

## **BUDGET OFFICE**

FINANCE AND SUPPORT SERVICES DIVISION

# **Funds Reservations**

# Creating, Changing, Displaying and Reducing Funds Reservations

### **Transaction**

FMX1-Create Funds Reservation FMX2-Change Funds Reservation FMX3-Display Funds Reservation FMX6-Manually Reduce Funds Reservation

### **Purpose**

Funds Reservations create an encumbrance in an account. Funds Reservations are managed by the department and are not automatically reduced by follow-on postings.

### FMX1-Create Funds Reservation

### Step One:

### **Initial Screen:**

Funds reservation: Create InitScrn		
Document type	PR	
Document Date	04/14/2021	
Posting Date	04/14/2021	
Company Code	754	Texas State University
Currency/rate	USD	
Translation date		

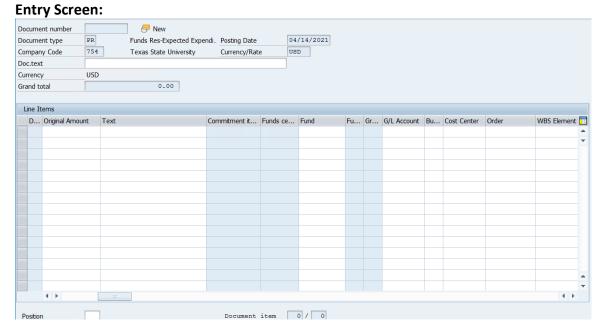
Document Type: Enter PR

Document Date: Populates with today's date Posting Date: Populates with today's date



### Hit Enter = Green Check Icon

### Step Two:



#### **Header Field:**

**Doc.text:** Enter the description or reason for the reservation. Because you could have multiple lines in the reservation, use a general description for this text field. (Example: Rsrv funds for dept for estimated summer expense)

#### Line-Item Fields:

Original Amount: Enter the amount that is needed to be reserved

**Text:** Specific purpose of this line-item reservation

**Fund:** Enter the Fund

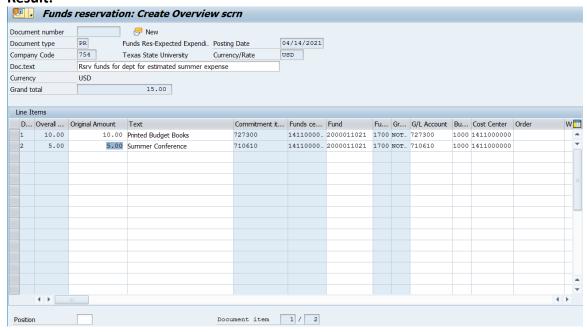
**GL:** Enter the GL (this must be an expense GL 7\*\*\*\*) **Business Area:** Leave Blank (will auto-populate with 1000)

Cost Center, Order or WBS: Enter the Cost Center, Order (if a funded program or Grant)

or WBS (if a WBS Grant)



#### **Result:**



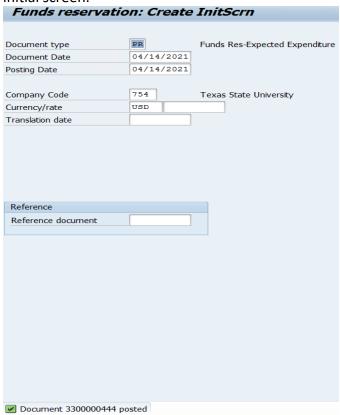


Note that the areas that are not available for entry automatically populate and the grand total updates to the total for all lines entered.



Checks completed successfully

**Click "Save"** - Document number will be created and you'll be returned to the initial screen.





The document is now encumbering funds in the budget in the specific account listed in each line item.

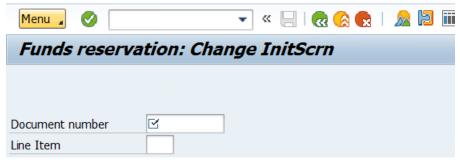
### FMX2-Change Funds Reservation



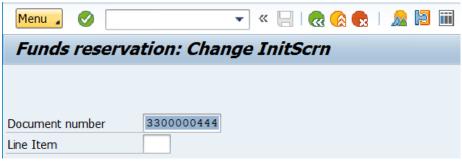
This transaction is used to update the original entry, for example to correct which GL is being encumbered.

### **Step One:**

#### **Initial Screen:**



#### **Enter Document Number:**

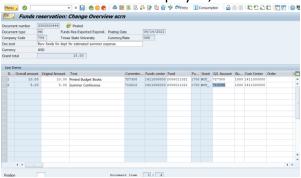


(Line Item is optional)

### Hit Enter = Green Check Icon



The Document will be displayed, and the fields can be updated.



**Click "Save"** - Document number will be updated and you'll be returned to the initial screen.

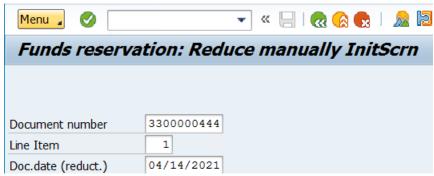
### FMX6-Reduce Manually Funds Reservation



This transaction is used to reduce or close the original entry.

