

# FINANCIAL INFORMATION SYSTEM

**Reconciling & Reviewing  
Month End Statements**



# Course Map

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## Reconciliation:

- Policies/Objectives
- Basic Guidelines
- Month-End Reconciliation Reports
- Missing Source Documents
- Additional Reports

## Reviewing:

- Policies/Objectives
- Statement of Accounts Summary
- Management Reports

# Policies/Objectives



**Reconciliation** refers to the matching and comparing of financial transactions recorded against a financial account with the original source documents.

**U of T Policies requires that Reconciliation be done MONTHLY**

## University Departments:

- Match and compare the **Monthly Account Statements** against various source documents (e.g., Payroll Distribution, Facilities & Services, Telecomm reports, invoices, expense reimbursement forms, journal entries) to ensure transactions are recorded correctly
- promptly correct errors and locate any missing source documents

## Financial Reporting Objective:

- ensure all transactions are completely and accurately recorded in the accounting system
- ensure financial reports are reviewed/checked for accuracy against departmental records

## Policy Guidelines:


- Role of Departments: <https://finance.utoronto.ca/policies/gtfm/financial-management/reporting/#roledepts>
- Objectives and Responsibilities: <http://finance.utoronto.ca/policies/gtfm/financial-management/objective-and-responsibilities/>

# Policies/Objectives



**Business Officers** are required to complete an **Annual Administrative Accountability Report Form**, which:

- provides a quick overview of important policy topics and key items to address
- should be completed and provided to the senior administrator one level up, by June 30th each year

 UNIVERSITY OF TORONTO

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**BUSINESS OFFICER OR SENIOR ADMINISTRATIVE OFFICER**

**ANNUAL ADMINISTRATIVE ACCOUNTABILITY REPORT**

TO: \_\_\_\_\_  
Chair, Director or Manager

FROM: \_\_\_\_\_  
Business Officer or Senior Administrative Officer

**Introduction**

Senior administrators of individual units complete an Annual Administrative Accountability Report. This report has been developed to assist the unit business officer, or the individual who performs the business officer function, to help to ensure that all relevant topics are considered. The business officer should provide this completed form to the senior administrator one level up, and discuss any items that are not being followed.

The detail of internal controls and procedures are contained in the "Guide to Financial Management" (GTFM) in the section "Financial Management", sub-section "Objectives and Responsibilities". The following is intended to provide a quick overview of the important topics, and key items for senior administrators to address.

10	Recording of financial transactions			
10.1	Have the financial reports generated from the University's financial information system been reviewed for accuracy and completeness? The review has been indicated by a signature or initial on the report along with the date of the review.			
10.2	Have all transactions during the period been properly recorded in the accounts?			
10.3	Have all outstanding purchases of good or services, or contractual obligations, incurred by the operation and outstanding at the period end, been recorded in the accounts or disclosed?			
10.4	Have all funds received (such as donations, grants etc.) designated for general and specific purposes been recorded, and retained or expended in compliance with the conditions attached to each amount received?			
10.5	When discrepancies are found in the financial reports, are authorized corrective actions taken promptly?			

## QRG: Month-End Reports

- <http://finance.utoronto.ca/fast/support-documentation/funds-management/reporting/month-end-reports/>

## Forms: Financial Accountability Report Forms

- <http://finance.utoronto.ca/forms/accountability/>

# Basic Guidelines

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- Step 1** - During the month, transactions are processed in FIS, both manually and through various automated processes (e.g., Payroll, F&S billing).
  
- Step 2** - After processing transaction, source documents are ***filed by document number sequence*** to be reconciled later (e.g., invoices, expense reimbursement forms with back-up receipts, journal entries).
  
- Step 3** - **Every month**, after the last day of the month, the following reports are printed:
  - 1) Statement of Accounts or Monthly PI Report
  - 2) Payroll Distribution
  - 3) Budget Movement Report
  - 4) F&S Month-end Statement
  - 5) Telecomm Billing
  - 6) Cost Center and/or Internal Order Line Report

} Reports 3-5 should be run as required based on transactions shown in Statement of Accounts
  
- Step 4** - **Reports 2-5** and supporting source documents are matched and compared to the Statement of Accounts Report.  
  
**Report 6** identifies incorrect FIS account postings based on Cost Center or Internal Order
  
- Step 5** - Any missing source documents must be located to facilitate reconciliation (e.g., vendors, other departments) and any necessary corrections are processed as soon as possible.
  
- Step 6** - File documents/reports using the **U of T File Plan**.

# Month-End Reconciliation Reports



**SAP Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Month-End Reports

1) **Statement of Accounts** (Funds Centers and non-research)

**OR**

**Monthly PI Report - All Sponsors\***  
(reconciling research accounts)

Reconcile with the following reports:

2) **Payroll Distribution Report**

3) **Budget Movement Report**

4) **F & S Month-end Statement**

5) **Telecomm Billing: Extension Detail Statement**

6) **VoIP Recurring Service and Hardware Charges Report**

7) **VoIP Long Distance Call Report**

**NOTE:** Presentation will focus on reconciling "Operating" Funds.

**QRG:** Monthly PI Report – All Sponsors

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Monthly-PI-Report-Converted.pdf>

The screenshot shows the SAP menu structure. A red box highlights the path: SAP Menu > Accounting > Funds Management > Information System > Funds Management Section (U of T Reports) > Month-End Reports. Red arrows point from the numbered list on the left to specific reports in the menu:

- Arrow 1 points to ZFTR106 - Statement of Accounts (Funds Centers and non-research)
- Arrow 2 points to ZHJR\_ZHJR004 - Payroll Distribution Report
- Arrow 3 points to ZFTR055 - Budget Movement Report for Fund Centers
- Arrow 4 points to ZFVR019A - F&S Customer Statement – 2015 onwards
- Arrow 5-7 points to a box containing ZTC1 - Telecomm Billing: Extension Detail Statement, ZVC2 - VoIP Recurring Service Charges, and ZVC3 - VoIP Long Distance Call Report

**\*NOTE:** The Payroll Distribution Report is executed as part of the Statement of Accounts

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# 1. Statement of Accounts (Funds Centers & Non-Research)



**SAP Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Month-End Reports >> Statement of Accounts (Funds Centers and non-research)  
**Transaction Code:** ZFTR106

Single Parent FC or list of individual FCs

Default = Blank (to include Funds)

Enter month and calendar year

\* Recommended criteria for report output

The screenshot shows the SAP 'Month-end Statement of Account' interface. The title bar reads 'Month-end Statement of Account'. The main area contains several input fields and options:

- FM area:** UOFT
- Budget version:** 0
- Funds Center:** 102323
- Fund:** (empty)
- Data at end of selected month:** January 2020
- Items/sections to include on report, in addition to summary page:** (Select one or more, or leave as is for summary only)
- Budget details
- Revenue & Expense details
- Display by:**
  - Line items without payroll details by G/L within CC/IO
  - Include ROSI/SLCM details
  - Line items with payroll details by G/L within CC/IO
  - Line items by date within Budget CI, no CC/IO
- Outstanding commitments
- Display by:**
  - G/L summary totals within commitment type, within CC/IO
  - Commitment type summary, no CC/IO
- Payroll distribution
- Include G/L summary totals
- Include Funds Center Hierarchy
- Hierarchy variant:** 0000
- Include FM accounts with no activity
- Include FM accounts with no activity & non-zero balance
- Display Fund activity only, no Funds Center

Check to include student fees details

# 1. Statement of Accounts



## Summary Page:

Focus on Reconciling for the Month:

- Changes in Budget – change from previous month to current Month
- Current Month Actuals – revenue & expense transactions posted for the month
- Outstanding Commitments – payroll reserves, PO & PR and Manual Reserves at the end of the month
- Detailed listing of Actuals & Outstanding Commitments.
- YTD Values will be discussed in Review section

