TR - Cash Budget Management

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Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

Contents

TR - Cash Budget Management

Introduction to Cash Budget Managment: Overview

The main task of Cash Budget Management is to identify control payment flows in light of liquidity considerations. This means, for example, identifying impending illiquidity or possible budget overshoots promptly.

While Cash Management takes a short term view, Cash Budget Management deals with medium-term and long-term liquidity developments.

Before you can use Cash Budget Management, you must also have Financial Accounting. The cash balances come from cash and bank accounts in Financial Accounting. Every posting made in Financial Accounting affects the balances in Cash Budget Management.

Cash Budget Management includes the following functions:

- Displaying business transactions having an effect on liquidity, by revenue and expenditure item

- Planning and displaying the payment flows and funds balances for any period you choose

The topics which follow will show you how to use Cash Budget Management to monitor and plan liquidity developments in your organization.

Your Business As Viewed From Cash Budget Management

The SAP System distinguishes between different forms of organization, which have specific meanings within their respective applications. You can use them to define your company structure from an application-specific viewpoint.

For example, you can use company codes and business areas to define your business for accounting purposes and controlling areas to define your business for Controlling purposes. Financial management areas (FM areas) perform the same function in Cash Budget Management and Funds Management. The graphic below illustrates this.

	Financial Accounting		**Controlling**	**Funds Management**
Client	Company code	Business area	Controlling area	FM area
- Cross-application unit	- Independent balance sheet unit	- Balancing unit (for internal balance sheets)	- Organizational unit in cost accounting	- Organizational unit for Cash Budget Management and Funds Management
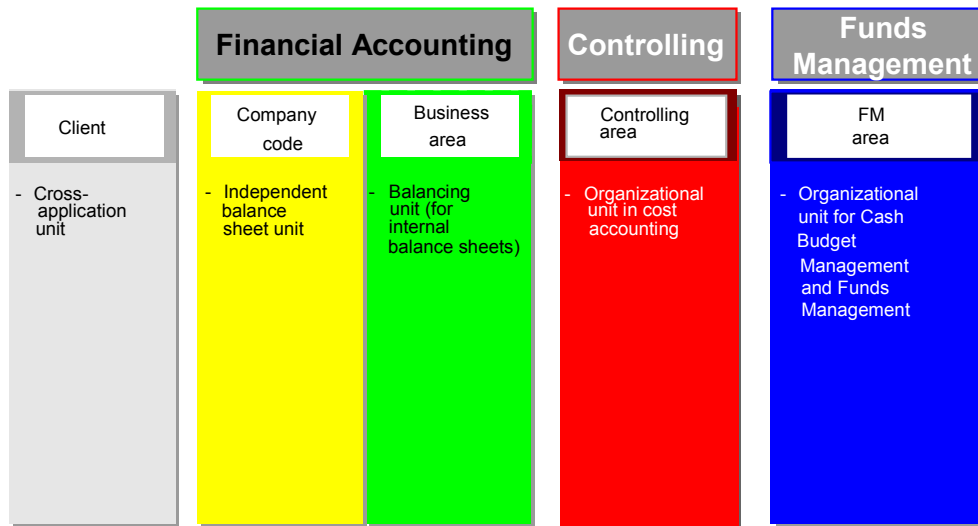
For more information on financial management areas, see <u>Financial Management Areas (FM Areas) [Page 15]</u>

Cash Budget Management and Funds Management

The task of Funds Management is to safeguard the estimated values for revenues and expenditures arrived at in Cash Budget Management and recorded in the financial budget. To this end, the estimates for Cash Budget Management are prescribed in Funds Management for the individual areas of responsibility, in the form of commitment budgets.

Cash Budget Management covers the whole company. Its main task is to identify impending shortages or surpluses of funds in your business.

In Funds Management, the business is divided into areas of responsibility, which are then monitored centrally. Budget funds are assigned to the individual areas of responsibility. In each case, the assignment is for one fiscal year. In addition, the system checks the actual and commitment data (debit and credit sides) for each responsibility area. The ultimate aim of Funds Management is to compare actual data with the existing budget and to highlight any variances which have occurred.

The Differences Between Cash Budget Management and Cash Management

Cash Budget Management differs from Cash Management in the following respects:

- **Planning Interval**

  Cash Management deals only with the short-term liquidity of a business, while Cash Budget Management is concerned with the medium term and long term.

- **Division of Revenues and Expenditures**

  Cash Management divides revenues and expenditures by customer and vendor group, while, in Cash Budget Management, the division is by revenue and expenditure item.

- **Financial Budgeting**

  Planning is not possible in Cash Management, but you can use Cash Budget Management to plan payment flows for any periods you want.

The following graphic illustrates these differences:

Cash management + forecast	CBM
Opening balance	Opening balance
Revenues — Customer group — Customer group ... Expenditures — Vendor group X — Vendor group Y ...	Revenues — Sales revenues — Disposals — Other Expenditures ... — Material — Human resources — Taxes
Closing balance	Closing balance

The Differences Between Cash Budget Management and Financial Accounting

In Financial Accounting, business transactions with an effect on liquidity are posted to cash and bank accounts without any distinction being made between them. In Cash Budget Management, inventory, revenue, and expenditure items are displayed separately.

The graphic below illustrates this split:
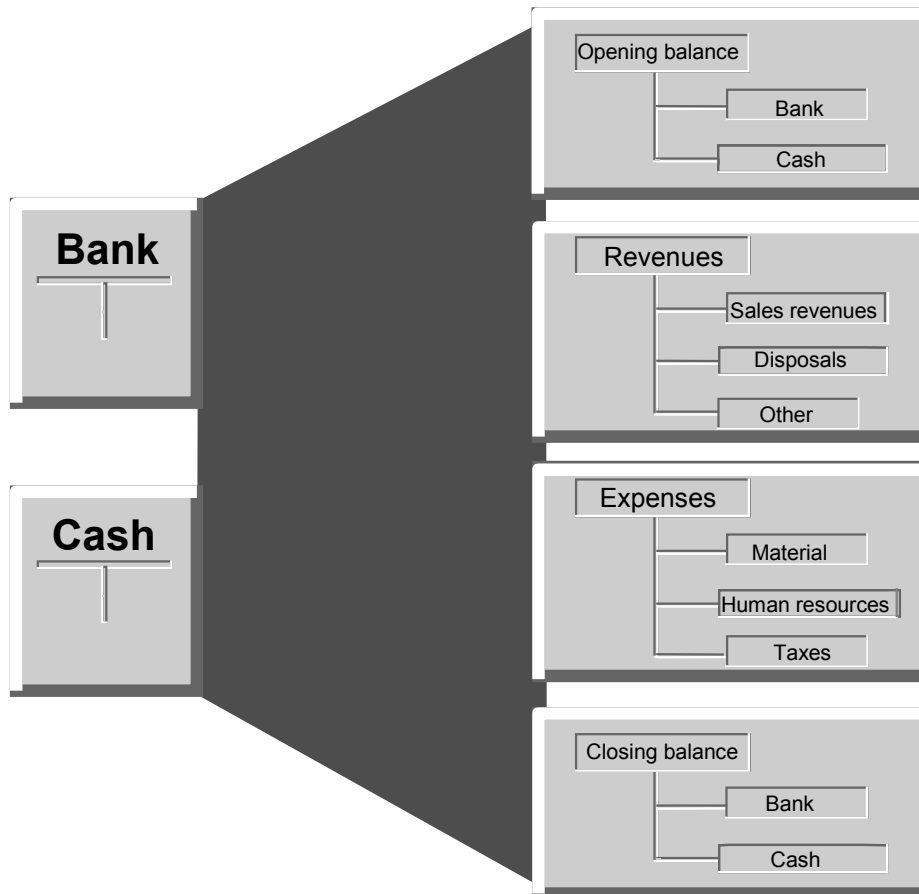
Cash Budget Management Integration

Funds-relevant business transactions flow from the feeder systems into Cash Budget Management.

The feeder systems are:

- Financial Accounting
- Materials Management

The relevant posting data flows into Cash Budget Management as actual or commitment data. There, the data is compared with the available budget.

Example 1:

You post a cash receipt. This business transaction is displayed as a revenue item in Cash Budget Management. There is also a change in the bank account balance.

Example 2:

You deliver some goods. From this point on, you expect to receive money in your bank account. Between delivery of the goods and receipt of the money (= payment), a range of further transactions can occur, without any money actually moving. For example, you might issue an invoice to the customer, or receive a bank clearing document.

Cash Budget Management displays both realized and unrealized cash flows, so that you can monitor how future cash flows will affect the liquidity of your business. To this end, the information system contains appropriate reports. For more information, read Cash Budget Management Information System [Page 76].

The following business transactions are among those supported by Cash Budget Management:

- From Financial Accounting:
    - Actual values in relation to payments in and out
    - Commitment values re bank clearing (debit and credit sides)
    - Commitments arising from invoices issued and received
    - Commitments re down payments (debit and credit sides)
    - Commitments re down payment requests (debit and credit sides)
- From Materials Management:
    - Commitment data from goods receipts, goods issues, and deliveries
    - Commitments arising from purchase orders

Funds reservations and **payment transfers** entered in Cash Budget Management.

Configuring Cash Budget Management

For the purpose of installing R/3, upgrading the system, or changing releases for the Cash Budget Management component and all other applications, the SAP System includes an implementation guide (IMG), which is available online.

Among the specifications you can make using the Cash Budget Management implementation guide are the master data, actual transactions, or financial budgeting.

You generally enter the system settings using customizing projects, which you must create using the customizing menu. Use transaction SPRO to reach the IMG, then choose *SAP Reference IMG* to see all the implementation guides available in the SAP System, divided in the same way as the R/3 function tree. The implementation guide for Cash Budget Management is under the "Treasury" node. You can use the R/3 function tree to specify which functions you want to implement in your business. To this end, you create the "company IMG", containing exactly those implementation guides or customizing functions which are relevant to you. From the company IMG, you then generate the implementation project, where you can choose the customizing functions relevant to your needs. You can generate different implementation projects if you wish, containing different customizing functions. You might, for example, create one containing all "Required activities" and another containing all "Optional activities". The implementation project can be a simple duplicate of the company IMG.

> Depending on what view you generate in the implementation project, only some of the customizing functions will be available to you, not all of them.

From an IMG structure, you can:

- Read the documentation you need to execute the customizing function

- Start the customizing function

For more information on system implementation and working with the IMG, read the Customizing manual. To access this, choose *Help → Application Help*.

The Cash Budget Management IMG contains a detailed description of what you have to do to implement that part of the system.

Financial Management Areas (FM Areas)

In the SAP System, you can define organizational units specific to your business, in each case from the specific viewpoint of the relevant application.

Example:

In the Financial Accounting application (FI), you can define organizational units from the accounting point of view.

In the Cash Budget Management application, you can define organizational units from the financial point of view.

Due to the high level of integration in the SAP System, you must link these organizational units across the applications, by assigning them to each other.

Example:

You must assign the organizational units in Financial Accounting to the organizational units in Cash Budget Management, so that postings made in Financial Accounting can be recorded in Cash Budget Management too.

The following organizational units are available in these applications:

- In Financial Accounting: the **company code**

- In Cash Budget Management: the **financial management area**

Company Code

The company code is used to split a business from the accounting point of view. It represents the independent accounting unit in accounting.

Financial Management Area

In Cash Budget Management, you will be working with financial management areas (FM areas) not company codes.

The FM area is the commercial organizational unit, within which cash budget management and financial budgeting are conducted. It structures the business as viewed from Cash Budget Management.

In order to take advantage of the integration in the SAP System, you must link your FM areas with organizational units in other applications. For example, if, when creating a financial accounting document, you assign it to, say, a commitment item, the system has to determine an FM area before it can transfer the data to Cash Budget Management. For this to happen, you must define how the relevant FM area is to be determined.

The FM area is determined from the company code. You assign FM areas to the company codes where you want to carry out cash budget management. One or more company codes can be assigned to an FM area.

