Work Instruction

Display Funds Center Master Record

FMSC

When to Use

Use this procedure to display the master record data for a Funds Center. The master record will display information about the Funds Center such as:

- Classification
- Parent Funds Center
- Contact information for Funds Center departmental owner/administrator

Steps

- Obtain the Funds Center number to be reviewed

Menu Path

Use the following menu path(s) to begin this transaction:

- **Accounting ➔ Funds Management ➔ Master Data ➔ Funds Center ➔ Individual Processing ➔ Display**

Transaction Code

FMSC

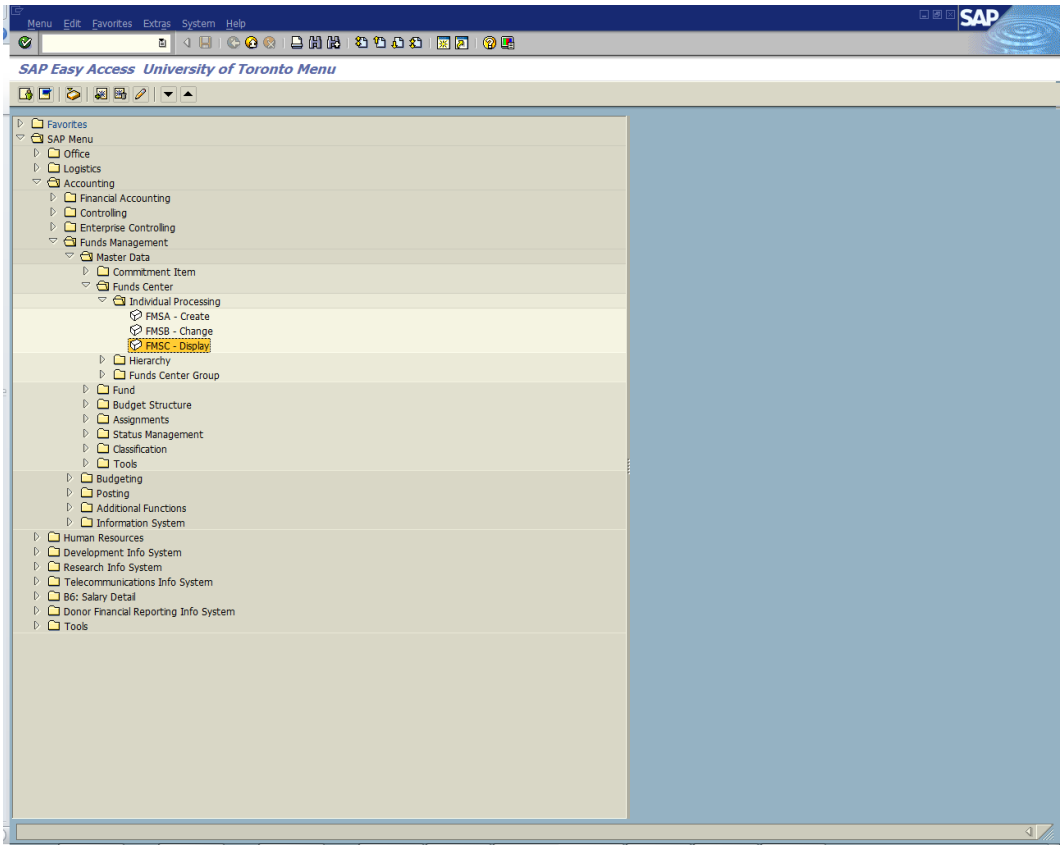
Helpful Hints

- If the Funds Center number is not known, use the matchcode button to perform a search.
- The *Person responsible* and *Address* sections are only updated upon request. Please contact your FAST representative.
- FIS Master Record Forms: http://www.finance.utoronto.ca/forms/fismaster.htm
- Funds Center number ranges:
  - Operating Funds & Ancillary Operations: 100000 – 199999
  - Principal Investigator accounts: 200000 – 299999

