

**Work Instruction**

**Budget Movement Report for Funds**

**ZFTR055\_FUN  
DS**

**When to Use**

This report is used to view the budget activity and totals for Funds.

**Report Functionality**

- Report can be run for individual or multiple Funds associated with an individual or multiple Funds Centers, and can be restricted by: Funds number, Funds Classification, Active Funds, Sponsor, Commitment Item or budget transaction date.
- Provides a summary display of budget activity based on budget transaction type (i.e. Original Budget, Supplements, Returns, Transfers Sent, Transfers Received and Released) or an optional line item detail display.
- Drill down functionality allows users to see budget line items that support the summary total.
- Report can be sorted, sub-totaled, filtered and downloaded to Excel Following link details the Line Item Functionality  
<http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf>

**Report Output**

**Summary View**

- Funds Center
- Fund
- Commitment Item
- Fund Class
- Commitment Type
- Availability Control
- Sponsor
- Fund End Date
- Original Budget
- Supplements
- Returns
- Transfers Sent
- Transfers Received
- Carryforward
- Other
- Total Budget
- Released Budget

**Line item detail View**

- Entry Document
- Line
- Year
- Budget Type
- Funds Center
- Fund
- Amount in Local Currency
- User
- Created On
- Document Text
- Text

#### Menu Path

Use the following menu path(s) to begin this transaction:

**Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Budget Analysis Reports >> Budget Movement Report for Funds**

#### Transaction Code

**ZFTR055\_FUNDS**

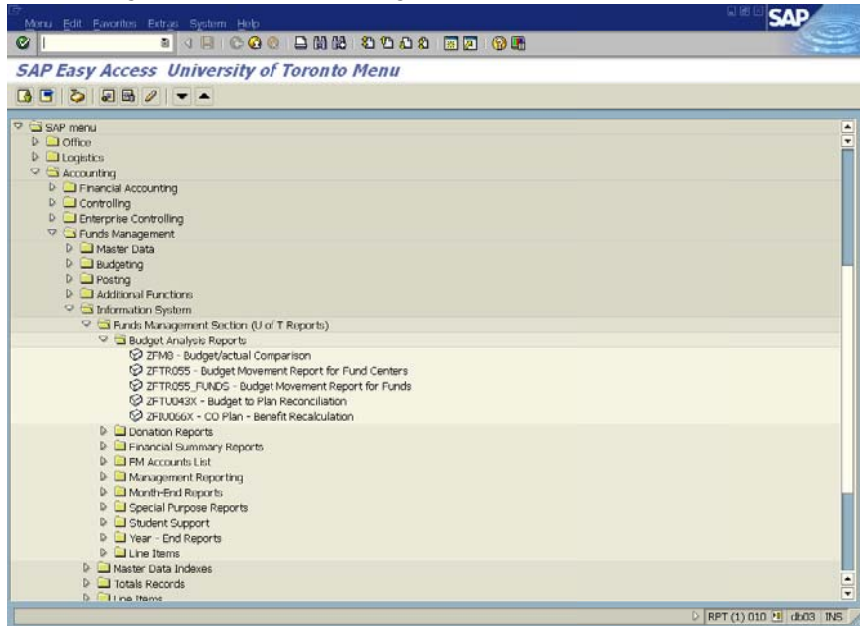
#### Helpful Hints

This report is only used to report on Funds. To report on Funds Centers use the Budget Movement Report for Funds Centers. The QRG for ZFTR055 can be found at the following link:  
<http://finance.utoronto.ca/wp-content/uploads/2015/10/budgetmoverptfc.pdf>

