

Earmarked Funds - Practice

7. Your department has determined that you need to purchase 5 new desktop computers. The total cost of the computers is approximately \$3000. To ensure that the money is set aside for the purchase while you identify the specifications for the new machines, create an Earmarked Fund document (i.e., Manual Reserve).

Details of Reserve:

- \$3,000
- Commitment Item - EQUIPMENT
- FC 119821

QRG - Create Funds Commitment

8. **Create an Earmarked Fund** to set aside budget for Design Fee for Fiscal 2020.

Note: Ensure that the reserve is created with **Account Assignment Changeable**.

- \$15,000
- GL Account 835000
- FC 119821
- CC 11043

QRG – Create Funds Commitment

9. **Increase the Earmarked Fund** created in **Activity 1** by \$1,500.

QRG - Change Funds Commitment

10. Process the Dell **Invoice** for the 5 computers using the Earmarked Fund created in **Activity 1 (see Dell Invoice)**.

G/L Account = 821110

Funds Center = 119821

Cost Center = 11040

Tax Code = E1

QRG – Invoice Create

11. View the usage/consumption (i.e., Display Consumption History) to determine how much of the Reserve has been expensed.

QRG – Display Funds Commitment