UNIVERSITY OF TORONTO

Work Instruction

Funds Center Groups

FM_SETS_FIC TR1, FM_SETS_FIC TR2, FM_SETS_FIC TR3

When to Use

Use this procedure to create, change or display Funds Center Groups.

Steps

- Print the Funds Center Hierarchy report, for all Funds Centers located below the parent Funds Center. A QRG on how to do this can be found at the following link: http://www.finance.utoronto.ca/fast/qrg/rptmd/fmlist/fchierarchy.htm
- Review and plan the Funds Center Groups required to meet reporting needs.
- Create, change and/or display Funds Center Groups in FIS.

Menu Path

Use the appropriate menu path(s) to begin the transaction:

- **CREATE** Funds Center Group (FM_SETS_FICTR1):
  Accounting ➜ Funds Management ➜ Master Data ➜ Funds Center ➜ Funds Center Group ➜ Create
- **CHANGE** Funds Center Group (FM_SETS_FICTR2):
  Accounting ➜ Funds Management ➜ Master Data ➜ Funds Center ➜ Funds Center Group ➜ Change
- **DISPLAY** Funds Center Group (FM_SETS_FICTR3):
  Accounting ➜ Funds Management ➜ Master Data ➜ Funds Center ➜ Funds Center Group ➜ Display

Transaction Code

FM_SETS_FICTR1, FM_SETS_FICTR2, FM_SETS_FICTR3

Helpful Hints

- To facilitate identification of Funds Center Groups, it is recommended that standard identifiers are used in the Funds Center Group name, e.g. UTM.
- Although the matchcode search functionality is available, it may be useful to have a copy of the departmental hierarchy on hand if including several Funds Centers in a group. The Funds Center hierarchy reference guide may be found at: http://www.finance.utoronto.ca/fast/qrg/rptmd/fmlist/fchierarchy.htm
- Only authorized Funds Centers are available for use.

Detailed Procedure

1. Select one of the following:

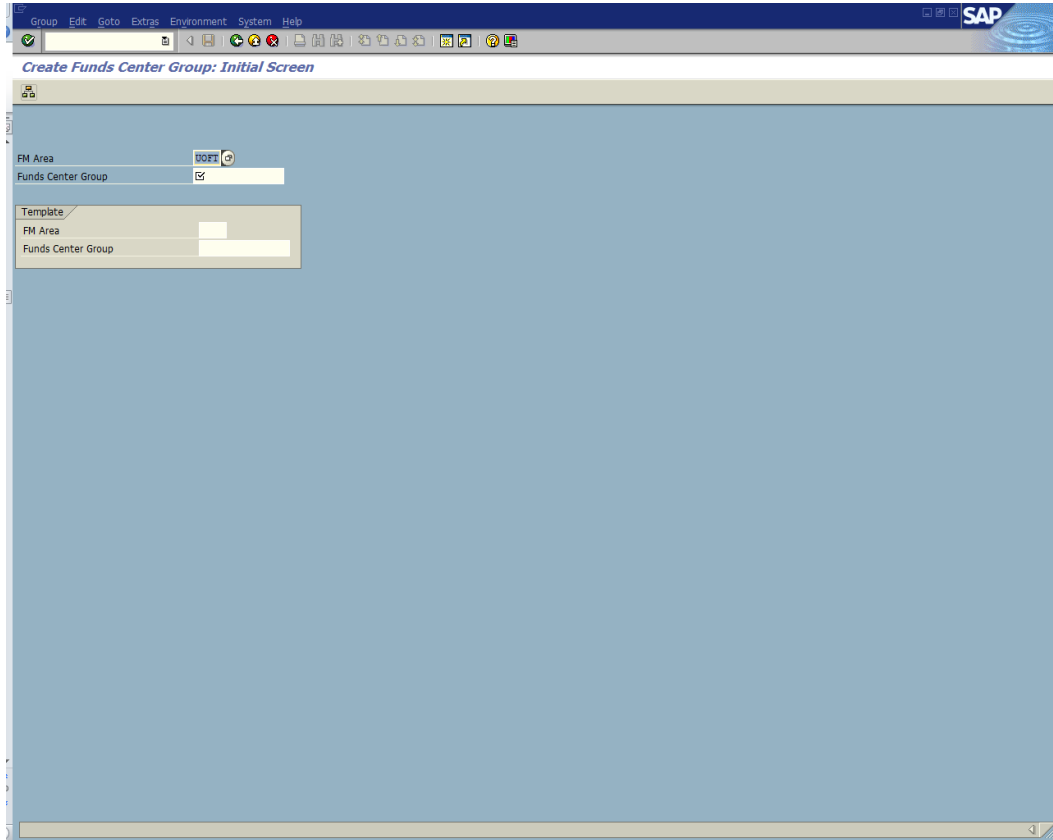| If	Go To
Create a Funds Center Group	Step **2**
Make Changes to a Funds Center Group	Step **8**
Display a Funds Center Group	Step **30**

