Budget Control System

Commonwealth University

SAP/BCS Training Manual

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Getting Started

Logging On/Off

1. Log on to SAP - - always make sure you are using "SAP Production [SSHE-PRD] - Your log on will be 82 "first initial and full last name" (ex: 82asmith) Same as email ID

2. **Use the star icon at the top** to access another SAP screen. You can have up to 6 screens open at one time.

3. To Log off, click the X on each open screen, the last one will ask if you want to log off, click yes.

Training Website

Please refer to the Budget Office Website for SAP and BI training materials

Setup/Managing Folders/Additional SAP Screen

Saving Favorites
You should have a budget folder under your favorites. Any Budget reports or budget transactions can be saved in this folder. If you would rather create a separate folder for reports, follow the instructions below.

Opening a New Folder under Favorites
Right Click on 'Favorites" – when the drop-down menu appears, click on 'insert folder' – when the pop-up box appears, name your "new folder'. Hit "Enter" on your keyboard or click the green checkmark.

Adding Transactions to a Folder
You can add reports or transaction codes in the following way.
- ✓ Right click on the desired folder and then click on 'Insert Transaction."
- ✓ When the pop-up box appears, type in the name of your report or transaction code, ex. ZFM02, and hit Enter or green checkmark.

Deleting a Transaction from Folder
You can delete reports or transaction codes in the following way.
- ✓ Click once on report to highlight it
- ✓ Hit your delete key on keyboard.

Revise Name of Transaction (to be more recognizable)
You can revise the name of reports or transactions in the following way.
- ✓ Right click on transaction to be changed (Ex. ZFM02)
- ✓ Choose "change favorite"
- ✓ You can **add** wording to the report name to help identify it. (Ex. ZFM02 Rev & Exp Report or ZFM02_EXP Expenses only) Note: Don't delete the report name.

Navigation: In SAP there are multiple ways to access a screen.
- ✓ From the SAP Easy Access Main Menu, input the transaction code into the command field (blank box at top left side of screen).   Example: FMBB
- ✓ If you are not at the Easy Access Main Menu, (if you are in a report) you can input **/n** and the transaction desired
  Example: **/nFMBB** in the command field. Hit enter or the green checkmark.

- ✓ **Use the star icon at the top** to access another SAP screen. You can have up to 6 screens open at one time.

Review of Pre-Posted Transfers

The Budget Office staff will review Pre-Posted Transfers several times a day. If you need a transfer done immediately, please contact Steph Bissinger at <u>sbissinger@commonwealthu.edu</u> or #4700
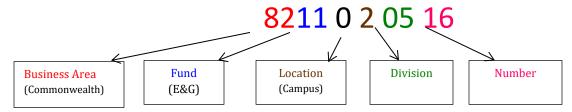
Numbering of SAP Funds/Cost Center

Costs center/funds center numbers have a different name within the SAP Funds Management and Materials Management modules, but equal the same 10 numeric characters, with the 3rd and 4th characters equal to the fund indicator.

<center>Funds Center = Cost Center</center>

Funds Centers are used to look at Budget information, transfers and reports
Cost Centers are used on your purchase requisition.

NUMBERING METHODOLOGY FOR E&G (EDUCATION AND GENERAL) FUNDS CENTERS.

<center>8211 0 2 05 16</center>

Business Area (Commonwealth)	Fund (E&G)	Location (Campus)	Division	Number

Fund – Fund Code. Uses character's 3 and 4 of the fund "82" character field. Exp: 8211XXXXXX

Location - Below are the different levels within the university, indicated by the 5th number.

>   Commonwealth – 0
>   Bloomsburg – 1
>   Lock Haven – 2
>   Clearfield – 3
>   Mansfield - 4

Departments/Cost Centers – The final level has all the departments or cost centers under the Deans/Directors.

Commitment Item Numbering Methodology
4xxxxxx – Revenue
5xxxxxx – Salary & Benefits
6xxxxxx – Operating
7xxxxxx – Capital
8xxxxxx – Transfers/Chargeback

Reports

Budget Reports - Generation

USE

These transactions will be used to provide your basic reporting requirements for monitoring your budget such as displaying your total budget, actual expenditures, open commitments, and budget balance available for your selected funds center(s). In addition, it will be used to drill down into the line item details of all postings to the selected fund center. It can also provide a report to detail the sources of your budget balance.

PROCEDURE

- Logon to the SAP system.
- Open your *Favorites – BCS Transactions* folder and click on the **ZFM02_Exp** transaction.

TRANSACTION CODES

∨ 🗀 REPORTS
  ▪ ⭐ BCS Reports - Rev & Exp - ZFM02

ZFM02- BCS Reports – Rev & Exp

Includes **ALL** commitment items for revenues and expenses

Selection Values

The information in the "Selection Values" area will default.

