

# UTM FIS Workshop Series

Day 6  
**Basic FM Reporting**  
**Budget Analysis**  
**Research Fund Reporting**



UNIVERSITY OF  
TORONTO

# Day 5 - Workshop Map

## Morning

- What is Funds Management?
- Purpose of Funds Management Reporting
- Basic Funds Management Reports
  - Funding: Funds Center or Fund Report
  - Total Funding Activity Report
  - FI Postings Line Item Report
  - Funds Center Report

## Afternoon

- Budget Analysis
  - Understanding the Budgeting Process
  - Budget Analysis Report:
    - Budget to Plan Reconciliation
    - Budget Movement Report
- Research Fund Analysis

# **Basic Funds Management Reporting**

# What is Funds Management (FM)?

Funds Management (FM) is used to **track and report** on **funding** and **budgets** for all university departments, divisions and faculties.

The purpose of Funds Management (FM) is to answer the questions:

**What is the source of my funding?**

**AND**

**How much money do I have left?**

# FM Account Codes

## FM Account Codes:

- **Funds Centers (FC)**
- **Funds Center / Fund combinations (FC/Fund)**
- **Commitment Items (CI)**

	Funds Center	Fund
<b>Brief description</b>	<ul style="list-style-type: none"><li>• a <b>six digit code</b>, starting with a <b>1</b> (departmental) or <b>2</b> (Principal Investigator)</li><li>• used to record and report the funding and spending</li><li>• for <b>Operating Fund</b> and <b>Ancillary Operations</b></li><li>• on a <b>fiscal year</b> basis</li></ul>	<ul style="list-style-type: none"><li>• a <b>six digit code</b></li><li>• used to record and report the funding and spending</li><li>• for the <b>Restricted</b> and <b>Capital Funds</b></li><li>• on a <b>"life to date"</b> basis</li></ul>
<b>Periodic Reporting</b>	fiscal year (May 1 thru April 30)	any start or end date
<b>Hierarchy</b>	reflects the organizational structure at UofT	no hierarchy of its own; is linked to an organizational unit through transaction postings; <b>must</b> be used in conjunction with the appropriate Funds Center
<b>Budgeting</b>	fiscal year basis	overall basis

### A **Commitment Item (CI)** is:

- an alphabetic code that indicates the **level** at which a budget is established for a **Funds Center** or **FC/Fund**
- assigned for all expense and revenue G/L accounts
- where budget is held for Funds Availability Checking

# Operational Hierarchy at U of T as reflected in FIS through the use of Funds Centers

Highest levels of the Funds Center hierarchy reflect main operational portfolios at U of T

UofT	
-	100000
-	100697
-	100630
-	100882
-	100660
-	100908
-	100664
-	101333
-	101340
-	102518
-	102886
-	199999
	Provost Research Div Univ Advancement Governance Admin & HR President, Office of Other Acad Costs General University Government Relations Business Affairs DUPLICATE CFC's

Individual Divisions and Departments are located within these portfolios

UofT	
-	100000
-	100697
-	101087
-	101123
-	101112
-	101111
-	101834
-	101901
-	101902
-	101903
-	101904
-	102902
-	103235
-	102258
-	100546
-	202675
-	204367
-	210868
-	205281
	Provost Arch & Landscape Arc Information Studies Inform Std:Library Inform Std:General Inform Stud Cont Ed McLuhan Program McLuhan Program Intl McLuhan Probe Think McLuhan Policy Unit Inform Stud:OGS Info Std:Open Fellow FIS:ATRC SGS:Museum Stds Prog BARLOW, J PROF TEATHER, LYNNE CAMPBELL, SHEILA D RUDDLE, D. THIERY

CFC 100546 is subordinate to CFC 101123 and parent to CFC 202675

**Note:** A Division/Department may have several Operating Funds Centers (1xxxxx) and PI Funds Centers (2xxxxx) under their hierarchy



# What is Funds Availability?

Funds Availability (FA) checking is a function in FM that **prevents a transaction from being posted** to a FC or FC/Fund combination **IF** there is **insufficient budget** to cover the transaction.

Characteristics of FA checking:

- **ONLY** checks **expenditure transactions** against funds available
- Occurs at the **Commitment Item level** where budget is loaded



# Funds Availability Checking : How it Works

Within a transaction, FA checking begins by locating:

1. **FC or FC/Fund** combination
2. **Commitment Item (CI)**
3. Checks for budget at that **CI level** (e.g., Travel → Travel-S)
4. If budget is not found at lower summary level, **FA proceeds up the CI hierarchy** until budget is located (e.g., Expense-S)
5. Once budget is located, the following calculation determines if sufficient budget is available for transaction:

$$\text{FUNDs AVAILABLE} = \text{BUDGET} - (\text{ACTUAL EXPENDITURES} + \text{COMMITMENTS})$$

**NOTE:** For all **Research Fund** accounts, FA checking occurs at the **CI where budget is loaded** (e.g., Travel-S). If budget is not found at that level, it **will not allow the transaction to post**.

# Example – Different Funding Sources by FM Code



## Funding Sources Organized by:

- Funds Center or
- FC/Fund combinations

OPERATING =

RESTRICTED =

Fund Center	FC Name	Fund	Sponsor	Commitment Item	Budget Amount
100186	Med: General			<b>EXPENSE-S</b>	1,000,000.00
100186	Med: General	409328	Ontario Art Council	<b>EXPENSE-S</b>	30,000.00
200048	Dr. Baker			<b>EXPENSE-S</b> <b>EXP-UTFA</b>	40,000.00 5,500.00
200048	Dr. Baker	481482	Health Canada	<b>EXPENSE-S</b>	35,000.00
200048	Dr. Baker	481484	Canadian Health Services Research Foundation	<b>COMPENS-S</b> <b>SUPPL-S</b> <b>TRAVEL-S</b> <b>SPECIAL1</b>	12,000.00 2,000.00 44,000.00 1,900.00

**NOTE:** Typically CI's default from G/L accounts used in transactions, but there are some cases where CI's must be **changed manually to access budget**.

The following CI's require manual entry:

- EXP – UTFA
- SPECIAL1

These are shown under the **Commitment Item** column in **BOLD**.

# Purpose of Funds Management Reporting

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**Funds Management reports answer the following questions:**

- What is the source of my funding (budget)?
- How much funding do I have left (funds available)?
- What has been charged to my accounts?

# Basic Funds Management Reports

	Funding: FC or Fund (ZFM1)	Total Funding Activity (ZFTR008)	FI Postings Line Item (ZFIR079)	Funds Center Report (ZFTR111)
<b>What is the source of my funding (budget)?</b>	✓	✓		✓
<b>How much funding do I have left (funds available)?</b>	✓	✓		✓
<b>What has been charged to my accounts?</b>	✓	✓	✓	✓

# Using Excel with SAP

# Using Excel with SAP

Methods of Using Excel with SAP:

- Download reports into Excel
- Excel Office Integration in SAP  
(i.e., Excel functionality within SAP)

Prior to downloading your report to Excel or using the Office Integration function, ensure that you setup your Excel download settings on your computer (refer to QRGs).

**QRG:** SAP Office Integration Excel Settings

<http://finance.utoronto.ca/faqs/using-excel-with-sap/>

**QRG:** Excel Download Settings

<http://finance.utoronto.ca/wp-content/uploads/2015/09/exportsprdsht.pdf>

**QRG:** Changing Default Excel Download Settings

<http://finance.utoronto.ca/wp-content/uploads/2015/09/chgsprdshtdefault.pdf>

# Excel Integration and Download Settings

In MS Excel, proceed to:

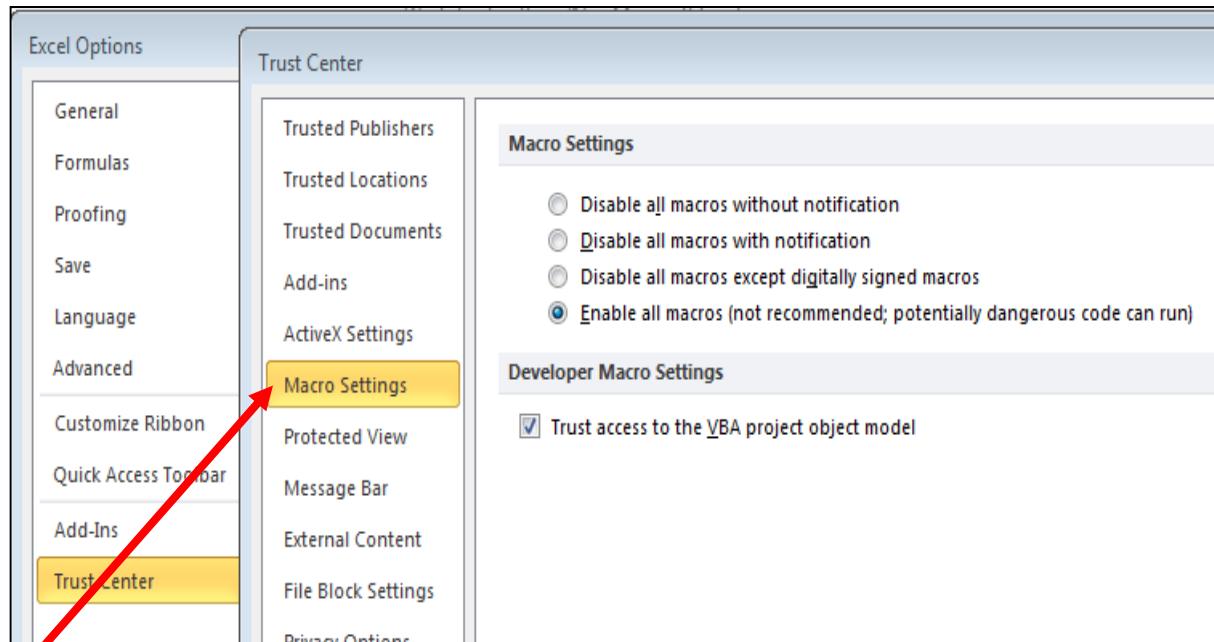
**File** tab >> Options

**QRG: SAP Office Integration  
Excel Settings**

<http://finance.utoronto.ca/wp-content/uploads/2015/09/excelsap.pdf>

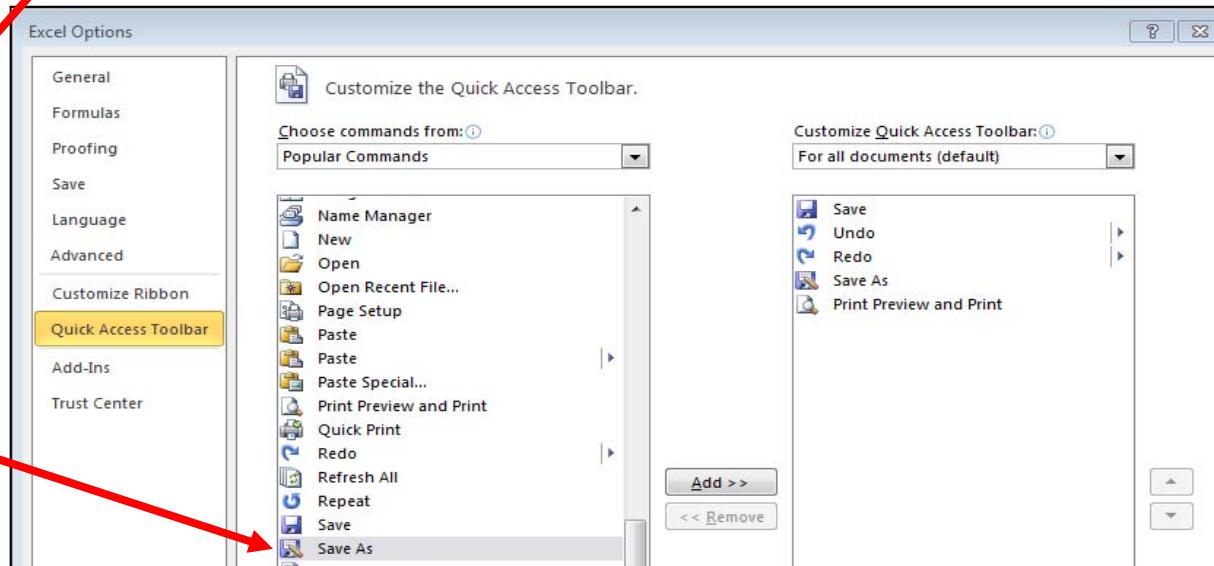
## STEP 1: Enable Macros

- Allows SAP to download spreadsheets onto your local MS Excel
- Enables SAP to perform Office Integration (i.e., generate Excel spreadsheets in SAP)



