



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

ZFM_SAL_RECON - Salary Encumbrance Reconciliation 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	<input type="text"/>	to	<input type="text"/>	
Order	<input type="text"/>	to	<input type="text"/>	
WBS	<input type="text"/>	to	<input type="text"/>	
Fund	<input type="text"/>	to	<input type="text"/>	
GL Account	<input type="text"/>	to	<input type="text"/>	

Human Resources

Position	<input type="text"/>	to	<input type="text"/>	
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General Information

Selection from	<input type="text" value="09/01/2007"/>	to	<input type="text" value="08/31/2008"/>
Layout	<input type="text"/>		

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 have 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

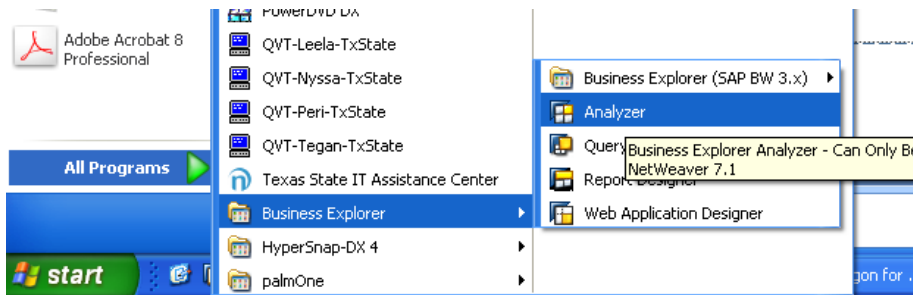
- View Positions/Employees and Budgets
 - Business Explorer – Analyzer



Permanent Budget Process

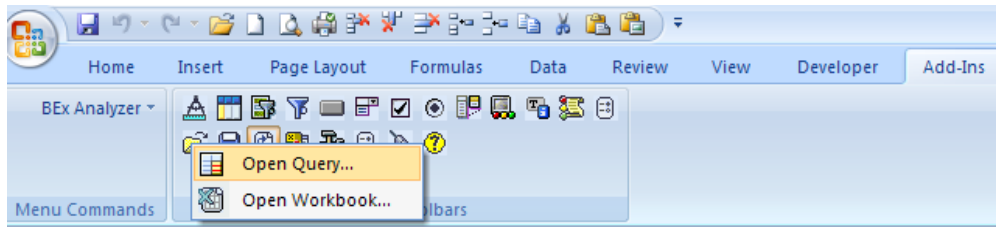
- BEx Analyzer
 - Same program that is used in Budget Development
 - Need access to BP2
- Query (Report)
 - HR/FM Salary Budget Comparison

BEx Analyzer



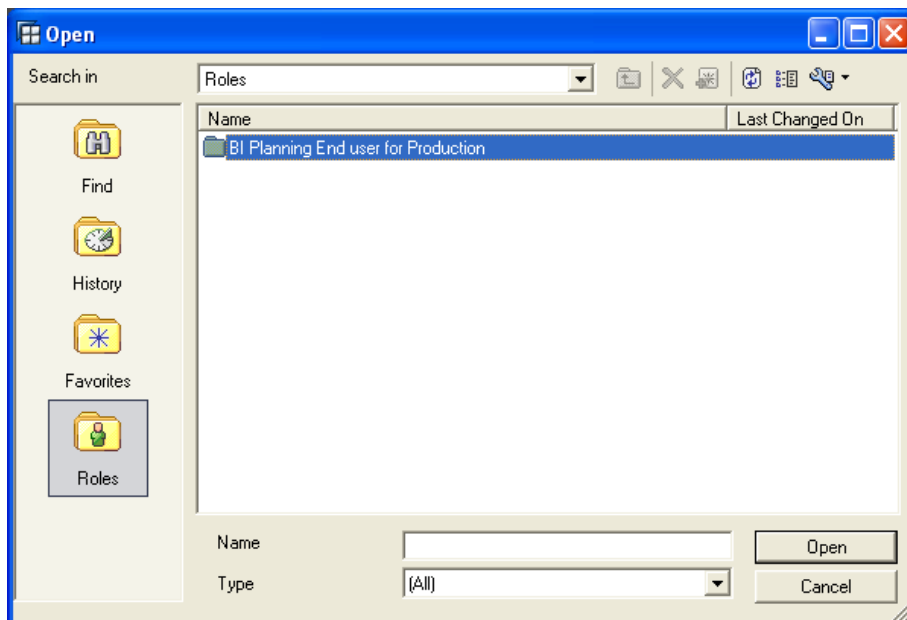
- Start menu
- All Programs
- Business Explorer
- Analyzer
- Instructions (detailed) located on the Budget Office webpage