2. **Create a Funds Center Group:**

Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu
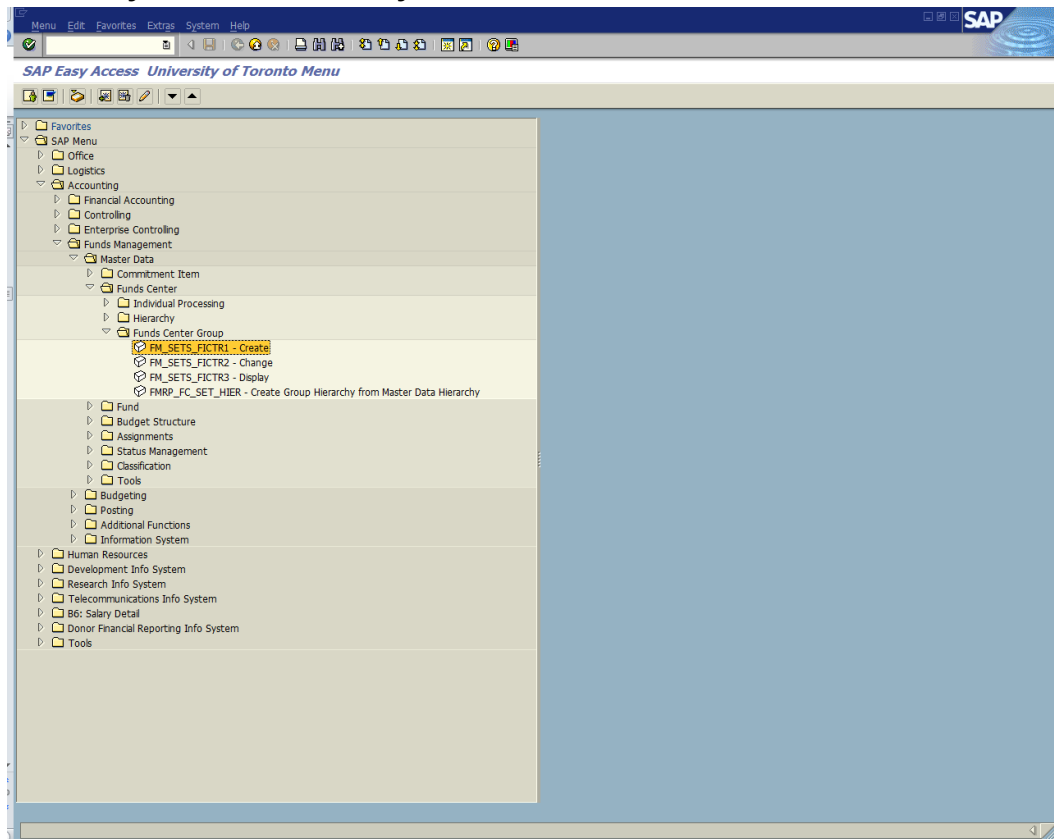
3. Double-click ⬡ FM_SETS_FICTR1 - Create.

Create Funds Center Group: Initial Screen

4. Complete the following as required:

| Field Name	Required/Optional/Conditional	Description
FM Area	Required	Defaults to UofT.
Funds Center Group	Required	A code that allows Funds Centers to be grouped for reporting purposes. Multiple groups can be created to make a hierarchical structure as needed. Funds Center Group names can be 14 characters in the following format: 1234567890.1234. The 14 characters may be a combination of alphanumeric characters and is NOT case sensitive (no special characters). Once created the Funds Center group name cannot be changed. To facilitate identification of Funds Center Groups, the use of standard identifiers is recommended; e.g. UTMRESRCH.BIO.

Using Templates:

A pre-existing Funds Center Group may be used as a template during the creation process to provide a starting point for the new Funds Center Group. The referenced Funds Center Group name must be entered in the *Template* section of the *Create Funds Center Group: Initial Screen.*

