

Indiana University of Pennsylvania

SAP

Navigation and Budget/ Expenditures Training

Revised September, 2019

Training Objectives

- Discuss SAP Terminology
- Log on and navigate through SAP
- View Financial Manager Data and Listing of Commitment Items
- Access Fund Center budget status reports
- Overview of ESS BI Reports

What is a Fund Center/Cost Center?

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

What is a Work Breakdown Structure (WBS)?

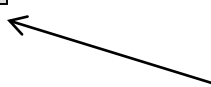
- WBS's are only used for external grants and plant projects.
- WBS's are coded as the same 10 digit number as your Fund Center/Cost Center but have an extension (i.e. .1) at the end. This number replaces the cost center #. (There are a few exceptions where cost centers are set up as a WBS).

SAP Fund Center Number

40 05 741201

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

40 05 741201



2nd set of digits defines the Funding Source

General Funds:

04-Personnel

05-Operating

06-ESF

07-Tech Fee

Grants & Special Funds:

1x-Designated

2x-Auxiliaries

3x-Restricted

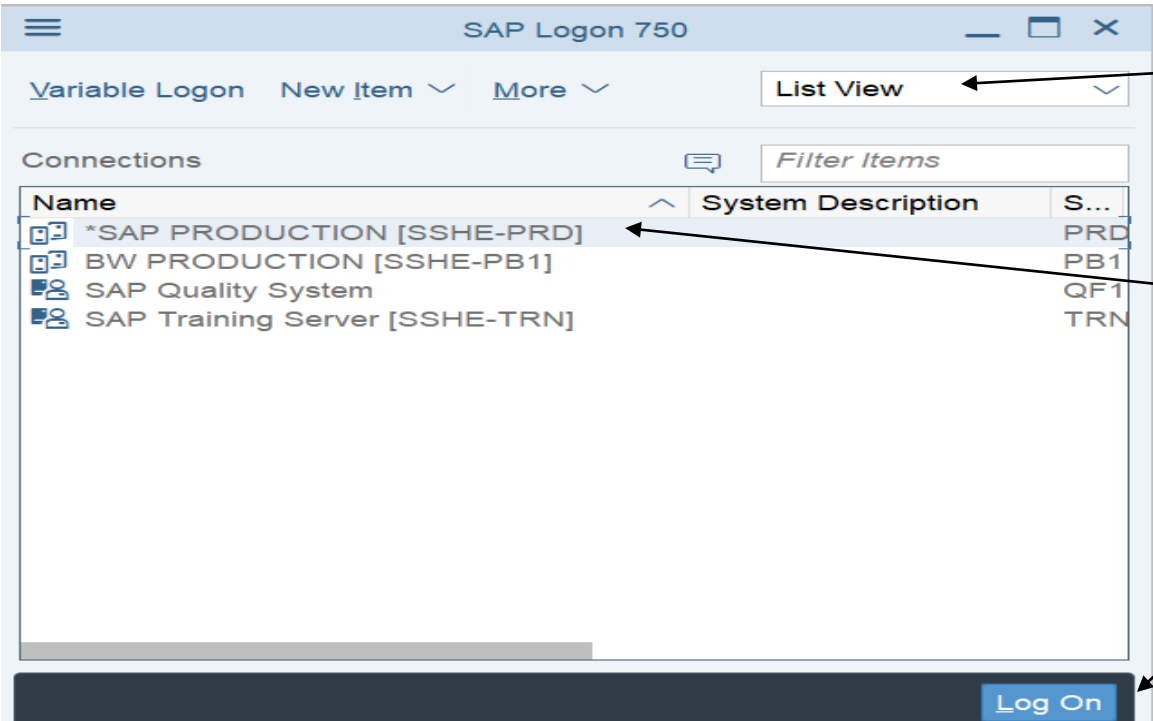
6x-Plant

Logging on to SAP

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



Select the SAP Logon Pad to launch the program.



The screenshot shows the SAP Logon 750 application window. At the top, there are menu options: "Variable Logon", "New Item", and "More". A dropdown menu is open, showing "List View" selected. Below this is a "Connections" section with a "Filter Items" search box. A table lists the following connections:

Name	System Description	S...
*SAP PRODUCTION [SSHE-PRD]		PRD
BW PRODUCTION [SSHE-PB1]		PB1
SAP Quality System		QF1
SAP Training Server [SSHE-TRN]		TRN

At the bottom right of the window is a "Log On" button. Arrows point from text annotations to the "List View" dropdown, the first row of the table, and the "Log On" button.

Make sure "List View" is selected.

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

New password

Client

User

Password

Logon Language


Enter: **40** + your
Network
username

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

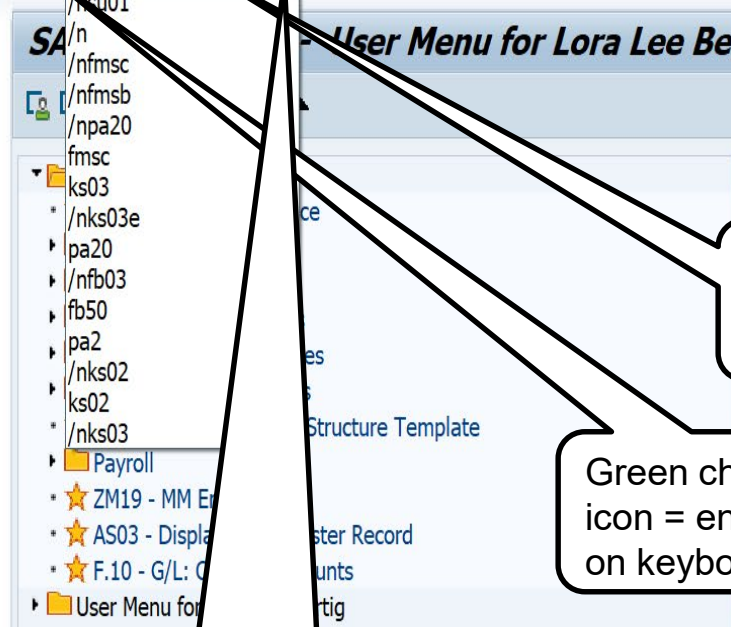
Information

PASSHE FI/MM/HR/PY Prod System (PRD)
Release: : ECC 6.0 EHP 8 Support Stack 10
Last Upgraded: 11/18/2018

