Indian Ports Association (IPA)
Implementation of Port EBS Project

Enterprise Business System

Business Process Manual for
Budget Upload Entry and Release Process

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SAP User Manual for Bank Reconciliation

This document is a desk reference tailored to the Finance Specialists. It is intended to provide information that will be helpful to support the finance processes.

Document History:

Authors & Participants	
Role	Name

Revision History			
Date	Document Version	Document Revision Description	Author
30.03.2020	1.0	Initial Draft	Sathyanathan B
06.08.2020	1.1	Supplement,Return & Transfer Process added	Sathyanathan B

Reviewed and Approved By			
Name	Title	Date	Approved

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SAP User Manual for Bank Reconciliation

Abbreviation	Description
FI	Finance
CO	Controlling
COA	Chart of Accounts
G/L	General Ledger
JV	Journal Voucher
FM	Funds Management
Pstky	Posting Key
SAP	Systems, Applications, and Products in Data Processing
BPO	Business Process Owner
BS	Balance Sheet
	Save
	Overview
	Copy
	Back / Previous Menu
	Header
	Details
	Execute

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Introduction:

The purpose of the document is to give awareness of how to upload the Budges for Entry and Release Processes to the respective users.

Summary:

In this chapter, we are going to learn about how to upload the Budges in S4H through the custom program. We have an excel template wherein the required details are filled and then using the custom program the same will be uploaded into SAP.

Contents

1. Budget upload for Entry Process:

Upload Excel file updation for Budget Entry:

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Use the below embedded file:

Budget upload
ENTRY - Template.xls

Update the excel columns as mentioned below ;

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FM Area	Budget Version	Document Date	Document Type	Budgeting Process	Fiscal Year	Budget Type	Funds Center	Commitment item	Transaction Currency	Amount	Item Text	BCS Value Type
2	1100	0	30.03.2020	1100	ENTR	2019	ENT	11000701	41300006	INR	100000	Item text	B1
3	1100	0	30.03.2020	1100	ENTR	2019	ENT	11000701	41300007	INR	150000	Item text	B1
4	1100	0	30.03.2020	1100	ENTR	2019	ENT	11000801	41300012	INR	120000	Item text	B1

Update the column Budget Type with **ENT** and the BCS Value Type as **B1** and other fields as shown and as required.

Once updated the above excel then save it in local drive, which will be used for uploading.
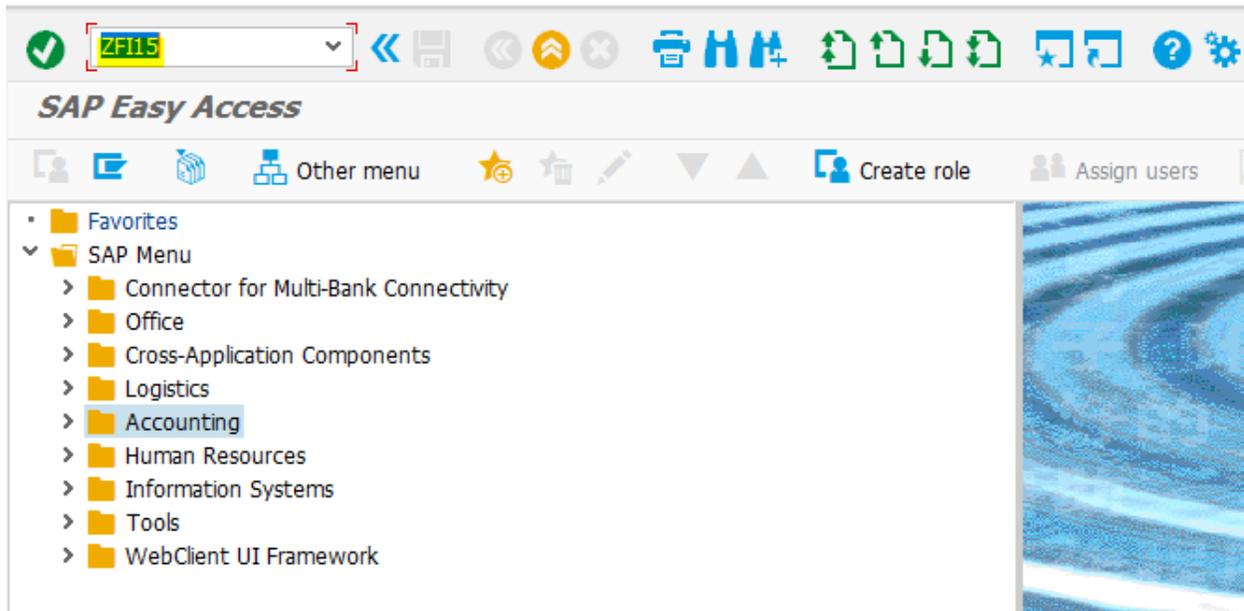
Login to SAP

