

Work Instruction

Budget Movement Report For Fund Centers

ZFTR055

When to Use

This report is used to view the budget activity and totals for Funds Centers.

Report Functionality

- Report can be run for individual or multiple Funds Centers and can be restricted by Funds Center Classification, Commitment Item, fiscal year or budget transaction date.
- Provides a summary display of budget activity based on budget transaction type (i.e. Original Budget, Supplements, Returns, Transfers Sent, Transfers Received and Carry Forward) or an optional line item detail display.
- Drill down functionality allows users to see budget line items that support the summary total.
- Report can be sorted, sub-totaled, filtered and downloaded to Excel. Following link details the Line Item Functionality
<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/reporting/common/lifunc.pdf>

Report Output

Summary View

- Funds Center
- Funds Center Description
- Commitment Item
- Commitment Type
- Original Budget
- Supplements
- Returns
- Transfers Sent
- Transfers Received
- Carryforward Received/Sent
- Total Budget

Line item detail View

Entry Document
Line
Year
Budget Type
Funds Center
Commitment Item
Amount
User
Created on
Header Text
Text

Menu Path

Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Budget Analysis Reports >> Budget Movement Report for Fund Centers

Transaction Code

ZFTR055

Helpful Hints

This report is only used to report on Funds Centers (FC's). To report on funds use the Budget Movement Report for Funds.

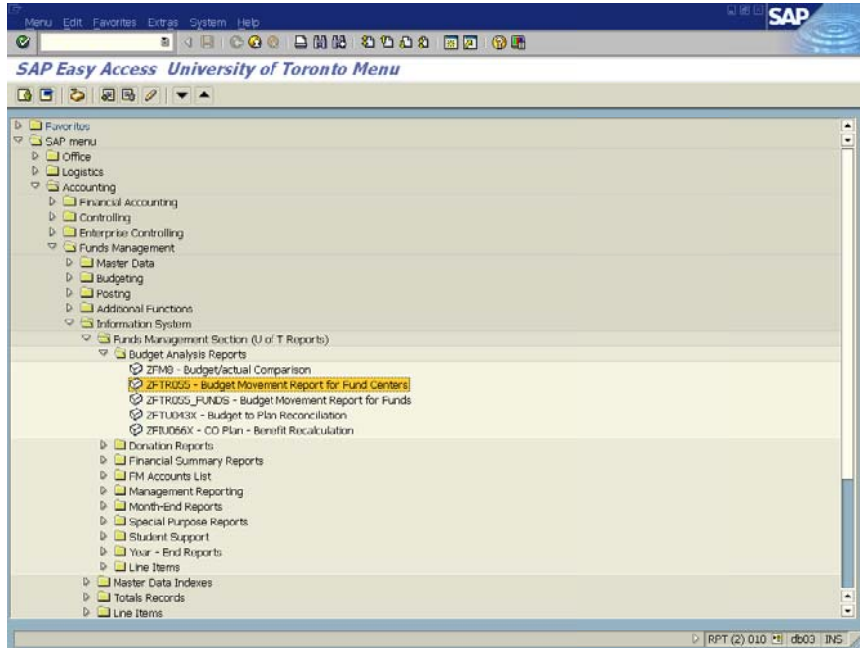
The QRG for ZFTR055_Funds can be found at the following link:

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/reporting/budgetanalysis/bdgtmvrptfunds.pdf>