300 - Production Client

 Effective immediately SAP PRD passwords will now expire every 90 days and must be 8 characters in length

If you need to have your password reset, you must submit an ihelp ticket to the IT Support Center at <http://ihelp.iup.edu>. Please specify that you are requesting to have your SAP Production password reset in the ticket.



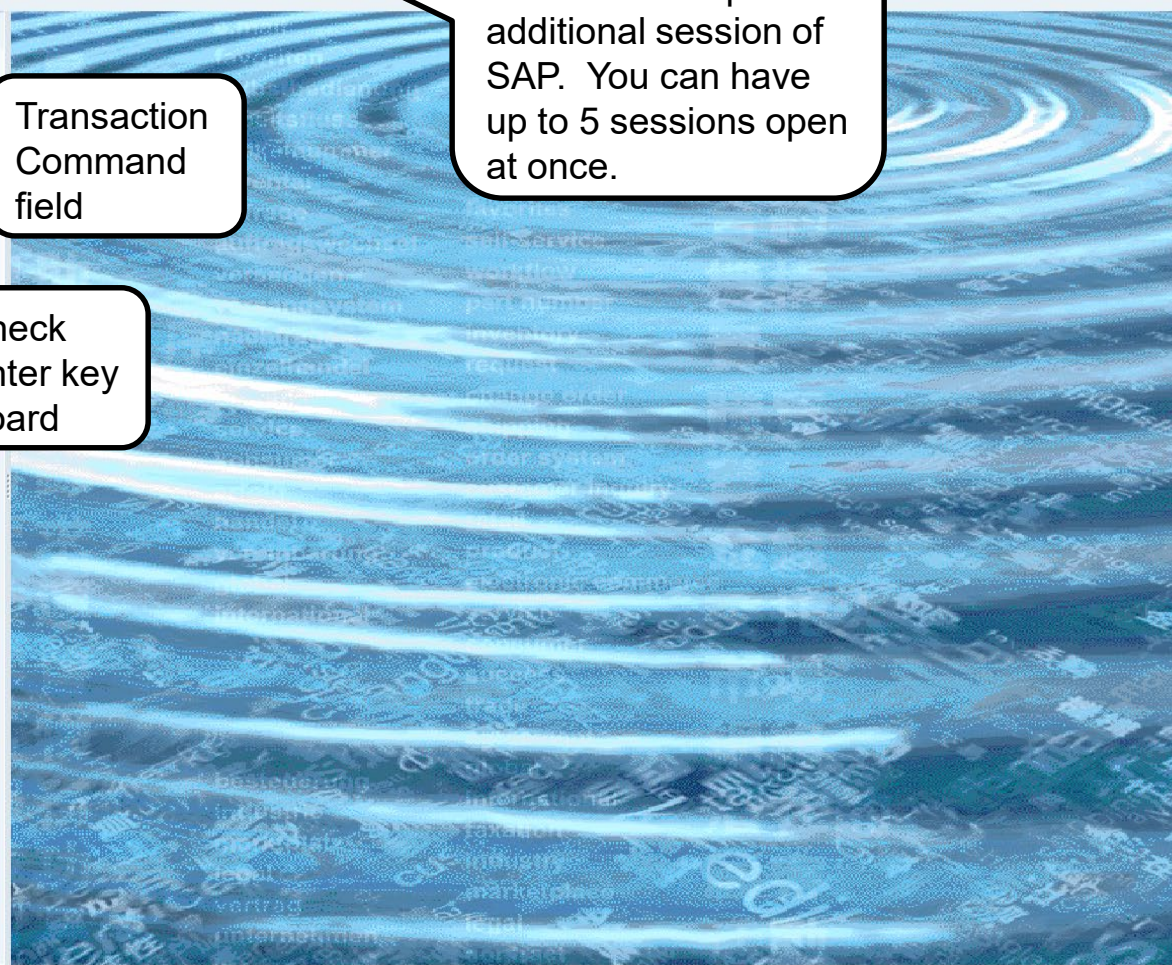
User Menu for Lora Lee Bertig

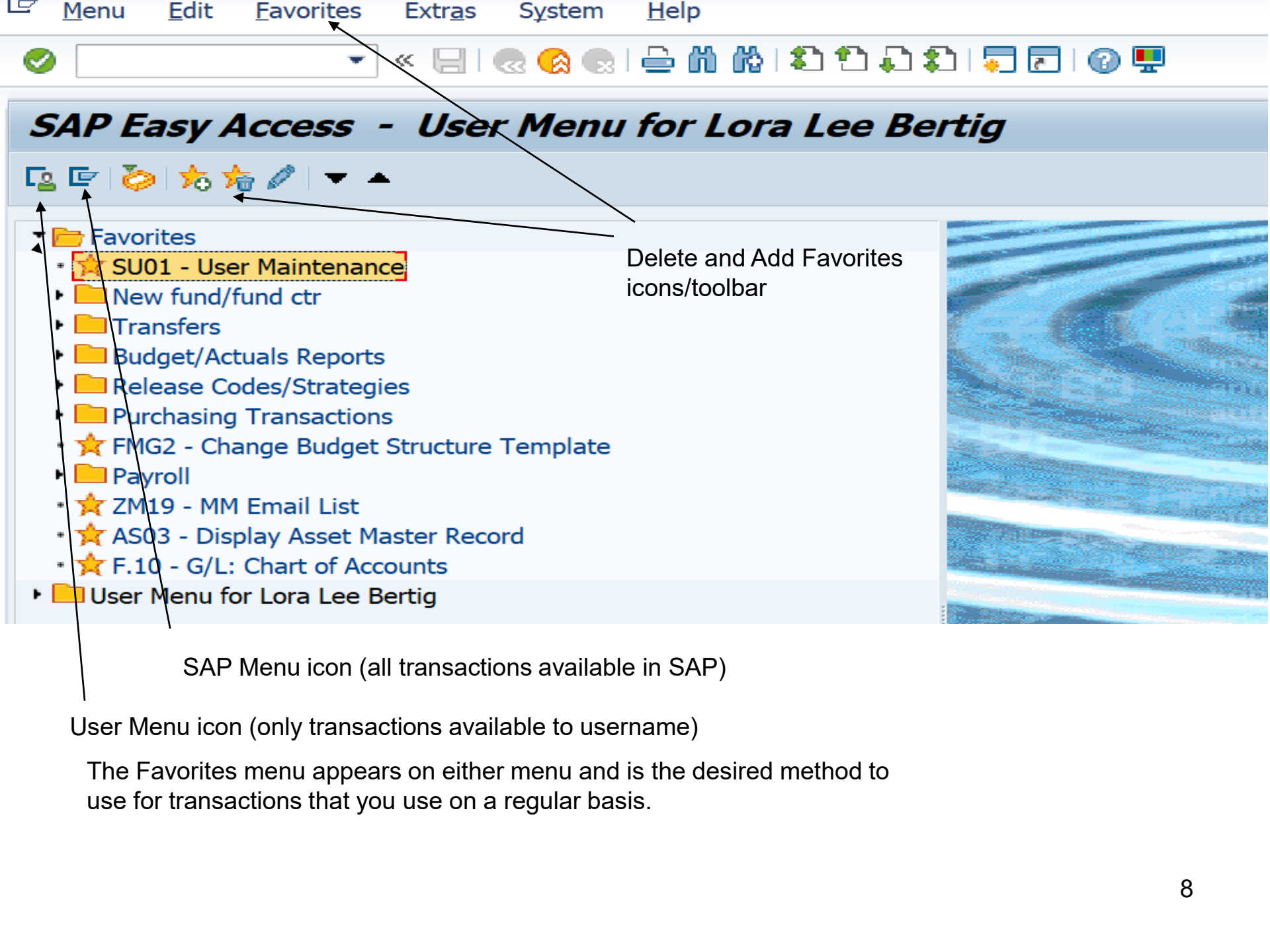
Transaction Command field

Green check icon = enter key on keyboard

New GUI window; its function is to open an additional session of SAP. You can have up to 5 sessions open at once.

The drop-down arrow gives a list of the previous entries typed into the Command Field. You can select previous transactions from this list.





