

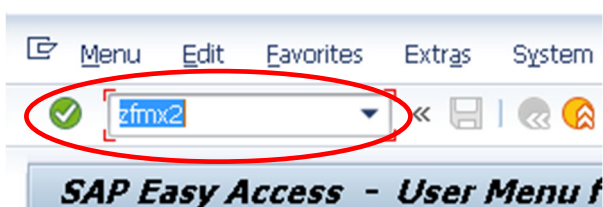
## End User Funds Reservation – Unencumber Funds

Transaction Code: ZFMX2

Location(s): SAP GUI

**Purpose:** Perform this procedure when you need unencumber/liquidate funds reserved with ZFMX1

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, ZFMX2.



5. Click Enter.
6. Enter the Document number of the funds reservation.

Document number

Line Item

7. Press Enter. The “Funds reservation: Change Overview scrn” screen will open.

**Funds reservation: Change Overview scrn**

Document number  Posted Document Date   
 Document type  NKU Funds Reservation Posting Date   
 Company Code  Northern Kentucky Univ. Currency/Rate   
 Doc.text   
 Currency   
 Grand total

D...	Cost Center	G/L Account	Original Amount	Text	Overall amount	Commitment Item	Funds Center	Grant
1	213010001	550005	500.00	New desk	500.00	550005	213010001	NOT REI
2	213010001	550005	250.00	New printer	250.00	550005	213010001	NOT REI

Position  Document item  /

8. Click on a line item to select it.

Line Items								
D...	Cost Center	G/L Account	Original Amount	Text	Overall amount	Commitment Item	Funds Center	Grant
1	3010001	550005	500.00	New desk	500.00	550005	213010001	NOT REI
2	213010001	550005	250.00	New printer	250.00	550005	213010001	NOT REI

9. Click the “Set Completion Indicator” button.



**Note:** You can also change the value of the encumbrance by editing the number in the “Original Amount” column. Remember to click the Save button to keep your changes.

10. Repeat steps 8 and 9 for each line item.

11. Click the Save button on the menu bar.



12. A message that the document has changed will appear at the bottom of the screen.



You can see that the encumbrance was liquidated by using the “Dept. Budget/Consumption Report”, t-code ZFD1.

Commitment Item	Purchase Requi	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					
550900 Travel Pool				8,350.00	8,350.00
* Operating Pool-Operating Subtotal				8,350.00	8,350.00
** Operating Pool Total				8,350.00	8,350.00
*** Operating Expenses				8,350.00	8,350.00
**** Expenditures			495,568.33	8,350.00	503,918.33
***** Commitment Item			495,568.33	8,350.00	503,918.33