



Fund Management

0.0 Overview:

Controlling - (CO) SAP Module Used to provide profit and loss reports for each department, to process assets under construction and used by departments to process information to internal orders.

Financial Accounting - (FI) SAP module used to record all financial transactions by G/L Account within Business Area. Used to process journal entries, Accounts Payable and Asset Management.

Funds Management - (FM) SAP Module Used to provide budget/actual reports, open encumbrances, process manual funds reservations for departmental reporting.

<u>FI</u>		<u>CO</u>		<u>FM</u>
General Ledger	=	Cost Element	=	Commitment Item
Cost Center	=	Cost Center	=	Fund Center

Cost Element is the lowest coding object for recording transactions in the Controlling area.

General Ledger The module that stores information used in producing the balance sheet and operating financial statements of the Institute.

Commitment Item A grouping of like G/L accounts. Commitment items are used to store and maintain budgets, actual and commitments.

Fund Center A structure in the funds management module that shows the responsibility for managing the application of funds associated with it. It is also used to budget and perform budget availability checking.

Cost Center A structure in the controlling module that is used to track costs on a fiscal year basis. A cost center may be a unit within a department, lab or center or distinguished by its area of responsibility, location or accounting method.

Fund A fund is associated with donors or sponsors and with the fund center which has the responsibility for application of the funds.



Main Financial Reporting Structure on SAP

A combination of Fund, Fund/Cost Center or project (WBS) and Function area were set to form the base for reporting on SAP.

Fund - Sixteen (16) funds are currently set on SAP

- 10100000: Unrestricted general fund for annual operations
- 10200000: Unrestricted general fund for multi-year activities
- 10300000: Unrestricted appropriation of temporary restricted Gifts
- 10310000: Unrestricted appropriation of LT investments
- 10900000: Grants Non-Federal
- 10910000: Grants Federal
- 10920000: Grants Cost sharing fund
- 30000000: Temporary Restricted gifts
- 30100000: Temporary Restricted LT investment returns on endowment
- 50100000: Permanent Endowment – Current
- 50400000: Permanent Endowment CSD
- 50500000: Permanent Endowment Restricted
- 91000000: Pooled Cash & Cash Equivalents
- 99500000: Pooled investment AUC Endowment
- 99700000: Pooled investment Federal USD Endowment
- 99900000 : Pooled Investment Federal Pound Endowment

Fund/Cost Center

The core annual operations (departments).

Project

Distinction is made between the core annual operations and other activities through the set up of six (6) types of projects (WBS).

- 02-xxxxxxx: Annual capital expenditures
- 03-xxxxxxx: New Campus project
- 04-xxxxxxx: Gifts
- 05-xxxxxxx: Other Miscellaneous multi-year activities
- 06-xxxxxxx: Endowment, L/T investment returns & appropriation
- 09-xxxxxxx: Grants



Function Area Nine (9) main function area groups [in line with the statement of activities], with function areas under each group for management reporting are currently set on SAP.

Each Fund/ Cost Center and Project (WBS) is attached to one of the thirty five (35) function areas below.

(1) Instruction

- 1000: Instruction Revenue
- 1050: Academic Instruction
- 1100: Center for American Studies

(2) Research

- 2000: Academic & Others
- 2050: Social Research Center
- 2100: Desert Development Center
- 2150: Science & Technology Center
- 2200: Business History Research

(3) Public Service

- 3000: School of Continuing Education
- 3050: Management Center
- 3100: Engineering Services
- 3150: Special Programs
- 3200: Executive Education Program

(4) Academic Support

- 4000: Library & Media Services
- 4050: Academic Administration
- 4100: Computer Center

(5) Student Services

- 5000: Student Services

(6) Institutional Support

- 6000: Executive Management
- 6050: External relations
- 6100: General Administrative Services
- 6150: Miscellaneous
- 6250: New York
- 6300: Printing & Copying Services
- 6350: Capital Campaign
- 6400: Fund Raising
- 6450: Faculty Housing
- 6500: Auto Maintenance
- 6550: Security
- 6600: Safety

**(7) Operation & Maintenance of Plant**

- 7000: Operation & Maintenance of Plant

(8) Financial Aid

- 8000: Scholarships
- 8010: Work Study Program
- 8500: Fellowships

(9) Auxiliary Enterprises

- 9000: Press & Book stores
- 9100: Hostel

The following tables illustrates the relationship between the

Activities Fund/cost center & Projects] and funds.

