

SAP FINANCE SYSTEM



Departmental User Guide

Millersville University
Prepared September, 2006

**Welcome to SAP-FI Finance
Millersville University's Automated Financial Records System**

SAP-FI is an administrative software package which records data and handles transaction processing for the university's financial information.

This Users Guide was created by University Finance staff. The purpose of the Users Guide is to aid departmental users in their understanding and completion of on-line administrative tasks through SAP-FI.

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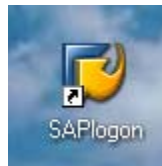
1. SAP-FI NAVIGATION



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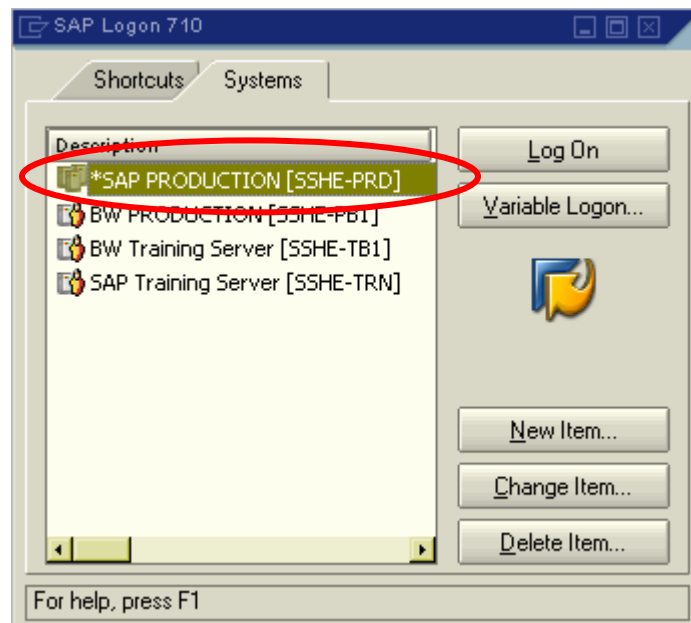
SAP LOGON

You should have the following icon on your desktop. If you do not have it, you should contact Information Technology desktop support to load the SAP GUI on your computer.



- Double click on the above icon

Clicking on the SAP icon, will cause the following pop-up window to appear:



CAUTION:
NEVER click on the Delete Item button. You will delete whatever is highlighted under the "Description" column!

Note: You can see four items on the above screen: SAP Production (SSHE-PRD), BW Production (SSHE-PB1), BW Training Server (SSHE-TB1) and SAP Training Serving (SSHE-TRN)

- Click on Log On


The following window will appear:

- ❑ Click in the User field to add your user name. Username will be 60, first initial and last name (ex: 60jmariacher)
- ❑ Click in the Password field to type your password. Note: The asterisks will remain in view. You do not need to delete them, just enter your password over them.

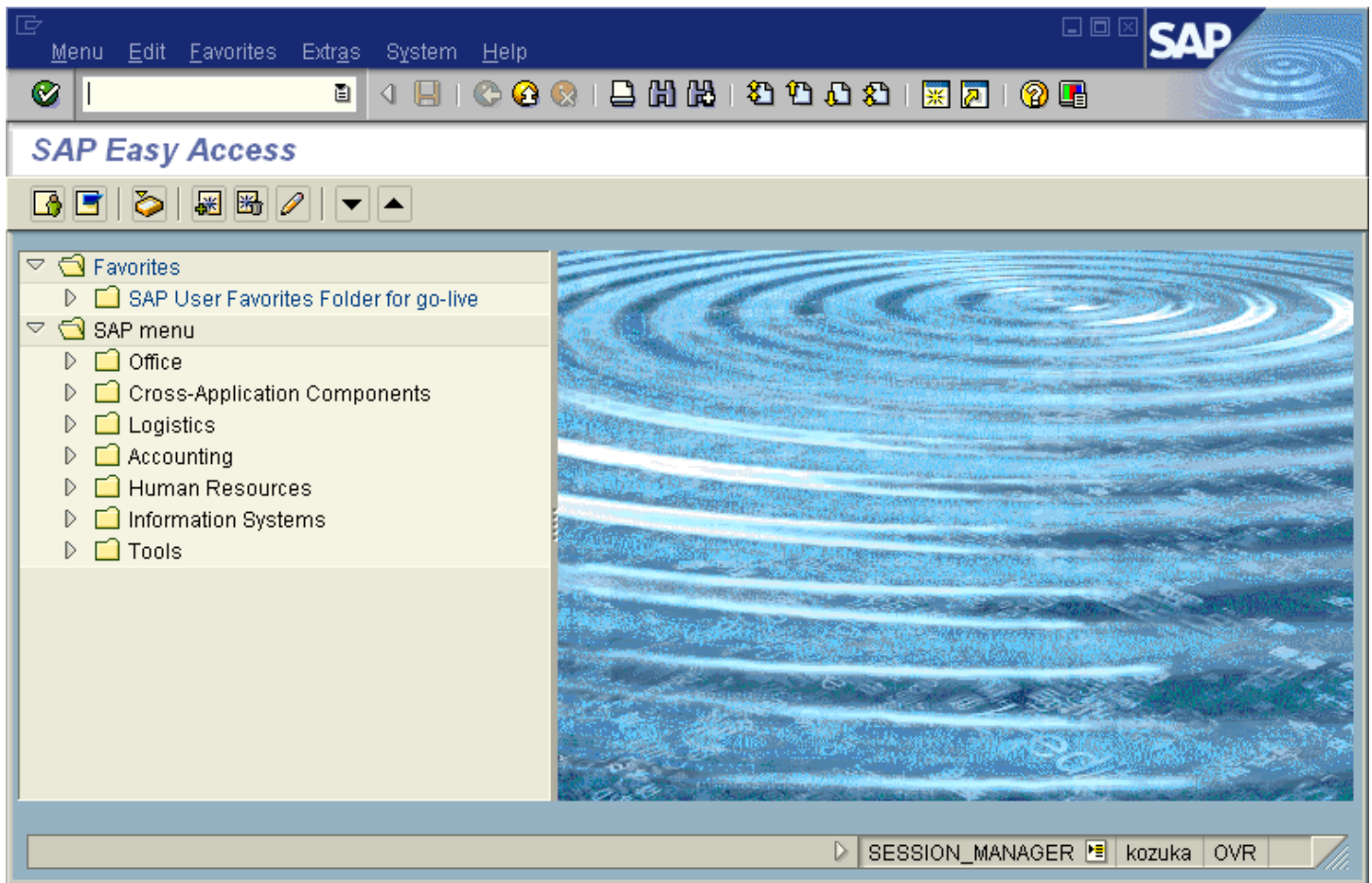
IMPORTANT INFORMATION:

Each person has an individual logon and password. You will set your own password.

- Passwords must be a minimum of 7 characters.
- Passwords cannot begin with the first 3 digits of your logon ID (example: User ID = 60jmariacher, password cannot begin with 60j.)
- You will be alerted to change your password every 30 days.
- When changing your password, you cannot use the last 5 passwords that were used.

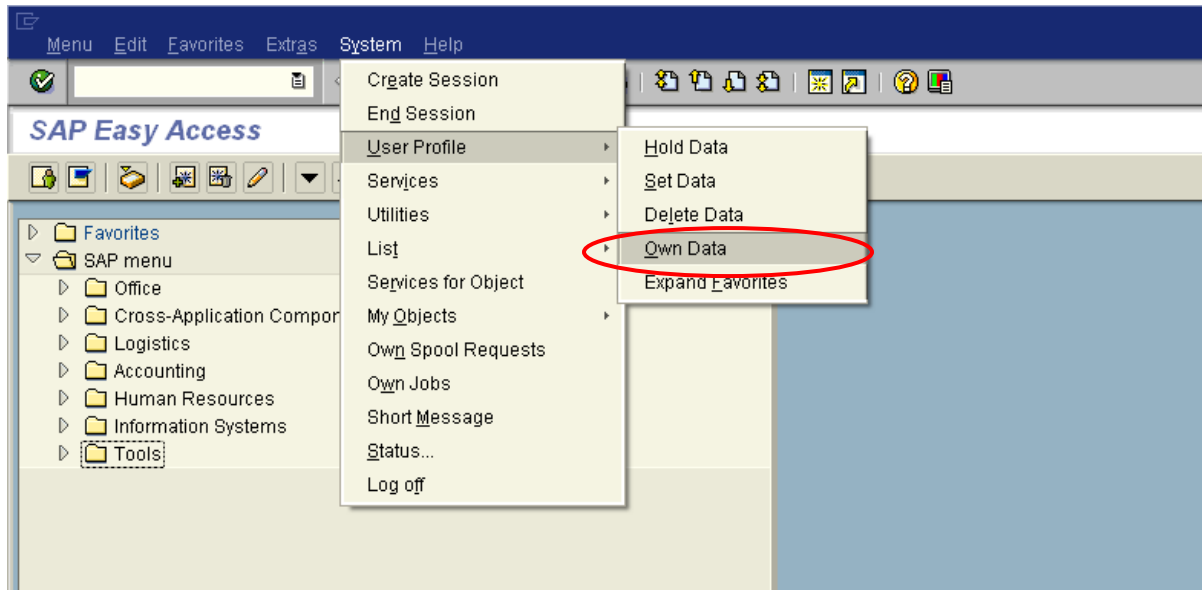
- ❑ Click on the green check mark  or press enter.

This will take you to the following screen, which is the first SAP window from where you can navigate to the various SAP transactions:

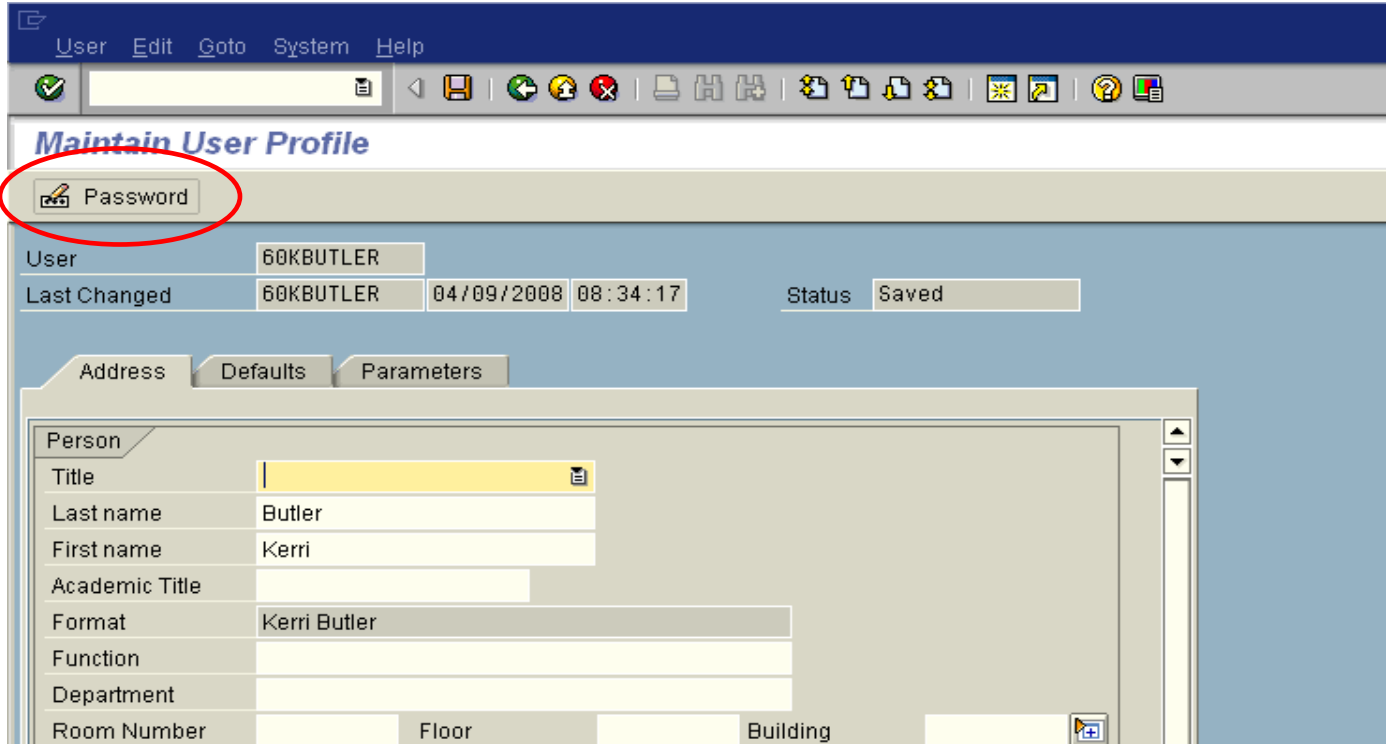


HOW TO CHANGE YOUR PASSWORD

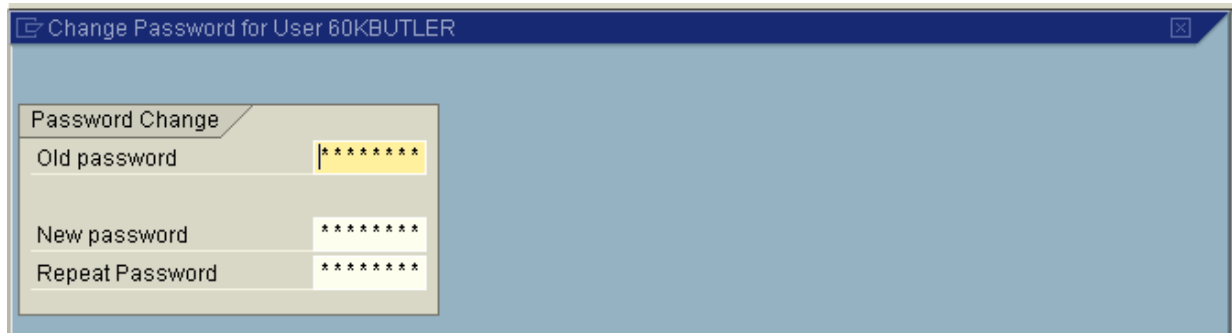
- Once logged in, navigate to *Own Data*, by clicking *System – User Profile – Own Data* as shown below:



- Click on *Password*, which is circled below



The following dialog box will appear, and once you type your current password in at the yellow box, you can change it by entering it as your *New Password* as well as confirming it in your *Repeat Password*.



Change Password for User 60KBUTLER

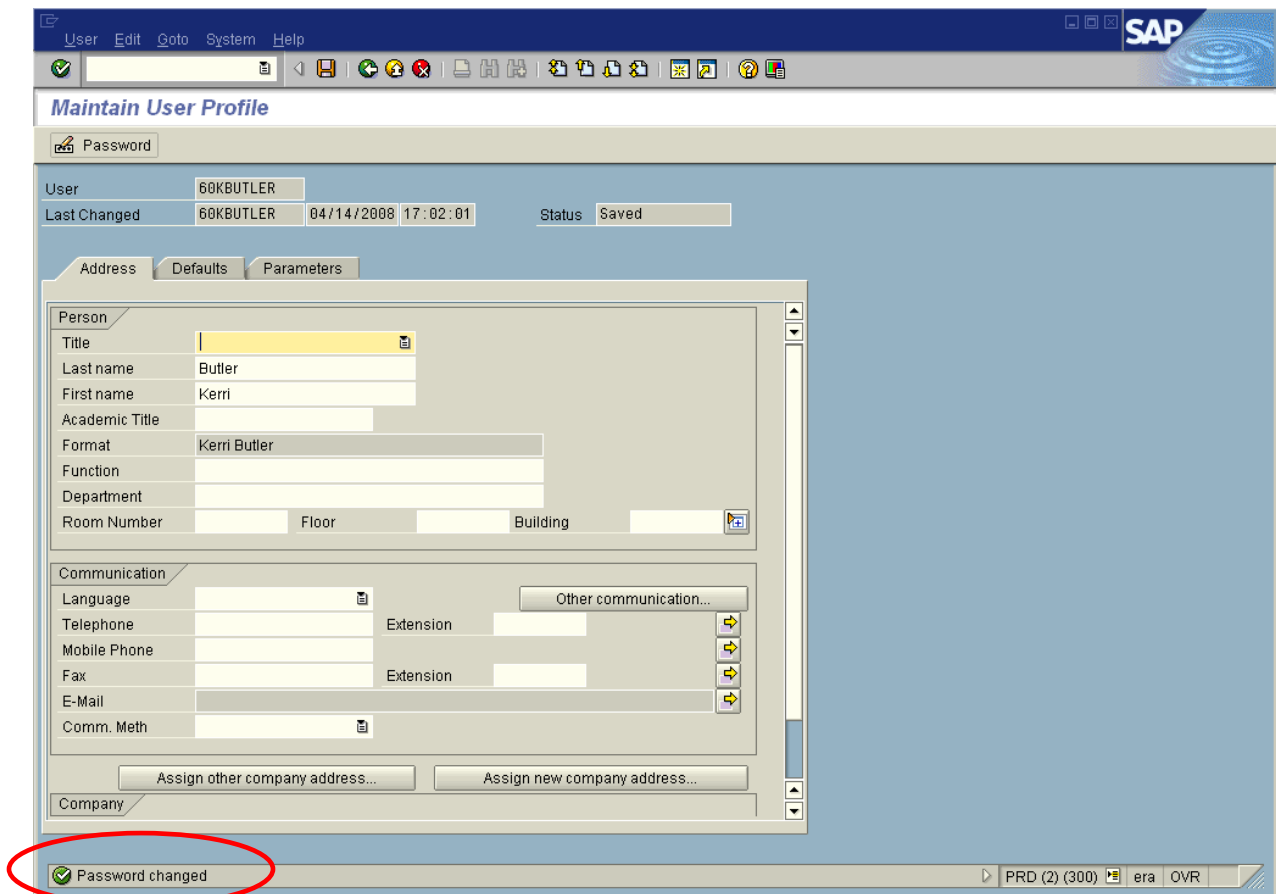
Password Change

Old password *****

New password *****

Repeat Password *****

You will get a note in the status bar and possibly in a dialog box as well on your screen to let you know your password has been changed correctly.



User Edit Goto System Help

SAP

Maintain User Profile

Password

User 60KBUTLER
Last Changed 60KBUTLER 04/14/2008 17:02:01 Status Saved

Address Defaults Parameters

Person

Title
Last name Butler
First name Kerri
Academic Title
Format Kerri Butler
Function
Department
Room Number Floor Building

Communication

Language
Telephone Extension
Mobile Phone
Fax Extension
E-Mail
Comm. Meth

Assign other company address... Assign new company address...

Company

PRD (2) (300) era OVR

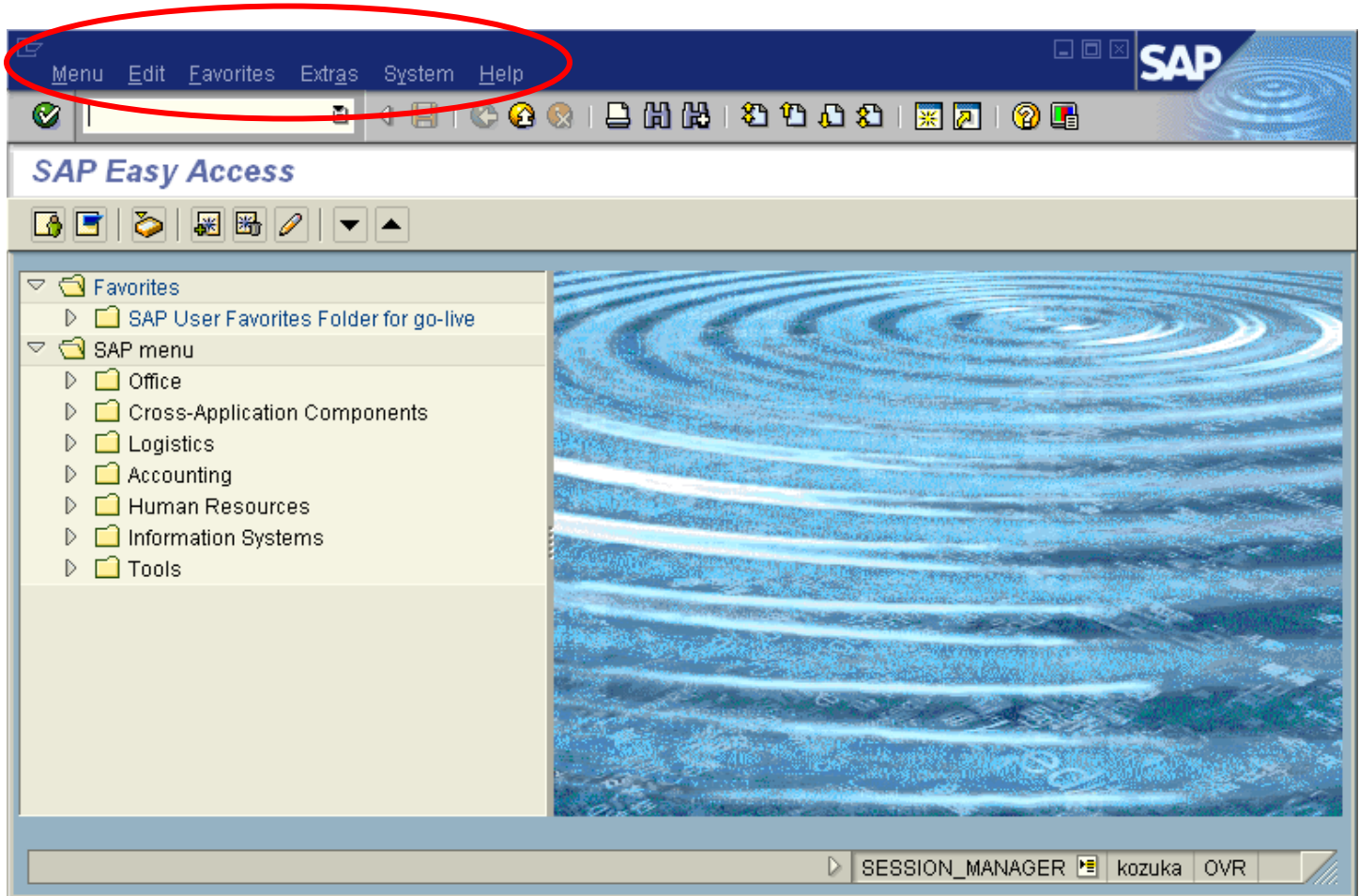
✓ Password changed

MENU BAR/TOOL BAR

The *Menu Bar* contains menu paths available for navigation from the current screen. The menu options vary according to screen or task. On the following screen, the available options include:

Menu Edit Favorites Extras System Help


To navigate a menu path, click on the desired option on the *Menu Bar* in order to view more menu options for that module area.




STANDARD TOOLBAR

The **standard toolbar**, located just below the menu bar, contains buttons/icons for performing common actions such as *Save, Enter, Back, Exit, Cancel, etc.* The toolbar also contains the *Command* field (see white rectangular box in red circle below) where transaction codes can be entered.




















If you are in a particular transaction and want to proceed to the next transaction without going back to the main menu, you can enter “/n” followed by the transaction code in the *command field*, then click .

The functions that can be performed with the toolbar will be dependent upon where you are in a particular transaction. For example, notice in the toolbar below that the *Save* icon  is “grayed out”; you would not be able to *Save* in this instance. Other buttons may be “grayed out” at any given time depending on where you are in a particular transaction (i.e., what screen you are on).

A table summarizing the function of each button of the standard toolbar is presented on the next page. In addition, these buttons/icons are explained in further detail later.

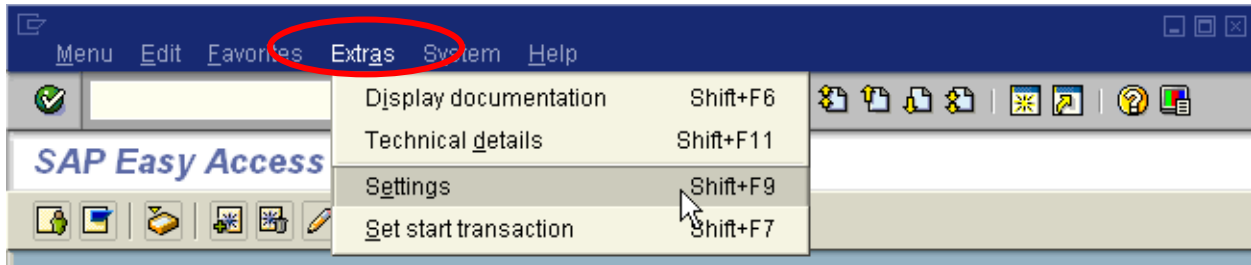
Standard Toolbar (Buttons/Functions)

Button	Name	Function
	Enter	Confirms the data you have selected or entered on the screen. Same function as the <code>Enter</code> key. Does not save your work.
	Command field	Allows you to enter commands, such as transaction codes.
	Save	Saves your work. Same function as <i>Save</i> in the <i>Edit</i> menu.
	Back	Returns you to the previous screen without saving your data. If there are required fields on the screen, these fields must be completed first.
	Exit	Exits the current function without saving. Returns you to the initial screen or main menu screen.
	Cancel	Exits the current task without saving. Same function as <i>Cancel</i> in the <i>Edit</i> menu.
	Print	Prints data from the current screen.
	Find	Searches for data required in the current screen.
	Find next	Performs an extended search for data required in the current screen.
	First page	Scrolls to the first page. Same function as the <code>CTRL + Page Up</code> keys.
	Previous page	Scrolls to the previous page. Same function as the <code>Page Up</code> key.
	Next page	Scrolls to the next page. Same function as the <code>Page Down</code> key.
	Last page	Scrolls to the last page. Same function as the <code>CTRL + Page Up</code> key.
	Create session	Creates a new SAP session. Same function as <i>Create session</i> in the <i>System</i> menu. (Tip: maximum 7 sessions can be open at one time)
	Create shortcut	Allows you to create a desktop shortcut to any SAP report, transaction, or task if you are working with a Windows 32-bit operating system.
	F1 Help	Provides help on the field where the cursor is positioned.
	Layout menu	Allows you to customize the display options.

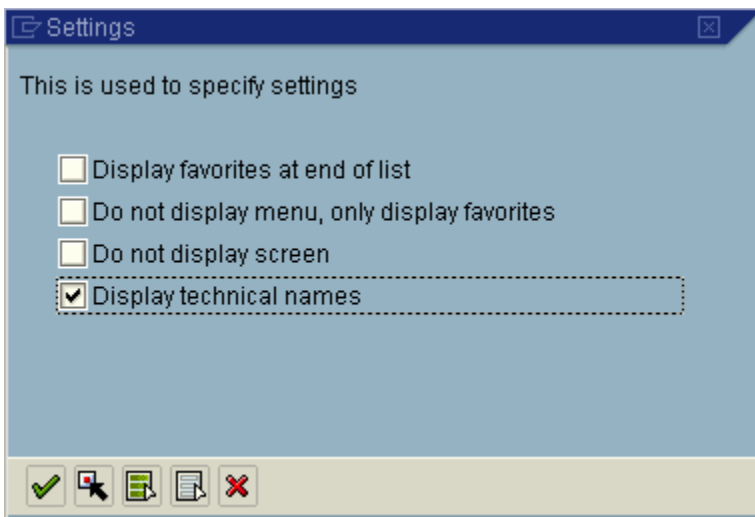
HOW TO TURN ON TECHNICAL NAMES

When working in the SAP system, it is useful to display the technical names of the transactions. The technical names are used for quick entry by entering the name in the command field.

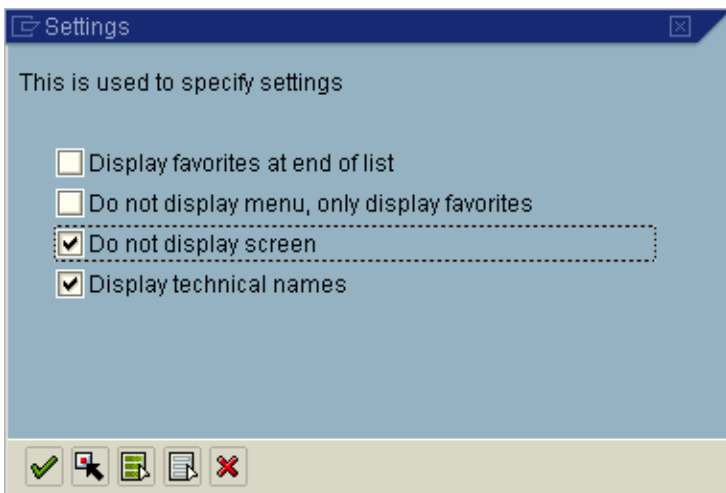
In order to display the technical names, you will need to access the Extras option of the Menu Bar.



You should then choose settings options. You must make sure the “Display Technical Names” box is checked.



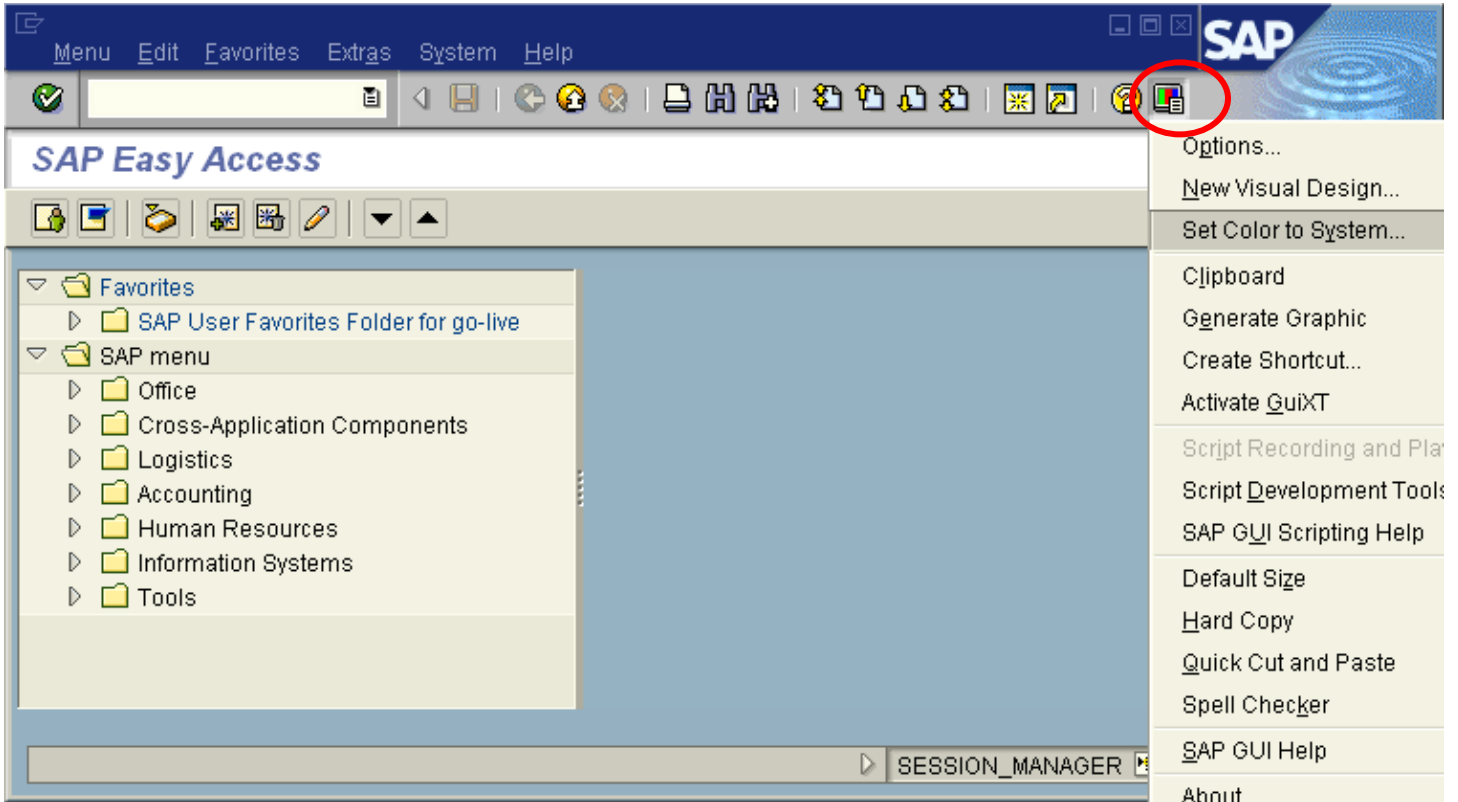
In addition, at this point you can also opt to turn off the display screen (whirlpool).



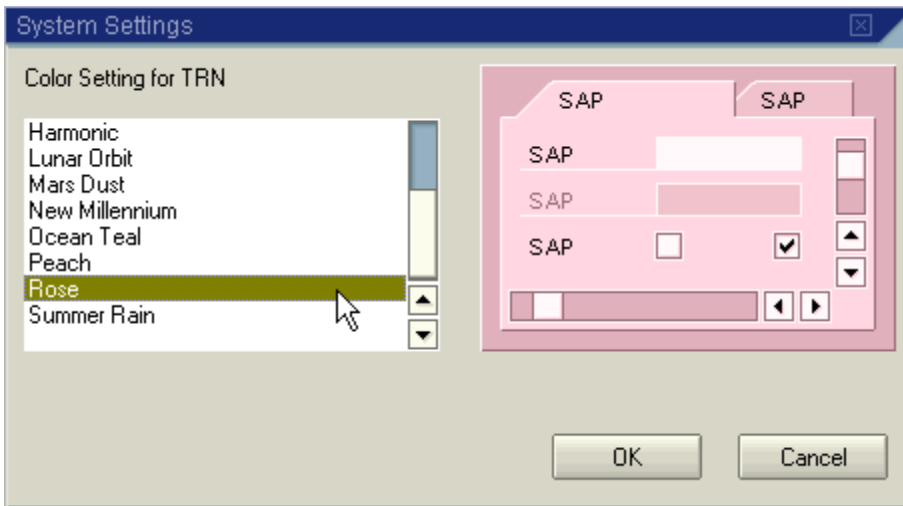
HOW TO CHANGE SYSTEM DISPLAY

When working in the SAP system, you can choose to change the system color.

- ❑ Click on Customize Local Layout icon– select *Set Color to System*



- ❑ Make a color selection and click on OK

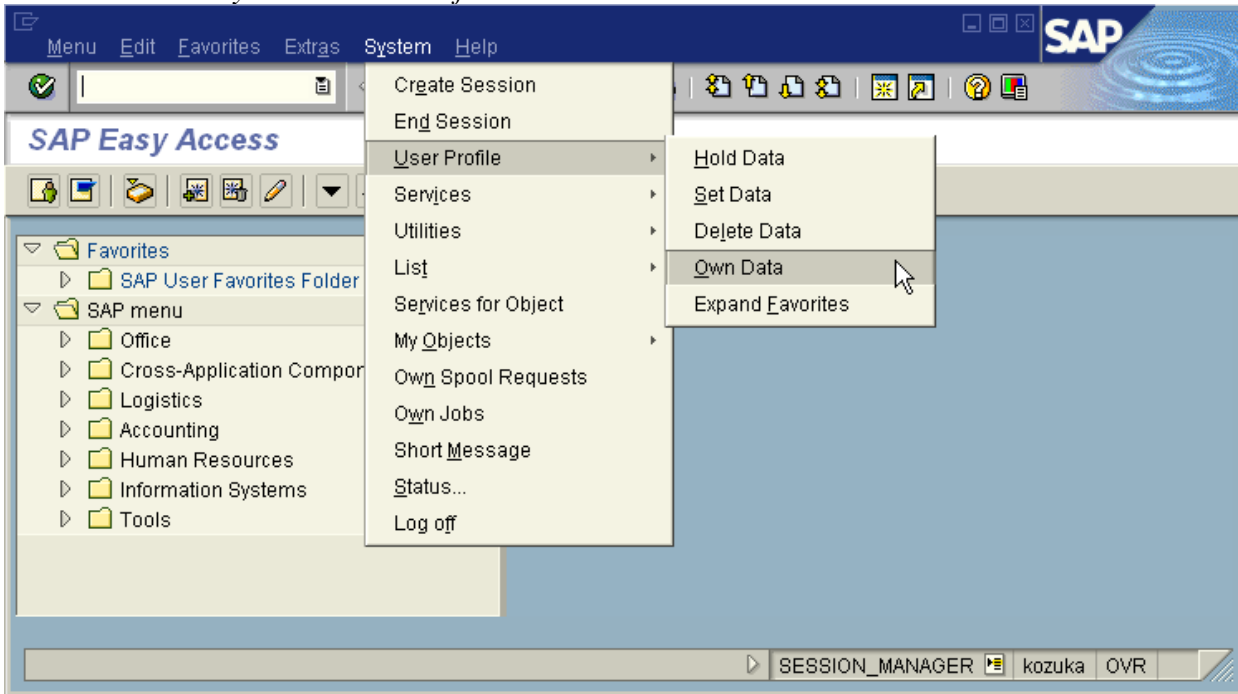


HOW TO CHANGE SYSTEM SETTINGS

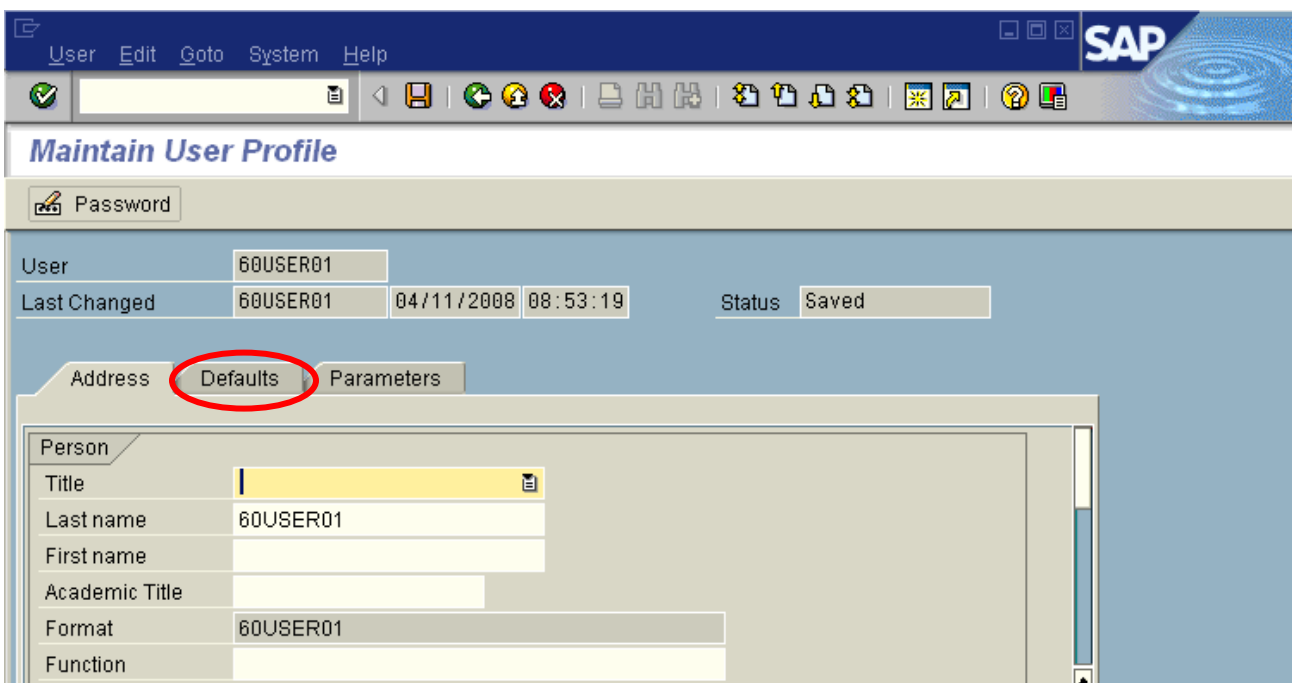
Printer Setup

Before printing a SAP report you need to change your SAP settings

- Click on *System – User Profile – Own Data*



- The *Maintain User Profile* will be displayed. Click on the defaults tab.



