

Budget Consumption Report

Transaction Code: ZFB1

Location(s):

SAP GUI


Purpose: Use this procedure to view original budget, returns, supplements and transfers at the fund, fund center, commitment item, functional area, or funded program level. This information will be provided at the summary level with drill down capability on budget transfers and supplements. This procedure can be executed for one fiscal year and has the functionality to select any or all months within the year. This report is not applicable for Grants.

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, ZFB1.
5. Click Enter.



6. Enter Funds Center.
7. Click Execute.







Budget Report: Selection

 Data Source...

Selection values

Fiscal Year

Selection groups

Fund	<input type="text"/>			
Or value(s)	<input type="text"/>	to	<input type="text"/>	
Funds Center	<input type="text" value="060811"/>			
Or value(s)	<input type="text"/>	to	<input type="text"/>	
Commitment Item	<input type="text" value="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.
10. Close the navigation window to better view the details of the report.

Budget Report

Date: 05/25/2011 Time: 11:03:00 Page: 1 / 1

Northern Kentucky University
Fiscal Year 2011

Fund/Group * (*)
 Funds Center/Group Sociology/Anthropology/Philosophy (235120001)
 Funded Program/Group * (*)
 Grant /Group * (*)
 Functional Area/Group * (*)

Commitment Item	Original Budget	Returns	Supplements	Trfs - Sender	Trfs-Receiver
501100 Administrative Staff Pool	47,950.00				8,589.00
* Administrative Staff Pool	47,950.00				8,589.00
502000 Pr-Adm Spec Stf Pool					2,100.00
* Payroll-Administrative Spec Staff P					2,100.00
503000 Faculty Pool			500.00		
503005 Faculty-Salary	1,132,997.00	8,570.00-			
* Faculty Pool	1,132,997.00	8,570.00-	500.00		
503505 Faculty-Summer					42,909.00
* Faculty-Nonpooled					42,909.00
504000 Faculty-Spec Pr Pool					17,950.00
* Faculty Special Payroll Pool					17,950.00
505010 Student-Hrly-Iws					1,810.00
* Payroll-Student Pool					1,810.00
520000 Fringe Benefits Pool		1,779.00-			3,478.18
522110 Ins-Life	2,812.00				
522115 Ins-Dental	4,032.00				
522120 Ins-Disability	4,380.00				
522122 Ins-Vision	112.00				
522125 Ins-Health	109,160.00				
522130 Retirement-Ky	8,142.00				
522135 Retirement-Tiaa	112,861.00				
522140 Social Security	72,798.00				
522141 Soc Sec-Medicare	17,026.00				
* Fringe Benefits Pool	331,323.00	1,779.00-			3,478.18
** Personnel	1,512,270.00	10,349.00-	500.00		76,836.18

You have a report that provides the following columns regarding budget data with drilldown capabilities on budget information. You can scroll through the report by using the scroll bar.

- **Original budget:** This is the original budget assigned to the specified unit during the annual budget process
- **Returns:** Reduction to budget by the budget office with Presidential approval. This document type will be used in the event of a budget reduction process that has vice president participation
- **Supplements:** Addition to budget by the budget office with Presidential approval. This document type will be used to fund one-time supplemental funding request from the vice presidents when funding is not available within their area. Supplements are also the way transfers from a department’s revenue lines to their expenditure lines will be reported
- **Trfs – Sender:** Reduction of budget due to a budget transfer in which the unit gave another unit budget dollars
- **Trfs – Receiver:** Addition of budget due to a budget transfer in which the unit gave another unit budget dollars
- **Carry For - Rec:** Receipt of carry forward funds and can be a credit or debit balance.
- **Revised Original:** A calculation of all the budget dollars that resulted from original budget plus or minus any returns, supplements, budget transfers and re-appropriations

Note: You may need to click the right arrow button (will be a bold black color) to view additional detail.

Budget Report

Column [Navigation Icons]

Date: 05/25/2011 Time: 11:03:00 Page: 1/ 1

Northern Kentucky University
Fiscal Year 2011

Fund/Group + (*)
Funds Center/Group Sociology/Anthropology/Philosophy (235120001)
Funded Program/Group + (*)
Grant /Group + (*)
Functional Area/Group + (*)

Commitment Item	Original Budget	Returns	Supplements	Trfs - Sender	Trfs-Receiver
* Fringe Benefits Pool	331,323.00	1,779.00-			3,478.18
** Personnel	1,512,270.00	10,349.00-	500.00		76,836.18
550000 Operating Pool			1,787.00	8,910.00-	36,237.87
550005 Supplies-Office	12,550.00				
550015 Supplies-Education	8,700.00				
550205 Printing	2,700.00				
550305 Postage	2,500.00				
550505 Telephone-Long Dist	1,165.00				
550510 Mobile Phone Charges	175.00				
550520 Meals & Refreshments	500.00				
550535 Subscrptns/Dept Bks	526.00				