


Slide 1 - Title Slide

The slide features a dark blue background with a glowing network of white nodes and lines. Binary code (0s and 1s) is scattered throughout. A semi-transparent white rectangle is centered on the slide, containing the following text and elements:

Finance Overview (FI_200)

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Technology Services**

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Slide 2 - Slide 2

Course Learning Objectives

You will understand at a high level:

- UK account structure
- Funds Management
- Grants Management
- Cost Management

You will be able to:

- Display Funds Management, Controlling, and Grants Management Master Data
- View Document Information
- Generate Finance, Funds Management, and Controlling Reports

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Course Content

Unit 1: UK Processes and SAP Components

Unit 2: Financial Accounting

Unit 3: Funds Management

Unit 4: Controlling

Unit 5: Grants Management

Unit 6: Business Warehouse Reporting

Finance myHelp Website



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Finance Overview Practice Guide

As noted at various points in this course, the **Finance Overview Practice Guide** is available should you want to practice the various transactions discussed in this course.

Although the guide is optional and not a requirement for completing this course, it is highly recommended you complete the exercises in the Training Sandbox.

Click on the button below to access and print the practice guide.

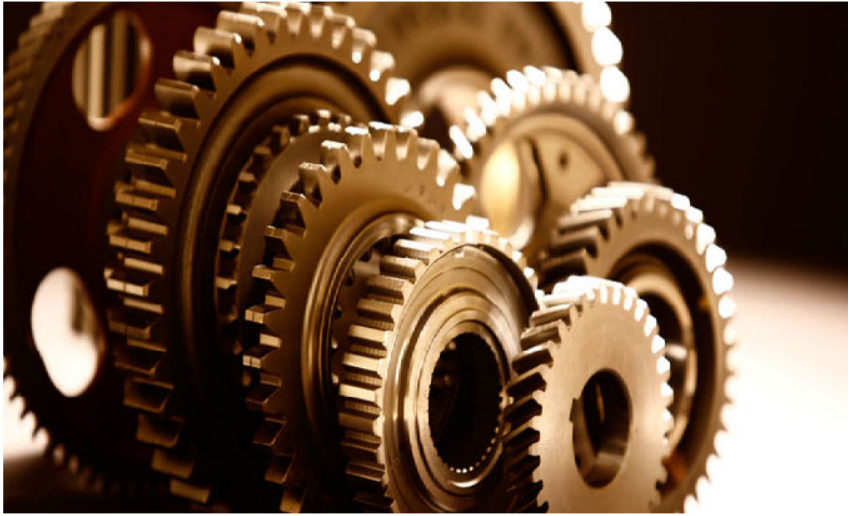
Finance Overview Practice Guide



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Slide 5 - Unit Intro Slide

Unit 1: UK Processes and SAP Components



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FI, FM, and CO Integration

These are the three main, integrated components of the SAP financial system discussed in this course:

- **Financial Accounting (FI)** is the main component. It is used for external statutory reporting, and it is the module that almost all manual transactions, such as Journal Vouchers (JVs), requisitions, etc., are entered.
- **Funds Management (FM)** is used to organize and track revenue and expense in budget format.
- **Controlling (CO)** is primarily for internal, managerial reporting.

All three components are basically looking at the same data in a slightly different manner.



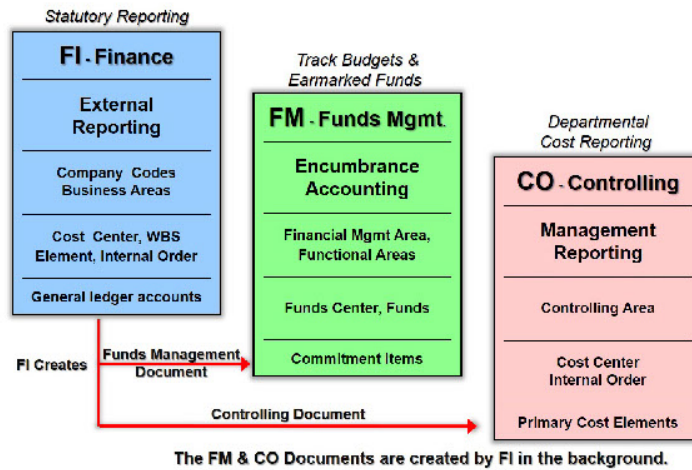
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FI, FM, and CO Integration (Continued)

In FI, data flows from the sub-ledgers (Cost Centers, WBS Elements, Internal Orders) into the General Ledger (GL) Accounts on a real time basis. Automatically in the background, the FI module then makes a corresponding entry into both FM and CO.

A GL Account has corresponding accounts in both FM and CO. In FM it is called a Commitment Item, and in CO it is called a Primary Cost Element.

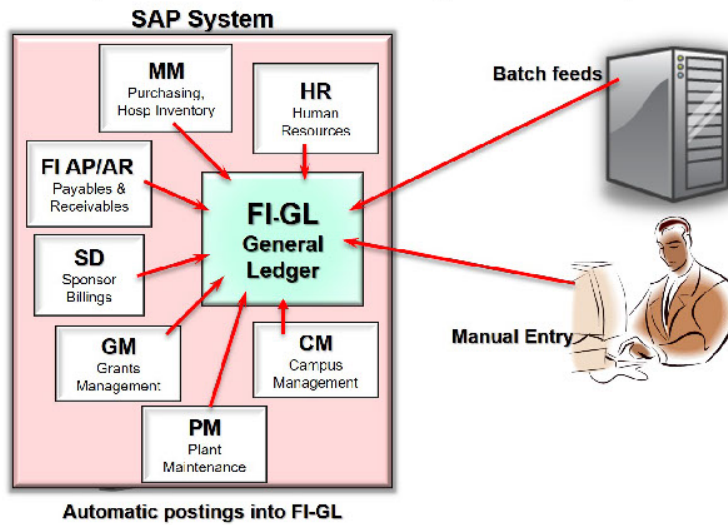


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Postings to General Ledger Accounts

Most FI, FM, and CO documents are created automatically internally. However, some are made by batch feeds, and other FI documents, such as JVs, requisitions, etc., are created manually.



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Key Terminology

SAP has different names for the same data depending on the module.

What it is	SAP MODULES			
	FI (Financial)	CO (Controlling)	FM (Funds Management)	GM (Grants Management)
Actual or budgeted revenue or expense account	GL Account	Cost Element	Commitment Item	Sponsored Class
Source of funding for a Fund Center			Fund	
Department level revenues / expenses		Cost Center	Funds Center	
Real (PPD) or statistical cost object		Internal Order		Internal Order
Grant, Land Grant, Capital Projects		WBS Element		Grant
Function or project for how the funds will be used			Functional Area	Sponsored Program

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Numbering Scheme for Chart of Accounts

Master Data	SAP # Scheme Example
Fund	0011000100
Cost Center	1012012830
Funds Center (Same as Cost Center)	1012012830
WBS Element (Land Grant)	2350013000
WBS Element (Grants/Contracts)	3046835000
WBS Element (Capital Projects)	4011876100
Internal Order (Job Order)	806013140000
Internal Order (Statistical)	809013140000

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Unit 2: Financial Accounting



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Financial Accounting (FI)

The Financial Accounting (FI) module of SAP has several sub-ledgers:

- Accounts Payable and Accounts Receivable
- Cost Centers, WBS Elements (grants), Internal Orders
- Vendors, Capital Projects

Data flows from the sub-ledgers into the general ledger on a real time basis via a reconciliation account.

Every financial based transaction entered in SAP needs information such as a Company Code, a Business Area, Fund, and a GL Account. Some are entered directly, and others are derived from master data.

Revenue and expense GL items also need a Fund and a CO cost object (Cost Center, WBS Element, or Internal Order).

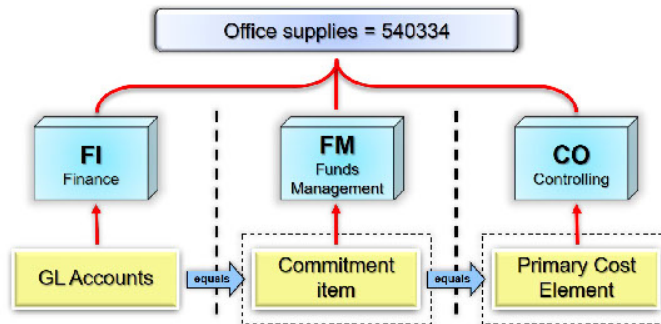
Business Warehouse is used to display financial ledgers by Fund and Grant.

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General Ledger (GL) Account

Transactions are posted in Finance through the General Ledger (GL) account.

- A GL account in FI has a corresponding Commitment Item in Funds Management (FM) and a Primary Cost Element in Controlling (CO).
- The GL accounts represent the **WHAT** of a transaction in CO. In this example, the GL account is **540334**, which is used when purchasing Office Supplies.



The FM & CO Documents are created by FI in the background.

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GL Account Numbering Convention

There is a numbering range and type for the various GL accounts in SAP.

Most users at UK will be using the 4xxxxx and 5xxxxx accounts for Revenues and Expenses.

Until you become familiar with the GL account numbers you will use the most, you can use the Possible Entries icon to search for the GL account number.

A complete listing of all GL accounts is available on the University Financial Services' website (<https://www.uky.edu/ufs/general-ledger-accounts>).

General Ledger Accounts

General Ledger Accounts

- Balance Sheet Accounts
- Expense Accounts
- Recharge Accounts
- Revenue Accounts
- Transfer Accounts

Range	Type
1xxxxx	Assets
2xxxxx	Liabilities
3xxxxx	Fund
4xxxxx	Revenues
5xxxxx	Expenses
6xxxxx	Recharges
7xxxxx	Transfers

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GL Account Numbering Convention

(Continued)

This slide presents the numbering range and account category for each type of GL account.

Number	Account Category
11xxxx	Cash
12xxxx	Investment
13xxxx	Accounts Receivable
14xxxx	Loan Receivable
15xxxx	Inventory
16xxxx	Clearing
21xxxx	Accounts Payable
22xxxx	Payroll deposits
23xxxx	Accruals
24xxxx	Deferred income
31xxxx	Fund balance

Number	Account Category
40xxxx	Tuition / Fees
41xxxx	Appropriations/ Grants
420xxx 425xxx	Gifts
43xxxx	Investment Income
44xxxx 46xxxx	Sales and Services

Number	Account Category
51xxxx	Salary
52xxxx	Benefits
53xxxx 54xxxx	Operating Expense
55xxxx 56xxxx	Capital Expense
61xxxx 63xxxx 65xxxx	Recharges
74xxxx 75xxxx	Transfer

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Document Types & Number Ranges

When a financial transaction is saved in SAP it is issued a document type and a document number, which uniquely identifies the document.

Financial Transaction	Document Type	Number Range	
		From	To
GL Account Document	SA	0100000000	0199999999
Stock Materials (Hand fees)	ZH	0100000000	0199999999
Vendor Invoice	KR	1900000000	1999999999
Vendor Payment	KZ	1500000000	1599999999
Goods Issue	WA	4900000000	4999999999
Goods Receipt	WE	5000000000	5099999999
Invoice - Gross	RE	5100000000	5199999999
Invoice - Net	RN	5100000000	5199999999
Procard	YY	7700000000	7799999999

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Demonstration 2.1

Scenario:

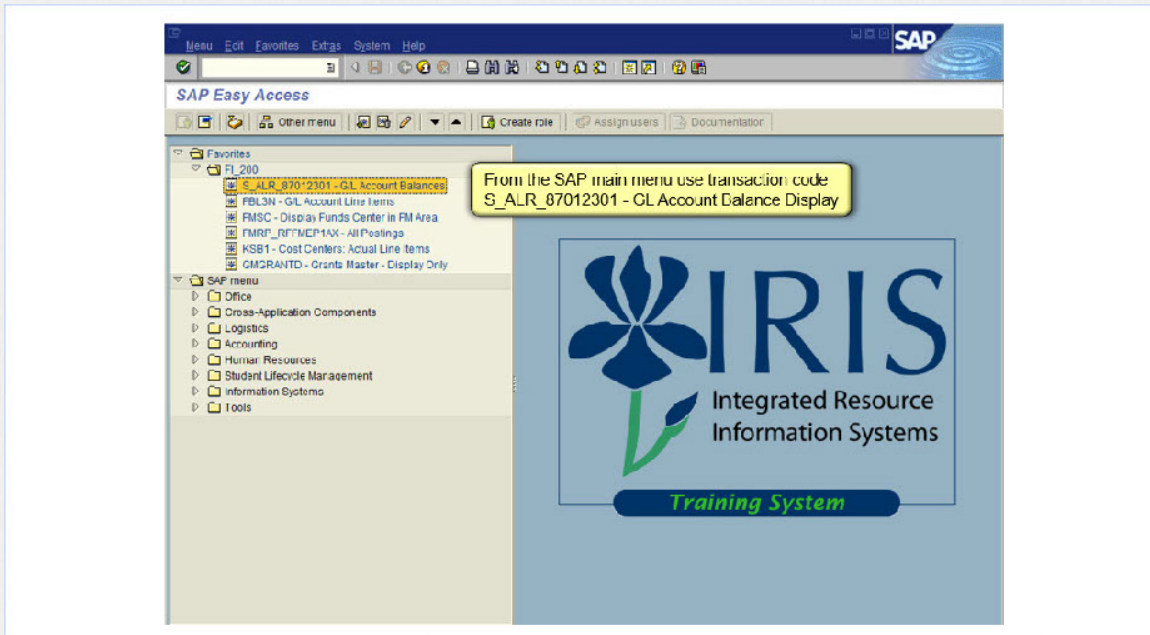
You want to know the balance for operating expense accounts for a specific month and fiscal year to date.



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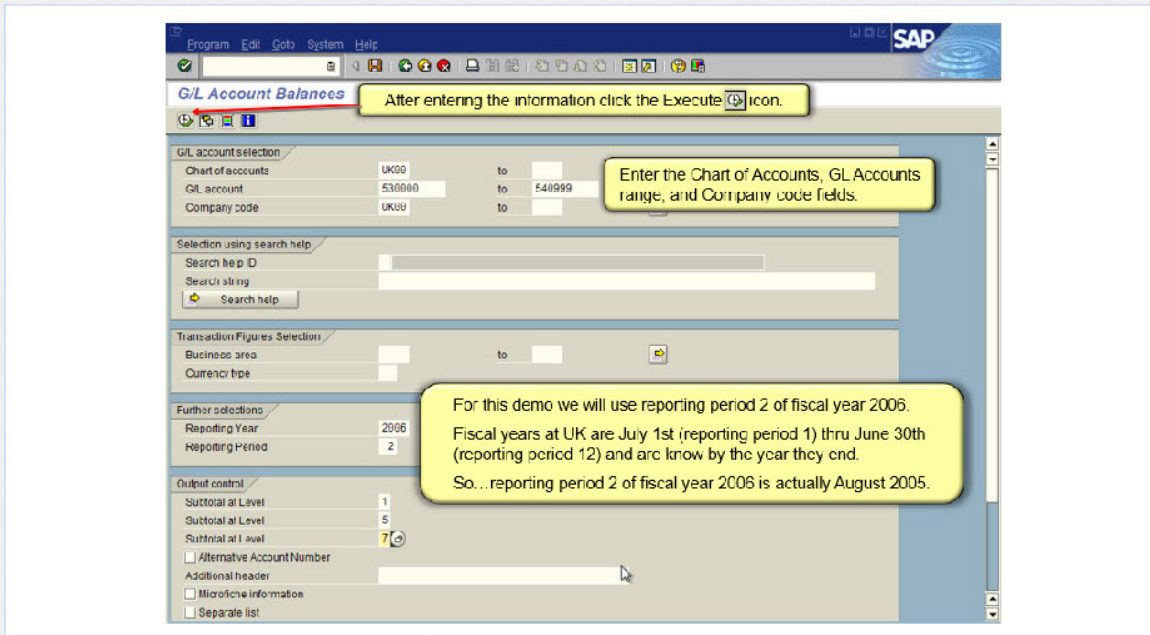
Demonstration 2.1 (Continued)



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Demonstration 2.1 (Continued)



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Demonstration 2.1 (Continued)

University of Kentucky
Lexington

G/L Account Balances
per Period 02 2006 in company code UKG0

Time 13:12:50 Date
RF5USA00/DELUCIA Page

G/L	SHORT TEXT	Debit P.02	Credit P.02	Debit P.01 - P.02	Credit P.01 - P.02	Debit Balance	C/B
530011	Travel-In-State Meal	0.00	0.00	200.00	400.00	0.00	
530016	Travel IS Mileage	0.00	0.00	0.00	0.00	0.00	
530016	Travel-IS Rental Car	0.00	0.00	0.00	0.00	0.00	
530017	Travel-IS Reg Fees	0.00	0.00	0.00	0.00	0.00	
530021	Travel-OS Meals	0.00	0.00	0.00	0.00	0.00	
530022	Travel-OS Lodging	0.00	0.00	0.00	0.00	0.00	
530025	Travel-OS Mileage	0.00	0.00	0.00	0.00	0.00	
530026	Travel-OS Misc.	0.00	0.00	0.00	0.00	0.00	
530033	Trav-Foreign Air-UK	0.00	1,000.00	0.00	1,000.00	0.00	
530034	Trav-Foreign Air-NJK	0.00	0.00	0.00	0.00	0.00	
530036	Trav-Foreign Rental	1,000.00	0.00	1,000.00	0.00	1,000.00	
530111	Anal/Lab Serv-VS	0.00	0.00	400.00	200.00	200.00	
530120	Animal Care Services	138,982.00	86,635.90	217,318.09	66,635.90	150,982.19	
530401	Freight&Oth Transprt	0.00	0.00	0.00	0.00	0.00	
530604	Team Travel	0.00	0.00	0.00	0.00	0.00	
* Subtotal 3 0000500		139,982.00	87,635.90	219,218.09	68,255.90	152,182.19	
533021	RR Building-Recur	0.00	0.00	0.00	0.00	0.00	
* Subtotal 3 0000533		0.00	0.00	0.00	0.00	0.00	
535034	Misc Expenditures	0.00	0.00	0.00	0.00	0.00	
535206	Admin Data Proc Supp	0.00	0.00	0.00	0.00	0.00	

This is the G/L Account Balance report for reporting period 2 of fiscal year 2006. It shows:
 (a) Accounts/names debit/credit totals for period 2 debit/credit totals for Y11) total debit/credit balance

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Demonstration 2.2

Scenario:

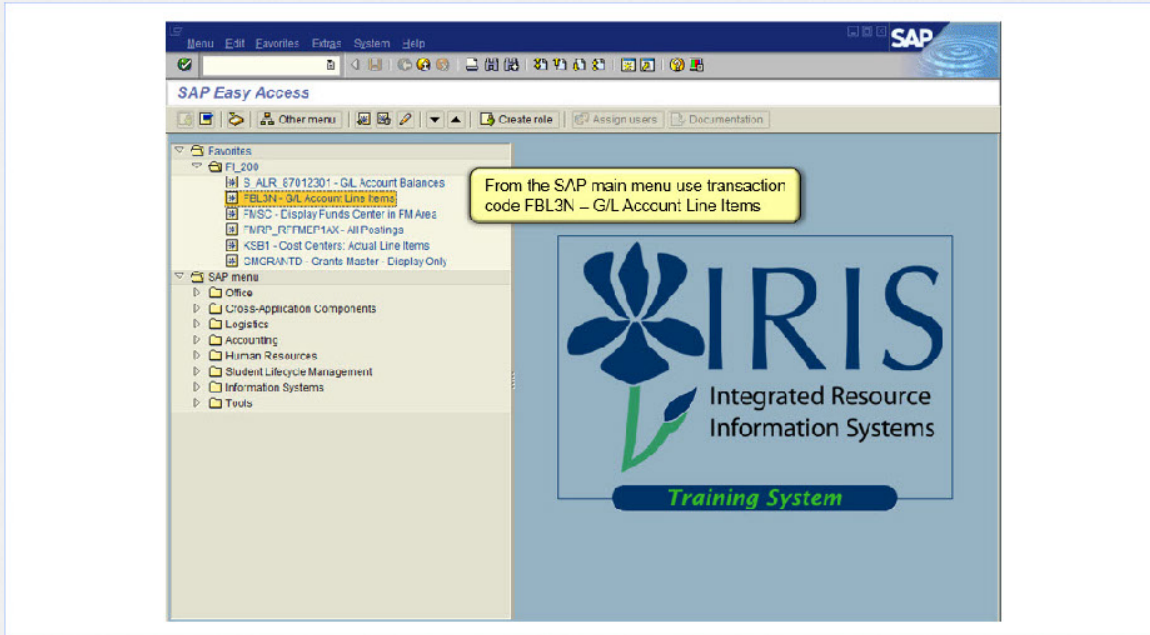
You need to check the details for a particular document for your Cost Center.



