UNIVERSITY OF **TORONTO**

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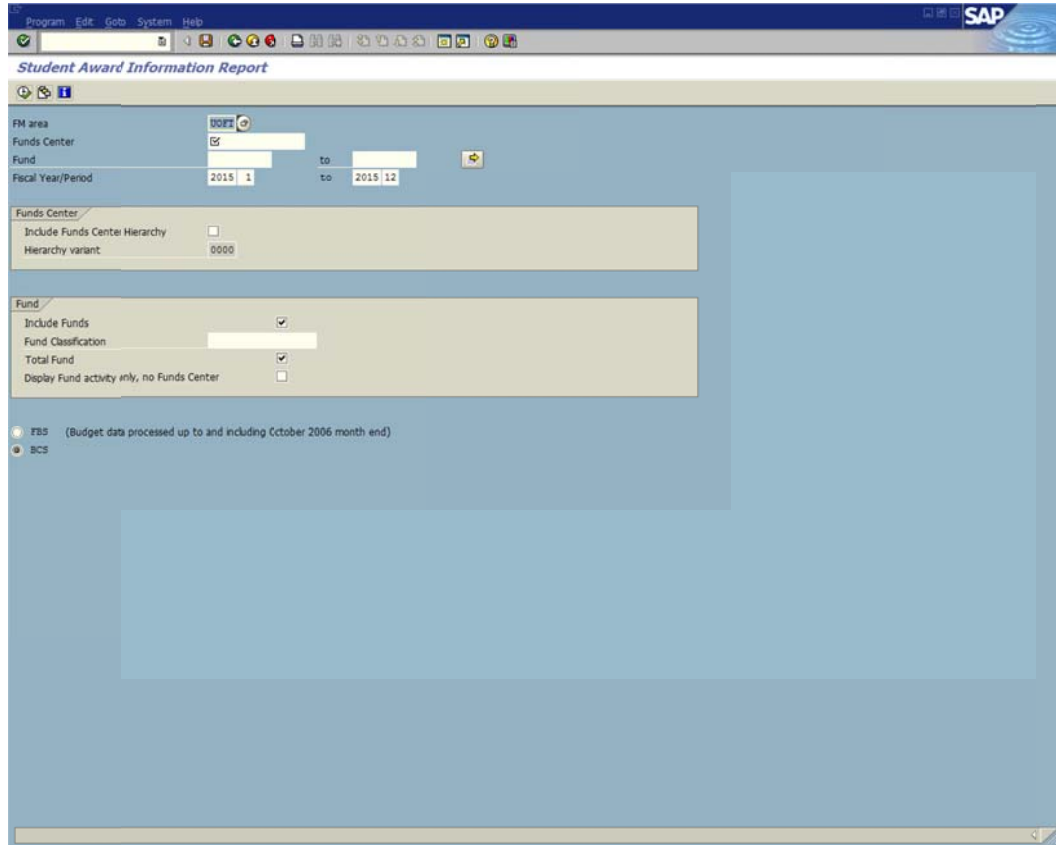
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu
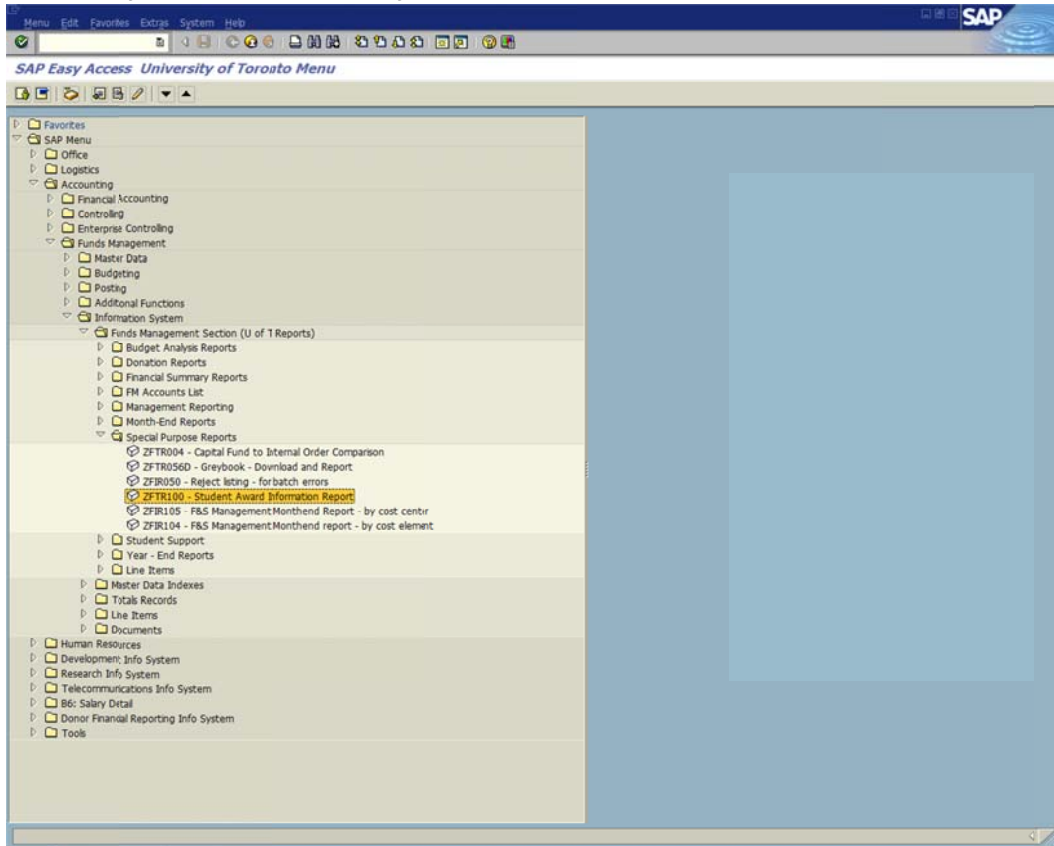
