FINANCIAL INFORMATION SYSTEM

Budget Movement Report for Fund Centers

UNIVERSITY OF
TORONTO

Topics

- **Features of the new Budget Movement report for CFC (BM-CFC)**

- **Where to find the report …**

- **FBS vs. BCS selection criteria**

- **Comparing Old vs. New report version**

- **Let's have a look …**
  - **Drill down to budget document**
  - **Downloading & other reporting options**

Features of the Report

The new BM-CFC report has the following features:

SAME features as the current version…

- A "real time" report; provides up to the minute budget totals

- Reports summary budget activity by type of budget transaction (i.e. Original budget, Supplements, Transfers, etc.)

- Can be run using the following selection criteria:

  - ✓ Fiscal year and budget version (i.e. 1 or 0)

  - ✓ Single or multiple CFCs or for a CFC hierarchy

  - ✓ Classification codes; i.e. Operating, Ancillary, Self-funded, etc.

  - ✓ Specific commitment items

Features of the Report (cont'd)

The new BM-CFC report has the following features:

NEW features added as a result of Upgrade…

- Report can now be run for specific/multiple date ranges

- Report output can be customized; subtotal, filtered, etc.

- Report output now contains drill down functionality

  - ✓ Allows user to generate a budget line item report

  - ✓ Allows user to drill down to original budget document

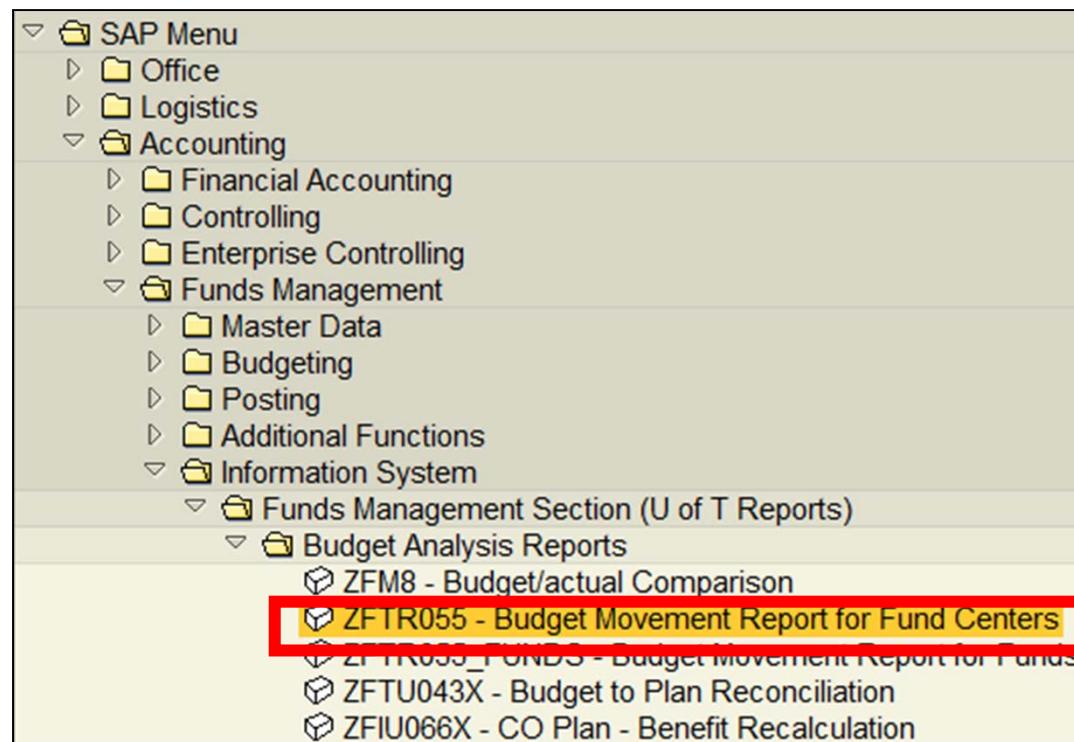- Report output and details can be downloaded to Excel

NOTE: As a result of the new features available within the new BM report, the Budget Comparison by Type (ZFM9) report has been discontinued.

