

# **FI – Balance Reports**

# Information Technology Solutions Center



NORTHERN KENTUCKY UNIVERSITY

# **Table of Contents**

Overview	3
SAP Coding	3
Business Areas	3
Funds Management Module (FM)	3
-MSE – Display Hierarchy Variant of Funds Centers	3
KS13 – Display Cost Centers: Initial Screen	6
Available balance reports within SAP GUI	. 10
ZFD1 – Dept. Budget / Consumption Report	. 10
ZFB1 – Budget Report	. 16
ZFBC – Budget Consumption Report	. 20
Drilldown	. 25
Export Document Journal to Excel The Document Journal can be exported to Excel	. 25
Office Integration	. 27

## **Overview**

The prerequisite for this course is the SAP GUI Navigation workshop. This participant will understand the financial reports available within the SAP GUI, and how to use these reports to display funds center information, check whether budgets have been updated, and the available balance has been affected.

# **SAP Coding**

Term	<u>Example</u>
Funds Center / Cost Center	235010001 - Office of Comptroller
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

## **Business Areas**

100 = NKU 200 = Research 300 = Foundation

## **Funds Management Module (FM)**

- Stores budgeting and fund accounting information
  - Budget Expenditures Encumbrances = Available Balance
- Provide the lowest possible level to create a balance sheet in the system
- Workflow will manage processes that were previously taken care of using the paper budget transfer form
- Workflow = electronic authorization

## **FMSE – Display Hierarchy Variant of Funds Centers**

- Set-up according to the NKU Organization Chart
- Controls workflow and helps with security
- Provides a list of fund cost centers by division/department/area
- Drilldown to Person Responsible

- 1. Enter Hierarchy Variant 000.
- 2. Enter FM Area NK01.
- 3. Click Display.

Display Hierarchy Variant (
🚱 🖷 FM area
$\smile$
FM Area

- 1. Expand the folders to display Superior Fund Centers and Department Fund Centers.
- 2. Double-click a Fund Center number to drilldown to more information.



1. The person responsible for the fund center is displayed on the Basic Data tab.

🙎 Basic data 🛛	🗄 Hierarchy 📄 Address 🛛 🖀 Communication
Names	
Name	Accountancy
Description	Accountancy
Basic data	
Valid From	01/01/1900 Valid Until 12/31/9999
Authorization group	060902
Fund Default Value	0111000100 Unrestrctd Curr Fund
Company Code	NK01 Northern Kentucky Univ.
Business Area	100 Northern Kentucky University
Person responsible	
User name	LAWRENCEC5
Name	Lawrence, Carol

2. The Superior funds center is displayed on the Hierarchy tab.

🔏 Basic data 🛛 📇	Hierarchy 📑 Address	🔁 Communication
🔗 🛛 Fiscal years assign	ment	
Hierarchy Variant	Superior funds center	
000	060902	

## KS13 – Display Cost Centers: Initial Screen

Cost Center numbers are equivalent to Fund Center numbers. KS13 and FMSE will give the end user the same information; however, in a different format.

- Display Cost Center information
  - o Cost Center number
  - o Name
  - o Person responsible
  - o Cost Center Category
    - Revenue account
    - Expense account
    - Both
- 1. Controlling Area is always NK01
- 2. Click Save.

📴 Set Controlling A	\rea	⊠ ∕
Controlling Area	NK01	
V B ×		

1. Click Match Code.

•	
Oost center	
O Cost center group	
O Selection Variant	
O All Cost Centers	
Parameters	
Valid From	01/01/1900

- 2. Change the maximum number of hits to **9999**.
- 3. Click Continue.

🖙 Cost Center (1)			
Cost center	Cost center name	Standard Hierarchy	Organizational unit via Pers 💽 🚺 🕨 🗎
Cost of short text			
Cost cu short text			
Language Key	EN EN		
Controlling Area	NK01		
Company Code	NK01		
Cost Center Category			
Cost Center			
Maximum No. of Hits	9999	>	

- 4. Select the Cost Center.
- 5. Click Continue.

	$\frown$								_
(	✓ X H H K K Ø	10							
	Short text	Languag	e COAr	CoCd	CCtC	Cost Ctr	Valid From	to	
	A L CASSON MEM ENDOW	EN	NK01	NK01	в	241030591	01/01/1900	12/31/9999	
	A POTTS INVESTMENT	EN	NK01	NK01	в	237001521	01/01/1900	12/31/9999	
	A POTTS SCH ENDOWMNT	EN	NK01	NK01	в	237001529	01/01/1900	12/31/9999	
	A&S PROF DEVELOPMENT	EN	NK01	NK01	в	235001566	01/01/1900	12/31/9999	
	AC MINOR RENOVATIONS	EN	NK01	NK01	в	295048063	01/01/1900	12/31/9999	
	AC MINOR RENOVATIONS	EN	NK01	NK01	в	296094063	01/01/1900	12/31/9999	
	ACAD ADVISING RESOUR	EN	NK01	NK01	Е	231010001	01/01/1900	12/31/9999	
	ACAD COMPET GRT	EN	NK01	NK01	в	293080720	01/01/1900	12/31/9999	
	ACAD OFFICE MVS-BP&L	EN	NK01	NK01	в	295048035	01/01/1900	12/31/9999	
	ACAD OFFICE MVS-BP&L	EN	NK01	NK01	в	296094035	01/01/1900	12/31/9999	
	ACAD SUP GABS ADJ	EN	NK01	NK01	в	293045022	01/01/1900	12/31/9999	
	ACAD SUPP CAP ASSETS	EN	NK01	NK01	Е	296098145	01/01/1900	12/31/9999	
	ACAD SUPP MTCH 25%FW	EN	NK01	NK01	Е	293045005	01/01/1900	12/31/9999	
	ACADEMIC DEPT RENOV	EN	NK01	NK01	в	295048057	01/01/1900	12/31/9999	
	ACADEMIC DEPT RENOV	EN	NK01	NK01	в	296094057	01/01/1900	12/31/9999	
	ACADEMIC JOURNALS	EN	NK01	NK01	в	204010070	01/01/1900	12/31/9999	
	ACADEMIC ORIENTATION	EN	NK01	NK01	Е	231040010	01/01/1900	12/31/9999	
	ACADEMIC SUP EOM ADJ	EN	NK01	NK01	в	293045020	01/01/1900	12/31/9999	
	ACCESS GR STDT LOAN	EN	NK01	NK01	в	293090080	01/01/1900	12/31/9999	
	ACCOMPANIST FEE	EN	NK01	NK01	R	290030010	01/01/1900	12/31/9999	
<	ACCOUNTANCY	EN	NK01	NK01	в	236010001	01/01/1900	12/31/9999	
	ACCOUNTANCY DEPARTMT	EN	NK01	NKU1	в	236010500	01/01/1900	12/31/9999	
	ACCOUNTS PAYABLE	EN	NK01	NK01	в	213020001	01/01/1900	12/31/9999	
	ACE FELLOW	EN	NK01	NK01	Е	201001030	01/01/1900	12/31/9999	
		E NI	bUZ04	bUZ04	<b>F</b>	202000000	04/04/4000	40/04/0000	

6. Click Execute.

<b>Display Cost Centers: Initial Scre</b>			
(D)			
Cost center	236010001	to	
O Cost center group			
O Selection Variant			
O All Cost Centers			

7. The Change Layout button will give you the option of selecting information to display or hide.

You have displayed the following information:

- Cost Center: Number to be used on purchase requisition, interdepartmental bills, etc.
- Name: Name of Cost Center
- Person Responsible: Person responsible for cost center such as department head
- CCtC: Cost Center Category can have three possible settings
  - R Revenue only cost center
  - E Expense only cost center
  - B Cost center can have both revenues and expenses posted

Other fields to display with Change Layout button:

- Hierarchy Area: Represents the University's organizational structure used for reporting purposes
- Business Area: Represents the valid business area for the cost center
  - o 100 University
  - o 200 NKU Research Foundation
  - o 300 NKU Foundation

Display Co	Display Cost Centers: Basic Screen				
3 B B	8788	J 🖪 🐨 🖽 🖷 🗄	Create Gro	ир	
Controlling Area Date Cost Center	Controlling Area         NK01           Date         01/01/1900 To 12/31/9999           Cost Center         236010001				
📄 Cost Center	Name	Person Responsible	Department	CCtC	Crcy
236010001 Accountancy Lawrence, Carol B USD				USD	

## Available balance reports within SAP GUI

- ZFD1 Dept. Budget / Consumption Report
  - o Check whether budgets have been updated and the available balance has been affected
- ZFB1 Budget Report
  - o Check current budget and available budget on the budget report
- ZFBC Budget Consumption Report
  - Check original / revised budget at the department level
    - Available budget

## ZFD1 - Dept. Budget / Consumption Report

- 4 pages of available balance information
  - o Commitment / Actuals line item detail
    - Requisitions
    - Purchase Orders
    - Funds Reservations
      - Travel Encumbrances
    - Parked actuals
      - Not paid by Accounts Payable
  - o Revised, Consumed, and Available budget
- 1. Enter Fiscal Year (will default to current fiscal year).
- 2. Enter the Superior Fund Center **<u>OR</u>** Fund Center number.
- 3. Click Enter.

	Dept. Budget/Consumption Report: Selection			
(	Data Source			
	Selection values Fiscal Year	2010		
	Selection groups			
	Fund			
	Or value(s)	to		
7	Funds Center	070501		
Ч	Or value(s)	235010001 🗇 to		
	Commitment Item	CI_000_0000		
	Or value(s)	to 🔁		
	Functional Area			
	Or value(s)	to 🔁		
	Funded Program			
	Or value(s)	to		

The navigation window can be used when the report has been executed at the Superior Fund Center level.

- 1. Select the Characteristic Funds Center.
- 2. Click the appropriate Funds Center to view the details to the right.
- 3. Open or close the navigation window by clicking the Navigation On/Off button.



A multi page report provides the following columns regarding budget data with drilldown capabilities on actuals and commitments. You can scroll through the pages by clicking the <u>page up / page down</u> keys on your keyboard or by clicking the <u>page up / page down</u> keys on the standard toolbar.

### Page 1 – Revised Budget / Commitments / Actuals / Parked Actuals

- **Revised Budget:** A calculation of all the budget dollars that resulted from original budget plus or minus any returns, supplements, budget transfers and re-appropriations
- **Commitments:** Open encumbrances including personnel, open Purchase Orders and travel authorizations consuming budget
- Actuals: YTD Exp/Rev actual expenses/revenues resulting from Purchase Orders, Payroll, Parked Documents, travel, copy center charges, departmental deposits, et
- **Parked Actuals:** Open parked documents not yet paid. (Check requests that have not yet been posted will appear in this column)

