SCEIS

South Carolina Enterprise Information System

FUNDS MANAGEMENT
FM300U

STATE INFORMATION TECHNOLOGY

B&CB

SC BUDGET AND CONTROL BOARD

Class Map

- **Lesson 1:** Funds Management Process and Master Data
- **Lesson 2:** Availability Control
- **Lesson 3:** Create, Change, and Display Budgets
- **Lesson 4:** Create and Maintain Earmarked Funds
- **Lesson 5**: Budget Error Messages

SCEIS

South Carolina Enterprise Information System

LESSON 1: FUNDS MANAGEMENT PROCESS AND MASTER DATA

STATE INFORMATION TECHNOLOGY

B&CB

SC Budget and Control Board

SCEIS Funds Management

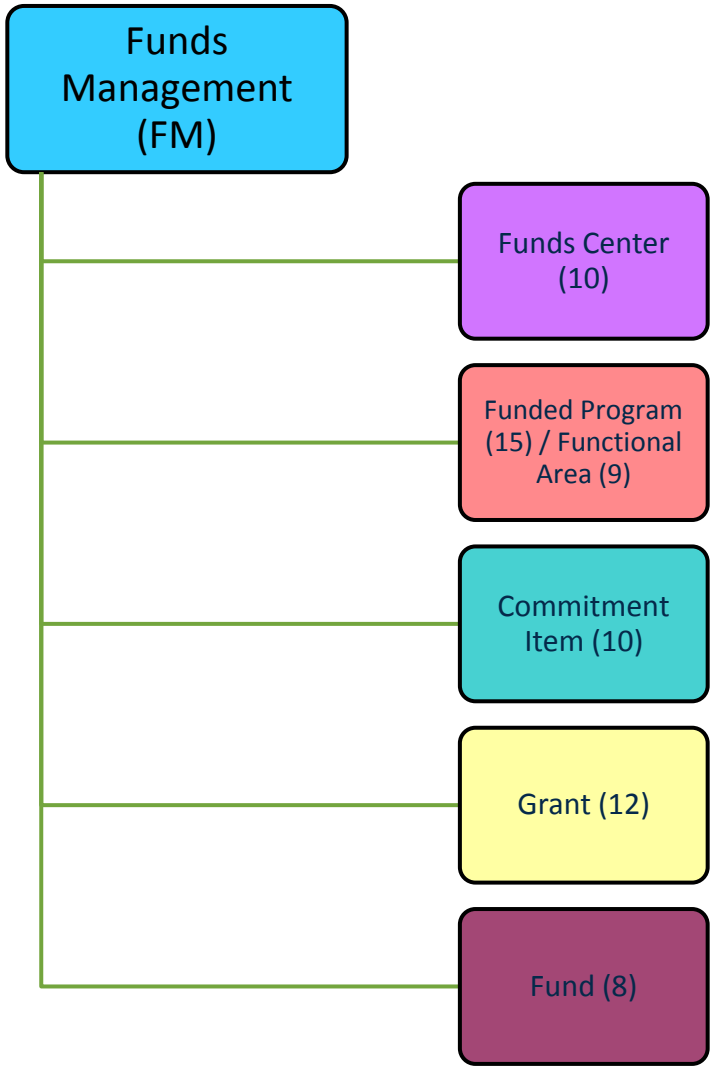
Functions of the Funds Management(FM) Module:

Used to load and maintain the approved budget for the State of SC	Maintains revenue and expenditure budgets for all agencies and program areas.	Monitors transactions that affect budget consumption.	Warns when funds are low and prevents overspending.	Tracks encumbrance transactions and documents.

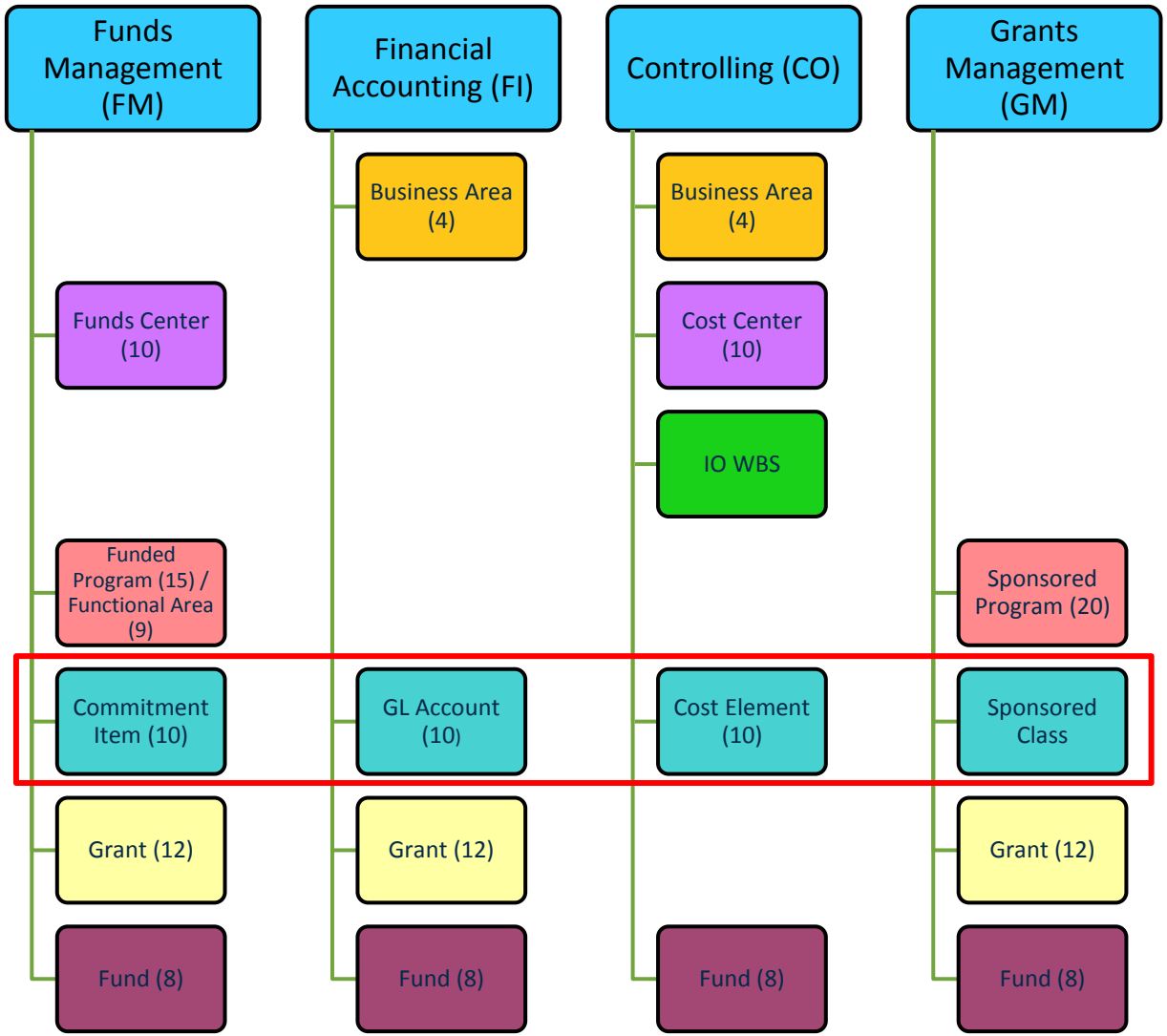
SCEIS ECC Modules

ECC Module	FUNDS MANAGEMENT	FINANCIAL ACCOUNTING	CONTROLLING
Organizational Structure	**FM AREA**	**COMPANY CODE**	**CONTROLLING AREA**
Organizational Description	**Organizational unit in Funds Management**	**Independent balance sheet unit**	**Organizational unit in cost accounting**
SC01	**SC01**	**SC01**	**SC01**

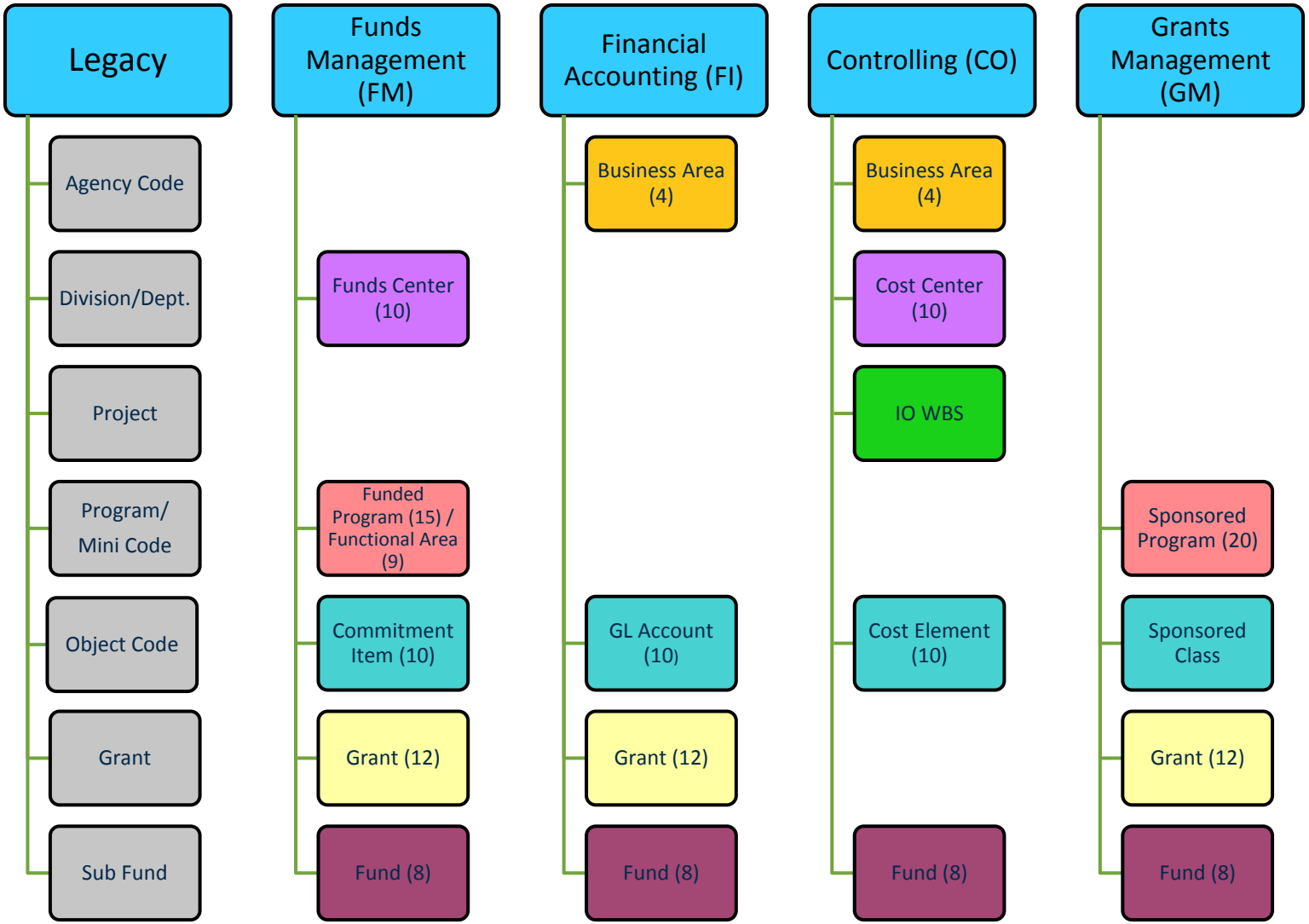
SCEIS FM Data Structure & Integration



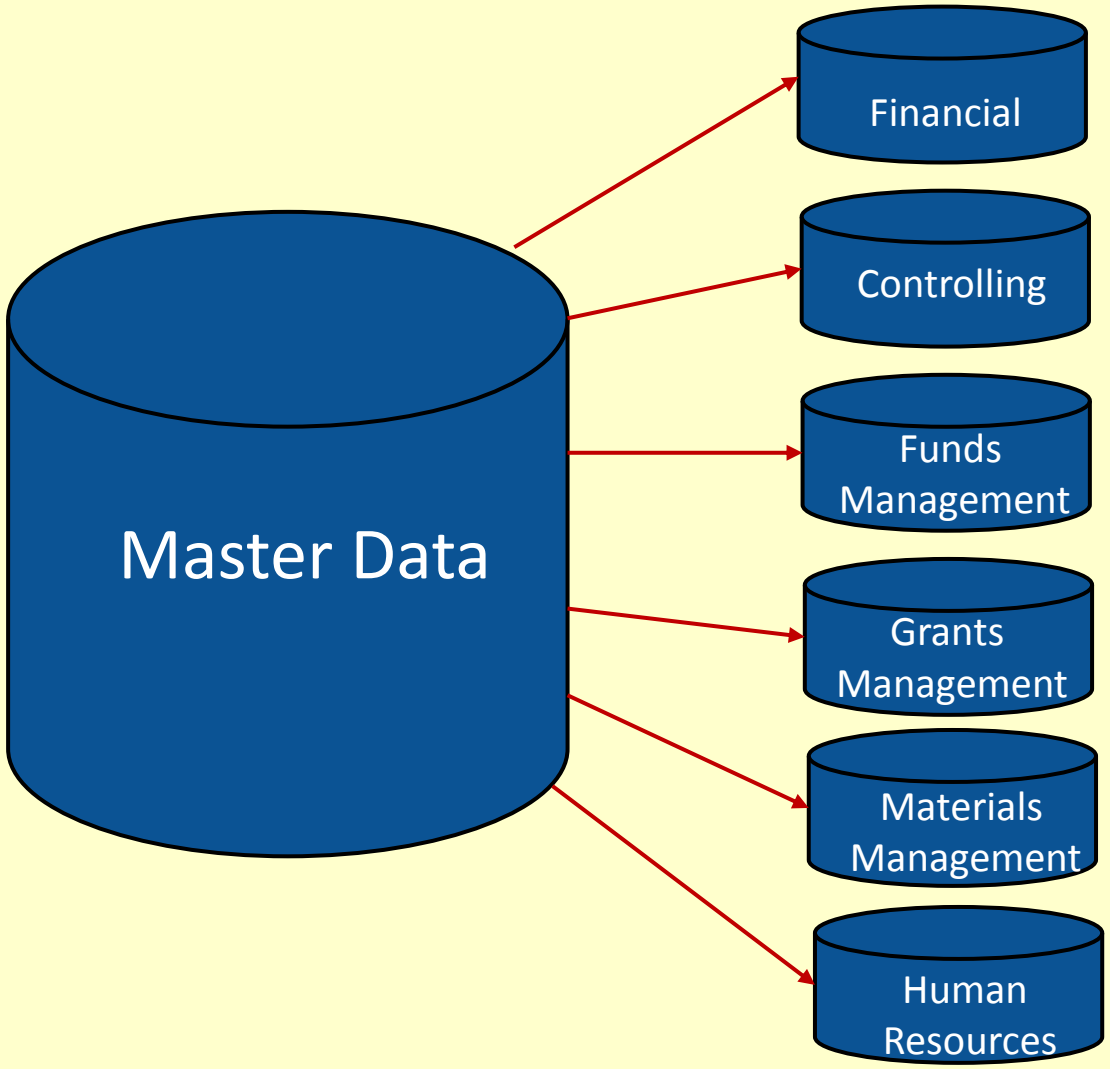
SCEIS FI Data Structure & Integration



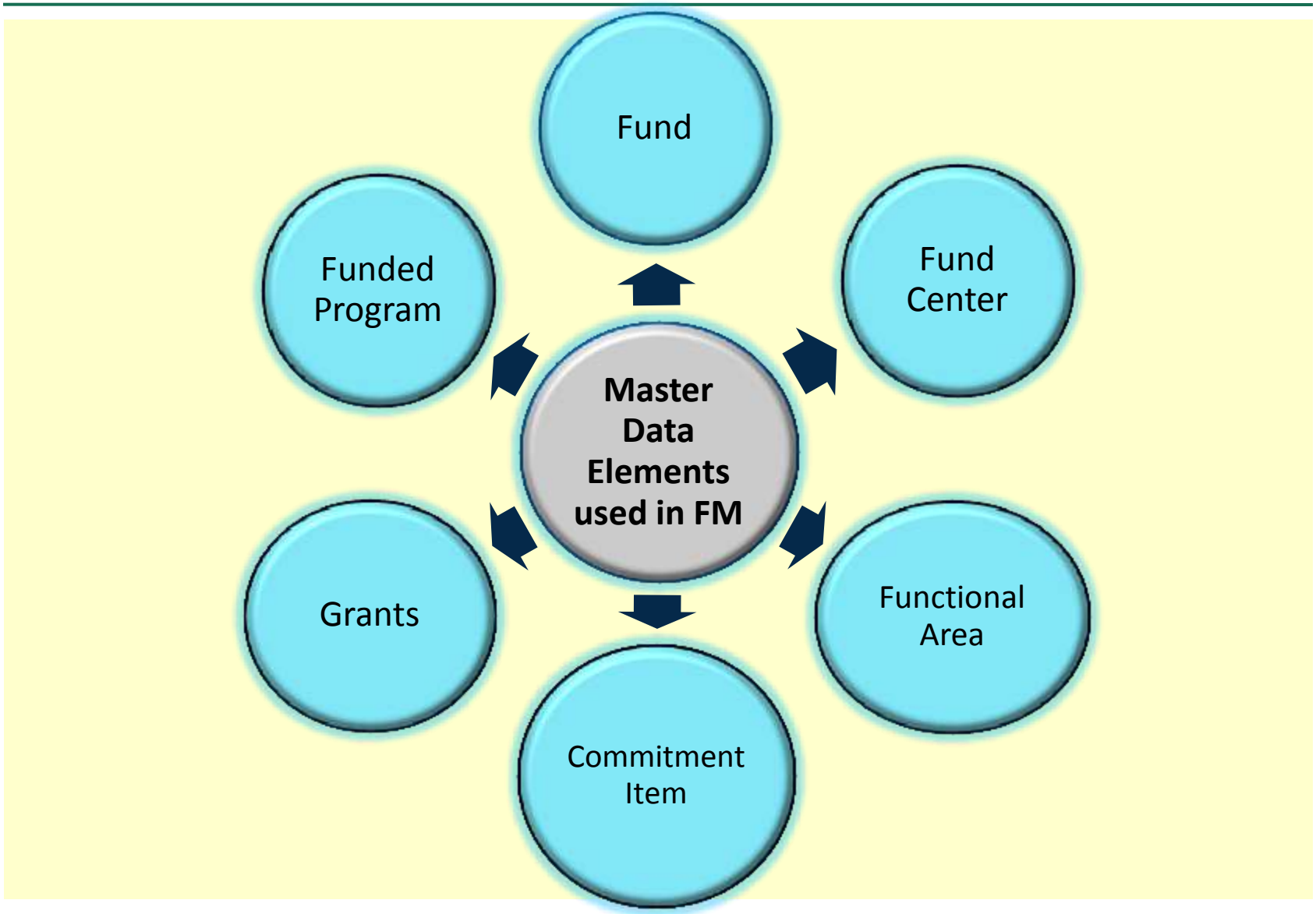
SCEIS FI Data Structure & Integration



Master Data


Master Data
Financial
Controlling
Funds Management
Grants Management
Materials Management
Human Resources

Funds Management Master Data



Fund

A self-balancing set of accounts for specific activities.

A complete set of books can be created for each fund.

Used for tracking, controlling and reporting on available financial resources.

A full set of financial statements is possible for each fund.

Fund

Fund

- Represents internal/external funds that are limited functionally and are designated for a specific expenditure.

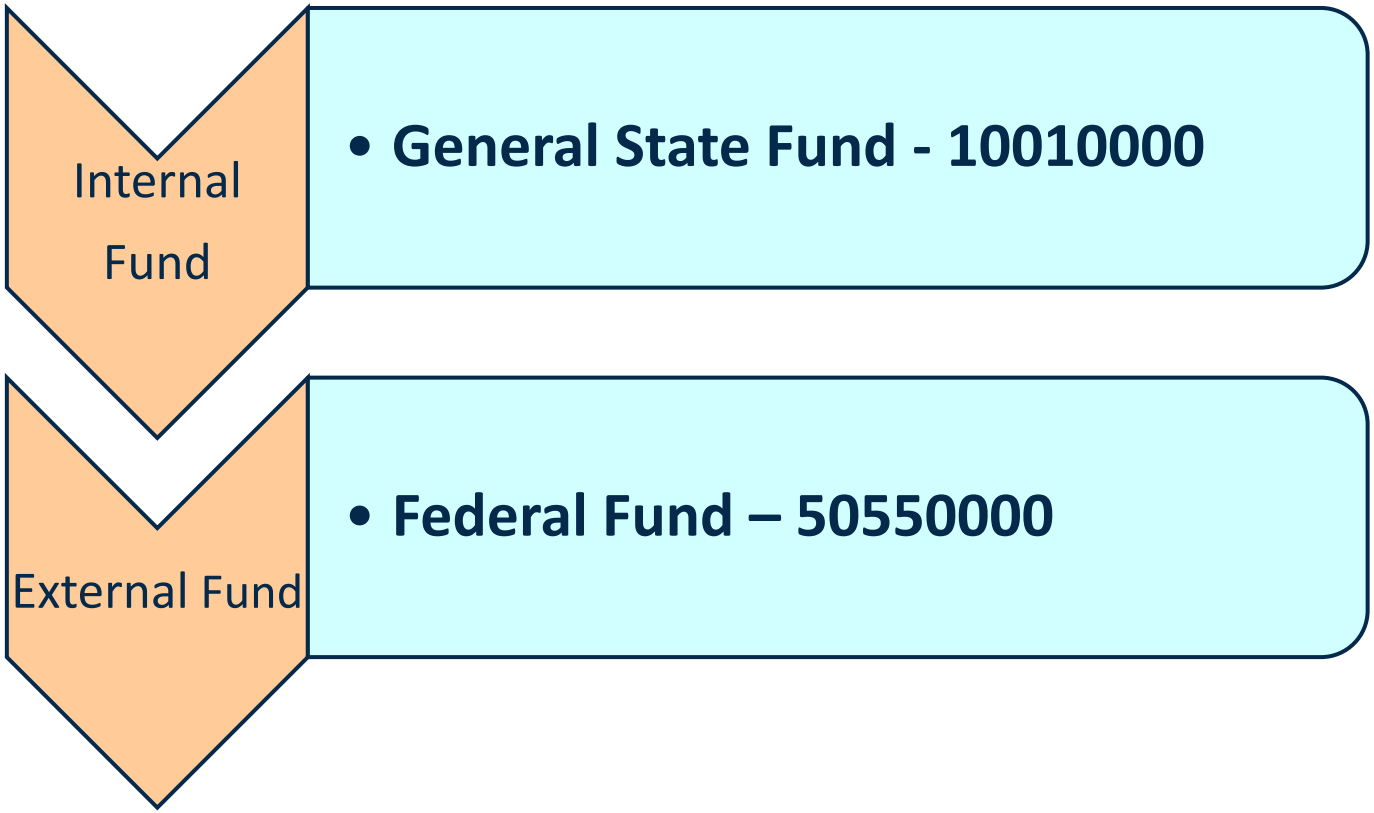
Internal Fund

- General appropriations, fees and services.

External Fund

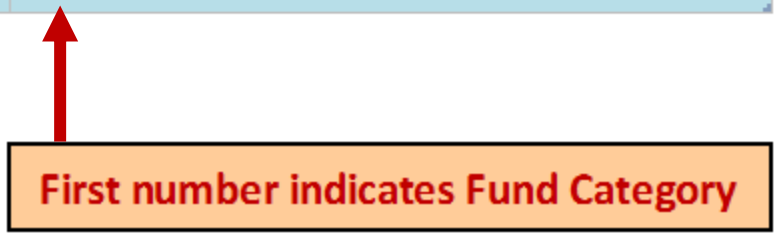
- Revenue from federal grants, private grants, contracts and other sources outside of the State.

Fund

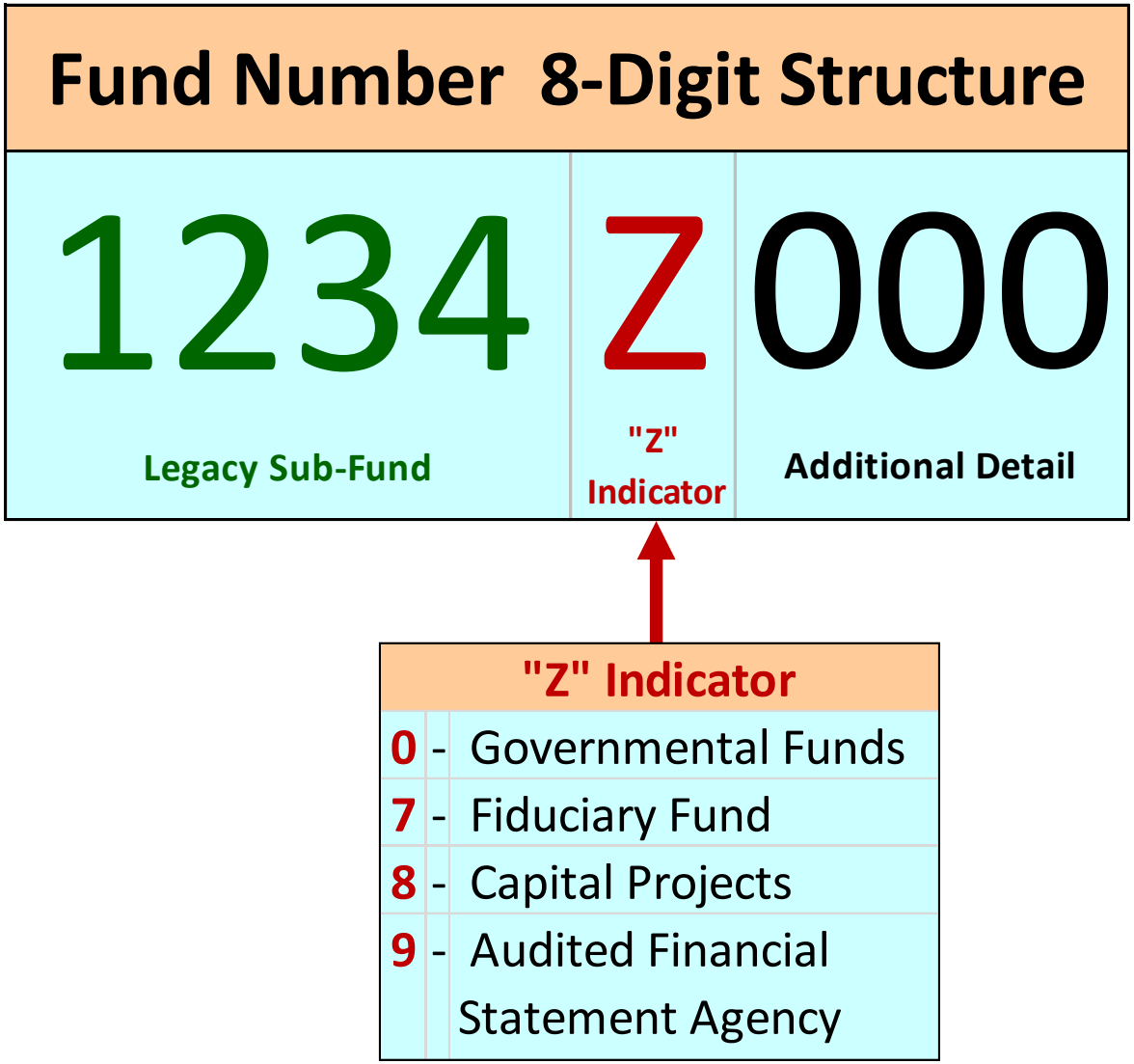

Internal Fund
• General State Fund - 10010000
External Fund
• Federal Fund – 50550000

Fund Category and Number Range

Fund Category	Number Range
General Fund Expenditure	10000000-19999999
General Fund Revenue	20000000-29999999
Earmarked Fund	30000000-39999999
Restricted Fund	40000000-49999999
Federal Fund	50000000-59999999



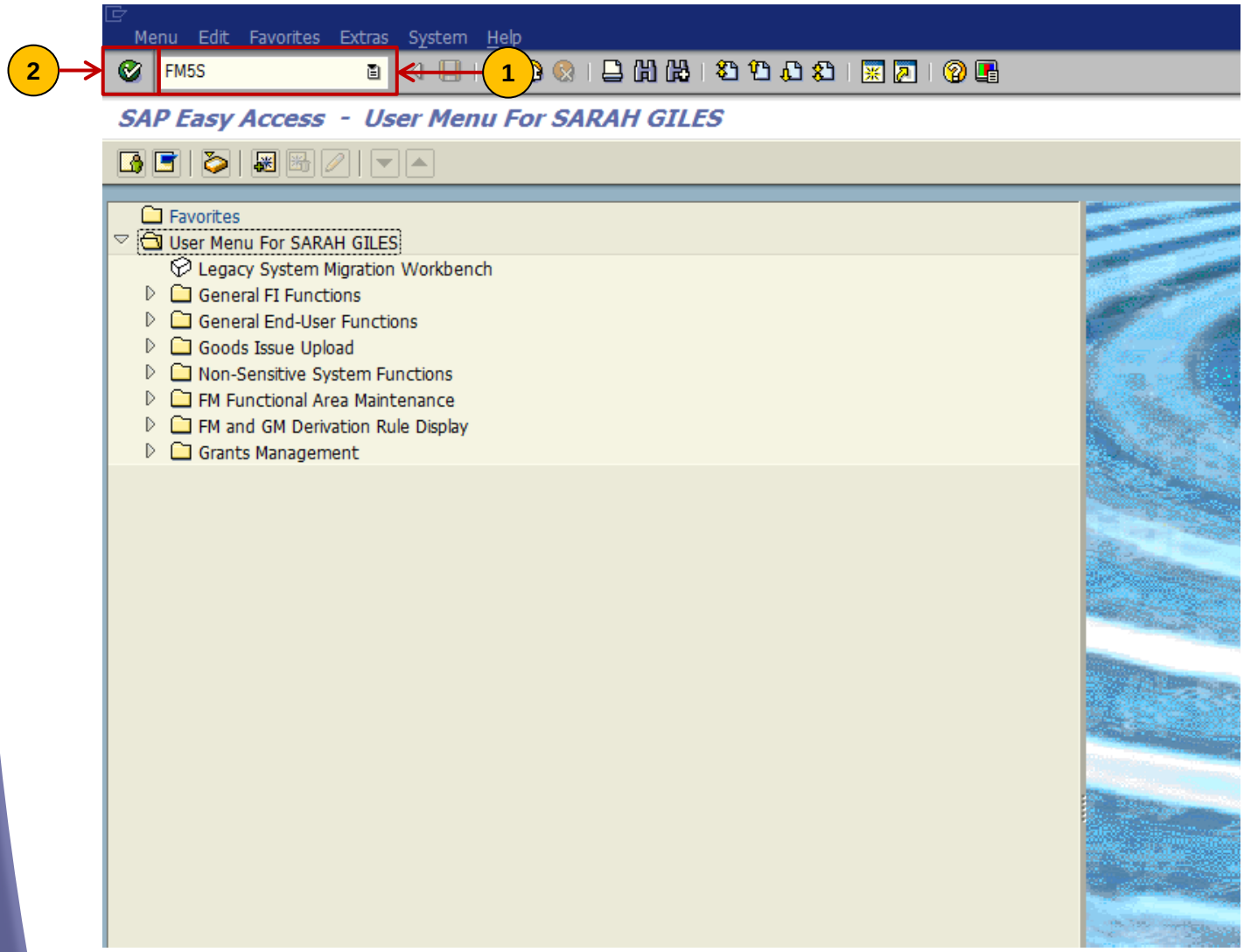
Fund Number


Fund Number 8-Digit Structure
1234
Z
000
Legacy Sub-Fund
"Z" Indicator
Additional Detail
"Z" Indicator
0 - Governmental Funds
7 - Fiduciary Fund
8 - Capital Projects
9 - Audited Financial Statement Agency

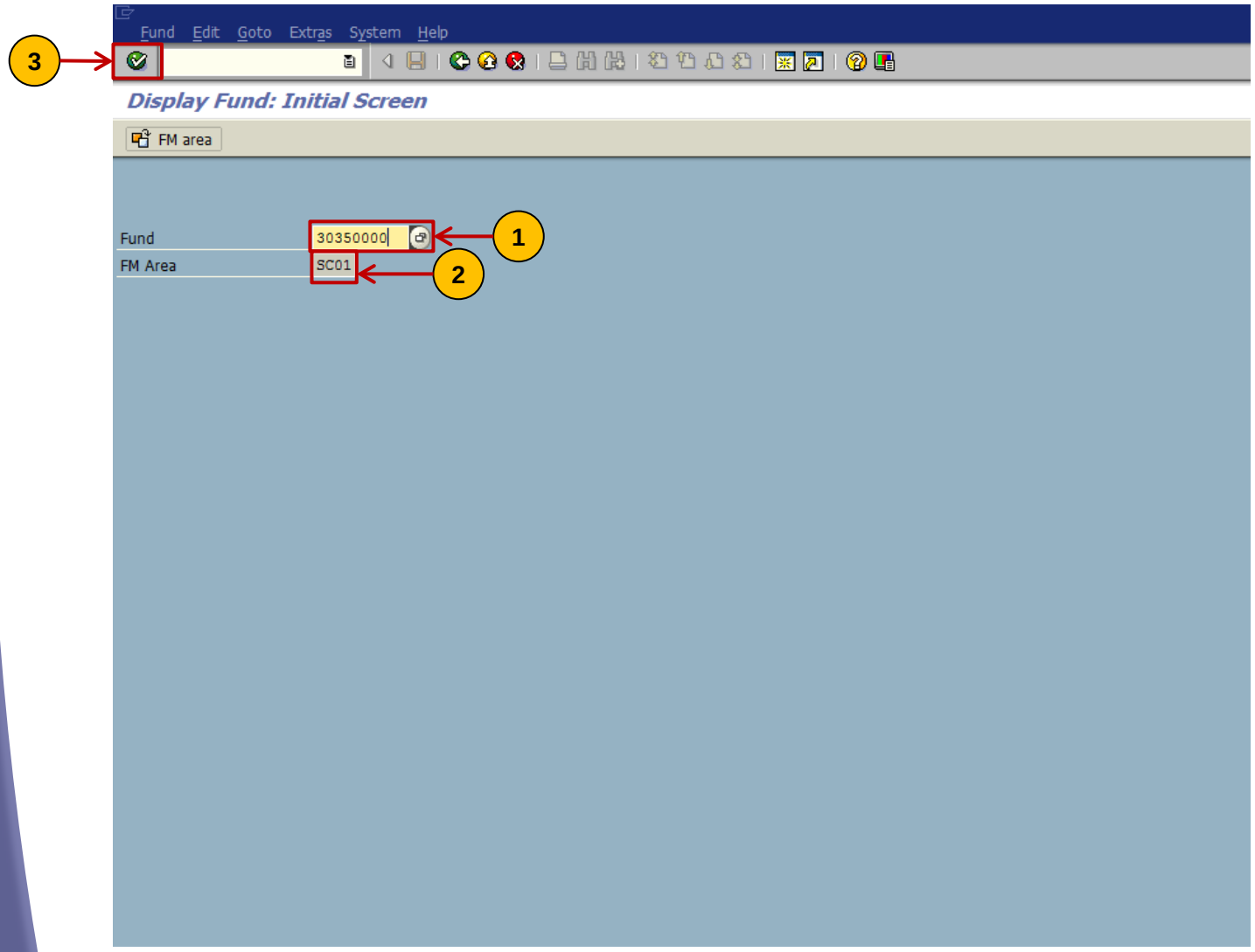
Fund Number

Fund Example Donations - Earmarked Fund		
3098	0	000
Earmarked Fund	Governmental Funds	Agency Detail

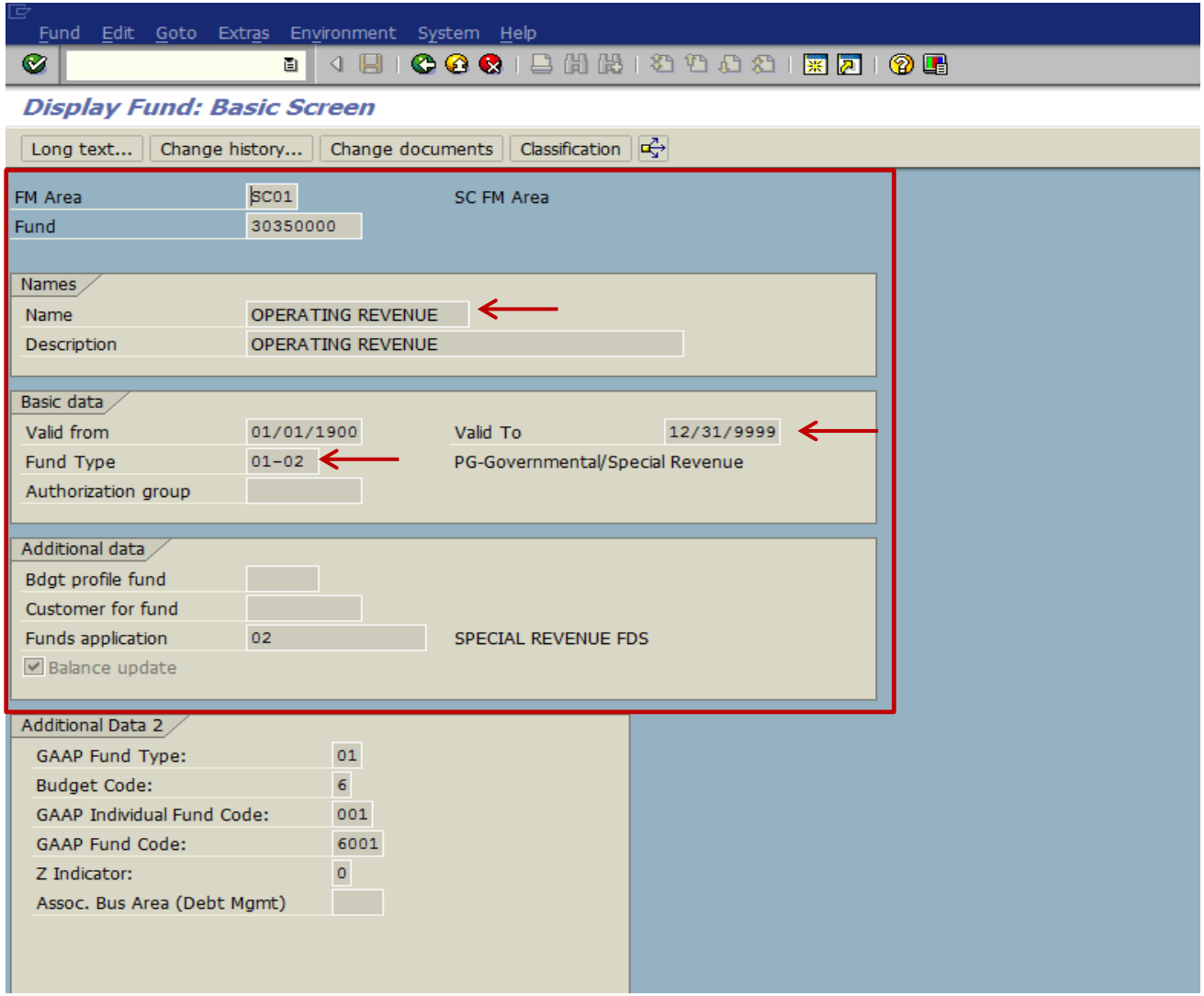
FM5S - Display Fund



FM5S - Display Fund



FM5S - Display Fund



Fund Center

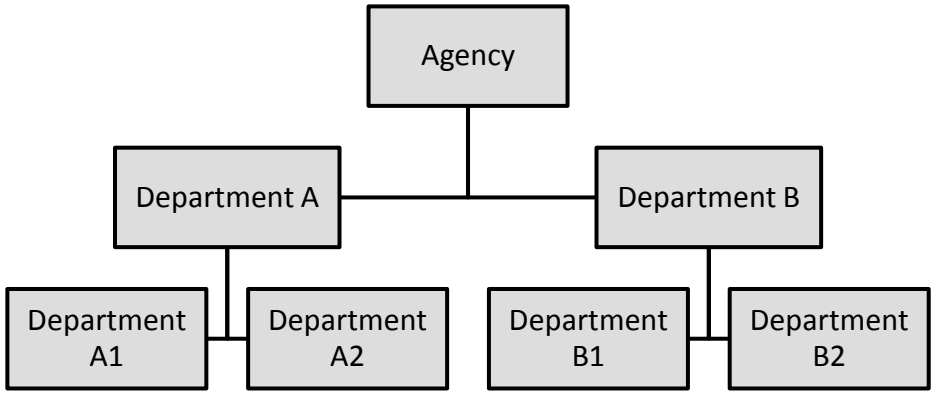
Fund Centers

Represent organizational units for which budgets are created.

Are arranged in hierarchies with the Agency represented at the top level.

Are assigned to a manager for tracking their budget activity for their area or department.

Are the equivalent of a cost center in the Controlling module.



Fund Center

8-Digit Fund Center

- Budget is initially loaded for each Agency at the 8-digit Fund Center Level
- The 8-digit Fund Center level is for budgeting purposes only.
- The budget Availability Control(AVC) is set by default at this level.

10-Digit Fund Center

- Transactions related to budget spending are posted at the detail 10-digit Funds Center
- Agencies may chose to control spending at the 10-digit Fund Center. The agency will distribute the budget and/or AVC from the top level Funds Center to the lower level or 10-digit Funds Center.

Fund Center

Ernie: We need to change the word “Digit” to “Character” in the two boxes on this slide

Ex: 8-Digit Fund Center

F030 0000

Business Area

Used for Budgetary Purposes

Ex: 10-Digit Fund Center

F030 BA0001

Agency Hierarchy

Used for Posting Expenditures

Commitment Items

Commitment Items:

- Represent Expenditure and Revenue accounts in FM.

6–Digit

- Used for budgeting purposes only.

