

Display Commitment Item: Hierarchy

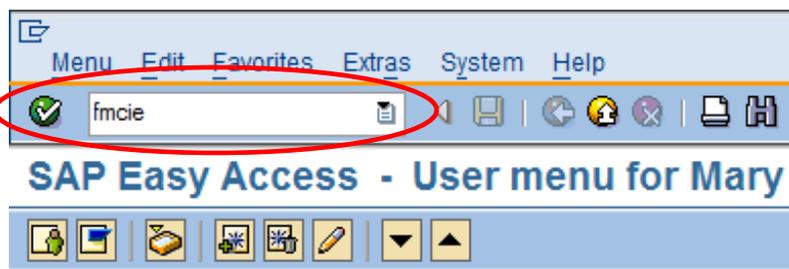
Transaction Code: **FMCIE**

Location(s):

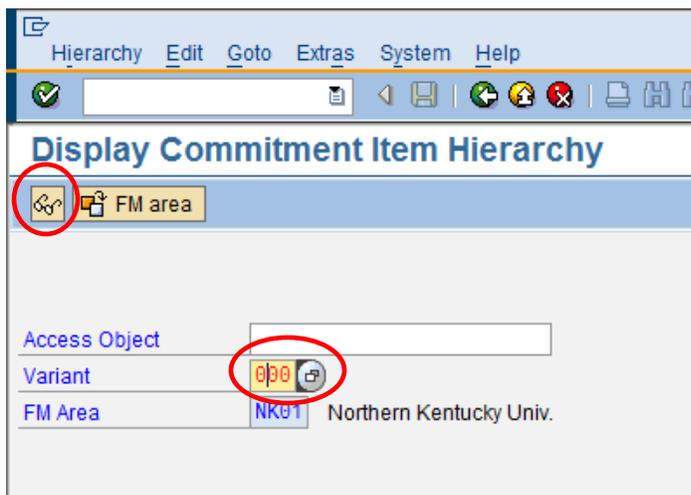
SAP GUI

Purpose: Perform this procedure when you need to find a commitment item and view the pooled and non-pooled commitment items.

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, ZFBC.
5. Click Enter.



