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	This process was previously known as Budgeting, and this fell into Treasury management. In compliance with GAAP accounting standards, SAP has evolved their treasury management module in accordance. 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.

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 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 →Individual Processing →Create

![Saudi Arabian Airlines logo] الخطوط الجوية العربية السعودية

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:

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

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

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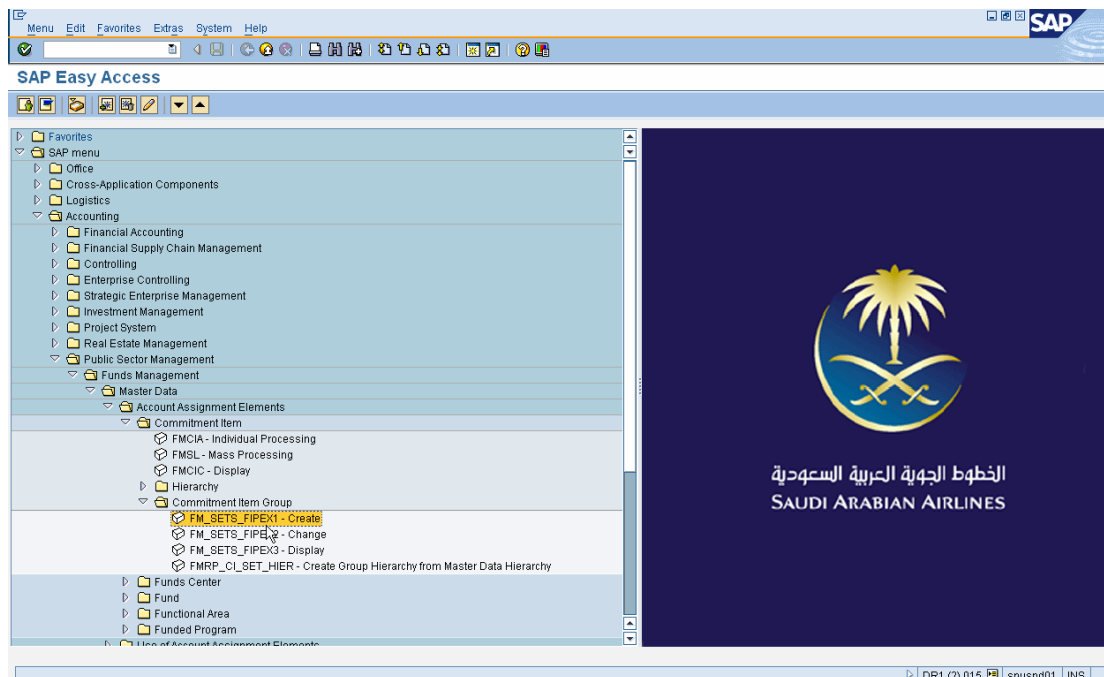
Field	Description
FM Area	Enter value "1000" if it does not default
Commitment Item Group	e.g. Saudi Crew Expenses

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.

