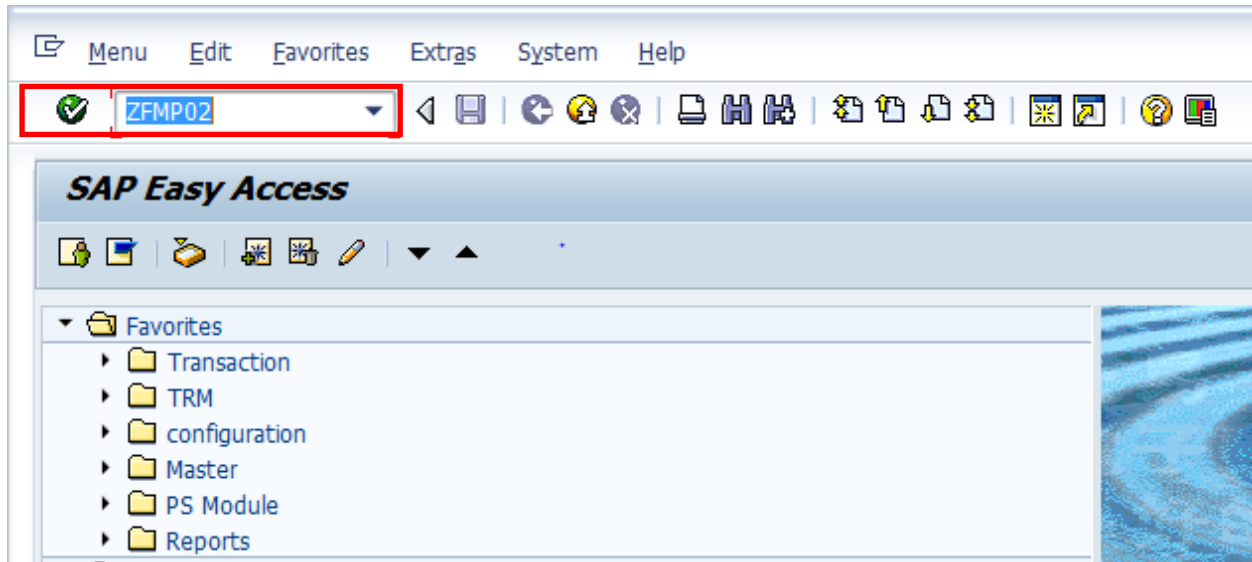




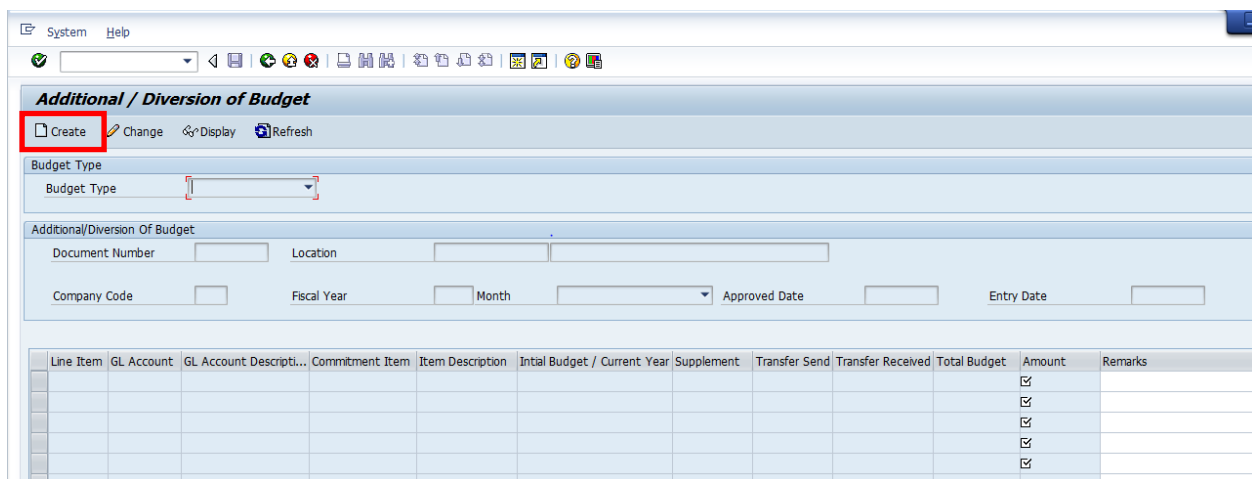
## 1. Creation of Diversion Budget

### 1.1 ZFMP02 – Diversion Budget



- Input ZFIMP02 in Transaction Box and press Enter key

### 1.2 Diversion Budget for Transfer Screen.



Click on **Create Budget** for the creation of Diversion budget request

1. Select the Budget type –Transfer(To Transfer the amount from one location to another location)



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2. Select the Budget type – Supplement( To Add the amount to the Respective Fund Center to GL Account(or) Commitment Item.