Where to Find the Report

SAP Menu Path: Accounting >> Funds Management >> Information Systems >> Funds Management Section (UofT Reports) >> Budget Movement for Funds Centers

"New"

QRG: Budget Movement Report for Funds Centers
http://finance.utoronto.ca/wp-content/uploads/2015/10/budgetmoverptfc.pdf

FBS vs. BCS selection criteria

All FM reports containing budget data will have "FBS" and "BCS" radio buttons added to the report selection screen:

Budget Movement Report for Fund Centers

FM Area	UOFT
Fiscal Year	2007
Budget Version	0

Funds Center Classification	to
Funds Center	100657
☐ Include Funds Center Hierarchy	
Hierarchy variant	0000
Including Funds Centers	to
Excluding Funds Centers	to
Commitment Item	to
☐ Commitment Item Hierarchy	

○ FBS (Budget data processed up to and including October 2006 month end)
◉ BCS
     Display migrated documents separately   ○
     Do not display migrated documents separately   ◉
     Line item entry date   01.05.2006   to   31.10.2006

"FBS" refers to the "Former Budget System" (i.e. version 4.6C (pre-upgrade) budget information)

"BCS" refers to the "Budget Control System" (i.e. Upgraded SAP)

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Let's have a look …

Budget Movement Report for Fund Centers

Budget Movement Report for Fund Centers

Fiscal Year	2007
Budget Version	000
Funds Center	100657
BCS/FBS Reporting	BCS Budget
entry date:	01/05/2006 31/10/2006

Report	ZFTR055
Instance	QNA
User	NAMARANG
Date/Time	25.10.2006 12:18:00

For each commitment item listed, you can drill down to the budget documents by:
- ✓ budget type
- ✓ total budget

CFC	CFC Description	Com.Item	C	Original Budget	Supplements	Returns	Transf.Sent	Transfers Rec'd	CWD Rec/Sen Migr.	Total Budget
100657	Fin:Sample CFC	EXTERN-INC	2	25,000.00-	0.00	0.00	0.00	0.00	0.00	25,000.00-
100657	Fin:Sample CFC	EXPENSE-S	3	257,263.00	0.00	0.00	276,243.52-	0.00	18,980.52	0.00
100657	Fin:Sample CFC	HRIS-APPT	3	0.00	0.00	0.00	0.00	199,266.00	0.00	199,266.00
100657	Fin:Sample CFC	HRIS-BEN	3	0.00	0.00	0.00	0.00	44,336.00	0.00	44,336.00
100657	Fin:Sample CFC	SERVICES	3	0.00	0.00	0.00	0.00	3,500.00	0.00	3,500.00
100657	Fin:Sample CFC	SUPPLIES	3	0.00	0.00	0.00	0.00	4,661.00	0.00	4,661.00
100657	Fin:Sample CFC	TELEPHONE	3	0.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
100657	Fin:Sample CFC	TRAVEL	3	0.00	0.00	0.00	0.00	14,000.52	0.00	14,000.52
*				232,263.00	0.00	0.00	276,243.52-	267,263.52	18,980.52	242,263.52

Let's have a look …

Drill down view of Commitment item=Expense-S:

Search Entry Document

FM area	UOFT
Currency	CAD
Budget Category	Payment

Can change the view using "change layout" options

Shows all documents posted and subtotals by budget type

Doc Year	Entry Docu	Line	Version	Doc. type	Process	Year	Budget Type	Fund	Funds Ctr	Cmmt item	Σ Amount LC	Created by	Created on	Text
2007	9000001479	000001	0	MIGR	Enter	2007	Original (KBUD)		100657	EXPENSE-S	57,263.00	PROCNTL	17.07.2006	Migration: CF
							Original (KBUD)				▪ 257,263.00			
2007	4000000100	000001	0	TRAN	Send	2007	Transfer Send		100657	EXPENSE-S	257,263.00-	GAUDIOL	10.10.2006	
2007	4000000101	000001	0	TRAN	Send	2007			100657	EXPENSE-S	10,000.52	GAUDIOL	10.10.2006	re-allocate 20
							Transfer Send				▪ 267,263.52-			
2007	9000001480	000001	0	MIGR	Return	2007	Transfer Send (KBUS)		100657	EXPENSE-S	8,980.00-	PROCNTL	17.07.2006	Migration: CF
							Transfer Send (KBUS)				▪ 8,980.00-			
2007	9000001481	000001	0	MIGR	Supplement	2007	cwd receiver (KBW2)		100657	EXPENSE-S	18,980.52	PROCNTL	17.07.2006	Migration: CF
							cwd receiver (KBW2)				▪ 18,980.52			
											▪▪ 0.00			