In the Spool Control Section, enter “*loc1*” as the output device. Make sure you check “*Output Immediately*”.

The screenshot shows the SAP 'Maintain User Profile' dialog box with the 'Parameters' tab selected. The 'Spool Control' section is circled in red, indicating the required settings: 'OutputDevice' is 'loc1' and the 'Output Immediately' checkbox is checked. Other parameters include 'Logon Language' set to 'EN' and 'Date format' set to 'MM/DD/YYYY'.

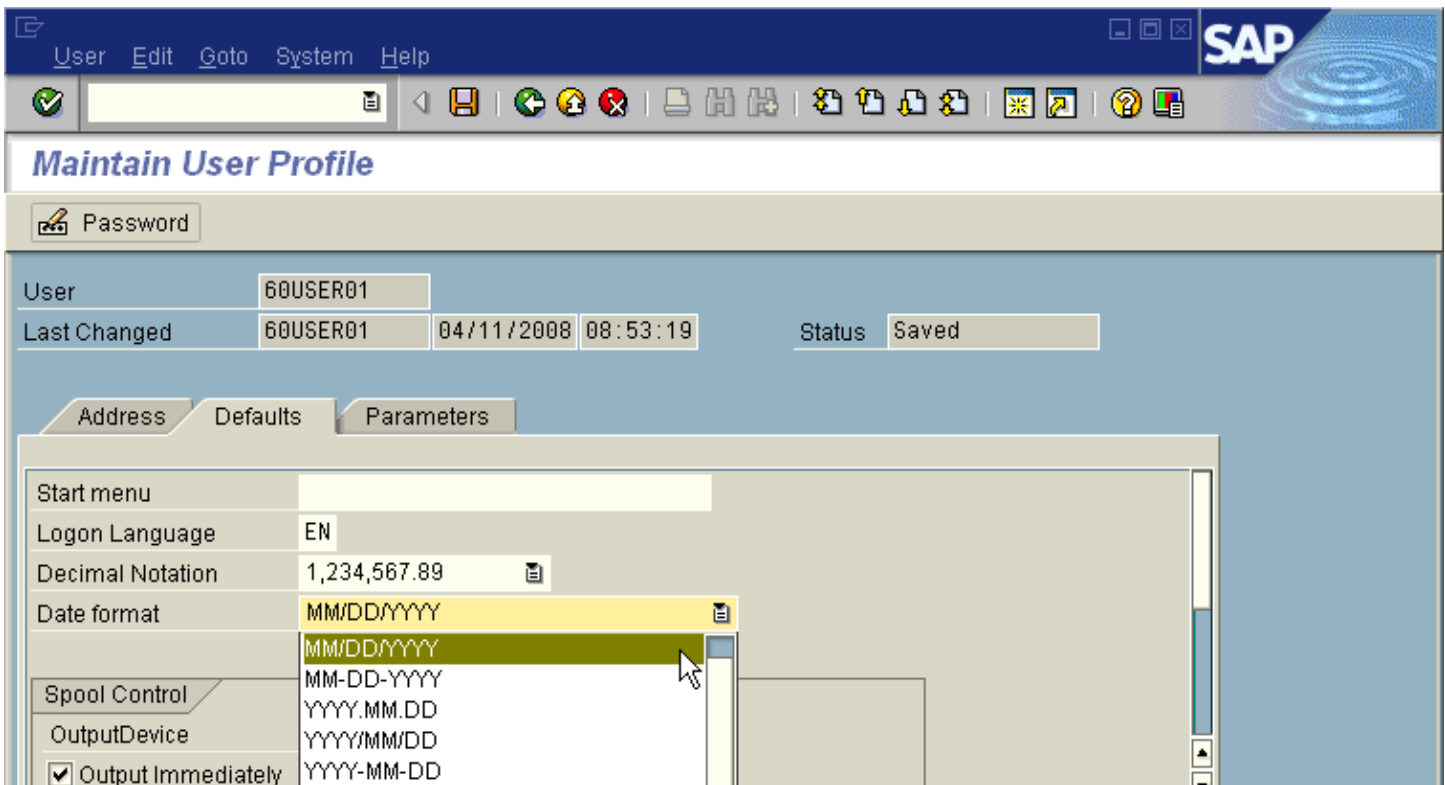
Field	Value
User	60USER01
Last Changed	60USER01 04/11/2008 08:53:19
Status	Saved
Start menu	
Logon Language	EN
Decimal Notation	1,234,567.89
Date format	MM/DD/YYYY
Spool Control	
OutputDevice	loc1
Output Immediately	<input checked="" type="checkbox"/>

- ❑ To change the decimal notation – click on the *Decimal Notation* drop down list and choose the second option for USA currency format.

This screenshot shows the 'Decimal Notation' dropdown menu open in the 'Parameters' tab. The menu lists three options: '1,234,567.89', '1.234.567,89', and '1 234 567,89'. The second option, '1.234.567,89', is highlighted, indicating it is the selected option for USA currency format.


Field	Value
Start menu	
Logon Language	EN
Decimal Notation	1,234,567.89
Date format	MM/DD/YYYY
Spool Control	
OutputDevice	loc1
Output Immediately	<input checked="" type="checkbox"/>

- ❑ To change the date format – click on the *Date Format* drop down list and choose the first option MM/DD/YYYY.



The screenshot shows the SAP 'Maintain User Profile' dialog box. The 'Parameters' tab is selected. The 'Date format' field is highlighted, and a dropdown menu is open, showing 'MM/DD/YYYY' as the selected option. Other options include 'MM-DD-YYYY', 'YYYY.MM.DD', and 'YYYY-MM-DD'. The 'Save' icon is visible at the bottom right of the dialog.

User	60USER01				
Last Changed	60USER01	04/11/2008	08:53:19	Status	Saved
Start menu					
Logon Language	EN				
Decimal Notation	1,234,567.89				
Date format	MM/DD/YYYY				
Spool Control					
OutputDevice					
<input checked="" type="checkbox"/> Output Immediately					

- ❑ Click the Save icon to save the settings 

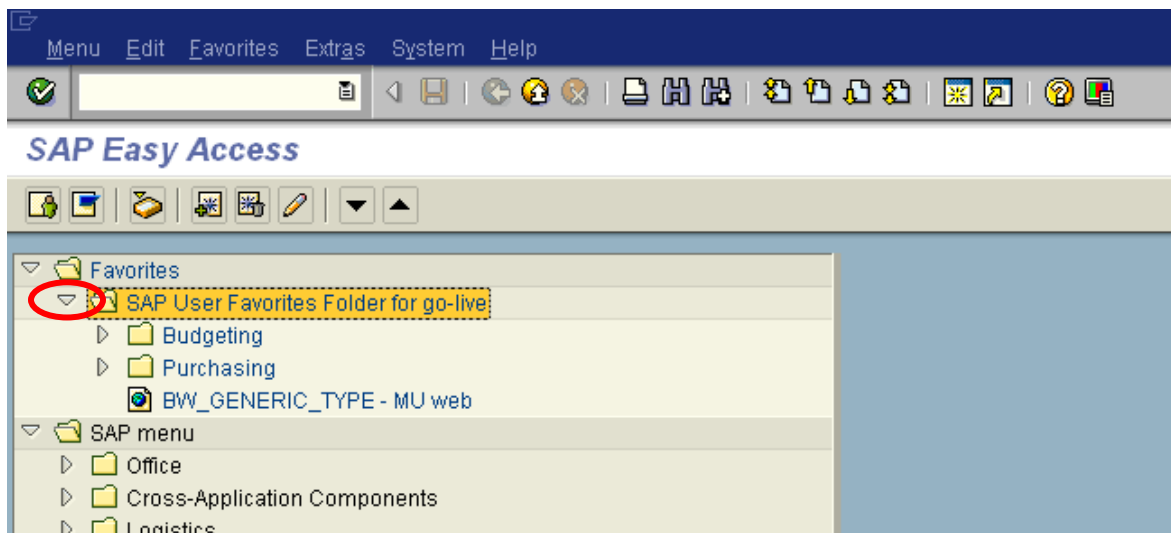
NOTE: *You will only need to complete this procedure one time.*

HOW TO EXPAND THE SAP USER FAVORITES FOLDER FOR GO-LIVE MENU PATH

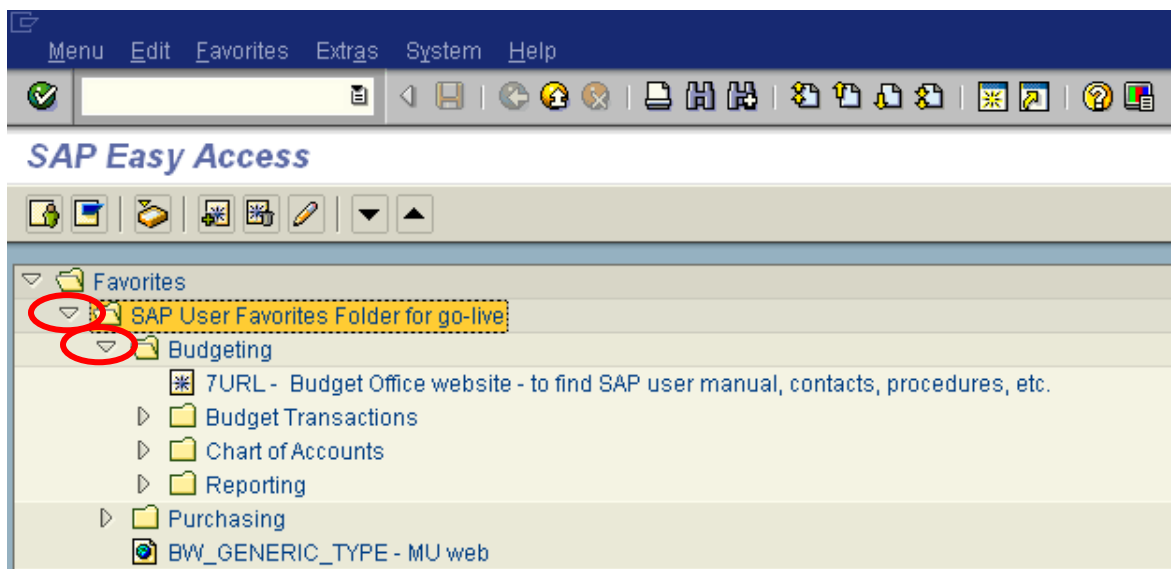
When you logon to the SAP system, you will only be able to see a few choices, as shown on the screen below. In order to reach a specific transaction, such as parking a budget transfer or processing a budget status report, you will need to drill down to the lowest level.

Expanding the menu path one level is achieved by clicking once on a right-pointing arrow. On the following screen SAP User Favorites Folder for go-live has been highlighted because that is the area where the menu path must be expanded in order to reach the park budget transfer entry screen.

- ❑ Click on the arrow next to *SAP User Favorites Folder for go-live*



The following window shows the screen that will be displayed after expanding the menu path two levels (by clicking on the right pointing arrow twice), when starting from *SAP User Favorites Folder for go-live*:

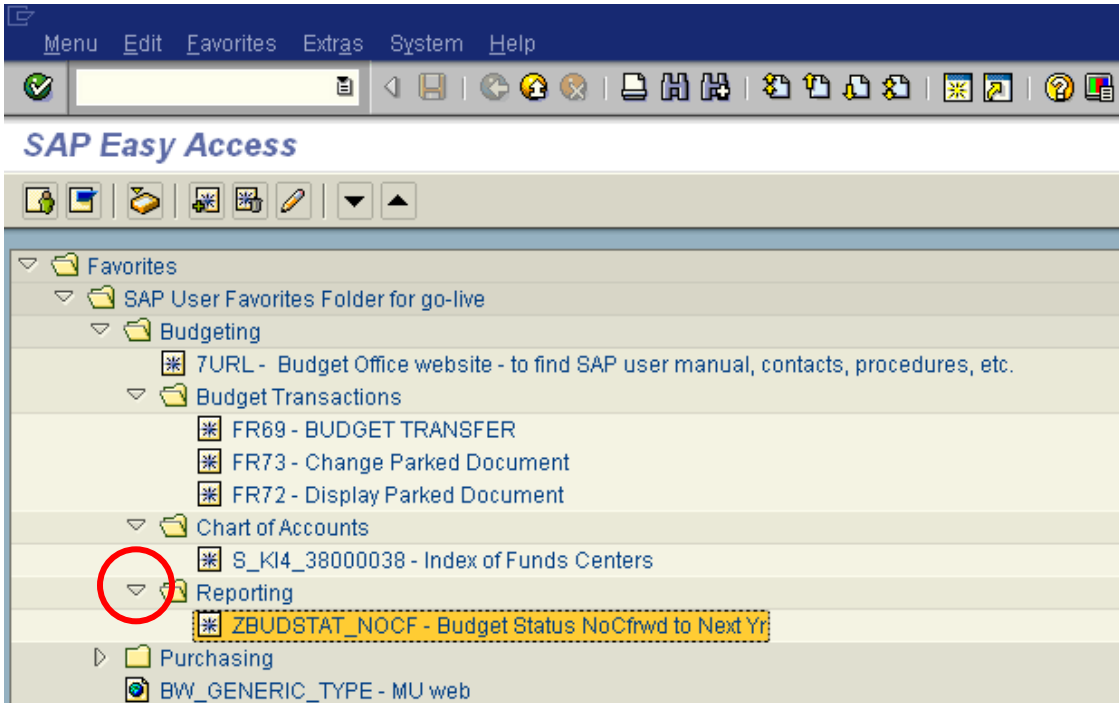


Each transaction can have multiple levels. The lowest level is indicated by the symbol shown below:



- Expand the menu path further; by clicking on each down arrow until you reach the lowest level (highlighted by the red circle).

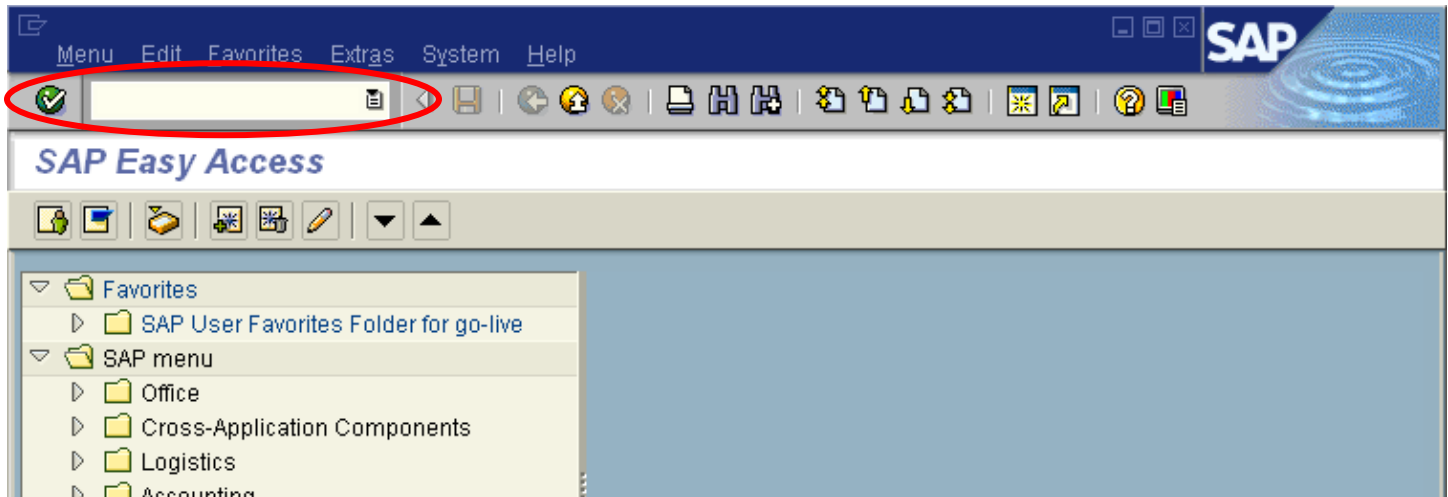
The lowest level in this case is *ZBUDSTAT_NOCF – Budget Status NoCfrwd to Next Yr*, highlighted below.



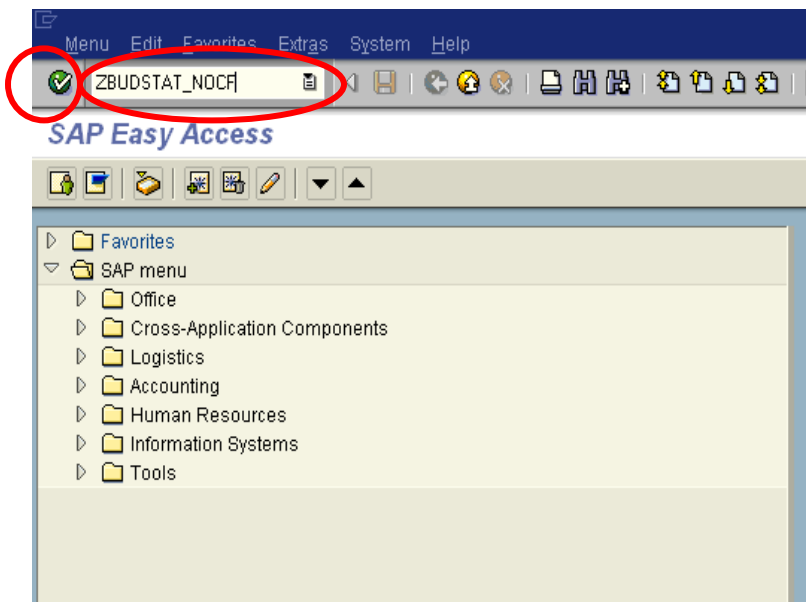
HOW TO ENTER A TRANSACTION CODE


A transaction code is a faster way that can be used to reach a transaction screen without using a menu path. It is typically a four digit, alphanumeric value that identifies a “transaction”, such as ZBUDSTAT_NOCF, which is used for running budget reports.


On the following screen, the *Command Field* has been circled in red. This is the place where you can enter the transaction code:

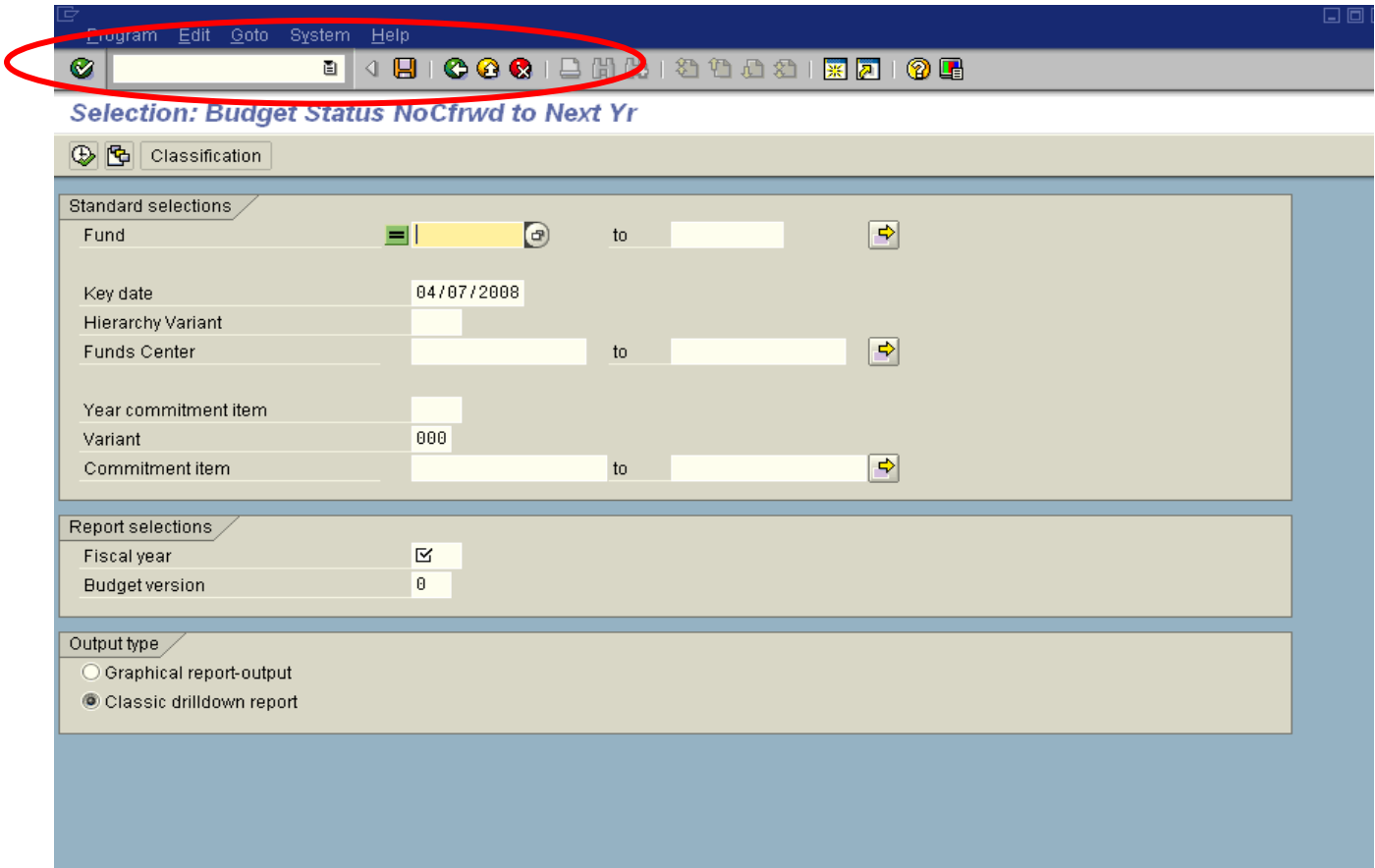


- Enter ZBUDSTAT_NOCF (which is the transaction code), as shown below:



TIP: If you are already in a particular transaction and want to proceed to the next transaction without going back to the main menu, you can enter “/n” followed by the subsequent transaction code in the *command field*, then click .

- ❑ Click on the green check mark  (highlighted by the smaller red circle) or press enter. This will lead you to the *Selection: Budget Status...* screen, which corresponds to the ZBUDSTAT_NOCF transaction code, as shown below:



Selection: Budget Status NoCfrwd to Next Yr

Classification

Standard selections

Fund	=		to		→
Key date		04/07/2008			
Hierarchy Variant					
Funds Center			to		→
Year commitment item					
Variant		000			
Commitment item			to		→

Report selections

Fiscal year	<input checked="" type="checkbox"/>
Budget version	0

Output type

Graphical report-output

Classic drilldown report

CREATING A FAVORITE

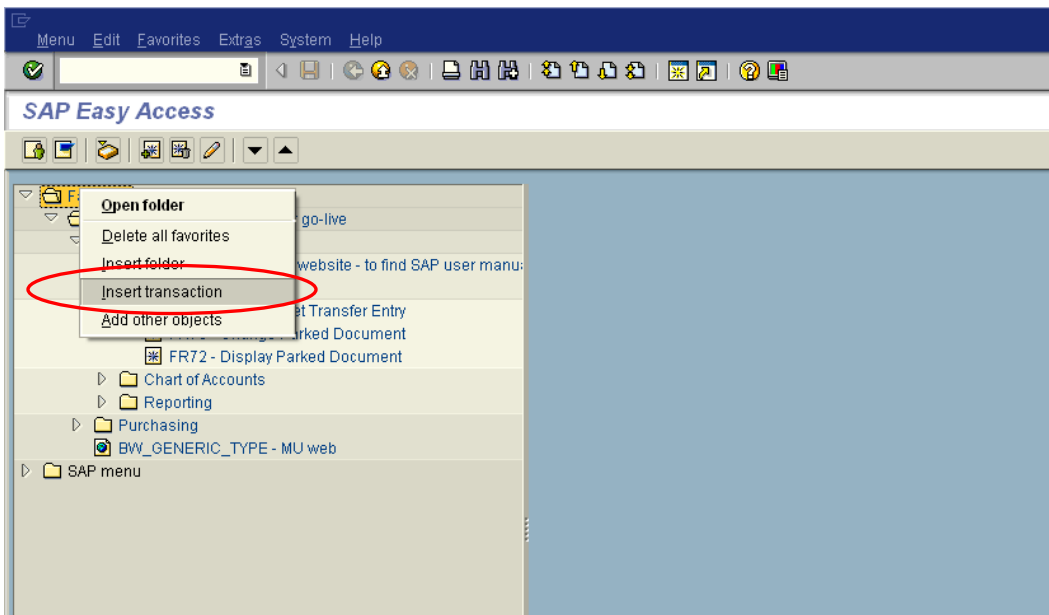
You have now seen how to drill down to get to a transaction screen. You would not want to go through all those steps each time you needed a transaction. You have also seen how to get to a transaction by entering the transaction code. Who can remember all the technical names for each transaction? Let's take a look at creating a favorite!

A favorite is just like a bookmark in a Browser, which enables you to reach a transaction without using a menu path or typing in a transaction code. You can add multiple, frequently used, transactions to your list of favorites so that you can reach your destination quickly without having to remember either the menu path or the transaction code. The Budget Office has created a favorite menu for you based on the most commonly used transactions. Should you need to create your own, follow the following steps:

To add a favorite:

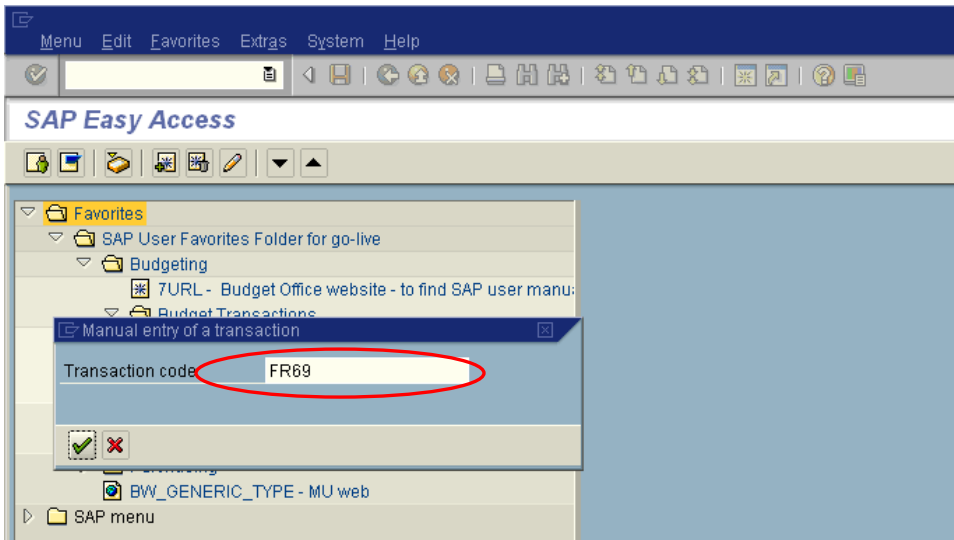
- ❑ Find a transaction code that is used frequently, such as FR69 – Park Budget Transfer Entry.

On the following screen, the Favorites folder has been highlighted. To add a transaction code to the list of favorites, complete the following:

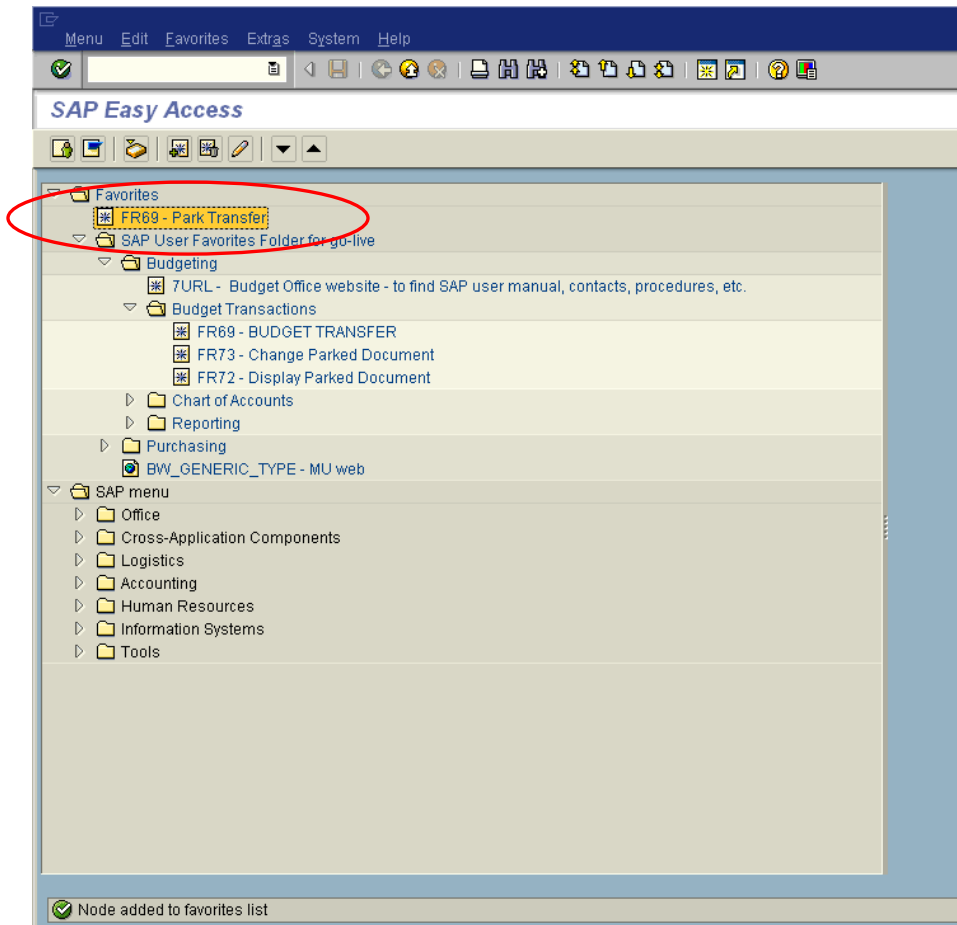


- ❑ Right Click on the *Favorites* folder
- ❑ Click on *Insert Transaction*


- ❑ Type in the transaction code that you would like to be added as below for the example of adding the Park Budget Entry transaction:



It will appear under the Favorites folder as shown below:



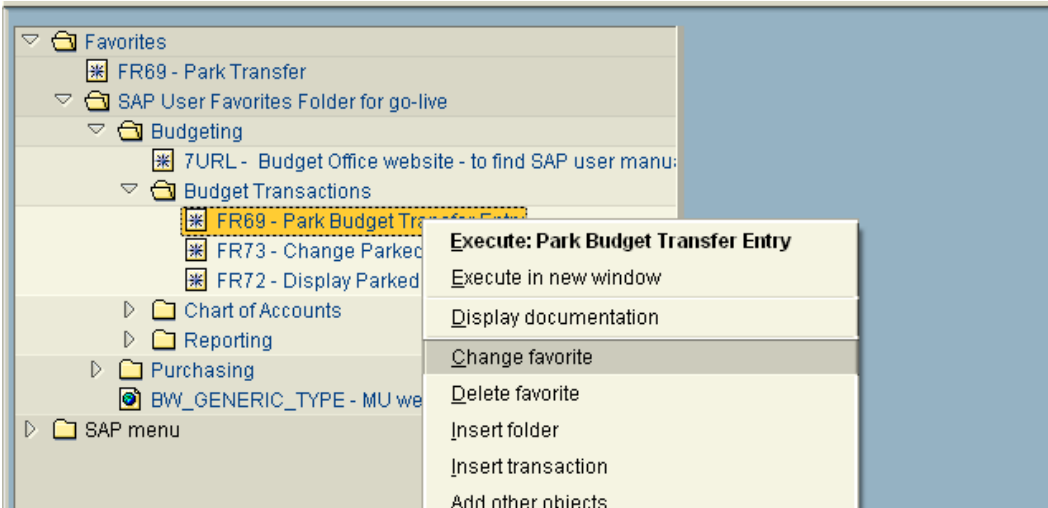
There are several other methods for creating favorites:

- ❑ Click on the transaction code. Hold down your left mouse button and drag it to the Favorites folder and drop it there.
- ❑ Use the icon for creating favorites 
- ❑ Right mouse click on the transaction code. Choose Add to Favorites.

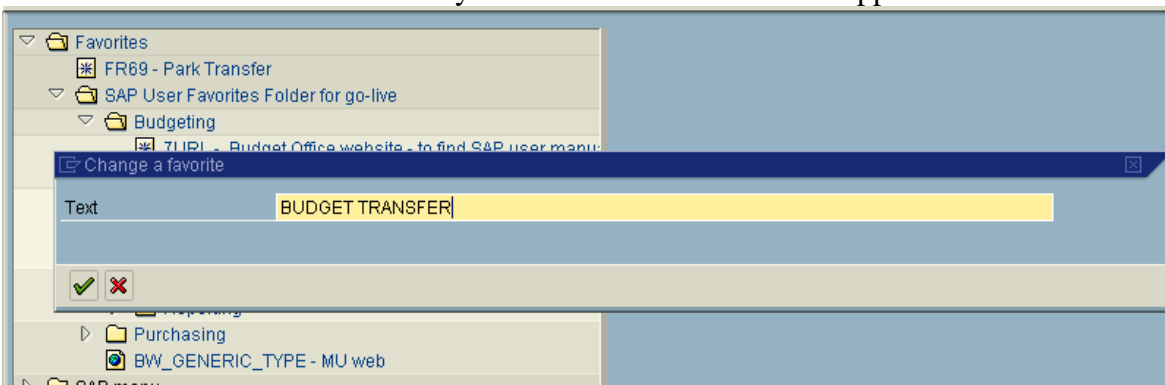
Customizing Your Favorites

You can change the name of a Favorite by right mouse clicking on it.

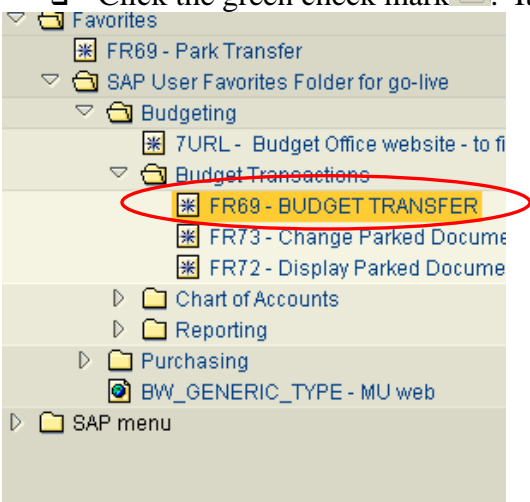
- ❑ Choose the function “*Change Favorite.*”



- ❑ Revise the line to read how you would like the favorite to appear.



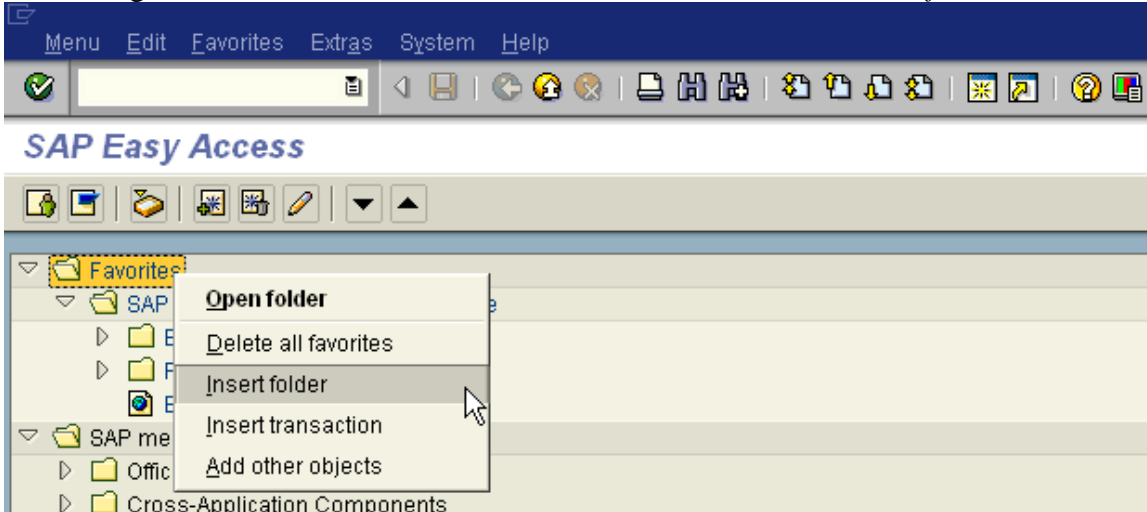
- ❑ Click the green check mark . It will appear with new name as shown below.



