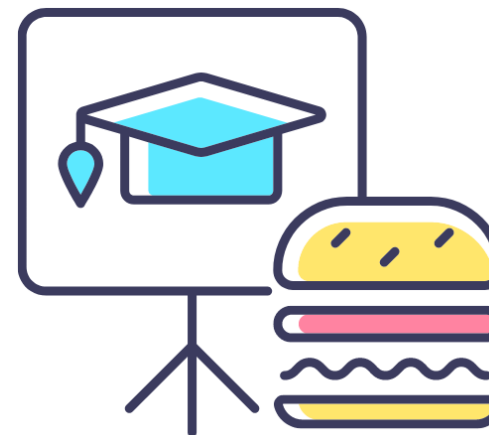




PROACTIVELY USING AMS REPORTS DURING FISCAL YEAR END TO MANAGE OPERATING FUNDS CENTERS

Monthly Lunch & Learn Series presented by the FAST Team

March 2026



PRESENTER

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SENIOR BUSINESS ANALYST (TRAINING)

Financial Advisory Services & Training (FAST)



AGENDA

- Why is it important to review your FIS reports regularly, particularly near the end of the FY?
- Reports for monitoring Funds Centers
- Reports to review in the fiscal year
- Q&A



LEARNING OBJECTIVE



This session will explore various FIS reports that can aid in managing operating budgets near the end of the fiscal year and in the new fiscal year, particularly to address potential budget shortfalls due to payroll.

BUDGET CONSIDERATIONS NEAR THE END OF THE FISCAL YEAR



As we approach fiscal year end, departments are monitoring their operating funds centers for:

- Funds availability
- Budget shortfalls and surpluses
- Commitments (i.e., Purchase Orders, Earmarked Funds and Purchase Requisitions)

REPORTS FOR MONITORING FUNDS CENTERS

The following reports can assist departments with monitoring their operating Funds Centers:

- [ZFTR111 – Funds Center Report](#) (fixed format and spreadsheet view)
- [ZFTR008 – Total Funding Activity report](#)
- [ZFTR106 – Monthly Statement of Accounts](#)
- [Payroll Reservation Overdraft Report](#)

ZFTR111 – FUND CENTER REPORT



The ZFTR111 – Funds Center Report is a summary level FIS report used to display the original/revised budget, commitments and actuals and revenue variance/funds available for a single or group of Funds Centers.

The report provides:

- Fiscal year summary and detailed line-item display of transactions based on Commitment Items for FC or FC Hierarchy.
- View of net totals of any over/underspending against the expense budget
- View of shortfall/surplus in actual revenue/recoveries against budget.

[Click here for the reference guide.](#)

ZFTR111 – FUNDS CENTER REPORT

In this example, it shows the real-time status of a Funds Center hierarchy, and outlines the net budget position at this point in time.

Funds Center Report						
Fiscal Year	2024					Report Instance
Funds Center	100415	FAST Training				User
Include FC Hierarchy						Date/Time 17
FC Hierarchy variant	0000					
Include PI FCs	X					
Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
Revenues						
- REVENUE-S	0.00	0.00	0.00	2,327,848.23-	2,327,848.23-	7,333.77-
+ RECOVERY	2,335,102.00-	2,335,102.00-	0.00	2,319,239.00-	2,319,239.00-	15,943.00-
+ EXTERN-INC	0.00	0.00	0.00	8,409.23-	8,409.23-	8,409.23-
Total Revenues	2,335,102.00-	2,335,102.00-	0.00	2,327,848.23-	2,327,848.23-	7,333.77-
Expenditures						
- EXPENSE-S	1,436,510.00	1,446,510.00	0.00	1,148,793.92	1,148,793.92	297,724.00
+ TRAVEL-S	10,000.00	10,000.00	0.00	0.00	0.00	0.00
+ EQUIP-S	1,000,500.80	1,000,500.80	0.00	0.00	0.00	250,500.00
+ SUPPL-S	436,010.00	436,010.00	0.00	388,793.92	388,793.92	47,216.00
Total Expenditures	1,436,510.80	1,446,510.00	0.00	1,148,793.92	1,148,793.92	297,724.88
Net	898,592.00	888,592.00	0.00	1,179,054.31-	1,179,054.31-	290,391.11

Operating Reserve Amount

ZFTR111 – FUNDS CENTER REPORT (ALTERNATE OUTPUT VIEW)

Alternatively, when running the report for a Funds Center hierarchy, if you select “**Spreadsheet format**” with the “/FC R&E” layout, it will show the funds available/revenue variance for ALL the FCs individually.

