

The University of Mississippi



SAP Budget System User Guide

SAP Budget System User Guide

This guide describes in detail how to use the SAP Budget System. If you have questions or need assistance, please contact the Budget Office (x7200). For technical assistance, please contact Michael Moseley, SAP Training Coordinator (x1539).

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I. LOGGING ON TO THE SAP SYSTEM

You must have an SAP user ID to access the SAP Budget System. In order to make changes to a budget, you must also be assigned the appropriate authorization role in SAP (enterer or approver). Signatory officers are responsible for assigning the roles of budget enterer and approver, and authorizations are set up based on the information provided to the Budget Office each year.

Before logging on to SAP, all users must connect to UM's VPN using their myOleMiss logon credentials. To connect to the VPN, follow the on-screen prompts at <https://vpn.olemiss.edu>.

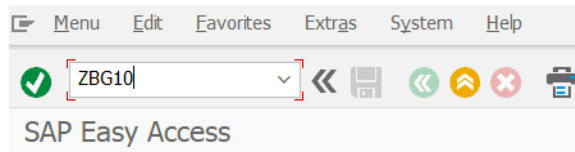
NOTE: Temporary (budget only) SAP users will have the same SAP ID as their myOleMiss ID. Before logging on, budget only users must reset their password by logging into [myOleMiss](#) -> Resources for SAP Users-> [SAP Password Reset](#).

If your SAP user ID does not have appropriate authorization to access the transactions in this manual, please contact Michael Moseley, SAP Training Coordinator, at x1539 or mbmosele@olemiss.edu.

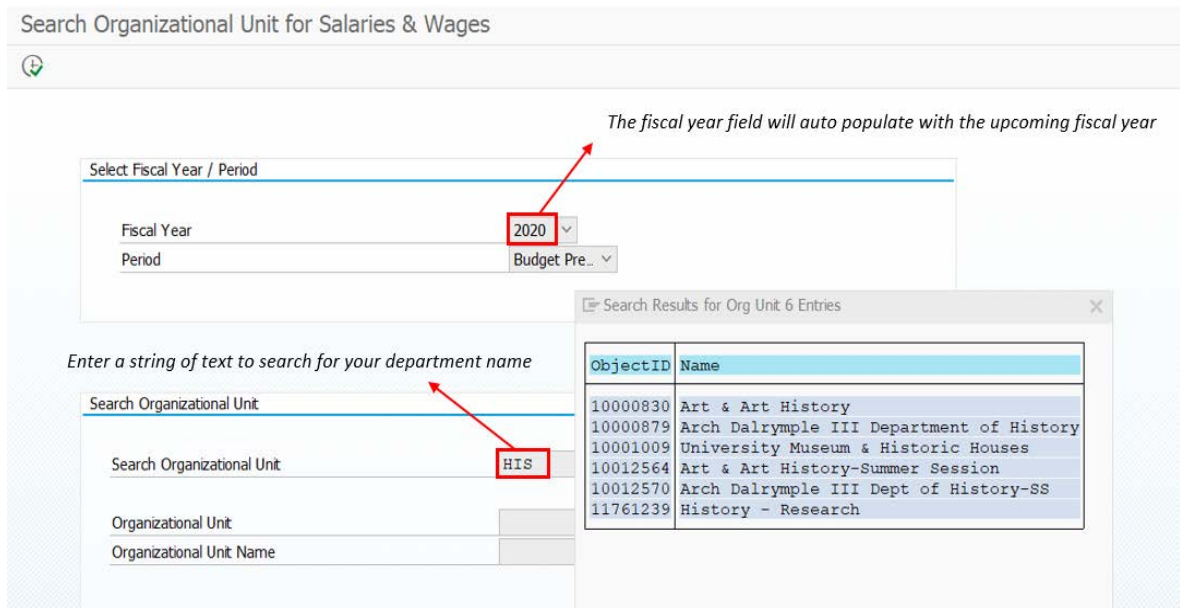
II. SALARY AND WAGES BUDGET


A. Accessing the Salary and Wages Budget (ZBG10)









1. Click on the command field after logon. The blinking cursor indicates the field is ready for input. Enter transaction code ZBG10 and click the green checkmark.



