

**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

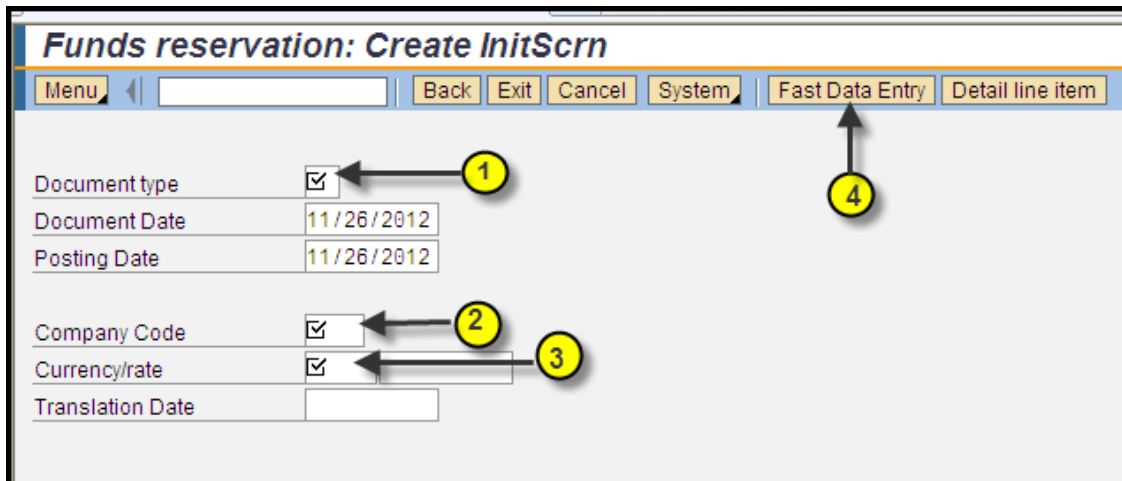
Action and Transaction Code	Update & Description
Menu	Add Folder and Transactions Favorites to Menu
FMX1	Create a Fund Reservation
FMX2	Change a Fund Reservation
FMX3	Display Earmarked fund
FMX6	Reduce and/or close a Fund Reservation
FMRP_RFFMEP1OX	Commitments and Fund transfer report
FMRP_RFFMEP1AX	Display All Posting report
S_P99_4100147	Earmarked Fund Display listing

Business Warehouse Reports
<ul style="list-style-type: none"> ➤ 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	<i>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.</i>


How to create a Fund Reservation – FMX1

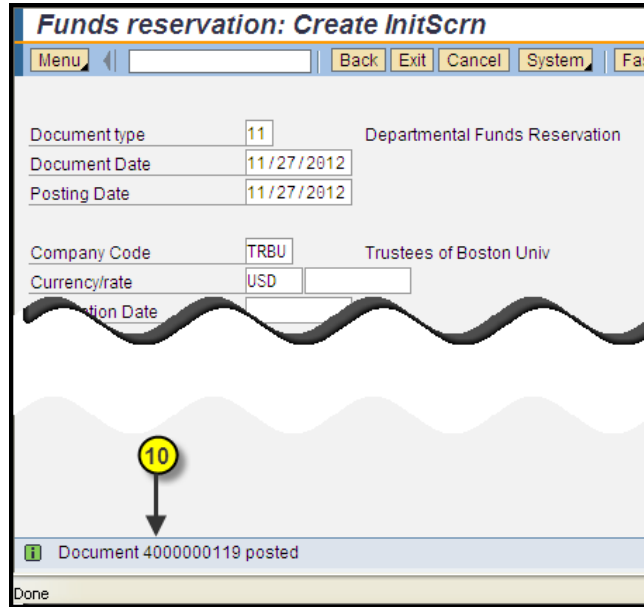
We will review how to committee (encumber) fund for expenses on a **Cost Object (Cost Center, Internal Order, or WBS element)**.



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.

