

FI_200 Financial Overview Student Guide





Financial Overview FI_200




Use the **forward** button below () to advance through the slides.

 UNIVERSITY OF KENTUCKY

Prerequisites and Roles



- Prerequisite
 - ◆ UK_100 IRIS Awareness & Navigation
 - If you have not completed UK_100, please do so prior to taking this course.
- Roles
 - ◆ Financial users of the IRIS system
 - ◆ Financial analysts
 - ◆ Financial accounting users

 UNIVERSITY OF KENTUCKY




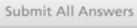

FI_200 Financial Overview - LSO

2

FI_200 Financial Overview Student Guide


Course Assessment



- There is one main part to the Finance Overview which must be completed successfully prior to receiving credit for this course.
- **Check for Understanding:** This is a series of questions which will be presented at the end of each unit. To complete:
 1. Click on the radio button next to your answer  is the easier
 2. Click on the **Next** button 
 3. Repeat Steps 1 & 2 for each question
 4. After answering all of the questions, click on the **Submit All**  or **Submit All Answers**  button
 5. Upon passing, click on the **Finish** button to continue to the next unit in the course 

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.**
- To access the guide:
 1. Click on the **Attachments** link () in the upper-right corner of this screen
 2. Click on the **Finance Overview Practice Guide** link (the guide will open in a separate browser window)
 3. Print the guide
 4. Follow the instructions listed in each exercise

FI_200 Financial Overview Student Guide

Course Content



- Unit 1 - UK Processes and IRIS Components
- Unit 2 - Financial Accounting
- Unit 3 – Funds Management
- Unit 4 – Controlling
- Unit 5 - Grants Management
- Unit 6 – Business Warehouse Reporting
- Course Summary




Learning Objectives




- You will understand at a high level:
 - ♦ UK account structure
 - ♦ Financial document parking (Journal Vouchers) and posting (DAVs)
 - ♦ 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




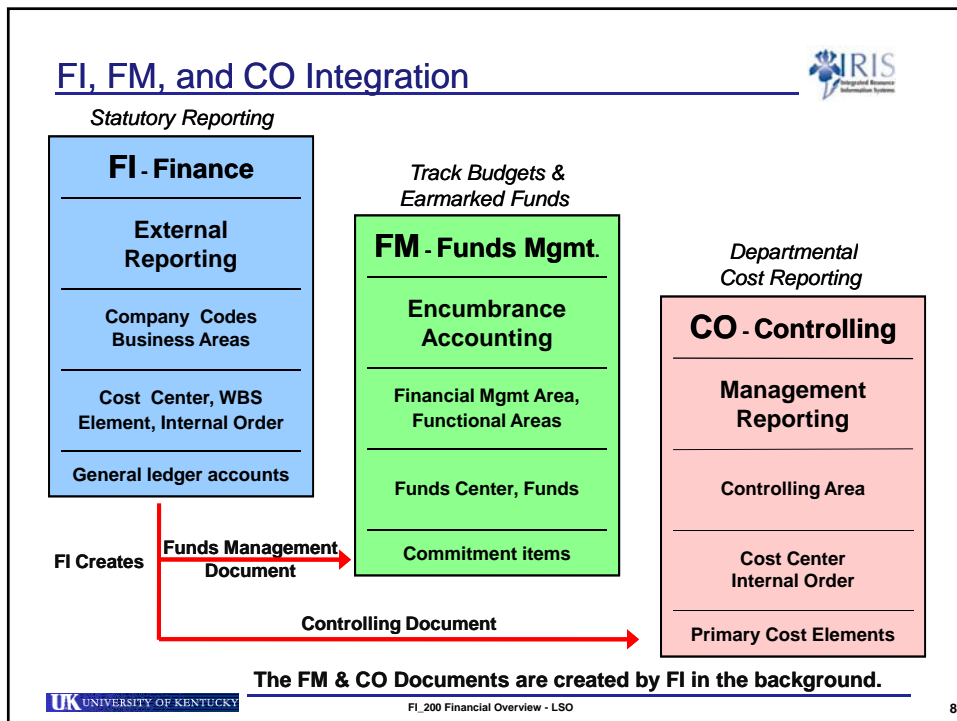
FI_200 Financial Overview Student Guide

Unit 1 

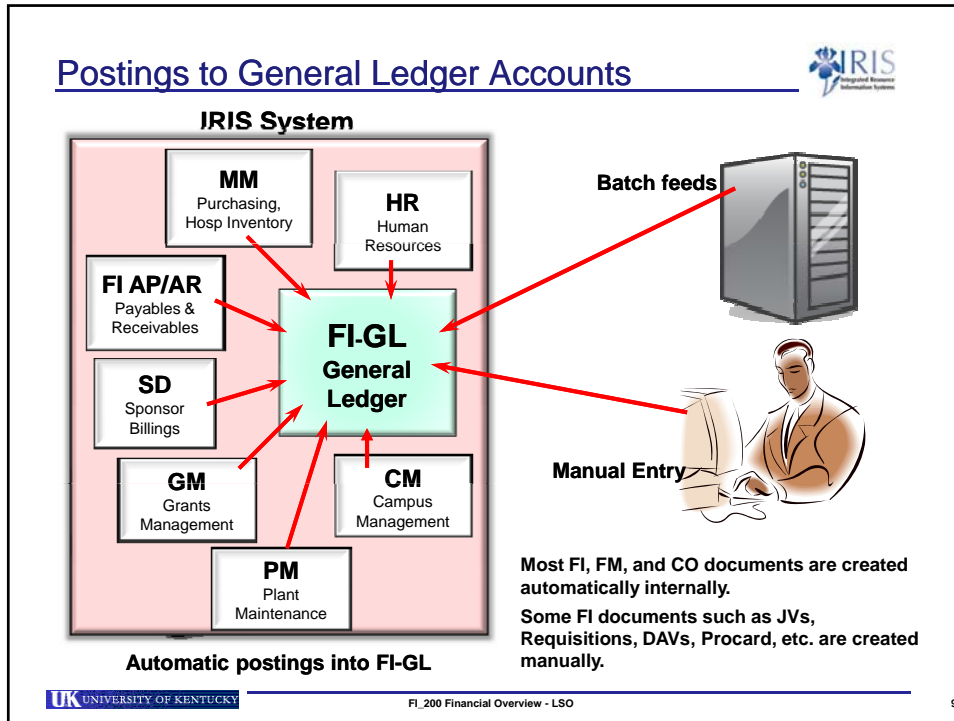


Unit 1 - UK Processes and IRIS Components


 FI_200 Financial Overview - LSO 7



FI_200 Financial Overview Student Guide




Key Terminology



IRIS has **different names** for the **same data** depending on the module.

What it is	IRIS 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


FI_200 Financial Overview - LSO
10

FI_200 Financial Overview Student Guide

Numbering Scheme for Chart of Accounts



Master Data	IRIS # 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



Unit 1 Check for Understanding

FI_200 Financial Overview Student Guide

Unit 2



Financial Accounting

Financial Accounting (FI)



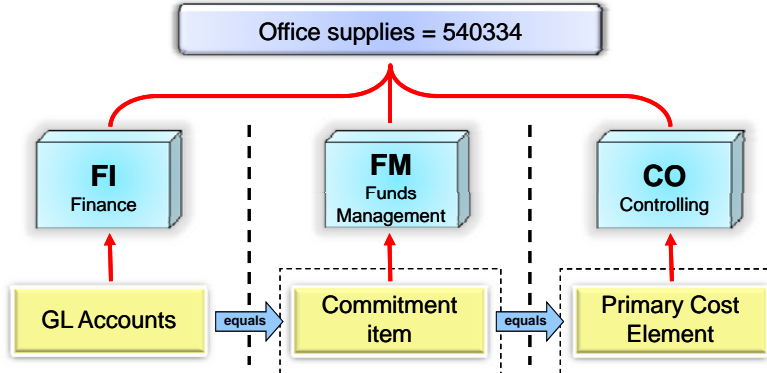
- The Financial Accounting module has several sub-ledgers.
 - ♦ Accounts Payable and Accounts Receivable
 - ♦ Cost Centers, WBS Elements, Internal Orders, Grants
 - ♦ Vendors, Capital Projects
- Data flows from the sub-ledgers into the general ledger on a real time basis via a reconciliation account.
- Every financial based transaction entered in IRIS 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, Internal Order or WBS Element).
- Business Warehouse is used to display financial ledgers by Fund and Grant.

FI_200 Financial Overview Student Guide

General Ledger Account



- Transactions are posted in Finance through the general ledger account.
- A general ledger account has a corresponding commitment item in Funds Management and a Primary Cost Element in Controlling.
- The General ledger accounts represent the WHAT of a transaction in CO.
- The FM & CO Documents are created by FI in the background.