Detailed Procedure

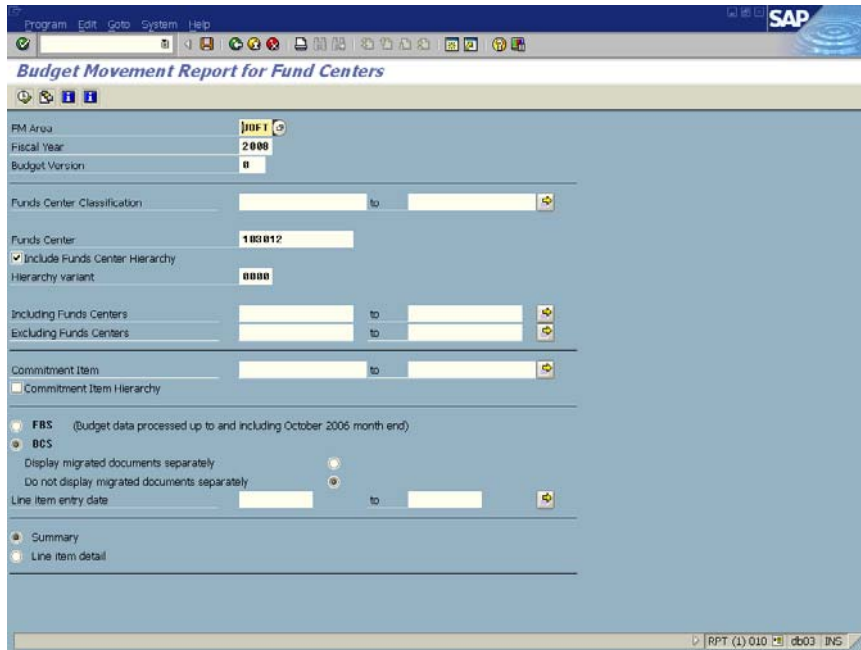
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu



2. Double-click  ZFTR055 - Budget Movement Report

Budget Movement Report for Fund Centers




The screenshot shows the SAP 'Budget Movement Report for Fund Centers' interface. Key fields include:

- FM Area: J001
- Fiscal Year: 2008
- Budget Version: 0
- Funds Center Classification: (empty)
- Funds Center: 103012
- Include Funds Center Hierarchy:
- Hierarchy variant: 0000
- Including/Excluding Funds Centers: (empty)
- Commitment Item: (empty)
- Commitment Item Hierarchy:
- Radio buttons for FBS (selected) and BCS.
- Line item entry date: (empty)
- Summary/Line item detail radio buttons.

3. Complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
FM Area	Required	Defaults to UofT.
Fiscal Year	Required	The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2006 to April 30th, 2007 is identified as "2007" fiscal year).
Budget Version	Required	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. If the field is left blank, the report will default to version zero.
Funds Center Classification	Optional	FIS code used to distinguish and identify Operating fund versus Ancillary fund accounts.
Funds Center	Required	A six digit code, starting with "1" or "2" used to record the funding and spending transactions for financial activity reported on a fiscal year basis. (i.e. operating, ancillary, etc.)
Include Funds Center Hierarchy	Optional	Checking this box indicates that you want to include all the FC's that are listed below the parent account.

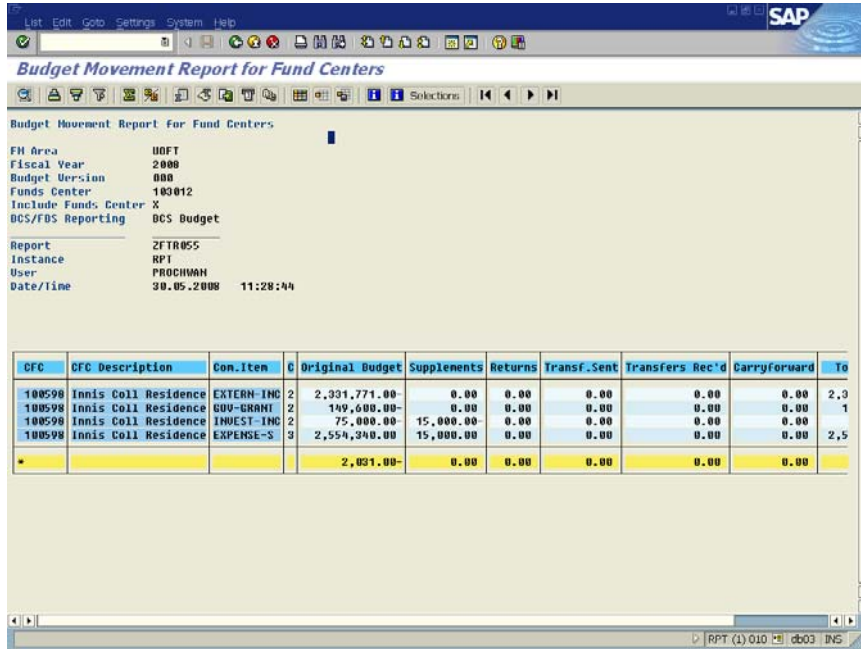
Field Name	Required/ Optional/ Conditional	Description
Including Funds Center	Optional	Allows users to select single, multiple or a range of Funds Centers to include.
Excluding Funds Center	Optional	Allows users to select single, multiple or a range of Funds Centers to exclude.
Commitment Item	Optional	An alphabetic code used to (1) group similar g/l accounts for summary reporting purposes; i.e. Supplies and (2) segregate budget dollars for special purpose spending; i.e. EXP-UTFA, SPECIALS, etc. within a Funds Center or Fund. Defaults based on G/L account used, maybe overwritten.
Commitment Item Hierarchy	Optional	Checking this box indicates that you want to include all the CI's listed below this level.
FBS	Conditional	Former Budget System. Select if historical (pre-upgrade, i.e. documents processed up to and including October 2006 month end) budget details/totals are required.
BCS	Conditional	Budget Control System. This is the default selection for all reports. This will give budget totals as at October 2006 month end and onwards.
Display Migrated Documents Separately	Conditional	Selecting this displays the migrated budget documents in a separate column (Fiscal Year 2007 only).
Do not display Migrated Documents Separately	Conditional	Selecting this includes the migrated budget documents in the standard budget columns (Fiscal Year 2007 only).
Line item entry date	Optional	Document entry date.  This date will override the fiscal year entry and allows the end user to specify period of analysis.
Summary	Conditional	Selecting this will provide the user with a summarized view of all transactions.
Line Item	Conditional	Selecting this will provide the user with a view of all individual transactions.

