Budget Control System (BCS)

Budget Transaction Processor/Requestor

Budget Documents:

FMBB: Budgeting Workbench/Transfer Posting/Pre-posting

Budget Encumbrance Processor/Requestor

Funds Reservation: FMX1: Create Funds Reservation FMX2: Change Funds Reservation FMX3: Display Funds Reservation

FMBB - Budgeting Workbench Pre-post Budget Transfer – Transaction Code: FMBB

 \rightarrow Below is the default view you will first see

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Budgeting W	Budgeting Workbench - Create Document							
Document Overview on/off	🖓 🔓 Hold Prepost 📙 Save Changes 📝 Long Text 🕸 Messages log							
Documents of FM Area SSHE	Document Status Initial Header D Additional Data							
· 🗀 Held	Process Supplement Document type BGT (Budget) BGT (Budget)							
	Document Date 09/25/2014 Fiscal Year 2015 Budget Type NREC Non-Recurring Budget							

\rightarrow Complete the Budgeting Workbench Header Data information.

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Documents of FM Area SSHE	Header D Additional Data
Preposted Preposted Undone Held	Process Process Payment Budget Total Sender 0.00 Total Receiver 0.00 Total Receiver 0.00 Total Receiver 0.00 Total Receiver 0.00
	Document Date 4 09/24/2014 Default: "Today's Date" Sender Fiscal Year 5 2015 Enter Current Fiscal Year Period 7 All Default is "All" Budget Type 6 NREC Non-Recurring Budget This will ALWAYS be Non-Recurring "NREC"
	Receiver Piscal Year Default from Sender Fiscal Budget Type 2015 Year Period 10 All Default is "All" Budget Type 9 NREC Non-Recurring Budget This will ALWAYS be Non-Recurring "NREC"
	Payment Bud
	B Doc. Line -/+ Fund Funds Center Name of a Funds Center Commitment Item Functional Area D DC: True -/+ Enuge Center If a Enuge Center Commitment Item Enuge Center Enuge Center True?

1. Process: will always be Transfer – when Transfer is selected, screen will change appearance

2. Document type: will always be BGT – when entered, screen will change as above
3. Version: will always be o

4. Document Date: enter today's date (If transfer is taking place at year end, back date the transfer to 6/30/XX)

5. Sender Fiscal Year: will be the current fiscal year. The fiscal year <u>MUST</u> be the same as what is entered in #9. Current fiscal year will always be the last two numbers of the fiscal year, e.g. 2013-2014 = **2014**; 2014-2015 = **2015**

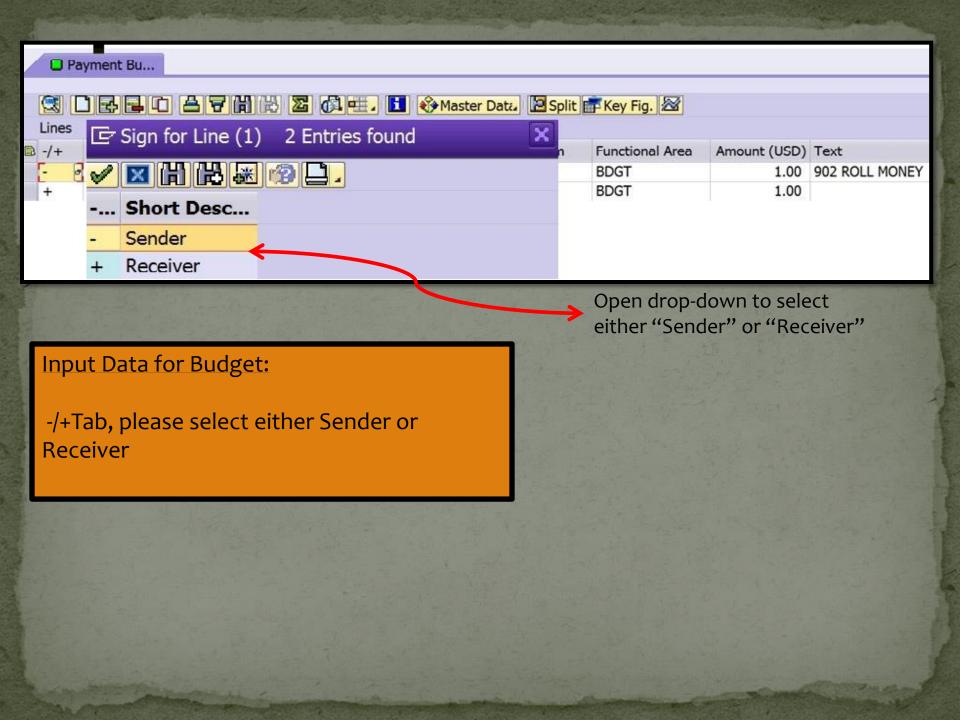
6. Sender Budget Type: will always be NREC (Non-Recurring)

