

Financial Services Department

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Total Funding by Funds Center

When to Use

The report provides a real time view of budgets, commitments, actuals and funds available for a single funds center and any funds associated with that funds center that have financial activity.

Report Functionality

- provides a real summary of a single funds center and any funds associated with that funds center
- Drill down functionality is available to the document level.
- Note: funds center shows current fund shows total fund view.

Report Output - Financial Information Available

▶ Commitment Item ▶ Budget ▶ Commitment ▶ Actual ▶ Total Commitment & Actual ▶ Funds Available

Detailed Procedures

Access the transaction using:

Menu	<i>Accounting >> Funds Management >> Information System >> Funds Management(U of T Reports) >> Financial Summary Reports >> Total Funding: FC</i>
Transaction code	ZFM3

Selection screen:

Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
CF Center	R	Enter the Funds Center (FC) number. The FC can be either an operating FC (100xxx) or a PI Funds Center (2xxxxx) that you wish to report on. All funds associated with the FC will be automatically included in the report.
Budget-version	O	Version '0' is the current budget 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.
Commitment item category	R	There are two options for this report. The default is 'Expenditures' This option will provide information on all expenditures only. You can also choose to run this report on all revenues by clicking on the 'Revenue' button. The report will provide information on revenue only.
Date as at	O	This report defaults to the current date, however, you can enter a date here, and the report will include all funds that were open/active as at that date.

Click on  to execute the report.

Output Screen: Summary

The report that is displayed depends on the selection criteria used, and the options chosen.

Fund centre/ Funds	Budget	Commitments	Actuals	Total Commit/ Actuals	Funds available
* 100409	6,705,674.00	13,619.41	814,195.33	827,814.74	5,877,859.26
300895 FLINSTONE PRZ 01.05.1995 / 01.01.2999	647.62	0.00	584.46	584.46	63.16
300896 RUBBLE SCHP 01.05.1995 / 01.01.2999	25,424.47	0.00	22,631.91	22,631.91	2,792.56
300897 FLINSTONE, WIL SCHP 01.05.1995 / 01.01.2999	9,090.47	0.00	8,167.54	8,167.54	922.93

Icon	Description of Icon
	Click on a fund that you would like more information on, and then click on this button. It will drill down in a detailed view of the fund, showing a breakdown by commitment item where applicable.
	To print the report, click on this button.
	Click on the left or right button will move the screen display horizontally.
	To download the report into Excel, please click on this button.

Report Data

This section will review the details of the actual report. The columns are the same for either the expenditures or revenues commitment item categories.

Field Name	Description of Field Content
Fund centre/ Funds	The fund centre entered on the selection screen will appear here, if any financial activity exists. Any funds associated with that fund centre will be included in the report, and the fund number, full name, start and end date will be displayed in this column.
Budget	The budget, based on the budget version entered on the selection screen will be displayed here. Funds center will show current fiscal year, funds center/fund combination will show total fund view.
Commitments	The total value of any outstanding purchase orders, salary or manual reserves will be shown here.
Actuals	The total value of all the financial transactions is shown here.
Total Commit/Actuals	The sum of all commitments and actuals are shown here.
Funds Available	The value here is the difference between the budget amount and the sum of all commitments and actuals. This represents the funds currently available for spending.

Drill Down Functionality

If you double click on any of the line items, or click on a line and then the 'Commit. Item' button, the detailed screen will be displayed.

The screenshot shows a web application window titled 'Total Funding: FC'. The window has a menu bar with 'System' and 'Help', and a toolbar with various icons. Below the toolbar, there are buttons for 'Choose', 'Print', 'Left', and 'Right'. The main content area displays 'University of Toronto' and 'Total Funding: FC'. On the right side, there are fields for 'Page', 'Program', 'User', 'Date', and 'Time'. Below this, there is a box containing the following information:

FM area: UOFT CF centre: Fiscal Year: 2004
 Budget-version: 0 Funds: "As At" date: 18.06.2003
 CF centre: 100409 Training CFC
 Commitment item category: Expenditures

Below this box is a table with the following data:

Commitment item	Budget	Commitments	Actuals	Total Commit/Actuals	Funds available
EXPENSE-S	6,705,674.00	13,619.41	814,195.33	827,814.74	5,877,859.26

This screen provides all the same information that was displayed in the summary page for the selected fund.

Drill Down Functionality

From this screen, you can either double click on a line item, or select the line and click on 'Choose.' This function will take you to the third level of detail on the Funding: FC Area report, which is the Funding:FC or Fund report. To view the Funding:FC or Fund Report, please click [here](#).

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