Highlight *Saudi crew* node and select the lower level node ![Lower Level] 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
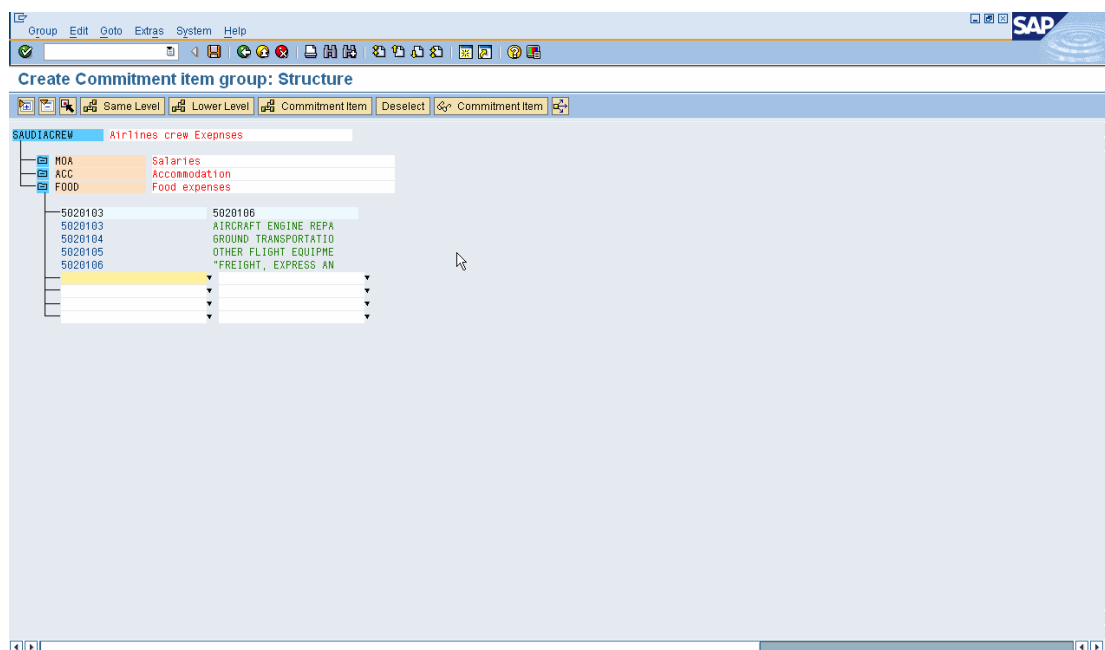
At this level select the Commitment items tab ![Commitment Item] which is the lowest level which is equivalent to the current level of LX
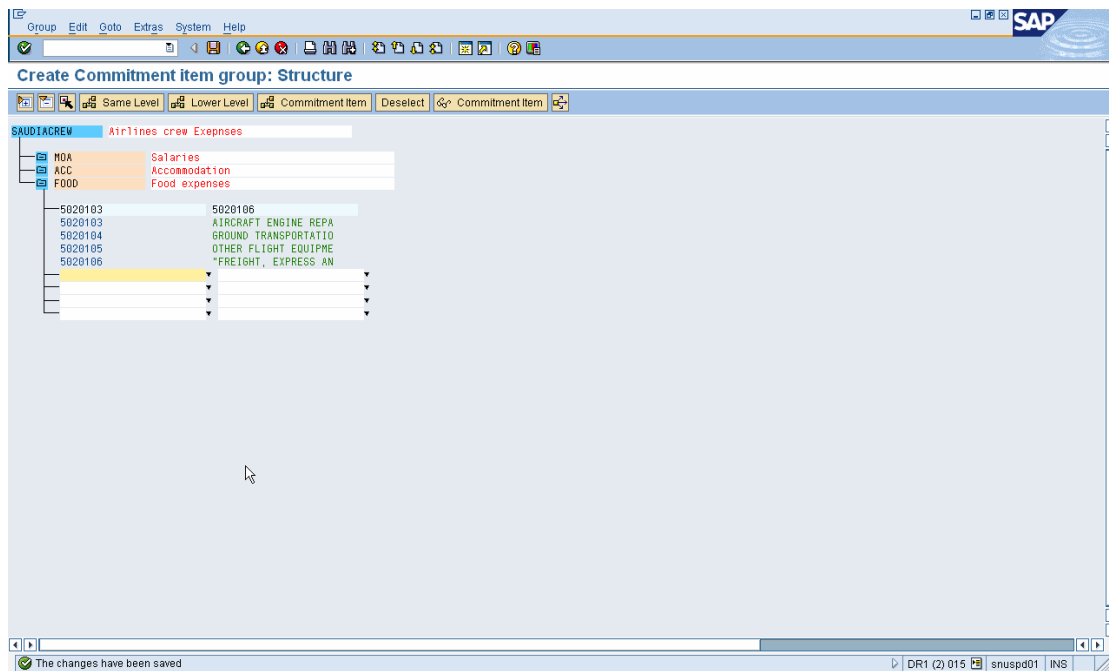
Select the commitment items as a range if they are in sequential order or as individuals as shown above.