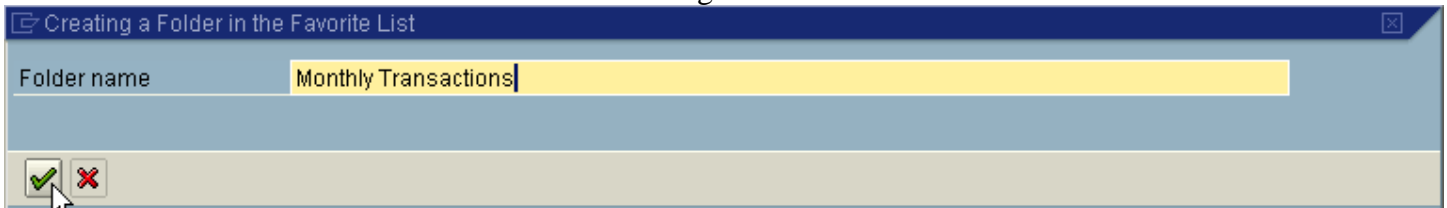
Creating Your Own Subfolders under Favorites

You can create folders to organize your Favorites. To create a subfolder:

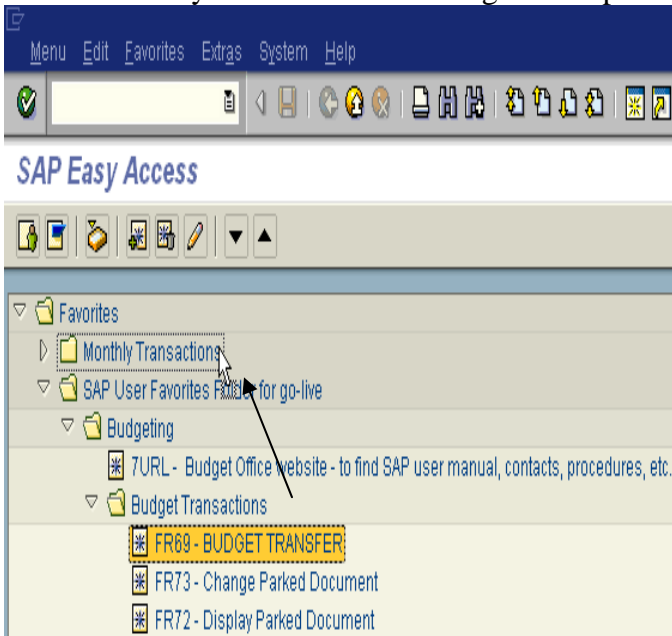
- Right mouse click on the folder called *Favorites*. Choose *Insert folder*.



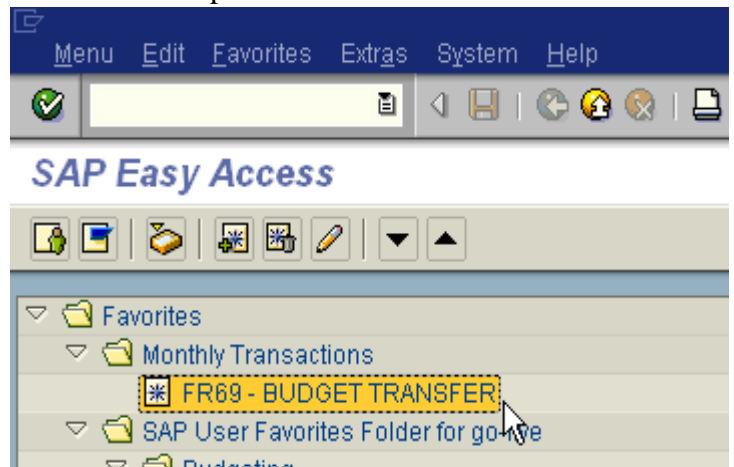
- Rename the folder as shown below. Click the green check mark .



- Create your favorites then drag and drop into your new subfolder



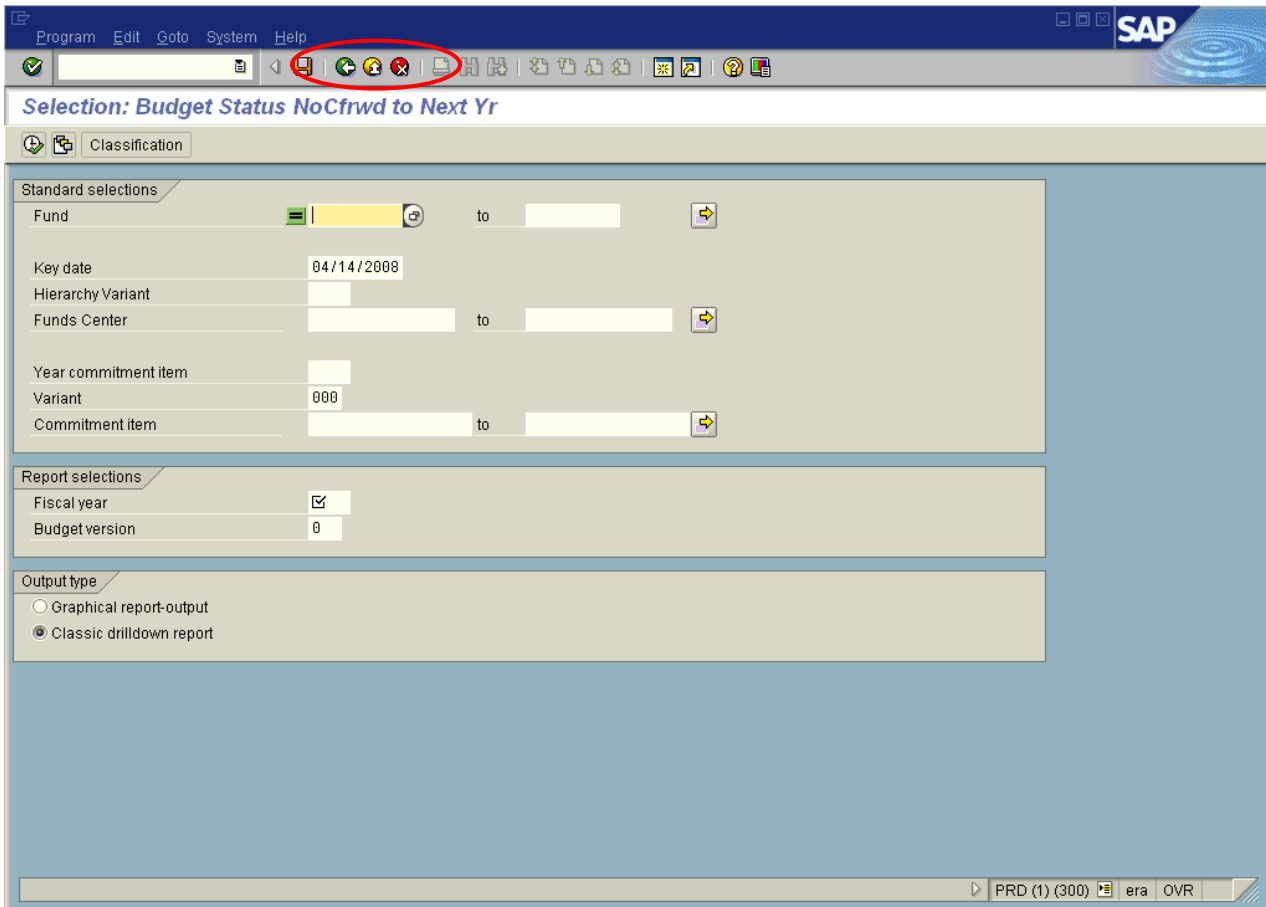
- It will appear in your new folder as the example shows below:



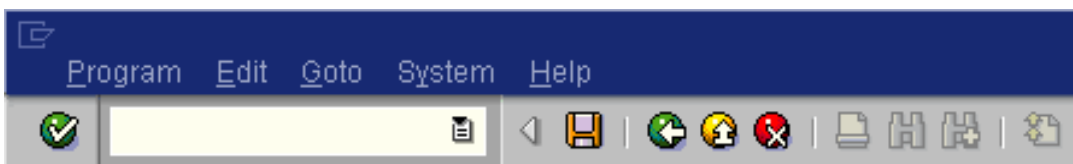
NAVIGATION SYMBOLS

The navigation options in the SAP System are intended to give the user as much freedom as possible when moving between screens and tasks. To support this, a number of standard functions (such as “Back,” “Exit,” and “Cancel”) are offered.

Note that the green check mark and colored arrows are on the following screen (Green, Yellow and Red). Their functionality is explained in this section.



The following screen shot is a blown – up version of the *Standard Toolbar* shown above.



The functionality of each of these icons is explained on the following page:

Green Check Mark



This icon is used as the *ENTER* key that allows you to continue to the next step. It is used when you require the system to validate your field entries and then move to the next function, or screen, in a system task. **This key does NOT save the information that you enter. For that, you will have to use the SAVE icon.**

Green Arrow

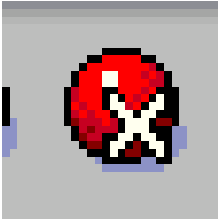


This icon is used as the *BACK* key. It is typically used to go back to the previous screen or menu level.

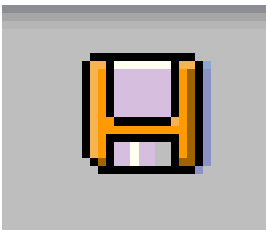
Yellow Arrow



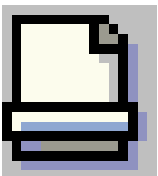
This icon is used as the *EXIT* key. It is used when you want to exit the current menu level or system task without saving the data.

Red X

This icon is used as the *CANCEL* key. It is used when you want to cancel the data you entered in the current system task.

Save

This icon is used as the *SAVE* key. It is used to save data or save changes to data in a system task.

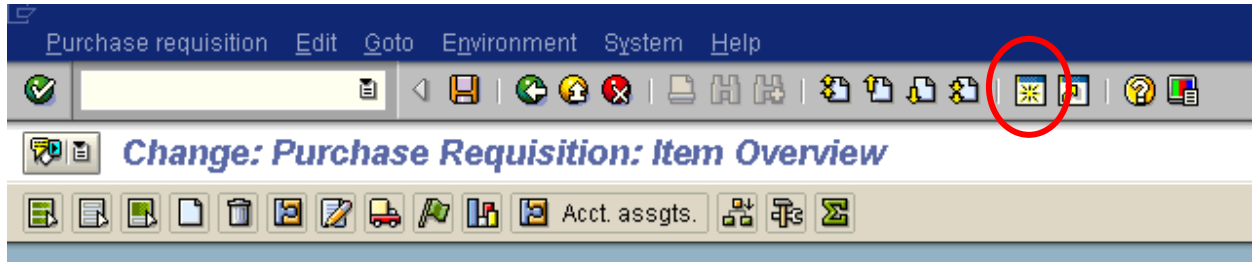
Print

This icon is used as the *PRINT* key.

Creating a New Session

You can work with multiple sessions of SAP. A session is equivalent to a window. What this feature allows is to have two, or more, windows open at the same time. For example, you can use one window to work on the transaction “Create an invoice”. Simultaneously, you can use the other window to go to another transaction to check the address of the vendor, without closing the first window.

The following screen highlights the icon that is used to create a new session:



To create a new window:

- Click on the icon highlighted by the red circle on the above screen

This will create a new window. You can switch between the two windows, the old and the new, by:

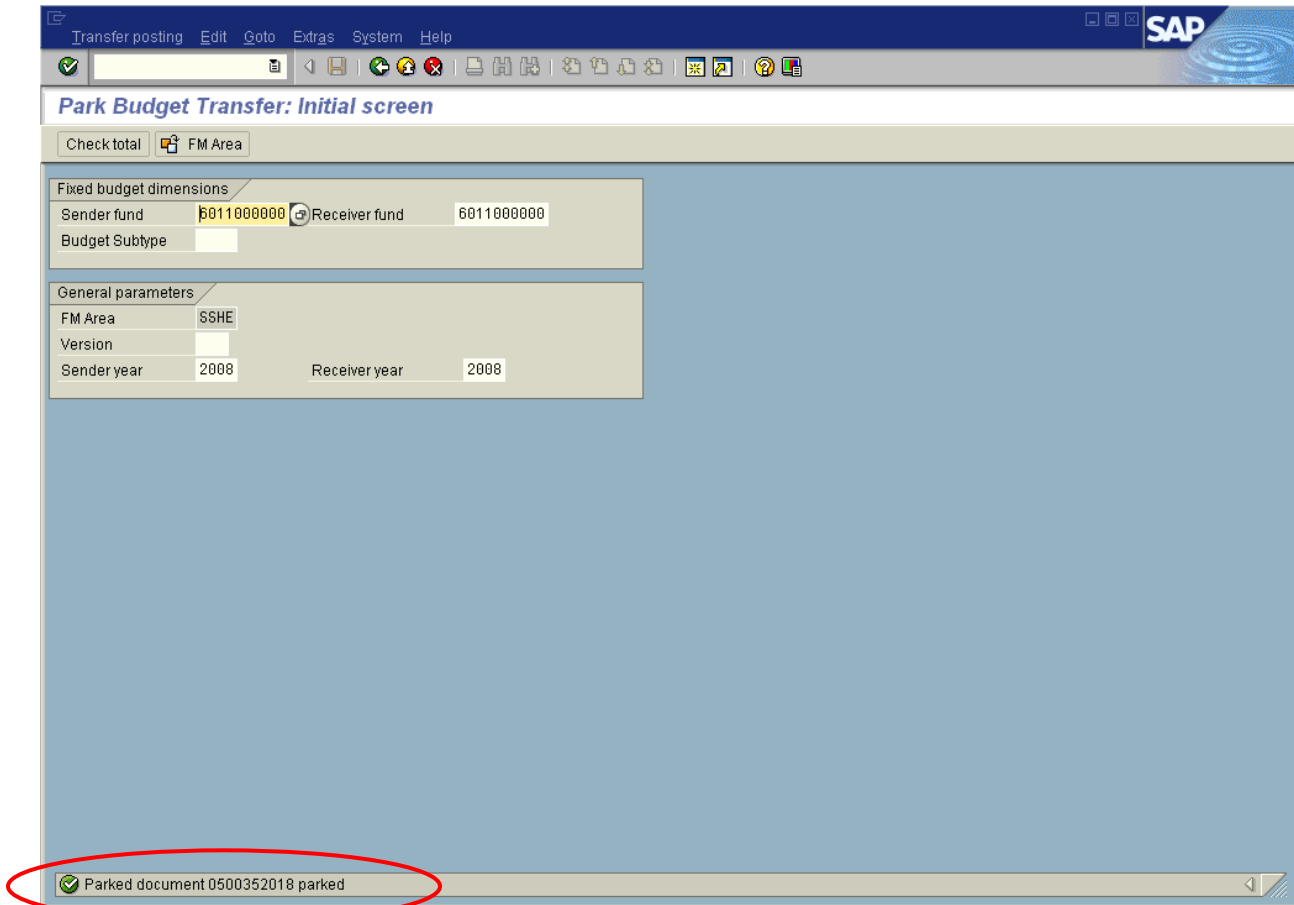
- Pressing the ALT key (and keep holding it down)
- Hitting the TAB key to move to the other window(s)



TIP: Maximum of seven sessions can be opened at one time

Status Bar

The *Status Bar* is located at the bottom of the SAP screen. It displays important system messages, such as errors and completion of transactions, as well as other session information. The following screen shows the message generated by system after a parked entry is completed.



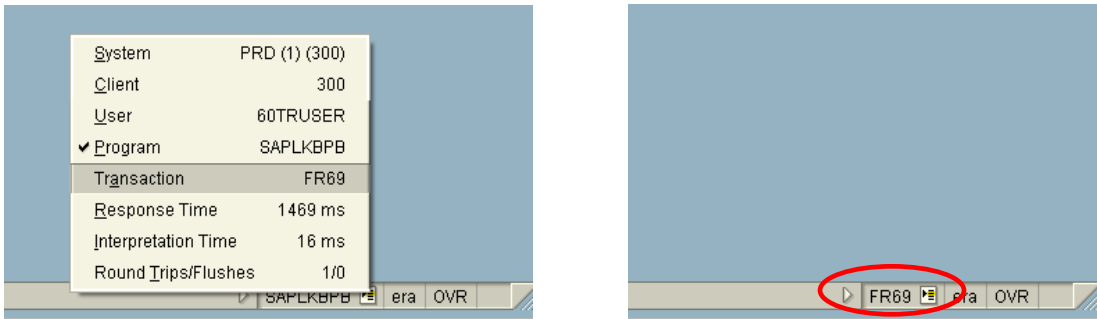
The circle above shows the user that the document has been parked and shows the document number which is helpful to keep for your records.



Located on the Right side of the status bar is a white arrow.



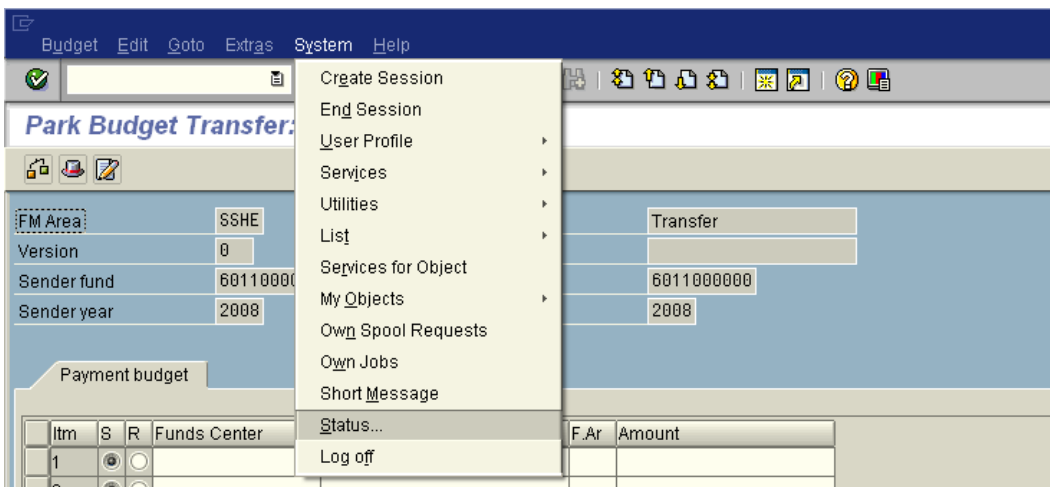
- To show more information, click on arrow – the information on the left of the notebook paper symbol can be changed by using a left click on the symbol. Choose which information you would like displayed.



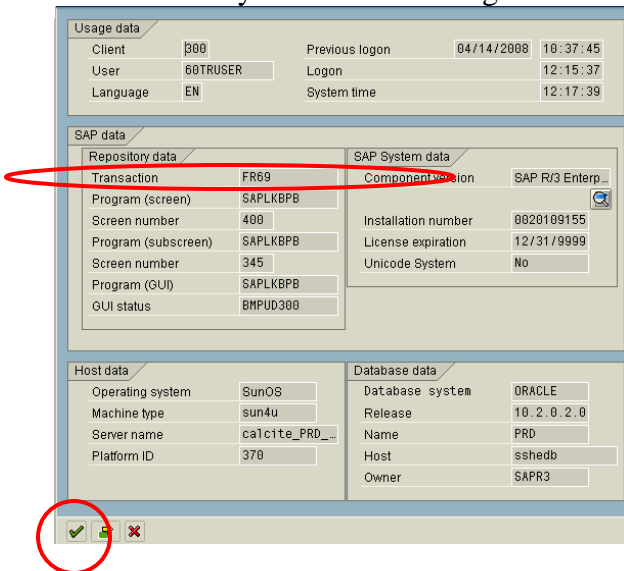
- ❑ Choose the information you would like to view (for example, the transaction code) and the result will appear after clicking on it.

Determining the Current Transactions Code

If you want to find out the transaction code for the transaction that you are currently working on, as well as some other details, navigate as shown on the following screen, going to *System* then *Status*:



This will lead you to the following window showing the transaction code:

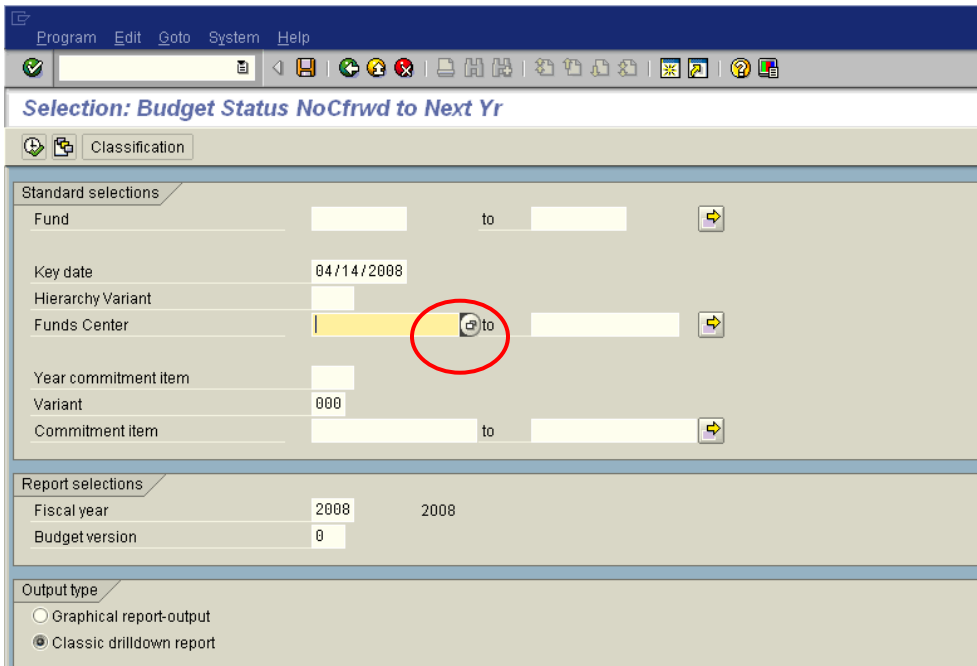


- ❑ Click on the green check mark on bottom left of dialog box to return to the previous transaction.

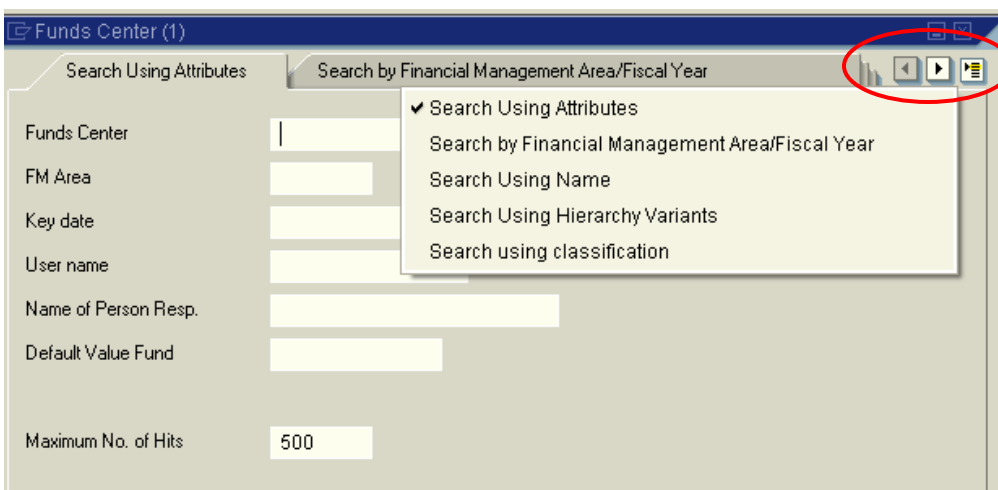
Field Entry Searches

When entering data, you will at times need to conduct a search to determine the appropriate data to enter in a field. There are a few ways that this can be accomplished.

Navigate to the ZBUDSTAT_NOCF – the Budget Report. In the example below, a Funds center is required. If you do not know the number, a search facility is available for this field. When your cursor is in the field, the search button will appear immediately to the right when available. See the red circle below.




After clicking the search button (or pressing F4), a pop-up window similar to the example below, will be displayed. This window provides options for conducting your search. Often, there are several tabs available, which give different search options.



Note: The three buttons in the upper right corner. The left arrow will bring the previous tab to the front, the right arrow brings the next tab to the front, and the selections list displays a listing of all available tabs (shown to the left) and allows you to choose which to bring forward.

Once you have chosen the tab that corresponds to your desired search method, enter data in the fields to limit your search. You may complete all, some, or none of the fields. If no fields have been completed, the entire list of possible selections will be returned. In the example below, we are looking for the budget office.

- ❑ Click the green check mark to execute the search. To cancel and close the pop-up window click the blue X in the upper right hand corner of the dialog box.

 **TIP:** When searching for information, use an asterisk (*) to find all information which contains the entered data. For example, above we want to find all cost centers which begin with 6011411 – this narrows a search down.

Options will appear listed in a dialog box that you can choose from as below:

FMA	Language	Funds Center	From	to	Name
SSHE	EN	6011411000	01/01/1900	12/31/9999	Bdgt Off

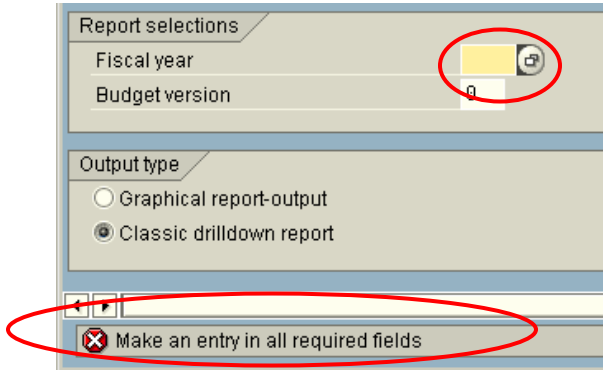
- ❑ When the desired item is located, either double click or highlight and click on green check mark. To exit, click the blue X in upper right corner of dialog box.

Required Input Fields

When you work in the SAP System, you will sometimes encounter input fields containing a check mark icon. These are **required input** fields. An example is shown below:

If the screen you are working in contains any required input fields, you must enter data in these input fields before you can proceed to the next screen or tab (if the screen is using tabs).

If you have not completed all the required input fields on a screen, the SAP System displays an error message in the status bar.

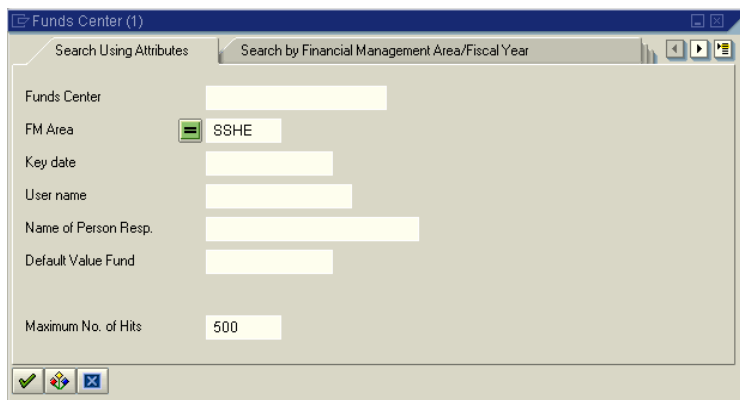


Generally, if a screen has no required input fields, you can go to the next screen or tab without entering data in any fields.

Tabs

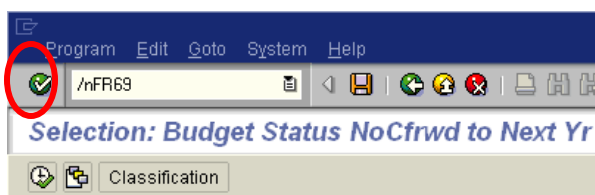
Tabs enable you to enter, display, and alternate between multiple screens. In transactions containing multiple screens, they provide a clearer overview. In addition, tabs enable you to proceed from one tab page to the next without having completed all the data. To access a tab page, select the corresponding tab header.

- In some cases, you must complete all required input fields on a tab page before you can move on to the next page.

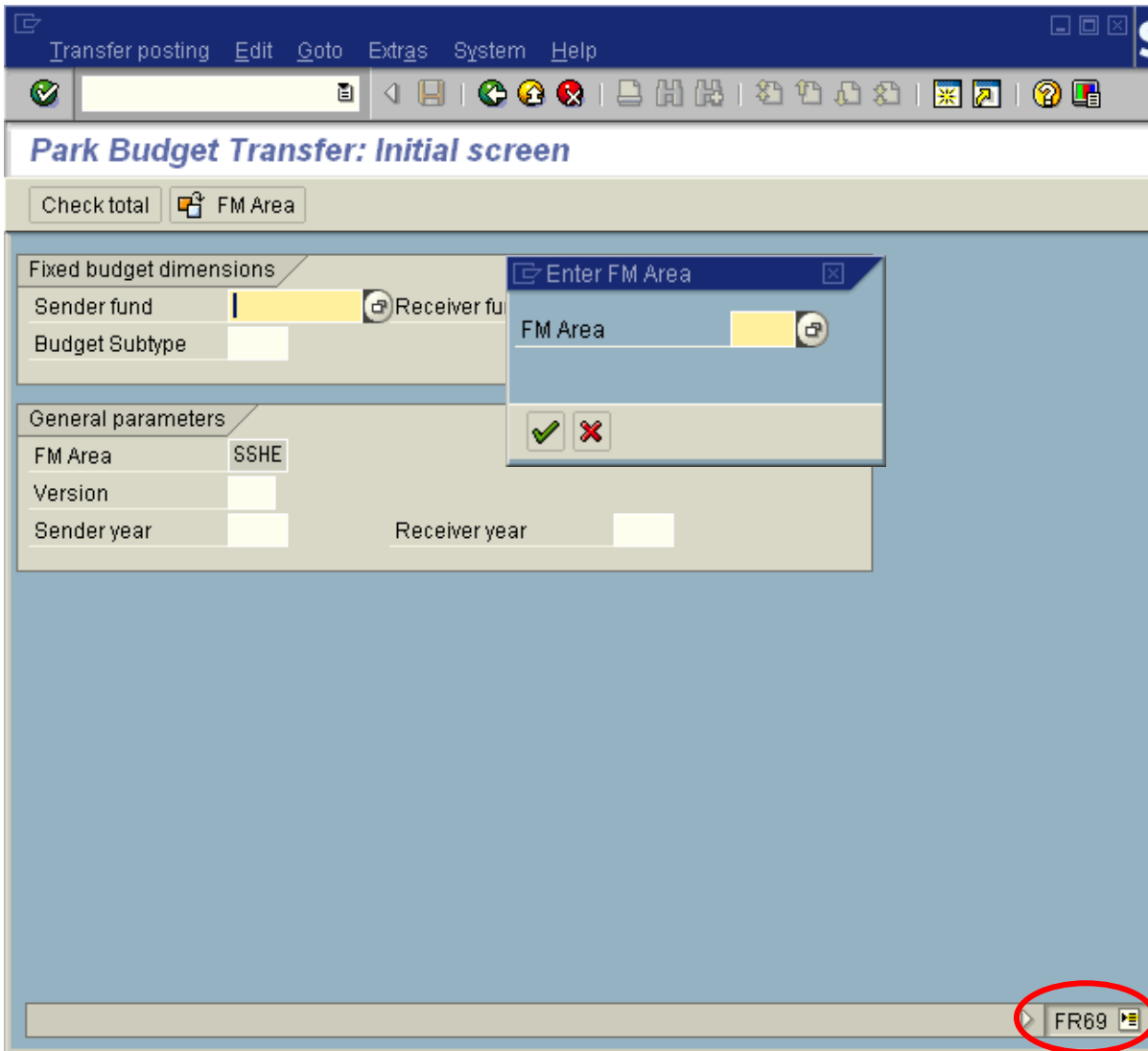


Switching Screens Quickly

If you are finished with a transaction and need to go to another transaction, you can avoid backing out to the main menu by using a shortcut. While **in a transaction**, type `"/n"` plus the transaction code in the command field. Press Enter or click the green check mark icon.

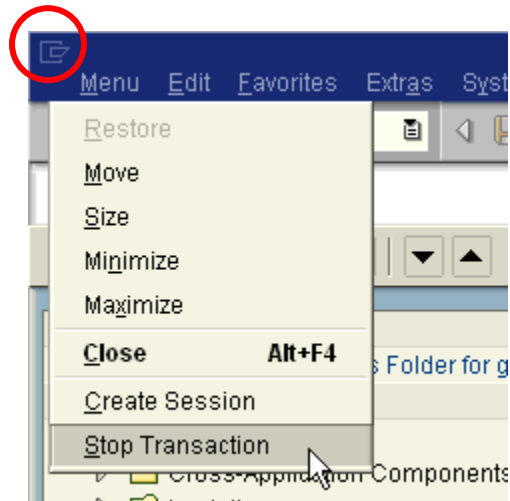


You will be taken directly to the new transaction. Your screen should look like the below.



Aborting a Transaction

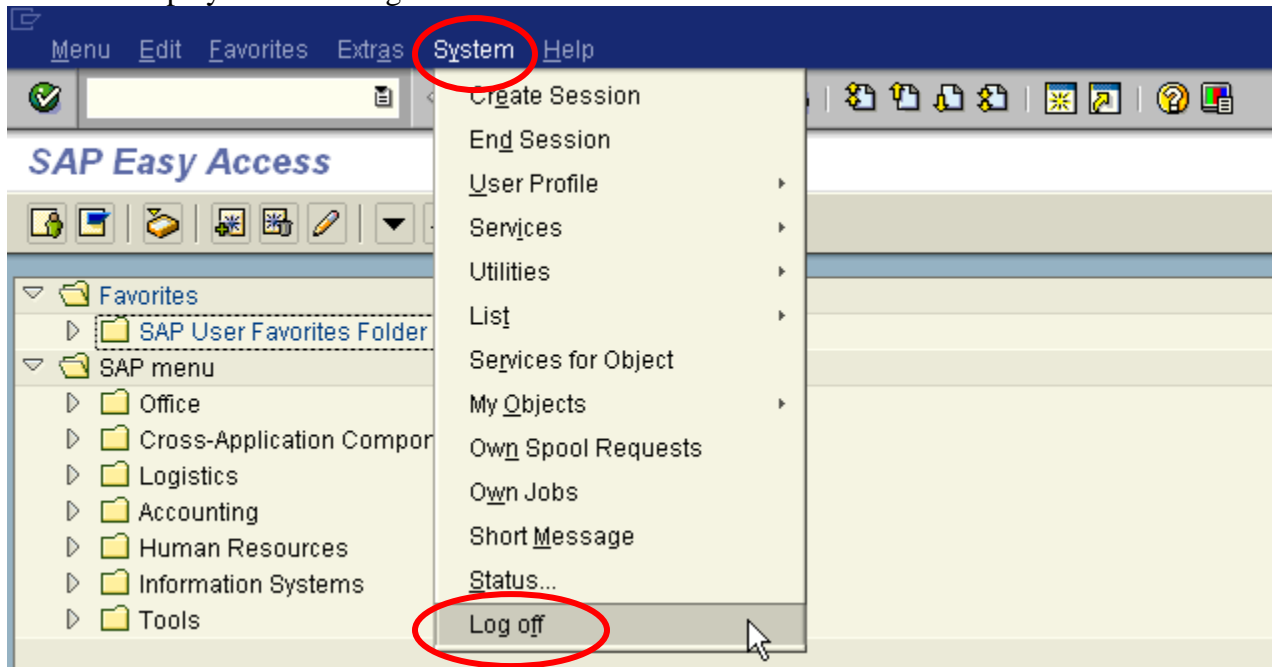
If you have entered a transaction and it seems to be taking longer than it should to return results or if you realize you forgot to enter a particular data element, you can abort the transaction. Click on the blue icon in the upper left hand corner of the screen and choose stop transaction as shown below.



