



FI – Balance Reports

Information Technology Solutions Center



NORTHERN KENTUCKY UNIVERSITY

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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

<u>Term</u>	<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

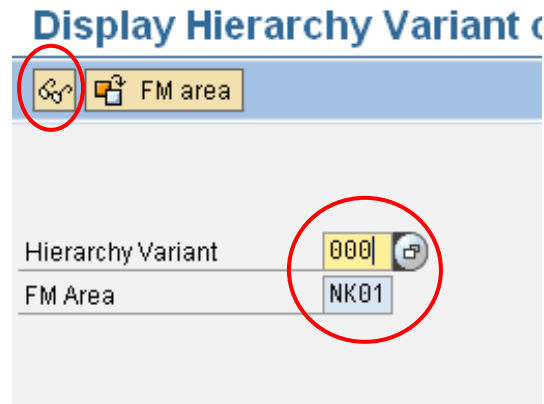
Funds Management Module (FM)

- 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

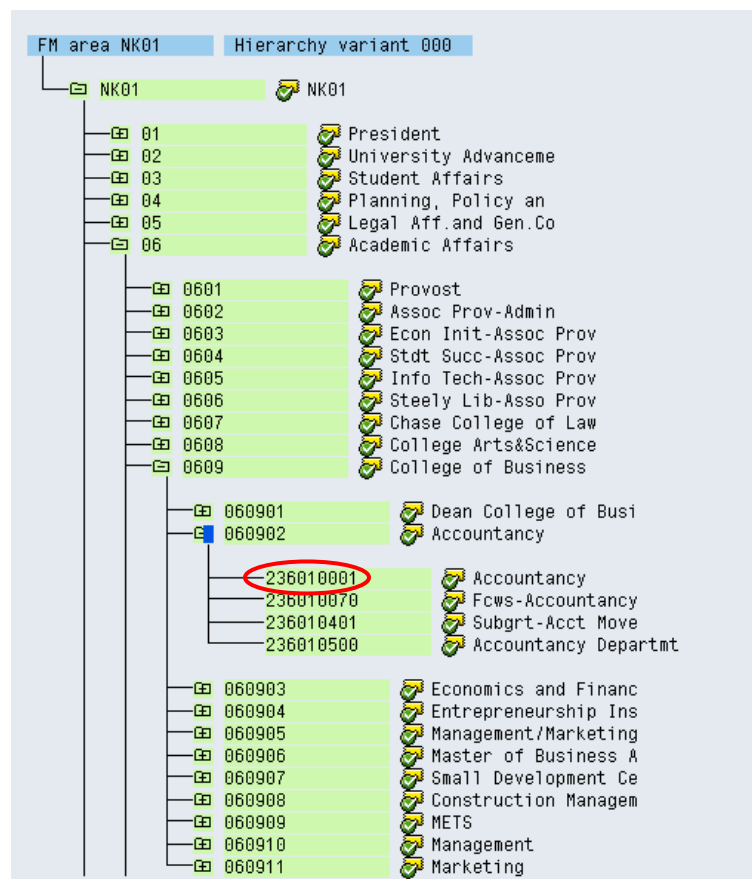
FMSE – Display Hierarchy Variant of Funds Centers

- 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.



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.

The screenshot shows a software interface with four tabs: 'Basic data', 'Hierarchy', 'Address', and 'Communication'. The 'Basic data' tab is selected and circled in red. Below the tabs, there are three sections:

- Names:** Name: Accountancy, Description: Accountancy
- Basic data:** Valid From: 01/01/1900, Valid Until: 12/31/9999, Authorization group: 060902, Fund Default Value: 0111000100 (Unrestrictd 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.

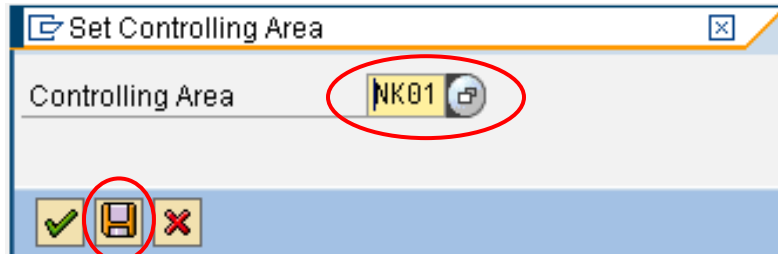
The screenshot shows the same software interface with the 'Hierarchy' tab selected and circled in red. Below the tabs, there is a section titled 'Fiscal years assignment' with a table:

Hierarchy Variant	Superior funds center
000	060902

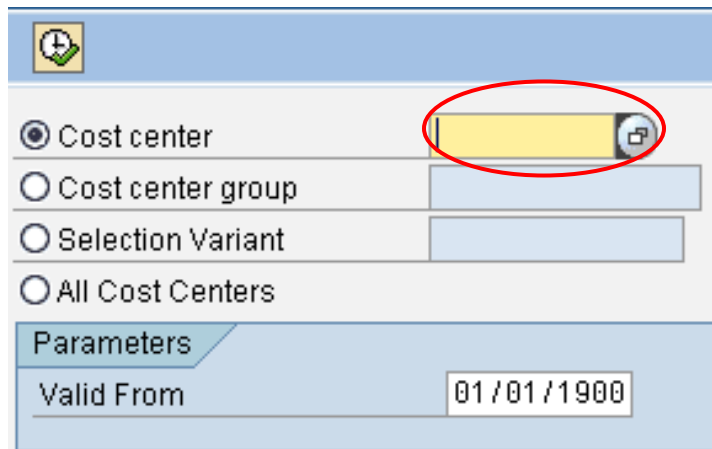
KS13 – Display Cost Centers: Initial Screen