2. 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:** 2020
 - **Period:** Budget Preparation
3. 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.



4. Click the Execute icon  and the departmental Salary and Wages budget will appear.

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				
Salary and Wages											
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		^

5. The *Salary and Wages* budget screen offers the following options:

- “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.

6. **“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. See **Section V. Adding a Position** below for details on how to have a new position added to your budget in SAP.

B. Accessing the Salary and Wages Budget (ZBG10)

- C. 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.


2. Information for Budgets with Contracts and Grants

A new account number must be provided for employees paid from contract or grant accounts with an end date of July 15, 2019 or earlier **PRIOR** to submitting your budget. If the end date is between July 16, 2019 and June 30, 2020, 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: 20190715.


C. Position Maintenance (limited accessibility)

1. Only the “Proposed” fields (white boxes) may be modified. Submit corrections/change requests to other fields via email to the Budget Office (x7200).

Position Maintenance	
 Refresh	
Org Unit	10000800
Cost Center	100614004A
Name	BUDGET ANALYST
Personnel Number	00001949
Proposed Title	BUDGET ANALYST
Beginning Title	BUDGET ANALYST
Rate	47,748
FTE	1.0000
Position #	10002708
Job Class	139006

Proposed	
Number of Months	12
EEO Code	02
Home Dept	Y
Dept Chair	N
Admin Suppl	

Beginning	
Pool Fill	N
Pay Type	S
Number of Months	12
EEO Code	02
Home Dept	Y
Dept Chair	N
Fringe Benefit	



2. If you are completing a budget with a department chair or director who receives an administrative supplement, contact Human Resources (x5235).

D. Adding a Position (Budget Office and Human Resources only)

1. Contact Human Resources (x2928) 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.
2. The following information is required to add a position during the budget process:
 - SAP Position number
 - SAP Employee ID (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

Cost Center: 100614004A
 Home Dept: Y
 Number of Months:

Position Number:
 SSN:

Pay Type: Salary Wages

Title:

Name:

Source:
 FTE:
 Beginning: 0
 Increase:
 Proposed: 0
 From Account: 100614004A

3. 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.

E. Deleting a position

1. 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.
2. If a position is deleted in error, please contact the Budget Office (x7200) to undo the deletion.

F. Adding a Fund Source (fund 10 additions must be made by the Budget Office)

1. 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

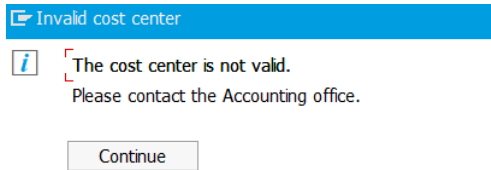
Home Dept
 Personnel Number

Number of Months
 Pay Type

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		

2. On the next screen, enter the following:
 - a) Source: click the drop down arrow under “Source” and select “From Account” as the source of funds.


NOTE: Only fund 25, 30 ,35 ,36, or 38 accounts should be used by departmental administrators. Fund 10 changes must be made by the Budget Office.
 - b) Click the box under “Increase” and enter the change amount.
 - c) 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).



- d) Press ENTER to save your entries. The FTE will automatically recalculate. Click the green back arrow to return to the Salary and Wages screen.

- e) Verify the Proposed total dollars row for that position.
- f) If additional edits are needed after saving the new fund source, 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.
- g) 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.
- h) Click the green back arrow, and verify the totals again.

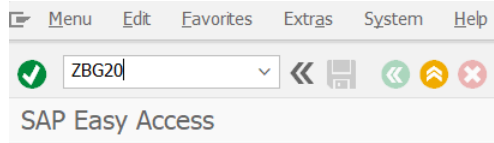
G. Deleting a Fund Source

1. 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.”
2. 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.
3. Verify the Proposed total dollars row for that position.


III. OPERATING BUDGET SUMMARY

A. Accessing the Operating Categories Summary Budget


1. Click on the command field after logon. The blinking cursor indicates the field is ready for input. Enter transaction code ZBG20 and click the green checkmark.



