Salary Budgets-Class Overview

- Introductions, Purpose and Definitions
- SAP Reports and Transactions
- Permanent Position Budgeting
- Temporary (Current Fiscal Year) Process
- Position and Salary Budget Report
- Computer time
Purpose of Class

- Introduce reports that show HR data
- Define process for budgeting for salaries
  - By position
  - By group
- Teaching the process of how to research
  - Review each report
Definitions

- **Position**
  - Represent individual employee assignments in an organizational unit
  - Are either vacant or occupied by persons (employees)
  - Each faculty, staff and student employee must be assigned to a position
All Salary Expense/Encumbrance

- Research Positions/Employees and Budget
  - Salary Encumbrance Reconciliation
  - Salary Fringe
  - Display Position (HR Master Data Center)
  - Display HR Masterdata (HR Master Data Center)
  - Budget to Actual (aka B2A) (Specific Class)
  - Position and Salary Budget Report
This report is primarily used to reconcile salary and fringe encumbrances by person and/or position.

- Salary commitment items or Sponsored Class
  - Budget to Actual – Reserved and Encumbered columns
  - Grant Summary – Encumbrances column

- Salaried positions and employees only
  - No hourly
ZFM_SAL_RECON - Salary Encumbrance Reconciliation Report

- Selection Criteria
  - *Detailed Report*: Select this radio button to receive amounts per position/employee by month.
  - *Summary Report*: Select this radio button to receive subtotaled amounts per position/employee.
  - *Include Paid Items*?
    - Leave this blank if you’re trying to reconcile your Budget to Actual with encumbrances
    - Select this box if you want to see everything that is or has been encumbered for the dates selected
  - *Cost Center*: (Required)Enter your cost center (fund center). Note: You may enter an order number or WBS in lieu of a cost center (grants and funded programs).
ZFM_SAL_RECON - Salary Encumbrance Reconciliation Report

- Selection Criteria

  - **Fund**: Enter your fund (high level fund is ok) - optional
  - **Position**: Use this field to search for a specific position/employee
  - **GL account**: To narrow your results enter a GL or GL range. [eg: 701000 (unclassified staff salaries) to 701500 (classified salaries)]
  - **Selection From**: Current fiscal year date range 9/1/xxxx to 8/31/xxxx defaults
    - You may choose any interval of current or past fiscal years
# ZFM_SAL_RECON - Salary Encumbrance Reconciliation Report

## Reconciliation for Salary Encumbrances Report

### Select Type of Output
- Detailed Report
- Summary Report

Include Paid Items?

### Account Assignment
- Cost Center
- Order
- WBS
- Fund
- GL Account

### Human Resources
- Position

### General Information
- Selection from: 09/01/2007 to 08/31/2008
ZFM_SAL_RECON - Salary Encumbrance Reconciliation Report

- **Output:**
  - *Start Date:* Beginning date of salary calculation for that line. (Not Employee Start Date)
  - *End Date:* End date of salary calculation for that line. (Not Employee End Date)

**Define the difference when using summary vs detail**

- *Vacant:* Indicates positions that are or were vacant and the corresponding amount.
  - Vacant amounts show in the Reserved column on B2A and in the encumbered column on Grant Summary

- *Filled Amount:* Salary amount between start and end dates for that line
  - Filled amounts show in the Encumbered column on B2A and in encumbered in Grant Summary

**Note:** If a partial amount is still encumbered, this report doesn’t know WHO that partial amount is for, so all encumbrances for that timeframe (month) will still show. However, only the partial amount is truly encumbered.
ZFM_SAL_RECON - Salary Encumbrance Reconciliation Report

- Break – Computer Work (5 minutes)
ZFISALFRINGE - Salary/Fringe Report

- Used to view and reconcile salary and fringe year-to-date actual expenditures.
  - Salary commitment items or Sponsored Class
    - Budget to Actual – Actual columns
    - Grant Summary – Actual columns
ZFISALFRINGE - Salary/Fringe Report

