

Indiana University of Pennsylvania

# 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)?

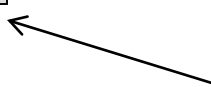
- WBS's are only used for external grants and plant projects.
- WBS's are coded as the same 10 digit number as your Fund Center/Cost Center but have an extension (i.e. .1) at the end. This number replaces the cost center #. (There are a few exceptions where cost centers are set up as a WBS).

# SAP Fund Center Number

40 05 741201

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

40 05 741201



2<sup>nd</sup> set of digits defines the Funding Source

General Funds:

04-Personnel

05-Operating

06-ESF

07-Tech Fee

Grants & Special Funds:

1x-Designated

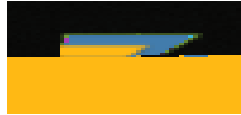
2x-Auxiliaries

3x-Restricted

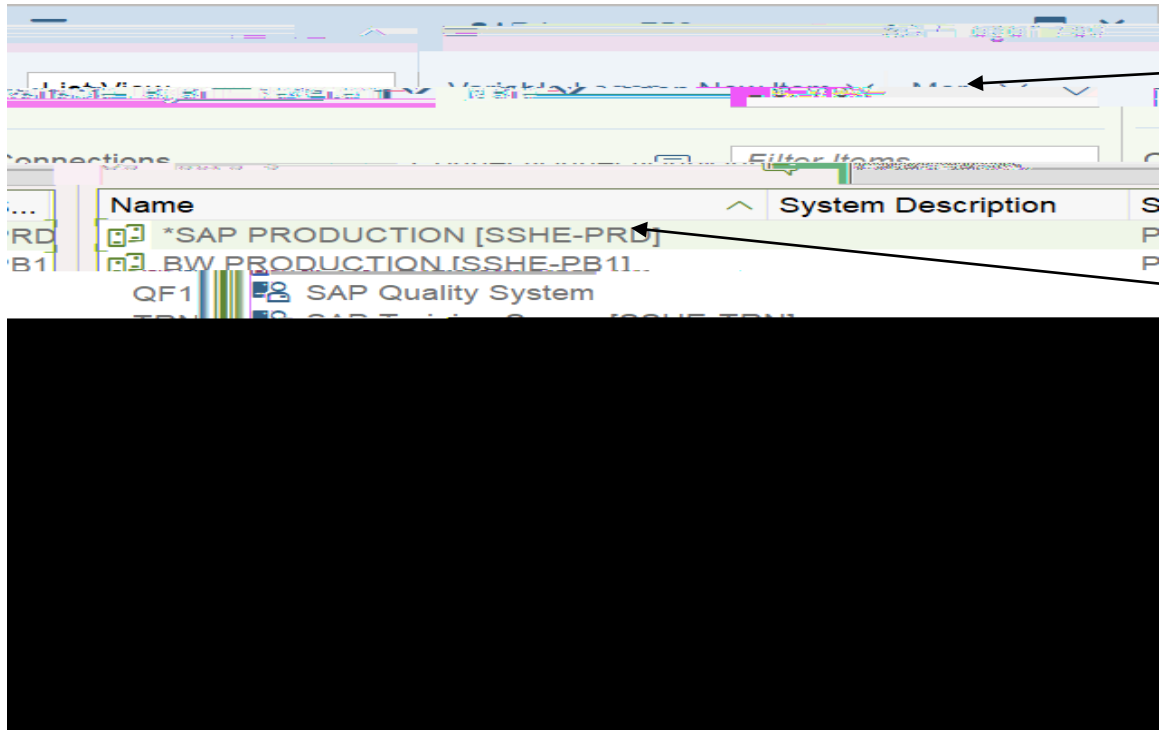
6x-Plant

# 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.



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

Enter: **40** + your  
Network  
username

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

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








# Changing your Settings

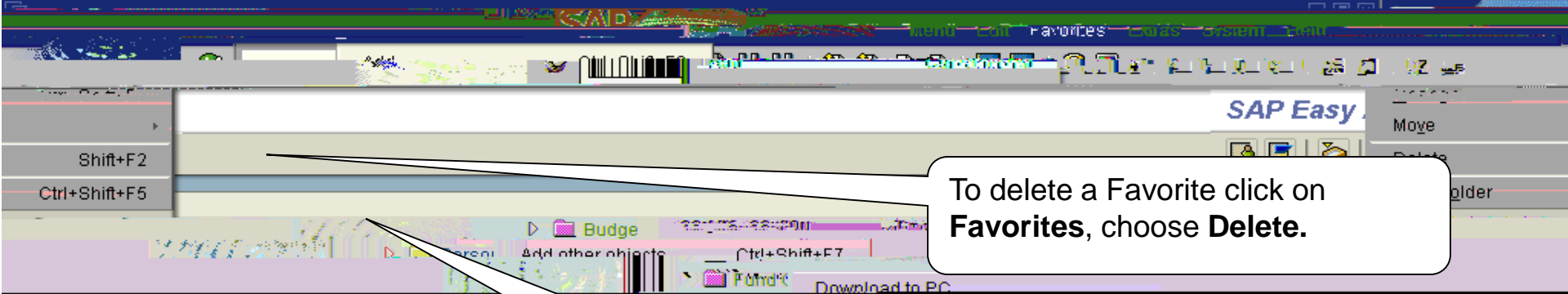
- Display Technical Names (one time set-up for new users)
- Favorites Lists (add transactions to Favorites menu that you will use on a regular basis)
- Return to Easy Access Screen