## Detailed Procedure

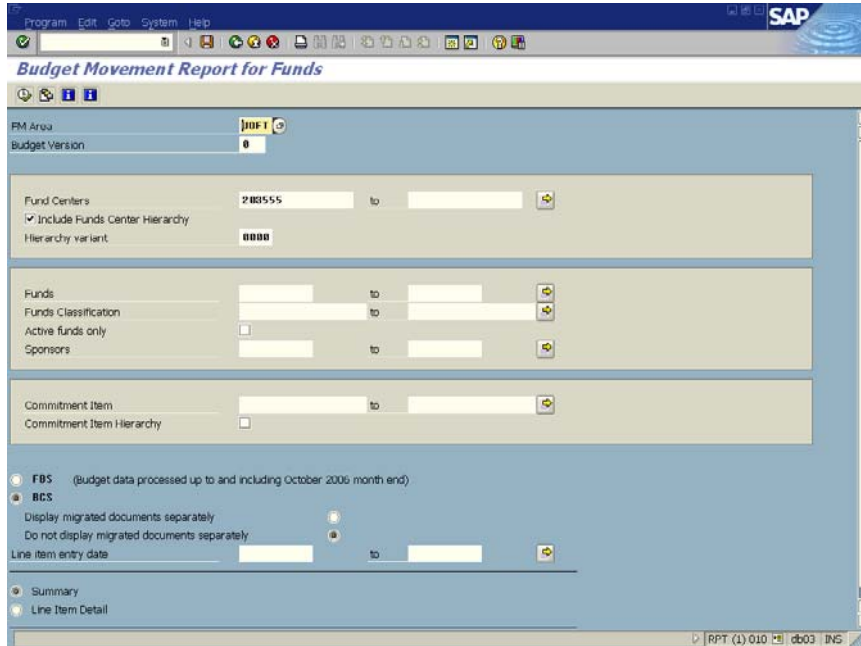
1. Start the transaction using the menu path or transaction code.

### SAP Easy Access University of Toronto Menu




2. Double-click  ZFTR055\_FUNDS - Budget Movement Report for Funds .




### Budget Movement Report for Funds



3. Complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
FM Area	Required	Defaults to UofT.
Budget Version	Required	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. If the field is left blank, the report will default to version zero.   For a Fund the Version "1" reflects the budget at the beginning of the fiscal year selected. This is not necessarily the original budget of the entire Fund as a Fund can be over several fiscal years.
Funds Center	Required	A six digit code, starting with "1" or "2" used to record the funding and spending transactions for financial activity reported on a fiscal year basis. (i.e. operating, ancillary, etc.)



Field Name	Required/ Optional/ Conditional	Description
Include Funds Center Hierarchy	Optional	Checking this box indicates that you want to include all the FC's that are listed below the parent account.
Funds	Optional	Enter the Fund(s) to be reported on.  Leaving the fund field blank will include all funds.
Funds Classification	Optional	FIS code used to distinguish and identify between Research, Trust and Capital Fund.
Active funds only	Optional	Check box to include only active funds.  Funds are considered inactive when they are classified as inactive, not based on fund end date.
Sponsors	Optional	Enter sponsor number(s) to report on.  Leaving the fund field blank will include all sponsors.
Commitment Item	Optional	An alphabetic code used to (1) group similar g/l accounts for summary reporting purposes; i.e. Supplies and (2) segregate budget dollars for special purpose spending; i.e. EXP-UTFA, SPECIALS, etc. within a Funds Center or Fund. Defaults based on G/L account used, maybe overwritten.
Commitment Item Hierarchy	Optional	Checking this box indicates that you want to include all the CI's listed below this level.
FBS	Conditional	Former Budget System. Select if historical (pre-upgrade, i.e. documents processed up to and including October 2006 month end) budget details/totals are required.
BCS	Conditional	Budget Control System. This is the default selection for all reports. This will give budget totals as at October 2006 month end and onwards.
Display Migrated Documents Separately	Conditional	Selecting this displays the migrated budget documents in a separate column (Fiscal Year 2007 only).
Do not display Migrated Documents Separately	Conditional	Selecting this includes the migrated budget documents in the standard budget columns (Fiscal Year 2007 only).
Line item entry date	Optional	Document entry date.