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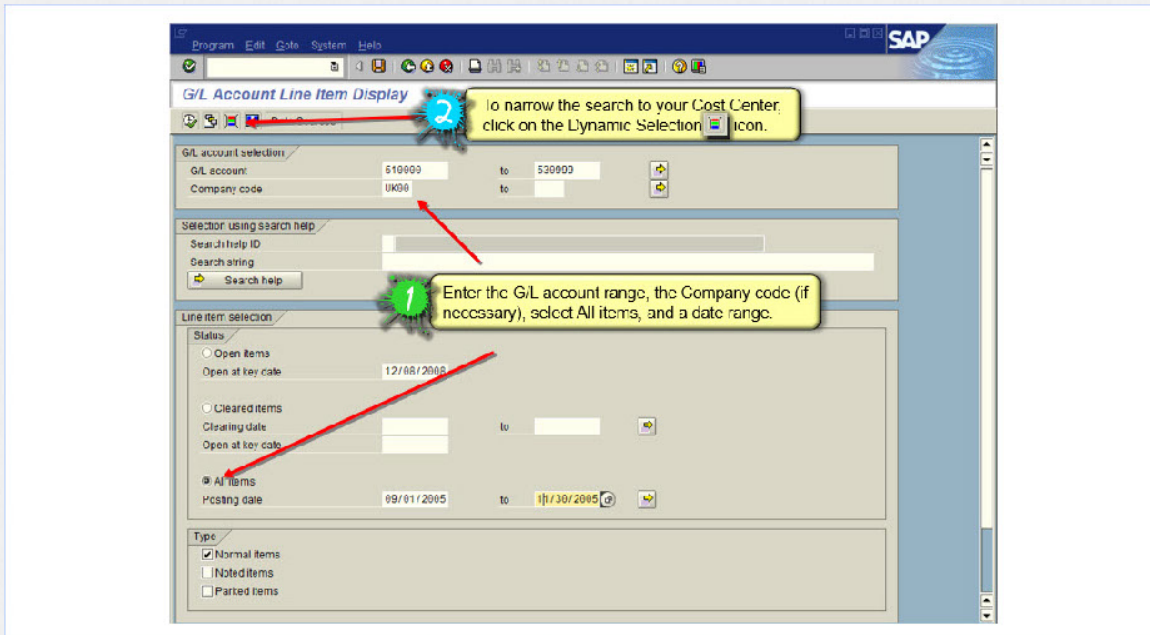
Demonstration 2.2 (Continued)



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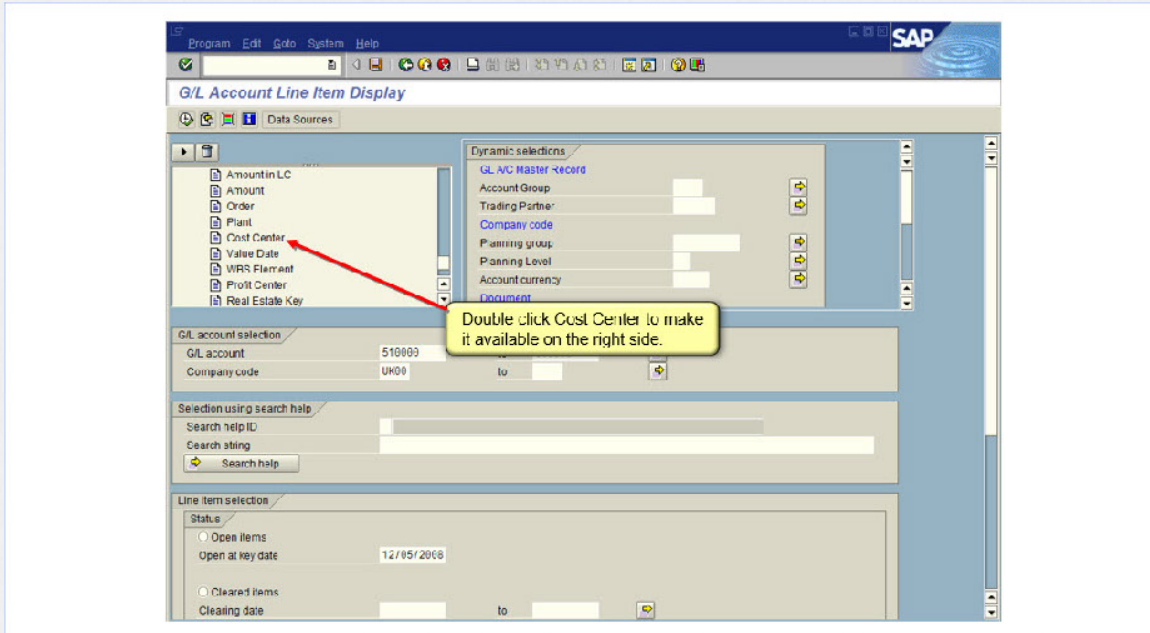
Demonstration 2.2 (Continued)



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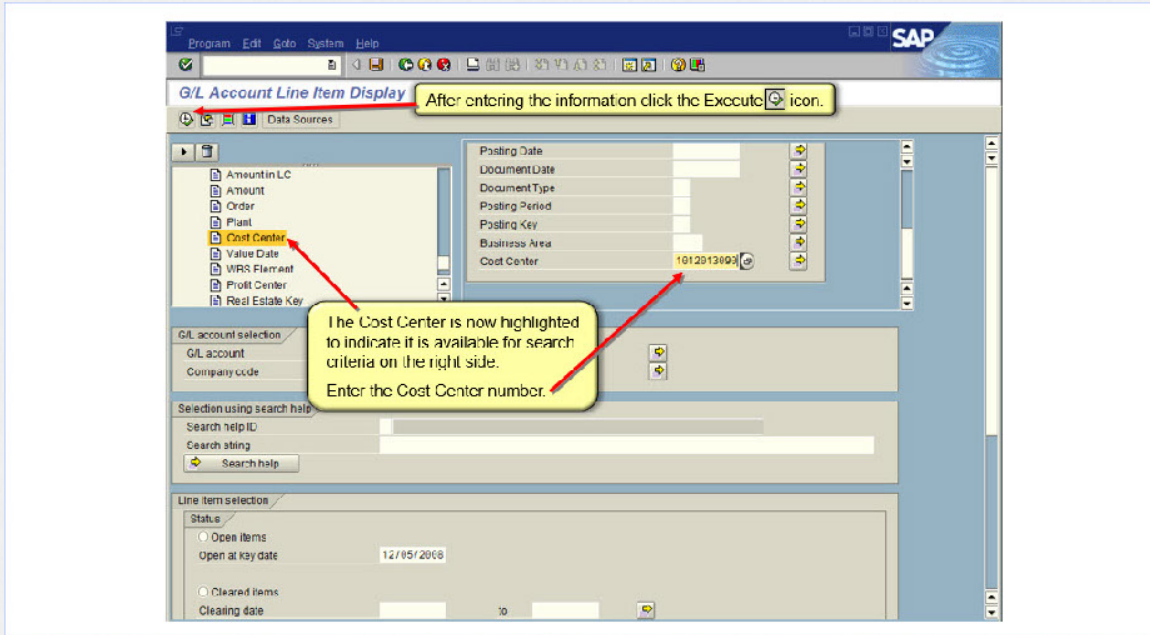
Demonstration 2.2 (Continued)



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Demonstration 2.2 (Continued)



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Demonstration 2.2 (Continued)

The screenshot displays a financial system interface with the following components:

- Top Header:** G/L Account: 530034, Company Code: UK00, Travel - Foreign Airfare Through Alternate Travel
- Table 1 (Search Results):**

SI	Assignment L	Document No	Base A	Type	Doc. Date	PK	Amount in Local Cur	LCurr	Tx	Ctrng Job	Text
✓	26051012	100000133	010	SA	10/12/2005	40	3,357.03	USD			
- Callout 1:** A yellow box with a green sun icon pointing to the first row of Table 1. Text: "In the search results, double click a line item to drill down into the document".
- Document Overview - Display:** A detailed view of the document with fields for G/L Account (530034), Company Code (UK00), and Line Item 4/Debit by (+0). It includes a table for "ADDITIONAL ACCOUNT ASSIGNMENT" with columns for Cost Ctr, Fund, and Assignment.
- Callout 2:** A yellow box with a blue sun icon pointing to the "Sun" icon in the Document Overview window. Text: "Use the 'sun going over the view of the mountain' (overview) icon to display the document overview".
- Table 2 (Line Item Details):**

Line	PK	Account	Account short text	Amount	Cost Ctr	Fund	Assignment	Text
1	50	530033	Trav Foreign Air-UK	2,204.54		3226000000	26051012	
2	50	530034	Trav Foreign Air-NUK	1,418.09		3226000000	26051012	
3	50	530034	Trav Foreign Air-NUK	43.00		3226000000	26051012	
4	40	530034	Trav Foreign Air-NUK	3,657.03	1012013091	0011002000	26051012	
*				0.00				
- Callout 3:** A yellow box with a sun icon pointing to the fourth row of Table 2. Text: "View details about the line item".

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Exercise 1 - Preparing to Practice

To set-up your computer to practice the transaction(s) discussed in this course, refer to the FI_200 Practice Guide:

- *Exercise 1 - Preparing to Use the IRIS Training Sandbox*

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Unit 2 Practice

To practice the transaction(s) discussed in this unit, refer to the FI_200 Practice Guide:

- *Exercise 2.1 - Display GL Totals and Balances – S_ALR_87012301*
- and
- *Exercise 2.2 - Display Document Information – FBL3N*

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Unit 3: Funds Management



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Funds Management (FM)

Funds Management (FM) is used to organize and track revenue and expenses in budget format.

Fund:

- A self-balancing set of accounts used to budget and control costs
- Identifies source and use of funding

Funds Center:

- Represents the organizational area of responsibility for budgeting revenue and expenses
- Derived from the Cost Center with a one-to-one relationship (i.e. same number) (For example, both the Cost Center and Funds Center numbers for the IRIS Project is 1012084710)

Both Funds and Funds Centers can be grouped for reporting purposes.

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Fund Master Data

The slide illustrates an example of a Fund's master data (transaction FM5S). It shows items such as the Name and Description of the Fund as well as the validity period and Fund Type.

It also has two pushbuttons that will show additional screens of information.

Display Fund: Basic Screen		Additional UK Fund Fields	
Long Text...	Change Hierarchy...	Change documents	Classification
FM Area	0000	University of Kentucky	
Fund	001030200		
Names			
Name	COLLEGE OF DENTISTRY		
Description	COLLEGE OF DENTISTRY		
Basic data			
Valid from	01/01/2000	Valid To	12/31/
Fund Type	INTERNAL FUND		
Authorization group			
Additional data			
Rdgt profile fund			
Customer for fund			
Funds application	300	Gen Oper (T&A) (LA0)	
<input checked="" type="checkbox"/> Balance update			
Additional UK fund fields		Add UK document fields	

You can usually get to Fund master data by double-clicking (drilling down) on either the Fund name or Fund number you see in either a document or report.

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Funds Center Master Data

The slide illustrates an example of a Fund Center's master data (transaction FMSC). It also shows items such as the Name and Description of the Fund Center.