SAP Easy Access - User Menu for Lora Lee Bertig



Delete and Add Favorites icons/toolbar

SAP Menu icon (all transactions available in SAP)

User Menu icon (only transactions available to username)

The Favorites menu appears on either menu and is the desired method to use for transactions that you use on a regular basis.

Changing your Settings

- Display Technical Names (one time set-up for new users)
- Favorites Lists (add transactions to Favorites menu that you will use on a regular basis)
- Return to Easy Access Screen

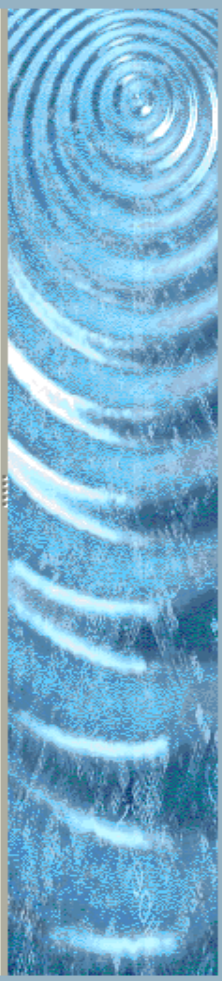
- Display documentation Shift+F6
- Technical details Shift+F11
- Settings Shift+F9
- Set start transaction Shift+F7

To display Technical Names - click on **Extras**, then choose the **Settings** option.

