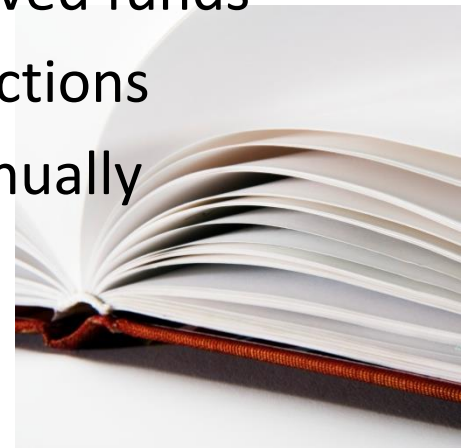# BUworks
# Funds Reservation Process
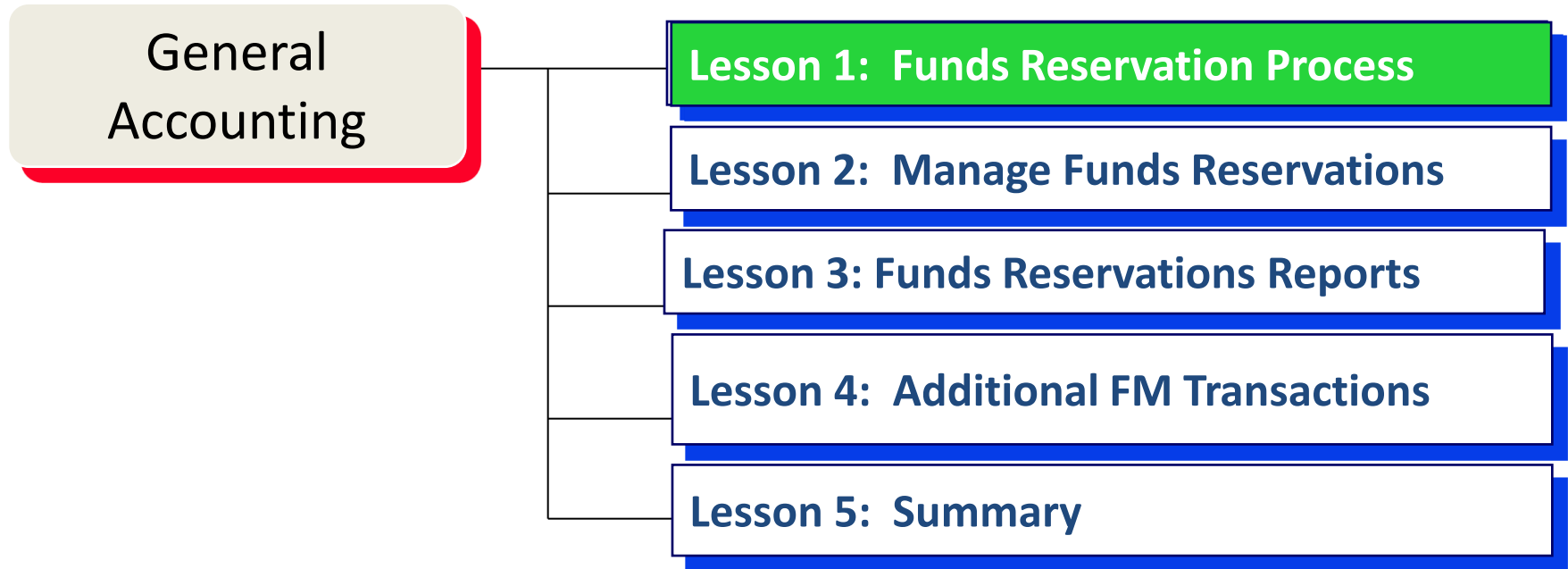## Managing and Maintaining Reserved Funds

# Course Objectives

Upon completion of this course, you should be able to:

- Discuss options available to eliminate shadow system

- Create a Funds Reservation

- Change a Funds Reservation

- Reduce / Close a Funds Reservation

- Display Earmarked Funds Journal

- Generate relevant reports for review of reserved funds

- Discuss additional Funds Management Transactions

- Discuss the importance of reconciling and manually maintenance of Funds Reserved

# Course Map

General Accounting

**Lesson 1:  Funds Reservation Process**

**Lesson 2:  Manage Funds Reservations**

**Lesson 3: Funds Reservations Reports**

**Lesson 4:  Additional FM Transactions**

**Lesson 5:  Summary**

# Lesson 1 – Objectives

Upon completion of this lesson, you should be able to:

- Discuss key factors for determining funds reservations
- Calculate and allocate total projected expenses for funds reservations
- Understand maintaining & reconciliation of funds reservations
- Understand options available for automatic reduction of funds