2. Double-click ZFTR100 - Student Award Information Report .
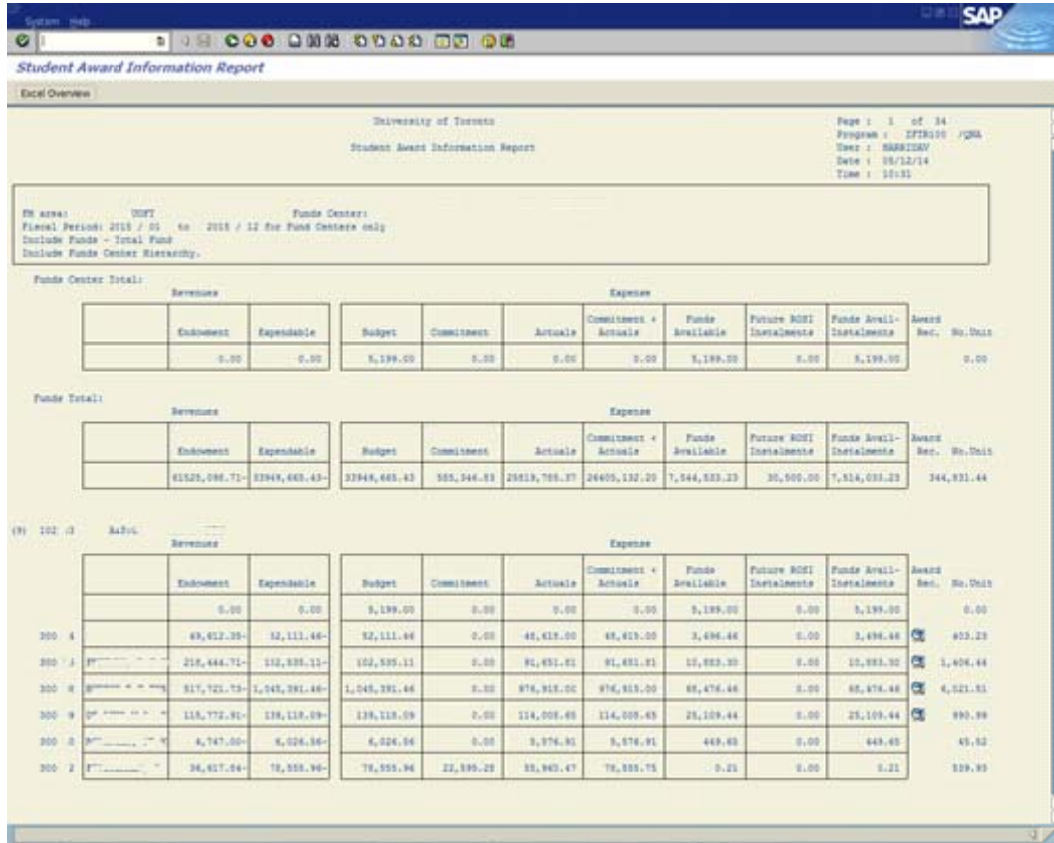
Student Award Information Report

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 *Include Funds* option below.