5	Document Text	Enter Doc. Text – a description to identify fund reservation – <i>20 New Computers for Dean's Office</i> .
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/ Internal Order / WBS Element	Enter Cost object / Cost Center – where the fund are going to be reserved – <i>1202010000</i> .
10	Save	To save the fund reserved click on the Save Icon

- If 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**



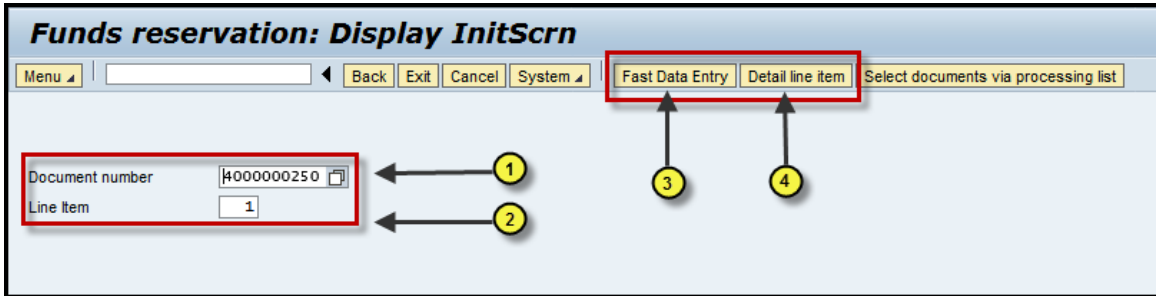
- | | |
|---|---|
| 10 | Click on Save Icon – a Document Number will appear on the bottom left hand corner of your screen. You have created a Fund Reservation Document. |
| <i>You have created a Fund Reservation Document.</i> | |
| Top | |

How to change the reserved fund – FMX2

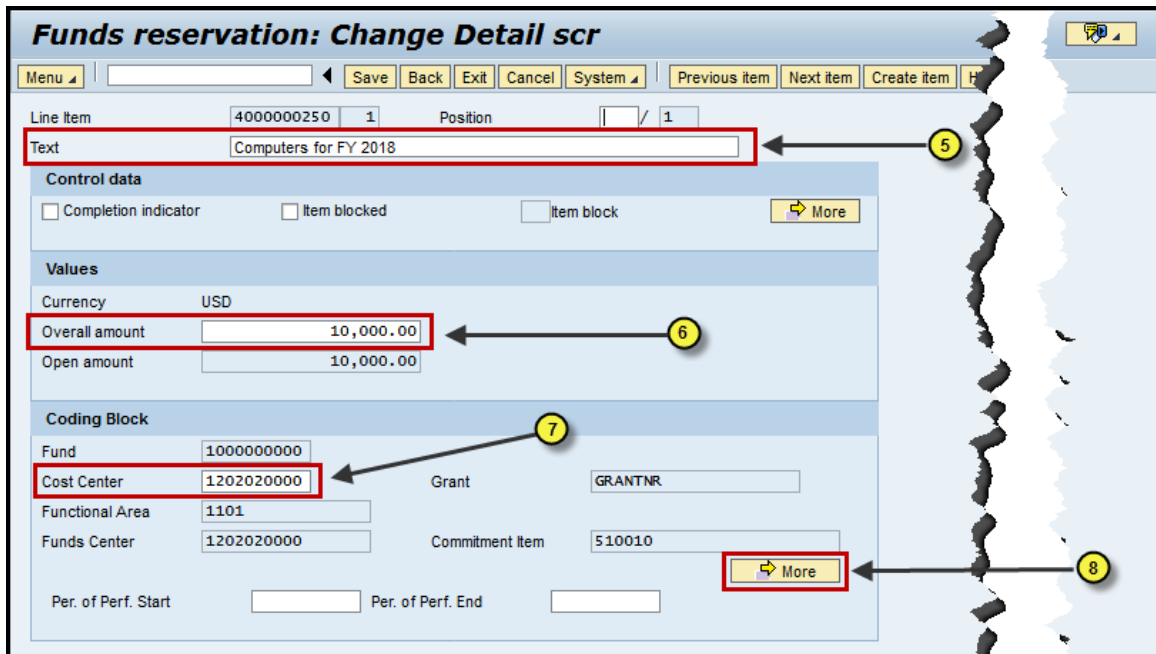
We will review how to change the fund being reserved; change can be made to the amount, header description, line item description, **GL** expense and or **Cost Object** (**Cost object = Cost Center, Internal Order, or WBS element**).