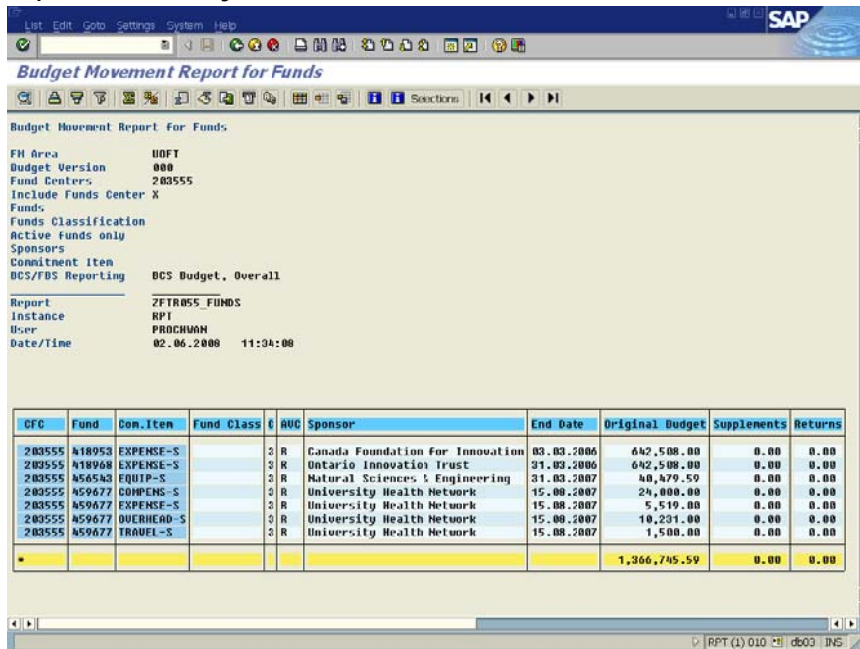
Field Name	Required/Optional/Conditional	Description
Summary	Conditional	Selecting this will provide the user with a summarized view of all transactions.
Line Item	Conditional	Selecting this will provide the user with a view of all individual transactions.

4. Click 

Report Layout Options: [A.\) Summary View](#)

[B.\) Line item detail View](#)

### A.) Summary View



The screenshot shows the SAP 'Budget Movement Report for Funds' interface. It includes a menu bar (List, Edit, Goto, Settings, System, Help) and a toolbar with various icons. The main content area displays report parameters and a data table.

Report Parameters:

- FH Area: 00FT
- Budget Version: 000
- Fund Centers: 203555
- Include Funds Center X
- Funds Classification
- Active Funds only
- Sponsors
- Commitment Item
- BCS/FDS Reporting: BCS Budget, Overall
- Report: ZFTR055\_FUNDS
- Instance: RPI
- User: PROCHUAN
- Date/Time: 02.06.2008 11:04:08

CFC	Fund	Com.Iten	Fund Class	€ AUC	Sponsor	End Date	Original Budget	Supplements	Returns
203555	A18953	EXPENSE-S		3 R	Canada Foundation for Innovation	03.03.2006	642,508.00	0.00	0.00
203555	A18968	EXPENSE-S		3 R	Ontario Innovation Trust	31.03.2006	642,508.00	0.00	0.00
203555	A56543	EQUIP-S		3 R	Natural Sciences & Engineering	31.03.2007	40,479.59	0.00	0.00
203555	A59677	COMPENS-S		3 R	University Health Network	15.08.2007	24,000.00	0.00	0.00
203555	A59677	EXPENSE-S		3 R	University Health Network	15.08.2007	5,519.00	0.00	0.00
203555	A59677	OVERHEAD-S		3 R	University Health Network	15.08.2007	10,231.00	0.00	0.00
203555	A59677	TRAVEL-S		3 R	University Health Network	15.08.2007	1,500.00	0.00	0.00
*							1,366,745.59	0.00	0.00

