

## Index of Fund Centers

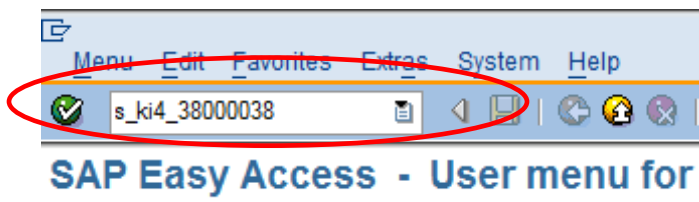
Transaction Code: S\_KI4\_38000038

### Location(s):

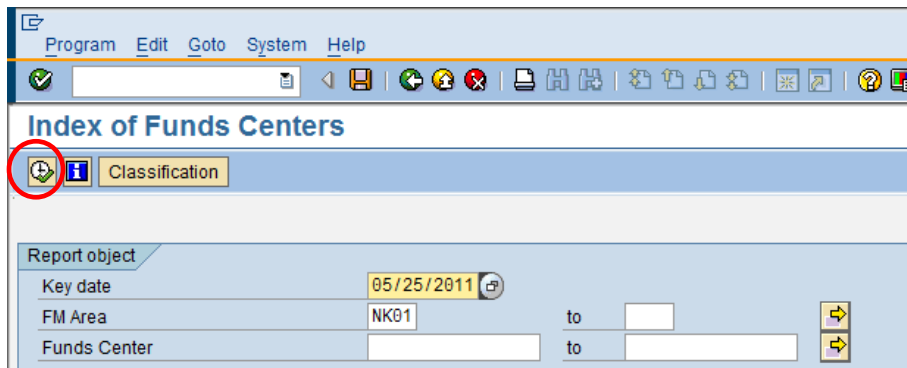
#### SAP GUI

**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.
4. Access transaction code, S\_KI4\_38000038.
5. Click Enter.



6. Click Execute.



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

**Index of Funds Centers**

05/25/2011 14:34:05

FMA	Funds Ctr	Name	User name	Sp.fds ctr	Auth.Grp	Fund
NK01	01	President	VOTRUBA	NK01	01	0111000100
	0101	President	VOTRUBA	01	01	0111000100
	010101	President	VOTRUBA	0101	0101	0111000100
	0102	Community and Govt	WIND	01	01	0111000100
	010201	Community and Govt	WIND	0102	0102	0111000100
	02	University Advanceme	STAMAND	NK01	02	0111000100
	0201	VP University Advanc	STAMAND	02	0201	0111000100
	020101	University Advanceme	STAMAND	0201	020101	0111000100
	0202	Advancement Services	SINGLETONMA	02	0202	0111000100

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.

**Index of Funds Centers**

05/25/2011 14:34:05

FMA	Funds Ctr	Name	User name	Sp.fds ctr	Auth.Grp	Fund
NK01	01	President	VOTRUBA	NK01	01	011000100
	0101	President	VOTRUBA	01	01	011000100
	010101	President	VOTRUBA	0101	0101	011000100
	0102	Community and Gov't	WIND	01	01	011000100
	010201	Community and Gov't	WIND	0102	0102	011000100
	02	University Advanceme	STAMAND	NK01	02	011000100
	0201	VP University Advanc	STAMAND	02	0201	011000100
	020101	University Advanceme	STAMAND	0201	020101	011000100
	0202	Advancement Services	SIN	02	0202	011000100
	020201	Advancement Services	SIN	0202	020201	011000100
	0203	Alumni Programs	FAJ	02	0203	011000100
	020301	Alumni Programs	FAJ	0203	020301	011000100
	0204	Law School Advanceme	MA	02	0204	011000100

10. An alternative to sort is to Set Filter.

**Index of Funds Centers**

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FM Area	Funds Ctr	Name	User name
NK01	<a href="#">0707</a>	Purchasing	2STRUN
NK01	<a href="#">070701</a>	Purchasing	
NK01	<a href="#">215010001</a>	Procurement Services	
NK01	<a href="#">215010070</a>	Fcws-Purchasing	
NK01	<a href="#">290050390</a>	Casualty Loss	
NK01	<a href="#">290050600</a>	Sale of Surplus	
NK01	<a href="#">290050930</a>	ProCard Rebate	
NK01	<a href="#">293060070</a>	General Insurance	
NK01	<a href="#">293070020</a>	Facilities/Veh Ins	
NK01	<a href="#">296094004</a>	Sci Bldg Eq-General	
NK01	<a href="#">296094005</a>	Sci Bldg Eq-Biology	
NK01	<a href="#">296094006</a>	Sci Bldg Eq-Phys&Geo	
NK01	<a href="#">060809</a>	Political Science an	AHMED



Context menu for User name column:






- Copy Text
- Hide
- Show...
- Optimize Width
- Freeze to Column
- Unfreeze Columns
- Sort in Ascending Order
- Sort in Descending Order
- Find
- Set Filter...**
- Spreadsheet...

