

Work Instruction

Funds Center Report

ZFTR111

When to Use

This report displays original/revised budget; commitments and actuals; and revenue variance/funds available for Funds Centers. The report can be used to identify budget to actual variances at the commitment item level and also allows drill-down to the line item details for all amounts.

Report Functionality

- Report can be run for single or multiple Funds Centers and can be restricted using Funds Center Groups, Funds Center Classification, PI Funds Center and Commitment Items.
- The report provides a fiscal year summary and detailed item display of transactions based on Commitment Items for FC or FC Hierarchy (i.e. Original Budget, Revised Budget, Commitments, Actuals and Actuals plus Commitments and Funds Available.).
- Drill-down functionality provides line item details supporting the summary totals for Budget, Commitments and Actual activity (i.e. Actuals drill down to FI Line Item Report).
- Report output is available in a *fixed* and *spreadsheet format*, both of which can be downloaded into Excel.
- The *Spreadsheet* output can be sorted, sub-totaled, filtered to create a customized report. The *Fixed format* report cannot be modified.

Report Output

The list below represents the report output for the *Fixed format* only:

- Commitment Items
- Original Budget
- Revised Budget
- Commitments
- Actuals
- Commitments + Actuals
- Revenue Variance/Funds Available

Menu Path

Use the following menu path to run this report:

Accounting → Funds Management → Information System → Funds Management Section (U of T Reports) → Financial Summary Reports → Funds Center Report

Transaction Code

ZFTR111

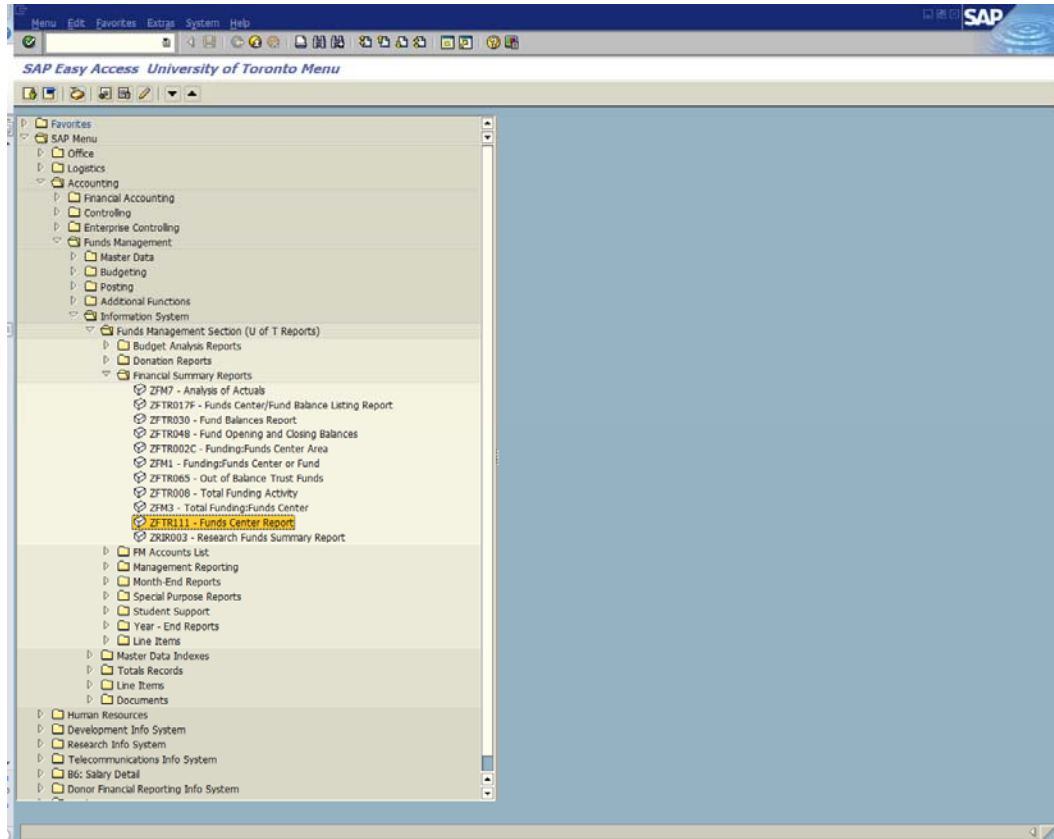
Helpful Hints

- This report has characteristics of the combination of the following reports without FUNDS:
Funding: FC or Fund, Budget/Actual and Total Funding Activity Report.
- You can switch to the *Spreadsheet format* from the *Fixed format* view.
- Create customized Funds Center reports using the spreadsheet view.
- Commitment Item detail level can be expanded/collapsed.

