

FY23 Budget Preparation Steps and Transactions - UTK

1. Determine Base Budget

a. ZFM_BCS081 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. Reconcile Salary Budget

a. ZSBUD_RECON - Salary Budget Reconciliation – salary budget entered must match position budget

4. Update 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_BCS081 Proposed Budget Summary – compare budget entered (X01) to budget available (X02)