SAP BUDGET SYSTEM

This manual describes how to use the SAP Budget System.   If you have any questions, or need assistance, please contact the Budget Office (7200).
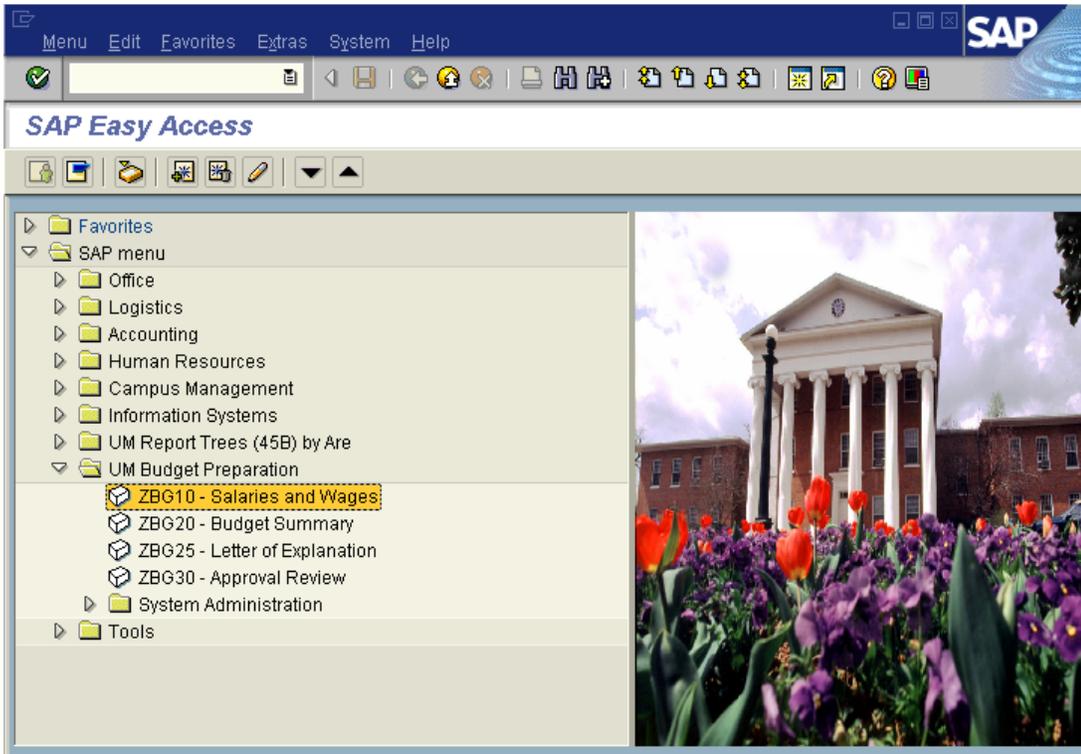

CONTENTS

I. LOGON to SAP

Select "UM BUDGET PREPARATION" and expand.

II. CHANGING SALARIES AND WAGES

A. Click on ZBG10-Salaries and Wages and press ENTER or double-click.

B. The "Search Organizational Unit for Salaries and Wages" screen will be displayed. This screen is to search for your Department or Organizational Unit. Defaults are Fiscal Year "2018" and Period "Budget Preparation" for the first set of fields requested.

C. Search by typing the Department name, or a shortened version of it, into the Search Organizational Unit box (i.e., Art, Biol) and press ENTER. It will populate the Organization Unit Number and Name. [A shortened name for a department can be entered for a search, and a screen will appear that gives multiple choices to select from. Highlight the department name you want, and then click the green check mark.]

D. Press the Execute button on the Search Organizational Unit screen, and your Salary and Wages Budget should appear on the screen.

The Salary and Wages Budget Screen gives you the following options: Position Maintenance; Add/Delete Fund Source; Add New Position; Delete Position; Undo Delete; Search Employee Name; Refresh; and Download Salary/ Wage Data.

- Search Employee Name – Click the button and enter the person's name that you want to work with when the search box appears. The screen will scroll so that name will be showing in the top position.
- Download Salary and Wage Data – This allows your budget to be downloaded into a spreadsheet for easier calculations. **Note:** You must still enter information into the SAP Budget Preparation System.

