University of Toronto

Donor Financial Report Overview

When to Use

The Donor Financial Report (DFR) Overview is a reporting tool designed to assist in the tracking of the DFR as it moves through the stages of production, reconciliation, and distribution. This report is to be used by departmental business/ financial officers, senior development officers and advancement staff and will be monitored by central Financial Services Staff with respect to outstanding items.

Report Functionality

The features of this report are as follows:
- Allows the monitoring of the reconciliation process from the perspective of the SDO and Departmental Business Officers.
- Allows the user to produce a draft version of the DFR Report with supporting details.
- Allows the user to view a snapshot of the financial information of the fund.
- Allows DUA and Financial Services to share notes regarding a particular DFR.

Steps to follow in the DFR Overview process (pages 1 to 5): Summary:

1. Access the DFR listing; you will only see the ones pertaining to your unit (Hint: use the *Trust Accounting* layout, see page 11)
2. Filter list so that only "Active" and "New" ones are displayed.
3. Sort filtered list by priority; "1" being the highest priority
4. Select report(s) which you would like to work on and "produce" draft DFR statement.
5. Review financial information in draft DFR; focus should be on expense items, ensuring that line items and notes are reviewed.
6. Determine whether report is complete and accurate.
   - if "complete", update status on system
   - if NOT "complete" (i.e. adjustments required), contact Maria Omandam (978-1686) and provide details of any adjustments required; (a) Maria will update DFR and notify you once changes are made, (b)you will process adjustments in FIS
     ➔repeat steps 5 & 6

Detailed Steps:

Step 1   Access the DFR listing

Menu	*Donor Financial Reporting Info System >> Donor Financial Report*

Transaction code	ZDFR

Step 2   Filter list for "Active" and "New" DFRs

Ensure year is correct, if not change by clicking

Select the "DFR Status" column, click on the "filter" button

DFR OVERVIEW

You will get a "pop up box" asking for the filter criteria, click on the "multiple selection" button and input "Active" and "New". Click on green check mark until you get back to main screen.

Step 3   Sort filtered list by priority

DFR OVERVIEW

Select the "Priority" column, click on the "sort in ascending order" button. *Note: DFRs having the "new" status will not have a "priority" number assigned to it and should be assumed to be "3".*

All accounts having "Active" status + "1" priority should be reviewed first. *Note: once the "Priority" column is sorted, the number indicating "priority" will appear once at the top of the page/column until it changes (i.e. will not be repeated per line)*

Step 4　Select reports to work on and "produce" draft DFR

DFR OVERVIEW

Click on the "Produce DFRs" button and select the "Draft DFR with Line Items"

If this icon is shown, click on it to view "notes"

Select one or more DFRs to review by clicking on the box at the left-hand of your screen (the entire row will be yellow). *Hint: to select multiple DFRs, hold down the "ctrl" key on your keyboard and click on the accounts you'd like to select.*

Donors' Funding Reports

Report can be printed

To get back to DFR Overview, click on "back arrow"

MCLAUGHLIN FUND IN SURGERY
(Established at January 1, 1978)

D R A F T - For Reconciliation Purposes ONLY

STATEMENT OF THE ENDOWMENT FUND
For the year ended April 30,2005
(with comparative figures For the year ended April 30,2004)

Sample of report that will be generated.

	2004-2005	2003-2004
	$	$
Book value of endowment		
Balance, beginning of the year	1,000,000.00	1,000,000.00
Balance, end of the year	1,000,000.00	1,000,000.00

Step 5   Review financial information in draft DFR

Donors' Funding Reports

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                    STATEMENT OF THE EXPENDABLE FUND
                     For the year ended April 30,2005
             (with comparative figures For the year ended April 30,2004)

                                            2004-2005          2003-2004
                                            _____          _____

                                                $                  $
                                            _____          _____
```

Focus of review should be on expenditures section of report and supporting details.