HOW TO LOGOFF

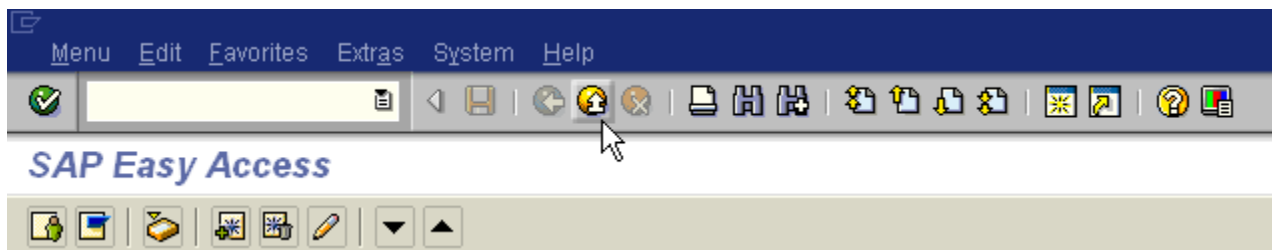
- Click on *System - Logoff*

This will display the following menu:



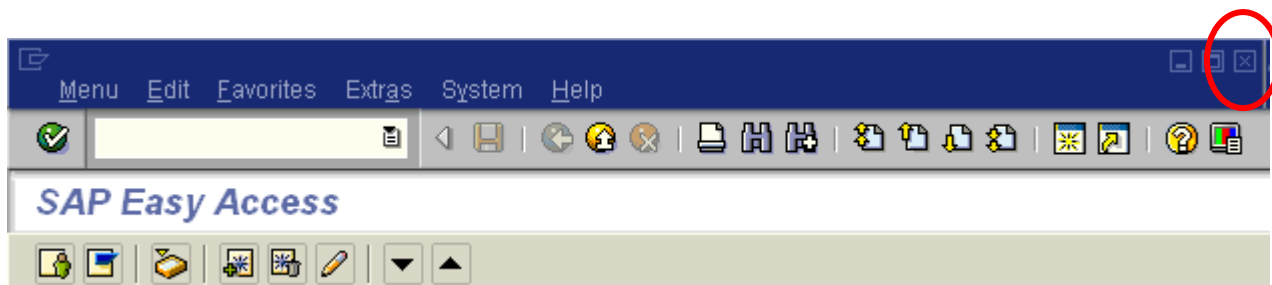
OR

- Click on *Yellow Arrow* 



OR

- Click on X  to close window



2. SAP FINANCE CHART OF ACCOUNTS



- Chart of Accounts Overview..... 2-1
- Selected Revenue and Expense Account Codes..... 2-2
- Definitions of Revenue Account Codes..... 2-6
- Definitions of Expenditure Account Codes..... 2-8
- Definitions of Departmental Revenue & Expenditure Chargeback Account Codes..... 2-14
- Definitions of Departmental Budget Reserve Commitment Items..... 2-15

CHART OF ACCOUNTS OVERVIEW

The Chart of Accounts is a series of accounting codes used to classify or categorize financial transactions such as assets, liabilities, fund balances, budgets, revenues, expenses, and encumbrances. The following are the accounting codes used within the SAP-FI System:

- **Business Unit** – This two-digit code is used to distinguish the separate corporate entities (universities) tracked within the SAP-FI system. Business Unit **60** represents Millersville University.
- **Fiscal Year** – This four-digit code identifies the particular fiscal period to which a financial transaction is posted. Millersville University’s fiscal year runs from July 1 to June 30. The fiscal year code for 2006-07 is “2007,” for 2007-08 it is “2008,” etc.
- **Fund** – This ten-digit code is used to summarize balance sheet information (assets, liabilities, fund balances) for the Educational and General Fund, for each Auxiliary Enterprise, and for individual Restricted funds such as grants or gifts. All funds begin with **60** which identify them as Millersville University funds.
- **Cost Center/Fund Center** – This ten-digit code is used to identify a department, budget unit, or organizational entity. In SAP-FI, cost centers are used to capture revenue and expenditure information. Fund centers are used to capture budgets and display the revenue and expenditure information contained in the associated cost center.
- **WBS (Work Breakdown Structure) Element** – This twelve to sixteen digit code is used to describe a grant or capital project. A WBS element is identified by a decimal after the first ten digits. Similar to a cost center, a WBS element captures revenue and expenditure information related to individual capital projects or grants. Each WBS has an associated Fund Center which is used to capture budgets and display the revenue and expenditure information contained in the WBS element.
- **Order (also referred to as Internal Order)** – This six-digit code is used to further segregate expenditures within a department’s cost center. Orders can be used to group expenditures by unique categories. For example, the Biology Department might want to determine the amount of expenditures associated with a specific course. By assigning an order to all expenditures, regardless of the G/L account to which they are posted, the department will be able to determine the funds expended for that particular course.
- **G/L Account/Commitment Item** – In SAP-FI, G/L accounts are six-digit codes used to classify revenues and expenses (e.g., tuition, supplies, travel). G/L accounts are also used to categorize assets, liabilities, and fund balances within funds. Commitments Items are used in the budgeting component of SAP-FI to classify revenue and expense budgets and display the revenue and expenditure information reported by the associated G/L account codes.
- **Functional Area** – This four-digit code is used to capture the purpose of the expense. The functional area code is primarily used to track program expenditures (e.g., instruction, student support, research) for PASSHE reporting purposes and is used nationally throughout higher education.

SELECTED REVENUE AND EXPENSE G/L ACCOUNT CODES/COMMITMENT ITEMS

Sap G/L Account/ Commitment Item	Sap Acct Desc	Comments
REVENUES		
405000	Continuing Education Instruction (non-credit)	
410200	Orientation Fees	
410400	Payment/Registration Related Fees	
410515	Infirmery Charges	
410635	ID Replacement Fee	
469160	Testing Services	
469200	Miscellaneous Sales	
469243	Parking Decals/Registration	
469260	Library Fines	
469280	Library Fees	
469288	Library Book Replacement	
469320	Copying/Duplication/Printing Revenue	
469444	Center Revenue	
478000	Parking Fines	
479000	Miscellaneous Revenue	
479330	Salary/Benefit Recovery	
PERSONNEL COMPENSATION		
510580	University Funded Student Employment	
510581	Graduate Student Employment- Generally Funded	
510591	Federal Work Study-Wages	

Sap G/L Account/ Commitment Item	Sap Acct Desc	Comments
<u>SERVICES, SUPPLIES, OTHER, & CAPITAL EXPENSE</u>		
NON-PERSONNEL	Non-Personnel	Holding account for a pool budget
<u>SERVICES</u>		
605100	Postage/Freight/Shipping	
606100	Telephone & Telecommunications	
606115	Long Distance Telephone Service	
606130	Telephone Equipment Installation	
607100	Advertising	
608110	Subscriptions	
609100	Memberships & Dues	
610100	Printing & Duplicating	Bdgt Use Only (in-house printing)
610130	Printing Services, Contracted	
615100	General Travel	
615140	Human Resources Recruitment Travel	
615150	Athletic Recruiting & Scouting Travel	Bdgt, Acct & Athl Use Only
615160	Athletic Team Travel	Bdgt, Acct & Athl Use Only
620100	Computing & Data Processing Services	
620110	EDP Equipment Maintenance & Repair	
620120	EDP - Other Services	
625100	Professional Services	
625330	Hazardous Waste Removal	Health & Safety Use Only
630210	Contracted Repairs	
630215	Contracted Personnel Services	
630220	Contracted Maint - Bldgs & Grounds	
630225	Contracted Maint - Ofc Eqp	
635100	Insurance	
640100	Electric	
641100	Natural Gas	
642100	Heating Fuel Oil	
646110	Water	
646115	Sewage	
646120	Cable Television	
646125	Trash/Sanitation	
650110	Rental/Operating Lease -Equipment & Machinery	
651000	Rental/Lease - Real Estate	
655900	Other Miscellaneous Services	
665135	Athletic Meals	Bdgt, Acct & Athl Use Only

Sap G/L Account / Commitment Item	Sap Acct Desc	Comments
630200	Contracted Services	
665110	Contractor Food Services	
660100	Office Supplies	
660125	Equipment (noncapital)	
660130	Furniture & Furnishings (noncapital)	
660300	Educational Supplies	
660320	Audio-Visual Materials/Supplies	
660400	Maintenance Supplies	
660416	Grounds Supplies	
660420	Housekeeping Supplies	
660430	Motor Fuels/Gasoline	
660500	Health Services Supplies	
660600	Athletic Supplies	Bdgt, Acct & Athl Use Only
660610	Athletic Game Clothing & Equipment	Bdgt, Acct & Athl Use Only
660620	Athletic Field Supplies	Bdgt, Acct, Athl & Facilities Use Only
660700	Other Supplies	Bdgt Use Only for Storeroom CB's
660715	Wearing Apparel	
660800	Library Materials & Supplies	
660810	Books (micro)	
660815	Library Binding	
660820	Periodicals/Serials (paper)	
660825	Periodicals/Serials (micro)	
660830	Interlibrary Loan	
660835	Electronic Database Subscriptions	
660836	E-Books	
660840	Library Software	
660845	Audio-visual/Multi Media Equipment	
660850	Library - Other	
665130	Other Food Supplies	
OTHER		
695005	Tuition and Fees Expense	

Sap G/L Account/ Commitment Item	Sap Acct Desc	Comments
<u>CAPITAL EXPENSE</u>		
700000	Land Acquisition	
710000	Buildings	
720000	Building Improvements	
730000	Improvements Other than Buildings	
740000	Equipment & Machinery	
750000	Furniture and Furnishings	
760000	Library Books (Capitalized)	
DEPARTMENTAL CHARGEBACKS		
<u>CHARGEBACK REVENUES</u>		
830100	Printing/Duplicating Chargeback Revenue	Bdgt & Acct Use Only
830300	Telephone Chargeback Revenue	Bdgt & Acct Use Only
830400	Mileage Chargeback Revenue	Bdgt & Acct Use Only
830600	Storeroom Chargeback Revenue	Bdgt & Acct Use Only
830900	Administrative Overhead Chargeback Revenue	Bdgt & Acct Use Only
830950	Other Chargeback Revenue	Bdgt & Acct Use Only
831000	Indirect Cost Chargeback Revenue	Bdgt & Acct Use Only
<u>CHARGEBACK EXPENSE</u>		
820900	Administrative Overhead Chargeback Expense	Bdgt & Acct Use Only
821000	Indirect Cost Chargeback Expense	Bdgt & Acct Use Only
<u>BUDGET RESERVES</u>		
901	Pers Exp Reserves	
902	Oper Exp Reserves	
903	Cap Exp Reserves	

DEFINITIONS OF REVENUE G/L ACCOUNT CODES/COMMITMENT ITEMS

Used within Departments and Independently Budgeted Operations

Many university departments which receive ongoing operating budget allocations also engage in entrepreneurial activities (such as conferences) which generate registration fees or other miscellaneous income. In addition, the university has various independently budgeted operations and other programs which generate revenue as well. The revenues associated with these special activities are often accounted for within the department's discretionary operating budget.

Listed below are the G/L account codes/commitment items for revenues that are typically generated by departments and independently budgeted operations.

405000 – Continuing Education Instruction (non-credit) – Used to post the revenue associated with non-credit Continuing Education programs or courses such as the Elderhostel Program and certain summer Institutes offered by the Office of Professional Training and Education. This revenue may include some additional fees for extra materials used in some courses.

410200 – Orientation Fees – Used to post revenue associated with the university's orientation fee charged to students and parents for attending orientation.

410400 – Payment/Registration Related Fees – Used to post revenue received from charges to participants attending departmental sponsored conferences or special programs such as the Tech Camp for Kids, the Foreign Language High School Camp, etc.

410515 – Infirmary Charges – Used to post revenue generated from medication and medical supplies dispensed to patients.

410635 – ID Replacement Fee – Used to post revenue generated from students requesting replacement of ID cards.

469160 – Testing Services – Used to post revenue generated from testing services provided by the university's Testing Center.

469200 – Miscellaneous Sales – Used to post revenue generated from the sale of educational activities such as the Music Prep program.

469243 – Parking Decals/Registration – Used to post revenue generated from the sale of parking permits.

469260 – Library Fines – Used to post revenue generated from charges to students and patrons for overdue library materials.

469280 – Library Fees – Used to post revenue generated from the fee charged to external individuals for use of services provided by the Library.

469288 – Library Book Replacement – Used to post revenue generated from charges to students and patrons for lost and damaged library materials.

469320 – Copying/Duplication/Printing Revenue – Used to post revenue collected from external individuals, organizations, and students for services provided by the university's Print Shop.

469444 – Center Revenue – Used to post revenue collected from the operations of the university's centers such as the Costume Shop.

478000 – Parking Fines – Used to post revenue generated from charges to students, staff, and visitors for parking violations.

479000 – Miscellaneous Revenue – Used to post revenue from all miscellaneous sources not specifically covered elsewhere. Examples include revenue received from Student Services, Inc. for support of university sponsored lectures and cultural events, revenue received from students for Math calculators not returned at semester end, etc.

479330 – Salary/Benefit Recovery – Used to post revenue generated from charges to external individuals or organizations for labor. Examples include reimbursement for Intramural Lifeguard labor provided to summer camps and reimbursement for University Police labor provided for coverage at certain events.

DEFINITIONS OF EXPENDITURE G/L ACCOUNT CODES/COMMITMENTS ITEMS

Used within Departments and Independently Budgeted Operations

The University is required by the Pennsylvania State System of Higher Educator to categorize its expenditures into three major areas.

- Personnel Compensation
- Services/Supplies/Other
- Capital Expenditures

Within the major areas, expenditures are further categorized by type. Each type of expenditure is assigned a unique G/L account/commitment item code. Personnel expenditures consisting of regular and student wage payrolls are charged to cost centers on a biweekly basis. Departmental discretionary budget allocations and most independent operation budgets are typically used for a wide range of expenditures that fall into the Services, Supplies, and Capital categories. Listed below are the non-personnel G/L account codes/commitment item codes that are typically used within departments and independently budgeted operations.

SERVICES/SUPPLIES/CAPITAL

NON-PERSONNEL – The Non-Personnel commitment item is used to post a fund center’s overall operating budget allocation when a department has chosen to pool budget its operating budget allocation. No expenditures are posted to this account.

605100 – Postage/Freight/Shipping – The cost of postal services including stamps, metered mail, permits in lieu of postage, registered mail, stamped postcards and envelopes, rental of post office boxes and contracted mailing services. All commercial carrier services, delivery services, and other “freight-out” costs are charged to this commitment item. As a general rule, “freight-in” is included in the purchase price of the item transported and would be included in the overall cost of the purchased item. If costs for shipping or freight cannot be properly charged with the purchased item, they may be charged to the postage/freight/shipping commitment item code.

606100 – Telephone & Telecommunications – Recurring monthly costs for telephone equipment and line rental. This cost is generally charged only to certain independently budgeted operations and to all auxiliary operations.

606115 – Long Distance Telephone Service – The cost of all toll charges including credit card, collect, and third-party charges and telegrams.

606130 – Telephone Equipment Installation – The costs for one-time charges associating with installation or changing telephone equipment or service.

607100 – Advertising – The cost of space in newspapers and other publications, time on radio and television, promotional tapes and all advertising agency fees. Generally, the majority of the university’s advertising is associated with recruitment and public relations activities and is not charged to a department’s discretionary budget. However, on occasion, a department may wish to advertise a special event and would be charged with the expenditure.

608110 – Subscriptions – The cost of subscriptions for periodicals such as technical and scientific journals, magazines, newspapers and similar services purchased on a subscription basis. Library periodicals are charged to the appropriate library materials commitment items.

609100 – Memberships & Dues – The cost of membership dues paid to organizations and associations.

610100 – Printing & Duplicating – The cost of all printing and copy work provided by the university's Print Shop. This code is used for departmental charge-back purposes and is not used for externally contracted printing services.

610130 – Printing Services, Contracted – The cost of all printing, engraving, duplicating, binding, blueprinting, photo-stating and similar services provided by outside agencies. This commitment item code should include the cost of paper or other supplies necessary and billed as part of the service.

615100 – General Travel – Payment or reimbursement to university employees, officials, students and others for transportation (including mileage allowance for use of private vehicles), meals, lodging, conference registration fees, communication expense, tolls, parking fees, and other necessary expenses incurred while traveling on official university business. This account code also includes the cost of any authorized employee moving expenses. With respect to special conferences, meetings and workshops, this commitment item code is used to cover registration fees, space and booth rentals. All out-service training costs (credit generating and non-credit generating) are also charged to this G/L account.

615140 – Human Resources Recruitment Travel – Cost of job applicant transportation, meals, lodging or other eligible expenses incurred in conjunction with an employment interview.

615150 – Athletic Recruiting & Scouting Travel – Cost of travel expenditures associated with athletic recruiting and scouting. Use of this G/L account is limited to the Men's and Women's Athletic Departments.

615160 – Athletic Team Travel – Cost of travel expenditures associated with the university's athletic teams. Use of this G/L account is limited to the Men's and Women's Athletic Departments.

620100 – Computing & Data Processing Services – The rental costs for computer hardware, printers, and other peripherals. This also includes rental costs for proprietary software such as operating systems, data base management systems, and other specialized software products.

620110 – EDP Equipment Maintenance & Repair – The costs of maintenance and service contracts on all types of electronic data processing hardware and software.

620120 – EDP – Other Services – The cost of vendor-provided electronic data processing services such as data entry services, systems design, backup facilities, rental costs for dial up and dedicated leased communications lines and modems.

625100 – Professional Services – The cost of all consultant fees, honoraria, and other professional services. This includes consultant contracts with outside agencies, specialists, or experts to obtain advice and recommendations on a course of action or to obtain an evaluation of an existing program. It also includes the costs of all honoraria and charges for other professional services purchased from outside organizations, individuals, or Commonwealth agencies. Such professional services include architect fees, training workshops, design services, legal fees and services, accounting and auditing services, and banking and investment services.

625330 – Hazardous Waste Removal – The cost of all hazardous waste removal contracts. Use of this G/L account is limited to the university's Health and Safety Office.

630200 – Contracted Services – The cost of housing guests, such as job applicants or other groups such as the Summer Orientation program in the university's dormitories.

630210 – Contracted Repairs – The cost of all one-time repair services to buildings, grounds, equipment, furniture, motorized equipment, etc. Repairs are defined as costs which will restore the asset to a condition that will permit the effective use of the asset up to but not beyond its previously determined useful life. Major renovations that may be capitalized should be charged G/L Account 72000 – Building Improvements or 73000 – Improvements Other Than Buildings.

630215 – Contracted Personnel Services – The contracted costs of temporary personnel hired through independent employment contractors and temporary help agencies. These temporary personnel are not considered university employees or paid through the university's payroll system.

630220 – Contracted Maint – Bldgs & Grounds – The costs associated with janitorial services, window cleaning, laundry and dry cleaning, elevator maintenance, exterminating services, etc., provided by outside vendors.

630225 – Contracted Maint – Ofc Eqp – The cost of annual maintenance and service contracts on office equipment, typewriters, copiers, printing equipment, postage equipment, alarm systems, educational and scientific equipment, musical instruments, language laboratories, etc.

635100 – Insurance – The cost of insurance and bonds. This includes the cost of fine arts insurance, employee liability insurance, employee faithful performance bonds, boiler and machinery insurance, auto liability insurance, etc. Although department discretionary operating budgets generally do not incur this type of expense, certain independently budgeted operations may.

640100 – Electric – The cost of electric power.

641100 – Natural Gas – The costs for propane, natural gas, and other gas used for heating, cooking, or other purposes. Gasoline is charged to G/L account code 660430 – Motor Fuels/Gasoline.

642100 – Heating Fuel Oil – The cost of fuel oil used for heating purposes.

646110 – Water – The cost of water as billed by the Borough of Millersville.

646115 – Sewage – The cost of sewerage as billed by the Borough of Millersville.

646120 – Cable Television – The cost of cable television services provided to the university's Housing and Residential Program by an outside vendor. Although generally not prevalent, several university departments have also entered into cable service contracts and this cost would be charged to each department's discretionary operating budget.

646125 – Trash/Sanitation – The cost of garbage and refuse removal.

650110 – Rental/Operating Lease – Equipment & Machinery – The cost of renting office equipment, motorized equipment, buses, and all other equipment and commodities such as chairs, sound systems, press shelters, tables, etc.

651000 – Rental/Lease – Real Estate – The cost of rental for leasing buildings, office space, classroom space, etc. Short-term space rentals associated with conferences, etc. should be charged to G/L Account 615100 – General Travel.

655900 – Other Miscellaneous Services – The cost of miscellaneous services not defined elsewhere. Examples of such miscellaneous services include participating fees, accreditation fees, clipping services, music license agreements, modeling services, etc.

665110 – Contractor Food Svcs – The cost of all dining services provided by the university's Dining and Conference Services Department to university departments.

665135 – Athletic Meals – The cost of all dining services provided to the Men's and Women's Athletic teams by the university's Dining and Conference Services Department.

660100 – Office Supplies – The cost of supplies consumed or used in the day-to-day operations of offices, departments, and in the classroom should a department choose not to use code 660300 – Educational Supplies. Supplies include paper, envelopes, forms, binders, waste baskets, ribbons, pencil sharpeners, copying and printing supplies, etc. The cost of instructional supplies such as laboratory supplies, recreational supplies, educational videos, etc. may also be charged to the office supplies G/L account should a department desire to do so.

660125 – Equipment (non-capital) – The cost of all equipment (non-computer and computer) **with a value of \$4,999 or less** which is expected to have a useful life of more than two years, which can be used repeatedly without materially changing or impairing its physical condition, and which can be kept in serviceable condition by normal repair, maintenance, or replacement of components. Examples of equipment include scientific equipment (microscopes, etc.), computers, VCR's, copiers, fax machines, grounds equipment (tractors, etc), educational equipment (pianos, etc), telecommunications equipment, etc.

660130 – Furniture & Furnishings (non-capital) – The cost of all furniture and furnishings **with a value of \$4,999 or less**. This G/L account code should be used to purchase items such as tables, sofas, chairs, lab stools, file cabinets, book cases, computer workstations, other modular workstations, and library shelving. This G/L account code should also be used for the purchase of all furnishings, carpeting, and draperies. Examples are window coverings and accessories such as shades, blinds, curtains, drapes and all carpeting.

660300 – Educational Supplies – The cost of instructional supplies consumed or used in the classroom. Should a department choose to use this G/L account (**not mandatory**) supplies such as laboratory supplies, recreational supplies, educational videos, etc. may be charged.

660320 – Audio-Visual Materials/Supplies – The cost of library audio and video cassettes and CD's, and library DVD formatted supplies.

660400 – Maintenance Supplies – The cost of all replacement and repair parts for machinery and equipment, and materials and supplies used in the repair, alteration or upkeep of buildings or grounds. Also included is the cost of small tools used in repair or maintenance work and the cost of supplies and parts necessary for the

operation of motorized equipment (oil, tires, batteries, etc.). The majority of maintenance supply expenditures incurred by the university are charged to the Physical Plant department.

660416 – Grounds Supplies – The cost of agricultural and grounds-keeping supplies such as seeds, fertilizers, mulch, sprays, grounds-keeping tools, sod, and minor plants and shrubs.

660420 – Housekeeping Supplies – The cost of all materials and supplies used in connection with the performance of general housekeeping services. Examples include bedding supplies (mattresses, bedspreads, sheets, pillows, etc.), cleaning supplies (detergents, soaps, brooms, mops, brushes, etc.), linens, yard goods for housekeeping supplies, tableware and kitchen ware (tablecloths, cutlery, dishes, pots and pans, and other kitchen utensils), etc. The majority of custodial supply expenditures incurred by the university are charged to the Physical Plant department.

660430 – Motor Fuels/Gasoline – The cost of all gasoline used in vehicles.

660500 – Health Service Supplies – The cost of all drugs and medical supplies used in the treatment of patients, athletes, etc. by the Health Service Department of used for instructional and research purposes by other departments.

660600 – Athletic Supplies – The cost of consumable supplies used during the day to day activities associated with athletic related activities. Examples would be athletic trainer supplies and video tapes required for the taping sporting events.

660610 – Athletic Game Clothing & Equipment – The cost of uniforms, practice gear, travel suits, and travel bags. This G/L account would also be used to capture the cost of athletic equipment such as lacrosse and field hockey sticks, baseballs, baseball bats, basketballs, etc.

660620 – Athletic Field Supplies – The cost of grounds-keeping supplies associated with maintaining athletic fields such as athletic field marking powder, softball infield materials, etc.

660700 – Other Supplies – The cost of supplies procured from the university's Roddy and Palmer storerooms. **This G/L account is used for interdepartmental charge-back purposes only and is not used for externally procured supplies.**

660715 – Wearing Apparel – The cost of all clothing and accessories such as University Police uniforms.

The below G/L account codes have been created for use by university libraries in tracking their non-capitalized library expenditures.

660800 – Library Materials & Supplies

660810 – Books (micro)

660815 – Library Binding

660820 – Periodicals/Serials (paper)

660825 – Periodicals/Serials (micro)

660830 – Interlibrary Loan

660835 – Electronic Database Subscriptions

660836 – E-Books

660840 – Library Software

660845 – Audio-visual/Multi Media Equipment**660850 – Library – Other**

665130 – Other Food Supplies – The cost of food and beverages consumed by humans. This G/L account code is generally used by the university's Dining and Conference Services department for grocery items.

695005 – Tuition and Fees Expense – The cost of academic and athletic scholarships.

700000 – Land Acquisition – The cost of all land purchased by the university, including acquisition costs such as legal fees, etc.

710000 – Buildings – The cost of all buildings and structures and all attached and fixed equipment (wiring, plumbing pipes, heating and cooling fixtures, boilers, generators, etc.).

720000 – Building Improvements – The cost of capital improvements to existing buildings and structures providing the improvement extends the life, increases the usefulness or book value of the asset, or changes the function of the structure.

730000 – Improvements Other than Buildings - The cost of alterations or improvements to land (fences, roadways, walks, grading and terracing, landscaping, etc.), or the construction or installation of exterior water lines, sanitary sewer lines, telephone lines, electric lines, steam lines, etc.

740000 – Equipment & Machinery – The cost of all equipment (non-computer, computer, and motor vehicles) **with a value of \$5,000 or more** which is expected to have a useful life of more than two years, which can be used repeatedly without materially changing or impairing its physical condition, and which can be kept in serviceable condition by normal repair, maintenance, or replacement of components.

750000 – Furniture & Furnishings – The cost of all furniture **with a value of \$5,000** or more.

760000 – Library Books – The cost of all non-electronic books regardless of dollar value.

DEFINITIONS OF DEPARTMENTAL REVENUE AND EXPENDITURE CHARGEBACK G/L ACCOUNT CODES/COMMITMENT ITEMS

Used within Departments and Independently Budgeted Operations

Many departments on campus provide specialized support services to other department. For example, the university's Print Shop provides printing and copying services to most departments and the university's Vehicle Operations shop provides MU vehicles to departments for use when engaging in off-campus university required travel. After the service has been provided, its cost is charged back to the department which has received the service.

Listed below are the chargeback revenue and expenditure G/L account codes to be used in SAP-FI.

830100 – Printing/Duplicating Chargeback Revenue – This G/L account code will be used to capture the credits generated by the university's Print Shop. Occasionally, other departments (e.g., a Dean's Office) will charge back the use of its copy machine to various departments within the school. This code will also be used to capture credits associated with this type of charge back.

830300 – Telephone Chargeback Revenue – This G/L account code will be used to capture the credits generated by Telecommunications via the chargeback of monthly telephone line and equipment charges to certain Independently Budgeted Operations and all Auxiliary Operations.

830400 – Mileage Chargeback Revenue – This G/L account code will be used to capture the credits generated by the Vehicle Shop through the departmental use of university vehicles including cars, vans, trucks, etc.

830600 – Storeroom Chargeback Revenue – This G/L account code will be used to capture the credits generated via departmental use of the university's Palmer and Roddy Storerooms.

830900 – Administrative Overhead Chargeback Revenue – This G/L account code will be used to capture in-kind personnel expense associated with certain independent operations and specially budgeted programs such as the Summer Orientation Program, the MIPP Program and the Traffic Fund.

830950 – Other Chargeback Revenue – This G/L account code will be used to capture credits associated with services provided to campus departments by certain independent operations and specially budgeted programs such as the Costume Shop, and the Instructional Materials Center.

831000 – Indirect Cost Chargeback Revenue – This G/L account code will be used to capture credits associated with in-kind operating expense incurred by the university when providing support to programs such as the Elderhostel Program, the Tech Camp for Kids, and the Music Prep Program.

820900 – Administrative Overhead Chargeback Expense – This G/L account code will be used to charge certain independent operations and specially budgeted programs such as the Summer Orientation Program, the MIPP Program and the Traffic Fund for in-kind personnel expense.

821000 – Indirect Cost Chargeback Expense – This G/L account code will be used to charge certain independent operations and specially budgeted programs such as the Elderhostel Program, The Tech Camp for Kids, and the Music Prep Program for in-kind operating expense.

DEFINITIONS OF DEPARTMENTAL BUDGET RESERVE COMMITMENT ITEMS

Used within Departments and Independently Budgeted Operations

BUDGET RESERVES – Budget Reserve Commitment Items are used to reserve budget allocations for a period of time during the fiscal year until the funds are ready to be used for a specific purpose or for general expenditures. Budget reserve commitment items are never used for actual expenditures or encumbrance of documents. When financial managers desire to use budget reserves, the reserves must be transferred to the “Non-Personnel” budget pool or to a specific line item G/L account code.

901 – Pers Exp Reserves – Serves as a temporary holding account for resources to fund dual employments and other personnel costs which are not covered from authorized complement dollars.

902 – Oper Exp Reserves – Serves as a temporary holding account for operating budget allocations that are to be reserved for an extended period of time.

903 – Cap Exp Reserves – Serves as a temporary holding account for resources allocated to fund equipment.

3. SAP BUDGET PROCEDURES



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POOL BUDGETS AND LINE ITEM BUDGETS

Two types of budget control methods are used in SAP-FI. These methods, which are known as pool budgeting and line item budgeting, assist financial managers in the process of monitoring and controlling budgets.

Pool Budgeting

Within the operating and capital expense area, a unique commitment item serves as the repository for a fund center's operating and capital budget. The SAP-FI commitment item used for pool budgeting is '**Non-Personnel**'. This commitment item is used for budgets only and not for capturing expenditures or encumbrances/open commitments.

All operating and capital expenditure account codes which participate in pool budgeting are linked to the '**Non-Personnel**' commitment item. As requisitions, purchase orders and expenditures for account codes participating in pool budgeting are posted to SAP-FI, the system automatically recalculates the budget balance available by taking the total Non-Personnel budget and subtracting from it the value of all expenditures and encumbrances/open commitments. If a user attempts to enter a requisition in excess of the Non-Personnel balance available, SAP-FI will prohibit the transaction. The user must either process a budget transfer from another fund center having budget balance available (See Chapter 5 for instructions) or ensure supplemental funding from another source is posted to the Non-Personnel account.

Line Item Budgeting

Under line item budgeting, monies are budgeted to specific three-digit commitment items and no pooling is in effect. As requisitions, purchase orders and expenditures are posted to SAP-FI to the related G/L account; the system automatically recalculates the budget balance available by taking the budget posted to the three-digit commitment item and subtracting from it the value of all expenditures and encumbrances/open commitments in the related G/L account. If a user attempts to enter a requisition in excess of the balance available for a particular commitment item, SAP-FI will prohibit the transaction. The user must either process a budget transfer from another commitment item having budget balance available (See Chapter 5 for instructions) or ensure supplemental funding from another source is posted to the commitment item.

PROCEDURES

Academic Affairs Contracted Maintenance Budgets

Methodology

In order to segregate the budgeting and tracking of expenditures by specific departments within the SAP-FI system, a specific fund and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically received contracted maintenance funding has been assigned to one of the below fund centers.

Procedure

The Budget Office will post the initial Academic Affairs Contracted Maintenance budget to the Academic Affairs Contracted Maintenance fund center which is under the financial management of the Provost using the Non-Personnel commitment item code. The Provost's Office will then further allocate funds to the individual department fund centers using the Non-Personnel commitment item code via the parking of a budget transfer process.

Year-end Disposition of Remaining Balances

All year end balances will be returned to the Academic Affairs Contracted Maintenance fund center which is under the financial management of the Provost.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Academic Affairs Contracted Maintenance – <i>Used only for purpose of posting original budget allocation; No actual expenditures should be posted to this fund center</i>	6011000001	6011201028	1100
Acad Affairs Cntrct Maint – Career Svcs	6011000001	6011303002	5310
Acad Affairs Cntrct Maint – Instut Resch	6011000001	6011215008	6170
Acad Affairs Cntrct Maint – Library	6011000001	6011202012	4100
Acad Affairs Cntrct Maint – Provost	6011000001	6011201022	6130
Acad Affairs Cntrct Maint – Registrar	6011000001	6011201052	5600

Acad Affairs Cntrct Maint – Dean SOE	6011000001	6011221036	4610
Acad Affairs Cntrct Maint – Instrl Media	6011000001	6011221022	4330
Acad Affairs Cntrct Maint – ITEC	6011000001	6011225010	1114
Acad Affairs Cntrct Maint – Psych	6011000001	6011226008	1142
Acad Affairs Cntrct Maint – Well & Sport	6011000001	6011224008	1131

Acad Affairs Cntrct Maint – Dean HSS	6011000001	6011241048	4610
Acad Affairs Cntrct Maint – Art	6011000001	6011242012	1150
Acad Affairs Cntrct Maint – Bus Admin	6011000001	6011243010	1152
Acad Affairs Cntrct Maint – Comm & Thtre	6011000001	6011244010	1109

Acad Affairs Cntrct Maint – Foreign Lang	6011000001	6011247010	1116
Description	SAP Fund	SAP Fund Center	SAP Functional Area
Acad Affairs Cntrct Maint – Govt & Pols	6011000001	6011252008	1124
Acad Affairs Cntrct Maint – Music	6011000001	6011250012	1150
Acad Affairs Cntrct Maint – Philosophy	6011000001	6011251006	1138
Acad Affairs Cntrct Maint – Social Work	6011000001	6011253010	1145

Acad Affairs Cntrct Maint - Dean Sci/Math	6011000001	6011271010	4610
Acad Affairs Cntrct Maint – Biology	6011000001	6011272008	1126
Acad Affairs Cntrct Maint – Chemistry	6011000001	6011273008	1140
Acad Affairs Cntrct Maint – Earth Sci	6011000001	6011275008	1126
Acad Affairs Cntrct Maint – Mathematics	6011000001	6011276008	1127
Acad Affairs Cntrct Maint – Nursing	6011000001	6011277008	1151
Acad Affairs Cntrct Maint – Physics	6011000001	6011278008	1140

Academic Affairs Repair Budgets

Methodology

In order to segregate the budgeting and tracking of expenditures by specific departments within the SAP-FI system, a specific fund for each School and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically received repair funding has been assigned to one of the below fund centers.

Procedure

The Budget Office will post the initial Academic Affairs Contracted Maintenance budget to the Academic Affairs Contracted Maintenance fund center which is under the financial management of the Provost using the Non-Personnel commitment item code. The Provost's Office will then allocate funds to the individual School Dean's repair fund centers via the parking of a budget transfer process using the Non-Personnel commitment item code. It will then be the responsibility of the Dean's administrative manager to allocate and process budget transfers to the individual departments within their school.

Year-end Disposition of Remaining Balances

Any year end balances associated with allocation from the Academic Affairs Contracted Maintenance fund center will be returned to the Academic Affairs Contracted Maintenance fund center which is under the financial management of the Provost. Any year end balances associated with supplements from the Dean's own fund centers will be returned to the Dean. Responsibility for notifying the Budget Office of balances associated with Dean's Office supplements will rest with each Dean's Administrative Manager.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
SOE Repairs	6011000006	6011221028	4610
SOE Repairs – Certification	6011000006	6011221016	4670
SOE Repairs – Ed Found	6011000006	6011222010	1113
SOE Repairs – El Ed	6011000006	6011223010	1113
SOE Repairs – Field Svcs	6011000006	6011221008	4670
SOE Repairs – Instr Media	6011000006	6011221020	4330
SOE Repairs – Psych	6011000006	6011226010	1142
SOE Repairs – ITEC	6011000006	6011225012	1114
SOE Repairs – Spec Educ	6011000006	6011227012	1113
SOE Repairs – Wellns/Sprts Sci	6011000006	6011224010	1131

Description	SAP Fund	SAP Fund Center	SAP Functional Area
H&SS Repairs	6011000007	6011241008	4610
H&SS Repairs – Art	6011000007	6011242014	1150
H&SS Repairs – Bus Admin	6011000007	6011243012	1152
H&SS Repairs – Comm/Thea	6011000007	6011244012	1109
H&SS Repairs – Econ	6011000007	6011245010	1152
H&SS Repairs – English	6011000007	6011246010	1123
H&SS Repairs – Frgn Lang	6011000007	6011247012	1116
H&SS Repairs – Geog	6011000007	6011248010	1124

H&SS Repairs – Gvt/Pol Affairs	6011000007	6011252010	1124
Description	SAP Fund	SAP Fund Center	SAP Functional Area
H&SS Repairs – History	6011000007	6011249010	1145
H&SS Repairs – Music	6011000007	6011250014	1150
H&SS Repairs – Philosophy	6011000007	6011251008	1138
H&SS Repairs – Soc/Anth	6011000007	6011254010	1145
H&SS Repairs – Social Work	6011000007	6011253012	1145

Science & Math Repairs	6011000008	6011271008	4610
Sci & Math Repairs – Bio	6011000008	6011272010	1126
Sci & Math Repairs – Chem	6011000008	6011273010	1140
Sci & Math Repairs – Comptr Sci	6011000008	6011274008	1111
Sci & Math Repairs – Earth Sci	6011000008	6011275010	1126
Sci & Math Repairs – Math	6011000008	6011276010	1127
Sci & Math Repairs – Nursing	6011000008	6011277010	1151
Sci & Math Repairs – Physics	6011000008	6011278010	1140

Academic Search Budgets

Methodology

In order to segregate the budgeting and tracking of expenditures by specific departments within the SAP-FI system, a specific fund and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically received search funding has been assigned to one of the below fund centers.

Procedure

The Budget Office will post the initial Academic Search budget to the Academic Search fund center which is under the financial management of the Provost using the Non-Personnel commitment item code. The Provost's Office will then allocate the set amount per search to individual department academic search fund centers via the parking of a budget transfer process using the Non-Personnel commitment item code.

Year-end Disposition of Remaining Balances

Year end shortfalls – The Provost's Office will initiate requests to each department to supplement their individual Academic Search fund center for any expenditure in excess of the original allocation.

Year end excess – Any year- end balances will be returned to the Academic Search fund center which is under the financial management of the Provost. Any year end balances associated with supplements from the Dean's own fund centers will be returned to the Dean. Responsibility for notifying the Budget Office of balances associated with Dean's Office supplements will rest with each Dean's Administrative Manager.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Academic Searches – <i>Used only for purpose of posting original budget allocation; No actual expenditures should be posted to this fund center</i>	601100002	6011201024	1100
Acad Srch – Admissions Off	601100002	6011208008	5510
Acad Srch – Art	601100002	6011242006	1150
Acad Srch – Biology	601100002	6011272006	1126
Acad Srch – Bus Adm	601100002	6011243006	1152
Acad Srch – Chem	601100002	6011273006	1140
Acad Srch – Comm/Thea	601100002	6011244006	1109
Acad Srch – Comp Sci	601100002	6011274006	1111
Acad Srch – Counseling Center	601100002	6011304002	5320
Acad Srch – Econmcs	601100002	6011245006	1152
Acad Srch – Ed Found	601100002	6011222006	1113
Acad Srch – El Ed	601100002	6011223006	1113
Acad Srch – Engl	601100002	6011246006	1123
Acad Srch – Erth Sci	601100002	6011275006	1126
Acad Srch – Frgn Lang	601100002	6011247006	1116
Acad Srch – Geog	601100002	6011248006	1124
Acad Srch – Gov/Pol Affairs	601100002	6011252006	1124
Acad Srch – Hist	601100002	6011249006	1145
Acad Srch – Instit Research	601100002	6011215010	6130
Acad Srch – ITEC	601100002	6011225006	1114
Acad Srch – Library	601100002	6011202014	4100
Acad Srch – Math	601100002	6011276006	1127
Acad Srch – MSEM/CDRE	601100002	6011241062	2100
Acad Srch – Music	601100002	6011250006	1150
Acad Srch – Phil	601100002	6011251014	1138

Acad Srch – Physics	601100002	6011278006	1140
Description	SAP Fund	SAP Fund Center	SAP Functional Area
Acad Srch – Psychology	601100002	6011226006	1142
Acad Srch – Soc Wrk	601100002	6011253006	1145
Acad Srch – Soc/Anthro	601100002	6011254006	1145
Acad Srch – Spec Ed	601100002	6011227006	1113
Acad Srch – Wellns/Sprts Sci	601100002	6011224006	1131

Academic Affairs Equipment Budgets

Methodology

In order to segregate the budgeting and tracking of expenditures by specific departments within the SAP-FI system, a specific fund for each School and numerous fund centers have been created. Each department which has historically received equipment funding has been assigned to one of the below fund centers.