## STEP 2: Enable "Save As" Option

- Allows you to locally save any spreadsheets you create in SAP using Office Integration



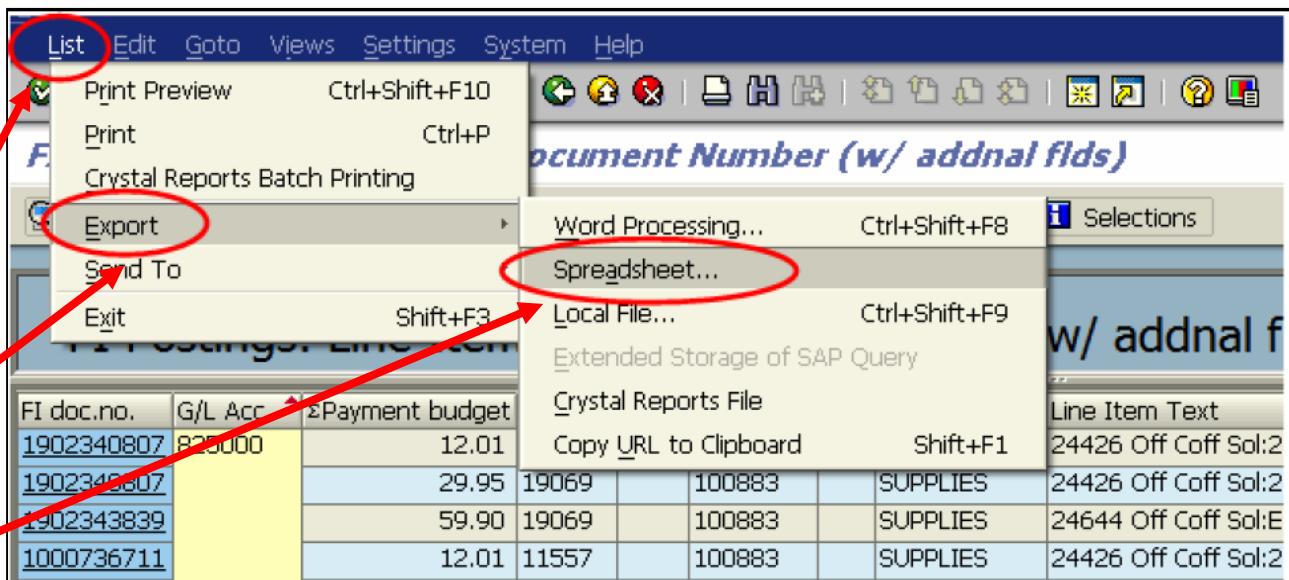
# Using Excel with SAP (cont'd)

## Option 1: Downloading to Excel

Not all reports are downloadable to Excel.

For downloadable reports, proceed to:

- select **List** dropdown
- select “Export”
- select “Spreadsheet”

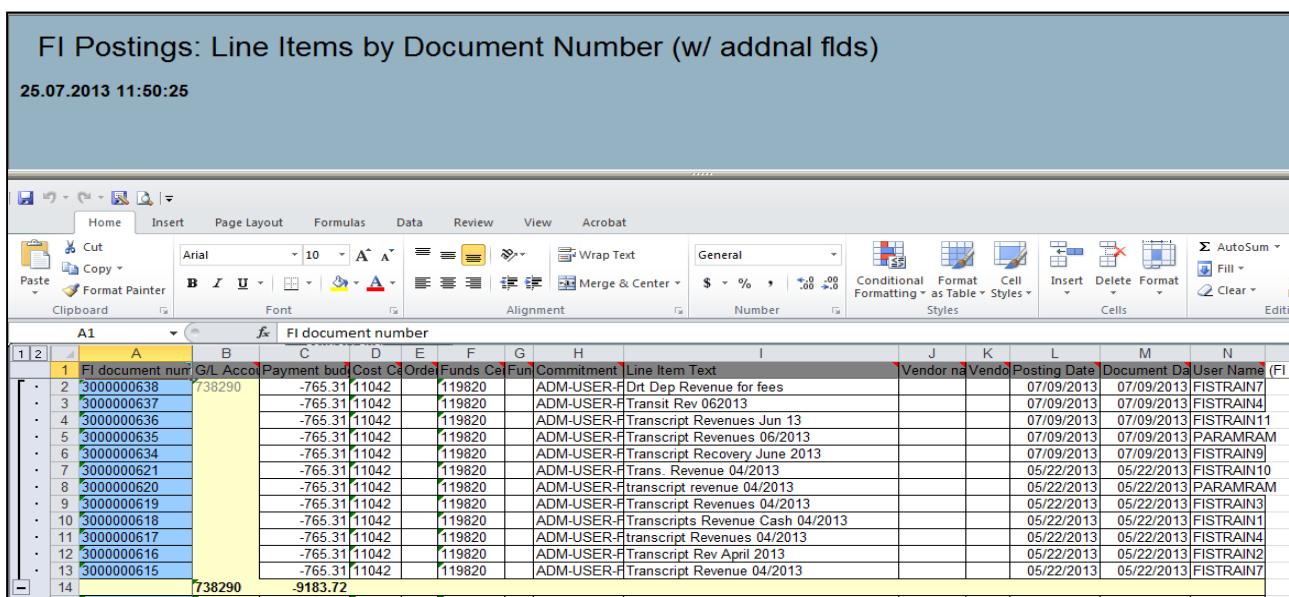


## Option 2: Office Integration

Some reports enable Excel functionality within SAP.

For Excel integration:

- click the MS Excel View button (Excel icon)



The screenshot shows the SAP Crystal Reports interface with the report 'FI Postings: Line Items by Document Number (w/ addnal flds)' displayed in an Excel-like view. The ribbon menu at the top includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The data table is identical to the one in the previous screenshot, showing line items for various document numbers and their details.

# Funds Management Reports

# Funding: Funds Center or Fund Report

## Used to:

- check the **funds available** in a **single** Funds Center or Funds Centre/Fund combination
- view **Revenue** and **Expense** information

## Can be run:

- for a **single** FC or FC/Fund combination
- for the overall/total fund (i.e., start date to current date)

## Provides:

- a view of budgets, actuals, commitments and funds available
- summarized view of total revenues and expenditures

## When Run for **FC/Fund**:

- **annual** or **overall** view for Funds
- **net totals**
- actual and Commitment Items **by period**

## When Run for **Funds Center**:

- Similar output to the **Funds Center Report (ZFTR111)**
- **multiple report output views** (i.e., fixed format and spreadsheet view)
- Detailed budget displayed for **specific Commitment Items**
- Drill down to detail line item reports is available on all report columns (even the Budget columns)
- quick analysis of transactions for specific Commitment Items (e.g., EXP-UTFA)

# Funding: Funds Center or Fund Report – Report Output Scenarios

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The output of the Funding: Funds Center or Fund report will **depend on the FM account** used to run the report.

3 Scenarios:

- Funds Center/Fund combination
- Funds Center (Operating/Ancillary Operations) **with Original Budget**
- PI Funds Center

# Funding: Funds Center or Fund Report (cont'd)

**Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Financial Summary Reports >> Funding: Funds Center or Fund

**Transaction Code:** ZFM1

Enter Fund (if applicable)

Provides overall picture (ONLY applicable for **FUNDS**)

Displays sum of total revenues & expenditures  
(For FCs only & Conference Accounts)

Revenue Received vs. Receivable (for **Funds**)

**Funding: Funds Center or Fund**

FM area: UOFT

Funds Center:

Fund:

Budget Version:

Fiscal year:

Total Fund (Recommendation: Select Total Fund' when running report)

Include net totals

FBS (Budget data processed up to and including October 2006 month end)

BCS

Revenue Received vs Receivable (for Research Restricted fund, Sponsor payment method is Invoicing)

Old Report Format

Enter FC (required)

Defaults to "0" (current budget)

Enter Fiscal Year (Defaults to current FY if left blank)

Use if run for PI Funds Center

**QRG:** Funding by Fund Center or Fund Report

<http://www.finance.utoronto.ca/fast/qrq/rptmd/fs/fundingfcfund.htm>

**GTFM Policy:** Conference Accounts

<http://finance.utoronto.ca/policies/gtfm/financial-management/fis-accounts-establishing-changing-and-deactivating/conference-accounts/>

# Funding: Funds Center or Fund Report – Funds Center/Fund

Funding:Funds Center or Fund

Fiscal year Select Print Excel Overview

University of Toronto BCS Funding:Funds Center or Fund Page : 1 of 1

FM area: U0FT  
 Budget-version: 0  
 Funds Center: 288888  
 Fund: 591966  
 Start date: 01.09.2016 End date: 31.05.2019  
 Sponsor: 302002 Social Sciences & Humanities  
 Title of research: Social Sciences & Humanities  
 Message:  
 No. of LTCAP units as of 01.10.2017: 0.00

**Excel Overview** enables download to spreadsheet and Pivot table

**Periods** to reveal **Prev. Period** and **Next Period** buttons, enabling user to scroll through all FY periods

Commitment item	Released Budget	Commitments	Actuals	Total Commitments/ Actuals	Revenue variance/ Funds available
Revenues					
MISC-CONTR	0.00	0.00	59,808.50-	59,808.50-	59,808.50
Expenditures					
EXPENSE-S	59,808.50	0.00	21,267.75	21,267.75	38,540.80
<b>Net Totals :</b>	<b>59,808.50</b>	<b>0.00</b>	<b>38,540.75-</b>	<b>38,540.75-</b>	<b>98,349.30</b>

Double click line item to drilldown to **G/L level detail**

(See next slide for screen output)

## Note:

- **Revenue Variance / Funds Available** = Budget – (Total Commitments + Actuals)
- **Net totals** = Sum of total revenues and total expenditures

Total Funds Available

# Funding: Funds Center or Fund Report (cont'd)

## Drilldown view of G/L Accounts :

Funding: FC or Fund: Assignments		
<input type="button" value="Select"/> <input type="button" value="Print"/> <input type="button" value="Left"/> <input type="button" value="Right"/>		
FM area:	U0FT	Fiscal year:
Budget-version:	0	
Funds Center:	288888	Grad, DREW
Fund:	591966	Grad, D
Start date:	01.09.2016	End date: 31.05.2019
Sponsor:	302002	Social Sciences & Humanities
Title of research:	Social Sciences & Humanities	
Message:		
No. of LTCAP units as of 01.10.2017:	0.00	

To drilldown to **original G/L document**:

1. Select a G/L account
2. Double click **anywhere** on line item

Output lists **all documents containing that G/L account**.

