

Instructions on how to Create, Reduce, and Close a Fund Reservation How to commitment (encumber) fund in WebGUI ECC System A replacement to the shadow system

This exercise will review and maintain planned future costs of Grant Award, Unrestricted and or Restricted Designated Fund.

Prepare to Create, Reduce or Close a Fund Reservation (Earmarked Fund)

Business scenario: you need to reserve fund for yearly computer purchase. There is a need to show the true available budget on a fund via SAP ECC/BW Reports for a PI or Central Finance office(s).

- 1. Identify the Cost Object (Cost Center or Internal Order and GL account where the fund will be reserved. Note: the Cost Object will determine the Document Type which is required for entering when creating the fund reservation.
- 2. Identify planned expense, e.g., ; salaries, major project or major event
 - If salary analyze, calculate and/or determine *Total Salary Costs* and monthly/weekly reduction amounts that will need to be updated. Total cost include Fringe and F&A
 - Know the monthly salary or event amount for manual reduction. A reduction is required to relieve the committed fund.

Fund Reservation Document Types These are the Document Types for Transaction FMX1 - (Create Fund Reservation).

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

Action and Transaction Code	Update & Description
Menu	Add Folder and Transactions Favorites to Menu
FMX1	Create a Fund Reservation
FMX2	Change a Fund Reservation
FMX3	Display Earmarked fund
FMX6	Reduce and/or close a Fund Reservation
FMRP_RFFMEP1OX	Commitments and Fund transfer report
FMRP_RFFMEP1AX	Display All Posting report
S_P99_41000147	Earmarked Fund Display listing

Business Warehouse Reports

- > Funds Management (Distributed)/Transaction Detail Commitments
- Grant Management (Faculty) /Grant Expense Detail

Quick Reference Guide Roadmap					
Topic Name	Description				
Creating a Fund Reservation- FMX1	This section reviews how to committee (encumber) fund for expenses on a Cost Object (Cost Center, Internal Order, or WBS element).				
Changing a Fund Reservation – FMX2	This section reviews how to change the fund being reserved; change can be made to the amount, header description, line item description, GL expense and or Cost Object (Cost object = Cost Center, Internal Order, or WBS element).				
Reducing a Fund Reservation – FMX6	This section reviews how to reduce committed fund by line entry for a GL expense on a Cost Object (Cost Object = Cost Center, Internal Order, or WBS element).				
Closing a Fund Reservation – FMX6	This section reviews how to close and release any committed fund for expenses on a Cost Object (Cost Object = Cost Center, Internal Order, or WBS element).				
Displaying a Fund Reservation – FMX3	We will review how to look up the status of the reserved fund. The function consist of viewing the reduction entry, available open amount and or close status indicator.				

How to create a Fund Reservation – FMX1

We will review how to committee (encumber) fund for expenses on a **Cost Object** (**Cost Center**, **Internal Order**, or **WBS element**).

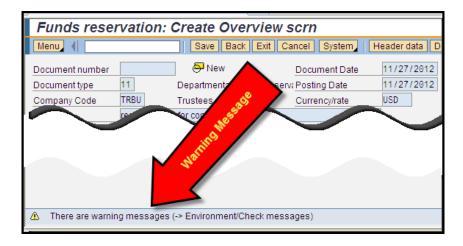
Funds reservation: Create InitScrn						
Menu, 🜗	Back Exit Cancel System Fast Data Entry Detail line item					
Document type Document Date Posting Date	I 1 11/26/2012 4					
Company Code Currency/rate Translation Date						

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.