Procedure

The Budget Office will post the initial Equipment budget to the individual School Dean's Equipment fund center using the Non-Personnel commitment item code. It will then be the responsibility of the Dean's administrative manager to allocate and process budget transfers to the individual departments within their school via the parking of a budget transfer process using the Non-Personnel commitment item code.

Year-end Disposition of Remaining Balances

All year end balances are carried forward to the new fiscal year. *Note: With respect to H&SS and SCMA, all unencumbered year end balances will be returned to each Dean's equipment budget.*

Description	SAP Fund	SAP Fund Center	SAP Functional Area
SOE Equipment	6011000009	6011221002	4610
Ed Found Dept Equip	6011000009	6011222002	1113
El Ed Dept Equip	6011000009	6011223002	1113
Ind & Tech Dept Equip	6011000009	6011225002	1114
Instrnl Media Equip	6011000009	6011221038	4330
Psychology Dept Equip	6011000009	6011226002	1142
Special Ed Dept Equip	6011000009	6011227002	1113
Wellness & Sports Sciences Dept Equip	6011000009	6011224002	1131

Description	SAP Fund	SAP Fund Center	SAP Functional Area
H&SS Equipment	6011000010	6011241002	4610
Art Dept Equip	6011000010	6011242002	1150
Business Admin Dept Equip	6011000010	6011243002	1152
Communications/Theatre Dept Equip	6011000010	6011244002	1109
Economics Dept Equip	6011000010	6011245002	1152
English Dept Equipment	6011000010	6011246002	1123
Foreign Languages Dept Equip	6011000010	6011247002	1116
Geography Dept Equip	6011000010	6011248002	1124
Government and Political Affairs Dept Equip	6011000010	6011252002	1124
History Dept Equip	6011000010	6011249002	1145
Music Dept Equip	6011000010	6011250002	1150
Philosophy Dept Equip	6011000010	6011251002	1138
Soc/Anth Dept Equip	6011000010	6011254002	1145
Social Work Dept Equip	6011000010	6011253002	1145

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Sciences & Math Equipment	6011000011	6011271002	4610
Biology Dept Equip	6011000011	6011272002	1126
Chemistry Dept Equip	6011000011	6011273002	1140
Computer Science Dept Equip	6011000011	6011274002	1111
Earth Sciences Dept Equip	6011000011	6011275002	1126
Mathematics Dept Equip	6011000011	6011276002	1127
Nursing Dept Equip	6011000011	6011277002	1151
Physics Dept Equipment	6011000011	6011278002	1140

Academic Affairs Revenue Sharing/Indirect Cost Budgets

Methodology

In order to segregate the tracking of revenue received from summer session or TPTF savings or from indirect costs within the SAP-FI system, a specific fund and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically received revenue sharing/indirect cost funding has been assigned to one of the below fund centers.

Procedure

Revenue Sharing:

The Budget Office will post the summer and TPTF revenue sharing amounts to the Revenue Sharing/Indirect Cost – Provost fund center which is under the financial management of the Provost using commitment item 902 (Oper Exp Reserve). The Provost's Office will then allocate funds to the individual School Dean's revenue sharing/indirect cost fund center using commitment item 902 via the parking of a budget transfer process. It will then be the responsibility of the Dean's administrative manager to allocate and process budget transfers to the individual departments within their school. When the departments are ready to expend these funds, the departmental financial manager will process a budget transfer via the parking process to the department's operating fund center using the appropriate commitment item (Non-Personnel-if pooling or specific commitment item-if line item budgeting).

Indirect Cost:

The Accounting Office will post the indirect cost revenue to the appropriate revenue sharing/indirect cost fund center using appropriate commitment item revenue codes. The Budget Office will post a like budget amount to the same fund center against commitment item 902 (Oper Exp Reserve). When the departments are ready to expend these funds, the departmental financial manager will process a budget transfer via the parking process to the department's operating fund center using the appropriate commitment item (Non-Personnel-if pooling or specific commitment item-if line item budgeting).

These fund centers are used only for purposes of posting original budget allocation and indirect cost revenue received; No actual expenditures should be posted to these fund centers.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Revenue Sharing/Indirect Cost – Provost	6011000012	6011201044	6130

Revenue Sharing/Indirect Cost – Dean SOE	6011000012	6011221030	6130
Revenue Sharing/Indirect Cost – EDFN	6011000012	6011222016	6130
Revenue Sharing/Indirect Cost – ELED	6011000012	6011223016	6130
Revenue Sharing/Indirect Cost – ITEC	6011000012	6011225018	6130
Revenue Sharing/Indirect Cost – PSYC	6011000012	6011226012	6130
Revenue Sharing/Indirect Cost – SPED	6011000012	6011227014	6130
Revenue Sharing/Indirect Cost – WSSD	6011000012	6011224012	6130

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Revenue Sharing/Indirect Cost – Dean HSS	6011000012	6011241036	6130
Revenue Sharing/Indirect Cost – ART	6011000012	6011242020	6130
Revenue Sharing/Indirect Cost – BUAD	6011000012	6011243016	6130
Revenue Sharing/Indirect Cost – COMM	6011000012	6011244022	6130
Revenue Sharing/Indirect Cost – ECON	6011000012	6011245014	6130
Revenue Sharing/Indirect Cost – ENGL	6011000012	6011246014	6130
Revenue Sharing/Indirect Cost – FORL	6011000012	6011247018	6130
Revenue Sharing/Indirect Cost – GEOG	6011000012	6011248014	6130
Revenue Sharing/Indirect Cost – GOVT	6011000012	6011252012	6130
Revenue Sharing/Indirect Cost – HIST	6011000012	6011249014	6130
Revenue Sharing/Indirect Cost – MUSI	6011000012	6011250020	6130
Revenue Sharing/Indirect Cost – PHIL	6011000012	6011251012	6130
Revenue Sharing/Indirect Cost – SOAN	6011000012	6011254012	6130
Revenue Sharing/Indirect Cost – SOWK	6011000012	6011253022	6130

Revenue Sharing/Indirect Cost - Dean Sci/Math	6011000012	6011271016	6130
Revenue Sharing/Indirect Cost – BIOL	6011000012	6011272012	6130
Revenue Sharing/Indirect Cost – CHEM	6011000012	6011273012	6130
Revenue Sharing/Indirect Cost – CSCI	6011000012	6011274012	6130
Revenue Sharing/Indirect Cost – ESCI	6011000012	6011275016	6130
Revenue Sharing/Indirect Cost – MATH	6011000012	6011276016	6130
Revenue Sharing/Indirect Cost – NURS	6011000012	6011277012	6130
Revenue Sharing/Indirect Cost – PHYS	6011000012	6011278012	6130

Academic Affairs New Faculty Computer Support Budgets

Methodology

In order to segregate the budgeting and tracking of expenditures by specific departments within the SAP-FI system, a specific fund and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically received new faculty computer support funding has been assigned to one of the below fund centers.

Procedure

The Budget Office will post the initial Academic Affairs New Faculty Computer Support budget to the New Faculty Computer Support fund center which is under the financial management of the Provost using the Non-Personnel commitment item code. The Provost's Office will then allocate the set amount per new faculty computer to the individual School departments' academic search fund centers via the parking of a budget transfer process using the Non-Personnel commitment item code.

Year-end Disposition of Remaining Balances

Year end shortfalls – The Provost's Office will initiate requests to each department to supplement their individual New Faculty Computer Support fund center for any expenditure in excess of the original allocation.
Year end excess – Any year- end balances will be returned to the New Faculty Computer Support fund center which is under the financial management of the Provost. Any year end balances associated with supplements from the Dean's own fund centers will be returned to the Dean. Responsibility for notifying the Budget Office of balances associated with Dean's Office supplements will rest with each Dean's Administrative Manager.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
New Faculty Computer Support	6012000001	6012201034	1100
New Fac Computr – Art	6012000001	6012242004	1150
New Fac Computr – Biology	6012000001	6012272004	1126
New Fac Computr – Bus Adm	6012000001	6012243004	1152
New Fac Computr – Chem	6012000001	6012273004	1140
New Fac Computr – Comm/Thea	6012000001	6012244004	1109
New Fac Computr – Comptr Sci	6012000001	6012274004	1111
New Fac Computr – Econmcs	6012000001	6012245004	1152
New Fac Computr – Ed Found	6012000001	6012222004	1113
New Fac Computr – El Ed	6012000001	6012223004	1113
New Fac Computr – Engl	6012000001	6012246004	1123
New Fac Computr – Erth Sci	6012000001	6012275004	1126
New Fac Computr – Frgn Lang	6012000001	6012247004	1116
New Fac Computr – Geog	6012000001	6012248004	1124
New Fac Computr – Gov/Pol Affairs	6012000001	6012252004	1124
New Fac Computr – Hist	6012000001	6012249004	1145
New Fac Computr – ITEC	6012000001	6012225004	1114
New Fac Computr – Library	6012000001	6012202016	4100
New Fac Computr – Math	6012000001	6012276004	1127
New Fac Computr – Music	6012000001	6012250004	1150
New Fac Computr – Nursg	6012000001	6012277004	1151
New Fac Computr – Phil	6012000001	6012251010	1138
New Fac Computr – Physics	6012000001	6012278004	1140
New Fac Computr – Psych	6012000001	6012226004	1142

Description	SAP Fund	SAP Fund Center	SAP Functional Area
New Fac Computr – Soc Wrk	6012000001	6012253004	1145
New Fac Computr – Soc/Anthro	6012000001	6012254004	1145
New Fac Computr – Spec Ed	6012000001	6012227004	1113
New Fac Computr – Wellns/Sprts Sci	6012000001	6012224004	1131

Academic Affairs Coop Teacher Stipends Budgets

Methodology

In order to segregate the budgeting and tracking of expenditures by specific departments within the SAP-FI system, a specific fund and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically received Coop teacher stipends funding has been assigned to one of the below fund centers.

Procedure

The Budget Office will post the initial Coop Teacher Stipend budget to the Coop Teacher Stipend fund center which is under the financial management of the Associate Dean of the School of Education using the Non-personnel commitment item. The Field Services Office will code requests for payment information using the below fund/fund center combinations when submitting the payments to the Purchasing Office. The Budget Office will subsequently allocate funds to the specific Coop Teacher Stipend fund centers via the budget transfer process as the Coop Teacher Stipends are paid using the Non-personnel commitment item.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Coop Teacher Stipends	6012000002	6012221012	4670
Coop Teach Stipend – Art	6012000002	6012242008	1150
Coop Teach Stipend – Ed Foundation	6012000002	6012222008	1113
Coop Teach Stipend – EI Ed	6012000002	6012223008	1113
Coop Teach Stipend – ITEC	6012000002	6012225008	1114
Coop Teach Stipend – Music	6012000002	6012250008	1150
Coop Teach Stipend – Special Ed	6012000002	6012227008	1113

Academic Affairs Tutoring Budget

Methodology

In order to segregate the budgeting and tracking of tutoring student wage expenditures by specific departments within the SAP-FI system, a specific fund for each School and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically incurred student wage tutoring expense has been assigned to one of the below fund centers.

Procedure

The Budget Office will post the initial Tutoring budget to the Tutoring fund center of each school which is under the financial management of the Director of Learning Services using commitment item 510580. The Director's Office will allocate student wage budgets to the individual departments' tutoring fund centers via the parking of a budget transfer process using commitment item 510580.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Tutoring H&SS	6011000004	6011211008	1100
Tutoring H&SS – Art	6011000004	6011211009	1124
Tutoring H&SS – Bus Adm	6011000004	6011211010	1100
Tutoring H&SS – Comm & Theatre	6011000004	6011211012	1109
Tutoring H&SS – Econ	6011000004	6011211014	1152
Tutoring H&SS – English	6011000004	6011211016	1123
Tutoring H&SS – For Lang	6011000004	6011211018	1116
Tutoring H&SS – Geog	6011000004	6011211020	1124
Tutoring H&SS – History	6011000004	6011211022	1145
Tutoring H&SS – Music	6011000004	6011211024	1150
Tutoring H&SS – Philos	6011000004	6011211026	1138
Tutoring H&SS – Govt & Pol Affrs	6011000004	6011211028	1124
Tutoring H&SS – Soc Work	6011000004	6011211030	1145
Tutoring H&SS – Soc/Anth	6011000004	6011211032	1145

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Tutoring Sci & Math	6011000005	6011211034	1100
Tutoring Sci&Mth – Biology	6011000005	6011211036	1126
Tutoring Sci&Mth – Chem	6011000005	6011211038	1140
Tutoring Sci&Mth – Comp Sci	6011000005	6011211040	1111
Tutoring Sci&Mth – Erth Sci	6011000005	6011211042	1126
Tutoring Sci&Mth – Math	6011000005	6011211044	1127
Tutoring Sci&Mth – Physics	6011000005	6011211046	1140

Humanities and Social Sciences Travel Budgets

Methodology

In order to segregate the budgeting and tracking of administrative travel expenditures by specific departments within the SAP-FI system, a specific fund for the School of Humanities and Social Sciences and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically received travel funding has been assigned to one of the below fund centers.

Procedure

The Budget Office will post the initial Travel budget to the H&SS Travel fund center which is under the financial management of the Dean of the School using the Non-Personnel commitment item code. The Dean's administrative manager will then allocate funds to the individual departments' travel fund centers via the parking of a budget transfer process using the Non-Personnel commitment item code.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
H&SS Travel – Dean of H&SS	6011000003	6011241006	4610
H&SS Travel – Art	6011000003	6011242010	1150
H&SS Travel – Bus Admin	6011000003	6011243008	1152
H&SS Travel – Communication & Theatre	6011000003	6011244008	1109
H&SS Travel – Econ	6011000003	6011245008	1152
H&SS Travel – English	6011000003	6011246008	1123
H&SS Travel – Foreign Languages	6011000003	6011247008	1116
H&SS Travel – Geog	6011000003	6011248008	1124
H&SS Travel – Gvmt	6011000003	6011252014	1124
H&SS Travel – History	6011000003	6011249008	1145
H&SS Travel – Music	6011000003	6011250010	1150
H&SS Travel – Philosophy	6011000003	6011251004	1138
H&SS Travel – Soc/Anth	6011000003	6011254008	1145
H&SS Travel – Social Work	6011000003	6011253008	1145

4. SAP REPORTING



- Index of Funds Centers (S_KI4_38000038)..... 4-1
- Budget Status Report – Variant Reports..... 4-3
 - Budget Status Report for Non-Personnel Operating Account Codes..... 4-4
 - To View and Print Transactional Detail for Departmental Budgets..... 4-9
 - To Print..... 4-12
 - To Export to Excel..... 4-14
 - To View and Print Transactions Detail for Commitments and Actuals.. 4-16
 - Budget Status Report for Student Wage Account Codes..... 4-19
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- (FAQ) Frequently Asked Questions..... 4-28
 - What do I need to do if I need to run a report for multiple funds centers?..... 4-28
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 - Can I increase the font size?..... 4-30
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INDEX OF FUNDS CENTER

Use

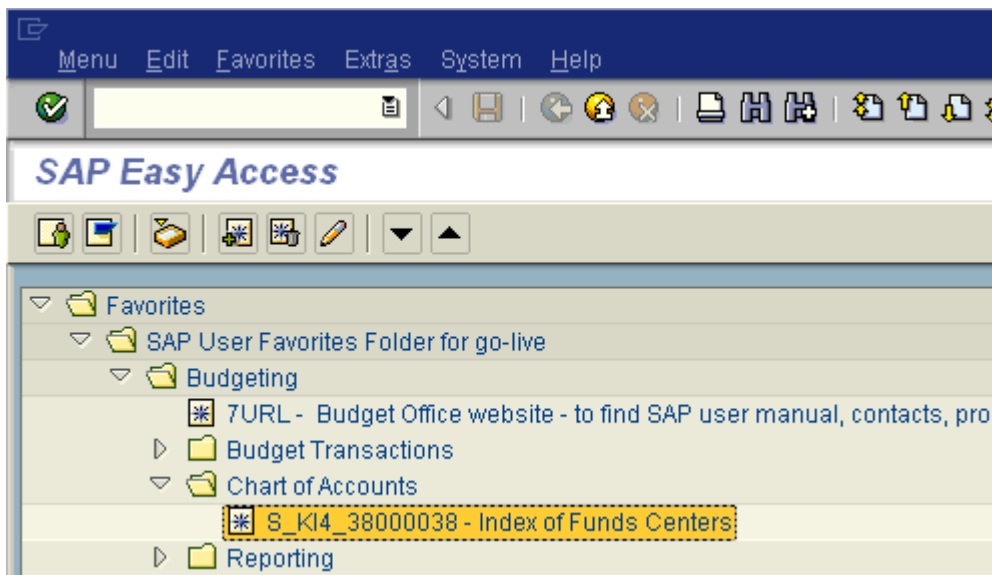
This report can be used to display the funds center and associated fund for Millersville University for purposes of obtaining a fund and fund center to be used for reporting, purchase requisitions or budget transfer purposes.

Transaction Code

S_KI4_38000038

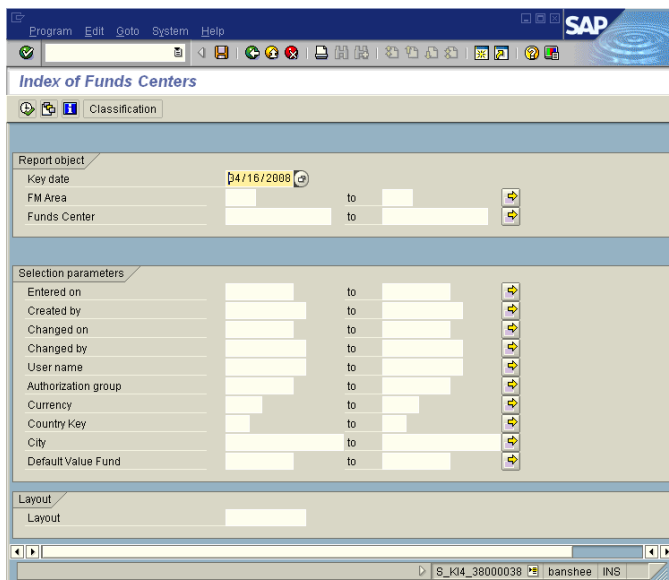
Menu Path

SAP User Favorites Folder for go-live – Budgeting – Chart of Accounts

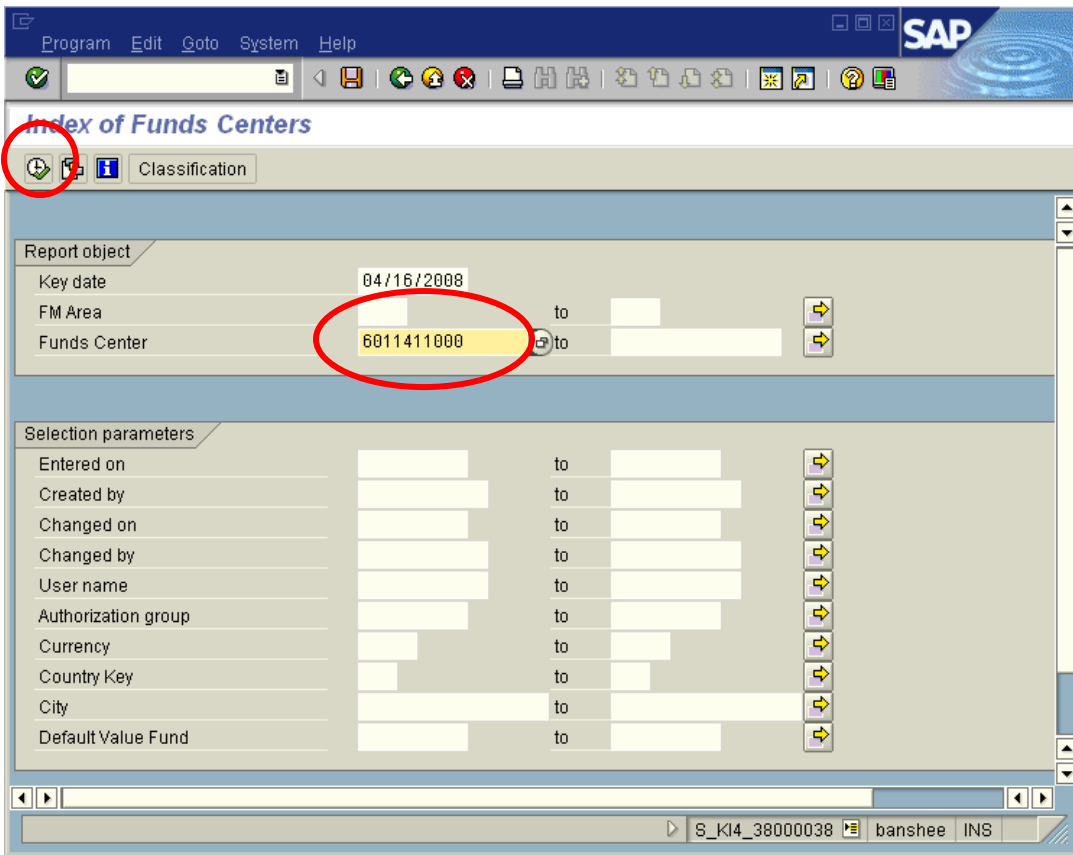



Procedure

- ❑ Double click on the transaction *S_KI4_38000038 – Index of Funds Centers*

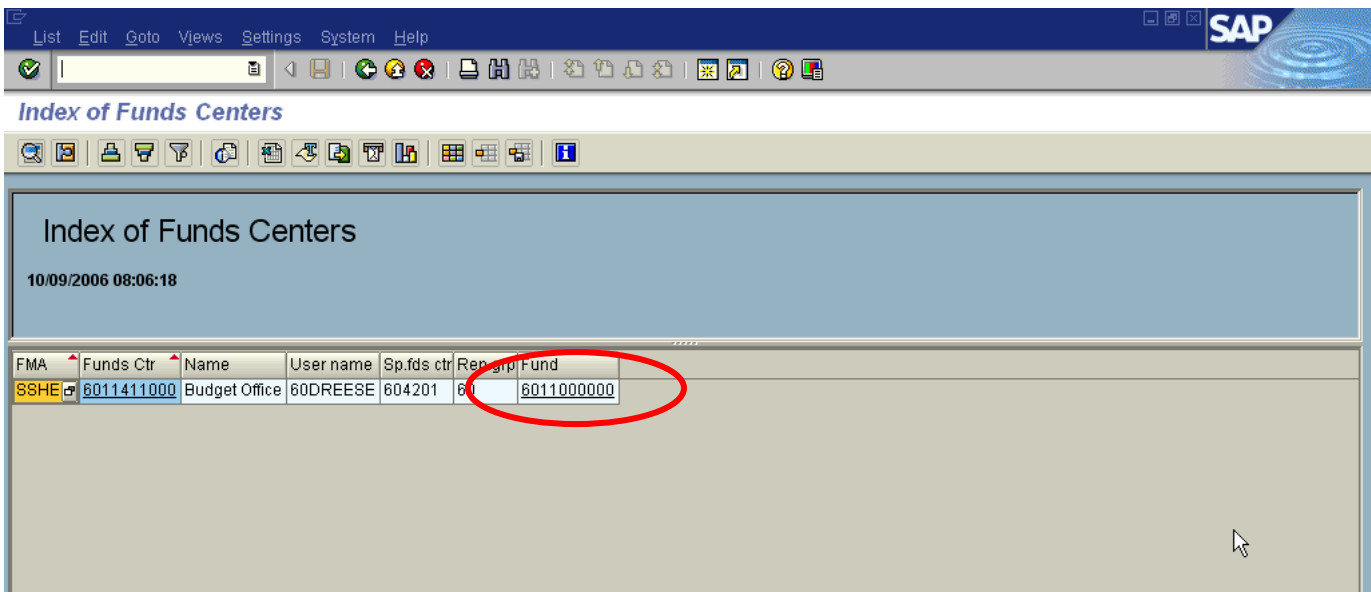


- ❑ Enter your departmental funds center in the report parameter.



- ❑ Click the execute button 

- ❑ The following report results will be displayed. The fund is displayed in the last column as indicated below.



BUDGET STATUS REPORT – VARIANT REPORTS

Use

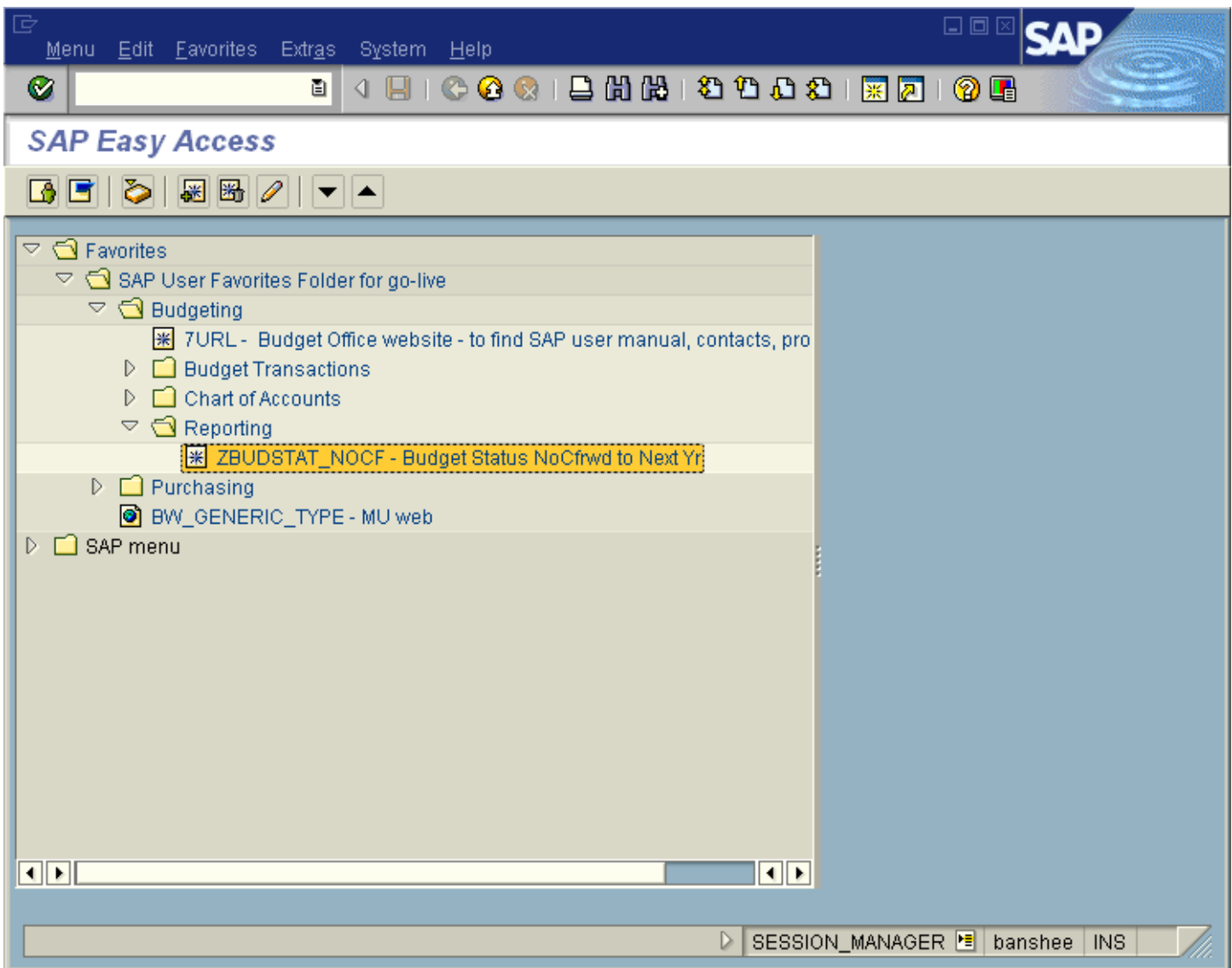
This report will be used to provide your basic reporting requirements for monitoring your budget such as displaying your total budget, actual expenditures, open commitments, and budget balance available for your selected funds center(s). In addition, it will be used to drill down into the line item details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

Transaction Code

ZBUDSTAT_NOCF

Menu Path

SAP User Favorites Folder for go-live – Budgeting – Reporting




Budget Status Report for Non-Personnel Operating Account Codes

Procedures:

To receive departmental budgets for non-personnel operating account codes

- ❑ The following selection entry screen will be displayed

The screenshot shows the SAP Selection: Budget Status NoCfrwd to Next Yr screen. The title bar includes 'Program Edit Goto System Help'. The main content area is divided into two sections: 'Standard selections' and 'Report selections'. The 'Standard selections' section includes fields for Fund, Key date (04/16/2008), Hierarchy Variant, Funds Center, Year commitment item, Variant (000), and Commitment item. The 'Report selections' section includes Fiscal year (checked) and Budget version (0). A red circle highlights the 'Select report variant' icon (a small square with a plus sign) located in the top left corner of the main content area.

- ❑ Click the select report variant icon 
- ❑ The **Find Variant** menu will be displayed

The screenshot shows the SAP Find Variant dialog box. The title bar is 'Find Variant'. The main content area has five rows of fields: Variant, Environment, Created by (60USER01), Changed by, and Original language. To the right of each field is a navigation arrow icon. At the bottom left, there are icons for 'Back' and 'Cancel'.

- ❑ Enter 60* in the Variant field and clear out the Created by field

- ❑ Click the execute icon
- ❑ Use the right scroll bar to find and select the variant **“60NONPERSONNEL”**

Variant name	Short descriptn.
60MUGAWAIVERS	60MU Grad Asst Waivers	A	X
60MUPFLINEITM	MU Perfor Fnds Line Item Appro	A	X
60MUSTUDENTAID	60 MU Student Aid	A	
60MUVEH	MU Vehicle Diesel Fuel	A	X
60NONPERSONNEL	MU Non-Personnel Operating	A	X
60OTHERPAY	MU All Other Pay	A	X
60OTHFACPAY	MU Other Faculty Pay	A	X

- ❑ Highlight the variant name and click the green check mark or enter.

TIP: If you type “60nonpersonnel” into the Variant name field the next time you run this report the variant name will appear in a drop down.

- ❑ You must enter the appropriate fund, fund center and fiscal year as shown below

Selection: Budget Status NoCfrwd to Next Yr

Classification

Standard selections

Fund	6011000000	to		▶
Key date	11/28/2006			
Hierarchy Variant				
Funds Center	6011411000	to		▶
Year commitment item				
Variant	000			
Commitment item	3 - TRANSFERS - OUT	to		▶

Report selections


Fiscal year	2008
Budget version	0

Output type

Graphical report-output

Classic drilldown report

▶ ZBUDSTAT_NOCF | banshee | OVR

- ❑ Click the execute icon 

- The following results will be displayed

Execute Budget Status NoCfrwd to Next Yr: Detail

Budget Version - 0 Budget Status Report - Fiscal Year 2008
(no adjustment for items carried forward to next year)

Variant: 6011 NON-PERS
Fund 6011000000 - Discretionary Budget System to 6011000000 - Discretionary Budget Sys

From Funds Center 6011411000 - Budget Office
To Funds Center 6011411000 - Budget Office

Budget version 0 Fiscal Year 2008

Navigation

- Commitment item
- Funds Center
- Fund
- Budget type

Lead column	Budget	Commitment	Actuals	Tot ComAct	Available
Total	10,564.00	221.60	8,070.48	8,292.08	2,271.92

Generated by: 60TRUSER on 04/16/2008 - 14:27:06 in PRD 300 Report: Z00BDSTXC

- Click on the Mountain icon . This will highlight the navigation criteria. Select Commitment item.

Execute Budget Status NoCfrwd to Next Yr: Detail

Budget Version - 0 Budget Status Report - Fiscal Year 2008
(no adjustment for items carried forward to next year)

Variant: 6011 NON-PERS
Fund 6011000000 - Discretionary Budget System to 6011000000 - Discretionary Budget Sys

From Funds Center 6011411000 - Budget Office
To Funds Center 6011411000 - Budget Office

Budget version 0 Fiscal Year 2008

Navigation

- Commitment item
- Funds Center
- Fund
- Budget type

Lead column	Budget	Commitment	Actuals	Tot ComAct	Available
Total	10,564.00	221.60	8,070.48	8,292.08	2,271.92

Generated by: 60TRUSER on 04/16/2008 - 14:27:06 in PRD 300 Report: Z00BDSTXC

- The report will appear as follows:

Report Edit Goto Navigate Extras Settings System Help

Execute Budget Status NoCfrwd to Next Yr: Overview

Budget Version - 0 Budget Status Report - Fiscal Year 2008
(no adjustment for items carried forward to next year)

Variant: 6011 NON-PERS
Fund 6011000000 - Discretionary Budget System to 6011000000 - Discretionary Budget System

From Funds Center 6011411000 - Budget Office Commitment It
To Funds Center 6011411000 - Budget Office 3-TRAN - 3-T

Budget version 0 Fiscal Year 2008

Navigation

- Funds Center ▲
- Fund .
- Budget type .
- Amount type ▼

Commitment item	Total				
	Budget	Commitme	Actuals	Tot ComAc	Available
0- SSHE/2-EXPENSES Expenses					
0- SSHE/NON-PERSONNEL Non-Personnel	10,564.00			8,292.08	2,271.92
0- SSHE/OPERATING Operating					
0- SSHE/OTHER_EXPENSES Other Expenses					
0- SSHE/605 Postage/Freight					
0- SSHE/605100 Postage/Freight/Ship			15.16		
0- SSHE/606 Telecom Charges					
0- SSHE/606100 Telephone & Telecomm		221.60	98.40		
0- SSHE/606115 Long Dist Tele Svc			38.78		
0- SSHE/615 Travel & Transportat					
0- SSHE/615100 General Travel			5,687.42		
0- SSHE/625 Professional Svcs					
0- SSHE/625100 Professional Servcs			1,050.00		
0- SSHE/660 Supplies					
0- SSHE/660100 Office Supplies			857.22		
0- SSHE/660125 Noncapital Equip			135.00		
0- SSHE/665 Food Supplies					
0- SSHE/665110 Contractor Food Svcs			188.50		
▶ Total	10,564.00	221.60	8,070.48	8,292.08	2,271.92

Generated by: 60TRUSER on 04/16/2008 - 14:27:06 in PRD 300 Report: Z00BDSTXC Tr

To view and print the transactional detail making up departmental budgets

- ❑ After commitment items have been selected, put the cursor on the dollar amount in the Budget column

The screenshot shows the SAP 'Execute Budget Status' report. The 'Extras' menu is open, and 'Line items' is selected. The report displays budget details for 'Budget version 0' and 'Fund 6011000000'. The 'Budget' column for the 'SSHE/2-EXPENSES' line item is circled in red, showing a value of 10,564.00.

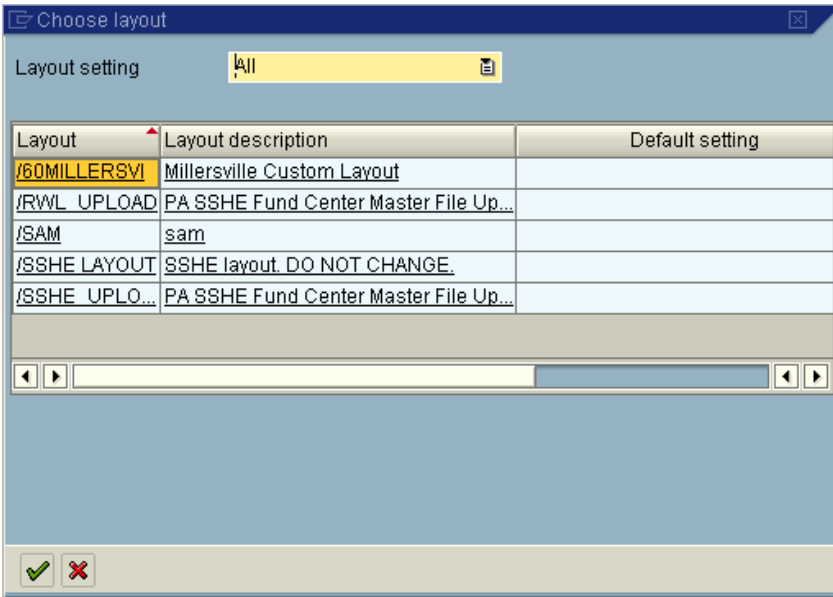
Commitment item	Total				
	Budget	Commitme	Actuals	Tot ComAc	Available
SSHE/2-EXPENSES Expenses	10,564.00				
SSHE/NON-PERSONNEL Non-Personnel				8,292.08	2,271.92
SSHE/OPERATING Operating					
SSHE/OTHER EXPENSES Other Expenses					


- ❑ Click on *Extras – Line items*
- ❑ Click on the select layout icon


The screenshot shows the SAP 'Annual Budget: Line Items by Document Number' report. The 'Select layout' icon in the toolbar is circled in red. The report displays a table of budget line items with columns for document number, year, value type, budget type, currency, amount, and text.

