

Position and Salary Budget Report

SAP Transaction
ZPSBRPT

Purpose

The Position and Salary Budget Transaction can assist in reconciling HR (salary) with FM (budgeted salary) data.

Navigation

Utilize the navigation buttons at the top of the report instead of the green back arrow when available.

Position and Salary Budget Report

Change Input	HR Only	FM Only	All	Differences	Exit
--------------	---------	---------	-----	-------------	------


Runtime Please note that this transaction can take up to one to two minutes to run due to the amount of data being extracted and calculated.

Step 1

Run the ZPSBRPT transaction in SAP. Enter the following criteria:

Fiscal Year: Enter the fiscal year.

Fund: Enter a single fund. Multiple funds may not be entered on this transaction.

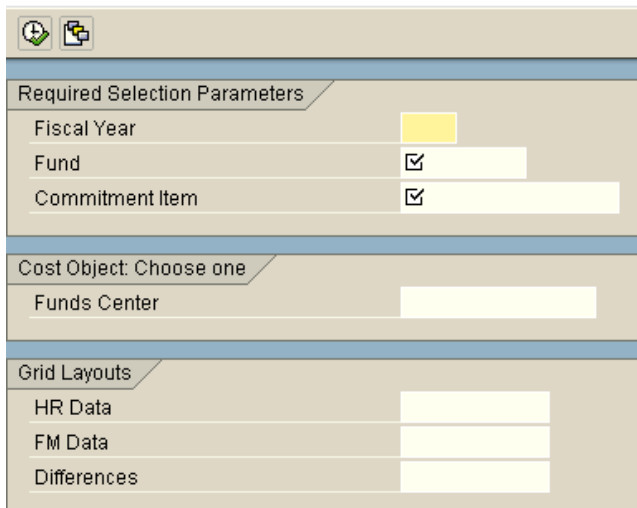
Commitment Item: Enter a single commitment item. You may click the  icon for a list of possible commitment items. (See Image 2)

Funds Center: Enter a single fund center.

Click Execute 

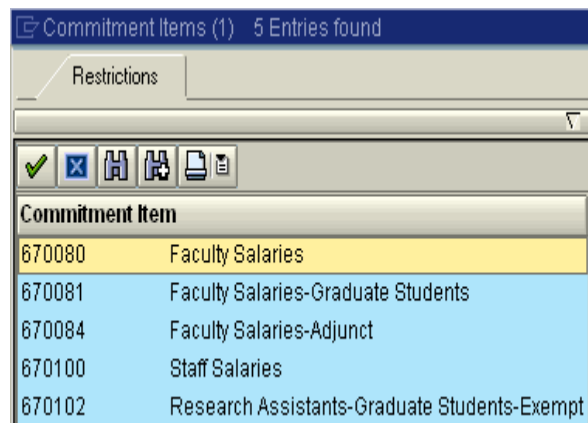
Note: Do not use user specific custom default layouts when running the report. The use of layouts will be discussed further in the next step.

Position and Salary Budget Report



Required Selection Parameters	
Fiscal Year	<input type="text"/>
Fund	<input checked="" type="checkbox"/> <input type="text"/>
Commitment Item	<input checked="" type="checkbox"/> <input type="text"/>
Cost Object: Choose one	
Funds Center	<input type="text"/>
Grid Layouts	
HR Data	<input type="text"/>
FM Data	<input type="text"/>
Differences	<input type="text"/>

Image 1



Commitment Items (1) 5 Entries found	
Restrictions	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Commitment Item	
670080	Faculty Salaries
670081	Faculty Salaries-Graduate Students
670084	Faculty Salaries-Adjunct
670100	Staff Salaries
670102	Research Assistants-Graduate Students-Exempt

Image 2

Step 2

Review the results of the transaction. Three grids are displayed allowing easy comparison of HR and FM data. At this point, you may select or change a layout for an individual grid by clicking on change layout button above that grid as shown in Image 4. We will discuss each grid separately next.

