

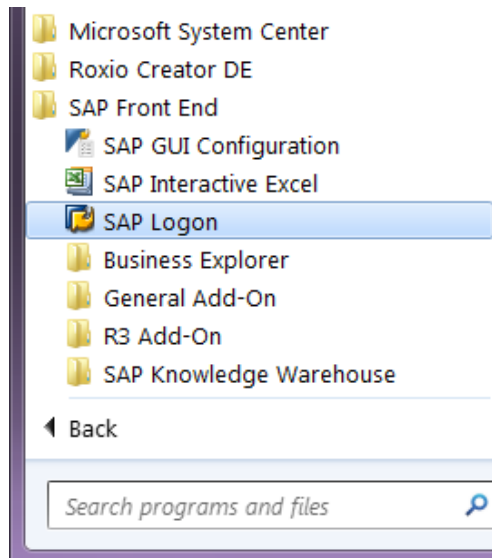
# SAP Budget Reports Training Manual

<b>Topic</b>	<b>Page</b>
SAP Log on	2
SAP Toolbars	4
Standard Toolbar Buttons	5
Adding SAP transactions to Favorites	6
Field Entry Searches	7
Viewing Budget Detail – ZFM02_EXP	9
Viewing Actual Detail – KSB1	13
Additional Tools/Options	15
Print Setup	16
Printing SAP Reports	17

Please feel free to contact the Budget Office at x34145 with questions concerning SAP budget reports.

## SAP Log on

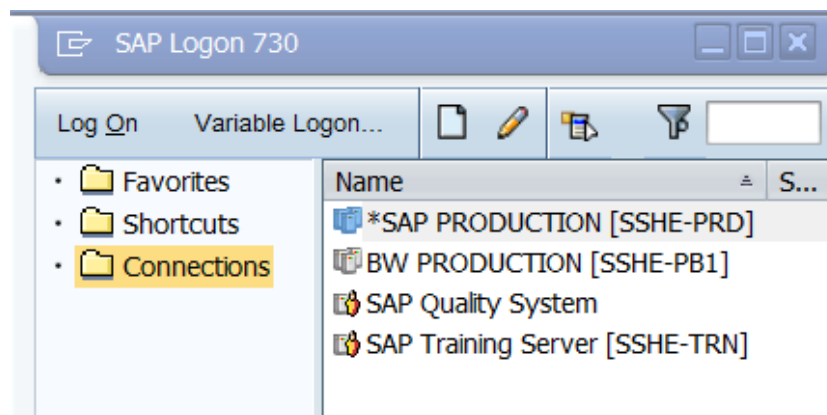
From the Windows start menu, click on all programs  
Scroll to SAP Front End Folder  
Click on SAP Logon



Or if the icon below is on your desktop, double click the SAP logon icon




Screen below appears  
Select \*SAP PRODUCTION [SSHE-PRD]  
Click Log On



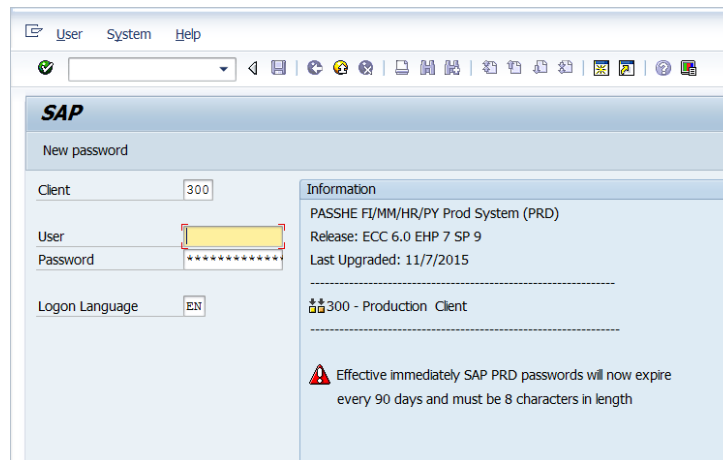
Username will be 45 and your windows logon (ex. 45smith)

Click in password field to type password.

Note: asterisks will remain in view, no need to delete them before typing, just type over them.

Hit enter or click the green check mark 

This takes you to the following screen:

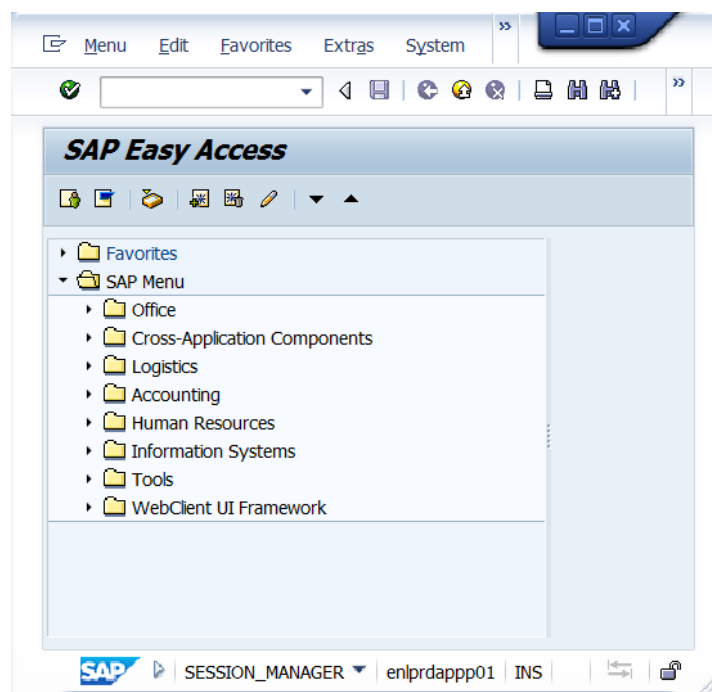


### IMPORTANT INFORMATION:

Each person has an individual logon and password and will reset their own once logged into the system.

