Budget Control System BCS Training Manual

Reports

Budget Reports - Generation

USE

These transactions will be used to provide your basic reporting requirements for monitoring your budget such as displaying your total budget, actual expenditures, open commitments, and budget balance available for your selected funds center(s). In addition, it will be used to drill down into the line item details of all postings to the selected fund center. It can also provide a report to detail the sources of your budget balance.

PROCEDURE

- Logon to the SAP system.
- Open your *Favorites BCS Transactions* folder and click on the **ZFM02 Exp** transaction.

TRANSACTION CODES



ZFM02- BCS Reports - Rev & Exp

Includes ALL commitment items for revenues and expenses

Selection Values

The information in the "Selection Values" area will default.

- 1. Financial Management Area: Will always be SSHE
- **2. Budget Category:** Will always be *9F*
- **3. Version:** Will always be θ
- **4. Fiscal Year:** Enter the fiscal year on which you are reporting can run for multiple years.

Note: Fiscal year is end year. Example: FY 22/23 is FY 2023



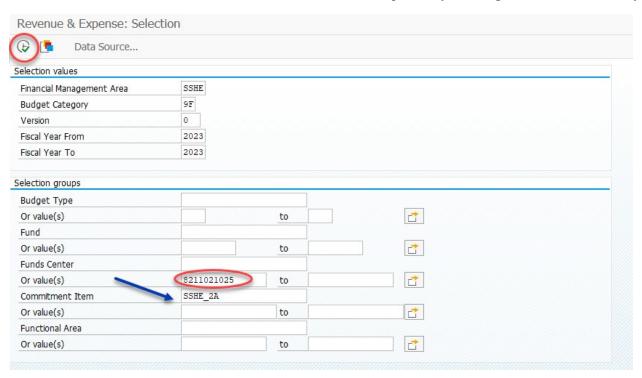
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ZFM02 - BCS Reports - Revenue & Expense

Selection Groups

- **1. Fund Value:** Enter the fund or range of funds on which you would like to report. This field is <u>not required</u> if you are entering a funds center.
- **2. Funds Center Value:** Enter the funds center or range of funds centers on which you would like to report. This field is <u>not required</u> if you are entering a fund number.

SSHE_2A - Includes all commitment items for revenue and expenses (including salaries and benefits)



3. Click on to execute the report