)								
Funds reservation: Create Overview scrn								
Menu	Save	ack Exit	Cancel	System	Header data	Detail line it	tem Select a	II Deselect all
Document number		<u></u>	Docu	iment Date	11/27/20	12		
Document type 1	1 Departmental	Funds Re	serva <mark>Posti</mark>	ng Date	11/27/20	12		
Company Code	RBU Trustees of B	oston Univ	Curre	ency/rate	USD			
Doc.text 2	0 New Computers for Dea	n's Office		-	- 5			
Currency L	ISD				<u> </u>	<i>•</i>		
Grand total	Grand total 6 7 0.00 8 9							
Line items							+	
D Overall amount	Text 🗸	Co Fu	Fund	Fu Grant	Funde G/L	Account Bu	Cost Center	Order 🚺
2000	Oomputers				510	100	1202010000	

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



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

Funds reservat	tion: Crea	te InitS	Scrn		
Menu (B	ack Exit	Cancel	System	Fast
Desumenthing	11	Denetra	antol Fund	la Deceniati	
Document type Document Date	11/27/2012	Departm	entai Fund	ls Reservatio	m
Posting Date	11/27/2012				
Company Code	TRBU	Trustees	of Boston	Univ	
Currency/rate	USD				
tion Date					
Document 400000011	9 posted				

10	 Click on Save Icon – a Document Number will appear on the bottom left hand corner of your screen. You have created a Fund Reservation Document. 		
	You have created a Fund Reservation Document.		
	<u>Тор</u>		

How to change the reserved fund – FMX2

We will review how to change the fund being reserved; change can be made to the amount, header description, line item description, **GL** expense and or **Cost Object** (**Cost object = Cost Center, Internal Order, or WBS element**).

SAP Easy Access - User M				
Menu 🖌 🗌	fmx2	Log off Sy		
	Favoritee	<i>a</i>		

Menu Path: BUworks Central Portal → WebGUI tab → ECC system sub-tab → Department Submitter role → FMX2 – Change a Fund Reservation				
Or Enter FMX2 in Command bar				

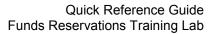


Funds reservation: Display InitScrn					
Menu Menu Back Exit Cancel System Document number H000000250 Line Item	Fast Data Entry Detail line item Select documents via processing list				

1	Document number	Enter Document number for the fund reservation				
2	Line item	Enter Line item number to access line item view; when an entry is made here, the next screen to display is the "line item" view.				
		Omit the "line item" number if using option on Step 3				
	Hit	t your "Enter" key on your keyboard to access the next screen				
		Ör				
		Proceed to Step 3 or 4				
3	Fast Data Entry	Click on Fast Data Entry Icon to change information using the header and line item overview screen.				
4	Detail Line Item	Click on Detail line item to change information using the line item view				

Funds rese	rvation: Char	nge Detail s	scr		e	
Menu 🖌	◀ Save	Back Exit Cancel	System	us item Next item C	reate item	
Line Item	400000250 1	Position	/ 1			
Text	Computers for FY 2018			□		
Control data						
Completion indicato	r 📄 Item blocked	lte	m block	More		
Values						
Currency	USD					
Overall amount	10,000.	••• •	6		<u>à</u>	~
Open amount	10,000.	00			i 🔪	
Coding Block		G)		*	X
Fund	100000000		,			
Cost Center	1202020000	Grant	GRANTNR		<u>, 1</u>	
Functional Area	1101				- X-	
Funds Center	1202020000	Commitment Item	510010			
Per. of Perf. Start	Per.	of Perf. End		More 🗲		(8)

	In this exa	mple we have hit the "Enter" key on the keyboard, the results	s are displayed above.		
5	Text	The Text (line item text) field is blank and available for char description.	nging; enter the new		
6	Overall amount	The Overall amount field is blank and available for changing; enter the new line item amount.			
7	Cost Center	The Cost Center field is blank and available for changing; enter the new Cost Center number.			
8	More	Click on the More button to change the Internal Order or W	BS Element number.		
08/24/2017 5/13 © Boston					



Coding Block			×
Business Area	1CRC		9
Cost Center	1202020000 🗇 🗲		
Order			
WBS Element			(1)
		G/L Account	510010
Fund	100000000	Grant	GRANTNR
Functional Area	1101		
Commitment Item	510010		
Funds Center	1202020000		(12)
			✓ 3 ×

9	Cost Center	Again the Cost Center field is blank and available for changing; enter the new Cost Center
		number.
10	Internal	The Internal Order field is blank and available for changing; enter the new line Internal
	Order	Order number.
11	WBS	The WBS Element field is blank and available for changing; enter the new WBS Element
	Element	number.
12	GL Account	The GL Account field is blank and available for changing; enter the new GL Account
		number.
	То	return back to the line item view screen click on the Green Check Mark Icon.
		To save the changes click on the Save button.

