

Work Instruction

## Budget Carry Forward Simulation Report

*This report was designed to facilitate the forecasting of divisional yearend operating reserves (carry forward) balances for the Operating fund. This report summarizes the "funds available" and outstanding commitment balances as reported in the Monthly Statement of Account report by CFC account and provides the information in the same format as the Yearend Carry Forward Report.*

### When to Use

This report should be used as part of the yearend forecasting exercise to provide a "pre-yearend" view of the expected net funds available for fund centers. **Net commitment item balances are reported for information only as the reported funds available balance already includes their impact.**

### Steps

1. Identify the year to date period that you wish to report on i.e. September 2005 = period 5 fiscal 2006.
2. Identify the Funds Center , and if applicable, the specific classification (i.e. Operating or Ancillary) that you wish to report on, including any accounts you want to specifically include or exclude.
3. Execute the report and download into Excel spreadsheet, if required.

### Resource Information

**Monthly Statement of Account** report - will provide control totals and supporting details (i.e. listing of commitment item documents) for the Carry Forward Simulation Report. See [report documentation](#) provided on the FSD website.

Detailed Procedures

### Access the transaction using:

<b>Menu</b>	Accounting >> Funds Management >> Information System >> Funds Management (UofT Reports) >> Year End Reports >> Budget Carry Forward Simulation Report
<b>Transaction code</b>	ZFIR107

Selection screen:

Program Edit Goto System Help

SAP

### Budget Carry Forward Simulation Report

FM Area: UOFT  
 Fiscal Year: 2003  
 Fiscal Period: 5

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Funds Center Classification: OPERATING\_FUND to