SAP Easy Access



- ▼ Favorites
 - ▶ Budget Reports
 - ▶ Personnel
 - ▶ Fund Center/Comm Item report
- ▼ SAP menu
 - ▶ Office
 - ▶ Cross-Application Components
 - ▶ Logistics
 - ▶ Accounting
 - ▶ Human Resources
 - ▶ Information Systems
 - ▶ Tools



SAP Easy Access

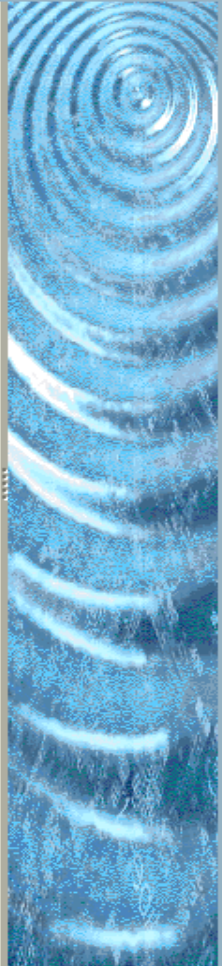
Settings

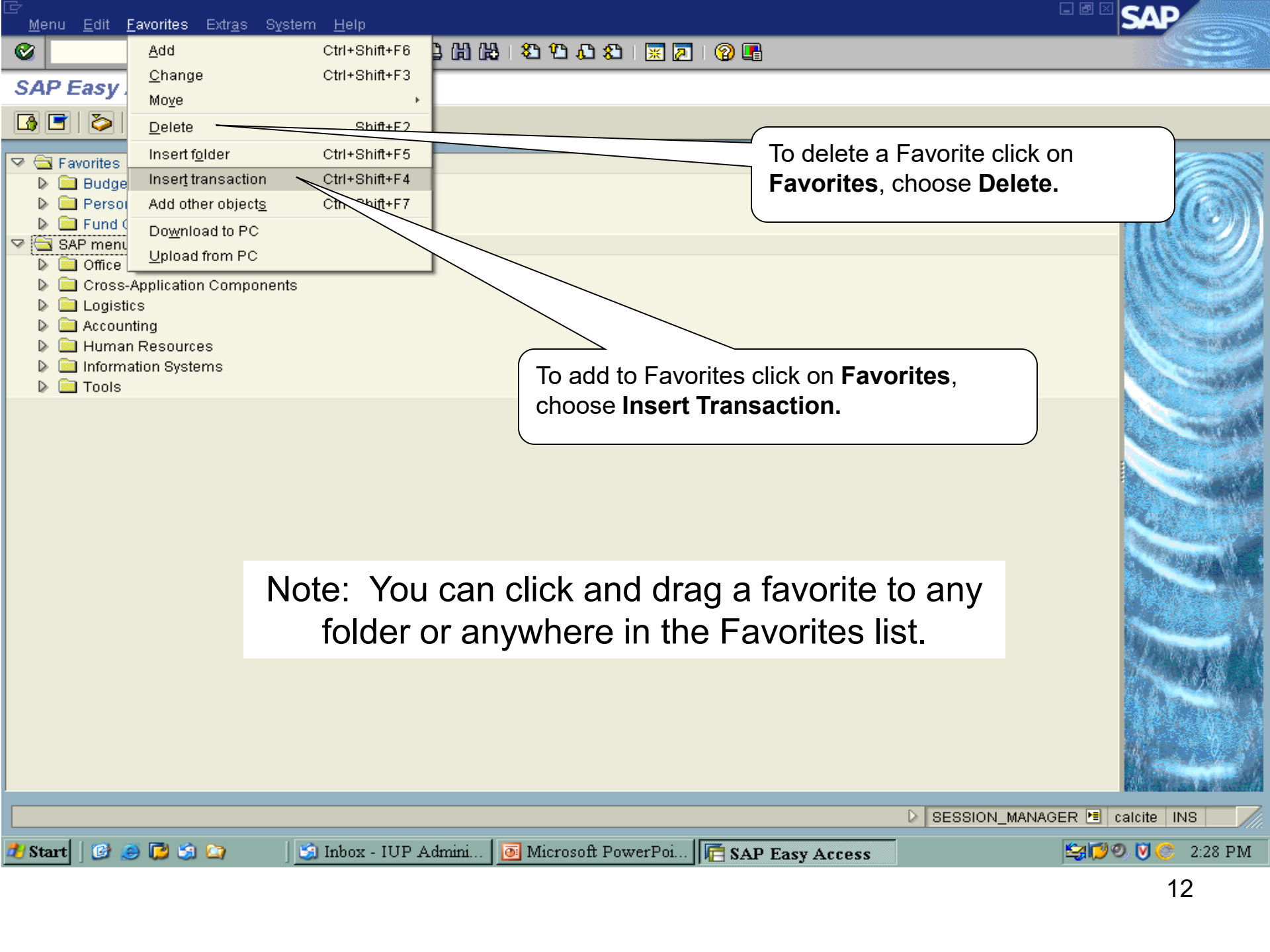
This is used to specify settings

- Display favorites at end of list
- Do not display menu, only display favorites
- Do not display screen
- Display technical names

✓ ✖ 📄 📄 ✖

Check **Display Technical Names** option. Click **green check mark** to save setting.





- Add Ctrl+Shift+F6
- Change Ctrl+Shift+F3
- Move
- Delete Shift+F2
- Insert folder Ctrl+Shift+F5
- Insert transaction Ctrl+Shift+F4
- Add other objects Ctrl+Shift+F7
- Download to PC
- Upload from PC

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

To add to Favorites click on **Favorites**, choose **Insert Transaction**.

Note: You can click and drag a favorite to any folder or anywhere in the Favorites list.

The screenshot shows the SAP Easy Access interface. At the top, there is a menu bar with 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into a left sidebar and a main content area. The sidebar contains a 'Favorites' folder with sub-folders like 'Budget Reports', 'Personnel', and 'Fund Center/Comm Item report'. Below that is an 'SAP menu' folder containing a sub-menu 'Manual entry of a transaction'. This sub-menu is open, showing a 'Transaction code' field with a yellow highlight. Below the field are two buttons: a green checkmark and a red X. A red arrow points from the green checkmark button to a callout box. Another callout box points to the pencil icon in the toolbar. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time '2:32 PM'.

