



Grant PI SAP GUI Reports



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Overview

The prerequisite for this course is the SAP GUI Navigation workshop. This participant will understand the grant principal investigator specific financial reports available within the SAP GUI, and how to use these reports to display sponsor view / NKU view information, check whether the grant budget has been updated, determine the grant available balance, and review grant actual expenditures.

The grant management module of SAP is designed to account for awards from government and other external sponsors for a specific activity. It provides flexibility to account for funds on a fiscal period basis other than the University's fiscal year and shows financial information from a sponsor's view or NKU view. The grants management module permits differentiation between eligible and ineligible costs and the ability to bill and record sponsor amounts.

SAP Coding

Cost center numbers are 9 digits.

Grant numbers are 7 digits (start with 400xxxx).

Match accounts end in 50.

Grant accounts end in 55 or 65.

Note: Internal Order / Funded Program are rarely used for grants.

<u>Term</u>	<u>Example</u>
Funds Center / Cost Center	235110055
Grant	4000198
Sponsored Class	5500001 - Supplies
GL Account / Commitment Item	550005 – Office - Supplies
Material Group (ME51N)	50005615 – Supplies - Office
Internal Order / Funded Program	71000004101 – Informatics – Arch& Pr

Travel

Travel requests and expenses are now entered via the SAP GUI tab within myNKU. All travelers are encouraged to take the myNKU Travel workshop to learn how to enter travel requests and expenses electronically. Visit the Comptroller's Web site for the Accounts Payable travel link and more information: <http://access.nku.edu/comptroller/indexes/payable.htm>

Procurement Cards

The grant PI will need to update / reconcile the 5/3 smart data online system for their grant specific credit cards. The grant PI will need to supply the department administrative person with the grant number, cost center, commitment item, internal order if applicable and grant credit card charges so the department can update / reconcile their department credit card activity.

The 5/3 smart data online system requires the grant number, cost center, commitment item and internal order if applicable. Keep all credit card receipts and paperwork for audit purposes. The credit card cycle runs from the 25th of the month to the 25th of the next month. If a grant ends but a new grant has been received, the PI can keep the same credit card. The PI will need to contact Purchasing to add or delete grant numbers / cost centers within the 5/3 online system.

Reconciliation of procard charges in the 5/3 system can be done any time, but it must be done at least monthly by the 25th of the month. Procard charges are uploaded to SAP weekly. Therefore, if you reconcile weekly the procard charges will be reflected in your SAP grant reports sooner. If the charges are not reconciled in 5/3 system, the charges will default and be charged to your University department costs center. Failure to reconcile could lead to your University procard being turned off.

Visit procurement services Web site for more procurement card information:

<http://access.nku.edu/purchasing/procard/>

Payroll

Complete a Personnel Action Request (PAR) form using the SAP Grant number, Cost Center, and internal order if applicable. You will also need the start and end dates for the assignment. Remember to process a Separation (PAR) form when the employment has ended.

For student payroll, contact the Financial Aid office for student hire paperwork and use SAP Grant number and Cost Center on the student hire paperwork. Remember to process a Separation (PAR) form when the employment has ended.

Supplemental pay forms are available online for processing through Manager Self Service (MSS).

Budget Transfers

Email Barb Smith (smithba@nku.edu) in the Office of the Comptroller with details of budget transfer. This email must come from the Principal Investigator. Include in the email: Grant number, Cost center, Sponsored classes, Amount, and an explanation of the need for the budget transfer.

If you need the Sponsor's approval, send the approval to Barb as well.

Procedures for Grants with Tuition Charges

If tuition charges are part of your approved grant budget below are the procedures to follow.

Once your grant has been awarded, you will either receive an email from or have a meeting with Barb Smith in the Comptroller's office. In the email or at the meeting Barb will give you the Grant Aid ID. It will be four letters and begin with a G. This is the reference item you will need when working with the financial aid office.

When you are ready for the tuition payments to be applied to the students' accounts, you will need to send an email to Barb Smith. The email or an attachment to the email must have the information as described below. This information should be sent as soon as available before the start of each semester or summer term.

- Semester/summer term covered
- Course name and/or number
- Grant number
- Grant Aid ID
- Student name
- Student SAP ID number (if you do not have this number please put only the last 4 digits of their social security number)
- Dollar amount per student

You must also include the following information which is very important for the financial aid office:

- What is the credit hour requirement for the student(s) to receive these funds?
- If this payment to the student(s) account creates a residual balance can the student receive a refund from this grant?
- If the student drops a class, should the funds be pulled back from the student's account and the student required to pay the funds back?

During the semester or summer term that your grant is paying tuition for students you should run & review the BW recipients report monthly. This report will give you the details of the student tuition charges. In total it will balance to the tuition charges in your grant ZGBC report. If you see anything on the recipients report that is not correct, (student name you don't recognize as part of your program, a student in your program that is not showing in the report, the incorrect amount for a student, etc.) you should immediately email financial aid office, Penny Asalon & Raye Jean Wright and copy Barb Smith. If during the semester or summer term a student drops out of your program and an adjustment needs to be made to their tuition, again email financial aid and copy Barb Smith ASAP.

ZGBC – Grant Budget Consumption report

The Grant Budget Consumption report is the sponsor view report. With the report, you can check budget activity by sponsored class within the grants management view and check the available balance. The report displays internal match funding and external grant funds.

1. Enter the Grant number in the Or value(s) field directly below Grant.
2. Click Execute.

Grants Budget Consumption Report: Selection

Data Source...

Selection groups

Grant			
Or value(s)	4000458		
Fund			
Or value(s)		to	
Sponsored Program			
Or value(s)		to	
Sponsored Class	EXPENSES		
Or value(s)		to	

The report will display with the navigation window open. Click the Navigation On/Off button anytime to open or close this window.

