SAP
Financial / Budget Reporting

Fiscal Year 2009 / 2010 / 2011
ZFM01 & ZFM01_EXP

July 2010
Reporting Options

**Fiscal Year 2006 and Earlier**
- PeopleSoft Web Reports

**Fiscal Year 2007**
- PeopleSoft Web Reports (July – November only)
- SAP ZBUDSTAT_EX_CF Reports
  - Shows year totals, but detail for July to November not available in SAP
- SAP BI Reports

**Fiscal Year 2008**
- SAP ZBUDSTAT_EX_CF Reports
- SAP BI Reports

**Fiscal Year 2009 / 2010 / 2011**
- SAP ZFM01 and ZFM01_EXP Reports
- SAP BI Reports
SAP Budget Reporting
Menu Transaction ZFM01 and ZFM01_EXP

These transactions can 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 funds center(s). In addition, they can be used to drill down into the line item details of all postings to the selected fund center(s). These transactions can also provide reports to detail the sources of your budget balance.

Add to Favorites

This is a one-time only task.

From the SAP Main Menu – SAP Easy Access screen, click on Favorites. Then click on Insert Transaction. A window will open. Type ZFM01 or ZFM01_EXP in the Transaction code field.

Click the green checkmark to accept the entry.

This step can be repeated to add both transactions to your list of SAP Favorites.

Which Report To Use

Report ZFM01
Use this report for all fund centers beginning with 7517 and higher. However, please see note on page 11 related to revenue.

Report ZFM01_EXP
Use this report for all fund centers beginning with 7511 through 7515.
Running A Report

Click on your new Favorites entry – ZFM01_EXP or ZFM01.

**Selection Values Section**
Entries will default.

- **Financial Management Area**: will always be SSHE
- **Budget Category**: will always be 9F
- **Version**: will always be 0
- **Fiscal Year From / To**: valid only for 2009 and forward. The next step will control the entry of the fiscal year.

Using a variant will make the entries for fiscal year.
**Step 1**
From the top menu, click on **Goto**. Then click on **Variants**. Then click on **Get**. A window will open.

Be sure to select / type the correct fiscal year.

In the variant field, type the following: **75_WCU_2010** or **75_WCU_2011** depending on the fiscal year you want.

*Note: If you are running a report for multiple fund centers, use the variant, **75_RANGE_2010** or **75_RANGE_2011** depending on the fiscal year you want.*

Delete your name from the Created By field.

Click the green checkmark with the clock to close the window.
Step 2

Selection Groups Section

_Do not use the fields marked with XXXX noted above._

1. **Or value(s)** – directly below the Fund field
   Enter the fund or range of fund numbers. This field is optional. However, please note that the report runs quicker if a fund number is entered.

   If your fund center starts with 7511, 7512, 7514, or 7515, enter 7511001000
   If your fund center starts with 7513, enter 7511001000 for FY 2009.
   If your fund center starts with 7513, enter 7513001000 for FY 2010 and forward.
   If your fund centers starts with 7517 through 7519, enter 7513001000
   For all other fund center numbers, the fund number is the same as the fund center number.

Note: _If you are using a predefined fund center group (see option 2A below), leave this field blank._
You have a choice to make.
Please review options 2A and 2B before proceeding.

2A. Funds Center Field

Use this field if you are going to use a predefined group of fund centers.

Examples
753    Finance and Administration – all divisions
7530   Finance and Administration – VP’s office only
7531   Finance and Business Services Division – entire division
753100 Finance and Business Services Division – all fund centers ending with 3100
753120 Bursar’s Office – all fund centers ending with 3120
7532   Facilities Division – entire division
753200 Facilities Division – all fund centers ending with 3200
753220 Grounds Department – all fund centers ending with 3220
752    Provost – all deans / all directors
7520   Provost’s Office only
7521   Dean – Arts & Sciences – entire operation
752100 Dean – Arts & Sciences – dean’s office – fund centers ending with 2100
752112 Biology Department – all fund centers ending with 2112
752115 Chemistry Department – all fund centers ending with 2115

You can access a drop down list for this field. Click in the field. Then click on the search icon that appears to the right of the field. The following window will open.
In the Set ID field, type the following:

- **751** to search the President’s Division
- **752** to search the Provost’s Division
- **753** to search the VP of Finance and Administration’s Division
- **754** to search the VP of Student Affairs’ Division
- **755** to search the VP of Information Services’ Division
- **757** to search the VP of Advancement’s Division

Click the green checkmark to begin the search.

Double click the appropriate to move your selection to the Funds Center field.

**2B. Or value(s) Field** - directly below the Funds Center Field

Use this field if you are reporting on one specific fund center. Enter that number here. Example: 7511003100.

**Step 3**

**3. Commitment Item**

Enter one of the following

- **SSHE_2A** Personnel and Operating Expenses / Revenue (if applicable)
- **SSHE_3B** Operating Expenses Only
Running A Report For One Fund Center - Fiscal Year 2011

If your Fund Center Number starts with 7511, 7512, 7514, or 7515

a) Select SAP Menu Transaction ZFM01_EXP

b) Select the 75_WCU_2011 variant to enter the appropriate fiscal year in both the Fiscal Year From and Fiscal Year To fields.

c) In the Or Value(s) field directly below the Fund field, enter 7511001000.

d) In the Or Value(s) field directly below the Funds Center field, enter the specific fund center number that you want to see.

e) Enter SSHE_2A or SSHE_3B in the Commitment Item field.

   SSHE_2A   Personnel and Operating Expenses / Revenue (if applicable)
   SSHE_3B   Operating Expenses Only

If your Fund Center Number starts with 7513

a) Select SAP Menu Transaction ZFM01_EXP

b) Select the 75_WCU_2011 variant to enter the appropriate fiscal year in both the Fiscal Year From and Fiscal Year To fields.

c) In the Or Value(s) field directly below the Fund field, enter 7511001313.

d) In the Or Value(s) field directly below the Funds Center field, enter the specific fund center number that you want to see.

e) Enter SSHE_2A or SSHE_3B in the Commitment Item field.

   SSHE_2A   Personnel and Operating Expenses / Revenue (if applicable)
   SSHE_3B   Operating Expenses Only
Running A Report For One Fund Center - Fiscal Year 2011

If your Fund Center Number starts with 7517 through 7519 …

a) Select SAP Menu Transaction ZFM01

b) Select the 75_WCU_2011 variant to enter the appropriate fiscal year in both the Fiscal Year From and Fiscal Year To fields.

c) In the Or Value(s) field directly below the Fund field, enter 7513001000.

d) In the Or Value(s) field directly below the Funds Center field, enter the specific fund center number that you want to see.

e) Enter SSHE_2A or SSHE_3B in the Commitment Item field.

| SSHE_2A   | Personnel and Operating Expenses / Revenue (if applicable) |
| SSHE_3B   | Operating Expenses Only                                     |
If your Fund Center Number starts with 7520 through 7599 …

a) Select SAP Menu Transaction ZFM01

b) Select the 75_WCU_2011 variant to enter the appropriate fiscal year in both the Fiscal Year From and Fiscal Year To fields.

c) In the Or Value(s) field directly below the Fund field, enter the fund center number. For this range of fund center numbers, the fund number and the fund center number are the same, with the following exceptions:

<table>
<thead>
<tr>
<th>Fund 7529000000 is associated with these particular fund centers …</th>
<th>Fund 7529000001 is associated with these particular fund centers …</th>
</tr>
</thead>
<tbody>
<tr>
<td>7529023210</td>
<td>7529043220</td>
</tr>
<tr>
<td>7529033220</td>
<td>7529083240</td>
</tr>
<tr>
<td>7529073240</td>
<td>7529043500</td>
</tr>
<tr>
<td>7529023500</td>
<td>7529053500</td>
</tr>
<tr>
<td>7529033500</td>
<td>7529074300</td>
</tr>
<tr>
<td>7529064300</td>
<td>7529025025</td>
</tr>
<tr>
<td>7529015025</td>
<td></td>
</tr>
</tbody>
</table>

d) In the Or Value(s) field directly below the Funds Center field, enter the specific fund center number that you want to see.

e) Enter SSHE_2A or SSHE_3B in the Commitment Item field.

- **SSHE_2A** Personnel and Operating Expenses / Revenue (if applicable)
- **SSHE_3B** Operating Expenses Only
Running A Report For Multiple Fund Centers – Fiscal Year 2011

For all Fund Center Numbers …

a) If you want to see revenue reported in addition to budget and expense information, select SAP menu traction ZFM01.

b) Select the 75_RANGE_2011 variant.

c) Do not make an entry in the Fund field or the Or Value(s) field directly below the Fund field.

d) Enter a pre-defined fund center group number in the Funds Center field. See the examples on page 5.

e) Enter SSHE_2A or SSHE_3B in the Commitment Item field.  

