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. ZPOSITION000 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