

Work Instruction

Budget Actual Comparison Report

When to Use

This report is most commonly used to compare the budget values with the commitments and actual amounts posted.

Report Functionality

- Provide a comparison of the current budget amounts with commitments and actual amounts posted
- For each type of financial transaction, the report shows the actual values by commitment item.
- The details for each balance can be seen by drilling down on the actual amount.

Report Output - Financial Information Available

▶ Budget ▶ Total Actual & Commitment ▶ Variance

Detailed Procedures

Access the transaction using:

Menu	Accounting >> Funds Management >> Information System >> Funds Management Section(U of T reports)>> Budget Analysis Reports >> Budget/Actual Comparison
Transaction code	ZFM8

Selection screen:

Program Edit Goto System Help

SAP

Budget / Actual Comparison

FM area:
 Funds center:
 Fund:
 Fiscal year:
 Budget version:
 Include funds center hierarchy
 Hierarchy variant:
 Total Fund (Recommendation: Select 'Total Fund' when reporting on a Fund)
 Include net totals

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

AMS (t) (010) ap02 OVR

Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
Funds Center	R	Enter the Funds Center (FC) number. The FC can be either an operating FC (1XXXXX) or a PI FC (2XXXXX)
Fund	O	Enter a Fund number if you wish to run this report for a particular fund.
Fiscal Year	R	Enter the fiscal year that you are interested in reporting on.
Budget Version	O	Version '0' is the current budget and reflects all processed changes to budget. Version '1' is the original budget version and reflects original operating budget at the beginning of the fiscal year.
Include funds center hierarchy	O	Check this box if you wish to include all FC's that belong to the one entered in the Funds Center field.
Total Budget	O	Click in this box if you wish to report on the total fund. A Fund must be entered to use this function.

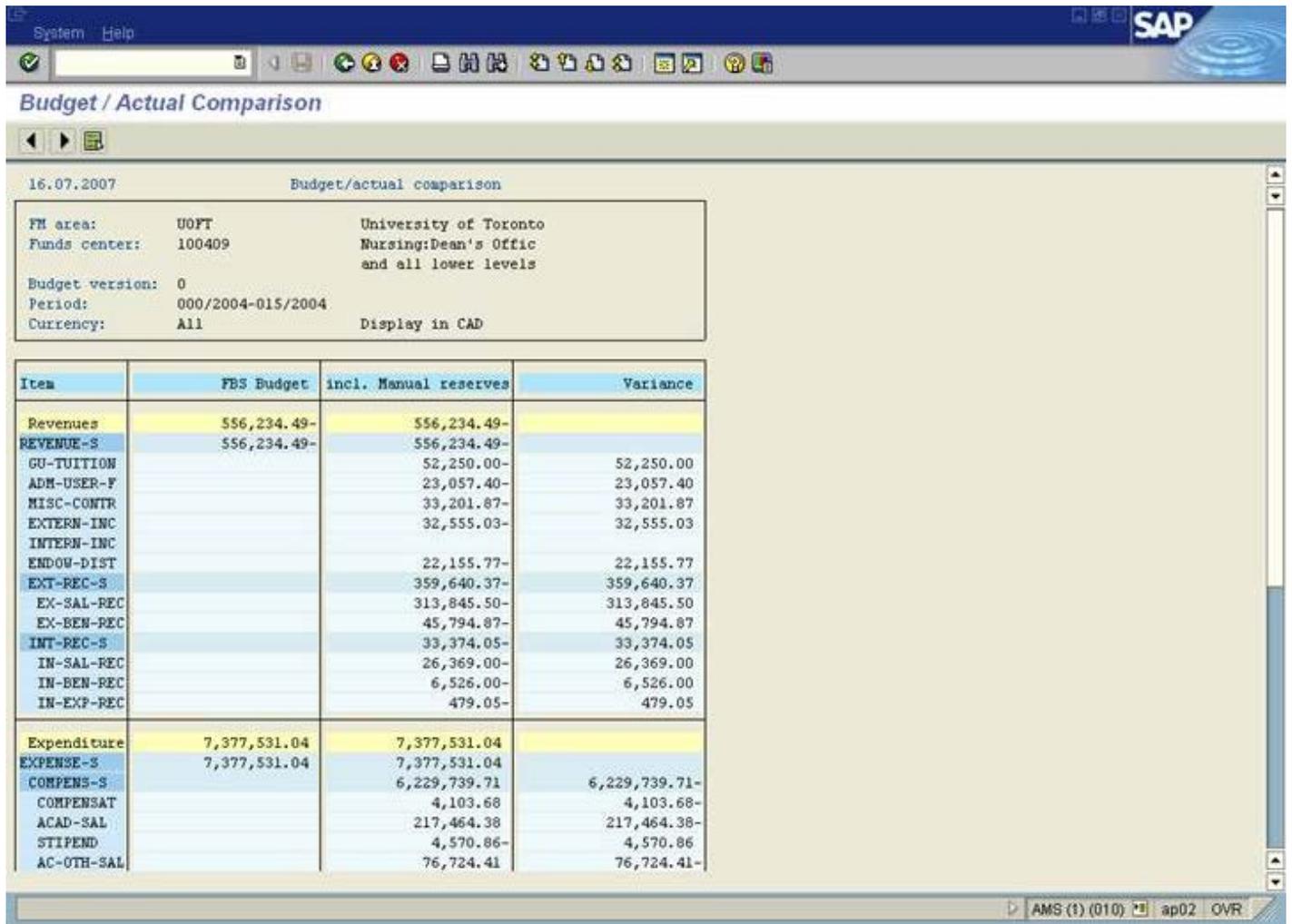
Include net totals	<input type="radio"/>	Click on this button if you wish the report to calculate the net totals for you.
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Click on  to execute the report.

