



#### Purpose

Use this procedure to run a status of funds report (SPL).

#### Trigger

Perform this procedure when you want to display the available approved funds for USDA spending. You can view commitments, obligations, and expenditures on the relevant account classification codes.

#### Prerequisites

- When running a Status of Funds Report, there must have been activity on the reporting elements. For example, there must be expenditures or obligations on one or more of the elements below:
  - Application of Funds
  - o Budget Period
  - Fund
  - Funds Center
  - Commitment Item
  - Fund
  - Funded Program
  - Functional Area

#### Menu Path

Use the following menu path(s) to begin this transaction:

#### **Helpful Hints**

The R/O/C column in the field description table represents the three types of data entry fields in FMMI.

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.





## Procedure

**1.** Start the transaction by accessing the **Funds Management** tab.

## Create and Maintain Individual Elements - FMMI Portal - System Test

d States Department of A ncial Managemen	Agriculture t Modernization Ini	itiative			Welcome	PracticeLab One	Help   Log	Off
Cost Management	Funds Managem	ent General	Ledger Managemen	t Interface	e Error Handling	Interface Table	Maintenance	
Administration   E	Budget Coordination	Budget Approval	FM Process   FI	M Approval	Funds Reservation	Process   Repor	ts   Evaluati	<u>`</u> Ľ
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2. Click the Reports tab Reports





## Analyze Financial Data - FMMI Portal - System Test

United States Depar Financial Mana	rtment of Agriculture agement Moderniza	tion Initiative			Welcome PracticeLab One	Help │ Log Off
Accounts Receivable	Cost Management	Funds Management	General Ledger Mana	gement Inte	erface Error Handling Int	erface Table N
Master Data Maintenance	Administration   Bud	get Coordination   Budge	t Approval   FM Process	FM Approva	I   Funds Reservation Proces	ss   <u>Reports</u>
Analyze Financial Data	l .				History <sub>4</sub>	Back Forward
Detailed Navigation						
► Analyze Financial Data						
Budget Preparation and Plann	ning					
Portal Favorites						

3. Click the Analyze Financial Data business activity link





## Commitment Items Report - FMMI Portal - System Test

United States Depar Financial Mana	tment of Agriculture gement Moderniza	tion Initiative			Welcome PracticeL	ab One Help	Log Off
Accounts Receivable	Cost Management	Funds Managemer	t General Ledger M	lanagement	Interface Error Handling	g Interface Tal	ble N
Master Data Maintenance	Administration   Bud	get Coordination   Bud	get Approval   FM Pro	cess   FM A	pproval   Funds Reservatio	n Process   <u>Rep</u>	orts
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4. Click the Status of Funds Report SPL task link • Status of Funds Report SPL





### Status of Funds Report SPL - FMMI Portal - System Test

United States Depa Financial Mana	rtment of Agriculture agement Moderniza	tion Initiative		Welcome PracticeLab	One Help Log Off
Accounts Receivable	Cost Management	Funds Management	General Ledger Manag	gement Interface Error Handling	Interface Table I
Master Data Maintenance	Administration   Budg	get Coordination   Budge	t Approval   FM Process	FM Approval   Funds Reservation P	rocess   <u>Reports</u>
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Or value(s)		to			
Commitment Item					
Or value(s)		to	\$		

**5.** As required, complete/review the following fields:

Field	R/O/C	Description
Fiscal Year	R	A fiscal year begins on October 1st and ends on September 30th of the following year.
		Example: 2011
Company Code	R	The highest organizational structure of financial accounting and control under which all structures use the same chart of accounts. In FMMI the Company Code is always USDA.
		Example: USDA





