

# FINANCIAL INFORMATION SYSTEM

**BUDGET  
ANALYSIS**



# Course Agenda

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- **“Budget” - What does it mean in FIS?**
- **What role does budget play in Funds Management (FM) → Funds Availability Checking**
- **How is budget recorded in the FM accounts**
- **Checking budget amounts**
  - Which reports to use
  - How to interpret budget information
- **How to change budgets**



# “Budget”-What does it mean in FIS

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- “**Budget**” is a Funds Management (FM) term\*
- It represents “**real**” dollars, with respect to **revenues** and **expenditures**, to be realized during the reporting period
  - **Expenditure Budgets** = amount of UofT money allocated to a department for spending.
  - **Revenue Budgets** = Portion of that UofT money the department will be responsible for raising/generating.

\***NOTE:** “**Plan**” is the corresponding term in the Controlling (CO) module.



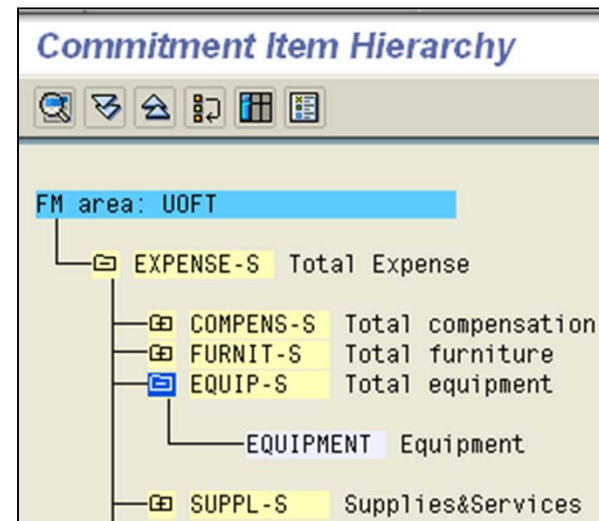
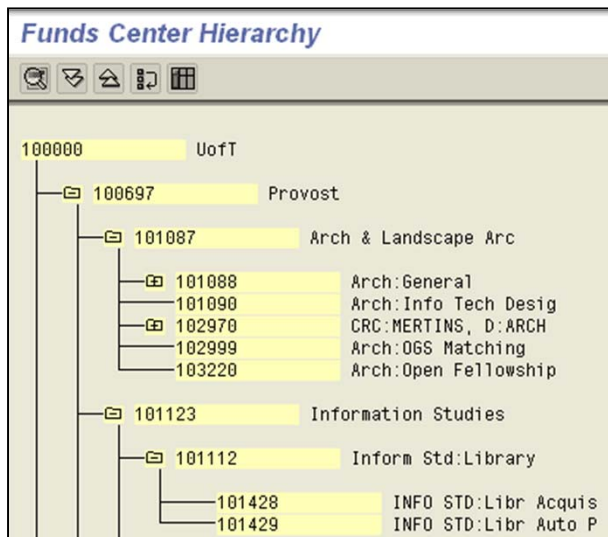
# What Role Does Budget Play in Funds Management (FM) → Funds Availability Checking

Recall that Funds Management (FM) answers the question...

***“How much money do I have available to spend?”***

The **budget** is the amount of money the FM account (FC or FC/Fund) and the **Expenditure** Commitment Item (CI) combination **has** to cover any “actual” or “commitment” transactions posted.

→ The budget is the starting point for the **Funds Availability Checking** program...





# What is Funds Availability?

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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)
  - **Operating/Ancillary Funds Centers** have budgets loaded at the overall **EXPENSE-S** level (the top level in the expenditure type CI group)
  - If budget is loaded at a lower level (i.e. restricted funds), then the Funds Availability Checking would start at the lower level, find the budget and stop at that point.
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.

# **What Role Does Budget Play in Funds Management (FM) → Funds Availability Checking**



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## **Example of the Funds Availability Checking process:**

**Financial transaction posting to FC=100409, G/L=821210, for \$5,000  
(see next slide for system display of example)**

1. System will look for and find fc=100409
2. System will look for and find CI used in financial transaction; g/l 821210 has EQUIPMENT as the default CI
3. System will check for budget loaded on the CI=EQUIPMENT; no budget is found here so the system will look for budget at the next level in the CI hierarchy → EQUIP-S
4. System will continue to check for budget at each level in the CI hierarchy until it finds budget; in this example, it finds budget at EXPENSE-S and begins calculation of the “Funds Available” balance, as shown on the previous slide.

