UNIVERSITY OF TORONTO

Work Instruction

Uploading CC and IO Plans to FIS

KP06,KPF6

When to Use

Use this procedure to upload plan for Cost Center or Internal Order into FIS.

Steps

Plans can be either:

1. Uploaded into FIS by creating plans in an Excel spreadsheet using a template.
    a. Save the spreadsheet as a text file
    b. Upload the text file into FIS.
2. Entered directly into FIS by inputting the plans into a Cost Center or Internal Order.

Menu Path

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

- Cost Center:
  Accounting ➔ Controlling ➔ Cost Center Accounting ➔ Planning ➔ Cost and Activity Inputs ➔ Change
- Internal Order:
  Accounting ➔ Controlling ➔ Internal Orders ➔ Planning ➔ Cost and Activity Inputs ➔ Change

Transaction Code

KP06,KPF6

Helpful Hints

Using the Upload Plan functionality:

- Although the transaction code is different, the process of inputting plans is the same for Cost Center and Internal Order.
- User must have authorization to change plans in FIS in order to upload a text file.
- Changing the format of the Template will cause the upload file to fail.
- Plans should not include: decimals, commas, dollar signs, or totals in the total planned cost column of the template.
- Ensure that Cost Elements used are valid and appear only once per file – file will be rejected if duplicate Cost Elements are used.
- Upload file will overwrite plan information that is in FIS.

Reconciling Plans to expected FM budget views:

- Ensure Cost Centers and /or Internal Orders are linked to the correct FC. To view account assignments go to :
  https://finance.utoronto.ca/wp-content/uploads/2015/11/Commitment-Accounting-Assignments-Report-Converted.pdf

- Uploaded plans must balance with target budget letter. To view budget reconciliation go to
  https://finance.utoronto.ca/wp-content/uploads/2016/02/Budget-to-Plan-Reconciliation-ConvertedFeb3.pdf

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Detailed Procedure

1.   The following processing options are available:

If You Want To	Go To
Use a Template to Upload Plans	Step **2**
Create a Plan using Direct Entry	Step **11**

2.   Use a Template to Upload Plans

Select the template either for Cost Center or Internal Orders B6 Training iTutorials

⚠️   The CC and IO templates are similar with the exception of the title of the template and the field title which distinguishes whether it is a Cost Center or Internal Order. Example used in this reference guide will be of a Cost Center.

2.1   Save the blank template as an Excel file to the desktop and use it as a starting point for the spreadsheet.

ℹ️   The Template is for upload purpose only. The plan structure should be developed in a worksheet then copy and paste the final numbers into the Template

