

Financial Services Department

FAST Tips

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Not sure if that budget transaction has been posted yet? Log in and look up all your budget transaction documents!

To view all the Budget Transactions that have been posted to your Funds Centers or Funds Center/Fund combinations, run either of the following reports;

a) Budget Movement Report for Funds Centers (ZFTR055).

CFC	CFC Description	Com.Item	Σ Original Budget	Σ Carryforward	Σ Supplements	Σ Returns	Σ Transfers Sent	Σ Transfers Rec'd	Σ Total Budget
102588	FIN: FAST Training	REVENUE-S	0.00	0.00	2,591,620.00-	0.00	0.00	0.00	2,591,620.00-
CI Category Revenue			0.00	0.00	2,591,620.00-	0.00	0.00	0.00	2,591,620.00-
102588	FIN: FAST Training	EXPENSE-S	0.00	0.00	2,591,620.00	0.00	9,332,106.00-	623,349.87	6,117,136.13-
		SER-DEPRECIATE	9,417,165.00	0.00	0.00	0.00	0.00	0.00	9,417,165.00
CI Category Expenditure			9,417,165.00	0.00	2,591,620.00	0.00	9,332,106.00-	623,349.87	3,300,028.87
102588			9,417,165.00	0.00	0.00	0.00	9,332,106.00-	623,349.87	708,408.87
Σ			9,417,165.00	0.00	0.00	0.00	9,332,106.00-	623,349.87	708,408.87

b) Budget Movement Report for Funds (ZFTR055_FUNDS)

CFC	Fund	Com.Item	Sponsor	End Date	Σ Original Budget	Σ Supplements	Σ Returns	Σ Transfers Sent	Σ Transfers Rec'd	Σ Total Budget	Σ Released Budget
200112	497290	COMPENS-S	FAST Research Foundation	01.04.2016	56,334.00	0.00	0.00	0.00	0.00	56,334.00	56,334.00
200112		EXPENSE-S	FAST Research Foundation	01.04.2016	230.00	0.00	0.00	0.00	0.00	230.00	230.00
200112		OVERHEAD-S	FAST Research Foundation	01.04.2016	9,065.73	0.00	0.00	0.00	0.00	9,065.73	9,065.73
200112		SUPPL-S	FAST Research Foundation	01.04.2016	11,188.21	0.00	0.00	0.00	0.00	11,188.21	11,188.21
					76,817.94	0.00	0.00	0.00	0.00	76,817.94	76,817.94

Note: From the summary screens above, **double click on ANY amount** (including the totals) to a get a detailed line item view of all your budget transactions.

Entry Docu	Line	Year	Budget Type	Commt Item	Σ Amount LC	Created by	Created on	LT	Text	Funds Ctr
1000098464	000001	2015	Original Budget	SER-DEPRECIATE	9,417,165.00	PROCNTL	24.04.2014		Comp.Code,UOFT;;KS,13883;CE,861010	102588
2000024743	000001	2015	Supplement	EXPENSE-S	2,591,620.00	FISTRAIN1	12.03.2015		102588: TO BALANCE SUPPLEMENT REVENUE RECEIVED	
2000024743	000002	2015	Supplement	REVENUE-S	2,591,620.00-	FISTRAIN1	12.03.2015		102588: TO BALANCE SUPPLEMENT REVENUE RECEIVED	
4000127340	000001	2015	Transfer Send	EXPENSE-S	101,407.00-	FISTRAIN1	02.05.2014		102588:100564 RECRUITMT OFF PSTN	
4000127519	000001	2015	Transfer Send	EXPENSE-S	101,407.00-	FISTRAIN1	15.05.2014		102588:100564 RECRUITMT OFF PSTN	

***BONUS TIP:** For Fund Centers, budget transaction line items can also be viewed through the **Funds Center Report (ZFTR111)** by clicking on any amount in the budget columns.

Learn More:

- **QRG:** Budget Movement Report for Fund Centers (ZFTR055)
<http://finance.utoronto.ca/wp-content/uploads/2015/10/budgetmoverptfc.pdf>
- **QRG:** Budget Movement Report for Funds (ZFTR055_FUNDS)
http://finance.utoronto.ca/wp-content/uploads/2016/02/ZFTR055_Funds-Budget-Movement-Report-For-Funds.pdf
- **Training Documentation:** Budget Movement Report for Funds Centers
<http://finance.utoronto.ca/wp-content/uploads/2015/10/budmoverpt.pdf>
- **QRG:** ZFTR111 Funds Center Report (Page 9)
<http://finance.utoronto.ca/wp-content/uploads/2015/10/fcrpt.pdf>
- **Training Documentation:** Basic Funds Management Reporting (slide 38)
<http://finance.utoronto.ca/wp-content/uploads/2015/10/basicfmreporting1.pdf>

Having trouble balancing your Cost Centers/Internal Orders to your Funds Center?

If you ran the **Budget to Plan Reconciliation Report**, and the **Cost Centers/Internal Orders** do not match your Funds Center, the **Commitment Accounting Assignment Report** may be your answer.

Run the **Commitment Accounting Assignments Report** to check the links between the Cost Centers/Internal Orders and the Funds Center. This report is often referred to as the Linking Table report.

What do I do if the Cost Centers/Internal Orders are not linked to the correct Funds Center?

Email your **FAST team representative** to request the required linking table change.

** This tip was originally posted in March 2014.*

Learn More:

- **QRG:** Commitment Accounting Assignment Report
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Commitment-Accounting-Assignments-Report-Converted.pdf>
- **QRG:** Budget to Plan Reconciliation Report
<http://finance.utoronto.ca/wp-content/uploads/2016/02/Budget-to-Plan-Reconciliation-ConvertedFeb3.pdf>

Reminder: New Master Record Requests for Funds Centers

All requests to create and activate new Funds Centres for the current fiscal year must be received by **April 14, 2015**. Any requests that are received after this date will be created in the next fiscal year.

If you have any questions about new master record requests for Funds Centers, **call your FAST team representative**.

Learn More:

- **Deadlines:** Year-End Processing
<http://finance.utoronto.ca/policies/gtfm/financial-management/reporting/fiscal-year-end-closing-procedures/summary-of-year-end-deadlines-and-contact-infomation/>
- **Procedures:** Year-End Closing
<http://finance.utoronto.ca/policies/gtfm/financial-management/reporting/fiscal-year-end-closing-procedures/#accruals>

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS, USHOP & RIS/MRA/MROL)

LOCATION: 256 McCaul St., Room 103 **OR** 109

Wednesday, April 1 th	12:30pm – 2pm
Tuesday, April 14 th	11:30am – 1pm

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- [FAST Tips Newsletter - Archive](#)

FAST STAFF

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