Budget Control System (BCS)

Budget Transaction Processor/Requestor

Budget Documents:

FMBB: Budgeting Workbench/Transfer Posting/Pre-posting

Budget Encumbrance Processor/Requestor

Funds Reservation:
    FMX1: Create Funds Reservation
    FMX2: Change Funds Reservation
    FMX3: Display Funds Reservation

FMBB - Budgeting Workbench
Pre-post Budget Transfer – Transaction Code: FMBB

➔ Below is the default view you will first see

This is only the Default View, you will need to change to "TRANSFER"

→ Complete the Budgeting Workbench *Header Data* information.

1. **Process:** will always be Transfer – when Transfer is selected, screen will change appearance

2. **Document type:** will always be BGT – when entered, screen will change as above

3. **Version:** will always be 0

4. **Document Date:** enter today's date (If transfer is taking place at year end, back date the transfer to 6/30/XX)

5. **Sender Fiscal Year:** will be the current fiscal year. The fiscal year <u>MUST</u> be the same as what is entered in #9. Current fiscal year will always be the last two numbers of the fiscal year, e.g. 2013-2014 = **2014**; 2014-2015 = **2015**

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

7. **Sender Period:** *The default is ALL.* You may put the current fiscal period if you wish. July (001)..June (012).

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

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

10. **Receiver Period:** *The default is ALL.* You may put the current fiscal period if you wish. July (001)..June (012).
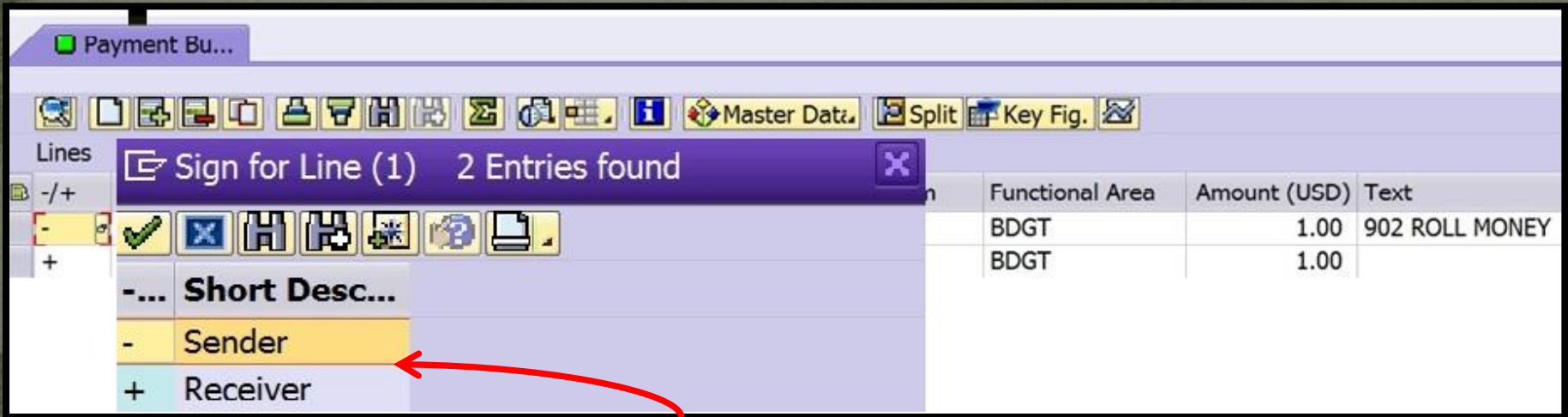
Open drop-down to select either "Sender" or "Receiver"

Input Data for Budget:

 -/+Tab, please select either Sender or Receiver

2. Fund Center: Enter Fund Center listed on your master data sheet
3. Commitment Item: "NON-PERSONNEL"
4. Key in amount that is needed to be transferred
5. Text: List justification of transfer

Input Additional Data:
    Optional (as you choose **to populate**)

Payment Budget Bar should match ...