☐ Selection Criteria:

- *Detailed Report*: Select this radio button to receive detailed amounts per employee.
- *Drill Down Summary*: Select this radio button to receive subtotal by GL.
- *Personnel Number*: Use this field to search for a specific employee.
- *Posting Date*: You may enter a date range for the whole fiscal year or month by month in the format of xx/xx/xxxx.
ZFISALFRINGE - Salary/Fringe Report

Selection Criteria:

- **Fiscal Year**: Fiscal year of date range above.
- **GL Account**: To narrow your results enter a GL or GL range. For a list of GLs and commitment items, please see the reference material on the budget office website.
  - (Note: GLs begin with a 7.)
- **Cost Center**: Enter your cost center (fund center) Note: You may enter an order number or WBS in lieu of a cost center (grants and funded programs).
- **Fund**:
  - If you enter a fund starting with a 1***, enter ** in the 7 & 8 digits
    - example 100005**10
ZFISALFRINGE - Salary/Fringe Report

Output:
- General Ledger (GL)
- Amount
- Costing (order, WBS, Fund, cost center)
- Posting Date (the date the payroll posted)
- Wage Type:
  - Tells the type of payment (i.e. regular salary, additional hours paid straight, FLSA overtime, vacation payout, etc.)
ZFISALFRINGE - Salary/Fringe Report

- Break – Computer Time (5 minutes)
PO13D- Display Position

- Taught in detail by the HR MasterData Center
- Infotype-similar group of information
  - Relationships:
  - Planned Compensation
  - Cost Distribution
  - Vacancy:
  - Account Assignment:
  - Employee Group/Subgroup:
PO13D- Display Position

- **Relationships:**
  - Holders - persons who have held the position and the dates that they have the position
  - Organization - what organization the position belongs to
  - Master Cost Center – The master cost center for the position
  - Description – What job describes the position
PO13D- Display Position

- **Planned Compensation:**
  - The maximum amount that the position is budgeted to be paid. This amount is determined at the time the position was created or from the amount the last person who held the position was paid.

- **Cost Distribution:**
  - Indicates from where the position is budgeted to be paid. Generally, this is the same as the person, with the primary exceptions being individuals paid from grants.
PO13D- Display Position

- **Vacancy:**
  - Open (Vacant) means the position is vacant; there is no holder.
  - Filled/On Hold means the position is held by someone OR the encumbrances for the position has been released for that time frame.

- The Budget Office will periodically change the status to release the encumbrance so the budget can be available for other uses, but they only do this for the fiscal year for which the budget is encumbered.
PO13D- Display Position

- **Account Assignment:**
  - Personnel Area-Division to which the position belongs
  - Personnel Subarea-whether the position is fulltime or part-time and whether it is benefits eligible

- **Employee Group/Subgroup:**
  - Employee Group indicates whether the position is Faculty, staff, student, etc.
  - Employee Subgroup indicates whether the position is for 12 month or less than 12 month appointments and whether exempt or non-exempt.
PO13D- Display Position

- **Tips and Tricks:**
  - Select the “All” radio button on the right side of the screen under “Time period” to see all entries in each infotype.
  - Select the mountain with the sun to view all the information in the infotype.
  - After selecting the overall view (previous bullet) select the row that you want to view the detail and click the magnifying glass.
PA20-Display HR Master Data

- Taught in detail by the HR MasterData Center
- Infotypes
  - Infotype 0000 Actions
  - Infotype 0001 Organizational Assignment
  - Infotype 0007 Planned Working Time
  - Infotype 0008 Basic Pay
  - Infotype 0027 Cost Distribution
  - Infotype 9001 Staff ULP
  - Infotype 9003 Rank and Tenure
PA20-Display HR Master Data

- **Infotype 0000 Actions**
  - The overview allows you to see all actions that have taken place on an employee. Use the mountain to view a list of all actions. The eyeglasses allow you to see only one action at a time.