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Example of Cost Center plan upload template
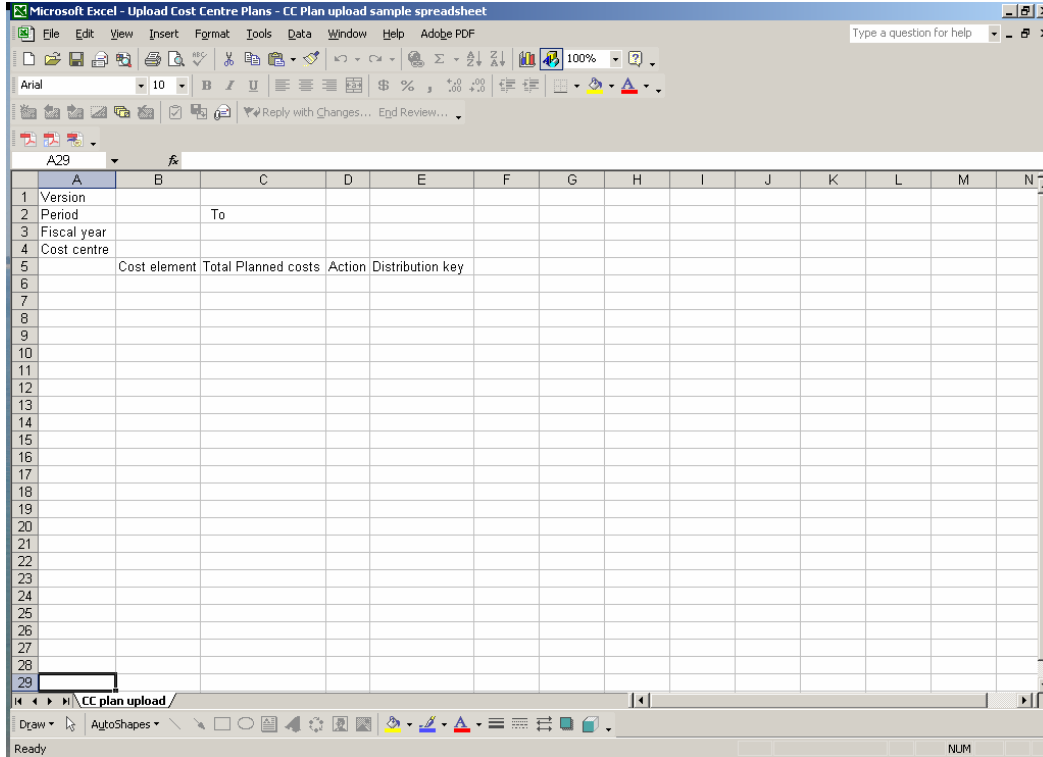
Changing the template layout will cause the upload file to fail.
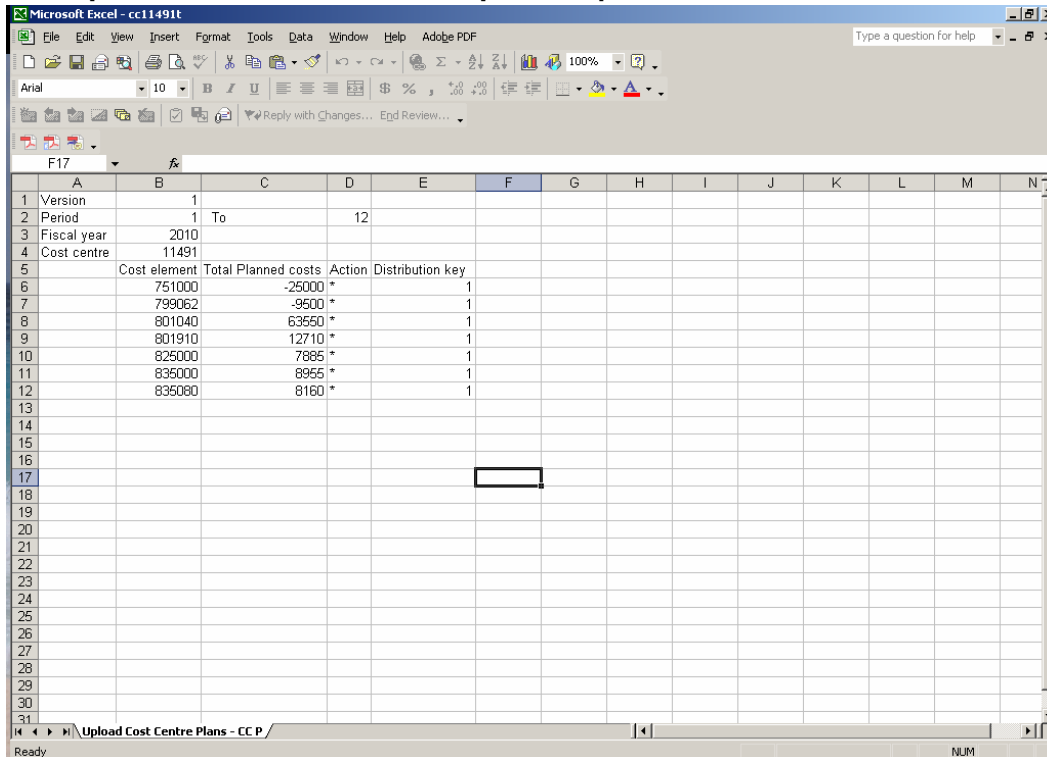
3. Complete the following as required:

Field Name	Required/Optional/ Conditional	Description
Version	Required	Budget version. Version 1: Original Plan, Version 0: Current Budget & Default. Plan Version "1" is the original plan that will be entered for the next fiscal year.
From period	Required	The beginning range for the plan. Period = the numerical position of the month in the fiscal year span (i.e. May=1, June=2, etc.). **Example:** 1

Field Name	Required/Optional/ Conditional	Description
To period	Required	The ending range of the plan. Period = the numerical position of the month in the fiscal year span (i.e. May=1, June=2, etc.). **Example:** 12
Fiscal year	Required	The UofT fiscal year is May 1st to April 30th and the Year 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). Enter the fiscal year to be updated.
Cost Center	Conditional	A five or six digit code that represents an organizational unit or program and tracks activity on a fiscal year basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both. If uploading Plan for Cost Center enter Cost Center Number..
Internal Order	Conditional	A six digit code that represents an organizational unit or program and tracks activity on a non-fiscal year basis, i.e. short term or ongoing basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both. If uploading Plan for Internal Order enter Internal Order Number.
Cost Element	Required	Identifies the type or nature of a transaction. In FIS, revenue and expense cost elements are the same as revenue, and expense G/L accounts. Enter cost elements that will have a Total Planned Costs amount.
Total Planned Costs	Required	Amounts planned at the cost element level for each cost center and/or internal order. Revenue amounts must have a negative value (i.e.-1500).

Field Name	Required/Optional/ Conditional	Description
Action	Required	Defines if existing annual value entered is distributed and how the previous period values are treated. Selection should be *(asterisk) which ensures that previous values entered will be overwritten.
Distribution key	Required	Allocation of the budget Selection should be "1" which allows the value to be distributed equally across all periods.

3.1 Complete the line item entries and revisions.

Example of Finalized Cost Center plan template

Do not include totals in the template.

