



Budget Transfers

This page intentionally left blank.

Table of Contents

Overview4

ZFMBBT5

Settings5

Create Budget Transfer.....7

 Split screen7

 Merged screen8

ZFMBPT10

Electronic Attachments11

Display Attachment(s).....12

Workflow Overview13

Document Overview on/off.....14

Approve/Reject/Send Back to Initiator15

Send Back to Initiator.....23

 Send Back to Initiator.....23

 Attachments.....28

Glossary (myNKU Finance).....31

Overview

There are times when a department will need to transfer funds from one University budgeted fund center(s) to another University budgeted fund center(s) for a number of reasons. Budget Transfers are relatively simple to process through SAP using transaction code, ZFMBBT.

All budget transfers will need to be approved by the responsible party for the sender fund center(s) and ultimately by the Comptroller's Office and possibly the Budget Office. Once all approvals have been met, the funds will transfer. You can track the status of budget transfers through the SAP R3 report, ZFB1.

Adjustments to the current year budget should be processed in a timely manner so that the budget always represents a current estimate of revenues and realistic plan for expenditures. Credit balances result when expenditures exceed the expenditure budget. Credit balances require immediate resolution. Failure to address credit balances may preclude further processing of expenditures.

All budget transfers should include an adequate explanation that supports its initiation. If necessary, memoranda or other supporting documentation may be attached.

Revenue transfers are posted directly to the account and an email is sent to the Office of the Comptroller because there is not electronic workflow. Typically an email is sent back to the requestor with the transfer number as a confirmation.

Budget transfers using Grant funds are handled by the Office of the Comptroller, Barb Smith. Email Barb Smith (smithba@nku.edu) in the Office of the Comptroller with details of budget transfer. This email must come from the Principal Investigator (PI). Include in the email: Grant number, Cost center, Sponsored class, Amount, and an explanation of the need for the budget transfer.

If you need the Sponsor's approval, send the approval to Barb as well. The Comptroller's Office will email you when the budget transfer is complete with the entry attached.

You should always use pooled commitment items if the CI is pooled. The pooled commitment items number can be obtained on the ZFBC or ZGBC reports.

Additional business process information is available at <http://comptroller.nku.edu/accounting/index.php>.

ZFMBBT

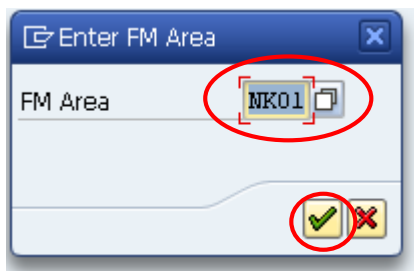
ZFMBBT is used to transfer budget dollars from pooled to non-pooled accounts, for example, moving budget dollars from the operating pool to travel in-state. Line item transfers can also be completed using ZFMBBT, for example, transferring CI dollars from travel to printing.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, ZFMBBT.
5. Click Enter.

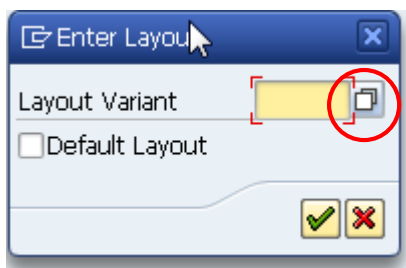


Settings

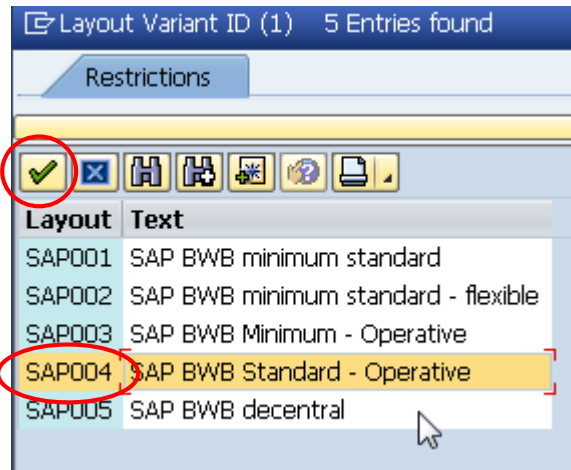
1. Enter NK01 for FM Area.
2. Click Continue.



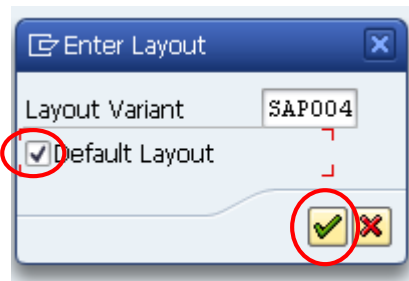
3. Click the Match Code button for Layout Variant.



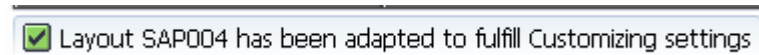
4. Select SAP004.
5. Click Continue.



6. Click Default Layout.
7. Click Continue.



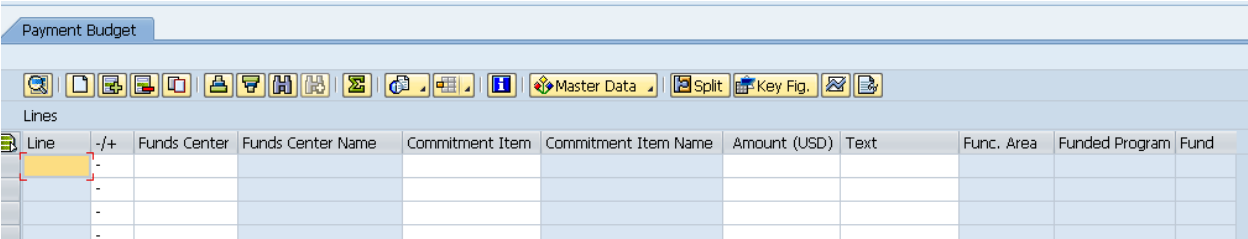
Note: You will receive this message at the bottom of the screen. This is a one-time setting. You will not have to add this every time you access ZFMBBT.



Create Budget Transfer

To create the budget transfer, you will be completing required fields at the bottom of the screen. The required fields are:

- Funds Center
- Commitment Item
- Amount
- Text (short text)
- Long Text (button)

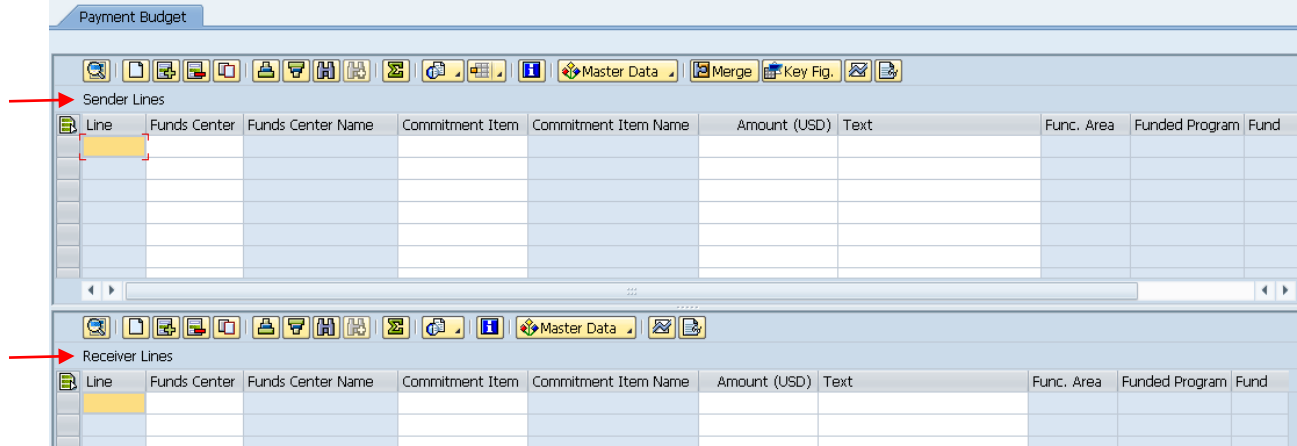


Split screen

1. Click Split



2. The screen is divided into Sender Lines and Receiver Lines

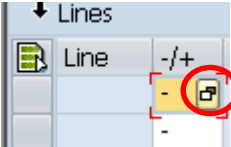


Merged screen

1. Click Merge



2. Click the Match Code button for Sender/Receiver (-/+) column field.



3. Click on appropriate selection.

4. Click Continue.



5. Enter the required fields for Sender / Receiver lines:

- Funds Center
- Commitment Item
- Amount
- Text
 - Any sender/receiver with a faculty or staff personnel line (commitment item range 501100 through 504999) is required to state the applicable position number in the following format: #30009999, etc. Any text characters remaining after entering the position number are available for the department to utilize for their notes.

