SAP – Manual Funds Reservation Quick Reference

Navigating to Create a Manual Funds Reservation	From the SAP User Menu screen, follow the navigation path: **User menu→Role ZMIT→Planning/Budgeting→Manual Reservations→Create a Man'l Res** Or use the transaction code: **/nfmz1**

1. Enter the following:

Document type:	01 – standard reservation N1 – negative reservation
Document date:	current date
Posting date:	current date
Company code:	CUR
Currency/rate:	USD

2. Click the Enter button ![enter].

3. Enter header text.

Doc.text:	header text for reservation

4.   Complete the line item.

Overall amount:	dollar amount to be reserved (enter negative amount for document type N1)
G/L account:	G/L account
Cost center, Order, or WBS element:	enter only one cost object
Due on:	the date by which funds are expected to be used

5.   Click the line item selection box for the first line item.

6.   Click the Details button ![details].
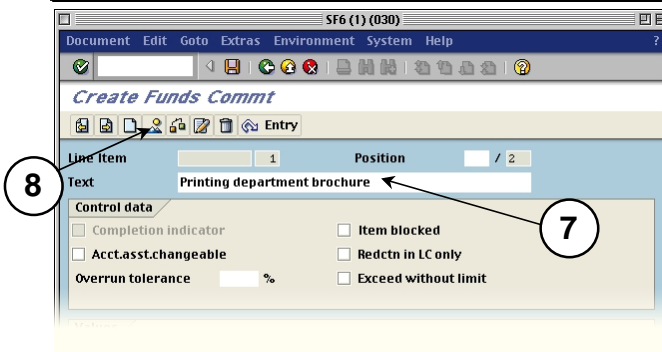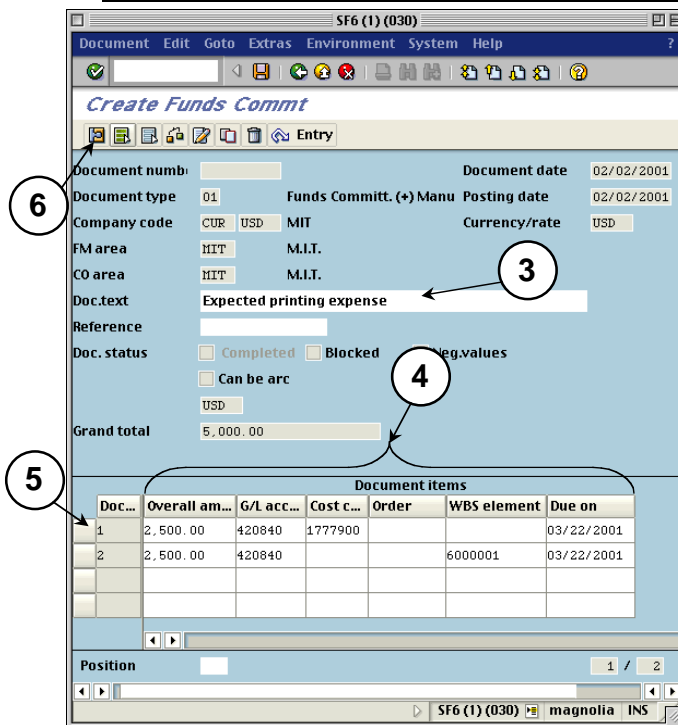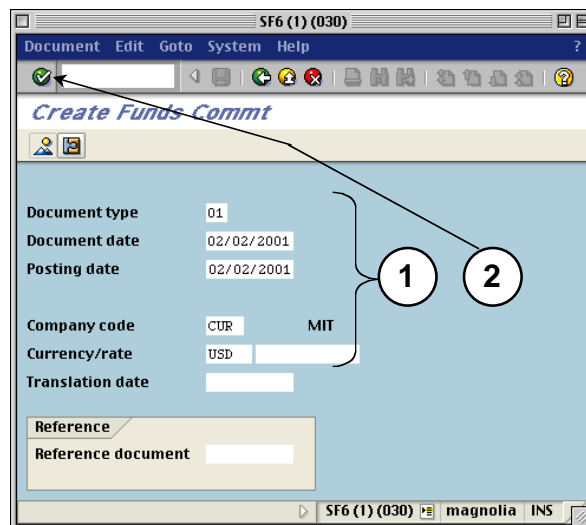
7.   Enter Line Item Text

Text:	enter a description of this reservation line item

8.   Click the Overview button ![overview].

Repeat steps 5 – 8 for additional line items.

9.   Click the Save button ![save].

NOTE: Write down the SAP document number that appears in the Status Bar at the bottom of your screen.

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Navigating to Reduce Funds Reservation

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From the SAP User Menu screen, follow the navigation path:
User menu→Role ZMIT→Planning/Budgeting→Manual Reservations→Reduce Individually
Or use the transaction code: **/nfmz6**

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1. Enter the following:

Document number: enter the document number of the reservation you want to reduce

Document item: leave blank

Doc.date (reduct.): today's date

2. Click the Enter button ✅**.**

3. Click the line item selection box to the left of the item you wish to reduce.

4. Click the Details button 🔲**.**

5. Enter the following:

Reduction amt: dollar amount by which to reduce the reservation

Reduction text: reason for reduction

Completion indicator: *check* – if you want no funds to remain reserved
no check – if you want a portion of funds to remain reserved

6. Click the Overview button 🔳**.**

Repeat steps 3 – 6 for any other items you wish to reduce.

7. Click the Save button 💾**.**