

# BUDGET SETTING: DIFFERENT PLAN VERSIONS



**September 2011**

## Version History

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Reason</b>	<b>Approved</b>
0.1	27 September 2011	Leanne Hillyer	Initial Draft	

## Background

The process for allocating inflation, as well as growth, savings etc requires a number of plan versions to be created in SAP.

As a reference to assist users and avoid any confusion, this document has been produced detailing what plans are available and at which point each of the budget setting process each of them should be used. It will also highlight some reports that may be useful in the budget setting process.

## Details of Plan Versions

Details of the plan versions are as follow:

<b>Plan Version</b>	<b>Description</b>
0	Approved
P	Permanent
SB1	Adjusted Base
T	Temporary
C	Current/Revised Estimate
SB2	Adjusted Base plus Inflation
SB3	Increments
SB4	CECs
SB5	Full Year Virements
SB6	Growth
SB7	Savings
SB8	Cabinet
SB9	Council

Prior to consolidating version 0 and P to arrive at the adjusted base position, plan version P should be locked to ensure that the adjusted base position does not change prior to inflation being added. Departments will be given sufficient notice that plan P is to be locked to ensure all final adjustments have been made. Temporary virements can still be made in the current year without affecting the base position.

## Which Plan Version to Use

Budget preparation is an annual exercise and below is an illustration of the available plans and at which point each of the plans will be used in the rolling process.

<b>2011/12</b>		<b>2012/13</b>	
2011/12 Approved	0	2011/12 Adjusted Base	SB1
Permanent	P	<del>Adjusted Base plus Inflation</del>	SB2
Adjusted Base	SB1	Increments	SB3
Temporary	T	CECs	SB4
Revised Estimate	C	Full Year Virements	SB5
		Growth	SB6
		Savings	SB7
		Cabinet	SB8
		Council	SB9
		2012/13 Approved Budget	0
<b>2012/13</b>		<b>2013/14</b>	
2012/13 Approved	0	2012/13 Adjusted Base	SB1
Permanent	P	<del>Adjusted Base plus Inflation</del>	SB2
Adjusted Base	SB1	Increments	SB3
Temporary	T	CECs	SB4
Revised Estimate	C	Full Year Virements	SB5
		Growth	SB6
		Savings	SB7
		Cabinet	SB8
		Council	SB9
		2013/14 Approved Budget	0

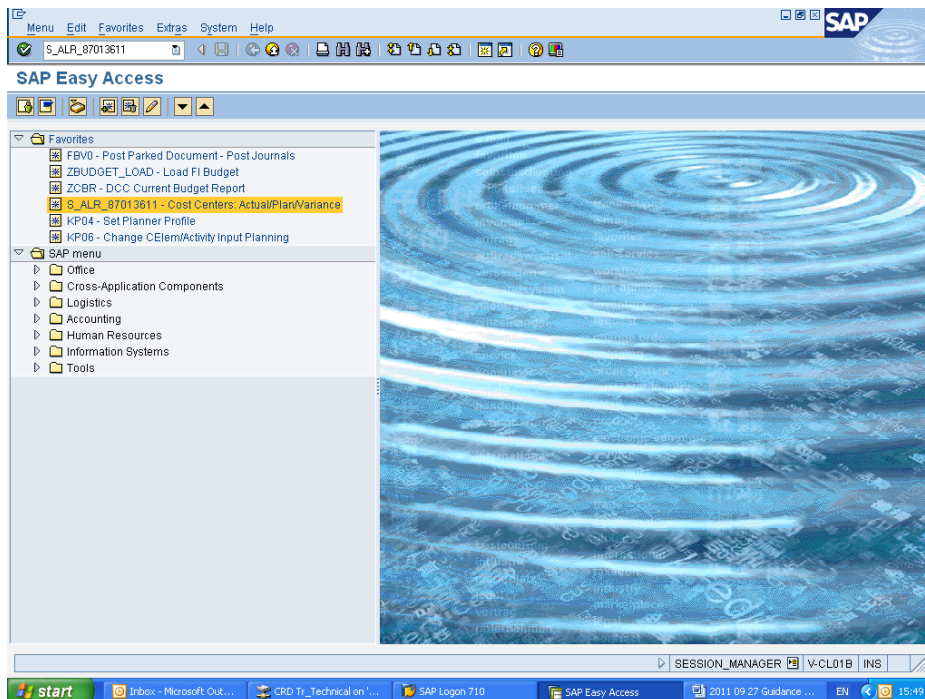
## Reports Available To Assist in Budget Preparation