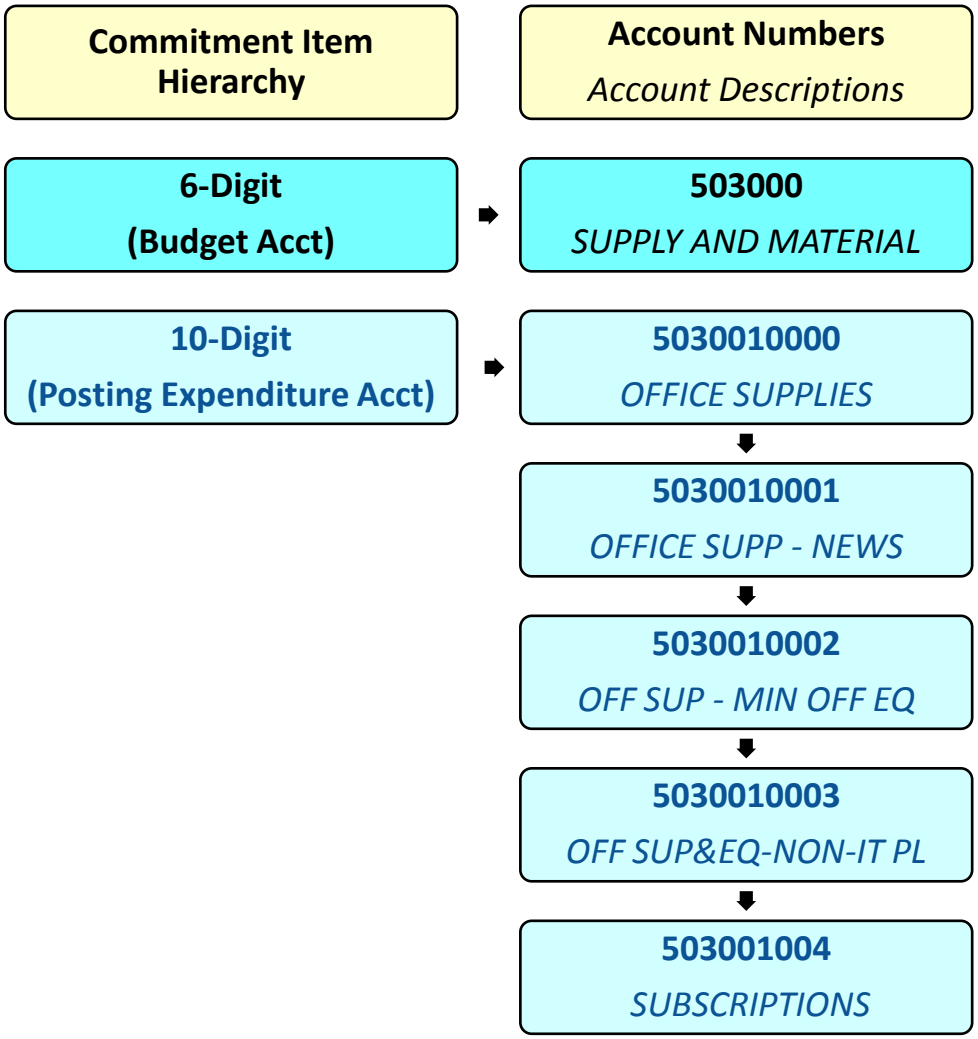
10–Digit

- Used to post revenue and expenditure amounts.

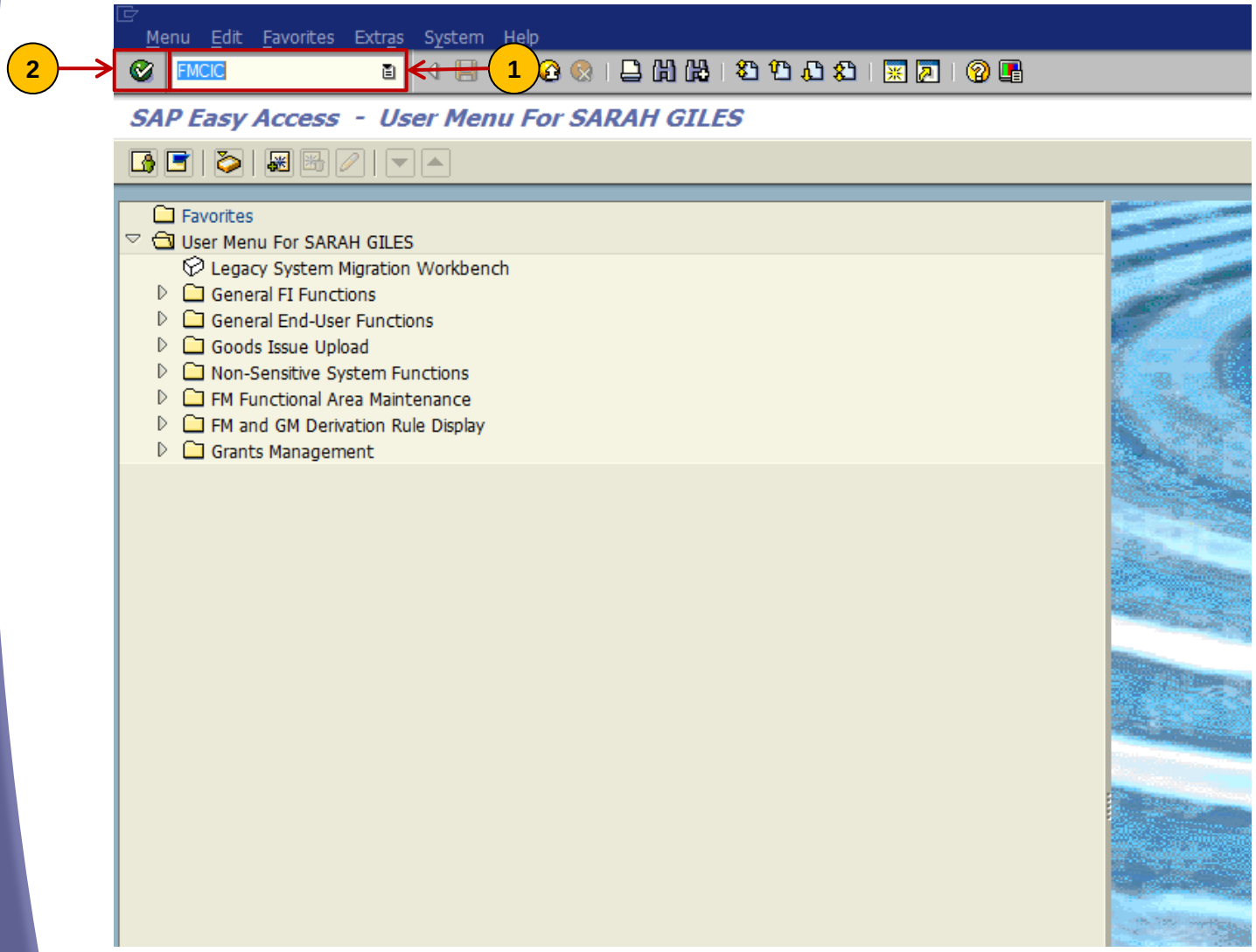
Commitment Items

Commitment Items	Number Range	
Assets	1000000000 – 1999999999	
Liabilities	2000000000 – 2999999999	
Fund Balance	3000000000 – 3999999999	
Revenue	4000000000 – 4999999999	**Used in FM**
Expenditures	5000000000 – 5999999999	
Transfers	6000000000 – 7999999999	
Conversions	9000000000 – 9999999999	

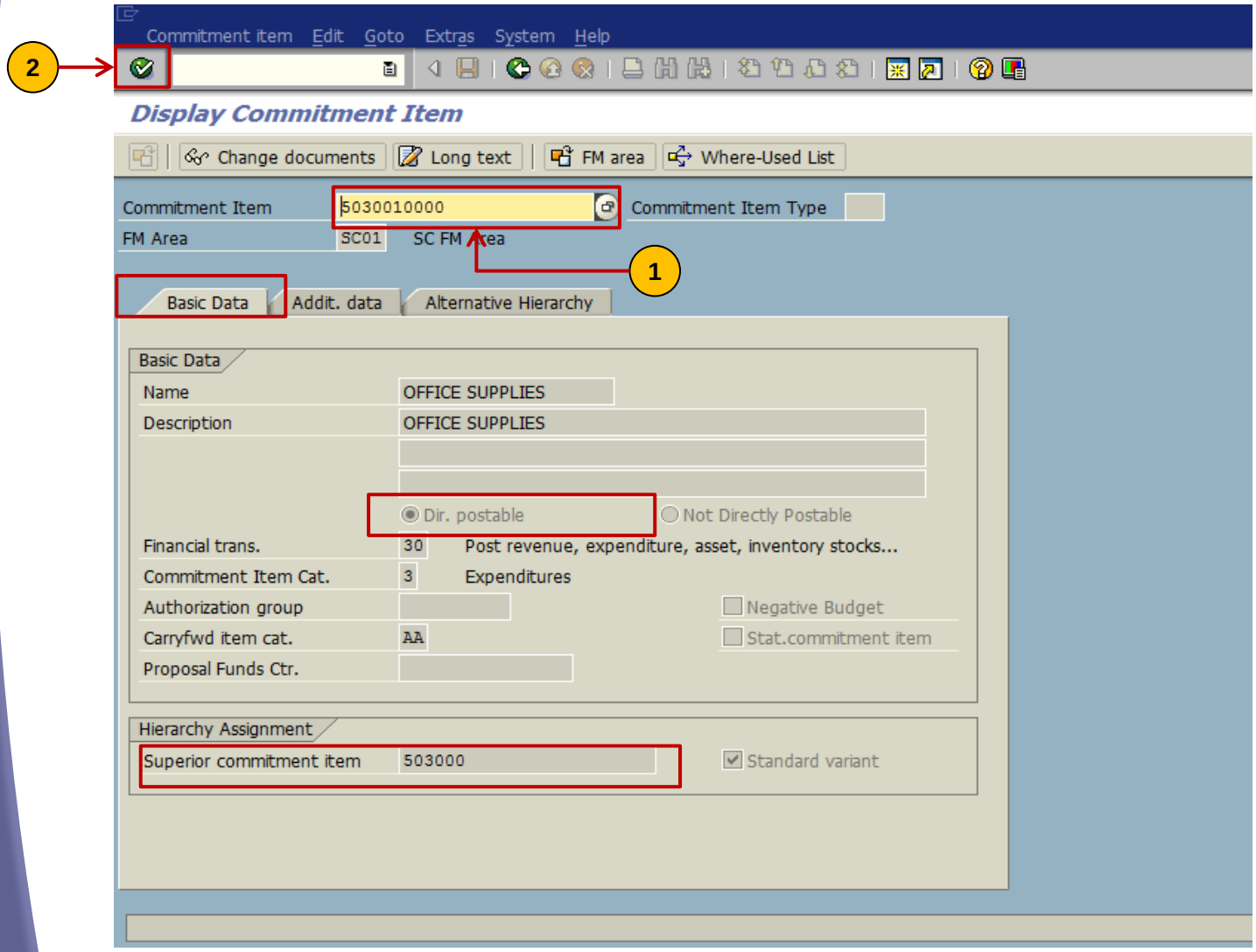
Commitment Items



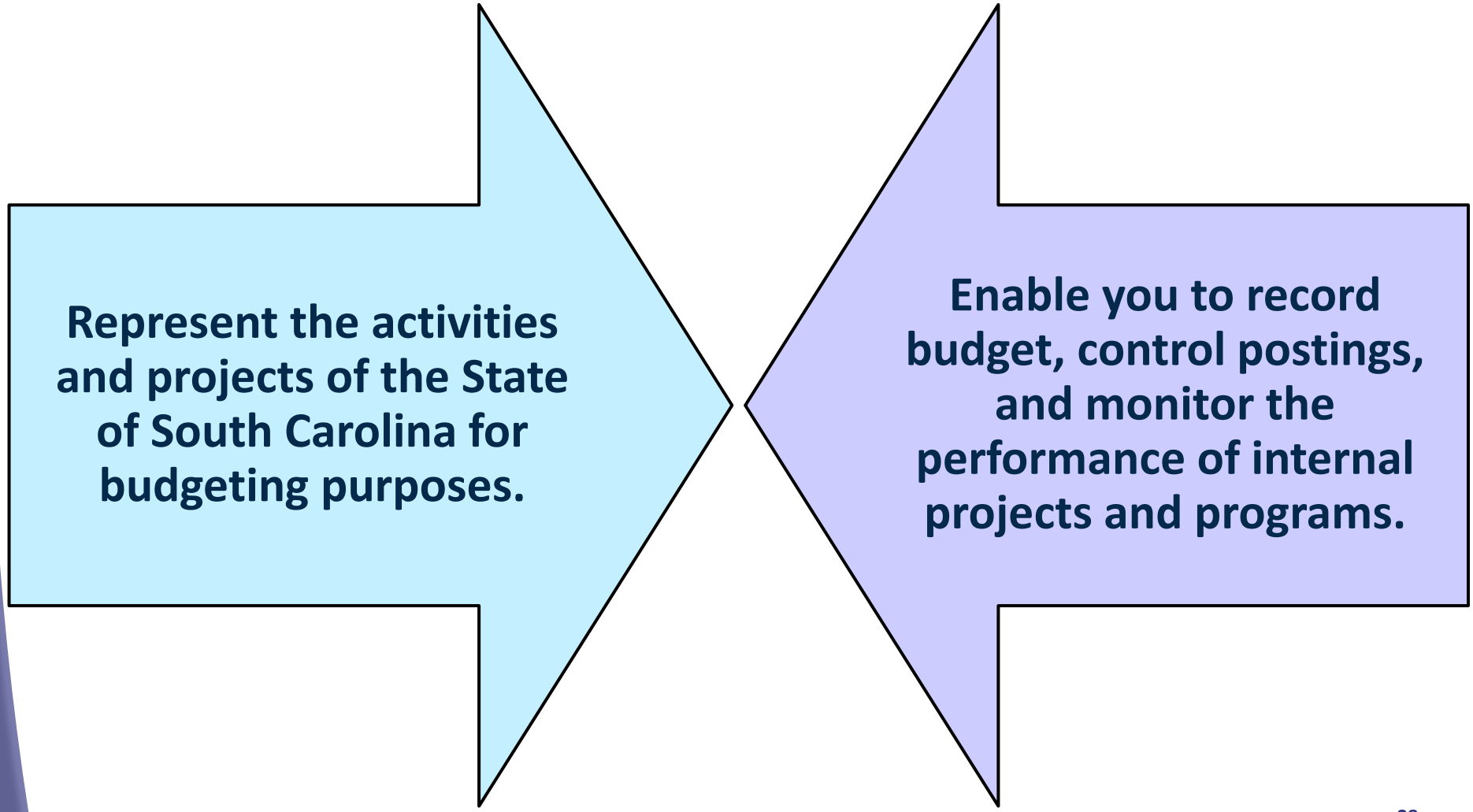
FMCIC –
Display Commitment Items



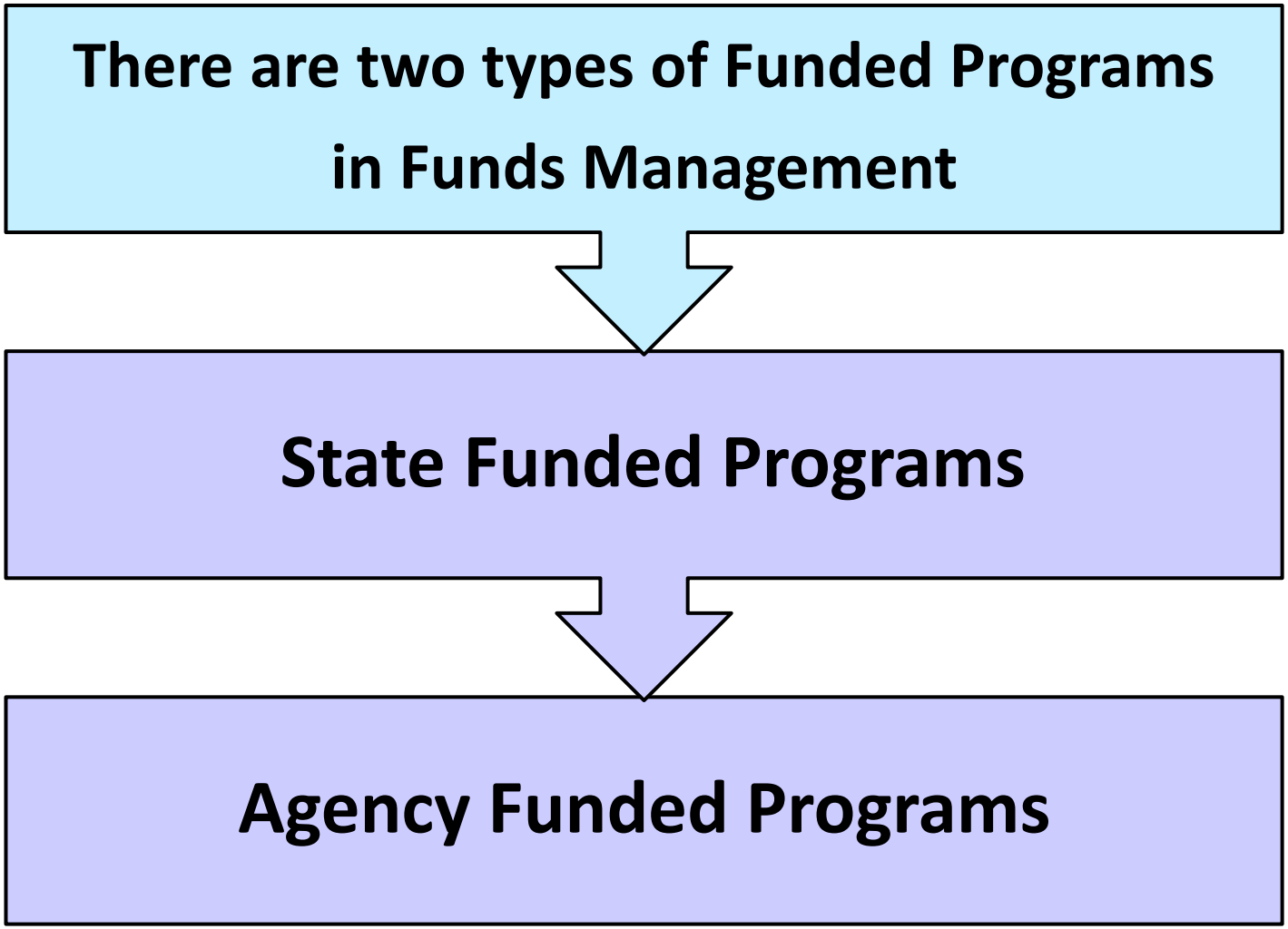
FMCIC –
Display Commitment Items



Funded Programs



Funded Programs



State Funded Programs

Budget for State Funded programs is:

- Loaded into the system after the annual budget is approved.
  - These budgets are based on Agency funding request during the budget process and budget approval from the legislature.
  - Agency budget personnel can view State Funded Programs but cannot make changes.

State Funded Programs

State Funded program codes are:

- Comprised of 15 characters:

0100.000000.000

- As a default, the State Funded Program level is where budget is checked when spending occurs.

Agency Funded Program

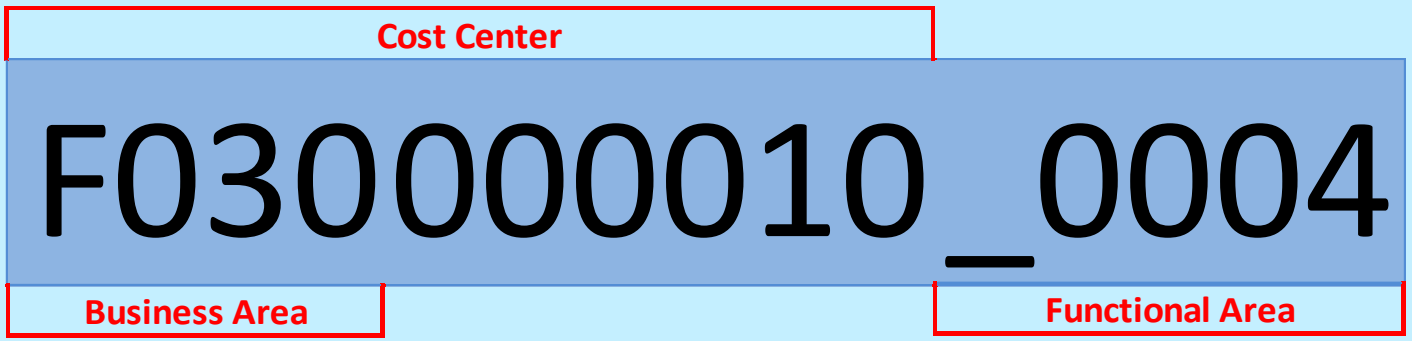
State Funded Programs can be further broken down into Agency Funded Programs.

An Agency Funded Program is a sub-division of the State Level Funded Program.

Agency Funded Program

Agency Funded Program codes are:

- Comprised of 15 characters.
- Always derived – never keyed.



Agency Funded Program

Agency Funded Program:

Regular Functional Area:

_0004

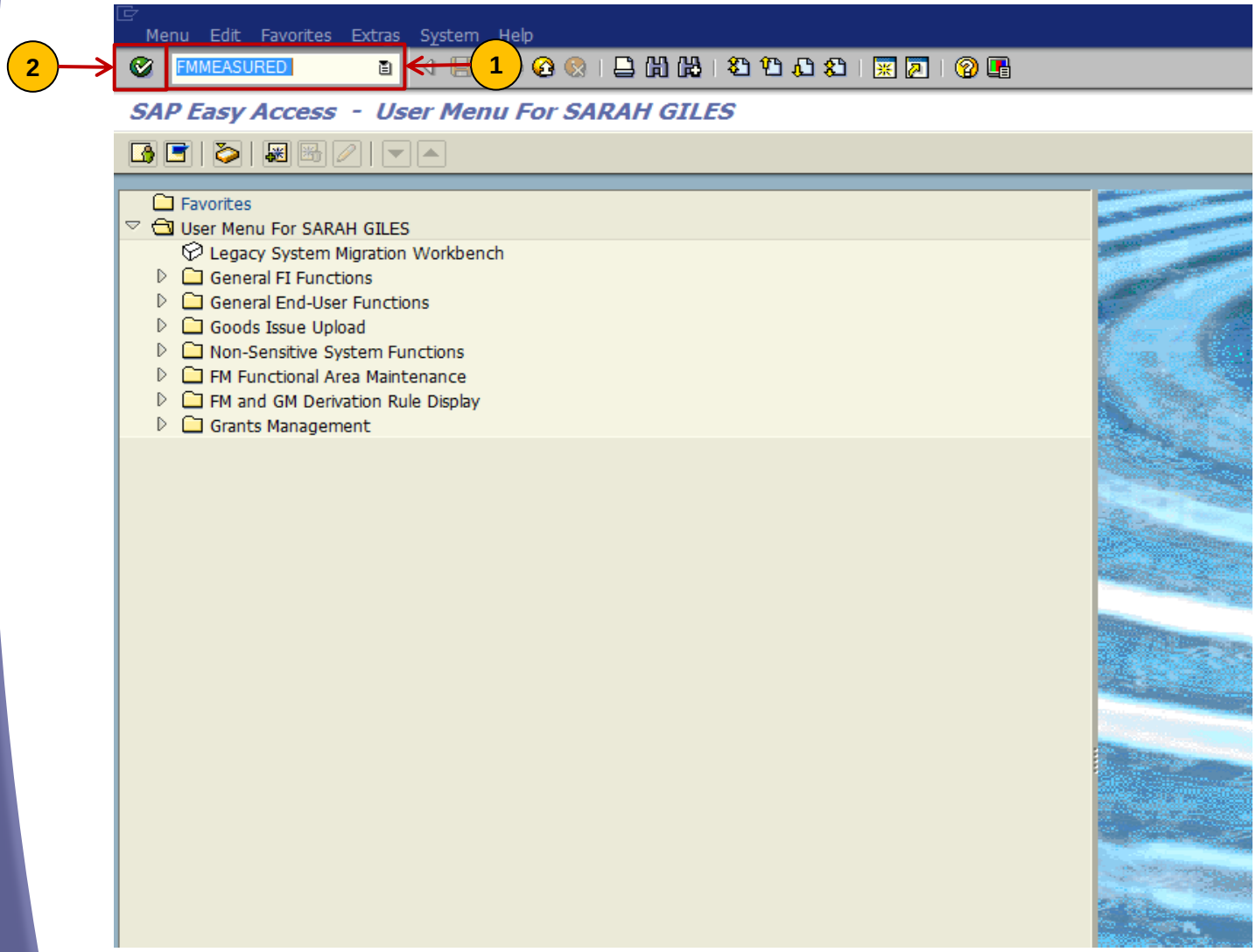
Regular Functional Area

Special Functional Area:

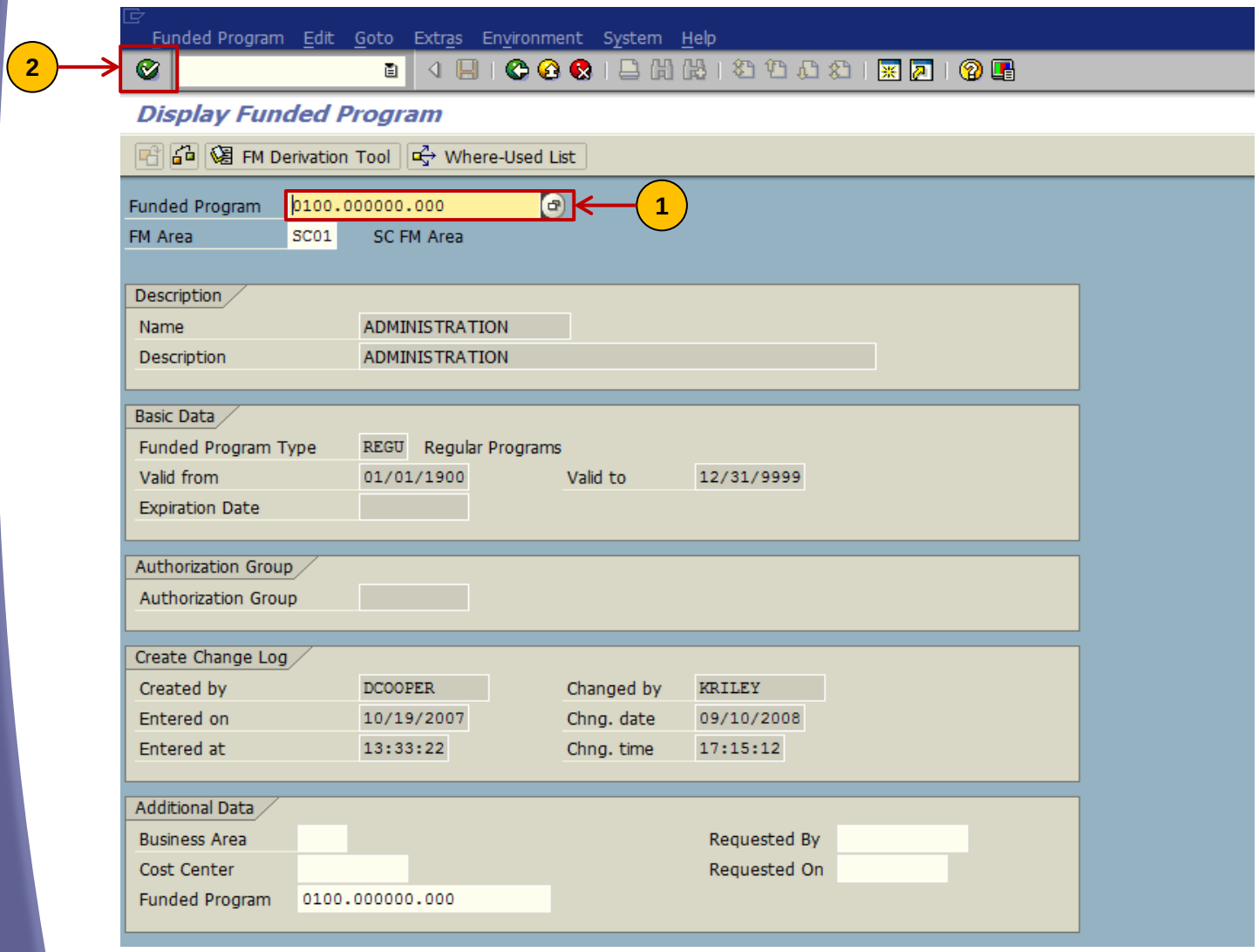
X0004

Special Functional Area

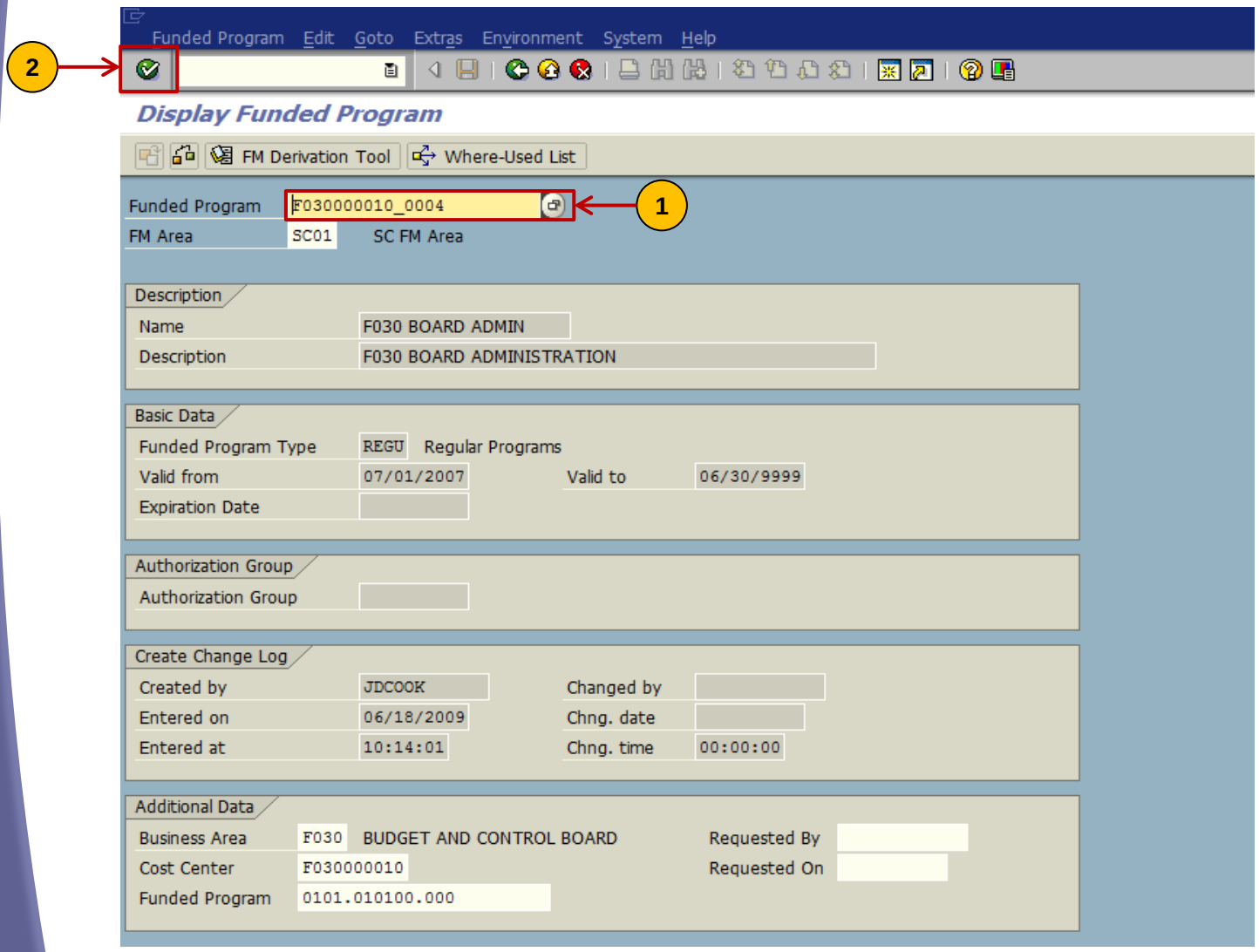
FMMEASURED – Display a Funded Program



FMMEASURED – Display a State Funded Program



FMMEASURED – Display an Agency Funded Program



Functional Area

Functional Area			
Used to group accounting and budgeting activities by their functions.	Represent the State Level Appropriation within an Agency.	Can be 1 to 1 or many to 1 relationship to the mini-code structure.	By default, no check on budget availability at the Functional Area.

Functional Area

Functional Area Code

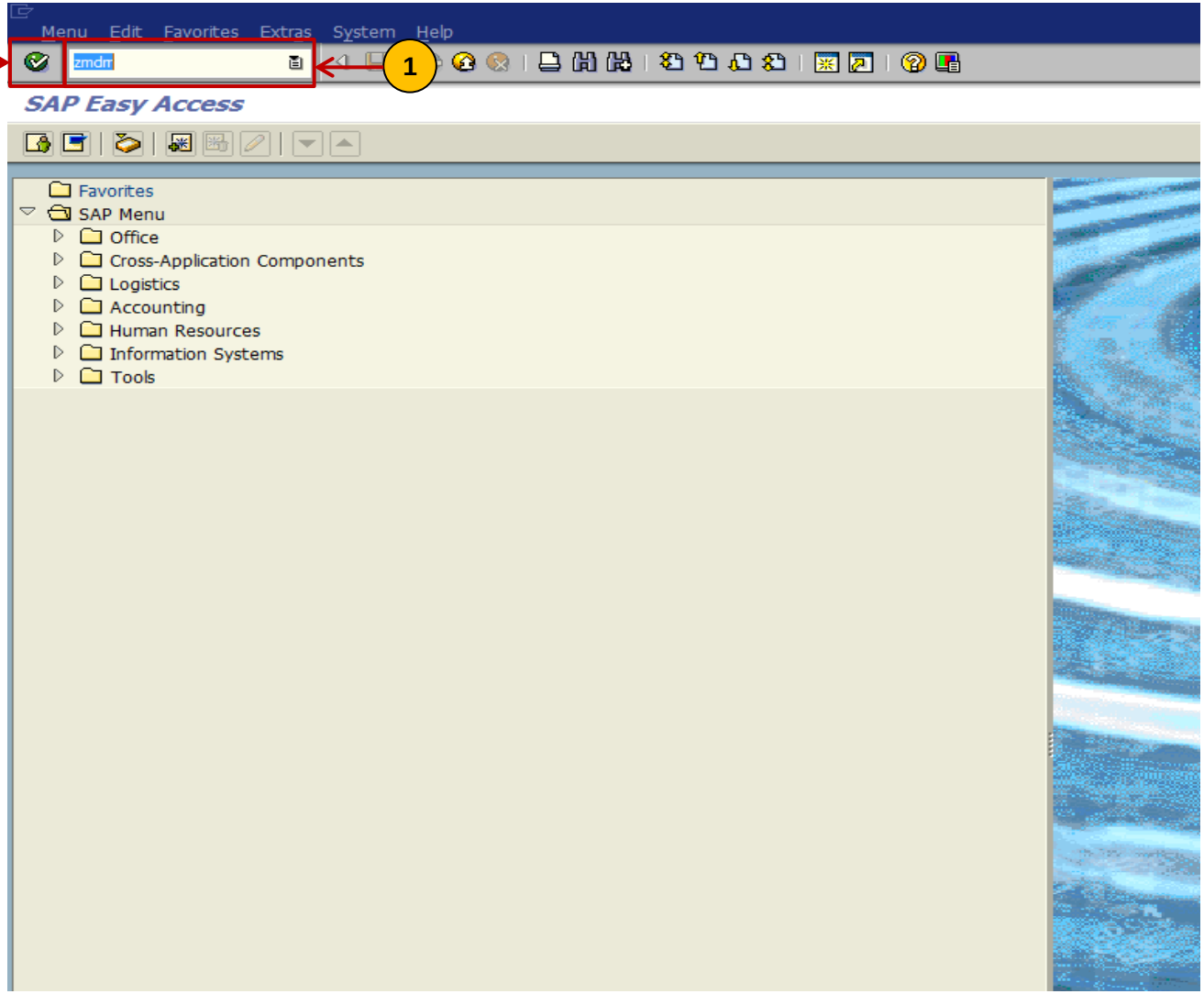
F030_AA00

Business Area | Functional Area

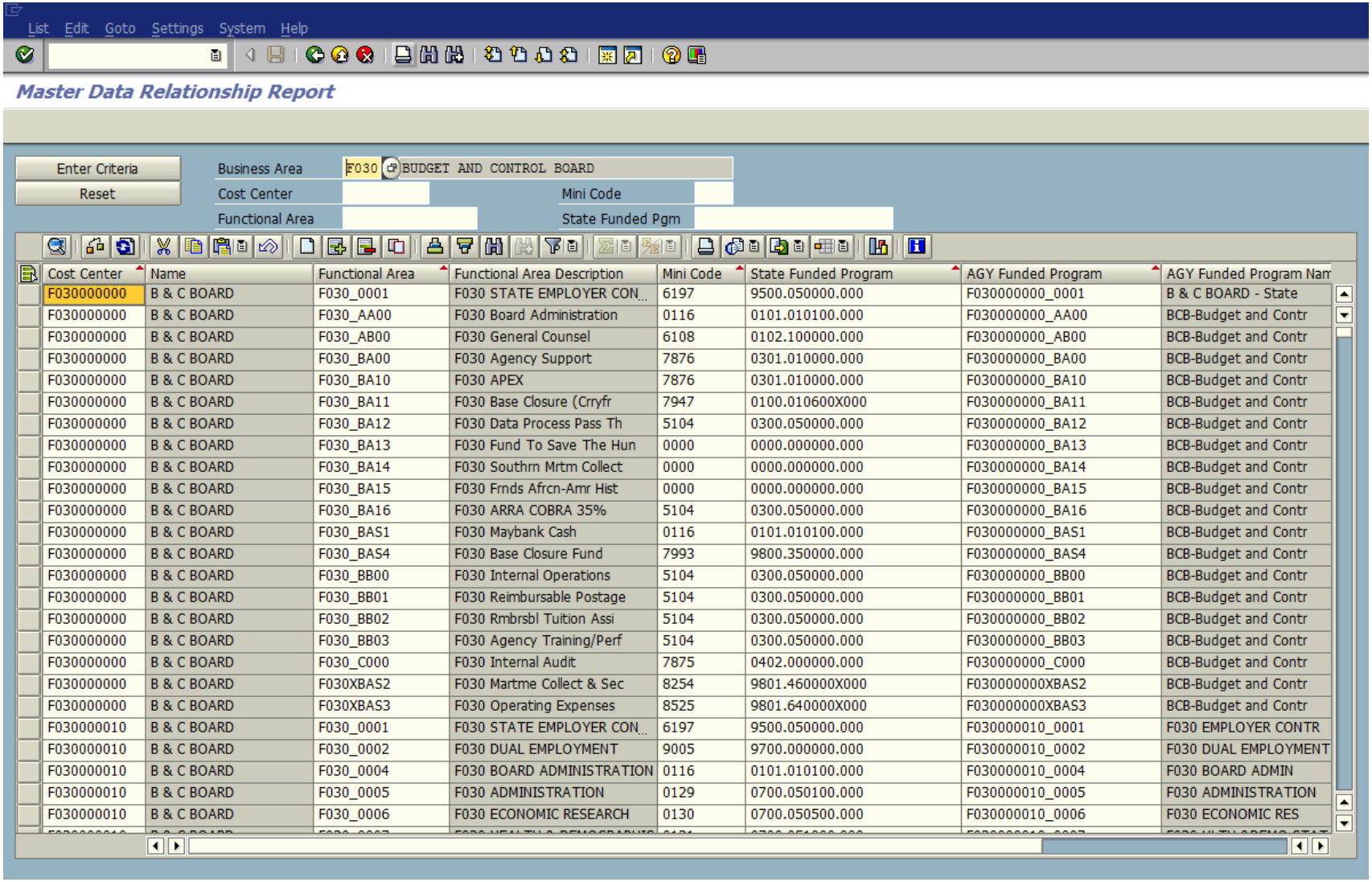
ZMDRR –
Master Data Relationship Report

- Demonstrates the relationship of the Functional Areas to STARS Mini-Codes and to the State Funded Programs.
- Provides a quick reference to determine the validity of spending combinations for Cost Center and Functional Area (Agency Funded Program).

