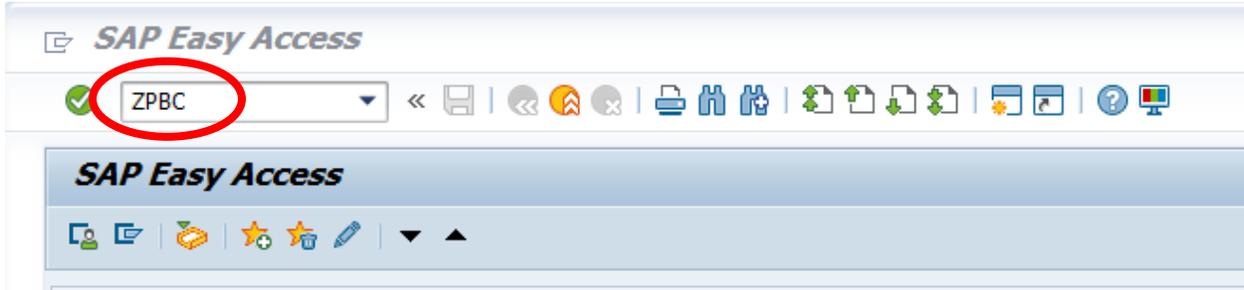# How to Use ZPBC to Look Up A Position

(September 2019)

1. In SAP, put ZPBC in the transaction box. Hint enter.

2. Enter the Budget Year and the Period through which you want to check budget. For example, for FY20, use "2020" for Budget Year and "12" for the Period. Select the radio button for the way you want to pull the data: HR Org Unit, Fund Center, Position Number, or Employee/Dummy Number.
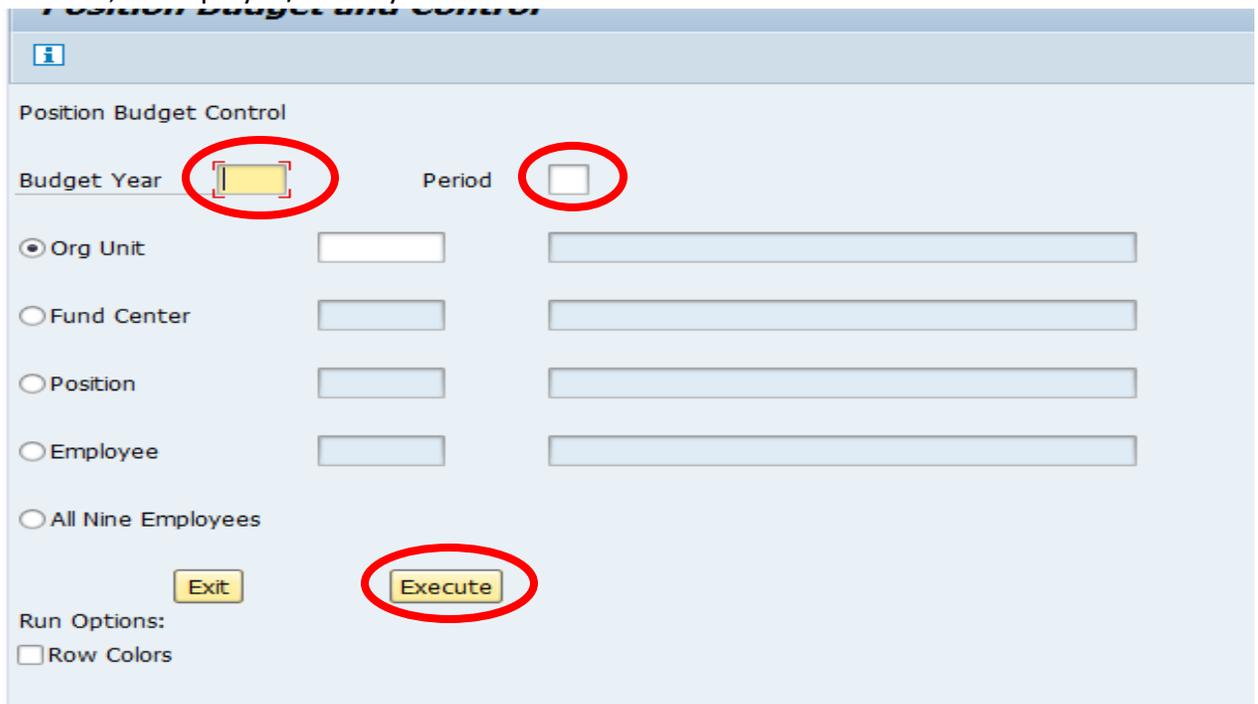
3. When looking up a <u>Position Number</u> (starts with "5")…choose the "Position" button and input the number. Click "Execute".

When looking up an <u>Employee Number</u> (starts with "9" or SAP number)…choose the "Employee" button and input the number. Click "Execute".

A line(s) comes up with the position number, along with multiple columns of associated data.