6. Enter 000 for Variant.
7. Click Display.



8. Click or to expand or collapse folders.

Commitment item Edit Goto Extras System Help

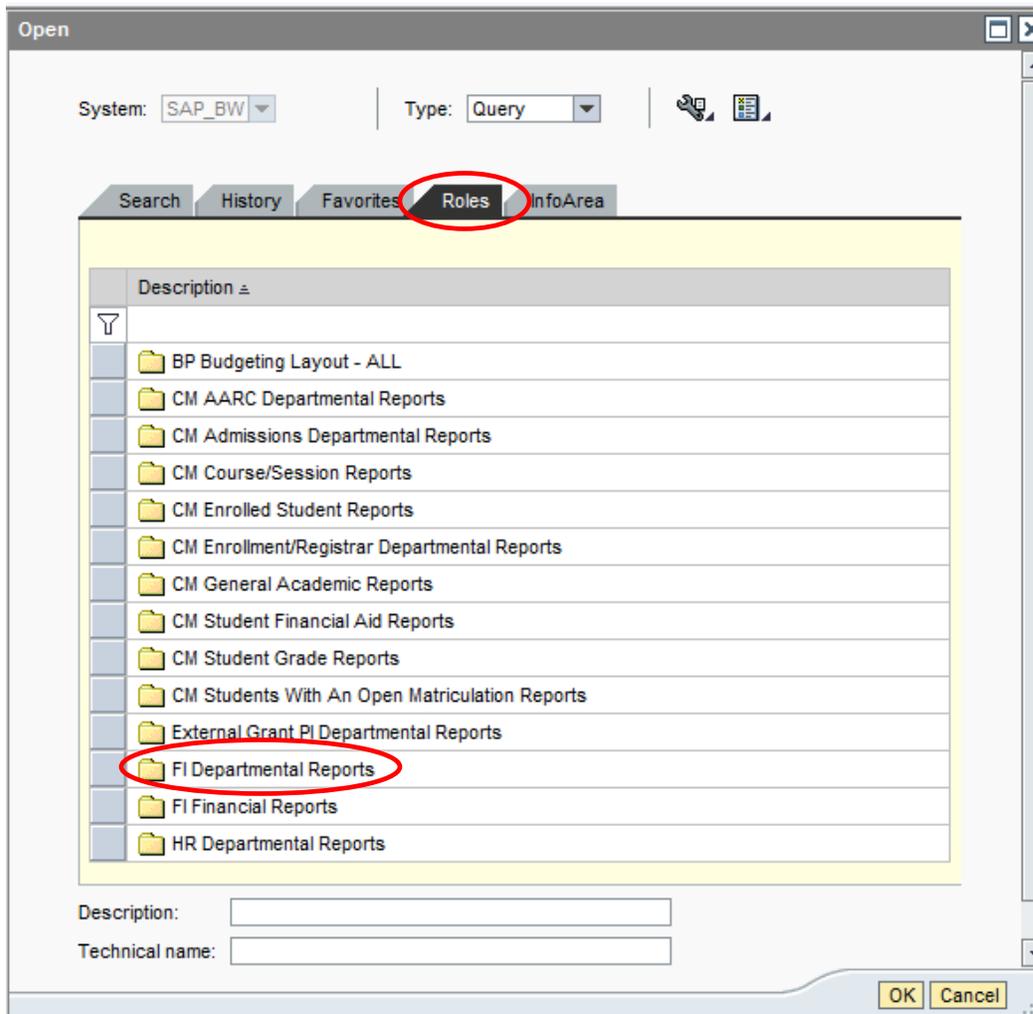
Display Commitment Item Hierarchy

Line Subtree

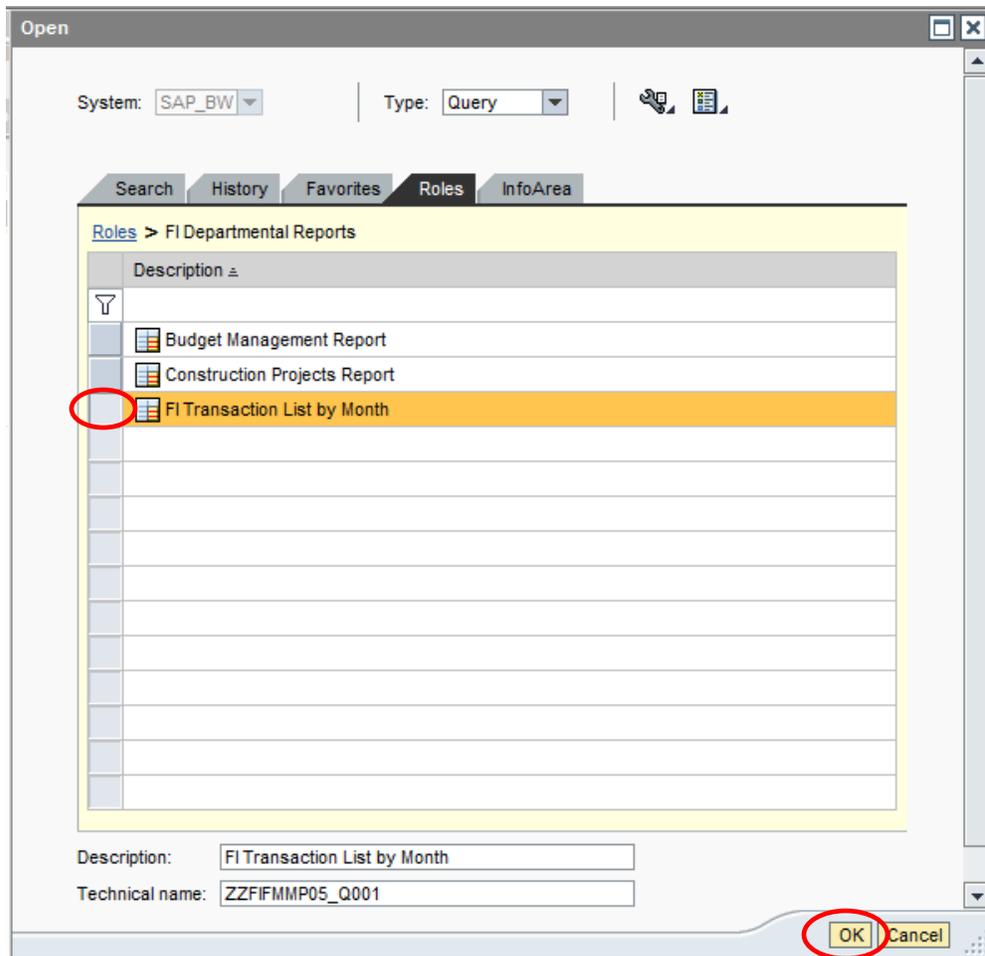
	CLEARING		Clearing
	EXPENDITURES		Expenditures
	PERSONNEL		Personnel
	FINANCIALAID		Financial Aid Expens
	FIXEDASSETEXP		Fixed Asset Exp.
	NONOPERATING		Non Operating Pool
	OPERATING		Operating Expenses
	530000		Contracted Srv Pool
	550000		Operating Pool
	550005		Supplies-Office
	550010		Supplies-Library
	550015		Supplies-Education
	550020		Supplies-Testing
	550025		Jant,CIng,House Supp
	550030		Chem & Lab Supplies
	550035		Agricutrl/Botan Supp
	550040		Medical Supplies
	550045		Photographic Supply
	550050		Sup-Rec,Athl,Theatre
	550055		Supplies-Data Proc
	550070		Prom Material
	550205		Printing
	550220		Prom Print/Copy
	550230		Printing-Outside Ven
	550305		Postage
	550310		Mail/Dist Svcs
	550315		Freight-Out
	550405		Advertising
	550410		Brochure/Poster CCSA
	550505		Telephone-Long Dist
	550510		Mobile Phone Charges
	550515		Telephone Install
	550520		Meals & Refreshments
	550525		Ammunition/Firearms
	550530		Cataloging
	550535		Subscripns/Dept Bks