Activity	Funding Source (Fund)
All Fund/Cost Centers [Except 61141]	10100000 URT General Fund
Fund/Cost Center 61141	99500000 Pool investment AUC End 99700000 Pool invest Fed USD End 99900000 Pool invest Fed EGP End
WBS 02-xxxxxxx Annual Capex	10100000 URT General Fund
WBS 03-xxxxxxx New Campus project	10200000 URT Gen MY activity
WBS 04-xxxxxxx Gift–Income/Expend. -TMP RST Income	10300000 URT Appr. of TMP RST Gifts 30000000 TMP RST Gifts
WBS 05-xxxxxxx Other Misc Project	10200000 URT Gen MY activity
WBS 06-xxxxxxx Endowment-Inc/Exp -TMP RST Income -P. RST Inc/Exp	10310000 URT Appr. Of LT invest. 30100000 TMP RST LT invest returns 50500000 Perm RST Endow
WBS 09-xxxxxxx Grants	10900000 Non- Federal grants 10910000 Federal Grants 10920000 AUC Cost share
Non Cost/Revenue - Balance sheet	50100000 Permanent Endow Current
Non Cost/Revenue – Balance sheet	50400000 Permanent Endow CSD
Non Cost/Revenue – Balance sheet	91000000 Pool Cash & Cash Equiv



1.1 Operational Budget Planning (CO):

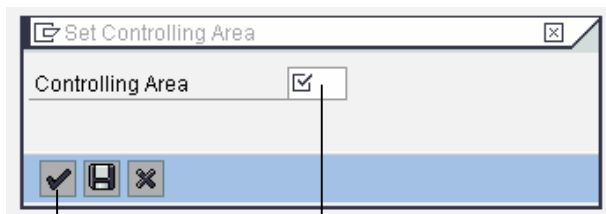
SAP Path for Transaction code: FM_MENU > Set planner profile (KP04)

In the screen provided please choose planner profile ‘ZFM00001’ for operational budgets



After setting the planner profile, **GO TO** input plan data in the screen displayed below.

The path for accessing the screen is: FM_MENU > Budget Planning > Operational budget planning – KP06

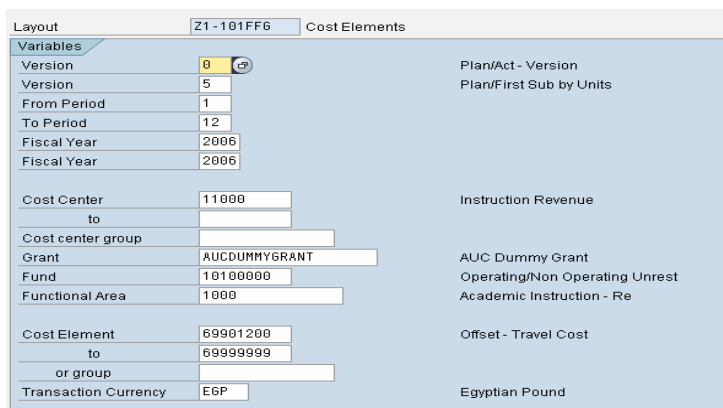
Capture the controlling area ‘A100’ and press ‘Enter’



Enter the controlling area ‘A100’ in this field.






On entering the controlling area in the field above, click on the icon . On clicking the icon  the system will display the following screen.

The following screen is displayed





In the screen displayed above Enter the following details

Field Description	Input
Version	Capture the version that is being planned e.g. Version 3. IF suppose the budget is to be compared with other version a range can be entered and the same can be scrolled using the ICON   .
Version	Enter the to range up to which the budget would like to be reviewed
Period from	Enter the period from which the budget is being planned E.g.: September being the first period for AuC, enter 1 as the period
Period to	Enter the period to which the budget is being planned E.g.: August being the last period for AuC, enter 12 as the period
Fiscal year	Enter the fiscal year from which we propose to plan
Fiscal year	Enter the fiscal year to which we propose to plan
Cost center	Enter the department cost center for which the cost is being planned. Ensure that the user is aware of the cost center for which he is supposed to plan
Grant	Enter the grant code. The default code will be 'Non grant Activity'
Fund	In the case of operational budget, the fund will be '10100000' only
Functional area	Enter the functional area of the cost center. To access functional please select transaction code 'KS03' and by inputting the cost center the functional area is displayed.
Cost element	Enter the cost element for which the budget is planned. In case the user wishes to plan on more than one cost element, enter the type of cost element group so as to display all the commitment items against which budget can be planned
Currency	Enter the currency in which budget is planned. After completing the above transaction, click on  . The system will take you to the next screen 'Click on the Icon to view screen'
Amount	In the next screen, the system will display all the GL accounts which have to be planned. By clicking on   one can switch over to various versions and review the budget.




