



SCEIS Funds Management Knowledge Transfer Program Breakout Session 1

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Knowledge Transfer
Columbia, SC
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Ground Rules

🕒 Important Ground Rules

- Sign the attendance sheet
- Feel free to ask questions
- Turn off your cell phones and pagers
- No email or internet usage during class except at breaks
- Have a good time!
- Complete course evaluation at the end of training

Agenda

- ① **Lesson 1: Process Overview**
- ② **Lesson 2: Understand Funds Management Master Data**
- ③ **Lesson 3: FMBB – Budgeting Workbench**
- ④ **Review and Summary**

Learning Objectives

- Upon completion of this session, you should be able to:
 - Describe the processing of funds (budgets) in SAP
 - Define the key changes, benefits, terms and concepts of processing funds in SAP
 - Understand the funds management master data to include funds center, fund, commitment items and funded programs and functional area
 - Create a budget transaction



Lesson 1: Process Overview

Lesson 1 Learning Objectives

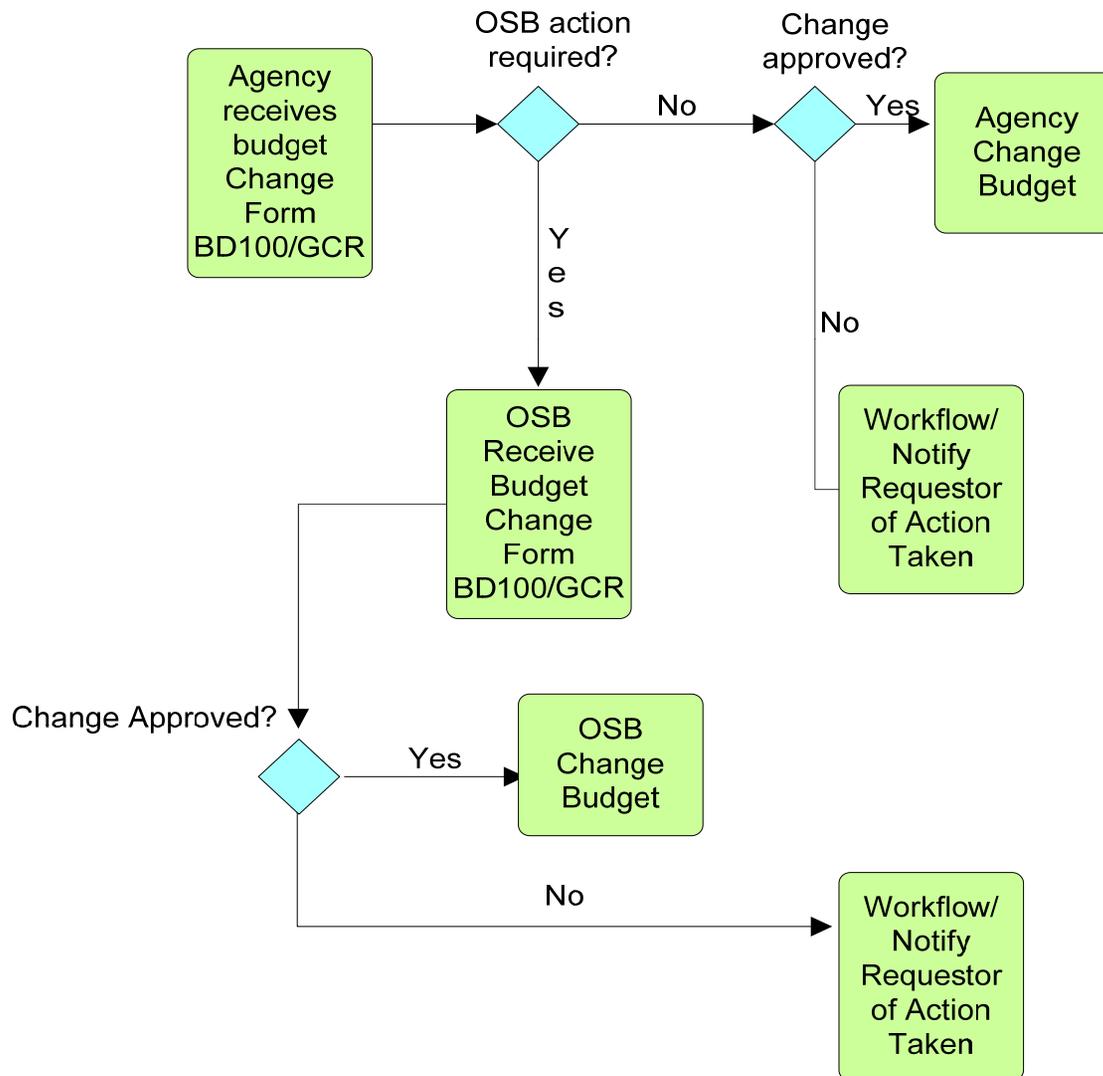
- Upon completion of this lesson, you should be able to:
 - Understand the Funds Management Process (i.e. Budgeting, Budget Management).
 - Understand the benefits and key changes of Funds Management for South Carolina.
 - Understand key terms and concepts for Funds Management.

Funds Management (FM)

The function of Funds Management is to:

- Maintain the State of South Carolina budget.
- Budget all revenue and expenditures for individual business areas and programs.
- Monitor budget-relevant transactions.
- Monitor budget consumption, warn when funds run low and prevent the budget from being exceeded.

SCEIS Budget Process



Key Changes in Funds Management



- One system (no longer an agency system and STARS)
- Results are posted immediately to balances
- Consistent financial system and reporting among agencies

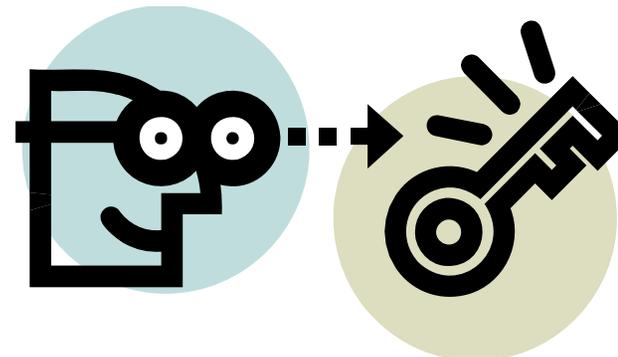
Benefits of Processing Budgets in SCEIS



- ④ Integrated system
- ④ Real-time queries and reports
- ④ Documents may be parked
- ④ Reduced processing time
- ④ Plan for the future

Key Terms and Concepts

- Funds Management Area
- Funded Program
- Funds Center
- Commitment Item
- Fund
- Functional Area



Key Terms and Concepts cont.