3.2 Save the final version of the template as a Text (Tab delimited) file (*.txt).

Save As - Text (Tab delimited) File
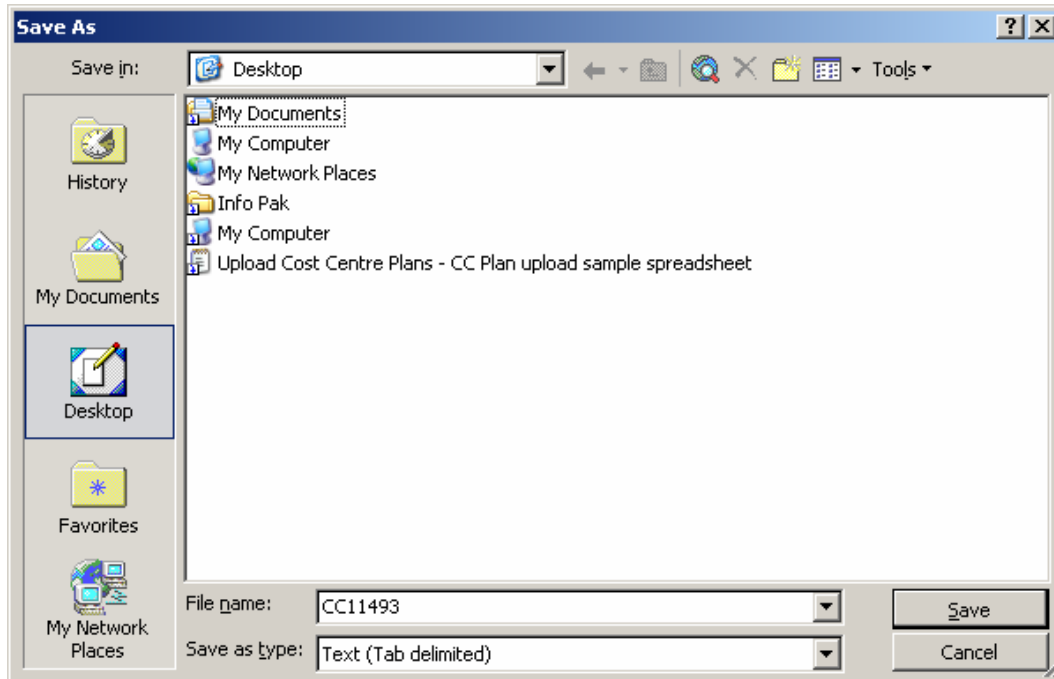
Confirm that the File is Text (Tab delimited)
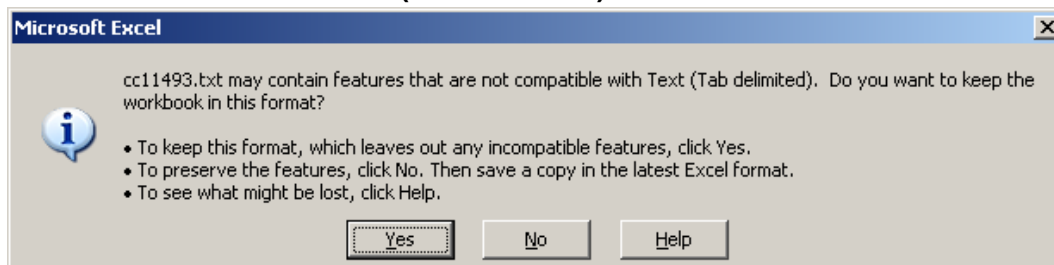
Upload plans for multiple cost centers/internal orders can be saved in a single directory (folder). Files with .xls and .txt can be stored in the same directory since the upload program will **ONLY** look at the text (.txt) files.

4.   To upload file to FIS:
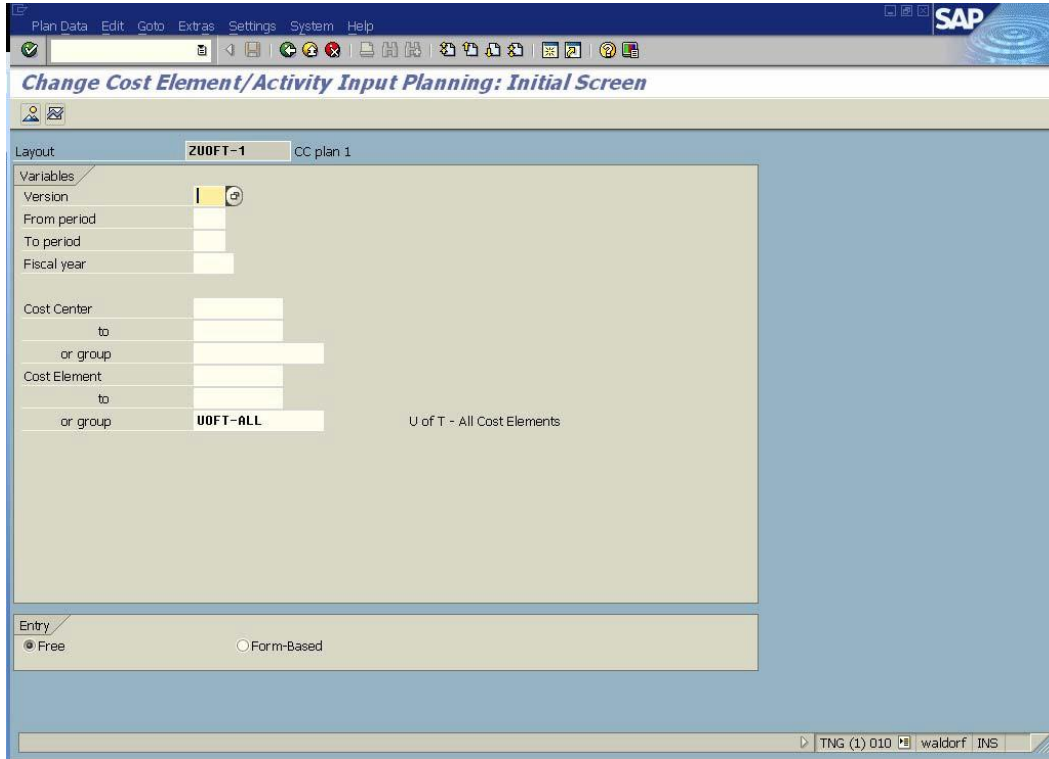
Start the transaction using the menu path or transaction code.

