# TABLE OF CONTENTS

BCS Introduction..................................................................................................................3

Setup for the New BCS Transactions..................................................................................4
  - Creating a New Folder for BCS Transactions in Favorites........................................4
  - Creating New Favorites.................................................................................................5

Budget Reports ....................................................................................................................7
  - Choosing a Layout.........................................................................................................7
  - ZFM01 & ZFM02...........................................................................................................9
  - BUDSTAT_w/CF...........................................................................................................12
  - SOURCES_w/CF..........................................................................................................13
  - ACTCOM_wCF............................................................................................................13
  - Drilldown Capability.....................................................................................................14
  - How to Save Report to Excel......................................................................................15
  - Helpful Tips While Using ZFM02...............................................................................16

How to Create a Variant.....................................................................................................17

How to View Actual Expenses (ZGENLED).....................................................................20

How to Pre-Post a Budget Transfer (FMBB)....................................................................22
  - Budgeting Workbench Personal Documents Tree....................................................23
  - Holding Documents....................................................................................................28
  - To Print Posted Document.........................................................................................31
  - Helpful Tips While Using FMBB................................................................................33

How to Locate a Budget Transfer or View Budget Line Items (FMEDDW).......................35
  - Choosing and Saving Layout .....................................................................................37
  - Helpful Tips While Using FMEDDW..........................................................................40
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:

<table>
<thead>
<tr>
<th>Function</th>
<th>Fiscal years 2008 and Prior</th>
<th>Fiscal years 2009 and after</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Line Reporting</td>
<td>ZBUDSTAT_NOCF</td>
<td>ZFM01 or ZFM02</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Function</th>
<th>Prior to 11/24/08</th>
<th>After 11/24/08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Transfer</td>
<td>Park using FR69</td>
<td>Pre-Post using FMBB</td>
</tr>
</tbody>
</table>
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:

![SAP Easy Access]

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 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**

<table>
<thead>
<tr>
<th>Selection values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Management Area</td>
</tr>
<tr>
<td>Budget Category</td>
</tr>
<tr>
<td>Version</td>
</tr>
<tr>
<td>Fiscal Year From</td>
</tr>
<tr>
<td>Fiscal Year To</td>
</tr>
</tbody>
</table>

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

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

Expand & collapse sections of the report by clicking on these buttons.
NOTE: This transaction contains six different reporting options:

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

3. **ACTCOM_wCF** – Shows only commitments and actuals by funds center by commitment item.
To drill down to the line item detail, double click on the dollar 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:

- After making a selection click ✅.
The entries behind the number will appear as shown below:

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:

- BUDSTAT_WCF_FC
- SOURCES_WCF_FC
- ATRACT_WCF_FC
- BUDSTAT_WCF_FC
- SOURCES_WCF_FC
- ATRACT_WCF_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 Single Values tab or by entering a range under 1Range tab.
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.
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

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Doc. Number</th>
<th>DT</th>
<th>Item Description</th>
<th>Beginning Balance (07/01/2008)</th>
<th>Ending Balance (08/31/2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

#### Account 040100  Electric

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Doc. Number</th>
<th>DT</th>
<th>Item Description</th>
<th>Beginning Balance (07/01/2008)</th>
<th>Ending Balance (08/31/2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/31/2008</td>
<td>1780312000</td>
<td></td>
<td>PENELED DAYCARE VS END PAYABLE</td>
<td>28.34</td>
<td>28.34</td>
</tr>
<tr>
<td>08/05/2008</td>
<td>1990049988</td>
<td></td>
<td>PENELED DAYCARE LIGHTS 67/01-87/27/08</td>
<td>103.45</td>
<td>103.45</td>
</tr>
<tr>
<td>08/05/2008</td>
<td>1990049997</td>
<td></td>
<td>PENELED DAYCARE LIGHTS 65/27-86/30/08</td>
<td>23.95</td>
<td>23.95</td>
</tr>
<tr>
<td>08/10/2008</td>
<td>19900474646</td>
<td></td>
<td>PENELED DAYCARE LIGHTS 67/28-86/29/08 36936-41735</td>
<td>209.50</td>
<td>209.50</td>
</tr>
</tbody>
</table>