```
                                                              ,955.78
Student awards                               1,125.00        1,125.00
Services and other                           (188.31)         ____
                                            _____        _____
                                            42,947.05        41,080.78
                                            _____        _____

Balance, end of the year                   358,090.68       331,536.91
                                          ==============    ==============
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Donors' Funding Reports

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        U n i v e r s i t y   o f   T o r o n t o        Page:    1
                    Restricted Funds                     Date: 24.05.2005
                  Line Item Details Report               Name: ZFTR072(QNA)

_____

Transactions for Fund - 300036
Doc. No.   GL        UserID      Post. Date Doc. Date  CFC           Amount
                     Text
_____


** Distributed investment income from Expendable
1000534806 745100    PROCNTL     19.04.2005 19.04.2005 100164        4,725.00-
                     2005 EFIP Commitment Inc.
** Total for Distributed investment income from Expendable            4,725.00-

** Salaries and benefits
6100347678 801910    PROCNTL     28.04.2005 22.04.2005 100164        2,680.21
                     Postings from Payroll Accounting
6100347657 801910    PROCNTL     28.03.2005 18.03.2005 100164        2,680.21
                     Postings from Payroll Accounting
6100347636 801910    PROCNTL     28.02.2005 18.02.2005 100164        2,680.21
                     Postings from Payroll Accounting
6100347506 801010    PROCNTL     28.09.2004 17.09.2004 100164       12,916.66
                     Postings from Payroll Accounting
```
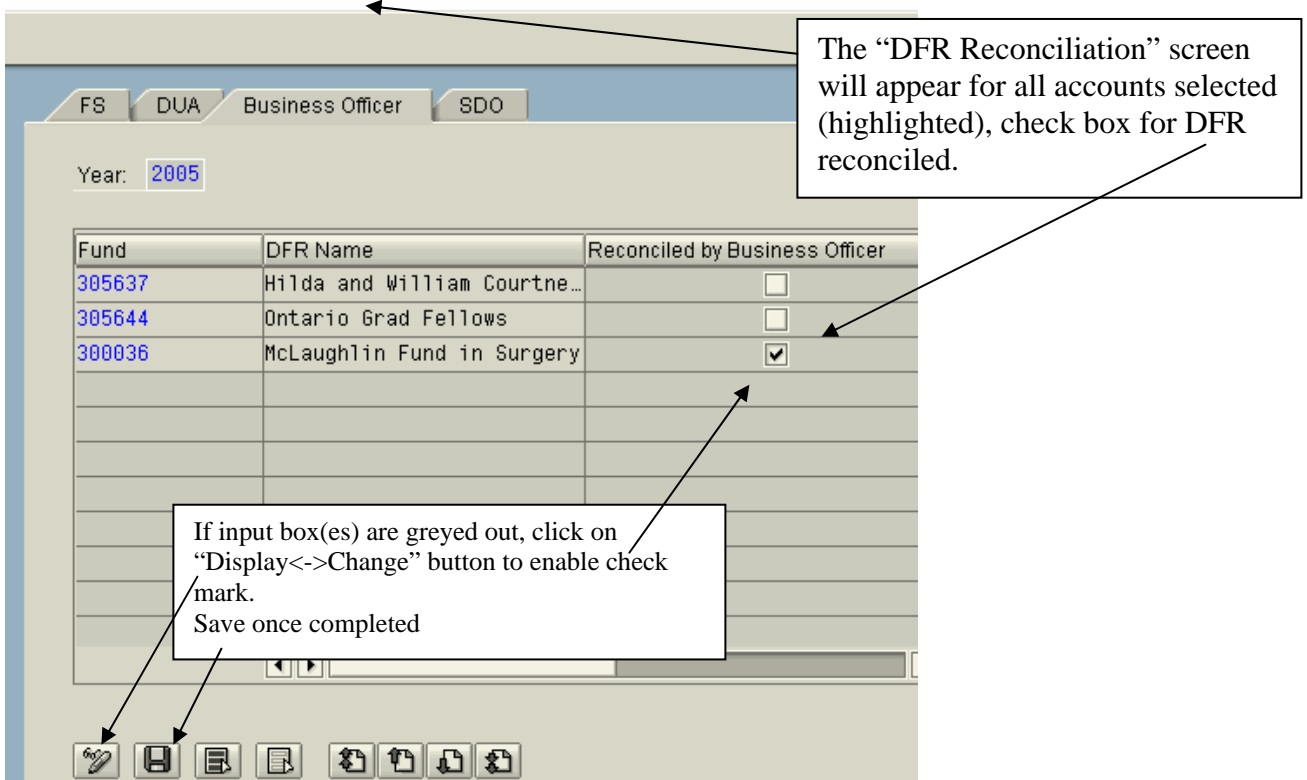
Step 6   Determine whether report is complete & accurate
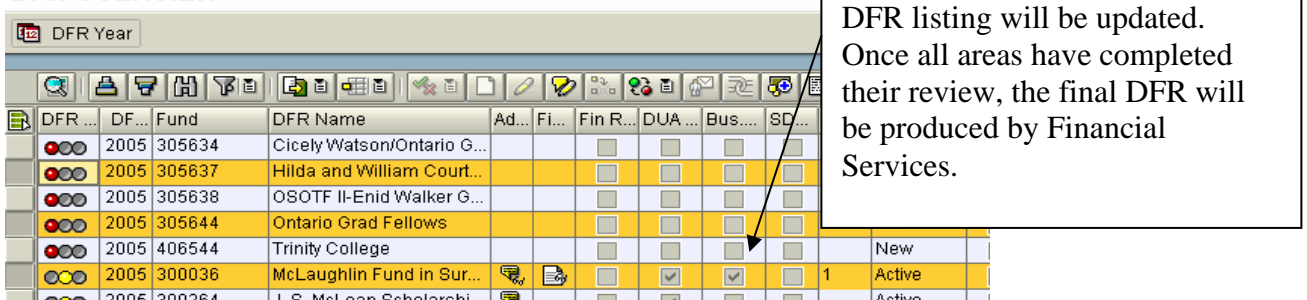
If report has been reviewed,

reconciled and determined to be complete and accurate, then update the system status:

DFR OVERVIEW

	DFR	DF...	Fund	DFR Name	Ad...	Fl...	Fin R			FR...	Sort Da...
	⬤⬤⬤	2005	305634	Cicely Watson/Ontario G...				Reconciled by Finance			
	⬤⬤⬤	2005	305637	Hilda and William Court...				Reconciled by DUA			
	⬤⬤⬤	2005	305638	OBOTF II-Enid Walker G...				Reconciled by Business Officer			
	⬤⬤⬤	2005	305644	Ontario Grad Fellows				Signed Off by SDO			
	⬤⬤⬤	2005	406544	Trinity College						New	
	⬤⬤⬤	2005	300036	McLaughlin Fund in Sur...	📇	📄	✓			1	Active

DFR Reconciliation

> The "DFR Reconciliation" screen will appear for all accounts selected (highlighted), check box for DFR reconciled.

FS	DUA	Business Officer	SDO

Year: 2005

Fund	DFR Name	Reconciled by Business Officer
305637	Hilda and William Courtne…	☐
305644	Ontario Grad Fellows	☐
300036	McLaughlin Fund in Surgery	✓

> If input box(es) are greyed out, click on "Display<->Change" button to enable check mark.
> Save once completed

DFR OVERVIEW

> DFR listing will be updated. Once all areas have completed their review, the final DFR will be produced by Financial Services.

	DFR ...	DF...	Fund	DFR Name	Ad...	Fi...	Fin R...	DUA ...	Bus...	SD...		
	⬤⬤⬤	2005	305634	Cicely Watson/Ontario G...			☐	☐	☐	☐		
	⬤⬤⬤	2005	305637	Hilda and William Court...			☐	☐	☐	☐		
