Financial Advisory Services & Training
Financial Services Department
www.finance.utoronto.ca/fast

Work Instruction

Funds Commitment: Change or Display

FMZ2,FMZ3

When to Use

Use this procedure to Change or Display a Manual Reserve.

The following options are available in the transaction:

- Display a list of manual reserves
- Review the consumption
- Increase /Decrease reserve line or lines
- Complete a particular line of the manual reserve
- Block a particular line of the manual reserve
- Change or allow modification of accounts associated with the manual reserve, if no postings
- Complete and release **all** funds remaining in the manual reserve
- Change the header text

Steps

- Determine the manual reserve to display or change.
- Determine what changes need to be made to the manual reserve.

Menu Path

Use the following menu path(s) to begin transaction:

- **CHANGE:**
  Accounting ➔ Funds Management ➔ Posting ➔ Earmarked Funds ➔ Funds Commitment ➔ Change
- **DISPLAY:**
  Accounting ➔ Funds Management ➔ Posting ➔ Earmarked Funds ➔ Funds Commitment ➔ Display

Transaction Code

FMZ2,FMZ3

Helpful Hints

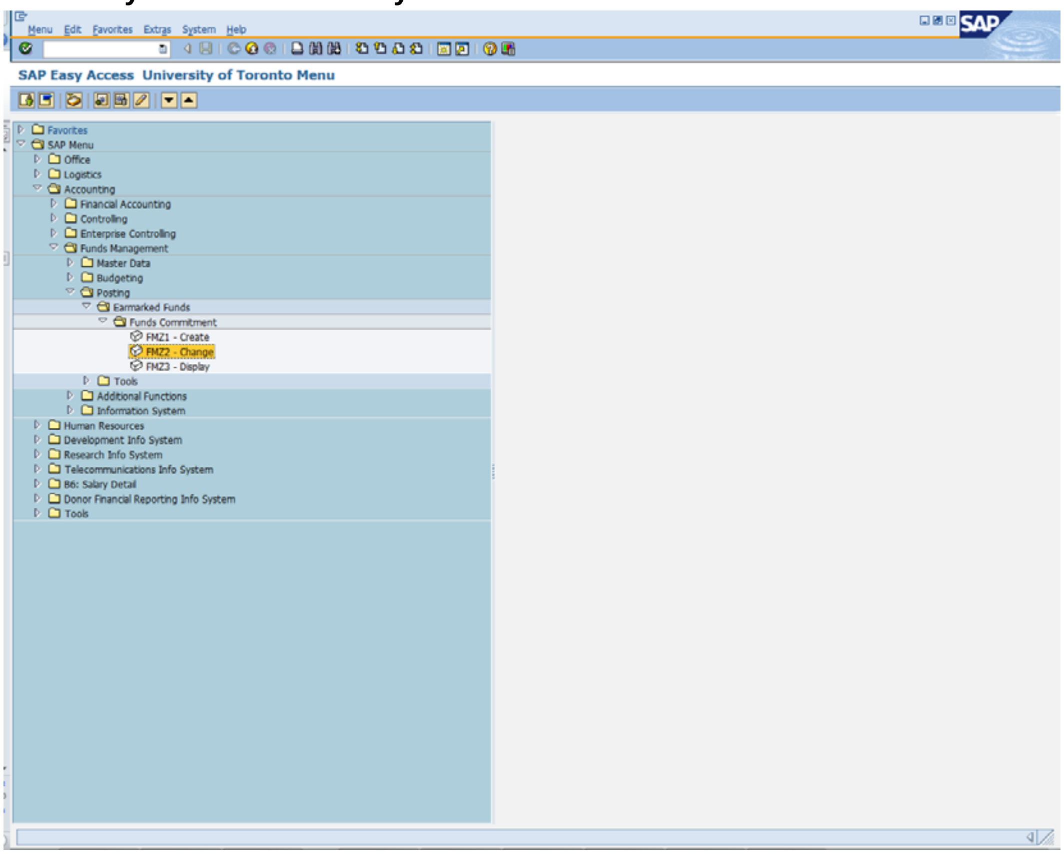
- FIS Transactions can be used to spend directly against the manual reserve, i.e. FB50-G/L Account Posting, FB60-Invoice.
- Payroll (HRIS) **cannot** be post against a manual reserve.
- Manual reserves **cannot** contain negative amounts.

