

**Work Instruction**

**Budget Movement Report For Fund Centers**

**ZFTR055**

**When to Use**

This report is used to view the budget activity and totals for Funds Centers.

**Report Functionality**

- Report can be run for individual or multiple Funds Centers and can be restricted by Funds Center Classification, Commitment Item, fiscal year or budget transaction date.
- Provides a 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 optional line item detail display.
- Drill down functionality allows users to see budget line items that support the summary total.
- Report can be sorted, sub-totaled, filtered and downloaded to Excel. [For details on Line Item Functionality click here.](#)

**Report Output**

**Summary View**

- Funds Center
- Funds Center Description
- Commitment Item
- Commitment Type
- Original Budget
- Supplements
- Returns
- Transfers Sent
- Transfers Received
- Carryforward Received/Sent
- Total Budget

**Line item detail View**

Entry Document  
Line  
Year  
Budget Type  
Funds Center  
Commitment Item  
Amount  
User  
Created on  
Header Text  
Text

**Menu Path**

**Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Budget Analysis Reports >> Budget Movement Report for Fund Centers**

**Transaction Code**

**ZFTR055**

## Helpful Hints

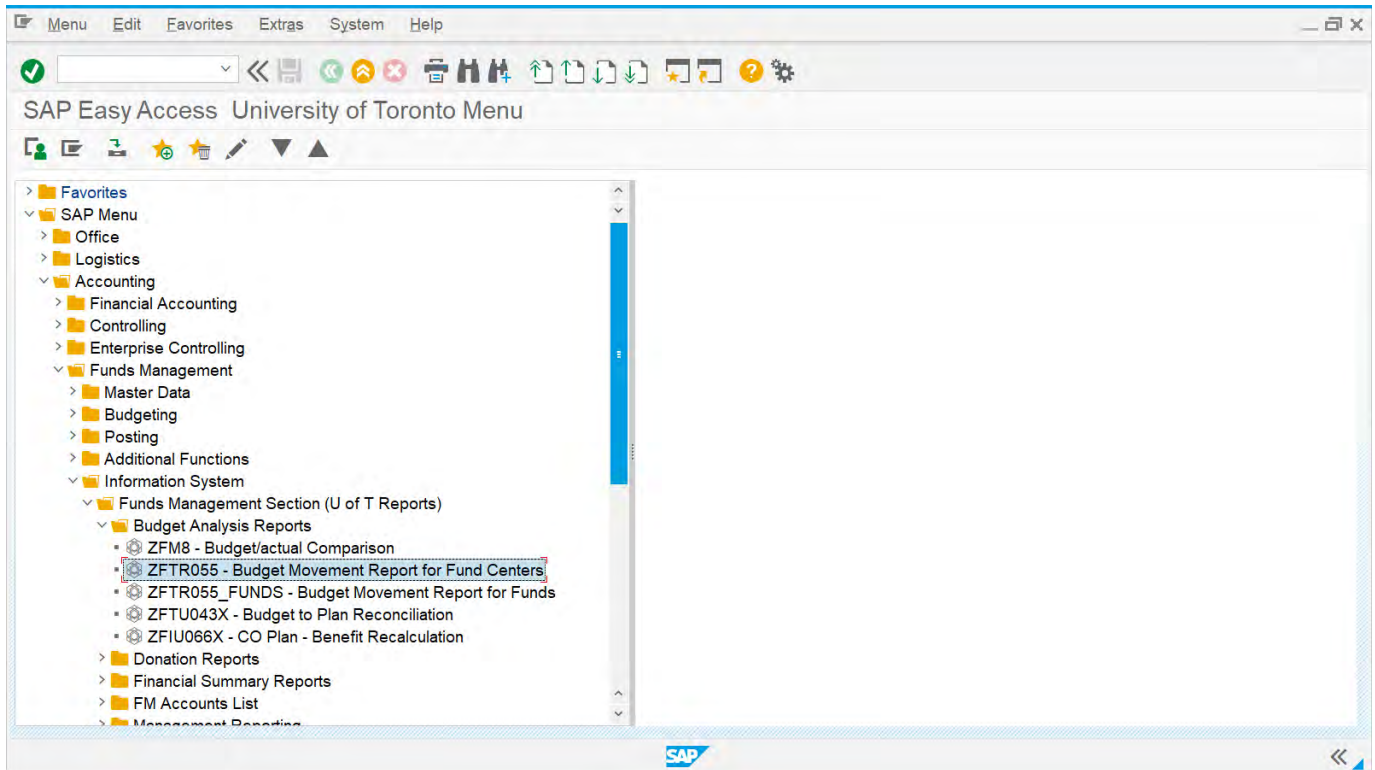
This report is only used to report on Funds Centers (FC's). To report on funds use the Budget Movement Report for Funds.