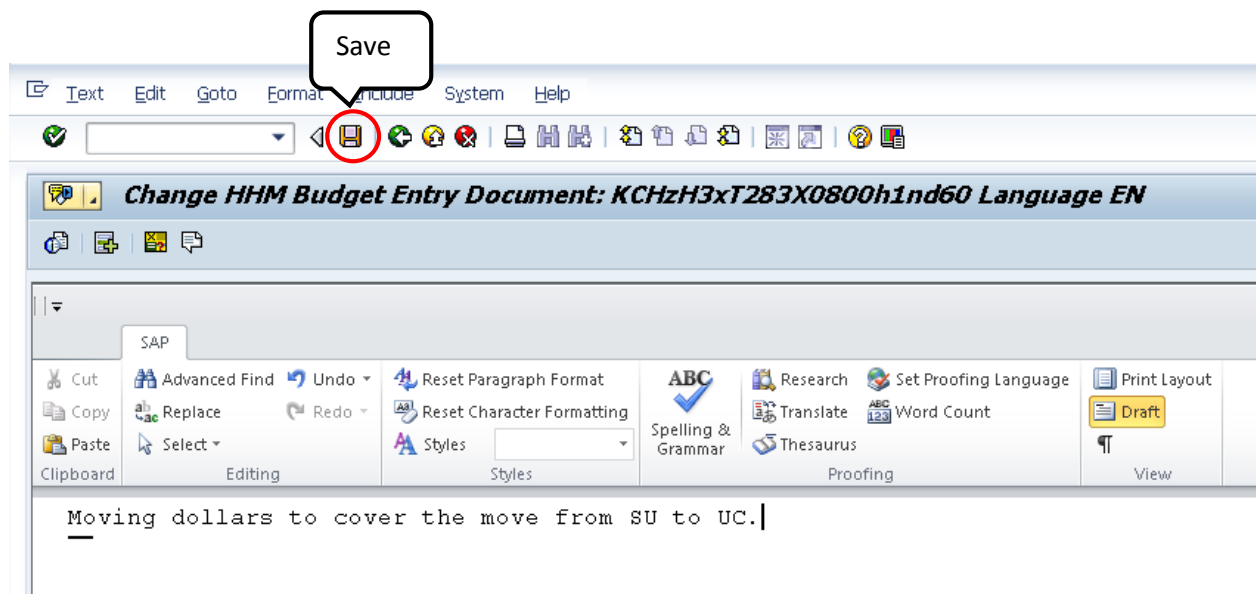
Line	-/+	Funds Center	Funds Center Name	Commitment Item	Commitment Item Name	Amount (USD)	Text	Func. Area	Funded Program	Fund
000001	-	213030001	Student Account Svc	550000	Operating Pool-Op ST	25.00	moving expenses	0600	NOT RELEVANT	0111...
000002	-	213020001	Accounts Payable	550005	Supplies-Office	25.00	moving expenses	0600	NOT RELEVANT	0111...

- Click Long Text.

Note: Clicking Long Text will take the user to a screen that looks very similar to Microsoft Word.



- Type a long text description that details the explanation for the budget transfer. This explanation is very important to those who are approving the transfer. The user can also copy/paste text into the body of the text.
- Click Save.



Note: You will receive a message that “Text was saved” at the bottom of the screen.

Text has been saved temporarily in the main memory, see long text

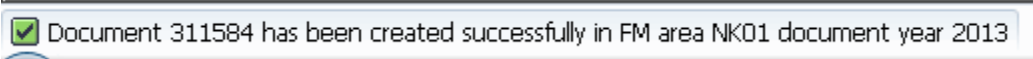
- Click Back.



10. Click Prepost.

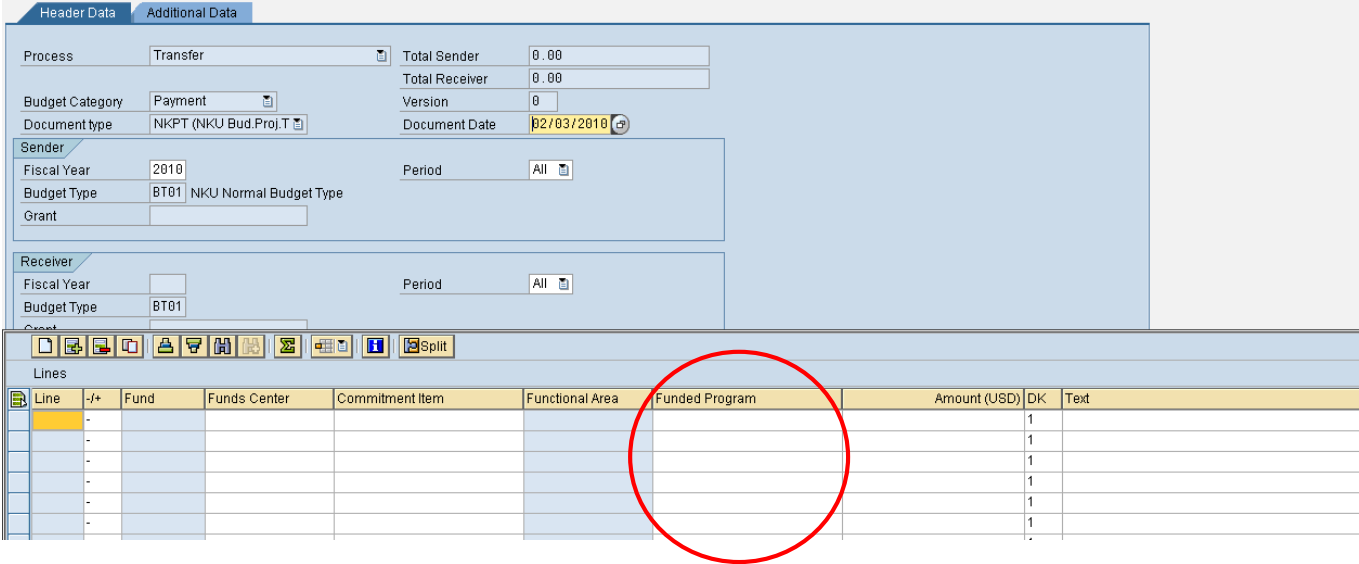


Note: A confirmation message with the document number will appear at the bottom of the screen.



ZFMBPT

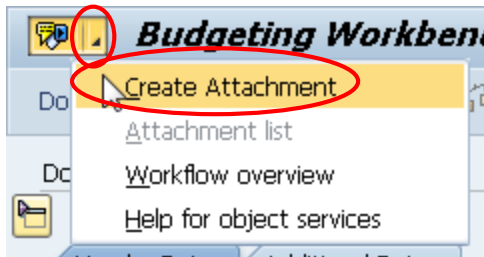
ZFMBPT is used to transfer budget dollars within internal order or funded program budgets. Enter as ZFMBBT but include Funded Program detail.



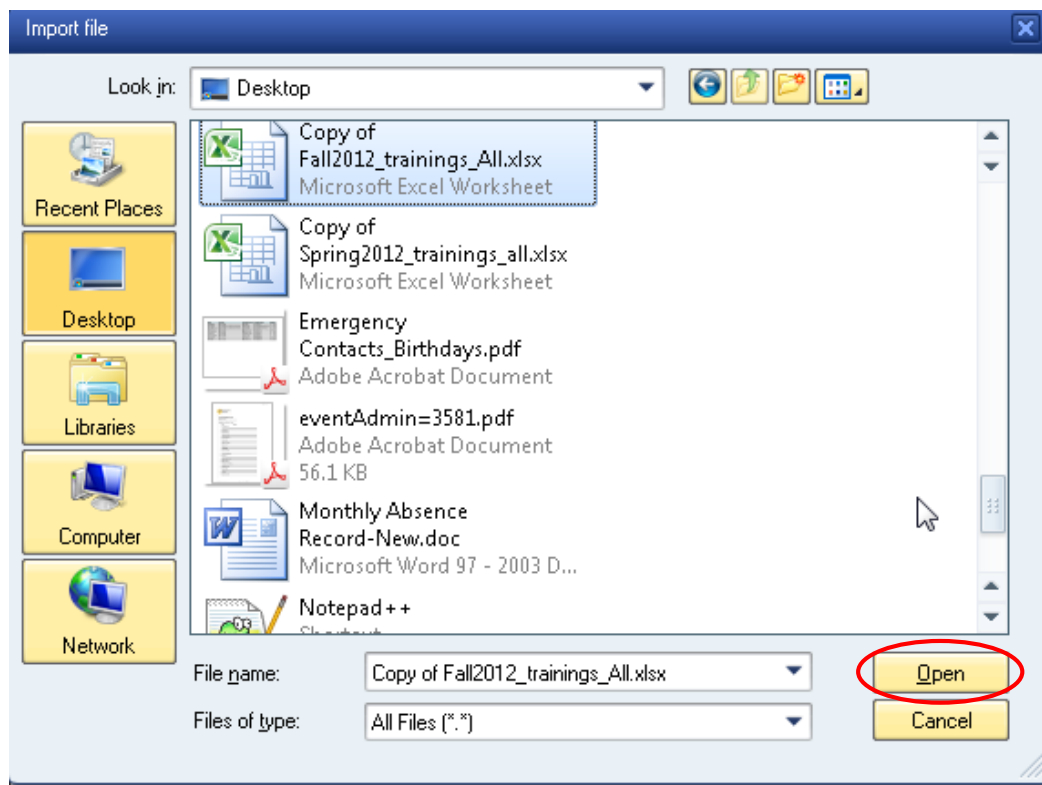
Electronic Attachments

You can attach documentation electronically to the budget transfers.

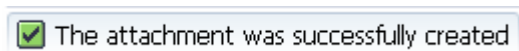
1. Click the drop-down button for the Services for Object button.
2. Click Create Attachment.