Column	Description
CFC	Commitment Funds Center number
Fund	Fund number
Com. Item	Commitment Item name
Fund Class	Fund Classification

Column	Description
C	Commitment Item Category. 2 - Revenue 3 - Expense
AVC	Funds Availability Control O – Overall Budget R – Released Budget
Sponsor	Sponsor Name
End Date	Fund End Date
Original Budget	Represents the initial set-up of funds when the fund was awarded often corresponding with grant year.
Supplements	Budget supplements.
Returns	Budget Returns
Transf. Sent	Budget transfers sent
Transf. Rec'd	Budget transfers received
Carryforward	Carryforward budget received or sent.
Total Budget	Total of all budget transactions.
Released Budget	Total budget released and available for spending for Research Funds.



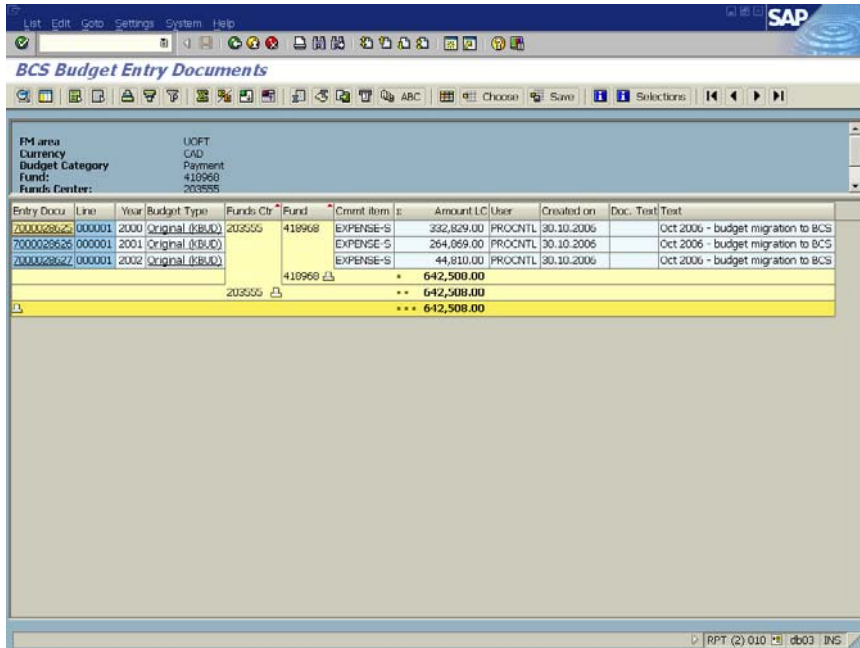
Report can be edited (sorted, sub-totaled, filtered etc.) using the icons on the reporting tool bar at the top of the report. For details on Line Item Functionality click:  
<http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf>

### Drill Down Functionality

To drill down and see the supporting budget document line items, double click on any budget amount or total.

