

FM300U – SCEIS Funds Management Online Course Script

FM300U Index

Welcome to FM300U, the SCEIS Funds Management class.

Pre-requisites for this class include COR120U – the online SCEIS ECC Navigation class.

Lessons within the FM300U class include:

- Funds Management Process and Master Data
- Availability Control
- Create, Change and Display Budgets
- Create and Maintain Earmarked Funds
- Budget Error Messages

The class script and PowerPoint can be found on the links page of this class.

Lesson 1: Funds Management Process and Master Data

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SCEIS Funds Management

The SCEIS ECC Funds Management module is used to load and maintain the approved budget for the State of South Carolina.

It maintains revenue and expenditure budgets for all State agencies and program areas. The Funds Management module is commonly represented by the abbreviation FM.

FM monitors transactions that affect budget consumption and warns when funds are low to prevent overspending.

The Funds Management module is also used to track encumbrance transactions and documents.

SCEIS ECC Modules

SCEIS ECC modules are integrated and use the same organizational or hierarchy structure. In the Funds Management module the organizational unit is **SC zero one**.

Financial Accounting and Controlling also use SC zero one.

SCEIS FM Data Structure and Integration

The Funds Management module uses six Master Data elements for processing budget transactions and budget reporting.

Data elements used in FM are:

Funds Center

Funded Program and Functional Area

Commitment Item

Grant

Fund

SCEIS FI Data Structure and Integration

This chart is a representation of the integration of data used across the financial modules in ECC.

For example:

In Funds Management, the ten-digit Commitment Items are used for expenditure and revenue accounts.

These Commitment Items also correspond to or are associated with General Ledger accounts in Financial Accounting, Cost elements in Controlling, and Sponsored Class in Grants Management.

This chart may be helpful to users who are familiar with the previous Legacy system. This illustrates the relationship between the Legacy system data and the current ECC system.

Master Data

Master Data information is stored centrally and re-used again and again whenever transactions are processed. Funds Management uses Master Data elements to process and record transactions.

Funds Management Master Data

Master Data elements used in Funds Management are:

Fund

Funds Center

Functional Area

Commitment Item

Grants

and Funded Program.

Fund

A Fund:

- represents a self-balancing set of accounts for the purpose of carrying on specific activities
- enables you to create a complete set of books for each fund
- represents the lowest level source of funding used for tracking, controlling and reporting on available financial resources

A full set of financial statements can be created for each fund.

Funds segregate the State of South Carolina's financial resources for specific purposes and in accordance with laws and regulations. These funds also help State Government track, report and control resources.

A Fund can represent internal or external funds which are limited functionally and designated for specific expenditures. Funds may also be used as administrative and or accounting units to separate activities and to provide better analysis and reporting.

Internal Funds are revenue the State of South Carolina generates internally through general appropriations, fees and services.

External Funds are revenue the State obtains from other sources such as federal grants, private grants, contracts and other sources outside the state.

The General State Fund is an example of an Internal Fund and the Federal Fund is an example of an External Fund.

Fund Category and Number Range

Funds are separated into fund categories with corresponding number ranges. Each fund number contains eight characters.

The first number of a Fund indicates which Fund Category is represented in the Fund.

A One indicates a General Fund Expenditure

A Two represents General Fund Revenue

A Three is for an Earmarked Fund

A Four indicates a Restricted Fund

And a Five represents a Federal Fund

Fund Number

The fifth character in a Fund Number is the “z indicator.” This indicator is used to identify the Fund Type.

A zero in the “z” indicator represents Governmental Funds

A 7 is for Fiduciary Fund

An 8 represents Capital Projects

And a 9 indicates Audited Financial Statement Agency Fund

This Fund Number is an example of an Earmarked Fund.

We know from this example that the Fund Category is Earmarked Funds because the first character is a three.

The fifth character is a zero and indicates Governmental Fund.

The last three characters are for detail requested by the Agency.

FM5S – Display Fund

To display a fund, from the SAP Easy Access User Menu screen, enter the transaction code FM Five S in the command field.

Next, click the Enter Icon.

This transaction is useful if you want to view a fund and its information or if you cannot remember the name and or number of a fund.

On the Display Fund Initial Screen, enter the fund number in the Fund field. NOTE: If a fund number is not available, initiate a search using the Search Help button.

Enter the funds management area into the FM Area field. The FM Area is always SC zero one.

