UNIVERSITY OF TORONTO

Work Instruction

Display Fund Master Record

FM5S

When to Use

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

- Classification
- Accountant assigned
- Validity period (i.e. start to end date)
- Fund Type

Steps

- Obtain the Fund number to be reviewed

Menu Path

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

- **Accounting ➜ Funds Management ➜ Master Data ➜ Fund ➜ Display**

Transaction Code

FM5S

Helpful Hints

- If the Fund number is not known, use the [⬚] matchcode button to perform a search
- Payroll postings will be posted, regardless of the funding source status
- Fund number ranges:
  - Endowments: 3xxxxxx
  - Research or Trust (mixed)   400000 – 419999
  - Conference: 420000 – 429999
  - Capital: 430000 – 439999
  - Accommodations & Facilities: 440000 – 449999, 460000 – 469999
  - Research: 450000 – 459999, 480000 – 499999
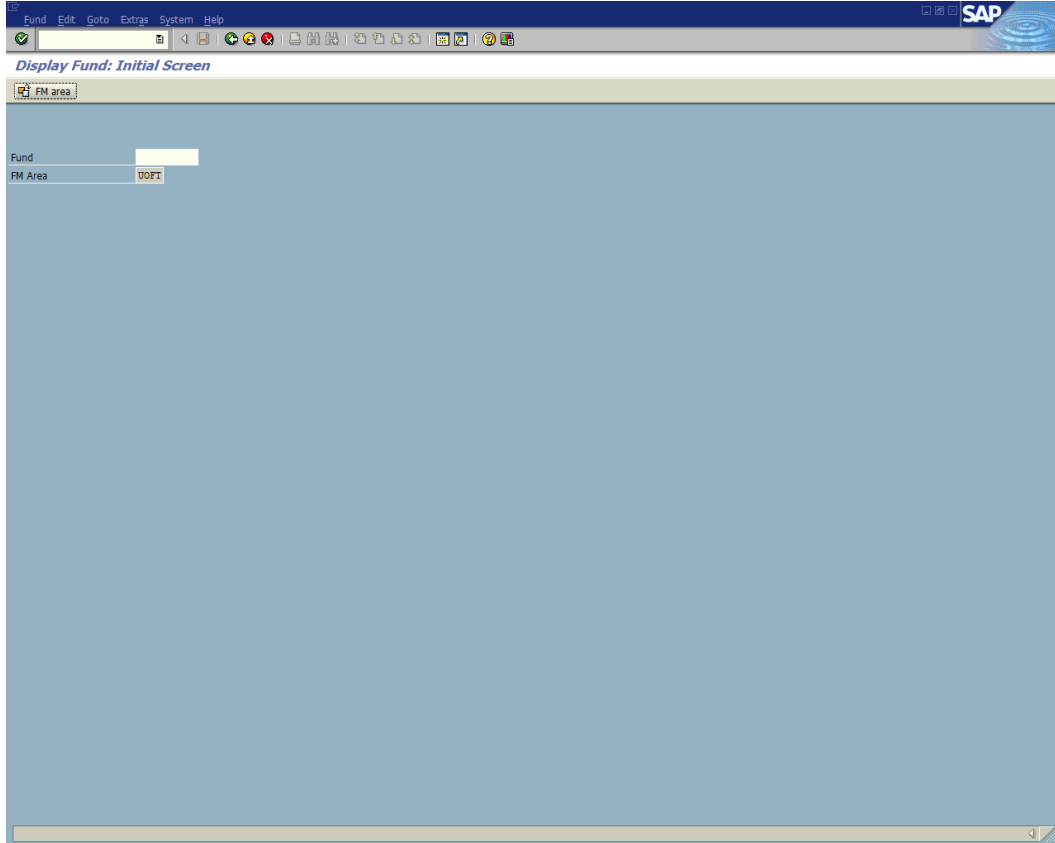 - Trust: 47xxxx