	Funds rese	rvation: Change	Detail scr	r 🧧 🦉 🖉 🖉
N	tenu 🖌	Save Back	Exit Cancel Sys	vstem 🖌 Previous item Next item Create
	Line Item Text	4000000250 1 Po Computers for FY 2018	sition	
	Control data	Computers for PY 2018		
	Completion indicato	r 🗌 Item blocked	Item bk	olock 🗢 More
	Values			
	Currency Overall amount Open amount	USD 5,000.00		Funds reservation: Change InitScrn Menu / Back Ext Cancel System / Fast Data Fast Data
	Coding Block			
	Fund Cost Center Functional Area Funds Center	1000000000 1202020000 Gra 1101 1202020000 Com	int [Document number H000000250
	Per. of Perf. Start	Per. of Perf.	End	
_				Earmarked fund 4000000250 changed

13	Save	To save the changes made click on the Save button
14	System Message	The results of clicking on the Save button is displayed above. A green system message "Earmarked fund XXXXXXXX changed" will display.
		You have successfully changed the fund reservation.



Fund	s rese	rvatio	n: Change	Overview sc	rn					-
Menu 🖌			Save Back	Exit Cancel System 4	Header data Detai	l line item Select All	Deselect All Check	ocument header long tex	kt Copy items Delete items S	et C
Document i Document i Company C Doc.text Currency	type Code	400000025 11 TRBU Computer Ex		Document Date Reservation Posting Date Univ Currency/Rate	08/17/2017]	-(6)			5
Grand total	. [10,000.00							2
Line Ite	ms	_								5
民 D 🤇	Overall amount	Тех	t	Commitment Item	Funds Center	Fund	Functional Area	Grant	Funded 🔠	
1		5000 00	mputers for FY 2018	510010	1202020000	100000000	1101	GRANTIN	FUNDED	
		-								- 🔶 -
	T									*
										1
										1
										- a
	(15)									- b
										2
										X
										1
								Scroll to	right to access the Cos	t Objec
								00.0110		
	•				(17)					T
Position	[Document	item 1/ 1					4

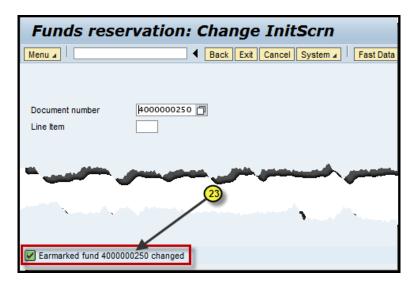
		ample we have clicked on Fast Data Entry button, the results are displayed above. Note, an additional line can also be entered at any time during this process.
15	Overall amount	The Overall amount field is blank and available for changing; enter the new overall amount to be reserved.
16	Doc Text	The Doc Text field is blank and available for changing; enter a new header description.
17	Scroll bar/Scroll Icon	Scroll to the right or click on the Scroll Icon to access the Cost Object fields. The results will display in the screen print below.

Funds r	eservation	n: Change Overvie	w scrn				🔹 🕴 🧃
lenu 🖌 🗌		Save Back Exit Cancel	System ⊿ Hea	der data Detail	line item Select A	II Deselect All Check	Document header long
Document numbe Document type Company Code Doc.text Currency Grand total	11 TRBU	Departmental Junds Reservation Post	ument Date ing Date ency/Rate	08/17/2017 08/17/2017 USD			
Line Items							\ `
■ D a	Grant	Funded Program	G/L Account 510010	Bus Cost Cer		WBS Element	Per. of
				11		21	
Position		Do	cument item	1/ 1			X

The results from scrolling to the right are displayed above. The blank fields are available for adding or changing.



