

# **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/Consur	nption Report: Selection
Data Source	
Qaladian valuan	
Selection values	
Fiscal Year	2011
Selection groups	
Fund	
Or value(s)	to
Funds Center	060811
Orvalue(s)	to
Commitment Item	CI_000_0000
Or value(s)	to 🖻
Functional Area	
Or value(s)	to 🖻
Funded Program	
Or value(s)	to 字



- 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 Dept. Budget / Consumption Report Date: 05/25/2011 Page: 1 / 4											
Budget Report		Northern Kentucky University Fiscal Year 2011									
Fund/Group *         (* )           Variation: Characteristics         Fund/Group *         (* )           Fund/Group *         (235120001 )											
Fund		Functional Area *		(*	)						
	Funds Center Funded Program/Group * (* )										
Funded Program				``	,						
Variation: Funds Center		Commitment Item	Revised Budget	Commitment	Actuals	Parked Actual					
✓ C1 000811 Sociology, Anthropology and Philosopt		501100 Administrative Staff Pool	56,539.00								
235120001 Sociology/Anthropology/Philos	5	501105 Admin-Contract									
E 295120001 Occubiog// Anthopology/ Antost		501115 Admin-Hourly		6,660.15	48,951.12						
	1	<ul> <li>Administrative Staff Pool</li> </ul>	56,539.00	6,660.15	48,951.12						
235120010 Survey Contracts		502000 Pr-Adm Spec Stf Pool	2,100.00		0.400.00						
235120050 NK Soc/Ant/Phi Grant Match	1	502010 Admin-Spec Comp * Payroll-Administrative Spec Staff P	2,100.00		2,100.00						
235120065 RF Soc/Ant/Phi Grant Ext fund		503000 Faculty Pool	2,100.00		2,100.00						
235120069 RF Program Revenue Soc Ant I		503005 Faculty-Salary	1,124,427.00	151,759.05	1,216,113.52						
235120070 Fcws-Soc/Anth/Phil		503010 Faculty-Part-Time	1,124,421.00	16,735.13	188,962.97						
235120071 Fcws-Anth Museum		503105 Faculty-Sabbatical			29,517.70						
235120501 Anthropology	1	<ul> <li>Faculty Pool</li> </ul>	1,124,927.00	168,494.18	1,434,594.19						
235120502 Sociology, Anthropology, Philos		503505 Faculty-Summer	42,909.00	35,439.00	79,828.00						
		503510 Faculty-Winter Inter			15,912.00						
	1	<ul> <li>Faculty-Nonpooled</li> </ul>	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	17.050.00		18,600.00						
	1	<ul> <li>Faculty Special Payroll Pool</li> </ul>	17,950.00	2,805.73	41,656.99						
	-	505010 Student-Hrly-Iws	1,810.00	2,900.00	1,806.26						
	1	* Payroll-Student Pool	1,810.00	2,900.00	1,806.26						
		520000 Fringe Benefits Pool 522110 Ins-Life	1,699.18 2,812.00		1,573.19						
		322110 113-2116	2,012.00		1,575.15						



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 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)

	-	Budget Consumpt	Column 🚺 🖣	▶▶ ■₽₽	법 책 핵					
Dept.Budget Consumpt Date: 05/17/2011 Page: 1 / 1										
	Northern Kentucky University Fiscal Year 2011									
	Fund/Group     (* )       Funds Center Sociology/Anthropology/Philosophy     (235120001 )       Functional Area *     (*									
	Fund Gran	ed Program/Group * t *		(*	(*	)				
	Comm	itment Item	Original Budge	Revised Budget	YTD Exp/Rev	Commitments	Parked Actual	Available Budg		
		501100 Administrative Staff Pool 501105 Admin-Contract	47,950.00	56,539.00				1,207.93		
-		501115 Admin-Hourly	17.050.00	50 500 00	46,768.02	8,563.05		4 007 00		
1	-	Administrative Staff Pool 502000 Pr-Adm Spec Stf Pool	47,950.00	56,539.00 2,100.00	46,768.02	8,563.05		1,207.93		
		502000 Admin-Spec Comp		2,100.00	2,100.00					
1	*	Payroll-Administrative Spec Staff P		2,100.00	2,100.00					
		503000 Faculty Pool		500.00	2,100.00			341,326.50-		
		503005 Faculty-Salary	1,132,997.00	1,124,427.00	1,096,013.78	151,759.05				
		503010 Faculty-Part-Time			172,227.84	16,735.13				
		503105 Faculty-Sabbatical			29,517.70					
1	*	Faculty Pool	1,132,997.00	1,124,927.00	1,297,759.32	168,494.18		341,326.50-		
		503505 Faculty-Summer		42,909.00	42,909.00	35,439.00		35,439.00-		
_		503510 Faculty-Winter Inter			15,912.00			15,912.00-		
1	*	Faculty-Nonpooled		42,909.00	58,821.00	35,439.00		51,351.00-		
		504000 Faculty-Spec Pr Pool		17,950.00				23,706.99-		
		504005 Faculty-Overload			20,251.26	2,805.73				
-	4	504015 Faculty-Spec Comp		47.050.00	18,600.00	0.005.70		00 700 00		
1	-	Faculty Special Payroll Pool 505000 Payroll-Student Pool		17,950.00	38,851.26	2,805.73		23,706.99-		
		505010 Student-Hrly-Iws		1 010 00	1 006 06	5,220.00		5,216.26-		
1	*	Payroll-Student Pool		1,810.00	1,806.26	5,220.00		5,216,26-		
		520000 Fringe Benefits Pool		1,699.18	1,000.20	5,220.00		5,525.95-		
		522110 Ins-Life	2,812.00	2,812.00	1,470,59			-,		