Month-end Statement of Account								
Actuals Detail		Outstanding Commit-s						
University of Toronto				Statement of Account			Page: 1	
				Summary Report			Date: 12.02.2020	
							Name: ZFTR106(AMS)	
Funds Center		102323 FAST Training		Budget Version		0		
Fund				Month and Year		Jan-2020		
Budget CI	Opening Budget (Incl. CFWD)	Current Budget	Changes in Budget	Current Month Actuals	Outstanding Commitments	YTD Actuals	YTD Actuals & Commts	Funds Available
<b>Revenues</b>								
IN-BENREC-APP	73,141.00-	73,141.00-	0.00	0.00	0.00	17,890.00-	17,890.00-	55,250.91-
IN-SALREC-UNION	35,090.00-	35,090.00-	0.00	0.00	0.00	34,178.17-	34,178.17-	911.83-
IN-SALREC-AP-AC	260,427.00-	260,427.00-	0.00	0.00	0.00	49,545.00-	49,545.00-	210,882.00-
IN-SAL-REC	0.00	105,030.00	29,097.00	0.00	0.00	0.00	0.00	105,030.00
IN-BEN-REC	0.00	25,995.00	7,202.00	0.00	0.00	0.00	0.00	25,995.00
IN-EXP-REC	662,072.00-	662,072.00-	0.00	0.00	0.00	309,492.44-	309,492.44-	352,579.56-
<b>Total Revenue</b>	<b>1,030,730.00-</b>	<b>899,705.00-</b>	<b>36,299.00</b>	<b>0.00</b>	<b>0.00</b>	<b>411,105.70-</b>	<b>411,105.70-</b>	<b>488,599.30-</b>
<b>Expenses</b>								
EXPENSE-S	2,212,306.78	2,225,429.78	36,299.00-	68,628.54	441,276.09	1,763,233.24	2,204,509.33	20,920.45
CARRYFWD	68,428.87	68,428.87	0.00	0.00	0.00	29,500.32-	29,500.32-	97,929.19
<b>Total Expense</b>	<b>2,280,735.65</b>	<b>2,293,858.65</b>	<b>36,299.00-</b>	<b>68,628.54</b>	<b>441,276.09</b>	<b>1,733,732.92</b>	<b>2,175,009.01</b>	<b>118,849.64</b>
<b>Net Total</b>	<b>1,250,005.65</b>	<b>1,394,153.65</b>	<b>0.00</b>	<b>68,628.54</b>	<b>441,276.09</b>	<b>1,322,627.22</b>	<b>1,763,903.31</b>	<b>369,749.66-</b>



# 1. Statement of Accounts



Month-end Statement of Account								
Actuals Detail		Outstanding Commit-s						
University of Toronto				Statement of Account			Page: 1	
				Summary Report			Date: 12.02.2020	
							Name: ZFTR106(AMS)	
Funds Center		102323		FAST Training		Budget Version		0
Fund						Month and Year		Jan-2020
Budget CI	Opening Budget (Incl CFWD)	Current Budget	Changes in Budget	Current Month Actuals	Outstanding Commitments	YTD Actuals	YTD Actuals & Commts	Funds Available
<b>Revenues</b>								
IN-BENREC-APP	73,141.00-	73,141.00-	0.00	0.00	0.00	17,890.09-	17,890.09-	55,250.91-
IN-SALREC-UNION	35,090.00-	35,090.00-	0.00	0.00	0.00	34,178.17-	34,178.17-	911.83-
IN-SALREC-AP-AC	260,427.00-	260,427.00-	0.00	0.00	0.00	49,545.00-	49,545.00-	210,882.00-
IN-SAL-REC	0.00	105,030.00	29,097.00	0.00	0.00	0.00	0.00	105,030.00
IN-BEN-REC	0.00	25,995.00	7,202.00	0.00	0.00	0.00	0.00	25,995.00
IN-EXP-REC	662,072.00-	662,072.00-	0.00	0.00	0.00	309,492.44-	309,492.44-	352,579.56-
<b>Total Revenue</b>	<b>1,030,730.00-</b>	<b>899,705.00-</b>	<b>36,299.00</b>	<b>0.00</b>	<b>0.00</b>	<b>411,105.70-</b>	<b>411,105.70-</b>	<b>488,599.30-</b>
<b>Expenses</b>								
EXPENSE-S	2,212,306.78	2,225,429.78	36,299.00-	68,628.54	441,276.09	1,763,233.24	2,204,509.33	20,920.45
CARRYFWD	68,428.87	68,428.87	0.00	0.00	0.00	29,500.32-	29,500.32-	97,929.19
<b>Total Expense</b>	<b>2,280,735.65</b>	<b>2,293,858.65</b>	<b>36,299.00-</b>	<b>68,628.54</b>	<b>441,276.09</b>	<b>1,733,732.92</b>	<b>2,175,009.01</b>	<b>118,849.64</b>
<b>Net Total</b>	<b>1,250,005.65</b>	<b>1,394,153.65</b>	<b>0.00</b>	<b>68,628.54</b>	<b>441,276.09</b>	<b>1,322,627.22</b>	<b>1,783,903.31</b>	<b>369,749.66-</b>

Month-end Statement of Account								
Actuals Detail		Outstanding Commit-s						
University of Toronto				Statement of Account			Page: 2	
				BCS Budget Details			Date: 12.02.2020	
							Name: ZFTR106(AMS)	
Funds Center		102323		FAST Training		Budget Version		0
Fund						Month and Year		Jan-2020
Commitment Item	Original Budget	CFWD Budget	Opening Budget	Supplement Budget	Return Budget	Transfer Budget	Current Budget	
SER-VIDEO	3,200.00	0.00	3,200.00	0.00	0.00	0.00	3,200.00	
SUP-OFFICE	10,500.00	0.00	10,500.00	0.00	0.00	0.00	10,500.00	
SUP-PRINTING	12,000.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	
SUP-SUBSCR	1,500.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	
TRAV-EMPL	7,000.00	0.00	7,000.00	0.00	0.00	0.00	7,000.00	
TRAV-VISITOR	12,000.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	
SER-TRANSPN	2,500.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	
SUPPLIES	24,000.00	0.00	24,000.00	0.00	0.00	0.00	24,000.00	
SERVICES	8,800.00	17,108.78	25,908.78	0.00	0.00	0.00	25,908.78	
EXPENSE-S	0.00	0.00	0.00	31,129.00	162,154.00-	144,148.00	13,123.00	
CARRYFWD	0.00	68,428.87	68,428.87	0.00	0.00	0.00	68,428.87	
TELEPHONE	32,000.00	0.00	32,000.00	0.00	0.00	0.00	32,000.00	
POSTAGE	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	
IN-SAL-REC	0.00	0.00	0.00	24,953.00-	129,983.00	0.00	105,030.00	
IN-BEN-REC	0.00	0.00	0.00	6,176.00-	32,171.00	0.00	25,995.00	
IN-EXP-REC	662,072.00-	0.00	662,072.00-	0.00	0.00	0.00	662,072.00-	
<b>Total</b>	<b>1,164,468.00</b>	<b>85,537.65</b>	<b>1,250,005.65</b>	<b>0.00</b>	<b>0.00</b>	<b>144,148.00</b>	<b>1,394,153.65</b>	



# 2. Reconcile Payroll Distribution Actuals to Statement of Accounts



University of Toronto  
 Payroll Distribution  
 Period: Jan-2020  
 Date: 12.02.2020  
 Time: 14:27:36  
 Report: ZHR004  
 Instance: AMS

FAST Training	Funds center	102323	FAST Training	Page	28
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Pers. Number	Last Name	Init	Pay	Current Month Sal/Ben	Fiscal Sal/Ben	Intended Sal/Ben	Reserve End Date	SRB Rate	Total Amount of Sal/Ben	Payment End Date	Description
				Temp Recurring *incl pay redirect							

Funds Center/Fund Total by G/L

Cost Center: 13771											
Pay Academic	801010	71,406.48	472,006.04	214,219.44	687,025.48						
Pay Admin/Clinic St	801015	1,250.00	23,750.00	3,750.00	27,500.00						
Pay Admin	801040	44,460.14	272,304.70	90,122.98	370,427.68						
Pay Union	801050	46,638.16	407,033.56	119,544.32	526,577.88						
Pay Casual Admn.	801140	9,957.33	111,568.78	16,462.14	128,030.92						
Pay Unions - Temp	801150	0.00	4,500.78	0.00	4,500.78						
Pay CDW-UG	801310	0.00	122.10	0.00	122.10						
Pay Post Doc Fellows	801340	0.00	0.00	0.00	0.00						
Pay Scholarships	801350	0.00	6,000.00	0.00	6,000.00						
Pay Benefits Appt	801910	40,529.30	291,033.06	107,820.00	398,853.95						
Pay Benefits No Appt	801920	995.79	11,627.14	1,646.21	13,273.35						

## Month-end Statement of Account

Actuals Detail Outstanding Commit-s

University of Toronto Statement of Account Page: 3  
 Date: 12.02.2020  
 Revenue & Expense Details Report Time: 14:26:19  
 Line items without payroll details by G/L within CC/IO Name: ZFTR106(AMS)

Funds Center	102323	FAST Training	Budget Version	0
Fund			Month and Year	Jan-2020

Posting Date	G/L Account	G/L Account Name	Document Number	User ID	Document Line Item Text	Amount
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Center	13771	FAST Training				
Budget CI		EXPENSE-S				
14.01.20	800422	Comp. Admin. General	1001180561		salary adj May-Oct 2019	1,750.66
15.01.20	800751	Salary Cdn Undergrad	1001180825		WS Salary recovery	226.00
00.00.00	801140	Pay Casual Admn.				9,957.33
Budget CI Total						11,481.19