**[Click here for the reference guide for Budget Movement Report for Funds \(ZFTR055 FUNDS\)](#)**

## Detailed Procedure

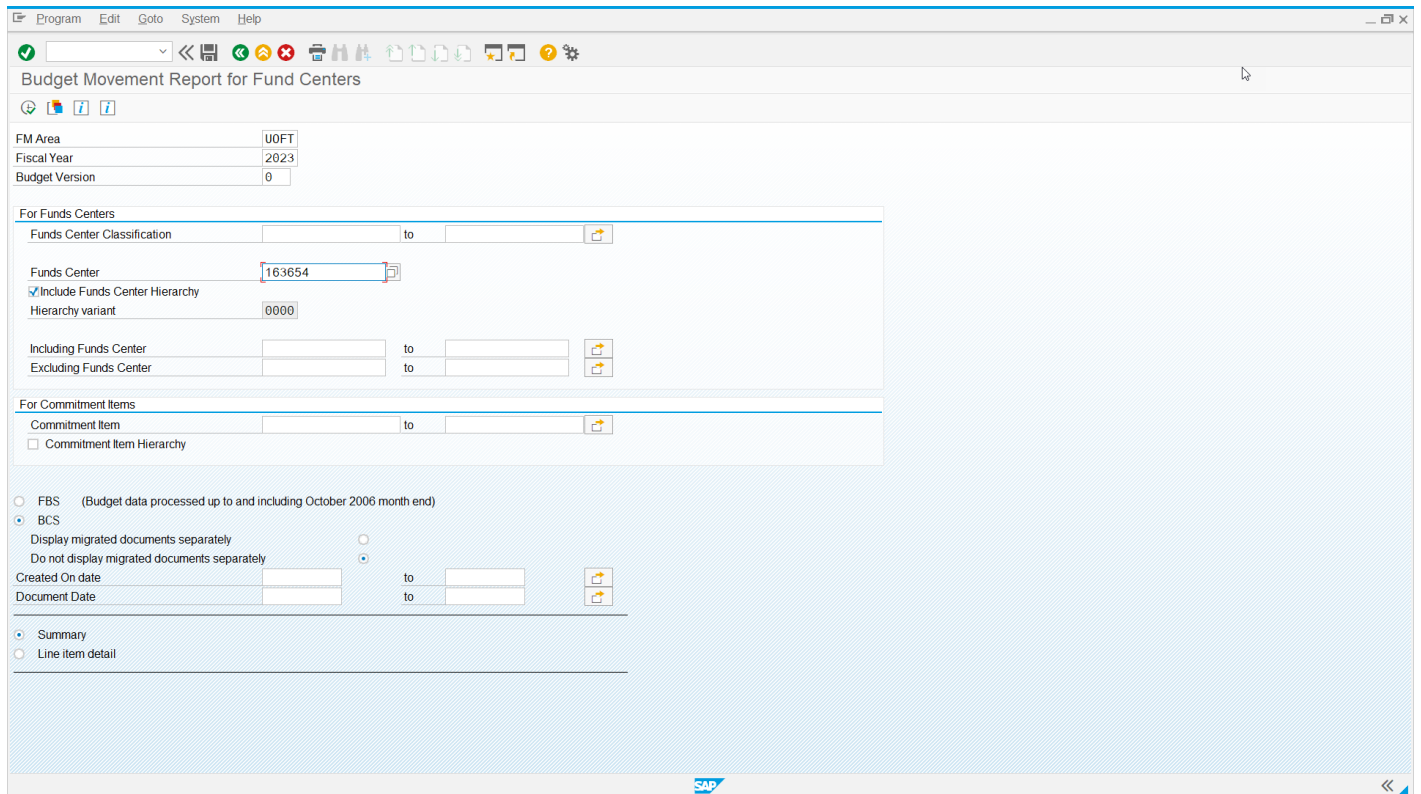
1. Start the transaction using the menu path or transaction code.

### SAP Easy Access University of Toronto Menu





2. Double-click  ZFTR055 - Budget Movement Report for Fund Centers

## Budget Movement Report for Funds Centers



### 3. Complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
FM Area	Required	Defaults to UofT.
Fiscal Year	Required	The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2006 to April 30th, 2007 is identified as "2007" fiscal year).
Budget Version	Required	Version "0" is the current budget version and reflects all processed changes to budget. Version "1" is the original budget version and reflects original operating budgets at the beginning of the fiscal year. If the field is left blank, the report will default to version zero.
Funds Center Classification	Optional	FIS code used to distinguish and identify Operating fund versus Ancillary fund accounts.
Funds Center	Required	A six digit code, starting with "1" or "2" used to record the funding and spending transactions for financial activity reported on a fiscal year basis. (i.e. operating, ancillary, etc.)
Include Funds Center Hierarchy	Optional	Checking this box indicates that you want to include all the FC's that are listed below the parent account.