Menu Edit Favorites Extras System Help

SAP Easy Access

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

Transaction code

Type transaction (technical) name to add to Favorites list, then click **green check mark** to save favorite.

SESSION_MANAGER calcite INS

Start | Inbox - IUP Admini... | Microsoft PowerPoi... | SAP Easy Access | 2:32 PM

Important Transactions to add to Favorites Menu

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

The screenshot shows the SAP Easy Access web interface. At the top, there is a menu bar with 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. On the left side, there is a 'Favorites' menu with folders like 'Budget Rep.', 'Personnel', 'Fund Center/Co', 'SAP menu', 'Office', 'Cross-Application C', 'Logistics', 'Accounting', 'Human Resources', 'Information Systems', and 'Tools'. The main content area is mostly blank, with a blue decorative vertical bar on the right side. A callout box with a white background and a black border is overlaid on the interface, containing text about the '/n' command. The Windows taskbar at the bottom shows the 'Start' button, several open applications including 'Inbox - IUP Admini...', 'Microsoft PowerPoi...', and 'SAP Easy Access', and the system clock showing '2:41 PM'.

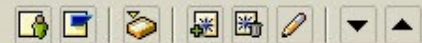
Return to Easy Access Screen
/n (front slash)

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

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

Think of the /n command as going to a NEW transaction or command.

SAP Easy Access



- Favorites
 - ✳ SU01 - User Maintenance
 - ▷ Transfers
 - ▷ Budget/Actuals Reports
 - ▷ New fund/fund ctr/cost ctr
 - ▷ Release Codes/Strategies
 - ▷ Purchasing Transactions
 - ▷ Payroll
 - ✳ F.10 - G/L: Chart of Accounts
 - ✳ SO01 - SAPoffice: Inbox
 - ✳ FMG2 - Change Budget Structure Template
 - ✳ FM2G - Listing of Funds Centers
 - ✳ S_KI4_38000038 - Index of Funds Centers
 - ✳ **FMSC - Display Funds Center in FM Area**
 - ✳ FM3G - Commitment Item Hierarchy
 - ✳ FR59 - Change doc-CREATE BUDGET ATTACHMENTS
- SAP menu
 - ▷ Office
 - ▷ Cross-Application Components
 - ▷ Logistics
 - ▷ Accounting
 - ▷ Human Resources
 - ▷ Information Systems
 - ▷ Tools

Double click on **FMSC** to display a funds center. This transaction is helpful if you want to see the title of a cost center, if the cost center is active or inactive, find out the responsible person & any alternate financial managers, and see the accountant assigned to a cost center.

Display Funds Center in FM Area



Display Funds Center in FM Area

FM area

Funds Center

FM Area

Type in the cost center/WBSE that you want to display in the "Funds Center" box. The FM Area in SAP is always SSHE. Once you enter SSHE once in the FM Area field, it will automatically populate from that point forward. Then hit "enter" or click on the green check.

Funds Center Display

Period Long Text Classification Drilldown Change documents

FM Area	SSHE	State System
Funds Center	4005310107	
Analysis Time Frame from	01/01/1900	Analysis Time Fran

Basic data Hierarchy Address Communication

Names	
Name	@SGSR Research
Description	@SGSR Research

Basic data		
Valid From	01/01/1900	Valid Until
Authorization group	40	
Fund Default Value	4011050000	Regular Allocation
Company Code	SSHE	State System of Higher Ed

Person responsible	
User name	40HCREELY
Name	Creely, H

Time dependency	
Expiration Date	

PennWatch Other Appropr:	
FC Travel Approver:	
Grant Travel:	No

On the "Basic data" tab, you can view the title of the funds center and the responsible person's username and name.

Note: If you see an @ symbol in front of the title, it means that the funds center/cost center/WBS is INACTIVE (closed).

Funds Center Display

Period Long Text Classification Drilldown Change documents

FM Area	SSHE	State System	
Funds Center	4005310107		
Analysis Time Frame from	01/01/1900	Analysis Time Frame to	12/31/9999

Basic data Hierarchy Address Communication

Title	INACTIVE		
Name	40RMARTIN		
	40JBASSARO		
Street	Accountant-Bertig, Lora Lee	PO Box	
City		Code	
		Box pcd	
		n	

If you click on the "Address" tab, you can view up to two alternate financial managers (signature authorities) for the cost center displayed.