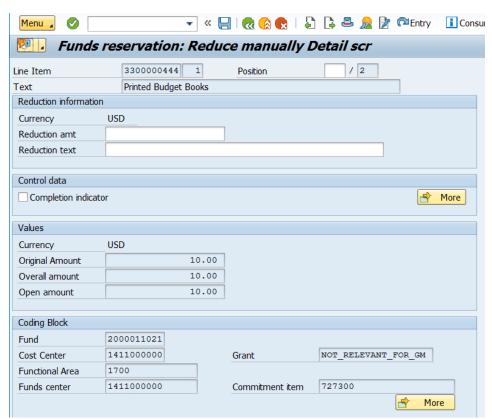
### **Step One:**

#### **Initial Screen:**



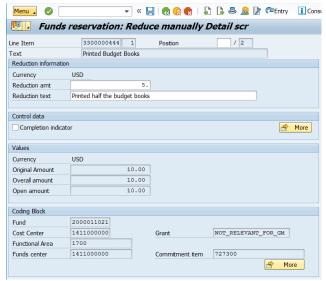
**Enter the Document Number and Line Item** 

### Hit Enter = Green Check Icon



From here you can manually reduce the original amount or you can complete the entire line item.

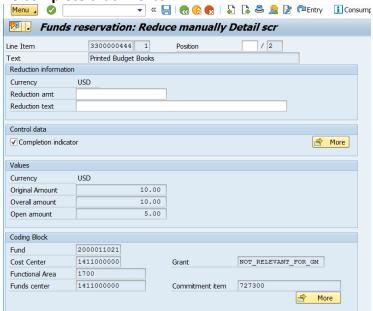
#### To reduce the amount:



### Enter the amount to reduce



#### To complete that line item:



### **Click the Completion indicator**



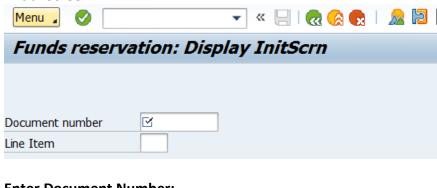
### FMX3-Display Funds Reservation



This transaction is used to display the document. This is where you would see any reductions that have been entered or the document in general.

#### Step One:

#### **Initial Screen:**



#### **Enter Document Number:**

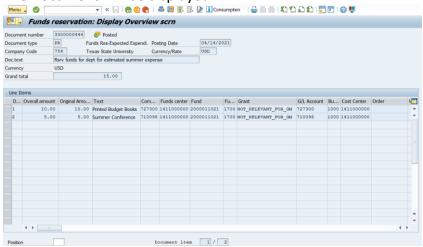


(Line Item is optional)

### Hit Enter = Green Check Icon

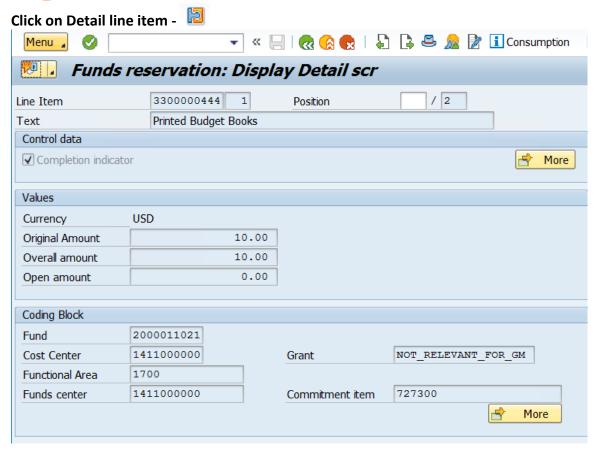


#### The Document will be displayed.





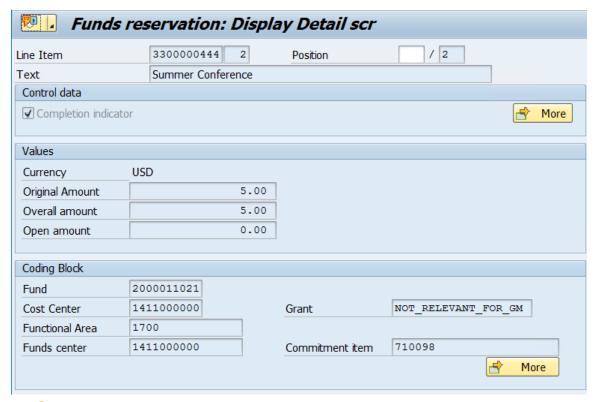
From this transaction you can check each line individually or the consumption of the funds.





Notice this is line item 1. You can see that the original amount was \$10. The Open amount is \$0. Also note that the Completion indicator has a checkmark.

Click Next item -

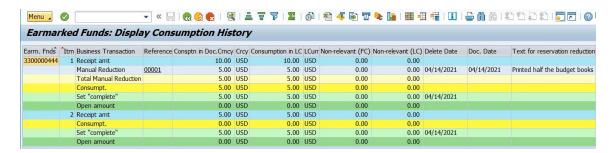




Notice this is line item 2. You can see that the original amount was \$5. The Open amount is \$0. Also note that the Completion indicator has a checkmark.

To view the consumption information from the overall Display screen:

Click on "Consumption" - Consumption





Notice this shows both line items of the document. You can see that the original amounts for each line item, as well as any manual reductions and when it was set to complete (reducing any open encumbrances). This now reflects both line items to have nothing "open" (or encumbered).