Field	R/O/C	Description
From Period	R	Posting period that determines the lower range from which to process data.
		1
To Period	R	Posting period that determines the upper range from which to process data. Example: 3
Application of Funds	0	The Application of Funds is the name of the Treasury Account Symbol (TAS) in FMMI and serves as a grouping criterion of fund master records for evaluation purposes. <b>Example:</b>
		12X0119
Fund	0	A Funds Management Master Data element within FMMI for recognition of obligation (budget) authority. A fund is referenced whenever spending occurs. A fund consists of a 10-digit alphanumeric naming structure with two options for fund nomenclature, depending upon fund requirements. The first naming structure option consists of: positions 1-2: agency identifier, positions 3-4: high-level business area or zero fill, positions 5-10: agency-defined (Often positions 6-9 are the base main account code, and position 10 is the fund type, such as "D" for direct). The second fund naming structure consists of positions 1-2: agency identifier, positions 3-10 agency-defined (often identifies if funding is discretionary "D" or mandatory "M", identifies if funding is category "A", "B", or "C", and includes the main base account code). Finally, position 10: identifies the fund type, such as "D" for direct). <b>Example:</b>
Budget Period	0	A 4-digit code which indicates both the beginning and ending budget fiscal years for a fund. The naming structure starts with the beginning budget fiscal year and ends with Ending Budget Fiscal Year. Each budget fiscal year begins October 1 and ends September 30. Budget periods can be annual, multi year or no year. <b>Example:</b>
		1010





Field	R/O/C	Description
Funds Center	0	A Funds Management Master Data element within FMMI that encompasses organizational entities used to distribute budget and funding. It is linked to Cost Centers. Funds Centers are used to track and manage budget. Funds Centers will have a 10-digit alphanumeric naming structure which will start with the business area (digits 1-4) and end with an agency defined name (digits 5-10).
		Example:
		CF0000000
Commitment Item	0	A Funds Management Master Data element containing the Business Object Class (BOC) or Revenue Source Code (RSC). The naming structure is only defined for revenues and expenses. Commitment items are generally 4 characters representing the BOC or RSC. There are also alphanumeric commitment items which may be used when a specific commitment item is not needed (e.g., ALLOBJECTS or ALLOTHERS). <b>Example:</b>
Functional Area Group	0	A defined group of specific Functional Areas. Functional Area groups are primarily used in the Funds Management module for funds distribution purposes.
		Example:
		AGDEFAULT



The user has the option of narrowing the selection funds to be displayed through the parameters listed in the table above. In this example, the user fills in only the required fields of Fiscal Year, Company Code, From Period, and To Period. The user does not define any of the optional search parameters, resulting in an open selection of funds.

- 6. Click the Execute button Execute
- **7.** Review the results of the report query.





## Status of Funds Report SPL - FMMI Portal - System Test

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Accounts Receivable Cost Manage	ement Funds Man	nagement General L	edger Managemen	t Interface Erro	r Handling Inter	face Table I
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5-Column Status of Fund	1					
Menu Back Exit Cancel System	m Navigation on/off	Print page formatting on/o	ff Column freeze on	/off Options / Office	Integration Message	es More
Variation: Characteristics			Date: 01/1	19/2011	Page: 2	/ 2
Funded Program Functional Area	Fiscal Year Fund/Group Functional Are Funded Program	2011 * a/Group * /Group *		Budget Period	×	
Fund	Funds Ctr/Comm	tmt It	Orig. Authority	Undist. Appropri	Undist. Apportio	Budget Auth
	<ul> <li>* AG00000000</li> <li>* AM00000000</li> <li>* AM00000000</li> <li>* AMFVDC8100</li> <li>* AMFVDC8100</li> </ul>	USDA Default AMS Default CP Branch	1.00- 1,039,560.00-	8,000.00 1,000.00	1,000,000.00	101,00
	<ul> <li>AMPTAR1222</li> <li>AP00000000</li> <li>APBT240000</li> <li>APBT240000</li> </ul>	APHIS DEFAULT BIOTECH RESRCE MGMT	264,002,000.00-	2,000.00	265,999,265.00	10
	* APMR300024 * APPQ811224	MRPBS DISTRIBUTABLE TRUST FUNDS	50.00 1,260.00		1,000,000.00	10 5 1,26
	<ul> <li>* APFQ811242</li> <li>* APVS941919</li> <li>* APVS962626</li> <li>* APWSAH0008</li> <li>* APWSER0101</li> <li>* APWSER0101</li> <li>* APWSER0101</li> </ul>	TRUST FUNDS NVSL-AMES MICHIGAN AIRPORT HAZD HQ -NH ER - ARKANSAS ER - GEORGIA	225.00			22
	* AR00000000 * AR01219100	ARS NATL PROGRAM STAFF	11,066,102.69-	999,201.00	11,045,298.00	33,70
	* AR02111100 * AR12351250 * AR36019150	ARGENTINA DGIL-BHNRC MWA ADMIN OFFICE	21,500.00		100,000.00	21,00
	* AR36201700 * AR36259800	MICROB GENOMIC/BIOPR LOCATION SUPPORT	273.38			
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8. Click the **Fund** drop-down list **Fund** to display all the funds that match the selection parameters.





