Year End Check of Open Funds Reservations

Please check your department’s open funds reservations by the close of business Friday, June 6, 2014.

Use the Bi Budget Report to view all open documents
1. Click on Commitments tab
2. Then click on the dropdown under Transaction Type and choose “Funds Reservation”
3. This will bring up a list of all OPEN (Committed) funds reservations.

Review the listing and determine if they should be closed or submitted for payment.

Submit those needing reimbursement to Accounts Payable by Friday June 13, 2014.

For funds reservation that need to set to complete (closed), use SAP and follow the instructions below.

Please Note: If the travel was for a May or June 2014 trip and had an Enterprise rental that was not charged yet, leave the funds reservation open. To view charges: click on “consumption”, you will see “Enterprise Rental” if it was charged.

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). That will cancel your document.

- Next, click in the box called ‘completion indicator’ in the control data box.

Note: If there are multiple lines on the document, you will need to complete this step for each line.

If you have questions, please contact the Budget Office at #4700.