Re Re	eport <u>E</u>	Edit <u>G</u> oto View Extr <u>a</u> s <u>S</u> ettings Syste	em <u>H</u> elp				
0		E 4 🖯 I 😋 🚱 😡	🕒 🌐 🛗   🎗	3 13 43 43 43 43 43 43	🛛 🖉 🖪		
Dept. Budget Consumption							
2	6 🔒	i 🗉   🐨   🗣 🛅   🗛 🔻   M	Column 🔣 📢		8 월 68		
	Dept.	Budget/Consumption Report Date:	: 03/30/2010		Page:	1 / 4	
	North Fisca	ern Kentucky University I Year 2010					
	Fund/(	Group * Conton Office of the Constanller			/01/2010/001	)	
	Funct	ional Area *		(*	(213010001		
	Funde: Grant	d Program/Group * *		(*	(*	)	
	Commit	tment Item	Revised Budget	Commitment	Actuals	Parked Actual	
		171602 Note Proceeds				10.00	
7	**	414002 Noce Trocecus				10.00	
		Non Uperating Kevenue				10.00	
2	***	Non Uperating Revenue Revenues				10.00 10.00	
2	***	Non operating Kevenue Revenues 501100 Administrative Staff Pool	601,893.86		000 700 75	10.00 10.00	
2	***	Non uperating Revenue Revenues 501100 Administrative Staff Pool 501105 Admin-Contract 501104 Admin Colony	601,893.86		233,788.75	10.00 10.00	
2	***	Non uperating Revenue Revenues 501100 Administrative Staff Pool 501105 Admin-Contract 501110 Admin-Salary	601,893.86		233,788.75 223,166.28	10.00 10.00	
2		Non uperating Revenue Revenues 501100 Administrative Staff Pool 501105 Admin-Contract 501115 Admin-Salary 501115 Admin-Hourly dministrative Staff Pool	601,893.86		233,788.75 223,166.28 6,886.36	10.00	
	***	Non uperating Revenue Revenues 501100 Administrative Staff Pool 501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 502000 Pr-Adm Sper Stf Pool	601,893.86 601,893.86 14,451.96		233,788.75 223,166.28 6,886.36 463,841.39	10.00	
	* * *	Non uperating Revenue Revenues 501100 Administrative Staff Pool 501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 502000 Pr-Adm Spec Stf Pool 502010 Admin-Spec Comp	601,893.86 601,893.86 14,451.96		233,788.75 223,166.28 6,886.36 463,841.39 8,360.31	10.00 10.00	
	* * *	Non operating Revenue Revenues 501100 Administrative Staff Pool 501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 502000 Pr-Adm Spec Stf Pool 502010 Admin-Spec Comp 502015 Admin-Overtime	601,893.86 601,893.86 14,451.96		233,788,75 223,166,28 6,886,36 463,841,39 8,360,31 684,43	10.00 10.00	
	* * *	Non operating Revenue Revenues 501100 Administrative Staff Pool 501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 502000 Pr-Adm Spec Stf Pool 502010 Admin-Spec Comp 502015 Admin-Overtime Payroll-Administrative Spec Staff P	601,893.86 601,893.86 14,451.96 14,451.96		233,788,75 223,166,28 6,886,36 463,841,39 8,360,31 684,43 9,044,74	10.00	
	* * *	Non operating Revenue Revenues 501100 Administrative Staff Pool 501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 502000 Pr-Adm Spec Stf Pool 502010 Admin-Spec Comp 502015 Admin-Overtime Payroll-Administrative Spec Staff P 505010 Student-Hrly-Iws	601,893.86 601,893.86 14,451.96 14,451.96 14,773.00		233,788.75 223,166.28 6,886.36 463,841.39 8,360.31 684.43 9,044.74 5,648.93	10.00	
	* * *	Non operating Revenue Revenues 501100 Administrative Staff Pool 501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 502010 Admin-Spec Stf Pool 502010 Admin-Spec Comp 502015 Admin-Overtime Payroll-Administrative Spec Staff P 505010 Student-Hrly-Iws Payroll-Student Pool	601,893.86 601,893.86 14,451.96 14,451.96 14,773.00 14,773.00		233,788.75 223,166.28 6,886.36 463,841.39 8,360.31 684.43 9,044.74 5,648.93 5,648.93	10.00	
	* * * [	Non operating Revenue Revenues 501100 Administrative Staff Pool 501105 Admin-Contract 501115 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 502000 Pr-Adm Spec Stf Pool 502010 Admin-Spec Comp 502015 Admin-Overtime Payroll-Administrative Spec Staff P 505010 Student-Hrly-Iws Payroll-Student Pool 522127 Ins-Health Spending Account	601,893.86 601,893.86 14,451.96 14,451.96 14,773.00 14,773.00		233,788.75 223,166.28 6,886.36 463,841.39 8,360.31 684.43 9,044.74 5,648.93 5,648.93 875.00	10.00	
		Non Operating Revenue Revenues 501100 Administrative Staff Pool 501105 Admin-Contract 501115 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 502000 Pr-Adm Spec Stf Pool 502010 Admin-Spec Comp 502010 Admin-Spec Comp 502015 Admin-Overtime Payroll-Administrative Spec Staff P 505010 Student-Hrly-Iws Payroll-Student Pool 522127 Ins-Health Spending Account 520000 Fringe Benefits Pool	601,893.86 601,893.86 14,451.96 14,451.96 14,773.00 14,773.00 2,809.49		233,788.75 223,166.28 6,886.36 463,841.39 8,360.31 684.43 9,044.74 5,648.93 5,648.93 875.00	10.00	
		Non Operating Revenue Revenues 501100 Administrative Staff Pool 501105 Admin-Contract 501115 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 502000 Pr-Adm Spec Stf Pool 502010 Admin-Spec Comp 502015 Admin-Overtime Payroll-Administrative Spec Staff P 505010 Student-Hrly-Iws Payroll-Student Pool 522127 Ins-Health Spending Account 520000 Fringe Benefits Pool 522110 Ins-Life	601,893.86 601,893.86 14,451.96 14,451.96 14,773.00 14,773.00 2,809.49 1,406.00 0,000.00		233,788.75 223,166.28 6,886.36 463,841.39 8,360.31 684.43 9,044.74 5,648.93 5,648.93 875.00 607.74	10.00	
		Non Operating Revenue Revenues Boll100 Administrative Staff Pool 501105 Admin-Contract 501115 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 502000 Pr-Adm Spec Stf Pool 502010 Admin-Spec Comp 502015 Admin-Overtime Payroll-Administrative Spec Staff P 505010 Student-Hrly-Iws Payroll-Student Pool 522127 Ins-Health Spending Account 520000 Fringe Benefits Pool 522115 Ins-Dental 522115 Ins-Dental	601,893.86 601,893.86 14,451.96 14,451.96 14,773.00 14,773.00 2,809.49 1,406.00 2,868.00 1,724.92		233,788.75 223,166.28 6,886.36 463,841.39 8,360.31 684.43 9,044.74 5,648.93 5,648.93 875.00 607.74 1,561.79 674.03	10.00	
		Non Operating Revenue Revenues Boll100 Administrative Staff Pool 501100 Admin-Contract 501101 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 502000 Pr-Adm Spec Stf Pool 502010 Admin-Spec Comp 502010 Admin-Spec Comp 502015 Admin-Overtime Payroll-Administrative Spec Staff P 505010 Student-Hrly-Iws Payroll-Student-Hrly-Iws Payroll-Student Pool 522127 Ins-Health Spending Account 520000 Fringe Benefits Pool 522110 Ins-Life 522115 Ins-Dental 522120 Ins-Disability 522120 Ins-Health	601,893.86 601,893.86 14,451.96 14,451.96 14,773.00 14,773.00 2,809.49 1,406.00 2,868.00 1,724.00 65.000.90		233,788.75 223,166.28 6,886.36 463,841.39 8,360.31 684.43 9,044.74 5,648.93 5,648.93 875.00 607.74 1,561.79 674.93 51487.65	10.00	
		Non Operating Revenue Revenues Boll100 Administrative Staff Pool 501100 Admin-Contract 501105 Admin-Contract 501115 Admin-Salary Administrative Staff Pool 502000 Pr-Adm Spec Stf Pool 502010 Admin-Spec Comp 502010 Admin-Overtime Payroll-Student-Hrly-Iws Payroll-Student-Hrly-Iws Payroll-Student Pool 522127 Ins-Health Spending Account 522000 Fringe Benefits Pool 522110 Ins-Life 522110 Ins-Life 522112 Ins-Dental 522125 Ins-Health 522125 Ins-Health 522130 Retirement-Kw	601,893.86 601,893.86 14,451.96 14,451.96 14,773.00 14,773.00 14,773.00 2,809.49 1,406.00 2,868.00 1,724.00 65,000.00 67,382.90		233,788,75 223,166,28 6,886,36 463,841,39 8,360,31 684,43 9,044,74 5,648,93 5,648,93 875,00 607,74 1,561,79 674,93 51,487,66 47,273,13	10.00	
		Non Operating Revenue Revenues Boll00 Administrative Staff Pool 501105 Admin-Contract 501105 Admin-Contract 501105 Admin-Salary 80000 Pr-Adm Spec Stf Pool 502000 Pr-Adm Spec Stf Pool 502010 Admin-Spec Comp 502015 Admin-Spec Comp 502015 Admin-Spec Comp 502015 Admin-Spec Comp 502010 Student-Hrly-Iws Payroll-Student-Hrly-Iws Payroll-Student-Hrly-Iws Payroll-Student Pool 522127 Ins-Health Spending Account 522000 Fringe Benefits Pool 522110 Ins-Life 522115 Ins-Dental 522125 Ins-Health 522130 Retirement-Ky 522140 Social Security	601,893.86 601,893.86 14,451.96 14,451.96 14,773.00 14,773.00 2,809.49 1,406.00 2,868.00 1,724.00 65,000.00 67,382.00 34,903.00		233,788,75 223,166,28 6,886,36 463,841,39 8,360,31 684,43 9,044,74 5,648,93 5,648,93 875,00 607,74 1,561,79 674,93 51,487,66 47,273,13 26,570,82	10.00	
		Non Operating Revenue Revenues Soll00 Administrative Staff Pool Soll00 Admin-Contract Soll105 Admin-Contract Soll105 Admin-Salary Soll00 Admin-Salary Administrative Staff Pool Soll00 Pr-Adm Spec Stf Pool Soll00 Pr-Adm Spec Stf Pool Soll00 Admin-Spec Comp Soll01 Admin-Spec Comp Soll01 Admin-Spec Comp Soll01 Admin-Spec Comp Soll01 Admin-Spec Comp Soll01 Admin-Spec Comp Soll01 Admin-Spec Staff P Soll01 Admin-Spec Comp Soll01 Student-Hrly-Iws Payroll-Student-Hrly-Iws Payroll-Student Pool Soll01 Student-Hool Soll01 Ins-Life Soll01 Ins-Life Soll01 Ins-Disability Soll01 Ins-Disability Soll02 Ins-Health Soll02 Social Security Soll02 Social Security Soll04 Soc Sec-Medicare	601,893.86 601,893.86 14,451.96 14,451.96 14,773.00 14,773.00 2,809.49 1,406.00 2,868.00 1,724.00 65,000.00 67,382.00 34,903.00 8,190.00		233,788,75 223,166,28 6,886,36 463,841,39 8,360,31 684,43 9,044,74 5,648,93 5,648,93 875,00 607,74 1,561,79 674,93 51,487,66 47,273,13 26,570,82 6,235,71	10.00	
		Non Operating Revenue Revenues Solla00 Administrative Staff Pool Solla00 Admin-Contract Solla05 Admin-Contract Solla05 Admin-Contract Solla05 Admin-Salary Administrative Staff Pool Solla06 Pr-Adm Spec Stf Pool Solla06 Pr-Adm Spec Comp Solla06 Pr-Adm Spec Staff P Solla06 Pr-Adm Spec Staff P Solla06 Pringe Spec Staff P Solla06 Student-Hrly-Iws Payroll-Student Pool Solla06 Pringe Benefits Pool Solla06 Pringe Benefits Pool Solla06 Pringe Benefits Pool Solla06 Pringe Sculla06 Solla06 Pringe Sculla06 Solla0	601,893.86 601,893.86 14,451.96 14,451.96 14,773.00 14,773.00 2,809.49 1,406.00 2,868.00 1,724.00 65,000.00 67,382.00 34,903.00 8,190.00 184,282.49		233,788.75 223,166.28 6,886.36 463,841.39 8,360.31 684.43 9,044.74 5,648.93 5,648.93 875.00 607.74 1,561.79 674.93 51,487.66 47,273.13 26,570.82 6,235.71 135,286.78	10.00	
		Non Operating Revenue Revenues Boll100 Administrative Staff Pool 501100 Admin-Contract 501101 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 502000 Pr-Adm Spec Stf Pool 502010 Admin-Spec Comp 502015 Admin-Overtime Payroll-Administrative Spec Staff P 505010 Student-Hrly-Iws Payroll-Student-Hrly-Iws Payroll-Student Pool 522127 Ins-Health Spending Account 522100 Fringe Benefits Pool 522110 Ins-Life 522110 Ins-Life 522110 Ins-Disability 522125 Ins-Health 522120 Retirement-Ky 522130 Retirement-Ky 522140 Social Security 522141 Soc Sec-Medicare Fringe Benefits Pool Personel	601,893.86 601,893.86 14,451.96 14,451.96 14,773.00 14,773.00 14,773.00 2,809.49 1,406.00 2,868.00 1,724.00 65,000.00 67,382.00 34,903.00 8,190.00 184,282.49 915.401.21		233,788.75 223,166.28 6,886.36 463,841.39 8,360.31 684.43 9,044.74 5,648.93 5,648.93 875.00 607.74 1,561.79 674.93 51,487.66 47,273.13 26,570.82 6,235.71 135,286.78		

