

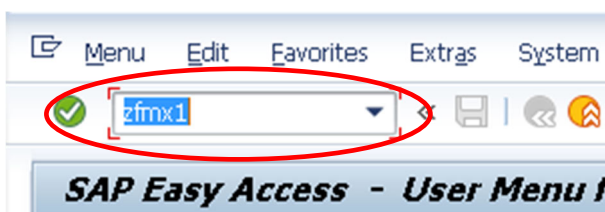
End User Funds Reservation

Transaction Code: ZFMX1

Location(s): SAP GUI

Purpose: Perform this procedure when you need encumber/reserve funds on a cost center budget for a future expense.

1. Log into myNKU.
 - a. <https://myнку.nku.edu>
2. Select the SAP GUI tab.
3. Select either “SAP gui for windows” or “SAP gui for Java”, if you are using a Mac.
4. Access transaction code, ZFMX1.
5. Click Enter.



6. Enter “NE” as the Document type.

Funds reservation: Create InitScr

Document type	NE
Document Date	09/12/2016
Posting Date	09/12/2016
Company Code	NK01 Northern Kentucky Univ.
Currency/rate	USD

7. Press Enter. The “Funds reservation: Create Overview scrn” screen will open.
8. Enter the reason for the funds reservation in the “Doc. text” field.

Funds reservation: Create Overview scrn

Document number	New	Document Date	09/12/2016
Document type	NE NKU Funds Reservation	Posting Date	09/12/2016
Company Code	NK01 Northern Kentucky Univ.	Currency/Rate	USD
Doc. text	Reserving funds for Office supplies		
Currency	USD		
Grand total		0.00	