# Funds Reservations Workflow

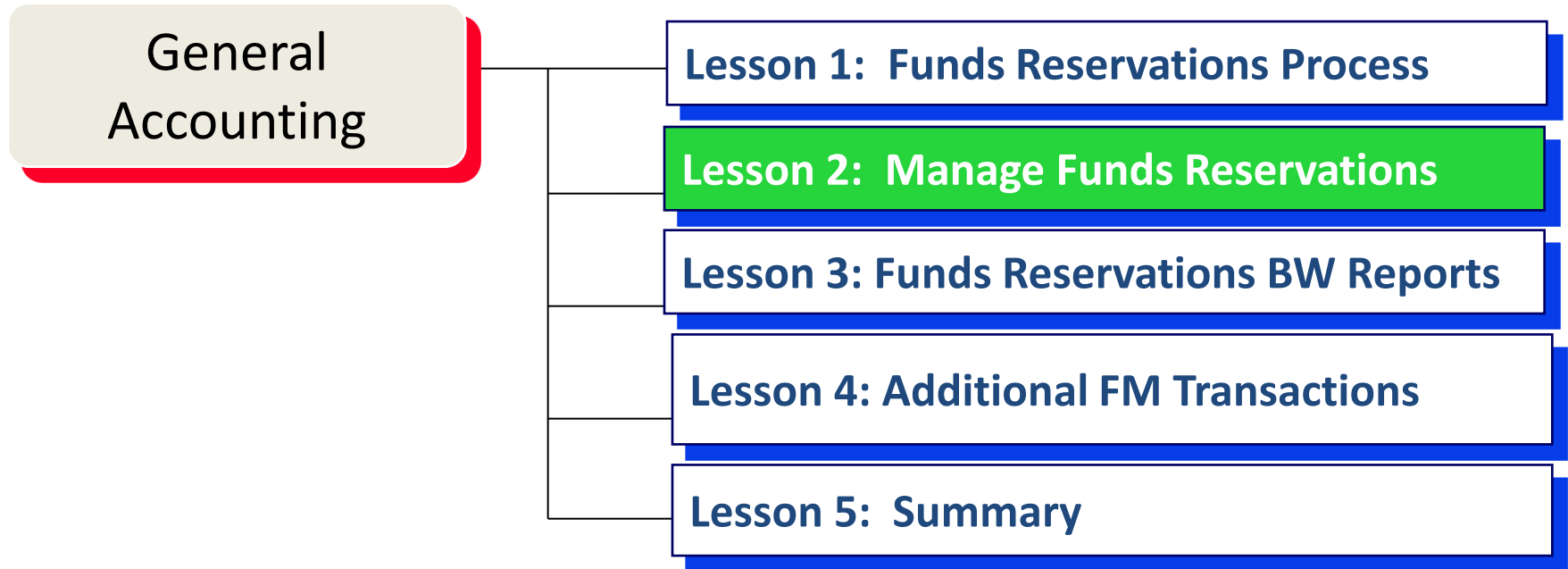| Step | Activities | Report |
|------|-----------|--------|
| 1. Review budget or allocated Faculty expense and/or IDC budgeted amount | Determine need for funds reservations | • BW - Budget to Actual report<br>• IDC deposited/distributed allocation for faculty |
| 2. Analyze expenses for funds reservations | Review and projection of future expenses or costs | New FM Account Summary Reports -<br>• Unrestricted Budget to Actual by FC – GL/CI Detail<br>• Transaction Detail |
| 3. Record GL and Cost Objects and Calculate Amounts for Salary | Update Spreadsheet | Spreadsheet |
| 4. Create Funds Reservations | WebGUI FMX1, FMX3 | FMRP_RFFMTO10X |
| 5. Manually Adjust / reduce Funds Reservations for actual expenditures | WebGUI FMX2, FMX6 | New FM Account Summary, Transaction Detail Report |
| 6. Verify adjustments are complete and correct | FMX3 | New FM Account Summary, Transaction Detail Report |

# Key Elements of Funds Reservations

Planned Future Costs :

- Understanding Grant Award specifics for funding
  - Salaries
  - Capital Expenditures
  - Major Events
- Operations Budget Planned Spending
- Manual reservations adjustments required at the time of actual expenses incurred
- Total salary amount for fiscal year entered then reduce by weekly or monthly actual amounts
- Total costs entered in salary G/L account, separate entries to Fringe and F&A not allowed
- Explanation of total FR costs entered in salary amounts to PI

# Timing for updates to Funds Reservations

- Create Funds reservation at start of Grant Award

- Update (reduce funds reservations) one day before actual expenses are incurred

- Periodic review of funds reservations for changes to planned spending, personnel, equipment

- Unrestricted or Designated Funds) are all closed out at Fiscal Year-end

- Grant Funds Reservations move across Fiscal Year

# Course Map

General Accounting

**Lesson 1:  Funds Reservations Process**

**Lesson 2:  Manage Funds Reservations**

**Lesson 3: Funds Reservations BW Reports**

**Lesson 4: Additional FM Transactions**

**Lesson 5:  Summary**

# Lesson 2 – Objectives

- Upon completion of this lesson, you should be able to:
  - Create Funds Reservation
  - Change  Funds Reservation
  - Reduce / Close Funds Reservations
  - Display Earmarked Funds Journal

# Create Funds Reservation FMX1

- General Account and Internal Order (for Grants, designated) OR Cost Center (Unrestricted) or WBS (Capital Project)

- Total costs (calculated salary total costs) or cost of equipment, event, etc.

