Check out our fall schedule online.

Are you ready for a class?

If you’re not proficient with SAP, we suggest you first take Report Fundamentals to familiarize yourself with SAP terminology and report functionality. This builds a foundation from which you can advance to budget reporting, grant reporting, time reporting, and other SAP tasks.

We always encourage you to refresh your knowledge of the information delivered by retaking any class at any time.

The next step we recommend is our Budget to Actual class, where you’ll learn about the most widely used SAP report on campus. We’ll teach you how to report available budget, verify postings (budget, actual revenue, and actual expense), verify encumbrances, reconcile monthly actual postings, compare prior year expenditures to current year expenditures, and look at reserve/fund balances.

Budget Related Reports is for users who are already accustomed to working with SAP as well as with the budgeting process itself. It will help you fine-tune your skills with the most commonly used budgeting reports and introduce you to some you may not have tried. The reports covered include:

- FMEDDW - Drilldown for Budget Entry Documents
- ZOPEN_ENCUMBRANCE - Current Open Encumbrances
- ZOVERBUDGET - Over Budget Report (End Users)
- ZBUDGETBALANCE - Budget Balance Report
- ZFMRP_RFFMEP1AX - All Postings
- FMBB - Budget Transfers

Salary Related Reports is for users who are responsible for tracking salary and salary-related actions for their organizations. It will help you fine-tune your skills with the most commonly used salary reports and introduce you to some you may not have tried. The reports covered include:

- ZFM_SAL_RECON - Salary Reconciliation Report
- ZFISALFRINGE - Salary Fringe Report
- ZPSBRPT - Position & Salary Report
- PA20 - Display HR Master Data
- PO13D - Display Position

BEx Analyzer Training will teach you the functionality of the Business Explorer (BEx), a powerful reporting tool that you can use year round to track your position budgets. We’ll review the queries available in the BEx and show you how to manipulate layouts in order to derive and display the information you need in the most useful format. (The BEx Analyzer functions only in the budget development system. You’ll need to verify your budget development security access or contact the Budget Office for assistance.)

Budgeting by Position is an advanced class for users who reconcile salary budgets.

For more information, session times and dates, and to register for classes, go to: [http://www.fss.txstate.edu/budget/training/classes-and-sessions.html](http://www.fss.txstate.edu/budget/training/classes-and-sessions.html)
A link to the schedule is at the bottom of the page.

Thanks—we hope to see you in class!