

# **Financial Services Department**

## Statement of Accounts - Funds Center and Non-Research

The Statement of Accounts is most commonly used to view both the summary and the details of the activity in a Fund Center (FC) or a FC/Fund combination for trust funds.

This report is one of the Reconcilliation Reports that must be run and reviewed by the Business Officer each month, as stated in the Accountability Report. For more information about Financial Accountability, please click <u>here.</u>

#### **Report Functionality**

- provides a snapshot view of current actuals and budget, changes to budget, year to date figures and funds available.
- is used to view both Revenue and Expense information and provides details at the line item level
- By entering the month and calendar year on the selection screen, information from previous months can be reviewed. The data is kept for up to one fiscal year.
- This report can also be downloaded into Excel for further analysis.

#### **Report Output - Financial Information Available**

OpeningBudget		▶Current	Outstanding	YTD	Funds
(including carry-	Current Changes	Month	Commitments	igures	Available
forward)	Budget in Budget	Actuals			

### **Detailed Procedures**

#### Access the transaction using:

Menu	Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Month-End Reports >> Statement of Accounts
Transaction code	ZFTR106

Selection screen:

Program Edit Goto	System Help						
Month-end Stat	ement of Account						
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FM area	UOFT						
Budget version	θ						
Funds Center	ĭ≤ to ⇒						
Fund	to 💌						
Data at end of selected i	month:						
Items/sections to include	on report, in addition to summary page:						
(Select one or more, or le	eave as is for summary only)						
Budget details							
Revenue & Expense of the second se	details						
Display by:	Line items without payroll details by G/L within CC/IO						
	Include ROSVSLCM details						
	Line Items with payroll details by G/L within CC/IO						
	Line items by date within Budget CI, no CC/IO						
<ul> <li>Outstanding commitm</li> <li>Display by:</li> </ul>	iens C C cummanitatele within commitment tange within CC/IO						
Display by.							
Payroll distribution	Communencipe summary, no cono						
Include Funds Center	Hierarchy						
Hierarchy variant	0000						
Include FM accounts v	with no activity						
Include FM accounts v	with no activity & non-zero balance						
Display Fund activity	only, no Funds Center						

Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
Budget Version	R	Version "0" is the current budget version and reflects all processed changes to budget.
		Version "1" is the original budget version, and reflects original operating budgets at the beginning of the fiscal year.
Funds Center	R	
		A six digit code, starting with "1" used to record the funding and spending transactions for financial activity reported on a fiscal year basis (i.e. operating, ancillary, etc.).
		NOTE: To enter more than one funds center, click on the
		multiple selection box and add the additional accounts in the field. If the funds center starts with a "2", run the Monthly PI Report.
Funds	0	Enter the Fund number to report on a Fund Center/Fund combination. Please note that this report should be used only for trust and non-research accounts. To enter more

		than one fund, click on the multiple selection box and add the additional accounts in the field. Default setting is fund:blank as indicated on the screenprint above. If left at default setting, all funds with activity in the month will be reported.
Data at end of selected month	R	Choose the month you wish to report on from the drop down menu. The year shown is the calendar year.
Budget Details	0	To include the budget details report, click in this check box. The budget details report will provide you with the Original Budget, Carryforward Budget, Opening Budget, Supplements, Returns, Transfers and Current budget.
Revenue & Expense Details	0	To include the revenue and expense report, click on this check box.

Display by:

There are three Display Layout Options to choose from:

- 1. Line items without payroll details by GL within CC/IO DEFAULT
- 2. Line items with payroll details by GL within CC/IO
- 3. Line items by date within Budget CI, no CC/IO

All three display layout options will provide you with the posting date, general ledger account number and name, document number, user ID, document text and the amount. Depending on the display layout, subtotals for Cost Centers/Internal orders can also be displayed, and payroll information summarized as needed.

1. Line items without payroll details by GL within CC/IO - **DEFAULT** 

- Non-Payroll line items in this layout are listed within Funds center/Fund, within Cost center/Internal order, within Budget Commitment Item, sorted by G/L account, and then by Posting date. To include student fees details, check Include ROSI/SLCM details
- Payroll line items are listed within Funds center/Fund, within Cost center/Internal order, within Budget Commitment Item, sorted and subtotalled by G/L account.
- Click <u>here</u> to view the output for this display option.