Budget CI		HR-APP-AC				
00.00.00	801010	Pay Academic				71,406.48
00.00.00	801015	Pay Admin/Clinic St				1,250.00
Budget CI Total						72,656.48
Budget CI		HR-APP-AD				
00.00.00	801040	Pay Admin				44,460.14
Budget CI Total						44,460.14

# 2. Reconcile Payroll Distribution Commitments to Statement of Accounts



University of Toronto  
 Payroll Distribution  
 Period: Jan-2020  
 Date: 12.02.2020  
 Time: 14:27:36  
 Report: ZHR004  
 Instance: AMS

FAST Training	Funds center	102323	FAST Training	Page	28
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Pers. Number	Last Name	Init	Pay	Current Month Sal/Ben	Fiscal Sal/Ben	Intended Sal/Ben Reserve	Reserve End Date	SDR Rate	Total Amount of Sal/Ben	Payment End Date (P)	Description
				Temp	Recurring						
				*incl pay redirect							

Funds Center/Fund Total by G/L

Cost Center: 13771

Pay	001010	001015	001040	001050	001140	001150	001310	001340	001350	001910	001920
Pay Academic	1,406.48	23,750.00	4,460.14	48,638.16	9,957.33	0.00	0.00	0.00	0.00	40,529.30	995.79
Pay Admin/Clinic St		3,750.00	272,304.70	407,033.56	111,568.78	4,580.78	122.10	0.00	6,000.00	291,033.06	11,627.14
Pay Admn			98,122.98	119,544.52	16,462.14	0.00	0.00	0.00	0.00	107,820.09	1,648.21
Pay Union			370,427.68	526,577.88	128,030.92	4,580.78	122.10	0.00	6,000.00	308,853.95	13,273.35
Pay Casual Admn											
Pay Unions - Temp											
Pay CDW-UG											
Pay Post Doc Fellows											
Pay Scholarships											
Pay Benefits Appt											
Pay Benefits No Appt											

## Month-end Statement of Account

Actuals Detail	Outstanding Commit-s
University of Toronto	Statement of Account
Revenue & Expense Details Report	Page: 12
	Date: 12.02.2020
	Time: 14:26:19
University of Toronto	Statement of Account
Outstanding Commitments	Page: 13
G/L summary totals within commitment type, within CC/IO	Date: 12.02.2020
	Time: 14:26:19
	Name: ZFTR106(AMS)

Funds Center	102323	FAST Training	Budget Version	0
Fund			Month and Year	Jan-2020

Posting Date	G/L AccountName	G/L Account	Document Number	Vendor Name	Reserve Amount	Document Text
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CCenter : 13771 FAST Training

Budget CI : HR-APP-AC

Fund Reservations:						
22.01.2020	001010	Pay Academic	101508307	001	214,219.44	Payroll Commitments
22.01.2020	001015	Pay Admin/Clinic St	101508313	001	3,750.00	Payroll Commitments
Total Fund Reservations:					217,969.44	
Budget CI Total:					HR-APP-AC	217,969.44

Fund Reservations:						
22.01.2020	001040	Pay Admin	101508319	001	98,122.98	Payroll Commitments
Total Fund Reservations:					98,122.98	



# Statement of Accounts – Actuals Detail



Click **Actuals Detail** for listing of “actual” financial transactions.

**Note:** Can be used to Reconcile with Source Documents.

Month-end Statement of Account									
University of Toronto Statement of Account Date: 23.02.									
FCenter	Fund	Doc no	GL Acct	CCenter	Order	Post Date	User cde	Amount	Text
102323		1903671218	825000	0000020839		13.01.2020	TSUKAMAY	550.14	Chair-man Mills 346511: Munk Holiday
102323		1903671259	825000	0000020839		13.01.2020	TSUKAMAY	209.70	Office Coffee 114812: Milk, Coffee b
102323		1903671268	825000	0000020839		13.01.2020	TSUKAMAY	208.46	Office Coffee 119518: Milk, Coffee b
102323		1903678646	825000	0000020839		22.01.2020	TSUKAMAY	136.81	Office Coffee 119898: Milk, Coffee,
102323		1903682731	825000	0000020839		28.01.2020	TSUKAMAY	207.32	office Coffee 120267: Milk, Coffee,
102323		2350334828	825000	0000020839		06.01.2020	LIJIEXI	54.81	2020 various expenses
102323		2350337214	825000	0000020839		27.01.2020	LIJIEXI	18.69	Marsh Smith,Samantha:flowers for hol
102323		5000432567	825000	0000020839		17.01.2020	PROCNTL	12.38	Grand & 3700172003 Green Works "Free
102323		5000432567	825000	0000020839		17.01.2020	PROCNTL	155.11	Grand & 3700172003 Honeywell Permane
102323		5000433802	825000	0000020839		29.01.2020	PROCNTL	23.77	Grand & 3700172739 Resinite High Qua
102323		7301025375	825000	0000020839		05.01.2020	PROCNTL	193.92	18-Dec-2019 PHARMA PLUS DRUGMARTSTOR
102323		7301026080	825000	0000020839		05.01.2020	PROCNTL	59.66	29-Dec-2019 MAILCHIMPMAILCHIMP.COMGA
102323		7301026386	825000	0000020839		06.01.2020	PROCNTL	216.62	03-Jan-2020 LINODE.COM855-4546633NJ
102323		7301026897	825000	0000020839		09.01.2020	PROCNTL	30.41	07-Jan-2020 LYNDA.COM, INC.888-33596
102323		7301029143	825000	0000020839		22.01.2020	PROCNTL	32.68	20-Jan-2020 LINODE.COM855-4546633NJ
102323		5100432567	825800	0000020839		17.01.2020	PROCNTL	34.85	Grand & 3700172003 Grand & Toy Premi
102323		5100433086	825800	0000020839		22.01.2020	PROCNTL	104.55	Grand & 3700172267 Grand & Toy Premi
102323		5000433801	825800	0000020839		29.01.2020	PROCNTL	14.48	Grand & 3700172734 BlueLine NotePro
102323		5000433801	825800	0000020839		29.01.2020	PROCNTL	16.67	Grand & 3700172734 Post-it 1/2" Prin
102323		1903674083	835010	0000020839		15.01.2020	TSUKAMAY	16.55	Bell Conf 110950532: Munk School mtg
102323		1903678411	835010	0000020839		22.01.2020	TSUKAMAY	25.00	Bell Conf 111013960: Munk School mtg
102323		6600544466	835010	0000020839		06.01.2020	PROCNTL	2,441.73	113-9558 TELCHGS DEC2019 BILLING
102323		6600544996	835010	0000020839		06.01.2020	PROCNTL	39.10	113-9558 LONGDIS DEC2019 BILLING
102323		6600545465	835010	0000020839		06.01.2020	PROCNTL	234.00	113-9558 IVMS DEC2019 BILLING
102323		6600546001	835010	0000020839		06.01.2020	PROCNTL	91.84	113-9558 PSTN DEC2019 BILLING
102323		6600546547	835010	0000020839		29.01.2020	PROCNTL	2,694.52	113-9558 TELCHGS JAN2020 BILLING
102323		6600547065	835010	0000020839		29.01.2020	PROCNTL	17.86	113-9558 LONGDIS JAN2020 BILLING
102323		6600547529	835010	0000020839		29.01.2020	PROCNTL	240.00	113-9558 IVMS JAN2020 BILLING
102323		6600548053	835010	0000020839		29.01.2020	PROCNTL	96.76	113-9558 PSTN JAN2020 BILLING
102323		1903668139	835080	0000020839		07.01.2020	LIJIEXI	102.88	Bell Mobil 511818033:
102323		1903668148	835080	0000020839		07.01.2020	LIJIEXI	20.68	Bell Mobil 502371531: Munk Tech
102323		1903670895	835080	0000020839		12.01.2020	TSUKAMAY	172.31	Bell Mobility 523693323:
102323		1903678638	835080	0000020839		22.01.2020	TSUKAMAY	43.43	Rogers 1476772983:
102323		1903678645	835080	0000020839		22.01.2020	TSUKAMAY	333.54	Rogers 1476772912: Blackberry for St
102323		1903682078	835080	0000020839		27.01.2020	TSUKAMAY	211.88	Bell Mobil 523693323:
102323		1903682437	835080	0000020839		28.01.2020	TSUKAMAY	20.68	Bell Mobil 502371531: MunkTech
102323		1903682442	835080	0000020839		28.01.2020	TSUKAMAY	99.51	Bell Mobil 511818033:
102323		7301025764	835080	0000020839		05.01.2020	PROCNTL	48.61	22-Dec-2019 BELL MOBILITYVERDUNQC
102323		7301026107	835080	0000020839		05.01.2020	PROCNTL	64.20	29-Dec-2019 BELL MOBILITYVERDUNQC
102323		7301029313	835080	0000020839		22.01.2020	PROCNTL	48.61	20-Jan-2020 BELL MOBILITYVERDUNQC



# Statement of Accounts – Outstanding Commitments



Click [Outstanding Commit-s](#) for listing of Outstanding Commitments.

