This document details the procedures to use the online budgeting tool located at [01969f6f-84f3-9606-0c7b-20a3ee20d4b3.share.connect.posit.cloud](https://01969f6f-84f3-9606-0c7b-20a3ee20d4b3.share.connect.posit.cloud/) as of 5/28/2025.

Opening the link takes you to the home page where you will be asked to upload the budget, a payroll report, and cost line report from SAP. You only need to provide a payroll report or WBS cost report for it to function, though this limits the functionality to essentially a filter that can calculate benefits.

The Budget

The budget that is uploaded must have some specifications for the mapping utility to work.

1. The first column should be located on the far left that is, no leading empty columns.
2. The far left line on the row containing the dates must contain the text Start/End.
3. There is to be an additional column added called Account located somewhere on the row with the dates
   1. This column should have the WBS number for the project located one space from the top of the sheet.
   2. For Boa Projects, the additional WBS numbers are to be located below the primary WBS number in a comma separated list. The WBS number for the subawards should also appear in the name of the line you wish to map it to.
   3. The GL codes for each line are to be in this Account column. The format of these codes are to be comma separated lists of individual GL codes or ranges. If applying a range, the format should be LowerBound-UpperBound. Example 500000-599999 would map all costs to one line. 522222,540000-550000 would map any codes from 522222 or within the range 540000 to 550000 to one line.
   4. This applies to all costs on the WBS cost report minus payroll. Payroll is handled differently and instead looks for a single GL code and their first name. If no name is given, then the cost is mapped to any line with the given code which can be problematic if there are multiple unnamed lines that share the same code. This applies to GA, Staff, and Faculty payroll.
   5. Benefit lines can be marked with 519, and the benefits are mapped based on the type of employee. For example, Seamus Hughes is labeled as administrative in the payroll report, so all of his benefits will be mapped to the line where a GL Code 519 is provided AND Administration is located somewhere in the far left column.

If you are updating more than one project, have each project as a sheet within the workbook with the specifications above. See the example budget at the end of the document for a visual representation. Note: make sure the dates are formatted as text types and not date types, otherwise it will be read into the script as a number such as 45805 for May 28, 2025

Payroll Report

The payroll report to be provided is the payroll by Account Personnel Detail for the given month for all projects. To select multiple projects, you can apply a range in WBS Elements or use the multiple select to apply multiple ranges or individual projects. To save time, you can save your multiple select as a text file and upload it whenever you go to make the pull again to apply your multiple select settings.

Range and Multi Select Features on the payroll report in SAP.

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You will then execute the request and save the file as a spreadsheet by pressing the alternate button in the top ribbon. Unfortunately, you will need to open the file and resave it as an xlsx file since the export is in xls format. You can now upload the file to the tool under the payroll header.

Cost Report

The cost report to be pulled will similarly be for the month in question. You can apply a WBS range just like in the payroll report, or the multiple select. My recommendation is to use the same text file that has all of the projects you’re concerned with and upload it to the multiple select just like with the payroll report. The cost element range to be applied is 510000 to 599999 to get all costs. The report will need to be exported to an xlsx file and this can be done by clicking the spreadsheet button in the top ribbon. This file can then be uploaded straight to the app under the Upload Cost header.

Using the Tool

After uploading the budget, payroll, and cost files, type the name of the month (and year if provided) as it is on the budget sheet in the field labeled month. Select the projects that your reports and budget by checking the applicable boxes on the right and then hit the Run! button. If no error is displayed under the run button, click the output tab to see the outputs

The tool outputs three different sheets for each project. The first is the budget with the tool’s attempt to map the costs for the month based on the GL codes provided in the budget sheet. The second sheet is the payroll report for the project but with a benefits calculation based on the type of employee. The third sheet is the cost line report with the addition of the total cost for the project including payroll.

The download and different output tabs highlighted for the UNO Bass\_316 project

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To get the output to interface with the excel budget sheet, you can download each project report individually and the data can then be copied and pasted over to the real budget. It is probably best practice to at least check to make sure the sum of the values on the mapped budget sheet is equal to the total costs for the month to ensure that everything was mapped and probably look at the payroll and cost reports to verify that the costs were put in the right place, especially when first using the tool and very few GL codes are actually provided.

Notes:

* The tool itself is very case and spelling sensitive. If you are having trouble having payroll map to the correct location, check to make sure the first name of the individual is spelled the same way as it is in SAP, and that nicknames are not used.
* Similarly, make sure Faculty and Staff are spelled correctly for the mapping of benefits.
* Workman’s comp is always mapped to Faculty, so if you wish to map it to another line, you will have to do so manually.

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AI-generated content may be incorrect.Example Budget

A screenshot of a computer

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Example payroll pull for the month of May. Key point is that it is by account personnel detail.

The spreadsheet button to export the cost report to an excel file.

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