**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 | Line item detail View |
|---|---|
| • Funds Center | Entry Document |
| • Funds Center Description | Line |
| • Commitment Item | Year |
| • Commitment Type | Budget Type |
| • Original Budget | Funds Center |
| • Supplements | Commitment Item |
| • Returns | Amount |
| • Transfers Sent | User |
| • Transfers Received | Created on |
| • Carryforward Received/Sent | Header Text |
| • Total Budget | 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

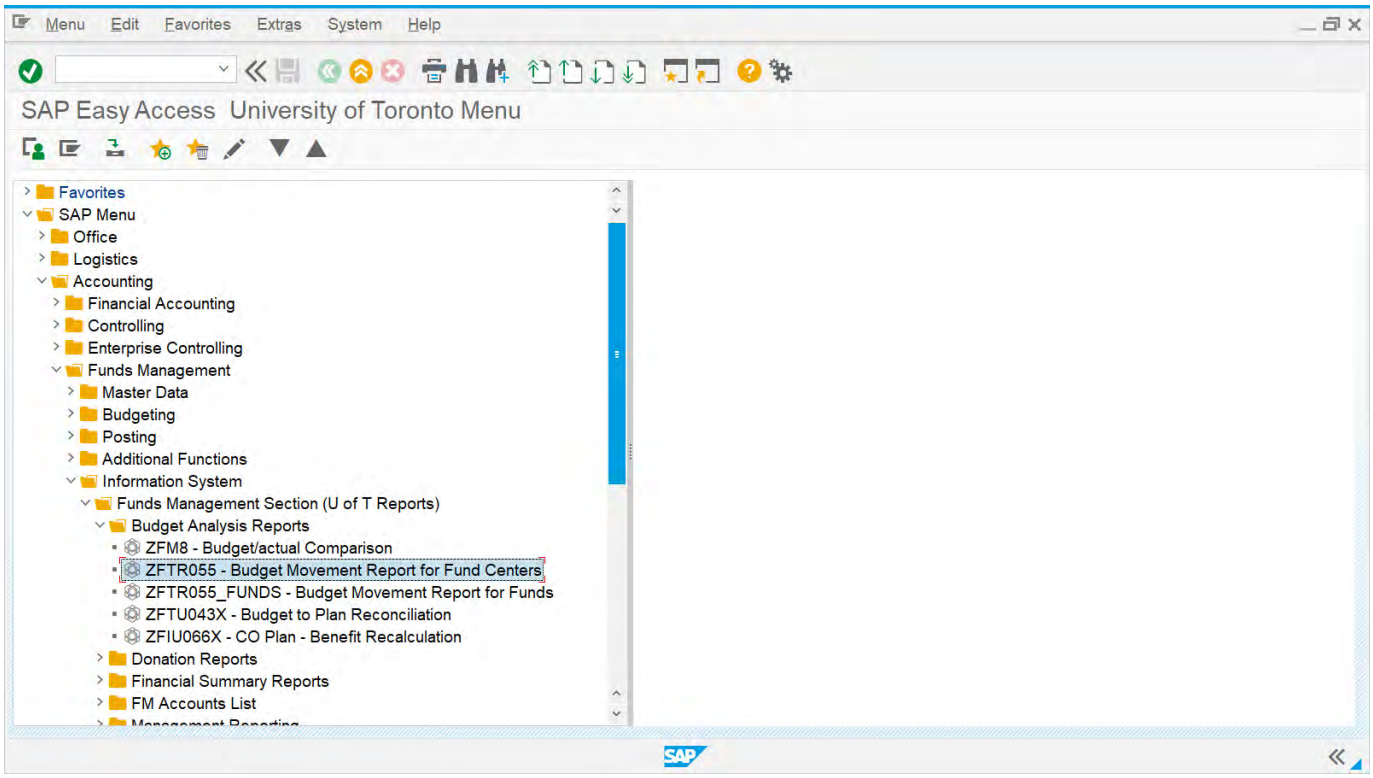
This report is only used to report on Funds Centers (FC's). To report on funds use the Budget Movement Report for Funds.

