

Work Instruction

Funding Funds Center or Fund Report

ZFM1

When to Use

This report displays budget (for Funds Centers, Original Budget is displayed along with Revised Budget); commitments and actuals; and revenue variance/funds available in a single Funds Center or Funds Center/Fund combination. This report can be used to identify budget to actual variances at the commitment item level and allows drill-down to the line item details. The report output is different when run for a Funds Center/Fund versus Funds Center alone.

Report Functionality

- Report can be run for a single Funds Center or Funds Center/Fund combination.
- Real time view of released budget, actuals, commitments, and funds available by commitment item.
- Real time view of Received vs Receivables (Restricted Research Funds only)
- Drill-down functionality to the actual transaction document for budget (Funds Centers only), commitment and actuals by commitment item.
- Financial information for a single fiscal year and individual periods within the fiscal year.
- Overall 'life to date' financial information for Funds Center/Fund combinations.
- Full line-item reporting functionality (Funds Centers only).

Report Output

Report output for the *Funds Center/Fund* view:

- Commitment item
- Released Budget (no drill down)
- Commitments
- Actuals
- Total Commitments/Actuals
- Revenue variance/Funds available

Report output for the *Funds Center* view:

- Commitment item
- Original Budget
- Revised Budget
- Commitments
- Actuals
- Commitments + Actuals
- Revenue Variance/Funds Available

Menu Path

Use the following menu path to run this report:

Accounting → Funds Management → Information System → Funds Management Section (U of T Reports) → Financial Summary Reports → Funding:Funds Center or Fund

Transaction Code

ZFM1

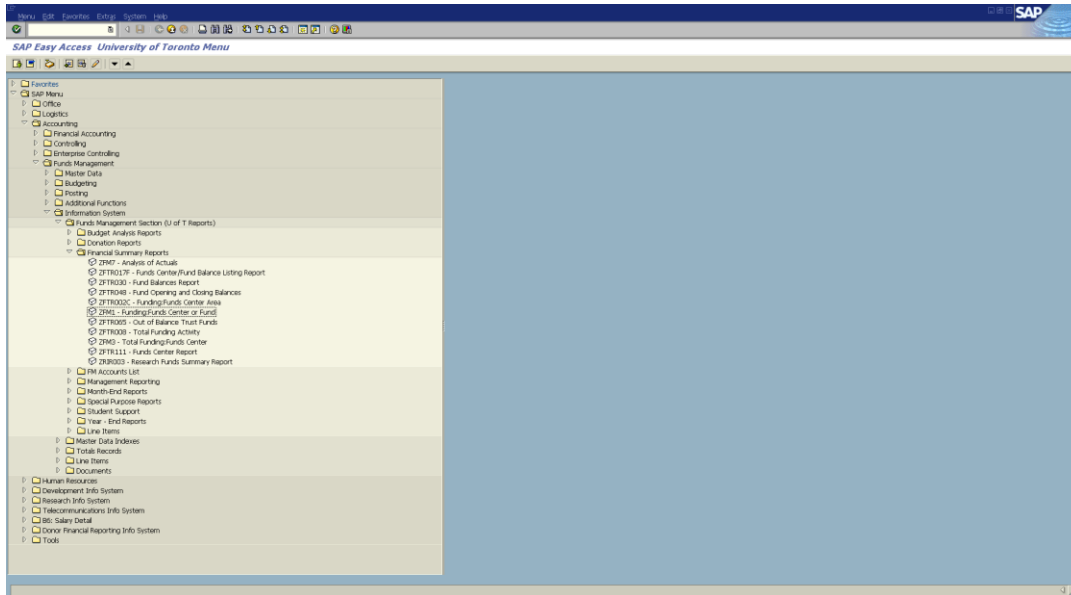
Helpful Hints


- This report provides a quick method for the comparison of actual spending to budget for specific expense categories.
- When this report is executed for a Funds Center (without a Fund) the report output is similar to the report output for the Funds Center Report (ZFTR111) and has similar functionality (i.e. drill-down on budget columns).
- Funds Centers with “Original Budget” funding (i.e. not PI Funds Centers) have the ‘version 0’ (Revised budget) loaded on the same detailed Commitment Item (CI) as the ‘version 1’ (Original budget). This facilitates detailed budget to actual variance analysis and has no impact on the Funds Availability Checking rules.
- For greater reporting flexibility, consider using the Funds Center Report (ZFTR111) when reporting on operating funds.

