

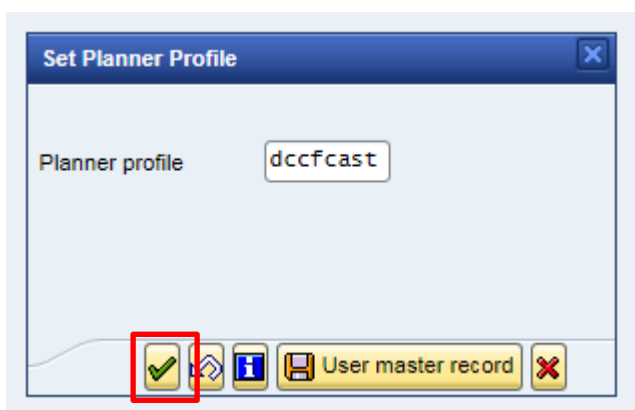
Section 6: Budget Forecasting

Transaction KP06 – Change Cost Element/Activity Input Planning

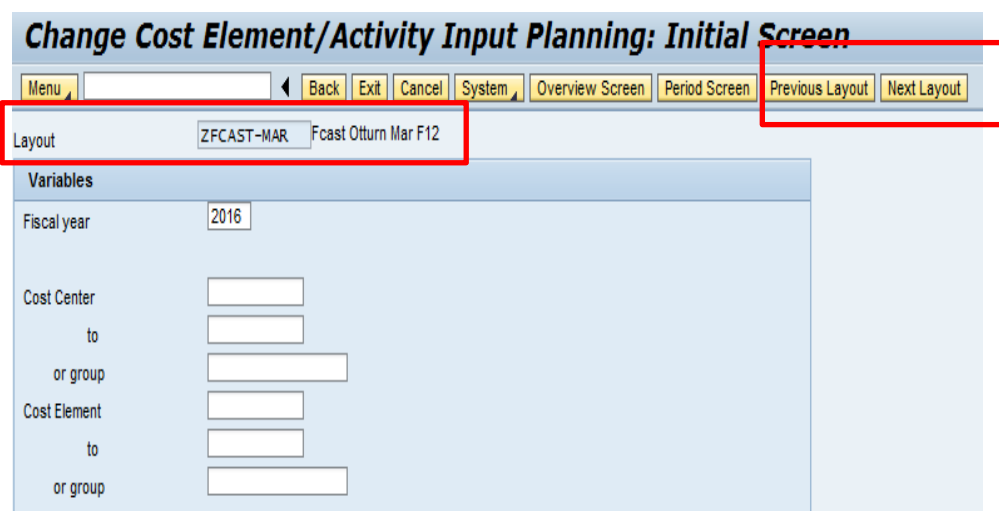
This transaction enables you to forecast your budget. It is available to use from June each year. Before using it for the first time, ensure that the [Section 1.4 Technical Set up - reporting](#) has been completed.

6.1 Reporting on Postings

- Log onto SAP
Type **KP06** in the transaction bar, then click **Enter** on your keyboard
- Set Planner Profile pop up box appears Click the tick to accept “**dccfcast**”



- Select the appropriate forecast month by clicking on the **Next layout/Previous layout** buttons



- Then enter the following on screen (see next image):
 - **Fiscal year**
 - **Cost centre**
- **Cost element from 100000 and to 999999**
Click **Overview screen**

Change Cost Element/Activity Input Planning: Initial Screen

Menu ◀ Back Exit Cancel System **Overview Screen** Period Screen Previous Layout Next Layout

Layout ZFCAST-MAR Fcast Otturm Mar F12

| Variables | |
|--------------|----------------------|
| Fiscal year | 2016 |
| Cost Center | CIP1234 |
| to | <input type="text"/> |
| or group | <input type="text"/> |
| Cost Element | 100000 |
| to | 999999 |
| or group | <input type="text"/> |

An overview of your budget is displayed.

