FINANCIAL INFORMATION SYSTEM

BUDGET ANALYSIS
Course Agenda

• “Budget” - What does it mean in FIS?

• What role does budget play in Funds Management (FM) ➔ Funds Availability Checking

• How is budget recorded in the FM accounts

• Checking budget amounts
  – Which reports to use
  – How to interpret budget information

• How to change budgets
“Budget” - What does it mean in FIS

• “Budget” is a Funds Management (FM) term*

• It represents “real” dollars, with respect to revenues and expenditures, to be realized during the reporting period

→ Expenditure Budgets = amount of UofT money allocated to a department for spending.

→ Revenue Budgets = Portion of that UofT money the department will be responsible for raising/generating.

*NOTE: “Plan” is the corresponding term in the Controlling (CO) module.
What Role Does Budget Play in Funds Management (FM) ➔ Funds Availability Checking

Recall that Funds Management (FM) answers the question…

“How much money do I have available to spend?”

The budget is the amount of money the FM account (FC or FC/Fund) and the Expenditure Commitment Item (CI) combination has to cover any “actual” or “commitment” transactions posted.

➔ The budget is the starting point for the Funds Availability Checking program…
What is Funds Availability?

Funds Availability (FA) checking is a function in FM that prevents a transaction from being posted to a FC or FC/Fund combination IF there is insufficient budget to cover the transaction.

Characteristics of FA checking:

- **ONLY** checks expenditure transactions against funds available
- Occurs at the Commitment Item level where budget is loaded
Within a transaction, FA checking begins by locating:

1. **FC** or **FC/Fund** combination
2. **Commitment Item (CI)**
3. Checks for budget at that **CI level** (e.g., Travel \(\rightarrow\) Travel-S)
4. If budget is not found at lower summary level, **FA proceeds up the CI hierarchy** until budget is located (e.g., Expense-S)
   - **Operating/Ancillary Funds Centers** have budgets loaded at the overall **EXPENSE-S** level (the top level in the expenditure type CI group)
   - If budget is loaded at a lower level (i.e. restricted funds), then the Funds Availability Checking would start at the lower level, find the budget and stop at that point.
5. Once budget is located, the following calculation determines if sufficient budget is available for transaction:

   \[
   \text{FUNDS AVAILABLE} = \text{BUDGET} - (\text{ACTUAL EXPENDITURES} + \text{COMMITMENTS})
   \]

**NOTE:** For all **Research Fund** accounts, FA checking occurs at the **CI where budget is loaded** (e.g., Travel-S). If budget is not found at that level, it **will not** allow the transaction to post.
What Role Does Budget Play in Funds Management (FM) ➔ Funds Availability Checking

Example of the Funds Availability Checking process:

Financial transaction posting to FC=100409, G/L=821210, for $5,000 (see next slide for system display of example)

1. System will look for and find fc=100409
2. System will look for and find CI used in financial transaction; g/l 821210 has EQUIPMENTMENT as the default CI
3. System will check for budget loaded on the CI=EQUIPMENTMENT; no budget is found here so the system will look for budget at the next level in the CI hierarchy ➔ EQUIP-S
4. System will continue to check for budget at each level in the CI hierarchy until it finds budget; in this example, it finds budget at EXPENSE-S and begins calculation of the “Funds Available” balance, as shown on the previous slide.
What Role Does Budget Play in Funds Management (FM) ➔ Funds Availability Checking

Funds Availability Checking flow at the FM account…

Operating FC: Budget is placed at Expense-S CI

1. System looks for and finds fc=100409
2. System looks for and finds CI used in financial transaction; g/l 821210 default CI=EQUIPMENT; system checks for budget loaded on the CI; no budget found there
3. System looks for budget at next level in CI hierarchy ➔ EQUIP-S
4. System continues to check for budget at each level in CI hierarchy until it finds budget; in this example, it finds budget at EXPENSE-S and begins calculation of the “Funds Available” balance, as on previous slide.
How is Budget Recorded in FM accounts

Operating/Ancillary

1. Calculation and loading of Original Budget:

Target Letter → B6 Plan → Cost Center (or IO) Plan → FM Budget Version 1 Original → FM Budget Version 0 Current/Revised

2. Calculation and posting of Carryforward budget:

Residual budget is determined → Carryforward budget document is posted to new fiscal year as CI "carryfwd"

3. Revisions to Budget - Authority to change the annual budget for the Operating Fund rests with the Business Board, which in turn delegates this authority to the administration.