- ④ Derivation Tool
- ④ Availability Control
- ④ Grants
- ④ Funds Block
- ④ Funds Reservation

Lesson 1 Summary

- You should now be able to:
 - Understand the Funds Management Process (i.e. Budgeting, Budget Management).
 - Understand the benefits and key changes of Funds Management for South Carolina.
 - Understand key terms and concepts for Funds Management.

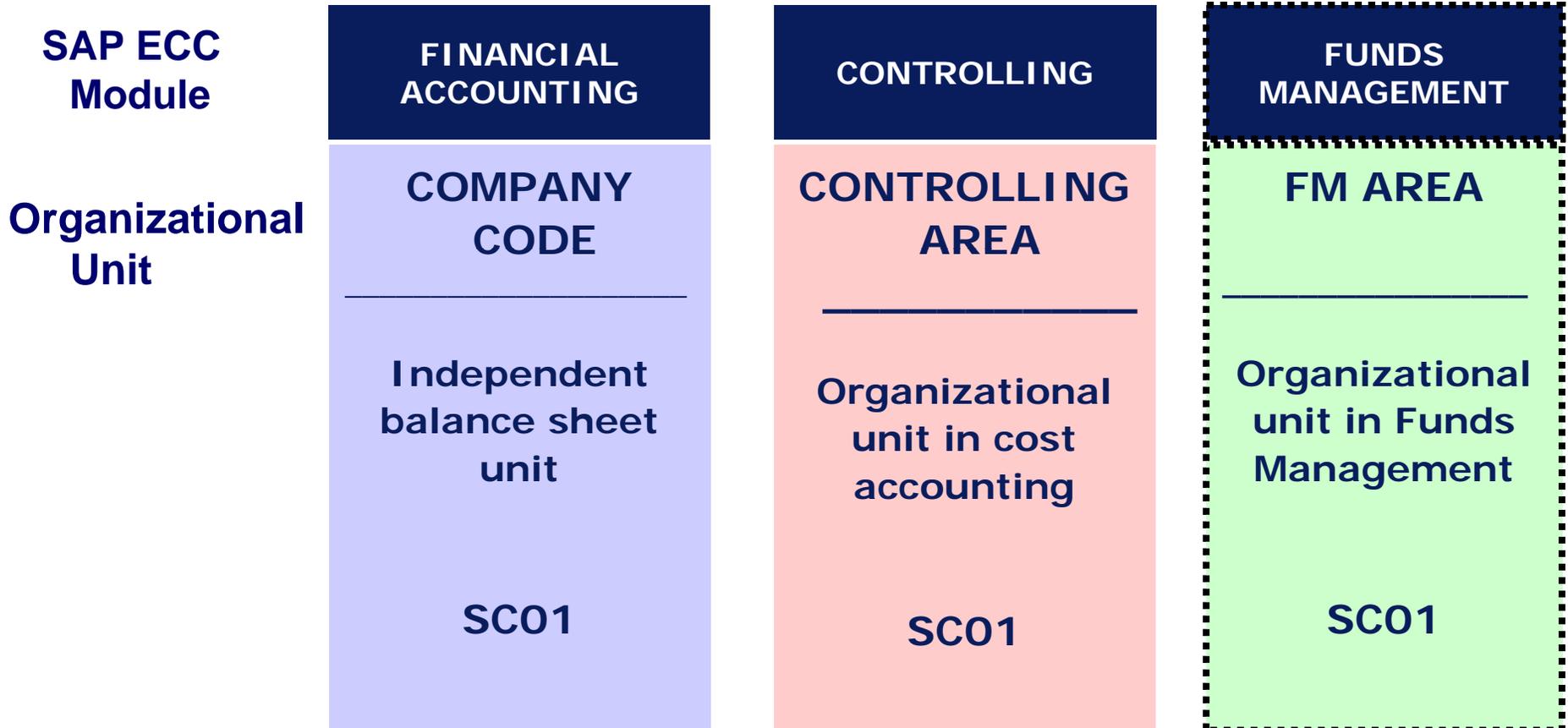


Lesson 2: Understand Funds Management Master Data

Lesson 2 Learning Objectives

- Upon completion of this lesson, you should be able to:
 - Recognize and understand the use of Funded Program
 - Recognize and understand the use of Functional Area
 - Recognize and understand the use of Funds Center
 - Recognize and understand the use of Commitment Item
 - Recognize and understand the use of Funds
 - Understand the relationship of Funds Management (FM) to other SAP Modules

