

Work Instruction

FC and Fund Balance Listing Report

When to Use

This report is run to determine the current budget, assignments (commitments and actuals) and balance (Funds Available), as well as any accounts in an overdraft.

Report Functionality

- Can be run for a single funds center or funds center/fund combination or for all funds centers and funds in a hierarchy for a specific fiscal year.
- Can be used to determine which accounts are in an overdraft, the current balance in the accounts, and the level of tolerance for each fund.

Report Output - Financial Information Available

▶ Budget ▶ Commitments ▶ Commitment Item ▶ Funds Available

Detailed Procedures

Access the transaction using:

Menu	<i>Accounting >> Funds Management >> Information System >> Funds Management(U of T Reports) >> Financial Summary Reports >> FC/Fund Balance Listing Report</i>
Transaction code	ZFTR017F

Selection screen:

Program Edit Goto System Help

SAP

Funds Center/Fund Balance Listing Report

FM Area

Funds Center to

Include Funds Center Hierarchy

Hierarchy variant

Fund(s) to

Include funds
 Active Funds Only
 (exclude Funds with classification FUND_INACTIVE)

Fiscal Year

Negative balances only

FBS (Budget data processed up to and including October 2006 month end)
 BCS

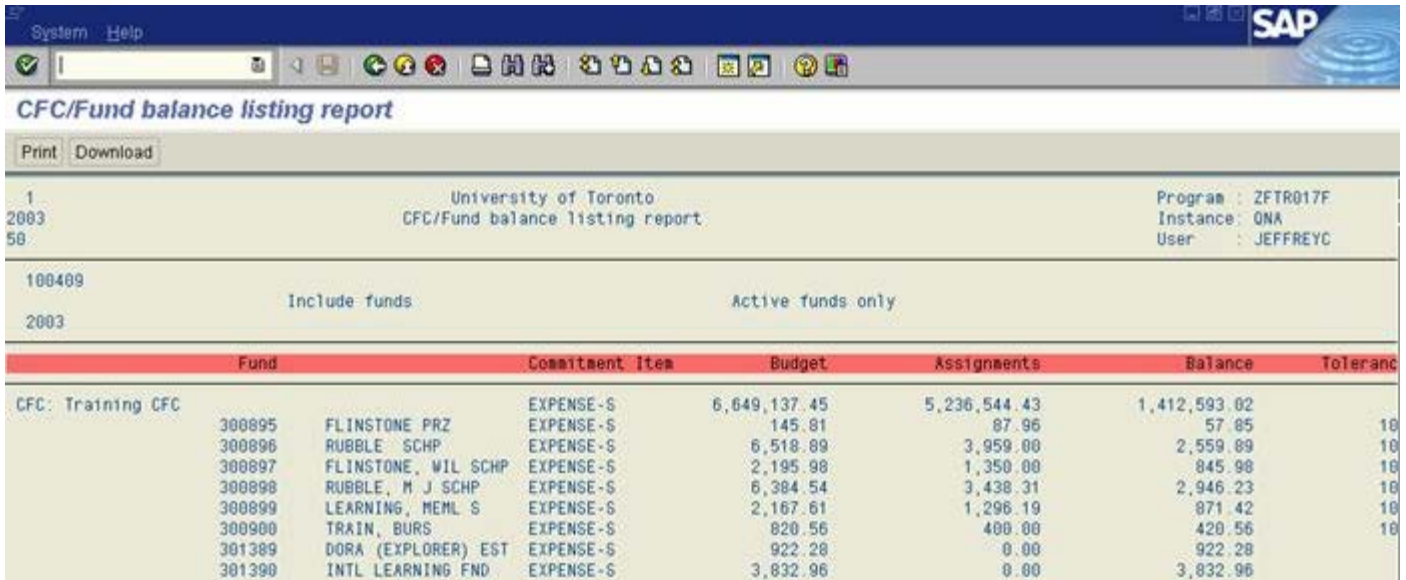
AMS (1) (010) ap02 OVR

Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
Funds Center	R	Enter the FC or range of FC's that you wish to report on.
Include Funds Center Hierarchy	O	Click in this box if you wish to include the funds centers below the funds center entered.
Fund	O	Enter the specific fund(s) that you wish to report on, if any. If you don't enter anything in this field, but check the 'Include Funds' box, all funds will be included in the report.
Include Funds	R	This box must be checked for funds to be included in the report.
Active Funds Only	O	Click in this box if you only want active funds. Any fund classified as inactive will not be included.

Fiscal Year	R	Enter the fiscal year that you are interested in here. This defaults to the current fiscal year.
Negative balances Only	O	When this box is checked, the report will only show the accounts that currently have a negative balance.

Click on  to execute the report.

Output Screen



The screenshot shows the SAP interface for the 'CFC/Fund balance listing report'. The title bar includes 'System Help' and the SAP logo. Below the title bar, there are 'Print' and 'Download' buttons. The report header displays '1 University of Toronto CFC/Fund balance listing report' and '2003'. On the right, it shows 'Program : ZFTR017F', 'Instance : QNA', and 'User : JEFFREYC'. The report parameters are '100409' and '2003', with 'Include funds' and 'Active funds only' selected. The main table has columns for Fund, Commitment Item, Budget, Assignments, Balance, and Tolerance. The data rows include 'CFC: Training CFC' and various expense items like 'FLINSTONE PRZ', 'RUBBLE SCHP', 'FLINSTONE, WIL SCHP', 'RUBBLE, M J SCHP', 'LEARNING, MEML S', 'TRAIN, BURS', 'DORA (EXPLORER) EST', and 'INTL LEARNING FND'.

Fund	Commitment Item	Budget	Assignments	Balance	Tolerance
CFC: Training CFC		6,649,137.45	5,236,544.43	1,412,593.02	
300095	FLINSTONE PRZ EXPENSE-S	145.81	87.96	57.85	10
300096	RUBBLE SCHP EXPENSE-S	6,518.09	3,959.00	2,559.09	10
300097	FLINSTONE, WIL SCHP EXPENSE-S	2,195.98	1,350.00	845.98	10
300098	RUBBLE, M J SCHP EXPENSE-S	6,384.54	3,438.31	2,946.23	10
300099	LEARNING, MEML S EXPENSE-S	2,167.61	1,296.19	871.42	10
300900	TRAIN, BURS EXPENSE-S	820.56	400.00	420.56	10
301389	DORA (EXPLORER) EST EXPENSE-S	922.28	0.00	922.28	
301390	INTL LEARNING FND EXPENSE-S	3,832.96	0.00	3,832.96	

Report Output - Summary

Field Name	Description of Field Content
Funds Center	The funds center number is displayed here. If more than one FC are included in the report, the number will be shown here for each new account.
Fund	The fund number is shown here. The full name of the fund is shown in the column to the right.
Commitment Item	The commitment item where the budget or expense are recorded is shown here.
Budget	The current amount of budget for the account is shown here.
Assignments	The total value of all actual expenditures and all commitments is shown here.
Balance	The current account balance is shown here. If this is a negative value, the account is in an overdraft position.
Tolerance Limit	When a new account is created, a tolerance value is set. This amount is intended to allow transaction that exceeds the funds available by a very small amount to post.
Valid To	The date shown in this column is the day, month and year that the fund is valid until.
Sponsor	The full name of any sponsor on the fund is shown here.



Icon	Description of Icon Function
Print	To print the report, click on this button.
Download	To download the report to excel, click on this button.

End of procedure.

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