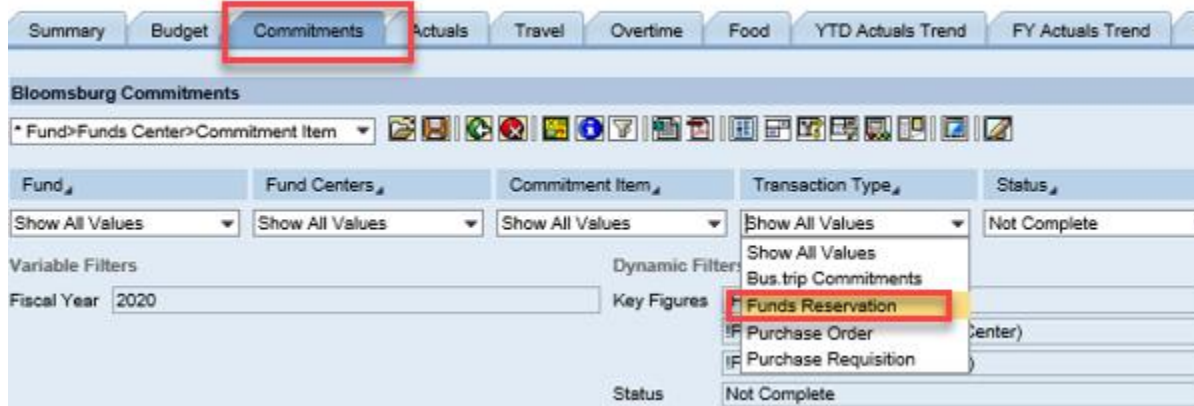


Year End Check of Open Funds Reservations

Please check your department's open funds reservations by **close of business on Monday, June 8, 2020**. You will need to determine if they should be closed or submitted to Accounts Payable for reimbursement.

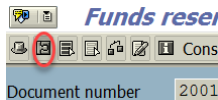
Use the BI Budget Report to view all open documents:

1. Click on the "Commitments" tab
2. Click on the dropdown under "Transaction Type":
 - a) Select "Funds Reservation" to view open funds reservations for student travel & miscellaneous items

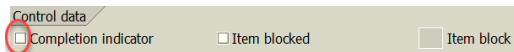


Use SAP to close/cancel a funds reservation:

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