

Budget Consumption Report

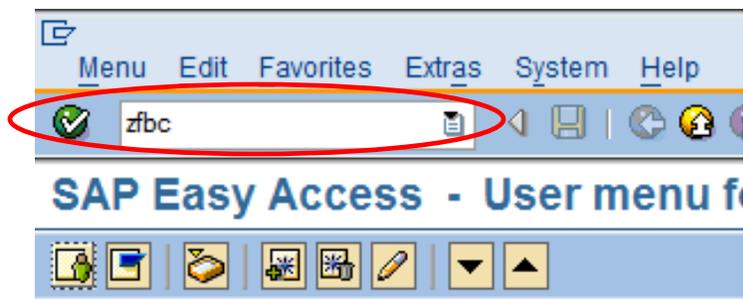
Transaction Code: ZFBC

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.

Budget Consumption Report: Selection

  Data Source...

Selection values

Fiscal Year	2011
To Period	16

Selection groups

Fund	<input type="text"/>			
Or value(s)	<input type="text"/>	to	<input type="text"/>	
Funds Center	060811			
Or value(s)	<input type="text"/>	to	<input type="text"/>	
Commitment Item	CI 000 0000			
Or value(s)	<input type="text"/>	to	<input type="text"/>	
Functional Area	<input type="text"/>			
Or value(s)	<input type="text"/>	to	<input type="text"/>	
Funded Program	<input type="text"/>			
Or value(s)	<input type="text"/>	to	<input type="text"/>	

8. Select the Characteristic Funds Center.
9. Click the variable for Funds Center.

Dept.Budget Consumpt

Column

Reports

- Dept.Budget Consumpt
- Period Budget Consumption
- Budget Report

Variation: Characteristics

- Fund
- Funds Center**
- Grant
- Funded Program.....

Variation: Funds Center

- 060811 Sociology, Anthropology and Philosoph...
 - 235120001 Sociology/Anthropology/Philosophy**
 - 235120005 Anthropology Museum
 - 235120010 Survey Contracts
 - 235120050 NK Soc/Ant/Phi Grant Match
 - 235120005 DE Soc/Ant/Phi Grant Match

Dept.Budget Consumpt

Northern Kentucky Uni
Fiscal Year

Fund/Group
Funds Center Sociolog
Functional Area *
Funded Program/Group
Grant *

Commitment Item

501100	Administ
501105	Admin-Co
501115	Admin-Hc
*	Administrative S
502000	Pr-Adm S
502010	Admin-Sp
*	Payroll-Administ

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

Dept.Budget Consumpt						
Dept.Budget Consumpt		Date: 05/17/2011	Page: 1 / 1			
Northern Kentucky University						
Fiscal Year 2011						
Fund/Group *						
Funds Center Sociology/Anthropology/Philosophy (235120001 (*))						
Functional Area *						
Funded Program/Group *						
Grant *						
Commitment Item	Original Budget	Revised Budget	YTD Exp/Rev	Commitments	Parked Actual	Available Budge
501100 Administrative Staff Pool	47,950.00	56,539.00				1,207.93
501105 Admin-Contract						
501115 Admin-Hourly			46,768.02	8,563.05		
* Administrative Staff Pool	47,950.00	56,539.00	46,768.02	8,563.05		1,207.93
502000 Pr-Adm Spec Stf Pool		2,100.00				
502010 Admin-Spec Comp			2,100.00			
* Payroll-Administrative Spec Staff P		2,100.00	2,100.00			
503000 Faculty Pool		500.00				341,326.50-
503005 Faculty-Salary	1,132,997.00	1,124,427.00	1,096,013.78	151,759.05		
503010 Faculty-Part-Time			172,227.84	16,735.13		
503105 Faculty-Sabbatical			29,517.70			
* Faculty Pool	1,132,997.00	1,124,927.00	1,297,759.32	168,494.18		341,326.50-
503505 Faculty-Summer		42,909.00	42,909.00	35,439.00		35,439.00-
503510 Faculty-Winter Inter			15,912.00			15,912.00-
* Faculty-Nonpooled		42,909.00	58,821.00	35,439.00		51,351.00-
504000 Faculty-Spec Pr Pool		17,950.00				23,706.99-
504005 Faculty-Overload			20,251.26	2,805.73		
504015 Faculty-Spec Comp			18,600.00			
* Faculty Special Payroll Pool		17,950.00	38,851.26	2,805.73		23,706.99-
505000 Payroll-Student Pool						5,216.26-
505010 Student-Hrly-Iws		1,810.00	1,806.26	5,220.00		
* Payroll-Student Pool		1,810.00	1,806.26	5,220.00		5,216.26-
520000 Fringe Benefits Pool		1,699.18				5,525.95-
522110 Ins-Life	2,812.00	2,812.00	1,470.59			
522115 Ins-Dental	4,032.00	4,032.00	3,112.21			