FC	CI Category	Original Budget	Revised Budget	Com+Actuals	Revenue Var/Funds Av
100706	Expenditure	0.00	41,890.85	4,715.48	37,175.37
100706		0.00	41,890.85	4,715.48	37,175.37
104128	Revenue	52,866.00-	52,866.00-	64,222.71-	11,356.71
	Expenditure	1,321,217.00	1,512,523.85	1,087,607.24	424,916.61
104128		1,268,351.00	1,459,657.85	1,023,384.53	436,273.32
104990	Revenue	0.00	290,000.00-	0.00	290,000.00-
	Expenditure	0.00	290,000.00	123,443.00	166,557.00
104990		0.00	0.00	123,443.00	123,443.00-
206341	Expenditure	0.00	1,192.50	304.97	887.53
206341		0.00	1,192.50	304.97	887.53
206881	Expenditure	0.00	1,250.00	0.00	1,250.00
206881		0.00	1,250.00	0.00	1,250.00
211998	Expenditure	0.00	30,000.00	0.00	30,000.00
211998		0.00	30,000.00	0.00	30,000.00
		1,268,351.00	1,533,991.20	1,151,847.98	382,143.22

Identify the Operating Reserve for individual FC 104128

Total Operating Reserve for the FC Hierarchy

ZFTR111 – MONTHLY STATEMENT OF ACCOUNTS



The [ZFTR111 – Statement of Accounts](#) is commonly used to view both summary and detailed activity in operating Funds Centers or Funds Center/(non-research)Funds, such as trust funds. It is an extract report that shows a snapshot at the end of a month, and used for month end reconciliation.

ZFTR111 – MONTHLY STATEMENT OF ACCOUNTS

Example: NSF Funds due to partial payroll reserve.

HRIS attempting to reserve \$5000 for future month's pay, but was only able to reserve \$3869,91 due to insufficient funds.

Departments should resolve this to prevent a deficit at the end of the fiscal year.

Month-end Statement of Account									
University of Toronto Statement of Account Date: 23.02.									
FCenter	Fund	Doc no	GL Acct	CCenter	Order	Post Date	User cde	Amount	Text
102323		101508307	801010	0000013771			PROCNTL	214,219.44	Payroll Commitments
102323		101508313	801015	0000013771			PROCNTL	3,750.00	Payroll Commitments
102323		101508319	801040	0000013771			PROCNTL	98,122.98	Payroll Commitments
102323		101508325	801050	0000013771			PROCNTL	119,544.32	Payroll Commitments
102323		101515731	801910	0000013771			PROCNTL	3,869.91	WARNING - NSF FUNDS - Partial payroll
102323		101508333	801920	0000013771			PROCNTL	1,646.21	Payroll Commitments
102323		3700172003	825800	0000020839			TSUKAMAY	14.44	OfficeMax Compact Half-Strip Stapler
102323		3700172972	825800	0000020839			TSUKAMAY	18.12	Zebra 01a Retractable Ballpoint Pens
102323		3700172972	825800	0000020839			TSUKAMAY	3.24	Swingline Heavy-Duty Staples
102323		3700173033	825000	0000020839			TSUKAMAY	4.10	Lysol Lemon Scented All Purpose Clea
102323		3700173033	825800	0000020839			TSUKAMAY	34.85	Grand & Toy Premium Copy Paper
102323		3700173033	825800	0000020839			TSUKAMAY	2.60	OfficeMax Self-Stick Notes
102323		3700173033	825800	0000020839			TSUKAMAY	4.84	Paper Mate Profile Retractable Ballp
102323		3700173033	825800	0000020839			TSUKAMAY	4.84	Paper Mate Profile Retractable Ballp
102323		3700173033	825800	0000020839			TSUKAMAY	0.62	Paper Mate FlexGrip Ultra Recycled B
102323		3700173033	825800	0000020839			TSUKAMAY	25.08	Swingline Special Edition 747 Staple
102323		3700173033	825800	0000020839			TSUKAMAY	5.69	Plastic Ruler
102323		3700173033	825800	0000020839			TSUKAMAY	4.81	Scotch Hand Tape Dispenser
102323	304239	500001229					OMANDMAR	100,000.00	Investment
102323	306625	500001980					LIZOELMA	120,765.33	Investment
102323	306627	500001992					LIZOELMA	335,417.68	Investment
102323	408860	500001979					LIZOELMA	85,000.00	Investment
102323	470412	500001978					LIZOELMA	505,887.50	Investment
102323	470785	500001977					LIZOELMA	70,000.00	Investment
*								1,658,346.60	

PAYROLL RESERVATION OVERDRAFT REPORT

The Payroll Reservation Overdraft report is used during month end reconciliation between HRIS and FIS to show all payroll reserves that were unable to post/reserve completely

[Link to reference guide.](#)

HR: Payroll Reservation Overdrafts Report



University of Toronto
Payroll Reservation Overdrafts
at 18.10.2006

Page: 1
Program: ZHJR015 (AMS)
User: USER-ID
Date: 19.10.2006
Time: 11:59:35

Fund Center: 188485 - TEST/UT

Fund Center	CFC Name	Fund	Fund Name	Commitment Item	G/L Account	Required Amount	Amount available	Amount reserved	Document number
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USEFUL REPORTS FOR AFTER FISCAL YEAR END

FIS REPORTS TO RUN IN THE NEW FY



In the new fiscal year, there are several FIS reports that may aid in managing your operating funds centers.