Detailed Procedure

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

SAP Easy Access University of Toronto Menu
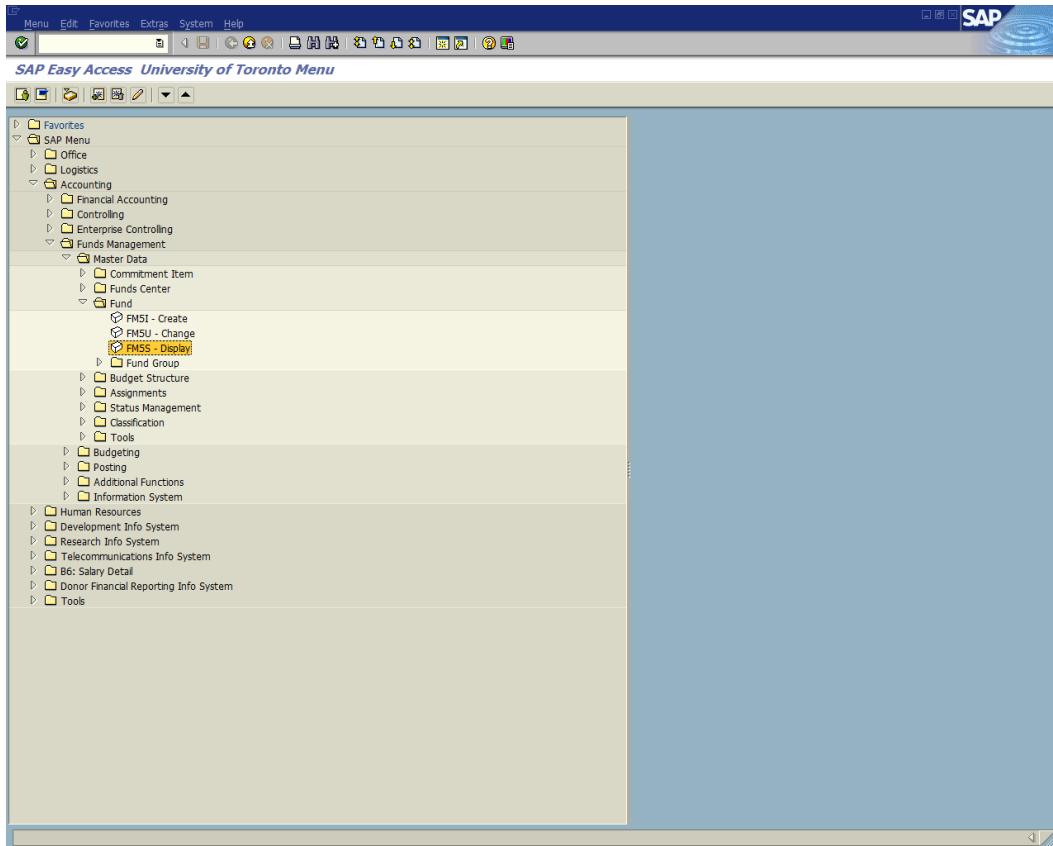
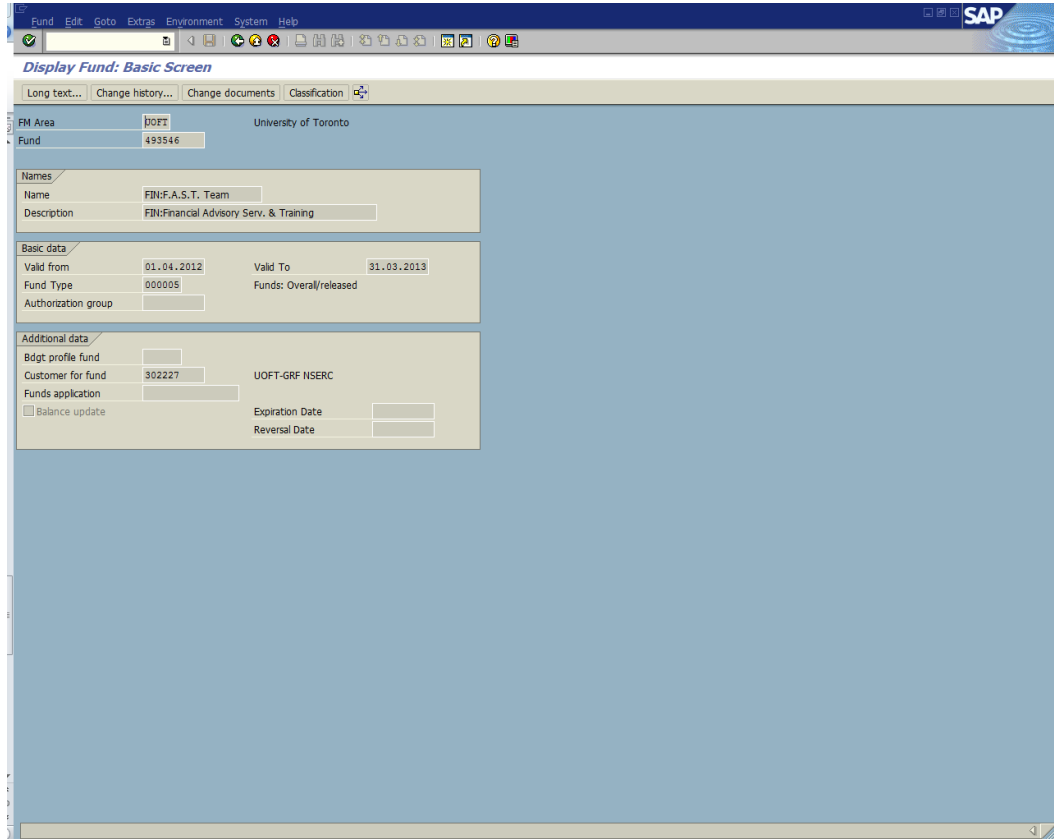**2.** Double-click **FM5S - Display** .

