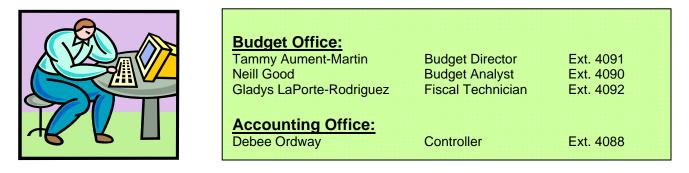
BUDGETING BASICS – GETTING STARTED!

Contacts

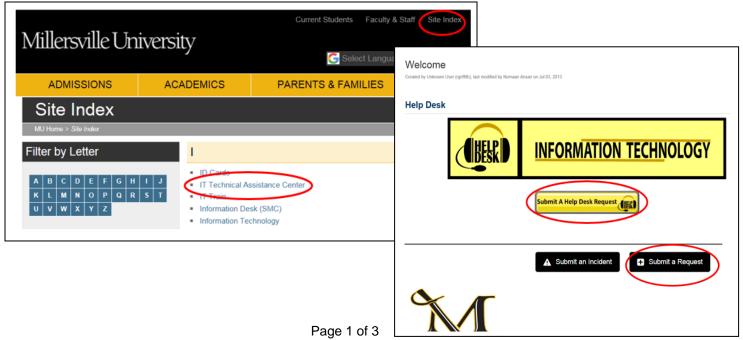


In an effort to assist Department Chairpersons and other financial managers and provide up-todate information on the status of their budgets, the Budget Office has developed a wide array of Business Intelligence (BI) reports, which are available on the web. These reports can be accessed on-demand, are user-friendly, and easy to run. All reports created by the Budget Office are located in the ESS Portal under the Business Intelligence tab on the User Reports screen.

In order to access these reports, you will need to have access to SAP Finance, Business Intelligence and the ESS Portal.

Arranging for Access to the BI on the Web and SAP-FI System

- Complete a "Submit A Help Desk Request," which can be obtained at the following web site:
 - a. On MU home page <u>www.millersville.edu</u>, use the Site Index to search for IT Technical Assistance Center
 - b. Click on the Submit A Help Desk Request, then login to myVille
 - c. Click on Submit A Request

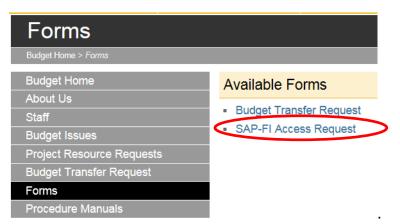


d. The following window will open. Fill out all required fields and submit the form.

Submit a Request

Request Details	
Request user *	
Gladys LaPorte-Rodriguez (P:) 717 8714092	
Ticket Title *	
Description *	
Building	
DILWO	
Room Number	
Schedule Date	
Attachments	
Select Attachments or drag and drop files to here	
Main Asset	
none v	
none T	
	Cancel Submit

2. Complete a "**SAP-FI Access Request Form**," which can be found on the Budget Office Website under Forms



Budget Training

After the Budget Office has set up the appropriate security clearance, you will need to schedule a training session, which will be held in your office or Boyer training room 235. Many department chairpersons have found it useful to have department secretaries, assistant chairpersons, and other representatives trained in the use of SAP Finance and BI reporting via the web. In addition, refresher training is available to anyone who has access to the SAP Finance System or BI on the web by placing a request with the Budget Office.

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

Department Chairpersons and Financial Managers should refer to the *Business Intelligence (BI) Training Documentation* for complete information regarding budget reporting. In addition, the *SAP-Finance Training Manuals* section of the Budget Office Website is available for information regarding SAP-FI Navigation, SAP Chart of Accounts, and Budget Procedures. These manuals contains information about pool budgeting versus line item budgeting, Academic Affairs contracted maintenance budgets, Academic Search budgets, equipment budgets, Revenue Sharing/Indirect Cost budgets, etc. It also provides a listing and definition of revenue, expenditure and budget reserve accounts. These manuals can be obtained at the following web site: <u>http://www.millersville.edu/budget/</u> under Procedures Manuals (See below).

Procedure Manuals	
Budget Home > <i>Procedure Manuals</i>	
Budget Home About Us Staff Budget Issues Project Resource Requests Budget Transfer Request Forms	SAP-FI Training Manuals SAP-FI Navigation SAP Chart of Accounts Budget Procedures Other Training Documentation
Procedure Manuals	 Chairperson's Handbook Business Intelligence (BI) Training Documentation Oracle EPMS User Guide Using Oracle EPMS to Access Banner Revenue Reports University Budget Overview Budget and Financial Reporting Training Documentation

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