

#### Introduction

## Process and Trigger

Perform this procedure when the departmental administrator determines a need to create a funds reservation.

Use this procedure to provide information on available funds in the current budget. Financial administrators can earmark portions of their budget for expenditures to be incurred at some point during the fiscal year.

#### Prerequisites

- Existences of a cost object that has a budget to post a reservation against.
- When processing earmarked funds, you need the authorization for each document type.

## Menu Path

Use the following menu path to begin this transaction:

## Accounting → Public Sector Management → Funds Management → Posting Earmarked Funds → Funds Reservation → Create

#### Transaction Code

FMX1

## **Tips and Tricks**

- At times you may need to use your scroll bar to view additional information.
- Can set up a funds reservation with single or multiple lines in order to break out cost objects associated with the funds reservation.
- Any subsequent purchasing or accounts payable documents will need to reference the Fund reservation in order to relieve or it automatically; otherwise, it will require a manual entry to relieve the reservation. In this example a Departmental Funds reservation is created (Document Type 11) for planned computer purchases.
- This example demonstrates the FM process for this transaction.
- Reference the Funds reservation and Line number, or manually relieve by setting the completion indicator using FMX2 or FMX6. The amount of the Funds reservation can be changed using FMX2. FMX6 can also be used to post a reduction to available amount.

#### Reports

None



## Procedure

**1.** Start the transaction using the above menu path or transaction code.

# Funds reservation: Create InitScrn

Funds reserva	tion: Create InitScrn	
Menu (	Back Exit Cancel System Fast Data Entry Detail line item	
		<u> </u>
Document type	R	
Document Date	06.04.2011	-
Posting Date	06.04.2011	
Company Code		
Currency/rate		<u> </u>
Translation Date		
Reference		
Reference document		

2. As required, complete/review the following fields:

Field	R/O/C	Description
Document type	Required	Key that identifies to which group of documents this entry will be assigned. Documents of the same type contain common information which is relevant to posting and update of the value fields in the data base. <b>Example:</b>
		11

You are able to reference an existing Funds reservation document that can be used as a template. The lines and accounting codes of the referenced document will populate the new document, but text fields, and amounts will be blank. The Translation date field is not relevant and should be left blank, it used for determining exchange rates to be used.

3. As required, complete/review the following fields:

Field R/O/C	Description
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Last Modified:6/22/2015



Field	R/O/C	Description
Currency/rate	Required	The rate of the currency as updated in the currency table.
		USD

4. Click the Fast Data Entry button Fast Data Entry to continue.

# Funds reservation: Create Overview scrn

Fun	nds r	reserva	tion:	Create O	vervie	ew scrr	า						
Menu	]    [			Save B	ack Exi	it Cancel	System	Header data	Detail line item	Select all	Deselect all Check	More,	
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Docum	nent typ	e 11		Departmental	l Funds R	eserv: Post	ting Date	06.04.201	1				
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Curren	ncy	USD											
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Field	R/O/C	Description
Doc.text	Required	Document Text - Descriptive text further identifying a document.
		Example: Two new computers for department



Field	R/O/C	Description					
Overall amount	Required	Overall amount specifies to what amount the budget is tied and what amount the document li item can be reduced by other documents (such as invoices).					
		2250					
Text	Required	Description field for an entry.					
		Example: Computers					

**6.** Click the right arrow to scroll **b** to the G/L Account column.



# Funds reservation: Create Overview scrn

Funds reservation: Create Overview scrn													
	Menu, 🜗		9	ave Back Exit	Cancel System	Header data	Detail line ite	em S	Select all D	eselect all	Check	More	
D	ocument nui	mber	6	P New	Document Date	06.04.201	1						
Document type 11 Departmental Funds Reserve Posting Date 06.04.2011													
Company Code TRBU Trustees of Boston Univ Currency/rate USD													
D	oc.text	Two new	computers	s for department.									
С	urrency	USD											
G	rand total			0,00									
	Line items	hd	Func	Cropt	Funded Broom		C/L Account	Du	Cost Contor	Ordor	hare	P Element	 
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Field	R/O/C	Description
G/L Account	Required	Object used for accounting transactions in the FI module to form the basis for creating balance sheets and high level income statements.
		Example: 501300
		Only need to enter a General Ledger (GL) account and either a Cost Center, Internal Order, or WBS. All remaining accounts will be derived. A second line will be added for computer peripherals in the next step.



Field	R/O/C	Description
Cost Center	Required	An organizational unit or activity within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs.

**8.** Click the left arrow **I** to scroll back to the left.

# Funds reservation: Create Overview scrn

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Menu 🕴		Save Back Exit	Cancel System	Header data	Detail line item	Select all	Deselect al	I Check	More	
Document nu	mber	S New	Document Date	06.04.201	1					
Document typ	ie 11	Departmental Funds Re	eserv: Posting Date	06.04.201	1					
Company Cor	de TRBU	Trustees of Boston Univ	/ Currency/rate	USD						
Doc.text	Two new con	nputers for department.								
Currency	USD									
Grand total		0,00								
Line items	Overall amount	Text	Commitment Item	Eunde Ce	nter Eund		Func	Prant		Funded Progr
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Field	R/O/C	Description
Overall amount	Required	Overall amount specifies to what amount the budget is tied and what amount the document line item can be reduced by other documents (such as invoices).
		Example: 1350



Field	R/O/C	Description
Text	Required	Description field for an entry.
		Example: Peripherals

**10.** Click the right arrow to scroll **b** to the G/L Account column.

## Funds reservation: Create Overview scrn



Field	R/O/C	Description
G/L Account	Required	Object used for accounting transactions in the FI module to form the basis for creating balance sheets and high level income statements. <b>Example:</b> 501400



Field	R/O/C	Description
Cost Center	Required	An organizational unit or activity within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. <b>Example:</b> 1202010000

**12.** Click the **Save** button **Save** to save the transaction.



**13.** The transaction is complete.



## **Results and Next Steps**

You have provided information on available funds in the current budget. Financial administrators can earmark portions of their budget for expenditures to be incurred at some point during the fiscal year.