	⬤⬤⬤	2005	305638	OSOTF II-Enid Walker G...			☐	☐	☐	☐		
	⬤⬤⬤	2005	305644	Ontario Grad Fellows			☐	☐	☐	☐		
	⬤⬤⬤	2005	406544	Trinity College			☐	☐	☐	☐	New	
	⬤⬤⬤	2005	300036	McLaughlin Fund in Sur...	📇	📄	☐	✓	✓	☐	1	Active
	⬤⬤⬤	2005	300264	L.S. McLean Scholarshi...	📇		☐	☐	☐	☐	Active	

Detailed description of components of Donor Financial Report Overview screen (pages 6-8):

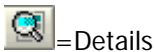| Item	Description
DFR	The traffic light icon indicates the status of the DFR in the reconciliation process. [traffic light icon - green] A 'Green' light indicates the DFR has been reconciled by all areas. [traffic light icon - yellow] A 'Yellow' light indicates the DFR has been reconciled by one or two areas, but is not yet reconciled by all areas. [traffic light icon - red] A 'Red' light indicates the DFR has not been reconciled by any area.
DFR Year	This field reflects the fiscal reporting year of the DFRs listed. This field can be changed to another year by clicking on [DFR Year icon] and entering the new year.
Fund	This column lists the fund number for the DFR.
DFR Name	This column lists the full name of the DFR.
Advancement Notes { [icon] } & Financial Notes { [icon] } (2 columns using the icons noted above to indicate that a note exists)	The specific icon is shown if there is a note for this DFR. To view the note, click on the icon. A screen will appear with a list of all the notes for this DFR. DFR: 302516 OSOTF-The Northwater Management Award | Year	Source	Date	Time	Title
2003	CONVERT1	16.12.2003	09:10:49	# of DFRs
2003	CONVERT2	16.12.2003	09:10:49	Contact Names
2003	CONVERT3	16.12.2003	09:10:49	2002 Rank
2003	STEWARD	16.12.2003	09:10:49	Notes uploaded from excel file	 If you have proper authorization, you can view a note by highlighting the line that you are interested in and clicking on [icon]. Currently, only central units (Trust Accounting, DUA, Stewardship reporting) can create new notes. If you are authorized, then simply click on [icon], and start typing.
Combined DFR Ind	The [icon] icon is shown if the final DFR sent to the donor will be a "combined" report. By double clicking on the icon, a listing of the accounts to be combined will be listed.
Financial Services Reconciliation Status	A checkmark in this field indicates that the reconciliation preformed by the Financial Services Department for this account has been completed.
DUA Reconciliation Status	A checkmark in this field indicates that the DIS reconciliation performed by DUA for this account has been completed.

Business Officer Reconciliation	A checkmark in this field indicates that the reconciliation performed by the Divisional Business Officer for this account has been completed.
DFR Status	This column reflects the requirement for a DFR for a particular fund. 'Active' indicates that a DFR is to be produced for a fund. 'Delisted' indicates the DFR is no longer required. 'Narrative' indicates that a financial report is not required, but a written description is required to be sent to the donor. This item is used for OGS and OHSST DFR's. 'Hold' indicates the DFR is to be held at the Divisional level. 'New' indicates the fund is new.
Priority Ind.	This column reflects the priority for the preparation of the DFRs as determined by the SDOs. All accounts having a ranking of '1' should be prepared first and so on.