2.Line items with payroll details by GL within CC/IO

- All line items in this layout are listed within Funds center/Fund, within Cost center/Internal order, within Budget Commitment Item, sorted by G/L account, and then by Posting date. Names for payroll postings are displayed.
- Click here to view the output for this display option.

3. Line items by date within Budget CI, no CC/IO

- All line items in this layout are listed within Funds center/Fund, within Budget Commitment Item, sorted by Posting date.
- No Cost Center/Internal Order information is listed.
- Names for payroll postings are displayed.
- This display option has been available since August 2004, and has not changed.
- Click <u>here</u> to view the output for this display option.

Outstanding O To include the details of th Commitments O To include the details of th account, click on this check with the posting date, gene name, document number, document text.	e outstanding commitments for the k box. This report will provide you eral ledger account number and vendor name, reserve amount and
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There are two Display Layout Options to choose from:

- 1. GL summary totals within commitment type, within CC/IO **DEFAULT**
- 2. Commitment type summary, no CC/IO

Both display layout options will provide you with the posting date, general ledger account number and name, document number, document line item number, vendor name, reserve amount, and document text. Depending on the display layout, subtotals for Cost Centers/Internal orders can also be displayed.

1. GL summary totals within commitment type, within CC/IO - **DEFAULT** 

- Line items in this layout are listed within Funds center/Fund, within Cost center/Internal order, within Budget Commitment Item, sorted and subtotalled by commitment type.
- Click <u>here</u> to view the output for this display option.

2. Commitment type summary, no CC/IO

- Line items in this layout are listed within Funds center/Fund, within Budget Commitment Item, sorted and subtotalled by commitment type.
- No Cost Center/Internal Order information is listed.
- This display option has been available since August 2004, and has not changed.
- Click <u>here</u> to view the output for this display option.

Payroll Distribution	Ο	To include the payroll distribution report for the account, click on this check box. The payroll distrubtion report provides details from HRIS regarding salary and benefit costs. The report is required to be run as part of the month end reconcilliation.
Include G/L Summary Totals	Ο	This option allows you to request a summary by general ledger accounts of the charges and reserves for the payroll distribution. This option is very useful when you are reconcilling the distribution to your statement of accounts using Revenue & Expense details display variant "Line items with or without payroll details by GL within CC/IO", and/or Outstanding commitments display variant "GL summary totals within commitment type, within CC/IO".
Include Funds Center Hierarchy	Ο	Click in this box if you want to include all the subordinate funds centers.

To include FM accounts having no transaction activity in the month, select only ONE of the two following options (if neither option is selected, only FM accounts having transactions posted in the month will be reported).

I.

Include FM accounts with no activity	0	If selected, all FM accounts will be reported.
Include FM accounts with no activity & non	0	If selected, all FM accounts with non-zero balance in the month will be reported.
Display Funds activity only, no Funds Centers	0	If selected, only Fund accounts will be included in the report output (i.e. no CFC accounts)



This report can also be run in the background, in which case the output received cannot be downloaded, resorted or altered in any way. The option to add various additional details and views to the report is available by clicking on the appropriate selection and display option boxes on the selection screen (i.e. before executing the report).

#### **Output Screen - Summary Report**

The summary report provides a snapshot of the financial activity and position of an account at the end of each month. The top section of the report provides the Funds Center and/or Fund number and name, as well as the budget version, month and year that the report was run for.