- Naming Convention for text fields

**Funds reservation: Create InitScrn**

| Menu | | Back | Exit | Cancel | System | | Fast Data Entry | Detail line item |

Document type 12 ▢    Grant SubAwd Funds Reservation

Document Date 06/26/201

Posting Date 06/26/201

Company Code TRBL    Trustees of Boston Univ

Currency/rate USD

Translation Date

Document Type for Funds Reservations
11 = Unrestricted Designated
12 = Grant Related

# Create Funds Reservation FMX1

**Funds reservation: Create Overview scrn**

| Menu | | | Save | Back | Exit | Cancel | System | | Header data | Detail line item | Select all | Deselect all | Check | Document header long text | Co |

| | | | |
|---|---|---|---|
| Document number | | 🖨 New | Document Date | 06/26/201 |
| Document type | 12 | Grant SubAwd Funds Reserv | Posting Date | 06/26/201 |
| Company Code | TRBU | Trustees of Boston Univ | Currency/rate | USD |
| Doc.text | Enter Text Here | | | |
| Currency | USD | | | |
| Grand total | 5,000.00 | | | |

After Data Entered click the Check button to verify

**Line items**

| Doc | all amount | Text | Commitment Item | Fund: Fund | | Funct | Grant | Funded Program | G/L Account | Busir | Cost Center | Order | W |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 5,000.00 | Salary Funds Reservation | 500010 | 1203 | 2500000001 | 1312 | 50104 | 9500230883 | 500010 | 1CRC | | 9500230883 | |

Enter:
Amount    Text    G/L Account    Order

# Change Funds Reservation FMX2

- Use to update funds reservations

*Funds reservation: Change InitScrn*

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

Click Select Document.. button to find your FR

Document number [          ] 🗖
Line Item [ 1 ]

*Earmarked funds journal*

| Menu | ◀ | [          ] || Save as Variant... | Back | Exit | Cancel | System | | Execute | Get Va |

**Document Header Data**

| | | | |
|---|---|---|---|
| Earmarked Funds | [          ] 🗖 | to | [          ] |
| Doc. Category | 30 | to | [          ] |
| Document type | [  ] | to | [  ] |
| Company Code | TRBU | to | [          ] |
| Document Date | [          ] | to | [          ] |
| Posting Date | [          ] | to | [          ] |
| Created by | [          ] | to | [          ] |
| Costs due on | [          ] | to | [          ] |

Click Execute for lists

**Line Item Data**

| | | | |
|---|---|---|---|
| Controlling Area | TRBU | to | [          ] |
| G/L Account | 500010 | to | [          ] |
| Cost Center | [          ] | to | [          ] |
| Order | [          ] | to | [          ] |
| WBS Element | [          ] | to | [          ] |
| FM Area | TRBU | to | [  ] |
| Commitment Item | [          ] | to | [          ] |
| Funds Center | [          ] | to | [          ] |
| Fund | [          ] | to | [          ] |
| Vendor | [          ] | to | [          ] |
| Customer | [          ] | to | [          ] |

Enter variable / filter information

# Change Funds Reservation FMX2

*Earmarked funds journal*

| Menu | ◀ | [ ] | Back | Exit | Cancel | System | Details | Sort in Ascending Order | Sort in Descending Order | Set filter | Total | Subtotals... | Print Preview | Local File... | Mail Recipient |

## Earmarked funds journal

**Date** 06/26/2012
**Time** 10:23:48

| DocumentNr | Itm | Cat | Text | DT | Crcy | CoCo | Document Date | Created by | Amount | Cmmt Item | Funds Center | Fund | Func. Area | Grant | G/L acct | Cost Ctr | Order | WBS Elem. | Open amour |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 4000000003 | 1 | 30 | | 11 | USD | TRBU | 07/28/2011 | GOOLEY | 64,631.50 | 500010 | 1202050000 | 2500000001 | 1312 | 50104624 | 500010 | | 9500230879 | | 58,260.96 |
| 4000000089 | | 30 | | 11 | USD | | 09/20/2011 | ACCHONG | 13,008.78 | 500010 | 1202060000 | 2500000002 | 1312 | 50100773 | 500010 | | 9500227954 | | 13,008.78 |
| 4000000092 | | 30 | | 11 | USD | | 09/21/2011 | | 1,419.50 | 500010 | 1203260000 | 2550000014 | 1312 | 55101573 | 500010 | | 9550228400 | | 1,419.50 |
| | 2 | 30 | | 11 | USD | | 09/21/2011 | | 6,273.33 | 500010 | 1203260000 | 2550000014 | 1312 | 55101573 | 500010 | | 9550228400 | | 6,273.33 |
| 4500000596 | 1 | 30 | | 12 | USD | | 08/30/2011 | GOOLEY | 12,858.33 | 500010 | 1202050000 | 2550000015 | 1312 | 55101972 | 500010 | | 9550229003 | | 12,858.33 |
| 4500000630 | | 30 | | 12 | USD | | 09/07/2011 | | 67,548.26 | 500010 | 1203560000 | 2500000001 | 1312 | 50104623 | 500010 | | 9500230883 | | 62,548.26 |
| 4500000633 | | 30 | | 12 | USD | | 09/07/2011 | | 22,686.64 | 500010 | 1203560000 | 2500000001 | 1312 | 50104894 | 500010 | | 9500227924 | | 22,686.64 |
| 4500000667 | | 30 | | 12 | USD | | 09/21/2011 | | 19,654.15 | 500010 | 1202050000 | 2500000001 | 1312 | 50104918 | 500010 | | 9500240626 | | 6,551.57 |
| 4500000684 | | 30 | | 12 | USD | | 10/11/2011 | | 6,550.78 | 500010 | 1202050000 | 2500000001 | 1312 | 50104918 | 500010 | | 9500240626 | | 0.00 |
| 4500000693 | | 30 | | 12 | USD | | 06/26/2012 | CMCCLURE | 20,000.00 | 500010 | 1203560000 | 2500000001 | 1312 | 50104623 | 500010 | | 9500230883 | | 20,000.00 |
| 4500000694 | | 30 | | 12 | USD | | 06/26/2012 | | 5,000.00 | 500010 | 1203560000 | 2500000001 | 1312 | 50104623 | 500010 | | 9500230883 | | 5,000.00 |