The screenshot displays the SAP GUI interface for the 'GM Budget Consumption Report'. The menu bar includes 'Report', 'Edit', 'Goto', 'View', 'Extras', 'Settings', 'System', and 'Help'. The title bar shows 'GM Budget Consumption Report' and the date '01/13/2011'. A toolbar with various icons is visible below the title bar. On the left, a 'Reports' navigation pane is shown with a callout bubble labeled 'Navigation window'. The main area contains a table with columns for 'Grant/Group', 'Original Budget', and 'Revised'. Two rows in the table are circled in red: '0111000150 NK UCF Match' and '0132100100 Ext. Grant -NK'. The table data is as follows:

Grant/Group	Original Budget	Revised
5010000 Personnel	20,329.00	20
5200000 Fringe Benefits	5,052.00	4
5500000 Operating	1,894.53	6
5509000 Travel	707.23	
+ Available balance	27,982.76	32
** 0111000150 NK UCF Match	27,982.76	32
5010000 Personnel	14,980.00	14
5200000 Fringe Benefits	809.00	
5300000 Contractual	9,800.00	10
5500000 Operating	5,010.00	63
5509000 Travel	23,777.00	16
5527001 Participant Expend	3,700.00	
5620000 Tuition & Fees	35,824.00	25
5630000 Room & Board	40,000.00	
+ Available balance	133,900.00	131
5527600 F & A Cost	15,994.00	18
+ Non Available balance	15,994.00	18
** 0132100100 Ext. Grant -NK	149,894.00	149

The header information at the top of the report will display the Grant number, grand name, and the Sponsor's Fiscal Year will display as 1999...9999.

You have a report that provides the following columns regarding budget data by sponsored class on budgets, expenses, and commitments:

- **Original budget:** This is the original budget approved by the granting agency (Sponsor)
- **Revised Budget:** A calculation of all the budget dollars that resulted from original budget plus or minus any returns, supplements, and budget transfers. Drilldown to see budget transfers that have been requested/completed.
- **LTD Exp/Rev:** Actual expenses resulting from Purchase Orders, payroll, parked documents, travel, copy center charges, etc. from grant beginning to date
- **Commitments:** Open encumbrances including open Purchase Orders, and travel authorizations consuming budget
- **Parked Actual:** Open parked documents not yet paid and journal entries waiting for final Comptroller's Office approval
- **Available Budget:** Amount still available for spending by the specified unit; calculation of revised budget minus YTD Exp/Rev, commitments and parked actuals

Grant/Project Budget Consumption: Selection

  Data Source...

Selection values

Current Fiscal Year	2011
To Period	16

Selection groups

Fund				
Or value(s)	0111000150	to		
Funds Center				
Or value(s)		to		
Commitment Item	ZGMTOTAL			
Or value(s)		to		
Functional Area				
Or value(s)		to		
Grant				
Or value(s)	4000458			
Funded Program				
Or value(s)		to		

The report will display with the navigation window open. Click the Navigation On/Off button anytime to open or close this window.

Grant/Project Consumption Report

Navigation window

Project Consumption Report Date: 01/19/2011 Time: 10:00:00
Kentucky University
Fiscal year 1990..9999

Grant/Group NKU Hosting International Leaders
Funded Program/Group *
Fund/Group 0111000150,0132100100,0311000100,0
Funds Center/Group *
Functional Area/group *

Commitment Item	Original Budget	Revised Budget
413010 G&C-Priv Fed Indirect	149,894.00-	14
* REVENUES	149,894.00-	14
501000 Grant Personnel Pool	35,309.00	3
501100 Admin-Staff Pool		
501110 Admin-Salary		
503000 Faculty Pool		

Grant PI – SAP GUI reports

The header information at the top of the report will display the Grant number, grant name, fund, and NKU's Fiscal Year will display as 1999...9999.

This report is run for the total Grant Project. This is a standard SAP Funds Management (FM) report , but it is used only by grants and for the grant columns listed below:

- **LTD Exp/Rev:** Actual expenses/revenues resulting from Purchase Orders, payroll, parked documents, travel, copy center charges, grant deposits, etc. from grant beginning to date
- **Commitments:** Open encumbrances including personnel, open Purchase Orders, and travel authorizations consuming budget
- **Parked Actual:** Open parked documents not yet paid and journal entries waiting for final Comptroller's Office approval

Grant/Project Consumption Report

Grant/Project Consumption Report Date: 01/19/2011 Time: 12:23:36 Page: 1/ 1

Northern Kentucky University
Fiscal year 1990..9999

Grant/Group NKU Hosting International Leaders in Education Program (ILEP(4000458)
Funded Program/Group + ()
Fund/Group 0111000150,0132100100,0311000100,0332100100 (0111000150,0132)
Funds Center/Group + ()
Functional Area/group + ()

Commitment Item	Original Budget	Revised Budget	LTD Exp/Rev	Commitments	Park Actual	available Budg
413010 G&C-Priv Fed Indirect	149,894.00-	149,894.00-	137,562.38-			12,331.62-
+ REVENUES	149,894.00-	149,894.00-	137,562.38-			12,331.62-
501000 Grant Personnel Pool	35,309.00	35,308.78				35,308.78
501100 Admin-Staff Pool						11,687.46-
501110 Admin-Salary			11,687.46			
503000 Faculty Pool						11,095.32-
503005 Faculty-Salary			8,641.32			
503010 Faculty-Part-Time			2,454.00			
505000 Payroll-Student Pool						2,147.25-
505010 Student-Hrly-Iws			2,147.25			
505020 Stdnt-Grad Asst			5,321.00			5,321.00-
520000 Fringe Benefits Pool	5,861.00	5,762.35				612.16
522110 Ins-Life			34.40			
522115 Ins-Dental			44.77			
522120 Ins-Disability			58.68			
522125 Ins-Health			977.87			
522127 Ins-Health Spending			18.78			
522130 Retirement-Ky			103.44			
522135 Retirement-Tiaa			2,199.84			
522140 Social Security			1,387.80			
522141 Soc Sec-Medicare			324.61			
524010 Bene-grad asst			2,616.00			2,616.00-
530000 Contracted Services Pool	9,800.00	10,300.00				600.00
530020 Honoraria			4,750.00			

To run the ZGPC report for a different Fund:

This report is run for the total grant project. External grant and match funds (if applicable) are displayed. To see grant expenses only, choose external grant fund as described below.

