

ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

**FINANCIAL ACCOUNTING &
CONTROLLING**

FUNDS MANAGEMENT

TABLE OF CONTENTS

| | | |
|----------|---|-----------|
| 1 | DOCUMENT CONTROL | 3 |
| 1.1 | DOCUMENT HISTORY | 3 |
| 1.2 | DISTRIBUTION..... | 3 |
| 2 | BUDGETING WORKBENCH CREATION | 4 |
| 2.1 | OVERVIEW..... | 4 |
| 2.2 | MENU PATH..... | 4 |
| 2.3 | STEPS..... | 4 |
| 3 | BUDGETING WORKBENCH..... | 7 |
| 3.1 | OVERVIEW..... | 7 |
| 3.2 | MENU PATH..... | 7 |
| 3.3 | STEPS..... | 7 |
| 4 | DISPLAY ENTRY DOCUMENT | 9 |
| 4.1 | OVERVIEW..... | 9 |
| 4.2 | MENU PATH..... | 9 |
| 4.3 | STEPS..... | 10 |
| 5 | BUDGET USAGE/OVERVIEW OF ANNUAL VALUES | 11 |
| 5.1 | OVERVIEW..... | 11 |
| 5.2 | MENU PATH..... | 11 |
| 5.3 | STEPS..... | 11 |
| 6 | GLOSSARY | 14 |
| 7 | APPENDIX..... | 15 |
| 7.1 | T - CODES FOR REOPRTS..... | 15 |

1 DOCUMENT CONTROL

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 DOCUMENT HISTORY

| Version | Date | Author | VERSION DETAILS |
|---------|------------|-------------------------------------|-----------------|
| V01 | 07-02-2018 | Durgarao Tirumani & Abhishek Sharma | First ISSUE |

1.2 DISTRIBUTION

| Date | Name | Purpose |
|------------|----------------|-----------------|
| 07-02-2018 | Madhur Rastogi | For Information |