Locate your document and double click to open

# Change Funds Reservation FMX2

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

Line Item    450000069  1    Position    / 1

Text    Salary Funds Reservation

**Control data**

☐ Completion indicator    ☐ Item blocked    ☐ Item block    ⇨ More

**Values**

Currency    USD

Overall amount    5,000.00

Open amount    5,000.00

Update the FR amount and then click Save Button

**More data**

Customer

**Coding Block**

Fund    250000000·

Cost Center    Grant    50104623

Functional Area    1312

Funds Center    1203560000    Commitment Item    500010    ⇨ More

Per. of Perf. Start    Per. of Perf. End

# Reduce/ Close Funds Reservation FMX6

- Use to reduce or close funds reservations for period salary costs

Funds reservation: Reduce manually InitScrn

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

Document number   450000069 ☐

Line Item   1

Doc.date (reduct.)   06/26/201

Enter Document Number or Use the Select Document via Processing List Button to find your document

# Reduce/ Close Funds Reservation FMX6

- There is a distinction between manually reducing and "closing" your funds reservation.

- The primary activity is reducing the FR's on a regular basis for the period costs as portion of the total reservation, (e.g., 9 months of salary).

- Use the check "Completion Indicator" box when all the funds have become actual for the funds reservation, status changes to closed in the system.

- When using a reservation for an event, or capital purchase etc. check the "completion indicator" when the transaction became an actual.(Purchase Order entered becomes a commitment or event invoices are entered)

# Reduce/ Close Funds Reservation FMX6

*Funds reservation: Reduce manually Detail scr*

| Menu | ◄ | | | Save | Back | Exit | Cancel | System | | Previous item | Next iten |
|------|---|--|--|------|------|------|--------|--------|--|---------------|-----------|

Line Item    450000069  1      Position      / 1

Text         Salary Funds Reservation

**Reduction information**

Currency        USD

Reduction amt   [                    ]

Reduction text  [                                    ]

**Control data**

☐ Completion indicator    ☐ Item blocked    ☐ Item block    ⇨ More

**Values**

Currency        USD

Overall amount        5,000.00

Open amount           5,000.00

**More data**

Customer    [        ]

**Coding Block**

Fund            250000000

Cost Center     [        ]        Grant           50104623

Functional Area 1312

Funds Center    1203560000        Commitment Item 500010

⇨ More

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

Enter Paid amount for the period required to reduce the Funds Reservation AND update the information in the Reduction Text field explaining the amount

# Reduce/ Close Funds Reservation FMX6

**Funds reservation: Reduce manually Detail scr**

Menu | Save | Back | Exit | Cancel | System | Previous item | Next item | Header data | Fast Data Entry | Document line long text | Entry | Consumption

| | | | |
|---|---|---|---|
| Line Item | 450000069 | 1 | Position / 1 |
| Text | Salary Funds Reservation | | |

**Reduction information**

| | |
|---|---|
| Currency | USD |
| Reduction amt | |
| Reduction text | |

**Control data**

☐ Completion indicator   ☐ Item blocked   ☐ Item block   ⇨ More

**Values**

| | |
|---|---|
| Currency | USD |
| Overall amount | 5,000.00 |
| Open amount | 4,000.00 |

**More data**

| | |
|---|---|
| Customer | |

**Coding Block**

| | | | |
|---|---|---|---|
| Fund | 250000000 | | |
| Cost Center | | Grant | 50104623 |
| Functional Area | 1312 | | |
| Funds Center | 1203560000 | Commitment Item | 500010 |
| | | | ⇨ More |
| Per. of Perf. Start | | Per. of Perf. End | |

After the initial reduction entry, returning to the document for additional reductions, use the Consumption Button to see the history of reductions

