

## Work Instruction

# Fund Opening and Closing Balances

## When to Use

This report allows departments to view up-to-date LTCAP information, endowed fund activity and balances, and expendable fund activity and balances.

## Report Functionality

- Provides a breakdown by fund classification of the Long-Term Capital Appreciation Pool (LTCAP) units ending balance, endowed opening, changes and closing balances and expendable opening, changes and closing balances over a specific period of time
- Drill down to document level within the report and to sort on funds center and fund number.
- Can also be run without LTCAP units
- This report can also span multiple fiscal years.

## Report Output - Financial Information Available

▶ LTCAP Units	▶ Endowed Open/Close Balance	▶ Changes to Endowment	▶ Expendable Open/Close Balance	▶ Change to Expendable Balance
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## Detailed Procedures

Access the transaction using:

<b>Menu</b>	<i>Accounting &gt;&gt; Funds Management &gt;&gt; Information System &gt;&gt; Funds Management(U of T Reports) &gt;&gt; Financial Summary Reports &gt;&gt; Fund Opening and Closing Balances</i>
<b>Transaction code</b>	ZFTR048

Selection screen:

Program Edit Goto System Help

SAP

### Fund Opening and Closing Balances

FM Area: UOFT

Top Level Funds Center: 100000

Hierarchy variant: 0000

Fund(s): [ ] to [ ]

Fund Classification(s): [ ] to [ ]

Closing Fund Balance Range: [ ] to [ ]

Beginning Fiscal Year: 2008 and Period: 1

Ending Fiscal Year: 2008 and Period: 2

Sort in Funds Center and Fund Number Order

Exclude LTCAP units from report


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Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
Top Level Funds Center	O	Enter the top level Funds Center that you wish to report on.
Fund(s)	O	Enter the fund(s) number that you wish to report on. If you leave these fields blank, the report will include any fund associated with the parent FC and any subordinate accounts.
Fund Classification(s)	O	Fund Classifications are determined when the fund is originally created. This function is normally used by central departments. For more information on classifications, please contact AMS HELP.
Closing Fund Balance Range	O	Enter the closing fund balance range value that you are interested in limiting the report to. If you don't enter anything in this field, all values will be shown.
Fiscal Year and Period	R	Enter the beginning and ending fiscal year and periods that you are interested in. This report can provide data that spans multiple fiscal years. This

		report was designed to be a fiscal year report, and therefore always use fiscal period 1 as your start period in order to get the opening and closing balances for the endowed and expendable amounts.
Sort in FC and Fund no. Order	<input type="radio"/>	Check off this box if you would like to have the report sort the accounts in numerical order by FC and fund number. The report will print on fewer pages and is easier to work with in excel.If left blank, report will sub-total and sort by fund classifications.
Exclude LTCAP units from report	<input type="radio"/>	Check off this box if you do not want LTCAP units included in the report. These units represent the number of "shares" in the pool. The annual payout is determined based upon the number of units in the pool.

Click on  to execute the report.

### Output Screen



University of Toronto  
Fund Opening and Closing Balances  
Nursing:Deans office (026-306)  
For the period : 01/05/07 to 30/06/07 Note LTCAP - Units

Funds with no use classification

Funds Center	Fund	LTCAP Units	Endowed Opening Balance	Chan
100409 Nursing:Dean's Offic	420481 Nursing SEM Ins 07	0.00	0.00	0
100409 Nursing:Dean's Offic	420299 Nursing:Global Schol	0.00	0.00	0
100409 Nursing:Dean's Offic	305535 OSOTFII-BARTER,MT	0.00	48,800.00-	0
100409 Nursing:Dean's Offic	305621 OSOTFII-GLAXOSMITHKL	0.00	40,000.00-	0
100409 Nursing:Dean's Offic	304914 OSOTFII-NURS GEN UND	0.00	3,131.00-	0
100409 Nursing:Dean's Offic	304998 OSOTFII-RUSSELL,K SC	0.00	25,573.00-	0
100409 Nursing:Dean's Offic	304889 OSOTFII-SCANLAN ,CLA	0.00	17,150.00-	0
100409 Nursing:Dean's Offic	304871 OSOTFII-SMITH,MA SCH	0.00	50,000.00-	0
100409 Nursing:Dean's Offic	304882 OSOTFII-UPSON,MARY I	0.00	50,000.00-	0
100409 Nursing:Dean's Offic	305896 OTSS-NURS GEN UND	0.00	2,925.00-	3,500
100409 Nursing:Dean's Offic	305943 OTSS-RIDDELL,D SCHLP	0.00	88,800.80-	0
100409 Nursing:Dean's Offic	305970 OTSS-RUSSELL,K SCH	0.00	7,518.00-	0
100409 Nursing:Dean's Offic	305980 OTSS-SCANLAN ,CLARE	0.00	17,642.58-	1,618
100409 Nursing:Dean's Offic	305465 OTSS-UOFT WOM ASSOC	0.00	40,000.00-	0
<b>* Totals for: Funds with no use classification</b>		<b>0.00</b>	<b>391,540.38-</b>	<b>5,118</b>



University of Toronto  
Fund Opening and Closing Balances  
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For the period : 01/05/07 to 30/06/07 Note LTCAP - Units

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### Report Details

Field Name	Description of Field Content
Funds	The funds center number and name is displayed here.All

Center	subordinate FC's will be listed below, in hierarchy order.
Fund	The fund number and name is shown here.
LTCAP Units	This column gives the number of LTCAP units that the account has. These units represent the number of "shares" in the pool. The annual payout is determined based upon the number of units in the pool, only if selected to include.
Endowed Opening Balance	The value in this column shows the balance in the endowment on start date indicated. This value is comprised of donations and matching components that were processed directly to the endowed account. Included in this amount are donations that were previously on hold. To view this data in more detail, please see the <a href="#">Student Award Information Report</a> .
Changes	This amount reflects any increases or decreases in the endowment processed between the start and end date indicated on the selection screen.
Endowed Closing Balance	The value in this column shows the balance in the endowment on the end date indicated and is equal to opening balance plus any changes.
Expend. Opening Balance	The value in this column shows donations and matching components that were processed directly to the expendable account, as well as donations that were on hold for the start date indicated. To view this data in more detail, please see the <a href="#">Student Award Information Report</a> .
Changes	This amount reflects any increases or decreases in the expendable amount and the release of any donations that were on hold between the start and end date indicated on the selection screen.
Expend. Closing Balance	The closing balance is the balance in the expendable account on the end date indicated. This value is equal to the opening balance plus changes.
Total for:	The last rows provide total figures for the fund classifications, and for the parent FC.

Icon Name	Description of Icon
 CF Detail Rpt.	Select a line item that you would like more details on and click on this button. The system will take you to the Funding:FC or Fund report where you will be able to drill down to the document level for more information.
 Print	Click on this button to print the report.

End of procedure.