Work Instruction

Budget Movement Report for Funds

ZFTR055_FUNDS

When to Use

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

Report Functionality

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

Report Output

Summary View

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

Line item detail View

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

Menu Path

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

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

Transaction Code

ZFTR055_FUNDS

Helpful Hints

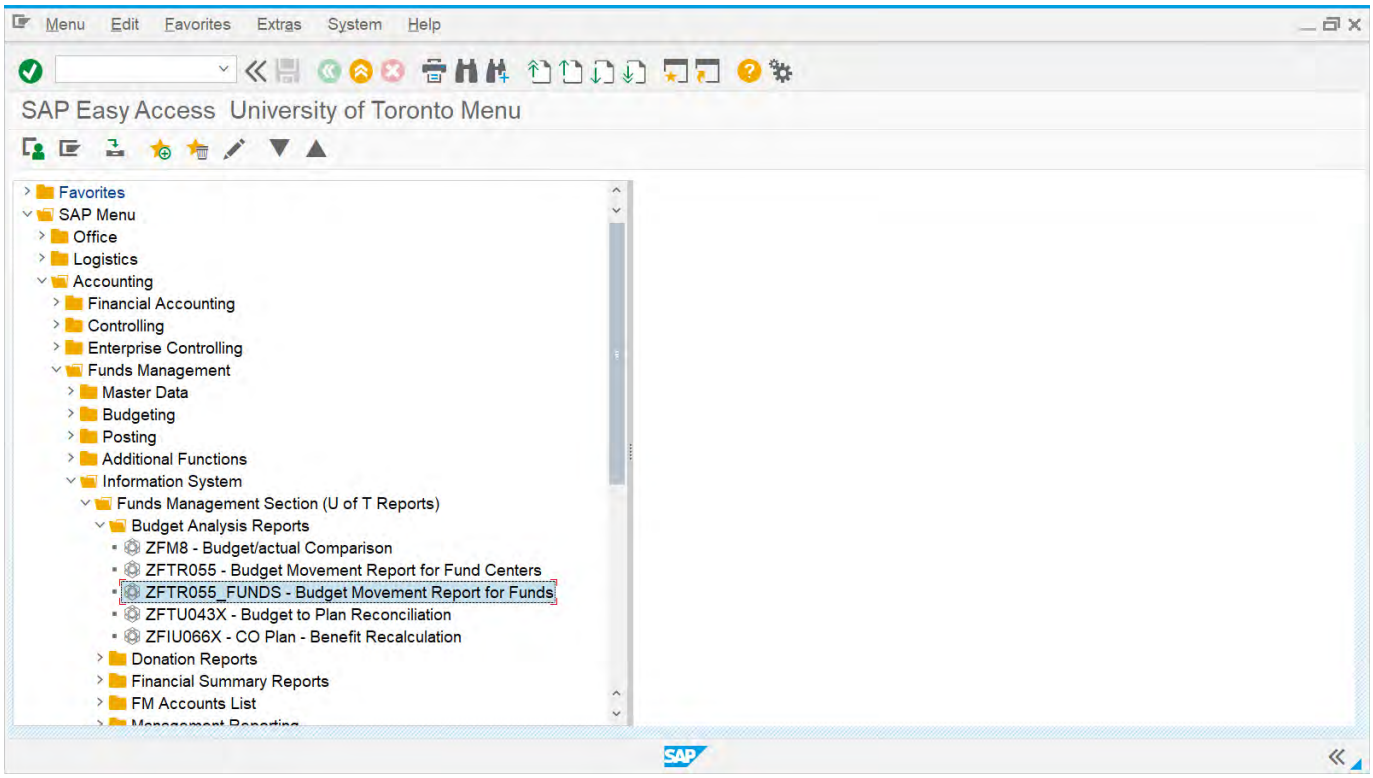
This report is only used to report on Funds. To report on Funds Centers use the Budget Movement Report for Funds Centers.

Click here for the reference guide on the ZFTR055 - Budget Movement Report for Funds Centers.