## Page 2 – Commitments Detail

- Purchase Requi: Open purchase requisitions encumbered and consuming budget
- **Purchase Order:** Open purchase orders not yet invoiced or received encumbered and consuming budget
- Funds Reservat: Funds reservations are used to encumber travel authorizations
- **Commitments:** Open encumbrances including personnel, open Purchase Orders and travel authorizations consuming budget (Total amount)

## Dept. Budget Consumption

2	6	h 🖬 💷   🐨   🔍 🛅   🐣 🐬   🕅	Column 🚺 🖣	D D 🖻 🖻	화 행 행 행	
	Dept	. Budget/Consumption Report Date	: 03/30/2010		Page: 2	2 / 4
	Nort Fisc:	hern Kentucky University al Year 2010				
	Fund/Group * Funds Center Office of the Comptroller Functional Area *			(*	(* (213010001 )	)
	Fund Gran	ed Program/Group * t *		(*	(*	)
	Comm	itment Item	Purchase Requi	Purchase Order	Funds Reservat	Commitment
		E0110E Admin Contract				
		Series Admin-Contract				
		501105 Admin-Contract 501110 Admin-Salary 501115 Admin Vourly				
7	*	501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool				
1	*	501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 505010 Student-Hrly-Iws				
2	*	501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 505010 Student-Hrly-Iws Pavroll-Student Pool				
	* * *	501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 505010 Student-Hrly-Iws Payroll-Student Pool Personnel				
	* * * *	501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 505010 Student-Hrly-Iws Payroll-Student Pool Personnel 530005 Occas Labor & Svcs				
	* * * *	501105 Admin-Contract 501118 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 505010 Student-Hrly-Iws Payroll-Student Pool Personnel 530005 Occas Labor & Svcs Contracted Services Pool				
	* * * *	501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 505010 Student-Hrly-Iws Payroll-Student Pool Personnel 530005 Occas Labor & Svcs Contracted Services Pool 550005 Supplies-Office	64,726.00	76,980.00		141,706.00
	* * * *	501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 505010 Student-Hrly-Iws Payroll-Student Pool Personnel 530005 Occas Labor & Svcs Contracted Services Pool 550005 Supplies-Office 550930 Ed/Train/Reg/Fees	64,726.00	76,980.00		141,706.00
	* * * *	501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 505010 Student-Hrly-Iws Payroll-Student Pool Personnel 530005 Occas Labor & Svcs Contracted Services Pool 550005 Supplies-Office 550930 Ed/Train/Reg/Fees 551230 Maint-Equip-Svc Cont	64,726.00	76,980.00		141,706.00
	* * * * * * * *	501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 505010 Student-Hrly-Iws Payroll-Student Pool Personnel 530005 Occas Labor & Svcs Contracted Services Pool 550005 Supplies-Office 550930 Ed/Train/Reg/Fees 551230 Maint-Equip-Svc Cont Operating Pool	64,726.00 64,726.00	76,980.00		141,706.00
	* * * * * * * *	501105 Admin-Contract 501110 Admin-Salary 501115 Admin-Hourly Administrative Staff Pool 505010 Student-Hrly-Iws Payroll-Student Pool Personnel 530005 Occas Labor & Svcs Contracted Services Pool 550005 Supplies-Office 550930 Ed/Train/Reg/Fees 551230 Maint-Equip-Svc Cont Operating Pool Operating Expenses Evenetituese	64,726.00 64,726.00 64,726.00 64,726.00	76,980.00 76,980.00 76,980.00		141,706.00 141,706.00 141,706.00
	* * * * * * * * * * * * * * * * * * * *	501105 Admin-Contract 501116 Admin-Salary 501115 Admin-Bourly Administrative Staff Pool 505010 Student-Hrly-Iws Payroll-Student Pool Personnel 530005 Occas Labor & Svcs Contracted Services Pool 550005 Supplies-Office 550930 Ed/Train/Reg/Fees 551230 Maint-Equip-Svc Cont Operating Pool Operating Expenses Expenditures Commitment Item	64,726.00 64,726.00 64,726.00 64,726.00 64,726.00	76,980.00 76,980.00 76,980.00 76,980.00 76,980.00		141,706.00 141,706.00 141,706.00 141,706.00

## Page 3 – Actuals Detail

- Invoices: Paid Purchase Orders and parked documents; any document paid through Accounts Payable
- **Payments:** Feeds from other SAP modules, any entries that affect cash not being paid through Accounts Payable including revenue feeds
- Inter Departme: Recode of revenue/expenses from specified unit to another
- Actuals: A calculation of all actual expenses/revenues sum of invoices, payments and interdepartmental recodes. (Procurement card dollars will appear in this column)
- Parked Actuals: Open parked documents not yet paid

## **Dept. Budget Consumption**

[말 🖓 🏪 🔲 🔟 🖳 🛄 🛆 🗑 [비 Column 🔣 🖌 🕨 백 채 채 책 책

De	pt. Budget/Consumption Report Date	: 03/30/2010		Page: 3	3 / 4	
No Fi	rthern Kentucky University scal Year 2010					
Fu Fu Fu Gr	nd/Group * nds Center Office of the Comptroller nctional Area * nded Program/Group * ant *		(*	(* (213010001 ) (*	) ) )	
Co	mmitment Item	Invoices	Payments	Inter Departme	Actuals	Parked Actual
* *	474602 Note Proceeds Non Operating Revenue					10.00
**	* Revenues 501105 Admin-Contract 501110 Admin-Salary			233,788.75 223,166.28	233,788.7 223,166.2	5 8
*	501115 Admin-Hourly Administrative Staff Pool			6,886.36 463,841.39	6,886.3 463,841.3	6 9
	502010 Admin-Spec Comp 502015 Admin-Overtime			8,360.31 684.43	8,360.3	3
*	Payroll-Administrative Spec Staff P 505010 Student-Hrly-Iws			9,044.74 5,648.93	<mark>9,044.7</mark> 5,648.9	3
*	Payroll-Student Pool 522127 Ins-Health Spending Account			5,648.93 875.00	<mark>5,648.9</mark> 875.0	3 0
	522110 Ins-Life 522115 Ins-Dental 522120 Ins Dischility			607.74 1,561.79	607.7 1,561.7	9
	522120 INS-Disability 522125 Ins-Health			51,487.66	51,487.6	6
	522130 Recircement-Ky 522140 Social Security 522141 Soc Sec-Medicare			47,273.13 26,570.82 6,235,71	47,273.1 26,570.8 6 235 7	2
*	Fringe Benefits Pool Personnel			135,286.78 613,821.84	135,286.7 613,821.8	4
*	530005 Occas Labor & Svcs Contracted Services Pool	2,127.50 2,127.50			2,127.5 2,127.5	0
	550835 Visitor Parking Pass	4.00			4.0	0

