Indiana University of Pennsylvania

SAP

Navigation and Budget/Expenditures Training

Revised September, 2019
Training Objectives

• Discuss SAP Terminology

• Log on and navigate through SAP

• View Financial Manager Data and Listing of Commitment Items

• Access Fund Center budget status reports

• Overview of ESS BI Reports
What is a Fund Center/Cost Center?

- A Fund Center/Cost Center is the department or responsible area for budget and accounting in SAP.
- The Fund Center/Cost Center are the same 10 digit number (interchangeable).

What is a Work Breakdown Structure (WBS)?

- WBS’s are only used for external grants and plant projects.
- WBS's are coded as the same 10 digit number as your Fund Center/Cost Center but have an extension (i.e. .1) at the end. This number replaces the cost center #. (There are a few exceptions where cost centers are set up as a WBS).
SAP Fund Center Number

40 05 741201

- All SSHE schools have a unique two digit Business Area number as the 1st two numbers – IUP is always 40.

40 05 741201

2nd set of digits defines the Funding Source

<table>
<thead>
<tr>
<th>General Funds:</th>
<th>Grants &amp; Special Funds:</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-Personnel</td>
<td>1x-Designated</td>
</tr>
<tr>
<td>05-Operating</td>
<td>2x-Auxiliaries</td>
</tr>
<tr>
<td>06-ESF</td>
<td>3x-Restricted</td>
</tr>
<tr>
<td>07-Tech Fee</td>
<td>6x-Plant</td>
</tr>
</tbody>
</table>
Logging on to SAP

The SAP Log On Pad icon changed August, 2019 as a result of an SAP version upgrade:

Select the SAP Logon Pad to launch the program.

Make sure "List View" is selected.

Note: Always select the Production (PRD) system. Double-click on this line or highlight the line and then click on "Log On."
Enter: 40 + your Network username

Enter your SAP password. Note that asterisks appear, but you still need to enter your password.

If you need to have your password reset, you must submit an ihelp ticket to the IT Support Center at http://ihelp.iup.edu. Please specify that you are requesting to have your SAP Production password reset in the ticket.
New GUI window; its function is to open an additional session of SAP. You can have up to 5 sessions open at once.

Transaction Command field

Green check icon = enter key on keyboard

The drop-down arrow gives a list of the previous entries typed into the Command Field. You can select previous transactions from this list.
The Favorites menu appears on either menu and is the desired method to use for transactions that you use on a regular basis.
Changing your Settings

• Display Technical Names (one time set-up for new users)

• Favorites Lists (add transactions to Favorites menu that you will use on a regular basis)

• Return to Easy Access Screen
To display Technical Names - click on Extras, then choose the Settings option.
Check Display Technical Names option. Click green check mark to save setting.
To add to Favorites click on **Favorites**, choose **Insert Transaction**.

To delete a Favorite click on **Favorites**, choose **Delete**.

Note: You can click and drag a favorite to any folder or anywhere in the Favorites list.
Type transaction (technical) name to add to Favorites list, then click **green check mark** to save favorite.

Once your transaction is added to the Favorites menu, you can change the description of the transaction to be anything that will help you to remember why you use that transaction. Highlight the transaction that you want to change, and click on the pencil to change the text of the description.
Important Transactions to add to Favorites Menu

- **FMSC** — Display Funds Center & Fin Mgrs
- **FM3G** — Commitment Item Hierarchy (account codes)
- **ZFM02** — BCS Reports – Rev & Exp (Budget Status Report)
Return to Easy Access Screen

/n (front slash)

Type /n in the command field followed by the name of the transaction you wish to view, press Enter. SAP will take you directly to the new transaction.

Also, typing /n (by itself) and pressing Enter in the command field will take you back to the SAP Easy Access screen. You can choose another transaction from your Favorites menu.

Think of the /n command as going to a NEW transaction or command.
Double click on **FMSC** to display a funds center. This transaction is helpful if you want to see the title of a cost center, if the cost center is active or inactive, find out the responsible person & any alternate financial managers, and see the accountant assigned to a cost center.
Type in the cost center/WBSE that you want to display in the “Funds Center” box. The FM Area in SAP is always SSHE. Once you enter SSHE once in the FM Area field, it will automatically populate from that point forward. Then hit “enter” or click on the green check.
On the “Basic data” tab, you can view the title of the funds center and the responsible person’s username and name.

Note: If you see an @ symbol in front of the title, it means that the funds center/cost center/WBS is INACTIVE (closed).
If you click on the “Address” tab, you can view up to two alternate financial managers (signature authorities) for the cost center displayed.

The word “INACTIVE” will be in the “Title” box if a fund center/WBS is inactive. This is in addition to the @ symbol placed in front of the title on the Basic data tab.

You will see the accountant responsible for this cost center listed on the “Street” line. (4002*, 4004* & 4009* cost centers will be blank).
Double click on FM3G. This transaction allows you to view all commitment items (account codes) where budget & expenditures can be posted, and also shows you what is available for use on purchase requisitions, etc.
If screen isn’t populated like this, enter information and click the Enter icon. If you want to just look at one commitment item, you can enter the 6-digit number in the Commitment item box. If left blank, you will get all commitment items.
Click on the + before each area to drill down to the specific level you want. Here, I drilled down into Expenses, Personnel, Salaries & Wages, and 510 – Student Employment. You can see all of the commitment items used for funding and expensing student employment. The most common ones are noted on the next slide.
Important Student Employment
Budget Pools/Expenditure Lines

• 510580 – Univ Funded Std Emp - UE or state work-study
• 510584 – Hi Tech Std Employees (UE Hi-Tech)
• 510581 – Grad Std Emp Gen Fd
  (SGSR-funded GA Stipends)
• 510582 – Grad Std Emp Dept Fd
  (Dept. Funded GA Stipends)
• 510591 – Fed Work Study Wages
Click on the + before each area to drill down to the specific level you want. Here, I drilled down into Expenses, Non-Personnel, Operating, and can see four areas. The Other_Expenses area is where the majority of the operating budgets are posted. Click on the + sign to open up the Other_Expenses categories.
The 3-digit numbers represent areas under the “Other_Expenses” category. Click on the + to drill into each area. You’ll see a list of 6-digit commitment items (CI) or account codes that are available under each area for your use. When processing travel vouchers, purchase requisitions, etc., please choose the CI that best describes where the expense should be incurred.
The most common budget “pools” are Other_Expenses, Capital, and 820 – Chargeback Expenses. Please see next screen for a description of each one. If your cost center will incur expenses in any of these areas, it is important to fund the areas with sufficient budget for the fiscal year. A purchase requisition will not advance to Procurement Services for ordering if there is insufficient budget in the appropriate budget pool.
Important Operating and Capital Budget Pools

- OTHER_EXPENSES – Operating Expenses (commitment items 6*)
- CAPITAL – Furniture & Equipment Purchases > $5,000 (Fixed Assets) (commitment items 7*) see further break out on next slide
- 820 – Chargeback Expenses (commitment items 8*)
  - This pool covers expenses for Print Center Printing/Duplicating, Postage Chargeback, Mileage, and Maintenance charge outs.
1. Note that if you are purchasing an item(s) > $5,000, you’ll need to use a commitment item on your purchase requisition in the Capital area rather than in Other_Expenses. The majority of purchases in this category are either for equipment (CI 740000) or furniture & furnishings (CI 750000). Also, sufficient funds are required in the Capital pool rather than in Other_Expenses for the requisition to post.

2. Click the Exit icon twice to get back to the Easy Access menu. To log off and end your SAP session, click the x box icon in the upper right corner.