

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.

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)



Hit Enter = Green Check Icon

Result:

Funds reservation: Create Overview screen

Document number New

Document type Funds Res-Expected Expendi.. Posting Date

Company Code Texas State University Currency/Rate

Doc.text

Currency

Grand total

Line Items													
D...	Overall ...	Original Amount	Text	Commitment it...	Funds ce...	Fund	Fu...	Gr...	G/L Account	Bu...	Cost Center	Order	W
1	10.00	10.00	Printed Budget Books	727300	14110000..	2000011021	1700	NOT..	727300	1000	1411000000		
2	5.00	5.00	Summer Conference	710610	14110000..	2000011021	1700	NOT..	710610	1000	1411000000		

Position Document item /



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

Click "Check" - - Should get this result at the bottom:

Checks completed successfully

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

Funds reservation: Create InitScr

Document type	<input type="text" value="PR"/>	Funds Res-Expected Expenditure
Document Date	<input type="text" value="04/14/2021"/>	
Posting Date	<input type="text" value="04/14/2021"/>	
Company Code	<input type="text" value="754"/>	Texas State University
Currency/rate	<input type="text" value="USD"/>	<input type="text"/>
Translation date	<input type="text"/>	

Reference	
Reference document	<input type="text"/>

Document 330000444 posted



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:

Menu

Funds reservation: Change InitScr

Document number

Line Item

Enter Document Number:

Menu

Funds reservation: Change InitScr

Document number

Line Item

(Line Item is optional)

Hit Enter = Green Check Icon



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

Menu

Funds reservation: Change Overview

Document number: 3300000444 Posted

Document type: FSI Funds Res-Exp/Est/Expend. Posting Date: 04/14/2021

Company Code: T54 Texas State University Currency/Rate: USD

Doc text: Rsv funds for dept for estimated summer expense

Currency: USD

Grand total: 15.00

Line Items	Doc.	Overall amount	Original Amount	Text	Current...	Funds center	Fund	Pr...	Grant	GL Account	Bu...	Cost Center	Order
1	2	10.00	10.00	Printed Budget Books	727300	1411000000	2000011021	1700	MPR	727300	1000	1411000000	
2	2	5.00	5.00	Summer Conference	710410	1411000000	2000011021	1700	MPR	710410	1000	1411000000	

Position: Document Item: 1 / 2

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:

Document number 3300000444
Line Item 1
Doc.date (reduct.) 04/14/2021

Enter the Document Number and Line Item

Hit Enter = Green Check Icon



Line Item 3300000444 1 Position / 2
Text Printed Budget Books
Reduction information
Currency USD
Reduction amt
Reduction text
Control data
 Completion indicator More
Values
Currency USD
Original Amount 10.00
Overall amount 10.00
Open amount 10.00
Coding Block
Fund 2000011021
Cost Center 1411000000 Grant NOT_RELEVANT_FOR_GM
Functional Area 1700
Funds center 1411000000 Commitment item 727300 More

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

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:

Menu <<

Funds reservation: Display InitScr

Document number

Line Item

Enter Document Number:

Menu <<

Funds reservation: Display InitScr

Document number

Line Item

(Line Item is optional)

Hit Enter = Green Check Icon



The Document will be displayed.

Menu << Consumption

Funds reservation: Display Overview scrn

Document number Posted

Document type Funds Res-Expected Expendi. Posting Date

Company Code Texas State University Currency/Rate

Doc.text

Currency

Grand total

D...	Overall amount	Original Amo...	Text	Com...	Funds center	Fund	Fu...	Grant	G/L Account	Bu...	Cost Center	Order	V
1	10.00	10.00	Printed Budget Books	727300	1411000000	2000011021	1700	NOT_RELEVANT_FOR_GM	727300	1000	1411000000		
2	5.00	5.00	Summer Conference	710098	1411000000	2000011021	1700	NOT_RELEVANT_FOR_GM	710098	1000	1411000000		

Position Document item /



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

Click on Detail line item - 

Menu <<    |     Consumption

Funds reservation: Display Detail scr

Line Item Position /

Text

Control data

Completion indicator  More

Values

Currency	USD
Original Amount	<input type="text" value="10.00"/>
Overall amount	<input type="text" value="10.00"/>
Open amount	<input type="text" value="0.00"/>

Coding Block

Fund	<input type="text" value="2000011021"/>	Grant	<input type="text" value="NOT_RELEVANT_FOR_GM"/>
Cost Center	<input type="text" value="1411000000"/>	Commitment item	<input type="text" value="727300"/>
Functional Area	<input type="text" value="1700"/>		
Funds center	<input type="text" value="1411000000"/>		

 More



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 - 