FIS Easy Access University of Toronto Menu

5. Double-click ⬦ KP06 - Change for Cost Center **OR** ⬦ KPF6 - Change for Internal Order.
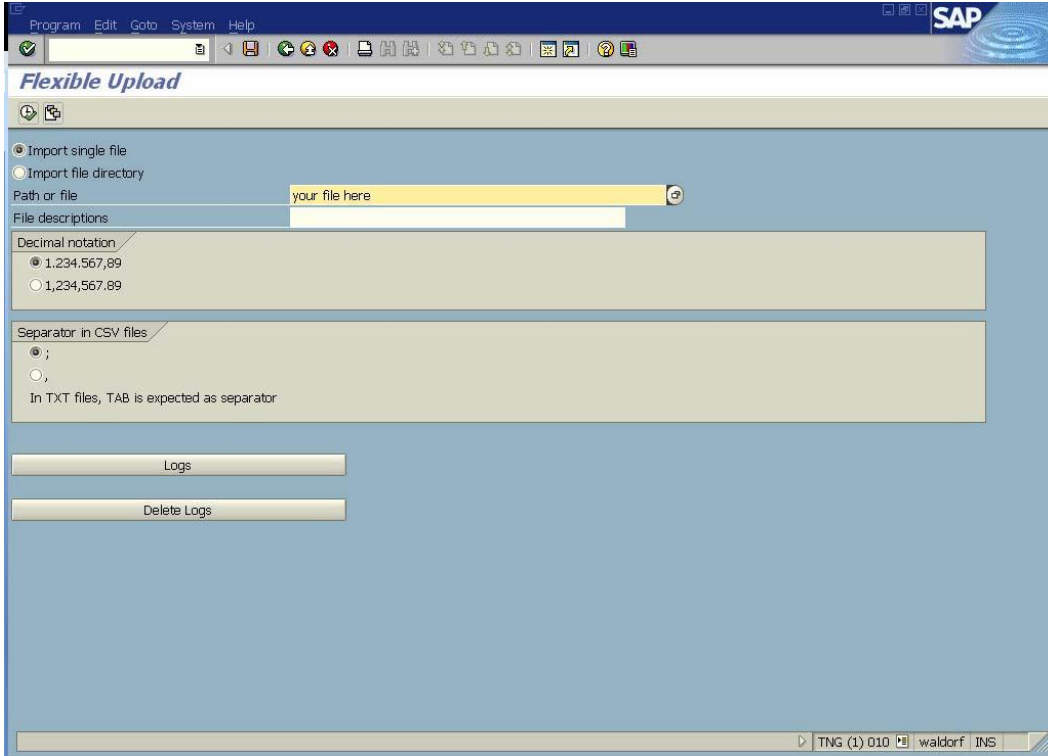
Change Cost Element/Activity Input Planning: Initial Screen