Specifically:

- [ZFIR056 - Budget Carryforward Report](#)
- [ZFIR055 - Open Commitment Carry Forward Report](#)

ZFIR056 – BUDGET CARRYFORWARD REPORT

The [ZFIR056 – Budget Carryforward Report](#) is commonly used at the beginning of a new fiscal year to view the total operating reserves (i.e., carryforward) by divisions, funds centers and Commitment Items.

It groups the operating reserves into the following categories:

- 01 – Budget for external Purchase Orders
- 03 – Budget for Manual Reserves/Earmarked Funds
- 04 – Budget for Accountable Advance requests (down payment) where cheque has NOT been issued
- 05 – Purchase Requisitions
- 11 – Residual Budget

Excel Overview

University of Toronto Budget Carry Forward Reporting
Fiscal Year:

From Funds Center: UOFT104128 without funds center hierarchy.

From Division	From Funds Center	From CI	To Funds Center	To CI	Type	Amount
100782 Fac Arts & Science	104128 FAST Training	AC-OTH-SAL	104128 FAST Training	CARRYFWD	11	1,112.86-
		ACAD-SAL	104128 FAST Training	CARRYFWD	11	181,689.51-
		ACAD-SAL	104128 FAST Training	ACAD-SAL	03	50,000.00
		ADM-USER-F	104128 FAST Training	CARRYFWD	11	5,951.00-
		ADMIN-SAL	104128 FAST Training	CARRYFWD	11	35,159.49
		BENEFITS	104128 FAST Training	CARRYFWD	11	11,700.20-
		CARRYFWD	104128 FAST Training	CARRYFWD	11	49,524.59
		COMPEN-OVRPMT	104128 FAST Training	CARRYFWD	11	85.72-
		EQUIPMENT	104128 FAST Training	CARRYFWD	11	10,135.27-
		EQUIPMENT	104128 FAST Training	EQUIPMENT	01	745.63
		EXPENSE-S	104128 FAST Training	CARRYFWD	11	1,462,999.26
		HR-APP-AC	104128 FAST Training	CARRYFWD	11	188,367.78-
		HR-APP-UN	104128 FAST Training	CARRYFWD	11	198,957.45-
		HR-BEN-AP	104128 FAST Training	CARRYFWD	11	87,699.21-
		HR-BEN-NAP	104128 FAST Training	CARRYFWD	11	10,340.38-
		HR-NAPP-AD	104128 FAST Training	CARRYFWD	11	34,698.32-
		HR-NAPP-R_ASS	104128 FAST Training	CARRYFWD	11	9,447.03-
		HR-NAPP-SES	104128 FAST Training	CARRYFWD	11	6,500.00-
		HR-NAPP-UN	104128 FAST Training	CARRYFWD	11	3,246.16-
		HR-ST-GRAD	104128 FAST Training	CARRYFWD	11	16,168.53-
		HRIS-TA	104128 FAST Training	CARRYFWD	11	7,581.71-
		IN-EXP-REC	104128 FAST Training	CARRYFWD	11	14,307.71
		MISC-CONTR	104128 FAST Training	CARRYFWD	11	3,000.00
		POSTAGE	104128 FAST Training	CARRYFWD	11	544.13-
		SERVICES	104128 FAST Training	CARRYFWD	11	667,933.39-
		SERVICES	104128 FAST Training	SERVICES	03	372,190.64
		STIPEND-NAP	104128 FAST Training	CARRYFWD	11	20,994.00-
		SUPPLIES	104128 FAST Training	CARRYFWD	11	33,925.66-
		TA	104128 FAST Training	CARRYFWD	11	16,181.98-
		TELEPHONE	104128 FAST Training	CARRYFWD	11	15,825.61-
		TRAVEL	104128 FAST Training	CARRYFWD	11	22,568.10-
Total Funds Center: 104128						436,273.32
Total Division: 100782						436,273.32
Total Class: OPERATING_FUND						436,273.32
Report Total:						436,273.32

Click "Excel Overview" to download into

Operating Reserves from previous fiscal year (i.e. 2026) – referred to as *Carryforward Sender*

Operating Reserves from the current fiscal year referred to as *Carryforward Receiver*

ZFIR055 – OPEN COMMITMENT CARRYFORWARD REPORT

The ZFIR055 – Open Commitment Carryforward Report is used at the start of a new fiscal year to report on Commitments (i.e., Purchase Orders, Earmarked Funds, Purchase Requisitions) that were carried forward from the prior fiscal year.

It is important to review these to determine if any are no longer necessary, and to release the associated when appropriate reserves.

Open Commitment Carry Forward Reporting

<< >>

University of Toronto

Open Commitment Carry Forward Reporting
Fiscal Year: 2025
Purchase Orders
Carried Forward

From Funds Center: UOFT104128 without funds center hierarchy.

Funds Center Name	Purchase Orders	Amount
104128 FAST Training	E 4700001171 00003	736.85
	E 4700001171 00004	4.39
	E 4700001171 00005	4.39
Total: 104128		745.63
Total: OPERATING_FUND		745.63
Report Total:		745.63

WHO DO I CONTACT?



FAST Team

For question regarding FIS reports contact your [FAST Team representative](#).





THANK YOU!