Budget Consumption Report
Transaction Code: ZFBC

Location(s):

SAP GUI

Purpose: Perform this procedure when you need to check actual year-to-date expenditures, open commitments and available budget dollars. This procedure can be executed for one fiscal year and has the functionality to select any or all months (periods) within the year.

1. Log into myNKU
   - https://myNKU.nku.edu/irj/portal
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, ZFBC.
5. Click Enter.
6. Enter Funds Center 6-digit node.
   • You may also run this report with the 9-digit Cost Center number in the Funds Center Or value(s) field.
7. Click Execute.
8. Select the Characteristic Funds Center.
9. Click the variable for Funds Center.
10. Close the navigation window to better view the details of the report.

- **Original budget**: This is the original budget assigned to the specified unit during the annual budget process.

- **Revised Budget**: A calculation of all the budget dollars that resulted from original budget plus or minus any returns, supplements, budget transfers and re-appropriations.

- **YTD Exp/Rev**: Actual expenses/revenues resulting from Purchase Orders, payroll, parked documents, travel, copy center charges, departmental deposits, etc.

- **Commitments**: Open encumbrances including personnel, open Purchase Orders, and travel authorizations consuming budget.

- **Parked Actual**: Open parked documents not yet paid.

- **Available Budget**: Amount still available for spending by the specified unit; calculation of revised budget minus YTD Exp/Rev, commitments and parked actuals; Revised Budget minus consumed budget.