**Example:** Double-click 642,508.00

### BCS Budget Entry Documents

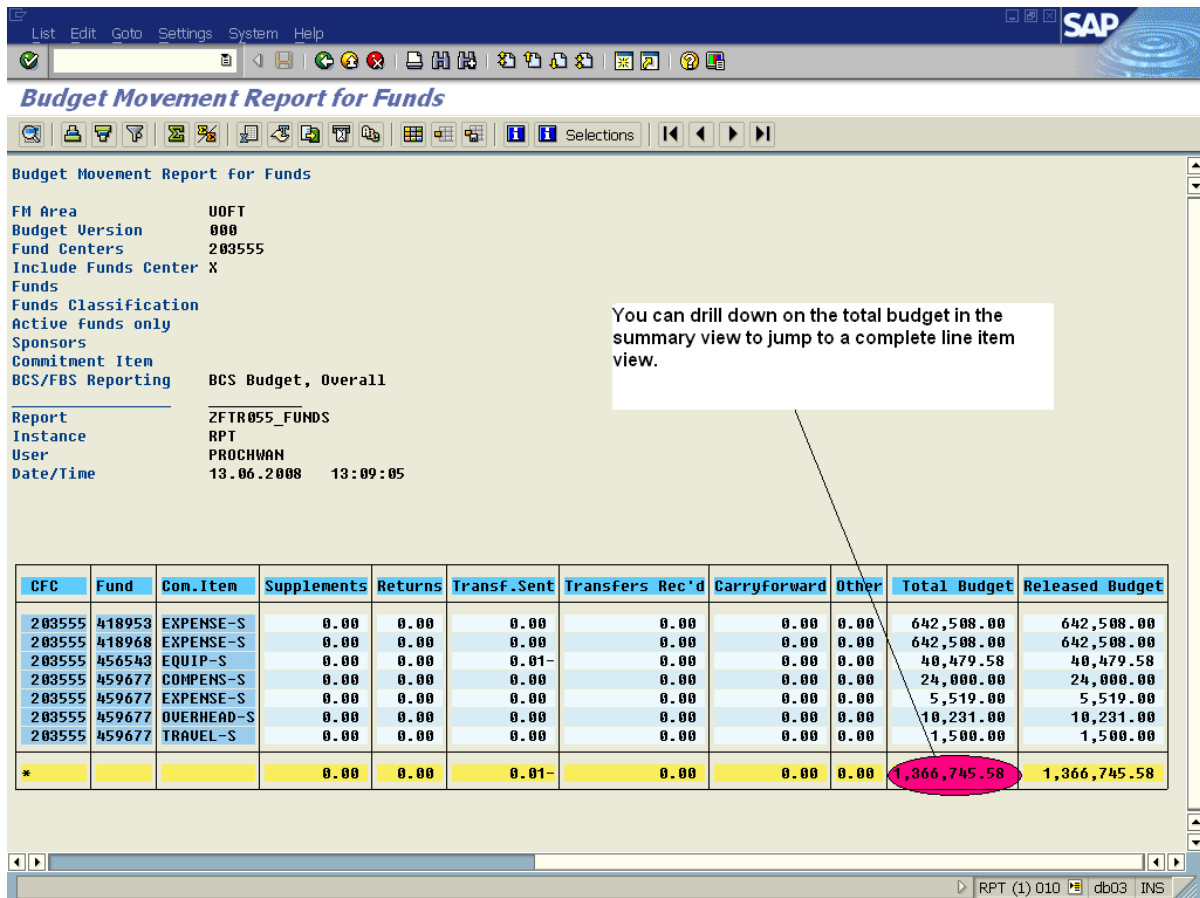


The screenshot shows the SAP BCS Budget Entry Documents interface. The main window displays a table of budget entries. The table has the following columns: Entry Docu, Line, Year, Budget Type, Funds Ctr, Fund, Cment Item, Amount LC, User, Created on, Doc, Text, and Test. The data is as follows:

Entry Docu	Line	Year	Budget Type	Funds Ctr	Fund	Cment Item	Amount LC	User	Created on	Doc	Text	Test
2000028922	000001	2000	Original (0BUD)	203555	410968	EXPENSE-S	332,829.00	PROCNL	30.10.2006		Oct 2006 - budget migration to BCS	
2000028922	000001	2001	Original (0BUD)			EXPENSE-S	264,069.00	PROCNL	30.10.2006		Oct 2006 - budget migration to BCS	
2000028922	000001	2002	Original (0BUD)			EXPENSE-S	44,810.00	PROCNL	30.10.2006		Oct 2006 - budget migration to BCS	
					410968		642,508.00					
				203555			642,508.00					
							642,508.00					

The total amount of 642,508.00 is highlighted in yellow in the original image.





**Budget Movement Report for Funds**

FM Area: UOFT  
Budget Version: 000  
Fund Centers: 203555  
Include Funds Center X  
Funds  
Funds Classification  
Active funds only  
Sponsors  
Commitment Item  
BCS/FBS Reporting: BCS Budget, Overall

Report: ZFTR055\_FUNDS  
Instance: RPT  
User: PROCHWAN  
Date/Time: 13.06.2008 13:09:05

You can drill down on the total budget in the summary view to jump to a complete line item view.

