



Saudi Arabian Airlines

FUNDS MANAGEMENT

FI_05

USER TRAINING MANUAL

2008

Version: 01



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Course Introduction

The Funds Management course will focus on the process of committing and managing a budget within the Saudi Airlines budget groups.

Funds management is the Accounting term for apportioning funds across budget items. This process is referred to as Funds Commitment. In SAP this process is managed using commitment items.

This course will teach you the user how to create, change and report on funding items.

**Curriculum**

Course	Content
SAP 01	Sap Basics and Sap Navigation Training

Pre Requisite Training

Finance Course Curriculum

FI_01	GL Accounting
FI_02	Accounts Payable
FI_03	Accounts Receivable
FI_04	Fixed Assets
FI_05	Funds Management
FI_06	Bank Accounting
FI_07	FI Executive & Management



Business Impact

Key Impacts

Business Process	Impact
Funds Commitments	<p>This process was previously known as Budgeting, and this fell into Treasury management.</p> <p>In compliance with GAAP accounting standards, SAP has evolved their treasury management module in accordance.</p> <p>As such, the Funds Management SAP module will affect how Saudi disperses budgets across business, as well as how these budgets are managed, monitored and reported on.</p>

Glossary

Terminology	Arabic	Meaning
SAP		Software being used for business processes : System Application Products
Parking		Capturing /introducing a Journal, Invoice, Credit notes into the SAP system
Posting		Approval of Accounting Documents
Cash Journal		Petty Cash

Post Go Live Support Process:

Any queries should be logged with the Saudi Airlines Help Desk **Please dial 4000**



Practical Component

The following section will focus on exercises that will learn how to apply the SAP Funds Management Accounting tools to your role.

There are a series of exercises relating to Business Scenarios, with detailed instructions and notes.

If at anytime you have any questions, please feel free to stop the Trainer and ask questions.



Exercise 1: Create Commitment item

A commitment item master record is required on SAP R/3 to allow the flow of transactional data from Financial Accounting module to Funds Management module.

A commitment item corresponds to a GL account in the chart of accounts. A commitment item must be created first before a GL account is created as this is a required field in the GL master record. The commitment item will adopt the same number as the corresponding G/L account in the chart of accounts.

The following prerequisites are applicable when processing this transaction:

Check commitment item does not already exist

A G/L account application form must be obtained by requesters and approved by finance managers of the different business units.

All required information must be completed on application form by the G/L Account requestor.

The form must be submitted to Budget Office for authorization.

The commitment item must be created first before the GL Account is created

To access the FMCI transaction, follow the Menu Path below, from the SAP Easy Access Screen:

Accounting → Financial accounting → Public Sector Management → Funds Management → Master Data → Commitment Item → Individual Processing → Create




System Work Steps

On the screen Create Commitment Item, enter information as specified in the fields as specified in the table below:

Field Name	Description
Commitment item	Enter the name of a commitment item to be created e.g. 502XXXX. This is an alphanumeric code of the commitment item you are creating




On screen Edit Commitment Item, click on  and enter information in the fields as specified on the next page:

Field Name	Description
Name	The short name of the commitment item you are creating
Description	The full description of the commitment item you are creating
Dir. Postable	Select dir.postable if you can post directly to this commitment item
Financial Transaction	The financial category it falls under
Commitment item category	The category in which it falls under whether balance sheet or income category
Authorization group	Enter the authorization group for the creation of authorization profiles – Freely definable



Note: The alternative hierarchy tab will not be used and therefore it will not be populated.




Click  to save the commitment item and will show “**Create Commitment item**” screen as shown on the next screen shot:

The screenshot displays the SAP 'Create Commitment Item' interface. The 'Basic Data' tab is active, showing fields for Name, Description, Financial trans., Commitment Item Cat., Authorization group, Carryfwd item cat., and Proposal Funds Ctr. The 'Hierarchy Assignment' section shows 'Superior commitment item' and 'Standard variant'. A status bar at the bottom indicates 'Commitment item 5026119 saved successfully'.

Result

The system will display a message indicating that Commitment item has been saved successfully on the Status Bar. Once the commitment item has been saved, it needs to be entered in the derivation rules before it can be used if the type Derivation Step is being used.

Click  until you return to the SAP R/3 screen.



Exercise 2: Change Commitment item

This process of changing a commitment item is triggered by a change in the attributes of the GL account. Once the commitment item has transactions, some attributes such as whether you can post directly to that commitment item or not cannot be changed as well as the financial transaction.

A commitment item corresponds to a GL account in the chart of accounts. In order for the commitment item to be created, a corresponding general ledger account must exist in the chart of accounts.

Prerequisites

The following prerequisites are applicable when processing this transaction:
A G/L account change request form must be obtained and completed by the different business units before it is submitted to Budget Office for authorization


All change request form must be completed by the G/L account requestor
Check that the commitment item does not have transactions posted against it as some fields cannot be changed if it has been posted to

To access the **FMCIA** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

Accounting→ Financial accounting→ Public Sector Management→ Funds Management→Master Data→ Commitment Item→Create



System Work Steps

1. On screen “**Change Commitment Item**”, enter the commitment item number in the field commitment item and click on the  (change) icon and enter the information which needs to be changed

Commitment item: 5026119

FM Area: 1000 Saudia FM Area

Basic Data

Name: _____

Description: _____

☒ Dir. postable ☐ Not Directly Postable

Financial trans.: 0

Commitment item Cat.: 0

Authorization group: _____

Carrywd item cat.: _____

Proposal Funds Ctr.: _____

☐ Negative Budget

☐ Stat commitment item

Hierarchy Assignment

Superior commitment item: _____

☐ Standard variant ☒

Field Name	Description
Commitment item	Enter the name of a commitment item to be changed e.g. 502XXXX. This is a numeric code of the commitment item you are changing



SAP

Commitment Item Edit Goto Extras System Help

Change Commitment Item

Change documents Long text FM area

Commitment Item 5026119 Commitment Item Type

FM Area 1000 Saudia FM Area

Basic Data Alternative Hierarchy

Basic Data

Name Aircraft Crew Expens

Description Aircraft Crew Expenses

Dir. postable Not Directly Postable

Financial trans. 30 Post revenue, expenditure, asset, inventory stocks...

Commitment Item Cat. 3 Expenditures

Authorization group

Carryfwd item cat.

Proposal Funds Ctr.

Negative Budget


Stat commitment item

Hierarchy Assignment


Superior commitment item

Standard variant

DR1 (1) 015 snuspd01 INS

Field Name	Description
FM Area	Defaults to FM area 1000 1000 – Core Administration
Commitment item	Click on “search”  to select or enter the Commitment item code to be changed. Note what is displayed is the commitment item view only.

Make the necessary changes to the master record.

Click on “ save icon” to save the changes of the commitment item

Result

The commitment item has been saved successfully

To exit the “**Change Commitment Item**” screen click  “Exit Icon”.



Exercise 3: Create Commitment item Group

This process is triggered by the need to report on a number of Commitment items. Commitment item groups are used to summarize commitment item groups that have the same characteristics e.g. for editing purposes or reporting purposes. The commitment item group is created in the same manner as the normal commitment items. The term, commitment item group is also the name of a node in hierarchically structured groups.

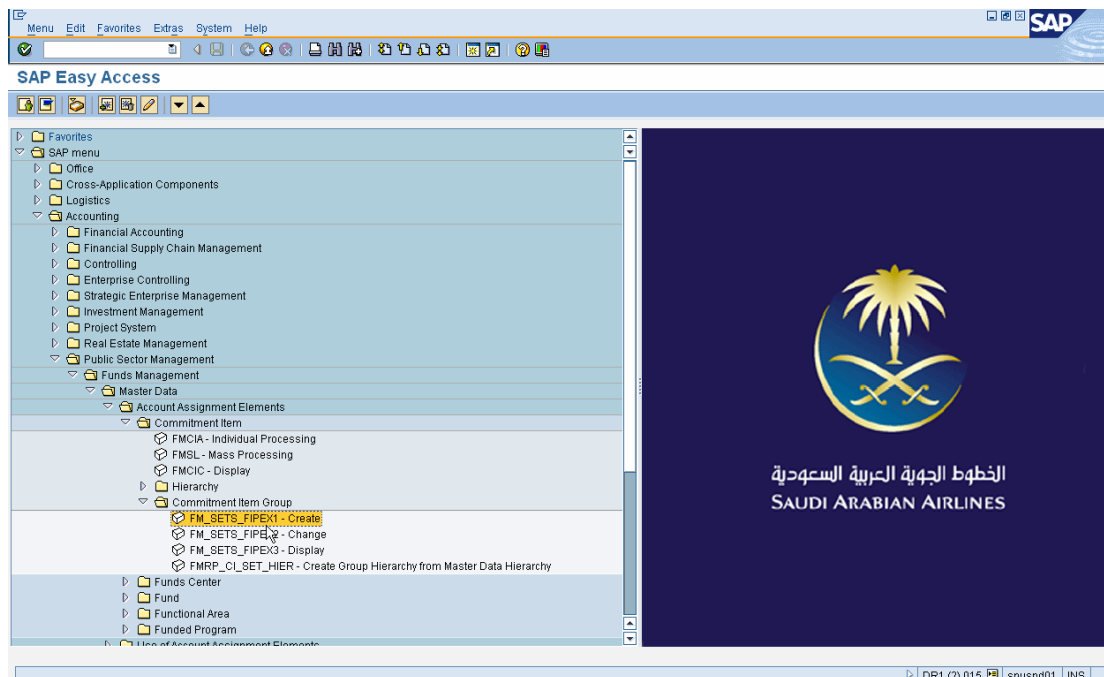
Prerequisites

The following prerequisites are applicable when processing this transaction:

Check if the commitment item group does not already exist

To access the **FMMEASURE** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

Accounting → Financial accounting → Public Sector Management → Funds Management → Master Data → Commitment Item Commitment item group → Create





SAP

Group Edit Goto Extras Environment System Help

Create Commitment item group: Initial Screen

FM Area 1000

Commitment item group Saudi_Crew

Template

FM Area

Commitment item group

DR1 (2) 015 snuspd01 INS

Field	Description
FM Area	Enter value "1000" if it does not default
Commitment Item Group	e.g. Saudi Crew Expenses

Press Enter to proceed to the next screen

For training purposes we will create any hierarchy so that we master the concept of creating hierarchies in SAP. After the completion of this training users must be able to create any FM hierarchy in the system for reporting purposes and can be adjusted at any time to suit the reports requirements.

SAP

Group Edit Goto Extras System Help

Create Commitment item group: Structure

Same Level Lower Level Commitment Item Deselect Commitment Item

SAUDIACREW Airlines crew Expenses

MOA Salaries


ACC Accommodation

FOOD Food expenses

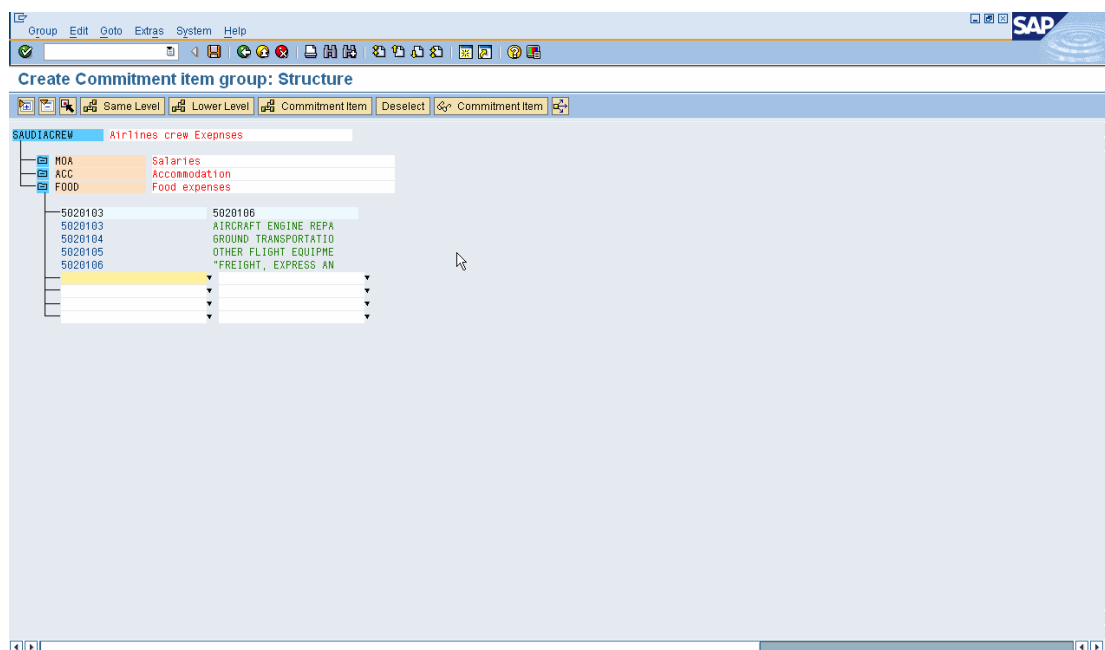
5020103 5020106


DR1 (2) 015 snuspd01 INS

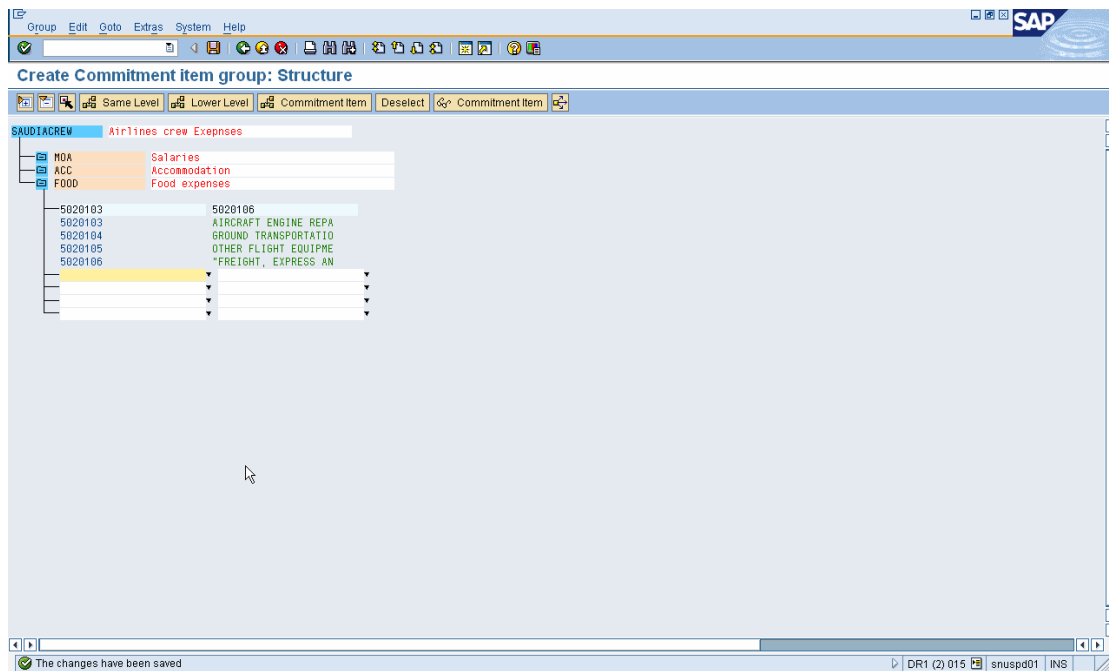


Highlight **Saudi crew** node and select the lower level node  and insert the nodes that are at the same level as shown above and if there are lower levels, select the Lower level tab until you have created an acceptable hierarchy and then you can assign the lower most level which are the commitment items.

