302001	660	BDGT	1,500.00	FBS DOC#0500371865

- To save layout as default, click on Save Layout icon



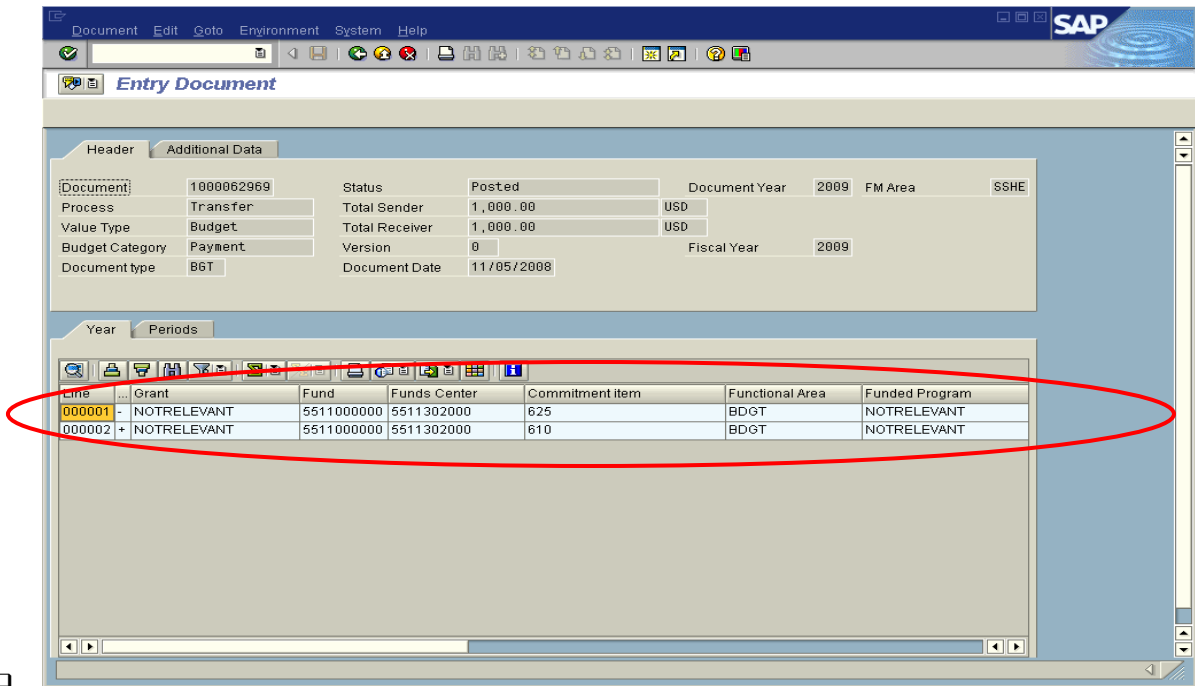


Note:
This will be a one-time setup.

- ❑ Click  or Enter.

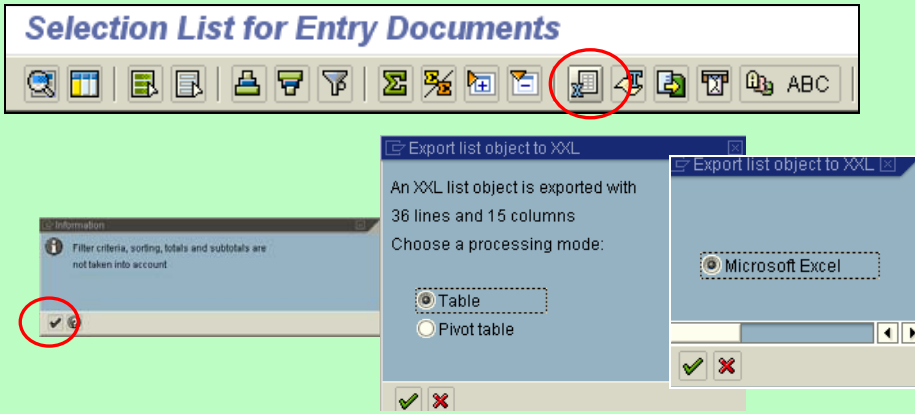
Drill Down

- ❑ If you want to see one specific document, select the appropriate document by double clicking on it.
- ❑ The document will appear as follows:



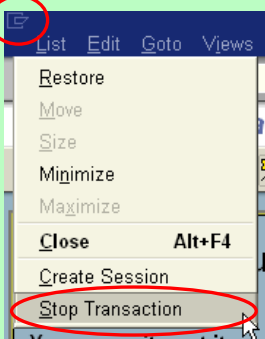
HELPFUL TIPS WHILE IN FMEDDW

TIP: To Export information into Excel, choose *Spreadsheet* icon.



The screenshot shows a toolbar with various icons. The icon representing a spreadsheet (Microsoft Excel) is circled in red. Below the toolbar, a dialog box titled 'Export list object to XML' is open. It displays the text: 'An XML list object is exported with 36 lines and 15 columns. Choose a processing mode:'. There are two radio buttons: 'Table' (which is selected) and 'Pivot table'. Below these, there is a section for 'Microsoft Excel' with a checkmark icon. To the left of the dialog box, there is a small information box with a lightbulb icon and a checkmark icon circled in red.

TIP: To abort a transaction, click on the blue icon in the upper left hand corner of the screen and choose *Stop Transaction* as shown:



The screenshot shows a menu with the following options: 'Restore', 'Move', 'Size', 'Minimize', 'Maximize', 'Close Alt+F4', 'Create Session', and 'Stop Transaction'. The 'Stop Transaction' option is circled in red. A blue icon in the upper left corner of the menu is also circled in red.

The end!