South Carolina Enterprise Information System

Knowledge Transfer
Funds Management Session 2

Bruce Burnett, Instructor
Julie Bonnette, Instructor
Knowledge Transfer
Columbia, SC
Summer 2009

Welcome to Class!

- Introductions

Ground Rules

- Important Ground Rules
  - Sign the attendance sheet
  - Feel free to ask questions
  - Turn off your cell phones and pagers
  - No email or internet usage during class except at breaks
  - Have a good time!
  - Complete course evaluation at the end of training

Course Agenda

- **Module 1:** FMBB – Budgeting Workbench
- **Module 2 :** Retrieve Budget Documents
- **Transactions**

Approximate Course Time

- 3 hours

Course Learning Objectives

- Upon completion of this course, you should be able to:
  - Perform a variety of budget transactions to include supplemental appropriations, transfers, budget and estimated revenue adjustments
  - Find and view a budget document

South Carolina Enterprise Information System

Module 1: FMBB – Budgeting Workbench

Module 1 Learning Objectives

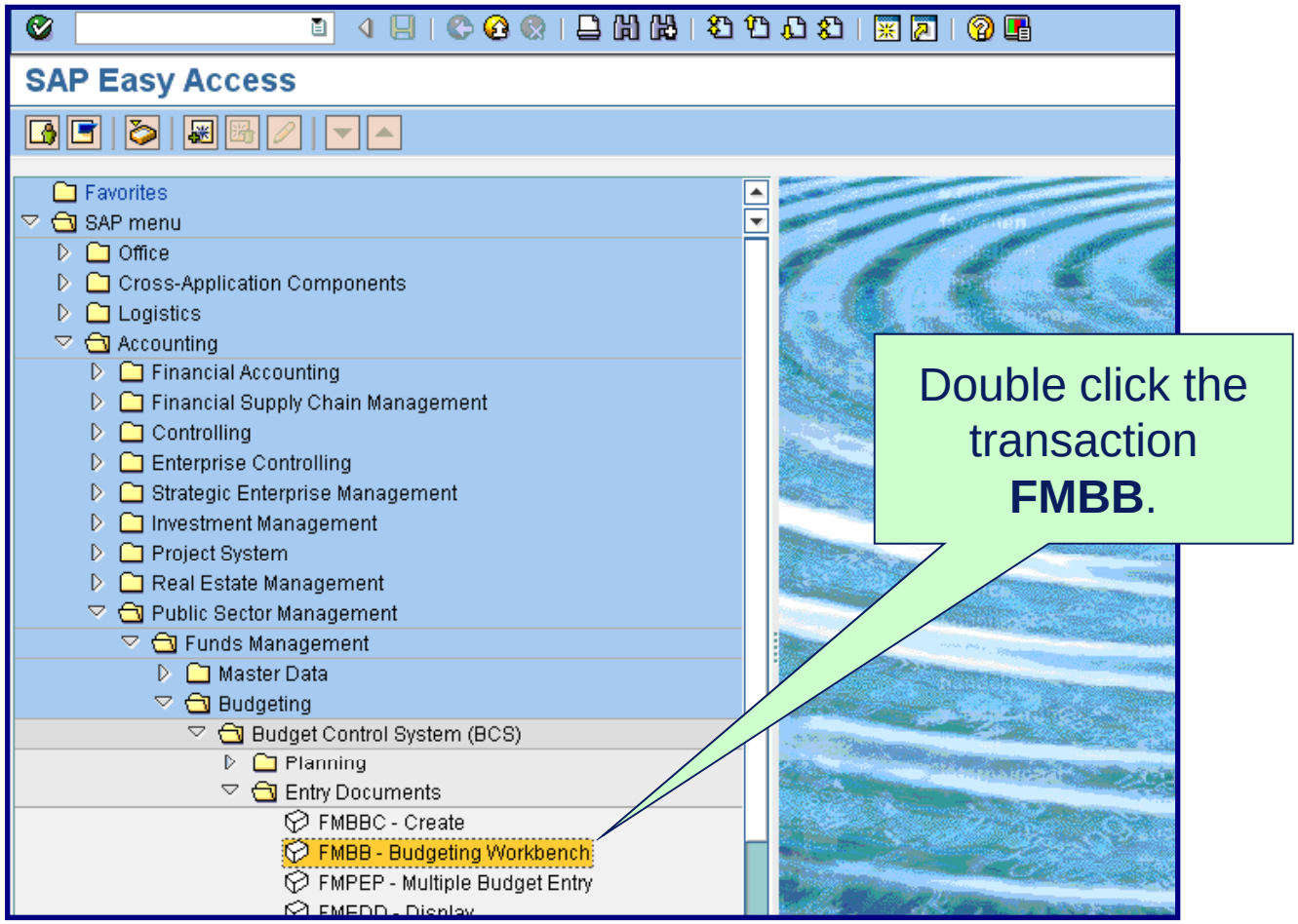
- Upon completion of this module, you should be able to:
  - Create and enter a budget using the budget workbench
  - Understand the Budget Process types in SAP
  - Understand the Budget Document Types in SAP

