



FMMI – Funds Management FUND Master Data Template



Purpose: To add, change, or inactivate a fund

Requestor Information	
Name	
Date	
Agency	
Phone Number	
Approver (FRB)	

ServiceNow Request Details			
Request Number			
Action	Add	Change	Inactivate

FUND Master Data Elements

Additional Information: Perform this procedure to establish an element for recognition of budget authority.

Fund	FM Area	Name (20 Characters Max)	Description (40 Characters Max)	Valid From:	Valid To:	Fund Type	Authorization Group	Budget Period	Budget Period Name	BP Fund Application

FUND Master Data Elements

GTAS Attributes

Apportionment Category	BEA Category	Reimburse/Direct	Authority Type	Disaster Emergency Fund Code

Fund: A 10-digit alphanumeric naming structure that indicates an agency identifier, a high-level business area, and an agency-defined naming structure. A Fund is a master data element within FMFI that represents a set of specific accounting elements for recognition of obligation (budget) authority, and it is referenced whenever spending occurs.

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

Name: The actual name of the master data element with more detail than the initial screen field.

Description: A more detailed description of the master data element.

Valid From: The date the master data element will be valid from. The master data element is valid up to the “Valid From” date.

Valid To: The date the master data element will no longer be valid. The master data element is valid up to the “Valid To” date.

Fund Type: A category of funds that determines the applicable external accounting and reporting requirements, e.g., Working Capital Funds.

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

Budget Period: Timeframe of available budget authority, e.g., 1010 means from valid from 10/1/2009 to 9/30/2010, 10XX means valid from 10/1/2009 to 12/31/9999.

Budget Period Name: Description of a budget period.

BP Funds Application: The name for the Treasury Account symbol in FMFI. Starts with department regular and ends with the main account number.

Apportionment Category: A distribution of budgetary resources made by the Office of Management and Budget (OMB) by calendar quarters. Indicating whether amounts are category A or B apportionments, or not subject to apportionment.

BEA Category: The Budget Enforcement Act (BEA) specifies that spending fall into the category Discretionary, Emergency, or Mandatory.

Reimburse/Direct: Specifies whether fund is allowed for offsetting collections in return for goods and services provided by the Treasury Appropriation.

Authority Type: Specifies the type of budget authority, e.g., Appropriation/Contract Authority/Appropriation.

Disaster Emergency Fund Code: Distinguishes whether the budgetary resources, obligations incurred, unobligated and obligated balances, and outlays are classified as disaster, emergency, wildfire suppression, or none of the three. For the current list of DEFC values, visit the Disaster and Emergency Funding Tracking Dashboard: (<https://community.max.gov/x/cYW9V>).

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