

# **Financial Services Department**

## Statement of Accounts - Funds Center and Non-Research

The Statement of Accounts is most commonly used to view both the summary and the details of the activity in a Fund Center (FC) or a FC/Fund combination for trust funds.

This report is one of the Reconcilliation Reports that must be run and reviewed by the Business Officer each month, as stated in the Accountability Report. For more information about Financial Accountability, please click <u>here.</u>

#### **Report Functionality**

- provides a snapshot view of current actuals and budget, changes to budget, year to date figures and funds available.
- is used to view both Revenue and Expense information and provides details at the line item level
- By entering the month and calendar year on the selection screen, information from previous months can be reviewed. The data is kept for up to one fiscal year.
- This report can also be downloaded into Excel for further analysis.

#### **Report Output - Financial Information Available**

OpeningBudget		▶Current	▶Outstanding ▶YTD ▶Funds
(including carry-	Current Changes	Month	CommitmentsFiguresAvailable
forward)	Budget in Budget	Actuals	

### **Detailed Procedures**

#### Access the transaction using:

	Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Month-End Reports >> Statement of Accounts
Transaction code	ZFTR106

Selection screen:

Program Edit Goto	
Month-end Stat	tement of Account
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FM area	UOFT
Budget version	θ
Funds Center	ĭ to ♦
Fund	to 💌
Data at end of selected i	month:
Items/sections to include	e on report, in addition to summary page:
(Select one or more, or le	eave as is for summary only)
Budget details	
Revenue & Expense of the second se	
Display by:	Line items without payroll details by G/L within CC/IO
	Include ROSI/SLCM details
	Line Items with payroll details by G/L within CC/IO
	Line Items by date within Budget CI, no CC/IO
<ul> <li>Outstanding commitment</li> <li>Display by:</li> </ul>	<ul> <li>G/L summary totals within commitment type, within CC/IO</li> </ul>
Display by.	Commitment type summary, no CC/IO
Payroll distribution	Include G/L summary totals
Include Funds Center	Hierarchy
Hierarchy variant	0000
Include FM accounts v	with no activity
Include FM accounts v	with no activity & non-zero balance
Display Fund activity	only, no Funds Center

Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
Budget Version	R	Version "0" is the current budget version and reflects all processed changes to budget.
		Version "1" is the original budget version, and reflects original operating budgets at the beginning of the fiscal year.
Funds Center	R	
		A six digit code, starting with "1" used to record the funding and spending transactions for financial activity reported on a fiscal year basis (i.e. operating, ancillary, etc.).
		NOTE: To enter more than one funds center, click on the
		multiple selection box and add the additional accounts in the field. If the funds center starts with a "2", run the Monthly PI Report.
Funds		Enter the Fund number to report on a Fund Center/Fund combination. Please note that this report should be used only for trust and non-research accounts. To enter more

		than one fund, click on the multiple selection box and add the additional accounts in the field. Default setting is fund:blank as indicated on the screenprint above. If left at default setting, all funds with activity in the month will be reported.
Data at end of selected month	R	Choose the month you wish to report on from the drop down menu. The year shown is the calendar year.
Budget Details	0	To include the budget details report, click in this check box. The budget details report will provide you with the Original Budget, Carryforward Budget, Opening Budget, Supplements, Returns, Transfers and Current budget.
Revenue & Expense Details	0	To include the revenue and expense report, click on this check box.

Display by:

There are three Display Layout Options to choose from:

- 1. Line items without payroll details by GL within CC/IO DEFAULT
- 2. Line items with payroll details by GL within CC/IO
- 3. Line items by date within Budget CI, no CC/IO

All three display layout options will provide you with the posting date, general ledger account number and name, document number, user ID, document text and the amount. Depending on the display layout, subtotals for Cost Centers/Internal orders can also be displayed, and payroll information summarized as needed.