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

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

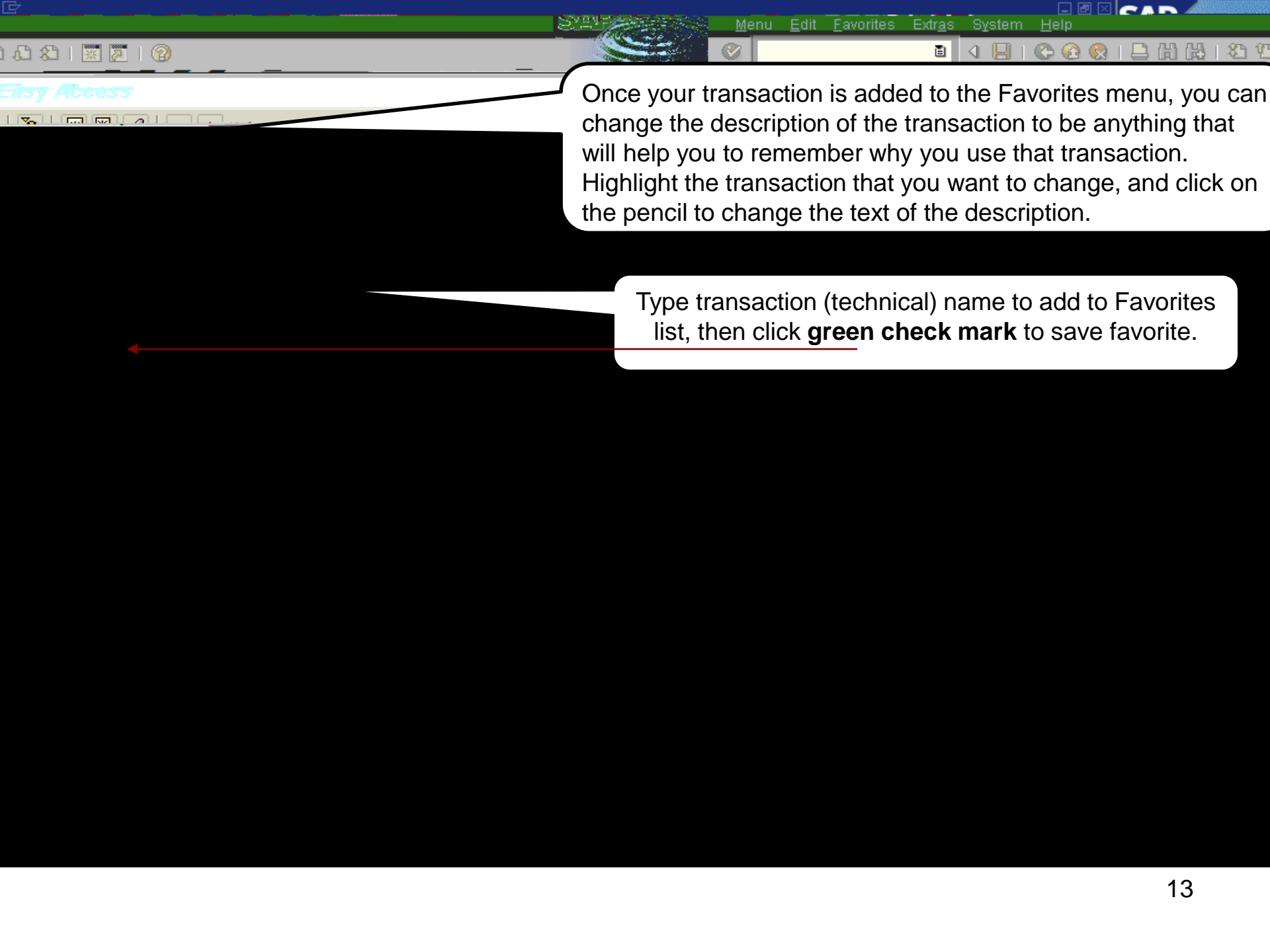




To delete a Favorite click on **Favorites**, choose **Delete**.

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

Not.



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.

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

## 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)

## Return to Easy Access Screen

/n (front slash)

