



# FMMI – Funds Management Functional Area Master Data Template



**Purpose:** To create a Functional Area

Requestor Information	
Name	
Date	
Agency	
Phone Number	
Approver (FRB)	

ServiceNow Request Details	
Request Number	
Action	Add: ____ Change: ____ Inactivate: ____
Information Needed for Approval	
Fund	
Treasury Symbol	
Budget Period	
CAT B Detail	
CAT B Text	

**Additional Information:**

## Functional Area Master Data Elements

Functional Area	Functional Area Text (25 Characters Max)	Valid From	Valid To	Expiration Date

**Functional Area:** The functional area is needed for Funds Management to meet legal requirements for reporting with functional aspects like manufacturing, sales, research and development. Use the functional area to represent the global targets and goals (such as public safety or city development), in particular the expenses of your organization.

**Functional Area Text:** Denotes a more detailed description of the master data element functional Area. **(Must be 25 characters or less.)**

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

**Valid To:** Valid to denotes the date when the master data element will no longer be considered valid. In the "Valid to" field you define the end of the analysis period.

**Expiration Date:** If the expiration date has been reached for an object, you cannot generate any new commitments from this period on. However, you can still clear existing commitments and post customer payments.

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