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



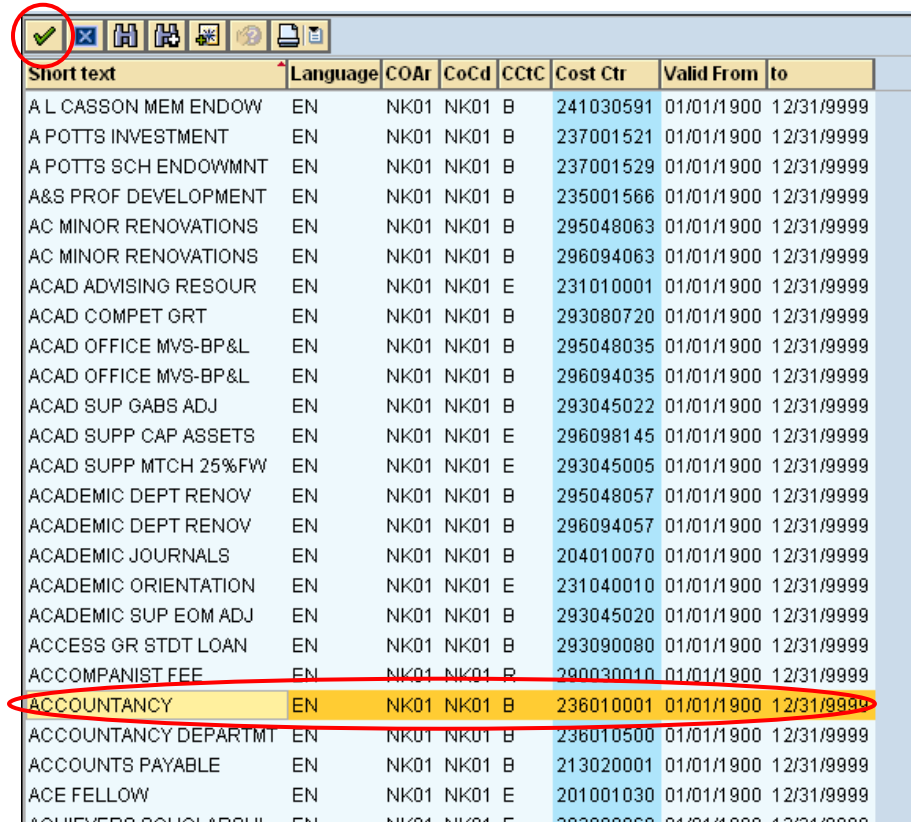
1. Click Match Code.



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

The screenshot shows the SAP 'Cost Center (1)' configuration window. The window has a title bar with a close button and a maximize button. Below the title bar are four tabs: 'Cost center', 'Cost center name', 'Standard Hierarchy', and 'Organizational unit via Pers...'. The 'Cost center' tab is active. The main area contains several input fields with labels: 'Cost ctr short text', 'Language Key' (set to EN), 'Controlling Area' (set to NK01), 'Company Code' (set to NK01), 'Cost Center Category', 'Cost Center', and 'Maximum No. of Hits' (set to 9999). The 'Maximum No. of Hits' field is circled in red. At the bottom left, there is a toolbar with four icons: a green checkmark (Continue), a yellow diamond with a red 'X' (Cancel), a blue 'i' (Help), and a blue 'X' (Close). The 'Continue' icon is circled in red.


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



Short text	Language	COAr	CoCd	CCTC	Cost Ctr	Valid From	to
A L CASSON MEM ENDOW	EN	NK01	NK01	B	241030591	01/01/1900	12/31/9999
A POTTS INVESTMENT	EN	NK01	NK01	B	237001521	01/01/1900	12/31/9999
A POTTS SCH ENDOWMNT	EN	NK01	NK01	B	237001529	01/01/1900	12/31/9999
A&S PROF DEVELOPMENT	EN	NK01	NK01	B	235001566	01/01/1900	12/31/9999
AC MINOR RENOVATIONS	EN	NK01	NK01	B	295048063	01/01/1900	12/31/9999
AC MINOR RENOVATIONS	EN	NK01	NK01	B	296094063	01/01/1900	12/31/9999
ACAD ADVISING RESOUR	EN	NK01	NK01	E	231010001	01/01/1900	12/31/9999
ACAD COMPET GRT	EN	NK01	NK01	B	293080720	01/01/1900	12/31/9999
ACAD OFFICE MVS-BP&L	EN	NK01	NK01	B	295048035	01/01/1900	12/31/9999
ACAD OFFICE MVS-BP&L	EN	NK01	NK01	B	296094035	01/01/1900	12/31/9999
ACAD SUP GABS ADJ	EN	NK01	NK01	B	293045022	01/01/1900	12/31/9999
ACAD SUPP CAP ASSETS	EN	NK01	NK01	E	296098145	01/01/1900	12/31/9999
ACAD SUPP MTCH 25%FW	EN	NK01	NK01	E	293045005	01/01/1900	12/31/9999
ACADEMIC DEPT RENOV	EN	NK01	NK01	B	295048057	01/01/1900	12/31/9999
ACADEMIC DEPT RENOV	EN	NK01	NK01	B	296094057	01/01/1900	12/31/9999
ACADEMIC JOURNALS	EN	NK01	NK01	B	204010070	01/01/1900	12/31/9999
ACADEMIC ORIENTATION	EN	NK01	NK01	E	231040010	01/01/1900	12/31/9999
ACADEMIC SUP EOM ADJ	EN	NK01	NK01	B	293045020	01/01/1900	12/31/9999
ACCESS GR STDT LOAN	EN	NK01	NK01	B	293090080	01/01/1900	12/31/9999
ACCOMPANIST FEE	EN	NK01	NK01	B	290030010	01/01/1900	12/31/9999
ACCOUNTANCY	EN	NK01	NK01	B	236010001	01/01/1900	12/31/9999
ACCOUNTANCY DEPARTMT	EN	NK01	NK01	B	236010500	01/01/1900	12/31/9999
ACCOUNTS PAYABLE	EN	NK01	NK01	B	213020001	01/01/1900	12/31/9999
ACE FELLOW	EN	NK01	NK01	E	201001030	01/01/1900	12/31/9999
ACQUIRES SOLID BRU	EN	NK01	NK01	E	203000000	01/01/1900	12/31/9999