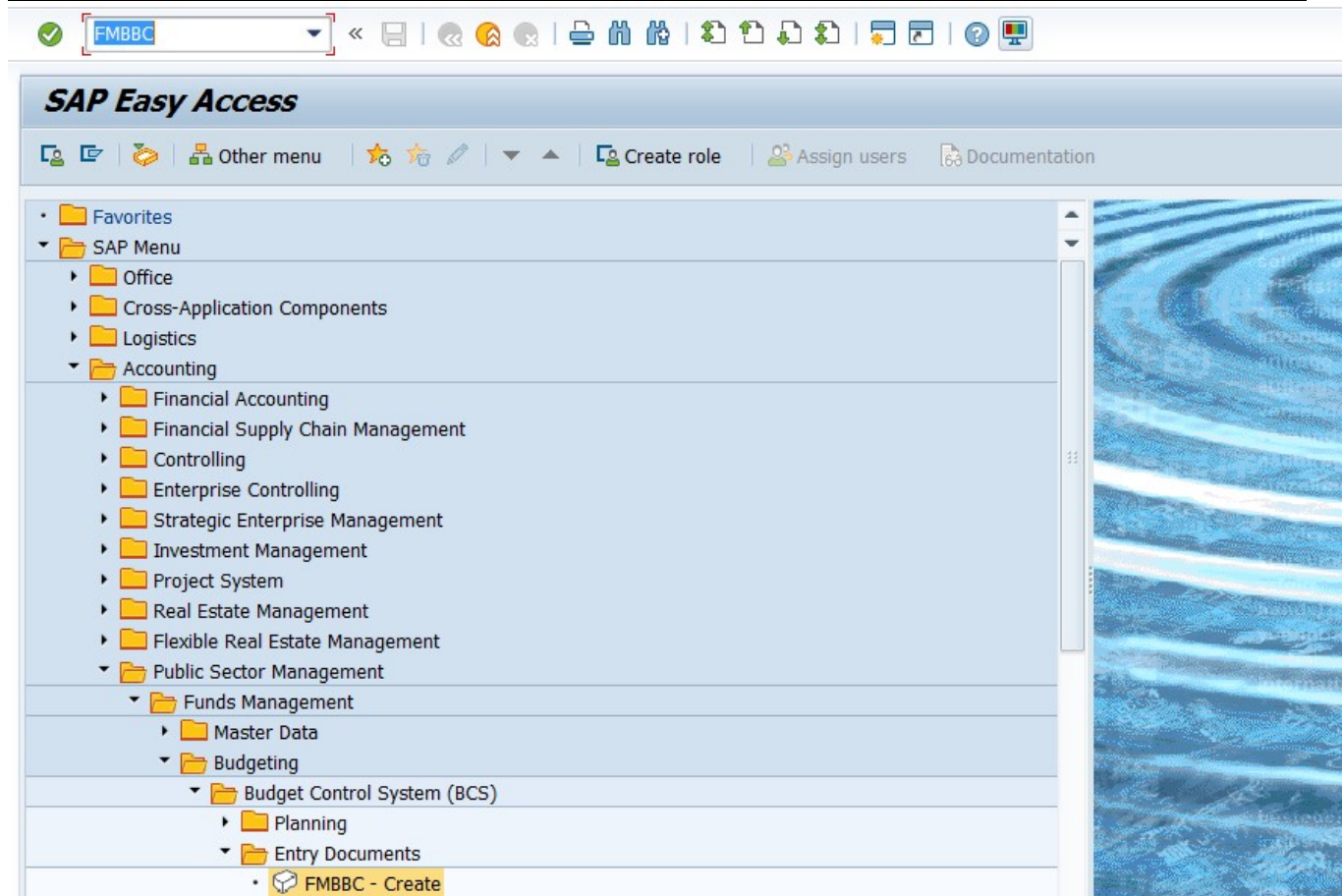
2 BUDGETING WORKBENCH CREATION

2.1 OVERVIEW

Transaction FMBBC is useful for uploading of budgets

2.2 MENU PATH

| | |
|-------------------------|--|
| Menu Path | SAP MENU → Accounting → Public sector management → Funds management → Budgeting → Budget control system → Entry documents → FMBBC-Create |
| Transaction Code | FMBBC |



2.3 STEPS

On running FMBBC, we get the initial screen as shown below:



Budgeting Workbench - Create Document for FM Area 1000

Prepost Long Text Messages log Messages per Line

Document: [] Status: Initial

Header Data Additional Data

BCS Value Type: B1 Budget
 Process: ENTR Enter Total: 100,000.00
 Budget Category: 9G Commitment Version: 0
 Document type: 1001 1001 (Original Bud... Document Date: 13.02.2018
 Fiscal Year: 2017 Period: 0 All
 Budget Type: 1000 Original Budget

Lines


| Doc. Line | Funds center | Commitment item | Amount (INR) | DK | Text |
|-----------|--------------|-----------------|--------------|----|---------------|
| 000001 | 1101 | 2100 | 100,000.00 | 1 | Budget Upload |

Enter the following data in the Input screen to create General ledger

| S.NO | Field | Description | User Action and Values |
|------|-----------------|--|------------------------|
| 1 | BCS Value Type | Budgeting Control System (BCS) Value type is of two different types i.e., Budget values and Released values. | B1 Budget |
| 2 | Process | Type of process i.e. Entering of initial budget values, Return, Carry over, Supplement etc. | Enter |
| 3 | Budget category | Specification of budget category i.e., Commitment budget or payment budget | Commitment budget |
| 4 | Document type | Document type i.e., original document, supplement document, transfer budget etc. | 1001 original budget |
| 5 | Fiscal year | Specify the fiscal year | 2017 |
| 6 | Budget type | Original budget | 1000 |
| 7 | Version | Plan/Actual values | 0 |
| 8 | Document date | Date of the document | 13.02.2018 |
| 9 | Period | Specify the month or all, so that the document will be applicable to this period | 0 All. |
| 10 | Funds center | Specify the funds center | 1101 |
| 11 | Commitment item | Specify the commitment item | 2100 |

Document 20000010 has been created successfully in FM area 1000 document year 2017

| S.NO | Field | Description | User Action and Values |
|------|-----------------|--|------------------------|
| 1 | BCS Value Type | Budgeting Control System (BCS) Value type is of two different types i.e., Budget values and Released values. | B1 Budget |
| 2 | Process | Type of process i.e. Entering of initial budget values, Return, Carry over, Supplement etc. | Enter |
| 3 | Budget category | Specification of budget category i.e., Commitment budget or payment budget | Payment Budget |
| 4 | Document type | Document type i.e., original document, supplement document, transfer budget etc. | 1001 original budget |
| 5 | Fiscal year | Specify the fiscal year | 2017 |
| 6 | Budget type | Original budget | 1000 |
| 7 | Version | Plan/Actual values | 0 |
| 8 | Document date | Date of the document | 13.02.2018 |
| 9 | Period | Specify the month or all, so that the document will be applicable to this period | 0 All. |
| 10 | Funds center | Specify the funds center | 1101 |
| 11 | Commitment item | Specify the commitment item | 2100 |

 Document 20000011 has been created successfully in FM area 1000 document year 2017

3 BUDGETING WORKBENCH

3.1 OVERVIEW

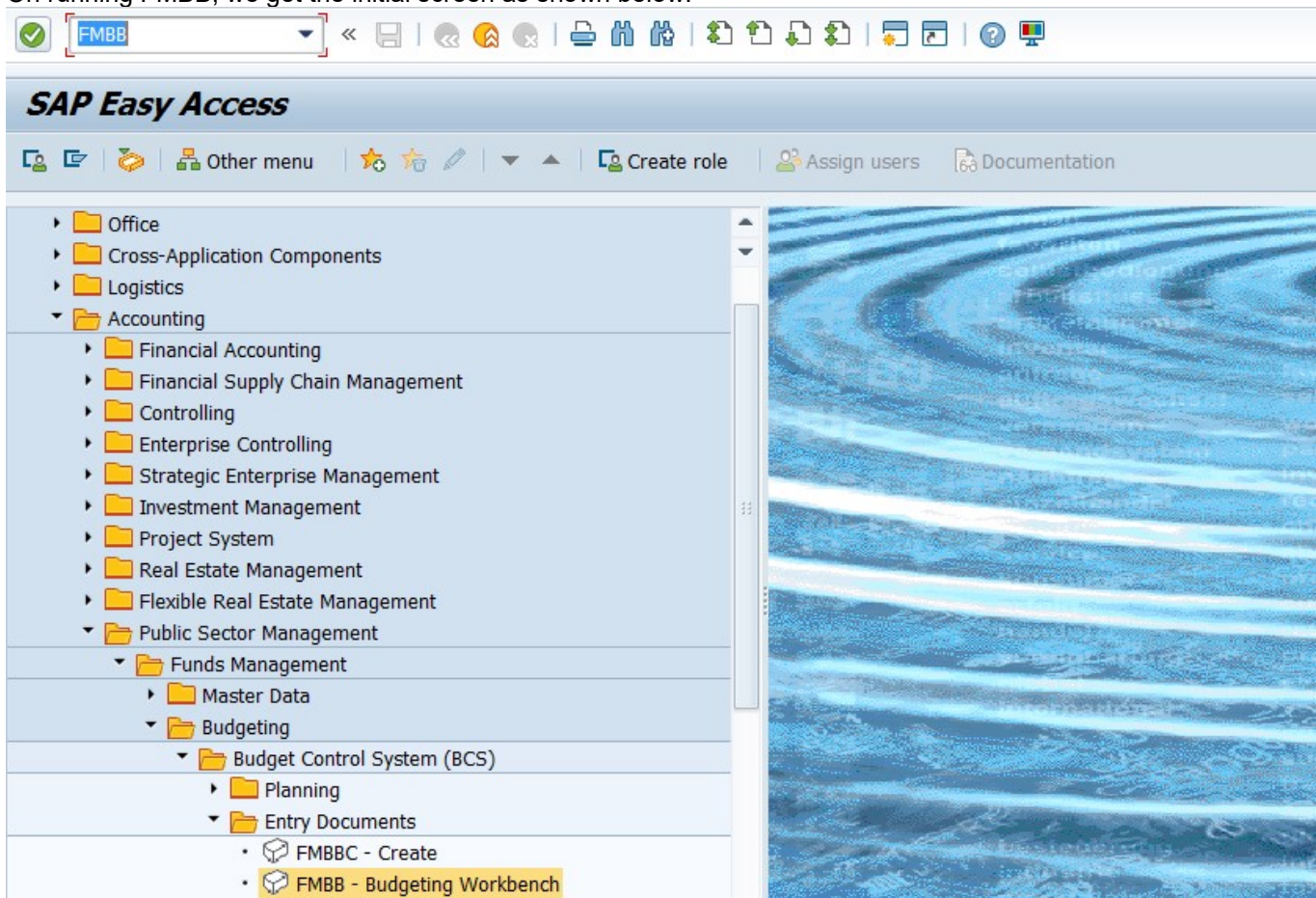
Transaction code: FMBB is used for budget upload document display

