



## FM\_FUNCTION

### Work Instruction

## FM\_FUNCTION Create Functional Area

### Purpose

Use this procedure to create a Functional Area that represents governmental functions at the City of Portland. The Functional Area is used to breakdown Income and Expenditure statements by programs and services. The top level reporting functions equates to existing major service areas.

### Trigger

Perform this procedure when a new Functional Area is requested by a bureau.

### Prerequisites

- A Functional Area can be tied to multiple Cost Centers or does not have to be linked to a Cost Center at all.
- If the Functional Area is linked to a Cost Center, you will have to update the account assignment derivation.

### 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.
- Use a 16-alpha-numeric naming convention.
- Similar activities are grouped by functional area, based on high-level objectives for providing major services or accomplishing regulatory responsibilities.
- To be compatible with BRASS, the City uses up to 10 digits of the 16-digit field to specify the activity level with the first 2 digits representing the Bureau. For example, the Parks Bureau is PK00000000000000, while the Parks Bureau's Nature Trails activity might be PKPKNATR00000000.
- Each "level" within the functional area numbering utilizes 2 characters. Functional area hierarchy is reflected in its coding and numbering. The hierarchical approach for functional area is City Service area, Programs, Sub-programs, Activities, and Detail activities.
- You can set an expiration date on a functional area as well as valid from and valid to dates.



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### Procedure

1. Start the transaction using the menu path or transaction code. The *Process Functional Area* screen displays.

### Process Functional Area

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

Field	R/O/C	Description
Functional Area	R	A classification of financial transactions according to functions executed in an organization.  <b>Example:</b> pkpknatr00000000

3. Click **Create Functional Area** . The *Create Functional Area* screen displays.



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

Field	R/O/C	Description
Functional area text	R	Free form text describing the Functional Area. <b>Example:</b> Nature Areas Trails
Valid from	R	Beginning date when specifying a range of dates. <b>Example:</b> 01011900



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Field	R/O/C	Description
Valid to	R	Ending date when specifying a range of dates. <b>Example:</b> 12319999
Expiration Date	R	This sets an end date so that new commitments cannot be posted past a certain date. Clearing existing commitments and posting customer payments are still possible. <b>Example:</b> 01011900

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

### Create Functional Area


The screenshot shows the SAP 'Create Functional Area' transaction. The 'Functional Area' field contains 'PKPKNATR00000000'. The 'Description of Function Area' section has 'Nature Areas Trails' entered in the 'Functional area text' field. The 'Validity Period' section shows 'Valid from' as 01/01/1900 and 'Valid to' as 12/31/9999. The 'Authorization Group' field is empty. The 'Change Log' section shows 'Created by' as BBR0W\_Z, 'Entered on' as 07/12/2007, and 'Entered at' as 17:40:57. A status bar at the bottom indicates 'Functional Area PKPKNATR00000000 has been saved'.



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



The system displays the message, *"Functional Area XXXX has been saved"*.



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#### Result

You have successfully created a Functional Area for an existing major service area (such as Public Safety, Parks and Recreation and Culture, Public Utilities and Community Development).