Under this delegation, changes may be categorized as follows:

- Budget changes requiring senior administrative authorization (i.e. annual salary increase, across the board budget cuts, etc.)

- Budget changes that may be authorized within a division (i.e. changes to income or expenditure budgets of divisional accounts)
Reports Used to Check Budget Amounts

Reports most commonly used to track budget information:

• **Budget to Plan Reconciliation**  

• **Funding: Funds Center or Fund**  

• **Budget Movement Report for Fund Centers**  

• **Budget Movement Report for Funds**  

• **Funds Center Report**  
Reports Used to Check Budget Amounts

Budget to Plan Reconciliation Report

The purpose of this report is to reconcile operating and/or ancillary FM budgets in one or many FCs, against the CO plan set up in the cost centers (CC) and/or internal orders (IO) listed in the Linking Table* for a single fiscal year and for various budget/plan versions as shown on the next slide.

Report Functionality

✓ Compares the amount planned in the CCs and/or IOs with the amount budgeted in the funds centers, by listing the CO Plans, FM Budgets and Differences, if any.
✓ Allows for the option of excluding self-funded units (i.e. Operating Fund only).
✓ Can be run for a single fund center, with/without the funds center hierarchy or for a list/range of FCs.

*Linking Table refers to the SAP report “Commitment Accounting Assignments”

NOTE: For reporting accuracy, the CC or IO need to be linked to the FC contact your FAST Team Representative with linking questions. Additionally, the FC must be classified. If the FC is not classified, the following message will appear when trying to run the report:

"No Fund Center selected for Operating Fund"

QRG: Commitment Accounting Assignments Report

FAST Team Contacts
• http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/
Reports Used to Check Budget Amounts

Budget to Plan Reconciliation Report (cont’d)

During the annual budget/planning process: This report can be used to track and reconcile the CO plans loaded into the CCs and/or IOs with the amounts recorded on the Divisional Budget Schedule (a.k.a. Target Budget Letter) which has been loaded into version 99 of the FM budget.

<table>
<thead>
<tr>
<th>Fund Center</th>
<th>Commitment</th>
<th>CC / IO</th>
<th>Cost Element</th>
<th>CC Amount</th>
<th>FM Amount</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>100654</td>
<td>EXPENSE-S</td>
<td>Fin:Training</td>
<td>3,756,113.00</td>
<td>3,418,290.00</td>
<td>337,823.00</td>
<td></td>
</tr>
</tbody>
</table>

Should balance; however differences may be caused by linking table error

At the beginning of the new fiscal year: This report can be used to provide an audit trail of the CC and/or IO plans that contributed to the make up of version 1 of the FM budget.

<table>
<thead>
<tr>
<th>Fund Center</th>
<th>Commitment</th>
<th>CC / IO</th>
<th>Cost Element</th>
<th>CC Amount</th>
<th>FM Amount</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>100654</td>
<td>EXPENSE-S</td>
<td>Fin:Training</td>
<td>3,756,113.00</td>
<td>3,756,113.00</td>
<td>3,756,113.00</td>
<td></td>
</tr>
</tbody>
</table>

Balances; any linking table errors corrected; moved to version 1

During the year: This report can be used to compare, track changes and perhaps reconcile CC and/IO plans with version 0 of the FM budget.

<table>
<thead>
<tr>
<th>Fund Center</th>
<th>Commitment</th>
<th>CC / IO</th>
<th>Cost Element</th>
<th>CC Amount</th>
<th>FM Amount</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>100654</td>
<td>EXPENSE-S</td>
<td>Fin:Training</td>
<td>3,756,113.00</td>
<td>3,803,015.93</td>
<td>46,902.93</td>
<td></td>
</tr>
</tbody>
</table>

Includes Revenues, Carryforward, & any additional budget changes
Reports Used to Check Budget Amounts

Funding: Funds Center or Fund Report

This report is most commonly used to check the funds available in a single Funds Center or Funds Center/Fund combination.

Report Functionality as it relates to Original budget – Version 1

Running the report for the Original budget view (Version 1) presents the following budget information:

- The budget amount per commitment item as determined from the Cost Center plans.
- Point in time (beginning of the year) budget $$ information for approved annual budget allocation.