Field Name	Required/Optional/ Conditional	Description
Fiscal Year/Period	Required	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.). The report is automatically populated with the last fiscal year used. 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.
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	Indicates all funds to be included. If using the option, ensure that a value has not been entered in the **Fund** field.
Fund Classification	Optional	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. **Example:** Use the button to search for classifications using the *USE* search criteria.
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

5. 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 (ROSI) and Financial Information System (FIS).

Revenue Section:

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

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

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	Realized income or expenses. Example: The payment of an invoice would be an actual expense. Drill-down functionality to the Award Recipients Detailed Information line items (from ROSI and FIS) is available on this column.
Commitment + Actuals	Sum of Commitments and Actuals Displays 'N/A' for prior years.
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.	Indicates if any electronic award records are available. Click the icon to drill-down to list of electronic records. See step **13** for more information.

Column Name	Description
No. Unit	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. 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.

Drill-down functionality is available on the following columns:

- o Endowment

- o Expendable

- o Actuals

- o Future ROSI Installments

- o No. Unit

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

End of procedure.

Additional Functionality:

6. Perform any of the report functions below:
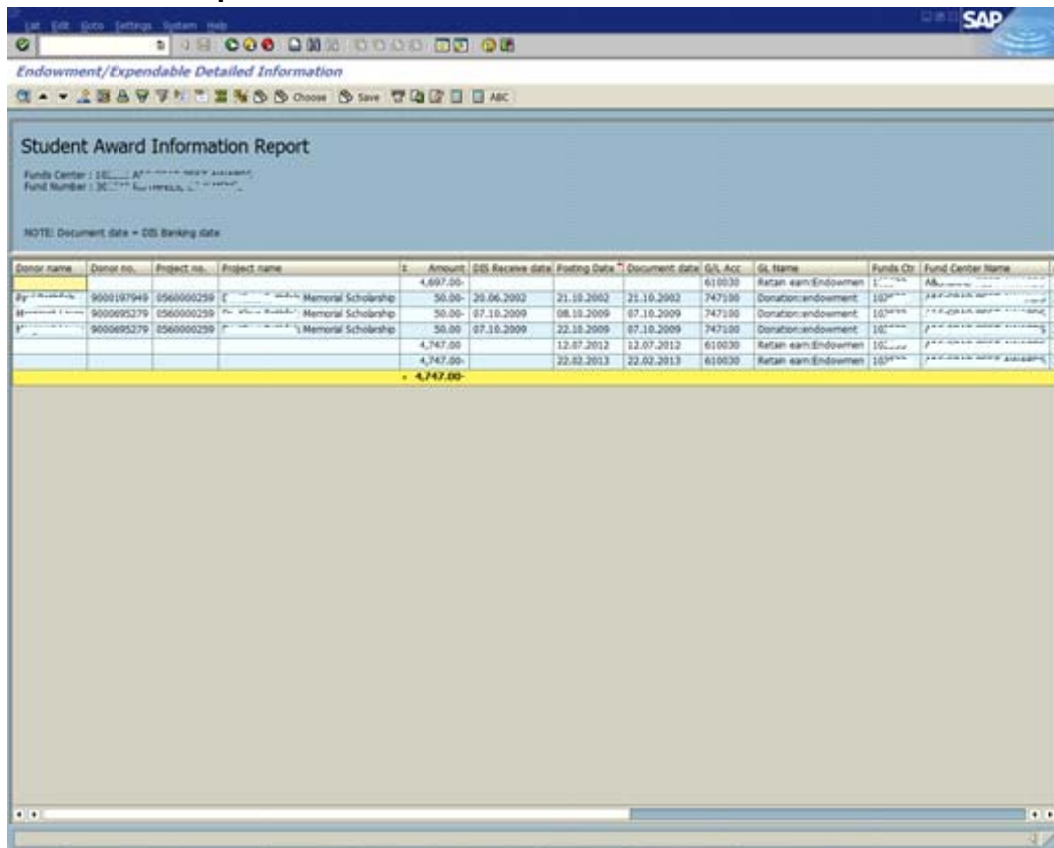
If You Want To	Go To
Drill-down on *Endowment and Expendable* details	Step **7**
Drill-down on *Actuals* posted against account	Step **9**
Drill-down on *Future ROSI Instalments*	Step **11**
Drill-down on electronic *Award Record* (if available)	Step **13**
Review the No. of (LTCAP) Units	Step **17**
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