Detailed Procedure

1. Start the transaction using the menu path or transaction code.

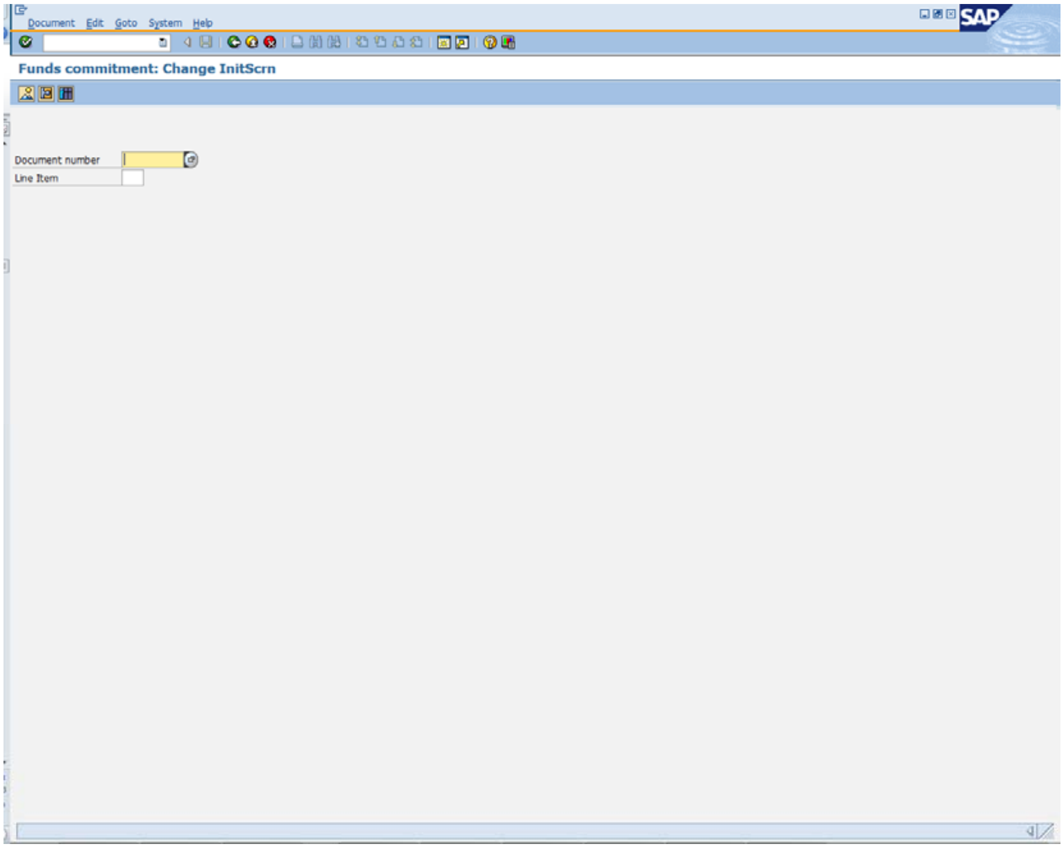
The following SAP screenshots are from the *Change* transaction. The *Display* transaction is the same but with read-only capability.

