

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						
Qaladian valuan						
Selection values						
Fiscal Year	2011					
Selection groups						
Fund						
Or value(s)	to					
Funds Center	060811					
Orvalue(s)	to 🗳					
Commitment Item	CI_000_0000					
Or value(s)	to 🖻					
Functional Area						
Or value(s)	to 🖻					
Funded Program						
Or value(s)	to 字					



- 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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Reports		Dept Budget/Consumption Benent Dete	05/05/0011		Dege	1 / 1		
Dept. Budget Consumption		Dept. Budget/Consumption Report Date	05/25/2011		Page:	1 / 4		
Budget Report		Northern Kentucky University						
_		Fiscal Year 2011						
		Fund/Group *			(*)		
Variation: Characteristics		Funds Center Sociology/Anthropology/Phil	osophy		(235120001)		
		Functional Area *		(*)			
🚺 🖹 Funds Center 📃		Funded Program/Group *			(*)		
E Crent		Grant *		(*)			
Funded Program,		Commitment Item	Revised Budget	Commitment	Actuals	Parked Actual		
Variation: Funds Center			50 500 00					
🗢 🔂 800811 Sociology, Anthropology and Philosopt		501100 Administrative Staff Pool	56,539.00					
🔹 📄 235120001 Sociology/Anthropology/Philoso	D	501105 Admin-Contract		6 660 16	40.051.10			
E 235120005 Anthropology Museum	7	Administrative Staff Pool	56 530 00	6,660,15	40,951.12			
235120010 Survey Contracts		502000 Pr-Adm Spec Stf Pool	2 100 00	0,000.15	40,001.12			
235120050 NK Soc/Ant/Phi Grant Match		502010 Admin-Spec Comp	2,100.00		2,100,00			
235120000 Hit God/hith In Grant Match	7	 Payroll-Administrative Spec Staff P 	2,100.00		2,100.00			
E 235120005 RF Sockhiterin Grant Excluded		503000 Faculty Pool	500.00					
E 235120069 RF Program Revenue Soc Anti		503005 Faculty-Salary	1,124,427.00	151,759.05	1,216,113.52			
235120070 Fcws-Soc/Anth/Phil		503010 Faculty-Part-Time		16,735.13	188,962.97			
235120071 Fcws-Anth Museum		503105 Faculty-Sabbatical			29,517.70			
235120501 Anthropology	2	 Faculty Pool 	1,124,927.00	168,494.18	1,434,594.19			
235120502 Sociology, Anthropology, Philos		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	47.050.00	0.005 70	18,600.00			
		Faculty Special Payroll P001	1,950.00	2,805.73	41,000.99			
	7	* Payroll_Student_Pool	1,810.00	2,900.00	1,800.20			
		520000 Fringe Benefits Pool	1 699 18	2,300.00	1,000.20			
		522110 Ins-Life	2 812 00		1 573 19			
		022110 110-2110	2,012.00		1,010.10			



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 <u>page up / page down</u> keys on your keyboard or by clicking the <u>page up / page down</u> 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)

De	ept.	Budget Consumpt							
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	Dept.Budget Consumpt Date: 05/17/2011 Page: 1 / 1								
	Northern Kentucky University Fiscal Year 2011								
	Fund/Group (*) Funds Center Sociology/Anthropology/Philosophy (235120001)								
	Fun Gra	nded Program/Group * ant *		(*	(*)			
	Com	nmitment Item	Original Budge	Revised Budget	YTD Exp/Rev	Commitments	Parked Actual	Available Budg	
		501100 Administrative Staff Pool 501105 Admin-Contract	47,950.00	56,539.00				1,207.93	
		501115 Admin-Hourly			46,768.02	8,563.05			
1	*	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				
1	*	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		10,000,00	15,912.00	05 400 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	00.054.08	0.005.70		23,700.99-	
		504005 Faculty-Overload			20,201.20	2,800.73			
-	*	Faculty Special Boyroll Bool		17 050 00	20 051 26	2 005 72		22 706 00	
		505000 Payroll Student Pool		17,950.00	30,001.20	2,000.75		5 216 26	
		505000 Payroll-Student Poor		1 810 00	1 896 26	5 220 00		5,210.20-	
7	*	Payroll_Student_Pool		1 810 00	1 806 26	5 220.00		5 216 26-	
		520000 Fringe Benefits Pool		1 699 18	1,000.20	0,220.00		5 525 95-	
		522110 Ins-Life	2 812 00	2 812 00	1 470 59			0,020.00-	
		522115 Ins-Dental	4.032.00	4,032,00	3,112,21				



