Grant Budget Consumption Report

Transaction Code: ZGBC

Location(s):

   SAP GUI

Purpose: Perform this procedure to view the original budget, revised budget, life to date expenses, commitments, parked actual, and available budget. This information will be provided in a **Sponsors View** and the summary level detail can be drilled through to transaction level data. This report is for the overall life of the grant and can cover multiple years.

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, ZGBC.
5. Click Enter.
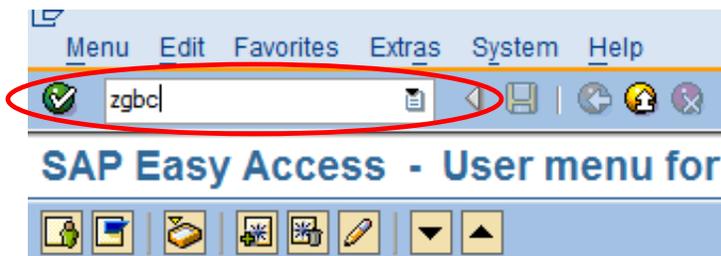
6. Enter Grant.
7. Click Execute.
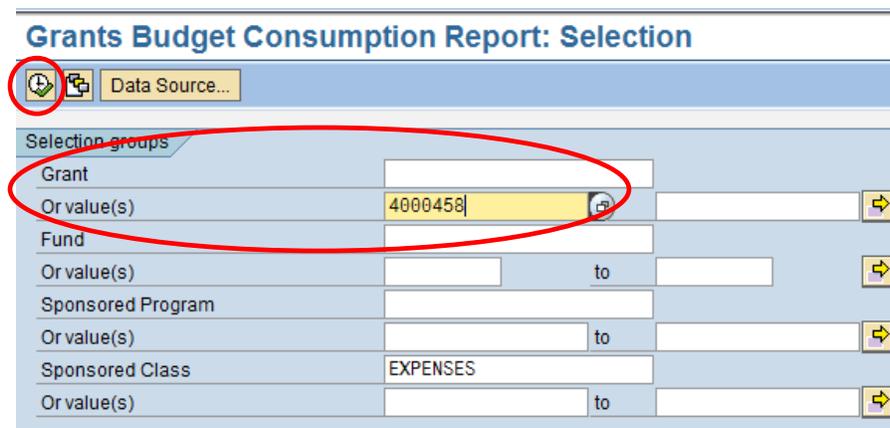
8. The header information at the top of the report will display the Grant number, grand name, and the Sponsor's Fiscal Year will display as 1999...9999.

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

GM Budget Consumption Report

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Northern Kentucky University
Grantee/NKU Fiscal Year:1999..9999   Sponsor's Fiscal Year:1999..9999

Grant/Group   NKU Hosting International Leaders in Education Program (ILEP(4000458   )
Sponsored Program/Group   *   (*   )

	Original Budget	Revised Budget	LTD Exp/Rev	Commitments	Parked Actual	Available Budget
5010000 Personnel	20,329.00	20,328.78	20,328.78			
5200000 Fringe Benefits	5,052.00	4,953.35	4,953.35			
5500000 Operating	1,894.53	6,385.85	6,385.85			
5509000 Travel	707.23	722.43	722.43			
* Available balance	27,982.76	32,390.41	32,390.41			
** 0111000150 NK UCF Match	27,982.76	32,390.41	32,390.41			
5010000 Personnel	14,980.00	14,980.00	12,538.25			2,441.75
5200000 Fringe Benefits	809.00	809.00	196.84			612.16
5300000 Contractual	9,800.00	10,300.00	9,700.00			600.00
5500000 Operating	5,010.00	63,442.13	63,442.13			
5509000 Travel	23,777.00	16,929.55	10,043.51			6,886.04
5527001 Participant Expend	3,700.00					
5620000 Tuition & Fees	35,824.00	25,335.00	25,335.00			
5630000 Room & Board	40,000.00					
* Available balance	133,900.00	131,795.68	121,255.73			10,539.95
5527600 F & A Cost	15,994.00	18,098.32	16,306.65			1,791.67
* Non Available balance	15,994.00	18,098.32	16,306.65			1,791.67
** 0132100100 Ext.Grant -NK	149,894.00	149,894.00	137,562.38			12,331.62