FINANCIAL INFORMATION SYSTEM

FIS Standard Curriculum:
Basic Funds Management Reporting
Course Objectives

This course will help you:

• Understand the purpose and components of Funds Management

• Understand the features of each report and determine the report suitable for your needs

• Generate common Funds Management reports

• Identify your source of funding and funds available

• Locate specific expenses that have been charged to your Funds Center or Funds Center/Fund
Course Map

• What is Funds Management?
• Purpose of Funds Management Reporting
• Basic Funds Management Reports
  o Funding: Funds Center or Fund Report
  o Total Funding Activity Report
  o FI Postings Line Item Report
  o Funds Center Report
• Report Features
What is Funds Management?
What is Funds Management (FM)?

Funds Management (FM) is used to **track** and **report** on **funding** and **budgets** for all university departments, divisions and faculties.

The purpose of Funds Management (FM) is to answer the questions:

- What is the source of my funding?
- AND
- How much money do I have left?
## FM Account Codes

**FM Account Codes:**
- **Funds Centers (FC)**
- **Funds Center / Fund combinations (FC/Fund)**
- **Commitment Items (CI)**

<table>
<thead>
<tr>
<th>Brief description</th>
<th>Funds Center</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>• a six digit code, starting with a 1 (departmental) or 2 (Principal Investigator)</td>
<td>• used to record and report the funding and spending</td>
<td>• a six digit code</td>
</tr>
<tr>
<td>• used to record and report the funding and spending</td>
<td></td>
<td>• used to record and report the funding and spending</td>
</tr>
<tr>
<td>• for Operating Fund and Ancillary Operations</td>
<td>• on a fiscal year basis</td>
<td>• for the Restricted and Capital Funds</td>
</tr>
<tr>
<td>• on a fiscal year basis</td>
<td></td>
<td>• on a &quot;life to date&quot; basis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Periodic Reporting</th>
<th>Funds Center</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>fiscal year (May 1 thru April 30)</td>
<td>any start or end date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hierarchy</th>
<th>Funds Center</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>reflects the organizational structure at UofT</td>
<td>no hierarchy of its own; is linked to an organizational unit through transaction postings; must be used in conjunction with the appropriate Funds Center</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budgeting</th>
<th>Funds Center</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>fiscal year basis</td>
<td>overall basis</td>
<td></td>
</tr>
</tbody>
</table>

**A Commitment Item (CI) is:**
- an alphabetic code that indicates the level at which a budget is established for a Funds Center or FC/Fund
- assigned for all expense and revenue G/L accounts
- where budget is held for Funds Availability Checking
Operational Hierarchy at U of T as reflected in FIS through the use of Funds Centers

**Highest levels** of the Funds Center hierarchy reflect main operational portfolios at U of T.

Individual Divisions and Departments are located within these portfolios.

CFC 100546 is subordinate to CFC 101123 and parent to CFC 202675.

**Note:** A Division/Department may have several Operating Funds Centers (1xxxxx) and PI Funds Centers (2xxxxx) under their hierarchy.
Purpose of Funds Management Reporting

Funds Management reports answer the following questions:

- What is the source of my funding (budget)?
- How much funding do I have left (funds available)?
- What has been charged to my accounts?
### Basic Funds Management Reports

<table>
<thead>
<tr>
<th>Question</th>
<th>Funding: FC or Fund (ZFM1)</th>
<th>Total Funding Activity (ZFTR008)</th>
<th>FI Postings Line Item (ZFIR079)</th>
<th>Funds Center Report (ZFTR111)</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the source of my funding (budget)?</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>How much funding do I have left (funds available)?</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>What has been charged to my accounts?</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Using Excel with SAP
Methods of Using Excel with SAP:

- Download reports into Excel
- Excel Office Integration in SAP
  (i.e., Excel functionality within SAP)

Prior to downloading your report to Excel or using the Office Integration function, ensure that you setup your Excel download settings on your computer (refer to QRGs).

