

Work Instruction

Student Award Information Report

ZFTR100

When to Use

This report allows you to see the information relating to student awards from ARBOR, Student Information System and Financial Information System (FIS) in one place. This report can be used to view the details of student awards, verify the Donor Financial Report (DFR) and reconcile accounts. The award data in this report is updated from ROSI on a nightly basis.

Report Functionality

- Report may be run for a single or multiple Funds Centers including the hierarchy.
- Report may be run for single or include all Funds related to a Funds Center or hierarchy. Fund Classification may be used to further restrict the report. The report may also be used to display Fund activity, excluding Funds Center activity.
- Report may be run for multiple fiscal years and periods.
- Drill-down functionality to endowment and expendable details.
- Drill-down down functionality to actuals posted against accounts.
- Drill-down functionality to student information such as student number, name, as well as related dates and to whom awards were granted.
- The donor number and name from which project an award was funded.
- Funds available and Future ROSI instalment amounts.
- Line item functionality.
- Report output may be downloaded to Excel.

Report Output

Report output for the Funds Center including Funds view:

- Overall totals for Funds Centers and Funds
- Report summaries are available at the Funds Center and individuals Fund levels
- Revenue:
 - Endowment Revenues
 - Expendable Revenues
- Expense:
 - Budget
 - Commitment
 - Actuals
 - Commitments + Actuals
 - Funds Available

- Future ROSI Instalments
- Funds Available – Instalments (*for information purposes only*)
- Award Rec. (number)
- No. (number of) Unit(s) LTCAP (Long-Term Capital Appreciation Pool)

Menu Path

Use the following menu path to run this report:

Accounting → Funds Management → Information System → Funds Management (U of T Reports) → Special Purpose Reports → Student Award Information Report

Transaction Code

ZFTR100

Helpful Hints

- The report is automatically populated with the last fiscal year used
- To view documents associated with some donations, the IXOS Document Viewer must be installed. IXOS Document Viewer is an application that works in conjunction with SAP and allows viewing of documents that have been scanned and saved to the AMS database.

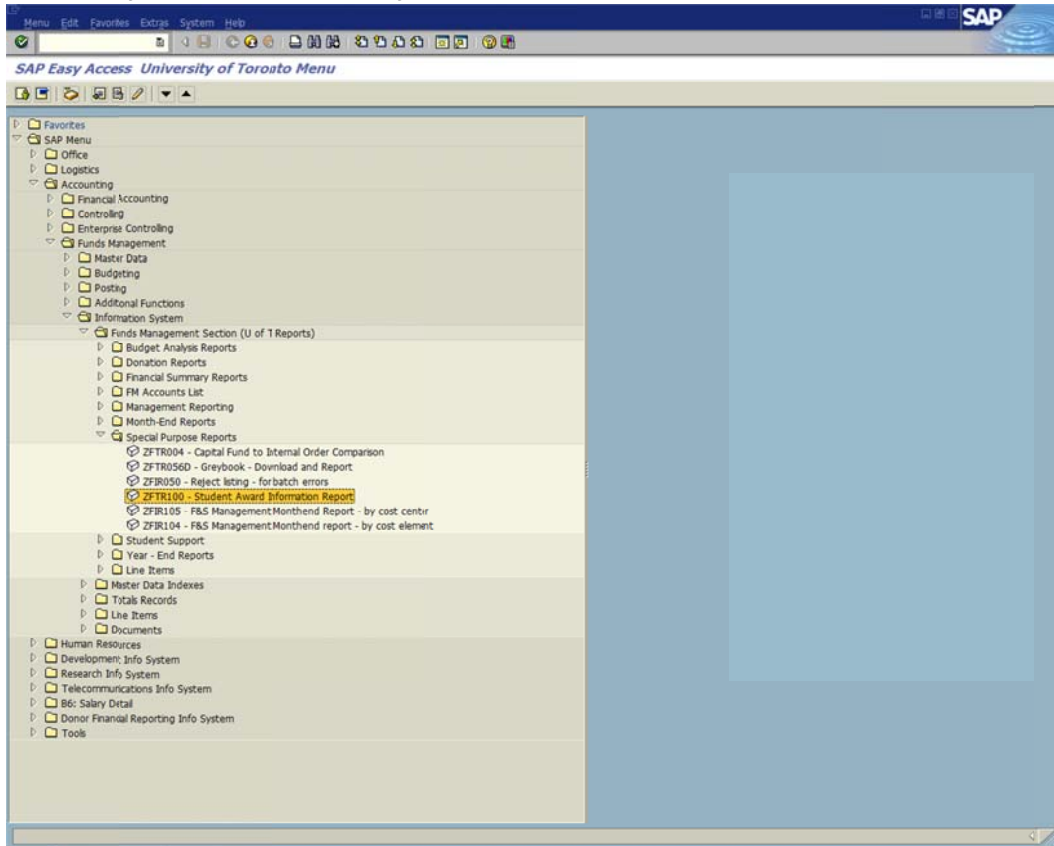
The software and installation instructions are available at:


<https://easi.its.utoronto.ca/help/software-hardware/>

Detailed Procedure

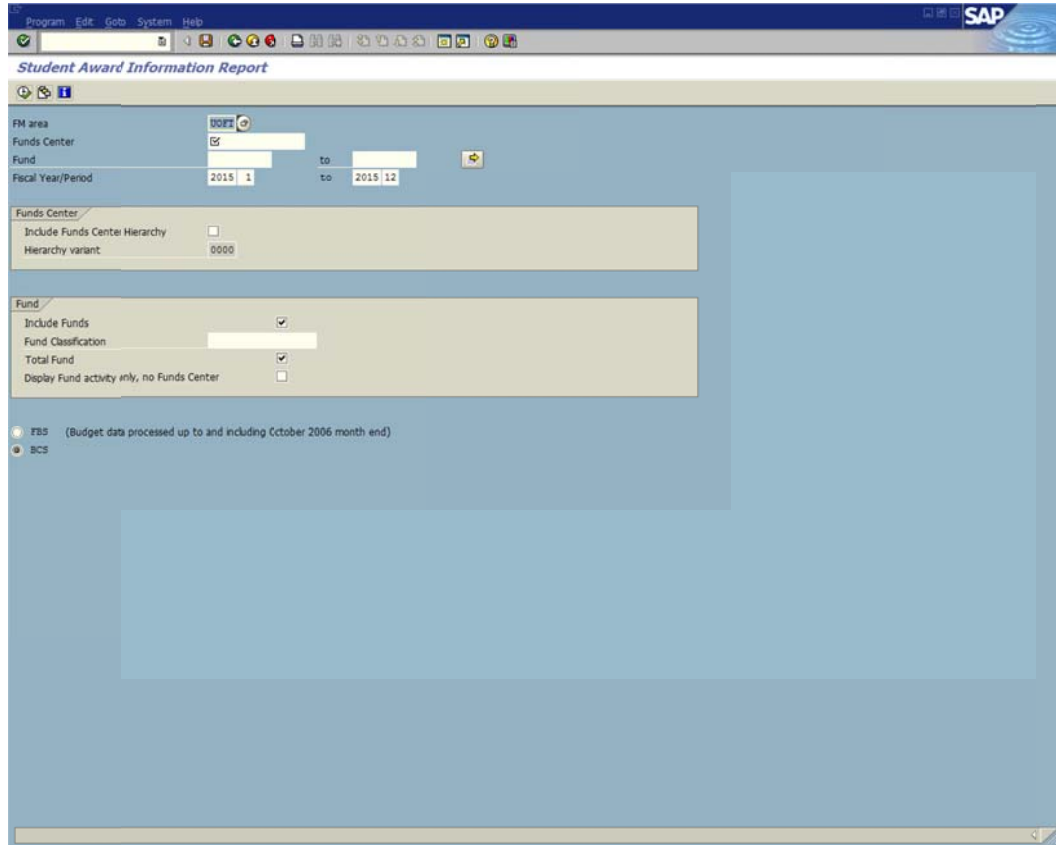
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu








2. Double-click  **ZFTR100 - Student Award Information Report** .


Student Award Information Report



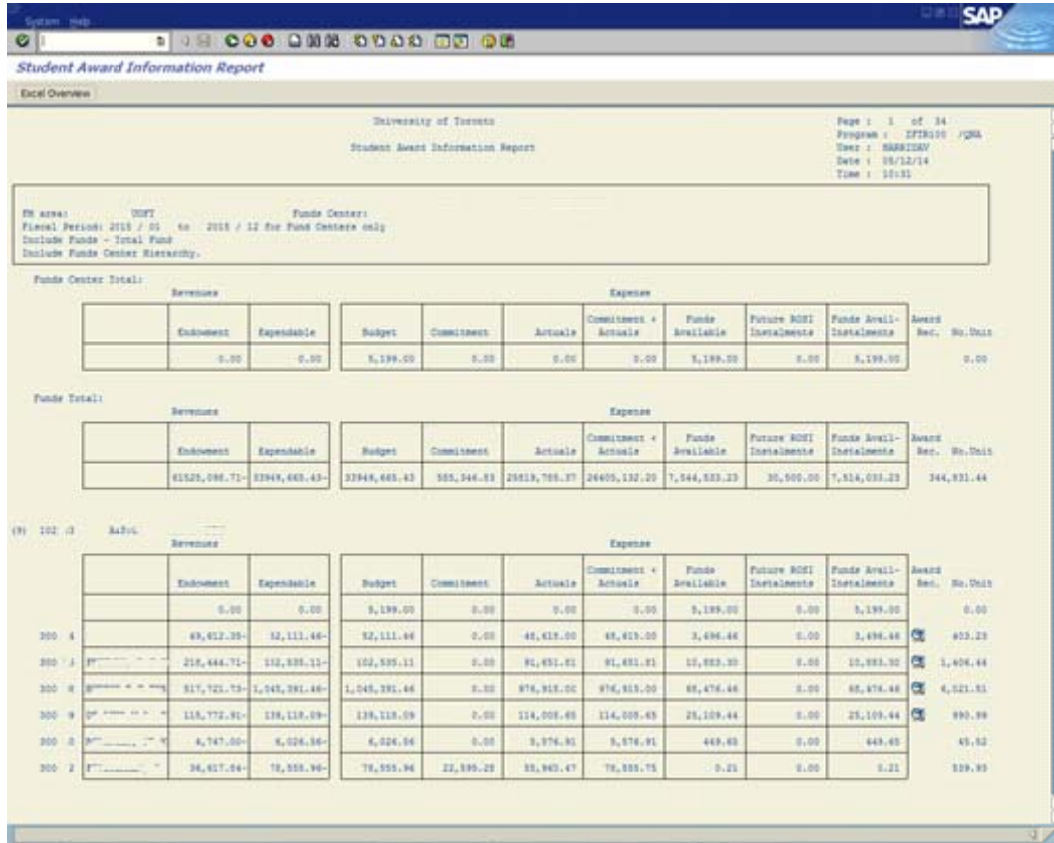
3. Complete the following as required:

Field Name	Required/Optional/Conditional	Description
FM area	Required	Defaults to UofT.
Funds Center	Required	A six digit code, starting with "1" or "2" used to record the funding and spending transactions for financial activity reported on a fiscal year basis (e.g. ancillary and principal investigator (PI)).
Fund	Optional	A six digit code, starting with "3" or "4" used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year (e.g. conference and research).  To include all funds, leave this field blank and use the <i>Include Funds</i> option below.