SAP Easy Access University of Toronto Menu



2. Double-click FMZ2 - Change.

Funds commitment: Change InitScrn



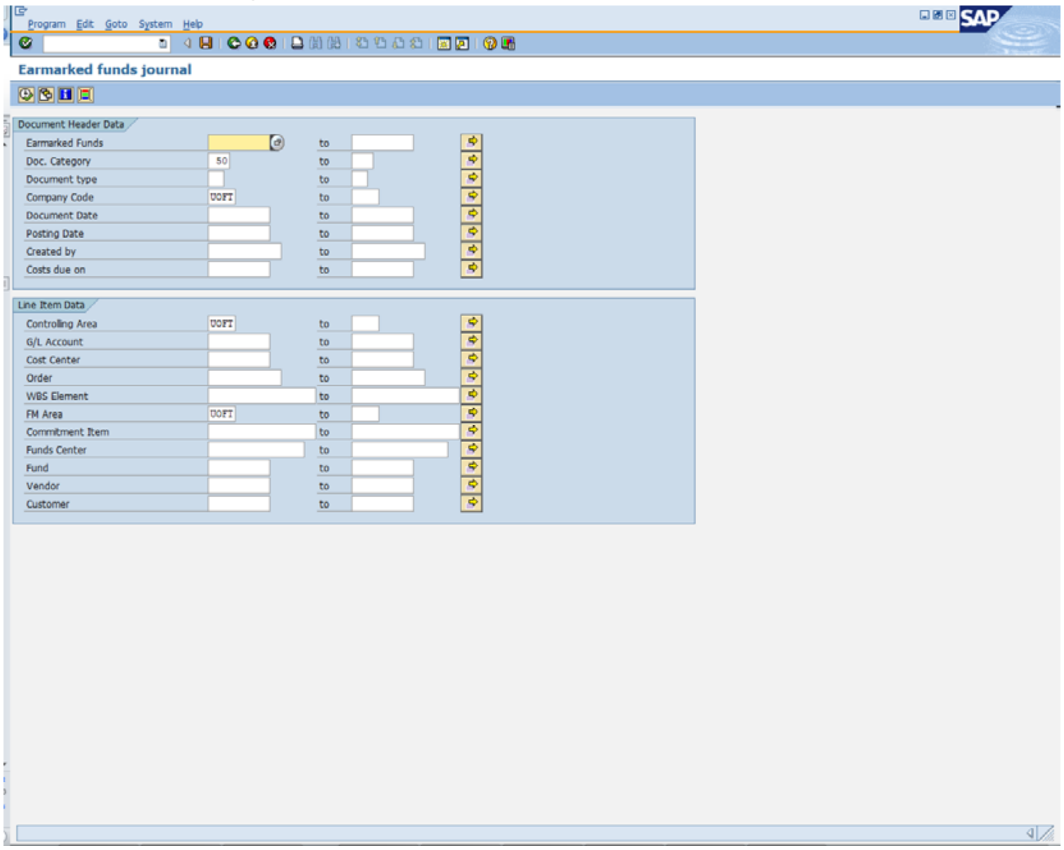
Select one of the following:

If You Want to	Go To
Display a list of manual reserves	Step **3**
Display or Change a manual reserve	Step **7**

Display a list of manual reserves

3. Click to go to the *Earmarked funds journal* screen

Earmarked funds journal



4. Complete the following as required:

The more information provided, the more specific the results.

Field Name	Required/ Optional/ Conditional	Description
Earmarked Funds	Optional	A document entered that reserves budget for expected expenses. Referencing the document number in a financial transaction will reduce the reserved amount. Also referred to as a Manual Reserve.

Field Name	Required/ Optional/ Conditional	Description
Doc. Category	Required	Description of the Doc. Category. Defaults to 50. Leave as is.
Document type	Optional	Document transaction indicator. It determines the document number ranges. More information on the document types and what they mean, see: http://finance.utoronto.ca/faqs/procntl-entries-and-document-types/ **Example:** Enter 11 for a manual reserve
Company Code	Required	Defaults to UofT. Change only if required.
Document Date	Optional	Document creation date or Customer/Supplier date.
Posting Date	Optional	Date the financial transaction was recorded. Defaults to current date and should not be changed.
Created by	Optional	AMS USERID. Allows the user to retrieve a list of manual reserves created by specific users.
Controlling Area	Optional	Defaults to UofT. Change only if required.
G/L Account	Optional	A six digit code used to provide detail on the type of financial activity incurred, (i.e. grants, donations, computer supplies, etc.). Instructions on how to create a list of G/Ls and descriptions can be found at: http://finance.utoronto.ca/wp-content/uploads/2015/09/glacctstext.pdf
Cost Center	Optional	A five or six digit code that represents an organizational unit or program and tracks activity on a fiscal year basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both.
Order	Optional	A six digit code that represents an organizational unit or program and tracks activity on a non-fiscal year basis, i.e. short term or ongoing basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both.
FM Area	Required	Defaults to UofT.