- If first time logging in, password is kutztown
  - Once logged in, will be prompted to change password
  - Call IT to reset password if needed
- Passwords must be 8 characters
- Passwords cannot contain the same first three characters (example: User ID = 45ihling, password cannot begin with 45i.)
- You will be alerted to change your password every 90 days
- When changing your password, you cannot use the last 5 passwords that were used
- Passwords are case-sensitive
- Passwords may not contain punctuation


Logging in, takes you to the following screen:



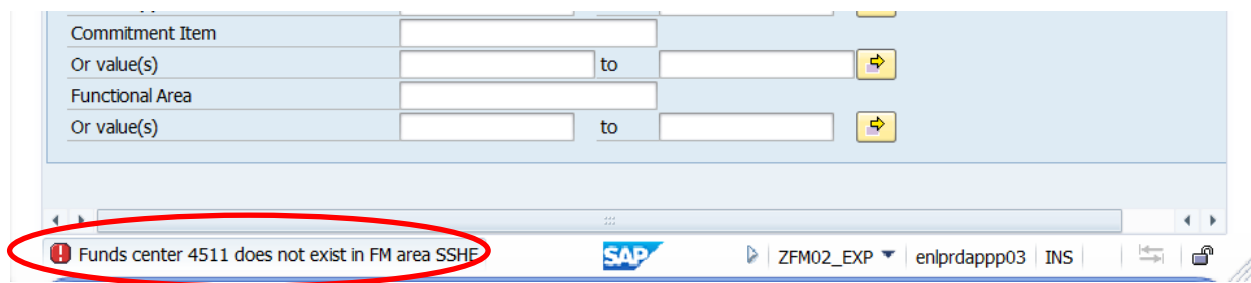
## SAP Toolbars

The **standard toolbar**, located just below the menu bar, contains buttons/icons for performing common actions such as Save, Enter, Back, Exit, Cancel, etc. The toolbar also contains the Command field (see the white rectangular box in the red circle below) where transaction codes can be entered.



If you are in a transaction and want to proceed to another transaction without going back to the main menu, you can enter **/n** followed by the transaction code in the command field, then click the green check mark.  A table summarizing the function of each button of the standard toolbar is presented on the next page.

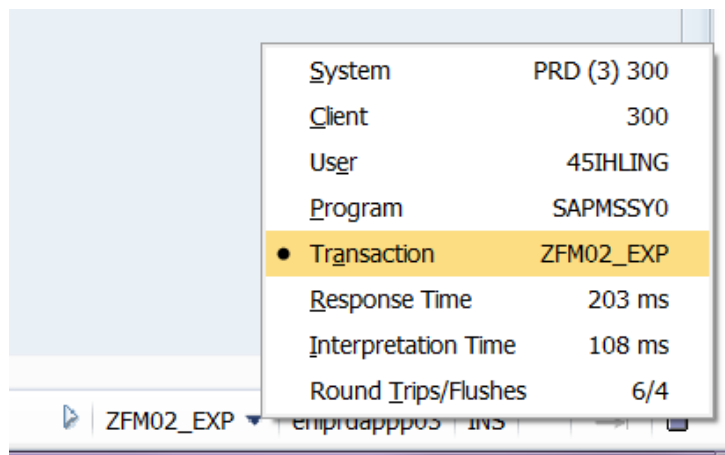
The **status bar** is located at the bottom left of the SAP screen. It displays important system messages, such as errors and completion of transactions, as well as other session information.




















Located on the Right side of the status bar is a white arrow.



To show more information, click on arrow – the information on the right of the white arrow symbol can be changed by clicking on the down arrow. Choose the information you would like to view (for example, the transaction code) and the result will appear after clicking on it (as shown below with ZFM02\_EXP).



## Standard Toolbar Buttons

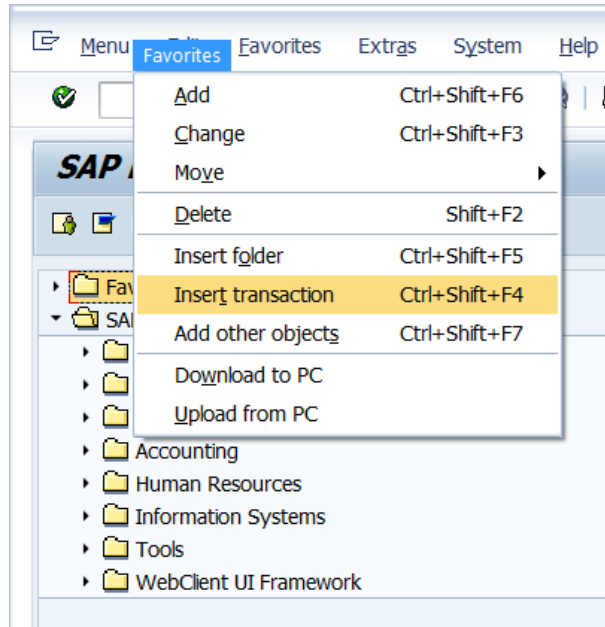
Button	Name	Function
	Enter	Confirms the data you have selected or entered on the screen. Same function as the Enter key. Does not save your work.
	Command field	Allows you to enter commands, such as transaction codes.
	Save	Saves your work. Same function as <i>Save</i> in the <i>Edit</i> menu.
	Back	Returns you to the previous screen without saving your data. If there are required fields on the screen, these fields must be completed first.
	Exit	Exits the current function without saving. Returns you to the initial screen or main menu screen.
	Cancel	Exits the current task without saving. Same function as <i>Cancel</i> in the <i>Edit</i> menu.
	Print	Prints data from the current screen.
	Find	Searches for data required in the current screen.
	Find next	Performs an extended search for data required in the current screen.
	First page	Scrolls to the first page. Same function as the CTRL + Page Up keys.
	Previous page	Scrolls to the previous page. Same function as the Page Up key.
	Next page	Scrolls to the next page. Same function as the Page Down key.
	Last page	Scrolls to the last page. Same function as the CTRL + Page Up key.
	Create session	Creates a new SAP session. Same function as <i>Create session</i> in the <i>System</i> menu. <b>(Tip: maximum 6 sessions can be open at one time)</b>
	Create shortcut	Allows you to create a desktop shortcut to any SAP report, transaction, or task if you are working with a Windows 32-bit operating system.
	F1 Help	Provides help on the field where the cursor is positioned.
	Layout menu	Allows you to customize the display options.

## Adding SAP transactions to Favorites

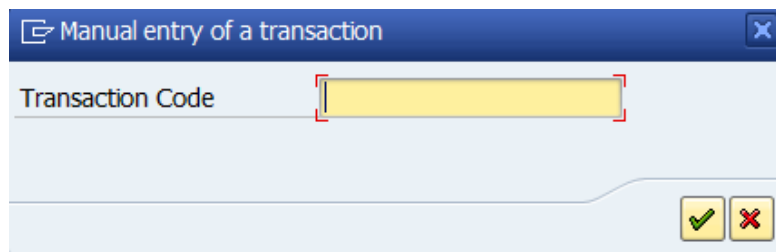
Add the following two transactions to your Favorites folder using the steps below for easier navigation.

