

## How to Reduce or Close a Funds Reservation – FMX6

### How to Reduce a Funds Reservation – FMX6

**Funds reservation: Reduce manually InitScr**

Menu | Back | Exit | Cancel | System | Fast Data Entry | Detail line item | Select documents via processing list

Document number: 4000000115 (1)

Line Item: [ ]

Doc.date (reduct.): 11/27/2012

|   |                        |  |
|---|------------------------|--|
| 1 | <b>Document number</b> | Enter the funds reservation <b>Document Number</b> .                               |
| 2 | Detail line item       | Click on <b>Detail line item</b> - to display the line item view of funds reserved |

**Funds reservation: Reduce manually Detail scr**

Menu | Save | Back | Exit | Cancel | System | Previous item | Next item | Header

Line Item: 4000000115 (3) | Position: 1 / 1

Text: Computers (5)

**Reduction information**

Currency: USD

Reduction amt: 2500.00 (3)

Reduction text: Invoice # 51000XXXXX posted for PO # 85000XXXXX (4)

**Control data**

Completion indicator  Item blocked  Item block More

**Values**

Currency: USD

Overall amount: 20,000.00

Open amount: 10,000.00

**Coding Block**

Fund: 1000000000

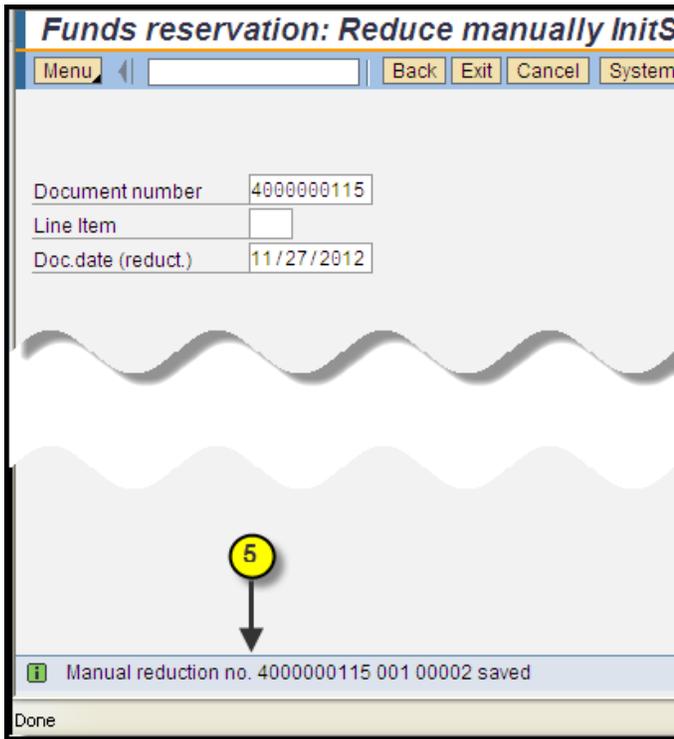
Cost Center: 1202050000 Grant: GRANTNR

Functional Area: 1101

Funds Center: 1202050000 Commitment Item: 501300

Per. of Perf. Start: [ ] Per. of Perf. End: [ ] More

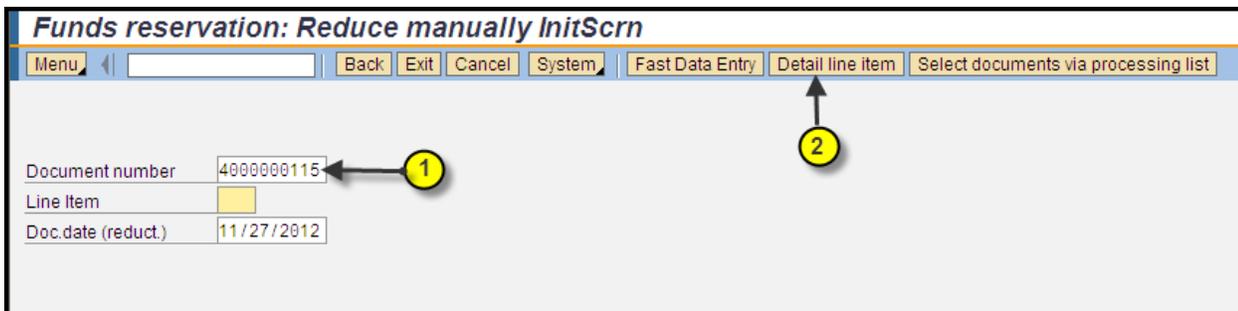
|   |                       |  |
|---|-----------------------|--|
| 3 | <b>Reduction amt</b>  | Enter <b>Reduction amt</b> – total amount that will be reduces from budget - \$2,500.00. |
| 4 | <b>Reduction text</b> | Enter <b>Reduction text</b> – a description to help identify reduction entry.            |
| 5 | <b>Save</b>           | Click on <b>Save</b> Icon  |



System message will appear on bottom left hand side of screen – “Manually reduction no. 40000XXXXX XXX saved”.

***You have changed and saved your Funds Reservation Document.***

### How to Close a Funds Reservation – FMX6



|          |                         |  |
|----------|-------------------------|--|
| <b>1</b> | <b>Document number</b>  | Enter the funds reservation <b>Document Number</b> - 4000000115                    |
| <b>2</b> | <b>Detail line item</b> | Click on <b>Detail line item</b> - to display the line item view of funds reserved |

**Funds reservation: Reduce manually Detail scr**

Menu | Save | Back | Exit | Cancel | System | Previous item | Next item | Head

Line Item: 4000000115 | 1 | Position: / 1  
Text: Computers

**Reduction information**  
 Currency: USD  
 Reduction amt:   
 Reduction text:

**Control data**  
 Completion indicator     Item blocked     Item block    More

**Values**  
 Currency: USD  
 Overall amount: 20,000.00  
 Open amount: 7,500.00

**Coding Block**  
 Fund: 1000000000    Grant: GRANTNR  
 Cost Center: 1202050000  
 Functional Area: 1101  
 Funds Center: 1202050000    Commitment Item: 501300  
 Per. of Perf. Start:     Per. of Perf. End:

|          |                             |   |
|----------|-----------------------------|---|
| <b>3</b> | <b>Completion indicator</b> | Click on <b>Completion indicator</b> – to set and close the Funds Reservation ( <b>Commitment Item</b> ) on budget. |
|          | <b>Save</b>                 | Click on <b>Save Icon</b>   |

**Funds reservation: Reduce manually**

Menu | Back | Exit | Cancel

Document number: 4000000115  
 Line Item:   
 Doc.date (reduct.): 11/27/2012

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**5**

**Earmarked fund 4000000115 changed**

Done

System message will appear on bottom left hand side of screen – *Earmarked fund 4000XXXXX changed*

**You have closed the Funds Reservation Document.**