Document Overview on/off ✏️ 🔓 Hold   Prepost   💾 Save Changes   📝 Long Text   📢 Messages log

Process	Transfer ▼

Document type	BGT (Budget) ▼
Version	0
Document Date	09/29/2014

Payment Budget

Total Sender	1.00	←
Total Receiver	1.00	←

Notice the "Sender" and "Receiver" should match

Sender
Fiscal Year	2015	Period	All ▼
Budget Type	NREC Non-Recurring Budget		

Receiver
Fiscal Year	2015	Period	All ▼
Budget Type	NREC Non-Recurring Budget		

🟢 Payment Bu...

🔍 📄 ➕ ➖ 📋 🖨️ 🔽 💾 📤 Σ 📊 📑 ℹ️ 🔷 Master Data 📊 Split 📋 Key Fig. 📈

Lines

Doc. Line	-/+	Fund	Funds Center	Name of a Funds Center	Commitment Item	Functional Area	Amount (USD)
	-		7011490100		NON-PERSONNEL	BDGT	1.00
	+		7011395300		NON-PERSONNEL	BDGT	1.00

Information available on Additional Data tab: (the information that you provide here is the detail you will see when looking up a budget document.) This is very important to enter. The person responsible is you or the individual directing you do complete the transfer. i.e. 70VKUHN. The Header Text provides the support/why the transfer was made.

Header D...	Additional Data

Person Resp.	70VKUHN
Header Text	TRANSFER 902 TO NON-PERSONNEL PER VKUHN 9-25-14

Public Law		Created by	
		Created on	
		Created at	00:00:00
		Orig Appl	

Check Document (F7) -

Budgeting Workbench - Create Document

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

Check Document

|		Payment Budget	
Process	Transfer	Total Sender	1.00
		Total Receiver	1.00
Document type	BGT (Budget)		*Should Equal Amounts*

Notice the bottom of page would show if there were any errors.

✅ No errors detected. Document has been checked successfully   SAP   ▷ PRD (1) 300 ▾ enlfutura INS   🔒
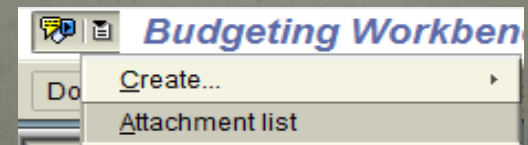
Creating an attachment in FMBB

→ While in the Change mode in FMBB, dropdown on the Services for Object and choose Create -> Create Attachment:
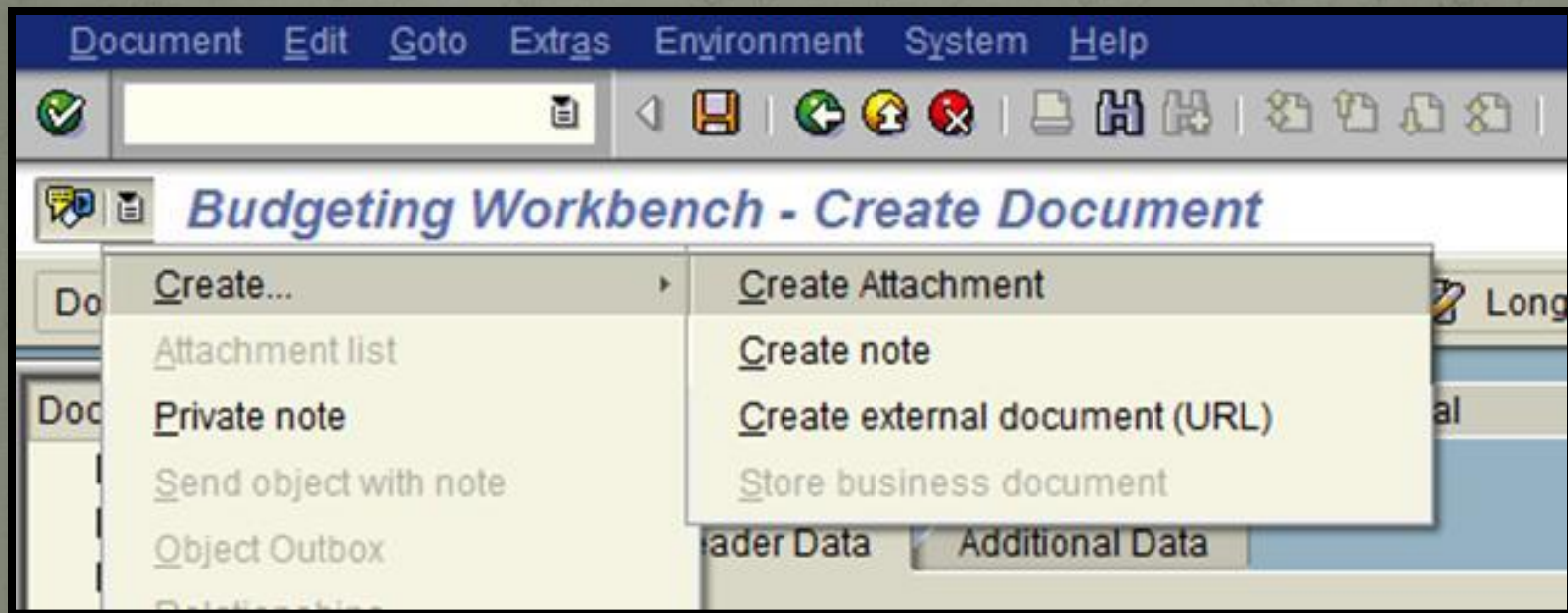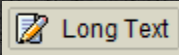