Field Name	Required/ Optional/ Conditional	Description
Including Funds Center	Optional	Allows users to select single, multiple or a range of Funds Centers to include.
Excluding Funds Center	Optional	Allows users to select single, multiple or a range of Funds Centers to exclude.
Commitment Item	Optional	An alphabetic code used to (1) group similar g/l accounts for summary reporting purposes; i.e. Supplies and (2) segregate budget dollars for special purpose spending; i.e. EXP-UTFA, SPECIALS, etc. within a Funds Center or Fund. Defaults based on G/L account used, maybe overwritten.
Commitment Item Hierarchy	Optional	Checking this box indicates that you want to include all the CI's listed below this level.
FBS	Conditional	Former Budget System. Select if historical (pre-upgrade, i.e. documents processed up to and including October 2006 month end) budget details/totals are required.
BCS	Conditional	Budget Control System. This is the default selection for all reports. This will give budget totals as at October 2006 month end and onwards.
Display Migrated Documents Separately	Conditional	Selecting this displays the migrated budget documents in a separate column (Fiscal Year 2022 only).
Do not display Migrated Documents Separately	Conditional	Selecting this includes the migrated budget documents in the standard budget columns
Created On Date	Optional	The date that the budget entry was posted/entered in FIS.
Document Date	Optional	<p>The date that receiver Funds Center budget was revised based on the budget entry (i.e. the effective date of the budget document).</p> <p> The Document Date may not be the same date that the budget entry document is entered in FIS .</p> <p>For example, a budget transfer could be entered in FIS on April 30th (<b>Created On Date</b>), but is effective in the new FY on May 1st (<b>Document Date</b>).</p> <p> Using either the <b>Created On Date</b> or the <b>Document Date</b> will override the Fiscal Year.</p>

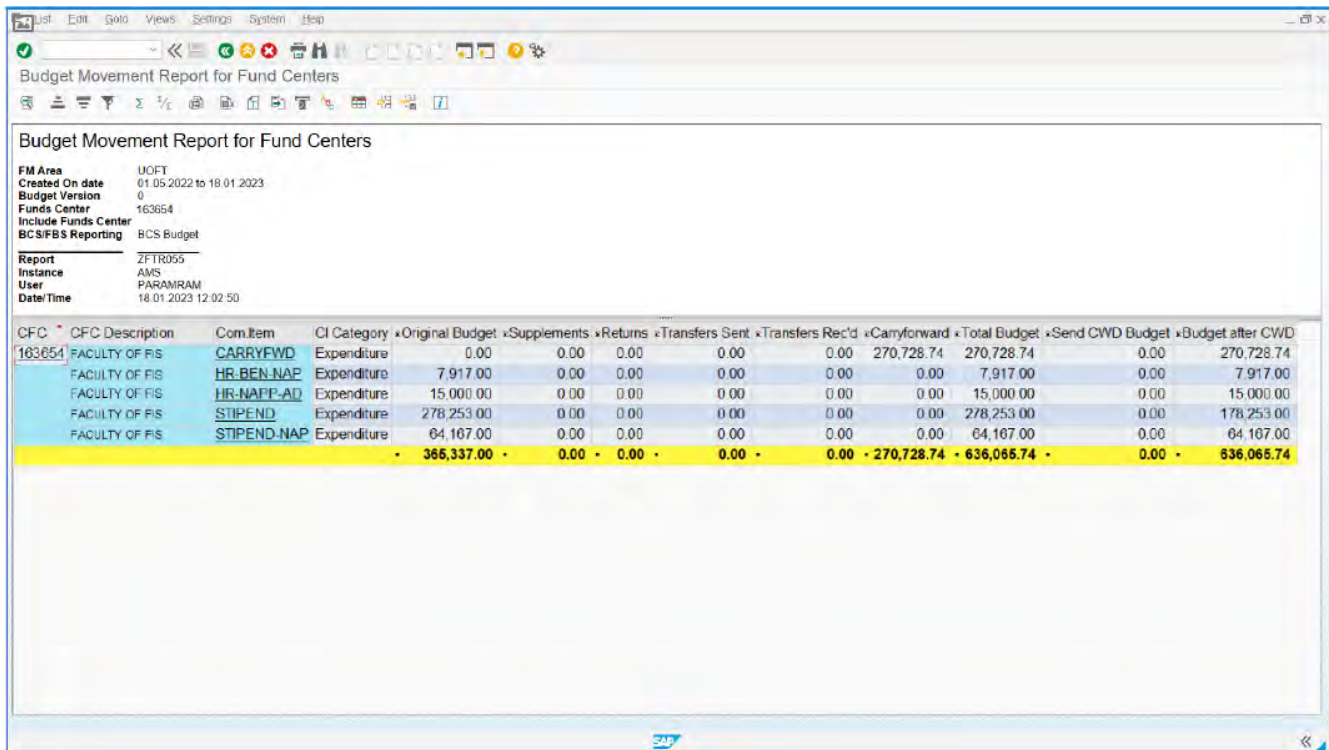
Field Name	Required/Optional/Conditional	Description
Summary	Conditional	Selecting this will provide the user with a summarized view of all transactions.
Line Item	Conditional	Selecting this will provide the user with a view of all individual transactions.

