

Work Instruction

Funds Commitment: Create

FMZ1

When to Use

To Create a Manual Reserve that reserves or commits a portion of available funds in a FC or FC/Fund.

Manual Reserves are also referred to as Funds Commitments, Earmarked Funds or Encumbrances.

Manual Reserves can be created, changed, and released by departments at any time and serve as a process for departments to reserve funds that are not committed through HRIS (payroll) or Logistics (purchase requisitions or orders). For example: Casual salaries and benefits, non-PO invoices that have not been received.

Steps

- Determine the amount of funds to reserve.
- Determine a departmental process for keeping track of your manual reserves. For example an excel spreadsheet or a print out of the manual reserve.
- Determine the accounts to commit the manual reserve funds, i.e. Fund Centre, Fund, Cost Centre, Internal Orders, General Ledger and Commitment Items. The manual reserve can be set-up either at a restrictive or flexible combination - allowing users to post using various combinations of General Ledger accounts and/or Commitment Items.

Menu Path

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

- Accounting → Funds Management → Posting → Earmarked Funds → Funds Commitment → Create

Transaction Code

FMZ1

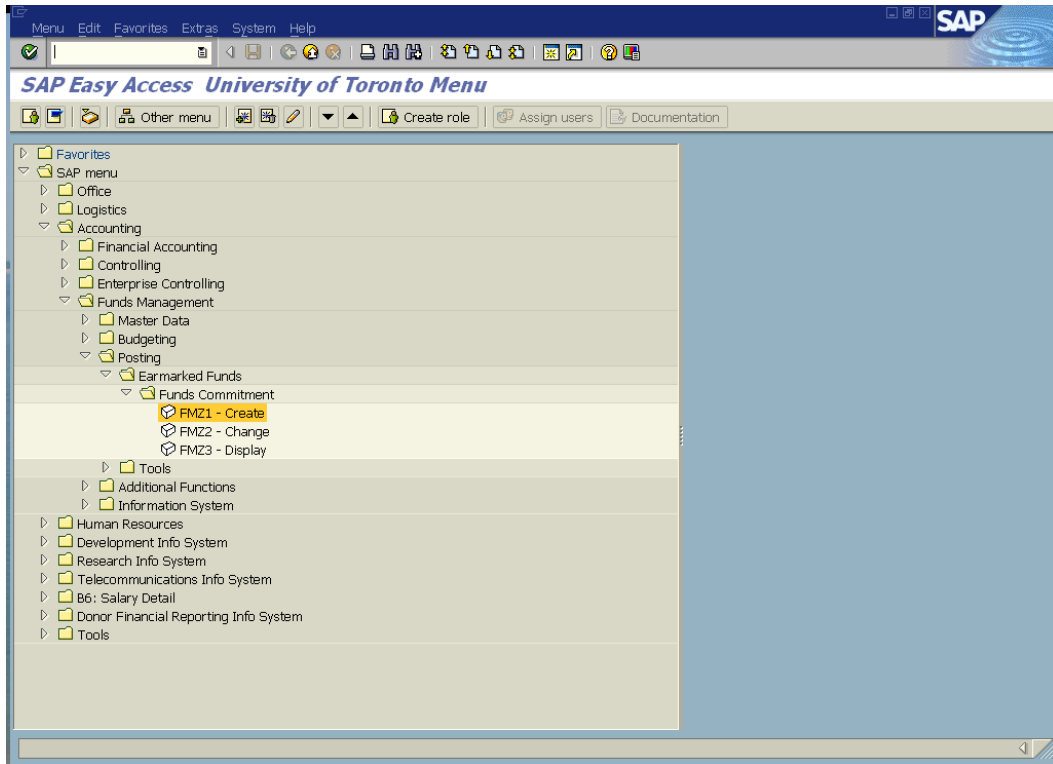
Helpful Hints

- 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 posted against a manual reserve.
- Manual reserves **cannot** contain negative amounts.