4. Click 

Report Layout Options: [A.\) Summary View](#)

[B.\) Line item detail View](#)

A.) Summary View



The screenshot shows the SAP interface for a Budget Movement Report. The report title is "Budget Movement Report for Fund Centers". The parameters are: FH Area: 00FT, Fiscal Year: 2000, Budget Version: 000, Funds Center: 103012, Include Funds Center X, DCS/FDS Reporting: DCS Budget, Report: ZFTR055, Instance: RPI, User: PROCHMAN, Date/Time: 30.05.2008 11:28:44.

CFC	CFC Description	Com. Item	C	Original Budget	Supplements	Returns	Transf. Sent	Transfers Rec'd	Carryforward	To
100598	Innis Coll Residence	EXTERN-ING	2	2,331,771.00	0.00	0.00	0.00	0.00	0.00	2,3
100598	Innis Coll Residence	GOV-GRANT	2	149,000.00	0.00	0.00	0.00	0.00	0.00	1
100598	Innis Coll Residence	INVEST-ING	2	75,000.00	15,000.00	0.00	0.00	0.00	0.00	
100598	Innis Coll Residence	EXPENSE-S	3	2,554,340.00	15,000.00	0.00	0.00	0.00	0.00	2,5
*				2,031.00	0.00	0.00	0.00	0.00	0.00	

Column	Description
CFC	Commitment Funds Center number
CFC Description	Commitment Funds Center description
Com. Item	Commitment Item name
C	Commitment Item Category. 2 - Revenue 3 - Expense
Original Budget	Original Budget entered at the start of the fiscal year.
Supplements	Budget supplements.
Returns	Budget Returns
Transf. Sent	Budget transfers sent
Transf. Rec'd	Budget transfers received
CWD Rec/Sen	Carryforward budget received or sent
Total Budget	Total of all budget transactions.