6. Click Execute.

Display Cost Centers: Initial Scree



Cost center to
 Cost center group
 Selection Variant
 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
 - 100 – University
 - 200 – NKU Research Foundation
 - 300 – NKU Foundation

Cost Center	Name	Person Responsible	Department	CCtC	CrCY
236010001	Accountancy	Lawrence, Carol		B	USD



Available balance reports within SAP GUI

- ZFD1 – Dept. Budget / Consumption Report
 - Check whether budgets have been updated and the available balance has been affected
- ZFB1 – Budget Report
 - 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
 - Commitment / Actuals line item detail
 - Requisitions
 - Purchase Orders
 - Funds Reservations
 - Travel Encumbrances
 - Parked actuals
 - Not paid by Accounts Payable
 - Revised, Consumed, and Available budget
1. Enter Fiscal Year (will default to current fiscal year).
 2. Enter the Superior Fund Center **OR** Fund Center number.
 3. Click Enter.






Dept. Budget/Consumption Report: Selection

  Data Source...

Selection values

Fiscal Year

Selection groups

Fund	<input type="text"/>			
Or value(s)	<input type="text"/>	to	<input type="text"/>	
Funds Center	<input type="text" value="070501"/>			
Or value(s)	<input type="text" value="235010001"/>		to	<input type="text"/>
Commitment Item	<input type="text" value="CI_000_0000"/>			
Or value(s)	<input type="text"/>	to	<input type="text"/>	
Functional Area	<input type="text"/>			
Or value(s)	<input type="text"/>	to	<input type="text"/>	
Funded Program	<input type="text"/>			
Or value(s)	<input type="text"/>	to	<input type="text"/>	

FI – Balance Reports

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 Consumption

Reports

- Dept. Budget Consumption
- Budget Report

Variation: Characteristics

- Fund
- Funds Center
- Grant
- Funded Program

Variation: Funds Center

- 070501 Comptroller
 - 213010001 Office of the Comptroller
 - 213010070 Fcws-Comptroller Off
 - 213010506 Comptroller Office Staff Enric
 - 290050310 Pell Administrative Cost Reir
 - 290050320 FCWS Administrative Cost R
 - 290050330 SEOG Administrative Cost R
 - 290050340 Perkins Administrative Cost f
 - 290050350 Federal Administrative Cost f
 - 290050360 State Administrative Cost Re
 - 290050400 Prior Period Adjustment
 - 290050410 General Reimbursement
 - 290050520 Childcare Facility Rent
 - 290050530 Bookstore Facility Rent
 - 290050920 Miscellaneous
 - 290060100 Investment Income E&G - Int
 - 293010005 Instruction Match 25%FWWS
 - 293010010 Instruction EOM Adj
 - 293010011 Instruction METS EOM Adj
 - 293010016 NKRF-RCF-Instruction EOM
 - 293010070 Fcws-Instruction

Dept. Budget/Consumption Report Date: 03/30/2010 Page: 1 / 4

Northern Kentucky University
Fiscal Year 2010

Fund/Group * ()
Funds Center Comptroller (070501)
Functional Area * (*)
Funded Program/Group * (*)
Grant * (*)

Commitment Item	Revised Budget	Commitment	Actuals	Parked Actual
410010 G&C-Federal	567,060.00-		271,740.88-	
** Grants and Contracts	567,060.00-		271,740.88-	
450010 Gifts & Bequests			26.77-	
450900 Contra Rev-Writeoff			34.10-	
** Gifts - Foundation			60.87-	
460510 Pell Admin Cost Reimb	14,500.00-		880.00-	
460520 Perkins Admin Cost Reimb	20,000.00-		4,762.50-	
460530 FCWS Admin Cost Reimb	25,000.00-		18,091.15-	
460540 Seog Admin Cost Reimb	20,000.00-		19,423.20-	
460560 Admin Cost Reimb-Fed	275,000.00-			
460570 Admin Cost Reimb-State	175,000.00-			
460610 Pr Period Exp Reimb			2,794.81	
460620 General Reimbursement			25,798.33-	5,536.35
** Reimbursements	529,500.00-		66,160.37-	5,536.35
460810 Facility Rent-Childcare	34,648.00-		17,323.98-	
460820 Facility Rent-Bookstore	97,319.00-		48,659.52-	
** Rentals	131,967.00-		65,983.50-	
462505 Contra Agency Receipts			880,709.98	
464650 ESL Application Fee			10.00-	
** Other Fees			880,699.98	
462599 Miscellaneous	1,000.00-		7,795.63-	1.05-
** Miscellaneous	1,000.00-		7,795.63-	1.05-
471510 Investment Income	408,693.84-		35,145.74-	
471590 Contra Invest fees			8,500.00	
471720 Unreal Cap Gain/Loss			3,910.50	

FI – Balance Reports

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 page up / page down keys on your keyboard or by clicking the page up / page down 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)

Report Edit Goto View Extras Settings System Help

Dept. Budget Consumption

Dept. Budget/Consumption Report Date: 03/30/2010 Page: 1 / 4

Northern Kentucky University
Fiscal Year 2010

Fund/Group * (213010001)
Funds Center Office of the Comptroller
Functional Area * (*)
Funded Program/Group * (*)
Grant * (*)

