

Funds Reservation

Funds Reservation Document Types
Document Types for Transaction FMX1 - (Create Funds Reservation)

| Document Type | Description | Notes |
|---------------|-------------------------|---|
| 11 | Unrestricted Designated | Cost Center (Unrestricted) or WBS (Capital Project) |
| 12 | Grant Related | General Account and Internal Order |

How to create a Funds Reservation – FMX1

The screenshot shows a web-based form titled "Funds reservation: Create InitScr". At the top, there is a menu bar with buttons for "Menu", "Back", "Exit", "Cancel", "System", "Fast Data Entry", and "Detail line item". Below the menu, the form contains several input fields:

- Document type:** A dropdown menu with a checked checkbox, indicated by arrow 1.
- Document Date:** A date field containing "11/26/2012".
- Posting Date:** A date field containing "11/26/2012".
- Company Code:** A dropdown menu with a checked checkbox, indicated by arrow 2.
- Currency/rate:** A dropdown menu with a checked checkbox, indicated by arrow 3.
- Translation Date:** An empty date field.

 In the top right of the form area, there is a yellow circle with the number 4, with an arrow pointing to the "Fast Data Entry" button in the menu bar.

| | | |
|---|-------------------------|--|
| 1 | Document type | Enter Document Type – 11 (Unrestricted designated) or 12 (Grant Related). |
| 2 | Company Code | Enter Company Code – TRBU (will default after first entry). |
| 3 | Currency/rate | Enter Currency/rate type – USD (will default after first entry). |
| 4 | Fast Data Entry | Click on Fast Data Entry Icon to enter header and line item information on the overview screen. |
| | or | |
| 5 | Detail line item | Click on Detail line item Icon to enter at the line item detail on the detail screen. |

Funds reservation: Create Overview scrn

Menu | Save | Back | Exit | Cancel | System | Header data | Detail line item | Select all | Deselect all

Document number: [] New **10** Document Date: 11/27/2012
 Document type: 11 Departmental Funds Reserv: Posting Date: 11/27/2012
 Company Code: TRBU Trustees of Boston Univ Currency/rate: USD
 Doc.text: 20 New Computers for Dean's Office **5**
 Currency: USD
 Grand total: **6** **7** 0.00 **8** **9**

| D... | Overall amount | Text | Co... | Fu... | Fund | Fu... | Grant | Funde... | G/L Account | Bu... | Cost Center | Order |
|------|----------------|-----------|-------|-------|------|-------|-------|----------|-------------|-------|-------------|-------|
| | 20000 | Computers | | | | | | | 510100 | | 1202010000 | |

| | | |
|-----------|--|--|
| 5 | Document Text | Enter Doc. Text – a description to identify funds reservation – <i>20 New Computers for Dean's Office</i> . |
| 6 | Overall amount | Enter Overall amount – total amount on budget line which will be used for reserving funds. – <i>20,000.00</i> . |
| 7 | Text | Enter Text – line item description text – <i>Computers</i> . |
| 8 | G/L Account | Enter G/L Account – Expense to commit funds to – 510100 (Non-Capital/Minor Equipment). |
| 9 | Cost Center/ Internal Order / WBS Element | Enter Cost object / Cost Center – fund where funds are going to be reserved – <i>1202010000</i> . |
| 10 | Save | To save Funds Reserved click on the Save Icon |


Funds reservation: Create Overview scrn

Menu | Save | Back | Exit | Cancel | System | Header data | D

Document number: [] New Document Date: 11/27/2012
 Document type: 11 Departmental Funds Reserv: Posting Date: 11/27/2012
 Company Code: TRBU Trustees of Boston Univ Currency/rate: USD

Warning Message

⚠ There are warning messages (-> Environment/Check messages)

- If a  **Warning Icon** appears (yellow warning message); review message and confirm funds are available on budget expense line/overall budget. To find path for checking messages; Go to **Menu Icon** or **More Icon**.

Funds reservation: Create InitScr

Menu | Back | Exit | Cancel | System | Fas

Document type: 11 Departmental Funds Reservation
Document Date: 11/27/2012
Posting Date: 11/27/2012

Company Code: TRBU Trustees of Boston Univ
Currency/rate: USD

Document 4000000119 posted

Done

A **Document Number** will appear on the bottom left hand corner of your screen once you have saved the funds reservation.

You have created a Funds Reservation Document.