Commitment item	Expenditure assignments	Account No.	Expenditures	Purch orders and salary reserves	Other reserves
Expenditures					
EXPENSE-S	21,267.75		21,267.75	0.00	0.00
Pay:Casual Admin.		801140	2,833.22	0.00	0.00
Pay:Unions - Temp.		801150	3,120.00	0.00	0.00
Pay:Benefits No Appt		801920	595.37	0.00	0.00
Equip:Comput:Purch		821110	3,200.00	0.00	0.00
Services:general		835000	6,354.54	0.00	0.00
Technical services		836000	4,000.00	0.00	0.00
Conference fees		837800	94.14	0.00	0.00

# Funding: Funds Center or Fund Report (cont'd)

Drilldown view of all transaction document(s) within the selected G/L account:

*Funding: FC or Fund: Assignments: Documents*

Select Print

FM area:	U0FT	Fiscal year:	
Budget-version:	0		
Funds Center:	288888	Grad, DREW	
Fund:	591966	Grad, D	
Start date:	01.09.2016	End date:	31.05.2019
Sponsor:	302002	Social Sciences & Humanities	
Title of research:	Social Sciences & Humanities		
Message:			
No. of LTCAP units as of 01.10.2017:	0.00		

**Double click anywhere on document line item to drilldown to original transaction document**

Account No.	Posting Date	Document No.	Expenditures	Purch orders and salary reserves	Other reserves
835000			6,354.54	0.00	0.00
	16.05.2017	4500155831	0.00	6,354.54	0.00
	16.05.2017	4500155831	0.00	6,354.54	0.00
	16.05.2017	5100513500	6,354.54	0.00	0.00

# Funding: Funds Center or Fund Report – Funds Center (with Original Budget)

Double click columns to drilldown to detailed line item reports::

- **Budget Movement Line Item Report**
- **FI Postings Line Item Report**
- **All Postings Line Item Report**

Click [Switch to spreadsheet view](#) to display output in line item/spreadsheet format

Funds Available reflected on EXPENSE-S summary line

**Original Budget and Revised Budget** shown on same output

**Detailed budget presentation enables you to see the budget to actual spending variances**

**Net Totals**

**Funds Center Report**

Show all Commitment Items with hierarchy | Switch to spreadsheet view | Show all Commitment Items w/o hierarchy | Open next level

Fiscal Year: 2015 | Funds Center: 100647 | FC ORIGINAL BDGT | Report Instance: ZFTR111  
Funds Center Hierarchy: X | FC Hierarchy variant: 0000 | User: TNG  
Include FC Hierarchy | Include PI FCs | Date/Time: 25.04.2014 09:20:26 | Param: PARAMRAM

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
<b>Revenues</b>						
- REVENUE-S	150,000.00-	150,000.00-	0.00	97,914.09-	97,914.09-	52,085.91-
^ EXTERN-INC	150,000.00-	150,000.00-	0.00	92,284.09-	92,284.09-	57,715.91-
+ RECOVERY	0.00	0.00	0.00	5,630.00-	5,630.00-	5,630.00
<b>Total Revenues</b>	150,000.00-	150,000.00-	0.00	97,914.09-	97,914.09-	52,085.91-
<b>Expenditures</b>						
- EXPENSE-S	1,450,483.00	1,650,483.00	0.00	1,311,366.90	1,311,366.90	339,116.10
^ EXPENSE-S	0.00	150,000.00	0.00	0.00	0.00	150,000.00
CARRYFWD	0.00	50,000.00	0.00	0.00	0.00	50,000.00
COMPENS-S	1,310,421.00	1,310,421.00	0.00	1,086,755.45	1,086,755.45	223,665.55
+ EQUIP-S	13,000.00	13,000.00	0.00	8,829.96	8,829.96	4,170.04
+ FURNIT-S	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
+ SUPPL-S	119,062.00	119,062.00	0.00	195,411.26	195,411.26	76,349.26-
- TRAVEL-S	7,000.00	7,000.00	0.00	20,370.23	20,370.23	13,370.23-
TRAV-EMPL	7,000.00	7,000.00	0.00	17,370.23	17,370.23	10,370.23-
TRAV-STDNT	0.00	0.00	0.00	3,000.00	3,000.00	3,000.00-
TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	1,450,483.00	1,650,483.00	0.00	1,311,366.90	1,311,366.90	339,116.10
<b>Net</b>	1,300,483.00	1,500,483.00	0.00	1,213,452.81	1,213,452.81	287,030.19

# Funding: Funds Center or Fund Report – PI Funds Center

Output when report is run using a **PI Funds Center** is the same as when run with a Funds Center with Original Budget, with the exception of **NO ORIGINAL BUDGET**.

If  **Old Report Format** not checked off:

Funds Center Report						
Funds Center Report			Report			
2015 205827 FIS TRAINING			Instance TNG			
FC Hierarchy variant Include PI FCs			User PARAMRAM			
0000 X			Date/Time 10.06.2014 12:03:09			
<b>NO Original Budget</b>			<b>Expenses shown at detailed CI level</b>			
Commitment Items		Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals
Expenditures		0.00	9,815.76	0.00	0.00	9,815.76
- EXPENSE-S		0.00	123,073.85	0.00	915.13	915.13
CARRYFWD		0.00	123,073.85	0.00	0.00	123,073.85
+ SUPPL-S		0.00	0.00	0.00	915.13	915.13
Total Expenditures		0.00	132,889.61	0.00	915.13	131,974.48
Net		0.00	132,889.61	0.00	915.13	131,974.48

If  **Old Report Format** checked off:

Funding:Funds Center or Fund						
Periods	Select	Print	Excel Overview	New Format		
		University of Toronto BCS Funding:Funds Center or Fund		Page : 1 of 1 Program : ZFTR001 /TNG User : PARAMRAM Date : 10/06/14 Time : 12:07		
FM area: UOFT Budget-version: 0 Funds Center: 205827 Fund:		Fiscal year: 2015 FIS TRAINING				
Commitment item	Budget	Commitments	Actuals	Total Commitments/ Actuals	Revenue variance/ Funds available	
Expenditures						
EXP-UTFA	9,815.76	0.00	0.00	0.00	9,815.76	
CARRYFWD	123,073.85	0.00	915.13	915.13	122,158.72	
Total Expenditure :	132,889.61	0.00	915.13	915.13	131,974.48	

# Report Features at a Glance

	Funding: FC or Fund			
<b>Funds Center (<i>single</i>)</b>	✓			
<b>Multiple FC reporting</b>				
<b>Funds Center/Fund Combination (<i>single</i>)</b>	✓			
<b>Multiple FC/Fund combinations</b>				
<b>Funds Center Groups</b>				
<b>Budget drilldown</b>	✓ (FC only)			
<b>FI &amp; Commitment drilldown</b>	✓			
<b>PI Funds Center: Include/Exclude or Run Only by PI FC</b>				
<b>CI (<i>single/multiple</i>)</b>	✓ (FC only)			
<b>Selection of multiple report output views</b>	✓ (FC only)			
<b>Original &amp; Revised budget in same report</b>	✓ (FC only)			
<b>Run by Period or Multiple Fiscal Yrs</b>				
<b>FBS or BCS</b>	✓			

# Total Funding Activity Report

## Used to:

- provide an overview of the financial status of **multiple FCs** (within a hierarchy) and **FC/Fund combinations**

## Can be run:

- **on all accounts** within a Funds Center hierarchy
- Including/excluding Funds
- for **Active Funds Only**
- a single Fund or range of Funds
- for **Funds Centers & Funds Center/Fund combinations**

## Provides:

- **summarized** view of Total Revenues and Total Expenditures

## Enables:

- drilldown to document level

## Does not provide:

- a period view (**ONLY fiscal year**)
- budget details

# Total Funding Activity Report (cont'd)

**Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Financial Summary Reports >> Total Funding Activity (ZFTR008)

To view balances of all Funds Centers in the hierarchy

To report on **active funds ONLY** select “Active Funds Only”

To report on a range of Funds

To report on specific or range of Sponsors (e.g., NSERC, CIHR)

**QRG: Total Funding Activity**  
[http://finance.utoronto.ca/wp-content/uploads/2015/11/Total\\_Funding\\_Activity.pdf](http://finance.utoronto.ca/wp-content/uploads/2015/11/Total_Funding_Activity.pdf)

**QRG: FBS – BCS Radio Buttons**

<http://finance.utoronto.ca/wp-content/uploads/2015/10/fbsbcsradio1.pdf>

**Total Funding Activity**

Funds Center Classification Selection Fund Classification Selection Fund Data View Further Selection

FM area: UOFT Enter the Funds Center

Funds Center

Fund Center Name

Fiscal Year Enter Fiscal Year

Budget Version

Funds Centers

Include Funds Center Hierarchy  Hierarchy variant 0000

Funds

Include Funds  To include **all** funds, select “Include Funds”

Active Funds Only

(Exclude funds with class FUND\_INACTIVE)

Funds

Sponsors

From  to

Printing option

Page Break at Funds Center

FBS (Budget data processed up to and including October 2006 month end)

BCS

Unix file - replace <fname> /usr/sap/xfr/RPT/<fname>

Can select data from before (BCS) or after October 2006 (FBS)

# Total Funding Activity Report (cont'd)

## Output Screen:

*Total Funding Activity - Overview*

Commit.item Print Left Right Excel Overview

Total funding for the hierarchical area selected

FM area: 0001  
Fiscal Year: 2011  
Include Funds Center Hierarchy.  
Include All Funds.  
Fund Data View: By Total Fund.  
Active funds only.

Double click line item to drilldown to “Commitment Item Summary”

Summarized financial activity reported for each account

Funds Center/ Funds	Budget Profile	Budget	Commitments	Total Commit/ Actuals	Funds available	
<b>Funds Centers Total:</b>	Revenues	198,443.24-	0.00	97,443.24-	97,443.24-	
	Expenditures	2,360,858.47	1,155,305.74	856,806.25	2,012,111.99	
<b>Funds Total:</b>	Revenues	0.00	0.00	652,238.15-	652,238.15-	
	Expenditures	557,682.04	0.00	482,771.50	482,771.50	
(4) 100820 Training	Revenues	1,000.00-	0.00	0.00	1,000.00-	
	Expenditures	2,083,779.87	1,155,305.74	822,056.50	1,977,362.24	
301503	Revenues	Total	0.00	0.00	192,969.83-	
	Expenditures		86,484.83	0.00	80,622.04	
	<b>01.05.2015 / 01.01.2019</b> Fund start & end date information					
400029	Revenues	Total	0.00	0.00	7,654.66-	
	Expenditures		7,654.66	0.00	7,654.66	

Indicates level in University's FC hierarchy (e.g., overall UofT FC = level 1)

# Total Funding Activity Report (cont'd)

## Commitment Item Summary:

- Provides **Budget, Commitments, Actuals, and Funds Available** for each Commitment Item within a FC or FC/Fund combination
- Enables **drilldown to individual Funds Center or Fund**

<i>Commitment Item Summary</i>										
<a href="#">Choose</a> <a href="#">Print</a> <a href="#">Left</a> <a href="#">Right</a> <a href="#">New Format</a>										
University of Toronto					Page : Program					
Commitment Item Summary					User : Date : Time :					
FM area:	UOFT	Fiscal Year:	2011							
Budget-version:	0									
Funds Center:	100820	Training	A&S							
Commitment item	Budget	Commitments	Actuals	Total Commit/ Actuals	Funds available					
CARRYFWD	27,288.28	0.00	264.37	264.37	27,023.91					
EXPENSE-S	2,056,491.59	1,155,305.74	821,792.13	1,977,097.87	79,393.72					

# Report Features at a Glance

	Funding: FC or Fund	Total Funding Activity		
<b>Funds Center (<i>single</i>)</b>	✓	✓		
<b>Multiple FC reporting</b>		✓		
<b>Funds Center/Fund Combination (<i>single</i>)</b>	✓	✓		
<b>Multiple FC/Fund combinations</b>		✓		
<b>Funds Center Groups</b>				
<b>Budget drilldown</b>	✓ (FC only)			
<b>FI &amp; Commitment drilldown</b>	✓	✓		
<b>PI Funds Center: Include/Exclude or Run Only by PI FC</b>				
<b>CI (<i>single/multiple</i>)</b>	✓ (FC only)			
<b>Selection of multiple report output views</b>	✓ (FC only)			
<b>Original &amp; Revised budget in same report</b>	✓ (FC only)			
<b>Run by Period or Multiple Fiscal Yrs</b>				
<b>FBS or BCS</b>	✓	✓		

# FI Postings Line Item Report

## Used to:

- display **actual transactions** for the revenue and expense G/L accounts for specified FC or FC/Fund combinations

## Can be run:

- for single or multiple FCs or FC/Fund combinations
- by G/L
- by posting period
- for **multiple** fiscal years
- for a **single or range** of Commitment Items
- by User ID

## Provides:

- **detailed list of line items** from FI documents, sorted by document number

## Enables:

- drilldown to document level

## Does not provide:

- total revenues or total expenditures
- total actuals, commitments or funds available

# FI Postings Line Item Report (cont'd)

**Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Line Items >> FI Postings: Line Items by document number (ZFIR079)

Report on a single fiscal period  
or across a range of fiscal years

Fund Acct: defaults with “=” (to restrict output to a single fund, enter a Fund acct).