"Undo Delete" and "Add New Position" are accessible to the Budget Office and Human Resources only. If you delete a position in error, contact the Budget Office (x7200), and they can undo the delete. If you need to add a new position, contact Human Resources (5430), since detailed information will be needed before entering the position in SAP.

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E. Changing Salary or Wage Amounts:

1. To change a salary, click on "Inc/Dec" box in the position line you want to change and enter the amount to increase/decrease, or you can enter the percentage of the salary amount you want to change. If you are decreasing the salary, enter minus (-) before the amount. Press ENTER.

2. **NOTE:** If an incorrect figure was entered, the amounts in the "Inc/Dec" block **AND** the "Per %" block MUST be deleted. Enter the correct amount, and press ENTER <u>again</u> for the change to take effect.

3. <u>**INFORMATION FOR BUDGETS WITH CONTRACTS & GRANTS**</u>

   A new account number should be provided for employees paid from contract or grant accounts with an end date of July 15, 2017 or earlier **PRIOR** to submitting your budget. If the end date is between July 16, 2017 and June 30, 2018, the existing account can still be used for budget preparation. **NOTE:** An electronic personnel form must be submitted prior to the contract or grant end date providing a new account number.

III. POSITION MAINTENANCE (limited accessibility)

A. If the title of the position, the number of months, the FTE, or Job Class needs changed, you should contact the Budget Office (7200). Only the boxes below that are white can be changed. The other information has been loaded from the SAP HR module.

B. If you are completing a budget with a department chair or director who receives an administrative supplement, you should contact Human Resources (5235).

IV. ADDING A POSITION (only accessible by Human Resources and Budget Office)

A. Contact Human Resources (5430) to be sure classified positions have been established through the classification system. If the position to be added is a classified position, paperwork must be submitted to Human Resources before the position can be entered into the budget. It may be necessary for the funds available for this position to be added to a non-student miscellaneous wage position until the new position can be classified.

B. The following information will be required to add a position during the budget process: SAP Position number, Social Security (if filled) number, Number of Months (9 or 12), Pay Type (Salary or Wages), Title of Position, Person's Name (if filled), Source of Funding (see listing below), FTE, and Increase (which is the amount of the Salary or Wage).

SOURCE OF FUNDING:

| CODE	DESCRIPTION
BP	Department Budget (general budget)
FA	From Account (fund 25, 30, 35, 36 or 38)

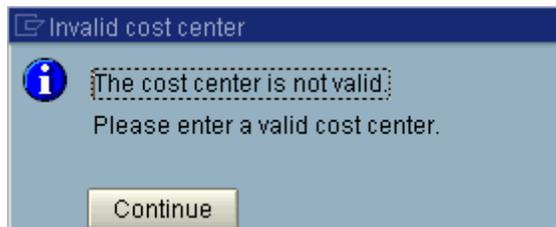**V. DELETING A POSITION**

A. Display Salary & Wages Budget.

B. Click on box to the left of the line of the Position to Delete in order to highlight the line. Click "Delete Position." This decreases the salary amount for each line to zero, but the name, position number, FTE, and Cost Distribution will remain for now.

C. If you delete a position in error, contact the Budget Office (7200), and they can undo the delete.

VI. **ADDING A FUND SOURCE**

A. Display Salary & Wages Budget.

B. Highlight the line of the Position to which you want to add a Funding Source by clicking in the box at the beginning of the line.

C. Click the "Add/Delete Fund Source" button.
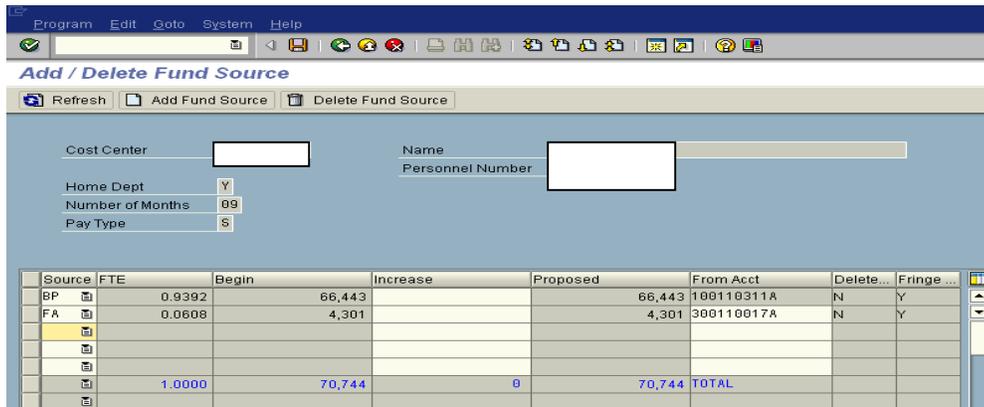
D. At the next screen, enter the following information:

1. SOURCE: Click on drop down box symbol under "SOURCE" and select the code for the source of funds [See Section IV, B for code listings]—only the two listed in this section should be used,

2. Click on the box under "INCREASE" and enter the amount to charge,

3. Click on the box under "FROM ACCT" and enter the new fund number. (This must be valid or the system will not accept it.) If you receive the following message when entering a fund 25, 30, 35, 36 or 38 account, please contact Kathy Parker (7681) in Accounting.

> **Invalid cost center**
>
> ⓘ The cost center is not valid.
> Please enter a valid cost center.
>
> [Continue]

4. FTE will automatically recalculate.

5. Press ENTER to process. Click on green back arrow to return to Salary & Wages screen.

6. Double-check the Total dollars for that position on the Salary & Wages screen.

7. If an error was made, highlight the <u>FIRST</u> line of the position (other lines for the position will not work), and click on the "Add/Delete Fund Source" button. At next screen, highlight the line that you need to change, and press "Delete Fund Source" button. This will remove the amounts that you had previously entered.

8. Highlight a line below all of the lines for that position and click on "Add Fund Source" button. You will need to enter the correct amount and fund source number. Press ENTER.

9. Click Green back arrow, and check the totals again.

VII. DELETING A FUND SOURCE

A. Display Salary & Wages budget.

B. Click on left box to highlight the Position line from which you need to delete the source of funds. (You must click on the FIRST line [primary fund source] of the position, or you will get a message to "select a valid row.")

C. Click the "Add/Delete Fund Source" button.

D. Click on "Delete Fund Source." This will delete the dollar amount but will not delete the fund number at this time. The FTE will be recalculated**.**

VIII. CHANGING OPERATING CATEGORIES

A. How to Display Budget Summary Screen

1. Select "UM Budget Preparation" on the SAP Menu.

2. Double Click **ZBG20** – **Budget Summary**

3. Enter the Department name in the Search Organizational Unit for Budget Summary (see Section II, B and C) then hit ENTER, then Execute. An option to download this data into a spreadsheet is available.

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MAINTAIN BUDGET DATA

Organizational Unit	10000832	Org Unit Name	BIOLOGY
		Cost Center	100110311A Source of Funds 1

Status   X

Approved By

[Approve Budget]

Approved Date   / /

Approved Time   : :

Budget Summary

Commitment Item	Beginning Amount	% Increase	$ Increase	Proposed Amount
SALARIES	1,204,334	0.0936	75,988	887,622
WAGES	78,770	0.0000	0	71,615
FRINGE	288,711	0.0703	37,994	578,159
SUBTOTAL	1,571,815	0.0725	113,982	1,537,396
TRAVEL	0			0
CONTR_SRVC	50,550	1.9782	1,000	51,550
COMMODITY	59,258	3.3751	2,000	61,258
EQUIPMENT	47,520	6.3131-	3,000-	44,520
TRANSFERS	0			0
SUBTOTAL	157,328	0.0000	0	157,328
TOTAL	1,729,143	0.0659	113,982	1,694,724

B. Increasing/Decreasing Categories

1. Categories other than Salaries, Wages and Fringes may be increased or decreased on the Budget Summary Screen. Fringes will be calculated automatically by the system.

   NOTE: To increase/decrease Salaries and Wages see Section II – "Changing Salaries and Wages."

2. Click on "$ Increase" or "% Increase" box of the category you wish to increase or decrease. To decrease, type in a minus (-) sign and then the amount.

   NOTE: IF THERE IS ALREADY AN AMOUNT IN THE "$ AND %" BOXES, YOU MUST DELETE THE AMOUNT IN **BOTH** BOXES AND ENTER THE NEW AMOUNT, OR THE CHANGE WILL NOT TAKE EFFECT. Press ENTER.

