**Budget Comparison Report**

Transaction Code: ZBCR

**Location(s):**

SAP GUI

**Purpose:** Use this procedure to compare fiscal year original or revised budget dollars. This report is very useful for budget planning within SAP.

1. Log into myNKU
   a. [https://myNKU.nku.edu/irj/portal](https://myNKU.nku.edu/irj/portal)
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, ZBCR.
5. Click Enter.
6. Enter Fiscal Year 2 and Fiscal Year 1.
7. Enter Funds Center number or Funds Center node.
8. Click Execute.
9. Click Revised or Original in the Navigation Panel.

**Note:** You can close the navigation panel by clicking the Navigation On/Off button.

**Revised Budget Comparison Report**

![Revised Budget Comparison Report](image)