Field Name	Required/ Optional/ Conditional	Description
Commitment Item	Optional	Defaults based on G/L account used, can be overwritten. An alphabetic code used to (1) group similar g/l accounts for summary reporting purposes; i.e. Supplies and (2) segregate budget dollars for special purpose spending; i.e. EXP-UTFA, SPECIALS, etc. within a Funds Center or Fund.
Funds Center	Optional	A six digit code, starting with “1” or “2” used to record the funding and spending transactions for financial activity reported on a fiscal year basis. (i.e. operating, ancillary, principal investigator (PI), etc.).
Fund	Optional	A six digit code, starting with “3” or “4” used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year. (i.e. conference, research, etc.)
Vendor	Optional	The FIS vendor account number; vendor account number is not known use the matchcode button to search. Ensure that the vendor name, address and payment currency on the invoice matches the vendor information in FIS; If the mailing address needs to be changed for the vendor, use the "alternate payee" functionality QRG at: http://finance.utoronto.ca/wp-content/uploads/2015/10/altpayee.pdf If a specific vendor account does not exist, consider requesting the set up of a vendor account or the One Time Account (OTA) vendor can be used: 990001 - OTA Trade Payable Canadian vendor (payment in $CAD) 990002 - OTA Trade Payable U.S. vendors (payment in $USD) 990003 - OTA Trade Payable Foreign vendors(payment in foreign curr.) Only applicable if a user has specified a vendor in the manual reserve. Specifying a vendor in the manual reserve does not restrict posting consumption to that vendor. It only acts as a reference to the user.

Field Name	Required/ Optional/ Conditional	Description
Customer	Optional	An alphanumeric term generated by the system and applied to the customer. Only applicable if a user has specified a vendor in the manual reserve. Specifying a vendor in the manual reserve does not restrict posting consumption to that vendor. It only acts as a reference to the user.

