UNIVERSITY OF TORONTO

Financial Services Department

Submit Month-End Reports in the Background

When to Use

To run the month-end reports in the background, either individually or all at once in any combination.

This report allows you to run both the Reconcilliation and Accountability 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 **here.**
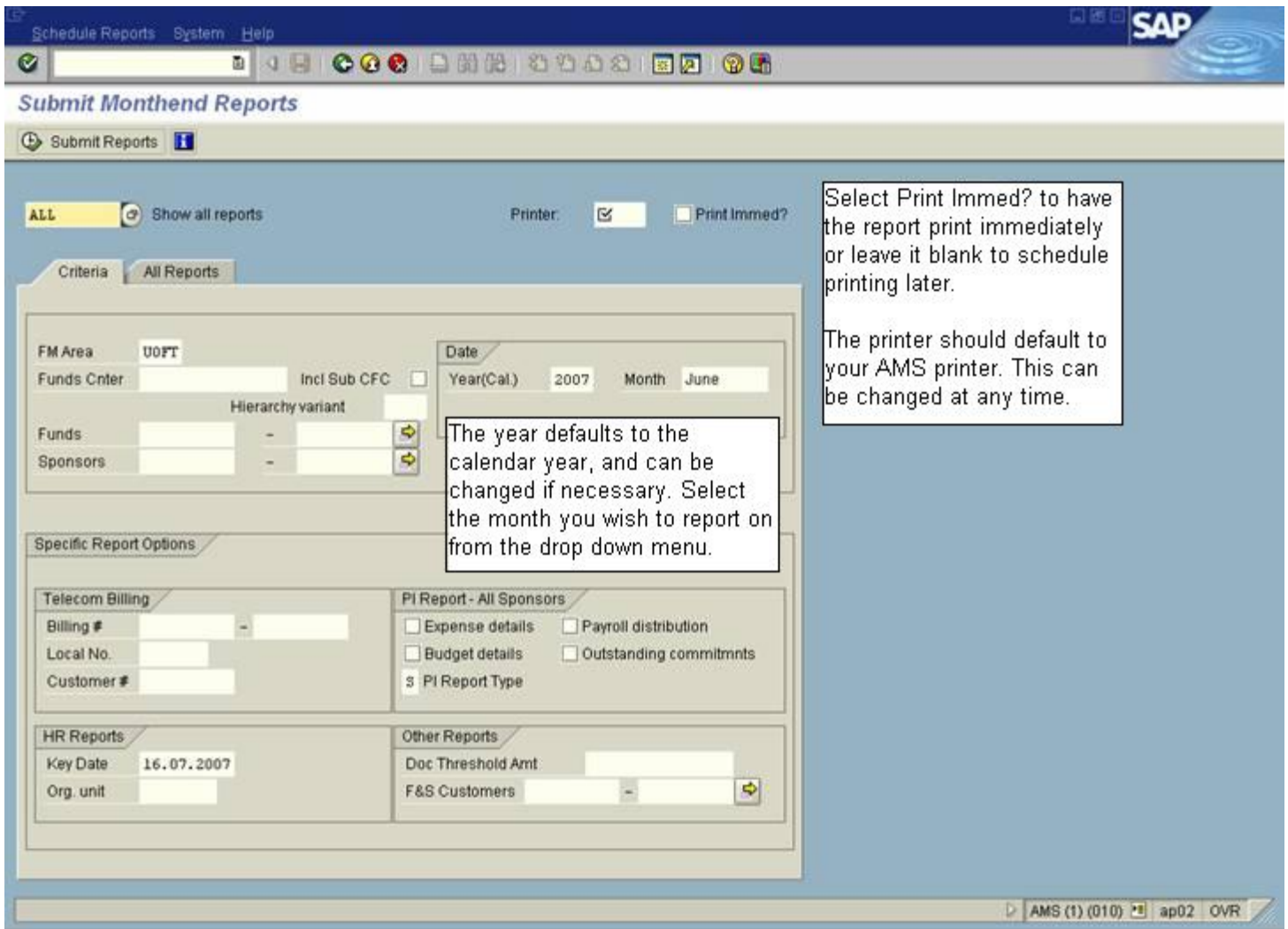
Report Functionality