3. After all category changes have been made, the budget can be approved by the department chair/signatory officer by clicking on the "Approve Budget" button on the screen.

IX. BUDGET REVIEW AND APPROVAL PROCESS

After the department chair/signatory officer has approved the budget, the next level of approval (Dean) will receive an email message stating that the budget is ready for approval.

A. To determine if a budget is ready for your approval:

1. Select "UM Budget Preparation" on the SAP Menu

2. **ZBG30** – Approval Review

3. Enter the Department name in the Search Organizational Unit for Approval Review and press ENTER, then click EXECUTE button. You <u>cannot</u> access a list of all budgets for which you are signatory and/or which report to you. You will need to enter each department name in the Search String and approve each budget on the Budget Summary screen.

4. The next screen, Approval Status, will show you the approval units and the approval status of the budget in question.
   a. "U" – not approved by the person whose name is shown on that line
   b. "A" – approved by the person whose name is shown on that line
   c. If "A" appears in all levels prior to your level, it is ready for your review and approval.

NOTE: If you are signatory officer on a budget that reports or rolls up to another budget for which you are signatory officer **and** the approvals are immediately following each other**, you will only need to approve it once.**
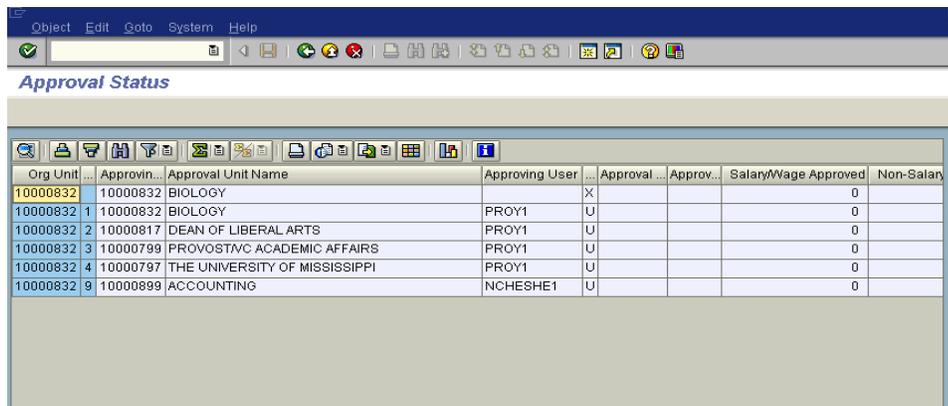
Object Edit Goto System Help

Approval Status

Org Unit	...	Approvin...	Approval Unit Name	Approving User	...	Approval ...	Approv...	Salary/Wage Approved	Non-Salary
10000832		10000832	BIOLOGY		X			0	
10000832	1	10000832	BIOLOGY	PROY1	U			0	
10000832	2	10000817	DEAN OF LIBERAL ARTS	PROY1	U			0	
10000832	3	10000799	PROVOST/VC ACADEMIC AFFAIRS	PROY1	U			0	
10000832	4	10000797	THE UNIVERSITY OF MISSISSIPPI	PROY1	U			0	
10000832	9	10000899	ACCOUNTING	NCHESHE1	U			0	