1. To view Budget detail: ZFM02\_EXP
2. To view Actual Detail: KSB1

Highlight Favorites folder  
Right click on Favorites folder  
Click Insert Transaction



Type in transaction code (see transactions listed above)  
Click on Green check



Repeat these steps for each transaction.

## Field Entry Searches

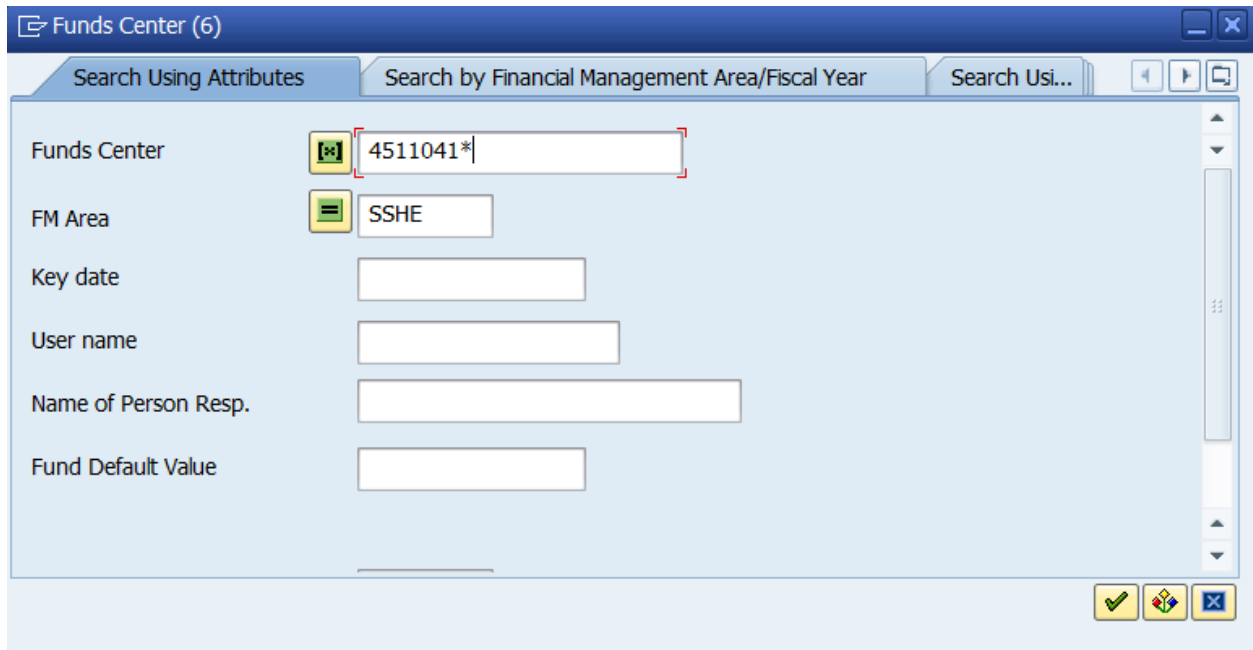
When entering data, you may need to conduct a search to determine the appropriate data to enter in a field. If a search facility is available for this field, when your cursor is in the field, the search button will appear immediately to the right when available. See the red circle below.

The screenshot shows the SAP 'Expense Only: Selection' screen. It features a menu bar (Program, Edit, Goto, Environment, System, Help) and a toolbar with various icons. Below the title bar, there are tabs for 'Variation', 'Output Parameters...', 'Data Source...', 'Extract Parameters...', and 'Reports...'. The main area is divided into 'Selection values' and 'Selection groups'. The 'Selection values' section includes fields for 'Financial Management Area' (SSHE), 'Budget Category' (9F), 'Version' (0), 'Fiscal Year From' (2016), and 'Fiscal Year To' (2016). The 'Selection groups' section includes fields for 'Budget Type', 'Fund', 'Funds Center', 'Commitment Item', and 'Functional Area', each with an 'Or value(s)' field and a search button (magnifying glass icon) to its right. A red circle highlights the search button for the 'Funds Center' field. The SAP logo and system information (ZFM02\_EXP, enlprdapp03, INS) are visible at the bottom.

After clicking the search button, a pop-up window similar to the example below, will be displayed. This window provides options for conducting your search. Often, there are several tabs available, which give different search options.

The screenshot shows a pop-up window titled 'Funds Center (6)'. It has three tabs: 'Search Using Attributes', 'Search by Financial Management Area/Fiscal Year', and 'Search Usi...'. The 'Search Using Attributes' tab is active. The window contains several input fields: 'Funds Center' (empty), 'FM Area' (SSHE), 'Key date' (empty), 'User name' (empty), 'Name of Person Resp.' (empty), and 'Fund Default Value' (empty). There are search buttons (magnifying glass icon) next to the 'Funds Center' and 'FM Area' fields. At the bottom right, there are three buttons: a green checkmark, a red 'X', and a blue 'X'.

Once you have chosen the tab that corresponds to your desired search method, enter data in the fields to limit your search. You may complete all, some, or none of the fields. If no fields have been completed, the entire list of possible selections will be returned. Click the green check mark to execute the search. To cancel and close the popup window click the blue X in the upper right corner of the dialog box.



TIP: When searching for information, use an asterisk (\*) to find all information which contains the entered data. For example, above we want to find all cost centers which begin with 4511041 – this narrows down the search.

Options will appear listed in a dialog box that you can choose from as shown below. When the desired item is located, either double-click or highlight and click on the green check mark. To exit, click the blue X in upper right corner of dialog box.