- Allows users to complete one selection screen and schedule the running and printing of the monthly reconciliation reports.
- Report can be scheduled to run each month

Detailed Procedures

Access the transaction using:

Menu	*Accounting >> Funds management >> Information system >> Funds Management Section (UofT reports) >> Month-End reports >> Submit Month-end Reports in the Background*
Transaction code	**ZF16**

Step 1 - Determine which accounts require month-end reconciliation and/or management review.
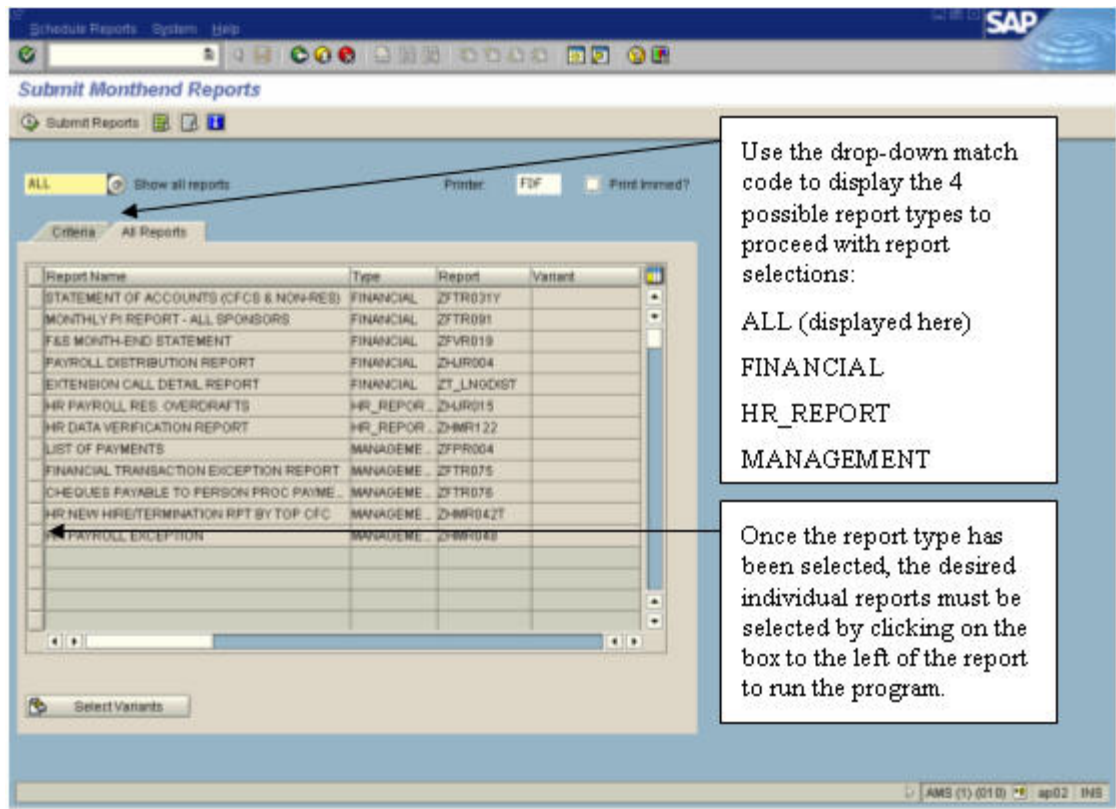
CRITERIA

The following set of criteria affects all reports selected.