Select a file to attach.

Once document is saved, then choose it through the attachment list:

Once you attach to a budget document you **cannot** delete the attachment!

Many of you will find the Long Text [Long Text] useful. If you have received instructions for the transfer via an e-mail, you may copy the e-mail and paste it (using-edit-paste) to save it and provide documentation of why the budget transfer was made.

To save changes (can save text changes only)

NOTES

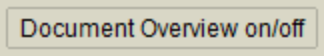*** ALWAYS make certain the Payment Budget Box (top of screen) the amounts match.

***May use as many lines as needed.

***May key in as many transfers from various fund centers in one transaction

***May NOT transfer between funds ie. fund 1000 and 1924

***May transfer 902 and 903 to Non-Personnel

***Never transfer Personnel

*** To turn Document Overview on or off [Document Overview on/off] to display or not display your personal documents tree (Posted, Pre-posted, Undone, and Held folders)

Hit enter or the green check [✓] to bring in Fund and Functional Area

Choose Pre-post [Prepost] and record document number.
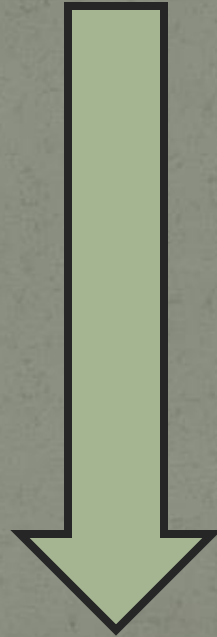
Your Pre-post will be posted by the budgeting staff.

FMX1 – Create Fund Reservation

Create Fund Reservation – Transaction Code: FMX1

→ Below is the default view you will first see

	Document	Edit	Goto	System	Help

Funds reservation: Create InitScrn

Document Type is ALWAYS 11

Document type   11

Document Date   09/29/2014

Posting Date   09/29/2014

Document Date/Posting Date will always default "Today's Date"