Detailed Procedure

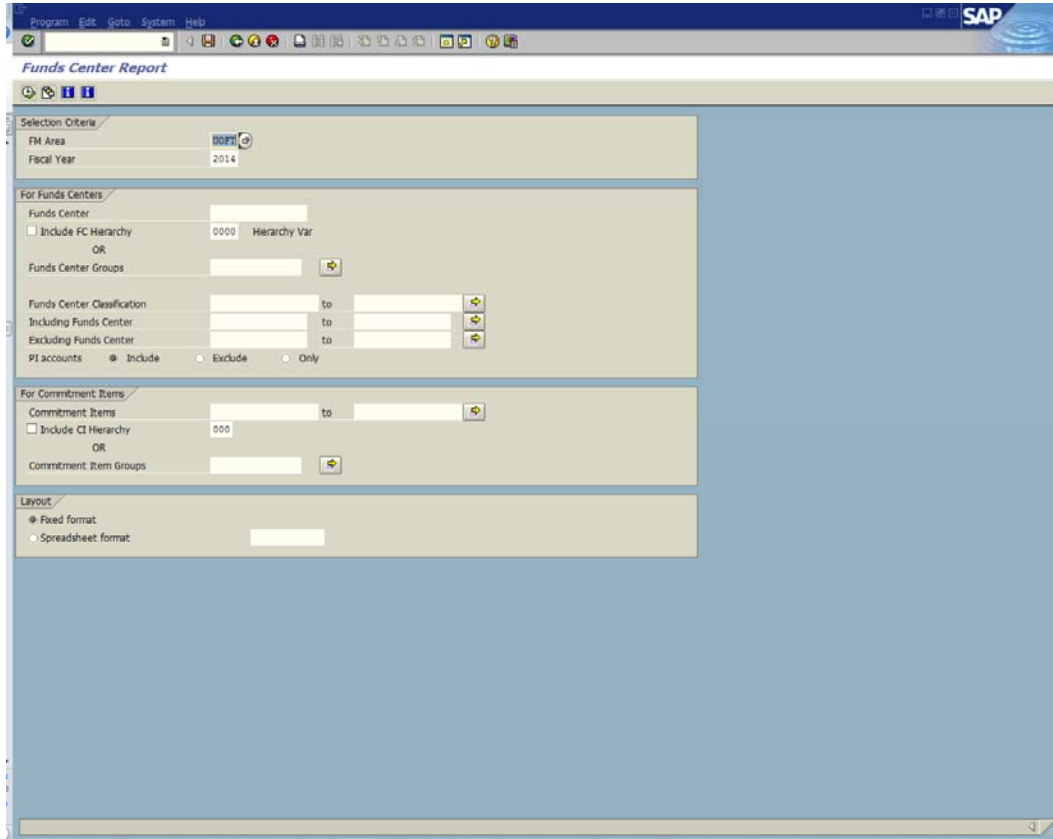
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu







2. Double-click  ZFTR111 - Funds Center Report.



Funds Center Report



3. Complete the following as required:

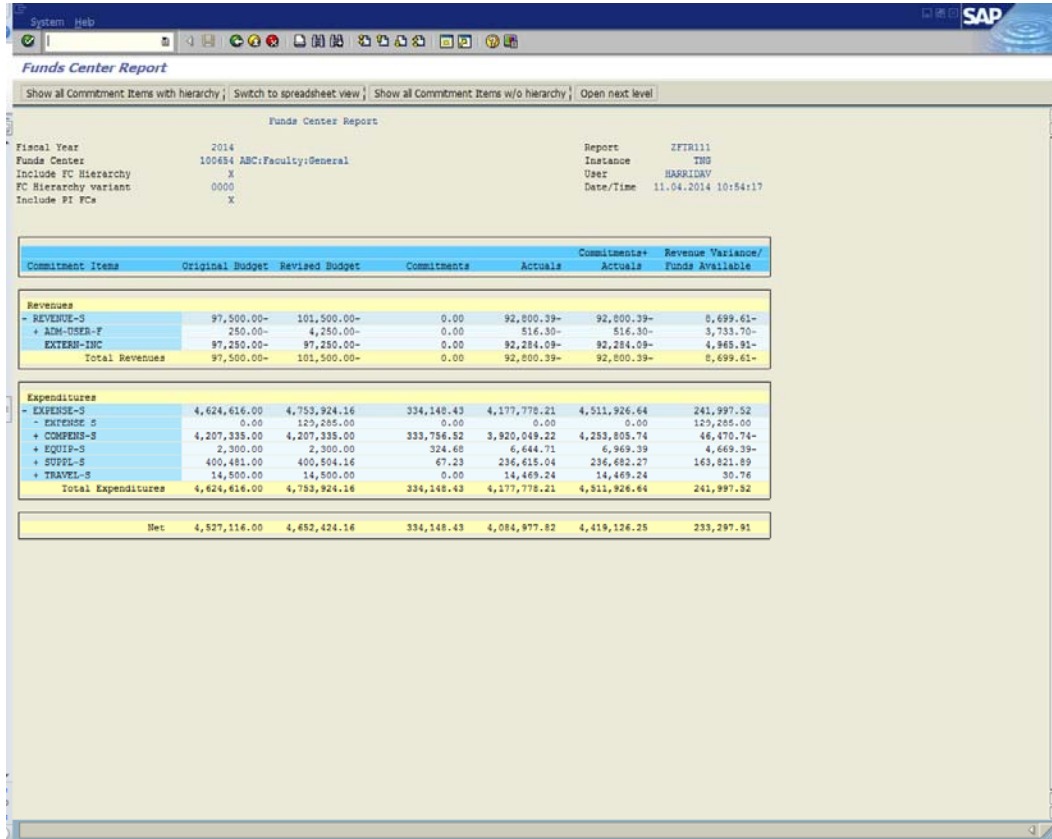
| Field Name | Required/ Optional/ Conditional | Description |
|-------------|---------------------------------------|--|
| FM Area | Required | Defaults to UofT. |
| Fiscal Year | Required | The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as "2012" fiscal year). |

| Field Name | Required/ Optional/ Conditional | Description |
|--------------------------------|---------------------------------------|--|
| Funds Center | Conditional | 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 (e.g. Ancillary and Principal Investigator (PI)).  Use either the Funds Center or Funds Center Groups field |
| Include Funds Center Hierarchy | Optional | If selected, the report will include all the FC's that are subordinate to the parent. |
| Funds Center Group | Conditional | A code that allows Funds Centers to be grouped for reporting purposes. Multiple groups can be created to make a hierarchical structure as needed. Funds Center Group names can be 14 characters in the following format: 1234567890.1234. The 14 characters may be a combination of alphanumeric characters and is NOT case sensitive (no special characters).  Use either the Funds Center or Funds Center Groups field |
| Funds Center Classification | Optional | Code used to classify Fund Centers for centralized reporting. |
| Including Funds Center | Optional | Single, multiple or a range of Funds Centers to include. |
| Excluding Funds Center | Optional | Single, multiple or a range of Funds Centers to exclude. |
| PI Accounts | Required | Principal Investigator Funds Center  Defaults to Include PI Accounts. |
| Commitment Items | Optional | An alphabetic code used to (1) group similar G/L accounts for summary reporting purposes (e.g. Supplies) and (2) segregate budget amounts for specific spending purposes. Defaults based on G/L account used, may be overwritten.  Report on a single or list of specific CI's |



| Field Name | Required/ Optional/ Conditional | Description |
|------------------------|---------------------------------------|--|
| Include CI Hierarchy | Conditional | <p>If selected, the report will include all the Commitment Items that are subordinate to the top level commitment item.</p> <p> Use with parent CI's only</p> <p>Example: CI SUPPL-S would include all CI's under the summary hierarchy</p> |
| Commitment Item Groups | Conditional | Not currently available for use. |
| Layout | Required | <p>Previously saved report output layout that can be used to present financial data in a specific order.</p> <p> Defaults to <i>Fixed format</i>. The <i>Spreadsheet format</i> may be executed from within the report See step 8 for a screen shot.</p> |