Field Name	Req./Opt./Dep.	Description of Field Content
Funds Cnter	R	Enter the top-level funds center you wish to report on.
Incl Sub FC	O	If selected, reports for the funds center, its subordinate funds centers and all associated funds will be run (i.e. trust, restricted, capital, conference)
Funds	O	If field is left blank, reports for all fund accounts with activity will be run. Click on ⬜ to limit the fund account selection by either including or excluding single and/or ranges of fund accounts.
Sponsors	O	If field is left blank, reports for all funds with activity will be run. Click on ⬜ to limit the funds selection by either including or

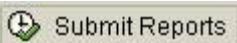|		
		excluding single or multiple sponsors.
Step 2 - Determine which reports are necessary for month-end reconciliation and/or management review.		
SPECIFIC REPORT OPTIONS		
The following set of criteria affects the specific reports selected.		
Telecom Billing **(* Billing # OR Customer # is required for report to run)**		
Billing #	R*	Enter the telecommunications billing number. If a range of billing numbers exists, they can be entered here to capture reports on all billing numbers or you can leave this field blank and enter the Customer # to get the same information.
Local No.	O	To limit the Telecom Billing Report to a specific number, enter the local number here. A billing # or customer # is still required.
Customer #	R*	If there is more than one billing number, and information is required on all billing numbers, enter the customer number here and leave the billing and local number fields blank.
PI Report - All Sponsors If no selections are made in this area but the Monthly PI Report - All Sponsors is selected from the Report Selection screen, the summary of each PI FC (excluding funds) will be produced in a separate spool.		
Expense details	O	Select to view the transaction details.
Budget details	O	Select to view the budget details.
Payroll distribution	O	This field MUST be selected to include the Payroll Distribution reports in the PI reports for PI funds centers and associated funds.
Outstanding commitments	O	Select to view the outstanding commitments (payroll commitments, purchase orders and manual reserves).
PI Report Type	R	Use the drop-down match code to select the PI report format in either (B) Budget Categories, (E) Expense Categories or (S) System to allow the system determine the report format (recommended option).
HR Reports		

Key Date	R	Defaults to today's date. Leave as is. If another pay run has occurred after the month chosen for reporting, the most recent HR Payroll Reserves Overdraft will be run regardless of Key Date entered.
Org. unit	O	Enter the HRIS organizational unit number to receive the HR Data Verification Report for your department.
Other Reports		
Doc Threshold Amt	O	Enter a dollar value. This will exclude all transactions below this dollar value in the Financial Transaction Exception Report. **Hint:** In order to reduce the transactions reported, the larger the hierarchy area or expenditure budgets is, the larger the threshold dollar value should be.
F&S Customers	O	Enter the F&S customer to receive the month-end F&S reports. Click on ▣ to limit the F&S reports by either including or excluding single F&S customer numbers and/or ranges.

Click on the All Reports tab to select the desired month-end reports.

Field Name	Req./Opt./Dep.	Description of Field Content
Report Selection		
ALL	O	All available month-end reports

FINANCIAL	O	**Statement of Accounts (CFCs & Non-Res)** **Monthly PI Report - All Sponsors** **F&S Customer Statement** **Payroll Distribution Report** **Telecom Billing - Extension Detail Statement**
HR_REPORTS	O	**HR Payroll Reservation Overdrafts** **HR Data Verification Report**
MANAGEMENT	O	**List of Payments** **Financial Transaction Exceptions** **Cheques Payable to Person Processing Payment** **HR:New Hire/Termination by Top level FC** **HR:Payroll Exception Reports**
	R	Click on [⊕ Submit Reports] to execute the program.

The values entered the last time the program was run by the user will be the default values for all fields except for the F&S Customer Number.
Step 3. Determine when these reports are to be printed and submit the reports for execution.
PRINTING
If print immediately was not selected, access the spool list to schedule your print job. Each report will have a unique spool created. Please note that spool files do not retain drill down functionality.
Printing Reports from AMS Background Jobs
Creating Variants for the Month-End reports in the background

End of Procedure.

Resources Information

Financial Accountability