1. Line items without payroll details by GL within CC/IO - **DEFAULT** 

- Non-Payroll line items in this layout are listed within Funds center/Fund, within Cost center/Internal order, within Budget Commitment Item, sorted by G/L account, and then by Posting date. To include student fees details, check Include ROSI/SLCM details
- Payroll line items are listed within Funds center/Fund, within Cost center/Internal order, within Budget Commitment Item, sorted and subtotalled by G/L account.
- Click <u>here</u> to view the output for this display option.

2.Line items with payroll details by GL within CC/IO

- All line items in this layout are listed within Funds center/Fund, within Cost center/Internal order, within Budget Commitment Item, sorted by G/L account, and then by Posting date. Names for payroll postings are displayed.
- Click here to view the output for this display option.

3. Line items by date within Budget CI, no CC/IO

- All line items in this layout are listed within Funds center/Fund, within Budget Commitment Item, sorted by Posting date.
- No Cost Center/Internal Order information is listed.
- Names for payroll postings are displayed.
- This display option has been available since August 2004, and has not changed.
- Click <u>here</u> to view the output for this display option.

Outstanding O To include the details of the outstanding commitments for t Commitments O To include the details of the outstanding commitments for t account, click on this check box. This report will provide you with the posting date, general ledger account number and name, document number, vendor name, reserve amount an document text.	
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There are two Display Layout Options to choose from:

- 1. GL summary totals within commitment type, within CC/IO **DEFAULT**
- 2. Commitment type summary, no CC/IO

Both display layout options will provide you with the posting date, general ledger account number and name, document number, document line item number, vendor name, reserve amount, and document text. Depending on the display layout, subtotals for Cost Centers/Internal orders can also be displayed.

1. GL summary totals within commitment type, within CC/IO - **DEFAULT** 

- Line items in this layout are listed within Funds center/Fund, within Cost center/Internal order, within Budget Commitment Item, sorted and subtotalled by commitment type.
- Click <u>here</u> to view the output for this display option.

2. Commitment type summary, no CC/IO

- Line items in this layout are listed within Funds center/Fund, within Budget Commitment Item, sorted and subtotalled by commitment type.
- No Cost Center/Internal Order information is listed.
- This display option has been available since August 2004, and has not changed.
- Click <u>here</u> to view the output for this display option.

Payroll Distribution	0	To include the payroll distribution report for the account, click on this check box. The payroll distrubtion report provides details from HRIS regarding salary and benefit costs. The report is required to be run as part of the month end reconcilliation.
Include G/L Summary Totals	0	This option allows you to request a summary by general ledger accounts of the charges and reserves for the payroll distribution. This option is very useful when you are reconcilling the distribution to your statement of accounts using Revenue & Expense details display variant "Line items with or without payroll details by GL within CC/IO", and/or Outstanding commitments display variant "GL summary totals within commitment type, within CC/IO".
Include Funds Center Hierarchy	0	Click in this box if you want to include all the subordinate funds centers.

To include FM accounts having no transaction activity in the month, select only ONE of the two following options (if neither option is selected, only FM accounts having transactions posted in the month will be reported).

I.

Include FM accounts with no activity		If selected, all FM accounts will be reported.
Include FM accounts with no activity & non		If selected, all FM accounts with non-zero balance in the month will be reported.
zero balance		
Display Funds activity only, no Funds Centers	0	If selected, only Fund accounts will be included in the report output (i.e. no CFC accounts)



This report can also be run in the background, in which case the output received cannot be downloaded, resorted or altered in any way. The option to add various additional details and views to the report is available by clicking on the appropriate selection and display option boxes on the selection screen (i.e. before executing the report).

#### **Output Screen - Summary Report**

The summary report provides a snapshot of the financial activity and position of an account at the end of each month. The top section of the report provides the Funds Center and/or Fund number and name, as well as the budget version, month and year that the report was run for.