Funds Ce...	Name	From	to	User name	Name of Person R...	Fund
4511041000	AVP Admn & Finance	01/01/1900	12/31/9999	45KLONG	Asst Vice President	4511000000
4511041005	Banking & Collection	01/01/1900	12/31/9999	45GSILBERMAN	Comptroller	4511000000
4511041010	Central Account	01/01/1900	12/31/9999	45GSILBERMAN	Comptroller	4511000000
4511041020	Central Chargebacks	01/01/1900	12/31/9999	45GSILBERMAN	Comptroller	4511000000
4511041030	Specialized Services	01/01/1900	12/31/9999	45GSILBERMAN	Comptroller	4511000000
4511041040	Repairs to Equip.	01/01/1900	12/31/9999	45GSILBERMAN	Comptroller	4511000000
4511041050	Maint. Contracts	01/01/1900	12/31/9999	45GSILBERMAN	Comptroller	4511000000
4511041060	Emergency Management	01/01/1900	12/31/9999	45GSILBERMAN	Comptroller	4511000000
4511041070	Acad/Admin Sys	01/01/1900	12/31/9999	45GSILBERMAN	Comptroller	4511000000
4511041080	Software Replacement	01/01/1900	12/31/9999	45GSILBERMAN	Comptroller	4511000000
4511041090	Wellness Committee	01/01/1900	12/31/9999	45GSILBERMAN	Comptroller	4511000000
4511041100	Comptroller's Office	01/01/1900	12/31/9999	45NADOLSKI	Comptroller	4511000000
4511041120	HR Training Center	01/01/1900	12/31/9999	45SPICUS	Human Resources	4511000000
4511041140	Accounts Payable Off	01/01/1900	12/31/9999	45JKAUFFMAN	Accounting	4511000000
4511041200	Procurement Services	01/01/1900	12/31/9999	45REITZ	Purchasing Director	4511000000
4511041220	University Storeroom	01/01/1900	12/31/9999	45BREITZ	Purchasing Director	4511000000
4511041222	Storeroom Office Sup	01/01/1900	12/31/9999	45BREITZ	Purchasing Director	4511000000
4511041400	Student Accounts	01/01/1900	12/31/9999	45WPURSELL	Bursars	4511000000
4511041600	Budget Office	01/01/1900	12/31/9999	45MDELANEY	Budget Director	4511000000
4511041700	Business Services	01/01/1900	12/31/9999	45MDELANEY	Director of Bus Svcs	4511000000
4511041710	Academic Forum	01/01/1900	12/31/9999	45CBARTLETT	Admin Manager	4511000000
4511041720	Mail Services	01/01/1900	12/31/9999	45CBARTLETT	Admin Manager	4511000000
4511041740	One-Card Office	01/01/1900	12/31/9999	45CBARTLETT	Admin Manager	4511000000
4511041760	Day Care Center	01/01/1900	12/31/9999	45CBARTLETT	Admin Manager	4511000000
4511041780	Commencements	01/01/1900	12/31/9999	45CBARTLETT	Admin Manager	4511000000

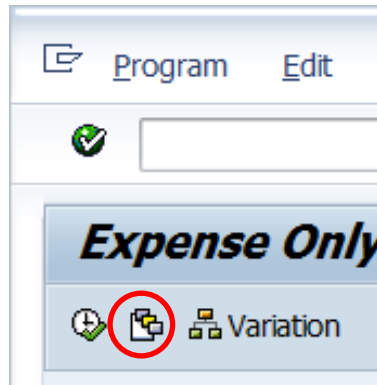


## Viewing Budget Detail – ZFM02\_EXP

This report shows current budget, commitments, actuals, and available budget.

From the main SAP screen, type ZFM02\_EXP into the Command field located under the Menu bar at the top left of the screen. Or if already in another transaction, type /nZFM02\_EXP. Or double click on SAP transaction ZFM02\_EXP added to your favorites menu.

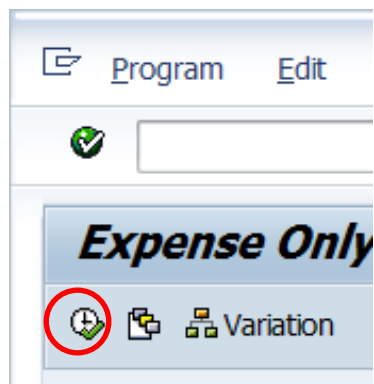
Click Get Variant at top left of screen



Type in the Created by line: 45\*



Click clock (Execute) button at top left of screen



Based on your department or viewing preference double click to select the desired report format.

- E&G (Education and General) Departments – 4511’s – Select “KU Operating Budget” to view other expenses, student wages, capital, and transfers. This report format does not include salary and benefits detail for full time personnel.
- Other Departments – 4512’s (Professional Development) & 4513’s (Self-Sustaining) – Select “Kutztown Overall Budget” to view complete budget. This report format includes all information including salary and benefits detail for full time personnel.
- Auxiliary Departments – 4516, 4521, 4522, 4523, 4524 & 4525 – Select “Kutztown Overall Budget” to view complete budget. This report format includes all information including salary and benefits detail for full time personnel.