The screenshot shows a software interface titled "Funds Center Display". It features several tabs: "Basic Data", "Personnel", "Address", and "Communication". The "Basic Data" tab is active, displaying fields for "Name" (UNIVERSITY OF KENTUCKY), "Description" (EDUCATION OFFICE OF THE DEAN), "Valid from" (01/01/2000), and "Valid until" (31/12/9999). Below this, there are sections for "Personnel responsible" and "Time dependencies". To the right, a panel titled "UK Funds Center Master fields" contains a list of "UK Attributes" with corresponding values: Funding Category Code (1), Research Priority Area (07), Budget Family (01), F & A Cost Category (00), Departmental (RGN00), Functional Area (0110), Class. of Inst. Pm (13), Campus Research Match (0), Sponsored Flag (0), NSF Category (0), A-155 Cluster (0), and Academic Session (0). At the bottom of the interface, a button labeled "Add view of Funds Center Attributes" is highlighted with a red box and a red arrow pointing to it.

It has a number of tabs and one pushbutton that show additional screens of information.

You can usually get to Fund Center master data by double-clicking (drilling down) on either the Fund Center name or number you see in a document or report.

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FM Document Journal Report

You can run a FM Document Journal report using transaction FMRP_RFFMEP1AX.

Document Journal

Classification Data Sources

Financial Management Area

FM Area UK00

FM Account Assignment

Grant to

Fund to

Funds Center 1012005200 to

Commitment Item to

Variant 000

Functional Area to

Funded Program to

Superior FMAAs

Subord. acct assgmts

Commitments/Actuals

Fiscal Year/Period 2006 1 to 2006 12

To run a Document Journal report...
Enter criteria (grant, fund, funds center, commitment item, or functional area)
You can enter a combination, range, or group of the above or leave blank for all data
You can further narrow the selection by date

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Funds Management - Document Journal Report

Reports can be customized as needed. They can be:

- Totaled (e.g., Payment Budget field)
- Subtotaled (e.g., Commitment Item field)
- Sorted by any field
- Exported to Excel
- Emailed to someone

RefDocNo	Rflin	Val type	Acct type	Prd	Fr	Post d.	Commnt b	Pymt Edgt	Commnt ite...	Funds Center	Fund	GL Acc	CoCode	Custom
100000096	2	Profit transfer postings	0130	4	10	17:2005		458.75	540305	1012005200	0011020100	540308	UK00	
								450.75	540300					
100000091	2	Parked Documents	0130	4	10	17:2005		550.00	540325	1012005200	0011020100	540325	UK00	
								550.00	540320					
100000093	2	Profit transfer postings	0130	4	10	17:2005		3,259.71	540337	1012005200	0011020100	540337	UK00	
								3,259.71	540337					
7700000471	1	invcies	0130	3	09	22:2005		595.79	540348	1012005200	0011020100	540348	UK00	
7700000472	1	invcies	0130	3	09	22:2005		430.80		1012005200	0011020100	540348	UK00	
7700000473	1	invcies	0130	3	09	22:2005		10.00		1012005200	0011020100	540348	UK00	
7700000474	1	invcies	0130	3	09	22:2005		10.00		1012005200	0011020100	540348	UK00	
7700000684	1	invcies	0130	3	09	22:2005		299.99		1012005200	0011020100	540348	UK00	
7700000918	1	invcies	0130	3	09	22:2005		595.79		1012005200	0011020100	540348	UK00	
7700000920	1	invcies	0130	3	09	22:2005		430.80		1012005200	0011020100	540348	UK00	
7700000922	1	invcies	0130	3	09	22:2005		10.00		1012005200	0011020100	540348	UK00	
7700000924	1	invcies	0130	3	09	22:2005		10.00		1012005200	0011020100	540348	UK00	
7700000927	1	invcies	0130	3	09	22:2005		299.99		1012005200	0011020100	540348	UK00	
								2,693.16	540348					
								38,846.47						

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Demonstration 3.1

Scenario:

You need to find out what the functional area is that is associated with a particular Funds Center.



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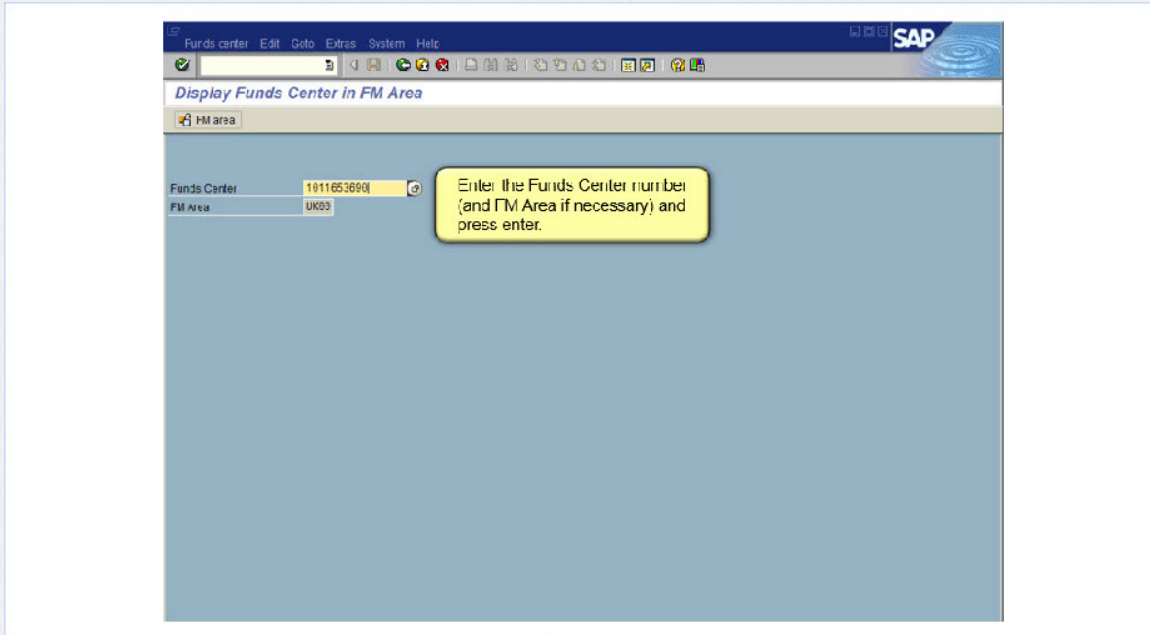
Demonstration 3.1 (Continued)



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Demonstration 3.1 (Continued)



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Demonstration 3.1 (Continued)

The screenshot shows the SAP Funds Center Display interface. The main window displays the following information:

- FM Area: UK00, University of Kent
- Funds Center: 1011653900
- Analysis Time Frame from: 01/01/1900

The interface includes tabs for Basic data, Hierarchy, Address, and Communication. The Basic data tab is active, showing:

- Names: Name: MECHANICAL ENGR, Description: MECHANICAL ENGINEERING
- Basic data: Valid From: 01/01/1900, Valid Until: (blank)
- Person responsible: User name: SAP*, Name: MARY MCBEATH
- Time dependency: Expiration Date: (blank)

An additional window titled "UK Funds Center Master fields" is open, showing UK Attributes:

- Funding Category Code: Z
- Research Priority Area: (blank)
- Budget Family: 07
- F & A Cost Category: B01
- Department: 8H700
- Functional Area: 0110
- Discipline: (blank)
- Cancer Research Match: (blank)
- Sponsored Flag: N
- NSF Category: (blank)
- A-133 Cluster: (blank)
- Academic Session: 95, Full Year
- Revenue line: (blank)
- Expense line: (blank)

A red arrow points from a yellow callout box to the "Department" field in the UK Funds Center Master fields window. The callout box contains the text: "FMSC displays Funds Center Master data. It has tabs of information and one pushbutton. The Department Number and Functional Area are shown on this additional screen." A red box highlights the "Additional UK Funds Center Attributes" button at the bottom of the main window.

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Demonstration 3.2

Scenario:

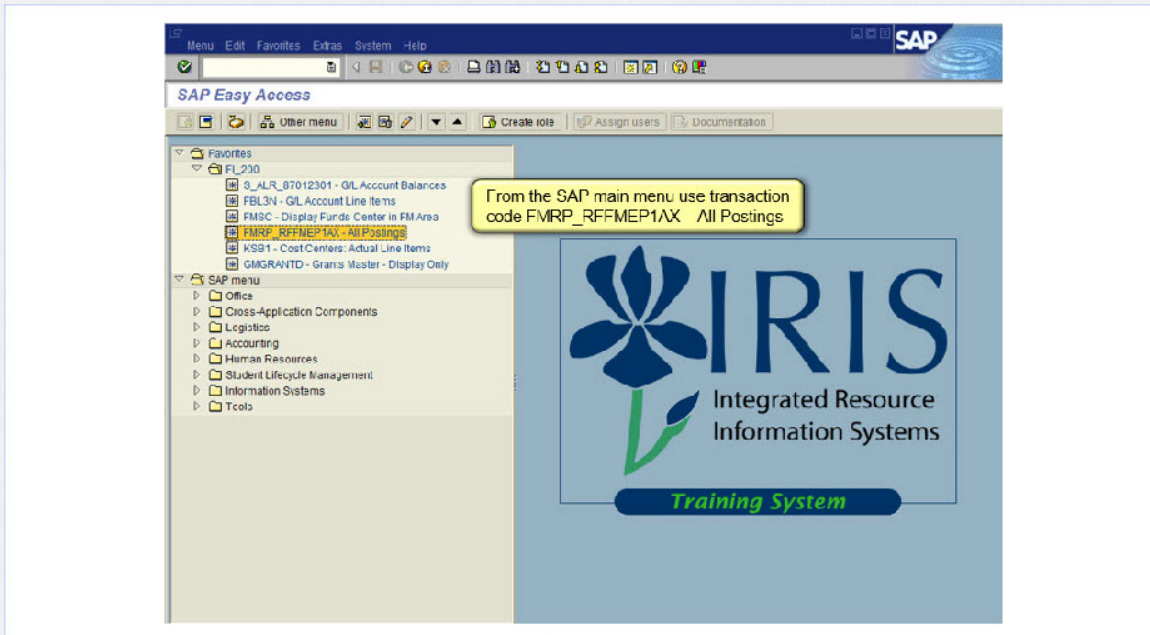
You would like to see the documents entered for a Funds Center and then manipulate the report data.



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Demonstration 3.2 (Continued)



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Demonstration 3.2 (Continued)

The screenshot shows the SAP Document Journal interface. The title bar reads "Document Journal" and the menu bar includes "Program", "Edit", "Goto", "System", and "Help". The SAP logo is in the top right corner. The main content area is divided into several sections:

- Financial Management Area:** Includes a "Fin. Area" field with the value "BK00".
- FM Account Assignment:** Includes fields for "Grant", "Fund", "Funds Center" (with value "1012305206"), "Commitment Item Variant" (with value "000"), "Functional Area", and "Funded Program".
- Commitments/Actuals:** Includes a "Fiscal Year/Period" field with values "2006 1" to "2006 12".
- Optimization of database access:** Includes a "Maximum No. of Hits" field with value "500".
- CRMS/ACT:** Includes a "Value Type" field.