Budgeting Document Types

- Budget Types:
  - BADJ — Budget Adjustments
  - APPR — Original Appropriations
  - EREV — Estimated Revenue
  - SUPP — Supplemental Appropriations
  - LAPS — Lapse Appropriations
  - SEQR — Sequester
  - TRSF — Transfer of Appropriations

Create Budgets

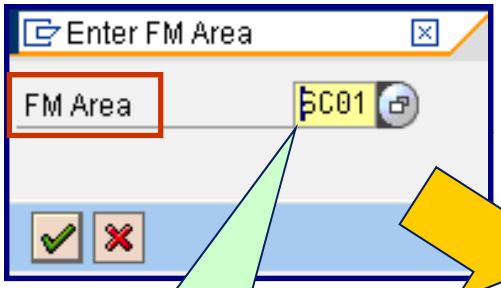
Creation of Budget Documents – Transaction Code FMBB



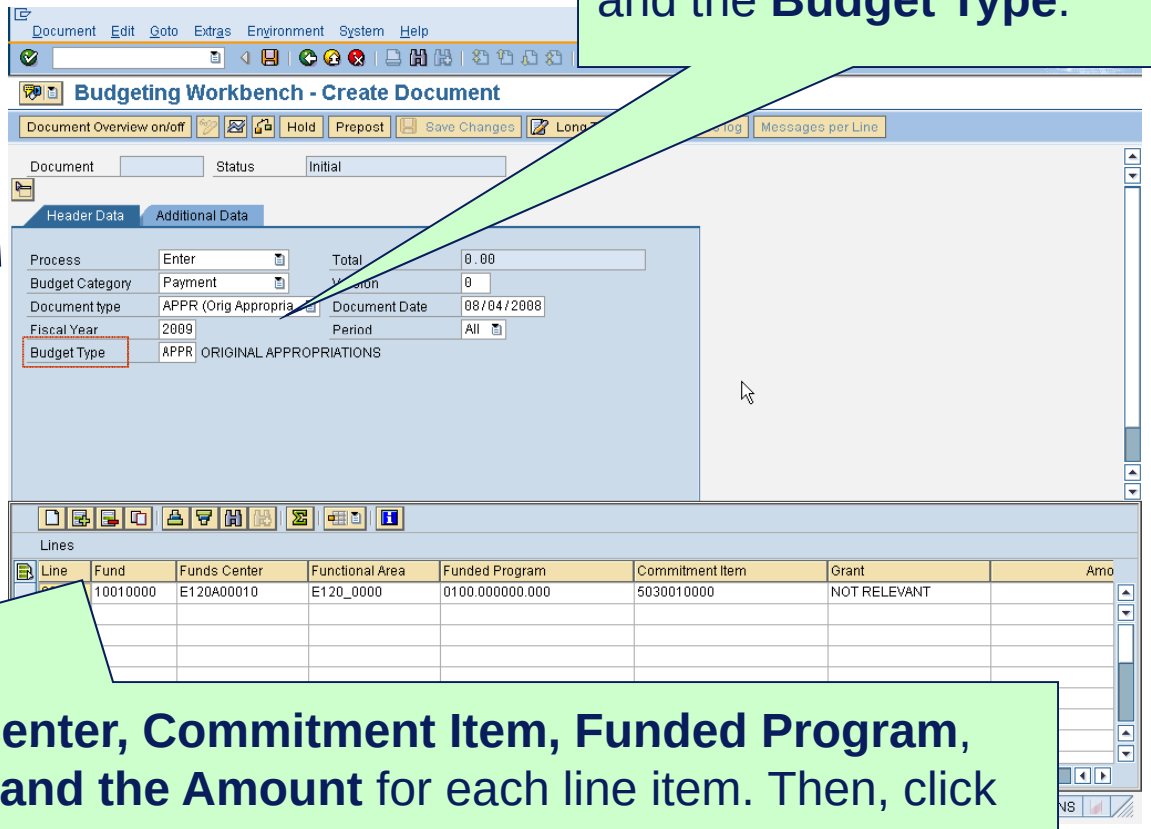