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

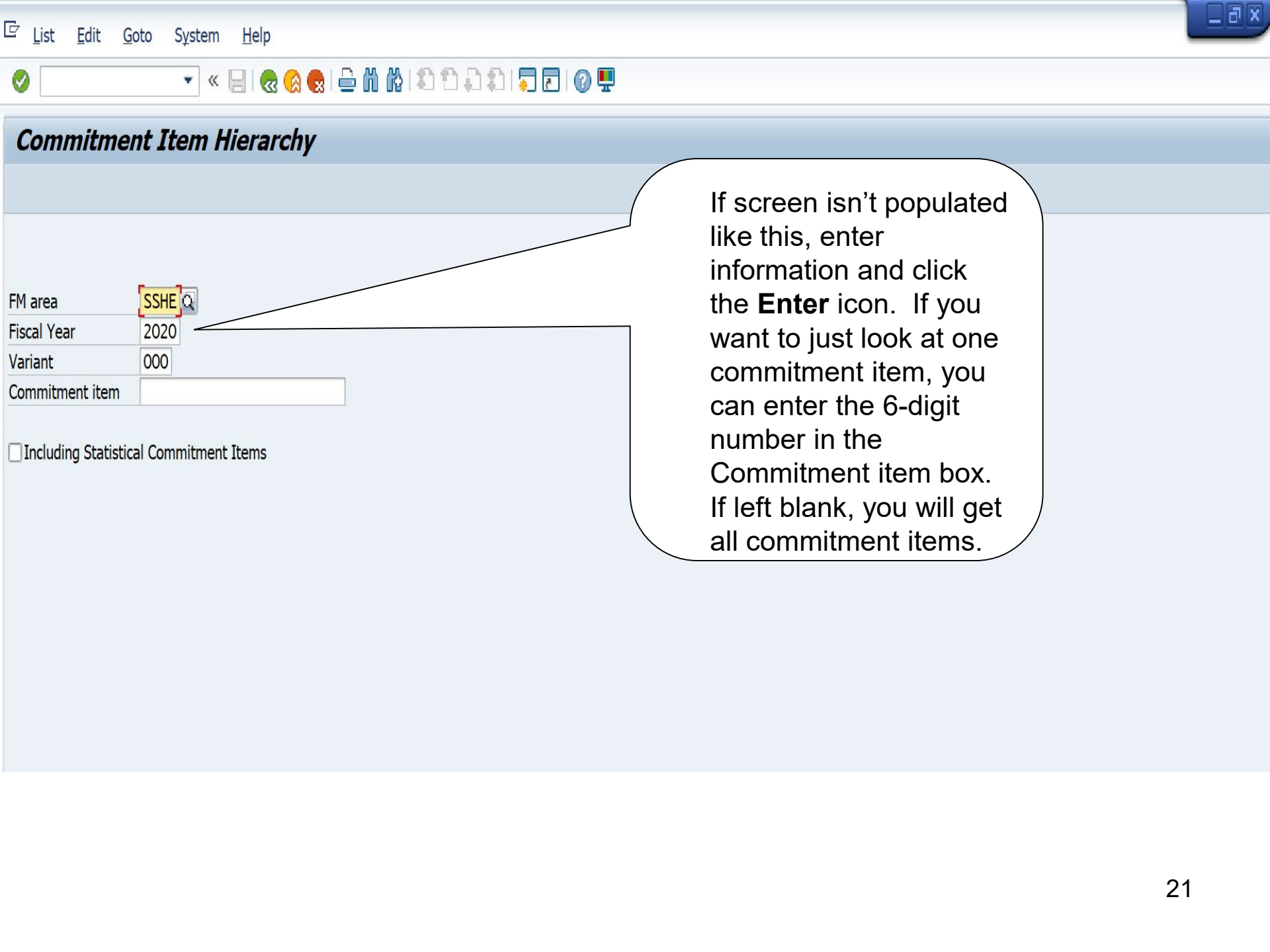
You will see the accountant responsible for this cost center listed on the "Street" line. (4002*, 4004* & 4009* cost centers will be blank).

SAP Easy Access



- ▼ Favorites
 - * SU01 - User Maintenance
 - ▶ Transfers
 - ▶ Budget/Actuals Reports
 - ▶ New fund/fund ctr/cost ctr
 - ▼ Release Codes/Strategies
 - * ZM13 - Rel codes assigned to strategies
 - * CT12 - Where a Fund Ctr is assigned to a rel code
 - * CL6B - Find all fc's assigned to a strategy
 - ▶ Purchasing Transactions
 - ▶ Payroll
 - * F.10 - G/L: Chart of Accounts
 - * SO01 - SAPoffice: Inbox
 - * FMG2 - Change Budget Structure Template
 - * FM2G - Listing of Funds Centers
 - * S_KI4_38000038 - Index of Funds Centers
 - * FMSC - Display Funds Center in FM Area
 - * **FM3G - Commitment Item Hierarchy**
 - * FR59 - Change doc-CREATE BUDGET ATTACHMENTS
- ▼ SAP menu
 - ▶ Office
 - ▶ Cross-Application Components
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 - ▶ Information Systems
 - ▶ Tools

Double click on FM3G. This transaction allows you to view all commitment items (account codes) where budget & expenditures can be posted, and also shows you what is available for use on purchase requisitions, etc.



Commitment Item Hierarchy

FM area	SSHE
Fiscal Year	2020
Variant	000
Commitment item	

Including Statistical Commitment Items

If screen isn't populated like this, enter information and click the **Enter** icon. If you want to just look at one commitment item, you can enter the 6-digit number in the Commitment item box. If left blank, you will get all commitment items.



Commitment Item Hierarchy



FM area: SSHE Fiscal Year: 2020 Variant: 000

+	1-REVENUES	Revenues
+	2-EXPENSES	Expenses
+	PERSONNEL	Personnel
	500000	Payroll Suspense
+	SALARIES_&_WAGES	Salaries & Wages
+	501	Regular Salaries
+	502	Wages
+	510	Student Employment
	510580	Univ Funded Std Emp1
	510581	Grad Std Emp Gen Fd
	510582	Grad Std Emp Dept Fd
	510583	Teaching Associates
	510584	Hi Tech Std Employees
	510585	Ugrad Std Emp Gen Fd
	510590	Grant Fnd Std Empl
	510591	Fed Work Stdy Wages
	510592	Fed Wrkstdy Grad Ast
	510593	Fed Wrkstdy Lac
	510594	Fed WS-CSL-Off-60/40
	510595	Fed WS-CSL
	510596	Fed WS-Tutor 100%
	510597	Fed WS-Math 100%
	510598	Fed WS-Read 100%

