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.
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