BU BUworks Online Help

Introduction

Process and Trigger
Perform this procedure when the departmental administrator determines a need to create a funds reservation.

Use this procedure to provide information on available funds in the current budget. Financial administrators can earmark portions of their budget for expenditures to be incurred at some point during the fiscal year.

Prerequisites

- Existences of a cost object that has a budget to post a reservation against.
- When processing earmarked funds, you need the authorization for each document type.

Menu Path

Use the following menu path to begin this transaction:

Accounting ➔ Public Sector Management ➔ Funds Management ➔ Posting Earmarked Funds ➔ Funds Reservation ➔ Create

Transaction Code

FMX1

Tips and Tricks

- At times you may need to use your scroll bar to view additional information.
- Can set up a funds reservation with single or multiple lines in order to break out cost objects associated with the funds reservation.
- Any subsequent purchasing or accounts payable documents will need to reference the Fund reservation in order to relieve or it automatically; otherwise, it will require a manual entry to relieve the reservation. In this example a Departmental Funds reservation is created (Document Type 11) for planned computer purchases.
- This example demonstrates the FM process for this transaction.
- Reference the Funds reservation and Line number, or manually relieve by setting the completion indicator using FMX2 or FMX6. The amount of the Funds reservation can be changed using FMX2. FMX6 can also be used to post a reduction to available amount.

Reports

None

Procedure

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

Funds reservation: Create InitScrn

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

Field	R/O/C	Description
Document type	Required	Key that identifies to which group of documents this entry will be assigned. Documents of the same type contain common information which is relevant to posting and update of the value fields in the data base. **Example:** 11

ℹ️ You are able to reference an existing Funds reservation document that can be used as a template. The lines and accounting codes of the referenced document will populate the new document, but text fields, and amounts will be blank. The Translation date field is not relevant and should be left blank, it used for determining exchange rates to be used.

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

Field	R/O/C	Description

Field	R/O/C	Description
Currency/rate	Required	The rate of the currency as updated in the currency table. **Example:** USD

4. Click the **Fast Data Entry** button Fast Data Entry to continue.

Funds reservation: Create Overview scrn

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

Field	R/O/C	Description
Doc.text	Required	Document Text - Descriptive text further identifying a document. **Example:** Two new computers for department

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:** 2250
Text	Required	Description field for an entry. **Example:** Computers

6.   Click the right arrow to scroll ▶ to the G/L Account column.
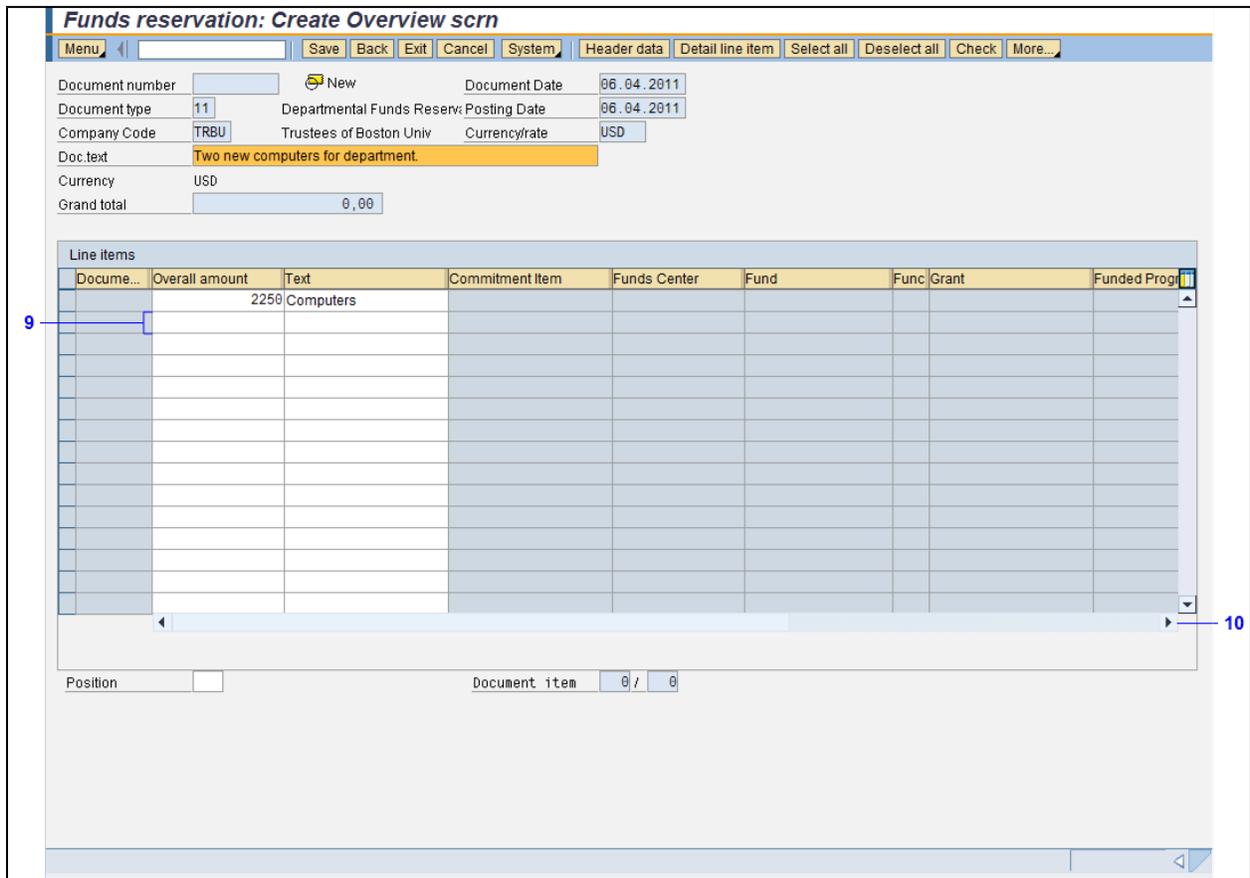
Funds reservation: Create Overview scrn