11. Click the match code button for User name.

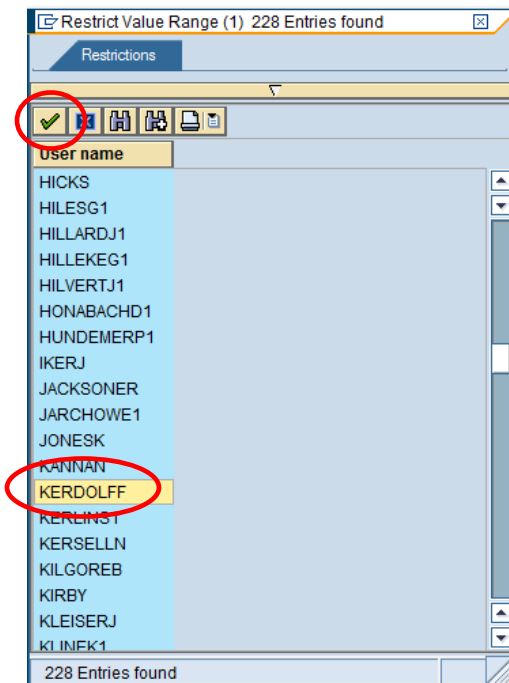
Determine values for filter criteria

Select

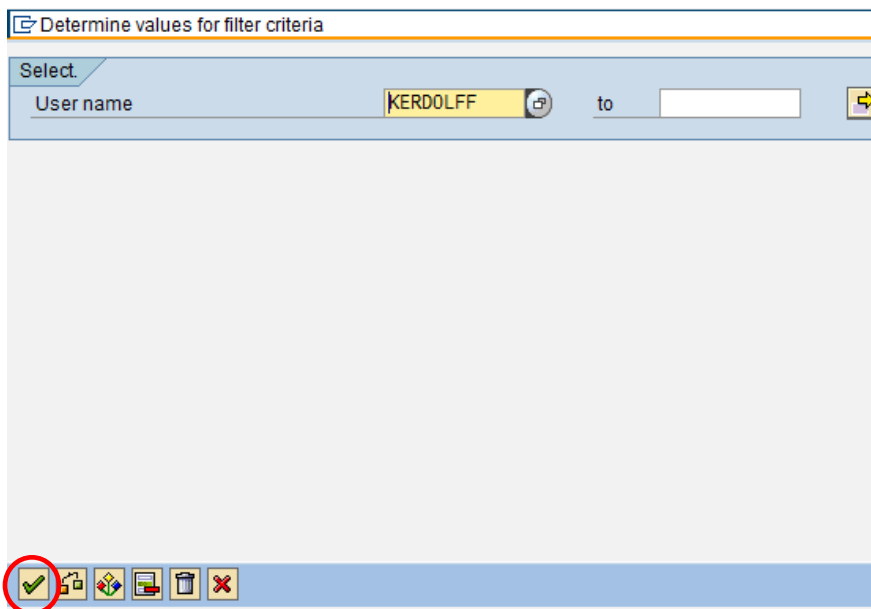
User name   to  

12. Select the User name.
13. Click Continue.



14. Click Continue.



15. The filtered index displays.

**Index of Funds Centers**

05/25/2011 14:34:05

FM Area	Funds Ctr	Name	User name	Sp.fds ...	Auth.Grp	Fund
NK01	0705	Off.of Comptroller	KERDOLFF	07	0705	0111000100
NK01	070501	Comptroller		0705	0705	0111000100
NK01	070502	Accounts Payable		0705	0705	0111000100
NK01	070503	Bursar Operations		0705	0705	0111000100
NK01	213010001	Off of the Comptroll		070501	070501	0111000100
NK01	213010070	Fcws-Comptroller		070501	070501	0132101100
NK01	213010506	Comptrol Ofc Stf Enr		070501	070501	0732306080
NK01	213020070	Fcws-Acct Payable		070502	070502	0132101100
NK01	290010190	Contra Tuit Schl All		070501	070501	0111109990
NK01	290050400	Prior Period Adjustm		070501	070501	0111000100
NK01	290090990	GASB Rev Adj		070501	070501	0111109990
NK01	290090994	GASB Oth Aux Rev Adj		070501	070501	0111109990
NK01	290090995	GASB Rev RH Adj		070501	070501	0111109990
NK01	290090997	GASB RV Rev Adj		070501	070501	0111109990
NK01	290090998	GASB US Rev Adj		070501	070501	0111109990

**To export the index to Microsoft Excel:**

1. Right-click any where within the index.
2. Click Spreadsheet.

070501	070501	0111000100
070501	070501	0111109990
070501	070501	0111109990
070501	070501	0111109990
070501	070501	0111109990
070501	070501	0111109990
070501	070501	0111109990
070501	070501	0111000100
070501	070501	0111100600
070501	070501	0111109990
070501	070501	0132100150
070501	070501	0332100190

Copy Text

Details

Optimize Width

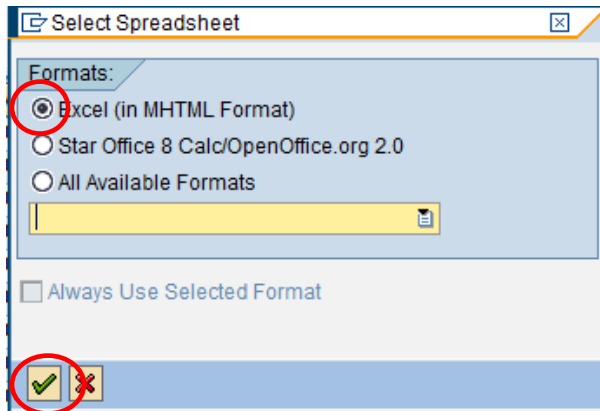
Unfreeze Columns

Find

Set Filter...

Spreadsheet...

3. Select Excel.
4. Click Continue.



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