## Page 4 – Revised Budget / Consumed / Available

- Revised Budget: A recalculation of all the budget dollars that resulted from original budget plus or • minus any returns, supplements, budget transfers and re-appropriations
- **Consumed Budget:** All actuals and commitments •

Available Budget: Amount still available for spending by the specified unit; calculation of revised • budget minus YTD Exp/Rev commitments and parked actuals; Revised Budget minus consumed budget

De	Dept. Budget Consumption								
1	6 1 I I I I I A 7 M	Column 🚺 📢		불률형형					
	Dept. Budget/Consumption Report Date	03/30/2010		Page:	4 7	4			
	Northern Kentucky University Fiscal Year 2010								
	Fund/Group * Funds Center Office of the Comptroller Functional Area *		(*	(* (213010001 )	)	)			
	Funded Program/Group * Grant *		(*	´ (* )		)			
	Commitment Item	Revised Budget	Consumed Budge	Available Budg	$\triangleright$				
	474602 Note Proceeds		10.00	10.00-	T				
1	** Non Operating Revenue		10.00	10.00-					
1	*** Revenues		10.00	10.00-					
-	501100 Administrative Staff Pool	601,893.86	463,841.39	138,052.47					
	<ul> <li>Administrative Statt Pool</li> <li>E02000 Pp Adm Spec Statt Pool</li> </ul>		403,841.39	138,052.47					
7	S02000 FI-Aum Spec Sti FOOT * Payroll-Administrative Spec Staff P	14,451.90	9,044.74	5,407.22					
	505000 Payroll-Student Pool	14 773 00	5 648 93	9 124 07					
1	* Pavroll-Student Pool	14,773.00	5,648,93	9,124.07					
	520000 Fringe Benefits Pool	184,282,49	135,286.78	48,995,71					
1	* Fringe Benefits Pool	184,282.49	135,286.78	48,995.71					
7	** Personnel	815,401.31	613,821.84	201,579.47					
	530000 Contracted Services Pool	2,127.50	2,127.50						
1	<ul> <li>Contracted Services Pool</li> </ul>	2,127.50	2,127.50						
_	550000 Operating Pool	1,022,737.35	145,253.72	877,483.63					
1	* Operating Pool	1,022,737.35	145,253.72	877,483.63					
	552610 Telephone-Line Chrg	1,064.00	528.96	535.04					
-	552615 Telephone-Maint	559.00	250.80	308.20					
	* Operating - Non Pooled	1,023.00	1/9./0	843.24 070 006 07					
-	*** Expenditures	1,020,407.80	761 082 02	070,320.87					
-	**** Commitment Item	1 841 889 16	761 992 82	1 079 896 34					
	Commit Chiefre Teen	1,041,003.10	101,002.02	1,010,000.04	1				

## **ZFB1 – Budget Report**

- 1 page of available balance information
  - Original / Revised Budget
  - o Returns
  - o Supplements
  - o Budget Transfers detail
    - Sender
    - Receiver
    - Preposted
  - o Carry Forwards
    - Sender
    - Receiver
- 4. Enter Fiscal Year (will default to current fiscal year).
- 5. Enter the Superior Fund Center **OR** Fund Center number.
- 6. Click Enter.

Budget Report: Selection	1	
Data Source		
$\bigcirc$		
Selection values		
Fiscal Year	2010	
Selection groups		
Fund		
Or value(s)	ta	\$
Funds Center	070501	
Or value(s)	235010001 @to	\$
Commitment Item	C1_000_0000	—
Or value(s)	to	<b>P</b>
Functional Area		
Or value(s)	to	<b>₽</b>
Funded Program		
Or value(s)	to	<b>₽</b>

The navigation window can be used when the report has been executed at the Superior Fund Center level.

- 4. Select the Characteristic Funds Center.
- 5. Click the appropriate Funds Center to view the details to the right.
- 6. Open or close the navigation window by clicking the Navigation On/Off button.

	Budget Report						
	▐∎@\₽□□ ▼ \₽   4 ₹   4	Col	lumn 🛛 🖌 🕨 🖻 🖻 器 皤 鶙				
	Variation: Characteristics		Budget Report Date	: 03/30/2010 Time:	09:40:11		
	Fund						
	Funds Center		Northern Kentucky University				
	📄 Grant 🛄		Fiscal Year 2010				
	Funded Program		Fund/Group *			(*	
			Funds Center/Group Comptroller			070501	
	Variation: Funds Center		Funded Program/Group *			(*	/
	🔽 🔁 070501 Comptroller		Grant /Group *			(*	
/	🖹 213010001 Office of the Comptroller 🔪 💌		Functional Area/Group *			(*	
	🖹 213010070 Fcws-Comptroller Off		Commitment Item	Original Budgt	Revised Orig	Supplements	Т
	🖹 290050310 Pell Administrative Cost Rei			or righter budge	norrood or rg.	Cappromotico	Ļ.
	290050320 FCWS Administrative Cost F	_	410010 G&C-Federal		567,060.00-		
	🖹 290050330 SEOG Administrative Cost 🗗	1	** Grants and Contracts		567,060.00-		
$\mathbf{N}$	290050340 Perkins Administrative Cost F		460510 Pell Admin Cost Reimb	14,500.00-			-
	🗈 290050350 Federal Administrative 🖉 ost f		400520 FERKINS Admin Cost Reimb 460530 ECWS Admin Cost Reimb	25,000.00-			
	📔 290050360 State Administrative Cost Re		460540 Seog Admin Cost Reimb	20,000.00-			
	😫 290050520 Childcare Fasihty Rent		460560 Admin Cost Reimb-Fed	275,000.00-			

You have a report that provides the following columns regarding budget data with drilldown capabilities on budget information. You can scroll through the pages by clicking the page up / page down keys on your keyboard or by clicking the page up / page down keys on the standard toolbar.

Note: You may need to click the right arrow button (will be a bold black color) to view additional detail.

**Original budget:** This is the original budget assigned to the specified unit during the annual budget process

**Revised Original:** A calculation of all the budget dollars that resulted from original budget plus or minus any returns, supplements, budget transfers and re-appropriations

**Returns:** Reduction to budget by the budget office with Presidential approval. This document type will be used in the event of a budget reduction process that has vice president participation

**Supplements:** Addition to budget by the budget office with Presidential approval. This document type will be used to fund one-time supplemental funding request from the vice presidents when funding is not available within their area. Supplements are also the way transfers from a department's revenue lines to their expenditure lines will be reported

**Trfs – Sender:** Reduction of budget due to a budget transfer in which the unit gave another unit budget dollars

**Trfs – Receiver:** Addition of budget due to a budget transfer in which the unit gave another unit budget dollars

**Carry For - Rec:** Receipt of carry forward funds and can be a credit or debit balance.

Bu	ıdg	et Report					
-	6	9 II 7 4 II A 7 H	Columi I		3 <b>1</b> 13 <b>1</b> 13		
_							
•	Budg	get Report Date	: 03/30/2010 Time	: 09:40:11		Ра	ge: 1/ 1
	Nort Fis	thern Kentucky University cal Year 2010					
	Fun Fun Fun Grai	d/Group * ds Center/Group Office of the Compt ded Program/Group * nt /Group *	troller		(* (21301000)		
	Fun	ctional Area/Group *			(*	)	
	Com	nitment Item	Original Budgt	Revised Orig.	Trfs - Sender	Trfs-Receiver	Carry For- Rec
_		501100 Administrative Staff Pool	593,872.00		2,127 50-	10,149.30	
1	*	Administrative Staff Pool	593,872.00		2,127.50-	10,149.36	
7	*	Pavroll-Administrative Spec Staff P				14,451,96	
		505010 Student-Hrly-Iws	14,773.00				
1	*	Payroll-Student Pool	14,773.00				
		520000 Fringe Benefits Pool				2,809.49	
		522110 Ins-Life	1,406.00				
		522115 Ins-Dental	2,868.00				
		522120 Ins-Disability	1,724.00				
		522125 Ins-Health	65,000.00				
		522130 Retirement-Ky 522140 Social Security	07,382.00				