- If you uploaded your budget by the end of May, your current budget breakdown shows in the **Total Budget** column

| Cost element | Text | Total Budget | Actual - April | Actual - May | Actual - June | Actual - July | Actual - August |
|--------------|----------------------|--------------|----------------|--------------|---------------|---------------|-----------------|
| 110501 | Cleaners Nat Ins | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 111100 | Midday Super Bsc P | 30,302.00 | 2,830.62 | 2,332.03 | 2,774.05 | 2,669.99 | 2,600.95 |
| 111101 | Midday Super Nat I | 932.00 | 105.48 | 101.83 | 126.48 | 123.27 | 97.08 |
| 111102 | Midday Super Pensi | 5,918.00 | 527.65 | 484.78 | 464.47 | 496.05 | 487.17 |
| 111105 | Midday Super O/Time | 0.00 | 101.02 | 8.02 | 14.69 | 38.82 | 23.41 |
| 111110 | Midday Super Sck P | 0.00 | 7.24 | 29.31 | 9.58 | 42.53 | 7.88 |
| 111115 | M-day Supervis Allow | 200.00 | 49.20 | 463.28 | 124.94 | 131.34 | 125.56 |
| 111800 | Teachers BP | 540,207.00 | 43,306.28 | 44,335.16 | 42,725.75 | 38,859.01 | 43,313.18 |
| 111801 | Teachers Nat Ins | 53,746.00 | 4,273.28 | 4,405.52 | 4,251.36 | 4,344.89 | 4,258.80 |
| 111802 | Teachers Pen | 89,026.00 | 7,163.82 | 7,306.33 | 7,086.13 | 7,148.08 | 7,109.48 |

- **Actual** columns showing expenditure and income for each month of the year that is pasted are pre-populated and cannot be overtyped
- Scroll to the right to view the **Forecast** monthly columns

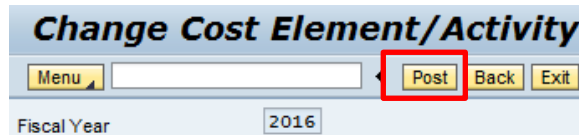
| Cost element | Text | Actual-December | Actual-January | Actual-February | Actual-to-Date | FCast-March | Actual + Forecast | Diff from Total Bdg | Fcast Otturm Prv Mnt |
|--------------|----------------------|-----------------|----------------|-----------------|----------------|-------------|-------------------|---------------------|----------------------|
| 111100 | Midday Super Bsc Pay | 1,440.78 | 1,332.39 | 1,532.09 | 16,350.63 | 1,820.67 | 18,171.30 | 3,676.70 | 18,459.87 |
| 111101 | Midday Super Nat Ins | 7.97 | 6.17 | 10.32 | 319.34 | 18.92 | 338.26 | 111.26 | 346.85 |
| 111102 | Midday Super Pension | 282.70 | 280.07 | 315.05 | 3,266.57 | 288.75 | 3,555.32 | 90.32 | 3,529.02 |
| 111105 | Midday Super O/Time | 51.80 | 34.95 | 63.10 | 619.35 | | 619.35 | 619.35 | 556.25 |
| 111110 | Midday Super Sck Pay | 107.43 | 91.63 | 91.63 | 1,827.30 | | 1,827.30 | 1,827.30 | 1,735.67 |
| 111115 | M-day Supervis Allow | 76.44 | 70.27 | 80.34 | 891.49 | 8.33 | 899.82 | 799.82 | 827.82 |
| 111800 | Teachers BP | 31,099.07 | 28,379.68 | 30,673.17 | 334,978.86 | 30,872.67 | 365,851.53 | 4,620.47 | 366,051.02 |
| 111801 | Teachers Nat Ins | 3,265.50 | 3,087.15 | 3,206.73 | 34,887.76 | 3,134.83 | 38,022.59 | 404.59 | 37,950.70 |

- If your budget has been uploaded by the end of May, the **Forecast** figures will be populated based on the distribution or profile entered on your original budget virement spreadsheet. Each month from June onwards, the forecast for the remaining months of the year will be copied over from the previous months

Section 6: KP06 Budget Forecasting V2 June 2017

overview screen.