3.2 MENU PATH

| | |
|-------------------------|---|
| Menu Path | SAP Easy Access → Accounting → Public sector management → Funds management → Budgeting → Budget control system → Entry document → FMBB-Budgeting workbench. |
| Transaction Code | FMBB |

3.3 STEPS

On running FMBB, we get the initial screen as shown below:



Enter,

Budgeting Workbench - Create Document for FM Area 1000

Document Overview on/off | Hold | Prepost | Save Changes | Long Text | Messages log | Messages per Line

Documents of FM Area 1000

- Posted
- Preposted
- Undone
- Held

Document: [] Status: Initial

Header Data | Additional Data

BCS Value Type: B1 Budget
 Process: ENTR Enter Total: 0.00
 Budget Category: 9F Payment Version: []
 Document type: [] Document Date: 14.02.2018
 Fiscal Year: 2017 Period: 0 All
 Budget Type: []

Lines

| Doc. Line | Funds center | Commitment item | Amount (INR) | DK | Text |
|-----------|--------------|-----------------|--------------|----|------|
| | | | | 1 | |

Check the posted data;

Budgeting Workbench - Change Document for FM Area 1000

Document Overview on/off | Hold | Prepost | Save Changes | Long Text | Messages log | Messages per Line

Documents of FM Area 1000

- Posted
 - 2017 0020000000
 - 2017 0020000001
 - 2017 0020000002
 - 2017 0020000003
 - 2017 0020000004
 - 2017 0020000005
 - 2017 0020000006
 - 2017 0020000010
 - 2017 0020000011
- Preposted
- Undone
- Held

Document: 20000000 Status: Posted Document Year: 2017

Header Data | Additional Data

BCS Value Type: B1 Budget
 Process: ENTR Enter Total: 100.00
 Budget Category: 9F Payment Version: 0
 Document type: 1001 1001 (Original Bud... Document Date: 11.01.2018
 Fiscal Year: 2017 Period: 0 All
 Budget Type: 1000 Original Budget

Lines

| Doc. Line | Funds center | Commitment item | Amount (INR) | DK | Text |
|-----------|--------------|-----------------|--------------|----|------|
| 000001 | 1402 | 2100 | 100.00 | 1 | |