Annotations with red arrows point to the "Execute" icon and the "Funds Center" field. A yellow callout box at the top right says: "After entering the information click the Execute icon." Another yellow callout box pointing to the "Funds Center" field says: "Enter the FM /Area if necessary and the Funds Center number." A larger yellow callout box at the bottom right says: "For this demo we will use reporting periods 1 to 12 of fiscal year 2006. Reporting periods 1 to 12 of fiscal year 2006 is actually July 2005 through June 2006."

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Demonstration 3.2 (Continued)

This is the Document Journal Line Item report.

ReDocNo	Item	Val type text	Amnt type	Frei FM	org d	Comm	b3dgl	Prnt	Edgt	Cmnt	Item	Funds	Center	Fund	GL Acc	CoCode	Cust
10000069	1	Invoices	01 JU	3	09/27/2005			180.00		512041	1012005200	0226000300	512041	UK00			
10000070				3				180.00		512041	1012005200	0226000300	512041	UK00			
10000071				3				4580.00		512041	1012005200	0226000300	512041	UK00			
10000072				3				-10800.00		512041	1012005200	0226000300	512041	UK00			
10000075				3	09/29/2005			380.00		512041	1012005200	0226000300	512041	UK00			
190000046	2			3	09/27/2005			-2080.00		512041	1012005200	0226000300	512041	UK00			
190000047				3				3080.00		512041	1012005200	0226000300	512041	UK00			
770000471	1			3	09/22/2005			595.75	543348	1012005200	001020100	540348	UK00				
770000472				3				430.80	543348	1012005200	001020100	540348	UK00				
770000473				3				-0.00	543348	1012005200	001020100	540348	UK00				
770000474				3				-0.00	543348	1012005200	001020100	540348	UK00				
770002034				3				299.95	543348	1012005200	001020100	540348	UK00				
770003918				3				595.75	543348	1012005200	001020100	540348	UK00				
770003920				3				430.80	543348	1012005200	001020100	540348	UK00				
770003922				3				-0.00	543348	1012005200	001020100	540348	UK00				
770003924				3				-0.00	543348	1012005200	001020100	540348	UK00				
770008327				3				299.95	543348	1012005200	001020100	540348	UK00				
10000091	2	Parked Documents		4	10/7/2005			550.00	543325	1012005200	001020100	540325	UK00				
10000093	1	Profit transfer postings		3	09/17/2005			1.00	512041	1012005200	0226000300	512041	UK00				
10000095				3				1280.00		512041	1012005200	0226000300	512041	UK00			

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Demonstration 3.2 (Continued)

To total the Payment Budget column, first identify the column by clicking once on the column header and then click on the Total icon.

PaDocNo	Item	Val type	Text	Acct type	Frst FM	pdg dt	Commit Budget	Payment Budget	Grant Item	Funds Center	Fund	Gl. Acc.	CoCode	Custr
10000069				C180	3	09/27/2005		00.00	F12041	1012005200	0223C00000	512041	LK00	
10000070			invoices		3			00.00	F12041	1012005200	0223C00000	512041	LK00	
10000071					3			4,500.00	F12041	1012005200	0223C00000	512041	LK00	
10000072					3			10,000.00	F12041	1012005200	0223C00000	512041	LK00	
10000075					3	09/29/2005		300.00	F12041	1012005200	0223C00000	512041	LK00	
190000046	2				3	09/27/2005		12,000.00	F12041	1012005200	0223C00000	512041	LK00	
190000047					3			3,000.00	F12041	1012005200	0223C00000	512041	LK00	
770000047					3	09/22/2005		595.79	540348	1012005200	0011C20100	540348	LK00	
770000072					3			430.00	540348	1012005200	0011C20100	540348	LK00	
770000073					3			10.00	540348	1012005200	0011C20100	540348	LK00	
770000074					3			10.00	540340	1012005200	0011C20100	540340	LK00	
770000076					3			704.49	540348	1012005200	0011C20100	540348	LK00	
770000318					3			595.79	540348	1012005200	0011C20100	540348	LK00	
770000320					3			430.00	540348	1012005200	0011C20100	540348	LK00	
770000322					3			10.00	540348	1012005200	0011C20100	540348	LK00	
770000324					3			10.00	540348	1012005200	0011C20100	540348	LK00	
770000327					3			399.99	540348	1012005200	0011C20100	540348	LK00	
100000081	2		Parked Documents		4	10/17/2005		550.00	540325	1012005200	0011C20100	540325	LK00	
100000068			Profit transfer postings		3	09/27/2005		1.00	F12041	1012005200	0223C00000	512041	LK00	
100000073					3			1,200.00	F12041	1012005200	0223C00000	512041	LK00	

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Demonstration 3.2 (Continued)

The screenshot shows the SAP Document Journal interface. A callout box with a yellow background and a red arrow pointing to the sub-total icon in the toolbar contains the following text:

Once a column is totaled the sub-total icon appears. To sub total by GL Accounts, first identify the column by clicking once on the column header and then click on the Sub-Total icon

PerDecNo	It...	Val type text	Amntly...	Per	FM post d...	Commit/bdgl...	Prnt B...	Crntd ltr...	Funds Center	Fcnd	GL Acc	DoCode Cust
77C0803472	1	Invoices	0-00	3	09/22/2005	430.80	540348	1012305208	DC11020100		540348	LK00
77C0803473				3		10.00	540348	1012305208	DC11020100		540348	LK00
77C0803474				3		10.00	540348	1012305208	DC11020100		540348	LK00
77C0803475				3		298.99	540348	1012305208	DC11020100		540348	LK00
77C0803916				3		695.70	540348	1012305208	DC11020100		540348	LK00
77C0803920				3		430.80	540348	1012305208	DC11020100		540348	LK00
77C0803922				3		10.00	540348	1012305208	DC11020100		540348	LK00
77C0803924				3		10.00	540348	1012305208	DC11020100		540348	LK00
77C0803327				3		298.99	540348	1012305208	DC11020100		540348	LK00
10C080391	2	Parked Documents		4	10/17/2005	550.00	540325	1012305208	DC11020100		540325	LK00
10C080368	1	Profit transfer postings		3	09/27/2005	1.00	512041	1012305208	D226080000		512041	LK00
10C080372				3		1,200.00	512041	1012305208	D226080000		512041	LK00
10C080374	1			3		1,200.00	512041	1012305208	D226080000		512041	LK00
10C080393	2			4	10/17/2005	600.00	512041	1012305208	D226080000		512041	LK00
10C080394				4		3,258.71	540337	1012305208	DC11020100		540337	LK00
10C080395				4		375.00	53007	1012305208	DC11020100		530017	LK00
10C080396				4		375.00	53007	1012305208	DC11020100		530017	LK00
10C080395	2			4		635.85	53005	1012305208	DC11020100		530019	LK00
10C080396				4		458.75	540388	1012305208	DC11020100		540388	LK00
						3884...						

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Demonstration 3.2 (Continued)

The report is now totaled by the Payment Budget column and sub-totaled by Gl Accounts

ReDecNo	Rftrn	Val type text	Amntype	Prz	FM pslg d.	Commt adgt	Pyrrt B.	Crrml It.	Funds Center	Fund	OL	DeCode	Cust
10000073	1	Profit transfer postings	0100	3	3927/2005		1,200.00	512041	1012005230	0226000C00	512041	JK00	
10000073	2	Profit transfer postings	0100	3	3927/2005		1,200.00	512041	1012006230	0226000C00		JK00	
10000074	1	Profit transfer postings	0100	3	3927/2005		500.00	512041	1012005230	0226000C00		JK00	
							- 30.50...				512...		
10000095	2	Profit transfer postings	0100	4	1017/2005		635.65	530015	1012005230	0011020100	530015	JK00	
							635.65				530...		
10000094	2	Profit transfer postings	0100	4	1017/2005		375.00	530017	1012005230	0011020100	530017	JK00	
10000094	3	Profit transfer postings	0100	4	1017/2005		375.00	530017	1012005230	0011020100		JK00	
							750.00				530...		
10000090	2	Profit transfer postings	0100	4	1017/2005		458.75	540308	1012005230	0011020100	540308	JK00	
							458.75				540...		
10000091	2	Parked Documents	0100	4	1017/2005		550.00	540325	1012005230	0011020100	540325	JK00	
							550.00				540...		
10000093	2	Profit transfer postings	0100	4	1017/2005		3,259.71	540337	1012005230	0011020100	540337	JK00	
							3,259...				540...		
770000471	1	Invoices	0100	3	3922/2005		595.79	540348	1012005230	0011020100	540348	JK00	
770000472	1	Invoices	0100	3	3922/2005		430.00	540348	1012005230	0011020100		JK00	
770000473	1	Invoices	0100	3	3922/2005		10.00	540348	1012005230	0011020100		JK00	
770000474	1	Invoices	0100	3	3922/2005		10.00	540348	1012005230	0011020100		JK00	
770002664	1	Invoices	0100	3	3922/2005		299.69	540348	1012005230	0011020100		JK00	

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Demonstration 3.2 (Continued)

The screenshot shows the SAP Document Journal interface. A callout box with a yellow background and black text points to the 'Fund' column header in the table. The text in the callout box reads: "To sub-total by Fund, identify the column by clicking once on the column header and then click on the Sub-Total icon." The 'Fund' column header is highlighted in red in the table below.

ReDocNo	Ritm	Val type	Doc	Amntype	Prd	FM psdg d.	Commt	bdgt	Pymt B.	Commt	Funds	Center	Fund	0/L	CoCode	Clst
100000073	1	Profit transfer postings	0100	3	09/27/2005		1,200.03	5	2041	1012005200		0226000000	512041	UK00		
100000073	2	Profit transfer postings	0100	3	09/27/2005		1,200.03	5	2041	1012005200		0226000000	UK00			
100000074	1	Profit transfer postings	0100	2	09/27/2005		500.03	5	2041	1012005200		0226000000	UK00			
							39.50...									
100000095	2	Profit transfer postings	0100	4	10/17/2005		635.85	530015		1012005200		0011020100	530015	UK00		
							635.85									
100000094	2	Profit transfer postings	0100	4	10/17/2005		375.03	530017		1012005200		0011020100	530017	UK00		
100000094	3	Profit transfer postings	0100	4	10/17/2005		375.03	530017		1012005200		0011020100	UK00			
							750.00									
100000096	2	Profit transfer postings	0100	4	10/17/2005		458.75	540300		1012005200		0011020100	540300	UK00		
							458.75									
100000091	2	Specic Documents	0100	4	10/17/2005		550.03	540325		1012005200		0011020100	540325	UK00		
							550.00									
100000093	2	Profit transfer postings	0100	4	10/17/2005		3,259.71	540337		1012005200		0011020100	540337	UK00		
							3,259...									
7700000471	1	invoices	0100	2	09/22/2005		595.73	540348		1012005200		0011020100	540348	UK00		
7700000472	1	invoices	0100	3	09/22/2005		430.83	540348		1012005200		0011020100	UK00			
7700000473	1	invoices	0100	3	09/22/2005		10.03	540348		1012005200		0011020100	UK00			
7700000474	1	invoices	0100	3	09/22/2005		10.03	540348		1012005200		0011020100	UK00			
7700002604	1	invoices	0100	3	09/22/2005		299.99	540348		1012005200		0011020100	UK00			

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Demonstration 3.2 (Continued)

The screenshot shows the SAP Document Journal interface. A yellow callout box states: "The report is now totaled by the Payment Budget column and sub-totaled by Fund." The table below lists various invoices with columns for document number, type, amount, date, and fund. A summary row is highlighted in yellow, showing a total of 8,347.00 for fund 00-1020100.

ReDocNo	Rfsm	ValType	last	Amntype	Prd	FM pcts d.	Comm	adgt	Pymt E.	Commite.	Funds Center	Fund	Gl. Acc	DocCode	Cust
77C0001473	1	Invoice		0100	3	09/22/2005			10.00	540348	1312C05200	00-1020100	540348	JK00	
77C0001474	1	Invoice		0100	3	09/22/2005			10.00	640348	1312C06200		540348	JK00	
77C0002664	1	Invoice		0100	3	09/22/2005			299.99	540348	1312C05200		540348	JK00	
77C0003910	1	Invoice		0100	3	09/22/2005			695.79	540340	1312C05200		540340	JK00	
77C0003920	1	Invoice		0100	3	09/22/2005			430.00	540348	1312C05200		540348	JK00	
77C0003922	1	Invoice		0100	3	09/22/2005			10.00	540348	1312C05200		540348	JK00	
77C0003924	1	Invoice		0100	3	09/22/2005			10.00	540348	1312C05200		540348	JK00	
77C0003327	1	Invoice		0100	3	09/22/2005			299.99	540348	1312C05200		540348	JK00	
= 8,347.00															
												00-1020100			
10C000309	1	Invoice		0100	3	09/27/2005			100.00	512041	1312C05200	022000000	512041	JK00	
10C000370	1	Invoice		0100	3	09/27/2005			100.00	512041	1312C05200		512041	JK00	
10C000371	1	Invoice		0100	3	09/27/2005			4,000.00	512041	1312C05200		512041	JK00	
10C000372	1	Invoice		0100	3	09/27/2005			10,000.00	512041	1312C05200		512041	JK00	
10C000375	1	Invoice		0100	3	09/29/2005			300.00	512041	1312C05200		512041	JK00	
19C0003046	2	Invoice		0100	3	09/27/2005			12,000.00	512041	1312C05200		512041	JK00	
19C0003047	2	Invoice		0100	3	09/27/2005			3,000.00	512041	1312C05200		512041	JK00	
10C000368	1	Profit transfer postings		0100	3	09/27/2005			1.00	512041	1312C05200		512041	JK00	
10C000373	1	Profit transfer postings		0100	3	09/27/2005			1,000.00	512041	1312C05200		512041	JK00	
10C000373	2	Profit transfer postings		0100	3	09/27/2005			1,000.00	512041	1312C05200		512041	JK00	
10C000374	1	Profit transfer postings		0100	3	09/27/2005			500.00	512041	1312C05200		512041	JK00	

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Demonstration 3.2 (Continued)

The screenshot shows the SAP Document Journal interface. A yellow callout box with a red arrow pointing to the 'Change Layout' icon in the toolbar contains the text: "The report layout can be changed by clicking on the Change Layout icon." Below the callout is a table of document journal entries.

RefDocNo	Rftr	Ya	type	text	Amt	type	Prd	FM	pcys	d	Comm	bdgt	Pynt	B	Com	title	Funds	Center	Fund	0/L	Act	Co	Code	Cust							
77C0003473	1		Invoices		0100		3	0922	2005				10.00		540348		1012005200		0011020100		540348		UK00								
77C0003474	1		Invoices		0100		3	0922	2005				10.00		540348		1012005200				540348		UK00								
77C0007664	1		Invoices		0100		3	0927	2005				749.94		540348		1012005200				540348		UK00								
77C0003918	1		Invoices		0100		3	0922	2005				595.73		540348		1012005200				540348		UK00								
77C0003920	1		Invoices		0100		3	0922	2005				430.80		540348		1012005200				540348		UK00								
77C0003922	1		Invoices		0100		3	0922	2005				10.00		540348		1012005200				540348		UK00								
77C0003924	1		Invoices		0100		3	0922	2005				10.00		540348		1012005200				540348		UK00								
77C0003927	1		Invoices		0100		3	0922	2005				239.93		540348		1012005200				540348		UK00								
											8,347...																				
13C0000069	1		Invoices		0100		3	0927	2005				100.00		512341		1012005200		0228000000		512041		UK00								
13C0000070	1		Invoices		0100		3	0927	2005				100.00		512341		1012005200				512041		UK00								
13C0000071	1		Invoices		0100		3	0927	2005				4,500.00		512341		1012005200				512041		UK00								
13C0000072	1		Invoices		0100		3	0927	2005				10,000.00		512341		1012005200				512041		UK00								
13C0000075	1		Invoices		0100		3	0928	2005				300.00		512341		1012005200				512041		UK00								
13C0000046	2		Invoices		0100		3	0927	2005				12,000.00		512341		1012005200				512041		UK00								
13C0000047	2		Invoices		0100		3	0927	2005				3,000.00		512341		1012005200				512041		UK00								
13C0000068	1		Prerit	transfer postings	0100		3	0927	2005				1.00		512341		1012005200				512041		UK00								
13C0000073	1		Prerit	transfer postings	0100		3	0927	2005				1,200.00		512341		1012005200				512041		UK00								
13C0000073	2		Prerit	transfer postings	0100		3	0927	2005				1,200.00		512341		1012005200				512041		UK00								
13C0000074	1		Prerit	transfer postings	0100		3	0927	2005				500.00		512341		1012005200				512041		UK00								

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Demonstration 3.2 (Continued)

The screenshot shows the SAP Document Journal interface. A 'Change Layout' dialog box is open, allowing users to customize the report's columns. The dialog has two main panes: 'Columns' on the left and 'Column set' on the right. The 'Columns' pane lists various data fields, with 'Ref. Document number' selected. The 'Column set' pane shows a list of columns currently visible in the report, including 'FM Area', 'Fund name', 'Customer for fund', 'Funds application', 'Fund type', 'Fund type text', 'Funds center name', 'User name', and 'Commitment item name'. A yellow callout box with a drop shadow contains the following text:

In the Change Layout dialog box, the left column shows the columns that are now visible in the report and the right column shows the columns that are now hidden. By moving items from one column to the other they will either become visible or hidden in the report view. Sort orders and filters can also be set. Many layouts can be saved for different report views. The various saved layouts can then be used when required.

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Unit 3 Practice

To practice the transaction(s) discussed in this unit, refer to the FI_200 Practice Guide:

- Exercise 3.1 - Display a Funds Center - FMSC
- and
- Exercise 3.2 - Document Journal Line Item Report - FMRP_RFFMEP1AX

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Unit 4: Controlling



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Controlling (CO)

The Controlling (CO) module is used primarily for internal managerial reporting.

The Controlling Area is an organizational unit in which all cost centers and all internal orders are assigned.

- UK has one Controlling Area: UK00

Most transaction processing occurs outside the CO module, but integrates with CO.

- Materials Management (requisitions, purchase orders)
- Campus Management (student accounts)
- Human Resources (payroll)
- Financial Accounting (JVs)

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Cost Centers and Internal Orders

Cost Centers are areas of responsibility in which you capture costs.

For reporting purposes, Cost Centers are established in a “hierarchy” called Cost Center groups or nodes.

Costs can only be posted directly to Cost Centers, but not to Cost Center groups or nodes.

There are two types of Internal Orders:

- **Real**
 - Physical Plant Division
 - Communications
 - Dining Services
- **Statistical**
 - Used for information reporting purposes
 - Postings need a real cost object, such as a Cost Center or WBS Element

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CO Master Data - Cost Centers

This slide shows a sample of the Cost Center Hierarchy and that same Cost Center in listing of Cost Centers by number.

Cost Center Hierarchy

Cost Centers

Short text	Language	COAr	CoCd	CCTC	Cost Ctr
P & T PRINTING	EN	UK00	UK00	W	1012030410
PHI BETA KAPPA	EN	UK00	UK00	W	1012031060
OMICRON DELTA KAPPA	EN	UK00	UK00	W	1012031070
NMR CENTER	EN	UK00	UK00	W	1012031120
BLAZER LECTURE PRES	EN	UK00	UK00	W	1012031130
PHARMACY OVERRUN	EN	UK00	UK00	W	1012032270
PHARMA SCI-TECH	EN	UK00	UK00	W	1012032280
B & E GRANT OVERRUN	EN	UK00	UK00	W	1012032300
STUDENT AFFAIRS	EN	UK00	UK00	W	1012032640
P.P. ENERGY MGT SYST	EN	UK00	UK00	W	1012032660
P.P.S. DIVISION	EN	UK00	UK00	W	1012032730
LAB ACCT.	EN	UK00	UK00	W	1012032740
ARBORETUM	EN	UK00	UK00	W	1012032760
SOCIAL WORK OVERRUN	EN	UK00	UK00	W	1012032770
H.E.S. OVERRUN	EN	UK00	UK00	W	1012032780
CENTER FOR MANUFACTR	EN	UK00	UK00	W	1012033030
STAFF BENEFITS RESVR	EN	UK00	UK00	W	1012033110
GEN FUND-COA SUPPORT	EN	UK00	UK00	W	1012033120
EDU- GEN FUND - CR	EN	UK00	UK00	W	1012033130

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Demonstration 4.1

Scenario:

You would like to view the printing supplies GL account postings for your Cost Center and see the relevant documents.