Output Screen

The report that appears depends on the selection criteria used, and will display varying degrees of information.

Note: The initial view doesn't show all transaction types. Click on  to view all the data.



The screenshot shows the SAP 'Budget / Actual Comparison' report. The header includes the date 16.07.2007 and the title 'Budget/actual comparison'. The report details are as follows:

FH area:	UOFT	University of Toronto
Funds center:	100409	Nursing:Dean's Office and all lower levels
Budget version:	0	
Period:	000/2004-015/2004	
Currency:	All	Display in CAD

Item	FBS Budget	incl. Manual reserves	Variance
Revenues	556,234.49-	556,234.49-	
REVENUE-S	556,234.49-	556,234.49-	
GU-TUITION		52,250.00-	52,250.00
ADM-USER-F		23,057.40-	23,057.40
MISC-CONTR		33,201.87-	33,201.87
EXTERN-INC		32,555.03-	32,555.03
INTERN-INC			
ENDOW-DIST		22,155.77-	22,155.77
EXT-REC-S		359,640.37-	359,640.37
EX-SAL-REC		313,845.50-	313,845.50
EX-BEN-REC		45,794.87-	45,794.87
INT-REC-S		33,374.05-	33,374.05
IN-SAL-REC		26,369.00-	26,369.00
IN-BEN-REC		6,526.00-	6,526.00
IN-EXP-REC		479.05-	479.05
Expenditure	7,377,531.04	7,377,531.04	
EXPENSE-S	7,377,531.04	7,377,531.04	
COMPENS-S		6,229,739.71	6,229,739.71-
COMPENSAT		4,103.68	4,103.68-
ACAD-SAL		217,464.38	217,464.38-
STIPEND		4,570.86-	4,570.86
AC-OTH-SAL		76,724.41-	76,724.41-

Icon	Description
	These buttons are used to scroll to the left or the right, respectively.
	Click on this button to show the amounts for all factors in one step, as shown in the above image.

Item	Description
Item	This column shows commitment items where budget or actual exist.
Budget	This column shows the current budget broken down by commitment item.

Incl. Manual Reserves	This column is the final column, and represents the cumulative total of all financial transactions. It shows the total of all commitments and actuals by commitment item.
Variance	The difference between the budget and the commitments and actuals equal to the funds available.

Drill Down Functionality

More information about any item can be achieved by simply double clicking on that item. The system will take you to the Line Items Display.

Screen: Actual Display

Budget / Actual Comparison

Choose

18.07.2003 Line item display

FM area:	UOFT	University of Toronto
Commitment item:	GU-TUITION	General U Tuition
Funds center:	100409	Nursing:Dean's Office and all lower levels
Period:	000/2004-015/2004	
Currency:	All	Display in CAD

Cust./Vend	Date	Document type	Doc. no.	Amount
Cost center	UOFT/13555			8,500.00-
	26.05.2003	Invoices	3000091446	2,250.00-
	25.06.2003	Invoices	1000435511	12,500.00-
990001	15.05.2003	Invoices	1901364985	6,250.00
Overall total for cost centers:				8,500.00-
Overall total:				8,500.00-

Screen: Budget Display

Line Items (Plan or Budget)



Line Items (Plan or Budget)

Funds center:		100409		Commitment item: REVENUE-S		Fund:		Currency:	
Document nu	bPL	Year	Activity/op	rName	Amount	Date	Source vsn	Text	
4500692057	004	2004	Orig	PROCNTL	41,900.00	22.04.2003		ORIGINAL	
4500691954	004	2004	Orig	PROCNTL	56,250.00	22.04.2003		ORIGINAL	
4500690294	004	2004	Orig	PROCNTL	590,652.00	22.04.2003		ORIGINAL	
Total:					Original budget		688,802.00		

Icon	Description
Choose	This button performs the same function as 'double-clicking' on a particular item. If you want to see the transactions that make up the total budget value seen here, click on the budget item, and then click on this button. The system will take you to the Budget Line Item Report.'

Item	Description
Cust./Vend	This column shows the customer or vendor number for the transaction, if applicable.
Date	This amount reflects the date the transaction was processed.
Document Type	The document type name is shown here.
Doc. No.	The document number for the transaction is shown here.
Amount	The full amount of the transaction is shown here.
Cost Center	The cost center name and number that the transaction was processed against is shown here.
Overall Total for Cost Centers	The sum of all charges to the cost centers is shown here.
Overall Total	The overall total for the funds center is shown here.

End of procedure.