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 [icon] to return to the main report output screen.
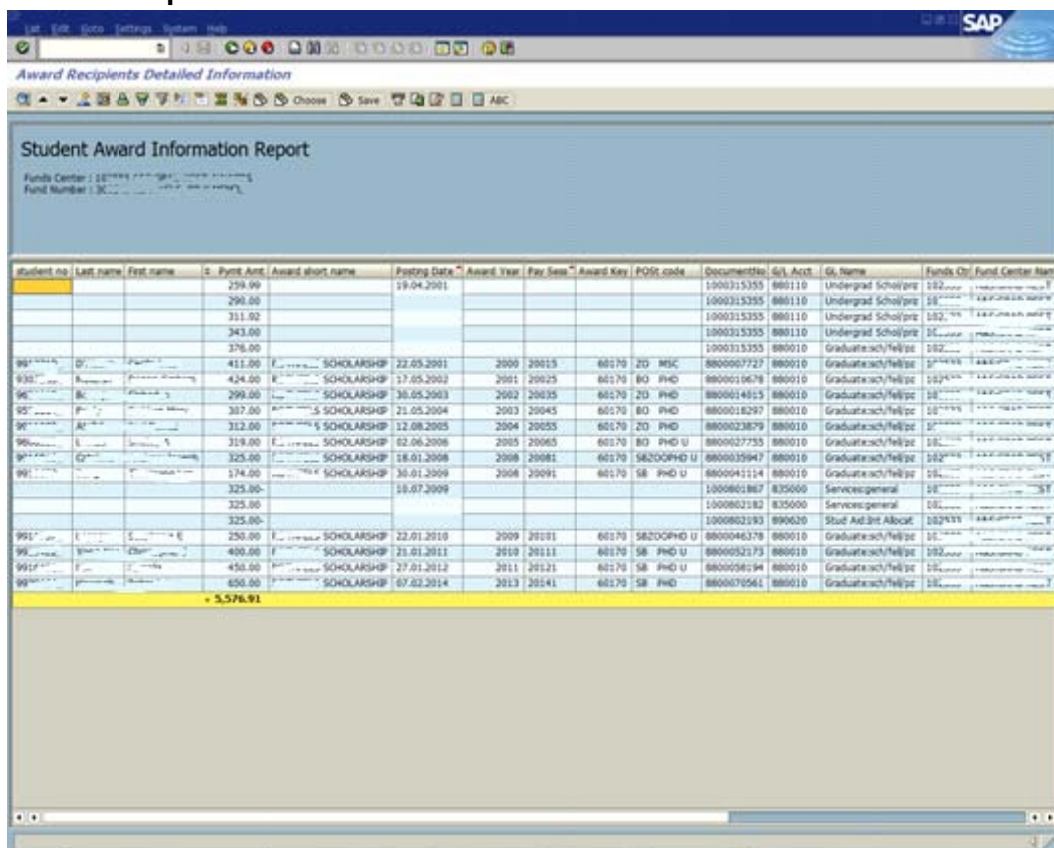
9.   **Drill-down on Actuals posted against account:**

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

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.