Create Budgets *(cont.)*

Use **FMBB** transaction to enter/create a budget entry document.

Specify the **Document Type** and the **Budget Type**.



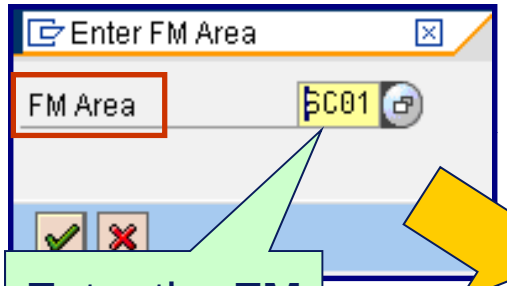
Enter the **FM Area.**



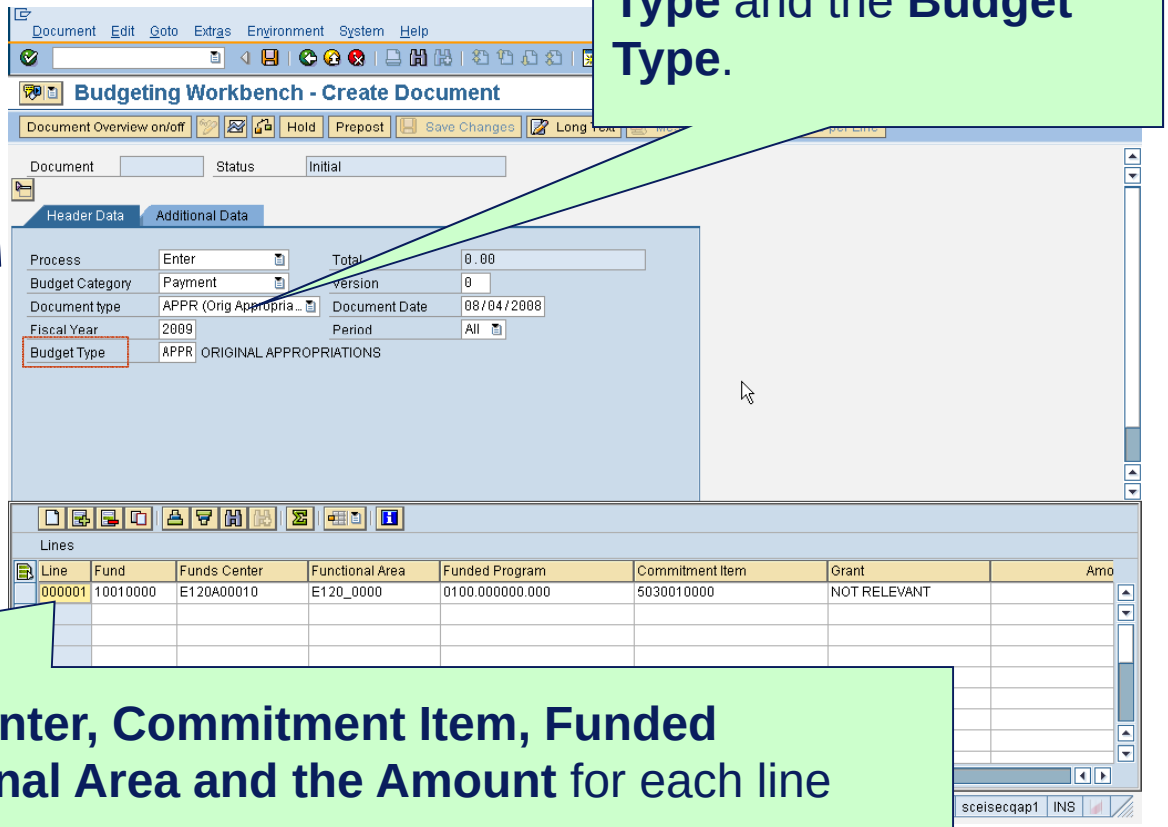
Enter the **Fund, Funds Center, Commitment Item, Funded Program**, **Grant , Functional Area and the Amount** for each line item. Then, click **Save** button.