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

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 ⌷

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
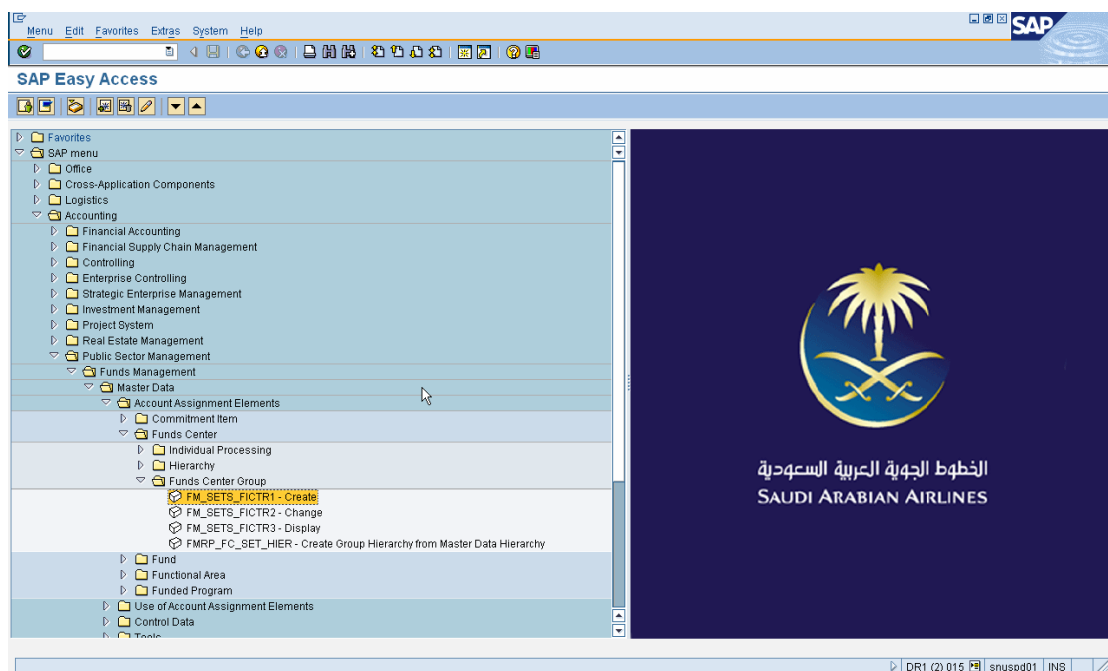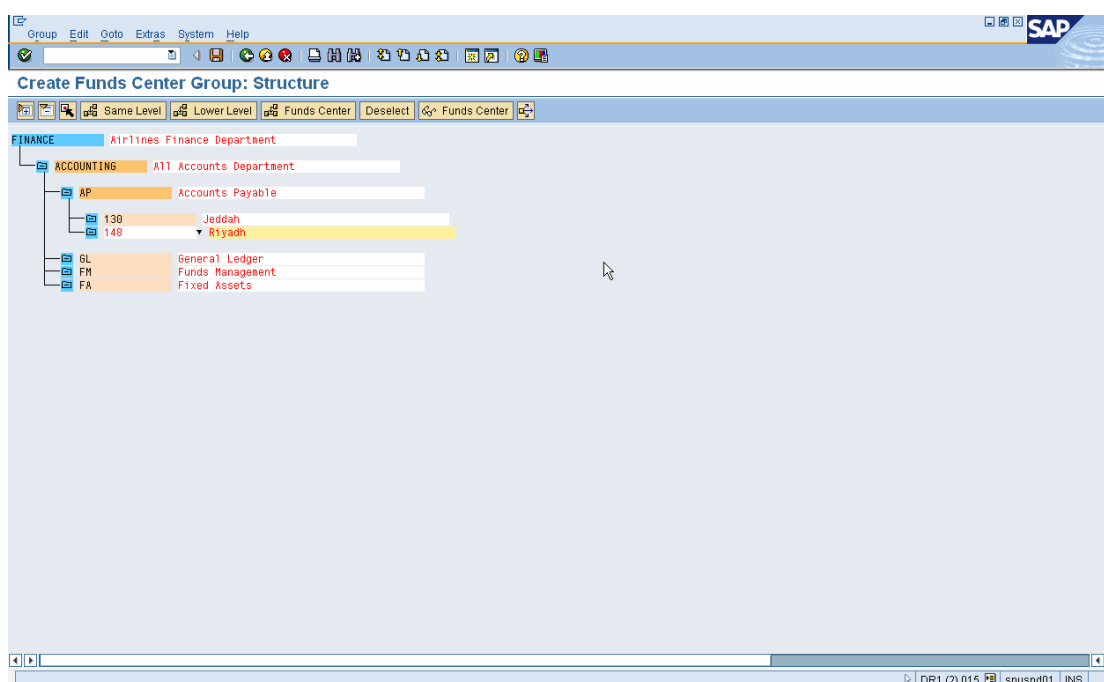
Highlight Saudi crew node and select the lower level node ![Lower Level] and insert the nodes that are at the same level as shown above and if there are lower levels, select the Lower level tab until you have created an acceptable hierarchy and then you can assign the lower most level which are the Funds 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
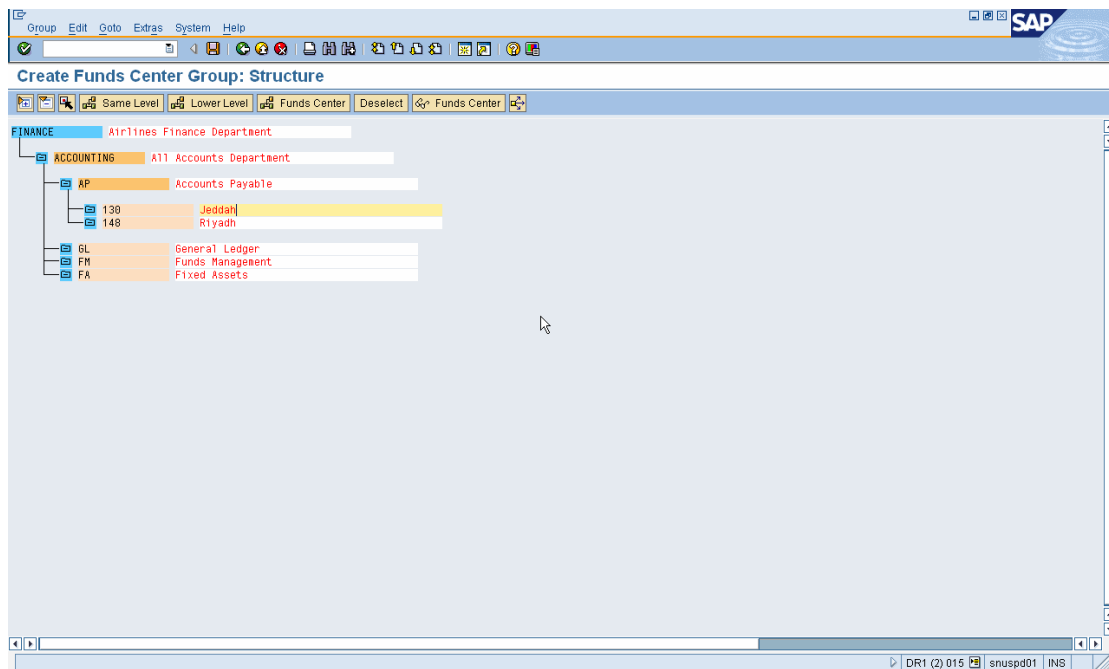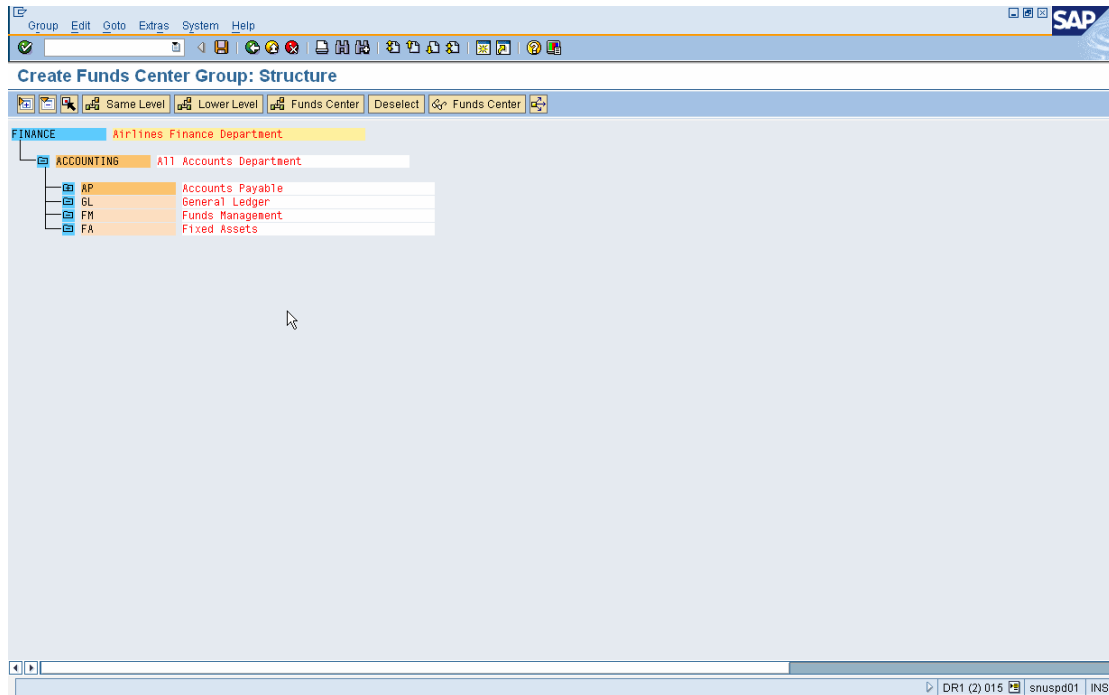
When you have reached the lowest level of the hierarchy select
Funds Center so that you can select the funds centers that belong to that group.

