Budget Transfers
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Table of Contents
Overview .......................................................................................................................................................4
ZFMBBT .......................................................................................................................................................5
Settings ..........................................................................................................................................................5
Create Budget Transfer..................................................................................................................................7
  Split screen ................................................................................................................................................7
  Merged screen ...........................................................................................................................................8
ZFMBPT .....................................................................................................................................................10
Electronic Attachments ...............................................................................................................................11
Display Attachment(s)................................................................................................................................12
Workflow Overview ....................................................................................................................................13
Document Overview on/off ............................................................................................................................14
Approve/Reject/Send Back to Initiator ........................................................................................................15
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.

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.

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.

Check box SAP004 has been adapted to fulfill Customizing settings
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.
6. Click Long Text.

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

   ![Budgeting Workbench - Create Document](image)

7. 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.

8. Click Save.

   ![Save](image)

   **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](image)

9. Click Back.

   ![Back](image)
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.

The attachment was successfully created
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.

4. Click the “Information” link.
5. The current approver displays.

![Budget Transfer Details](image)

**Document Overview on/off**

1. Click Document Overview on/off.

   ![Document Overview on/off](image)

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

   ![Documents of FM Area](image)

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.

- Click the hyperlink “Budgeting Entry Doc: xxxxxxxxxx” to view budget transfer detail such as Fund Center name
• The information will be displayed
• Click Cancel to close the Entry Document

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

Approve
Reject
Send Back to Initiator
Approve

1. Click the Subject or underlined hyperlink.

   [Image: Budget Transfer 340082 001]
   (Travel Expenses for Topic 10111030631 for Training 12)

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.

   [Image: Decision Step in Workflow]

   - Budget Transfer 340082 001
   - Choose one of the following alternatives
   - Approve Budget Transfer
   - Reject Budget Transfer
   - Send Back to Initiator
   - Cancel and keep work item in inbox

   [Image: Workflow: Execute Operation on Work Item]
Reject

1. Click the Subject or underlined hyperlink.

2. Click Reject Budget Transfer.

- 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 the 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.

5. Select the budget transfer (displays as **Create with Reference?**) by clicking the Subject or underlined hyperlink.
6. 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

7. Click the ‘X’ to close the pop-up window and return to the UWL tab.

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

9. 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.

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.

- 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.
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.