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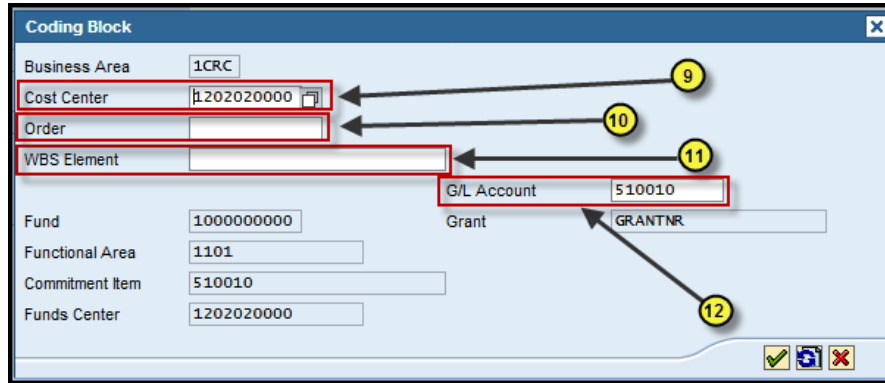


1	Document number	Enter Document number for the fund reservation
2	Line item	Enter Line item number to access line item view; when an entry is made here, the next screen to display is the "line item" view. Omit the "line item" number if using option on Step 3
Hit your " Enter " key on your keyboard to access the next screen Or 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



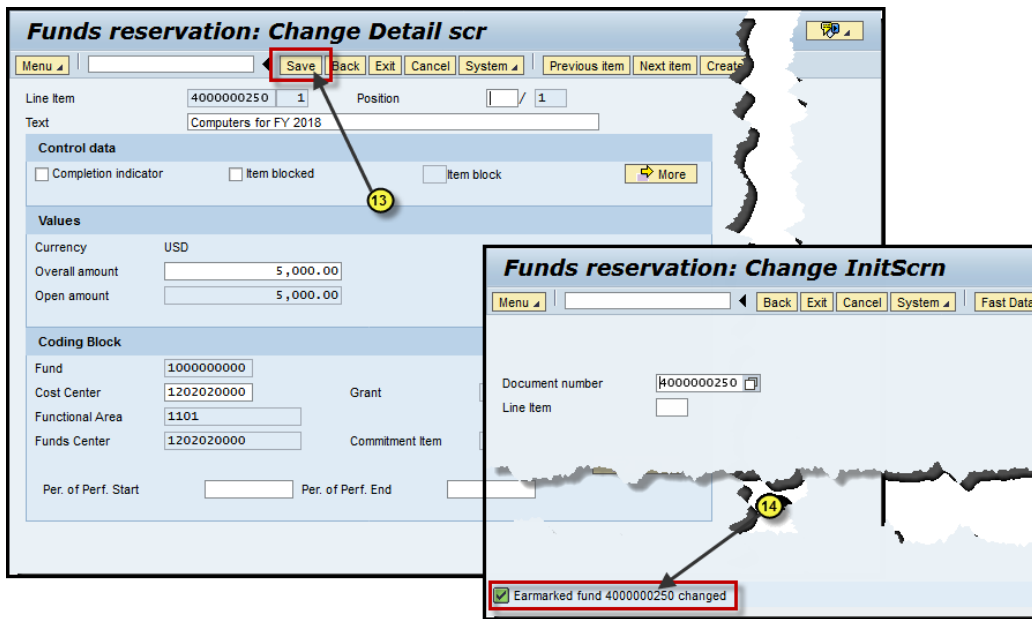
In this example we have hit the "**Enter**" key on the keyboard, the results are displayed above.

5	Text	The Text (line item text) field is blank and available for changing; enter the new description.
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 WBS Element number.