**Click here for the reference guide for Budget Movement Report for Funds (ZFTR055_FUNDS)**

## Detailed Procedure

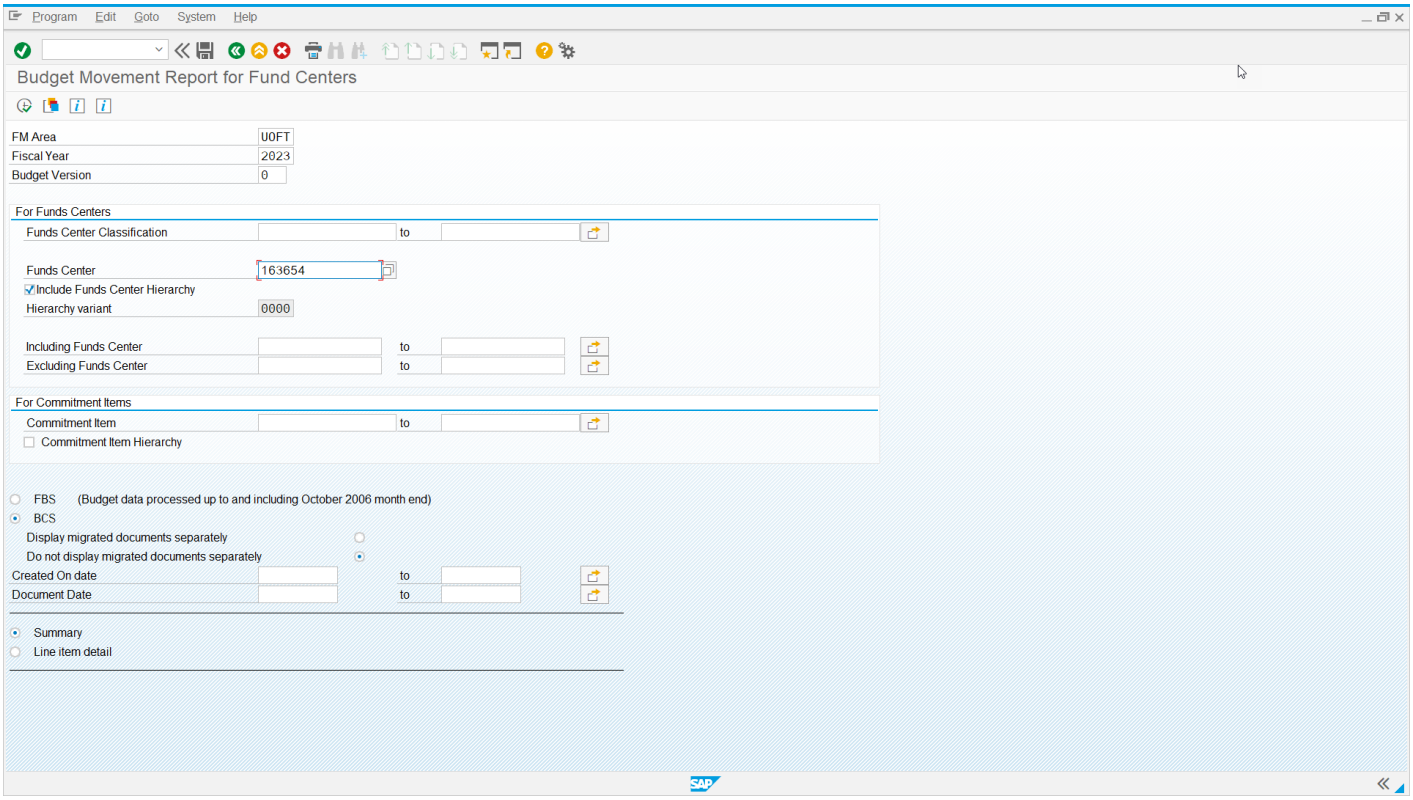
**1.** Start the transaction using the menu path or transaction code.