BEx Analyzer



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

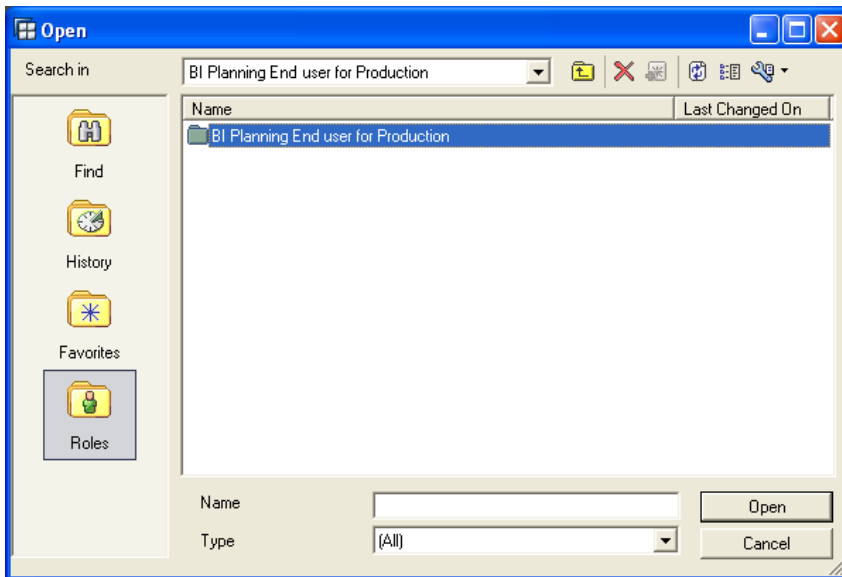
BEx Analyzer



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

BEx Analyzer

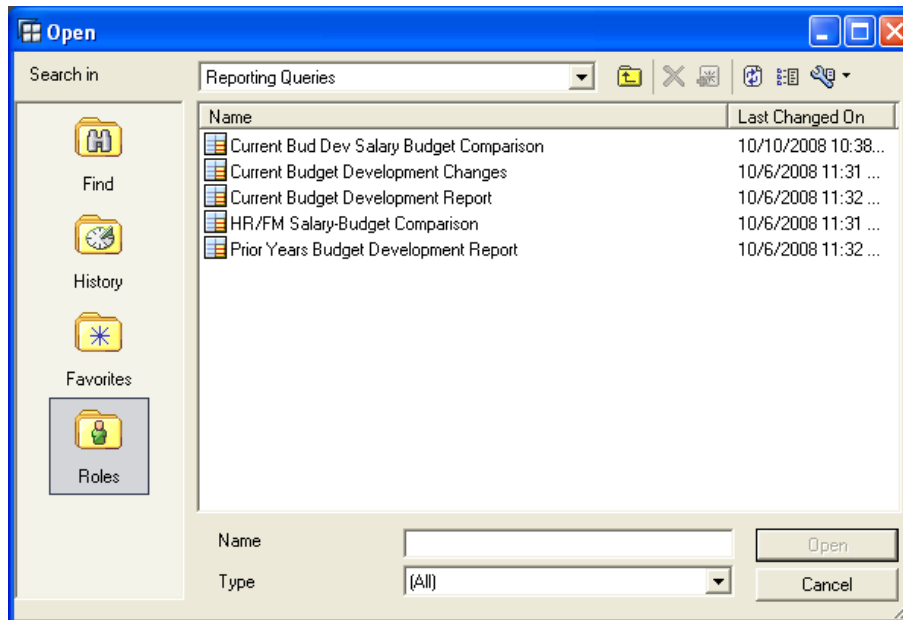
- Click on the Folder
 - BI Planning End user for Production



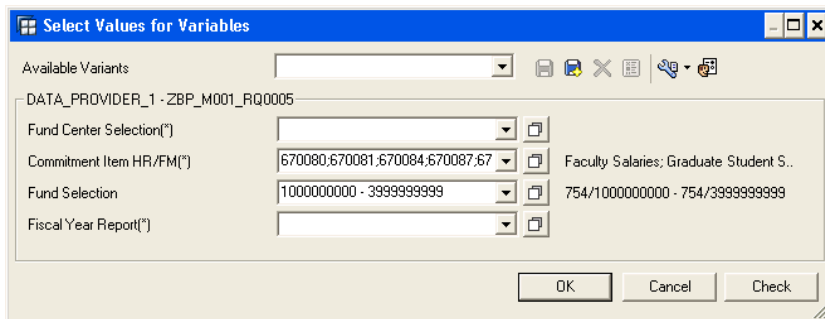
BEx Analyzer

□ Click on the report desired

- HR/FM Salary Budget Comparison



BEx Analyzer



The screenshot shows a dialog box titled "Select Values for Variables". It contains a list of available variables and four selected variables with their values. The variables and their values are:

Variable	Value
DATA_PROVIDER_1 - ZBP_M001_RQ0005	
Fund Center Selection(*)	
Commitment Item HR/FM(*)	670080;670081;670084;670087;67
Fund Selection	1000000000 - 3999999999
Fiscal Year Report(*)	

Buttons: OK, Cancel, Check

- 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

HR/FM Salary-Budget Comparison - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

BEx Analyzer

Menu Commands Custom Toolbars

F19

HR/FM Salary-Budget Comparison

Author MC02 Status of Data 12/4/2008 23:46:21

Chart Filter Information

Funds Center	Fund	Commit Item	Position	Employee	Annual Salary Cost	Current Budget	Difference	
1110100000	1000050009	670100	Staff Salaries	50000818	521	\$ 49,835.64	\$ 0.00	-\$ 49,835.64
				#		\$ 0.00	\$ 49,835.64	\$ 49,835.64
				Result		\$ 49,835.64	\$ 49,835.64	\$ 0.00
				50001454	21740	\$ 98,345.52	\$ 0.00	-\$ 98,345.52
				#		\$ 0.00	\$ 81,470.29	\$ 81,470.29
				Result		\$ 98,345.52	\$ 81,470.29	-\$ 16,875.23
				50006288	6253	\$ 36,868.44	\$ 0.00	-\$ 36,868.44
				#		\$ 0.00	\$ 36,868.44	\$ 36,868.44
				Result		\$ 36,868.44	\$ 36,868.44	\$ 0.00
				Result		\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23
						\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23
		Result				\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23
Overall Result						\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23

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

Table								
Funds Center	Fund	Commit Item	Position	Employee	Annual Salary Cost	Current Budget	Difference	
1110100000	1000050009	670100	Staff Salaries	50000818	521	\$ 49,835.64	\$ 0.00	-\$ 49,835.64
				#		\$ 0.00	\$ 49,835.64	\$ 49,835.64
				Result		\$ 49,835.64	\$ 49,835.64	\$ 0.00
				50001454	21740	\$ 98,345.52	\$ 0.00	-\$ 98,345.52
				#		\$ 0.00	\$ 81,470.29	\$ 81,470.29
				Result		\$ 98,345.52	\$ 81,470.29	-\$ 16,875.23
				50006288	6253	\$ 36,868.44	\$ 0.00	-\$ 36,868.44
				#		\$ 0.00	\$ 36,868.44	\$ 36,868.44
				Result		\$ 36,868.44	\$ 36,868.44	\$ 0.00
			Result			\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23
		Result				\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23
	Result					\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23
Overall Result						\$ 185,049.60	\$ 168,174.37	-\$ 16,875.23