5. Click to generate a list of documents.

6. Click the manual reserve document number to proceed to the *Change Detail* screen.

Go to Step 9

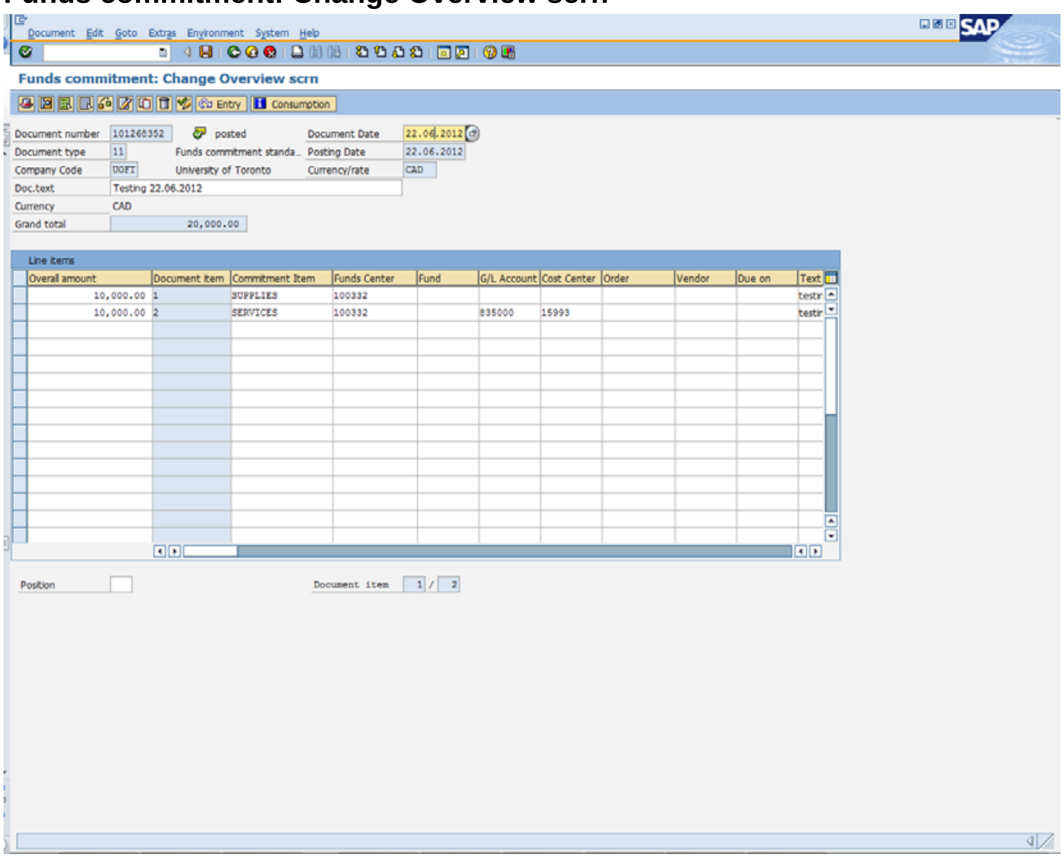
Display or Change a Manual Reserve

7. From the *Funds commitment: Change Init Screen*, complete the following as required:

Field Name	Required/Optional/ Conditional	Description
Document number	Required	AMS assigned number.
Line Item	Optional	Selecting this will provide the user with a view of all individual transactions. Users may view a specific line item of the manual reserve by placing a number in the line item field. It is recommended that users view the entire document therefore leave blank.

8. Click to go to the *Change Overview screen*.

Funds commitment: Change Overview scrn



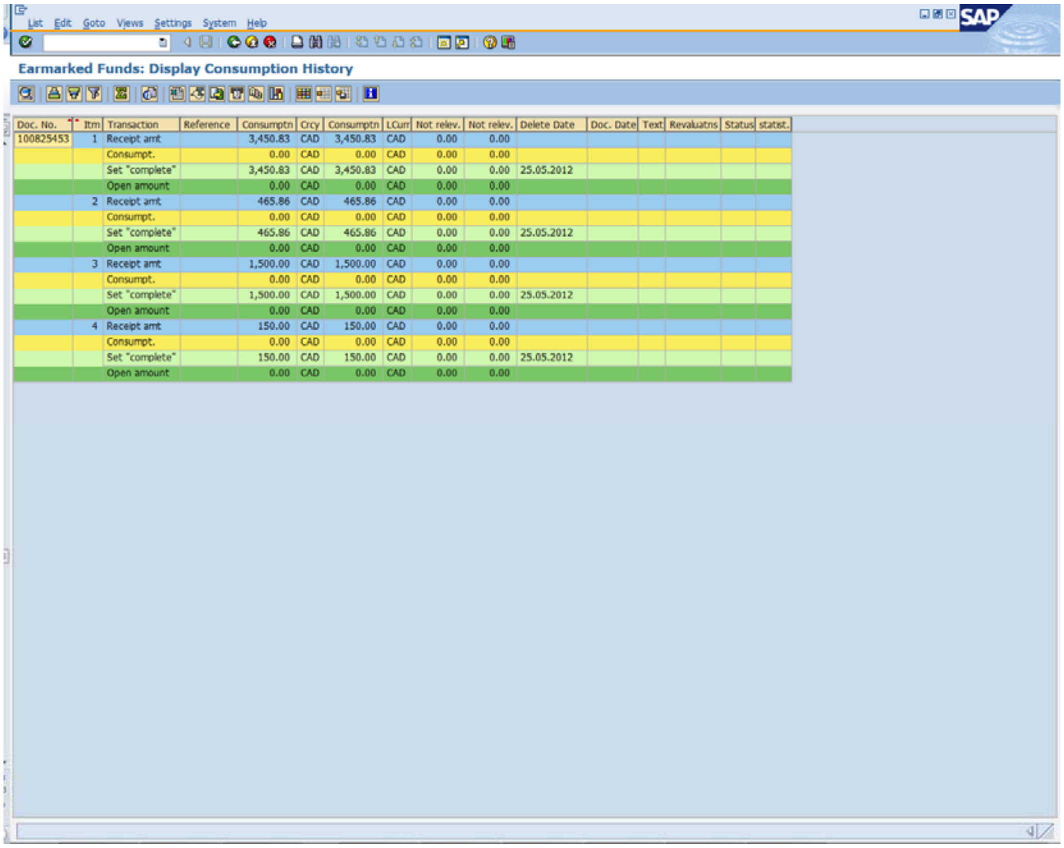
Drag the scroll bar located at the bottom of the *Line items* section to view the hidden cells.