6. From the Menu Select **Extras ➔ Excel Planning ➔ Upload.**

Flexible Upload
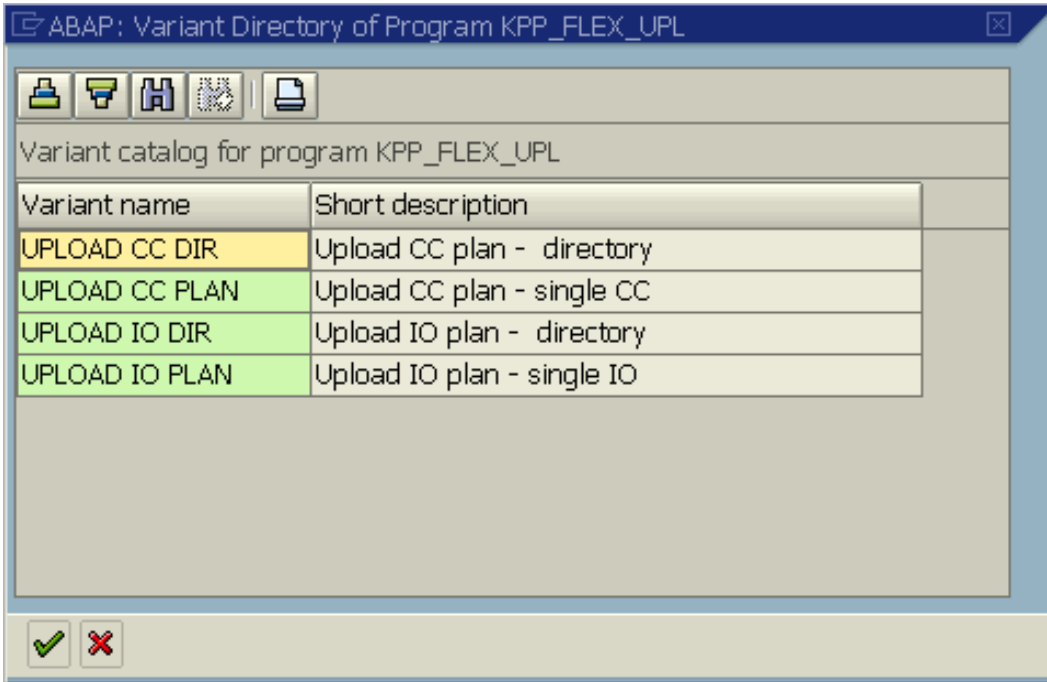
7. Click [icon] to go to *ABAP: Variant Directory of Program KPP_FLEX_UPL* Screen.

ABAP: Variant Directory of Program KPP_FLEX_UPL

ABAP: Variant Directory of Program KPP_FLEX_UPL

Variant catalog for program KPP_FLEX_UPL

Variant name	Short description
UPLOAD CC DIR	Upload CC plan - directory
UPLOAD CC PLAN	Upload CC plan - single CC
UPLOAD IO DIR	Upload IO plan - directory
UPLOAD IO PLAN	Upload IO plan - single IO

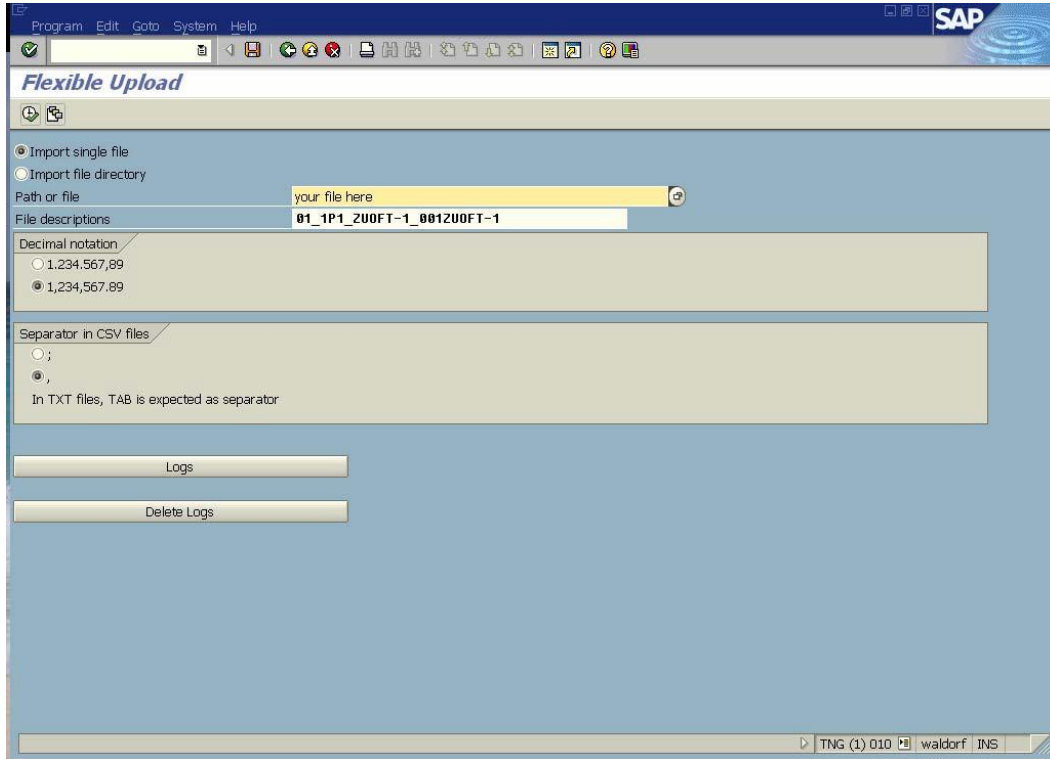**8.** Select Variant that reflects upload to return to *Flexible Upload* Screen

Double-click | UPLOAD CC PLAN | Upload CC plan - single CC | .

Flexible Upload

9. Complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
Path or file	Required	Enter the path or file name to be uploaded. Use the match code button to browse drives to find directory/folder (path) or file.

