FN-04 Annual Salary and Budget Salary Comparison Report

Purpose

The purpose of this Business Process Procedure is to demonstrate how to use transaction ZPAR012.

Trigger

There is a need to identify positions which have a different budgeted amount than the annual salary of the employee(s) occupying the position.

Business Process Procedure Overview

Funding approvers will run ZPAR012 to identify those positions which have a different budgeted amounts than the annual salary of the occupant(s). While a program exists to update positions automatically, executing this transaction is still very useful prior to mass load programs being run by BEST Shared Services.

Note: The Agency Funding Approver role will have access to this report.

Access Transactions

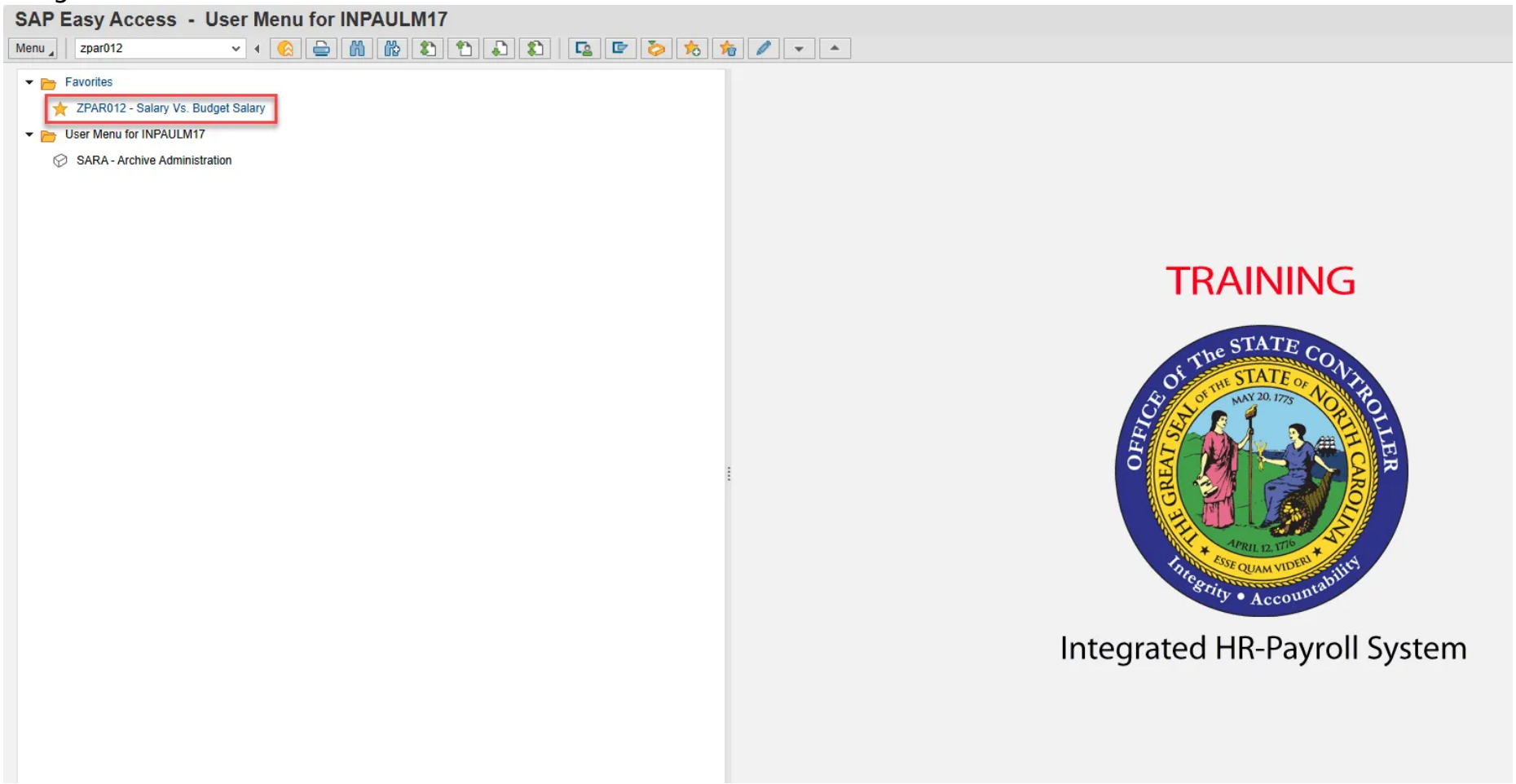
Via Transaction Code: ZPAR012

Procedure

There are 5 steps to complete this process.