•Create Budgets *(cont.)*

Use **FMBB** transaction to enter/create a budget entry document.



Enter the **FM Area.**



Specify the **Document Type** and the **Budget Type**.

Enter the **Fund, Funds Center, Commitment Item, Funded Program**, **Grant , Functional Area and the Amount** for each line item. Then, click **Save** button.

FMBB Processing Guide

Process	Document Type	Budget Type	Initiated by	Workflow	Purpose
Enter (ENTR)	APPR (Original Appropriations	Appropriations (APPR)	Office of State Budget (Appropriations Act)	No	Used to enter original Appropriations
	APPR (Original Appropriations	Estimated Revenue (EREV)	Office of State Budget (Appropriations Act)	No	Used to enter original Estimated Revenue
Supplement (SUPL)	BDAJ (BD100 Adjustments)	Estimated Revenue (EREV)	Agency	Yes	Used to enter an increase to Estimated Revenue (similar to the BD 100 process)
	SUPP (Supplemental Appropriations)	SUPP (Supplemental Appropriations)	Office of the Comptroller General	No	Used to record approved Supplemental Appropriations
	BDAJ (BD100 Adjustments)	BADJ (Budget Adjustments)	Agency	Yes	Used to enter an increase to Budget (similar to the BD 100 process)
Return (RETN)	BDAJ (BD100 Adjustments)	BADJ (Budget Adjustments)	Agency	Yes	Used to enter a decrease to Budget (similar to the BD 100 process)
		Estimated Revenue (EREV)	Agency	Yes	Used to enter a decrease to Estimated Revenue (similar to the BD 100 process)

FMBB Processing Guide (cont)

Transfer (SEND, RECV)	TRFW – Transfer with Workflow	TRSF(Transfer), TRSF(Transfer)	Agency	Depends	Used to transfer authorized budget from one area of the Agency to another (FP, Account, Fund, etc.)
	TRFW – Transfer with Workflow	TRSF(Transfer), SEQR(Sequester)	Agency	No	Used to record an authorized Budget reduction (moves budget from consumable to non-consumable)
Carry Over (COSD, CORV)	CFWD – Carry Forwards	CFOR (Carry Over Sender, CFOR (Carry Over Receiver)	Office of State Budget (Appropriations Act) / Office of the Comptroller General / Agency	Yes	Will be used to record authorized carry forwards

