

# The University of Mississippi



## SAP Budget System User Guide

# SAP Budget System User Guide

---

This guide describes in detail how to use the budget system in SAP. If you have questions or need assistance, please contact the Budget Office (x7200). For technical assistance, please send an email to [sap@olemiss.edu](mailto:sap@olemiss.edu), and a support ticket will be opened.

## Contents

- I. LOGGING INTO SAP..... 2
- II. SALARY AND WAGES BUDGET..... 3
  - A. Accessing the Salary and Wages Budget (ZBG10)..... 3
  - B. Changing the Salary and Wages Budget (ZBG10) ..... 5
  - C. Position Maintenance (limited accessibility) ..... 6
  - D. Adding a Position (Budget Office and Human Resources only)..... 7
  - E. Deleting a position ..... 8
  - F. Adding a Fund Source (fund 10 additions must be made by the Budget Office) ..... 9
  - G. Deleting a Fund Source ..... 11
- III. OPERATING BUDGET SUMMARY ..... 12
  - A. Accessing the Operating Categories Summary Budget ..... 12
  - B. Increasing/Decreasing Operating Categories ..... 13
- IV. Budget-Process-Level Designated Approver: Review and Approval ..... 14
  - A. Accessing the Budget Summary..... 14
  - B. Reviewing and Making Changes ..... 15
  - C. Approving the Budget..... 15
- V. Supervisory (Dean/Vice Chancellor) Budget Review and Approval..... 16
  - A. Determining if a budget is ready for your approval: ..... 16
  - B. Approving a budget ..... 17
- VI. Printing the Budget ..... 18

## I. LOGGING INTO SAP

Users must first establish a secure connection using the Cisco AnyConnect VPN Client to log into SAP. To install the client on your device, follow the instructions below.

### Microsoft Windows & Apple OS X Setup:

To begin the installation process on a Windows or OS X device, point your browser to [vpn.olemiss.edu](https://vpn.olemiss.edu). Here you will see a sign-on screen like the one below:



Enter your UM WebID and password in the spaces provided, ensure Group "UM-Faculty-Staff" is selected, and click "Login." You will then be prompted to install the AnyConnect software and should proceed by replying "yes" or "continue" where appropriate. After installation, launch the Cisco AnyConnect program. You will be prompted for your UM WebID and password (the Group should automatically be "UM-Faculty-Staff"). Click "Connect" to establish the VPN.

### VPN Client Installation

An SAP user ID is required to access the 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 and to IT.

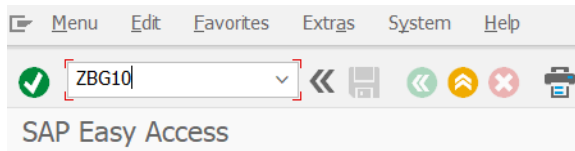
**NOTE:** Temporary (budget only) SAP users will have the same SAP ID as their myOleMiss ID. Before logging on, budget only users must reset their password by logging into [myOleMiss](#) -> Resources for SAP Users-> [SAP Password Reset](#).

If your SAP user ID does not have appropriate authorization to access the transactions in this manual, please send an email to [sap@olemiss.edu](mailto:sap@olemiss.edu) and a support ticket will be opened.

## II. SALARY AND WAGES BUDGET

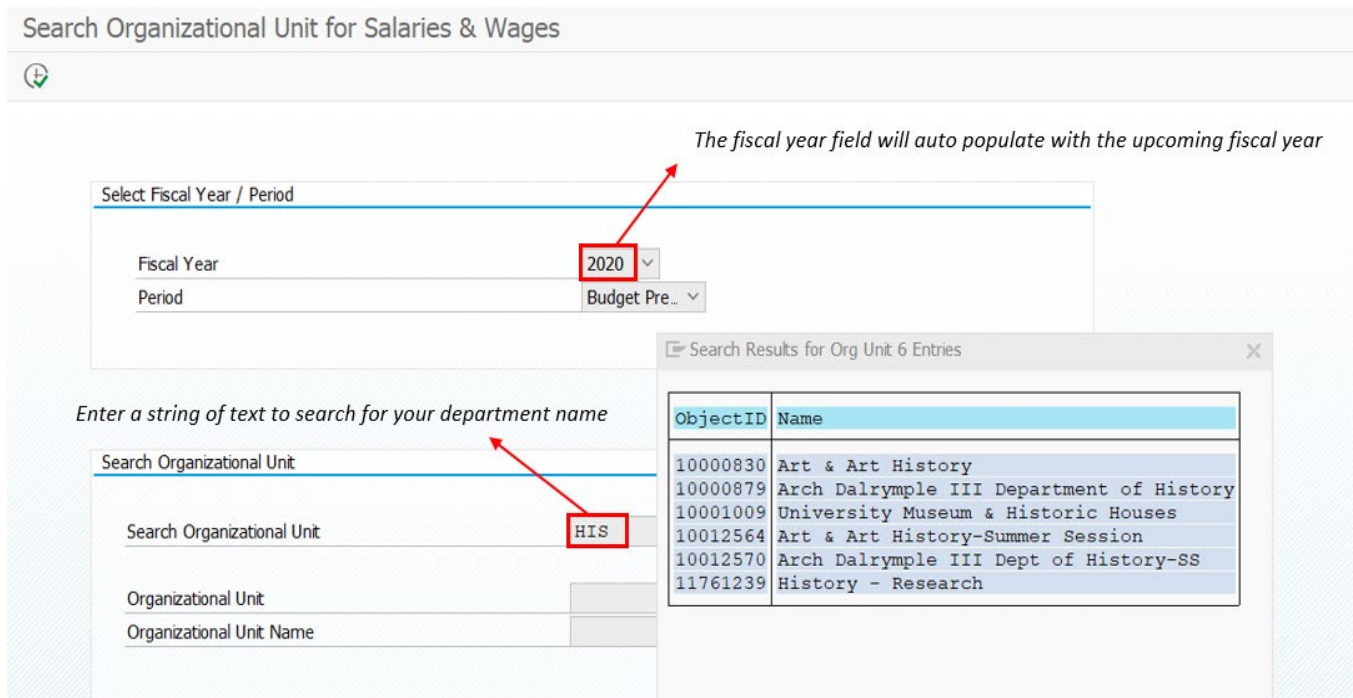
### A. Accessing the Salary and Wages Budget (ZBG10)

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: 202x
  - 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.

Search Organizational Unit for Salaries & Wages



The fiscal year field will auto populate with the upcoming fiscal year

Select Fiscal Year / Period

Fiscal Year: 2020


Period: Budget Pre...

Enter a string of text to search for your department name




Search Organizational Unit: HIS






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

- 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

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 v
8	00000105	TOTAL	10001335	1.0000	1.0000	83,052	0.0000	0	83,052	

- 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 budget system in SAP.

- “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. Changing the Salary and Wages Budget (ZBG10)

1. 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, 2021 or earlier **PRIOR** to submitting your budget. If the end date is between July 16, 2021 and June 30, 2022, 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: 20210715.

### 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 the Budget Office (x7200).

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

1. Contact Human Resources/Compensation & Classification (x2928) to verify that classified positions have gone through the JAQ process. 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 (**NOT** SSN)
  - 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      Position Number:   
 Home Dept: Y      SSN:   
 Number of Months:

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

Refresh Add Fund Source Delete Fund Source

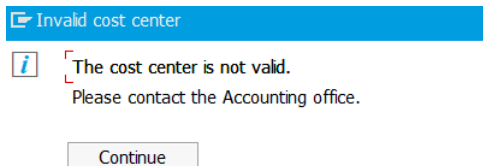
Cost Center [Redacted] Name [Redacted]  
 Home Dept [Y] Personnel Number [Redacted]  
 Number of Months [12]  
 Pay Type [S]

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		

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.