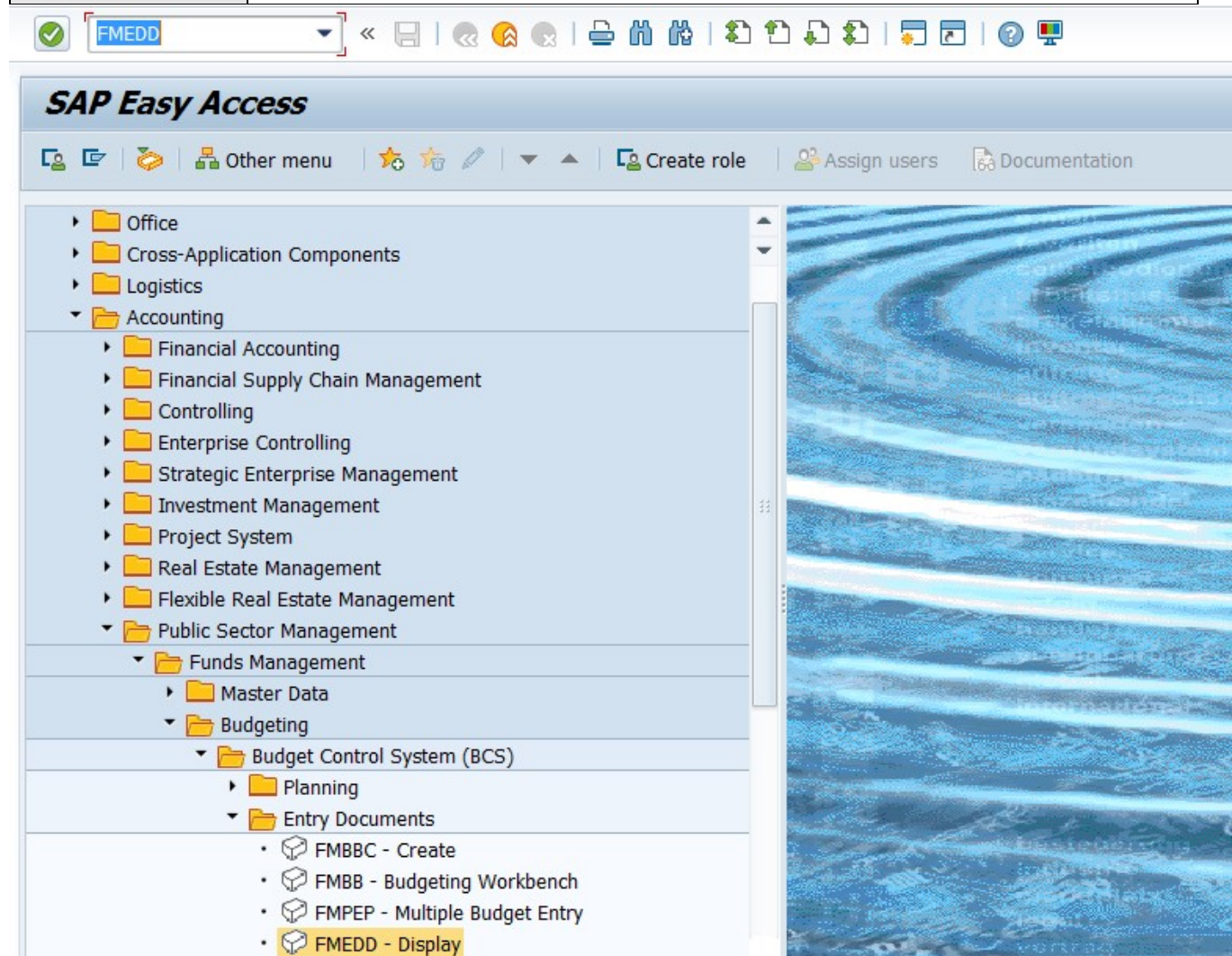
4 DISPLAY ENTRY DOCUMENT

4.1 OVERVIEW

Transaction FMEDD useful in display of documents

4.2 MENU PATH

| | |
|-------------------------|---|
| Menu Path | SAP Easy Access → Accounting → Public sector management → Funds management → Budgeting → Budget control system → Entry document → FMEDD-Display |
| Transaction Code | FMEDD |



4.3 STEPS

On running FMEDD, we get the initial screen as shown below:

Enter, document year 2017 and select the entry document number from the dropdown list and then execute;

| Doc Year | Document | Doc Family | Doc. Type | Document S | Process | Version | Orig Appl | User | Created on | Doc. Date | Pstng Date | Pers.Resp. | TextName | Reversal S | Rev. No. | Text | Tran Ag | Tran Acct | Tr.prt |
|----------|----------|------------|-----------|------------|---------|---------|-----------|----------|------------|------------|------------|------------|----------|------------|----------|------|---------|-----------|--------|
| 2017 | 20000000 | | 1001 | Posted | ENTR | 0 | BWB | ABHISHEK | 11.01.2018 | 11.01.2018 | | | | Normal | | | | | |
| | 20000001 | | 1001 | Posted | ENTR | 0 | BWB | ABHISHEK | 18.01.2018 | 18.01.2018 | | | | Normal | | | | | |
| | 20000002 | | 1001 | Posted | ENTR | 0 | BWB | ABHISHEK | 18.01.2018 | 18.01.2018 | | | | Normal | | | | | |
| | 20000003 | | 1001 | Posted | ENTR | 0 | BWB | ABHISHEK | 18.01.2018 | 18.01.2018 | | | | Normal | | | | | |
| | 20000004 | | 1001 | Posted | ENTR | 0 | BWB | ABHISHEK | 18.01.2018 | 18.01.2018 | | | | Normal | | | | | |
| | 20000005 | | 1001 | Posted | ENTR | 0 | BWB | ABHISHEK | 18.01.2018 | 18.01.2018 | | | | Normal | | | | | |
| | 20000006 | | 1001 | Posted | ENTR | 0 | BWB | ABHISHEK | 18.01.2018 | 18.01.2018 | | | | Normal | | | | | |
| | 20000010 | | 1001 | Posted | ENTR | 0 | BWB | ABHISHEK | 13.02.2018 | 13.02.2018 | | | | Normal | | | | | |
| | 20000011 | | 1001 | Posted | ENTR | 0 | BWB | ABHISHEK | 13.02.2018 | 13.02.2018 | | | | Normal | | | | | |