- **Infotype 0001 Organizational Assignment**
  - This is the one infotype where you will see the employee’s position title.
PA20-Display HR Master Data

- **Infotype 0007 Planned Working Time**
  - This is the only infotype where the employee’s employment percent or FTE is stored. Every hourly student and task employee will have an FTE of 100% on each appointment. This is the system default and cannot be changed.

- **Infotype 0008 Basic Pay**
  - Shows the amount an employee is paid

- **Infotype 0027 Cost Distribution**
  - An employee’s cost distribution must always equal 100%, no matter their employment FTE.
PA20-Display HR Master Data

- **Infotype 9001 Staff ULP**
  - The infotype will show you how many ULP increases an employee has earned on an assignment.

- **Infotype 9003 Rank and Tenure**
  - This is a new tool for capturing rank and tenure information that is accessible to the departments and is maintained by Faculty Records.
PO13D and PA20

- Break-Computer Time (5 minutes)

- Any person attending that monitors grant accounts only may leave after this break as all the rest of the class relates to FM Budgets only
Definitions

- **Budget**
  - Spending authority set up for specific purposes
    - Staff salaries, hourly staff, faculty salaries, overtime, fringe benefits, etc.
  - May be Permanent or Temporary
    - Permanent – recurring year to year
    - Temporary – one year only
Definitions

- **Permanent Positions**
  - Positions that are salaried and funded on an ongoing basis
  - Permanent Budgets are looked at on an annual basis

- **Permanent HR actions require permanent budget**
  - Pay changes (adjustments, reclassifications, etc.)
  - Hiring employees in at an amount different than budgeted on the position
    - The transaction can either need additional budget or be requiring less budget
Salary Budgets

- Position Budgets
  - Faculty Salaries 670080
  - Faculty Salaries-Adjunct 670084
  - Graduate Students 670081
  - Staff Salaries 670100

Refer to Salary-Related GL & Commitment Items handout
Permanent Position Budgets

- Do not include budget by position for:
  - Temporary accounts and/or grants
  - Per-course and teaching overloads
  - One-time payments (stipends, on-call pay, etc.)
  - Overtime worked by less-than full-time staff
  - Recurring payments such as insurance stipends
  - Temporary HR actions (Grad student 2nd year or temporary pay raises)
Permanent Positions and Budgets

- View Positions/Employees and Budgets
  - Business Explorer – Analyzer
Permanent Budget Process

- **BEx Analyzer**
  - Same program that is used in Budget Development
  - Need access to BP2

- **Query (Report)**
  - HR/FM Salary Budget Comparison
BEx Analyzer

- Start menu
- All Programs
- Business Explorer
- Analyzer
- Instructions (detailed) located on the Budget Office webpage
BEx Analyzer

- Once Excel (2007) opens
- Go to Add-Ins tab
- Click on the “folder” or open icon
- Click on Open Query
BEx Analyzer

- Once a dialog box opens
- Click on Roles (left side)
  - BI Planning End user for Production
BEx Analyzer

- Click on the Folder
  - BI Planning End user for Production
BEx Analyzer

- Click on the report desired
  - HR/FM Salary Budget Comparison
BEx Analyzer

- Once a selection box opens
- Enter Funds Center
- Optional: enter fund
- Optional: enter commitment item
- Enter current fiscal year
- Click OK or hit Enter on your keyboard
HR/FM Salary Budget Comparison

<table>
<thead>
<tr>
<th>Funds Center</th>
<th>Fund</th>
<th>Commit Item</th>
<th>Position</th>
<th>Employee</th>
<th>Annual Salary Cost</th>
<th>Current Budget</th>
<th>Difference</th>
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</thead>
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<tr>
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<td>1000050009</td>
<td>670100</td>
<td>Staff Salaries</td>
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<td>-49,835.64</td>
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<td>$0.00</td>
<td>$49,835.64</td>
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<tr>
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<td>$0.00</td>
<td>-98,345.52</td>
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<td>$36,860.44</td>
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<td>$30,080.44</td>
<td>$30,080.44</td>
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<table>
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<tr>
<th>Overall Result</th>
<th>Result</th>
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<tbody>
<tr>
<td></td>
<td>$185,049.60</td>
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<tr>
<td></td>
<td>$186,174.37</td>
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<tr>
<td></td>
<td>$-16,875.23</td>
</tr>
</tbody>
</table>

