

Budget Consumption Report

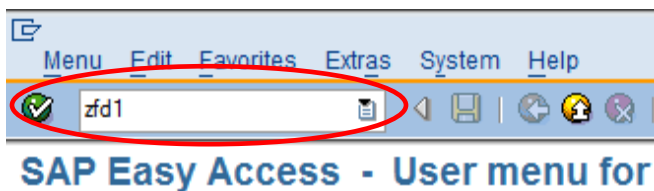
Transaction Code: ZFD1

Location(s):

SAP GUI



Purpose: Use this procedure to view original budget, revised budget, actual year-to-date expenditures, open commitments and available budget at the fund, fund center, commitment item, functional area, or funded program level. 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, ZFD1.
5. Click Enter.



6. Enter Funds Center.
7. Click Execute.







Dept. Budget/Consumption 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.

Dept. Budget Consumption

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Reports

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- Budget Report

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Variation: Characteristics

- Fund
- Funds Center
- Grant
- Funded Program

Variation: Funds Center

- 000811 Sociology, Anthropology and Philosophy
 - 235120001 Sociology/Anthropology/Philosophy
 - 235120005 Anthropology Museum
 - 235120010 Survey Contracts
 - 235120055 NK Soc/Ant/Phi Grant Match
 - 235120065 RF Soc/Ant/Phi Grant Ext fund
 - 235120069 RF Program Revenue Soc Ant I
 - 235120070 Fcws-Soc/Anth/Phil
 - 235120071 Fcws-Anth Museum
 - 235120501 Anthropology
 - 235120502 Sociology, Anthropology, Philos

Dept. Budget/Consumption Report		Date: 05/25/2011	Page: 1 / 4	
Northern Kentucky University				
Fiscal Year 2011				
Fund/Group *			(+ (235120001))	
Funds Center Sociology/Anthropology/Philosophy				
Functional Area *	(+)			
Funded Program/Group *		(+)		
Grant *		(+)		

Commitment Item	Revised Budget	Commitment	Actuals	Parked Actual
501100 Administrative Staff Pool	56,539.00			
501105 Admin-Contract				
501115 Admin-Hourly		6,660.15	48,951.12	
* Administrative Staff Pool	56,539.00	6,660.15	48,951.12	
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			
503005 Faculty-Salary	1,124,427.00	151,759.05	1,216,113.52	
503010 Faculty-Part-Time		16,735.13	188,962.97	
503105 Faculty-Sabbatical			29,517.70	
* Faculty Pool	1,124,927.00	168,494.18	1,434,594.19	
503505 Faculty-Summer	42,909.00	35,439.00	79,828.00	
503510 Faculty-Winter Inter			15,912.00	
* Faculty-Nonpooled	42,909.00	35,439.00	95,740.00	
504000 Faculty-Spec Pr Pool	17,950.00			
504005 Faculty-Overload		2,805.73	23,056.99	
504015 Faculty-Spec Comp			18,600.00	
* Faculty Special Payroll Pool	17,950.00	2,805.73	41,656.99	
505010 Student-Hrly-Iws	1,810.00	2,900.00	1,806.26	
* Payroll-Student Pool	1,810.00	2,900.00	1,806.26	
520000 Fringe Benefits Pool	1,699.18			
522110 Ins-Life	2,812.00		1,573.19	

A multi-page report provides the following columns regarding budget data with drilldown capabilities on actuals and commitments. You can scroll through the pages by clicking the page up / page down keys on your keyboard or by clicking the page up / page down keys on the standard toolbar.

Page 1 – Revised Budget / Commitments / Actuals / Parked Actuals

- **Revised Budget:** A calculation of all the budget dollars that resulted from original budget plus or minus any returns, supplements, budget transfers, and carry forwards
- **Commitments:** Open encumbrances including personnel, open Purchase Orders, and travel requests consuming budget
- **Actuals:** YTD Exp/Rev actual expenses/revenues resulting from Purchase Orders, Payroll, Parked Documents, travel, copy center charges, and departmental deposits
- **Parked Actuals:** Open parked documents not yet paid. (Check requests that have not yet been posted will appear in this column)

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			

Page 4 – Revised Budget / Consumed / Available

- **Revised Budget:** A recalculation of all the budget dollars that resulted from original budget plus or minus any returns, supplements, budget transfers and re-appropriations
- **Consumed Budget:** All actuals and commitments
- **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 Consumption

Dept. Budget/Consumption Report		Date: 05/25/2011	Page: 4 / 4
Northern Kentucky University			
Fiscal Year 2011			
Fund/Group *		(+)	()
Funds Center Sociology/Anthropology/Philosophy		(235120001)	()
Functional Area *	(+)	()	()
Funded Program/Group *		(+)	()
Grant *		(+)	()

Commitment Item	Revised Budget	Consumed Budget	Available Budge
501100 Administrative Staff Pool	56,539.00	55,611.27	927.73
* Administrative Staff Pool	56,539.00	55,611.27	927.73
502000 Pr-Adm Spec Stf Pool	2,100.00	2,100.00	
* Payroll-Administrative Spec Staff P	2,100.00	2,100.00	
503000 Faculty Pool	1,124,927.00	1,603,088.37	478,161.37-
* Faculty Pool	1,124,927.00	1,603,088.37	478,161.37-
503505 Faculty-Summer	42,909.00	115,267.00	72,358.00-
503510 Faculty-Winter Inter		15,912.00	15,912.00-
* Faculty-Nonpooled	42,909.00	131,179.00	88,270.00-
504000 Faculty-Spec Pr Pool	17,950.00	44,462.72	26,512.72-
* Faculty Special Payroll Pool	17,950.00	44,462.72	26,512.72-
505000 Payroll-Student Pool	1,810.00	4,706.26	2,896.26-
* Payroll-Student Pool	1,810.00	4,706.26	2,896.26-
520000 Fringe Benefits Pool	333,022.18	373,202.02	40,179.84-
* Fringe Benefits Pool	333,022.18	373,202.02	40,179.84-
** Personnel	1,579,257.18	2,214,349.64	635,092.46-
550000 Operating Pool	76,990.13	53,594.62	23,395.51
* Operating Pool	76,990.13	53,594.62	23,395.51
552610 Telephone-Line Chrg	2,582.00	1,665.32	916.68
552615 Telephone-Maint	1,194.00	868.00	326.00
* Operating - Non Pooled	3,776.00	2,533.32	1,242.68
** Operating Expenses	80,766.13	56,127.94	24,638.19
*** Expenditures	1,660,023.31	2,270,477.58	610,454.27-
**** Commitment Item	1,660,023.31	2,270,477.58	610,454.27-