Next, click the Enter button.

The fund is displayed. Agencies may view the Fund name, validity date and Fund type.

Fund Center

In Funds Management, a Fund Center is the equivalent to a Cost Center in the Controlling module.

Fund Centers represent organizational units for which budgets are created.

They are arranged in hierarchies with Agency represented at the top level.

Fund Centers are assigned to a manager so that they can track the budget activity for their area or department.

Budget is loaded into SCEIS for each fiscal year for each agency. It is loaded at the eight-digit Fund Center or top level Fund Center. The eight digit Fund Center is for budgeting purposes only. No spending is posted at this level. The budget Availability Control (AVC) is set by default at this level.

Agencies may choose to control spending at the ten-digit Fund Center. The agency will distribute the budget and/or AVC from the eight-digit or top level Fund Center to the lower level ten-digit Fund Center. Changing an agencies AVC budget setting in the system must be decided at the beginning of the budget year.

The first four characters are the equivalent to the Business Area or Agency that controls the Fund Center.

Characters five through ten represent agency hierarchy.

Commitment Items

Commitment Items represent expenditure and revenue accounts in the Funds Management module. Six-digit Commitment Items are used for budgeting purposes only.

Ten-digit Commitment Items are used to post revenue and expenditure amounts. The ten-digit Commitment Item corresponds to the ten-digit general ledger account in the Financial Accounting module.

Commitment Items are categorized by type of account and are assigned a specific number range. Commitment Items that start with a four or a five are used in Funds Management.

This hierarchy shows the six-digit and the ten-digit Commitment Item relationship.

FMCIC – Display Commitment Items

To display a Commitment Item, from the SAP Easy Access User Menu screen, enter the transaction code **FMCIC** in the command field.

Next, click the Enter icon.

On the Display Commitment Item screen, enter the Commitment Item number in the Commitment Item field.

Click the Enter icon.

Basic data for the Commitment Item is displayed.

Click the Back button to return to the previous screen.

Note: the ten-digit Commitment Item shows it is a directly postable account and the superior Commitment Item is the parent, six-digit budget account.

Funded Programs

Funded Programs represent the activities and projects of the State of South Carolina for budgeting purposes.

Funded Programs enable you to record budget, control postings, and monitor the performance of internal projects and programs.

There are two types of Funded Programs in SCEIS Funds Management: State Funded Programs and Agency Funded Programs.

State Funded Programs

The approved annual budget is loaded to State Funded Programs.

These budgets are based on Agency funding requests during the budget process and/or budget approval from the legislature. Agency budget personnel can view State Funded Programs but cannot make changes.

State Funded programs are comprised of fifteen characters.

As a default Availability Control (AVC) is checked at the State Funded Program level.

AVC checks budget availability on transactions.

We will discuss more detail on Availability Control in Lesson Two.

Agency Funded Programs

State Funded Programs can be further broken down into Agency Funded Programs. An Agency Funded Program is a Sub-division of the State Level Funded Program.

Agency Funded Programs are represented in the system by a set of fifteen characters.

The Agency Funded Program number is always derived and is never keyed into a transaction.

The characters in an Agency Funded program are a combination of the agency's Cost Center and the last 5 characters of the Functional Area that are being used in the transaction.

The underscore is significant and indicates that the Functional Area is a regular functional area within the Agency Funded Program.

If the underscore is replaced with an X, it indicates a special Functional Area, part of a special State Funded Program which will also have an X in the 12th character.

FM Measured – Display a Funded Program

To display a State or Agency Funded Program, from the SAP Easy Access User Menu screen, enter the transaction code **F M Measured** in the Command Field.

Next, click the Enter icon.

FM Measured – Display a State Funded Program

To **Display a State Funded Program**:

Enter the Funded Program number in the **Funded Program** field. **NOTE:** If you don't know the Funded Program, initiate a search using the **Search Help** button.

Click the **Enter** button.

Basic data for the State funded program is displayed.

Click the **Back** button to return to the previous screen.

Click the **Exit** button to exit the screen.

Note that there is not a Business Area for a State Funded Program because the same State Funded Program code can be used by more than one agency. An example of this is the State Funded Program 9500 dot 050000 dot 000, State Employer Contributions.