Position and Salary Budget Report

Change Input | HR Only | FM Only | All | Differences | Exit

HR Data: FY: 2008 C Item: 670100 Fund: 1000050008 Ctr: [Redacted]

Position	Position Description	Personn... Name	FTE	8/31 Annualized Salary	Cur Adj Sa	FY Salary Cost	Be
50001006	[Redacted]	[Redacted]	100.00	54,372.48	0.00	54,372.48	
			100.00	0.00	0.00	54,372.48	
			100.00	0.00	0.00	0.00	09
			100.00	0.00	0.00	49,500.00	09
			100.00	0.00	49,500.00	190.40	09
50001489	[Redacted]	[Redacted]	100.00	76,371.24	0.00	76,371.24	

FM Data: FY: 2008 C Item: 670100 Fund: 1000050008 Ctr: [Redacted]

Transaction Description	Original Budget	Adjusted Budget	FY Budget Cost	Document	Typ
	362,070.61	362,070.61	362,070.61	1000000581	Pe
Staff Merit Increase		9,231.60	9,231.60	1100005437	Pe
TO FUND EQUITY ADJUSTME		3,679.00	3,679.00	1100005454	Pe
FUND SALARY ADJUSTMENT		1,200.00	1,200.00	1100005593	Pe
FUND SALARY ADJUSTMENT		1,200.00	1,200.00	1100005602	Pe
FUND ADMIN III POSITION IN		2,987.04	2,987.04	1100005906	Pe

Differences: FY: 2008 C Item: 670100 Fund: 1000050008 Ctr: [Redacted]

Description	8/31 Annual Salary	Current Adjusted Sala	Fiscal Year Salary
FM Totals	362,070.61	380,475.96	380,475.96
HR Totals	363,989.64	380,475.96	380,577.36
	1,919.03		101.40

(Confidential information blocked for this example.)

Image 3

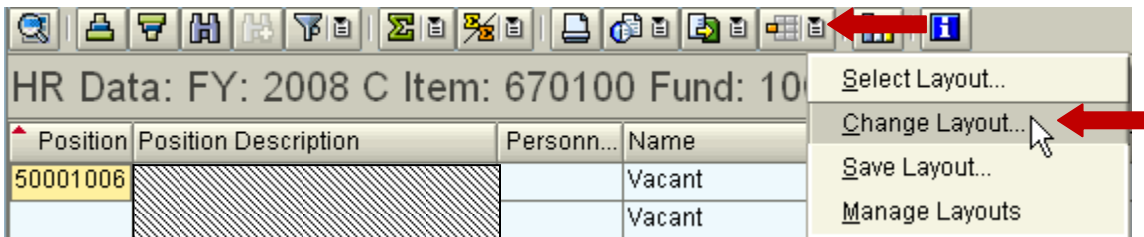


Image 4

Step 3

Click the **HR Only** icon as shown in Image 3 to view the HR data in a larger grid as shown in Image 5. The list below discusses each column in detail.

Position: Position Number

Position Description: Position Description

Personnel Number: Personnel Number

Name: Employee Name. "Vacant" will display under name for any vacant position.

FTE: Full Time Employee percentage. 100% = 40 hours. FTE is NOT a salary distribution percentage.

8/31 Annualized Salary: Salary as of 8/31 the prior fiscal year. For a vacant position, this should be the planned compensation amount.

Current Adjusted Annual Salary: Current (permanent) salary calculated at 9 or 12 months including salary changes.

FY Salary Cost: Indicates salary at beginning of fiscal year and each change in pay calculated based on the dates of the HR actions resulting in this fiscal year's salary obligation.

Begin Date: Beginning date will be either 9/1 for existing employees, the start date of the HR action, or the employee's start date during the fiscal year.

End Date: End date of salary calculation or salary action.

HR Activity/Change Effecting: Action on PCR. "Original" indicates values from prior fiscal year.

Reason for Activity/C: Reason for salary/activity change.

Entry Date: Date PCR or action entered.

Cost %: Cost distribution assigned to this account.

Month Salary for Sal. Bud.: Salary or action calculated at monthly cost.

Tip: Subtotal by position (Highlight the Position Column and click the subtotal button, "Σ/Σ".)

Drilldown Capability: By double clicking on a filled position line, you are able to drilldown to the PA20 Display HR Master Data Transaction screen and view that individuals salary information. If you drilldown on a vacant line, you will be taken to the PO13D Display Position Transaction screen.