ABAP: Variant Directory of Program GP4AIEY0QIGZNV0IEP36O2MQKX4300

Variant Catalog for Program GP4AIEY0QIGZNV0IEP36O2MQKX4300

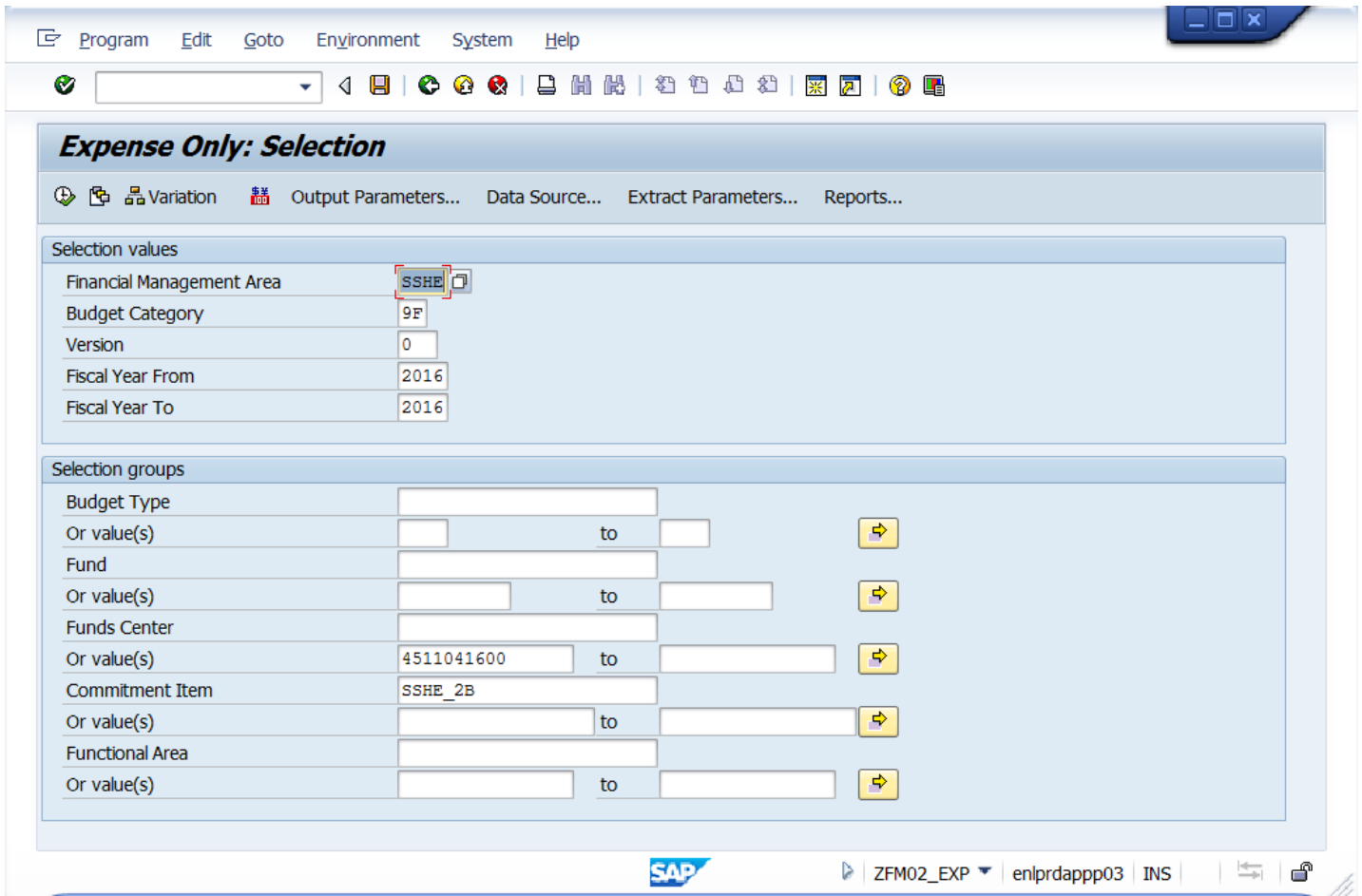
Variant name	Short Description	Environment	Protected	Changed by	Last Changed on
45 KU LAS	45 KU LAS	A	X	45RWILLIAMS	09/26/2012
45KU_ADMISSION	KU Admissions Operating	A	X	45WUNDERLY	11/25/2013
45KU_COE	COE E&G Operating Budget	A	X	45MDELANEY	07/10/2012
45KU_OPERATING	KU Operating Budget	A	X	45MDELANEY	07/20/2015
45KU_OVERALL	Kutztown Overall Budget	A	X	45MDELANEY	07/20/2015
45KU_PROJECTS	Kutztown Projects Budget	A	X	45CKLEINSMIT	07/01/2015
45ZCARPENTRY	Kutztown Facilities Carpentry	A	X		

Delete “Fund #” and leave line blank

Enter your 10 digit cost center or range of cost centers where it says “Cost Center #”

If you have multiple cost centers, click the yellow arrow (circled in red below) to enter multiple cost centers or a range of cost centers

The screenshot shows the SAP 'Expense Only: Selection' screen. Under the 'Selection groups' section, the 'Cost Center #' field is highlighted with a red circle around its yellow arrow button. The 'Financial Management Area' is set to 'SSHE', 'Budget Category' to '9F', and 'Fiscal Year' to '2016'. The 'Commitment Item' is set to '510'.



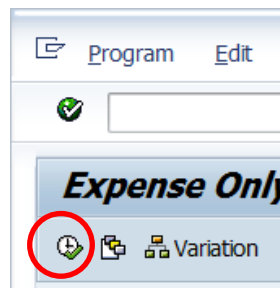
Financial Management Area will always be SSHE

Budget Category will always be 9F

Version will always be 0

One or multiple fiscal years can be run at one time

Click clock (Execute) button at top left of screen



The report will look like the example below:

**BUDSTAT\_w/CF\_EXP**

Report Group: Expense Only      Date: 03/15/2016  
 Report Name: BUDSTAT\_w/CF\_EXP      Page: 1/ 1

FM Area: SSHE State System  
 Budget Category: 9F FM Payment Budget

Fund: \*  
 Funds Center/Group: 4511041600      Budget Office  
 Commitment Item: SSHE\_2B      Flat - Group by Rev or Exp  
 Fiscal Year: 2016

Commitment Item	Current Budget	Consumable Budget	Commitment	Actuals	Tot ComAct	Available
Commitment Item	200,952.27	200,952.27		131,880.59	131,880.59	69,071.68
2-EXP Expenses	200,952.27	200,952.27		131,880.59	131,880.59	69,071.68
PERS Personnel	195,889.78	195,889.78		131,383.84	131,383.84	64,505.94
501310 State Sys Manag	112,903.45	112,903.45		71,242.91	71,242.91	41,660.54
502300 Management - Wa	14,766.00	14,766.00		14,766.00	14,766.00	
522300 Higher Class Pa				9,495.45	9,495.45	-9,495.45
54X FICA		9,766.83				2,589.53
540300 Management - Me	1,851.28			1,360.36	1,360.36	
541300 Management - So	7,915.55			5,816.94	5,816.94	
55X Retirement Cont		28,730.62				10,973.20
550300 Management - Re	28,730.62			16,376.59	16,376.59	
554300 Management - Re				1,380.83	1,380.83	
558300 Management - Gr	216.40	216.40		110.95	110.95	
560300 Management - H/	1,267.88	1,267.88		647.76	647.76	105.45
561300 Management - Ho	20,367.60	20,367.60		6,371.88	6,371.88	13,995.72
562310 Management - An	7,871.00	7,871.00		3,814.17	3,814.17	4,056.83

In the report screen, double click on any number to drill down

- For Budget numbers – select “Search Entry Document”
- For Actual or Commitment numbers – select “Search Actual Line Items Document”

Current Budget/Consumable Budget are your budget funds (not all of these funds may still be available if spent already)

Commitments are current open purchase requisitions and purchase orders

Actuals are paid invoices

Tot ComAct is all commitments and actuals added together

Available is the available budget funds

If you select to run a range of fund centers, you can look at each one individually by selecting them in the left column navigation panel.