1. Scroll to Fund in Variation: Characteristics
2. Select Fund.
3. Click on either the Match or External Grant to view expenditures

The screenshot shows the SAP GUI interface for the 'Grant/Project Consumption Report'. The left-hand navigation pane is expanded to 'Variation: Fund', where the 'Fund' folder is selected and expanded to show two sub-items: '0111000150 NK UCF Match' and '0132100100 Ext.Grant -NK'. The main report area displays the following information:

Grant/Project Consumption Report Date: 01/19/2011 Time: 12:23:36

Northern Kentucky University
Fiscal year 1990..9999

Grant/Group NKU Hosting International Leaders in Education Program (

Funded Program/Group *

Fund/Group **Nk Unrestricted Grants Match**

Funds Center/Group *

Functional Area/group *

Commitment Item	Original Budget	Revised Budget	LTD Exp/Rev
501000 Grant Personnel Pool1	20,329.00	20,328.78	
501100 Admin-Staff Pool1			
501110 Admin-Salary			11,687.4
503000 Faculty Pool1			
503005 Faculty-Salary			8,641.3
520000 Fringe Benefits Pool1	5,052.00	4,953.35	

To run the ZGPC report for a different Fiscal Year or Period:

Fiscal year at NKU is July 1 – June 30.

To Period:

- 01 – July
- 02 – August
- 03 – September
- 04 – October
- 05 – November
- 06 – December
- 07 – January
- 08 – February
- 09 – March
- 10 – April
- 11 – May
- 12 – June
- 16 - July 1 – June 30 or Real time current day

1. Enter the desired NKU Fiscal Year.
2. Enter the desired To Period.
3. Enter the Grant number in the Or values field.
4. Click Execute.

Grant/Project Budget Consumption: Selection

Selection values

Current Fiscal Year	2011
To Period	02

Selection groups

Fund			
Or value(s)	0111000150	to	
Funds Center			
Or value(s)		to	
Commitment Item	ZGMTOTAL		
Or value(s)		to	
Functional Area			
Or value(s)		to	
Grant			
Or value(s)	4000458	to	
Funded Program			
Or value(s)		to	

5. Click the Grant/Project Period in the Reports section of the Navigation window.

The screenshot shows the SAP GUI interface for the 'Grant/Project Period' report. The left-hand navigation pane is visible, with 'Grant/Project Period' selected and circled in red. The main window displays the report data for Northern Kentucky University, dated 01/19/2011 at 12:29:51. The report is filtered for the fiscal year 2011, year to period 0 to 2, and life to period (LTP) fiscal. The data is organized into a table with the following columns: Commitment Item, Curr. Per. Exp., YTP Exp/Rev, and LTP Exp/Rev. The table shows various commitment items and their corresponding expenses and revenues.

Commitment Item	Curr. Per. Exp.	YTP Exp/Rev	LTP Exp/Rev
413010 G&C-Priv Fed Indirect			137,562.38-
+ REVENUES			137,562.38-
501110 Admin-Salary			11,687.46
503005 Faculty-Salary			8,641.32
503010 Faculty-Part-Time			2,454.00
505010 Student-Hrly-Iws			2,147.25
505020 Stdnt-Grad Asst			5,321.00
522110 Ins-Life			34.40
522115 Ins-Dental			44.77
522120 Ins-Disability			58.68
522125 Ins-Health			977.87

This report provides the following columns regarding expenditure data by commitment item:

- **Current Period Expenses:** This column shows the actual expenses for only the period and NKU fiscal year chosen.
- **Year to Period Expenses / Revenues:** This column shows the actual expenses from July 1 of NKU fiscal year chosen thru the period chosen.
- **Life to Period Expenses / Revenues:** This column shows the actual expenses from the beginning of the grant thru the period and NKU fiscal year chosen.
- **Current Period Commitments:** This column shows commitments, such as open encumbrances including personnel, open Purchase Orders, and travel authorizations consuming budget, for only the period chosen.
- **Year to Period Commitments:** This column shows commitments, such as open encumbrances including, open Purchase Orders, and travel authorizations consuming budget, from July 1 thru the period chosen.
- **Life to Period Commitments:** This column shows commitments, such as open encumbrances including, open Purchase Orders, and travel authorizations consuming budget, from the beginning of the grant thru the period chosen.

Grant PI – SAP GUI reports

Note: Commitment Items that begin with a “4” are revenue accounts. Commitment Items that begin with a “5” are expense accounts.

Grant/Project Period

Grant/Project Period Date: 01/19/2011 Time: 12:29:51 Page: 1 / 1

Northern Kentucky University
 Current Fiscal year 2011 Year to Period (YTP):0 to 2 Life to Period (LTP) : Fiscal Year 1999 to Period 2 of Fiscal Year 2011

Grant/Group NKU Hosting International Leaders in Education Program (ILEP(4000458)
 Funded Program/Group * (*)
 Fund/Group 0111000150,0132100100,0311000100,0332100100 (0111000150,0132)
 Funds Center/Group * (*)
 Functional Area/group * (*)

Commitment Item	Curr.Per.Exp.	YTP Exp/Rev	LTP Exp/Rev	Cur.Per.Comm.	YTP Commitment	LTP Commitment
413010 G&C-Priv Fed Indirect			137,562.38-			
* REVENUES			137,562.38-			
501110 Admin-Salary			11,687.46			
503005 Faculty-Salary			8,641.32			
503010 Faculty-Part-Time			2,454.00			
505010 Student-Hrly-Iws			2,147.25			
505020 Stdnt-Grad Asst			5,321.00			
522110 Ins-Life			34.40			
522115 Ins-Dental			44.77			

Run ZGPC with ADR Period

The advantage of running ZGPC by ADR rule is that the report will combine commitment items and give a summary total by sponsored class. This summary total will tie to the sponsored classes on the ZGBC report. The ADR rule is listed on the AUTHORIZATION TO ESTABLISH A GRANT ACCOUNT form the PI received at the beginning of the grant. If you cannot find it, please contact any Office of the Comptroller grant staff.

To run the ZGPC report by ADR period:

1. Type the ADR # as "GMADR##" over the ZGMTOTAL in the Commitment Item field.
2. Enter Grant in the Or value(s) field.
3. Click Execute.

Grant/Project Budget Consumption: Selection

Data Source...

