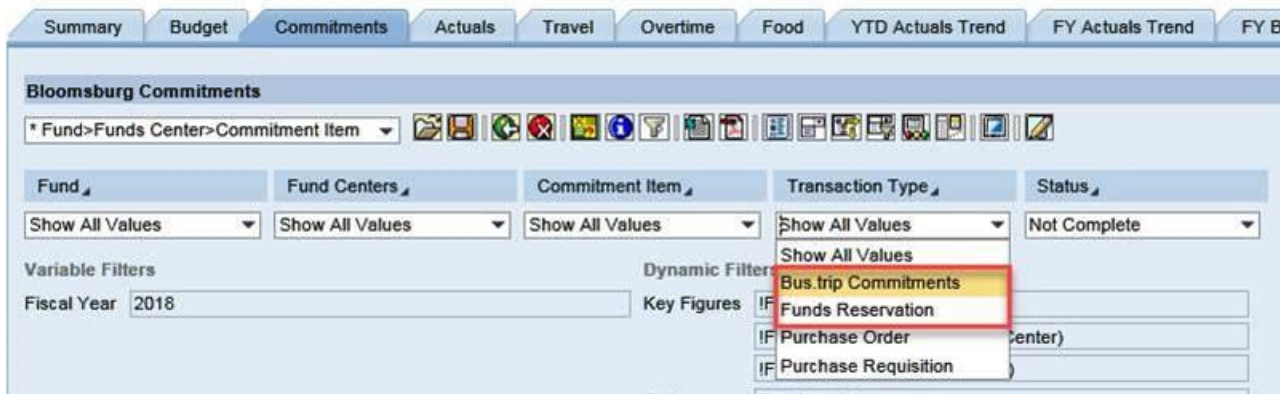


## Year End Check of Open Funds Reservations

Please check your department's open travel documents (business trip commitments) and open funds reservations by **close of business on Friday, June 8, 2018**. You will need to determine if they should be closed or submitted to Accounts Payable for reimbursement.

### Use the BI Budget Report to view all open documents:

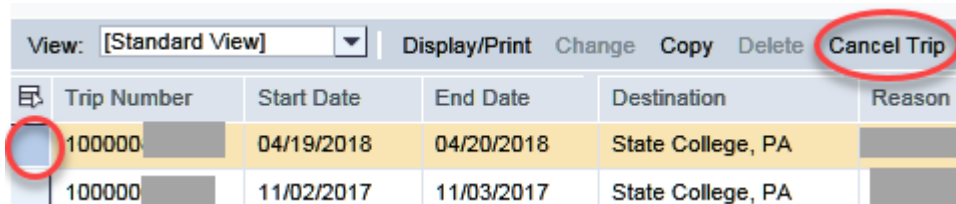
1. Click on the "Commitments" tab
2. Click on the dropdown under "Transaction Type":
  - a) Select "Bus. Trip Commitments" to view a list of all open (committed) travel documents/business trips
  - b) Select "Funds Reservation" to view open funds reservations for student travel & miscellaneous items



(Please note: If the travel was a May or June 2018 trip and had an Enterprise rental that was not charged yet, the travel document should remain open until the rental is paid.)

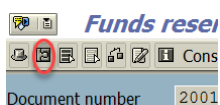
### Use ESS Travel Management to cancel business trip commitments for travel that did not occur or will NOT be reimbursed:

1. Find the trip you want to cancel
2. Click the box to the left of the "Trip Number"
3. Click on "Cancel Trip" box



### Use SAP to close/cancel a funds reservation:

1. Use transaction FMX2
2. Enter your document number and press "Enter"
3. Click on the Detail Line Item icon located second from the left (looks like a puzzle piece)



4. Click in the box called "completion indicator"
5. If there are multiple lines on the document, you will need to complete this step for each line
6. Click on the "Save" icon at the top of the screen

If you have any questions contact me at #4700 or [ahalye@bloomu.edu](mailto:ahalye@bloomu.edu)