Detailed Procedure

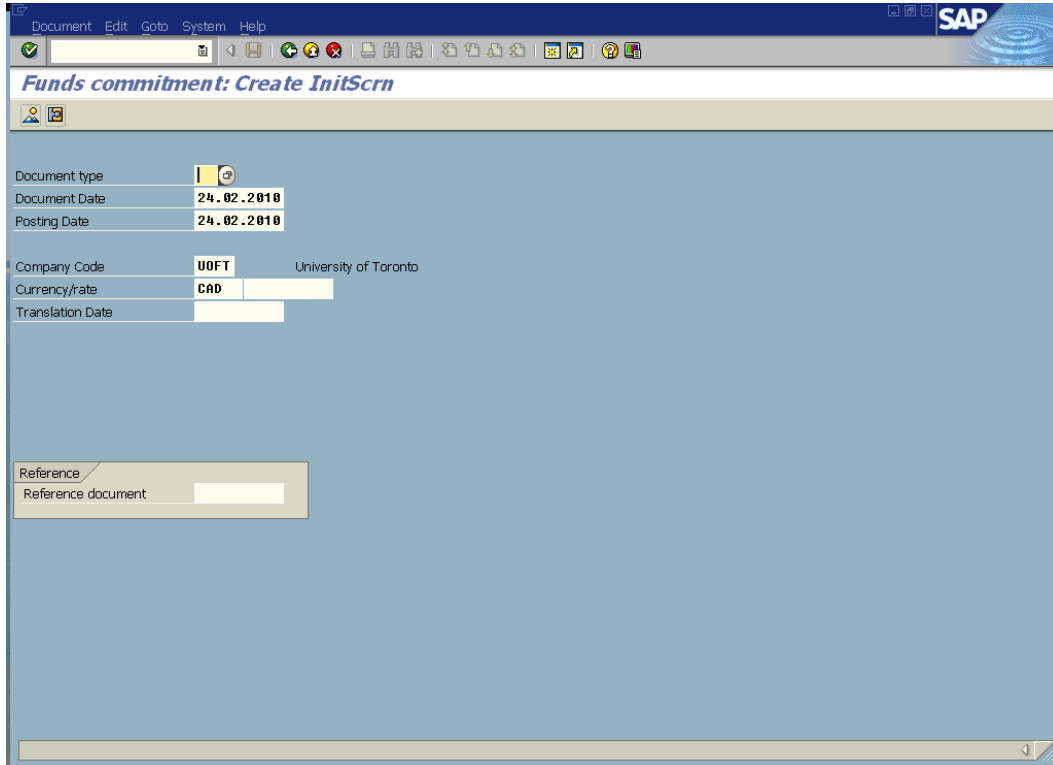
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu



2. Double-click  **FMZ1 - Create** .

Funds commitment: Create InitScrn



The screenshot shows the SAP 'Funds commitment: Create InitScrn' screen. The interface includes a menu bar (Document, Edit, Goto, System, Help) and a toolbar. The main area contains the following fields:


- Document type: [Dropdown menu]
- Document Date: 24.02.2010
- Posting Date: 24.02.2010
- Company Code: UOFT (University of Toronto)
- Currency/rate: CAD
- Translation Date: [Empty field]
- Reference document: [Empty field]