You can choose to have different currencies in your company codes. You can also choose an FM area currency which is different from those in any of the company codes.

Financial Management Areas (FM Areas)

TR-FM

FM Area 1
- Lang.: G
- Currency: USD
- FY variant: A7

FI

Company code 1
- Chart of ac.: IKR
- Currency: DEM
- FYV: A4

Company code 2
- Chart of ac.: US1
- Currency: USD
- FYV: A4

Company code 3
- Chart of ac.: JP1
- Currency: YEN
- FYV: A3
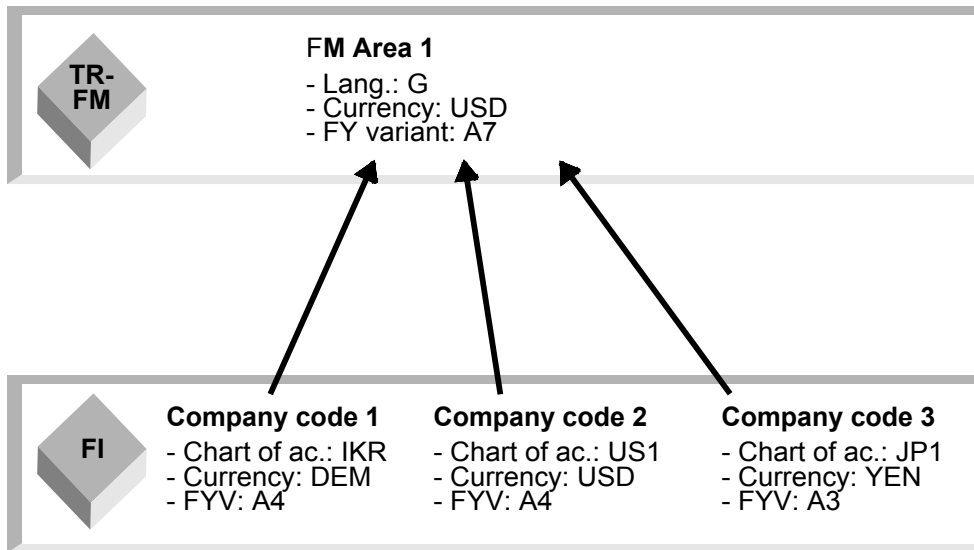
Creating FM Areas and Assigning Company Codes to FM Areas: Cash Budget Management

You create your FM areas in the "Enterprise Structure" implementation guide under *Structure Maintenance → Defintion*. To define an FM area, enter a four-character code, a name, and an FM area currency. For more information, read the implementation guide.

The standard system contains FM area 0001.

Having created your FM areas, you must then assign each company code relevant to Cash Budget Management to FM areas. You can combine several company codes under one FM area. To this end, you must assign the company codes you want to combine to the same FM area. To do this, go to the Enterprise Structure IMG and choose *Maintain Structure → Assignment → Financial Accounting → Assign company code to financial management area*. The implementation guide contains more detailed information on what is involved.

In the standard system, FM area 0001 is already assigned to company code 0001.

> The FM areas and assignments which you enter apply to both Cash Budget Management and Funds Management.

You define the functional features of your FM areas in the implementation guide. For each of your FM areas, you must:

- Define fiscal year variants

- Define plan profiles

- Expand the number range for posting actual/commitment data as necessary

For more information, read the Cash Budget Management implementation guide.

Notes on this Document: Cash Budget Management

You should read this document in conjunction with *FI General Ledger Accounting, FI Accounts Receivable, FI Accounts Payable, MM Inventory Management, MM Purchasing Guide*, and the Cash Budget Management implementation guide.

Basic Data

Purpose

This component includes all the functions you need to be able to reproduce business transactions in your business, split into revenue, expenditure, and balance items.

For more information on commitment items, read. Business Object: Commitment Item [Page 21]

Implementation Considerations

You must create commitment items (account assignment items) in the system before you can use Cash Budget Management.

Before you can create commitment items, you must define an FM area.

Integration

The commitment items or commitment item hierarchies which you define in Cash Budget Management are also available for use in Funds Management. The advantage of this, if you use both systems, is that you only need to create the commitment item hierarchy once. The disadvantage is that changes made to the items or the hierarchy for Cash Budget Management also affect Funds Management.

For actual/commitment data from the feeder systems to be recorded in Cash Budget Management, you must store the commitment items (account assignment items) in the company code section of the G/L account masters. For more information, read Assigning Commitment Items to G/L Accounts [Page 63] .

Features

Maintaining Basic Data

You process and maintain basic data or hierarchies using the SAP network graphics. For detailed information, refer to: SAP Network Graphics [Ext.].

Regulating Basic Data Maintenance

You can use authorizations to regulate master data maintenance by granting authorizations for displaying, creating, changing, and deleting commitment items in Cash Budget Management.

For details, read: Authorizations [Page 37]

Recording Data

In the commitment item master record, you define control parameters required to:

- Control the processing of posting data, so that the actual/commitment values from the feeder systems (Financial Accounting, Materials Management) can flow into Cash Budget Management

- Split the actual/commitment values from the feeder systems into revenues, expenditures, and balances

- Split the plan values into revenues, expenditures, and inventory stocks

- Display the actual, commitment, and plan values correctly in the information system.

For details, read: Integration [Page 50]

Basic Data

Time Dependencies

For commitment items, you can define periods of time, in which the "Name" and "Description" have different characteristics. For more information, read Time Dependencies in Account Assignment Items [Page 34]

Change History/Change Documents

You can display a change history for each commitment item, showing who created it and who made the last change. In addition, you can generate change documents showing the field which has changed, and the values before and after the change.

SAPscript Connection

You can enter a long text for each commitment item.

Constraints

Changes to commitment item hierarchy relationships are not recorded in the change documents. For this reason, do not make any changes to the hierarchy once you have gone live.

Business Object: Commitment Item

Definition

The basis data object in Cash Budget Management is the "commitment item".

Use

With commitment items, you can divide business transactions affecting liquidity in your business into revenue, expenditure, and balance items.

Structure

Commitment Item Hierarchy

Commitment items are arranged in hierarchies. A distinction is drawn between account assignment items and summarization items.

Account assignment items make up the lowest level in the commitment item hierarchy. It is here that planning takes place and postings are made in the Cash Budget Management feeder systems (Financial Accounting, Materials Management).

Summarization items are necessary for setting up a commitment item hierarchy. You define a hierarchy by combining account assignment items at various summarization levels you decide yourself. A commitment item becomes a summarization item when you assign other commitment items to it. These may be account assignment items or other summarization items.

You cannot plan in a summarization item, nor can you post to it. Data is totaled up, using the bottom-up principle, from the account assignment items to the summarization item and can be displayed in the information system.

The contains an example which illustrates this.

Commitment Item Master Record

You must define an item category and financial transaction in each commitment item master record. The item category controls whether the commitment item is a revenue, expenditure, or balance item. The financial transaction is important when data is being recorded in Cash Budget Management. Commitment items with the same root in the hierarchy must have the same item category and financial transaction. When you create a commitment item within the hierarchy, the system automatically takes over the item category and financial transaction from the relevant higher level item. This ensures that, for example, a revenue item is not placed below an expenditure item in the hierarchy.

Example: Commitment Item Hierarchy

Expenditure Hierarchy	Revenue Hierarchy

Expenditures — Top item

Materials

Personnel

Aux.mats

Raw mats

Glue

Oil

Wood

Leather

Direct wages

Aux. wages

Salaries

Revenues — Top item

Sales revenues

Cash disc. received

Extraordinary income

Symbol for summarization item

Symbol for account assignment item
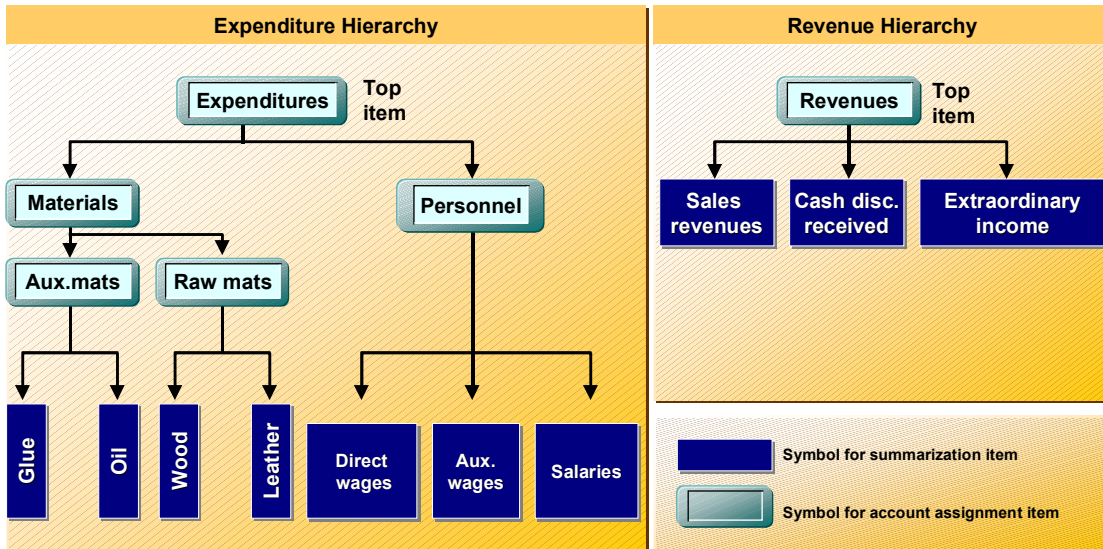
Processing Commitment Items

Purpose

You can create, display, and change individual commitment items and commitment item hierarchies.

Features

There are two ways of processing commitment items:

1. Individually: you process each account assignment item and summarization item separately.

2. Hierarchically: you use SAP Network Graphics to process account assignment items and summarization items.

The table below shows the different functions made available by these two options:

Compare Functions: Individual Maintenance - Hierarchy Maintenance

Function	Individual Maintenance	Hierarchy Maintenance
Account assignment/summarization item		
Change, create, display	✔	✔
Copy, detach and reattach, delete		✔
Subtree		
Detach and reattach, delete		✔

For detailed information on the SAP Network Graphics, read the instructions in the Basis documentation. Go to the R/3 Library and choose *BC→ Frontend Services → Graphics*.

Activities

For information on creating commitment items, refer to:

Creating Top Commitment Items: Cash Budget Management

The top item (the "root") in a commitment item hierarchy or subhierarchy is a summarization item. To create this item, proceed as follows:

1. In the Cash Budget Management application menu, choose *Master data* →
   Commitment item → *Hierarchy* → *Maintain.*

   You then see the initial screen for master data maintenance.

2. Enter your FM area and press ENTER.

   You only store a top item if you want to edit a subhierarchy within the overall hierarchy.
   For more information, read Selecting Subtrees in the Commitment Item Hierarchy: Cash
   Budget Management [Page 30].

   The system loads the hierarchy graphics.

3. Position the mouse pointer in the node area and click the symbol for summarization
   items. As the top commitment item is a summarization item, you must select the
   quadrilateral with rounded corners in the node area.

   As soon as the pointer is placed on a node, it becomes cruciform in shape.

   The display area shows a selection frame, which you can move by moving the mouse.

4. Move the frame into the display area and select the item you want to use as the root.

   This accesses the master data maintenance request screen.

5. The system prescribes the FM area, for which you now define the commitment item
   which is to act as the root of the hierarchy. You can specify the commitment item as a
   ten-character alphanumeric code.

6. Choose *Continue*.

7. Enter the following values:

– *Name*

– *Item category*

   Enter key **1** for an inventory item, **2** for a revenue item, and **3** for an expenditure
   item.

– *Financial transaction*

8. Return to the graphics; the data is now marked for saving.

   The request screen for master data maintenance is displayed.

   The commitment item is created as a root.

9. Save the master data and hierarchy relations you have created.

Inserting Commitment Items: Cash Budget Management

To insert commitment items in your hierarchy graphics, first carry out steps 1-3 as described in
Selecting Subtrees in Commitment Item Hierarchy Processing: Cash Budget Management [Page 30].

