Display Commitment Item: Hierarchy

Transaction Code: FMCIE

Location(s):

SAP GUI

Purpose: Perform this procedure when you need to find a commitment item and view the pooled and non-pooled commitment items.

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, ZFBC.
5. Click Enter.

6. Enter 000 for Variant.
7. Click Display.
8. Click ▼ or ▶ to expand or collapse folders.
9. Click Roles.
10. Click FI Departmental Reports.

**Note:** Once the report has been accessed, it will be listed under the History tab for quick access.
11. Select the FI Transaction List by Month report.
12. Click OK.
13. Populate the Variable Entry screen.
14. Click OK.

**Note:** Any Variable with an asterisk (*) is a required variable. Period/Fiscal Year is a required variable. Entering period **000/2011 – 016/2011** will retrieve data for the current fiscal year.
15. Add the Free characteristic, Document type to the report.