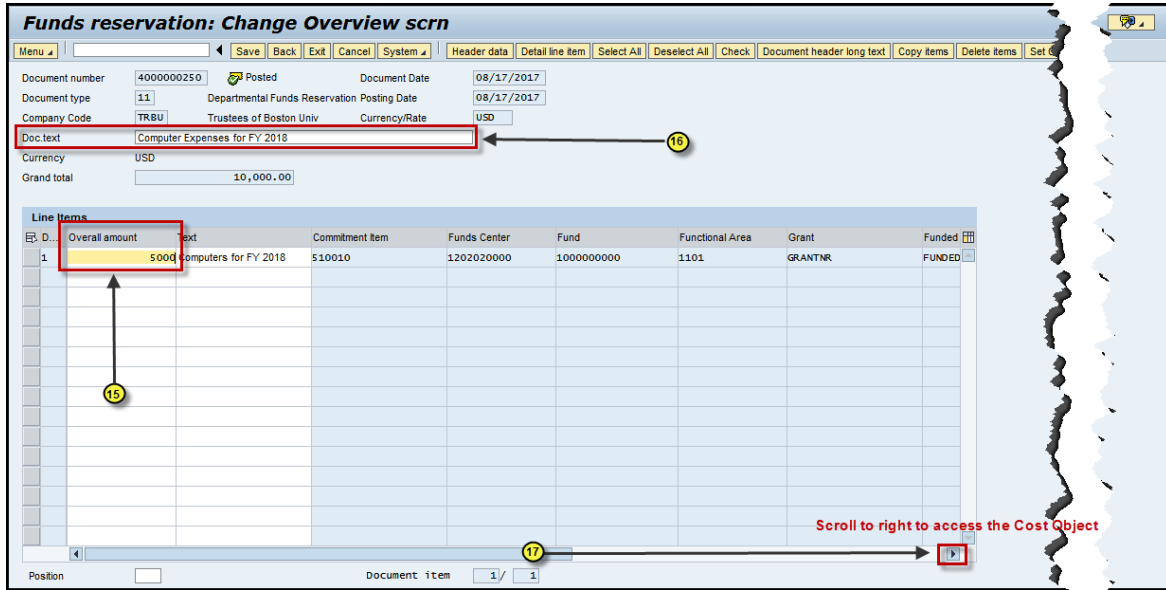
9	Cost Center	Again the Cost Center field is blank and available for changing; enter the new Cost Center number.
10	Internal Order	The Internal Order field is blank and available for changing; enter the new line Internal Order number.
11	WBS Element	The WBS Element field is blank and available for changing; enter the new WBS Element number.
12	GL Account	The GL Account field is blank and available for changing; enter the new GL Account number.

To return back to the line item view screen click on the **Green Check Mark Icon**.
To save the changes click on the **Save** button.



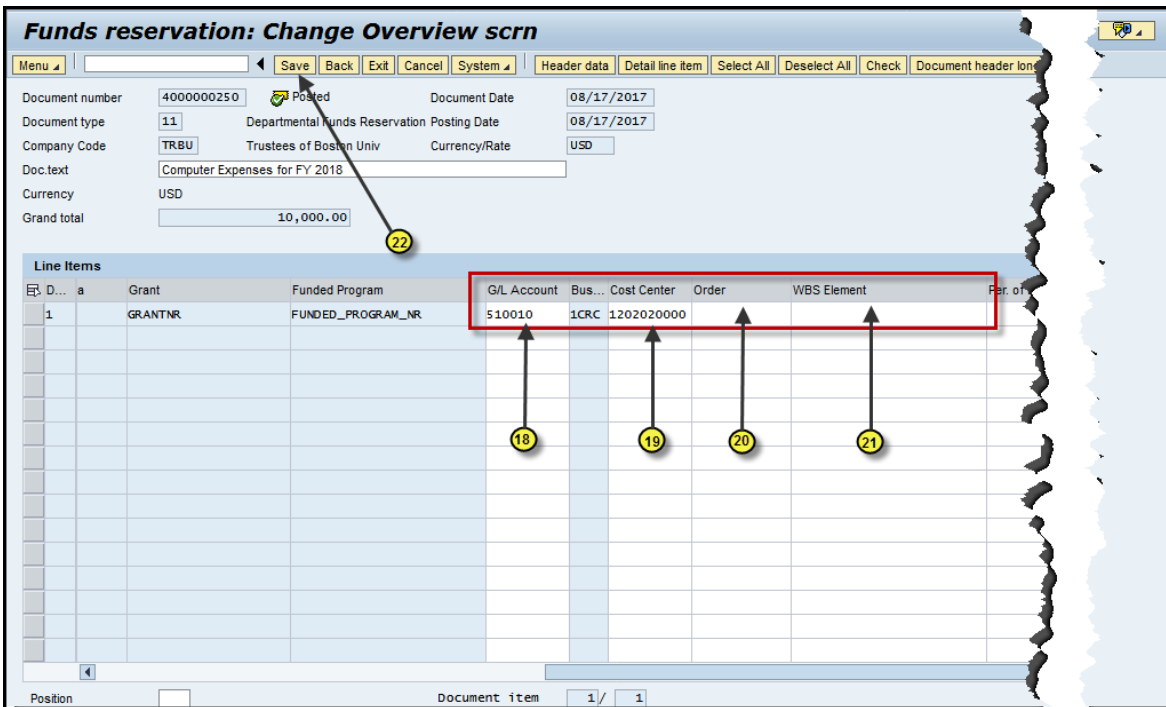
13	Save	To save the changes made click on the Save button
14	System Message	The results of clicking on the Save button is displayed above. A green system message " Earmarked fund XXXXXXXXXX changed " will display.