Commitment Item	Revised Budget	Commitment	Actuals	Parked Actual
474602 Note Proceeds				10.00
** Non Operating Revenue				10.00
*** Revenues				10.00
501100 Administrative Staff Pool	601,893.86			
501105 Admin-Contract			233,788.75	
501110 Admin-Salary			223,166.28	
501115 Admin-Hourly			6,886.36	
* Administrative Staff Pool	601,893.86		463,841.39	
502000 Pr-Adm Spec Stf Pool	14,451.96			
502010 Admin-Spec Comp			8,360.31	
502015 Admin-Overtime			604.43	
* Payroll-Administrative Spec Staff P	14,451.96		9,044.74	
505010 Student-Hrly-Iws	14,773.00		5,648.93	
* Payroll-Student Pool	14,773.00		5,648.93	
522127 Ins-Health Spending Account			875.00	
520000 Fringe Benefits Pool	2,809.49			
522110 Ins-Life	1,406.00		607.74	
522115 Ins-Dental	2,868.00		1,561.79	
522120 Ins-Disability	1,724.00		674.93	
522125 Ins-Health	65,000.00		51,487.66	
522130 Retirement-Ky	67,382.00		47,273.13	
522140 Social Security	34,903.00		26,570.82	
522141 Soc Sec-Medicare	8,190.00		6,235.71	
* Fringe Benefits Pool	184,282.49		135,286.78	
** Personnel	815,401.31		613,821.84	

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

Dept. Budget/Consumption Report				
		Date: 03/30/2010	Page: 2 / 4	
Northern Kentucky University				
Fiscal Year 2010				
Fund/Group *				(*)
Funds Center Office of the Comptroller				(213010001)
Functional Area *		(*)		
Funded Program/Group *		(*)		
Grant *		(*)		
Commitment Item	Purchase Requi	Purchase Order	Funds Reservat	Commitment
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
550930 Ed/Train/Reg/Fees				
551230 Maint-Equip-Svc Cont				
* Operating Pool	64,726.00	76,980.00		141,706.00
** Operating Expenses	64,726.00	76,980.00		141,706.00
*** Expenditures	64,726.00	76,980.00		141,706.00
**** Commitment Item	64,726.00	76,980.00		141,706.00

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

Dept. Budget Consumption



Dept. Budget/Consumption Report		Date: 03/30/2010	Page: 4 / 4
Northern Kentucky University			
Fiscal Year 2010			
Fund/Group *		(* (213010001))
Funds Center Office of the Comptroller		(213010001)
Functional Area *		(*))
Funded Program/Group *		(*))
Grant *		(*))
Commitment Item	Revised Budget	Consumed Budget	Available Budge
474602 Note Proceeds		10.00	10.00-
** Non Operating Revenue		10.00	10.00-
*** Revenues		10.00	10.00-
501100 Administrative Staff Pool	601,893.86	463,841.39	138,052.47
* Administrative Staff Pool	601,893.86	463,841.39	138,052.47
502000 Pr-Adm Spec Stf Pool	14,451.96	9,044.74	5,407.22
* Payroll-Administrative Spec Staff P	14,451.96	9,044.74	5,407.22
505000 Payroll-Student Pool	14,773.00	5,648.93	9,124.07
* Payroll-Student Pool	14,773.00	5,648.93	9,124.07
520000 Fringe Benefits Pool	184,282.49	135,286.78	48,995.71
* Fringe Benefits Pool	184,282.49	135,286.78	48,995.71
** Personnel	815,401.31	613,821.84	201,579.47
530000 Contracted Services Pool	2,127.50	2,127.50	
* Contracted Services Pool	2,127.50	2,127.50	
550000 Operating Pool	1,022,737.35	145,253.72	877,483.63
* 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	1,623.00	779.76	843.24
** Operating Expenses	1,026,487.85	148,160.98	878,326.87
*** Expenditures	1,841,889.16	761,982.82	1,079,906.34
**** Commitment Item	1,841,889.16	761,992.82	1,079,896.34

ZFB1 – Budget Report

- 1 page of available balance information
 - Original / Revised Budget
 - Returns
 - Supplements
 - Budget Transfers detail
 - Sender
 - Receiver
 - Preposted
 - 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

  Data Source...

Selection values

Fiscal Year

Selection groups

Fund	<input type="text"/>	to	<input type="text"/>	
Or value(s)	<input type="text"/>	to	<input type="text"/>	
Funds Center	<input type="text" value="070501"/>	to	<input type="text"/>	
Or value(s)	<input type="text" value="235010001"/>	to	<input type="text"/>	
Commitment Item	<input type="text" value="C1_000_0000"/>	to	<input type="text"/>	
Or value(s)	<input type="text"/>	to	<input type="text"/>	
Functional Area	<input type="text"/>	to	<input type="text"/>	
Or value(s)	<input type="text"/>	to	<input type="text"/>	
Funded Program	<input type="text"/>	to	<input type="text"/>	
Or value(s)	<input type="text"/>	to	<input type="text"/>	

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

Column [Navigation Icons]

Variation: Characteristics

- Fund
- Funds Center
- Grant
- Funded Program

Variation: Funds Center

- 070501 Comptroller
 - 213010001 Office of the Comptroller
 - 213010070 Fcws-Comptroller Off
 - 290050310 Pell Administrative Cost Reim
 - 290050320 FCWS Administrative Cost F
 - 290050330 SEOG Administrative Cost Re
 - 290050340 Perkins Administrative Cost F
 - 290050350 Federal Administrative Cost F
 - 290050360 State Administrative Cost Re
 - 290050520 Childcare Facility Rent

Budget Report Date: 03/30/2010 Time: 09:40:11

Northern Kentucky University
Fiscal Year 2010

Fund/Group * (070501)
Funds Center/Group Comptroller (*
Funded Program/Group * (*
Grant /Group * (*
Functional Area/Group * (*

Commitment Item	Original Budget	Revised Orig.	Supplements	T
410010 G&C-Federal		567,060.00-		
** Grants and Contracts		567,060.00-		
460510 Pell Admin Cost Reimb	14,500.00-			
460520 Perkins Admin Cost Reimb	20,000.00-			
460530 FCWS Admin Cost Reimb	25,000.00-			
460540 Seog Admin Cost Reimb	20,000.00-			
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.

