On November 24, 2008, the SAP Finance system will be migrated from the former budgeting module to the Budget Control System (BCS) module. As such, the transaction that you are currently using within SAP-FI to monitor your budget will be changing. Please note that you will continue to use ZBUDSTAT_EX_CF to view your budgets and transactions for fiscal year 2008 and prior. However, any transactions processed for fiscal year 2009 and after will need to be viewed using transaction ZFM02_EXP. This training manual is being provided to assist you in monitoring your budget using this new transaction in the BCS module.

OLD TRANSACTION
ZBUDSTAT_EX_CF *

NEW TRANSACTION
ZFM02_EXP

* This transaction will still be used for prior fiscal years.

Please note, Purchasing transactions used to enter and approve requisitions will not be impacted by the BCS implementation.

**STEP BY STEP INSTRUCTIONS:**

The following steps will assist you in viewing your department budgets in SAP until campus wide training is available. Please feel free to contact the Budget Office at x34145 with any questions concerning the following steps.
1) Logon to SAP as normal.
2) Add the new BCS budget transaction to your list of favorites. Right click on your budget transactions folder and select insert transaction.
3) Enter the new transaction in the box “ZFM02_EXP” and click the green check.

* Please note this transaction includes a zero not the letter O.
4) You will now have the new BCS transaction along with the old transactions.

ZFM02_EXP will be used for the current year, 2009, and forward.

ZBUDSTAT_EX_CF will be used for the prior year, 2008, and back.

KSB1 is used for viewing actual expense transactions and is not impacted by this implementation.
5) Double click on transaction ZFM02_EXP.
6) The entry screen will appear.
7) Select the get variant icon on the top left of the screen as shown below.
8) Based on your department or viewing preference select the desired report format.

E&G Departments —
4511’s — Select “Kutztown Operating Budget” to view other expenses, student wages, capital, and transfers. This report format does not include salary and benefits detail for full time personnel.

Other Departments —
4512’s & 4513’s — Select “Kutztown Overall Budget” to view complete budget. This report format includes all information including salary and benefits detail for full time personnel.

Auxiliary Departments —
4516, 4521, 4522, 4523, 4524 & 4525 — Select “Kutztown Overall Budget” to view complete budget. This report format includes all information including salary and benefits detail for full time personnel.
9) Selecting the variant will populate the required fields with data. All you have to do is replace the “ENTER HERE” fields with your actual account information. In the first field you enter the FUND and in the second field you enter the FUNDS CENTER.
10) Here is an example of the entry screen populated correctly for the Budget Office.
11) Click the clock icon to generate the report.
12) Below is an example of the “Kutztown Operating Budget” format.

<table>
<thead>
<tr>
<th>Constituent Item</th>
<th>Current Budget</th>
<th>Consumable Del</th>
<th>Constituent</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Expenses</td>
<td>3,006.27</td>
<td>3,006.27</td>
<td>1,175.78</td>
<td>35</td>
</tr>
<tr>
<td>S0110 Postage</td>
<td>2,555.27</td>
<td>2,555.27</td>
<td>1,088.80</td>
<td></td>
</tr>
<tr>
<td>S01106 Professional Services</td>
<td></td>
<td></td>
<td>116.49</td>
<td></td>
</tr>
<tr>
<td>S00110 Rental/Operating Lease - PFR</td>
<td></td>
<td></td>
<td></td>
<td>55</td>
</tr>
<tr>
<td>S00125 Equipment (noncapital)</td>
<td></td>
<td></td>
<td>57.35</td>
<td></td>
</tr>
<tr>
<td>S03 Other Transfers-Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
13) You can click on the Navigation icon to show the report on the full screen.
14) The below report now shows the department's operating budget for the current 2009 fiscal year.