# Financial Advisory Services & Training Financial Services Department www.finance.utoronto.ca/fast

Work Instruction

# **Commitment Accounting Assignments Report**

#### When to Use

It is used to check the links between accounts are set up correctly, and to help you determine which account combinations you should be using. These links are used in the budget process and to copy plans from the cost center and internal orders to the funds center.

### Report Functionality

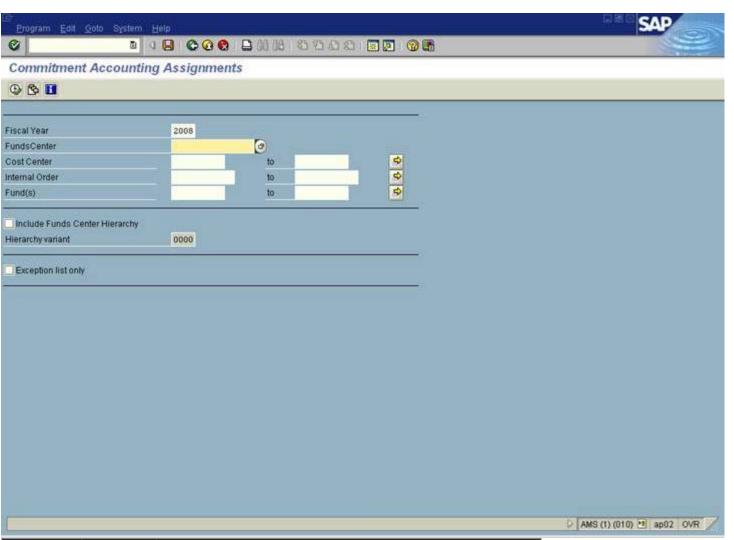
• allows you to see the links between cost centers, internal orders, funds centers and funds.

#### **Detailed Procedures**

#### Access the transaction using:

	Accounting >> Funds Management >> Information System >> Funds Management (UofT Reports) >> FM Accounts List >> Commitment Accounting Assignments	
Transaction code	ZFTR050A	

#### Selection screen:

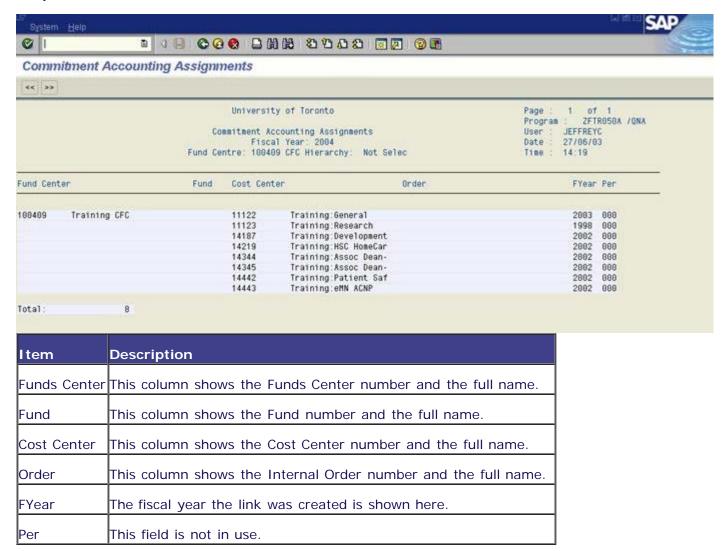


Field Name	Required (R) / Optional (O)	Description of Field Content
Fiscal Year	R	Defaults to the current year.
Funds Center	0	Enter the Funds Center that you are interested in here. This field is optional, as you can enter information in any one or more account types on this screen.
Cost Center	0	Enter the Cost Center that you are interested in here. This field is optional, as you can enter information in any one or more account types on this screen.
Internal Order	0	Enter the Internal Order that you are interested in here. This field is optional, as you can enter information in any one or more account types on this screen
Fund	0	Enter the Fund that you are interested in here. This field is optional, as you can enter information in any one or more account types on this screen
Select to check subordinate FC	0	Check this box to report on accounts subordinate to the funds center that you have entered.

Exception O If you check this box, you will get a list of those accounts with no associations.

Click on to execute the report.

#### **Output Screen**



## End of procedure.