Then proceed as follows:

1. In the node area, select the node you want to insert in the display area.

   To insert a summarization item, choose the shape with the round corners.

   To insert an account assignment item, choose the shape with the square corners.

   In the display area, a selection frame then appears, which you can move by moving your mouse.

2. Position the frame on an existing node, so that you can enter your new commitment item as the first or last predecessor, left or right sibling, or first or last successor to the existing node.

   The request screen for master data maintenance is displayed.

3. This accesses the master data maintenance request screen. The system defaults the FM area. Define a new commitment item for the FM area. You can specify the commitment item as a ten-character alphanumeric code.

4. Choose *Continue* .

   This accesses the detail screen for maintaining commitment items.

5. Enter the following values:

   – Name

   – Item category

      The system automatically takes over the item category from the predecessor.

   – Financial transaction

      The system automatically takes over the financial transaction from the predecessor.

6. Return to the graphic. The data is flagged for you to save it.

   The commitment item you have created is inserted into the hierarchy.

7. Save the hierarchy.

Copying Commitment Items (Hierarchy Maintenance)

Prerequisites

You can only copy commitment items using hierarchy maintenance.

Procedure

1. Select a node in the display area.

2. Choose *Edit → Copy*.

   This brings you to the request screen for creating commitment items.

3. The system defaults the FM area. Define the new commitment item for the FM area. Choose *Continue*.

   The system displays the basic screen for maintaining the commitment item master record.

4. Enter data as required.

5. Choose *Back*.

   This returns you to the graphic. The data is flagged for you to save it. Depending on the settings you entered, the new node now appears as the first or last predecessor, left or right sibling, or first or last successor to the copied node.

6. Choose *Graphic → Save* to store the commitment item and its hierarchy relations.

Deleting Commitment Items: Cash Budget Management

To delete existing commitment items, proceed as follows:

1. Select the item you want to delete.

2. Choose *Edit* → *Delete*.

    The commitment item is deleted from the hierarchy.

    ⚠️

    Commitment items can only be deleted as part of hierarchy processing.

Before you can delete a commitment item, it must meet the following criteria:

- Summarization items: No plan values allocated yet

Account assignment items:

- Not yet defined in a G/L account master

- No plan values allocated yet

- No actual or commitment values posted yet

- Not a commitment item for unassigned revenues and expenditures

Connecting Commitment Items to the Hierarchy: Cash Budget Management

You can create nodes individually and then connect them to another node which is part of a commitment item hierarchy (as first or last successor; see menu path *Edit* → *Settings* → *Connect*).

To do this, you must first create a single commitment item (summarization or account assignment). You can do this in individual maintenance, or via the hierarchy graphics.

Then proceed as follows:

1. Choose *Edit* → *Connect*.

2. With the left mouse key, select the node in the hierarchy for which you want to insert this commitment item. Keeping the mouse key pressed down, draw a line to the commitment item you want to connect to the hierarchy.

    When you release the key, the commitment item is inserted in the hierarchy.

Detaching and Reinserting Commitment Items:

Prerequisites

- You have created commitment items in the system.

- You are in hierarchy maintenance.

- You have stipulated whether the node is to be inserted as the first or last successor. To this end, choose *Edit → Options → Connect*.

Procedure

1. Select the commitment item you want to cut out of the hierarchy.

2. Then choose *Edit → Detach.*

   The commitment item is removed from the overall hierarchy. If it is a summarization item, all the summarization and account assignment items subordinate to it are also detached.

   To reinsert the items or subhierarchies you have cut out, proceed as described in Linking Commitment Items with the Hierarchy: Cash Budget Management [Page 28].

Selecting Subtrees in the Commitment Item Hierarchy: Cash Budget Management

When maintaining a commitment item hierarchy, you can opt to select and edit particular subhierarchies. This is a simpler way of processing commitment items which are part of large hierarchies.

1. Enter an FM area and choose *Select subtrees*.

   This takes you to the commitment item hierarchy screen. This displays all the roots for the whole hierarchy. Double click the "+" field to expand the subtrees further. Select the top commitment items from the subtrees whose subordinate commitment items you want to edit in the graphics editor. Choose *Continue*. Choose *Continue* to edit (in the graphics editor) all the commitment items below the top commitment items selected.

2. Enter an FM area and enter the name of the top commitment item in a subtree in the field *Top item*. Then choose *Choose subtrees*.

   Having done this, you can only maintain the subtrees below this commitment item in the hierarchy which are offered for graphics editor processing in the *Commitment Item Hierarchy* screen.

3. In the *Top item* field, enter the name of the top commitment item from a subtree, then choose `Continue`.

   This takes you directly to the graphics editor, where you can edit all the subtrees or commitment items below the top commitment item you have specified.

Changing Commitment Item Master Records: Cash Budget Management

You can change the data you have entered for a commitment item.

⚠️

If you change a root in the hierarchy, the whole tree is changed accordingly.

In the Cash Budget Management menu, choose *Master data* → *Commitment item* → *Account assignment* or *Summarization* → *Change*.

⚠️

Once Cash Budget Management is activated, or once you have posted or planned values to particular commitment items, you must not make any further changes to the control parameters (item category, financial transaction).

Creating Summarization and Account Assignment Items Individually: Cash Budget Management

You have the option of creating and changing account assignment and summarization items individually, without using the hierarchy graphics. You can use the same higher level summarization item, whether creating a summarization item or an account assignment item.

Proceed as follows:

1. `Go to the Cash Budget Management menu and choose` *Master data* → *Commitment item* → *Account assignment* or *Summarization* → *Create.*

2. Specify an FM area and define a new commitment item for it.

3. Choose *Continue*`.`

   This brings up the screen for maintaining commitment items.

4. Enter the following data:

   – *Name* (such as "Material")

   – Item category

   – Financial transaction

   – *Parent item*

      Do not make any entry in this field if you are creating the top commitment item in a hierarchy.

      Otherwise, enter the summarization item to which the item you are creating is to be subordinate.

5. Save your input.

   This procedure is only practical for small numbers of commitment items, or simple hierarchies. For larger or more complex structures, you should use the hierarchy graphics.

   Commitment items can only be deleted in the hierarchy graphics.

Further Functions in Commitment Item Maintenance:

Use

SAP offers a range of functions which make maintaining and managing commitment items easier.

Features

The following additional functions are available in commitment item maintenance:

To:	Choose:
Enter long texts	*Extras → Long text*
Stipulate time dependency for account assignment items	*Goto → Analysis period*
Display the validity period in account assignment items	*Goto → Drilldown*
Display change history	*Environment → Change history*
Display change documents	*Environment → Change documents*

For more information , read Time Dependencies in Account Assignment Items [Page 34]

Time Dependency in Account Assignment Items: Cash Budget Management

For account assignment items, you can define periods of time, in which the "Name" and "Description" have different characteristics.

Let the name of an account assignment item be:

November 1, 1997, to December 31, 1997: Books

July 1, 1997, to October 31, 1997: Typewriters

January 1, 1997, to June 30, 1997: Computers

To work with time dependencies, proceed as follows:

1. First, create your commitment items.

2. Having created your account assignment items, you must then go to the change mode and make the changes you want. **This is the only way to maintain time intervals.**

The system automatically enters a maximum analysis period January 1, 1900, to December 31, 1999, for each account assignment item which you enter. You can change this by entering new time intervals for an existing account assignment item.

To do this, go to the basic screen for changing account assignment items and choose *Edit* `(r)` *Analysis period.* This brings up a dialog box, where you choose the function key O*ther analysis period.* Enter the analysis period you require. You then return to the basic screen for changing account assignment items. Her, you can change the name and/or description of the account assignment item. In this way, you can maintain multiple, time-dependent data records for one account assignment item.

You create an account assignment item, to last from January 1, 1900, to December 31, 1999. You then change the object by defining different attributes for the period January 1, 1998, to December 31, 1998. This means that there are now three data records in the system:

- One for the interval from January 1, 1999, to December 31, 1999

- One for the interval from January 1, 1998, to December 31, 1998

- One for the interval from January 1, 1900, to December 31, 1997

When creating time-dependent master records, make sure that contiguous intervals differ from each other in at least one attribute. There must be no gaps between the intervals. You cannot delete time intervals.

If you have already defined more than one time interval for an account assignment item, you can branch to a time-interval list display from the request screen for changing account assignment items. You can select and process particular time intervals from the list. If you do not select any particular time interval, the description and name fields contain "+".

Double click these fields to display a list of all the existing names, and the time intervals applying to them.

Time Dependency in Account Assignment Items: Cash Budget Management

In the hierarchy graphics, account assignment items with time-dependent attributes are marked with "*".

Master Data Indices in Cash Budget Management

You can display the following overview lists of the master data you have created:

- Commitment item hierarchy, represented in a tree structure

- Commitment item master record data

- Assignment of commitment item to G/L account

To create a master data index, go to the Cash Budget Management menu and choose *Information System* → *Master data index,* then select the index you want.

Alternatively you can choose the following path from the general R/3 menu: *Information Systems* → *Accounting* → *Treasury* → *Cash budget mgt* → *Report selection* → *Master data indices*

Authorizations

Use

By allocating authorizations, you determine which objects your personnel may process and what processing functions they may use.

Features

For detailed information on the authorization concept in Cash Budget Management, read:

Object Authorization Objects in Cash Budget Management [Page 39]

Object Authorization Profile [Page 38]

Allocating Authorizations [Page 41]

Authorization Checks in Cash Budget Management [Page 43]

Object Authorization Profile

Definition

Profiles consist of authorizations, combined for one work center.

Use

You can define different authorizations for different personnel, combine them in profiles, and assign the profiles to individual employees in the appropriate master records.

You may need to make changes if you have changed the authorizations necessary for a work center. To make them, proceed as follows:

- You can change the authorizations. The changes take effect in all the profiles to which you have assigned these authorizations. In turn, the changes take effect for all employees to whom the profile in question was assigned.

- You can expand the existing profiles by adding authorizations. The change applies to all employees to whom the profiles were assigned.

If you want to create a user master record for a new employee, you can copy the master record of a user with similar responsibilities. The system then also takes over the profiles in that user's master record.

Structure

The standard system contains the authorization F_FICA_ALL, to which all three of the authorizations included as standard in the SAP System for Cash Budget Management have been assigned.

Authorization Objects in Cash Budget Management

The Cash Budget Management component is delivered with ready-defined authorization objects. These are described in the topics which follow. You define authorizations for these objects by making the necessary entries in the fields for the objects. If you do not want to enter any constraints, just type "*" in the appropriate field.

> The three authorizations for FM area, commitment item, and version apply to both Cash Budget Management and Funds Management. There are additional Funds Management authorizations for the funds center, fund, and budget object.

Example: Commitment Item Authorization

Authorization Object

Cash Budget Mangement/Funds Management commitment item

Technical Name

F_FICB_FPS

Fields

Commitment item

FM area

Activities

Create

Change

Display

Delete

Enter plan

Post

and so on.

You can distinguish the permitted activities very finely by entering different combinations of fields and activities as appropriate. So, for example, you can permit creation and changing of commitment items in some FM areas, while allowing only display in others.

Allocating Authorizations

Purpose

By allocating authorizations, you determine which objects your personnel may process and what processing functions they may use.

Process Flow

Allocating authorizations is a multi-step process:

1. Define authorizations

   You define an authorization by listing the objects (such as FM areas and commitment items) and activities (such as Create, Change, and Delete) allowed for a delivered authorization object. You can define several authorizations for each authorization object.

   You can use the authorizations supplied by SAP, and change them as required, or you can define new ones.
   To define new authorizations, go to the main R/3 menu and choose *Tools* →
   Administration → *Maintain users* → *Authorizations.* Select "Treasury" from the resulting list of object classes. Then choose the object for which you want to define one or more authorizations. To define new authorizations, choose *Authorization* → *Create* and enter the values you want in the appropriate fields.