Selection values

Current Fiscal Year	2011
To Period	16

Selection groups

Fund			
Or value(s)	0111000150	to	
Funds Center			
Or value(s)		to	
Commitment Item	GMADR09		
Or value(s)		to	
Functional Area			
Or value(s)		to	
Grant			
Or value(s)	4000458	to	
Funded Program			
Or value(s)		to	

Grant PI – SAP GUI reports

**Note: Match and grant funds are combined.

Grant/Project Consumption Report

Grant/Project Consumption Report Date: 01/24/2011 Time: 13:24:59 Page: 1/ 1

Northern Kentucky University
Fiscal year 1990..9999

Grant/Group NKU Hosting International Leaders in Education Program (ILEP (4000458)
Funded Program/Group * ()
Fund/Group 0111000150,0132100100,0311000100,0332100100 (0111000150,0132)
Funds Center/Group * ()
Functional Area/group * ()

Commitment Item	Original Budget	Revised Budget	LTD Exp/Rev	Commitments	Park Actual	Available Budg
550510 Mobile Phone Charges			271.35			
550520 Meals & Refreshments			3,457.13			
550540 Dues/Cert Lic Fees			144.00			
550560 Supervised Std Act			1,274.11			
550810 Misc Services			334.00			
551110 Bus Exp-Spec Evt/Oth			9.92			
551220 Rental-St Facility			56,167.55			
551225 Rental-Non-St Facill			69,827.98			
* 5500000 - Operating	6,904.53	69,827.98	69,827.98			6,886.04
550900 Travel Pool	24,484.23	17,651.98				
550905 Travel In State			5,882.84			
550910 Travel-Out St Genl			2,849.10			
550930 Ed/Train/Reg/Fees			2,034.00			
* 5509000 - Travel	24,484.23	17,651.98	10,765.94			
552670 Participant-Stipend	3,700.00					
* 5527001 - Participant Expenditu	3,700.00					
552760 Admin Charges-Fixed	15,994.00	18,098.32	16,306.65			1,791.67
* 5527600 - F & A Cost	15,994.00	18,098.32	16,306.65			1,791.67
562000 Grant Scholarship Pool	75,824.00	25,335.00				25,335.00
562010 Scholarships-Tuition			25,335.00			25,335.00-
* 5620000 - Tuition & Fees	75,824.00	25,335.00	25,335.00			
** Total Expenses	177,876.76	182,284.41	169,952.79			12,331.62
*** Commitment Item	27,982.76	32,390.41	32,390.41			

Navigation Window

The Navigation Window can be used to dissect the report into specific detail. For example, the report can be dissected into the “Match” or “External Funding” characteristics.

Grant/Project Period

Reports

- Grant/Project Consumption Report
- Grant/Project Period

Variation: Characteristics

- Functional Area
- Fund
- Funds Center
- Grant

Variation: Fund

- * Fund
- 0111000150 NK UCF Match
- 0132100100 Ext.Grant -NK

Grant/Project Period Date: 01/19/2011 Time: 1:...

Northern Kentucky University
Current Fiscal year 2011 Year to Period (YTP):0 to 2 Lif

Grant/Group NKU Hosting International Leaders in E
Funded Program/Group *
Fund/Group Nk Unrestricted Grants Match
Funds Center/Group *
Functional Area/group *

Commitment Item	Curr.Per.Exp.	YTP
501110 Admin-Salary		
503005 Faculty-Salary		
522110 Ins-Life		
522115 Ins-Dental		
522120 Ins-Disability		
522125 Ins-Health		
502107 Ins-Health-Coverage-Account		

Note: Please remember to click on the Folder of the variation group dissected or your amounts could become distorted.

Grant/Project Period

Reports

- Grant/Project Consumption Report
- Grant/Project Period

Variation: Characteristics

- Functional Area
- Fund
- Funds Center
- Grant

Variation: Fund

- * Fund
- 0111000150 NK UCF Match
- 0132100100 Ext.Grant -NK

Grant/Project Period Date: 01/19/2011 Time: 12:29:51

Northern Kentucky University
Current Fiscal year 2011 Year to Period (YTP):0 to 2 Life to Period (

Grant/Group NKU Hosting International Leaders in Education Prog
Funded Program/Group *
Fund/Group 0111000150,0132100100,0311000100,0332100100
Funds Center/Group *
Functional Area/group *

Commitment Item	Curr.Per.Exp.	YTP Exp/Rev	L
413010 G&C-Priv Fed Indirect			
* REVENUES			
501110 Admin-Salary			
503005 Faculty-Salary			

Drilldown

The SAP user can “drilldown” on an amount in any SAP GUI report to obtain more detailed information. For expenditure information, drilldown can be done on both grant reports, ZGBC and ZGPC. Usually drilldown is much quicker on ZGPC. For budget information, drilldown can only be done on ZGBC.

Original Budget	Revised Budget	LTD Exp/Rev	Commitments	Parked Actual	Available Budget
33,949.00	33,199.00	28,217.66			4,981.34
33,949.00	33,199.00	28,217.66			4,981.34
33,949.00	33,199.00	28,217.66			4,981.34
841,289.00	258,181.00	142,214.64	9,825.00		106,141.36
13,000.00	101,202.98	23,208.86	41,629.00		36,365.12
276,811.00	763,471.02	288,245.13	197,841.74		277,384.15
1,131,100.00	1,122,855.00	453,668.63	249,295.74		419,890.63
50,816.00	59,061.00	23,802.20			35,258.80
50,816.00	59,061.00	23,802.20			35,258.80
1,181,916.00	1,181,916.00	477,470.83	249,295.74		455,149.43

The user can continue to drill down to more information by double-clicking on an underlined characteristic.

Grants Management: Line Item Display

Year	Period	RefDocumnt	DocumentNo	Lnltm	Posting Date	Grant	Sp. Prog.	Fund	Sp. Class
2009	10	<u>100269370</u>	1000796155	000009	06/30/2009	4000120	0100242001065	0332100100	5000000
2009	10		1000796155	000011	06/30/2009	4000120	0100242001065	0332100100	5000000
2009	10		1000796155	000013	06/30/2009	4000120	0100242001065	0332100100	5000000
2009	10		1000796155	000015	06/30/2009	4000120	0100242001065	0332100100	5000000
2009	10		1000796155	000017	06/30/2009	4000120	0100242001065	0332100100	5000000
		<u>100269370</u>							
2008	2	<u>1900006741</u>	1000209675	000002	10/29/2007	4000120	0100242001065	0332100100	5000000
		<u>1900006741</u>							
2008	5	<u>1900008478</u>	1000266336	000004	01/02/2008	4000120	0100242001065	0332100100	5000000
2008	5		1000266336	000005	01/02/2008	4000120	0100242001065	0332100100	5000000
		<u>1900008478</u>							
2008	8	<u>1900011120</u>	1000364478	000006	04/03/2008	4000120	0100242001065	0332100100	5000000
		<u>1900011120</u>							
2009	4	<u>1900016691</u>	1000578501	000012	12/08/2008	4000120	0100242001065	0332100100	5000000
		<u>1900016691</u>							
2008	4	<u>2600026128</u>	1000265677	000001	12/21/2007	4000120	0100242001065	0332100100	5000000
		<u>2600026128</u>							