CFC	Fund	Com.Item	Supplements	Returns	Transf.Sent	Transfers Rec'd	Carryforward	Other	Total Budget	Released Budget
203555	418953	EXPENSE-S	0.00	0.00	0.00	0.00	0.00	0.00	642,508.00	642,508.00
203555	418968	EXPENSE-S	0.00	0.00	0.00	0.00	0.00	0.00	642,508.00	642,508.00
203555	456543	EQUIP-S	0.00	0.00	0.01-	0.00	0.00	0.00	40,479.58	40,479.58
203555	459677	COMPENS-S	0.00	0.00	0.00	0.00	0.00	0.00	24,000.00	24,000.00
203555	459677	EXPENSE-S	0.00	0.00	0.00	0.00	0.00	0.00	5,519.00	5,519.00
203555	459677	OVERHEAD-S	0.00	0.00	0.00	0.00	0.00	0.00	10,231.00	10,231.00
203555	459677	TRAVEL-S	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
*			0.00	0.00	0.01-	0.00	0.00	0.00	1,366,745.58	1,366,745.58

RPT (1) 010 clb03 INS

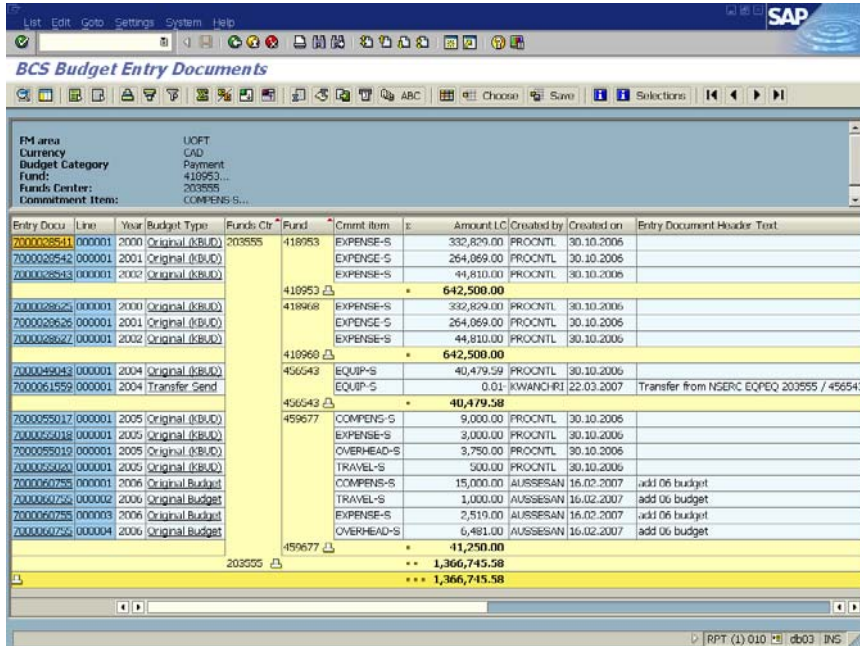


Double click on the Total Budget Amount \$1,366,745.58 to go to [Line item detail View](#) directly without existing the report.

