



FM5I Create New Fund

Purpose

Use this procedure to create a new fund.

Trigger

Perform this procedure when Central Accounting requests that a new fund be created for accounting and/or reporting purposes. Usually this is based on a City Council decision.

Prerequisites

- Fund number has been requested by Central Accounting.
- Central Accounting provides fund name, number, type and if the fund carries over to next fiscal year.

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

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Helpful Hints

- R/O/C column in tables represents Required, Optional or Conditional entry.
- Fund is master data used throughout the system. A fund created here is available in FI, CO, FM, GM and any other module where financial assignments have to be assigned.
- The funds are grouped according to fund type to use for classification and/or reporting.
- Funds will be broken into two criteria: major fund and sub-fund. A major fund equates to the existing city fund that is used for CAFR reporting. A sub-fund represents the primary source or usage of the major fund.
- Funds use the following numbering convention:
- MMMSSS -MMM = major fund &SSS = sub-fund



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Procedure

1. Start the transaction using the menu path or transaction code. The *Create Fund: Initial Screen* displays.

Enter FM Area

2. Click **FM Area** field .



If presented with the **Enter FM Area** dialog box, enter "COP1" and click **Continue**.

3. As required, complete/review the following fields:

Field	R/O/C	Description
FM Area	R	The top level Financial Management (FM) organizational unit represents how funds and commitment budgets are planned, controlled, and monitored. The City always uses the value "COP1" for FM (Financial Management Area), FI-GL (Company Code), and CO (Controlling Area). Example: COP1

4. Click **Continue (Enter)** .



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Create Fund: Initial Screen

5. As required, complete/review the following fields:

Field	R/O/C	Description
Fund	R	Represents a distinct and legally separate source of funding required for budgeting and monitoring. Example: 999000

6. Click **Enter** . The *Create Fund: Basic Screen* displays.



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Create Fund: Basic Screen

The screenshot shows the SAP 'Create Fund: Basic Screen' interface. At the top, there is a menu bar with 'Fund', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is titled 'Create Fund: Basic Screen' and contains several sections:

- Long text... Classification**: A section with two tabs.
- FM Area**: A field containing 'COP1' and 'City of Portland'.
- Fund**: A field containing '999000'.
- Names**: A section with 'Name' and 'Description' fields.
- Basic data**: A section with 'Valid from' (checked), 'Valid To' (checked), 'Fund Type', and 'Authorization group' fields.
- Additional data**: A section with 'Bdgt profile fund', 'Customer for fund', 'Funds application', and a 'Balance update' checkbox.

At the bottom right of the screen, there is a status bar showing 'DRP (1) 200', 'sapdrp', and 'INS'.

7. As required, complete/review the following fields:

Field	R/O/C	Description
Name	R	The customer name, which can be a business entity, another government or a person. Example: PDC summary fund



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Field	R/O/C	Description
Description	R	Free text field used to provide additional information or a description. Example: PDC summary entry fund
Valid from	R	Beginning date when specifying a range of dates. Example: 01011900
Valid To	R	Ending date when specifying a range of dates. Example: 12319999
Fund Type	R	Represents a grouping of funds established in FM, to enable accounting and reporting by activity or objective in accordance with laws, special regulations, restrictions, or limitations. Example: 11000



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Create Fund: Basic Screen

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- Classification:** Includes 'Long text...' and 'Classification' tabs.
- General Data:** 'FM Area' is set to 'COP1' (City of Portland) and 'Fund' is '999000'.
- Names:** 'Name' is 'PDC summary fund' and 'Description' is 'PDC summary entry fund'.
- Basic data:** 'Valid from' is '01/01/1900', 'Valid To' is '12/31/9999', 'Fund Type' is '11000', and 'Authorization group' is empty.
- Additional data:** Includes fields for 'Bdgt profile fund', 'Customer for fund', and 'Funds application', all of which are empty. There is a checkbox for 'Balance update' which is currently unchecked.

At the bottom right of the screen, the status bar shows 'DRP (1) 200', 'sapdrp', and 'INS'.

8. Select **Balance update** Balance update check box.



To carry forward balances at year-end closing, select the **Balance update** check box.



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Create Fund: Basic Screen

The screenshot shows the SAP 'Create Fund: Basic Screen' interface. At the top, there is a menu bar with 'Fund', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is divided into several sections:

- Classification:** Includes 'Long text...' and 'Classification' tabs.
- FM Area:** Set to 'COP1' with 'City of Portland' as the text.
- Fund:** Set to '999000'.
- Names:** Includes 'Name' (PDC summary fund) and 'Description' (PDC summary entry fund).
- Basic data:** Includes 'Valid from' (01/01/1900), 'Valid To' (12/31/9999), 'Fund Type' (11000), and 'Authorization group'.
- Additional data:** Includes 'Bdgt profile fund', 'Customer for fund', 'Funds application', and a checked 'Balance update' checkbox.

