

## **Budget Preparation Steps and Transactions**

### **1. Determine Base Budget**

- a. ZFM\_BCS041 Proposed Budget Summary

### **2. Review and Update Positions for Salary Budget**

- a. ZSBUD\_DET Salary Budget Detail Report
- b. ZPPOSITION000 Position Create/Change – mechanism to change most positions
- c. PA30 Maintain HR Master Data – change distribution lines if position is not marked skip update
- d. ZSBUD\_SUM Budget Summary Report – provides salary totals to budget

### **3. Enter and Verify Base Budget**

- a. FMBB Budgeting Workbench – budget entry screen
- b. ZFM\_BCS\_BGTCHANGE - Budget Change Line Items – provides detail of budget that has been entered
- c. ZFM\_BCS041 Proposed Budget Summary – compare budget entered to budget available

### **4. Reconcile Salary Budget**

- a. ZSBUD\_RECON - Salary Budget Reconciliation – salary budget entered must match position budget