Field Name	Description
MOA	Enter the funds center group code to be created (Same with the cost center group and profit center group)e.g. Airlines Crew expenses
Acc	Enter the full description of the code e.g. accommodation
Food	Enter the full description of the code e.g. Food





At this level select the Commitment items tab  which is the lowest level which is equivalent to the current level of LX



Select the commitment items as a range if they are in sequential order or as individuals as shown above.

When done click on Save to save your changes and the message **“The Changes have been saved”**

Click on  to save the funds center that has been created.

Click  until you return to the SAP R/3 screen



Exercise 4: Create Funds Center

Funds Centers represent an organizational unit within a Financial Management area, which represents the structure of an organization or an area of responsibility e.g. departments or projects. Budgets are assigned to funds centers and commitment items in Funds Management. Budget is consumed as transactions are posted to funds centers (via cost centers) with commitments and actual values. Funds Centers will be a mirror image of the Saudi cost centers and Saudi will be able to have budgetary control at the lowest cost centre (funds centre) level. Funds centers are maintained on a one to one relationship with cost centers and profit center

Prerequisites:

The following prerequisites are applicable when processing this transaction:

Check funds center does not already exist

A funds center application form must be obtained by requesters and approved by finance managers of the different business units.

All required information must be completed on application form by the cost center requestor.

The form must be submitted to Budget Office for authorization.

To access the **FMSA** transaction, follow the Menu Path below, from the SAP Easy Access Screen:


Accounting → Financial accounting → Public Sector Management → Funds Management → Master Data → Funds Center → Create



System Work Steps

On the screen “**Create funds center in FM Area**”, enter the funds center number in the field funds center.

Field Name	Description
Funds Center	Enter the funds center code to be created (Same with the cost center or profit center)
From Fiscal Year	Enter the validity start date e.g. 2006
To fiscal year	Enter the validity end date e.g. 2010
FM Area	Defaults to FM Area 1000 but can be changed

Click on the  enter icon to proceed to the next screen



On “**Funds Center Create**” screen enter the information on the table below under the Basic Data tab

Field Name	Description
Name	Enter the short name of the Funds center you are creating
Description	Enter the full description of the Funds center you are creating
Default Fund Value	Enter SV00 for the default value
Company Code	Enter the Company code to which the funds center belongs to e.g. 1100 or 1300 etc
User name	Enter the funds center owner's user name (logon name)
Name	Enter the funds center owner's full name



On the same Funds Center create screen click onto the “**Hierarchy**” tab and enter the information on the table below:

Field Name	Description
Hierarchy Variant	Defaults from the setup



Note: Do not enter information in the superior funds center field at the time of creation but this will be populated when the funds center hierarchy is maintained.



Note: The other remaining tabs are optional so they can be filled in at a later stage when the information is required.

In addition to the above stated information other screens allow defining information at the level of:

Additional address information

Long text


Classification




Address data [F6]: screen “Create funds center address” – this screen allows you to enter additional address information like: title, name, street, city, district, country key, P.O box, postal code, P.O box Post Code, Region. A separate screen is provided to keep track of additional communication data, such as: language, telephone 1, telephone 2, telebox, telex, fax number, teletex, and data line.

Long text [F8]: screen “Create FM: long text master data” – allows you to enter a free format long text.

Classification [Shift + F6]: screen “Create Funds Center: Char Val. Assignment”. Within the classification that you defined for the funds centers you can freely identify the characteristic combinations within this screen.

Click on  to save the funds center that has been created.

Click  until you return to the SAP R/3 screen



Exercise 5: Change Funds Center

This process of changing a fund is triggered by a change in the attributes of the cost center or profit center as they are maintained on a one to one relationship. All the attributes of a funds center can be changed except the hierarchy variant only.

Prerequisites

The following prerequisites are applicable when processing this transaction:
Check if the funds center already exists

A funds center change request form must be completed and approved by finance managers of the different business units.

The form must be submitted to Budget Office to carry out the changes.

To access the **FM5U** transaction, follow the Menu Path below, from the SAP Easy Access Screen:


Accounting→ Financial accounting→ Public Sector Management→ Funds Management→Master Data→ Funds Center→Change



System Work Steps

On the screen “**Change funds center in FM Area**”, enter the funds center number in the field funds center

Field Name	Description
Funds Center	Enter the funds center code to be changed
FM Area	Defaults to FM Area 1000 but can be changed

Click on the  enter icon to proceed to the next screen



On the “**Funds Center Change**” screen make all the necessary changes.
Only fields that are white can be changed

Funds center Edit Goto Extras Environment System Help

Funds Center Change

Delete Period Long text Classification Drilldown Change documents

FM Area 1000 Saudia FM Area

Funds Center 111111199

Analysis Time Frame from 01.01.1900 Analysis Time Frame to 31.12.9999

Basic data Hierarchy Address Communication

Names

Name Finance Depart.Jed

Description Finance Department.Jeddah

Basic data

Valid From 01.01.1900 Valid Until 31.12.9999

Authorization group

Fund Default Value SV00 Saudia Rev Fund

Company Code 1100 SV Airlines

Business Area

Person responsible

User name SVERP12

Name

DR1 (1) 015 snuspd01 INS

The editable fields of the funds center are displayed as opened up (white in color) for editing

Save changes made to the funds center by clicking



SAP

Change Funds Center in FM Area

Validity Period FM area

Funds Center 11111199

FM Area 1000

Funds center 1000 11111199 successfully saved

DR1 (1) 015 snuspd01 INS

Result

The system will display a message indicating that Funds Center was successfully saved on the Status Bar



Exercise 6: Create Funds Center Group

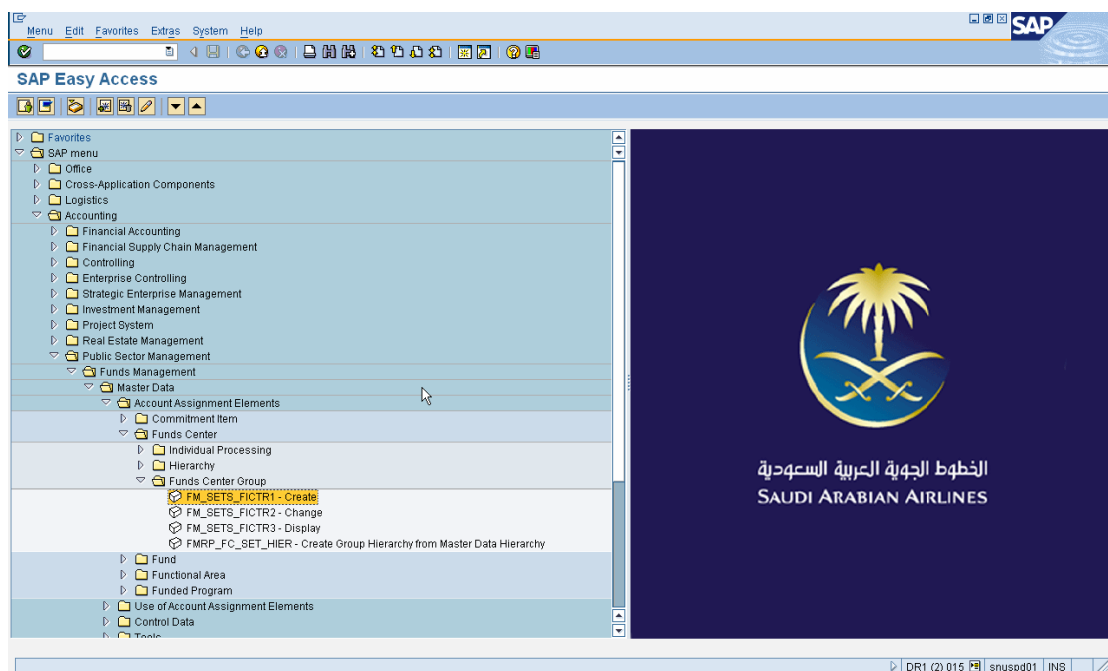
This process is triggered by the need to report on a number of funds centers which are grouped together that have the same characteristics e.g. for editing purposes or reporting purposes. The term, funds centers group is also the name of a node in hierarchically structured groups.

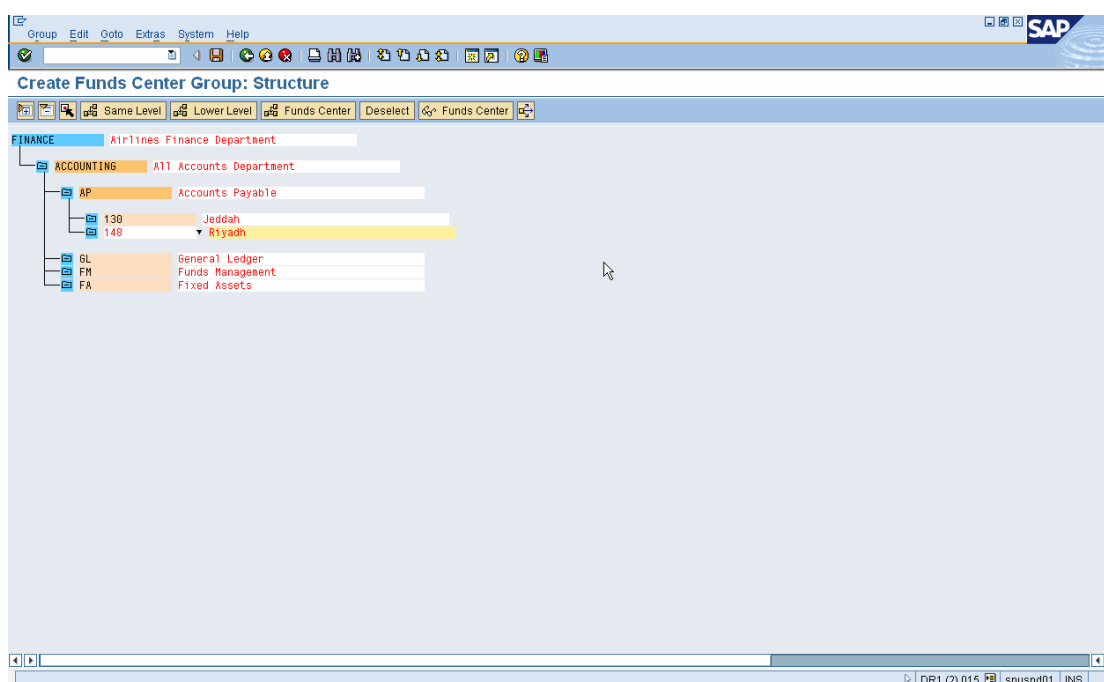
Prerequisites


The following prerequisites are applicable when processing this transaction:
Check the funds centers group does not already exist

To access the FM_SETS_FICTR1 transaction, follow the Menu Path below, from the SAP Easy Access Screen:

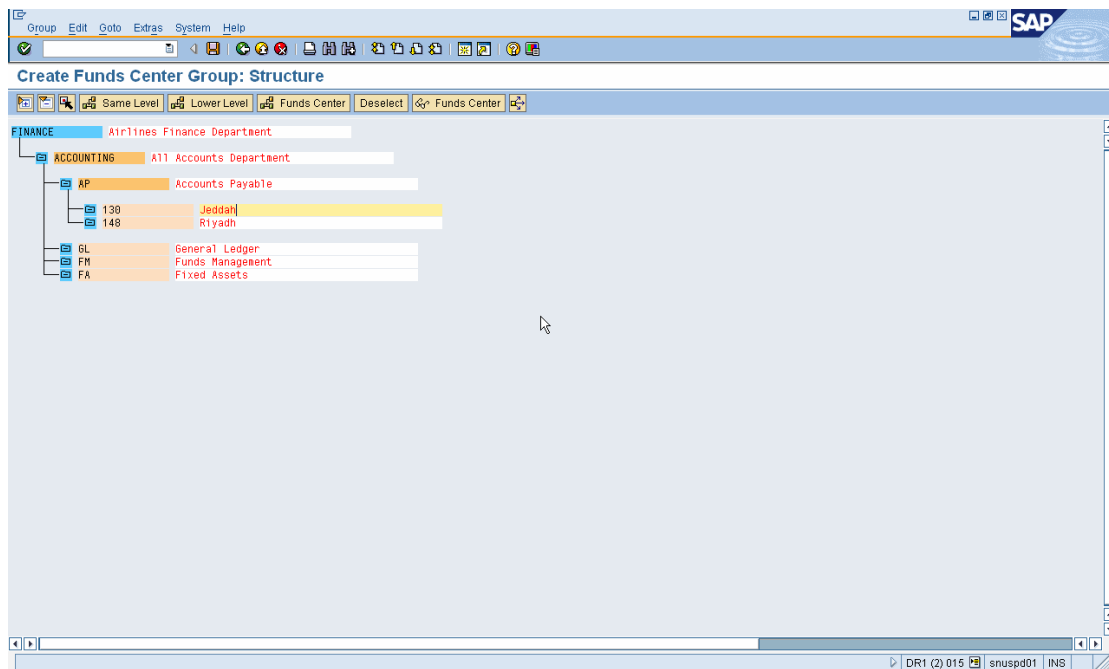
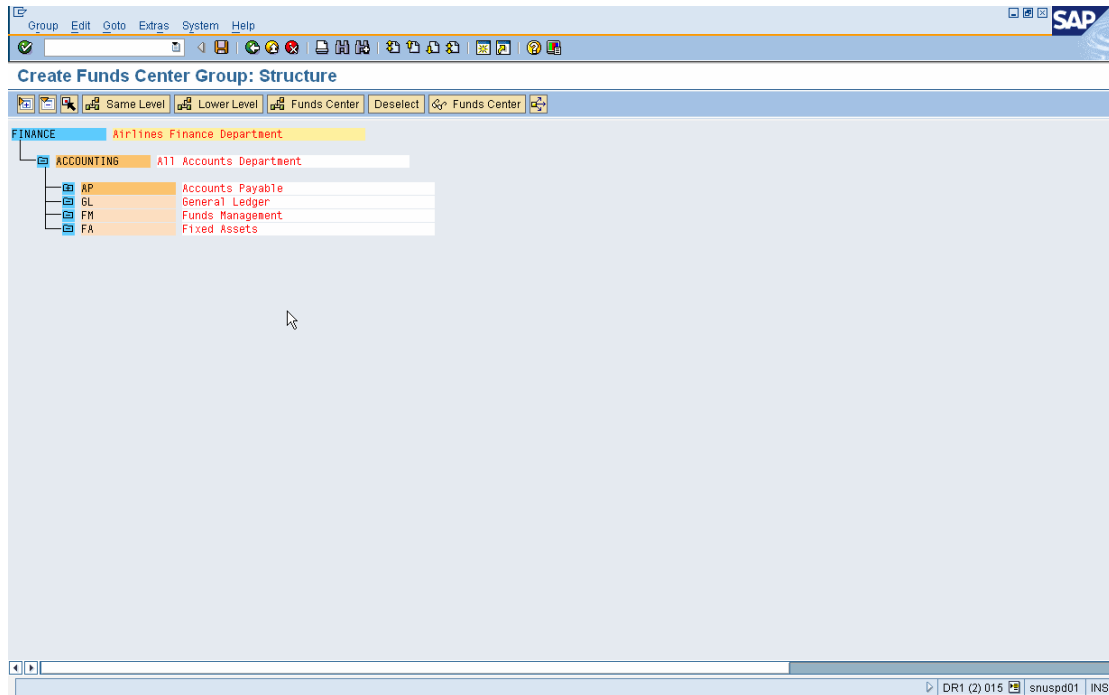
Accounting → Financial accounting → Public Sector Management → Funds Management → Master Data → Funds Center group → Create






Highlight Saudi crew node and select the lower level node  and insert the nodes that are at the same level as shown above and if there are lower levels, select the Lower level tab until you have created an acceptable hierarchy and then you can assign the lower most level which are the Funds Centers.