## Viewing Actual Detail

This Report shows the Expenses & Deposits for a Cost Center or a range of Cost Centers.

From the main SAP screen, type KSB1 into the Command field located under the Menu bar at the top left of the screen. Or if already in another transaction, type /nKSB1. Or double click on the SAP transaction KSB1 added to your favorites menu.

Enter your 10 digit cost center(s) in Cost Center Line(s)  
Change Posting Date Range to your preference

The screenshot displays the SAP 'Display Actual Cost Line Items for Cost Centers : Initial Screen' transaction. The interface includes a menu bar at the top with options like Program, Edit, Goto, Extras, System, and Help. Below the menu bar is a toolbar with various icons. The main area is divided into several sections:

- Further Selection Criteria...**: This section contains input fields for:
  - Controlling Area: SSHE
  - Cost Center: 4511041600, with a 'to' field and a right-pointing arrow icon.
  - Cost Center Group: (empty field)
  - Cost Element: (empty field), with a 'to' field and a right-pointing arrow icon.
  - Cost Element Group: (empty field)
- Posting Data**: This section contains:
  - Posting Date: 07/01/2015, with a calendar icon, and a 'to' field with 03/31/2016.
- Settings**: This section contains:
  - Layout: ACT DETAILS, with 'Actual Details' text next to it.
  - A 'More Settings' button.

The SAP logo is visible at the bottom center, and the bottom right corner shows the transaction code 'KSB1', user 'enlprdapp03', and company 'INS'.

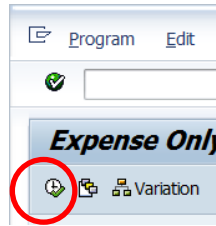
Cost Element– to view individual or a range of General Ledger Accounts (GLA). This entry is optional

- 400000-499999 Revenue
- 500000-599999 Payroll
- 600000-799999 Other\_Expenses
- 800000-899999 Transfers

Settings – this is optional:

- Change layout– click on change layout icon, select desired fields.
- Save layout– click on save layout icon, name the report and save it as default

Click clock (Execute) button at top left of screen



The report will look like the example below:

The screenshot shows the SAP report 'Display Actual Cost Line Items for Cost Centers'. The report header includes the following information:

Layout	ACT DETAILS	Actual Details
Cost Center	4511041600	Budget Office
Report currency	USD	US Dollar



The main data table is as follows:



Cost Element	Cost element name	Σ	Val.in rep.cur.	Posting Date	Created on	User Name	Name of offsetting account
501310	Management Salaries		629.41-	07/01/2015	07/01/2015	CHALL	SAP Accrued Payroll
	Management Salaries		3,147.08	07/24/2015	07/31/2015	90MPRIGROM	Vendor Clearing Act*
	Management Salaries		3,147.08	07/10/2015	07/17/2015	90AFLORY	Vendor Clearing Act*
	Management Salaries		3,147.08	08/21/2015	08/28/2015	90MPRIGROM	Vendor Clearing Act*
	Management Salaries		3,147.08	09/04/2015	09/11/2015	90MPRIGROM	Vendor Clearing Act*
	Management Salaries		3,147.08	08/07/2015	08/14/2015	90MPRIGROM	Vendor Clearing Act*
	Management Salaries		3,147.08	09/18/2015	09/25/2015	90AFLORY	Vendor Clearing Act*
	Management Salaries		3,147.08	10/16/2015	10/23/2015	90AFLORY	Vendor Clearing Act*
	Management Salaries		3,147.08	10/02/2015	10/09/2015	90AFLORY	Vendor Clearing Act*
	Management Salaries		3,147.06	10/30/2015	11/06/2015	90AFLORY	Vendor Clearing Act*
	Management Salaries		4,798.54	11/27/2015	12/04/2015	90AFLORY	Vendor Clearing Act*
	Management Salaries		4,798.50	12/11/2015	12/18/2015	90AFLORY	Vendor Clearing Act*
	Management Salaries		4,798.52	01/22/2016	01/29/2016	90GKOPP	Vendor Clearing Act*
	Management Salaries		4,798.52	01/08/2016	01/15/2016	90AFLORY	Vendor Clearing Act*
	Management Salaries		4,798.53	02/05/2016	02/12/2016	90AFLORY	Vendor Clearing Act*
	Management Salaries		5,081.75	02/19/2016	02/26/2016	90AFLORY	Vendor Clearing Act*
	Management Salaries		4,877.19	03/04/2016	03/10/2016	90AFLORY	Vendor Clearing Act*
	Management Salaries		4,798.52	11/13/2015	11/20/2015	90AFLORY	Vendor Clearing Act*

Double click line items to drill down for further detail


## Additional Tools/Options

### Subtotal


Highlight the “amount” column then click on the total  icon & highlight the “process” column then click on subtotal  icon

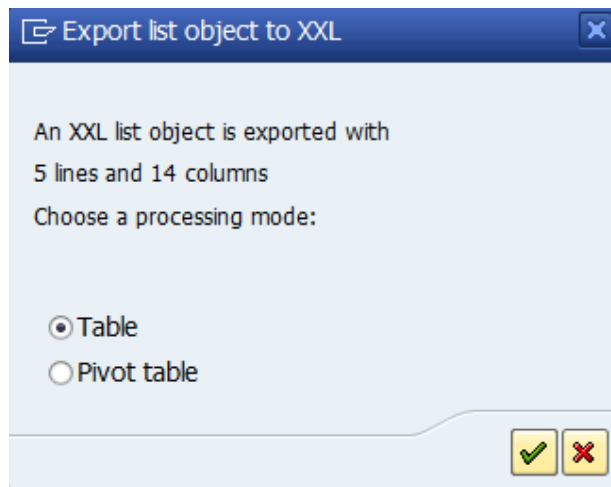
**Sort**  
Available by column – highlight desired column and click on either  or  icons (Sort Ascending, Sort Descending)

### Navigation Panel

Selecting  icon will open or close the left side navigation panel

### Export to Excel

Choose  icon to export to excel. Select Table processing mode as shown below.