Commitments:

Starts with	# of Digits	Document type
1	8	Requisition
45	10	Purchase Order (goods receipt required)
46	10	Purchase Order (goods receipt not required)
47	10	Purchase Order (personal services contract)

Actuals:

Starts with	# of Digits	Document type	Examples
1	9	Journal entry	Recodes, interdepartmental bills
3	10	Payroll Accruals	
19	10	Parked Vendor Invoice	Student travel, petty cash
25	10	Payroll Posting Run	Monthly payroll, biweekly payroll, On demands
26	10	Procurement card	
27	10	Indirect cost	
28	10	Financial Aid feed	Student tuition
29	10	Payroll adjustments	
31	10	Departmental charges	Vehicle billings, postage, copy center, printing service, telephone charges
32	10	Travel	
50	10	Goods receipts	
51	10	Invoice receipt	

Click the Back button on the standard SAP toolbar to return to the previous screen.

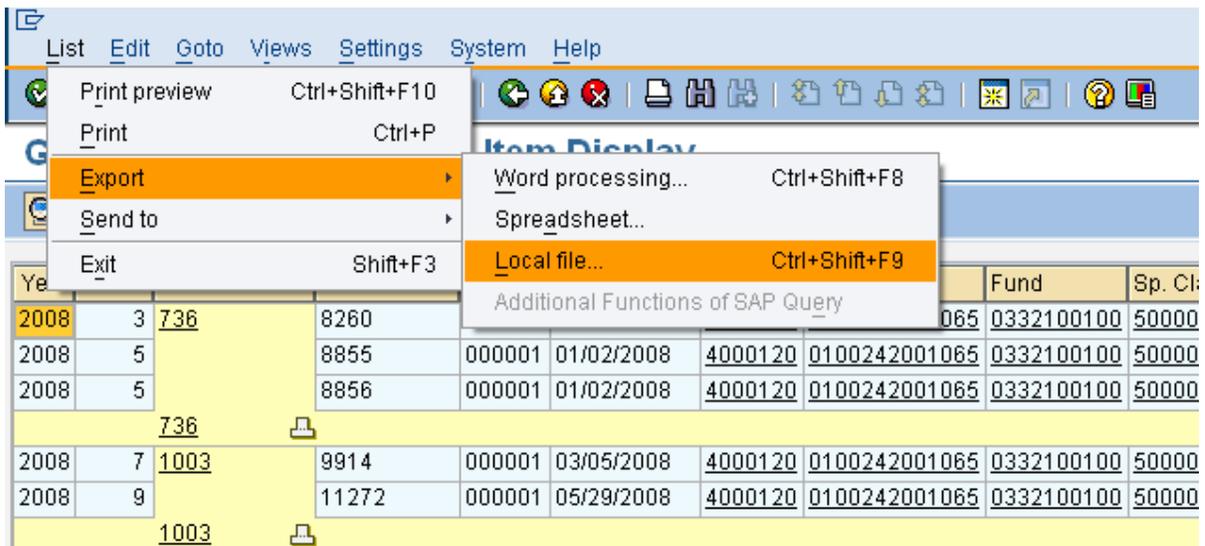


Export to Microsoft Excel

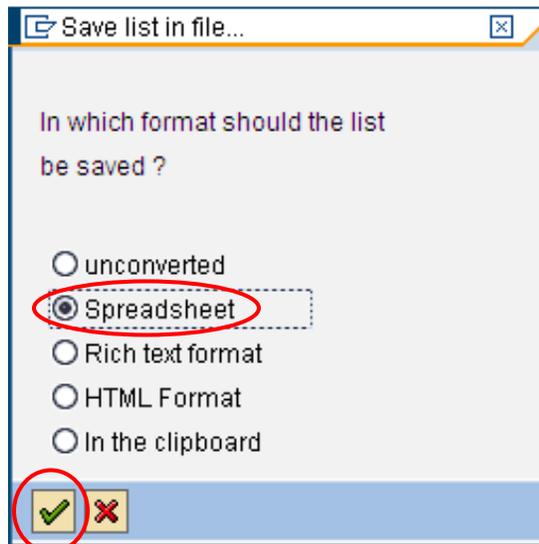
Integration with Microsoft Excel can occur in two different ways.

Export the Line Item Display to Excel:

1. Once you have drilled down to the Line Item Display, click List.
2. Select Export.
3. Select Local file.



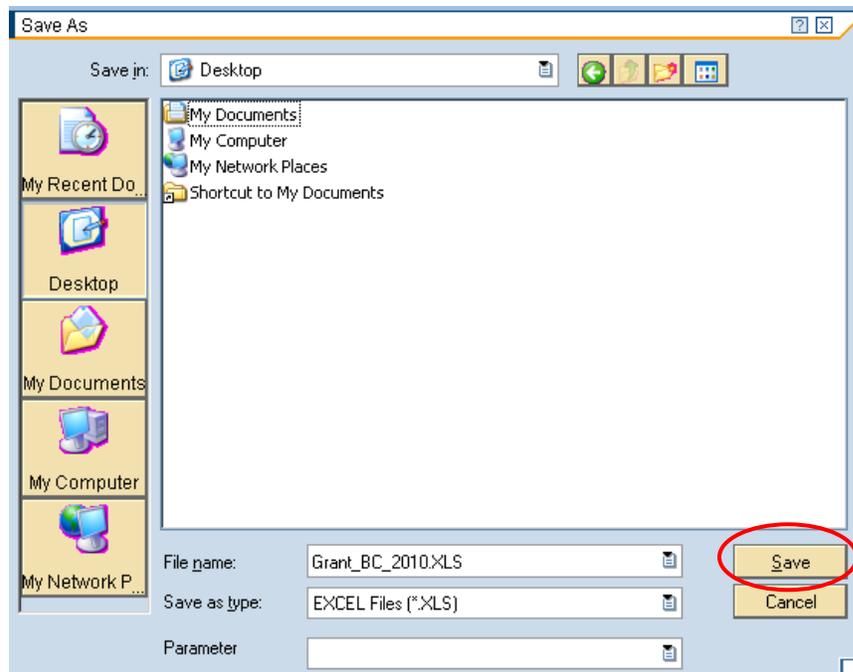
4. A new window will appear.
5. Select Spreadsheet.
6. Click Continue.