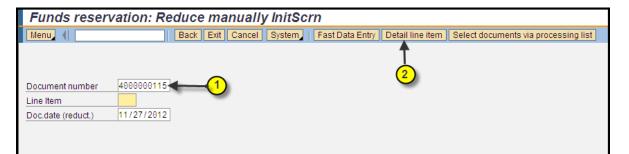
18	GL Account	The GL Account field is blank and available for changing; enter the new GL Account
		number.
19		
20	Internal	The Internal Order field is blank and available for changing; enter the new line Internal
	Order	Order number.
21	WBS	The WBS Element field is blank and available for changing; enter the new WBS Element
	Element	number.
22	Save	Click the Save button to save the changes made.





How to reduce a Fund Reservation – FMX6

We will review how to reduce committed fund by line entry for a GL expense on a **Cost Object (Cost Object = Cost Center, Internal Order, or WBS element)**.



1	Document	Enter the fund reservation document number. For example enter document number
	Number	4000000115.
2	Detail line	Click Detail line item button to display the line item view.
	item	



You also have the option of clicking on the **Fast Data Entry** button or hitting your "**Enter**" key on your keyboard to access the header and line item overview screen.

Funds rese	rvation: Redu	ice manually D	etail scr						
Menu, 4		ave Back Exit Cano		Previous item	Next item Heade				
Line Item 3	400000115	1 Position	/ 1						
Text	Computers								
Reduction informati		9							
Currency	USD								
Reduction amt	-	600.00							
Reduction text	Invoice # 51000XXXX	X posted for PO # 85000	000000						
Control data	4								
Completion indi		ucked	Item block	B					
Completion indi	calor		item block	*	Funds rese	rvation: Re	duce man	ually	/ InitS
Values					Menu (Back Exit C	Cancel	System
Currency	USD								
Overall amount	20.00	0.00							
Open amount	10,00				Document number	4000000115			
openeineun					Line Item				
Coding Block					Doc.date (reduct.)	11/27/2012			
Fund	1000000000								
Cost Center	1202050000	Grant	GRANTNR						
Functional Area	1101]							
Funds Center	1202050000	Commitment Ite	m 501300						
				🗢 Mor					
Per. of Perf. Start		Per. of Perf. End							
						6			
						*			
					Manual reduction	n no. 4000000115	001 00002 save	1	
					Done				

3	Reduction amt	Enter the total amount to reduce from the budgeted line. For example enter the amount of \$2,500.00.							
4	Reduction text	Enter a description to help identify reduction entry. Enter the reference information of the posted entry if applicable.							
5	Save	Click the Save button to save the reduction changes made.							
	You have successfully reduced and saved your Fund Reservation Document.								

How to close a Fund Reservation – FMX6

We will review how to close and release any committed fund for expenses on a **Cost Object (Cost Object = Cost Center, Internal Order, or WBS element)**.

Funds reservation: Reduce manually InitScrn								
Menu 🕴	Back Exit Cancel System Fast Data Entry Detail line item Select documents via processing list							
Document number Line Item Doc.date (reduct.)	4000000115 (1) 2 11/27/2012							

1 Document		Enter the fund reservation document number. For example enter document number						
Number		4000000115.						
2	Detail line	Click Detail line item button to display the line item view.						
	item							
	You also have the option of clicking on the Fast Data Entry button or hitting your " Enter " key on your keyboard to access the header and line item overview screen.							

Funds reser	rvation: Reduce manually Detail scr	
Menu, 📢	Save Back Exit Cancel System Previous item Next item	He
	4000000115 1 Position / 1	
Line Item		
Text Reduction information	Computers	
1	USD	
Reduction amt		
Reduction text		
Control data		
Completion indic	cator Item blocked Item block Store	
Values		
1	USD	
Overall amount	20,000.00	
Open amount	7,500.00	
Coding Block		
Fund	100000000	
Cost Center	1202050000 Grant GRANTNR	
	1101	
Funds Center	1202050000 Commitment Item 501300	
	A More	
Per. of Perf. Start	Per. of Perf. End	

3	Completion Indicator	Click on Completion Indicator box to set and close the fund reserved (Commitment Item) on budget.						
2	Save	Click on Save button to save the changes made. An action message will appear on bottom left hand side of screen – " <i>Earmarked fund 40000XXXXX changed</i>						
	You have closed the Fund Reservation Document.							