3. Navigate to the location of the attachment.
4. Select the file.
5. Click Open.



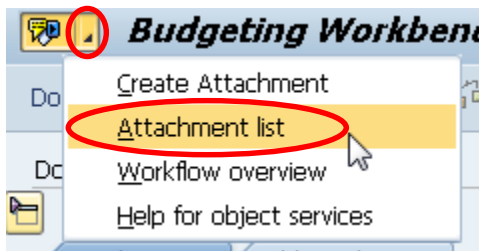
Note: A confirmation message will appear at the bottom of the screen.



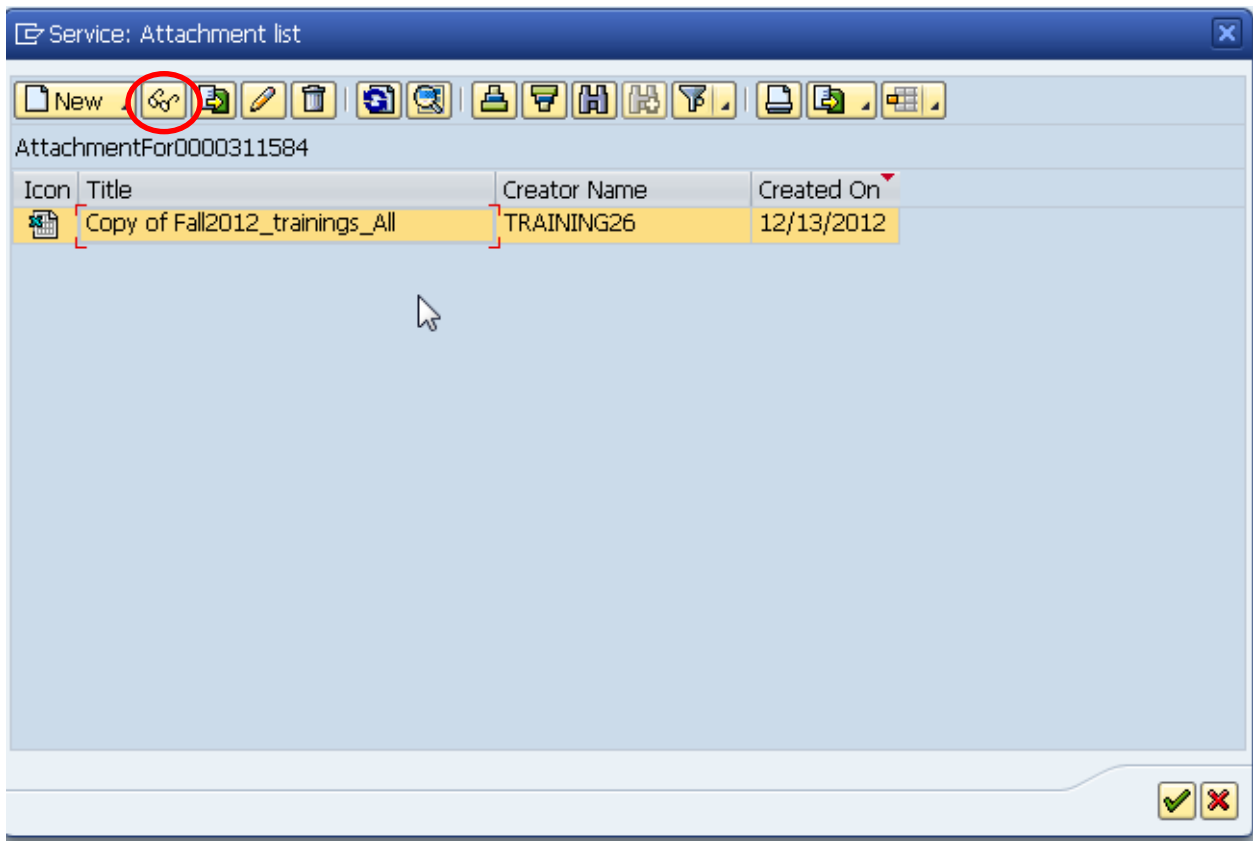
Display Attachment(s)

You can display attachments to confirm.

1. Click the drop-down button for the Services for Object button.
2. Click Attachment list.



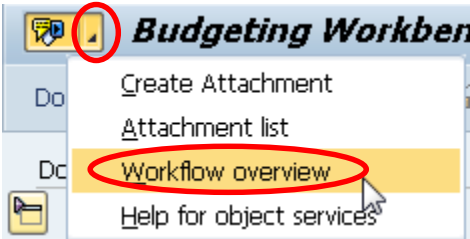
3. Select an attachment.
4. Click Display.



Workflow Overview

You can view the current approver and approval history with **Workflow overview**.

1. Click the drop-down button for the Services for Object button.
2. Click Workflow overview.



3. If more than one title appears, select the "In Process" Status.

Data on Linked Workflows

Workflows for Object: 0000311584

Title	Creation Da...	Creation ...	Status	Task
GM Match Budget Transfer for 311584	12/13/2012	14:31:22	Completed	ZFIBUDG: Approval of match GM budget
Budget Transfer for 311584	12/13/2012	14:31:22	In Process	ZFIBUDG: Approval of preposted budget

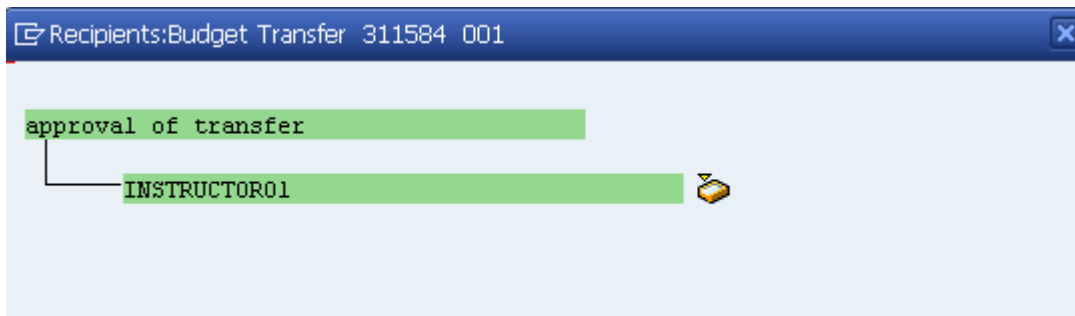
4. Click the "Information" link.

Current data for started workflow: Budget Transfer for 311584

Steps in this process so far

Step name	Status	Result	Creation Date/Time	End Date/Time	Agent
Approval List Create	Completed		12/13/2012 - 14:31:22	12/13/2012 - 14:31:25	Northern Kentucky University
Get Long Text	Completed		12/13/2012 - 14:31:26	12/13/2012 - 14:31:26	Northern Kentucky University
Select Approver	Completed		12/13/2012 - 14:31:26	12/13/2012 - 14:31:26	Northern Kentucky University
Get Long Text	Completed		12/13/2012 - 14:31:26	12/13/2012 - 14:31:26	Northern Kentucky University
Budget Transfer 311584 001	Ready		12/13/2012 - 14:31:26		Information...

5. The current approver displays.

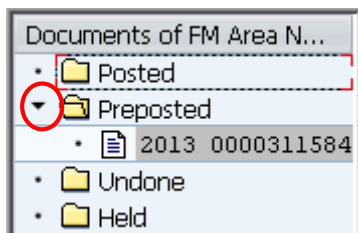


Document Overview on/off

1. Click Document Overview on/off.



2. Open the Preposted or Posted folder to view budget transfers.
3. Double-click a budget transfer number to view details to the right.



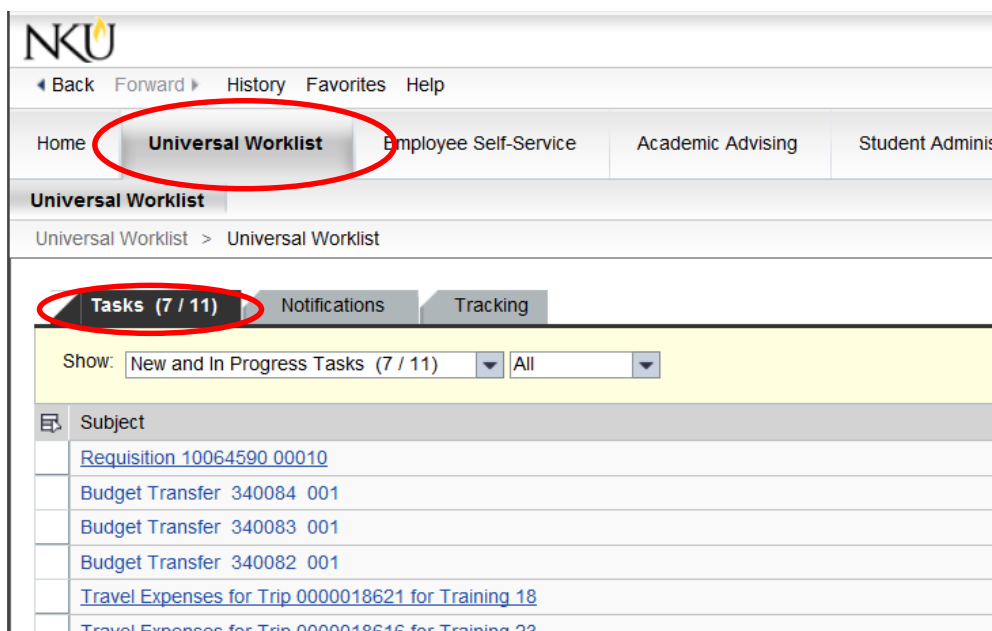
The completed budget transfer will be pre-posted until the approval process is complete. Budgets will not be updated until final approval is complete. The approval process will be workflowed using Universal Worklist in myNKU.

