

Financial Advisory Services & Training Financial Services Department www.finance.utoronto.ca/fast

Work Instruction

Fund Balances Report

When to Use

This report is used to determine the amount available to be spent. An endowment is a donation of money that cannot be spent, but is to be invested. The expendable balance is made up of Long-Term Capital Appreciation Pool (LTCAP) units and Expendable Financial Investment Pool (EFIP) units.

Report Functionality

- · Shows the balance in the endowment account and the amount that is available to be spent.
- Ability to drill down to the document level.

Report Output- Financial Information Available

▶Endowed Balance

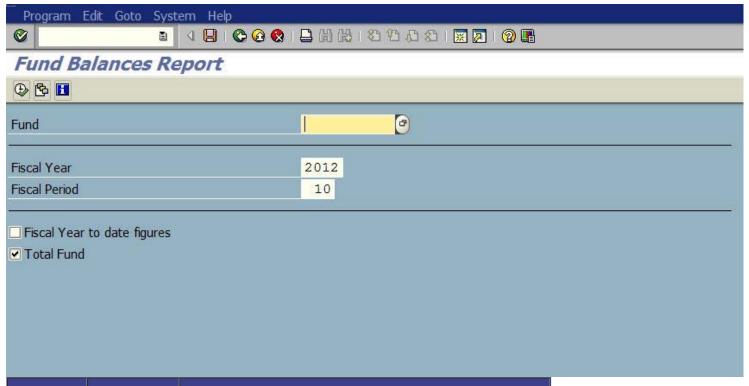
Expendable Balance

Detailed Procedures

Access the transaction using:

Menu	Accounting >> Funds Management >> Information System >> Funds Management (UofT Reports) >> Financial Summary Reports >> Fund Balances Report
Transaction code	on ZFTR030

Selection screen:

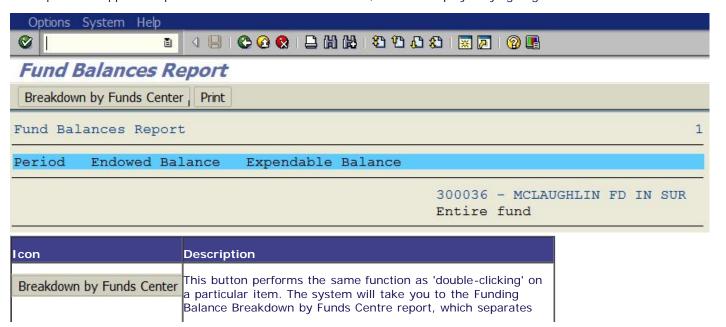


Field Name	Required (R) / Optional (O)	Description of Field Content
Fund	R	Enter the fund number that you wish to report on.
Fiscal Year	R	Enter the fiscal year that you wish to report on.
Fiscal Period	R	Enter the fiscal period that you wish to report on.
Fiscal Year to Date Figures		Check this box if you wish to include a month-by-month listing of the balances for the fiscal year to date.
Total Funding		Check this box if you wish to see the figures for the total life of the fund, and not just the transactions for one fiscal year.

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.



		the endowment and expendable balance by funds center.	
Print		Click on this button if you wish to print this screen.	
Item	Description		
Period	This column reflects the fiscal year and period that the balances were effective.		
	The amount shown here is the balance in the endowment commitment item for this fund.		
Balance	The amount shown here is the amount available to be spent from this endowment. This value is comprised of LTCAP unit and EFIP units. The EFIP are expendable donations that were invested until they were required.		

Drill Down Functionality

If you would like more information on any item, you can drill down on it and the system will take you to the Funding Balance Breakdown by Funds Centre.

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End of procedure.