Page 2 – Commitments Detail

- Purchase Requi: Open purchase requisitions encumbered and consuming budget
- **Purchase Order:** Open purchase orders not yet invoiced or received encumbered and consuming budget
- Funds Reservat: Encumbered salary
- Travel: Travel requests
- **Commitments:** Open encumbrances including personnel, open Purchase Orders and travel requests consuming budget (Total amount)

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	Dept. Budget/Consumption Report Date: 05/25/2011 Page: 2 / 4								
	Northern Kentucky University Fiscal Year 2011								
	Fund/Group * Funds Center Sociology/Anthropology/Phil Functional Area * Funded Program/Group * Grant *	osophy	(*	(* (235120001) (*))))				
	Commitment Item	Purchase Requi	Purchase Order	Funds Reservat	Travel	Commitment			
	501115 Admin-Hourly			6,660.15		6,660.15			
1	 Administrative Staff Pool 			6,660.15		6,660.15			
_	503005 Faculty-Salary			151,759.05		151,759.05			
	503010 Faculty-Part-Time			16,735.13		16,735.13			
	503105 Faculty-Sabbatical								
1	 Faculty Pool 			168,494.18		168,494.18			
	503505 Faculty-Summer			35,439.00		35,439.00			
	503510 Faculty-Winter Inter								
	 Faculty-Nonpooled 			35,439.00		35,439.00			
	504005 Faculty-Overload			2,805.73		2,805.73			
	 Faculty Special Payroll Pool 			2,805.73		2,805.73			
_	505010 Student-Hrly-Iws			2,900.00		2,900.00			
	 Payroll-Student Pool 			2,900.00		2,900.00			
	** Personnel			216,299.06		216,299.06			
	550005 Supplies-Office								
	550015 Supplies-Education	2,290.00				2,290.00			
	550540 Dues/Cert Lic Fees					100.00			
	550900 Travel Pool				400.00	400.00			
	550910 Travel-Out St Geni					l			
	550914 Employee Travel-Domestic								
	550927 Employee Travet-Foreign								
	550930 E0/Train/Reg/FeeS	-							
-	Operating Reel	2 200 00			400.00	2 600 00			
-	** Operating Expenses	2,290.00			400.00	2,090.00			
	operating Expenses	2,250.00			400.00	2,030.00			



Page 3 – Actuals Detail

- Invoices: Paid Purchase Orders and parked documents; any document paid through Accounts Payable
- **Payments:** Feeds from other SAP modules, any entries that affect cash not being paid through Accounts Payable including revenue feeds
- Inter Departme: Recode of revenue/expenses from specified unit to another
- Actuals: A calculation of all actual expenses/revenues sum of invoices, payments and interdepartmental recodes. (Procurement card dollars will appear in this column)
- Parked Actuals: Open parked documents not yet paid