Field Name	Required/Optional/Conditional	Description
Fiscal Year/Period	Required	<p>The UofT fiscal year is May 1st to April 30th and the Year/Period is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2006 to April 30th, 2007 is identified as "2007" fiscal year). Period = the numerical position of the month in the fiscal year span (i.e. May=1, June=2, etc.).</p> <p> The report is automatically populated with the last fiscal year used.</p> <p> Will default to the current fiscal year if the enter key is pressed on the selection screen. If a different fiscal year is entered in the fields, the periods and ending fiscal year will be defaulted.</p>
to	Required	Ending range of selection criteria.
Include Funds Center Hierarchy	Optional	If selected, the report will include all the FC's that are subordinate to the parent.
Include Funds	Optional	<p>Indicates all funds to be included.</p> <p> If using the option, ensure that a value has not been entered in the Fund field.</p>
Fund Classification	Optional	<p>Fund classification is set when a fund is created. Use this option to choose a particular classification to report on. This function is normally used in centralized departments and offices.</p> <p>Example: Use the  button to search for classifications using the <i>*USE*</i> search criteria.</p>
Total Fund	Optional	Includes all transactions over the life of the fund.
Display Fund activity only, no Funds Center	Optional	If selected, the report output will only include activity pertaining to fund center/fund combinations.

4. Click  to execute the report.

Student Award Information Report





The screenshot shows the SAP Student Award Information Report interface. At the top, it displays 'University of Toronto' and 'Student Award Information Report'. The report is for the fiscal year 2015/16, with a period from 2015/01 to 2015/12. It includes a summary table for 'Funds Center Total' and 'Funds Total', and a detailed table for 'Funds Center 102-03'. The summary tables show Revenue (Endowment and Expendable) and Expense (Budget, Commitment, Actuals, Commitment + Actuals, Funds Available, Future ROI Installments, and Funds Avail-Installments). The detailed table for 'Funds Center 102-03' provides a breakdown of these metrics for various fund centers.

Funds Center Total:		University of Toronto									Page: 1 of 34		
		Student Award Information Report									Program: SF28100 /JGA		
											User: 80282287		
											Date: 05/12/14		
											Time: 10:51		
Fiscal Period: 2015 / 01 to 2015 / 12 for Fund Centers only Exclude Funds - Total Fund Include Funds Center Hierarchy.													
Funds Center Total:		Revenue		Expense								Award	
	Endowment	Expendable	Budget	Commitment	Actuals	Commitment + Actuals	Funds Available	Future ROI Installments	Funds Avail-Installments	Req.	No. Units		
	0.00	0.00	5,199.00	0.00	0.00	0.00	5,199.00	0.00	5,199.00		0.00		
Funds Total:		Revenue		Expense								Award	
	Endowment	Expendable	Budget	Commitment	Actuals	Commitment + Actuals	Funds Available	Future ROI Installments	Funds Avail-Installments	Req.	No. Units		
	61525,096.71	83949,683.43	37948,663.43	585,346.83	25818,768.37	26405,132.00	7,544,533.23	30,500.00	7,514,033.23		344,831.44		
(9) 102-03		Revenue		Expense								Award	
	Endowment	Expendable	Budget	Commitment	Actuals	Commitment + Actuals	Funds Available	Future ROI Installments	Funds Avail-Installments	Req.	No. Units		
	0.00	0.00	5,199.00	0.00	0.00	0.00	5,199.00	0.00	5,199.00		0.00		
300 4	69,612.39	12,111.46	12,111.46	0.00	46,619.00	46,619.00	3,496.46	0.00	3,496.46		403.23		
300 3	216,444.71	112,535.13	102,595.11	0.00	91,651.81	91,651.81	10,883.30	0.00	10,883.30		1,404.44		
300 8	917,923.73	1,045,281.46	1,045,281.46	0.00	976,918.00	976,918.00	68,474.46	0.00	68,474.46		4,521.61		
300 9	118,772.91	138,118.09	138,118.09	0.00	114,009.60	114,009.60	28,109.44	0.00	28,109.44		990.99		
300 0	6,747.00	6,026.56	6,026.56	0.00	3,676.91	3,676.91	449.65	0.00	449.65		45.62		
300 2	34,617.04	78,558.96	78,558.96	22,899.20	55,940.47	78,839.75	0.21	0.00	0.21		329.83		





- At the top of the report, Revenue and Expense summaries are displayed for all Funds Centers and Funds used in the report. There are two main sections on this report, Revenues and Expenses. The Revenue section of the report uses information from both ARBOR and Financial Information System (FIS). The Expense section uses information from both the Student Information System (ROS) and Financial Information System (FIS).