To change this symbol:

- select “=”
- left click on mouse
- select “**Options**”
- Choose alternate symbol (e.g., greater than, less than)

**Note:** If field is left blank, funds will **NOT** be included in the report output.

To include Funds Center hierarchy

Restrict report output

**QRG:** FI Postings Report

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

*FI Postings: Line Items by Document Number (w/ addnal flds)*

FM Area  
FM Area: UOFT

Commitments/Actuals  
Fiscal year/period: 2007 1 to 2007 12

Optimization of database access  
Maximum No. of Hits: [ ]

Funds Management Account Assignment  
Fund: [ ] = [ ] to [ ]  and all superior  and all subordinate

Funds center: [ ]  to [ ]  and all superior  and all subordinate

Commitment item: [ ]  and all superior  and all subordinate

FI Document  
FI document number: [ ] to [ ]  and all superior  and all subordinate

FI doc.no.fisc.year: [ ] to [ ]  and all superior  and all subordinate

Payment document no.: [ ] to [ ]  and all superior  and all subordinate

Fisc.year pmnt doc.: [ ] to [ ]  and all superior  and all subordinate

User: [ ] to [ ]  and all superior  and all subordinate

Summarize Amount Type

Layout  
Layout: [ ]  Variant fields only

**Search by Commitment Item hierarchy**

# FI Postings Line Item Report (cont'd)

## Output Screen:

“Change Layout” button enables user to add or delete columns

Use buttons to:

- sort
- filter
- subtotal
- download
- save

Click on document number to drilldown to document level

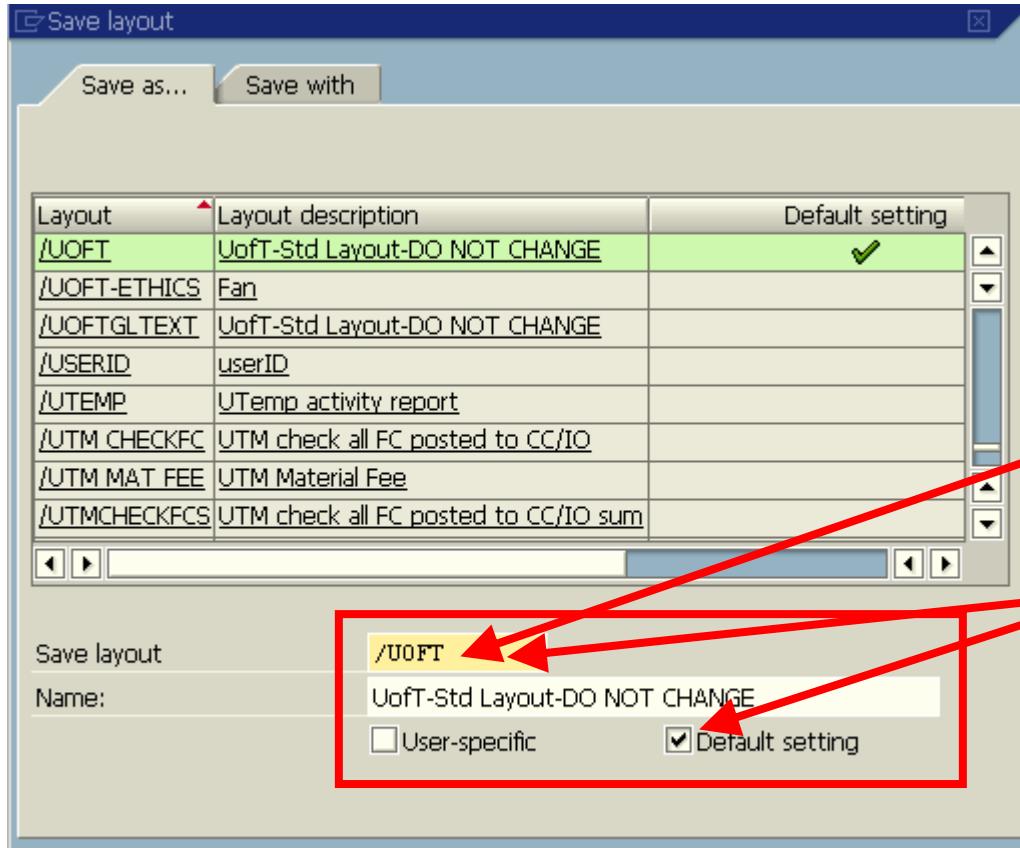
FI doc.no.	G/L Acc	Pymnt Bdgt	Order	Funds Ctr	Fund	Cmmt item	Line Item Text	VendorNm	Posting Date	Doc..Date
1000610137	745101	65,348.50-		100654		INVEST-INC			01.05.2006	01.05.2006
1000610408	821110	175.00-		100654		EQUIPMENT			03.05.2006	03.05.2006
1000611788	835330	44.34		100654		SERVICES			16.05.2006	16.05.2006
1000611954	835330	15.00		100654		SERVICES			17.05.2006	17.05.2006
1000612713	835020	5.00-		100654		TELEPHONE			24.05.2006	24.05.2006
	835020	2.00-		100654		TELEPHONE			24.05.2006	24.05.2006
	835020	0.61-		100654		TELEPHONE			24.05.2006	24.05.2006
1000613731	835330	15.00		100654		SERVICES			31.05.2006	31.05.2006
1000613777	835330	5,300.00		100654		SERVICES			31.05.2006	31.05.2006
1000614353	835330	10.00		100654		SERVICES			05.06.2006	05.06.2006

QRG: Line Item Functionality

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

# FI Postings Line Item Report (Helpful hint)

To save a **changed** layout, click on "Save layout"  icon.



Decide whether the new variant will be:

- **Global** (for everyone on campus to use)
- **User Specific** (only for you)

## IMPORTANT:

- Always enter a **new name** in the **"Save layout" field** to avoid overwriting the existing variant
- Only the **"/UOFT"** variant can be the **Global "Default setting"**

Click on  to **"Save"** the variant.

 Variant type	SAVE LAYOUT field (naming conventions)	User-Specific option	Default setting option
GLOBAL	must start with " / "	not applicable	<b>NEVER</b> save as a <b>default setting</b> ; doing so will change the setting for all users
USER-SPECIFIC	must start with a letter (A – Z)	must have check mark	may be saved as a default setting

# Report Features at a Glance

	Funding: FC or Fund	Total Funding Activity	FI Postings Line Item	
<b>Funds Center (<i>single</i>)</b>	✓	✓	✓	
<b>Multiple FC reporting</b>		✓	✓	
<b>Funds Center/Fund Combination (<i>single</i>)</b>	✓	✓	✓	
<b>Multiple FC/Fund combinations</b>		✓	✓	
<b>Funds Center Groups</b>				
<b>Budget drilldown</b>	✓ (FC only)			
<b>FI &amp; Commitment drilldown</b>	✓	✓	✓	
<b>PI Funds Center: Include/Exclude or Run Only by PI FC</b>				
<b>CI (<i>single/multiple</i>)</b>	✓ (FC only)		✓	
<b>Selection of multiple report output views</b>	✓ (FC only)			
<b>Original &amp; Revised budget in same report</b>	✓ (FC only)			
<b>Run by Period or Multiple Fiscal Yrs</b>			✓	
<b>FBS or BCS</b>	✓	✓		

# Funds Center Report

---

## Used to:

- provide a financial overview of **individual or multiple Funds Centers** (i.e., no FC/Fund combination)

## Can be run:

- for a single or multiple Fund Centers
- with/without Fund Center hierarchy
- for specific **PI accounts**

## Provides:

- versatile reporting options using line item reports (i.e., Budget, FI Postings, All Postings)
- **multiple report output views**
  - **Fixed format** – summary view; rows can be expanded & collapsed
  - **Spreadsheet views** – customizable view similar to line item report
- quick analysis of transactions for specific Commitment Items (e.g., EXP-UTFA)

## Enables:

- drilldown to document level

## Does not provide:

- reporting for Funds

# Funds Center Report: Selection Screen



UNIVERSITY OF  
TORONTO

Menu Path: Accounting >> Funds Management >> Information System >> Funds

Management Section (UofT Reports) >> Financial Summary Reports >> Funds Center Report (ZFTR111)

Include FC Hierarchy to capture all subordinate FCs (e.g., PI FCs)

Include/Exclude specific FCs and/or range(s) of FCs

Include/Exclude or Only PI accounts

**Note:** Defaults to “Include”

Sort by specific Commitment Item(s) and/or range. If applicable, include CI Hierarchy. (e.g., "Expense-S" should "Include CI Hierarchy", whereas Commitment Item "Services" should not).

Enter Fiscal year (required)

Enter FC **or** FC Group

Format defaults to **Fixed**  
NOTE: “Fixed” format can be changed to “Spreadsheet” format after report is executed

**QRG:** Fund Center Report

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

**QRG:** Create, Change or Display Fund Center Groups

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

# Fixed Format View

Characteristics of **Fixed Format** view:

- Selection Criteria is located in header
- provides summary financial data for FC hierarchy by CI
- displays **original** and **revised** budget info
- can switch to “Spreadsheet Format”

*Funds Center Report*

Fiscal Year		2015		Report	ZFTR111	
Funds Center		100654	FIS:FAST Training	Instance	LRN	
Include FC Hierarchy	X			User	PARAMRAM	
FC Hierarchy variant	0000			Date/Time	27.04.2015 15:24:16	
Include PI FCs	X					
Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Actuals	Revenue Variance/ Funds Available
Revenues						
+ REVENUE-S	881,153.00-	981,153.00-	0.00	8,436.19-	8,436.19-	972,716.81-
Total Revenues	881,153.00-	981,153.00-	0.00	8,436.19-	8,436.19-	972,716.81-
Expenditures						
EXP-UTFA	0.00	90,888.00	0.00	916.44	916.44	89,971.56
+ EXPENSE-S	6,943,118.00	7,893,961.01	4,359,980.65	576,256.87	4,936,237.52	2,957,723.49
Total Expenditures	6,943,118.00	7,984,849.01	4,359,980.65	577,173.31	4,937,153.96	3,047,695.05
Net	6,061,965.00	7,003,696.01	4,359,980.65	568,737.12	4,928,717.77	2,074,978.24

# Fixed Format View (cont'd)

**Funds Center Report**

Show all Commitment Items with hierarchy

Fiscal Year  
Funds Center  
Include FC Hierarchy  
FC Hierarchy variant  
Include PI FCs

1  
N  
M  
5 15:24:16

**Report Output (Fixed Format view):**

- detailed Commitment Item view
- drilldown on Summary level or individual Commitment Items (e.g., "Suppl-S" vs. "Supplies" or "Services")
- column specific drilldown is available

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Funds Available	Variance/
<b>Revenues</b>							
+ REVENUE-S	881,153.00-	981,153.00-	0.00	19,739.55-	19,739.55-	961,413.45-	
Total Revenues	881,153.00-	981,153.00-	0.00	19,739.55-	19,739.55-	961,413.45-	
<b>Expenditures</b>							
EXP-UTFA	0.00	90,888.00	0.00	4,360.38	4,360.38	86,527.62	
- EXPENSE-S	6,943,118.00	8,474,961.01	4,170,963.56	1,677,087.65	5,848,051.21	2,626,909.80	
+ CARRYFWD	0.00	818,761.78	0.00	0.00	0.00	818,761.78	
+ COMPENS-S	6,411,886.00	0.00	4,115,722.11	1,552,506.23	5,668,228.34	5,668,228.34-	
+ EQUIP-S	0.00	0.00	32,081.23	10,720.36-	21,360.87	21,360.87-	
+ FURNIT-S	0.00	0.00	11,206.78	2,035.85	13,242.63	13,242.63-	
+ STDAWARD-S	0.00	0.00	0.00	55,389.00	55,389.00	55,389.00-	
- SUPPL-S	531,232.00	0.00	11,953.44	71,605.70	83,559.14	83,559.14-	
+ POSTAGE	10,000.00	0.00	0.00	3.01	3.01	3.01-	
+ SERVICES	25,000.00	0.00	0.00	31,385.07	31,385.07	31,385.07-	
+ SUPPLIES	471,232.00	0.00	11,953.44	35,340.47	47,293.91	47,293.91-	
+ TELEPHONE	25,000.00	0.00	0.00	4,877.15	4,877.15	4,877.15-	
+ TRAVEL-S	0.00	0.00	0.00	6,271.23	6,271.23	6,271.23-	
<b>Total Expenditures</b>	<b>6,943,118.00</b>	<b>8,565,849.01</b>	<b>4,170,963.56</b>	<b>1,681,448.03</b>	<b>5,852,411.59</b>	<b>2,713,437.42</b>	

## Fixed Format View (cont'd)



All drilldown requests use line item reports (Budget, FI Postings, or All Postings).