Field Name	Description
AP	Enter the full description of the code e.g. Accounts Payable
GL	Enter the full description of the code e.g. General Ledger Dept
FM	Enter the full description of the code e.g. Funds Management



When you have reached the lowest level of the hierarchy select  **Funds Center** so that you can select the funds centers that belong to that group.

This can be changed until the desired result is reached and you can save your entries and exit.



Exercise 7: Create Fund

A fund is used to differentiate the different sources of funding. All Saudi operational expenditure will be linked to a source of funding. The expenditure can be multi funded and as a result all the funding sources must be reflected accordingly.

Prerequisites

The following prerequisites are applicable when processing this transaction:

Check if the fund does not already exist in the system

All required information must be completed on application form by the budget office

A fund application form must be obtained by requesters and approved by Budget Office manager.

To access the **FMSA** transaction, follow the Menu Path below, from the SAP Easy Access Screen:


Accounting→ Financial accounting→ Public Sector Management→ Funds Management→Master Data→ Fund→Create



System Work Steps

On the screen “**Create Fund: Basic Screen**”, enter information in the fields as specified in the table below:

Field Name	Description
FM Area	Defaults to FM Area 1000
Fund	Enter the code for the new fund to be created

Press  “enter” to go to the next screen



On the screen “**Create Fund: Basic Screen**”, enter information in the fields as specified in the table below:

Field Name	Description
Name	The short name of the fund you are creating
Description	The full description of the fund you are creating
Valid From	Enter the date from which the fund is valid from e.g. 01.01.2006
Valid To	Enter the end validity date of this fund e.g. 15.07.2010
Authorization group	Enter the authorization group for this fund for authorization purposes.

Click on “ save icon” to save the fund

Result

The system will display a message on the Status Bar indicating that Fund has been saved.

2.

To exit the “**Create fund: Initial Screen**” screen click  “Exit Icon”.



SAP

Fund Edit Goto Extras System Help

Create Fund: Initial Screen

FM area

Fund SV09

FM Area 1000

Fund saved

DR1 (1) 015 snuspd01 INS



Exercise 8: Change Fund

This process of changing a fund is triggered by a change in the attributes of the fund. All the attributes of a fund can be changed except the fund code only. A fund is used to differentiate the different sources of funding.

Prerequisites

Check if the fund does not already exist in the system

A fund change request form must be obtained and completed

All required information must be completed on application form by the budget office

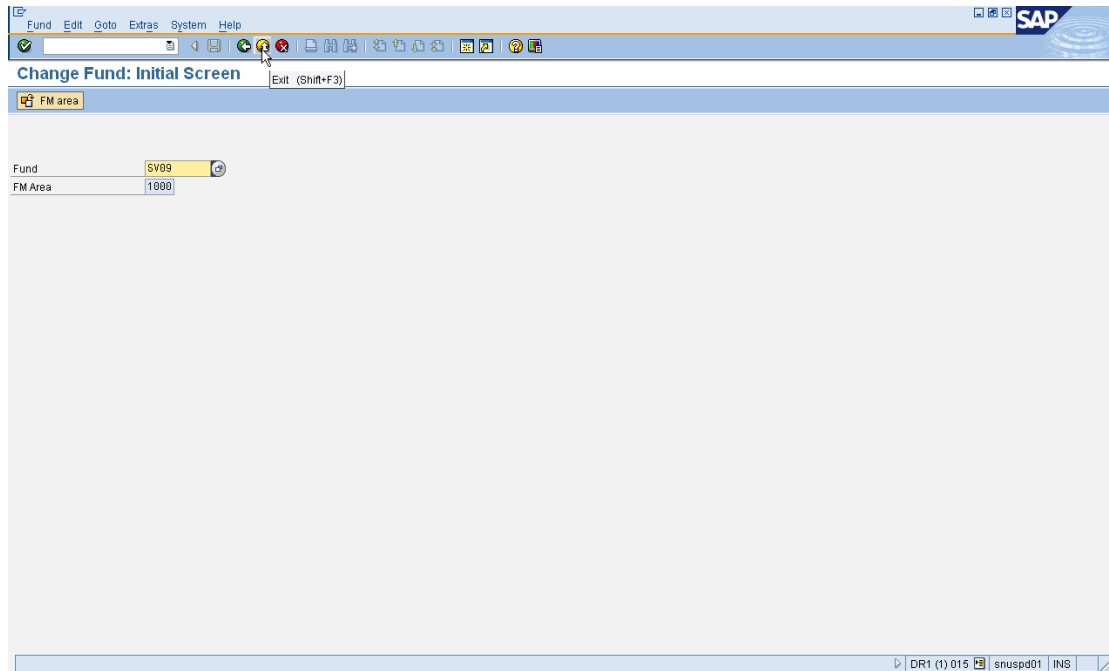
To access the **FM5U** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

Accounting→ Financial accounting→ Public Sector Management→ Funds Management→Master Data→ Fund→Change




System Work Steps

On the screen “**Change Fund: Basic Screen**”, enter information in the fields as specified in the table below:




Field Name	Description
FM Area	Defaults to FM Area 1000
Fund	Enter the code for the Fund to be changed

Press  “enter” to go to the next screen



Make the necessary changes in the opened fields

The screenshot shows the SAP 'Change Fund: Basic Screen'. The interface includes a menu bar (Fund, Edit, Goto, Extras, Environment, System, Help) and a toolbar with various icons. Below the title bar, there are tabs for 'Delete', 'Long text...', 'Change history...', 'Change documents', and 'Classification'. The main area is divided into sections: 'Names' with fields for 'Name' (Saudia Contingent) and 'Description' (Saudia Contingent Fund for Haji); 'Basic data' with fields for 'Valid from' (01.01.2000), 'Valid To' (31.12.9999), 'Fund Type' (INT), and 'Authorization group' (Saudia Internal Resources); and 'Additional data' with fields for 'Bdgt profile fund', 'Customer for fund', 'Funds application', and a checkbox for 'Balance update'. The status bar at the bottom shows 'DR1 (1) 015 | snuspd01 | INS'.

Click on  to save your changes and go back to the “**Change Fund: Initial Screen**”

The screenshot shows the SAP 'Change Fund: Initial Screen'. The interface includes a menu bar (Fund, Edit, Goto, Extras, System, Help) and a toolbar with various icons. Below the title bar, there is a tab for 'FM area'. The main area contains fields for 'Fund' (SV09) and 'FM Area' (1000). The status bar at the bottom shows 'Fund saved' and 'DR1 (1) 015 | snuspd01 | INS'.

To exit the “**Change fund: Initial Screen**” screen click  “Exit Icon”.



Exercise 9: Create Funded Program

This process is triggered by the need to provide for integration between FM, Controlling (CO), and Project System (PS) is a dimension in Funds Management (FM) that supplements FM in providing for detailed budgeting and expenditure control for lower-level programs. It allows for cross-organizational and cross-functional budgeting, control, and reporting on programs.

The integration between the Project System (PS) and Funds Management (FM) components enables you to monitor capital expenditure against the overall project budget. This is achieved by assigning funded programs to work breakdown structures. For Saudi funded programs will be assigned to internal orders and will be maintained on a 1:1 basis.

Prerequisites

The following prerequisites are applicable when processing this transaction: Check if the same funded program does not already exist and a corresponding internal order exists in CO

A funded program application form must be obtained by budget office


All required information must be completed on application form by the budget office.

To access the **FMMEASURE** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

Accounting → Financial accounting → Public Sector Management → Funds Management → Master Data → Funded Program → Edit



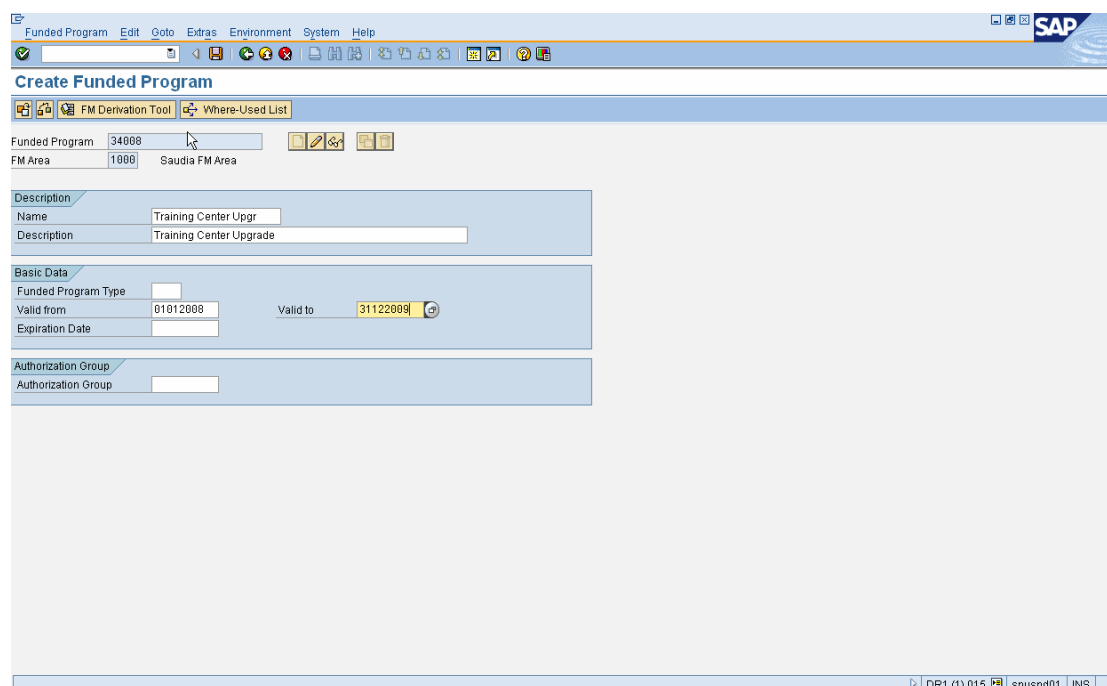
System Work Steps

On the screen “**Maintain Funded Program**”, enter the Funded Program number in the field Funded Program and click on the  (create) and enter information in the fields as specified in the table below:

Field Name	Description
Funded Program	Alphanumeric code of the funded program you are creating.
Financial Management Area	Defaults to FM area 1000



On screen “**Maintain Funded Program**”, click on  and enter information in the fields as specified below:



The screenshot shows the SAP 'Create Funded Program' screen. The top menu bar includes 'Funded Program', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The title bar says 'Create Funded Program'. Below the title bar, there are tabs for 'FM Derivation Tool' and 'Where-Used List'. The main area contains several input fields: 'Funded Program' (34008), 'FM Area' (1000), 'Saudia FM Area', 'Name' (Training Center Upgr), 'Description' (Training Center Upgrade), 'Funded Program Type', 'Valid from' (01012008), 'Valid to' (31122008), 'Expiration Date', and 'Authorization Group'.

Field Name	Description
Name	Enter the short name of the funded program you are creating
Description	Enter the full name of the funded program you are creating
Valid From	Enter the start date of the validity period of the funded program
Valid To	Enter the end date of the validity period of the funded program
Authorization Group	Enter the authorization group for the creation of authorization profiles – Freely definable – leave blank for now

Click  “Save” to save the funded program that has been created and the system will go back to the “**Display Funded Program**” screen as shown on the next page:



SAP

Display Funded Program

Funded Program: 34008
FM Area: 1000 Saudia FM Area

Create

Description

Name
Description

Basic Data

Funded Program Type
Valid from Valid to
Expiration Date

Authorization Group

Authorization Group

Create Change Log


Created by Changed by
Entered on Chng. date
Entered at Chng. time

Funded Program 34008 in FM area 1000 updated successfully

DR1 (1) 015 snuspd01 INS

Result

The Funded Program is saved. After saving your changes the funded program the system does not issue any message.

Click  until you return to the SAP R/3 screen



Exercise 10: Change Funded Program

The details of an internal order have changed in CO and likewise in FM we must also update the master record.

Prerequisites


The following prerequisites are applicable when processing this transaction:
A funded program change form must be obtained by budget office
All required information must be completed on application form by the budget office.

To access the **FMMEASURE** transaction, follow the Menu Path below, from the SAP Easy Access Screen:


**Accounting→ Financial accounting→ Public Sector Management→
Funds Management→Master Data→ Funded Program→Edit**



System Work Steps

On the screen “**Maintain *Funded Program***”, enter the Funded Program number in the field Funded Program and click on the  (change) and enter information in the fields as specified in the table below:

Field Name	Description
Funded Program	Alphanumeric code of the funded program you are changing.
Financial Management Area	Defaults to FM area 1000

On screen Maintain Funded Program, click on  "change" and enter information in the fields as specified on the next page:



SAP

Funded Program Edit Goto Extras Environment System Help

Change Funded Program

FM Derivation Tool Where-Used List

Funded Program 34808
FM Area 1000 Saudia FM Area


Description
Name Training Center Upgr
Description Training Center Upgrade - Falasteen

Basic Data
Funded Program Type
Valid from 01.01.2008 Valid to 31.12.2009
Expiration Date

Authorization Group
Authorization Group

Create Change Log
Created by SVERP12 Changed by
Entered on 14.05.2008 Chng. date
Entered at 15:23:50 Chng. time 00:00:00

DR1 (1) 015 snuspd01 INS

Make the necessary changes on the funded program and click on  to save the changes made and the system will go back to the “Display Funded Program” screen as shown on the next page:

Result

The Funded Program is saved. After saving your changes the funded program the system does not issue any message.



