

Trial Balance Report

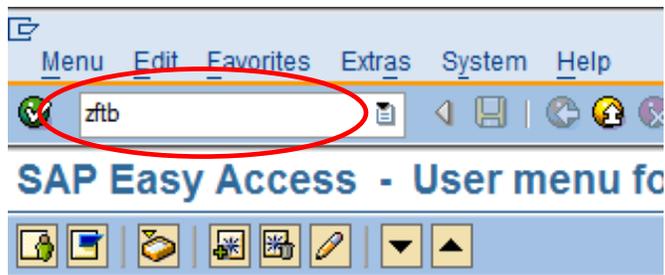
Transaction Code: ZFTB

Location(s):

SAP GUI

Purpose: Perform this procedure when you need to check the available cash balance of your Foundation fund.

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, ZFBC.
5. Click Enter.



6. Enter Fund in the Or value(s) field.
7. Click Execute.

NKU Trial Balance: Selection

 Data Source...

Selection values

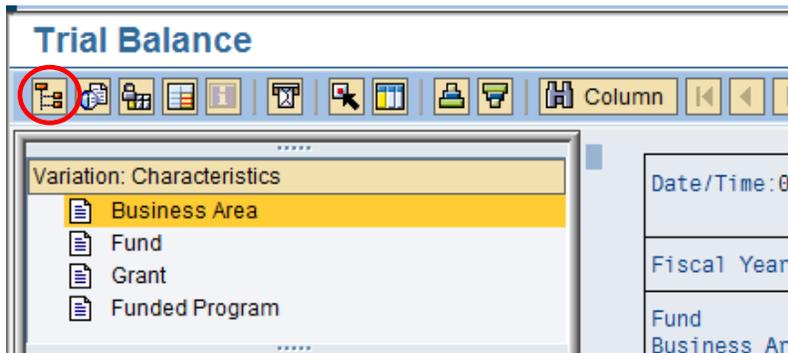
Fiscal Year	2011
To Period	16

Selection groups

Account Group (Balance Sheet)				
Or value(s)		to		
Business Area Group				
Or value(s)		to		
Fund				
Or value(s)	0732301580	to		
Grant				
Or value(s)		to		
Funded Program				
Or value(s)		to		

The 'Or value(s)' field for the 'Fund' group is circled in red.

8. Close the navigation window to better view the report.



- **Opening balance** – this is the balance for each line item at the beginning of the fiscal year
- **Debit column** – this indicates the debit side of transactions posted to each line item this year
- **Credit column** – this indicates the credit side of transactions posted to each line item this year
- **Ending balance** – this is the balance for each line item as of the end of the period you selected or the current balance if you chose to display year to date information

Trial Balance

Date/Time: 05/17/2011 15:03:57 Northern Kentucky University
Trial Balance

Fiscal Year 2011 To Period 16

Fund : Anthropology (0732301580)
 Business Area : (*)
 Grant : (*)
 Funded Program: + (*)

Accounts	Op. Balance	Debit	Credit	Balance
100000 Cash Control Amount	2,041.96	175.00		2,216.96
110100 Pledges Receivable	140.00	60.00	120.00-	80.00
114900 Allow-Uncoll Pledges	15.40-	15.40		
300010 Net Assets	2,166.56-			2,166.56-
450010 Gifts & Bequests			135.00-	135.00-
450900 Contra Rev-Writeoff		20.00	15.40-	4.60
* Total		270.40	270.40-	

Available balance