

SAP Budget System User Manual

This manual describes how to use the SAP Budget System. If you have questions or need assistance, please contact the Budget Office (x7200).

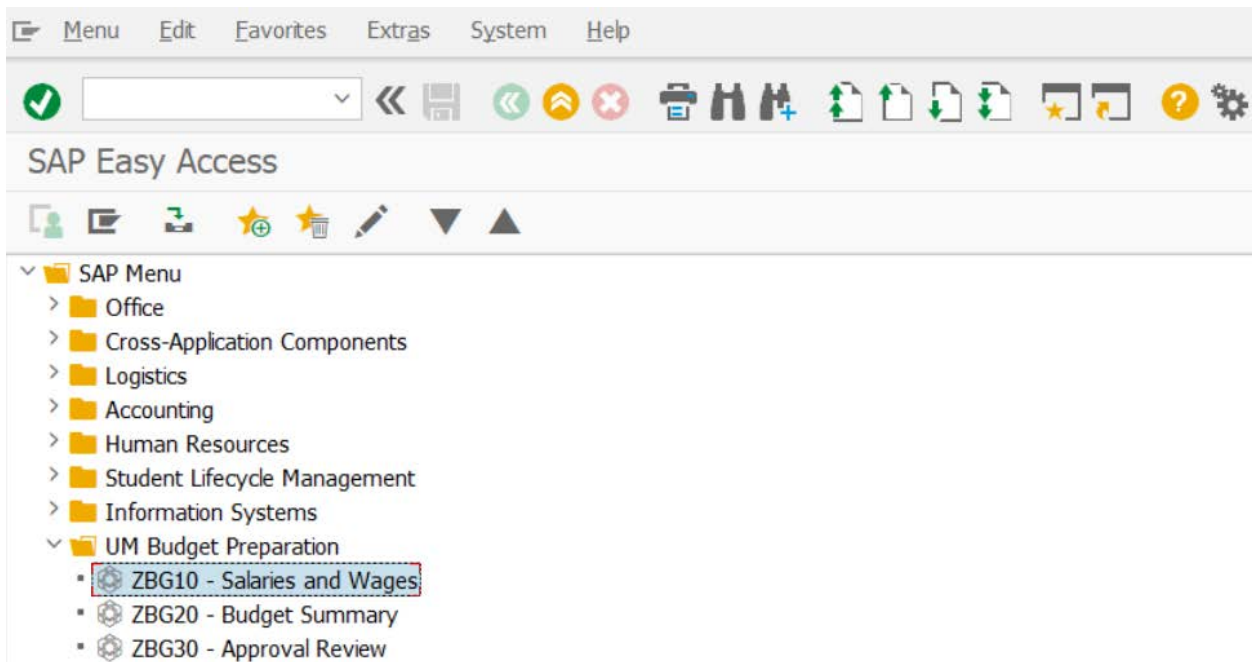
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I. Logging in to the SAP Budget System

You must have an SAP user ID to access SAP. If you do not have an SAP user ID, please contact Michael Moseley, SAP Training Coordinator, at x1539 or mbmosele@olemiss.edu.

- A. Expand the folder “UM Budget Preparation” in the SAP menu, and double click transaction “ZBG10 – Salaries and Wages.”



- B. The *Search Organizational Unit for Salaries and Wages* screen will be displayed. This screen is to search for your department or unit. The first section will populate with the default values Fiscal Year “2019” and Period “Budget Preparation.”
- C. Search for your unit by typing the department name, or a shortened version of it, into the “Search Organizational Unit” box (i.e. Biology, Hist, etc.), and press ENTER. If an abbreviated name is entered, a screen will appear that gives selection options based on the text entered. Double click your department name, or highlight and click the green check icon.

Search Organizational Unit for Salaries & Wages



Select Fiscal Year / Period

Fiscal Year	2019
Period	Budget Pre...


Search Organizational Unit

Search Organizational Unit	HIST
Organizational Unit	
Organizational Unit Name	

Search Results for Org Unit 6 Entries

ObjectID	Name
10000830	Art & Art History
10000879	Arch Dalrymple III Department of History
10001009	University Museum & Historic Houses
10012564	Art & Art History-Summer Session
10012570	Arch Dalrymple III Dept of History-SS
11761239	History - Research

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- D. Click the Execute icon  on the *Search Organizational Unit for Salaries and Wages* screen, and the departmental Salary and Wages budget should appear on the next screen.