Allows further drill down to actual BCS budget document by clicking on "Entry Docu" or "Amount LC"; *for migration budget documents (i.e. "9xxxx…"), clicking on the "Amount LC" field will show the "45xx…" documents supporting the migration document amount (see next slide).*

Let's have a look …

Drill down to "migration" budget document:

2007	9000001481	000001	0		2007	cwd receiver (KBW2)	100657	EXPENSE-S	18,980.52	PROCNTL	17.07.2006	Migration: CFC CWD Receiver
						cwd receiver (KBW2)			18,980.52			
									0.00			

For this migration budget document, clicking on the "Amount LC" field gives the "45xx…" documents supporting the migration document amount of $18,980.52.

FBS Budget: Line Items by Document Number

Selections

Annual FBS Budget: Line Items by Document Number

FM Area	UOFT
Commitment item	EXPENSE-S
Funds Center	100657

You can drill down from here to the original "45xxx" document details

Doc.no.	Year	Val.type text	Budget type	Budget	Funds Ctr	Cmmt item	Text	Created by	User name
4501005260	2007	Payment budget	CWD Rec/Sen	25,000.00-	100657	EXPENSE-S		PROCNTL	
4501005261		Payment budget	CWD Rec/Sen	18,987.43	100657	EXPENSE-S		PROCNTL	
4501005262		Payment budget	CWD Rec/Sen	24,993.09	100657	EXPENSE-S		PROCNTL	

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Let's have a look …

Budget Movement Report for Fund Centers
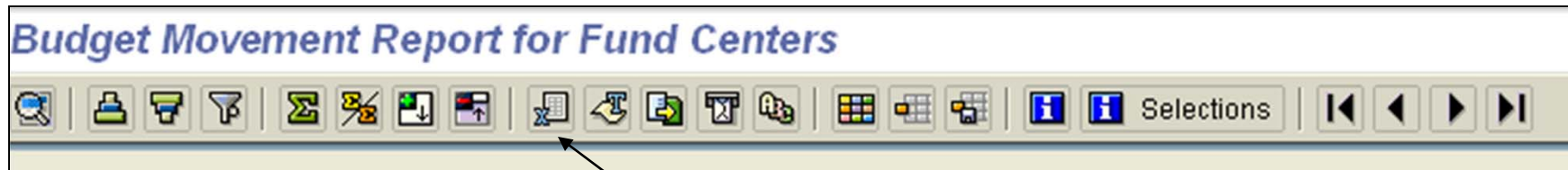
Downloading the report to Excel is just one of many options available to facilitate budget reporting. Some other helpful options are:

- Viewing line item details
- Sorting: Ascending & Descending
- Filtering
- Subtotaling
- Changing viewed layout
- Selecting a layout variant view*
- Saving a layout variant view*
- Viewing original selection criteria of report

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

Manager	Lorena Gaudio lorena.gaudio@utoronto.ca	978-2802
Assistant Manager	Chris Dimitriadis chris.dimitriadis@utoronto.ca	946-3153
Business Analyst	Cheryl Rhind cheryl.rhind@utoronto.ca	946-3373
Business Analyst	Maryanne McCormick m.mccormick@utoronto.ca	946-3291
Business Analyst	Nusrath Mohiuddin nusrath.mohiuddin@utoronto.ca	978-4042
Business Analyst (Training Coordinator)	Rames Paramsothy rames.paramsothy@utoronto.ca	978-4675

FIS Standard Curriculum Evaluation:
http://finance.utoronto.ca/fast/fis-training/course-evaluation-fis-training/
FAST website:
http://finance.utoronto.ca/fast/