FM Measured – Display an Agency Funded Program

To Display an Agency Funded Program:

Enter the funded program number in the **Funded Program** field. **NOTE:** If you don't know the Program, initiate a search using the **Search Help** button.

Click the **Enter** button.

Basic data for the Agency funded program is displayed.

Click the **Back** button to return to the previous screen.

Click the **Exit** button to exit the screen.

Note that when the Agency Funded Program is displayed, the corresponding Business Area, Cost Center and State Funded Program is displayed.

Functional Area

The Functional Area is used to group accounting and budgeting activities by their functions.

They represent the State Level Appropriation within an Agency.

There can be a one to one or many to one relationship to the mini-code structure.

As a default, there is no check on budget availability at the Functional Area. This must be requested by the Agency.

The first four characters of the Functional Area code represent the agency's business area and the last four characters represent the agency hierarchy or structure as requested by the agency.

The underscore indicates that this is a regular Functional Area, part of a regular State Funded Program.

An X in the place of the underscore represents a special Functional Area, part of a special State Funded Program.

ZMDRR – Master Data Relationship Report

The ZMDRR Master Data Relationship Report demonstrates the relationship of the Functional Areas to STARS Mini-Codes and to the State Funded Programs.

The report also provides a quick reference to determine the validity of spending combinations of Cost Center and Functional Area for an Agency Funded Program.

To run the Master Data Relationship Report, from the SAP Easy Access User Menu screen, enter the transaction code **ZMDRR** in the command field.

Next, click the Enter icon.

If needed, limit the search by specifying a Cost Center, Functional Area, Mini Code or State Funded Program in the blank fields. Otherwise, all Master Data for an agency will be displayed.

After you enter the search criteria, press the “Enter” button. Data can be sorted by clicking the column heading. Click again to sort in the other direction.

This report data can also be downloaded to Excel.

Request Master Data Additions/Changes

To request additions or changes to Master Data, contact the SCEIS Help Desk.

A template to change Master Data will be sent to the Master Data Owner.

These requests can only be made by your Agency or Department’s Master Data Owner.

Completed templates can be e-mailed to the SCEIS Help Desk.

Lesson Two: Availability Control

Lesson Two: Availability Control

Availability Control

The Availability Control or AVC is a critical tool in monitoring and managing budget funds in the FM module.

The primary purpose of the AVC is to provide controls on any transaction that will affect budget.

The AVC will issue an error message or a hard stop when there are insufficient budget funds to cover encumbrances or expenditures.

These error messages provide the user with detailed information as to the Availability Control address with insufficient budget.

The default Availability Control Level configured in ECC is similar to the State Level of Control.

Agencies have the option to control budgets at levels lower than the default AVC or State Level of Control.

Lower level controls must be consistent across the entire Agency.

These control levels cannot be changed during the fiscal year but they may be changed before a new fiscal year begins, if needed.

Availability Control in Funds Management is defined by the combination of the following objects or Master Data elements:

Fund

Funds Center

Commitment Item

Functional Area

Funded Program

Grant

FMAVCR01 Budget Report

The FMAVCR01 budget report is used to:

View budgeted amounts, consumed amounts, and available amounts by State Funded Program, Fund, and Commitment Item for your agency.

View budget balances by Master Data Account Assignment elements for your agency's budget.

Show a high level and detail level view of spending by Fund.

FMAVCR01

The FMAVCR01 report can be run at a high level or detail level based on the criteria set in the account assignment selection. The minimum criteria required to run this report is: FM Area, Fiscal Year, Control Ledger, Funds Center and Commitment Item.

All other criteria is optional and may be used to narrow search results.

Click the Control Ledger Field to display a drop-down menu listing all Control Ledgers available for this report.

The four available Control Ledgers for the State of South Carolina are:

9H: FM PB Availability Control - This checks line item budget per agency's requested AVC level.

ZF: FM AVC – Appropriations Act which checks budget against State Funded Program level.

ZG: FM AVC – Grant & High Fund Center Level checks the AVC for grant funding.

And

ZJ: OSB Budgetary Control Ledger checks 2% allowable budget transfer limit from salaries to other operating.

Enter the remaining criteria for the report in the **Selection of Account Assignments** box to narrow the search results.

Fields in this section have drop-down search menus to narrow your search results. You can also place an asterisk or wild card on either side of an account to search for partial data or to find all parameters that contain a common string of characters. To exclude all grants, enter “not relevant” in the grant selection field.