Purpose: This program is used to upload the Budget to the concerned Budget centers using the Excel upload template.

Prerequisite: There should be the Budget Center master and the commitment items available.

Enter Transaction code **ZFI15** in command bar

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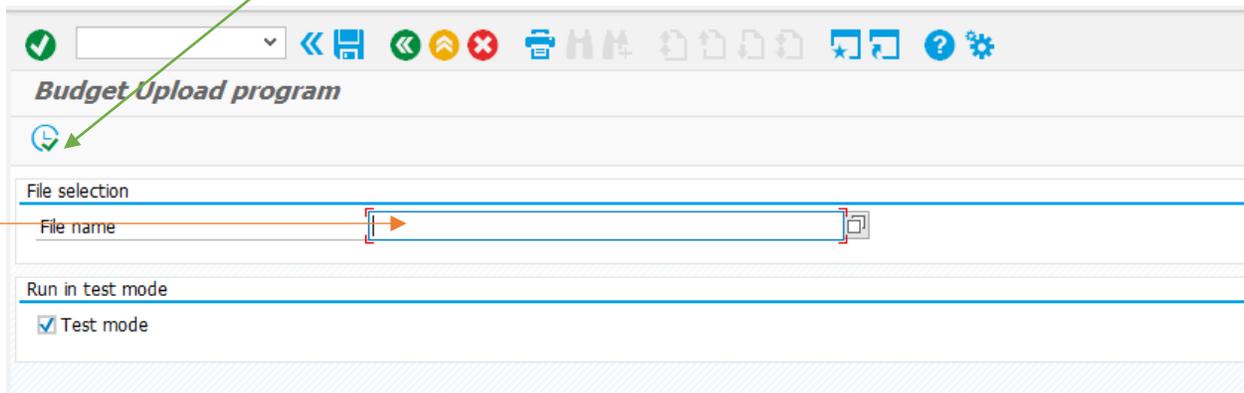
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On the main screen shown below

Browse the updated excel file

Then click on the execute Button

Below screen will appear once executed

Here you can see the FM Area, Fiscal Year and Budget entry document number

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Budget Upload program

M	Message Class	M...	Message Text
S	BAPI		Budget entry document :;1100;2019;1000000156

2. Posted Document Display:

Goto Transaction FMEDDH or follow the below path

Path: Accounting → Public Sector Management →Funds Management →Information System → Line Items → Budget (BCS) → Overview (Budget Entry Document)

Enter the Document number Or if you do not have the document number then can give the user id in "Created on" field

Then click on execute button.