OR

To see the entire report as a line item view initially rather than drilling down, choose Line Item instead of Summary on the initial screen to get the following view:

## B.) Line Item View

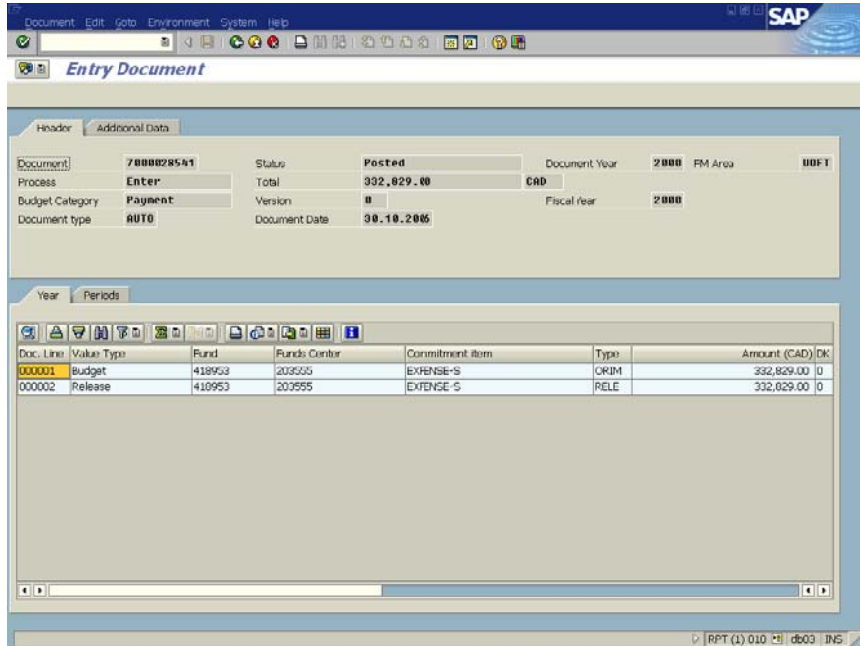


Entry Docu	Line	Year	Budget Type	Funds Ctr	Fund	Credit Item	Amount LC	Created by	Created on	Entry Document Header Text
7000028541	000001	2000	Original (0BUD)	203555	418953	EXPENSE-S	332,829.00	FROCNLT	30.10.2006	
7000028542	000001	2001	Original (0BUD)			EXPENSE-S	264,069.00	FROCNLT	30.10.2006	
7000028543	000001	2002	Original (0BUD)			EXPENSE-S	44,810.00	FROCNLT	30.10.2006	
					418953		642,508.00			
7000028525	000001	2000	Original (0BUD)		418968	EXPENSE-S	332,829.00	FROCNLT	30.10.2006	
7000028526	000001	2001	Original (0BUD)			EXPENSE-S	264,069.00	FROCNLT	30.10.2006	
7000028527	000001	2002	Original (0BUD)			EXPENSE-S	44,810.00	FROCNLT	30.10.2006	
					418968		642,508.00			
7000049043	000001	2004	Original (0BUD)		456543	EQUIP-S	40,479.58	FROCNLT	30.10.2006	
7000051559	000001	2004	Transfer Send			EQUIP-S	0.01	KWANCHR	22.03.2007	Transfer from NSERC EQPEQ 203555 / 456543
					456543		40,479.58			
7000059017	000001	2005	Original (0BUD)		459677	COMPENS-S	9,000.00	FROCNLT	30.10.2006	
7000059018	000001	2005	Original (0BUD)			EXPENSE-S	3,000.00	FROCNLT	30.10.2006	
7000059019	000001	2005	Original (0BUD)			OVERHEAD-S	3,750.00	FROCNLT	30.10.2006	
7000059020	000001	2005	Original (0BUD)			TRAVEL-S	500.00	FROCNLT	30.10.2006	
7000059021	000001	2006	Original Budget			COMPENS-S	15,000.00	AUSSESAN	16.02.2007	add 06 budget
7000059022	000002	2006	Original Budget			TRAVEL-S	1,000.00	AUSSESAN	16.02.2007	add 06 budget
7000059023	000003	2006	Original Budget			EXPENSE-S	2,519.00	AUSSESAN	16.02.2007	add 06 budget
7000059024	000004	2006	Original Budget			OVERHEAD-S	6,481.00	AUSSESAN	16.02.2007	add 06 budget
					459677		41,250.00			
							1,366,745.58			
							1,366,745.58			

To drill down and see a specific budget document, single click on the entry document number.