New line items can be added; and/or the **Overall amount**, **account assignments** and **Text** of existing line items changed directly in the *Change Overview* screen.

9. Click Consumption to view how much of the manual reserve has been used against expenses.

It is good practice to review the consumption before making any changes, particularly when reducing a manual reserve. A manual reserve can only be reduced to the current level of consumption.

Earmarked Funds: Display Consumption History

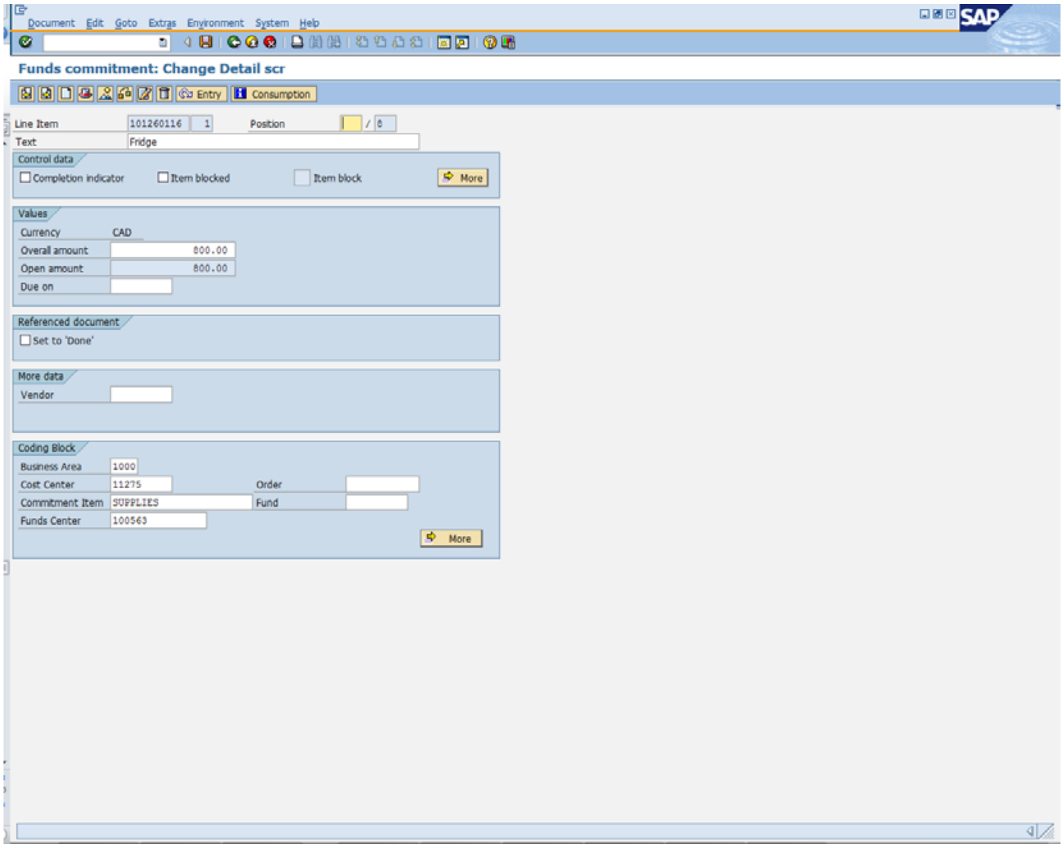


Doc. No.	Itm	Transaction	Reference	Consumptn	Crcy	Consumptn	LCurr	Not relev.	Not relev.	Delete Date	Doc. Date	Text	Revaluatns	Status	statst.
100825453	1	Receipt amt		3,450.83	CAD	3,450.83	CAD	0.00	0.00						
		Consumpt.		0.00	CAD	0.00	CAD	0.00	0.00						
		Set "complete"		3,450.83	CAD	3,450.83	CAD	0.00	0.00	25.05.2012					
		Open amount		0.00	CAD	0.00	CAD	0.00	0.00						
	2	Receipt amt		465.86	CAD	465.86	CAD	0.00	0.00						
		Consumpt.		0.00	CAD	0.00	CAD	0.00	0.00						
		Set "complete"		465.86	CAD	465.86	CAD	0.00	0.00	25.05.2012					
		Open amount		0.00	CAD	0.00	CAD	0.00	0.00						
	3	Receipt amt		1,500.00	CAD	1,500.00	CAD	0.00	0.00						
		Consumpt.		0.00	CAD	0.00	CAD	0.00	0.00						
		Set "complete"		1,500.00	CAD	1,500.00	CAD	0.00	0.00	25.05.2012					
		Open amount		0.00	CAD	0.00	CAD	0.00	0.00						
	4	Receipt amt		150.00	CAD	150.00	CAD	0.00	0.00						
		Consumpt.		0.00	CAD	0.00	CAD	0.00	0.00						
		Set "complete"		150.00	CAD	150.00	CAD	0.00	0.00	25.05.2012					
