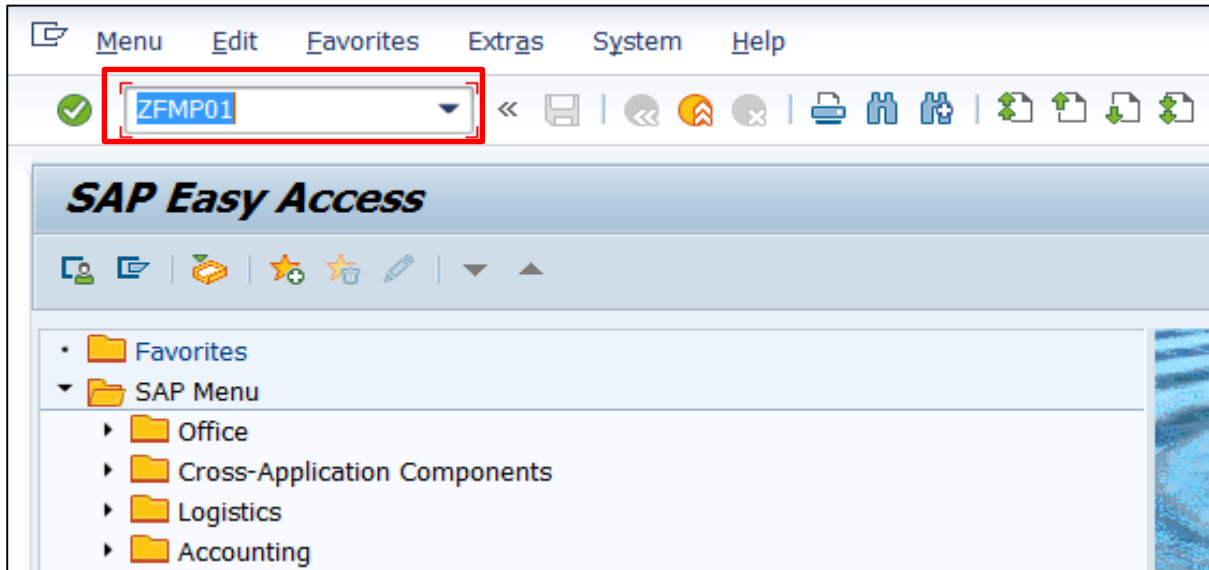




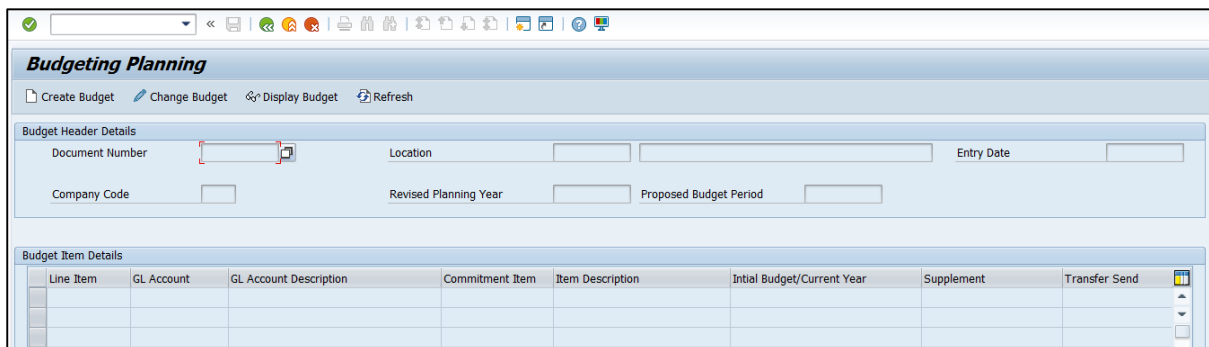
## User Manual Budget Planning



### ZFMP01 Budget Planning:



- Input ZFMP01 in Transaction box and press Enter Key



A new screen for Budget planning will get displayed. The following are the fields under the Budget planning

- **Create Budget:** Upon clicking on this button will allow to create new budget for the respective fund center(location wise)
- **Change Budget :** Upon clicking on this option system will allow to change the Budget for the fund center(location wise)
- **Display Budget:** Upon clicking on this option system will display the created budget for the respective fund center
- **Document Number:** Once the transaction was saved system will generate an internal document number, if we want to make any changes to the transaction (which was already created) then we need to place that internal number in the Document number field
- **Location:** Here the Location number will be displayed by the system (automatically picked up in this field as per the user access defined)
- **Entry Date:** Present date of the transaction will be displayed in this field



## User Manual Budget Planning



- **Company code:** Displays 1000 in this field
- **Revised Planning Year:** Current Year should be updated in this field
- **Proposed Budget period:** System will automatically displays the Proposed budget period once the Revised planning year was updated and pressing Enter key
- **GL Account:** User need to select the respective GL account and press Enter key then system will displays the GL Account description, Commitment item, Description, Initial Budget, Supplement, Transfer Receiver/Sender, Total Budget, Variance.
- **Revised Budget:** User need to manually input the amount in this field
- **Proposed For Next year:** User need to manually input the amount in this field

