

Work Instruction

**ZFMBB - Unrestricted Funds Budget Change - Departmental
(Document)**

ZFMBB

Purpose

Use this procedure to enter an unrestricted funds (E or I funds) budget change into workflow.

Trigger

Perform this procedure when a budget change on an unrestricted fund originates at the department or college level.

Prerequisites

You must be authorized to enter budget change transactions. Workflow for this transaction can start at the department or college level.

Menu Path

Use the following menu path to begin this transaction:

- Select **Accounting → Public Sector Management → Funds Management → Budgeting → Budget Control System (BCS) → Entry Documents → ZFMBB - Budgeting Workbench - Workflow** to go to the *Budgeting Workbench – Create Document* screen.

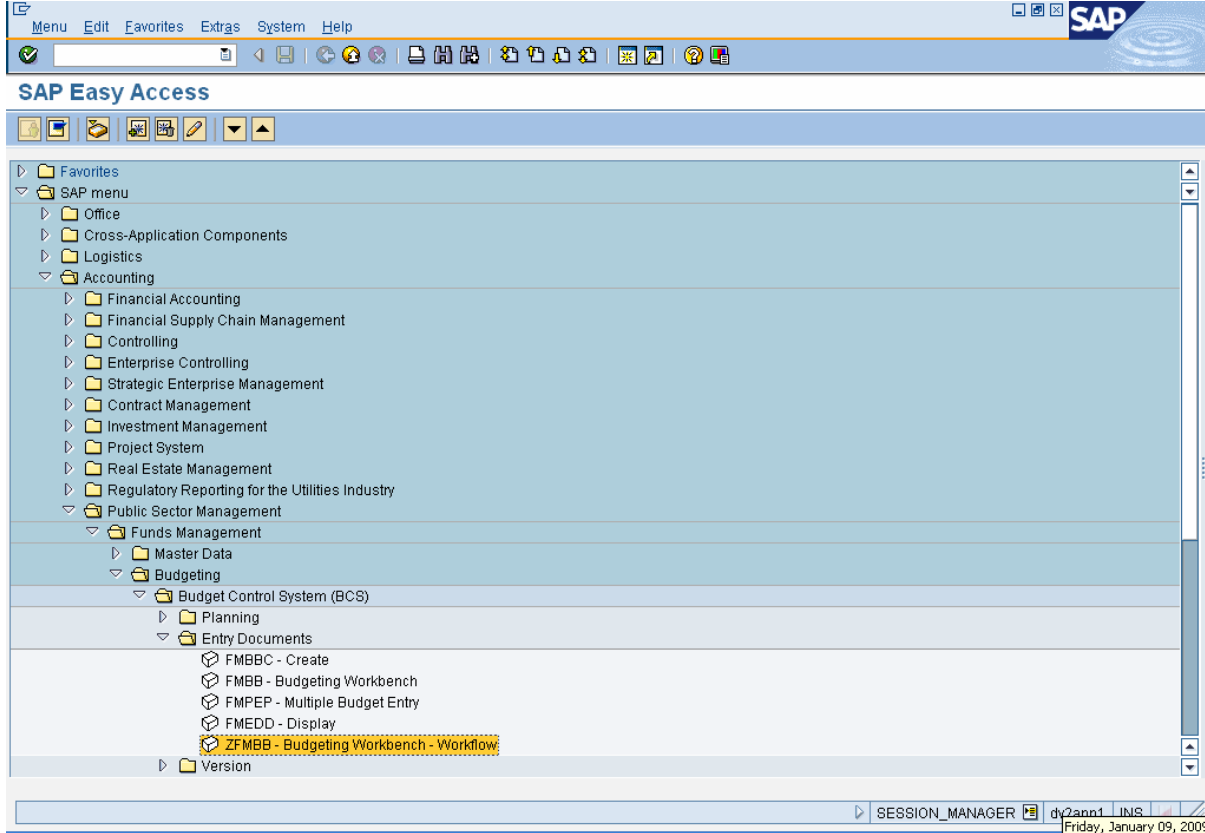
Transaction Code


ZFMBB


Procedure

1. Start the transaction using the menu path or transaction code.

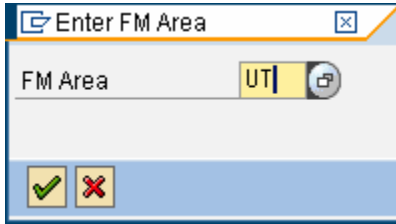
SAP Easy Access



2. Double-click  **ZFMBB - Budgeting Workbench - Workflow** to open the transaction. If this is the first time that you have accessed this transaction, the *Enter FM Area* popup window may appear.

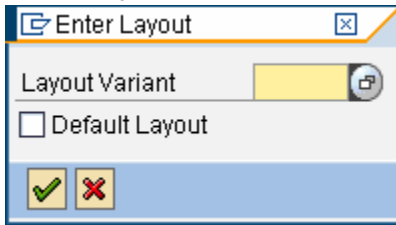
Type in "UT" in the *FM Area* field as shown below and click  **(Continue)**.

Enter FM Area



3. The *Enter Layout* popup window, shown below, may appear.

Enter Layout

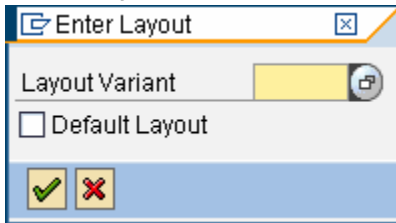



4. Perform one of the following:

Does the “Enter Layout” popup window appear?	Go To
Yes	Step 5
No	Step 6

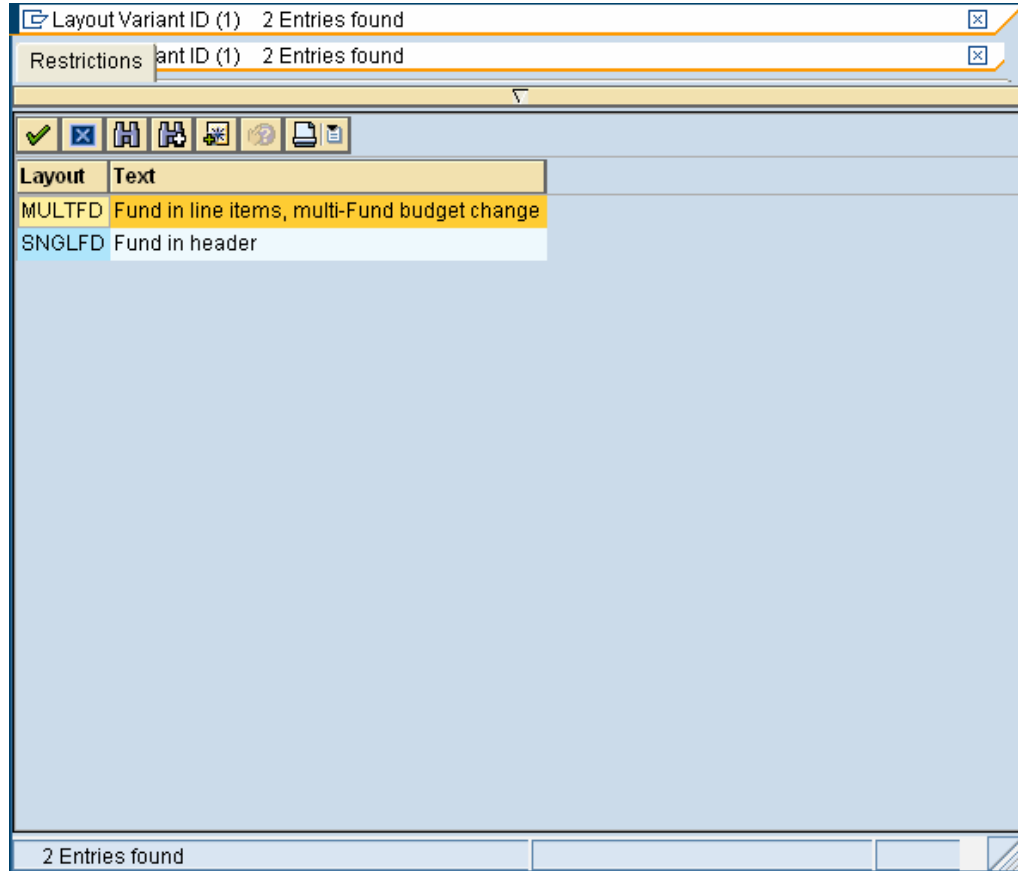
5. If the *Enter Layout* popup window appears, you will need to make some initial settings. Once these settings are selected, the IRIS system will use them each time you open this transaction.