GL Account Numbering Convention



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

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

FI_200 Financial Overview Student Guide

GL Account Numbering Convention



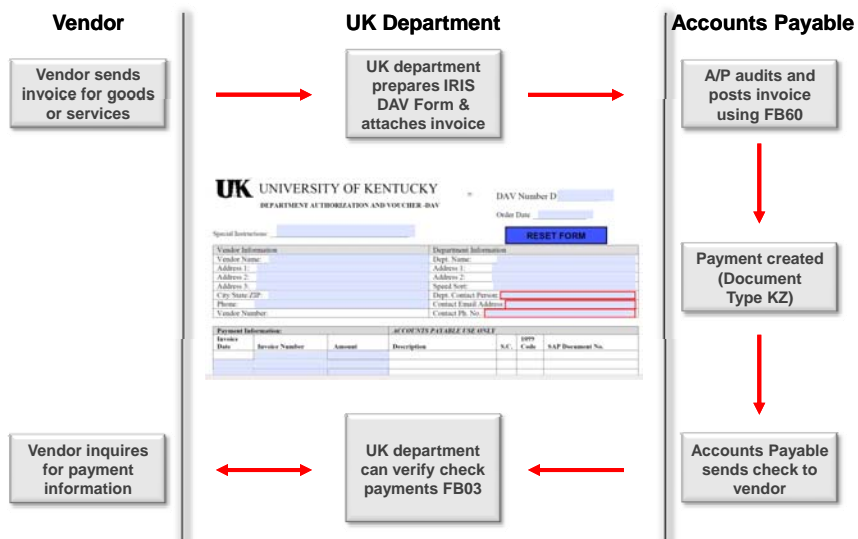
Number	Account Category
40xxxx	Tuition / Fees
41xxxx	Appropriations/ Grants
420xxx 425xxx	Gifts
43xxxx	Investment Income
44xxxx 46xxxx	Sales and Services

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

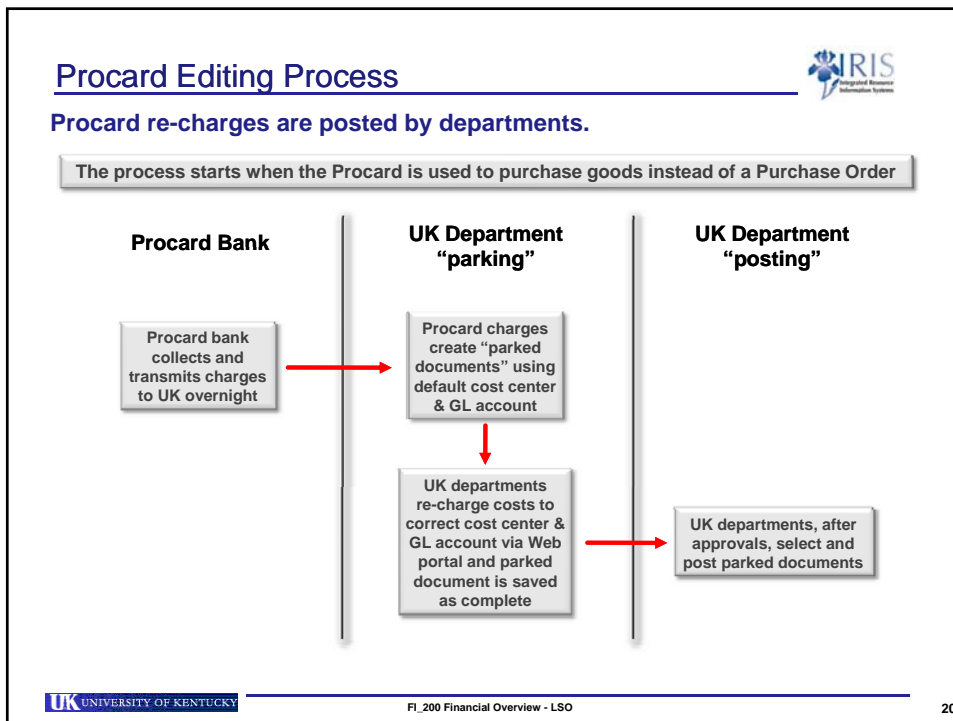
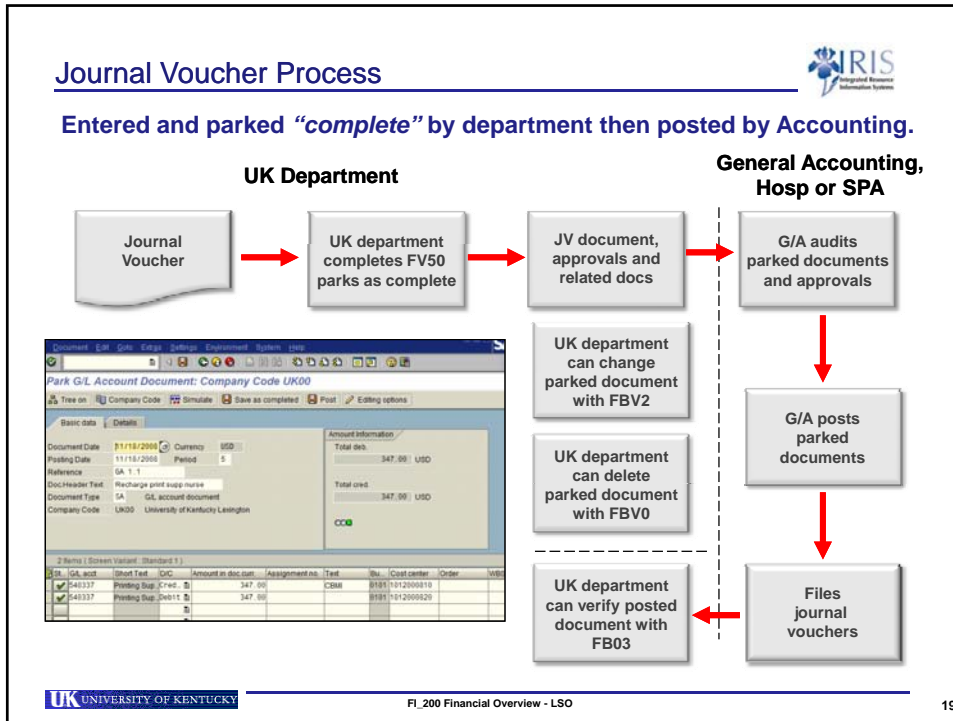
Department Authorization Voucher (DAV) Process



Form sent by department, then entered and posted by Accounts Payable.



FI_200 Financial Overview Student Guide



FI_200 Financial Overview Student Guide

Document Types and Number Ranges



Documents are uniquely identified by a document type and number.

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

Demonstration 2.1



Scenario

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



FI_200 Financial Overview Student Guide

The screenshot shows the SAP Easy Access interface. On the left, the 'Favorites' list is expanded to 'FI_200', where 'S_ALR_87012301 - GL Account Balances' is highlighted. A yellow callout box points to this item with the text: 'From the SAP main menu use transaction code S_ALR_87012301 - GL Account Balance Display'. The 'SAP menu' is also visible, showing categories like Office, Accounting, and Tools. In the center-right, the 'IRIS Integrated Resource Information Systems Training System' logo is displayed, featuring a stylized blue flower.

The screenshot shows the 'G/L Account Balances' transaction screen. A red arrow points to the 'Execute' icon (a blue square with a white play button) in the top toolbar, with a callout box stating: 'After entering the information click the Execute icon.' The main screen contains several input sections:

- G/L account selection:** Chart of accounts (UK00), G/L account (530000), and Company code (UK00). A callout box indicates: 'Enter the Chart of Accounts, GL Accounts range, and Company code fields.'
- Selection using search help:** Search help ID and Search string fields.
- Transaction Figures Selection:** Business area and Currency type fields.
- Further selections:** Reporting Year (2006) and Reporting Period (2). A callout box explains: 'For this demo we will use reporting period 2 of fiscal year 2006. Fiscal years at UK are July 1st (reporting period 1) thru June 30th (reporting period 12) and are know by the year they end. So...reporting period 2 of fiscal year 2006 is actually August 2005.'
- Output control:** Subtotal at Level (1, 5, 7) and checkboxes for Alternative Account Number, Microfiche information, and Separate list.

FI_200 Financial Overview Student Guide

SAP

G/L Account Balances

University of Kentucky
Lexington

G/L Account Balances
per Period 02 2006 in company code UK00

Time 13:12:50 Date
RFSUSAB0/DELUCIA Page

G/L	Short Text	Debit P.02	Credit P.02	Debit P.01 - P.02	Credit P.01 - P.02	Debit Balance	Cre
530011	Travel-In-State Meal	0.00	0.00	200.00	400.00	0.00	
530015	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	
530028	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-NUK	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 Servc-VS	0.00	0.00	400.00	200.00	200.00	
530120	Animal Care Services	138,982.00	66,635.90	217,618.09	66,635.90	150,982.19	
530401	Freight&oth Transpor	0.00	0.00	0.00	0.00	0.00	
530504	Team Travel	0.00	0.00	0.00	0.00	0.00	
* Subtotal 2 0000530		139,982.00	67,635.90	219,218.09	68,235.90	152,182.19	
530021 Misc Expenditures		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 GL Account Balance report for reporting period 2 of fiscal year 2006. It shows:
GL Accounts/names...debit/credit totals for period 2...debit/credit totals for YTD...total debit/credit balance.