Report can be edited (sorted, sub-totaled, filtered etc.) using the icons on the reporting tool bar at the top of the report. For details on Line Item Functionality click:

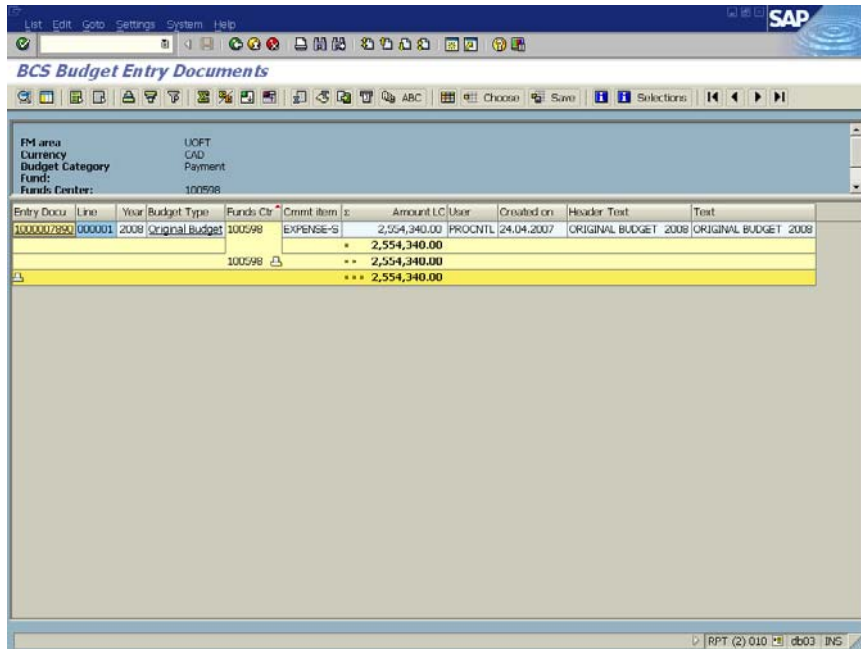
<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/reporting/common/lifunc.pdf>

Drill Down Functionality

To drill down and see the supporting budget document line items, double click on any budget amount or total.