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0	1		60 60 43	8888					
Month-end	Statemen	t of Account							
Actuals Detail	Outstanding Co	ommit-s							
University of T	oronto		Statement o	f Account			Page : Date	1 01 09 2005	
	<u> </u>		Sunnary Rep	ort			Nane:	ZFTR186 (ONA)	
Funds Center Fund	1006	54 Fin:Financial	Servic		Budge	t Version and Year	0 May-2005		
Terrores 1	Coening Bu	dget Current	Changes 1n	Current Month	Gutstanding	YTD	YTD Actuals	Funds	
Budget CI	(Incl. CFW	D) Budget	Budget	Actuals	Consiteents	Actuals	& Connts	Available	
Revenues	1		1	-	1				
REVENUE+S	409,424	.08- 409,424.00-	0.08	0.80	0.00	0.00	0.09	489,424.08-	
INVEST-ING		0.00	8.68	64,057.25	0.00	64,667,254	04,007,25	04,807.25	
Total Hevenue	489,424	409,424.00	8.00	64,007.25*	0.00	04,067.25*	94,007.25	345,350.75+	
Expenses	707 045	00 2 035 032 00	30 007 00	202 001 301	21600-011-1501	202 001 20	2 002 002 86	851 820 14	
Total Expense	3 707 845	00 3,035,932 00	38,087,08	292,001,00	2 690 011 55	292,001 30	2 082 002 86	853 830 14	
Net Intal	2 388 421	08 3 426 508 00	38 007 00	228 014 05	2 800 811 58	228 814 05	2 018 025 61	588 482 28	
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								D   GINA (1) (010)	29 db02 INS
Item	Г	Description							
Revenues Budget (version 0) for operating accounts (departmental funds center budget or actual transaction was processed.			e revenue ent items w d when the centers) are pense.						
	e d	udget for f epending o	und acco n the so	ounts car urce of t	n be plac the rever	ed in low nue.	ver level	commitm	ient items,
Total Revenue	т	The Total Revenue row provides a total of all the revenue items for the month.							
Expenses	A ir c fr a a	Il transaction this section ommitment or more eff ny budget ppear in th	ons proc on. Exper items. S icient pro or transa is sectio	essed for nse-S is Spending ocessing actions fo n, as a s	r any ex the sum budget for both or the EX separate	pense co mary or is always funds ce (P-UTFA line item	mmitmer top level s placed enters an commitm	nt item w of all the at the ex d funds. ient item	ill be viewed e expense pense-s lev If there is , it will
Total Expense	T	he Total Ex nonth.	penses I	row prov	vides a to	otal of all	the expe	ense iter	ns for the
Net Tota	I T	For Funds Centers:The net total row provides the difference between the Total Revenue and the Total Expense rows for each column.							
	F	or Funds:N	/A						
Opening Budget (including	F c	or Funds C arry forwar	enters: ( d budge	Opening t transac	budget r ctions fro	eflects the prior y	e origina /ear.	al budget	plus any
carry-	F	or Funds: (	Opening	budget r	eflects t	he Funds	Available	e from th	e previous

forward)	period.						
Current Budget	For Funds Centers: The current budget reflects the opening budget plus or ninus any budget supplements, return or transfers processed. For Funds: The current budget reflects the amount posted in to FIS during the conversion from the legacy system to SAP in fiscal year 1996 plus or ninus any budget supplements, return or transfers processed						
Changes in Budget	A difference in the budget from previous to current month is reported here. This is calculated in the following way:Changes in Budget=Current Budget- previous month "current budget". Note: Changes in budget for operating Funds Centers for the first period of a fiscal year (May) is the sum of the carryforward, supplements, returns, and transfers.						
Current Actuals	The current actuals reflects the transactions processed for the month, both revenue and expense.						
Outstanding Commitments	Outstanding commitments reflects any outstanding purchase orders, purchase requsitions, payroll reserves or manual reserves at the end of the month.						
YTD Actuals	The year to date actuals provides a running total of all the transactions processed for the fiscal year.						
YTD Actuals & Commitments	he year to date acutals and commitments combines the YTD acutals and he outstanding commitments.						
Funds Available	The funds available reflects the difference between the budget values and the actuals and commitments. The money available to be spent from this account is the value at the "Total Expense" row for this column.						
Button Name	e Icon Function Description						
Actuals Detail	Clicking on this button will open a different view of the actual expenses and revenues of the detailed report. You can sort, filter, subtotal and download the report into Excel. For more information on how to manipulate the details report, please click <u>here</u> . This function will work only if you have selected to include the "Revenue and Expense Details" from the selection screen.						
Outstanding Com	Clicking on this button will open a different view of the commitments of the detailed report. You can sort, filter, subtotal, and download the report into Excel. For more information on how to manipulate the details report, please see the <u>Line Item Functionality</u> reference guide. This function will work only if you have selected to include the "Oustanding Commitments" from the selection screen.						

The combination of these two spreadsheets will give you all the actuals posted and the outstanding commitments for the month. This information can then be sorted and subtotaled for a more detailed analysis of spending within Excel.

If you scroll down the report, you will see all of the Details Reports that you requested on the selection screen.