2. Then combine authorizations into an authorization profile.

   To maintain profiles or to assign authorizations to profiles, go to the main R/3 menu and choose *Tools* → *Administration* → *Maintain users* → *Profiles.* Use the *Create work area* pushbutton to create new profiles and insert the authorizations you have defined into them.

3. Enter one or more authorization profiles in the relevant user master record.

   You must create a user master for every employee. Here, you enter, among other things, the profiles containing the authorizations you want that employee to have. To maintain user master data, go to the main R/3 menu and choose *Tools* → *Administration* → *Maintain users* → *Users.*

The graphic below illustrates the link between user master records and profiles.
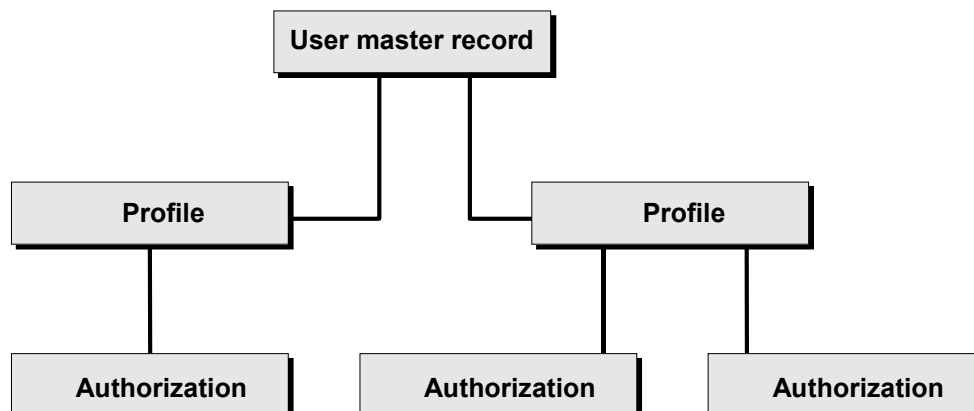
Allocating Authorizations

You can then combine profiles into "composite profiles".

Authorization Checks in Cash Budget Management

Each time you try to use a particular activity in a particular object in Cash Budget Management, the system checks if you have appropriate authorization.

The authorization checks always relate to the entries you have made. If you have all the relevant authorizations, you can progress to the next step. Otherwise, the system rejects further processing.

The authorizations in Cash Budget Management are checked in the following order:

1. Version authorization
2. FM area authorization
3. Commitment item authorization

The Example [Page 44] illustrates how the program conducts the authorization check for the "Enter plan" activity.

Example: Authorization Checks When Entering Plans

In the "Create plan" activity, you can make the following entries in the initial screen:

Cash Budget Management: Change Financial Budget

FM area: 0001	2. Activity allowed for FM area
Version: 001	1. Activity allowed for version
Fiscal year: 1995	
Commitment item: 11111	3. Activity allowed for commitment item
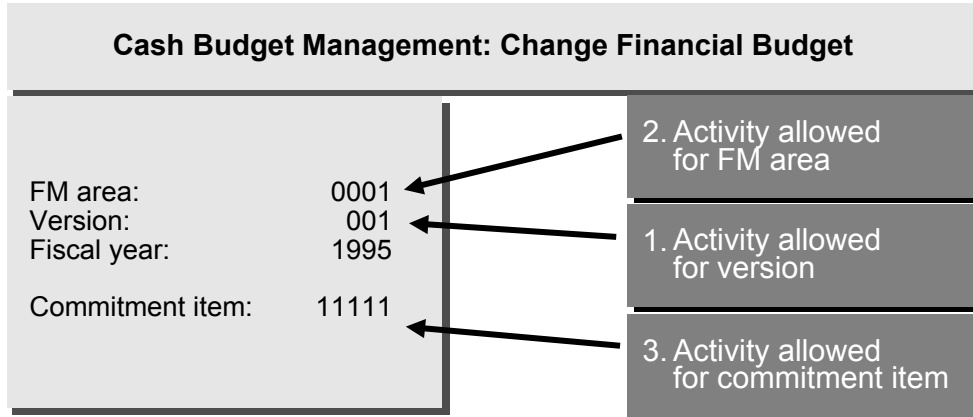
The authorization check runs as follows:

Cash Budget Management - Authorization Check

1 | **Activity allowed for version 001 ?** → **no** → **Processing rejected**

↓ **yes**

2 | **Activity allowed for FM area 0001 ?** → **no** → **Processing rejected**

↓ **yes**

3 | **Activ. allowed for cmmt item 111111 ?** → **no** → **Processing rejected**

↓ **yes**

PROCESSING ALLOWED
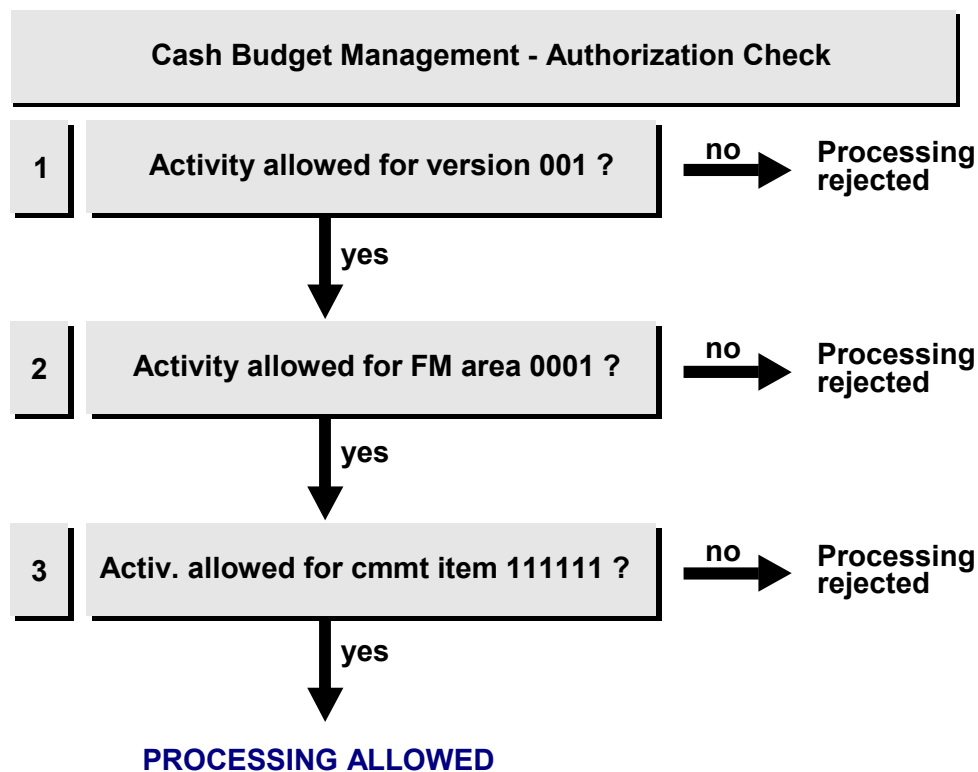
Planning

Purpose

With financial budgeting, you can plan payment flows (revenues and expenditures) for any period you want.

Features

Plan Profile

The plan profile combines the planning control parameters; you define it in Customizing. To carry out planning, you must either create a plan profile of your own or use an existing one. For more information, go to the Cash Budget Management IMG and read the documentation on maintaining plan profiles.

Plan Versions

In practice, the information you have about your company's planned revenues and expenditures will change constantly. This makes it a good idea to have more than one plan version. Cash Budget Management offers you a flexible planning tool where you can create several plan versions showing payment flows. The individual plan versions are stored separately in the system and displayed in the information system. For information on the procedure, read Plan Versions [Page 46].

Financial Budgets for Commitment Items

There are two ways of entering financial budget data:

1. The item overview shows all the commitment items in the selected fiscal year for which planning is possible. Maintain these as required.

2. In the period overview, you can plan all the periods for one commitment item. You can choose whether the fiscal year is split into days, weeks, or months. The system derives the schedule line from the fiscal year variant assigned to the FM area you are planning.

For more information, read Entering Plan Values [Page 47]

Adjusting Plan Values

You can adjust your plan values - that is, you can increase or decrease them by a given amount or percentage. A simple way of creating different plan versions is to copy a version and then adjust the plan data in it. For information on the procedure, read Plan Versions [Page 49].

Plan Versions

Use

You can use plan versions to plan and display different payment flow scenarios. Plan versions are a necessary prerequisite for allocating plan values in the Cash Budget Management application menu. Planning is always based on a particular plan version.

Features

Plan versions are always defined on a cross FM area basis.

You can use the plan versions supplied by SAP or create your own.

Activities

You can create your own plan versions at the following points:

Cash Budget Management Menu

Choose *Financial Budgeting* → *Plan version* → *Create*.

Cash Budget Management and Financial Budgeting IMG

Choose *Planning* → *Define plan versions*.

Entering Plan Values

Use

You can enter and plan commitment items individually in financial budgeting. To make this task easier, the system includes a number of functions you can use to enter values for more than one item at a time.

Prerequisites

- A plan profile must have been defined for the FM area you want to plan.

- There must be a plan version in the system because planning is always based on a plan version.

- You can only enter values for commitment items of the following type:

    Account assignment items

    Financial transaction 30

    Commitment item category: revenue or expenditure

Features

You can enter plan values for a number of commitment items in one of the following ways:

1. In the item overview, you can plan all the commitment items for one fiscal year. The program distributes the annual value to the individual periods according to the distribution key entered.

2. In the period overview, you can enter plan values for individual periods in the fiscal year for one commitment item.

See the Graphic [Ext.] for an illustration of the two methods of entering values.

Activities

For information on the procedure, read Planning Commitment Items [Page 48].

Financial Budgets for Commitment Items

You can enter and plan commitment items individually in financial budgeting. However, as companies more usually plan for more than one commitment item at a time, it is better to proceed as follows:

1. In the Cash Budget Management menu, choose *Cash budget* → *Maintain.*

   This brings up the planning request screen.

2. Enter an FM area, fiscal year, a particular plan version, and an interval of commitment items.

   This brings you to the item overview, which lists all the commitment items in the interval.

   If you have created a commitment item hierarchy, the commitment item overview shows only the account assignment items.

3. There are two ways of proceeding from the item overview:

   – You can enter a plan for one period, covering several commitment items. In this case, you enter your plan values directly in the item overview.

   You can enter either overall values for a particular fiscal year, or enter a plan for a number of periods in a fiscal year. Choose *Goto* → *Annual values* or *Goto* → *Period values.*

   When entering period values, choose *Goto* → *Period* to select the period for which you want to plan.

   – **You can enter a plan for one commitment item, covering several periods**. To do this, select the items in the overview for which you want to enter a plan.

   Choose *Goto* → *Period overview* to proceed to the screen where you enter your plan values.

   If you enter an overall total in the lower part of the screen and then enter a distribution key (the standard system proposes key 1), the value is automatically distributed over the displayed period, as specified in the distribution key. Alternatively, you can enter your plan values manually.

   You plan the commitment items in sequence. Use the *Next* function to pass to the period overview for the next commitment item selected. Plan this item and proceed in the same way until you have processed all the commitment items.

4. Save your plan values.

Adjusting Plan Values

Prerequisite

You are in the financial budgeting entry screen, in the plan version you want to change.

Procedure

1. Go to the overview of plannable elements and choose the commitment items whose plan values you want to adjust.

2. Then choose *Edit* → *Adjust.*

3. Enter the percentage or amount by which you want to adjust the current plan.

   If the adjustment is a decrease, enter minus sign ("-") after the figure.

Result

The selected plan values are changed by the specified percentage/amount.

Integration

Purpose

This component contains all the functions so that business transactions posted in Financial Accounting (FI) and Materials Management (MM) can be also be recorded in Cash Budget Management (CBM). The data is recorded in Cash Budget Management as commitment and actual data, and can be displayed in the CBM information system. Data entered before the invoice is issued/received is commitment data. All other data is actual data.