FI_200 Financial Overview - LSO S_ALR_87012301 r3trn INS 25

Demonstration 2.2

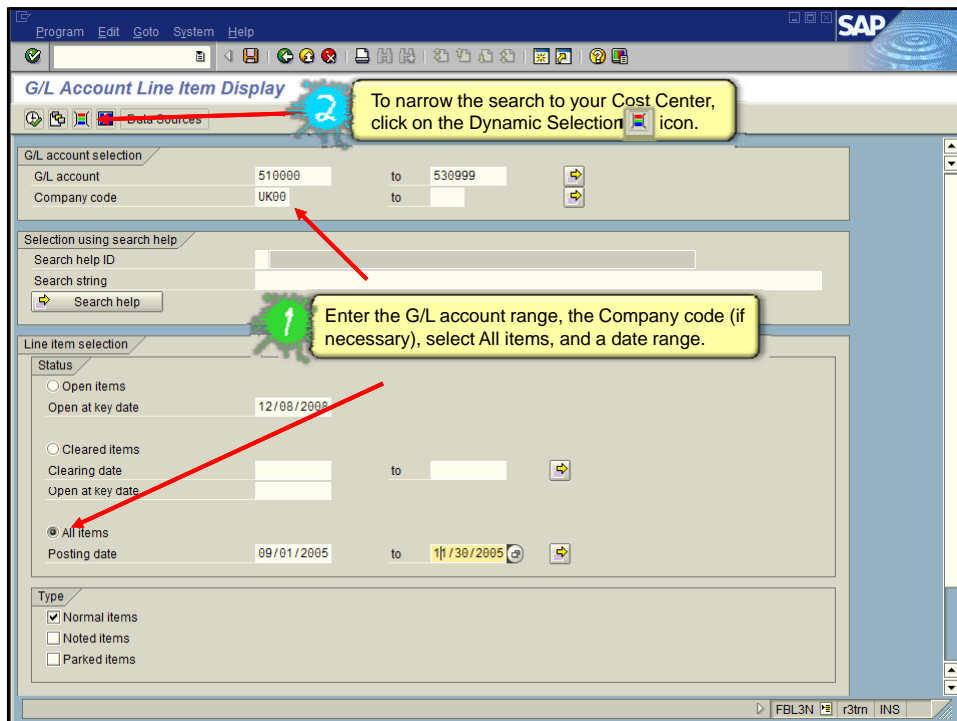


Scenario

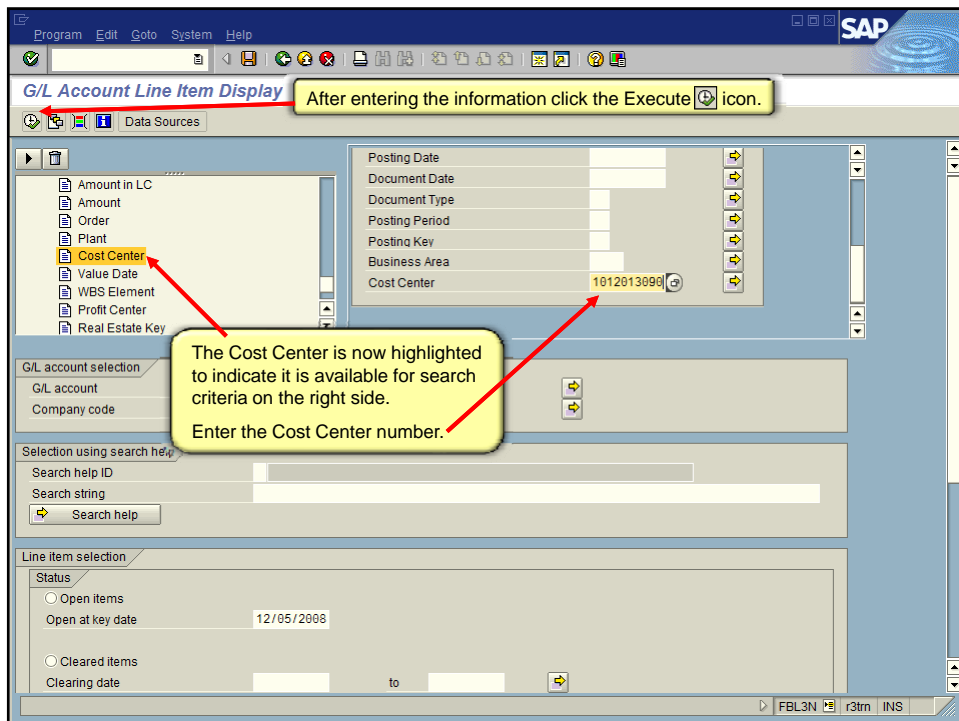
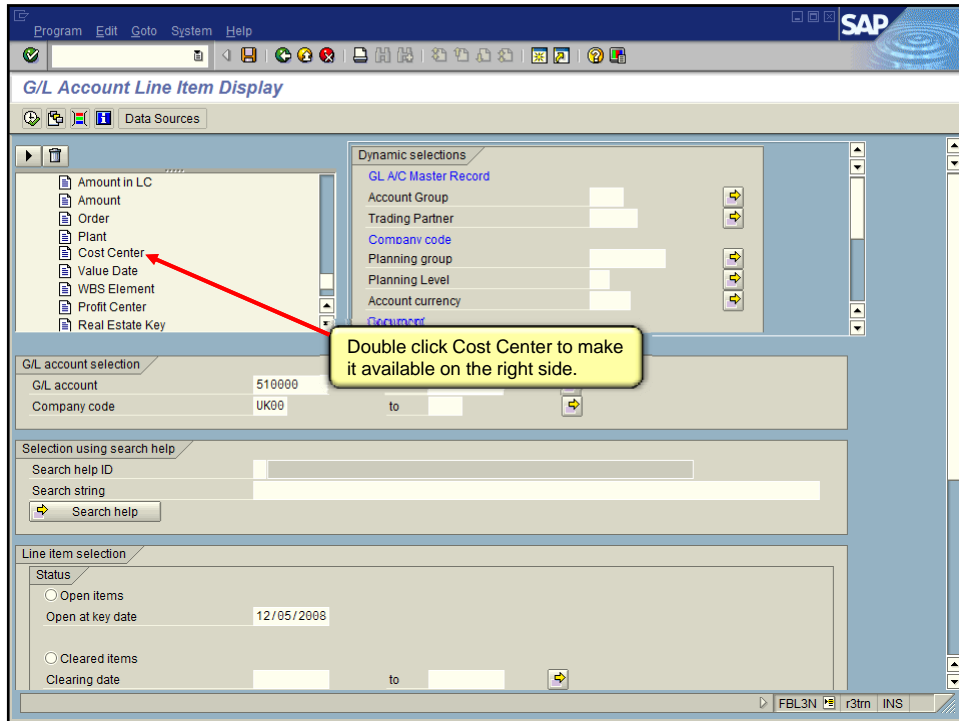
You need to check the details for a particular document for your Cost Center.



FI_200 Financial Overview Student Guide



FI_200 Financial Overview Student Guide



FI_200 Financial Overview Student Guide

1 In the search results, double click a line item to drilldown into the document

2 Use the "sun going over the mountain" (overview) icon to display the document overview.

3 View details about the line item

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
	20051012	100000103	0101	SA	10/12/2005	40	3,657.63	USD			

Item	PK	Account	Account short text	Amount	Cost Ctr	Fund	Assignment	Text
1	50	530033	Trav-Foreign Air-UK	2,204.54-		0226000000	20051012	
2	50	530034	Trav-Foreign Air-NUK	1,410.09-		0226000000	20051012	
3	50	530034	Trav-Foreign Air-NUK	43.00-		0226000000	20051012	
4	40	530034	Trav-Foreign Air-NUK	3,657.63	1012013090	0011002000	20051012	
				0.00				

Unit 2

Check for Understanding

UK UNIVERSITY OF KENTUCKY

FI_200 Financial Overview - LSO

32

FI_200 Financial Overview Student Guide

Exercise 1 – Preparing to Practice



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

Exercise 1 – Preparing to Use the IRIS Training Sandbox



as detailed in the
FI_200 Practice Guide.

Unit 2 Practice



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

Exercise 2.1 – Display GL Totals and Balances – S_ALR_87012301
and

Exercise 2.2 – Display Document Information – FBL3N



as detailed in the
FI_200 Practice Guide.

Unit 3



Funds Management

Funds Management (FM) – Fund Centers



- Funds Management is used to organize and track revenue and expense 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)
 - 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.