1. **Financial Management Area:** Will always be *SSHE*
2. **Budget Category:** Will always be *9F*
3. **Version:** Will always be *0*
4. **Fiscal Year:** Enter the fiscal year on which you are reporting – can run for multiple years.

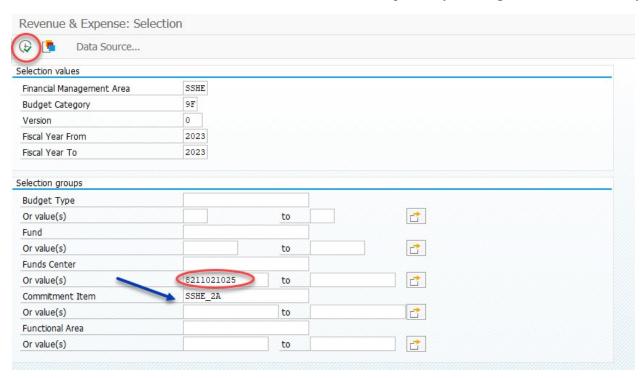Note: Fiscal year is end year. Example: FY 22/23 is FY 2023

Revenue & Expense: Selection

🕒 🖪   Data Source...

Selection values	
Financial Management Area	SSHE
Budget Category	9F
Version	0
Fiscal Year From	2023
Fiscal Year To	2023

Note: Must populate both fields With current FY!

ZFM02 - BCS Reports – Revenue & Expense

Selection Groups

1. **Fund Value:** Enter the fund or range of funds on which you would like to report. This field is <u>not required</u> if you are entering a funds center.

2. **Funds Center Value:** Enter the funds center or range of funds centers on which you would like to report. This field is <u>not required</u> if you are entering a fund number.

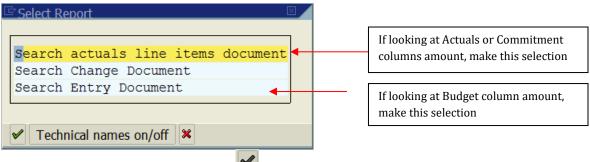   *SSHE_2A* – Includes all commitment items for revenue and expenses (including salaries and benefits)

3. Click on [icon] to execute the report

Drilldown to Documents

Drilling Down

- Blue lines represent where postings take place (budget, commitment, actual). Yellow lines represent totals.

- To drill down to the line item detail, double click on the dollar amount.

- To see all transactions in a specific column, double click on the total line.
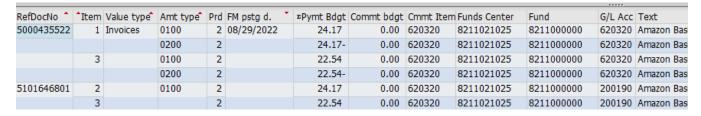
A Text box will pop up:

If looking at Actuals or Commitment columns amount, make this selection

If looking at Budget column amount, make this selection
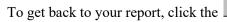
- After making a selection click .

The detail will appear as shown below:

Selection List for "actual line items" in Commitment or Actual Column

Notes: You can click anywhere on a specific line and it will take you into the documents which may provide more details-example: in "actual" column you can go to PR or funds reservation or direct chargeback.

RefDocNo	Item	Value type	Amt type	Prd	FM pstg d.	∑Pymt Bdgt	Commt bdgt	Cmmt Item	Funds Center	Fund	G/L Acc	Text
5000435522	1	Invoices	0100	2	08/29/2022	24.17	0.00	620320	8211021025	8211000000	620320	Amazon Bas
			0200	2		24.17-	0.00	620320	8211021025	8211000000	620320	Amazon Bas
	3		0100	2		22.54	0.00	620320	8211021025	8211000000	620320	Amazon Bas
			0200	2		22.54-	0.00	620320	8211021025	8211000000	620320	Amazon Bas
5101646801	2		0100	2		24.17	0.00	620320	8211021025	8211000000	200190	Amazon Bas
	3			2		22.54	0.00	620320	8211021025	8211000000	200190	Amazon Bas

You can sort any column by clicking and right clicking.
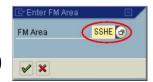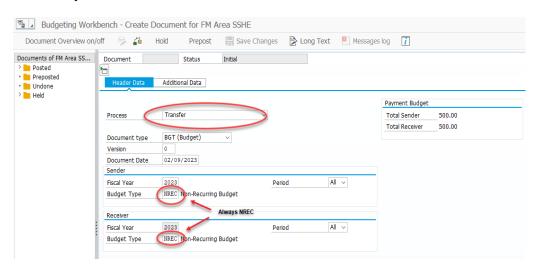
To get back to your report, click the