Detailed Procedure

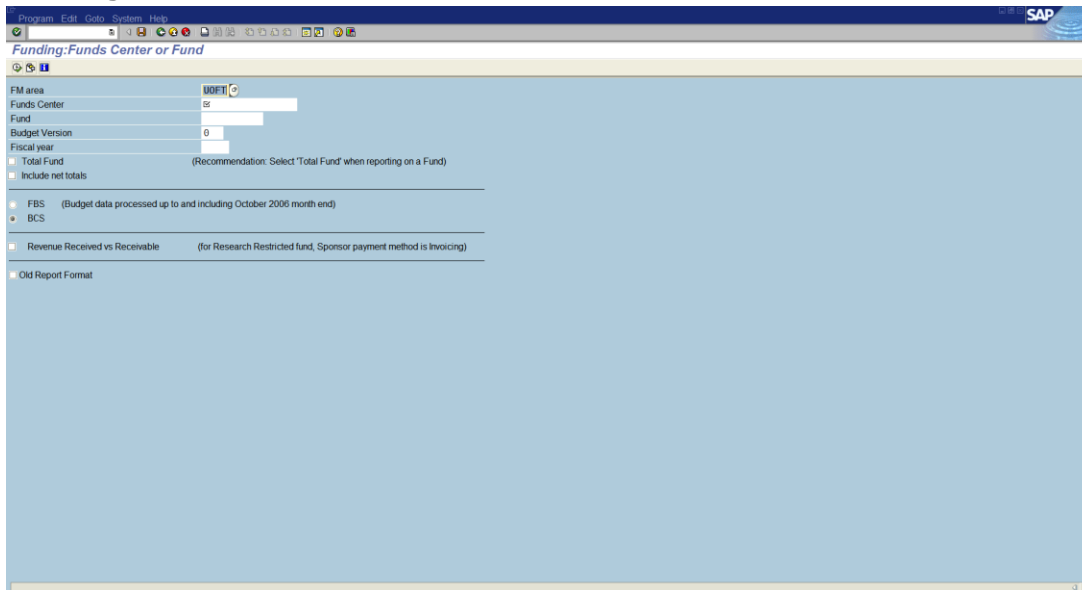
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu



2. Double-click  ZFM1 - Funding: Funds Center or Fund.


Funding: Funds Center or Fund




3. Perform one of the following:

If Funding Source is	Go To
Funds Center and Fund combination	Step 4
Operating Funds Center with Original Budget	Step 8
Operating Funds Center with No Original Budget	Step 14

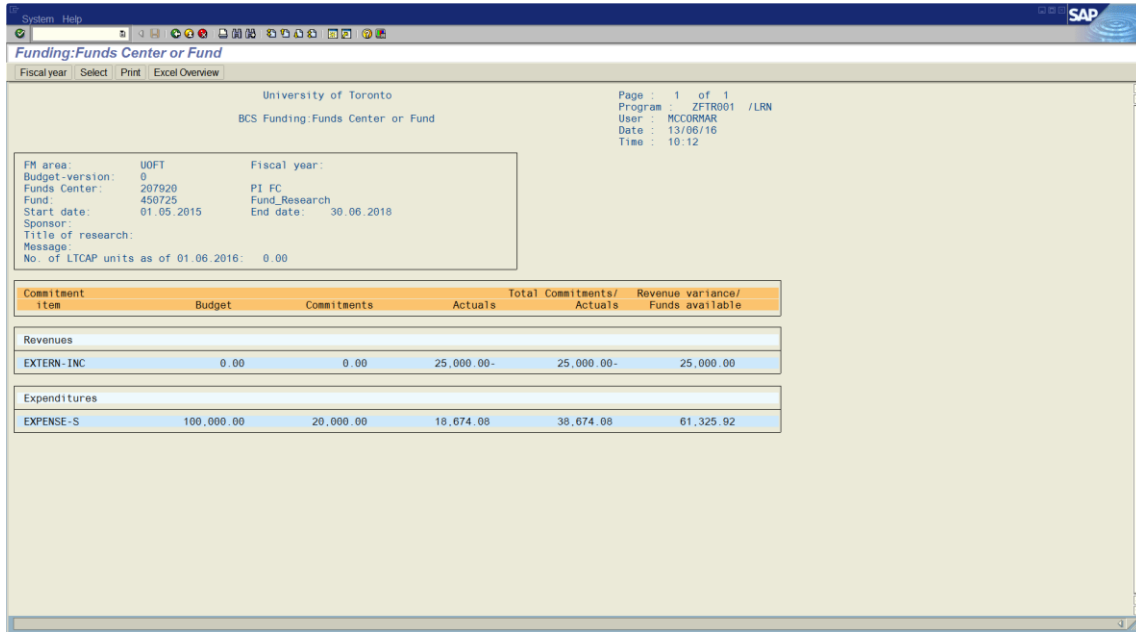
4. **Funds Center/Fund**: Complete the following as required:

Field Name	Required/Optional/Conditional	Description
FM area	Required	Defaults to UofT.
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 (e.g. ancillary and principal investigator (PI)).
Fund	Required	A six digit code, starting with "3" or "4" used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year (e.g. conference and research).
Fiscal year	Conditional	The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as "2012" fiscal year).  Will default to current year if left blank and <i>Total Fund</i> not selected.
Total Fund	Conditional	Includes all transactions over the life of the fund.
Include net totals	Conditional	Click on this button if you wish the report to calculate the net totals for you.

Field Name	Required/Optional/ Conditional	Description
Revenue Received vs Receivable	Conditional	<p>Click on this button if you wish the report to enable the received vs receivable view. Total Fund must also be selected.</p> <p> This Received vs Receivable view is only applicable to a restricted research fund.</p> <p>The received vs receivable view is suitable when the restricted research fund uses Invoicing as the method of payment (Research Accounting Section, UofT must prepare and send an Invoice to the sponsor in order to initiate payment).</p> <p><i>Please note that for research funds sponsored by the Tri-Agencies revenues are posted as cash is received, and therefore the 'Received vs Receivable view' is not advisable.</i></p>