FI_200 Financial Overview Student Guide

Fund Master Data

Display Fund: Basic Screen

Long text... | Change history... | Change documents | Classification

FM Area: UK00 University of Kentucky
Fund: 0011030200

Names
Name: COL OF DENTISTRY
Description: COLLEGE OF DENTISTRY

Basic data
Valid from: 01/01/1900 Valid To: 12/31/9999
Fund type: INTERN Internal Fund
Authorization group:

Additional data
Right profile fund:
Customer for fund:
Funds application: 300 Gen Oper (T&A) (UAD)
 Balance update

Additional UK Fund Fields Add UK Endowment fields

Additional UK Common Fields

Research Priority Area:

Business Area: 0101

Class. of Instructional Pgm: 00

Department: 7A000

Loan type:

Cancer Research Match: 0

RCTF Flag:

FI_200 Financial Overview - LSO

37

Funds Center Master Data

Funds Center Display

Period | Long text | Classification | Drilldown | Change document

FM Area: UK00 University of Kentucky
Funds Center: 1011653470
Valid from: 01/01/1900 Valid to:

Basic data | Hierarchy | Address

Names
Name: EDUC DEANS OFF INC
Description: EDUCATION OFFICE OF THE

Basic data
Authorization group:
Company Code:

Person responsible
User name: SAP*
Name: ROSEMARY WATERS

Additional UK Funds Center Attributes

UK Funds Center Master fields

UK Attributes

Funding Category Code: U

Research Priority Area:

Budget Family: 01

F & A Cost Category:

Department: 8G0...

Functional Area: 0110

Discipline:

Cancer Research Match: 0

Sponsored
 Discretionary
 Valid for Payroll

FI_200 Financial Overview - LSO

38

FI_200 Financial Overview Student Guide

IRIS
Integrated Business Information Systems

FM Document Journal Report - FMRP_RFFMEP1AX

Document Journal

Classification Data Sources

Financial Management Area
FM Area UK00

FM Account Assignment

Grant _____ to _____ or Grp _____

Fund _____ to _____ or Grp _____

Funds Center 1012005200 to _____ or Grp _____

Commitment Item _____ to _____ or Grp _____

Variant 000

Functional Area _____ to _____ or Group _____

Funded Program _____ to _____ or Group _____

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

UK UNIVERSITY OF KENTUCKY FI_200 Financial Overview - LSO 39

IRIS
Integrated Business Information Systems

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

RelDocNo	Rfltn	Val type text	Amnt type	Prd	FM pstg d.	Commt bdgt z	Pymnt Bdglt	Commt ite...	Funds Center	Fund	GL Acc	Co Code	Custor
100000096	2	Profit transfer postings	0100	4	10/17/2005		458.75	540308	1012005200	0011020100	540308	UK00	
							458.75	540308					
100000091	2	Parked Documents	0100	4	10/17/2005		550.00	540325	1012005200	0011020100	540325	UK00	
							550.00	540325					
100000093	2	Profit transfer postings	0100	4	10/17/2005		3,259.71	540337	1012005200	0011020100	540337	UK00	
							3,259.71	540337					
7700000471	1	Invoices	0100	3	09/22/2005		595.79	540348	1012005200	0011020100	540348	UK00	
7700000472	1	Invoices	0100	3	09/22/2005		430.80		1012005200	0011020100	540348	UK00	
7700000473	1	Invoices	0100	3	09/22/2005		10.00		1012005200	0011020100	540348	UK00	
7700000474	1	Invoices	0100	3	09/22/2005		10.00		1012005200	0011020100	540348	UK00	
7700002664	1	Invoices	0100	3	09/22/2005		299.99		1012005200	0011020100	540348	UK00	
7700003918	1	Invoices	0100	3	09/22/2005		595.79		1012005200	0011020100	540348	UK00	
7700003920	1	Invoices	0100	3	09/22/2005		430.80		1012005200	0011020100	540348	UK00	
7700003922	1	Invoices	0100	3	09/22/2005		10.00		1012005200	0011020100	540348	UK00	
7700003924	1	Invoices	0100	3	09/22/2005		10.00		1012005200	0011020100	540348	UK00	
7700008327	1	Invoices	0100	3	09/22/2005		299.99		1012005200	0011020100	540348	UK00	
							2,693.16	540348					
							38,848.47						

UK UNIVERSITY OF KENTUCKY FI_200 Financial Overview - LSO 40

FI_200 Financial Overview Student Guide

Demonstration 3.1



Scenario

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



Menu Edit Favorites Extras System Help

SAP

SAP Easy Access

Other menu Create role Assign users Documentation

Favorites

- FI_200
 - S_ALR_87012301 - G/L Account Balances
 - FBL3N - G/L Account Line Items
 - FMSC - Display Funds Center in FM Area**
 - FMRF_RPTMCP1AX - All Postings
 - KSB1 - Cost Centers: Actual Line Items
 - GMGRANTD - Grants Master - Display Only

SAP menu

- Office
- Cross-Application Components
- Logistics
- Accounting
- Human Resources
- Student Lifecycle Management
- Information Systems
- Tools

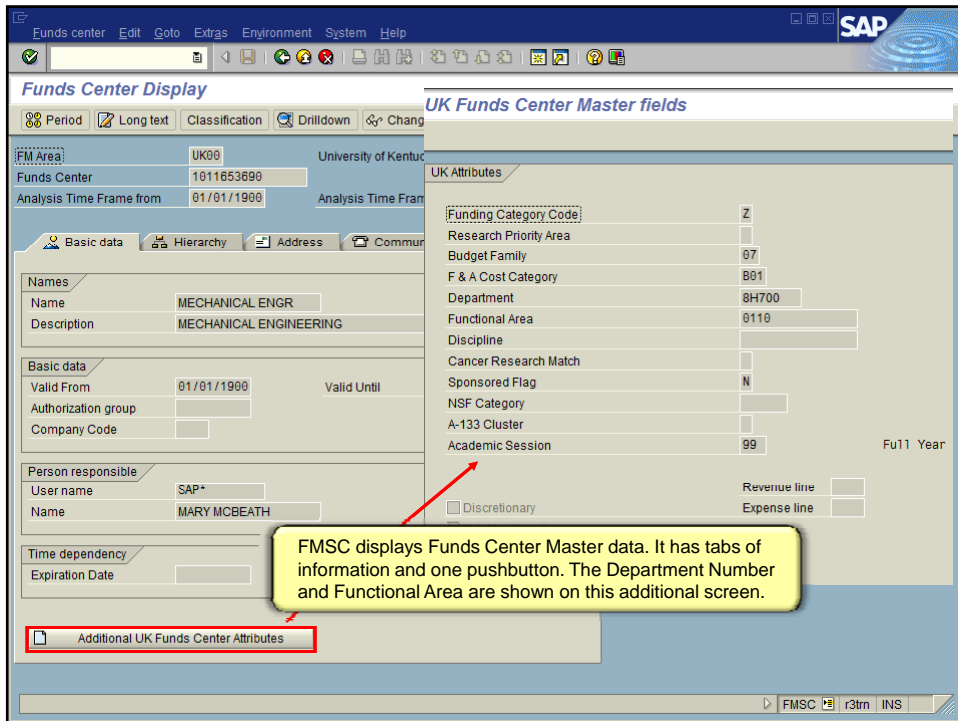
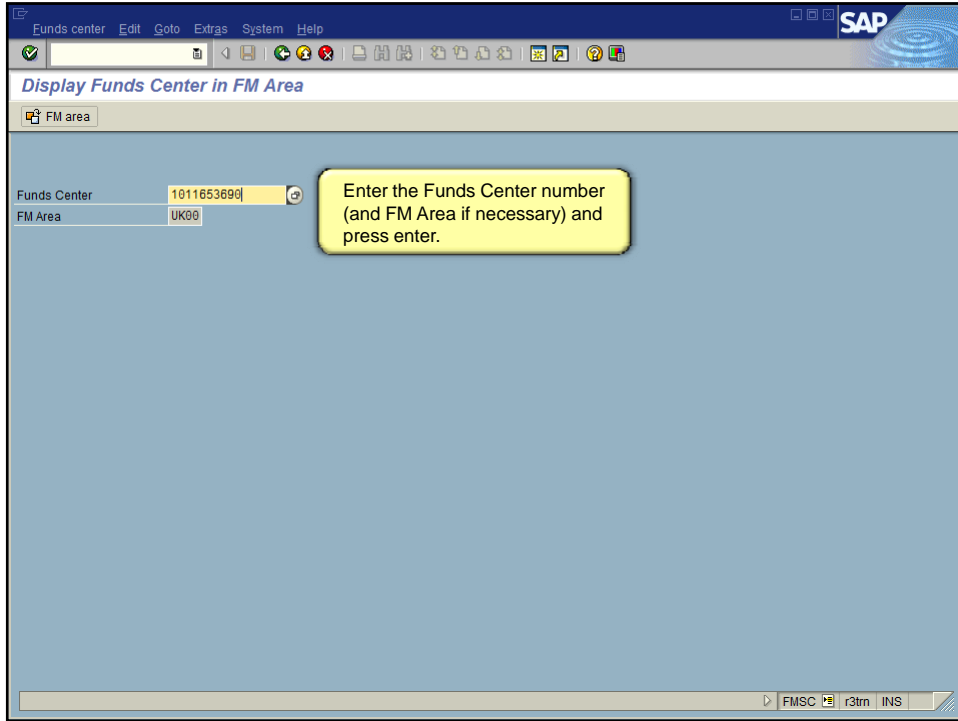
From the SAP main menu use transaction code FMSC - Display Funds Center

IRIS
Integrated Resource
Information Systems

Training System

SESSION_MANAGER | r3trn | INS

FI_200 Financial Overview Student Guide



FI_200 Financial Overview Student Guide

Demonstration 3.2



Scenario

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



From the SAP main menu use transaction code FMRP_RFFMEP1AX - All Postings

IRIS
Integrated Resource
Information Systems
Training System

SESSION_MANAGER | r3trn | INS

FI_200 Financial Overview Student Guide

Document Journal

Classification Data Sources

Financial Management Area

FM Area UK00

FM Account Assignment

Grant to or Group

Fund to or Group

Funds Center 1012005200 to or Group

Commitment Item to or Group

Variant 000

Functional Area to or Group

Funded Program to or Group

Superior FMAAs

Subord. acct assgmts

Commitments/Actuals

Fiscal Year/Period 2006 1 to 2006 12

Optimization of database access

Maximum No. of Hits 500

Cmmts/Act

Value Type to

After entering the information click the Execute icon.