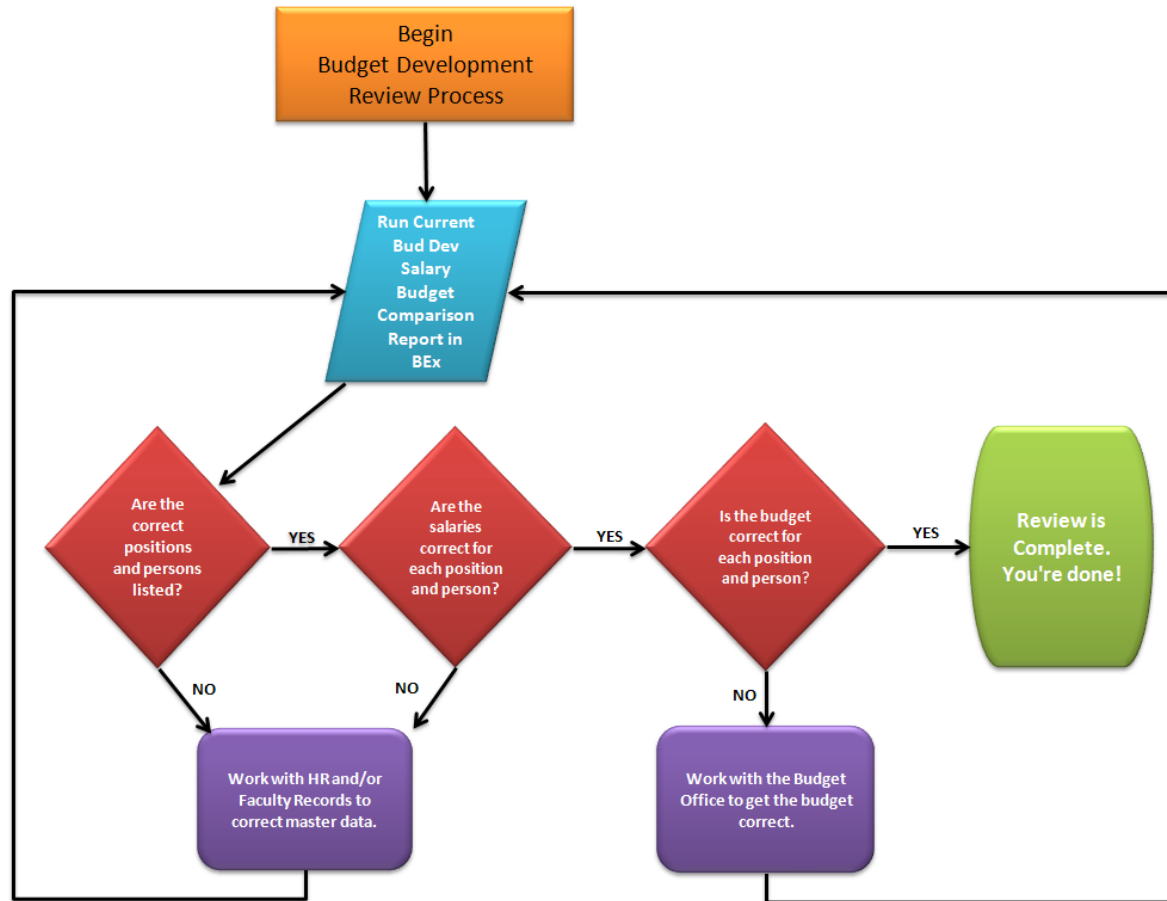
Analysis

- 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





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

Group	Encumbered	Expensed	Budgeted
Fringe benefits	Account Level	Account Level	See Crosswalk
Hourly staff	None	Account Level	Account Level
Overtime	Account Level	Account Level	Account Level
Hazardous duty	Account Level	Account Level	Account Level
State longevity	Account Level	Account Level	See Crosswalk
Awards	Account Level	Account Level	Account Level
Faculty Sal-Undergrad Students	None	Account Level	Account Level

Refer to Funds Cross-walk handout



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

Budget To Actual - ZBUDACT

Texas State - FM Budget & Actuals Report

Fiscal year = 2009
 Period = 001 to 014
 Fund = 2000011009
 Fund Center = 1512110003

Commitment item Group	Σ Revised budget	Σ Current YTD actuals	Σ Reserved	Σ Encumbrances	Σ Available balance
10STAFF SALARIES	198,091.44	0.00	0.00	0.00	198,091.44
	0.00	73,664.52	21,308.48	104,333.11	199,306.11-
10STAFF SALARIES	198,091.44	73,664.52	21,308.48	104,333.11	1,214.67-
10STAFFSAL	198,091.44	73,664.52	21,308.48	104,333.11	1,214.67-
	198,091.44	73,664.52	21,308.48	104,333.11	1,214.67-

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)

Commitment item	Commitment item Name	Σ Revised budget	Σ Current YTD actuals	Σ Encumbrances	Σ Available balance
670081	Graduate Student Sal	143,814.78	0.00	0.00	143,814.78
670094	T/IA Group Item	42,893.91	0.00	0.00	42,893.91
700801	Fac Salaries-Grad St	0.00	0.00	0.00	0.00
	Fac Salaries-Grad St	0.00	96,781.95	69,390.34	166,172.29-
701002	Grad Rsrch Salaries	0.00	0.00	0.00	0.00
Commitment item Grou 02GRADUATE STU		186,708.69	96,781.95	69,390.34	20,536.40
01FACGRAD		186,708.69	96,781.95	69,390.34	20,536.40
		186,708.69	96,781.95	69,390.34	20,536.40

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

Current Fiscal Year Process

Faculty Salaries

- 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

Commitment item	Commitment item Name	Σ Revised budget	Σ Current YTD actuals	Σ Encumbrances	Σ Available balance
670084	Fac Sal -Adjunct	104,346.94	0.00	0.00	104,346.94
670093	Adjunct Group Item	51,931.47	0.00	0.00	51,931.47
700803	Faculty Sal-Adjunct	0.00	78,768.43	84,303.52	163,071.95-
Commitment item Grou 01FACULTY SALAI		156,278.41	78,768.43	84,303.52	6,793.54-
04FACADJ		156,278.41	78,768.43	84,303.52	6,793.54-
		156,278.41	78,768.43	84,303.52	6,793.54-