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".

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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   34

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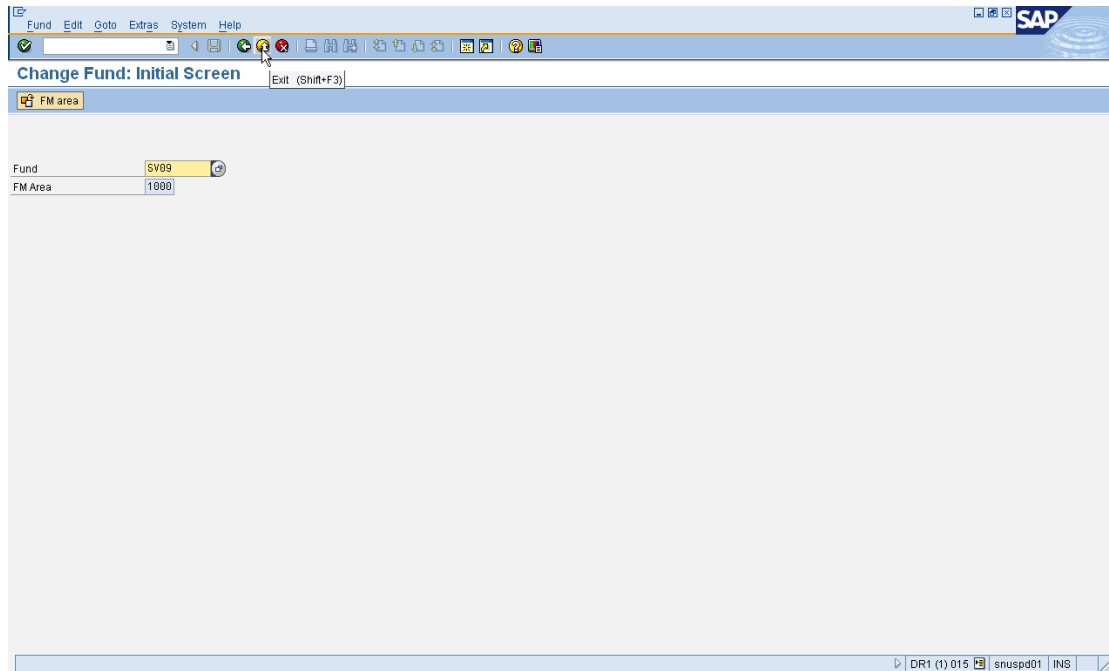
Field Name	Description
FM Area	Defaults to FM Area 1000
Fund	Enter the code for the Fund to be changed

Press "enter" to go to the next screen

Make the necessary changes in the opened fields

Click on ![icon] to save your changes and go back to the "*Change Fund: Initial Screen*"