Once all parameters in Account Assignments are made, click the Execute icon to run the report.

Report information is at a high level view and is displayed in total. The report header displays report parameters from search criteria.

Report categories are:

Budget Address – Posting Address: Displays line item details by account assignment.

Consumable Amount: Displays annual approved budget dollars.

Consumed Amount: Displays year-to-date expenditures and encumbrances.

Available Amount: Displays year-to-date budget balance.

Click the arrow next to the folder to view report details.

The report displays budget availability by Fund and Commitment Item. Click the triangle to display further details.

Expand the Account Assignment to display the budget availability at the lowest level of budget and expenditure Account Assignment. All Commitment Items can be viewed at this detail level to check for accuracy.

FMAVCR01 can also be used to display agency revenue.

Select the Fiscal Year and Control Ledger 9H.

Enter Account Assignments selections. Commitment Item should be a revenue account or enter four and an asterisk to return all revenue accounts.

Once all parameters in Account Assignments are made, click the Execute icon to run the report.

This report information is at a high level view and is displayed in total.

Report categories are:

Budget Address – Posting Address: Displays line item details by account assignment.

Consumable Amount: Displays annual estimated revenue

Consumed Amount: Displays year-to-date deposited revenue

Available Amount: Displays over or under estimated revenue

The Commitment Item values can be expanded to view report details. Click the arrow next to the folder to view report details.

This expanded folder view shows deposits made in each Fund.

Folders can be further expanded to show greater detail.

This expanded portion of the report shows revenue by Commitment Item.

Folders can be further expanded to show greater detail.

This expanded report view displays revenue by State Funded Program. All zeroes are the State Funded Program estimated revenue. The two other State Funded Programs are where the deposits were posted.

This line displays the posting address of revenue deposited.

FMAVCR01 can also be used to check the agency's Capital Projects. Change the Funded Program in the Account Assignment to ninety-nine with an asterisk to pull all Capital Projects. Change the layout options to display Funded Program first in the report.

Once all parameters in Account Assignments are made, click the Execute icon to run the report.

This is a high level view of all agency capital projects.

You can expand a folder to display capital projects by Funded Program and by Fund.

Fully expanding one Fund displays Budget Address and Posting Address of the capital project.

Lesson 3: Create, Change, and Display Budgets

Lesson Three: Create, Change and Display Budgets

FMBB – Budgeting Workbench Transaction

The Budget Manager and Analyst, as assigned by their agency, create and process budget transactions using the FMBB Budgeting Workbench transaction code. Use the FMBB transaction when you need to create, revise or transfer budget funds.

The FMBB Matrix/Valid Budget Combinations spreadsheet is used to determine the appropriate data and process for keying transactions.

The FMBB Matrix is available through the links page of this class and in uPerform.

Funds Management Budget Process – Enter (ENTR)

The first Column Header in the FMBB Matrix is **Process**. Options in this column are Enter, Supplement, Transfer, Return, or Carry Forward. Choose the appropriate process to be completed.

Next you will see **Document Type**. Select the type of document to be created.

From the next column, Budget Type column select the type of budget transaction. This will be entered in the budget type field in the transaction.

The Initiated by column indicates who initiates the FMBB transaction.

EBO Workflow tells the transaction's workflow if other approvals outside of the agency will be required before the transaction can be posted.

And...

Purpose describes the purpose of each budget process.

Grayed boxes in the matrix represent budgeting processes only performed by the Executive Budget Office.

Funds Management Budget Process – Supplement (SUPL)

This Matrix defines the process for entering budget for a “Supplement Request” for additional budget funds.

Funds Management Budget Process – Return (RETN)

This Matrix defines the process for entering budget for a “Return Budget”.

Funds Management Budget Process – Transfer (SEND, RECV)

This Matrix defines the process for entering budget for a “Transfer”.

Funds Management Budget Process – Carry Over (COSD, CORV)

This Matrix defines the process for entering budget for a “Carry Over”.

Request Budget Increase/Supplement Process Flow

This chart illustrates the process flow for requesting a budget increase or supplemental process procedure using the FMBB transaction code.

FMBB – Supplement/Increase Budget

Before beginning any FMBB transaction, check the FMBB Matrix/Valid Budget Combinations spreadsheet to determine the process for keying the transaction.