SAP

Funded Program Edit Goto Extras Environment System Help

Display Funded Program

FM Derivation Tool Where-Used List

Funded Program: 34008
FM Area: 1000 Saudia FM Area

Description

Name
Description

Basic Data

Funded Program Type
Valid from Valid to
Expiration Date

Authorization Group

Authorization Group


Create Change Log

Created by
Entered on
Entered at 00:00:00

Changed by
Chng_date
Chng_time 00:00:00

Funded Program 34008 in FM area 1000 updated successfully

DR1 (1) 015 snuspd01 INS

Click  until you return to the SAP R/3 screen



Exercise 11: Derivation Rules

This process is triggered by the need to integrate Funds Management with all other relevant modules. FM uses mainly controlling master data objects e.g. cost center to determine the FM objects i.e. funds center. At the time of posting, FM must be able to derive the corresponding objects from other modules hence the need to maintain these rules. Different types of derivation step types exist in the system that you can setup depending on certain scenarios. When defining derivation rules you must define a source field and target field(s).

The following prerequisites are applicable when processing this transaction:
All the relevant master data has been created in the feeder modules
The derivation step types have been defined in FM

To access the **FMDRIVER** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

**Accounting → Public Sector Management → Funds management →
Budgeting → Budget Control System → Master Data → Assignments →
Fmderiver**



System Work Steps

On screen “**Derivation Strategy for FM Object Assignment: Maintain Values**”, select the derivation rule to be maintained as shown below:

Lon	Derivation Type	Description
	Derivation Rule	Internal Order derivation
	Derivation Rule	Materials

Click on **Change Rule Values** or double click on the derivation rule to move to “**Derivation Strategy for FM Object Assignment: Change Rule Values**”, and enter information as in the fields as specified in the table below:

Order Number	As	Funded Program	Fund
10045	=	20000	SV07
30000	=	30000	SV00
90000	=	SV99-2000	SV99
40020	=	40020	SV00
50000	=	50000	SV00
30001	=	30001	SV00
34000	=	34000	sv00



NOTE: The column layout is dependent on the derivation rule source fields and target fields, so the rule value screens are not always the same!!!

Field Name	Description
Order Number	Enter the work order number e.g. 34000
Funded Program	Enter the funded program number e.g. 34000
Fund	Enter the work order number i.e. SV00


In cases where the rule already exists, and only requires a change, highlight the row where an object is to be added by clicking on **Insert Line** to create an empty line where an object can be assigned to a corresponding object

Click  to save the rule values entered.

Result

The system will display a message indicating that the rule values have been Saved on the Status Bar. They system can now automatically derive the FM commitment item when transactions are posted against the respective cost element.



Click  to return to the “**Derivation Strategy for FM Object Assignment: Change Rule Values**” or SAP R/3 screen



Exercise 12: Opening Periods Process

This is the process of allowing the budgeting process to be carried for all periods or to certain periods. This process is necessary before the start of the budget preparation so that users will not capture their proposed budget in the wrong fiscal year or period.

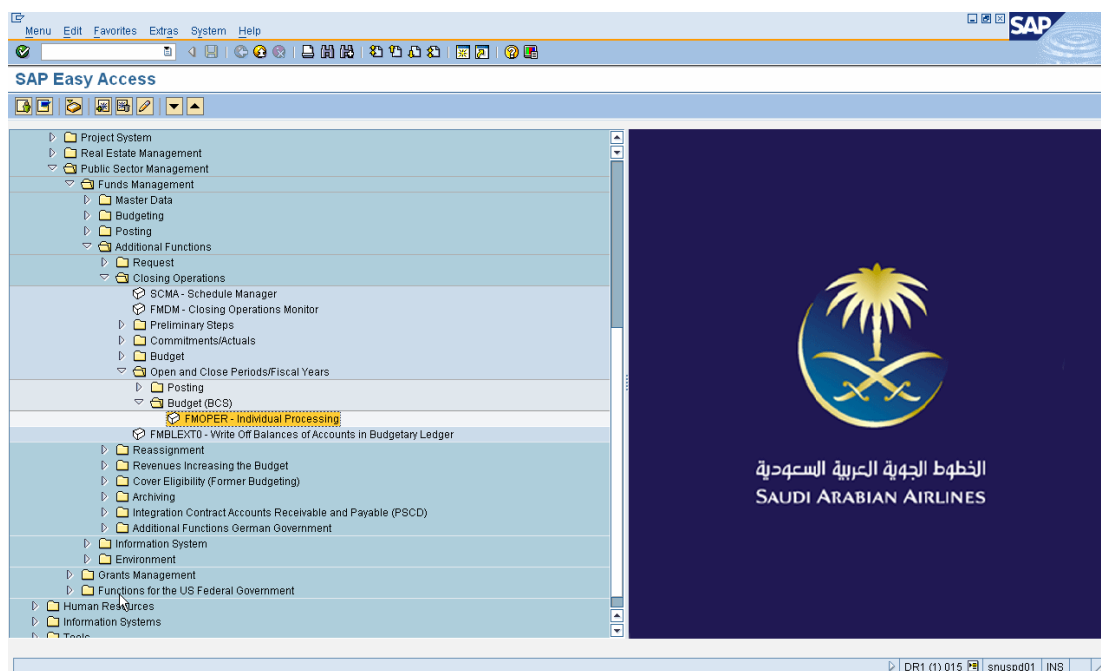
This process is used when the business wants to control the budgeting periods

Prerequisites:

The budget versions have been created already in the system

To access the **FMOPER** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

Accounting→ Financial Accounting→ Public Sector Management→ Funds Management – Additional Functions→ Closing Operations→ Open and Close Periods/Fiscal Years→ Individual Processing



Highlight the version you want to open the periods for and then in the From To fields enter the periods that are to be opened per version

[illegible]

Double click on any version to control the periods per Fund as shown below using the From and To columns

The screenshot displays the SAP 'Open Budgeting Periods per Fund' overview interface. At the top, there's a standard menu bar with options like 'Table View', 'Edit', 'Goto', 'Selection', 'Utilities(M)', 'System', and 'Help'. Below this is a toolbar containing various icons for navigation and actions. The main title bar reads 'Change View "Open Budgeting Periods per Fund": Overview'. On the left side, there's a 'Dialog Structure' pane showing a tree view with folders for 'Open Budgeting Periods' and 'Open Budgeting Per...'. The central area contains several input fields: 'FM Area' set to '1000', 'Budget Category' set to 'Payment', 'Version' set to '1', and 'Fiscal Year' set to '2008'. Below these fields is a large table titled 'Open Budgeting Periods per Fund'. The table has three columns: 'Fund', 'From', and 'To'. The first row shows 'SV00' under 'Fund', '1' under 'From', and '12' under 'To'. There are many empty rows below this. To the right of the table is a vertical scrollbar. At the bottom center, there's a button labeled 'Position...' and the text 'Entry 1 of 1'. The status bar at the very bottom indicates 'One entry chosen' and includes system information like 'DR1 (1) 015', 'snuspd01', and 'INS'.

Save your entries and exit the screen.



Exercise 13: Budget Transfer

Funds Center Managers (Cost Center Head) are allowed to re-allocate budget under certain conditions. If changes are outside the aforementioned criteria or additional budget is required, the request will be referred to the GM. The Budget Office will check the authority before it is applied.

The budget transfer will be on a combination of a funds, funds centers, commitment items for operating budget and a combination of funds, funds center, commitment items and funded programs for Capital expenses. This process is triggered by the need to spend but when there are insufficient funds in an account, hence a request is made to transfer funds from one account assignment to another. A transfer can be done manually or by an upload depending on the number of line items to be transferred.

The following prerequisites are applicable when processing this transaction:

Check that all the required master data already exist

Check if sender account assignment has sufficient funds to transfer to the receiver account assignments

To access the **FMBBC** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

Accounting → Public Sector Management → Funds management → Budgeting → Budget Control System → Entry Documents → Create



System Work Steps

On the screen “**Budgeting workbench – Create document**”, enter the information in the fields as specified in the table below:

The screenshot displays the SAP 'Budgeting Workbench - Create Document' interface. The 'Header Data' tab is selected, showing the following fields:

- Process:** Transfer
- Budget Category:** Payment
- Document type:** ZT (Budget Transfer)
- Document Date:** 14.05.2008
- Sender:**
 - Fiscal Year: 2008
 - Budget Type: TRF
 - Fund: SV00 - Saudia Rev Fund
- Receiver:**
 - Fiscal Year: 2008
 - Budget Type: TRF

The 'Lines' table at the bottom contains the following data:

Line	Funds Center	Commitment Item	Amount (SAR)	DK	Text
000001	11111130	5026111	50,000.00	1	
000002	11111124	5026100	30,000.00	1	
000003	11111131	5026112	20,000.00	1	

Field Name	Description
Header Data	
Process	Select the process that you want to perform i.e. "Transfer"
Budget Category	Defaults to "Payment"
Version	Enter version 0 for approved budget
Document Type	Select document type "budget transfer" (ZT)
Document Date	Defaults to today's date
Sender	
Fiscal year	Normally defaults to the current year
Budget Type	Budget type correspond to the process you are carrying out i.e. "TRF"
Period	Select the budgeting period from which you want to make the transfer
Fund	Enter the source of funding e.g. SV00 - Saudi Budget
Receiver	
Fiscal year	Normally defaults to the current year



Field Name	Description
Header Data	
Budget Type	Budget type correspond to the process you are carrying out i.e. "TRF"
Period	Select the budgeting period in which you want to make the transfer e.g. January

Document Edit Goto Extras System Help

Budgeting Workbench - Create Document

Document Status Initial

Header Data Additional Data

Process Transfer Total Sender 50,000.00
 Budget Category Payment Total Receiver 50,000.00
 Document type ZT (Budget Transfer) Version 0
 Document Date 14.05.2008

Sender
 Fiscal Year 2008 Period 005
 Budget Type TRF Budget Transfer
 Fund SV00 Saudia Rev Fund

Receiver
 Fiscal Year 2008 Period 005
 Budget Type TRF Budget Transfer

Lines


Line	+/+	Funds Center	Commitment Item	Amount (SAR)	Text
000001	-	11111130	5026111	50,000.00	Dubai DFO meals
000002	+	11111131	5026112	30,000.00	Dubai DFO meals
000003	+	11111131	5026111	20,000.00	Dubai DFO meals
	-				
	-				
	-				
	-				
	-				
	-				
	-				


No errors detected. Document has been checked successfully

DR1 (1) 015 snuspd01 INS



Field Name Lines	Description
-/+	Select (-) for the sender commitment item
Funds center	Enter the Funds center item transferring the budget e.g. 11735130
Commitment item	Enter the Commitment item transferring the budget e.g. 50261XX
Amount	Enter the amount to be transferred
Text	Enter any explanatory notes if any
-/+	Select (+) for the receiver commitment item
Funds Center	Enter the Funds center item receiving the budget e.g. 11111130
Commitment item	Enter the Commitment item receiving the budget e.g. 50261XX
Amount	Enter the amount to be transferred
Text	Enter any explanatory notes if any
-/+	Select (+) for the receiver commitment item
Funds Center	Enter the Funds center item receiving the budget e.g. 11111131
Commitment item	Enter the Commitment item receiving the budget e.g. 50261XX
Amount	Enter the amount to be transferred
Text	Enter any explanatory notes if any

Click on the check button  to check for any errors as shown above.

Click  to post the transfer and move to display “**Budgeting Workbench – Display Document**” screen as shown below



SAP

Budgeting Workbench - Display Document

Document: 4000000030 Status: Posted Document Year: 2008

Header Data Additional Data

Process: Transfer Total Sender: 50,000.00
 Budget Category: Payment Total Receiver: 50,000.00
 Document type: ZT (Budget Transfer) Version: 0
 Document Date: 14.05.2008

Sender
 Fiscal Year: 2008 Period: 005
 Budget Type: TRF Budget Transfer
 Fund: SV00 Saudia Rev Fund

Receiver
 Fiscal Year: 2008 Period: 005
 Budget Type: TRF Budget Transfer

Lines

Line	Funds Center	Commitment Item	Amount (SAR)	Text
- 1	11111130	5026111	50,000.00	Dubai DFO meals
+ 2	11111131	5026112	30,000.00	Dubai DFO meals
+ 3	11111131	5026111	20,000.00	Dubai DFO meals

Document 4000000030 has been created successfully in FM area 1000 document year 2008

DR1 (1) 015 snuspd01 INS

Result

The system will display a message indicating that document 4xxxxxxxxx has been created successfully in FM area XXXX and fiscal year XXXX.

Note: The field funded program will only be used if it is a capital project and therefore it will not be populated if it is Operating Expenditure.

Note: The budgeting work bench can only take up to 999999 line items.
3.

Click until you return to the SAP R/3 screen



Funds Management Transaction processing

All the transactions in the budgeting module can go through stages of approval i.e. holding a document, reposting and then actual posting of the document or documents. The processes that can make use of this functionality are budget upload, return, transfer and supplement.

User Note 1: Hold Functionality

This functionality is available for temporarily holding the budget document by clicking on the pushbutton "Hold" so that the user can process it later. The held budget document number ranges are externally assigned, and it is stored temporarily in a work center and not in the database. Held documents can only be processed by the respective user/work center. In contrast to all other processing statuses, you can delete held budget return documents. Temporarily stored budgets can still be consumed despite their held status. At this stage the budget is not reduced.

User Note 2: Pre-post Functionality

This functionality is available as a control measure for budget entry without workflow connection. The user who pre-posts the budget document will not have authorization to post it. By pressing the Pre-post pushbutton means the user will park the document as he will not have the authorization to directly post it and the system will internally assign the document number. The business unit posting the budget transaction will have its overall budget affected by the amount in the budget document.

User Note 3: Posting

Only a person with the authorization to post or approve the pre-posted document will then post it into SAP. Officers in the Budget Office only must be allowed to post directly any budgeting transactions without parking it. From the budgeting workbench the user can select the document to be posted after checking it for any errors. When the document is finally posted it retains its number from the pre-posting transaction stage.



Exercise 1: Uploading approved budget

This process is triggered once the Saudi has approved the budget or a new budget proposal has been established, the figures need to be captured into the system. The approved budget will be loaded as version 0 into the SAP system. Budget checking will be against this version. Many versions can be captured into the SAP system in the same manner as the actual version 0.

The approved budget will be loaded against a combination of a fund, funds centers, commitment items for operating budget and a combination of fund, funds center, commitment items and funded programs.

The following **prerequisites** are applicable when processing this transaction:

Check that all the required commitment items already exist

A test run must be done before carrying out the live run

The upload file must be authorized or signed by the budget office.