**Note:** Can be used to Reconcile with Source Documents.

*Month-end Statement of Account*

University of Toronto Statement of Account Date: 23.02.

FCenter	Fund	Doc no	GL Acct	CCenter	Order	Post Date	User cde	Amount	Text
102323		101508307	801010	0000013771		22.01.2020	PROCNTL	214,219.44	Payroll Commitments
102323		101508313	801015	0000013771		22.01.2020	PROCNTL	3,750.00	Payroll Commitments
102323		101508319	801040	0000013771		22.01.2020	PROCNTL	98,122.98	Payroll Commitments
102323		101508325	801050	0000013771		22.01.2020	PROCNTL	119,544.32	Payroll Commitments
102323		101515731	801910	0000013771		22.01.2020	PROCNTL	3,869.91	WARNING - NSF FUNDS - Partial payroll
102323		101508333	801920	0000013771		22.01.2020	PROCNTL	1,646.21	Payroll Commitments
102323		3700172003	825800	0000020839		15.01.2020	TSUKAMAY	14.44	OfficeMax Compact Half-Strip Stapler
102323		3700172972	825800	0000020839		29.01.2020	TSUKAMAY	18.12	Zebra 01a Retractable Ballpoint Pens
102323		3700172972	825800	0000020839		29.01.2020	TSUKAMAY	3.24	Swingline Heavy-Duty Staples
102323		3700173033	825000	0000020839		30.01.2020	TSUKAMAY	4.10	Lyso1 Lemon Scented All Purpose Clea
102323		3700173033	825800	0000020839		30.01.2020	TSUKAMAY	34.85	Grand & Toy Premium Copy Paper
102323		3700173033	825800	0000020839		30.01.2020	TSUKAMAY	2.60	OfficeMax Self-Stick Notes
102323		3700173033	825800	0000020839		30.01.2020	TSUKAMAY	4.84	Paper Mate Profile Retractable Ballp
102323		3700173033	825800	0000020839		30.01.2020	TSUKAMAY	4.84	Paper Mate Profile Retractable Ballp
102323		3700173033	825800	0000020839		30.01.2020	TSUKAMAY	0.62	Paper Mate FlexGrip Ultra Recycled B
102323		3700173033	825800	0000020839		30.01.2020	TSUKAMAY	25.08	Swingline Special Edition 747 Staple
102323		3700173033	825800	0000020839		30.01.2020	TSUKAMAY	5.69	Plastic Ruler
102323		3700173033	825800	0000020839		30.01.2020	TSUKAMAY	4.81	Scotch Hand Tape Dispenser
102323	304239	500001229				27.02.2020	OMANDMAR	100,000.00	Investment
102323	306625	500001980				25.02.2020	LIZOELMA	120,765.33	Investment
102323	306627	500001992				06.02.2020	LIZOELMA	335,417.68	Investment
102323	408860	500001979				25.02.2020	LIZOELMA	85,000.00	Investment
102323	470412	500001978				25.02.2020	LIZOELMA	505,887.50	Investment
102323	470785	500001977				25.02.2020	LIZOELMA	70,000.00	Investment
								1,658,346.60	

# 3. Budget Movement Report



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

**Transaction Code:** ZFTR05

Program Edit Goto System Help

**Budget Movement Report for Fund Centers**

FM Area: UOFT  
Fiscal Year: 2020  
Budget Version: 0

**For Funds Centers**

Funds Center Classification: [ ] to [ ]

Funds Center: 102323  
 Include Funds Center Hierarchy  
Hierarchy variant: 0000

Including Funds Center: [ ] to [ ]  
Excluding Funds Center: [ ] to [ ]

**For Commitment Items**

Commitment Item: [ ] to [ ]  
 Commitment Item Hierarchy

FBS (Budget data processed up to and including October 2006 month end)  
 BCS

Display migrated documents separately:   
Do not display migrated documents separately:

Line item entry date: 01.01.2020 to 31.01.2020

Summary  
 \* Line item detail

Enter Fiscal Year

Select Budget version: "0" = Current Budget

Enter Funds Center

First and last date of the month



# 3. Reconcile Budget Changes to Statement of Accounts



List Edit Goto Settings System Help

BCS Budget Entry Documents

ABC Choose Save Selections

Entry Document	Line	Year	Budget T	Cmmt Item	Amount LC	Created by	Created on	LT	Text	Funds Ctr
3000015395	000001	2015	Return	IN-SAL-REC	29,097.00		20.01.2020			102323
3000015395	000002	2015	Return	IN-BEN-REC	7,202.00		20.01.2020			102323
3000015395	000003	2015	Return	EXPENSE-S	36,299.00-		20.01.2020			102323

Fund 102323

Month-end Statement of Account

Actuals Detail Outstanding Commit-s

University of Toronto Statement of Account Summary Report Page: 1 Date: 23.02.2020 Name: ZFTR106 (AMS)

Funds Center 102323 A&S:Munk:Operating Budget Version 0 Month and Year: Jan-2020

Budget CI	Opening Budget (Incl CFWD)	Current Budget	Changes in Budget	Current Month Actuals	Outstanding Commitments	YTD Actuals	YTD Actuals & Commts	Funds Available
<b>Revenues</b>								
IN-BENREC-APP	73,141.00-	73,141.00-	0.00	0.00	0.00	17,890.09-	17,890.09-	55,250.91-
IN-SALREC-UNION	35,090.00-	35,090.00-	0.00	0.00	0.00	34,178.17-	34,178.17-	911.83-
IN-SALREC-APAC	260,427.00-	260,427.00-	0.00	0.00	0.00	49,545.00-	49,545.00-	210,882.00-
IN-SAL-REC	0.00	105,030.00	29,097.00	0.00	0.00	0.00	0.00	105,030.00
IN-BEN-REC	0.00	25,995.00	7,202.00	0.00	0.00	0.00	0.00	25,995.00
IN-EXP-REC	662,072.00-	662,072.00-	0.00	0.00	0.00	309,492.44-	309,492.44-	352,579.56-
Total Revenue	1,030,730.00-	899,705.00-	36,299.00	0.00	0.00	411,105.70-	411,105.70-	488,599.30-
<b>Expenses</b>								
EXPENSE-S	2,212,306.78	2,225,429.78	36,299.00-	68,628.54	441,276.09	1,763,233.24	2,204,509.33	20,920.45
CARRYFWD	68,428.87	68,428.87	0.00	0.00	0.00	29,500.32-	29,500.32-	97,929.19
Total Expense	2,280,735.65	2,293,858.65	36,299.00-	68,628.54	441,276.09	1,733,732.92	2,175,009.01	118,849.64
Net Total	1,250,005.65	1,394,153.65	0.00	68,628.54	441,276.09	1,322,627.22	1,763,903.31	369,749.66

# 4. F & S (Facilities & Services) Customer Statement



**SAP Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Month-End Reports >> F&S Customer Statement

**Transaction Code:** ZFVR019A

### Select to Include:

- Total # of hours (for listed date)
- Date of service
- Trade service type
- Hourly rate
- Total labour charge

### Customer Account

**Service Order** with option to include all sub-orders

**Funds Center** (single, multiple, range or a hierarchy)

**Fund** (single, multiple or range)

**Cost Center Group**

**Cost Center** (single, multiple or range)

**Internal Order** (single, multiple or range)

The screenshot shows the SAP selection screen for the F&S Customer Statement. The title is "F&S Customer Statement - 2015 Onwards". There is a link to clear all entries. The "Display Labour Details" checkbox is highlighted with a red box. The "Do not print/display selection criteria" checkbox is also present. The "Enter single Fiscal year-period OR range of Fiscal year-period" section has "Year" and "Period" fields, with a "to" field and a checked checkbox. The "Additional Selection Criteria (please choose one)" section has several rows, each with a field, a "to" field, and a search icon. The rows are: "Customer Account", "Service Order" (with a checkbox for "and all sub-order(s)"), "Funds center" (with a checkbox for "and all subordinate"), "Fund", "Cost Center Group", "Cost Center value(s)", and "Internal Order number".