Budget Transfers
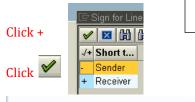
How to Pre-Post a Budget Transfer - FMBB

Transaction: FMBB

1. Click on transaction FMBB under Budget Folder
2. *If you get a pop-up box to enter FM area, enter SSHE*
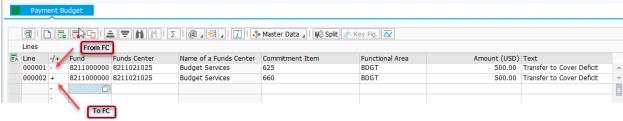3. Choose **Transfer** from the *Process* menu (see instructions below)
4. Input Data
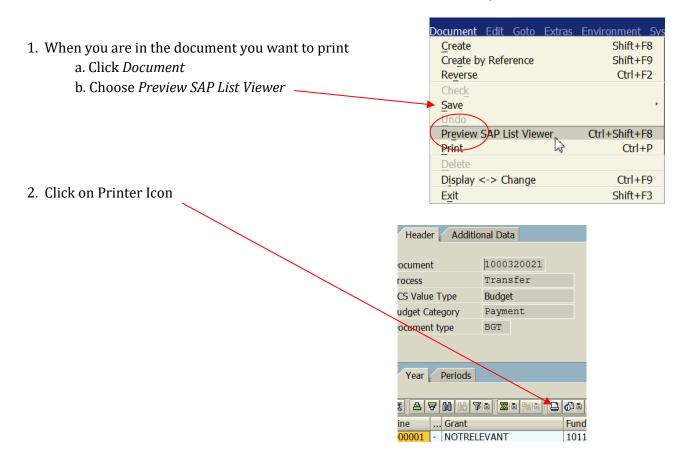
5.   Enter Fund Center, Commitment Item, Amount and Text

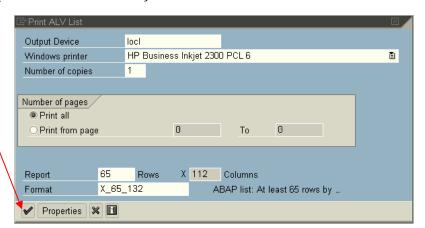> There should be NO BLANK areas-all info. is required

Click +

Click ✔

Line	-/+	Fund	Funds Center	Name of a Funds Center	Commitment Item	Functional Area	Amount (USD)	Text
000001	-	8211000000	8211021025	Budget Services	625	BDGT	500.00	Transfer to Cover Deficit
000002	+	8211000000	8211021025	Budget Services	660	BDGT	500.00	Transfer to Cover Deficit
	-							
	-							

6. Click on [icon] to check for errors. (located at very top of transaction-this fills in fund and "BDGT")
7. When you have verified that you have no errors, click on Prepost located towards top of screen. Do not click on [icon]
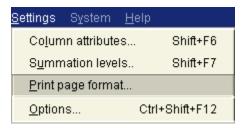8. You will receive a document number at the bottom grey area.

To Print the Document for Back Up

1. When you are in the document you want to print
   a. Click *Document*
   b. Choose *Preview SAP List Viewer*

2. Click on Printer Icon

3. Click on green check - (**your** printer should be listed)

BCS Print Settings

1. Choose "Settings"

2. Choose "Print page format"

3. Change Length & Width to:

   - 58 & 170 for BUDSTAT report

   - 65 & 200 for SOURCES report
   - 44 & 120 for ACTCOM report

   4. Click the green check

5. Click the printer icon

6. Click the green check

7. Click the green check

8. Click the green check

*This is only the print SETUP must still do the print icon. These settings will not be saved so need to be updated each time. This is most useful when looking at multiple fund centers.

Terminology, Abbreviations

SAP Terminology

Budget Return – Decrease to a budget allotment.

Budget Supplement – Increase to a budget allotment.

Business Area – Each University is called a Business Area. Each University is assigned a 2-digit numeric Business Area. The business area for Commonwealth University is **82.**

Commitment Item –For Funds Management the terminology is Commitment Item, for Materials Management the terminology is G/L Account Number. This is a 6-digit number defined specifically to identify type of revenues, expenses, transfers out, transfers in, chargeback expense, chargeback revenues.

For commitment item listings reference the following sources:

Commonly Used Abbreviations

The following abbreviations are often used to shorten text.

CB-Charge Back

CF-Carry forward

CI- Commitment Item

FC-Funds Center

FR-Funds Reservation

FY-Fiscal Year

PO-Purchase Order

PR-Purchase Request

SAP Contact:

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