

Work Instruction

Display Fund Master Record

When to Use

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

- Classification
- Accountant assigned
- Validity period (i.e. start to end date)
- Fund Type

Steps

• Obtain the Fund number to be reviewed

Menu Path

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

Accounting → Funds Management → Master Data → Fund → Display

Transaction Code

FM5S

Helpful Hints

- If the Fund number is not known, use the imatchcode button to perform a search
- Payroll postings will be posted, regardless of the funding source status
- Fund number ranges:
 - Endowments: • 3xxxxxx Research or Trust (mixed) 400000 - 419999 • Conference: 420000 - 429999 430000 - 439999 Capital: Accommodations & Facilities: 440000 - 449999, 460000 - 469999 Research: 450000 - 459999, 480000 - 499999 Trust: 47xxxx

FM5S



Detailed Procedure

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

SAP Easy Access University of Toronto Menu

Menu Edit Favorites Extras System Help	
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SAP Easy Access University of Toronto Menu	
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D Commitment Item	
Funds Center	
PFM5I - Create	
💬 FM5U - Change	
Example 2 FM55 - Display:	
Budget Structure	
Assignments	
Classification	
D 🗀 Tools	
D D Bodgeting	
Additional Functions	
Information System	
L Human Resources D Development Info System	
Caresarch Info System	
C Telecommunications Info System	
Bo: Salary Detail Donor Financial Reporting Info System	
D 🗅 Tools	

2. Double-click 🖓 FM5S - Display .



Display Fund: Initial Screen

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Display Fund: Initial Screen	
FM area	
Fund	
FM Area UOFT	

3. Complete the following as required:

Field Name	Required/Optional/ Conditional	Description
Fund	Required	A six digit code, starting with "3" or "4" used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year. (i.e. conference, research, etc.)

4. Click 🥙 .



Display Fund: Basic Screen

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nspiay runu.	basic Screen		
Long text Chan	e history Change documents Classification	<u>े</u>	
M Area	DOFT University of Toronto		
Fund	493546		
Names			
Name	FIN:F.A.S.T. Team		
Description	FIN:Financial Advisory Serv. & Training		
Pasic data			
Valid from	01 04 2012 Valid To	31 03 2013	
Fund Type	000005 Funds: Overall/released		
Authorization group			
Additional data			
Bdgt profile fund			
Customer for fund	302227 UOFT-GRF NSERC		
Funds application			
Balance update	Expiration Date		
	Reversal Date		

Field Name	Description
Valid from	Start date of the fund.
Valid To	End date of the fund.
Fund Type	A numeric code that represents the budgeting and availability control (tolerance limit) for the fund.
Customer for fund	Numeric indicator of granting agent associated with a fund.



5. Click Classification to display the Fund Classification (and Accountant information).

Display Fund: Classification

Assignment Edit Goto Value assignment Extras Environment System Help	
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Display Fund: Classification	
Object	
FM Area UOFT	
Fund 495546 FUNEA.S.I. Team	
Assignments	
Class Description Sta_ S_ Ic_ Itm	
ESE:RESEARCH Old use:research 1 1 1 10	
TYPE:GRANT Avard type;grant 1 2/20	
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In the *Assignments* section, if **Class** contains "**USE:xxxxx**" then the account is considered a "**Non-Operating**" funding source.

6. Click Cli

Resource Information:

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

Reference Guides:

Display a Funds Center Master record: <u>http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/mstrec/fcdisp.pdf</u>