Month-end St	atement of	Account							
Actuals Detail Outs									
niversity of Toro	into		Statement o	f Account			Page :	1	
			Sunnary Rep	ort				01_09.2005 2FTR106 (QNA)	Ē
Funds Center Fund	100654	Fin:Financial	Servic				) 1xy-2005		
	ening Budget	Current	Changes 1h	Current Month		YTD	YTD Actuals	Funds	
Sudget CI (1	nc1 CFWD)	Budget.	Budget.	Actuals	Consitnents	Actuals	& Consts	Available	
Revenues									
REVENUE+S	409,424.08-	409,424.00-	0.00	0.00	0.00	64,067.254	64,067.25-	409,424.00-	
Total Revenue	489,424.00-	409,424.08-	0.00	64,067.25-	0.00	64,067.25-	64,067.25-	345, 356.75+	
Expenses			-						
EXPENSE-S	797,845.08	3,835,932.00	39,007.00	292,081.30	2,690,011,56	292,081 30	2,982,092 86	853,839.14	
Total Expense	,797,845.00	3,835,932.00	38,007.00	292,001 30	2,690,011,55	292,001.00	2,982,092,86	853,839,14	
Net Total	, 388, 421 .00	3,426,508.00	38,007.00	228,014.05	2,690,011.55	228,014.05	2,918,025 61	508,402.30	
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Revenues	in tl com be s bud Bud typi	his sectio nmitment shown, do get or ac lget (vers cally plac	n. Rever items. F epending tual trar sion 0) fo ced at th	nue-S is For the r g on whansaction or opera e summ	the sum evenue s of genera was proc ting acco ary level	mary or section, d l ledger a cessed. ounts (de , for bot	top level ifferent c accounts partment n revenue	of all th commitm was use al funds and ex	e revenue ent items d when the centers) a pense.
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forward)	period.						
Current Budget	For Funds Centers: The current budget reflects the opening budget plus or minus any budget supplements, return or transfers processed. For Funds: The current budget reflects the amount posted in to FIS during the conversion from the legacy system to SAP in fiscal year 1996 plus or minus any budget supplements, return or transfers processed.						
Changes in Budget	A difference in the budget from previous to current month is reported here. This is calculated in the following way:Changes in Budget=Current Budget- previous month "current budget". Note: Changes in budget for operating Funds Centers for the first period of a fiscal year (May) is the sum of the carryforward, supplements, returns, and transfers.						
Current Actuals	The current actuals reflects the transactions processed for the month, both revenue and expense.						
Outstanding Commitments	Outstanding commitments reflects any outstanding purchase orders, purchase requsitions, payroll reserves or manual reserves at the end of the month.						
YTD Actuals	The year to date actuals provides a running total of all the transactions processed for the fiscal year.						
YTD Actuals & Commitments	The year to date acutals and commitments combines the YTD acutals and the outstanding commitments.						
Funds Available	The funds available reflects the difference between the budget values and the actuals and commitments. The money available to be spent from this account is the value at the "Total Expense" row for this column.						
Button Name	e Icon Function Description						
Actuals Detail	Clicking on this button will open a different view of the actual expenses and revenues of the detailed report. You can sort, filter, subtotal and download the report into Excel. For more information on how to manipulate the details report, please click <u>here</u> . This function will work only if you have selected to include the "Revenue and Expense Details" from the selection screen.						
Outstanding Com	Clicking on this button will open a different view of the commitments of the detailed report. You can sort, filter, subtotal, and download the report into Excel. For more information on how to manipulate the details report, please see the <u>Line Item Functionality</u> reference guide. This function will work only if you have selected to include the "Oustanding Commitments" from the selection screen.						

The combination of these two spreadsheets will give you all the actuals posted and the outstanding commitments for the month. This information can then be sorted and subtotaled for a more detailed analysis of spending within Excel.

If you scroll down the report, you will see all of the Details Reports that you requested on the selection screen.