Enter the FM Area if necessary and the Funds Center number.

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.

FMRP_RFFMEP1AX r3trn INS

Document Journal

FM Area UK00

Year commitment item

Commitment item

This is the Document Journal Line Item report.

RefDocNo	Item	Val type text	Amt type	Prd	FM pstg d.	Commnt bdgt	Pymt Bdgt	Cmmt item	Funds Center	Fund	G/L Acc	CoCode	Custc
100000069	1	Invoices	0100	3	09/27/2005		100.00	512041	1012005200	0226000000	512041	UK00	
100000070				3			100.00	512041	1012005200	0226000000	512041	UK00	
100000071				3			4,500.00	512041	1012005200	0226000000	512041	UK00	
100000072				3			10,000.00	512041	1012005200	0226000000	512041	UK00	
100000075				3	09/29/2005		300.00	512041	1012005200	0226000000	512041	UK00	
1900000046	2			3	09/27/2005		12,000.00	512041	1012005200	0226000000	512041	UK00	
1900000047				3			3,000.00	512041	1012005200	0226000000	512041	UK00	
7700000471	1			3	09/22/2005		595.79	540348	1012005200	0011020100	540348	UK00	
7700000472				3			430.80	540348	1012005200	0011020100	540348	UK00	
7700000473				3			10.00	540348	1012005200	0011020100	540348	UK00	
7700000474				3			10.00	540348	1012005200	0011020100	540348	UK00	
7700002664				3			299.99	540348	1012005200	0011020100	540348	UK00	
7700003918				3			595.79	540348	1012005200	0011020100	540348	UK00	
7700003920				3			430.80	540348	1012005200	0011020100	540348	UK00	
7700003922				3			10.00	540348	1012005200	0011020100	540348	UK00	
7700003924				3			10.00	540348	1012005200	0011020100	540348	UK00	
7700008327				3			299.99	540348	1012005200	0011020100	540348	UK00	
100000091	2	Parked Documents		4	10/17/2005		550.00	540325	1012005200	0011020100	540325	UK00	
100000068	1	Profit transfer postings		3	09/27/2005		1.00	512041	1012005200	0226000000	512041	UK00	
100000073				3			1,200.00	512041	1012005200	0226000000	512041	UK00	

FMRP_RFFMEP1AX r3trn INS

FI_200 Financial Overview Student Guide

Document Journal

FM Area UK00
Year commitment item
Commitment item

RefDocNo	Item	Val type text	Amt type	Prd	FM pstg d.	Commnt bdgt	Pymt Bdg	Cmmt itm	Funds Center	Fund	GL Acc	CoCode	Cust
10000069	1	Invoices	0100	3	09/27/2005		100.00	512041	1012005200	0226000000	512041	UK00	
10000070				3			100.00	512041	1012005200	0226000000	512041	UK00	
10000071				3			4,500.00	512041	1012005200	0226000000	512041	UK00	
10000072				3			10,000.00	512041	1012005200	0226000000	512041	UK00	
10000075				3	09/29/2005		300.00	512041	1012005200	0226000000	512041	UK00	
1900000046	2			3	09/27/2005		12,000.00	512041	1012005200	0226000000	512041	UK00	
1900000047				3			3,000.00	512041	1012005200	0226000000	512041	UK00	
7700000471	1			3	09/22/2005		595.79	540348	1012005200	0011020100	540348	UK00	
7700000472				3			430.80	540348	1012005200	0011020100	540348	UK00	
7700000473				3			10.00	540348	1012005200	0011020100	540348	UK00	
7700000474				3			10.00	540348	1012005200	0011020100	540348	UK00	
7700002664				3			299.99	540348	1012005200	0011020100	540348	UK00	
7700003918				3			595.79	540348	1012005200	0011020100	540348	UK00	
7700003920				3			430.80	540348	1012005200	0011020100	540348	UK00	
7700003922				3			10.00	540348	1012005200	0011020100	540348	UK00	
7700003924				3			10.00	540348	1012005200	0011020100	540348	UK00	
7700008327				3			299.99	540348	1012005200	0011020100	540348	UK00	
100000091	2	Parked Documents		4	10/17/2005		550.00	540325	1012005200	0011020100	540325	UK00	
100000068	1	Profit transfer postings		3	09/27/2005		1.00	512041	1012005200	0226000000	512041	UK00	
100000073				3			1,200.00	512041	1012005200	0226000000	512041	UK00	

Document Journal

FM Area UK00
Year commitment item
Commitment item

RefDocNo	Item	Val type text	Amt ty...	Prd	FM pstg d.	Commnt bdgt	Pymt B...	Cmmt itm...	Funds Center	Fund	GL Acc	CoCode	Cust
7700000472	1	Invoices	0100	3	09/22/2005		430.80	540348	1012005200	0011020100	540348	UK00	
7700000473				3			10.00	540348	1012005200	0011020100	540348	UK00	
7700000474				3			10.00	540348	1012005200	0011020100	540348	UK00	
7700002664				3			299.99	540348	1012005200	0011020100	540348	UK00	
7700003918				3			595.79	540348	1012005200	0011020100	540348	UK00	
7700003920				3			430.80	540348	1012005200	0011020100	540348	UK00	
7700003922				3			10.00	540348	1012005200	0011020100	540348	UK00	
7700003924				3			10.00	540348	1012005200	0011020100	540348	UK00	
7700008327				3			299.99	540348	1012005200	0011020100	540348	UK00	
100000091	2	Parked Documents		4	10/17/2005		550.00	540325	1012005200	0011020100	540325	UK00	
100000068	1	Profit transfer postings		3	09/27/2005		1.00	512041	1012005200	0226000000	512041	UK00	
100000073				3			1,200.00	512041	1012005200	0226000000	512041	UK00	
100000074	1			3			500.00	512041	1012005200	0226000000	512041	UK00	
100000093	2			4	10/17/2005		3,259.71	540337	1012005200	0011020100	540337	UK00	
100000094				4			375.00	530017	1012005200	0011020100	530017	UK00	
	3			4			375.00	530017	1012005200	0011020100	530017	UK00	
100000095	2			4			635.85	530015	1012005200	0011020100	530015	UK00	
100000096				4			458.75	540308	1012005200	0011020100	540308	UK00	
							= 38,84...						

FI_200 Financial Overview Student Guide

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

RefDocNo	Rfltm	Val.type	text	Amnt.type	Prd	FM pstg d.	Commt bdtgt	z	Pymt B.	Cmmt ite.	Funds Center	Fund	GL	CoCode	Cust
100000073	1	Profit transfer postings		0100	3	09/27/2005			1,200.00	512041	1012005200	0226000000	512041	UK00	
100000073	2	Profit transfer postings		0100	3	09/27/2005			1,200.00	512041	1012005200	0226000000		UK00	
100000074	1	Profit transfer postings		0100	3	09/27/2005			500.00	512041	1012005200	0226000000		UK00	
													30.50...	512...	
100000095	2	Profit transfer postings		0100	4	10/17/2005			635.85	530015	1012005200	0011020100	530015	UK00	
													635.85	530...	
100000094	2	Profit transfer postings		0100	4	10/17/2005			375.00	530017	1012005200	0011020100	530017	UK00	
100000094	3	Profit transfer postings		0100	4	10/17/2005			375.00	530017	1012005200	0011020100		UK00	
													750.00	530...	
100000096	2	Profit transfer postings		0100	4	10/17/2005			458.75	540308	1012005200	0011020100	540308	UK00	
													458.75	540...	
100000091	2	Parked Documents		0100	4	10/17/2005			550.00	540325	1012005200	0011020100	540325	UK00	
													550.00	540...	
100000093	2	Profit transfer postings		0100	4	10/17/2005			3,259.71	540337	1012005200	0011020100	540337	UK00	
													3,259.71	540...	
7700000471	1	Invoices		0100	3	09/22/2005			595.79	540348	1012005200	0011020100	540348	UK00	
7700000472	1	Invoices		0100	3	09/22/2005			430.80	540348	1012005200	0011020100		UK00	
7700000473	1	Invoices		0100	3	09/22/2005			10.00	540348	1012005200	0011020100		UK00	
7700000474	1	Invoices		0100	3	09/22/2005			10.00	540348	1012005200	0011020100		UK00	
7700002664	1	Invoices		0100	3	09/22/2005			299.99	540348	1012005200	0011020100		UK00	

To sub-total by Fund, identify the column by clicking once on the column header and then click on the Sub-Total icon.