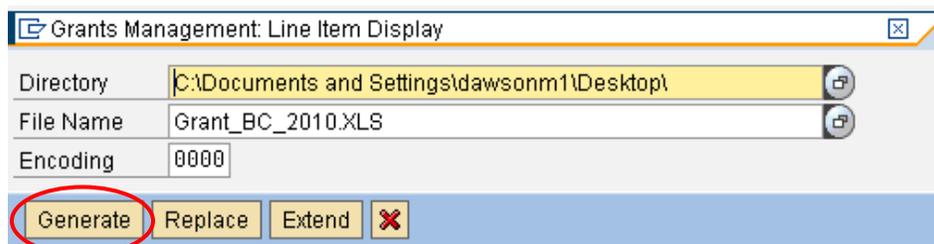
7. A new window will appear.
8. To change the Directory, click the match code button.



9. A new window will appear.
10. Select the desired location to save the file.
11. Enter a File name with the extension .XLS
12. Click Save.



13. Click Generate.



A confirmation of the number of bytes transmitted will appear at the bottom of the screen.

2008	2		7998	000002	10/18/2007	
2008	2		7998	000001	10/18/2007	

78,648 bytes transmitted, code page 4103

Integrate the Report with Excel:

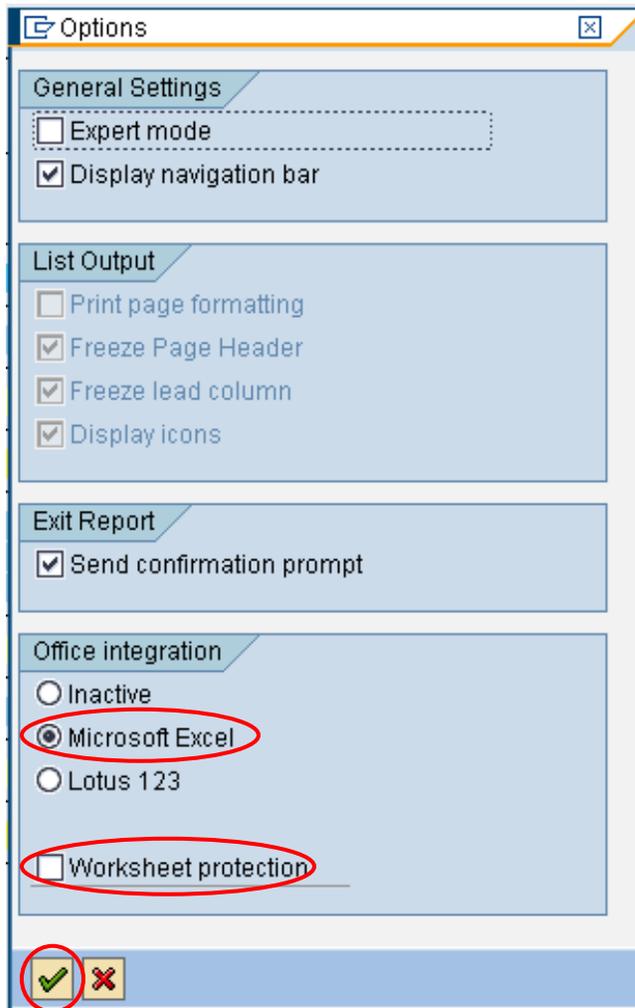
1. Click the Options/Office Integration button.

GM Budget Consumption Report



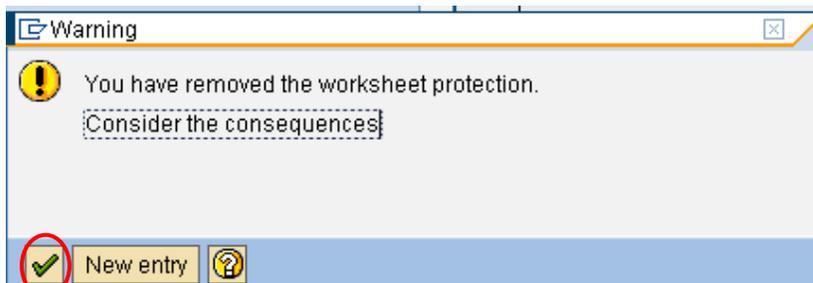
Grants Budget Consumption Report Date: 12/16/2009 Ti
Northern Kentucky Un
Grantee/NKU Fiscal Year:1999..9999

2. A new window will appear.
3. Click Microsoft Excel.
4. Deselect the Worksheet protection if you will need to perform any forecasting, etc. within Excel.
5. Click Continue.