**QRG: SAP Office Integration Excel Settings**

**QRG: Excel Download Settings**

**QRG: Changing Default Excel Download Settings**
In MS Excel, proceed to:

**File** tab >> **Options**

**STEP 1:** Enable Macros
- Allows SAP to download spreadsheets onto your local MS Excel
- Enables SAP to perform Office Integration (i.e., generate Excel spreadsheets in SAP)

**STEP 2:** Enable “Save As” Option
- Allows you to locally save any spreadsheets you create in SAP using Office Integration

**QRG:** SAP Office Integration Excel Settings
Using Excel with SAP (cont’d)

Option 1: Downloading to Excel
Not all reports are downloadable to Excel. For downloadable reports, proceed to:
• select **List** dropdown
• select “Export”
• select “Spreadsheet”

Option 2: Office Integration
Some reports enable Excel functionality within SAP. For Excel integration:
• click the MS Excel View button (_excel_icon)
Funds Management Reports
Funding: Funds Center or Fund Report

Used to:
  • check the **funds available** in a **single** Funds Center or Funds Centre/Fund combination
  • view **Revenue** and **Expense** information

Can be run:
  • for a **single** FC or FC/Fund combination
  • for the overall/total fund (i.e., start date to current date)

Provides:
  • a view of budgets, actuals, commitments and funds available
  • summarized view of total revenues and expenditures

When Run for **FC/Fund**:
  • **annual** or **overall** view for Funds
  • **net totals**
  • actual and Commitment Items **by period**

When Run for **Funds Center**:
  • Similar output to the **Funds Center Report (ZFTR111)**
  • **multiple report output views** (i.e., fixed format and spreadsheet view)
  • Detailed budget displayed for **specific Commitment Items**
  • Drill down to detail line item reports is available on all report columns (even the Budget columns)
  • quick analysis of transactions for specific Commitment Items (e.g., EXP-UTFA)
The output of the Funding: Funds Center or Fund report will depend on the FM account used to run the report.

3 Scenarios:

- Funds Center/Fund combination
- Funds Center (Operating/Ancillary Operations) with Original Budget
- PI Funds Center
Funding: Funds Center or Fund Report (cont’d)

Menu Path: Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Financial Summary Reports >> Funding: Funds Center or Fund

Transaction Code: ZFM1

Enter Fund (if applicable)

Provides overall picture (ONLY applicable for FUNDS)

Displays sum of total revenues & expenditures

(FFor FCs only & Conference Accounts)

Defaults to BCS

Select if reporting on restricted research funds

Enter FC (required)

Defaults to “0” (current budget)

Enter Fiscal Year

(Defaults to current FY if left blank)

Use if run for PI Funds Center

QRG: Funding by Fund Center or Fund Report
http://www.finance.utoronto.ca/fast/qrg/rptmd/fs/fundingfcfund.htm

GTFM Policy: Conference Accounts
Funding: Funds Center or Fund Report – Funds Center/Fund

Excel Overview enables download to spreadsheet and Pivot table

Periods to reveal Prev. Period and Next Period buttons, enabling user to scroll through all FY periods

Double click line item to drilldown to G/L level detail
(See next slide for screen output)

Note:
- Revenue Variance / Funds Available = Budget – (Total Commitments + Actuals)
- Net totals = Sum of total revenues and total expenditures

Total Funds Available
Funding: Funds Center or Fund Report (cont’d)

Drilldown view of G/L Accounts:

To drilldown to original G/L document:
1. Select a G/L account
2. Double click anywhere on line item

Output lists all documents containing that G/L account.
Drilldown view of all transaction document(s) within the selected G/L account:

Double click anywhere on document line item to drilldown to original transaction document.
Funding: Funds Center or Fund Report – Funds Center (with Original Budget)

Double click columns to drilldown to detailed line item reports:

- Budget Movement Line Item Report
- FI Postings Line Item Report
- All Postings Line Item Report

Original Budget and Revised Budget shown on same output

Detailed budget presentation enables you to see the budget to actual spending variances

Click to display output in line item/spreadsheet format

Funds Available reflected on EXPENSE-S summary line
Funding: Funds Center or Fund Report – PI Funds Center

Output when report is run using a **PI Funds Center** is the same as when run with a Funds Center with Original Budget, with the exception of **NO ORIGINAL BUDGET**.