Once the final approval has been obtained, the budget transfers will post and available budget updated. Progress can be tracked using the budget report, **ZFB1** transaction code within SAP GUI. Available balance is checked via **ZFD1** or **ZFBC** transaction codes within SAP GUI.

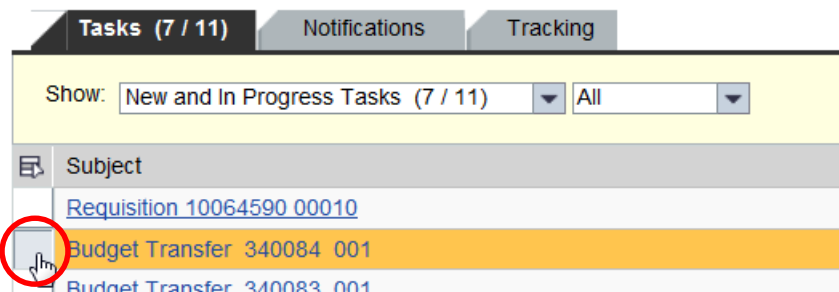
Approve/Reject/Send Back to Initiator

All budget transfers need the review of the person responsible for the funds center; this person has the ability to Approve, Reject, or Send Back to Initiator. The budget transfer requires the approval of the person responsible for the funds center, the Office of the Comptroller, and in some instances, the Budget Office.

1. Log into myNKU.
2. Select the Universal Worklist tab.
3. Select the Tasks subtab.



4. Select the Subject line to review.



5. Quick information regarding the budget transfer will appear at the bottom of the screen.

Tasks (7 / 11) Notifications Tracking

Show:

Subject	From
Request for Training 16	Training16, Student
Budget Transfer 340084 001	Training19, Student
Budget Transfer 340083 001	Training18, Student
Budget Transfer 340082 001	Training16, Student
Direct Expenses for the 2015/2016 Academic Training 18	Training18, Student
Direct Expenses for the 2015/2016 Academic Training 23	Training23, Student
Direct Expenses for the 2015/2016 Academic Training 24	Training24, Student
Direct Expenses for the 2015/2016 Academic Training 16	Training16, Student
Request for Training 16	Training16, Student
Direct Expenses for the 2015/2016 Academic Training 16	Training16, Student

Budget Transfer 340084 001

Sent Date: Yesterday by Training19, Student

Status: In Progress


Description: Please approve, reject, or send back to initiator the following budget transfer.

Budget Transfer 340084
Fiscal Year 2016

Initiated by USTRAINING19 on 08/24/2015


Long Text:
Transferring between GLs

Attachments:

Type	Title	Created On	Created By
	Budgeting Entry Doc: 0000340084		

- Click the hyperlink “Budgeting Entry Doc: xxxxxxxxxx” to view budget transfer detail such as Fund Center name

Attachments:

Type	Title
	Budgeting Entry Doc: 0000340084

- The information will be displayed
- Click Cancel to close the Entry Document

Entry Document

Menu | Back | **Cancel** | System | Long Text

Header | Additional Data

Document	340084	Status	Preposted	Document Year	2016	FM Area
Process	Transfer	Total Sender	50.00	USD		
BCS Value Type	Budget	Total Receiver	50.00	USD		
Budget Category	Payment	Version	0	Fiscal Year	2016	
Document type	NK01	Document Date	08/24/2015			

Year | Periods

-/+	Line	Funds Center	Name of a Funds Center	Commitment Item	Commitment Item Name	Amount	Text
-	000001	213020001	Accounts Payable	550000	Operating Pool-Op ST	50.00	transfer between GL
+	000002	213020001	Accounts Payable	550000	Operating Pool-Op ST	50.00	transfer between GL

- Close the Display Object window to return to the UWL tab of myNKU.

SAP Universal Worklist - NKU E... x SAP UWL - Launch SAP Transac... **x** +

https://myнкуqа.nku.edu/irj/servlet/prt/portal/prtroot/pcdl3аportal_content!2fev

Most Visited | Getting Started | Latest Headlines

Display Object

Menu | Back | **Cancel** | System

Close Window

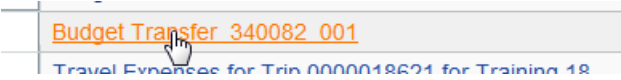
[Approve](#)

[Reject](#)

[Send Back to Initiator](#)

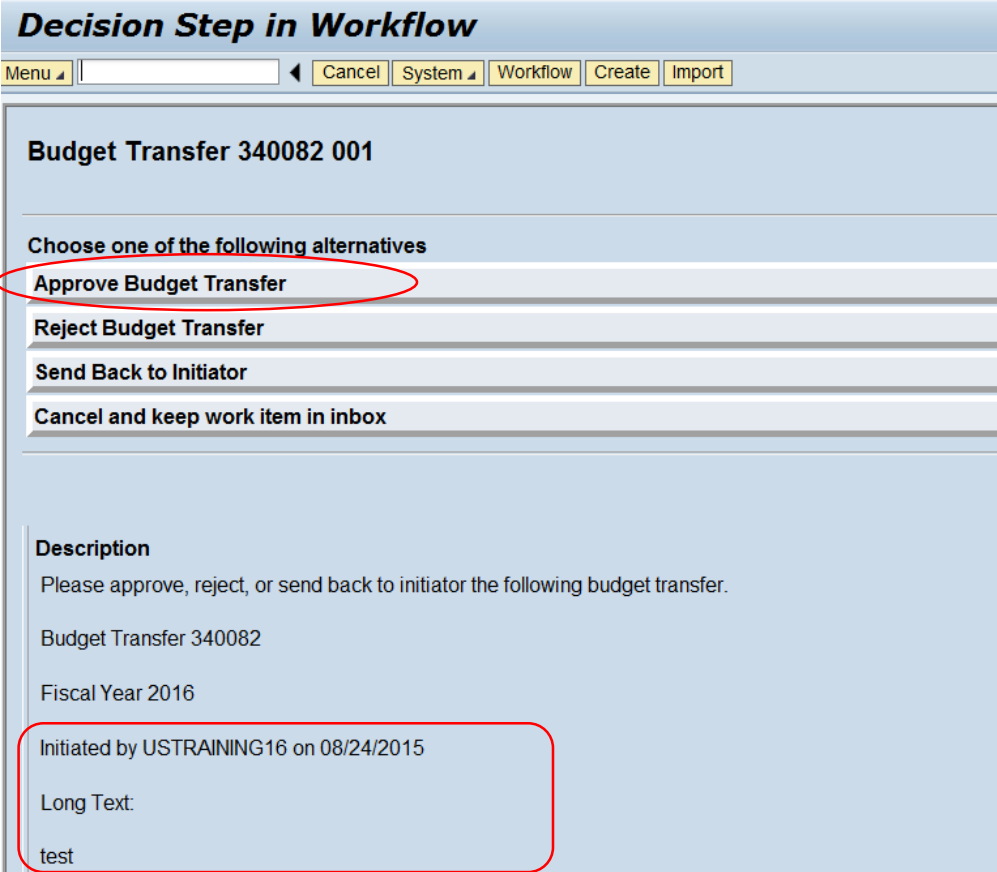
Approve

- 1. Click the Subject or underlined hyperlink.

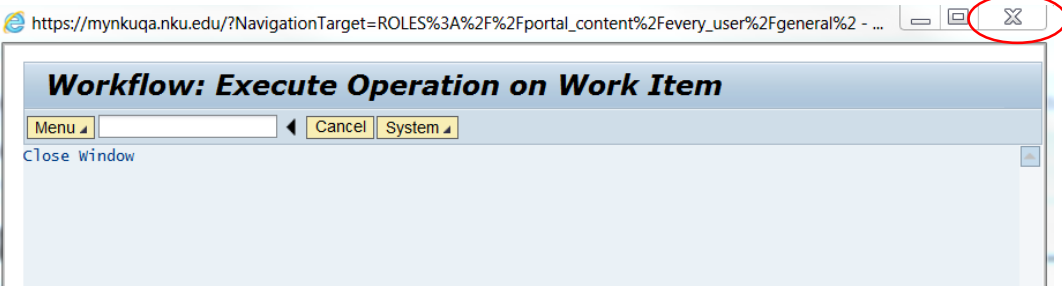


- 2. Click Approve Budget Transfer

Note: The Long Text, initiator, and date are still visible under the Description.



- No confirmation message will display.
- Close the pop-up window to return to the UWL tab of myNKU.



Reject

1. Click the Subject or underlined hyperlink.



2. Click Reject Budget Transfer.

Decision Step in Workflow

Menu

Budget Transfer 340084 001

Choose one of the following alternatives

-
-
-
-

Description
Please approve, reject, or send back to initiator the following budget transfer.