Enter Layout



- 5.1 Click  (**Matchcode**) for the *Layout Variant* field. The *Layout Variant ID* popup window will appear.

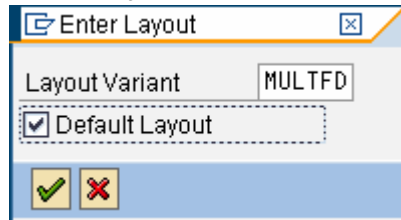
Layout Variant ID (1) 2 Entries Found




5.2 Double-click **MULTFD Fund in line items, multi-Fund budget change** to select that entry for the *Layout Variant* field as shown below. MULTFD is the layout most often used with E and I funds.

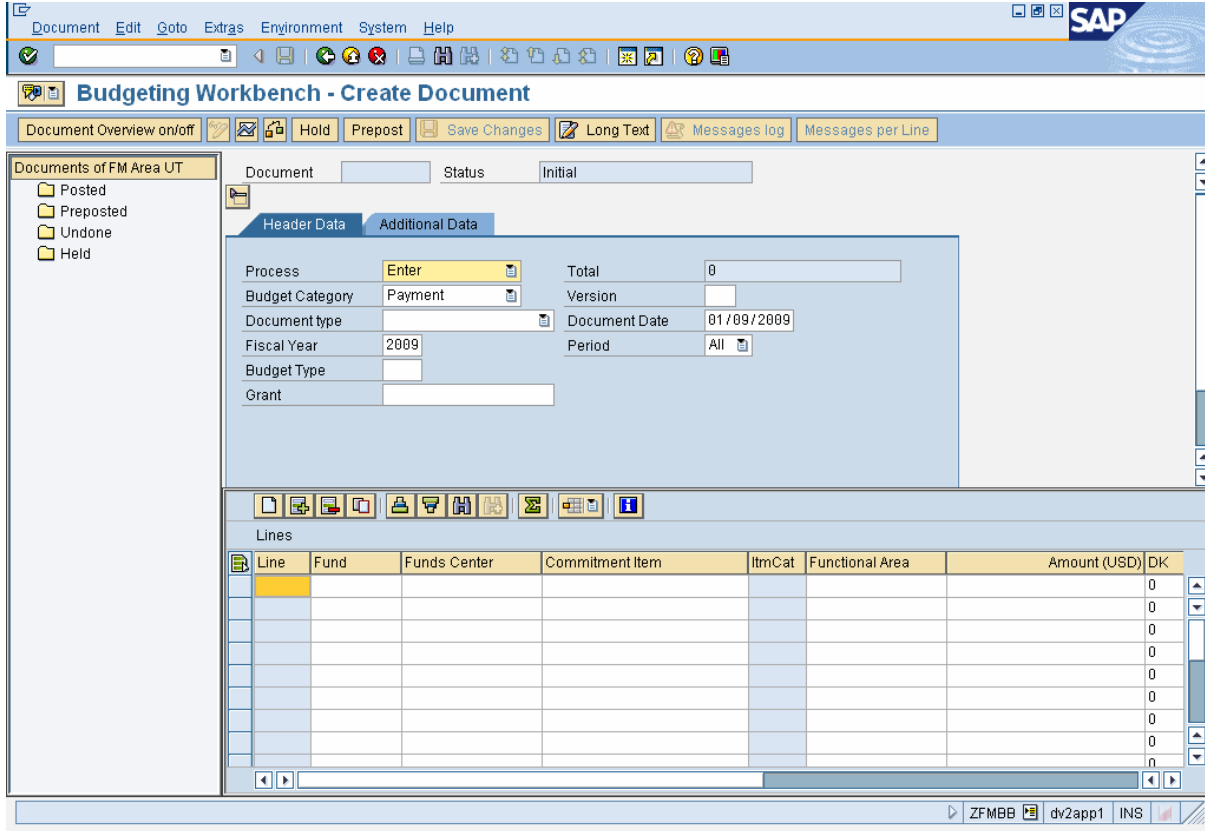
Also check the default layout check box **Default Layout**, as shown below, so that this step will not have to be repeated.

