Work Instruction

Open Commitment Carry Forward

When to Use

This report is most commonly used at the start of a new fiscal year to report on the commitments that are carried forward into the next fiscal year. It allows you to indicate the funds center that you wish to report on, and to include subordinate accounts if you wish.

Report Functionality

- Provides a display of the carry forward commitments that are outstanding at fiscal year end.
- Shows any outstanding purchase orders and manual reserves.

Detailed Procedures

Access the transaction using:

Menu	Accounting >> Funds Management >> Information System >> Funds Management (UofT Reports) >> Year-End Reports >> Open Commitment Carry Forward Report
Transaction code	ZFIR055

Selection screen:

Open Commitment Carry Forward Reporting

Program Edit Goto System Help

Open Commitment Carry Forward Reporting

FM Area	UOFT
Fiscal Year	2003
Funds Center Classifications	CAPITAL to
Funds Center	100000
Include Funds Center Hierarchy	
Hierarchy variant	0000
Including Funds Centers	to
Excluding Funds Centers	to
Include PO's	●
Include Reserves/Preq-s	○
Include Downpayment Requests	○

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Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
Fiscal Year	R	Enter the fiscal year that you wish to report on.
Fund Center Class	O	Fund Center Classes are used by centralized offices for reporting purposes. (e.g. Self-funded)For more information, please contact AMS HELP.
Fund Center	R	Enter the Funds Center that you wish to report on.
Include Fund Center Hierarchy	O	Check this box if you wish to include all the accounts below the Funds Center that you entered in the field above.
Including Fund Centers	O	These fields allow you to indicate specific Funds Centers that you wish to include in this report.
Excluding Fund Centers	O	These fields allow you to indicate specific Funds Centers that you wish to exclude from this report.
Include external PO's only	R	One of the following three items must be selected. Check "Include external PO's only" if you wish to

OR Include internal PO's only OR Include Reserves/Preq-s	report on external purchase order's only. Please note that only purchase orders with outstanding items at year end are included in this report. OR Check "Include internal PO's only"this button if you wish to report on internal purchase order's only. OR Check "Include Reserves/Preq-s" if you wish to report on manual reserves and purchase requisitions. Please note that only manual reserves outstanding at year end are included in this report.

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.

Item	Description
Fund CTR	The funds center number where the outstanding commitment is held is shown here.
Name	The name of the funds center where the outstanding commitment is held is shown here.
External Purchase Orders OR Internal Purchase Orders OR Reserves	If 'Include External PO's Only' was chosen on the selection screen, the document number for the external purchase order and the line item that is outstanding is shown here. OR If 'Include Internal PO's Only' was chosen on the selection screen, the document number for the internal purchase order and the line item that is outstanding is shown here. OR If 'Reserves/Preq-s' was chosen on the selection screen, the document number for the manual reserve and the line item that is

	outstanding is shown here.
Amount	The actual amount of carry forward for the commitment is shown here.

Icon	Description
`<< >>`	These buttons can be used to scroll the screen horizontally, left or right respectively.

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

End of procedure.