### 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 | The date that receiver Funds Center budget was revised based on the budget entry (i.e. the effective date of the budget document).<br> The Document Date may not be the same date that the budget entry document is entered in FIS .<br>For example, a budget transfer could be entered in FIS on April 30th (**Created On Date**), but is effective in the new FY on May 1st (**Document Date**).<br> Using either the **Created On Date** or the **Document Date** will override the Fiscal Year. |

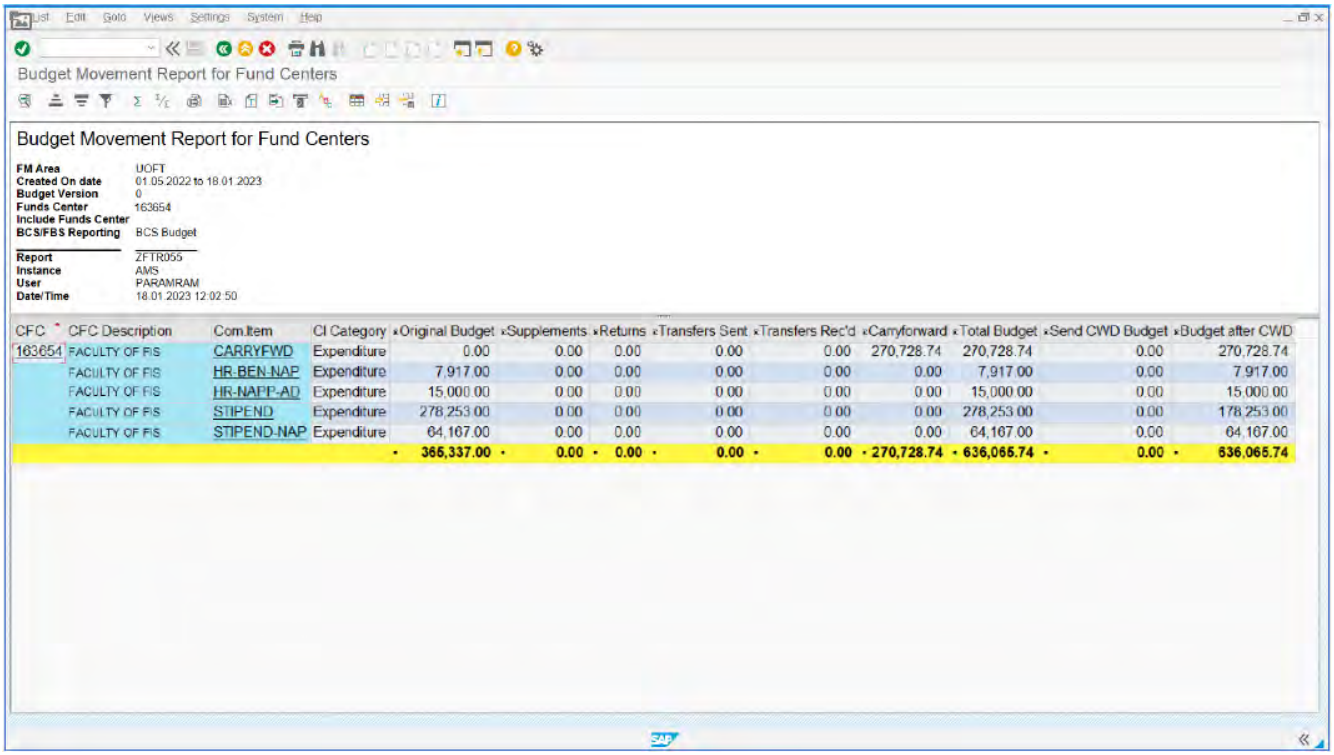
| Field Name | Required/ Optional/ Conditional | Description |
|---|---|---|
| Summary | Conditional | Selecting this will provide the user with a summarized view of all transactions. |
| Line Item | Conditional | Selecting this will provide the user with a view of all individual transactions. |