**Enter Year and Period (required)**

**QRG:** Facilities and Services (F&S) Customer Statement

- [http://finance.utoronto.ca/wp-content/uploads/2016/01/FS\\_Customer\\_Statement.pdf](http://finance.utoronto.ca/wp-content/uploads/2016/01/FS_Customer_Statement.pdf)



# 4. Reconcile F&S Month-end to Statement of Accounts



**F&S Customer Statement - 2015 Onwards**

University of Toronto F&S Customer Statement Page 4

**Customer:**  
 Customer Account: 510747 Funds Center: 102323  
 Customer Name: Munk Operations-315 Bloor Fund:  
 Customer Contact: Lucinda Li CC: 21164  
 Phone number: 416-946-0450 Int. Order  
 Email Address: Lucinda.Li@utoronto.ca G/L: 896705  
 Fiscal Year/Period: From 2020 009 To 2020 009

**Customer Inquiry:**  
 Phone: 416-946-5995  
 Fax: 416-978-3920  
 Email: arfacilities.services@utoronto.ca

**Service Order#:** 1559216  
 Order Desc: Please assign fob #447919 to Nicola Mel  
 Building: 809 FA315 Bloor Street West FABRIC

Charges	Date	Description	Total Hours/Qty	Rate	Total Charge	Subtotal	Total	
Invoices/Journal Entries (able to drill-down)								
	27.01.2020	1 Reactivation Fob @ \$7.50 each			7.50			
	27.01.2020	1 Reactivation Fob @ \$7.50 each			7.50	15.00		
<b>Total of Service order 1559216</b>							<b>15.00</b>	
Charges	Date	Description	Total Hours/Qty	Rate	Total Charge	Subtotal	Total	
Labour		Electrician RG	1.8	88.00	158.40	158.40		
<b>Total of Service order 1560613</b>							<b>158.40</b>	
<b>Total for Customer # 510747</b>							<b>173.40</b>	
<b>Grand Total for selection criteria</b>							<b>874.37</b>	

**Month-end Statement of Account**

University of Toronto Statement of Account Date: 23.02

FCenter	Fund	Doc no	GL Acct	CCenter	Order	Post Date	User cde	Amount	Text
102323		6600546001	835010	0000020839		06.01.2020	PROCNTL	91.84	113-9558 PSTN DEC2019 BILLING
102323		6600546547	835010	0000020839		29.01.2020	PROCNTL	2,694.52	113-9558 TELCHGS JAN2020 BILLING
102323		6600547065	835010	0000020839		29.01.2020	PROCNTL	17.86	113-9558 LONGDIS JAN2020 BILLING
102323		6600547529	835010	0000020839		29.01.2020	PROCNTL	240.00	113-9558 IVMS JAN2020 BILLING
102323		6600548053	835010	0000020839		29.01.2020	PROCNTL	96.76	113-9558 PSTN JAN2020 BILLING
102323		1903668139	835000	0000020839		07.01.2020	LTIJEXI	102.88	Bell Mobil 511818033: Nina Boric-BB
102323		1903668148	835000	0000020839		07.01.2020	LTIJEXI	20.68	Bell Mobil 502371531: Munk Tech
102323		1903670805	835000	0000020839		12.01.2020	TSUKAMAY	172.31	Bell Mobility 523693323: M.Mckone/ S
102323		1903678638	835000	0000020839		22.01.2020	TSUKAMAY	43.43	Rogers 1476772983: J. Stein- i Pad
102323		1903678645	835000	0000020839		22.01.2020	TSUKAMAY	333.54	Rogers 1476772912: Blackberry for St
102323		1903682078	835000	0000020839		27.01.2020	TSUKAMAY	211.88	Bell Mobil 523693323: M.Mckone/S.Too
102323		1903682437	835000	0000020839		28.01.2020	TSUKAMAY	20.68	Bell Mobil 502371531: MunkTech
102323		1903682442	835000	0000020839		28.01.2020	TSUKAMAY	99.51	Bell Mobil 511818033: Nina Boric Mob
102323		7301025764	835000	0000020839		05.01.2020	PROCNTL	48.61	22-Dec-2020 BELL MOBILITYVERDUNQC
102323		7301026107	835000	0000020839		05.01.2020	PROCNTL	64.20	29-Dec-2019 BELL MOBILITYVERDUNQC
102323		7301029313	835000	0000020839		22.01.2020	PROCNTL	48.61	20-Jan-2020 BELL MOBILITYVERDUNQC
102323		2350337652	841010	0000020839		29.01.2020	TSUKAMAY	519.61	Toope,S:APSA Deans/Directors Meetin
102323		2350337663	841010	0000020839		29.01.2020	TSUKAMAY	6,553.45	Toope,S: Science Po visit Paris-Airfr
102323		2350337652	841020	0000020839		29.01.2020	TSUKAMAY	517.22	Toope,S:APSA Deans/Directors Meetin
102323		2350337232	841070	0000020839		26.01.2020	TSUKAMAY	66.02	Breznitz,D:Lunch w/Vist Prof. Lazoni
102323		6600544463	835010	0000020841		06.01.2020	PROCNTL	616.69	113-9555 TELCHGS DEC2019 BILLING
102323		6600544994	835010	0000020841	20	06.01.2020	PROCNTL	48.10	113-9555 LONGDIS DEC2019 BILLING
102323		6600545463	835010	0000020841		06.01.2020	PROCNTL	204.00	113-9555 IVMS DEC2019 BILLING
102323		6600545998	835010	0000020841		06.01.2020	PROCNTL	44.28	113-9555 PSTN DEC2019 BILLING
102323		6600546544	835010	0000020841		29.01.2020	PROCNTL	969.48	113-9555 TELCHGS JAN2020 BILLING
102323		6600547063	835010	0000020841		29.01.2020	PROCNTL	9.53	113-9555 LONGDIS JAN2020 BILLING
102323		6600547527	835010	0000020841		29.01.2020	PROCNTL	204.00	113-9555 IVMS JAN2020 BILLING
102323		6600548050	835010	0000020841		29.01.2020	PROCNTL	44.28	113-9555 PSTN JAN2020 BILLING
102323		6200278787	896705	0000021164		26.01.2020	PROCNTL	173.40	F&S billing for Jan 2020
102323		1903674080	836110	0000021164		15.01.2020	TSUKAMAY	129.32	Rogers 230-287210201: CableTV-BIP

# 5. Telecomm Billing: Extension Detail Statement



**SAP Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Month-End Reports >> Telecomm Billing: Extension Detail Statement

**Transaction Code:** ZTC1

The screenshot shows the SAP 'Extension Call Detail Report' form. The form has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main data area contains the following fields:

Billing yrmth. (YYYYMM)	202001		
Billing No.	1139555	to	
Local No.		to	
Customer Account			

Annotations with red arrows point to the following fields:

- Enter "Billing date" points to the Billing yrmth. (YYYYMM) field.
- Enter "Billing No."\* points to the Billing No. field.
- OR points to the Local No. field.
- "Customer Account" points to the Customer Account field.

**\*HINT: Billing No.** found on **Statement of Accounts**.

There may be **more than one Billing No.** for a customer account.

**QRG:** Telecom Billing

- [http://finance.utoronto.ca/wp-content/uploads/2015/11/Telecom\\_Billing.pdf](http://finance.utoronto.ca/wp-content/uploads/2015/11/Telecom_Billing.pdf)



# 5. Reconcile Telecomm Billing to Statement of Accounts



## Month-end Statement of Account



## Month-end Statement of Account



University of Toronto

Statement of Account

Date: 23.02.2015

FCenter	Fund	Doc no	GL Acct	CCenter	Order	Post Date	User cde	Amount	Text
102323		6600544463	835010	0000020841		06.01.2020	PROCNTL	616.69	113-9555 TELCHGS DEC2019 BILLING
102323		6600544994	835010	0000020841		06.01.2020	PROCNTL	48.10	113-9555 LONGDIS DEC2019 BILLING
102323		6600545463	835010	0000020841		06.01.2020	PROCNTL	204.00	113-9555 IVMS DEC2019 BILLING
102323		6600545998	835010	0000020841		06.01.2020	PROCNTL	44.28	113-9555 PSTN DEC2019 BILLING
102323		6600546544	835010	0000020841		29.01.2020	PROCNTL	969.48	113-9555 TELCHGS JAN2020 BILLING
102323		6600547063	835010	0000020841		29.01.2020	PROCNTL	9.53	113-9555 LONGDIS JAN2020 BILLING
102323		6600547527	835010	0000020841		29.01.2020	PROCNTL	204.00	113-9555 IVMS JAN2020 BILLING
102323		6600548050	835010	0000020841		29.01.2020	PROCNTL	44.28	113-9555 PSTN JAN2020 BILLING
102323		6200278787	896705	0000021164		28.01.2020	PROCNTL	173.40	F&S billing for Jan 2020

List Edit Goto System Help

### Extension Call Detail Report

Download Long Dist. Download IVMS Download PSTN Download Centrex Download Station CM Print no page break Print 1 tel#/page

