



FM Display

Description - Display relevant funds management information related to budgets
 - Run reports for funds management information related to budgets

Tasks/Responsibilities

- Display Application of Funds
- Display Application Tree
- Display Commitment Item Groups
- Display Commitment Item Hierarchy
- Display Commitment Items
- Display Entry Document
- Display Functional Area Groups
- Display Fund
- Display Fund Groups
- Display Funded Program
- Display Funded Program Groups
- Display Funds Block
- Display Funds Center
- Display Funds Center Groups
- Display Funds Reservations
- Display Funds Transfer
- Display Hierarchy Variant of Funds Centers
- Funds Management Reporting

Related Processes

- Funds Management - Master Data Process
- Funds Management - Create, Transfer, and Display Budgets
- Funds Management - Earmarked Funds
- Funds Management - Control and Budget Reporting

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management Structure
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 2

Course Title: MM002 Basic Central Goods Receiver: On-Line eLearning Simulation with a Quick Reference Guide

Duration in Hours: 1

Course Title: COR120 SCEIS SAP Enterprise Core

Duration in Hours: 1



Component (ECC) Overview and Navigation



Agency Budget Analyst

Description

- Display relevant funds management information related to budgets
- Run reports for funds management information related to budgets
- Transfer budget
- Display and review purchasing documents

Tasks/Responsibilities

- Create Budget Transfers
- Display and verify purchasing documents
- Display Application of Funds
- Display Application Tree
- Display Commitment Item Groups
- Display Commitment Item Hierarchy
- Display Commitment Items
- Display Entry Document
- Display Functional Area Groups
- Display Fund
- Display Fund Groups
- Display Funded Program
- Display Funded Program Groups
- Display Funds Block
- Display Funds Center
- Display Funds Center Groups
- Display Funds Reservations
- Display Funds Transfer
- Display Hierarchy Variant of Funds Centers
- Display vendor details
- Funds Management Reporting

Related Processes

- Funds Management - Create, Transfer, and Display Budgets
- Funds Management - Master Data Process
- Funds Management - Earmarked Funds
- Funds Management - Control and Budget Reporting

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Agency Budget Manager

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management Structure
- Knowledge of Funds Management transfer process
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses



Total Training Hours: 15

Course Title: FM300 SCEIS Funds Management	Duration in Hours: 8
Course Title: FM310 SCEIS Funds Management Reports	Duration in Hours: 4
Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation	Duration in Hours: 1
Course Title: FI100 SCEIS Financial Overview	Duration in Hours: 2



Agency Budget Manager

- Description**
- Display relevant funds management information related to budgets
 - Run reports for funds management information related to budgets
 - Transfer budget
 - Display and review purchasing documents
 - Create and change a funds block
 - Create and change a funds reservation

Tasks/Responsibilities

- Create and change Funds Blocks
- Create Budget Transfers
- Create or change Reservations
- Display and verify purchasing documents
- Display Application of Funds
- Display Application Tree
- Display Commitment Item Groups
- Display Commitment Item Hierarchy
- Display Commitment Items
- Display Entry Document
- Display Functional Area Groups
- Display Fund
- Display Fund Groups
- Display Funded Program
- Display Funded Program Groups
- Display Funds Block
- Display Funds Center
- Display Funds Center Groups
- Display Funds Reservations
- Display Funds Transfer
- Display Hierarchy Variant of Funds Centers
- Display vendor details
- Funds Management Reporting

Related Processes

- Funds Management - Master Data Process
- Funds Management - Create, Transfer, and Display Budgets
- Funds Management - Earmarked Funds
- Funds Management - Control and Budget Reporting

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles



Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management funds reservation process
- Knowledge of Funds Management Structure
- Knowledge of Funds Management transfer process
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 15

Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation	Duration in Hours: 1
Course Title: FI100 SCEIS Financial Overview	Duration in Hours: 2
Course Title: FM300 SCEIS Funds Management	Duration in Hours: 8
Course Title: FM310 SCEIS Funds Management Reports	Duration in Hours: 4



Funds Reservation – Create/Change (without Workflow)

Description Please note: This role is used when the agency does not elect to use the workflow functionality for Funds Reservations. Therefore, any user assigned this role will have direct posting authorization without further approval.

- Display relevant funds management information related to budgets
- Run reports for funds management information related to budgets
- Create/change a funds reservation document

Tasks/Responsibilities

- Create and/or Change Funds Reservations
- Display Application of Funds
- Display Application Tree
- Display Commitment Item Groups
- Display Commitment Item Hierarchy
- Display Commitment Items
- Display Functional Area Groups
- Display Fund
- Display Fund Groups
- Display Funded Program
- Display Funded Program Groups
- Display Funds Center
- Display Funds Center Groups
- Display Funds Reservations
- Display Hierarchy Variant of Funds Centers
- Display Vendor Details
- Funds Management Reporting

Related Processes

- Funds Management - Master Data Process
- Funds Management - Earmarked Funds
- Funds Management - Control and Budget Reporting

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Funds Reservation - Create/Change (with Workflow)
- FM Funds Reservation Approver with Workflow

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management funds reservation process
- Knowledge of Funds Management Structure
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 12



Course Title: FM310 SCEIS Funds Management Reports

Duration in Hours:4

Course Title: FM300 SCEIS Funds Management

Duration in Hours:8



Funds Reservation - Create/Change (with Workflow)

Description Please note: This role is necessary only if the agency requires a workflow approval process for executing its funds reservation. Otherwise, an agency has an option to do so without such functionality.

An Agency must designate a user with the Funds Reservation Approver Role in order to execute the workflow functionality properly.