Preposted: Budget Transfer dollars initiated and in "preposted" status awaiting approval

**Revised Budget:** A calculation of all the budget dollars that resulted from original budget plus or minus any returns, supplements, budget transfers and re-appropriation

Bud	get Report					
1	) 🖶 🗉 🛛 🔽 🔍 🖬 🖂 🖓 🕅	Column 📕 🖣 🛛		<b>都</b>		
В	udget Report Date	: 03/30/2010 Time	: 09:40:11			Page: 1/ 1
No F1	orthern Kentucky University iscal Year 2010					
Fi Fi Gr Fi	und/Group * unds Center/Group Office of the Comp unded Program/Group * rant /Group * unctional Area/Group *	troller		(* (213010001 (* (* (*	) ) ) )	
Co	ommitment Item	Preposted	Revised Budget	>		
-	501100 Administrative Staff Pool Administrative Staff Pool	170.00	601,893.86 601,893.86			
-	502000 Pr-Adm Spec Stf Pool Payroll-Administrative Spec Staff P		14,451.96			
	505010 Student-Hrly-Iws		14,773.00			
1	Payroll-Student Pool		14,773.00			
	520000 Fringe Benefits Pool		2,809.49			
	522110 INS-LITE 522115 Inc Dontol		1,405.00			
	522115 INS-Dental 522120 Inc-Dicability		2,808.00			
	522125 Ins-Bealth		65 000 00			
	522130 Retirement-Kv		67,382,00			
	522140 Social Security		34,903.00			
	522141 Soc Sec-Medicare		8,190.00			
<b>*</b>	Fringe Benefits Pool		184,282.49			
Ē  *	* Personnel	170.00	815,401.31			
	530000 Contracted Services Pool		2,127.50			
≌  *	Contracted Services Pool	105.00	2,127.50			
	550000 Uperating Pool	405.00-	1,007,524.35			
	550205 Printing		2 750 00			
	550305 Postage		450.00			
	550505 Telephone-Long Dist		92.00			
	550535 Subscrptns/Dept Bks		1,020.00			
	550905 Travel In State		1,000.00			

# **ZFBC – Budget Consumption Report**

- 1 page of available budget information
  - o Original / Revised Budget
  - o YTD Expenses/Revenues
  - o Commitments
  - o Parked Actual
  - o Available Budget
- 1. Enter Fiscal Year / Period (will default to current fiscal year).
- 2. Enter the Superior Fund Center **<u>OR</u>** Fund Center number.
- 3. Click Enter.

Budget Consumption Report: Selection					
🕒 🔁 Data Source					
Selection values	$\frown$				
Fiscal Year	2010				
To Period	16				
Selection groups					
Fund		1			
Fund					
Or value(s)	to				
Funds Center	070501				
Or value(s)	235010001 @to		<b>₽</b>		
Commitment Item	CI_000_0000				
Or value(s)	to		<b>₽</b>		
Functional Area					
Or value(s)	to		<b>₽</b>		
Funded Program					
Or value(s)	to		₽		

The navigation window can be used when the report has been executed at the Superior Fund Center level.

- 1. Select the Characteristic Funds Center.
- 2. Click the appropriate Funds Center to view the details to the right.
- 3. Open or close the navigation window by clicking the Navigation On/Off button.

Dept.Budget Consumpt	Dept.Budget Consumpt Date	03/30/2010		Page: 1	1 1		
<ul> <li>Period Budget Consumption</li> <li>Budget Report</li> </ul>	Northern Kentucky University Fiscal Year 2010						
Variation: Characteristics	Fund/Group * Funds Center Comptroller		(	(070501	<b>)</b>	)	
E Fund	Functional Area *		(*	$\smile$			
El Grant	Funded Program/Group *		(*	(*	)		
E Eveneration	orane		× .				
Leining Counter Counter	Commitment Item	Original Budge	Revised Budget	YTD Exp/Rev	Commitments	Parked Actual	Availabl
Variation: Funds Center	110010 - CAC Fadaya3	567 060 00	567 060 00	074 740 00			0.05
V V U/USU1 Comptroller	410010 B&C-Federal	567 060 00-	567,060,00-	271,740.88-			295,3
213010001 Office of the Comptroller	450010 Gifts & Bequests	307,000.00-	307,000.004	26.77-			200,0
213010070 Fcws-Comptroller Off	450900 Contra Rev-Writeoff			34.10-			
213010506 Comptroller Office Staff Enric	** Gifts - Foundation			60.87-			
📄 290050310 Pell Administrative Cost Reir	460510 Pell Admin Cost Reimb	14,500.00-	14,500.00-	880.00-			13,1
🖹 290050320 FCWS Administrative Cost R 📹	460520 Perkins Admin Cost Reimb	20,000.00-	20,000.00-	4,762.50-			15,3
290050330 SEOG Administrative Cost Right	460530 FCWS Admin Cost Reimb	25,000.00-	25,000.00-	18,091.15-			6,9
290050340 Perkins Administrative Cost I	460540 Seog Admin Cost Reimb	20,000.00-	20,000.00-	19,423.20-			
290050350 Federal Administrative Cost F	460560 Admin Lost Reimb-Fed	275,000.00-	275,000.00-				275,0
290050360 State Administrative Cost Re	460570 Admin Lost Keimp-State	175,000.00-	175,000.00-	9, 704, 04			1/5,0
200050400 Brier Period Adjustment	400010 Fi Fellou Exp Reimb 460620 General Reimburgement			2,794.01		5 526 25	20
	** Reimburgements	529 588 88.	529 588 88.	66 169 37-		5,536,35	468.9
290050410 General Reimpursement	460810 Facility Rent-Childcare	34 648 00-	34 648 66-	17 323 98-		0,000.00	17
290050520 Childcare Facility Rent	460820 Facility Rent-Bookstore	97.319.00-	97.319.00-	48,659,52-			48.6
🖹 200050530 Bookstore racility Rent 🛛 🛬	** Rentals	131,967.00-	131,967,00-	65,983,50-			65
🗈 290050920 Miscellaneous	462505 Contra Agency Receipts			880,709.98			880.3
290060100 Investment Income E&G - Inti	464650 ESL Application Fee			10.00-			
293010005 Instruction Match 25%EWS	** Other Fees			880,699.98			880,6
293010010 Instruction FOM Adi	462599 Miscellaneous	1,000.00-	1,000.00-	7,795.63-		1.05-	6,3
203010010 Instruction METR. FOM Adi	** Miscellaneous	1,000.00-	1,000.00-	7,795.63-		1.05-	6,
	471510 Investment Income	568,846.00-	408,693.84-	35,145.74-			373,
293010016 NKRF-RCF-Instruction EOM	471590 Contra Invest fees			8,500.00			8,8

**Original budget:** This is the original budget assigned to the specified unit during the annual budget process

**Revised Budget:** A calculation of all the budget dollars that resulted from original budget plus or minus any returns, supplements, budget transfers and re-appropriations

**YTD Exp/Rev:** Actual expenses/revenues resulting from Purchase Orders, payroll, parked documents, travel, copy center charges, departmental deposits, etc.