4. Click  to execute report.

Funds Center Report: Fixed Format



| Commitment Items | Original Budget | Revised Budget | Commitments | Actuals | Commitments+ Actuals | Revenue Variance/ Funds Available |
|---------------------------|---------------------|---------------------|-------------------|---------------------|----------------------|--------------------------------------|
| Revenues | | | | | | |
| - REVENUE-S | 97,500.00- | 101,500.00- | 0.00 | 92,800.39- | 92,800.39- | 8,699.61- |
| + ADM-USER-F | 250.00- | 4,250.00- | 0.00 | 516.30- | 516.30- | 3,733.70- |
| EXTERN-INC | 97,250.00- | 97,250.00- | 0.00 | 92,284.09- | 92,284.09- | 4,965.91- |
| Total Revenues | 97,500.00- | 101,500.00- | 0.00 | 92,800.39- | 92,800.39- | 8,699.61- |
| Expenditures | | | | | | |
| - EXPENSE-S | 4,624,616.00 | 4,753,924.16 | 334,148.43 | 4,177,772.21 | 4,511,926.64 | 241,997.52 |
| - EXPENSE-S | 0.00 | 129,285.00 | 0.00 | 0.00 | 0.00 | 129,285.00 |
| + COMPENS-S | 4,207,335.00 | 4,207,335.00 | 333,756.52 | 3,920,049.22 | 4,253,805.74 | 46,470.74- |
| + EQUIP-S | 2,300.00 | 2,300.00 | 324.68 | 6,444.71 | 6,969.39 | 4,669.39- |
| + SUPPL-S | 400,481.00 | 400,504.16 | 67.23 | 236,615.04 | 236,682.27 | 163,821.89 |
| + TRAVEL-S | 14,500.00 | 14,500.00 | 0.00 | 14,469.24 | 14,469.24 | 30.76 |
| Total Expenditures | 4,624,616.00 | 4,753,924.16 | 334,148.43 | 4,177,772.21 | 4,511,926.64 | 241,997.52 |
| Net | 4,527,116.00 | 4,652,424.16 | 334,148.43 | 4,084,977.82 | 4,419,126.25 | 233,297.91 |

| Column Name | Description |
|------------------|---|
| Commitment Items | <p>An alphabetic code used to (1) group similar G/L accounts for summary reporting purposes; i.e. Supplies and (2) Identify budget amounts for specific spending purposes. Defaults based on G/L account used, may be overwritten.</p> <p> The  icon is used to indicate budget or actual activity at the parent Commitment Item level.</p> |
| Original Budget | The annual operating budget loaded at the beginning of the fiscal year to a Funds Center. |
| Revised Budget | The operating budget including all changes processed during the fiscal year. |
| Commitments | Amounts which are reserved in the Funds Center for specific purposes. Includes payroll commitments, purchase orders and manual reserves. Funds available is reduced by the reserved amounts. |

| Column Name | Description |
|----------------------------------|--|
| Actuals | Realized income or expenses (e.g. the payment of an invoice). |
| Commitments + Actuals | Sum of Commitments and Actuals. |
| Revenue Variance/Funds Available | <p>Revenue Variance: Revenue Budget less Actuals. Funds Available: Expense Budget less Commitments + Actuals.</p>  <p>For Funds Centers, Funds Availability checking only occurs at the EXPENSE-S and EXP-UTFA commitment items. Amounts reported at other commitment items are to facilitate budget to actual variance analysis.</p> |


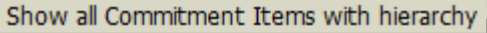
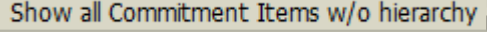
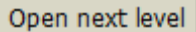
End of procedure.

