University of Toronto

Divisional Income Statement

When to Use:

This report provides the user with a customized year to date view of the revenue and expense activity for one or more cfc accounts in addition to providing summary totals of revenue and expense budgets (original and current) and commitments.

To ensure optimum performance, it is recommended that this report is run in FIORI Launchpad Reporting.

Report Functionality:

- Report output is defined by the user in that general ledger account balances are summarized and presented in accordance with user defined account groupings

- Report output will contain user defined column headings for each account grouping created

- Report can be run for one or more cfc accounts or by hierarchy grouping; if report is run by hierarchy, the user can select the level of summarization of the financial information based on hierarchy levels

- Report output contains both original and current budget totals for revenue and expenses and calculates variances between total budget and total actual/commitments for total revenues and total expenses

- Drilldown capability to budget, actual and commitment line item transactions.

- This report can be downloaded into Excel for further analysis.
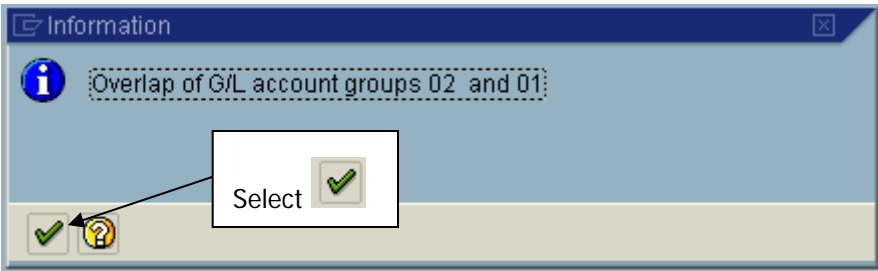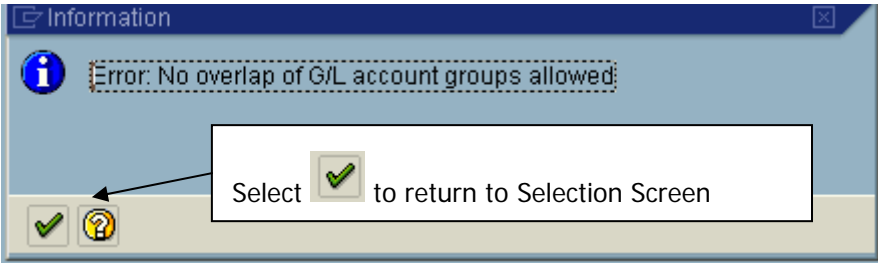
Detailed Procedures

Access the transaction using:

Menu	Accounting>>Financial Accounting>>Funds Management>>Information Systems>>Funds Management Section (UofT Reports)>>Month-End Reports>>**Divisional Income Statement**
Transaction code	**ZFTR110**

Report Selection Screen:

Selection screen provides up to 10 account groupings for the Income and Expense section of the report

Field Name	Required (R) / Optional (O)	Description of Field Content
FM area	R	UOFT – Defaults
CF center	R	Enter the Funds Center (CFC) number. The CFC can be either a departmental CFC (10xxxx) or a PI CFC (2xxxxx). If reporting on multiple CFC accounts use the button to list the additional CFCs but enter **after** the Month and Calendar Year is selected as all required fields must be entered first.
PI Accounts	R	Select how PI account activity should be reported by indicating the following: **Include** *OR* **Exclude** *OR* **Only**
Include hierarchy	O	Checking this box indicates that you want to include the financial information for all subordinate CFC's in the report output.

No. of level	O	If "Include Hierarchy" was selected, you can determine the level of summarization for the financial information presented in the report output by indicating the hierarchy level at which summarization should occur. For example: Level =1; indicates that summarization should occur at the top level in the hierarchy, in the sample above, this would be cfc=104212 Level=3; indicates that financial information will be presented on an individual account basis for all accounts listed at levels 1 & 2 in the hierarchy, and presented on a "summarized" level for all cfc accounts at level 3 (i.e. include financial totals for all subordinate cfc accounts) If "Include Hierarchy" was selected and no level was indicated then financial information for all CFC's in the hierarchy will be listed as individual lines within the report output.
Data at end of selected month:	R	Enter the month and the calendar year; i.e. January 2007
Incomes GL accounts Group 1- 10 GL accounts Group 1- 10 Description *Expenses* GL accounts Group 1- 10 GL accounts Group 1- 10 Description	R	Enter the General Ledger account number(s)* that you want to report as "Income" in one or more of the Group lines. For each General Ledger account group a text description should be entered as this will appear as the column header in the report output. If no description is entered, the column heading will be blank. Enter the General Ledger account number(s)* that you want to report as "Expense" in one or more of the Group lines. For each General Ledger account group a text description should be entered as this will appear as the column header in the report output. If no description is entered, the column heading will be blank. * *If general ledger account is used in more than one column, system will display error message (displayed below) noting overlap of G/L accounts and will not proceed until duplication is corrected;* Information — Overlap of G/L account groups 02 and 01 — Select ✓ Information — Error: No overlap of G/L account groups allowed — Select ✓ to return to Selection Screen

