

Funds Management Reports

As a minimum, the following Management Reports must be run and reviewed by the Chair, Director or Manager each month to fulfill the requirements of the university's accountability framework for financial management:

- **Cheques Payable to Person Processing Transaction**
- **Financial Transaction Exception Report**
- **HR - New Hire and Termination Report by Top Level FC**
- **HR - Payroll Exception by Top Level CFC Report**
- **List of Payments**

A complete listing of all Funds Management reports with related report descriptions are as follows:

Report Name	Report Description						
<p>Budget/Actual Comparison Report</p>	<p>This report is most commonly used to compare the budget values with the commitments and actual amounts posted.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provide a comparison of the current budget amounts with commitments and actual amounts posted ● For each type of financial transaction, the report shows the actual values by commitment item. ● The details for each balance can be seen by drilling down on the actual amount. <p>Report Output - Financial Information Available</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Budget</td> <td style="width: 33%;">Total Actual & Commitment</td> <td style="width: 33%;">Variance</td> </tr> </table>	Budget	Total Actual & Commitment	Variance			
Budget	Total Actual & Commitment	Variance					
<p>Budget Movement Report by Funds Center</p>	<p>This report is most commonly used to view the budget and any changes to it during a fiscal year.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides a summary display of all original, current and changes in budget that have taken place in a particular fiscal year. ● Budget changes are summarized by transaction type, i.e. supplement, transfer, carry forward, etc. ● Can be run for individual or multiple funds centers, but does not display fund budgets. <p>Report Output - Financial Information Available</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">Commitment Item</td> <td style="width: 12.5%;">Original Budget</td> <td style="width: 12.5%;">Supplement/Return</td> <td style="width: 12.5%;">Transfer Received/Sent</td> <td style="width: 12.5%;">Carry Forward</td> <td style="width: 12.5%;">Available Budget</td> </tr> </table>	Commitment Item	Original Budget	Supplement/Return	Transfer Received/Sent	Carry Forward	Available Budget
Commitment Item	Original Budget	Supplement/Return	Transfer Received/Sent	Carry Forward	Available Budget		

<p>Budget to Plan Reconciliation Report</p>	<p>The purpose of this report is to reconcile operating budget in a funds center or funds center hierarchy against the plan set up in the associated cost center's and/or internal orders. This can be done for various plan versions for a given fiscal year.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Compares the amount planned in the cost center and/or internal orders with the amounts in the funds management budget located at the FC level. <p>Report Output - Financial Information Available</p> <table border="0"> <tr> <td>Commitment</td> <td>Cost</td> <td>Funds Center</td> <td>Cost</td> <td>Difference</td> </tr> <tr> <td>Item</td> <td>Center</td> <td>Amount</td> <td>Element</td> <td></td> </tr> <tr> <td></td> <td>Amount</td> <td></td> <td></td> <td></td> </tr> </table>	Commitment	Cost	Funds Center	Cost	Difference	Item	Center	Amount	Element			Amount			
Commitment	Cost	Funds Center	Cost	Difference												
Item	Center	Amount	Element													
	Amount															
<p>Analysis of Actuals</p>	<p>This report is most commonly used as a customized tool to report on revenue and expenses within a department.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Extracts revenues and/or expenses for a user designed time frame, for a FC or FC/fund(s). ● Can design the report - creating column headings to describe the types of actuals and defining which general ledger accounts to include in each column. ● A line item is displayed for each funding source as well as for each fund belonging to the funds center ● For planning purposes, a principal investigator or department business officer can use this report to analyze research expenses by category and funding source, for a prescribed time frame. <p>Report Output - Financial Information Available</p> <table border="0"> <tr> <td>General Ledger Account</td> <td>Actual Charges</td> </tr> </table>	General Ledger Account	Actual Charges													
General Ledger Account	Actual Charges															
<p>FC/Fund Balance Listing Report</p>	<p>This report is run to determine the current budget, assignments (commitments and actuals) and balance (Funds Available), as well as any accounts in an overdraft.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Can be run for a single funds center or funds center/fund combination or for all funds centers and funds in a hierarchy for a specific fiscal year. ● Can be used to determine which accounts are in an overdraft, the current balance in the accounts, and the level of tolerance for each fund. <p>Report Output - Financial Information Available</p> <table border="0"> <tr> <td>Budget</td> <td>Commitments</td> <td>Commitment Item</td> <td>Funds Available</td> </tr> </table>	Budget	Commitments	Commitment Item	Funds Available											
Budget	Commitments	Commitment Item	Funds Available													