Enter Layout

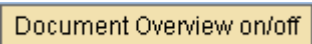


6. Click  (**Continue**). The *Budgeting Workbench - Create Document* screen will appear as shown below.

Budgeting Workbench - Create Document



The screenshot shows the SAP Budgeting Workbench - Create Document interface. The top menu bar includes Document, Edit, Goto, Extras, Environment, System, and Help. The SAP logo is visible in the top right corner. Below the menu bar, there are several icons and buttons: Document Overview on/off, Hold, Prepost, Save Changes, Long Text, Messages log, and Messages per Line. The main area is divided into two sections: Header Data and Additional Data. The Header Data section contains fields for Process (Enter), Budget Category (Payment), Document type, Fiscal Year (2009), Budget Type, and Grant. The Additional Data section contains fields for Total (0), Version, Document Date (01/09/2009), and Period (All). Below these sections is a table with columns: Line, Fund, Funds Center, Commitment Item, ItmCat, Functional Area, Amount (USD), and DK. The table is currently empty. The bottom status bar shows ZFMBB, dv2app1, and INS.



7. Click  to turn off the overview column on the left. The *Budgeting Workbench - Create Document* screen will then look like the screen image below.




Budgeting Workbench - Create Document


8. Choose values for the fields on the *Header Data* tab. These fields are listed in the table below. Once selected, the IRIS system will use these values each time you use this transaction.




The *Document*, *Status*, and *Total* fields at the top of the screen are not available for entry. The IRIS system populates these fields automatically.

- The *Document* field is blank in *Create* mode, but the document number assigned by the system will appear in this field.
- The *Status* field reflects the history of the document. The document is in “Initial” status in *Create* mode.
- The *Total* field is updated when  (**Enter**) or  (**Check document**) is clicked. It contains the net sum of the line item amounts entered in a document. The initial value for this field is 0. If expenditure and revenue commitment items are in the same document, a separate total will be displayed for each.

Field Name	R/O/C	Description
Process	R	<p>The basic action used to post a budget entry document.</p>  <p>Only one of the choices in the dropdown box is used: "Supplement" for budget changes after the beginning budget has been entered.</p> <p>Example: Supplement</p>
Budget Category	N/A	<p>A technical IRIS setting for BCS.</p> <p>This field will disappear after document type is entered. "Payment" is the default value.</p>
Version	R	<p>In planning, versions are maintained to represent multiple scenarios based on different assumptions and conditions.</p> <p>Budget version 0 (zero) is the current budget.</p> <p>Example: Always use version 0.</p>
Document type	R	<p>Key that identifies to which group of documents this document will be assigned. Documents of the same type contain common information which is relevant to posting and update of the value fields in the data base.</p> <p>Example: Always use "WF (Workflow)".</p>
Document Date	R	<p>Date which appears in the document header.</p> <p>The IRIS system defaults to the current date.</p>  <p><i>Document Date</i> determines and automatically populates values for the <i>Period</i>, <i>Fiscal year</i> and <i>DK</i> fields. If 07/21/2008 is entered as a document date, the period will be "1" and fiscal year "2009". The <i>DK</i> field will be populated at posting with the value "0-Manual".</p> <p>Example: 07/21/2008 will enter the budget change in period 1 of fiscal year 2009.</p>
Fiscal Year	N/A	<p>The accounting year to which a transaction is posted. The UT fiscal year begins in July and ends in June.</p>  <p>The value in this field is determined by value entered in the <i>Document Date</i> field and automatically filled in.</p>