Detailed Procedure

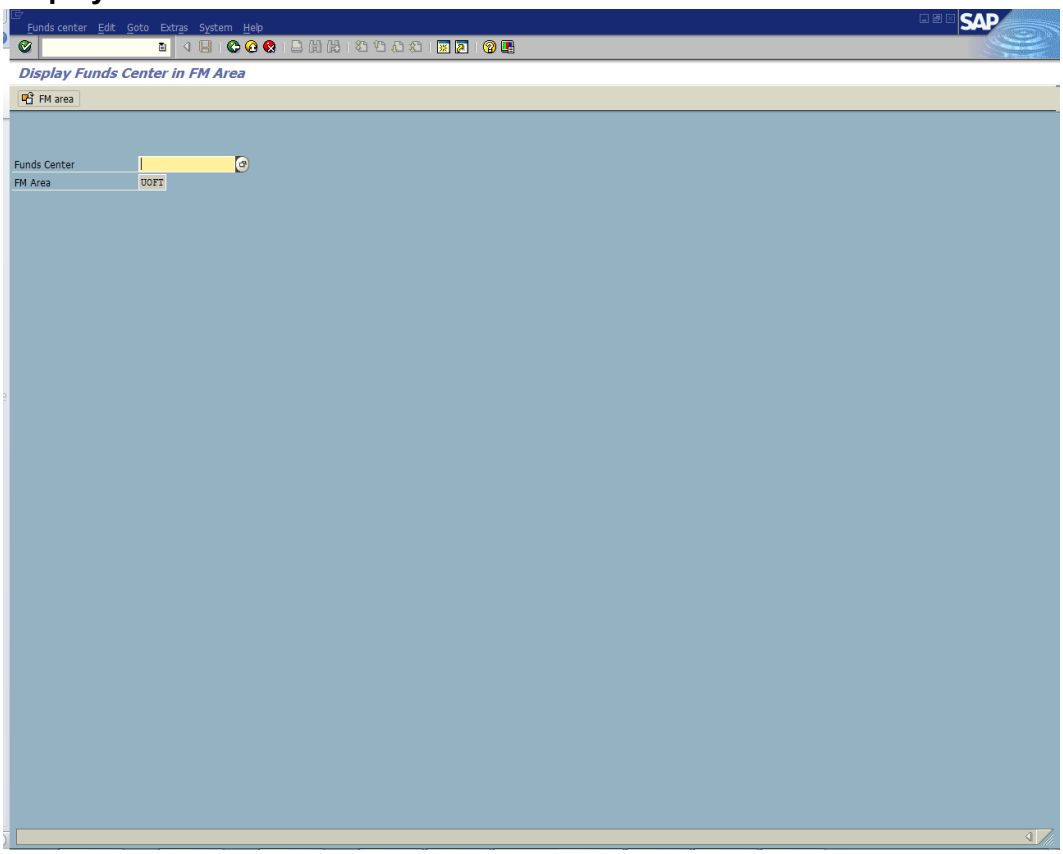
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu



2. Double-click FMSC - Display .

Display Funds Center in FM Area

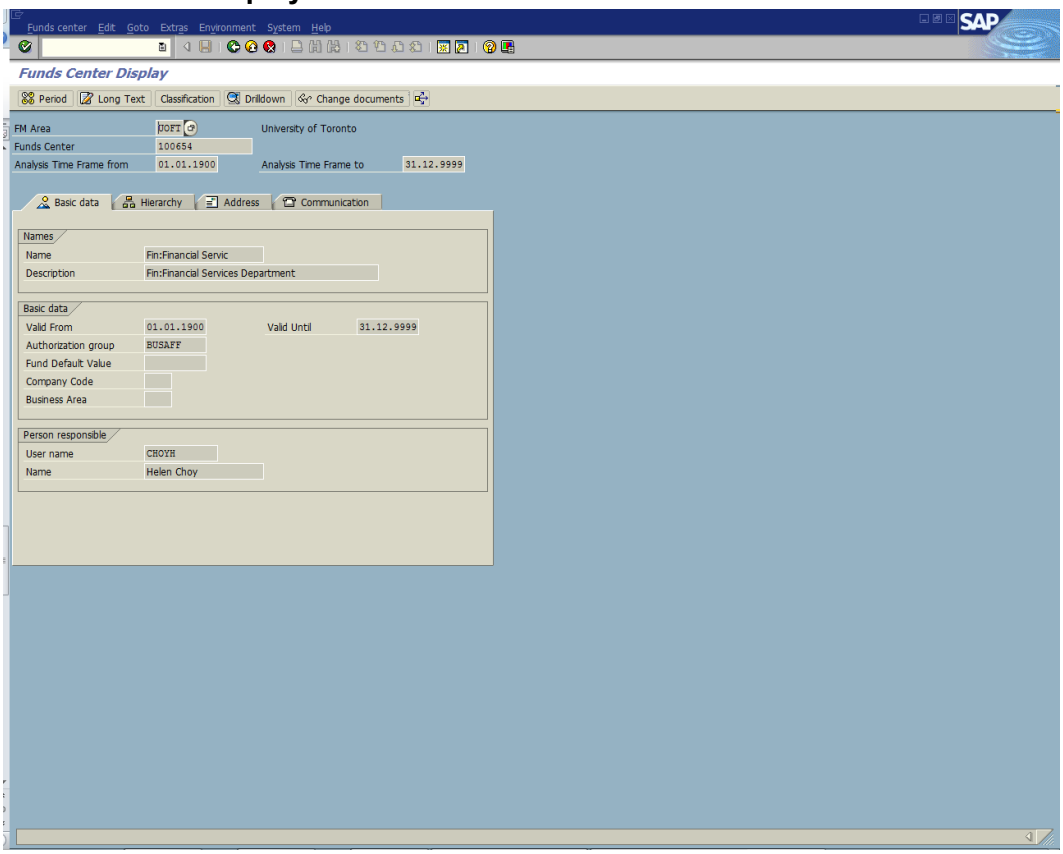


3. Complete the following as required:

Field Name	Required/Optional/ Conditional	Description
Funds Center	Required	A six digit code, starting with “1” or “2” used to record the funding and spending transactions for financial activity reported on a fiscal year basis. (i.e. operating, ancillary, principal investigator (PI), etc.).