If **Old Report Format** not checked off:

**NO Original Budget**

Expenses shown at detailed CI level

If **Old Report Format** checked off:
# Report Features at a Glance

<table>
<thead>
<tr>
<th>Feature</th>
<th>Funding: FC or Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Center <em>(single)</em></td>
<td>✓</td>
</tr>
<tr>
<td>Multiple FC reporting</td>
<td></td>
</tr>
<tr>
<td>Funds Center/Fund Combination <em>(single)</em></td>
<td>✓</td>
</tr>
<tr>
<td>Multiple FC/Fund combinations</td>
<td></td>
</tr>
<tr>
<td>Funds Center Groups</td>
<td></td>
</tr>
<tr>
<td>Budget drilldown</td>
<td>✓ <em>(FC only)</em></td>
</tr>
<tr>
<td>FI &amp; Commitment drilldown</td>
<td>✓</td>
</tr>
<tr>
<td>PI Funds Center: Include/Exclude or Run Only by PI FC</td>
<td></td>
</tr>
<tr>
<td>CI <em>(single/multiple)</em></td>
<td>✓ <em>(FC only)</em></td>
</tr>
<tr>
<td>Selection of multiple report output views</td>
<td>✓ <em>(FC only)</em></td>
</tr>
<tr>
<td>Original &amp; Revised budget in same report</td>
<td>✓ <em>(FC only)</em></td>
</tr>
<tr>
<td>Run by Period or Multiple Fiscal Yrs</td>
<td></td>
</tr>
<tr>
<td>FBS or BCS</td>
<td>✓</td>
</tr>
</tbody>
</table>
Total Funding Activity Report

Used to:
• provide an overview of the financial status of multiple FCs (within a hierarchy) and FC/Fund combinations

Can be run:
• on all accounts within a Funds Center hierarchy
• Including/excluding Funds
• for Active Funds Only
• a single Fund or range of Funds
• for Funds Centers & Funds Center/Fund combinations

Provides:
• summarized view of Total Revenues and Total Expenditures

Enables:
• drilldown to document level

Does not provide:
• a period view (ONLY fiscal year)
• budget details
Total Funding Activity Report (cont’d)

Menu Path: Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Financial Summary Reports >> Total Funding Activity (ZFTR008)

To view balances of all Funds Centers in the hierarchy

To report on **active funds ONLY** select “Active Funds Only”

To report on a range of Funds

To report on specific or range of Sponsors (e.g., NSERC, CIHR)

QRG: Total Funding Activity

QRG: FBS – BCS Radio Buttons

Enter the Funds Center

Enter Fiscal Year

To include all funds, select “Include Funds”

Can select data from before (BCS) or after October 2006 (FBS)
### Total Funding Activity Report (cont’d)

#### Output Screen:

**Total Funding Activity - Overview**

<table>
<thead>
<tr>
<th>Funds Center/</th>
<th>Budget</th>
<th>Total Commit/</th>
<th>Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Profile</td>
<td>Budget</td>
<td>Commitments</td>
<td>Actuals</td>
</tr>
<tr>
<td>Funds Centers Total:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>198,443.24-</td>
<td>0.00</td>
<td>97,443.24-</td>
</tr>
<tr>
<td>Expenditures</td>
<td>2,360,858.47</td>
<td>1,155,305.74</td>
<td>856,806.25</td>
</tr>
<tr>
<td>Funds Total:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Expenditures</td>
<td>557,682.04</td>
<td>0.00</td>
<td>482,771.50</td>
</tr>
</tbody>
</table>

- **Total funding for the hierarchical area selected**
- **Double click line item to drilldown to “Commitment Item Summary”**
- **Indicates level in University’s FC hierarchy (e.g., overall UofT FC = level 1)**
- **Summarized financial activity reported for each account**