Budget Report

Date: 03/30/2010 Time: 09:40:11 Page: 1/ 1

Northern Kentucky University
Fiscal Year 2010

Fund/Group *
Funds Center/Group Office of the Comptroller (213010001)
Funded Program/Group *
Grant /Group *
Functional Area/Group *

Commitment Item	Original Budget	Revised Orig.	Trfs - Sender	Trfs-Receiver	Carry For- Rec
501100 Administrative Staff Pool	593,872.00		2,127.50	10,149.36	
* Administrative Staff Pool	593,872.00		2,127.50	10,149.36	
502000 Pr-Adm Spec Stf Pool				14,451.96	
* Payroll-Administrative Spec Staff P				14,451.96	
505010 Student-Hrly-Iws	14,773.00				
* 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	67,382.00				
522140 Social Security	34,903.00				

FI – Balance Reports

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

Budget Report



Budget Report		Date: 03/30/2010 Time: 09:40:11	Page: 1 / 1
Northern Kentucky University			
Fiscal Year 2010			
Fund/Group	*	(*)
Funds Center/Group	Office of the Comptroller	(213010001)
Funded Program/Group	*	(*)
Grant /Group	*	(*)
Functional Area/Group	*	(*)
Commitment Item	Preposted	Revised Budget	
501100 Administrative Staff Pool	170.00	601,893.86	
* Administrative Staff Pool	170.00	601,893.86	
502000 Pr-Adm Spec Stf Pool		14,451.96	
* Payroll-Administrative Spec Staff P		14,451.96	
505010 Student-Hrly-Iws		14,773.00	
* 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		67,382.00	
522140 Social Security		34,903.00	
522141 Soc Sec-Medicare		8,190.00	
* Fringe Benefits Pool		184,282.49	
** Personnel	170.00	815,401.31	
530000 Contracted Services Pool		2,127.50	
* Contracted Services Pool		2,127.50	
550000 Operating Pool	405.00-	1,007,524.35	
550005 Supplies-Office		6,801.00	
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
 - Original / Revised Budget
 - YTD Expenses/Revenues
 - Commitments
 - Parked Actual
 - Available Budget

1. Enter Fiscal Year / Period (will default to current fiscal year).
2. Enter the Superior Fund Center **OR** Fund Center number.
3. Click Enter.






Budget Consumption Report: Selection

  Data Source...

Selection values

Fiscal Year	2010
To Period	16

Selection groups

Fund				
Or value(s)		to		
Funds Center	070501			
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		

FI – Balance Reports

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

Reports: Dept. Budget Consumpt, Period Budget Consumption, Budget Report

Variation: Characteristics: Fund, Funds Center, Grant, Funded Program

Variation: Funds Center: 070501 Comptroller

213010001 Office of the Comptroller
213010070 Fcws-Comptroller Off
213010506 Comptroller Office Staff Enric
290050310 Pell Administrative Cost Reim
290050320 FCWS Administrative Cost R
290050330 SEOG Administrative Cost R
290050340 Perkins Administrative Cost f
290050350 Federal Administrative Cost f
290050360 State Administrative Cost Re
290050400 Prior Period Adjustment
290050410 General Reimbursement
290050520 Childcare Facility Rent
290050530 Bookstore Facility Rent
290050920 Miscellaneous
290060100 Investment Income E&G - Int
293010005 Instruction Match 25%FWWS
293010010 Instruction EOM Adj
293010011 Instruction METS EOM Adj
293010016 NKRF-RCF-Instruction EOM
293010070 Fcws-Instruction

Dept. Budget Consumpt Date: 03/30/2010 Page: 1 / 1

Northern Kentucky University
Fiscal Year 2010

Fund/Group *
Funds Center Comptroller (070501)
Functional Area *
Funded Program/Group *
Grant *

Commitment Item	Original Budge	Revised Budget	YTD Exp/Rev	Commitments	Parked Actual	Available Bud
410010 G&C-Federal	567,060.00-	567,060.00-	271,740.88-			295,319.12
** Grants and Contracts	567,060.00-	567,060.00-	271,740.88-			295,319.12
450010 Gifts & Bequests			26.77-			26.77
450900 Contra Rev-Writeoff			34.10-			34.10
** Gifts - Foundation			60.87-			60.87
460510 Pell Admin Cost Reimb	14,500.00-	14,500.00-	880.00-			13,620.00
460520 Perkins Admin Cost Reimb	20,000.00-	20,000.00-	4,762.50-			15,237.50
460530 FCWS Admin Cost Reimb	25,000.00-	25,000.00-	18,091.15-			6,908.85
460540 Seog Admin Cost Reimb	20,000.00-	20,000.00-	19,423.20-			576.80
460560 Admin Cost Reimb-Fed	275,000.00-	275,000.00-				275,000.00
460570 Admin Cost Reimb-State	175,000.00-	175,000.00-				175,000.00
460610 Pr Period Exp Reimb			2,794.81			2,794.81
460620 General Reimbursement			25,798.33-		5,536.35	20,261.98
** Reimbursements	529,500.00-	529,500.00-	66,160.37-		5,536.35	468,875.98
460810 Facility Rent-Childcare	34,648.00-	34,648.00-	17,323.98-			17,324.02
460820 Facility Rent-Bookstore	97,319.00-	97,319.00-	48,659.52-			48,659.48
** Rentals	131,967.00-	131,967.00-	65,983.50-			65,983.50
462505 Contra Agency Receipts			880,709.98			880,709.98
464850 ESL Application Fee			10.00-			10.00
** Other Fees			880,699.98			880,699.98
462599 Miscellaneous	1,000.00-	1,000.00-	7,795.63-		1.05-	6,796.68
** Miscellaneous	1,000.00-	1,000.00-	7,795.63-		1.05-	6,796.68
471510 Investment Income	568,846.00-	408,693.84-	35,145.74-			373,548.10
471590 Contra Invest fees			8,500.00			8,500.00
471720 Unreal Cap Gain/Loss			3,910.50			3,910.50