Fill the following;

| Step No | Field Name | Description | User Action and Values |
|---------|-----------------|--|------------------------|
| 1 | Document year | Specify the document year | 2017 |
| 2 | Document number | Give document number and then the report | 20000000 |

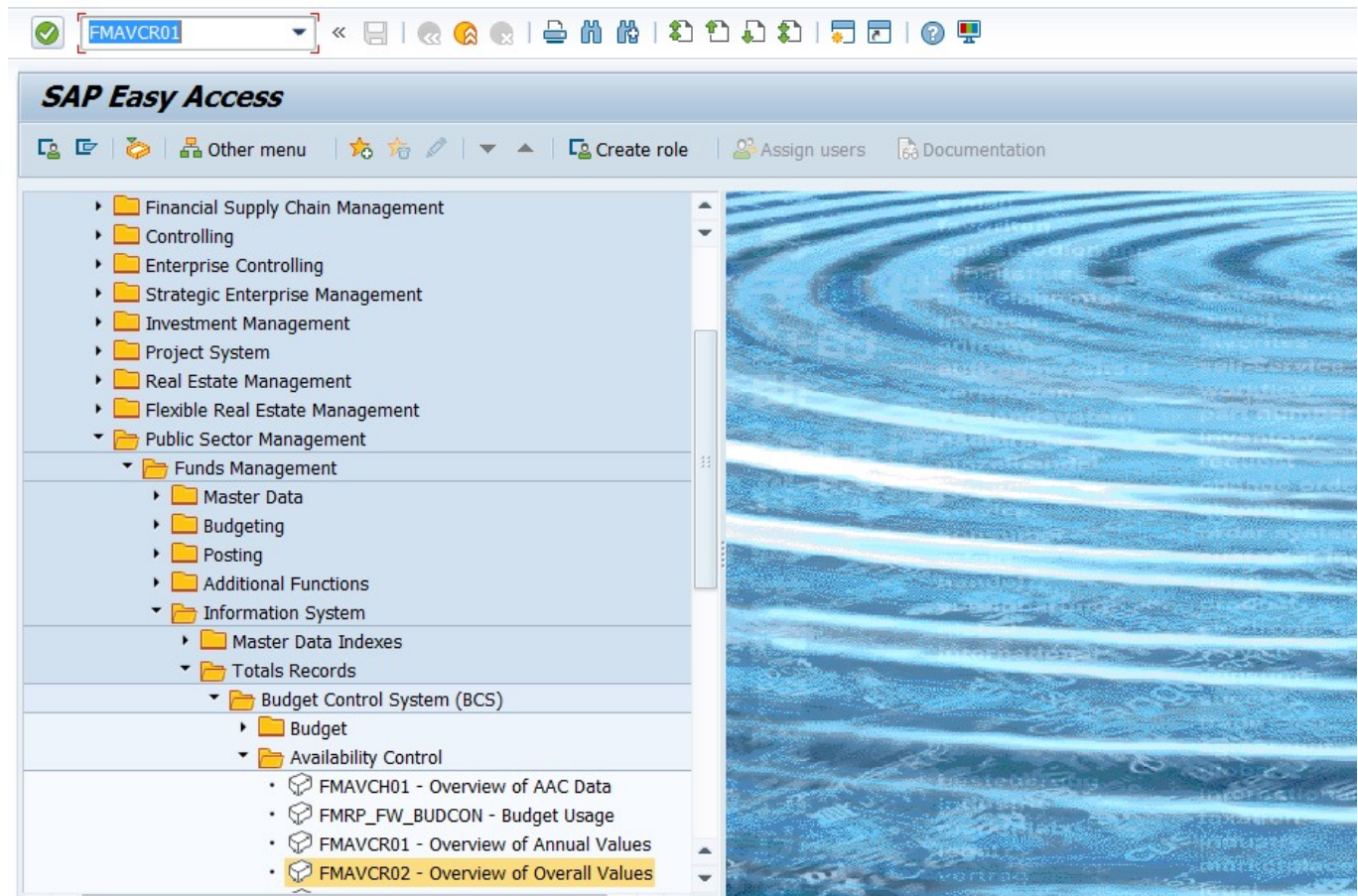
5 BUDGET USAGE/OVERVIEW OF ANNUAL VALUES