Funds Management: Organizational Units



Funds Management Data Integration

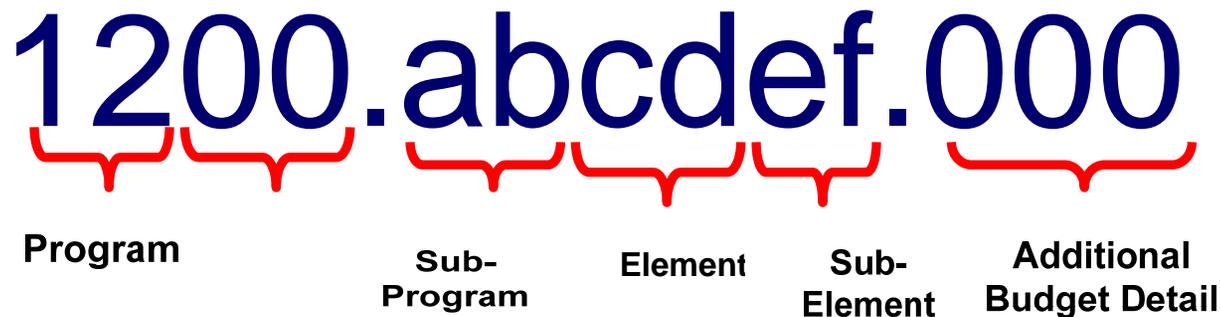


Legacy Business Dimension	Financial Accounting (FI)	Controlling (CO)	Funds Management (FM)	Grants Management (GM)
Agency Code	Business Area (4)	Business Area (4)		
Division / Dept		Cost Center (10)	Funds Center (10)	
Project		IO WBS	Funded Program (15)	Sponsored Program (20)
Program / Mini Code			Functional Area (16)	
Object Code	GL Account (10)	Cost Element (10)	Commitment Item (10)	Sponsored Class (20)
Grant	Grant (12)	IO (12)	Grant (12)	Grant (12)
Sub Fund	Fund (8)	Fund (8)	Fund (8)	Fund (8)

Funds Management Master Data: State Funded Programs



Funded programs are the SAP equivalent of budget program codes. An Agency program is defined in SAP as a funded program.



Funds Management Master Data: Agency Funded Programs cont.



Funded programs are the SAP equivalent of budget program codes. State Funded Programs can be further broken down into Agency Funded Programs



Funds Management Master Data: Funded Programs



Use **FMMEASURE** transaction to display a funded program.

Display Funded Program

FM Derivation Tool Where-Used List

Funded Program **H870A00010_0000**

FM Area **SC01** SC FM Area

Description

Name Administration

Description Administration CC - Administration App

Basic Data

Funded Program Type **REGU** Regular Programs

Valid from **07/01/2007** Valid to **06/30/9999**

Expiration Date

Authorization Group

Authorization Group

Create Change Log

Created by **KLEWIS** Changed by **SDHARTE**

Entered on **06/11/2008** Chng. date **08/14/2008**

Entered at **10:07:46** Chng. time **13:02:58**

Additional Data

Business Area **H870** STATE LIBRARY

Cost Center **H870A00010**

Funded Program **0100.000000.000**

Funds Management Master Data: Functional Area



Functional Areas represent the State Level Appropriation within an Agency. Functional Areas can have a 1 : Many relationship to Mini Code

H870_0000



Business Area

Functional Area

Funds Management Master Data: Functional Area cont.



Use **FM_FUNCTION** transaction to display a functional area

Process Functional Area

Change Documents Validate  

Functional Area     

Description of Function Area

Functional area text

Validity Period

Valid from Valid to

Expiration Date

Authorization Group

Authorization Group

Change Log

Created by	<input type="text" value="KLEWIS"/>	Changed by	<input type="text" value="KLEWIS"/>
Entered on	<input type="text" value="06/11/2008"/>	Changed on	<input type="text" value="08/18/2008"/>
Entered at	<input type="text" value="10:06:02"/>	Changed at	<input type="text" value="09:39:19"/>

Additional Data

Business Area	<input type="text" value="H870"/>	STATE LIBRARY
Mini Code	<input type="text" value="0492"/>	ADMINISTRATION
Inbound Indicator	<input checked="" type="checkbox"/>	

Funds Management Master Data: Fund Center

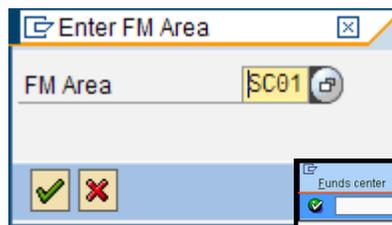


Funds center represents a particular organizational unit for which a budget is created and controlled.

- 8-digit SCEIS funds centers are for budget purposes only
 - First 4-digits are equivalent to the business area which is the Agency
 - Characters five through eight represent the Agency hierarchy
- 10-digit SCEIS funds centers are for posting actual transactions.
 - The additional 2 digits represent the detail funds center

Funds Management Master Data: Fund Center cont.

Perform **FMSC** transaction when an agency wants to view a Funds Center in FM.

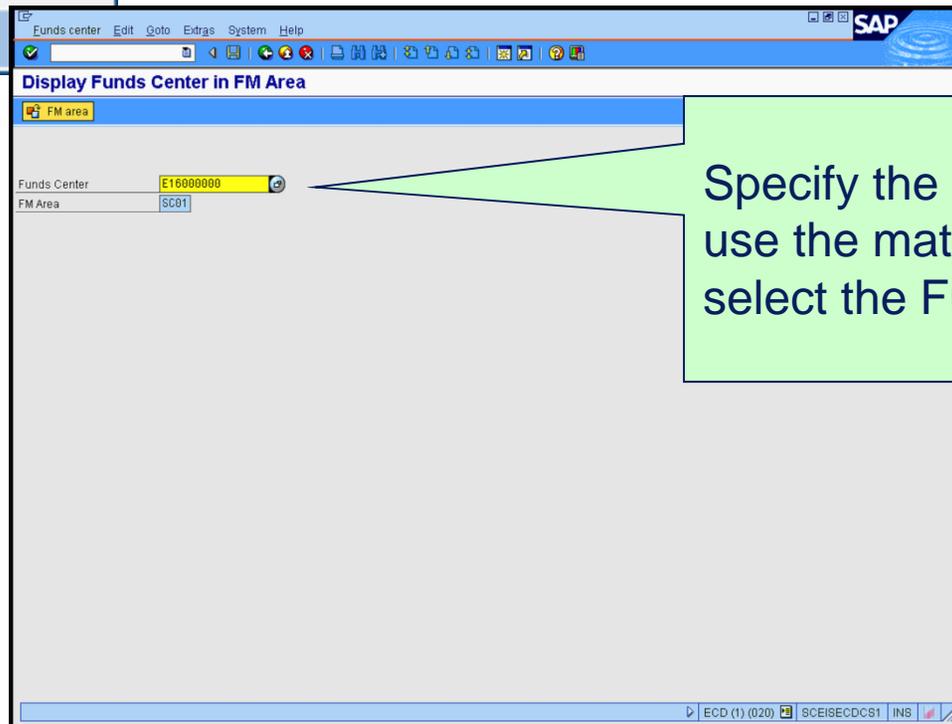


Enter FM Area

FM Area SC01

✓ ✗

The FM area may need to be entered prior to accessing the following screen.