Detailed Procedure

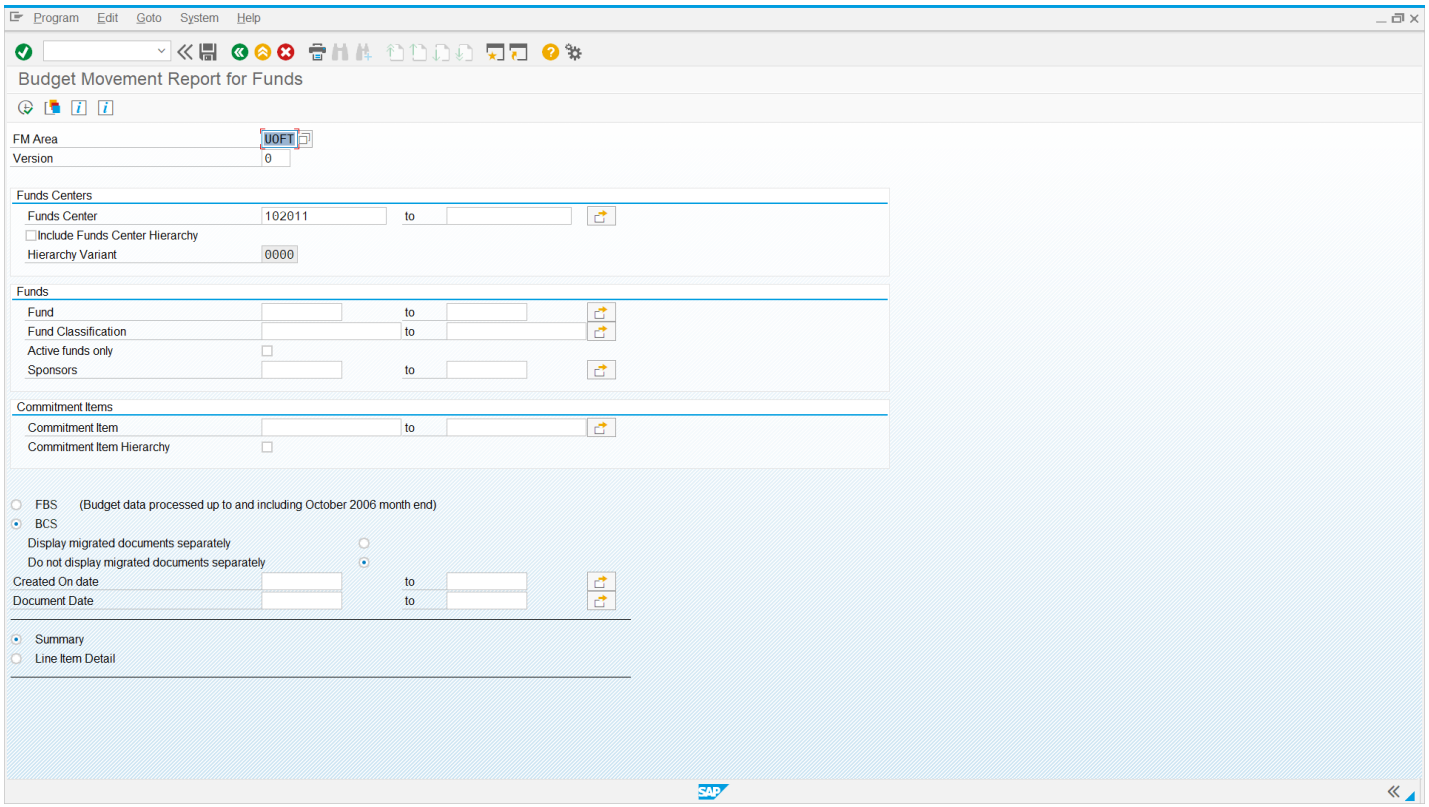
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu



2. Double-click ZFTR055_FUNDS - Budget Movement Report for Funds

Budget Movement Report for Funds



3. Complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
FM Area	Required	Defaults to UofT.
Budget Version	Required	Version “0” is the current budget version and reflects all processed changes to budget Version “1” is the original budget version and reflects original operating budgets at the beginning of the fiscal year. If the field is left blank, the report will default to version zero. For a Fund the Version “1” reflects the budget at the beginning of the fiscal year selected. This is not necessarily the original budget of the entire Fund as a Fund can be over several fiscal years.
Funds Center	Required	A six digit code, starting with “1” or “2” used to record the funding and spending transactions for financial activity reported on a fiscal year basis. (i.e. operating, ancillary, etc.)