## Result Analysis

- **Annual Salary column**
  - HR master data

- **Current Budget**
  - Permanent budget in FM

- **Two Rows per Position**
  - Position number is tied to budget
  - Person (Pernr) is not known in budget

- **Result Row=Difference**
  - Shows if balanced
Analysis

☐ Permanent budget should be reconciled
  - When is it okay for my permanent budget to be out of whack?
    ☐ Temp funded positions, (ex: Graduate Assts. 2nd Year or temporary faculty/staff positions)
  - When is it NOT okay for my permanent budgets to be out of whack?
    ☐ Permanently funded positions should always be properly funded
Actions

- If the permanent budget is “out of whack” with the permanent HR cost:
  - Process a budget change to correct the budget
  - Process a PCR to change the person’s information
  - Request a change to the position

- Contact the Budget Office if you need help researching differences or processing the necessary change
Permanent Position Budget - Flow

1. Begin Budget Development Review Process
2. Run Current Bud Dev Salary Budget Comparison Report in BBx
3. Are the correct positions and persons listed? [Yes/No]
4. Are the salaries correct for each position and person? [Yes/No]
5. Is the budget correct for each position and person? [Yes/No]
6. Review is Complete. You're done!

- No: Work with HR and/or Faculty Records to correct master data.
- No: Work with the Budget Office to get the budget correct.
Break

- Run BEx to check status of permanent budgets
- 5 minutes
Definitions

- Temporary Positions
  - One-year or short-term positions, interim positions, etc.

- Temporary HR actions require temporary budget
  - Temporary budget transaction is necessary to fund just what is needed for this fiscal year
Salary Budgets

- “Group” Budgets
  - Fringe benefits 670400
  - Hourly staff 670103
  - Overtime 670190
  - Hazardous duty 670200
  - State longevity 670220
  - Awards 670082, 670101
  - Faculty Sal-Undergrad Students 670090

Refer to Salary-Related GL & Commitment Items handout
## Salary Budget vs Expense by Group

<table>
<thead>
<tr>
<th>Group</th>
<th>Encumbered</th>
<th>Expensed</th>
<th>Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fringe benefits</td>
<td>Account Level</td>
<td>Account Level</td>
<td>See Crosswalk</td>
</tr>
<tr>
<td>Hourly staff</td>
<td>None</td>
<td>Account Level</td>
<td>Account Level</td>
</tr>
<tr>
<td>Overtime</td>
<td>Account Level</td>
<td>Account Level</td>
<td>Account Level</td>
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<tr>
<td>Hazardous duty</td>
<td>Account Level</td>
<td>Account Level</td>
<td>Account Level</td>
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<tr>
<td>State longevity</td>
<td>Account Level</td>
<td>Account Level</td>
<td>See Crosswalk</td>
</tr>
<tr>
<td>Awards</td>
<td>Account Level</td>
<td>Account Level</td>
<td>Account Level</td>
</tr>
<tr>
<td>Faculty Sal-Undergrad</td>
<td>None</td>
<td>Account Level</td>
<td>Account Level</td>
</tr>
<tr>
<td>Students</td>
<td>Refer to Funds Crosswalk handout</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Current Fiscal Year Process
(Temporary)

- All permanent positions are budgeted correctly and I’m still over or under for this fiscal year.
Current Fiscal Year Process