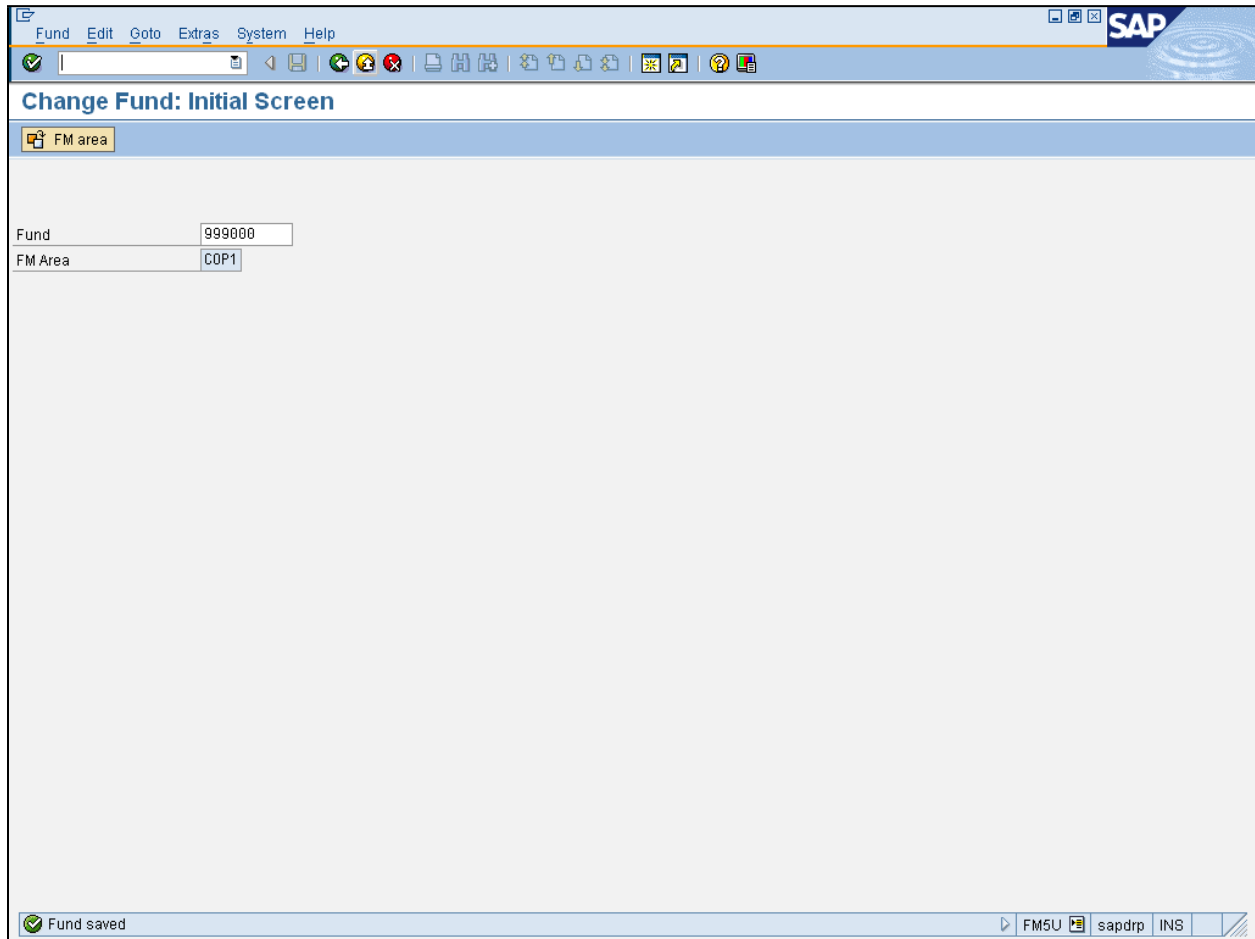
At the bottom right of the screen, the status bar shows 'DRP (1) 200', 'sapdrp', and 'INS'.

9. Click **Save (Ctrl+S)** .



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Change Fund: Initial Screen



10. Click **Exit (Shift + F3)** .



The system displays the message, "Fund saved."



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Work Instruction

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Result

You have created a new fund.