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

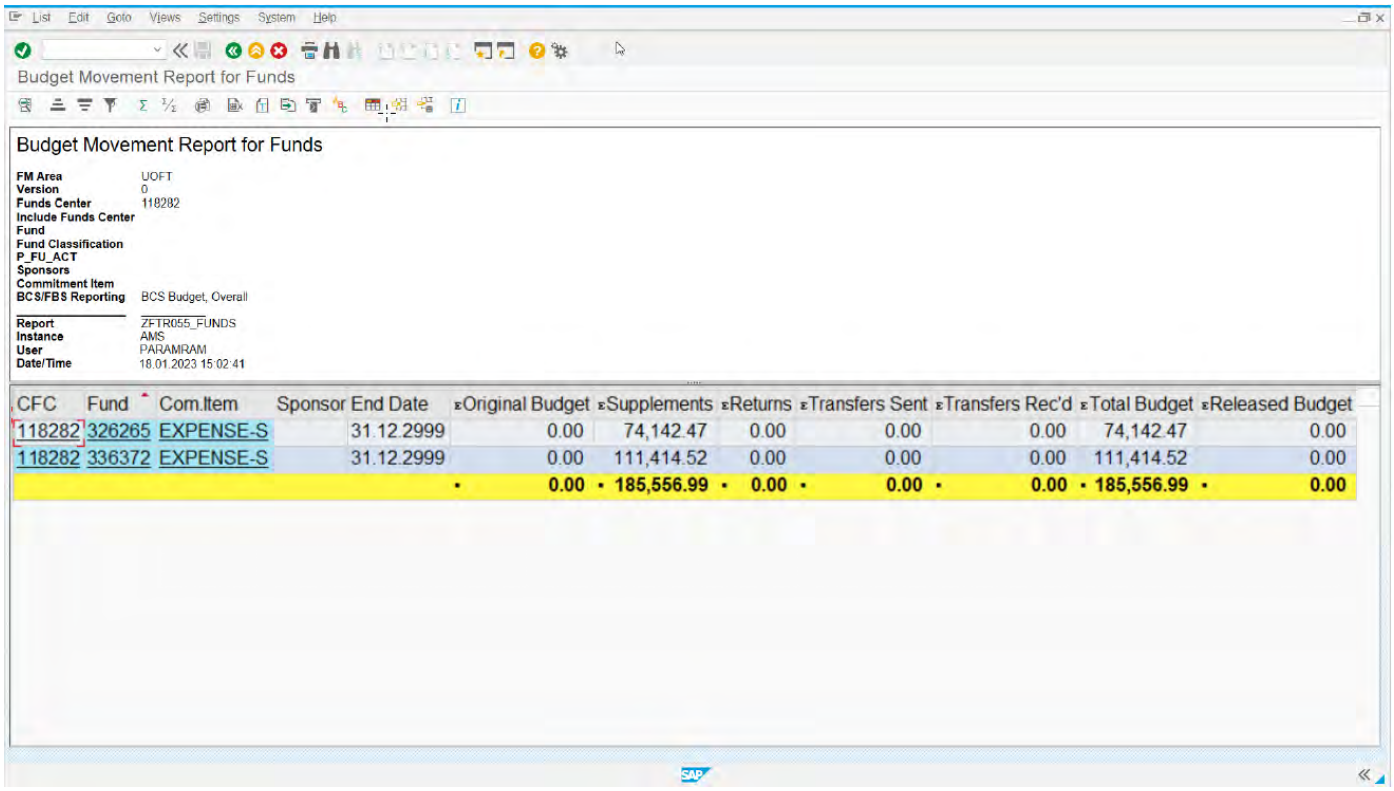
Field Name	Required/ Optional/ Conditional	Description
Document Date	Optional	The date that receiver Fund budget was revised based on the budget entry (i.e. the effective date of the budget document). The Document Date may not be the same date that the budget entry document is entered in FIS . For example, a budget transfer could be entered in FIS on April 30th (**Created On Date**), but is effective in the new FY on May 1st (**Document Date**). Using either the Created On Date or the Document Date will override the Fiscal Year.
Summary	Conditional	Selecting this will provide the user with a summarized view of all transactions.
Line Item	Conditional	Selecting this will provide the user with a view of all individual transactions.

4. Click

Report Layout Options: A.) Summary View

B.) Line item detail View

A.) Summary View



CFC	Fund	Com.Item	Sponsor	End Date	Original Budget	Supplements	Returns	Transfers Sent	Transfers Rec'd	Total Budget	Released Budget
118282	326265	EXPENSE-S		31.12.2999	0.00	74,142.47	0.00	0.00	0.00	74,142.47	0.00
118282	336372	EXPENSE-S		31.12.2999	0.00	111,414.52	0.00	0.00	0.00	111,414.52	0.00
					0.00	185,556.99	0.00	0.00	0.00	185,556.99	0.00

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

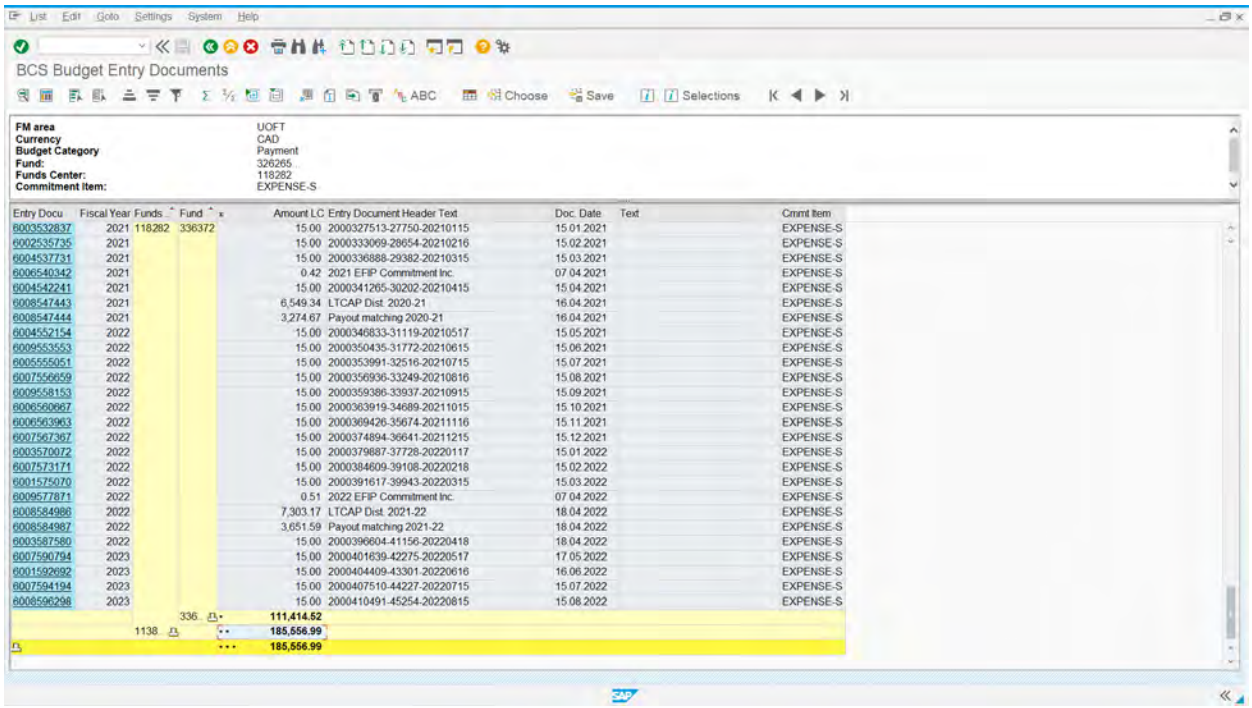
Report can be edited (sorted, sub-totaled, filtered etc.) using the icons on the reporting tool bar at the top of the report. **For details on Line Item Functionality click here**.

Drill Down Functionality

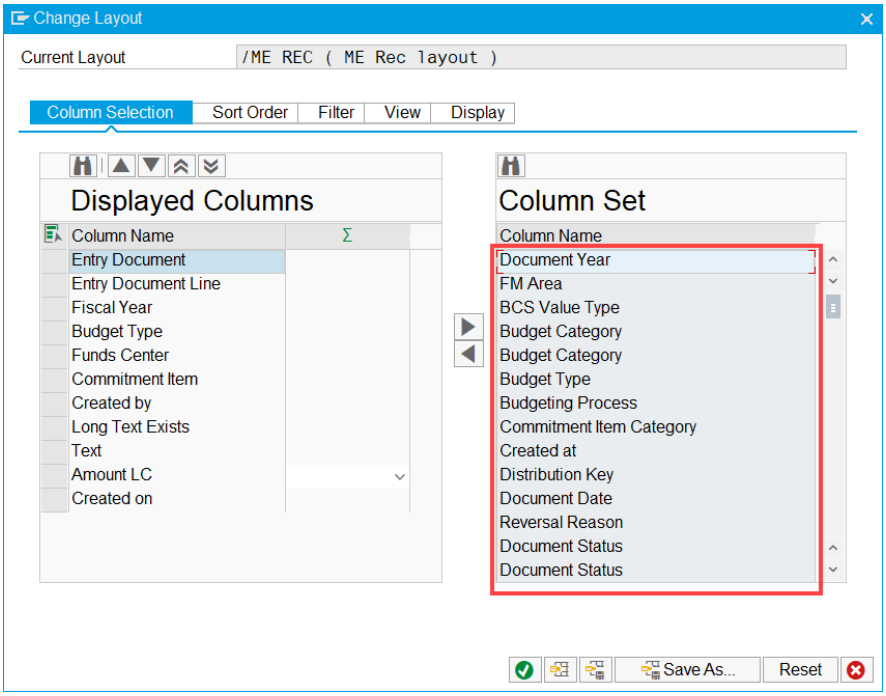
To drill down and see the supporting budget document line items, double click on any budget amount or total.

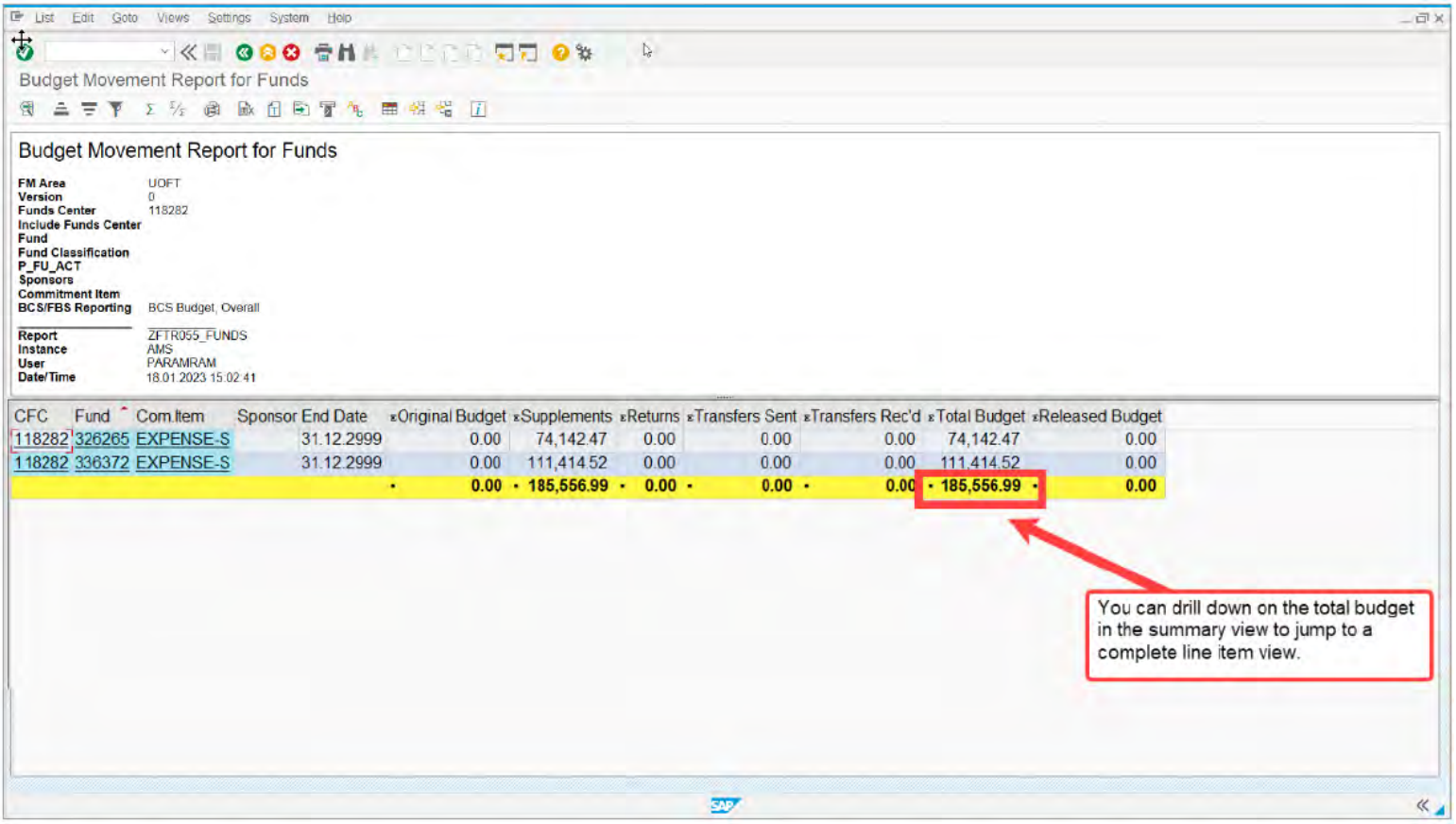
Example: Double-click **185,556.99**

BCS Budget Entry Documents



Click the **Change Layout** icon ( ) to locate and add additional columns to the report output.