Budget Transfer 340084
Fiscal Year 2016

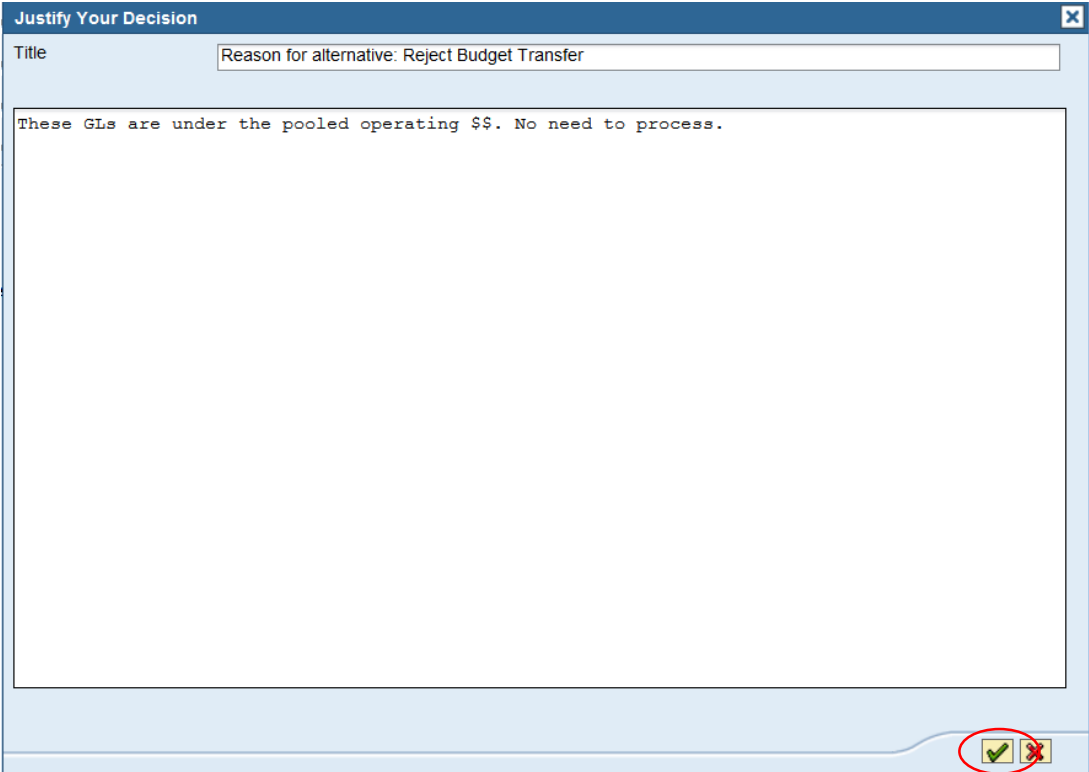
Initiated by USTRAINING19 on 08/24/2015

Long Text:
Transferring between GLs

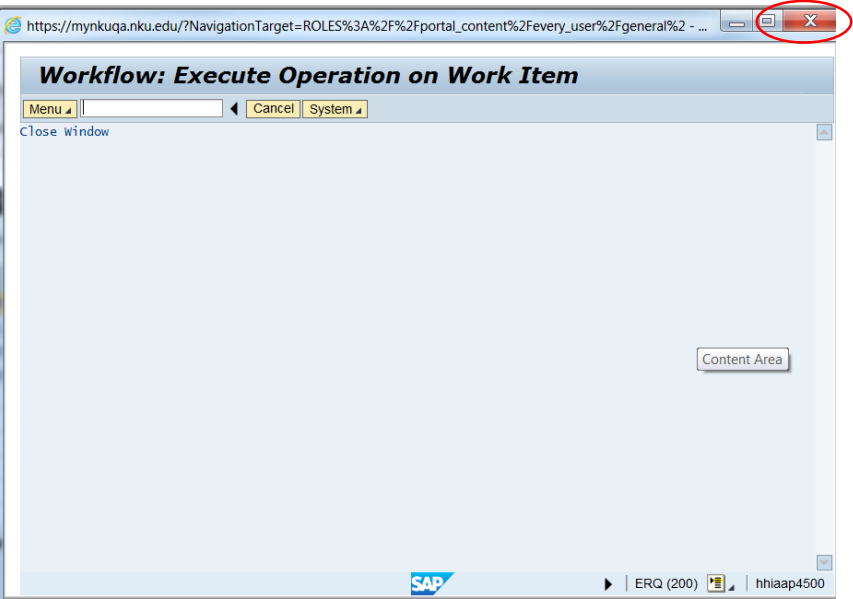
- A pop-up window will display, allowing for rejection reason to be entered.

- 3. Enter reason for rejection in Justify Your Decision text box.
- 4. Click Continue (the green checkmark) to save the justification.

Note: Once rejected, the workflow ends and the funds are uncommitted, and the budget transfer will be un-preposted. To view reason for rejection, click the Notifications tab in UWL.

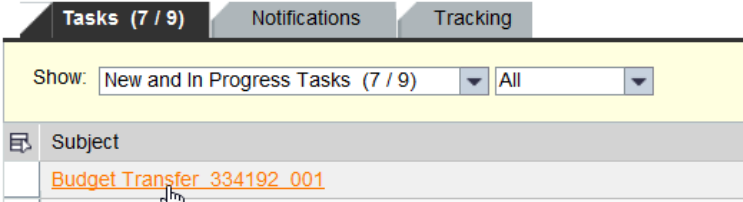


- No confirmation message will display.
- Close the pop-up window to return to the UWL tab.

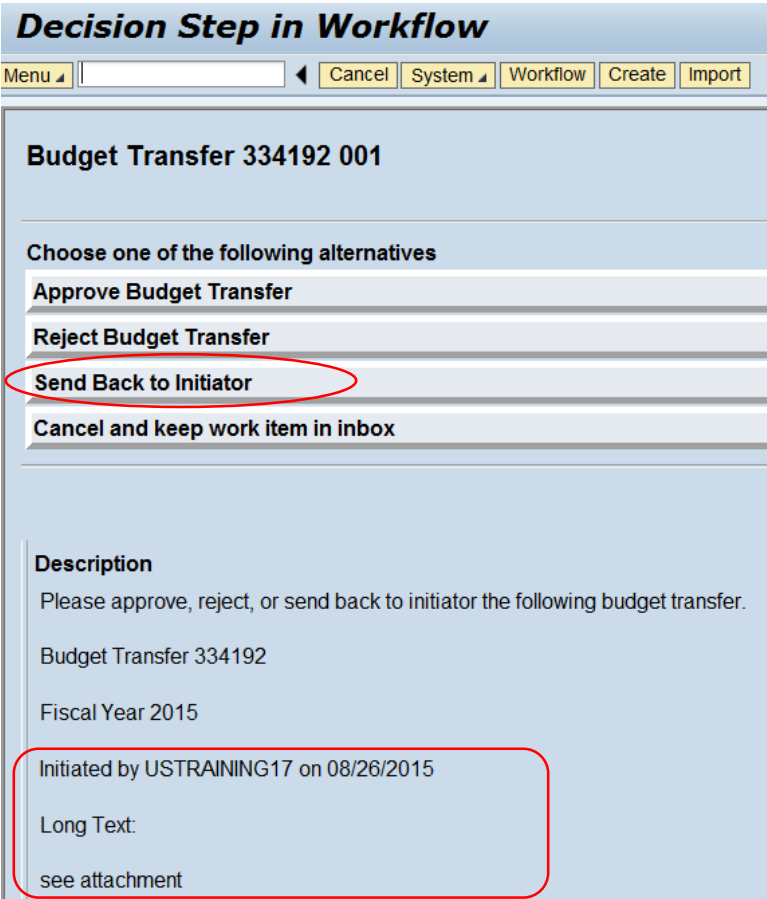


Send Back to Initiator

- 1. Select the Subject or underlined hyperlink.



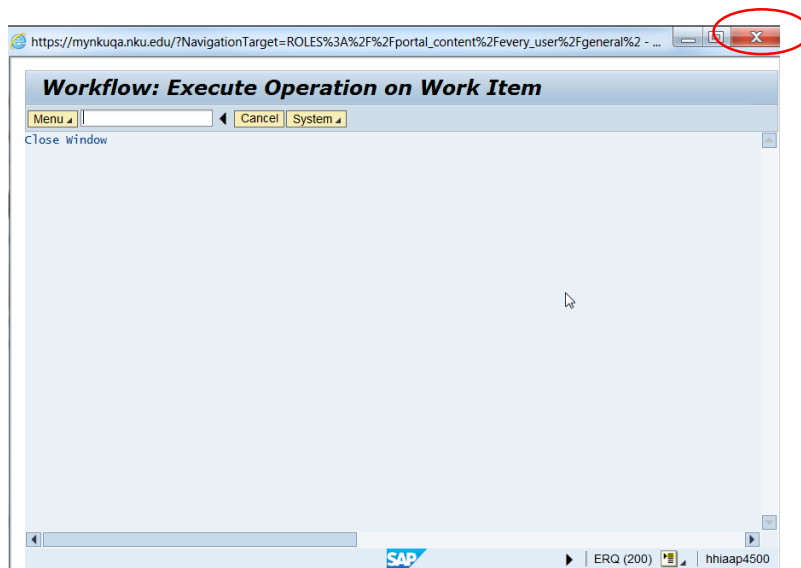
- 2. Click Send Back to Initiator.



- A pop-up window will display, allowing to Initiator reason to be entered.

3. Enter the reason for the Budget Transfer to be sent back.
4. Click Continue (the green checkmark) to save the justification.

- No confirmation message will display.
- Close the pop-up window to return to the UWL tab.