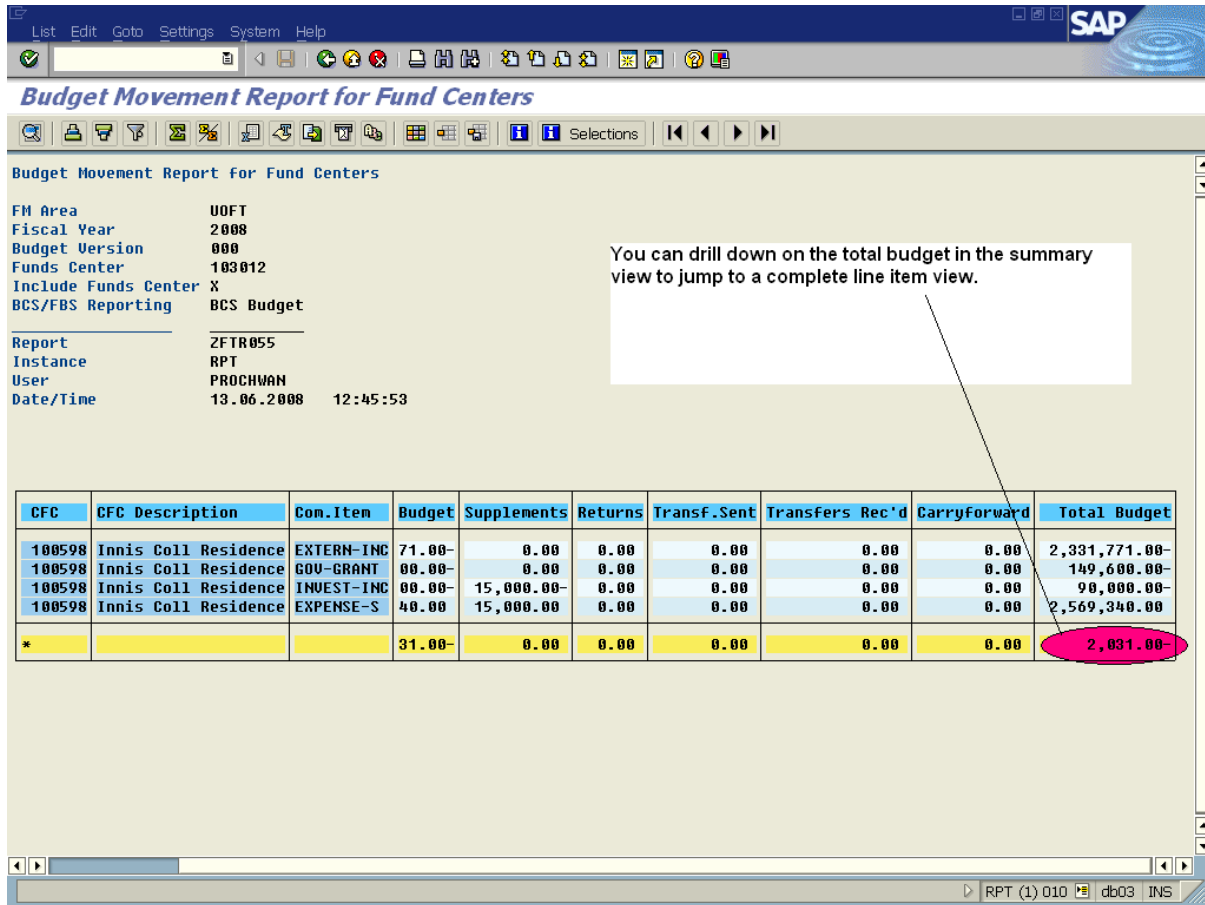
Example: Double-click 2,554,340.00

BCS Budget Entry Documents



The screenshot shows the SAP BCS Budget Entry Documents interface. The main window displays a table of budget entries. The table has the following columns: Entry Docu, Line, Year, Budget Type, Funds Ctr, Crmnt Item, Amount LC, User, Created on, Header Text, and Text. The data shown is as follows:

Entry Docu	Line	Year	Budget Type	Funds Ctr	Cmnt Item	Amount LC	User	Created on	Header Text	Text
1000007990	000001	2008	Original Budget	100598	EXPENSE-S	2,554,340.00	PROCNTL	24.04.2007	ORIGINAL BUDGET 2008	ORIGINAL BUDGET 2008
					*	2,554,340.00				
				100598	**	2,554,340.00				
					***	2,554,340.00				



Budget Movement Report for Fund Centers

FM Area: UOFT
Fiscal Year: 2008
Budget Version: 000
Funds Center: 103012
Include Funds Center: X
BCS/FBS Reporting: BCS Budget

Report Instance: ZFTR055 RPT
User: PROCHWAN
Date/Time: 13.06.2008 12:45:53

You can drill down on the total budget in the summary view to jump to a complete line item view.

CFC	CFC Description	Com.Item	Budget	Supplements	Returns	Transf.Sent	Transfers Rec'd	Carryforward	Total Budget
100598	Innis Coll Residence	EXTERN-INC	71.00-	0.00	0.00	0.00	0.00	0.00	2,331,771.00-
100598	Innis Coll Residence	GOV-GRANT	00.00-	0.00	0.00	0.00	0.00	0.00	149,600.00-
100598	Innis Coll Residence	INVEST-INC	00.00-	15,000.00-	0.00	0.00	0.00	0.00	90,000.00-
100598	Innis Coll Residence	EXPENSE-S	40.00	15,000.00	0.00	0.00	0.00	0.00	2,569,340.00
*			31.00-	0.00	0.00	0.00	0.00	0.00	2,031.00