University of Toronto - Telecommunications  
Voice Messaging (IVMS) Departmental Summary Report  
JANUARY 2020

Customer : 502384  
Dept : CENTRE FOR INTERNATIONAL STUDIES Billing Number : 1139555

Page : 13  
Date : 23.02.2020  
User : PARAMRAM  
Instance : AMS

Extension	Mailbox	Type	Class of Service	Mailbox Name	Charge	Service Charge	Total
IVMS Total			(# Boxes = 34)		204.00	0.00	204.00
Adjustment Total			(# Adjs = 0)				0.00
					Net		204.00

Fund Centre : 102323 Fund : Cost Centre : 20841 Order :

Amount billed : 204.00

# 6. VoIP Recurring Service and Hardware Charges Report



**SAP Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Month-End Reports >> VoIP Recurring Service Charges Report

**Transaction Code:** ZVC2

*VoIP Recurring Service and Hardware Charges Report*

Billing yyyyymm	202005	to		→
VolP Billing#		to		→
(Example: 123456-001)				
Customer		to		→
VolP User ID (Local # + ext)		to		→
(Example 1: 4169789999) (Example 2: 4169789999x9999)				
FM Area	U0FT			
Funds Center		to		→
Fund		to		→
<input type="checkbox"/> Include Funds Center Hierarchy				
Hierarchy Variant	0000			
Layout	/REC-HDW-CHG			

## Selection Criteria

Single or range billing periods (yyyyymm)

### Optional Criteria to narrow report output:

- VoIP Billing # (9 digit code for dept/unit)
- Customer number (5 digit code for dept./faculty)
- VoIP UserID (phone number)
- Funds Center (or FC/Fund)
- Include FC hierarchy
- Standard/Reject and Customized layouts available

Default Layout /RED-HDW-CHG shows posted transactions. To view rejected postings, use "/REC-HDW-REJ" layout

ZVC2 - VoIP Recurring Service Charges Report:

- [Simulation](#)
- [Reference Guide](#)



# 6. VoIP Recurring Service and Hardware Charges Report



## Output Features:

- Customizable line item format which consolidates all data relevant to monthly recurring and equipment/hardware charges
- Can easily be compared to the Month End Statement of Accounts/Monthly PI Report by running using the same FM Accounts (FC or FC/Fund). Sub-totaled by VoIP Billing# and SKU Type - Recurring and Equipment

SAP

### VoIP Recurring Service and Hardware Charges Report

Billing yyyymm: MAY 2020  
VoIP Billing#: 578178-001

Date: 11.06.2020  
User: PARAMRAM  
Instance:

Customer	VoIP Billing#	VBN Name	User ID	First Name	Last Name	SKU Type	SKU Descr	# of Days	ChrgAmtWRb	AdmAmt	Total Amt	Funds Ctr	Fund	Cost Ctr	Order	Cmmt Item	G/L
578178	578178-001	FAST TEAM	4169464613	Lola	Hickma	VOIPREC	Premium User	31	16.29	4.00	20.29	105405		20482		TELEPHONE	8990
578178		FAST TEAM	4169461355	Obomi	Nakon		Standard User	31	14.22	4.00	18.22	105405		20482		TELEPHONE	8990
578178		FAST TEAM	4169467777	Paul	Toyers		Standard User	31	14.22	4.00	18.22	105405		20482		TELEPHONE	8990
578178		FAST TEAM	4169878770	Cheri	Bol		ATA	31	12.41	4.00	16.41	105405		20482		TELEPHONE	8990
578178		FAST TEAM	4169951395	Sal	Bolu		Standard User	31	14.22	4.00	18.22	105405		20482		TELEPHONE	8990
578178		FAST TEAM	4169789506	Sarah	Nanie		Standard User	31	14.22	4.00	18.22	105405		20482		TELEPHONE	8990
578178		FAST TEAM	4169191910	Mel	Himanie		Premium User	31	16.29	4.00	20.29	105405		20482		TELEPHONE	8990
578178		FAST TEAM	4169781978	Tom	Wu		ATA	31	12.41	4.00	16.41	105405		20482		TELEPHONE	8990
578178		FAST TEAM	4169782778	Paula	Chen		Standard User	31	14.22	4.00	18.22	105405		20482		TELEPHONE	8990
						VOIPR...					164.50						
	502178-001										164.50						
											164.50						

# 7. VoIP Long Distance Call Report



**SAP Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Month-End Reports >> VoIP Long Distance Call Report

**Transaction Code:** ZVC3

**VoIP Long Distance Call Report**

Billing  to

VoIP Billing#  to

(Example: 123456-001)

Customer  to

VoIP User ID (Local # + ext)  to

(Example 1: 4169789999)  
(Example 2: 4169789999x9999)

---

FM Area

Funds Center  to

Fund  to

Include Funds Center Hierarchy

Hierarchy Variant

Layout

## Selection Criteria (same as ZVC2)

Single or range billing periods (yyyymm)

## Optional Criteria to narrow report output:

- VoIP Billing # (9 digit code for dept/unit)
- Customer number (5 digit code for dept./faculty)
- VoIP UserID (phone number)
- Funds Center (or FC/Fund)
- Include FC hierarchy
- Standard/Reject and Customized layouts available

## ZVC3 – VoIP Long Distance Call Report

- [Simulation](#)
- [Reference Guide](#)

Default Layout /RED-HDW-CHG shows posted transactions. To view rejected postings, use “/REC-HDW-REJ” layout

# 7. VoIP Long Distance Call Report



Lists all specific VoIP long distance charges to facilitate reconciliation with month-end Reports such as:

- Call Date
- Call Time
- Destination Telephone Number
- Destination Details/Country
- Duration of Call
- FIS posting and account details

The screenshot shows the SAP 'VoIP Long Distance Call Report' interface. The title bar includes 'List Edit Goto Views Settings System Help' and the SAP logo. The main window title is 'VoIP Long Distance Call Report'. Below the title, there are fields for 'Billing yyyymm' (SEPTEMBER 2018), 'Customer' (502475), 'Date' (02.04.2019), and 'User' (PARAMRAM). A table displays call records with columns: VoIP Billing#, User ID, First Name, Last Name, Call Date, Call Time, ChargeAmt, DestTel, DestDet, Duration, BusA, Funds Ctr, Fund, Cost Ctr, Order, FI Doc No, and Posting Date. The first data row is highlighted in yellow and has several columns (Call Date, Call Time, DestTel, Duration, Funds Ctr, Fund, Cost Ctr, Order, FI Doc No, Posting Date) enclosed in red boxes. The table also shows summary rows for 'VBN Name FAST TEAM' and '502475-001'.

VoIP Billing#	User ID	First Name	Last Name	Call Date	Call Time	ChargeAmt	DestTel	DestDet	Duration	BusA	Funds Ctr	Fund	Cost Ctr	Order	FI Doc No	Posting Date
						0.1982										
VBN Name FAST TEAM																
502475-001																
	4169161111	Cheri	Bol	04.09.2018	15:48:13	0.1982	42797954951	Romania	162	1000	100628		17973		6600636868	28.03.2019



# 6. Cost Center and/or Internal Order Line Item Report



**SAP Menu Path:** Accounting >> Controlling >> Cost Center Accounting >> Information System >> Reports for Internal Orders >> Line items >> **Orders: Actual Line Items**

**Transaction Code:** KOB1

**SAP Menu Path:** Accounting >> Controlling >> Cost Center Accounting >> Information System >> Reports for Cost Center Accounting (UofT) >> Line items >> **Cost Centers: Actual Line Items**

**Transaction Code:** KSB1

## CC and IO Line Item Reports:

- Used to reconcile between Cost Centers and Internal Orders and FM accounts
- Easily identifies documents incorrectly posted against the Funds Center or Cost Center and or Internal Order
- Drilldown capabilities to document overview

# 6. Cost Center Line Item Report (cont'd)



Program Edit Goto Extras System Help

Display Actual Cost Line Items for Cost Centers : Initial Screen

Further Selection Criteria...