Position	Position Description	Personnel Name	FTE	8/31 Annualized Salary	Cur Adj Sa	FY Salary Cost	Begin
50001006			100.00	54,372.48	0.00	54,372.48	
			100.00	0.00	0.00	54,372.48	
			100.00	0.00	0.00	0.00	09/01/08
			100.00	0.00	0.00	49,500.00	09/01/08
			100.00	0.00	49,500.00	190.40	09/30/08
50001489			100.00	76,371.24	0.00	76,371.24	
			100.00	0.00	0.00	3,678.60	09/01/08
			100.00	0.00	82,341.00	2,291.16	09/01/08
50001611			100.00	98,589.36	0.00	98,589.36	
			100.00	0.00	101,547.00	2,957.64	09/01/08
50001756			100.00	63,640.56	0.00	63,640.56	
			100.00	0.00	0.00	2,400.00	09/01/08
			100.00	0.00	68,343.96	2,303.40	09/01/08
50002011			100.00	28,176.00	0.00	28,176.00	
			100.00	0.00	0.00	28,176.00	
			100.00	0.00	0.00	28,176.00	09/01/08
			100.00	0.00	0.00	25,828.00	10/01/08
			100.00	0.00	0.00	3,717.01	10/01/08
			100.00	0.00	29,244.00	23,089.99	10/01/08
50010606			100.00	42,840.00	0.00	42,840.00	
			100.00	0.00	0.00	4,980.60	09/01/08
			100.00	0.00	49,500.00	1,679.40	09/01/08
				363,989.64	380,475.96	380,577.36	

Image 5

Step 4

You may return to the overall three grid screen by selecting the **All** button or go straight to the FM grid (Image 6) by clicking the **FM Only** button. (Do not use the green back arrow to return to the main overall grid screen.) The list below discusses each column in detail.

Text: Line item description.

Original Budget: Fiscal year original budget.

Adjusted Budget: Original budget plus permanent only changes.

FY Budget Cost: Permanent budget plus temporary changes for this fiscal year.

Document: Document number.

Type: Permanent or Temporary

Header Description: Header text on budgetary action.

Drilldown Capability: By double clicking on a line, you are able to drilldown to the original FMMB budget transfer/adjustment document.

Text	Σ Original Budget	Σ Adjusted Budget	Σ FY Budget Cost	Document	Type	Header Description
	362,070.61	362,070.61	362,070.61	100000581	Perm	Load FY 2008 Original Budget-Expense E&G
Staff Merit Increase		9,231.60	9,231.60	1100005437	Perm	3% STAFF MERIT INCREASE
TO FUND EQUITY ADJ...		3,679.00	3,679.00	1100005454	Perm	TO FUND EQUITY ADJUST
FUND SALARY ADJ...		1,200.00	1,200.00	1100005593	Perm	FUND SALARY ADJUSTME
FUND SALARY ADJ...		1,200.00	1,200.00	1100005602	Perm	FUND SALARY ADJUSTME
FUND ADMIN III POS...		2,987.04	2,987.04	1100005906	Perm	FUND ADMIN III POSITION
FUND STAFF SALAR...		107.71	107.71	1100005907	Perm	FUND STAFF SALARIES IN
	362,070.61	380,475.96	380,475.96			

Image 6

Step 5

Click on the Differences **Differences** Icon to view the differences grid (Image 7) between the FM and HR totals. Notice this grid is a pop-up grid which must be closed by clicking the Back to Overview Button.

Description: Indicates either FM or HR totals for respective grids.

8/31 Annual Salary: Salary as of 8/31 the prior fiscal year.

Current Adjusted Salary: The difference between FM and HR totals in this column are estimated permanent salary savings. (\$0 for this example.)

Fiscal Year Salary: The difference between FM and HR totals in this column are estimated temporary salary savings. (Deficit of \$101.40 for this example.)

Description	Σ 8/31 Annual Salary	Σ Current Adjusted Sala	Σ Fiscal Year Salary
FM Totals	362,070.61	380,475.96	380,475.96
HR Totals	363,989.64	380,475.96	380,577.36
	1,919.03		101.40

Back to overview

Image 7

Report Analysis

There are many scenarios which may require further analysis and we identify just a few here as examples on how to interpret and use this report. An important fact to remember is that this report calculates most of the displayed values. Because of this, rounding and scheduling issues could cause small HR to FM differences. Therefore if the HR to FM difference is relatively small (under a few dollars) and there is no identifiable reason, it could be due to the report's calculation and a budget adjustment may not be necessary.