<p>Fund Balances</p>	<p>This report is used to determine the amount available to be spent. An endowment is a donation of money that cannot be spent, but is to be invested. The expendable balance is made up of Long-Term Capital Appreciation Pool (LTCAP) units and Expendable Financial Investment Pool (EFIP) units.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Shows the balance in the endowment account and the amount that is available to be spent. ● Ability to drill down to the document level. <p>Report Output- Financial Information Available</p> <table> <tr> <td>Endowed Balance</td> <td>Expendable Balance</td> </tr> </table>	Endowed Balance	Expendable Balance			
Endowed Balance	Expendable Balance					
<p>Fund Opening and Closing Balances</p>	<p>This report allows departments to view up-to-date LTCAP information, endowed fund activity and balances, and expendable fund activity and balances.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides a breakdown by fund classification of the Long-Term Capital Appreciation Pool (LT-CAP) units ending balance, endowed opening, changes and closing balances and expendable opening, changes and closing balances over a specific period of time ● Drill down to document level within the report and to sort on funds center and fund number. ● Can also be run without LT-CAP units ● This report can also span multiple fiscal years. <p>Report Output - Financial Information Available</p> <table> <tr> <td>LTCAP Units</td> <td>Endowed Open/Close Balance</td> <td>Changes to Endowment</td> <td>Expendable Open/Close Balance</td> <td>Change to Expendable Balance</td> </tr> </table>	LTCAP Units	Endowed Open/Close Balance	Changes to Endowment	Expendable Open/Close Balance	Change to Expendable Balance
LTCAP Units	Endowed Open/Close Balance	Changes to Endowment	Expendable Open/Close Balance	Change to Expendable Balance		
<p>Funding: Funds Center Area</p>	<p>This report should be used to simultaneously view all the financial data for the Funds Centers's in a department or faculty.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides a real time view of budgets, commitments, actuals and funds available for a parent funds center and all subordinate funds centers with financial activity. ● Drill down to the document level ● Can choose either a revenue or expenditure report. ● Can download directly to Excel. <p>Report Output - Financial Information Available</p>					

	Commitment Item Budget Commitments Actuals Total Commitments & Actuals Funds Available						
Funding: Funds Center or Fund Report	<p>This report is most commonly used to check the funds available in a single Fund Centre or Funds Center/Fund combination.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Real time view of budget (version 0), actuals, commitments and funds available by commitment item and general ledger. ● Drill down functionality allowing the user to review transaction postings for commitments and actuals by general ledger account; no detail information available for budget transactions. ● Financial information for a single fiscal year and the individual periods within that fiscal year. ● Overall 'life to date' financial information for Funds Center/ Fund combination only. ● Can download summary report information to excel. <p>Report Output - Financial Information Available</p> <table data-bbox="516 940 1435 1024"> <thead> <tr> <th>Commitment Item</th> <th>Budget</th> <th>Commitments (reserves)</th> <th>Actual</th> <th>Total Commitment + Actual</th> <th>Funds Available</th> </tr> </thead> </table>	Commitment Item	Budget	Commitments (reserves)	Actual	Total Commitment + Actual	Funds Available
Commitment Item	Budget	Commitments (reserves)	Actual	Total Commitment + Actual	Funds Available		
Out of Balance Trust Funds	<p>This report is used to compare the revenue and the expense budget for trust funds, excludes the endowments and reports those that are out of balance. Any time the actual revenue for a trust account is increased, the expense budget should be increased by the same amount. This report highlights those that need to be adjusted.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Compares the revenue and the expense budget for trust funds, excludes the endowments and reports those that are out of balance ● The selection screen allows you to indicate the FC and or fund that you wish to report on. <p>Report Output - Financial Information Available</p> <table data-bbox="516 1528 1289 1560"> <thead> <tr> <th>Total Actual Revenue</th> <th>Expense Budget</th> <th>Variance</th> </tr> </thead> </table>	Total Actual Revenue	Expense Budget	Variance			
Total Actual Revenue	Expense Budget	Variance					
Total Funding Activity	<p>This report is most commonly used to get an overview of the financial status, including all funding sources for a faculty or division.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Is a combination of the Funding:FC or Fund report, the Funding:FC Area report and the Total Funding:FC report 						

	<ul style="list-style-type: none"> ● Provides users with the ability to report on the activity of parent and subordinate funds centers and include the activity of their associated funds and to incorporate classifications. ● Activity is displayed as Budget, Commitments, Actuals and Funds available ● Drill down to the Funding:FC or Fund report, and from there directly to the document level. <p>Report Output - Financial Information Available</p> <table> <tr> <td>Commitment Item</td> <td>Budget</td> <td>Commitments</td> <td>Actual</td> <td>Total Commitments & Actuals</td> <td>Funds Available</td> </tr> </table>	Commitment Item	Budget	Commitments	Actual	Total Commitments & Actuals	Funds Available
Commitment Item	Budget	Commitments	Actual	Total Commitments & Actuals	Funds Available		
<p>Total Funding: Funds Center</p>	<p>The report provides a real time view of budgets, commitments, actuals and funds available for a single funds center and any funds associated with that funds center that have financial activity.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides a real summary of a single funds center and any funds associated with that funds center ● Drill down functionality is available to the document level. ● Note: funds center shows current fund shows total fund view. <p>Report Output - Financial Information Available</p> <table> <tr> <td>Commitment Item</td> <td>Budget</td> <td>Commitment</td> <td>Actual</td> <td>Total Commitment & Actual</td> <td>Funds Available</td> </tr> </table>	Commitment Item	Budget	Commitment	Actual	Total Commitment & Actual	Funds Available
Commitment Item	Budget	Commitment	Actual	Total Commitment & Actual	Funds Available		
<p>Funds Management Hierarchy</p>	<p>This report is most commonly used to gain a list of all funds centers within a department.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides a complete list of all the funds center(s) located below a parent funds center. ● Shows the position of the funds centers in the hierarchy.. 						
<p>Commitment Accounting Assignment Report</p>	<p>It is used to check the links between accounts are set up correctly, and to help you determine which account combinations you should be using. These links are used in the budget process and to copy plans from the cost center and internal orders to the funds center.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Allows you to see the links between cost centers, internal orders, funds centers and funds. 						
<p>Fund Listing by Funds Center</p>	<p>This report is most commonly used to list only those funds that have had budget or actual transactions processed against the Funds Center/Fund (or subordinates, if applicable) entered in the selection screen. If no budget or actual transactions have been entered, the fund will not be displayed.</p>						

	<p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides a listing of all fund(s) associated with a specific Funds Center. ● Funds associated with a subordinate Funds center will be displayed if 'Include Funds Center Hierarchy' is selected
<p>Cheques Payable to Person Processing the Transaction</p>	<p>The criteria for this report is met by comparing the name attached to the user ID of the processor to the payee's name on the transaction. A payment will not appear on this report until an actual cheque has been issued which is why payment date is displayed instead of document date.</p> <p>This report is one of the Management Reports that must be run and reviewed by the Principal Investigator, Chair and Department Manager each month, as stated in the Accountability Report. For more information about Financial Accountability, please click here.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● This report is a management report that should be run each month ● Provides information on any cheque that was produced by the same person who is the named payee
<p>Financial Transaction Exception Report</p>	<p>The Financial Transaction Exception Report provides a list of non-payroll financial transactions to a funds center and all its subordinate funds centers that match or exceeds a particular threshold dollar value.</p> <p>This report is one of the Management Reports that must be run and reviewed by the Principal Investigator, Chair and Department Manager each month, as stated in the Accountability Report. For more information about Financial Accountability, please click here.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Report should be used to analyze the financial charges to an account over a period of time on a regular basis.
<p>New Hire/Termination Report by Top Level Funds Center</p>	<p>This report is to be used on a monthly basis to help departments keep track of new hires and terminations within their organisational unit.</p> <p>This report is one of the Management Reports that must be run and reviewed by the Principal Investigator, Chair and Department Manager each month, as stated in the Accountability Report. For more information about Financial Accountability, please click here.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Can be sorted by Funds Center, Department or Action. ● Provides the employee's name, position and the date the change was processed in HRIS.
<p>Payroll Exception by Top Level Funds Center</p>	<p>This report is to be used on a monthly basis to help departments keep track of payments that are greater or less than a specific percentage.</p> <p>This report is one of the Management Reports that must be run and reviewed by the Principal Investigator, Chair and Department Manager each month, as stated in the Accountability Report. For more information about Financial Accountability, please click here.</p>

	<p>Report Functionality</p> <ul style="list-style-type: none"> ● Can show variance by employee or department, funds center, fund or employee. ● The amount of the variance can be entered by the user.
<p>List of Payments</p>	<p>Reviewing this report regularly will quickly tell you who has been receiving payment, and how often within a specified period.</p> <p>This report is one of the Management Reports that must be run and reviewed by the Principal Investigator, Chair and Department Manager each month, as stated in the Accountability Report. For more information about Financial Accountability, please click here.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides a summarized list of all non-payroll payments processed in FIS against a FC and all subordinate accounts. ● Double clicking on the line will take to you the individual document. ● Required to be run monthly for Accountability Reports.
<p>F & S Month End Statement</p>	<p>This report should be used to reconcile Facilities & Services charges with department work orders. Compare the details on the report to the actual work order and work done.</p> <p>This report is one of the Reconciliation Reports that must be run and reviewed by the Business Officer each month, as stated in the Accountability Report. For more information about Financial Accountability, please click here.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides details for all charges relating to work performed by Facilities and Services. Internal customers (departments) are charged directly from Facilities and Services billing. The accounts charges are provided by the department on the Customer Number Form. For more information on customer numbers, please click here. <p>Report Output Financial Information</p> <p>Actual amount charged to department accounts</p>
<p>Monthly Principal Investigator Report</p>	<p>This report should be used to review the financial transactions to the account and to determine the current balance.</p> <p>This report is one of the Reconciliation Reports that must be run and reviewed by the Business Officer each month, as stated in the Accountability Report. For more information about Financial Accountability, please click here.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides a summary of all financial activity in a Principal Investigator's research grant account along with supporting details ● Supporting details can be obtained by indicating which sections to include on the selection screen. If no items are selected, a one-page summary report is produced.

	<ul style="list-style-type: none"> ● The supporting details can be obtained by indicating which sections to include on the selection screen. If no items are selected, a one-page summary report is produced. ● The output of this report can be based on either budget or expenditure categories. A selection option allows the user to determine which version they would like, or allow the system to choose. ● Data in this report is updated each night, as so is current as at the end of business the previous day. ● Download into excel button available <p>Report Output - Financial Information Available</p> <p>- Carryforward Budget - Budget - Actual - Commitments - YTD Figures -Funds Available</p>
<p>Payroll Distribution</p>	<p>This report is most commonly used to perform a monthly reconciliation of payroll charges between payroll entries in HRIS and the charges posted to FIS. This report is required to be run each month by departmental business officers in order to properly reconcile the departmental accounts.</p> <p>This report is one of the Reconciliation Reports that must be run and reviewed by the Business Officer each month, as stated in the Accountability Report. For more information about Financial Accountability, please click here.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides details of the payroll and benefit charges incurred for payroll processed within a specific month. ● Charges to a funds center can be subtotalled by general ledger accounts for easier reconciliation to FIS reports. ● Data over 18 months old are archived and can be accessed from the Payroll Distribution for Archived Data Report. The earliest month of data available is period 8, fiscal year 2002. ● Only report to provide details of payroll transactions from a HRIS perspective ● Download into Excel. <p>Report Output - Financial Information Available</p> <p>Commitment Items Actuals Reserves Summary by General Ledger</p>
<p>Statement of Accounts (Funds Centers and Non-Reserach Funds)</p>	<p>The Statement of Accounts is most commonly used to view both a summary and details accounting of activity in a Fund Centre (FC) or a FC/Fund combination for trust funds.</p> <p>This report is one of the Reconciliation Reports that must be run and reviewed by the Business Officer each month, as stated in the Accountability Report. For more information about Financial Accountability, please click here .</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides a real time view of opening and closing balance, changes in budget and reserves, current actuals and budget, year to date figures and funds available.