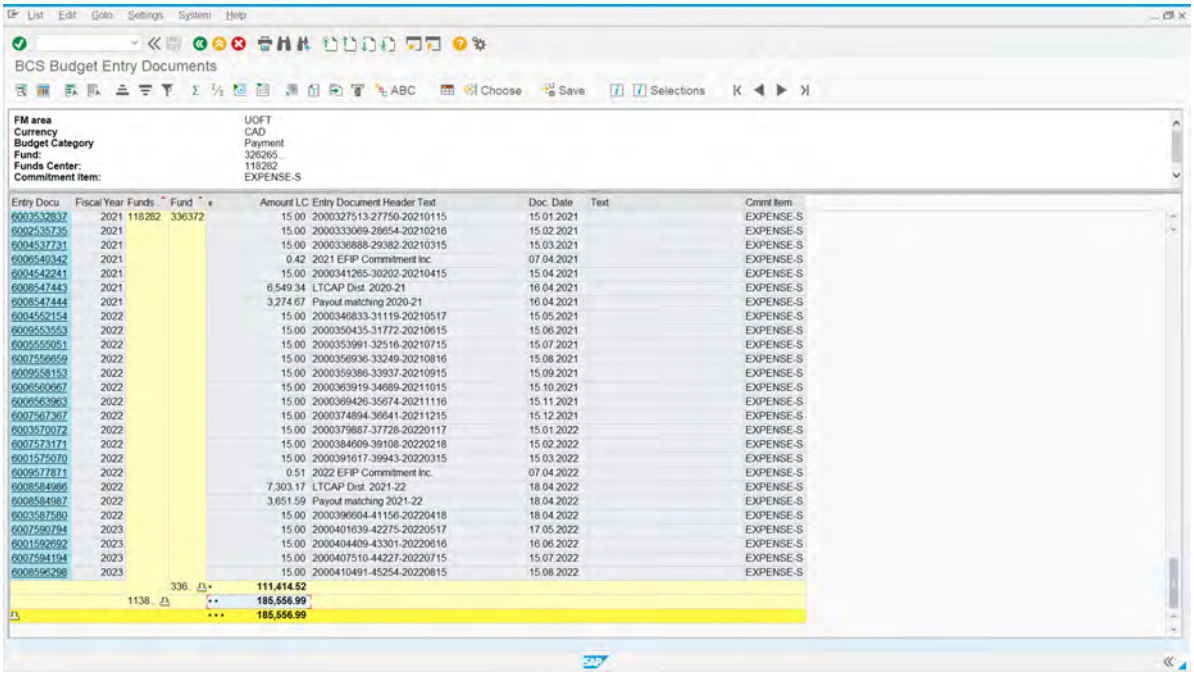


Double click on the Total Budget Amount $185,556.99 to go to Line item detail View directly without exiting the report.