Features

Integration with Other Components of the R/3 System

For integration with...	You require...
Financials	
G/L account postings	G/L Accounting (FI-GL)
Vendor postings	Accounts Payable (FI-AP)
Customer postings	Accounts Payable (FI-AR)
Asset postings	Asset Management (FI-AM)
Materials Management	
Purchase requisitions	Purchasing (MM-PUR)
Purchase orders	External Services (MM-SRV)
Invoice receipts	Invoice Verification (MM-IV)

See Business Transactions [Page 56] for a list of all the business transactions currently supported by Cash Budget Management.

If you post to a particular G/L account, the posting is simultaneously recorded in the commitment item stored in it. The control parameters determine how and where the values are recorded in Cash Budget Management. For more information, read Principle Governing How Data is Recorded [Page 51]

All the amounts are displayed in the information system under a particular value factor (example: payment), and as balance, expenditure, or revenue item. For more information on this, see Displaying Data in the Information System [Page 53].

Principle Governing How Data is Recorded

Use

When you post business transactions in the feeder systems (FI and MM), the posting data can be recorded in Cash Budget Management too.

Prerequisites

For data to be recorded in Cash Budget Management, you must always enter an additional account assignment (commitment item or funds reservation) when posting data in the feeder systems. **You must first define the account assignment items used in the G/L account. Data posted in the feeder systems will not be recorded in Cash Budget Management unless you do this.**

For more information on entering account assignment objects, read Assigning Commitment Items to G/L Accounts [Page 63] .

Features

If you post to a particular G/L account, the posting is simultaneously recorded in the commitment item stored in it. The control parameters determine how and where the values are recorded in Cash Budget Management.

Viewed from Cash Budget Management, business transactions which follow on from each other chronologically and reference one scenario make up a chain. The link between the business transactions is the financial transaction. This reference can only be created by means of clearing procedures. The financial transaction and clearing procedure are linked as follows: Each posting addresses various G/L accounts, each of which has a commitment item assigned to it. The financial transaction is entered in the commitmen item master record.

The example below illustrates how the chain is formed in the case of a goods delivery:

Business Transaction	Posting Record	Financial Transaction
Invoice receipt	Expenditure relating to accounts payable	30 60
Outgoing check	Accounts payable to bank clearing	60 80
Bank posting	Bank clearing to bank	80 90

Correctly maintained CBM-relevant G/L accounts are essential for the data to be recorded. The most important thing is for the correct financial transactions to be defined in these G/L accounts. The principle which governs data recording in Cash Budget Management cannot function if you enter the same financial transaction for each commitment item G/L account. For a list of G/L accounts and control parameters for the commitment items defined in them, read Example [Page 60]

Principle Governing How Data is Recorded

Activities

To define account assignment items in your G/L accounts, choose *Accounting* → *Financial accounting* → *General ledger* → *Master records* → *Change*. The *Commitment item* field is part of the *Bank/financial* details in a G/L account.

Displaying Data in the Information System

Use

All the amounts are displayed in the information system under a particular value factor (example: payment), and as balance, expenditure, or revenue items.

Prerequisites

For data to be recorded in Cash Budget Management, you must always enter an additional account assignment (commitment item or funds reservation) when posting data in the feeder systems. You must first define the account assignment items used in the G/L account. **Data posted in the feeder systems will not be recorded in Cash Budget Management unless you do this.**

For more information on entering account assignment objects, read <u>Assigning Commitment Items to G/L Accounts [Page 63]</u> .

Features

The coordinates for displaying amounts in the information system are determined using the control parameters defined in the commitment item master record. Each posting addresses at least two G/L accounts and, hence, at least two commitment items. The system determines the coordinates for displaying amounts in the information system as follows:

The **column** in which posted amounts are displayed is derived from higher financial transaction, or, put more precisely, from the value categories referenced by this higher financial transactions.

The **line** in which the amounts appear in reporting is derived from the item category and value categories assigned to the lower financial transaction.

Assigning Commitment Items to G/L Accounts

Use

For data to be recorded in Cash Budget Management, you must always enter an account assignment when posting data in the feeder systems.

Features

If you do not define a commitment item in the G/L account, you must specify one when entering a document; otherwise, the system cannot post the document.

You can determine any restraints on commitment item assignment to G/L accounts yourself. The table below shows the consequences this can have on the entry options displayed when you want to make postings in Financial Accounting:

System Configuration Information

If	Then
Commitment items are defined in all G/L accounts **AND** No changes are to be made to the commitment items	Do not change the commitment item in the input mask. Configuration is carried out in the Financial Accounting implementation guide (field status groups): The commitment item is marked *Hide*.
All commitment items are assigned to G/L accounts **AND** Changes to commitment items are permitted in particular cases	The system defaults the assigned commitment items when you post. Configuration is carried out in the Financial Accounting implementation guide (field status groups): The commitment item is marked *Optional entry*.
Not all commitment items are assigned to G/L accounts.	The system defaults the assigned commitment items when you post. You must enter any missing assignments manually when you post. Configuration is carried out in the Financial Accounting implementation guide (field status groups): The commitment item is marked *Optional entry*.

The table shows some combination examples. Other combinations are possible.

Do not mark the commitment item as a *Required* entry in the field status group. If you do, users are compelled to enter commitment items even when one is already defined in the G/L account concerned. For technical reasons, the system does not check the defined entry until after the required entry has been made.

> You can only post documents in Financial Accounting if every line in the document contains a commitment item. If you do not want to record a document in Cash Budget Management, you must enter a commitment item with financial transaction "30" in **every** line of the document.

Business Transactions from Cash Budget Management Feeder Systems

The following business transactions are currently supported in Cash Budget Management:

- All Financial Accounting postings, in which "real" financial accounting documents are produced. For example:

  – Actual values in relation to payments in and out

  – Commitment values re bank clearing (debit and credit sides)

  – Commitments arising from invoices issued and received

  – Commitments re down payments (debit and credit sides)

  – Commitments re down payment requests (debit and credit sides)

  Recurring entry documents are not integrated.

- From Materials Management:

  – Commitments arising from purchase requisitions

  – Commitments arising from purchase orders

  – Commitments arising from goods receipts

- Commitments re funds reservations

Examples

This section contains examples designed to illustrate how commitment and actual data is recorded.

For an example of a business transaction, its effect on the data recorded, and the display in the information system, read Recording Data [Page 58] .

For an example of the G/L accounts and control parameters which must be defined in the relevant account assignment items, see Default List [Page 60].

Recording Data

Business Transaction

You post an invoice receipt relating to an earlier goods receipt. The invoice is later cleared when payment is made. In the meantime, a bank clearing (outgoing check) is posted. This procedure leads to the following postings:

1. Post invoice (= vendor expenditure)
2. Post bank clearing (= vendor check payment)
3. Post payment (= check issue to bank)

Master Data

The following G/L accounts and commitment items are used:

G/L Account	Assigned Commitment Item	Financial Transaction	Item Category
Expenditure	Materials issue	30	3
Vendor	Accounts payable	60	3
Outgoing check	Outgoing check	80	3
Bank	Bank	90	3

Display in Information System

The first posting (expenditure to creditor) appears in the informaiton system as follows:

Vendor	
	100

Financial transaction: 60 = Post payables
Item category : 3 = Expenditure item

Expend.	
100	

Financial trans.: 30 = Post expend.
Item category: 3 = Expend.item
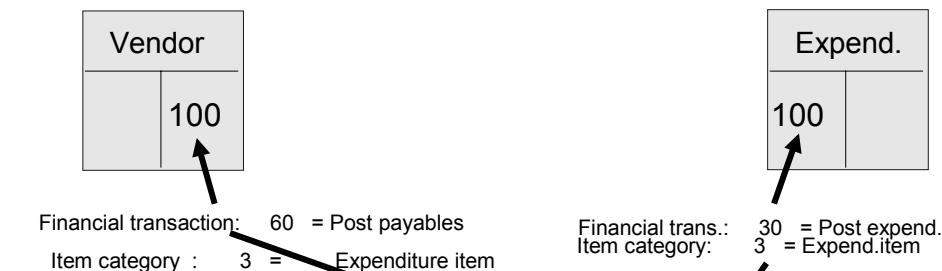
Report: Period 10

Item	Payments	Invoices	Purchase orders
Opening balance			
Revenues			
Expenditure		100	
Closing balance		100	

If the bank clearing or bank transfer by check is posted after the invoice, the amount in the information system moves from the "Invoice" column to the "Bank clearing" column.

If you then post actual data using the payment, the amount moves again, from the "Bank clearing" column to the "Payment" column. The line in the information system remains the same.

The following graphic illustrates the whole process:

Financial accounting document	Trans higher lower		Trans.	Commt item	Setting in report column/row
1 **INVOICE**					
Vendor line	X		60	Payables	Invoices
Expenditure line		X	30	Material issue	Material issue
2 **OUTGOING CHECK**					
Outgoing check line	X		80	Outgoing check	Bank clearing
Vendor line		X	60	Payables	Material issue
3 **PAYMENT OUT**					
Bank line	X		90	Bank	Payment
Outgoing check line		X	80	Outgoing check	Material issue

Proposal for G/L Accounts and Defined Commitment Items

The table below shows some examples of G/L accounts and the control parameters which you must define in the relevant account assignment items:

Account	Financial Transaction	Item Category
Revenues	30	2
Expenditure	30	3
IR/GR	40	3
Bank/cash	90	1
Accounts receivable	60	2
Accounts payable	60	3
Input tax	30	2
Output tax	30	3
Cash discount received	30	2/3
Cash discount paid	30	2/3
Price difference accounts	30	2/3
Assets:		
- Acquisitions	30	3
- Retirements	30	2

Prerequisites for Recording Data in Cash Budget Management

Use

A number of conditions must be met before data can be recorded in Cash Budget Management.

Features

Prerequisite	Use	Configuration	Documentation
Defining Account Assignment Items in G/L Accounts:	Prerequisite for data being transferred from the feeder system (FI, MM) to Cash Budget Management.	Master data maintenance in the *Financial Accounting* component	Assigning Commitment Items to G/L Accounts [Page 63]
Commitment Items for Unassigned Revenues and Expenditures:	If open items can no longer be assigned to a commitment item because there is no reference to earlier postings	CBM master data maintenance CBM implementation guide	Unassigned commitment items [Page 65] CBM implementation guide Integration → `Define commitment items for unassigned revenues/ expenditures`
Number ranges for actual transactions	For documents arising from payment transfers and funds reservations	CBM implementation guide	CBM implementation guide Postings → Funds Reservations/Payment Transfers *Define number ranges*
Taking over cash holdings	This is only necessary if you had installed Financial Accounting before installing Cash Budget Management.	CBM master data maintenance CBM implementation guide	CBM implementation guide Integration → R/3 Internal Data Transfer *Taking over cash holdings* Taking Over Cash Holdings [Page 66]

Prerequisites for Recording Data in Cash Budget Management

Defining fiscal years for cash holdings	Required for taking over posting data from the feeder systems	CBM implementation guide	CBM implementation guide Integration → `Define fiscal years for cash holdings`
Activating Cash Budget Management	When Cash Budget Management is activated, posting data from the feeder systems (Financial Accounting and Materials Management) is automatically passed on to Cash Budget Management, where actual and commitment data is recorded.	CBM implementation guide	Cash Budget Management implementation guide *Integration → Activate/deactivate Cash Budget Management*

Assigning Commitment Items to G/L Accounts

Use

For data to be recorded in Cash Budget Management, you must always enter an account assignment when posting data in the feeder systems.

Features

If you do not define a commitment item in the G/L account, you must specify one when entering a document; otherwise, the system cannot post the document.

You can determine any restraints on commitment item assignment to G/L accounts yourself. The table below shows the consequences this can have on the entry options displayed when you want to make postings in Financial Accounting:

System Configuration Information

If	Then
Commitment items are defined in all G/L accounts

AND

No changes are to be made to the commitment items | Do not change the commitment item in the input mask.