Funds center Edit Goto Extras System Help

Display Funds Center in FM Area

FM area

Funds Center E16000000

FM Area SC01

ECD (1) (020) SCEISECDCS1 INS

Specify the **Funds Center** or use the match code button to select the Funds Center .

Funds Management Master Data: Fund Center cont.



View the Funds Center details for your agency.

Funds Center Display

Period Long text Classification Drilldown Change documents

FM Area: SC01 SC FM Area
Funds Center: E160ABCD11
Analysis Time Frame from: 01/01/1900 Analysis Time Frame to: 12/31/9999

Basic data Hierarchy Address Communication

Names

Name: Test FC
Description: Test FC

Basic data

Valid From: 01/01/1900 Valid Until: 12/31/9999
Authorization group:
Fund Default Value:
Company Code: SC01 State of South Carolina
Business Area: E160 STATE TREASURERS OFFICE

Person responsible

User name: PMAGARGLE
Name: PAUL MAGARGLE

Funds Management Master Data: Fund Center cont.



View changes by clicking the **Display Change Documents** button.

Funds Center Change

FM Area: SC01 SC FM Area: Change doc
 Funds Center: E160ABCD00
 Analysis Time Frame from: 01/01/1900 Analysis Time Frame to: 12/31/9999

Names

Name: ADMIN
Description: ADMINISTRATION

Basic data

Valid From: 01/01/1900
 Authorization group:
 Fund Default Value:
 Company Code: SC01
 Business Area: E160

Person responsible

User name: PHICKMAN
Name: PATRICE HIC

Any changes to a Funds Center may be viewed by using the **Change Documents** button to display a change history screen.

Change Documents

Field Changes Up To 06/27/2007

Date	Time	Object value	Chgd By	Fld Name	Tech.Field Name	New value	Old value
06/27/20...	15:22:...	SC01E160ABCD00	PMAGARGLE	User name	FMFCTR_CD-BO...	PHICKMAN	PMAGARGLE
06/27/20...	15:22:...	SC01E160ABCD00	PMAGARGLE	Name of Person Resp.	FMFCTR_CD-BO...	PATRICE HICKMAN	PAUL MAGARGLE
06/27/20...	14:14:...	SC01E160ABCD00	PMAGARGLE	Transfer structure f	FMFCTRT_CD	*** Created ***	
06/27/20...	14:14:...	SC01E160ABCD00	PMAGARGLE	Transfer structure f	FMFCTR_CD	*** Created ***	

Funds Management Master Data: Funds



Funds represent internal/external funds that are limited time-wise (financing period) and functionally (application of funds), which have been designated for a specific expenditure. They may also be used as administration or accounting units to separate activities so as to facilitate further analyses or reporting.

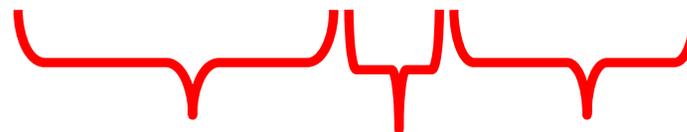
- A fund number is eight digits consisting of the legacy system sub-fund number, a “Z” indicator and fund detail
- Internal funds derive revenue internally within the State; external funds derive funds from sources outside the State
- A full set of financial statements is possible for each fund.

Funds Management Master Data: Funds cont.



Fund Category	Number Range
General fund	10000000 – 29999999
Earmarked Fund	30000000 – 39999999
Restricted Fund	40000000 – 49999999
Federal Fund	50000000 – 59999999

1234Z000



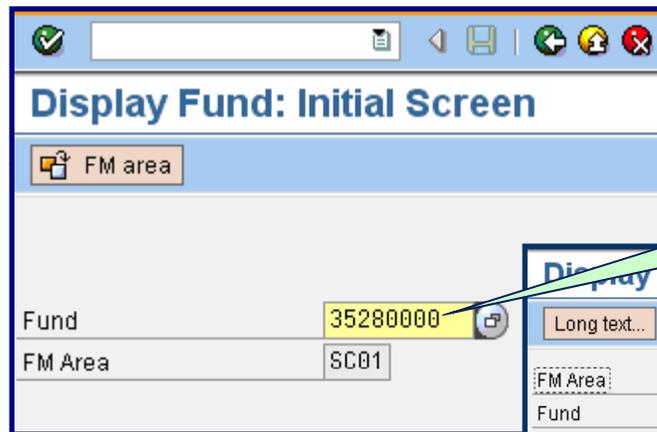
Legacy Sub-
fund

Z
Indicator

Additional
detail

Funds Management Master Data: Funds (cont.)

Perform **FM5S** transaction when you need to display a fund.