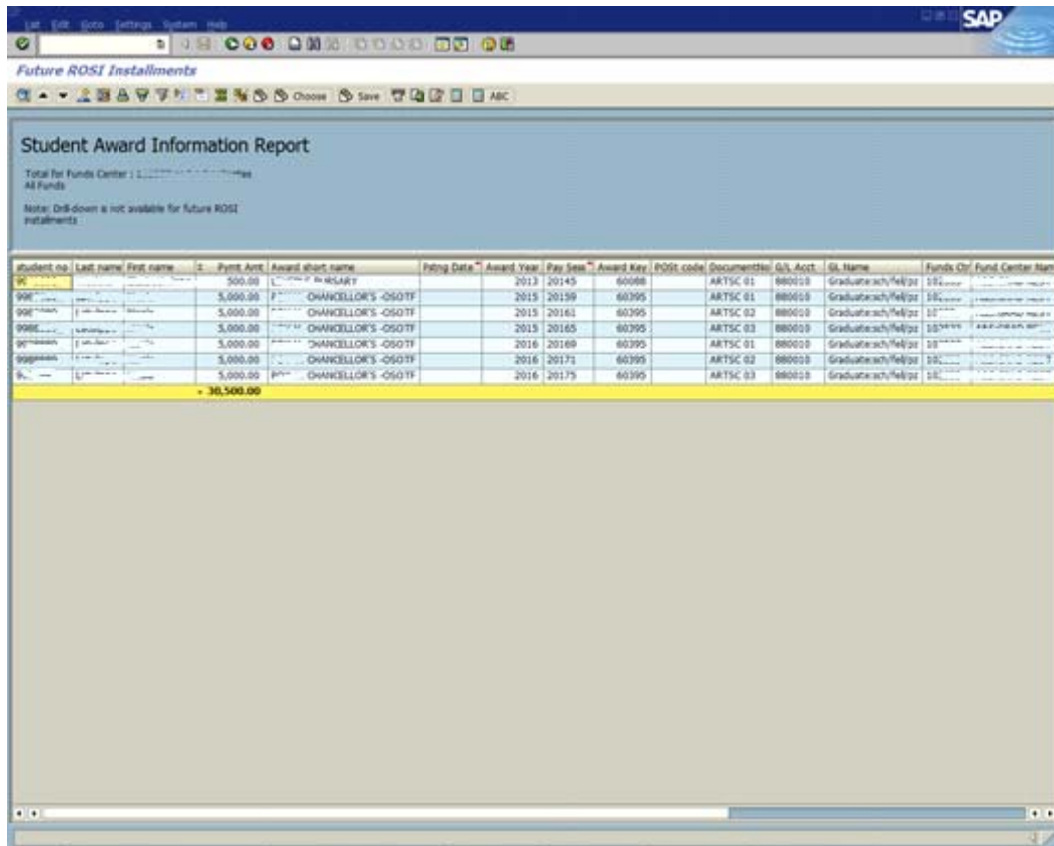10.   Click [icon] to return to the main report output screen..

11. **Drill-down on Future ROSI installments:**

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

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

Future ROSI Installments

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.
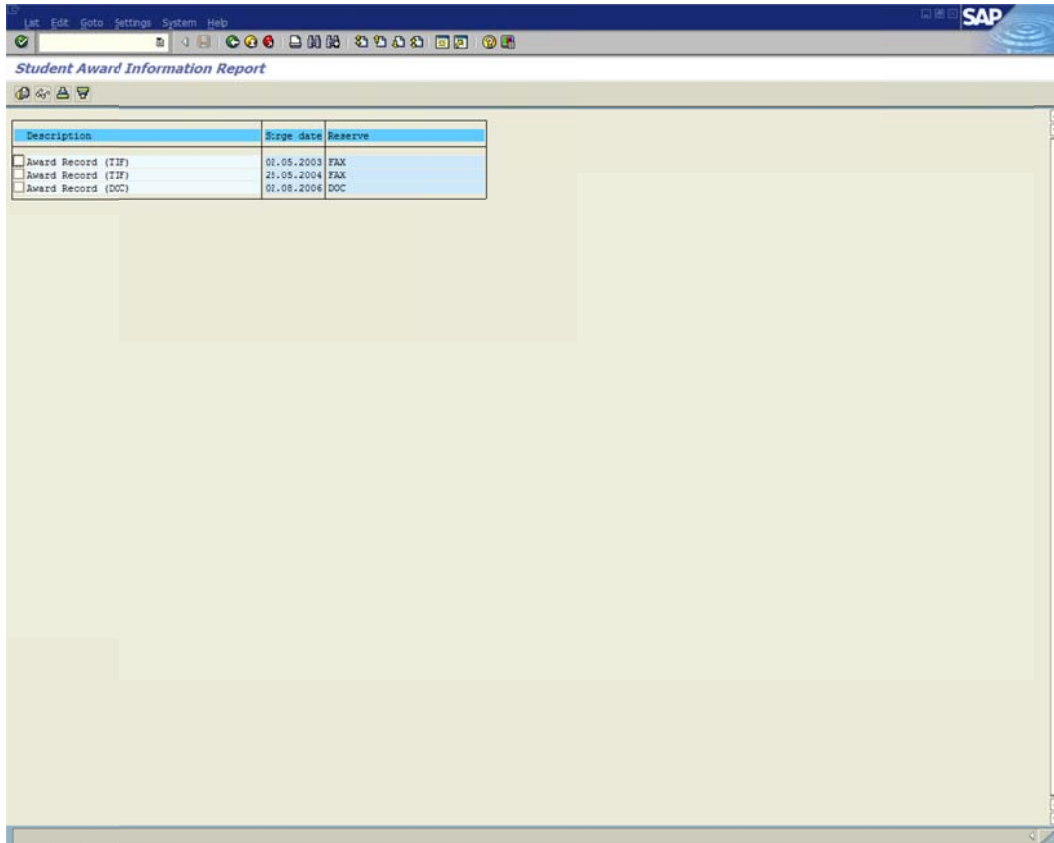
Drill-down is not available for future ROSI installments.