**4.** Click

Report Layout Options: A.) Summary View

B.) Line item detail View

### A.) Summary View




| 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 | 278,253.00 |
| | 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 | 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.<br>2 - Revenue<br>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. |

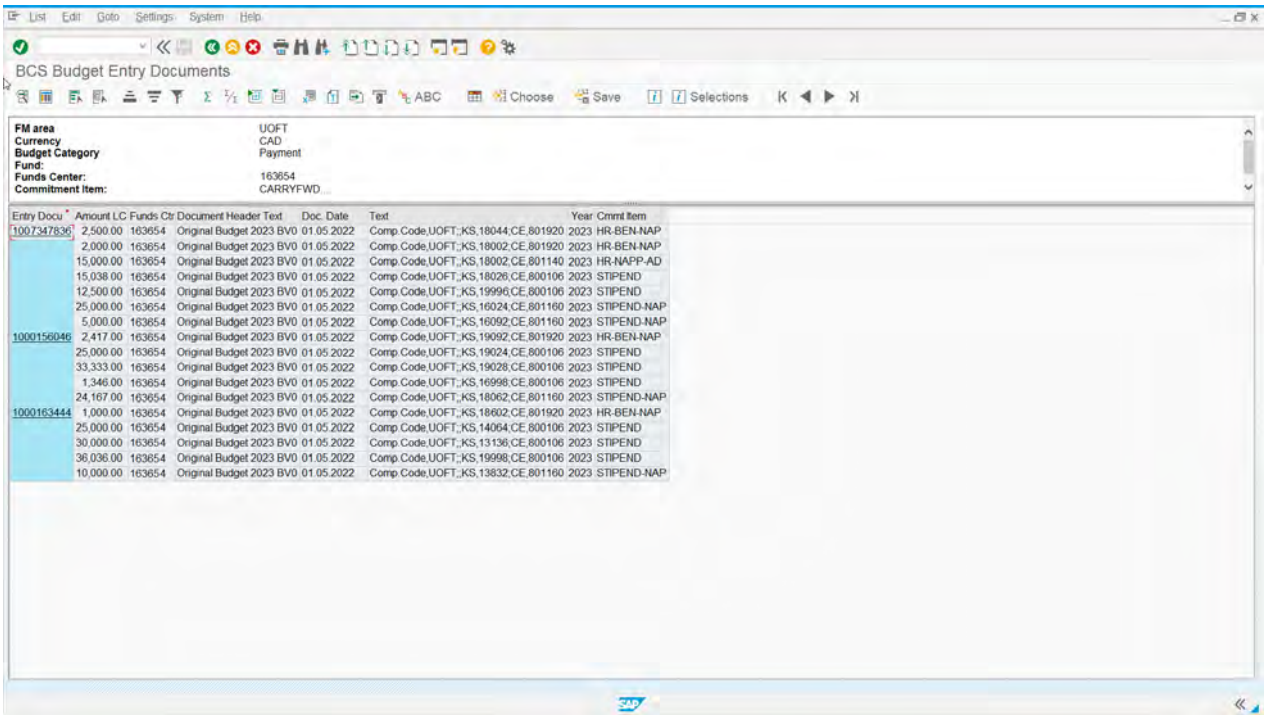
Report can be edited (sorted, sub-totaled, filtered etc.) using the icons on the reporting tool bar at the top of the report. **For details on Line Item Functionality click here**.