# Reduce/ Close Funds Reservation FMX6

## Earmarked Funds: Display Consumption History

| Menu | Back | Exit | Cancel | System | Details | Sort in Ascending Order | Sort in descending order | Set filter | Total | Print preview | Local file... | Mail recipient | ABC Analysis |

| DocumentN | Itm | Business Transaction | Reference | Consumptn | Crcy | Consumptn | LCurr | Not relev. | Not relev. | Delete Date | Document Date | Reduction text | Revaluatns | Status | statist. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 4500000694 | 1 | Receipt amt | | 5,000.00 | USD | 5,000.00 | USD | 0.00 | 0.00 | | | | | | |
| | | Manual Reduction | 00001 | 1,000.00 | USD | 1,000.00 | USD | 0.00 | 0.00 | 06/26/2012 | 06/26/2012 | Reducing paid amount | | | |
| | | Total Manual Reduction | | 1,000.00 | USD | 1,000.00 | USD | 0.00 | 0.00 | | | | | | |
| | | Consumpt. | | 1,000.00 | USD | 1,000.00 | USD | 0.00 | 0.00 | | | | | | |
| | | Open amount | | 4,000.00 | USD | 4,000.00 | USD | 0.00 | 0.00 | | | | | | |

History of manual reductions are displayed

# Display Funds Reservation FMX3

- Use to review funds reservations



When in FMX3 clicking the Menu button>Document> then change create or reduce manually options to update funds reservation

# Course Map

| General Accounting |
|---|

**Lesson 1: Funds Reservations Process**

**Lesson 2:  Manage Funds Reservation**

**Lesson 3:  Funds Reservations BW Reports**

**Lesson 4:  Additional FR Transactions**

**Lesson 5:  Summary**
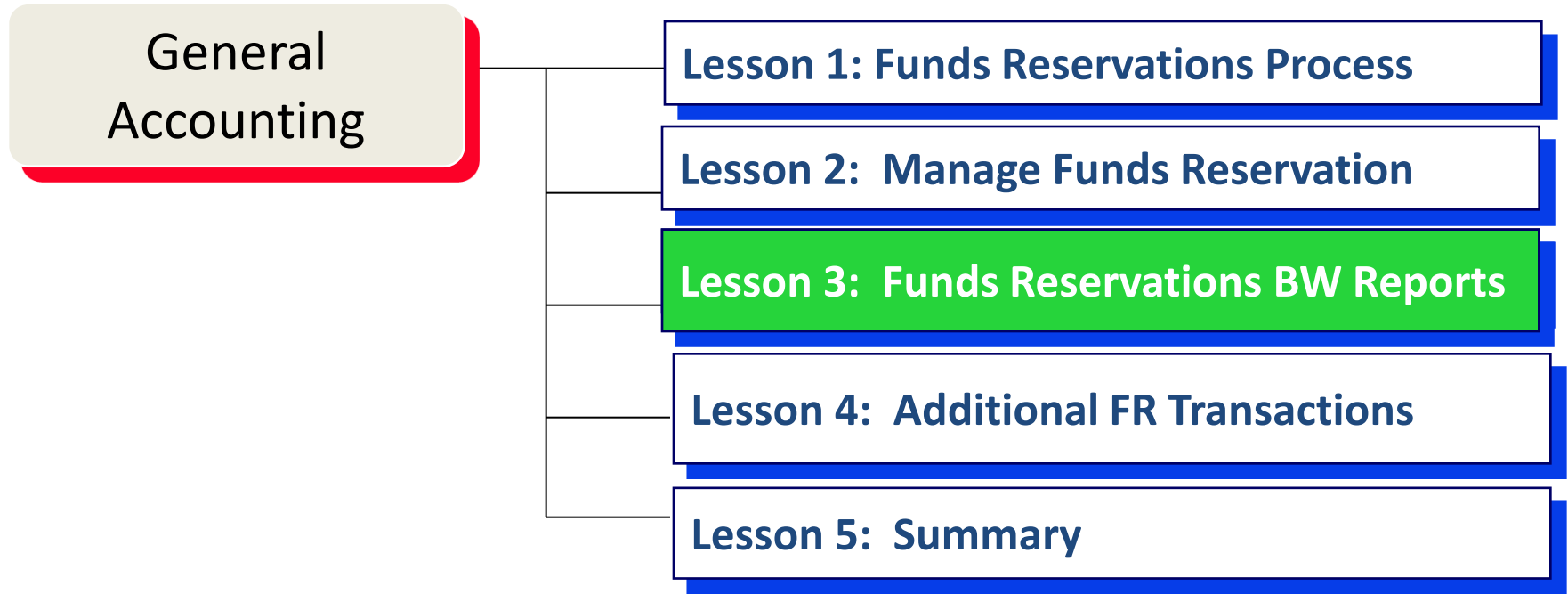
# Lesson 3 – Objectives

- Upon completion of this lesson, you should be able to:
  - Use BW reports to Verify Funds Reservations costs and balances
  - Use BW reports to confirm correct updates
  - Us BW reports for PI Updates

# Business Warehouse Reports

- BW is a data warehouse in the Central Portal

- Data is refreshed overnight

- Each folder has a different warehouse of information

# BW Reports

- Funds Reservations are Commitments in SAP

- BW Reports
  - Grants Management (Faculty) Reports
  - New FM Report – Transaction Detail Report