- **S\_ALR\_87013611 Cost Centers: Actuals/Plan/Variance**

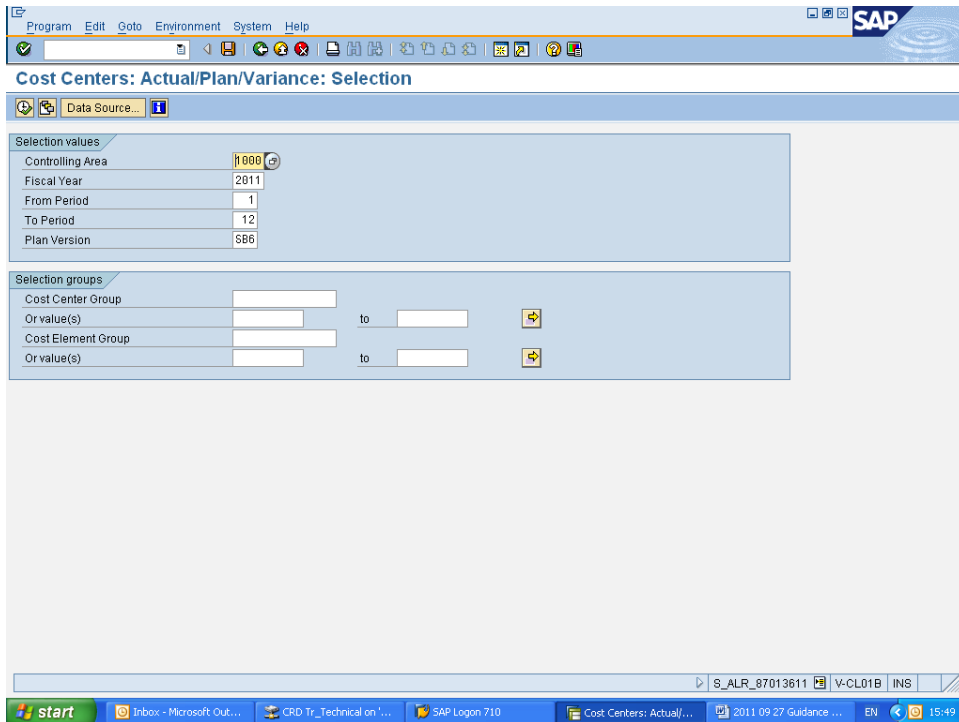
Transaction S\_ALR\_87013611 Cost Centers: Actuals/Plan/Variance is the report that will be used to compare actual spend against planned spend.

To access this report the following steps will need to be completed (the example shown will access the plan version SB6 Growth).