1.2 Capital Budget Planning (CO):

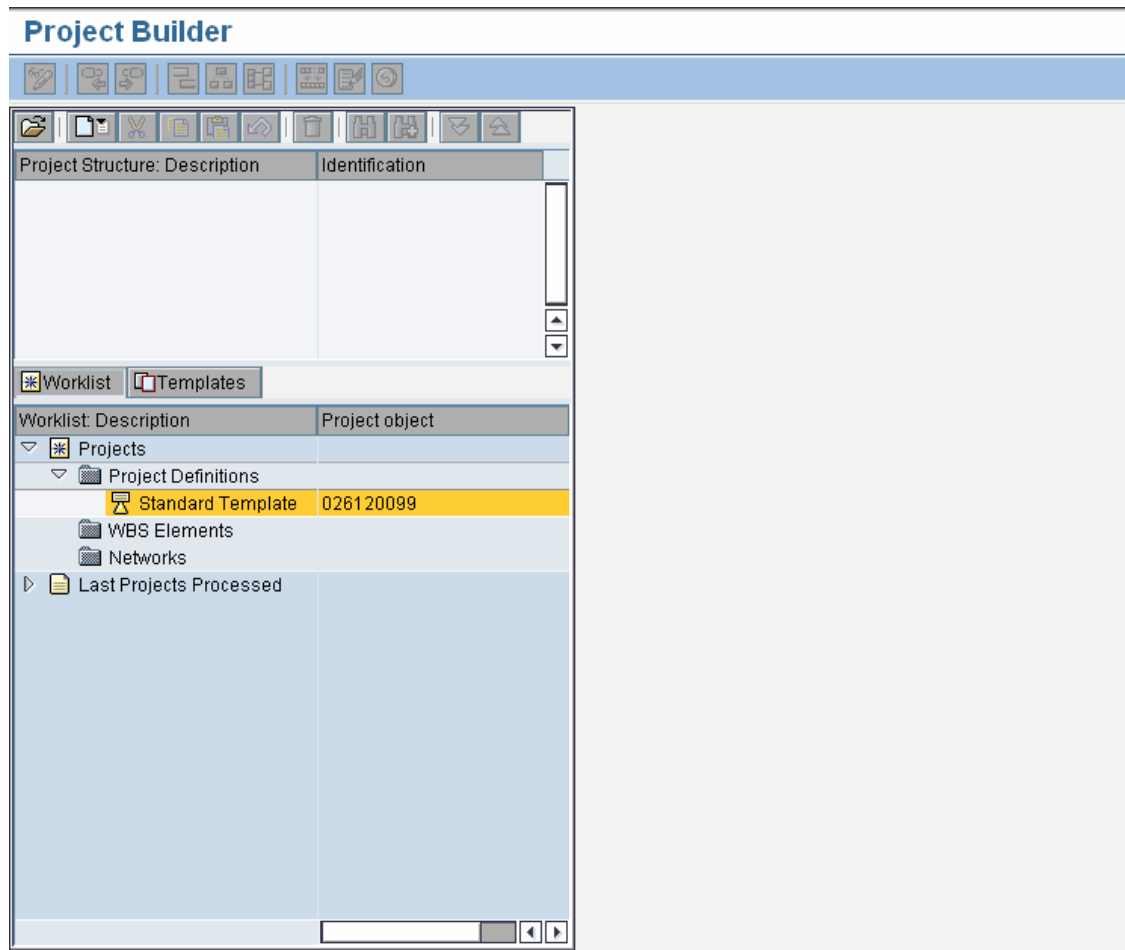
Set the planner profile in SAP Path for Transaction code: FM_MENU > Set planner profile (KP04)

SAP Path for Transaction code: FM_MENU >Capital Planning > **Capital budget Planning (CJR2)**


In the screen provided please choose planner profile ‘ZFM00002’ for capital budgets

Before proceeding with capital planning, GOTO transaction code: FM_MENU > Capital Planning > **CJ20N Project Builder.**

Open this in a new session by click on the ICON , The following screen will be displayed.