<table>
<thead>
<tr>
<th>Commitment item</th>
<th>Budget</th>
<th>Commitments</th>
<th>Actuals</th>
<th>Total Commitments/ Actuals</th>
<th>Revenue variance/ Funds available</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRIS-TA</td>
<td>335,000.00</td>
<td>0.00</td>
<td>74,426.88</td>
<td>74,426.88</td>
<td>260,573.12</td>
</tr>
<tr>
<td>HR-BEN-AP</td>
<td>1,188,586.00</td>
<td>662,345.96</td>
<td>494,594.46</td>
<td>1,156,940.42</td>
<td>31,645.58</td>
</tr>
<tr>
<td>HR-BEN-NAP</td>
<td>128,500.00</td>
<td>0.00</td>
<td>23,568.36</td>
<td>23,568.36</td>
<td>104,931.64</td>
</tr>
<tr>
<td>FURNITURE</td>
<td>25,000.00</td>
<td>0.00</td>
<td>3,055.23</td>
<td>3,055.23</td>
<td>21,944.77</td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>70,000.00</td>
<td>36,798.15</td>
<td>10,234.84</td>
<td>47,032.99</td>
<td>22,967.01</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>130,649.00</td>
<td>1,123.94</td>
<td>14,142.90</td>
<td>15,266.84</td>
<td>115,382.16</td>
</tr>
<tr>
<td>SERVICES</td>
<td>1,033,267.00</td>
<td>143,537.20</td>
<td>146,828.62</td>
<td>290,365.82</td>
<td>742,901.18</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>95,000.00</td>
<td>0.00</td>
<td>9,809.56</td>
<td>9,809.56</td>
<td>85,190.44</td>
</tr>
<tr>
<td>POSTAGE</td>
<td>30,000.00</td>
<td>0.00</td>
<td>3,877.60</td>
<td>3,877.60</td>
<td>26,122.40</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>37,000.00</td>
<td>0.00</td>
<td>10,775.14</td>
<td>10,775.14</td>
<td>26,224.86</td>
</tr>
<tr>
<td>STDAWARDS</td>
<td>205,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>205,000.00</td>
</tr>
<tr>
<td>Total Expenditure :</td>
<td>9,983,881.00</td>
<td>3,787,565.04</td>
<td>3,428,460.38</td>
<td>7,216,025.42</td>
<td>2,767,855.58</td>
</tr>
</tbody>
</table>
Reports Used to Check Budget Amounts

Funding: Funds Center or Fund Report (cont’d)

Report Functionality as it relates to current budget – Version 0

Running the report for the current (real time) budget view (Version 0) presents the following budget information:

- Budget ➔ the number presented here is the sum total of ALL budget transactions processed for the account (i.e. Original budget +/- (Supplements / Returns / Transfers)
  NOTE: Effective FY2009, carryforward amounts were listed separately as commitment item CARRYFWD.

- The CI holding the budget $$ - where funds availability checking will occur.
  NOTE: Funds Availability Checking treats CARRYFWD $$ & EXPENSE-S $$ as one amount and does the checking at the EXPENSE-S level.

<table>
<thead>
<tr>
<th>Commitment item</th>
<th>Budget</th>
<th>Commitments</th>
<th>Actuals</th>
<th>Total Commitments/ Actuals</th>
<th>Revenue variance/ Funds available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPENSE-S</td>
<td>10,419,064.25</td>
<td>3,787,565.04</td>
<td>3,428,460.38</td>
<td>7,216,025.42</td>
<td>3,203,038.83</td>
</tr>
<tr>
<td>CARRYFWD</td>
<td>5,717,044.18</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5,717,044.18</td>
</tr>
<tr>
<td>Total Expenditure:</td>
<td>16,136,108.43</td>
<td>3,787,565.04</td>
<td>3,428,460.38</td>
<td>7,216,025.42</td>
<td>8,920,083.01</td>
</tr>
</tbody>
</table>