### 1.3 Maintian Location Initial Screen – Transfer.

Line...	GL Account	GL Account Description	Commitment Item	Item Description	Transfer Send	Transfer Received	Total Budget	Amount	Remarks
1	4761020	CONVEYANCE EXPENSES	0000000	NONE BUDGETED	0.00	0.00	13,400.00	100	TRANSFER BUDGET

- **Location:** Input or select location code (Cost Center/Funds Center) with the help of **F4** key.
- **Company Code:** 1000
- **Fiscal Year:** 2016
- **Month:** In which month you have to Transfer.
- **Approved Date:** In which Date Document have to Enter.
- **GL Account:**Input or select GL account (account head) with the help of **F4**key for which budget is Transfer.
- **Amount:** Input the budget amount required.
- **Remarks:** Enter the Text

Press **Enter** key and Click on **Save** icon

Document number 13 saved with fiscal year 2016 .

Above message will appear at bottom of screen.

### 1.4 Diversion Budget transfer change Screen.

Go to ZFMP02 and Click on Change Button and give the Document No.



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Line Item	GL Account	GL Account Description	Commitment It...	Item Description	Initial Budg...	Supplement	Transfer Send	Transfer Received	Total Budget	Amount	Remarks
										<input checked="" type="checkbox"/>	
										<input checked="" type="checkbox"/>	
										<input checked="" type="checkbox"/>	

Click on **Change Budget** to do the changes in the request or to save and Post

## 1.4 Diversion Budget Screen.

Line Item	GL Account	GL Account Description	Commitment It...	Item Description	Initial Budg...	Supplement	Transfer Send	Transfer Received	Total Budget	Amount	Remarks
										<input checked="" type="checkbox"/>	
										<input checked="" type="checkbox"/>	
										<input checked="" type="checkbox"/>	

- **Document Number:** Input document number and press **Enter** key

## 1.5 Diversion Budget Screen.

Line Item	GL Account	GL Account Description	Commitment It...	Item Description	Initial Budg...	Supplement	Transfer Send	Transfer Received	Total Budget	Amount	Remarks
1	4761020	CONVEYANCE EXPENSES	0000000	NONE BUDGETED	13,400.00	0.00	100.00	100.00	13,400.00	100.00	TRANSFER BUDGET



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Click on **Save &Post** button

**Note:** In change screen you can make the changes if there are any and you can also add additional GL's to add the budget

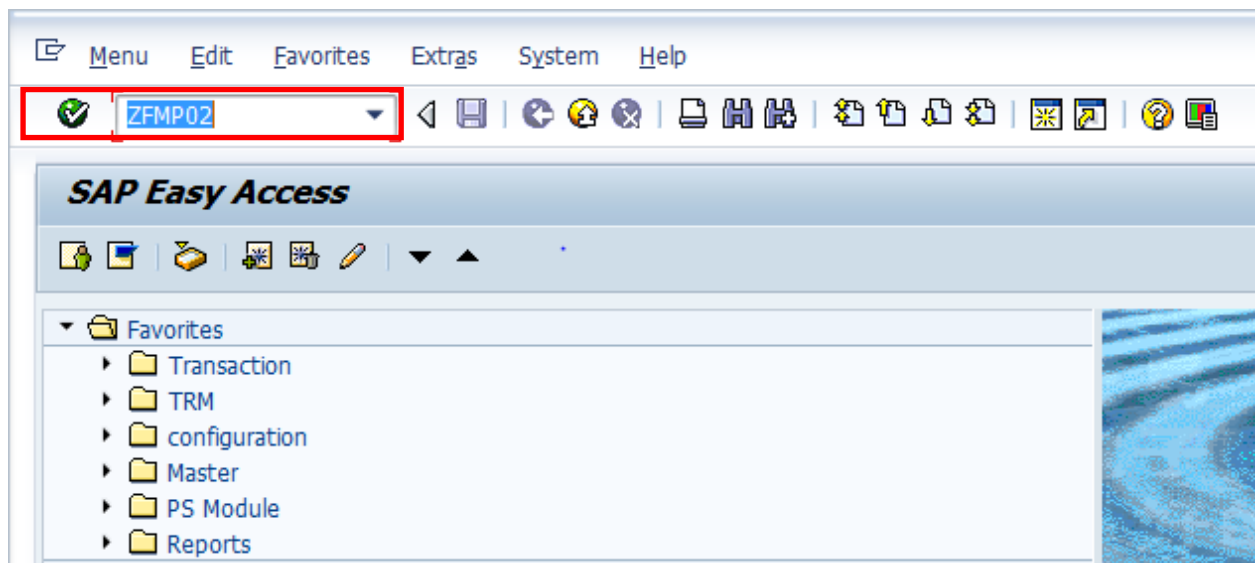
Document number 13 Posted



Above message will appear at bottom of screen.