5. Click ![icon] to create the group and proceed to the *Funds Center Group: Structure* screen.

Create Funds Center Group: Structure
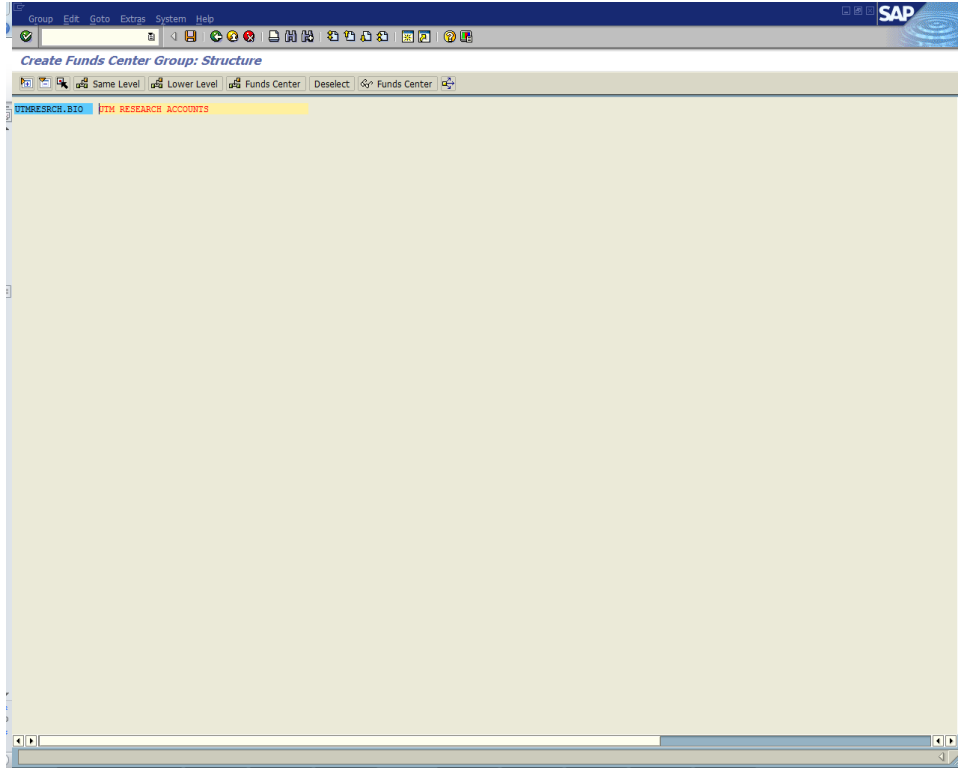
6. Enter the description of the Funds Center Group (maximum 40 characters).The description of the Funds Center Groups is case sensitive and will be displayed in reports exactly as entered. The group description may be modified after creation.

7. Click ![icon] to save the Funds Center Group structure created **OR** continue working on the Funds Center Group structure using any of the following as required:

If	Go To
Add Funds Centers to a Funds Center Group	Step **12**
Add a Funds Center Group at a Lower Level	Step **15**
Add a Funds Center Group at the Same Level *Note: This function __cannot__ be used at top-level Funds Center Groups*	Step **19**
Move a Funds Center Group or Funds Center	Step **23**
Remove or Delete a Funds Center Group	Step **27**

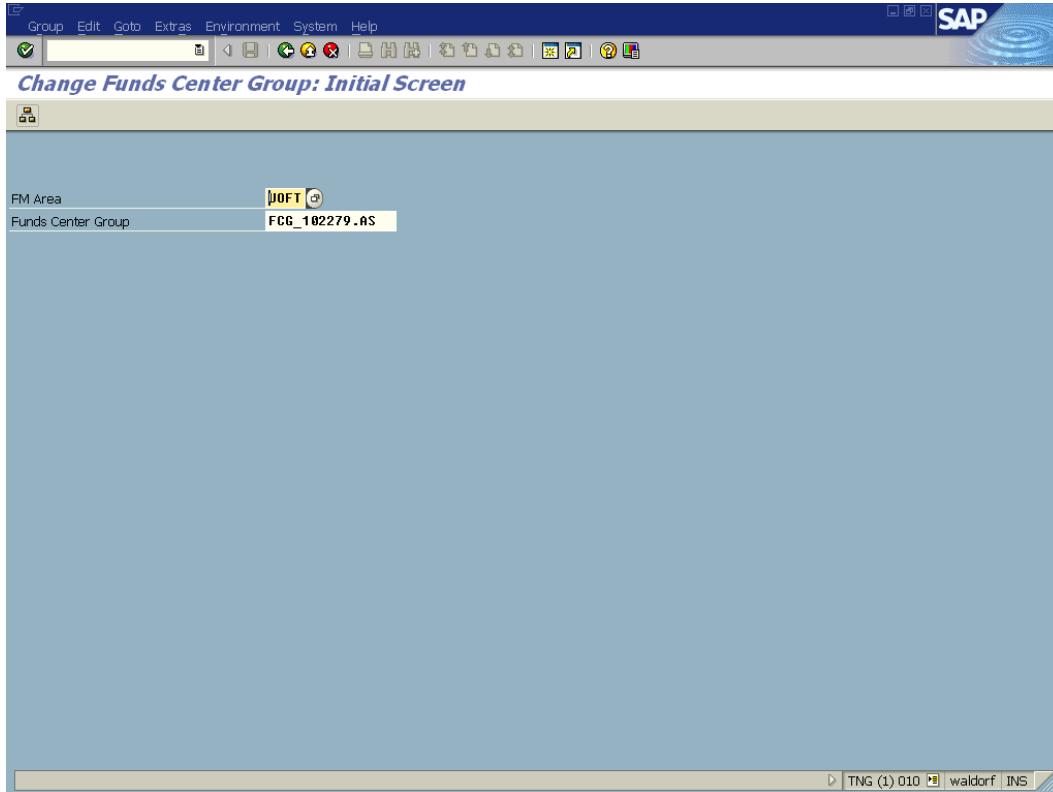## 8.   Make Changes to a Funds Center Group:

Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu
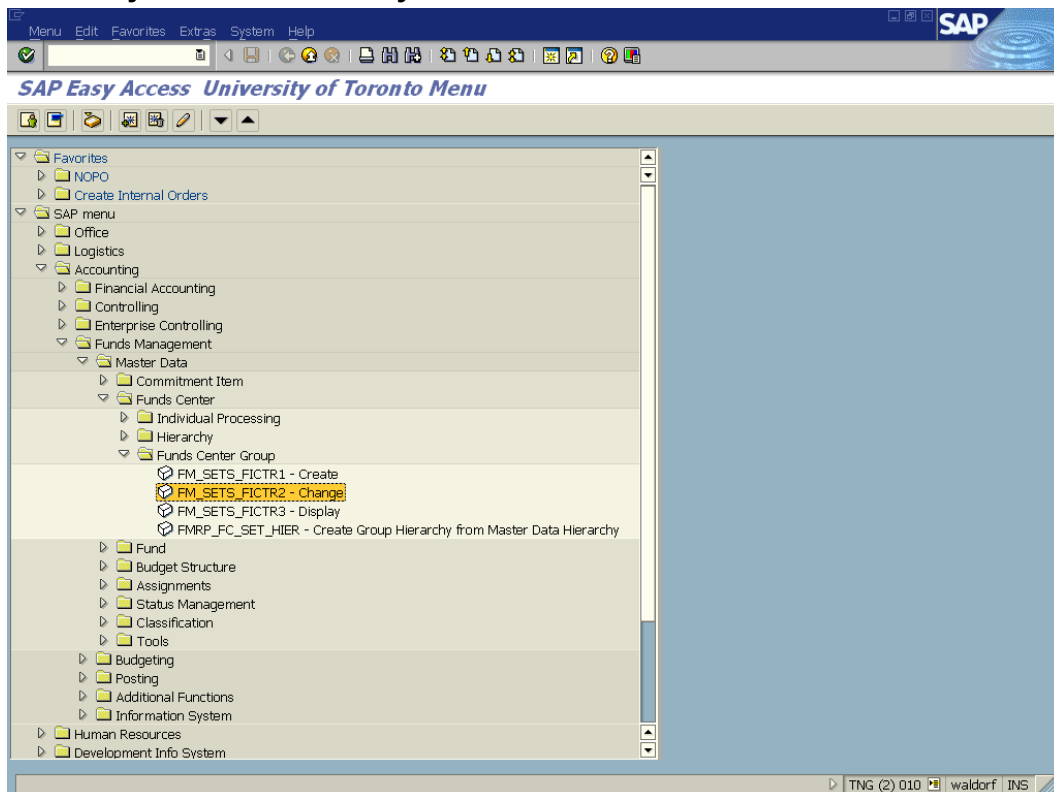
9.   Double-click FM_SETS_FICTR2 - Change.

Change Funds Center Group: Initial Screen

10. Complete the following as required:

Field Name	Required/Optional/ Conditional	Description
FM Area	Required	Defaults to UofT.
Funds Center Group	Required	A code that allows Funds Centers to be grouped for reporting purposes. Multiple groups can be created to make a hierarchical structure as needed. Funds Center Group names can be 14 characters in the following format: 1234567890.1234. The 14 characters may be a combination of alphanumeric characters and is NOT case sensitive (no special characters).

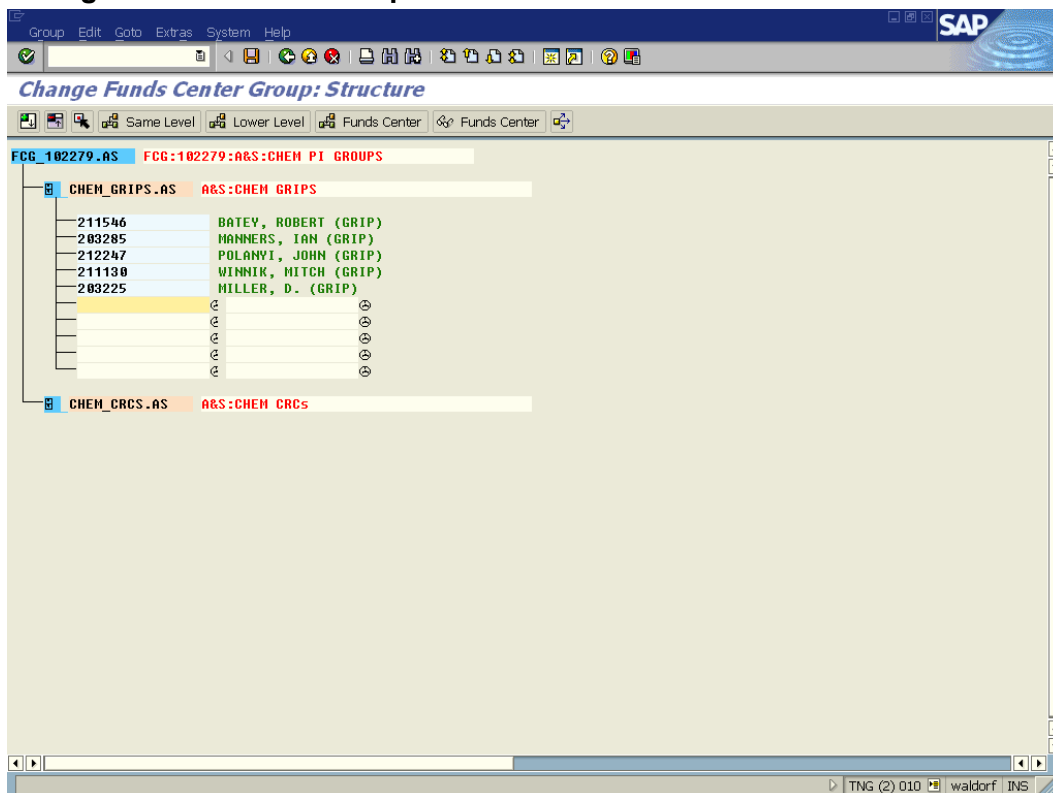11. Click ✅ to proceed to the *Change Funds Center Group: Structure* screen.