Revenue Section:

Column Name	Description
Endowment	The total of all endowment donations including any matching.  Drill-down functionality to the Endowment/Expendable Detailed Information line items (from ARBOR & FIS) is available on this column

Column Name	Description
Expendable	<p>The total of all donations, including any matching as well as investment income earned.</p> <p> Drill-down functionality to the Endowment/Expendable Detailed Information line items (from ARBOR & FIS) is available on this column</p>

Expense Section:

Column Name	Description
Budget	The expendable allocation including all changes..
Commitment	Amounts which are reserved in the Funds Center or Funds Center/Fund combinations for specific purposes. Includes payroll commitments, purchase orders and manual reserves. Funds available are reduced by the reserved amounts.
Actuals	<p>Realized income or expenses. Example: The payment of an invoice would be an actual expense.</p> <p> Drill-down functionality to the Award Recipients Detailed Information line items (from ROSI and FIS) is available on this column.</p>
Commitment + Actuals	<p>Sum of Commitments and Actuals</p> <p> Displays 'N/A' for prior years.</p>
Funds Available	Expense Budget less Commitments + Actuals.
Future ROSI instalments	Remaining award amount scheduled to be dispersed to the student over the award year.
Funds Avail – Instalments	Funds available less any Future ROSI instalments.
Award Rec.	<p>Indicates if any electronic award records are available. Click the  icon to drill-down to list of electronic records.</p> <p> See step 13 for more information.</p>

Column Name	Description
No. Unit	<p>The number of LTCAP (Long Term Capital Appreciation Pool) units in the account. These units represent the number of shares in the pool. The annual payout is determined based on the number of units in the pool.</p>  <p>Drill-down functionality to the Units Change History report which shows the entire transaction history from the opening to the current balance in the account. The number of LTCAP units is broken down by fiscal year and period.</p>



Drill-down functionality is available on the following columns:

- Endowment
- Expendable
- Actuals
- Future ROSI Installments
- No. Unit

See the **Additional Functionality** section for more details.

End of procedure.

Additional Functionality:

6. Perform any of the report functions below:

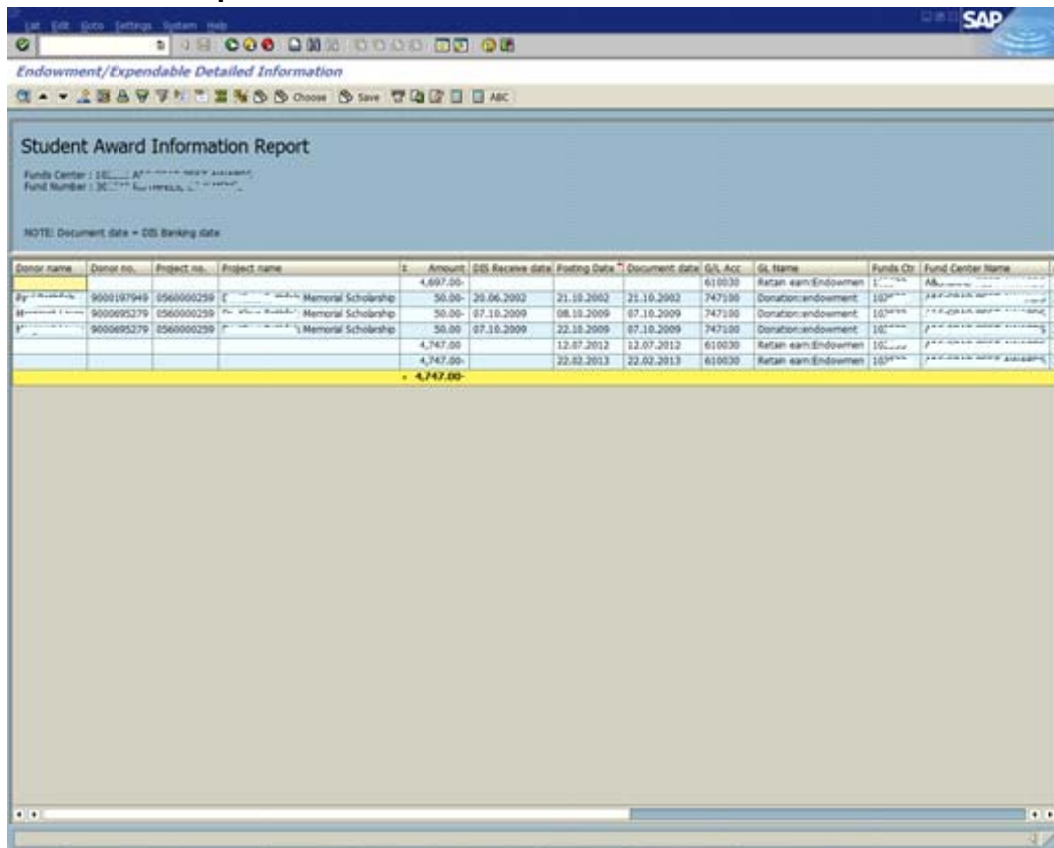
If You Want To	Go To
Drill-down on <i>Endowment and Expendable</i> details	Step 7
Drill-down on <i>Actuals</i> posted against account	Step 9
Drill-down on <i>Future ROSI Instalments</i>	Step 11
Drill-down on electronic <i>Award Record</i> (if available)	Step 13
Review the No. of (LTCAP) Units	Step 17
Export the report data to spreadsheet	Step 19

7. Drill-down on Endowment and Expendable details:

Click any amount in the *Endowment and Expendable* column to drill-down to the line items. Each line item may also be drilled-down to the document level.

Endowment and Expendable Details: The line item report retrieves data from both the Donation and Financial Information Systems including donations and matching entries where applicable. 8-series document numbers represent the matching donations and the 33-series documents are endowment donations. 64-series documents relate to postings prior to ARBOR implementation.