5. Click  to execute report.

Funding:Funds Center or Fund



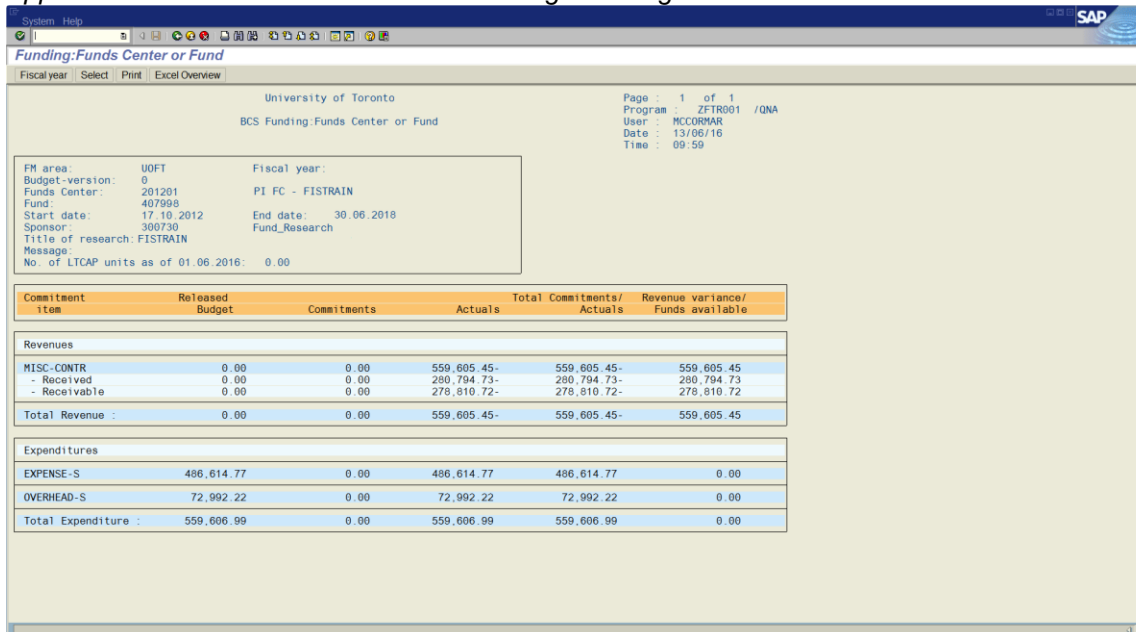
University of Toronto
BCS Funding:Funds Center or Fund

Page : 1 of 1
Program : ZFTR001 /LRN
User : MCCORMAR
Date : 13/06/16
Time : 10:12

FM area: UOFT Fiscal year:
Budget-version: 0
Funds Center: 207920 PI FC
Fund: 450725 Fund_Research
Start date: 01.05.2015 End date: 30.06.2018
Sponsor:
Title of research:
Message:
No. of LTCAP units as of 01.06.2016: 0.00

Commitment item	Budget	Commitments	Actuals	Total Commitments/ Actuals	Revenue variance/ Funds available
Revenues					
EXTERN-INC	0.00	0.00	25,000.00-	25,000.00-	25,000.00
Expenditures					
EXPENSE-S	100,000.00	20,000.00	18,674.08	38,674.08	61,325.92

Funding:Funds Center or Fund with Received vs Receivable enabled *Applicable to Restricted Research Funds using Invoicing*



University of Toronto
BCS Funding:Funds Center or Fund

Page : 1 of 1
Program : ZFTR001 /QNA
User : MCCORMAR
Date : 13/06/16
Time : 09:59

FM area: UOFT Fiscal year:
Budget-version: 0
Funds Center: 201201 PI FC - FISTRAIN
Fund: 407998
Start date: 17.10.2012 End date: 30.06.2018
Sponsor: 300730 Fund_Research
Title of research: FISTRAIN
Message:
No. of LTCAP units as of 01.06.2016: 0.00

Commitment item	Released Budget	Commitments	Actuals	Total Commitments/ Actuals	Revenue variance/ Funds available
Revenues					
MISC-CONTR	0.00	0.00	559,605.45-	559,605.45-	559,605.45
- Received	0.00	0.00	280,794.73-	280,794.73-	280,794.73
- Receivable	0.00	0.00	278,810.72-	278,810.72-	278,810.72
Total Revenue :	0.00	0.00	559,605.45-	559,605.45-	559,605.45
Expenditures					
EXPENSE-S	486,614.77	0.00	486,614.77	486,614.77	0.00
OVERHEAD-S	72,992.22	0.00	72,992.22	72,992.22	0.00
Total Expenditure :	559,606.99	0.00	559,606.99	559,606.99	0.00