# What Role Does Budget Play in

## Funds Management (FM) → Funds Availability Checking



Funds Availability Checking flow at the FM account...

Operating FC: Budget is placed at Expense-S CI

Item	Budget	incl. Manual reserves	Variance
Revenues	2,316,550.00-	503.98-	2,316,046.02-
REVENUE-S	2,316,550.00-	503.98-	2,316,046.02-
ADM-USER-F		347.00-	347.00
EXTERN-INC		156.98-	156.98
Expenditure	11,239,647.61	4,120,889.40	7,118,758.21
EXPENSE-S	11,239,647.61	4,120,889.40	7,118,758.21
COMPENS-S		4,109,123.52	4,109,123.52-
COMPENSAT		1,166.99-	1,166.99
ACAD-SAL		8,326.40	8,326.40-
ADMIN-SAL		182.24	182.24-
BENEFITS		259.66-	259.66
HRIS-APPT		3,185,338.02	3,185,338.02-
HRIS-NOAPP		135,215.56	135,215.56-
HRIS-TA		53,861.75	53,861.75-
HRIS-BEN		727,626.20	727,626.20-
EQUIP-S		1,351.37	1,351.37-
EQUIPMENT		1,351.37	1,351.37-
SUPPL-S		8,869.92	8,869.92-
SUPPLIES		1,863.83	1,863.83-
SERVICES		12,421.33	12,421.33-
TELEPHONE		5,445.84	5,445.84-
TRAVEL-S			
TRAVEL			

CoCd	G/L acct	Short text	Cmmt item
UOFT	821210	Equip:Fax:Purchased	EQUIPMENT

1. System looks for and finds fc=100409
2. System looks for and finds CI used in financial transaction; g/l 821210 default CI=EQUIPMENT; system checks for budget loaded on the CI; no budget found there
3. System looks for budget at next level in CI hierarchy → EQUIP-S
4. System continues to check for budget at each level in CI hierarchy until it finds budget; in this example, it finds budget at EXPENSE-S and begins calculation of the “Funds Available” balance, as on previous slide.

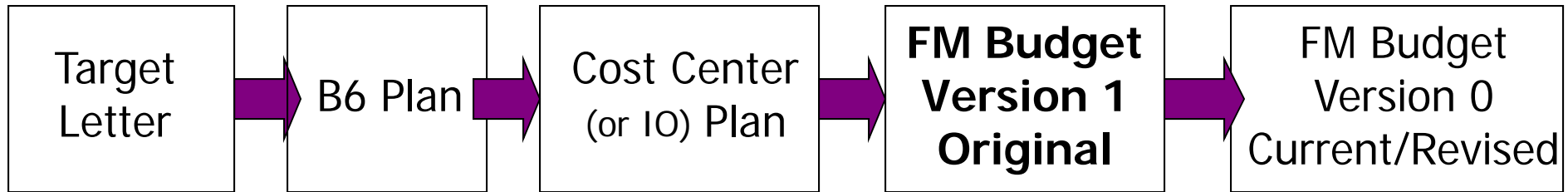


# How is Budget Recorded in FM accounts

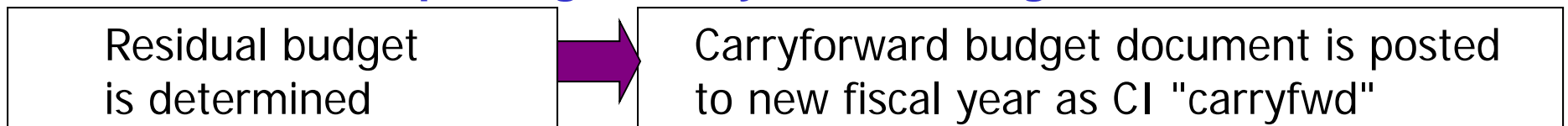


## Operating/Ancillary

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



### 2. Calculation and posting of Carryforward budget:



**3. Revisions to Budget** - Authority to change the annual budget for the Operating Fund rests with the Business Board, which in turn delegates 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)

# Reports Used to Check Budget Amounts

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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>

- **Funding: Funds Center or Fund**

[http://finance.utoronto.ca/wp-content/uploads/2016/06/ZFM1\\_Funding\\_FC\\_Fund.pdf](http://finance.utoronto.ca/wp-content/uploads/2016/06/ZFM1_Funding_FC_Fund.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)

- **Funds Center Report**

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

# Reports Used to Check Budget Amounts



## 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-

# Reports Used to Check Budget Amounts



## Funding: Funds Center or Fund Report

This report is most commonly used to check the funds available in a **single** Funds Center or Funds Center/Fund combination.