Staff Salaries

- Positive available budget in B2A:
  - Staff Salaries – temporary salary savings
    - Method: Does not get to keep (goes to University Reserves)
    - Fee Accounts: Do not get to keep (goes to fund balance)
    - All other funds can keep temporary salary savings
## Texas State - FM Budget & Actuals Report

- **Fiscal year**: 2009
- **Period**: 001 to 014
- **Fund**: 2000011009
- **Fund Center**: 1512110003

<table>
<thead>
<tr>
<th>Commitment item Group</th>
<th>Revised budget</th>
<th>Current YTD actuals</th>
<th>Reserved</th>
<th>Encumbrances</th>
<th>Available balance</th>
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</thead>
<tbody>
<tr>
<td>10STAFF SALARIES</td>
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<td>0.00</td>
<td>0.00</td>
<td>198,091.44</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
<td>73,664.52</td>
<td>21,308.48</td>
<td>104,333.11</td>
<td>199,306.11</td>
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<tr>
<td>10STAFF SALARIES</td>
<td>198,091.44</td>
<td>73,664.52</td>
<td>21,308.48</td>
<td>104,333.11</td>
<td>1,214.67</td>
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<tr>
<td>10STAFFSAL</td>
<td>198,091.44</td>
<td>73,664.52</td>
<td>21,308.48</td>
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<td>1,214.67</td>
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<td>104,333.11</td>
<td>1,214.67</td>
</tr>
</tbody>
</table>
Current Fiscal Year Process
Staff Salaries

- **Negative available budget in B2A:**
  - **Staff Salaries**
    - Look for temporary actions, stipends, part-time employees who worked overtime, on-call pay etc.
      - Do a temp budget adjustment to cover the shortage and put into the position
    - Position encumbrance for partial days in months vacant
      - Position: Method for encumbrance by number of days left in month
        - Budget Office can release encumbrance
Current Fiscal Year Process

Staff Salaries

• Negative available budget in B2A:
  ■ Staff Salaries
    □ Mid Year changes to positions/persons in HR require both permanent and temporary budget change
    ■ See Example (next slide)
Example

Mid-Year Permanent Change to a Position
Requires Both Perm and Temp Piece

- Vacant position from 9/1 to 11/30, budgeted at $2,300 monthly ($27,600 annual)
- Hired employee A on 12/1 at $2,325 monthly ($27,900 annual)
- Budget must be increased on an annual amount of $300 ([27,900 – 27,600]*12)
- However this year only need to fund $225 (300/12*9) (9 months from 12/1 – 8/31)
  - Process (on the same budget document) a temporary transfer back to the funding source $75
Current Fiscal Year Process
Graduate Students

- Includes Group Item
  - Group Item (670094) can move budget into group item without position number
  - Graduate student line (670081) must have position number to move budget in/out of position.
## Analysis - Graduate Students

### (Budget to Actual Example)

<table>
<thead>
<tr>
<th>Commitment item</th>
<th>Commitment item Name</th>
<th>Σ Revised Budget</th>
<th>Σ Current YTD Actuals</th>
<th>Σ Encumbrances</th>
<th>Σ Available Balance</th>
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<tbody>
<tr>
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<td>42,893.91</td>
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<tr>
<td>700801</td>
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<tr>
<td>701002</td>
<td>Grad Rsrch Salaries</td>
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<td>96,781.95</td>
<td>69,390.34</td>
<td>166,172.29</td>
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</tbody>
</table>

Commitment item Grou 02GRADUATE STUD

<table>
<thead>
<tr>
<th>Commitment item</th>
<th>Commitment item Name</th>
<th>Σ Revised Budget</th>
<th>Σ Current YTD Actuals</th>
<th>Σ Encumbrances</th>
<th>Σ Available Balance</th>
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<tr>
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<td>186,708.69</td>
<td>96,781.95</td>
<td>69,390.34</td>
<td>20,536.40</td>
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</tbody>
</table>
Current Fiscal Year Process
Graduate Students

