# FMCIA – Create Commitment Item



* Input **FMCIA** in **Transaction Box** and press **Enter** key

# Enter FM Area Screen.



* **FM Area:** Input or select FM area with the help of **F4** key

Press **Enter** key

# Edit Commitment Item Screen.

 

* **Commitment Item:** Input commitment item to be created

Click on **Create** icon

# Create Commitment Item Screen.



* **Name:** Input short name of commitment item
* **Description:** Input description of the commitment item



* **Financial trans.**: Select relevent financial transaction code from the above list



* **Commitment Item Cat.:** Select relevant item category from the above list

Click on **Save** icon or press **Ctrl+S** keys to save the data.

 

The Commitment saved successfully message appears at bottom of the screen

**Manual End**