**Fund start & end date information**

- **01.05.2015 / 01.01.2020**
Commitment Item Summary:

- Provides **Budget, Commitments, Actuals, and Funds Available** for each Commitment Item within a FC or FC/Fund combination
- Enables **drilldown to individual Funds Center or Fund**

### Commitment Item Summary

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Budget</th>
<th>Commitments</th>
<th>Actuals</th>
<th>Actuals</th>
<th>Funds Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARRYFWD</td>
<td>27,288.28</td>
<td>0.00</td>
<td>264.37</td>
<td>264.37</td>
<td>27,023.91</td>
</tr>
<tr>
<td>EXPENSE-S</td>
<td>2,056,491.59</td>
<td>1,155,305.74</td>
<td>821,792.13</td>
<td>1,977,097.87</td>
<td>79,393.72</td>
</tr>
</tbody>
</table>
# Report Features at a Glance

<table>
<thead>
<tr>
<th>Feature</th>
<th>Funding: FC or Fund</th>
<th>Total Funding Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Center <em>(single)</em></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Multiple FC reporting</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Funds Center/Fund Combination <em>(single)</em></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Multiple FC/Fund combinations</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Funds Center Groups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget drilldown</td>
<td>✓ <em>(FC only)</em></td>
<td></td>
</tr>
<tr>
<td>FL &amp; Commitment drilldown</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>PI Funds Center: Include/Exclude or Run Only by PI FC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CI <em>(single/multiple)</em></td>
<td>✓ <em>(FC only)</em></td>
<td></td>
</tr>
<tr>
<td>Selection of multiple report output views</td>
<td>✓ <em>(FC only)</em></td>
<td></td>
</tr>
<tr>
<td>Original &amp; Revised budget in same report</td>
<td>✓ <em>(FC only)</em></td>
<td></td>
</tr>
<tr>
<td>Run by Period or Multiple Fiscal Yrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FBS or BCS</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
FI Postings Line Item Report

**Used to:**
- display **actual transactions** for the revenue and expense G/L accounts for specified FC or FC/Fund combinations

**Can be run:**
- for single or multiple FCs or FC/Fund combinations
- by G/L
- by posting period
- for **multiple** fiscal years
- for a **single** or **range** of Commitment Items
- by User ID

**Provides:**
- **detailed list of line items** from FI documents, sorted by document number

**Enables:**
- drilldown to document level

**Does not provide:**
- total revenues or total expenditures
- total actuals, commitments or funds available
**Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Line Items >> FI Postings: Line Items by document number (ZFIR079)

**Report on a single fiscal period or across a range of fiscal years**

**Fund Acct:** defaults with “=” (to restrict output to a single fund, enter a Fund acct).

To change this symbol:
- select “=”
- left click on mouse
- select “Options”
- Choose alternate symbol (e.g., greater than, less than)

**Note:** If field is left blank, funds will NOT be included in the report output.

**To include Funds Center hierarchy**

**Restrict report output**


**Search by Commitment Item hierarchy**
Output Screen:

“Change Layout” button enables user to add or delete columns

Use buttons to:
- sort
- filter
- subtotal
- download
- save

Click on document number to drilldown to document level

QRG: Line Item Functionality
To save a **changed** layout, click on "Save layout" icon.

Decide whether the new variant will be:
- **Global** (for everyone on campus to use)
- **User Specific** (only for you)

**IMPORTANT:**
- Always enter a **new name** in the "Save layout" field to avoid overwriting the existing variant
- Only the "/UOFT" variant can be the **Global "Default setting"**

Click on ✔️ to "Save" the variant.