Output Screen - Budget Detail Report

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otal	3,388,4	21.00	0.00	3,388,421,89	0:00	0.03	30	987.00	3,94	6,508.00		
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Transfer Budget	Budget transfers reflect changes in budget that move money from one account to another. Transfers into an account increase the value, and transfers out of an account decrease the value.
	The amount in this column reflects the amount of budget available in the account.
Current Budget	For Funds Centers: The current budget reflects the opening budget plus or minus any budget supplements, return or transfers processed. For Funds: The current budget reflects the amount posted in to FIS during the conversion from the legacy system to SAP in fiscal year 1996 plus or minus any budget supplements, return or transfers processed.
Total	For Funds Centers:Sum of Revenue-S/Expense-S amounts For Funds:N/A

For more information about a particular budget transaction, such as who processed it and any text, please use a Budget Line Item report.

#### **Output Screen - Revenue and Expense Details**

The following fields will be displayed regardless of the display layout selected:

Item	Description
Posting Date	The date the transaction was posted is shown here.
G/L Account	The general ledger account used is shown here.
G/L Account Name	The full name of the general ledger account used is shown here.
Document Number	The document number of the transaction is shown here.
User ID	The User ID of the person who processed the transaction is shown here.
Document Text	Any line item text entered for the document is shown here.
Amount	The total amount of the transaction is shown here.

#### Display layout

1. Line items without payroll details by GL within CC/IO -  $\ensuremath{\mathsf{DEFAULT}}$ 



2. Line items with payroll details by GL within CC/IO

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Month-end St	atement of Accou	unt				
Actuals Detail Out	standing Commit-s					
niversity of Tori	orita		Account pense Details Report ith payroll details by 6L within CC/10	Page Dute Time Note	11 01 09 2005 13 42 30 2FTR186 (DNA)	
Funds Center Fund	100054 Ftm:F1	nancial Servic	Dudget Version Nonth and Year	0 May-2085		
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3. Line items by date within Budget CI, noCC/IO

The Revenue and Expense details are separated by budget category, to be consistent with the summary page.

monun-ena St	atement of Account							
Actuals Detail Outs	standing Commit-s							
Intversity of Toro	into	Statemer	nt of Account			Page	2	
			& Expense De les by date w	tails Report ithin Budget C	1, no CC/10	Date Time Name	01.09.2005 13:49:36 2FTR106(ONA)	
Funds Center Fund	100654 Fin:Finar	ncial Servic			Budget Version Month and Year	0 May-2005		
osting 6/L ate Account	G/L Account Name	Document User Number 10	Doc	ument Line Ite	m Text		Asount	
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2:05.05 745101 wdget CI Total wdget CI 2:05.05 835070 4:05.05 835070 4:05.05 835000 4:05.05 835000	EXPENSE-S EXPENSE-S Counter Services general Services general	7398379683 PRO 7398379981 PRO 1991745218 NEVI 1981745223 NEVI 1981745223 NEVI	CMTL 29- CMTL 29- INSP 206 INSP 206 INSP 206	Apr-2005 SUNUH Apr-2005 PUNOL 082 - Sodexho 133 - Sodexho 107 - Sodexho	EEL COURIERS INCH ATOR COUR 5253931 FAST training co FAST training co FAST training co	ISSISSAUGAON MISSISSAUGAON ffer fee	26.81 26.81 6.87 47.99 30.61 47.99	
22.05.05 745101 Rudget CI Total Rudget CI 22.05.05 835070 0.05.05 835070 04.05.05 835000 04.05.05 835000 04.05.05 835000 04.05.05 835000	EXPENSE-S EXPENSE-S Courter Courter Service: general Service: general Service: general Non-TaxDie-Bank.chrg	7388370683 PRO 7388370801 PRO 1981745218 NEV 1981745228 NEV 1981745226 NEV 1981745226 COM	CMTL 29- CMTL 29- INSP 206 INSP 206 INSP 206 INSP 206 INSP 206 INSP 206	Apr-2005 SUNWH Apr-2005 PUHOL 082 - Sodexho, 133 - Sodexho, 107 - Sodexho, pymt 04/22/05	EEL COURTERS INCM ATOR COUR 5203931 FAST training cof FAST training cof FAST training cof Dank churge	ISSISSAUGADN HISSISSAUGADN HISGISSAUGADN Tree Tree	26 81 8 87 8 7 90 30 61 47 99 10 80	
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#### **Output Screen - Outstanding Commitments**