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	Dept. Budget/Consumption Report Date: 05/25/2011 Page: 3 / 4								
	Northern Kentucky University Fiscal Year 2011								
	Fund/Group * Funds Center Sociology/Anthropology/Phil Functional Area * Funded Program/Group * Grant *	osophy	(*	(* (235120001) (*)))				
	Commitment Item	Invoices	Payments	Inter Departme	Actuals	Parked Actual			
	501105 Admin-Contract								
	501115 Admin-Hourly	26,169.18		22,781.94	48,951.12				
1	 Administrative Staff Pool 	26,169.18		22,781.94	48,951.12				
_	502010 Admin-Spec Comp	750.00		1,350.00	2,100.00				
1	 Payroll-Administrative Spec Staff P 	750.00		1,350.00	2,100.00				
	503005 Faculty-Salary	723,780.48		492,333.04	1,216,113.52				
	503010 Faculty-Part-Time	104,751.51		84,211.46	188,962.97				
	503105 Faculty-Sabbatical	5,903.54		23,614.16	29,517.70				
1	 Faculty Pool 	834,435.53		600,158.66	1,434,594.19				
	503505 Faculty-Summer	36,919.00		42,909.00	79,828.00				
	503510 Faculty-Winter Inter	15,912.00			15,912.00				
	 Faculty-Nonpooled 	52,831.00		42,909.00	95,740.00				
	504005 Faculty-Overload	14,945.39		8,111.60	23,056.99				
	504015 Faculty-Spec Comp	18,600.00			18,600.00				
1	 Faculty Special Payroll Pool 	33,545.39		8,111.60	41,656.99				
	505010 Student-Hrly-Iws	490.88		1,315.38	1,806.26				
	 * Payroll-Student Pool 	490.88		1,315.38	1,806.26				
	522110 Ins-Life	698.21		874.98	1,573.19				
	522115 Ins-Dental	1,711.79		1,664.22	3,376.01				
	522120 Ins-Disability	1,750.95		1,489.89	3,240.84				
	522122 Ins-Vision	20.60		100.92	121.52				
	522125 Ins-Health	72,228.62		57,115.20	129,343.82				
	522127 Ins-Health Spending Account	1,500.00		1,250.00	2,750.00				
	522130 Retirement-Ky	4,570.88		4,131.40	8,702.28				
	522135 Retirement-Tiaa	59,652.05		49,871.96	109,524.01				



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

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	Dept.	Budget/Consumption Report Date	: 05/25/2011		Page: 4	4 /	4	
	Northern Kentucky University Fiscal Year 2011							
	Fund/Group * (* Funds Center Sociology/Anthropology/Philosophy (235120001))	
	Funde Grant	d Program/Group *		` (*	(*))	
	Commi	tment Item	Revised Budget	Consumed Budge	Available Budg			
-		501100 Administrative Staff Pool	56,539.00	55,611.27	927.73			
	-	502000 Pr-Adm Spec Stf Pool	2,100.00	2,100.00	927.73			
	-	Payroll-Administrative Spec Staff P 503000 Faculty Pool	2,100.00	2,100.00	478,161.37-			
1	*	Faculty Pool 503505 Faculty-Summer	1,124,927.00 42,909.00	1,603,088.37 115,267.00	478,161.37- 72,358.00-			
7	*	503510 Faculty-Winter Inter Faculty-Nonpooled	42,909.00	15,912.00 131,179.00	15,912.00- 88,270.00-			
	*	504000 Faculty-Spec Pr Pool Faculty Special Payroll Pool	17,950.00	44,462.72 44,462,72	26,512.72-			
-	*	505000 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-			
2	•••	Fringe Benefits Pool Personnel	333,022.18 1,579,257.18	373,202.02 2,214,349.64	40,179.84- 635,092.46-			
7	+	550000 Operating Pool Operating Pool	76,990.13 76,990.13	53,594.62 53,594.62	23,395.51 23,395.51			
		552610 Telephone-Line Chrg	2,582.00	1,665.32	916.68 326.00			
Ĕ	•	Operating - Non Pooled	3,776.00	2,533.32	1,242.68			
	***	Expenditures	80,766.13 1,660,023.31	56,127.94 2,270,477.58	24,638.19 610,454.27-			
1	****	Commitment Item	1,660,023.31	2,270,477.58	610,454.27-			

Dept. Budget Consumption