- **Temp vs. Permanent actions:**
  - Temporary funded positions
    - 2nd or 3rd year appointments
    - Temp funded positions
    - Can move money to group item or position – temp transaction – it’s up to department

- **Permanent Positions**
  - Must fund with perm transaction and put into the position number
Faculty Salaries

- Tenured Faculty - Always should be zero or positive
  - May be positive if temporarily paid from other sources (grants)

- Temp actions must be funded:
  - Stipends, teaching overloads, etc.
  - Adjunct stipends will charge faculty salaries
Current Fiscal Year Process
Faculty Salaries-Adjunct

- Faculty Salaries-Adjunct
  - These will not receive over-budget notifications since they are allowed to be negative (using faculty salaries to fund adjunct)
  - Includes Group Item for Adjunct Faculty
Faculty/Adjunct

Budget to Actual Report

Texas State - FM Budget & Actuals Report

Fiscal year = 2009
Period = 001 to 014
Fund = 1000050009 = 1000050009 = 1000051009 = 1000054109 =
Fund Center = 1321120000

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<thead>
<tr>
<th>Commitment item</th>
<th>Commitment Item Name</th>
<th>Revised budget</th>
<th>Current YTD act.</th>
<th>Encumbrances</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>04FACADJ</td>
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<td>156,278.41</td>
<td>78,768.43</td>
<td>84,303.52</td>
<td>6,793.54-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current YTD act.</th>
<th>Encumbrances</th>
<th>Available balance</th>
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<tbody>
<tr>
<td>78,768.43</td>
<td>84,303.52</td>
<td>6,793.54-</td>
</tr>
</tbody>
</table>
Current Fiscal Year Process
Faculty & Adjunct Salaries

- Combined-Commitment Item Group 99FAC_AD_T
  - Available budget should always be zero or positive
  - Temporary transfers between the two are not necessary
    - Using available faculty salaries
    - Temporary actions (stipends, teaching overloads, etc.)
## Faculty/Adjunct - Budget to Actual

### Budget to Actual Report

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<th>Financial Management Area</th>
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<tbody>
<tr>
<td>FM Area</td>
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<td>Period</td>
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### Variant

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### Commitment Item Group

99FAC_AD_T

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Reports to Use in Research

- Salary Encumbrance Reconciliation - ZFM_SAL_RECON
- Salary Fringe – ZFISALFRINGE
- PO13D
- PA20
- Budget Document Entry – FMEDDW (Budget Related Reports)
- Position and Salary Budget Report – ZPSBRPT (Covered later in class)
Salary Encumbrance Reconciliation

- Used to look for temporary actions that may be causing a budget to be over-expended, assuming all permanent budgets are in line
  - Report parameters
    - Detailed
    - Include paid items
  - Look for differences between months
### Salary Encumbrance Reconciliation

**ZFM_SAL_RECON**

---

#### Reconciliation for Salary Encumbrances Report

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<tr>
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<tr>
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<tr>
<td>Summary Report</td>
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**Include Paid Items?**

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<tr>
<td>Cost Center</td>
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<tr>
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<td>Position</td>
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<td>Selection from</td>
</tr>
<tr>
<td>Layout</td>
</tr>
<tr>
<td>to</td>
</tr>
</tbody>
</table>
Salary Encumbrance Reconciliation

- Notice each month
  - Position 50001635 has a difference between the vacant and filled amount
    - NEEDS TO BE REVIEWED
  - Position 50001922 is the same every month
  - Position 5002182 has costing only through October
    - NEEDS TO BE REVIEWED
Salary Encumbrance Reconciliation

- Summarize the positions to identify how much is needed for each position

<table>
<thead>
<tr>
<th>Position</th>
<th>Vacant</th>
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<tbody>
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<td>1,098.12</td>
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<tr>
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<tr>
<td>50002888</td>
<td>0.00</td>
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<tr>
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<td>748.02</td>
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<td>1,145.79</td>
</tr>
<tr>
<td></td>
<td>21,308.48</td>
<td>177,997.63</td>
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</table>
Budget Entry Documents

