

Work Instruction

Donor Financial Report Overview - Summarized

The attached reference guide provides detailed explanation of all the fields and buttons that can be used in the DFR. This guide is to provide instructions on the business process for Business Officers, and is to be used together with the more detailed reference guide.

Steps

1) Open the DFR Module in SAP using the following path:

Menu	<i>Donor Financial Reporting Info System >> Donor Financial Report</i>
Transaction code	ZDFR

2) Identify Funds to be Reconciled.

- The first step is to restrict your view to just the accounts that need to be reconciled. To do this, click on the column header for the 'DFR Status' column and click on the filter  icon. Now restrict the view to just the funds where the status is 'Active' and 'New'.
- To organize your work, sort by 'Priority' by clicking on the 'Priority Rank Indicator' column header and clicking in the sort  icon.
- Don't forget that you can 'drag and drop' the columns to get the view that you want.
- This report has many columns, to provide a better view, click on the  (Change Layout) function to select a preset view or save a new view that you have modified to suit your needs.

3) Reconcile the Account.

- Select the account(s) that you want to review by clicking on the button located on the far left hand side of your screen, and click on the  icon. From the drop down options, select 'Draft DFR (with line items)' to produce a draft of the DFR.
- This report can be printed or reviewed on-line. If you want to see the actual document details, double click on the document number. Review the details of the expenditures, to ensure that they are all classified properly and legitimate.
- Any changes that need to be made must be communicated to your trust accountant.

4) Indicate the Reconciliation is Complete.

- Once this process is complete, select the fund(s) that are reconciled, and click on the 'Reconcile DFR' button .

- Select 'Reconciled by Business Officers' and then click on the  icon. Now you can click in the 'Reconciled by Business Officer' box on the detailed screen.
- Click on  to save your approval.

Congratulations! Now the Business Officer portion of the process is complete. Donations Management and Financial Services will complete their reconciliations, and then Financial services can produce the final DFR.

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