

Introduction

Process and Trigger

Perform this procedure when needed to review and change Funds Reservations.

Prerequisites

- Funds Reservation document number.
- If you want to reduce an amount, you can only reduce it by the part that has not yet been used.

Menu Path

Use the following menu path to begin this transaction:

- **Accounting → Public Sector Management → Funds Management → Posting → Earmarked Funds → Funds Reservation → Change**

Transaction Code

FMX2

Tips and Tricks

- At times you may need to use your scroll bar to view additional information.

Reports

None

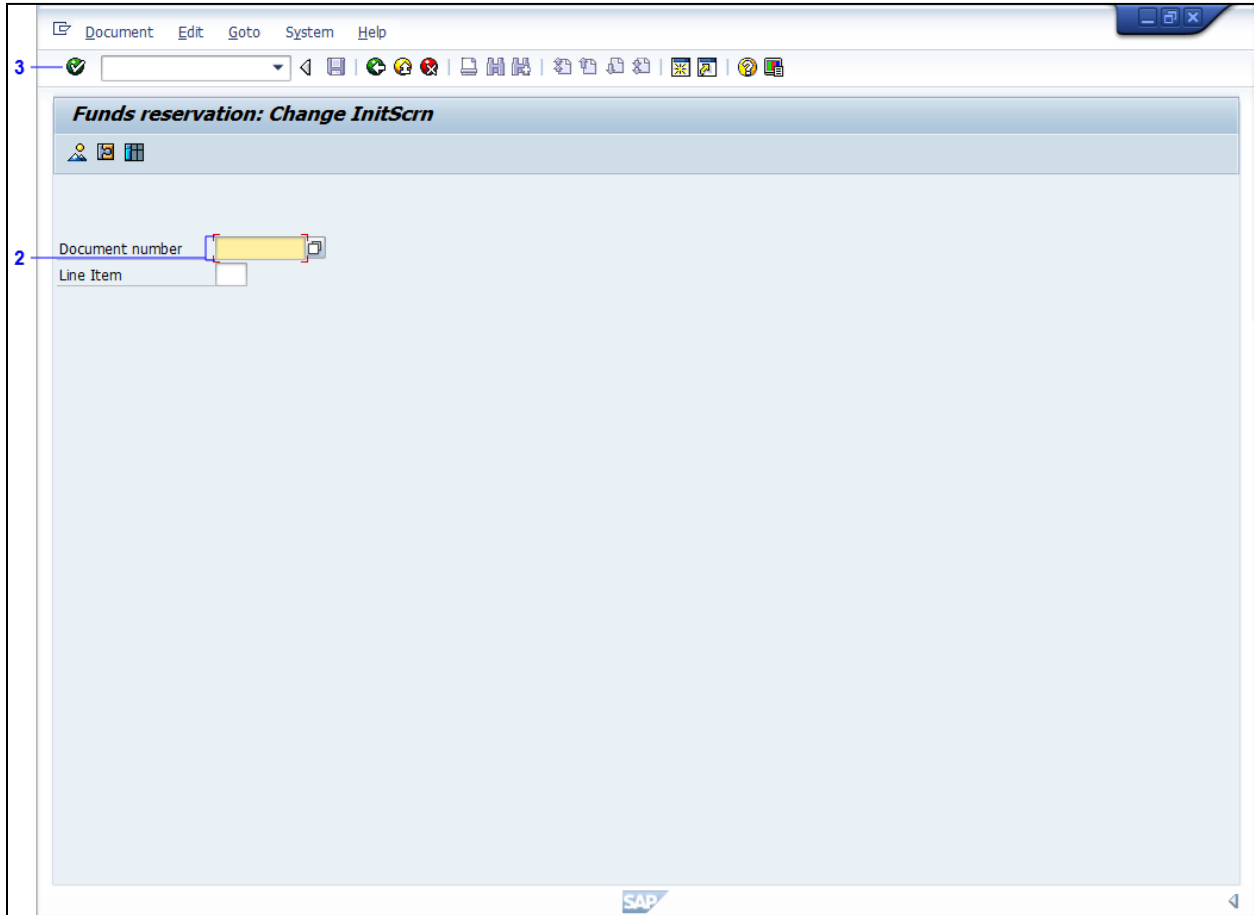
Procedure

1. Start the transaction using the above menu path or transaction code.



In this example, we are calling up all lines in the funds reservation by leaving the **Line Item** field blank. If you wanted to change a specific line, it can be entered here.