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

Financial Management Area


FM Area

Fiscal Year / Period

Fiscal Year

Period to

FM Account Assignment

Fund  to

Funds center to

Commitment Item to

Commitment Item Group

Functional Area to

Funded Program to

Variant

Layout

Commitment Item Group

99FAC_AD_T

Commitment item	Commitment item Name	Σ Revised budget	Σ Current YTD actuals	Σ Encumbrances	Σ Available balance
670084	Fac Sal -Adjunct	104,346.94	0.00	0.00	104,346.94
670093	Adjunct Group Item	51,931.47	0.00	0.00	51,931.47
700803	Faculty Sal-Adjunct	0.00	78,768.43	84,303.52	163,071.95-
Commitment item Group 01FACULTY SALARIES-ADJUN		156,278.41	78,768.43	84,303.52	6,793.54-
01FACULTY SALARIES-ADJUN		156,278.41	78,768.43	84,303.52	6,793.54-
670080	Faculty Salaries	1,100,655.38	0.00	0.00	1,100,655.38
700800	Faculty Salaries	0.00	0.00	0.00	0.00
	Faculty Salaries	0.00	594,587.81	478,362.48	1,072,950.29-
Commitment item Group 00FACULTY SALARIES		1,100,655.38	594,587.81	478,362.48	27,705.09
00FACULTY SALARIES		1,100,655.38	594,587.81	478,362.48	27,705.09
		1,256,933.79	673,356.24	562,666.00	20,911.55



Reports to Use in Research

- 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



Select Type of Output

Detailed Report

Summary Report

Include Paid Items?

Account Assignment

Cost Center	512110003	to		➔
Order		to		➔
WBS		to		➔
Fund	2000011009	to		➔
GL Account.	701000	to	701500	➔

Human Resources

Position to ➔

General Information

Selection from 09/01/2008 to 08/31/2009

Layout

Salary Encumbrance Reconciliation

Reconciliation for Salary Encumbrances - Detail

Position	Pers.No.	G/L acct	Cost Center	Fund	Start Date	End Date	Σ	Vacant	Σ	Filled	
50001635	701500	1512110003	2000011009	10/20/2008	10/31/2008	598.06	0.00				
	701500	1512110003	2000011009	11/02/2008	11/30/2008	1,549.46	0.00				
	22071	701500	1512110003	2000011009	09/01/2008	09/30/2008	0.00	1,545.00			
	22071	701500	1512110003	2000011009	10/01/2008	10/04/2008	0.00	268.70			
	22071	701500	1512110003	2000011009	10/05/2008	10/19/2008	0.00	738.91			
	26334	701500	1512110003	2000011009	12/01/2008	12/31/2008	0.00	1,602.89			
	26334	701500	1512110003	2000011009	01/01/2009	01/03/2009	0.00	145.72			
	26334	701500	1512110003	2000011009	01/04/2009	01/31/2009	0.00	1,457.17			
	26334	701500	1512110003	2000011009	02/01/2009	02/28/2009	0.00	1,602.89			
	26334	701500	1512110003	2000011009	03/01/2009	03/31/2009	0.00	1,602.89			
	26334	701500	1512110003	2000011009	04/01/2009	04/30/2009	0.00	1,602.89			
	26334	701500	1512110003	2000011009	05/01/2009	05/31/2009	0.00	1,602.89			
	26334	701500	1512110003	2000011009	06/01/2009	06/30/2009	0.00	1,602.89			
	26334	701500	1512110003	2000011009	07/01/2009	07/31/2009	0.00	1,602.89			
26334	701500	1512110003	2000011009	08/01/2009	08/31/2009	0.00	1,602.89				
500016							2,147.52	16,978.62			
50001922	1882	701500	1512110003	2000011009	09/01/2008	09/30/2008	0.00	2,042.00			
	1882	701500	1512110003	2000011009	10/01/2008	10/31/2008	0.00	2,042.00			
	1882	701500	1512110003	2000011009	11/01/2008	11/30/2008	0.00	2,042.00			
	1882	701500	1512110003	2000011009	12/01/2008	12/31/2008	0.00	2,042.00			
	1882	701500	1512110003	2000011009	01/01/2009	01/31/2009	0.00	2,042.00			
	1882	701500	1512110003	2000011009	02/01/2009	02/28/2009	0.00	2,042.00			
	1882	701500	1512110003	2000011009	03/01/2009	03/31/2009	0.00	2,042.00			
	1882	701500	1512110003	2000011009	04/01/2009	04/30/2009	0.00	2,042.00			
	1882	701500	1512110003	2000011009	05/01/2009	05/31/2009	0.00	2,042.00			
	1882	701500	1512110003	2000011009	06/01/2009	06/30/2009	0.00	2,042.00			
	1882	701500	1512110003	2000011009	07/01/2009	07/31/2009	0.00	2,042.00			
	1882	701500	1512110003	2000011009	08/01/2009	08/31/2009	0.00	2,042.00			
	500019							0.00	24,504.00		
	50002182	701500	1512110003	2000011009	10/06/2008	10/14/2008	296.42	0.00			
20984		701500	1512110003	2000011009	09/01/2008	09/30/2008	0.00	1,026.89			
20984		701500	1512110003	2000011009	10/01/2008	10/05/2008	0.00	71.23			
500021							296.42	1,098.12			

