

Funds Reservation (FR) Instructions

To encumber funds with Funds Reservation (FR) for budget items:

USE TRANSACTION **FMX1**:

Funds reservation: Create InitScr

Document type	11	← Document type –
Document Date	03/04/202	
Posting Date	03/04/202	
Company Code	SSHE	← Company Code – always SSHE
Currency/rate	USD	
Translation Date		← Currency/rate – always USD

Press Enter when all info is entered.

PRD(2)/300 Funds reservation: Create Overview scrn

Funds reservation: Create Overview scrn

Document number: [] New Document Date: 03/20/20

Document type: 11 Funds reservatn w/o Workflow Posting Date: 03/20/20

Company Code: SSHE State System of Higher Ed Currency/Rate: USD

Doc.text: Reserve funds for Athletic Team Travel

Currency: USD

Grand total: 0.00

Do...	Overall amount	Text	Commitment item	Funds Center	Fund
	30000	Reserve funds for Athletic Team T...	615160	8211115000	

Enter Overall amount/Text/comm Item/Funds Center, then check green checkmark (it will fill in the rest)

After everything is filled out, press Enter or Green  to be sure you have no error messages.

If no error messages appear at the bottom left corner, click on the Save icon at the top of the screen **(NOT THE ONE THAT SAYS PARK DOCUMENT)**.

Write down the fund reservation reference number in the lower left corner.

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TO CHANGE A DOCUMENT:

- ❖ Use transaction **FMX2**.
- ❖ Enter your document number and press **Enter**.
- ❖ Make your changes. (Example, reduce \$10,000 to \$8,000 to release \$2,000 into FC as available budget).
- ❖ Click on the **Save icon** at top of screen. 

TO CANCEL DOCUMENT:

- ❖ Use transaction **FMX2**.
- ❖ Enter your document number and **press Enter**.
- ❖ Click on the Detail Line Item icon located second from the left (looks like a **puzzle piece**). 
- ❖ Next, click in the box called '**completion indicator**' in the control data box. Then **Save** revised document.



Funds reservation: Change Detail scr

Document number 200

Line Item



Funds reservation: Change Detail scr

Line Item 200003558 1 Position 1

Text Meeting in Harrisburg

Control data

Completion indicator Item blocked Item block

After placing a checkmark in the completion indicator, click on the Save icon at the top of the screen.

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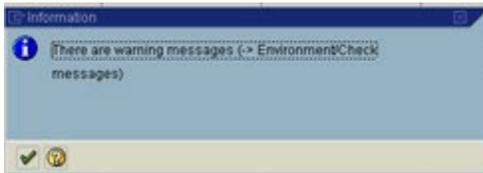
TROUBLESHOOTING: You will receive a yellow warning in the lower left-hand corner of your SAP screen if your funds are getting low.



Select the **green or yellow** back arrow. A dialog box will appear, similar to the screen shot below:



Click on “**yes.**” The following window will appear:



Click on the **green checkmark** to continue. You will then get your document number in the bottom left corner of the screen:

