

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 InitScr

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 Detail scr

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  to post the manual funds reservation reduction.

Funds reservation: Reduce manually InitScr

Funds reservation: Reduce manually InitScr

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

8

Document number 4000000014

Line Item

Doc.date (reduct.) 04/20/2011

Manual reduction no. 4000000014 001 00001 saved

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.