Display Fund: Initial Screen

3.   Complete the following as required:

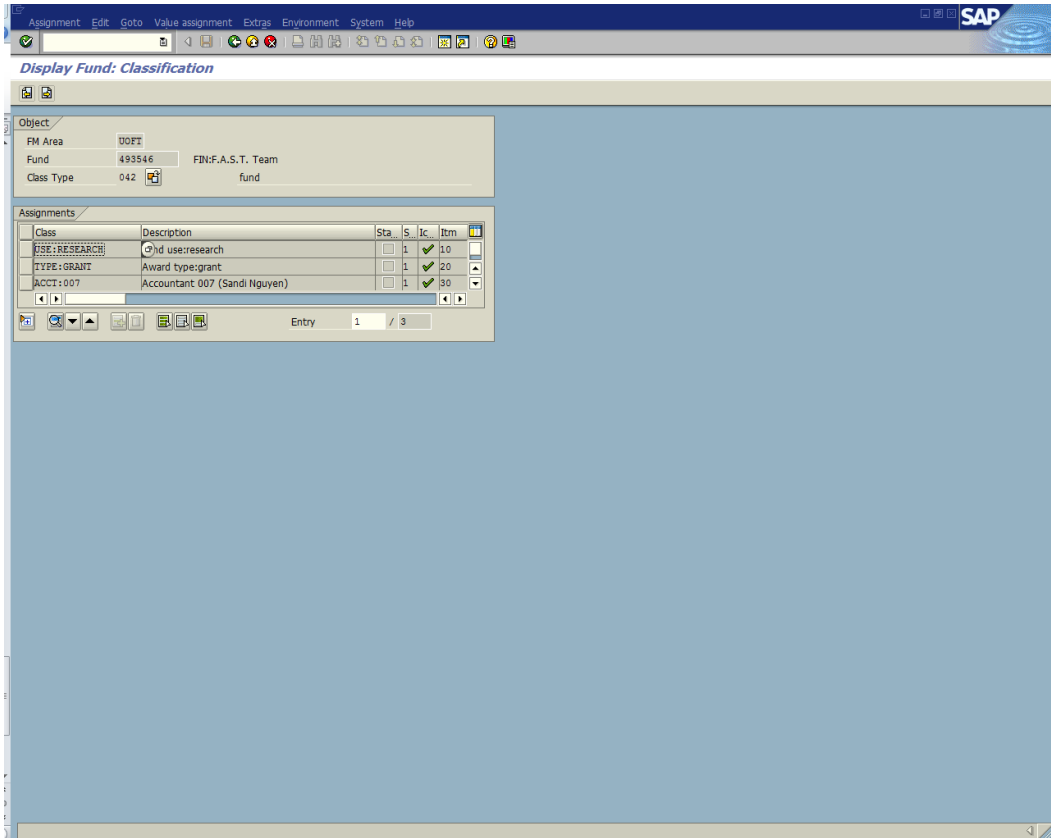| Field Name	Required/Optional/ Conditional	Description
Fund	Required	A six digit code, starting with "3" or "4" used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year. (i.e. conference, research, etc.)

4.   Click ⊘ .

Display Fund: Basic Screen

Field Name	Description
Valid from	Start date of the fund.
Valid To	End date of the fund.
Fund Type	A numeric code that represents the budgeting and availability control (tolerance limit) for the fund. Click the matchcode button for a list of fund types
Customer for fund	Numeric indicator of granting agent associated with a fund.

5. Click Classification to display the Fund Classification (and Accountant information).

Display Fund: Classification

> In the *Assignments* section, if **Class** contains "**USE:xxxxxx**" then the account is considered a "**Non-Operating**" funding source.

6. Click to return to *Display Fund: Basic Screen*.

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 Funds Center Master
record: http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/mstrec/fcdisp.pdf