The following fields will be displayed regardless of the display layout selected:

Item	Description
Posting Date	The date the transaction was posted is shown here.
G/L Account	The general ledger account used is shown here.
G/L Account Name	The full name of the general ledger account used is shown here.
Document Number	The document number of the purchase order, purchase requisition, manual reserve or payroll commitment is shown here.
Vendor Name	The full name of the vendor the purchase orders is shown here, and is blank for manual reserves and payroll commitments.
Reserve Amount	The total amount of the reserve is shown here.
Document Text	Any line item text entered for the document is shown here.

#### Display layout

Commitments are organized into two sections, Purchase Orders and Purchase Requisitions and Fund Reservations. Each section has its own total, for easy reconciliation. Fund Reservations includes all manual and payroll reserves.

#### 1. GL summary totals within commitment type, within CC/IO - DEFAULT

Dutstanding Commitments SL summery totals within commitment type, within CC/ID Funds Center 100654 Fin:Financial Servic Budget Version 8	Page: 4 Date: 01.09.2005 Time: 13:53:09 Name: ZFTR106(ONA)
University of Toronto Statement of Account Outstanding Committents SL summery totals within commitment type, within CC/IO Funds Center 100654 Fin:Financial Servic Budget Version 8	Page: 4 Date: 01.09.2005 Time: 13.53.09
Outstanding Commitments 6L summary totals within commitment type, within CC/10 Funds Center 100654 Fin:Financial Servic Budget Version 8	Page: 4 Date: 01.09.2005 Time: 13.53.09
Dutstanding Committents BL summary totals within committent type, within CC/10 Funds Center 100654 Fin:Financial Servic Budget Version 8	Tiee: 13:53:09
Fund North and Year Jun-2005	
Posting S/L S/L Account Document Vendor Reserve Document Date AccountName Number Name Amount Text	
Rudget CI : EXPENSE-S Fund Reservations	
17.05.2005 801050 Pay Union 100567207 001 72.305.70 Payroll Commi 17.05.2005 801010 Pay Denefits Appt 100567398 001 15.000.24 Payroll Commi	teents teents
Total Fund Reservations	
Budget CI Total EXPENSE-S B8,394.94	
CC/10 Total	
Total for Funds Center/Fund: 189654 / 2,382,042.90	

#### 2. Commitment type summary, no CC/IO

Lout Edit Oxfo Dewnload Sectors E	yelb:				SA	2
		10 0000 DD	() III			
Month-end Statement of Acco	ount					
Actuals Detail Outstanding Commit-s						
Derversity of Toronto	States	ent of Account		Page	2	
AND REAL PROPERTY AND INCOMENTS		nding Coesiteents sent type sussary, no CC/II		Data Time Name	01 05 2005 13:55:07 2FTR108(DNA)	
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Posting S7L G7L Account Sate AccountName	Document, Number	Venitor Natio	Reserve Asount	Pocument Text		
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17 06 2005 B01910 Pay Benefits Appt 17 06 2005 B01910 Pay Benefits Appt	100557395 001			Payroll Cossitnent Payroll Cossitnent		
lotal Fund Reservations			2,382,042.90			
Rungert Cl Total	EXPENSE	4	2,382,042.98			
lotal for Funds Center/Fund: 100054	6 9.		2,382,042.88			

#### Output Screen - Payroll Distribution.

For documentation on the payroll distribution, please click here.

Throughout the report, you can click on  $\bigcirc$  to return to the selection screen.

End of Procedure

## **Resource Information**

### **Guide to Financial Management**

Fund Accounting and FIS