  Work Instructions for running Grants Management (Faculty)

  https://prw.buw.bu.edu/gm/folder-1.11.10152?originalContext=1.11.11080

  Work Instructions for running New FM Report – Transaction Detail Report

# Grants Reports for Faculty

- Review Salary / period expenses to confirm manual FR reductions

- Review Available Budget

| Sponsored Program | Sponsored Class | GL Account | | Posting Date | Text | DocumentType | Reference Doc. | Amount $ |
|---|---|---|---|---|---|---|---|---|
| 9500230883 | Salaries and Wages | 500010 | FACULTY FULL TIME | 06/30/2011 | A04 RCA137270A PORCO | Grant Conversion Doc | 1000003977 | 36,156.72 |
| | | | | 09/30/2011 | U08344489 Ellis Metz | Payroll Posting | - | 1,849.12 |
| | | 500020 | FACULTY PART TIME | 06/30/2011 | A04 RCA137270A PORCO | Grant Conversion Doc | 1000003977 | 30,773.73 |
| | | 500050 | EXTRA COMP I&R | 07/29/2011 | U08344489 Ellis Metz | Payroll Posting | - | 6,323.83 |
| | | 500070 | EXTRA COMP I&R | 08/31/2011 | U08344489 Ellis Metz | Payroll Posting | - | 6,323.83 |
| | | 500100 | POST DOC EXEMPT | 07/29/2011 | U09177691 Sheldon Jo | Payroll Posting | - | 3,113.67 |
| | | | | | U13643823 Catalina C | Payroll Posting | - | 516.67 |
| | | | | 08/31/2011 | U13643823 Catalina C | Payroll Posting | - | 516.67 |
| | | | | 09/30/2011 | U13643823 Catalina C | Payroll Posting | - | 516.67 |
| | | 500410 | GRAD STDT - EXEMPT | 06/30/2011 | A04 RCA137270A PORCO | Grant Conversion Doc | 1000003977 | 204,299.86 |
| | | | | 07/29/2011 | U03926433 Lawrence L | Student Accounts | - | 522.22 |
| | | | | | U26580937 Bart Bland | Student Accounts | - | 522.22 |
| | | | | | U32859788 Sid Guthri | Student Accounts | - | 522.22 |
| | | | | 08/05/2011 | U03926433 Lawrence L | Student Accounts | - | 522.22 |
| | | | | | U26580937 Bart Bland | Student Accounts | - | 522.22 |
| | | | | | U32859788 Sid Guthri | Student Accounts | - | 522.22 |
| | | | | 08/12/2011 | U03926433 Lawrence L | Student Accounts | - | 2,088.88 |
| | | | | | U26580937 Bart Bland | Student Accounts | - | 2,088.88 |
| | | | | | U32859788 Sid Guthri | Student Accounts | - | 2,088.88 |
| | | | | 08/19/2011 | U03926433 Lawrence L | Student Accounts | - | 522.22 |
| | | | | | U26580937 Bart Bland | Student Accounts | - | 522.22 |
| | | | | | U32859788 Sid Guthri | Student Accounts | - | 522.22 |
| | | | | 08/26/2011 | U03926433 Lawrence L | Student Accounts | - | 522.22 |
| | | | | | U32859788 Sid Guthri | Student Accounts | - | 522.22 |
| | | | | 09/02/2011 | U03926433 Lawrence L | Student Accounts | - | 522.22 |
| | | | | | U32859788 Sid Guthri | Student Accounts | - | 522.22 |
| | | | | 09/16/2011 | U00156882 Osvaldo Ke | Student Accounts | - | 507.90 |

# New FM Detailed Transaction Report

- Funds Reservation Commitment Amount

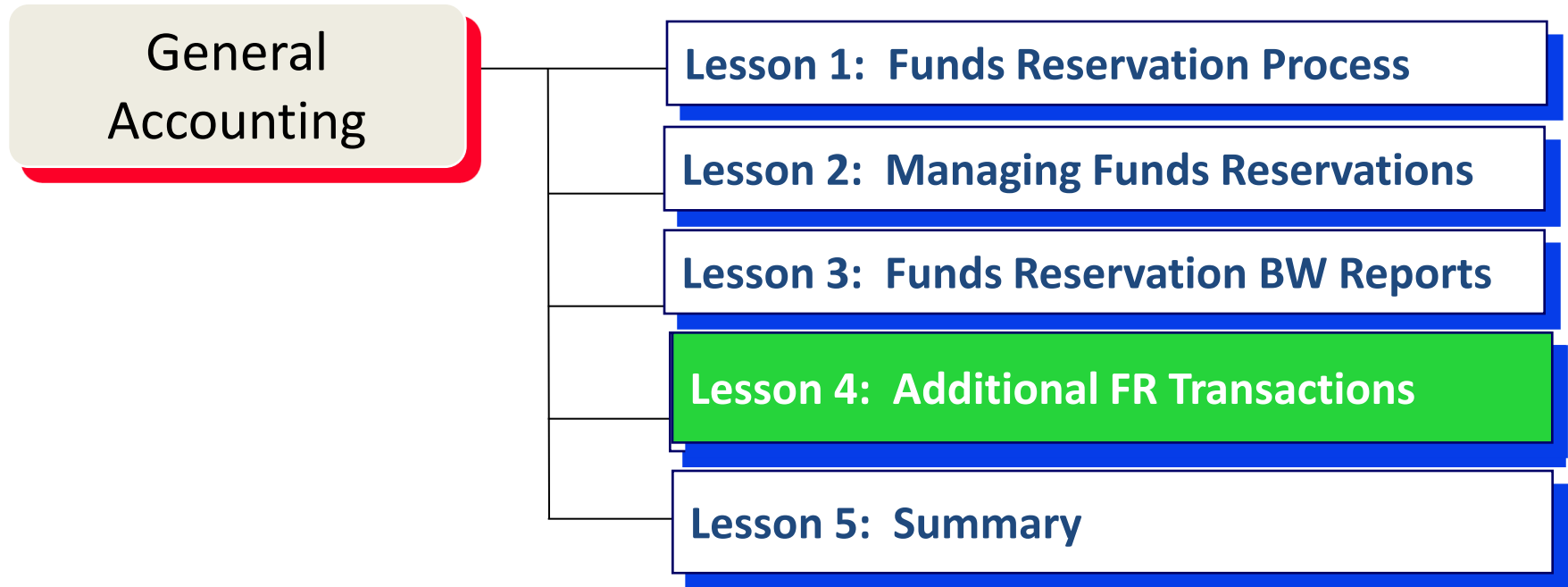Funds Reservations amounts included in the commitments column

