

FY23 Budget Preparation Steps and Transactions - UTSI

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