RPT (1) 010 db03 INS

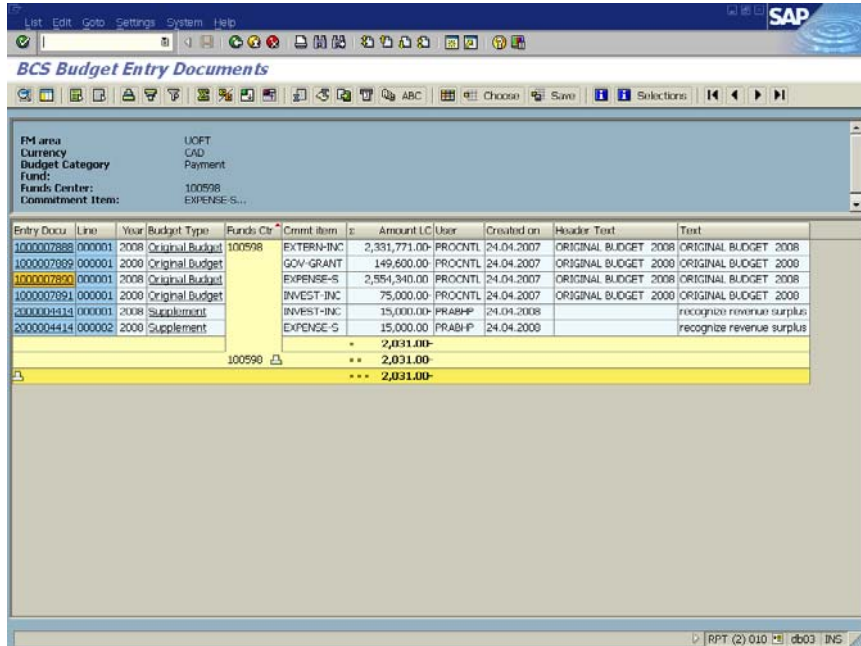


Double click on the Total Budget Amount \$2,031.00 to go to [Line item detail View](#) directly without exiting the report.

OR

To see the entire report as a line item view initially rather than drilling down, choose Line Item instead of Summary on the initial screen to get the following view:

B.) Line Item View

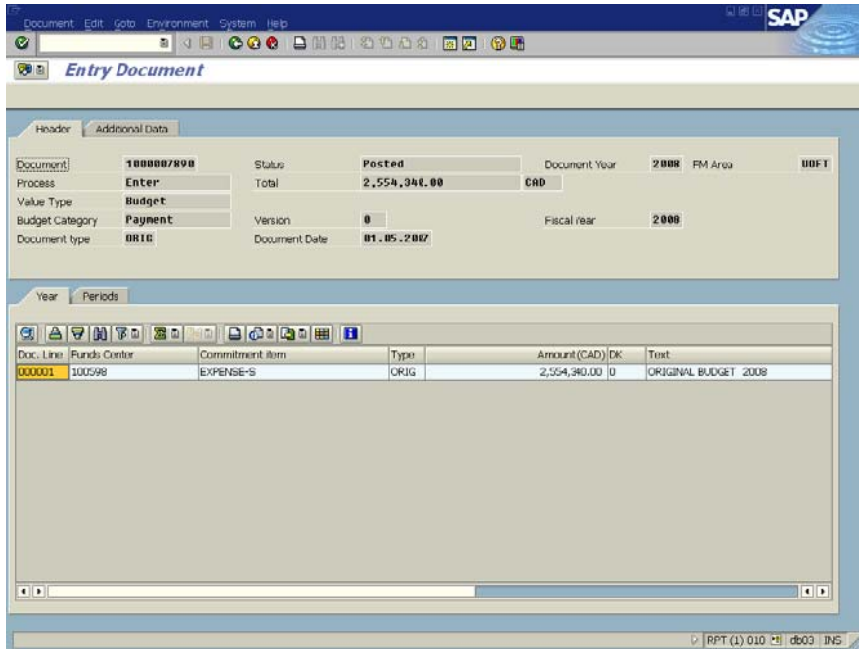


Entry Docu	Line	Year	Budget Type	Funds Ctr	Commit Item	Amount LC	User	Created on	Header Text	Text
1000007888	000001	2008	Original Budget	100598	EXTERNA-INC	2,331,771.00	PROCNTL	24.04.2007	ORIGINAL BUDGET 2008	ORIGINAL BUDGET 2008
1000007899	000001	2008	Original Budget		GOV-GRANT	149,600.00	PROCNTL	24.04.2007	ORIGINAL BUDGET 2008	ORIGINAL BUDGET 2008
1000007890	000001	2008	Original Budget		EXPENSE-S	2,554,340.00	PROCNTL	24.04.2007	ORIGINAL BUDGET 2008	ORIGINAL BUDGET 2008
1000007891	000001	2008	Original Budget		INVEST-INC	75,000.00	PROCNTL	24.04.2007	ORIGINAL BUDGET 2008	ORIGINAL BUDGET 2008
2000004414	000001	2008	Supplement		INVEST-INC	15,000.00	PRABHP	24.04.2008		recognize revenue surplus
2000004414	000002	2008	Supplement		EXPENSE-S	15,000.00	PRABHP	24.04.2008		recognize revenue surplus
						2,031.00				
						2,031.00				
						2,031.00				

To drill down and see a specific budget document, single click on the entry document number.

