

TO ENCUMBER FUNDS FOR MISCELLANEOUS REQUESTS:

- ❖ For miscellaneous requests, you will need to fill out a miscellaneous request form.
 - This is on the Finance/Business Services website under forms.
 - Scroll down the page until you find the form called [Miscellaneous Request for Payment](#).

USE TRANSACTION FMX1: You will find this transaction under Favorites in the Purchasing folder. The following screen will appear:

The screenshot shows a terminal-style interface for 'Funds reservation: Create Inits'. It contains a table of fields with values and callout boxes explaining some of them:

Document type	11	← Fund:	Document type – always 11
Document date	12/11/2003		
Posting date	12/11/2003		
Company code	SSHE	← State	Company Code – always SSHE
Currency/rate	USD	←	Currency/rate – always USD
Translation date			

Press Enter when all info is entered.

USE THIS BUTTON WHEN READY TO SAVE WORK!

NEVER USE THIS BUTTON!!!

Enter MR and description

Enter amount to be paid.

Enter reason for MR.

Commitment Item and Funds Center.

Leave blank.

No need to fill in. Do include vendor name/address/phone # on your other paperwork.

D...	Overall amount	Text	Commitment Item	Funds Center	Fund	Functional Area	Grant	Business Area	Vendor	Due on
	425.48	bulk mail to vendors	660100	1011030205						

After everything is filled out, press Enter to be sure you have no error messages.

If no error messages appear, click on the Save icon at the top of the screen (NOT THE ONE THAT SAYS PARK DOCUMENT).

Write down the reference number in the lower left corner.

TO CHANGE OR CANCEL AN MR

TO CHANGE A DOCUMENT:

- ❖ Use transaction FMX2
- ❖ Enter your document number and press Enter.
- ❖ Make your changes.
- ❖ Click on the Save icon at top of screen.

TO CANCEL DOCUMENT:

- ❖ Use transaction FMX2
- ❖ Enter your document number and press Enter.
- ❖ Click on the Detail Line Item icon located second from the left (looks like a puzzle piece). That will cancel your document.



- ❖ Next, click in the box called 'completion indicator' in the control data box.

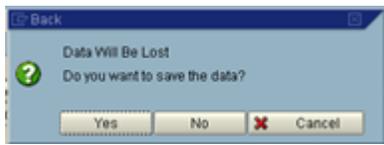


After placing a checkmark in the completion indicator, click on the Save icon at the top of the screen.

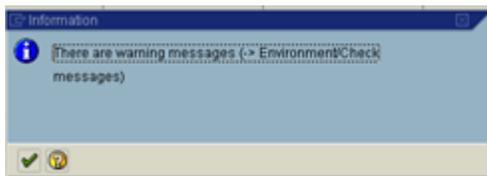
TROUBLESHOOTING: You will receive a yellow warning in the lower left hand corner of your SAP screen if your funds are getting low in the commitment item you are using.



Select the green or yellow back arrow. A dialog box will appear, similar to the screen shot below:



Click on “yes.” The following window will appear:



Click on the green checkmark to continue. You will then get your document number in the bottom left corner of the screen:

