

Work Instruction

Display Funds Center Master Record

FMSC

When to Use

Use this procedure to display the master record data for a Funds Center. The master record will display information about the Funds Center such as:

- Classification
- Parent Funds Center
- Contact information for Funds Center departmental owner/administrator

Steps

- Obtain the Funds Center number to be reviewed

Menu Path

Use the following menu path(s) to begin this transaction:

- **Accounting → Funds Management → Master Data → Funds Center → Individual Processing → Display**

Transaction Code

FMSC

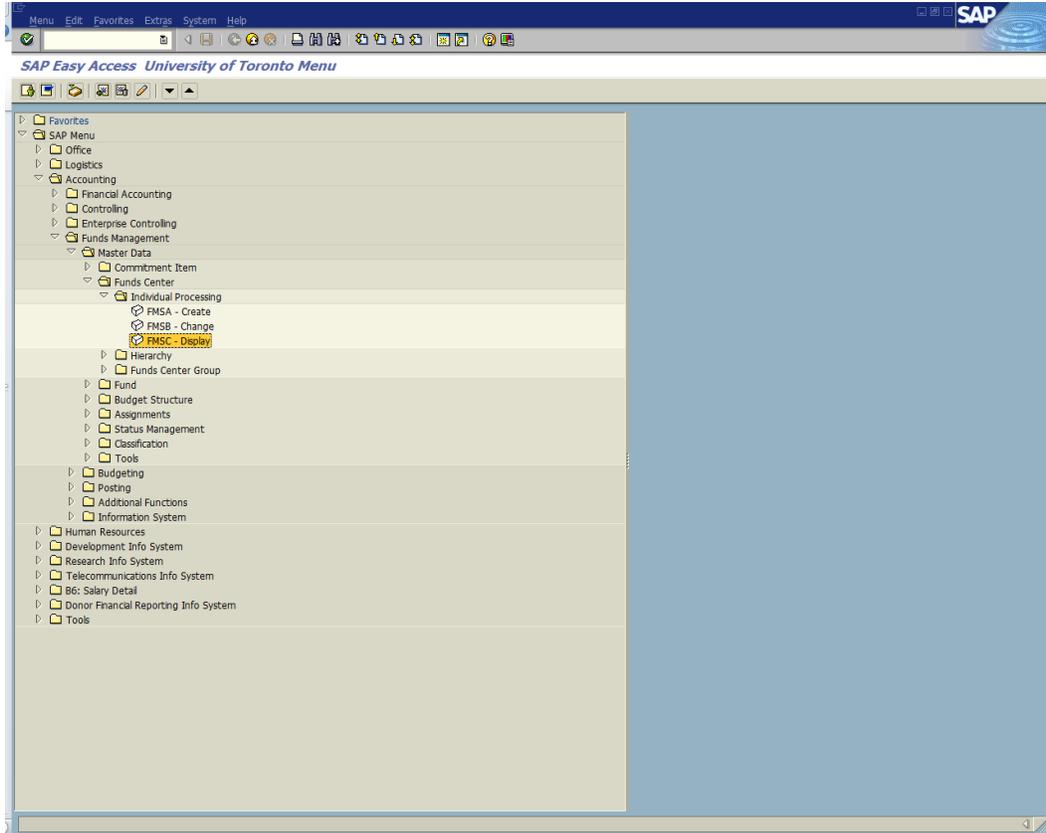
Helpful Hints

- If the Funds Center number is not known, use the  matchcode button to perform a search.
- The *Person responsible* and *Address* sections are only updated upon request. Please contact your FAST representative.
- FIS Master Record Forms: <http://www.finance.utoronto.ca/forms/fismaster.htm>
- Funds Center number ranges:
 - Operating Funds & Ancillary Operations: 100000 – 199999
 - Principal Investigator accounts: 200000 – 299999

Detailed Procedure

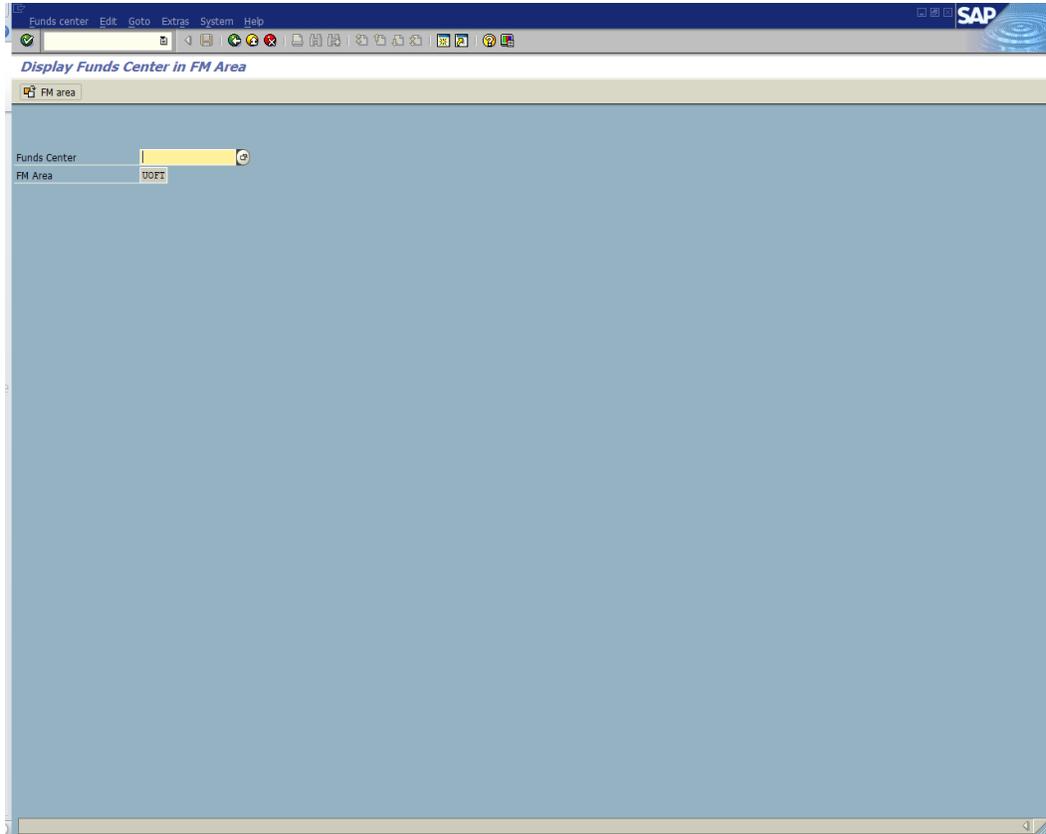
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu



2. Double-click  FMSC - Display .

Display Funds Center in FM Area

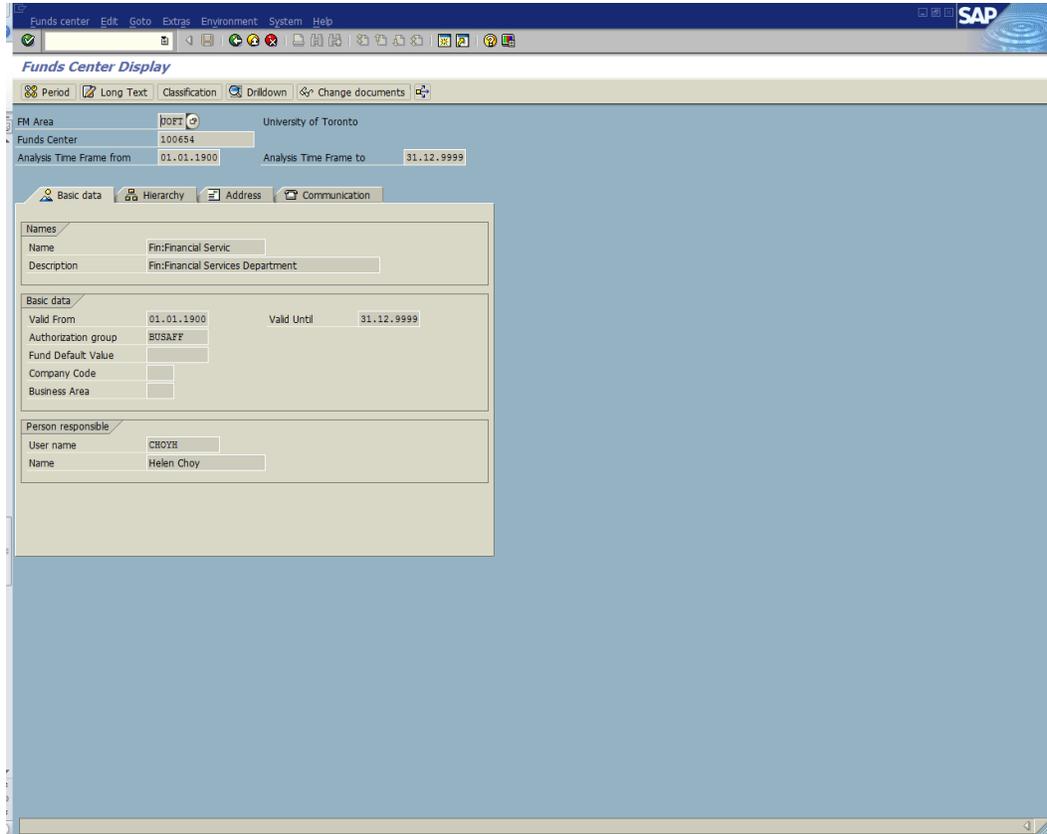


3. Complete the following as required:

Field Name	Required/Optional/Conditional	Description
Funds Center	Required	A six digit code, starting with "1" or "2" used to record the funding and spending transactions for financial activity reported on a fiscal year basis. (i.e. operating, ancillary, principal investigator (PI), etc.).

4. Click  .

Funds Center Display



The screenshot shows the SAP Funds Center Display interface. The top bar includes the SAP logo and menu options like 'Funds center', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the title bar, there are tabs for 'Period', 'Long Text', 'Classification', 'Drilldown', and 'Change documents'. The main content area displays the following information:

- FM Area:** BOFT, University of Toronto
- Funds Center:** 100654
- Analysis Time Frame from:** 01.01.1900
- Analysis Time Frame to:** 31.12.9999

Below this, there are sections for 'Basic data', 'Hierarchy', 'Address', and 'Communication'. The 'Names' section shows:

- Name:** Fin:Financial Servic
- Description:** Fin:Financial Services Department

The 'Basic data' section shows:

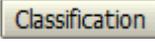
- Valid From:** 01.01.1900
- Valid Until:** 31.12.9999
- Authorization group:** B0SAFF
- Fund Default Value:**
- Company Code:**
- Business Area:**

The 'Person responsible' section shows:

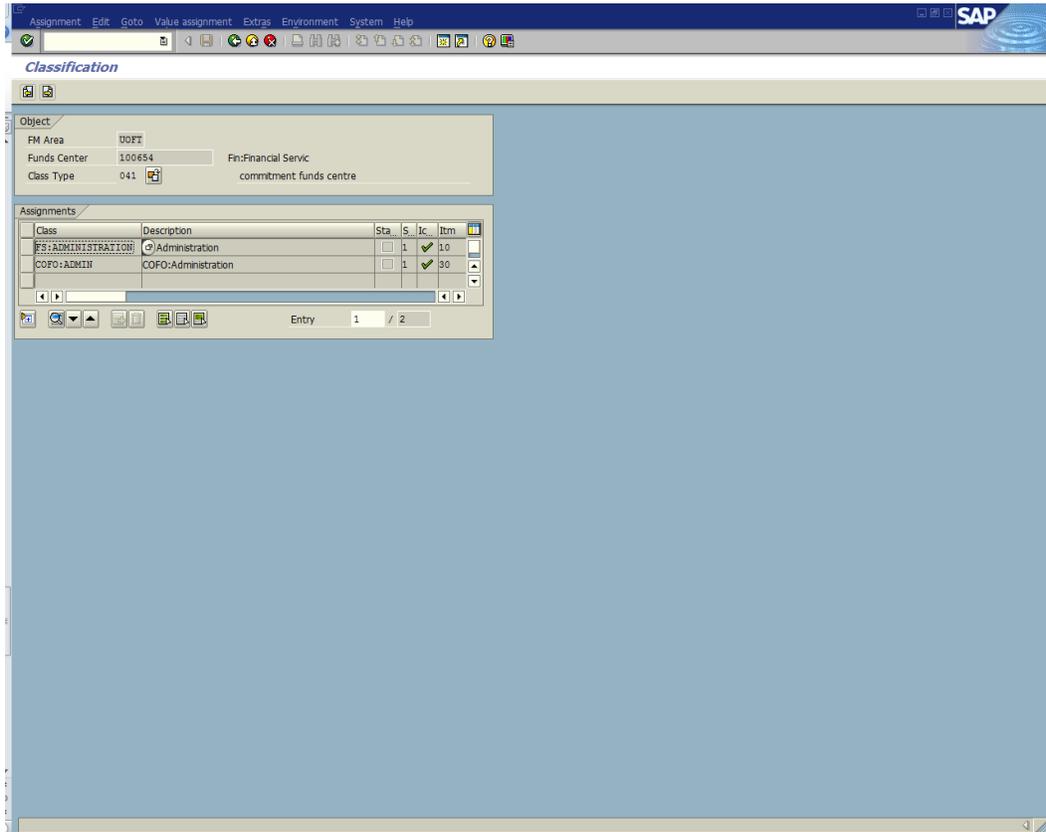
- User name:** CROYH
- Name:** Helen Choy

5. Perform one of the following:

If You Want to	Go To
Display the Funds Center Classification	Step 6
Display the Funds Center Parent	Step 8
Display the Mailing Address and Contact Information	Step 9

6. Click .

Classification



The screenshot shows the SAP Classification screen. The top menu bar includes 'Assignment', 'Edit', 'Goto', 'Value assignment', 'Extras', 'Environment', 'System', and 'Help'. The title bar reads 'Classification'. The main content area is divided into two sections: 'Object' and 'Assignments'.

Object

FM Area: 0001
Funds Center: 100654 Fin:Financial Servic
Class Type: 041 commitment funds centre

Assignments

Class	Description	Sta.	S.	Itc.	Item
FS:ADMINISTRATION	Administration	<input type="checkbox"/>	1		10
COFO:ADMIN	COFO:Administration	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	30

Entry 1 / 2

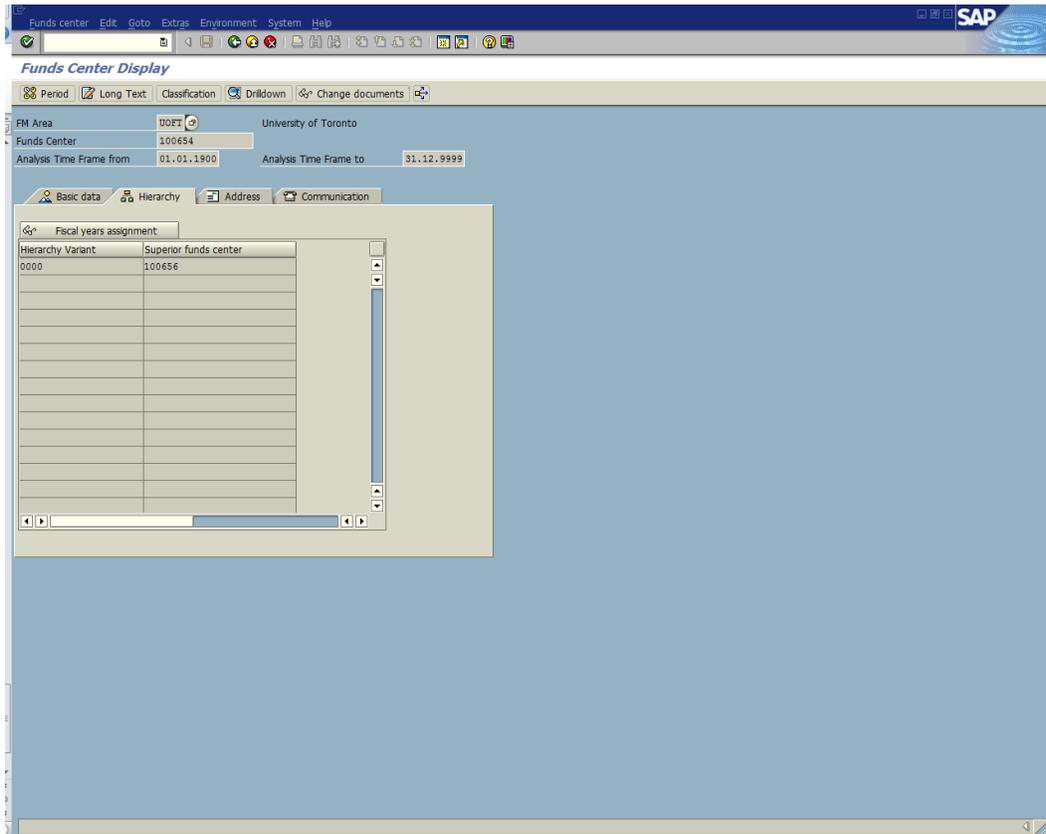


In the *Assignments* section, if **Class** contains “**FS:xxxxxx**” then the account is considered an “**Operating**” funding source.

7. Click  to return to the *Funds Center Display* screen.

8. Click  Hierarchy .

Funds Center Display



9. Click  Address for the mailing address information or  Communication for the telephone contact information.

Resource Information:



Contact your FAST team representative for additional assistance using this function:
<http://www.finance.utoronto.ca/fast/contacts.htm>

Reference Guides:

Display a Fund Master record:

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/mstrec/fdisp.pdf>