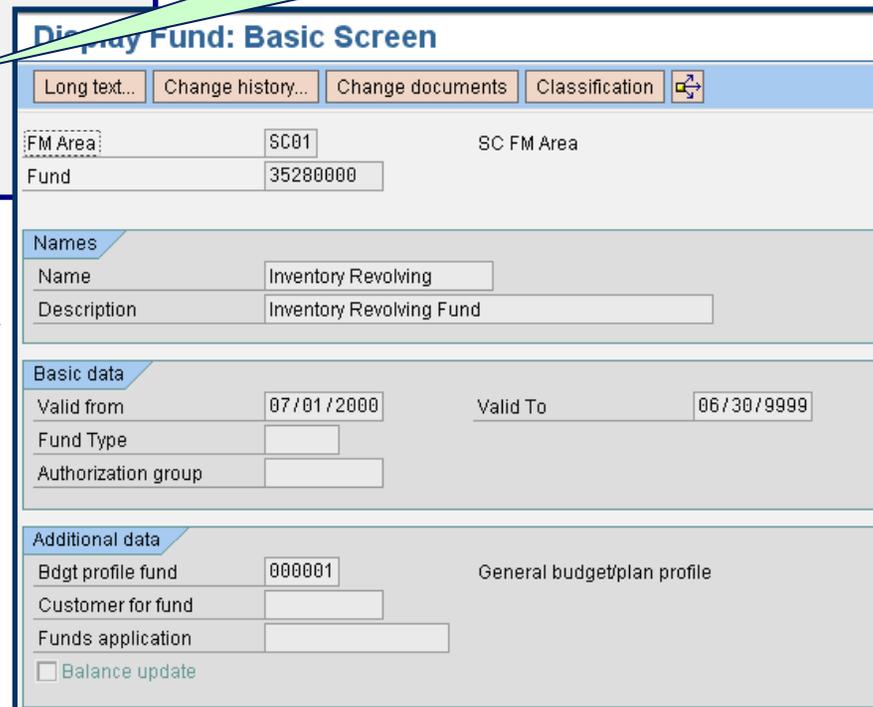
Display Fund: Initial Screen

FM area

Fund 35280000

FM Area SC01

Specify the **Fund** or use the match code button to select the fund.



Display Fund: Basic Screen

Long text... Change history... Change documents Classification

FM Area SC01 SC FM Area

Fund 35280000

Names

Name Inventory Revolving

Description Inventory Revolving Fund

Basic data

Valid from 07/01/2000 Valid To 06/30/9999

Fund Type

Authorization group

Additional data

Bdgt profile fund 000001 General budget/plan profile

Customer for fund

Funds application

Balance update

Funds Management Master Data: Commitment Item



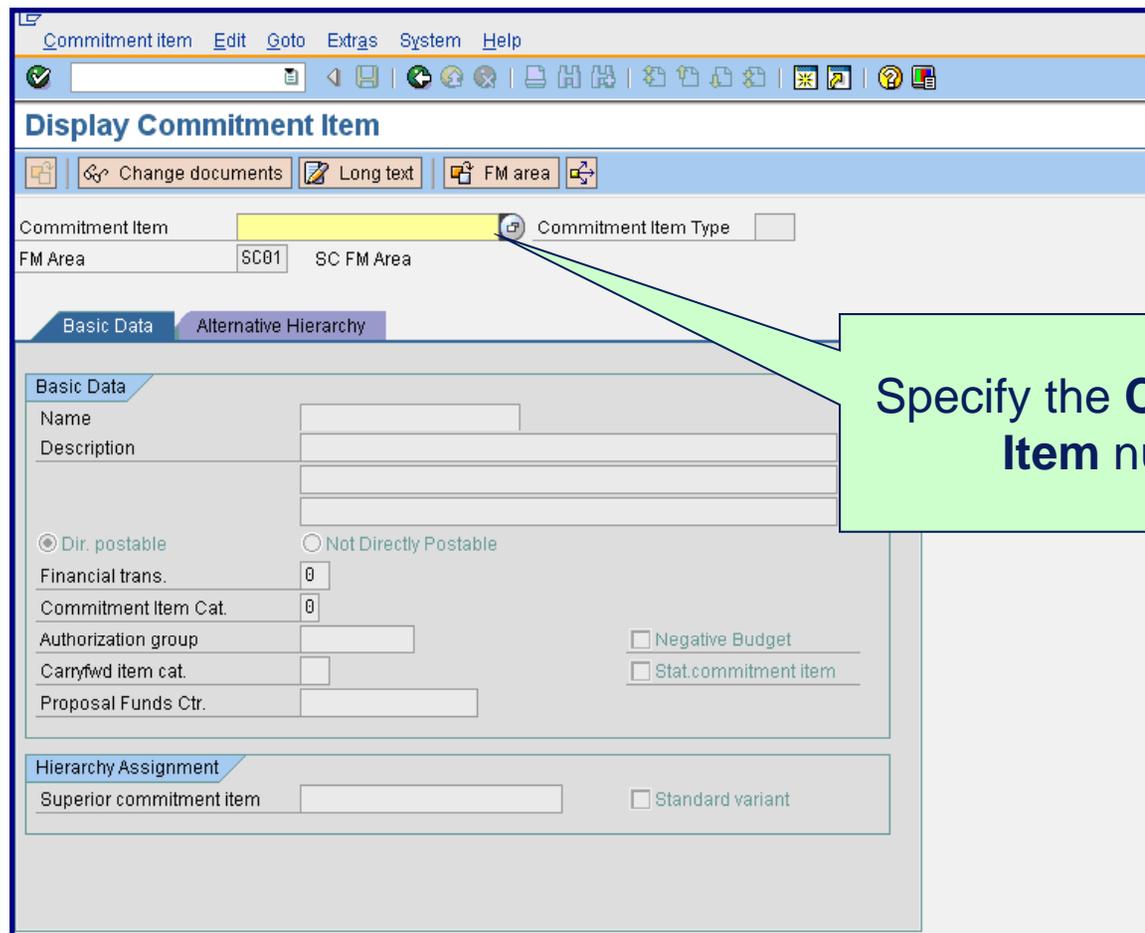
Commitment items are:

- Balance Sheet, Expenditure and Revenue Accounts in FM
- Equivalent to GL Accounts in FI and Cost Elements in CO
- Correspond to legacy system Balance Sheet, Revenue Source and Expenditure Object Codes

Commitment Items	Number Range
Assets	1000000000 – 1999999999
Liabilities	2000000000 – 2999999999
Fund Balance	3000000000 – 3999999999
Revenue	4000000000 – 4999999999
Expenditures	5000000000 – 5999999999
Transfers	6000000000 – 7999999999
Conversions	9000000000 – 9999999999

Funds Management Master Data: Commitment Items cont.

Use **FMCIC** transaction to display a commitment item.



Commitment item Edit Goto Extras System Help

Display Commitment Item

Change documents Long text FM area

Commitment Item Commitment Item Type

FM Area SC01 SC FM Area

Basic Data Alternative Hierarchy

Basic Data

Name

Description

Dir. postable Not Directly Postable

Financial trans. 0

Commitment Item Cat. 0

Authorization group Negative Budget

Carryfwd item cat. Stat. commitment item

Proposal Funds Ctr.

Alternative Hierarchy

Superior commitment item Standard variant

Specify the **Commitment Item** number.