Type /n in the command field followed by the

qF30\$#Elrc8ft 9 ( )J B2938 cm0 ar in and fiel ofel8A







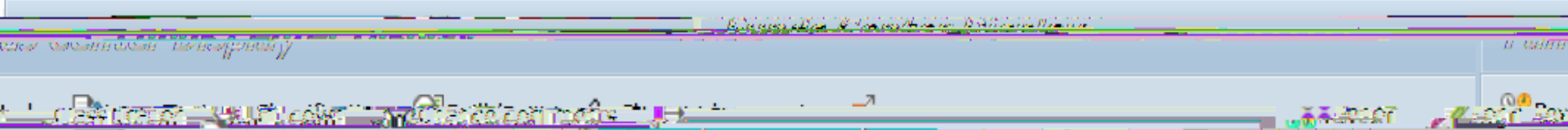
## Display Funds Center in FM Area

FM area

Funds Center	4005310107
FM Area	SSHE ::

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.





State System

FM Area

SSHE

10107

40052

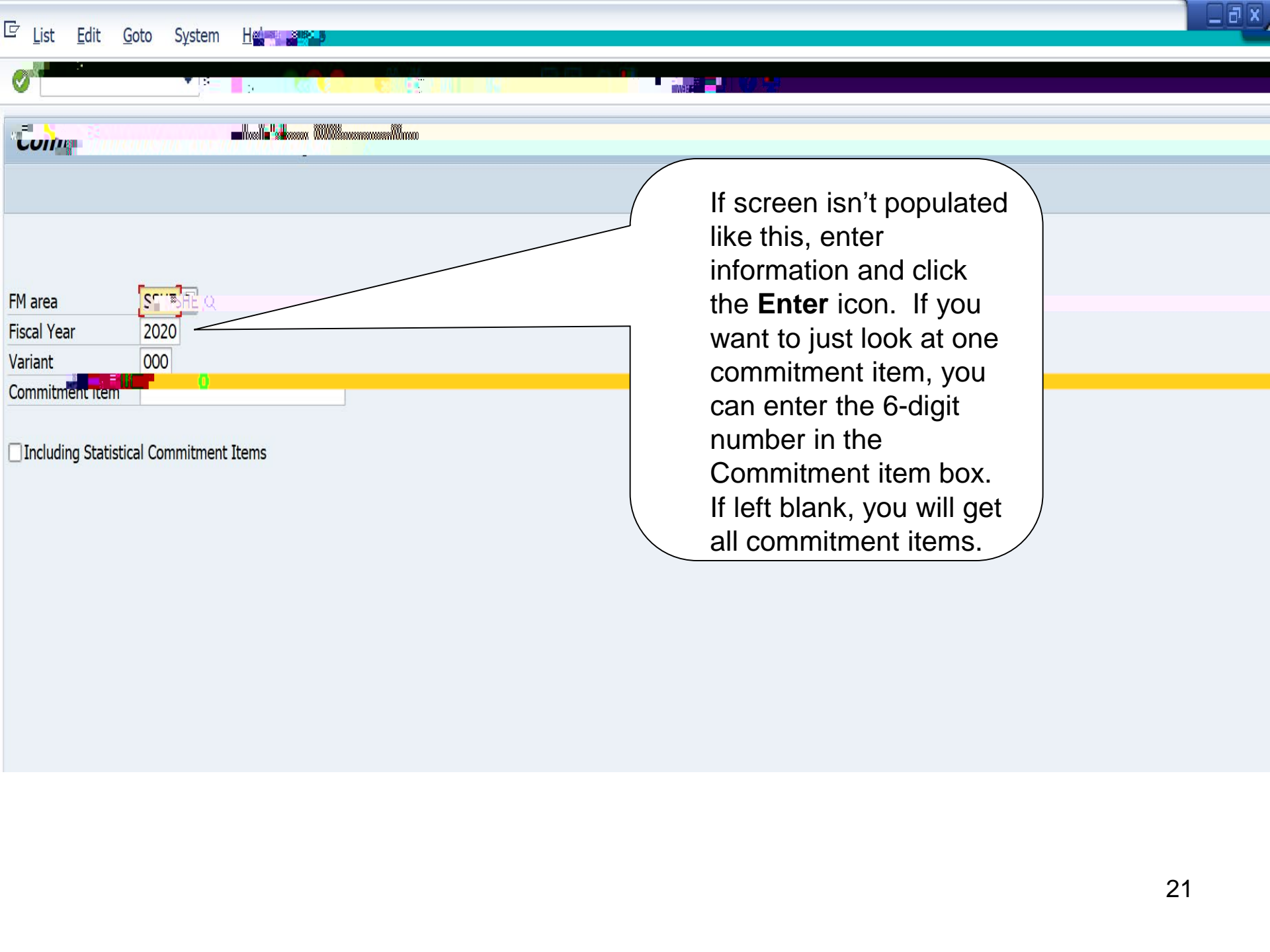
If you click on the "Address" tab, you can view up to two alternate financial managers (signature authorities) for the