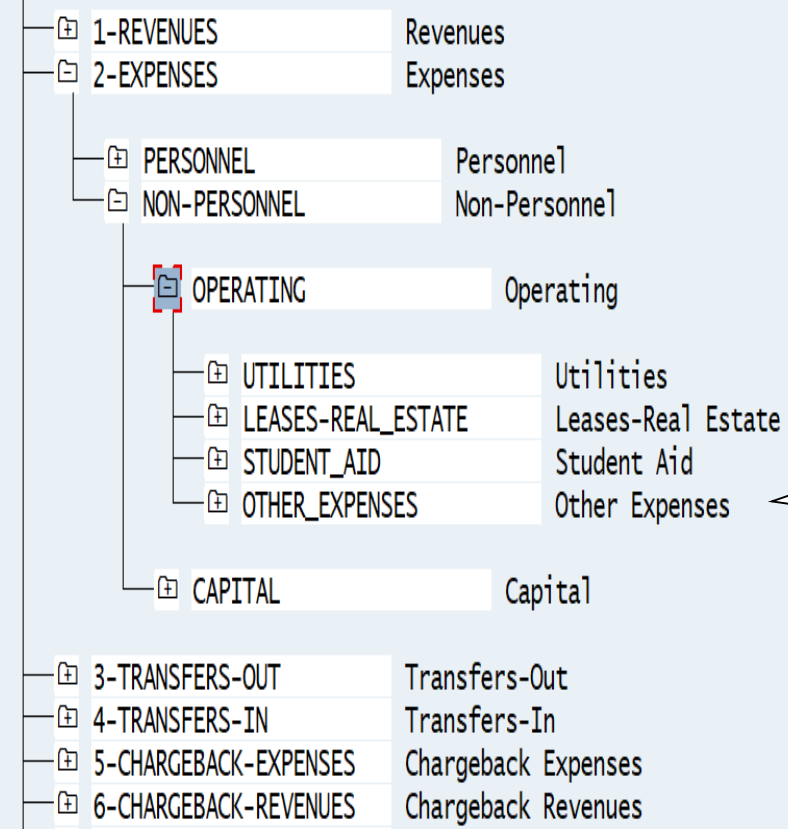
Click on the + before each area to drill down to the specific level you want. Here, I drilled down into Expenses, Personnel, Salaries & Wages, and 510 – Student Employment. You can see all of the commitment items used for funding and expensing student employment. The most common ones are noted on the next slide.

Important Student Employment Budget Pools/Expenditure Lines

- **510580** – Univ Funded Std Emp - UE or state work-study
- **510584** – Hi Tech Std Employees (UE Hi-Tech)
- **510581** – Grad Std Emp Gen Fd
(SGSR-funded GA Stipends)
- **510582** – Grad Std Emp Dept Fd
(Dept. Funded GA Stipends)
- **510591** – Fed Work Study Wages

Commitment Item Hierarchy

FM area: SSHE Fiscal Year: 2020 Variant: 000



Click on the + before each area to drill down to the specific level you want. Here, I drilled down into Expenses, Non-Personnel, Operating, and can see four areas. The Other_Expenses area is where the majority of the operating budgets are posted. Click on the + sign to open up the Other_Expenses categories.

Commitment Item Hierarchy



OTHER_EXPENSES		Other Expenses
+	605	Postage/Freight
+	606	Telecom Charges
+	607	Advertising
+	608	Subscriptions
+	609	Memberships
+	610	Printing & Duplicati
+	615	Travel & Transportat
+	616	Conference Reg Fee
+	620	Computing & DP
	620100	Computng/Data Procng
	620110	EDP Equip Maint/Repr
	620120	EDP-Other Services
	620200	Software
	620210	Noncap Software
	620220	Noncap Sftwr Upgrade
	620230	Software License Fee
	620235	Software Maintenance
+	625	Professional Svcs
+	630	Other Services
+	635	Insurance
+	650	Rental/Lease-Equip
+	655	Misc Services
+	660	Supplies
+	665	Food Supplies
+	670	Loan Cancel & W/O
+	671	Admin/Collect Costs
+	672	Refunds to Grantors
+	675	Interest Expense
+	676	Depreciation
+	690	Other Current Charge
+	696	Bad Debts Expense
+	699	Prior Year Corr-Exp

