

## **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://mynku.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 InitScrn					
NED					
09/12/2016					
09/12/2016					
NKO1	Northern Kentucky Univ.				
USD					
	09712/2016 09712/2016 09/12/2016 NK01 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	reserv	ation: Create Overvi	ew scrn			
Document number	S New		Document Date	09/12/2016		
Document type	NE	NKU Funds Reservation	Posting Date	09/12/2016		
Company Code	NK01	Northern Kentucky Liniv.	Currency/Rate	USD		
Doc.text	Reserving	Reserving funds for Office supplies				
Currency	USD					
Grand total		0.00				



9. Enter the "Cost Center", "G/L Account", "Original Amount", and "Text" for each line item in your funds reservation.

Ľ	Cost Center	G/L Account	Original Amount	Text	Overall amount	Commitment Item	Funds Center	Fund
Г	213010001	550005	500.00	New desk				
	213010001	550005	250.00	New printer		7		
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- 10. Click the Save button on the menu bar.
- 11. The document number will be created and appear in the bottom right corner of the screen.

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You can view the encumbrance using the "Dept. Budget/Consumption Report", t-code ZFD1.

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Commit	tment Item	Purchase Requ	i Purchase	Order	Funds Reservat	Travel	Commitment
	501110 Admin-Salary				464,288.33		464,288.33
	501115 Admin-Hourly				12,420.00		12,420.00
*	Administrative Staff Pool				476,708.33		476,708.33
**	Staff Totals				476,708.33		476,708.33
	505010 Student-Hrly-Iws				18,860.00		18,860.00
**	Payroll-Student Pool				18,860.00		18,860.00
***	Personnel				495.568.33		495.568.33
	550005 Supplies-Office				750.00		750.00
	550900 Travel Pool				_	8,350.00	8,350.00
*	Operating Pool-Operating Subtotal				75 <mark>0</mark> .00	8,350.00	9,100.00
**	Operating Pool Total				750.00	8,350.00	9,100.00
***	Operating Expenses				750.00	8,350.00	9,100.00
****	Expenditures				496,318.33	8,350.00	504,668.33
****	Commitment Item				496,318.33	8,350.00	504,668.33