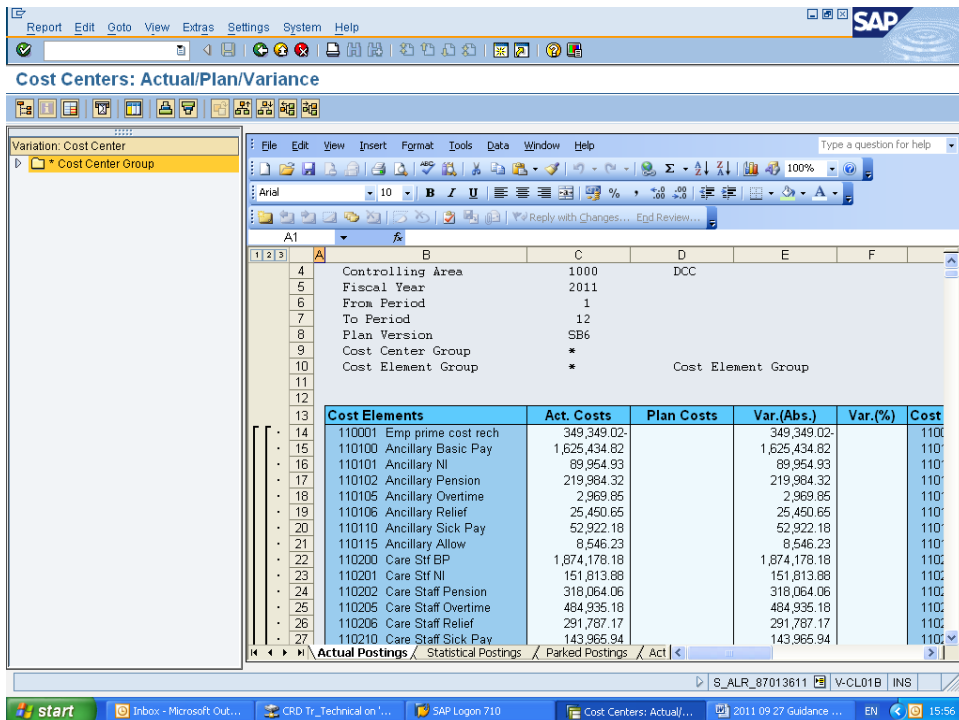
1. Log-on to SAP and enter transaction S\_ALR\_87013611.



2. Ensuring the fiscal year is correct, you will need to enter plan version SB6 on the screen (as below) and execute the report.



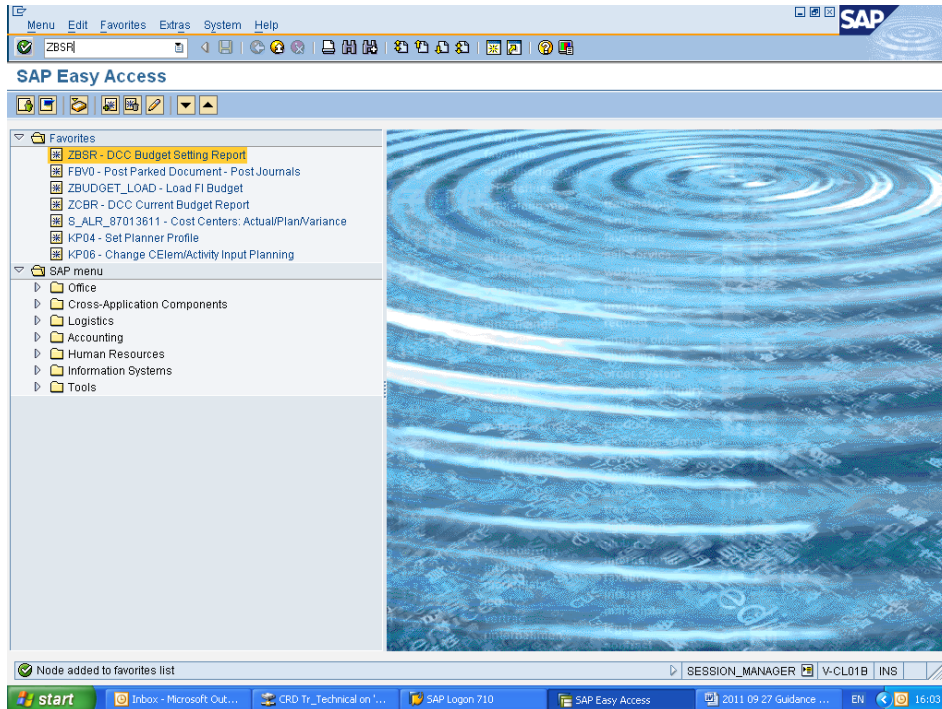
3. The following report will then be displayed.