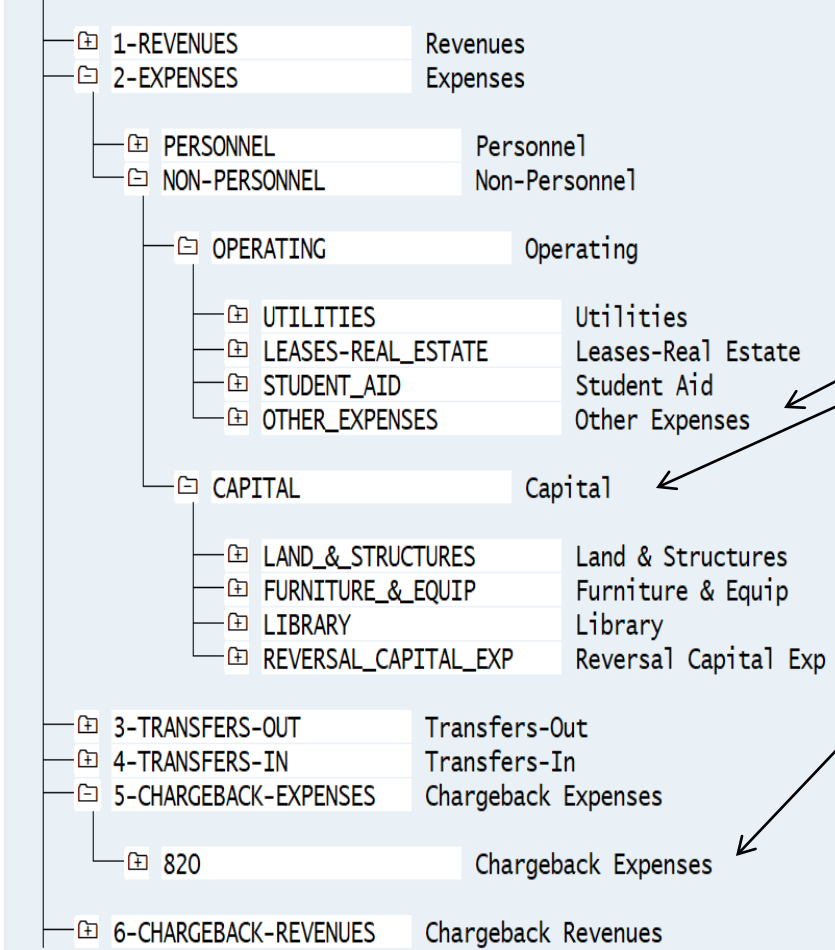
The 3-digit numbers represent areas under the "Other_Expenses" category. Click on the + to drill into each area. You'll see a list of 6-digit commitment items (CI) or account codes that are available under each area for your use. When processing travel vouchers, purchase requisitions, etc., please choose the CI that best describes where the expense should be incurred.



Commitment Item Hierarchy



FM area: SSHE Fiscal Year: 2020 Variant: 000



The most common budget “pools” are Other_Expenses, Capital, and 820 – Chargeback Expenses. Please see next screen for a description of each one. If your cost center will incur expenses in any of these areas, it is important to fund the areas with sufficient budget for the fiscal year. A purchase requisition will not advance to Procurement Services for ordering if there is insufficient budget in the appropriate budget pool.

Important Operating and Capital Budget Pools

- OTHER_EXPENSES – Operating Expenses
(commitment items 6*)
- CAPITAL – Furniture & Equipment Purchases > \$5,000
(Fixed Assets)
(commitment items 7*) see further break out on next slide
- 820 – Chargeback Expenses (commitment items 8*)
 - This pool covers expenses for Print Center Printing/Duplicating, Postage Chargeback, Mileage, and Maintenance charge outs.

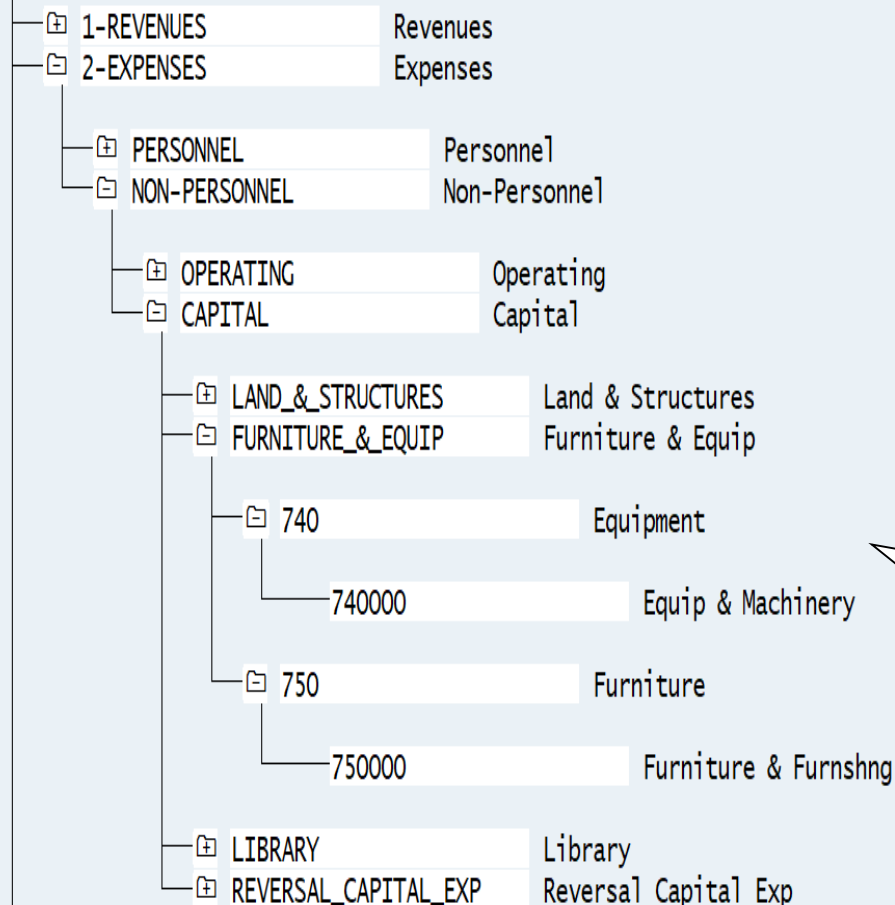
Commitment Item Hierarchy



Commitment Item Hierarchy



FM area: SSHE Fiscal Year: 2020 Variant: 000



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

1. Note that if you are purchasing an item(s) > \$5,000, you'll need to use a commitment item on your purchase requisition in the Capital area rather than in Other_Expenses. The majority of purchases in this category are either for equipment (CI 740000) or furniture & furnishings (CI 750000). Also, sufficient funds are required in the Capital pool rather than in Other_Expenses for the requisition to post.