2. 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. 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	10000800	Org Unit Name	VC FOR ADMINISTRATION & FINANCE
		Cost Center	100614004A Source of Funds 1

Status

Approved By

Approved Date / 0 /

Approved Time : :0

Budget Summary				
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

B. Increasing/Decreasing Operating Categories

1. All categories other than Salaries, Wages, and Fringes may be increased or decreased on the Budget Summary screen. Fringe 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.

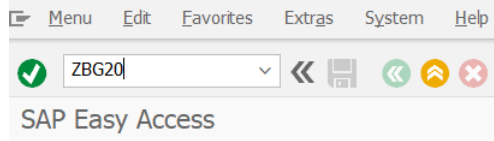
NOTE: If entries exist in the both the "\$ Increase" and "% Increase" boxes, you must delete the amounts from **BOTH** boxes and enter the new value. Press ENTER.


3. 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.

IV. Budget-Process-Level Designated Approver: Review and Approval

A. Accessing the Budget Summary


1. Click on the command field after logon. The blinking cursor indicates the field is ready for input. Enter transaction code ZBG20 and click the green checkmark.



2. 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. Press ENTER, then Execute. 

3. The Maintain Budget Data page will appear.

MAINTAIN BUDGET DATA




Organizational Unit Org Unit Name
 Cost Center Source of Funds

Status

Approved By

Approved Date

Approved Time

 Approve Budget

Budget Summary				
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

B. Reviewing and Making Changes

1. An overview of the departmental budget included Salary, Wages and Operating Categories can be reviewed from this Maintain Budget Data screen.
 - a) The approver can make any changes needed to Operating Categories on this screen. 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.

NOTE: If entries exist in the both the "\$ Increase" and "% Increase" boxes, you must delete the amounts from **BOTH** boxes and enter the new value. Press ENTER.

- b) If changes are needed to Salary and Wages, the approver can make changes by accessing the Salary and Wages Budget by using the green arrow to return to the command field and enter transaction code ZBG10, click the green checkmark and search for the organization unit as above.

Detailed instructions on changing salary or wage amounts, adding or deleting positions, and adding or deleting fund sources are available under Section II above.

2. If changes were made to Salary and Wages, return to the Maintain Budget Data screen (ZBG20) to continue and approve the budget.

C. Approving the Budget

After all category changes have been made, the designated approver approves the department budget by clicking the "Approve Budget" button on this screen.

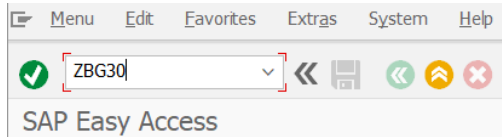
NOTE: If you approve a budget by mistake, you must contact the Budget Office (x7200) to reset the approval for the applicable org unit.

V. Supervisory (Dean/Vice Chancellor) Budget Review and Approval

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

A. Determining if a budget is ready for your approval:

1. Click on the command field after logon. The blinking cursor indicates the field is ready for input. Enter transaction code ZBG30 and click the green checkmark.



2. 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. Press ENTER, then Execute.

NOTE: You cannot access a comprehensive list of all budgets for which you are signatory and/or which report to you. You must enter each department name in the Search String and approve each budget on the *Budget Summary* screen.

3. The next screen, Approval Status, will display the approval levels and the approval status of the budget in question.

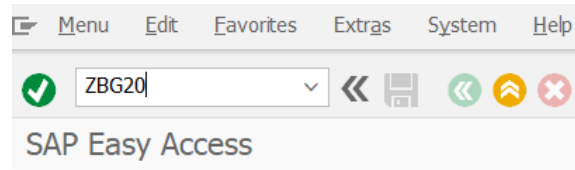
Approval Status							
Org Unit	Approval Level	Approving Unit	Approval Unit Name	Approving User	Approved	Approval Date	Approval Time
10000800		10000800	VC ADMINISTRATION & FINANCE		X	0	0
10000800	1	10000800	VC ADMINISTRATION & FINANCE		U	0	0
10000800	2	10000797	THE UNIVERSITY OF MISSISSIPPI	ANCRICK	U	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. Approving a budget

1. Click on the command field after logon. The blinking cursor indicates the field is ready for input. Enter transaction code ZBG20 and click the green checkmark.

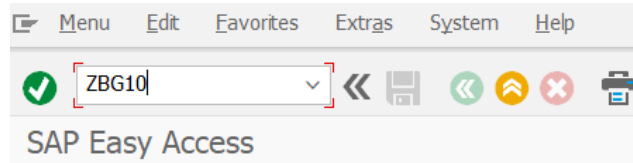


2. Search for your unit by typing the department name, or a shortened version of it, into the “Search Organizational Unit” box (i.e. Biology, Hist, etc.) and press ENTER. If an abbreviated name is entered, a screen will appear that gives selection options based on the text entered. Double click your department name, or highlight and click the green check icon. Press ENTER, then Execute.
3. 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.

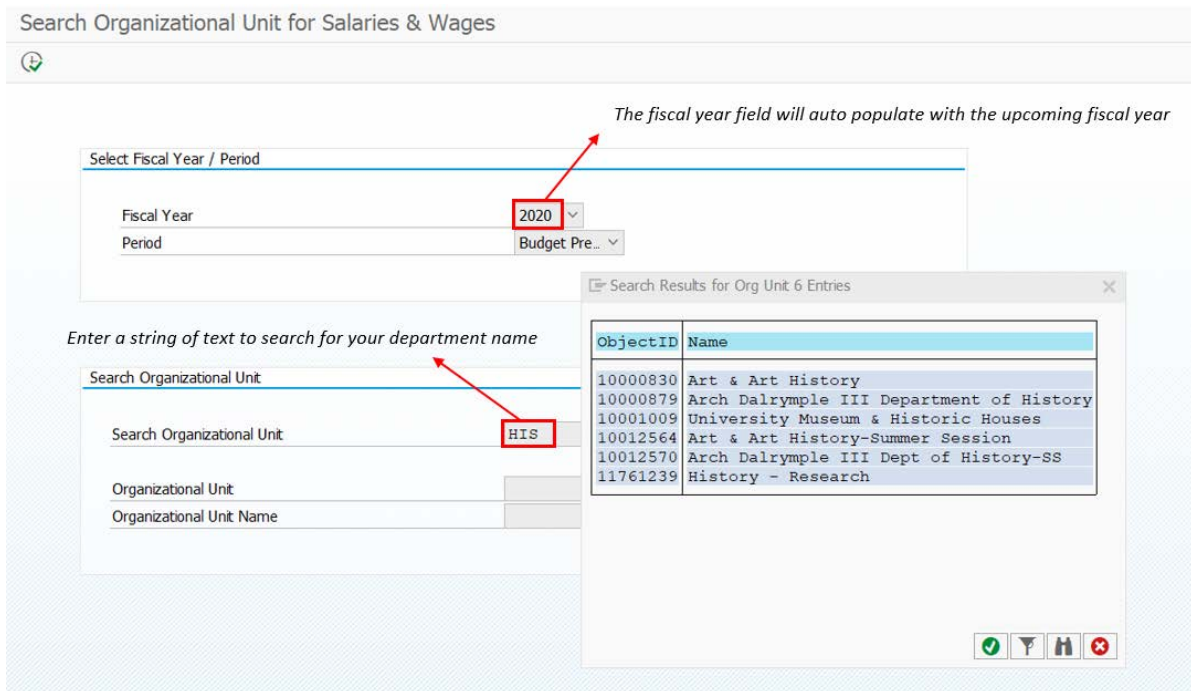
NOTE: If you approve a budget by mistake or need to make changes to an approved budget, you must contact the Budget Office (x7200) to reset the approval for the applicable org unit.

VI. Printing the Budget

1. Click on the command field after logon. The blinking cursor indicates the field is ready for input. Enter transaction code **ZBG10** for Salary and Wage budget or **ZBG20** for Operating budget and click the green checkmark.



2. The *Search Organizational Unit for Salaries and Wages / Search Organizational Unit for Budget Summary* 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:** 2020
 - **Period:** Budget Preparation
3. 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.



- On the *Salary 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. You may also download your budget data to maintain position balances throughout the year.

- On the *Budget Report* screen, click the printer icon again. Select your SAP printer (Output Device), then click the green check icon.

NOTE: If the budget does not print correctly, go back to this screen. In the “Format” box, type or select x_90_120 as shown in the print parameters below. Click the green check icon.