Double click the following column headings to go to respective line item reports:

- **Commitments + Actuals:** All Postings Line Item Report
- **Actuals:** FI Postings Line Item Report
- **Budget:** Budget Movement Line Item Report

## *Funds Center Report*

### Show all Commitment Items with hierarchy

switch to spreadsheet view

Open next level



Funds Center Report	
Expands view to include <b>ALL</b> available	2015
	100654 FIS:FAST Training
	X
	0000
	X

Report ZFTR111  
Instance LRN  
User PARAMRAM  
Date/Time 27.04.2015 15:24:16

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Actuals	Revenue Variance/
						Amounts Available
<b>Revenues</b>						
+ REVENUE-S	881,153.00-	981,153.00-	0.00	12,512.13-	12,512.13-	968,640.87-
Total Revenues	881,153.00-	981,153.00-	0.00	12,512.13-	12,512.13-	968,640.87-
<b>Expenditures</b>						
EXP-UTFA	0.00	90,888.00	0.00	4,360.38	4,360.38	86,527.62
- EXPENSE-S	6,943,118.00	8,477,981.81	4,426,766.74	1,110,558.05	5,537,324.79	2,937,636.22
+ CARRYFWD	0.00	818,761.78	0.00	0.00	0.00	818,761.78

**BCS Budget Entry Documents**

Entry Docu ...	Line	Year	Budget Type	Crnt Item	Σ	Amount LC	User	Created on	LT Text
5000026371	000008	2009	cwd receiver	CARRYFWD		3,507.81-	PROCNTL	19.11.2014	
5000026371	000009	2009	cwd receiver	CARRYFWD		132.14-	PROCNTL	19.11.2014	
<u>Fund</u>						<b>3,575.05</b>			
<u>Funds Center</u>	<u>211608</u>					<b>3,575.05</b>			
						<b>818,761.78</b>			

0.00	32,081.23			31,313.66-
0.00	11,206.78	578.95	11,785.73	11,785.73-
0.00	0.00	55,389.00	55,389.00	55,389.00-
0.00	5,403.56	47,547.19	53,950.75	53,950.75-
0.00	0.00	6,647.38	6,647.38	6,647.38-
349.01	4,426,766.74	1,114,918.43	5,541,685.17	3,024,163.84

11. **What is the primary purpose of the `get` method in the `HttpURLConnection` class?**

For more information, contact the Office of the Vice President for Research and Economic Development at 319-273-2500 or [research@uiowa.edu](mailto:research@uiowa.edu).

## ~~FI Postings: Line Items by Document~~

~~Items by Document Number (w/ addnal flds)~~

FI doc.no.	G/L Acc	Σ Pymnt Bdgt	Cost Ctr	Order	Funds Ctr	Fund
1902356528	820010	578.95	1189		119820	
	820010	578.95				
		578.95				

RefDocNo	G/L ACC	Σ	Pymt Bdgt	Cost Ctr	Order	Funds Ctr	Fund	Cmmt item	Assign.	Line Item Text
4500098989	820010		11,206.78	11189		119820		FURNITURE		Layout 5 Furniture
1902356528			578.95	11189		100482		FURNITURE	20080603	119870 22.05.2008 Harkel
	820010	▪	<b>11,785.73</b>							
		▪	<b>11,785.73</b>							

# Spreadsheet Format View

To access **Spreadsheet** view:

1. In the Selection Criteria screen, select the “Spreadsheet format” radio button in **Layout** field

**OR**

2. In the Fixed Format output screen, click the **Switch to spreadsheet view** button

**Characteristics of Spreadsheet** View:

- data can be customized from the defaulted display view (e.g., hide "Original Budget" column)
- underlined fields can display appropriate line item reports with a single click on the amount
- can switch back to Fixed format via the  (only if generated from Fixed format)
- download to Excel by clicking the  button

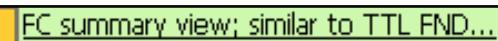


The screenshot shows the Funds Center Report interface. The top menu bar includes 'File', 'Edit', 'View', 'Format', 'Report', 'Help', and 'Exit'. Below the menu is a toolbar with various icons. Two specific icons are circled in red: the 'switch icon' (a square with a circular arrow) and the 'Excel icon' (a small Excel spreadsheet icon). The main content area displays the 'Funds Center Report' with the following data:

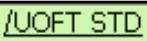
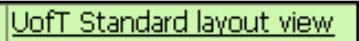
FM Area	UOFT	Report	ZFTR111							
Fiscal Year	2015	Instance	LRN							
Funds Center	100654	User	PARAMRAM							
Include CF Hierarchy	X	Date/Time	27.04.2015 15:55:09							
CI Category	FC	FC Description	Com. Item	Original Budget	Revised Budget	Commitments	Actuals	Com+Actuals	Revenue	Var/Funds Av
Expenditure	119820	FIS:FAST Training D	CARRYFWD	0.00	256.34	0.00	0.00	0.00	256.34	
Revenue	119815	FIS:FAST Training A	ENDOW-DIST	238,604.00	238,604.00	0.00	0.00	0.00	238,604.00	
			IN-BEN-REC	27,711.00	27,711.00	0.00	0.00	0.00	27,711.00	
			IN-EXP-REC	491,677.00	491,677.00	0.00	13.05	13.05	491,663.95	
				IN-SAL-REC	123,161.00	123,161.00	0.00	0.00	0.00	123,161.00
Expenditure			CARRYFWD	0.00	450,904.96	0.00	0.00	0.00	450,904.96	
			EQUIPMENT	0.00	0.00	14,064.71	0.00	14,064.71	14,064.71	
		EXPENSE-S	0.00	6,685,950.71	0.00	0.00	0.00	0.00	6,685,950.71	

# Spreadsheet Format View (cont'd)

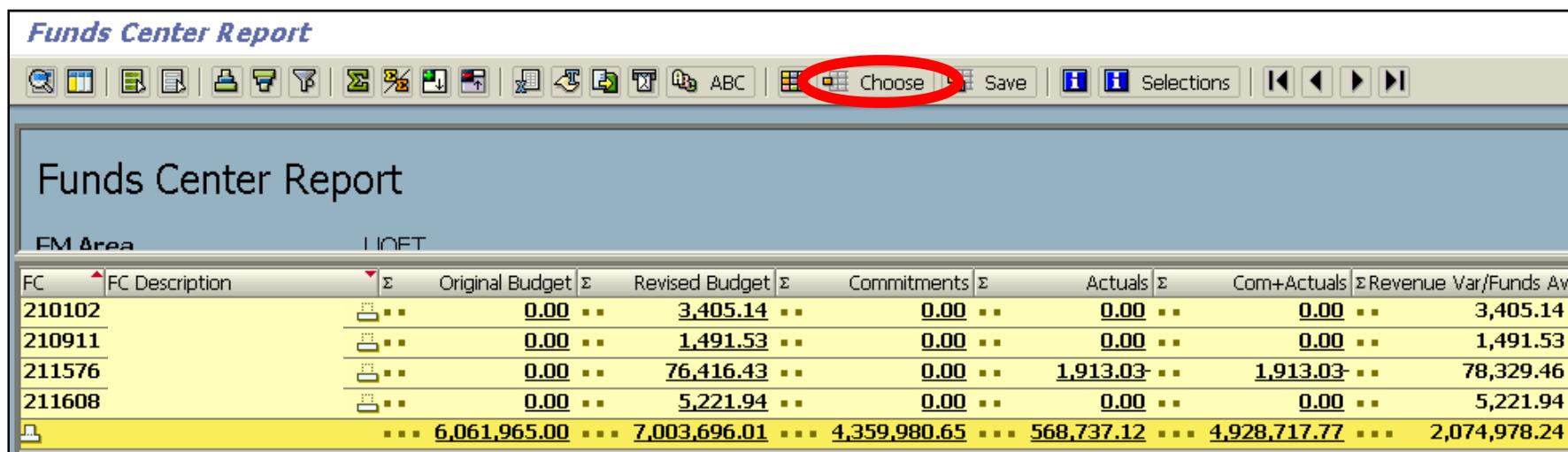
The "FC Summary" view available by clicking  Choose

 FC SUMMARY 

This view:

- provides a quick view of the “net” FC variance column
- shows the summary amount of each FC in the hierarchy
- has the same drilldown capabilities as the standard default view
- can expand to show more details
- can return to the default view via  Choose and  UoFT STD  or can switch back to Fixed Format via 
  - only possible if Spreadsheet view is accessed from the **Fixed Format**

*Funds Center Report*



FM Area	UOFT	
FC	FC Description	
210102	Original Budget	3,405.14
210911	Revised Budget	1,491.53
211576	Commitments	1,913.03
211608	Actuals	0.00
	Com+Actuals	0.00
	Revenue	3,405.14
	Var/Funds Av	1,491.53
		78,329.46
		5,221.94
		2,074,978.24
	6,061,965.00	7,003,696.01
	4,359,980.65	568,737.12
	4,928,717.77	

# Report Features at a Glance

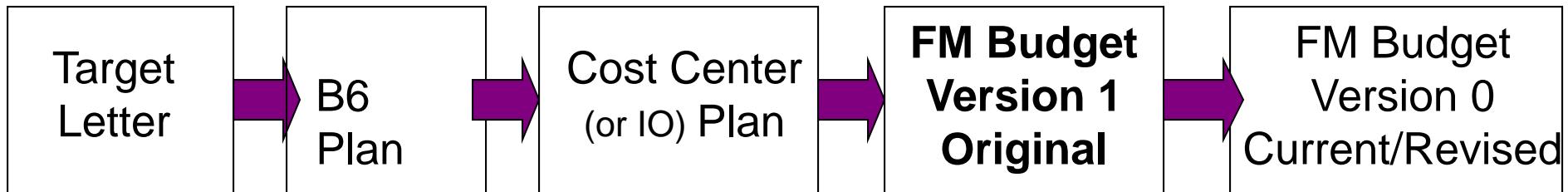
	Funding: FC or Fund	Total Funding Activity	FI Postings Line Item	Funds Center Report
<b>Funds Center (<i>single</i>)</b>	✓	✓	✓	✓
<b>Multiple FC reporting</b>		✓	✓	✓
<b>Funds Center/Fund Combination (<i>single</i>)</b>	✓	✓	✓	
<b>Multiple FC/Fund combinations</b>		✓	✓	
<b>Funds Center Groups</b>				✓
<b>Budget drilldown</b>	✓ (FC only)			✓
<b>FI &amp; Commitment drilldown</b>	✓	✓	✓	✓
<b>PI Funds Center: Include/Exclude or Run Only by PI FC</b>				✓
<b>CI (<i>single/multiple</i>)</b>	✓ (FC only)		✓	✓
<b>Selection of multiple report output views</b>	✓ (FC only)			✓
<b>Original &amp; Revised budget in same report</b>	✓ (FC only)			✓
<b>Run by Period or Multiple Fiscal Yrs</b>			✓	
<b>FBS or BCS</b>	✓	✓		<b>BCS only</b>

# Budget Analysis

# How is Budget Recorded in FM accounts

## Operating/Ancillary

### 1. Calculation and loading of Original Budget:



### 2. Calculation and posting of Operating Reserve budget:



### 3. Revisions to Budget - Authority to change the annual budget for the Operating Fund rests with the UTM Business Services, which in turn may delegate this authority to the administration.

Under this delegation, changes may be categorized as follows:

- Budget changes requiring senior administrative authorization (i.e. annual salary increase, across the board budget cuts, etc.)
- Budget changes that may be authorized within a division (i.e. changes to income or expenditure budgets of divisional accounts)

# Advanced FM Reports for Budget Analysis



Reports most commonly used to track budget information:

- **Budget to Plan Reconciliation**

<http://finance.utoronto.ca/wp-content/uploads/2016/02/Budget-to-Plan-Reconciliation-ConvertedFeb3.pdf>

- **Budget Movement Report for Fund Centers**

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

- **Budget Movement Report for Funds**

[http://finance.utoronto.ca/wp-content/uploads/2016/02/ZFTR055\\_Funds-Budget-Movement-Report-For-Funds.pdf](http://finance.utoronto.ca/wp-content/uploads/2016/02/ZFTR055_Funds-Budget-Movement-Report-For-Funds.pdf)

# Budget to Plan Reconciliation Report

## Budget to Plan Reconciliation Report

The purpose of this report is to reconcile operating and/or ancillary FM budgets in one or many FCs, against the CO plan set up in the cost centers (CC) and/or internal orders (IO) listed in the **Linking Table\*** for a single fiscal year and for various budget/plan versions as shown on the next slide.

