

Work Instruction

Analysis of Actuals

When to Use

This report is most commonly used as a customized tool to report on revenue and expenses within a department.

Report Functionality

- Extracts revenues and/or expenses for a user designed time frame, for a FC or FC/fund(s).
- Can design the report - creating column headings to describe the types of actuals and defining which general ledger accounts to include in each column.
- A line item is displayed for each funding source as well as for each fund belonging to the funds center
- For planning purposes, a principal investigator or department business officer can use this report to analyze research expenses by category and funding source, for a prescribed time frame.

Report Output - Financial Information Available

▶ General Ledger Account

▶ Actual Charges

Detailed Procedures

Access the transaction using:

Menu	<i>Accounting >> Funds Management >> Information System >> Funds Management(U of T Reports) >> Financial Summary Reports >> Analysis of Actuals</i>
Transaction code	ZFM7

Selection Screen:

Analysis of Actuals

FM area: UOFT
 Funds Center:
 Fund: to

Period:
 Fiscal year:

GL accounts Group 1 to
 GL accounts Group 2 to
 GL accounts Group 3 to
 GL accounts Group 4 to
 GL accounts Group 5 to
 GL accounts Group 6 to
 GL accounts Group 7 to
 GL accounts Group 8 to
 GL accounts Group 9 to
 GL accounts Group 10 to

GL account Group 1	GL account Group 2	GL account Group 3	GL account Group 4
Description	Description	Description	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
CF center	R	Enter the Funds Center (FC) number. The FC can be either an operating FC (100XXX) or a PI Funds Center (2XXXXX).
Fund	O	In this field you can specify a fund or series of fund number to report on. If you leave the fund blank, all funds associated with the Funds Center will be included in the report.
Period	R	Enter the periods that you are interested in reporting on. (e.g. 1 to 12)

Fiscal year	R	Enter the fiscal year(s) that you want to report on.
GL Accounts Group 1 - 10	R	In this section, enter the General Ledger account number or numbers that you want to report on. Each account group should represent one common element. (e.g. 7xxxxx = Revenue) Multiple accounts can be entered using the multiple selection button. The same general ledger account should not be used in more than one column.
GL Account Group 1 - 10 Description	R	For each General Ledger Account group, you must enter a text description. The text entered here will appear as the column header in the report. Three lines have been allocated for the description.

Click on  to execute the report.

Output Screen:

University of Toronto
Analysis of actuals: Summary

FM Area: UOFT
CF Centre: 100192 CFC: Training CFC
Report Period from: 1 Fiscal year: 2002
to: 12 Fiscal year: 2002

CF Centre/ Fund	Fund Description	Sponsor Acct. No.	Sponsor Name	EXPENDABLE - INVESTMENT INC	EXPENDABLE - DONATIONS	EXPENDABLE - OTHER INCOME	EXPENSES
100192				0.00	0.00	0.00	277,285.39
405910	VAR5	INTL LEARNING		201.79-	4,459.44-	325.00-	7,473.88

Icon	Description of Icon
	Click on the line item that you would like more information on, and click on this button. The system will take you to a detailed display.
	Click on this button to print the report.
	These buttons will allow you to scroll the report horizontally on

Left	Right	the screen, left and right respectively.
Error log		This button only appears if you have errors in your General Ledger account selections. Click on this button to view the error log. This report will tell you which groups have a problem, and exactly what that problem is. The most common problem is an overlap of the G/L accounts between two or more groups.

Report Output : Summary

This section of the report is a summary of the financial balances in the General Ledger account groups specified for the funds center and/or funds entered on the selection screen.

Field Name	Description of Field Contents
Funds Center/ Fund	The Funds Center or fund number(s) will be displayed here.
Fund Description	The full name of the fund will be shown in this column.
Sponsor Acct No	If there is a sponsor for the fund, their account number is shown here.
Sponsor Name	The full name of the sponsor associated with the fund is given here.
General Ledger Account Group Descriptions	The text entered on the selection screen for each of the General Ledger Account Groups is shown here. Each column represents one account group. The amounts shown in these columns represent the total of all financial transactions to the selected General Ledger accounts that were posted against the funds center and/or fund combination indicated on the left hand side.

For more detail on any item, click on the row and then click on the 'Select' button.

Output Screen - Detailed:

System Help SAP

Analysis of actuals: Summary

Select Print

University of Toronto
Analysis of actuals: Summary

FM Area:	UOFT	
CF Centre:	100192	CFC: Training CFC
Fund:		
Report Period from:	1	Fiscal year: 2002
to:	12	Fiscal year: 2002

GL account Group Description	Account	Total costs/
Account No. Description	No.	Account costs
EXPENDABLE- INVESTMENT INC		0.00
EXPENDABLE- DONATIONS		0.00
EXPENDABLE- OTHER INCOME		0.00
EXPENSES		277,285.39
Course Stipend: Genrl	800119	200.00
Comp: Adm: Temp Asst & DT	800424	580.00
Pay: Academic	801010	69,684.52
Pay: Adm/ Clinic St	801015	6,999.96
Pay: Union	801050	128,730.05
Pay: Casual Adm.	801140	300.00
Pay: Unions - Temp.	801150	1,706.43
Pay: Benefits Appt	801910	40,447.20
Furn: Purchase	820010	109.21

Icon	Description of Icon
Select	Click on the line item that you would like more information on, and click on this button. The system will take you to a detailed display.
Print	Click on this button to print the report.

Report Output : Summary

This section of the report provides a detailed break-down of total balances by individual general ledger accounts for the accounts and dates selected.

Field Name	Description of Field Contents
GL Account Group Description	The General Ledger account description entered on the selection screen for each of the account groups are shown here.
Account No. Description	The name for each general ledger account is shown here. This section provides a break-down by general ledger account for the total amounts posted per account. Only the accounts entered on the selection screen, or included in a range will be shown here.
Account No.	The actual account number for each general ledger account is provided here for your reference.
Total Costs/	The amount here reflects the total costs for each individual general ledger account. A sub-total by account group is also

Account	provided in a separate row.
Costs	

Additional Drill Down Functionality:

For a breakdown by document number on any general ledger account, click in the line and then click on the 'Select' button or double click. A further drill-down to the actual document is also available.

End of Procedure.