Configuration is carried out in the Financial Accounting implementation guide (field status groups): The commitment item is marked *Hide*. |
| All commitment items are assigned to G/L accounts

AND

Changes to commitment items are permitted in particular cases | The system defaults the assigned commitment items when you post.

Configuration is carried out in the Financial Accounting implementation guide (field status groups): The commitment item is marked *Optional entry*. |
| Not all commitment items are assigned to G/L accounts. | The system defaults the assigned commitment items when you post.

You must enter any missing assignments manually when you post.

Configuration is carried out in the Financial Accounting implementation guide (field status groups): The commitment item is marked *Optional entry*. |

The table shows some combination examples. Other combinations are possible.

Assigning Commitment Items to G/L Accounts

Do not mark the commitment item as a *Required* entry in the field status group. If you do, users are compelled to enter commitment items even when one is already defined in the G/L account concerned. For technical reasons, the system does not check the defined entry until after the required entry has been made.

You can only post documents in Financial Accounting if every line in the document contains a commitment item. If you do not want to record a document in Cash Budget Management, you must enter a commitment item with financial transaction "30" in **every** line of the document.

Unassigned Commitment Items

Use

A commitment item for unassigned revenues/expenditures is required if existing open items cannot be assgined to a commitment item because there is no posting reference.

Features

You create commitment items for unassigned revenues and expenditures as part of master data maintenance.

The commitment items for unassigned revenues and expenditures must have the following characteristics:

- They must both be account assignment items.

- They must both have financial transaction 30.

- One must have item category 2 (revenues) and the other item category 3 (expenditures).

- They can only be used for the purpose described above. You must not post to them or plan budgets for them.

- They must not be linked with the "normal" commitment item hierarchy or any subhierarchies.

Activities

After creating the two commitment items, use the Cash Budget Management IMG to assign them to the FM area in which you are working. For more information, go to the Cash Budget Management IMG and choose *Integration → Define commitment item for unassigned revenues/expenditures*.

Taking Over Cash Holdings

Use

You should only take cash holdings over from Financial Accounting if you already had Financial Accounting installed when you implemented Cash Budget Management.

Features

The term "cash holdings" refers to the "Bank" and "Cash" accounts. You must take these over for each company code to which an FM area is assigned.

The cash holdings taken over are posted to a particular commitment item, which you must create first as part of master data maintenance.

This commitment item must have the following characteristics:

- It must be an account assignment item.

- It must have item category 2 (revenue item) and financial transaction 30 (Post revenue, expenditure...).

- It must not be part of the commitment item hierarchy or any of its subhierarchies.

This commitment item may only be used for taking over cash holdings.

Activities

1. Create a commitment item **specifically for the purpose of taking over cash holdings** as part of Cash Budget Management master data maintenance. For details of how to create commitment items, read Processing Commitment items [Page 23]

2. In the Cash Budget Management implementation guide, choose *Integration → Internal R/3 data transfer → Take over cash holdings*. Enter the company code from which you want to take over the data and the commitment item which you have entered especially for this purpose.

Posting Business Transactions in Financial Accounting

All business transactions posted in Financial Accounting are recorded in Cash Budget Management too. Examples include:

- Actual values in relation to payments in and out

- Commitment values re bank clearing (debit and credit sides)

- Commitments arising from invoices issued and received

- Commitments re down payments (debit and credit sides)

- Commitments re down payment requests (debit and credit sides)

You post these business transactions in the Accounts Receivable, Accounts Payable, and General Ledger menus. For more information, read the documents *FI Accounts Receivable, FI Accounts Payable,* and *FI General Ledger Accounting.*

When you post a value, the system proposes the commitment item specified in the G/L accounts. You can use this, or overwrite it with another commitment item. When you post, the system creates one document for Financial Accounting and another for Cash Budget Management.

Posting Dates and Value Dates

Data is recorded in Cash Budget Management in periods which you can choose (months, weeks, days). The period into which a payment flow is entered is decided on the basis of the following rules:

Determining When Data Is Recorded

	If possible:	**Otherwise**
Bank document	Value date	Posting date
G/L account posting	Value date	Posting date
Accounts payable	Base date plus terms of payment	Posting date plus terms of payment
Accounts receivable	Base date plus terms of payment If you chose "Record payment history" in the customer master record, account is taken of this too.	Posting date plus terms of payment If you chose "Record payment history" in the customer master record, account is taken of this too.

Posting Business Transactions in Materials Management

The Materials Management transactions which are also recorded in Cash Budget Management are the ones you post in the Purchasing menu. To do this, go to the main R/3 menu and choose *Logistics* → *Materials Management* → *Purchasing.*

Purchase Orders

To post a purchase order, choose *Purchase order* → *Create.* To enter the Cash Budget Management assignments, choose *Item* → *Additional functions* → *Cash budget management.*

The expected payment date (delivery date + payment terms) determines which period the purchase order is entered in.

For more information on posting purchase orders, read *MM Purchasing*.

Goods Receipts/Invoice Receipts

To post the goods receipt for your purchase order, choose *Purchase order* → *Follow-on functions* → *Goods receipt.*

The goods receipt is **not** recorded in Cash Budget Management, meaning that the purchase order is displayed unchanged in the info system.

> In the event of an overdelivery, the purchase order commitment is automatically adjusted (the amount displayed in the info system under "Purchase order").
>
> In the event of an underdelivery, the purchase order commitment is only adjusted if the final delivery indicator is set.

To post the invoice receipt for your purchase order, choose *Purchase order* → *Follow-on functions* → *Invoice receipt.* A Financial Accounting document is created when you post the invoice receipt.

> In the implementation guide step "Check units of measure", you can set the "Value-based commitment" indicator. This indicator controls whether the commitment is managed on a value or quantity basis for the unit of measurement.
>
> If you do not set this indicator, commitment data is recorded based on quantity. If you do, it is recorded based on value.
>
> If you have stipulated in the implementation guide that units of measure are recorded based on value, you must set the final invoice indicator when posting the invoice receipt if the invoiced amount differs from the purchase order amount and:
>
> - This is the last invoice for this transaction
> - The total amount invoiced is less than the purchase order amount
>
> If you do not set the final invoice indicator, then the "Purchase order" column in the information system continues to show the difference between the invoice and purchase order amounts.

When recording on a quantity basis, on the other hand, the purchase order is always set to zero if the invoice refers to the whole purchase order quantity. Otherwise the final invoice indicator must also be set for it.

Posting Payment Transfers

Use

Payment transfers are transfers of actual data within Cash Budget Management; the data is that displayed in the payment column in the information system. In payment transfers, you are moving a particular amount from one commitment item to another.

> You might do this, for example, if you have accidentally posted a payment to one commitment item when it was actually another that was affected.

Prerequisites

Before you can enter payment transfers, you must first define number ranges for the relevant documents in the Cash Budget Management IMG. You cannot define number range intervals specifically for payment transfers. However, you can use number range 01 and extend it as necessary. For more information, go to the IMG and read the section on defining number ranges.

Features

You enter the payment transfer in the form of a document. The document header contains data which applies to the whole document. In addition, the document contains at least two transfer items: the item for the sender commitment item and that for the receiver commitment item. However, you can also transfer a payment from one commitment item to two or more commitment items.

> The sender and receiver commitment items must have the **same** commitment item category [Ext.]. In addition, all the commitment items affected must have financial transaction [Ext.] 30.

The functions for creating, changing, and displaying payment transfers are in the Cash Budget Management menu. For more information, read Processing Payment Transfers [Page 71].

You can archive payment transfers using archiving object FM_FUNRES. For details, read: Archiving Earmarked Funds (FI-FM) [Ext.].

Processing Payment Transfers

Creating Payment Transfers:

1. Choose *Accounting → Treasury → Cash Budget Mgt → Posting → Transfers → Create*.

2. Enter data as required.

3. `Confirm.`

4. In the next screen, you must enter at least on sender commitment item and one receiver commitment item.

   The sender and receiver commitment items must have the **same** commitment item category [Ext.]. In addition, all the commitment items affected must have financial transaction [Ext.] 30.

5. Save the payment transfer document.

The system issues a document number for the payment transfer. Document numbers are assigned internally to payment transfers.

Additional Functions:

You can enter a text for each document item by selecting the item and choosing *Detail*.

Displaying Payment Transfers:

1. Choose Accounting → Treasury → Cash Budget Mgt → *Posting → Transfers → Display*.

2. In the initial screen, enter the document number of the payment transfer you want to display.

3. Confirm.

   This brings you to the next screen, showing the original document in display mode.

Additional Functions:

Use the *Detail* function to display the text for each document item selected.

You can use the *Changes* function to access a history of the changes made to the document. The system displays an overview, showing, for each line item, who made the change, when, and the type of change made.

Analysis Reports

Use

Cash Budget Management includes a number of analysis reports which you can use to check the actual data.

Features

You can use these reports to compare the following data (CBM = Cash Budget Management):

- CBM totals data against CBM line items

- CBM totals data against CBM balance data

Activities

To access these reports, go to the Funds Management menu and choose *Tools → Analysis* reports. Then choose the report program you want.

Reconstructing Actual Data

Use

This function reconstructs actual data on the basis of data from the feeder systems. You can also reconstruct the funds reservation and payment transfer data.

You should reconstruct the actual data in the following instances:

- You already have Financial Accounting and now want to implement Cash Budget Management.

- The actual data in Cash Budget Management is defective and must be corrected.

- You have activated some company codes in an FM area, but left others inactive. You now activate them

- A company code has been deactivated in error.

Prerequisites

Running the data reconstruction program has organizational repercussions, as well as technical ones. For example, a lot of memory and disk capacity is required. Never run the report programs without backing up your data first. Always run the report programs in **background** processing.

Features

You must reconstruct the actual data for the whole FM area - that is, for all the company codes to which you have assigned the FM area.

The following report programs are available:

- Program for transferring data from Materials Management and Financial Accounting

- Program for transferring data based on funds reservation documents

- Program for transferring data based on payment transfer documents

- Program for transferring data from Materials Management

- Program for transferring all data from Financial Accounting

- Program for partial transfer of data from Financial Accounting

Activities

Before carrying out any of the steps, read the documentation in the *Internal Data Transfer* section of the Cash Budget Management IMG and the relevant report program documentation.

Reconstructing Actual Data: Comparison of Functions

Method	Procedure	Assessment
1. Restarting Cash Budget Management Without Reconstructing the Actual Data	The step *Delete actual data* in the Cash Budget Management IMG	**Advantage:** No need to reconstruct actual data **Disadvantage:** Initially, existing open items cannot be assigned to a commitment item or the financial transaction stored in it because the reference to the previous postings is missing. For this reason, they must be assigned to the commitment items for unassigned revenues and expenditures. This means the data in reporting is, for a time, of only limited use.
2. Reconstructing some of the actual data	The step *Take over part of data* in the Cash Budget Management IMG	**Advantage:** Unlike the first method, the time for which actual data in reporting is of limited use applies only to the period for which you do not reconstruct the actual data.
3. Reconstructing all of the actual data	The step *Take over all documents* in the Cash Budget Management IMG	**Advantage:** There are no open items which cannot be assigned to a commitment item or the financial transaction stored in it because the reference to the previous postings is missing. Once the actual data is reconstructed, the data is complete and correct for reporting purposes. **Disadvantage:** As the time needed to reconstruct the actual data is in direct proportion to the number of documents, you should not run this report program to process large numbers of documents.

Before carrying out any of the steps, read the relevant documentation in the Cash Budget Management IMG and the relevant report program documentation.

Overview of the Cash Budget Management Information System

You can use the Cash Budget Management information system to evaluate the data available in your system according to different criteria. In this process, the evaluations access the following different types of data:

- Master data

- Totals records

- Individual documents

Master data indices show you the structure of your dataset.

The **totals** records generated from the individual documents are the data basis for reporting. Here we distinguish between drilldown reports for drilldown reporting and standard reports.