ZMDRR -
Master Data Relationship Report



ZMDRR -
Master Data Relationship Report



Cost Center	Name	Functional Area	Functional Area Description	Mini Code	State Funded Program	AGY Funded Program	AGY Funded Program Nam
F030000000	B & C BOARD	F030_0001	F030 STATE EMPLOYER CON...	6197	9500.050000.000	F030000000_0001	B & C BOARD - State
F030000000	B & C BOARD	F030_AA00	F030 Board Administration	0116	0101.010100.000	F030000000_AA00	BCB-Budget and Contr
F030000000	B & C BOARD	F030_AB00	F030 General Counsel	6108	0102.100000.000	F030000000_AB00	BCB-Budget and Contr
F030000000	B & C BOARD	F030_BA00	F030 Agency Support	7876	0301.010000.000	F030000000_BA00	BCB-Budget and Contr
F030000000	B & C BOARD	F030_BA10	F030 APEX	7876	0301.010000.000	F030000000_BA10	BCB-Budget and Contr
F030000000	B & C BOARD	F030_BA11	F030 Base Closure (Crryfr	7947	0100.010600X000	F030000000_BA11	BCB-Budget and Contr
F030000000	B & C BOARD	F030_BA12	F030 Data Process Pass Th	5104	0300.050000.000	F030000000_BA12	BCB-Budget and Contr
F030000000	B & C BOARD	F030_BA13	F030 Fund To Save The Hun	0000	0000.000000.000	F030000000_BA13	BCB-Budget and Contr
F030000000	B & C BOARD	F030_BA14	F030 Southrn Mrtm Collect	0000	0000.000000.000	F030000000_BA14	BCB-Budget and Contr
F030000000	B & C BOARD	F030_BA15	F030 Frnds Afrcn-Amr Hist	0000	0000.000000.000	F030000000_BA15	BCB-Budget and Contr
F030000000	B & C BOARD	F030_BA16	F030 ARRA COBRA 35%	5104	0300.050000.000	F030000000_BA16	BCB-Budget and Contr
F030000000	B & C BOARD	F030_BAS1	F030 Maybank Cash	0116	0101.010100.000	F030000000_BAS1	BCB-Budget and Contr
F030000000	B & C BOARD	F030_BAS4	F030 Base Closure Fund	7993	9800.350000.000	F030000000_BAS4	BCB-Budget and Contr
F030000000	B & C BOARD	F030_BB00	F030 Internal Operations	5104	0300.050000.000	F030000000_BB00	BCB-Budget and Contr
F030000000	B & C BOARD	F030_BB01	F030 Reimbursable Postage	5104	0300.050000.000	F030000000_BB01	BCB-Budget and Contr
F030000000	B & C BOARD	F030_BB02	F030 Rmbrsbl Tuition Assi	5104	0300.050000.000	F030000000_BB02	BCB-Budget and Contr
F030000000	B & C BOARD	F030_BB03	F030 Agency Training/Perf	5104	0300.050000.000	F030000000_BB03	BCB-Budget and Contr
F030000000	B & C BOARD	F030_C000	F030 Internal Audit	7875	0402.000000.000	F030000000_C000	BCB-Budget and Contr
F030000000	B & C BOARD	F030XBAS2	F030 Martme Collect & Sec	8254	9801.460000X000	F030000000XBAS2	BCB-Budget and Contr
F030000000	B & C BOARD	F030XBAS3	F030 Operating Expenses	8525	9801.640000X000	F030000000XBAS3	BCB-Budget and Contr
F030000010	B & C BOARD	F030_0001	F030 STATE EMPLOYER CON...	6197	9500.050000.000	F030000010_0001	F030 EMPLOYER CONTR
F030000010	B & C BOARD	F030_0002	F030 DUAL EMPLOYMENT	9005	9700.000000.000	F030000010_0002	F030 DUAL EMPLOYMENT
F030000010	B & C BOARD	F030_0004	F030 BOARD ADMINISTRATION	0116	0101.010100.000	F030000010_0004	F030 BOARD ADMIN
F030000010	B & C BOARD	F030_0005	F030 ADMINISTRATION	0129	0700.050100.000	F030000010_0005	F030 ADMINISTRATION
F030000010	B & C BOARD	F030_0006	F030 ECONOMIC RESEARCH	0130	0700.050500.000	F030000010_0006	F030 ECONOMIC RES

Request Master Data Additions/Changes

- To request additions/changes to Master Data contact the SCEIS Help Desk:
  - A template to change or create Master Data will be sent to the Master Data owner.
  - These requests can only be made by your Agency or Department's Master Data owner.
  - Completed templates can be e-mailed to the SCEIS Help Desk.

SCEIS

South Carolina Enterprise Information System

LESSON 2: AVAILABILITY CONTROL

STATE INFORMATION TECHNOLOGY

B&CB

SC Budget and Control Board

Availability Control

Availability Control (AVC)

A critical tool in monitoring and managing budget funds.

Provided controls on any transaction that will affect budget.

Issues an error message or a hard stop when there are insufficient budget funds.

Availability Control

Guidelines for Agencies

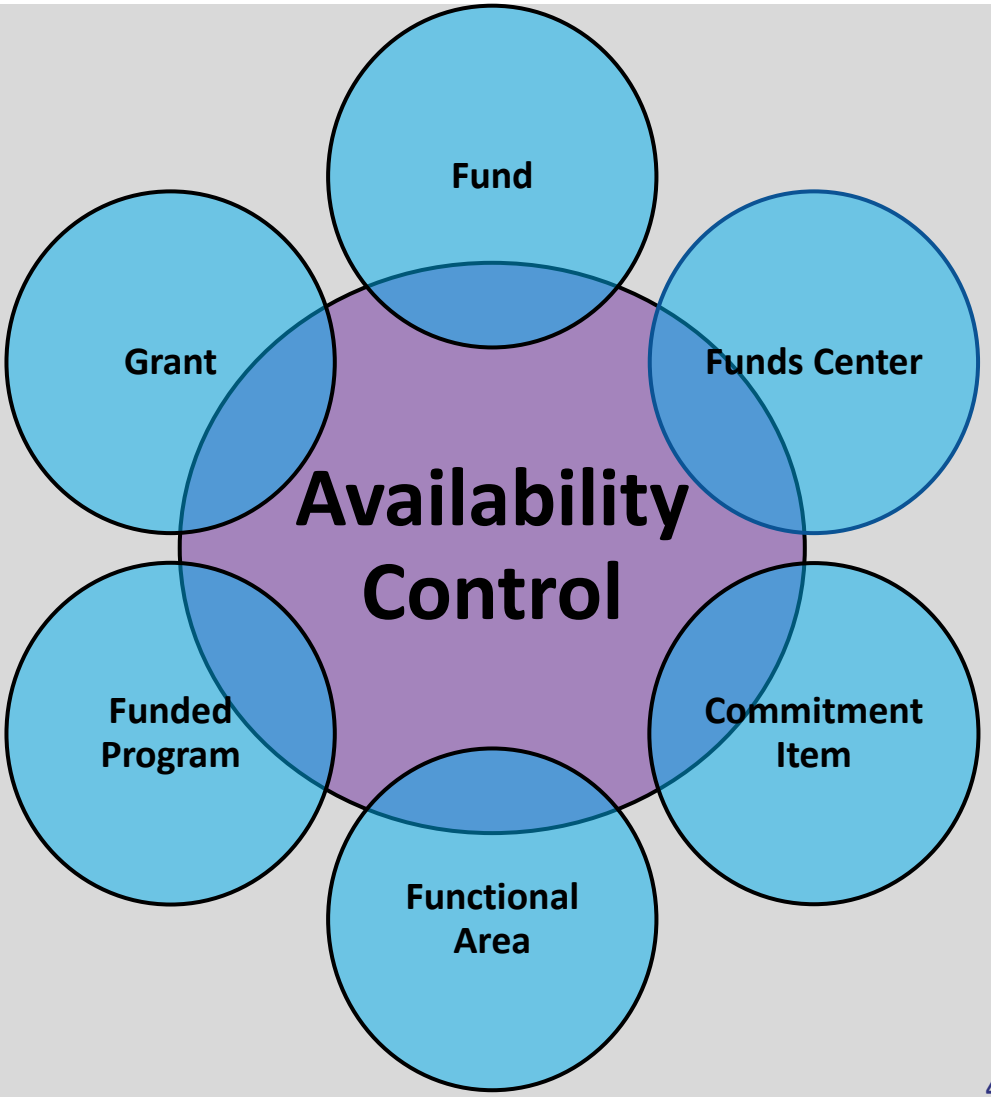
The default is similar to the State Level of Control.

Agencies have the option to control budgets at lower levels.

Must be consistent across the entire Agency.

Levels cannot be changed during the fiscal year.

Availability Control



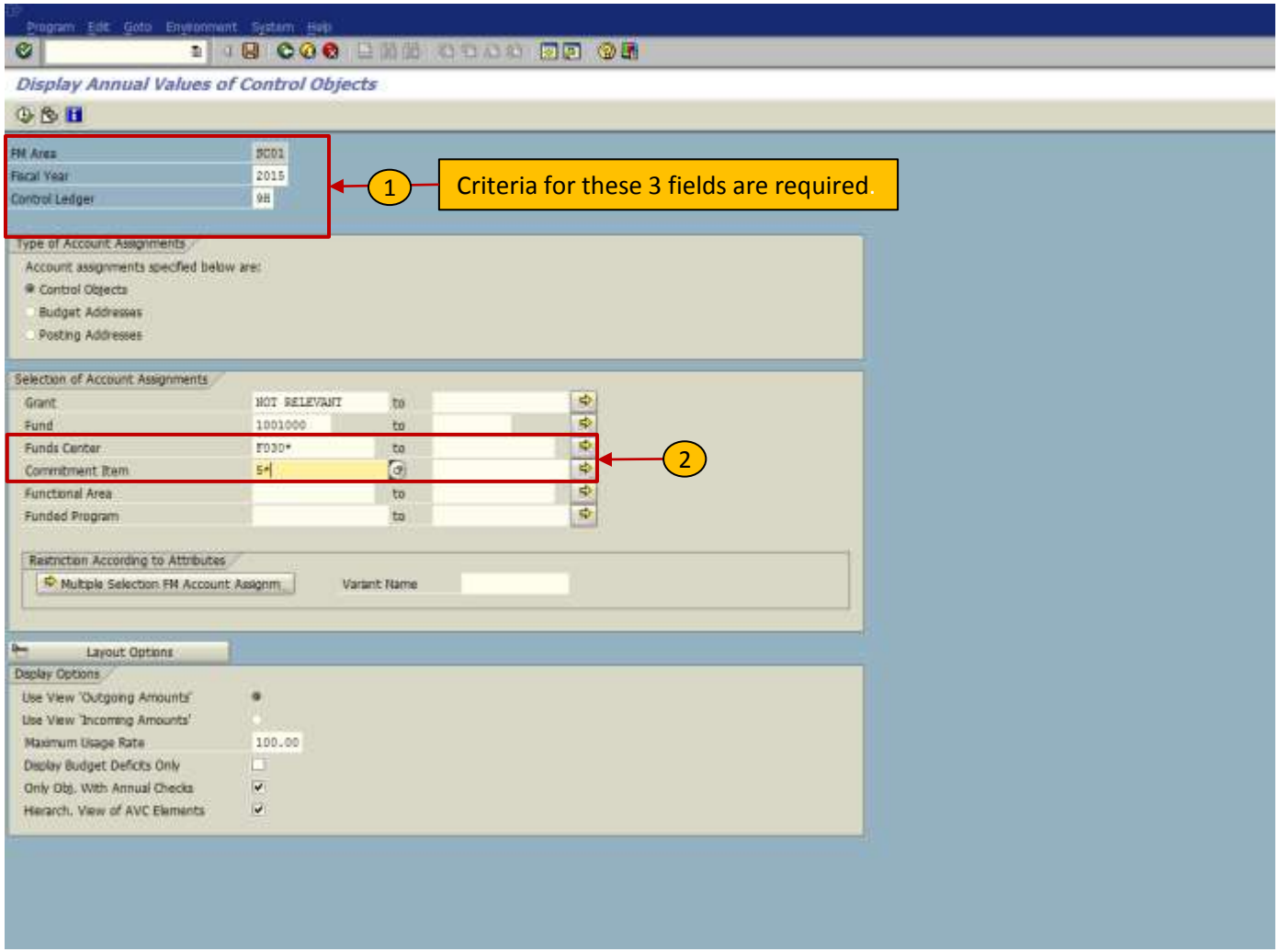
FMAVCR01 Budget Report

Budgeted amounts, consumed amounts, and available amounts.

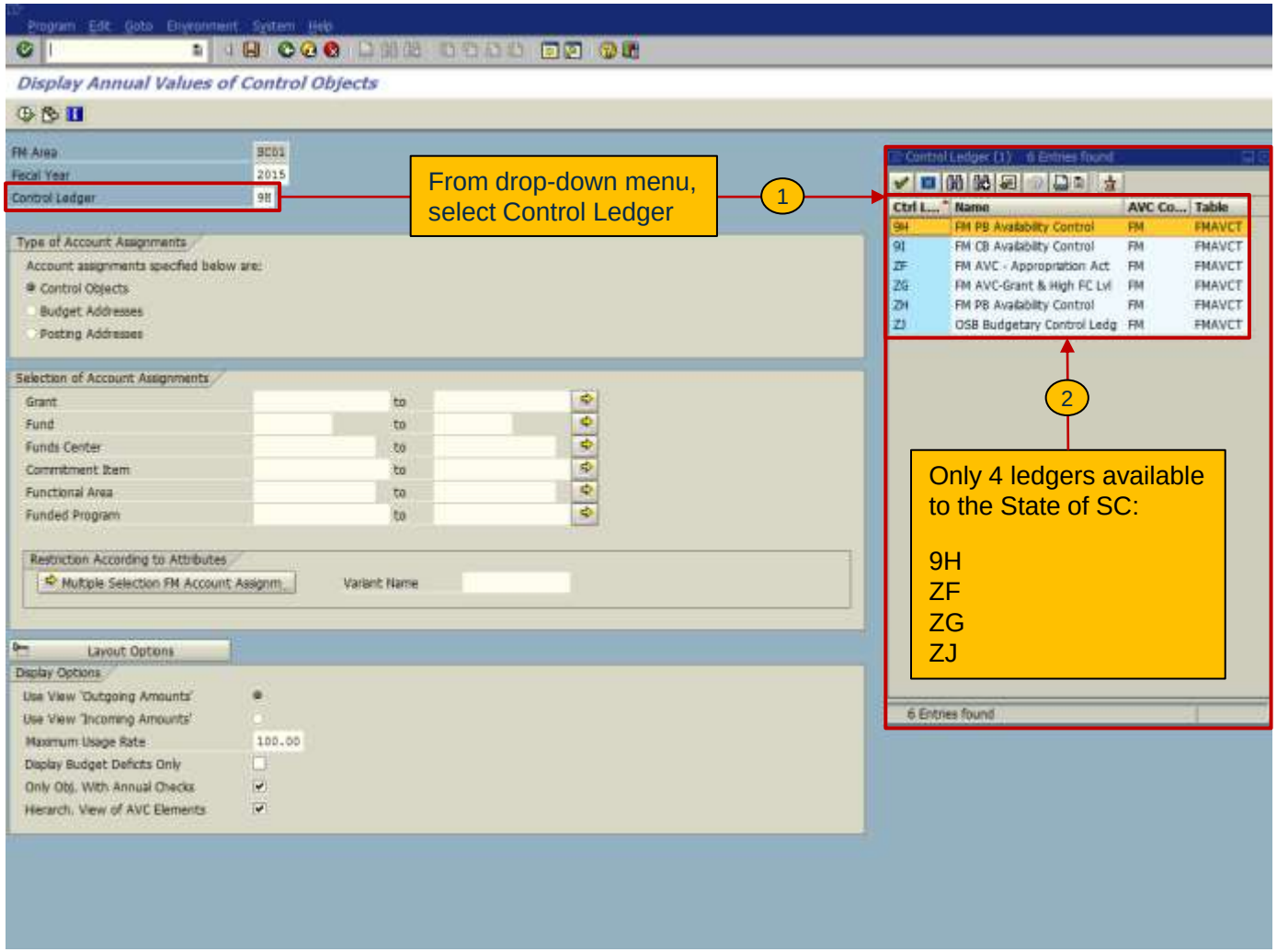
Budget balances by master data account assignment elements.

High level and detail level view of spending by Fund.

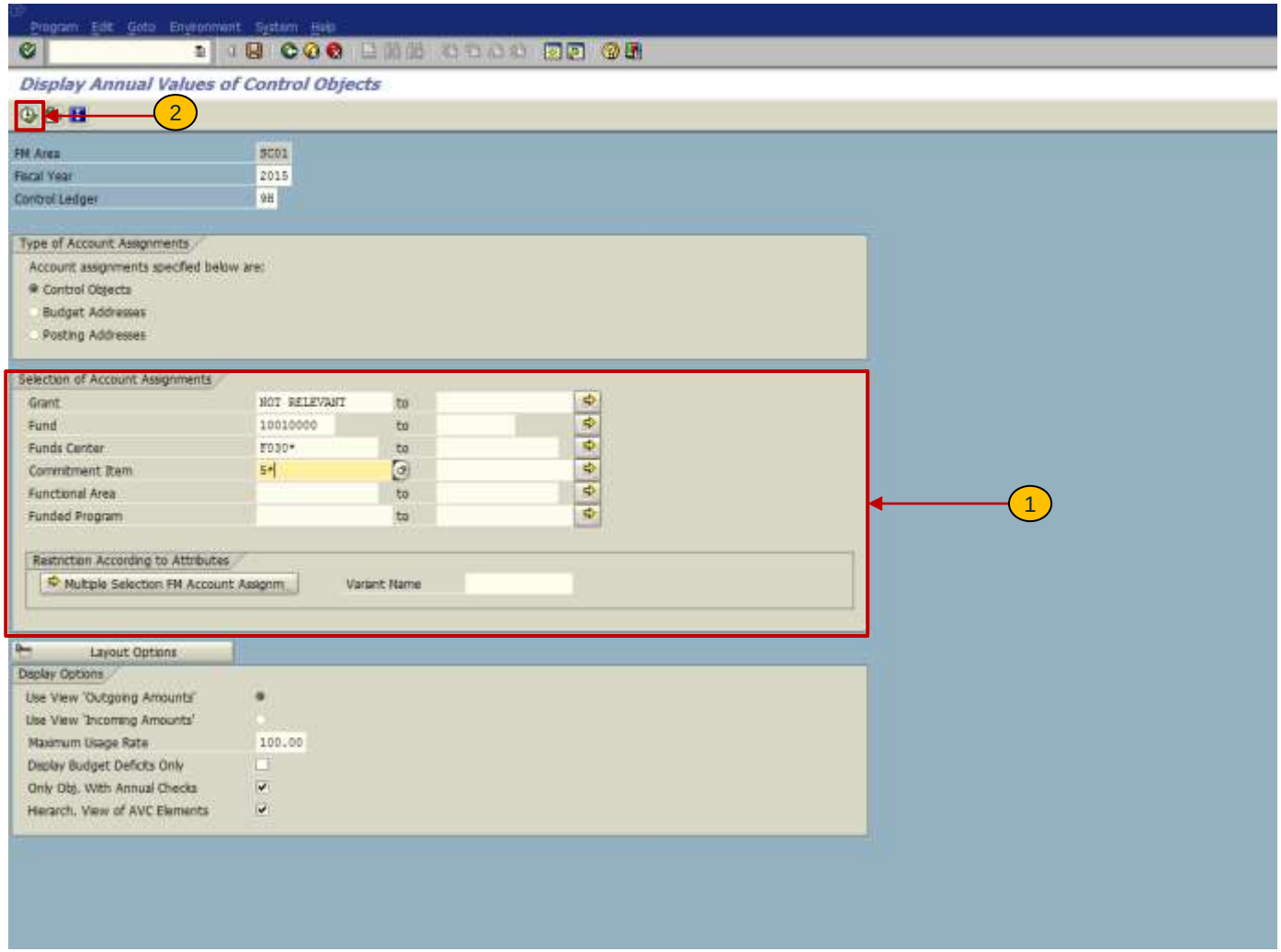
FMAVCR01


Program Edit Goto Environment System Help
Display Annual Values of Control Objects
FM Area SC01
Fiscal Year 2015
Control Ledger 9H
1
Criteria for these 3 fields are required.
Type of Account Assignments
Account assignments specified below are:
Control Objects
Budget Addresses
Posting Addresses
Selection of Account Assignments
Grant NOT RELEVANT to
Fund 1001000 to
Funds Center F030* to
Commitment Item 5* to
Functional Area to
Funded Program to
2
Restriction According to Attributes
Multiple Selection FM Account Assignm
Variant Name
Layout Options
Display Options
Use View 'Outgoing Amounts'
Use View 'Incoming Amounts'
Maximum Usage Rate 100.00
Display Budget Deficits Only
Only Obj. With Annual Checks
Hierarch. View of AVC Elements

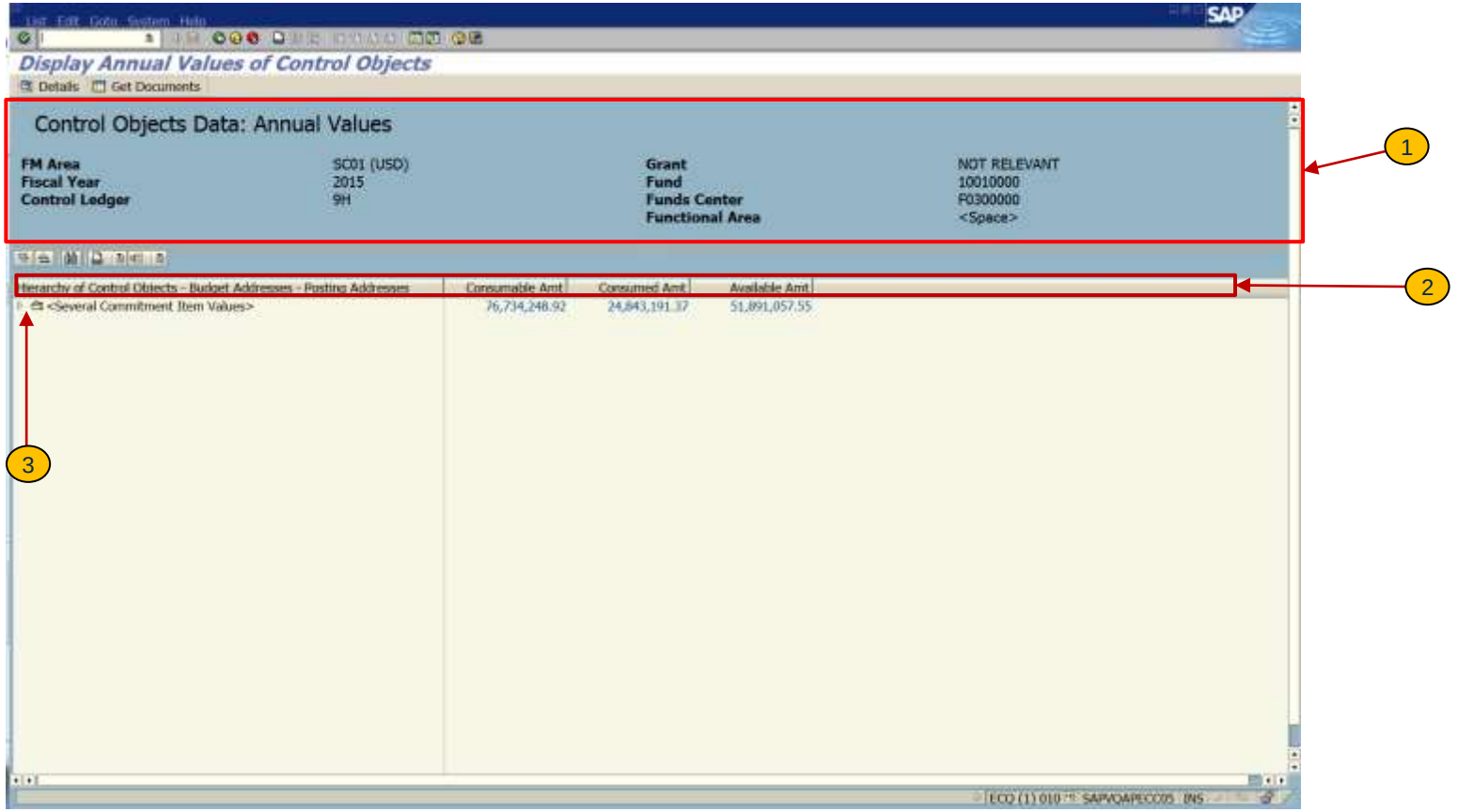
FMAVCR01


Display Annual Values of Control Objects
FM Area
Fiscal Year
Control Ledger
From drop-down menu, select Control Ledger
1
Control Ledger (1) 6 Entries found
Ctrl L...
Name
AVC Co...
Table
9H FM PB Availability Control FM FMAVCT
9I FM CB Availability Control FM FMAVCT
ZF FM AVC - Appropriation Act FM FMAVCT
ZG FM AVC-Grant & High FC Lvl FM FMAVCT
ZH FM PB Availability Control FM FMAVCT
ZJ OSB Budgetary Control Ledg FM FMAVCT
6 Entries found
2
Only 4 ledgers available to the State of SC:
9H
ZF
ZG
ZJ

FMAVCR01


Program Edit Goto Environment System Help
Display Annual Values of Control Objects
2
FM Area SC01
Fiscal Year 2015
Control Ledger 9H
Type of Account Assignments
Account assignments specified below are:
Control Objects
Budget Addresses
Posting Addresses
Selection of Account Assignments
Grant NOT RELEVANT to
Fund 10010000 to
Funds Center F030* to
Commitment Item S* to
Functional Area to
Funded Program to
Restriction According to Attributes
Multiple Selection FM Account Assignm
Variant Name
1
Layout Options
Display Options
Use View 'Outgoing Amounts'
Use View 'Incoming Amounts'
Maximum Usage Rate 100.00
Display Budget Deficits Only
Only Obj. With Annual Checks
Hierarch. View of AVC Elements

FMAVCR01


Display Annual Values of Control Objects
Details
Get Documents
Control Objects Data: Annual Values
FM Area
Fiscal Year
Control Ledger
SC01 (USD)
2015
9H
Grant
Fund
Funds Center
Functional Area
NOT RELEVANT
10010000
F0300000
<Space>
Hierarchy of Control Objects - Budget Addresses - Posting Addresses
Consumable Amt
Consumed Amt
Available Amt
<Several Commitment Item Values>
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51,891,057.55
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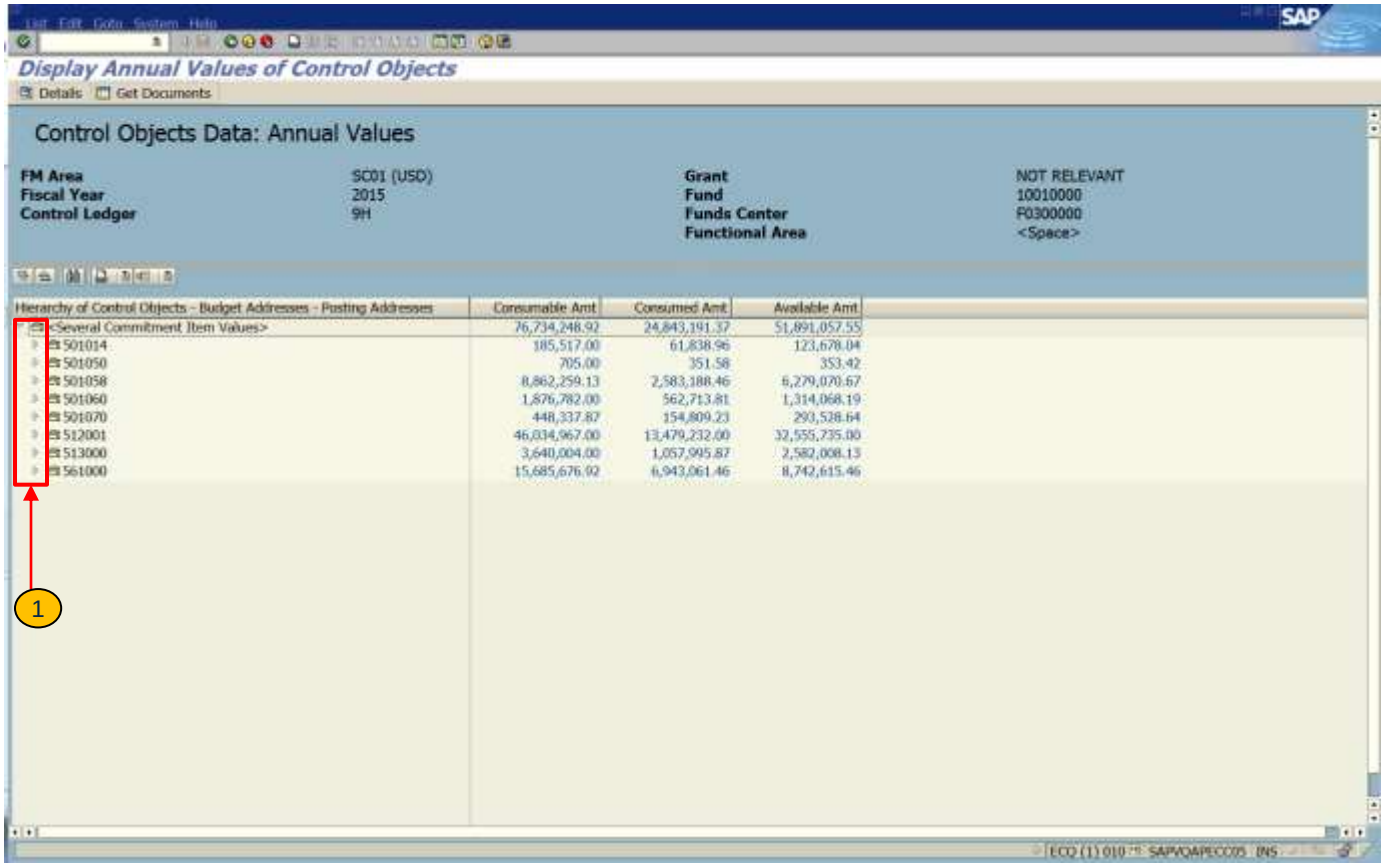
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Details
Get Documents
Control Objects Data: Annual Values
FM Area SC01 (USD)
Fiscal Year 2015
Control Ledger 9H
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Fund 10010000
Funds Center F0300000
Functional Area <Space>
Hierarchy of Control Objects - Budget Addresses - Posting Addresses
Consumable Amt
Consumed Amt
Available Amt
<Several Commitment Item Values> 76,734,248.92 24,843,191.37 51,891,057.55
501014 185,517.00 61,838.96 123,678.04
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501058 8,862,259.13 2,583,188.46 6,279,070.67
501060 1,876,782.00 562,713.81 1,314,068.19
501070 448,337.87 154,809.23 293,528.64
512001 46,034,967.00 13,479,232.00 32,555,735.00
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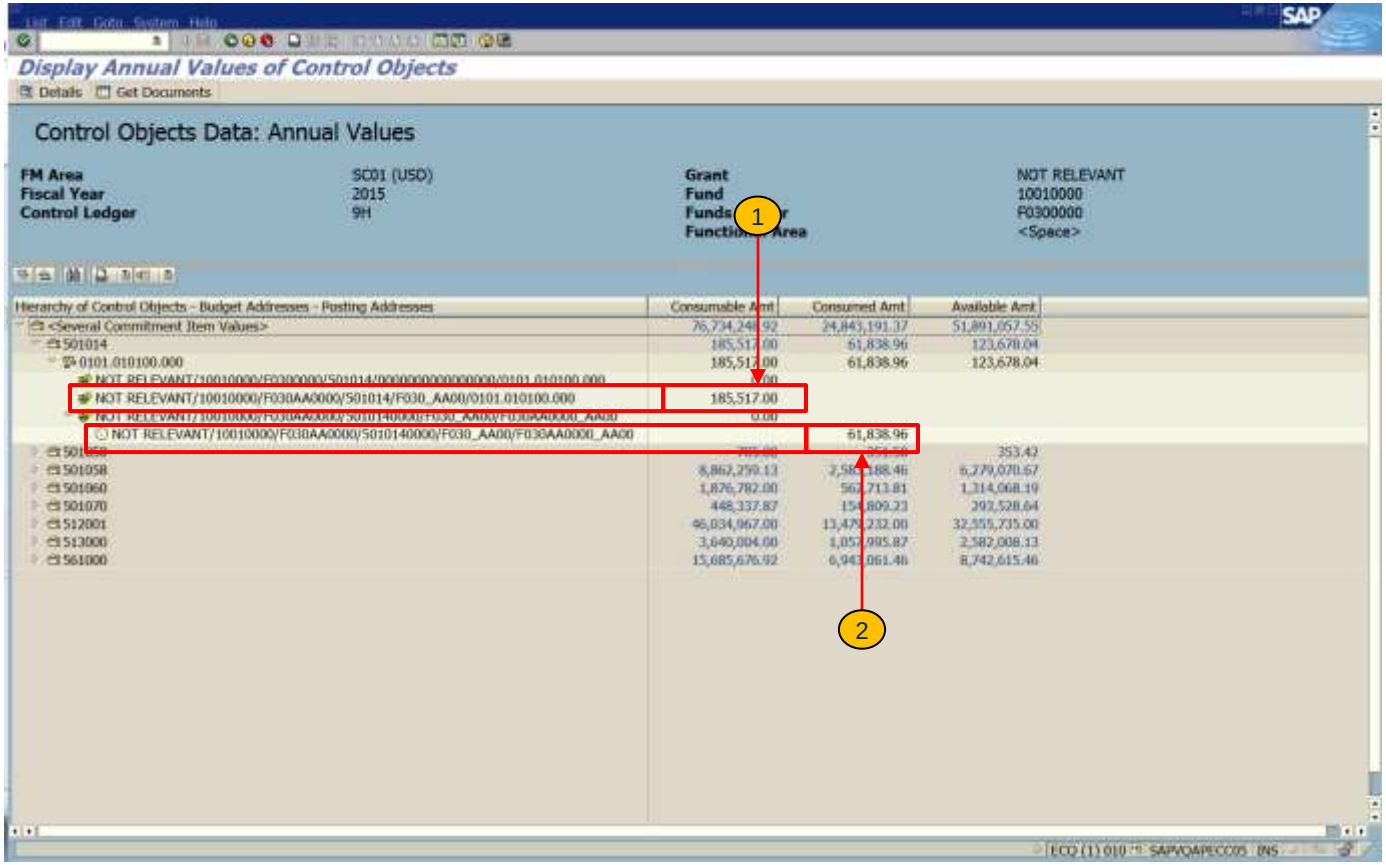
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Details
Get Documents
Control Objects Data: Annual Values
FM Area
Fiscal Year
Control Ledger
SC01 (USD)
2015
9H
Grant
Fund
Funds
Functional Area
NOT RELEVANT
10010000
F0300000
<Space>
Hierarchy of Control Objects - Budget Addresses - Posting Addresses
Consumable Amt
Consumed Amt
Available Amt
<Several Commitment Item Values>
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185,517.00
NOT RELEVANT/10010000/F030AA0000/5010140000/F030_AA00/F030AA0000_AA00
61,838.96
501058
501060
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512001
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2

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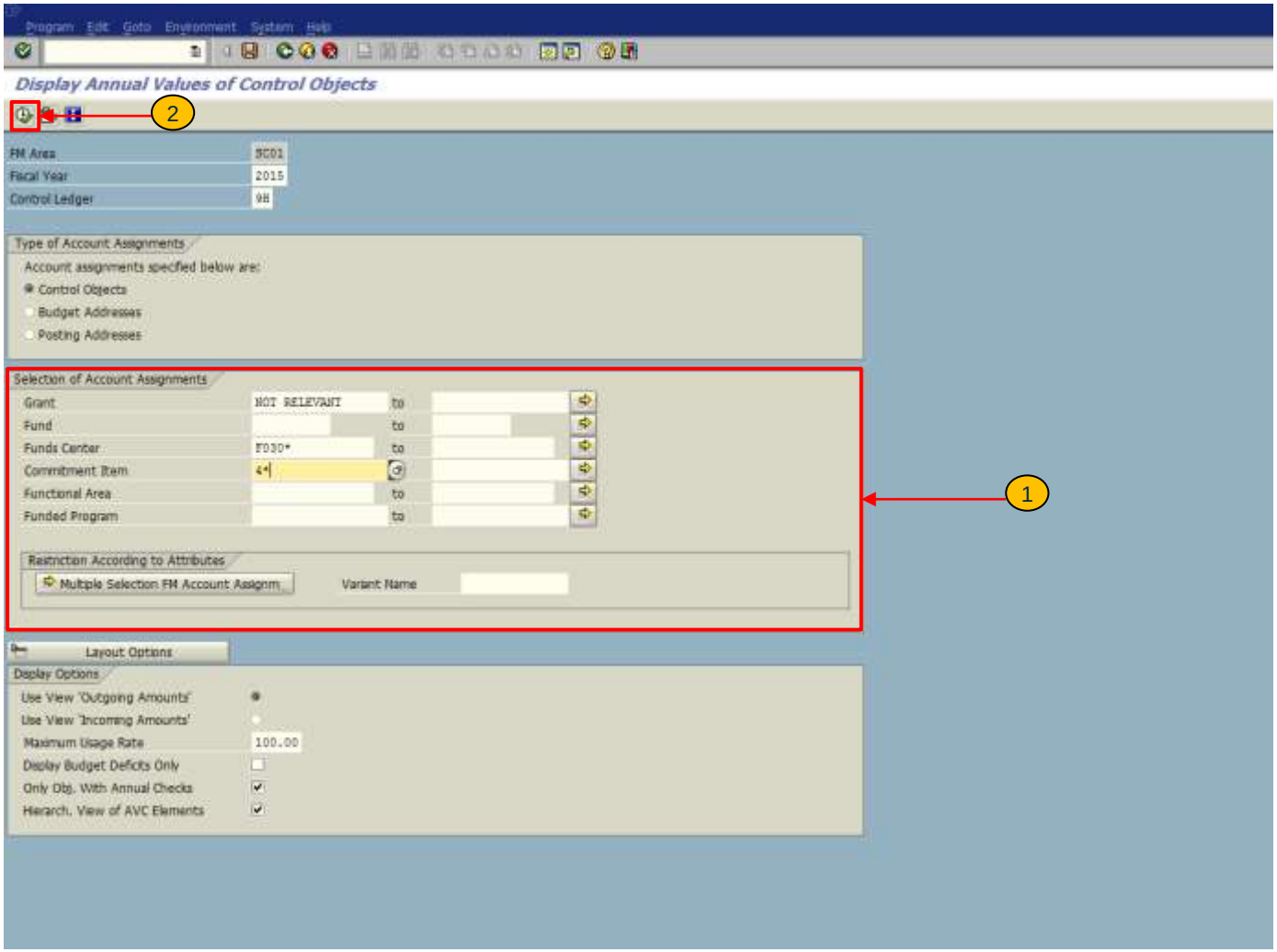
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FM Area SC01
Fiscal Year 2015
Control Ledger 9H
Type of Account Assignments
Account assignments specified below are:
Control Objects
Budget Addresses
Posting Addresses
Selection of Account Assignments
Grant NOT RELEVANT to
Fund to
Funds Center F030* to
Commitment Item 4* to
Functional Area to
Funded Program to
1
Restriction According to Attributes
Multiple Selection FM Account Assignm
Variant Name
Layout Options
Display Options
Use View 'Outgoing Amounts'
Use View 'Incoming Amounts'
Maximum Usage Rate 100.00
Display Budget Deficits Only
Only Obj. With Annual Checks
Hierarch. View of AVC Elements

