Annual Position Budget Report

SAP Transaction
ZFIPOSBUD

Purpose
The Annual Position Budget Report is a useful tool to view and reconcile different types of positions budget, year-to-date actuals, encumbrances and expenditures.
Run the ZFIPOSBUD transaction in SAP.

Enter the following criteria:

Select one of the following:

- **Staff Salaries**: Will bring in positions that are mapped to the 670100 commitment item.
- **Faculty Salaries**: Will bring in positions that are mapped to the 670080 commitment item.
- **Faculty-Adjunct Salaries**: Will bring in positions that are mapped to the 670084 commitment item.
- **Graduate Student Salaries**: Will bring in positions that are mapped to the 670094 commitment item.
- **ALL Salaries**: Will bring in all positions (staff, faculty, adjunct, and graduate student) that are in the account being researched.

**Cost Center**: This is a required entry if you do not enter a funded program.

**Funded Program**: This is a required entry if you do not enter a cost center (fund center).

**Fund**: Not required in order to execute however should be entered if you have salaries in multiple funds.

**Fiscal Year**: This is a required entry. May look at prior years however, the reserved and encumbrance columns will be zeroed out due to year-end procedures.

**Position**: Not a required entry may enter the position numbers you want to view.

**Layout**: Select a layout that will show the information in a specific way.

Click Execute.
Review the results of the report.

This screenshot example shows the positions for one cost center:

### Annual Position Budget Report

<table>
<thead>
<tr>
<th>Position</th>
<th>Position Text</th>
<th>Last Name</th>
<th>First Name</th>
<th>Personnel No.</th>
<th>Fund</th>
<th>Cost Center</th>
<th>Funded Program</th>
<th>Total Budget</th>
<th>Actuals YTD</th>
<th>Reserved YTD</th>
<th>Encumbrances YTD</th>
<th>Total Expenses</th>
<th>Difference</th>
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</thead>
<tbody>
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When using the default layout the columns will generate accordingly:

1. **Position**: Displays a list of the positions designated to the cost center or funded program that is being searched
   a. If you have a (budget) group item in your account it will show up in this report similar to the image below and it will be one of the following position numbers and position text:
      i. 59999993 – Faculty Salaries-Adjunct Group Item Budget
      ii. 59999994 – Graduate Student Salaries-Group Item Budget
      iii. 59999995 – Faculty Salaries-Group Item Budget
      iv. 59999999 – Miscellaneous Budget Postings

b. Miscellaneous Budget will show budget that is not mapped to a position but is included in the salary commitment item. An example of how this could happen is if someone posted an FMBB (budget adjustment) increasing or decreasing a position and then went back to edit the FMBB and deleted the position number from the text.

2. **Position Text**: Title designated to the position number
3. **Last Name**: Last name of the current person holding the position
4. **First Name:** First name of the current person holding the position
5. **Personnel No:** The personnel number that is designated to the person in the position
6. **Fund:** The fund the position is paid out of (If the fund starts with a 1*, the fund will be the “highlevel” fund).
7. **Cost Center:** The cost center the position is paid out of
8. **Funded Program:** The funded program the position is paid out of
9. **Total Budget:** Displays the total budget for each position which is the sum of original budget and all budget adjustments
   a. If you are looking at an entire fund center or funded program the total budget should tie to the total budget in Budget to Actual and FMEDDW when you filter on the salary commitment item
10. **Actuals YTD**: Displays the current amount spent on salaries  
   a. If you are looking at all salaries in a fund center or funded program the actuals should tie to the current ytd actuals in Budget to Actual and Salary/Fringe Report when you select the proper GL’s that correspond to the type of salaries you are researching  
   b. This amount may have a negative or credit balance if you have a prior year expense that is posted in the current fiscal year (retro activity).
11. **Reserved YTD**: This column displays the amount that is reserved (or encumbered) for vacant positions for this fund center or funded program.
   a. The reserved amount should tie to the reserved column in Budget to Actual and the vacant amount in the Reconciliation for Salary Encumbrances report.
12. **Encumbrances YTD**: Displays the current amount of encumbrances which is the amount outstanding for filled positions (i.e. employee expense)

   a. The amount should tie to the filled amount in Reconciliation for Salary Encumbrances report when you do not include paid items and the encumbrance amount in Budget to Actual

   b. When the amounts are different this may be caused by retro activity such as when an employee is being paid for their work in the prior fiscal year but is actually paid in the current fiscal year.

      i. If your encumbrance total does not match other reports it may be caused by an action that caused a reaction in a previous period. For example, if you pay an employee in the current period for work they did in a previous period.
13. **Total Expenses**: Displays the current amount of expenses – calculated by adding actual, reserved and encumbered
   a. This amount should tie to the amount in All Postings when you run the transactions filtered on the GL’s that correspond to the type of salaries you are researching

   ![Annual Position Budget Report](image)

   ![All Postings](image)

14. **Difference**: The final column displays the difference between the total budget and total expenses
   a. This amount should tie to the available balance column in Budget to Actual

   ![Annual Position Budget Report](image)

   ![Texas State - FM Budget & Actuals Report](image)