FI – Balance Reports

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

Dept. Budget Consumpt						
		Date: 03/30/2010	Page: 1 / 1			
Northern Kentucky University						
Fiscal Year 2010						
Fund/Group * (*)						
Funds Center Office of the Comptroller (213010001)						
Functional Area * (*)						
Funded Program/Group * (*)						
Grant * (*)						
Commitment Item	Original Budget	Revised Budget	YTD Exp/Rev	Commitments	Parked Actual	Available Budget
474602 Note Proceeds					10.00	10.00-
** Non Operating Revenue					10.00	10.00-
*** Revenues					10.00	10.00-
501100 Administrative Staff Pool	593,872.00	601,893.86				138,052.47
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			138,052.47
502000 Pr-Adm Spec Stf Pool		14,451.96				5,407.22
502010 Admin-Spec Comp			8,360.31			
502015 Admin-Overtime			684.43			
* Payroll-Administrative Spec Staff P		14,451.96	9,044.74			5,407.22
505000 Payroll-Student Pool						9,124.07
505010 Student-Hrly-Iws	14,773.00	14,773.00	5,648.93			
* Payroll-Student Pool	14,773.00	14,773.00	5,648.93			9,124.07
522127 Ins-Health Spending Account			875.00			
520000 Fringe Benefits Pool		2,809.49				48,995.71
522110 Ins-Life	1,406.00	1,406.00	607.74			
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.

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
- 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 Report: Selection

  Data Source...

Selection values

Fiscal Year	2010
To Period	02

Selection groups

Fund			
Or value(s)		to	
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	

FI – Balance Reports

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

Period Budget Consumption Date: 03/30/2010 Page: 1 / 2

Northern Kentucky University
Fiscal Year 2010 Period: 0 to 2

Fund/Group * Funded Program/Group * (235010001)
Funds Center Visual Art
Functional Area *
Grant *

Commitment Item	Original Budget	Revised Budget	Curr. Month Exp	YTP Expenditur	ommitment	Parked Actual
501100 Administrative Staff Pool	109,788.00	109,788.00	3,363.96	6,727.92		
501110 Admin-Salary			5,013.00	7,018.20		
501115 Admin-Hourly			650.00	800.00		
501130 Admin-L/T Temp			9,028.96	14,546.12		
* Administrative Staff Pool	109,788.00	109,788.00	118,555.77	127,571.71		
503010 Faculty-Part-Time	1,070,264.00	1,200,390.22	12,830.00	12,830.00		
503105 Faculty-Sabbatical						
* Faculty Pool	1,070,264.00	1,200,390.22	131,385.77	140,401.71		
503505 Faculty-Summer		13,697.00	3,639.00	13,696.50		
* Faculty-Nonpooled		13,697.00	3,639.00	13,696.50		
504005 Faculty-Overload			490.00	490.00		
504015 Faculty-Spec Comp			490.00	490.00		
* Faculty Special Payroll Pool			580.00	847.73		
505010 Student-Hrly-Iws	10,876.00	10,876.00	580.00	847.73		
* Payroll-Student Pool	10,876.00	10,876.00	125.00	250.00		
522127 Ins-Health Spending Account			185.50	344.04		
522110 Ins-Life	2,849.00	2,849.00	417.98	750.13		
522115 Ins-Dental	4,781.00	4,781.00	304.69	562.22		
522120 Ins-Disability	4,370.00	4,370.00	11,251.65	19,447.12		
522125 Ins-Health	100,000.00	100,000.00	972.56	1,595.93		
522130 Retirement-Ky	12,282.00	12,282.00	10,161.76	18,963.42		
522135 Retirement-Tiaa	107,026.00	107,026.00	7,157.38	13,797.46		
522140 Social Security	72,835.00	72,835.00	1,673.88	3,226.83		
522141 Soc Sec-Medicare	17,034.00	17,034.00	32,250.40	58,937.15		
* Fringe Benefits Pool	321,177.00	321,177.00				

Drilldown

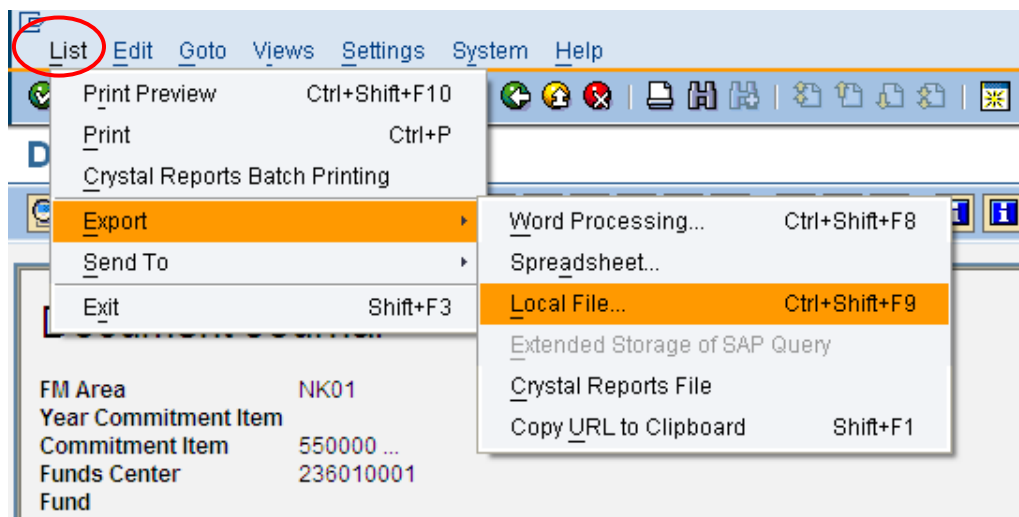
You can drilldown (double-click) on any dollar amount within the reports. A Document Journal will list all transactions for the funds center/ commitment item for the FY/period.