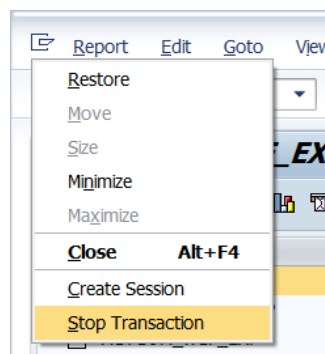


### Additional Information

Typing F1 when cursor is positioned on an entry field box will often provide more information

### Aborting a Transaction

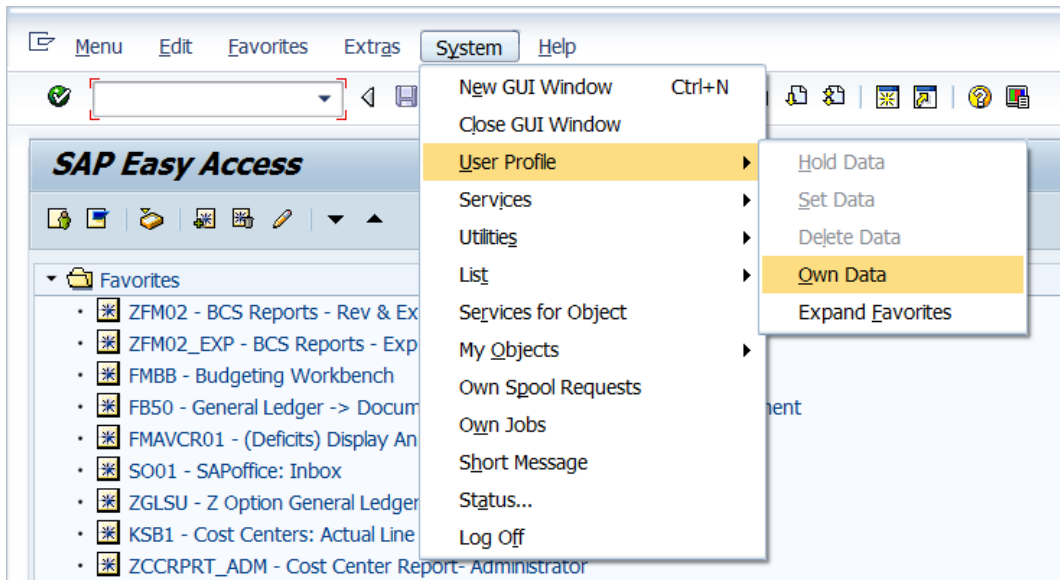
If you have entered a transaction and it seems to be taking longer than it should to return results or if you realize you forgot to enter a particular data element, you can abort the transaction. Click on the blue icon in the upper left hand corner of the screen and choose stop transaction as shown below.



## Print Setup


Setting up Local Printer

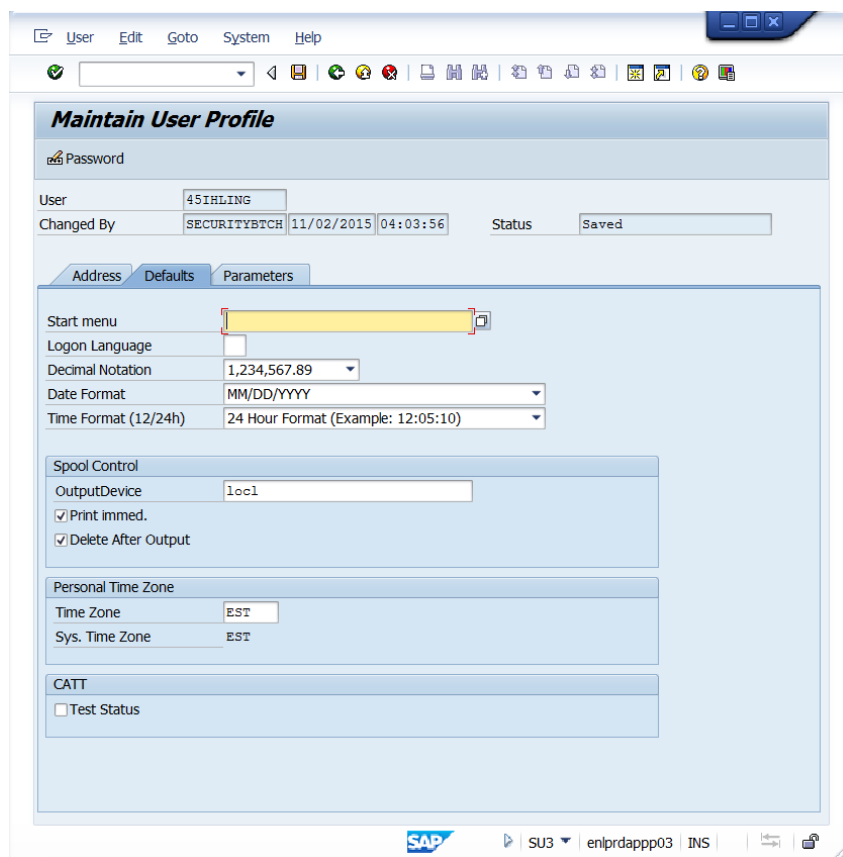
Select System from top menu. Select User Profile. Select Own Data.



A new session is opened. In that session, go to the defaults tab.


Under Output Device, type in "locl" and make sure the "Print immed." & "Delete After Output" boxes are checked.

Then click on the save  icon





## Printing SAP Reports

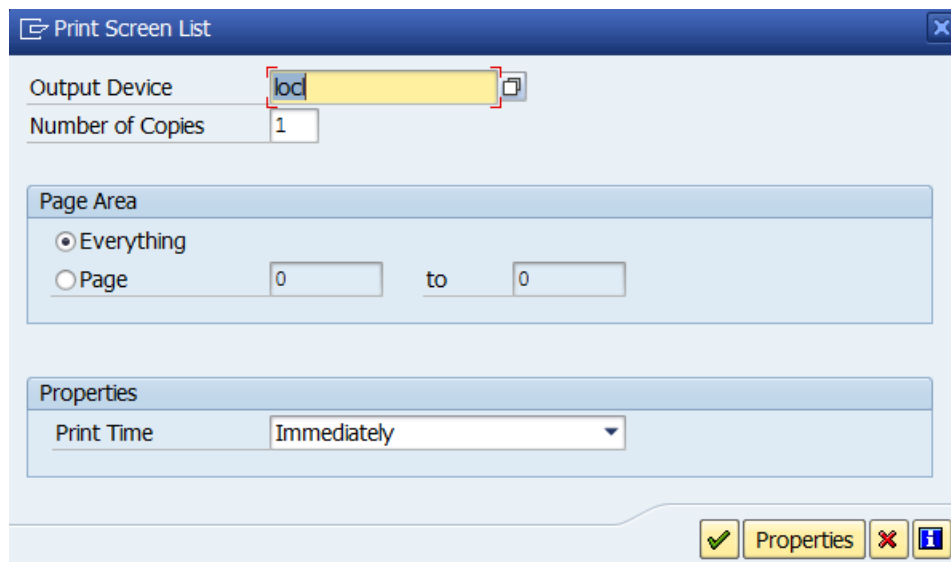
Report menu, print or Printer Icon   
From dialog box select "Current Report."