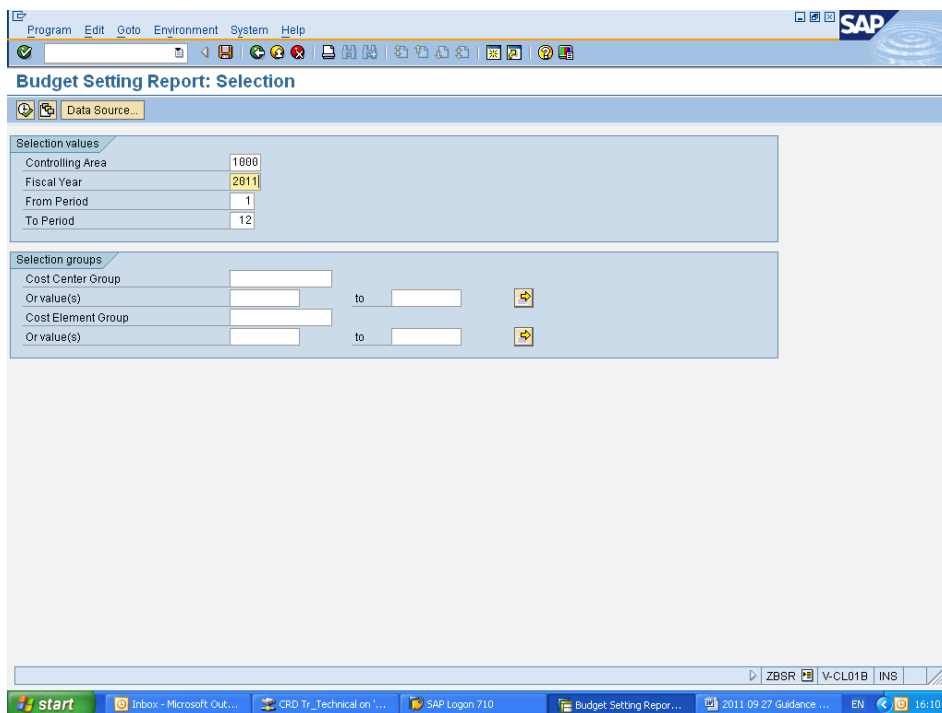
- **ZBSR DCC Budget Setting Report**

You may also find the ZBSR DCC Budget Setting Report within SAP useful. It is accessed as follows:

1. Log-on to SAP and enter transaction ZBSR (as below).



2. The following screen will then be shown. Ensure the fiscal year is as required and then execute the report.



3. The following report will then be available.

The screenshot shows the SAP Budget Setting Report interface. The report title is 'Budget Setting Report'. The data is presented in a table with the following columns: Cost Elements, Base Bdgst +Inflation, Increments, CEC'S, Full Year Virements, Growth, Savings, and Total Budget. The data rows include various cost elements such as 'Emp prime cost rech', 'Ancillary Basic Pay', 'Care Staff Basic Pay', and 'Catering Staff Basic Pay'.

Cost Elements	Base Bdgst +Inflation	Increments	CEC'S	Full Year Virements	Growth	Savings	Total Budget
110001 Emp prime cost rech	261,735.00						261,735.00
110100 Ancillary Basic Pay	223,031.00						223,031.00
110101 Ancillary NI	14,060.00						14,060.00
110102 Ancillary Pension	31,466.00						31,466.00
110200 Care Staff Basic Pay	4,684,954.00						4,684,954.00
110201 Care Stf NI	272,099.00						272,099.00
110202 Care Staff Pension	555,110.00						555,110.00
110400 Catering Staff Basic Pay	1,628,679.00						1,628,679.00
110401 Catering Stf NI	83,339.00						83,339.00
110402 Catering Staff Pension	193,490.00						193,490.00

NB. This report will enable you to ascertain the value of inflation added to a cost element/cost centre. By generating a report for SB2 (adjusted base plus inflation) and then a separate one for SB1 (adjusted base) by subtracting SB1 from SB2 this will show you the value of inflation added.