## Drill Down Functionality

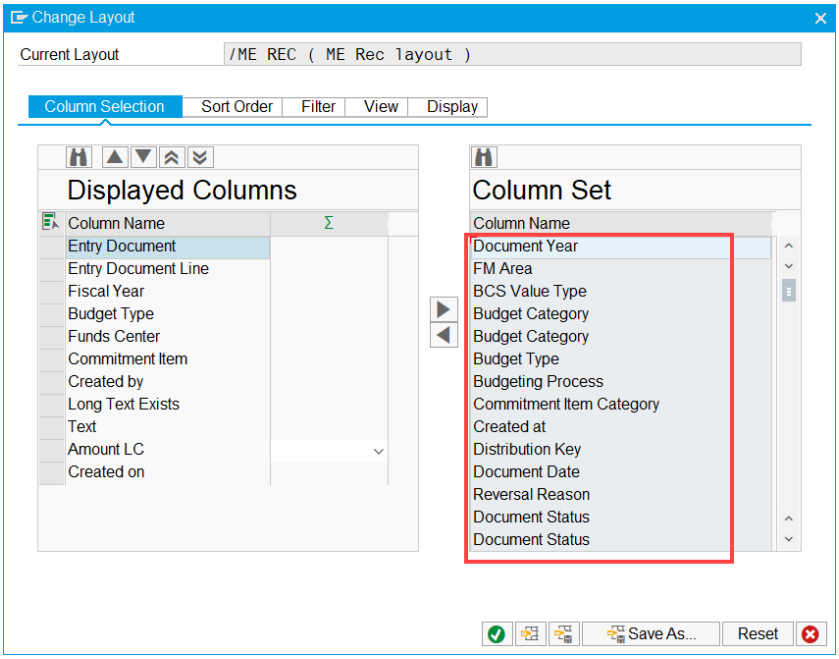
To drill down and see the supporting budget document line items, double click on any budget amount or total.

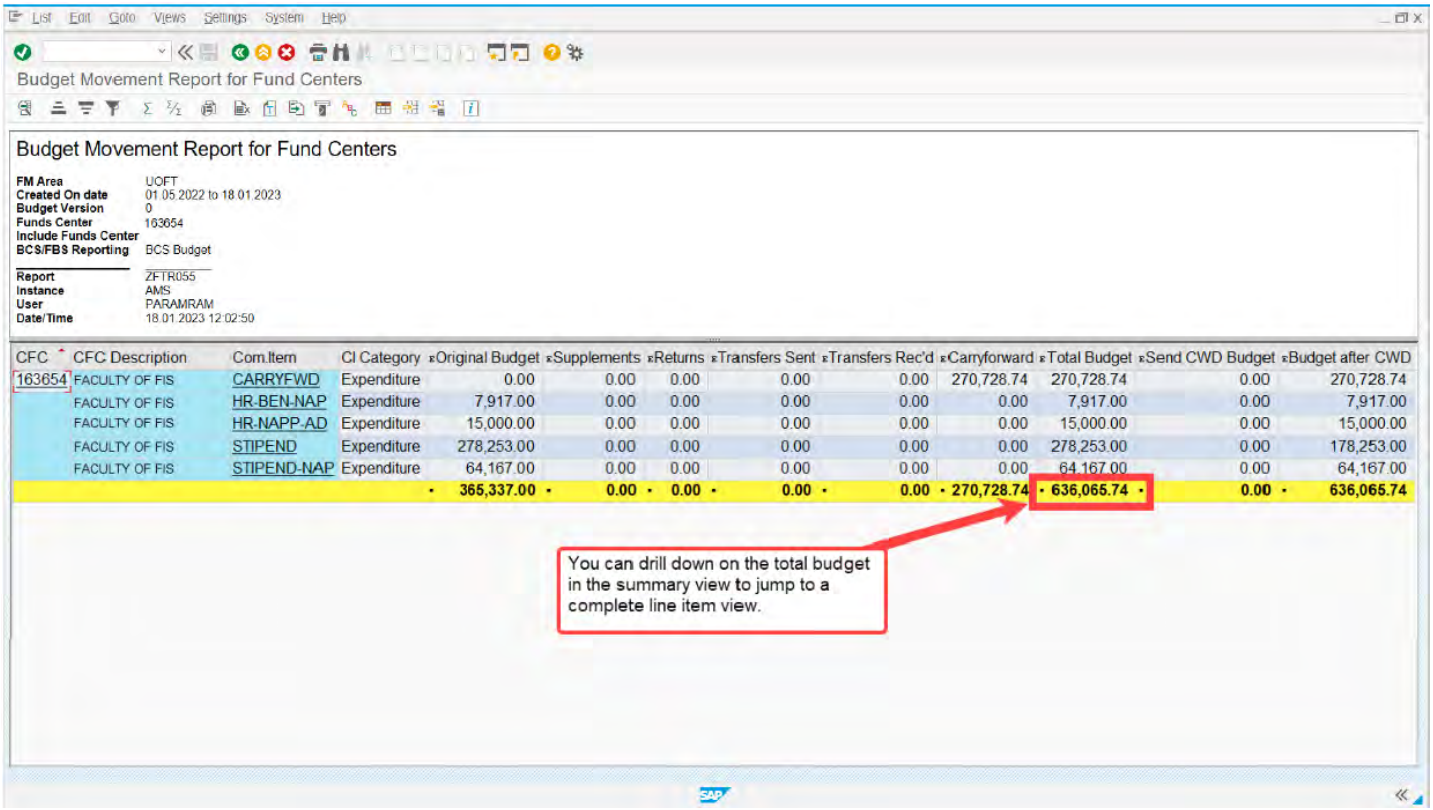
**Example:** Double-click **365,337.00**

