

# **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.

l⊉ Prog	am <u>E</u> dit	<u>G</u> oto	S <u>y</u> stem	Help							
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Inde	x of Fi	unds	Cente	rs							
Ð	Classif	ication									
Report	object										
Key d	ate			0	5/25/2011						
FM Ar	ea			N	<b>K</b> 01		to				\$
Fund	Center						to				₽



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

	Index	of Fund	ds Centers 8   🗗   🐏 🍜 🛃 📅	<b>IB</b>   <b>III</b> = 4				
	ind	ex of F	unds Centers					
	05/25/2	011 14:34:05						
	FMA 1	Funds Ctr 1	Name	User name	Sp.fds ctr	Auth.Grp	Fund	
	NK01 🗗	<u>01</u>	President	VOTRUBA	NK01	01	<u>0111000100</u>	
		<u>0101</u>	President	VOTRUBA	01	01	<u>0111000100</u>	
		<u>010101</u>	President	VOTRUBA	0101	0101	<u>0111000100</u>	
		<u>0102</u>	Community and Govt	WIND	01	01	<u>0111000100</u>	
		010201	Community and Govt	WIND	0102	0102	<u>0111000100</u>	
		<u>02</u>	University Advanceme	STAMAND	NK01	02	<u>0111000100</u>	
		0201	VP University Advanc	STAMAND	02	0201	0111000100	
		020101	University Advanceme	STAMAND	0201	020101	<u>0111000100</u>	
		0202	Advancement Services	SINGLETONMA	02	0202	0111000100	
l		000004	A diversion of Oraciana		0000	000004	0444000400	

- 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	cof Fund	ds Centers 8   🗗 🕾 🞝 🔽			
Ind 05/25/2	ex of F 011 14:34:05	unds Centers			
FMA 1	Funds Ctr 1	Name	Use		nd
NK01	<u>01</u>	President	VO <sup>-</sup>	Copy Text	11000100
	<u>0101</u>	President	VO	Hide	11000100
	<u>010101</u>	President	VO	Show	11000100
	<u>0102</u>	Community and Govt	WIN	Optimize Width	11000100
	010201	Community and Gov't	WIN	 Freeze to Column	11000100
	<u>02</u>	University Advanceme	ST/		11000100
	<u>0201</u>	VP University Advanc	STA	Onreeze Columns	11000100
	020101	University Advanceme	ST	Sort in Ascending Order	11000100
	0202	Advancement Services	SIN	Sort in Descending Order	11000100
	020201	Advancement Services	SIN	Find	11000100
	0203	Alumni Programs	FAJ	Set Filter	11000100
	020301	Alumni Programs	FAJ	- Coreadabaat	11000100
	0204	Law School Advanceme	MAC	opreadsheet	11000100



10. An alternative to sort is to Set Filter.

	of Fund	ds Centers	<b>IB</b>   <b>III</b>	
05/25/20	011 14:34:05		h	
FM Area	Funds Ctr	Name	User nar	Copy Taxt
NK01	<u>0707</u>	Purchasing	2STRUN	
NK01	<u>070701</u>	Purchasing		Hide (
NK01	215010001	Procurement Services		Show
NK01	<u>215010070</u>	Fcws-Purchasing		Optimize Width
NK01	290050390	Casualty Loss		Freeze to Column
NK01	290050600	Sale of Surplus		
NK01	290050930	ProCard Rebate		Onneeze Columns
NK01	293060070	General Insurance		Sort in Ascending Order
NK01	293070020	Facilities/Veh Ins		Sort in Descending Order
NK01	296094004	Sci Bldg Eq-General		Find
NK01	296094005	Sci Bldg Eq-Biology		Set Filter.
NK01	296094006	Sci Bldg Eq-Phys&Geo		
NK01	060809	Political Science an	AHMED	Spreadsheet

11. Click the match code button for User name.

🖻 Determine values for filter criteria		
Select.		
User name		
	<b>`</b>	
🖌 🖧 🔂 🗖 🗙		



12. Select the User name.

13. Click Continue.

	🖻 Restrict Value I	Range (1) 228 Entries found	$\boxtimes$
	Restrictions		
		<b>F</b>	
(			
	HICKS		
	HILESGI		
	HILLARDJ1		
	HILLEKEGT		
	HILVERIJI		
	HONABACHD1		
	HUNDEMERP1		
	IKERJ		
	JACKSONER		
	JARCHOWET		
	JONESK		
1			
~	KERDOLFF		
	KERCEINOT		
	KERGELLIN		
	KIEGORED		
	KLEISERJ		
	228 Entries found	1	
	220 Linales lound		////

# 14. Click Continue.

C Determine values for filter criteria					
Select.				 	
User name	KERDOLFF	Ð	to		\$
Ø i i x					



## 15. The filtered index displays.

Index of Funds Centers

2	EAA						
Ind 05/25/20	ex of F	unds Centers					
FM Area	Funds Ctr	Name	User name 1	Sp.fds	Auth.Grp	Fund	
NK01 🗗	<u>0705</u>	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	<u>213010506</u>	Comptrol Ofc Stf Enr		070501	070501	0732306080	
NK01	213020070	Fcws-Acct Payable		070502	070502	0132101100	
NK01	<u>290010190</u>	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	<u>0111109990</u>	
NK01	<u>290090995</u>	GASB Rev RH Adj		070501	070501	0111109990	
NK01	290090997	GASB RV Rev Adj		070501	070501	<u>0111109990</u>	
NK01	<u>290090998</u>	GASB US Rev Adj		070501	070501	0111109990	
NIZO4	000000000	OAOD OLLINED av Adi		070504	070504	0444400000	

## To export the index to Microsoft Excel:

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

070501	070501	<u>0111000100</u>
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



- 3. Select Excel.
- 4. Click Continue.



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