Field Name	R/O/C	Description
Period	N/A	Unit that subdivides a fiscal year. UT's fiscal year begins in July and ends in June. July is period 01, August 02, and so on.  'All' is the initial value for this field and will be changed to the period indicated by the value entered in the <i>Document Date</i> field when posting occurs. If the budget change needs to occur in a period other than the current one, enter a document date in the period needed (for example, 5/1/2009 for period 11).
Budget type	R	Key that identifies unrestricted (E and I funds) and restricted (R funds) budget changes and indicates the permanence of budget changes on unrestricted funds. Use "BASE" for base or recurring budget entries. Use "NONR" for nonrecurring budget entries. "REST" is used only for budget entries for restricted funds, not for unrestricted E and I funds. Example: BASE NONR
Grant	N/A	This field is not currently used by UT, but it is required for some transactions. DUMMY is the default value. This field will disappear after document type is entered.

9. Additional document header fields are available on the *Additional Data* tab.

Click the  tab to view the additional document header fields as shown below.



To return to the initial document header tab, click the  tab.




Budgeting Workbench - Create Document





The fields listed on the *Additional Data* tab are described in the table below.

Field Name	R/O/C	Description
Person responsible	O	20-character field that can be used for any purpose. Leave this field blank or enter any desired 20-character entry.
Header Text	O	50-character field used for descriptive text that applies to all lines of a document. Leave this field blank or enter any desired 50-character entry.
Text name	O	The name of a text file attached to a document. Leave this field blank or use the dropdown box to search for an existing file.
Year Cohort	O	4-character field that can be used for any purpose. Leave this field blank or enter any desired 4-character entry.

Field Name	R/O/C	Description
Public Law	O	20-character field that can be used for any purpose. Leave this field blank or enter any desired 20-character entry.
Legislation	O	Three possible values are available in a dropdown box. Can be used for any purpose. Leave this field blank or choose the desired value. Example: Blank, A, C or S.

10. The fields that appear in the *Lines* section of the screen are described in the table below.

Field Name	R/O/C	Description
Fund	R	A separately budgetable source of money. Can be either a cost center or a WBS element.  Enter an unrestricted fund (E or I fund). lower or upper case will both work.  If a fund is entered and then changed, you must change the funds center field also. The funds center value for the new fund will not be entered if the funds center field already has a value in it.
Funds Center	C	Organizational unit above fund, arranged in a hierarchical structure of department, college, vice chancellor, budget entity, and university levels. A funds center is an organizational division that is responsible for preparing and monitoring budgets for one or more funds.  Leave this field blank unless a correction to a funds center in an existing budget change is being made.
Commitment item	R	The budget and fund classifications of G/L accounts and cost elements. Used to reflect the types of revenues and expenditures budgeted and to detail balances for each fund in FM. Usually (but not necessarily) at a higher level than G/L accounts and cost elements. Example: 433000
ltnCat	N/A	Type of commitment item: expenditures or revenues. The value in this field is determined by the value in the <i>Commitment item</i> field and identifies the line item as either "Expenditures" or "Revenues".

Field Name	R/O/C	Description
Functional Area	C	<p>An accounting unit that classifies expenses by function.</p>  Leave this field blank.
Amount (USD)	R	<p>Dollar value of the budget change for a line of the document.</p>  Budget entries are made using whole dollar amounts only – no decimal places. <p>For revenue and recovery amounts:</p> <ul style="list-style-type: none"> • Increases are entered as negative amounts. • Decreases are entered as positive amounts. <p>For expenditure amounts:</p> <ul style="list-style-type: none"> • Increases are entered as positive amounts. • Decreases are entered as negative amounts. <p>Example: To increase expenditure commitment item 439000 by \$1,000, enter “1000”. To increase revenue commitment 801500 by \$1,000, enter “-1000” or “1000-”.</p>
DK	N/A	<p>Tool for distributing planned values across periods. The distribution key selected will determine the method used to allocate the total planned amount across the periods of the fiscal year.</p>  DK is determined by the value in the <i>Document Date</i> field and will be populated at posting.
Text	O	<p>Description field for an entry.</p>  Enter whatever line-item-level text is needed.