### Report Functionality

- ✓ Compares the amount planned in the CCs and/or IOs with the amount budgeted in the funds centers, by listing the CO Plans, FM Budgets and Differences, if any.
- ✓ Allows for the option of excluding self-funded units (i.e. Operating Fund only).
- ✓ Can be run for a single fund center, with/without the funds center hierarchy or for a list/range of FCs.

\***Linking Table** refers to the SAP report “Commitment Accounting Assignments”

**NOTE:** For reporting accuracy, the CC or IO need to be linked to the FC contact your FAST Team Representative with linking questions. Additionally, the FC must be classified.

If the FC is not classified, the following message will appear when trying to run the report:

**"No Fund Center selected for Operating Fund"**

#### QRG: Commitment Accounting Assignments Report

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Commitment-Accounting-Assignments-Report-Converted.pdf>

#### FAST Team Contacts

- <http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

# Reports Used to Check Budget Amounts

## Budget to Plan Reconciliation Report (cont'd)

**During the annual budget/planning process:** This report can be used to track and reconcile the CO plans loaded into the CCs and/or IOs with the amounts recorded on the Divisional Budget Schedule (a.k.a. Target Budget Letter) which has been loaded into **version 99** of the FM budget.

Fund Center	Commitment Item	CC / IO	Cost Element	CC Amount	FM Amount	Difference
Should balance; however differences may be caused by linking table error						
100654 EXPENSE-S			Fin:Training	3,756,113.00	3,418,290.00	337,823.00

**At the beginning of the new fiscal year:** This report can be used to provide an audit trail of the CC and/or IO plans that contributed to the make up of **version 1** of the FM budget.

Fund Center	Commitment Item	CC / IO	Cost Element	CC Amount	FM Amount	Difference
Balances; any linking table errors corrected; moved to version 1						
100654 EXPENSE-S			Fin:Training	3,756,113.00	3,756,113.00	

**During the year:** This report can be used to compare, track changes and perhaps reconcile CC and/IO plans with **version 0** of the FM budget.

Fund Center	Commitment Item	CC / IO	Cost Element	CC Amount	FM Amount	Difference
Includes Revenues, Carryforward, & any additional budget changes						
100654 EXPENSE-S			Fin:Training	3,756,113.00	3,803,015.93	46,902.93-

# Budget Movement Report – Funds Centers

## Budget Movement Report – Examine the budget (version 0)

This report is most commonly used to view the budget activity and totals for Funds Centers on a fiscal year basis.

### Report Functionality

- Can be run for individual or multiple Funds Centers and can be restricted by FC Classification, Commitment Item, or budget transaction date.
- Provides a fiscal year summary display of budget activity based on budget transaction type (i.e. *Original Budget, Supplements, Returns, Transfers Sent, Transfers Received and Carry Forward*) or an expanded line item detail view.
- Drill down functionality allows users to see budget line items that support the summary totals.
- Report can be sorted, sub-totaled, filtered and downloaded to Excel.

Carryforward amt. from slide 13

Double click to drill down.

CFC	CFC Description	Com. Item	C	Original Budget	Supplements	Returns	Transf. Sent	Transfers Rec'd	Carryforward	Total Budget
100409	Demo Funds Center	ADM-USER-F	2	156,546.00-	0.00	0.00	0.00	0.00	0.00	156,546.00-
100409	Demo Funds Center	ENDOW-DIST	2	225,000.00-	0.00	0.00	0.00	0.00	0.00	225,000.00-
100409	Demo Funds Center	EX-BEN-REC	2	76,500.00-	0.00	0.00	0.00	0.00	0.00	76,500.00-
100409	Demo Funds Center	EX-SAL-REC	2	340,000.00-	0.00	0.00	0.00	0.00	0.00	340,000.00-
100409	Demo Funds Center	IN-EXP-REC	2	85,048.00-	0.00	0.00	0.00	0.00	0.00	85,048.00-
100409	Demo Funds Center	CARRYFWD	3	0.00	0.00	0.00	0.00	0.00	5,717,044.18	5,717,044.18
100409	Demo Funds Center	EQUIPMENT	3	0.00	0.00	0.00	2,734.48-	0.00	2,734.48	0.00
100409	Demo Funds Center	EXPENSE-S	3	9,983,881.00	0.00	0.00	135,006.00-	570,189.25	0.00	10,419,064.25
100409	Demo Funds Center	SERVICES	3	0.00	0.00	0.00	171,424.00-	0.00	171,424.00	0.00
100409	Demo Funds Center	SUPPLIES	3	0.00	0.00	0.00	2,128.77-	0.00	2,128.77	0.00
*				9,100,787.00	0.00	0.00	311,293.25-	570,189.25	5,893,331.43	15,253,014.43

Residual budget (including outstanding commitments) from previous slide

# Reports Used to Check Budget Amounts

## Budget Movement Report (cont'd) – Examine the budget (version 0)

Example of first level drill down functionality:

4000028505	000027	2019		100409	EXPENSE-S	200,000.00	PRABHP	29.05.2018		08-09 AIF Rd.2
4000029440	000002	2019		100409	EXPENSE-S	136,166.00	DSOUZAT	24.05.2018		103341:10040
4000029557	000002	2019		100409	EXPENSE-S	25,000.00	PROCHWAN	15.02.2018		ecc6 bud trsf t
4000029558	000002	2019		100409	EXPENSE-S	25,000.00	PROCHWAN	15.02.2018		
						570,189.25				
4000028727	000001	2019	Transfer Send	100409	EXPENSE-S	107,606.00	DSOUZAT	13.06.2018		100409:10341
4000029977	000001	2019		100409	EXPENSE-S	18,400.00	ROTHI	24.06.2018		Metcalfe perso
4000029538	000001	2019		100409	EXPENSE-S	9,000.00	PROCHWAN	07.02.2018		ecc6 exp-utfa l
						135,006.00				
						.. 10,419,064.25				

Example of second level drill down functionality to actual budget document transaction:

Header	Additional Data
Document	4000029538
Process	Transfer
BCS Value Type	Budget
Budget Category	Payment
Document type	TRAN
Status	Posted
Total Sender	9,000.00
Total Receiver	9,000.00
Version	0
Document Date	07.02.2018
Document Year	2019
FM Area	U0FT
Fiscal Year	2019

Year		Periods	

Line	Fund	Funds Center	Commitment Item	Type	Amount TC	DK	Text
000001		100409	EXPENSE-S	TSFS	9,000.00	0	ecc6 exp-utfa bud trf testing wp
000002	458159	203208	EXP-UTFA	TSFR	9,000.00	0	ecc6 exp-utfa bud trf testing wp

# How to Interpret Budget Information Presented in Reports

---

## Budget Document Types:

**ORIG = Original Budget** – Version 1 - The centrally approved budget and the budget plan which is reported in the official budget report

**CFWR = Carryforward Receiver** – Line item of a carryforward that increases the budget

**CFWS = Carryforward Sender** – Line item of a carryforward that reduces the budget

**SUPL = Supplement** – An addition to the budget

**RETN = Return** – A reduction to the budget

**TSFR = Transfer Receiver** – Line item of a Transfer that increases the budget

**TSFS = Transfer Sender** – Line item of a Transfer that reduces the budget

# How to Change Budgets

---

**For information on how to initiate a change to your budget, please contact UTM Business Services.**

## **Budget Transfer/Revision Form**

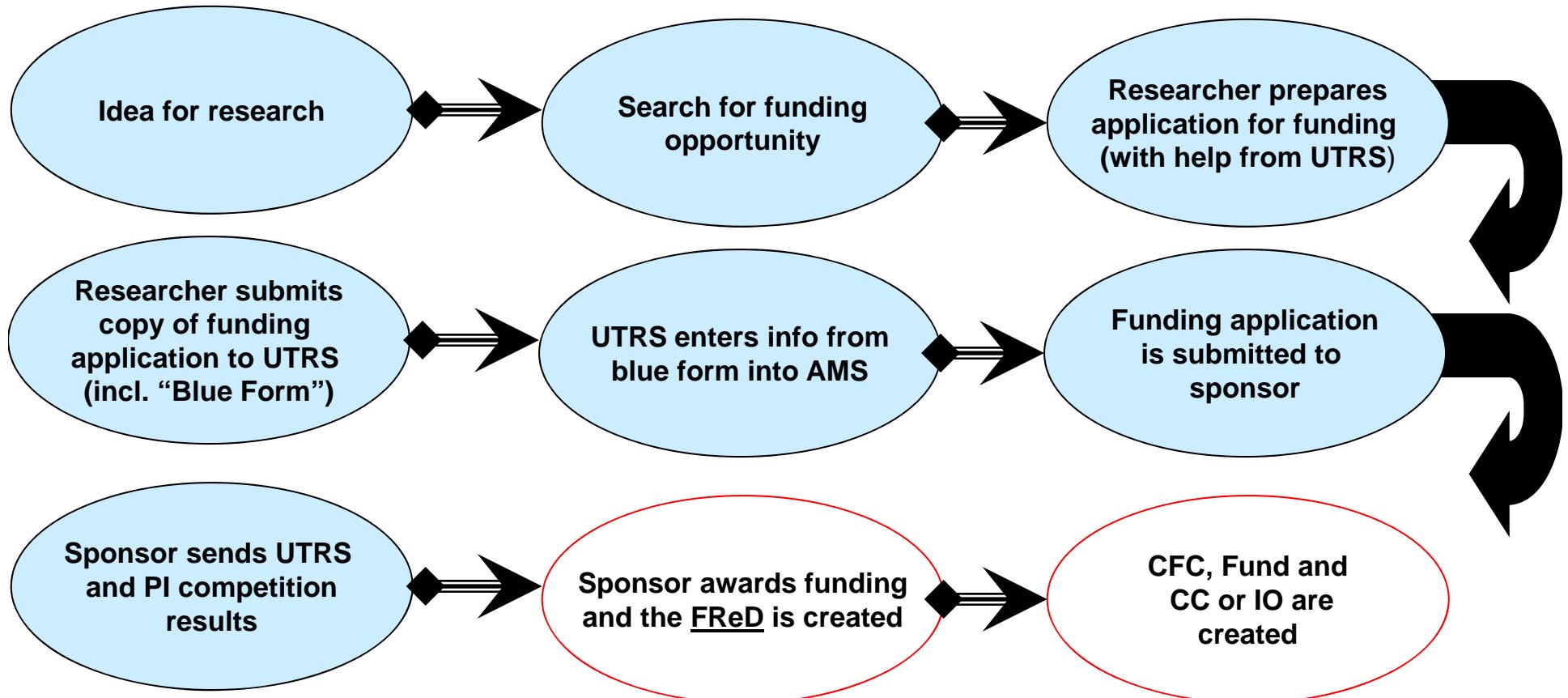
[http://www.planningandbudget.utoronto.ca/Assets/Academic+Operations+Digital+Assets/Planning+\\$!26+Budget/Budget+transfer+revision+Form.xls](http://www.planningandbudget.utoronto.ca/Assets/Academic+Operations+Digital+Assets/Planning+$!26+Budget/Budget+transfer+revision+Form.xls)

**For further information, please visit Planning and Budget Home Page:**

<http://www.planningandbudget.utoronto.ca/Home.htm>

# Research Fund Analysis

# Creation of a Research Award



At this stage the Research Award has been established and once the first budget release occurs, spending can commence.

# Have you Met FReD?

## **FReD = *Funded Research Digest***

**Menu path to FReD:** SAP menu >> Research Info System >> RIS >> Funded Research >> Funded Research >> Display

Once the FReD is created, UTRS will distribute it to the PI, as well as make it available through the Research Information System (RIS).

When the FReD is created, a unique number called a ***Funded Research Number*** is assigned.

To find the specific ***Funded Research Number*** in which you are interested, do a “match code search” based on any of the options on this pop up window.