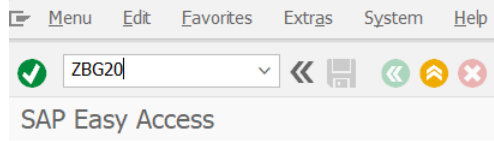
## **G. Deleting a Fund Source**

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

Status


Approved By

Approved Date

Approved Time

Org Unit Name

Cost Center  Source of Funds

 Approve Budget

Budget Summary					
Commitment Item	Beginning Amount	% Increase	\$ Increase	Proposed Amount	
SALARIES	0	0.0000	0	0	0
WAGES	0	0.0000	0	0	0
FRINGE	0	100.0000	177,606	177,606	177,606
<b>SUBTOTAL</b>	0	0.0000	177,606	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.

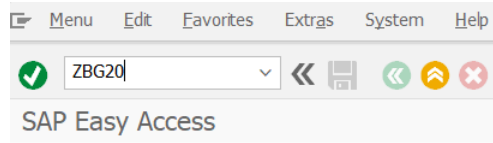
**NOTE:** If entries exist in the both the "\$ Increase" and "% Increase" boxes, you must delete the amounts from **BOTH** boxes and enter the new value. Press ENTER.


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	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	0
WAGES	0	0.0000	0	0	0
FRINGE	0	100.0000	177,606	177,606	177,606
<b>SUBTOTAL</b>	0	0.0000	177,606	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 instruction son 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.

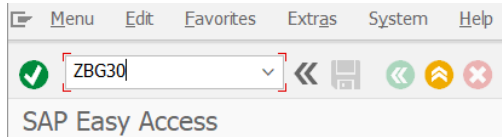


## V. SUPERVISORY (DEAN/VICE-CHANCELLOR) BUDGET REVIEW AND APPROVAL

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

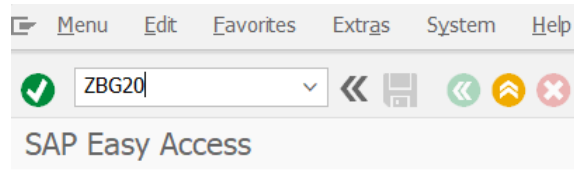
Org Unit	Approval Level	Approving Unit	Approval Unit Name	Approving User	Approved	Approval Date	Approval Time
10000800		10000800	VC ADMINISTRATION & FINANCE		X	0	0
10000800	1	10000800	VC ADMINISTRATION & FINANCE		U	0	0
10000800	2	10000797	THE UNIVERSITY OF MISSISSIPPI	ANCRICK	U	0	0
10000800	9	10000899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

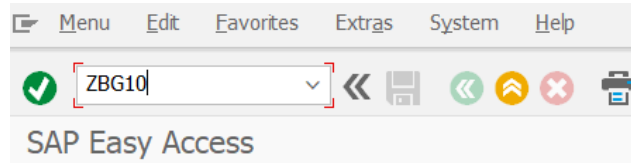


2. Search for your unit by typing the department name, or a shortened version of it, into the "Search Organizational Unit" box (i.e. Biology, Hist, etc.) and press ENTER. If an abbreviated name is entered, a screen will appear that gives selection options based on the text entered. Double click your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