Output Screen - Budget Detail Report

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Month-e	nd Staten	nent of	Account	er wurden «	11299 (8)		_		_			-	
Actuals Deta	all Outstandir	ig Commit-	9										
University	of Toronto			Statement of Budget Detail	Account				Page Date Nume	2 01.09.20 2FTR106	005 (QNA)		•
Funds Cen	ter	100654	Fin:Financi	il Servic		Budget Y Month an	fersion sd Year	0 May-200	15				
Coasitsent Stes	Original Budget	CF By	VD Sgat	Opening Budget	Supplement. Budget	Return Budget	Tra Bud	nster gøt	Ci Bi	rrent dget			
REVENUE - S EXPENSE - S	469,4	24 00-	0.00 0.00	409,424.00+ 3,797,845.00	0.00	0.0	90	0.00		409,424	00-		
Total	3,388,4	21.00	0.00	3,368,421.60	0.00	9.6	10	38,087.00	1	3,426,588	00		
1									_	DIQNA	1) (016)	db02 1	-
Item		Desc	ription										
Comm Item	itment	The b	oudget i	n this viev	v is showi	n at the	Rev	enue-S	and	l Expe	ense	-S lev	els.
Origina Budge	al t	For F mone For F conve	unds Ce ey from unds: T ersion p	enters: The central pla he origina rocess in t	e original anning an I budget i fiscal yeai	budget d budge s the ar r 1996.	colui et at mour	mn refl the sta it poste	ects art o ed to	the v f the o FIS o	value fisca durir	of th I year Ig the	ie 
CFWD Budge	t	The c accou at the Expei for th	arry for Int at the e end o nse-S c ne year.	rward bud ne end of f the prev ommitmer	get reflect the previo ious fiscal it item, ar	ts any a ous fisca l year, t nd will t	mou al yea his a here	nts tha ar. If th mount fore ree	t we ne a will duce	ere rer ccoun be ne the o	main t wa egativ open	ing in s ove ve in ing bi	the rdraw the udget
		As all year	funds to year	use an "o\	/erall" vie	w, there	e is r	io carry	y for	ward	of b	udget	from
		This v and v	value is vill rem	the sum ain static	of the orig throughou	ginal bu ut the ye	dget ear.	and th	ne ca	arry fo	orwai	rd val	ues,
Opening Budget	ng t	For Funds centers: It provides a reference point to the budget that was received at the start of the fiscal year.											
	-	For F fiscal not a	unds: E year 1 pplicabl	quals the 996 (same e to funds	amount p a as origin s).	osted to al budg	o FIS et, s	during ince th	g the e ca	conv rry fo	ersio rwar	on pro d buc	ocess Iget is
Supple Budge	ement t	Supp life o fund.	lements f the fu	to the bund, that ir	udget are acrease th	amount le value	s rec of t	ceived t ne bud	throi get	ughou in a fu	t the Inds	e year cente	, or er or
Return Budge	n t	Retur the fi	ns to tl und,tha	ne budget t decrease	are amou the value	unts rem e of the	noveo bud	d throu get in a	gho a fui	ut the nds ce	yea enter	r, or or fu	life of nd.

Transfer Budget	Budget transfers reflect changes in budget that move money from one account to another. Transfers into an account increase the value, and transfers out of an account decrease the value.
	The amount in this column reflects the amount of budget available in the account.
Current Budget	For Funds Centers: The current budget reflects the opening budget plus or minus any budget supplements, return or transfers processed. For Funds: The current budget reflects the amount posted in to FIS during the conversion from the legacy system to SAP in fiscal year 1996 plus or minus any budget supplements, return or transfers processed.
Total	For Funds Centers:Sum of Revenue-S/Expense-S amounts For Funds:N/A

For more information about a particular budget transaction, such as who processed it and any text, please use a Budget Line Item report.

#### **Output Screen - Revenue and Expense Details**

The following fields will be displayed regardless of the display layout selected:

Item	Description
Posting Date	The date the transaction was posted is shown here.
G/L Account	The general ledger account used is shown here.
G/L Account Name	The full name of the general ledger account used is shown here.
Document Number	The document number of the transaction is shown here.
User ID	The User ID of the person who processed the transaction is shown here.
Document Text	Any line item text entered for the document is shown here.
Amount	The total amount of the transaction is shown here.