Company Code   SSHE   State System of Higher Ed   Default

Currency/rate   USD   Default

Translation Date
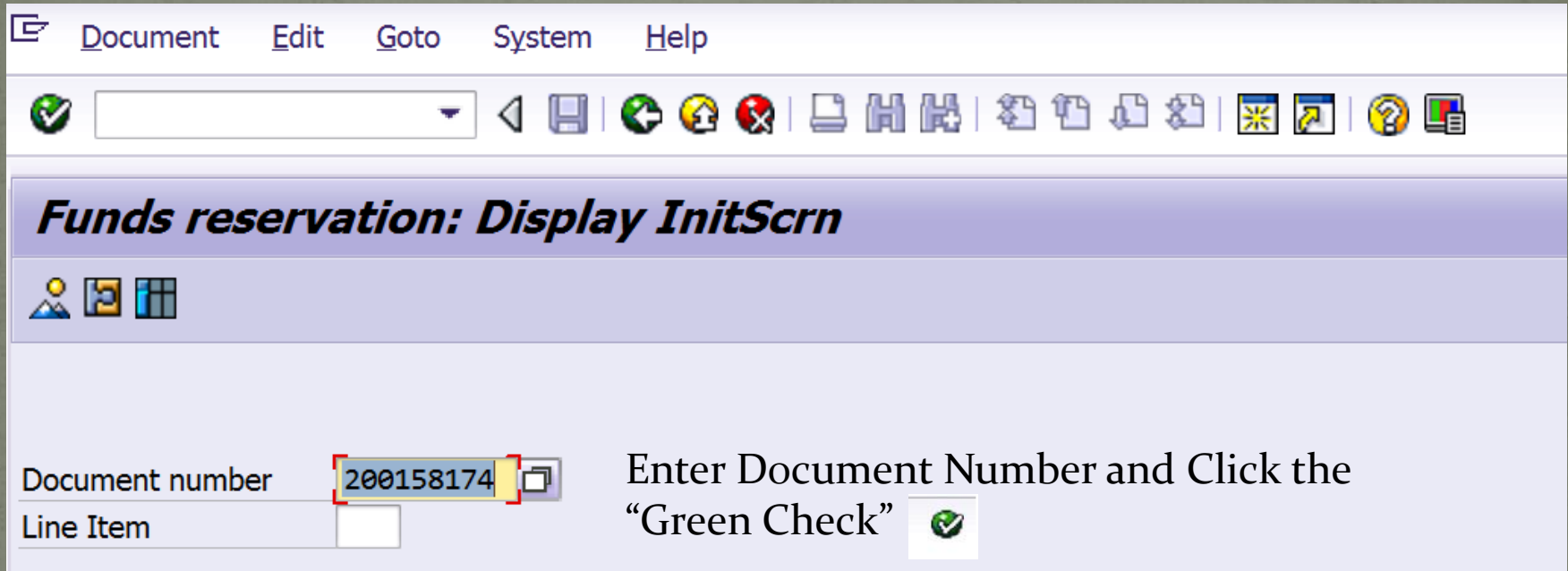
Click the "SAVE" 💾 button ....notice the Document Number will appear at the bottom of the screen letting you know that it has been posted. Keep this number as a reference number.

✅ Document 200158174 posted

FMX3 – Display Fund Reservation
Display Initial Screen – Transaction Code: FMX3

Document   Edit   Goto   System   Help

Funds reservation: Display InitScrn

Document number   200158174

Line Item

Enter Document Number and Click the "Green Check"

This will bring up the original screen for viewing only.

Funds reservation: Display Detail scr

⬅️ ➡️ 🖨️ 👤 📝 ℹ️ Consumption ➡️ Click on "Consumption"

Line Item	200158174	1	Position	⬜ / 1

Text FITNESS MANAGEMENT LPA PROGRAM-V. KUHN/ENDS 9/1/14

Control data

☐ Completion indicator　　☐ Item blocked　　☐ Item block　　⏩ More

Values

Currency	USD
Overall amount	1.00
Open amount	1.00
Due on	

More data

Vendor	

After clicking on "Consumption" this view will list all Purchase Orders (anything charged) to this Fund Reservation. It will also provide: **"Total Consumption" and "Open Amount"**