Funds reservation: Change 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: 4000000042

3. Click the **Continue** button  to go the *Funds Reservation: Change Overview scrn* screen.


Funds reservation: Change Overview scrn


Funds reservation: Change Overview scrn

Document number: 400000042 posted Document Date: 06/08/2011
 Document type: 11 Departmental Funds Reser... Posting Date: 06/08/2011
 Company Code: TRBU Trustees of Boston Univ Currency/rate: USD
 Doc.text: Two new computers for department
 Currency: USD
 Grand total: 3,600.00

D.	Overall amount	Text	Commitment Item	Funds Center	Fund	F...	Grant	Funded Program
1	2,250.00	Computers	501300	1202010000	1000000000	1100	GRANTNR	FUNDED_PROGRZ
2	1,350.00	Peripherals	501400	1202010000	1000000000	1100	GRANTNR	FUNDED_PROGRZ

Position: Document item: 1 / 2

4. Review displayed information.
5. Click the **Detail line item** button  to change information on a specific line item.

 This Change Overview screen displays document information. You can change amounts and account assignment elements from this overview screen, or you can click the Detail Line Item button (or double click a line) to get to the line details. If you want to close the Funds Reservation Line, you can also set the Completion Indicator by checking the box.

Funds reservation: Change Detail scr

- 6. Review displayed information.
- 7. As required, complete/review the following fields:

Field	R/O/C	Description
Position	Required	The line number of the document that is being changed or displayed. Example: 1

- 8. Click the **Enter** button to proceed.
- 9. As required, complete/review the following fields:


Field	R/O/C	Description
-------	-------	-------------

Field	R/O/C	Description
Overall amount	Required	Overall amount specifies to what amount the budget is tied and what amount the document line item can be reduced by other documents (such as invoices). Example: 4,000.00
Position	Required	The line number of the document that is being changed or displayed. Example: 2

Funds reservation: Change Detail scr

The screenshot displays the SAP Funds reservation: Change Detail screen. At the top left, a green checkmark icon is highlighted with a blue circle and the number 10. The screen title is "Funds reservation: Change Detail scr". Below the title bar, there are several icons and a menu bar with options: Document, Edit, Goto, Extrgs, Environment, System, Help. The main content area shows the following details:

- Line Item: 4000000042 / 1
- Position: 2 / 2
- Text: Computers
- Control data: Completion indicator, Item blocked, Item block, More
- Values:
 - Currency: USD
 - Overall amount: 4,000.00
 - Open amount: 2,250.00
- Coding Block:
 - Cost Center: 1202010000
 - Fund: 1000000000
 - Functional Area: 1100
 - Funds Center: 1202010000
 - Grant: GRANINR
 - Commitment Item: 501300

