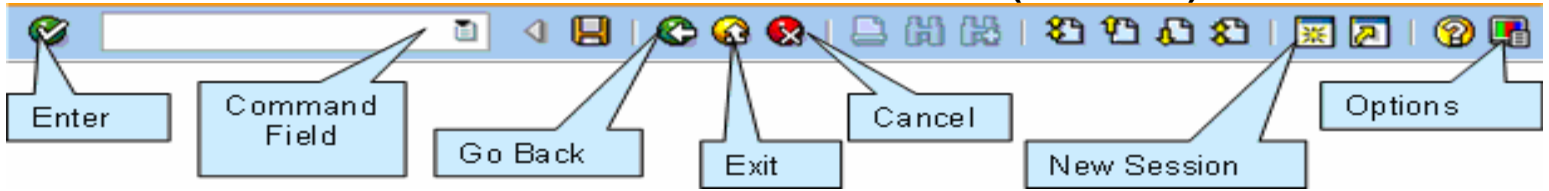


## SAP NAVIGATION QUICK REFERENCE CARD (FINANCE)



### Command Field Shortcuts

- /n: Place /n in front of a transaction code in the command line to close the current transaction and open another transaction. Example: **(/nME51N)**
- /o: Place /o in front of a transaction code in the command line to open another transaction without closing any current transactions. Example: **(/oME51N)**

R3 Balance Reports	Transaction code	Display Transactions	Transaction code
View original budget, revised budget, actual year-to-date expenditures, open commitments and <b>available budget</b> at the fund, fund center, commitment item, functional area, grant or funded program level.	ZFD1	List Cost Centers	KS13
View original budget, returns, supplements and transfers at the fund, fund center, commitment item, functional area, grant or funded program level.	ZFB1	Display Fund Center Hierarchy	FMSE
View original budget, revised budget, actual year-to-date expenditures, open commitments and <b>available budget</b> at the fund, fund center, commitment item, functional area, grant or funded program level.	ZFBC	Display Funds	FM5S
View trial balance of credits, debits and final balance at the business area, fund, and funded program or grant level.	ZFTB	Display Fund Center	FMSC
View original budget, revised budget, actual year-to-date expenditures, open commitments and <b>available budget</b> at the grant, sponsored program or fiscal year level.	ZGBC	Display Funded Program of Internal Order	FMMEASURED
View original budget, revised budget, actual year-to-date expenditures, open commitments and <b>available budget</b> at the commitment item level for the NKU fiscal year. Used to report more detail of operating expenditures.	ZGPC	Display Internal Orders	KO03
Budget Transfers	Transaction code	Asset Search	ZBAR
Transfer money from one account to another	ZFMBBT	Display Fixed Asset	AS03
Transfer money from one funded program (internal order) to another	ZFMBPT	Asset Explorer	AW01N
Requisitions	Transaction code	List Fund Centers	S_KI4_38000038
Create Requisition	ME51N	List Funds	S_KI4_38000039
Change Requisition	ME52N	Display Commitment Item Hierarchy	FMCIE
Display Requisition	ME53N	Check Requests	Transaction code
Purchase Orders	Transaction code	Parked Vendor Invoice	FV60
Display Purchase Order	ME23N		
Goods Receipt	Transaction code		
Create Goods Receipt	MIGO_GR		
Display Goods Receipt	MIGO		