3. Complete the following as required:

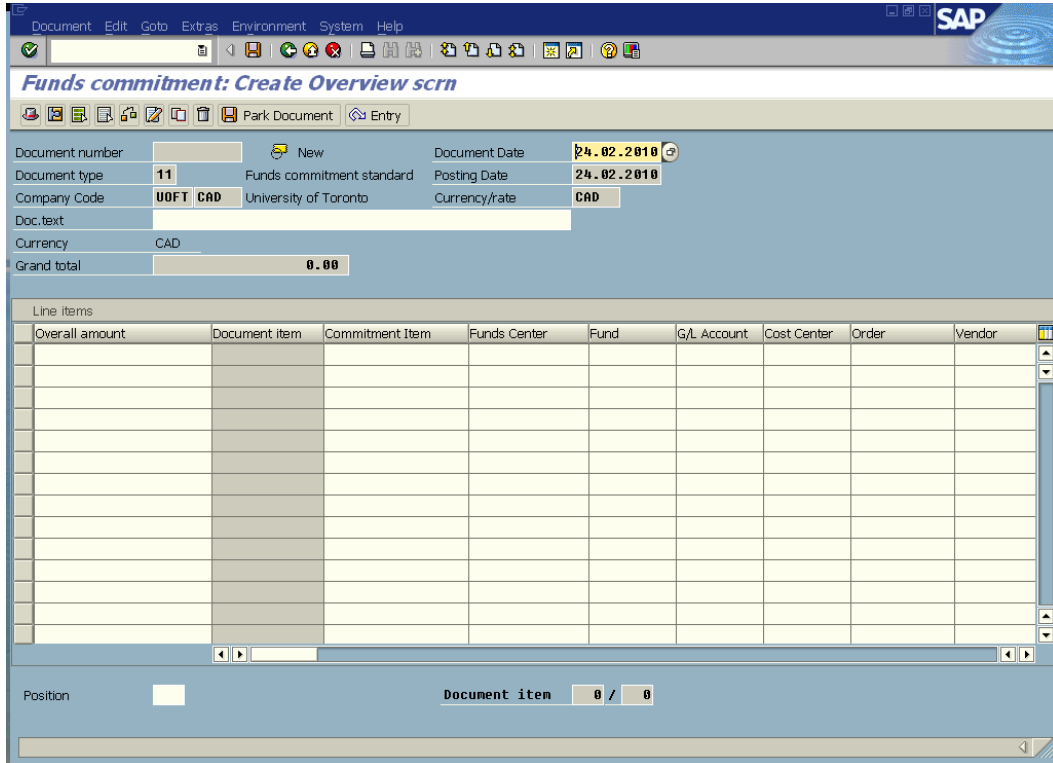
Field Name	Required/ Optional/ Conditional	Description
Document type	Required	Document transaction indicator. It determines the document number ranges. More information on the document types and what they mean, see: http://finance.utoronto.ca/faqs/procntl-entries-and-document-types/ Always Use: 11 for manual reserves
Document Date	Required	Document creation date or Customer/Supplier date. Example: Defaults to current date, change if necessary.
Posting Date	Required	Date the financial transaction was recorded. Defaults to current date and should not be changed.
Company Code	Required	Defaults to UofT. Change only if required.



Field Name	Required/ Optional/ Conditional	Description
Currency	Required	Defaults to CAD. Use the matchcode button to select a different currency.
Exchange rate	Optional	The rate of currency translation. Defaults from the exchange rate table, can be changed. For instructions on how to view the exchange rate table, see: http://finance.utoronto.ca/wp-content/uploads/2015/11/ForeignExchangeRateTableasst.pdf
Translation Date	Optional	Defaults based on the system generated rate for the current date and is not normally changed. The translation can be used to select an exchange rate based on a specific date. If Canadian leave blank.
Reference document	Optional	A reference document is a document that has already been created and is used as a template to decrease data entry.

4. Click  to go to the *Overview Screen*.

Funds commitment: Create Overview scrn




Drag the scroll bar located at the bottom to view hidden cells.



5. Complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
Doc.text	Required	Description of transaction.
Overall amount	Required	Total reserve amount for line item.
Commitment Item	Required	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.



Field Name	Required/ Optional/ Conditional	Description
Funds Center	Required	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.)
G/L Account	Conditional	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	Conditional	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	Conditional	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.




Field Name	Required/ Optional/ Conditional	Description
Vendor	Optional	<p>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</p> <p>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.)</p> <p> This is for reference only and currently has no implications on the document or future transactions that post against the reserve.</p>
Due on	Optional	<p>Date of payment. Defaults from vendor master record and payment terms.</p> <p> This is for reference only and currently has no implications on the document.</p>
Text	Optional	<p>Line item specific explanatory description (e.g. Invoice number, Vendor Name, brief description). If previous line item text exists, enter '+' to copy text.</p>

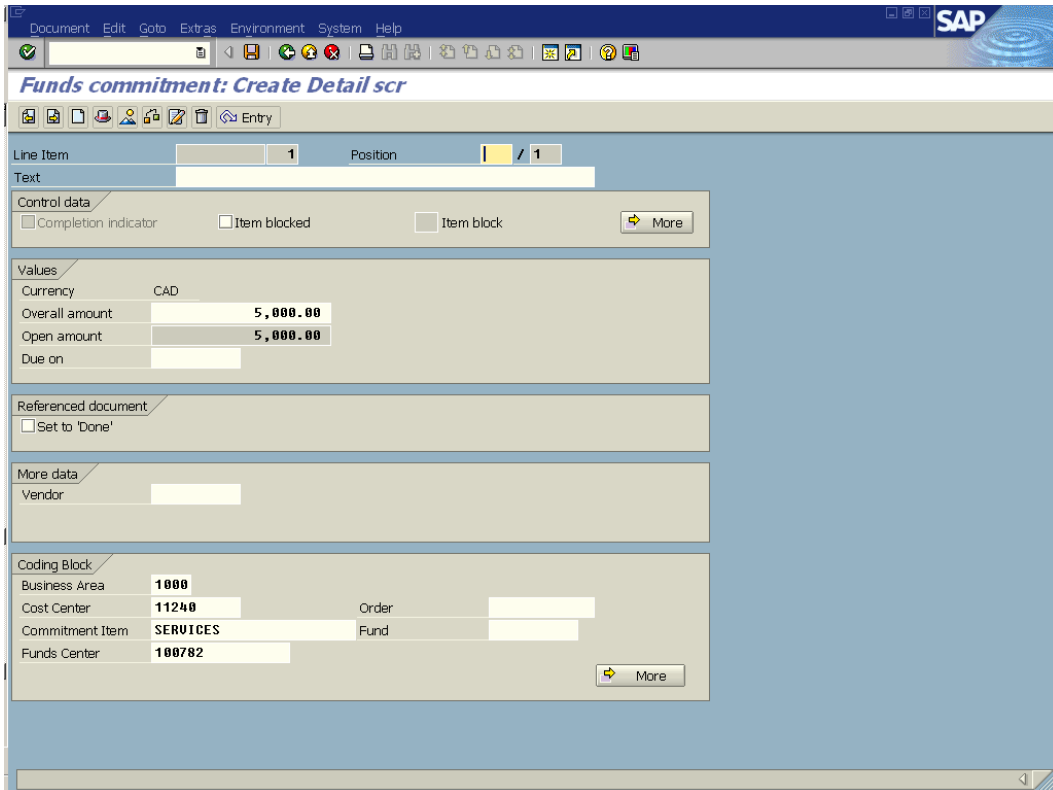
Additional Functionality

Select one of the following:

If You Want to	Go To
Allow line item flexibility to post to a G/L and/or Commitment Item other than what is specified on the <i>Overview Screen</i>	Step 6
Change the Document text and/or enter Reference text	Step 10


6. Click  to go to the *Create Detail* screen

Funds commitment: Create Detail scr

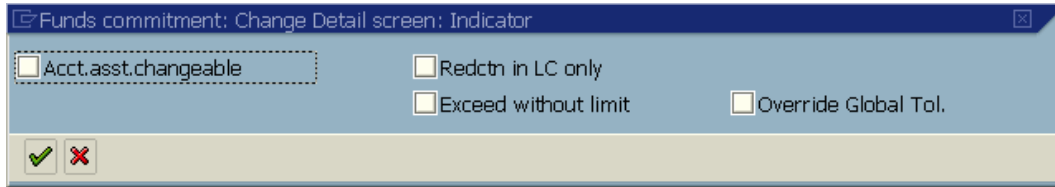


The screenshot shows the SAP 'Funds commitment: Create Detail' screen. The interface includes a menu bar (Document, Edit, Goto, Extras, Environment, System, Help) and a toolbar. The main area is divided into several sections:

- Line Item:** Line Item 1, Position 1.
- Text:** A text input field.
- Control data:** Includes checkboxes for 'Completion indicator', 'Item blocked', and 'Item block', along with a 'More' button.
- Values:** Currency is set to CAD. Overall amount is 5,000.00 and Open amount is 5,000.00. There is a 'Due on' field.
- Referenced document:** Includes a checkbox for 'Set to 'Done''.
- More data:** Includes a 'Vendor' field.
- Coding Block:** Contains fields for Business Area (1000), Cost Center (11240), Commitment Item (SERVICES), and Funds Center (100782). There are also fields for Order and Fund.