You have successfully changed the fund reservation.



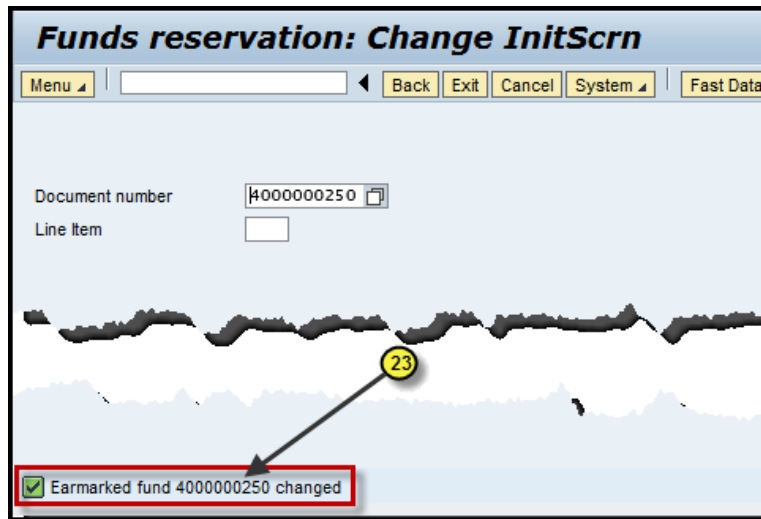
In this example we have clicked on **Fast Data Entry** button, the results are displayed above. Note, an additional line can also be entered at any time during this process.

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.



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

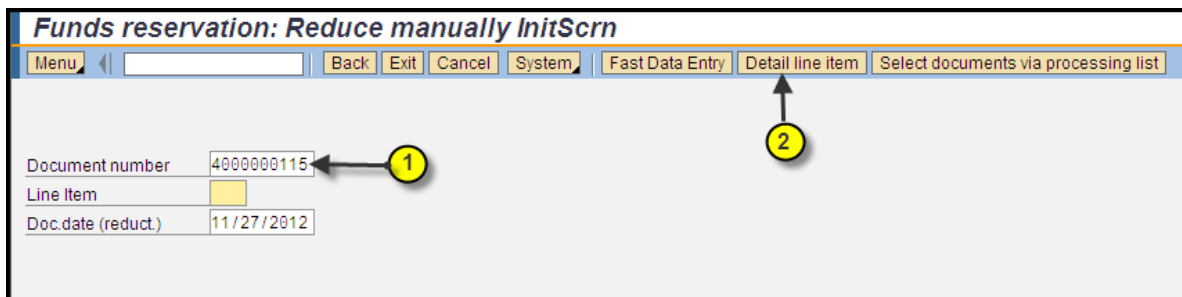
18	GL Account	The GL Account field is blank and available for changing; enter the new GL Account number.
19		
20	Internal Order	The Internal Order field is blank and available for changing; enter the new line Internal Order number.
21	WBS Element	The WBS Element field is blank and available for changing;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



23	System Message	The results of clicking on the Save button is displayed above. A green system message “ Earmarked fund XXXXXXXXXX changed ” will display.
<p>You have successfully changed the fund reservation.</p> <p>Top</p>		