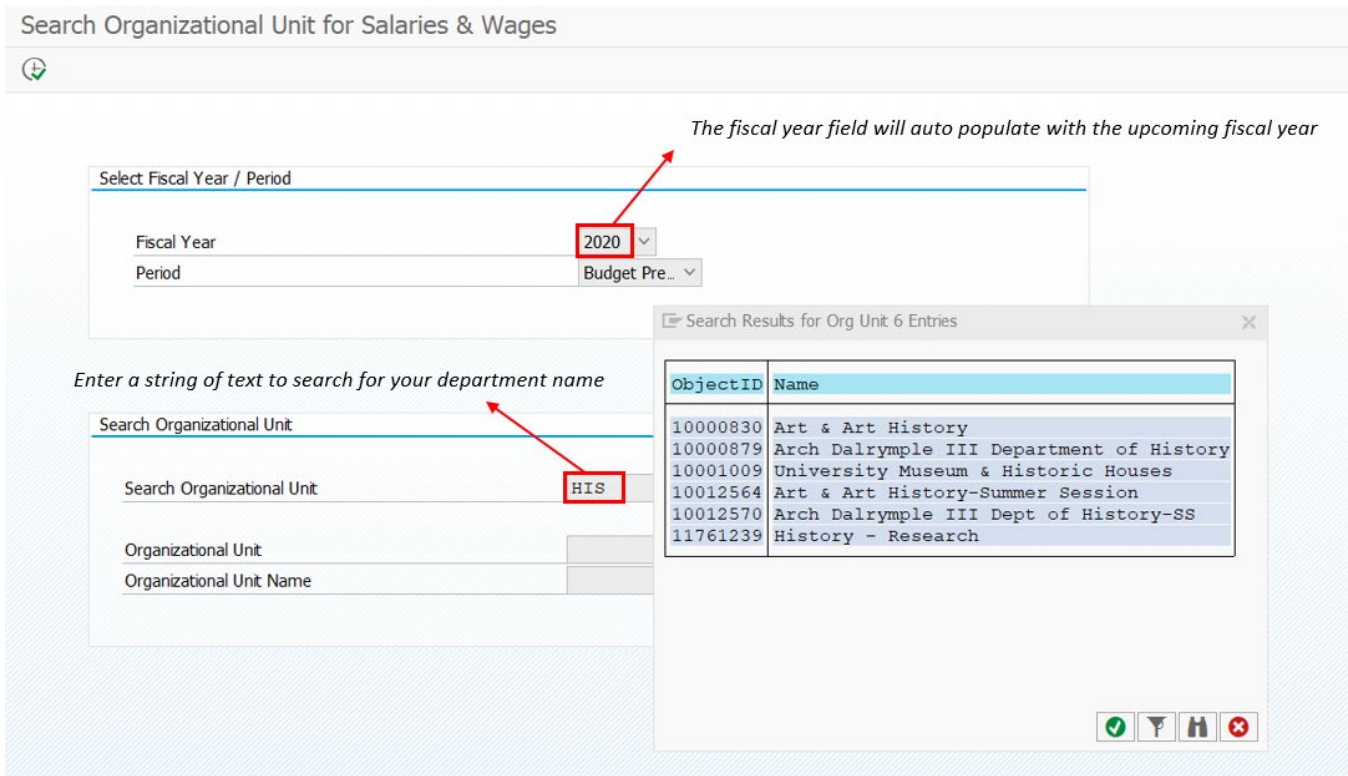
2. The *Search Organizational Unit for Salaries and Wages / Search Organizational Unit for Budget Summary* screen will be displayed. This screen is to search for your department or unit. The first section will populate with the default values:

**Fiscal Year:** 202x

**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.

Search Organizational Unit for Salaries & Wages

A screenshot of the SAP 'Search Organizational Unit for Salaries & Wages' screen. The screen is divided into several sections. At the top, there is a title bar and a search icon. Below that, there is a section titled 'Select Fiscal Year / Period' with two dropdown menus: 'Fiscal Year' (set to 2020) and 'Period' (set to Budget Pre...). A red arrow points to the '2020' dropdown with the text 'The fiscal year field will auto populate with the upcoming fiscal year'. Below this is a section titled 'Enter a string of text to search for your department name' with a 'Search Organizational Unit' input field containing 'HIS'. A red arrow points to this field. To the right, a window titled 'Search Results for Org Unit 6 Entries' is open, displaying a table with columns 'ObjectID' and 'Name'. The table contains six rows of data. At the bottom right of the screen, there are several icons: a green checkmark, a magnifying glass, a home icon, and a red 'X' icon.

The fiscal year field will auto populate with the upcoming fiscal year

Select Fiscal Year / Period

Fiscal Year: 2020

Period: Budget Pre...

Enter a string of text to search for your department name

Search Organizational Unit: HIS

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

- 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 budget system is available for you. You may also download your budget data to maintain position balances throughout the year.

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 (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.

Print Screen List

Output Device: LOCL Local Windows Printer  
 Number of Copies: 1

Page Area

Everything  
 Page 0 to 0

Properties

Title			
Print Time	Immediately		
SAP Cover Sheet	Do not Print		
Report	80	Rows	x 120 Columns
Format	x_90_120 ABAP list: At least 90 rows by 120 colu...		

Properties