**BCS Budget Entry Documents**




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



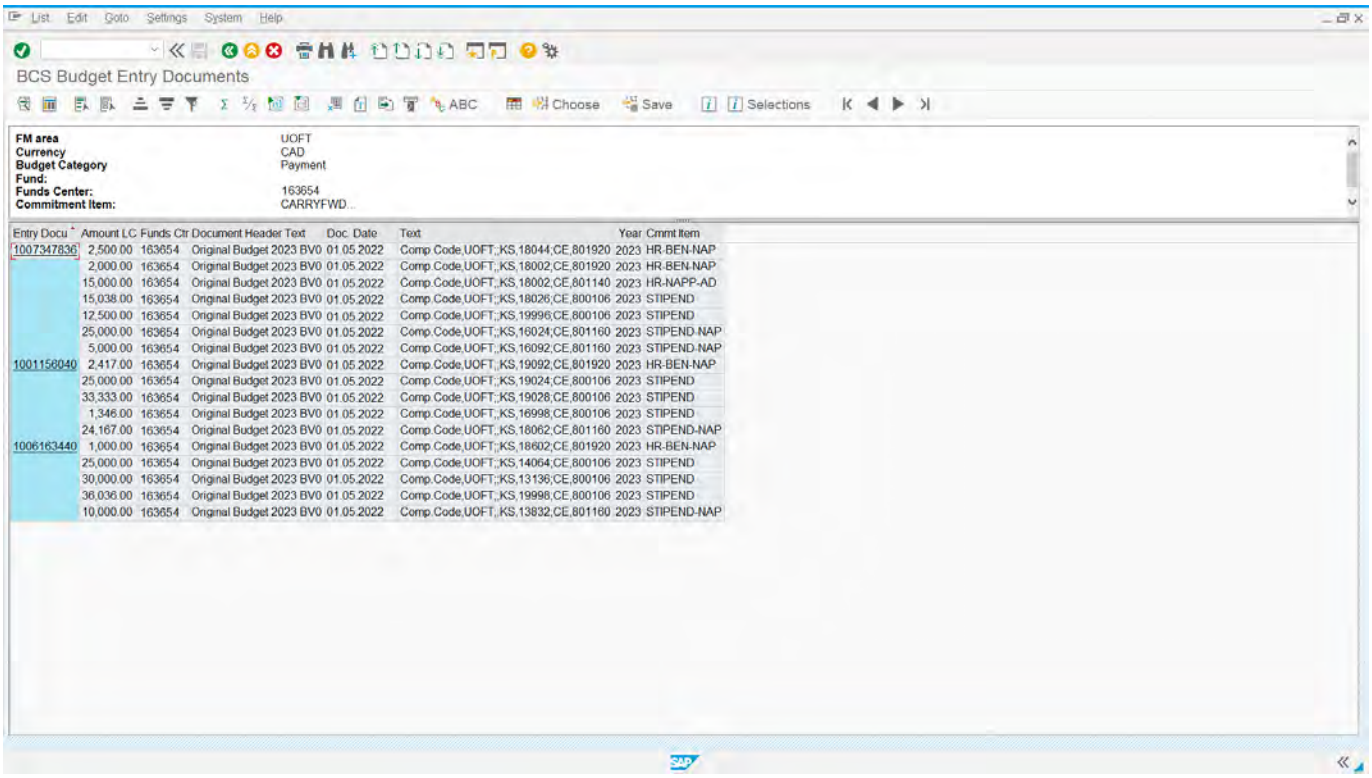



Double click on the Total Budget Amount $636,065.74 to go to Line item detail View directly without exiting the report.

