



[April 2020 | Volume 7 | Number 4](#)

## ***SIMULATION: Saving Reports to PDF***

**FAST Tips**

*Simulation*



**Saving Reports to PDF**

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## Updating Lease Purchase Orders (PO) for the New Fiscal Year

In the new fiscal year, you will need to update the net price for your existing ongoing lease orders to ensure reserves are accurately reflected.

Leases often span multiple fiscal years and as a result if we were to update the price in the Lease PO for all years we would reserve (commit) all of the lease payments against the current fiscal year budget. To avoid setting up these excess reserves and reducing funds availability, future fiscal year lease payments are entered with a net price of \$1.00, as a placeholder for those years. When we enter a new fiscal year and would like to reflect the reserve for the current fiscal year the \$1.00 amounts need to be updated.

Departments can update their own **WLS: Lease Workflow Orders** via **ME22N – Change**.

For **LS: Lease Order POs** created prior to August 1, 2018 (St. George Campus), contact Procurement Services ([purchasing.help@utoronto.ca](mailto:purchasing.help@utoronto.ca)) to process the update. In your e-mail please include:

- Your Lease PO number
- The line item number(s) to be updated
- The payment amount to be updated

## Not sure which leases still have outstanding invoices?

Simply run the **List Displays by PO Number report (ME2N)**, filter for the **47-series document numbers** (those are the lease numbers) and enter your purchasing group.

Select **RECHNUNG** from the drop down menu in the **Selection Parameters** field to limit the search to leases with outstanding invoice receipts.

The screenshot shows the SAP 'Purchasing Documents per Document Number' selection screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is a table of selection parameters. The following table represents the data visible in the screenshot:

Field	Value	Operator	Value	Action
Purchasing document	4700000000	to	4799999999	→
Purchasing organization	1000	to		→
Scope of List	BEST			
Selection Parameters	RECHNUNG	to		→
Document Type		to		→
Purchasing Group	C01	to		→
Plant		to		→
Item Category		to		→
Account Assignment Category		to		→
Delivery Date		to		→
Validity Key Date				
Range of Coverage to				
Vendor		to		→
Supplying Plant		to		→
Material		to		→
Material Group		to		→
Document Date		to		→
Intern. Article No. (EAN/UPC)		to		→
Vendor's Material Number		to		→
Vendor Subrange		to		→
Promotion		to		→
Season		to		→
Season Year		to		→
Short Text				
Vendor Name				

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**Learn More:**

- [Training Documentation: Logistics Part 1 – Purchase Orders & Purchase Requisitions](#)
- [Procurement FAQ: Lease](#)

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## **You Survived Fiscal Year-End, but did your Operating Payroll Reserves Get Left Behind?**

**Monthly payroll reservation calculations** are done as part of the monthly payroll run program. For this reason, payroll postings and reserves for future salary and benefits costs for the new fiscal year **will not be reflected** in the FM operating account until the **monthly payroll program is run in May**. Until this date, your funds availability may appear to be significantly more than it actually is. Remember to plan and spend accordingly.

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**Learn More:**

- [HR & Equity: Payroll Schedule](#)
- [Training Documentation: Managing Payroll in FIS](#)

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## **What are “Year-End Operating Reserves”? How is it calculated?**

The “Year-end Operating Reserves” are what was formerly known as the “Year-end Carry forward”. This is when the financial end result of the prior fiscal year is brought forward into the current fiscal year. Any net under spending (positive) or net over spending (negative) will be carried forward.

1. The Operating Reserves are calculated by reporting the Year-end Net result of the Funds Center and adding any Outstanding Funds Reserves (commitments) purchase order and manual reserve.
2. Amounts from outstanding reserves at year-end are transferred into the “revised budget” at the same commitment item where they were reserved in the prior year, the net operating under/over spending results are transferred to the “Carryforward” (CARRYFWD) commitment item.

**Figure 1, “April 30, 2020 net result prior to year-end processing”**

Funds Center Report							
Fiscal Year: 2020							
Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available	
<b>Revenues</b>							
- REVENUE-S	0.00	1,006.00-	0.00	1,010.24-	1,010.24-	4.24	
+ RECOVERY	0.00	1,006.00-	0.00	1,010.24-	1,010.24-	4.24	
<b>Total Revenues</b>	<b>0.00</b>	<b>1,006.00-</b>	<b>0.00</b>	<b>1,010.24-</b>	<b>1,010.24-</b>	<b>4.24</b>	
<b>Expenditures</b>							
- EXPENSE-S	41,069.00	42,106.86	2,036.23	37,530.15	39,566.38	2,540.48	
CARRYFWD	0.00	31.86	0.00	0.00	0.00	31.86	
+ EQUIP-S	9,500.00	9,500.00	1,500.00	29.06	1,529.06	7,970.94	
+ FURNIT-S	0.00	0.00	0.00	13,250.00	13,250.00	-13,250.00	
- SUPPL-S	31,569.00	32,575.00	536.23	22,301.09	22,837.32	9,737.68	
+ SUPPLIES	31,569.00	31,569.00	536.23	9,064.23	9,600.46	21,968.54	
TELEPHONE	0.00	1,006.00	0.00	13,236.86	13,236.86	-12,230.86	
+ TRAVEL-S	0.00	0.00	0.00	1,950.00	1,950.00	-1,950.00	
<b>Total Expenditures</b>	<b>41,069.00</b>	<b>42,106.86</b>	<b>2,036.23</b>	<b>37,530.15</b>	<b>39,566.38</b>	<b>2,540.48</b>	
<b>Net</b>	<b>41,069.00</b>	<b>41,100.86</b>	<b>2,036.23</b>	<b>36,519.91</b>	<b>38,556.14</b>	<b>2,544.72</b>	

Revenue variances are added to Funds Available, resulting in a positive or negative Carryforward

Year-end Carryforward:  
Residual Bal. \$2,544.72  
+ Commitments.  
\$2,036.23 = \$4,580.95

Figure 2, "May 1, 2020 prior to any document entry"

Funds Center Report							
Fiscal Year: 2021							
Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available	
<b>Revenues</b>							
- REVENUE-S	0.00	0.00	0.00	0.00	0.00	0.00	0.00
+ RECOVERY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditures</b>							
- EXPENSE-S	41,069.00	45,649.95	2,036.23	0.00	2,036.23	43,613.72	
CARRYFWD	0.00	2,544.72	0.00	0.00	0.00	2,544.72	
+ EQUIP-S	9,500.00	11,000.00	1,500.00	0.00	1,500.00	9,500.00	
+ FURNIT-S	0.00	0.00	0.00	0.00	0.00	0.00	
- SUPPL-S	31,569.00	32,105.23	536.23	0.00	536.23	31,569.00	
+ SUPPLIES	31,569.00	32,105.23	536.23	0.00	536.23	31,569.00	
TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	
+ TRAVEL-S	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Expenditures</b>	<b>41,069.00</b>	<b>45,649.95</b>	<b>2,036.23</b>	<b>0.00</b>	<b>2,036.23</b>	<b>43,613.72</b>	
<b>Net</b>	<b>41,069.00</b>	<b>45,649.95</b>	<b>2,036.23</b>	<b>0.00</b>	<b>2,036.23</b>	<b>43,613.72</b>	

The difference between the Original Budget and the Revised Budget is the \$4,580.95 2020 year-end operating reserves.

**Learn More:**

- [Training Documentation: Year-End Operating Reserves](#)
- [Reference Guide: Budget Carryforward Report \(ZFIR056\)](#)
- [Reference Guide: Open Commitment Carryforward Report \(ZFIR055\)](#)

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