

Introduction

Process and Trigger

Perform this procedure to manually reduce a Funds Reservation or close the Funds Reservation by setting the Completion Indicator.

Prerequisites

Funds Reservation document must be created.

Menu Path

Use the following menu path to begin this transaction:

Accounting → Public Sector Management → Funds management → Posting → Earmarked Funds → Funds Reservation → FMX6 - Reduce Manually

Transaction Code

FMX6

Tips and Tricks

- At times you may need to use your scroll bar to view additional information.
- You can reduce a Funds Reservation amount only by the portion that has not yet been used.

Reports

None



Procedure

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

Funds reservation: Reduce manually InitScrn

	Funds reservation: Reduce manually InitScrn									
	Menu, 📢		Back	Exit	Cancel	System	Fast Data Entry	Detail line item	Select documents via processing list	
2	Document number		đ							
2	Line Item									
	Doc.date (reduct.)	04/20/2011]							
			_							DER (110) 🖭
				_						

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

Field	R/O/C	Description
Document number	Required	The unique identification value assigned to a business event as it is processed in SAP; the system automatically creates and assigns document numbers as each document is posted, manual assigning of document numbers is not possible.
		Example: 4000000014



This is the document number for the funds reservation.

3. Press the Enter button on the keyboard to proceed.



Funds reservation: Reduce manually Overview scrn

Funds reservation: Reduce manually Overview scrn									
Menu, 4 Save B	ack Exit Cancel System	Header data	Detail line item	Select all Deselect	all Document header long text	More			
Document number 4000000014 💞 poster	d Document Dat	e 12/23/2010				4			
Document type 11 Departmental	Funds Reserv: Posting Date	12/23/2010]						
Company Code TRBU Trustees of B	oston Univ Currency/rate	USD							
Doc.text test2									
Currency USD									
Grand total 50,000.0	Θ								
Line items									
D Overall amount Text	Commitment Item	Funds Center	Fund	Func Grant	Funded Prog	ram 🗂			
1 50,000.00 test2	501300	3202320000	1000000000	1100 GRANT	NR FUNDED_PRO	GRAM_NF			
						-			
•									
Position	Document it	tem 1/1							
						(110) 🗎 📃			

- 4. Click the **Detail line item** button **Detail line item** to display the line item details.
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The overview screen will list all lines of the funds reservation. You can double-click a line item here to get the detail for that line, or click line detail button.



Funds reservation: Reduce manually Detail scr

	Funds reservation: Reduce manually Detail scr									
	Menu	Save	Back Exit Cance	el System	Previous item	Next item	Header data	Fast Data Entry	Document line long tex	t More
7	Line Item	400000014 1	Position	/ 1						
	Text	test2		·						
	Reduction informat	tion								
	Currency	USD								
5	Reduction amt									
Ŭ.	Reduction text									
	Querte de la de la									
	Control data	icotor 🔲 litem blocke	d u	om block		More				
				em block		MOTO				
	Values									
	Currency	USD								
	Overall amount	50,000.0	0							
	Open amount	50,000.0	10							
	Outline Directo									
	Coding Block	2202220000								
	Fund	100000000	Grant	GRANTN	5					
	Functional Area	1100	orum			-				
	Funds Center	3202320000	Commitment	Item 501300						
					⇒ N	ore				
									DIDE	:R (110) 🔳 📗

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

Field	R/O/C	Description		
Reduction amt	Required	Dollar amount to manually reduce the Funds Reservation.		
		Example: 1000.00		
Reduction text	Required	Information describing the reason for the manual reduction.		
		Example: Reduce Line funds to \$49,000.00		



The Completion Indicator could be set here if it was desired to close the Funds Reservation.

- 6. Press the Enter button on the keyboard to proceed.
- 7. Click the **Save** button **Save** to post the manual funds reservation reduction.



Funds reservation: Reduce manually InitScrn

	Funds reservation: Reduce manually InitScrn									
	Menu, 📢			Back Exit	Cancel	System	Fast Data Entry	Detail line item	Select documents via processing list	
8 -										
	Document r	umber	4000000014	D						
	Line Item									
	Doc.date (re	duct.)	04/20/2011]						
	i Manual I	eduction no	. 400000014	001 00001 sa	ved					DER (110) 🖭

8. The system displays the message, "Manual reduction no: 40000000014 001 00001 saved".

9. The transaction is complete.



Results and Next Steps

You have reduced a Funds Reservation or closed the Funds Reservation by setting the Completion Indicator. Transaction FMX3 can be used to display the funds reservation and confirm the reduction/cancellation.