		Open amount		0.00	CAD	0.00	CAD	0.00	0.00						

10. Click to return to the *Change Overview* screen.

11. Select the line item then click **or** double click the line item to go to the *Change Detail* screen

Funds commitment: Change Detail scr



Select Next or Previous to move between line items

Select one of the following:

If You Want to	Go To
Increase or Decrease the reserve	Step **12**
Complete or Release the reserve (line item)	Step **13**
Block postings against the reserve (line item)	Step **14**
Allow line item flexibility to post to a G/L and/or Commitment Item other than those specified on the *Overview Screen* (line item) If transactions have been posted against a manual reserve line item, the accounts assignments cannot be changed.	Step **15**
Complete or Release the reserve (all lines)	Step **16**
Change Document text and/or Reference text	Step **17**

12. Increase or Decrease the reserve:

In the *Values* section, change the **Overall amount** as required.

The **Overall amount** cannot be changed to less than the current level of consumption. Once posted, the **Open amount** will update to reflect the new value.

13. Complete or Release the reserve (line item):

Select ☑ Completion indicator to release the reserved funds for a particular line item.

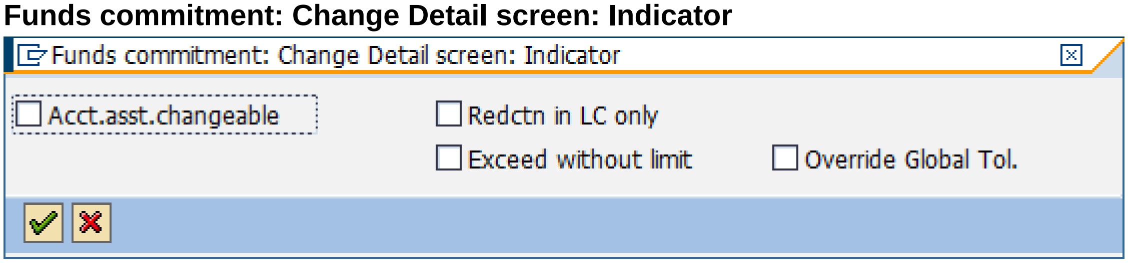
14. Block postings against the reserve (line item):

Select ☑ Item blocked to block postings against the reserved funds for a particular line item.