#### Display layout

1. Line items without payroll details by GL within CC/IO -  $\ensuremath{\mathsf{DEFAULT}}$ 



2. Line items with payroll details by GL within CC/IO

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Month-end Sta	atement of Accor		10000 000			The state
Actuals Detail Outor	taniling Commit-s					
University of Teres	nta	Statement of Revenue & Exp Line Tises with	Account ense Details Report In payroll details by BL within CC/10	Pape Dute Time Name	11 01 09 2005 13 42 39 2FTR186 (0NA)	:
Funds Center Fund	100054 Ftm Fin	hancial Bervic	Didget Version Ronth and Year	0 May-2085		
Posting B/L Data Account	67L Account	Document User Multiber 15	Document Line Item Text		Anount	
cCenter	1005 Finiaci	: Rec. & Cash				
Budget El	EXPENSE-S					
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SL fotal					7,238.67	
27 05.05 001010 27 05.05 801010	Pay Benefits Appt Pay Benefits Appt	B100347692 PROCNTL B100347692 PROCNTL			030.42 770.41	
EL Total				-	1,068.83	
86 05 05 R35000	Services general	1001740074 NEVINSP	CONV50880038053 + Securitor areout	od car May 05	776.45	
SL Total					776.45	
Budget CI Total					9,615.95	
CC/IO Total				-	9,615.95	
lotal for Funds Cer	nter/Fund: 106654	4		-	220,014.05	

3. Line items by date within Budget CI, noCC/IO

The Revenue and Expense details are separated by budget category, to be consistent with the summary page.

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Month-end Sta	stement of Account	NT.			
Actuals Detail Outst	tanding Commit-s				
niversity of Toro	nto	Statement of Revenue & Esp Line Itees by	Account sense Details Report r date within Budget CI, no CC/ID	Page Date Time Name	2 01 09 2005 13 49 36 2FTR106(ONA)
Funds Center Fund	100654 Fin:Fina	ncial Servic	Budget Version Month and Year	9 May-2005	
osting G/L ate Account	G/L Account Name	Document User Number 10	Document Line Itom Text		Asount
udget CI :	INVEST-INC				
2:05:05 745101	Invest Mgat O/H Fee	1000546007 CHEUNSSY	MONT ON FEE ALLOCATED TO FIN SER MA	Y 65	64,867.25-
CANCEL OF LANDING					
vaget ti Total					64,067.25-
waget ti Total	EXPENSE-S			-	64,067.25-
Noget C1 10131 Noget C1 2.05.05 835070 4.05.05 835070 4.05.05 835000 4.05.05 835000 5.05.05 835000 5.05.05 835000 6.05.05 825000 6.05.05 825000 6.05.05 825000 6.05.05 825000 6.05.05 825000 6.05.05 825000 6.05.05 825000 6.05.05 825000 6.05.05 825000 6.05.05 825000	EXPENSE-S Counter Counter Services_peneral Services_peneral Services_peneral Suppl:general Suppl:general Office supplies Office supplies Office supplies Office supplies Office supplies	7388378683 PROCMTL 7389378001 PROCMTL 1901745218 NEVINSP 1901745225 NEVINSP 1901745225 NEVINSP 1901745225 NEVINSP 1901746027 NEVINSP 5101748080 NEVINSP 5100140379 PROCMTL 5100140379 PROCMTL 5100140379 PROCMTL	29-Apr-2005 SUNWHEEL COURTERS INCMI 29-Apr-2005 PUROLATOR COUR 5259314 206092 - Sodexho, FAST training cof 200133 - Sodexho, FAST training cof 200137 - Sodexho, FAST training cof 011 pyst 04/22/05 banx charge 1256418-CICA handbook 06/05 - 08/06 PI2402 - Patrick Casaldy toners 6rand 4 Toy Econosy Letter-Size Pad 6rand 4 Toy Econosy Letter-Size Pad 6rand 4 Toy Fusertable Tab Index D 6rand 4 Toy Glue Stick HiTroy Ecercise Notebook Avery 3-1/2		26.81 8.87 47.99 30.61 47.99 10.08 170.66 390.56 12.46 6.71 9.00 16.94 28.29

#### **Output Screen - Outstanding Commitments**

The following fields will be displayed regardless of the display layout selected:

Item	Description
Posting Date	The date the transaction was posted is shown here.
G/L Account	The general ledger account used is shown here.
G/L Account Name	The full name of the general ledger account used is shown here.
Document Number	The document number of the purchase order, purchase requisition, manual reserve or payroll commitment is shown here.
Vendor Name	The full name of the vendor the purchase orders is shown here, and is blank for manual reserves and payroll commitments.
Reserve Amount	The total amount of the reserve is shown here.
Document Text	Any line item text entered for the document is shown here.