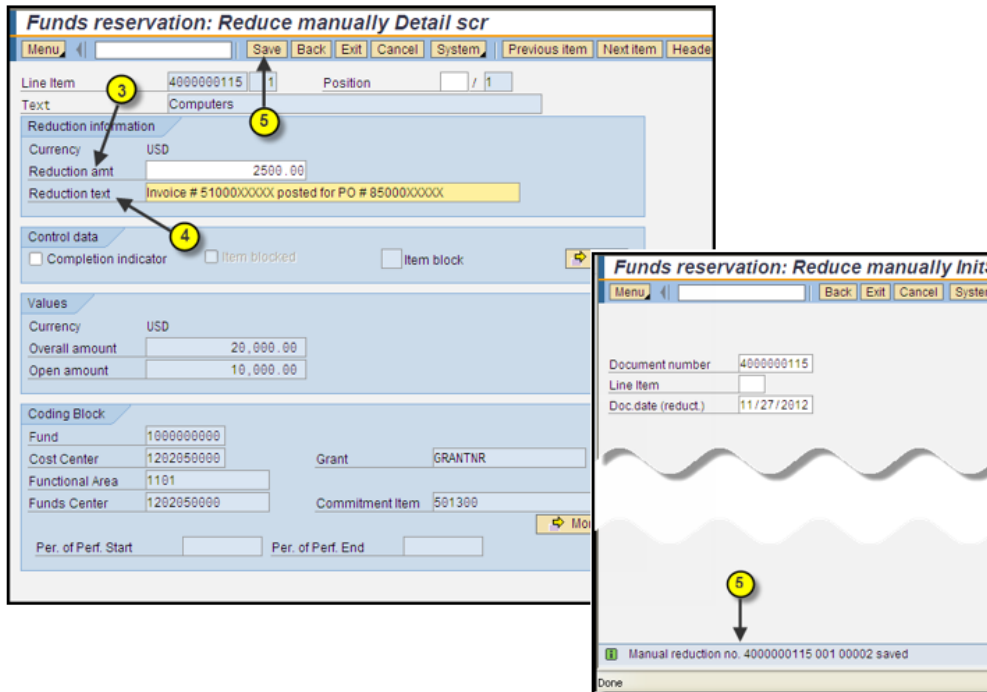
How to reduce a Fund Reservation – FMX6

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 Number	Enter the fund reservation document number. For example enter document number <i>4000000115</i> .
2	Detail line item	Click Detail line item button to display the line item view.

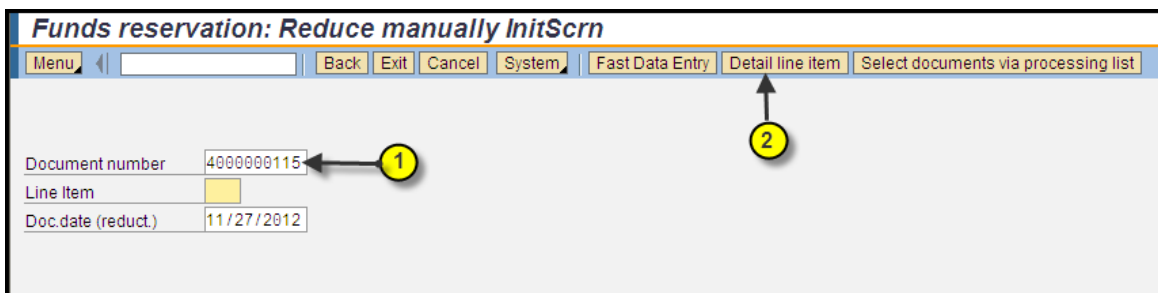
You also have the option of clicking on the **Fast Data Entry** button or hitting your “**Enter**” key on your keyboard to access the header and line item overview screen.



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.
<p>You have successfully reduced and saved your Fund Reservation Document.</p> <p>Top</p>		

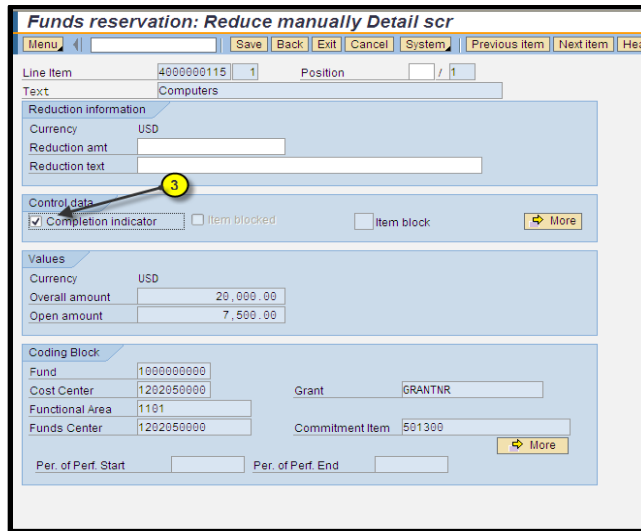
How to close a Fund Reservation – FMX6

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)**.



