Index of Fund Centers
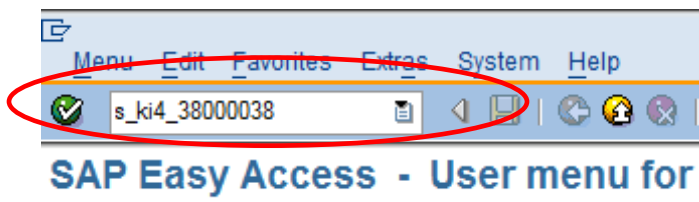
Transaction Code: S_KI4_38000038

Location(s):
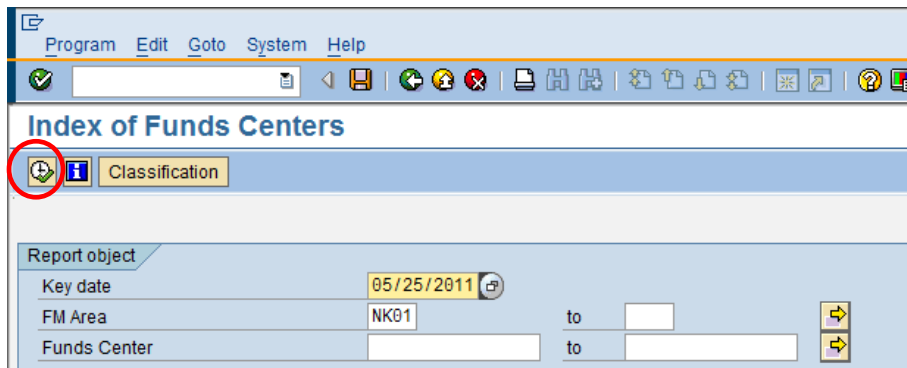
      SAP GUI

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.

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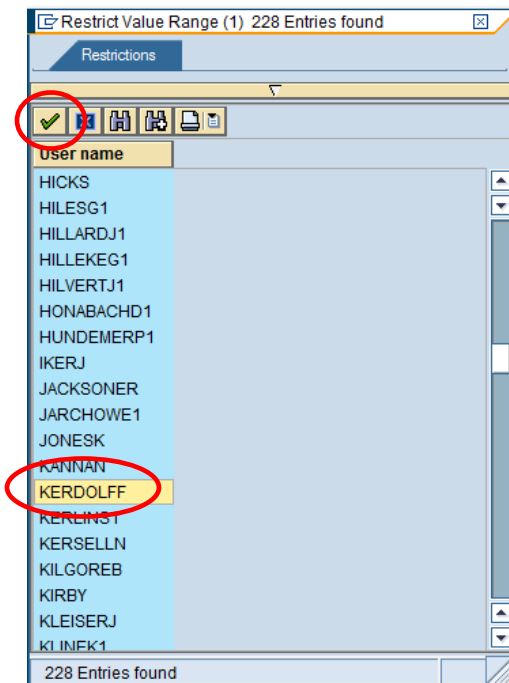
14. Click Continue.
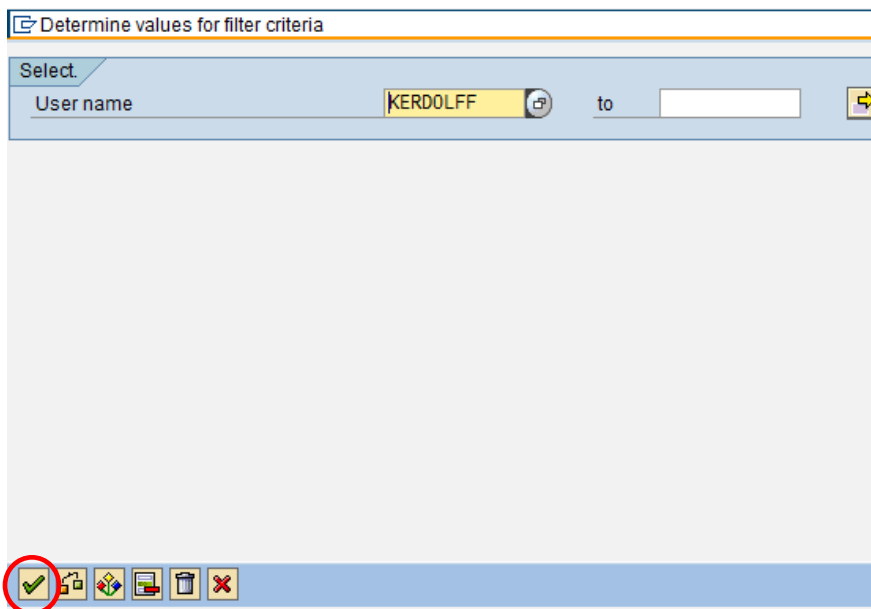
15. The filtered index displays.

Index of Funds Centers

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
NK01	290090999	GASB CLUN 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.
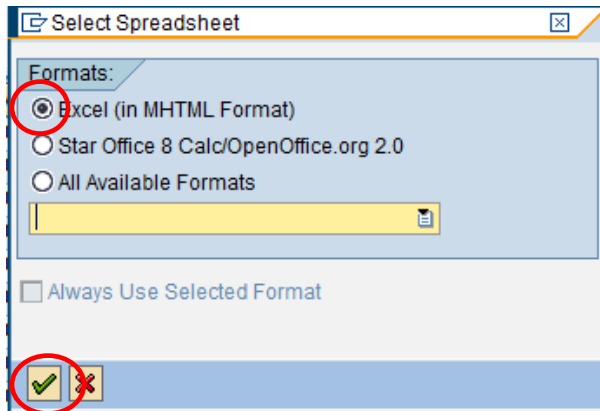
5. Select the location on the computer to save.
6. Enter a File name.
7. Click Save.