Cost Center  to

or

Cost Center Group

Cost Element  to

or

Cost Element Group

Posting Data

Posting Date  to

Settings

Layout  Cost Centre month end reconciliation

More Settings

Enter Cost Center Group

Enter Reporting Period

Select Variant

Note: Use "/CC ME REC"

## Output Screen:

Display Actual Cost Line Items for Cost Centers

Layout /CC ME REC COST CENTRE MONTH END RECONCILIATION

Cost Ctr	Funds Ctr	Doc No	Document No	Posting Date	Cost Elem.	ValCOARCur	Name	User Name	Assignment
19134	104128	115255623	115255623	18.09.2020	800751	379.98	WS Salary recovery	AECLNFD	HR
		115272927	115272927	28.09.2020	801010	45,458.35	Postings from Payroll Accounting	PROCNFL	20130628
		115272927	115272927	28.09.2020	801015	1,000.00	Postings from Payroll Accounting	PROCNFL	20130628
		115272927	115272927	28.09.2020	801050	10,606.74	Postings from Payroll Accounting	PROCNFL	20130628
		115272927	115272927	28.09.2020	801140	5,546.25	Postings from Payroll Accounting	PROCNFL	20130628
		115272927	115272927	28.09.2020	801150	576.63	Postings from Payroll Accounting	PROCNFL	20130628
		115272927	115272927	28.09.2020	801165	5,000.00	Postings from Payroll Accounting	PROCNFL	20130628
		115272927	115272927	28.09.2020	801310	393.37	Postings from Payroll Accounting	PROCNFL	20130628
		115272927	115272927	28.09.2020	801320	875.06	Postings from Payroll Accounting	PROCNFL	20130628
		115272927	115272927	28.09.2020	801910	16,351.12	Postings from Payroll Accounting	PROCNFL	20130628
		115272927	115272927	28.09.2020	801920	1,976.65	Postings from Payroll Accounting	PROCNFL	20130628
		2350266122	115247093	14.06.2020	821110	349.00	M. Stabile kindle/amazon.com	ANAYAZOV	MR_STABILE
		5000450883	115261305	20.06.2020	821420	300.93	ricoh lease basement sco 09981638 5-31-2013	ANAYAZOV	20130628
		5200301118	115261306	20.06.2020		5.82	Ricoh lease basement 5-31-2013 inv SC09981638	ANAYAZOV	EQUIP
		7300923727	115260155	20.06.2020	825000	69.18	17-Jun-2013 BELLMONTREALQC	PROCNFL	TELECOM
		1003357434	115290489	28.09.2020	825600	19.29	The Copy Place_INV# 11864	ANAYAZOV	PRINTING
		2350266122	115247093	14.06.2020	825610	481.80	M. Stabile NYT subs fee	ANAYAZOV	MR_STABILE
		5000449158	115216476	04.06.2020	825800	18.00	Grand & Toy Poly Dividers	EBPCPC	20130604
		5000449444	115221935	06.06.2020		120.19	Bankers Box FastFold R-Kive Storage Box	EBPCPC	20130606
		7300921669	115234791	10.06.2020		14.66	006-Jun-2013 G&T DON MILLSDON MILLSON	PROCNFL	OFF_SUPP
		1003357484	115290488	28.09.2020		322.02	Canon Canada Inc_INV# 4234988	ANAYAZOV	PRINTING
		1003353728	115259267	21.06.2020	835010	16.35	Bell TeleConferencing_INV# 109943340, June 8 2013	ANAYAZOV	TELECOM
		6600502193	115276253	24.06.2020	835035	570.19	113-9294 TELCPGS JUN2013 BILLING	PROCNFL	TELECOM
		6600502775	115276789	24.06.2020		27.42	113-9294 LONGDIS JUN2013 BILLING	PROCNFL	TELECOM
		6600503241	115277225	24.06.2020		120.00	113-9294 IVMS JUN2013 BILLING	PROCNFL	TELECOM
		6600503740	115277684	24.06.2020		37.72	113-9294 PSTN JUN2013 BILLING	PROCNFL	TELECOM
		1100009162	115261762	20.06.2020	835060	0.69	Postage+Surch.5/22/-SPPG-SCH. PUB POLICY & GOVERN.	PROCNFL	MAIL
		1100009162	115261762	20.06.2020		6.27	Postage+Surch.05/28/-SPPG-SCH. PUB POLICY & GOVERN.	PROCNFL	MAIL
		1100009162	115261762	20.06.2020		0.69	Postage+Surch.05/31/-SPPG-SCH. PUB POLICY & GOVERN.	PROCNFL	MAIL
		1100009162	115261762	20.06.2020		1.90	Postage+Surch.06/05/-SPPG-SCH. PUB POLICY & GOVERN.	PROCNFL	MAIL
		1100009162	115261762	20.06.2020		0.69	Postage+Surch.06/06/-SPPG-SCH. PUB POLICY & GOVERN.	PROCNFL	MAIL
		1100009162	115261762	20.06.2020		2.95	Postage+Surch.06/07/-SPPG-SCH. PUB POLICY & GOVERN.	PROCNFL	MAIL
		1100009162	115261762	20.06.2020		-4.42	Postage+Surch.06/12/-SPPG-SCH. PUB POLICY & GOVERN.	PROCNFL	MAIL

Listing by CC & FC



# Missing Source Documents- User ID



To obtain missing source documents identified during the reconciliation process, the processor of the document must be contacted.

To find processor's User ID:

1. Identify User ID on the Statement of Accounts
2. If User ID is:
  - a) Not = 'PROCNTL' use:

**SAP Menu Path:**Office >> AMS User Display OR **Transaction Code:** ZF05

The screenshot shows the SAP ZF05 transaction interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title of the screen is 'Display User: Name & Address'. Below the title, there are two input fields: 'User' and 'User Name (ie. Surname, Given)'. The 'User' field is highlighted in yellow, and the 'User Name' field is also highlighted in yellow. There is a 'to' field between the two input fields.

Enter UserID in **User** Field then

- b) **PROCNTL** use **FAQ** to identify appropriate contact:

<http://finance.utoronto.ca/faqs/procntl-entries-and-document-types/>

**NOTE:** User's responsibility to keep User Profile up-to-date.

# Additional Reports for Reconciliation



If reconciling Funds and budget changes have occurred use the:

## Budget Movement Report for Funds

Provides the same budget document information as the report above for research **and** non-research FC/Funds.

**QRG:** Budget Movement Report for Funds

- [http://finance.utoronto.ca/wp-content/uploads/2016/02/ZFTR055\\_Funds-Budget-Movement-Report-For-Funds.pdf](http://finance.utoronto.ca/wp-content/uploads/2016/02/ZFTR055_Funds-Budget-Movement-Report-For-Funds.pdf)

## Payroll Redirects from Funds to Fund Centers

- Monthly pay, payroll postings intended for restricted research or other funds with an end date in the past or a 'no posting status' will be redirected away from the Fund and into the related FC.
- If payroll redirects were indicated on the Payroll Distribution Report, additional information about the process as well as corrective action can be found at:

**MEMO:** Research and Innovation - Communication

- <http://www.research.utoronto.ca/wp-content/uploads/2011/11/Redirecting-Payroll-Postings-Away-from-Invalid-Funds.pdf>



# Reviewing Reports

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## Statement of Accounts/Monthly PI Report Summary Page:

- provide a monthly overall summary of account status and financial activity
- only report that provides a point in time view of FC's and Funds

## Monthly Management Reports:

- Cheques Payable to Person Processing Payment Report
- Financial Transaction Exception Report
- HR: New Hire/Termination Report by top-level Funds Center
- HR: Payroll Exception by Top Level CFC Report
- List of Payments Report

Provide Senior Administrators snapshot reports that would highlight anomalies in an easy-to-view format.


Reports should be reviewed by the **Head of the Department** (e.g., Chair, Director, Manager, Principal **or** Dean) and are outlined in the annual **Administrative Accountability Report** for each Head of the Department.

**Note:** If anomalies are found, it is the responsibility of the ***Head of the Department*** to follow-up on those items and resolve the issue.

# Policies/Objectives



Should be completed and provided to the senior administrator one level up, **by June 30th each year.**

 UNIVERSITY OF  
**TORONTO**

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CHAIR, DIRECTOR OR MANAGER

**ANNUAL ADMINISTRATIVE ACCOUNTABILITY REPORT**

TO: \_\_\_\_\_  
One level up (usually a Principal, Dean or senior administrator)

FROM: \_\_\_\_\_  
Chair, Director or Manager

For the past year, this report provides all the relevant information in connection with the financial and human resource management of my portfolio. I have certified with a check mark that each of the following statements is true, or if I have been unable to answer "Yes" to any of them, I have provided an explanation below.