RefDocNo	Rfltm	Val.type	text	Amnt.type	Prd	FM pstg d.	Commt bdtgt	z	Pymt B.	Cmmt ite.	Funds Center	Fund	GL	CoCode	Cust
100000073	1	Profit transfer postings		0100	3	09/27/2005			1,200.00	512041	1012005200	0226000000	512041	UK00	
100000073	2	Profit transfer postings		0100	3	09/27/2005			1,200.00	512041	1012005200	0226000000		UK00	
100000074	1	Profit transfer postings		0100	3	09/27/2005			500.00	512041	1012005200	0226000000		UK00	
													30.50...	512...	
100000095	2	Profit transfer postings		0100	4	10/17/2005			635.85	530015	1012005200	0011020100	530015	UK00	
													635.85	530...	
100000094	2	Profit transfer postings		0100	4	10/17/2005			375.00	530017	1012005200	0011020100	530017	UK00	
100000094	3	Profit transfer postings		0100	4	10/17/2005			375.00	530017	1012005200	0011020100		UK00	
													750.00	530...	
100000096	2	Profit transfer postings		0100	4	10/17/2005			458.75	540308	1012005200	0011020100	540308	UK00	
													458.75	540...	
100000091	2	Parked Documents		0100	4	10/17/2005			550.00	540325	1012005200	0011020100	540325	UK00	
													550.00	540...	
100000093	2	Profit transfer postings		0100	4	10/17/2005			3,259.71	540337	1012005200	0011020100	540337	UK00	
													3,259.71	540...	
7700000471	1	Invoices		0100	3	09/22/2005			595.79	540348	1012005200	0011020100	540348	UK00	
7700000472	1	Invoices		0100	3	09/22/2005			430.80	540348	1012005200	0011020100		UK00	
7700000473	1	Invoices		0100	3	09/22/2005			10.00	540348	1012005200	0011020100		UK00	
7700000474	1	Invoices		0100	3	09/22/2005			10.00	540348	1012005200	0011020100		UK00	
7700002664	1	Invoices		0100	3	09/22/2005			299.99	540348	1012005200	0011020100		UK00	

FI_200 Financial Overview Student Guide

Document Journal

FM Area UK00
Year commitment item
Commitment item

The report is now totaled by the Payment Budget column and sub-totaled by Fund.

RefDocNo	Rfltrn	Val.type text	Amnt type	Prd	FM pstg d.	Commt bdgtr	Pymt B.	Cmmt ite.	Funds Center	Fund	GL Acc	CoCode	Cust
7700000473	1	Invoices	0100	3	09/22/2005		10.00	540348	1012005200	0011020100	540348	UK00	
7700000474	1	Invoices	0100	3	09/22/2005		10.00	540348	1012005200		540348	UK00	
7700002664	1	Invoices	0100	3	09/22/2005		299.99	540348	1012005200		540348	UK00	
7700003918	1	Invoices	0100	3	09/22/2005		595.79	540348	1012005200		540348	UK00	
7700003920	1	Invoices	0100	3	09/22/2005		430.80	540348	1012005200		540348	UK00	
7700003922	1	Invoices	0100	3	09/22/2005		10.00	540348	1012005200		540348	UK00	
7700003924	1	Invoices	0100	3	09/22/2005		10.00	540348	1012005200		540348	UK00	
7700008327	1	Invoices	0100	3	09/22/2005		299.99	540348	1012005200		540348	UK00	
= 8,347...										0011020100			
100000069	1	Invoices	0100	3	09/27/2005		100.00	512041	1012005200	0226000000	512041	UK00	
100000070	1	Invoices	0100	3	09/27/2005		100.00	512041	1012005200		512041	UK00	
100000071	1	Invoices	0100	3	09/27/2005		4,500.00	512041	1012005200		512041	UK00	
100000072	1	Invoices	0100	3	09/27/2005		10,000.00	512041	1012005200		512041	UK00	
100000075	1	Invoices	0100	3	09/29/2005		300.00	512041	1012005200		512041	UK00	
1900000046	2	Invoices	0100	3	09/27/2005		12,000.00	512041	1012005200		512041	UK00	
1900000047	2	Invoices	0100	3	09/27/2005		3,000.00	512041	1012005200		512041	UK00	
100000068	1	Profit transfer postings	0100	3	09/27/2005		1.00	512041	1012005200		512041	UK00	
100000073	1	Profit transfer postings	0100	3	09/27/2005		1,200.00	512041	1012005200		512041	UK00	
100000073	2	Profit transfer postings	0100	3	09/27/2005		1,200.00	512041	1012005200		512041	UK00	
100000074	1	Profit transfer postings	0100	3	09/27/2005		500.00	512041	1012005200		512041	UK00	

FMRP_RFFMEP1AX r3trn INS

Document Journal

FM Area UK00
Year commitment item
Commitment item

The report layout can be changed by clicking on the Change Layout icon.

RefDocNo	Rfltrn	Val.type text	Amnt type	Prd	FM pstg d.	Commt bdgtr	Pymt B.	Cmmt ite.	Funds Center	Fund	GL Acc	CoCode	Cust
7700000473	1	Invoices	0100	3	09/22/2005		10.00	540348	1012005200	0011020100	540348	UK00	
7700000474	1	Invoices	0100	3	09/22/2005		10.00	540348	1012005200		540348	UK00	
7700002664	1	Invoices	0100	3	09/22/2005		299.99	540348	1012005200		540348	UK00	
7700003918	1	Invoices	0100	3	09/22/2005		595.79	540348	1012005200		540348	UK00	
7700003920	1	Invoices	0100	3	09/22/2005		430.80	540348	1012005200		540348	UK00	
7700003922	1	Invoices	0100	3	09/22/2005		10.00	540348	1012005200		540348	UK00	
7700003924	1	Invoices	0100	3	09/22/2005		10.00	540348	1012005200		540348	UK00	
7700008327	1	Invoices	0100	3	09/22/2005		299.99	540348	1012005200		540348	UK00	
= 8,347...										0011020100			
100000069	1	Invoices	0100	3	09/27/2005		100.00	512041	1012005200	0226000000	512041	UK00	
100000070	1	Invoices	0100	3	09/27/2005		100.00	512041	1012005200		512041	UK00	
100000071	1	Invoices	0100	3	09/27/2005		4,500.00	512041	1012005200		512041	UK00	
100000072	1	Invoices	0100	3	09/27/2005		10,000.00	512041	1012005200		512041	UK00	
100000075	1	Invoices	0100	3	09/29/2005		300.00	512041	1012005200		512041	UK00	
1900000046	2	Invoices	0100	3	09/27/2005		12,000.00	512041	1012005200		512041	UK00	
1900000047	2	Invoices	0100	3	09/27/2005		3,000.00	512041	1012005200		512041	UK00	
100000068	1	Profit transfer postings	0100	3	09/27/2005		1.00	512041	1012005200		512041	UK00	
100000073	1	Profit transfer postings	0100	3	09/27/2005		1,200.00	512041	1012005200		512041	UK00	
100000073	2	Profit transfer postings	0100	3	09/27/2005		1,200.00	512041	1012005200		512041	UK00	
100000074	1	Profit transfer postings	0100	3	09/27/2005		500.00	512041	1012005200		512041	UK00	

FMRP_RFFMEP1AX r3trn INS

FI_200 Financial Overview Student Guide

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.

RefDocNo	Rftrm	Fund	GL Acc	CoCode	Cust
770000473	1	0011020100	540348	UK00	
770000474	1		540348	UK00	
7700002664	1		540348	UK00	
7700003918	1		540348	UK00	
7700003920	1		540348	UK00	
7700003922	1		540348	UK00	
7700003924	1		540348	UK00	
7700008327	1		540348	UK00	
100000069	1				
100000070	1				
100000071	1				
100000072	1				
100000075	1				
1900000046	2				
1900000047	2				
100000068	1				
100000073	1				
100000073	2				
100000074	1				

Unit 3

Check for Understanding

UK UNIVERSITY OF KENTUCKY

FI_200 Financial Overview - LSO

56

FI_200 Financial Overview Student Guide

Unit 3 Practice



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

*Exercise 3.1 – Display a Funds Center – FMSC
and*

Exercise 3.2 – Document Journal Line Item Report – FMRP_RFFMEP1AX



as detailed in the
FI_200 Practice Guide.