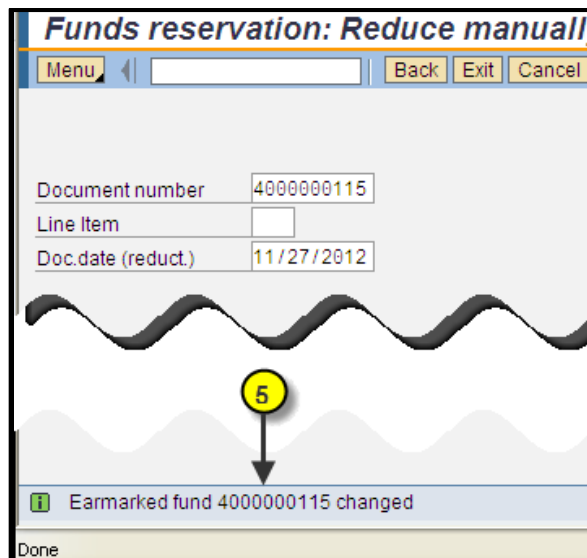
1	Document Number	Enter the fund reservation document number. For example enter document number <i>40000000115</i> .
2	Detail line item	Click Detail line item button to display the line item view.

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.



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 4000XXXXX changed</i> ”

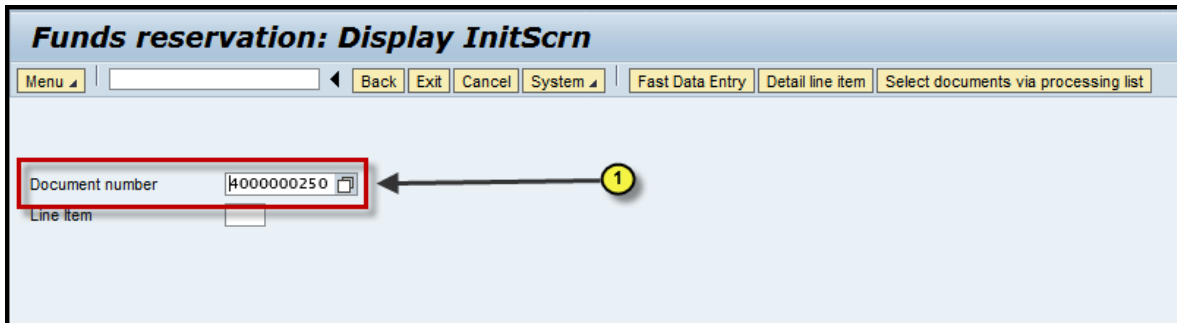
You have closed the Fund Reservation Document.



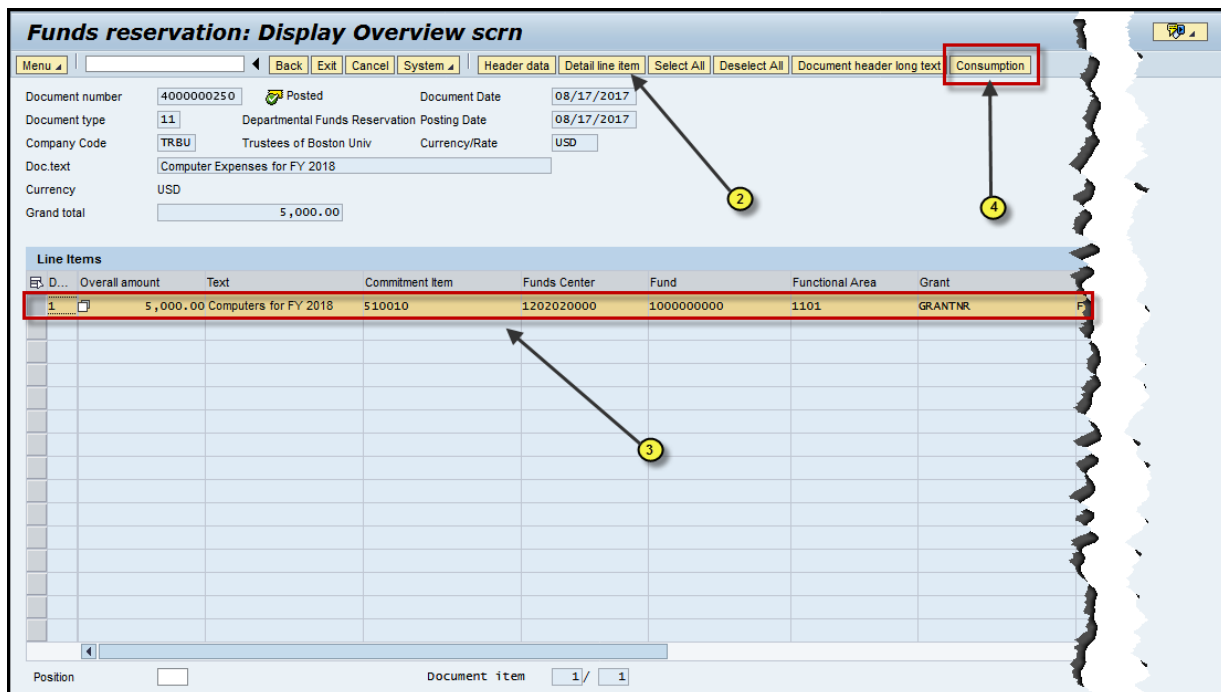
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How to display the reductions and or status of fund reservation – FMX3

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.