Drilldown reports

You can evaluate the dataset according to key figures and all the characteristics contained in the data description using drilldown reporting. Examples of characteristics include FM area, commitment item and fiscal year.

The following types of key figure are available:

- Ccommitment/actual

- Opening balance

- Closing balance

- Financial budget

Every key figure exists in both FM area currency and in transaction currency.

Individual evaluations work as a dialog-oriented info system on the basis of the SAP-EIS technology.

Standard reports

For questions which are frequently asked, such as plan/actual comparison, SAP already provides several standard reports. You analyze the information which exists at document level using the line item reports.

You can call up the available overviews at various locations in the SAP System:

- In the Cash Budget Management menu by choosing *Info system* → *Report selection*

- In the general SAP R/3 menu by choosing via *Information systems* → *Accounting* → *Treasury* → *Cash budget mgmt* → *Report selection*

- In the general SAP R/3 menu via *Information systems* → *General report sel.* → *Treasury* → *Cash Budget Management* → *Report selection*

Report Selection Customizing

You define in Customizing whether the report display in the leaves

- Takes the form of a selection window

- Takes place on a separate screen

In addition, you can create new report trees or change existing ones, without regard to the standard report trees. You edit their structures and assign reports to them.

To do this, go to the Cash Budget Management implementation guide and choose *Information system* → *General functions* → *Create/change report selection.*

Creating/changing report trees

To create or change a report tree, enter the name of the report tree and choose *Create tree* or *Change tree*, as appropriate.

You can then use all the functions for displaying and changing report trees.

End node representation

In the initial screen for report tree configuration, choose *Extras* → *Control* to determine how the end node in the report tree is to be displayed. You can display the node in the overall screen or in a selection window.

Report Selection

The Cash Budget Management information system includes a hierarchical report selection known as a *report tree*. You can define this structure yourself, using it to collect the Cash Budget Management reports at a central point and divide them into a hierarchy.

The report tree has a standard interface for calling up reports of the following categories:

- ABAP/4 programs (including variants)
- Transactions
- Drilldown reports

> For Cash Budget Management SAP delivers the **FMCB** report tree as standard. This contains all the reports available for evaluating the data in Cash Budget Management. The standard report tree **FMCB** is valid throughout the system and should not be changed.

You can use the report tree as a template for creating a report tree tailored to your own specific needs. To do this you initially create a copy of the standard tree. All the report tree change functions are then available to you.

You can include and delete standard reports in the tree as well as reports which you have defined yourself. The report tree is stored under your user name and displayed instead of the standard Cash Budget Management report tree when you call up report selection. Other users access the standard report tree as normal.

> In addition to the standard report tree you can also use other defined report trees as a template for creating your own report tree.

If you create your tree with a reference to another tree rather than copy the tree, you will not be able to change the tree yourself but will still receive any changes to the reference tree.

Via *Goto* → *Standard tree on/off* you can switch between displaying the standard tree and displaying your own tree within report selection.

If you delete your tree, the standard report tree is displayed again when you next call up report selection.

> Within Customizing, you have the possibility of defining your own trees independent of the standard report tree and of assigning non-user-dependent reports to these trees.

Assigning Report Tree Variants to Users

Prerequisites

You must first create the report tree variant in the Cash Budget Management IMG. For information on the report selection, refer to the information system section of the Cash Budget Management IMG.

Procedure

1. Choose Accounting → Treasury → Cash Budget Mgt → Info System → *Report Selection*.

2. Then choose *Edit.*

3. Choose Assign variant.

4. The screen Assign Tree Variant appears. Enter the name of the tree variant.

5. `Choose` Continue.

   Choose *Reverse assignment* if you want to delete the assignment.

Result

The system has assigned the tree variant to the user. Whenever this user access the report selection from now on, the system will display the assigned tree variant instead of the full Cash Budget Management report tree.

Executing Master Data Indices

You can display the following overview lists of the master data you have created:

- Commitment item hierarchy and commitment item master records

- Allocation of commitment item to G/L account

To create master data indices choose *Info system* → *Report selection* → *Master data indices* in the Cash Budget Management menu and select the execution type you require.

Alternatively you can choose *Information systems* → *Accounting* → *Treasury* → *Cash budget mgmt* → *Report selection* → *Master data indices* in the general R/3 menu.

You can create a list displaying all fields contained in the master record. To do this choose *Field selection*. The screen *Display New Master Data* appears. This screen contains a list of all the fields contained in the master record sorted in the current sequence.

Change the sequence to suit your requirements or add further fields if necessary.

Drilldown Reports in Cash Budget Management: Overview

SAP provides a dialog-oriented information system in the form of drilldown reports which you can use to evaluate the data in Cash Budget Management. The information system is capable of evaluating the dataset according to all the characteristics contained in the data description.

The characteristics prescribe the options for classifying the dataset. Examples of characteristics in Cash Budget Management include financial management areas, commitment items, periods, or value types. Permitted values, called "characteristic values", are defined for each characteristic. The characteristic values for the characteristic *value type* include business transactions such as purchase orders, invoices or funds reservations.

In interactive drilldown reporting, you can include any key figures you want. At present, only the key figures "commitment/actual", "opening balance", "closing balance" and "financial budget" are defined in the respective financial management area currency within Cash Budget Management.

The system gives you the option of defining your own reports, corresponding to the characteristics and key figures you have selected. Before you can define a report, you must define a form for it.

A form describes the basic structure and content of a list. Think of it as a kind of half-finished report, which you complete when you define your report. Characteristics appear in the form too.

Defining a report with a form gives you a range of lists which you can display on your screen and through which you can navigate using the convenient functions provided in the system. The system also includes a range of additional functions allowing interactive list processing (such as sorting, ranking, and so on).

As well as the dialog functions for displaying reports, drilldown reporting includes functions for printing reports online at all detail levels or in background processing.

You can store the data selected for a report in a file, so that the system response times are quicker when you access the report again later.

To evaluate your data using the reports and forms delivered in the standard system, go to the Cash Budget Management application menu and choose *Info system* → *Drilldown reports* → *Execute.* You can also use the standard reports and forms as a basis for defining your own.

You can create your own forms and reports via the Cash Budget Management implementation guide. For more information see the "Drilldown reports" chapter.

> When creating new forms or reports, you must specify whether you are defining the form/reports for Funds Management or Cash Budget Management.

For more information on drilldown reporting, refer to the general drilldown manual.

Drilldown Characteristics, Key Figures, Variables

Characteristics:

You can select from the following characteristics when defining a form or report. The characteristics classify your dataset.

- Financial management area (FM area)
- Company code
- Commitment item
- Value type
- Activity for plan (budget/plan)
- Period independent of year
- Period/year
- Fiscal year
- Transaction currency
- Version
- Debit type

For information on the values permitted for a characteristic, the so-called characteristic values, see <u>Characteristic Values in Cash Budget Management [Page 84]</u>.

Key Figures:

You can use the following key figures for your evaluations:

- Commitment/actual in FM area currency (FMAC)
- Commitmeint/actual in transaction currency (TC)
- Opening balance in FM area currency
- Closing balance in FM area currency
- Financial budget in FM area currency

Variables:

The following variables are available for setting up forms and reports:

0FIKRS	Financial management area
0FY	Current fiscal year (automatically determined)
0FIPOSA	Commitment item
0FIPOSB	Commitment item 2
0VERSNA	Budget version

0VERSNB	Budget version 2
0FY1	Fiscal year
0FY1B	Fiscal year 2
0FY2	Fiscal year to (**only** in connection with 0FY1)
0FP	Current period (automatically determined)
0FP1	Period
0FP1B	Period 2
0FP2	Period to (**only** in connection with 0FP1)

Characteristic Values in Cash Budget Management

In reference to the plan/commitment/actual data, the permitted values (characteristic values) for the characteristic **value type** might be:

Plan	
62	Financial budget
Commitment	
50	Purchase requisitions
51	Purchase orders
53, 56	User-specific (you define these yourself)
54	Invoices
55	Bank clearing
58	Down payment request
59	Down payment clearing
65	Funds reservation
Actual	
57	Payments
61	Down payments
63	Down payment clearing
64	Payment transfer
66	Profit/loss transfer

For the characteristic **debit type** you can choose from 3 characteristic values:

- Revenue
- Expense
- Balance

Drilldown Key Figures

Definition

A key figure determines a factor for evaluation. This can be a value, quantity, or a calculation arrived at using formulas you define yourself.

The key figures for commitments specify the total for all business transactions (purchase orders, invoices, and so on). You can also display individual business transactions, by specifying the appropriate characteristic value for the "Value category". Example: To display purchase orders, specify value category 51.

Structure

You can use the following key figures for your evaluations:

- Commitment/actual in FM area currency (FMAC)
- Commitment/actual in transaction currency (TC)
- Opening balance in FMAC
- Opening balance in FMAC
- Closing balance in FMAC
- Closing balance in TC
- Financial budget in FMAC
- Financial budget in TC

Drilldown Variables

Definition

Variables are placeholders for particular fields in a report definition: they are replaced with data when the report is run.

Use

Variables for certain characteristics enable you to set up flexible forms and reports.

You can choose one or more variables for each characteristic. This enables you, for example, to compare differently configured characteristics. For example, you might compare two fiscal years.

Structure

The following variables are available for setting up forms and reports:

0FIKRS	FM area
0FY	Current fiscal year (automatically determined)
0FIPOSA	Commitment item
0FIPOSB	Commitment item 2
0VERSNA	Budget version
0VERSNB	Budget version 2
0FY1	Fiscal year
0FY1B	Fiscal year 2
0FY2	Fiscal year to (**only** in combination with 0FY1)
0FP	Current period (automatically determined)
0FP1	Period
0FP1B	Period 2
0FP2	Period to (**only** in combination with 0FP1)

Reports/Forms Delivered

SAP delivers the following reports and forms:

	Technical Name	
Report Name	**Drilldown Report**	**Drilldown Form**
Plan/actual comparison	1FMB4001	1FMF4001
Commitment/actual/balance	1FMB4002	1FMF4002

Drilldown Example

As an example, define a form for a report in which, for a certain financial management area, you compare the commitment/actual data with the financial budget over a period of one fiscal year.

Creating Forms

As an example, define a form for a report in which, for a certain financial management area, you compare the commitment/actual data with the financial budget over a period of one fiscal year.

To create the form, proceed as follows:

1. Choose the step "Create form" in the Cash Budget Management implementation guide.

   The dialog box *Specify report type* is displayed. You can choose whether you want to create a report for Funds Management or Cash Budget Management.

2. Choose *Cash Budget Management.*

   The *Create Form* screen is displayed.

   You can also create a form using a reference form. For our example, create a form without a reference.

3. Give the form a name and a short description.

4. Choose the form type *One axis with key figure* and then the pushbutton *Continue.*

   This takes you to the default row display for a form. Choose *Goto* → *Column display* to switch the display to columns.

Define first row:

Now define a report column (financial budget) which is valid for all financial management areas for one fiscal year and for the version 0.

1. Double-click on *Element 1* or choose *Edit* → *Element* → *Define element.*

2. In the dialog box, choose *Key figure with characteristics*.

3. Now choose *FB in FM area crcy.*

   In the displayed dialog box, the characteristic "FM area" is already selected. The list displays all the characteristics which can be included in the rows of the form. You can choose further characteristics from the list.

4. Here, choose the characteristics *Version* and *Fiscal year*.

5. In the subsequent dialog box you store characteristic values for the characteristics.

   Instead of entering fixed values you can also enter variables. To enter variables, position your cursor on the corresponding entry field and choose *Variable on/off*. The entry field is then adjusted accordingly. Now use the possible entries pushbutton to display a list of the predefined global variables held in the system.

   💡

   You can find more detail on defining variables in the general drilldown information.

– Position your cursor on the financial management area entry field and choose *Variable on/off*. Now use the possible entries pushbutton to select the global variable **0FIKRS**. Selecting this global variable enables you to run the report for the financial management area of your choice.

– Enter "0" as the version if you want to run the evaluation for your current plan version.