Example: Click on **1000007890** to view the budget migration document.

Budget Entry Document - Header



The screenshot shows the SAP 'Entry Document' interface. The 'Header' tab is active, displaying the following data:

Document	1000007890	Status	Posted	Document Year	2008	FM Area	00FT
Process	Enter	Total	2,554,340.00	CAD			
Value Type	Budget	Version	0	Fiscal year	2008		
Budget Category	Payment	Document Date	01.05.2007				
Document type	ORIG						

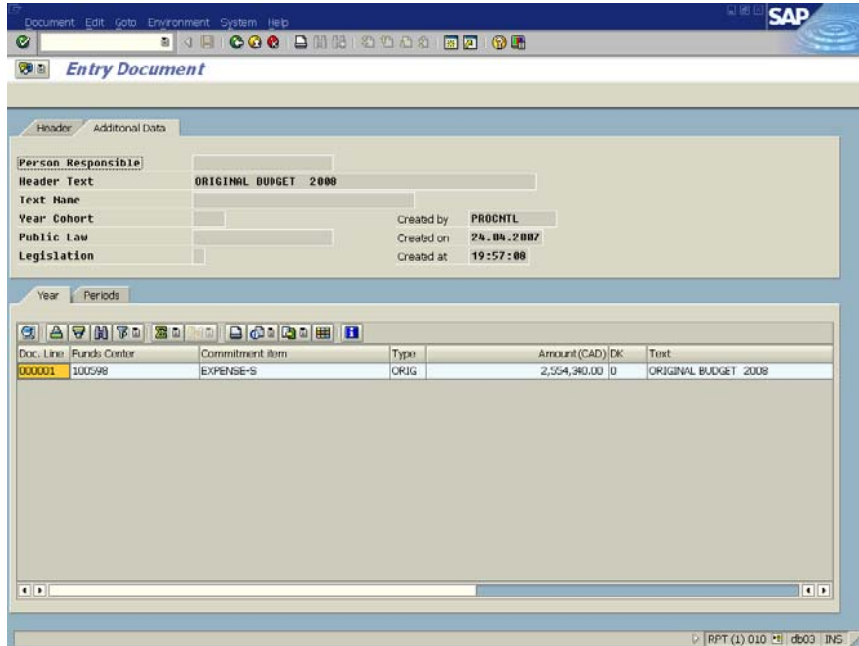
Below the header, the 'Year' and 'Periods' tabs are visible. A table shows the document line details:

Doc. Line	Funds Center	Commitment Item	Type	Amount (CAD) DK	Text
000001	100598	EXPENSE-S	ORIG	2,554,340.00 0	ORIGINAL BUDGET 2008

The status bar at the bottom indicates 'RPT (1) 010 db03 INS'.

To see who posted the budget document and the date and time it was posted click on the **Additional Data** tab.

Budget Entry Document - Additional Data




The screenshot shows the SAP 'Entry Document' interface. The 'Header' tab is active, displaying the following data:

- Person Responsible: [Blank]
- Header Text: ORIGINAL BUDGET 2008
- Text Name: [Blank]
- Year Cohort: [Blank]
- Public Law: [Blank]
- Legislation: [Blank]
- Created by: PROCHTL
- Created on: 24.04.2007
- Created at: 19:57:08

The 'Year' and 'Periods' tabs are also visible. Below the header, a table displays the following data:

Doc. Line	Funds Center	Commitment Item	Type	Amount (CAD) (K)	Text
000001	100598	EXPENSE-S	ORIG	2,554,960.00	ORIGINAL BUDGET 2008

- Click  to return to the previous screen.

End of procedure.

Resource Information:



Contact your FAST team representative for additional instructions on how to use this function. <http://www.finance.utoronto.ca/fast/contacts.htm>

Reference Guides:

Line Item Functionality

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/reporting/common/lifunc.pdf>

ZFTR055_FUNDS - Budget Movement Report for Funds

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/reporting/budgetanalysis/bdgtmvrptfunds.pdf>