Funds Center: 10000

Include Funds Center Hierarchy

Hierarchy variant: 0000

Including Funds Centers:  to

Excluding Funds Centers:  to

Place the cursor on a selection

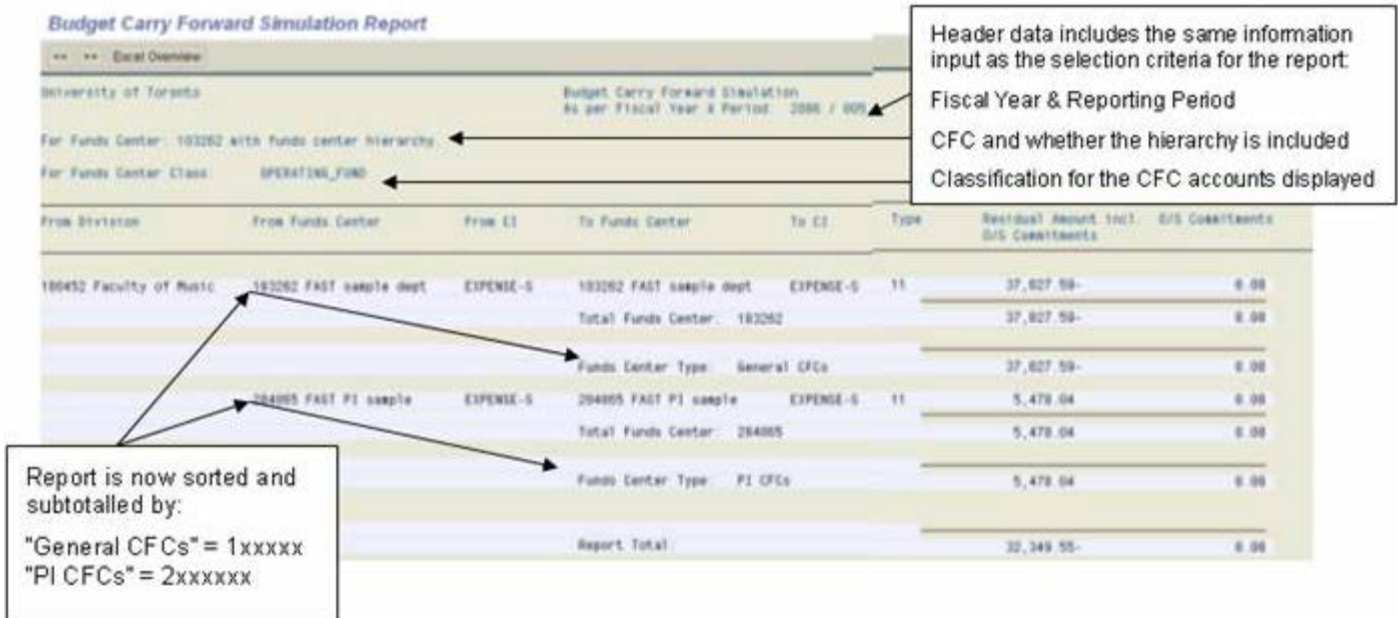
AMS (1) (010) ap02 OVR

Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
Fiscal Year	R	Enter the current fiscal year.
Fiscal Period	R	Enter the cut off period on which you want to report. I.e. Year to date results for December 2004; enter "8". <i>Please note that the report uses the same data as the Monthly Statement of Account report and therefore data will only be reported for prior periods.</i>
Fund Center Class	O	Enter "operating_fund"; if left blank and report is run to include the hierarchy, the report results will include financial data on ALL CFC accounts in the hierarchy, including any ancillary accounts.
Fund Center	R	Enter the Funds Center that you wish to report on.
Include Fund	O	Check this box if you wish to include all of the CFC accounts in the hierarchy of the Funds Center that you

Center Hierarchy		entered in the field above.
Including Fund Centers	<input type="radio"/>	These fields allow you to specify additional Funds Centers that you wish to include in this report.
Excluding Fund Centers	<input type="radio"/>	If you have indicated "Include Fund Center Hierarchy", these fields allow you to exclude specific Funds Centers from the report output

Click on  to execute the report.

## Report Output



**Budget Carry Forward Simulation Report**

University of Toronto

Budget Carry Forward Simulation  
As per Fiscal Year & Period: 2005 / 007



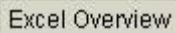
For Funds Center: 103262 with funds center hierarchy

For Funds Center Class: OPERATING\_FUND

Header data includes the same information input as the selection criteria for the report:  
Fiscal Year & Reporting Period  
CFC and whether the hierarchy is included  
Classification for the CFC accounts displayed

From Division	From Funds Center	From CI	To Funds Center	To CI	Type	Residual Amount	Incl. O/S Commitments
100452 Faculty of Music	103262 FAST sample dept	EXPENSE-S	103262 FAST sample dept	EXPENSE-S	11	37,627.50-	0.00
	Total Funds Center: 103262					37,627.50-	0.00
	Funds Center Type: General CFCs					37,627.50-	0.00
	204005 FAST PI sample	EXPENSE-S	204005 FAST PI sample	EXPENSE-S	11	5,478.04	0.00
	Total Funds Center: 204005					5,478.04	0.00
	Funds Center Type: PI CFCs					5,478.04	0.00
	Report Total:					32,349.55-	0.00

Report is now sorted and subtalled by:  
"General CFCs" = 1xxxxxx  
"PI CFCs" = 2xxxxxxx

Icons	Description
 	These buttons can be used to scroll the screen horizontally, left or right respectively.
	This report can be downloaded directly to excel by clicking on this button.

Column Headings	Description
From Division	The name and funds center number of the divisional account (typically this is the Faculty) to which the requested cfc belongs.
From Fund Center	The name and number of the fund center from which the net funds available will be moved from once the carry forward program is run.
From CI	The specific commitment items (CI) from which the funds available will be moved from once the carry forward program

	is run.
To Fund Center	The name and number of the fund center that will receive the carry forward is shown here.
To CI	The specific commitment items (CI) that will receive the carry forward amount(s) are shown here.
Type	The carry forward budget is broken down into types: 11 - Residual Budget 01 - budget for external purchase orders 02 - budget for internal purchase orders 03 - budget for manual reserves (incl. payroll) 04 - budget for Accountable Advance requests (down payment) where cheque has NOT been issued 05 - budget for purchase requisitions
Residual Amount incl. O/S Commitments	The net funds available for each CFC by CI is shown here and includes the impact of any outstanding commitments.
O/S Commitments	The summarized total of outstanding commitment reservations (including payroll, PO, manual reserves, etc.) by type.

Click on  to go back to the selection screen at any time.

End of procedure.

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