



FMMEASURE

Work Instruction

FMMEASURE Create Funded Program

Purpose

Use this procedure to create a Funded Program that controls budget at the program level across internal orders and bureaus.

Trigger

Perform this procedure when a Funded Program is required for budgetary control/reporting by Interagency Agreement, Initiative, Capital Project, Operating Project, or Trustee Project.

Prerequisites

- Funded Program Type and Business Area are known, so you may determine the numbering convention.
- The Funded Program is approved by Central Accounting.

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

FMMEASURE

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- If a Funded Program exists that is similar to the new funded program, then click **Funded Program** → **Create with ref.** from the main menu and the *Select Funded Program to be used as reference* dialog box displays. Type the Funded Program in the *Copy from* section that is going to be used as a template to create the new Funded Program.
- Numbering Convention for Funded Program has ten characters, only six of which are used for projects. The funded program type determines the first character:
- BUIN, Initiatives – 6. For bureau-level, characters 2-3 are the bureau's Business Area (e.g., PK). For Citywide, characters 2-3 are "CW" for Citywide. The remainder is alphanumeric.
- IABB, Interagency Bureau to Bureau – 7. Characters 2-3 represent the OMF division provider (e.g., FA for Facilities), characters 4-5 are the receiver bureau's Business Area, and the remainder is numeric.
- IAIS, Interagency: Internal Services – 3. Characters 2-3 are the provider bureau's Business Area, characters 4-5 are the receiver bureau's Business Area, and the remainder is numeric.
- Projects (six characters): CIP.I Capital Projects – Character 1 is the bureau's project code



FMMEASURE

Work Instruction

FMMEASURE Create Funded Program

- (e.g., E represents Environmental Services), and the remainder is numeric.
- OPPJ, Operating Projects – Character 1 is the bureau's project code, and the remainder is numeric.
- TRPJ, Trustee Projects – T. Character 2 is D, E, M or S, and the remainder is numeric.



FMMEASURE Create Funded Program

Procedure

1. Start the transaction using the menu path or transaction code. The *Maintain Funded Program* screen displays.

Maintain Funded Program

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

Field	R/O/C	Description
Funded Program	R	A Funds Management element by which an organization can budget, monitor and control expenditures against the established budget for a specific program. Example: 7pktr00002



FMMEASURE Create Funded Program

- Click **Create** . The *Create Funded Program* screen displays.

Create Funded Program




- 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: Parks for PDOT



FMMEASURE Create Funded Program

Field	R/O/C	Description
Description	R	Free text field used to provide additional information or a description. Example: Parks Services Provided to PDOT
Funded Program Type	R	Used to categorize funded programs by common characteristics, such as business processes. Example: IABB
Valid from	R	Beginning date when specifying a range of dates. Example: 01022008
Valid to	R	Ending date when specifying a range of dates. Example: 12319999

5. Click **Save (Ctrl+S)**  . The *Display Funded Program* screen displays.
 The system displays the message, "*Funded Program XXXX in FM area COP1 updated successfully*".
6. Click **Exit (Shift+F3)**  . The *SAP Easy Access* screen displays.



FMMEASURE

Work Instruction

FMMEASURE Create Funded Program

Result

You have created a Funded Program.