Additional Report Functionality:

5. Perform any of the report functions below:

| If You Want To | Go To |
|---|------------------------|
| Use the Commitment Item functions | Step 6 |
| Use Drill-down Functionality | Step 7 |
| Display the report using the Spreadsheet Format | Step 8 |

6. Use the Commitment Item functions:

| Icon | Description of Function |
|---|--|
|  | Expand Commitment Items individually by double clicking on the indicator to the left of the Commitment Item name. |
|  | Expands the report to show parent and subordinate Commitment Items. This view fully expands all the Commitment Items in use. |
|  | Expands the report to show all commitment items that have been used. This view does not indicate Commitment Items that are at a higher or lower-level to each other. |
|  | Expands one additional Commitment Item level. |

7. Use Drill-Down Functionality

Click on an item within a column to view supporting line item documents.




Drill-down functionality is available on all data columns except the *Revenue variance/Funds Available* column.

Original Budget and *Revised Budget* columns drills-down to the *BSC Budget line items* report

Commitments column drills-down to the *All Postings: Line items* report

Actuals column drills-down to the *FI Postings: Line items* report



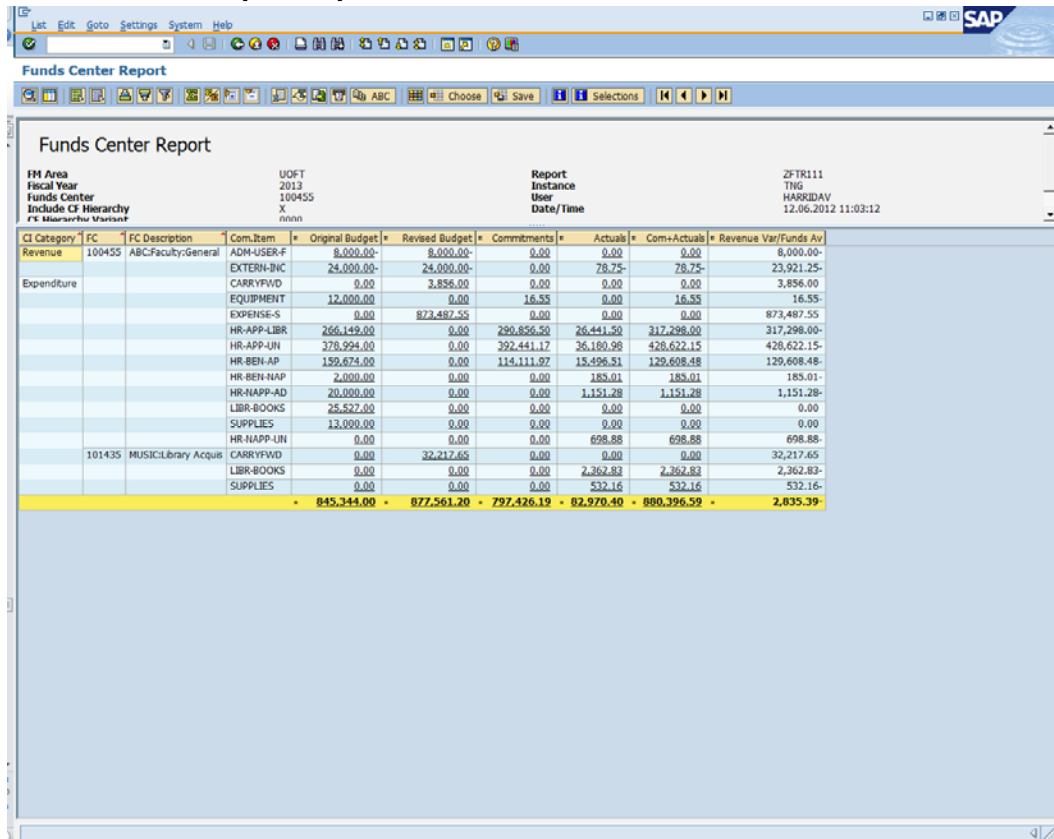
Click  to return to previous screen.