Funds Management Master Data: Master Data Relationship Report



Use **ZMDRR** to display the Master Data Relationship Table

SAP

List Edit Goto Settings System Help

Master Data Relationship Report

Enter Criteria
Reset

Business Area H710 WIL LOU GRAY OPPORTUN SCH
 Cost Center
 Functional Area
 Mini Code
 State Funded PGM

Cost Center	Name	Functional Area	Functional Area Description	Mini Code	State Level Funded Progra
H710A00010	ADMIN DIRECTOR	H710_0000	H710 Administration	0429	0100.000000.000
H710A00010	ADMIN DIRECTOR	H710_0001	H710 State Employer Contr	1416	9500.050000.000
H710A00010	ADMIN DIRECTOR	H710_0002	H710 Dual Employment	9005	9700.000000.000
H710A00012	FISCAL AFFAIRS	H710_0000	H710 Administration	0429	0100.000000.000
H710A00012	FISCAL AFFAIRS	H710_0001	H710 State Employer Contr	1416	9500.050000.000
H710A00012	FISCAL AFFAIRS	H710_0002	H710 Dual Employment	9005	9700.000000.000
H710A00013	BOARD OF TRUSTEES	H710_0000	H710 Administration	0429	0100.000000.000
H710A00013	BOARD OF TRUSTEES	H710_0001	H710 State Employer Contr	1416	9500.050000.000
H710A00013	BOARD OF TRUSTEES	H710_0002	H710 Dual Employment	9005	9700.000000.000
H710B00010	HEALTH CARE	H710_0001	H710 State Employer Contr	1416	9500.050000.000
H710B00010	HEALTH CARE	H710_0002	H710 Dual Employment	9005	9700.000000.000
H710B00010	HEALTH CARE	H710_0004	H710 Academic Program	0430	0500.100000.000
H710B00011	PRINCIPAL AND ACADEM	H710_0001	H710 State Employer Contr	1416	9500.050000.000

ZMDRR sceisecpap3 OVR

Funds Management Master Data: Master Data Relationship Report



The 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 Cost Center/ Functional Area combinations.

Relationship of Funds Management to other SAP Modules

- Funds Management is used to:
 - Load and maintain the budget of relevant revenues
 - Expenditures for individual business areas and programs

- Funds Management is also used to report on budget relevant transactions for a particular Agency.

- Funds may be earmarked through funds block and funds reservation.

Lesson 2 Summary

- You should now be able to:
 - Recognize and understand the use of Funds Center
 - Recognize and understand the use of Funds
 - Recognize and understand the use of Funded Program
 - Recognize and understand the use of Functional Area
 - Recognize and understand the use of Commitment Item
 - Understand the relationship of Funds Management (FM) to other SAP Modules



Lesson 3: FMBB – Budgeting Workbench

Lesson 3 Learning Objectives

- Upon completion of this lesson, you should be able to:
 - Create and enter a budget using the budget workbench
 - Understand the Budget Process types in SAP
 - Understand the Budget Document Types in SAP

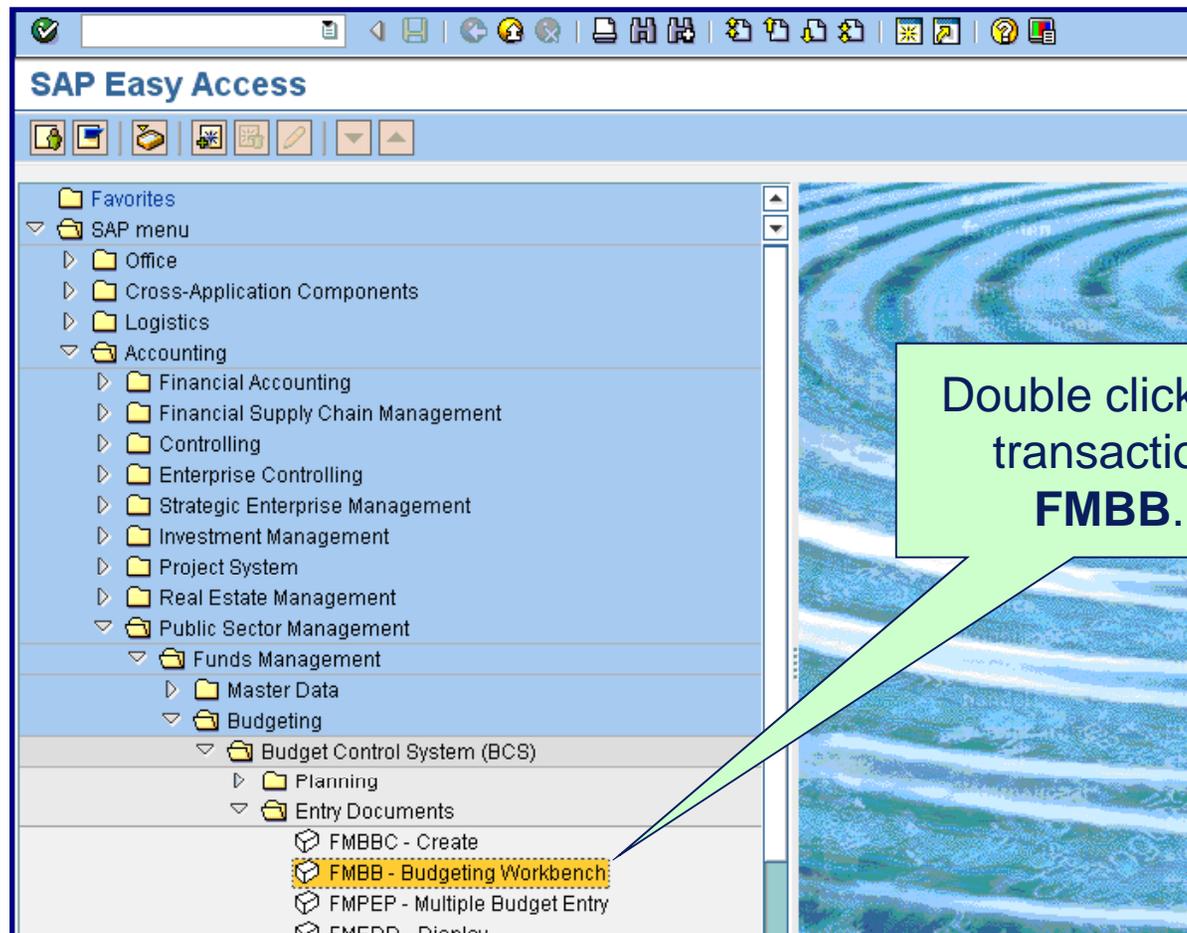
Budgeting Document Types

🌐 Budget Types:

- BADJ Budget Adjustments
- APPR Original Appropriations
- EREV Estimated Revenue
- SUPP Supplemental Appropriations
- LAPS Lapse Appropriations
- SEQR Sequester
- TRSF Transfer of Appropriations

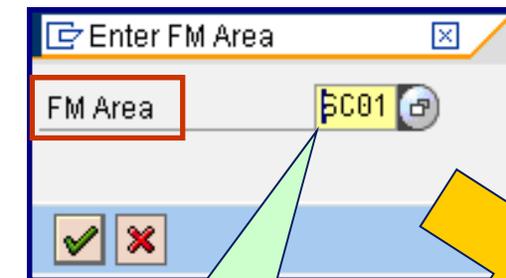
Create Budgets

Creation of Budget Documents – Transaction Code FMBB

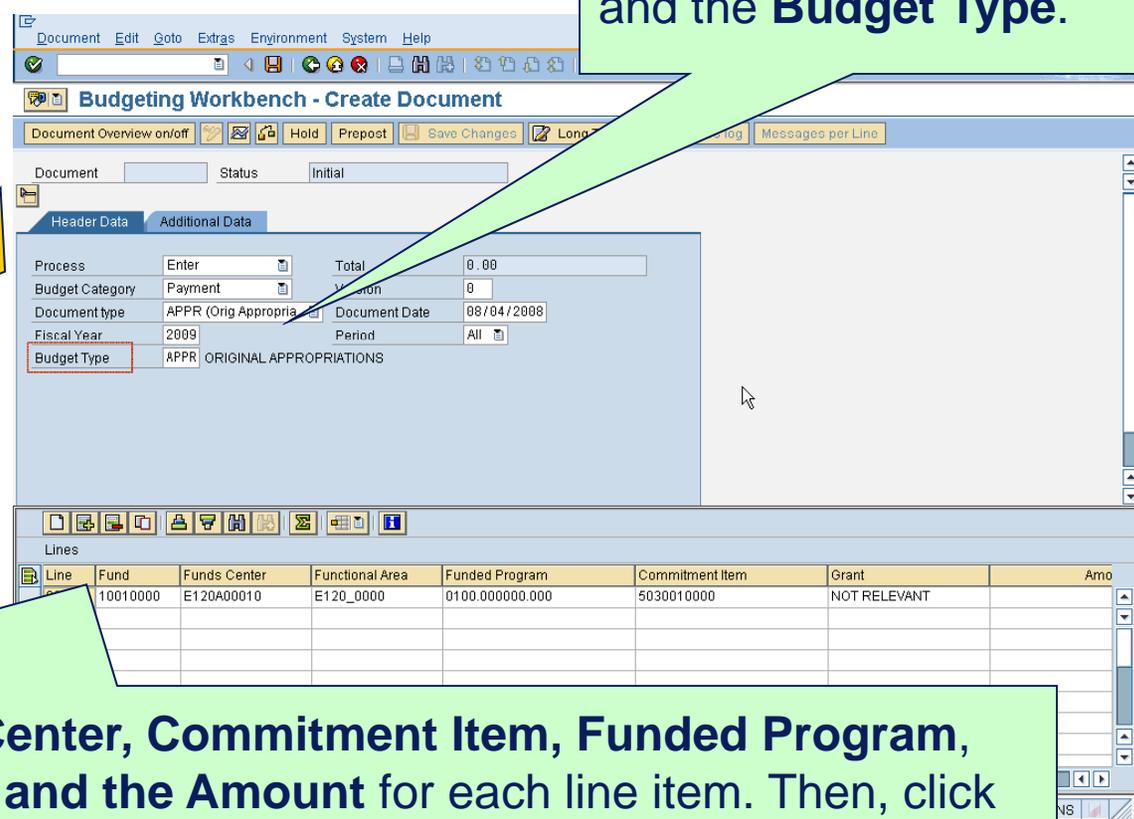


Create Budgets cont.

Use **FMBB** transaction to enter/create a budget entry document.



Enter the **FM Area**.

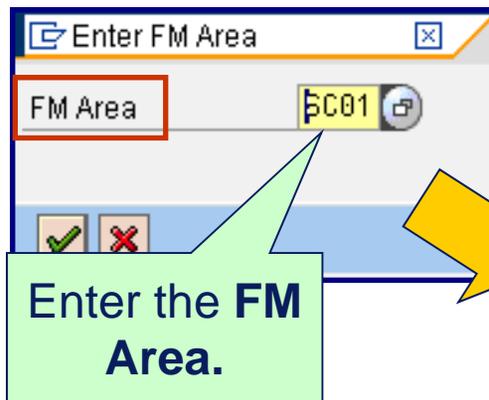


Specify the **Document Type** and the **Budget Type**.

Enter the **Fund, Funds Center, Commitment Item, Funded Program, Grant, Functional Area** and the **Amount** for each line item. Then, click **Save** button.

Create Budgets cont.

Use **FMBB** transaction to enter/create a budget entry document.