7. Sender Period: *The default is ALL.* You may put the current fiscal period if you wish. July (001)..June (012).

8. Receiver Fiscal Year: will default from the Sender fiscal year.

9. Receiver Budget Type: will always be NREC (Non-Recurring)

10. Receiver Period: *The default is ALL.* You may put the current fiscal period if you wish. July (001)..June (012).



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	₿ -/+	Fund	Funds Center	Name of a Funds Center	Commitment Item	Functional Area	Amount (USD)	Text				
	-	7011001000		ACCOUNTING SERVICES	902	BDGT		902 ROLL MONEY		-		
	+	7011001000	7011490100	ACCOUNTING SERVICES	NON-PERSONNEL	BDGT	1.00			_		
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- 2. Fund Center: Enter Fund Center listed on your master data sheet
- 3. Commitment Item: "NON-PERSONNEL"
- 4. Key in amount that is needed to be transferred
- 5. Text: List justification of transfer

Input Additional Data:

Optional (as you choose to populate)

Payment Budget Bar should match ...

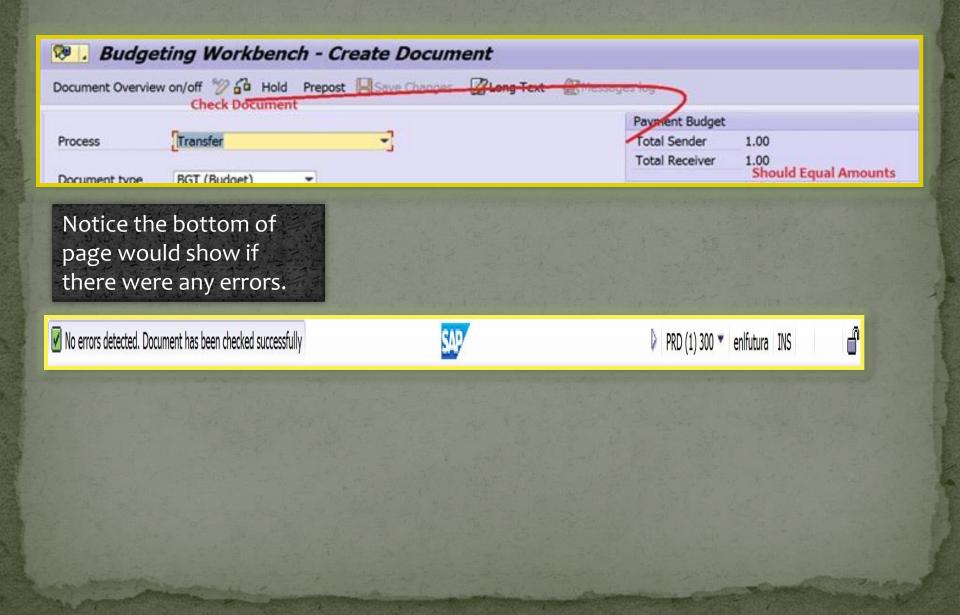
Document Overview	on/off 🦅 🚰 Hold Prepost 📙	ave Changes 📝 Long Text	A Messages log						
Process Document type Version Document Date Sender Fiscal Year Budget Type	BGT (Budget)	Period All	Payment Budget Total Sender Total Receiver	1.00 ← ai	otice the "Sender" nd "Receiver" should natch				
Budget Type Receiver	NREC Non-Recurring Budget								
Fiscal Year Budget Type	2015 NREC Non-Recurring Budget	Period All							
Payment Bu									
C C C C C C C C C C C C C C C C C C C									
Doc. Line -/+	Fund Funds Center	Name of a Funds Center	Commitment Item	Functional Area	Amount (USD)				
-	7011490100		NON-PERSONNEL	BDGT	1.00				
+	7011395300		NON-PERSONNEL	BDGT	1.00				