#### Status of Funds Report SPL - FMMI Portal - System Test

USDA United States Department of Agricu Financial Management Mo	<sub>lture</sub> derniza	tion Initiative				Welcome	PracticeLab One	Help   Log (	Off
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AM008015V1 Trust - Cat A AP001600AD General-Direct-C AP001600AR General-Reimb-( AP001600BD General-Direct-C		APWSAH0008 APWSER0101 APWSER1212 AR00000000 AR01219100	AIRPORT HA ER - ARKANS ER - GEORG ARS NATL PROGRA	AZD HQ -NH SAS IA	11,066,102.69-	999,201.00	11,045,298.00	33,70	
<ul> <li>AP001600BN NonAppr-Transf-</li> <li>AP008226AT Special/Trust-Cat</li> <li>AP008226AV APHIS Trust Func</li> </ul>		AR02111100 AR12351250 AR36019150	ARGENTINA DGIL-BHNRC MWA ADMIN (	OFFICE	21,500.00		100,000.00	21,00	
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AR0053BLDG Building & Facili									-
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9. Select the appropriate option AP001600AR General-Reimb-C from the list of funds displayed.

The user selects on the appropriate fund from the lefthand column, for which they would like to obtain a status of funds report. In this example the user has selected fund, "AP001600AR". Once the user has double-clicked on the appropriate fund, the following informational fields are displayed:

Field	Information displayed
Fund Center #	Refers to the Fund Center in which the fund is being distributed
Original Authority	The original appropriations (4119 + 4120 +4210)
Undistributed Appropriation	The funds available for apportionment (4450)
Undistributed Apportionment	The funds available for allotment (4510 + 4590)
Budget Authority	The original budgeted amount allotted. It is the original consumable budget for the selected fund
Commitments	Current commitments for the selected fund





Undeliv. Order	The undelivered orders against the selected fund
Expenditures	The invoices not yet paid for the selected fund (4901 + 4971 + 4981)
Disbursements	The invoices that have been paid for the selected fund (4902 + 4972 + 4982)
Total Commitments and Obligations	The cumulative sum of commitments, undelivered orders, expenditures, and disbursements
Available Balance	The available balance left on the selected fund

# **10.** Click the **Scroll** button **D**.

## Status of Funds Report SPL - FMMI Portal - System Test

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er Data Maintenance	Administration	Bud	get Coordination	Budget	Approval	FM Process	FM App	roval   Funds R	eservation Proc	ess	Reports
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AP001600AR Gene	eral-Reimb-C										
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11. Click the More... button More......





## Status of Funds Report SPL - FMMI Portal - System Test

United States Depar Financial Mana	tment of Agricultu	<sup>ire</sup> erniza	tion Initiative	÷				Welcome PracticeLab	One Help Log Off
Accounts Receivable	Cost Manage	ment	Funds Man	agement	General Le	dger Managemen	t li	nterface Error Handling	Interface Table N
Master Data Maintenance	Administration	Budg	get Coordinatio	n   Budget	Approval   F	M Process   FM	Appro	wal   Funds Reservation Pr	rocess   <u>Reports</u>
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**12.** Click the **Page right** menu item Page right report's additional columns.

Ctrl+F11 to view the





## Status of Funds Report SPL - FMMI Portal - System Test

United States Depart	ment of Agriculture gement Modern	ization Initiative			Welcome	PracticeLab One	Help   Lo	g Off
Accounts Receivable	Cost Manageme	nt Funds Management	General Leo	dger Managemen	t Interface Erro	r Handling Inte	rface Table N	
Master Data Maintenance	Administration	Budget Coordination   Budget	Approval   FI	M Process   FM	Approval   Funds	Reservation Process	s   <u>Reports</u>	
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**13.** Click the **Scroll** button **D**.