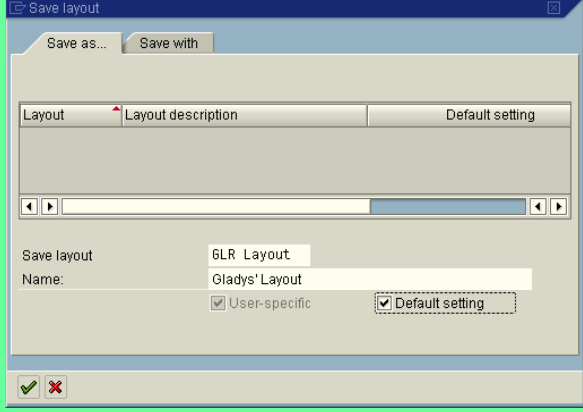
Doc.no.	PRW	Year	Val.type text	Budget type text	Su...	FMAC	Budget	FMA	Fund	Funds Ctr	Commitment item	Text	Created on
500322180	5	2008	Payment Budget	Original Budget		USD	4,440.00	SSHE	6011000000	6011411000	NON-PERSONNEL	2007-08 Start-up Budget	06/12/2007
500359195	34			Budget Carryforward...		USD	1,100.00	SSHE	6011000000	6011411000	NON-PERSONNEL		07/21/2007
500367974	2			Transfers (receivers)		USD	2,867.00	SSHE	6011000000	6011411000	NON-PERSONNEL	2006-07 Bdgt Office Year-end Carryover	08/17/2007
500372754	7			Original Budget		USD	1,110.00	SSHE	6011000000	6011411000	NON-PERSONNEL	0708 Orig Bdgt Adjust	09/11/2007
500402247	2			Transfers (receivers)		USD	1,047.00	SSHE	6011000000	6011411000	NON-PERSONNEL	Budget Office Excel Advanced Training...	02/13/2008
500413198	1			Transfers (senders)		USD	0.01	SSHE	6011000000	6011411000	NON-PERSONNEL	Training entry for SAP Manual to reverse	04/14/2008
500413198	1			Transfers (senders)		USD	0.01	SSHE	6011000000	6011411000	NON-PERSONNEL	Training entry for SAP Manual to reverse	04/14/2008
500413196			Payment Budget...	Transfers (senders)		USD	0.01	SSHE	6011000000	6011411000	NON-PERSONNEL	Training entry for SAP Manual to reverse	04/14/2008
500413198	2			Transfers (senders)		USD	0.01	SSHE	6011000000	6011411000	NON-PERSONNEL	Training entry for SAP Manual to reverse	04/14/2008


- ❑ Find the layout entitled “/60MILLERSVI”






TIP: To save layout as default, click on Save Layout icon 



Name your layout and check the Default Setting box. Click the green check mark  or Enter.

- ❑ Click the green check mark  or Enter.
- ❑ The following report results will be displayed.

Year	Fund name	Fund	Funds Ctr	FC name	Cmnt item	CI text	Created on	Doc.no.	PRW	Budget	Budget type text	Text
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off	NON-PERSO...	Non-Personnel	06/12/2007	<u>500322180</u>	5	4,440.00	Original Budget	2007-08 Start-up Budget
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	07/21/2007	<u>500358196</u>	34	1,100.00	Budget Carryforwar...	
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	08/17/2007	<u>500367974</u>	2	2,867.00	Transfers (receivers)	2006-07 Bdgt Office Year-end C...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	09/11/2007	<u>500372754</u>	7	1,110.00	Original Budget	0708 Orig Bdgt Adjust
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	02/13/2008	<u>500402247</u>	2	1,047.00	Transfers (receivers)	Budget Office Excel Advanced Tr...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/14/2008	<u>500413198</u>	1	0.01	Transfers (senders)	Training entry for SAP Manual to ...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/14/2008	<u>500413199</u>	1	0.01	Transfers (senders)	Training entry for SAP Manual to ...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/14/2008	<u>500413196</u>	1	0.01	Transfers (senders)	Training entry for SAP Manual to ...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/14/2008	<u>500413198</u>	2	0.01	Transfers (senders)	Training entry for SAP Manual to ...
										10,564.00		

- ❑ When the document numbers appear underlined, SAP is indicating that you can drill down into the document itself. Click on the document number.
- ❑ SAP will display the document

- ❑ Click on *Entry document*. The actual document including all line items and details will be displayed.

Display Document

Document number: 500322180 Document Date: 06/12/2007
 Person Responsible: Version: 0
 FM Area: SSHE State System

Text
 Text Name: Text: 2007-08 Start-up Budget

Item	Funds Center	Commitment item	Fund	Fun... Year	Amount	Budget category	Budget type
005	6011411000	NON-PERSONNEL	6011000000	BDGT 2008	4,440.00	Payment budget	Original Budget

- ❑ Click on the hat to display the header text.


Display Document: Entry screen

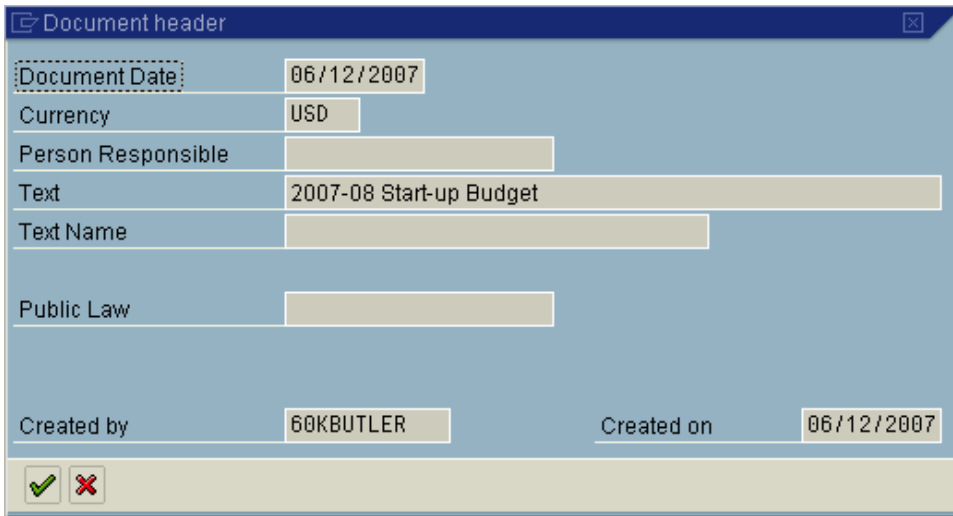
Hierarchy document Print Dialog

Document number: 0500273171 Document status: Updated
 FM Area: SSHE Budget type: Original Budget
 Version: 0
 Fund: 6011000000
 Fiscal Year: 2008

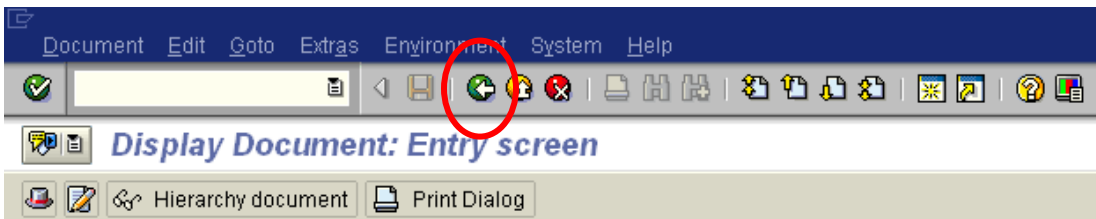
Payment budget

Item	Funds Center	Commitment itm	F.Ar	Amount
5	6011411000	NON-PERSONNEL	BDGT	4,440.00

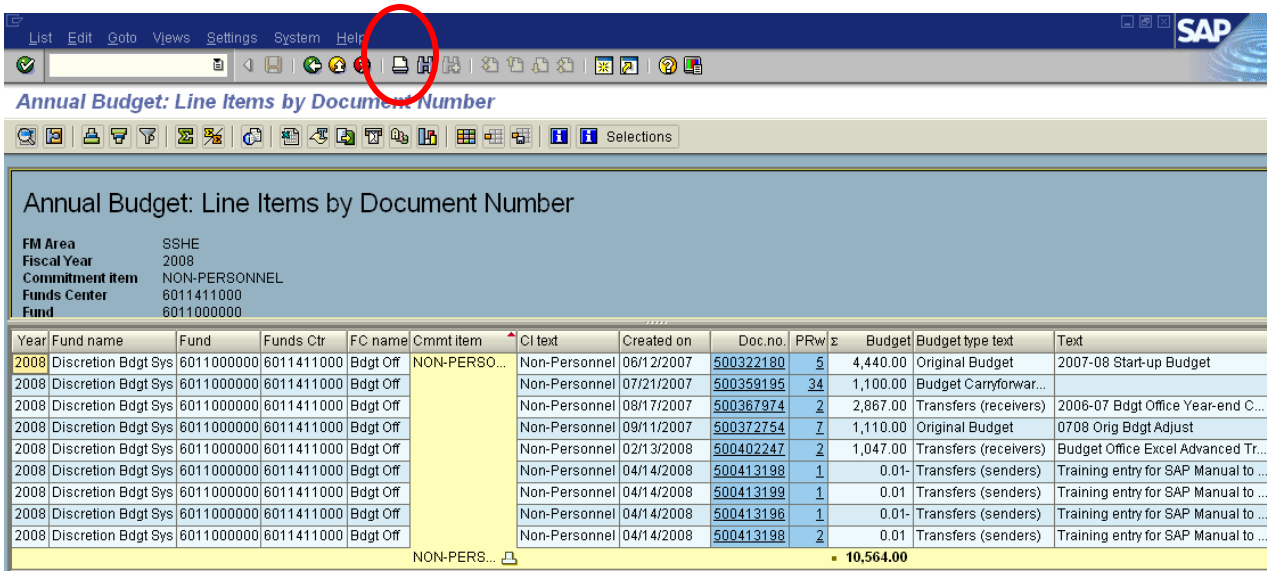
- To Exit the header details, click the green check mark  or Enter.



- To get back to the report, click the green back arrow two times.



- You can print the line item detail by clicking the print icon 

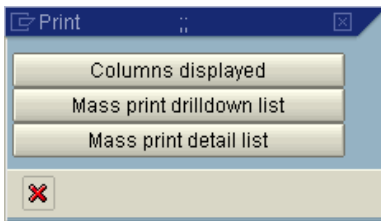


Year	Fund name	Fund	Funds Ctr	FC name	Commt item	CI text	Created on	Doc.no.	PRw	z	Budget	Budget type text	Text
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off	NON-PERSO...	Non-Personnel	06/12/2007	500322180	5		4,440.00	Original Budget	2007-08 Start-up Budget
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	07/21/2007	500359195	34		1,100.00	Budget Carryforwar...	
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	08/17/2007	500367974	2		2,867.00	Transfers (receivers)	2006-07 Bdgt Office Year-end C...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	09/11/2007	500372754	7		1,110.00	Original Budget	0708 Orig Bdgt Adjust
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	02/13/2008	500402247	2		1,047.00	Transfers (receivers)	Budget Office Excel Advanced Tr...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/14/2008	500413198	1	0.01		Transfers (senders)	Training entry for SAP Manual to ...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/14/2008	500413199	1	0.01		Transfers (senders)	Training entry for SAP Manual to ...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/14/2008	500413196	1	0.01		Transfers (senders)	Training entry for SAP Manual to ...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/14/2008	500413198	2	0.01		Transfers (senders)	Training entry for SAP Manual to ...
											NON-PERS...	10,564.00	

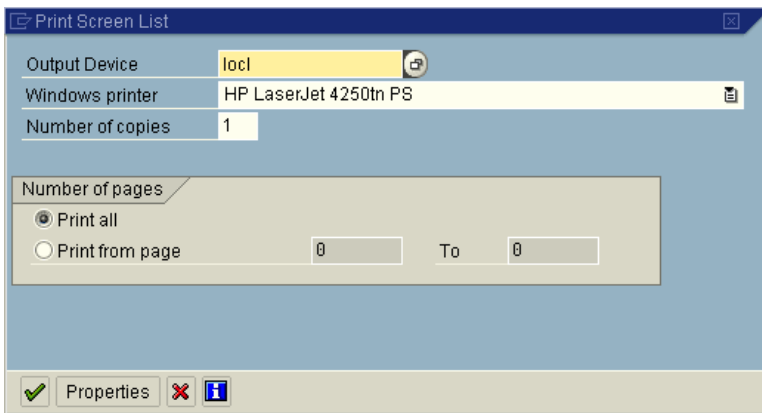
To Print:


- Click the Print icon 

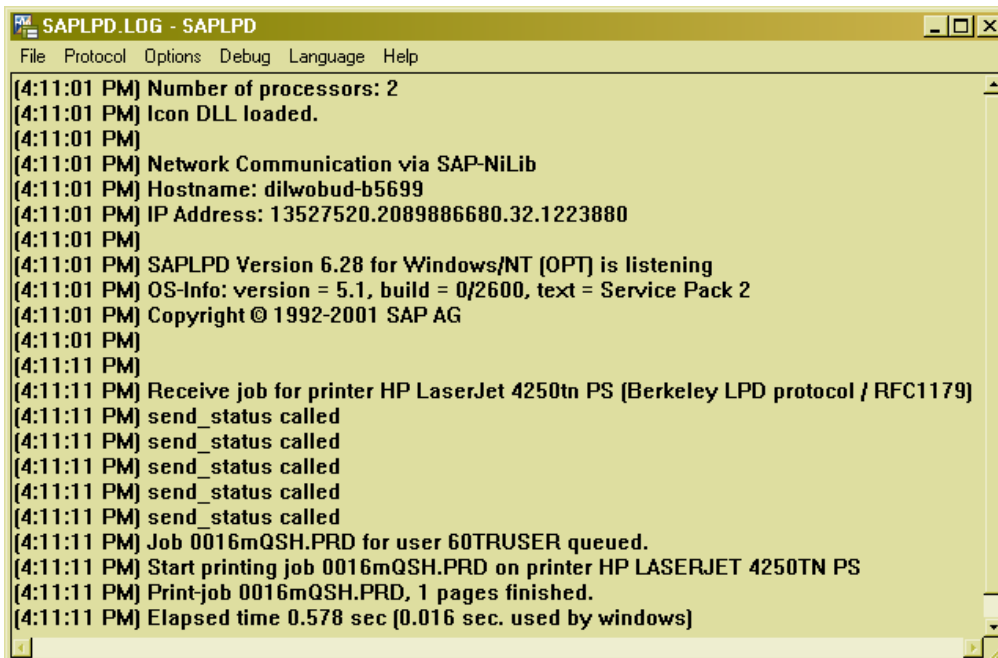
- When the *Print* display appears click on *Columns displayed*




- Set the Print properties as follows. **Note: The printer name that appears when you choose local will be your own network printer.**



- Click the green check mark  to print.



Note: A print log will appear on your desktop taskbar. When printing is complete, click close .

To Export to Excel:

- ❑ Choose *List – Export – Spreadsheet*

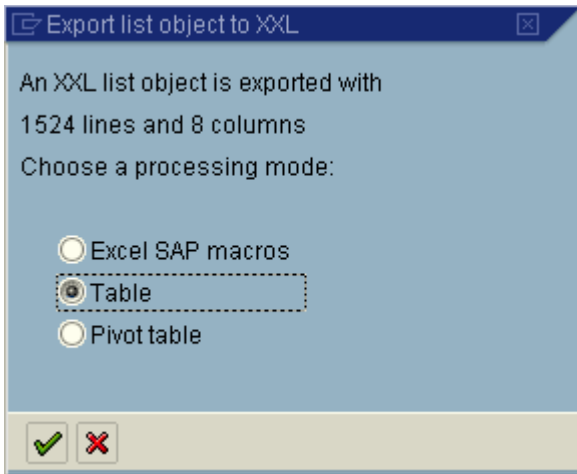
The screenshot shows the SAP 'List' menu with 'Export' > 'Spreadsheet...' selected. The background table contains budget data for 2008.

Year	Fund name	Fund	Funds Center	FC name	Cmmt item	CI text	Created on	Doc.no.	PRw	Budget	Budget type text	Text
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off	NON-PERS...	Non-Personnel	06/12/2007	500322180	5	4,440.00	Original Budget	2007-08 Start-up Budget
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	07/21/2007	500359195	34	1,100.00	Budget Carryforward...	
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	08/17/2007	500367974	2	2,867.00	Transfers (receivers)	2006-07 Bdgt Office Year-end Carr...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	09/11/2007	500372754	7	1,110.00	Original Budget	0708 Orig Bdgt Adjust
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	02/13/2008	500402247	2	1,047.00	Transfers (receivers)	Budget Office Excel Advanced Trai...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/14/2008	500413198	1	0.01	Transfers (senders)	Training entry for SAP Manual to re...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/14/2008	500413199	1	0.01	Transfers (senders)	Training entry for SAP Manual to re...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/21/2008	500414489	1	0.01	Transfers (senders)	Training entry for SAP Manual to re...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/21/2008	500414490	1	0.01	Transfers (senders)	Training entry for SAP Manual to re...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/14/2008	500413196	1	0.01	Transfers (senders)	Training entry for SAP Manual to re...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/14/2008	500413198	2	0.01	Transfers (senders)	Training entry for SAP Manual to re...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/21/2008	500414488	1	0.01	Transfers (senders)	Training entry for SAP Manual to re...
2008	Discretion Bdgt Sys	6011000000	6011411000	Bdgt Off		Non-Personnel	04/21/2008	500414489	2	0.01	Transfers (senders)	Training entry for SAP Manual to re...
										10,564.00		

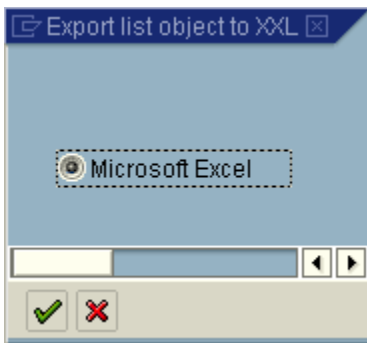
- ❑ Click the green check mark through the Information box

The screenshot shows an SAP 'Information' dialog box with the following text: "Filter criteria, sorting, totals and subtotals are not taken into account". At the bottom left, there is a green checkmark icon and a question mark icon.

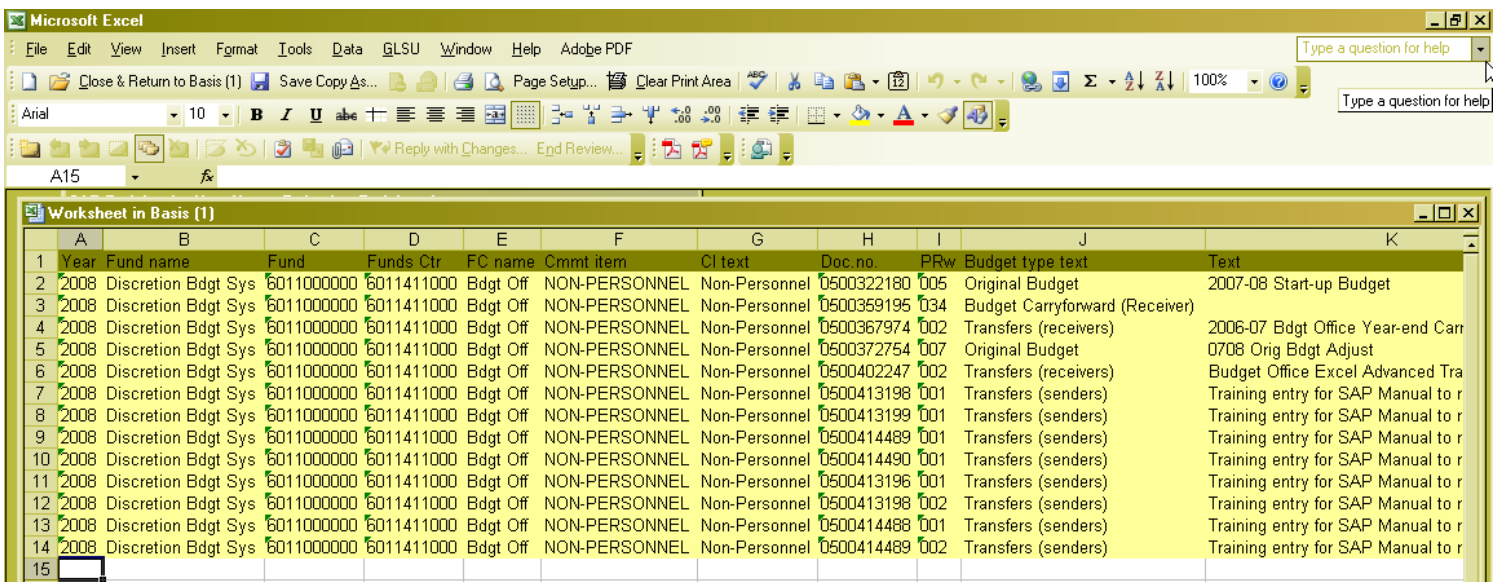
- ❑ Select “Table” as the export object and click the green check mark 



- ❑ Select “Microsoft Excel” as the option and click the green check mark 



- ❑ You may have to change the formatting of the file. Save the resulting spreadsheet copy as a file.



To view and print the transactional detail making up actual expenditures or open commitments

- ❑ After commitment items have been selected, put the cursor on one of the dollar amounts in the Commitment or Actuals column
- ❑ Click on Extras – Line items

Execute Budget Status

Report parameters Ctrl+Shift+F11
Attributes F7
Transfer log

Line items
Comment
Document
Key figure information
Create Exception...
Change Exceptions...
Display exceptions...
Delete Exceptions...
Additional Functions

Budget Version - 0
Variant: 6011 NON-PERS
Fund 6011000000 - Discretionary Budget System
From Funds Center 6011411000
To Funds Center 6011411000

Budget version 0
Navigation
Funds Center
Fund
Budget type
Amount type

Commitment item	Total		
	Budget	Commitment	Actuals
SSHE/2-EXPENSES Expenses			
SSHE/NON-PERSONNEL Non-Personnel	10,564.00		
SSHE/OPERATING Operating			
SSHE/OTHER_EXPENSES Other Expenses			
SSHE/605 Postage/Freight			
SSHE/605100 Postage/Freight/Ship			15.16
SSHE/606 Telecom Charges			

- ❑ Click on the select layout icon

Document Journal

FM Area SSHE
Year commitment item
Commitment item 605100
Funds Center 6011411000
Fund 6011000000

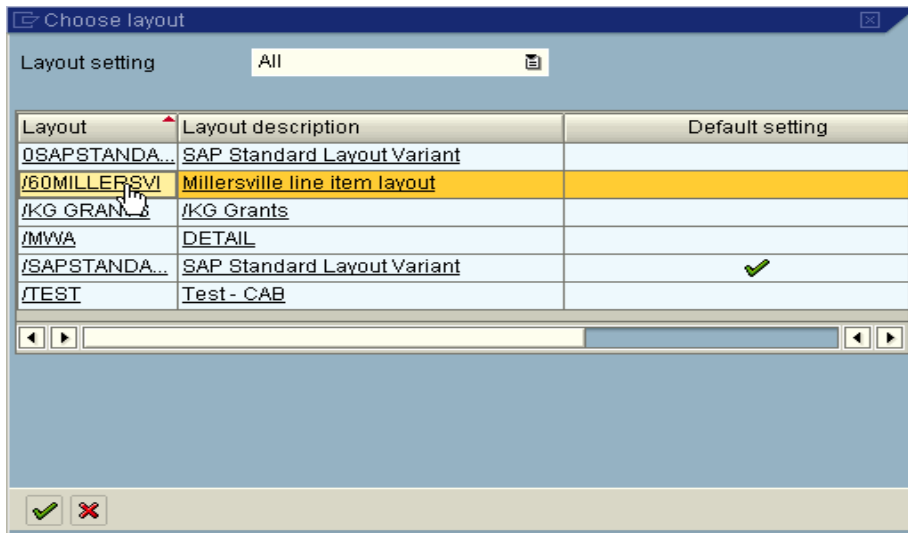
Amnt type	Prd	FM pstg d.	Σ Pymt Bdggt	Commt bdggt	Cmmt item	Funds Center	Fund	G/L Acc	Tex
0100	1	07/23/2007	7.09		605100	6011411000	6011000000	605100	UP
	1	07/31/2007	0.78		605100	6011411000	6011000000	605100	Pos
	2	08/31/2007	1.19		605100	6011411000	6011000000	605100	Pos
	3	09/30/2007	1.34		605100	6011411000	6011000000	605100	Pos

TIP: To save layout as default, click on Save Layout icon

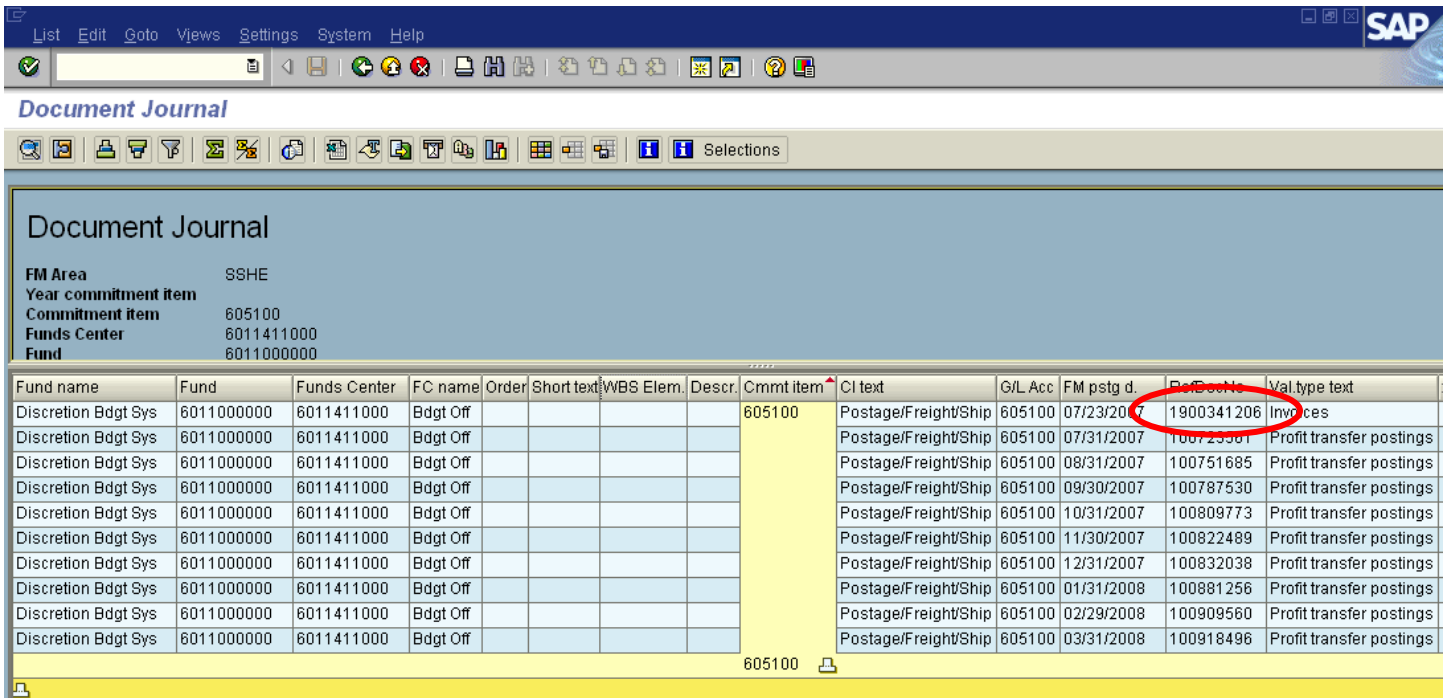
Save layout
Name: Gladys' Layout
 User-specific Default setting

Name your layout and check the Default Setting box. Click the green check mark or Enter.

- ❑ Find and click on the layout entitled “/60MILLERSVT”



- ❑ Click the green check mark or Enter.
- ❑ The following report results will be displayed.



- ❑ You can drill down into the document itself by double clicking on the document number.

- ❑ The actual document including all line items and details will be displayed.

Document Overview - Display

Doc.type : KR (Vendor invoice) Normal document

Doc. Number 1900341206 Company code SSHE Fiscal year 2008
 Doc. date 07/14/2007 Posting date 07/23/2007 Period 01
 Calculate Tax
 Ref.doc. 000055V354287
 Doc.currency USD

Item	PK	Account	Account short text	Amount	Bu	Cost Ctr	Order	WBS element	Funds Center	Fund	FA	Text
1	31	2075143	United Parcel Servic	79.42-	60							Acct#55V354 - w/e-7/14/07
2	50	605100	Postage/Freight/Ship	6.15-	60	6016709000			6016709000	6016000005	6390	UPS - Acct#55V354 - w/e-7/14/...
3	40	605100	Postage/Freight/Ship	7.09	60	6011411000			6011411000	6011000000	6220	UPS - Acct#55V354 - w/e-7/14/...
4	40	605100	Postage/Freight/Ship	78.48	60	6011418000			6011418000	6011000000	6310	UPS - Acct#55V354 - w/e-7/14/...
				0.00								

- ❑ Click on the hat to display the header text.

Document Header: Company Code SSHE

Document type KR Vendor invoice

Doc.Header Text

Request Number

Reference 000055V354287 Document Date 07/14/2007
 Posting Date 07/23/2007

Currency USD Posting Period 01 / 2008

Ref. procedure BKPF Accounting document

Reference key 1900341206SSHE2008 Log.System PRDCLNT300

Entered by 60JEBY Parked by

Entry date 07/23/2007 Time of Entry 14:35:53

TCode FB60

Changed on Last update

- ❑ To exit the header details, click the green check mark or Enter.

- ❑ To get back to the report, click the back arrow two times.

Budget Status Report for Student Wage Account Codes

Procedures:


To receive departmental budgets for student wages

- Enter transaction ZBUDSTAT_NOCF
- The following selection entry screen will be displayed

The screenshot shows the SAP Selection: Budget Status NoCfrwd to Next Yr screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into several sections:

- Classification:** A tab at the top left.
- Standard selections:** A section with fields for Fund, Key date (10/09/2006), Hierarchy Variant, Funds Center, Year commitment item, Variant (000), and Commitment item.
- Report selections:** A section with fields for Fiscal year (checked) and Budget version (0).
- Output type:** A section with radio buttons for Graphical report-output and Classic drilldown report (selected).

The status bar at the bottom shows the transaction ZBUDSTAT_NOCF, user kozuka, and system INS.


- Click the select report variant icon 
- The **Find Variant** menu will be displayed


The screenshot shows the SAP Find Variant dialog box. The dialog has a title bar and a close button. The main area contains the following fields:

- Variant: A yellow input field.
- Environment: An input field.
- Created by: 60USER01
- Changed by: An input field.
- Original language: An input field.

Each field has a yellow arrow button to its right. At the bottom left, there are icons for refresh and close.

- ❑ Enter 60* in the Variant field and clear out the Created by field

- ❑ Click the execute icon 
- ❑ Use the right scroll bar to find and select the variant **"60STDNTWAGES"**

 **TIP:** If you type "60stdntwages" into the Variant name field the next time you run this report the variant name will appear in a drop down.

Variant name	Short descriptn.	Cha
60SOESTUWAG...	SOE Disc St Wages	A	X	60D
60STCTRRECAP	MU Student Center Recap	A	X	
60STDNTWAGES	MU Student Wages	A	X	
60STUWAGESE...	MU Stu Wages E&G	A	X	60D
60SYTECMTHLY	Sytec Monthly Invoicing	A		
60TEMPHELP	MU Temp Help Bdgt Report	A	X	60D
60UASTWAGES	Univ Adv Disc St Wages	A	X	60D

- ❑ Click the green check mark  or Enter.

- ❑ You must enter the appropriate fund, funds center and fiscal year as shown below:

Selection: Budget Status NoCfrwd to Next Yr

Classification

Standard selections

Fund: 6011000000 to []

Key date: 11/28/2006

Hierarchy Variant: []

Funds Center: 6011272000 to []

Year commitment item: []

Variant: 000

Commitment item: 510580 to []

Report selections


Fiscal year: 2008 2008

Budget version: 0

Output type

Graphical report-output

Classic drilldown report

- ❑ Click the execute icon .
- ❑ The following results will be displayed:

Execute Budget Status NoCfrwd to Next Yr: Detail

Budget Version - 0 Budget Status Report - Fiscal Year 2008 NO CARRY FORWARD
(no adjustment for items carried forward to next year)

Variant: 60STDNTWAGES

Fund 6011000000 - Discretionary Budget System to 6011000000 - Discretionary Budget System

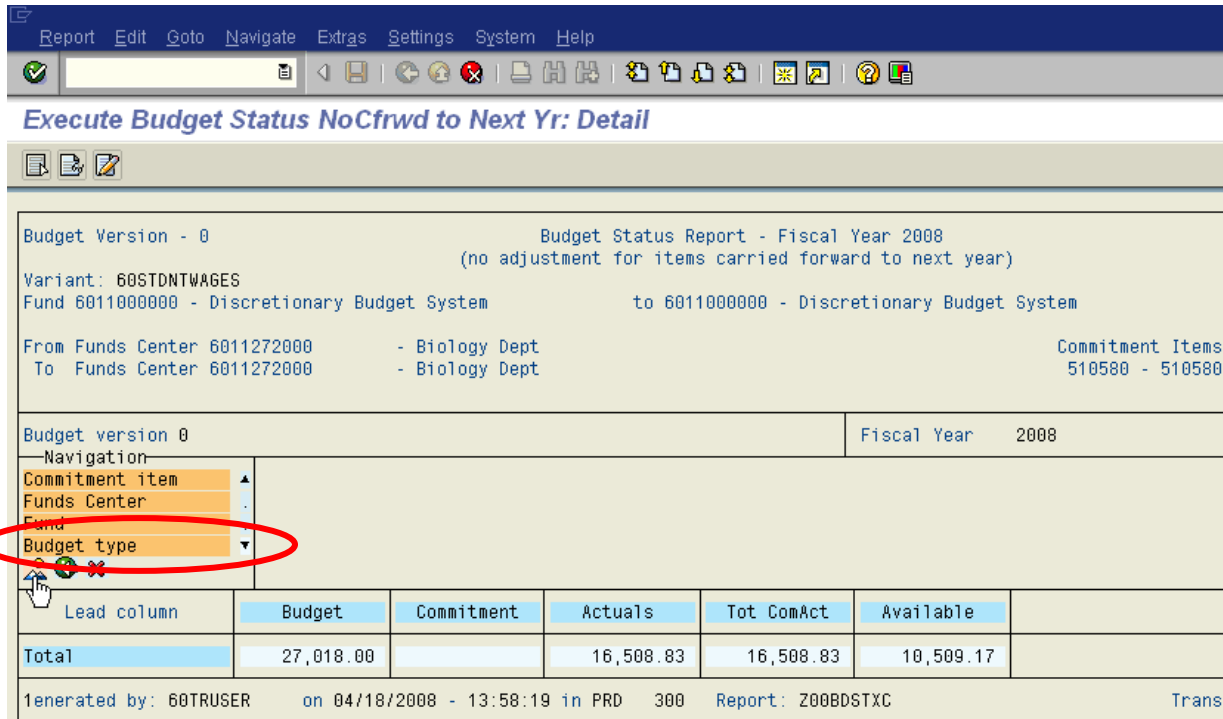
From Funds Center 6011272000 - Biology Dept Commitment Items
To Funds Center 6011272000 - Biology Dept 510580 - 510580

Budget version 0 Fiscal Year 2008

Lead column	Budget	Commitment	Actuals	Tot ComAct	Available
Total	27,018.00		16,508.83	16,508.83	10,509.17

Generated by: 60TRUSER on 04/18/2008 - 13:58:19 in PRD 300 Report: Z00BDSTXC Transaction: ZBUDSTAT_NOCF

- ❑ Click on the Mountain icon  this will highlight the navigation criteria. Select Commitment item.



Execute Budget Status NoCfrwd to Next Yr: Detail

Budget Version - 0 Budget Status Report - Fiscal Year 2008
(no adjustment for items carried forward to next year)

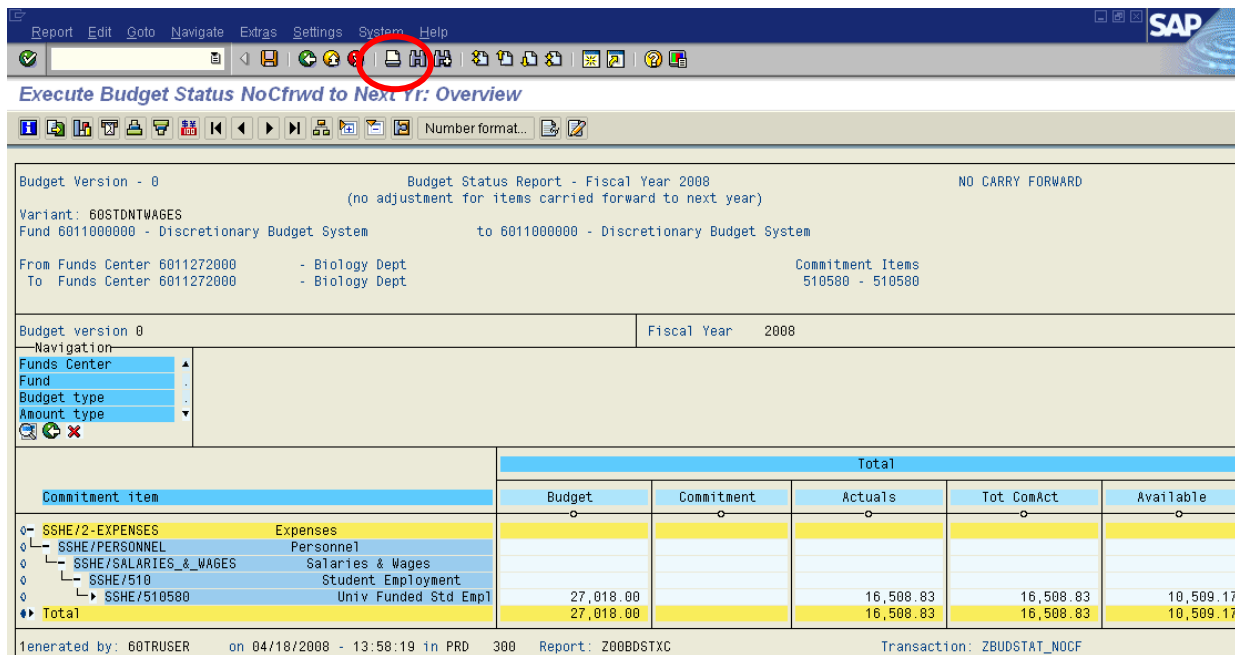
Variant: 60STDNTWAGES
Fund 6011000000 - Discretionary Budget System to 6011000000 - Discretionary Budget System

From Funds Center 6011272000 - Biology Dept Commitment Items
To Funds Center 6011272000 - Biology Dept 510580 - 510580

Budget version 0	Fiscal Year 2008				
Navigation					
Commitment item					
Funds Center					
Fund					
Budget type					
Amount type					
Lead column	Budget	Commitment	Actuals	Tot ComAct	Available
Total	27,018.00		16,508.83	16,508.83	10,509.17

1 generated by: 60TRUSER on 04/18/2008 - 13:58:19 in PRD 300 Report: Z00BDSTXC Trans

- ❑ The report will appear as follows:



Execute Budget Status NoCfrwd to Next Yr: Overview

Budget Version - 0 Budget Status Report - Fiscal Year 2008 NO CARRY FORWARD
(no adjustment for items carried forward to next year)

Variant: 60STDNTWAGES
Fund 6011000000 - Discretionary Budget System to 6011000000 - Discretionary Budget System

From Funds Center 6011272000 - Biology Dept Commitment Items
To Funds Center 6011272000 - Biology Dept 510580 - 510580

Budget version 0	Fiscal Year 2008				
Navigation					
Funds Center					
Fund					
Budget type					
Amount type					
	Total				
Commitment item	Budget	Commitment	Actuals	Tot ComAct	Available
0- SSHE/2-EXPENSES Expenses					
0- SSHE/PERSONNEL Personnel					
0- SSHE/SALARIES_&WAGES Salaries & Wages					
0- SSHE/510 Student Employment					
0- SSHE/510580 Univ Funded Std Empl					
Total	27,018.00		16,508.83	16,508.83	10,509.17

1 generated by: 60TRUSER on 04/18/2008 - 13:58:19 in PRD 300 Report: Z00BDSTXC Transaction: ZBUDSTAT_NOCF

- ❑ Click the Print icon to print immediately 

To view and print the transactional detail making up departmental budgets, open commitments and actuals

- ❑ Follow procedures as outlined on pages 4-9 through 4-13.