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

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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

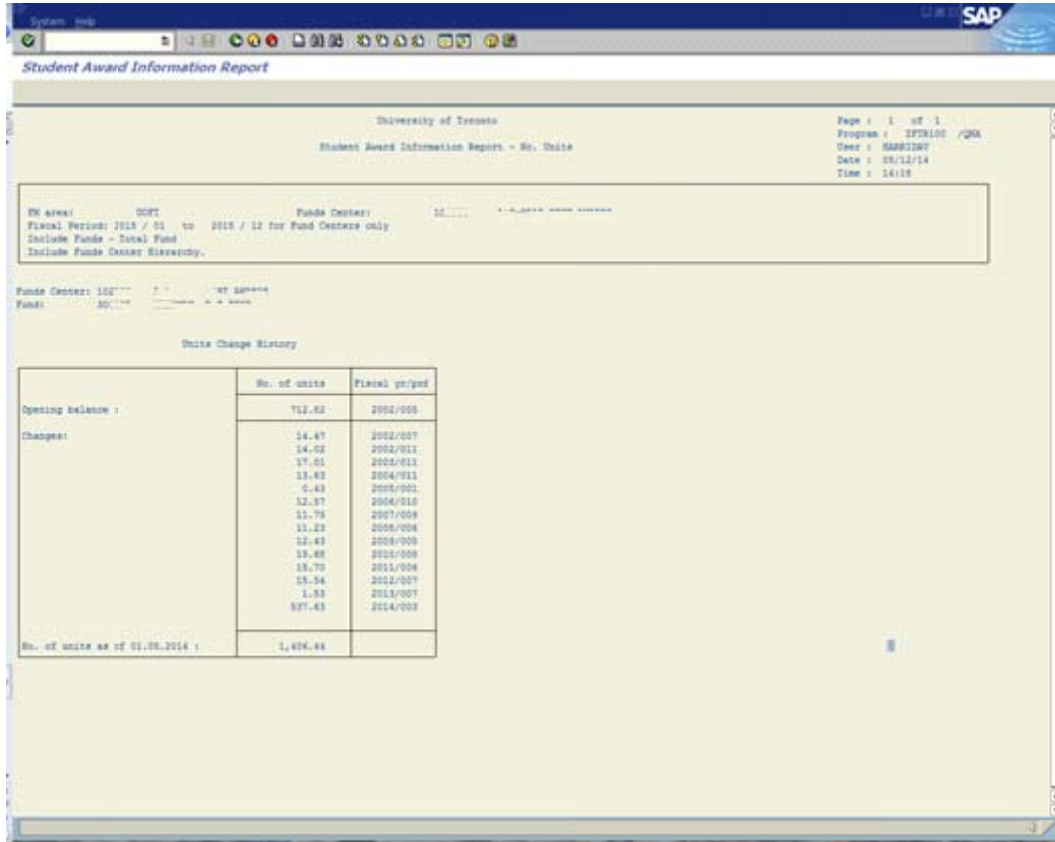14. Select the record to review using by using the ☑.

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

> 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.

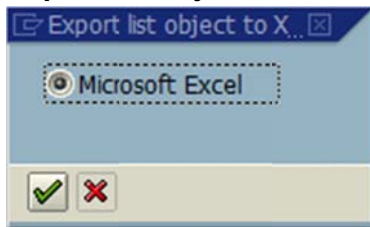**18.** Click ⟲ to return to the main report output screen.

19. **To download the report to spreadsheet:**

    Click Excel Overview .

20. Choose ○ Table or ○ Pivot table .

21. Click ✔ .

Export list object to X

☞ Export list object to X ☒

    ◉ Microsoft Excel

    ✔ ✖

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