South Carolina Enterprise Information System

Module 2: Retrieve Budget Documents

Course Learning Objectives

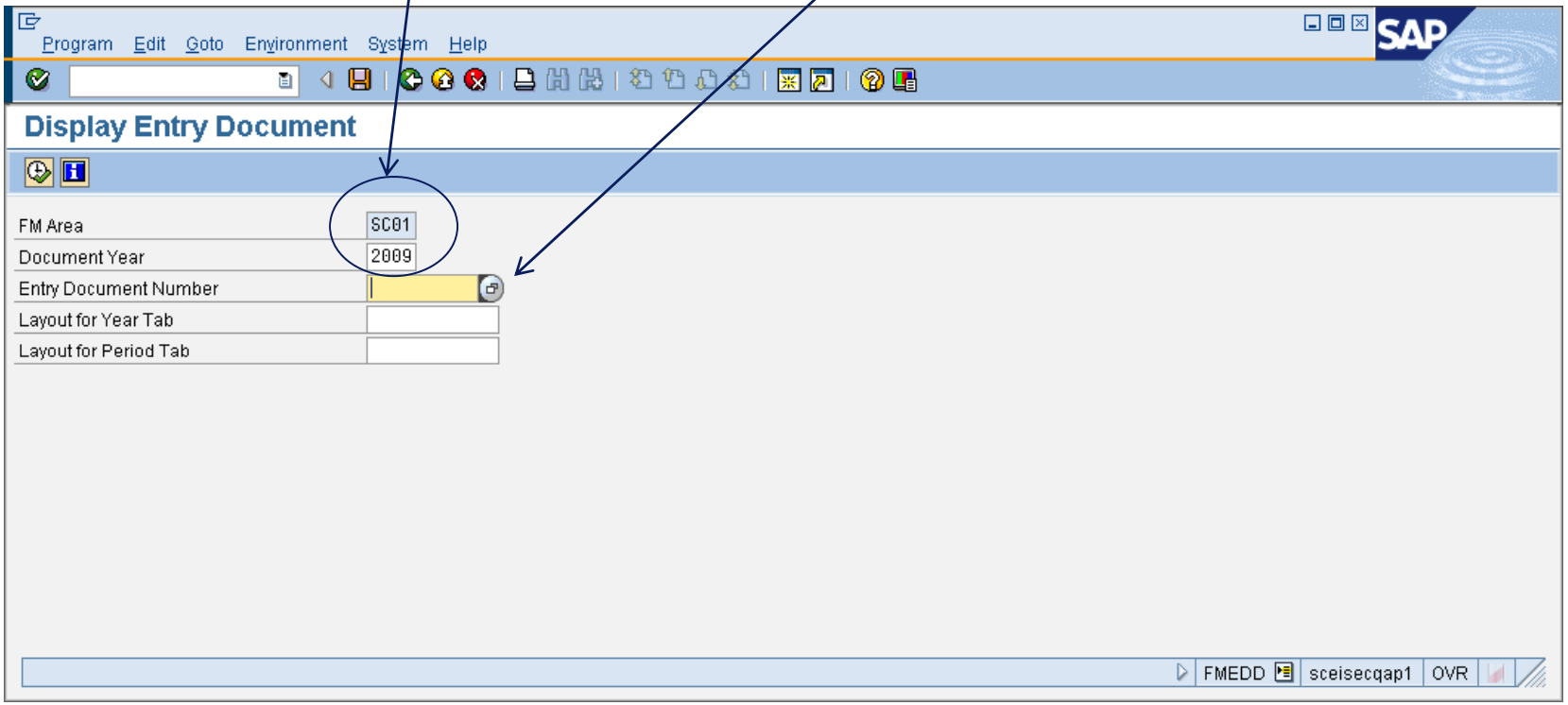
- Upon completion of this module, you should be able to:
  - Find a budget document
  - View a budget document