## Status of Funds Report SPL - FMMI Portal - System Test

United States Depa Financial Mana	rtment of Agriculture agement Moder	nization Initiative		Welcon	e PracticeLab One	Help   Log Off
Accounts Receivable	Cost Manageme	ent Funds Management	General Ledger Ma	nagement Interface Ei	ror Handling Interf	ace Table N
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ariation: Characteristics	-	Fiscal Year	D. 2011	ate: 01/19/2011	Page: 2	/ 2
Functional Area Fund ariation: Fund		Fund/Group Functional Area/Group Funded Program/Group	AP001600AR * *	Budget Peri	d *	
▼ 🔁 * Fund	<b>A</b>	Funds Ctr/Commtmt It	Disbur	sements Total Com & O	oli Avail Balance	
AGEC00123D Chie     AGEC00123N Chie     AGFN03505D Foor     AGSE00115D Offic     AGSE08203T SE -     AM002500R1 MS F	if Economist if Economist d Stamp Prog e of Sec, Ag Trust Fund Reimb - Cat A To a conomist if Economist if	AP00000000 APHIS DEFA     AFIS10MP24 MP5     APMR300024 MRPBS DIST     APV3941919 NVSL-AMES     APWSAH0008 AIRPORT H     APWSER1011 ER - ARKAM     APMSER1212 ER - GEORG	NULT RIBUTABLE HAZD HQ -NH ISAS HA	50.	20 50.00 50.00	-
AM002300R0 M3 C	32 Reimb - C	** Funds Ctr/Commtmt It		50.	100.00	d l
AM005209S1 Sec ( AM005209S2 Sec ( AM008015V1 Trust AP001600AD Gene AP001600AR Gene	32 Prog - Cat 32 Prog - Cat - Cat A aral-Direct-C; eral-Reimb-C					
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AP008226AV APHI AR0001BASE Sala	3 Trust Fund ries & Expen					
AR0008REIM Reim	ibursables ding & Facilit					

**14.** Double-click the Available Balance figures 100.00 to view the detailed transactions which constitute that amount.



FMMI has the capability to provide further information through drill down capabilities. In this example, you can obtain additional information on the fund by drilling down through the report.





### Status of Funds Report SPL - FMMI Portal - System Test

United States Depa Financial Mana	artment of Agriculture agement Mode <u>rniza</u>	tion Initiative		Welcome PracticeLab One	Help Log Off
Accounts Receivable	Cost Management	Funds Management	General Ledger Managemen	t Interface Error Handling Int	erface Table N
Master Data Maintenance	Administration   Bud	get Coordination   Budge	t Approval   FM Process   FM	Approval   Funds Reservation Proces	ss   <u>Reports</u>
Status of Funds Repo	ort SPL			History	Back Forward
Drilldown Bon	ort for Endoral I	odgor			
Drindown Rep		euger	and a Singel Very Alast 5		
Menu Back Exit	Cancel System	etails   Selection Screen Info	ormation    Prior Fiscal Year    Next Fi	scal Year   Characteristic View   More	-
Federal Ledger iter	ms to fiscal year 201	1			
*Ye *	■Local currency LC				
2011 _	0.00 USD				
2011 2	0.00 USD				
2011 <u>3</u>	50.00- USD				
2011 •	100.00-USD				

**15.** Click the **Period** field **1** for additional information on fund expenditures.



The user may narrow the information displayed by selecting the desired period. In this example, the user narrowed their search by selecting period 1.