4. Click 

Report Layout Options: [A.\) Summary View](#)

[B.\) Line item detail View](#)

### A.) Summary View



Budget Movement Report for Fund Centers

FM Area: UOFT  
Created On date: 01.05.2022 to 18.01.2023  
Budget Version: 0  
Funds Center: 163654  
Include Funds Center  
BCS/IFBS Reporting: BCS Budget

Report: ZFTR055  
Instance: AMS  
User: PARAMIRAM  
Date/Time: 18.01.2023 12:02:50

CFC	CFC Description	Com.Item	CI Category	*Original Budget	*Supplements	*Returns	*Transfers Sent	*Transfers Rec'd	*Carryforward	*Total Budget	*Send CWD Budget	*Budget after CWD	
163654	FACULTY OF FIS	CARRYFWD	Expenditure	0.00	0.00	0.00	0.00	0.00	270,728.74	270,728.74	0.00	270,728.74	
	FACULTY OF FIS	HR_BEN_NAP	Expenditure	7,917.00	0.00	0.00	0.00	0.00	0.00	7,917.00	0.00	7,917.00	
	FACULTY OF FIS	HR_NAPP_AD	Expenditure	15,000.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	15,000.00	
	FACULTY OF FIS	STIPEND	Expenditure	278,253.00	0.00	0.00	0.00	0.00	0.00	278,253.00	0.00	178,253.00	
	FACULTY OF FIS	STIPEND_NAP	Expenditure	64,167.00	0.00	0.00	0.00	0.00	0.00	64,167.00	0.00	64,167.00	
				- 365,337.00 -	0.00 -	0.00 -	0.00 -	0.00 -	0.00 -	270,728.74 -	636,065.74 -	0.00 -	636,065.74

Column	Description
CFC	Commitment Funds Center number
CFC Description	Commitment Funds Center description
Com. Item	Commitment Item name
C	Commitment Item Category. 2 - Revenue 3 - Expense
Original Budget	Original Budget entered at the start of the fiscal year.
Supplements	Budget supplements.
Returns	Budget Returns
Transf. Sent	Budget transfers sent
Transf. Rec'd	Budget transfers received
CWD Rec/Sen	Carryforward budget received or sent
Total Budget	Total of all budget transactions.

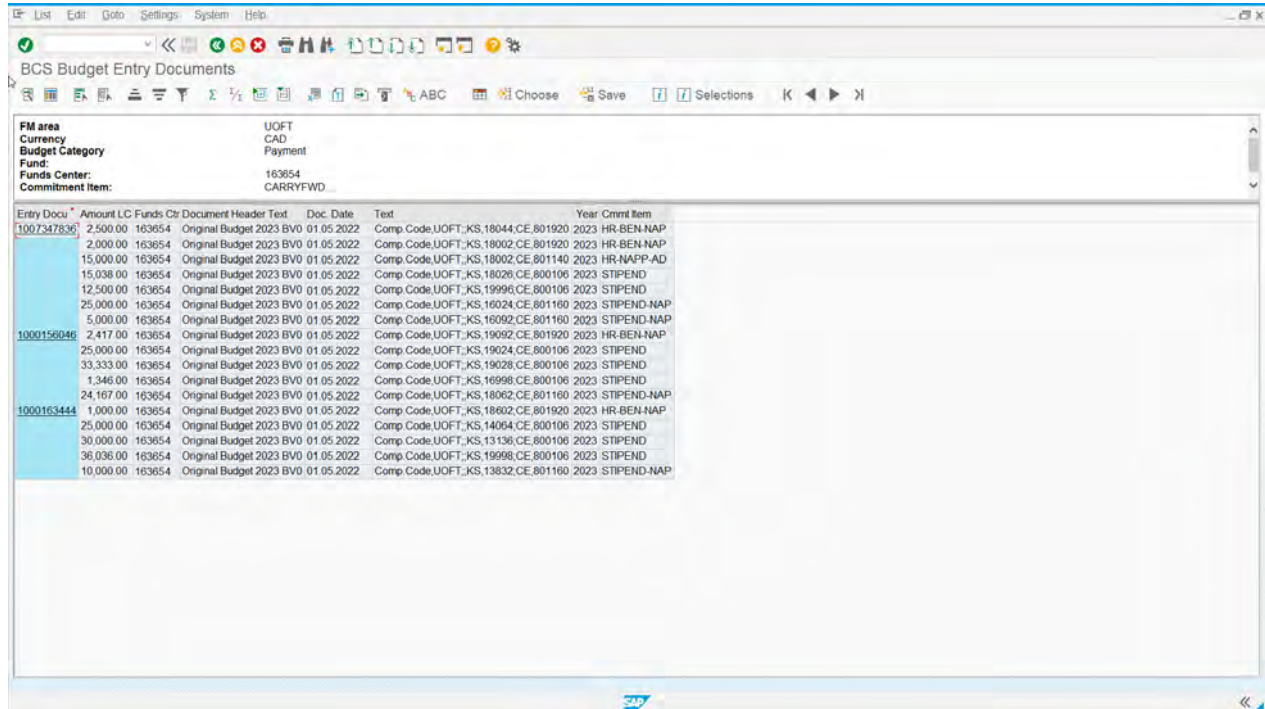


Report can be edited (sorted, sub-totaled, filtered etc.) using the icons on the reporting tool bar at the top of the report. **[For details on Line Item Functionality click here.](#)**


## Drill Down Functionality

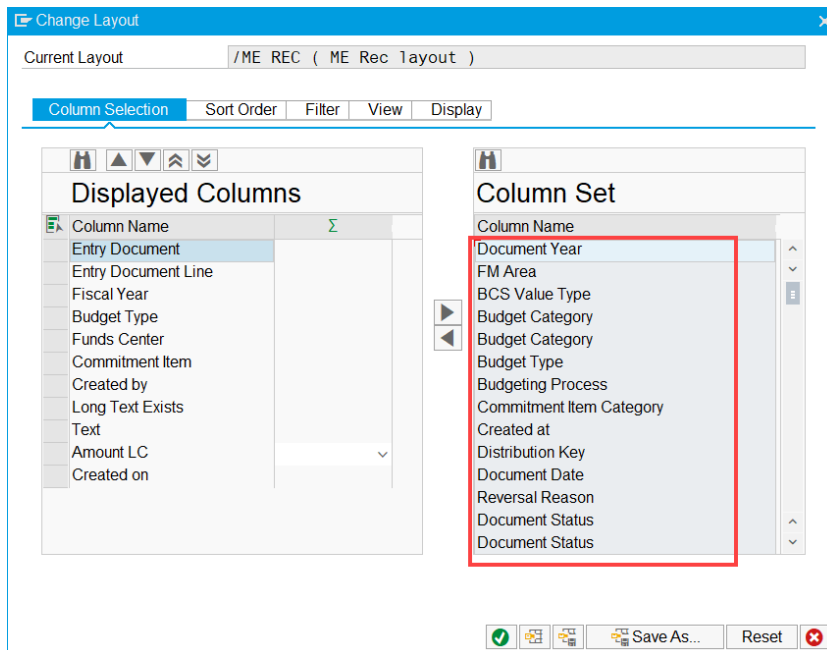
To drill down and see the supporting budget document line items, double click on any budget amount or total.

**Example:** Double-click **365,337.00**  
**BCS Budget Entry Documents**



Entry Docu	Amount LC	Funds Ctr	Document Header Text	Doc. Date	Text	Year	Cmnt Item
1007347836	2,500.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,18044.CE.801920	2023	HR-BEN-NAP
	2,000.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,18002.CE.801920	2023	HR-BEN-NAP
	15,000.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,18002.CE.801140	2023	HR-NAPP-AD
	15,038.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,18026.CE.800106	2023	STIPEND
	12,500.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,19996.CE.800106	2023	STIPEND
	25,000.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,16024.CE.801160	2023	STIPEND-NAP
	5,000.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,16092.CE.801160	2023	STIPEND-NAP
1000156046	2,417.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,19092.CE.801920	2023	HR-BEN-NAP
	25,000.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,19024.CE.800106	2023	STIPEND
	33,333.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,19028.CE.800106	2023	STIPEND
	1,346.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,16998.CE.800106	2023	STIPEND
	24,167.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,18062.CE.801160	2023	STIPEND-NAP
1000163444	1,000.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,18602.CE.801920	2023	HR-BEN-NAP
	25,000.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,14064.CE.800106	2023	STIPEND
	30,000.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,13136.CE.800106	2023	STIPEND
	36,036.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,19998.CE.800106	2023	STIPEND
	10,000.00	163654	Original Budget 2023 BVO	01.05.2022	Comp Code,UOFT,KS,13832.CE.801160	2023	STIPEND-NAP

Click the **Change Layout** icon (  ) to locate and add additional columns to the report output.