OR

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

B.) Line Item View

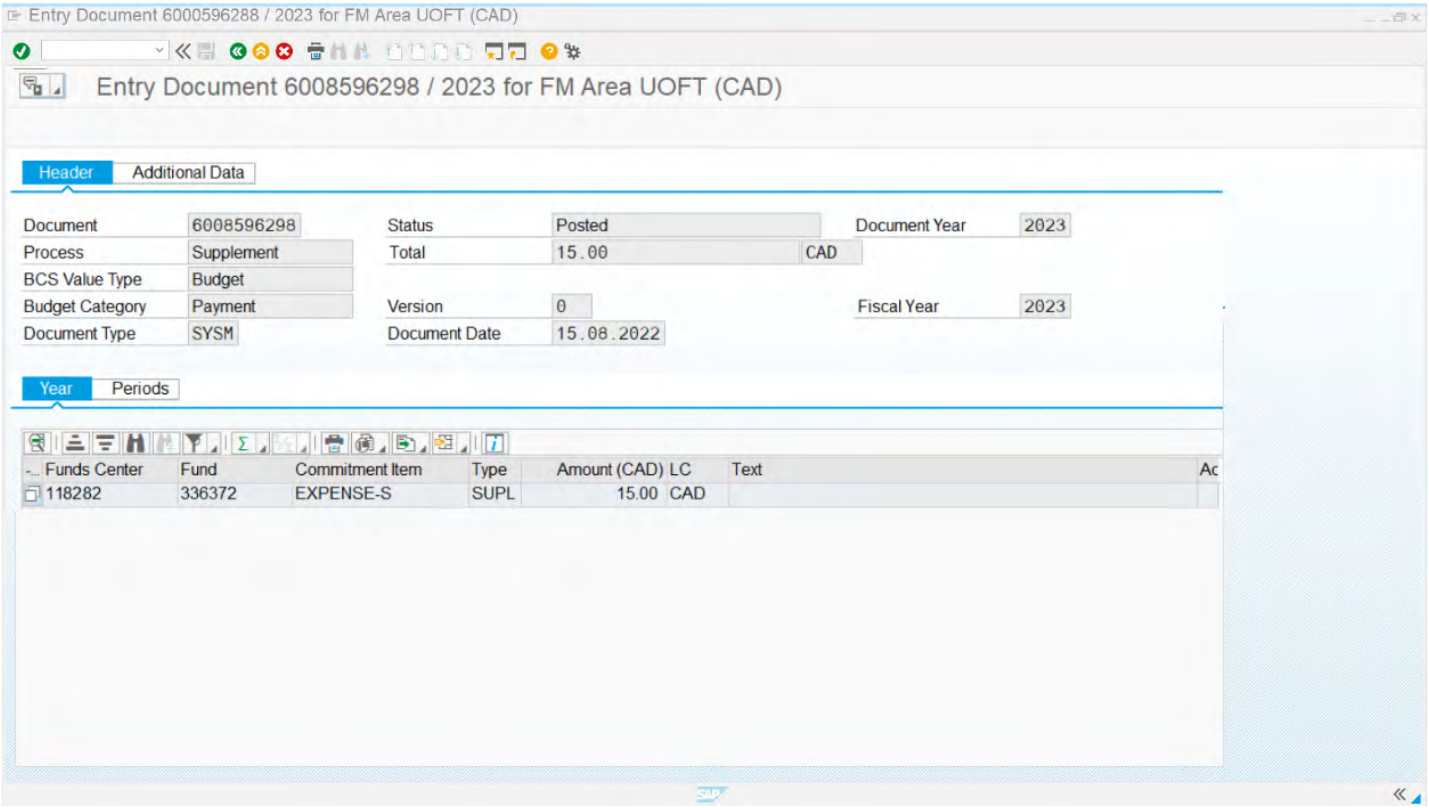


Entry Docu	Fiscal Year	Funds	Fund	Amount LC	Entry Document Header Text	Doc. Date	Text	Cmmt Item
6003532837	2021	118282	336372	15.00	2000327513-27750-20210115	15.01.2021		EXPENSE-S
6002535735	2021			15.00	2000333069-28654-20210216	15.02.2021		EXPENSE-S
6004537731	2021			15.00	2000336888-29382-20210315	15.03.2021		EXPENSE-S
6006540342	2021			0.42	2021 EFIP Commitment Inc.	07.04.2021		EXPENSE-S
6004542241	2021			15.00	2000341265-30202-20210415	15.04.2021		EXPENSE-S
6008547443	2021			6,549.34	LTCAP Dist. 2020-21	16.04.2021		EXPENSE-S
6008547444	2021			3,274.67	Payout matching 2020-21	16.04.2021		EXPENSE-S
6004552154	2022			15.00	2000346833-31119-20210517	15.05.2021		EXPENSE-S
6009553553	2022			15.00	2000350435-31772-20210615	15.06.2021		EXPENSE-S
6005555051	2022			15.00	2000353991-32516-20210715	15.07.2021		EXPENSE-S
6007556659	2022			15.00	2000356936-33249-20210816	15.08.2021		EXPENSE-S
6009558153	2022			15.00	2000359386-33937-20210915	15.09.2021		EXPENSE-S
6006560667	2022			15.00	2000363919-34689-20211015	15.10.2021		EXPENSE-S
6006563963	2022			15.00	2000369426-35674-20211116	15.11.2021		EXPENSE-S
6007567367	2022			15.00	2000374894-36641-20211215	15.12.2021		EXPENSE-S
6003570072	2022			15.00	2000379887-37728-20220117	15.01.2022		EXPENSE-S
6007573171	2022			15.00	2000384609-39108-20220218	15.02.2022		EXPENSE-S
6001575070	2022			15.00	2000391617-39943-20220315	15.03.2022		EXPENSE-S
6009577871	2022			0.51	2022 EFIP Commitment Inc.	07.04.2022		EXPENSE-S
6008584966	2022			7,303.17	LTCAP Dist. 2021-22	18.04.2022		EXPENSE-S
6008584967	2022			3,651.59	Payout matching 2021-22	18.04.2022		EXPENSE-S
6003587580	2022			15.00	2000396604-41156-20220418	18.04.2022		EXPENSE-S
6007590794	2023			15.00	2000401639-42275-20220517	17.05.2022		EXPENSE-S
6001592692	2023			15.00	2000404409-43301-20220616	16.06.2022		EXPENSE-S
6007594194	2023			15.00	2000407510-44227-20220715	15.07.2022		EXPENSE-S
6008596298	2023			15.00	2000410491-45254-20220815	15.08.2022		EXPENSE-S
			336	111,414.52				
		1138		185,556.99				
				185,556.99				

