

# Administrative Circular

Commonwealth of Pennsylvania  
Governor's Office

13-15  
Number

**Subject:**

SAP Accounting Code Changes: Creation of Budget Period and Removal of Fiscal Year from SAP Funds

**Date:**

September 20, 2013

**By Direction of:**



Charles B. Zogby, Secretary of the Budget

**Expiration Date:**

September 20, 2014

**Contact Agency:**

Office of the Budget, Office of Comptroller Operations, Bureau of Planning & Management, Telephone 717.787.6496

**Effective July 1, 2014**, a new SAP accounting code will be implemented to denote appropriation fiscal years. The code, known as budget period, will be a unique data element in the commonwealth's SAP enterprise, resource, and planning system. For fiscal year 2014 and subsequent years, SAP funds beginning with 1, 2, 3, 7, and 8 will no longer denote an appropriation fiscal year. The sixth and seventh digits of the ten-digit SAP fund will be "00" on all newly created funds beginning July 1, 2014. This change will not affect SAP funds beginning with 4, 5, 6, and 9; these SAP funds do not use the sixth and seventh digits to denote an appropriation fiscal year. Similarly, SAP funds for fiscal year 2013 and prior years will **NOT** change.

The new budget period field will be automatically populated in all SAP finance transactions, including transactions posting to SAP funds beginning with 4, 5, 6, and 9 and SAP funds for fiscal year 2013 and prior years. Budget periods for SAP funds beginning with 4, 5, and 6 will be "0000" and budget periods for SAP funds beginning with 9 will be "9999." Budget periods for SAP funds beginning with 1, 2, 3, 7, and 8 will be derived for appropriation fiscal year 2013 and prior years, based on the sixth and seventh digits of the SAP fund. The following examples illustrate the changes to SAP funds and budget periods.

	Through June 30, 2014		Effective July 1, 2014	
	SAP Fund	Budget Period	SAP Fund	Budget Period
<b>Prior-Prior Fiscal Year</b>	--	N/A	1062212000	2012
<b>Prior Fiscal Year</b>	1062212000	N/A	1062213000	2013
<b>Current Fiscal Year</b>	1062213000	N/A	1062200000	2014
<b>Contingent Fiscal Year</b>	1062214000	N/A	1062200000	2015
<b>Fund Beginning With 4</b>	4002900000	N/A	4002900000	0000
<b>Fund Beginning With 9</b>	9999999001	N/A	9999999001	9999

Agencies that transmit interface files to the SAP system should address SAP fund and budget period changes as soon as possible. Beginning **July 1, 2014**, agency interface files for 2014 and all subsequent fiscal year SAP funds beginning with 1, 2, 3, 7, and 8 must be transmitted to the Office of Administration, Office for Information Technology, Bureau of Integrated Enterprise System (IES) with "00" in the sixth and seventh digits of the SAP fund and must include a valid budget period. IES will not be able to accept files with "14" or subsequent fiscal year designations in the sixth and seventh digits of the SAP fund after June 2014.

IES will work with the Governor's Budget Office to ensure a smooth transition by converting SAP funds and populating budget period values on human resources and asset master data records, open procurement documents, open accounts receivable records, and open contingent commitments at June 30, 2014. Although there will be no process changes to SAP R/3 and Business Intelligence transactions, users should be mindful of any customized screen variants, report layouts, and other templates or reports that may need to be updated as a result of SAP fund and budget period changes.

The Office of the Budget will communicate additional details regarding SAP fund and budget period changes, affected agency interface files, timelines, and other critical information as it becomes available. Please direct questions regarding SAP fund changes and budget period implementation to Josh Naylor ([jnaylor@pa.gov](mailto:jnaylor@pa.gov)) of the Office of Comptroller Operations, Bureau of Quality Assurance, at 717.425.6883 or Andy Cameron ([acameron@pa.gov](mailto:acameron@pa.gov)) of the Office of Comptroller Operations, Bureau of Accounting and Financial Management, at telephone 717.265.7285.