Endowment/Expendable Detailed Information




The screenshot shows the SAP 'Student Award Information Report' interface. At the top, there are fields for 'Funds Center' and 'Fund Number'. Below this is a table with the following columns: Donor name, Donor no., Project no., Project name, Amount, ARB Receive date, Posting Date, Document date, G/L Acc, G/L Name, Funds Ctr, and Fund Center Name. The table contains three rows of data for 'Memorial Scholarship' with amounts of 50.00, 50.00, and 50.00. A summary row at the bottom shows a total amount of 4,747.00.

Donor name	Donor no.	Project no.	Project name	Amount	ARB Receive date	Posting Date	Document date	G/L Acc	G/L Name	Funds Ctr	Fund Center Name
	9000197948	0560000239	Memorial Scholarship	50.00	20.06.2002	21.10.2002	21.10.2002	747100	Retain earn Endowmen	100	
	9000695279	0560000239	Memorial Scholarship	50.00	07.10.2009	08.10.2009	07.10.2009	747100	Donator: endowment	100	
	9000695279	0560000239	Memorial Scholarship	50.00	07.10.2009	22.10.2009	07.10.2009	747100	Donator: endowment	100	
				4,747.00		12.07.2012	12.07.2012	610030	Retain earn Endowmen	100	
				4,747.00		22.02.2013	22.02.2013	610030	Retain earn Endowmen	100	
				4,747.00							



Where available, line item report fields will include: Donor name, Donor number., Project number., Sum of Amount, ARBOR Receive date, Posting date, G/L Account, G/L Name, Funds Center, Funds Center Name, Fund, Fund Name, FI document number, Matching, Type, Text, Year, Period.

8. Click  to return to the main report output screen.

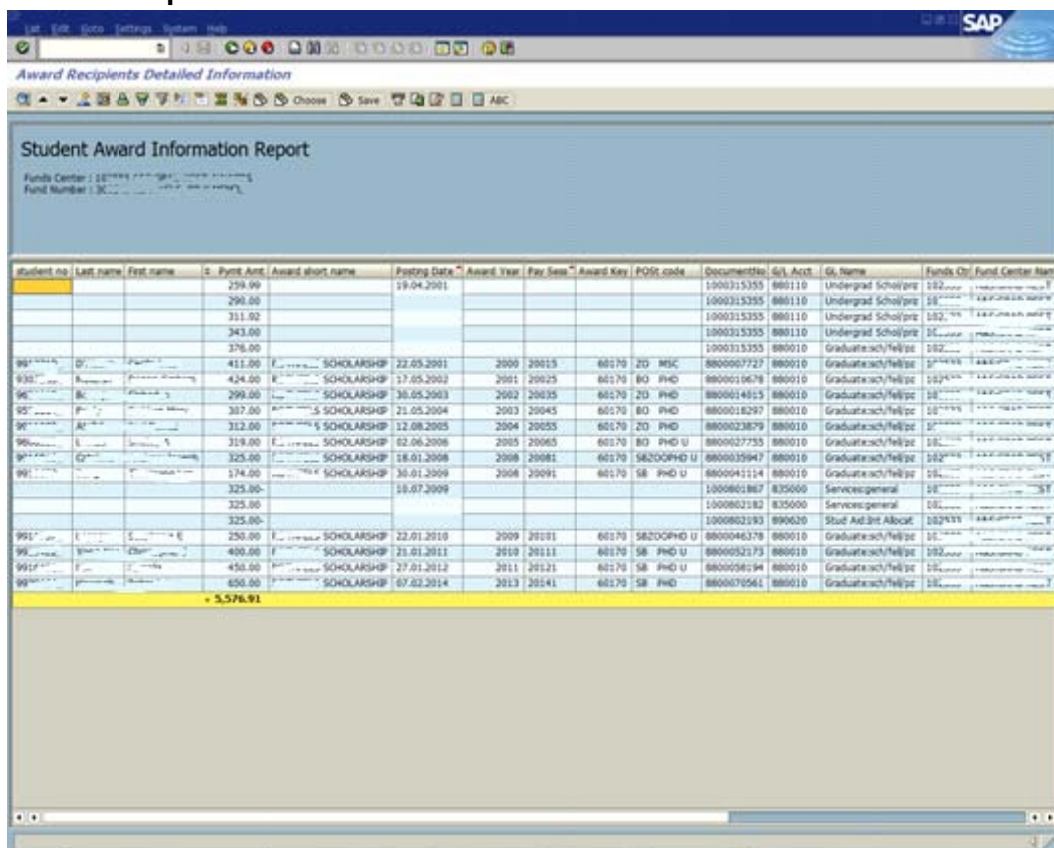
9. Drill-down on Actuals posted against account:

Click any amount in the *Actuals* column to drill-down to the line items. Each line item may also be drilled-down to the document level.



For ROSI payments, the student name, amounts received, payment dates and document dates are only available for transactions generated by ROSI from November 28, 2002 to the present date. The Student Information columns will be blank for documents before that date, and all transactions that are not generated by ROSI (e.g. journal entries).

Award Recipients Detailed Information



The screenshot shows the SAP 'Student Award Information Report' interface. It displays a table with columns for student information, award details, and financial data. The table includes a summary row at the bottom with a total amount of 5,576.91.