10. Click to upload the plan into FIS and return to *Flexible Upload* Screen and the screen appears with OK message.
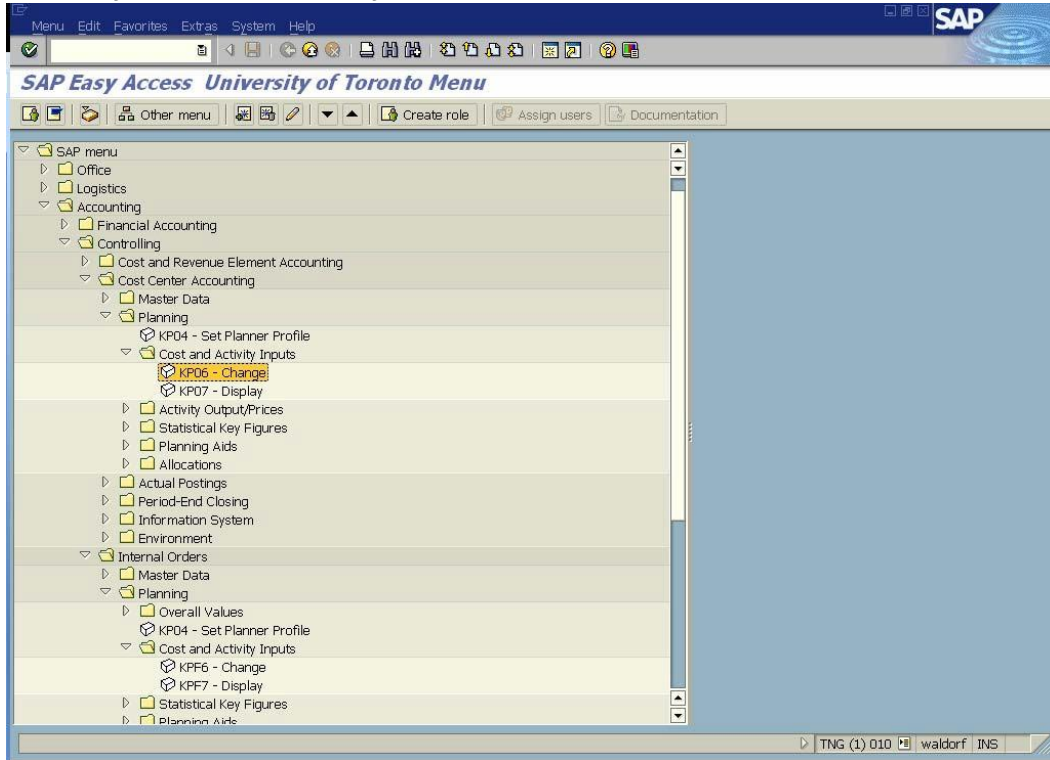
Flexible Upload
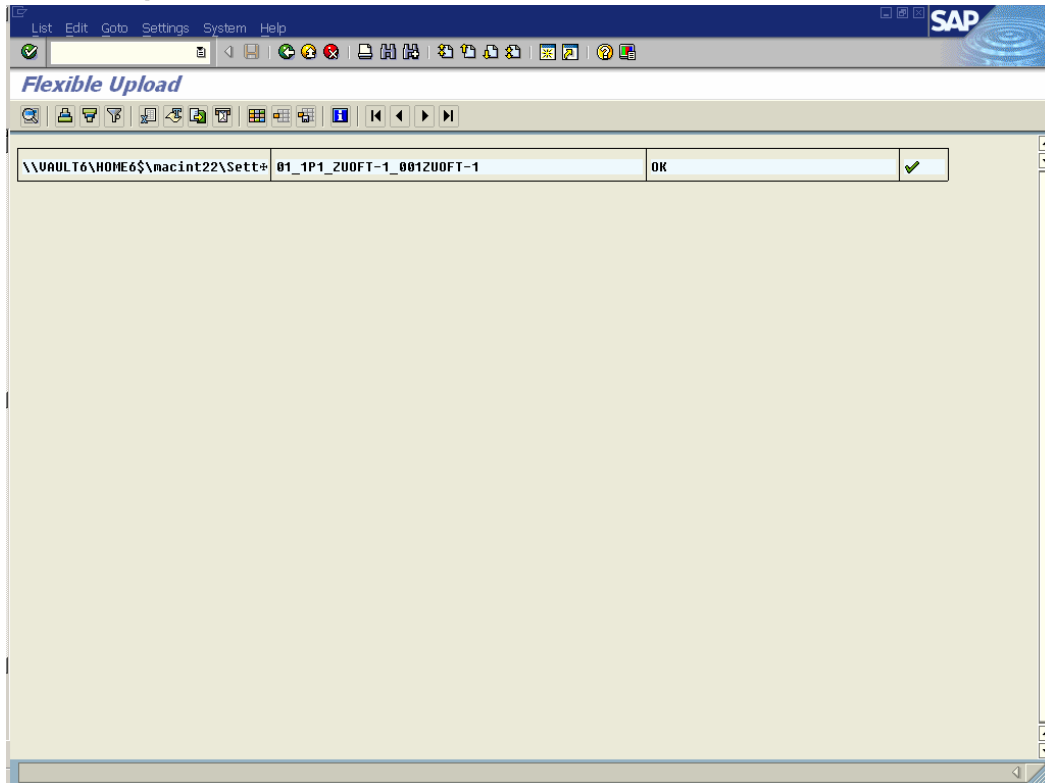