Send Back to Initiator

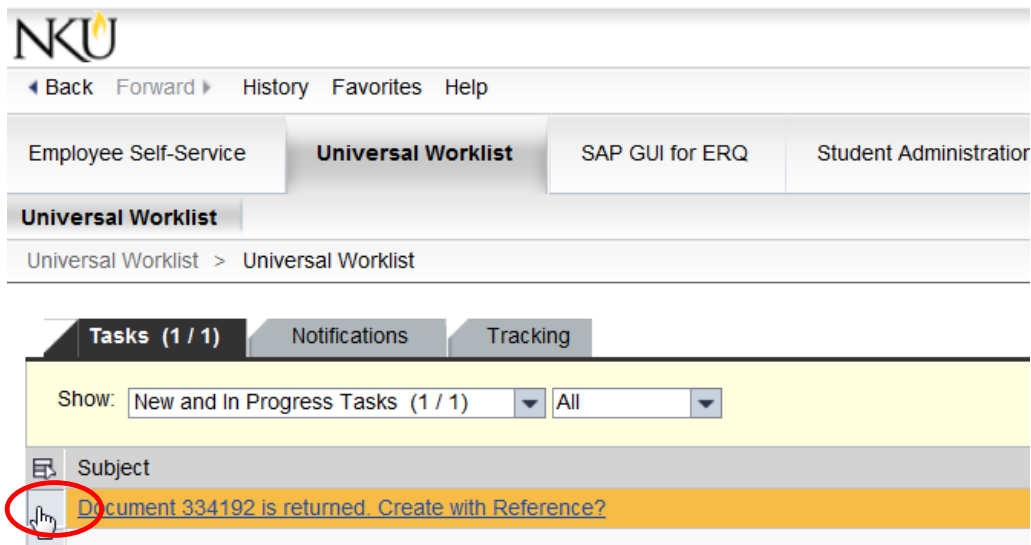
An approver can send a budget transfer back to the initiator to create another budget transfer with reference via Universal Worklist. This is achieved via the Universal Worklist tab and Tasks subtab, as well the creation of new attachments.

[Send Back to Initiator](#)

[Attachments](#)

Send Back to Initiator

1. Select the Universal Worklist tab.
2. Select the Tasks subtab.
3. Select the subject line to review.



- 4. Quick information regarding the budget transfer, as well as why it was sent back to initiator, will appear at the bottom of the screen.

The screenshot shows a task detail view. At the top, there is a 'Subject' field with the text 'Document 334192 is returned. Create with Reference?'. Below this, the task details are displayed:

- Document 334192 is returned. Create with Reference?**
- Sent Date: Today by Training17, Student
- Status: New
- Description: This budget transfer has been returned. Would you like to create with reference?
- Budget Transfer 334192
- Fiscal Year 2015
- Initiated by USTRAINING17 on 08/26/2015
- Long Text: see attachment

A red box highlights the 'Notes' section, which contains the following text:

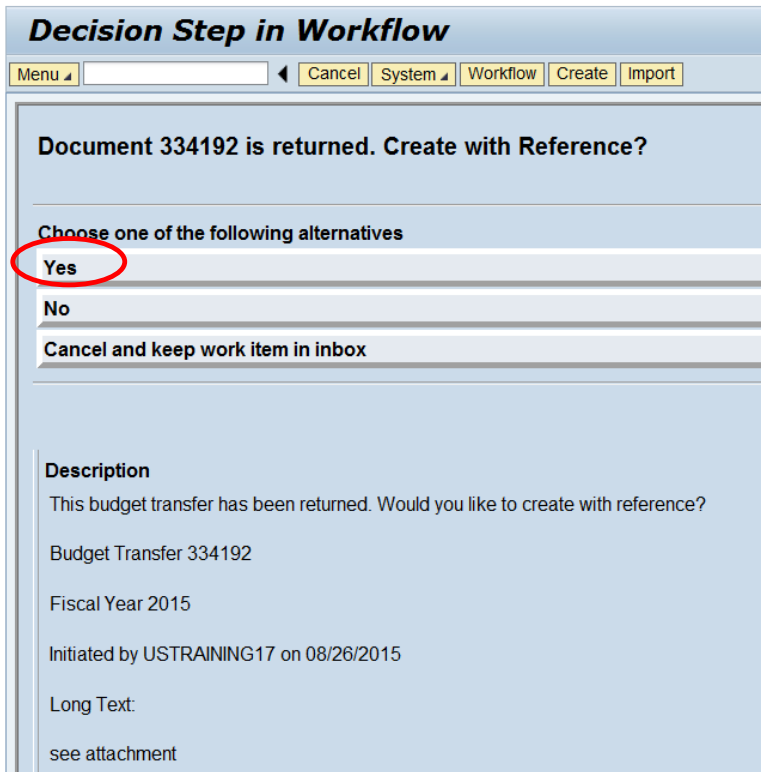
Notes
Reason for alternative: Send Back to Initiator - Aug 26, 2015 - Eileen Baker
Dollar amount should be 2500. Please include attachments as well.

- 5. Select the budget transfer (displays as **Create with Reference?**) by clicking the Subject or underlined hyperlink.

The screenshot shows a task list view. At the top, there are tabs for 'Tasks (1 / 1)', 'Notifications', and 'Tracking'. Below the tabs, there is a 'Show:' dropdown menu set to 'New and In Progress Tasks (1 / 1)' and another dropdown menu set to 'All'. Below the dropdowns, there is a 'Subject' field with the text 'Document 334192 is returned. Create with Reference?'. A red circle highlights the text 'Create with Reference?' and a mouse cursor is pointing at it.

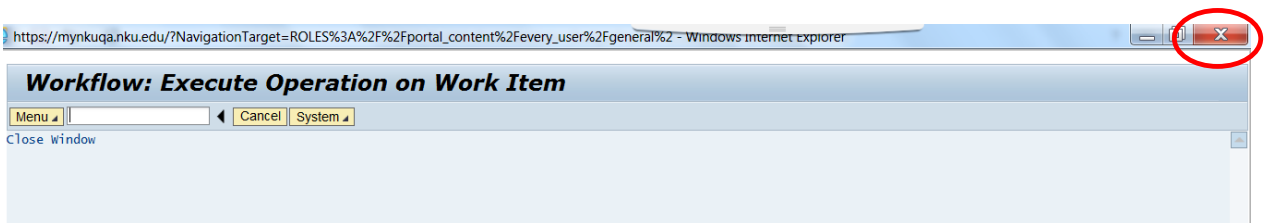
- Click Yes to Create with Reference.

Note: When selecting Yes, the funds for the previous budget transfer are uncommitted/no longer preposted. This may be viewed using transaction code ZFB1. The new budget transfer will be executed before other items commit the budget.



- No confirmation message will display

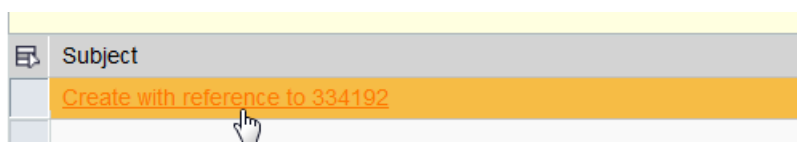
- Click the 'X' to close the pop-up window and return to the UWL tab.



- Click the refresh icon towards the right to update the task list in UWL.



- Select the new task 'Create with reference...' by clicking the Subject or underlined hyperlink.



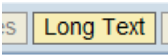
- The budget transfer landing page will display.

10. Update the Payment Budget tab as instructed.

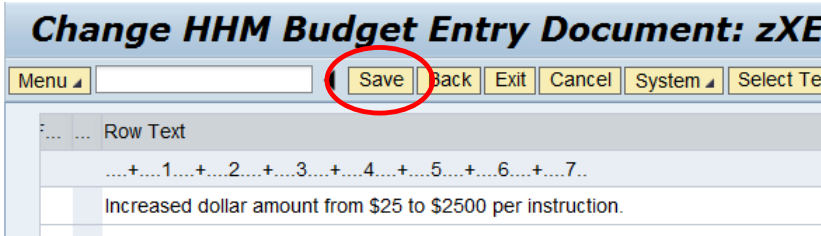
Doc. Line	Funds Center	Name of a Funds Center	Cmnt Item	Commitment Item Name	Amount (USD) Text	Fund	Fu
000001	- 21	Student Account Srvc	550000	Operating Pool-Op ST	2500.00 transfer between cost centers	0111000100	06
000002	+ 21	Accounts Payable	550000	Operating Pool-Op ST	2500.00 transfer between cost centers	0111000100	06

11. Click Long Text to enter the required text.

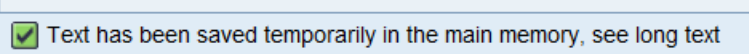
Note: The long text from the original budget transfer will not be imported to the new budget transfer.



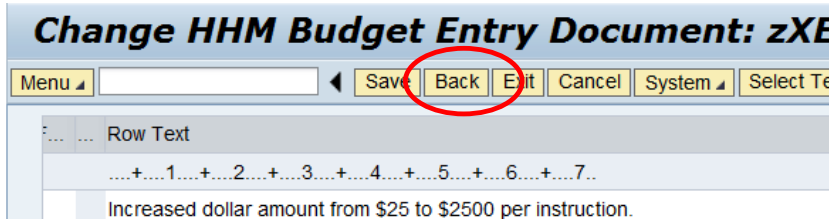
12. Click Save to save the long text entry.