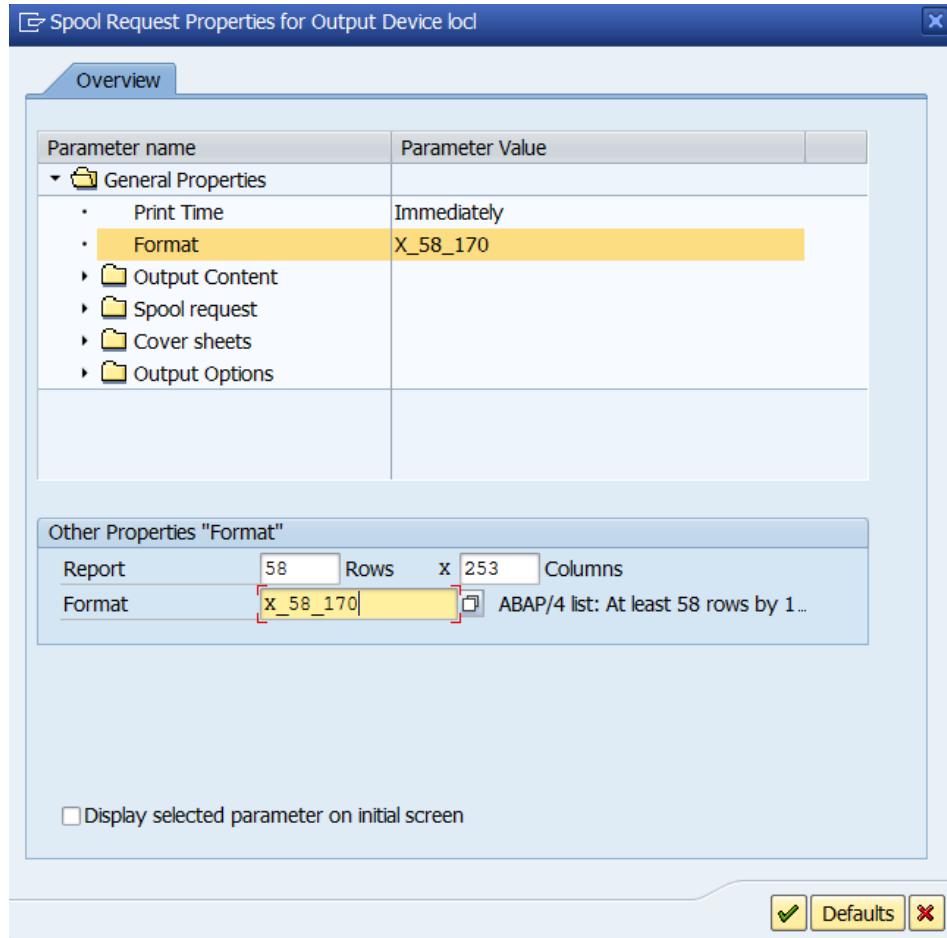
In next dialog box, select "Print Unformatted Report" (no fixed page length)



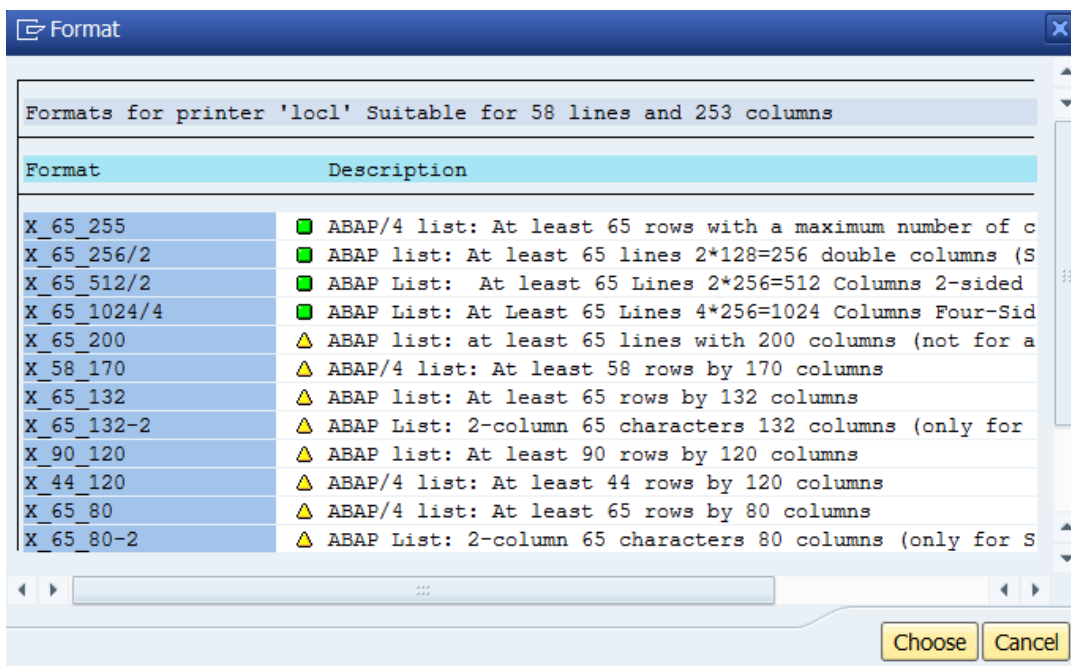
From the Print Screen List select "Properties"



From the Spool Request Attributes double click "Format"



From the Dropdown List Select "58\_170 OR 65\_200"



Click on "Green Check" to update changes