Student no	Last name	First name	G. Pymt Amt	Award short name	Posting Date	Award Year	Pay Sess	Award Key	POST code	DocumentNo	G/L Acct	G/L Name	Funds Ctr	Fund Center Name
			294.00		19-04-2001					1000315355	886110	Undergrad Schol/pr	102	
			290.00							1000315355	886110	Undergrad Schol/pr	102	
			311.00							1000315355	886110	Undergrad Schol/pr	102	
			343.00							1000315355	886110	Undergrad Schol/pr	102	
			376.00							1000315355	886010	Graduate sch/fellpc	102	
991	D		411.00	SCHOLARSHIP	22.05.2001	2000	20015	80170	Z0	MSC	8800007727	886010	Graduate sch/fellpc	102
930	R		424.00	SCHOLARSHIP	17.05.2002	2001	20025	80170	80	PHD	8800010678	886010	Graduate sch/fellpc	102
96	BC		299.00	SCHOLARSHIP	30.05.2003	2002	20035	80170	Z0	PHD	8800014923	886010	Graduate sch/fellpc	102
92	F		307.00	SCHOLARSHIP	21.05.2004	2003	20045	80170	80	PHD	8800018297	886010	Graduate sch/fellpc	102
90	AT		312.00	SCHOLARSHIP	12.08.2005	2004	20055	80170	Z0	PHD	8800023879	886010	Graduate sch/fellpc	102
90	L		319.00	SCHOLARSHIP	02.06.2006	2005	20065	80170	80	PHD U	8800027733	886010	Graduate sch/fellpc	102
90	L		325.00	SCHOLARSHIP	18.01.2006	2006	20061	80170	S82	DOORPHD U	8800035947	886010	Graduate sch/fellpc	102
991			174.00	SCHOLARSHIP	30.01.2009	2008	20091	80170	S8	PHD U	8800041114	886010	Graduate sch/fellpc	102
			325.00		10.07.2009					1000801867	835000	Servicesgeneral	102	
			325.00							1000802182	835000	Servicesgeneral	102	
			325.00							1000802193	899020	Stud Adm Allocat	102	
991	L	S	250.00	SCHOLARSHIP	22.01.2010	2009	20101	80170	S82	DOORPHD U	8800046378	886010	Graduate sch/fellpc	102
99			400.00	SCHOLARSHIP	21.01.2011	2010	20111	80170	S8	PHD U	8800052173	886010	Graduate sch/fellpc	102
991			450.00	SCHOLARSHIP	27.01.2012	2011	20121	80170	S8	PHD U	8800058394	886010	Graduate sch/fellpc	102
99			600.00	SCHOLARSHIP	07.02.2014	2013	20141	80170	S8	PHD	8800070561	886010	Graduate sch/fellpc	102
			5,576.91											



Where available, line item report fields will include: Student number, Student surname, First name, Payment amount, Award short name, Posting date, Award year, Pay session, Award Key, Student POST code, Document number, G/L Account, G/L Name, Funds Center, Funds Center Name, Fund, Fund Name, Text, Year, Period.

10. Click to return to the main report output screen..

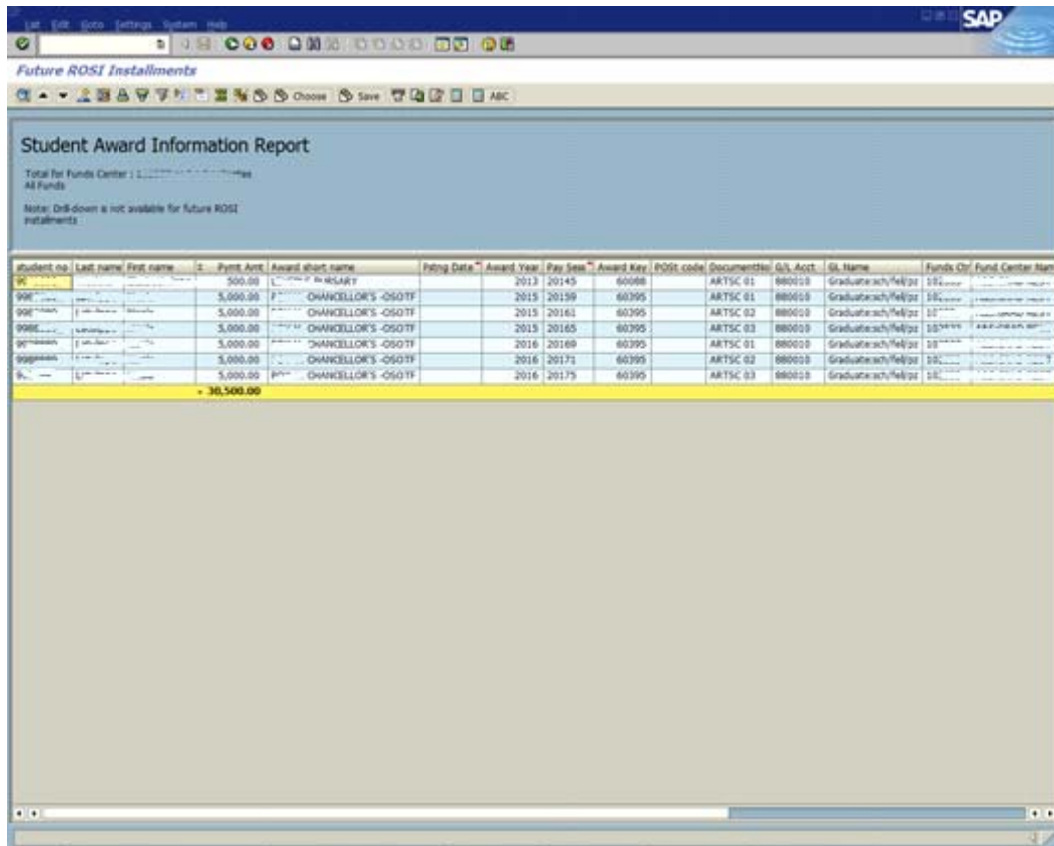
11. Drill-down on Future ROSI installments:

Click any amount in the *Future ROSI Installments* column.