<table>
<thead>
<tr>
<th>Variant type</th>
<th>SAVE LAYOUT field (naming conventions)</th>
<th>User-Specific option</th>
<th>Default setting option</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLOBAL</td>
<td>must start with &quot; / &quot;</td>
<td>not applicable</td>
<td>NEVER save as a default setting; doing so will change the setting for all users</td>
</tr>
<tr>
<td>USER-SPECIFIC</td>
<td>must start with a letter (A – Z)</td>
<td>must have check mark</td>
<td>may be saved as a default setting</td>
</tr>
</tbody>
</table>
# Report Features at a Glance

<table>
<thead>
<tr>
<th>Feature</th>
<th>Funding: FC or Fund</th>
<th>Total Funding Activity</th>
<th>FI Postings Line Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Center <em>(single)</em></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Multiple FC reporting</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Funds Center/Fund Combination <em>(single)</em></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Multiple FC/Fund combinations</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Funds Center Groups</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget drilldown</td>
<td>✓ (FC only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FI &amp; Commitment drilldown</td>
<td>✓</td>
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<td></td>
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<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>FBS or BCS</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
Funds Center Report

Used to:
- provide a financial overview of individual or multiple Funds Centers (i.e., no FC/Fund combination)

Can be run:
- for a single or multiple Fund Centers
- with/without Fund Center hierarchy
- for specific PI accounts

Provides:
- versatile reporting options using line item reports (i.e., Budget, FI Postings, All Postings)
- multiple report output views
  - Fixed format – summary view; rows can be expanded & collapsed
  - Spreadsheet views – customizable view similar to line item report
- quick analysis of transactions for specific Commitment Items (e.g., EXP-UTFA)

Enables:
- drilldown to document level

Does not provide:
- reporting for Funds
**Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Financial Summary Reports >> Funds Center Report (ZFTR111)

- Include FC Hierarchy to capture all subordinate FCs (e.g., PI FCs)
- Include/Exclude specific FCs and/or range(s) of FCs
- Include/Exclude or Only PI accounts
  - **Note:** Defaults to “Include”
- Sort by specific Commitment Item(s) and/or range. If applicable, include CI Hierarchy.
  - (e.g., "Expense-S" should "Include CI Hierarchy", whereas Commitment Item "Services" should not).
- Enter FC or FC Group
- Enter Fiscal year (required)
- Format defaults to **Fixed**
  - **NOTE:** “Fixed” format can be changed to “Spreadsheet” format after report is executed

**QRG:** Fund Center Report

**QRG:** Create, Change or Display Fund Center Groups
Fixed Format View

Characteristics of Fixed Format view:

- Selection Criteria is located in header
- provides summary financial data for FC hierarchy by CI
- displays original and revised budget info
- can switch to “Spreadsheet Format”
**Report Output** (Fixed Format view):

- detailed Commitment Item view
- drilldown on Summary level or individual Commitment Items (e.g., "Suppl-S" vs. "Supplies" or "Services")
- column specific drilldown is available

### Funds Center Report

**Commitment Items**

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>Commitments</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>881,153.00-</td>
<td>981,153.00-</td>
<td>0.00</td>
<td>19,739.55-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>881,153.00-</td>
<td>981,153.00-</td>
<td>0.00</td>
<td>19,739.55-</td>
</tr>
</tbody>
</table>

**Commitments**

<table>
<thead>
<tr>
<th></th>
<th>Revenue Variance/</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>961,413.45-</td>
</tr>
</tbody>
</table>

**Expenditures**

<table>
<thead>
<tr>
<th></th>
<th>EXP-UTFA</th>
<th>EXPENSE-S</th>
<th>CARRYFND</th>
<th>COMPENS-S</th>
<th>EQUIP-S</th>
<th>FURNIT-S</th>
<th>STANDARD-S</th>
<th>SUPPL-S</th>
<th>POSTAGE</th>
<th>SERVICES</th>
<th>SUPPLIES</th>
<th>TELEPHONE</th>
<th>TRAVEL-S</th>
<th>Total Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
<td>6,943,118.00</td>
<td>8,474,961.01</td>
<td>4,170,963.56</td>
<td>1,677,087.65</td>
<td>5,648,051.21</td>
<td>2,626,908.80</td>
<td>6,411,886.00</td>
<td>0.00</td>
<td>10,000.00</td>
<td>25,000.00</td>
<td>471,232.00</td>
<td>25,000.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
All drilldown requests use line item reports (Budget, FI Postings, or All Postings).