**Change Layout**

Current Layout: /ME REC ( ME Rec layout )

Column Selection | Sort Order | Filter | View | Display

**Displayed Columns**

Column Name	
Entry Document	
Entry Document Line	
Fiscal Year	
Budget Type	
Funds Center	
Commitment Item	
Created by	
Long Text Exists	
Text	
Amount LC	
Created on	

**Column Set**

Column Name
Document Year
FM Area
BCS Value Type
Budget Category
Budget Category
Budget Type
Budgeting Process
Commitment Item Category
Created at
Distribution Key
Document Date
Reversal Reason
Document Status
Document Status

Save As... | Reset

Budget Movement Report for Fund Centers

**FM Area** UOFT  
**Created On date** 01.05.2022 to 18.01.2023  
**Budget Version** 0  
**Funds Center** 103054  
**Include Funds Center**  
**BCS/FBS Reporting** BCS Budget  
**Report Instance** ZFTR055  
**User** PARAMRAM  
**Date/Time** 18.01.2023 12:02:50

CFC	CFC Description	Com.Item	CI Category	*Original Budget	*Supplements	*Returns	*Transfers Sent	*Transfers Rec'd	*Carryforward	*Total Budget	*Send CWD Budget	*Budget after CWD
163054	FACULTY OF FIS	CARRYFWD	Expenditure	0.00	0.00	0.00	0.00	0.00	270,728.74	270,728.74	0.00	270,728.74
	FACULTY OF FIS	HR-BEN-NAP	Expenditure	7,917.00	0.00	0.00	0.00	0.00	0.00	7,917.00	0.00	7,917.00
	FACULTY OF FIS	HR-NAPP-AD	Expenditure	15,000.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	15,000.00
	FACULTY OF FIS	STIPEND	Expenditure	278,253.00	0.00	0.00	0.00	0.00	0.00	278,253.00	0.00	178,253.00
	FACULTY OF FIS	STIPEND-NAP	Expenditure	64,167.00	0.00	0.00	0.00	0.00	0.00	64,167.00	0.00	64,167.00
				<b>365,337.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>270,728.74</b>	<b>636,065.74</b>	<b>0.00</b>	<b>636,065.74</b>

You can drill down on the total budget in the summary view to jump to a complete line item view.



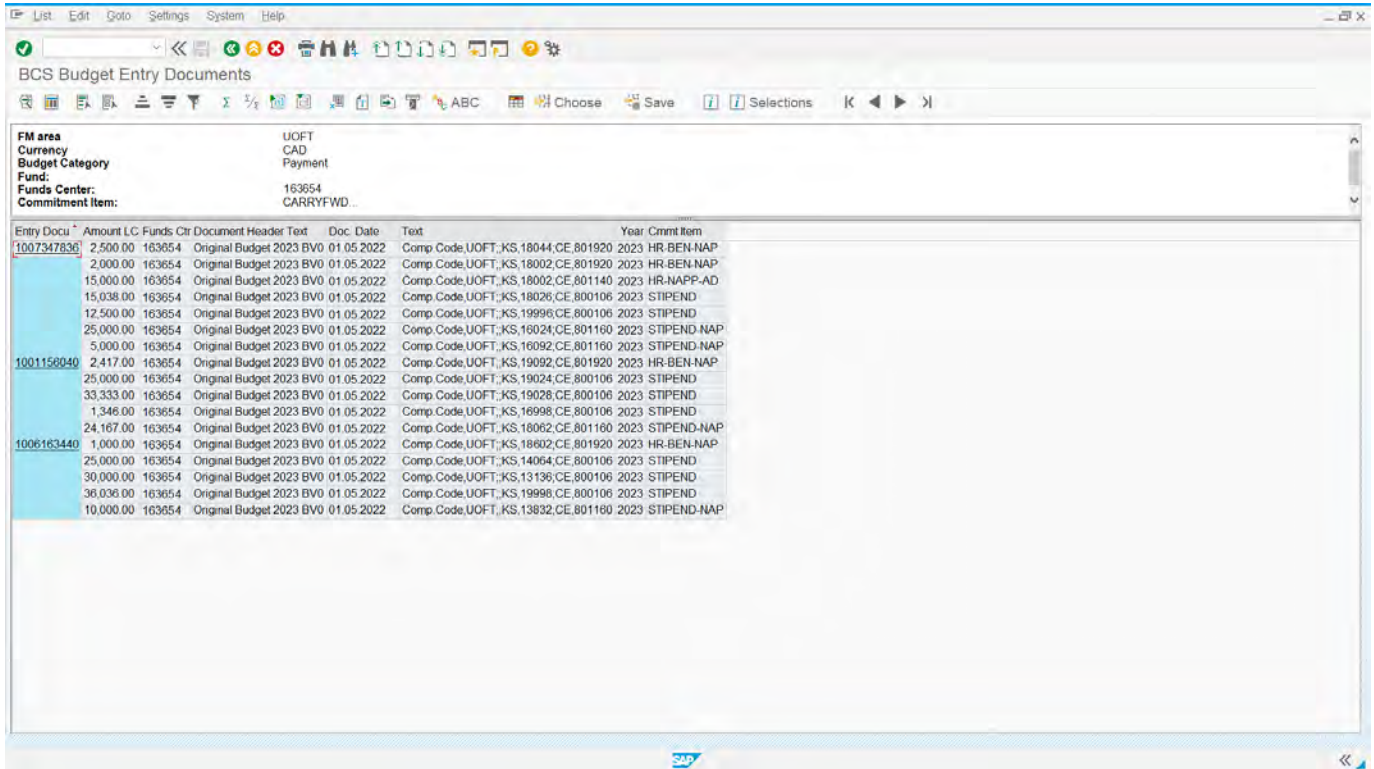
Double click on the Total Budget Amount \$636,065.74 to go to [Line item detail View](#) directly without exiting the report.