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Once you execute the above transaction then will see the posted Budget documents as shown below

Display Budget Data

Details | Document | Refresh | Set Focus

Overview of Budget Data

FM Area   1000 (INR)
Budget Category   9F

Hierarchy of Field Values	Text of Field ...	Num...
∨ 📁 <Several Funds Center Values>		23
› ▪ 10000201	Marine - General	2
› ▪ 10000606	Stores Division	7
› ▪ 10000607	Finance Depart...	14

Fields Values and Amounts

Funds ctr	Budget amount in local currency	Number of DB Records	Status
10000201	5.200.000,00	2	
10000606	3.200.000,00	7	
10000607	14.300.000,00	14	

Entry Document 1000000002 / 2020 for FM Area 1000 (INR)

| Header | Additional Data |

Document	1000000002	Status	Posted		Document Year	2020
Process	Enter	Total	200.000,00	INR		
BCS Value Type	Budget					
Budget Category	Payment	Version	0		Fiscal Year	2020
Document Type	1000	Document Date	28.04.2020			

| Year | Periods |

Line	Funds center	Commitment item	Type	Amount (INR)	Amount (INR)	LC	DK	A
000001	10000201	41400012	ENT	200.000,00	200.000,00	INR	1	

3. Budget upload for Release Process:

Upload Excel file updation for Budget Release:

Use the below embedded file ;

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Budget upload
RELEASE - Template.

Update the excel columns as mentioned below ;

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FM Area	Budget Version	Document Date	Document Type	Budgeting Process	Fiscal Year	Budget Type	Funds Center	Commitment item	Transaction Currency	Amount	Item Text	BCS Value Type
2	1100	0	30.03.2020	1101	ENTR	2019	REL	11000701	41300006	INR	100000	Item text 1	R1
3	1100	0	30.03.2020	1101	ENTR	2019	REL	11000701	41300007	INR	150000	Item text 2	R1
4	1100	0	30.03.2020	1101	ENTR	2019	REL	11000801	41300012	INR	120000	Item text 3	R1
5													

Update the column Document type with the correct document type, Budget Type with **REL** and the BCS Value Type as **R1** and other fields as shown and as required.

Once updated the above excel then save it in local drive, which will be used for uploading.

Login to SAP

Enter Transaction code **ZFI15** in command bar

On the main screen shown below

Browse the updated excel file

Then click on the execute Button

Below screen will appear once executed:

Here you can see the FM Area, Fiscal Year and Budget entry document number

4. Posted Document Display:

Goto Transaction FMEDDH or follow the below path

Path: Accounting → Public Sector Management →Funds Management →Information System → Line Items → Budget (BCS) → Overview (Budget Entry Document)

Enter the Document number Or if you do not have the document number then can give the user id in "Created on" field

Then click on execute ⏲ button

Once you execute the above transaction then will see the posted Budget documents as shown below

Double click on any line item and you can view the details as below:

5. Budget Supplement Entry :

Goto Transaction FMBBC or follow the below path

Path: Accounting → Public Sector Management →Funds Management →Budgeting → Budget Control System (BCS) → Entry Documents → Create

Enter the Values as shown below ;

On the Header Data:

 BCS Value Type : Budget
 Process : SUPL (Supplement)
 Document type : *Select appropriate Type*
 Enter the Document date and Fiscal Year
 Enter Budget Type as SUP

On the Line item data;
Enter Funder Center, Commitment Item, Amount and the Text as required.

Once done then click on Save button or press Ctrl+S

Below popup message will appear if the document got saved

Document 1000000114 has been created successfully in FM area 1100 document year 2020
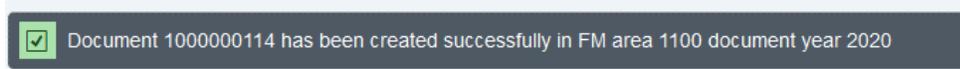
6. Budget Supplement Release :

Supplement to budget can be used if any additional budget required for the already released budgets.

To do the supplement to budget goto Transaction FMBBC or follow the below path

Path: Accounting → Public Sector Management →Funds Management →Budgeting → Budget Control System (BCS) → Entry Documents → Create

Enter the Values as shown below ;

On the Header Data:

BCS Value Type : Released
Process : SUPL (Supplement)
Document type : *Select appropriate Type*
Enter the Document date and Fiscal Year
Enter Budget Type as REL

On the Line item data;
Enter Funder Center, Commitment Item, Amount and the Text as required.