To request additional budget authorization from the Executive Budget Office, from the SAP Easy Access screen, select the menu path or enter the transaction code **FMBB** in the Command Field.

Next, click the **Execute** icon.

At the **Budgeting Workbench – Create Document** screen, you will see the **Header Data Tab**. Within the Header Tab:

Click the Process drop-down box and select “Supplement.”

Click the Document Type drop-down box and select “BDAJ.”

The Version box should contain a “0.”

The Document Date field should contain the current date.

Fiscal Year should contain the current fiscal year.

And...

Period should contain the current period. Note: “All” should **NEVER** be selected. Selecting All may cause incorrect reporting.

Click the Budget Type drop-down box. Select “BADJ.”

In the Payment Budget Tab at the bottom of the screen, as required, complete and review the following fields: **Fund, Funds Center,**

Functional Area, Funded Program, Commitment Item, Grant and Amount.

Prior to pre-posting the document, you can check your transaction using the “Check Document” icon. If there are no errors, the system will initiate a message at the bottom of the screen that says: “No errors detected. Document has been checked successfully.”

Click the “Prepost icon.”

The system will generate a document number for your transaction.

To check the workflow of your transaction:

Click the “Services for Object” icon.

Select “Workflow.”

And...

Select “Workflow Overview.”

This screen will show the steps of the workflow and the status of the workflow.

To view the list of approvers, under the Agent column, click Information. A pop-up box will display the list of approvers.

FMBB – Transfer Budget Within Agency

Before beginning any FMBB transaction, check the FMBB Matrix/Valid Budget Combinations spreadsheet to determine the process for keying

the transaction. When an Agency needs to transfer funds within their Agency, follow this procedure:

At the **Budgeting Workbench – Create Document** screen, there is a **Header Data Tab**. In the Header Data Tab:

Click the Process drop-down box and select “Transfer.”

Click the Document Type drop-down box and select “TRFW.”

Click the Version drop-down box and select “0.”

The Document Date should contain the current date.

In the Sender Box:

The Fiscal Year field should contain the current fiscal year.

And...

Period should contain the current period. Note that “All” should **NEVER** be selected. Selecting All may cause incorrect reporting.

Next, click the Budget Type drop-down box and select “TRSF.”

In the Receiver Box:

The Fiscal Year field should contain the current fiscal year.

Period should contain the current period. Again, “All” should **NEVER** be selected. Selecting All may cause incorrect reporting.

Next, click the Budget Type drop-down box. Select “TRSF.”

In the **Payment Budget Tab** at the bottom of the screen:

Click the -/+ text box. Click the drop-down icon and select “ - Sender”. Click Ok.

Complete the Sender line with the following fields: ***Fund, Funds Center, Functional Area, Funded Program, Commitment Item, Grant*** and ***Amount***.

Click the -/+ text box in line 000002. Click the drop-down icon and select “ + Receiver”. Click Ok.

Complete the Sender line with the following fields: ***Fund, Funds Center, Functional Area, Funded Program, Commitment Item, Grant*** and ***Amount***.

Prior to Pre-posting the document, you can check your transaction using the “Check Document” icon. If there are no errors, the system will initiate a message at the bottom of the screen which states: “No errors detected. Document has been checked successfully.”

Click the “Prepost” icon.

After you click the “Prepost” icon. Your document number will be generated at the bottom of the transaction screen.

FMEDD – Display a Budget Entry Document

To review or display a budget entry document, use the transaction FMEDD.

The following fields are required to execute the transaction:

FM Area: SC zero one

Document Year: Enter the four digit year the budget document was created.

Entry Document Number: Enter the budget document number you wish to display.

Click the Execute button.

ECC displays the budget entry document and its details.

Lesson 4: Create and Maintain Earmarked Funds

Lesson Four: Create and Maintain Earmarked Funds

Earmarked Funds Overview

SCEIS ECC has several ways to set aside budget or reserve funds for management reasons or for a specific purpose.

Funds Block

And Funds Reservation.

A **Funds Block** is typically used by management at the Agency to earmark or set aside a portion of their budget for a future non-specific use.

For example, if an Agency wanted to hold fifty-thousand dollars from their million dollar budget until later in the fiscal year, the funds block will restrict the fifty-thousand from spending for any purpose until the block is released.

A Funds Reservation is a manual process of restricting funds for a specific purpose.

Also, it can be used to restrict budget for various monthly expenditures such as rent or utilities.