4. If the position's funding is split between multiple funds, cost centers, grants, etc., click the "By Splits" radio button to show the detail. Depending on the circumstances, some positions will have multiple splits, but others will only have a single line/cost center.

5. To see the Budgeted Salary and the Actual Salary of a position, scroll to the right. If the Budgeted Salary field is blank or zero, the position has not been properly budgeted yet.

6. If we click on the "Total By Position" bar, the individual amounts are totaled on one line. In this example, Budgeted Salary and Actual Salary are equal.

7. To exit, select one of the "Back" buttons.

8. You can also look up positions by Org Unit or Fund Center. Input the Budget Year and Period, choose the applicable button below, input the Org Unit or Fund Center*, and click "Execute".

*Note: the Fund Center must begin with a "3". For example, if you want to look up 1001214, input it below as "3001214". Otherwise, the search will return an error.

9. After you've found the data you're looking for, you can export the data to Excel if you wish. From your search results screen, choose the "Export" button.


Org.__Unit	Org Unit	Position	Position Descr	Term Da
50000421	COM Head Start Program	50002197	Administrative Specialist III	12-31-99
50073778	COM Head Start St Augustine	50002526	Hospital Program Services Assistant	
50065602	COM Head Start MCH EHS	50002532	Hospital Program Services Assistant	

10. A box will open. Chose the first option, "Spreadsheet".

11. A "Save As" window will open, where you will choose where to export and save the file. "Desktop" is the safe option, but you may choose another location. The default file name is "EXPORT", but you may rename it if you wish. After you have chosen your file location and file name, click "Save".
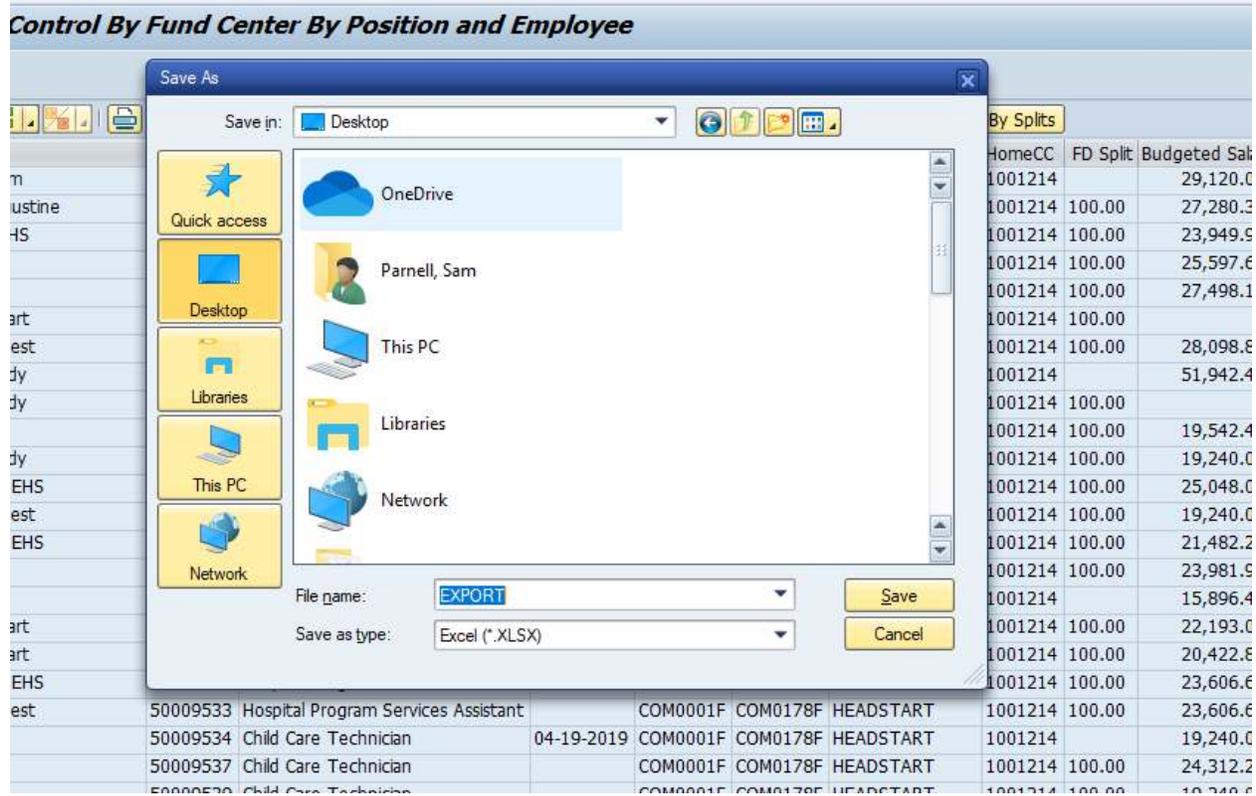
The exported file should open automatically in Excel.

12. There are other buttons at the top of the window that provide various functionality. Hold your arrow/cursor over each icon to determine what each one does.

Many of these functions can also be performed in an exported Excel file.