The *Salary and Wages* budget screen displays the following options: Search Employee Name, Refresh, Download Salary/Wage Data, Position Maintenance, Add/Delete Fund Source, Add New Position, Delete Position, and Undo Delete.

Salary and Wages

Search Employee Name Refresh Download Salary / Wage Data

Position Maintenance Add/Delete Fund Source Add New Position Delete Position Undo Delete

Org Unit	10000879	Org Unit Name	Arch Dalrymple III Department of History	Total Begin	2,052,255
Cost Center	100110353A			Total Increase	0
Totals to the right exclude 25,30,35,36,38,'SEE' accts & dep				Total Percent	0.0000
				Total Final	2,052,255

Pos...	Personnel ...	Name	Position N...	FTE	Cost Dis...	Begin	Per %	Inc / Dec	Proposed	De
8	00000105	SEE 100113027A	10001335	0.8500	0.8500	70,594	0.0000	0	70,594	N
8	00000105	350110266A 20180715	10001335	0.1500	0.1500	12,458			12,458	N
8	00000105	TOTAL	10001335	1.0000	1.0000	83,052	0.0000	0	83,052	

- “Search Employee Name” – click the icon and enter the person’s name you wish to modify in the search box that appears. If the person is in the current departmental budget, the screen will scroll so the name entered will be in the top row.
- “Download Salary/Wage Data” – this will convert your budget to a downloadable format that may be put into a spreadsheet for sorting, filtering, calculating, etc.
NOTE: You must still enter budget information into the SAP budget system.

“Undo Delete” and “Add New Position” are accessible to the Budget Office and Human Resources only. If you delete a position in error, you must contact the Budget Office (x7200) to undo the delete. If you need to add a new position, contact Human Resources – Compensation & Classification (x5430). Detailed information is required in order to enter the position in SAP.

II. Changing Salary or Wage Amounts

- A. To change a salary, click the “Inc/Dec” box in the position line you wish to change and enter the amount to increase/decrease, or you may enter a percent in the “Per %” box, and the “Inc/Dec” amount will calculate. If you wish to decrease the salary/wage amount, enter minus (-) before the amount. Press ENTER. Fringe amounts will automatically be calculated on salaries and wages based on the budgeted fringe rate.

NOTE: If an incorrect figure is entered, the amounts in the “Inc/Dec” **AND** the “Per %” box must be deleted. Enter the correct amount and press ENTER again for the change to take effect.

- B. Information for Budgets with Contracts and Grants

A new account number should be provided for employees paid from contract or grant accounts with an end date of July 15, 2018 or earlier **PRIOR** to submitting your budget. If

the end date is between July 16, 2018 and June 30, 2019, the existing budget may still be used for budget preparation.

NOTE: An electronic personnel form (E-form) must be submitted via myOleMiss prior to the contract or grant end date providing a new account number. The end date for the contract or grant is shown to the right of the account number in the applicable row in the budget in this format: 20180715.

III. Position Maintenance (limited accessibility)

- A. If the title of the position, the number of months, the FTE, or the Job Class needs to be changed, contact the Budget Office (x7200). Only the “Proposed” fields (white boxes) may be modified.
- B. If you are completing a budget with a department chair or director who receives an administrative supplement, contact Human Resources (x5235).

Position Maintenance

Refresh

Org Unit	10000800	Proposed	
Cost Center	100614004A	Number of Months	12 ▾
Name	BUDGET ANALYST	EEO Code	02
Personnel Number	00001949	Home Dept	<input type="checkbox"/> Y
		Dept Chair	<input type="checkbox"/> N
		Admin Suppl	<input type="checkbox"/>
Proposed Title	BUDGET ANALYST	Beginning	
		Pool Fill	<input type="checkbox"/> N
		Pay Type	<input type="checkbox"/> S
		Number of Months	12
Beginning Title	BUDGET ANALYST	EEO Code	02
		Home Dept	<input type="checkbox"/> Y
		Dept Chair	<input type="checkbox"/> N
		Fringe Benefit	<input type="checkbox"/>
Rate	47,748		
FTE	1.0000		
Position #	10002708		
Job Class	139006		

IV. Adding a Position (only accessible by Budget Office and Human Resources)

- A. Contact Human Resources (x5430) 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 added to

the budget. It may be necessary to add the funds available for the position to a (non-student) miscellaneous wage position until the new position can be classified.