### Status of Funds Report SPL - FMMI Portal - System Test

United Finan	States Departi cial Manac	ment of Agriculture rement Moder	nizatio	on Initiati	ve			Welcon	ne PracticeLab (	One Hel	p∣Log
counts Re	ceivable	Cost Managem	ent _i	Funds Ma	anagement	General Ledo	er Management	Interface F	rror Handling	Interface T	able N
er Data Mai	ntenance	Administration	Budget	t Coordinat	tion   Budget	Approval   FM	Process   FM A	pproval   Fund	ds Reservation Pr	ocess   Re	ports
atus of Fu	nds Report	SPL				, pproved a			L Histor	rv. Back	Forward
Drilldo	un Peno	rt for Eeder	مالد	daer					1		
Menu III F	Back Exit C	Cancel System	Deta	ils Selec	tion Screen Info	ormation Sort in A	scending Order S	ort in Descendi	ng Order   Set Filte	er Total M	ore
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Federal Le	edger items	s to fiscal year	2011	and per	iod 001						
<sup>o</sup> stng Date	RefDocumn	t Fund	BP	BusA	Func. Area	Funds Center	Funded Prg	Account	Cmmt Item		
10/22/2010	a <u>190011460</u>	8 AP001600AR	10XX	AP00	AGDEFAULT	APIS10MP24	AP.UF.0001.01	461000000	2150	50.00	
10/22/2010	320000054	4 AP001600AR	10XX	AP00	AGDEFAULT	APIS10MP24	AP.UF.0001.01	4610000000	ALLOBJECTS	100.00-	
tem Activity										<ul> <li>50.00-</li> </ul>	
										== 50.00-	

**16.** Click the **RefDocumnt** field <u>3200000544</u> to view a financial obligation or invoice for the fund.





#### Status of Funds Report SPL - FMMI Portal - System Test

United States Department of Agriculture Financial Management Modernization Initiative	Welcome PracticeLab One	Help   Log Off
Accounts Receivable Cost Management Funds Management General Ledger Management	Interface Error Handling Inte	rface Table I
Master Data Maintenance   Administration   Budget Coordination   Budget Approval   FM Process   FM App	roval   Funds Reservation Proces	s   <u>Reports</u>
Status of Funds Report SPL	History	Back Forward 🗏
Display Reimb - No Advance 3200000544: Overview		
Menu Back Exit Cancel System Display document flow Status overview Display sold-to party Hear	der output preview Orders	
Reimb - No Advance 3200000544 Net Value 100.00 USD		
Sales / Item overview / Item detail / Ordering party / Procurement / Shipping / Reason for rejection		
		· · · ·
Req. deliv.date D 10/22/2010 Deliver.Plant		
Contract start Contract end		
Complete div. Total Weight 0 KG		
Delivery block 🔹 Volume 0.000		
Billing block		
Payment terms 0030 Net 30 Incoterms		
Order reason		
Sales area AP00 / AG / AG APHIS, USDA, USDA		
All items		
tem Material Order Quantity Un S Description Customer Mater	rial Numb ItCa D	G HL Itm 🛛 Fir🗾
10 REIMB 1 VA REIMBURSABLE	RON/	0 D 1 ( 📥

17. Click the **Back** button **Back** to return to the previous screen.



The user can select a RefDocument to display information on the invoices for a fund within the status of funds report. The invoice information may display the following fields (this is not a comprehensive list):

- Material description
- Order Quantity
- Description
- Customer Material Number





## Status of Funds Report SPL - FMMI Portal - System Test

US	United S Finan	States Departr cial Manag	nent of Agriculture ement Moderr	nization	Initiati	ive			Welcom	ne PracticeLab (	<b>One</b> Help	∣ Log Off
А	ccounts Re	ceivable	Cost Manageme	ent Fu	nds M	anagement	General Ledge	er Management	Interface Er	rror Handling	Interface Ta	able N
Mas	ter Data Mair	tenance	Administration	Budget C	oordina	tion   Budget	Approval   FM	Process   FM A	pproval   Fund	Is Reservation Pro	ocess   Rei	oorts
St	atus of Fur	nds Report	SPL			Ŭ				Histor	y Back F	orward
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	Drilldov	vn Repo	n for Federa	ai Led	ger							
	Menu	Back Exit C	ancel System	Details	Selec	tion Screen Info	rmation Sort in A	scending Order	Sort in Descendir	ng Order Set Filte	er Total Mo	re
	Federal Le	edger items	to fiscal year	2011 ar	nd per	riod 001						
	Pstng Date	RefDocumn	t Fund	BP	BusA	Func. Area	Funds Center	Funded Prg	Account	Cmmt Item	■T.Curr.	
	10/22/2010	1900114608	<u>AP001600AR</u>	10XX	AP00	AGDEFAULT	APIS10MP24	AP.UF.0001.01	4610000000	2150	50.00	
	10/22/2010	<u>320000054</u> 4	4 AP001600AR	10XX	AP00	AGDEFAULT	APIS10MP24	AP.UF.0001.01	4610000000	ALLOBJECTS	100.00-	
	Item Activity										<ul> <li>50.00-</li> </ul>	
											<b>••</b> 50.00-	
-												