- 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

Reconciliation for Salary Enc

Position	Vacant	Filled
50000654	0.00	22,255.44
50001053	0.00	23,867.65
50001635	2,147.52	16,978.62
50001922	0.00	24,504.00
50002182	296.42	1,098.12
50002761	0.00	30,613.08
50002888	0.00	19,478.16
50004064	0.00	19,669.08
50005741	748.02	18,387.69
50006073	18,116.52	1,145.79
	21,308.48	177,997.63

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






Budget Entry Documents


FMEDDW

- 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

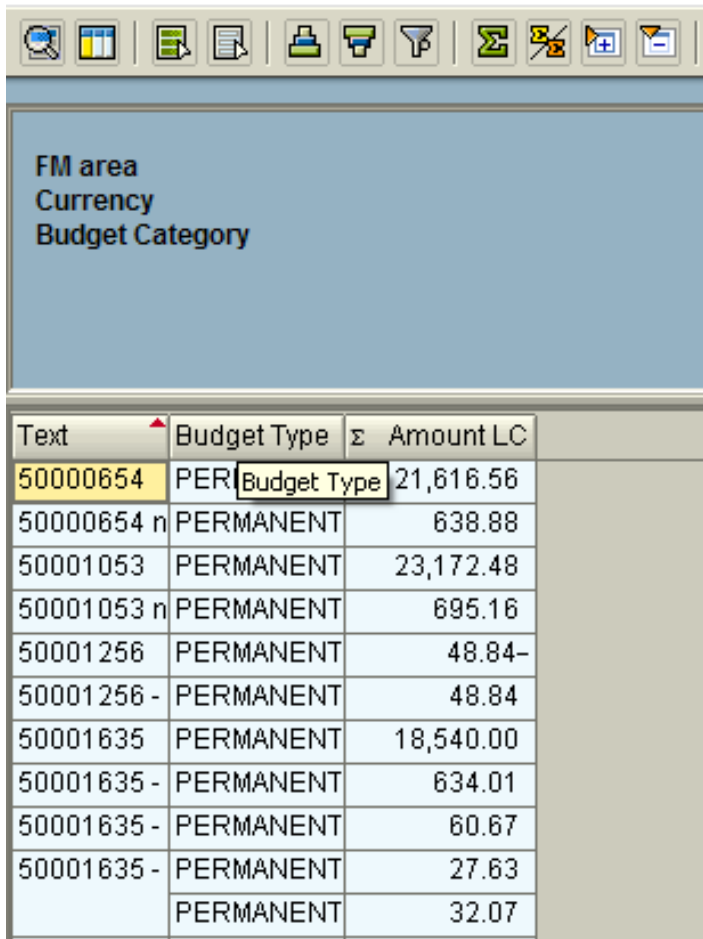
Entry Document

FM Area	754	
Budget Category	9f	to
Entry Document Number		to
Document Family Number		to
Created by		to
Original Application		to
Created on		to
Document Date		to
Person Responsible		to
Text Name		to
BCS Value Type		to
Version		to
Fiscal Year	2009	to
Budgeting Period		to
Int. Bdgt. Process		to
Budget Type		to
Entry Document Type		to
Document Status		to
Reversal status		to
Entry Document Line		to
Grant		to
Fund	2000011009	to
Funds Center	1512110003	to
Commitment Item	670100	
Functional Area		to
Funded Program		to

Budget Entry Documents

Selection List for Entry Documents



FM area
Currency
Budget Category

Text	Budget Type	Σ	Amount LC
50000654	PER	Budget Type	21,616.56
50000654 n	PERMANENT		638.88
50001053	PERMANENT		23,172.48
50001053 n	PERMANENT		695.16
50001256	PERMANENT		48.84-
50001256 -	PERMANENT		48.84
50001635	PERMANENT		18,540.00
50001635 -	PERMANENT		634.01
50001635 -	PERMANENT		60.67
50001635 -	PERMANENT		27.63
	PERMANENT		32.07