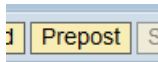
- A confirmation message that the text was saved will display.



13. Click Back to return to the budget transfer transaction.



14. Click Prepost to generate a new budget transfer number.



- A confirmation message and **new budget number** will display.

Document 334200 has been created successfully in FM area NK01 document year 2015

- The first approver in the workflow will receive the new budget transfer to process.

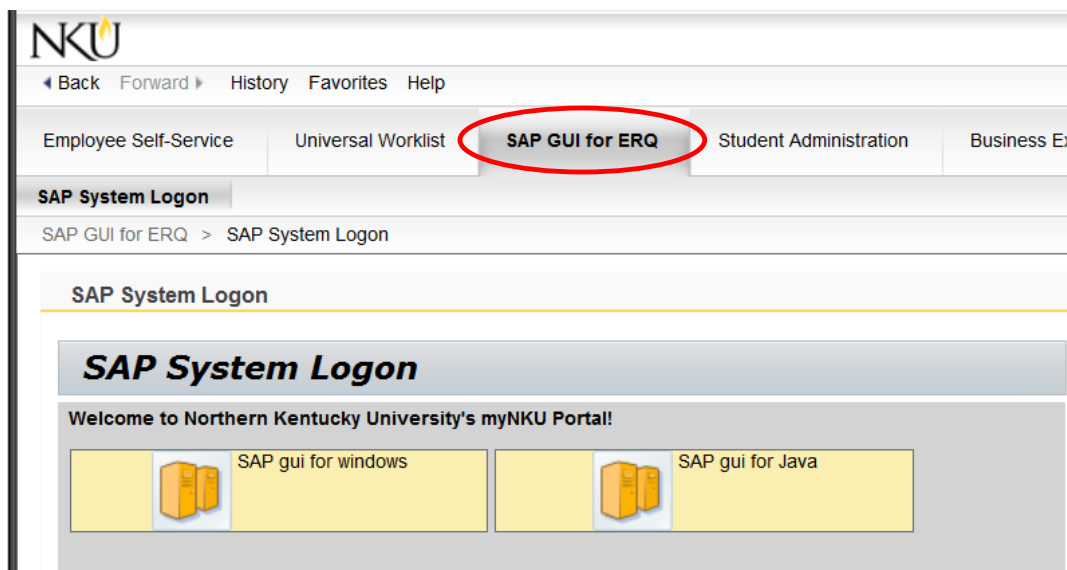
15. Click the 'X' to close the budget transfer window and return to UWL.

Doc. Line	Funds Center	Name of a Funds Center	Cont. Item	Commitment Item Name	Amount (USD)	Text	Fund	Functional A
000001	- 213030001	Student Account Svc	550000	Operating Pool-Op ST	2,500.00	transfer between cost centers	0111000100	0600
000002	+ 213020001	Accounts Payable	550000	Operating Pool-Op ST	2,500.00	transfer between cost centers	0111000100	0600

Attachments

The Services for Object icon, where the initiator is able to create attachments, is not available on the Create with Reference screen. Once the new document number for the budget transfer is created, the initiator or any approver may create attachments using transaction code FMEDD. Once a document is attached, the approvers in workflow are able to view them using Services for Object.

1. Log into myNKU.
2. Click the SAP GUI tab.
3. Select SAP gui for windows (PC users) or SAP gui for Java (Mac users).

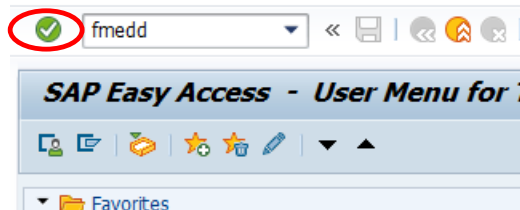


- Click Open for SAP GUI to open.



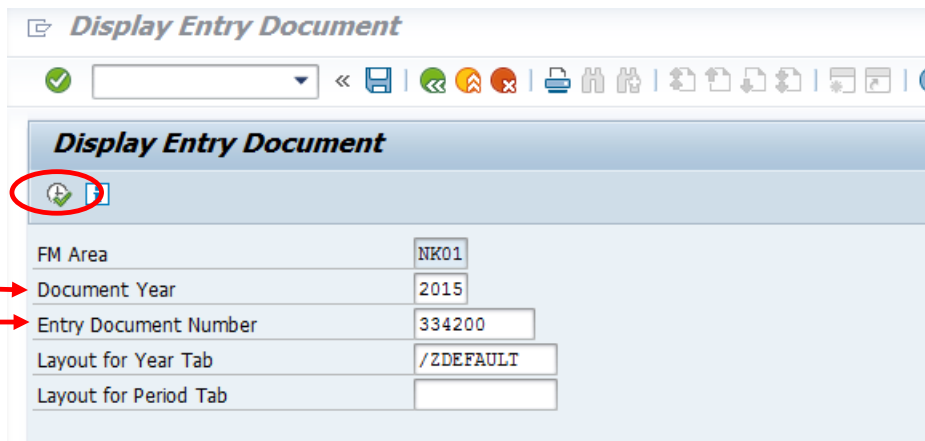
4. In the Command Field, enter transaction FMEDD.
5. Click the green checkmark or hit Enter on the keyboard to continue.

Note: The transaction is not case sensitive.

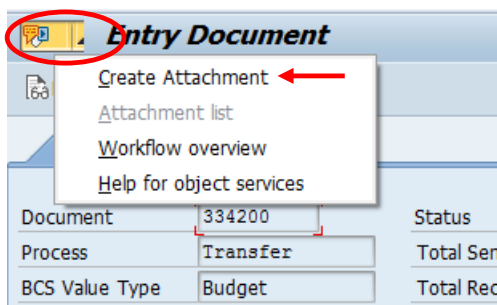


6. FM Area is always NK01.
7. Enter the Document Year (fiscal year).

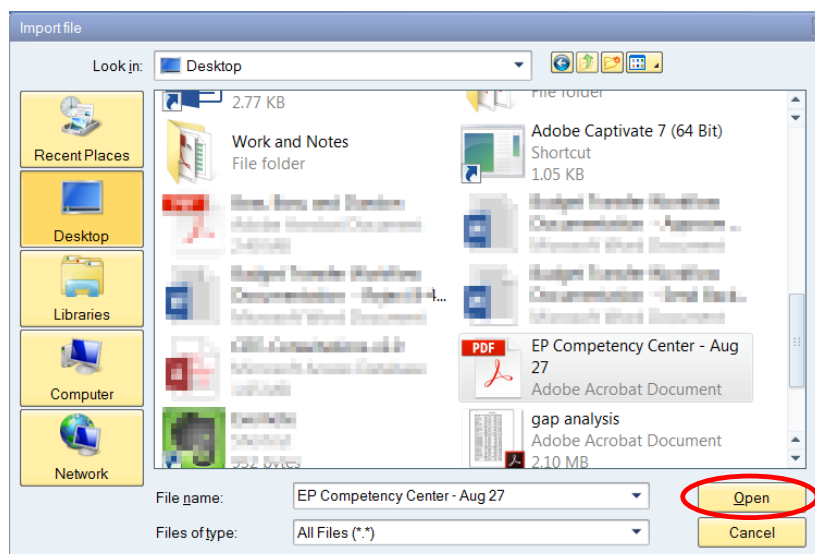
8. Enter the Entry Document Number (new budget transfer number).
9. Click Execute.



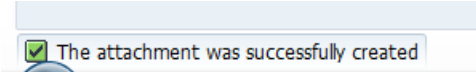
10. Click Services for Object to the left of the name bar.
11. Click Create Attachment.



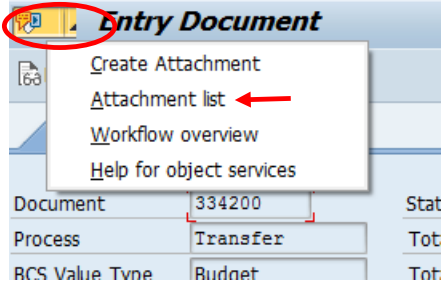
- Browse your computer until you locate the document you wish to attach.
- Select the document and click Open.



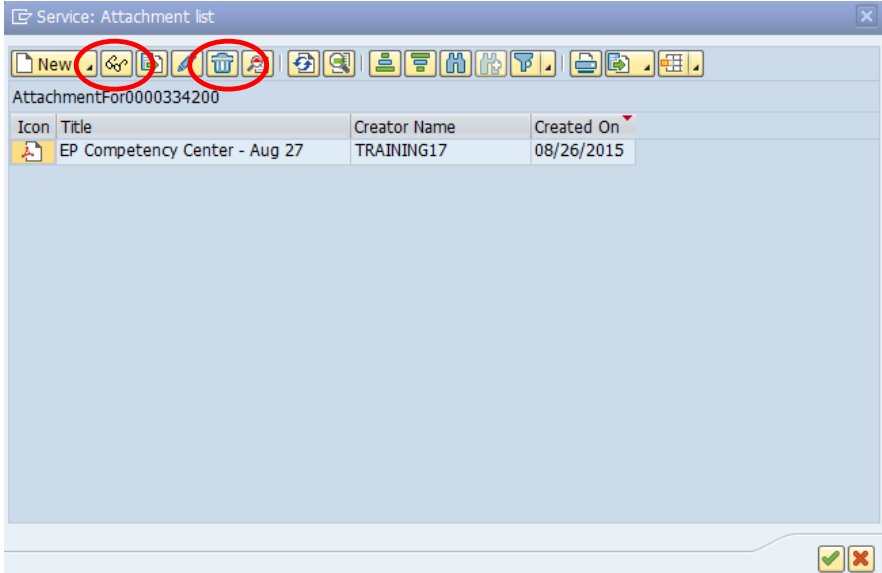
- A confirmation message will display.