1.	I have reviewed the administrative accountability reports from the faculty and staff who report directly to me and, based on their reports, I am generally satisfied with the overall condition of the financial records of my portfolio.	Yes__	No__	N/A__
2.	I have personally reviewed the FIS management reports for my units on a monthly basis and have satisfied myself as to the appropriateness and legitimacy of their contents.	Yes__	No__	N/A__

## Annual Administrative Accountability Reports:

- <http://finance.utoronto.ca/forms/accountability/>

## QRG: Funds Management Reports

- <http://finance.utoronto.ca/fast/support-documentation/funds-management/>

# Statement of Accounts



## Reviewing:

- Budget – Original Budget & CARRYFWD, Opening Budget plus or minus supplements, return or transfers
- YTD Actuals – running total of all transactions processed for the Fiscal Year
- YTD Actuals & Outstanding Commitments
- Funds Available – Difference between Budget and YTD Actuals & Commitments
  - Total Expense is money available to spend

Month-end Statement of Account								
Actuals Detail		Outstanding Commit-s						
University of Toronto			Statement of Account			Page: 1		
			Summary Report			Date: 12.02.2020		
						Name: ZFTR106(AMS)		
Funds Center	102323	FAST Training	Budget Version		0			
Fund			Month and Year		Jan-2020			
Budget CI	Opening Budget (Incl. CFWD)	Current Budget	Changes in Budget	Current Month Actuals	Outstanding Commitments	YTD Actuals	YTD Actuals & Commts	Funds Available
<b>Revenues</b>								
IN-BENREC-APP	73,141.00-	73,141.00-	0.00	0.00	0.00	17,890.09-	17,890.09-	55,250.91-
IN-SALREC-UNION	35,090.00-	35,090.00-	0.00	0.00	0.00	34,178.17-	34,178.17-	911.83-
IN-SALREC-APAC	260,427.00-	260,427.00-	0.00	0.00	0.00	49,545.00-	49,545.00-	210,882.00-
IN-SAL-REC	0.00	105,030.00	29,097.00	0.00	0.00	0.00	0.00	105,030.00
IN-BEN-REC	0.00	25,995.00	7,202.00	0.00	0.00	0.00	0.00	25,995.00
IN-EXP-REC	662,072.00-	662,072.00-	0.00	0.00	0.00	309,492.44-	309,492.44-	352,579.56-
<b>Total Revenue</b>	<b>1,030,730.00-</b>	<b>899,705.00-</b>	<b>36,299.00</b>	<b>0.00</b>	<b>0.00</b>	<b>411,105.70-</b>	<b>411,105.70-</b>	<b>488,599.30-</b>
<b>Expenses</b>								
EXPENSE-S	2,212,306.78	2,225,429.78	36,299.00-	68,628.54	441,276.09	1,763,233.24	2,204,509.33	20,920.45
CARRYFWD	68,428.87	68,428.87	0.00	0.00	0.00	29,500.32-	29,500.32-	97,929.19
<b>Total Expense</b>	<b>2,280,735.65</b>	<b>2,293,858.65</b>	<b>36,299.00-</b>	<b>68,628.54</b>	<b>441,276.09</b>	<b>1,733,732.92</b>	<b>2,175,009.01</b>	<b>118,849.64</b>
<b>Net Total</b>	<b>1,250,005.65</b>	<b>1,394,153.65</b>	<b>0.00</b>	<b>68,628.54</b>	<b>441,276.09</b>	<b>1,322,627.22</b>	<b>1,763,903.31</b>	<b>369,749.66</b>



# Management Reports (cont'd)



**SAP Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Management Reporting

- ▼ SAP Menu
  - ▷ Office
  - ▷ Logistics
  - ▼ Accounting
    - ▷ Financial Accounting
    - ▷ Controlling
    - ▷ Enterprise Controlling
    - ▼ Funds Management
      - ▷ Master Data
      - ▷ Budgeting
      - ▷ Posting
      - ▷ Additional Functions
      - ▼ Information System
        - ▼ Funds Management Section (U of T Reports)
          - ▷ Budget Analysis Reports
          - ▷ Donation Reports
          - ▷ Financial Summary Reports
          - ▷ FM Accounts List
          - ▼ Management Reporting
            - ▣ ZFTR076 - Cheques payable to person processing payment
            - ▣ ZFTR075 - Financial Transaction Exception Report
            - ▣ ZHMR\_ZHMR042T - HR:New Hire/Termination Report by top level Funds Center
            - ▣ ZHJR\_ZHMR048 - HR:Payroll Exception Report by top level Funds Center
            - ▣ ZFPR004 - List of payments

**Management Reporting**

# 1. Cheques Payable to Person Processing Payment



## Report Features:

- Lists FIS payments made to a payee whose name matches the AMS User ID of the transaction processor
- **Payee, AMS User ID and amount** is displayed
- Payment will not appear on this report unless an actual cheque has been issued

**Note:** An ERDD will not appear.

Company	UOFT		
Top Level Funds Center	102323		
Hierarchy variant	0000		
User ID		to	
Date From	01.01.2020	to	31.01.2020

**QRG:** Cheques Payable to Person Processing Payment

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Cheques-Payable-to-Person-Processing-Transaction-Converted.pdf>

## 2. Financial Transaction Exception Report



### Report Features:

- Provides a list of **non-payroll** financial transactions posted to a Funds Center and all subordinate Funds Centers, which match or exceed a particular dollar value
- **Document threshold amount** is determined by the Funds Center owner (usually a Department Head) and the Business Officer

FM Area	UOFT
Funds Center	102323
Hierarchy variant	0000
Document threshold amount	1000
Posting Date	01.01.2020 to 31.01.2020

**QRG:** Financial Transaction Exception Report

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Financial-Transaction-Exception-Report-Converted.pdf>



### 3. HR: New Hire/Termination Report by Top-Level Funds Center



#### Report Features:

- Tracks new hires and terminations within a particular organizational group
- Displays posting “**change date**” (hire or termination date) and NOT effective date of new hire or termination
  - e.g., *Effective date of New Hire: 02/01/20, transaction posting date is 01/30/20; New Hire would appear on January 2020 report, not February 2020 report.*

The screenshot shows a software window titled "HR: New Hire/Termination Report by top-level Funds Center". The window has a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main content area contains a form with the following fields:

FM Area:	U0FT
Top Level Funds Center:	102323
Hierarchy variant	0000
<hr/>	
Month to report on (YYYYMM):	202001

**QRG:** HR: New Hire/Termination Report by Top Level CFC

- <http://www.hrandequity.utoronto.ca/Assets/HR+Digital+Assets/HRIS+Training/NEW+HIRE+TERMINATION+REPORT+BY+TOP+LEVEL+CFC.pdf>

# 4. HR: Payroll Exception by Top Level Funds Center



## Report Features:

- Track payments greater or less than a specified percentage
  - e.g., Enter 10.0 “Limit for Reporting Variance”, the report will show you any employee pay amounts that either increased or decreased by 10% from the previous month.
- “Limit for Reporting Variance” defaults to 10.0

Program Edit Goto System Help

HR: Payroll Exception Report by top-level Funds Center

FM area: UOFT

Top Level Funds Center: 102323

Hierarchy variant: 0000

Fiscal Year: 2020

Fiscal Period: 9  
(Periods 01-12 correspond to May-Dec, Jan-Apr)

Limit for Reporting Variance: 10.0

Show Variance by:  Employee  Department, Funds Center, Fund, Employee

**QRG:** HR - Payroll Exception by Top Level CFC Report

- <http://dlrissywz8ozqw.cloudfront.net/wp-content/uploads/sites/31/2017/09/12.29-Payroll-Exception-by-Top-Level-CFC-Report.pdf>

# 5. List of Payments Report



## Report Features:

- Identifies vendors who have been paid out of a specified Funds Center including employee (vendor number in the 8xxxxx series)
- States the **value of each payment** to vendor as well as **frequency of payments** within a specific period

Program Edit Goto System Help

*List of Payments*

FM Area UOFT

Top Level Funds Center : 102323 Includes Funds Center Hierarchy

Hierarchy variant 0000

Dates From 01.01.2020 to 31.01.2020

### QRG: List of Payments Report

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/List-of-Payments-Converted.pdf>



# WEB Documentation

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- **Reference Guides**

<http://finance.utoronto.ca/fast/support-documentation/>

- **Month-End Reports:**

<http://finance.utoronto.ca/fast/support-documentation/funds-management/reporting/month-end-reports/>

- **Submit Month-End Reports in the Background:** [http://finance.utoronto.ca/wp-content/uploads/2015/11/Submit\\_Month-End\\_Reports\\_in\\_the\\_Background.pdf](http://finance.utoronto.ca/wp-content/uploads/2015/11/Submit_Month-End_Reports_in_the_Background.pdf)

- **Policy & Documentation**

<http://finance.utoronto.ca/policies/gtfm/>

- **Source Document and the Audit Trail:** <http://finance.utoronto.ca/policies/gtfm/financial-management/source-documents-and-the-audit-trail/>

- **Records Management, Archiving and Destruction of Records:**

<http://finance.utoronto.ca/policies/gtfm/financial-management/source-documents-and-the-audit-trail/records-management-archiving-and-destruction-of-records/>

- **UofT File Plan**

<http://utarms.library.utoronto.ca/university-administrators/uoffileplan>

- **Setting up an RPT Instance on your Desktop**

<https://easi.its.utoronto.ca/help/rpt-instance-desktop-setup/>



# NEED HELP?

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<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.**