Creating Forms

– Position your cursor on the entry field for the fiscal year and choose *Variable on/off*. Choose the global variable **0FY1** for the fiscal year.

6. The dialog box *Enter texts* is displayed. Here you enter a short, medium and long text for the row heading. Via *Formatting* → *All rows* → *Text length* you can determine which of the texts is used for the heading.

7. In the first field, enter *Financial budget*, for example. You can use the pushbutton *Copy short text* to copy the short text so that you have a basis for your entries in the other fields.

8. *Continue* copies the text to element 1.

   You have now defined the first row in your form.

Defining further rows:

1. When you define the second element in an axis and the elements thereafter, you need to determine whether the element is defined via characteristics and their values or via a formula. You decide this in the first dialog box.

2. Create element 2 for commitment values in the same way as element 1.

   In the *Key figures* dialog box choose *Rev./Expend.in FMC* (you do not require the characteristic *Version* for commitment values).

   On the subsequent screen, store the characteristic values 51 through 55, 58, 59 and 65 for the characteristic *Value type* (use the possible entries pushbutton to display a list of the characteristic values).

3. In the same way, create element 3 for actual values.

   In the *Key figures* dialog box choose *Rev./Expend.in FMC* (you do not require the characteristic *Version* for commitment values).

   Position your cursor on the characteristic *Value type* in the subsequent screen, display the possible entries and then select the characteristic values *57, 61, 63,* and *64*.

4. In row 4 you calculate the difference between row 1 "financial budget", and the total of row 2 "expenditure" and row 3 "revenue".

5. To do this choose *Formula* in the *Element type* dialog box.

   A formula editor appears in which you can define a formula on the basis of the axis elements (in our case: row).

   Calculate the difference between row 1 and the total of rows 2 and 3. Enter *Variance* as the description.

   You have now defined the rows of your form.

6. Save the form.

Creating Reports

1. In the Cash Budget Management implementation guide, choose the step "Create report".

   The dialog box *Specify report type* is displayed. You can choose whether you want to create a report for Funds Management or Cash Budget Management.

2. For our example, choose *Cash Budget Management*.

   The *Create Drilldown Report* screen is displayed.

   You can also create a report using a reference report. For our example, create a report without a reference.

3. Give the report a name and a short description.

4. Enter the form you have defined in the *With form* field.

5. Choose *Create* .

   The screen *Create Drilldown Report: Variables* is displayed. Because you defined a variable for the financial management area and the fiscal year in your form, the corresponding entry fields appear here.

6. Choose the *Enter at execution* parameter for the financial management area and fiscal year.

   With this parameter set, the fields *Financial management area* and *Fiscal year* are displayed in the selection screen when the report is executed and the value of the variables in these fields can be changed.

7. Choose *Characteristics*.

   The *Create Drilldown Report: Characteristics* screen is displayed. Here you can select the characteristics you want to include in your evaluation. These characteristics are the so-called drilldown characteristics which you use to navigate through the report.

8. Choose the *Commitment item, Period,* and *Value type* fields*.

9. Now choose the pushbutton *Sort char.*

   The *Sort characteristics* dialog box is displayed.

10. Confirm the sort sequence *Commitment item, Period, Value type*.

11. Choose *Extras* → *Initial list* to determine whether you want to see the detail list or the drilldown list on the first display screen after executing the report.

    If you:

– Choose *Detail list*, the detail list you defined as a form is displayed first.

   The values are displayed for the entire selection e.g. all commitment items.

– Choose *Drilldown list,* the drilldown list you defined as a report (characteristics) is displayed first.

   Since the sequence of the characteristics (*Sort characteristics*) is such that the characteristic *Commitment item* is first, the values you defined in the form (financial budget, expenditure, revenue, variance) are displayed for all commitment items once you have executed the report for the specified financial management area and fiscal year.

Creating Reports

> If you then position your cursor on a report line (i.e. a commitment item) in the drilldown list, you can use *Navigate* to call up the detail list you have defined as a form for the selected commitment item.
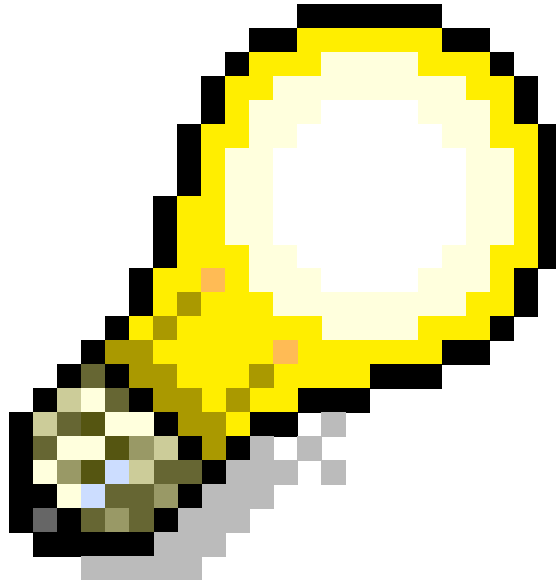
> Via *Goto* → *Extras* → *Hierarchy selection* you can then activate the commitment item hierarchy.

12. Choose *Drilldown list.*

13. Save your report.

> You have now created a drilldown report.

Including Drilldown Reports in the Report Selection

The Cash Budget Management information system includes a hierarchical report selection structure (report tree). You can define this structure yourself, using it to collect Cash Budget Management reports at a central point and divide them into a hierarchy.

SAP delivers the **FMCB** report tree as standard. This contains all the reports which you can use to evaluate data in Cash Budget Management. The standard report tree **FMCB** is valid throughout the system and should not be changed.

You can use the report tree as a template for a report tree tailored to your own specific needs. You initially create your own tree as a copy of the standard tree.

In the following example, we will create such a user tree and include a self-defined report in it.

Creating A User Tree

To include a self-defined report in your user tree, proceed as follows:

1. In the Cash Budget Management menu, choose *Info system* → *Report selection.*

   The system displays the standard report tree for the Cash Budget Management system.

2. Choose *Edit* → *Create user tree.*

3. In the dialog box *Create User Tree*, choose the option *Create user tree from standard application tree*.

   You can also generate a user tree by referencing or copying another user tree.

4. When you choose *Continue*, the system displays the message *User tree FMCB<Username> generated*.

5. Position the cursor on the top node, *Cash Budget Management*, and choose *Node* → *Rename.*

6. In the resulting dialog box, rename the node, for example, FMCB1 instead of FMCB.

7. Press *Continue*. In the *Rename Node Texts* dialog box, you can change the name for the report tree.

8. Save your user tree.

Including a Report in Your User Tree

You now want to include the report you have defined, as a "drilldown report" in your user tree. Proceed as follows:

1. Position the cursor on the *Drilldown* subtree and choose *Edit* → *Expand subtree.*

   You can also select the subtree by simply double-clicking on *Drilldown*.

2. Position the cursor on *Drilldown* and choose *Insert node*.

   The system displays the *Create Node* dialog box.

3. Enter a technical name under *FMCB_01* (e.g. *FMCB_12*) and choose ENTER.

   The *Create Node Texts* dialog box is displayed.

4. Enter the name of the report you want to include in the report selection.

Including Drilldown Reports in the Report Selection

5. Save your user tree.

6. Double-click on the new node to display the dialog box *Display nodes.* Switch to the change mode and choose *Add*.

7. In the dialog box, enter the application class *FM*.

8. Now choose the report type *Cash Budget Management* in the *Specify Report Type* dialog box.

9. In the *Add Drilldown* dialog box, use the possible entries pushbutton to choose the report you defined.

> If you want to include an ABAP/4 program or a transaction in the report tree instead of a drilldown report, choose *Other report*.

10. Save the node.

You have defined a user tree and added the report you defined to that tree.

You can execute the report by double-clicking on it.

To delete the report from the node again, choose *Node* → *Delete*.

Executing Drilldown Reports

There are three ways to access drilldown reports:

- In the Cash Budget Management menu choose *Info system* → *Report selection*

- In the general SAP R/3 menu choose *Information systems* → *Accounting* → *Treasury* → *Cash Budget Management* → *Report selection*

- In the general SAP R/3 menu choose *Information systems* → *Gen.report sel.* → *Treasury* → *Cash Budget Management* → *Report selection*

You now want to evaluate the report you have defined for one financial management area and one fiscal year.

1. In the selection screen, enter a financial management area and fiscal year and click on *Execute*

   The report displays an overview of the list defined via *Extras* as the initial list when you created the report. This can be either a detail list or a drilldown list. In our example it is a drilldown list.

   In the drilldown list you will see that the lines contain the characteristic values of the characteristic which has the top position in the sort sequence. In our example this is the commitment item, while the columns contain the lines of the detail list.

   ### See also:

   For further information on the drilldown list, refer to the Creating Reports [Page 91] section.

The following introduces you to some of the evaluation functions.

Calling Up The Detail List

2. Position the cursor on the report line i.e. on a commitment item in our example.

3. Choose *Navigate* → *Detail list.*

   For the selected commitment item, the system branches to the detail list you defined as a form. The planned values, expenditure values, revenue values as well as the variance between the revenue/expenditure values and the planned values are displayed.

   Use the relevant pushbuttons to

– Call up the detail screen for the next commitment item or

– Return to the commitment item

   In the detail list the text type (short, middle or long) you stored when creating the form is displayed. See Creating Forms [Page 89]. The drilldown list displays the text type appropriate for the column width.

4. Return to the initial list.

Drilldown Functions

The system includes various drilldown functions which you can use to navigate through the drilldown levels. You also have the freedom to change the order of the characteristics you defined when creating the report.

- *Drilldown*

  You can use cursor positioning to choose a characteristic value from the current drilldown level. Then use *Navigate* → *Drilldown* to look for the next characteristic you want to drill down. This function is not dependent on the defined sort sequence. From this characteristic, you can, if you wish, repeat the process to display more and more detail (e.g. you can display all actual values in period 2 for one commitment item).

- *Change drilldown*

  Via *Navigate* → *Change drilldown* you can navigate through the characteristics by replacing the characteristic in the key column with another characteristic of your choice (e.g. replace the characteristic commitment item with the characteristic period in order to display the actual values for all periods).

- Double click a report line

  When you double click a report line, the report branches to the next characteristic in the defined sequence.

Calling up further reports

Choose *Extras* → *Line items* to access the line item reports and from there display the corresponding documents.

Executing Line Item Reports

To create line item reports, choose *Info system* → *Report selection* → *Line items* in the Cash Budget Management menu.

> ⚠️
>
> You should always limit the selection parameters as far as possible so as to ensure the best possible response times.

Line item evaluation by document number

This line item report generates a list in numerical ascending order for all selected documents.

If you want to see all the fields which contain information for an individual document, choose *Detail view.*

In addition, you have various options for formatting the list:

> 🔍
>
> With the options listed below, you must select (click on) the column heading in each case for the column(s) to be edited before executing.

You can:

- Sort the documents in ascending and descending order

- Set filters

  You can branch from this reduced list back to the initial list using *Settings* → *Initial list*.

- Form totals

  The totals command can only be used on amount fields.

- Form subtotals

  You can form subtotals for all non-amount fields.

- Define display variants

  You can remove (cut out) display fields and add new fields from the field list.

- You can also archive and send line item reports by document number. For example, you can process the generated list using an EXCEL spreadsheet by choosing *List* → *Save* → *File*. You can send the list via electronic means using the path *List* → *Save* → *Office*.

Line item evaluation by commitment item

This line item report generates a list of the selected commitment items in numerical ascending order. Within each commitment item, the individual documents are displayed sorted by G/L account. Since this list is already very complex, there are no further formatting options on the screen.

Executing Line Item Reports

In addition to the two line item reports offered by SAP, you can also create your own document-related reports using logical database C1F. You can find the structure and description of this database in transaction SE36.

Authorizations for the Information System in Cash Budget Management

You can use authorizations to control the display of particular objects (FM area, commitment item, and so on).

For more information, see Allocating Authorizations [Page 41].