11. To add a column in the *Lines* section of the screen that will display the amount of the current budget plus the budget change being entered, follow the steps below.

11.1 Click **Extras** on the main menu bar and choose **Select Key Figures** from the dropdown menu that appears. The *Key Figures Selection* popup window will appear as shown below.

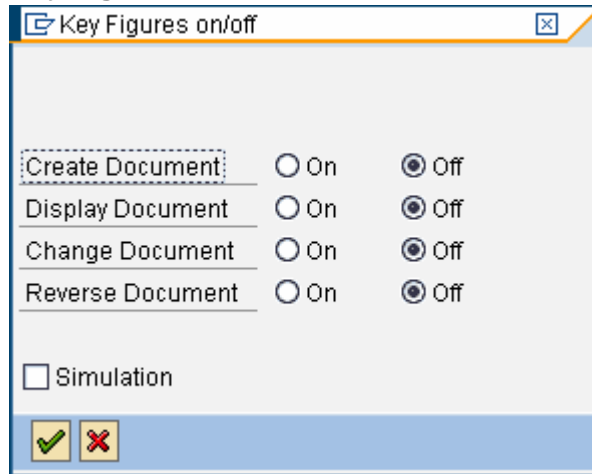
Key Figures Selection

Key Figure	Name
<input type="checkbox"/> ALL_BUDGET_DATA	Any Budget Data &1 (&2)
<input type="checkbox"/> CURRENT_BDGT_AB	Current Budget (Total)Year &1
<input type="checkbox"/> CURRENT_BDGT_BT	CURRENT BUDGET PER BUDGET TYPE
<input type="checkbox"/> CURRENT_BDGT_CO	Current Budget for Cnsmd Amts
<input type="checkbox"/> CURRENT_BDGT_EL	Crrt Bdgt Eligible for Cver &1
<input type="checkbox"/> CURRENT_BDGT_NE	Cur. Budget not Elig. for Cover
<input type="checkbox"/> CURRENT_STATIST	Stat. Budget per Bgt Type &1
<input type="checkbox"/> GESKO	Total Costs Fiscal Year &1
<input type="checkbox"/> GLA_CB_PART	Commitment Budget &1
<input type="checkbox"/> GLA_CB_PART1	Commitment Budget &1 &2
<input type="checkbox"/> GLA_CB_PART2	Commitment Budget &1
<input type="checkbox"/> GLA_FB_PART	Financial Budget &1
<input type="checkbox"/> GLA_FB_PART1	Financial Budget &1 &2
<input type="checkbox"/> GLA_PB_PART1	Payment Budget &1 &2
<input type="checkbox"/> MY_AVAILABLE	Multi-Year Budget Avail. Amnt
<input type="checkbox"/> MY_CONSUMABLE	Multi-Year Consumable Budget
<input type="checkbox"/> RECHNUNGSERG	Financial Result Year &1
<input type="checkbox"/> SINGLE_BUDGET	Any Budget Data &1 (&2)
<input type="checkbox"/> TRANS_BALANC_AB	BAL.SHT FROM TRANF.PSTNGS(TOT)
<input type="checkbox"/> TRANS_BALANC_BT	BALANCE FROM TRNSFRS PER TYPE
<input type="checkbox"/> UN_RELEASED	Unreleased budget
<input type="checkbox"/> YE_RESIDUAL	RESIDUAL BUDGET FISCAL YR CHNG
<input type="checkbox"/> YE_RESIDU_CONS	RESIDUAL BUDGET FISCAL YR CHNG
<input type="checkbox"/> YE_RESIDU_NCONS	RESIDUAL BUDGET FISCAL YR CHNG
<input type="checkbox"/> ZZANNUAL	Annual budget
<input type="checkbox"/> ZZREST	Restricted budget

Click ZZANNUAL | Annual budget and then click (Continue).