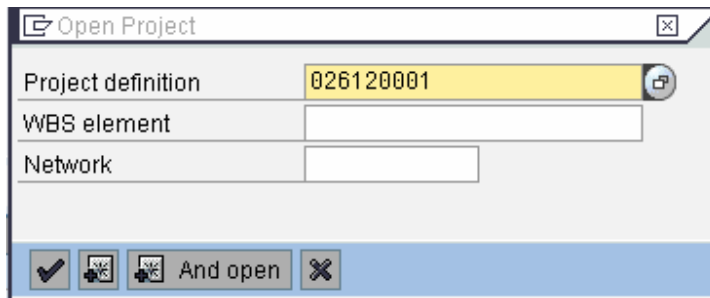


Click on the ICON  and input your respective department project number. The numbering Logic will be:


02 = Representing capital budget

***** = The 5 digits represent the department code E.g. Budget department 61200

00 = Represent the serial number of the project in the screen that is displayed on clicking the ICON displayed above



Project definition	026120001
WBS element	
Network	

Once the project representing the user department is selected, click on ICON , the system will display a list of WBS element structure for the department. The screen shot of the same is captured down under:



Project Structure: Description	Identification
Standard Template	0261200999
Land	0261200991
Buildings	0261200992
Equipments	0261200993
Computing Equipment	02612009931
High End PCs	026120099311
Professional PCs	026120099312
Notebook - High End	026120099313
Notebook - High End	026120099314
IMAC	026120099315
Power Mac	026120099316
Printer - Small	026120099317
Printer - Medium	026120099318
Scanner - Small	026120099319
Scanner - Medium	026120099320
Other Equipment	026120099321
Scientific Equipment	02612009932
House Hold Equipment	02612009933
Workshops Equipment	02612009934
Photocopying & Printing Equipments	02612009935
Cooling & Heating Equipments	02612009936
Audio & Visual Equipment	02612009937
Audio & Visual Equipment	02612009938
Other Equipment	02612009939
Low Value Equipment	02612009940
Machinery	0261200994
Printing & Publishing Machines	02612009941

If the user wishes to plan for an equipment, E.g. High end PCs (02612009931), the same has to be selected and captured in the screen below under the field WBS Element

Layout Z1-701FF6 Fund Accounting Plan

Variables

Version	0	Plan/Act - Version
Version		
From Period	1	
To Period	12	
Fiscal Year	2006	
Fiscal Year	2006	

WBS element

to

or group

Grant AUCDUMMYGRANT AUC Dummy Grant

Fund 10100000 Operating/Non Operating Unrest

Functional Area 1000 Academic Instruction - Re

Cost Element 69901200 Offset - Travel Cost






to 69999999

or group

Transaction Currency EGP Egyptian Pound



In the screen displayed above Enter the following details

Field Description	Input
Version	Capture the version that is being planned E.g. Version 3. IF suppose the budget is to be compared with other version a range can be entered and the same can be scrolled using the ICON   .
Version	Enter the to range up to which the budget would like to be reviewed
Period from	Enter the period from which the budget is being planned E.g.: September being the first period for AuC, enter 1 as the period
Period to	Enter the period to which the budget is being planned E.g.: August being the last period for AuC, enter 12 as the period
Fiscal year	Enter the fiscal year from which we propose to plan
Fiscal year	Enter the fiscal year to which we propose to plan
WBS Element	Enter the WBS element that was created for the department with respect to the asset.
Grant	Enter the grant code. The default code will be 'Non grant Activity'
Fund	In the case of operational budget, the fund will be '10100000' only
Functional area	Enter the functional area of the cost center. To access functional please select transaction code 'KS03' and by inputting the cost center the functional area is displayed.
Cost element	Enter the cost element for which the budget is planned. In case the user wishes to plan on more than one cost element, enter the type of cost element group so as to display all the commitment items against which budget can be planned
Currency	Enter the currency in which budget is planned. After completing the above transaction, click on  . The system will take you to the next screen.
Amount	In the next screen, the system will display all the GL accounts which has to be planned. By clicking on   one can switch over to various versions and review the budget.