Earmarked Funds Features

Features of Earmarked Funds include:

Earmarked Funds must have a complete budget address.

They are assigned to a Fund, Fund Center, Commitment Item, Functional Area and Grant.

Availability Controls (AVC) are used to check all earmarked fund transactions.

Reporting can be used to view and track earmarked funds and their specific transactional details.

Fund Reservations may be released if all or a portion of the budget funds are not used.

Funds Block – Create, Charge, and Display

There are three transactions related to Funds Block:

FMW1 – Create Funds Block

FMW2 - Change Funds Block

FMW3 - Display Funds Block

Use transaction FMW1 to create a Funds Block to restrict a portion of your agency's budget to be used in the future. The funds block is set at the budget address you choose and is not restricted for a specific expenditure. Usually, funds block are used by management to restrict funds at the beginning of the budget year for later use.

For example, if you wanted to hold a \$100,000 portion of your \$500,000 annual budget for a large equipment purchase that will occur later in the year, you could create a funds block which will restrict the \$100,000 from being consumed. This reduces your budget availability by \$100,000 and changes your budget availability.

Use FMW2 when you need to increase or decrease the total amount of the block, to change the overall amount of a line item, or to release or close the block which will return any remaining funds to your budget

Use FMW3 to view or to report funds set aside by a Funds Block.

FMW1 – Create Funds Block

Remember these helpful hints when working with funds documents:

- Always click the Check button to verify your data entry before saving the funds document.
- Save Document saves and posts the funds document in SCEIS.

To create a Funds Block, enter the transaction code FMW1.

Next, click the Enter button.

On the Funds blocking: Create Initial Screen, the following fields are required:

Document type: 11 (Note: All Funds Block transactions will use document type 11)

Currency/rate: USD

Next, click the Fast Data Entry icon.

At the Funds blocking: Create Overview Screen, in the document header field, Doc. Text, enter a short description for the earmarked funds.

Enter the following information in the document line items:

Overall amount: Amount that needs to be allocated (reserved or blocked).

G/L Account: The ten-digit key that identifies an account in the general ledger.

Cost Center: An area of responsibility for capturing costs.

Functional Area: A key defined to group accounting and budgeting activities by their functions.

Fund: An eight-digit key used to identify a separate and distinct fiscal/accounting object containing a complete self-balancing set of accounts used to monitor the use of the financial resources/cash of an organization, together with associated liabilities, residual equities, and related changes.

Grant: Grant number or NOT RELEVANT is entered if a grant is not applicable.

Next, click the Availability Check button.

Click Save icon if no errors are received to complete transaction.

The Funds Block is posted.

If you receive an AVC warning message regarding the budget document, you will be able to continue with your work. The warning message is displayed as an alert that the budget is getting low.

FMW2 – Change Funds Block

Perform the FMW2 transaction when you need to increase or decrease the total amount of the block, change the overall amount of a line item on the document, or to release or close a block.

Before you begin the transaction:

Know the document number of the Funds Block to be changed.

To change a Funds Block, select the menu path or enter the transaction code FMW2.

Next, click the Enter button.

At the Funds blocking: Change Initial Screen, in the Document number field, enter the document number of the Funds Block you want to change.

Click the Fast Data Entry icon.

At the Funds blocking: Change Overview screen, in the Line Items section complete the following field:

Overall Amount: Change the amount to the new overall amount.

Click the Availability Check icon.

Click the Save document icon if no errors are received to complete transaction.

The change to the Funds Block is posted.

FMW3 – Display Funds Block

Use the FMW3 transaction to display a Funds Block.

Before you begin your transaction:

Know the document number of the Funds Block to be displayed.

To display a Funds Block:

Enter the transaction code FMW3.

Click the Enter button.

Next, enter the Document number to be displayed, then click the Fast Data Entry icon.

The Funds Block is displayed.

Funds Reservation – Create, Change, and Display

There are three transactions related to Funds Reservation:

FMX1 – Create Funds Reservation

FMX2 - Change Funds Reservation

FMX3 - Display Funds Reservation

FMX1: This is a manual process of restricting funds for a specific purpose. This can be used during the SRM process where you may want to place a hold on specific budgeted funds during a solicitation process, but prior to an actual award. Or it can be used to restrict budget for various monthly expenditures which are direct pays (not PO related, such as rent or utilities).