11.2 Click **Extras** on the main menu bar and choose **Key Figures on/off** from the dropdown menu that appears. The *Key Figures on/off* popup window will appear as shown below.

Key Figures on/off



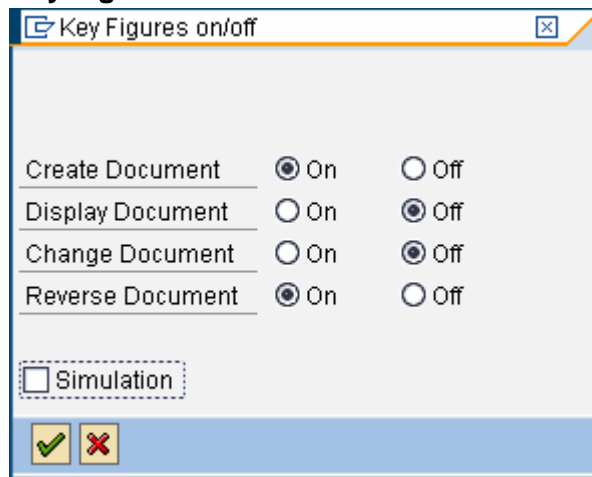
Create Document	<input type="radio"/> On	<input checked="" type="radio"/> Off
Display Document	<input type="radio"/> On	<input checked="" type="radio"/> Off
Change Document	<input type="radio"/> On	<input checked="" type="radio"/> Off
Reverse Document	<input type="radio"/> On	<input checked="" type="radio"/> Off

Simulation

✓ ✗

- Click both *Create Document* and *Reverse Document* On as shown below.

Key Figures on/off



Create Document	<input checked="" type="radio"/> On	<input type="radio"/> Off
Display Document	<input type="radio"/> On	<input checked="" type="radio"/> Off
Change Document	<input type="radio"/> On	<input checked="" type="radio"/> Off
Reverse Document	<input checked="" type="radio"/> On	<input type="radio"/> Off

Simulation

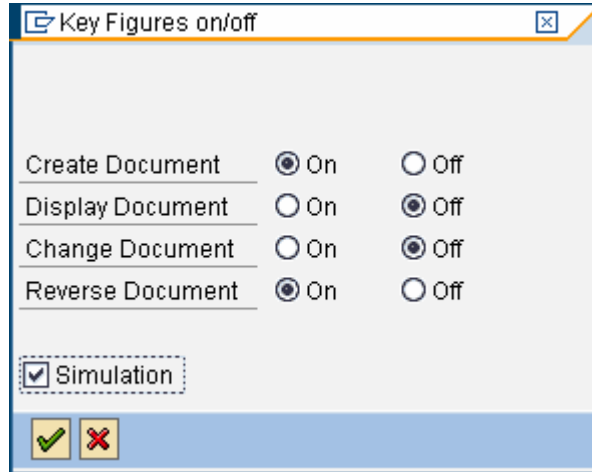
✓ ✗

- Click Simulation to select it as shown below.




If *Simulation* is checked, the effect of the budget change being entered will be shown: budget change + current budget. If *Simulation* is not checked, only the current budget will be shown.

Key Figures on/off



Create Document	<input checked="" type="radio"/> On	<input type="radio"/> Off
Display Document	<input type="radio"/> On	<input checked="" type="radio"/> Off
Change Document	<input type="radio"/> On	<input checked="" type="radio"/> Off
Reverse Document	<input checked="" type="radio"/> On	<input type="radio"/> Off

Simulation

- Click  (**Continue**). The *Annual budget (USD)* column has been added to the screen as shown below.

Budgeting Workbench - Create Document

12. The following example demonstrates how to enter a typical budget change that transfers budget between two funds. A \$100 expenditure amount is to be transferred from commitment item 433000 on E047201 to commitment item 437000 on E047205 after the base budgets have already been entered for these funds.