12. **Add Funds Centers to a Funds Center Group:**

Position the cursor at the insertion point where Funds Centers will be added.

13. Click 🔲 Funds Center

- Enter the Funds Center number to be added then click ✅ or press the return key. The Funds Center descriptions are automatically populated.

- The system opens a five item entry window when the 🔲 Funds Center button is clicked. Click the 🔲 Funds Center button again for more.

Change Funds Center Group: Structure

14. Click 💾 to save the Funds Center Group structure when complete.
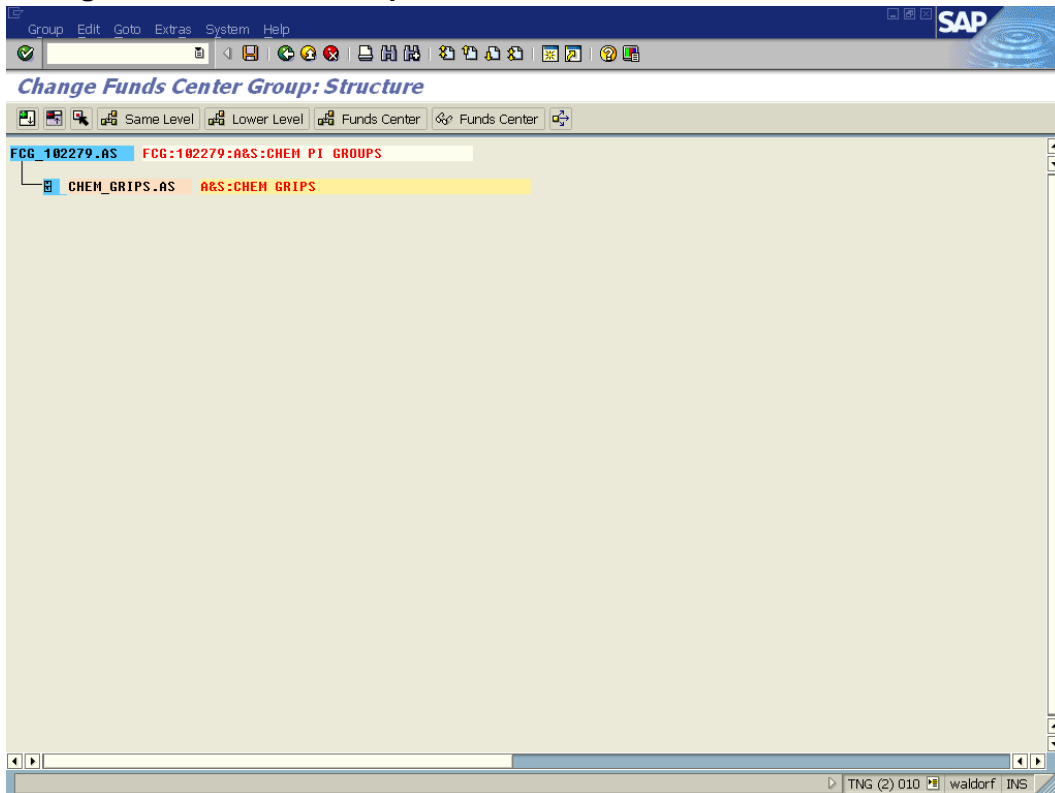
15. **Add a Funds Center Group at a Lower Level:**

Position the cursor at the insertion point where the Funds Center Group will be added.

16. Click [Lower Level] to insert a Funds Center Group **below** the cursor position.

17. Enter the name and description of the Funds Center Group or select an existing Funds Center Group using the matchcode search.