10. Click the **Enter** button  to proceed.

Funds reservation: Change Detail scr

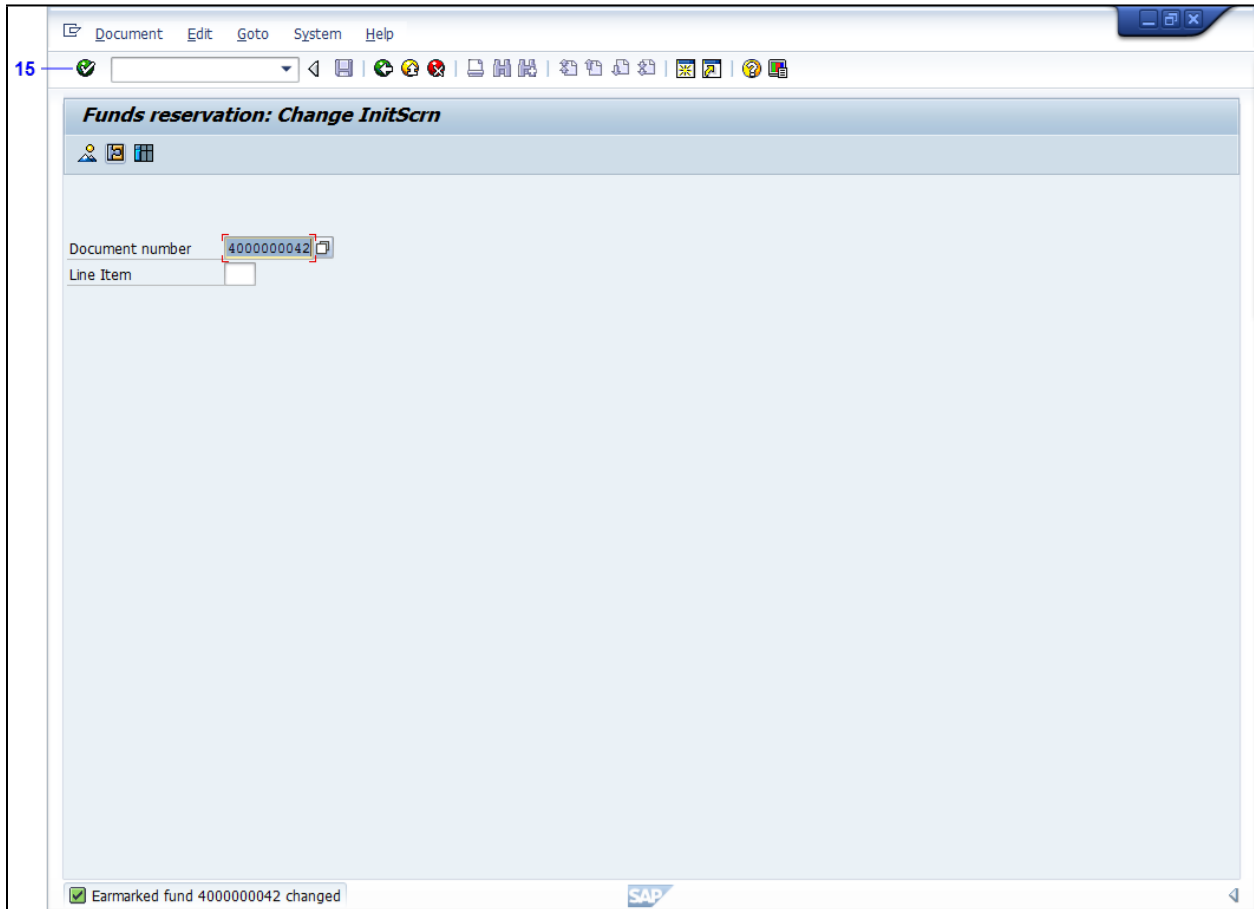
11. As required, complete/review the following fields:

Field	R/O/C	Description
Overall amount	Required	Overall amount specifies to what amount the budget is tied and what amount the document line item can be reduced by other documents (such as invoices). Example: 1,500.00


12. Click the **Enter** button  to verify the entered data.


13. Click the **Save** button  to save the changes made.

Funds reservation: Change InitScr



14. Review displayed information.

 The system displays the message "Earmarked fund XXXX changed".

15. Click the **Continue** button  to view the changes made to the Funds Reservation.

Funds reservation: Change Overview scrn

17

Funds reservation: Change Overview scrn

Document number: 400000042 posted Document Date: 06/08/2011
 Document type: 11 Departmental Funds Reser... Posting Date: 06/08/2011
 Company Code: TRBU Trustees of Boston Univ Currency/rate: USD
 Doc.text: Two new computers for department
 Currency: USD
 Grand total: 5,500.00

D.	Overall amount	Text	Commitment Item	Funds Center	Fund	F...	Grant	Funded Progr
1	4,000.00	Computers	501300	1202010000	1000000000	1100	GRANTNR	FUNDED_PROGRJ
2	1,500.00	Peripherals	501400	1202010000	1000000000	1100	GRANTNR	FUNDED_PROGRJ

Position Document item 1 / 2

16. Review displayed information.



Notice that the amounts have been updated. You can go to the Line Item Detail screen again to review the changes.

17. Click the **Exit** button until you return to the *SAP Easy Access* screen.

18. The transaction is complete.

Results and Next Steps

You have changed a Funds Reservation.