**Budgeting Planning**

Create Budget Change Budget Display Budget Refresh

Budget Header Details

Document Number	<input type="text"/>	Location	<input type="text"/>
Company Code	<input type="text"/>	Revised Planning Year	<input type="text"/>

- Click on Create Budget option

**Budgeting Planning**

Create Budget Change Budget Display Budget Refresh

Budget Header Details

Document Number	6000000001	Location	410401000 .E. 765 KV, PHAGI	Entry Date	07.12.2016
Company Code	1000	Revised Planning Year	<input checked="" type="checkbox"/>	Proposed Budget Period	<input type="text"/>

- System will display the Location of the user as per the access provided and Entry date and company code will also get displayed by default

**Budgeting Planning**

Create Budget Change Budget Display Budget Refresh

Budget Header Details

Document Number	6000000001	Location	410401000 .E. 765 KV, PHAGI		
Company Code	1000	Revised Planning Year	2016	Proposed Budget Period	2017

- Input the Revised Planning year and press Enter key system will display the Proposed Budget period



# User Manual Budget Planning



Budget Header Details							
Document Number	6000000001	Location	410401000	E. 765 KV, PHAGI	Entry Date	07.12.2016	
Company Code	1000	Revised Planning Year	2016	Proposed Budget Period	2017		

Budget Item Details							
Line Item	GL Account	GL Account Description	Commitment Item	Item Description	Initial Budget/Current Year	Supplement	Transfer Send

- Input the GL Account for the respective fund center for which budget need to be planned and press enter key

Budget Item Details							
Line Item	GL Account	GL Account Description	Commitment Item	Item Description	Initial Budget/Current Year	Supplement	Transfer Send
1	4761044	LL COLLECTION CHARGES	761044	BILL COLLN CHARGES	350,000.00	0.00	0.00

- System will display the GL Description, Commitment item and its description, Initial budget , Supplement, Transfer amount(if amount is available for this GL account in FMBBC Screen)

Budget Item Details							
Line Item	GL Account	GL Account Description	Transfer Received	Total Budget	Revised Budget Plan	Variance(+/-)	Proposed For Next Year
1	4761044	LL COLLECTION CHARGES	0.00	350,000.00		350,000.00	

- Input the Revised Budget manually and system will give the Variance amount automatically (Total budget minus Revised budget). Moreover user need to provide the amount in the Proposed for Next year field

Budget Item Details							
Line Item	GL Account	GL Account Description	Transfer Received	Total Budget	Revised Budget Plan	Variance(+/-)	Proposed For Next Year
1	4761044	BILL COLLECTION CHARGES	0.00	350,000.00	400,000.00	50,000.00	450,000.00

- If the budget planning for the Location has been created. Click on Save button

---

**Budgeting Planning**

Create Budget  
  Change Budget  
  Display Budget  
  Refresh

Budget Header Details			
Document Number	6000000001	Location	410401000
Company Code	1000	Revised Planning Year	2016



# User Manual Budget Planning



Document number 38 saved with fiscal year 2016

- System will pop up the Document number was saved at the bottom the screen.

Click on Change budget option

**Budgeting Planning**

Create Budget **Change Budget** Display Budget Refresh

Budget Header Details

Document Number: 000000001 Location: 410401000

Company Code: 1000 Revised Planning Year: 2016

**Budgeting Planning**

Create Budget Change Budget Display Budget Refresh Post

Budget Header Details

Document Number: [ ] Location: [ ]

Company Code: [ ] Revised Planning Year: [ ]

- Input the Number which was created by the system at the time of creation and press Enter key. System will display the Saved data , here the user can make necessary changes( before posting )and click on Post option

**Budgeting Planning**

Create Budget Change Budget Display Budget Refresh **Post**

Budget Header Details

Document Number: 38 Location: 410401000 Entry Date: 07.12.2016

Company Code: 1000 Revised Planning Year: 2016 Proposed Budget Period: 2017

Budget Item Details

Line It...	GL Account	GL Account Description	Commitment...	Item...	Initial Budget/Current Year	Supplement	Transfer Send	Transfer Re...	Total Budget	Revised Budget Plan	Variance(...	Proposed For Nex
1	4761044	BILL COLLECTION CHARGES	4761044	BILL..	350,000.00	0.00	0.00	0.00	350,000.00	400,000.00	50,000.00	450,000.00



## User Manual Budget Planning



Document number 38 Posted



- Document Number 38 Posted message will pop up at the bottom of the screen

Once the transaction got posted then system will allow user the change the information

**Note:** Only those users who got the Post change authorization they can only change the data otherwise system will display that screen in disable mode

For the respective Location if any GL has prepared budget planning earlier then system will not allow the user to create budget planning.