



Background:

Funds commitments allow the user to obligate budget authority internally for future spending. A funds commitment Document (FCD) is used to process certain documents through feeder systems such as GovTrip/Concur and utilities (Ameresco). This job aid will cover ezFedGrants (eFG) related FCD Doc Type GR.

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 by GR

Display Funds Commitment, ECC

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

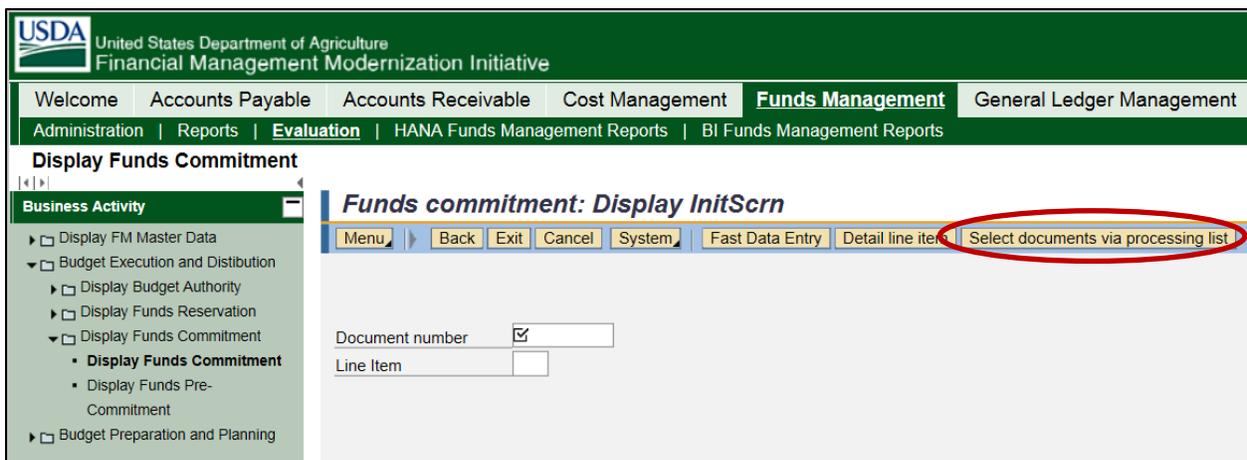
Roles:

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”





Reviewing ezFedGrants (eFG) Funds Commitment Balances



2. Ensure the following fields are completed

- Document Header Data:
 - i. Doc. Category 50 (default)
 - ii. Document Type GR (Grantor/ezFedGrants)
 - iii. Company Code USDA (default)
- 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 (*)
- Click on Execute

Earmarked funds journal

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | Program Documentation | Dynamic Selections

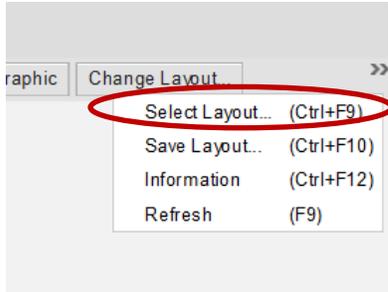
Document Header Data

Earmarked Funds		to		
Doc. Category	50	to		
Documenttype	GR	to		
CompanyCode	USDA	to		
DocumentDate		to		
Posting Date		to		
Created by		to		
Costs due on		to		

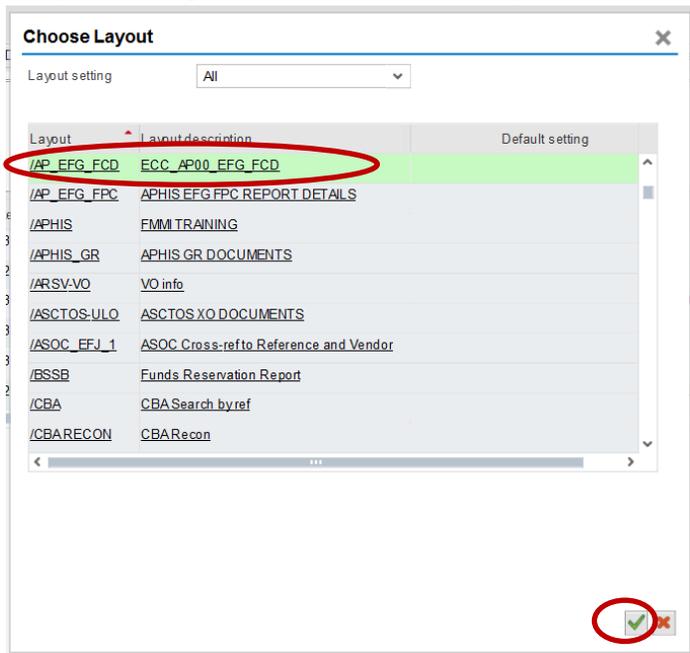
Line Item Data

Controlling Area	USDA	to		
G/L Account		to		
CostCenter		to		
Order		to		
WBS Element		to		
FM Area	USDA	to		
Commitment Item				
Funds Center	AP*	to		

3. Your report will come up in the default format which includes: DocumentNo (FCD), Itm (line number), DT (document type), Posting Date (date FCD created), Amount (amount established), Open am.. (amount remaining on the FCD), Text (text entered at the time of creation)
4. To select a format already created, press the >> button to expand menu options and choose "Select Layout"



Select "All" from the layout setting and scroll down to select layout titled "AP_EFG_FCD" and press the green check mark to complete selection



*Note: Do not save any changes made to the layout as it will modify it for all users

- 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 (FCD) is underlined, if you click on this you will go to the FCD/line, where you can then work your way to the Display Detail Scr and review the “Header Data “additional details for eFG data.