DFR Prepared	A checkmark in this field indicates that the DFR is fully reconciled and officially finalized.
Sent Divisions	This field shows the date the final DFR was sent to the Divisional SDO's
Sent Donor	This field shows the date the final DFR was sent to the Donor.
Division Responsible for Sending DFR to Donor	This column lists the name of the division responsible for sending the DFR to the donor.
DFR Linked Ind.	If there are multiple DFR's for the same donor, the accounts will be associated and an indicator will be shown here.
Funds Center	The number of the funds center that the fund is associated with is shown here.
CFC Name	This column lists the funds center associated with the fund.

DFR Reconciling Department	This column lists the name of the funds center associated with the fund.
DFR Reconciling Division	The name of the Faculty or Division responsible for reconciling this account is shown here. Note: If the funds center associated with the fund is a Faculty funds center, the name of the funds center will appear in the DFR Reconciling Department column only.
DFR Contact Ind.	This column lists the name of the person(s) who is to receive the DFR.
DFR Co-ordinate Ind.	If this DFR should be coordinated with other DFR's for mailing or contact purposes, the account name(s) is reflected here. This is similar to the link, and reflects the coordination for mailing purpose for SDO's.
DFR Copies Required	The number of required copies of finalized DFR's is shown here.
DFR Type	The type of fund is shown here.
Create Date	The date the DFR was added is shown in this field.
Change Date	This column displays the date of the last change in status for this account.

Descriptions of the icons available in the DFR Overview process (page 8-12):

Icon	Description of Icon
🔲 DFR Year	Clicking on this button will allow you to change the DFR year. When you click on this button, a pop-up window appears: GET DFR Fiscal Year DFR Fiscal Year [2003] Continue ✖ Cancel To change the year, simply type the year that you want to see in the DFR Fiscal Year field and click on 'Continue'.
🔲=Select all	To select all the funds in the report, click on this button.

🔍 =Details	The Details icon allows you to get a vertical view of the fund information. Select the fund that you are interested in, and click on this button. A pop-up screen will appear with the same information that can be found within the report by scrolling horizontally.

Group description	Cell content
DFR Fiscal Year	2004
Fund	303464
DFR Name	Doris Lau MBA Fellowsh...
DFR Status	Active
Division to send DFR to Donor	Joseph L Rotman Scho...
DFR Responsible Division	100993
CFC Name	SGS:Grad Student Ass
Funds Center	100530
Dep. CFC Name	SCH OF GRAD STUDIES
DFR Reconcile Div.	Sch Graduate Studies
Priority Ranking Indicator	1
DFR Type	SCHOLAR
Create Date	15.03.2004

Multiple DFR's can be viewed at once by highlighting several DFR's at once, and then clicking on this button. You will be able to scroll through your selections using the up and down arrow icons ▲ ▼.
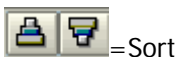
🖨️ 🔽 =Sort	To sort the report data by a specific column, simply click on the column header, and then select to sort ascending or descending order.
🔍 =Find	To find a particular item in the report, place your cursor in the column that you wish to search by, or click on 📋 to highlight the entire report. Once you have made you selection, click on the find button. A pop-up screen will appear and allow you to enter the information that you wish to search for.