5.1 OVERVIEW

Transaction code: FMAVCR01 is used for budget usage display

5.2 MENU PATH

| | |
|-------------------------|---|
| Menu Path | SAP Easy Access>Accounting>Public sector management>Funds management>Information system > Total records > Budget control system > Availability control > FMAVCR01-Overview of annual values |
| Transaction Code | FMAVCR01 |



5.3 STEPS

On running FMAVCR01, we get the initial screen as shown below:

Display Overall Values of Control Objects

FM Area
 Control Ledger

Type of Account Assignments

Account assignments specified below are:

Control Objects
 Budget Addresses
 Posting Addresses

Selection of Account Assignments

Funds center to
 Commitment item to

Restriction According to Attributes

Variant Name

Layout Options

Display Options

Use View 'Outgoing Amounts'
 Use View 'Incoming Amounts'
 Maximum Usage Rate
 Display Budget Deficits Only

Selection of Account Assignments

Funds center to
 Commitment item to

Restriction According to Attributes

Variant Name

Layout Options

Display Options

Use View 'Outgoing Amounts'
 Use View 'Incoming Amounts'
 Maximum Usage Rate
 Display Budget Deficits Only
 Only Obj. With Overall Checks
 Hierarch. View of AVC Elements

| Step No | Field Name | Description | User Action and Values |
|---------|----------------|--|----------------------------------|
| 1 | Control ledger | Specify control ledger i.e., 9H and 9I | View with 9H and 9I individually |

Execute and check the report.

Display Availability Control Data

Details
 Control Object
 Refresh
 Set Focus

Overview of AVC Data

FM Area
Control Ledger
 Fiscal Year

1000 (INR)
 9H
 2017

| Hierarchy of Field Values | Text of Field Value | Numb... |
|-------------------------------|----------------------|---------|
| <Several Funds Center Values> | | 31 |
| ▶ 1101 | CSPPO FC | 2 |
| ▶ 1201 | Chibro Fund Center | 4 |
| ▶ 1202 | Khodri Profit Center | 4 |
| ▶ 1301 | Fund Center Chill... | 4 |
| ▶ 1305 | Lohiahead Plant | 2 |
| ▶ 1401 | MB-1 FC | 2 |
| ▶ 1402 | MB-2 FC | 9 |
| ▶ NA | Not Applicable | 4 |



Fields Values and Amounts

| Funds ctr | Consumable Amt | Consumed Amt | Available Amt | Number of DB Records | Status |
|-----------|----------------|----------------|-----------------|----------------------|--------|
| 1101 | 0.00 | 8,100.00 | 8,100.00- | 2 | |
| 1201 | 0.00 | 14,700.00 | 14,700.00- | 4 | |
| 1202 | 0.00 | 115,654.59 | 115,654.59- | 4 | |
| 1301 | 0.00 | 224,805.06 | 224,805.06- | 4 | |
| 1305 | 0.00 | 1,800.00- | 1,800.00 | 2 | |
| 1401 | 0.00 | 442,697.46 | 442,697.46- | 2 | |
| 1402 | 0.00 | 247,328,970.14 | 247,328,970.14- | 9 | |
| NA | 0.00 | 54,000.00 | 54,000.00- | 4 | |

6 GLOSSARY

| | |
|------------------|--|
| FI | Financial Accounting module in SAP – It co |
| CO | Controlling module in SAP – Controlling provides you with cost information for management decision-making |
| Company code | SAP term for legal entity for which a complete self-contained set of accounts can be drawn up for external statutory reporting |
| Controlling Area | SAP organization element used to cover those company codes that share common cost accounting principles and processes |
| Cost Element | Cost elements classify an organization's valuated consumption of production factors within a controlling area. A cost element corresponds to a cost-relevant item in the chart of accounts. |
| Plant | In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. A place where materials are produced, or goods and services are provided. |
| Profit Centre | A profit center is a SAP organizational unit in accounting that reflects a management-oriented structure of the organization for internal Management Accounting controls |
| SAP | Systems, Applications and Products (in data processing) The name of the software vendor selected to provide the base application for Project STA |

7 APPENDIX

7.1 T - CODES FOR REOPRTS

| T-Code | Description |
|---------------|---|
| FMBBC | Budgeting workbench creation |
| FMBB | Budgeting workbench display |
| FMEDD | Display entry documents |
| FMAVCR01 | Budget usage/Overview of annual reports |