#### Display layout

Commitments are organized into two sections, Purchase Orders and Purchase Requisitions and Fund Reservations. Each section has its own total, for easy reconciliation. Fund Reservations includes all manual and payroll reserves.

#### 1. GL summary totals within commitment type, within CC/IO - DEFAULT

Month-end Statement of Account         Actuals Detail       Outstanding Commit-s         University of Toronto       Statement of Account Dutstanding Coasitaents Statement s Statement solution coasitaent type, within CC/10       Page 1 Date 01.99.2005 Time 13.53.09 Time 13.53.00 Time 1		0 0 10 10 10 0 0 0 0 0 0 0 0 0 0 0 0 0			
Actuals Detail       Outstanding Comm4/s         University of Toronto       Statement of Account Dutstanding Commitsents SL summary totals within commitment type, within CC/10       Page: 4 Date: 01.09.2005 Name: 2FTR106(0NA)         Punds Center       100654       Fin:Financial Servic       Budget Version Number       9 Jum-2005         Fosting       6/L Account       Document Number       Vendor Name       Reserve Asount Text         Conter       14855       Fin:Acc Rec. 4 Cash         Budget CI       EXPENSE-S         Fost 2005       BUSBET388         Fost 2005       BUSBET388         Budget CI       EXPENSE-S         Fund Reservations:       B0057388         Fost 2005       BUSBET388         Fund Reservations:       B00,304.94         Budget CI Total:       EXPENSE-S         Column Reservations:       B00,304.94         Budget CI Total:       EXPENSE-S         Column Reservations:       B00,304.94         Budget CI Total:       EXPENSE-S	Month-end Statement of Account				
University of Toronto     Statement of Account Dutstanding Commitment Specific Statement of Account Dutstanding Commitment type, within CC/ID     Page 4 Date 01.09.2005 Name 27TRIDE(DAN)       Fundis Center     100654     Fin: Financial Servic     Budget Werston Nombri and Year     0 Jum-2005       Fosting     S/L S/L Account AccountName     Document Number     Vendor Name     Reserve Asount Text     Document Asount Text       Center     14955     Fin: Acc. Rec 4 Cash     Fin: Service Name     Fin: Account Service     Fin: Service Name       Fund Reservations     EXPENSE-S     Fin: Acc. Rec 4 Cash     Fin: Service Service     Fin: Service Service       Fund Reservations     EXPENSE-S     Service Service     Fin: Acc. Rec 4 Cash     Fin: Service Service       Fund Reservations     Service Service     Fin: Service Service     Service Service     Fin: Service Service       Fund Reservations     Service Service     Service Service     Service Service     Fin: Service Service       Fund Reservations:     Service Service     Service Service     Service Service     Service Service       Fund Reservations:     Service Service     Service Service     Service Service       Service     Service Service     Service Service     Service       Service     Service     Service     Service       Service     Service     Service <td< th=""><th>Actuals Detail Outstanding Commit-s</th><th></th><th></th><th></th><th>10</th></td<>	Actuals Detail Outstanding Commit-s				10
Dutstanding Coastlaents DL summary totals within coastlaent type, within CC/10       Time: 13:53:09 Name 2FTR106(ONX)         Funds Center       100654       Fin.Financial Servic       Budget Version Nonth and Year       02005         Fosting       S/L       S/L       Account Number       Document Number       Reserve Document Name       02005         Fosting       S/L       S/L       Account Number       Document Number       Reserve Document Name       02005         Coeter       14955       Fin.Acc. Rec. # Cash       Fin.Sec. # Cash       Fin.Sec. # Cash         Reservations       100657397       001       72,305.70       Payroll Commitments         Total Fund Reservations       69,394.94       69,394.94       69,394.94         Codget CI Total:       EXPENSE-S       69,394.94       69,394.94	University of Toronto	Statement of Account		Page: 4	1
Funds       Center       100654       Fin.Financial Servic       Budget Version Month and Year       9 Jun-2005         Posting       6/L       6/L       AccountName       Document       Yendor       Reserve Asount Text         CCenter       14955       Fin.Acc. Rec. 4 Cash       SecontName       Fin.SecontName       Fin.SecontName         Budget KI       EXPENSE-S       Fund Reservations       T2,305.70       Payroll Commitments         Fund Reservations       100667398       001       72,305.70       Payroll Commitments         Total Fund Reservations:       Be;304.94       Se;304.94       Se;304.94       Se;304.94         Corio Total       EXPENSE-S       EXPENSE-S       Se;304.94       Se;304.94		Outstanding Commitments SL summary totals withi	n commitment type, within CC/10	T100: 13:53:09 Name: 2FTR106(ONA)	, i
Posting Date     S/L AccountName     G/L Number     Document Name     Nendor Name     Reserve Asount Text       CCenter     14955     Fin Acc. Rec. 4 Cash       Budget C1     EXPENSE-S       Fund Reservations     100667297       Total Fund Reservations:     28,304.94       Budget C1 Total     EXPENSE-S	Funds Center 100654 Fin:Financ	ial Servic	Budget Version Month and Year	8 Jun-2005	
CCenter 14955 Fin:Acc. Roc. 4 Cash Rudget C1 EXPENSE-S Fund Reservations 17.86 2005 801950 Pay Union 100667397 001 72,306.70 Payroll Commitments 17.86 2005 801950 Pay Denefits Appt 100667398 001 16,689.24 Payroll Commitments Total Fund Reservations: Eudget C1 Total: EXPENSE-S 58,304.94 ExpEnse-S 58,394.94	Posting S/L S/L Account Doc Date AccountName Num	usent Vendor ber Nase	Reserve Doct Abount Text	ument	
Tr. 06. 2005 001910 Pay Denefits Appt         TDD667398         D01         16,089.24         Payroll Commitments           Total Fund Reservations:         88,394.94         888,394.94         888,394.94         888,394.94         888,394.94           CC/10 Total:         88,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94         888,394.94 </th <th>Rudget CI EXPENSE-S</th> <th>447301 Bot</th> <th>77 706 78 Pau</th> <th>all familiants</th> <th>. )</th>	Rudget CI EXPENSE-S	447301 Bot	77 706 78 Pau	all familiants	. )
Total Fund Reservations:         58,394.94           Budget CI Total:         EXPENSE-S           CC/10 Total:         68,394.94	17.06.2005 001910 Pay Denefits Appt 100	667398 001	16.000.24 Payr	roll Commitments	
Eudget CI TotaT EXPENSE-S 58,394.94	Total Fund Reservations		66,394.94		
CC/10 Total:	Budget CI Total:	EXPENSE-S	88,394.94		
	CC/10 Yotal		68,394.94		
Total for Funds Center/Fund: 188654 / 2,382,842.90	Total for Funds Center/Fund: 199654 /		2,382,842.90		
					:

#### 2. Commitment type summary, no CC/IO

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C 191		18 8000 DD	() II			
Month-end Statement of Acco	unt					
Actuals Detail Outstanding Commit-s						
Derversity of Toronto	State	ment of Account		Fage	2	
	Outst. Commit	anding Coesiteents Leant type suesary, no CC/ID		Time: Name	01 09 2005 12:55:07 2FTR106(DNA)	1
Funds Center 100054 Fin F	inancial Servic		Budget Version Month and Year	0 Am-2005		
Posting B7L G7L Account Date AccountName	Document, Number	Venitor Natio	Reserve Asount	Pocument Text		
Rudget CL : EXPENSE-S						
7.06.2005 001910 Pay Benefits Appt	100557379 001		54,188.55	Payroll Constants		
7 DE 2005 801918 Pay Benefits Appt	100567388 001		128.940.40	Payroll Consitnent		
7 GE 2005 BB1910 Pay Benefits Appt	100667394 801		27,656.00	Payroll Constant		
7.06.2005 801910 Pay Benefits Appt 7.06.2005 801910 Pay Benefits Appt	100557295 001		74,040 BH 16,088.24	Payroll Cossitsent: Payroll Cossitsent:	5	
lotal Fund Reservations:			2,382,042.98			
Rungert Cl Total	EXPENSE	4	2,082,042.98			
Istal for Funds Center/Fund. 100054	1.9		2,382,042.88			

#### Output Screen - Payroll Distribution.

For documentation on the payroll distribution, please click here.

Throughout the report, you can click on  $\bigcirc$  to return to the selection screen.

End of Procedure

## **Resource Information**

### **Guide to Financial Management**

Fund Accounting and FIS