Capture the value of the plan in this field. The amount can be either currency depending on the currency displayed in the above screen.

Enter the number of assets plan to be purchased for the year planned E.g. 5 laptops Etc.

Enter the unit of measure for the quantity of assets planned to be procured E.g. EA representing 'Each'.

Once the data is filled, please click on  displayed above in the header line.



1.3 Transfer of Budgets from One commitment item to another commitment item within Fund Center (FM):

Note: Budget can be transferred between commitment items if they belong to the same cost center.

FM_MENU > Transactions > Create Entry document (FMBBC)

The FM Area will be “A100”

The screenshot displays the SAP FMBBC transaction interface. The 'Header Data' tab is active, showing the following fields:

- Process: TRAN Transfer
- Total Sender: 0.00
- Total Receiver: 0.00
- Budget Category: 9F Payment
- Version:
- Document type:
- Document Date: 07.09.2006

Below the header data, there are sections for 'Sender' and 'Receiver' data:

- Sender:** Fiscal Year: 2007, Period: 0 AI
- Receiver:** Fiscal Year: 2007, Period: 0 AI

At the bottom, there is a table with the following columns: Line, +/-, Fund, Funds Center, Commitment item, Functional Area, Funded Program, and Amount (EGP). The table is currently empty.

Document type: Enter the document type ‘CURR’ representing that we are operating on the current budget.

Version: Enter the version that is used for capturing the budget. The budget version must always be ‘0’

Budget Type: Enter the budget type. The budget type should always be ‘CUR’

Grant: The grant should always be used as NONGRANTACTIVITY from the list.

Fund: Funds should always be ‘10100000’. The user will not be permitted to use any fund other than this fund.

Funds center: Fund center should always be the department code allotted to each of the user department. No user will be allowed to work on any other department other than his own department.




Commitment item: Please select the commitment item from which one wishes to transfer the budget. E.g. Budget from traveling – Local would like to be transferred to traveling – International.

Select the commitment item of traveling local where the line symbol is ‘-’, the second column on to the left.

Functional area: Input the functional area code assigned to your department.

Funded program: Enter the funded program from the list of drop down.

Enter the amount of budget that is to be transferred to another commitment item. These above mentioned details are to be repeated for the second line also. This is required since the second line will be the compensating line for the first one.

On completing the same, the document has to be saved by clicking on the icon .

The above screen displays the Funds transfer screen. The following are the fields that are to be captured for transferring the budget between two or more commitment items

Field	Description
Process	Choose the Key ‘Transfer’ when budget is transferred between commitment items
Budget category	This shall always default to Payment and should NOT be changed
Version	The budget version will have to be set to ZERO.
Fiscal year (Sender)	Enter the fiscal year from which the budget is being transferred
Document type	Should be set to Current (Cur)
Fiscal year (Receiver)	The fiscal year will default from the sender fiscal year, hence cannot be entered or changed.
Budget type	Should be set to Current (Cur)
Grant	Choose the grant from the list of grants available
Line 1	Should always be – (Minus) indicating the sending commitment budget <ul style="list-style-type: none"> ▪ Choose the Fund for which the budget is being transferred ▪ Choose the fund center for which the budget is transferred between commitment items ▪ Select the commitment items from



	<p>which the budget is being transferred</p> <ul style="list-style-type: none">▪ Select the functional area of the fund center▪ Select the funded program from the drop down list. This is a constant and is fixed at '1'▪ Enter the amount that is to be transferred. <p>Repeat the same for the second line with the following changes</p> <ul style="list-style-type: none">▪ The symbol of the receiving commitment item to be set to '+'▪ Change the commitment item which is supposed to receive budgets.
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1.4 Budget Overview report for respective Cost Center / Fund Center

The budget area report gives a dash board view of the activities relating a department with regard the budget and the expenses carried out under each one of the expense heads. *To execute the report follow the transaction path:*

Under Fund Management (FM) Use the following Reports:

1 - SAP Path for Transaction code: FM_MENU > **ZFM01 – Budget availability report (Expenses)**

Budget Usage: Selection

Data Source...