FMEDD – Display Entry Document

From the SAP Easy Assess Enter FMEDD

FM Area	SC01
Doc Year	2009

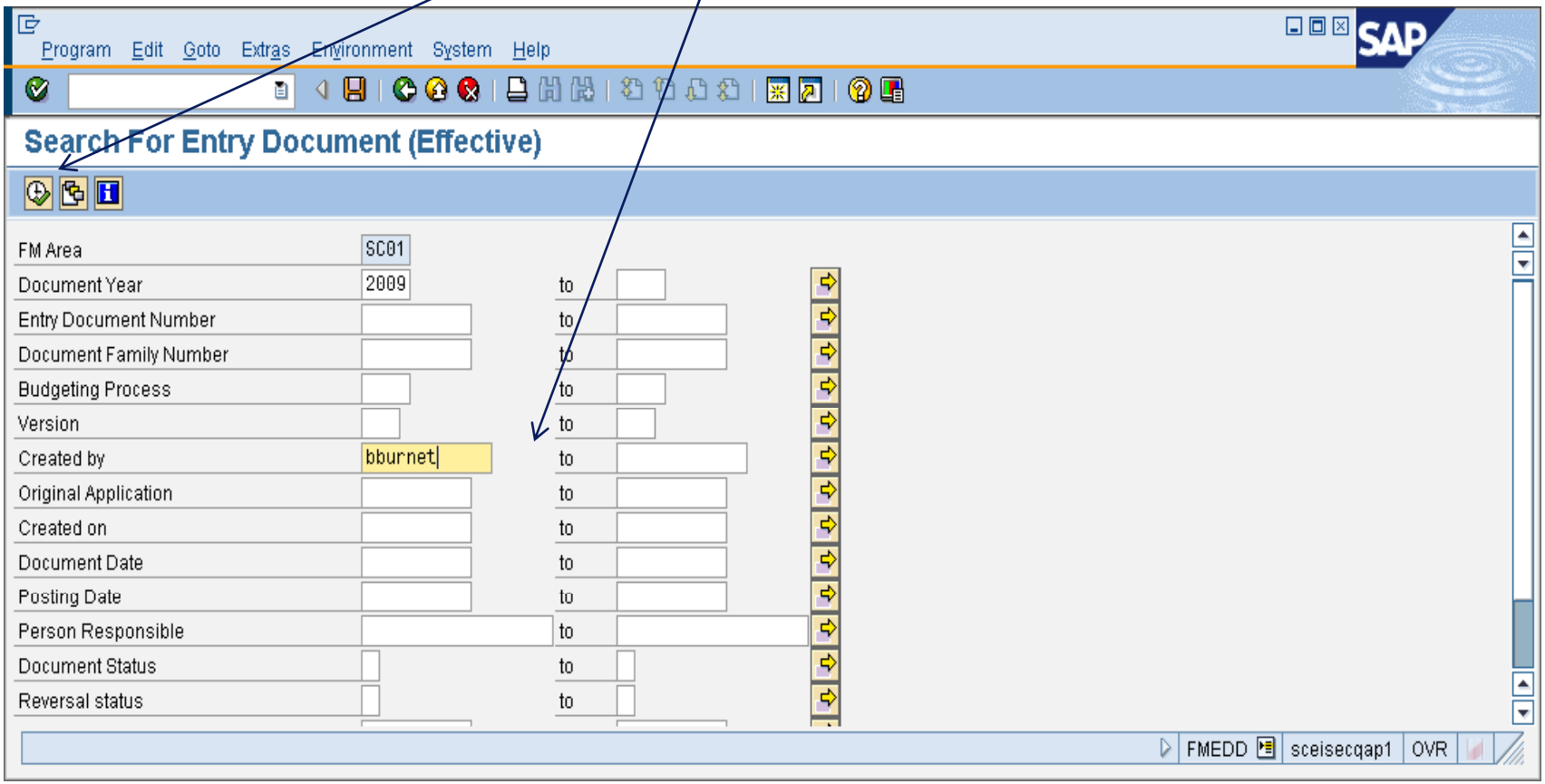
Click on Drop-down box



FMEDD – Display Entry Document

Search criteria can be entered to find a budget document. Search may be on a single criteria, multiple criteria, or a range of criteria