| Funded Program ⌃ | GL/Commitment item ⌃ | | Posting date ⌃ | Document type ⌃ | FI doc.number ⌃ | Vendor ⌃ | Vendor Invoice ⌃ | PO Number ⌃ | SC Number ⌃ | FM Comm/Expense Flag | Actuals Amount $ | Commitments Amount $ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 9090000058 | 500210 | EXEMPT FULL TIME | 04/30/2012 | Payroll Posting | 2200002944 | - | Not assigned | Not assigned | Not assigned | | 1,055.63 | |
| | | | | | 2200002983 | - | Not assigned | Not assigned | Not assigned | | 409.19 | |
| | | | 05/31/2012 | Payroll Posting | 2200003266 | - | Not assigned | Not assigned | Not assigned | | 409.19 | |
| | | | | | 2200003283 | - | Not assigned | Not assigned | Not assigned | | 1,055.63 | |
| | 500220 | EXEMPT PART TIME | 04/30/2012 | Payroll Posting | 2200002934 | - | Not assigned | Not assigned | Not assigned | | | 536.11 |
| | | | 05/31/2012 | Payroll Posting | 2200003293 | - | Not assigned | Not assigned | Not assigned | | 147.33 | |
| | 500280 | XTR COMP-NONEX-BNS | 06/08/2012 | Payroll Posting | 2200003382 | - | Not assigned | Not assigned | Not assigned | | 391.76 | |
| | 500410 | GRAD STDT - EXEMPT | 01/06/2012 | Payroll Posting | 2200001722 | - | Not assigned | Not assigned | Not assigned | | | 163.33 |
| | | | 01/13/2012 | Payroll Posting | 2200001840 | - | Not assigned | Not assigned | Not assigned | | 9.22 | |
| | | | 01/20/2012 | Payroll Posting | 2200001868 | - | Not assigned | Not assigned | Not assigned | | 9.22 | |

# Lesson 3 - Summary

You should now be able to:

- Understand what the BW is and what it can provide

- Use the 2 BW reports to review and confirm funds reservations

# Course Map

General
Accounting

**Lesson 1:  Funds Reservation Process**

**Lesson 2:  Managing Funds Reservations**

**Lesson 3:  Funds Reservation BW Reports**

**Lesson 4:  Additional FR Transactions**

**Lesson 5:  Summary**

# Lesson 4 – Objectives

- Upon completion of this lesson, you should be able to:
  - Use additional WebGUI Document Journal Transactions

# Commitments and Funds Transfers

- Use SAP transaction code **FMRP_RFFMEP1OX**

- Complete the following fields:

  - Commitment Item

  - Funded Program

# Demonstration:

- Work Instruction: **Commitments and Funds Transfers (FMRP_RFFMEP1OX)**
  - Follow along with the work instruction from the Employee Learning Solution website while your instructor demonstrates

*Commitments: Line Items by Document Number*

| Menu | | Back | Exit | Cancel | System | | Choose | Details | Sort in Ascending Order | Sort in Descending |

## Commitments: Line Items by Document Number

| | |
|---|---|
| FM Area | TRBU |
| Year Commitment Item | |
| Commitment Item | 500010 |
| Funds Center | |
| Fund | |
| Layout | /BUSTANDARD |
| User | CMCCLURE |
| Date/Time | 06/26/2012 15:09:18 |

| RefDocNo | Item | VT | Val.type text | Amt type | Period | FM pstg d. | Posting Date | Pymt Bdgt | Cmmt Item | Commitment item |
|---|---|---|---|---|---|---|---|---|---|---|
| 4500000630 | 1 | 81 | Funds Reservation | 0200 | 012/2012 | 06/26/2012 | 09/07/2011 | 5,000.00- | 500010 | FACULTY FULL T |
| 4500000693 | 1 | 81 | Funds Reservation | 0100 | 012/2012 | | 06/26/2012 | 20,000.00 | 500010 | FACULTY FULL T |
| 4500000694 | 1 | 81 | Funds Reservation | 0100 | 012/2012 | | 06/26/2012 | 5,000.00 | 500010 | FACULTY FULL T |
| 4500000694 | 1 | 81 | Funds Reservation | 0150 | 012/2012 | | 06/26/2012 | 4,000.00- | 500010 | FACULTY FULL T |
| 4500000694 | 1 | 81 | Funds Reservation | 0150 | 012/2012 | | 06/26/2012 | 4,000.00 | 500010 | FACULTY FULL T |
| 4500000694 | 1 | 81 | Funds Reservation | 0200 | 012/2012 | | 06/26/2012 | 1,000.00- | 500010 | FACULTY FULL T |
| 4500000630 | 1 | 81 | Funds Reservation | 0100 | 003/2012 | 09/07/2011 | 09/07/2011 | 67,548.26 | 500010 | FACULTY FULL T |