	<ul style="list-style-type: none"> ● Is used to view both Revenue and Expense information and provides details at the general ledger level ● By entering the month and fiscal year on the selection screen, information from previous periods can be reviewed. The data is kept for up to one fiscal year. ● This report can also be uploaded into Excel for easy analysis. For instructions, please click here . <p>Report Output -Financial Information Available</p> <table border="0"> <tr> <td>Commitment</td> <td>Opening</td> <td>Changes in</td> <td>Current</td> <td>Changes in</td> <td>YTD Figures</td> </tr> <tr> <td>Items</td> <td>Balance</td> <td>Budget</td> <td>Actuals</td> <td>Reserves</td> <td></td> </tr> </table>	Commitment	Opening	Changes in	Current	Changes in	YTD Figures	Items	Balance	Budget	Actuals	Reserves	
Commitment	Opening	Changes in	Current	Changes in	YTD Figures								
Items	Balance	Budget	Actuals	Reserves									
<p>Status PI Monthly Review by PI</p>	<p>This report should be run to verify which Principal Investigators are reviewing their monthly statements on My Research On-Line.</p> <p>The review of these statements each month by the Principle Investigator is required in the annual Accountability Report. For more information about Financial Accountability, please click here .</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides a simple and accurate way to verify which Principal Investigators are reviewing their monthly statements via My Research On-Line. ● Shows the specific accounts and periods that have been reviewed over the grant year. 												
<p>Submit Month-End Report in the Background</p>	<p>To run the month-end reports in the background, either individually or all at once in any combination. This function</p> <p>This report allows you to run both the Reconciliation and Accountability Reports that must be run and reviewed by the Business Officer each month, as stated in the Accountability Report. For more information about Financial Accountability, please click here .</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Allows users to complete one selection screen and schedule the running and printing of the monthly reconciliation reports. ● Report can be scheduled to run each month 												
<p>Telecom Billing</p>	<p>This report should be used as supporting documentation for telecommunication charges in FIS, for analysis of long distance charges, and charge back to research grants.</p> <p>This report is one of the Reconciliation Reports that must be run and reviewed by the Business Officer each month, as stated in the Accountability Report. For more information about Financial Accountability, please click here .</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides details for all the departmental phone charges, including long distance, voice mail,telephone network and line charges. ● Download in Excel function. 												

<p>Capital Fund to Internal Order Comparison Report</p>	<p>The purpose of this report is to provide a tool for comparison of the fund budget to the internal order plan.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Allows you to see the FM budget and actuals and compare them with the controlling plans and actuals <p>Report Output - Financial Information Available</p> <table border="0"> <tr> <td>Fund Budget</td> <td>Order Plan</td> <td>Actuals</td> </tr> </table>	Fund Budget	Order Plan	Actuals		
Fund Budget	Order Plan	Actuals				
<p>GreybookDownload Report</p>	<p>The greybook download report is most commonly used to obtain a summary of restricted funds by faculty/division or department. Information reported includes the opening and closing balances of endowments and expendable funds, revenue by various categories and disbursements.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides a list of all restricted funds, by fund type which can be downloaded easily for further customization. ● Includes option for single or multiple fiscal year reporting. <p>Report Output - Financial Information Available</p> <table border="0"> <tr> <td>CIP Units</td> <td>Endowment Opening & Closing Balance</td> <td>Donations</td> <td>Grants</td> <td>Transfer Grants/Loss</td> </tr> </table>	CIP Units	Endowment Opening & Closing Balance	Donations	Grants	Transfer Grants/Loss
CIP Units	Endowment Opening & Closing Balance	Donations	Grants	Transfer Grants/Loss		
<p>Student Award Information Report</p>	<p>This report allows you to see the information relating to student awards from the Donation Information System, Student Information System and Financial Information System all in one place. It can be used to view the details of student awards, verify the DFR and reconcile your accounts.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Can run the report for a funds center and all related funds, which will give you a branch to the award record, LTCAP unit history, endowed and expendable revenue, complete with release dates. ● You will also be able to see the student number, name and the related date to whom the award was granted, the donor number and name from which the project was funded and future ROSI instalments. <p>Note:In order to view the documents associated with the donation, you must have IXOS Document Viewer installed on your computer. The IXOS Document Viewer is a program that works with the SAPGUI software to allow you to view documents that have been scanned and saved in the AMS database. The software and installation instructions are available in the software section of the EASI (formerly AMS) website.</p> <p>Report Output - Financial Information Available</p>					

	Endowment & On-Hold Actuals	Expendable & On-Hold Commitments & Actuals	Budget Funds Available	Commitments No. of Units
<p>Budget Carry Forward Report</p>	<p>This report it is most commonly used at the start of a new fiscal year. It provides a display of the carry forward budget by divisions, funds centers and commitment items.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides a display of the carry forward budget by divisions, fund centers and commitment items ● Allows you to select carry forward budget by funds center hierarchy and/or fund center classification and download into excel 			
<p>Open Commitments Carry Forward</p>	<p>This report is most commonly used at the start of a new fiscal year to report on the commitments that are carried forward into the next fiscal year. It allows you to indicate the funds center that you wish to report on, and to include subordinate accounts if you wish.</p> <p>Report Functionality</p> <ul style="list-style-type: none"> ● Provides a display of the carry forward commitments that are outstanding at fiscal year end. ● Shows any outstanding purchase orders and manual reserves. 			