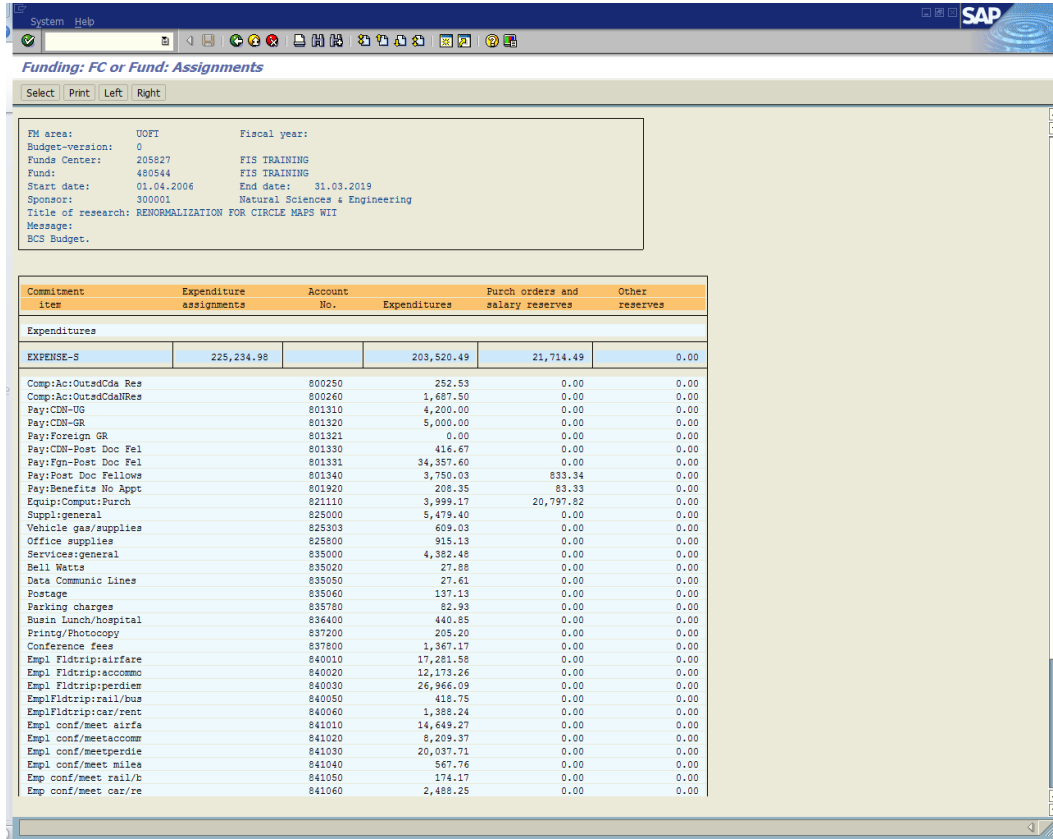
Column Name	Description
Commitment Item	An alphabetic code used to (1) group similar G/L accounts for summary reporting purposes; i.e. Supplies and (2) Identify budget amounts for specific spending purposes. Defaults based on G/L account used, may be overwritten.
Released Budget	Version 0 (Revised budget): The operating budget including all changes processed during the fiscal year. Version 1 (Original budget): The annual operating budget loaded at the beginning of the fiscal year to a Funds Center.
Commitments	Amounts which are reserved in the Funds Center for specific purposes. Includes payroll commitments, purchase orders and manual reserves. Funds available is reduced by the reserved amounts.
Actuals	Realized income or expenses (e.g. the payment of an invoice).
Total Commitments/Actuals	Sum of Commitments and Actuals.
Revenue variances/Funds available	Revenue Variance: Revenue Budget less Actuals. Funds Available: Expense Budget less Commitments + Actuals.

6. Click on any line to drill-down to the g/l summary screen. Drill-down functionality to the document level is available.



Drilldowns are not available on the received and receivable level. Drilldowns are available on the summary level only.

Funding: Funds Center or Fund: G/L Summary level




Funding: FC or Fund: Assignments

Select | Print | Left | Right


FM area: UOFI Fiscal year: 0
Budget-version: 0
Funds Center: 205827 FIS TRAINING
Fund: 480544 FIS TRAINING
Start date: 01.04.2006 End date: 31.03.2019
Sponsor: 300001 Natural Sciences & Engineering
Title of research: RENORMALIZATION FOR CIRCLE MAPS WIT
Message: BCS Budget.

Commitment item	Expenditure assignments	Account No.	Expenditures	Purch orders and salary reserves	Other reserves
Expenditures					
EXPENSE-S	225,234.98		203,520.49	21,714.49	0.00
Comp:Ac:OutsdCda Res		800250	252.53	0.00	0.00
Comp:Ac:OutsdCdanRes		800260	1,687.50	0.00	0.00
Pay:CDN-UG		801310	4,200.00	0.00	0.00
Pay:CDN-GR		801320	5,000.00	0.00	0.00
Pay:Foreign GR		801321	0.00	0.00	0.00
Pay:CDN-Post Doc Fel		801330	416.67	0.00	0.00
Pay:Fgn-Post Doc Fel		801331	34,357.60	0.00	0.00
Pay:Post Doc Fellows		801340	3,750.03	833.34	0.00
Pay:Benefits No Appt		801920	208.35	83.33	0.00
Equip:Comput:Purch		821110	3,999.17	20,797.82	0.00
Suppl:general		825000	5,479.40	0.00	0.00
Vehicle gas/supplies		825303	609.03	0.00	0.00
Office supplies		825800	915.13	0.00	0.00
Services:general		835000	4,382.48	0.00	0.00
Bell Watts		835020	27.88	0.00	0.00
Data Communic Lines		835050	27.61	0.00	0.00
Postage		835060	137.13	0.00	0.00
Parking charges		835780	82.93	0.00	0.00
Busin Lunch/hospital		836400	440.85	0.00	0.00
Printg/Photocopy		837200	205.20	0.00	0.00
Conference fees		837800	1,367.17	0.00	0.00
Empl Fldtrip:airfare		840010	17,281.58	0.00	0.00
Empl Fldtrip:accomm		840020	12,173.26	0.00	0.00
Empl Fldtrip:perdiem		840030	26,966.09	0.00	0.00
EmplFldtrip:rail/bus		840050	418.75	0.00	0.00
EmplFldtrip:car/rent		840060	1,388.24	0.00	0.00
Empl conf/meet airfa		841010	14,649.27	0.00	0.00
Empl conf/meet:accomm		841020	8,259.37	0.00	0.00
Empl conf/meetperdie		841030	20,037.71	0.00	0.00
Empl conf/meet miles		841040	567.76	0.00	0.00
Emp conf/meet rail/b		841050	174.17	0.00	0.00
Emp conf/meet car/re		841060	2,488.25	0.00	0.00