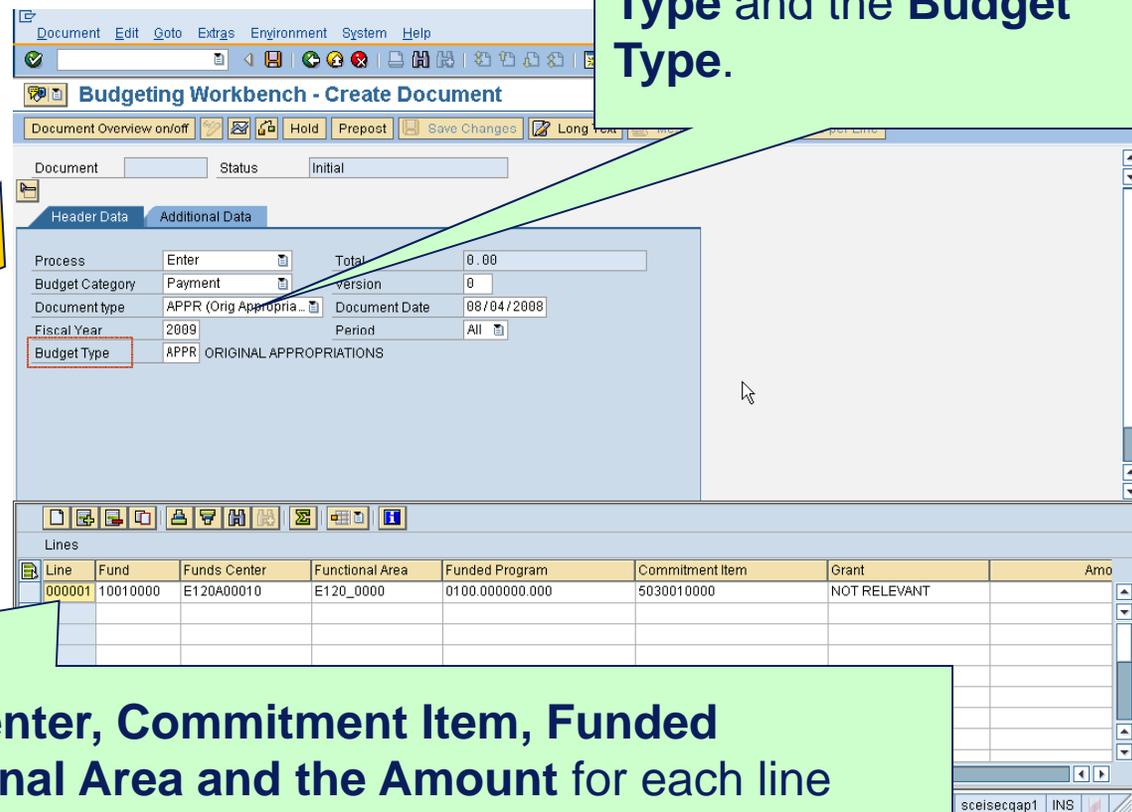


Enter FM Area

FM Area

✓ ✗

Enter the **FM Area**.



Budgeting Workbench - Create Document

Document Overview on/off Hold Prepost Save Changes Long Text

Document Status Initial

Header Data Additional Data

Process	Enter	Total	0.00
Budget Category	Payment	Version	0
Document type	APPR (Orig Appropria...	Document Date	08/04/2008
Fiscal Year	2009	Period	All
Budget Type	APPR ORIGINAL APPROPRIATIONS		

Lines

Line	Fund	Funds Center	Functional Area	Funded Program	Commitment Item	Grant	Amo
000001	10010000	E120A00010	E120_0000	0100.000000.000	5030010000	NOT RELEVANT	

sceisecqap1 | INS

Specify the **Document Type** and the **Budget Type**.

Enter the **Fund, Funds Center, Commitment Item, Funded Program, Grant, Functional Area** and the **Amount** for each line item. Then, click **Save** button.

FMBB Processing Guide



Table Tools | FM Budget Process summary [Compatibility Mode] - Microsoft Word

Process	Document Type	Budget Type	Initiated by	Workflow	Purpose
Enter (ENTR)	APPR (Original Appropriations)	Appropriations (APPR)	Office of State Budget (Appropriations Act)	No	Used to enter original Appropriations
	APPR (Original Appropriations)	Estimated Revenue (EREV)	Office of State Budget (Appropriations Act)	No	Used to enter original Estimated Revenue
Supplement (SUPL)	BDAJ (BD100 Adjustments)	Estimated Revenue (EREV)	Agency	Yes	Used to enter an increase to Estimated Revenue (similar to the BD 100 process)
	SUPP (Supplemental Appropriations)	SUPP (Supplemental Appropriations)	Office of the Comptroller General	No	Used to record approved Supplemental Appropriations
	BDAJ (BD100 Adjustments)	BADJ (Budget Adjustments)	Agency	Yes	Used to enter an increase to Budget (similar to the BD 100 process)
Return (RETN)	BDAJ (BD100 Adjustments)	BADJ (Budget Adjustments)	Agency	Yes	Used to enter a decrease to Budget (similar to the BD 100 process)
		Estimated Revenue (EREV)	Agency	Yes	Used to enter a decrease to Estimated Revenue (similar to the BD 100 process)

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FMBB Processing Guide cont.

Table Tools | FM Budget Process summary [Compatibility Mode] - Microsoft Word

Transfer (SEND, RECV)	TRFW – Transfer with Workflow	TRSF(Transfer), TRSF(Transfer)	Agency	Depends	Used to transfer authorized budget from one area of the Agency to another (FP, Account, Fund, etc.)
	TRFW – Transfer with Workflow	TRSF(Transfer), SEQR(Sequester)	Agency	No	Used to record an authorized Budget reduction (moves budget from consumable to non- consumable)
Carry Over (COSD, CORV)	CFWD – Carry Forwards	CFOR (Carry Over Sender, CFOR (Carry Over Receiver)	Office of State Budget (Appropriations Act) / Office of the Comptroller General / Agency	Yes	Will be used to record authorized carry forwards

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Any Questions?



Next Steps – Funds Management Breakout Sessions



🌀 Funds Management

- June 8, at 9:00-12:00 (June 8, at 1:00-4:00 repeat)
- June 15, at 9:00-12:00 (June 15, at 1:00-4:00 repeat)
- June 22, at 9:00-12:00 (June 22, at 1:00-4:00 repeat)
- June 29, at 9:00-12:00 (June 29, at 1:00-4:00 repeat)
- July 6, at 9:00-12:00 (July 6, at 1:00-4:00 repeat)

All Funds Management (FM) Breakout Sessions will be held at the [DSS Training Center](#)