

BUworks Finance Newsletter

Tracking and Managing Expenses Using Funds Reservation

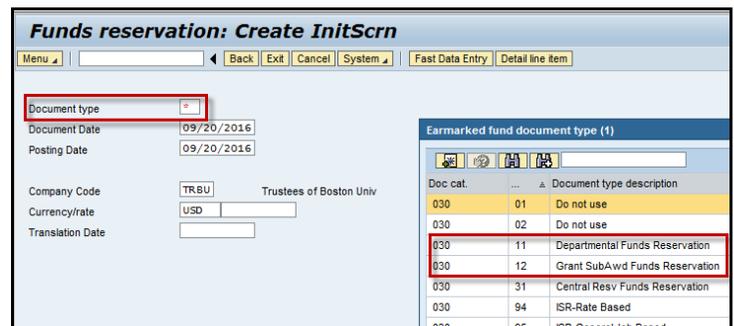
In this month's issue, we'll go over how to track and manage expenses using Funds Reservation transactions codes in **WebGUI ECC System**. Why would you create a funds reservation (commitment item)? To track those expenses that are not reserved such as, recurring posted expenses (Telecommunication, Mail Services e.g.), P-Card expenses, Concur expenses, and Petty Cash.

The funds reservation functionality can also be used to track projects or individual faculty allocations. It's a great way to utilize the SAP system for budgeting and reconciliation purposes.

Funds Reservation Functions to Track Expenses

As always, I recommend that you prep prior to accessing the system. You will need to confirm that you have the appropriate role in **WebGUI ECC** system, to access the transactions codes associated with the funds reservations (commitment item) functionality. The department submitter role will allow you access to transaction code [FMX1 - Create Fund Reservation](#) (Click on URL to access quick reference guide). **FMX1 - Create Funds Reservation** is used to create the commitment item.

You will also need to identify the **Document Type** to be entered, **GL** account expense type and the **Cost Object** (**Cost Center**, **Internal Order** or **WBS**). Knowing your **Cost Object** will determine the **Document Type** used to create the funds reservation. There are two commonly used **Document Types** for creating and reserving funds, they are **11 - Unrestricted Designated** accounts and **12 - Grant Related** accounts.



The last thing you will need is a description detailing what the reserves/commitment item is for. This information is added to the **Document Header** text field and the **Line item text** field. The description will help identify what the commitment item is for and will aid you during the reconciliation process.

FAQs

1. How would you use Funds Reservation to track a **Concur Travel** expense report?

There are two steps required for tracking and managing a **Concur Travel** expense report entry.

- First you must enter a reservation for commitment of the anticipated posted expense that has been entered into the **Concur Travel** system.

“In This Issue”

- Tracking and Managing Expenses Using Funds Reservation
- Funds Reservation Functions to track expenses
- FAQs - funds reservation FMX1 and FMX3
- Tips and Tricks on funds reservation

Contact Us:

Thanks for taking the time to read this newsletter. Click [here](#) to leave any comments or suggestions.

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- Second step is to manage the expense. This will consist of tracking when the **Concur** expense is posted to your budgeted **GL** line, so that you can then maintain the funds reservation.

2. How do you create the Funds Reservation in **WebGUI ECC** system?

Create a Funds Reservation using transaction code **FMX1 - Create fund reservation**, enter the **Document type** and then hit the **Fast Data Entry** button to access the Header and Line Item transaction screen.

3. How do you maintain the funds reservation (commitment item)?

Once the **Concur** expense reimbursement has posted to your department's **Cost Object**. The reserved amount is listed as a commitment item on the departmental reports. You will need to either reduce or close the reservation so that the commitment item no longer appears on the financial reports (**BW** and **WebGUI ECC** reports).

Tips and Tricks

- * Use transaction code **FMX1 - Create fund reservation** to create a fund reservation

A new screen will display where you can enter the **Document Header** data.

Enter a description on the **Doc. Text** field. I recommend entering data related to the anticipated expense such as the last name of individual being reimbursed, travel date and the **Concur** travel expense **Report Key** number. Of course use your own judgement and base this on your department's in house processes.

You will now need to enter the **Line Item** information.

In the **Overall amount** field you can enter the total amount being reimbursed or an estimate. You can also itemize the reimbursement amounts based on **GL account** totals submitted through **Concur Travel**. Enter the **GL Account** and **Cost Object** (**Cost Center** or **Internal Order**) numbers of where this anticipated expense will be posting to.

Hit the **Save** button to get the Funds Reservation document number.



- * Use transaction code **FMX6 - Reduce funds reservation** to reduce or close the funds reservation document.

A new screen will display the Header and Line item transactional screen.

Double click on the first line item to access the **Reduction amt** and **Reduction text** fields. Enter the **Reduction amt** and **Reduction text** if you'd like to document the "Actual" posted **Concur** expense reimbursement (document the FI number associated with the reimbursement check or ACH payment).

Otherwise you can skip this step (reduction of reserved line item amount) and simply close the funds reservation by checking off the **Completion indicator** box. Click on the **Save** button to reduce or close the reservation. A manual reduction number will display on the bottom left hand side of the transactional screen.



- * Use transaction code **FMX3 - Display funds reservation** to display the reserved document entry.

Enter the Funds Reservation document number and hit the **Fast Data Entry** key to display both the header and line item information.