B. The following information is required to add a position during the budget process:

- SAP Position number
- Social Security number (if filled)
- Number of months (9 or 12)
- Pay Type (salary or wage)
- Title of position
- Person's name (if filled)
- Source of Funding (see list below)
- FTE
- Increase (annual salary or wage amount)

SOURCE OF FUNDING

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

Add New Position

Clear Fields
Add Position
Position Maintenance
Add/Delete Fund Source

Cost Center: 100614004A Home Dept: Y Number of Months: v	Position Number: SSN:
Pay Type: <input checked="" type="radio"/> Salary <input type="radio"/> Wages	
Title: 	
Name: 	
Source: v	
FTE: 	
Beginning: 0	
Increase: 	
Proposed: 0	
From Account: 100614004A	

V. Deleting a position

- A. Display *Salary and Wages* budget.
- B. Click the gray box on the left side of the row to highlight the line/position. Click “Delete Position.” This reduces the proposed salary/wage amount for each applicable line to zero, but the name, position number, FTE, and cost distribution are not eliminated.
- C. If a position is deleted in error, please contact the Budget Office (x7200) to undo the deletion.

VI. Adding a Fund Source

- A. Display *Salary and Wages* budget.
- B. Click the gray box on the left side of the row to highlight the line/position. Click “Add/Delete Fund Source.”

Add / Delete Fund Source

Cost Center
 Name

Personnel Number

Home Dept Y

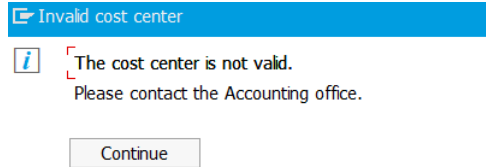
Number of Months 12


Pay Type S

Source	FTE	Begin	Increase	Proposed	From Acct	Deleted ...	Fringe B...
Bud_	0.9804	49,922		49,922	100614004A	N	Y
Pro_	0.0196	0	998	998	250112949A	N	Y
	1.0000	49,922	998	50,920	TOTAL		


- C. On the next screen, enter the following:
 1. Source: click the drop down arrow under “Source” and select the appropriate code for the source funds [see section IV, B for code listings].

NOTE: Only BP or FA should be used.
 2. Click the box under “Increase” and enter the change amount.
 3. Click the box under “From Acct” and enter the new funding source account number. This number must be valid and active. If you receive an “Invalid Cost Center” message when entering a fund 25, 30, 35, 36, or 38 account, contact the Accounting Office (x7681).



4. Press ENTER to save your entries. The FTE will automatically recalculate. Click the green back arrow  to return to the *Salary and Wages* screen.
5. Verify the Proposed total dollars row for that position.
6. If an error was made, highlight the FIRST row of the position (other lines for the position will not work), and click the “Add/Delete Fund Source” button. On the next screen, highlight the line you wish to change and click the “Delete Fund Source” button. This will remove the amounts previously entered.
7. Highlight a line below all of the lines for that position and click the “Add Fund Source” button. You will need to enter the correct amount and fund source number. Press ENTER.
8. Click the green back arrow, and verify the totals again.

VII. Deleting a Fund Source

- A. Display *Salary and Wages* budget.
- B. Click the gray box on the left side of the row to highlight the first row in the line/position from which you wish to delete the fund source. You must select the FIRST line (primary fund source) of the position or you will be prompted to “select a valid row.” Click “Add/Delete Fund Source.”
- C. Highlight the row you wish to delete and click “Delete Fund Source.” The FTE will automatically recalculate. Click the green back arrow  to return to the *Salary and Wages* screen.
- D. Verify the Proposed total dollars row for that position.

VIII. Changing Operating Categories

- A. Expand the folder “UM Budget Preparation” in the SAP Menu, and double click transaction “ZBG20 – Budget Summary.”