To access the **FMBBC** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

**Accounting→ Public Sector Management→ Funds management→
Budgeting→ Budget Control System →Entry Documents→Create**



System Work Steps

On screen “**Budgeting Workbench – Create document**”, enter the information in the fields as specified in the table below:

Budgeting Workbench - Create Document

Document: [] Status: Initial

Header Data | **Additional Data**

Process	Enter	Total	29,975,000.00
Budget Category	Payment	Version	0
Document type	ZE (Budget Entry)	Document Date	14.05.2008
Fiscal Year	2008	Period	005
Budget Type	ORIG Original Budget		
Fund	SV00 Saudia Rev Fund		

Line	Funds Center	Commitment Item	Amount (SAR)	Text
000001	11111113	5026111	3,400,000.00	Approved Budget 2008
000002	11111124	5026112	4,000,000.00	Approved Budget 2008
000003	11111130	5026100	5,400,000.00	Approved Budget 2008
000004	11111131	5026113	6,000,000.00	Approved Budget 2008
000005	11111199	5026111	400,000.00	Approved Budget 2008
000006	11111113	5026112	450,000.00	Approved Budget 2008
000007	11111124	5026111	705,000.00	Approved Budget 2008
000008	11111130	5026113	500,000.00	Approved Budget 2008
000009	11111131	5026112	120,000.00	Approved Budget 2008
000010	11111199	5026113	9,000,000.00	Approved Budget 2008

No errors detected. Document has been checked successfully

DR1 (1) 015 | snuspd01 | INS

Field Name	Description
Process	Select the process that you want to perform i.e. “Enter”
Budget Category	Defaults to “Payment”
Version	Enter version 0 for approved budget
Document Type	Select document type “budget upload” (Z)
Document Date	Defaults to today’s date
Period	Select the budgeting period 5
Fiscal year	Defaults to the current year
Budget Type	Budget type correspond to the process you are carrying out i.e. “Orig” = approved budget
Fund	Enter the source of funding e.g. SV00
Funds Center	Enter the funds center to which the budget is assigned to e.g. 111111XX
Commitment item	Enter the Commitment item to which the budget is assigned to e.g. 502XXXX
Amount	Enter the budget line item amount
Text	Enter any explanatory notes if any.

Click on the check button  to check for any errors.

Click on the Additional Data Tab



Enter information in the fields as specified in the table below:

Document Edit Goto Extras System Help

Budgeting Workbench - Create Document

Prepost Long Text Messages log Messages per Line

Document Status Initial

Header Data Additional Data

Person responsible Hassan H. Alhazmi

Header Text Airlines Approved Budget 2008

Text name

Year Cohort

Public Law

Legislation

Created by

Created on

Created at 00:00:00

Orig Appl


Lines

Line	Funds Center	Commitment Item	Amount (SAR)	Text
000001	11111113	5026111	3,400,000.00	Approved Budget 2008
000002	11111124	5026112	4,000,000.00	Approved Budget 2008
000003	11111130	5026100	5,400,000.00	Approved Budget 2008
000004	11111131	5026113	6,000,000.00	Approved Budget 2008
000005	11111199	5026111	400,000.00	Approved Budget 2008
000006	11111113	5026112	450,000.00	Approved Budget 2008
000007	11111124	5026111	705,000.00	Approved Budget 2008
000008	11111130	5026113	500,000.00	Approved Budget 2008
000009	11111131	5026112	120,000.00	Approved Budget 2008
000010	11111199	5026113	9,000,000.00	Approved Budget 2008

DR1 (1) 015

Field Name	Description
Responsible Person	Person responsible for budgeting
Header Text	Enter text for budget entry document
Text Name	Enter the text describing what type of budget i.e. original budget, return or supplement



Click  to post the upload and move to display “**Budgeting Workbench – Display Document**” screen as shown below:


Document Edit Goto Extras System Help

Budgeting Workbench - Display Document

Prepost Long Text Messages log Messages per Line

Document: 1080000132 Status: Posted Document Year: 2008

Header Data Additional Data

Person responsible: HASSAN H. ALHAZMI
 Header Text: Airlines Approved Budget 2008
 Text name: 
 Year Cohort:
 Public Law:
 Legislation:
 Created by: SVERP12
 Created on: 14.05.2008
 Created at: 15:58:56
 Orig Appl:

Lines

Line	Funds Center	Commitment Item	Amount (SAR)	Text
1	11111113	5026111	3,400,000.00	Approved Budget 2008
2	11111124	5026112	4,000,000.00	Approved Budget 2008
3	11111130	5026100	5,400,000.00	Approved Budget 2008
4	11111131	5026113	6,000,000.00	Approved Budget 2008
5	11111199	5026111	400,000.00	Approved Budget 2008
6	11111113	5026112	450,000.00	Approved Budget 2008
7	11111124	5026111	705,000.00	Approved Budget 2008
8	11111130	5026113	500,000.00	Approved Budget 2008
9	11111131	5026112	120,000.00	Approved Budget 2008
10	11111199	5026113	9,000,000.00	Approved Budget 2008

Document 1080000132 has been created successfully in FM area 1000 document year 2008 DR1 (1) 015


Result

The system will display a message indicating that document 1xxxxxxx has been posted successfully in FM area 1000 and fiscal year 20XX.



Note: The budgeting work bench can only take up to 99999 lines



Click  until you return to the SAP R/3 screen



Exercise 2: Budget Return - Hold

This process is triggered when there are excess funds to spare within a funds center or when Saudi sees to it that their projected revenue cannot sustain their expenditure, this functionality will enable Saudi to reduce the budget. The amended budget (movements) will be returned via a return program if the line items are many and this will be added onto supplement budget. At this stage the budget holding process does not reduce the overall budget and the affected account assignments can still be used even though it has been held.

The budget will be returned using a combination of a funds, funds centers, commitment items for operating budget and a combination of funds, funds center, commitment items and funded programs (account assignment). The hold functionality will enable business units to hold their line items before they are finally reposted. When holding the document, the user is required to externally assign the transaction number.

The following **prerequisites** are applicable when processing this transaction:
Run the budget reports to identify line items that have run out of budget

The return file must be approved by the Budget Office

A test file that is balancing must be signed by the budget office before the live return upload

To access the **FMBB** transaction, follow the Menu Path below, from the SAP Easy Access Screen;

Accounting→ Public Sector Management→ Funds management→ Budgeting→ Budget Control System →Entry Documents→Budgeting Workbench



System Work Steps

On screen “**Budgeting workbench – Create document**”, enter the information in the fields as specified in the table below:

The screenshot displays the SAP 'Budgeting Workbench - Create Document' interface. The 'Header Data' tab is active, showing the following fields:

- Process: Return
- Budget Category: Payment
- Document type: ZR (Budget Return)
- Fiscal Year: 2008
- Budget Type: RETN
- Fund: SV00
- Total: 300,000.00
- Version: 0
- Document Date: 16.05.2008
- Period: All

Below the header data, there is a table with the following columns: Line, Funds Center, Commitment Item, Amount (SAR), DK, and Text. The first row is populated with:

Line	Funds Center	Commitment Item	Amount (SAR)	DK	Text
000001	11111130	5012101	300,000.00	1	Document Holding example

Field Name	Description
Process	Select the process that you want to perform “Return”
Budget Category	Defaults to “Payment”
Version	Enter version 0 for approved budget
Document Type	Select document type “Budget Return” (ZR)
Document Date	Defaults to today’s date
Period	Select the budgeting period or select a period in which the supplement is to be made
Fiscal year	Normally defaults to the current year
Budget Type	Budget type correspond to the process you are carrying out “RETN”
Fund	Enter the source of funding = SV00
Funds Center	Enter the funds center to which the budget is to be assigned to e.g. 11111130
Commitment item	Enter the Commitment item to which the budget is assigned to or added onto e.g. 5012101
Amount	Enter the amount to be returned
Text	Enter any explanatory notes if any.

Click on the Additional Data Tab



Enter information in the fields as specified in the table below:

Click on the Additional Tab which is optional

Additional Data

Field Name	Description
Responsible Person	Person responsible for returning the budgeting
Header Text	Enter text for budget entry document
Text Name	Enter the text describing what type of budget process i.e. original budget, return or supplement

Click on to check for any errors

Click on to hold the document for further processing.

Field Name	Description
Held Document Number	Assign a document number to the transaction you are about to hold

Result

The system will display a message indicating that document XXX has been saved successfully in FM Area 1000 for user xxxxxxxx.

Click until you return to the SAP R/3 screen



Exercise 3: Budget Return – Pre-post

This process is triggered when the business unit has captured the line items they would like to return by executing a process of “HOLDING” the funds. After finalizing which line items they would like to return they would now execute the process of reposting. By executing this step they will no longer be able to make use of these funds thereby reducing the overall budget.

Prerequisites

The following prerequisites are applicable when processing this transaction:
Held document number

To access the **FMBB** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

Accounting→ Public Sector Management→ Funds management→ Budgeting→ Budget Control System →Entry Documents→Budgeting Workbench

System Work Steps

On screen “**Budgeting Workbench – Create Document**”, under the “HELD” documents section select the document number you would like to post and double click on the document number so that the line items entered would appear in the Lines section.

Budgeting Workbench - Display Document

Document: 1000000133 Status: Preposted Document Year: 2008

Header Data

Process	Enter	Total	12,000,000.00
Budget Category	Payment	Version	0
Document type	ZE (Budget Entry)	Document Date	14.05.2008
Fiscal Year	2008	Period	005
Budget Type	ORI6 Original Budget		
Fund	SV00 Saudia Rev Fund		

Lines

Line	Funds Center	Commitment Item	Amount (SAR)	Text
1	11111130	5012100	12,000,000.00	Prepost Testing

Document 1000000133 has been created successfully in FM area 1000 document year 2008



Click **Prepost** to repost the held document and move to display “**Budgeting Workbench – Display Document**” screen as shown on the next page

Line	Funds Center	Commitment Item	Amount (SAR)	Text
1	11111130	5012100	12,000,000.00	Prepost Testing

Note: The held document number will now be internally assigned

Result
The system will display a message indicating that document 4xxxxxxxxx has been created successfully in FM Area fiscal year XXXX.

Click until you return to the SAP R/3 screen.



Exercise 4: Budget Return - Post

This process is triggered when the budget office has requested from business units that do have excess funds to return them. Business units will capture and hold the line items they want to return in the system. The transaction is saved under a document number and the document number is given to the budget office for them to post (accept the returned funds)

The following **prerequisites** are applicable when processing this transaction:
Held document number

To access the **FMBB** transaction, follow the Menu Path below, from the SAP Easy Access Screen:


Accounting → Public Sector Management → Funds management → Budgeting → Budget Control System → Entry Documents → Budgeting Workbench

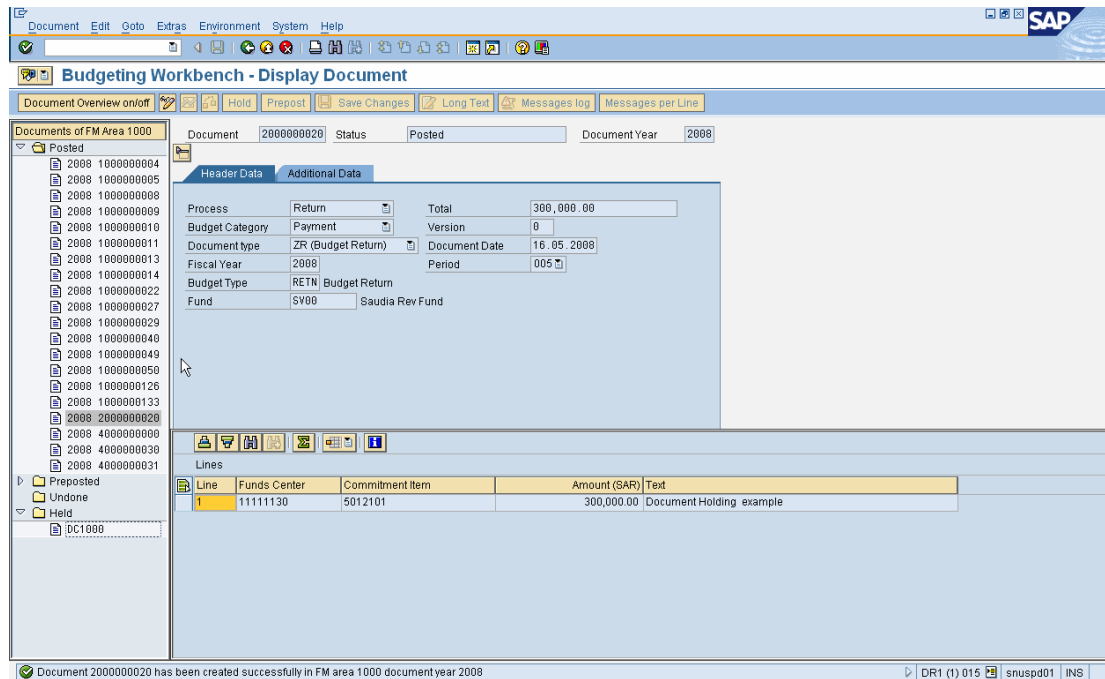
System Work Steps

On screen “**Budgeting Workbench – Create Document**”, under the “HELD” documents section select the document number you would like to post and double click on the document number so that the line items entered would appear in the Lines section.

Line	Funds Center	Commitment Item	Amount (SAR)	DK	Text
000001	11111130	5012101	300,000.00	1	Document Holding example



Click  to post the held document and move to display “**Budgeting Workbench – Display Document**” screen as shown on the next page:



Document Overview on/off

Document: 2000000020 Status: Posted Document Year: 2008

Header Data Additional Data

Process	Return	Total	300,000.00
Budget Category	Payment	Version	0
Document type	ZR (Budget Return)	Document Date	16.05.2008
Fiscal Year	2008	Period	005
Budget Type	RETN Budget Return		
Fund	SV08	Saudia Rev Fund	

Lines

Line	Funds Center	Commitment Item	Amount (SAR)	Text
1	11111130	5012101	300,000.00	Document Holding example

Document 2000000020 has been created successfully in FM area 1000 document year 2008

DR1 (1) 015 snuspd01 INS

Result

The system will display a message indicating that document 2xxxxxxxxx has been created successfully in FM Area fiscal year XXXX.

Click  until you return to the SAP R/3 screen



Exercise 5: Budget Supplement

In such cases, you are allocating additional budget from outside to a particular combination of funds centers and commitment items thereby increasing the overall budget amount. Normally this has been done by Saudi via the process of Budget Amendment.

The supplementary budget will be uploaded using a combination of a funds, funds centers, commitment items for operating budget and a combination of funds, funds center, commitment items and funded programs (account assignment).

Prerequisites

The following prerequisites are applicable when processing this transaction: Check the whether the master records to be used has been created in the system

The supplement upload file must be authorized by the budget office.

To access the **FMBBC** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

Accounting→ Public Sector Management→ Funds management→ Budgeting→ Budget Control System →Entry Documents→Create



System Work Steps

On screen “**Budgeting workbench – Create document**”, enter the information in the fields in the table below:

Field Name	Description
Process	Select the process that you want to perform “Supplement”
Budget Category	Defaults to “Payment”
Version	Enter version 0 for approved budget
Document Type	Select document type “Budget Supplement” (ZS)
Document Date	Defaults to today’s date
Period	Select the budgeting period or select a period in which the supplement is to be made
Fiscal year	Normally defaults to the current year
Budget Type	Budget type correspond to the process you are carrying out “SUPP”
Fund	Enter the source of funding e.g. SV00
Funds Center	Enter the funds center to which the budget is to be assigned to e.g. 11111130
Commitment item	Enter the Commitment item to which the budget is assigned to or added onto e.g. 50121XX
Amount	Enter the amount to be added to the overall approved budget
Text	Enter any explanatory notes if any.