7. Click  to return to the previous screen.

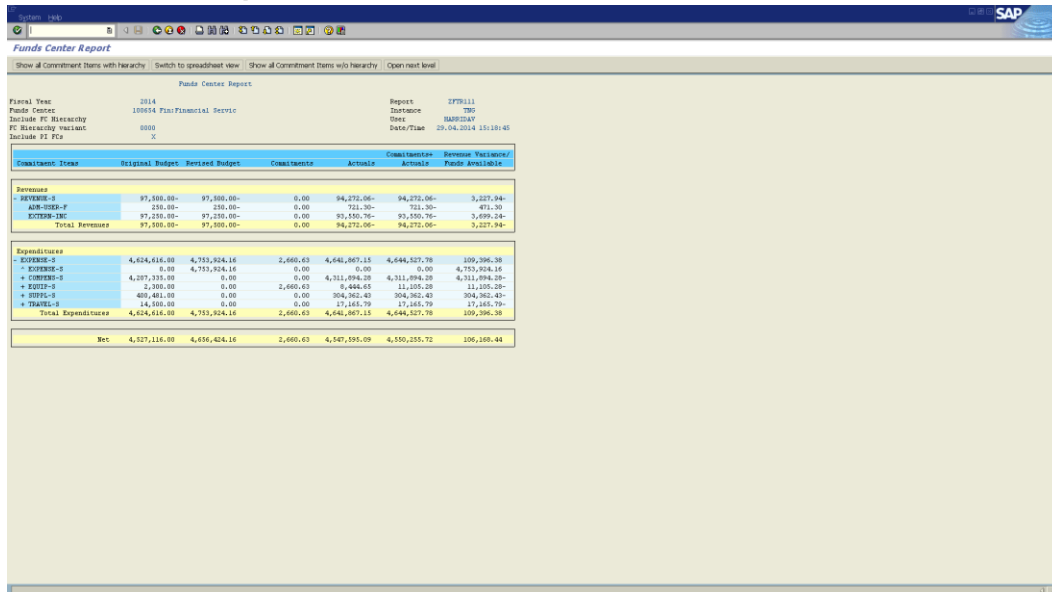
End of procedure.

**8. Operating Funds Centers with Original Budget:
Complete the following as required:**

Field Name	Required/Optional/Conditional	Description
FM area	Required	Defaults to UofT.
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 (e.g. ancillary and principal investigator (PI)).
Fiscal year	Optional	The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as "2012" fiscal year).  Will default to current year if left blank and <i>Total Fund</i> not selected.




9. Click  to execute report.

Funds Center Report



The screenshot shows the SAP Funds Center Report interface. At the top, there are navigation buttons and the SAP logo. Below that, there are options to 'Show all Commitment Items with hierarchy', 'Switch to spreadsheet view', 'Show all Commitment Items with hierarchy', and 'Open next level'. The main content area displays the 'Funds Center Report' for the fiscal year 2014. It includes a table with columns for 'Original Budget', 'Revised Budget', 'Commitment', 'Actuals', and 'Budget Available'. The table is divided into 'Revenue' and 'Expenditures' sections. The 'Revenue' section shows a total revenue of 97,550.00. The 'Expenditures' section shows a total expenditure of 4,624,616.00. The net result is 4,527,116.00.

Commitment Items	Original Budget	Revised Budget	Commitment	Actuals	Budget Available
Revenue					
- REVENUE-S	97,550.00	97,550.00	0.00	94,272.06	3,277.94
ADM-RESP-F	250.00	250.00	0.00	721.30	471.30
EXCISE-INC	97,250.00	97,250.00	0.00	93,550.76	3,699.24
Total Revenue	97,550.00	97,550.00	0.00	94,272.06	3,277.94
Expenditures					
- EXPENSE-S	4,624,616.00	4,753,924.16	2,660.63	4,642,067.15	109,396.38
+ EXPENSE-S	0.00	4,753,924.16	0.00	0.00	4,753,924.16
+ COMPRE-S	4,287,335.00	0.00	0.00	4,311,894.28	4,311,894.28
+ EXPENSE-S	2,300.00	0.00	2,660.63	6,464.65	21,255.28
+ SUPPL-S	489,481.00	0.00	0.00	304,362.43	304,362.43
+ TRAVEL-S	14,100.00	0.00	0.00	12,148.79	17,148.79
Total Expenditures	4,624,616.00	4,753,924.16	2,660.63	4,642,067.15	109,396.38
Net	4,527,116.00	4,656,424.16	2,660.63	4,547,995.09	106,269.44