Information available on Additional Data tab: (the information that you provide here is the detail you will see when looking up a budget document.) This is very important to enter. The person responsible is you or the individual directing you do complete the transfer. i.e. 70VKUHN. The Header Text provides the support/why the transfer was made.

Person Resp.	70VKUHN		
Header Text	TRANSFER 902 TO NO	N-PERSONNEL PER VKUHN	9-25-14
Public Law		Created by	
		Created on	
		Created at	00:00:00
		Orig Appl	



Check Document (F7) -



Creating an attachment in FMBB

→ While in the Change mode in FMBB, dropdown on the Services for Object and choose Create -> Create Attachment:

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Budgeting Workbench - Create Document								
Do	<u>C</u> reate ▶	Create Attachment						
	<u>Attachment list</u>	Create note						
Doc	Private note	Create external document (URL) al						
	Send object with note	Store business document						
	Object Outbox	ader Data Additional Data						
	Ostaliaashina							

Select a file to attach.

Once document is saved, then choose it

through the attachment list:

Once you attach to a budget document you <u>cannot</u> delete the attachment!

P	Budgeting Workb	en
Do	<u>C</u> reate	+
	<u>A</u> ttachment list	

Many of you will find the Long Text **I** useful. If you have received instructions for the transfer via an email, you may copy the e-mail and paste it (using-editpaste) to save it and provide documentation of why the budget transfer was made.

To save changes (can save text changes only)

NOTES

*** ALWAYS make certain the Payment Budget Box (top of screen) the amounts match. ***May use as many lines as needed.

***May key in as many transfers from various fund centers in one transaction

***May NOT transfer between funds ie. fund 1000 and 1924

***May transfer 902 and 903 to Non-Personnel

***Never transfer Personnel

*** To turn Document Overview on or off Document Overview on/off to display or not display your personal documents tree (Posted, Pre-posted, Undone, and Held folders)

Hit enter or the green check 🛛 to bring in Fund and Functional Area

Choose Pre-post **Prepost** and record document number.

Your Pre-post will be posted by the budgeting staff.

FMX1 – Create Fund Reservation Create Fund Reservation – Transaction Code: FMX1

\rightarrow Below is the default view you will first see



Funds reservation: Create InitScrn

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		ocument Type is ALWAYS 11
Document type	11	
Document Date	09/29/2014	Document Date/Posting Date will always
Posting Date	09/29/2014	default "Today's Date"
		Chata System of Ulabor Ed Default
Company Code	SSHE	State System of Higher Ed
Currency/rate	USD	Default
Translation Date		

🚇 📴 🔜 🚰 🌈 🚺 📋 🛱 🎴 Park Document 🛛 🕅 Entry DEFAULT 09/29/2014 Document number New 🖓 Document Date 09/29/2014 Document type 11 Funds reservatn w/o Work... Posting Date Company Code SSHE State System of Higher Ed Currency/Rate USD Doc.text FITNESS MANAGEMENT LPA PROGRAM-V. KUHN/ENDS 9/1/14 Enter as much info as possible. i.e. Name of USD Currency Program/Justification/Person responsible/ End Grand total 0.00 Date/Etc. Line Items D... Overall amount Commitment Item **Funds** Center Bu... Text Fund Functional Area Grant 1.00 FITNESS MANAGEMENT 660100 7011490100 BDGT Enter Fund Center Enter "BDGT" Enter Information Enter GL # Enter Amount ()

Click the green check <a> at left top of page. All other fields will populate. (as shown on next page)

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Funds reservation: Create Overview scrn All information has								
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Click the "SAVE" [] buttonnotice the Document Number will appear at the bottom of the screen letting you know that it has been posted. Keep this number as a reference number.