SSHE_2A Personnel and Operating Expenses / Revenue (if applicable)  
SSHE_3B Operating Expenses Only

Variant Chart

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Single Fund Centers</th>
<th>Multiple Fund Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>75_WCU_2009</td>
<td>75_RANGE_2009</td>
</tr>
<tr>
<td>2010</td>
<td>75_WCU_2010</td>
<td>75_RANGE_2010</td>
</tr>
<tr>
<td>2011</td>
<td>75_WCU_2011</td>
<td>75_RANGE_2011</td>
</tr>
</tbody>
</table>
Report for fund center 7511003100 - both personnel and operating expenses.

Note: The fund number (7511001000) was entered in the Or value(s) field directly below the Fund field. The fund center number (7511003100) was entered in the Or value(s) field directly below the Funds Center field.

Click the icon that is a green checkmark with a clock to submit the report.
Here is the resulting report.

There are six different views / reports that can be displayed based on the parameters that you entered. We suggest that you limit your usage to the first three reports. To switch to a different report, simply click on the report name listed here.

1. BUDSTAT_w/CF_FC
   This report compares Budget to Commitments / Actuals and provides an Available Balance.

2. SOURCES_w/CF_FC
   This report provides a breakdown of the Budget according to the various types of budget transactions (Original / Carry-Forward / Supplement / Transfer).

3. ACTCOM_wCF_FC
   This report provides a summary of Commitments and Actuals.
Important Notes Involving Revenue

If your report results show rows identified with 1-REV Revenues, you have to find your Available Budget balance in the rows starting at the 2-EXP Expenses level.

Do not use the Revenue rows for determining budget balances.

Please note that the receipt of revenue does not automatically increase your budget / budget balance. Increasing the budget and therefore the available budget balance requires an additional manual budget transaction in the SAP Finance system.
Key Terms

Current Budget
This column only applies to the WCU Budget Department. For end users, please refer to the Consumable Budget column.

Consumable Budget
This is the column to use for identifying your budget value. This is the value that the SAP Finance system uses as your working budget.

Commitments
This column refers to purchase order and requisition activity. Commitments are also referred to as encumbrances.

Actuals
This column reflects all expense activity.

Total ComAct
This column is the total of commitments and actual.

Available
This column reflects the amount of funds available for you to use. This is the value used by the system to determine if a transaction successfully passes the budget checking (funds availability) process.

Normally, this value is determined by the following formula:

\[(\text{Consumable Budget}) - (\text{Commitments} + \text{Actuals}) = \text{Available}\].

Please note that in some (infrequent) situations, it is possible that certain General Ledger transactions can appropriately increase the Available value without impacting the Budget value.
Sample BUDSTAT_w/CF_FC Report

with the Report List turned off
Sample SOURCES_w/CF_FC Report

with the Report List turned off
Sample ACTCOM_w/CF_FC Report

with the Report List turned off
**Navigation Within the Report**

The report data can be collapsed or expanded, as you see fit.

Click the + or – icons to expand or collapse the view. This functionality can be used at each level where these icons are displayed.

**Sample results**
Viewing Detail Transactions

To drill down on the line item detail, double click on the dollar amount. A window will open.

If you are attempting to view the details for a budget amount, click on the Search Entry Document (last entry in list). Then click the green checkmark.

If you are attempting to view the details for an actual/expense amount or a commitment amount, click on the Search Actual Line Items Document (first entry in list). Then click the green checkmark.

If you double click on the dollar amount in the total row (first row displayed), you will see all of the appropriate transactions for the dollar amounts in that particular column.

Sample of detail report resulting from double clicking on the Consumable Budget value and then selecting the Search Entry Document option.
Multiple Fund Centers

Use the ZFM01_EXP report if you are not interested in revenue. If you do want to include revenue, use the ZFM01 report.

To view more than one fund center at a time, you should select a pre-defined group of fund centers (see examples on page 4). Also, the Fund field should be left blank.

In the Funds Center field, enter 7522. This will include all of the fund centers controlled by the Dean of Business and Public Affairs.

This example uses the SSHE_2A Commitment Item (see page 6).
Changing the View

Collapse the highest level icon and then expand the same icon.

You can continue to expand and/or contract as you wish.

Click here to expand the Economics Department.
View with the Economics and Finance Department expanded.
Click here to introduce a filter for Fund.
Click here to limit the report to fund centers associated with the General Fund (7511001000).
Collapse and expand the highest level icon. Then begin expanding some of the other rows.
Printing Your Report

Click the printer icon at the top of the report.

A window will open.

Click the green checkmark.

Another window will open.

Click the green checkmark.

Another window will open.

Click the Properties button.
Another window will open. Double click the Format row.

The window will expand.

Change the Report field to 58 rows 170 columns.
Change the Format field to X_58_170
Click the green checkmark.
Another window will open.

Click the green checkmark.

{The End … at least for now …}
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