## Report Functionality as it relates to Original budget – Version 1

Running the report for the Original budget view (Version 1) presents the following budget information:

- The budget amount per commitment item as determined from the Cost Center plans.
- Point in time (beginning of the year) budget \$\$ information for approved annual budget allocation.

Commitment item	Budget	Commitments	Actuals	Total Commitments/ Actuals	Revenue variance/ Funds available
HRIS-TA	335,000.00	0.00	74,426.88	74,426.88	260,573.12
HR-BEN-AP	1,188,586.00	662,345.96	494,594.46	1,156,940.42	31,645.58
HR-BEN-NAP	128,500.00	0.00	23,568.36	23,568.36	104,931.64
FURNITURE	25,000.00	0.00	3,055.23	3,055.23	21,944.77
EQUIPMENT	70,000.00	36,798.15	10,234.84	47,032.99	22,967.01
SUPPLIES	130,649.00	1,123.94	14,142.90	15,266.84	115,382.16
SERVICES	1,033,267.00	143,537.20	146,828.62	290,365.82	742,901.18
TELEPHONE	95,000.00	0.00	9,809.56	9,809.56	85,190.44
POSTAGE	30,000.00	0.00	3,877.60	3,877.60	26,122.40
TRAVEL	37,000.00	0.00	10,775.14	10,775.14	26,224.86
STDAWARDS	205,000.00	0.00	0.00	0.00	205,000.00
<b>Total Expenditure :</b>	<b>9,983,881.00</b>	<b>3,787,565.04</b>	<b>3,428,460.38</b>	<b>7,216,025.42</b>	<b>2,767,855.58</b>

# Reports Used to Check Budget Amounts



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

### Report Functionality as it relates to current budget – Version 0

Running the report for the current (real time) budget view (**Version 0**) presents the following budget information:

- Budget → the number presented here is the sum total of ALL budget transactions processed for the account (i.e. Original budget +/- (Supplements / Returns / Transfers)  
**NOTE:** Effective FY2009, carryforward amounts were listed separately as commitment item **CARRYFWD**.
- The CI holding the budget \$\$ - where funds availability checking will occur.  
**NOTE:** *Funds Availability Checking treats CARRYFWD \$\$ & EXPENSE-S \$\$ as one amount and does the checking at the EXPENSE-S level.*

Commitment item	Budget	Commitments	Actuals	Total Commitments/ Actuals	Revenue variance/ Funds available
Expenditures	example of "Operating" funds center				
EXPENSE-S	10,419,064.25	3,787,565.04	3,428,460.38	7,216,025.42	3,203,038.83
CARRYFWD	5,717,044.18	0.00	0.00	0.00	5,717,044.18
Total Expenditure :	16,136,108.43	3,787,565.04	3,428,460.38	7,216,025.42	8,920,083.01

Expenditures	example of "PI" funds center				
EXP-UTFA	1,832.36	0.00	0.00	0.00	1,832.36
EXPENSE-S	10,000.00	0.00	1,046.25	1,046.25	8,953.75
CARRYFWD	4,428.44	0.00	0.00	0.00	4,428.44
Total Expenditure :	16,260.80	0.00	1,046.25	1,046.25	15,214.55

# Reports Used to Check Budget Amounts



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

Report Functionality as it relates to checking calculation of carryforward budgets:

If run for **previous fiscal year**, “Revenue variance / Funds available” should be reflected in the carryforward budget postings.

Example FC below is run for previous fiscal year. Amount to be carried forward → Residual budget.

Commitment item	Budget	Commitments	Actuals	Total Commitments/ Actuals	Revenue variance/ Funds available
IN-SAL-REC	0.00	0.00	86,821.00-	86,821.00-	86,821.00
IN-EXP-REC	85,048.00-	0.00	32,710.89-	32,710.89-	52,337.11-
Total Revenue :	767,048.00-	0.00	914,631.43-	914,631.43-	147,583.43
Expenditures					
EXPENSE-S	15,453,868.74	0.00	9,708,120.74	9,708,120.74	5,745,748.00
Net Totals :	14,686,820.74	0.00	8,793,489.31	8,793,489.31	5,893,331.43

# Reports Used to Check Budget Amounts



## 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.

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

Carryforward amt. from slide 13

Double click to drill down.

