

FAST Tips

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What are “Year-End Operating Reserves”? How is it calculated?

The “Year-end Operating Reserves” are what was formerly known as the “Year-end Carry forward”. This is when the financial end result of the prior fiscal year is brought forward into the current fiscal year. Any net under spending (positive) or net over spending (negative) will be carried forward.

- The Operating Reserves are calculated by reporting the Year-end Net result of the Funds Center and adding any Outstanding Funds Reserves (commitments) purchase order and manual reserve.
- Amounts from outstanding reserves at year-end are transferred into the “revised budget” at the same commitment item where they were reserved in the prior year, the net operating under/over spending results are transferred to the “Carryforward” (CARRYFWD) commitment item.

Figure 1, “April 30, 2016 net result prior to yearend processing”

Funds Centre Report						
Fiscal Year: 2016						
Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
Revenues						
- REVENUE-S	0.00	1,006.00-	0.00	1,010.24-	1,010.24-	4.24
+ RECOVERY	0.00	1,006.00-	0.00	1,010.24-	1,010.24-	4.24
Total Revenues	0.00	1,006.00-	0.00	1,010.24-	1,010.24-	4.24
Expenditures						
- EXPENSE-S	41,069.00	42,106.86	2,036.23	37,530.15	39,566.38	2,540.48
CARRYFWD	0.00	31.86	0.00	0.00	0.00	31.86
+ EQUIP-S	9,500.00	9,500.00	1,500.00	29.06	1,529.06	7,970.94
+ FURNIT-S	0.00	0.00	0.00	13,250.00	13,250.00	-13,250.00
- SUPPL-S	31,569.00	32,575.00	536.23	22,301.09	22,837.32	9,737.68
+ SUPPLIES	31,569.00	31,569.00	536.23	9,064.23	9,600.46	21,968.54
TELEPHONE	0.00	1,006.00	0.00	13,236.86	13,236.86	-12,230.86
+ TRAVEL-S	0.00	0.00	0.00	1,950.00	1,950.00	-1,950.00
Total Expenditures	41,069.00	42,106.86	2,036.23	37,530.15	39,566.38	2,540.48
Net	41,069.00	41,100.86	2,036.23	36,519.91	38,556.14	2,544.72

Revenue variances are added to Funds Available, resulting in a positive or negative Carryforward

Year-end Carryforward:
Residual Bal. \$2,544.72
+ Commitments.
\$2,036.23 = \$4,580.95

Figure 2, "May 1, 2016 prior to any document entry"

Fiscal Year: 2017		Funds Centre Report					
Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue	Variance/ Funds Available
Revenues							
- REVENUE-S	0.00	0.00	0.00	0.00	0.00	0.00	0.00
+ RECOVERY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenditures							
- EXPENSE-S	41,069.00	45,649.95	2,036.23	0.00	2,036.23		43,613.72
CARRYFWD	0.00	2,544.72	0.00	0.00	0.00		2,544.72
+ EQUIP-S	9,500.00	11,000.00	1,500.00	0.00	1,500.00		9,500.00
+ FURNIT-S	0.00	0.00	0.00	0.00	0.00		0.00
- SUPPL-S	31,569.00	32,105.23	536.23	0.00	536.23		31,569.00
+ SUPPLIES	31,569.00	32,105.23	536.23	0.00	536.23		31,569.00
TELEPHONE	0.00	0.00	0.00	0.00	0.00		0.00
+ TRAVEL-S	0.00	0.00	0.00	0.00	0.00		0.00
Total Expenditures	41,069.00	45,649.95	2,036.23	0.00	2,036.23		43,613.72
Net	41,069.00	45,649.95	2,036.23	0.00	2,036.23		43,613.72

The difference between the Original Budget and the Revised Budget is the \$4,580.95 2016 year end operating reserves.

Learn More:

- **Training Documentation:** Year-End Operating Reserves
<http://finance.utoronto.ca/wp-content/uploads/2015/10/yeoperatingreserve.pdf>
- **QRG:** Budget Carryforward Report (ZFIR056)
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Budget-Carry-Forward-Converted.pdf>
- **QRG:** Open Commitment Carryforward Report (ZFIR055)
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Open-Commitment-Carry-Forward-Converted.pdf>

Updating Lease Purchase Orders (PO) for the New Fiscal Year

It's the start of a new fiscal year and now is the time to contact Procurement Services and have them update the net price for your existing lease orders.

Leases often span multiple fiscal years and as a result if we were to update the price in the Lease PO for all years we would reserve (commit) all of the lease payments in the current fiscal year. To avoid setting up these excess reserves and reducing funds availability, future fiscal year lease payments are entered in the Lease PO with a net price of \$1.00, as a placeholder for those years. When we enter a new fiscal year and would like to reflect the reserve for the current fiscal year the \$1.00 amounts need to be updated by Procurement Services.

To update you Lease PO contact Procurement Services, e-mail purchasing.help@utoronto.ca. In your e-mail include:

- Your Lease PO number
- The line item number
- The payment amount to be updated

Not sure which leases are still outstanding? Simply run the **List Displays by PO Number report (ME2N)**, filter for the

47-series document numbers (those are the lease numbers) and enter your purchasing group.

The screenshot shows the SAP 'Purchasing Documents per Document Number' screen. The 'Purchasing document' field is highlighted with a red box and a red arrow pointing to it from the text above. The value in this field is '4700000000 to 4799999999'. Other visible fields include 'Purchasing organization' (1000), 'Scope of List' (BEST), 'Purchasing Group' (C01), and 'Plant'. The screen has a menu bar at the top with 'Program', 'Edit', 'Go to', 'System', and 'Help'.

Learn More:

- **Training Documentation:** Logistics Part 1 – Purchase Orders & Purchase Requisitions
<http://finance.utoronto.ca/wp-content/uploads/2015/10/Logistics-Part-1-PR-PO.pdf>
- **Procurement FAQ:** Lease
<http://www.procurement.utoronto.ca/faq/leasing-faq>

You Survived Fiscal Year-End, but did your Operating Payroll Reserves Get Left Behind?

Monthly payroll reservation calculations are done as part of the monthly payroll run program. For this reason, payroll postings and reserves for future salary and benefits costs for Fiscal 2017 **will not be reflected** in the FM operating account until the **monthly payroll program is run on May 20, 2016**. Until this date, your funds availability may appear to be significantly more than it actually is. Remember to plan and spend accordingly.

Learn More:

- **HR & Equity:** Payroll Schedule
<http://www.hrandequity.utoronto.ca/Assets/HR+Digital+Assets/P/2015-2016/Monthly+Payroll+Schedule+for+2016.pdf>
- **Additional Resources:** Managing Payroll in FIS
<http://finance.utoronto.ca/wp-content/uploads/2015/10/managepayroll.pdf>

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS, RIS/MRA/MROL)

LOCATION: 256 McCaul St., Room 103

Tuesday, May 10th

11:30am – 1pm

Wednesday, May 25th

12:30pm – 2pm

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