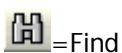
Find

Search term | |
Search sequence | By lines |
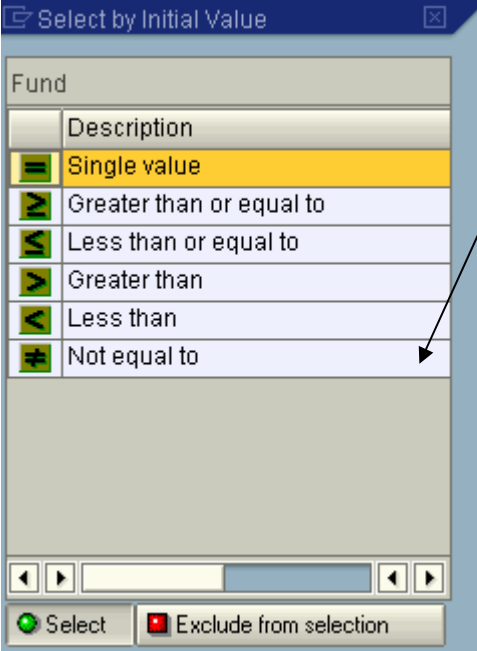
You can click on the drop down menu to change the search sequence from 'By lines' to 'By columns' for a more effective search.

Once you have entered your criteria, click on ✓ or hit enter. The system will then find the objects that match your selection criteria. To move

	through the list of matching items, click on ✔ or hit enter until you find the item that you are looking for. Clicking on ✖ will close the pop-up box.
▼📄=Set Filter	Filtering the report allows you to select the specific information that you are interested in viewing. To use the filter, click on the header text of the column that you wish to filter by. You can select multiple columns by holding the 'Ctrl' (Control) key on your keyboard as you click on the column headers with your mouse. Once you have made your selection, click on the filter icon and choose 'Set Filter'. A pop-up screen will appear with the names of the column(s) that you have selected. These fields are case sensitive and it's recommended that you select the items from a drop-down menu.
	Once you have made your selections, click on ✔ to activate the filter. If a filter is active on a particular column, an arrow pointed down will appear in the bottom right corner beside the name of the column.
	To remove the filter, click on the filter icon again, and select 'Delete Filter' and all filters will be removed.
📤📄=Export	The export function allows you to export the data in the report directly into a spreadsheet, word processing or local file. Click on the export button and then select the output that you would like. A pop-up box will appear informing you that 'Filter criteria, sorting, totals and subtotals are

Within the filter cell:

Determine values for filter criteria ✖

Select.
Fund		to		→
DFR Name		to		→
DFR Status		to		→

Select by Initial Value ✖

Fund
	Description
=	Single value
≥	Greater than or equal to
≤	Less than or equal to
>	Greater than
<	Less than
≠	Not equal to

◄ ► ◄ ►

🟢 Select 🔴 Exclude from selection

Within each field, you can either enter the values that you want to include, or exclude. To exclude items, double click in the field. Another pop-up box will appear that will allow you to indicate if you want the filter to include or exclude the value(s) that you have entered.

	not taken into account.' This message is for your information only, and will disappear once you have hit enter. Please save your document before returning to the DFR module. Once you close the pop-up box in the module, your output will automatically close in whatever application you have chosen.
=Select layout	This button allows you to select from various layouts for the report. For reconciliation purposes, it is recommended that you use 	Layout	Layout description
/2006 SDO	Layout for SDO Review
/ALYSON	Alyson Geary View
/DEFAULT	seandfr
/DFR 2005	Trust Accounting	
=Change DFR Status (not available to all users)	This button allows users to update the account information throughout the reconciliation process. Highlight the fund that you want to update and click on this button. A drop down menu will appear with the following options: Delist Activate Amended New Narrative Click with your mouse on the appropriate one. A pop-up box will appear with the following message: "DFR(s) Status will be changed to .." Click on the 'Yes' button to accept the change.