SAP Easy Access



- ▼ SAP Menu
 - > Office
 - > Cross-Application Components
 - > Logistics
 - > Accounting
 - > Human Resources
 - > Student Lifecycle Management
 - > Information Systems
 - ▼ UM Budget Preparation
 - ZBG10 - Salaries and Wages
 - **ZBG20 - Budget Summary**
 - ZBG30 - Approval Review
 - > System Administration

B. Enter the department name, or a shortened version of it, in the “Search Organizational Unit” box (see Section II, B and C). Press ENTER, then Execute.

NOTE: At this point, you may download your budget data into a spreadsheet by clicking the download icon.

MAINTAIN BUDGET DATA

Organizational Unit

Org Unit Name

Cost Center

Source of Funds

Status

Approved By
Approve Budget

Approved Date

Approved Time

Commitment Item	Beginning Amount	% Increase	\$ Increase	Proposed Amount
SALARIES	0	0.0000	0	0
WAGES	0	0.0000	0	0
FRINGE	0	100.0000	177,606	177,606
SUBTOTAL	0	0.0000	177,606	177,606
TRAVEL	0	0.0000		0
CONTR_SRVC	0	0.0000		0
COMMODITY	0	0.0000		0
EQUIPMENT	0	0.0000		0
TRANSFERS	0	0.0000		0
SUBTOTAL	0	0.0000	0	0
TOTAL	0	100.0000	177,606	177,606

C. Increasing/Decreasing Categories Operating Categories

1. Categories other than Salaries, Wages, and Fringes may be increased or decreased on the *Budget Summary* screen. Fringes will be automatically calculated based on the budgeted fringe rate. See Section II for instructions to change salaries and wages.
2. Click the "\$ Increase" or "% Increase" box of the category you wish to increase or decrease. To reduce a category, enter minus (-) before the amount. Press ENTER.
3. If there is already a value in the "\$ Increase" and "% Increase" boxes, you must delete the amounts from BOTH boxes and enter the new value, or the change will not take effect. Press ENTER.
4. After all category changes have been made, the budget may be approved by the department chair/signatory officer by clicking 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. Expand the folder "UM Budget Preparation" on the SAP Menu. Double click transaction "ZBG30 – Approval Review."
2. Enter the department name, or a shortened version of it, in the "Search Organizational Unit" box (see Section II, B and C). Press ENTER, then Execute.

NOTE: You cannot 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.

3. The next screen, *Approval Status*, will show you the approval units and the approval status of the budget in question.

Approval Status



Org Unit	Approval Level	Approving Unit	Approval Unit Name	Approving User	Approved	Approval Date	Approval Time
10000800		10000800	VC ADMINISTRATION & FINANCE		X	0	0
10000800	1	10000800	VC ADMINISTRATION & FINANCE		U	0	0
10000800	2	10000797	THE UNIVERSITY OF MISSISSIPPI	ANCRICK	U	0	0
10000800	9	10000899	ACCOUNTING	JTSHIDEL	U	0	0

- Status “U” – not approved by the person whose name is shown on that line
- Status “A” – approved by the person whose name is shown on that line
- If “A” appears in all levels prior to your level, it is ready for your review

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.**

B. To approve a budget:

1. Expand the folder “UM Budget Preparation” on the SAP Menu. Double click transaction “ZBG20 – Budget Summary.”
2. Review the budget information. If you are ready to approve, click 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 and Wages* screen or on the *Budget Summary* screen, you can click the printer icon at the top of the screen to view or print your budget at any point within the timeframe that the SAP budget system is available for you.

Salary and Wages

Search Employee Name Refresh Download Salary / Wage Data

Position Maintenance Add/Delete Fund Source Add New Position Delete Position Undo Delete

Org Unit: 10012579 Org Unit Name: SOCIOLOGY & ANTHROPOLOGY-SUMMER SESSION Total Begin: 0
Cost Center: 100130389A Total Increase: 0
Totals to the right exclude 25,30,35,36,38,'SEE' accts & dep Total Percent: 0.0000
Total Final: 0

Pos...	Personnel ...	Name	Position N...	FTE	Cost Dis...	Begin	Per %	Inc / Dec	Proposed	De

On the *Budget Report* screen, click the printer icon again. Select your SAP printer, then click the green check icon. If the budget does not print correctly, go back to this screen and choose or enter in the “Format” box: x_90_120.