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

Spreadsheet - Analysis

2	FMEDDW:			
3	perm/temp	Position	amount	text
6		50000654 Total	22255.44	50000654
9		50001053 Total	23867.64	50001053
12		50001256 Total	0	50001256
20		50001635 Total	19234.68	50001635
22		50001922 Total	24,504.00	50001922
30		50002182 Total	0	50002182
33		50002761 Total	30613.08	50002761
36		50002888 Total	19478.16	50002888
39		50003298 Total	0	50003298
42		50004064 Total	19669.08	50004064
48		50005741 Total	19234.68	50005741
56		50006073 Total	19234.68	50006073
61		50011004 Total	0	50011004
62		Grand Total	198091.44	
64				
65	Salary Reconciliation			
67		Vacant	Filled	Total
68	50000654	0	22,255.44	22,255.44
69	50001053	0	23,867.65	23,867.65
70	50001635	2,147.52	16,978.62	19,126.14
71	50001922	0	24,504.00	24,504.00
72	50002182	296.42	1,098.12	1,394.54
73	50002761	0	30,613.08	30,613.08
74	50002888	0	19,478.16	19,478.16
75	50004064	0	19,669.08	19,669.08
76	50005741	748.02	18,387.69	19,135.71
77	50006073	18,116.52	1,145.79	19,262.31
79				
80	Difference			
81		Budget	Expense	Difference
82	50000654	22,255.44	22,255.44	-
83	50001053	23,867.64	23,867.65	(0.01)
84	50001635	19,234.68	19,126.14	108.54
85	50001922	24,504.00	24,504.00	-
86	50002182	-	1,394.54	(1,394.54)
87	50002761	30,613.08	30,613.08	-
88	50002888	19,478.16	19,478.16	-
89	50003298	-	-	-
90	50004064	19,669.08	19,669.08	-
91	50005741	19,234.68	19,135.71	98.97
92	50006073	19234.68	19,262.31	(27.63)
93	50011004	0	-	-
94				(1,214.67)

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



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

Salary/Fringe Report

Select Type of Output
Detailed Report
Drill Down Summary

Personnel number
Personnel Number to
Wage Type to

Date selections
Posting Date 09/01/2008 to 08/31/2009
Fiscal Year 2009

Additional select-options
G/L Account 701000
Cost Center 1512110003
Order
WBS Element
Fund 2000011009

Select Single Value
Single value
701000
701500

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

Salary Fringe Report

Salary/Fringe Report - Detail

PersNo	G/L Acc	G/L Desc.	Σ	Amount	Posting Date	Wage Type
20984	701500	HE Salary Classif Em		1,021.00	09/30/2008	Regular Salary Comp
	701500	HE Salary Classif Em		5.89	09/30/2008	Additional Hrs Pd-Straigh
	701500	HE Salary Classif Em		71.23	10/31/2008	Regular Salary Comp
20984				1,098.12		
22071	701500	HE Salary Classif Em		1,545.00	09/30/2008	Regular Salary Comp
	701500	HE Salary Classif Em		247.20	10/31/2008	Regular Salary Comp
	701500	HE Salary Classif Em		679.80	10/31/2008	Regular Salary Comp
	701500	HE Salary Classif Em		679.80	11/10/2008	Regular Salary Comp
	701500	HE Salary Classif Em		247.20	11/10/2008	Regular Salary Comp
	701500	HE Salary Classif Em		268.70	11/10/2008	Regular Salary Comp
	701500	HE Salary Classif Em		738.91	11/10/2008	Regular Salary Comp
22071				2,552.61		