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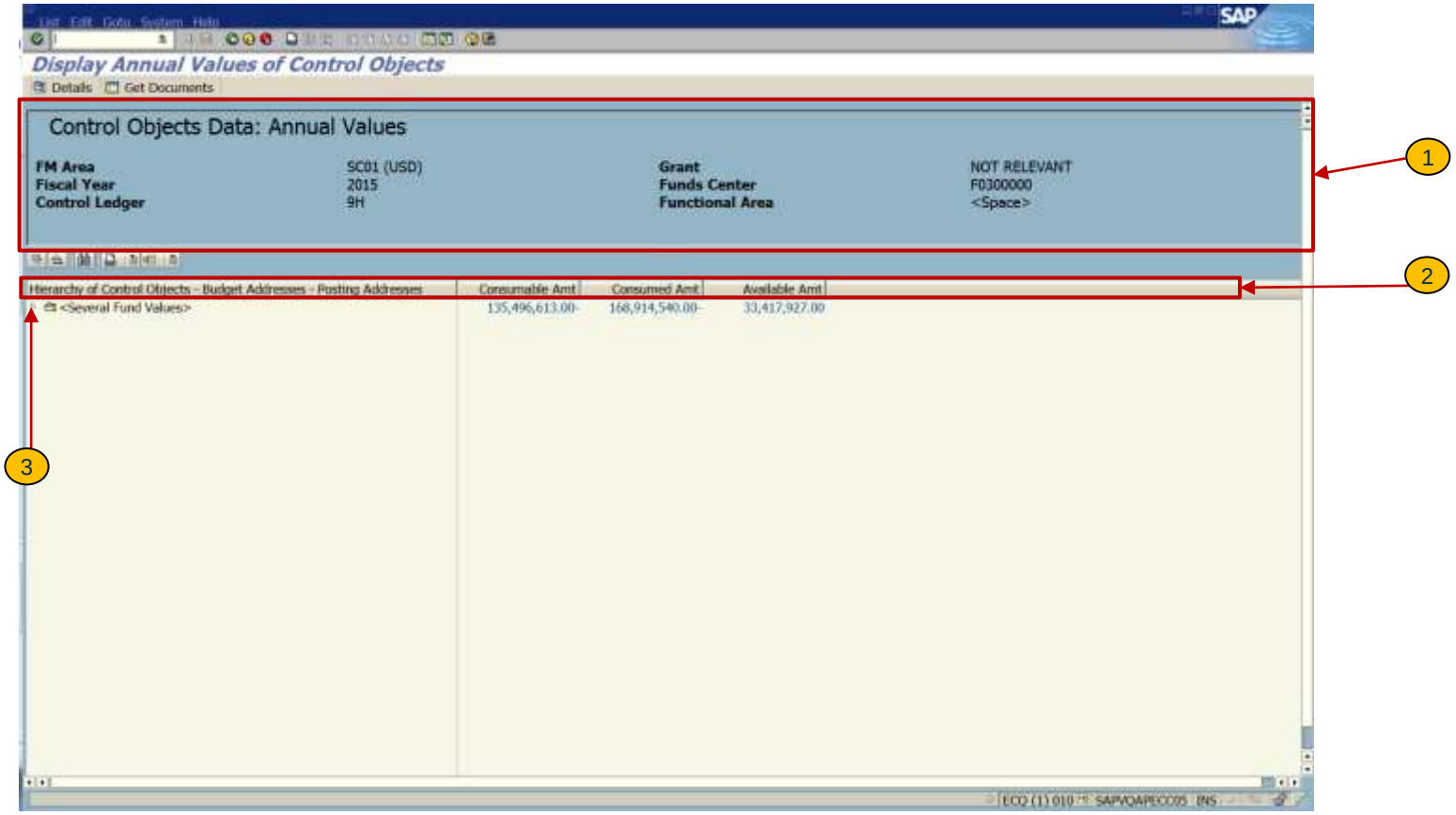
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Details
Get Documents
Control Objects Data: Annual Values
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SC01 (USD)
Fiscal Year
2015
Control Ledger
9H
Grant
NOT RELEVANT
Funds Center
F0300000
Functional Area
<Space>
Hierarchy of Control Objects - Budget Addresses - Posting Addresses
Consumable Amt
Consumed Amt
Available Amt
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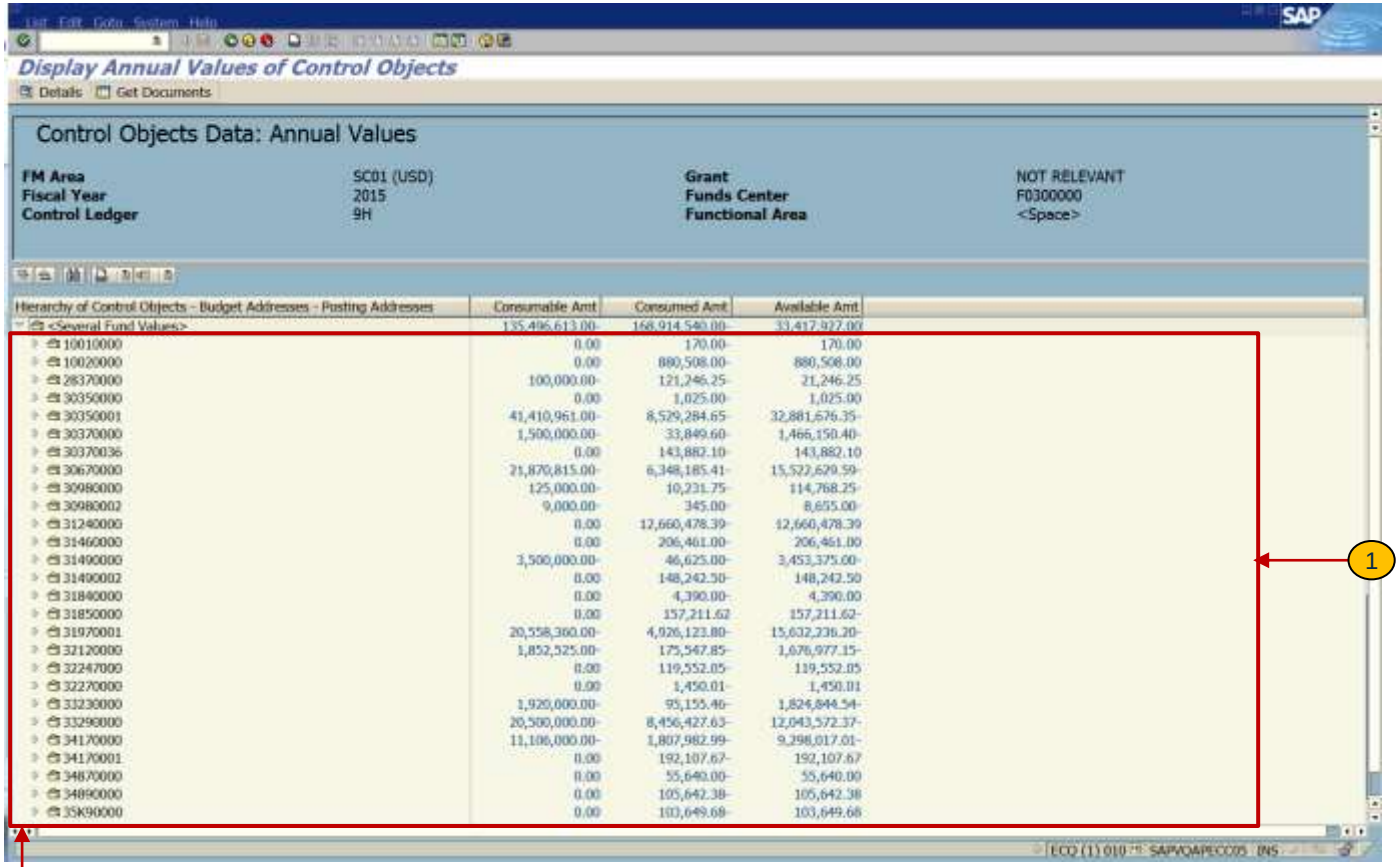
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Details
Get Documents
Control Objects Data: Annual Values
FM Area SC01 (USD)
Fiscal Year 2015
Control Ledger 9H
Grant NOT RELEVANT
Funds Center F0300000
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Hierarchy of Control Objects - Budget Addresses - Posting Addresses
Consumable Amt
Consumed Amt
Available Amt
1
2

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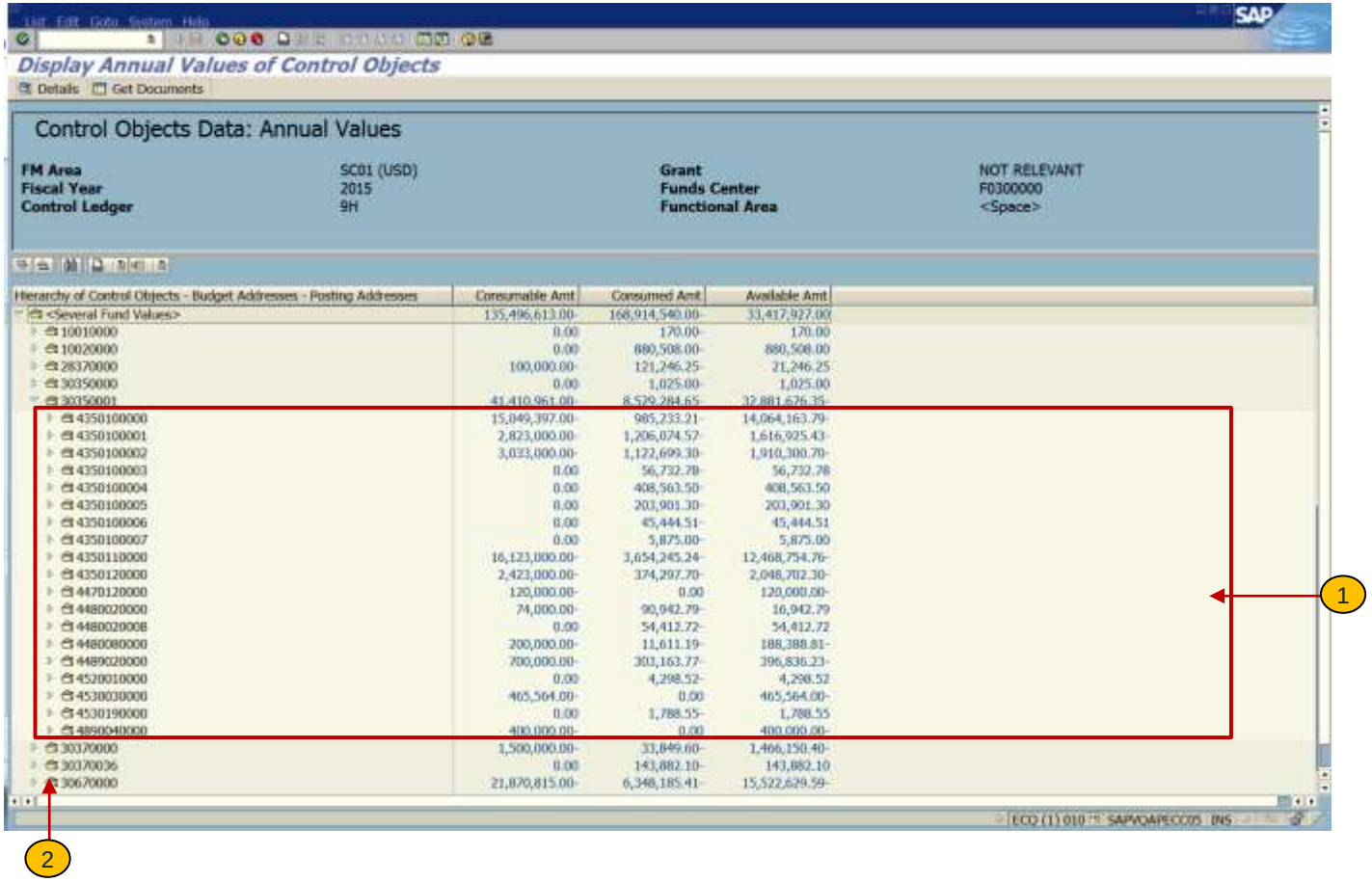
Display Annual Values of Control Objects
Details
Get Documents
Control Objects Data: Annual Values
FM Area SC01 (USD)
Fiscal Year 2015
Control Ledger 9H
Grant NOT RELEVANT
Funds Center F0300000
Functional Area <Space>
Hierarchy of Control Objects - Budget Addresses - Posting Addresses
Consumable Amt
Consumed Amt
Available Amt
<Several Fund Values> 135,496,613.00- 168,914,540.00- 33,417,927.00
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28370000 100,000.00- 121,246.25- 21,246.25
30350000 0.00 1,025.00- 1,025.00
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4350100000 15,049,397.00- 985,233.21- 14,064,163.79-
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4350100002 3,033,000.00- 1,122,699.30- 1,910,300.70-
4350100003 0.00 56,732.78- 56,732.78
4350100004 0.00 408,563.50- 408,563.50
4350100005 0.00 203,901.30- 203,901.30
4350100006 0.00 45,444.51- 45,444.51
4350100007 0.00 5,875.00- 5,875.00
4350110000 16,123,000.00- 3,654,245.24- 12,468,754.76-
4350120000 2,423,000.00- 374,297.70- 2,048,702.30-
4470120000 120,000.00- 0.00 120,000.00-
4480020000 74,000.00- 90,942.79- 16,942.79
4480020008 0.00 54,412.72- 54,412.72
4480080000 200,000.00- 11,611.19- 188,388.81-
4489020000 700,000.00- 303,163.77- 396,836.23-
4520010000 0.00 4,298.52- 4,298.52
4530030000 465,564.00- 0.00 465,564.00-
4530190000 0.00 1,788.55- 1,788.55
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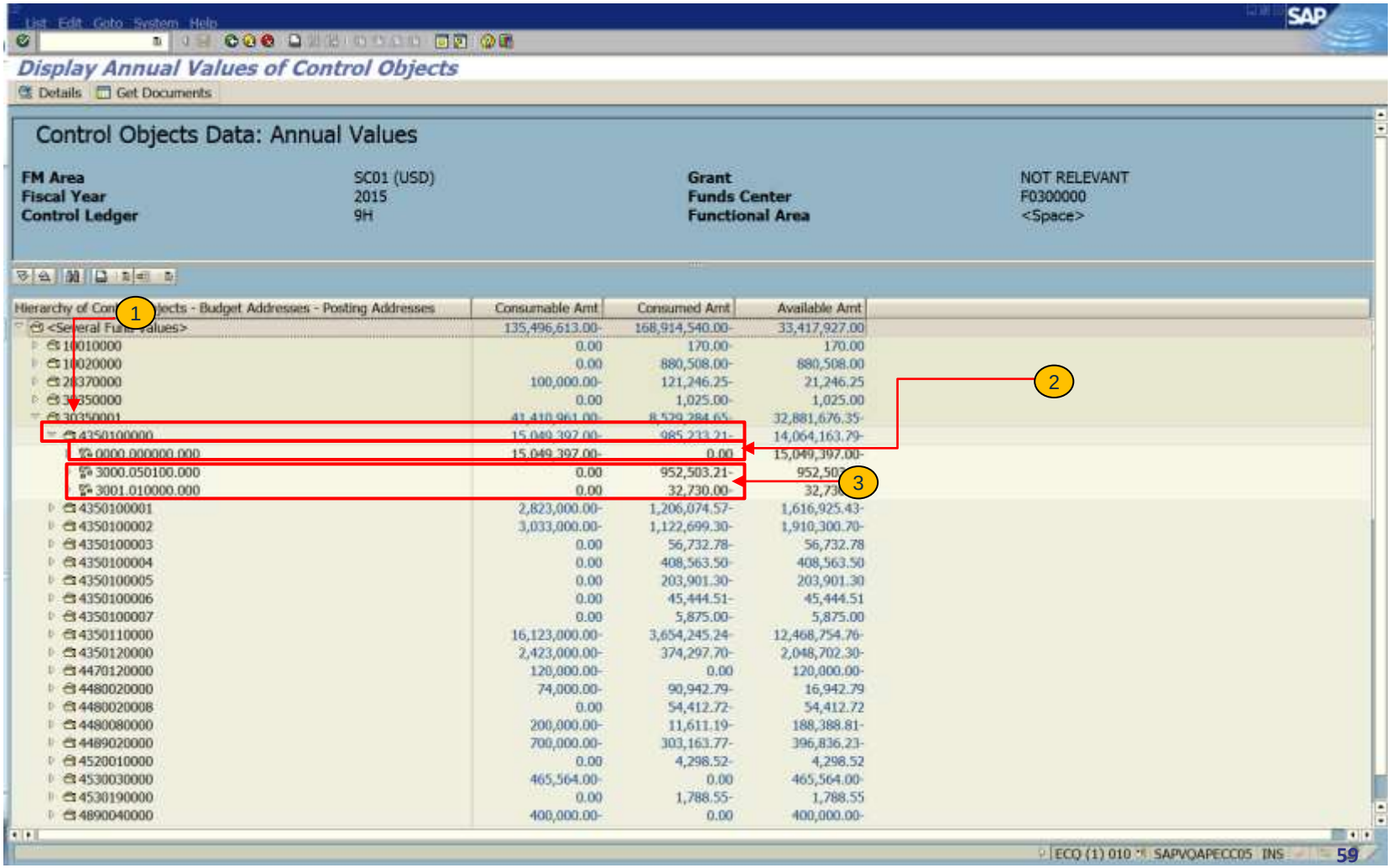
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Display Annual Values of Control Objects
Details
Get Documents
Control Objects Data: Annual Values
FM Area SC01 (USD)
Fiscal Year 2015
Control Ledger 9H
Grant NOT RELEVANT
Funds Center F0300000
Functional Area <Space>
Hierarchy of Co jects - Budget Addresses - Posting Addresses
Consumable Amt
Consumed Amt
Available Amt
<Several Fu Values> 135,496,613.00- 168,914,540.00- 33,417,927.00
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10020000 0.00 880,508.00- 880,508.00
20370000 100,000.00- 121,246.25- 21,246.25
30350000 0.00 1,025.00- 1,025.00
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4350100004 0.00 408,563.50- 408,563.50
4350100005 0.00 203,901.30- 203,901.30
4350100006 0.00 45,444.51- 45,444.51
4350100007 0.00 5,875.00- 5,875.00
4350110000 16,123,000.00- 3,654,245.24- 12,468,754.76-
4350120000 2,423,000.00- 374,297.70- 2,048,702.30-
4470120000 120,000.00- 0.00 120,000.00-
4480020000 74,000.00- 90,942.79- 16,942.79
4480020008 0.00 54,412.72- 54,412.72
4480080000 200,000.00- 11,611.19- 188,388.81-
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4520010000 0.00 4,298.52- 4,298.52
4530030000 465,564.00- 0.00 465,564.00-
4530190000 0.00 1,788.55- 1,788.55
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ECQ (1) 010 SAPVQAPECC05 INS

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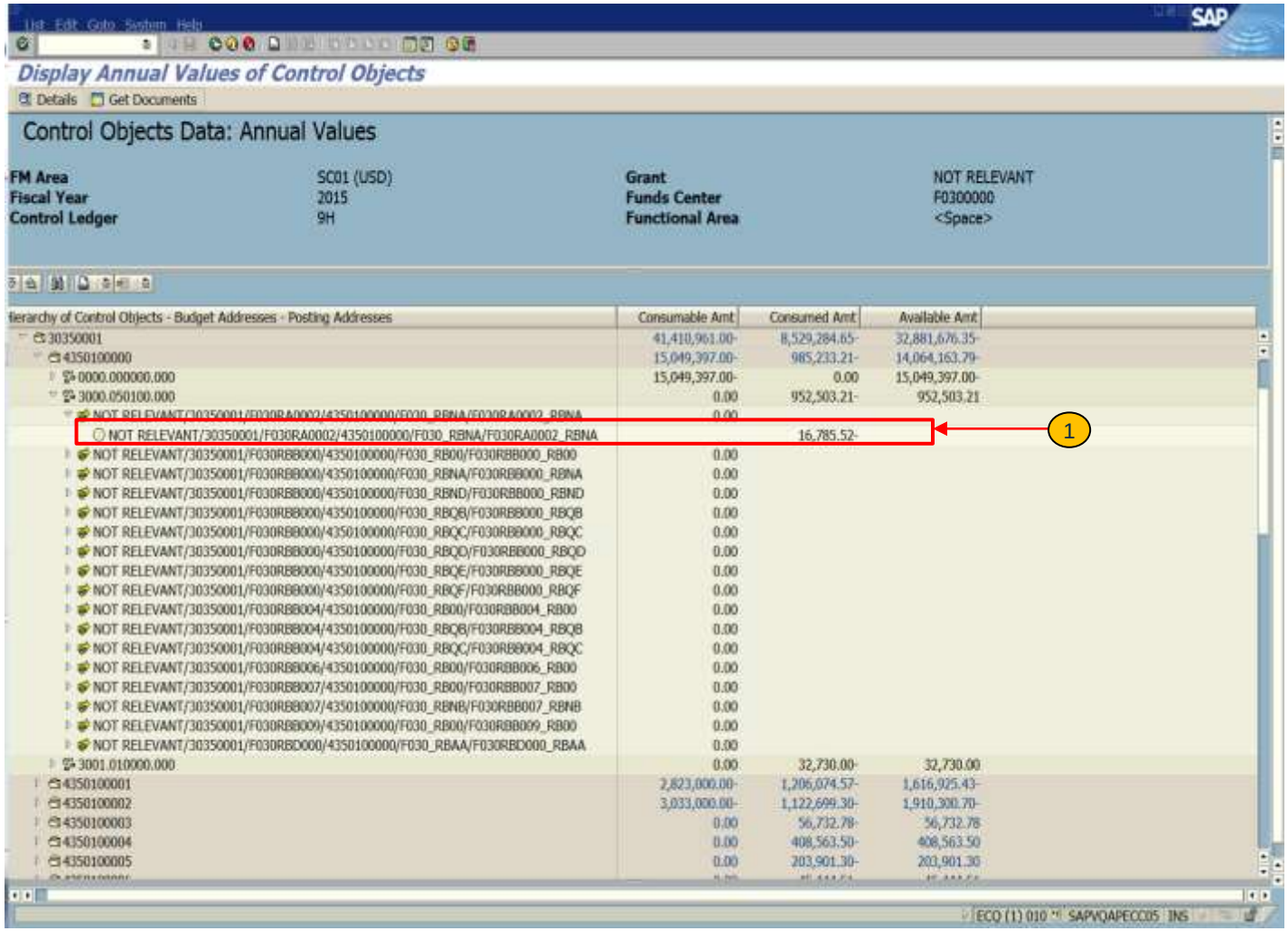
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Details
Get Documents
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Fiscal Year 2015
Control Ledger 9H
Grant NOT RELEVANT
Funds Center F0300000
Functional Area <Space>
Hierarchy of Control Objects - Budget Addresses - Posting Addresses
Consumable Amt
Consumed Amt
Available Amt
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4350100000 15,049,397.00- 985,233.21- 14,064,163.79-
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3001.010000.000 0.00 32,730.00- 32,730.00
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4350100002 3,033,000.00- 1,122,699.30- 1,910,300.70-
4350100003 0.00 56,732.78- 56,732.78
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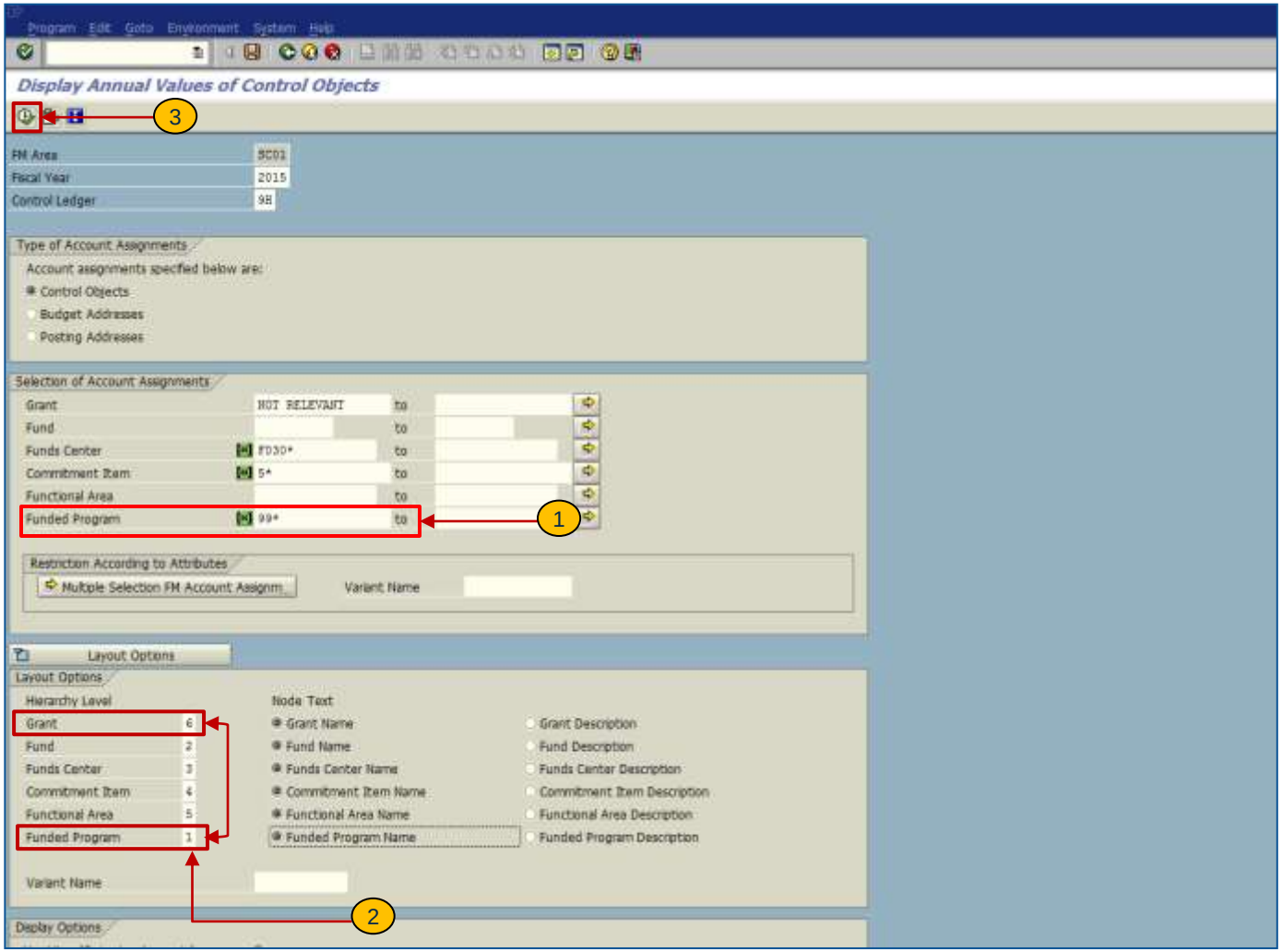
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FM Area SC01
Fiscal Year 2015
Control Ledger 9H
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Control Objects
Budget Addresses
Posting Addresses
Selection of Account Assignments
Grant NOT RELEVANT to
Fund to
Funds Center FD30* to
Commitment Item 5* to
Functional Area to
Funded Program 99* to
1
Restriction According to Attributes
Multiple Selection FM Account Assignm
Variant Name
Layout Options
Layout Options
Hierarchy Level
Node Text
Grant 6
Fund 2
Funds Center 3
Commitment Item 4
Functional Area 5
Funded Program 1
Grant Name
Fund Name
Funds Center Name
Commitment Item Name
Functional Area Name
Funded Program Name
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Fund Description
Funds Center Description
Commitment Item Description
Functional Area Description
Funded Program Description
Variant Name
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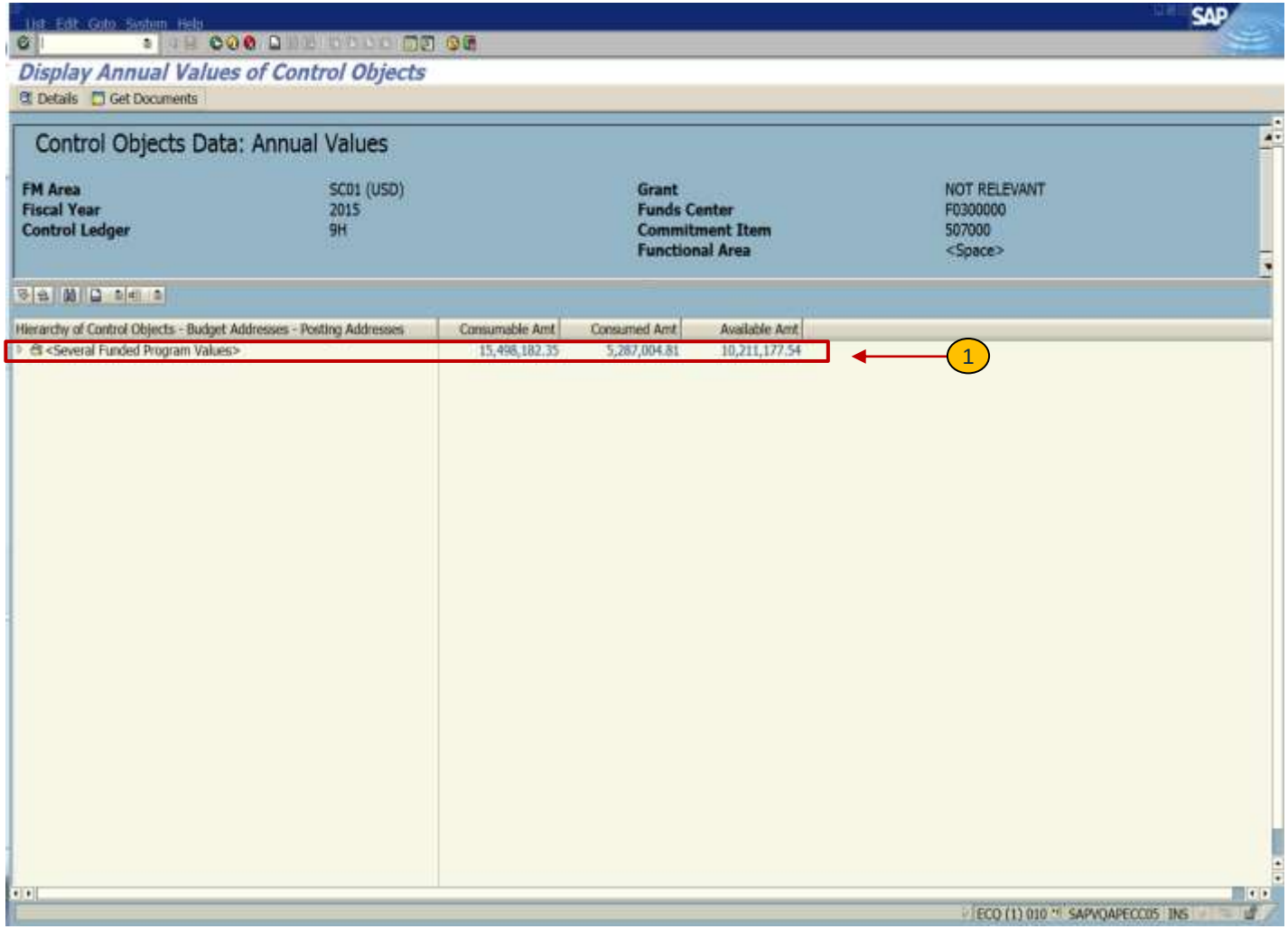
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Details
Get Documents
Control Objects Data: Annual Values
FM Area
SC01 (USD)
Fiscal Year
2015
Control Ledger
9H
Grant
NOT RELEVANT
Funds Center
F0300000
Commitment Item
507000
Functional Area
<Space>
Hierarchy of Control Objects - Budget Addresses - Posting Addresses
Consumable Amt
Consumed Amt
Available Amt
<Several Funded Program Values>
15,498,182.35
5,287,004.81
10,211,177.54
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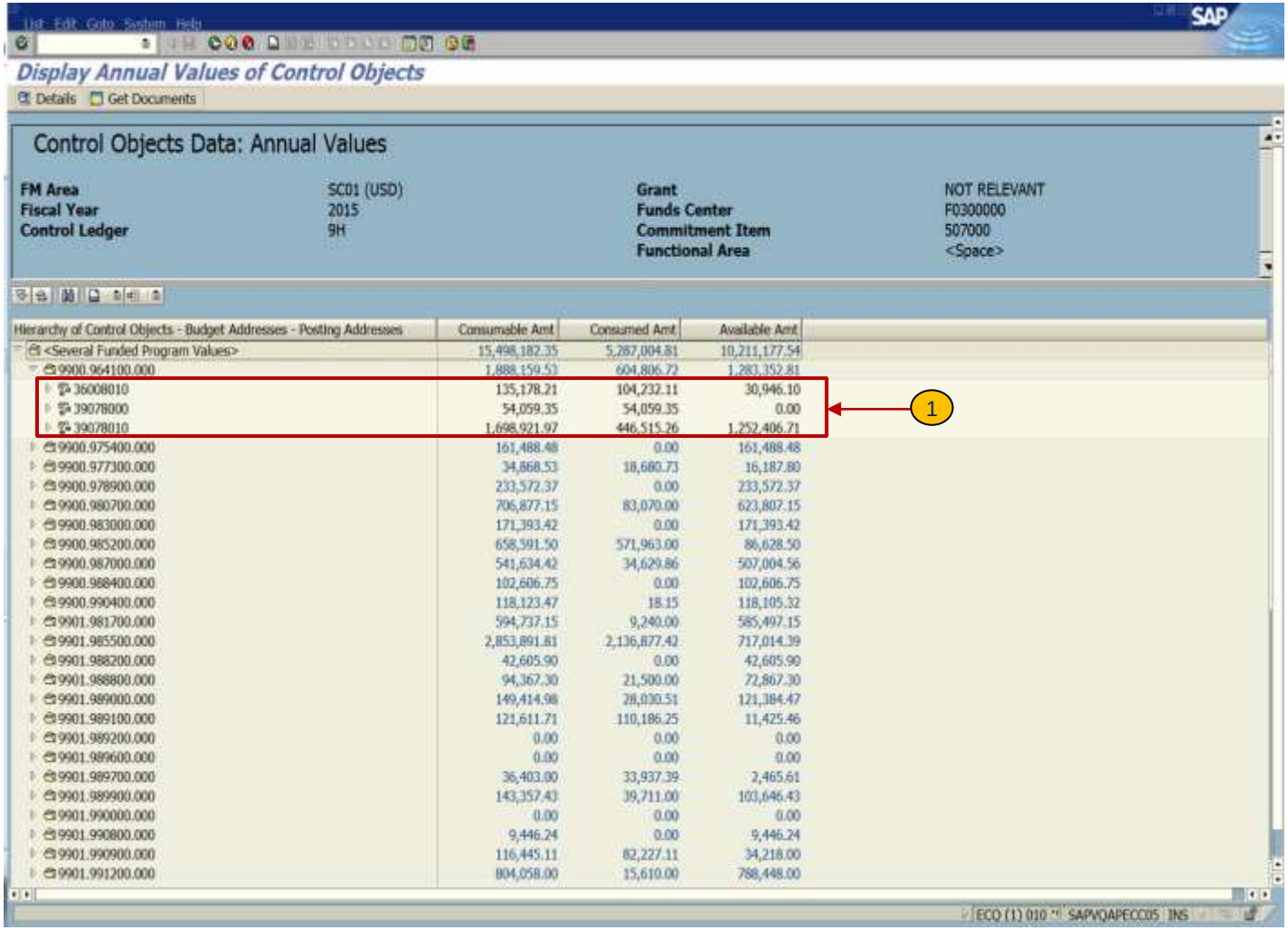
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Details
Get Documents
Control Objects Data: Annual Values
FM Area SC01 (USD)
Fiscal Year 2015
Control Ledger 9H
Grant NOT RELEVANT
Funds Center F0300000
Commitment Item 507000
Functional Area <Space>
Hierarchy of Control Objects - Budget Addresses - Posting Addresses
Consumable Amt
Consumed Amt
Available Amt
<Several Funded Program Values> 15,498,182.35 5,287,004.81 10,211,177.54
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36008010 135,178.21 104,232.11 30,946.10
39078000 54,059.35 54,059.35 0.00
39078010 1,698,921.97 446,515.26 1,252,406.71
9900.975400.000 161,488.48 0.00 161,488.48
9900.977300.000 34,868.53 18,680.73 16,187.80
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9900.983000.000 171,393.42 0.00 171,393.42
9900.985200.000 658,591.50 571,963.00 86,628.50
9900.987000.000 541,634.42 34,629.86 507,004.56
9900.988400.000 102,606.75 0.00 102,606.75
9900.990400.000 118,123.47 18.15 118,105.32
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9901.985500.000 2,853,891.81 2,136,877.42 717,014.39
9901.988200.000 42,605.90 0.00 42,605.90
9901.988800.000 94,367.30 21,500.00 72,867.30
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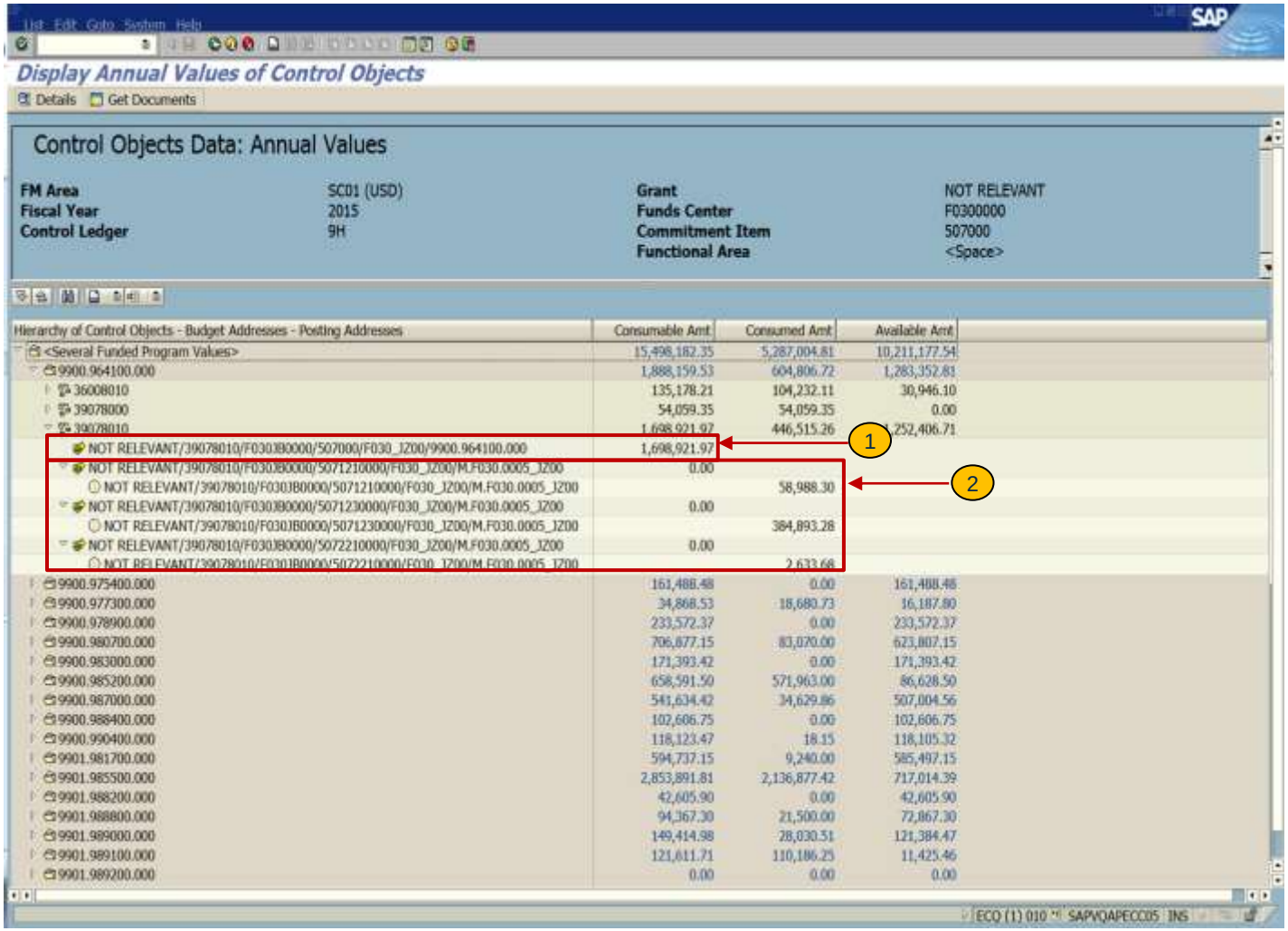
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Details
Get Documents
Control Objects Data: Annual Values
FM Area SC01 (USD)
Fiscal Year 2015
Control Ledger 9H
Grant NOT RELEVANT
Funds Center F0300000
Commitment Item 507000
Functional Area <Space>
Hierarchy of Control Objects - Budget Addresses - Posting Addresses
Consumable Amt
Consumed Amt
Available Amt
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9900.978900.000 233,572.37 0.00 233,572.37
9900.980700.000 706,877.15 83,070.00 623,807.15
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9900.985200.000 658,591.50 571,963.00 86,628.50
9900.987000.000 541,634.42 34,629.86 507,004.56
9900.988400.000 102,606.75 0.00 102,606.75
9900.990400.000 118,123.47 18.15 118,105.32
9901.981700.000 594,737.15 9,240.00 585,497.15
9901.985500.000 2,853,891.81 2,136,877.42 717,014.39
9901.988200.000 42,605.90 0.00 42,605.90
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9901.989100.000 121,611.71 110,186.25 11,425.46
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1
2

SCEIS

South Carolina Enterprise Information System

LESSON 3
CREATE, CHANGE AND DISPLAY BUDGETS

STATE INFORMATION TECHNOLOGY

B&CB

SC BUDGET AND CONTROL BOARD

FMBB – Budgeting Workbench Transaction

- FMBB is used for budget entry, budget revisions and budget transfers.
- The FMBB Matrix/Valid Budget Combinations spreadsheet is used to determine the appropriate data and process for keying transactions.
- Use the links page of this class or uPerform to open the FMBB Matrix document.

Funds Management Budget Process - Enter (ENTR)

Process	Document Type	Budget Type	Initiated by	EBO Workflow	Purpose
Enter (ENTR)	APPR (Original Appropriations)	APPR (Appropriations)	Executive Budget Office (Appropriations Act)	No	Used to enter original Appropriations
	APPR (Original Appropriations)	EREV (Estimated Revenue)	Executive Budget Office (Appropriations Act)	No	Used to enter original Appropriations
	CAPR (Capital Project Budget)	CAPR (Capital Project Budget)	Executive Budget Office (Appropriations Act)	Yes	Used to enter a budget for Capital Projects
	VETO (Budget Vetoes)	VETO (Budget Vetoes)	Executive Budget Office (Appropriations Act)	No	Used to decrease the original budget based on veto actions.
	UNBD (Budget for unbudgeted fund)	UNBD (Budget for unbudgeted fund)	Agency	No	Used to enter budget for Unbudgeted funds

Funds Management Budget Process - Supplement (SUPL)

Process	Document Type	Budget Type	Initiated by	EBO Workflow	Purpose
Supplement (SUPL)	BDAJ (BD100 Adjustments)	EREV (Estimated Revenue)	Agency	Yes	Used to enter an increase to Estimated Revenue (similar to the BD 100 process)
	SUPP (Supplemental Appropriations)	SUPP (Supplemental Appropriations)	Office of Comptroller General/Executive	No	Used to record approved Supplemental Appropriations
	BDAJ (BD100 Adjustments)	BADJ (Budget Adjustments)	Agency	Yes	Used to enter an increase to Budget (similar to the BD 100 process)
	CAPR (Capital Project Budget)	CAPR (Capital Project Budget)	Agency	Yes	Used to enter an increase to Budget for Capital Projects
	CAPR (Capital Project Budget)	EREV (Estimated Revenue)	Agency	Yes	Used to enter estimated revenue for Capital Projects
	DFCT (Deficit Budget)	DFCT (Deficit Budget)	Agency-EBO will send instructions	Yes	Used to enter an increase to Budget for agencies in a Deficit situation
	OPEN (Open-Ended Appropriations)	OPEN (Open-Ended Appropriations)	Agency-EBO will send instructions	Yes	Used to enter an increase to Budget for open-ended General Fund Accounts.
	NRPR (Non-Recurring Provisos)	NRPR (Non-Recurring Provisos)	Agency-EBO will send instructions	Yes	Used to enter an increase to Budget granted by Non-Recurring Proviso.

Funds Management Budget Process - Return (RETN)

Process	Document Type	Budget Type	Initiated by	EBO Workflow	Purpose
Return (RETN)	BDAJ (BD100 Adjustments)	BADJ (Budget Adjustments)	Agency	Yes	Used to enter a decrease to Budget (similar to the BD 100 process)
	BDAJ (BD100 Adjustments)	EREV (Estimated Revenue)	Agency	Yes	Used to enter a decrease to Estimated Revenue (similar to the BD 100 process)
	CAPR (Capital Project Budget)	CAPR (Capital Project Budget)	Agency	Yes	Used to return budget for Capital Project funds
	CAPR (Capital Project Budget)	EREV (Estimated Revenue)	Agency	Yes	Used to enter a decrease to Estimated Revenue for Capital Projects
	UNBD (Budget for unbudgeted fund)	UNBD (Budget for unbudgeted fund)	Agency	No	Used to return budget for Unbudgeted funds
	NRPR (Non-Recurring Provisos)	NRPR (Non-Recurring Provisos)	Agency-EBO will send instructions	Yes	Used to return budget for Non-Recurring Provisos.
	MDYR (Mid-Year General Fund Reductions)	MDYR (Mid Year General Fund Reductions)	Agency-EBO will send instructions	Yes	Used to return General Fund budget in accordance with a mid-year reduction.
	OPEN (Open-Ended Appropriations)	OPEN (Open-Ended Appropriations)	Agency-EBO will send instructions	Yes	Used to return budget for open-ended General Fund accounts.