Click on the





Enter any other relevant information pertaining to this Supplement Budget upload

Field Name	Description
Responsible Person	Person responsible for loading the supplement budget
Header Text	Enter any text for budget entry document
Text Name	Enter text describing what type of budget i.e. original budget, return or supplement

Click  to post the document and move to display “Budgeting Workbench – Display Document” screen as shown below

Result
The system will display a message indicating that document 3xxxxxxxxx has been created successfully in FM area 1000 and fiscal year 20XX.



Document Edit Goto Extras System Help

Budgeting Workbench - Display Document

Prepost Long Text Messages log Messages per Line

Document: 3000000020 Status: Posted Document Year: 2008

Header Data Additional Data


Process	Supplement	Total	4,000,000.00
Budget Category	Payment	Version	0
Document type	ZS (Budget Supplemer	Document Date	16.05.2008
Fiscal Year	2008	Period	005
Budget Type	SUPP Supplementary Budget		
Fund	SV00 Saudia Rev Fund		

Lines

Line	Funds Center	Commitment Item	Amount (SAR)	Text
1	11111130	5012101	4,000,000.00	Budget Supplement - April 2008

Document 3000000020 has been created successfully in FM area 1000 document year 2008

DR1 (1) 015 snuspd01 INS

Click  until you return to the SAP R/3 screen



Budget Planning

The Funds Management module will be used to manage and monitor the Capital Expenditure and Operating Expenditure by Saudi Holding and its subsidiaries. The Funds Management module is the component that allows you to manage your budget within SAP R/3. Budget planning and execution is mainly based on these main elements i.e. fund, funds centers and commitment items and funded programs and these elements are used to determine what is to be planned (Commitment items & funded programs), which responsibility area (Funds center) is to conduct the planning, which source of funding (Fund) is to be used. Funds Management allows a full integration with other components such as:

Financial Accounting
Controlling
Human Resources
MRO (SCM – Supply Chain Management)

The source of Funding is the basis of formulating an annual budget for the Saudi. The different sources of funding identified are the Revenue generated by Saudi, and to some extent Government Grants and Subsidies.

This is totals oriented and contains an aggregation of the amounts per FM account assignment (combination of a fund, funds center funded program and commitment item). The (Saudi) planning has multiple budgeting cycles before agreeing on a final budget version. A large portion of the creation of the budget takes place outside of any given financial system. The compilation of the overall budget and the manipulation thereof until it is sent for final approval will however be done in Excel. Once the budget has been approved by the budget committee, the approved budget will be copied to the final version in SAP R/3 by the Budget Office. Budget Office will lock the originally approved budget version 1 against any changes. Changes to the finally approved budget can only be made using the amendment which is approved by Budget Office only. Business units can only reallocate a budget within a budget and within various constraints contained in the transfer criteria.

Funds Management allows you to load the result of your budget preparation straight to your final version (Actual version 0) which is represented by the budget consumption and transfers. The process of an entry document indicates whether you want to enter new budget data or update the budget by increasing it or decreasing it.



Exercise 1: Budget Planning

It's the middle of the year and cost centers must start preparing the budget for the coming year. All cost centers will be required to enter their "wish list" into a selection version e.g. version 10 for initial budget planning upload. Once they have captured their plans in this version, it will automatically appear in the budget report. From this stage onwards the budget preparation cycle will begin and the manipulation of it will continue until a final annual budget amount is reached. Excel worksheets will be prepared and made available to CCs to make the calculations and update the final spreadsheet for upload into SAP. Budget versions will be created when a change to a current version so that changes can easily be tracked. Budgets will be uploaded per period for the full year i.e. Budgets can be divided equally for the 12 months or different amounts can be assigned to the various periods.

All FM master data must exist before this process commences:

Budget versions must be created

The upcoming budgeting fiscal year and periods must be opened

The correct budgeting status must be assigned to the budget versions i.e. prep status.



Exercise 2: Budget Run

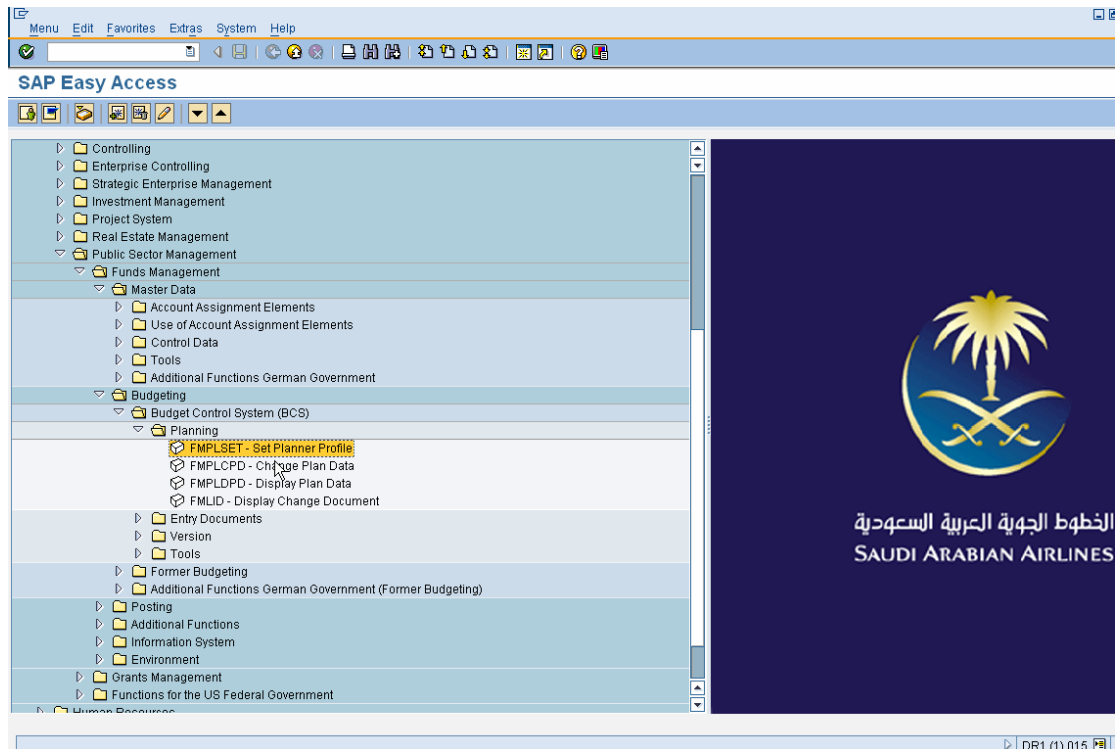
This is the process of choosing the layout that will be used to capture the proposed budget from Excel Integration into the SAP system. For training purposes we shall use the current layout provided.

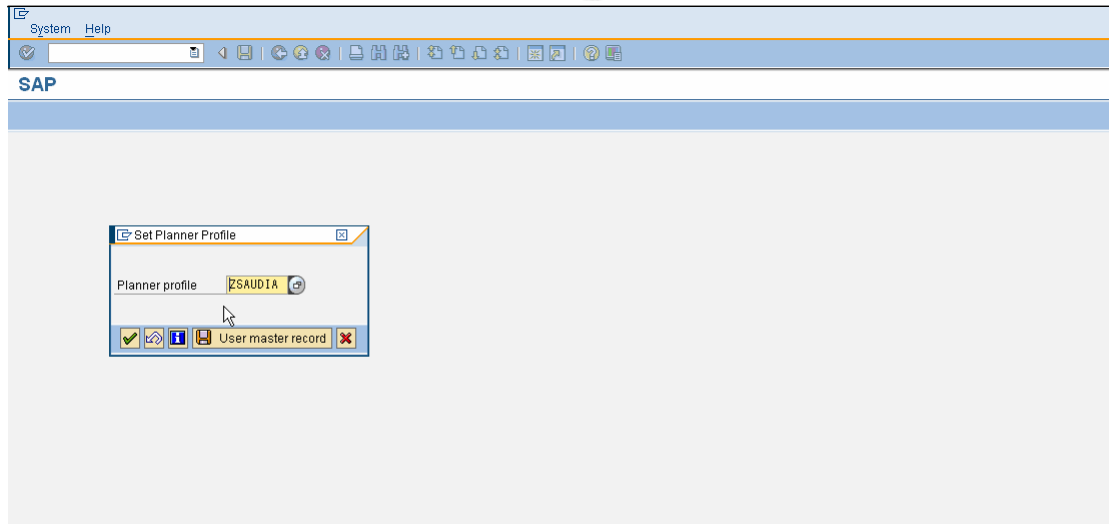
Prerequisite:

The budgeting layout must exist already

To access the **FMPLSET** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

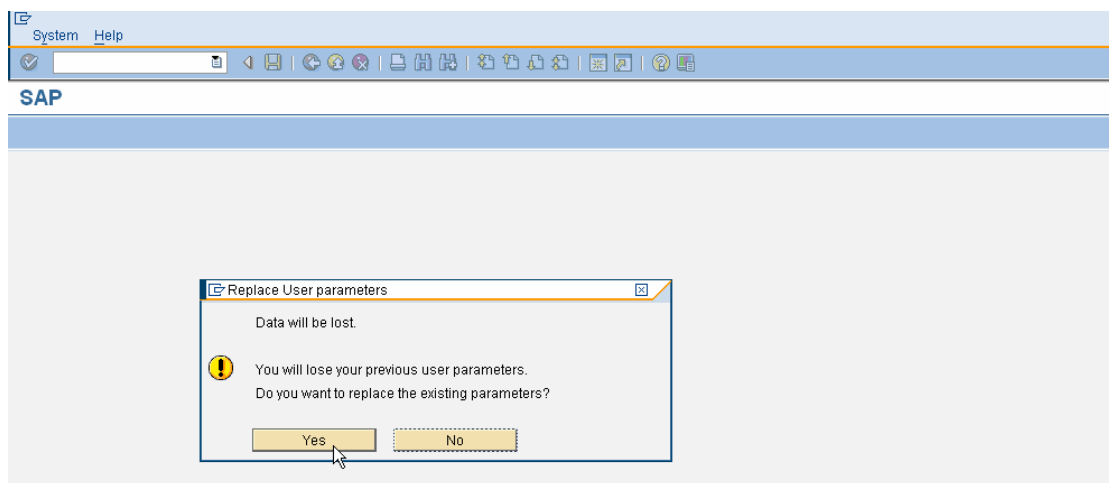
Accounting → Public Sector Management → Funds management → Budgeting → Budget Control System → Planning → Set Planner profile





Field Name	Description
Planner profile	Select the layout to be used for budget planning e.g. ZSAUDIA

Press enter to confirm the planner profile to be used.



Select  to accept the settings



SAP Easy Access

SAP

SAP Easy Access

- Controlling
 - Enterprise Controlling
 - Strategic Enterprise Management
 - Investment Management
 - Project System
 - Real Estate Management
 - Public Sector Management
 - Funds Management
 - Master Data
 - Account Assignment Elements
 - Use of Account Assignment Elements
 - Control Data
 - Tools
 - Additional Functions German Government
 - Budgeting
 - Budget Control System (BCS)
 - Planning
 - FMLPSET - Set Planner Profile**
 - FMLPCPD - Change Plan Data
 - FMLDPD - Display Plan Data
 - FMLID - Display Change Document
 - Entry Documents
 - Version
 - Tools
 - Former Budgeting
 - Additional Functions German Government (Former Budgeting)
 - Posting
 - Additional Functions
 - Information System
 - Environment
 - Grants Management
 - Functions for the US Federal Government

الخطوط الجوية العربية السعودية
SAUDI ARABIAN AIRLINES

Action performed

DR1 (1) 015 | snuspd01 | INS



Exercise 3: Budgeting Planning Process

This is the processing where the budgeting cycle begins where users from various Cost Centers propose their budget figures for the coming New Year

Prerequisites:

All computers must have Microsoft Excel and the security Settings must be set to Low

The FM master data to be used must exist

The budgeting layout must exist already

Budgeting periods must be open

To access the **FMPLCPD** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

Accounting → Public Sector Management → Funds management → Budgeting → Budget Control System → Planning → Change Plan Data

System Work:


Variables		
FM Area	1000	Saudia FM Area
Budget Category	9F	FM Payment Budget
Version	10	
Fiscal Year	2008	
From Period	1	
To Period	12	
Budget Type	prep	Original Budget
Fund	SV00	Saudia Rev Fund
From Funds Center	11111199	Finance Department Jeddah
To Funds Center	11111199	Finance Department Jeddah
From Commitment Item	5026100	AIRFRAME REPAIR - MA
To Commitment Item	5026119	Aircraft Crew Expenses
Funded Program		
Funded Program		

Entry
☐ Free
☒ Form-Based

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Field Name	Description
Budget Category	Select 9F
Version	Enter version 10 for initial budget upload
Fiscal year	Select the budget preparation Year e.g. 2009
Period	Select the start budgeting period
To Period	Select the end budgeting period
Budget Type	Budget type correspond to the process you are carrying out "PREP"
Fund	Enter the source of funding e.g. SV00
Funds Center	Enter the funds center for which the budget is to be prepared for e.g. 11111199
To Funds Center	Enter the funds center for which the budget is to be prepared for e.g. 11111199
Commitment item	Enter the Commitment item for which the budget is to be prepared for e.g. 5020000
To Commitment item	Enter the Commitment item for which the budget is to be prepared for e.g. 5029999
Funded Program	For this exercise leave it blank
To Funded Program	For this exercise leave it blank

Select Form based as shown below and press  to go the next screen

Entry

☐ Free
 ☒ Form-Based



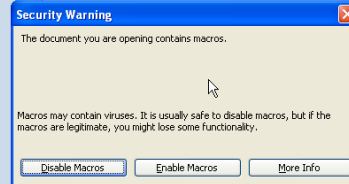
Plan data Change Charact.