=Add new DFR (not available to all users)	This button allows users to create a new DFR record from within this report.
=Change DFR record	This button allows users to create a new DFR record from within this report.
	The 'Create Note' button allows you to add note text for a DFR. To add a note, highlight the DFR that you want to add a note to and click on the 'Create Note' button. A screen will appear with a list of all the notes that already exist for this DFR. DFR 302516 OSOTF-The Northwater Management Award | Year	Source	Date	Time	Title
---	---	---	---	---
2003	CONVERT1	16.12.2003	09:10:49	# of DFRs
2003	CONVERT2	16.12.2003	09:10:49	Contact Names
2003	CONVERT3	16.12.2003	09:10:49	2002 Rank
2003	STEWARD	16.12.2003	09:10:49	Notes uploaded from excel file	

	Year – Shows the year of the DFR Source – This column shows the area responsible for the creation of the note. Date – Shows the date the note was added. Time – Shows the time the note was added. Title – Shows the title the note was given. If you have proper authorization, you can create a note by clicking on the button. If you are creating a note, it should include your full name, position and authority for statement.
	The 'Change/Replace DFR Name' button allows users with access to change or replace the DFR name from within this report.
	The 'Reconcile DFR' function is used to indicate that a DFR has been reconciled. The ability to use this function is based on your authorization. To update the reconciliation information, highlight the DFR that you have reconciled, and then click on this button. Choose the appropriate area from the drop down menu. The DFR Reconciliation screen will appear with the tab that you selected visible. If you have authorization, you can click in the appropriate field, based on what selection of the account has been reconciled. Once you have updated the screen, click on the button to save your entries.
	This button will provide the total number of DFRs that are being viewed on the screen. This count is based on any filters that you may have used.
	The 'Create DFR Contact' button allows users with access to create the DFR contact information from within this report.
	The 'Link DFR' button allows users with access to link DFR records with the same donor from within this report.
	This button will allow you to produce DFR's directly from this module. Please note that only the Finance Department can produce the final version of the DFR. All other staff with access will be able to print the report, but it will say 'DRAFT' on the top. To produce the DFR's, first select the accounts that you are interested in by highlighting them, and then click on this button. A drop down menu will allow you to choose if you want to produce a draft DFR in the foreground or background. Select the appropriate one by clicking on it. The system will take you to the 'Donor Funding Report' output screen.
	This button will allow you to produce the "combined" view of the DFR report.
	The 'DFR Prepared' button allows users to mark that the DFR is prepared or to clear the indicator that shows that the DFR is prepared.