If the message says that "Upload failed" double click on the error message to view a log of the upload problem(s). Correct error(s) in the text file and repeat the upload process.
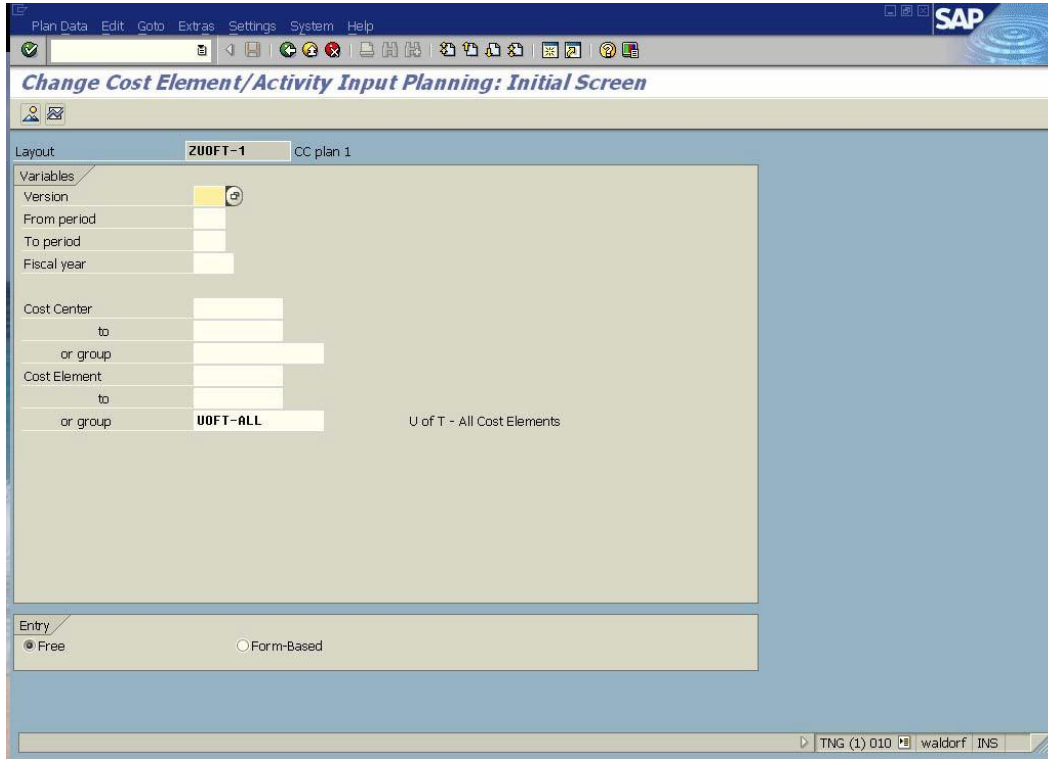
End of Procedure