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

Field	R/O/C	Description
G/L Account	Required	Object used for accounting transactions in the FI module to form the basis for creating balance sheets and high level income statements. **Example:** 501300 Only need to enter a General Ledger (GL) account and either a Cost Center, Internal Order, or WBS. All remaining accounts will be derived. A second line will be added for computer peripherals in the next step.

Field	R/O/C	Description
Cost Center	Required	An organizational unit or activity within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. **Example:** 1202010000

8. Click the left arrow ◀ to scroll back to the left.

Funds reservation: Create Overview scrn

9. 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:** 1350

Field	R/O/C	Description
Text	Required	Description field for an entry. **Example:** Peripherals

10. Click the right arrow to scroll ▶ to the G/L Account column.

Funds reservation: Create Overview scrn
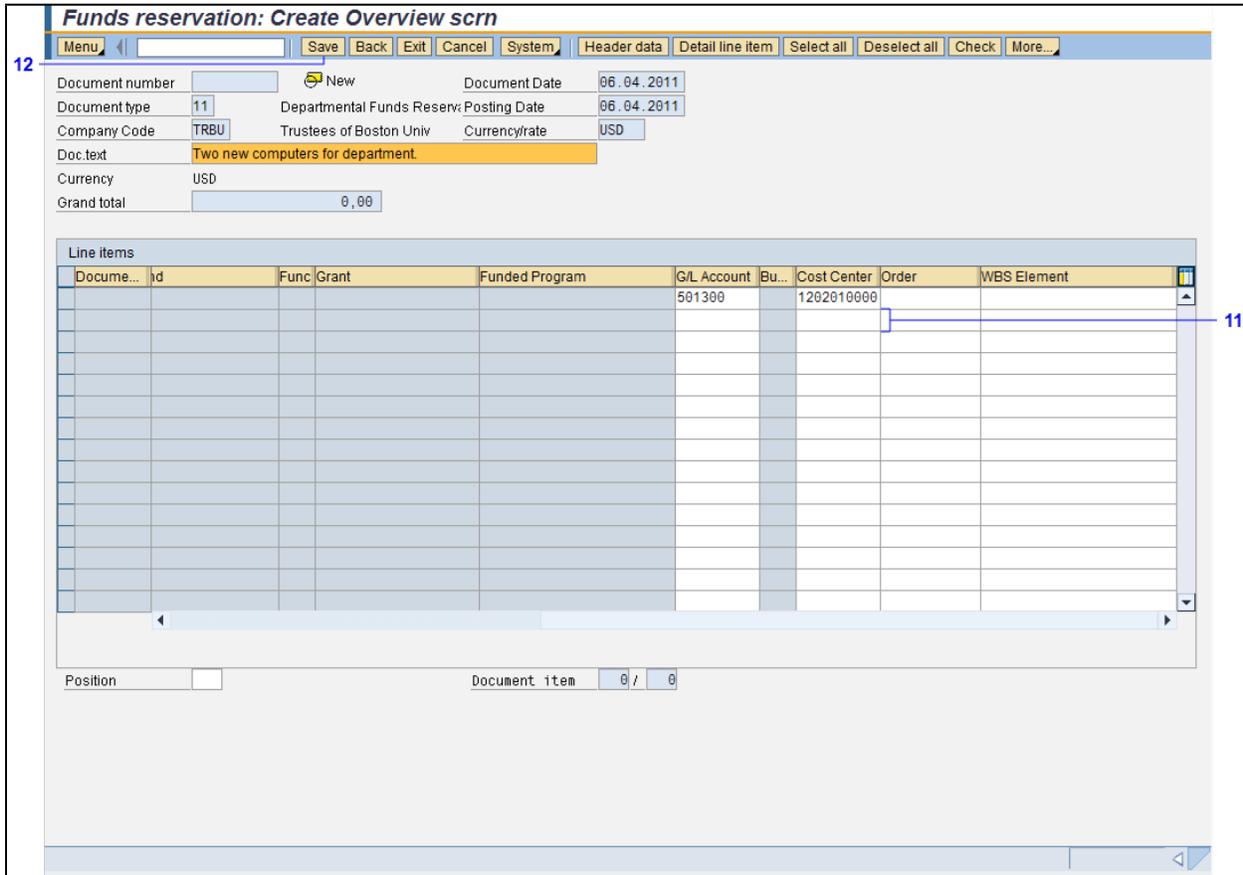
11. As required, complete/review the following fields:

Field	R/O/C	Description
G/L Account	Required	Object used for accounting transactions in the FI module to form the basis for creating balance sheets and high level income statements. **Example:** 501400

Field	R/O/C	Description
Cost Center	Required	An organizational unit or activity within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. **Example:** 1202010000

12. Click the **Save** button Save to save the transaction.

> The system displays the message, "*Document XXXX posted*".

13. The transaction is complete.

Results and Next Steps

You have provided information on available funds in the current budget. Financial administrators can earmark portions of their budget for expenditures to be incurred at some point during the fiscal year.