#### Account 041100  Natural Gas

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Doc. Number</th>
<th>DT</th>
<th>Item Description</th>
<th>Beginning Balance (07/01/2008)</th>
<th>Ending Balance (08/31/2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/14/2008</td>
<td>1990059267</td>
<td></td>
<td>FPL DAYCARE NATURAL GAS 06/10-07/12 2024</td>
<td>15.49</td>
<td>15.49</td>
</tr>
<tr>
<td>08/28/2008</td>
<td>19900471151</td>
<td></td>
<td>FPL DAYCARE NATURAL GAS 07/13-08/11 1928</td>
<td>49.84</td>
<td>49.84</td>
</tr>
</tbody>
</table>

#### Account 046100  Water, Sewage, Trash, Other Utilities

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Doc. Number</th>
<th>DT</th>
<th>Item Description</th>
<th>Beginning Balance (07/01/2008)</th>
<th>Ending Balance (08/31/2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/23/2008</td>
<td>1780312000</td>
<td></td>
<td>MANSFIELD PW WATER DAYCARE VS END PAYABLE</td>
<td>11.96</td>
<td>11.96</td>
</tr>
<tr>
<td>09/05/2008</td>
<td>1990046078</td>
<td></td>
<td>DAVCARE WATER 09/01-09/16 51660-823000</td>
<td>29.49</td>
<td>29.49</td>
</tr>
<tr>
<td>09/05/2008</td>
<td>1990046079</td>
<td></td>
<td>DAVCARE WATER 06/21-07/19/08 51660-623000</td>
<td>13.26</td>
<td>13.26</td>
</tr>
<tr>
<td>09/02/2008</td>
<td>19900472393</td>
<td></td>
<td>MANS PW WATER DAVCARE 7/18-8/15 E34880</td>
<td>47.75</td>
<td>47.75</td>
</tr>
</tbody>
</table>

#### Account 660115  Supplies - Cr/Procurement Card Purchases

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Doc. Number</th>
<th>DT</th>
<th>Item Description</th>
<th>Beginning Balance (07/01/2008)</th>
<th>Ending Balance (08/31/2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
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.

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:

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:

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:
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.

Workbench - Create Document

- Hold
- Prepost
- Save Changes
- Long Text
- Messages
Budget Workbench Personal Documents Tree

- To turn the Personal Documents tree on or off, click Document Overview on/off.
- 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 **Hold**.

- 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 . 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:

Click the green check mark to print
HELPFUL TIPS WHILE IN FMBB

**TIP:** You can turn off/on the Budget Header information by using .

**TIP:** To easily enter or delete an extra row use the following icons:

- Highlight row by clicking the grey square to left of row.
- Click to insert row and to delete row.

**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.

**TIP:** Line item text is now available:

**TIP:** To Prepost (Park) the document

**TIP:** To turn Document Overview on or off to display or not display your personal documents tree (Posted, Preposted, Undone, and Held folders)

**TIP:** Hit green arrow back to enter a new transaction – no longer need to exit to main menu.
**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.
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:

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

NOTE: Choose one of the layouts available.
### 60MULayout Version:

![Selection List for Entry Documents](image)

<table>
<thead>
<tr>
<th>Doc. Year</th>
<th>Fund Center</th>
<th>Created on</th>
<th>Entry Date</th>
<th>Policy Inv</th>
<th>Created by</th>
<th>Commit Item</th>
<th>Amount LC</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>5511 000001</td>
<td>10/02/1981</td>
<td>100004718B</td>
<td>640</td>
<td>CSPRINLES</td>
<td>1</td>
<td>2,000.00</td>
<td></td>
</tr>
<tr>
<td>10/02/1981</td>
<td>100004718B</td>
<td>CSPRINLES</td>
<td>640</td>
<td>CSPRINLES</td>
<td>640</td>
<td>2,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/02/1981</td>
<td>100004718B</td>
<td>CSPRINLES</td>
<td>640</td>
<td>CSPRINLES</td>
<td>640</td>
<td>2,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/02/1981</td>
<td>100004718B</td>
<td>CSPRINLES</td>
<td>640</td>
<td>CSPRINLES</td>
<td>640</td>
<td>2,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/02/1981</td>
<td>100004718B</td>
<td>CSPRINLES</td>
<td>640</td>
<td>CSPRINLES</td>
<td>640</td>
<td>2,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/02/1981</td>
<td>100004718B</td>
<td>CSPRINLES</td>
<td>640</td>
<td>CSPRINLES</td>
<td>640</td>
<td>2,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

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

---

### or PASSHE Layout version

![Selection List for Entry Documents](image)

- To save layout as default, click on Save Layout icon.
Note:
This will be a one-time setup.

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.

**Selection List for Entry Documents**

![Image of Spreadsheet icon]

**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:

![Image of Stop Transaction icon]

The end!