**18.** Click the **Exit** button **Exit** 





### Status of Funds Report SPL - FMMI Portal - System Test

Accounts Receivable       Cost Management       Funds Management       General Ledger Management       Interface Tror Handling       Interface Table 1.         Master Data Maintenance       Administration       Budget Coordination       Budget Approval       FM Approval       Funds Reservation Process       Reports         Status of Funds Report SPL       I History.       Back Forward       I History.       Back Forward       Imagement         Drilldown Report for Federal Ledger       Imagement       Next Fiscal Year       Next Fiscal Year       Characteristic View       Nore.         Federal Ledger items to fiscal year 2011       Imagement       Imagement       Next Fiscal Year       Characteristic View       Nore.         2011       0.00 USD       I       0.00 USD       Imagement       Imagement       Next Fiscal Year       Next Fiscal Ye	United States Depa Financial Mana	artment of Agriculture agement Moder <u>nizati</u>	on Initiative		v	Velcome PracticeLab One	Help   Log Off
Master Data Maintenance   Administration   Budget Coordination   Budget Approval   FM Process   FM Approval   Funds Reservation Process   Reports Status of Funds Report SPL   History, Back Forward   Diflidowin Report for Federal Ledger Telena   Back   Eut Cancel   System   Details   Selection Screen Information   Prior Fiscal Year   Next Fiscal Year   Characteristic View   More	Accounts Receivable	Cost Management	Funds Management	General Ledger Mana	gement Interf	ace Error Handling Inte	erface Table N
Status of Funds Report SPL  Drilldown Report for Federal Ledger  Menu Back Exit Cancel System Details Selection Screen Information Prior Fiscal Year Nett Fiscal Year Characteristic View More  Federal Ledger items to fiscal year 2011  to 0.00 USD 2011 1 5000-USD 2011 2 0.00 USD 2011 1 100.00-USD	Master Data Maintenance	Administration   Budge	et Coordination   Budget	Approval   FM Process	FM Approval	Funds Reservation Proces	s   <u>Reports</u>
Drilldown Report for Federal Ledger         Iteru    Back Extl Cancel System       Details Selection Screen Information Prior Fiscal Year Next Fiscal Year Characteristic View Infore         Federal Ledger items to fiscal year 2011       Items to fiscal year 2011         Year   1       5000-USD         2011   2       0.00 USD         2011   2       0.00 USD         2011   3       5000-USD         2011   3       5000-USD	Status of Funds Repo	ort SPL				History <sub>4</sub>	Back Forward
Menu       Back [Est] [Cance] [System]       Details       Selection Screen Information       Prior Fiscal Year       Next Fiscal Year       Characteristic View       More.         Federal Ledger items to fiscal year 2011       ************************************	Drilldown Rep	ort for Federal L	edaer				
Federal Ledger items to fiscal year 2011         Ye          2011          2011          2011          2011          2011          2011          2011          2011          2011          100.00-USD	Menu Back Exit	Cancel System	ails Selection Screen Info	rmation Prior Fiscal Year	Next Fiscal Year	Characteristic View More	
Ye         In         Local currency LC           2011         0.00 USD           2011         2.000 USD           2011         3.000 USD	Federal Ledger iter	ms to fiscal year 2011	1				
2011 1 5000 USD 2011 2 000 USD 2011 3 5000 USD 2011 • 100.00-USD	Ye*	ELocal currency LC	·				
2011 1 2 0.00 USD 2011 2 0.00 USD 2011 - 100.00 USD	2011	0.00 USD					
2011 2 0.00 USD 2011 2 50.00-USD 2011 - 100.00-USD	2011 <u>1</u>	50.00- USD					
2011 3 50.00-USD 2011 • 100.00-USD	2011 <u>2</u>	0.00 USD					
	2011 <u>3</u>	50.00-USD					
	2011 -	100.00-USD					
							4/

**19.** The transaction has been completed successfully. End of procedure.





## Comments

Refer to the following additional materials.

• Status of Funds Inception to Date Report