*Display Funded Research Digest*

<input type="checkbox"/> Funded Research Number	<input checked="" type="checkbox"/>
From Date	
To Date	
For budgets controlled by Chairs, Department Fund Center	
<input type="checkbox"/> Search for Administrative Digest	
Search Admin Digest by:	
<input checked="" type="radio"/> Principal Investigator	
<input type="radio"/> Sponsor	
<input type="radio"/> FRDs with no Fund	
<input type="radio"/> FRDs with no Budget	
<input type="radio"/> Grant Period	
<input type="radio"/> Fund Number	
<input type="radio"/> Sponsor's Reference	
<input type="radio"/> Application Number	

Proceed Back

# Have you Met FReD? (cont'd)

**The FReD contains the following information:**

- PI name, department, project title
- Confirmation that a budget has been set up, and provides the related FIS account numbers (CFC, Fund, CC or I/O)
- Budget installments, by date and budget category
- Terms and Conditions by which PI must abide in order to receive and maintain the award

**Questions relating to FReD, contact Research Accounting.**

**FReD: Due Dates and Deliverables**

<http://www.research.utoronto.ca/faculty-and-staff/manage-your-research-funding/ams-reporting/funded-research-digest-fred-sample-schedules/>

# Using FIS to Manage and Report on Research Awards

---

## How Research Awards are managed in FIS:

Research Awards are assigned FIS account numbers on which the financial activity can be managed and reported.

## FIS account numbers assigned:

CFC	<ul style="list-style-type: none"><li>- If Award made to a Position (i.e. chair, director), then <b><i>departmental</i></b> CFC</li><li>- If Award made to an Individual (i.e. Prof. ABC, Prof. XYZ), then <b><i>PI</i></b> CFC = PI name</li></ul>
Fund	<ul style="list-style-type: none"><li>- Research account that will track all financial transactions (revenues, expenditures &amp; commitments)</li></ul>
CC or IO	<ul style="list-style-type: none"><li>- PI or departmental account which will track the financial transactions relating to expenditures</li></ul>

Once the FIS account numbers are assigned, the budget information is loaded into the CFC/Fund combination.

# Using FIS to Manage and Report on Research Awards (cont'd)

## How Research Awards are managed in FIS (cont'd):

### Budgets for Research Awards:

Only **expenditure** budgets are loaded into Research Award accounts; similar to Trust accounts, Award monies (revenue) are recorded in the FIS Research account(s)\* when received and no budget is set up (\*exceptions are CIHR and NSERC; these revenues are recorded in central FIS Research accounts)

### The FReD reflects:

- “**when**” the budget is loaded: if the award is multi year, depending on the terms, the whole budget may be loaded up front or in annual/quarterly installments
- “**how much**” budget is loaded: irrespective of when the actual Award monies are (will be) received, the budgets are set up at the beginning of the reporting period

**FIS Budget “profile” is set to “OVERALL” for all Research Awards;** this means that funds availability checking will look at **cumulative life to date** budget and actual activity when determining if enough funds are available

# Using FIS to Manage and Report on Research Awards (cont'd)

---

## Reports:

There are several FIS reports available to answer all questions relating to the financial management of Research Awards.

**Funding: Funds Center or Fund** report is one of the most frequently used reports because it answers one of the most frequently asked questions:

“How much money do I have left to spend?”

## Features of the report specific to Research:

- Cumulative “life to date” view of financial information, including current funds available to spend
- Start and end date of fund account activity

# How to use FIS to Manage and Reconcile Research Awards (cont'd)

---

**Funds Center/Funds Balance Listing** report will also answer the question of  
***“How much money do I have left to spend?”***

## Features of the report include:

- Can be run for one **or** many CFC/Fund combinations depending on selection criteria
- Cumulative “life to date” view of “expenditure” financial information; Budgets, Assignments (i.e. actuals+commitments) and current funds available to spend
- End date of fund account activity
- Name of Sponsor
- Tolerance limit for “overspending”

# How to use FIS to Manage and Reconcile Research Awards (cont'd)

## Reports → Funds Center/Funds Balance Listing Report (cont'd):

The QRG for this report can be found at:

<http://finance.utoronto.ca/wp-content/uploads/2015/11/FC-and-Fund-Balance-Listing-Report-Converted.pdf>

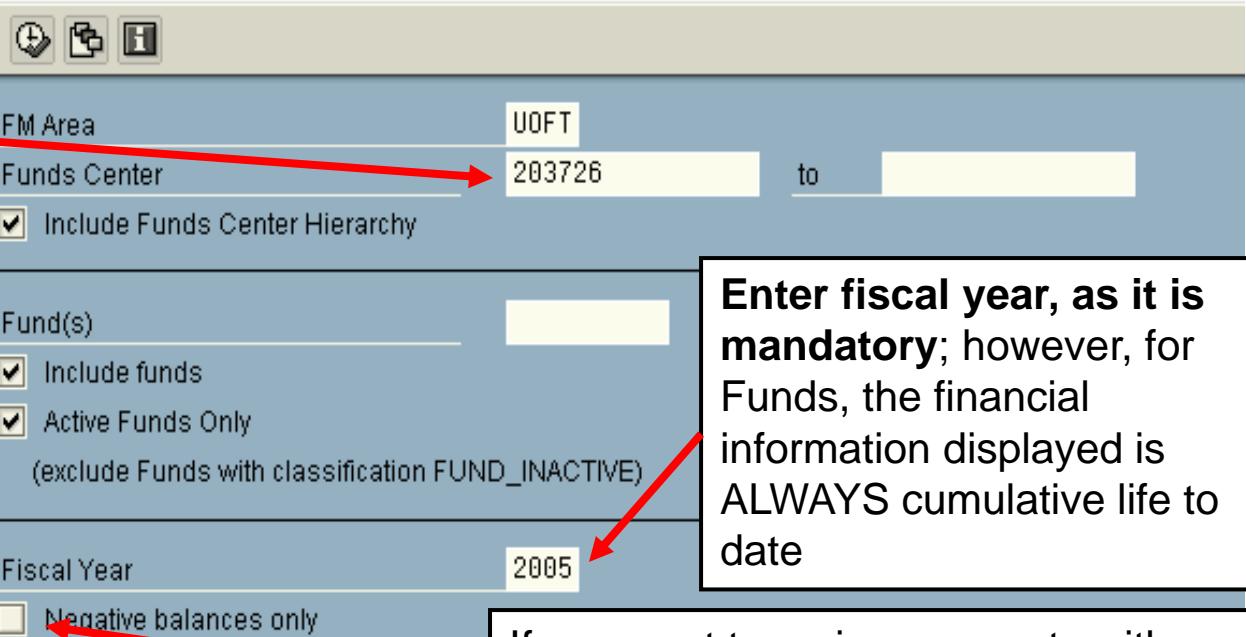
Enter the top level funds center for your PI accounts. and select...

“Include Funds Center Hierarchy”,

“Include funds and Active Funds Only.”

Execute the report.

**Funds Center/Fund Balance Listing Report**



FM Area: UOFT

Funds Center: 203726

Include Funds Center Hierarchy

Fund(s):

Include funds

Active Funds Only

(exclude Funds with classification FUND\_INACTIVE)

Fiscal Year: 2005

Negative balances only

**Enter fiscal year, as it is mandatory; however, for Funds, the financial information displayed is ALWAYS cumulative life to date**

If you want to review accounts with negative balances only, click here

# How to use FIS to Manage and Reconcile Research Awards (cont'd)

Reports → Funds Center/Fund Balance Listing report view for a Research Award:

*Funds Center/Fund Balance Listing Report*

Print Download

Page : 1  
Date : 01.06.2005  
Time : 12:07:38

University of Toronto  
CFC/Fund balance listing report

Funds Center 203726  
All funds Include funds Active funds only

Fiscal year 2003

**Tolerance, end dates and sponsor name are included**

Funds Center	Fund	Commitment Item	Budget	Assignments	Balance	Tolerance Limit	Valid to	Sponsor
( ) 203726	SIMON ROGER PROF	EXP-UTFA	306.18	306.18	0.00	10.00		
	410622	SIMON R 410961461 EXPENSE-S	96,225.00	96,225.00	0.00	10.00	20.12.2000	Social Sciences & Humanities
	414977	SIMON R 410990321 EXPENSE-S	138,550.00	138,550.00	0.00	10.00	02.06.2003	Social Sciences & Humanities
	419631	SIMON R SIG 00/01 EXPENSE-S	400.00	400.00	0.00	10.00	31.03.2003	SSHRC (GRG PROGRAM)
	450433	SIMON R 829010006 EXPENSE-S	5,000.00	5,000.00	0.00	10.00	02.06.2003	Social Sciences & Humanities
	452807	SIMON R SIG 02/03 EXPENSE-S	300.00	286.85	13.15	10.00	31.03.2005	SSHRC (GRG PROGRAM)
	452811	SIMON R SIG 02/03 EXPENSE-S	2,500.00	2,500.00	0.00	10.00	31.03.2005	SSHRC (GRG PROGRAM)
	453480	SIMON R 646021016 EXPENSE-S	9,016.00	9,096.00	0.00	10.00	31.01.2005	Social Sciences & Humanities
	453812	SIMON R 410030564 EXPENSE-S	161,778.00	80,592.01	84,185.99	5,000.00	31.03.2007	Social Sciences & Humanities
	455546	SIMON R SIG 03/04 EXPENSE-S	400.00	332.59	67.41	10.00	31.03.2006	SSHRC (GRG PROGRAM)
<b>** Grand Totals **</b>			<b>118,355.18</b>	<b>334,088.55</b>	<b>84,266.55</b>			

**Expenditure** financial information listed for funds (same as information listed in Funding:FC or Fund report)

# Manage and Reconcile Research Awards - The Monthly PI Report

---

The **Monthly PI Report** was designed to not only answer the question “How much money do I have left to spend”, but also to provide comprehensive detail information on the FIS financial transaction activity.

## Features of the report include:

- FIS financial transaction activity is reported by sponsor fiscal year
- Funds available calculated using prior year closing fund balance +/- current year activity **[budget – (actuals+commitments)]**
- Summary of all budget changes by sponsor fiscal year (past, present, future)
- Line item details for all expenditure related transactions including reserve entries
- Payroll distribution report (if selected)
- Report has two formats\* in which it can be run:
  - Budget Category (budget at multiple commitment items)
  - Expenditure Category (open budget)

\* *System will determine appropriate format based on type of grant (sponsor) and the budgeting level.*

# How to use FIS to Manage and Reconcile Research Awards (cont'd)

## Reports → Monthly PI Report (cont'd):

QRG for this report can be found on the FAST website at:

<http://finance.utoronto.ca/wp-content/uploads/2015/11/Monthly-PI-Report-Converted.pdf>

Enter CFC & Funds (if Fund is left blank, all funds associated with cfc, having activity in the report period, will be displayed)

Select report period

Select information to include in the report output

**Monthly PI Report - All Sponsors**

Funds center: UOFT  
Funds center: 203726  
Funds: 453812  
Sponsors: SIMON ROGER PROF

Data at:  
Latest update: May 31, 2005  
End of selected previous month: May 2005

Items/sections to include on report, in addition to summary page:  
(Select one or more, or leave blank for summary only.)