To exit the "*Change fund: Initial Screen*" screen click ![icon] "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:

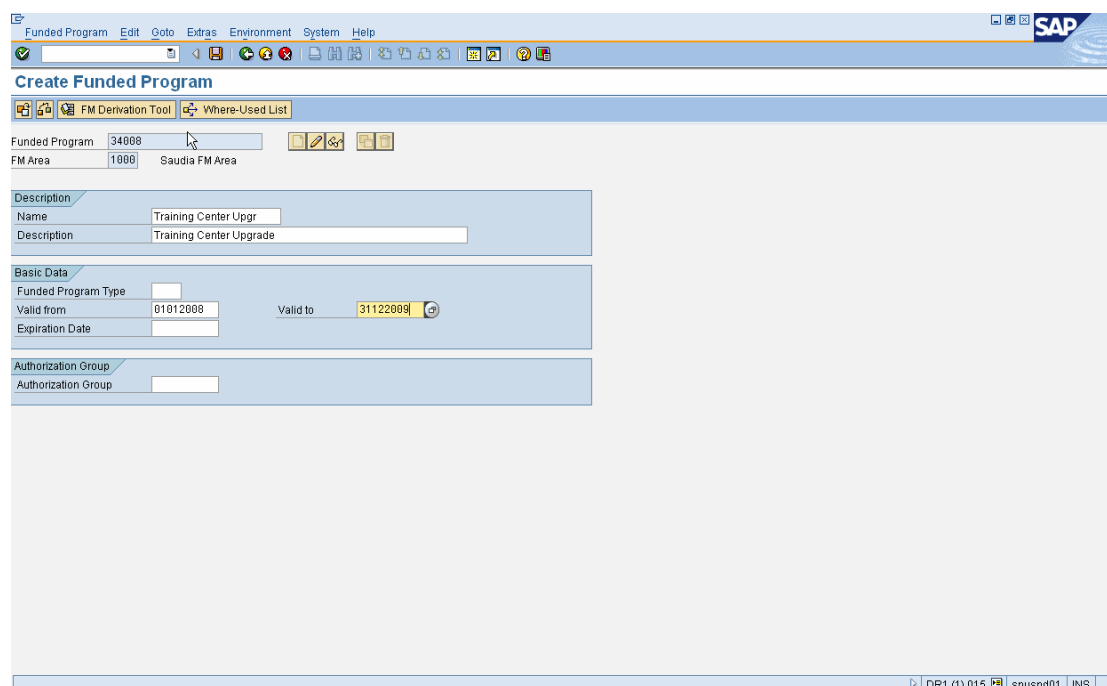**Accounting→ Financial accounting→ Public Sector Management → Funds Management→Master Data→ Funded Program→Edit**

System Work Steps

On the screen "*Maintain Funded Program*", enter the Funded Program

number in the field Funded Program and click on the [icon] (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:

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:

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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:

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.

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 **FMDERIVER** 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:

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:

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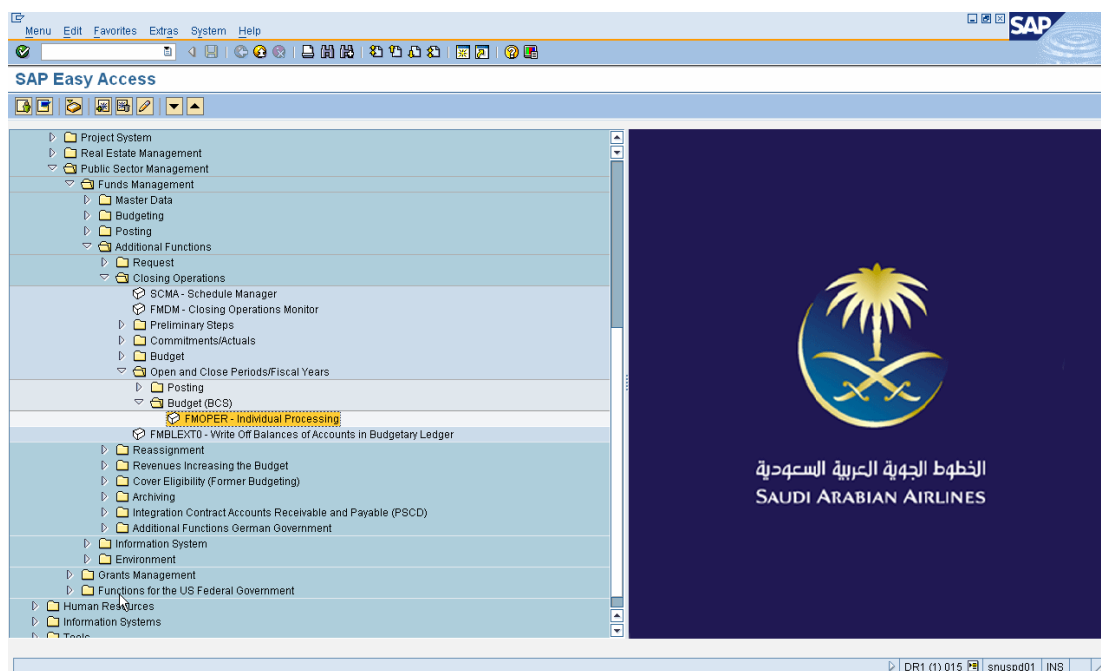
Highlight the version you want to open the periods for and then in the From To fields enter the periods that are to be opened per version

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

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:

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

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

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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:

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 [icon] to check for any errors.