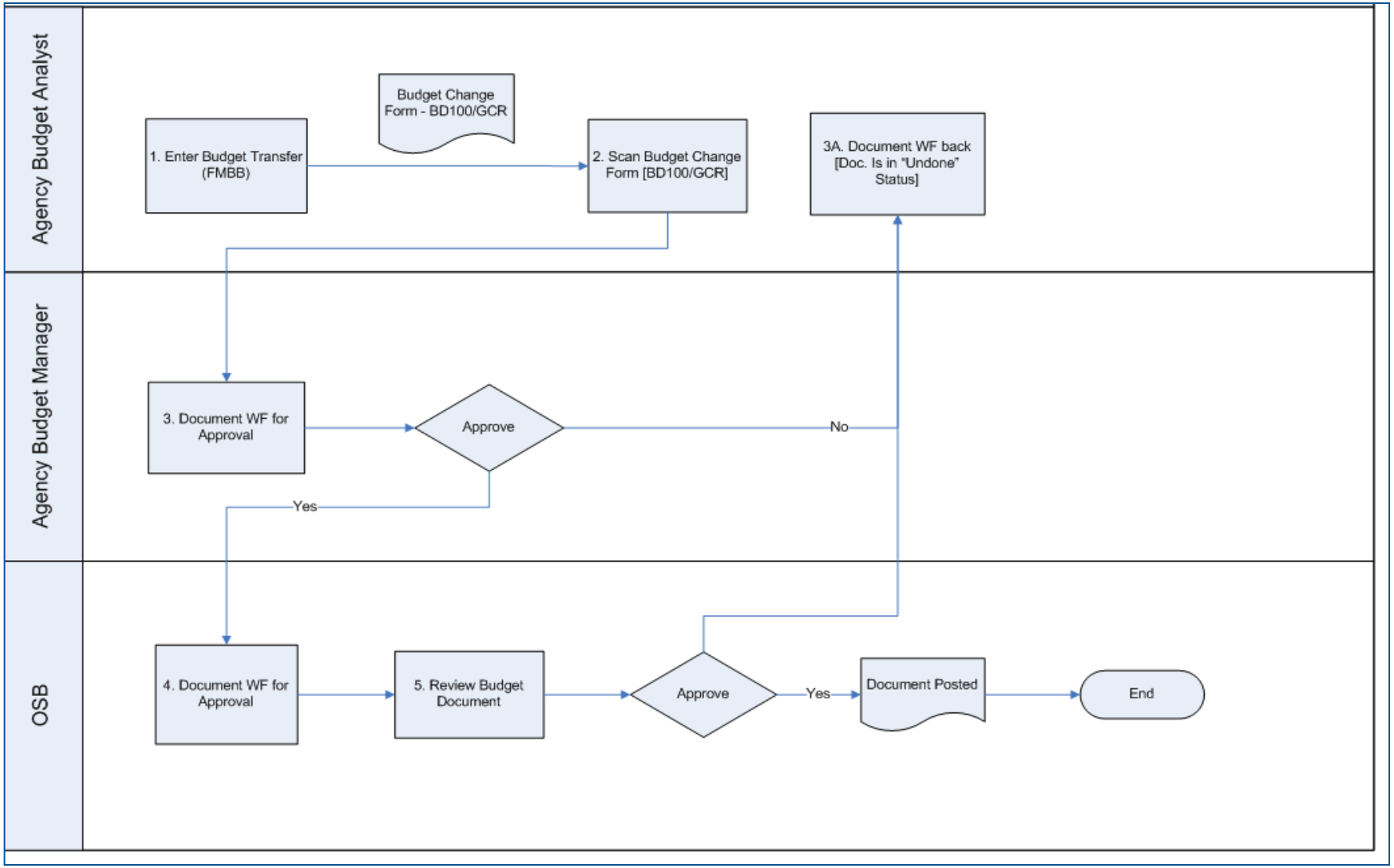
Funds Management Budget Process - Transfer (SEND, RECV)

Process	Document Type	Budget Type	Initiated by	EBO Workflow	Purpose
Transfer (SEND, RECV)	TRFW – Transfer with Workflow	**Sender**: TRSF(Transfer) **Receiver**: TRSF(Transfer)	Agency	Depends	Used to transfer authorized budget from one area of the Agency to another (FP, Fund Center, CI, Fund, etc.)
	CAPR - Capital Project Budget	**Sender**: CAPR (Capital Project Budget) **Receiver**: CAPR (Capital Project Budget)	Agency	Yes	Used to transfer capital funds from one project to another
	IATR - Inter-agency Transfer	**Sender**: IATR (Inter-agency Transfer **Receiver**: IATR (Inter-agency Transfer	Sender Agency	Yes	Used to transfer authorized budget from one agency to another
	TRFW – Transfer with Workflow	**Sender:** TRSF(Transfer) **Receiver**: SEQR(Sequester)	Agency	Yes	Used to record an authorized Budget reduction (moves budget from consumable to non-consumable)
	CAPR - Capital Project Budget	**Sender**: EREV (Estimated Revenue) **Receiver**: EREV (Estimated Revenue)	Agency	Yes	Used to transfer estimated revenue from one project to another
	TRFW – Transfer with Workflow	**Sender:** TRB2 (Transfer of Salary/Fringe) **Receiver:** TRB2 (Transfer of Salary/Fringe)	Agency	No	Used to transfer budget when using salary and/or fringe
	UNBD (Budget for unbudgeted fund)	**Sender**: UNBD (Unbudgeted Funds Transfer) **Receiver:** UNBD	Agency	No	Used to transfer unbudgeted funds to another unbudgeted area
	CCTR (Civil Contingency fund Transfer)	**Sender**: CCTR (Civil Contingency Fund) **Receiver**: CCTR (Civil Contingency Fund)	Agency-EBO will send instructions	Yes	Used to transfer funds from the Civil Contingency Fund
	ALOC (Allocations)	ALOC (Allocations)	Agency-EBO will send instructions	Yes	Used to transfer state allocations from Employee Benefits.

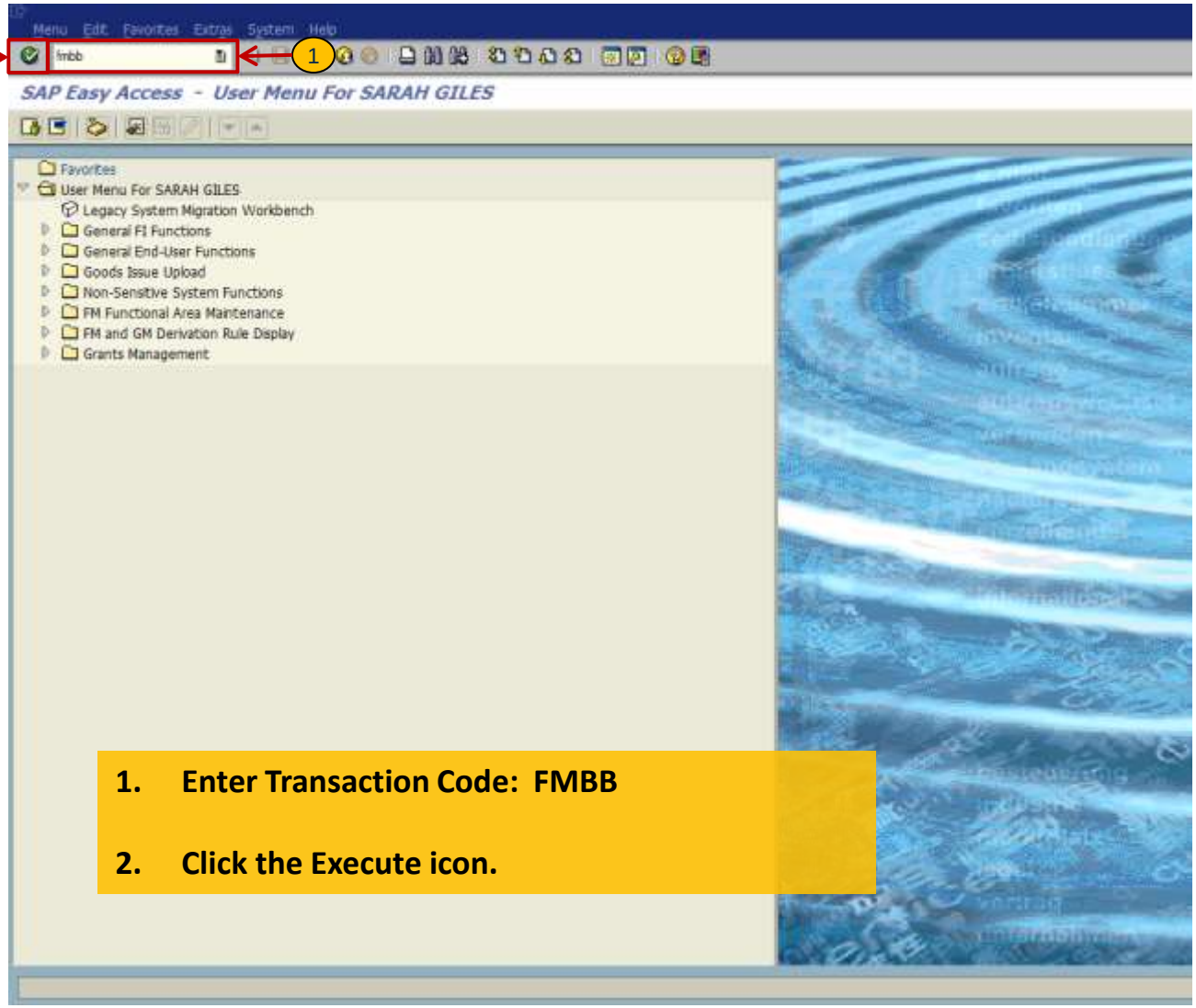
Funds Management Budget Process - Carry Over (COSD, CORV)

Process	Document Type	Budget Type	Initiated by	EBO Workflow	Purpose
Carry Over (COSD, CORV)	CFWD – Carry Forwards	**Sender:** CFOR (Carryforwards) **Receiver**: CFOR (Carryforwards)	Executive Budget Office (Appropriations Act) / Office of the Comptroller General / Agency	Yes	Will be used to record proviso authorized carry forwards
Carry Over (COSD, CORV)	CAPR - Capital Project Budget	**Sender**: CAPR (Capital Projects) **Receiver**: CAPR (Capital Projects)	Executive Budget Office (Appropriations Act) / Office of the Comptroller General / Agency	No	Will be used to record authorized carry forwards for capital projects

Request Budget Increase/Supplement Process Flow

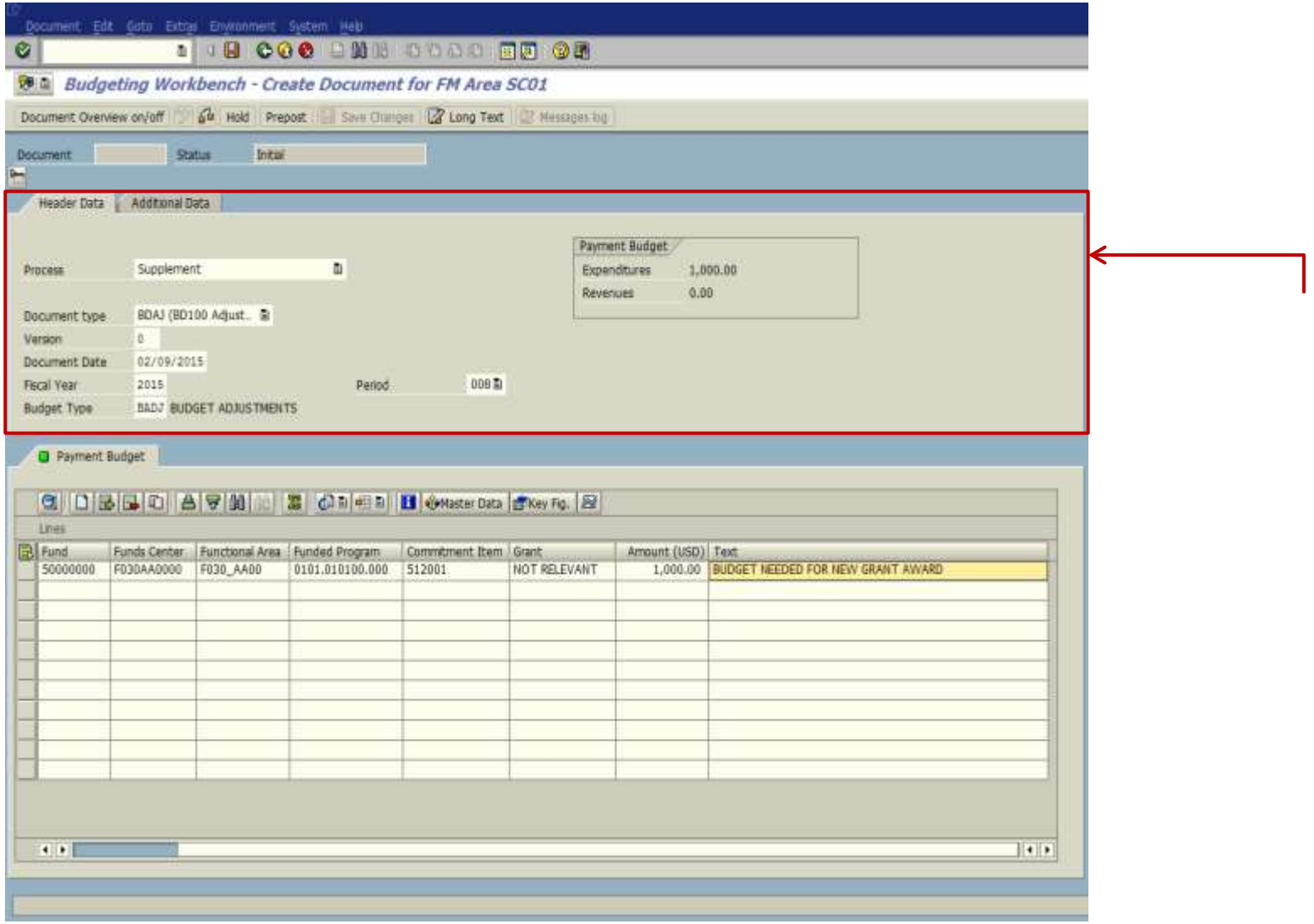


FMBB – Supplement/Increase Budget

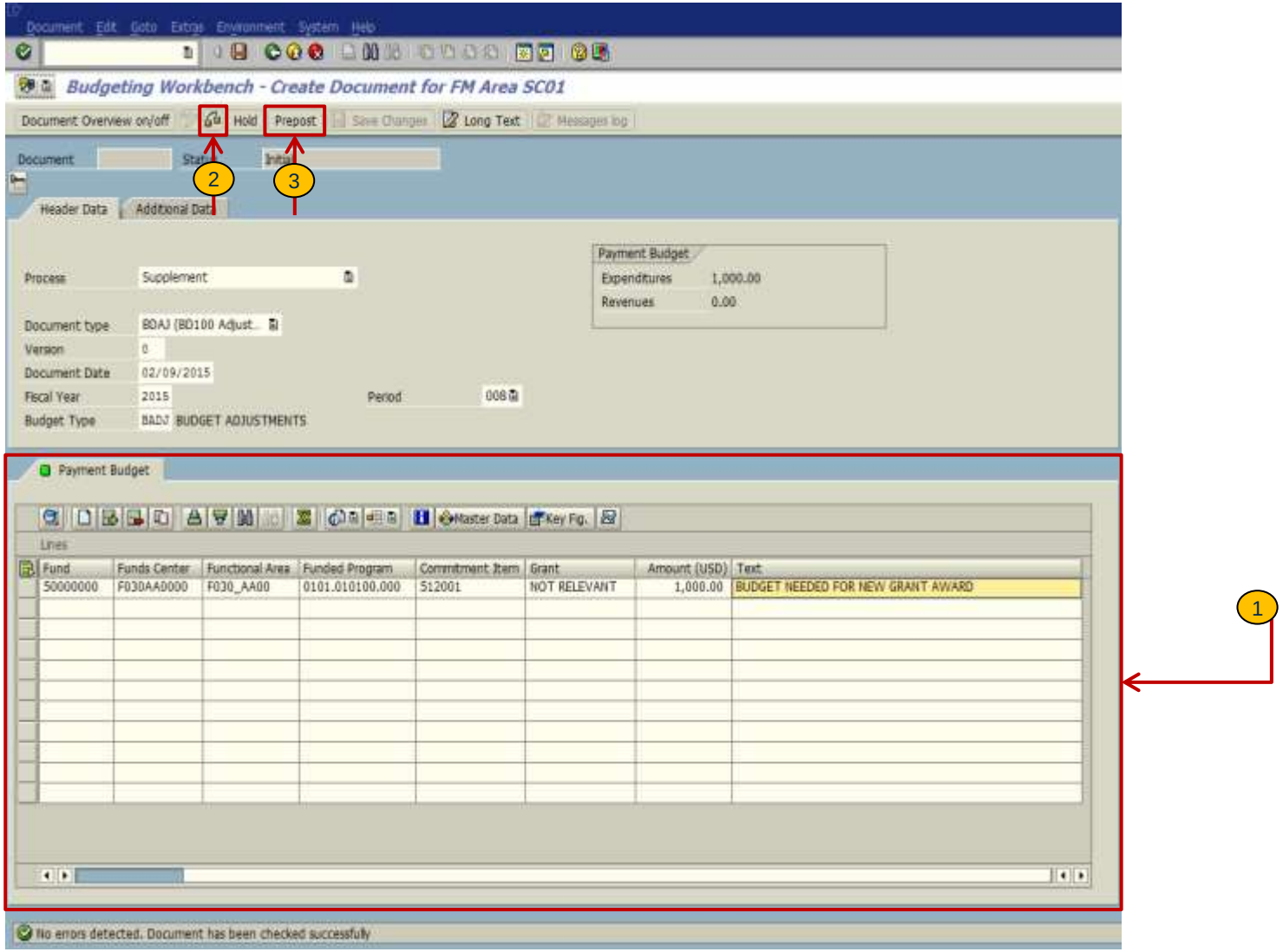


1. **Enter Transaction Code: FMBB**
2. **Click the Execute icon.**

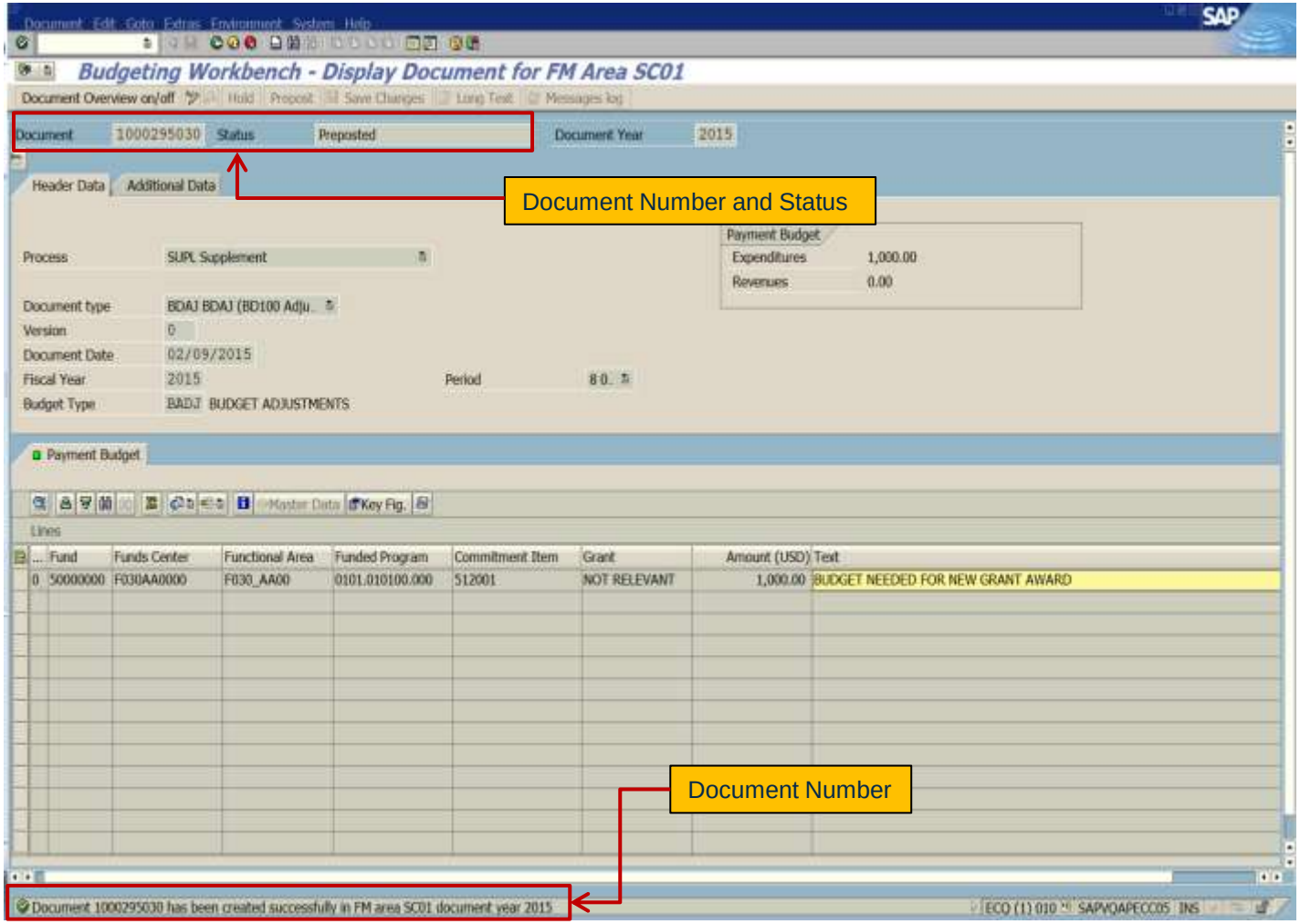
FMBB – Supplement/Increase Budget



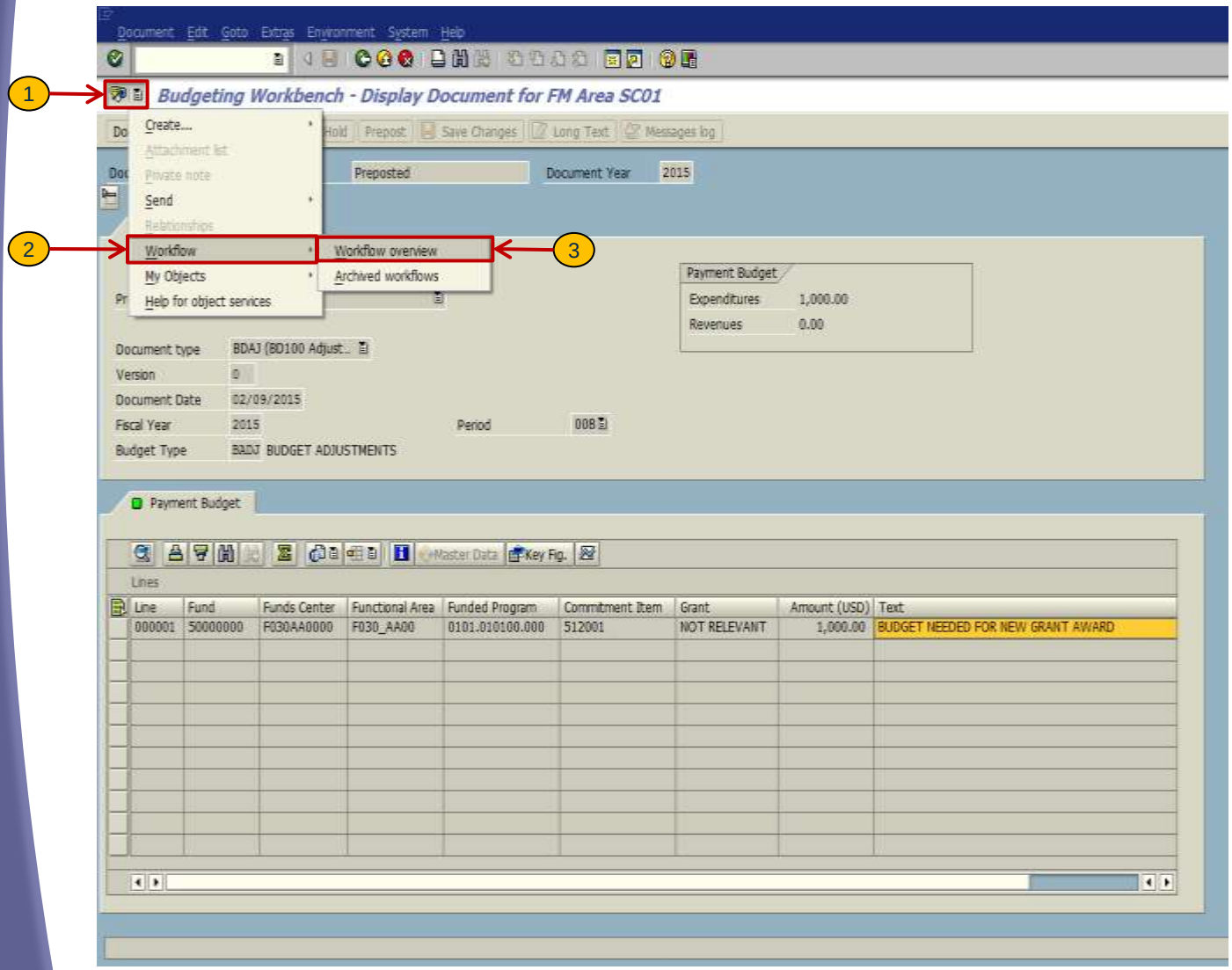
FMBB – Supplement/Increase Budget



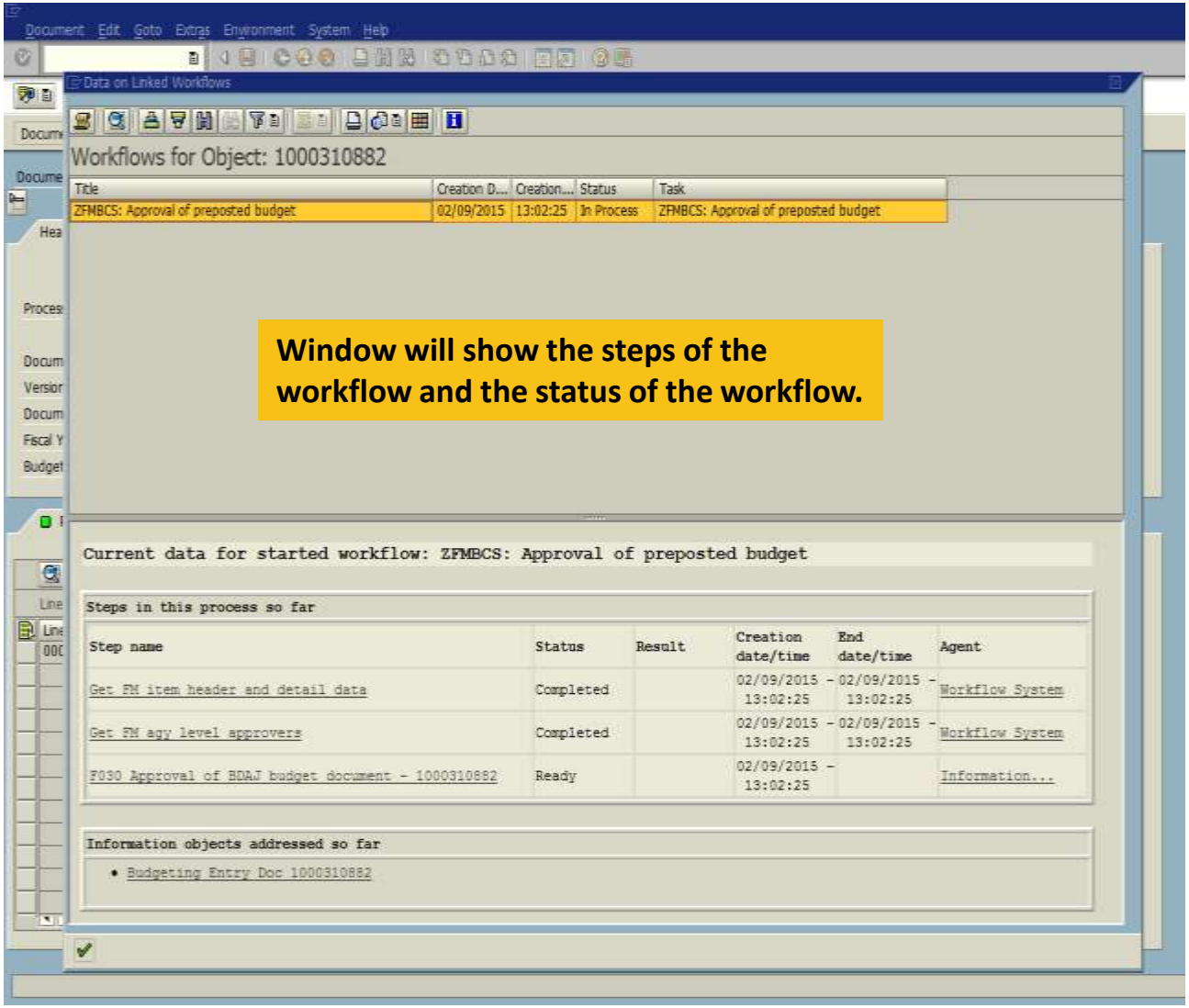
FMBB – Supplement/Increase Budget



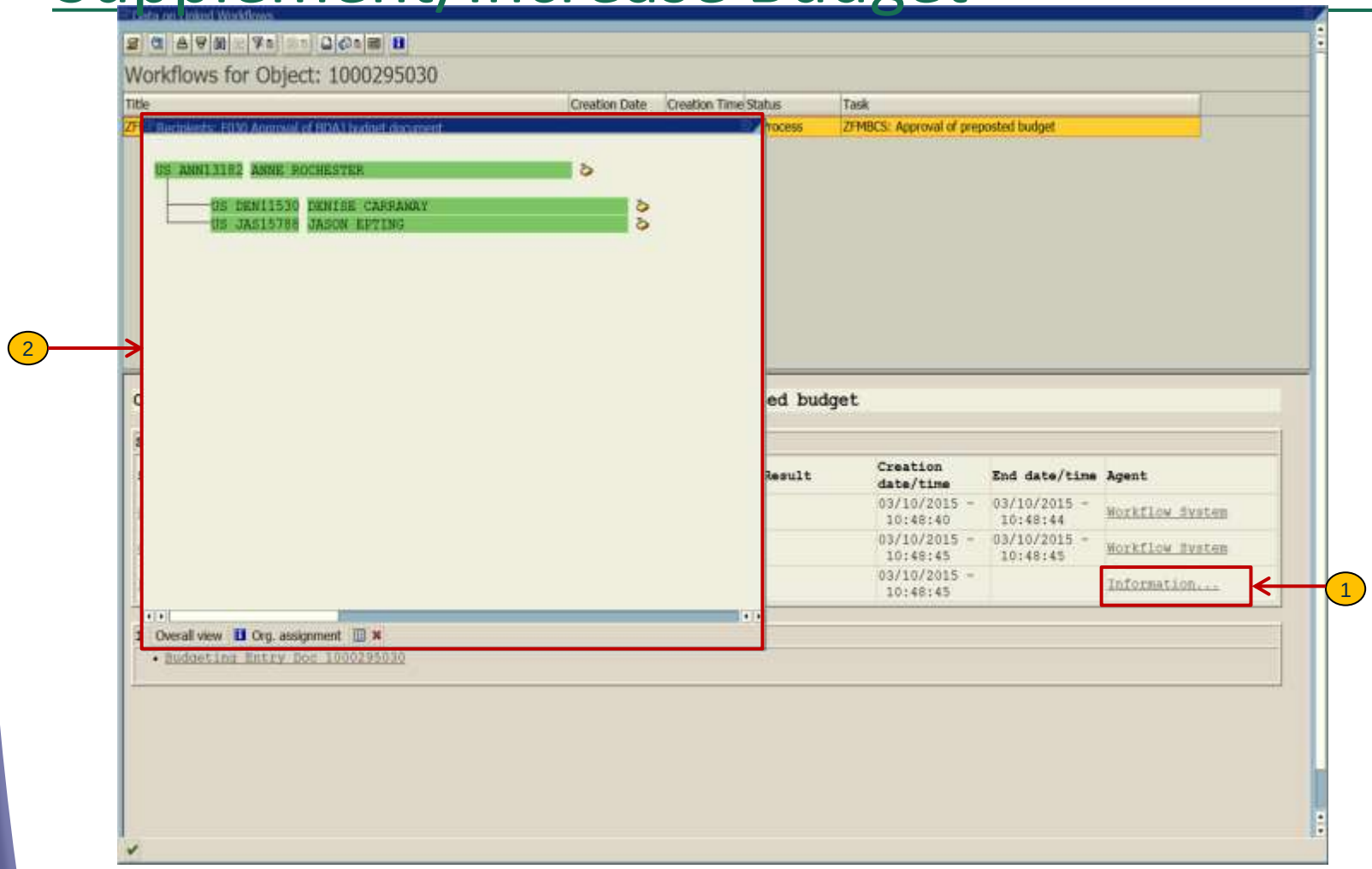
FMBB – Supplement/Increase Budget



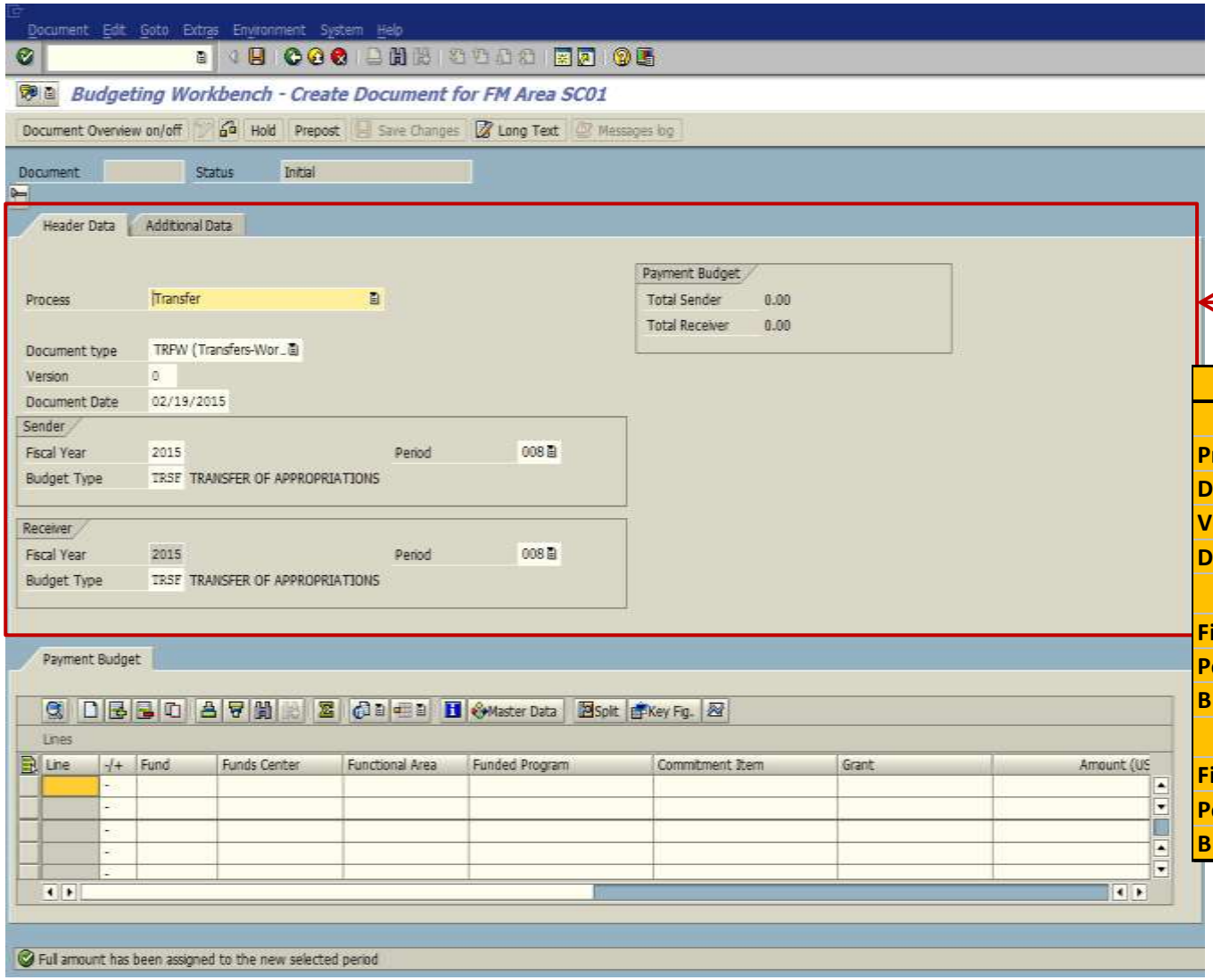
FMBB – Supplement/Increase Budget



FMBB – Supplement/Increase Budget

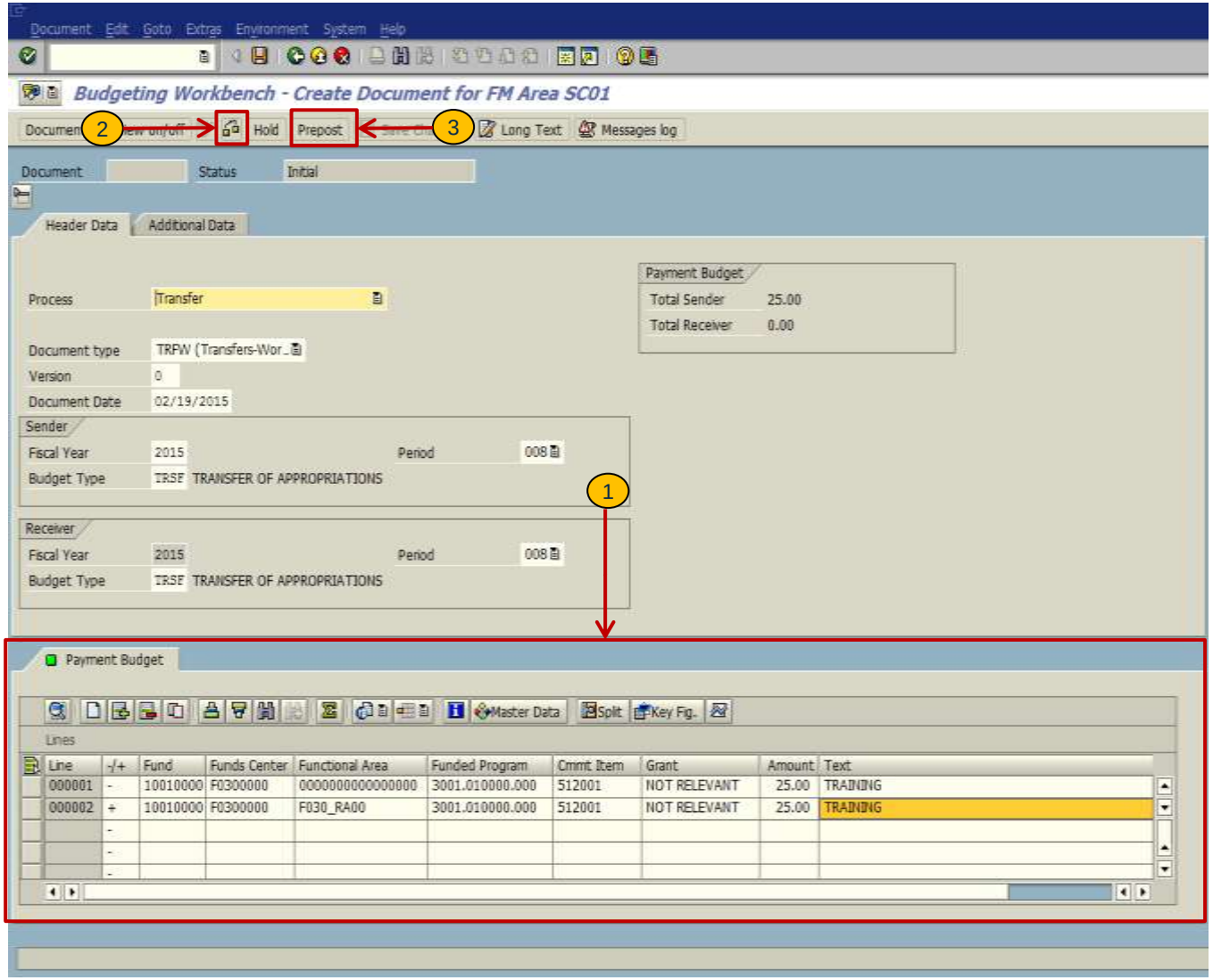


FMBB
Transfer Budget – Within Agency

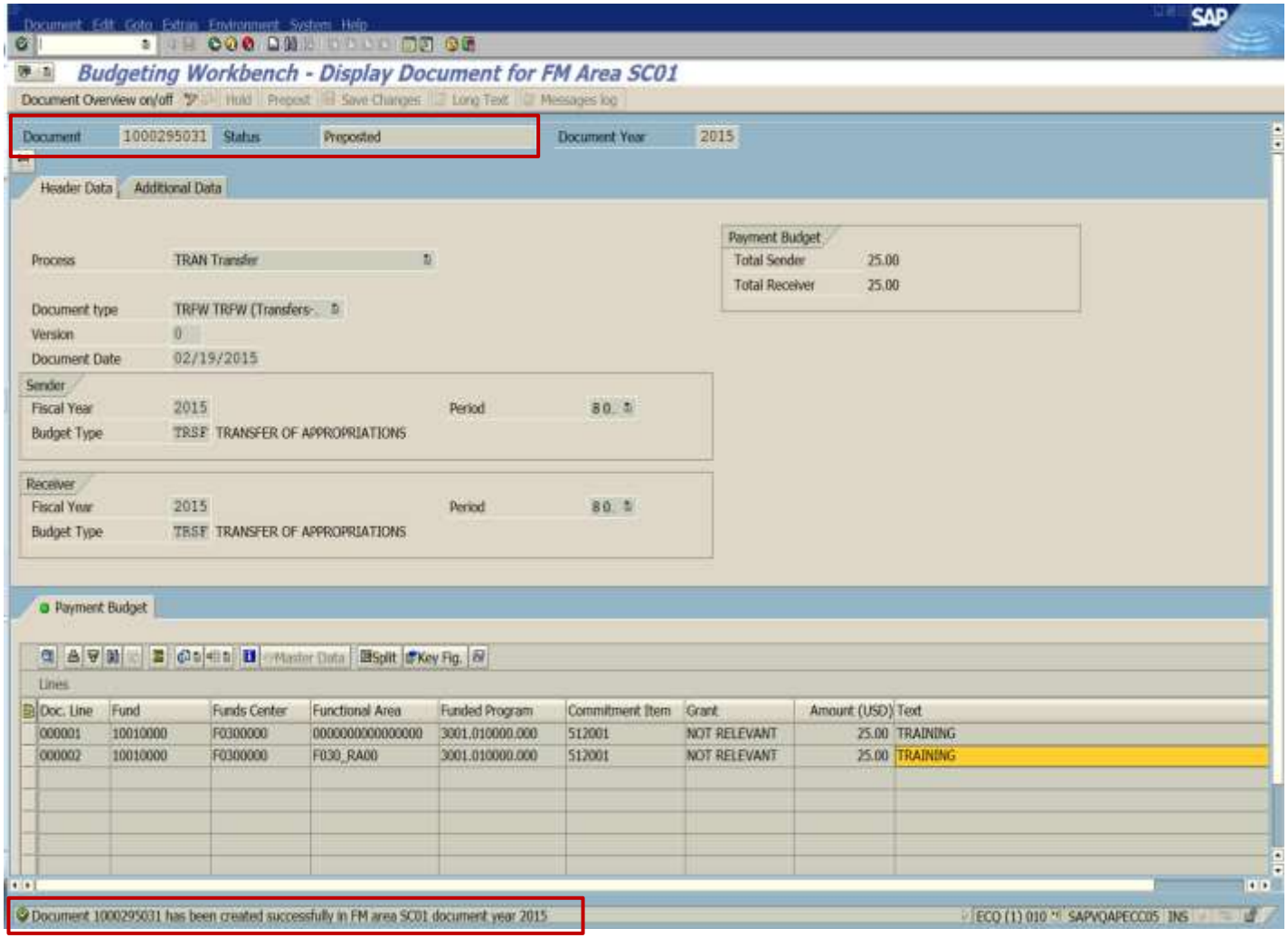


In the Data Header Tab enter:	
Process:	*Transfer*
Document Type:	*TRFW*
Version:	*0*
Document Date:	*Current Date*
Sender Box:	
Fiscal Year:	*Current FI Year*
Period:	*Current Period*
Budget Type:	*TRSF*
Receiver Box:	
Fiscal Year:	*Current FI Year*
Period:	*Current Period*
Budget Type:	*TRSF*

