



**Background:**

Funds pre-commitments (FPC) documents are established or used for a funds commitment Document (FCD). The FPC document was developed for Grantor/ezFedGrants (eFG) as a GR document type. A funds commitment document allows a user to obligate budget authority internally for a Funds Commit future spending.

**Purpose:**

It is crucial that everyone monitor their funds commitment documents (FCD) to ensure that sufficient funds have been set aside to cover invoices. There are multiple ways you can find the information.

BI Un-liquidated Obligations Detail (ULO) Report

HANA Spending Detail can also be used, again limiting the Document Type

This document will show you how to get a quick report through ECC.

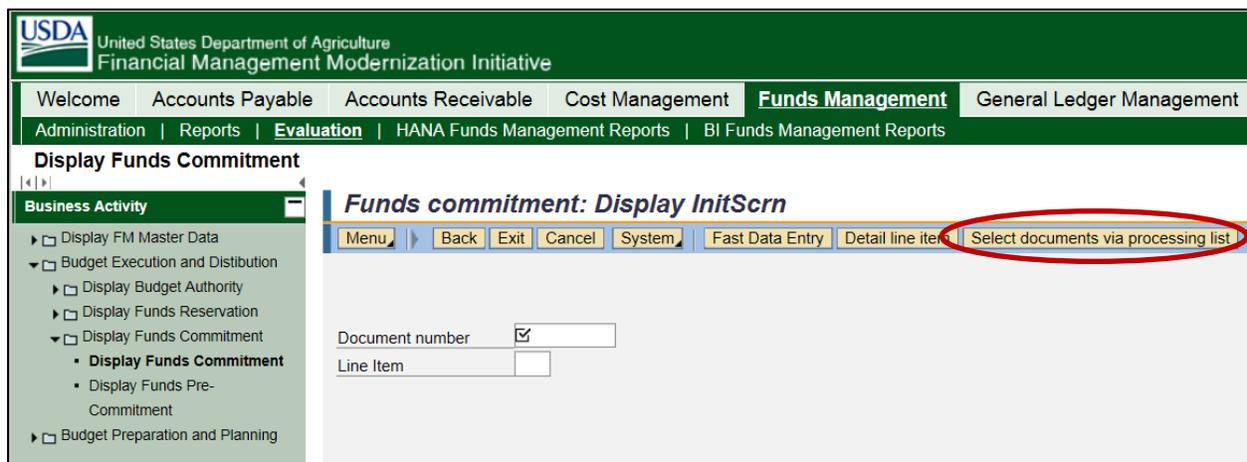
**Roles:**

Funds Commitment Evaluator

**Process:**

Follow this path in FMMI to begin the process: Funds Management > Evaluation > Budget Execution and Distribution > Display Funds Commitment

1. Click on "Select Documents via processing list"





- 2. Ensure the following fields are completed
  - a. Document Header Data:
    - i. Doc. Category 40 (Funds Pre-commitment document)
    - ii. Document Type GR (Grantor/eFG)
    - iii. Company Code USDA (default)
  - b. Line Item Data
    - i. Controlling Area USDA (default)
    - ii. FM Area USDA (default)
    - iii. Funds Center Enter your Fund Center or partial using the wildcard (\*)
  - c. Click on Execute

**Earmarked funds journal**

Menu |  | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Get Variant...

**Document Header Data**

Earmarked Funds	<input type="text"/>	to	<input type="text"/>	
<b>Doc. Category</b>	<b>040</b>	to	<input type="text"/>	
<b>Document type</b>	<b>GR</b>	to	<input type="text"/>	
CompanyCode	USDA	to	<input type="text"/>	
Document Date	<input type="text"/>	to	<input type="text"/>	
Posting Date	<input type="text"/>	to	<input type="text"/>	
Created by	<input type="text"/>	to	<input type="text"/>	
Costs due on	<input type="text"/>	to	<input type="text"/>	

**Line Item Data**

Controlling Area	USDA	to	<input type="text"/>	
GL Account	<input type="text"/>	to	<input type="text"/>	
Cost Center	<input type="text"/>	to	<input type="text"/>	
Order	<input type="text"/>	to	<input type="text"/>	
WBS Element	<input type="text"/>	to	<input type="text"/>	
FM Area	USDA	to	<input type="text"/>	
Commitment Item	<input type="text"/>	to	<input type="text"/>	
<b>Funds Center</b>	<b>APVSTN*</b>	to	<input type="text"/>	



## Reviewing ezFedGrants Funds Pre-Commitment Consumption



- Your report will come up in the default format which includes: DocumentNo (FPC), Itm (line number), DT (document type), Posting Date (date FPC created), Amount (amount established), Open amount (amount remaining on the FPC), Text (text entered at the time of creation)