Once done Click on Save or press Ctrl+S, then the popup with document details will appear as below;

To check the budget value added goto Transaction FMRP_RW_BUDCON or follow the below path

Path: Accounting → Public Sector Management →Funds Management →Information System → Line Items → Budget (BCS) → Budget →FMRP_RW_BUDCON - Overview of Budget Consumption

Enter the FM Area, Fiscal year and then click on Execute. The report will Fund center and the Commitment item will be displayed as per below screen.

Budget Usage		Date: 06.08.2020		Page: 1 / 1

Financial management area	1100 CHPT FM Area	FM Payment Budget	
Fiscal Year	2020	Version	0

Fund/Group	*	Functional Area/Group	*
Funded Program/Group	*	Year of Cash Effectivity	

Funds Center/Commitment Item		Consumable Budget	Consumed Budget	Available Amou
Funds Ctr/Commtmt It		5,788,513,000	45,740,250	5,742,772,7
11000101	Traffic General	108,821,000	263,425	108,557,5
41100025	Cafeteria Allowance	1,614,000		1,614,0
41200000	Stores-Gen-Consump	945,000	869	944,1
41200001	Stores-Oper Consump	500,000	29	499,9

7. Budget Transfer Process :

Budget Transfer process is to transfer the budget amount from one Commitment item to another within the Fund center or to other Fund center.

Note : The transfer of budget can only take place before it gets released (approved) then only system will allow to do the transfer.

Now lets see how to do the Transfer ;

Goto Transaction FMBBC or follow the below path

Path: Accounting → Public Sector Management →Funds Management →Budgeting → Budget Control System (BCS) → Entry Documents → Create

Enter the Values as shown below ;

On the Header Data:

BCS Value Type : Budget
Process : TRAN (Transfer)
Document type : *Select appropriate Type*
Enter the Document date and Fiscal Year
Enter Budget Type as TRNS in both the Sender and Receiver

On the Line item data;

Enter the Sender (-) and the Receiver (+) details like Funder Center, Commitment Item, Amount and the Text as required (shown below)
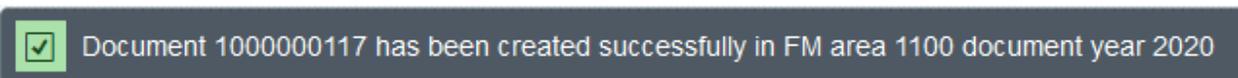
Once done Click on Save or press Ctrl+S, then the popup with document details will appear as below;

After that you can do the normal release process to bring the budgeted amount to Consumable budget.

8. Budget Return Process :

Budget return process is to return back the un-used budget amount which already got allocated.

Note : The return of budget can only take place before it gets released (approved) then only system will allow to do the return.

Now lets see how to do the Release ;

Goto Transaction FMBBC or follow the below path

Path: Accounting → Public Sector Management →Funds Management →Budgeting → Budget Control System (BCS) → Entry Documents → Create

Enter the Values as shown below ;

On the Header Data:

  BCS Value Type : Budget
  Process : RETN (Return)
  Document type : *Select appropriate Type*
  Enter the Document date and Fiscal Year
  Enter Budget Type as RETN.

And etner the Fund center, Commitment Item, Amount and the Text details as required in the Line item block.

Once all the details entered then click on Save or Ctrl+S.

The Popup with document (as shown below) number will appear.
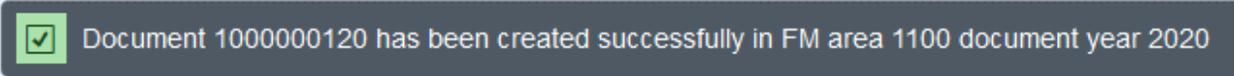
You can view the posted document as mentioned in step 4 above.

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