Unit 4



Controlling

Controlling (CO)



- The Controlling 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, DAVs)

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.
- 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



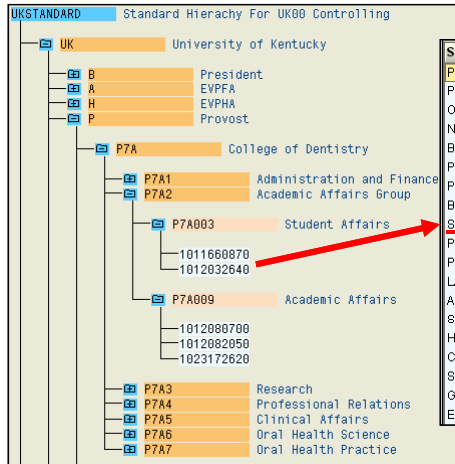
FI_200 Financial Overview Student Guide

CO Master Data – Cost Centers



Cost Center Hierarchy

Cost Centers



Short text	Language	COAr	CoCd	CCIC	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

Demonstration 4.1

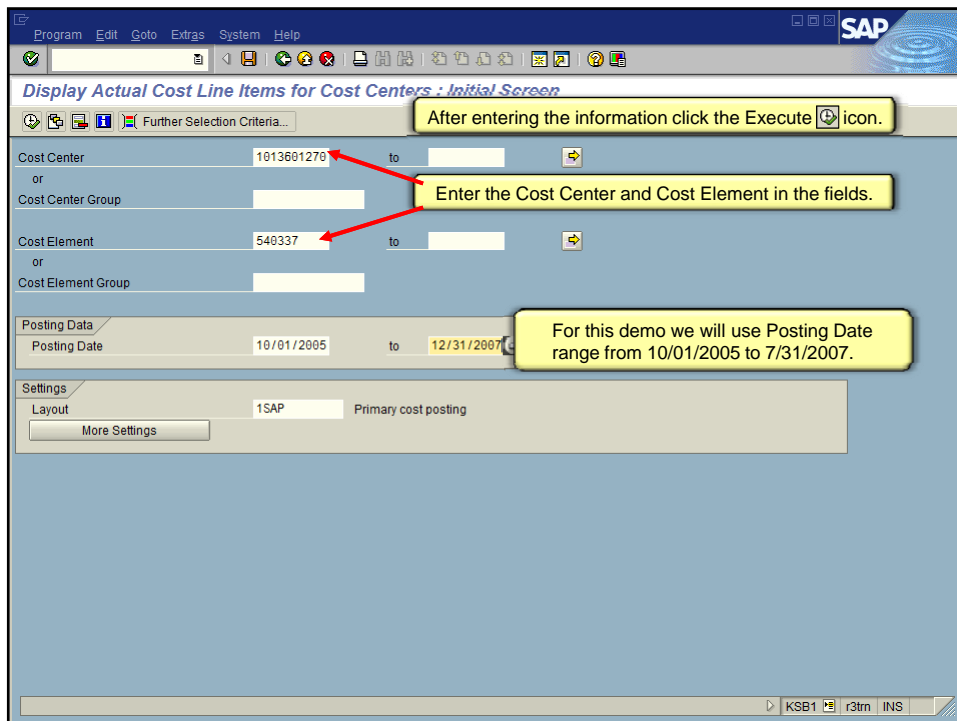
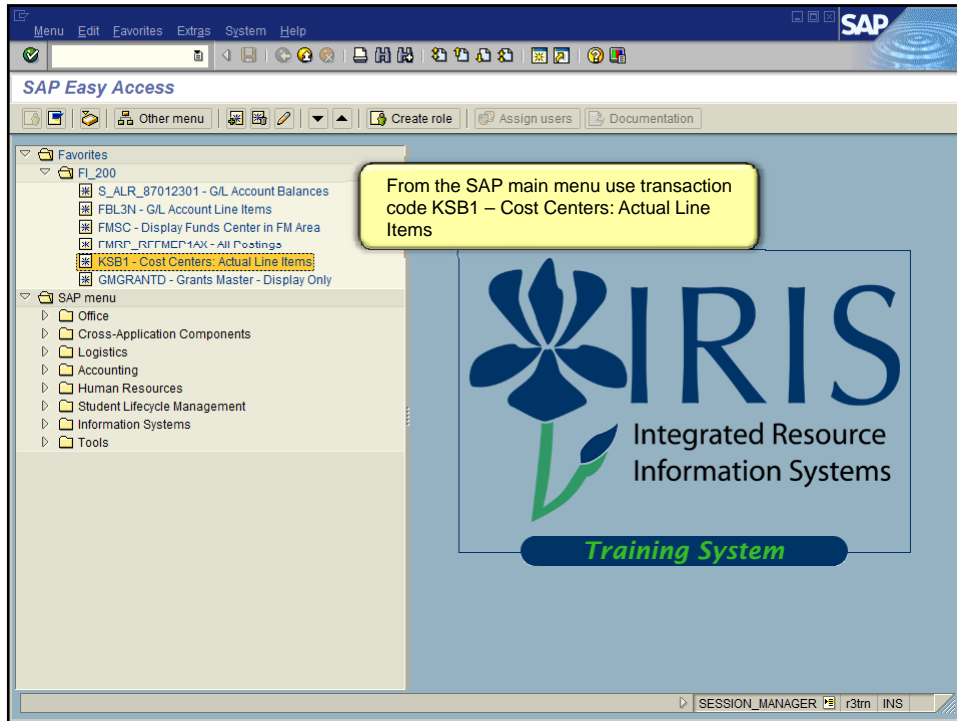


Scenario

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



FI_200 Financial Overview Student Guide



FI_200 Financial Overview Student Guide

Layout 1SAP Primary cost posting
 Cost Center 1013601270 INTELLIGENT SENS/CS
 Report currency USD US Dollar

Cost Elem.	Cost element name	z	Val.in rep. cur.	Total quantity P...	Offst. acct	Name of offsetting account
540337	Printing Supplies		3,259.71		S 540337	Printing Supplies
Cost Center 1013601270 INTELLIGENT SENS/CS			3,259.71			
**			3,259.71			

This shows the Cost Element 540337 (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.

Display Actual Cost Line Items for Cost Centers : Initial Screen

Further Selection Criteria...

Cost Center 1013601270 to []
 or
 Cost Center Group []

Cost Element [] to []
 or
 Cost Element Group []

Posting Data
 Posting Date 10/01/2005 to 12/31/2007

Settings
 Layout 1SAP Primary cost posting
 More Settings

After entering the information click the Execute icon.

Leave the Cost Center and remove the Cost Element in the fields.

NOTE: By leaving the Cost Element blank you are not restricting the report to just the one GL account.

FI_200 Financial Overview Student Guide

SAP

Display Actual Cost Line Items for Cost Centers

Document Master Record


Layout 1SAP Primary cost posting
 Cost Center 1013601270 INTELLIGENT SENS/CS
 Report currency USD US Dollar

Cost Elem.	Cost element name	z	Val.in.rep.cur	Total quantity P...	Offst.acct	Name of offsetting account
530015	Travel-IS Mileage		635.85		S 530015	Travel-IS Mileage
530017	Travel-IS Conference		750.00		S 530017	Travel-IS Reg Fees
540337	Printing Supplies		3,259.71		S 540337	Printing Supplies
Cost Center 1013601270 INTELLIG...			4,645.56			
			**			4,645.56-

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.

kSB1 r3tm INS

IRIS
 Integrated Business
 Information Systems



Unit 4

Check for Understanding

UK UNIVERSITY OF KENTUCKY

FI_200 Financial Overview - LSO

68

FI_200 Financial Overview Student Guide

Unit 4 Practice



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

Exercise 4.1 – Display Actual Cost Line Items – KSB1



as detailed in the
FI_200 Practice Guide.

Unit 5



Grants Management

FI_200 Financial Overview Student Guide

Grants Management



- Used to plan and record all funding related to Sponsored projects and Federal Ag appropriations.
- Integrated with other modules via Master data.
 - ♦ Posting 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

GM Master Data – Grant Master & Group



Display Grant Group: Structure

ASC_HATCH	ASC Hatch project
-2353026000	Animal and Food Science Hatch project 1
-2353036000	ASC Hatch Project 2
-353046000	ASC Hatch project 3