At A Glance

A quick glance at the Differences Grid will identify possible salary differences that may need attention. Deficits in the subtotals indicate salary lines may be over expended by the end of the fiscal year. Surplus amounts could identify potential temporary or permanent salary savings.

Small Salary Deficit

Upon looking at the Differences Grid, you notice the Fiscal Year Salary Column has a negative subtotal as shown in Image 7 above. We know that this column represents this fiscal year's salary obligation and the negative subtotal indicates the HR totals are greater than the budgeted FM totals. With this information, you could first look at the HR Grid and see if the negative amount (\$101.40) is easily identifiable. In this case, it was in the form of an additional payment to the employee and easily identifiable. You may now process a budget adjustment to cover over expended salary lines.

Large Salary Deficit

There could be many salary changes which are not easily identifiable against the difference between the FM and HR totals. A difference (deficit or surplus) could mean multiple salary changes without corresponding budget changes. To reconcile this difference, you may need to identify the salary changes in the HR Grid and match them up to budget changes in the FM Grid. Assuming a balanced salary budget at the beginning of the fiscal year, the difference should be the sum of the salary changes that do not have corresponding budget changes. You may now process a budget adjustment to cover over expended salary lines.

Deficit in Prior Fiscal Year

The 8/31 Annual Salary Column is best utilized when analyzed at the beginning of the fiscal year. This column will most likely indicate any salary changes made after budget development during the prior fiscal year. A deficit in this column should indicate to you that a budget adjustment may be needed for this fiscal year for a salary change last fiscal year. This is due to the fact that salary changes made after budget development will not be reflected in the new fiscal year budget.

What If: Salary Surplus

If you identify a salary surplus on the Differences Grid in the Current Adjusted Salary Column, this is an estimated permanent salary savings amount. A surplus in the Fiscal Year Salary Column will indicate an estimated temporary salary savings amount. If the account is allowed to keep permanent, temporary or both salary savings per Texas State funding rules, a budget transfer can be requested and will be completed by the Budget Office.



What If: Salary Deficit

A salary deficit will need to be covered by processing a budget transfer using the FMBB Transaction in SAP. Depending on the source of the funds, the request may have to be processed by the Budget Office such as when moving budget between funds.

Additional Functionality and Tools

This report may be used for other inquiries not previously mentioned.

Sorting & Subtotaling (e.g. Analyzing Merit Increases)

It may be helpful to sort  and/or subtotal  on various columns when in the HR or FM Grids. As an example, if you wanted to ensure all the merit increases were funded, you could highlight the column containing the “merit” reason and click on the subtotal button in the HR Grid. With this subtotal, you could look for the offsetting budget adjustments in the FM Grid as shown in Image 8 a/b.

FY Salary Cost	Start	End Date	Action/Change	Reason
2,291.16	09/01/...	08/31/2...	Change in Pay	Merit
2,957.64	09/01/...	08/31/2...	Change in Pay	
2,303.40	09/01/...	08/31/2...	Change in Pay	
1,679.40	09/01/...	08/31/2...	Change in Pay	
9,231.60				Merit

HR Grid showing merit subtotal.

Image 8a

FY Budget Cost	Doc.No.	Type	Header Description
9,231.60	11000...	Perm	3% STAFF MERIT INCREASE

FM Grid budget increase.

Image 8b

Hiding, Showing, & Moving Columns

As with most SAP reports, you are able to hide and show hidden columns by right clicking on a column and select either hide or show. Moving columns is as easy as dragging and dropping. There are many more basic reporting functions not discussed here, but these are of particular interest with the limited viewing space of the grids.

NOT Included or Calculated in this Report

The Position and Salary Budget Report does not include or calculate:

- LWOP (Leave Without Pay) Actions and Time Entry
- Hazardous Duty Pay
- State Longevity

Faculty Specific items not included or calculated:

- Leave with Pay (e.g. Faculty Development Leave)
- Return From Leave
- Phased Retirement Faculty

Related Reports

SFISALFRINGE – Salary Fringe Report: View salary actual and overtime expenditures.

ZFM_SAL_RECON – Salary Encumbrance Reconciliation Report: View salary encumbrances.

PA20 – Display HR Master Data: View employee HR data.

PO13D – Display Position: View vacant position data.