Enter User ID in Created by field and Execute



FMEDD – Display Entry Document

Select document and double click

List Edit Goto Settings System Help

Selection List

ABC Choose Save Selections

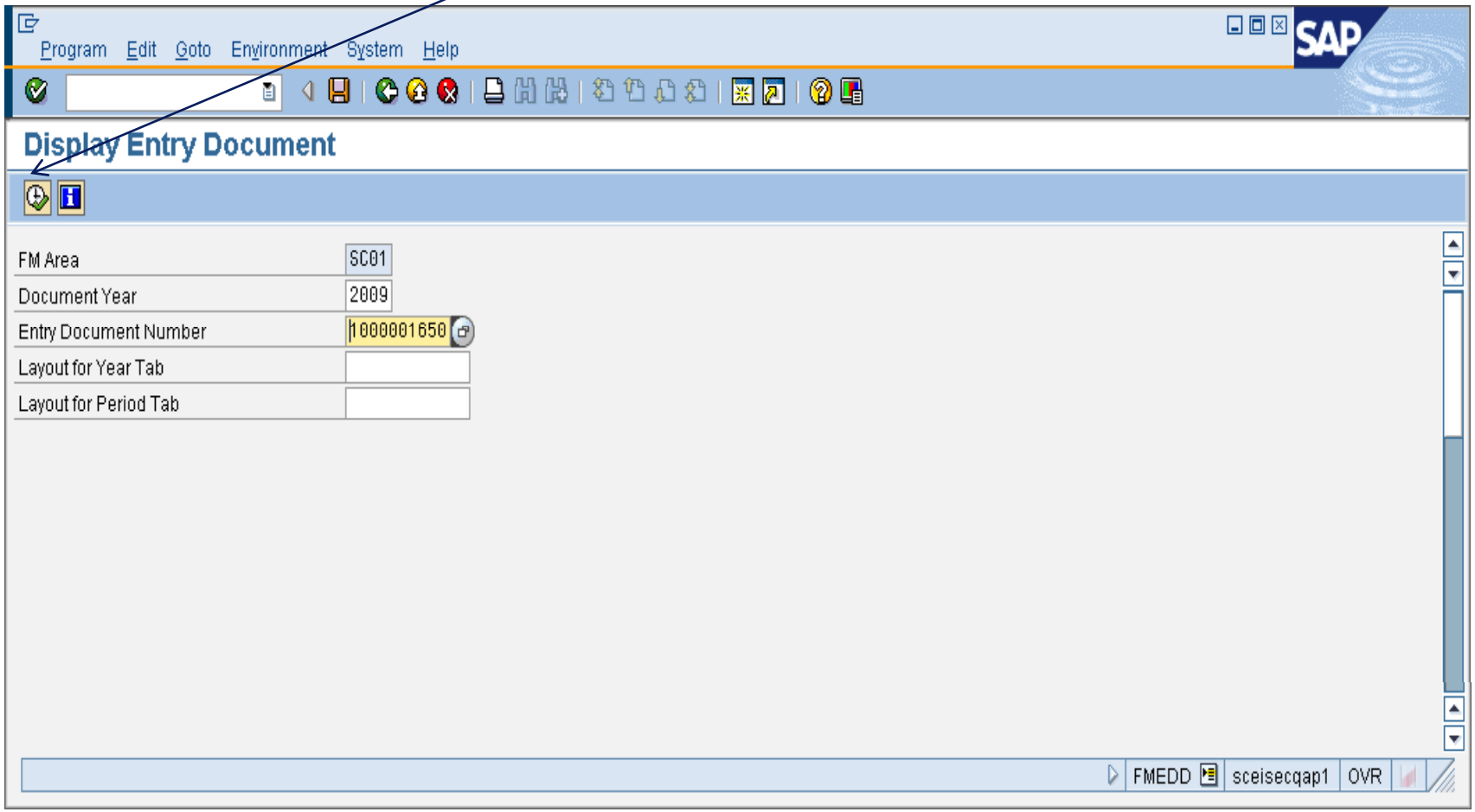
FM Area SC01

Doc Year	Document	Doc Family	Doc. Type	Document S	Process	Version	Orig Appl	Created by	Created on	Doc. Date	Pstng Date	Pers.Resp.	TextName	Reversal S	Rev. No
2009	1000000949		BDAJ	Posted	SUPL	0	BWB	BBURNET	07/01/2008	07/01/2008				Normal	
	1000001093		BDAJ	Posted	SUPL	0	BWB	BBURNET	07/08/2008	07/08/2008				Normal	
	1000001094		BDAJ	Posted	SUPL	0	BWB	BBURNET	07/08/2008	07/08/2008				Normal	
	1000001650		TRFW	Posted	TRAN	0	BWB	BBURNET	09/10/2008	09/10/2008				Normal	
	1000002150		TRFW	Posted	TRAN	0	BWB	BBURNET	10/20/2008	07/01/2008				Normal	
	1000002151		TRFW	Posted	TRAN	0	BWB	BBURNET	10/20/2008	08/25/2008				Reversed	100000
	1000002158		SUPP	Posted	SUPL	0	BWB	BBURNET	10/20/2008	08/01/2008				Normal	
	1000002193		SUPP	Posted	SUPL	0	BWB	BBURNET	10/21/2008	09/17/2008				Normal	
	1000002196		TRFW	Posted	TRAN	0	BWB	BBURNET	10/21/2008	09/09/2008				Reversed	100000
	1000002558		TRFW	Posted	TRAN	0	BWB	BBURNET	11/07/2008	11/07/2008				Normal	