**Commitments:** Open encumbrances including personnel, open Purchase Orders, and travel authorizations consuming budget

Parked Actual: Open parked documents not yet paid

Available Budget: Amount still available for spending by the specified unit; calculation of revised budget minus YTD Exp/Rev, commitments and parked actuals; Revised Budget minus consumed budget

### Dept.Budget Consumpt

[말 문화 등 표 표 표 한 명 🔍 🎞 🛆 🐬 🛗 Column 📧 < 🕨 刘 🖷 器 사용 책을 해당

Dept	t.Budget Consumpt Date	03/30/2010		Page:	1 / 1		
Nort Fisc	thern Kentucky University cal Year 2010						
Fund Fund Fund Fund	d/Group * ds Center Office of the Comptroller ctional Area * ded Program/Group *		(*	(213010001	(* ) )	)	
Gran Comr	nt *	Original Budge	(* Revised Budget	YTD Exp/Rev	Commitments	Parked Actual	Available Bud
* *	474602 Note Proceeds					10.00	10.0
	Non operacing Revenue					10.00	10.0
* * *	Revenues					10.00	10.0
	501100 Administrative Staff Pool	593,872.00	601,893.86				138,052.4
	501105 Admin-Contract			233,788.75			
	501110 Admin-Salary			223,166.28			
	501115 Admin-Hourly			6,886.36			
*	Administrative Staff Pool	593,872.00	601,893.86	463,841.39			138,052.4
	502000 Pr-Adm Spec Stf Pool		14,451.96				5,407.2
	502010 Admin-Spec Comp			8,360.31			
	502015 Admin-Overtime			684.43			
*	Payroll-Administrative Spec Staff P		14,451.96	9,044.74			5,407.2
	505000 Payroll-Student Pool	44 772 00	44 772 00	E 640.00			9,124.0
*	505010 Student-Hriy-IWS	14,773.00	14,773.00	5,648.93			0 404 0
	E22127 Inc Wealth Sponding Account	14,773.00	14,773.00	0,048.93			9,124.0
	522127 Ins-nearch openuing Account 520000 Eringe Renefits Pool		2 800 40	075.00			48 005 1
	520000 Tringe benefics root	1 406 00	1 406 00	697 74			40,000.1
	522115 Ins-Dental	2,868,00	2,868,00	1.561.79			
	522120 Ins-Disability	1,724.00	1,724.00	674.93			
	522125 Ins-Health	65,000,00	65,000.00	51,487,66			
	522130 Retirement-Ky	67,382.00	67,382.00	47,273.13			
	522140 Social Security	34,903,00	34,903,00	26,570,82			

The Budget Consumption report can be executed for a different fiscal year/period.

Fiscal year at NKU is July 1 – June 30.

<u>To Period</u>:

- 01 July
- 02 August
- 03 September
- 04 October
- 05 November
- 06 December
- 07 January
- 08 February
- 09 March
- 10 April
- 11 May
- 12 June
- 13 July 1 September 30
- 14 July 1 December 31
- 15 July 1 March 31
- 16 July 1 June 30 or Real time current day
- 1. Enter the Fiscal Year / Period.
- 2. Enter the Superior Fund Center or Funds Center in the appropriate field.
- 3. Click Execute.

Budget Consumption Re	Budget Consumption Report: Selection						
Data Source							
Selection values							
Fiscal Year	2010						
To Period							
	$\checkmark$						
Selection groups							
Fund							
Or value(s)	to S						
Funds Center							
Or value(s)	235010001 to						
Commitment Item	C1_000_0000						
Or value(s)	to						
Functional Area							
Or value(s)	to 🗢						
Funded Program							
Or value(s)	to						

The navigation window can be used when the report has been executed for a fiscal year / period other than the current FY/Period.

- 1. Select the Period Budget Consumption report (the header will denote the FY/period).
- 2. Open or close the navigation window by clicking the Navigation On/Off button.

**Curr. Month Exp:** Actual expenses resulting from Purchase Orders, payroll, parked documents, travel, copy center charges, etc. for the period executed

**YTP Exp/Rev:** Actual expenses/revenues resulting from Purchase Orders, payroll, parked documents, travel, copy center charges, departmental deposits, etc. for the FY/Period executed

Period Budget Consumption										
	Co	lumn (4 4 ) ) 1 6 路 路 編 編								
								ſ		
Reports		Denied Budget Consumption Date	0020020040		Demo			Ľ		
E Depredaget Consumpt		Period Budget consumption Date	. 03/30/2010		Fage.	17 2		ř		
Period Budget Consumption	et Consumption Northern Kentucky University									
		Fiscal Year 2018 Period: 0 to 2								
	_	Fund/Group *	Funded Progra	n/Group *						
Variation: Unaracteristics		Funds Center Visual Art			(235010001	)				
Functional Area		Functional Area *		(*						
E Funde Center		Grant *	(*							
Grant	•	Commitment Item	Original Budge	Revised Budget	Curr.Month Exp	YTP Expenditur	ommitment	Parked Actual		
Variation: Fund		501100 Administrative Staff Pool	109.788.00	109.788.00						
🗢 🔂 * Fund		501110 Admin-Salary			3,363.96	6,727.92				
0111000100 Unrestrctd Curr Fund		501115 Admin-Hourly			5,013.00	7,018.20				
_	-	501130 Admin-L/T Temp	400 700 00	100 700 00	650.00	800.00				
		Administrative Statt Pool	109,788.00	109,788.00	9,026.96	14,546.12				
		503005 Faculty-Salary 503010 Faculty Dept Time	1,070,264.00	1,200,390.22	118,555.77	127,571.71				
		503010 Faculty-Fart-Time			12,030.00	12,030.00				
	7	* Faculty Pool	1 878 264 88	1 200 300 22	131 385 77	140 401 71				
		503505 Faculty-Summer	1,070,204.00	13 697 88	3 639 00-	13 696 50				
	7	* Faculty-Nonpooled		13,697,00	3,639,00-	13,696,50				
		504005 Faculty-Overload								
		504015 Faculty-Spec Comp			490.80	490.80				
	1	<ul> <li>Faculty Special Payroll Pool</li> </ul>			490.80	490.80				
		505010 Student-Hrly-Iws	10,876.00	10,876.00	580.00	847.73				
		<ul> <li>* Payroll-Student Pool</li> </ul>	10,876.00	10,876.00	580.00	847.73				
		522127 Ins-Health Spending Account			125.00	250.00				
		522110 Ins-Life	2,849.00	2,849.00	185.50	344.04				
		522115 Ins-Dental	4,781.00	4,781.00	417.98	750.13				
		522120 INS-DISAD111Ty 522125 Inc Health	4,370.00	4,370.00	304.69	562.22				
		522120 Ins-mearum 522120 Poticomont Vy	12 292 00	12 292 00	072 56	19,447.12				
		522135 Retirement-Tiaa	107 026 00	107 026 00	10 161 76	18 963 42				
		522140 Social Security	72 835 88	72 835 00	7 157 38	13 797 46				
		522141 Soc Sec-Medicare	17,034,00	17,034.00	1,673,88	3,226.83				
	7	<ul> <li>Fringe Benefits Pool</li> </ul>	321,177.00	321,177.00	32,250.40	58,937.15		-		
		-								

## Drilldown

You can drilldown (double-click) on any dollar amount within the reports. A Document Journal will list all transactions for the funds center/ commitment item for the FY/period.

