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)