Layout: SAUDIA SV Budgeting Templat

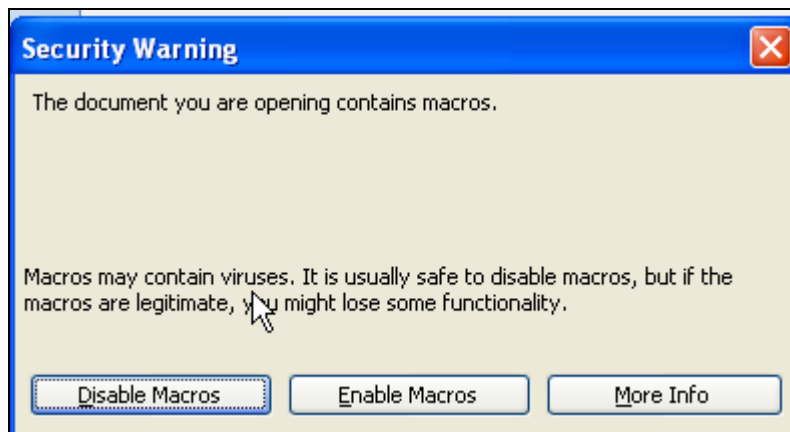
Variables		
FM Area	1000	Saudia FM Area
Budget Category	9F	FM Payment Budget
Version	10	
Fiscal Year	2008	
From Period	1	
To Period	12	
Budget Type	prep	Original Budget
Fund	SV00	Saudia Rev Fund
From Funds Center	11111199	Finance Department Jeddah
To Funds Center	11111199	Finance Department Jeddah
From Commitment Item	5026100	AIRFRAME REPAIR - MA
To Commitment Item	5026119	Aircraft Crew Expenses
Funded Program		
Funded Program		

Entry: ☐ Free ☒ Form-Based

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On the pop up screen select Enable Macros





In the **Amount Column** enter the proposed budget amounts to be posted in version 10

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
2	FM Area	1000	Saudia FM Area												
3	Ledger	9F	FM Payment Budget												
4	Version	10													
5	Fiscal Year	2008													
6	Budget Type	PREP	Budget Preparation												
7	Fund	SV00	Saudia Rev Fund												
8	Funds Center	Commitment	Amount												
9	11111199	5026100	0												
10	11111199	5026101	0												
11	11111199	5026102	0												
12	11111199	5026103	0												
13	11111199	5026104	0												
14	11111199	5026105	0												
15	11111199	5026106	0												
16	11111199	5026107	0												
17	11111199	5026108	0												
18	11111199	5026109	0												
19	11111199	5026110	0												
20	11111199	5026111	0												
21	11111199	5026112	0												
22	11111199	5026113	0												
23	11111199	5026114	0												
24	11111199	5026119	0												
25	11111199	Commitment	Item												

Enter the proposed amounts as negatives as shown below as the sign will be changed to a positive when in the system.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
2	FM Area	1000	Saudia FM Area												
3	Ledger	9F	FM Payment Budget												
4	Version	10													
5	Fiscal Year	2008													
6	Budget Type	PREP	Budget Preparation												
7	Fund	SV00	Saudia Rev Fund												
8	Funds Center	Commitment	Amount												
9	11111199	5026100	-440000												
10	11111199	5026101	-440000												
11	11111199	5026102	-440000												
12	11111199	5026103	-440000												
13	11111199	5026104	-440000												
14	11111199	5026105	-440000												
15	11111199	5026106	-440000												
16	11111199	5026107	-440000												
17	11111199	5026108	-440000												
18	11111199	5026109	-977000												
19	11111199	5026110	-977000												
20	11111199	5026111	-977000												
21	11111199	5026112	-977000												
22	11111199	5026113	-977000												
23	11111199	5026114	-977000												
24	11111199	5026119	-977000												
25	11111199	Commitment	-10799000												



To post the proposed budget figures select **Plan Data → Post (Ctrl + S)**

The screenshot shows the SAP Plan Data interface. The menu bar includes 'Plan Data', 'Edit', 'Goto', 'Settings', 'Planning', 'System', and 'Help'. The 'Plan Data' menu is open, showing options: 'Read new data' (Shift+F5), 'Change', 'Display', 'Format to print', 'Format to print form', 'Post' (Ctrl+S), 'Exit', and 'Shift+F3'. The 'Post' option is highlighted. The main window displays a table with columns A through P. The table contains data for 'Saudia FM Area' and 'FM Payment Budget' for the year 2008. The 'Post' button is located at the bottom right of the table.

The screenshot shows the 'Plan data Change Charact.' dialog box. The 'Layout' tab is selected, showing the 'SAUDIA' layout. The 'Variables' section contains the following fields:

- FM Area: 1000
- Budget Category: 9F
- Version: 10
- Fiscal Year: 2008
- From Period: 1
- To Period: 12
- Budget Type: PREP
- Fund: SV00
- From Funds Center: 11111199
- To Funds Center: 11111199
- From Commitment Item: 5026100
- To Commitment Item: 5026119
- Funded Program: (empty)
- Funded Program: (empty)

The 'Entry' section shows the 'Form-Based' radio button selected. The status bar at the bottom indicates: 'Planning data posted under document no. 1200000199 to ledger 9F'.

Result

The system will display a message indicating that planning data posted under document no.12xxxxxxx to ledger 9f



Exercise 4: Budget Overall Report

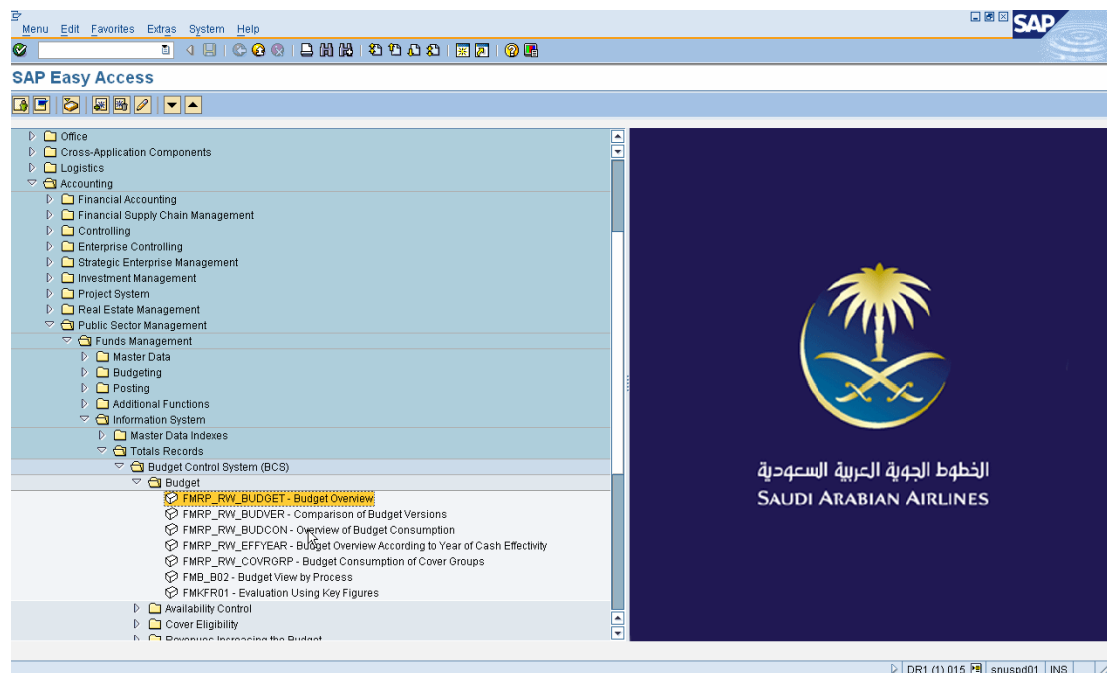
Once the CCs have captured their wish list the budget office can immediately run reports to view the proposed budgets captured and this will be the starting process of decreasing or increasing the budgets.

Prerequisite:

Proposed budget must have been entered in the version to be viewed

To access the **FMRP_RW_BUDGET** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

Accounting→ Financial Accounting→ Public Sector Management→ Funds Management - Information Systems→ Total Records→ Budget Control System → Budget → Budget Overview





Budget Report: Selection

Data Source...

Selection values

Financial Management Area	1000
Budget Category	9F
Version	10
Fiscal Year	2008

Selection groups

Budget Type			
Or value(s)		to	
Fund			
Or value(s)		to	
Funds Center			
Or value(s)		to	
Commitment Item			
Or value(s)		to	
Functional Area			
Or value(s)		to	
Funded Program			
Or value(s)		to	

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Field Name	Description
Financial Management Area	1000
Budget Category	Select 9F
Version	Enter version 10 for initial budget upload
Fund	Enter the source of funding e.g. SV00
Funds Center	Enter the funds center for which the budget is to be prepared for e.g. 11111199
To Funds Center	Enter the funds center for which the budget is to be prepared for e.g. 11111199
Commitment item	Enter the Commitment item for which the budget is to be prepared for e.g. 5020000
To Commitment item	Enter the Commitment item for which the budget is to be prepared for e.g. 5029999



Budget Report

Report Edit Goto View Extras Settings System Help

Date: 14.05.2008 Page: 1 / 1

Financial Management Area 1000 Saudia FM Area FM Payment Budget
Fiscal Year 2008 Version 10

Fund/Group * Functional Area/Group *
Budget Type/Group * Funded Program/Group *
Year of Cash Effectivity Workflow Status/Group All

Funds Center/Commitment Item	Current Budget	Original Budget	Returns	Supplements	Transfers - Sender
Funds Ctr/Commit It	10,799,000				
11111199 Finance Depart Jed	10,799,000				
5026100 AIRFRAME REPAIR - MA	440,000				
5026101 *SCRAP-F/E SPARES, C	440,000				
5026102 AIRCRAFT ENGINE REPA	440,000				
5026103 WARRANTY CREDITS FOR	440,000				
5026104 AVIONICS AND INSTRUM	440,000				
5026105 AIRCRAFT FIXTURES/GA	440,000				
5026106 MAINTENANCE MATERIAL	440,000				
5026107 MAINTENANCE MATERIAL	440,000				
5026108 HM AIRCRAFT EXPENSES	440,000				
5026109 SHOP AND SERVICING S	977,000				
5026110 *STATIONERY, PRINTIN	977,000				
5026111 POSTAGE	977,000				
5026112 MANUALS	977,000				
5026113 PASSENGER FOOD EXPEN	977,000				
5026114 PASSENGER FOOD EXPEN	977,000				
5026119 Aircraft Crew Expens	977,000				

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Note: This budgeting process is a repetitive process with budget cuts and additions hence users will be required to use the same transaction code FMPLCPD until a final version is agreed upon. Cost centers can be asked to reduce or add certain amounts and thereby automatically updating this report.



Exercise 5: Copying from one version to another

This process is used to copy data from version to another in order to differentiate the iterations that have been encountered or for back up purposes for ease of tracking figures.

Prerequisites:

The frozen budget versions must already exist in the system

The correct status must be assigned to version

The relevant periods and fiscal year must be open in the system

To access the **FMCYPREP** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

Accounting→ Financial Accounting→ Public Sector Management→ Funds Management - Information Systems→ Total Records→ Budget Control System → Tools → Planning→ Generate Planning Data

The screenshot displays the SAP 'Generate Planning Data' transaction. The top menu bar includes 'Program', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The title bar reads 'Generate Planning Data'. The main area contains several input fields: 'FM area' with value '1000', 'Budget Category' with value '9F', 'Version' with value '10' and a 'CF' icon, 'Fiscal Year' with value '2008', and 'Period' with values '1' and '12'. Below these is a section for 'FM account assignments' with four rows: 'Fund' (SV00), 'Funds Center' (11111199), 'Commitment Item' (5020000), and 'Funded Program'. Each row has 'to' fields and 'or Group' checkboxes.

Field Name	Description
Financial Management Area	1000
Budget Category	Select 9F
Version	Enter version 10 for initial budget upload
Fund	Enter the source of funding e.g. SV00
Fiscal Year	Enter the budget prep year 2008
Period	1 to 12 for the whole year



Field Name	Description
Funds Center	Enter the funds center for which the budget is to be prepared for e.g. 11111199
To Funds Center	Enter the funds center for which the budget is to be prepared for e.g. 11111199
Commitment item	Enter the Commitment item for which the budget is to be prepared for e.g. 5020000
To Commitment item	Enter the Commitment item for which the budget is to be prepared for e.g. 5029999

Basic Calculation

Basis for calculation

Value type

☒ Budget

☐ Release

☒ All planning data

☐ All processes and budget types

☐ Specific processes and budget types

Choose combinations

Reva Choose combinations 100.00

Choose combinations

Rounding

From the above screen “Select the radio button option – **Budget**”

From the above screen “Select the radio button option – **All Planning data**”

Target settings

Budget Category 9F

Version 9

Fiscal Year 2008

☒ Target period

Period 1 To 12

☐ Distribution key

Budget type

☒ Copy budget type

☐ Target budget type PREP

Processing options

Update mode 1 Add data

☒ Test run

☒ Detail List

Layout

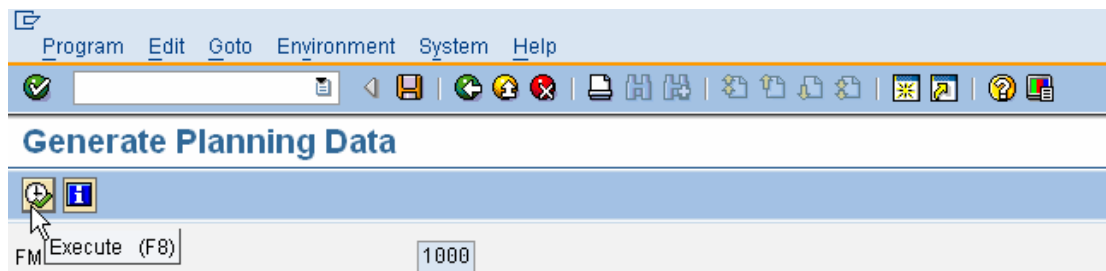
Grouping settings



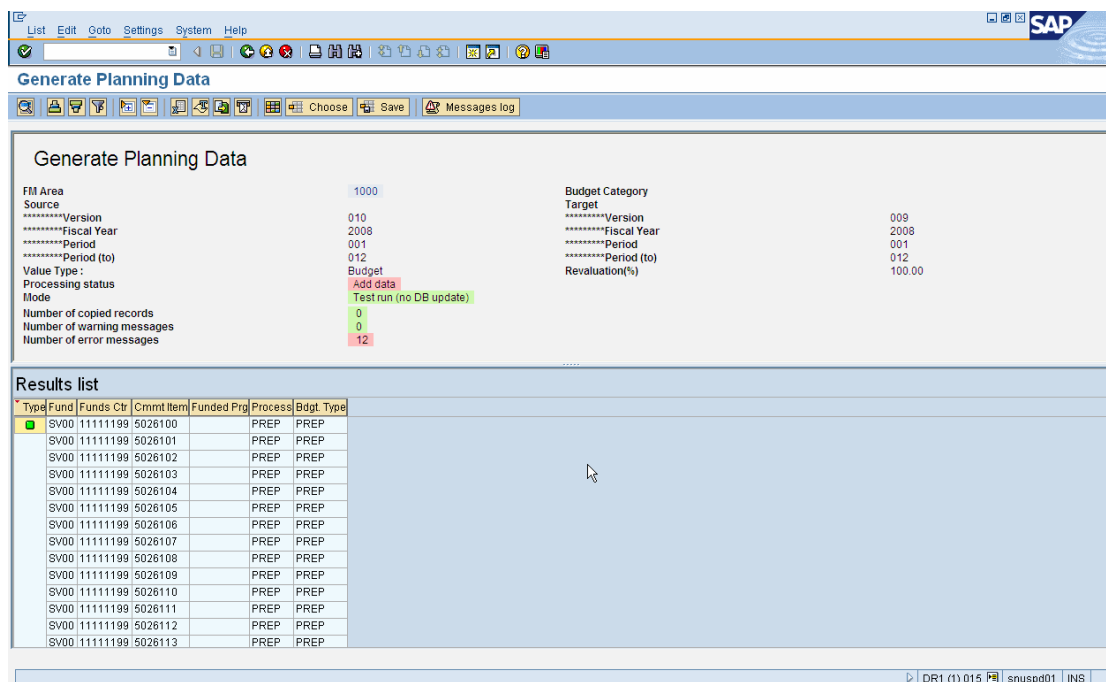
These are the settings of the budget version you are copying to