Document 200158174 posted

FMX3 – Display Fund Reservation Display Initial Screen – Transaction Code: FMX3

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Funds reservation: Display InitScrn
Document number 200158174 Enter Document Number and Click the Line Item Green Check" Image: Comparison of the comparison
This will bring up the original screen for viewing only.

Funds reservation: Display Detail scr								
6 6 4 2	Consumption	Click on "Consum	ption"					
Line Item	200158174 1	Position / 1	1					
Text	FITNESS MANAGEMENT	LPA PROGRAM-V. KUHN/ENDS 9/1/14						
Control data								
Completion indica	ator Item blocked	Item block	And the More					
Values								
Currency	USD							
Overall amount	1.00							
Open amount	1.00							
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After clicking on "Consumption" this view will list all Purchase Orders (anything charged) to this Fund Reservation. It will also provide: <u>"Total Consumption" and "Open Amount"</u>

1	Purchase Requisition	0010473507 00001	0.00	USD	0.00	USD	0.00	0.00	07/30/2014	07/24/2014	ITEM 593020 WALTER M SERIES BINOCULAR
	Purchase Requisition	0010473502 00001	0.00	USD	0.00	USD	0.00	0.00	07/30/2014	07/24/2014	VIDEO: THE IMPORTANCE OF LAB ANIMAL
	Total Purchase reqs		0.00	USD	0.00	USD	0.00	0.00			
	Purchase Order	<u>4500438995 00001</u>	19.95	USD	19.95	USD	0.00	0.00	09/09/2014	07/30/2014	VIDEO: THE IMPORTANCE OF LAB ANIMAL
	Purchase Order	<u>4500438945 00013</u>	58.50	USD	58.50	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 492209 GREATEST DISCOVERIES WITH
	Purchase Order	<u>4500438945 00012</u>	29.95	USD	29.95	USD	0.00	0.00	09/09/2014	07/30/2014	SHIPPING & HANDLING
	Purchase Order	<u>4500438945 00011</u>	143.60	USD	143.60	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 212205 RECOVERING THE ROMANOVS
	Purchase Order	<u>4500438945 00010</u>	167.04	USD	167.04	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 228703 CAROLINA'S PERFECT SOLUTION
	Purchase Order	4500438945 00009	147.78	USD	147.78	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 456130 THE SHEEP BRAIN: A BASIC
	Purchase Order	<u>4500438945 00008</u>	27.90	USD	27.90	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 634200 CAROLINA BLUE BOX, HOLDS
	Purchase Order	4500438945 00007	85.50	USD	85.50	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 311296 FROG LATE NEURAL TUBE, C.S.
	Purchase Order	<u>4500438945 00006</u>	76.50	USD	76.50	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 311278 FROG EARLY NEURAL GROOVE,
	Purchase Order	<u>4500438945 00005</u>	54.00	USD	54.00	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 313708 MAMMAL SPINAL CORD, C.S.
	Purchase Order	4500438945 00004	87.70	USD	87.70	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 313576 MAMMAL NERVE FIBERS, TEASED
	Purchase Order	4500438945 00003	85.50	USD	85.50	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 313666 MAMMAL CEREBELLUM 7 UM
	Purchase Order	4500438945 00002	1,079.10	USD	1,079.10	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 591416 MOTIC MOTICAM 10 DIGITAL
	Purchase Order	<u>4500438945 00001</u>	5,062.50	USD	5,062.50	USD	0.00	0.00	09/09/2014	07/30/2014	ITEM 593020 WALTER M SERIES BINOCULAR
	Purchase Order	<u>4500438764 00002</u>	727.50	USD	727.50	USD	0.00	0.00	09/08/2014	07/28/2014	CATALOG NO: S64950 SENSORY ORGANS
	Purchase Order	<u>4500438764 00001</u>	772.50	USD	772.50	USD	0.00	0.00	09/02/2014	07/28/2014	CATALOG NO: S64949 NERVOUS SYSTEM
	Total Purchase Orders		8,625.52	USD	8,625.52	USD	0.00	0.00			
	Consumpt.		8,625.52	USD	8,625.52	USD	0.00	0.00			
	Open amount		2,874.48	USD	2,874.48	USD	0.00	0.00			