7. In the *Control data* section click  More

Funds commitment: Change Detail screen: Indicator



8. Select `Acct.asst.changeable` to allow line item posting to a G/L and/or Commitment Item other than what is specified on the *Overview Screen*
9. Click to accept the changes and return to the *Create Detail Screen* for that line.

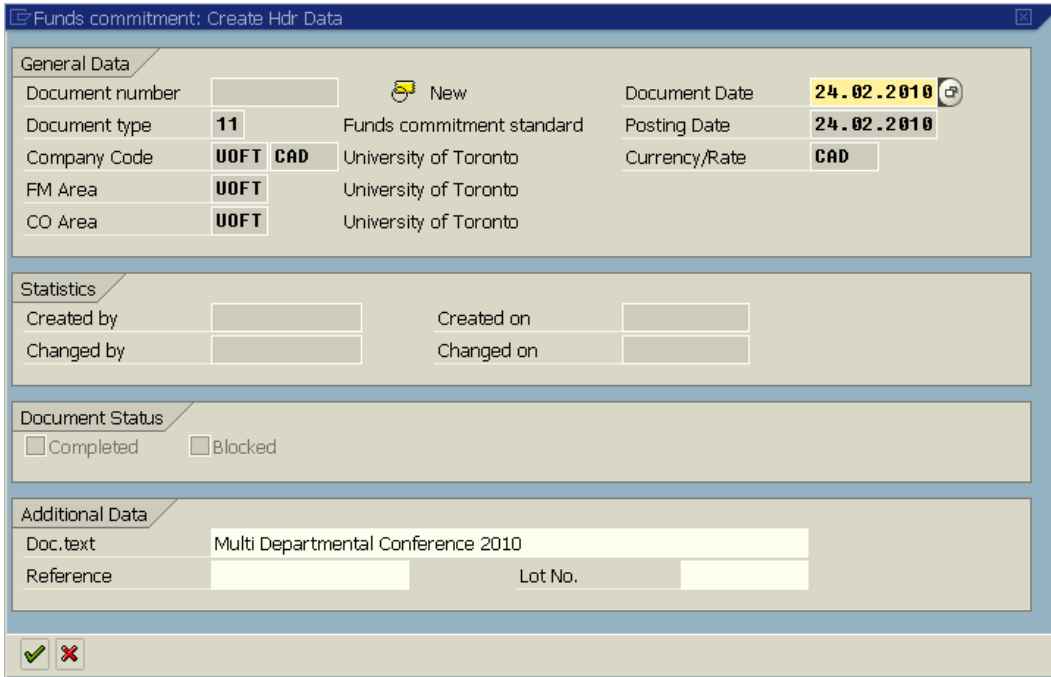


Select Next  or Previous  to move between line items

To change the Document text and/or enter Reference text.


10. Click  to go the *Display Header Data* screen.

Funds commitment: Display Hdr Data






11. Complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
Doc.text	Required	Description of transaction.
Reference	Optional	Used to refer to source document or transaction description.

12. Click  to accept the changes and return to the *Overview* screen.

13. The following processing options are available:

Action	Icon	Description
Check		Verifies that all required fields have been completed.
Park	 Park Document	This is the process used for electronic signatures. Parks the document and assigns a system generated document number which will become the document number assigned to the financial transaction once the parked document is posted. The parked document can be retrieved using the system document number by the original user or by another user.
Post		Posts the document and provides a document number. Record document number on original document and file.

Resource Information:



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

Reference Guides:

Change/Display Manual Reserve:
<http://finance.utoronto.ca/wp-content/uploads/2015/10/fchngdisplay.pdf>