FMMI – Funds Management
FUND Center Master Data Template

Purpose: To create a Fund Center

Requestor Information	
Name	
Date	
Agency	
Phone Number	

ServiceNow Request Details			
Request Number			
Action	Add:	Change:	Inactivate:

Additional Information: Perform this procedure when an agency is restructured or a new entity has been identified within an agency.

Fund Center Master Data Elements

FM Area	Fund Center	Valid From	Valid To	Name (20 Characters Max)	Description (40 Characters Max)	Authorization Group	Company Code	Business Area	User Name	FMMI User ID
USDA							USDA			
USDA							USDA			
USDA							USDA			
USDA							USDA			

FUND Center Master Data Template

FM Area: An FM area is an organizational unit which plans, controls, and monitors funds and commitment budgets.

Fund Center: A Funds Management Master Data element within FMMI that encompasses organizational entities used to distribute budget and funding. It is linked to Cost Centers. Fund Centers are used to track and manage budget.

Name: Name denotes the actual name of the master data element with more detail than the initial screen field. **(Must be 20 characters or less)**

Company Code: The company code is an organizational unit within financial accounting.

Valid From: Valid from denotes the date the master data element will be valid from. The master data element is valid from the "Valid From" date.

Valid To: Valid to denote the date the master data element will no longer be considered valid. The master data element is valid up to the "Valid To" date.

Description: Description denotes a more detailed description of the master data element. **(Must be 40 characters or less)**

Authorization Group: Access for a user to perform specific transactions and to display information. Authorizations are assigned to user log-on IDs.

Business Area: An organizational unit of financial accounting that represents a separate area of operations or responsibilities within an organization and to which the value changes recorded in financial accounting can be allocated.

User Name: User name of the person responsible for the fund center.

FMMI User ID: The requester's assigned FMMI User ID.

Note: Please refer to Create Funds Center OLHP or the Change Funds Center OLHP for step-by-step instructions on this procedure.