Index of Fund Centers
Transaction Code: S_KI4_38000038

Location(s):

SAP GUI

Purpose: Perform this procedure when you need to find the person responsible for a funds center(s).

1. Log into myNKU
   a. https://myNKU.nku.edu/irj/portal
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
5. Click Enter.

6. Click Execute.
7. An index of Funds Centers within your security is displayed.

8. If necessary, minimize results by right-clicking on the User name column heading.
9. Select either Sort in Ascending Order or Sort in Descending Order.
10. An alternative to sort is to Set Filter.

11. Click the match code button for User name.
12. Select the User name.
13. Click Continue.

14. Click Continue.
15. The filtered index displays.

To export the index to Microsoft Excel:

1. Right-click anywhere within the index.
2. Click Spreadsheet.
3. Select Excel.
4. Click Continue.

5. Select the location on the computer to save.
6. Enter a File name.
7. Click Save.