RefDocNo	Item	Val.type text	Prd	FM pstg d.	Fund	Funds Center	Pymt Bdg	GL Acc	Vendor	Text	Commitment Item text	Descr.
1900024488	27	Invoices	7	01/07/2010	0111000100	235010001	23.78	550535	102863		Subscrpts/Dept Bks	
	29	Invoices	7	01/07/2010	0111000100	235010001	19.77	550535	102863		Subscrpts/Dept Bks	
							84.39					
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		Subscrpts/Dept Bks	
	7	Invoices	7	01/21/2010	0111000100	235010001	11.84	550535	102863		Subscrpts/Dept Bks	
							103.32					
1900024988	3	Invoices	8	02/04/2010	0111000100	235010001	100.00	550910	8000002072		Travel-Out St Genl	
							100.00					
2600079642	1	Invoices	1	07/13/2009	0111000100	235010001	82.08	550005		*CARDINAL OFFICE PROD I-BAXTER - AO TAPE WI	Supplies-Office	
							82.08					
2600079643	1	Invoices	1	07/13/2009	0111000100	235010001	56.27	550005		CARDINAL OFFICE PROD I-BAXTER - AO THREE IN	Supplies-Office	
							56.27					
2600079644	1	Invoices	1	07/13/2009	0111000100	235010001	16.50	550015		LIGHT IMPRESSIONS -NCD-ANDERSEN - PH CLEAR	Supplies-Education	
							16.50					
2600079645	1	Invoices	1	07/13/2009	0111000100	235010001	46.69	550005		*NKU BOOKSTORE #797-WIDEMAN - AA TRVL.DRV,P	Supplies-Office	
							46.69					

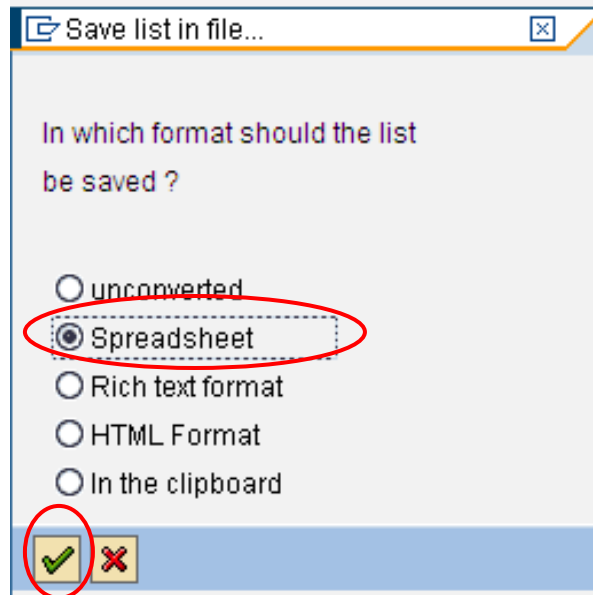
Export Document Journal to Excel

The Document Journal can be exported to Excel.

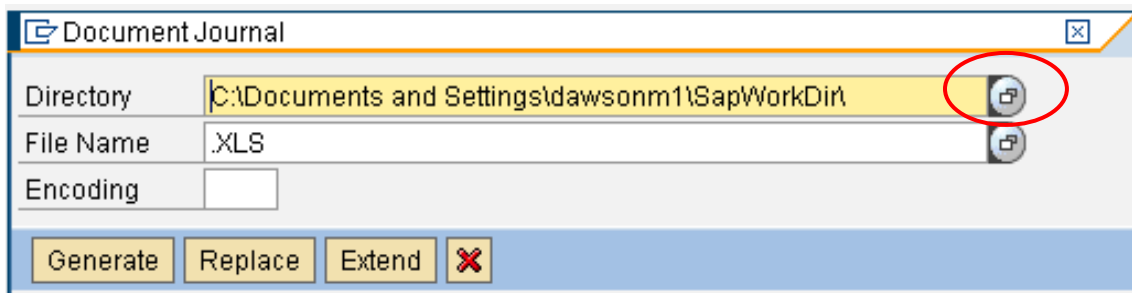
1. Click List.
2. Export
3. Click Local File.



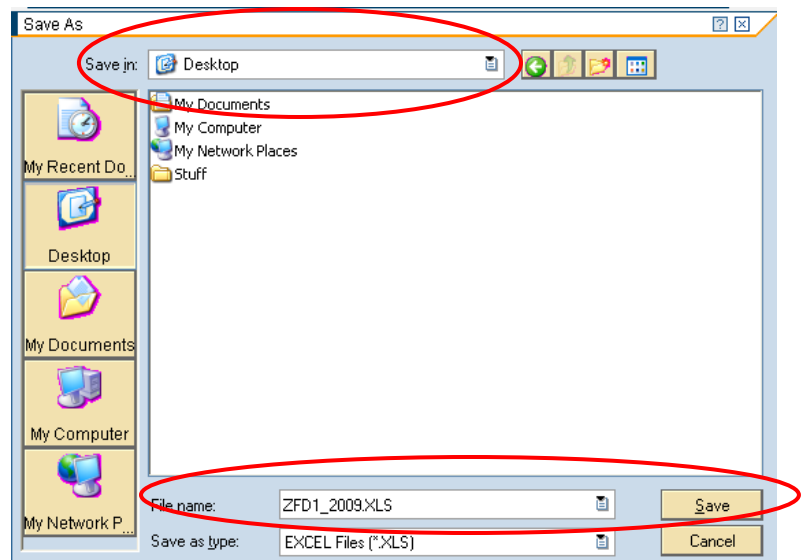
4. Select Spreadsheet.
5. Click Continue (Green Checkmark).