- example of "Operating" funds center

| Expenditures    |              |             |              |                           |                                  |
| EXP-UTFA        | 1,832.36     | 0.00        | 0.00         | 0.00                      | 1,832.36                         |
| EXPENSE-S       | 10,000.00    | 0.00        | 1,046.25     | 1,046.25                 | 8,953.75                         |
| CARRYFWD        | 4,428.44     | 0.00        | 0.00         | 0.00                      | 4,428.44                         |
| Total Expenditure: | 16,260.80    | 0.00        | 1,046.25     | 1,046.25                 | 15,214.55                        |

- example of "PI" funds center
Reports Used to Check Budget Amounts

Funding: Funds Center or Fund Report (cont’d)

Report Functionality as it relates to checking calculation of carryforward budgets:

If run for **previous fiscal year**, “Revenue variance / Funds available” should be reflected in the carryforward budget postings. Example FC below is run for previous fiscal year. Amount to be carried forward ➔ Residual budget.

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Total Commitments/ Actuals</th>
<th>Revenue variance/ Funds available</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN-SAL-REC</td>
<td>0.00</td>
<td>86,821.00</td>
</tr>
<tr>
<td>IN-EXP-REC</td>
<td>85,048.00-</td>
<td>32,710.89-</td>
</tr>
<tr>
<td>Total Revenue:</td>
<td>767,048.00-</td>
<td>914,631.43-</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPENSE-S</td>
<td>15,453,868.74</td>
<td>9,708,120.74</td>
</tr>
<tr>
<td>Net Totals :</td>
<td>14,686,820.74</td>
<td>8,793,489.31</td>
</tr>
</tbody>
</table>
Budget Movement Report - Examine the budget (version 0)

This report is most commonly used to view the budget activity and totals for Funds Centers on a fiscal year basis.

Report Functionality
- Can be run for individual or multiple Funds Centers and can be restricted by FC Classification, Commitment Item, or budget transaction date.
- Provides a fiscal year summary display of budget activity based on budget transaction type (i.e. Original Budget, Supplements, Returns, Transfers Sent, Transfers Received and Carry Forward) or an expanded line item detail view.
- Drill down functionality allows users to see budget line items that support the summary totals.
- Report can be sorted, sub-totaled, filtered and downloaded to Excel.

<table>
<thead>
<tr>
<th>CFC</th>
<th>CFC Description</th>
<th>Com.Item</th>
<th>Original Budget</th>
<th>Supplements</th>
<th>Returns</th>
<th>Transf.Sent</th>
<th>Transf.Rec'd</th>
<th>Carryforward</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>100409</td>
<td>Demo Funds Center</td>
<td>ADM-USER-F</td>
<td>156,546.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>156,546.00</td>
</tr>
<tr>
<td>100409</td>
<td>Demo Funds Center</td>
<td>ENDOW-DIST</td>
<td>225,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>225,000.00</td>
</tr>
<tr>
<td>100409</td>
<td>Demo Funds Center</td>
<td>EX-BEN-REC</td>
<td>76,500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>76,500.00</td>
</tr>
<tr>
<td>100409</td>
<td>Demo Funds Center</td>
<td>EX-SAL-REC</td>
<td>340,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>340,000.00</td>
</tr>
<tr>
<td>100409</td>
<td>Demo Funds Center</td>
<td>IN-EXP-REC</td>
<td>85,048.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>85,048.00</td>
</tr>
<tr>
<td>100409</td>
<td>Demo Funds Center</td>
<td>CARRYFWD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,717,044.18</td>
</tr>
<tr>
<td>100409</td>
<td>Demo Funds Center</td>
<td>EQUIPMENT</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5,717,044.18</td>
</tr>
<tr>
<td>100409</td>
<td>Demo Funds Center</td>
<td>EXPENSE-S</td>
<td>9,983,881.00</td>
<td>0.00</td>
<td>0.00</td>
<td>135,006.00</td>
<td>0.00</td>
<td>0.00</td>
<td>10,419,064.25</td>
</tr>
<tr>
<td>100409</td>
<td>Demo Funds Center</td>
<td>SERVICES</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>171,424.00</td>
<td>0.00</td>
<td>0.00</td>
<td>171,424.00</td>
</tr>
<tr>
<td>100409</td>
<td>Demo Funds Center</td>
<td>SUPPLIES</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,128.77</td>
<td>0.00</td>
<td>0.00</td>
<td>2,128.77</td>
</tr>
</tbody>
</table>

Carryforward amt. from slide 13

Residual budget (including outstanding commitments) from previous slide

Double click to drill down.
Reports Used to Check Budget Amounts

Budget Movement Report (cont’d) - Examine the budget (version 0)

Example of first level drill down functionality:

<table>
<thead>
<tr>
<th>Document</th>
<th>Status</th>
<th>Document Year</th>
<th>FM Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000029538</td>
<td>Posted</td>
<td>2009</td>
<td>TRNFT</td>
</tr>
</tbody>
</table>

Example of second level drill down functionality to actual budget document transaction:
The Funds Center Report
This versatile report is used to view financial data for Funds Centers by Commitment Item and combines the functionality found in several FM reports (Funding: FC or Fund, Budget/Actual, Budget Movement, Total Funding Activity and Line Item) into one report. At this time, this report can only be run for Funds Centers.

Report Functionality
• Can be run for a single or multiple FC accounts with/without hierarchy
• Can include and exclude PI accounts or can be run only on PI accounts
• Automatically includes both Original (version 1) & Revised (version 0) Budgets
• Provides multiple report output views
  ➔ Fixed format = summary view; rows can be expanded & collapsed
  ➔ Spreadsheet views = similar to line item report view; report output can be customized
• Provides quick analysis of financial transactions for specific commitment items
• Provide drilldown on all financial transactions (i.e. budget, commitments & actuals)
• Provides versatile reporting options through the use of existing line item reports (i.e. Budget, FI Postings, All Postings line item reports) in the drilldown report views
• Allows for download of financial data to Excel
Reports Used to Check Budget Amounts

Funds Center Report Output; Fixed Format view (expanded):
- Original and Revised Budget
- Detailed commitment item view (similar to Budget/Actual)
- Drilldown available on summaries as well as individual commitment items (i.e. "Suppl-S" vs. "supplies" or "services")
- Column specific drilldown is available; can now get CI items separated by Budget (similar to Budget Movement), Commitments, Actuals or both.

<table>
<thead>
<tr>
<th>Commitment Items</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>Commitments</th>
<th>Actuals</th>
<th>Actuals</th>
<th>Funds Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ REVENUE-S</td>
<td>883,094.00-</td>
<td>883,094.00-</td>
<td>0.00</td>
<td>36,673.43-</td>
<td>36,673.43-</td>
<td>846,420.57-</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>883,094.00-</td>
<td>883,094.00-</td>
<td>0.00</td>
<td>36,673.43-</td>
<td>36,673.43-</td>
<td>846,420.57-</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- EXPENSE-S</td>
<td>9,983,881.00</td>
<td>16,136,108.43</td>
<td>3,787,565.04</td>
<td>3,428,460.38</td>
<td>7,216,025.42</td>
<td>8,920,083.01</td>
</tr>
<tr>
<td>+ CARRYFWD</td>
<td>0.00</td>
<td>5,717,044.18</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5,717,044.18</td>
</tr>
<tr>
<td>+ COMPENS-S</td>
<td>8,357,965.00</td>
<td>0.00</td>
<td>3,606,105.75</td>
<td>3,229,736.49</td>
<td>6,835,842.24</td>
<td>6,835,842.24</td>
</tr>
<tr>
<td>+ EQUIP-S</td>
<td>70,000.00</td>
<td>0.00</td>
<td>36,798.15</td>
<td>10,234.84</td>
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<td>+ FURNIT-S</td>
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<td>- SUPPL-S</td>
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<td>144,661.14</td>
<td>174,658.68</td>
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<td>143,537.20</td>
<td>146,828.62</td>
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<td>- SUPPLIES</td>
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<td>1,123.94</td>
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<td>0.00</td>
<td>9,809.56</td>
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<tr>
<td>Total Expenditures</td>
<td>9,983,881.00</td>
<td>16,136,108.43</td>
<td>3,787,565.04</td>
<td>3,428,460.38</td>
<td>7,216,025.42</td>
<td>8,920,083.01</td>
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</tbody>
</table>

Version 1 Total Expenditure Budget from slide 12
Budget CARRYFWD amt. and Total Expenditure amt. from slide 13
Funds Center Report (cont'd)

In addition to the "Fixed" Format view, the report output can also be displayed in a "Spreadsheet" Format (ALV* format); similar to the line item report views, which can be invoked from the Fixed format view via the button or directly from the initial selection screen.

