

BUDGETING BASICS – GETTING STARTED!

Contacts



Budget Office:

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Accounting Office:

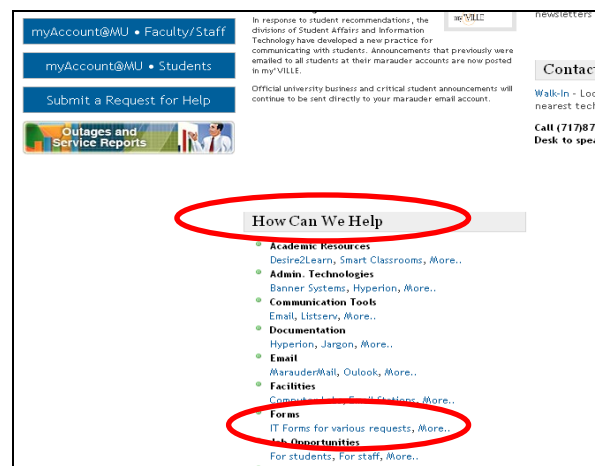
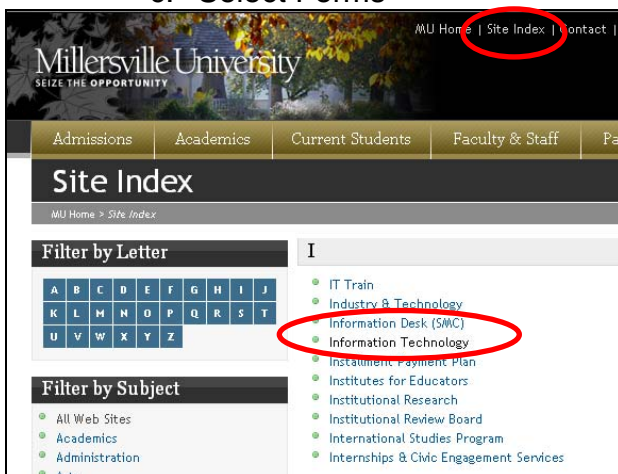
Teh Krajan	Accounting Director	Ext. 3480
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In an effort to assist Department Chairpersons and other financial managers and provide up-to-date information on the status of their budgets, the Budget Office has developed a wide array of Hyperion reports which are available on the web. These reports can be accessed on-demand, are user-friendly, and easy to run. All reports created by the Budget Office are located in the SAP Queries folder in the Budget Office folder.

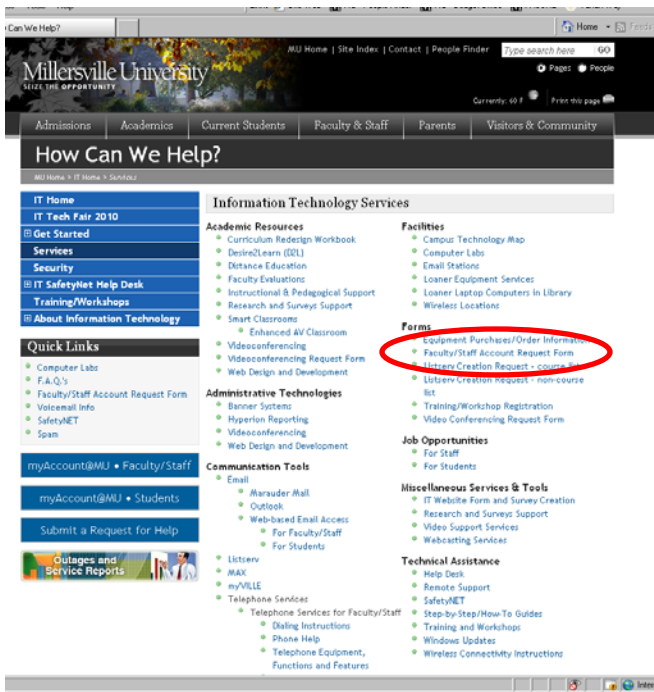
In order to access these reports, you will need to have access to SAP Finance, Hyperion on the web and SAP SQL Server.

Arranging for Access to the Hyperion on the Web and SAP SQL Server Reporting System

1. Complete a “**Faculty/Staff Account Request Form**,” which can be obtained at the following web site:
 - a. On MU home page www.millersville.edu, use the site index to search for Information Technology
 - b. Scroll down to “How can we help?”
 - c. Select Forms



- d. Select Forms – Faculty/Staff Account Request Form
- e. Complete form and be sure to select: SAP, Banner and Brio



- f. The following window will open. Select Both for the SAP Finance Module and Banner Modules

SAP Finance Modules:

Finance
 DataWarehouse
 Both

Banner Modules¹:

Finance²
 Student³
 Both

1. Access to Banner Accounts Receivable, Alumni, and Financial Aid must be requested through the appropriate department's Banner Security Administrator
2. To complete a Banner Finance request, a Banner Finance Security form must be completed and sent to the Accounting Office. (This form can be found in Outlook, at: *Public Folders / All Public Folders / Accounting Office / Forms / BCS Security form.doc*)
3. To complete a Banner Student request, a memo or email must be sent to Rachael Wywadis in the Registrar's Office



- g. Click Submit Request

2. Complete a "Request for SAP Finance System Access Form," which can be found in Outlook at: Public Folders/All Public Folders/Accounting Office/Forms/sapfi_security_form

Budget Training

After the Accounting Office has arranged for security clearance, please contact the Budget Office to schedule a training session which will be held in your office. Many department chairpersons have found it useful to have department secretaries, assistant chairpersons, and other representatives trained in the use of SAP Finance and SAP SQL Server via Hyperion on the web. In addition, refresher training is available to anyone who has access to the SAP Finance System or SAP SQL Server via Hyperion on the web by placing a request with the Budget Office.

If, for any reason, responsibility for an account changes from one financial manager to another (e.g., Chairperson election), or if a change in support staff or other position takes place which will have an effect on who should have access to the SAP Finance system, please notify the Budget and Accounting Offices.

Department Chairpersons and Financial Managers should refer to the [Using Hyperion To Access SAP Budget Reports on the Web Training Manual](#) for complete information regarding budget reporting. In addition, the [SAP Finance System Departmental User Guide](#) is available for information regarding SAP navigation, chart of accounts, budget procedures, budget transfers and SAP on-line reporting. This manual contains information about pool budgeting versus line item budgeting, Academic Affairs contracted maintenance budgets, Academic Search budgets, equipment budgets, Revenue Sharing/Indirect Cost budgets, etc. It also provides a listing and definition of revenue, expenditure and budget reserve accounts. These manuals can be obtained at the following web site: <http://www.millersville.edu/budget> under PDF Documents in the Procedure Manuals section (See Below).

We look forward to working with you and assisting you with your budgeting responsibilities!