Earmarked funds journal							
Menu   [ ]   Back   Exit   Cancel   System   Details   Sort in Ascending Order   Sort in Descending Order   Setfilter   Total   Subtotals...   Print Preview   Lo							
Earmarked funds journal							
Date 02/10/2017							
Time 12:58:28							
Funded Program	Functional Area	DT	CmmtItem	Document Header Text	Amount Total (TC)	Amount Open (TC)	
AP.EX.TBRC.01	AP00AHECSRHLT000	GR	4222	[REDACTED]	1,200.00	0.00	1
AP.EX.TBRC.02	AP01EFCCCEMGY000	GR	4222	[REDACTED]	339.16	0.00	1
AP.RANX39.71.0115	AP00AGREIMBUR000	GR	2551	17-7439-1237-CAUniv of Illinois	55,002.00	55,002.00	1
AP.EX.TBRC.01	AP00AHCTTLHLT000	GR	2551	Tuberculosis Book Review Prior to Publishing	28,500.00	0.00	1
AP.AG.AGIEPRIDSS	AP00IEAGUIEEF000	GR	2551	Mark American Plant Protection Organization	200,000.00	0.00	4

**Note:** If the Amount Open lists \$0, a Fund Commitment Document (FCD) has drawn down on the FPC. It does not indicate a payment has been generated. See the Funds Commitment job aid for details.

- Because this is an EEC report it allows you drill down, fields where the data is underlined can be clicked on to see more information on that item. For example, the DocumentNo field (FPC) is underlined, if you click on this you will go to the FPC/line, where you can then work your way to the “Display Document: Data Entry View”
- To identify the FCD associated with the FPC, double click on the underline FPC number for Display Detail screen. Press on the “Consumption” button

Funds precommitment: Display Detail scr									
Menu   [ ]   Back   Exit   Cancel   System   Previous item   Next item   Header data   Fast Data Entry   Document line long   <b>Consumption</b>									
Line Item	9000001372	1	Position	[ ]	1				



6. The FCD will be listed in the “Trigger document” column

Earmarked Funds: Display Consumption History						
Document...	Item	Business Transaction	Trigger document	Conspntn in Doc.Cmncy/Crcy	Consumption in LC	LCurr
9000001372	1	Receipt amt		1,200.00 USD	1,200.00 USD	
		Funds Commitment	<u>9100011873 001</u>	1,200.00 USD	1,200.00 USD	1
		Total Funds commts		1,200.00 USD	1,200.00 USD	
		Consumpt.		1,200.00 USD	1,200.00 USD	
		Open amount		0.00 USD	0.00 USD	

7. Double click on the underlined trigger document to view additional details. An agreement has not been awarded if no trigger document is listed

8. Display Detail screen will appear, press the “Fast Data Entry” button

**Funds commitment: Display Detail scr**

Menu | [ ] | Back | Exit | Cancel | System | Previous item | Next item | Header data | **Fast Data Entry** | Document line long text | Consumption

Line Item: 9100011873 | 1 | Position: [ ] / 1

Text: IND-[ ]

**Control data**

Completion indicator |  Item blocked |  Item block | More

**Values**

Currency: USD

Overall amount: 1,200.00

Open amount: 0.00

Due on: 10/18/2016

**Referenced document**

Reservation: [ ] | 0 | Precommit: 9000001372 | 1

9. Display Overview screen will appear, press the “Header data” button

**Funds commitment: Display Overview scrn**

Menu | [ ] | Back | Exit | Cancel | System | **Header data** | Detail line item | S

Document number: 9100011873 | Posted | Document Date: 11/07/2016

Document type: GR | Grantor Agreement | Posting Date: 11/07/2016

Company Code: USDA | US Dept of Agriculture | Currency/Rate: USD



# Reviewing ezFedGrants Funds Pre-Commitment Consumption



10. A header data box will appear, the ezFedGrants Agreement ID will be listed under the Additional Data section in the “Reference” field

**Funds commitment: Display Hdr Data**

**General Data**

Document number	9100011873	Posted	Document Date	11/07/2016
Document type	GR	Grantor Agreement	Posting Date	11/07/2016
Company Code	USDA	US Dept of Agriculture	CurrencyRate	USD
FM Area	USDA	US Dept of Agriculture		
CO Area	USDA	US Dept of Agriculture	Local currency	USD

**Statistics**

Created by	CRM_RFC	Created on	11/07/2016
Changed by		Changed on	

**Document Status**

Completed  Blocked

Can be arc  01 Block

**Additional Data**

Doc text	IND	
Reference	GTR-6000000000	Lot No.
Referenz2		
Travel Auth No.		

**Control Data**

**Note:** In ezFedGrants, the Agreement ID begins with 6. Omit the “GTR-“ when using the Agreement ID to search in eFG