Budget details  
 Expense details  
 Outstanding commitments  
 Payroll distribution  
 Include Funds Center Hierarchy  
 Include funds with no activity  
 Include Funds with no activity & non-zero balance

Include G/L summary totals

Report version:  
Report by budget categories  
Report by expense categories  
System determines report type

Select report output format:  
**“System determines report type”** should **ALWAYS** be chosen, as not all information is presented accurately in both formats (i.e. overhead info)

# How to use FIS to Manage and Reconcile Research Awards (cont'd)

## Reports → Monthly PI Report view for a Research Award:

University of Toronto		Monthly PI Report by Expenditure Category		Page: 1 Date: 01.06.2005 Time: 14:28:37 Name: ZFTR089(RPT)					
		Summary							
Funds Center	203726	SIMON ROGER PROF	Period May-2005 as of Monthend						
Parent Funds Center	100430	OISE:CURTEAC LRN-CTL							
Fund	453812	SIMON R 410030564							
Title	The legacy of testament: The problematics of exhibiting the Warsaw UNECCO archives								
Sponsor	300002	Social Sciences & Humanities							
Sponsor Year Start	April 1, 2005	Sponsor Year End March 31, 2006							
Grant Start Date	April 1, 2003	Grant End Date March 31, 2006							
Fund Start Date	April 1, 2003	Fund End Date March 31, 2007							
Message									
		Sponsor year Apr-Mar							
Information on report format chosen, sponsor, and sponsor's fiscal year									
Funds Available for Current Year									
Balance of fund at close of previous year				41,636.04					
Current year grant				60,085.00					
Council authorized transfer (MRC/CIHR and NSERC only)				0.00					
Total Funds Available for Current Year (Available Budget)				101,721.04					
Expenditures		Sponsor defined categories							
Salaries		Current Month	Outstanding Commitments	YTD Exp	YTD Exp+Coms				
Undergraduate Students (Canadian)		0.00	0.00	0.00	0.00				
Undergraduate Students (Foreign)		0.00	0.00	0.00	0.00				
Postgraduate Students (Canadian)		0.00	0.00	0.00	0.00				
Postgraduate Students (Foreign)		0.00	0.00	0.00	0.00				
Postdoctoral fellows (Canadian)		0.00	0.00	0.00	0.00				
Postdoctoral fellows (Foreign)		0.00	0.00	0.00	0.00				
Salaries to Others		4,576.00	9,609.60	5,824.00	15,433.60				
Salary of Incumbent (CRC only)		0.00	0.00	0.00	0.00				
Fringe Benefits		457.60	960.96	579.28	1,540.24				
Total Expenditures		5,274.48	10,570.56	6,964.49	17,535.05				
YTD Unspent Balance (Free Balance)					84,185.99				

# How to use FIS to Manage and Reconcile Research Awards (cont'd)

Reports → Monthly PI Report view for a Research Award:

Budget category view:

University of Toronto		Monthly PI Report by Budget Category				Page: 1	
		Summary				Date: 01.06.2005	
						Time: 14:42:31	
						Name: ZFTR088(RPT)	
Funds Center	203726	SIMON ROGER PROF	Period May-2005 as of Monthend				
Parent Funds Center	100430	OISE:CURTEAC LRN-CTL					
Fund	453812	SIMON R 410030564					
Title	The legacy of testament: The problematics of exhibiting the Warsaw Ghetto archives						
Sponsor	300002	Social Sciences & Humanities					
Sponsor Year Start	April 1, 2005	Sponsor Year End	March 31, 2006	Sponsor year	Apr-Mar		
Grant Start Date	April 1, 2003	Grant End Date	March 31, 2006				
Fund Start Date	April 1, 2003	Fund End Date	March 31, 2007				
Message							
	Carryforward Budget	Budget for Current Year	Current Month Expenses	Outstanding Commitments	YTD Expenses	YTD Expenses & Commits.	Funds Avail.
Open	41,636.04	60,085.00	5,274.48	10,570.56	6,964.49	17,535.05	84,185.99
Total	41,636.04	60,085.00	5,274.48	10,570.56	6,964.49	17,535.05	84,185.99
Budget details for all sponsor fiscal years: Total project expenditure budgets (excluding overhead)							
	Apr 2003	Apr 2004	Apr 2005	Total			
Open	58,829.00	45,864.00	60,085.00	164,778.00			
Total Expense	58,829.00	45,864.00	60,085.00	164,778.00			

Same information here as in Expenditure view

Activity presented by Budget category, not sponsor defined categories (same balances reported for this account)

# How to use FIS to Manage and Reconcile Research Awards (cont'd)

---

**Reports → Monthly PI Report for a Research Award (cont'd):**

**Main differences between format views:**

**Budget category view:**

- Should only be run if Fund has budget at multi commitment items
- Overhead budget is not displayed in this report (difference between Funding: FC or Fund report) because funds are not available for spending
- Displays information by budget commitment item view (for funds having budget only at EXPENSE-S, should be no difference in financial totals)

**Expenditure category view:**

- Should only be run if Fund has budget at single commitment item=EXPENSE-S
- Displays information by Sponsor reporting categories

# How to use FIS to Manage and Reconcile Research Awards (cont'd)

---



**Reports ➔ FI Postings: Line Items by Document Number (w/addnl flds)**

## Features of the report:

- Line item report by actuals posted, based on **sponsor** fiscal year (i.e. Apr-Mar) vs. **University** fiscal year (May-Apr)

**Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Line Items >> FI Postings: Line Items by document number

# How to use FIS to Manage and Reconcile Research Awards (cont'd)

## Reports → FI Postings: Line Items by Document Number (w/addnl flds) (cont'd)

UofT's fiscal yr/period is May-Apr, with May as period 1 & Apr as period 12. In this example, the sponsor's fiscal year is Apr-Mar. For the report to print out properly, the UofT fiscal yr/period of 2006/12 to 2007/11 (Apr-Mar) must be used.

*FI Postings: Line Items by Document Number (w/ addnl flds)*

Classification

FM Area

UOFT

Commitments/Actuals

Fiscal year/period

2016 12 to 2017 11

Optimization of database access

Maximum No. of Hits

Funds Management Account Assignment

Fund

= 458280 to [ ]

Funds center

and all superior

and all subordinate

If reporting on one or more Funds, ensure the Fund number field(s) is populated. If not, the report output will NOT include any Funds associated with the FC. (Please note that the “=” next to the blank Fund field means the same thing as “Fund = zero”.)

# Making Corrections to Research Award Accounts

---

## Expenditure Budgets...

Budgets are loaded into the FM accounts based on the information contained in the FReD; **questions regarding the budget information should be directed to the Research Accountant assigned to the Fund.**

## “Actual” financial transaction postings...

**Revenues** → these are posted by central units; **questions regarding the budget information should be directed to the Research Accountant assigned to the Fund**

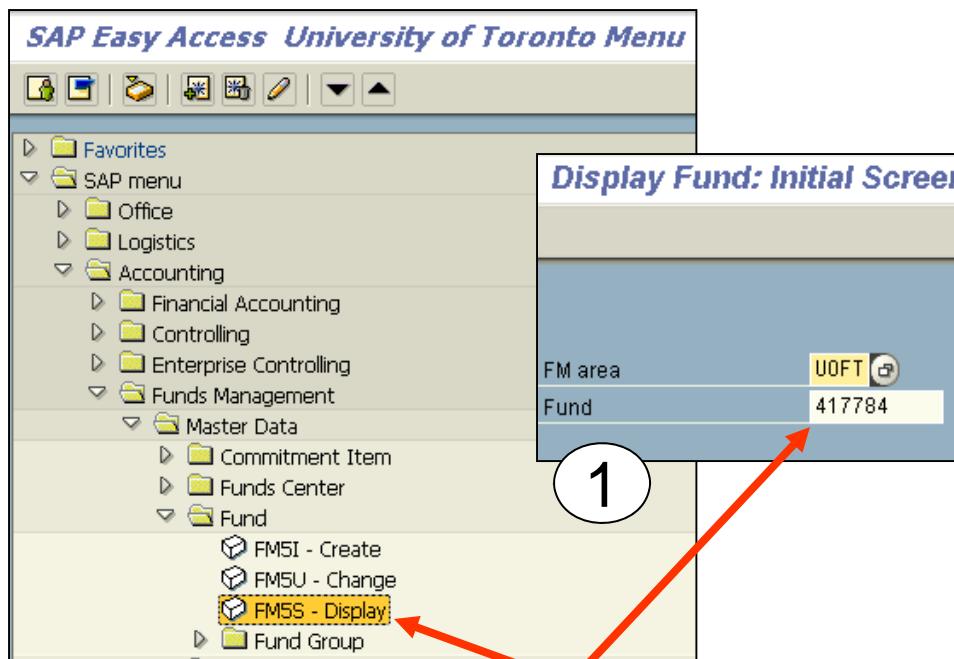
**Expenditures** → generally the standard guidelines relating to correcting expenditure transactions apply; for example:

- **Payroll entries...check HRIS or call Payroll accounting**
- **Departmental generated transactions (i.e. Journal entries, A/P, P.O., etc.)...should be followed up with person who input the transaction (look up AMS userID in document header)**

# Making Corrections to Research Award Accounts (cont'd)

## Finding contact information for follow up:

The information needed to locate the Research Accountant, assigned to the fund, is found in the fund Master Data record.



1. Go to the Display Fund Master Data initial screen and enter the fund number
2. Once in the Display Fund Basic Screen, click on the “classification” button
3. Research Accountant information is located here

The 'Display Fund: Basic Screen' is shown. The 'Classification' button is highlighted with a red arrow and circled with a white border. The 'Fund' number is 417784 and 'UOFT' is selected.

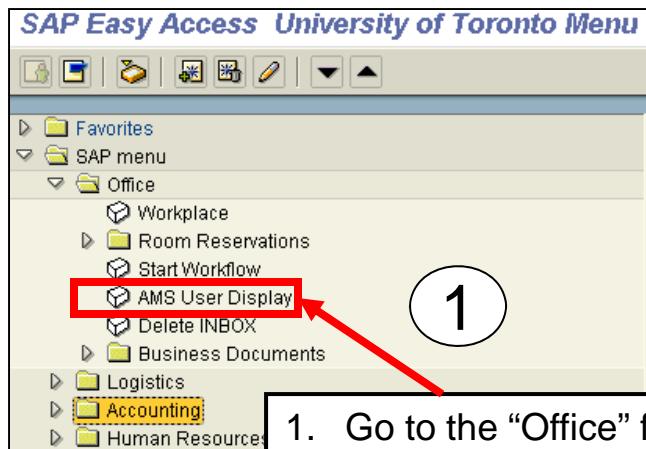
The 'Display Fund: Classification' screen is shown. The 'Classification' button is highlighted with a red arrow and circled with a white border. The 'Fund' number is 417784 and 'UOFT' is selected. The 'Class type' is 042. The 'Assignments' table shows the following data:

Class	Description
TYPE:GRANT	Award type:grant
USE:RESEARCH	Fund use:research
ACCT:005	Accountant 005 (Ruby Barker)

# Making Corrections to Research Award Accounts (cont'd)

## Finding contact information for follow up:

### Departmental contact information for AMS userid:



1. Go to the “Office” folder and select “AMS User Display”
2. Type in or copy and paste the AMS userID of the person or type in User Name
3. “Execute” to get the contact information

Display User: Name & Address

User:  to

User Name (i.e. Surname, Given):

2

Display User: Name & Address

User: GAUDIOL Language: EN

Form of Address:

First Name:	Lorena D
Last Name:	Gaudio
Faculty:	CFO
Department:	Financial Services
Function:	FAST Team Manager
Telephone No.:	416-978-2802
Telephone Ext.:	
Fax No.:	416-978-5572
Fax Ext.:	
Building number:	
Street:	215 Huron Street
City:	2nd Floor
District:	
Country key:	CA
E-mail:	Lorena.gaudio@utoronto.ca
Room number:	PO box:
Postal code:	Regional code: ON

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Principal investigators have access to view their award information on-line.

**Logon Web site:**

<http://aws.utoronto.ca/>

**Managing Your Research Funding:**

<http://www.research.utoronto.ca/faculty-and-staff/manage-your-research-funding/>

# WEB Documentation

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- **Documentation & Support**

<http://finance.utoronto.ca/fast/support-documentation/>

- **GTFM Policy**

<http://finance.utoronto.ca/policies/gtfm/>

- **Glossary of Terms**

<http://finance.utoronto.ca/fast/fis-glossary/>

# NEED HELP?

<https://easi.its.utoronto.ca/ams-help-form/>

Help is a facility for all AMS subsystems:

- Use the WEB form found at the above address
- Select the appropriate AMS module  
(e.g., FIS: FAST Team)
- Complete all the information required on the form
- Click on the **Send it!** button

**Mail box is monitored Monday to Friday  
9:00 a.m. - 5:00 p.m.**

# FAST Team Contacts



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<b>Business Analyst</b> (Training Coordinator)	<b>Rames Paramsothy</b> <a href="mailto:rames.paramsothy@utoronto.ca">rames.paramsothy@utoronto.ca</a>	<b>978-4675</b>

## Workshop Evaluation:

<http://finance.utoronto.ca/fast/fis-training/course-evaluation-fis-training/>

## FAST website:

<http://finance.utoronto.ca/fast/>