**Example:** Click on [7000028541](#)

## Budget Document Entry - Header



The screenshot shows the SAP 'Entry Document' interface. The 'Header' tab is active, displaying the following data:

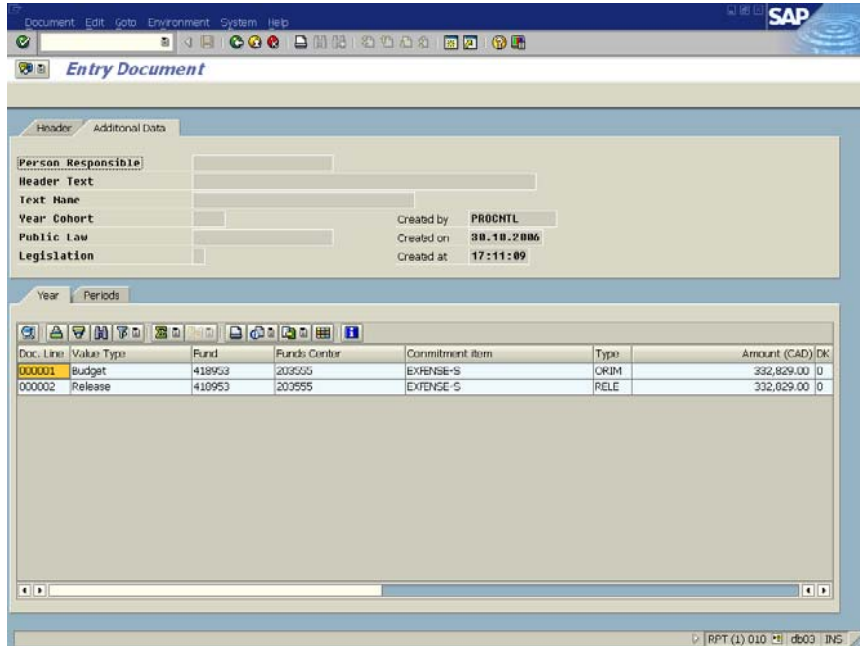
Document	7000028541	Status	Pected	Document Year	2000	FM Area	UOFT
Process	Enter	Total	332,029.00	CAD			
Budget Category	Payment	Version	0	Fiscal Year	2000		
Document type	AUTO	Document Date	30.10.2005				

Below the header, the 'Year' and 'Periods' tabs are visible. A table shows the document lines:

Doc. Line	Value Type	Fund	Funds Center	Commitment Item	Type	Amount (CAD)	DK
000001	Budget	418953	203500	EXPENSE-S	GRIM	332,029.00	0
000002	Release	418953	203555	EXPENSE-S	RELE	332,029.00	0


To see who posted the budget document and the date and time it was posted click on the **Additional Data** tab.

## Budget Entry Document - Additional Data



The screenshot shows the SAP 'Entry Document' interface. The 'Header' tab is active, displaying fields for 'Person Responsible', 'Header Text', 'Text Name', 'Year Cohort', 'Public Law', and 'Legislation'. The 'Year' and 'Periods' tabs are also visible. Below the header, a table lists document lines with columns for Doc Line, Value Type, Fund, Funds Center, Commitment Item, Type, and Amount (CAD) [DK].

Doc Line	Value Type	Fund	Funds Center	Commitment Item	Type	Amount (CAD) [DK]
000001	Budget	418953	203500	EXPENSE-S	GRIM	332,029.00 0
000002	Release	418953	203555	EXPENSE-S	RELE	332,029.00 0

5. Click  to return to the previous screen

## End of procedure

### Resource Information:



Contact our FAST team representative for additional instructions on how to use this function:  
<http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

### Reference Guides:

Line Item Functionality.

<http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf>

ZFTR055\_Budget Movement Report for Funds Center

<http://finance.utoronto.ca/wp-content/uploads/2015/10/budgetmoverptfc.pdf>