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	2009		100409	EXPENSE-S	200,000.00	PRABHP	29.05.2008		08-09 AIF Rd.2	
4000029440	000002	2009		100409	EXPENSE-S	136,166.00	DSOUZAT	24.07.2008		103341:10040	
4000029557	000002	2009		100409	EXPENSE-S	25,000.00	PROCHWAN	15.10.2008		ecc6 bud trsf t	
4000029558	000002	2009		100409	EXPENSE-S	25,000.00	PROCHWAN	15.10.2008			
Transfer R...						570,189.25					
4000028727	000001	2009	Transfer Send	100409	EXPENSE-S	107,606.00	DSOUZAT	13.06.2008		100409:10341	
4000028877	000001	2009		100409	EXPENSE-S	18,400.00	BOTHI	24.06.2008		Metcalfe perso	
4000029538	000001	2009		100409	EXPENSE-S	9,000.00	PROCHWAN	07.10.2008		ecc6 exp-utfa l	
Transfer S...						135,006.00					
						10,419,064.25					

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

Header
Additional Data

Document	4000029538	Status	Posted	Document Year	2009	FM Area	UOFT
Process	Transfer	Total Sender	9,000.00	CAD			
BCS Value Type	Budget	Total Receiver	9,000.00	CAD			
Budget Category	Payment	Version	0	Fiscal Year	2009		
Document type	TRAN	Document Date	07.10.2008				

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

# Reports Used to Check Budget Amounts

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## The Funds Center Report

This versatile report is used to view financial data for Funds Centers by Commitment Item and combines the functionality found in several FM reports (Funding: FC or Fund, Budget/Actual, Budget Movement, Total Funding Activity and Line Item) into one report. At this time, this report can only be run for Funds Centers.

### Report Functionality

- Can be run for a single or multiple FC accounts with/without hierarchy
- Can include and exclude PI accounts or can be run only on PI accounts
- Automatically includes both Original (version 1) & Revised (version 0) Budgets
- Provides multiple report output views
  - ➔ Fixed format = summary view; rows can be expanded & collapsed
  - ➔ Spreadsheet views = similar to line item report view; report output can be customized
- Provides quick analysis of financial transactions for specific commitment items
- Provide drilldown on all financial transactions (i.e. budget, commitments & actuals)
- Provides versatile reporting options through the use of existing line item reports (i.e. Budget, FI Postings, All Postings line item reports) in the drilldown report views
- Allows for download of financial data to Excel

# Reports Used to Check Budget Amounts



## Funds Center Report

Show all Commitment Items    Switch

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

### Funds Center Report Output; Fixed Format view (expanded):

- Original *and* Revised Budget
- Detailed commitment item view (similar to Budget/Actual)
- Drilldown available on summaries as well as individual commitment items (i.e. "Suppl-S" vs. "supplies" or "services")
- Column specific drilldown is available; can now get CI items separated by Budget (similar to Budget Movement), Commitments, Actuals or both.

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
<b>Revenues</b>						
+ REVENUE-S	883,094.00-	883,094.00-	0.00	36,673.43-	36,673.43-	846,420.57-
Total Revenues	883,094.00-	883,094.00-	0.00	36,673.43-	36,673.43-	846,420.57-
<b>Expenditures</b>						
- EXPENSE-S	9,983,881.00	16,136,108.43	3,787,565.04	3,428,460.38	7,216,025.42	8,920,083.01
+ CARRYFWD	0.00	5,717,044.18	0.00	0.00	0.00	5,717,044.18
+ COMPENS-S	8,357,965.00	0.00	3,606,105.75	3,229,736.49	6,835,842.24	6,835,842.24-
+ EQUIP-S	70,000.00	0.00	36,798.15	10,234.84	47,032.99	47,032.99-
+ FURNIT-S	25,000.00	0.00	0.00	3,055.23	3,055.23	3,055.23-
+ STENWARD-S	205,000.00	0.00	0.00	0.00	0.00	0.00
- SUPPL-S	1,288,916.00	0.00	144,661.14	174,658.68	319,319.82	319,319.82-
+ POSTAGE	30,000.00	0.00	0.00	3,877.60	3,877.60	3,877.60-
+ SERVICES	1,033,267.00	0.00	143,537.20	146,828.62	290,365.82	290,365.82-
+ SUPPLIES	130,649.00	0.00	1,123.94	14,142.90	15,266.84	15,266.84-
+ TELEPHONE	95,000.00	0.00	0.00	9,809.56	9,809.56	9,809.56-
+ TRAVEL-S	27,800.00	0.00	0.00	10,775.14	10,775.14	10,775.14-
Total Expenditures	9,983,881.00	16,136,108.43	3,787,565.04	3,428,460.38	7,216,025.42	8,920,083.01
Net	9,100,787.00	15,253,014.43	3,787,565.04	3,391,786.95	7,179,351.99	8,073,662.44