#### 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)

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	Dept. Budget/Consumption Report Date: 05/25/2011 Page: 2 / 4										
	Northern Kentucky University Fiscal Year 2011										
	Fund Fund	//Group * Is Center Sociology/Anthropology/Philo tional Area * Wed Program/Group *	osophy	(*	(* (235120001 ) (*	) )					
	Gran			(*	)						
	Comm	nitment Item	Purchase Requi	Purchase Order	Funds Reservat	Travel	Commitment				
		501115 Admin-Hourly			6,660.15		6,660.15				
1	*	Administrative Staff Pool			6,660.15		6,660.15				
		503005 Faculty-Salary			151,759.05		151,759.05				
		503010 Faculty-Part-Time			16,735.13		16,735.13				
_		503105 Faculty-Sabbatical									
1	*	Faculty Pool			168,494.18		168,494.18				
		503505 Faculty-Summer			35,439.00		35,439.00				
-		503510 Faculty-Winter Inter									
1	*	Faculty-Nonpooled			35,439.00		35,439.00				
-		504005 Faculty-Overload			2,805.73		2,805.73				
1	*	Faculty Special Payroll Pool			2,805.73		2,805.73				
-		505010 Student-Hrly-Iws			2,900.00		2,900.00				
Ē		Payroll-Student Pool			2,900.00		2,900.00				
		Personnel			216,299.06		216,299.06				
		550005 Supplies-Office									
		550015 Supplies-Education	2,290.00				2,290.00				
		550540 Dues/Cert Lic Fees				400.00	400.00				
		550900 Travel Pool				400.00	400.00				
		550910 Travel-Out St Genl									
		550914 Employee Travel-Domestic									
		550927 Employee Travel-Foreign									
		550930 Ed/Train/Reg/Fees									
-		551015 Comp Eqp \$500-\$4999	0.000.00			400.00	0,000,00				
E		Operating Pool	2,290.00			400.00	2,690.00				
	1	Operating Expenses	2,290.00	I		400.00	2,690.00				



# 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

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	Dept. Budget/Consumption Report Date: 05/25/2011 Page: 3 / 4										
	Northern Kentucky University Fiscal Year 2011										
	Fund Fund	H/Group * Is Center Sociology/Anthropology/Philo tional Area * Med Program/Group * It *	osophy	(*	(* (235120001 ) (* )	) ) )					
	Com	nitment Item	Invoices	Payments	Inter Departme	Actuals	Parked Actual				
		501105 Admin-Contract									
		501115 Admin-Hourly	26,169,18		22,781.94	48,951,12					
1	*	Administrative Staff Pool	26,169.18		22,781.94	48,951.12					
		502010 Admin-Spec Comp	750.00		1,350.00	2,100.00					
1	*	Payroll-Administrative Spec Staff P	750.00		1,350.00	2,100.00					
		503005 Faculty-Salary	723,780.48		492,333.04						
		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					
1	*	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					
1	+	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					
1	*	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					
1	*	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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	Dept	. Budget/Consumption Report Date	: 05/25/2011		Page: 4	4 /	4		
	Northern Kentucky University Fiscal Year 2011								
	Fund	/Group * s Center Sociology/Anthropology/Philo tional Area *	(* (235120001	)	)				
	Fund Gran	ed Program/Group * t *		` (*	(* )		)		
	Comm	itment Item	Revised Budget	Consumed Budge	Available Budg				
-		501100 Administrative Staff Pool	56,539.00	55,611.27	927.73				
		Administrative Staff Pool 502000 Pr-Adm Spec Stf Pool	56,539.00 2,100.00	55,611.27 2,100.00	927.73				
1		Payroll-Administrative Spec Staff P 503000 Faculty Pool	2,100.00 1,124,927.00	2,100.00 1,603,088.37	478,161.37-				
1	•	Faculty Pool 503505 Faculty-Summer	1,124,927.00 42,909.00	1,603,088.37 115,267.00	478,161.37- 72,358.00-				
7	÷	503510 Faculty-Winter Inter Faculty-Nonpooled	42,909.00	15,912.00 131,179.00	15,912.00- 88,270.00-				
1	÷	504000 Faculty-Spec Pr Pool Faculty Special Payroll Pool	17,950.00 17,950.00	44,462.72 44,462.72	26,512.72- 26,512.72-				
<u> </u>	÷	505000 Payroll-Student Pool Payroll-Student Pool	1,810.00	4,706.26	2,896.26-				
		520000 Fringe Benefits Pool Fringe Benefits Pool	333,022.18 333,022.18	373,202.02 373,202.02	40,179.84- 40,179.84-				
	**	Personne1	1,579,257.18	2,214,349.64	635,092.46-				
1	•	550000 Operating Pool Operating Pool	76,990.13 76,990.13	53,594.62 53,594.62	23,395.51 23,395.51				
		552610 Telephone-Line Chrg 552615 Telephone-Maint	2,582.00 1,194.00	1,665.32 868.00	916.68 326.00				
2	*	Operating - Non Pooled Operating Expenses	3,776.00 80,766.13	2,533.32 56,127.94	1,242.68 24,638.19				
	••••	Expenditures	1,660,023.31	2,270,477.58 2,270,477.58	610,454.27- 610,454.27-				

# Dept. Budget Consumption