**OR**

To see the entire report as a line item view initially rather than drilling down, choose Line Item instead of Summary on the initial screen to get the following view:



## B.) Line Item View

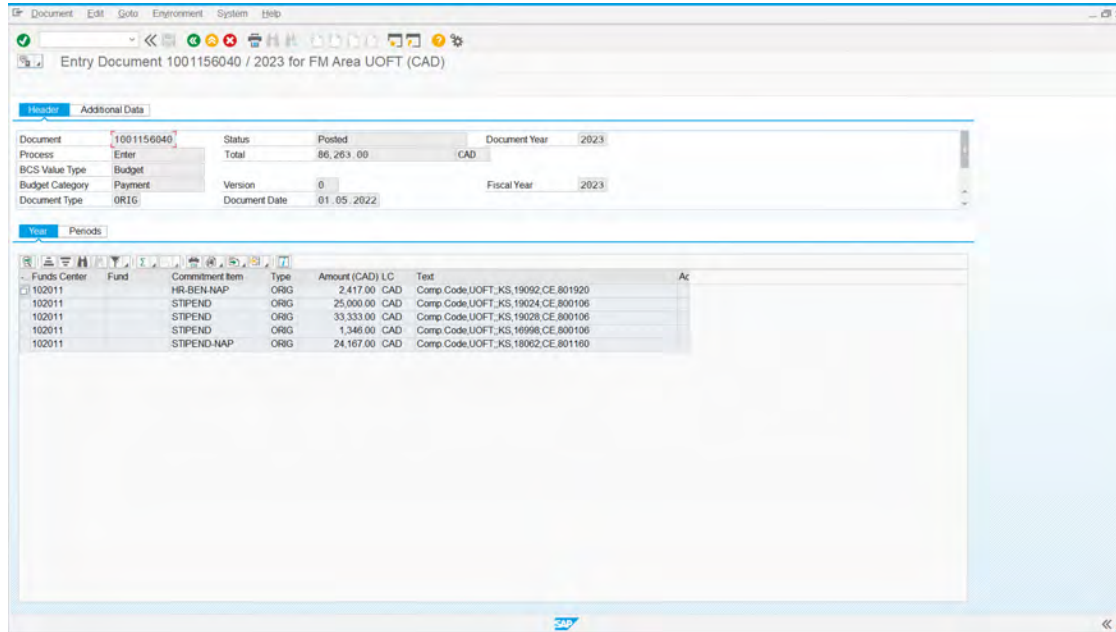


Entry Docu	Amount	LC Funds	Ctr	Document	Header	Text	Doc Date	Text	Year	Cmnt Item
1007347836	2,500.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,18044;CE,801920	2023	HR-BEN-NAP		
	2,000.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,18002;CE,801920	2023	HR-BEN-NAP		
	15,000.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,18002;CE,801140	2023	HR-NAPP-AD		
	15,038.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,18026;CE,800106	2023	STIPEND		
	12,500.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,19996;CE,800106	2023	STIPEND		
	25,000.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,16024;CE,801160	2023	STIPEND-NAP		
	5,000.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,16092;CE,801160	2023	STIPEND-NAP		
1001156040	2,417.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,19024;CE,801920	2023	HR-BEN-NAP		
	25,000.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,19024;CE,800106	2023	STIPEND		
	33,333.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,19026;CE,800106	2023	STIPEND		
	1,346.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,16998;CE,800106	2023	STIPEND		
	24,167.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,18062;CE,801160	2023	STIPEND-NAP		
1006163440	1,000.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,18602;CE,801920	2023	HR-BEN-NAP		
	25,000.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,14064;CE,800106	2023	STIPEND		
	30,000.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,13136;CE,800106	2023	STIPEND		
	36,036.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,19998;CE,800106	2023	STIPEND		
	10,000.00	163654		Original Budget 2023 BVO	01.05.2022	Comp.Code.UOFT;KS,13832;CE,801160	2023	STIPEND-NAP		

To drill down and see a specific budget document, single click on the entry document number.

**Example:** Click on [1001156040](#) to view the budget migration document.

## Budget Entry Document - Header



The screenshot shows the SAP Budget Entry Document Header for document 1001156040. The document is in 'Posted' status, entered on 01.05.2022. The total amount is 86,263.00 CAD for the fiscal year 2023. The document type is 'ORIG'.