# 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
    - \* Listing of Funds Centers
    - \* S\_K14\_38000038 - Index of Funds Centers
    - \* FMSC - Display Funds Center in FM Area
    - \* FM3G - Commitment Item Hierarchy
    - \* FR59 - ... doc-CREATE BUDGET ATTACHMENTS
- ▼ SAP menu
  - ▶ Office
  - ▶ Cross-Application Components
  - ▶ Logistics
  - ▶ Accounting
  - ▶ Human Resources
  - ▶ Information Systems
  - ▶ TW

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.

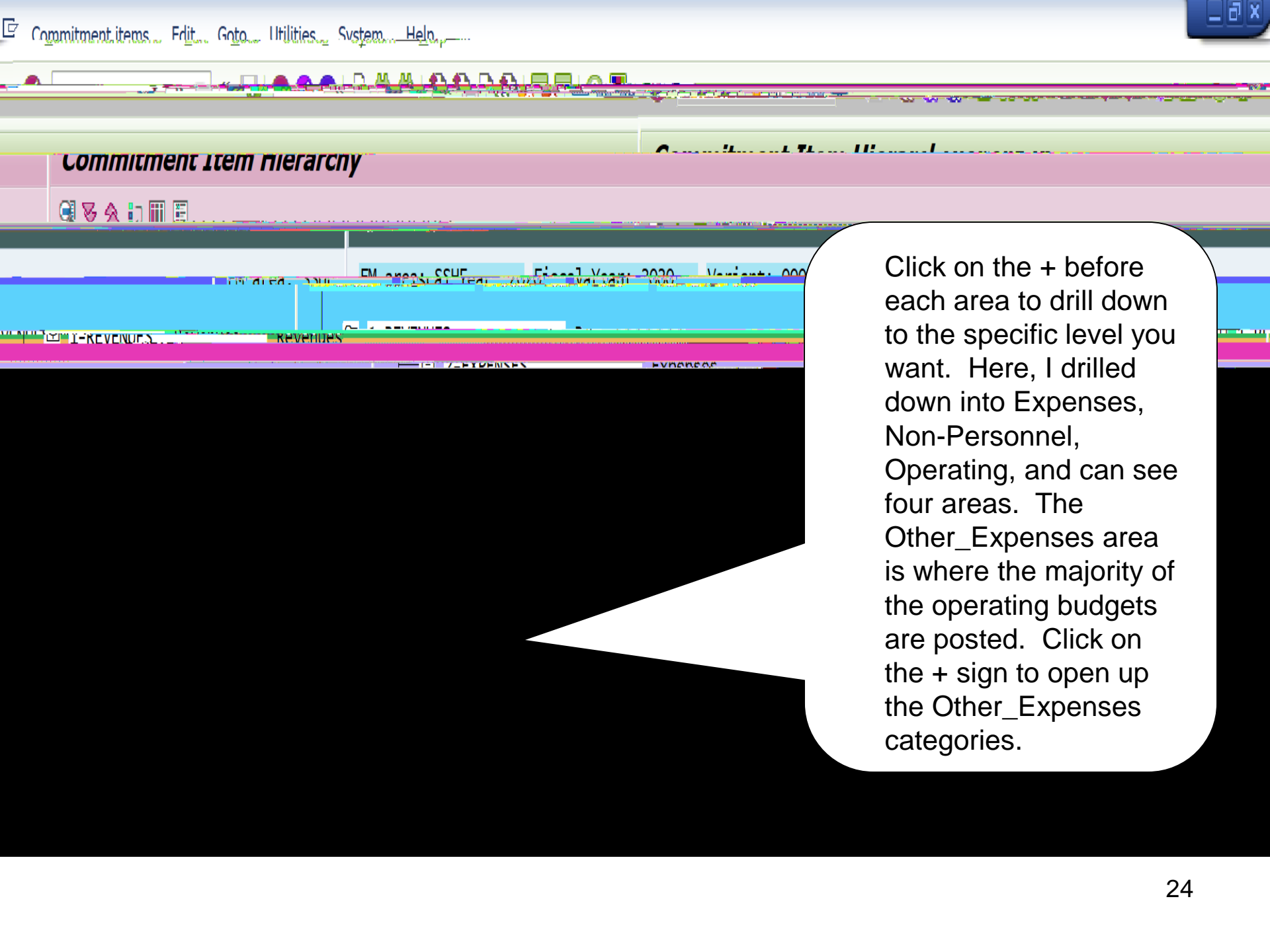


If screen isn't populated like this, enter information and click the **Enter** icon. If you want to just look at one commitment item, you can enter the 6-digit number in the Commitment item box. If left blank, you will get all commitment items.

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



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

609  
 610  
 611  
 620

The 3-digit numbers represent areas under the "Other\_Expenses" category. Click on the + to

630 Other Services

Other Services  