Change Funds Center Group: Structure

18. Click [save icon] to save the Funds Center Group structure when complete.
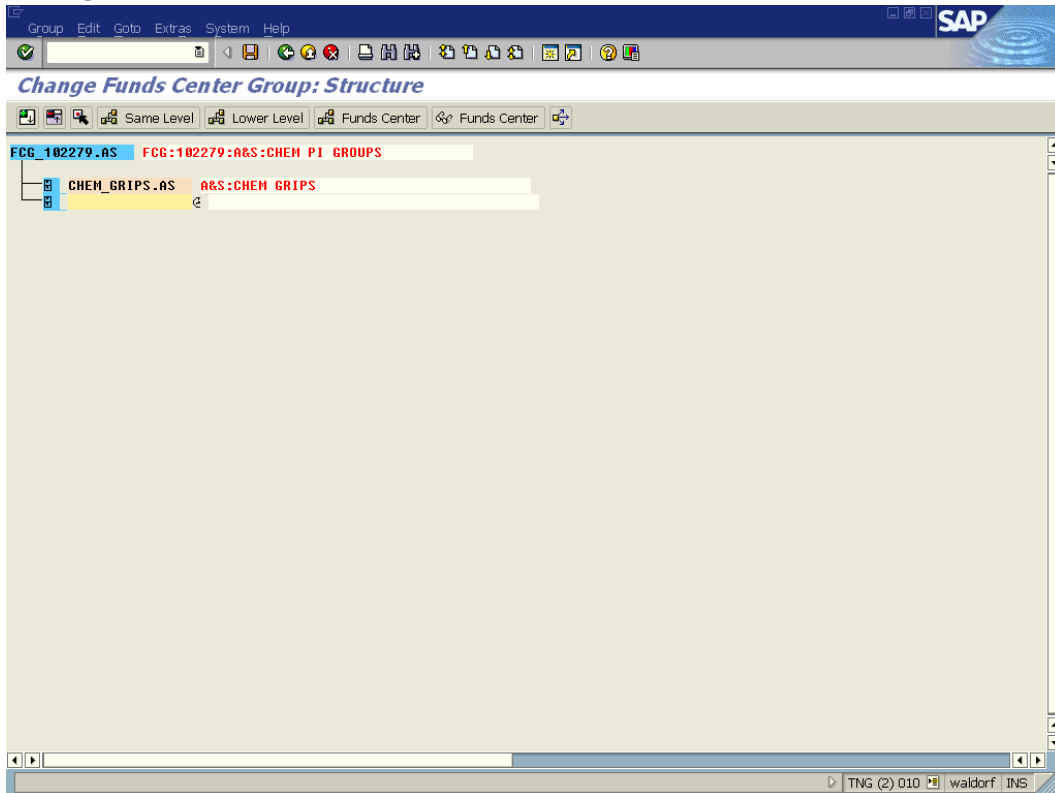
19. **Add a Funds Center Group at the Same Level:**

Position the cursor at the insertion point where the Funds Center Group will be added.

20. Click [Same Level] to insert a Funds Center Group at the **same** level as the cursor position.

Note: this function **cannot** be used at top-level Funds Center Groups (displayed in blue on the SAP screen).

Change Funds Center Group: Structure

21. Enter the name and description of the Funds Center Group or select an existing Funds Center Group using the matchcode search.

22. Click 🖫 to save the Funds Center Group structure when complete.

23. **Move a Funds Center Group <u>or</u> Funds Center:**

Position the cursor on the Funds Center Group name or Funds Center number to be moved.

Click to expand the contents of a Funds Center Group.

24. Click to select the Funds Center Group or Funds Center (selected objects are highlighted in red)

Click Deselect All to undo a selection.

25. Click the destination Funds Center Group or Funds Center where the selected object will be moved.

26. Complete the following as required:

26.1 **Lower Level Move:**

Click Insert at Lower Level to insert the Funds Center Group or Funds Center to the level below the cursor position.

26.2 **Same Level Move:**

Click Insert at Same Level to insert the Funds Center Group or Funds Center at the same level as the cursor position. **Note: This action cannot be performed on Funds Center Groups at the top-level (displayed in blue on the SAP screen).**

27.   Remove or Delete a Funds Center Group or Funds Center:

Click [icon] to select the Funds Center Group or Funds Center (selected objects are highlighted in red)
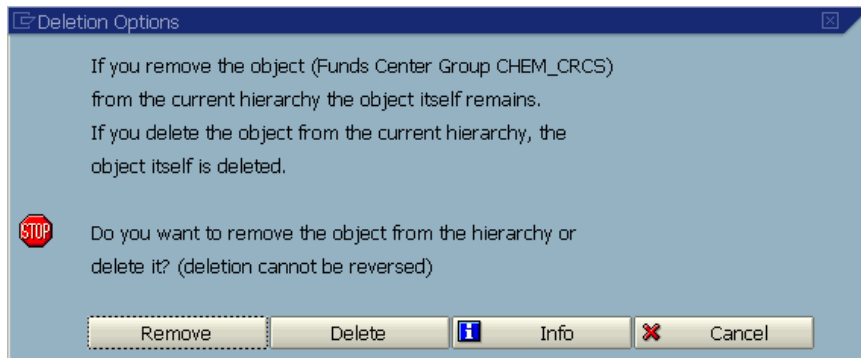
[info icon]   Click Deselect All to undo a selection.