These items are for information purposes only. The data is refreshed with each upload of award information from ROSI nightly.

Future ROSI Installments



Student Award Information Report
Total for Funds Center : 1.....
All Funds
Note: Drill-down is not available for future ROSI installments.

Student no	Last name	First name	Sum of Amt	Award short name	Posting Date	Award Year	Pay Sess	Award Key	POST code	Document No	G/L Acct	G/L Name	Funds Ctr	Fund Center Name
00000000000000000000			5,000.00	CHANCELLOR'S OSOTF	2013	20145	60395		ARTSC 01	080010	Graduate sch/fel/ps	15		
00000000000000000000			5,000.00	CHANCELLOR'S OSOTF	2015	20159	60395		ARTSC 01	080010	Graduate sch/fel/ps	15		
00000000000000000000			5,000.00	CHANCELLOR'S OSOTF	2015	20161	60395		ARTSC 03	080010	Graduate sch/fel/ps	15		
00000000000000000000			5,000.00	CHANCELLOR'S OSOTF	2015	20165	60395		ARTSC 03	080010	Graduate sch/fel/ps	15		
00000000000000000000			5,000.00	CHANCELLOR'S OSOTF	2016	20169	60395		ARTSC 01	080010	Graduate sch/fel/ps	15		
00000000000000000000			5,000.00	CHANCELLOR'S OSOTF	2016	20171	60395		ARTSC 03	080010	Graduate sch/fel/ps	15		
00000000000000000000			5,000.00	CHANCELLOR'S OSOTF	2016	20175	60395		ARTSC 03	080010	Graduate sch/fel/ps	15		
			30,500.00											




Line item report fields include: Student number, Last name, first name, Sum of Amount, Award short name, Posting Date, Award Year, Pay Session, Award Key, POST code, Document number, G/L Account, G/L Name, Funds Center, Funds Center Name, Fund, Fund Name, Text, Year, Period.



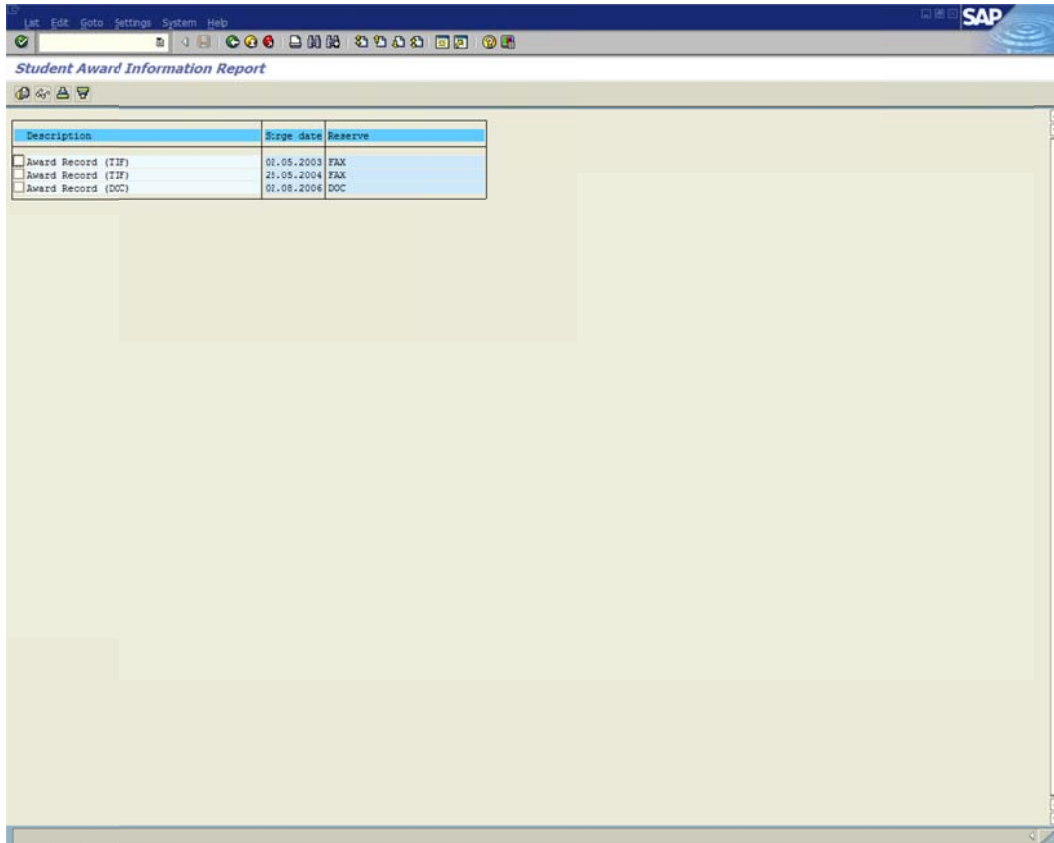
Drill-down is not available for future ROSI installments.

12. Click to return to the main report output screen..

13. Drill-down on the Electronic Award Record (if available):


Click the  on any row in the *Award Rec.* column to drill-down to a list of all available electronic documents associated with the award. Electronic files may be opened using IXOS (FAX) or MS Word (DOC).

