UNIVERSITY OF
TORONTO

Work Instruction

Financial Transaction Exception Report

When to Use

The Financial Transaction Exception Report provides a list of non-payroll financial transactions to a funds center and all it's subordinate funds centers that match or exceeds a particular threshold dollar value.

This report is one of the Management Reports that must be run and reviewed by the Chair, Director or Manager each month, as stated in the Accountability Report. For more information about Financial Accountability, please click **here.**

Report Functionality

- Required to be run monthly for accountability reports
- report should be used to analyze the financial charges to an account over a period of time on a regular basis.

Detailed Procedures

Access the transaction using:

Menu	*Accounting >> Funds Management >> Information System >> Funds Management(U of T Reports) >> Management Reporting >> Financial Transaction Exception Report*
Transaction code	ZFTR075

Selection screen:

Program   Edit   Goto   System   Help

Financial Transaction Exception Report

FM Area	UOFT
Funds Center	
Hierarchy variant	0000
Document threshold amount	
Posting Date	01.06.2007 to 30.06.2007

AMS (1) (010)   ap02   OVR

Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
Fund Center	R	Enter the FC that you wish to report on. All dependant FC's will be included in the report.
Document Threshold Amount	O	In this field, you can enter a threshold amount for the report. Only transactions that are equal to or greater than the amount indicated here will be included in the report.
Dates From & To	R	Enter the start and end dates for the period that you are interested in. The report is based on the posting date. To leave the end date open, enter 31.12.9999.

Click on [icon] to execute the report.

Output Screen

Options   System   Help

Financial Transaction Exception Report

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                    Financial Transaction Exception Report               Date:  22.04.2003
         For Funds Centre 100409 - CFC: Training CFC and dependent Funds Centres   Time:  11:09:59
              And document entry dates between 01.03.2003 and 31.03.2003   User:  JEFFREYC
                      And all Non-Payroll transaction amounts              Name:  ZFTR075(QNA)
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CFC	Fund	Doc. no.	Entry date	Customer/Vendor Name	Amount	Document	Header Text	DocTy	User

Funds Centre 100409 - CFC: Training CFC

100409		6000050378	18.03.2003		18.42		CUSTOMS INTERFACE	YA	
100409	401930	8200:50378	12.03.2003		50.00-	0070788963-0350047820		VA	
100409	401930	8200:50378	13.03.2003		100.00-	0070788979-0350047822		VA	
100409	401930	8200:50378	14.03.2003		50.00-	0070789021-0350047823		VA	
100409	401930	8300:50378	11.03.2003		50.00-	0070783522-0350047820		VB	
100409	401930	8300350378	13.03.2003		10.00-	0070788993-0350047822		VB	
100409	401930	8300:50378	17.03.2003		10.00-	0070783246-0350047824		VB	

* Subtotal for Funds Centre 100409	251.58-

** Final Total	251.58-

Click on ⬅ to go back one screen at a time.

Report Data

This section will review the details of the actual report.

Field Name	Description of Field Content
FC	The FC number is shown here for each line item. This report provides information on the FC entered and all subordinate FC's. Payments are listed in hierarchial sequence according to Funds center.
Fund	Any transactions for the FC or subordinate FC that match the selection criteria and have a fund will be included in the report, and the fund number will be displayed here.
Doc. No.	The document number for the original transaction is displayed here.
Entry Date	The document entry date for the transaction is recorded here.
Customer/Vendor Name	The customer or vendor name is shown in this column for any sales or cheques produced.
Amount	The amount of the document is shown here. A negative sign indicates that this is a deposit. Subtotals are produced for each funds center and/or fund and a final total for the full

	hierarchy is displayed.
Document Header Text	Any text that was entered in the document header in the original document is shown here.
DocTy	The document type is shown here for your reference. For more information on the document types and what the mean, please click here.
User	The user ID of the person that posted the transaction is shown here. To determine the full name and contact information for the person, please follow the path below in SAP: SAP menu >> Office >> AMS User Display Enter the user id as shown on the report in the User field and click on execute. The full name and contact information for that person will be displayed.

Icon Name	Description of Icon Function
🖶	If you click on this 'Print' icon, the system will take you to the print selection screen, where you determine the printer that you want to use.
🖨	The 'Sort Ascending' button can be used by clicking in the column that you want to sort by and then clicking on the button. The change will occur directly on the screen.
▽	The 'Sort Descending' button can be used by clicking in the column that you want to sort by and then clicking on the button. The change will occur directly on the screen.
🔢	This is the complex sorting button. If you click on this button, a pop-up box will appear that will allow you to enter the numerical order that you wish to sort the fields by. It is useful if you want to sort by more than one item.
◁ ▷	These buttons will allow you to scroll horizontally on the screen either to the left or right, respectively.
👓	Place your cursor on a line item that you wish to see more details on, and click on the icon.

If you double click on any of the line items, the document overview screen will be displayed. For more information on the Document Overview screen, please click **here**.

For each FC, a Subtotal will be calculated before the reporting of the next FC begins. At the very end of the report, the Final Total will be displayed for all the accounts shown.

End of procedure.