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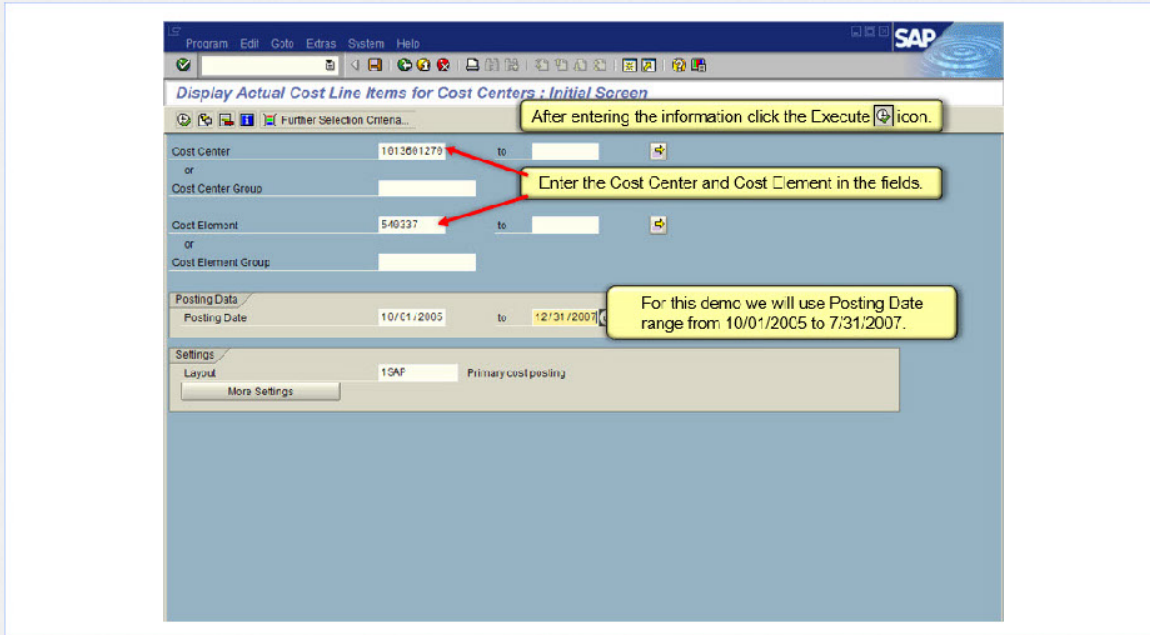
Demonstration 4.1 (Continued)



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Demonstration 4.1 (Continued)



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Demonstration 4.1 (Continued)

Display Actual Cost Line Items for Cost Centers

Document Master Record

Tapout: 1SAP Primary cost posting
Cost Center: 1013601270 INTRITIGRN* SPNR/CS
Report currency: USD US Dollar

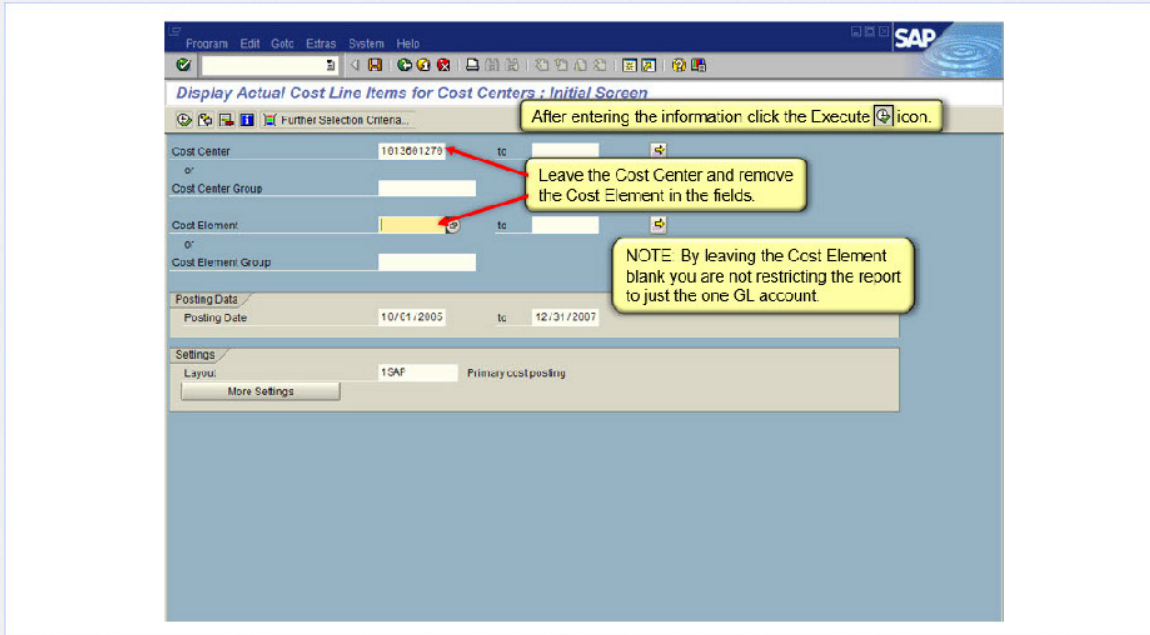
Cost Elem.	Costelement name	z	Val in rep. cur.	Total quantity	P...	Offstact	Name of offsetting account
510337	Printing Supplies		3,259.71			510337	Printing Supplies
Cost Center 1013601270 INTRITIGRN*			3,259.71				
**			3,259.71				

This shows the Cost Element 510337 (Printing Supplies) for the Cost Center.
To view the relevant document(s) for the printing supplies account postings simply double-click on the line item.

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Demonstration 4.1 (Continued)



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Demonstration 4.1 (Continued)

Layout: ISAP Primary cost posting
Cost Center: 1013601270 INTELLEGEN SENS/CS
Report currency: USD US Dollar

Cost Element	Cost element name	Val in rep. cur.	Total quantity	Object	Name of offsetting account
230016	Travel-Is Mileage	634.95		S 520016	Travel-Is Mileage
230017	Travel-Is Conference	750.00		S 530017	Travel-Is Reg -ees
240337	Printing Supplies	3,255.71		S 540337	Printing Supplies
Cost Center 1013601270 INTELLE...		4,640.66			
		--			4,640.66

This shows all the Cost Elements for the Cost Center
To view the relevant document(s) for any GL account posting simply double-click on the line item.

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Unit 4 Practice

To practice the transaction(s) discussed in this unit, refer to the FI_200 Practice Guide:

- Exercise 4.1 - Display Actual Cost Line Items - KSB1

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Unit 5: Grants Management



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Grants Management (GM)

The Grants Management (GM) module is used to plan and record all funding related to Sponsored projects and Federal Ag appropriations.

GM is integrated with other SAP modules via master data.

- Postings in the General Ledger (FI) are transferred automatically
- Costs can be posted via Vendor Invoices (MM)
- Budget is transferred to FM

Billing and Payments

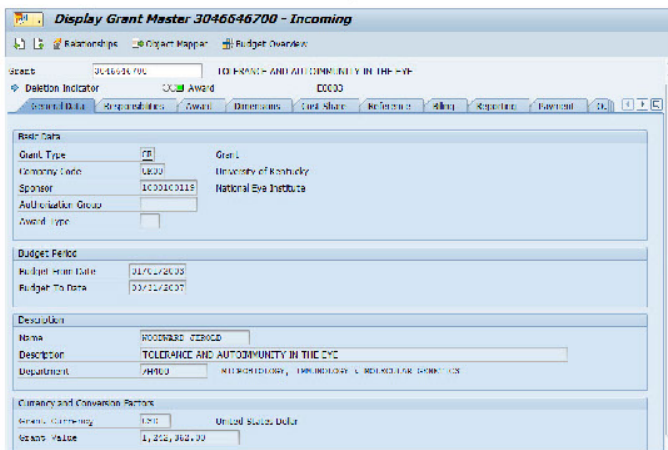
- Manual invoices
- Resource Related Billing – to Grant Sponsors
- Milestone and Periodic Billing of Grants
- Posting of incoming payments from sponsors

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GM Master Data

The slide illustrates an example of a Grant's master data (transaction GMGRANTD). It has many tabs that show additional screens of information.



As with other master data, you can usually get to a Grant's master data simply by double-clicking (drilling down) on either the Grant name or number you see in either a document or report.

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Demonstration 5.1

Scenario:

A grant award has been received from a sponsor. You need to display the grant to find information about the various master data associated with this grant.

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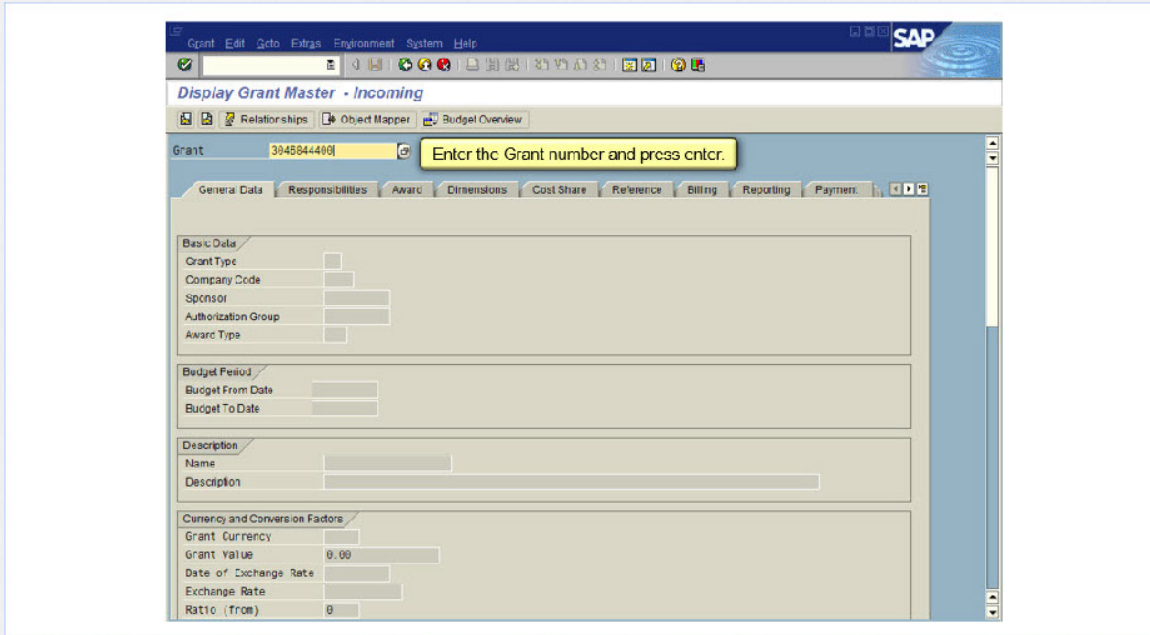
Demonstration 5.1 (Continued)



