

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 *0*
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

Revenue & Expense: Selection	
Data Source...	
Selection values	
Financial Management Area	SSHE
Budget Category	9F
Version	0
Fiscal Year From	2023
Fiscal Year To	2023

Note: Must populate both fields
With current FY!

ZFM02 - BCS Reports – Revenue & Expense

Selection Groups

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

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

Revenue & Expense: Selection

  Data Source...

Selection values

Financial Management Area	SSHE
Budget Category	9F
Version	0
Fiscal Year From	2023
Fiscal Year To	2023

Selection groups

Budget Type				
Or value(s)		to		
Fund				
Or value(s)		to		
Funds Center				
Or value(s)	8211021025	to		
Commitment Item	SSHE_2A			
Or value(s)		to		
Functional Area				
Or value(s)		to		

- Click on  to execute the report