**Report Functionality in this format:**
- data can be customized from the standard defaulted display view
- underlined fields can invoke appropriate line item report with a single click on the amount
- can switch back to Fixed format via the button, but only if invoked from Fixed format
- can be downloaded to Excel via button

*ALV = ABAP List Viewer (ABAP is a programming language)
**Funds Center Report (cont'd)**

The "FC Summary" view is available by clicking on the **Choose** button, then [FC SUMMARY](#) or similar to TFA Report.

**Report Functionality using this view:**
- provides a quick view of the “net” FC variance column
- will show the summary amount of each FC in the hierarchy
- has the same drilldown capabilities as the standard default view
- can be expanded to show more details
- can be downloaded to Excel
- can return to the default view via **Choose** and **UofT STD**; or can switch back to Fixed format via the **Choose** button, but only if invoked from Fixed format.

---

**Initial view**: can be partially or completely expanded by clicking here on the **icons.**

**Partially expanded view** to include Revenue and Expense totals.
How to Interpret Budget Information Presented in Reports

Budget Document Types:

**ORIG = Original Budget** – Version 1 - The centrally approved budget and the budget plan which is reported in the official budget report

**CFWR = Carryforward Receiver** – Line item of a carryforward that increases the budget

**CFWS = Carryforward Sender** – Line item of a carryforward that reduces the budget

**SUPL = Supplement** – An addition to the budget

**RETN = Return** – A reduction to the budget

**TSFR = Transfer Receiver** – Line item of a Transfer that increases the budget

**TSFS = Transfer Sender** – Line item of a Transfer that reduces the budget
How to Change Budgets

For information on how to initiate a change to your budget, please refer to the web site of the Vice-Provost, Planning & Budget at:

http://www.planningandbudget.utoronto.ca/budget/administration.htm

Budget Transfer/Revision Form

http://www.planningandbudget.utoronto.ca/Assets/Academic+Operations+Digital+Assets/Planning+$!26+Budget+transfer+revision+Form.xls

Planning and Budget Officers – Divisional Contacts


Planning and Budget Home Page

http://www.planningandbudget.utoronto.ca/Home.htm
FIS RESOURCES ON THE WEB

• Documentation & Support
  http://finance.utoronto.ca/fast/support-documentation/

• Budgeting Policy (GTFM)
  http://finance.utoronto.ca/policies/gtfm/budgeting/
NEED HELP?

https://easi.its.utoronto.ca/ams-help-form/

Help is a facility for all AMS subsystems:

- Use the WEB form found at the above address
- Select the appropriate AMS module
  (e.g., FIS: FAST Team)
- Complete all the information required on the form
- Click on the **Send it!** button

Mail box is monitored Monday to Friday
9:00 a.m. - 5:00 p.m.
# FAST Team Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Details</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>Lorena Gaudio</td>
<td><a href="mailto:lorena.gaudio@utoronto.ca">lorena.gaudio@utoronto.ca</a></td>
<td>978-2802</td>
</tr>
<tr>
<td>Assistant Manager</td>
<td>Chris Dimitriadis</td>
<td><a href="mailto:chris.dimitriadis@utoronto.ca">chris.dimitriadis@utoronto.ca</a></td>
<td>946-3153</td>
</tr>
<tr>
<td>Business Analyst</td>
<td>Cheryl Rhind</td>
<td><a href="mailto:cheryl.rhind@utoronto.ca">cheryl.rhind@utoronto.ca</a></td>
<td>946-3373</td>
</tr>
<tr>
<td>Business Analyst</td>
<td>Maryanne McCormick</td>
<td><a href="mailto:m.mccormick@utoronto.ca">m.mccormick@utoronto.ca</a></td>
<td>946-3291</td>
</tr>
<tr>
<td>Business Analyst</td>
<td>Nusrath Mohiuddin</td>
<td><a href="mailto:nusrath.mohiuddin@utoronto.ca">nusrath.mohiuddin@utoronto.ca</a></td>
<td>978-4042</td>
</tr>
<tr>
<td>Business Analyst</td>
<td>Rames Paramsothy (Training Coordinator)</td>
<td><a href="mailto:rames.paramsothy@utoronto.ca">rames.paramsothy@utoronto.ca</a></td>
<td>978-4675</td>
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**FIS Standard Curriculum Evaluation:**


**FAST website:**