12.1 Complete the following fields on the header tab:


Field Name	R/O/C	Description
Process	R	The basic action used to post a budget entry document. In this example, "Supplement" is used because this budget change occurs after the July 1 budget has been entered. Example: Supplement
Version	R	In planning, versions are maintained to represent multiple scenarios based on different assumptions and conditions. In this example, "0" is used because this budget change is to the current budget. Example: 0

Field Name	R/O/C	Description
Document type	R	Key that identifies to which group of documents this document will be assigned. Documents of the same type contain common information which is relevant to posting and update of the value fields in the data base. "WF" is used because this budget change is being done in a department or college. Example: WF
Budget type	R	Key that identifies unrestricted (E and I funds) and restricted (R funds) budget changes and indicates the permanence of budget changes on unrestricted funds. In this example, "NONR" is used because this budget change does not affect the base budget. Example: NONR
Document Date	R	Date which appears in the document header. The IRIS system defaults to the current date. In this example, the date is "07/21/2008". Example: 07/21/2008

12.2 For each line item of the budget change, complete the following fields:

Field Name	R/O/C	Description
Fund	R	A separately budgetable source of money. Can be either a cost center or a WBS element, lower or upper case. Example: e047201
Commitment item	R	The budget and fund classifications of G/L accounts and cost elements. Used to reflect the types of revenues and expenditures budgeted and to detail balances for each fund in FM. Usually (but not necessarily) at a higher level than G/L accounts and cost elements. Example: 433000

Field Name	R/O/C	Description
Amount (USD)	R	<p>Dollar value of the budget change for a line of the document.</p>  <p>Budget entries are made using whole dollar amounts only – no decimal places.</p> <p>For revenue and recovery amounts:</p> <ul style="list-style-type: none"> • Increases are entered as negative amounts. • Decreases are entered as positive amounts. <p>For expenditure amounts:</p> <ul style="list-style-type: none"> • Increases are entered as positive amounts. • Decreases are entered as negative amounts. <p>Example: To decrease expenditure commitment item 433000 by \$100 for E047201, enter “100-”. To increase expenditure commitment item 437000 by \$100 for E047205, enter “100”.</p>

12.3 Click  (**Enter**) to prompt IRIS to fill in values and calculate the total, as shown below.

Budgeting Workbench - Create Document

Line	Fund	Funds Center	Commitment Item	ItmCat	Functional Area	Amount (USD)	Annual budget (USD)	Text
000001	E047201	U045172001	433000	Expen...	1070	100	2,470	
000002	E047205	U045172005	437000	Expen...	1070	100	100	

12.4

Click

Prepost



If the check document process returns any errors, correct the errors and click

Prepost

again.

12.5

When no errors are found, the document will enter into IRIS workflow. A document number will appear at the bottom of the screen as shown below.

Budgeting Workbench - Display Document

Document Overview on/off | Hold | Prepost | Save Changes | Long Text | Messages log | Messages per Line

Document: 500000117 | Status: Preposted | Document Year: 2009

Header Data | Additional Data

Process: Supplement | Total: 0 | Version: 0
 Document type: WF (Workflow) | Document Date: 01/09/2009 | Period: All
 Budget Type: NONR Non-recurring/Temporary

Line	Fund	Funds Center	Commitment Item	ItmCat	Functional Area	Amount (USD)	Text
1	E047201	U045172001	433000	Expen...	1070	100	
2	E047205	U045172005	437000	Expen...	1070	100	

Document 500000117 has been created successfully in FM area UT document year 2009

13. Click  (Back) to return to a blank *Budget Workbench – Create Document* screen.

Budgeting Workbench - Create Document

Document Overview on/off | Hold | Prepost | Save Changes | Long Text | Messages log | Messages per Line

Document: _____ Status: Initial

Header Data | Additional Data

Process: Supplement | Total: 0
Version: 0
Document type: WF (Workflow) | Document Date: 01/09/2009
Period: All
Budget Type: NONR Non-recurring/Temporary

Line	Fund	Funds Center	Commitment Item	ItmCat	Functional Area	Amount (USD)	Annual budget (USD)	Text

ZFMBB | dv2app1 | INS

14. You have completed this transaction.

Result

You have entered a budget change for an unrestricted fund into the IRIS system.

Comments



For assistance, please contact the IRIS Helpdesk at irishelpdesk@tennessee.edu.