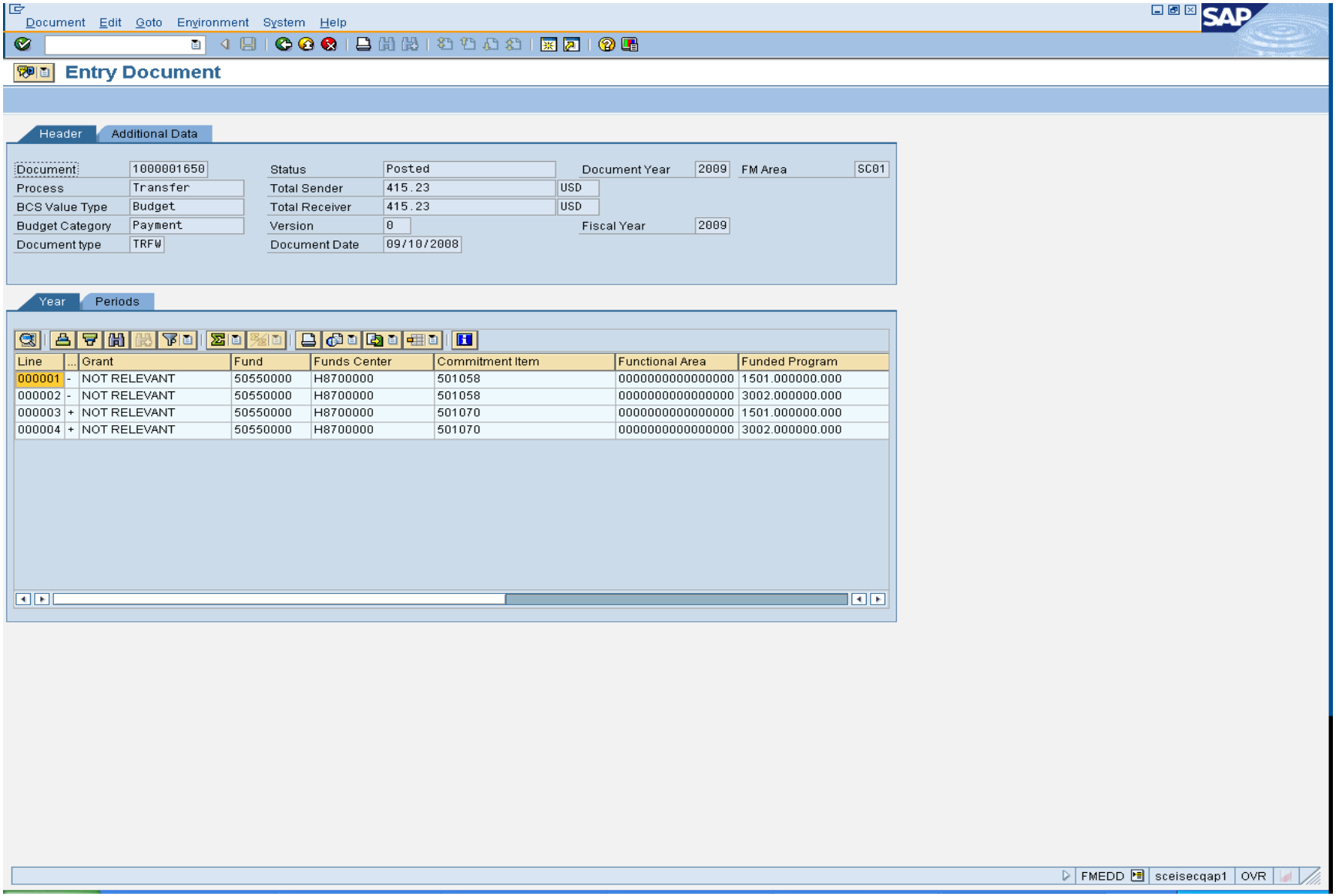
FMEDD sceisecqap1 OVR

FMEDD – Display Entry Document

Execute



FMEDD – Display Entry Document



FMEDDW –Entry Document

- FMEDDW provides more selection options

Program Edit Goto Environment System Help

Entry Document

FM Area	SC01		
Budget Category		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		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		to	
Funds Center		to	
Commitment Item		to	
Functional Area		to	

FMEDDW sceisecqap1 OVR

South Carolina Enterprise Information System

Transactions

Any Questions?