Document Journal         FM Area       NK01         Year Commitment Item       55000         Commitment Item       55000         Funds Center       235010001         Fund       Layout         User       INSTRUCTOR01         Date/Time       03/30/2010 09:50:59									
RefDocNo	Item Val.type text	Prd FM pstg d.	Fund	Funds Center	₽ Pymt Bdg	t G/L Acc Vendor	Text	Commitment item text	Descr.
1900024488	27 Invoices	7 01/07/2010	0111000100	235010001	23.78	550535 102863		Subscrptns/Dept Bks	-
	29 Invoices	7 01/07/2010	0111000100	235010001	19.77	550535 102863		Subscrptns/Dept Bks	
1900024488	3				<ul> <li>84.39</li> </ul>				
1900024706	17 Invoices	7 01/21/2010	0111000100	235010001	8.46	550005 102863		Supplies-Office	
	20 Invoices	7 01/21/2010	0111000100	235010001	12.71	550015 102863		Supplies-Education	
	26 Invoices	7 01/21/2010	0111000100	235010001	20.51	550015 102863		Supplies-Education	
	27 Invoices	7 01/21/2010	0111000100	235010001	25.00	550015 102863		Supplies-Education	
	6 Invoices	7 01/21/2010	0111000100	235010001	25.00	550535 102863		Subscrptns/Dept Bks	
	7 Invoices	7 01/21/2010	0111000100	235010001	11.64	550535 102863		Subscrptns/Dept Bks	
1900024706	3				<ul> <li>103.32</li> </ul>				
1900024988	3 Invoices	8 02/04/2010	0111000100	235010001	100.00	550910 8000002072		Travel-Out St Genl	
1900024988	3				= 100.00				
2600079642	1 Invoices	1 07/13/2009	0111000100	235010001	82.08	550005	"CARDINAL OFFICE PROD I-BAXTER - AO TAPE WI	Supplies-Office	
2600079642	3				82.08				
2600079643	1 Invoices	1 07/13/2009	0111000100	235010001	56.27	550005	CARDINAL OFFICE PROD I-BAXTER - AO THREE IN	Supplies-Office	
2600079643	3				<ul> <li>56.27</li> </ul>				
2600079644	1 Invoices	1 07/13/2009	0111000100	235010001	16.50	550015	LIGHT IMPRESSIONS -NCD-ANDERSEN - PH CLEAR	Supplies-Education	
2600079644	3				<ul> <li>16.50</li> </ul>				
2600079645	1 Invoices	1 07/13/2009	0111000100	235010001	46.69	550005	"NKU BOOKSTORE #797-WIDEMAN - AA TRVL.DRV,P	Supplies-Office	

# **Export Document Journal to Excel**

The Document Journal can be exported to Excel.

- 1. Click List.
- 2. Export
- 3. Click Local File.

Ć	List Edit Goto View	ws <u>S</u> ettings S <u>y</u> s	stem <u>H</u> elp		
0	Print Preview	Ctrl+Shift+F10	🔁 🔂 😒 I 🖨 🛗 🖓	12002	💥
	<u>P</u> rint	Ctrl+P			
_	<u>C</u> rystal Reports Bate	h Printing			
<u></u>	<u>E</u> xport	×.	Word Processing	Ctrl+Shift+F8	
	<u>S</u> end To	Þ	Spre <u>a</u> dsheet		
	Exit	Shift+F3	Local File	Ctrl+Shift+F9	
1.			Extended Storage of SAP	Query	
F	M Area	NK01	<u>C</u> rystal Reports File		
Year Commitment Item Commitment Item 550000		Copy <u>U</u> RL to Clipboard	Shift+F1		
F	unds Center	236010001			-
F	und				
			Page		

- 4. Select Spreadsheet.
- 5. Click Continue (Green Checkmark).

🖻 Save list in file	$\boxtimes$
In which format should the list	
be saved 2	
Ounconverted	
Spreadsheet	
O Rich text format	
O HTML Format	
O In the clipboard	
(v)×	

6. Click match code button for Directory to change the directory and file name.

🖻 Document Journal 🛛 🛛 🗸							
Directory	C:\Documents and Settings\dawsonm1\SapWorkDir\						
File Name	.XLS	Ð					
Encoding		_					
Generate Replace Extend 🔀							

7. Click Save.

Save As				2 🛛
Save in:	🞯 Desktop			
My Recent Do	My Documents My Computer My Network Pla	ces		
Desktop				
My Documents				
My Computer				
Mv Network P	File name:	ZFD1_2009.XLS		<u>S</u> ave
J	Save as type:	EXCEL Files (*.XLS)	Ē	Cancel

8. Click Generate.

🕞 Document Journal						
Directory	C:\Documents and Settings\dawsonm1\Desktop\	æ				
File Name	ZFD1_2009.XLS	<b>a</b>				
Encoding	0000					
Generate	Replace Extend 🔀					

9. You will receive a transmission message.

🥝 107,900 bytes transmitted, code page 410

# **Office Integration**

The report details can be integrated with Excel. The report will continue to generate in the Excel format until the Office Integration is set to inactive.

- 1. Click Office Integration.
- 2. Select Microsoft Excel (select Inactive to return to the SAP style).
- 3. Click Continue.

Dept.Budget Consumpt						
	Column 🚺					
C Options	1					
General Settings	: 08/06/2009					
Expert mode						
Display navigation bar						
List Output						
Print page formatting						
Freeze Page Header						
Freeze lead column	Original Bu					
Display icons	33,218.					
K Exit Report	33,218,					
Send confirmation prompt	4 457 404					
	1,157,431.					
Office integration	1,157,431.					
Olnactive						
Microsoft Excel						
ULOTUS 123						
Worksheet protection						
	2,442.					
	2,964.					
×	62,179.					
Раде						

4. Click Enable Macros.



## 5. The report appears in Excel format.

	Home Insert Page Layout Formulas Data Review View Acrobat									
Paste	<b>a</b>	B	ℤ <u>Ψ</u> → <u></u> → ∧ → = = = ; ; ;	<u>•a</u> • ▼ %	• • • • • • • • • • • • • • • • • • •	nditional Format matting <b>*</b> as Table <b>*</b>	Cell Styles - Form	nat • 2 • Filter	Find & Select ▼	
Clipboa	ard 🖻		Font 😡 Alignment	S Num	ber 🕞	Styles	Cell	s Editir	ig	
	A1									
123	4 5	A 🖌	В	С	D	E	F	G	H	
		1							T	
		2	Commitment Item	Driginal Budge	Revised Budge	YTD Exp/Rev	Commitments	Parked Actua	vailable Budget	
	٢·	3	501100 Administrative Staff Pool	33,218.78	33,219.19					
	-L ·	4	501115 Admin-Hourly			33,219.19				
	Ę.	5	* Administrative Staff Pool	33,218.78	33,219.19	33,219.19				
	· ·	6	503000 Faculty Pool	4 457 494 95	64,922.94	4 407 040 40				
			503005 Faculty-Salary 503010 Faculty Dat Time	1,157,431.25	1,157,431.25	1,187,840.18				
		9	* Eaculty Pool	1 157 /31 25	1 224 619 19	1 224 619 19				
	Τ.	10	503505 Eaculty-Summer	1,107,401.20	51 775 00	51 774 91			0.09	
	É.	11	* Faculty-Nonpooled		51,775.00	51,774,91			0.09	
	T٠	12	504000 Faculty-Spec Pr Pool		13,000.00					
	·	13	504015 Faculty-Spec Comp		,	13,000.00				
	Ė.	14	* Faculty Special Payroll Pool		13,000.00	13,000.00				
	T٠	15	522127 Ins-Health Spending Account			1,862.50				
	·	16	520000 Fringe Benefits Pool		35,437.20				590.00	
	·	17	522110 Ins-Life	2,442.00	2,442.00	1,934.64				
	·	18	522115 Ins-Dental	2,964.00	2,964.00	2,849.37				
	· ·	19	522120 Ins-Disability	4,403.00	4,403.00	3,432.52				
	·	20	522125 Ins-Health	62,179.00	62,179.00	88,611.86				
	· 1	21	522130 Retirement-Ky	3,325.00	3,325.00	3,329.24			<b></b>	
14 4 F	► D	)epartr	nent Budget Consumption R 🖄							
Ready								III II 100%	e	