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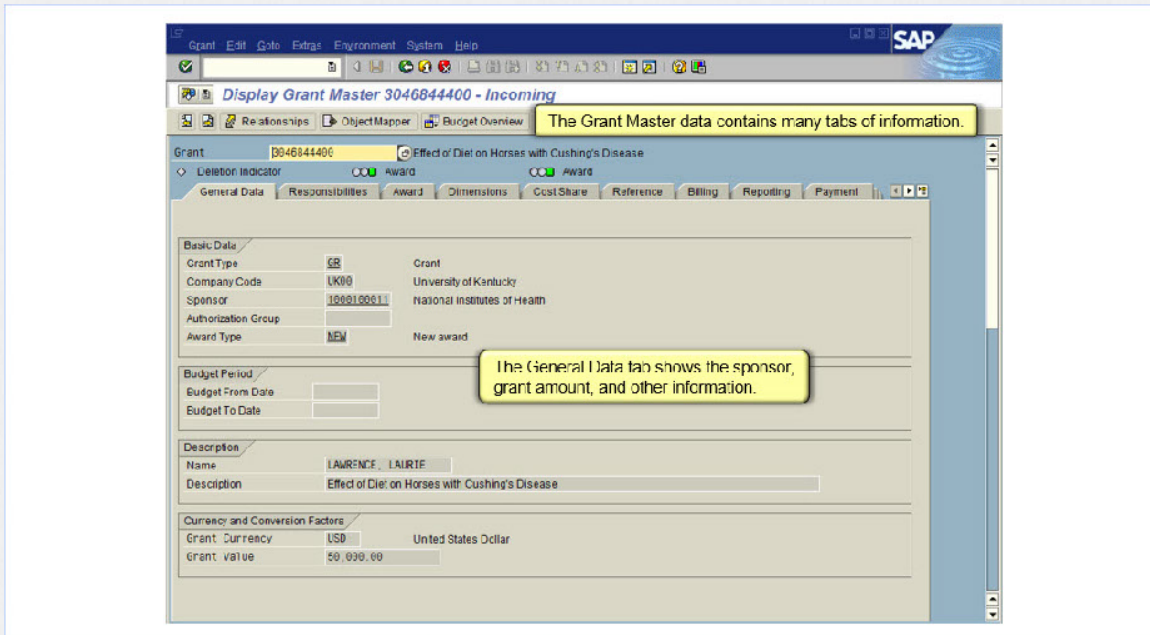
Demonstration 5.1 (Continued)



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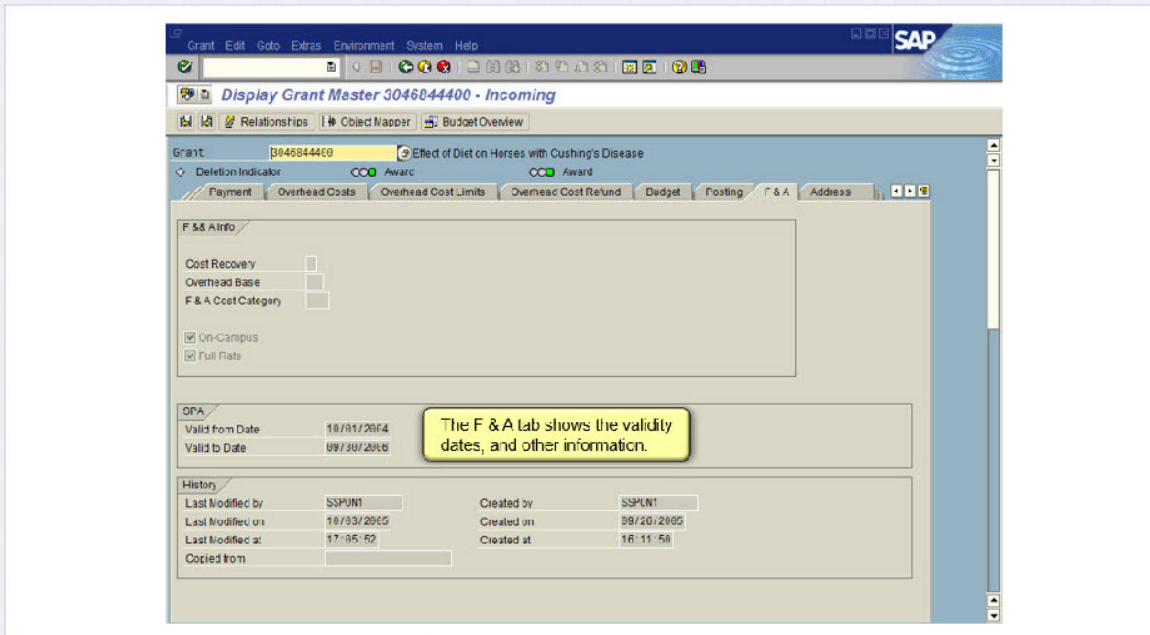
Demonstration 5.1 (Continued)



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Demonstration 5.1 (Continued)



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Demonstration 5.1 (Continued)

The Dimensions tab shows the GM Fund Type, Sponsored Programs, Sponsored Classes, and other information. Notice that the Sponsored Class is the same number as the FI GL Account. The Sponsored Class number shows either an "E" or "R" in front of the number to indicate whether it is an expense or revenue item.

Fund	IDC Recovery	Cost Sharing	Prog Income	GM Fund Type	Description
0011382100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INTERNAL	RES UKRF
0226200000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Sponsored Program	Program Description	Valid From	Default
01073-0228	ANIMAL SCIENCE RESEARCH		<input type="checkbox"/>
07A0205 - RESEARCH	CENTRES & GRAD STUDIES - RES	01/01/1950	<input checked="" type="checkbox"/>

Sponsored Class	Class Type	IDC Relevant	Sponsored Class Description	Valid From	Default
0600200	E Expense	<input type="checkbox"/>	EQUIPMENT	01/01/1950	<input checked="" type="checkbox"/>
0600220	E Expense	<input type="checkbox"/>			<input type="checkbox"/>
0415200	R Revenue	<input type="checkbox"/>	FEDERAL DIRECT REVENUE		<input type="checkbox"/>

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Unit 5 Practice

To practice the transaction(s) discussed in this unit, refer to the FI_200 Practice Guide:

- Exercise 5.1 - Display a Grant - GMGRANTD

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Unit 6: Business Warehouse Reporting



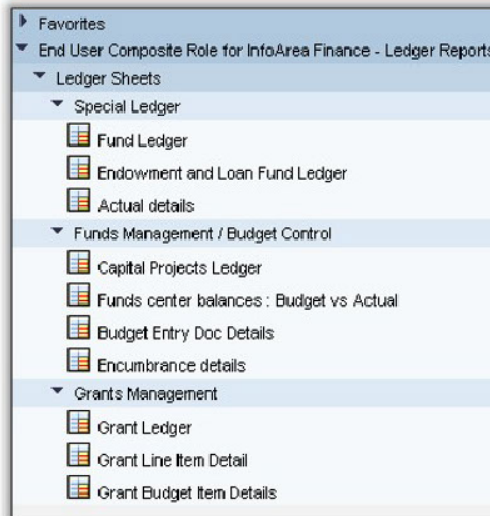
Next

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Business Warehouse (BW) Web Reporting

Business Warehouse (BW) is a solution for SAP reporting.

With a data warehouse as its core, BW Web Reporting offers tools for data extraction, reporting, and analysis; delivered Business Content reports; and a web-based user interface called Business Explorer (BEx).



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Example Fund Center Balances - Budget vs Actual Report

Funds Center		Commitment Item	Original Budget	Annual (Revised) Budget	Prior Balance	Current Month Actual	YTD Actual
1013188660	EVENT MGT/OPERATIONS	512011 Executive - Regular	\$ 55,698.00	\$ 55,693.00	\$ 13,924.50	\$ 4,641.50	\$ 18,566.03
		512021 Admini-Regular FT	\$ 40,478.00	\$ 40,473.00	\$ 10,119.51	\$ 3,373.17	\$ 13,492.63
		512041 Technical-Regular	\$ 31,375.00	\$ 31,375.00	\$ 7,964.55	\$ 2,413.50	\$ 10,378.05
		512212 Temp Prof Admini	\$ 10,000.00	\$ 10,000.00	\$ 1,533.14	\$ 276.90	\$ 1,810.04
		512214 TempTechParaprof	\$ 106,100.00	\$ 106,100.00	\$ 34,617.54	\$ 13,983.05	\$ 46,600.59
		513110 Stud-Non/Work Study			\$ 3,267.14	\$ 1,002.71	\$ 4,269.85
		515015 Budget Hospital CT	\$ 20,000.00	\$ 20,000.00			
		515016 Over Time			\$ 4,785.27	\$ 2,736.06	\$ 7,531.35
		519000 PassThru Salary&Wage			\$ 7,620.41	\$ 30,702.10	\$ 46,410.59
		520000 Budget Pool Benefit	\$ 58,658.00	\$ 58,653.00			
		520010 Emol Health Coverage			\$ 3,655.98	\$ 1,248.44	\$ 4,904.42
		520012 Employee Life Insura			\$ 26.01	\$ 9.64	\$ 37.65
		520014 Flexible Spending			\$ 21.00	\$ 7.00	\$ 28.00
		520015 FICA			\$ 5,179.09	\$ 1,861.41	\$ 7,040.50
		520017 Retirement Group II			\$ 786.49	\$ 241.36	\$ 1,037.85
		520018 Retirement Group III			\$ 2,404.41	\$ 825.63	\$ 3,230.04
		520720 MFB - Staff			\$ 1,776.86	\$ 636.66	\$ 2,413.52
520730 MFB - Other			\$ 499.31	\$ 193.56	\$ 692.87		

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Finance myHelp Website

The Finance myHelp website, myhelp.uky.edu/rwd/HTML/FI.html, contains the following:

- Several Quick Reference Cards (QRCs), which provide specific step-by-step instructions for most of the key transactions covered in the Finance courses.
- Links to all of the Finance courses' pages, which contain QRCs and a PDF, printable version of the course.

Finance (FI) Help

FI includes the IRIS modules for Financial Accounting (FI), Controlling (CC), Funds Management (FM), Grants Management (GM), and Project Systems (PS). FI provides the financial statement view of the website and supports regional external reporting of the legal entity level. It provides the following features:

- Management and representation of all accounting data
- Open and integrated data flow
- Preparation of operational information to assist strategic decision making within the University

- Courses
- Frequently Asked Questions
- Reports
- FI Forms
- Help!
- Transaction Codes
- FM Forms
- Quick Reference Cards

Suggest a topic for an IRIS Wednesday session

Finance Courses

- FI 300 Overview
- FI_GI_400 Cash transactions
- FI_GI_310 CR Account Debit (V-)
- FI_GI_320 Statement Internal Orders
- FI_GI_330 User Codes & SUIIRO

Reporting

- FI 700 160 Payable Editing

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Do You Need Help?

- Monitor Fund MIBIS Requests
- Accounts Payable
- Faculty Effort System
- General Accounting
- IRIS Project
- Controller & Treasurer
- OPMIS
- OSBA

Finance Quick Reference Cards (QRC)

- Global
- Request
- JV's
- Parked Debit
- Posted Debit
- ProCard

Statistical Internal Orders

FI Global

- FI00 Key Terminology Grid
- General User Manual
- ZICM_BUDGETS Working P/L Document Attachments
- General Users

[Return to QRC List](#)

FI Reports

- F1V2 Document List Search
- CRSS UK Available Budget Report
- F1M01_BFEM-PLAN Transactions
- General User Reports

[Return to QRC List](#)

Journal Vouchers (JV)

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The End

Congratulations, you have successfully completed this training course!



You may now close this course window and return to your myUK Learning Home page. The course should be listed in your "Learning History" tile, which contains all successfully completed courses.