FMX2 – Change Fund Reservation Change Overview screen – Transaction Code: FMX2

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Document number Document type Company Code Doc.text Currency Grand total	SSHE	State System of H	Document Dat w/o Work Posting Date Higher Ed Currency/Rate OGRAM-V. KUHN/ENDS 9	09/29/2014 USD	Ov	Overall Amount, Text. and Commitment Item Text			
Line Items									
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Position

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After making changes, you will need to "SAVE"

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You may also "CLOSE" the Fund Reservation by using FMX2 – Change Fund Reservation.									
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Funds reservation: Change Overview scrn									
Click on the "Hat"									
Document number 200158174 Posted Document Date 09/29/2014 Document type 11 Funds reservatn w/o Work Posting Date 09/29/2014 Company Code SSHE State System of Higher Ed Currency/Rate USD									
Doc.text FITNESS MANAGEMENT LPA PROGRAM-V. KUHN/ENDS 9/1/14									
Currency USD									
Grand total 1.00									
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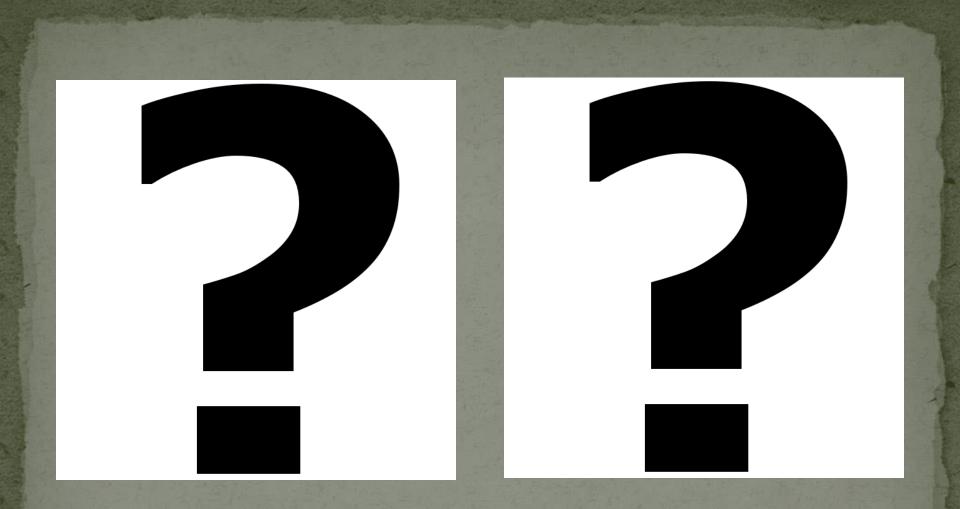
🔄 Funds reservation: Change Hdr Data

General Data									
Document number	200158174	🔗 Posted	Document Date	09/29/2014					
Document type	11	Funds reservatn w/o Workfl	Posting Date	09/29/2014					
Company Code	SSHE	State System of Higher Ed	Currency/Rate	USD					
FM Area	SSHE	State System							
CO Area	SSHE	State System	Local currency	USD					
Statistics									
Created by	70VKUHN	Created on	09/29/2014						
Changed by									
Please check the									
Document Status "Completed Box" This									
Completed Blocked will close the Fund									
Can be arc Block Reservation and put the									
remainder of the funds									
Additional Data back into the account									
Doc.text	FITNESS MANAGEMENT LPA PROGRAM-V. KUHN/ENDS 9/1/14								
Reference									

Click the "Green Check" to save.



X



Contact Linda Moore at Ext. 2234 or

da moore@sni.edi