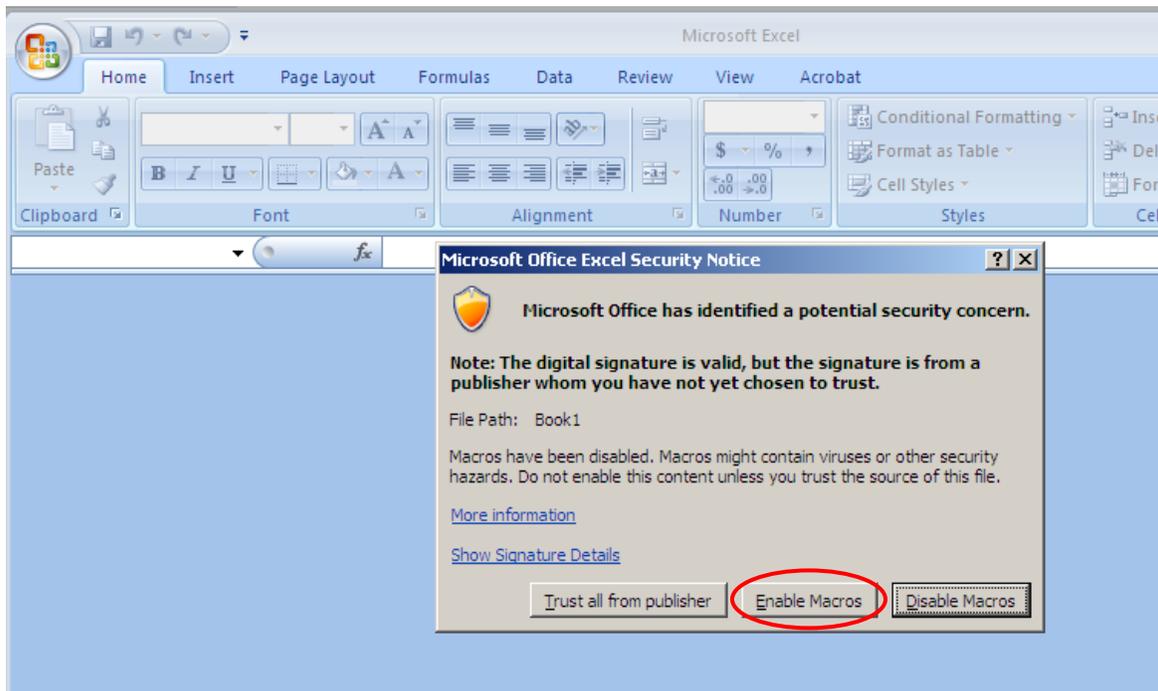


Note: If you deselect the Worksheet protection, you will receive a message to “consider the consequences.” This message is for auditing and internal control procedures.

6. Click Continue.



7. Enable Macros.



You can Save, Print, etc. in this format.

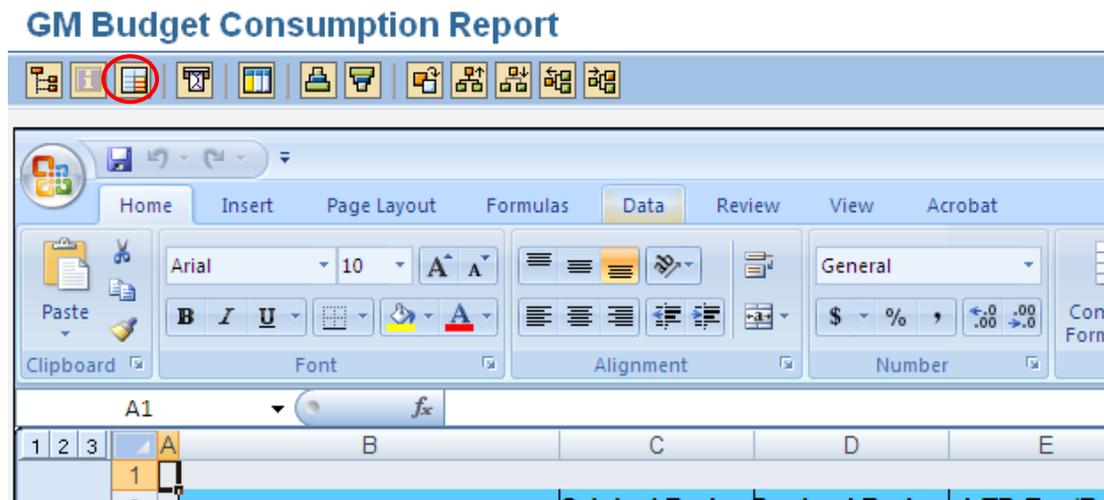
Note: The SAP GUI reports will continue to appear in this Excel format until you remove it.

GM Budget Consumption Report

	Original Budget	Revised Budget	LTD Exp/Rev	Commitments	Parked Actual	Available Budget
5000000 Direct Expenses	33,949.00	33,199.00	28,217.66			4,981.34
* Available balance	33,949.00	33,199.00	28,217.66			4,981.34
** 0111000150 NK UCF Match	33,949.00	33,199.00	28,217.66			4,981.34
5000000 Direct Expenses	841,289.00	258,181.00	142,214.64	9,825.00		106,141.36
5300001 Sub-Contract<25000	13,000.00	101,202.98	23,208.86	41,629.00		36,365.12
5300002 Sub-Contract>25000	276,811.00	763,471.02	288,245.13	197,841.74		277,384.15
* Available balance	1,131,100.00	1,122,855.00	453,668.63	249,295.74		419,890.63
5527600 F & A Cost	50,816.00	59,061.00	23,802.20			35,258.80
* Non Available balance	50,816.00	59,061.00	23,802.20			35,258.80
** 0332100100 Ext Grant RF	1,181,916.00	1,181,916.00	477,470.83	249,295.74		455,149.43

To remove the Excel Integration:

1. Click the Options/Office Integration button.



2. A new window will open.
3. Click Inactive.
4. Click Continue.

Options ✕

General Settings

Expert mode

Display navigation bar

List Output

Print page formatting

Freeze Page Header

Freeze lead column

Display icons

Exit Report

Send confirmation prompt

Office integration

Inactive

Microsoft Excel

Lotus 123

Worksheet protection

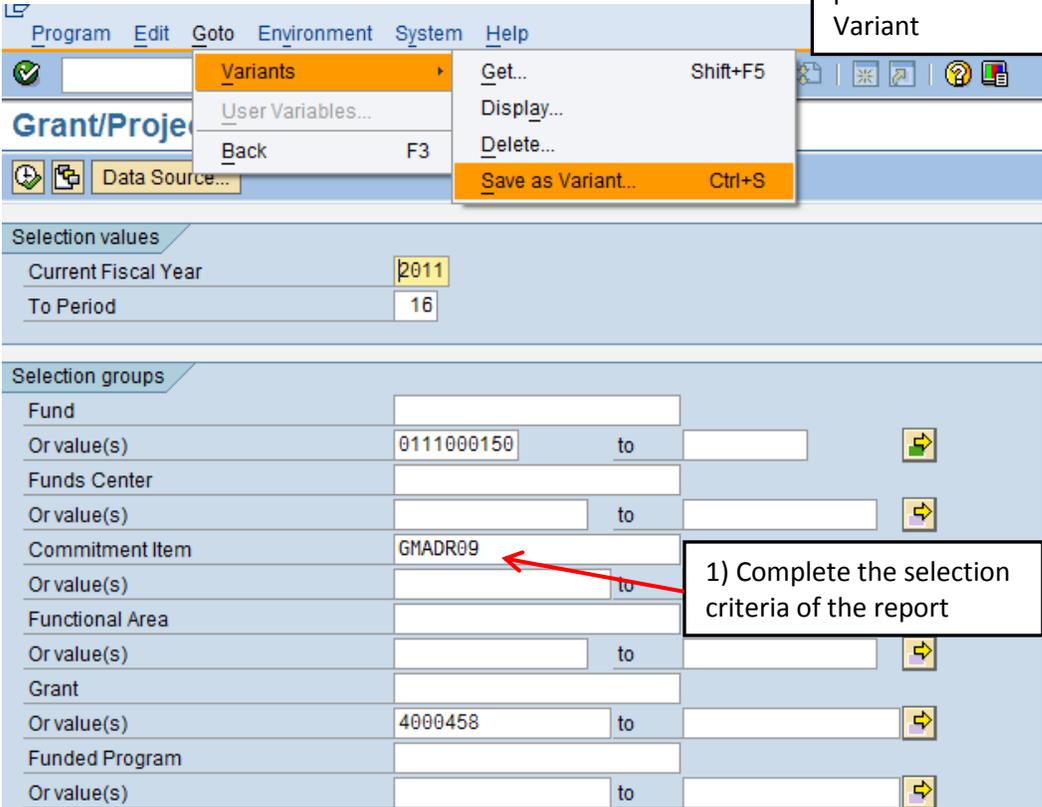
Variants

A variant is a group of selection criteria that have been saved. A report can have several different variants, with each variant retrieving different types of information. Variants allow you to enter information in the selection criteria fields once and then save the information as a variant instead of entering the same selection criteria each time you need to execute the report. The next time you execute the report, you only need to enter the name of the variant; you do not need to re-enter the selection criteria.

- Use an existing variant
- Create a variant
- Change a variant
- Display the attributes of a variant
- Delete a variant

To create a variant:

2) Use  icon or select the menu path Goto → Variants → Save as Variant



The screenshot shows the SAP GUI interface for a report. The menu bar includes Program, Edit, Goto, Environment, System, and Help. The 'Variants' menu is open, showing options: Get... (Shift+F5), Display..., Delete..., and Save as Variant... (Ctrl+S). Below the menu, the 'Selection values' section contains 'Current Fiscal Year' (2011) and 'To Period' (16). The 'Selection groups' section lists various criteria: Fund, Funds Center, Commitment Item (GMADR09), Functional Area, Grant, and Funded Program. Each criterion has an 'Or value(s)' field and a 'to' field. A red arrow points to the 'Commitment Item' field, which is highlighted by a callout box. Another callout box points to the 'Save as Variant...' menu option.

Selection group	Value	to
Fund		
Or value(s)	0111000150	
Funds Center		
Or value(s)		
Commitment Item	GMADR09	
Or value(s)		
Functional Area		
Or value(s)		
Grant		
Or value(s)	4000458	
Funded Program		
Or value(s)		

When entering the variant name, you need to be as specific as possible for ease of retrieval. When the Protect variant option is selected, the values entered in the selection criteria cannot be changed by anyone but the creator of the variant. If another person use the variant, the attributes of the variant cannot be changed but the data in the fields of the selection criteria can be overwritten.

The screenshot shows the SAP Variant Attributes dialog box. The 'Variant Name' field contains 'TRAINING' and the 'Meaning' field contains 'Variant Demonstration'. The 'Protect Variant' checkbox is checked. A table of selection criteria is visible at the bottom.

1) Complete the Variant Name with the name of the variant.

2) Complete the Meaning field with a text description of the variant.

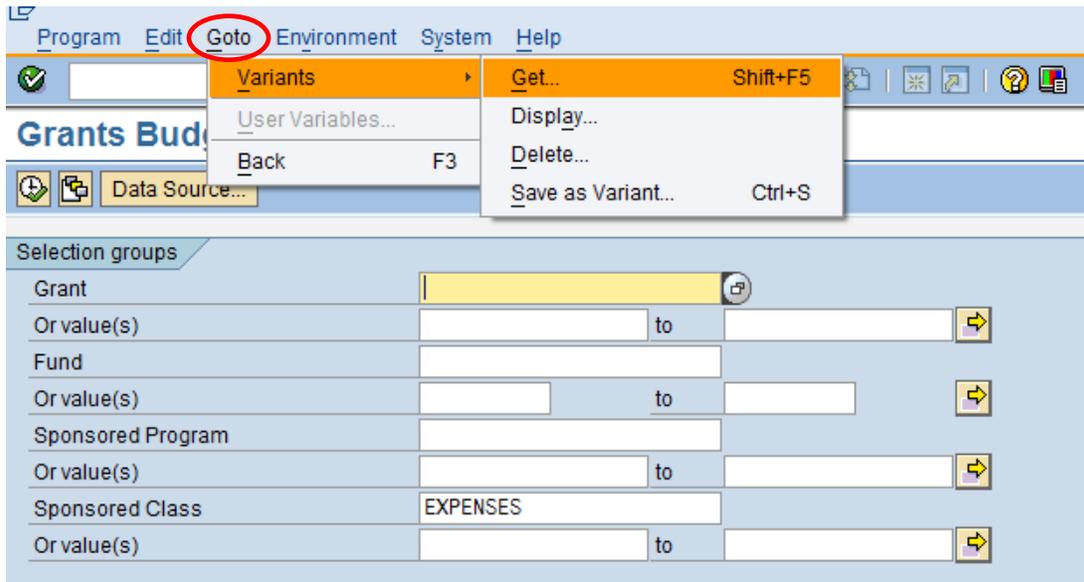
3) If the variant needs to be protected so that only the creator can make changes, select Protect Variant.

4) Click Save

					Hide field	Hide field 'BIS'	Save field without values	Switch GPA off	Required field	Selecti
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1,000	Output format	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1,000	OUTFORM1	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1,000	File format	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1,000	File name	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1,000	OUT_APPD	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1,000	REC_KEY	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1,000	NODIALOG	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

To run a variant:

1. Click Goto
2. Click Variants
3. Click Get



4. Click the Variant name
5. Click Continue