 Other Services  
 Other Services  
 Supplies

675 Interest Expense  
 676 Depreciation  
 690 Other Current Charge  
 696 Bad Debt Expense  
 699

## Commitment Item Hierarchy

EM Area: SSHE, Fin Area: SSHE, Fiscal Year: 2020, Vari: 2020, Vari: 000

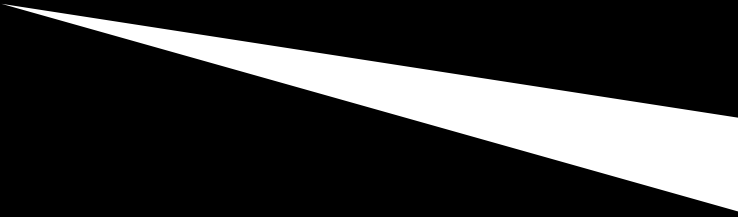
- 1-REVENUES Revenues
  - 2-EXPENSES Expenses
    - PERSONNEL Personnel
      - NON-PERSONNEL NON-PERSONNEL
        - OPERATING Operating
          - UTILITIES UTILITIES
          - LEASES-REAL ESTATE LEASES-REAL ESTATE

Student Aid  
Other Expenses

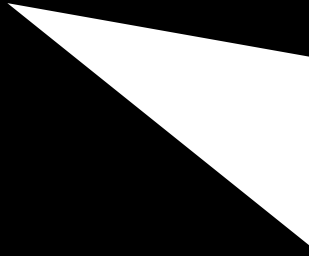
The most common budget “pools” are Other\_Expenses, Capital, and 820 – Chargeback Expenses. Please see next screen for a description of each one. If your cost center will incur expenses in any of these areas, it is important to fund the areas with sufficient budget for the fiscal year. A purchase requisition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

# 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.



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.