Click on the Additional Data Tab

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

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:

Result
The system will display a message indicating that document 1xxxxxxxxx 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:

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 [icon] to check for any errors

Click on **Hold** 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 xxxxxxx.

Click [icon] 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.

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

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
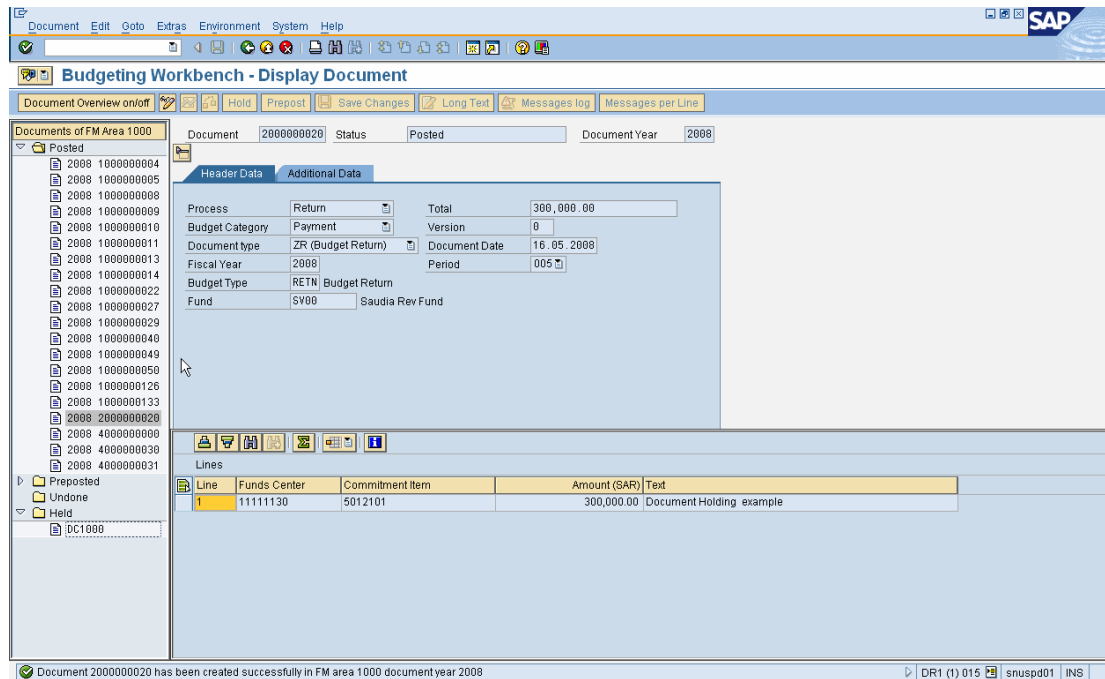
System Work Steps

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.

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

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 [Additional Data]

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 ![save icon] 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.

Click ![home icon] 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. Fro 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 12months 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.
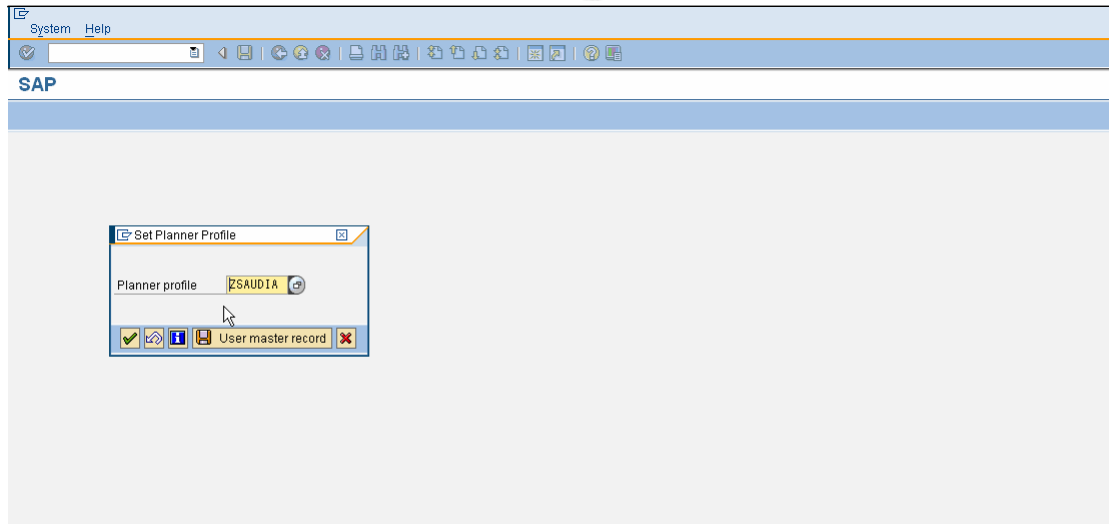
Prerequisite:

The budgeting layout must exist already

To access the **FMPLSET** transaction, follow the Menu Path below, from the SAP Easy Access Screen:
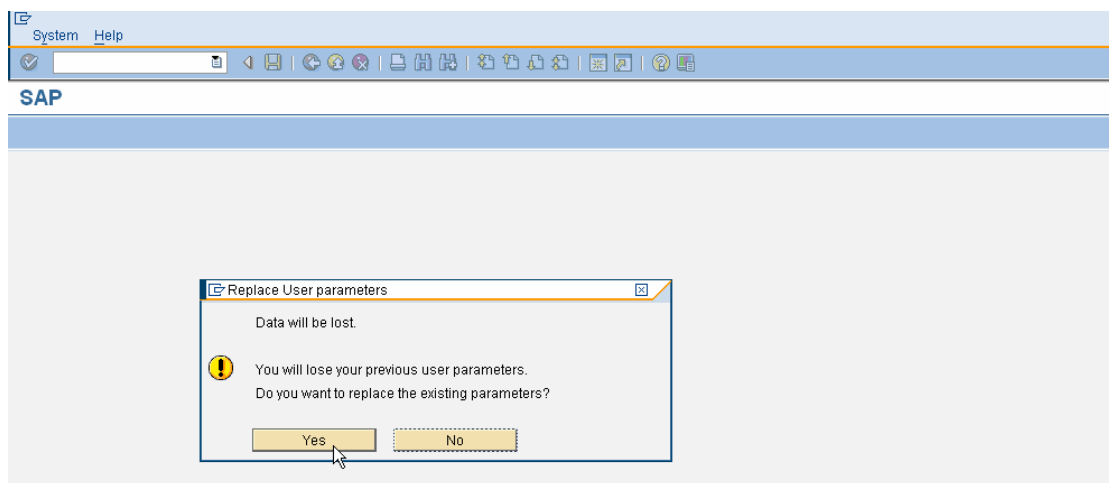
Accounting→ Public Sector Management→ Funds management→ Budgeting→ Budget Control System →Planning→Set Planner profile
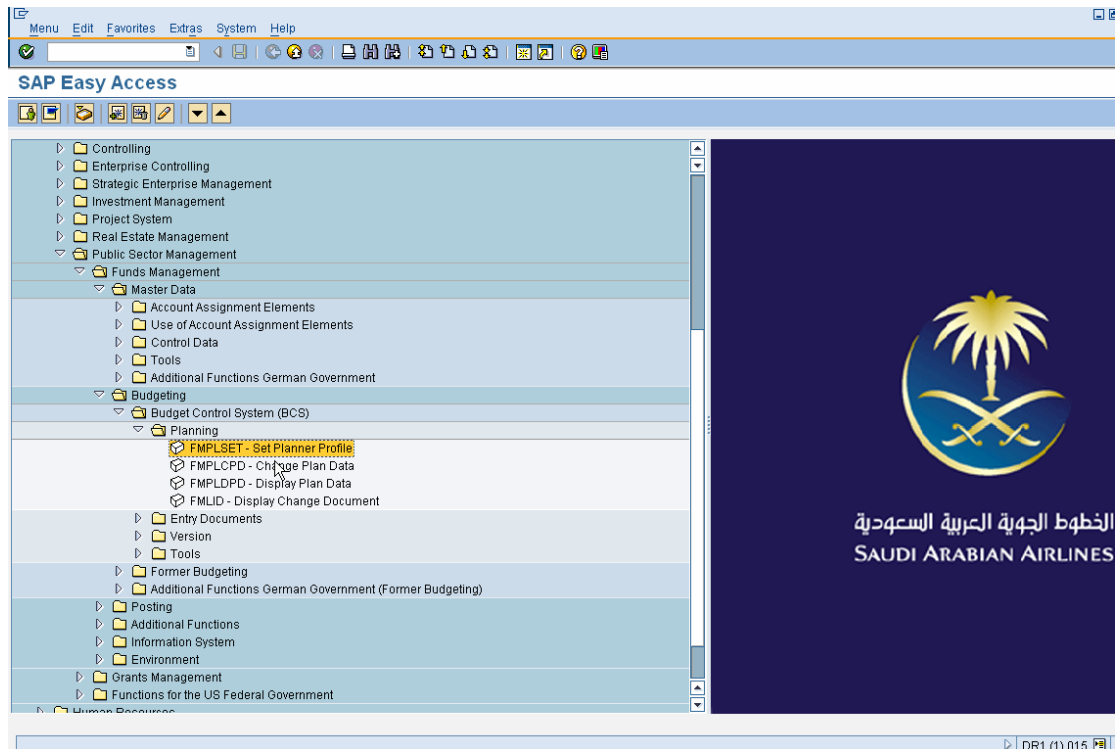
Field Name	Description
Planner profile	Select the layout to be used for budget planning e.g. ZSAUDIA

Press enter to confirm the planner profile to be used.

