

Create Budget Transfer

Transaction Code: ZFMBBT

Location(s):

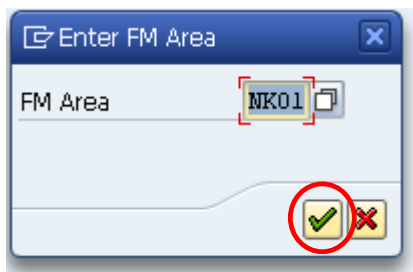
SAP GUI

Purpose: There are times when you may need to transfer funds from one fund center(s) to another 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 sending fund center(s) and ultimately by the Comptroller's 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**. To check available balance, use the **ZFD1** or **ZFBC** reports.

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.



6. Enter NK01 for FM Area.
7. Click Enter.



8. Click the Match Code button for Layout Variant.
9. Select SAP004.
10. Click Continue.
11. Select Default Layout.
12. Click Enter.

Note: You will only receive the Enter Layout window once when you initially log into the transaction code. You will set the layout to SAP004 one time only.

The image shows three screenshots illustrating the steps to set a layout variant as the default:

- Enter Layout Dialog:** The 'Layout Variant' field is empty. A red circle highlights the 'Match Code' button (represented by a document icon with a magnifying glass) on the right side of the dialog.
- Restrictions Table:** A table with 5 entries is shown. The entry for 'SAP004' is highlighted in yellow. A red circle highlights the checkmark icon in the top-left corner of the table's toolbar.

Layout	Text
SAP001	SAP BWB minimum standard
SAP002	SAP BWB minimum standard - flexible
SAP003	SAP BWB Minimum - Operative
SAP004	SAP BWB Standard - Operative
SAP005	SAP BWB decentral

- Enter Layout Dialog:** The 'Layout Variant' field now contains 'SAP004'. A red circle highlights the 'Default Layout' checkbox, which is now checked.

A confirmation message appears at the bottom of the screen:

A confirmation will appear at the bottom of the screen.

The confirmation message at the bottom of the screen reads: Layout SAP004 has been adapted to fulfill Customizing settings

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)

Payment Budget

Master Data Split Key Fig.

Lines

Line	-/+	Funds Center	Funds Center Name	Commitment Item	Commitment Item Name	Amount (USD)	Text	Func. Area	Funded Program	Fund

Split screen

1. Click Split



2. The screen is divided into Sender Lines and Receiver Lines

Payment Budget

Master Data Merge Key Fig.

Sender Lines

Line	Funds Center	Funds Center Name	Commitment Item	Commitment Item Name	Amount (USD)	Text	Func. Area	Funded Program	Fund

Receiver Lines

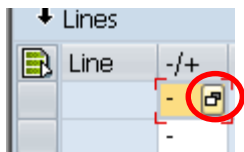
Line	Funds Center	Funds Center Name	Commitment Item	Commitment Item Name	Amount (USD)	Text	Func. Area	Funded Program	Fund

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.

Payment Budget										
Lines										
Line	-/+	Funds Center	Funds Center Name	Commitment Item	Commitment Item Name	Amount (USD)	Text	Func. Area	Funded Program	Fund
000001	-	213030001	Student Account Svc	550000	Operating Pool-Op ST	25.00	moving expenses	0600	NOT RELEVANT	0111...
000002	-	213020001	Accounts Payable	550005	Supplies-Office	25.00	moving expenses	0600	NOT RELEVANT	0111...

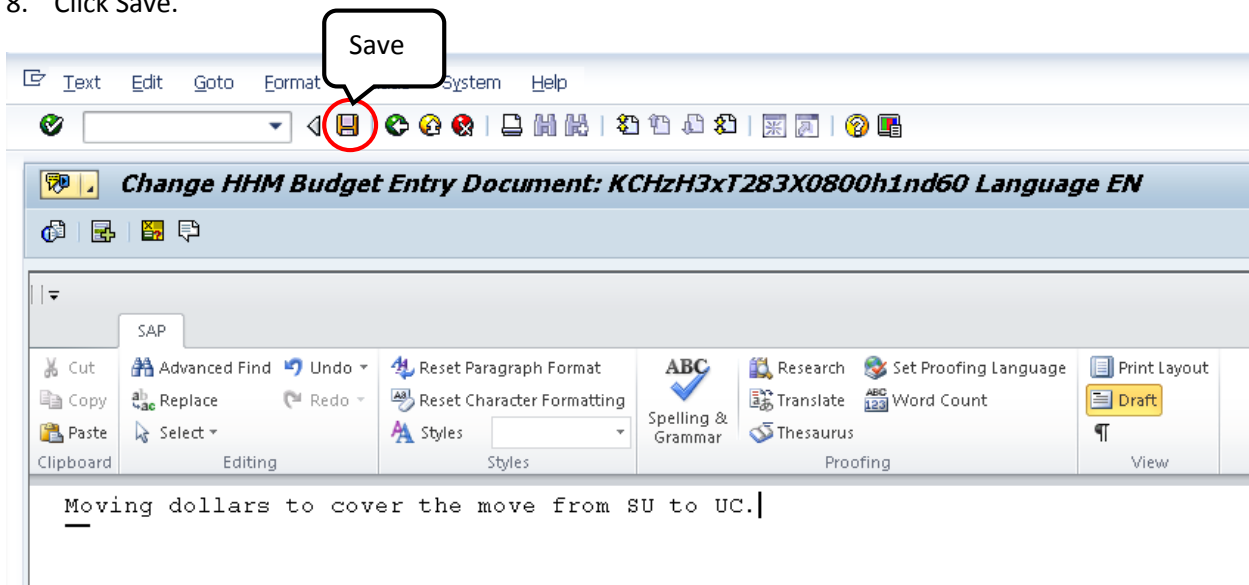
6. Click Long Text.

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



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.



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

9. Click Back.



10. Click Prepost.



Note: A confirmation message with the document number will appear at the bottom of the screen.