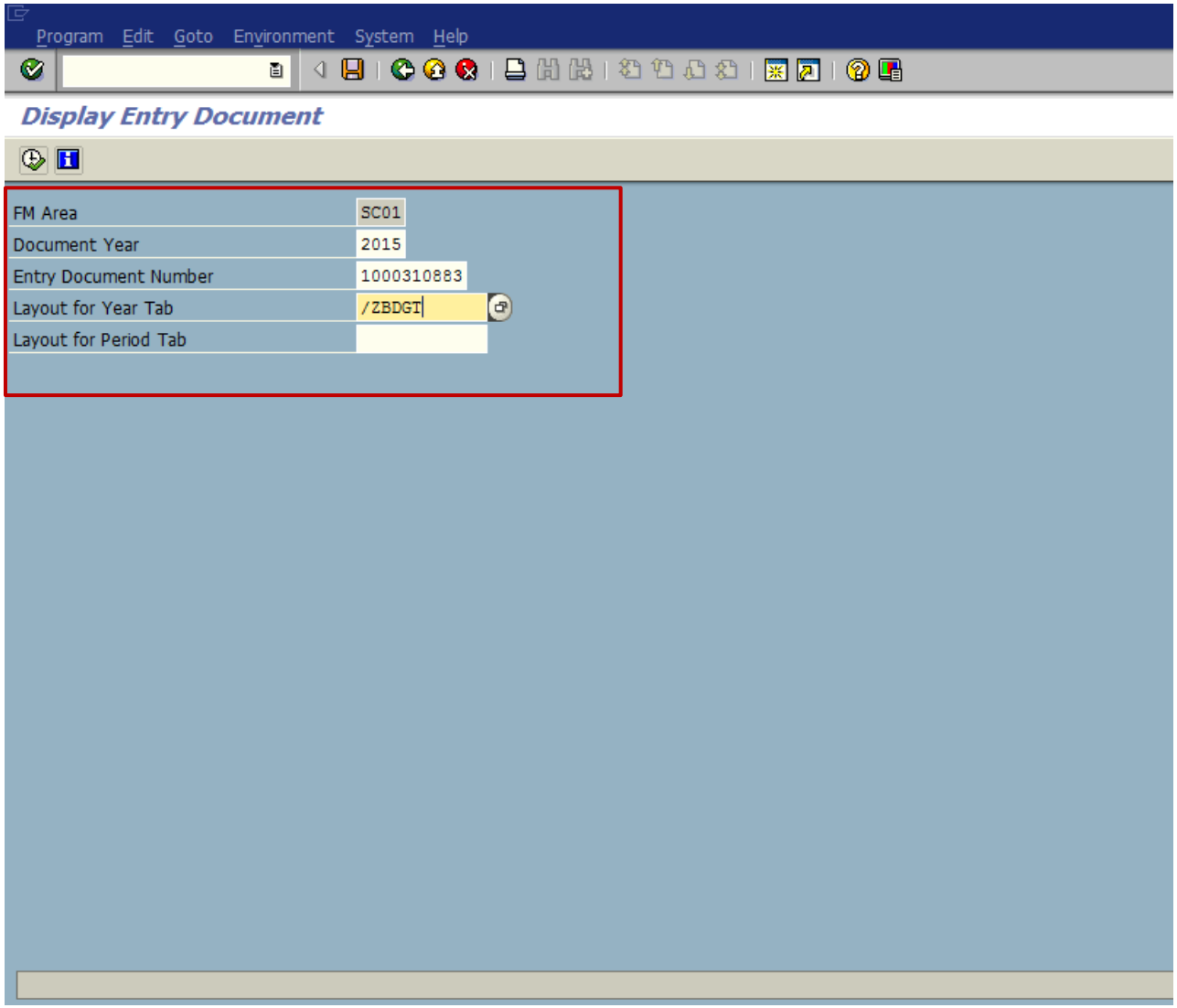
FMBB
Transfer Budget – Within Agency



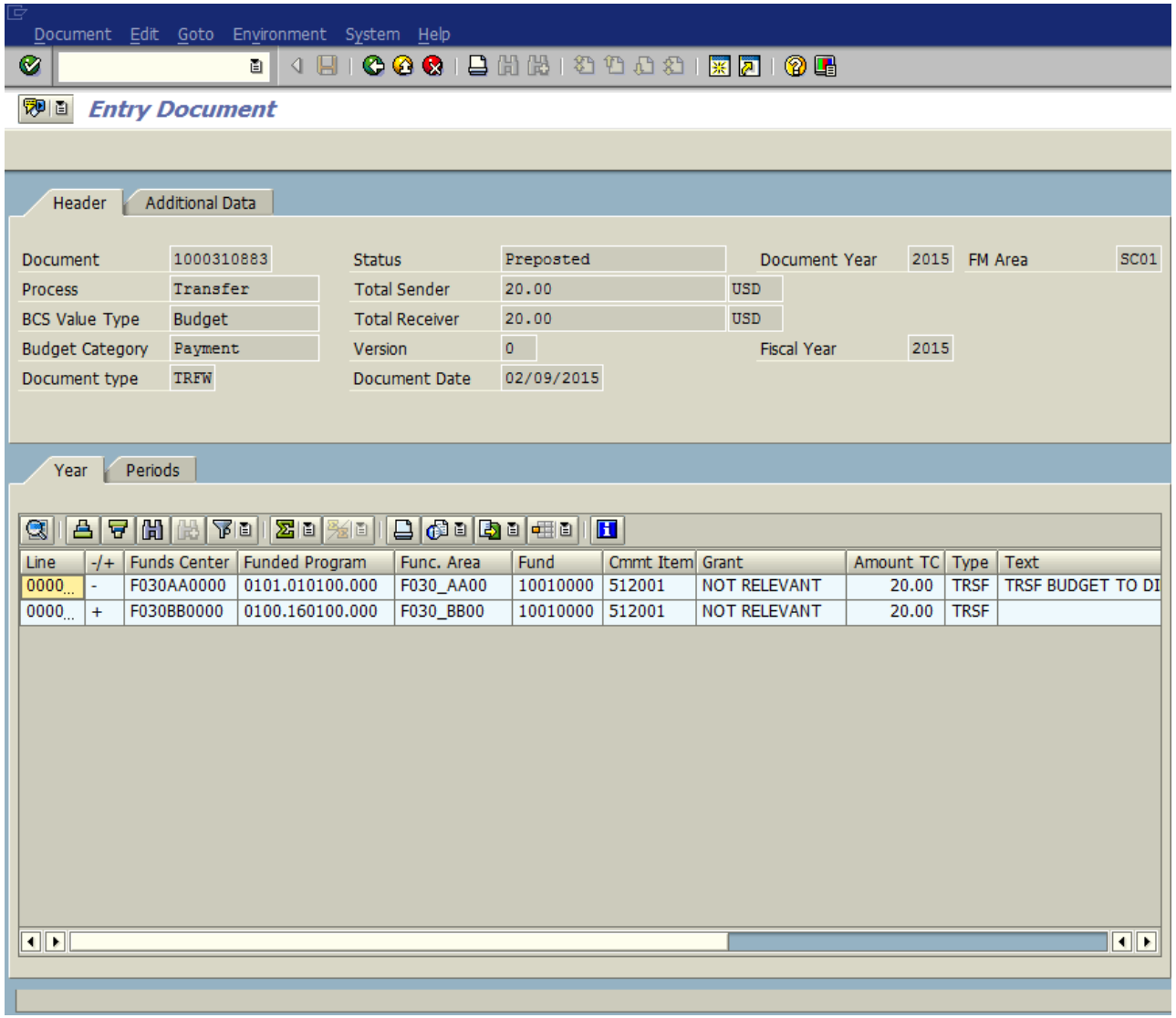
FMBB
Transfer Budget – Within Agency



FMEDD –
Display a Budget Entry Document



FMEDD - Display a Budget Entry Document



SCEIS

South Carolina Enterprise Information System

LESSON 4: CREATE AND MAINTAIN EARMARKED FUNDS

STATE INFORMATION TECHNOLOGY

B&CB

SC Budget and Control Board

Earmarked Funds Overview

- SCEIS ECC has several ways to set aside budget or reserve funds for management reasons or for a specific purpose:
  - **Funds Block**
  - **Funds Reservation**

Earmarked Funds Overview

Funds Block: Used by management in the Agency to earmark or set aside a portion of their budget for a future non-specific use.

For example, if an agency wanted to hold $50K of their $1M budget until later in the fiscal year, the funds block will restrict the $50K from being spent for any purpose until block is released.

Earmarked Funds Overview

Funds Reservation: A manual process of restricting funds for a specific purpose.

	Can be used to restrict budget for various monthly expenditures such as rent or utilities.	

Earmarked Funds Features

Earmarked Funds

Earmarked Funds must have a complete budget address.

Are assigned to a Fund, Fund Center, Commitment Item, Functional Area and Grant.

Availability Controls(AVC) are used to check all earmarked fund transactions.

Reporting can be used to view and track earmarked funds and their specific transactional details.

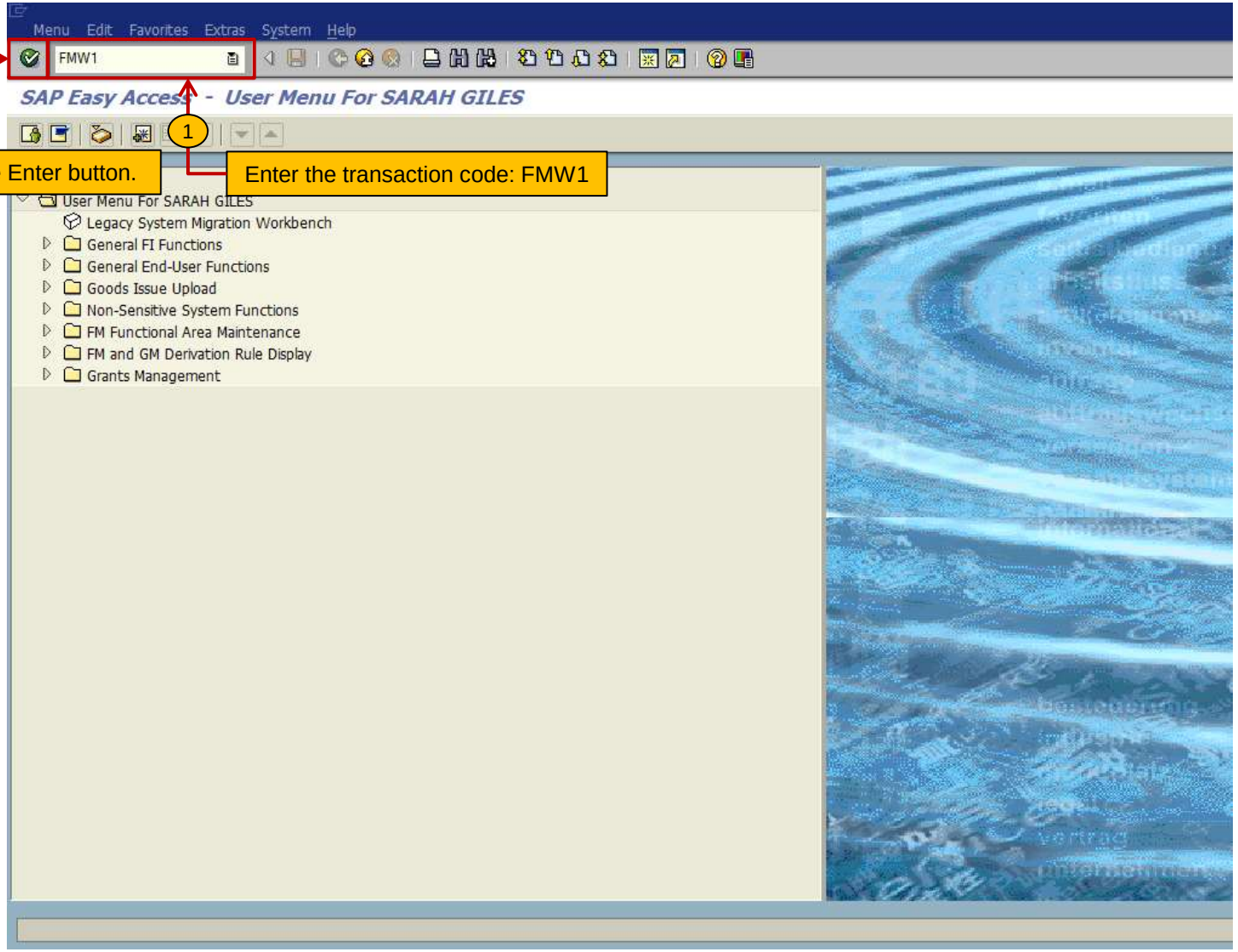
Fund Reservations may be released if all or a portion of the budget funds are not used.

Funds Block – Create, Change, and Display

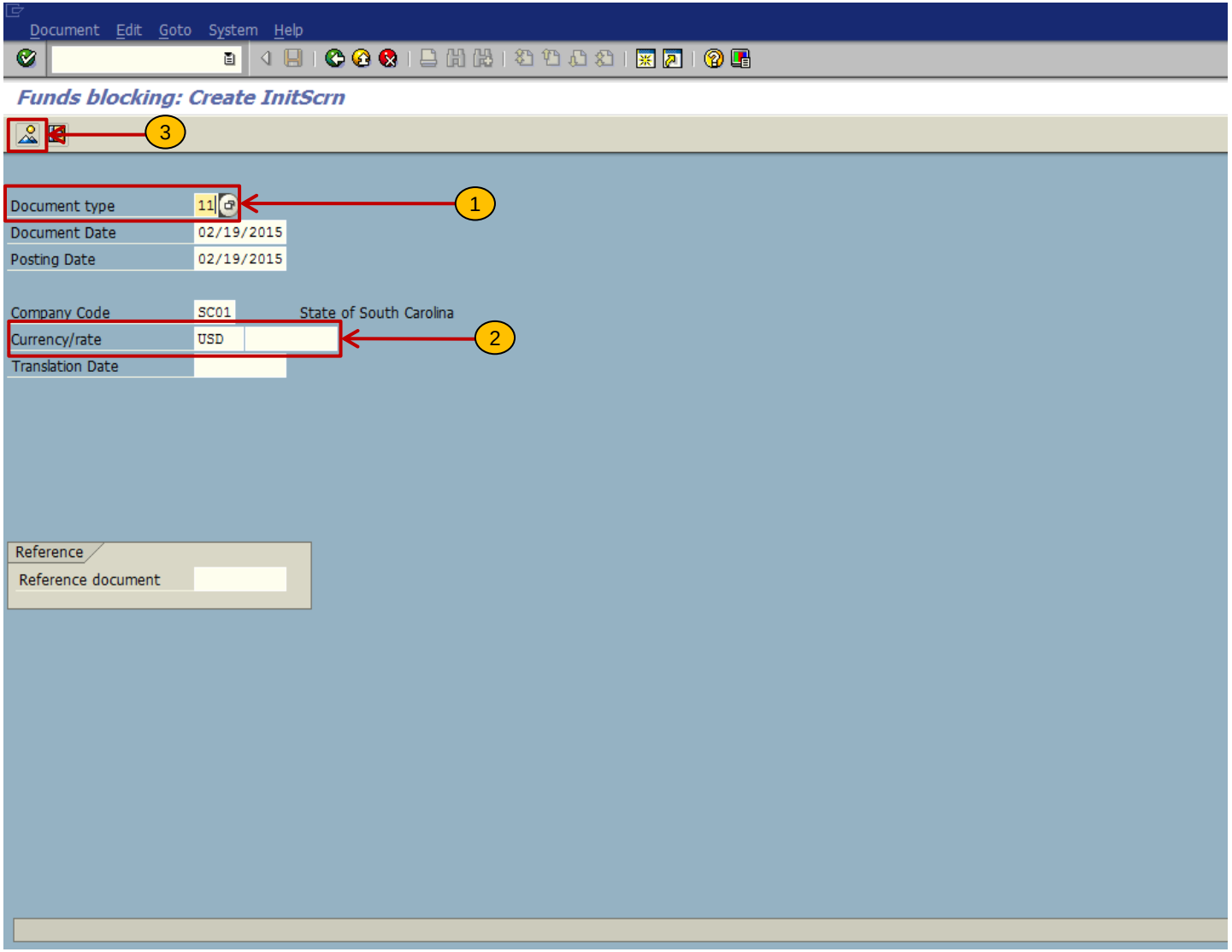
Funds Block Transactions

FMW1:	FMW2:	FMW3:
Create Funds Block	**Change Funds Block**	**Display Funds Block**
• Restricts a portion of your agency's budget for future use. • Block is only restricted at budget address. • Changes budget availability to include funds block.	• Used to increase or decrease the total funds block. • Used to change the amount of a line item. • To release or close a block which will return remaining funds to your budget.	• View or report funds set aside in funds block.