4. Click .

Funds Center Display

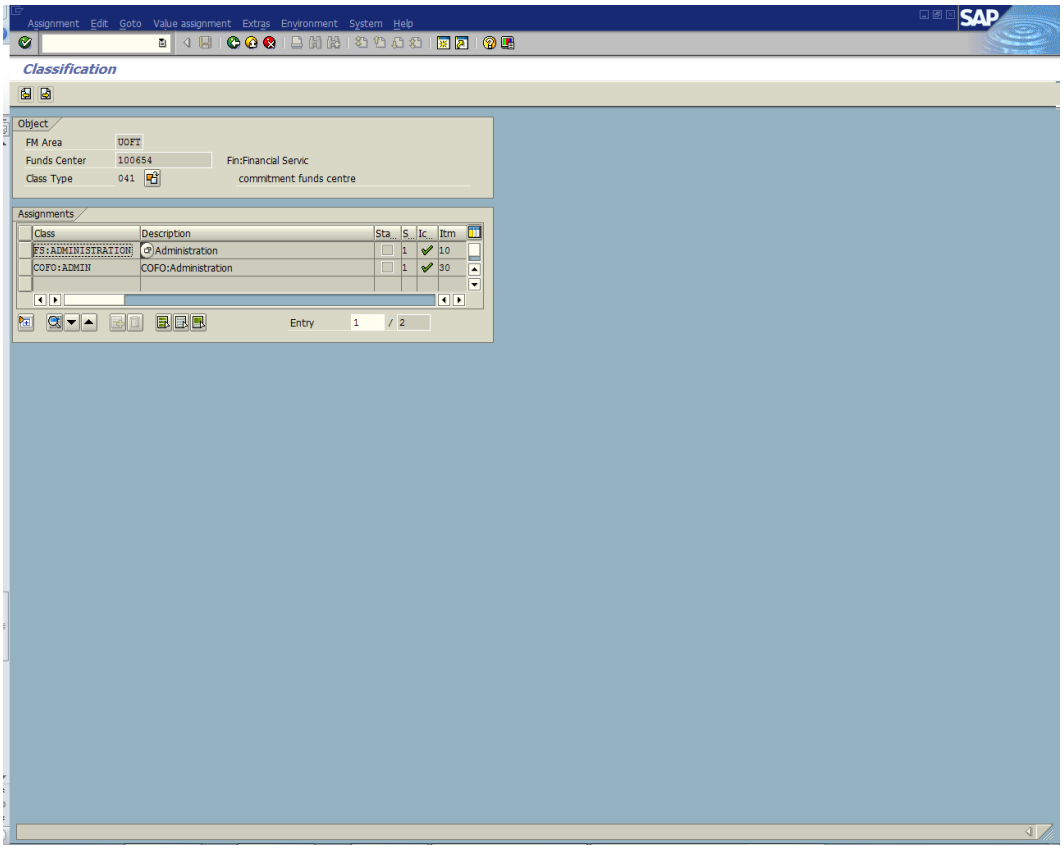


5. Perform one of the following:

If You Want to	Go To
Display the Funds Center Classification	Step **6**
Display the Funds Center Parent	Step **8**
Display the Mailing Address and Contact Information	Step **9**

6. Click Classification .

Classification

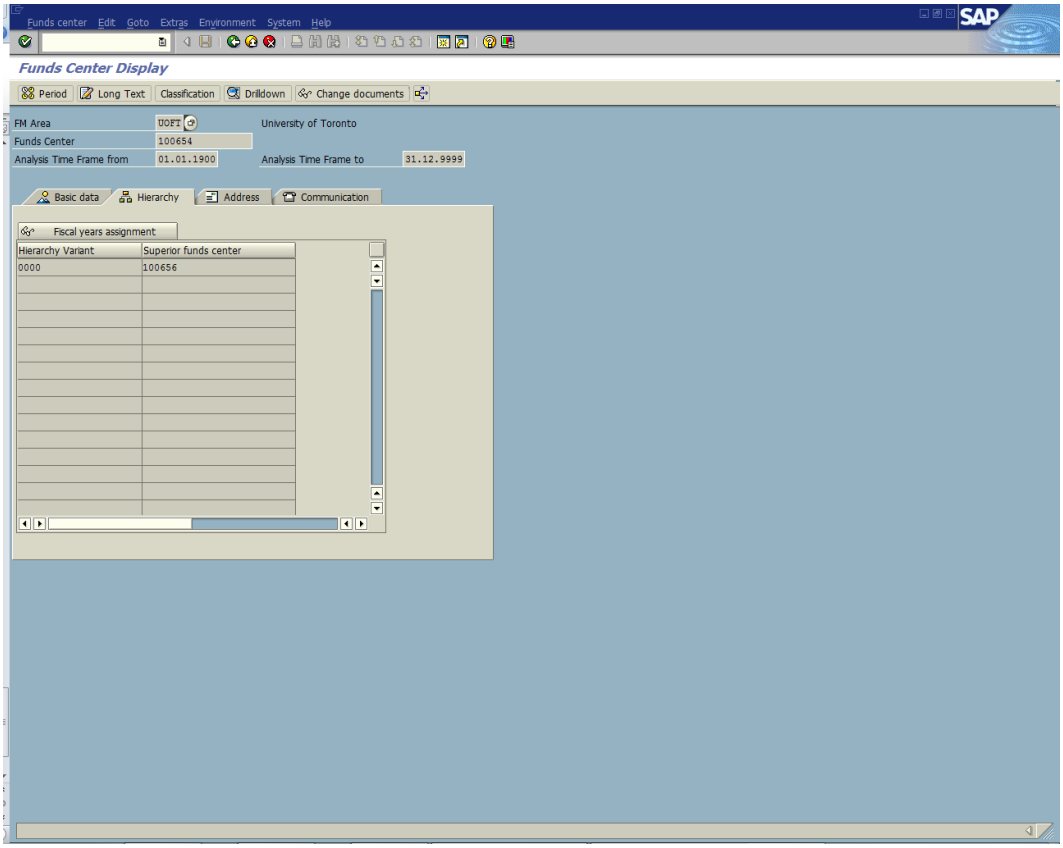


In the *Assignments* section, if **Class** contains "**FS:xxxxxx**" then the account is considered an "**Operating**" funding source.

7. Click to return to the *Funds Center Display* screen.

8. Click Hierarchy.

Funds Center Display



9. Click Address for the mailing address information or Communication for the telephone contact information.

Resource Information:

Contact your FAST team representative for additional assistance using this function:

http://www.finance.utoronto.ca/fast/contacts.htm

Reference Guides:

Display a Fund Master record:

http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/mstrec/fdisp.pdf