

FM Report Line Items

From the SAP Easy Access PCSB Menu Screen:

- Click the **Expand Icon** to the left of: **PCSB Menu > Finance**
- Click the **Expand Icon** to the left of: **Finance Reports**
- **Double – Click ZAFMA_FM_RPT_DETAIL – FM Report Line Items**

Note: The purpose of the FM Report line Items is to quickly access the Original Document Details line item accounting information for a specific amount. The Standard Funds Management Report displays the same budget information by Selecting a specific budget amount in any column Clicking Extras on the toolbar and Clicking line items.

From the FM Details screen

- **Fund:** Type the specific fund
Example: OPER
- **Funds Center:** Type Four Digit Location Number with an Asterisk (*)
to display all Categories and Funds
Example: 0031*
- **Optional: Commitment item:** Type the specific General Ledger account
Example: 4510000

The screenshot shows the 'FM Details' window with the following parameters:

Report parameters			
Fund	oper	to	
Funds center	0031*	to	
Commitment item	4510000	to	
Posting date		to	
FM area	0010		
Fiscal year	2007		

Select one or all of the following report and file parameters options

Budget report and file parameters: Displays Original Budget, Supplements (Carryover Budget), or Budget Transfer(s) created at the School or Department level

Encumbrance report and file parameters: Displays Requisitions, Purchase Orders, and Funds Reservations

Actuals report and file parameters: Displays Goods Receipts, Journal Entries, Direct C.D. (Direct Pay Invoices), Profit Transfer Posting (Print Shop Charges), Invoices, Profit Transfer Post

The screenshot shows three sections for selecting report and file parameters:

- Budget report and file parameters:**
 - Budget
 - Budget file path: _____
- Encumbrance report and file parameters:**
 - Encumbrances
 - Encumbrances file path: _____
- Actuals report and file parameters:**
 - Actuals
 - Actuals file path: _____

To Select a report and file parameters options

Click **inside the box to the left** of the report you want to display

EXAMPLE: Actuals report and file parameters

Actuals report and file parameters

Actuals

Actuals file path

Click the **Execute** icon or **Press F8**

FM Details											
Date:		School Board of Polk County						Page: 1			
Time:		FM Detail Report - Actuals									
Fund	Center	Func.	Item	Document	Post Date	Amount	Description	Value	Type	Description	
Text				Vendor Information							
Application of Funds: GENERAL_FUND											
OPER	0031A	7300	4510000	100912014	08/01/2006	212.55	Original			Transfer Postings	
STAPLES #1064 T:06292006 P:07/31/06											
OPER	0031A	7300	4510000	100912014	08/01/2006	39.93	Original			Transfer Postings	
TEACHERS EXCHANGE T:07142006 P:07/31/06											

Details of Budget line items from the Fund, Funds Center and Commitment Items selected on the FM Detail screen will be displayed. *Double Click* the **Document number** to see further detailed information. Depending on the budget **Account column Budget, Encumbrance, Actual** selected you will be able to view detailed information about specific budget line item amounts. Refer to the chart below to identify the **type of transaction** referenced by the different document numbers.

Ref Doc No	Transaction Column Description
Budget Column:	
500000000	Original Budget (Could be Original Budget, Carry-over Budget),
	Transfer (Senders or Receivers)
Encumbrance Column:	
450000000	Purchase Orders
100000000	Purchase Requisitions
320000000	Funds Reservation
530000000	Textbook
Actuals: (Expenditures)	
1700000000	Invoices (Corrections)
1900000000	Invoices (Direct CD/Direct Pay Invoices)
2100000000	Invoices (Travel – Out County)
4800000000	Adjustment Posting
4900000000	Invoices (County Stores, Transportation Repairs,)
5000000000	Invoices (Goods Receipt)
5100000000	Invoices (Paid against Purchase Order, Balancing entry for Goods Receipt)
1000000000	Payments Transfers
1000000000	Profit Transfer Posting (Print shop charges)