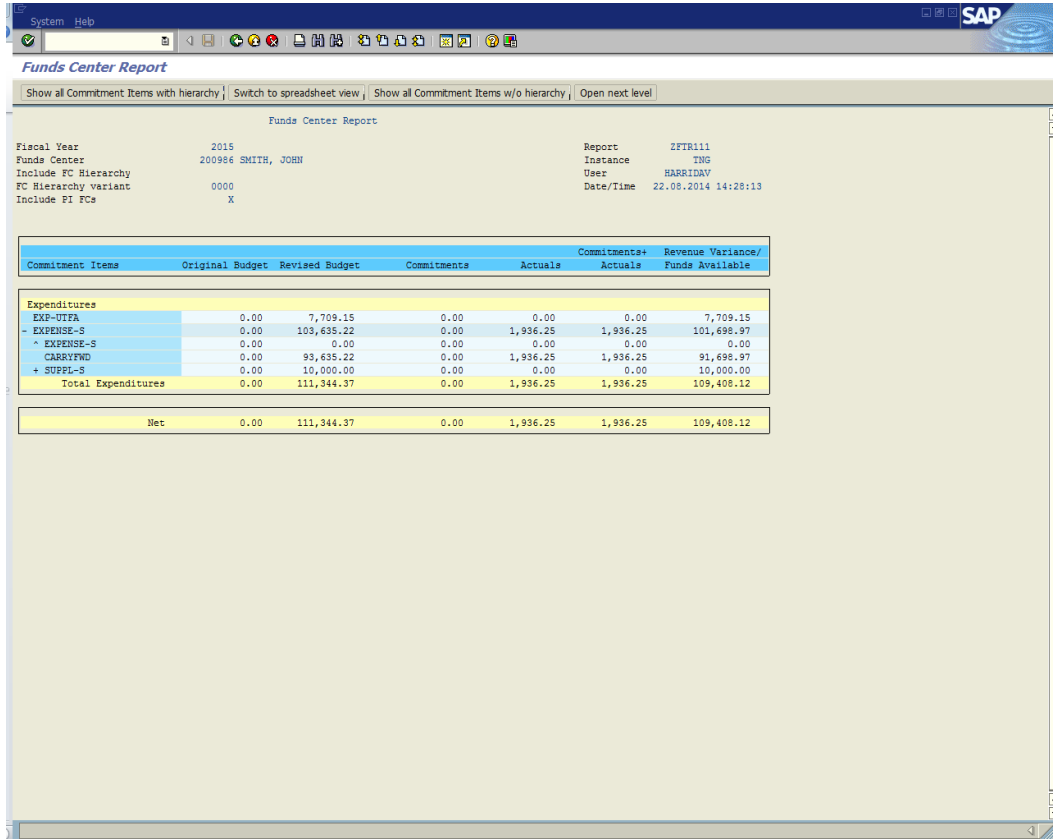
Column Name	Description
Commitment Items	<p>An alphabetic code used to (1) group similar G/L accounts for summary reporting purposes; i.e. Supplies and (2) Identify budget amounts for specific spending purposes. Defaults based on G/L account used, may be overwritten.</p> <p> The  icon is used to indicate budget or actual activity at the parent Commitment Item level.</p>
Original Budget	The annual operating budget loaded at the beginning of the fiscal year to a Funds Center.
Revised Budget	The operating budget including all changes processed during the fiscal year.
Commitments	Amounts which are reserved in the Funds Center for specific purposes. Includes payroll commitments, purchase orders and manual reserves. Funds available is reduced by the reserved amounts.
Actuals	Realized income or expenses (e.g. the payment of an invoice).
Commitments + Actuals	Sum of Commitments and Actuals.
Revenue Variance/Funds Available	<p>Revenue Variance: Revenue Budget less Actuals.</p> <p>Funds Available: Expense Budget less Commitments + Actuals.</p> <p> For Funds Centers, Funds Availability checking only occurs at the EXPENSE-S and EXP-UTFA commitment items. Amounts reported at other commitment items are to facilitate budget to actual variance analysis.</p>



Consider using the Funds Center report for more reporting flexibility and additional selection criteria options:

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

Funds Center Report




The screenshot shows the SAP Funds Center Report interface. At the top, there is a menu bar with 'System' and 'Help'. Below it is a toolbar with various icons. The main area is titled 'Funds Center Report' and contains a sub-menu with options like 'Show all Commitment Items with hierarchy', 'Switch to spreadsheet view', 'Show all Commitment Items w/o hierarchy', and 'Open next level'. The report data is displayed in a table with the following columns: Commitment Items, Original Budget, Revised Budget, Commitments, Actuals, Commitments+ Actuals, and Revenue Variance/ Funds Available. The data is categorized under 'Expenditures' and includes items like EXP-UTFA, EXPENSE-S, and CARRYFWD. A 'Met' row at the bottom shows a total of 111,344.37 for the Original Budget and 1,936.25 for Actuals.

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
Expenditures						
EXP-UTFA	0.00	7,709.15	0.00	0.00	0.00	7,709.15
- EXPENSE-S	0.00	103,635.22	0.00	1,936.25	1,936.25	101,698.97
^ EXPENSE-S	0.00	0.00	0.00	0.00	0.00	0.00
CARRYFWD	0.00	93,635.22	0.00	1,936.25	1,936.25	91,698.97
+ SUPPL-S	0.00	10,000.00	0.00	0.00	0.00	10,000.00
Total Expenditures	0.00	111,344.37	0.00	1,936.25	1,936.25	109,408.12
Met	0.00	111,344.37	0.00	1,936.25	1,936.25	109,408.12

10. Perform one of the following:

If You Want To	Go To
Use the Commitment Item functions	Step 11
Use Drill-down Functionality	Step 12
Display the report using the Spreadsheet Format	Step 13

11. Use the Commitment Item functions:

Icon	Description of Function
	Expand Commitment Items individually by clicking on any Commitment Item that has a "+" to the left of the name.