Funds reser	vation: Reduce manuall
Menu (Back Exit Cancel
Document number	4000000115
Line Item	
Doc.date (reduct.)	11/27/2012
\sim	5
Earmarked fund 4	000000115 changed
Done	



How to display the reductions and or status of fund reservation – FMX3

We will review how to look up the status of the reserved fund. The function consist of viewing the reduction entry, available open amount and or close status indicator.

Funds reservation: Display InitScrn								
Menu a								
Document number H000000250 Line Item								

 1
 Document Number
 Enter the fund reservation document number. For example enter document number 4000000115.

 You also have the option of clicking on the Detail line item, Fast Data Entry button or hitting your "Enter" key on your keyboard to access the header and line item overview screen.

Funds res	ervation: Displa	y Overview s	c rn				
tenu Cocument number Cocument type Company Code Coc.text Currency Grand total	400000250 🔗 Posted	Document Da nds Reservation Posting Date ton Univ Currency/Ral 8	ite 08/17/201 08/17/201	7	sct All Document header	long text Consumption	
Line Items							
D Overall amou	unt Text 5,000.00 Computers for FY 201	Commitment Item	Funds Center 1202020000	Fund 1000000000	Functional Area	GRANTNR	
				3			

2	Detail lin item	 Highlight line to view and click on "Detail line item" button to display the line item overview screen. The overview screen will display any open amount available for use and whether the fund have been closed. Step 5 displays the screen view.
3	Line Items	Highlight and click on the line item you'd like to view.

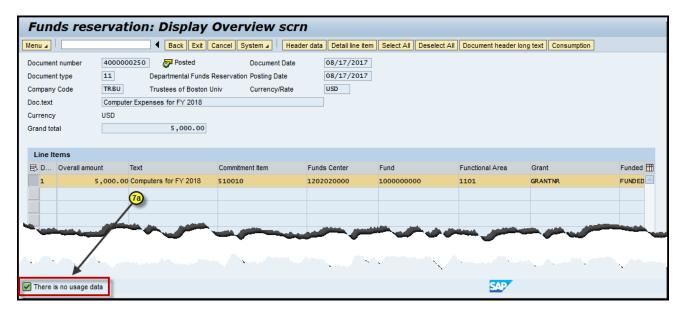


			Now click on the Consumption button to view what's been used (consumed).
4	1	Consumption	Click on Consumption button to view what has been used (consumed).
			Note, if a specific line item has not been selected by highlighting the entry, the results displays all items which have been consumed. This view may be overwhelming to review due to multiple line item colors displaying.
			You do have the option of viewing the entries one line at a time by highlighting a specific line and clicking on the Consumption button. Go to Step 7a to view the transactional screen.

Funds rese	rvation: Dis	splay Det	ail scr						
Menu 🔺	◀ Ba	ick Exit Cancel	System 4	Previous item	Next item H	eader data	Fast Data Entry	Document line long text	Consumption
Line Item	400000250	1 Position		/ 1					Ť
Text	Computers for FY 2	018							
Control data									
Completion indicator	r 📄 Item block	ed 6	Item block		⇒ M	ore			7
Values									
Currency	USD								
Overall amount	5,0	00.00		-					
Open amount	4,0	00.00		-5					
Coding Block									
Fund	100000000								
Cost Center	1202020000	Grant	GRA	NTNR					
Functional Area	1101								
Funds Center	1202020000	Commitmen	t Item 510	010					
					More 🕈				
Per. of Perf. Start		Per. of Perf. End							

5	Values Open amount	In the Values area, locate the Open amount field to see what is still available to use from the reserved fund.
6	Control data Completion indicator	In the Control data area, click and check off the Completion indicator box to close the commitment amounts.
7	Consumption	Click on Consumption button to view what has been consumed.
7a		If the fund reserved have not been reduced, the results will display a system message <i>"There is no usage data"</i>
You have successfully reviewed the status of a fund reservation.		





<u>Top</u>