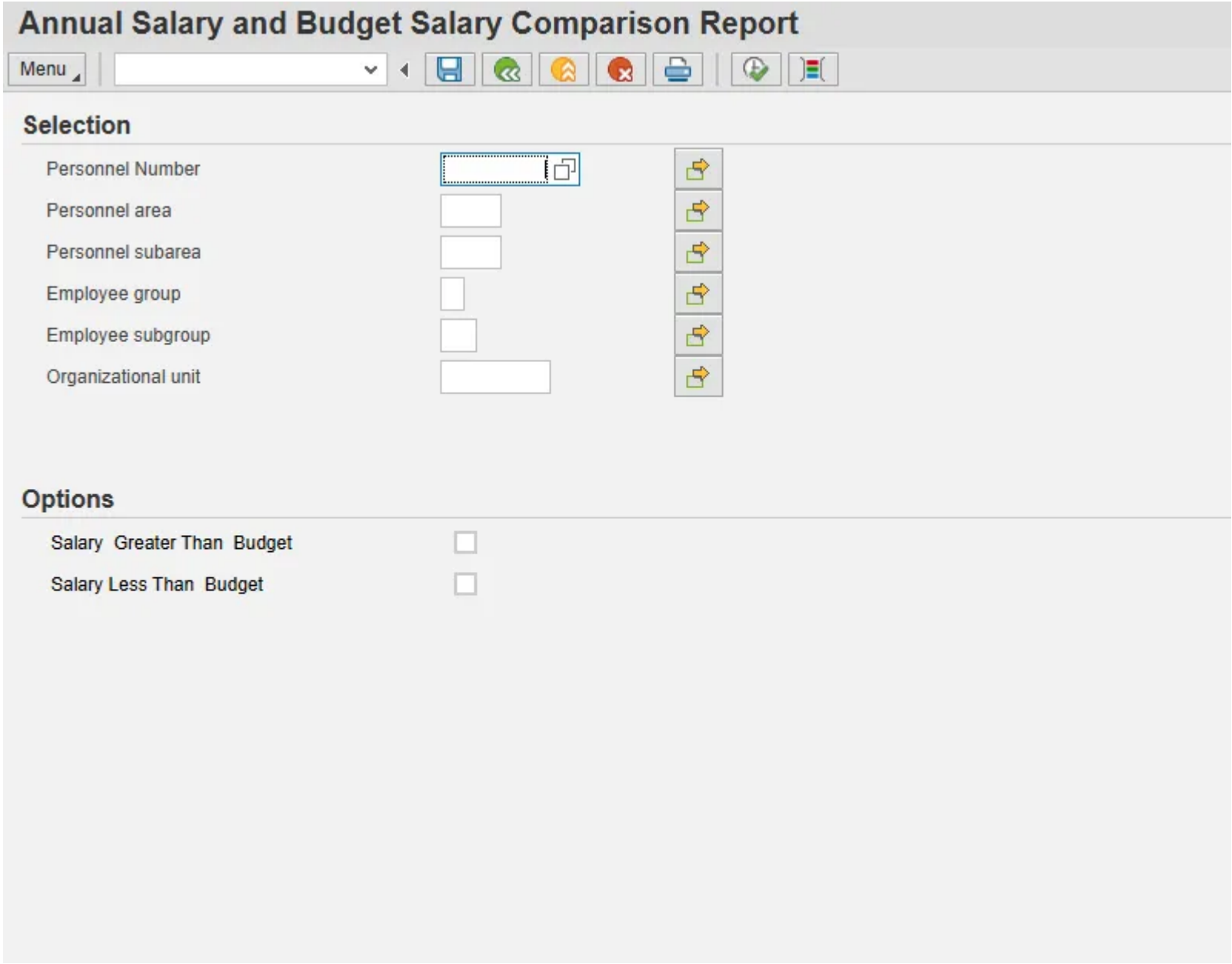
Step 1. Enter transaction **ZPAR012** in the SAP Easy Access screen command field (or double click it from your favorites).

Image



Step 2. Enter your agency’s **Personnel Area** as well as any other information for which you need to narrow down the results. Choose either or both options in the options area.