Icon	Description of Function
Show all Commitment Items with hierarchy	Expands the report to show parent and subordinate Commitment Items. This view fully expands all the Commitment Items in use and includes parent CI subtotals.
Show all Commitment Items w/o hierarchy	Expands the report to show all commitment items that have been used. This view does not indicate Commitment Items that are at a higher or lower-level to each other and does not include parent CI subtotals.
Open next level	Expands one additional Commitment Item level.

12. Use Drill-Down Functionality:

Click on an item within a column to view supporting line item documents.



Drill-down functionality is available on all data columns except the *Revenue variance/Funds Available* column.

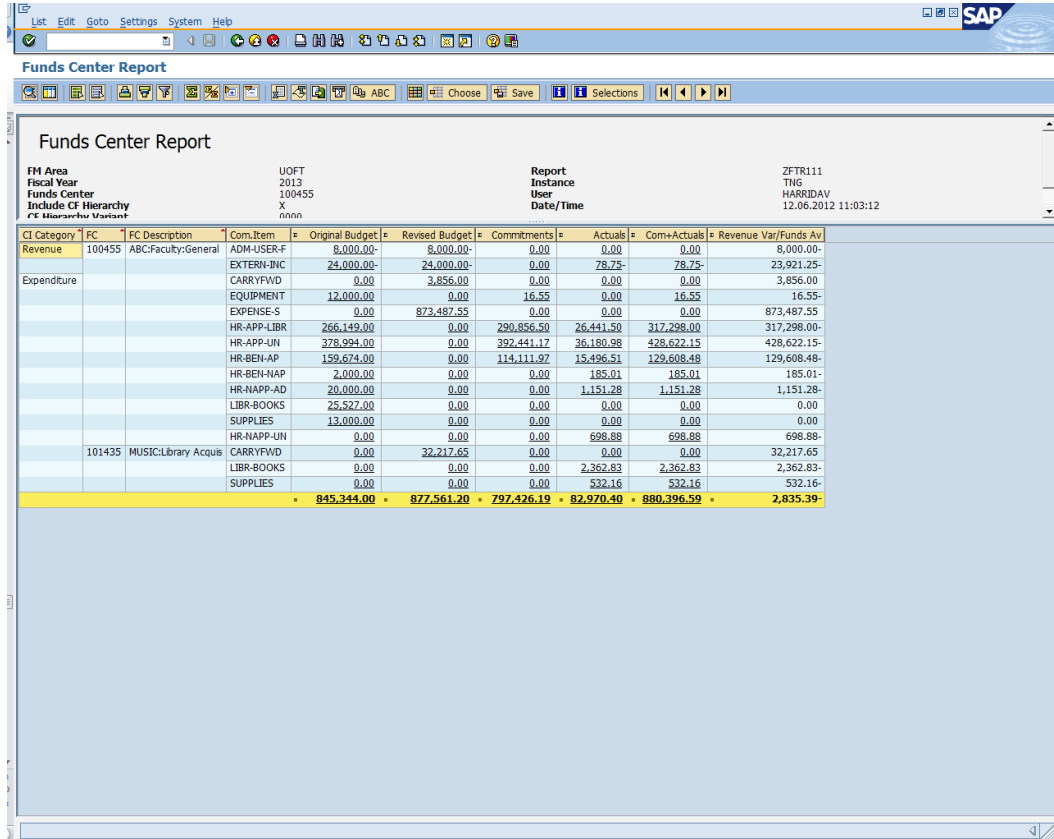
Original Budget and *Revised Budget* columns drills-down to the *BSC Budget line items* report

Commitments column drills-down to the *All Postings: Line items* report

Actuals column drills-down to the *FI Postings: Line items* report

13. Click [Switch to spreadsheet view](#) to display the report using the Spreadsheet Format.

Funds Center Report: Spreadsheet Format




The screenshot shows the SAP Funds Center Report interface. The report title is "Funds Center Report". The report parameters are: FM Area: UOFT, Fiscal Year: 2013, Funds Center: 100455, Include CF Hierarchy: X, CF Hierarchy Variant: nnnn, Report Instance: ZFTR111, User: TNG, Date/Time: 12.06.2012 11:03:12.

CI Category	FC	FC Description	Com.Item	Original Budget	Revised Budget	Commitments	Actuals	Com+Actuals	Revenue Var/Funds Av
Revenue	100455	ABC:Faculty-General	ADM-USER-F	8,000.00-	8,000.00-	0.00	0.00	0.00	8,000.00-
			EXTERN-INC	24,000.00-	24,000.00-	0.00	78.75-	78.75-	23,921.25-
Expenditure			CARRYFWD	0.00	3,856.00	0.00	0.00	0.00	3,856.00
			EQUIPMENT	12,000.00	0.00	16.55	0.00	16.55	16.55-
			EXPENSE-S	0.00	873,487.55	0.00	0.00	0.00	873,487.55
			HR-APP-LIBR	266,149.00	0.00	290,856.50	26,441.50	317,298.00	317,298.00-
			HR-APP-LIN	378,994.00	0.00	392,441.17	36,180.98	428,622.15	428,622.15-
			HR-BEN-AP	159,674.00	0.00	114,111.97	15,496.51	129,608.48	129,608.48-
			HR-BEN-NAP	2,000.00	0.00	0.00	185.01	185.01	185.01-
			HR-NAPP-AD	20,000.00	0.00	0.00	1,151.28	1,151.28	1,151.28-
			LIBR-BOOKS	25,527.00	0.00	0.00	0.00	0.00	0.00
			SUPPLIES	13,000.00	0.00	0.00	0.00	0.00	0.00
			HR-NAPP-LIN	0.00	0.00	0.00	698.88	698.88	698.88-
101435	MUSIC:Library Acquis	CARRYFWD	0.00	32,217.65	0.00	0.00	0.00	0.00	32,217.65
		LIBR-BOOKS	0.00	0.00	0.00	2,362.83	2,362.83	2,362.83	2,362.83-
		SUPPLIES	0.00	0.00	0.00	532.16	532.16	532.16	532.16-
				845,344.00	877,561.20	797,426.19	82,970.40	880,396.59	2,835.39-