11. Direct Entry into FIS.

Start the transaction using the menu path or transaction code.

FIS Easy Access University of Toronto Menu

12. Double-click KP06 - Change for Cost Center **OR**. KPF6 - Change for Internal Order

Change Cost Element/Activity Input Planning: Initial Screen

13. Complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
Version	Required	Budget version. Version 1: Original Plan, Version 0: Current Budget & Default. Plan Version "1" is the original plan that will be entered for the next fiscal year.
From period	Required	The beginning range for the plan. Period = the numerical position of the month in the fiscal year span (i.e. May=1, June=2, etc.). **Example:** 1

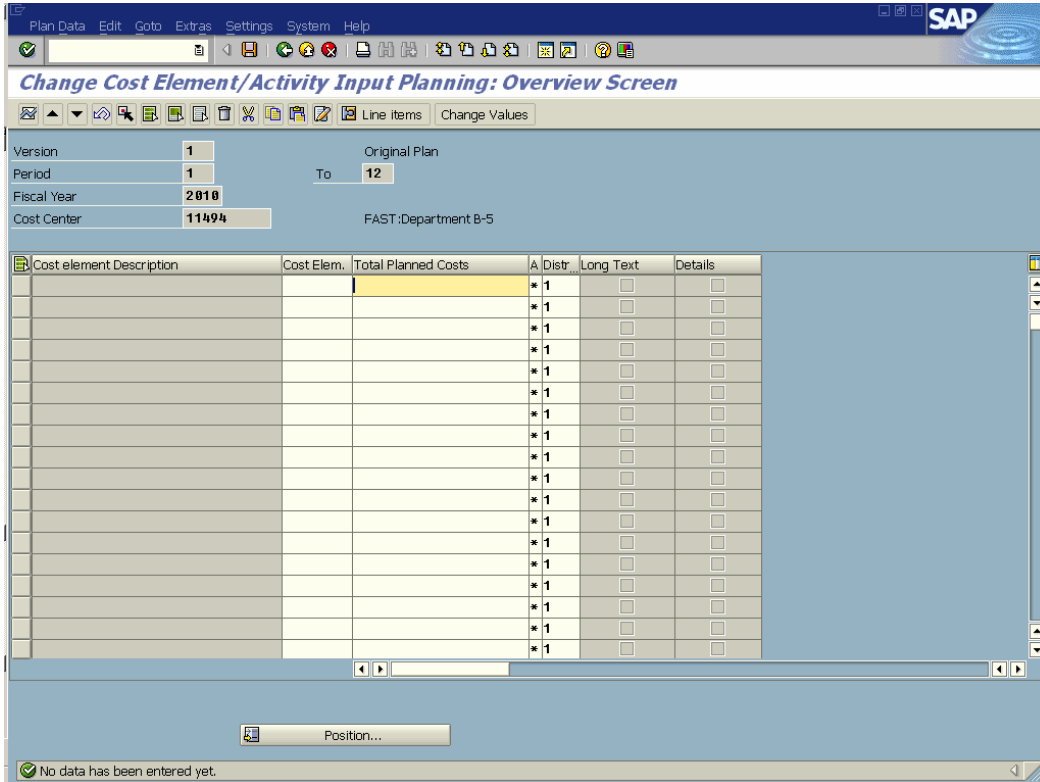| Field Name	Required/ Optional/ Conditional	Description
To period	Required	The ending range of the plan. Period = the numerical position of the month in the fiscal year span (i.e. May=1, June=2, etc.). **Example:** 12
Fiscal year	Required	The UofT fiscal year is May 1st to April 30th and the Year is 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). Enter the fiscal year to be updated.
Cost Center	Conditional Only for KP06	A five or six digit code that represents an organizational unit or program and tracks activity on a fiscal year basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both. A Cost Center is only required if a Cost Center Group is not selected. If entered along with a Cost Center Group an error message will appear.
Internal Order	Conditional Only for KPF6	A six digit code that represents an organizational unit or program and tracks activity on a non-fiscal year basis, i.e. short term or ongoing basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both. . An Internal Order is only required if an Internal Order Group is not selected. If entered along with an Internal Order Group an error message will appear.
To	Conditional	Ending range of selection criteria.
or group	Conditional	A code that allows Cost Centers or Internal Orders to be grouped for reporting purposes.

Field Name	Required/ Optional/ Conditional	Description
Cost Element	Conditional	Identifies the type or nature of a transaction. In FIS, revenue and expense cost elements are the same as revenue, and expense G/L accounts. ❌ A Cost Element is only required if a Cost Element Group is not selected. If entered along with a Cost Element Group an error message will appear.
To	Conditional	Ending range of selection criteria.
or group	Conditional	A code that allows Cost Centers or Internal Orders to be grouped for reporting purposes. ℹ️ Using UOFT-ALL will allow for all revenue and expense Cost Elements.
Entry	Required	Allows users to select type of entry system to be used. ℹ️ The default view is Free Entry which allows users to enter the Cost Element that will be planned. Form-Based will provide list of all cost element entered in range or group.

14. Click ![icon] to proceed to *Change Cost Element/Activity Input Planning: Overview Screen*.

Change Cost Element/Activity Input Planning: Overview Screen

15. Complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
Cost Element	Required	Identifies the type or nature of a transaction. In FIS, revenue and expense cost elements are the same as revenue, and expense G/L accounts.
Total Planned Costs	Required	Amounts planned at the cost element level for each cost center and/or internal order. Revenue amounts must have a negative value (i.e. -1500).
Action	Required	Defines if existing annual value entered is distributed and how the previous period values are treated. Selection should be *(asterisk) which ensures that previous values entered will be overwritten.
Distribution key	Required	Allocation of the budget Selection should be "1" which allows the value to be distributed equally across all periods.

Additional Toolbar Functionality:

Action	Icon	Description
Period Screen		Allows users to view the distribution of the Total Planned Cost by Period.
Move to Previous CC or IO		Facilitates movement to a Previous Cost Center or Internal Order when a range is used
Move to Next CC or IO		Facilitates movement to the Next Cost Center or Internal Order when a range is used.
Change Value	Change Values	Allows the planned costs in the Cost Center to be increased by a percentage or amount.

16. Click ⊞ to save entries and return to *Change Cost Element/Activity Input Planning: Initial Screen*

Change Cost Element/Activity Input Planning: Initial Screen

End of Procedure

Resource Information:

Contact your FAST team representative for additional assistance.
http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/

Reference Guides:

ZFTR050A - Commitment Accounting Assignments Report.

http://www.finance.utoronto.ca/fast/qrg/rptmd/fmlist/acctassignmnt.htm

ZFTU043X - Budget to Plan Reconciliation Report

http://finance.utoronto.ca/wp-content/uploads/2016/02/Budget-to-Plan-Reconciliation-ConvertedFeb3.pdf