- 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



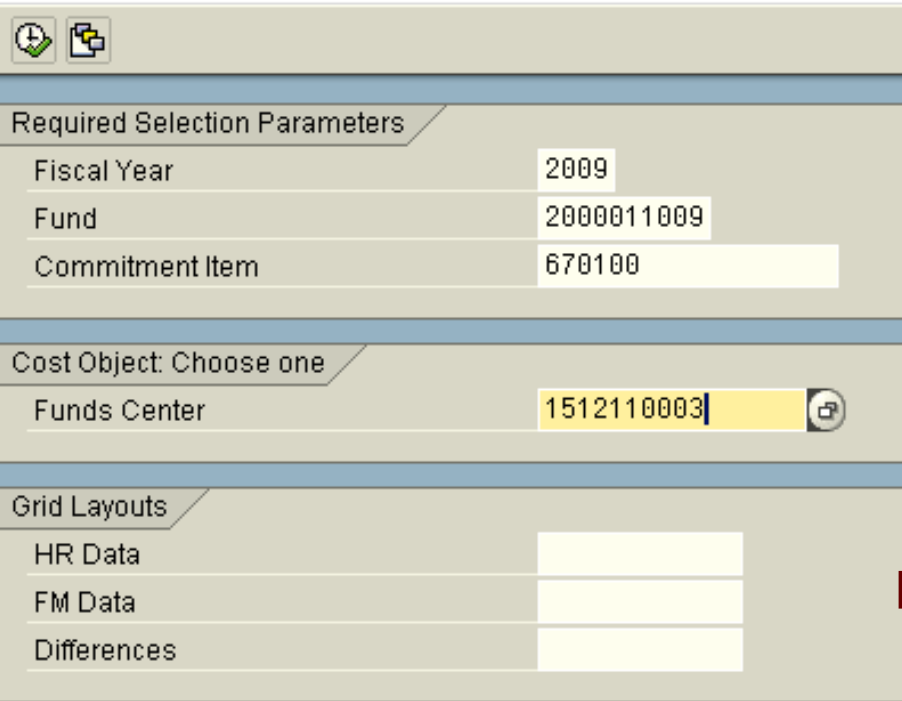
Position and Salary Budget Report

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

Position and Salary Budget Report



Required Selection Parameters

Fiscal Year	2009
Fund	2000011009
Commitment Item	670100

Cost Object: Choose one

Funds Center	1512110003
--------------	------------

Grid Layouts

HR Data	
FM Data	
Differences	

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

Position and Salary Budget Report

Change Input HR Only FM Only All Differences Exit

HR Data: FY: 2009 C Item: 670100 Fund: 2000011009 Ctr: 1512110003

Position	Pers	FTE	Annual salary	Cur Adj Sa	FY Salary Cost	Begin Date	End Date	Activity/Change	Reas	Entry Date	Cost %	Monthly
50000654	162	100.00	21,616.56	0.00	21,616.56		08/31/2008	Original		06/18/2008	100.00	1,801.38
	162	100.00	0.00	22,255.44	638.88	09/01/2008	08/31/2009	Change in Pay	Merit	08/15/2008	100.00	53.24
			21,616.56	22,255.44	22,255.44							
50001053	4050	100.00	23,172.48	0.00	23,172.48		08/31/2008	Original		10/18/2007	100.00	1,931.04
	4050	100.00	0.00	23,867.64	695.16	09/01/2008	08/31/2009	Change in Pay	Merit	08/15/2008	100.00	57.93
			23,172.48	23,867.64	23,867.64							
50001635	22071	100.00	18,540.00	0.00	18,540.00		08/31/2008	Original		01/04/2008	100.00	1,545.00

FM Data: FY: 2009 C Item: 670100 Fund: 2000011009 Ctr: 1512110003

Text	Original Budget	Adjusted Budget	FY Budget Cost	Document	Type	Text
50001635-		27.63	27.63	1100010385	Perm	
50001635-		32.07	32.07	1100010386	Perm	
50001635-		48.84	48.84	1100010396	Perm	
50002182-		1,394.54	1,394.54	1100010398	Perm	
50005741-		98.97	98.97	1100010407	Perm	
		248,789.88	198,091.44	198,091.44		

Differences: FY: 2009 C Item: 670100 Fund: 2000011009 Ctr: 1512110003

Description	8/31 Annual Salary	Current Adjusted Sala	Fiscal Year Salary
FM Totals	248,789.88	198,091.44	198,091.44
HR Totals	248,789.88-	210,343.44-	237,313.12-
		12,252.00-	39,221.68-

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

HR Data: FY: 2009 C Item: 670100 Fund: 2000011009 Ctr: 1512110003														
Position	Pers..	FTE	Σ Annual salary	Σ	Cur Adj Sa	Σ	FY Salary Cost	Begin Date	End Date	Activity/Change	Reas..	Entry Date	Cost %	Monthly
50000654	162	100.00	21,616.56		0.00		21,616.56		08/31/2008	Original		06/18/2008	100.00	1,801.38
	162	100.00	0.00		22,255.44		638.88	09/01/2008	08/31/2009	Change in Pay	Merit	08/15/2008	100.00	53.24
5000006			21,616.56		22,255.44		22,255.44							
50001053	4050	100.00	23,172.48		0.00		23,172.48		08/31/2008	Original		10/18/2007	100.00	1,931.04
	4050	100.00	0.00		23,867.64		695.16	09/01/2008	08/31/2009	Change in Pay	Merit	08/15/2008	100.00	57.93
500010			23,172.48		23,867.64		23,867.64							
50001635	22071	100.00	18,540.00		0.00		18,540.00		08/31/2008	Original		01/04/2008	100.00	1,545.00

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

FM Data: FY: 2009 C Item: 670100 Fund: 2000011009 Ctr: 1512110003									
Text	Σ	Original Budget	Σ	Adjusted Budget	Σ	FY Budget Cost	Document	Type	Text
50001635 -				27.63		27.63	1100010385	Perm	
50001635 -				32.07		32.07	1100010386	Perm	
50001635 -				48.84		48.84	1100010396	Perm	
50002182 -				1,394.54		1,394.54	1100010398	Perm	
50005741 -				98.97		98.97	1100010407	Perm	
		248,789.88		198,091.44		198,091.44			

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

Differences: FY: 2009 C Item: 6701			
Description	Σ 8/31 Sal	Σ Cur Adj Sa	Σ FY Sal Cst
FM Totals	248,789.88	198,091.44	198,091.44
HR Totals	248,789.88-	210,343.44-	237,313.12-
		■ 12,252.00-	■ 39,221.68-



Position and Salary Budget Report

- Questions?
- Run Reports
- Evaluation