1	Purchase Requisition	0010473507 00001	0.00	USD	0.00	USD	0.00	0.00	07/30/2014	07/24/2014	ITEM 593020 WALTER M SERIES BINOCULAR
	Purchase Requisition	0010473502 00001	0.00	USD	0.00	USD	0.00	0.00	07/30/2014	07/24/2014	VIDEO: THE IMPORTANCE OF LAB ANIMAL
	Total Purchase reqs		0.00	USD	0.00	USD	0.00	0.00			
	Purchase Order	4500438995 00001	19.95	USD	19.95	USD	0.00	0.00	09/09/2014	07/30/2014	VIDEO: THE IMPORTANCE OF LAB ANIMAL
	Purchase Order	4500438945 00013	58.50	USD	58.50	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 492209 GREATEST DISCOVERIES WITH
	Purchase Order	4500438945 00012	29.95	USD	29.95	USD	0.00	0.00	09/09/2014	07/30/2014	SHIPPING & HANDLING
	Purchase Order	4500438945 00011	143.60	USD	143.60	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 212205 RECOVERING THE ROMANOVS
	Purchase Order	4500438945 00010	167.04	USD	167.04	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 228703 CAROLINA'S PERFECT SOLUTION
	Purchase Order	4500438945 00009	147.78	USD	147.78	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 456130 THE SHEEP BRAIN: A BASIC
	Purchase Order	4500438945 00008	27.90	USD	27.90	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 634200 CAROLINA BLUE BOX, HOLDS
	Purchase Order	4500438945 00007	85.50	USD	85.50	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 311296 FROG LATE NEURAL TUBE, C.S.
	Purchase Order	4500438945 00006	76.50	USD	76.50	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 311278 FROG EARLY NEURAL GROOVE,
	Purchase Order	4500438945 00005	54.00	USD	54.00	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 313708 MAMMAL SPINAL CORD, C.S.
	Purchase Order	4500438945 00004	87.70	USD	87.70	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 313576 MAMMAL NERVE FIBERS, TEASED
	Purchase Order	4500438945 00003	85.50	USD	85.50	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 313666 MAMMAL CEREBELLUM 7 UM
	Purchase Order	4500438945 00002	1,079.10	USD	1,079.10	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 591416 MOTIC MOTICAM 10 DIGITAL
	Purchase Order	4500438945 00001	5,062.50	USD	5,062.50	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 593020 WALTER M SERIES BINOCULAR
	Purchase Order	4500438764 00002	727.50	USD	727.50	USD	0.00	0.00	09/08/2014	07/28/2014	CATALOG NO: S64950 SENSORY ORGANS
	Purchase Order	4500438764 00001	772.50	USD	772.50	USD	0.00	0.00	09/02/2014	07/28/2014	CATALOG NO: S64949 NERVOUS SYSTEM
	Total Purchase Orders		8,625.52	USD	8,625.52	USD	0.00	0.00			
	Consumpt.		8,625.52	USD	8,625.52	USD	0.00	0.00			
	Open amount		2,874.48	USD	2,874.48	USD	0.00	0.00			

FMX2 – Change Fund Reservation
Change Overview screen – Transaction Code: FMX2

You may also "CLOSE" the Fund Reservation by using
FMX2 – Change Fund Reservation.

Funds reservation: Change Hdr Data

General Data

Document number	200158174	✅ Posted	Document Date	09/29/2014
Document type	11	Funds reservatn w/o Workfl...	Posting Date	09/29/2014
Company Code	SSHE	State System of Higher Ed	Currency/Rate	USD
FM Area	SSHE	State System		
CO Area	SSHE	State System	Local currency	USD

Statistics

Created by	70VKUHN	Created on	09/29/2014
Changed by		Changed on	

Document Status

☑ Completed ☐ Blocked

☐ Can be arc ☐ Block

Please check the "Completed Box" --- This will close the Fund Reservation and put the remainder of the funds back into the account

Additional Data

Doc.text	FITNESS MANAGEMENT LPA PROGRAM-V. KUHN/ENDS 9/1/14
Reference	

Click the "Green Check" to save.

✔ ✖

Contact Linda Moore at Ext. 2234 or
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