

Section 7: Reporting on Budget Forecasts

Transaction ZCO_Fxx – Budget Monitor Report

This transaction will produce the reports from your budget forecasts (KP06) but can also be used as a stand-alone report.

7.1 Reporting on Postings

- Log onto SAP
- Select the appropriate transaction for the required forecast period:

Month	Forecast Period	Report Transaction Name
April	F01	ZCO_F01
May	F02	ZCO_F02
June	F03	ZCO_F03
July	F04	ZCO_F04
August	F05	ZCO_F05
September	F06	ZCO_F06
October	F07	ZCO_F07
November	F08	ZCO_F08
December	F09	ZCO_F09
January	F10	ZCO_F10
February	F11	ZCO_F11
March	F12	ZCO_F12

- In this example, we will look at the January forecast, using transaction ZCO_F10
- Type **ZCO_F10** in the transaction bar, then click **Enter** on your keyboard
- **Fiscal year** – current year
- Enter your cost centre in **Or value(s)**

- Click **Execute**

Budget Monitor Report: Selection

Menu | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Data Source...

Selection values

Controlling Area: 1000
 Fiscal Year: 2017

Selection groups

Cost Center Group: **cip0001** to [] [→]
 Or value(s): []
 Cost Element Group: [] to [] [→]
 Or value(s): []

- Click **Navigation on/off** to remove the tree display on the left of the screen

Current Budget Report

Menu | Back | Exit | Cancel | System | **Navigation on/off** | Print page formatting on/off | Column freeze on/off | Options / Office Integration | Message

reports

- Current Budget Report
- Current Budget Report

Cost Elements	Budget	Act Costs	RoY Est.	YE Fcast	(Under)/Over
111100 M-day Supervis BP	14,440.00	2,093.10	3,832.00	5,925.10	8,514.90-
111102 M-day Supervis Pen	580.00		155.00	155.00	425.00-
111105 M-day Supervis OT		56.73		56.73	56.73
111115 M-day Supervis Allo		2.40		2.40	2.40
111700 SN T Assists BP	34,453.00		8,659.00	8,659.00	25,794.00-
111701 SN T Assists NI	3,260.00		862.00	862.00	2,398.00-

- The report headings:
 - **Budget** - the current budget
 - **Act Costs** - actual income and expenditure up to the end of the previous month eg December in this example
 - **RoY Est.** - the forecast to the end of the financial year (created from original budget upload or using KP06). *If your budget was not uploaded by end of May, there will be no RoY figures unless they are entered in KP06.*
 - **YE Fcast** – the sum of the Actuals plus the RoY Est
 - **(Under)/Over** – estimated under or over spend at the year end

Current Budget Report

Menu | Back | Exit | Cancel | System | **Navigation on/off** | Print page formatting on/off | Column freeze on/off | Options /

Cost Elements	Budget	Act Costs	RoY Est.	YE Fcast	(Under)/Over
111100 M-day Supervis BP	14,440.00	2,093.10	3,832.00	5,925.10	8,514.90-
111102 M-day Supervis Pen	580.00		155.00	155.00	425.00-
111105 M-day Supervis OT		56.73		56.73	56.73
111115 M-day Supervis Allo		2.40		2.40	2.40
111700 SN T Assists BP	34,453.00		8,659.00	8,659.00	25,794.00-
111701 SN T Assists NI	3,260.00		862.00	862.00	2,398.00-
111702 SN T Assists Pen	3,645.00		943.00	943.00	2,702.00-
111800 Teachers Basic Pay	547,793.00	25,494.11	138,982.00	164,476.11	383,316.89-
111801 Teachers NI	76,691.00	1,839.00	19,755.00	21,594.00	55,097.00-
111802 Teachers Pension	109,210.00		28,590.00	28,590.00	80,620.00-
111900 T Assists BP	124,614.00	27,317.77	33,116.00	60,433.77	64,180.23-
111901 T Assists NI	10,611.00	2,432.37	2,897.00	5,329.37	5,281.63-
111902 T Assists Pen	19,234.00		4,924.00	4,924.00	14,310.00-
111905 T Assists OT		127.59		127.59	127.59

7.2 Viewing the report totals

- Totals for the report can be found by scrolling to the bottom:

146020	Governor/Witness Ex	100.00		25.00	25.00	75.00-
232030	Lettings	4,560.00-		1,140.00-	1,140.00-	3,420.00
313160	Sick Prem - Teacher	14,440.00				14,440.00-
313170	Sick Prem - Non-Tch	2,008.00				2,008.00-
313390	Tfr Between Schs		1,280.82		1,280.82	1,280.82
319050	Building Cleaning	54,560.00				54,560.00-
319060	Building Grounds	6,580.00				6,580.00-
419300	Interest Paid	325.00		81.25	81.25	243.75-
* Debit		1,129,089.00	93,402.63	271,144.50	364,547.13	764,541.87-
** Over/Underabsorption		1,129,089.00	93,402.63	271,144.50	364,547.13	764,541.87-

7.3 Advice on understanding reporting entries

- Income shows as a negative figure, expenditure shows as a positive figure
- In the **Under/over** column an underspend is a negative figure, an overspend is a positive figure

7.3.1 Printing a Report

- From the report screen: click **Menu > Report > Print**

The screenshot shows the 'Current Budget Report' interface. A red box highlights the 'Menu' button in the top left corner. A second red box highlights the 'Report' option in the dropdown menu, which has opened. Within the 'Report' submenu, the 'Print...' option (with the keyboard shortcut Ctrl+P) is highlighted. The main report table is visible in the background, showing columns for Budget, Act Costs, RoY Est., YE Fcast, and (Under)/Over.

	Budget	Act Costs	RoY Est.	YE Fcast	(Under)/Over
109,210.00			28,590.00	28,590.00	80,620.00-
124,614.00	27,317.77	33,116.00	60,433.77	64,180.23-	
10,611.00	2,432.37	2,897.00	5,329.37	5,281.63-	
19,234.00		4,924.00	4,924.00	14,310.00-	
	127.59		127.59	127.59	
	2,596.42		2,596.42	2,596.42	
	11,816.49		11,816.49	11,816.49	
	811.65		811.65	811.65	
	149.07		149.07	149.07	
22,000.00	2,115.99	5,682.00	7,797.99	14,202.01-	

7.4 Exporting a report into an Excel spreadsheet

If you wish to export the report please contact the Core Business Systems Team on 01629 538088 or by email Schoolssap@derbyshire.gov.uk for advice.