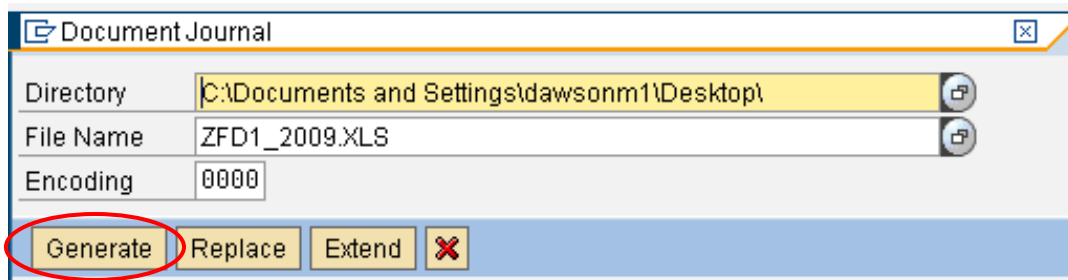
6. Click match code button for Directory to change the directory and file name.



7. Click Save.



8. Click Generate.



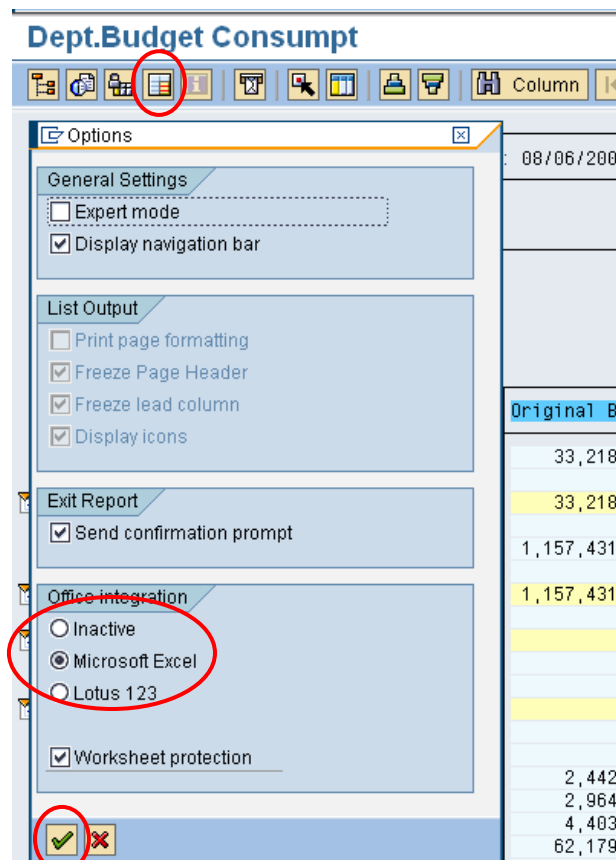
9. You will receive a transmission message.



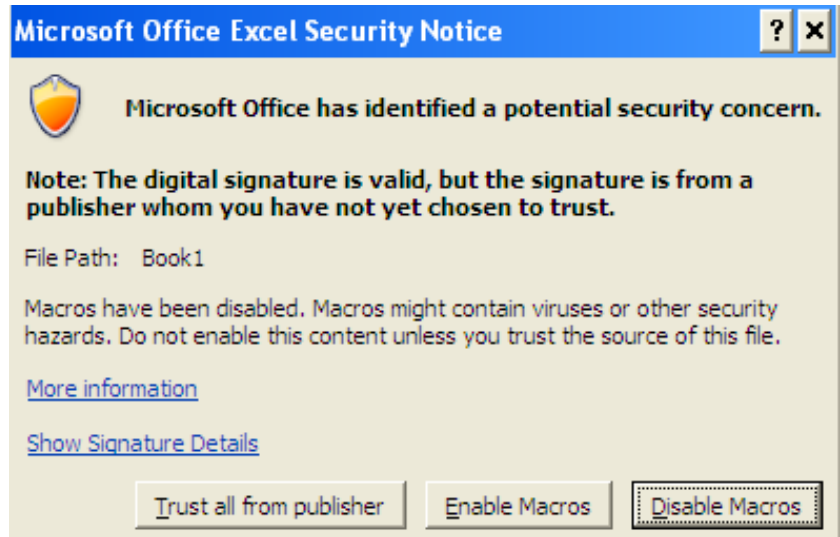
Office Integration

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.



- Click Enable Macros.



- The report appears in Excel format.

Commitment Item	Original Budget	Revised Budget	YTD Exp/Rev	Commitments	Parked Actual	Available Budget
501100 Administrative Staff Pool	33,218.78	33,219.19				
501115 Admin-Hourly			33,219.19			
* Administrative Staff Pool	33,218.78	33,219.19	33,219.19			
503000 Faculty Pool		64,922.94				
503005 Faculty-Salary	1,157,431.25	1,157,431.25	1,187,840.18			
503010 Faculty-Part-Time		2,265.00	36,779.01			
* Faculty Pool	1,157,431.25	1,224,619.19	1,224,619.19			
503505 Faculty-Summer		51,775.00	51,774.91			0.09
* Faculty-Nonpooled		51,775.00	51,774.91			0.09
504000 Faculty-Spec Pr Pool		13,000.00				
504015 Faculty-Spec Comp			13,000.00			
* Faculty Special Payroll Pool		13,000.00	13,000.00			
522127 Ins-Health Spending Account			1,862.50			
520000 Fringe Benefits Pool		35,437.20				590.00
522110 Ins-Life	2,442.00	2,442.00	1,934.64			
522115 Ins-Dental	2,964.00	2,964.00	2,849.37			
522120 Ins-Disability	4,403.00	4,403.00	3,432.52			
522125 Ins-Health	62,179.00	62,179.00	88,611.86			
522130 Retirement-Ky	3,325.00	3,325.00	3,329.24			