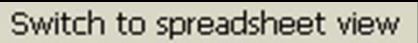
Version 1 Total Expenditure Budget from slide 12

Budget CARRYFWD amt. and Total Expenditure amt. from slide 13



# Reports Used to Check Budget Amounts



## Funds Center Report (cont'd)

In addition to the "Fixed" Format view, the report output can also be displayed in a "Spreadsheet" Format (ALV\* format); similar to the line item report views, which can be invoked from the Fixed format view via the  button or directly from the initial selection screen.

### Report Functionality in this format:

- data can be customized from the standard defaulted display view
- underlined fields can invoke appropriate line item report with a single click on the amount
- can switch back to Fixed format via the  button, but only if invoked from Fixed format
- can be downloaded to Excel via  button

CI Category	FC	FC Description	Com.Item	Original Budget	Revised Budget	Commitments	Actuals	Com+Actuals	Revenue Var/Fur
				<u>9,100,787.00</u>	<u>15,253,014.43</u>	<u>3,787,565.04</u>	<u>3,303,204.24</u>	<u>7,090,769.28</u>	<u>8,162,24</u>
Revenue	100409	Demo Funds Center	ADM-USER-F	<u>156,548.00</u>	<u>156,548.00</u>	0.00	0.00	0.00	156,5
			ENDOW-DIST	<u>225,000.00</u>	<u>225,000.00</u>	0.00	0.00	0.00	225,0
			EX-BEN-REC	<u>76,500.00</u>	<u>76,500.00</u>	0.00	2,450.04	2,450.04	78,9
			EX-SAL-REC	<u>340,000.00</u>	<u>340,000.00</u>	0.00	29,378.05	29,378.05	310,6
			IN-EXP-REC	<u>85,048.00</u>	<u>85,048.00</u>	0.00	6,052.22	6,052.22	78,9
			EXTERN-INC	<u>0.00</u>	<u>0.00</u>	0.00	1,191.20	1,191.20	1,1
			MISC-CONTR	<u>0.00</u>	<u>0.00</u>	0.00	2,500.00	2,500.00	2,5
			DIV-FEES	<u>0.00</u>	<u>0.00</u>	0.00	2.00	2.00	
Expenditure			CARRYFWD	<u>0.00</u>	<u>5,717,044.18</u>	0.00	0.00	0.00	5,717,0
			EQUIPMENT	<u>70,000.00</u>	<u>0.00</u>	36,798.15	10,234.84	47,032.99	47,0
			EXPENSE-S	<u>0.00</u>	<u>10,419,064.25</u>	0.00	0.00	0.00	10,419,0
			SERVICES	<u>1,033,267.00</u>	<u>0.00</u>	143,537.20	146,828.62	290,365.82	290,3
			SUPPLIES	<u>130,649.00</u>	<u>0.00</u>	1,123.94	14,142.90	15,266.84	15,2
			AC-OTH-SAL	<u>82,220.00</u>	<u>0.00</u>	0.00	18,868.03	18,868.03	18,8
			ACAD-SAL	<u>71,000.00</u>	<u>0.00</u>	0.00	178,395.85	178,395.85	178,3
			ACAD-SAL-PROV-AP	<u>234,538.00</u>	<u>0.00</u>	0.00	0.00	0.00	
			ADMIN-SAL-PROV	<u>12,070.00</u>	<u>0.00</u>	0.00	0.00	0.00	

\*ALV = ABAP List Viewer (ABAP is a programming language)

# Reports Used to Check Budget Amounts



## Funds Center Report (cont'd)

The "FC Summary" view is available by clicking on the Choose button, then FC SUMMARY - similar to TFA Report .

