

Budget Consumption Report

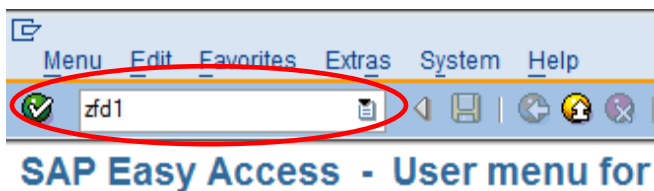
Transaction Code: ZFD1

Location(s):

SAP GUI



Purpose: Use this procedure to view original budget, revised budget, actual year-to-date expenditures, open commitments and available budget at the fund, fund center, commitment item, functional area, or funded program level. This report is not applicable for Grants.

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, ZFD1.
5. Click Enter.



6. Enter Funds Center.
7. Click Execute.







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="060811"/>			
Or value(s)	<input type="text"/>	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"/>	

8. Select the Characteristic Funds Center.
9. Click the variable for Funds Center.
10. Close the navigation window to better view the details of the report.

Dept. Budget Consumption

Reports

- Dept. Budget Consumption
- Budget Report

Variation: Characteristics

- Fund
- Funds Center**
- Grant
- Funded Program

Variation: Funds Center

- 235120001 Sociology/Anthropology/Philosophy
- 235120005 Anthropology Museum
- 235120010 Survey Contracts
- 235120050 NK Soc/Ant/Phi Grant Match
- 235120065 RF Soc/Ant/Phi Grant Ext fund
- 235120069 RF Program Revenue Soc Ant
- 235120070 Fcws-Soc/Anth/Phil
- 235120071 Fcws-Anth Museum
- 235120501 Anthropology
- 235120502 Sociology, Anthropology, Philos

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Northern Kentucky University
Fiscal Year 2011

Fund/Group * (*)
Funds Center Sociology/Anthropology/Philosophy (235120001)
Functional Area * (*)
Funded Program/Group * (*)
Grant * (*)

Commitment Item	Revised Budget	Commitment	Actuals	Parked Actual
501100 Administrative Staff Pool	56,539.00			
501105 Admin-Contract				
501115 Admin-Hourly		6,660.15	48,951.12	
* Administrative Staff Pool	56,539.00	6,660.15	48,951.12	
502000 Pr-Adm Spec Stf Pool	2,100.00			
502010 Admin-Spec Comp			2,100.00	
* Payroll-Administrative Spec Staff P	2,100.00		2,100.00	
503000 Faculty Pool	500.00			
503005 Faculty-Salary	1,124,427.00	151,759.05	1,216,113.52	
503010 Faculty-Part-Time		16,735.13	188,962.97	
503105 Faculty-Sabbatical			29,517.70	
* Faculty Pool	1,124,927.00	168,494.18	1,434,594.19	
503505 Faculty-Summer	42,909.00	35,439.00	79,828.00	
503510 Faculty-Winter Inter			15,912.00	
* Faculty-Nonpooled	42,909.00	35,439.00	95,740.00	
504000 Faculty-Spec Pr Pool	17,950.00			
504005 Faculty-Overload		2,805.73	23,056.99	
504015 Faculty-Spec Comp			18,600.00	
* Faculty Special Payroll Pool	17,950.00	2,805.73	41,656.99	
505010 Student-Hrly-Iws	1,810.00	2,900.00	1,806.26	
* Payroll-Student Pool	1,810.00	2,900.00	1,806.26	
520000 Fringe Benefits Pool	1,699.18			
522110 Ins-Life	2,812.00		1,573.19	

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 carry forwards
- **Commitments:** Open encumbrances including personnel, open Purchase Orders, and travel requests consuming budget
- **Actuals:** YTD Exp/Rev actual expenses/revenues resulting from Purchase Orders, Payroll, Parked Documents, travel, copy center charges, and departmental deposits
- **Parked Actuals:** Open parked documents not yet paid. (Check requests that have not yet been posted will appear in this column)

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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:** Encumbered salary
- **Travel:** Travel requests
- **Commitments:** Open encumbrances including personnel, open Purchase Orders and travel requests consuming budget (Total amount)