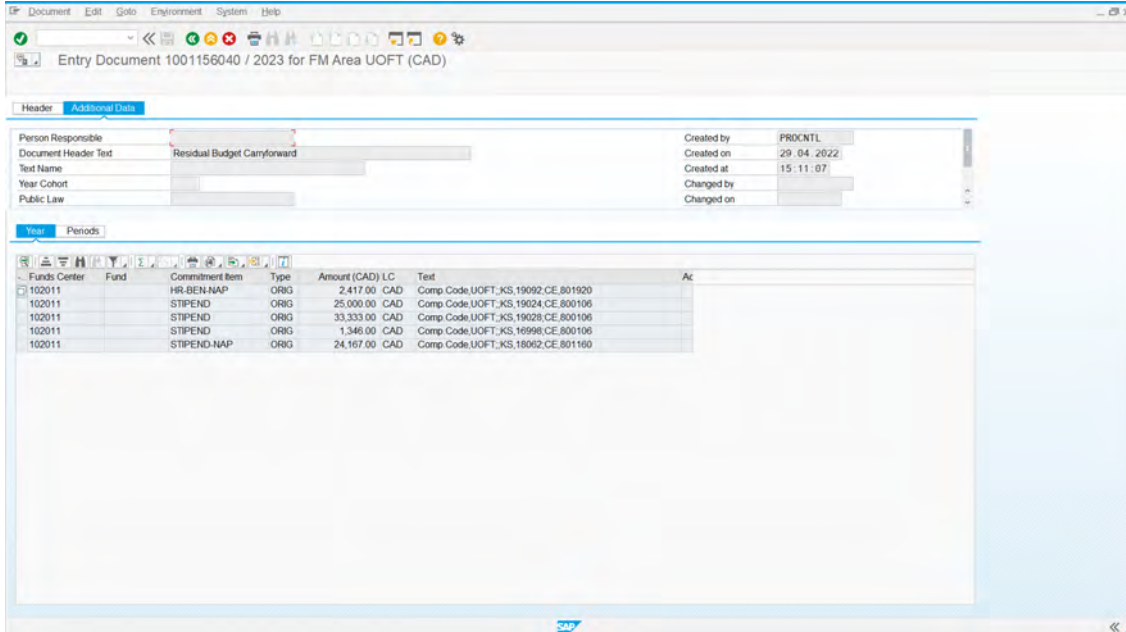
Document	1001156040	Status	Posted	Document Year	2023
Process	Enter	Total	86,263.00	CAD	
BCS Value Type	Budget	Version	0	Fiscal Year	2023
Budget Category	Payment	Document Date	01.05.2022		
Document Type	ORIG				

Funds Center	Fund	Commitment Item	Type	Amount (CAD)	LC	Text	Ac
102011		HR-BEN-NAP	ORIG	2,417.00	CAD	Comp.Code.UOFT_KS,19092,CE,801920	
102011		STIPEND	ORIG	25,000.00	CAD	Comp.Code.UOFT_KS,19024,CE,800106	
102011		STIPEND	ORIG	33,333.00	CAD	Comp.Code.UOFT_KS,19028,CE,800106	
102011		STIPEND	ORIG	1,346.00	CAD	Comp.Code.UOFT_KS,16998,CE,800106	
102011		STIPEND-NAP	ORIG	24,167.00	CAD	Comp.Code.UOFT_KS,18062,CE,801160	

To see who posted the budget document and the date and time it was posted click on the **Additional Data** tab.

## Budget Entry Document - Additional Data




The screenshot shows the SAP 'Additional Data' tab for an entry document. It includes a metadata section and a table of line items.

Person Responsible	Document Header Text	Created by	Created on
[Redacted]	Residual Budget Carryforward	PRDCNTL	29.04.2022
Text Name	Year Cohort	Created at	Changed by
[Redacted]	[Redacted]	15.11.07	[Redacted]
Public Law	Changed on	[Redacted]	[Redacted]

Funds Center	Fund	Commitment Item	Type	Amount (CAD) / LC	Text	Ac
102011		HR-BEN-NAP	ORIG	2,417.00 CAD	Comp Code.UOFT_KS.19092.CE.801920	
102011		STIPEND	ORIG	25,000.00 CAD	Comp Code.UOFT_KS.19024.CE.800106	
102011		STIPEND	ORIG	33,333.00 CAD	Comp Code.UOFT_KS.19028.CE.800106	
102011		STIPEND	ORIG	1,346.00 CAD	Comp Code.UOFT_KS.16998.CE.800106	
102011		STIPEND-NAP	ORIG	24,167.00 CAD	Comp Code.UOFT_KS.18052.CE.801160	

5. Click  to return to the previous screen.

**End of procedure.**

### Resource Information:



Contact your **FAST Team representative** if you have any questions about this report.

### Reference Guides:

[Line Item Functionality](#)

[ZFTR055 FUNDS: Budget Movement Report for Funds](#)