Click [icon] from the toolbar menu to **remove** a Funds Center Group or Funds Center from the selected Funds Center Group structure (non-permanent action)

OR

Click [icon] from the toolbar menu to **permanently** delete the object at the selection point.

Deletion Options

[warning icon]   When deleting a Funds Center Group or Funds Center, the above warning message will appear

Remove: is available for Funds Center Groups and Funds Centers. This function only deletes the record from the particular Funds Center Group structure and not the system; i.e. still available for reporting.

**Delete**: is only available for Funds Center Groups and is a permanent deletion.

**28.   Click Delete on the pop-up window to permanently delete the selected object from the structure.

**29.   Click [save icon] to save the Funds Center Group structure when complete.

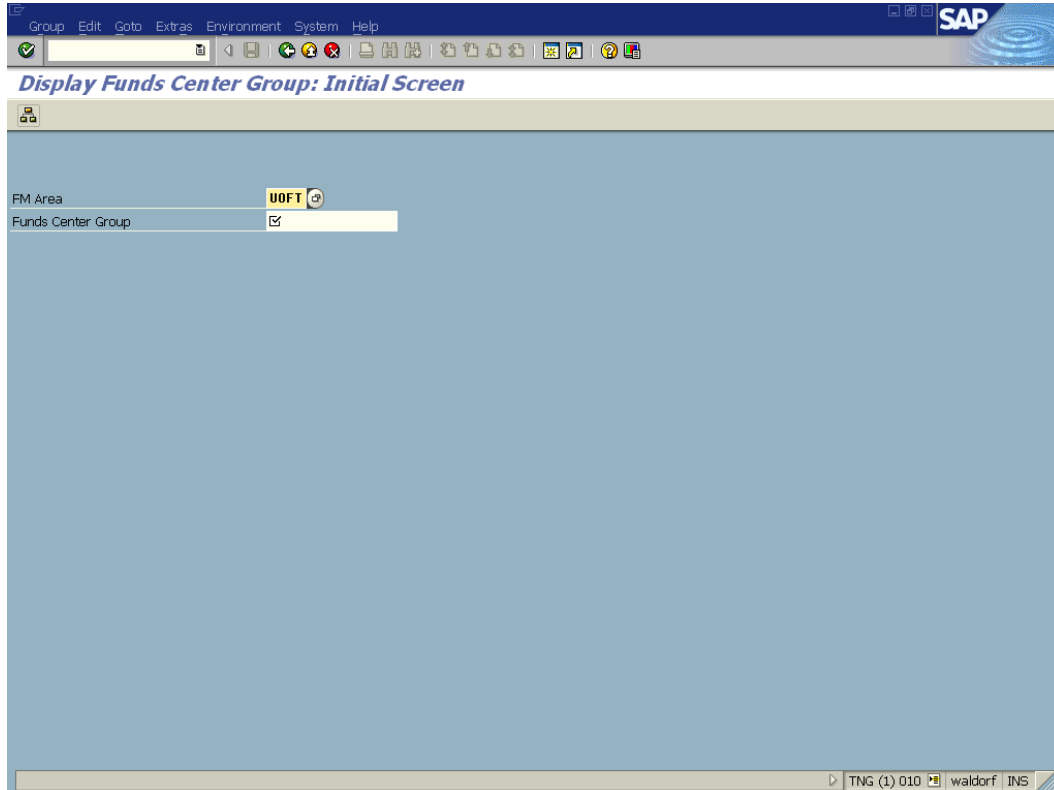## 30. **Display a Funds Center Group:**

Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu
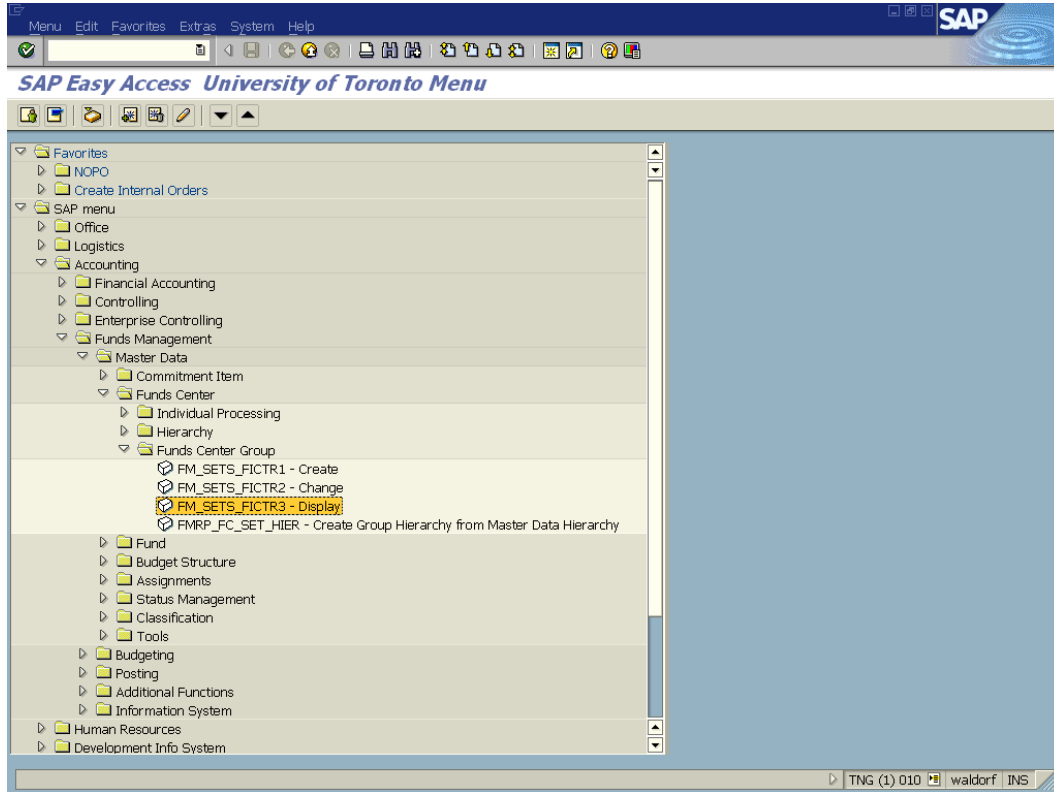
31. Double-click ⬦ FM_SETS_FICTR3 - Display.