**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

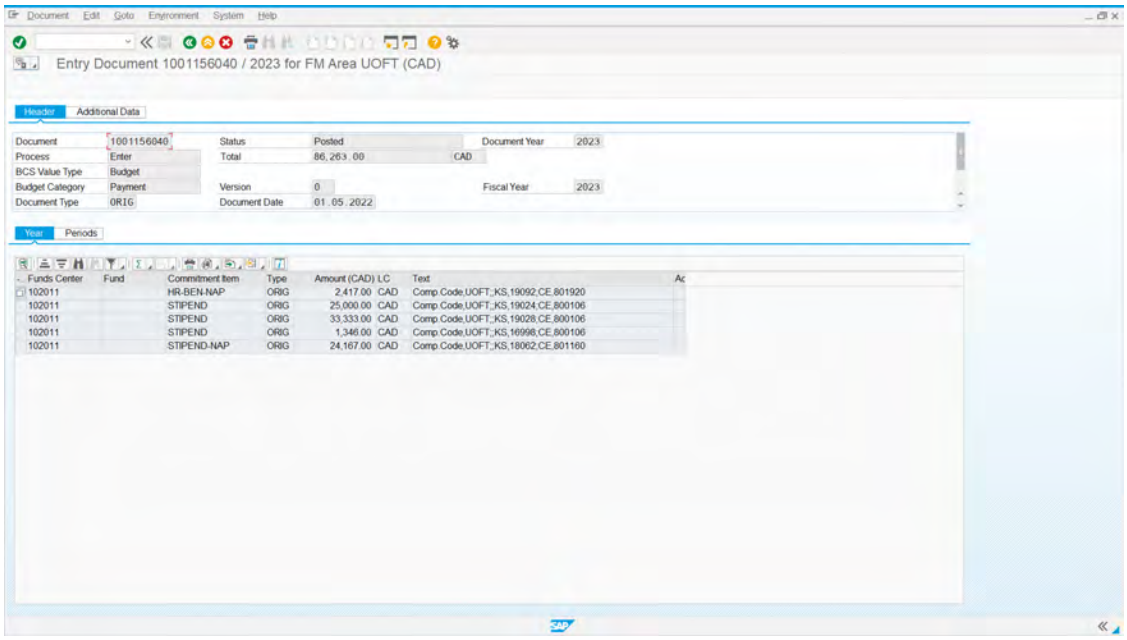



| Entry Docu | Amount LC | Funds Ctr | Document Header Text | Doc. Date | Text | Year | Cmmt Item |
|---|---|---|---|---|---|---|---|
| 1007347836 | 2,500.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,18044;CE,801920 | 2023 | HR-BEN-NAP |
| | 2,000.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,18002;CE,801920 | 2023 | HR-BEN-NAP |
| | 15,000.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,18002;CE,801140 | 2023 | HR-NAPP-AD |
| | 15,038.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,18026;CE,800106 | 2023 | STIPEND |
| | 12,500.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,19996;CE,800106 | 2023 | STIPEND |
| | 25,000.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,16024;CE,801160 | 2023 | STIPEND-NAP |
| | 5,000.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,16092;CE,801160 | 2023 | STIPEND-NAP |
| 1001156040 | 2,417.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,19092;CE,801920 | 2023 | HR-BEN-NAP |
| | 25,000.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,19024;CE,800106 | 2023 | STIPEND |