## 1.6 Diversion Budget Screen – Supplement

### ZFMP02 – Diversion Budget



- Input **ZFIMP02** in **Transaction Box** and press **Enter** key

## 1.7 Diversion Budget for Supplement Screen.



## Project – RVPN Creation of Diversion Budget End User Manual - FICO



**Additional / Diversion of Budget**

Create  Change  Display  Refresh

Budget Type  
Budget Type

Additional/Diversion Of Budget

Document Number Location  
Company Code Fiscal Year Month Approved Date Entry Date

Line Item	GL Account	GL Account Descripti...	Commitment Item	Item Description	Initial Budget / Current Year	Supplement	Transfer Send	Transfer Received	Total Budget	Amount	Remarks
										<input checked="" type="checkbox"/>	
										<input checked="" type="checkbox"/>	
										<input checked="" type="checkbox"/>	
										<input checked="" type="checkbox"/>	
										<input checked="" type="checkbox"/>	

Click on **Create Budget** for the creation of Diversion budget request for Supplement.

**Additional / Diversion of Budget**

Create  Refresh

Budget Type  
Budget Type Supplement

### 1.8 Maintian Location Initial Screen – Supplement

**Additional / Diversion of Budget**

Create  Refresh

Budget Type  
Budget Type Supplement

Additional/Diversion Of Budget

Document Number 000000001 Location 110501 SE (MPT&S), AJMER  
Company Code 1000 Fiscal Year 2016 Month 05 May Approved Date 09.05.2017 Entry Date 09.05.2017

Line Item	GL Account	GL Account Descripti...	Commitment Item	Item Description	Transfer Send	Transfer Received	Total Budget	Amount	Remarks
1	4761020	CONVEYANCE EXPENS...	0000000	NONE_BUDGETED	0.00	0.00	13,400.00	10	SUPPLEMENT BUDGET

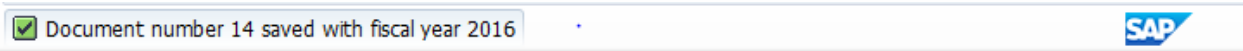


## Project – RVPN Creation of Diversion Budget End User Manual - FICO



- **Location:** Input or select location code (Cost Center/Funds Center) with the help of **F4** key.
- **Company Code:** 1000
- **Fiscal Year:** 2016
- **Month:** In which month you have to Supplement
- **Approved Date:** In which Date Document have to Enter.
- **GL Account:** Input or select GL account (account head) with the help of **F4** key for which budget is Transfer.
- **Amount :** Input the budget amount required.
- **Remarks:** Enter the Text

Press **Enter** key and Click on **Save** icon



Above message will appear at bottom of screen.

### 1.9 Diversion Budget Supplement change Screen

Go to ZFMP02 , Click on Change Button and Give the Document no.

Line Item	GL Account	GL Account Description	Commitment It...	Item Description	Initial Budg...	Supplement	Transfer Send	Transfer Received	Total Budget	Amount	Remarks
										☑	
										☑	
										☑	

Click on **Change Budget** to do the changes in the request or to save and Post



## Project – RVPN Creation of Diversion Budget End User Manual - FICO



Additional / Diversion of Budget

Change Refresh

Budget Type

Budget Type

Additional/Diversion Of Budget

Document Number 14 Location 110501 SE (MPT&S), AJMER

Company Code 1000 Fiscal Year 2016 Month 05 May Approved Date 09.05.2017 Entry Date 09.05.2017

- **Document Number:** Input document number and press Enter key

Additional / Diversion of Budget

Change Save&Post Refresh

Budget Type

Budget Type Supplement

Additional/Diversion Of Budget

Document Number 14 Location 110501 SE (MPT&S), AJMER

Company Code 1000 Fiscal Year 2016 Month 05 May Approved Date 09.05.2017 Entry Date 09.05.2017

Line Item	GL Account	GL Account Description	Commitment Item	Item Description	Initial Budget / ...	Supplement	Transfer Send	Transfer Received	Total Budget	Amount	Remarks
1	4761020	CONVEYANCE EXPENSES	0000000	NONE BUDGETED	13,400.00	10.00	0.00	0.00	13,400.00	10.00	SUPPLEMENT BUDGET

Click on **Save &Post** button

**Note:** In change screen you can make the changes if there are any and you can also add additional GL's to add the budget

Document number 14 Posted

SAP

Above message will appear at bottom of screen.

## Manual End