- Click the Services for Object, Attachment list to view created attachments.



- Within the Attachment list dialog box you may display or delete attachments.



Glossary (myNKU Finance)

Asset: The asset number internally assigned by SAP to track the asset.

Business Area: An organizational unit or entity that requires audited financial statements for external use. Examples: Northern Kentucky University (100), Northern Kentucky University Foundation, Inc. (300)

Cash Desk: This component supports the cashier function. Each cashier has a cash desk (cash drawer) to process incoming and outgoing payments.

Cash Journal: A double-entry compact journal managed in account form that records the postings for cash transactions. It may be used to track petty cash transactions.

Chart of Accounts: A classification scheme for general ledger accounts. A chart of accounts provides a framework for the recording of values to ensure an orderly rendering of accounting data. SAP Examples: 200001 - Accounts Payable, 462430 - Recycling Proceeds, 550005 - Supplies - Office

Commitment Item: Commitment Items represent budget classifications of revenues and expenditures in the Funds Management (FM) Module. Commitment items are linked to the G/L account in FI, the revenue and cost elements in CO and sponsored classes in the Grants Management (GM) Module. With this link, transactions posted to the G/L account or revenue or cost elements are automatically posted to FM. Commitment items can also be arranged in a multi-level hierarchy where the top nodes are defined for reporting and/or controlling levels. SAP Examples: 460020 - Late Registration Fee, 550000 - Operating Pool, 550005 - Supplies Office

Company Code: The highest organizational unit of financial accounting for which a complete self-contained set of accounts can be drawn up for purposes of external reporting. All NKU entities will fall under one company code (NK01).

Controlling Area: An organizational unit within a company, used to represent a closed system for cost accounting purposes. All NKU entities will fall under one controlling area (NK01).

Cost Center: An organizational unit within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. SAP Examples: Academic Advising Resource Center - 243010001, Baseball - 272040010

Cost Center Group: A hierarchical group of cost centers defined and organized according to selected criteria. (also see Funds Center Group). It can be any group of cost centers used for reporting aggregated data. Example: Women's Sports, Chase College of Law, Chemistry

Cost Element: A cost element classifies the organization's expenses within a cost object. (Examples: cost center or internal order.) A cost element corresponds to a commitment item in FM and the G/L account in FI. SAP Examples: State Appropriation General - 470010; Travel in State - 550905

Cost Object: A generic term referring to both cost centers and internal orders.

FI: The Financial Accounting application in SAP.

Fiscal Year: The 12 month period beginning July 1 and running through June 30 of the following year for which the University (and the Commonwealth of Kentucky) administers budgets and measures financial results. For example, Fiscal Year 2005(FY2005 or FY05) began July 1, 2004 and ended June 30, 2005.

FM: The Funds Management application in SAP. This is the component of Public Sector Management (PSM) developed to account for the budgeting of all relevant revenues and expenditures for individual areas of responsibility and the control of future funds movement according to a distributed budget.

FM Area: An organizational unit which plans, controls and monitors funds and commitment budgets. All NKU entities will fall under one FM Area (NK01).

Functional Area: A master data element that is maintained within the Funds Management (FM) Module. It is used in FI to classify revenues and expenditures of an organization by function. Functional area is often referred to as mission. The functional area will be derived from the cost center or internal order. Examples: Instruction, Academic Support and Research

Fund: A separate and distinct fiscal/accounting object containing a self-balancing set of accounts used to budget and control costs and to identify source and use of funding. Financial data will be separated by Funds so that certain activities can be performed or objectives achieved in accordance with special regulations, restrictions, or limitations. Fund is not hierarchical. SAP Example: 0111000100 - NKU Unrestricted Current Fund.

Funded Program: Funded program enables an organization to record budget, control postings, and monitor the performance of internal projects; it can vary from simple activities to complex projects and can cross fiscal years, funding sources, and organizational units. Funded program tracks budget for non-recurring projects or programs that are funded by multiple fund centers. The University will set up Funded programs for all capital construction projects and university internal awards. Funded program should provide a level of detail that will allow appropriate budgetary control and internal/external management information. It provides the means to budget internal orders.

Funds Center: An organizational unit within the Funds Management (FM) Module. Budgeting will be done at the funds center level. Funds Centers have a one-to-one relationship with cost centers. SAP Example: Economics and Finance (funds center) - 236020001, Economics and Finance (cost center) - 236020001

Funds Center Group: Funds centers can be grouped together to form funds center groups (not necessarily hierarchical). Funds center groups will be used to provide the organizational structure for reporting information from the SAP system.

Funds Management Area: The financial management area is an organizational unit within accounting which structures the business organization from the perspective of Cash Budget Management and Funds Management. All NKU entities will fall under one funds management area (NK01).

G/L: General Ledger

General Ledger (G/L) Account: A structure that records values and represents assets, liabilities, revenues, expenses, and fund balances. A G/L account has transaction figures that record changes to the account during a posting period. These figures are used for financial reporting. SAP Example: Land - 180010, Accounts Payable - 200001, Faculty Salary - 503005

GM: The Grants Management application in SAP. This is the component of Public Sector Management (PSM) developed to account for grants from government and other bodies for the purpose of, for example, commercial or scientific research.

Goods Receipt: A term from inventory management denoting a physical inward movement of goods or materials.

Grant: Legal instrument used to establish a funding relationship in order to carry out a public purpose in which the sponsor does not expect to be substantially involved. A grant usually contains terms and conditions for the control, use, reporting and reimbursement of sponsor funding.

House Bank: A business partner that represents a bank through which NKU entities processes internal transactions such as payments to vendors.

Internal Order: Similar to a cost center, an internal order is used to record and monitor costs and, in some cases, revenues. A guiding principle is that internal orders should be set up for programs that are short-term or finite in nature. The University will setup internal orders for all capital construction projects and university internal awards.

Invoice Verification: The matching of documents created during the purchase order process, the goods receipt process, and the accounts payable process that is part of the internal controls system within an organization. SAP Example: Upon receipt of an invoice from a vendor, Accounts Payable audits the document and finalizes the three-way match process.

Lots: A collection of payments with the same characteristics including payment lot, check lot, and payment card lot.

Material Group: A grouping of materials and services according to their characteristics. SAP Example: Office supplies - 50005615

Material Master Record: A data record containing all the basic information required to manage a material.

MM: The Materials Management application in SAP R/3. The Purchasing and Inventory Management modules are contained in this application.

Plant: In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. All NKU entities will use one plant (NK01).

PO Number: Document used to purchase materials and services from vendors.

Purchase Order: Document used to purchase materials and services from vendors.

Purchase Requisition: Document used to request materials and services; purchase requisitions are converted to purchase orders so materials can be procured externally.

Purchasing Document Number: Alphanumeric key uniquely identifying a purchasing document.

Purchasing Group: A unique code representing a person or group creating the requisition or order.

Purchasing Organization: An organizational unit in Logistics, subdividing an enterprise according to the requirements of Purchasing. A purchasing organization procures materials and services, negotiates conditions of purchase with vendors, and is responsible for such transactions. All NKU entities will use one Purchasing Organization (NK01).

Sponsor: An organization or other source that finances a grant. The sponsor may agree to fund the grant in total or in part based upon an application or proposal provided in response to a request for proposal. The sponsor may be a government agency, company, foundation, or individual interested in furthering study or interest in a particular area and is entitled to receive some consideration or benefits. The agreement from the sponsor represents a contractual obligation for performance of the specific activity by the University.

Sponsored Class: The sponsored class represents the sponsor's expense and revenue classification. The sponsored class is used to group expenses and revenues in order to satisfy the sponsor's view and reporting needs. It is also used to specify in detail which expenses are relevant for billing and for indirect cost calculation. Examples: Personnel, Supplies, Travel.

Sponsored Program: This master data element is maintained within the Grants Management (GM) Module. It is used to classify revenues and expenditures of a grant by mission. Sponsored program is equivalent to functional area in FM.

Statistical Internal Order: An internal order created and maintained to accumulate costs and revenues for internal reporting purposes. These orders are created using master data functionality and may be short- or long-term in nature. SAP Example: Internal Awards such as Faculty Development Awards, Faculty Project Awards

Vendor: Unique number that identifies a vendor.

Vendor Master: The collective term for all vendor master records. The vendor master contains the data of all vendors with which a company conducts business.

Vendor Master Record: A data record containing all of the information necessary for any contact with a certain vendor, in particular for conducting business transactions. SAP Example: Address, Tax-id number

Workflow: The sequence and evaluation of conditions needed to complete a business process. This is an electronic function monitored by the workflow manager within SAP. Example: A possible workflow could be the electronic approval of requisitions based upon material group, dollar amount, and cost center. Based on the evaluation of these conditions, the requisition would be forwarded from the originator to the next appropriate user for approval. As the approvals occur, workflow will automatically route to the next level of required approval, and ultimately to the Purchasing Department.