Selection values

Financial Management Area	A100
Budget Category	9F
Version	0
Fiscal Year	2006

Selection groups

Fund			
Or value(s)		to	
Funds Center			
Or value(s)		to	
Commitment Item			
Or value(s)		to	
Functional Area			
Or value(s)		to	
Funded Program			
Or value(s)		to	

In the Initial screen displayed above enter the following parameters

Field	Description
FM area	Enter the Financial management area of AUC. 'A100'
Budget category	The budget category will default to '9F'
Version	Enter the version as '0'
Fiscal year	The year for which the user would like to view the report '2006'
Fund center`	Enter the department code assigned to your department which is a 5 digit code
Commitment item	Enter the head of account for which you wish to see the budget or select the group of account one wishes to view from the list provided

The system will display the report for the selected parameter

Budget availability

Budget Availability report Page : 1 / 1

Date : 29.08.2006
 FM Area : A100
 Budget Category : 9F
 Fiscal Year : 2006

Fund/Group : * Functional area/group : *

Funds Center/Commitment Item	Curr Year Buds	Expenses	Encumbrance	Balance
FundCtr/CmmtItem	571,818	667		571,151
61200 Budget & Financial Planning	571,818	667		571,151
61100040 Scien & Test Supp	11,111	50		11,061
61100050 Athletic Supplies	25,999	617		25,382
61100080 Spare-Parts	510,000			510,000
6220010 Electricity	11,111			11,111
69991200 Ope Cur Exch In/out	13,597			13,597



2 - SAP Path for Transaction code: FM_MENU > **ZFM09 – Budget availability report (Revenue)**

Revenue report: Selection

Selection values

Financial Management Area:

 Budget Category:

 Fiscal Year:

 From Period:

 To Period:

Selection groups

Fund:

 Or value(s): to

 Funds Center:

 Or value(s): to

 Functional Area:

 Or value(s): to

 Funded Program:

 Or value(s): to

In the Initial screen displayed above enter the following parameters

Field	Description
FM area	Enter the Financial management area of AUC. 'A100'
Budget category	The budget category will default to '9F'
Version	Enter the version as '0'
Fiscal year	The year for which the user would like to view the report '2007'
Fund center`	Enter the department code assigned to your department which is a 5 digit code
Commitment item	Enter the head of account for which you wish to see the budget or select the group of account one wishes to view from the list provided

The system will display the report for the selected parameter

Funds Center/Commitment Item	Original Budget	Current Budget	Revenue	Balance
*** revenues	428,193-	427,821-	21,000-	406,821-
** 22000 Desert Development Center	428,193-	427,821-	21,000-	406,821-
* Sales & Services of Educational Act			21,000-	21,000
46121117 Compost Sales			21,000-	21,000



Under Controlling (CO) Use the following Reports:

1 - SAP Path for Transaction code: FM_MENU > **ZFM04 – Plan data with actual data report**

The screenshot shows the SAP selection screen for transaction ZFM04. It is divided into two main sections: 'Selection values' and 'Selection groups'. The 'Selection values' section contains five input fields: 'Controlling Area' (A100), 'Fiscal Year' (2007), 'From Period' (1), 'To Period' (12), and 'Plan Version' (0). The 'Selection groups' section contains four input fields: 'Cost Center Group', 'Or value(s)', 'Cost Element Group', and 'Or value(s)'. The 'Or value(s)' fields are followed by a 'to' label and another input field, with a right-pointing arrow button next to each 'to' field.

Enter the controlling area for AUC. The controlling area that is to be entered in the field is A100

Enter the fiscal year for which the report is to be executed

Enter the period from which the report is to be executed

Enter the period up to which the report is to be executed

Enter the version that is to be displayed in the report.



