

## **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	2011							
	Selection groups								
	Fund			]					
	Or value(a)		to		] 🖻				
$\mathbf{r}$	Funds Center	060811		0					
	Or value(s)		to		<b></b>				
	Commitment Item	CI_000_0000		]					
	Or value(s)		to		<b></b>				
	Functional Area			]					
	Or value(s)		to		<b></b>				
	Funded Program								
	Or value(s)		to		<b>-</b>				



- 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.

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Variation: Characteristics	L	Budget Report Date	05/25/2011 Time:	11:03:00		Pa	age: 1/ 1	
Fund Funds Center		Northern Kentucky University Fiscal Year 2011						
Funded Program     ✓		Fund/Group       •       (*       )         Funds Center/Group       Sociology/Anthropology/Philosophy       (235120001       )         Funded Program/Group       •       (*       )         Grant /Group       •       (*       )         Functional Area/Group       •       (*       )						
235120005 Anthropology Museum 235120010 Survey Contracts	$\sim$	Commitment Item	Original Budgt	Returns	Supplements	Trfs - Sender	Trfs-Receiver	
⊇ 235120050 NK Soc/Ant/Phi Grant Match         ⊇ 235120065 RF Soc/Ant/Phi Grant Ext fund         ⊇ 235120069 RF Program Revenue Soc Ant I         ⊇ 235120070 Fcws-Soc/Ant/Phil         ⊇ 235120071 Fcws-Anth Museum		501100 Administrative Staff Pool Administrative Staff Pool 502000 Pr-Adm Spec Stf Pool Payroll-Administrative Spec Staff P 503000 Faculty Pool 503005 Faculty-Salary Faculty Pool 503505 Faculty-Summer Faculty-Nonpooled 504000 Faculty-Spec Pr Pool 505010 Student-Hrly-Iws Payroll-Student Pool 522100 Fringe Benefits Pool 522100 Ins-Life 522110 Ins-Life 522120 Ins-Disability 522122 Ins-Vision 522123 Retirement-Ky 522133 Retirement-Ky 522141 Soc Sec-Hedicare	47,950.00 47,950.00 1,132,997.00 1,132,997.00 4,032.00 4,032.00 4,380.00 112.00 109,160.00 8,142.00 112,861.00 72,798.00 17,026.00	8,570.00- 8,570.00- 1,779.00-	500.00		8,589.0 8,589.0 2,100.0 2,100.0 42,909.0 17,950.0 17,950.0 1,810.0 3,478.1	
	2	<ul> <li>Fringe Benefits Pool</li> <li>Personnel</li> </ul>	331,323.00 1,512,270.00	1,779.00- 10,349.00-	500.00		3,478. 76,836.	



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

Budget Report											
Budget Report Date	Pa	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 Budgt	Returns	Supplements	Trfs - Sender	Trfs-Receiver						
<ul> <li>Fringe Benefits Pool</li> <li>Personnel</li> <li>550000 Operating Pool</li> <li>550005 Supplies-Office</li> <li>550015 Supplies-Education</li> <li>550205 Printing</li> <li>550305 Postage</li> <li>550505 Telephone-Long Dist</li> <li>550510 Mobile Phone Charges</li> <li>550520 Meals &amp; Refreshments</li> <li>550526 Superstan (Dest Data</li> </ul>	331,323.00 1,512,270.00 12,550.00 8,700.00 2,700.00 2,500.00 1,165.00 175.00 500.00	1,779.00- 10,349.00-	500.00 1,787.00	8,910.00-	3,478.18 76,836.18 36,237.87						
	Budget Report       Date         Northern Kentucky University       Fiscal Year       2011         Funds Center/Group       \$ Sociology/Anthropo'         Funds Center/Group       \$ Sociology/Anthropo'         Fundt Orgram/Group       •         Functional Area/Group       •         Commitment Item       •         * Fringe Benefits Pool       •         •* Personnel       550005 Supplies-Office         550015 Supplies-Education       550205 Printing         550305 Postage       550505 Telephone-Long Dist         5505050 Meal's & Refreshments       *	Budget Report       Date: 05/25/2011 Time         Northern Kentucky University         Fiscal Year       2011         Funds Center/Group       *         Funds Center/Group       *         Grant /Group       *         Functional Area/Group       *         Commitment Item       Original Budgt         *       Fringe Benefits Pool         *560000       0perating Pool         550005       Supplies-Education         550005       Pointing         550505       Telephone-Long Dist         1,165.00       1,75.00	Budget Report       Date: 05/25/2011 Time: 11:03:00         Northern Kentucky University Fiscal Year       2011         Funds Center/Group       Sociology/Anthropology/Philosophy Funded Program/Group         Functional Area/Group       *         Fringe Benefits Pool       331,323.00         *       Fringe Benefits Pool         *       Fringe Benefits Pool         *       Fringe Benefits Pool         550000 Operating Pool       1,512,270.00         550005 Supplies-Office       12,550.00         550205 Printing       2,700.00         550205 Printing       2,500.00         550505 Telephone-Long Dist       1,165.00         550506 Mobile Phone Charges       175.00         550505 Meals & Refreshments       500.00	Budget Report       Date: 05/25/2011 Time: 11:03:00         Northern Kentucky University Fiscal Year       2011         Fund/Group       *         Funds Center/Group       Sociology/Anthropology/Philosophy         Funds Center/Group       *         Funds Center/Group       *         Functional Area/Group       *         *       Fringe Benefits Pool         **       Personnel         **       Personnel         550000       Operating Pool         550015       Supplies-Office         12,550.00       550205         550205       Printing         550205       Triting         550205       Telephone-Long Dist         1,165.00       175.00         550520       Heals & Refreshments	Budget Report       Date: 05/25/2011 Time: 11:03:00       Pa         Northern Kentucky University Fiscal Year       2011         Fund/Group       +         Funds Center/Group       Sociology/Anthropology/Philosophy         Grant /Group       +         Functional Area/Group       +         *       Fringe Benefits Pool         *       Fringe Benefits Pool         *       Personnel         0500000       0perating Pool         550005       Supplies-Office         550005       Supplies-Office         550005       Supplies-Office         550005       Supplies-Office         550005       Supplies-Office         550005       Supplies-Office         5500505       Telephone-Long Dist         1,165.00       175.00         550505       Telephone-Long Dist         1,175.00       175.00         550505       Telephone-Long Dist         1,175.00       175.00         550505       Telephone-Long Dist         1,175.00       5000.00						

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