Budget Status Report for All Account Codes

Procedures:

To receive departmental budgets for all account codes

- Enter transaction ZBUDSTAT_NOCF
- The following selection entry screen will be displayed
- You must enter the appropriate fund, funds center and fiscal year as shown below:

The screenshot displays the SAP Selection: Budget Status NoCfrwd to Next Yr screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is divided into three sections: Standard selections, Report selections, and Output type.

Standard selections:

Fund	6011000000	to		→
Key date	11/28/2006			
Hierarchy Variant				
Funds Center	6011411000	to		→
Year commitment item				
Variant	000			
Commitment item		to		→

Report selections:

Fiscal year	2008	2008
Budget version	0	

Output type:

Graphical report-output
 Classic drilldown report

- ❑ The following results will be displayed:

Execute Budget Status NoCfrwd to Next Yr: Detail

Budget Version - 0 Budget Status Report - Fiscal Year 2008 NO CARRY FORWARD
 (no adjustment for items carried forward to next year)

Variant:
 Fund 6011000000 - Discretionary Budget System to 6011000000 - Discretionary Budget System

From Funds Center 6011411000 - Budget Office Commitment Items
 To Funds Center 6011411000 - Budget Office / - /

Budget version 0	Fiscal Year 2008				
Navigation Commitment item ▲ Funds Center . Fund . Budget type ▼					
Lead column	Budget	Commitment	Actuals	Tot ComAct	Available
Total	270,737.00	221.60	201,974.03	202,195.63	68,541.37

1 generated by: 60TRUSER on 04/18/2008 - 14:23:41 in PRD 300 Report: Z00BDSTXC Transaction: ZBUDSTAT_NOCF

- ❑ Click on the Mountain icon  this will highlight the navigation criteria. Select Commitment item.

Execute Budget Status NoCfrwd to Next Yr: Detail

Budget Version - 0 Budget Status Report - Fiscal Year 2008
 (no adjustment for items carried forward to next year)

Variant:
 Fund 6011000000 - Discretionary Budget System to 6011000000 - Discretionary Budget System

From Funds Center 6011411000 - Budget Office Commitment Items
 To Funds Center 6011411000 - Budget Office / - /

Budget version 0	Fiscal Year 2008				
Navigation Commitment item ▲ Funds Center . Fund . Budget type ▼					
Lead column	Budget	Commitment	Actuals	Tot ComAct	Available
Total	270,737.00	221.60	201,974.03	202,195.63	68,541.37

1 generated by: 60TRUSER on 04/18/2008 - 14:23:41 in PRD 300 Report: Z00BDSTXC Transa

- ❑ The report will appear as follows:

Execute Budget Status NoCfrwd to Next Yr: Overview

Budget Version - 0 Budget Status Report - Fiscal Year 2008 NO CARRY FORWARD
 (no adjustment for items carried forward to next year)


Variant:
 Fund 6011000000 - Discretionary Budget System to 6011000000 - Discretionary Budget System

From Funds Center 6011411000 - Budget Office Commitment Items
 To Funds Center 6011411000 - Budget Office / - /

Budget version 0 Fiscal Year 2008

Commitment item	Total				
	Budget	Commitment	Actuals	Tot ComAct	Available
SSHE/2-EXPENSES Expenses					
SSHE/PERSONNEL Personnel					
SSHE/SALARIES_&_WAGES Salaries & Wages					
SSHE/INCREMENTAL_BENEFITS Incremental Benefits					
SSHE/54X FICA					
SSHE/54X2 FICA-AFSCME	3,611.00			2,699.10	911.90
SSHE/5402 Medicare-AFSCME			511.60		
SSHE/540200 AFSCME Medicare					
SSHE/5412 Social Sec-AFSCME			2,187.50		
SSHE/541200 AFSCME Soc Sec					
SSHE/54X3 FICA-Management	11,251.00			8,652.79	2,598.21
SSHE/5403 Medicare-Mgmt			1,640.07		
SSHE/540300 Management Medicare					
SSHE/5413 Social Sec-Mgmt			7,012.72		
SSHE/541300 Management Soc Sec					
SSHE/543 Workers' Comp				342.02	601.98
SSHE/5432 Workers Comp-AFSCME	944.00				
SSHE/543200 AFSCME - Worker's Co			342.02		
SSHE/5433 Workers Comp-Mgmt	2,941.00			1,141.20	1,799.80
SSHE/543300 Mgmt Workers Comp			1,141.20		
SSHE/55X Retirement Contrib					

ZBUDSTAT_NOCF astro OVR

- ❑ Click the Print icon to print immediately 

To view and print the transactional detail making up departmental budgets, open commitments and actuals

- ❑ Follow procedures as outlined on pages 4-9 through 4-13

Restricted Fund Balance Reporting

Use

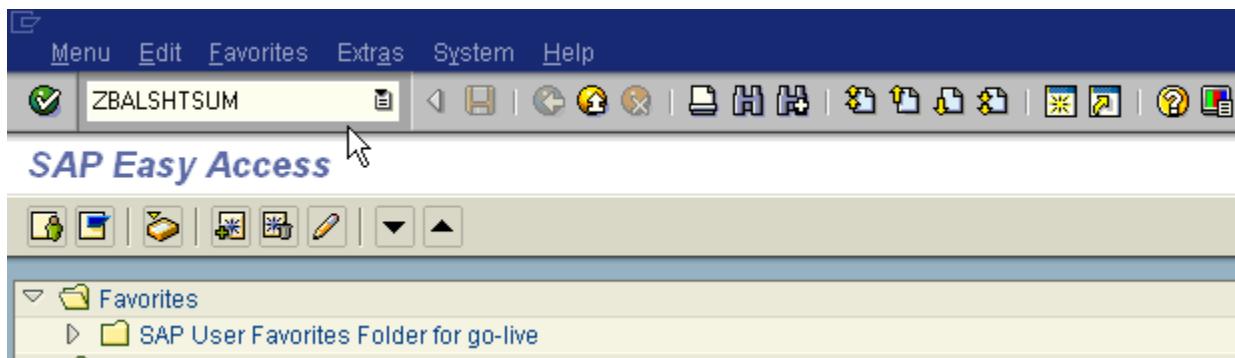
This report will provide you with your balance available for any restricted funds. A restricted fund is any fund that does not begin with **601**.

Transaction Code


ZBALSHTSUM

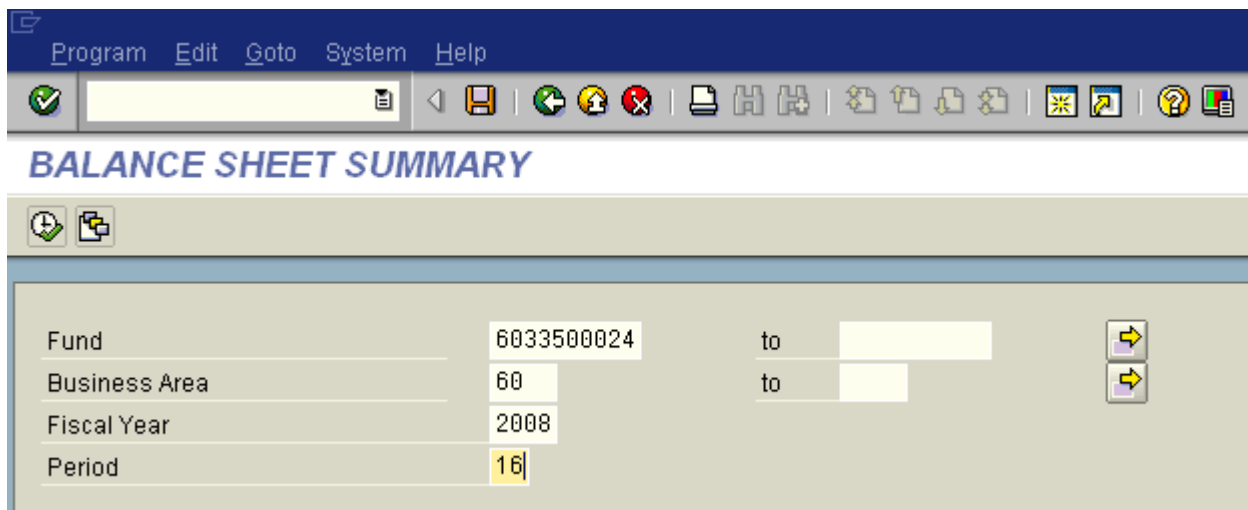
Menu Path

Note – You will need to create your own favorite (see Chapter 1, page1-18) or type in the transaction code in the direct access field as shown below.



Procedure:

- You must enter your appropriate restricted fund number
- Enter 60 in the Business Area field
- Enter current fiscal year
- In the Period field always enter **16**
- Click the execute icon .



- ❑ The following results will be displayed:

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION			
User: 60TRUSER		Date: 04/22/2008	
Client: PRD300		Time: 16:20:18	
Fund Range :6033500024; Business Area :60; Fiscal Year :2008; Period :16		Page: 1	
Fund Range :	6033500024		
Fiscal Year :	2008		
Business Area :	Millersville		
Period :	16		
Description	CURRENT YEAR	PREVIOUS YEAR	INCREASE (+/-)
CURRENT ASSETS			
CASH AND CASH EQUIVALENTS	5,602.67	4,634.03	968.64
TOTAL CURRENT ASSETS	5,602.67	4,634.03	968.64
TOTAL ASSETS	5,602.67	4,634.03	968.64
CURRENT LIABILITIES			
ACCOUNTS PAYABLE AND ACCRUED EXPENSES			
A/P, SUPPLIES AND SERVICES	0.00	559.72	559.72-
A/P, OTHER	0.00	0.00	0.00
TOTAL CURRENT LIABILITIES	0.00	559.72	559.72-
TOTAL LIABILITIES	0.00	559.72	559.72-
NET ASSETS			
RESTRICTED FOR EXPENDABLE			
EXP OTHER	5,602.67	4,074.31	1,528.36
TOTAL NET ASSETS	5,602.67	4,074.31	1,528.36
TOTAL LIABILITIES AND NET ASSETS	5,602.67	4,634.03	968.64

Your current available fund balance is listed in the Current Year column under “Total Net Assets.”

- ❑ Click the yellow up arrow twice to exit report



FREQUENTLY ASKED QUESTIONS

1. What do I need to do if I need to run a report for multiple funds centers?
 - *Please contact the Budget office to create a variant report for your use.*
2. What if my screen is missing the headers?

The screenshot shows the SAP interface for 'Execute Budget Status NoCfrwd to Next Yr: Detail'. The report table is missing its column headers. The data shown is as follows:

Lead column	Budget	Commitment	Actuals	Tot ComAct	Available
Total	10,564.00	221.60	8,070.48	8,292.08	2,271.92

Additional information from the screenshot: Budget version 0, Fiscal Year 2008. Generated by: 60TRUSER on 04/16/2008 - 14:27:06 in PRD 300 Report: Z00B0STXC Transaction: ZBUDSTAT_NOCF

- *To turn the headers on go to Settings and select Header on/off*

The screenshot shows the SAP 'Settings' menu open. The 'Header on/off' option is highlighted by the mouse cursor. The menu items are:

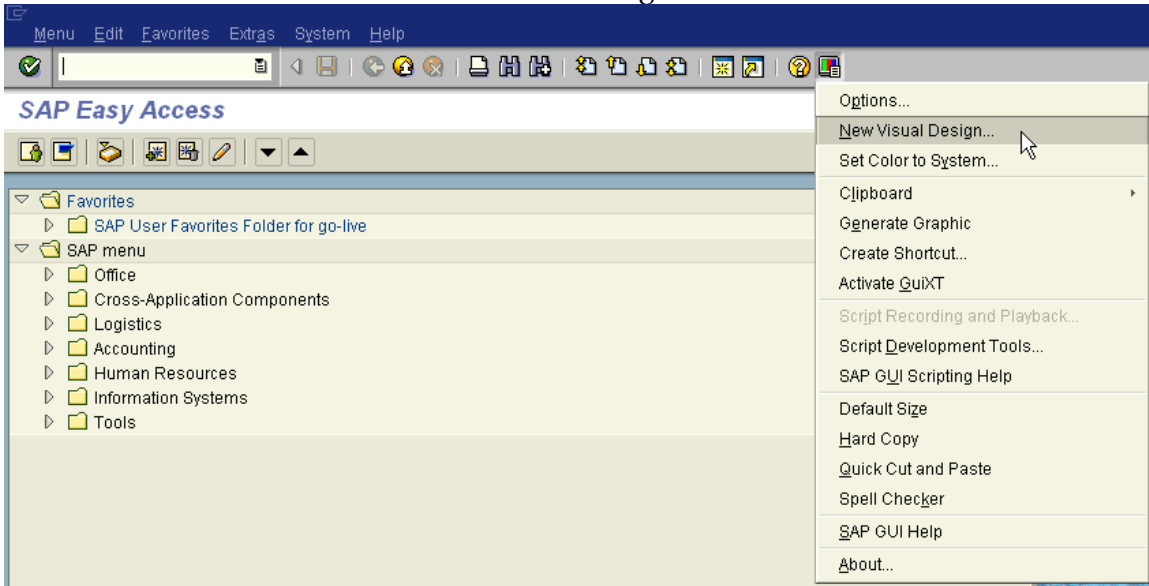
- Currency... (Ctrl+Shift+F9)
- Number format... (Ctrl+F11)
- Characteristic display
- Totals line ...
- Undo
- Percentage/absolute
- Format display on/off
- Zeros On/Off
- Header on/off**
- Footer on/off
- Report text on/off
- Deselect all

The background shows the same report table as in the previous screenshot, but with the 'Header on/off' option selected in the settings menu.

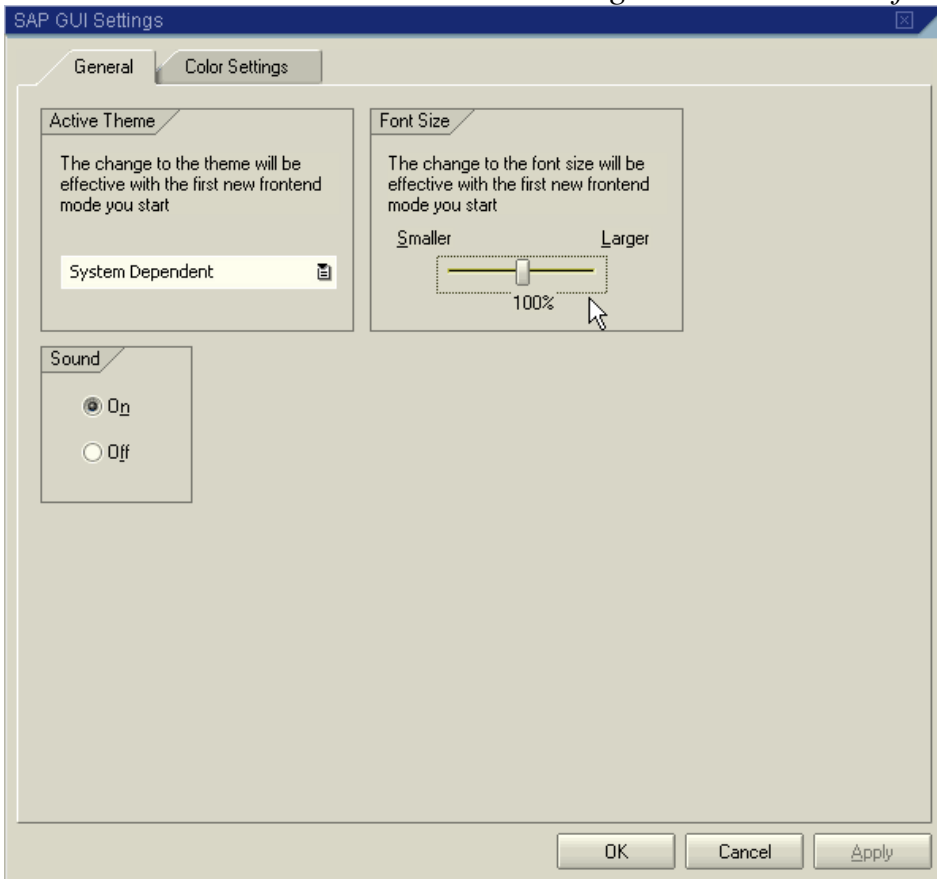
4. Can I increase the font size?

- Yes, there are two ways to change the font size.

- In SAP click on the Customize Local Layout icon 
- Select New Visual Design



- Slide the bar to the right to increase the font size – click Apply – OK.




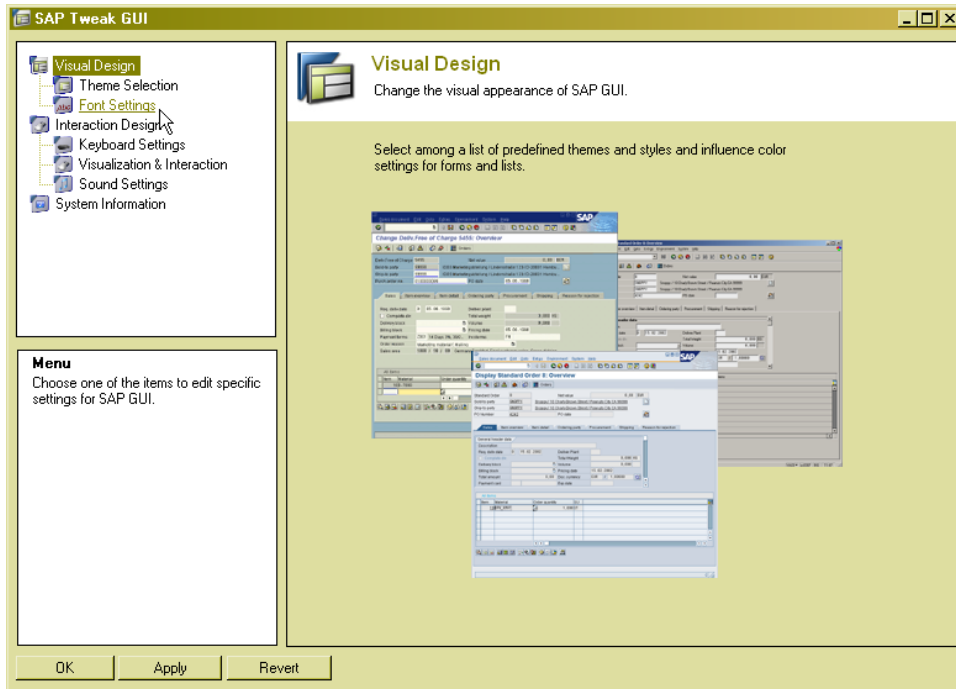
You must exit SAP for the settings to take affect.

(Continued)

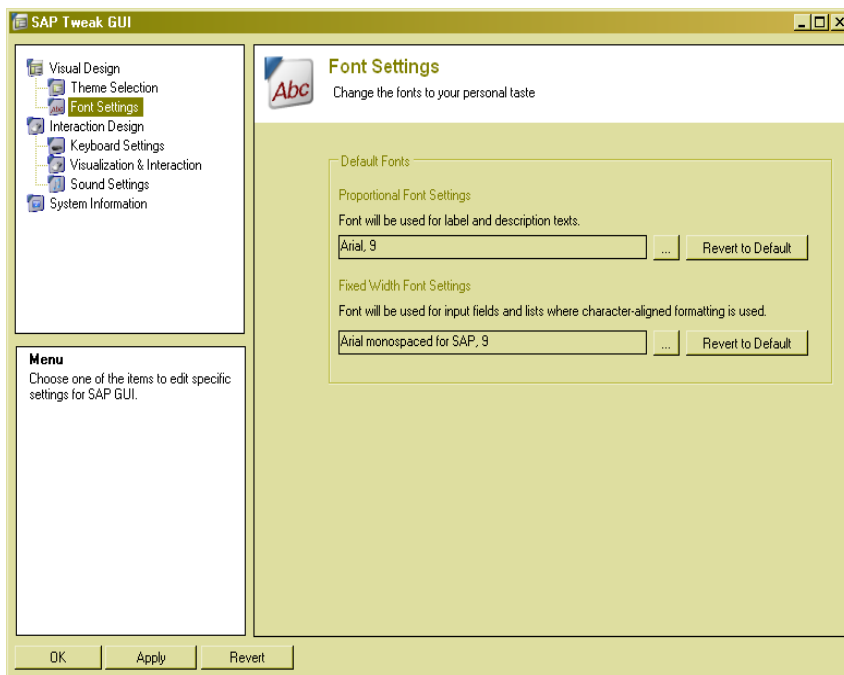
4. Can I increase the font size? (Option 2)

- On your computer desk top you should have an icon called “Tweak SAP

Gui,”  double click on the icon.



You must be signed off of SAP for changes to take affect.



Select **Font Settings** and make your selection. Click Apply or OK. Log on to SAP and view your font changes.

5. What if I want to see all my transactions?

- Click on the column title or column footer total amount and click on Extras – Line Items.

Commitment item	Total		
	Budget	Commitment	Actuals
SSHE/2-EXPENSES Expenses			
SSHE/NON-PERSONNEL Non-Personnel	10,564.00		
SSHE/OPERATING Operating			
SSHE/OTHER_EXPENSES Other Expenses			
SSHE/605 Postage/Freight			
SSHE/605100 Postage/Freight/Ship			15.16
SSHE/606 Telecom Charges		221.60	98.40
SSHE/606100 Telephone & Telecomm			38.78
SSHE/606115 Long Dist Tele Svc			
SSHE/615 Travel & Transportat			5,687.42
SSHE/615100 General Travel			
SSHE/625 Professional Svcs			1,050.00
SSHE/625100 Professional Svcs			
SSHE/660 Supplies			857.22
SSHE/660100 Office Supplies			135.00
SSHE/660125 Noncapital Equip			
SSHE/665 Food Supplies			188.50
SSHE/665110 Contractor Food Svcs			
Total	10,564.00	221.60	8,070.48

Commitment item	Total		
	Budget	Commitment	Actuals
SSHE/2-EXPENSES Expenses			
SSHE/NON-PERSONNEL Non-Personnel	10,564.00		
SSHE/OPERATING Operating			
SSHE/OTHER_EXPENSES Other Expenses			
SSHE/605 Postage/Freight			
SSHE/605100 Postage/Freight/Ship			15.16
SSHE/606 Telecom Charges		221.60	98.40
SSHE/606100 Telephone & Telecomm			38.78
SSHE/606115 Long Dist Tele Svc			
SSHE/615 Travel & Transportat			5,687.42
SSHE/615100 General Travel			
SSHE/625 Professional Svcs			1,050.00
SSHE/625100 Professional Svcs			
SSHE/660 Supplies			857.22
SSHE/660100 Office Supplies			135.00
SSHE/660125 Noncapital Equip			
SSHE/665 Food Supplies			188.50
SSHE/665110 Contractor Food Svcs			
Total	10,564.00	221.60	8,070.48

5. SAP BUDGET TRANSFER PARKING



- How to Park a Budget Transaction..... 5-1
- Moving Funds From Operating Reserve to Operating Pool Budget.....5-7

HOW TO PARK A BUDGET TRANSACTION

Use

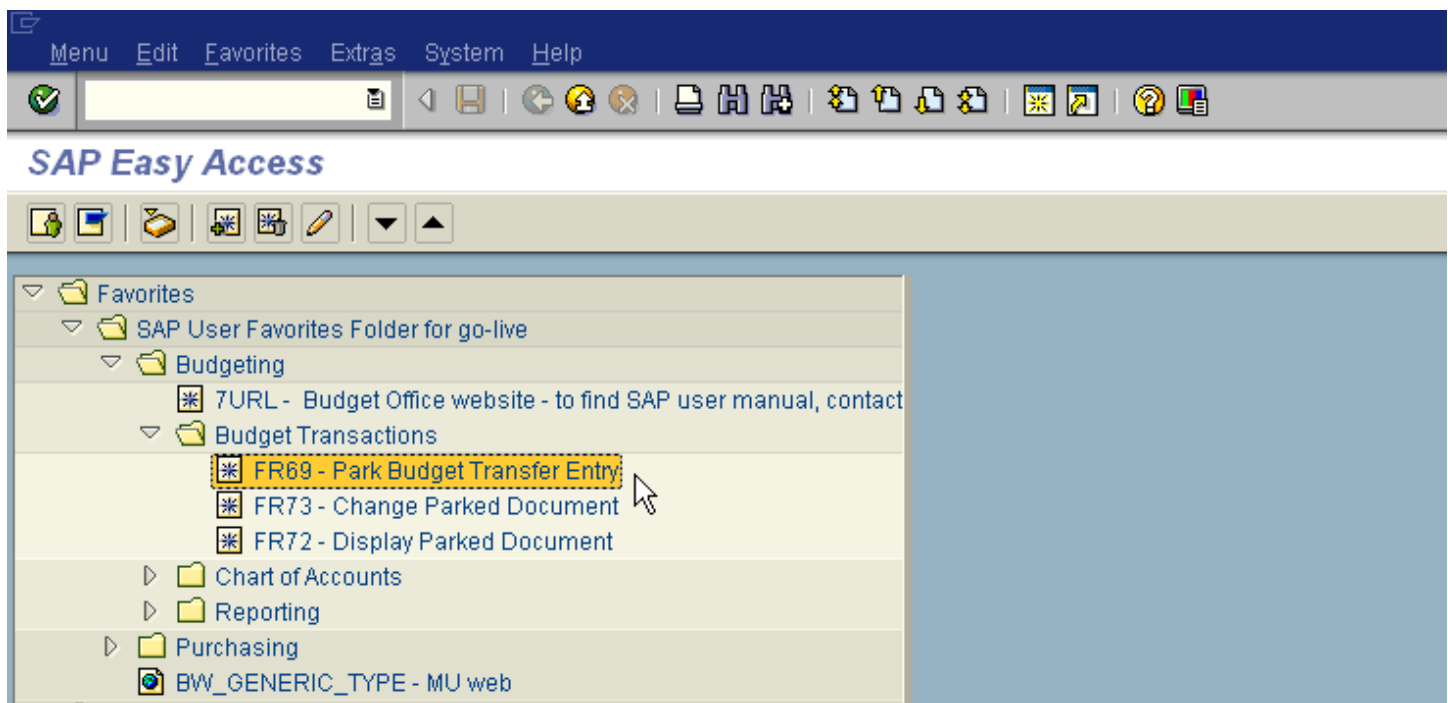
You ran ZBUDSTAT_NOCF for your funds center and it becomes apparent that the funds center is running short of funds. An administrative manager wishes to transfer funds from a different funds center and make it available to the other. The administrative manager needs to park the transfer posting for approval from the Budget Office.

Transaction Code


FR69

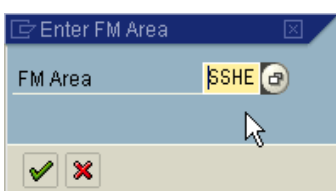
Menu Path

SAP User Favorites Folder for go-live – Budgeting – Budget Transactions




Procedure:

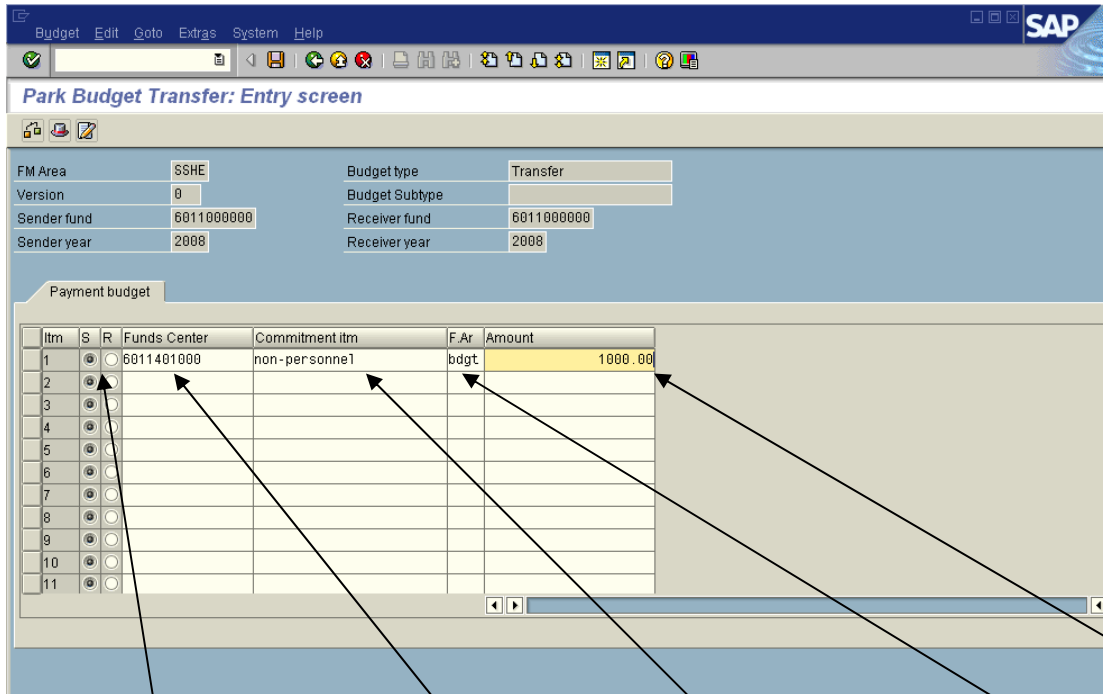
- Logon to the SAP system and follow the Menu Path as shown above.
- Enter FM Area “SSHE”
- Click on green check mark  or Enter.



□ On “ Park Budget Transfer: Initial screen,” enter the information in the fields in the table below:


Field Name	Sender Fund A	Receiver Fund B	FM Area C	Sender Fiscal Yr D	Receiver Fiscal Yr E
Description	10 char field to enter a fund	10 char field to enter a fund	4 char field to enter the funds management area	4 char field to enter budget year	4 char field to enter budget year
User Action And Values	Select the Fund from the drop down menu	Select the Fund from the drop down menu	(Defaults as SSHE)	Enter fiscal Year funds are sent from	Enter fiscal Year funds are received from
Comments	This is the 10 digit number where funds will come FROM	This is the 10 digit number where funds will go TO	Ex: Non-Personnel Pool, 902 – Reserves, 510580 – St. Wages	Must be same as Receiver Fiscal Year	Must be same as Sender Fiscal Year

- ❑ Click on the green check mark  or Enter.
- ❑ On screen “Park Budget Transfer: Entry Screen,” enter the information in the fields in the table below:




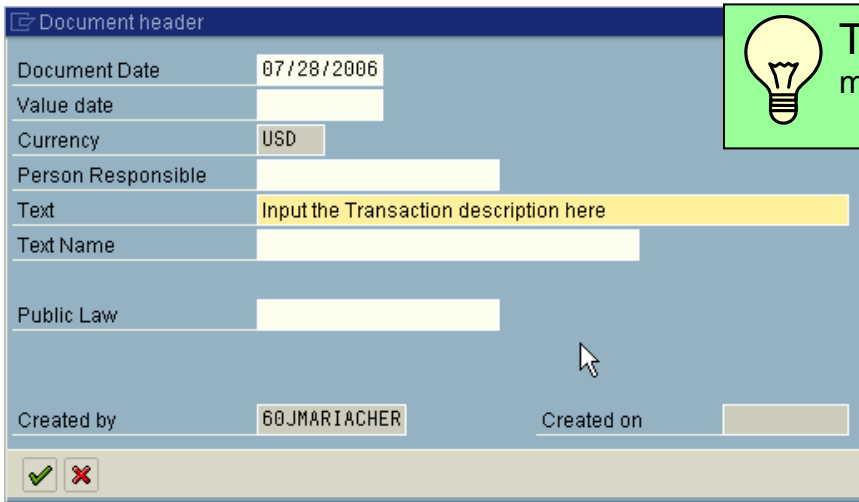
Field Name	Sender Button	Sender Funds center	Sender Commitment	Functional Area (F.Ar)	Sender Amount
Description	Radio Button	10 char field to enter a funds center	10 char field to enter a commitment item	4 digit Alpha code	16 digit numeric with decimals
User Action And Values	Item Select the Sender Radio Button	Select the Funds Center from the drop down menu	Select the Commitment Item from the drop down menu	Always 'Bdgt'	Enter Amount using decimal points if needed
Comments		This is the 10 digit number where funds will come FROM	Ex: Non-Personnel Pool, 902 – Reserves, 510580 – St. Wages		

Field Name	Receiver Button	Receiver Funds center	Receiver Commitment item	Functional Area (F.Ar)	Receiver Amount
Description	Radio Button	10 char field to enter a funds center	10 char field to enter a commitment item	4 digit Alpha code	16 digit numeric with decimals
User Action and Values	Select the Receiver Radio Button	Select the Funds Center from the drop down menu	Select the Commitment Item from the drop down menu	Always 'Bdgt'	Enter Amount using decimal points if needed
Comments		This is the 10 digit number where funds will come TO	Ex: Non-Personnel Pool, 902 – Reserves, 510580 – St. Wages		

- ❑ Click on the hat icon  (circled in picture above) to enter a transaction description.

Please note that the description appears as the header text. Therefore, all lines of the entry will be given the same description. To give lines a different description, you will need to enter those lines as a separate entry.

- ❑ The following entry box will appear. Enter the description in the text field and click the green check mark  or Enter.



Document header

Document Date 07/28/2006

Value date

Currency USD



Person Responsible


Text Input the Transaction description here


Text Name

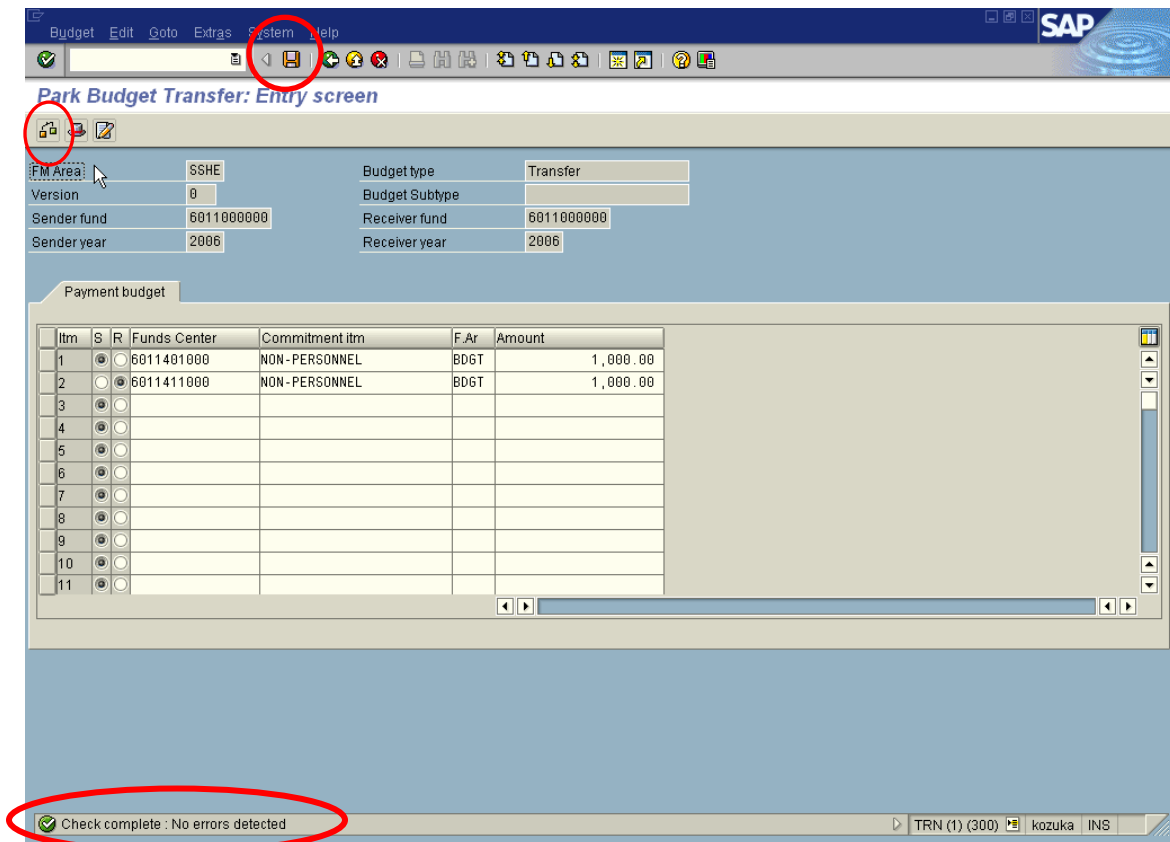
Public Law

Created by 60JMARIACHER Created on

 **TIP:** Only up to 50 characters may be used for the header text.

- ❑ Click the check icon  (circled below) to be sure information is entered correctly. You will receive the following message if everything is OK.