Dept. Budget Consumption



Dept. Budget/Consumption Report Date: 05/25/2011 **Page: 2 / 4**

Northern Kentucky University
Fiscal Year 2011

Fund/Group *


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					
<div> <div> <div>Dept. Budget/Consumption Report</div> <div>Date: 05/25/2011</div> <div>Page: 3 / 4</div> </div> <div> <div>Northern Kentucky University</div> <div>Fiscal Year 2011</div> </div> <div> <div>Fund/Group *</div> <div>Funds Center Sociology/Anthropology/Philosophy</div> <div>Functional Area *</div> <div>Funded Program/Group *</div> <div>Grant *</div> </div> </div>					
Commitment Item	Invoices	Payments	Inter Departme	Actuals	Parked Actual
501105 Admin-Contract					
501115 Admin-Hourly	26,169.18		22,781.94	48,951.12	
* Administrative Staff Pool	26,169.18		22,781.94	48,951.12	
502010 Admin-Spec Comp	750.00		1,350.00	2,100.00	
* Payroll-Administrative Spec Staff P	750.00		1,350.00	2,100.00	
503005 Faculty-Salary	723,780.48		492,333.04	1,216,113.52	
503010 Faculty-Part-Time	104,751.51		84,211.46	188,962.97	
503105 Faculty-Sabbatical	5,903.54		23,614.16	29,517.70	
* Faculty Pool	834,435.53		600,158.66	1,434,594.19	
503505 Faculty-Summer	36,919.00		42,909.00	79,828.00	
503510 Faculty-Winter Inter	15,912.00			15,912.00	
* Faculty-Nonpooled	52,831.00		42,909.00	95,740.00	
504005 Faculty-Overload	14,945.39		8,111.60	23,056.99	
504015 Faculty-Spec Comp	18,600.00			18,600.00	
* Faculty Special Payroll Pool	33,545.39		8,111.60	41,656.99	
505010 Student-Hrly-Iws	490.88		1,315.38	1,806.26	
* Payroll-Student Pool	490.88		1,315.38	1,806.26	
522110 Ins-Life	698.21		874.98	1,573.19	
522115 Ins-Dental	1,711.79		1,664.22	3,376.01	
522120 Ins-Disability	1,750.95		1,489.89	3,240.84	
522122 Ins-Vision	20.60		100.92	121.52	
522125 Ins-Health	72,228.62		57,115.20	129,343.82	
522127 Ins-Health Spending Account	1,500.00		1,250.00	2,750.00	
522130 Retirement-Ky	4,570.88		4,131.40	8,702.28	
522135 Retirement-Tiaa	59,652.05		49,871.96	109,524.01	

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

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<div>  </div>			
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Northern Kentucky University Fiscal Year 2011			
Fund/Group * (*) Funds Center Sociology/Anthropology/Philosophy (235120001) Functional Area * (*) Funded Program/Group * (*) Grant * (*)			
Commitment Item	Revised Budget	Consumed Budget	Available Budget
501100 Administrative Staff Pool	56,539.00	55,611.27	927.73
* Administrative Staff Pool	56,539.00	55,611.27	927.73
502000 Pr-Adm Spec Stf Pool	2,100.00	2,100.00	
* Payroll-Administrative Spec Staff P	2,100.00	2,100.00	
503000 Faculty Pool	1,124,927.00	1,603,088.37	478,161.37-
* Faculty Pool	1,124,927.00	1,603,088.37	478,161.37-
503505 Faculty-Summer	42,909.00	115,267.00	72,358.00-
503510 Faculty-Winter Inter		15,912.00	15,912.00-
* Faculty-Nonpooled	42,909.00	131,179.00	88,270.00-
504000 Faculty-Spec Pr Pool	17,950.00	44,462.72	26,512.72-
* Faculty Special Payroll Pool	17,950.00	44,462.72	26,512.72-
505000 Payroll-Student Pool	1,810.00	4,706.26	2,896.26-
* Payroll-Student Pool	1,810.00	4,706.26	2,896.26-
520000 Fringe Benefits Pool	333,022.18	373,202.02	40,179.84-
* Fringe Benefits Pool	333,022.18	373,202.02	40,179.84-
** Personnel	1,579,257.18	2,214,349.64	635,092.46-
550000 Operating Pool	76,990.13	53,594.62	23,395.51
* Operating Pool	76,990.13	53,594.62	23,395.51
552610 Telephone-Line Chrg	2,582.00	1,665.32	916.68
552615 Telephone-Maint	1,194.00	868.00	326.00
* Operating - Non Pooled	3,776.00	2,533.32	1,242.68
** Operating Expenses	80,766.13	56,127.94	24,638.19
*** Expenditures	1,660,023.31	2,270,477.58	610,454.27-
**** Commitment Item	1,660,023.31	2,270,477.58	610,454.27-