Click on 🕒 button to execute.

Report Output Screen:

If you click on this button [**i** Selections], you will get a summary listing of the selection criteria entered on the Selection Screen and used to create the report output displayed.

Standard Columns

University of Toronto · Divisional Income Statement · Date: 26.07.2006
FM area: UOFT · Time: 12:05:41
CF center: 104212 · Name: ZFTR110(RPT)
Data at end of selected month: June/2006 · User: MACINSUZ

User defined

Number of " * " indicates the level of the CFC within the hierarchy. In this report output, level 3 or " *** " represents the summarization level and therefore any amounts reported for these CFC accounts will include the financial information of any subordinate CFC accounts

Use the scrollbar to go left and right or up and down to see details of the report that you requested on the selection

Online Report Output: Standard Columns

The following chart contains a description of the contents of the *Standard Columns* provided as part of the report output. The *User Defined* columns will contain the financial information grouped and summarized in accordance with the selection screen criteria. Each column will have a total at the bottom of the report.

Field Name	Description of Field Content
CF Center	Lists the CFC for which the financial information is being presented. If "include hierarchy" was selected, then the level in the hierarchy will be indicated by the number of " * " listed beside the CFC number, otherwise, a single " * " will be listed beside the CFC number.
CFC Name	CFC name
Original Income Budget	Reflects the annual budget allocation as processed as part of the central planning and budget process and processed as Version 1. (Drilldown available to Budget /Actual Comparison Report - Version 1)
Current Income Budget	Reflects the "as at" current budget position; includes the original budget plus or minus any budget adjustments processed as carryforward, supplements, returns or transfers. (Drilldown available to Budget /Actual Comparison Report - Version 0)
Total Actual Income	Sum of the user defined Income column amounts.
Income Variance	Calculated difference between the amounts reported in the Current Income Budget and Total Actual Income columns.
Original Expense Budget	Reflects the annual budget allocation as processed as part of the central planning and

	budget process and processed as Version 1. (Drilldown available to [Budget /Actual Comparison Report](#) - Version 1)
Current Expense Budget	Reflects the "as at" current budget position; includes the original budget plus or minus any budget adjustments processed as carryforward, supplements, returns or transfers. (Drilldown available to [Budget /Actual Comparison Report](#) - Version 0)
Commitments	"As at" total of outstanding commitments; including purchase orders, purchase requisitions, payroll reserves or manual reserves. (Drilldown available to Commitment Line Items report)
Total YTD Actual Expenses	Sum of the user defined Expense column amounts.
Commitment & Actual YTD Expense	Calculated amount reflecting the sum of the amounts reported in the Total YTD Actual Expenses and Commitments.
Expense Variance	Calculated amount reflecting the difference between the amounts reported in the Current Expense Budget and Commitment & Actual YTD Expense columns.
Original Budget net Expenses	Original Income Budget plus Original Expense Budget = Net Original Expense budget
Current Budget net Expenses	Current Income Budget plus Current Expense Budget = Net Current Expense budget
Actual net Expenses (Income)	Calculated amount reflecting the sum of the amounts reported in the Total Actual Income and the Commitment & Actual YTD Expenses column
Net Expenses (Income) Variance	Calculated amount reflecting the sum of the amounts reported in the Income Variance and Expense Variance columns.

Online Report Output: Drilldown Functionality

The financial details supporting the summary CFC totals can be accessed by double clicking within the appropriate column of the specific CFC listed in the online report through the following supporting reports:

Column Heading	Financial details provided through the following reports:
Original Income/Expense Budget	**Budget/Actual Comparison Report –Version 1**
Current Income/Expense Budget	**Budget/Actual Comparison Report –Version 0**
Commitments	**Commitment Line Items**
User Defined columns (i.e. G/L groupings)	**FI Postings: Line Items by Document Number (w/addnal flds)**

An example of the drill down results after double clicking within the "Original Budget" column (either Income or Expense) for cfc = 101538:

**	101538			491,422-	491,422-	0	0	491,422-	8,364,775
**	103758			0	0	0	0	0	0
**	104082			0	0	0	0	0	0
**	104083			0	0	0	0	0	0
**	100430			0	0	0	0	0	0
*				491,422-	491,422-	18,226-	18,226-	473,196-	8,670,110

Screen output of drilldown of Original Income Budget & Original Expense Budget

SAP R/3

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03.08.2006   Budget/actual comparison

FM area: UOFT   University of Toronto
Funds center: 101538
Budget version: 1   Budget version 1
Period: 000/2007-015/2007
Currency: All   Display in CAD

Item	Budget	Banked/Clear	Variance
Revenues	491,422.00-		491,422.00-
REVENUE-S	491,422.00-		491,422.00-
ENDOW-DIST	79,531.00-		79,531.00-
INT-REC-S	411,891.00-		411,891.00-
IN-SAL-REC	308,249.00-		308,249.00-
IN-BEN-REC	69,356.00-		69,356.00-
IN-EXP-REC	34,286.00-		34,286.00-
Expenditure	8,364,775.00		8,364,775.00
EXPENSE-S	8,364,775.00		8,364,775.00
COMPENS-S	8,264,250.00		8,264,250.00
HRIS-APPT	6,746,327.00		6,746,327.00
HRIS-NOAPP			
HRIS-BEN	1,517,923.00		1,517,923.00
EQUIP-S			
EQUIPMENT			
SUPPL-S	100,525.00		100,525.00
SUPPLIES	100,525.00		100,525.00
SERVICES			
TELEPHONE			
POSTAGE			
TRAVEL-S			
TRAVEL			

Downloading report to Excel:

This report can be downloaded into an Excel spreadsheet for further sorting, filtering, analysis, etc.

To download the report, click on [Excel] and the report will be downloaded into an excel spreadsheet.

The selection criteria will always be listed in the first 2 columns of the download and the report details will be loaded in columns 5 and onward.

	A	B	C	D	E	F	G	H
1	Selection	From	To			CF Center	CF Name	Orig Inc Budget
2	FM area	UOFT			* 104201	104201	Test CFC	0
3	CF center area	104201			** 104207	104207	Test CFC	0
4	Exclude PI accounts	X			*** 104209	104209	Test CFC	0
5	Include hierarchy	X			*** 104224	104224	Test CFC	0
6	No. of level	6			**** 104294	104294	Test CFC	0
7	Data at end of selected month:	May-05			**** 104302	104302	Test CFC	0
8	Incomes - GL Group 1	703000			**** 104303	104303	Test CFC	0
9		701400			**** 104304	104304	Test CFC	0
10		701630			*** 104301	104301	Test CFC	0
11	Incomes - GL Group 2	735000			*** 101543	101543	Test CFC	0
12		736000			*** 103455	103455	Test CFC	-23671
13	Incomes - GL Group 3	790103			*** 104081	104081	Test CFC	0
14	Incomes - GL Group 4	738320			*** 101542	101542	Test CFC	0
15		798350			*** 100443	100443	Test CFC	-25900
16		738300			** 104212	104212	Test CFC	0
17	Incomes - GL Group 5	799131			*** 104214	104214	Test CFC	0
18	Incomes - GL Group 6	799040			*** 104217	104217	Test CFC	0
19	Incomes - GL Group 7	700000	701399		*** 104218	104218	Test CFC	0
20		701401	701629		*** 104220	104220	Test CFC	0
21		701631	702999		*** 104225	104225	Test CFC	0
22		703001	734999		**** 104295	104295	Test CFC	0
23		735001	735999		**** 104307	104307	Test CFC	0
24		736001	738299		**** 104308	104308	Test CFC	0
25		738301	738319		**** 104309	104309	Test CFC	0
26		738321	790102		**** 104310	104310	Test CFC	0
27		790104	798349		**** 104311	104311	Test CFC	0
28		798351	799039		**** 104312	104312	Test CFC	0
29		799041	799130		**** 104313	104313	Test CFC	0
30		799132	799999		**** 104349	104349	Test CFC	0
31	Incomes - GL Group 8	0			*** 104305	104305	Test CFC	0
32	Incomes - GL Group 9	0			*** 104306	104306	Test CFC	0

End of procedure.