

Foundation Reporting Checklist

Each Foundation account was established with a specific purpose that defines the intended use of the funds. To view the account purpose in SAP use transaction code, FM5S and enter the fund number or use FMSC with the fund center number to view the account purpose. The purpose is detailed under the Long Text tab.

Use transaction code, ZFTB in SAP GUI to find the available balance for non-budgeted accounts. Use a budget report (ZFBC or ZFD1) to find the available balance for a budgeted account.

_____ Attend a myNKU – Foundation Reporting workshop to learn how to monitor the foundation account(s).

_____ Run transaction code, S_KI4_38000038, to determine your foundation accounts and if they are budgeted or non-budgeted accounts.

_____ Use transaction code ZFTB in SAP GUI to find the available balance for non-budgeted accounts. Use a budget report (ZFBC or ZFD1) to find the available balance for a budgeted account.