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

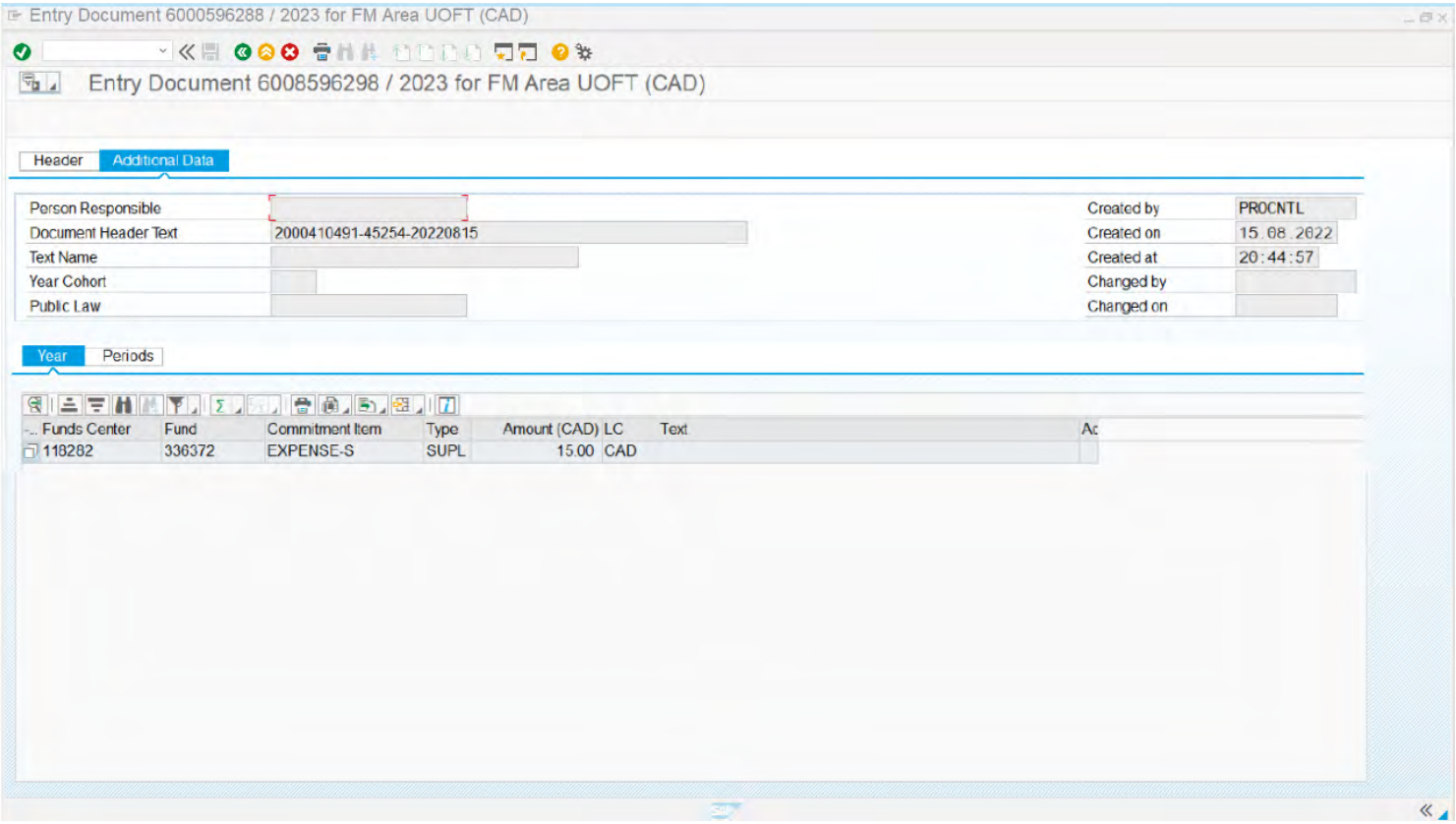
Example: Click on 6008596298

Budget Document Entry - Header



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

Budget Entry Document - Additional Data



5. Click to return to the previous screen

End of procedure

Resource Information:

Contact your FAST Team representative if you have any questions about this report.

Reference Guides:

Line Item Functionality

ZFTR055: Budget Movement Report for Funds Centers