B. To Approve a Budget:

1. Go to the Budget Summary Screen (see Section VIII).

2. After you have reviewed the budget information, click on the "Approve Budget" button. The status field will show "A" for approved, and the other information will be updated.
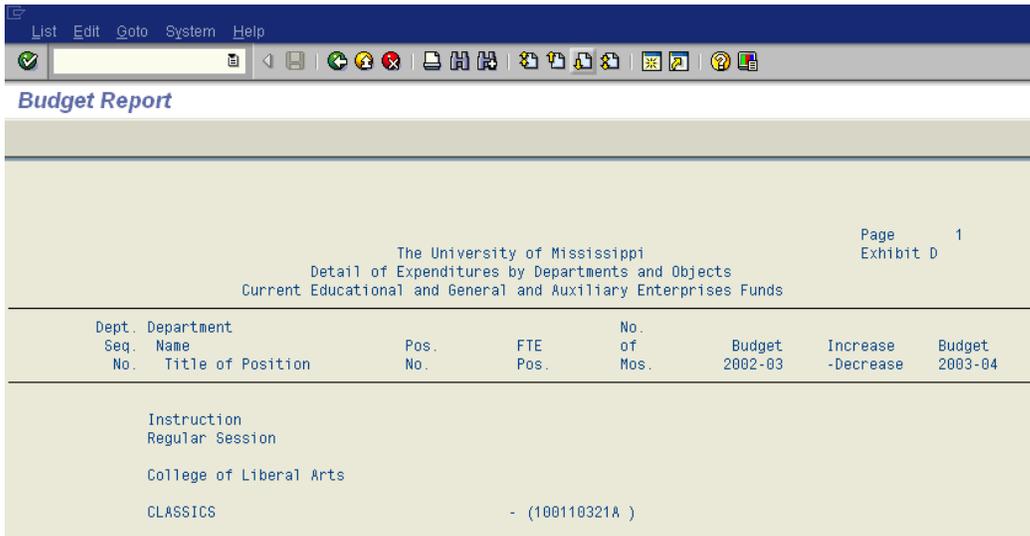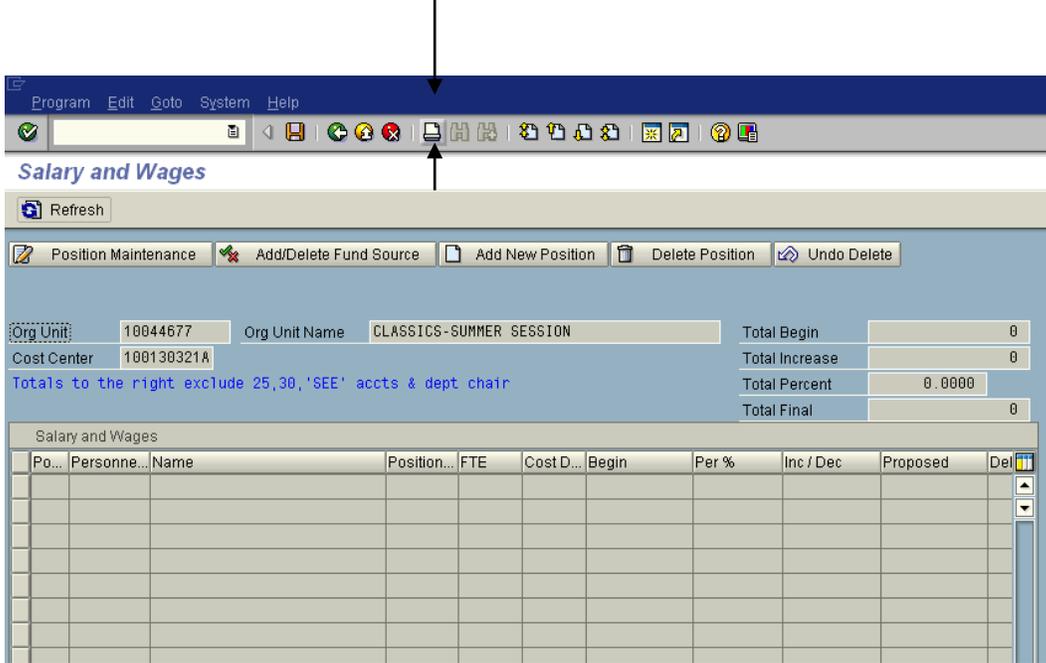
X. PRINTING THE BUDGET

On the Salaries & Wages Screen or on the Budget Summary Screen, you can click on the printer icon at the top of the screen to view or print your budget at any point within the dates that the Budget Preparation System is available for you.

When you get this screen, simply click the printer icon again; select your SAP printer, then click the green checkmark. If the budget does not print correctly, go back to this screen and change the format as follows for your selected printer.

Print Screen List

Output Device	Admin&Finance Admin&Fin - Lyceum 216 - 130.74.95…
Number of copies	1

Number of pages

- ⦿ Print all
- ○ Print from page   0   To   0

SAP Cover Sheet	Do not Print		
Report	80	Rows X	120 Columns
Format	X_90_120		ABAP list: At least 90 rows by …

✓   Properties   ✗   ℹ

X_90_120   ABAP list: At least 90 rows by 120