- Display relevant funds management information related to budgets
- Run reports for funds management information related to budgets
- Create/change a funds reservation document using workflow functionality

Tasks/Responsibilities

- Create and/or Change Funds Reservations with Workflow Functionality
- Display Application of Funds
- Display Application Tree
- Display Commitment Item Groups
- Display Commitment Item Hierarchy
- Display Commitment Items
- Display Functional Area Groups
- Display Fund
- Display Fund Groups
- Display Funded Program
- Display Funded Program Groups
- Display Funds Reservations
- Display Hierarchy Variant of Funds Centers
- Display Vendor Details
- Funds Management Reporting

Related Processes

- Funds Management - Master Data Process
- Funds Management - Earmarked Funds
- Funds Management - Control and Budget Reporting

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- FM Funds Reservation Approver with Workflow
- Funds Reservation – Create/Change (without Workflow)

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management funds reservation process
- Knowledge of Funds Management Structure
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 12



Course Title: FM310 SCEIS Funds Management Reports

Duration in Hours: 4

Course Title: FM300 SCEIS Funds Management

Duration in Hours: 8



FM OSB Consistency Check (for OSB use only)

- Description**
- Display relevant funds management information related to budgets
 - Run reports for funds management information related to budgets
 - Review/approve budget transfer requests relating to the two percent rule (salaries/fringes to other operating)
 - Modify budget amounts based on the two percent rule (salaries/fringes to other operating)

This role provides authorization to an individual to transfer funds from his agency to another agency. Additionally, authorized users (from the sender and receiver agencies) possessing this role can view documents relating to these specific inter-agency budget transactions. Since this functionality involves posting across business areas, an agency is recommended to assign this role with discretion.

Tasks/Responsibilities

- Approve budget transfers
- Display Application of Funds
- Display Application Tree
- Display Commitment Item Groups
- Display Commitment Item Hierarchy
- Display Commitment Items
- Display Entry Document
- Display Functional Area Groups
- Display Fund
- Display Fund Groups
- Display Funded Program
- Display Funded Program Groups
- Display Funds Center
- Display Funds Center Groups
- Display Funds Transfer
- Display Hierarchy Variant of Funds Centers
- Funds Management Reporting

Related Processes

- Funds Management - Master Data Process
- Funds Management - Create, Transfer, and Display Budgets
- Funds Management - Control and Budget Reporting

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management funds reservation process
- Knowledge of Funds Management Structure
- Knowledge of Funds Management transfer process



- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

COR100: SCEIS Overview (OLT, 1 hour)
COR120: SCEIS SAP ECC Overview and Navigation (OLT, 2 hours)
FI100: SCEIS Financial Overview (OLT, 3 hours)
FM300: SCEIS Funds Management
FM310: SCEIS Funds Management (Reports)



FM OSB (for OSB use only) Workflow / ECC

Description - Display relevant funds management information related to budgets
- Run reports for funds management information related to budgets
- Approve (via workflow functionality) budget documents

Tasks/Responsibilities

- Approve budget documents
- Display Application of Funds
- Display Application Tree
- Display Commitment Item Groups
- Display Commitment Item Hierarchy
- Display Commitment Items
- Display Entry Document
- Display Functional Area Groups
- Display Fund
- Display Fund Groups
- Display Funded Program
- Display Funded Program Groups
- Display Funds Center
- Display Funds Center Groups
- Display Funds Transfers
- Display Hierarchy Variant of Funds Centers
- Funds Management Reporting

Related Processes

- Funds Management - Master Data Process
- Funds Management - Create, Transfer, and Display Budgets
- Funds Management - Control and Budget Reporting

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management funds reservation process
- Knowledge of Funds Management Structure
- Knowledge of Funds Management transfer process
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

COR100: SCEIS Overview (OLT, 1 hour)
COR120: SCEIS SAP ECC Overview and Navigation (OLT, 2 hours)
FI100: SCEIS Financial Overview (OLT, 3 hours)
FM300: SCEIS Funds Management
FM310: SCEIS Funds Management (Reports)





FM Funds Reservation Approver with Workflow

- Description**
- Display relevant funds management information related to budgets
 - Run reports for funds management information related to budgets
 - Create/change/approve (via workflow functionality) a funds reservation

Please note: If workflow is used, an agency must designate an individual, such as a budget manager, to approve a funds reservation transaction. This role is necessary only if the agency requires a workflow approval process for executing its funds reservation. Otherwise, an agency has an option to do so without such functionality.

Role Conflict:

Funds Reservation - Create/Change (with Workflow); Exception - role can be assigned only if acting as the backup for another user in the agency who is the primary initiator

Tasks/Responsibilities

- Create and/or Change Funds Reservations
- Display Application of Funds
- Display Application Tree
- Display Commitment Item Groups
- Display Commitment Item Hierarchy
- Display Commitment Items
- Display Functional Area Groups
- Display Fund
- Display Fund Groups
- Display Funded Program
- Display Funded Program Groups
- Display Funds Center
- Display Funds Center Groups
- Display Funds Reservations
- Display Hierarchy Variant of Funds Centers
- Display Vendor Details
- Funds Management Reporting

Related Processes

- Funds Management - Master Data Process
- Funds Management - Earmarked Funds
- Funds Management - Control and Budget Reporting

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Funds Reservation – Create/Change (without Workflow)
- Funds Reservation - Create/Change (with Workflow)
- See role description field (at the top of this page) for detail

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management funds reservation process
- Knowledge of Funds Management Structure



- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 12

Course Title: FM300 SCEIS Funds Management Duration in Hours: 8

Course Title: FM310 SCEIS Funds Management Reports Duration in Hours: 4