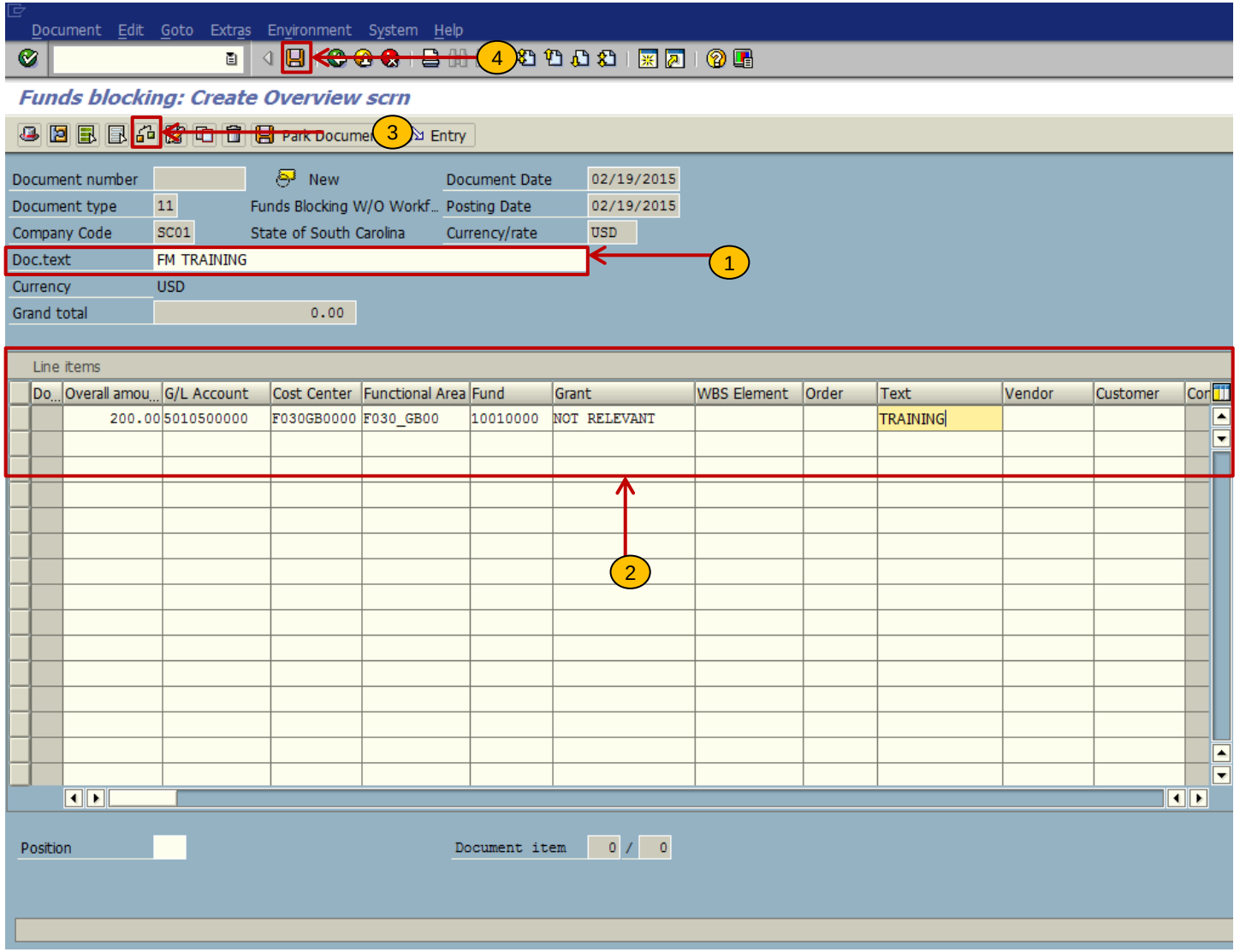
FMW1 – Create Funds Block



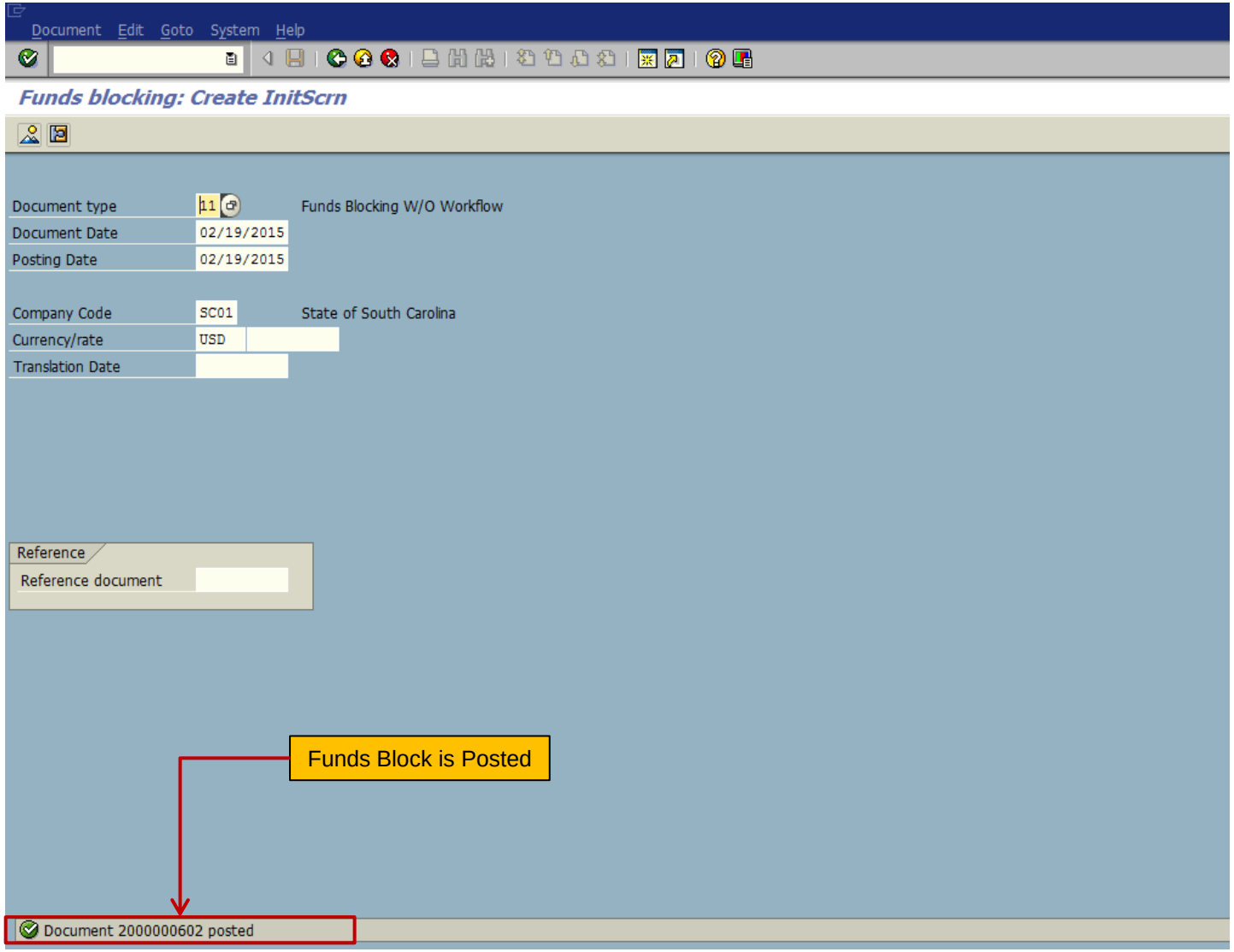
FMW1 – Create Funds Block



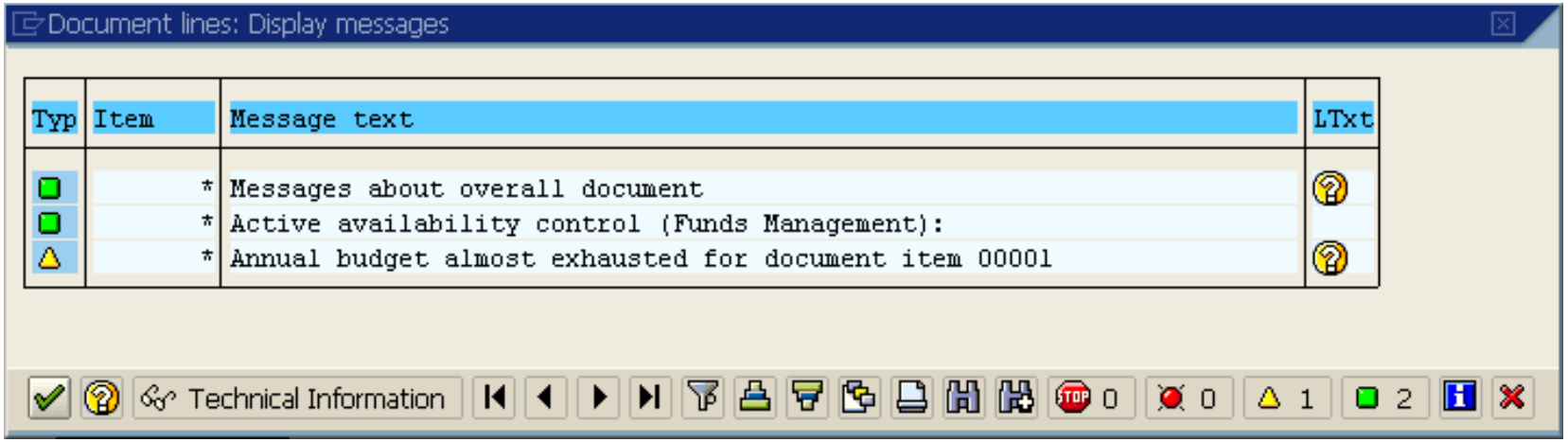
FMW1 – Create Funds Block



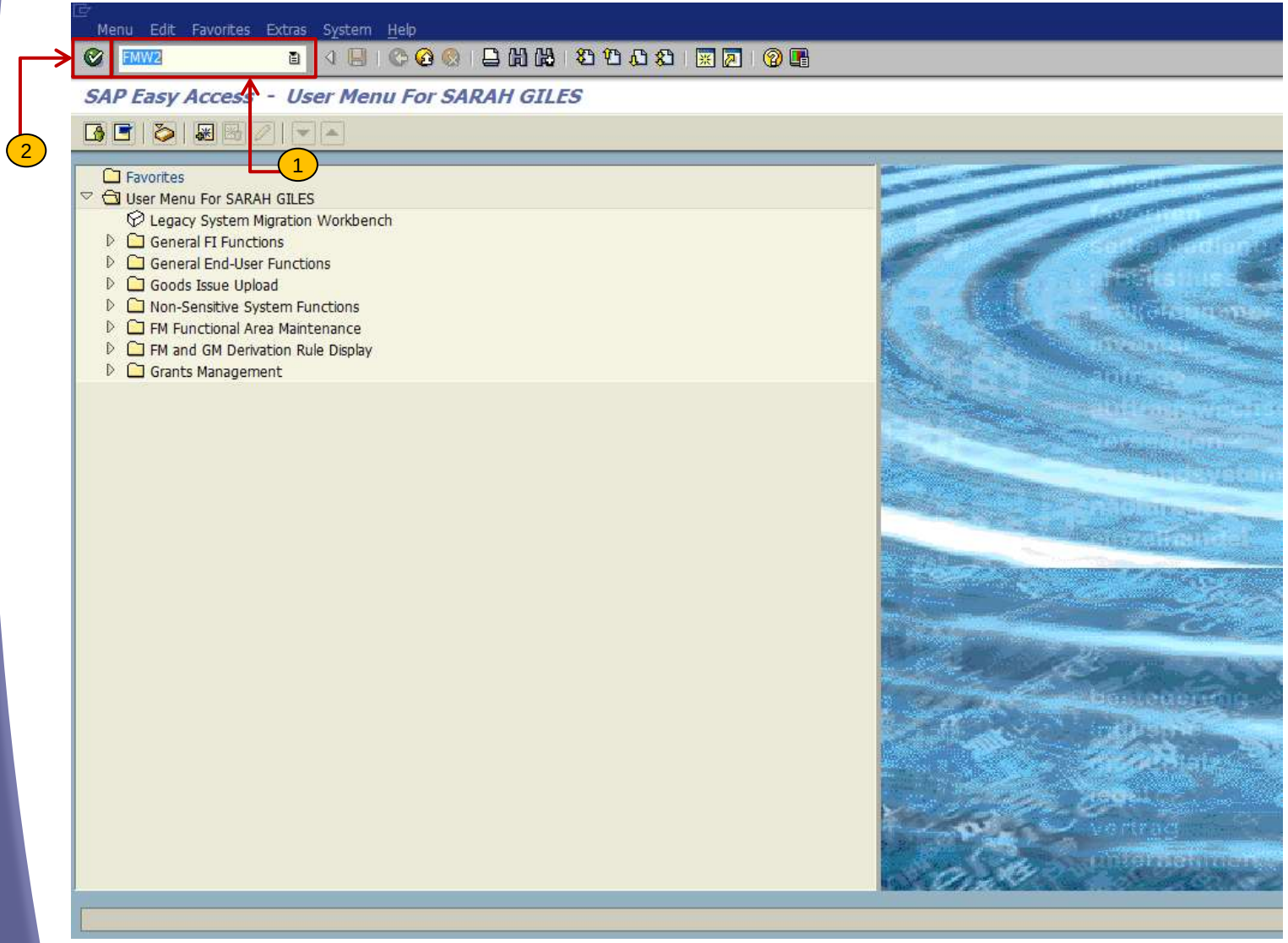
FMW1 – Create Funds Block



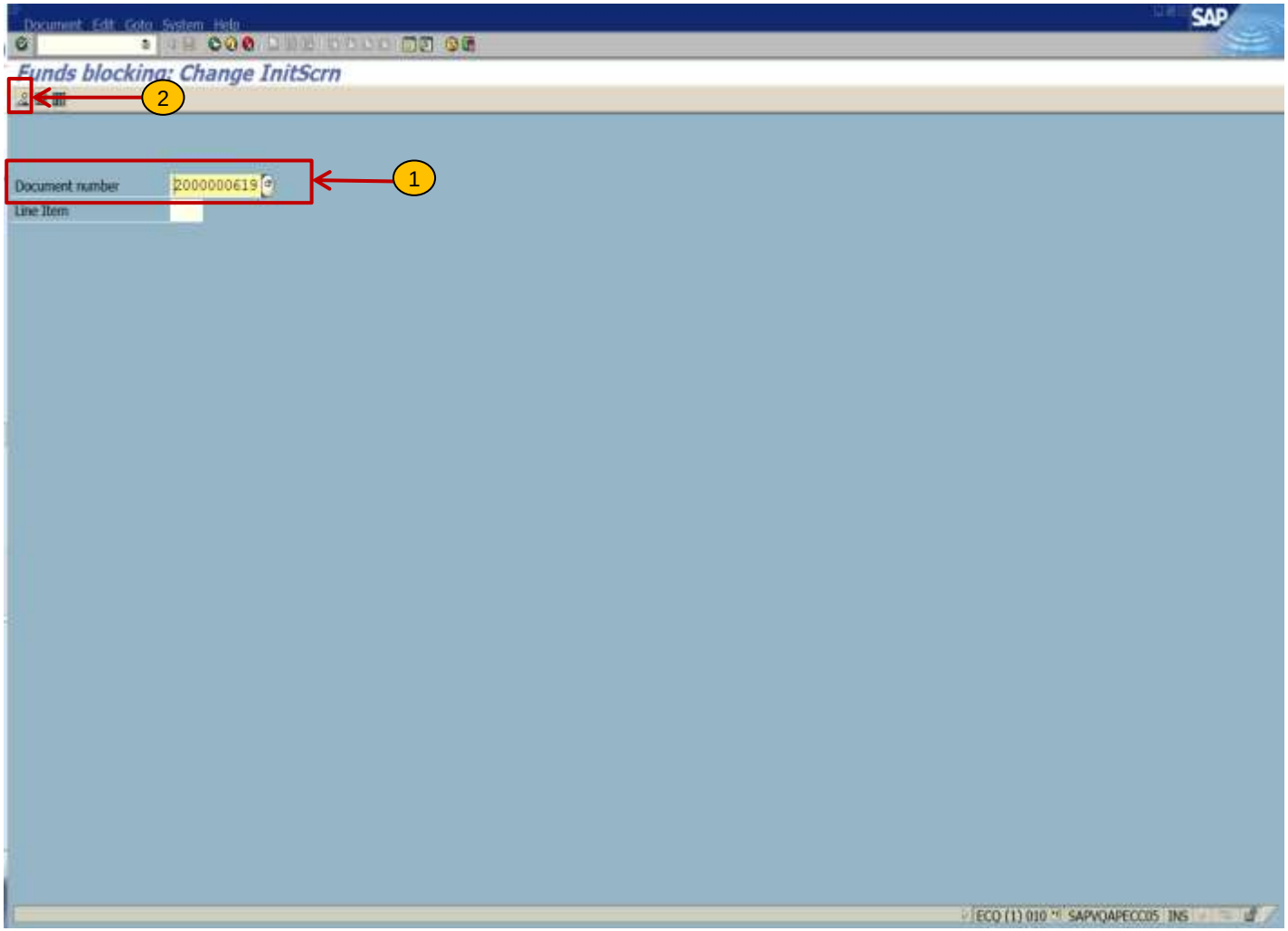
FMW1 – Create Funds Block



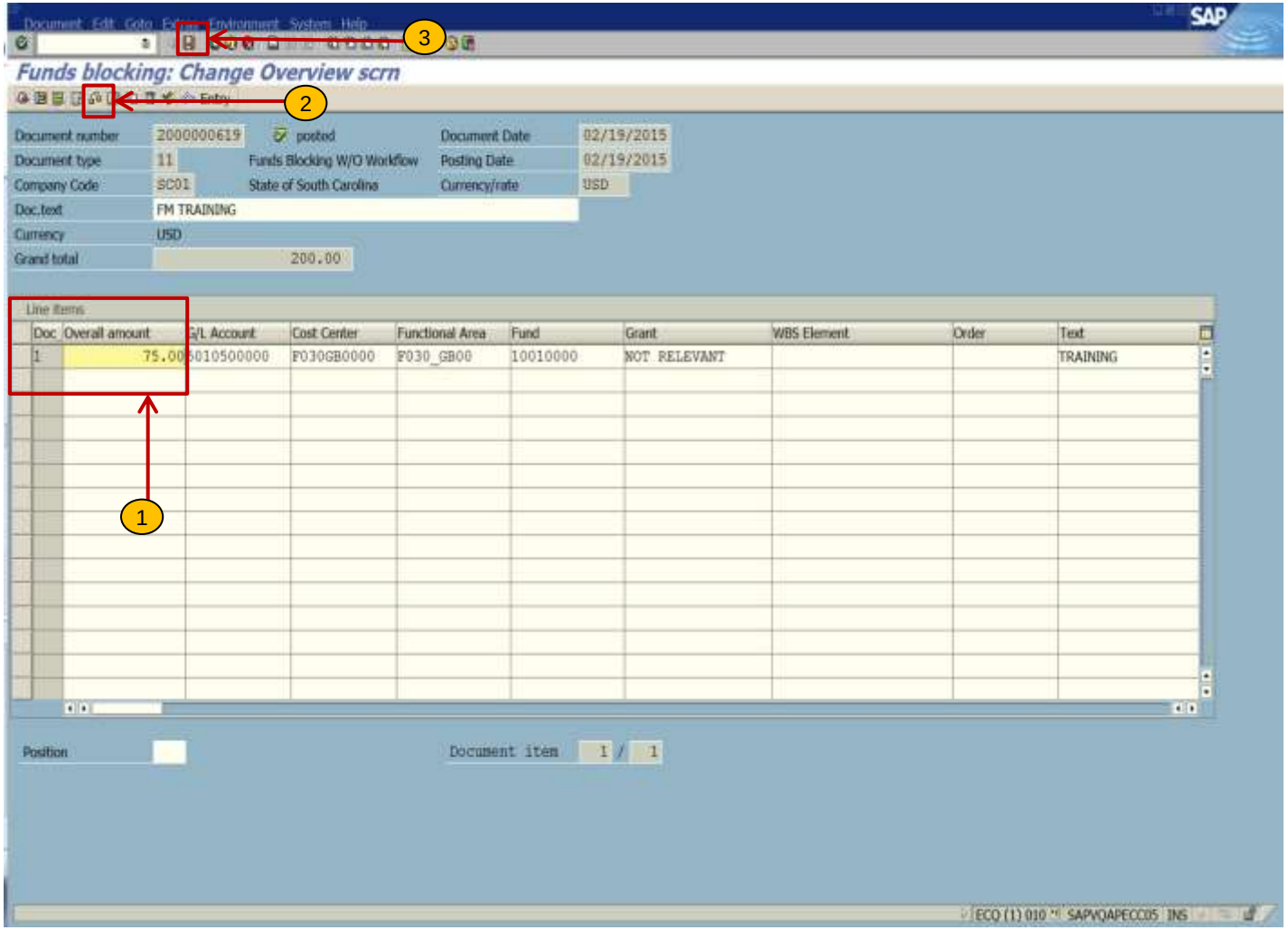
FMW2 – Change Funds Block



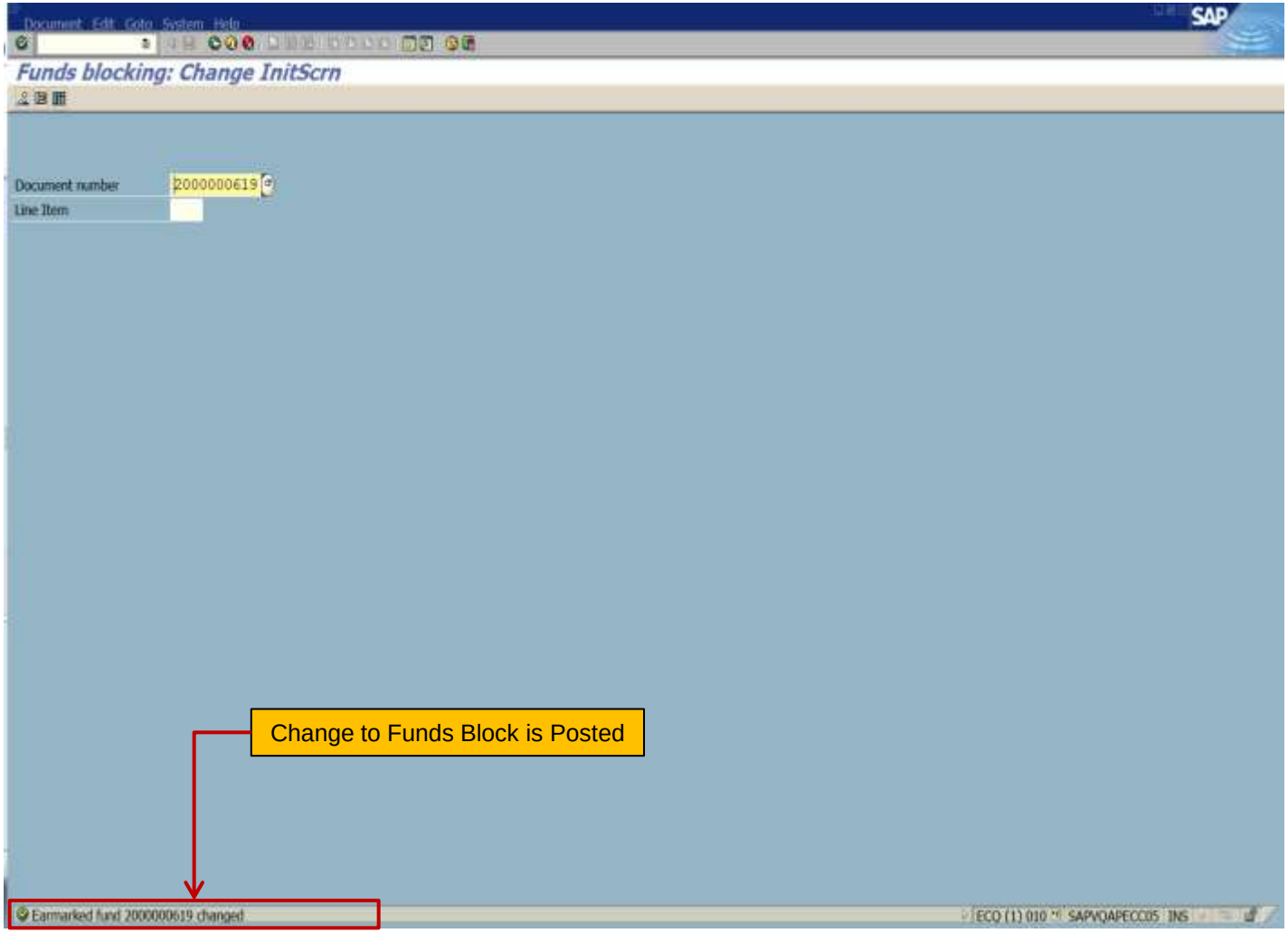
FMW2 – Change Funds Block



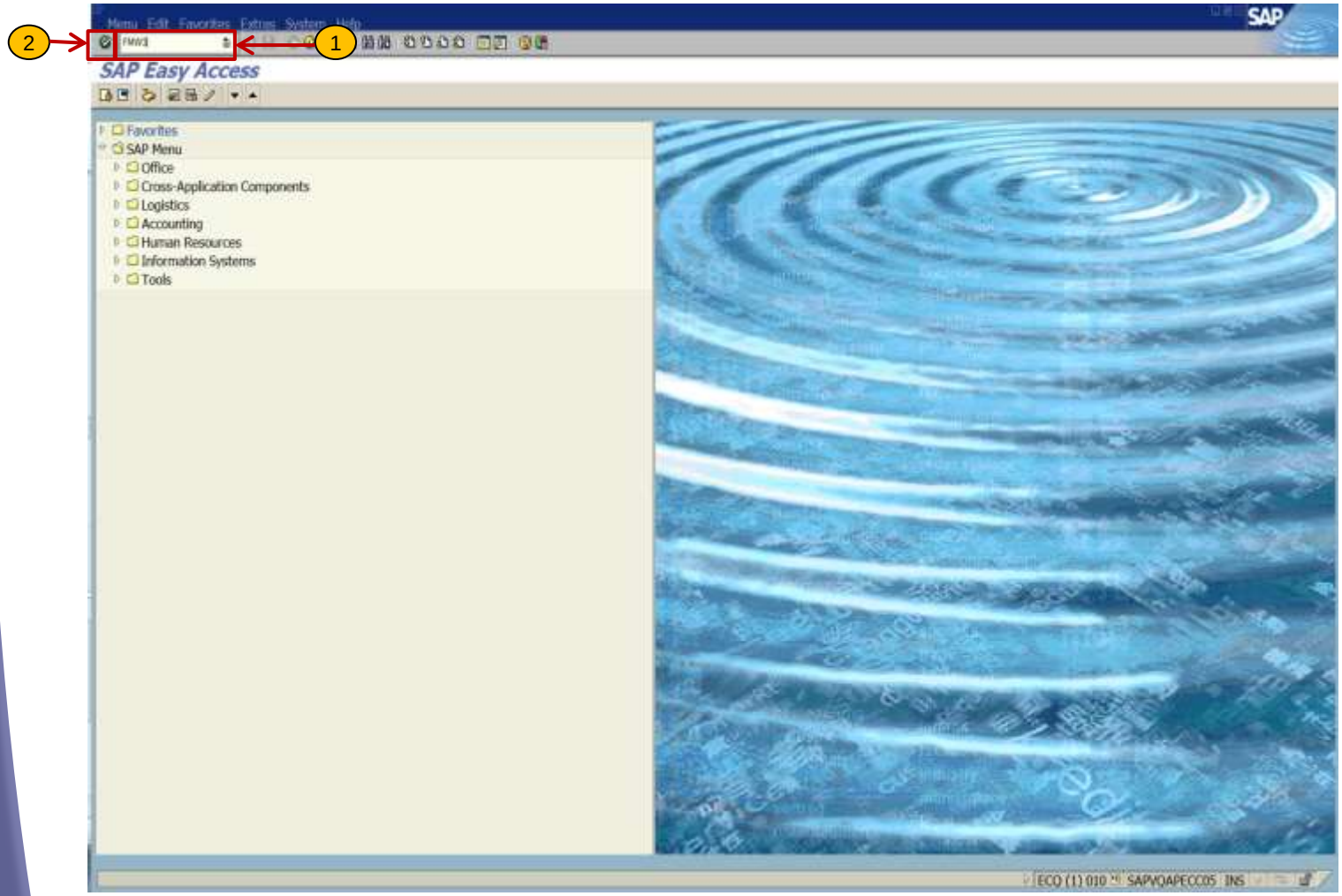
FMW2 – Change Funds Block



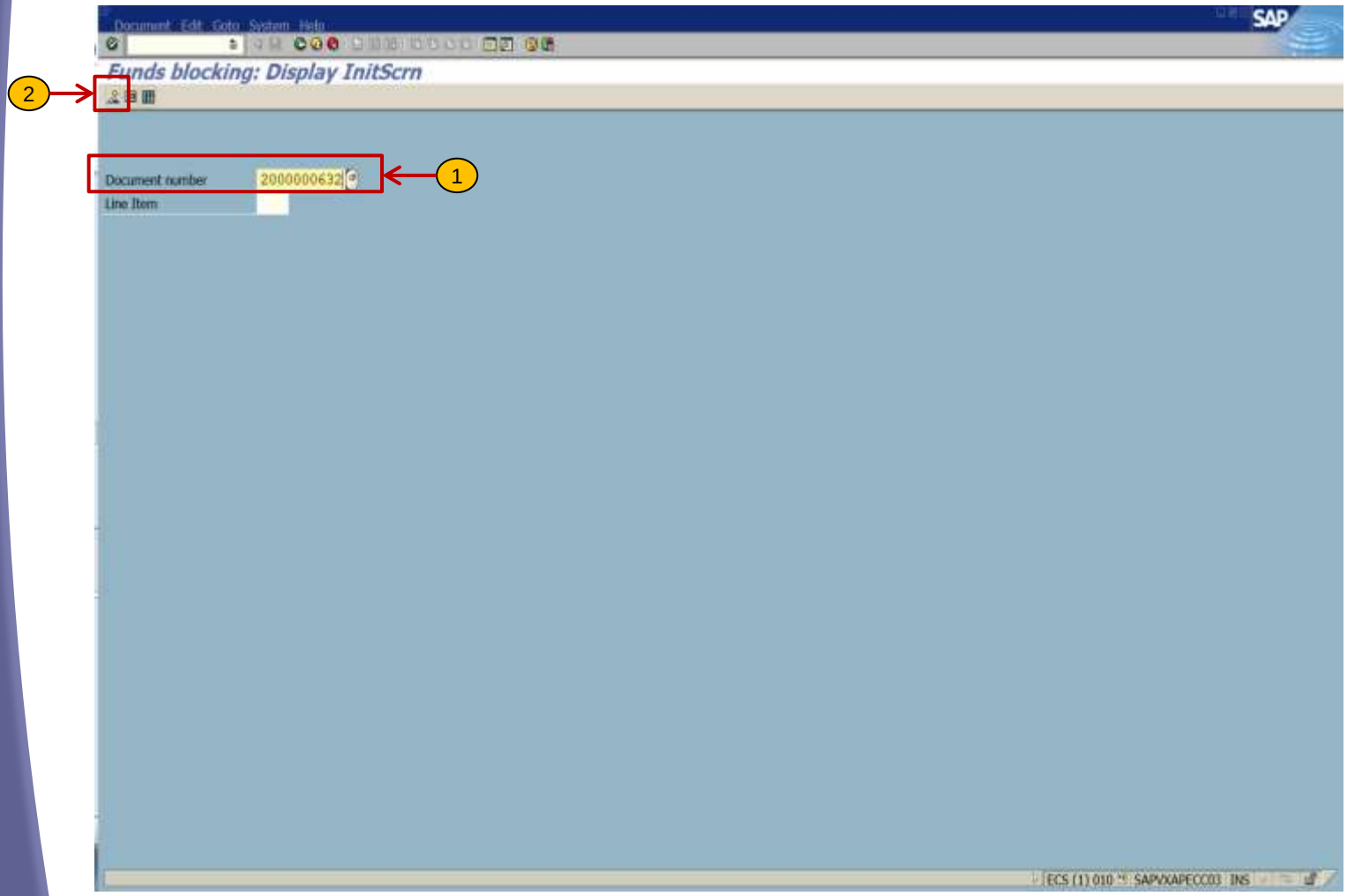
FMW2 – Change Funds Block



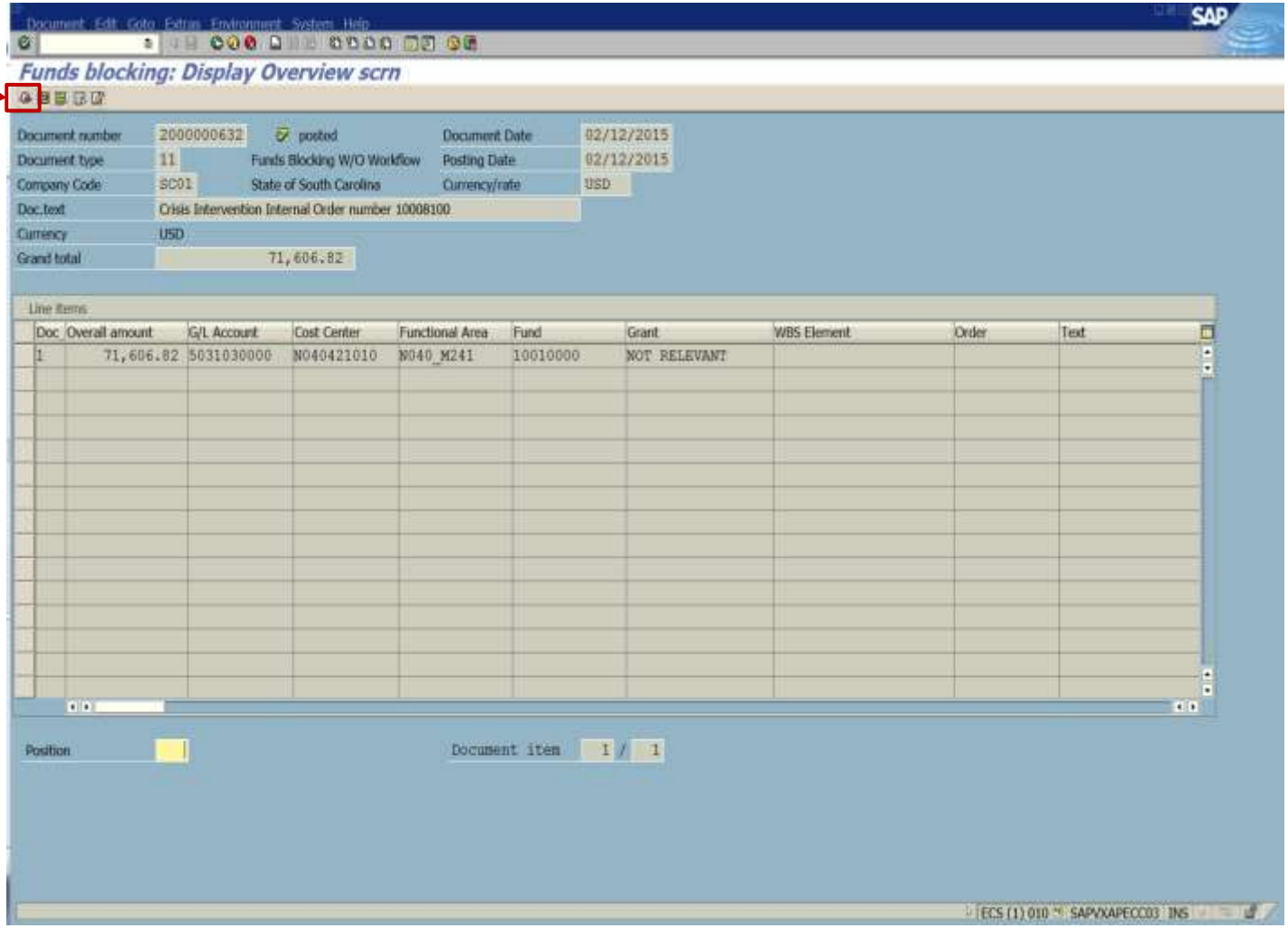
FMW3 – Display Funds Block



FMW3 – Display Funds Block



FMW3 – Display Funds Block



Funds Reservation – Create, Change, and Display

Funds Reservation

FMX1 - Create

- Manual process of restricting funds for a specific purpose.
- Can be used during the SRM process to hold specific budgeted funds.
- Can be used during a solicitation or for non-PO related monthly expenditures.

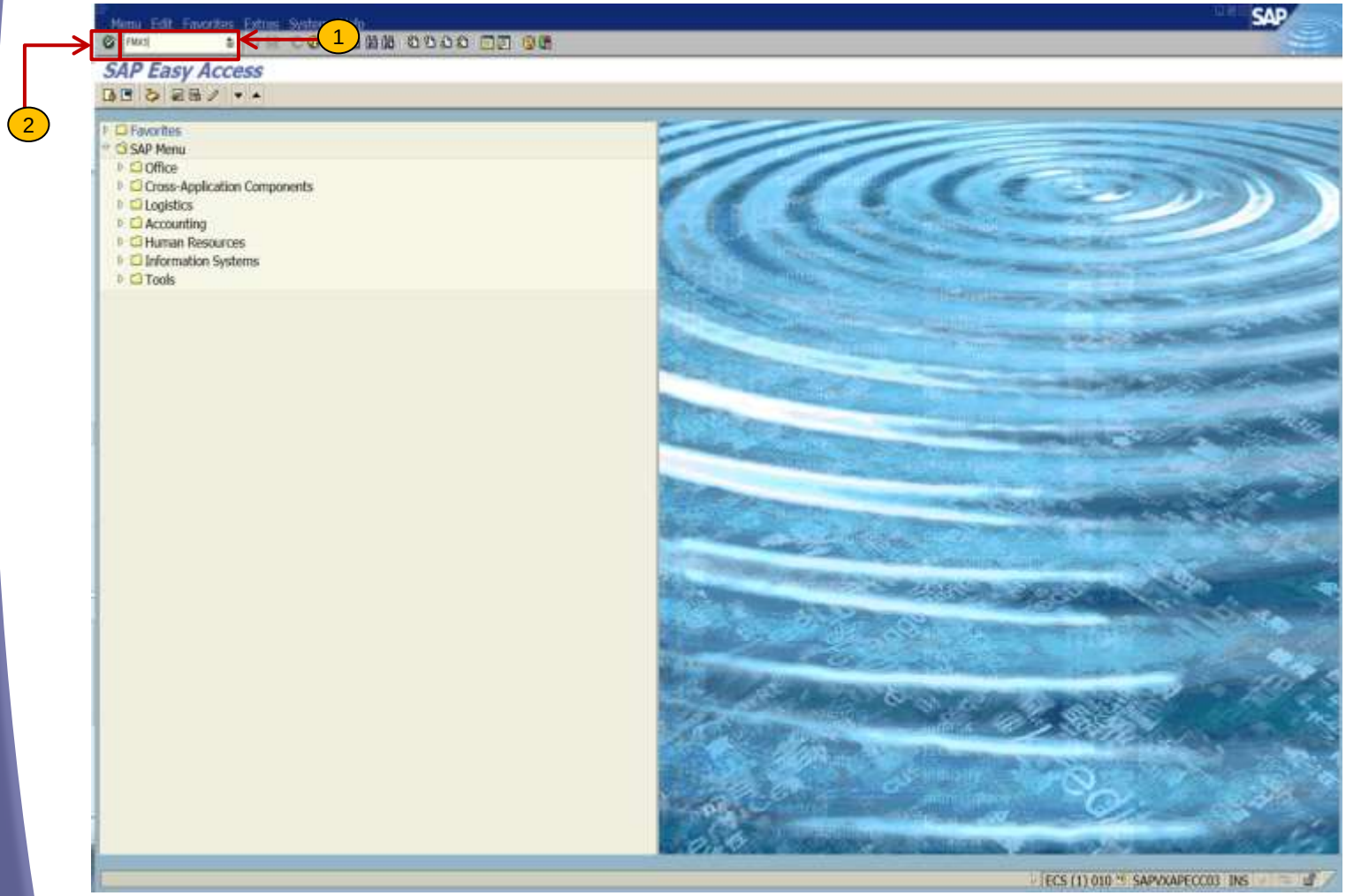
FMX2 - Change

- Use when you need to increase or decrease a Funds Reservation.

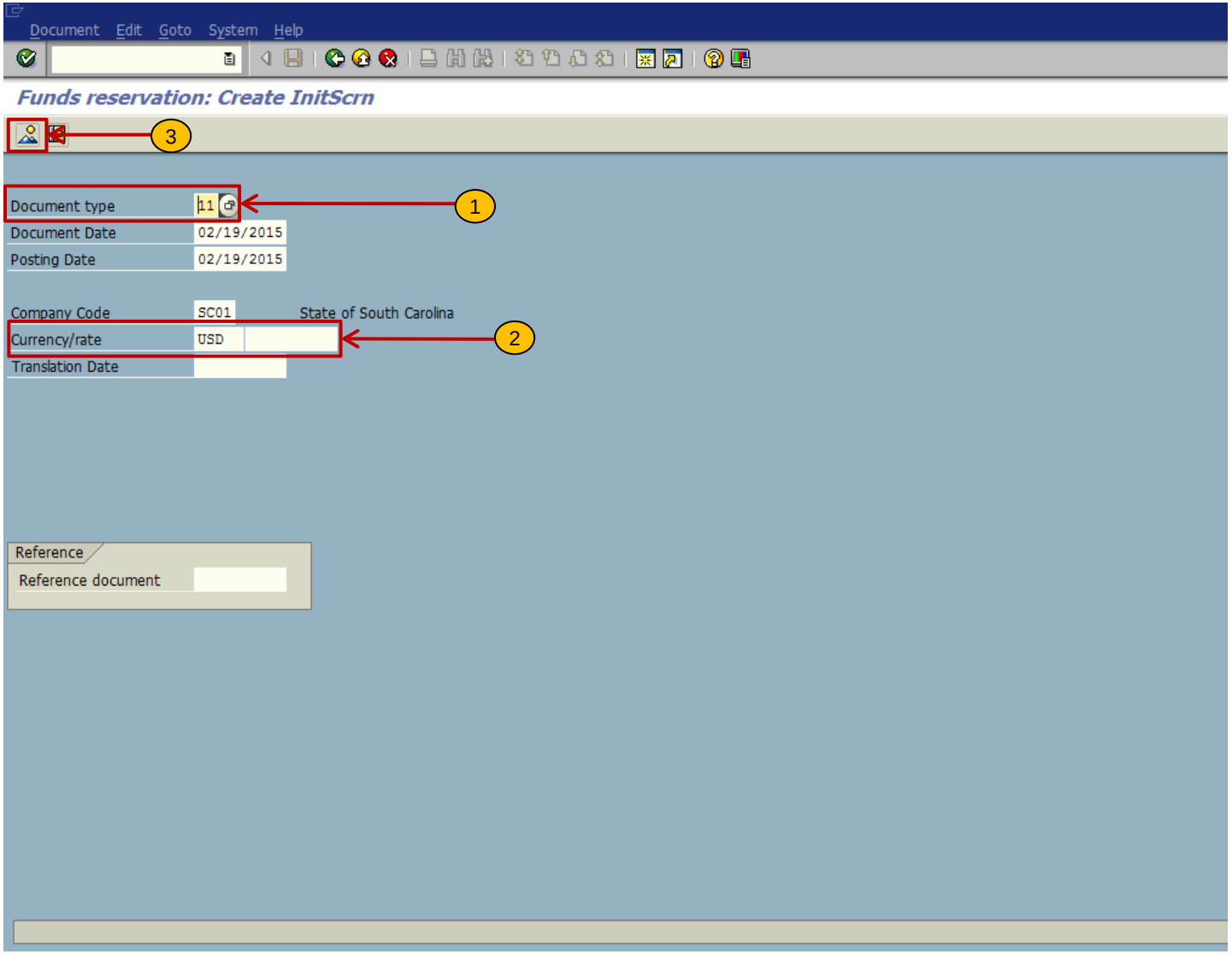
FMX3 - Display

- Use to display and review the details of the Funds Reservation.