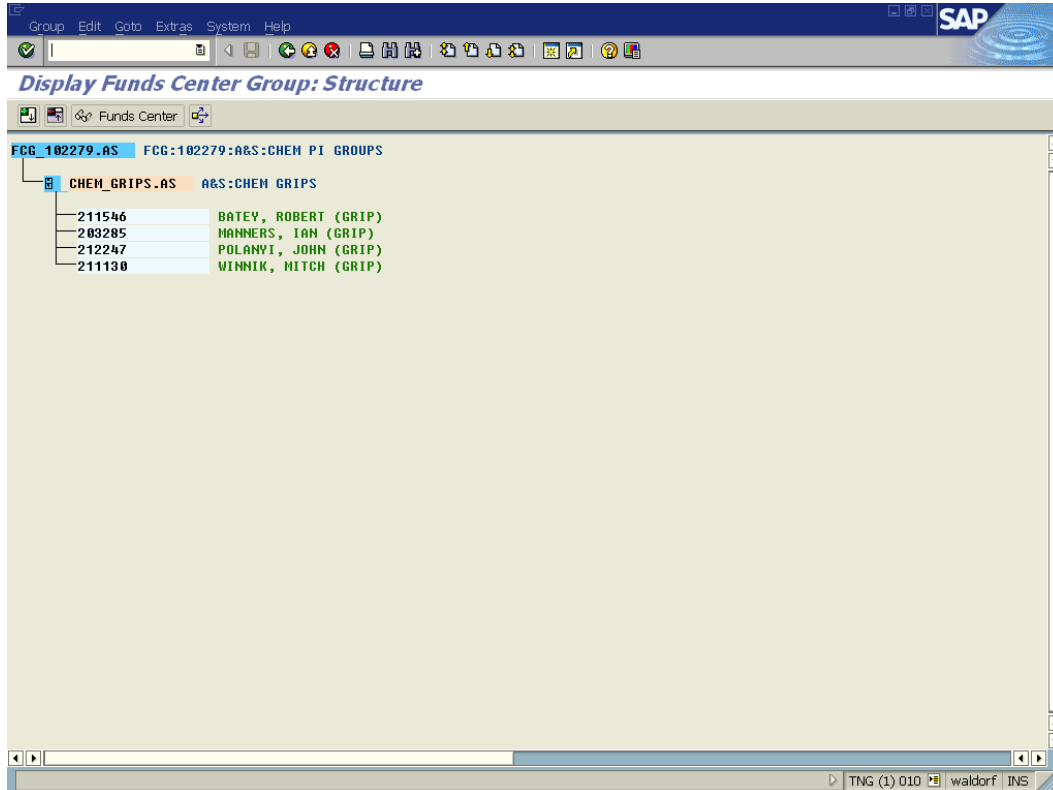
Display Funds Center Group: Initial Screen

32. Complete the following as required:

Field Name	Required/Optional/ Conditional	Description
FM Area	Required	Defaults to UofT.
Funds Center Group	Required	A code that allows Funds Centers to be grouped for reporting purposes. Multiple groups can be created to make a hierarchical structure as needed. Funds Center Group names can be 14 characters in the following format: 1234567890.1234. The 14 characters may be a combination of alphanumeric characters and is NOT case sensitive (no special characters).

33. Click ✅ to proceed to the *Display Funds Center Group: Structure* screen.

Display Funds Center Group: Structure

34. Click 🖥 to expand the contents of Funds Center Groups.

Resource Information:

Contact your FAST team representative for additional instructions on how to use this function. http://www.finance.utoronto.ca/fast/contacts.htm

Reference Guides:

Fund Center Report:
http://finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/reporting/financialsum/fcrpt.pdf