Student Award Information Report




The screenshot shows the SAP Student Award Information Report interface. It features a table with three columns: Description, Stage date, and Reserve. The table contains three rows of data, each with a checkbox in the first column. The interface also includes a menu bar at the top with options like 'File', 'Edit', 'Goto', 'Settings', 'System', and 'Help', and a toolbar with various icons for navigation and actions.

Description	Stage date	Reserve
<input type="checkbox"/> Award Record (TIF)	01.05.2003	FAX
<input type="checkbox"/> Award Record (TIF)	21.05.2004	FAX
<input type="checkbox"/> Award Record (DOC)	01.08.2006	DOC

14. Select the record to review using by using the .

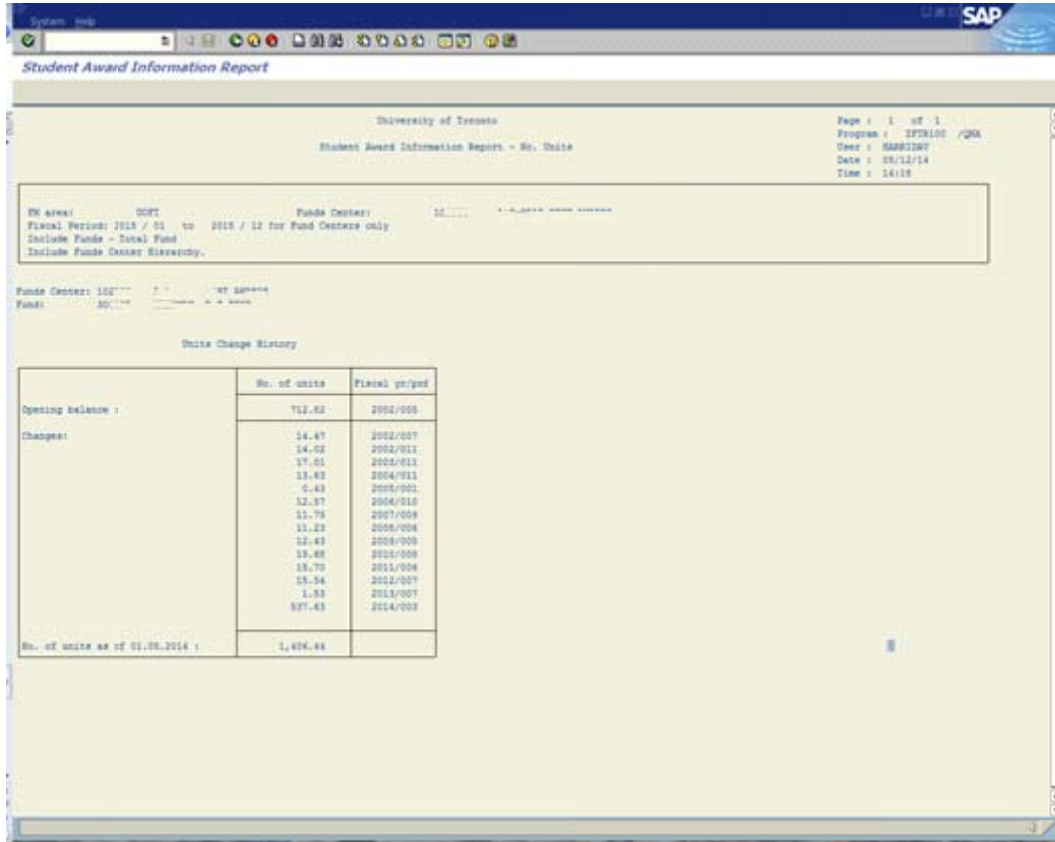
15. Click  to retrieve and review the report in IXOS or MS Word.

16. Click  to return to the main report output screen.

17. Review the number of LTCAP Units:

Click any amount in the *No. Unit* column:


Student Award Information report – No. Units



	No. of units	Fiscal yr/pt
Opening balance :	712.63	2002/008
Changes:		
	14.47	2002/007
	14.02	2002/011
	17.01	2002/011
	13.43	2004/011
	6.43	2005/001
	12.37	2004/010
	11.79	2007/009
	11.23	2006/004
	12.43	2008/008
	19.48	2008/008
	18.70	2011/004
	15.34	2012/007
	1.53	2013/007
	937.43	2014/003
No. of units as of 01.06.2014 :	1,406.66	



The Units Change History report shows the entire transaction history from the opening to the current balance in the account. The number of LTCAP units is broken down by fiscal year and period.

18. Click  to return to the main report output screen.

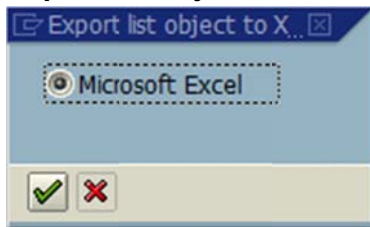
19. To download the report to spreadsheet:

Click .


20. Choose Table or Pivot table.

21. Click .

Export list object to X



22. Click .

23. Click  to return to the main report output screen.

Resource Information:



Contact your FAST team representative for additional instructions on how to use this function. <http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

Reference Guides:

University of Toronto Student Accounts:

<http://www.fees.utoronto.ca/Page13.aspx>

GTFM: Research Funds and International Programs:

<http://finance.utoronto.ca/policies/gtfm/restricted-funds/research-funding/>

GTFM: Investment:

<http://finance.utoronto.ca/policies/gtfm/investment-internal-financing-and-loans/>

Line Item Functionality:

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