- The **Forecast** figures can be altered by overtyping
- You can view the columns for **Actual + Forecast**, **Difference from Total Budget** and the **Forecast Outturn Prv Mnt** (under\overspend)
- At any point before exiting this screen, you can save your data by clicking on **Post**



- Click **Exit** to return to the main SAP home page

6.2 Periods able to Forecast

The budget forecast must be completed before the end of the month as at this point the period is locked.

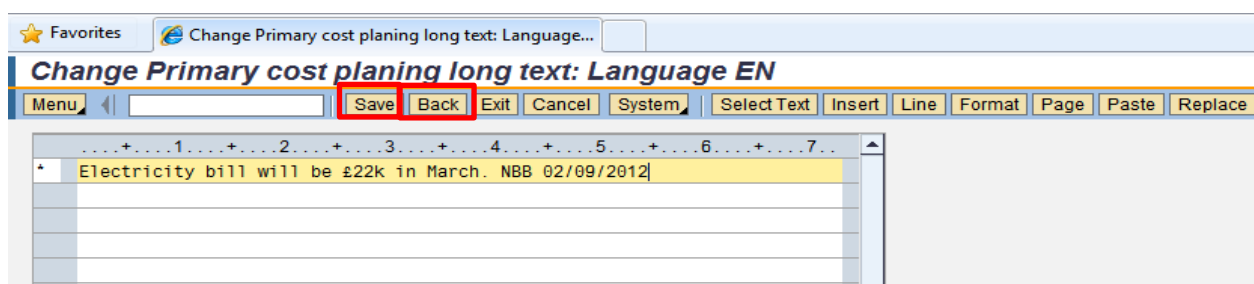
6.3 Adding notes to Forecast

Additional text notes can be added per line (not by cell). You can view existing text in the same way

- Select the March cell on the line required, click **Long text**

| Cost elem... | Text | October | FCast-November | FCast-December | FCast-January | FCast-February | FCast-March | Actual + Forecast | Diff from Total Bdg | FCast Outturn Prv Mnt |
|--------------|-----------------|---------|----------------|----------------|---------------|----------------|-------------|-------------------|---------------------|-----------------------|
| 116200 | Agency Payments | | | | | | | 1,300,000.00 | 1,300,000.00 | 0.00 |
| 118300 | Training | | | | | | | 400.00 | 400.00 | 400.00 |
| 120020 | Security | | | | | | | 0.00 | 24,000.00- | 0.00 |
| 121020 | Gas | | | | | | | 0.00 | 0.00 | 0.00 |
| 121030 | Electricity | | | 25,000.00 | | | 22,000.00 | 47,130.00 | 870.00- | 0.00 |

- In the next screen type in your note or reminder



- Click **Save** when completed, then click on **Back**

Section 6: KP06 Budget Forecasting V2 June 2017

- You can see there is text for this line by the ticked checkbox in the **Text exists** column

| Fcast-March | Actual + Forecast | Diff from Total Bdgt | Fcast Otturn Prv Mnt | ... |
|-------------|-------------------|----------------------|----------------------|-------------------------------------|
| | 1,300,000.00 | 1,300,000.00 | 0.00 | <input type="checkbox"/> |
| | 400.00 | 400.00 | 400.00 | <input type="checkbox"/> |
| | 0.00 | 24,000.00- | 0.00 | <input type="checkbox"/> |
| | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| 22,000.00 | 47,130.00 | 870.00- | 0.00 | <input checked="" type="checkbox"/> |
| | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> |

- Text notes automatically copy forward into each month's forecasts and can be overwritten or added to

6.4 Reports showing forecast results

Please see **Section 7: ZCO_Fxx reports Reporting on Budget Forecasts V2 April 2017.**