Select [Yes] to accept the settings

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:

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 send 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

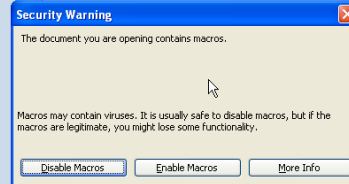Select Form based as shown below and press to go the next screen

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On the pop up screen select Enable Macros
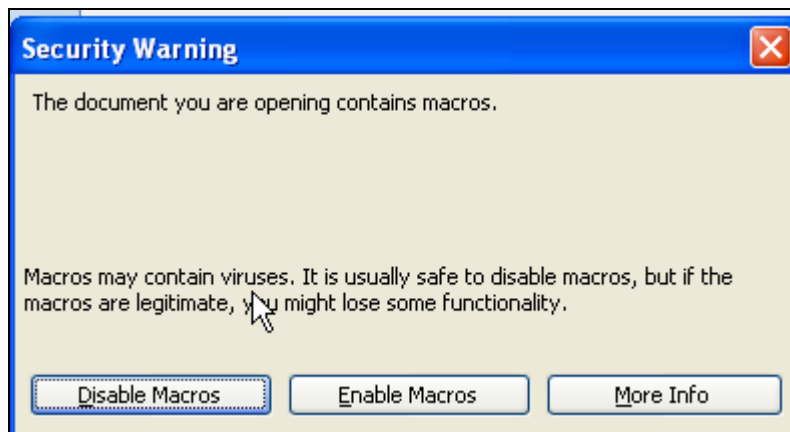
In the **Amount Column** enter the proposed budget amounts to be posted in version 10

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

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

Result
The system will display a message indicating that planning data posted under document no.12xxxxxxxx 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

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

Report Edit Goto View Extras Settings System Help

Budget Report

Column

Variation: Characteristics
- Functional Area
- Fund
- Funded Program
- Workflow Status

Variation: Fund
- * Fund
  - SV00 Saudia Rev Fund

```
Budget Report                    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/Commtmt 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

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

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

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

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 of 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

Live/Production run results screen

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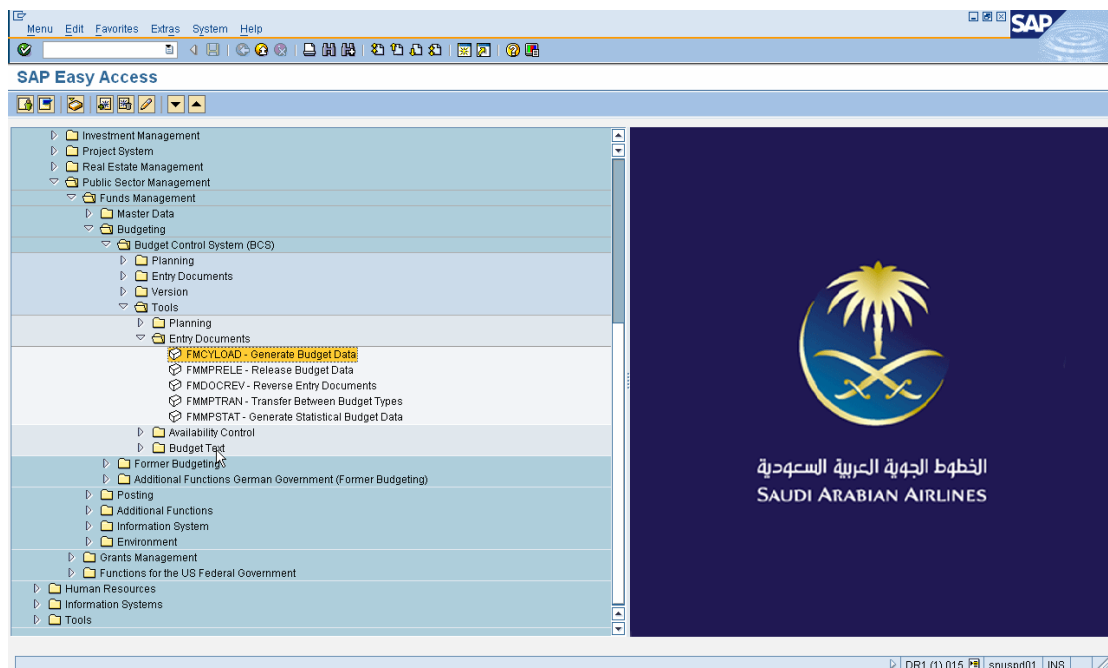
Field Name	Description
Financial Management Area	1000
Budget Category	Select 9F
Version	Enter version 10 for initial budget upload
Fund	Enter the source of funding e.g. SV00
Fiscal Year	Enter the budget prep year 2008

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

Basic Calculation

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

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 of press F8 for a Test run

Generate Budget Data

FM Area	1000		Receiver	
Sender			*********Budget Category	Payment
*********Budget Category	Payment		*********Version	002
*********Version	010		*********Fiscal Year	2008
*********Fiscal Year	2008		*********Period	001
*********Period	001		*********Period (to)	012
*********Period (to)	012		Revaluation(%)	100.00
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			

Result documents list

Type	Document	LnItm	Fund	Funds Ctr	Cmmt Item	Funded Prg	Bdgt. Ctg.	Process	Type	Amount LC
🟨	#000000001	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

List   Edit   Goto   Settings   System   Help   SAP

Generate Budget Data

Choose | Save | Detail BCS Entry Documents

Generate Budget Data

FM Area	1000	
Sender		Receiver
*********Budget Category	Payment	*********Budget Category	Payment
*********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	Cmmt 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

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

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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 **FMCYFREEZE** 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

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

Production Run

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.