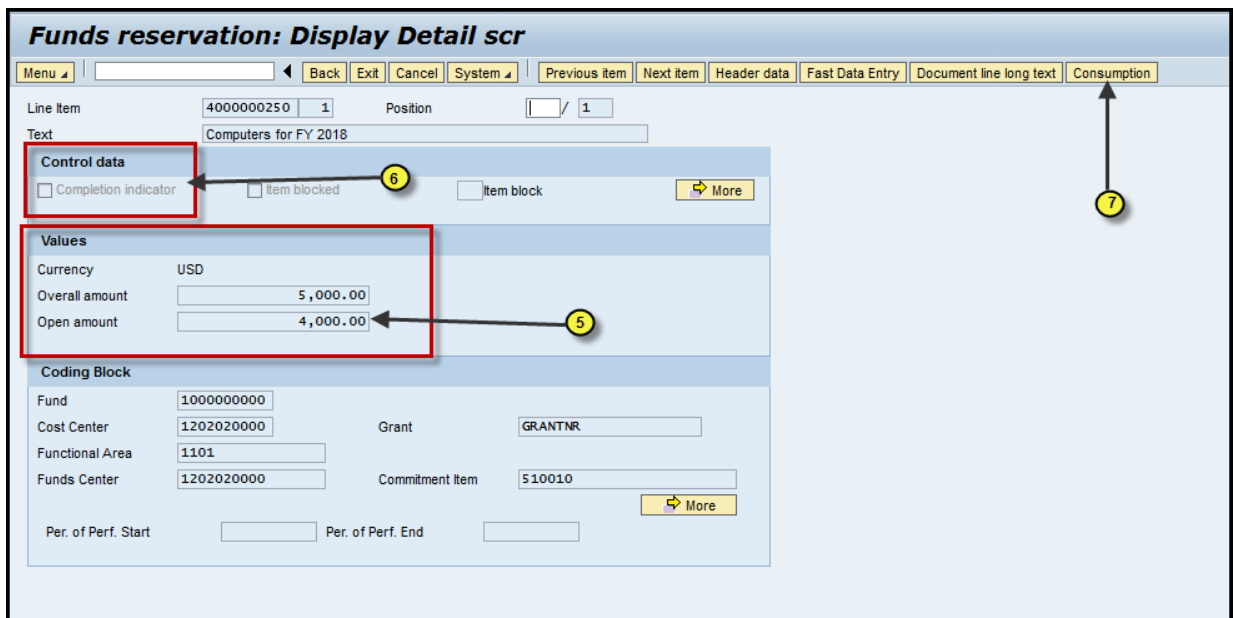


1	Document Number	Enter the fund reservation document number. For example enter document number 40000000115.
You also have the option of clicking on the Detail line item , Fast Data Entry button or hitting your “Enter” key on your keyboard to access the header and line item overview screen.		



2	Detail line 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	Consumption	<p>Click on Consumption button to view what has been used (consumed).</p> <p>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.</p> <p>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.</p>



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.		

Funds reservation: Display Overview scrn

Menu | [] | [Back] [Exit] [Cancel] [System] | [Header data] [Detail line item] [Select All] [Deselect All] [Document header long text] [Consumption]

Document number: 4000000250 [Posted] Document Date: 08/17/2017
Document type: 11 Departmental Funds Reservation Posting Date: 08/17/2017
Company Code: TRBU Trustees of Boston Univ Currency/Rate: USD
Doc.text: Computer Expenses for FY 2018
Currency: USD
Grand total: 5,000.00

Line Items

D...	Overall amount	Text	Commitment Item	Funds Center	Fund	Functional Area	Grant	Funded
1	5,000.00	Computers for FY 2018	510010	1202020000	1000000000	1101	GRANTNR	FUNDED

There is no usage data

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