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: 9100012105 1 Position: / 1

Text: KYFY 17 CAPS

Control data

Completion indicator Item blocked Item block More

Additional Data

Doc.text	KYFY 17 CAPS
Reference	GTR-6000000574
Referenz 2	AP17PPQFO000C011
Travel Auth No.	

GTR-6 represents the eFG ID Number

AP# Represents the FAIN

- The ECC report can be exported into an Excel report by pressing the button Menu > List > Export > Spreadsheet

Earmarked funds journal

Menu ▾ ▶ Back Exit Cancel System ▾ Details Sort in Ascending Order Sort in Descending Order

List ▶ Print Preview (Ctrl+Shift+F10)

Edit ▶ Print (Ctrl+P)

Goto ▶

Views ▶

Settings ▶

System ▶

Help ▶

Print Window Content

About SAP GUI for HTML

Export ▶ Word Processing...

Send To ▶ Spreadsheet...

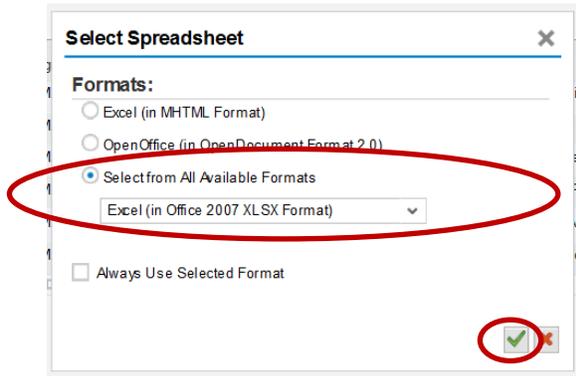
Local File... (Ctrl+Shift+F9)

Exit (Shift+F3)

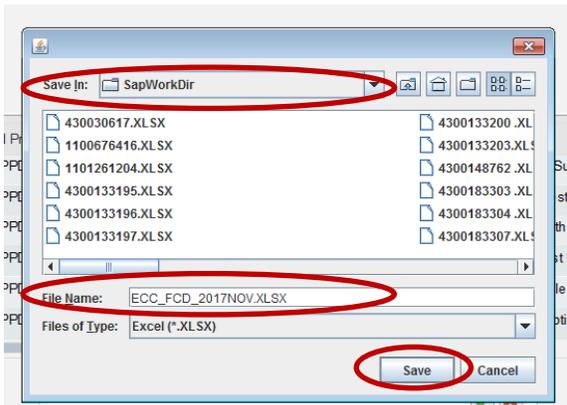
Additional Functions of SAP Query

9100013427	1717	AP00160MBN	APPQOP8441	AP.EX.PPDM.05	AP02SUFBPPDMP000	GR	258
9100013428	1717	AP00160MBN	APPQOP8441	AP.EX.PPDM.06	AP02SUFBPPDMP000	GR	258
9100013429	1717	AP00160MBN	APPQOP8441	AP.EX.PPDM.01	AP02SUFBPPDMP000	GR	258

Select the default Excel XLSX format shown below:



Select folder/location to save the report and change the file name as needed, then press the save button



7. The Excel spreadsheet report will be generated and contain the following columns:
 - Earmarked Funds: This Number is the Funds Commitment (begins with 91)
 - Document Item: This number identifies the line item if the FCD has multiple lines
 - Accounting Elements: Budget Period, Fund, Funded Program, & Functional Area from FPC
 - Document Type: GR represents that it is a Grantor/ezFedGrants related commitment
 - Commitment Item: This number is equivalent to the Budget Object Code
 - Document Header Text: Grant/Agreement Project Title assigned in eFG
 - Amount Total: The Awarded amount (must combine all lines for subtotal) for document item
 - Amount open: The Amount Open for claims/payments for document item
 - Document Date: Date of the initial award
 - Reference 2: Federal Award Identification Number (FAIN)
 - Reference: eFG Assigned Number
 - Reference Doc: The Funds Pre-Commitment (FPC) associated
 - Document Completed: An "X" in this field indicates the agreement is closed

Other Notes:

- The ECC report will not show if there are pending amendments or the current status of the agreement in eFG. (Continued next page)



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- The ECC report will not list inactive agreements. This means if an agreement is still in a workflow, it will be omitted from this report. Once it's active, then it will be included in future reports.