| | 33,333.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,19028;CE,800106 | 2023 | STIPEND |
| | 1,346.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,16998;CE,800106 | 2023 | STIPEND |
| | 24,167.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,18062;CE,801160 | 2023 | STIPEND-NAP |
| 1006163440 | 1,000.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,18602;CE,801920 | 2023 | HR-BEN-NAP |
| | 25,000.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,14064;CE,800106 | 2023 | STIPEND |
| | 30,000.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,13136;CE,800106 | 2023 | STIPEND |
| | 36,036.00 | 163654 | Original Budget 2023 BV0 | 01.05.2022 | Comp.Code,UOFT;;KS,19998;CE,800106 | 2023 | STIPEND |
| | 10,000.00 | 163654 | Original Budget 2023 BV0 | 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.

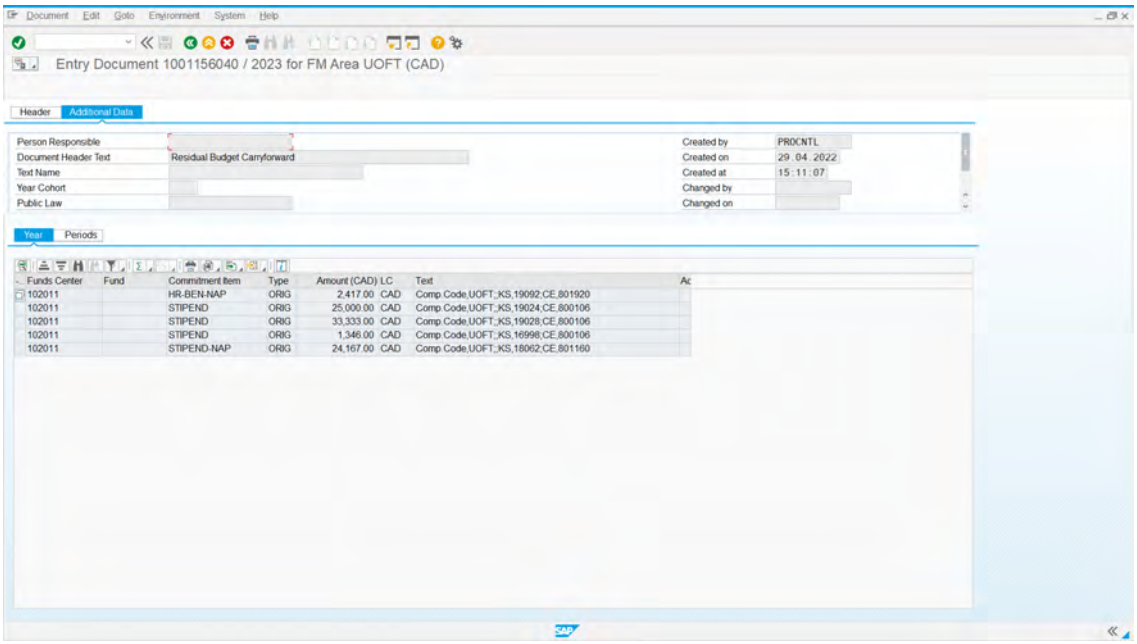
**Example:** Click on 1001156040 to view the budget migration document.

## Budget Entry Document - Header




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




**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**