Variation: Characteristics		Cost Centers: Actual/Plan/Variance		Date: 13.08.2007	Page: 2 /
Functional Area Cost Center		Cost Center/Group: 61200 Person responsible: H Abdel Malek Reporting period: 1 to 12 2008		Budget & Fin Plan	
Variation: Functional Area * Functional Area 6100 General Administrative Se		Cost Elements		Plan USD	Plan EGP
		** Over/Underabsorption		88,530.00	534,118.00
		* Debit		88,530.00	534,118.00
		51221100 Loc Mgmt Salaries		48,283.00	273,136.00
		51311100 Staff Salaries			77,908.00
		51311300 Staff Overtime			7,906.00
		51321100 Contracted Staff Salaries			10,090.00
		52221110 Loc Mgmt Social Insurance			7,008.00
		52221130 Loc Mgmt Medical Ins			2,503.00
		52221210 Loc Mgmt Pension plan		10,354.00	
		52221323 LM US Dep Transmission			82,412.00
		52221400 Loc Mgmt AUC Clinic Svcs			9,271.00
		52311110 Staff Social Insurance		201.00	7,008.00
		52311130 Staff Medical Ins			660.00
		52311400 Staff AUC Clinic Svcs		134.00	6,181.00
		61100010 Office Supplies			1,485.00
		62111010 Communication & Information			550.00
		62111020 Subscr/Members Professional Orgs		1,000.00	
		62132510 Prof Dev Intern'l Travel Perdiem/ Exp		6,500.00	
		62132520 Profession Dev Int'l Travel Transport			37,500.00
		62132530 Profession Dev International Fees		16,500.00	
		62160010 Maintenance & Repairs			2,500.00
		62210010 Printing & Duplicating Services			8,000.00
		69000210 Allocated Facilities Depreciation		2,531.00	
		69000300 Equipment Depreciation Expense		3,027.00	

2 - SAP Path for Transaction code: FM_MENU > ZFM05 – Capital plan data with Actual data report

The screenshot shows the SAP ZFM05 transaction interface. At the top, there are icons for navigation and a status bar. Below that, the 'Project Management Selections' section is visible, with a 'DB profile' of '0000000000001'. The 'Project' field is populated with '01612009'. Below this are fields for 'WBS element', 'Network/order', 'Activity', and 'Materials in network', all currently empty. The 'Report selections' section shows 'Plan version' set to '0' and 'Plan/Act - Version' set to '0'. A vertical arrow points from the 'Project' field to the 'Plan version' field, and another arrow points from the 'Plan version' field to the explanatory text below.

Enter the project profile of your department in this field.

Enter the version for which the report is to be generated

Execute the report by clicking on the ICON



Cost Elements	Total plan qty	Plan	Actual	Commitments	Total
***** All cost elements	7	40,000.00	33,000.00	6,600.00	39,600.00
**** Equipment	7	40,000.00	33,000.00	6,600.00	39,600.00
*** Computing Equipment	6	7,000.00		6,600.00	6,600.00
** Other - Please Specify	6	7,000.00		6,600.00	6,600.00
* Monitors	6	7,000.00		6,600.00	6,600.00
19000300 Equipment	6	7,000.00		6,600.00	6,600.00
*** Photocopying & Printing Equipments	1	33,000.00	33,000.00		33,000.00
** Photocopier	1	33,000.00	33,000.00		33,000.00
19000300 Equipment	1	33,000.00	33,000.00		33,000.00

Details of capital budget can be displayed for the department attached to your user ID. E.g. IF a user is assigned to budget department, the data displayed will be for the budget department only.

3 - SAP Path for Transaction code: FM_MENU > **ZFM08 – Capital plan data with WBS Details**

FM Capital Report

Company Code: A100
 Version: 0
 Fiscal Year: 2007

Selection groups

Cost center group: []
 Cost Center: 61200 to []

WBS element: [] to []
 Layout: []

Value type selection

Value Type for plan: 1
 Value Type for actuals: 4
 Value Type for commitments: 21

Enter the Department Cost center and then Execute by clicking on

Capital WBS report

Resp. cost cntr	Descripti...	WBS element	Description	Currency	Cost Element	Description	Planned	Planned	Actu...	Actual Val...	Comm...	Commit...
61200	Budget & F	026120001151	Photocopie	Description	19000300	Equipment	1.000	33,000.00	1.000	33,000.00	0.000	0.00
	Budget & F	0261200011211	Monitors	EGP	19000300	Equipment	6.000	7,000.00	0.000	0.00	6.000	6,600.00
61200							7.000	40,000.00	1.000	33,000.00	6.000	6,600.00
							7.000	40,000.00	1.000	33,000.00	6.000	6,600.00