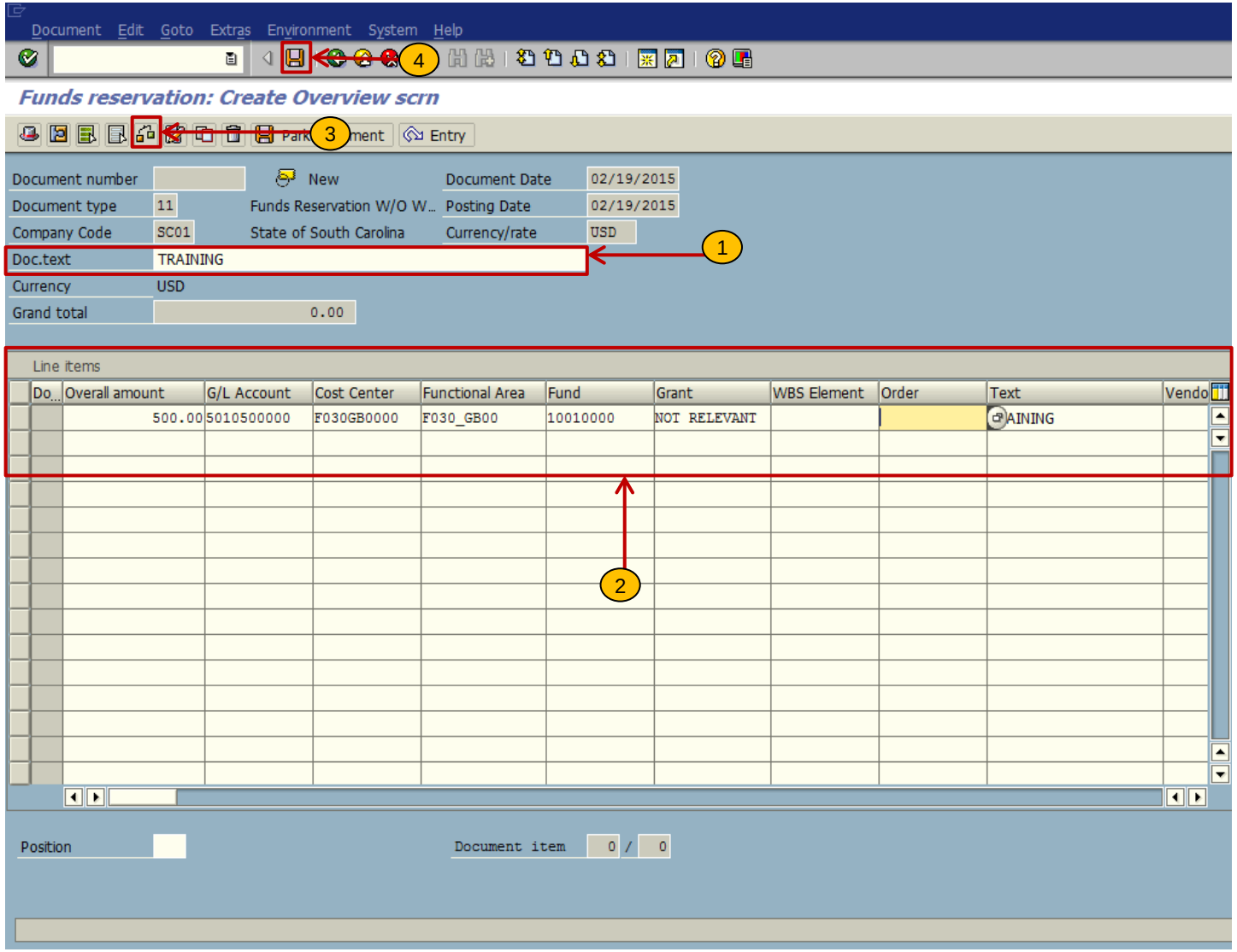
FMX1 – Create Funds Reservation



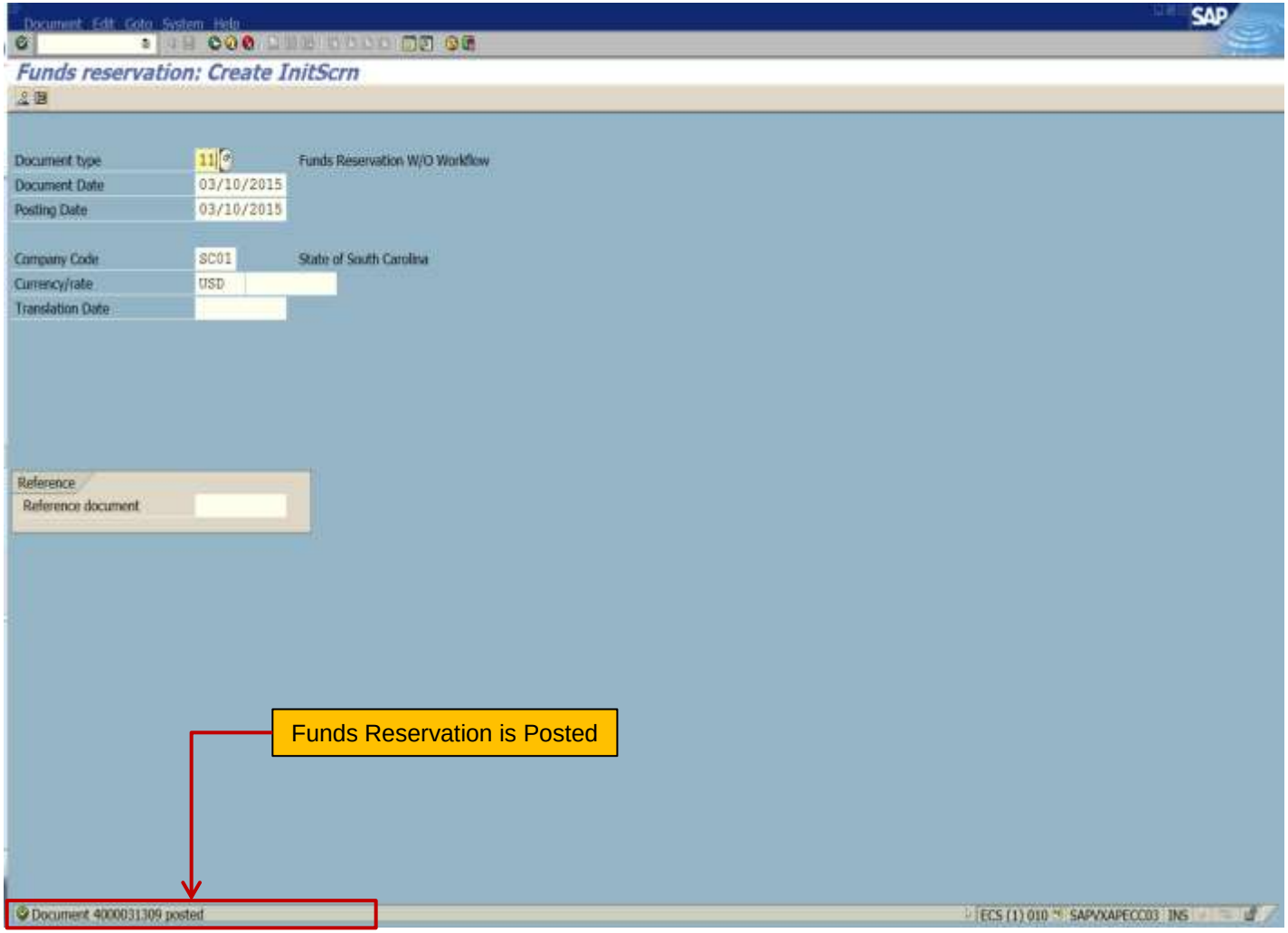
FMX1 – Create Funds Reservation



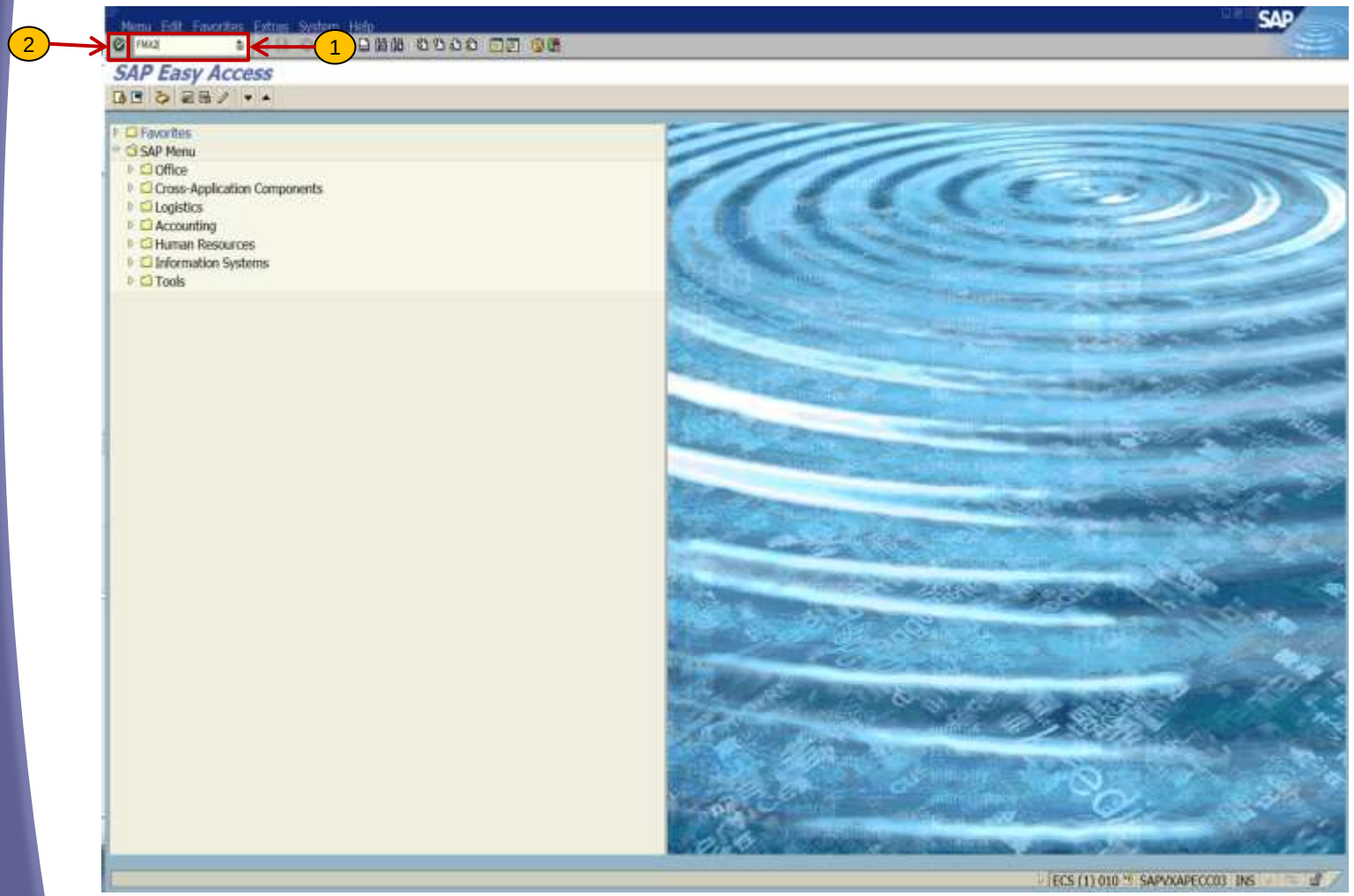
FMX1 – Create Funds Reservation



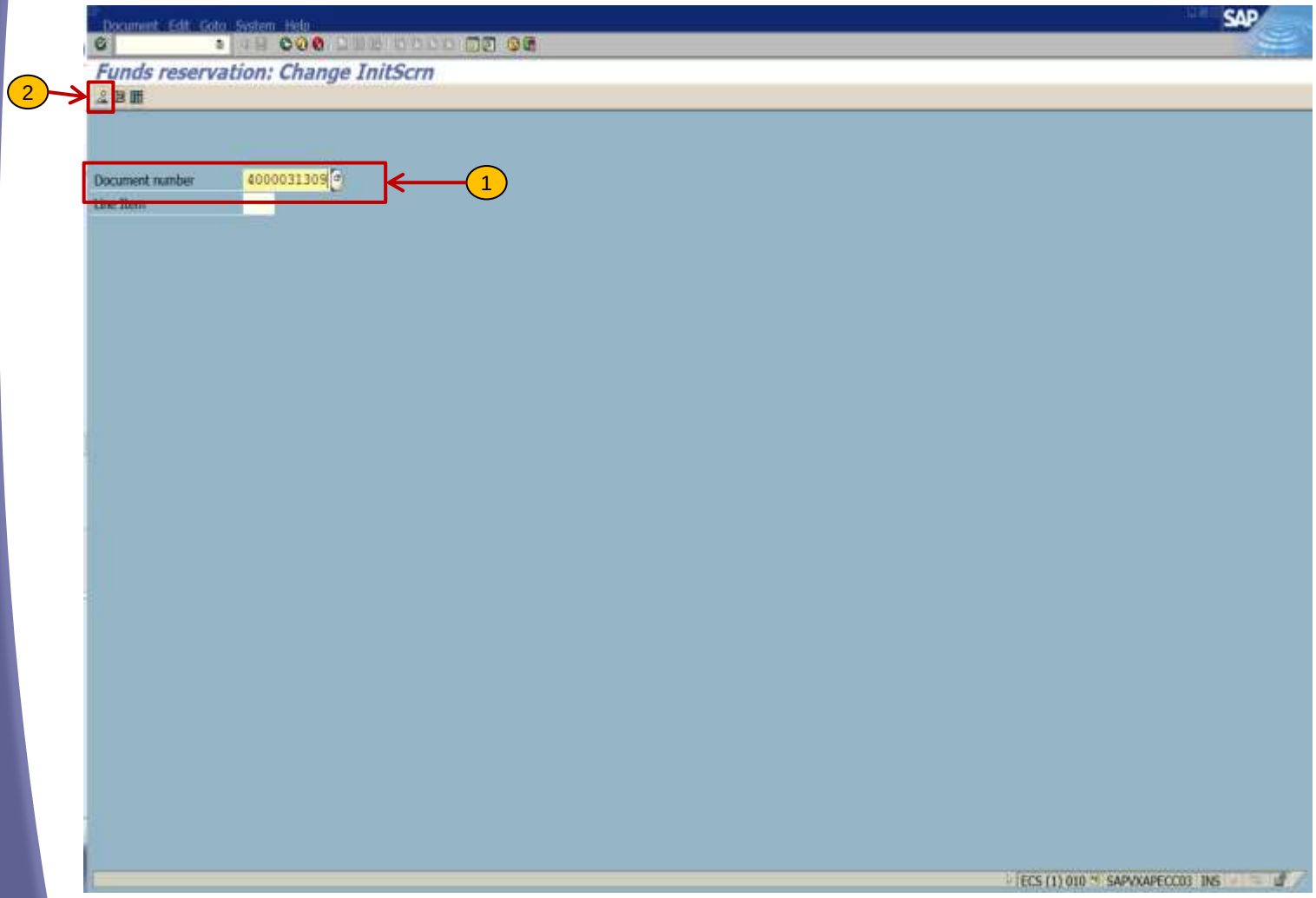
FMX1 – Create Funds Reservation



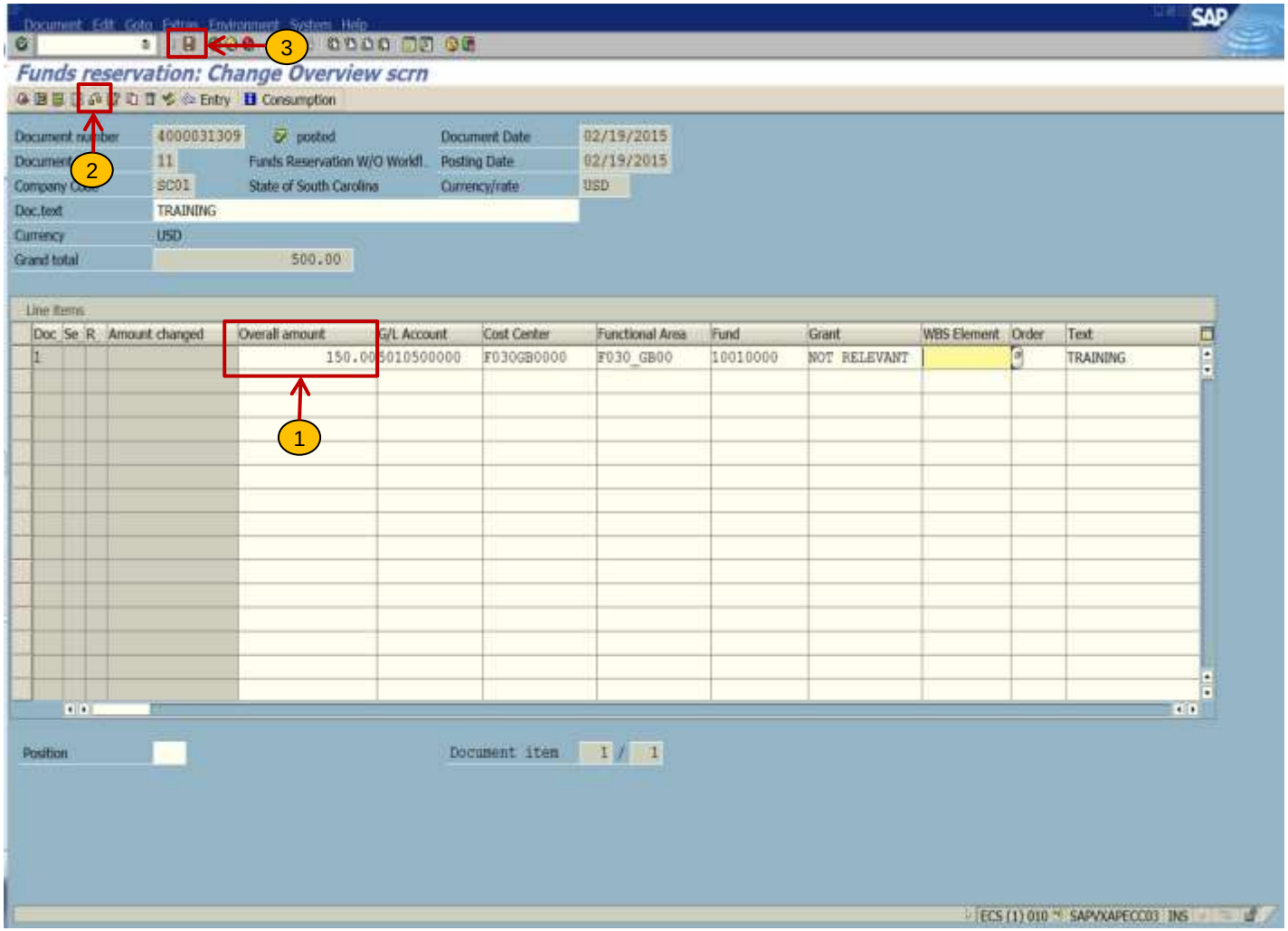
FMX2 – Change Funds Reservation



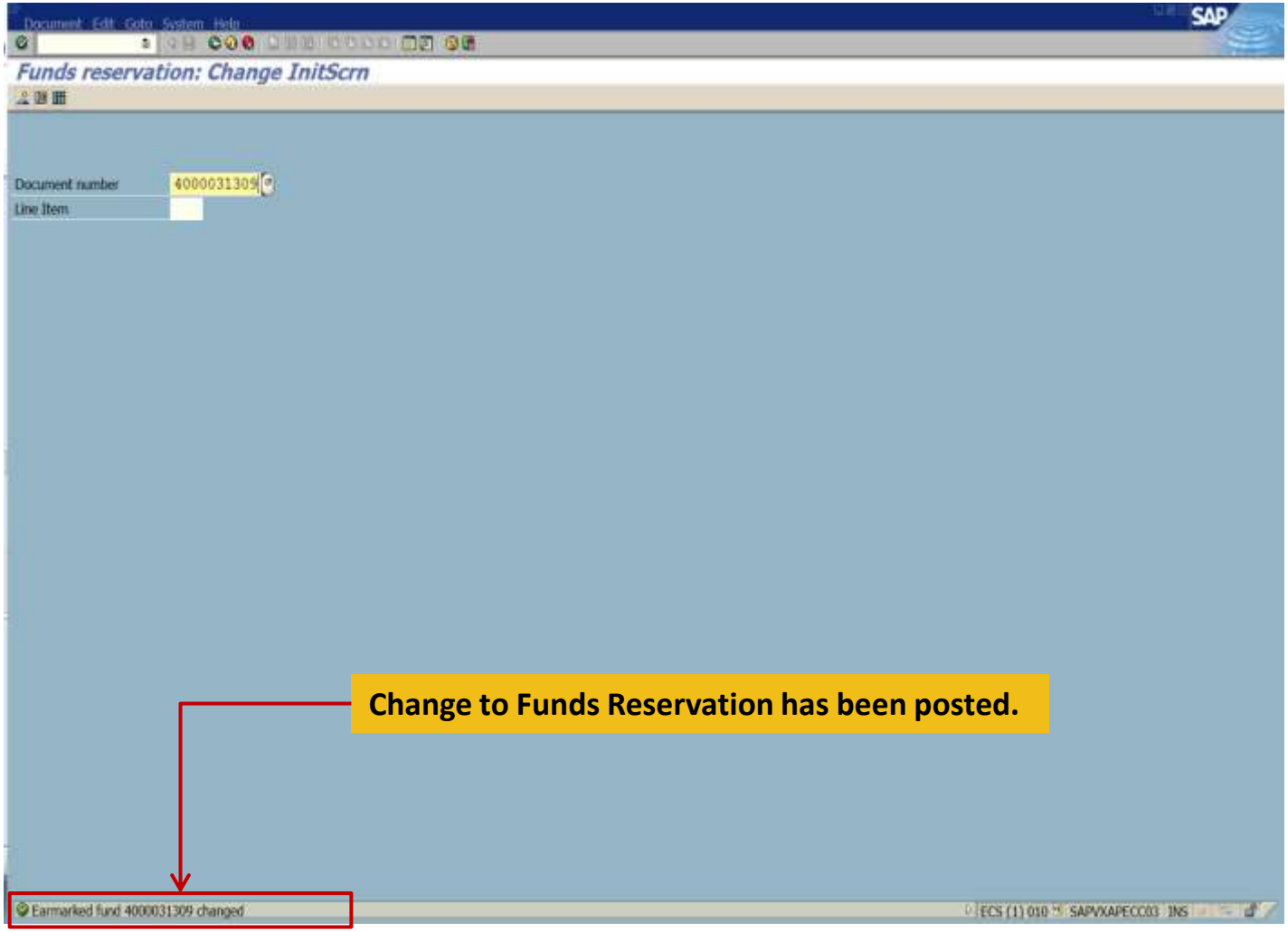
FMX2 – Change Funds Reservation



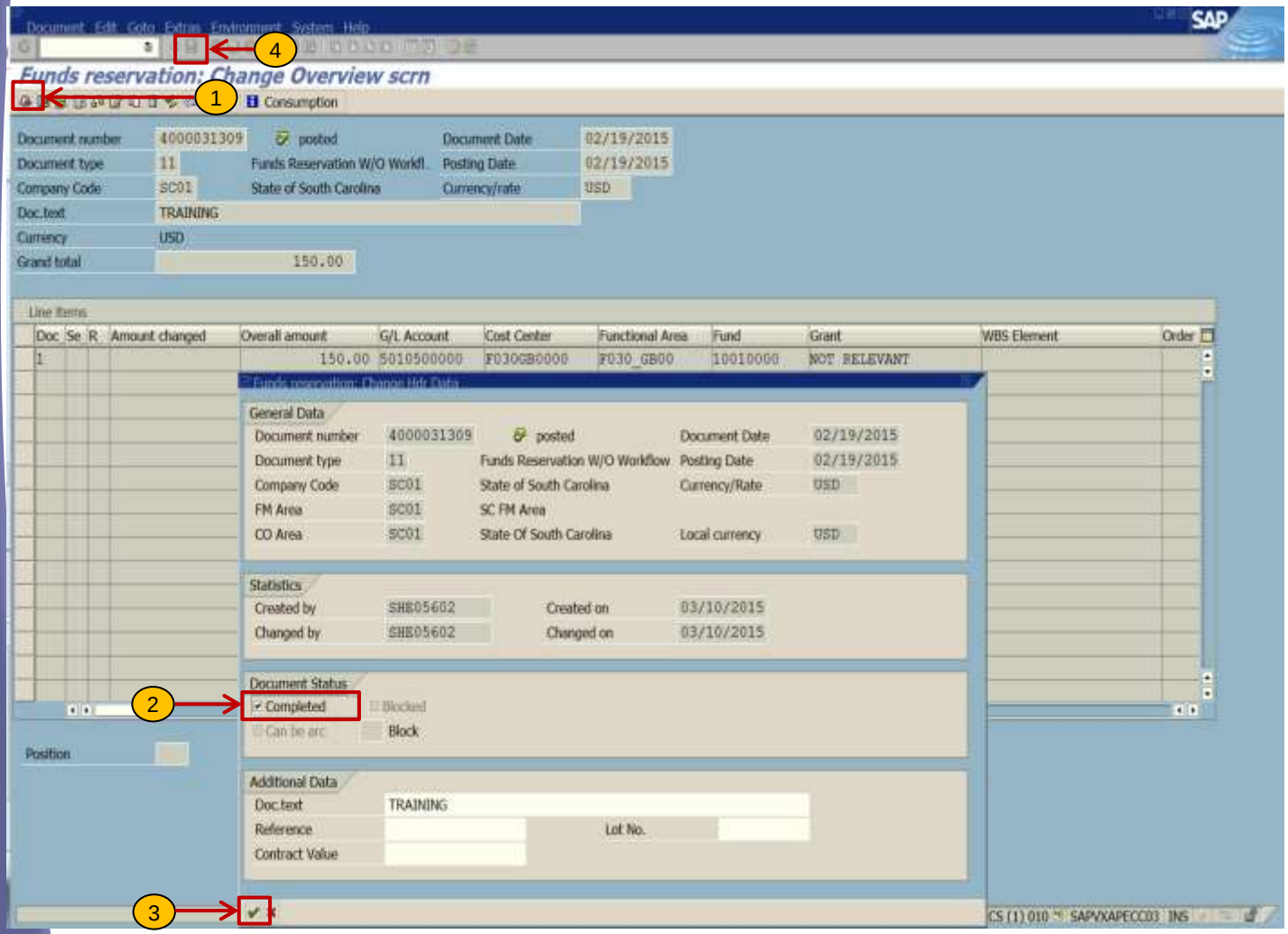
FMX2 – Change Funds Reservation



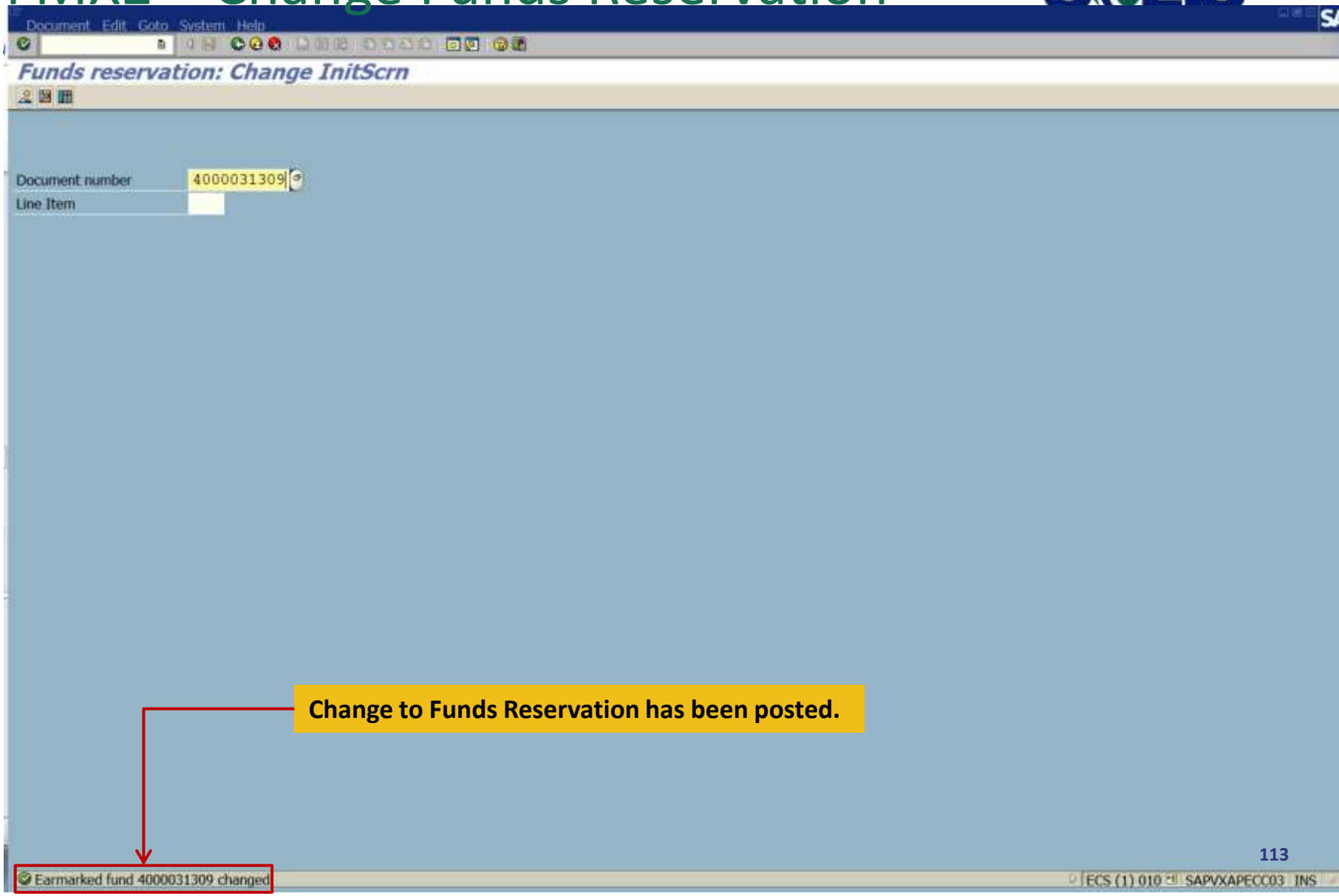
FMX2 – Change Funds Reservation



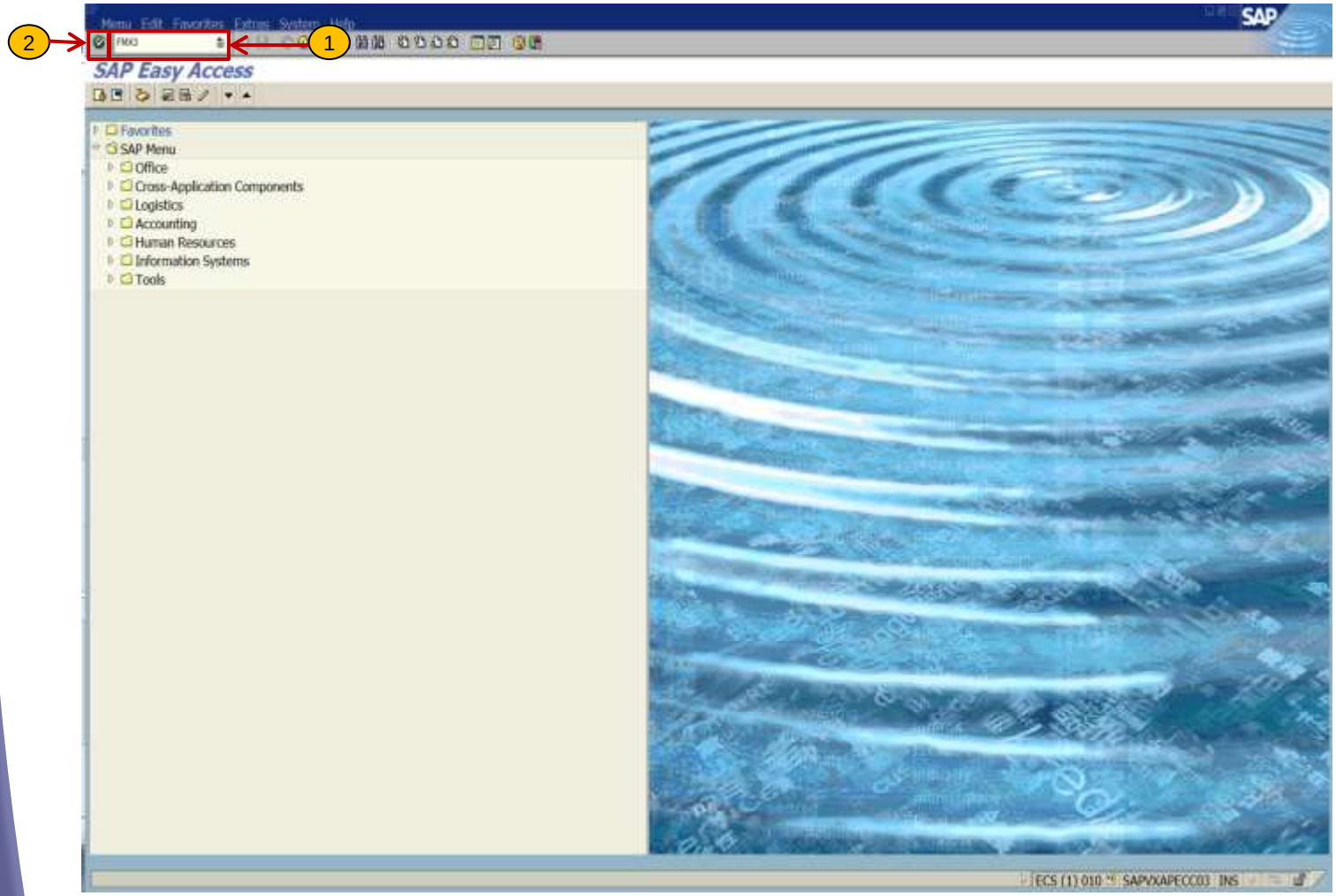
FMX2 – Change Funds Reservation



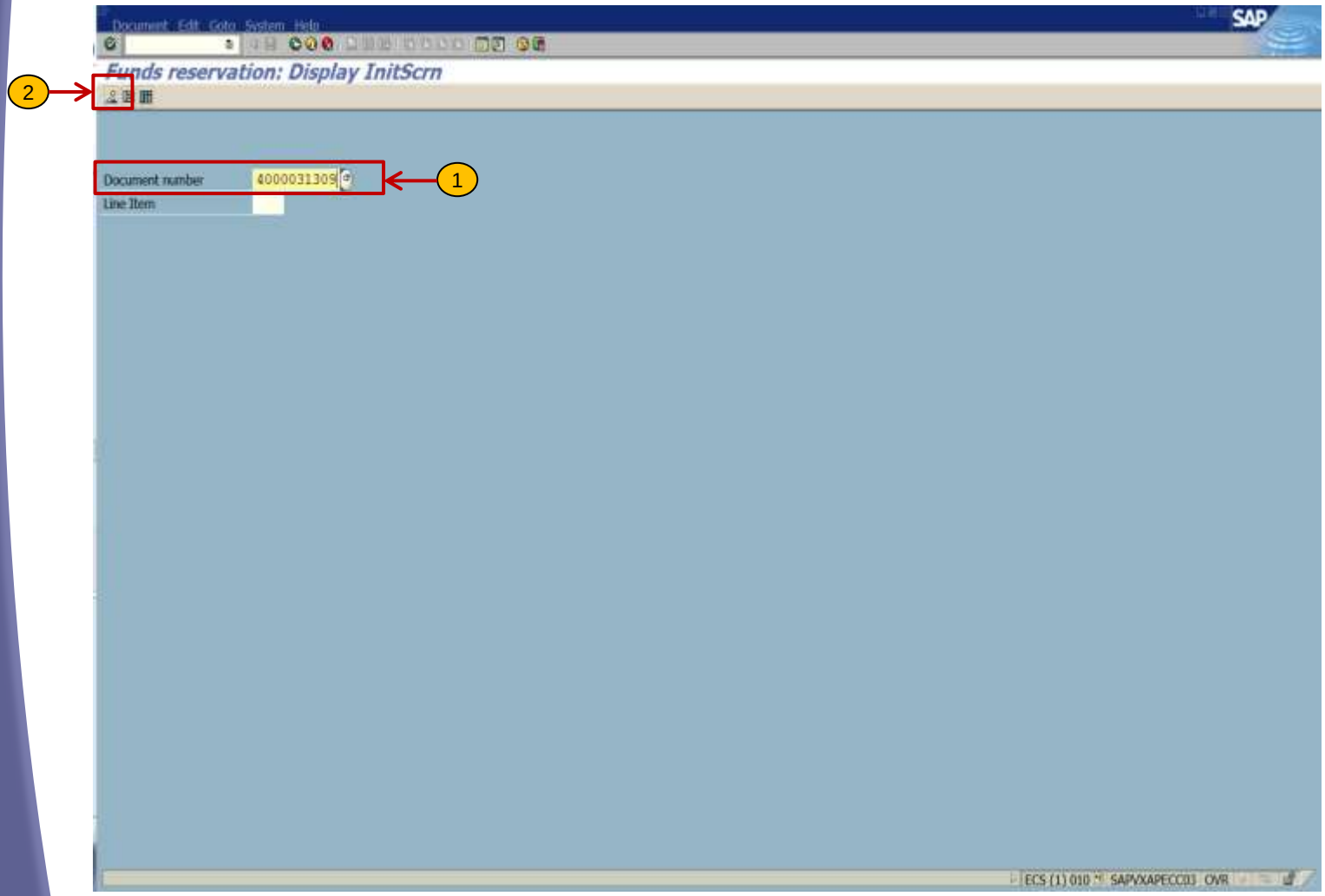
FMX2 – Change Funds Reservation



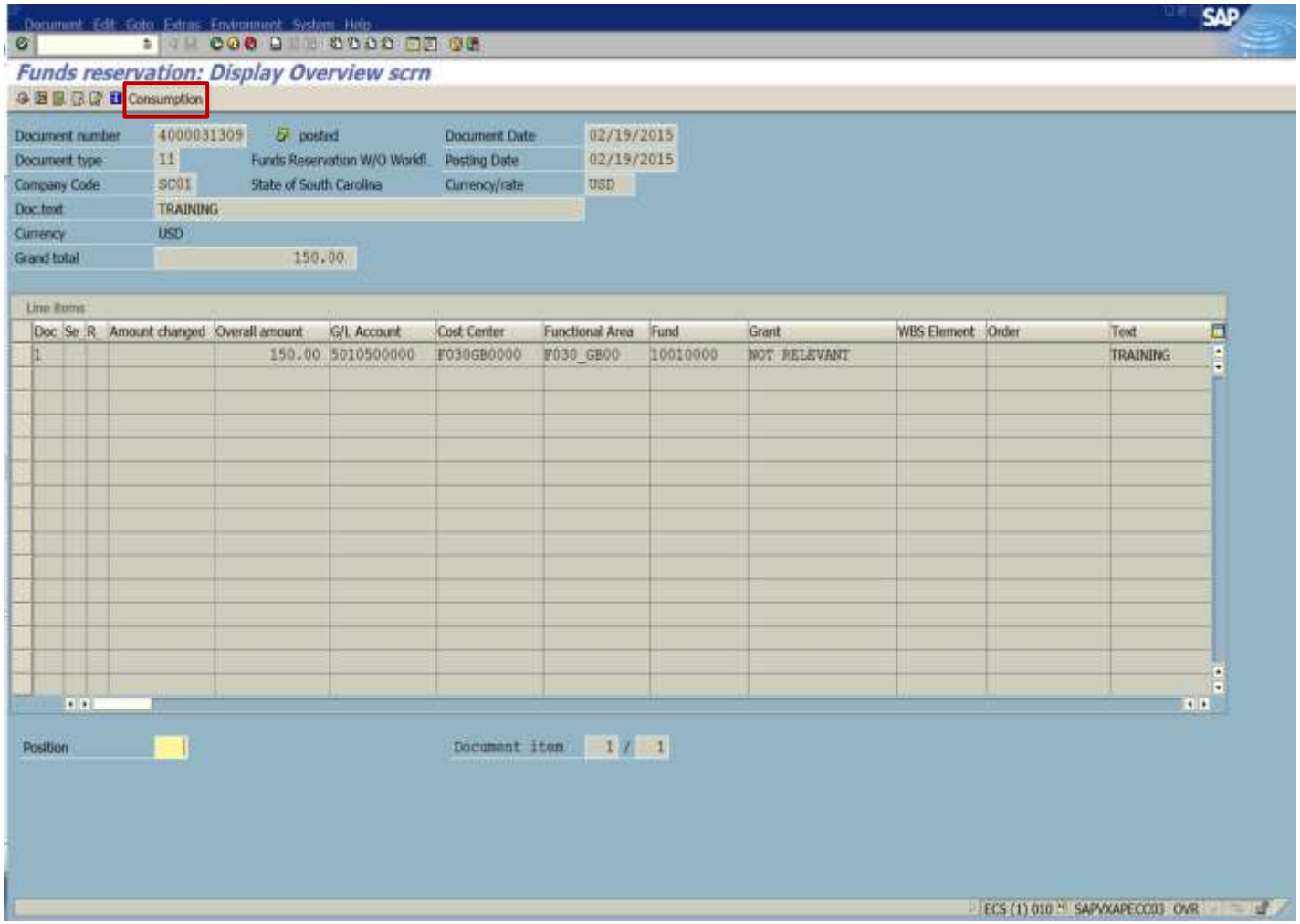
FMX3 - Display Funds Reservation



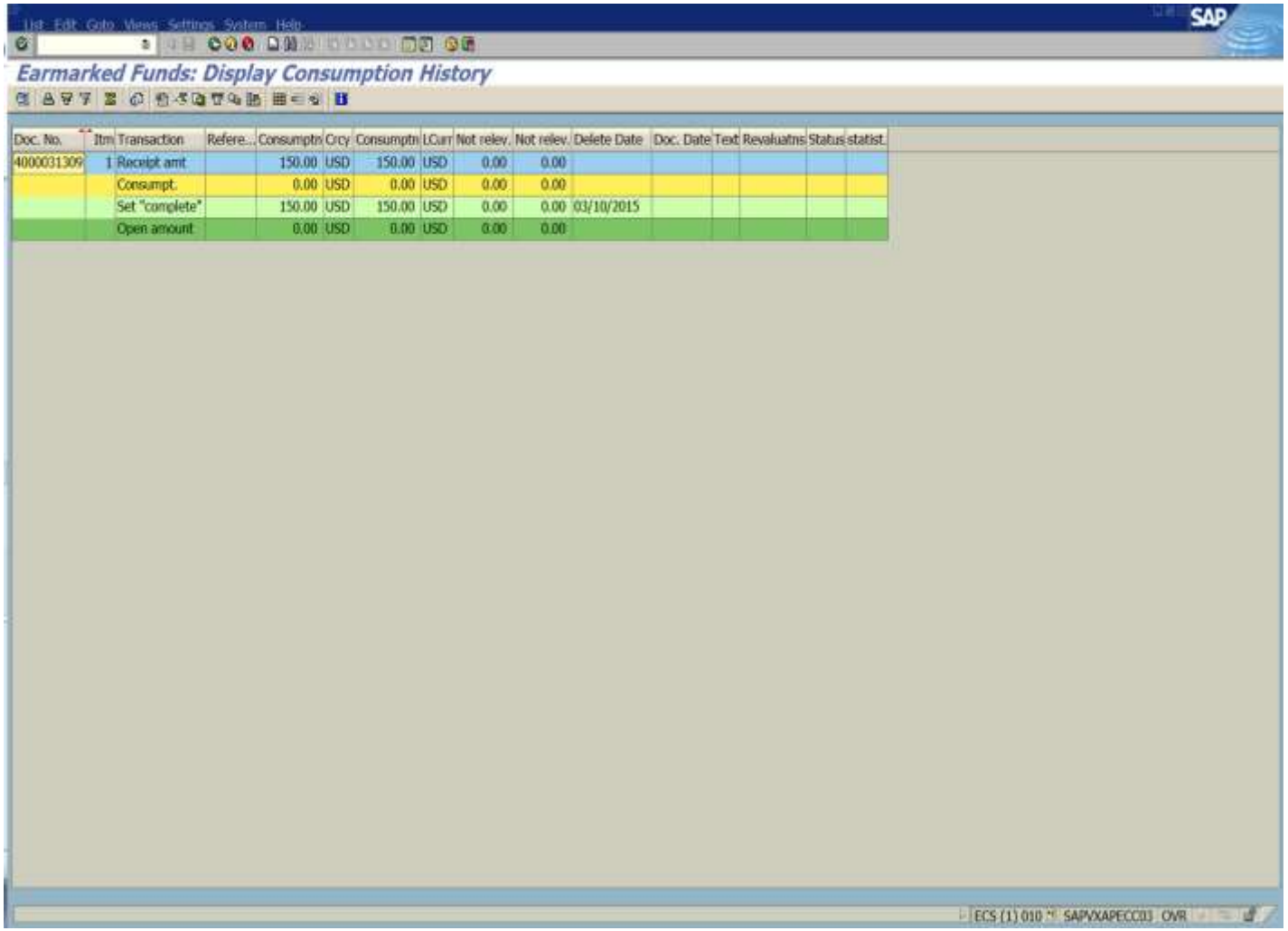
FMX3 - Display Funds Reservation



FMX3 - Display Funds Reservation



FMX3 - Display Funds Reservation



SCEIS

South Carolina Enterprise Information System

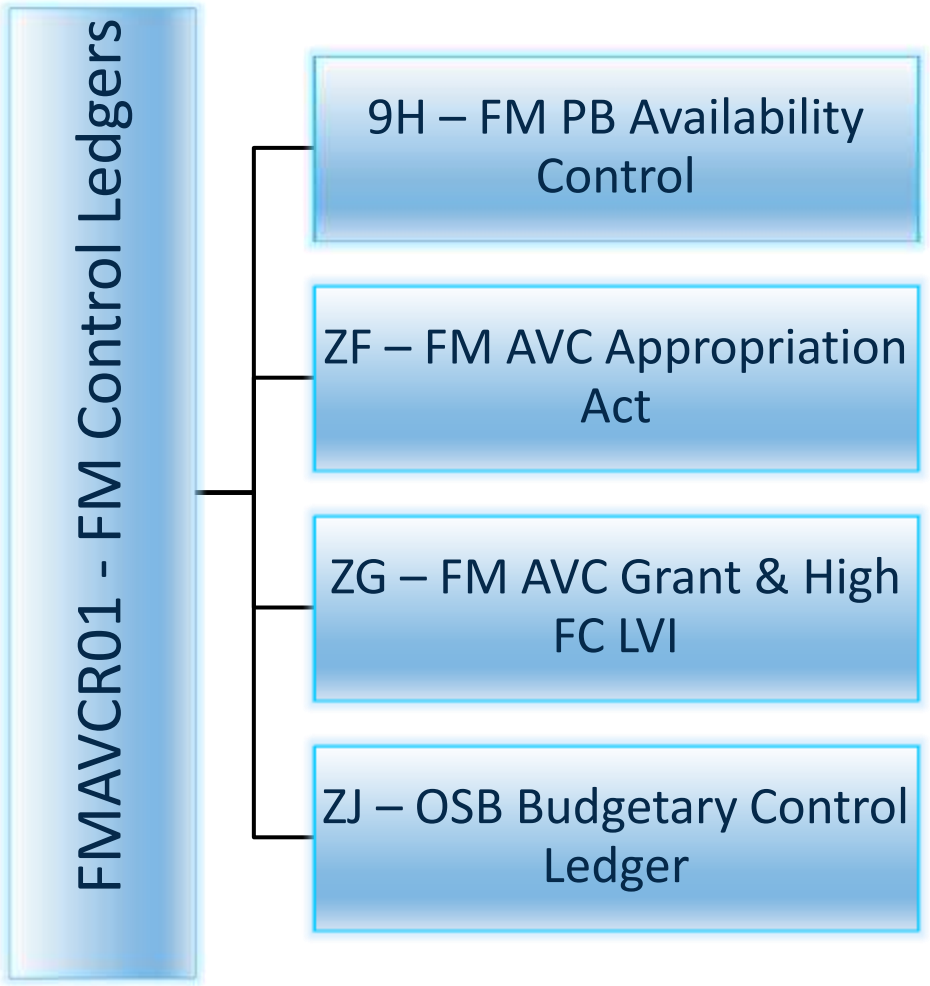
LESSON 5: BUDGET ERROR MESSAGES

STATE INFORMATION TECHNOLOGY

B&CB

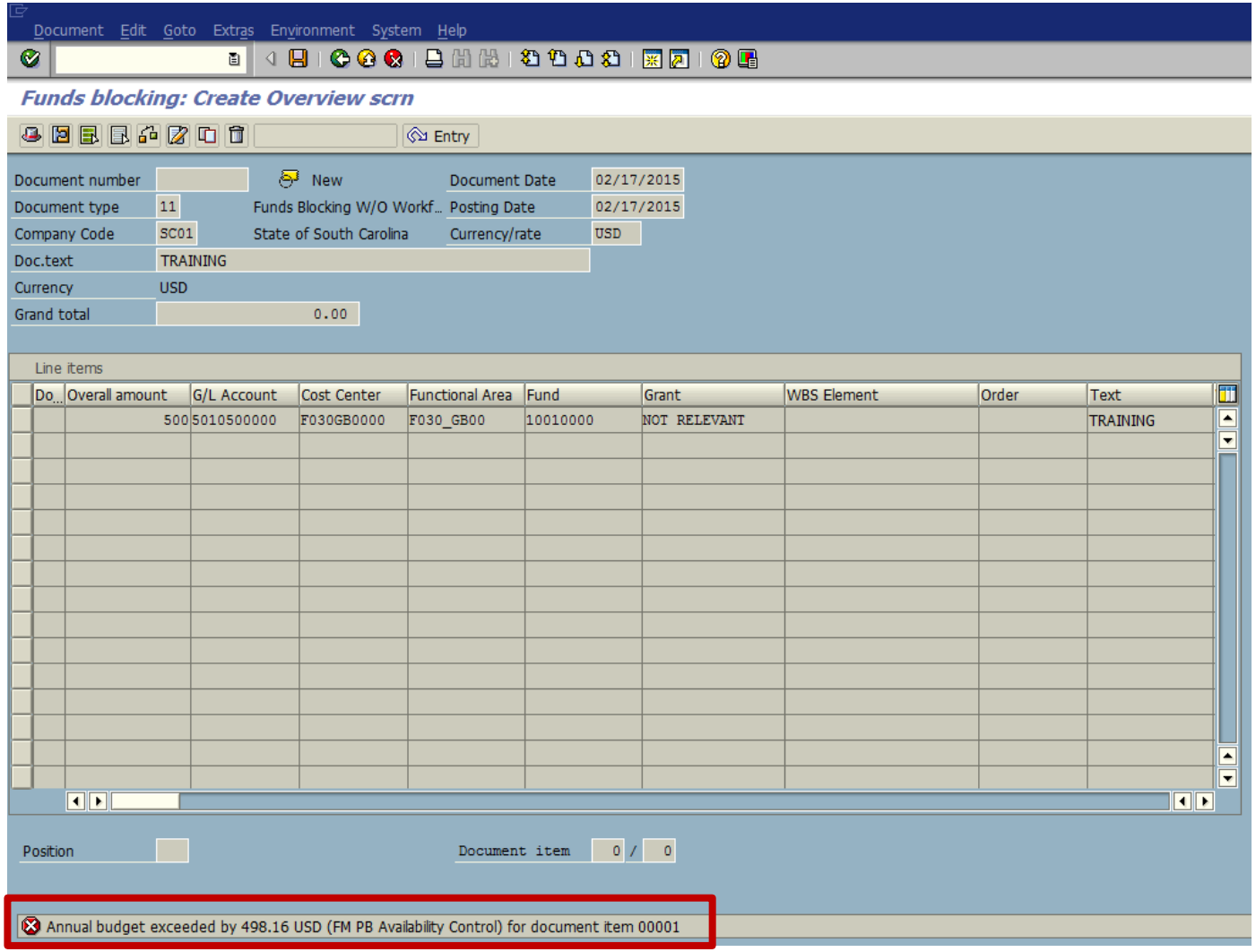
SC BUDGET AND CONTROL BOARD

Funds Management- Budget Error Messages

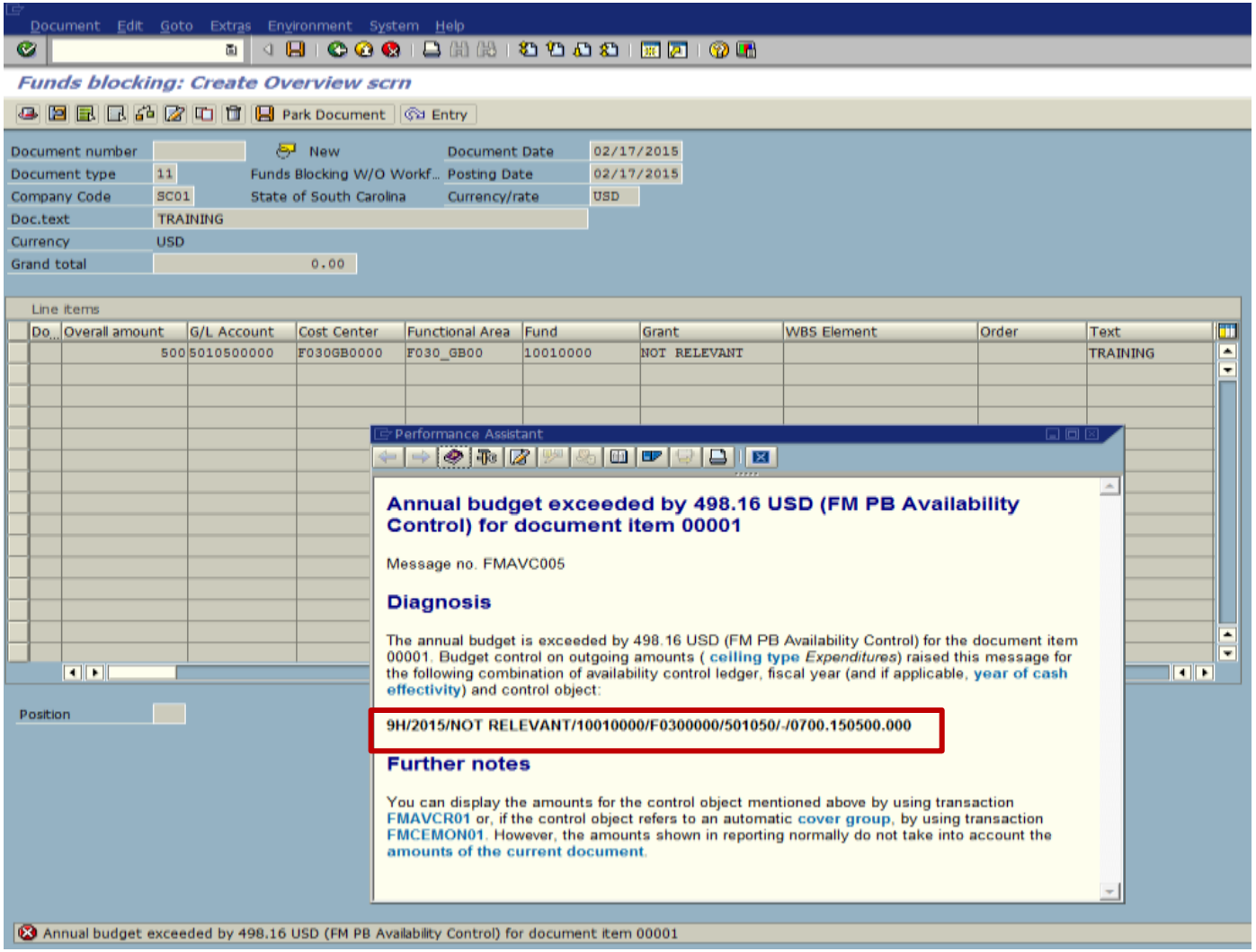


Use transaction FMAVCR01 to locate the origin of budget errors when posting transactions or encumbrances.

FM Budget Error—9H Ledger



FM Budget Error—9H Ledger



FM Budget Error—9H Ledger

- If you receive an error while processing a transaction, the information from the error message will provide the availability control ledger, fiscal year and control object. Use this information to run the FMAVCR01 report.

Error message from transaction:

9H/2015/NOT RELEVANT/10010000/F0300000/501050/./0700.150500.000

FM Budget Error—9H Ledger

Error message from transaction:

9H/2015/NOT RELEVANT/10010000/F0300000/501050/./0700.150500.000

Ledger:	• 9H
Fiscal Year:	• 2015
Grant:	• Not Relevant
Fund:	• 10010000
Fund Center:	• **F030*** (All F030 Fund Centers)
Commitment Item:	• 501050 or 5* (All expenditures)
State Funded Program:	• 0700.150500.000

FM Budget Error—ZF Ledger

Error message from transaction:
ZF/2013/ ./30000000/F0300000/500000/-/0700.051000.000

Ledger:	• ZF
Fiscal Year:	• 2013
Grant:	
Fund:	• **3*** for all 3 Funds
Fund Center:	• **F030*** (All F030 Fund Centers)
Commitment Item:	• **5*** (All expenditures)
State Funded Program:	• 0700.051000.000

FM Budget Error—ZG Ledger

Error message from transaction:
ZG/2013/B0401CIPT012/B0400000/500000/-/

Ledger:	• ZG
Fiscal Year:	• 2013
Grant:	• B0401CIPT012
Fund:	
Fund Center:	• **B040*** (All B040 Fund Centers)
Commitment Item:	• **or 5*** (All expenditures)
State Funded Program:	

FM Budget Error—ZJ Ledger

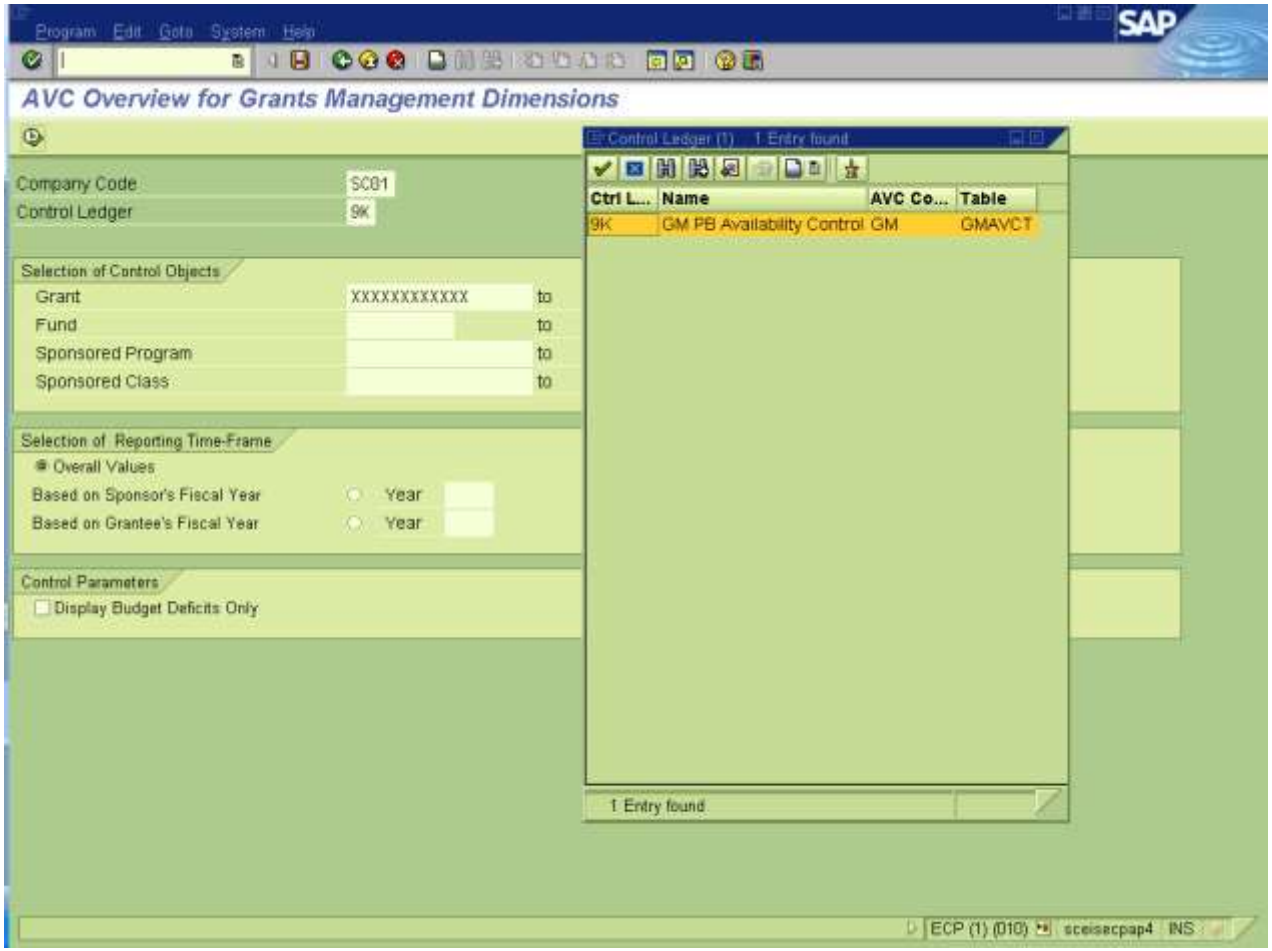
Error message from transaction:
ZJ/2013/-/-/K0500000/900000/-/-

Ledger:	• ZJ
Fiscal Year:	• 2013
Grant:	
Fund:	
Fund Center:	• **K050*** (All K050 Fund Centers)
Commitment Item:	
State Funded Program:	

GM Budget Error – 9K Ledger

- **Annual budget exceeded by 2,750.00 USD (GM PB Availability Control) for document item 00001**
- **9K@R3601FEMA010/50550000/-/010**
- **Check error at grant report ZGMAVCOVRW**
- **Enter 9K control ledger and grant # on report, and then execute**

9K Ledger—ZGMAVCOVRW Report



Next Steps

- Additional support and reference materials
  - You can access additional support and print step-by-step procedures on the SCEIS uPerform website.