- This transaction is showing you budget only
- Enter related commitment items
- Text Column – sort (or filter) by text
  - Sort by position
  - Filter on position (e.g., 50003989*)
    - Do this if you know what position you need to research
## Budget Entry Documents

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<tr>
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<td>to</td>
</tr>
<tr>
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<td>to</td>
</tr>
<tr>
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<td>to</td>
</tr>
<tr>
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<td>to</td>
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<tr>
<td>Funded Program</td>
<td>to</td>
</tr>
</tbody>
</table>
Budget Entry Documents

- Leave Budget Type for information
- Sort on Text to put positions in order
- Copy to spreadsheet and subtotal by position
## Spreadsheet - Analysis

- Total Budget for each position
- Total all encumbrances for each position (vacant and filled)
- Summarize and calculate differences for each position

### Salary Reconciliation

<table>
<thead>
<tr>
<th>Position</th>
<th>Vacant</th>
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<th>Total</th>
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### Difference

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<tr>
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</table>
Actions Required to Correct

- Update Budget
  - SAP transaction FMBB
- Update Positions/Employees
  - Process PCR
  - Contact HR/Faculty Records
Salary Fringe Report

ZFISALFRINGE

- Used to determine who has already been paid and what the payment was for
- Look for difference in pay
- How to correct
  - FMBB to cover salary if not budgeted
  - PCR to move employee if paid wrong account
Salary Fringe Report

- Detail
- Fiscal Year
- Specific GLs – refer to Salary-Related Commitment Items located on the Budget Office Webpage
- Fund with banks (explain)
Salary Fringe Report

- By Person (not position)
- Posting Dates
- Wage Type – identifies the type of payment
  - Notice person 20984 had an additional hours paid-straight time
  - One-time payments would require temporary budget changes
- Amounts
Position and Salary Budget Report
ZPSBRPT

- Will not show if encumbrances were released...could look different than your recon report
- Used to see all HR Objects (positions and persons) per account
- Can view all changes in budget and positions and people per account
Position and Salary Budget Report

- Selection Screen Includes: (all are required)
  - Fiscal Year
  - Fund
  - Commitment Item
    - Can only run one at a time
  - Funds Center

- Layouts can be entered here
Position and Salary Budget Report

- Three Screens
  - HR data
  - FM data
  - Differences

- Transaction instructions and information (see Budget Office Webpage Training Documents)

- Buttons at top
  - Change input
  - HR only
  - FM only
  - All
  - Differences
  - Exit
Position and Salary Budget Report

- **HR data:**
  - 8/31 column: This is your expected cost as of 8/31 - reconcile to original budget
  - Current Annual Salary – Annualized salaries – Permanent Budget
  - FY Salary Cost – this year’s expected cost – Permanent and Temporary Budget
  - Drill down to PA20 - person
  - Drill down to P013d - vacant positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Pers</th>
<th>FTE</th>
<th>Annual salary</th>
<th>Cur Adj Sa</th>
<th>FY Salary Cost</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Activity/Change</th>
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</table>
Position and Salary Budget Report

- FM data
  - Original Budget – Budget loaded through Budget Development
  - Adjusted Budget – Permanent Budget
  - FY Budget Cost – Permanent and Temporary Budget
  - Includes drilldown to actual documents

<table>
<thead>
<tr>
<th>Text</th>
<th>Original Budget</th>
<th>Adjusted Budget</th>
<th>FY Budget Cost</th>
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</table>
Position and Salary Budget Report

Differences

- The difference between budget and HR on each column
  - 8/31 Sal - Reconciles difference between budget development (original Budget) and fiscal yearend HR actions
  - Curr Adj Sal - Reconciles any difference between permanent budget and annualized salaries
  - FY Sal Cst - Reconciles any difference between permanent and temporary budget and all HR actions for this year
Position and Salary Budget Report

- Questions?
- Run Reports
- Evaluation