

Looking Up a Budget Transfer

There are 2 key approaches to looking up a Budget Transfer (BT). The method depends on whether or not you know the BT number. The first method shows how you can find the BT when you're not sure of the number, but you know one of the Fund Centers involved.

1. Looking for an unknown BT posted against a Fund Center

SAP Transaction Code: **ZFB1** (Budget Report):

The screenshot shows the SAP ZFB1 selection screen. The 'Fiscal Year' field is set to 2023. The 'Commitment Item' field is set to CI_000_0000. Other fields for Fund, Funds Center, and Functional Area are empty.

In the resulting report <double-click> the number you want to research:

The screenshot shows the SAP Budget Report output. The report shows a table with columns for Commitment Item, Original Budget, Revised Orig., Returns, Supplements, Trfs - Sender, and Trfs-Receiver. The value 1,260,981.01- is highlighted in red in the Trfs-Receiver column.

Commitment Item	Original Budget	Revised Orig.	Returns	Supplements	Trfs - Sender	Trfs-Receiver
831100 Nonmn Trf To Plant	1,000,000.00			261,664.76		1,260,981.01-
* Transfer To	1,000,000.00			261,664.76		1,260,981.01-
** Commitment Item	1,000,000.00			261,664.76		1,260,981.01-

Looking Up a Budget Transfer

To see the detail of the desired BT <double-click> on the record/row:

Doc Year	Entry Docu	Line	Doc. Type	Year	Budget Type	Fund	Funds Ctr	Cmnt Item	Amount LC
2023	410087	000002	NK02	2023	NKU Normal Budget Type	0111000100	211040025	831100	1,000,000.00-
	410587	000001	NK01	2023	NKU Normal Budget Type	0111000100	211040025	831100	59,000.00-
	412015	000001	NK01	2023	NKU Normal Budget Type	0111000100	211040025	831100	33,833.00-
	412409	000001	NK01	2023	NKU Normal Budget Type	0111000100	211040025	831100	168,148.01-
									1,260,981.01-

The BT detail will display, and you will have access to attachments, workflow, etc.:

Header Additional Data

Document	410087	Status	Posted	Document Year	2023
Process	Transfer	Total Sender	3,510,000.00	USD	
BCS Value Type	Budget	Total Receiver	3,510,000.00	USD	
Budget Category	Payment	Version	0	Fiscal Year	2023
Document Type	NK02	Document Date	07/14/2022		

Year Periods

-/ Line	Funds Ctr	Funds Center Name	Cmnt Item	Commitment Item Name	Amount (USD)	Text
- 000001	211040020	Deferred Maint	551250	Maint-Bldg&Grds-Genl	200,000.00	TO: 295045000/831100 AP Match
- 000002	211040025	DM Project Funding	831100	Nonmn Trf To Plant	1,000,000.00	TO: 295045000/831100 AP Match
- 000003	295010011	Dbt Svc-Pens Bnd 21	801110	Mand Trsfr To Retire	2,310,000.00	TO: 295045000/831100 AP Match
+ 000004	295045000	Asset Presrve Match	831100	Nonmn Trf To Plant	3,510,000.00	FR: 211040020/211040025/295010011

- Create Attachment
- Attachment list
- Workflow overview
- Help for object services

Looking Up a Budget Transfer

2. Looking Up a Known BT

In addition to the BT number, you need to know the FY it was posted. Using the first 2-digits of the BT number the chart below provides the FY you will need. If you have a document # before 310000 then follow the pattern to determine the FY:

FY	Document Prefix
2024	42xxxx
2023	41xxxx
2022	40xxxx
2021	39xxxx
2020	38xxxx
2019	37xxxx
2018	36xxxx
2017	35xxxx
2016	34xxxx
2015	33xxxx
2014	32xxxx
2013	31xxxx

SAP Transaction Code: **FMEDD** (Display)

Screenshot of the SAP FMEDD transaction code input screen. The screen shows the following fields:

- FM Area: NK01
- Document Year: 2023
- Entry Document Number: 410087
- Layout for Year Tab: /ZDEFAULT
- Layout for Period Tab: (empty)

Screenshot of the SAP Entry Document 410087 / 2023 for FM Area NK01 (USD) showing header and line items. The document number 410087 is highlighted in red.

Header Additional Data

Document	410087	Status	Posted	Document Year	2023
Process	Transfer	Total Sender	3,510,000.00	USD	
BCS Value Type	Budget	Total Receiver	3,510,000.00	USD	
Budget Category	Payment	Version	0	Fiscal Year	2023
Document Type	NK02	Document Date	07/14/2022		

Year Periods

Line	Funds Ctr	Funds Center Name	Cmmt Item	Commitment Item Name	Amount (USD)	Text
-	000001	211040020	Deferred Maint	551250	Maint-Bldg&Grds-Genl	200,000.00 TO: 295045000/831100 AP Match
-	000002	211040025	DM Project Funding	831100	Nonmn Trf To Plant	1,000,000.00 TO: 295045000/831100 AP Match
-	000003	295010011	Dbt Svc-Pens Bnd 21	801110	Mand Trsfr To Retire	2,310,000.00 TO: 295045000/831100 AP Match
+	000004	295045000	Asset Presrve Match	831100	Nonmn Trf To Plant	3,510,000.00 FR: 211040020/211040025/295010011