See the Line item functionality reference guide for further instructions:
<http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf>

13.1 Click  to return to the *Fixed format* view.

End of procedure.

**14. Operating Funds Center with No Original Budget:
Complete the following as required:**

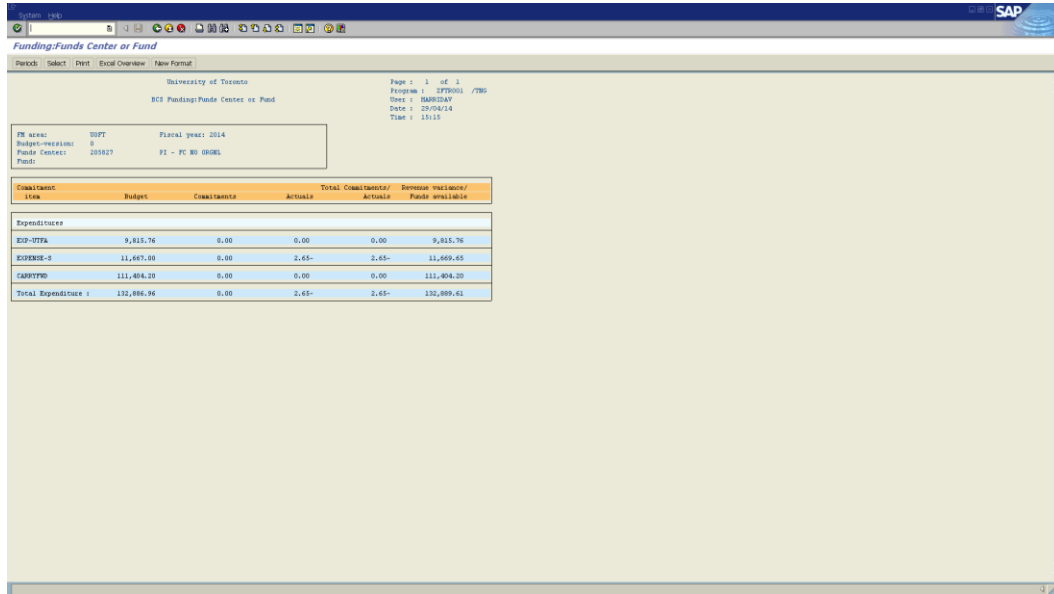
Field Name	Required/Optional/Conditional	Description
FM area	Required	Defaults to UofT.
Funds Center	Required	A six digit code, starting with "1" or "2" used to record the funding and spending transactions for financial activity reported on a fiscal year basis (e.g. ancillary and principal investigator (PI)).
Budget Version	Optional	Version "0" is the current budget version and reflects all processed changes to budget. Version "1" is the original budget version and reflects the annual operating budget allocation at the beginning of the fiscal year. If the field is left blank, the report will default to version zero.
Fiscal year	Optional	The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as "2012" fiscal year).



Use the Old Report Format checkbox to obtain the legacy report view.

15. Click  to execute report.

Funding:Funds Center or Fund (Old Report Format)



Commitment Item	Budget	Commitments	Actuals	Total Commitments/Actuals	Revenue variances/Funds available
Expenditures					
EXP-UTTA	9,815.74	0.00	0.00	0.00	9,815.74
EXPENSE-S	11,667.00	0.00	2.65	2.65	11,669.65
CAPDPD	111,804.20	0.00	0.00	0.00	111,804.20
Total Expenditure :	132,886.94	0.00	2.65	2.65	132,889.61

Column Name	Description
Commitment Item	An alphabetic code used to (1) group similar G/L accounts for summary reporting purposes; i.e. Supplies and (2) Identify budget amounts for specific spending purposes. Defaults based on G/L account used, may be overwritten.
Released Budget	Version 0 (Revised budget): The operating budget including all changes processed during the fiscal year. Version 1 (Original budget): The annual operating budget loaded at the beginning of the fiscal year to a Funds Center.
Commitments	Amounts which are reserved in the Funds Center for specific purposes. Includes payroll commitments, purchase orders and manual reserves. Funds available is reduced by the reserved amounts.
Actuals	Realized income or expenses (e.g. the payment of an invoice).
Total Commitments/Actuals	Sum of Commitments and Actuals.
Revenue variances/Funds available	Revenue Variance: Revenue Budget less Actuals. Funds Available: Expense Budget less Commitments + Actuals.

End of procedure.

Resource Information:



Contact your 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:

Funds Center Report:

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

FI Postings Line Item Report:

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

All Postings Line Item Report:

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

Line Item Functionality:

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