### Report Functionality using this view:

- provides a quick view of the "net" FC variance column
- will show the summary amount of each FC in the hierarchy
- has the same drilldown capabilities as the standard default view
- can be expanded to show more details
- can be downloaded to Excel
- can return to the default view via Choose and UoFT Standard layout view ; or can switch back to Fixed format via the button, but only if invoked from Fixed format

**Funds Center Report**

Choose Save Selections

CI Category	FC	FC Description	Original Budget	Revised Budget	Commitments	Actuals	Com+Actuals	Revenue Var/Func
	100409	Demo Funds Center	9,100,787.00	15,253,014.43	3,787,565.04	3,391,786.95	7,179,351.99	8,073,662
			9,100,787.00	15,253,014.43	3,787,565.04	3,391,786.95	7,179,351.99	8,073,662

**Initial view**; can be partially or completely expanded by clicking here on the icons.

**Partially expanded view** to include Revenue and Expense totals.

CI Category	FC	FC Description	Original Budget	Revised Budget	Commitments	Actuals	Com+Actuals	Revenue Var/Func
Revenue	100409	Demo Funds Center	883,094.00	883,094.00	0.00	36,673.43	36,673.43	846,420
Expendi...			9,983,881.00	16,136,108.43	3,787,565.04	3,428,460.38	7,216,025.42	8,920,083
		Demo Funds Center	9,100,787.00	15,253,014.43	3,787,565.04	3,391,786.95	7,179,351.99	8,073,662
			9,100,787.00	15,253,014.43	3,787,565.04	3,391,786.95	7,179,351.99	8,073,662

# How to Interpret Budget Information Presented in Reports

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## 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

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**For information on how to initiate a change to your budget, please refer to the web site of the Vice-Provost, Planning & Budget at:**

<http://www.planningandbudget.utoronto.ca/budget/administration.htm>

## **Budget Transfer/Revision Form**

<http://www.planningandbudget.utoronto.ca/Assets/Academic+Operations+Digital+Assets/Planning+!26+Budget/Budget+transfer+revision+Form.xls>

## **Planning and Budget Officers – Divisional Contacts**

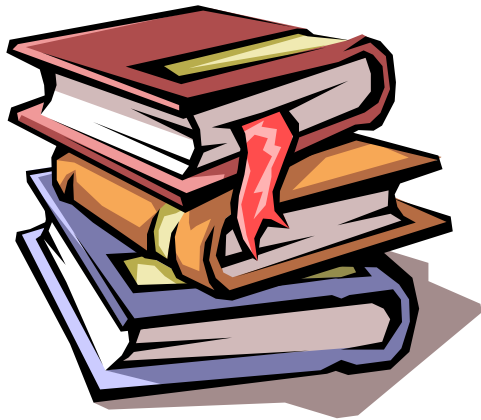
<http://www.planningandbudget.utoronto.ca/Assets/Academic+Operations+Digital+Assets/Planning+!26+Budget/pbofficers0517.pdf>

## **Planning and Budget Home Page**

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

# FIS RESOURCES ON THE WEB

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- Documentation & Support  
<http://finance.utoronto.ca/fast/support-documentation/>
- Budgeting Policy (GTfM)  
<http://finance.utoronto.ca/policies/gtfm/budgeting/>





# NEED HELP?

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<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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Manager	Lorena Gaudio <a href="mailto:lorena.gaudio@utoronto.ca">lorena.gaudio@utoronto.ca</a>	978-2802
Assistant Manager	Chris Dimitriadis <a href="mailto:chris.dimitriadis@utoronto.ca">chris.dimitriadis@utoronto.ca</a>	946-3153
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Business Analyst	Maryanne McCormick <a href="mailto:m.mccormick@utoronto.ca">m.mccormick@utoronto.ca</a>	946-3291
Business Analyst	Nusrath Mohiuddin <a href="mailto:nusrath.mohiuddin@utoronto.ca">nusrath.mohiuddin@utoronto.ca</a>	978-4042
Business Analyst (Training Coordinator)	Rames Paramsothy <a href="mailto:rames.paramsothy@utoronto.ca">rames.paramsothy@utoronto.ca</a>	978-4675

**FIS Standard Curriculum Evaluation:**

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

**FAST website:**

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