Double click the following column headings to go to respective line item reports:

- **Commitments + Actuals**: All Postings Line Item Report
- **Actuals**: FI Postings Line Item Report
- **Budget**: Budget Movement Line Item Report

**Fixed Format View (cont'd)**

![Image showing the Funds Center Report and other financial reporting tools](image-url)
Spreadsheet Format View

To access Spreadsheet view:

1. In the Selection Criteria screen, select the “Spreadsheet format” radio button in Layout field

   OR

2. In the Fixed Format output screen, click the [Switch to spreadsheet view] button

Characteristics of Spreadsheet View:

- data can be customized from the defaulted display view (e.g., hide "Original Budget" column)
- underlined fields can display appropriate line item reports with a single click on the amount
- can switch back to Fixed format via the [ ] (only if generated from Fixed format)
- download to Excel by clicking the [ ] button
Spreadsheet Format View (cont'd)

The "FC Summary" view available by clicking

/FC_SUMMARY FC_summary view; similar to TTL FND...

This view:

- provides a quick view of the “net” FC variance column
- shows the summary amount of each FC in the hierarchy
- has the same drilldown capabilities as the standard default view
- can expand to show more details
- can return to the default view via

or can switch back to Fixed Format via

o only possible if Spreadsheet view is accessed from the Fixed Format
# Report Features at a Glance

<table>
<thead>
<tr>
<th>Feature</th>
<th>Funding: FC or Fund</th>
<th>Total Funding Activity</th>
<th>FI Postings Line Item</th>
<th>Funds Center Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Center (single)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Multiple FC reporting</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Funds Center/Fund Combination (single)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Multiple FC/Fund combinations</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Funds Center Groups</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Budget drilldown</td>
<td>✓ (FC only)</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>FI &amp; Commitment drilldown</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>PI Funds Center: Include/Exclude or Run Only by PI FC</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>CI (single/multiple)</td>
<td>✓ (FC only)</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Selection of multiple report output views</td>
<td>✓ (FC only)</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Original &amp; Revised budget in same report</td>
<td>✓ (FC only)</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Run by Period or Multiple Fiscal Yrs</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>FBS or BCS</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>BCS only</td>
</tr>
</tbody>
</table>
Course Objectives

Review:

- Understand the purpose and components of Funds Management
- Generate common Funds Management reports
- Understand the features of each report and determine the report suitable for your needs
- Identify your source of funding and funds available
- Locate specific expenses that have been charged to your Funds Center or Funds Center/Fund
WEB Documentation

• Documentation & Support
  http://finance.utoronto.ca/fast/support-documentation/

• GTFM Policy
  http://finance.utoronto.ca/policies/gtfm/

• Glossary of Terms
  http://finance.utoronto.ca/fast/fis-glossary/
NEED HELP?

https://easi.its.utoronto.ca/ams-help-form/

Help is a facility for all AMS subsystems:

- Use the WEB form found at the above address
- Select the appropriate AMS module
  (e.g., FIS: FAST Team)
- Complete all the information required on the form
- Click on the **Send it!** button

Mail box is monitored Monday to Friday
9:00 a.m. - 5:00 p.m.
# FAST Team Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>Chris Dimitriadis</td>
<td>946-3153 <a href="mailto:chris.dimitriadis@utoronto.ca">chris.dimitriadis@utoronto.ca</a></td>
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<tr>
<td>Senior Business Analyst</td>
<td>Maryanne McCormick</td>
<td>946-3291 <a href="mailto:m.mccormick@utoronto.ca">m.mccormick@utoronto.ca</a></td>
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<tr>
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<td>978-1229 <a href="mailto:tas.hudani@utoronto.ca">tas.hudani@utoronto.ca</a></td>
</tr>
</tbody>
</table>

**Evaluation:**
[
http://finance.utoronto.ca/fast/fis-training/course-evaluation-fis-training/

**FAST website:**
[
http://finance.utoronto.ca/fast/