15. Allow postings to a G/L and/or Commitment Item other than those specified:

In the *Control Data* section click More

Funds commitment: Change Detail screen: Indicator



Select Acct.asst.changeable to allow postings to a G/L and/or Commitment Item other than those specified on the *Overview* Screen.

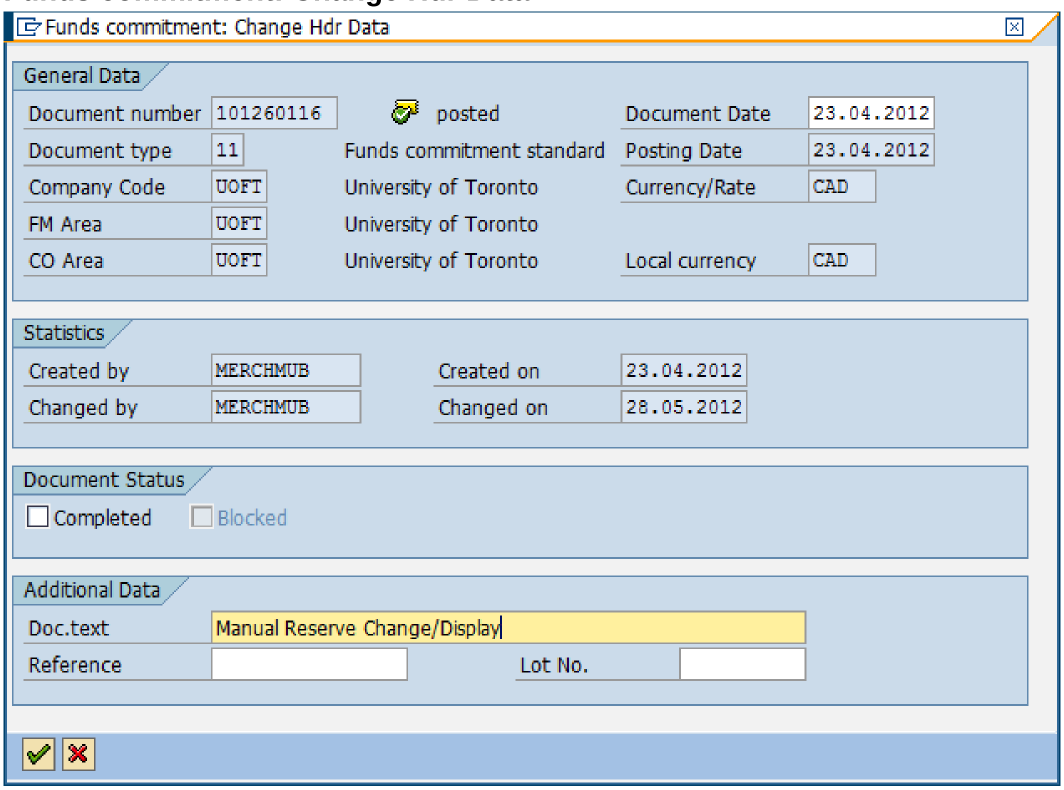
Click to apply changes and return to *Change Detail* screen.

16. Complete or Release the reserve (all lines):

Click to go to the *Change Header Data* screen.

Header Data applies to the **entire** document

Funds commitment: Change Hdr Data



In the *Document Status* section, select Completed to release all remaining reserves for the document.

Click to accept the changes or to exit and return to *Change Detail* screen.

17. Change Document Text and/or Reference Text:

In the *Additional Data* section, change the **Doc. Text** and **Reference** fields as required.

Click to accept changes or to exit and return to *Change Detail* screen.

18. The following processing options are available:

Action	Icon	Description
Check		Verifies that all required fields have been completed. A message will appear at the bottom of the screen indicated success or an error to be investigated
Post		Posts the manual reserve and assigns it a system generated number that appears at the bottom of the screen.

Resource Information:

Contact your FAST team representative for additional assistance using this function: http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/

Reference Guides:

Create a Manual Reserve: http://finance.utoronto.ca/wp-content/uploads/2015/10/fccreate.pdf