FMX2 – Use this transaction when you need to change a Funds Reservation. This may be needed when a line item amount should be increased or decreased...

FMX3- Use this transaction when you need to review the details of a particular Funds Reservation.

FMX1- Create Funds Reservation

To create a Funds Reservation, select the menu path or enter the transaction code **FMX1**.

Next, click the **Enter** button.

On the *Funds reservation: Create Initial Screen*, complete the following fields:

*Document type: 11 **Note: 11 is not the only document type that can be used for this transaction. The document type selected depends on The role assigned to the creator.***

Currency Rate: USD

Next, click the Fast Data Entry icon.

On the Funds reservation: Create Overview screen, complete the following fields:

Doc. Text: Give a brief description of the reason for the reservation.

In the Line Items section complete:

Overall amount – This is the overall amount of each line item not necessarily the total of the Funds Reservation if multiple lines are used.

G/L Account

Cost Center

Functional Area

Fund

Grant

Click the Availability Check Icon. Next, click Save. The Funds Reservation document is posted with the document number.

FMX2 – Change Funds Reservation

To change a Funds Reservation enter the transaction code **FMX2**. Click the **Enter** button. On the **Funds reservation: Change Initial Screen**: Enter the Funds Reservation document number you want to change, and click the Fast Data Entry icon. On the **Funds reservation: Change Overview Screen** in the **Line items section**, complete the following field:

Overall amount: Change the amount to the new overall amount. Click the Availability Check icon. Click the Save icon. The change to the Funds Reservation has been posted.

To reduce the entire Funds Reservation to zero:

Click the Data Header icon. In the Change Header Data pop-up box, click the Completed check box. Click the Green Check. Click the Save icon. The change to the Funds Reservation has been posted.

FMX3 – Display Funds Reservation

Use transaction FMX3 to display a Funds Reservation.

Before you begin the transaction:

Know the document number of the Funds Reservation to be displayed. To display a Funds Reservation enter the transaction code FMX3. Next, click the Enter button. Enter the Document number to be displayed,

then click the Fast Data Entry icon. The Funds Reservation is displayed. To see the consumption and open balance on funds reservation, click the consumption icon. You can now see additional details for the Funds Reservation.

Lesson 5: Budget Error Messages

Lesson Five: Budget Error Messages

Funds Management – Budget Error Messages

Use the FMAVCR01 transaction to help you find the exact account assignment errors. ECC checks transactions that consume or change budget against five control ledgers. Funds Management contains four control ledgers and Grants Management contains one control ledger. The four Funds Management control ledgers checked when a transaction or encumbrance is processed are:

9H – FM PB Availability Control...

ZF – FM AVC Appropriation Act...

ZG – FM AVC Grant & High FC LVI...

ZJ – OSB Budgetary Control Ledger

The one Grant Management control ledger is 9K in the GM module.

FM Budget Error – 9H Ledger

An error message is generated at the bottom of the Funds Block document. Double click on the error message to get the full account assignment with budget error. This will also provide the availability control ledger, the fiscal year and the control object. Use information from the error message to run the FMAVCR01 report for various information. You can view the account assignment that is generating the error in the 9H ledger by executing the FMAVCR01 report. Use the data elements provided in the error message to run the report.

FM Budget Error – ZF Ledger

You may also view the account assignment that is generating the error in the ZF ledger. Use the data elements provided in the error message to execute the FMAVCR01 report

FM Budget Error – ZG Ledger

To view the account assignment that is generating the error in the “ZG” ledger, use the data elements in the error message and execute the FMAVCR01 report.

FM Budget Error – ZI Ledger

To view the error generated by the ZI ledger, use the data element provided to execute the FMAVCR01 report.

GM Budget Error – 9K Ledger

A message that appears and is followed by (GM PB Availability Control) indicates an error in Grants Management. The 9K prefix on an error message is also an indication of an error in Grants Management. This means that you would need to run the GM report ZGMAVCOVRW to see the error on the grant.

9K Ledger – ZGMAVCOVRW Report

Select the 9K ledger, the only option in the GM report. Enter the grant number in the Grant field and execute the report.

Next Steps

You can access additional support and print step-by-step procedures on the SCEIS uPerform website. Thank you for participating in our training program. Please fill in the SCEIS Training Completion survey to indicate that you have taken this course. Thank you for your time and attention.