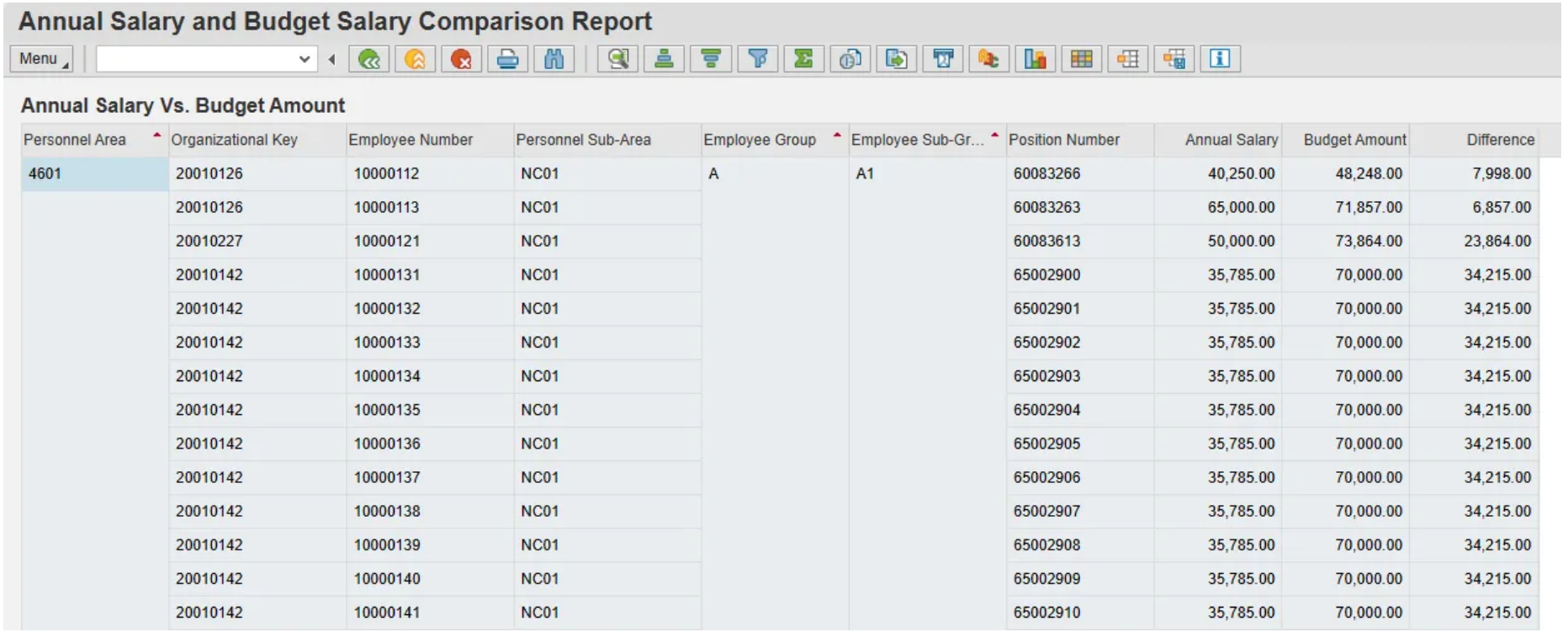
Image



Step 3. Click the **Execute** button.

Step 4. Review the results of the report.

Image



Annual Salary and Budget Salary Comparison Report

Menu

Annual Salary Vs. Budget Amount

Personnel Area	Organizational Key	Employee Number	Personnel Sub-Area	Employee Group	Employee Sub-Gr...	Position Number	Annual Salary	Budget Amount	Difference
4601	20010126	10000112	NC01	A	A1	60083266	40,250.00	48,248.00	7,998.00
	20010126	10000113	NC01			60083263	65,000.00	71,857.00	6,857.00
	20010227	10000121	NC01			60083613	50,000.00	73,864.00	23,864.00
	20010142	10000131	NC01			65002900	35,785.00	70,000.00	34,215.00
	20010142	10000132	NC01			65002901	35,785.00	70,000.00	34,215.00
	20010142	10000133	NC01			65002902	35,785.00	70,000.00	34,215.00
	20010142	10000134	NC01			65002903	35,785.00	70,000.00	34,215.00
	20010142	10000135	NC01			65002904	35,785.00	70,000.00	34,215.00
	20010142	10000136	NC01			65002905	35,785.00	70,000.00	34,215.00
	20010142	10000137	NC01			65002906	35,785.00	70,000.00	34,215.00
	20010142	10000138	NC01			65002907	35,785.00	70,000.00	34,215.00
	20010142	10000139	NC01			65002908	35,785.00	70,000.00	34,215.00
	20010142	10000140	NC01			65002909	35,785.00	70,000.00	34,215.00
	20010142	10000141	NC01			65002910	35,785.00	70,000.00	34,215.00

Step 5. The system task is complete.

First Published

Mon, 06/14/2021

Last Updated

Wed, 02/04/2026

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