



# FMMI – Funds Management Budget Period Master Data Template



**Purpose:** To create Budget Period

Requestor Information	
Name	
Date	
Agency	
Phone Number	
Approver	

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

**Additional Information:**

## Budget Period Master Data Elements

Budget Period	Budget Period Name	Valid From	Valid To	Expiration Date	Reversal Date



# FMMI – Funds Management Budget Period Master Data Template



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**Budget Period:** Budget period is the timeframe of available budget. During this period, the company code business can commit, obligate, and transfer funds. The actuals and commitments recorded are differentiated and reported by the period.

**Budget Period Name:** Name denotes the actual name of the master data element budget period, e.g., 0909: 2009 Annual; 1010 – 2010 Annual

**Valid From:** Valid from denotes the date the budget period is used in postings, e.g., 1010 is valid from 10/1/2009 to 9/30/2010. This master data element is valid from the "Valid From" date.

**Valid To:** Valid to denotes the date the budget period will no longer be considered in postings, e.g., 1010 is valid from 10/1/2009 to 9/30/2010. The master data element is valid up to the "Valid To" date.

**Expiration Date:** Once the expiration date is reached, no commitments can be posted for this period.

**Reversal Date:** Reversal date determines when the open documents will be reversed and unused funds returned to the ministry of finance.

**Note:** Please refer to [Create Budget period OLHP](#) or the [Change Budget period OLHP](#) for step-by-step instructions on this procedure.