9. Click Roles.
10. Click FI Departmental Reports.

Note: Once the report has been accessed, it will be listed under the History tab for quick access.



11. Select the FI Transaction List by Month report.
12. Click OK.



13. Populate the Variable Entry screen.
14. Click OK.

Note: Any Variable with an asterisk (*) is a required variable. Period/Fiscal Year is a required variable. Entering period **000/2011 – 016/2011** will retrieve data for the current fiscal year.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
	Variable	Current Selection	Description
	Funds Center Hierarchy	+NK01/060806(0FUNDS_C	Math & Statistics
	Business Area		
	Functional Area		
	Fund		
	Funded Program		
	Grant		
*	Period/Fiscal Year (Interval Entry, Required)	000/2011 - 016/2011	Period 00 2011 - SP4 2011
	Vendor Number (Selection Option, Optional)		
	Commitment Item		
	Posting Date (Selection Option, Optional)		

OK Check

15. Add the Free characteristic, Document type to the report.

BEx Web Analyzer

FI Transaction List by Month

Display As Table

Columns	Funds Center	Commitment item	Posting date	Fund	Doc number		
<ul style="list-style-type: none"> ▼ Columns ▪ Key Figures ▼ Rows ▪ FM area ▪ Funds Center ▪ Commitment item ▪ Posting date ▪ Fund ▪ Doc number ▪ Description ▼ Free characteristics ▪ Business area ▪ Customer ▪ Document type ▪ Fiscal year/period ▪ FM Document Number ▪ FM LI Posting Line ▪ Functional area ▪ Funded Program ▪ Grant ▪ Original Curr./Unit ▪ Posting sequence 	235001517	CPE Appl Mth/Stt In	463550	Endwmt Income Distrib	08/31/2010	7733509850	100289145
					09/29/2010	7733509850	100290188
					10/27/2010	7733509850	100292673
					12/09/2010	7733509850	100294961
					12/31/2010	7733509850	100296273
					01/31/2011	7733509850	100297289
					02/21/2011	7733509850	100298383
					03/25/2011	7733509850	100300373
					Result		
		464020	Endw Gain-Dist		08/31/2010	7733509850	100289144
					09/29/2010	7733509850	100290187
					10/27/2010	7733509850	100292672
					12/09/2010	7733509850	100294960
					12/31/2010	7733509850	100296272
					01/31/2011	7733509850	100297287
					02/21/2011	7733509850	100298382
					03/25/2011	7733509850	100300372
					Result		

one