How to Reduce or Close a Funds Reservation – FMX6

How to Reduce a Funds Reservation – FMX6

Menu Back Exit Cancel System Fast Data Entry Detail line item Select documents via processing list Document number 4000000115 1 1 2 2 Line Item
Document number 4000000115 1 Line Item
1 Document number Enter the funds reservation Document Number
2 Detail line item Click on Detail line item - 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 Heade
Text Computers
Reduction information 5
Currency USD
Reduction amt 2500.00
Reduction text Invoice # 51000XXXXX posted for PO # 85000XXXXX
Control data 4
Completion indicator
Values
Currency USD
Open amount 10,000,00
Coding Block
Fund 100000000
Cost Center 1202050000 Grant GRANTNR
Functional Area 1101
Funds Center 1202050000 Commitment Item 501300
More
Per. of Perf. Start Per. of Perf. End

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



Funds reservation: Reduce manually InitS
Menu, 4 Back Exit Cancel System
Document number 400000115
Doc.date (reduct.) 11/2//2012
5
Manual reduction no. 4000000115 001 00002 saved
Done

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

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 11/27/2012		

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



Menu Save Back Exit Cancel System Previous item Next item Line Item 4000000115 1 Position / 1 Text Computers Reduction information Currency USD Currency USD Reduction amt Reduction text 3 Control data Control data 3 Control data 0 Completion indicator Item block Values USD Overall amount 20,000.00 Open amount 7,500.00 Coding Block Fund Fund 100000000 Cost Center 1202050000	Funds reservation: Reduce manually Detail scr					
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Cost Center 1202050000 Grant GRANTNR	Fund	100000000				
	Cost Center	1202050000	Grant	GRANTNR		
Functional Area 1101	Functional Area	1101				
Funds Center 1202050000 Commitment Item 501300	Funds Center	1202050000	Commitment Item	501300		
					Sector Secto	
Per. of Perf. Start Per. of Perf. End	Per. of Perf. Start	Per. o	f Perf. End			

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

Funds reser	vation: Reduce manuall
Menu, 4	Back Exit Cancel
Document number	400000115
Line Item	
Doc.date (reduct.)	11/27/2012
	\sim
	5
	↓ ·
Earmarked fund 40	000000115 changed
Done	

System message will appear on bottom left hand side of screen – Earmarked fund 40000XXXXX changed

You have closed the Funds Reservation Document.