FI_200 Financial Overview Student Guide

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

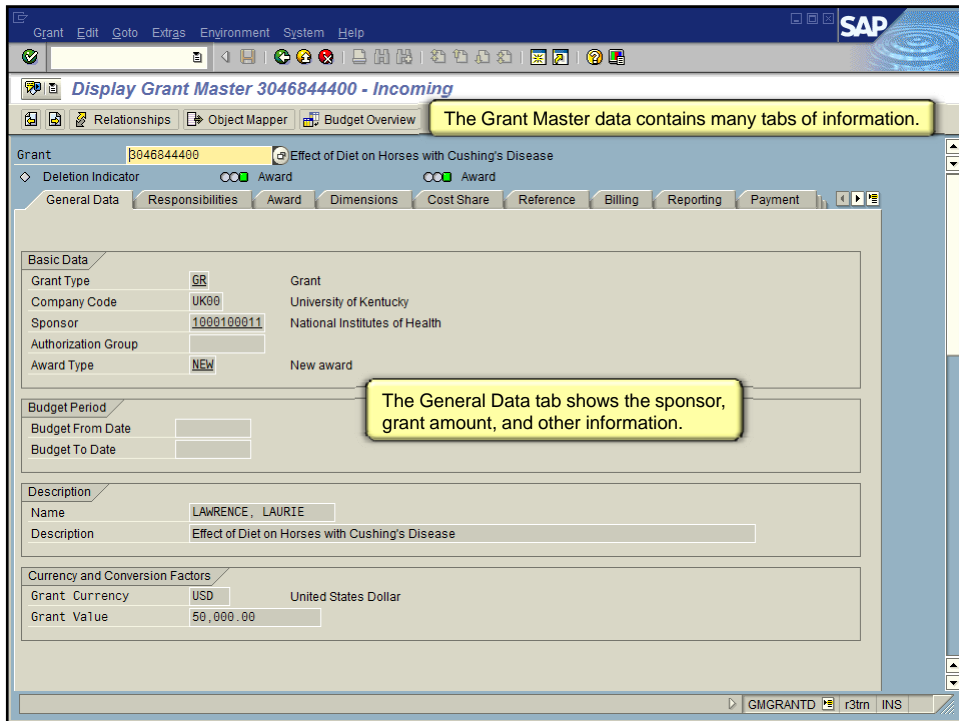
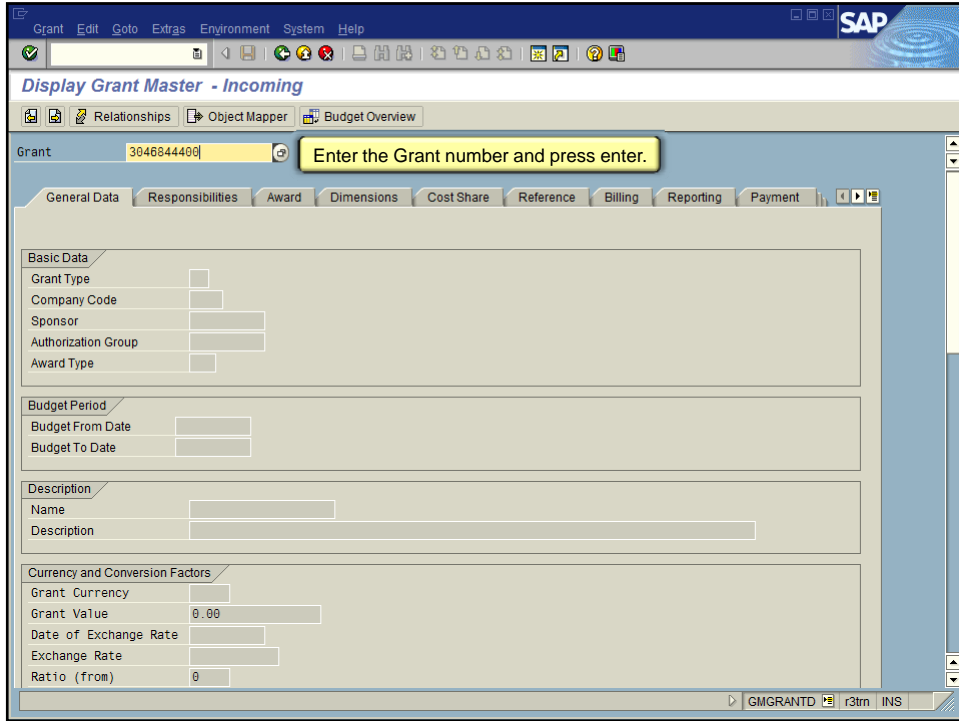


From the SAP main menu use transaction code GMGRANTD - Grants Master - Display Only

IRIS
Integrated Resource
Information Systems
Training System

SESSION_MANAGER | r3trn | INS

FI_200 Financial Overview Student Guide



FI_200 Financial Overview Student Guide

Grant: 3046844400 Effect of Diet on Horses with Cushing's Disease

Deletion Indicator: Award Award

Payment Overhead Costs Overhead Cost Limits Overhead Cost Refund Budget Posting F & A Address

F & A Info

Cost Recovery
 Overhead Base
 F & A Cost Category

On-Campus
 Full Rate

SPA

Valid from Date: 10/01/2004
 Valid to Date: 09/30/2006

History

Last Modified by: SSP0N1 Created by: SSP0N1
 Last Modified on: 10/03/2005 Created on: 09/26/2005
 Last Modified at: 17:05:52 Created at: 16:11:50
 Copied from:

The F & A tab shows the validity dates, and other information.

Grant: 3046844400 Effect of Diet on Horses with Cushing's Disease

Deletion Indicator: Award Award

General Data Responsibilities Award Dimensions Cost Share Reference Billing Reporting Payment

Financing Sources

Fund	IDC Recovery	Cost Sharing	Prog Income	GM Fund Type	Description
0011092100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INTERNAL	RES UKRF
0226000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Sponsored Programs


Sponsored Program	Program Description	Valid from	Default
81070-0220	ANIMAL SCIENCE - RESEARCH		<input type="checkbox"/>
P7A0005 - RESEARCH	DENT RES & GRAD STUDIES - RES	01/01/1950	<input checked="" type="checkbox"/>


Sponsored Classes

Sponsored Class	Class Type	IDC Relevant	Sponsored Class Description	Valid from	Default
E550000	E Expense	<input type="checkbox"/>	EQUIPMENT	01/01/1950	<input checked="" type="checkbox"/>
E590020	E Expense	<input type="checkbox"/>			<input type="checkbox"/>
R415000	R Revenue	<input type="checkbox"/>	FEDERAL DIRECT REVENUE		<input type="checkbox"/>

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.






Unit 5

Check for Understanding


 FI_200 Financial Overview - LSO 79

Unit 5 Practice




**To practice the transaction(s) discussed
in this unit, refer to:**

Exercise 5.1 – Display a Grant – GMGRANTD



**as detailed in the
FI_200 Practice Guide.**

 FI_200 Financial Overview - LSO 80

Unit 6



Unit 6 – Business Warehouse Reporting

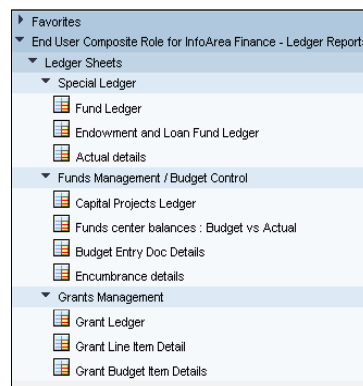
BW Web Reporting



Business Warehouse is the current solution for IRIS reporting.

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

As with other IRIS modules, the Business Warehouse implementation will occur in phases.



FI_200 Financial Overview Student Guide

Business Warehouse Courses for End-users



BEX_300 Business Warehouse: BEx-Web

This course is intended to familiarize users with the SAP Business Information Warehouse (BW): Business Explorer Web Application (BEx-Web) environment.

BEX_305 SAP BW: Business Explorer-Analyzer for Power Users

This course is intended to familiarize users with the SAP Business Information Warehouse (BW): Business Explorer-Analyzer (BEx-Analyzer). After attending this class, participants should be able to create, run, modify, and save BEx Queries in the production environment. Participants must pass a skills test to obtain the Power User Role in Production.

BEX_SLCM_300, Campus Management BW Web Reporting

The course will cover the same content as the regular BEX_300 course, but will be geared to CM users. Selected CM data will be used in queries in the class.

This is only a partial listing...additional course are available.

Fund Center Balances – Budget vs Actual



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	\$ 55,698.00	\$ 13,924.50	\$ 4,641.50	\$ 18,566.00
	512021 Admini-Regular FT	\$ 40,478.00	\$ 40,478.00	\$ 10,119.51	\$ 3,373.17	\$ 13,492.68
	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	\$ 108,100.00	\$ 108,100.00	\$ 34,617.54	\$ 13,983.05	\$ 48,600.59
	513110 Stud-Non/Work Study			\$ 3,287.14	\$ 1,002.71	\$ 4,289.85
	515015 Budget Hospital OT	\$ 20,000.00	\$ 20,000.00			
	515016 Over Time			\$ 4,795.27	\$ 2,736.08	\$ 7,531.35
	519000 PassThru Salary&Wage			\$ 7,628.41	\$ 38,782.18	\$ 46,410.59
	520000 Budget Pool Benefit	\$ 58,658.00	\$ 58,658.00			
	520010 Empl Health Coverage			\$ 3,655.98	\$ 1,248.44	\$ 4,904.42
	520012 Employee Life Insura			\$ 28.01	\$ 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			\$ 796.49	\$ 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

FI_200 Financial Overview Student Guide

Course Summary



- You understand:
 - ◆ FI, FM, GM, and CO Master Data
 - ◆ Posting to AP and GL
 - ◆ UK account structure
- You are now able to:
 - ◆ Display FM, CO, and GM Master Data
 - ◆ View Document Information
 - ◆ Generate FI, FM, and CO Reports



Course Completion Instructions



- To complete this course:
 1. Click on the **Attachments** link () in the upper-right corner of this screen
 2. Click on the **QRC Course Completion** link (the QRC will open in a separate browser window)
 3. Print the QRC
 4. Follow all of the instructions listed
- Email IRISTraining@email.uky.edu with any questions or issues.