Budget Edit Goto Extras System Help

Park Budget Transfer: Entry screen

FM Area SSHE Budget type Transfer


Version 0 Budget Subtype

Sender fund 6011000000 Receiver fund 6011000000

Sender year 2006 Receiver year 2006

Payment budget

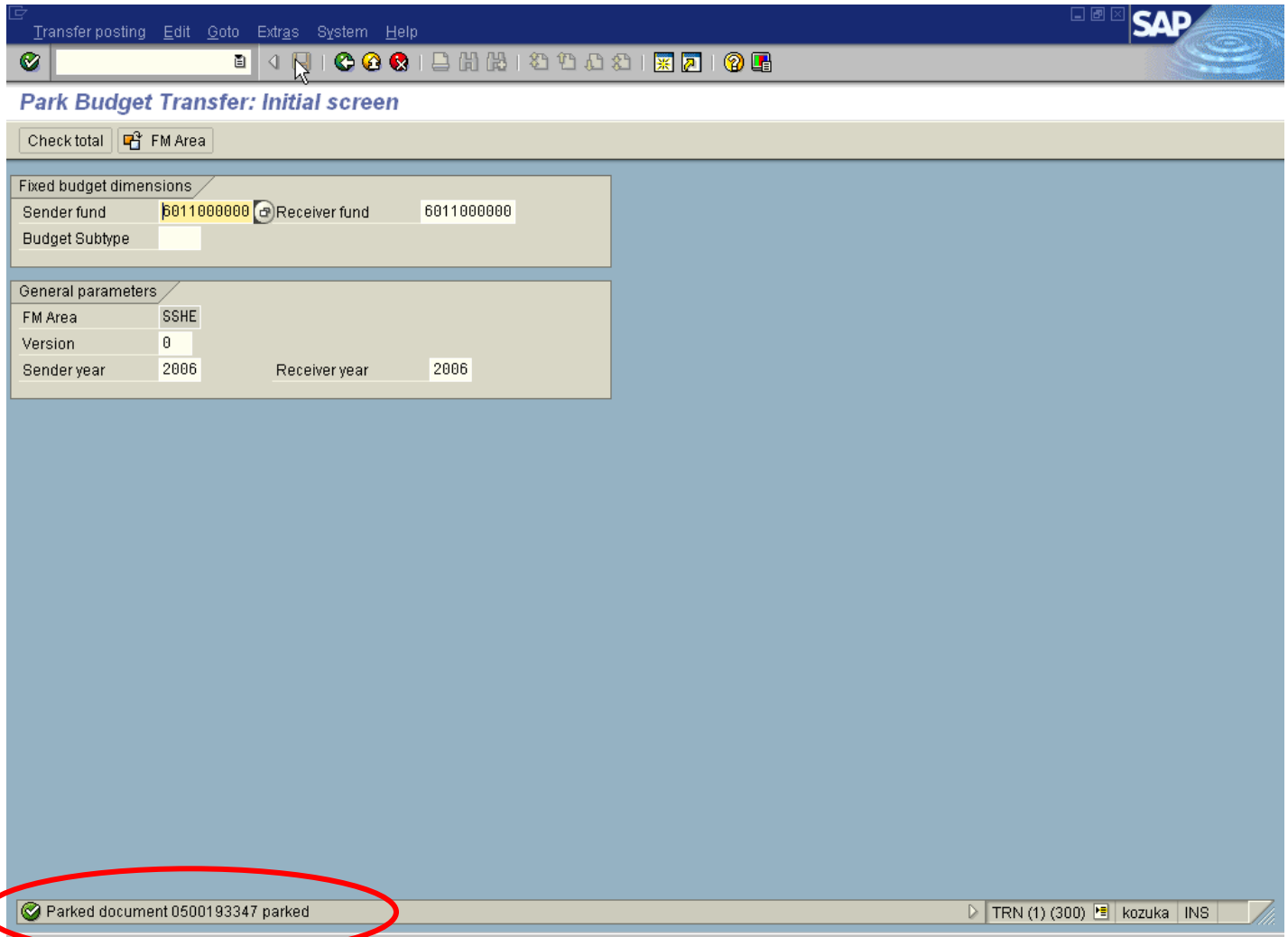
Item	S	R	Funds Center	Commitment itm	F Ar	Amount
1	<input checked="" type="radio"/>	<input type="radio"/>	6011401000	NON-PERSONNEL	BDGT	1,000.00
2	<input checked="" type="radio"/>	<input type="radio"/>	6011411000	NON-PERSONNEL	BDGT	1,000.00
3	<input checked="" type="radio"/>	<input type="radio"/>				
4	<input checked="" type="radio"/>	<input type="radio"/>				
5	<input checked="" type="radio"/>	<input type="radio"/>				
6	<input checked="" type="radio"/>	<input type="radio"/>				
7	<input checked="" type="radio"/>	<input type="radio"/>				
8	<input checked="" type="radio"/>	<input type="radio"/>				
9	<input checked="" type="radio"/>	<input type="radio"/>				
10	<input checked="" type="radio"/>	<input type="radio"/>				
11	<input checked="" type="radio"/>	<input type="radio"/>				

 Check complete : No errors detected

TRN (1) (300) kozuka INS

- ❑ Save document by clicking on  clicking on or pressing (Ctrl + S).

You will return to the *Park Budget Transfer* initial screen and receive the message as indicated below.



Please be sure to note the document number for your reference

In order to verify or review a completed transaction, please run the Budget Status Report “ZBUDSTAT_NOCF.” (See Chapter 4 - SAP Reporting, page 4-3)

Example: MOVING FUNDS FROM OPERATING RESERVE TO OPERATING POOL BUDGET

Enter FR69 transaction code

Park Budget Transfer: Initial screen

Check total FM Area

Fixed budget dimensions

Sender fund Receiver fund Enter the fund number appropriate for your funds center

Budget Subtype

General parameters

FM Area Enter the current fiscal year as the Sender Year and Receiver Year

Version

Sender year Receiver year

Park Budget Transfer: Entry screen

FM Area Budget type

Version Budget Subtype

Sender fund Receiver fund

Sender year Receiver year

Payment budget

Item	S	R	Funds Center	Commitment itm	F.Ar	Amount
1	<input checked="" type="radio"/>	<input type="radio"/>	6011401000	902	BDGT	1,000.00
2	<input type="radio"/>	<input checked="" type="radio"/>	6011401000	NON-PERSONNEL	BDGT	1,000.00
3	<input checked="" type="radio"/>	<input type="radio"/>				
4	<input checked="" type="radio"/>	<input type="radio"/>				
5	<input checked="" type="radio"/>	<input type="radio"/>				
6	<input checked="" type="radio"/>	<input type="radio"/>				
7	<input checked="" type="radio"/>	<input type="radio"/>				
8	<input checked="" type="radio"/>	<input type="radio"/>				
9	<input checked="" type="radio"/>	<input type="radio"/>				
10	<input checked="" type="radio"/>	<input type="radio"/>				
11	<input checked="" type="radio"/>	<input type="radio"/>				

Using the same funds center, the SENDER commitment item would be 902 (Operating Expense Reserve). The RECEIVER commitment item would be NON-PERSONNEL (Operating Pool Budget).

PRD (1) (300) banshee OVR

6. APPENDICES




- Appendix A
 - To Run a Budget Report..... 6-1
 - To Transfer Funds..... 6-2
 - Standard Toolbar (Buttons/Functions)..... 6-3
- Appendix B
 - Helpful Tips..... 6-4
- Appendix C
 - How to Report on an Internal Order..... 6-5
 - To Print..... 6-10
 - To Export to Excel..... 6-11

TO RUN A BUDGET REPORT

Log onto SAP; select PRD; click “Connect”

Enter User: **60**your user id & password

Hit Return or click on 


Double click on **ZBUDSTAT_NOCF**

Click on “Select report variant” icon 


Clear “Created by” field

Click “Execute” 

To check **operating budgets** only, select **60NONPERSONNEL**
(To check Student Wages, select 60STDNTWAGES)

Click green check mark 

Enter: Fund **60** _ _ _ _ _
 Funds center **enter your funds center**
 Fiscal year **current fiscal year should be in block**

Click “Execute”  (it takes a while to run the report)

When report appears:

Click mountain icon 

To run a report showing **all** transactions in a particular column, put cursor on Budget, Commitments, or Actuals total; then select Extras - Line Items to get a report for that column.

Click on “Commitment Item”

Before printing, change Page Setup to landscape view

To view transaction details:

Click on dollar amount to highlight it

From menu bar, select Extras - Line Items

TO TRANSFER FUNDS

Enter transaction code: **FR69**


Enter in FM Area: **SSHE** Click green check mark 

Enter in "Sender Fund": **60_ _ _ _ _**

Enter in "Receiver Fund": **60_ _ _ _ _**

FM Area should read **SSHE**

Sender Year: **current fiscal year** Receiver Year: **current fiscal year**

Press "Return" key or click 

On line #1, Click **S** (sender) radio button

Enter Funds Center: ***enter your funds center***

Enter Commitment Item: **(3-digit Budget code)**

In F.Ar. column, enter : **BDGT**

Enter dollar amount

On line #2, Click **R** (receiver) radio button

Enter Funds Center: ***enter your funds center***


Enter Commitment Item: **(3-digit Budget code)**


In F.Ar. column, enter : **BDGT**

Enter dollar amount

Click check icon 

If everything is okay, "Check complete; No errors detected" will be displayed at bottom left of screen.


















Click on hat icon  to enter description
Enter description in TEXT block (leave Text Name blank)

click green check mark 








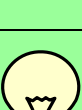
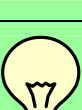


Save document by clicking on Save icon 

WRITE DOWN THE DOCUMENT # (bottom left corner of screen)

STANDARD TOOLBAR (Buttons/Functions)

Button	Name	Function
	Enter	Confirms the data you have selected or entered on the screen. Same function as the <code>Enter</code> key. Does not save your work.
	Command field	Allows you to enter commands, such as transaction codes.
	Save	Saves your work. Same function as <i>Save</i> in the <i>Edit</i> menu.
	Back	Returns you to the previous screen without saving your data. If there are required fields on the screen, these fields must be completed first.
	Exit	Exits the current function without saving. Returns you to the initial screen or main menu screen.
	Cancel	Exits the current task without saving. Same function as <i>Cancel</i> in the <i>Edit</i> menu.
	Print	Prints data from the current screen.
	Find	Searches for data required in the current screen.
	Find next	Performs an extended search for data required in the current screen.
	First page	Scrolls to the first page. Same function as the <code>CTRL + Page Up</code> keys.
	Previous page	Scrolls to the previous page. Same function as the <code>Page Up</code> key.
	Next page	Scrolls to the next page. Same function as the <code>Page Down</code> key.
	Last page	Scrolls to the last page. Same function as the <code>CTRL + Page Up</code> key.
	Create session	Creates a new SAP session. Same function as <i>Create session</i> in the <i>System</i> menu. (Tip: Maximum 7 sessions can be open at one time)
	Create shortcut	Allows you to create a desktop shortcut to any SAP report, transaction, or task if you are working with a Windows 32-bit operating system.
	F1 Help	Provides help on the field where the cursor is positioned.
	Layout menu	Allows you to customize the display options.

HELPFUL TIPS

	TIP: If you are already in a particular transaction and want to proceed to the next transaction without going back to the main menu, you can enter “/n” followed by the subsequent transaction code in the <i>command field</i> , then click  .	Chapter 1, page 1-16
	TIP: Maximum of seven sessions can be opened at one time.	Chapter 1, page 1-25
	TIP: When searching for information, use an asterisk (*) to find all information which contains the entered data. For example, above we want to find all cost centers which begin with 6011411 – this narrows a search down.	Chapter 1, page 1-29
	TIP: If you type “60nonpersonnel” into the Variant name field the next time you run this report the variant name will appear in a drop down.	Chapter 4, page 4-5
	TIP: To save layout as default (for budgets), click on Save Layout icon. Name your layout and check the Default Setting box. Click the green check mark or Enter.	Chapter 4, page 4-10
	TIP: To save layout as default (for expenditures or open commitments), click on Save Layout icon. Name your layout and check the Default Setting box. Click the green check mark or Enter.	Chapter 4, page 4-16
	TIP: If you type “60stdntwages” into the Variant name field the next time you run this report the variant name will appear in a drop down.	Chapter 4, page 4-20
	TIP: Run Index of Funds Center to determine fund numbers for funds center.	Chapter 5, page 5-2
	TIP: Type fund in once and you will be able to select it from pull down menu in the future.	Chapter 5, page 5-2
	TIP: Only up to 50 characters may be used for the header text when parking a budget transfer.	Chapter 5, page 5-5

HOW TO REPORT ON AN INTERNAL ORDER

Use

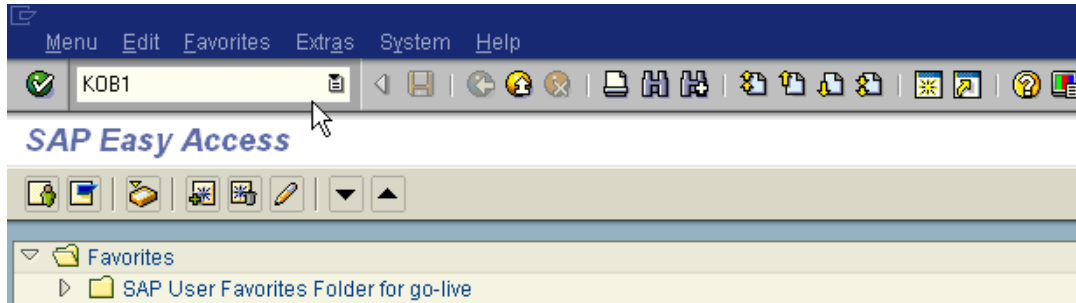
Internal Orders allow for the tracking of expenditures by a specific use by a fund center. Each internal order is set up to track revenue and expenditures for the same source. An internal order is established upon request from a department. It is used to provide appropriate budget control and management information.

Transaction Code

KOB1

Menu Path

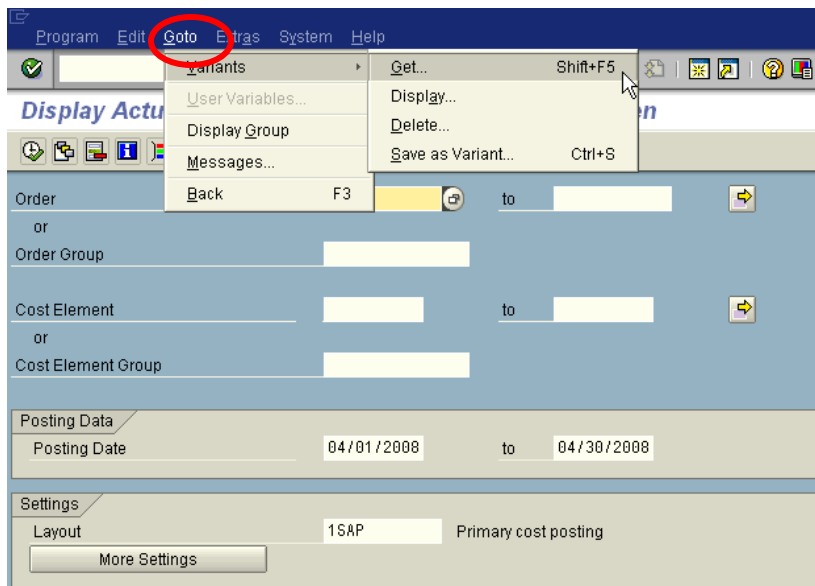
Note – You will need to create your own favorite (see Chapter 1, page 1-18) or type in the transaction code in the direct access field as shown below.



- Click the green check mark  or Enter.

Procedure:

- Click on Goto – Variants – Get



- ❑ The **Find Variant** box will be displayed.

The screenshot shows the 'Find Variant' dialog box with the following fields and values:

Variant		
Environment		
Created by	60TRUSER	
Changed by		
Original language		

At the bottom left, there are two icons: a green checkmark in a circle and a red 'X' in a circle.

- ❑ Clear out the created by field.

The screenshot shows the 'Find Variant' dialog box with the following fields and values:

Variant		
Environment		
Created by		
Changed by		
Original language		


The 'Created by' field is highlighted in yellow. A cursor is visible in the 'Changed by' field. At the bottom left, there are two icons: a green checkmark in a circle and a red 'X' in a circle.

- ❑ Enter "60*" in the Variant field to search for only MU variants

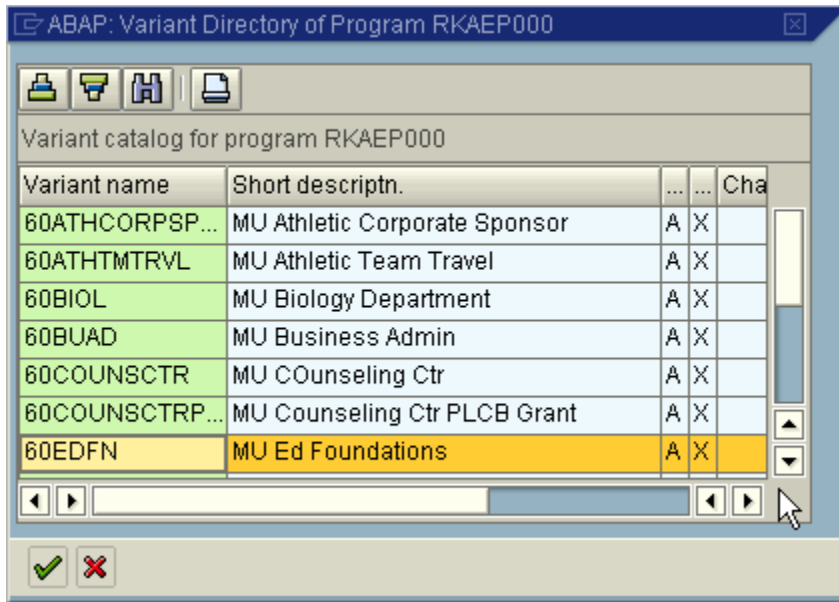
The screenshot shows the 'Find Variant' dialog box with the following fields and values:


Variant	60*	
Environment		
Created by		
Changed by		
Original language		

At the bottom left, there are two icons: a green checkmark in a circle and a red 'X' in a circle.


- ❑ Click the execute icon 

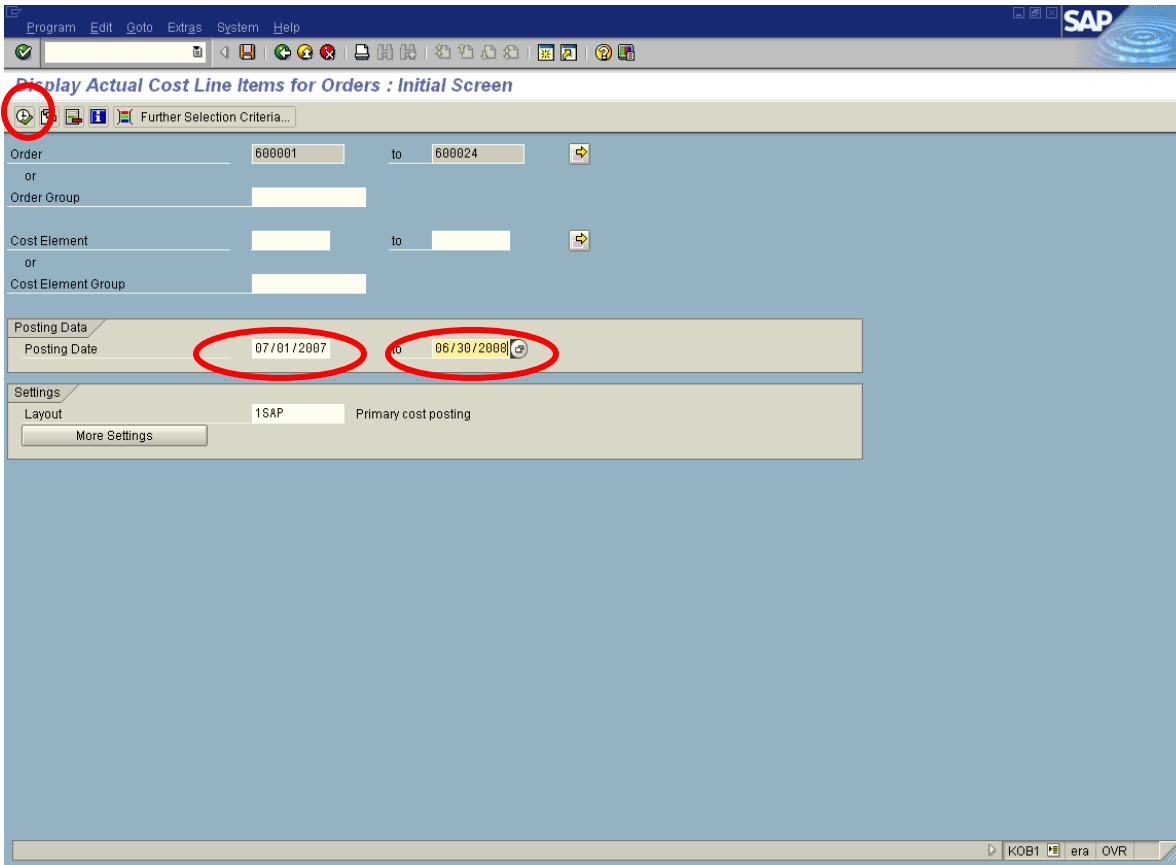
- The following **Variant Directory** will be displayed:



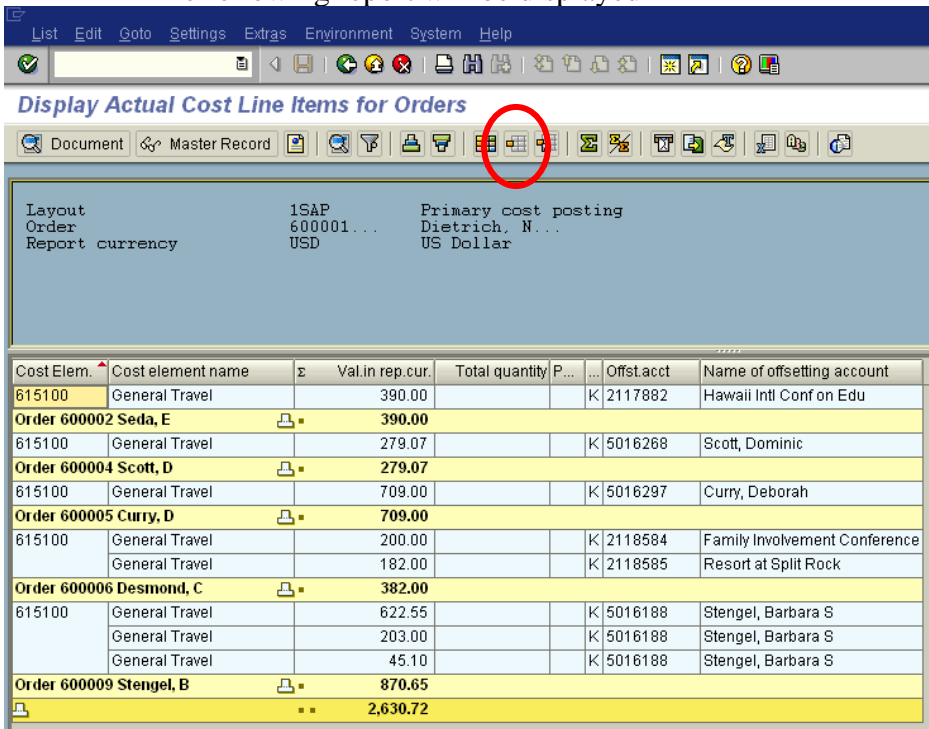
- Choose the appropriate variant and click the green check mark 


VARIANT NAME	VARIANT DESCRIPTION	DEPARTMENT	ORDER NUMBER
60EDFN	MU Ed Foundations	Ed Foundations	600001-600024
60BUAD	MU Business Admin	Business Admin	600025-600050
60COUNSCTR	MU Counseling Ctr	Counseling Ctr	600051-600059
60STPROG	MU Student Programs	Student Programs	600060-600069
60TECHSVC	MU Acad Consult & Tech Svcs	Information Technology	600070-600099
60MNATHOP	MU Men's Athl Operating Bgt	Men's Athletics / Accounting	600100-600124
60WMATHOP	MU Women's Athl Oper Bgt	Women's Athletics / Accounting	600125-600149
60ATHTMTRVL	MU Athletic Team Travel	Athletics / Accounting	600150-600199
60ATHCORPSPON	MU Athletic Corporate Sponsor	University Advancement / Accounting	600200-600224
60MEDAL	MU Medal Unrestricted Gifts		600225-600250
60PFSTGRNT	MU Perf Fund St Research Grnt	Academic Affairs	600301-600399
60OTTECHEQ	MU One-time Tech Equip	Information Technology	600401-600499
60BIOL	MU Biology Department	Biology	601100-601599 602100-602599 603100-603399 604200-604249 605001-605030 606001-606030
60FADG	MU Fac Acad Devel Grnt		609001-609999

- Enter the appropriate date criteria and click execute 

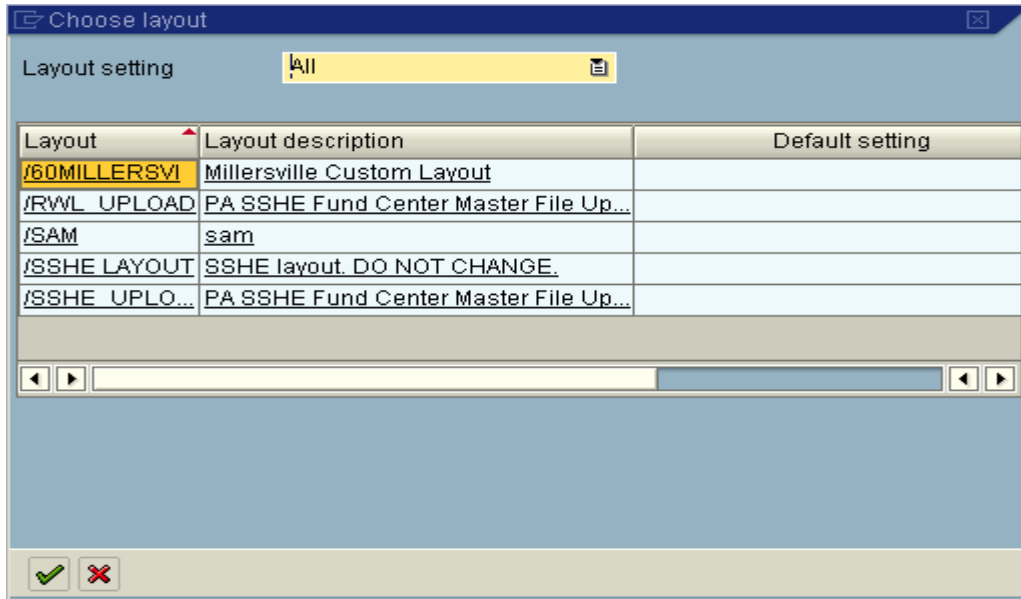


- The following report will be displayed



- Click on the select layout icon 

- Find and click on the layout entitled “/60MILLERSVT”




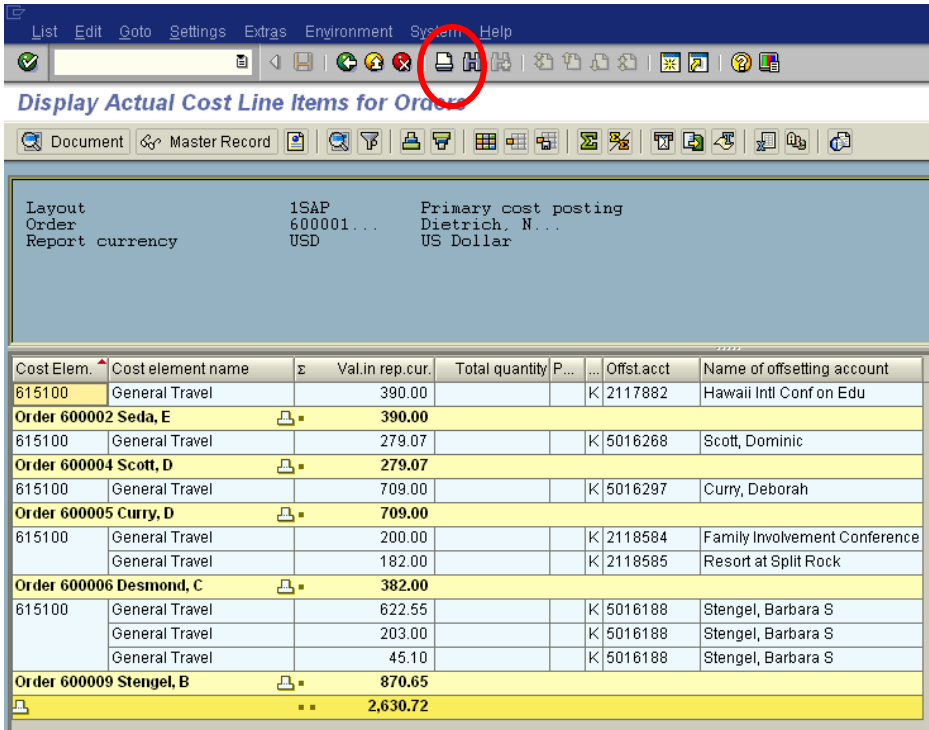
- The following report results will be displayed.

Order	Cost Elem.	Cost element name	Created on	DocumentNo	Val.in rep.cur.	Name
600001	479100	Other Revenues	08/22/2006	100661008	165.99	FB70
		Other Revenues	08/22/2006	100661009	25.85	FB75
	479100	Other Revenues			140.14	
					140.14	
600003	615100	General Travel	11/02/2006	100662921	50.00	TR01298 - H-bg, PA
	615100	General Travel			50.00	
	625100	Professional Svcs	09/18/2006	100661819	25.00	half
		Professional Svcs	10/19/2006	100662712	25.00	half
	625100	Professional Svcs			0.00	
	660100	Office Supplies	11/02/2006	100662941	245.00	DP12886
660100	Office Supplies			245.00		
					295.00	
600006	615100	General Travel	11/02/2006	100662922	75.00	TR01299 - P-bgh, PA
	615100	General Travel			75.00	
600006					75.00	
					229.86	

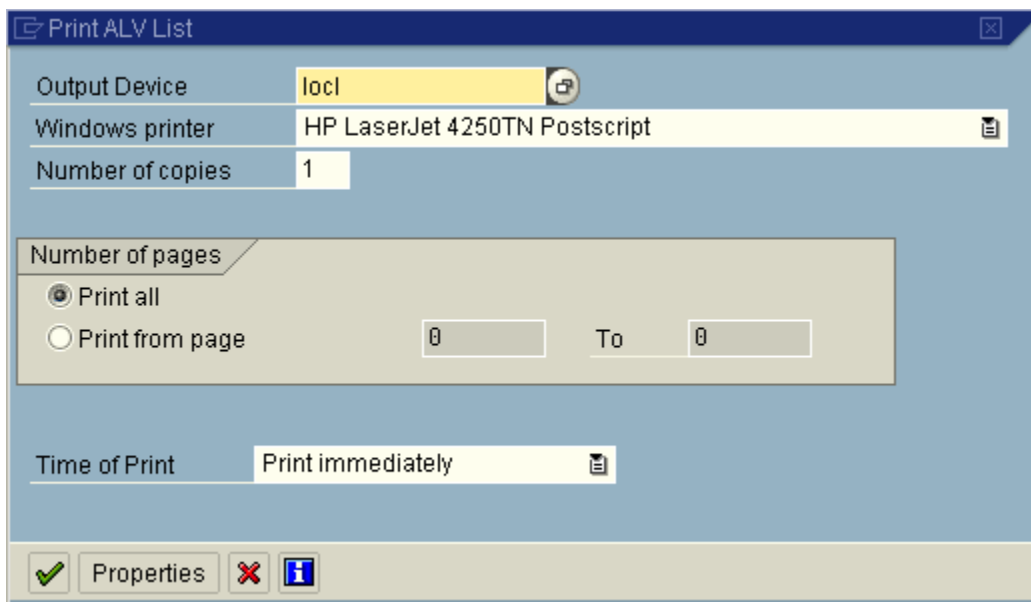
- You can either print the report immediately or export the results to Excel:


To Print:

- ❑ Click the print icon 



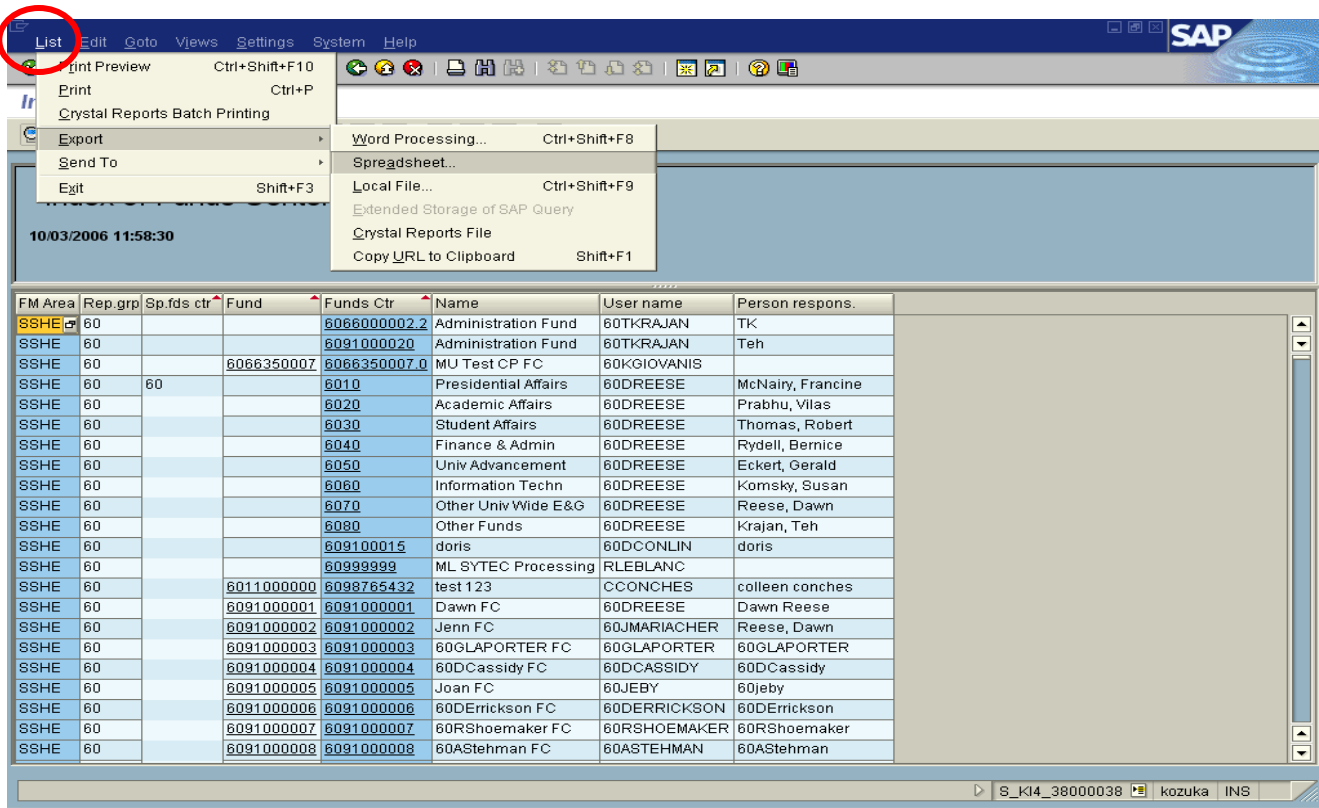
- ❑ Set the Print properties as follows. *Note: The printer name that appears when you choose locl will be your own network printer.*



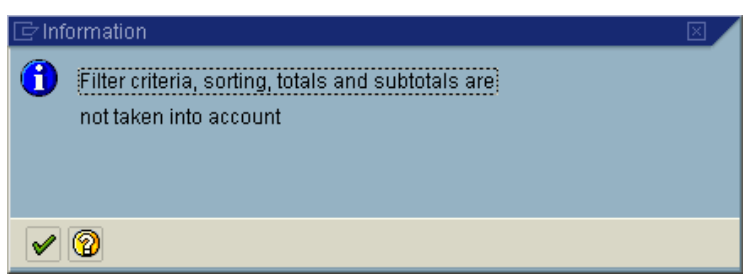
- ❑ Click the green check mark to print 

To Export to Excel:

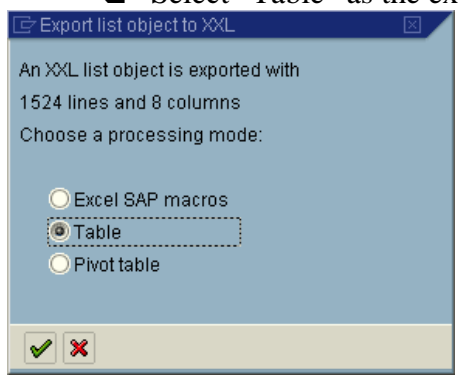
- ❑ Choose List – Export – Spreadsheet




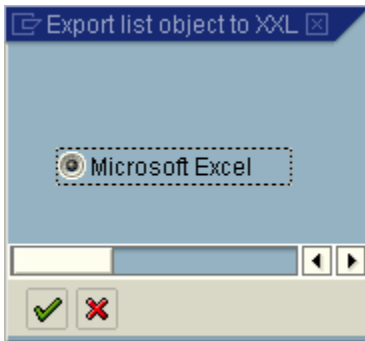
- ❑ Click the green check mark through the information box



- ❑ Select "Table" as the export object and click the green check mark



- ❑ Select “Microsoft Excel” as the option and click the green check mark 



- ❑ Save the resulting spreadsheet copy as a file. You may have to change the formatting of the file.