8. Display the Report Using the Spreadsheet Format

The Spreadsheet format layout may be accessed using any of the two methods below based on the *Layout* selected in step 3.

- 8.1 Choose *Spreadsheet format* in the *Layout* section.
- 8.2 Click Switch to spreadsheet view from the report output screen if the report was executed using the *Fixed format*

Funds Center Report: Spreadsheet Format



The screenshot shows the SAP Funds Center Report interface. The report title is "Funds Center Report". The report instance is ZFR111, user TRG, dated 12.06.2012 11:03:12. The report includes a table with the following columns: Cl Category, FC, FC Description, Com.Item, Original Budget, Revised Budget, Commitments, Actuals, Com+Actuals, and Revenue Var/Funds Av.


| Cl Category | FC | FC Description | Com.Item | Original Budget | Revised Budget | Commitments | Actuals | Com+Actuals | Revenue Var/Funds Av |
|-------------|---------------------|-------------------|-------------|---------------------|---------------------|---------------------|--------------------|---------------------|----------------------|
| Revenue | 100455 | ABCFacultyGeneral | ADM-USER-F | 8,000.00 | 8,000.00 | 0.00 | 0.00 | 0.00 | 8,000.00 |
| | | | EXTERH-BWC | 24,000.00 | 24,000.00 | 0.00 | 78.75 | 78.75 | 23,921.25 |
| | | | CARRYFWD | 0.00 | 3,856.00 | 0.00 | 0.00 | 0.00 | 3,856.00 |
| Expenditure | | | EQUIPMENT | 12,000.00 | 0.00 | 16.55 | 0.00 | 16.55 | 16.55 |
| | | | EXPENSE-S | 0.00 | 873,482.55 | 0.00 | 0.00 | 0.00 | 873,482.55 |
| | | | HR-APP-LIBR | 266,149.00 | 0.00 | 290,856.50 | 26,441.50 | 217,298.00 | 317,298.00 |
| | | | HR-APP-LIN | 378,994.00 | 0.00 | 392,441.17 | 36,180.98 | 428,622.15 | 428,622.15 |
| | | | HR-BEN-AP | 159,674.00 | 0.00 | 115,111.97 | 15,496.51 | 129,608.48 | 129,608.48 |
| | | | HR-BEN-NAP | 2,000.00 | 0.00 | 0.00 | 183.01 | 183.01 | 183.01 |
| | | | HR-NAPP-AD | 20,000.00 | 0.00 | 0.00 | 1,151.28 | 1,151.28 | 1,151.28 |
| | | | LIBR-BOOKS | 25,522.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | SUPPLIES | 13,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | HR-NAPP-LIN | 0.00 | 0.00 | 0.00 | 698.88 | 698.88 | 698.88 |
| 101435 | MUSICLibrary Acquis | CARRYFWD | | 0.00 | 32,217.65 | 0.00 | 0.00 | 0.00 | 32,217.65 |
| | | LIBR-BOOKS | | 0.00 | 0.00 | 0.00 | 2,362.83 | 2,362.83 | 2,362.83 |
| | | SUPPLIES | | 0.00 | 0.00 | 0.00 | 532.16 | 532.16 | 532.16 |
| | | | | - 845,344.00 | - 877,561.20 | - 797,426.19 | - 82,970.40 | - 880,396.59 | - 2,635.39 |



Drill-down functionality is available on any underlined data item.



See the Line item functionality reference guide for further instructions:
<http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf>

- 8.3 Click  to exit the report (step 7.1) or return to the *Fixed format* view (step 7.2)

Resource Information:



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

Reference Guides:

FI Postings Line Item Report:

<http://finance.utoronto.ca/wp-content/uploads/2015/10/fipostings.pdf>

All Postings Line Item Report:

<http://finance.utoronto.ca/wp-content/uploads/2015/10/allpostings.pdf>

Line Item Functionality:

<http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf>

Funds Center Groups:

<http://finance.utoronto.ca/wp-content/uploads/2015/10/Funds-Center-Groups.pdf>