Target Settings	
Budget Category	Select 9F
Version	Enter version 10 for initial budget upload
Fiscal Year	2008
Target Period	Period 1 To 12
Budget Type	Copy Budget Type
Processing Options	
Update Mode	Select the appropriate modes i.e. add data or overwrite the data already in the version if any.
Test Run	Select the appropriate mode i.e. test run or production run
Detail List	Select the tick in order to get more information of the process you are doing

Click on execute or press F8 to process the transaction in the **Test run mode**



Test Run Results screen





Production Run

Go back to the previous screen and deselect the Test Run option

Processing options

Update mode Add data

☐ Test run

☒ Detail List

Layout

Grouping settings

Live/Production run results screen

Generate Planning Data

Fit Area 1000

Source 010

*****Version 2008

*****Fiscal Year 001

*****Period 012

Value Type: Budget

Processing status: Add data

Mode: Update Run

Number of copied records: 0

Number of warning messages: 0

Number of error messages: 12

Budget Category Target

*****Version 009

*****Fiscal Year 2008

*****Period 001

Period (to) 012

Revaluation(%) 100.00

Results list

Type	Fund	Funds Ctr	Cmnt Item	Funded Proj	Process	Bdgt. Type
SV00	11111199	5026100			PREP	PREP
SV00	11111199	5026101			PREP	PREP
SV00	11111199	5026102			PREP	PREP
SV00	11111199	5026103			PREP	PREP
SV00	11111199	5026104			PREP	PREP
SV00	11111199	5026105			PREP	PREP
SV00	11111199	5026106			PREP	PREP
SV00	11111199	5026107			PREP	PREP
SV00	11111199	5026108			PREP	PREP
SV00	11111199	5026109			PREP	PREP
SV00	11111199	5026110			PREP	PREP
SV00	11111199	5026111			PREP	PREP
SV00	11111199	5026112			PREP	PREP
SV00	11111199	5026113			PREP	PREP

This process is carried out whenever data is to be copied to a new version. And when the budget is finalized it must then be copied to a final version which is to be locked by the budget office which is the next step



Exercise 6: Generating budget Data into the Final Version

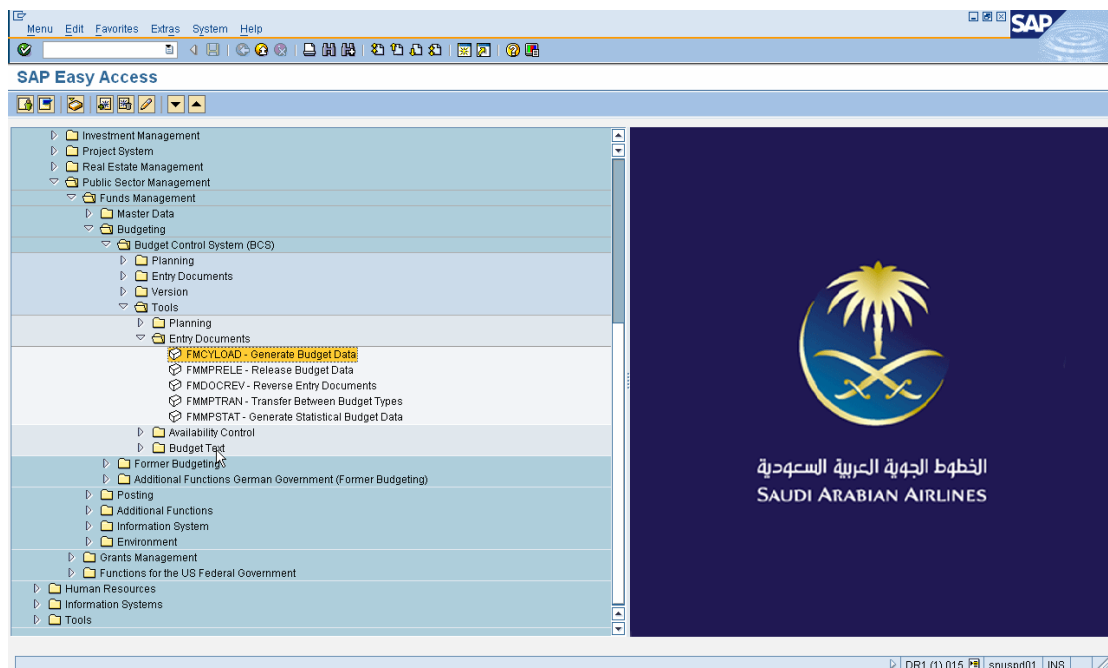
This is the final process of the budget cycle where the proposed budget is now copied into a final version.

Prerequisite:

The budget must have been approved
The budget version must exist

To access the **FMCYLOAD** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

Accounting → **Financial Accounting** → **Public Sector Management** → **Funds Management - Information Systems** → **Total Records** → **Budget Control System** → **Tools** → **Entry Documents** → **Generate Budget Data**



Field Name	Description
Financial Management Area	1000
Budget Category	Select 9F
Version	Enter version 10 for initial budget upload
Fund	Enter the source of funding e.g. SV00
Fiscal Year	Enter the budget prep year 2008



Field Name	Description
Period	1 to 12 for the whole year
Funds Center	Enter the funds center for which the budget is to be prepared for e.g. 11111199
To Funds Center	Enter the funds center for which the budget is to be prepared for e.g. 11111199
Commitment item	Enter the Commitment item for which the budget is to be prepared for e.g. 5020000
To Commitment item	Enter the Commitment item for which the budget is to be prepared for e.g. 5029999

Program Edit Goto Environment System Help

Generate Budget Data

FM area 1000
 Budget Category 9F
 Version 9
 Fiscal year 2008
 Period 1 to 12

FM account assignments

Fund	sv00	to		or Group
Funds Center	11111199	to	11111199	or Group
Commitment Item	5020000	to	5029999	or Group
Funded Program		to		or Group

Basic Calculation

Basis for calculation

Value type

☒ Budget
☐ Release

☐ All planning data
☒ All processes and budget types
☐ Specific processes and budget types

Choose combinations

Revaluation (%) 100.00

Rounding

From the above screen "Select the radio button option – Budget"

From the above screen "Select the radio button option – All Processes and Budget types"

Revaluation (%) – Leave it at 100.00



Target settings

Budget Category 9F
 Version 2
 Fiscal Year 2008
☒ Target period
 Period 1 to 12
☐ Distribution key

Budget type

☒ Copy budget type
☐ Target budget type ORIG

Document settings

Document type ZE Document date 16.05.2008
 Additional data

Processing options

Update mode 1 Add data
 Test Mode X Test Run
☒ Detail List Layout
 Grouping settings

These are the settings of the budget version you are copying to

Target Settings	
Budget Category	Select 9F
Version	Enter version 2 for approved budget upload
Fiscal Year	2008
Target Period	Period 1 To 12
Budget Type	Budget Type = Orig
Processing Options	
Update Mode	Select the appropriate modes i.e. add data or overwrite the data already in the version if any.
Test Run	Select the appropriate mode i.e. test run or production run
Detail List	Select the tick in order to get more infor

Click on execute or press F8 for a Test run

Program Edit Goto Environment System Help

Generate Budget Data

FM Execute (F8) 1000



Generate Budget Data

FM Area: 1000

Sender: *****Budget Category: Payment

Version: 010

Fiscal Year: 2008

Period: 001

Period (to): 012

Value Type: Budget

Processing status: Add data

Mode: Test run (no DB update)

Number of doc. to be posted: 1

Number of warning messages: 0

Number of error messages: 0

Receiver: *****Budget Category: Payment

Version: 002

Fiscal Year: 2008

Period: 001

Period (to): 012

Revaluation(%): 100.00

Result documents list

Type	Document	Lnitm	Fund	Funds Ctr	Cmnt Item	Funded Prg	Bdgt. Ctg	Process	Type	Amount LC
#0000000001	000001	SV00	11111199	5026100			9F	ENTR	ORIG	440,000.00
	000002	SV00	11111199	5026101			9F	ENTR	ORIG	440,000.00
	000003	SV00	11111199	5026102			9F	ENTR	ORIG	440,000.00
	000004	SV00	11111199	5026103			9F	ENTR	ORIG	440,000.00
	000005	SV00	11111199	5026104			9F	ENTR	ORIG	440,000.00
	000006	SV00	11111199	5026105			9F	ENTR	ORIG	440,000.00
	000007	SV00	11111199	5026106			9F	ENTR	ORIG	440,000.00
	000008	SV00	11111199	5026107			9F	ENTR	ORIG	440,000.00
	000009	SV00	11111199	5026108			9F	ENTR	ORIG	440,000.00
	000010	SV00	11111199	5026109			9F	ENTR	ORIG	977,000.00
	000011	SV00	11111199	5026110			9F	ENTR	ORIG	977,000.00
	000012	SV00	11111199	5026111			9F	ENTR	ORIG	977,000.00
	000013	SV00	11111199	5026112			9F	ENTR	ORIG	977,000.00
	000014	SV00	11111199	5026113			9F	ENTR	ORIG	977,000.00

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Production Run

Go back to the previous screen and deselect the Test Run option

Processing options

Update mode: 1 Add data

Test Mode: ☐ Test Run

☒ Detail List

Layout:

Grouping settings



SAP

List Edit Goto Settings System Help

Generate Budget Data

Choose Save Detail BCS Entry Documents

Generate Budget Data

Fill Area: 1000

Sender: *****Budget Category: 010 Payment: *****Budget Category: 002

*****Version: 010 *****Version: 002

*****Fiscal Year: 2008 *****Fiscal Year: 2008

*****Period: 001 *****Period: 001

*****Period (to): 012 *****Period (to): 012

Value Type: Budget Revaluation(%): 100.00

Processing status: Add data

Mode: Update Run

Document family: 1100000015

Number of posted documents: 1

Number of warning messages: 0

Result documents list

Type	Document	LnItm	Fund	Funds Ctr	Cmnt Item	Funded Prg	Bdgt. Ctg	Process	Type	Amount LC
1000000136	000001	SV00	11111199	5026100			9F	ENTR	ORIG	440,000.00
	000002	SV00	11111199	5026101			9F	ENTR	ORIG	440,000.00
	000003	SV00	11111199	5026102			9F	ENTR	ORIG	440,000.00
	000004	SV00	11111199	5026103			9F	ENTR	ORIG	440,000.00
	000005	SV00	11111199	5026104			9F	ENTR	ORIG	440,000.00
	000006	SV00	11111199	5026105			9F	ENTR	ORIG	440,000.00
	000007	SV00	11111199	5026106			9F	ENTR	ORIG	440,000.00
	000008	SV00	11111199	5026107			9F	ENTR	ORIG	440,000.00
	000009	SV00	11111199	5026108			9F	ENTR	ORIG	440,000.00
	000010	SV00	11111199	5026109			9F	ENTR	ORIG	977,000.00
	000011	SV00	11111199	5026110			9F	ENTR	ORIG	977,000.00
	000012	SV00	11111199	5026111			9F	ENTR	ORIG	977,000.00
	000013	SV00	11111199	5026112			9F	ENTR	ORIG	977,000.00
	000014	SV00	11111199	5026113			9F	ENTR	ORIG	977,000.00

DR1 (t) 015 | snuspd01 | INS

This is the final approved version which must now be copied into a locked version



Exercise 7: Freeze Budget Version

This is the process of copying the approved budget into a locked version against any changes.

Prerequisites:

The frozen version must have been created
Correct statuses assigned
Periods opened

To access the **FMCFREEZE** transaction, follow the Menu Path below, from the SAP Easy Access Screen:

Accounting→ Financial Accounting→ Public Sector Management→ Funds Management - Information Systems→ Total Records→ Budget Control System → Version→ Freeze Budget Data of a version

Field Name	Description
Financial Management Area	Defaults to 1000
Budget Category	Defaults to 9F
Fiscal Year	2008
Budget	Select Budget option only
Fund	Enter the source of funding e.g. SV00
Period	1 to 12 for the whole year
Funds Center	Enter the funds center for which the budget is to be prepared for e.g. 11111199
To Funds Center	Enter the funds center for which the budget is to be prepared for e.g. 11111199
Commitment item	Enter the Commitment item for which the budget is to be prepared for e.g. 5020000
To Commitment item	Enter the Commitment item for which the budget is to be prepared for e.g. 5029999
Source Version	Version 2
Target Version (frozen)	11



Run Screen Results

SAP

Freeze budget data

Freeze budget data

FI Area: 1000 Budget Category: P_BUCATT
 Source: *****Version: 002 Target: 011
 *****Fiscal Year: 2008
 Value Type: Budget
 Mode: Test run (no DB update)
 Number of copied records: 16
 Number of warning messages: 0
 Number of error messages: 0
 Test run (no DB update)

Results list

Type	Fund	Funds Ctr	Commt Item	Funded Prg	WF Status	Process	Bdgt. Type
SV00	11111199	5026100		P	ENTR	ORIG	
SV00	11111199	5026101		P	ENTR	ORIG	
SV00	11111199	5026102		P	ENTR	ORIG	
SV00	11111199	5026103		P	ENTR	ORIG	
SV00	11111199	5026104		P	ENTR	ORIG	
SV00	11111199	5026105		P	ENTR	ORIG	
SV00	11111199	5026106		P	ENTR	ORIG	
SV00	11111199	5026107		P	ENTR	ORIG	
SV00	11111199	5026108		P	ENTR	ORIG	
SV00	11111199	5026109		P	ENTR	ORIG	
SV00	11111199	5026110		P	ENTR	ORIG	
SV00	11111199	5026111		P	ENTR	ORIG	
SV00	11111199	5026112		P	ENTR	ORIG	
SV00	11111199	5026113		P	ENTR	ORIG	

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IF the test run is successful then remove the test run option and make a live/production run to update the database

Processing options

☐ Test run
☒ Detail List

Layout



Production Run

SAP

Freeze budget data

Freeze budget data

FM Area: 1000
Source: 002
*****Version: 2008
Value Type: Budget
Mode: Update Run
Number of copied records: 16
Number of warning messages: 0
Number of error messages: 0
Update successful

Budget Category Target: P_BUCATT
*****Version: 011

Results list

Type	Fund	Funds Ctr	Cmnt Item	Funded Prg	WF Status	Process	Bdgt. Type
SV00	11111199	5026100			P	ENTR	ORIG
SV00	11111199	5026101			P	ENTR	ORIG
SV00	11111199	5026102			P	ENTR	ORIG
SV00	11111199	5026103			P	ENTR	ORIG
SV00	11111199	5026104			P	ENTR	ORIG
SV00	11111199	5026105			P	ENTR	ORIG
SV00	11111199	5026106			P	ENTR	ORIG
SV00	11111199	5026107			P	ENTR	ORIG
SV00	11111199	5026108			P	ENTR	ORIG
SV00	11111199	5026109			P	ENTR	ORIG
SV00	11111199	5026110			P	ENTR	ORIG
SV00	11111199	5026111			P	ENTR	ORIG
SV00	11111199	5026112			P	ENTR	ORIG
SV00	11111199	5026113			P	ENTR	ORIG

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If the production run is successful it will give out a document number and will show that the update has been successful. This will be the whole process of budget preparation.