**Demo**

# All Posting Report

- Used SAP transaction code **FMRP_RFFMEP1AX**

- Complete the following fields:
  - Fund
  - Fund center

# Lesson 4 - Summary

You should now be able to:

– Run All Posting and Commitments Posting SAP WebGUI Reports

# Course Map

General
Accounting

**Lesson 1: Funds Reservation Process**

**Lesson 2: Managing Funds Reservations**

**Lesson 3: Funds Reservation BW reports**

**Lesson 4: Additional FR Transactions**

**Lesson 5: Summary**
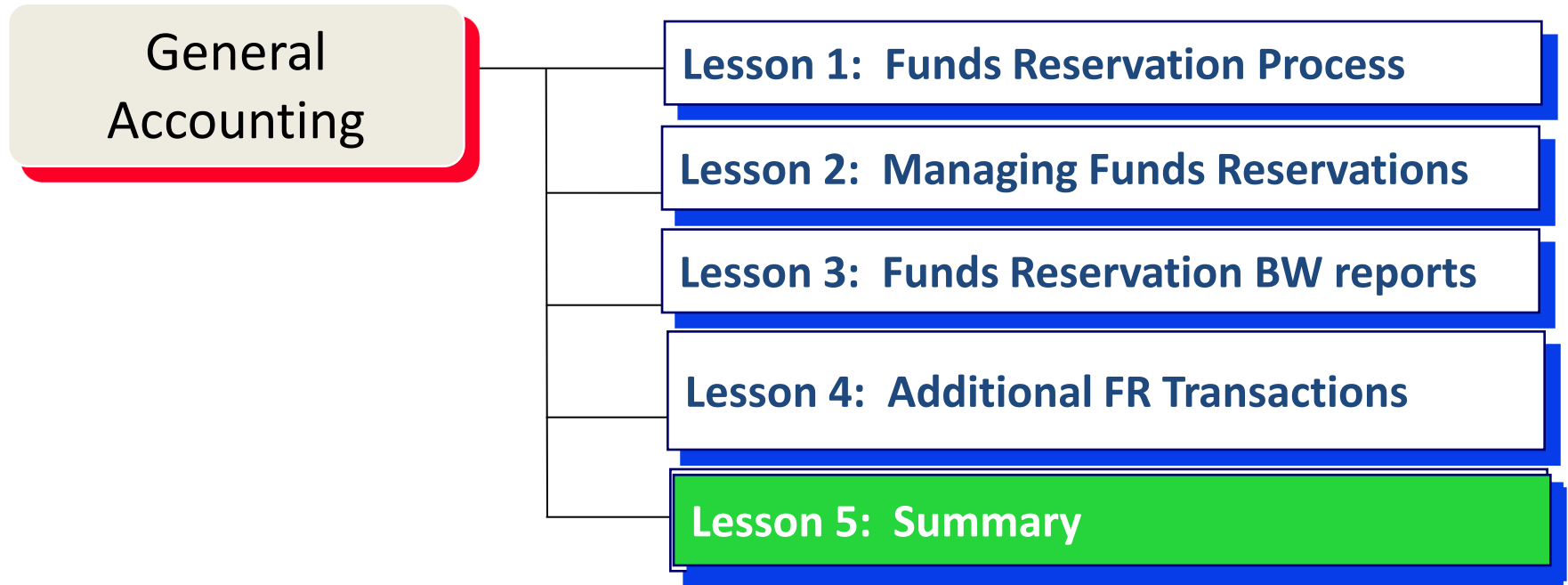
# Course Review

You should now be able to:

– Determine need for Funds Reservations

– Calculate and Enter Funds Reservations

– Review WebGUI and BW reports for funds reservation balances and updates

# Transaction and Report Summary

- **WebGUI Transactions:**
  - FMX1 - Create a Funds Reservation
  - FMX2 - Change a Funds Reservation
  - FMX6 - Reduce / Close a Funds Reservation
  - FMX3 - Display Earmarked Funds Journal
  - FMRP_RFFMEP1OX – Commitments and Funds Transfers
  - FMRP_RFFMEP1AX – All Postings Report
  - S_P99_41000147 – Earmarked Funds Display

- **Business Warehouse Reports**
  - New FM Transaction Detail
  - Grants Mgm't for Faculty

# Obtaining Help

It is recommended that you request help in this order:

1.  Access and refer to the on-line documentation for the task you are performing. buworkshelp.bu.edu

2.  Submit a Service Now Ticket by emailing ithelp@bu.edu.

# Thank you

Funds Reservations