

FINANCIAL INFORMATION SYSTEM

Updating CO Plans for
Operating Budgets

Course Map



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Why Update CO Plans?



Two Main Reasons:

1. Required as part of the annual Operating Budget process for Funds Centers. *(This workshop will focus on this process)*
2. Used as a Reporting Tool: Provides an option to monitor actual spending patterns as compared to planned spending patterns.
 - ✓ CO Plans (in version 0) can be updated throughout the fiscal year
 - ✓ Several CO reports provide plan versus actual comparisons at the Cost Element (G/L account) level
 - ✓ Planning at the CO level does not restrict budgetary spending and allows users to track spending at the department/project level

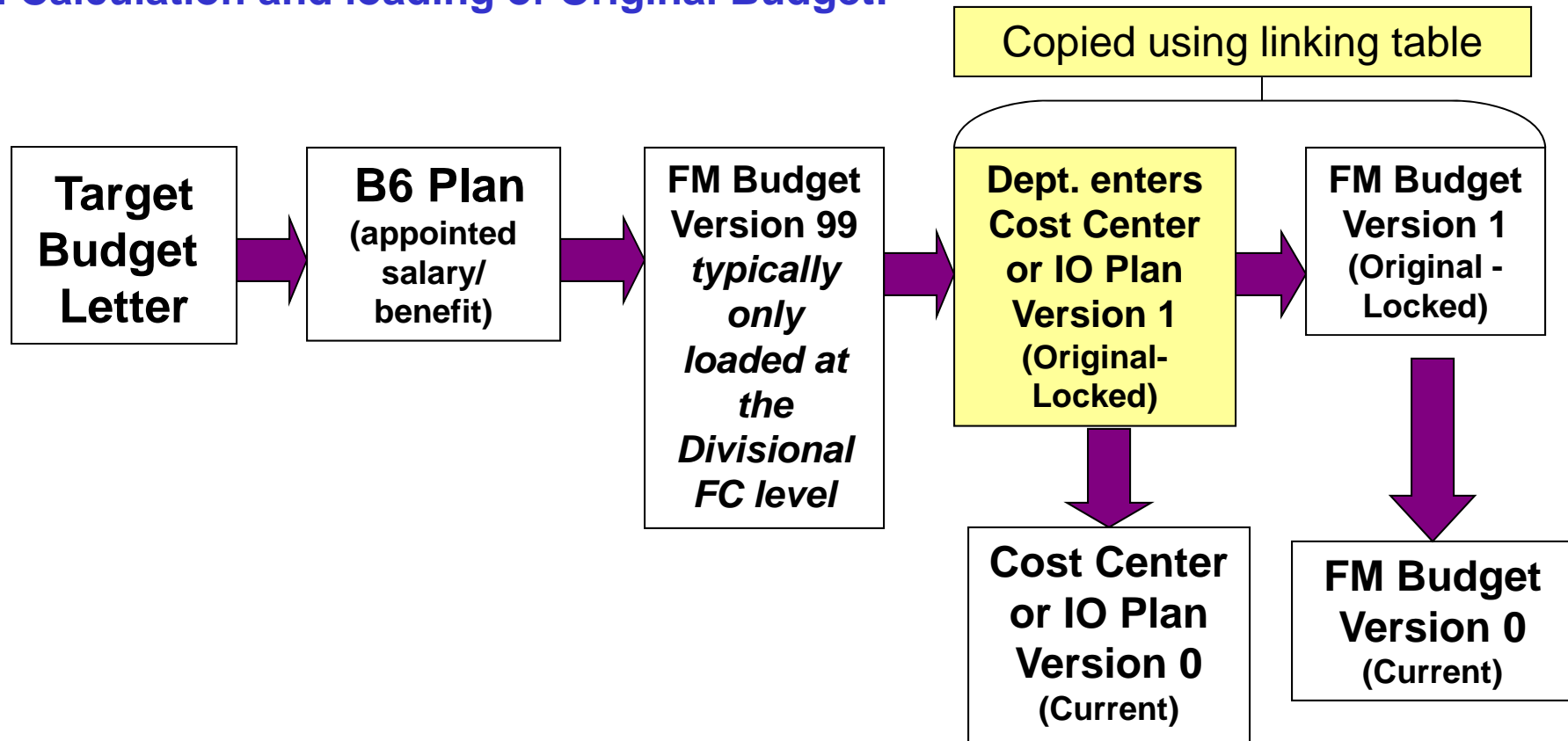
Training Documentation: Basic Controlling Reporting

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

The Planning/Operating Process



1. Calculation and loading of Original Budget:



2. Calculation and posting of Carryforward budget:



Example of “Shared Services”/Administration Target Budget Letter



2021-2022 DIVISIONAL BUDGET LETTER

Division A- B: - portfolio detail:	Dept A	Dept B	Total
Net Budget for 2021-2022	\$ 260,000	\$ 3,500,000	\$ 3,760,000
One-Time-Only Budget for 2021-2022	-	-	-
TOTAL NET BUDGET FOR 2021-2022	260,000	3,500,000	3,760,000
BUDGET CHANGES:			
Cost Containment	(8,000)	(113,000)	(121,000)
Balance of Prior Year's Salary/Benefit Increase	39,920	154,436	194,356
Adjustments: Contractual / Budget Model	-	-	-
ALL DIVISIONS:			
Transfers in	-	-	-
Transfers out	-	-	-
Expense Offset by Additional Divisional Revenue	-	-	-
(Increase) Decrease in Divisional Revenue	-	-	-
TOTAL	31,920	41,436	73,356
ONE-TIME-ONLY BUDGET CHANGES:			
Adjustments: Contractual / Budget Model	-	62,842	62,842
ONE-TIME-ONLY BUDGET CHANGE	-	62,842	62,842
Net Budget for 2021-2022	291,920	3,541,436	3,833,356
OTO Budget for 2021-2022	-	62,842	62,842
TOTAL NET BUDGET FOR 2021-2022	291,920	3,604,278	3,896,198
DIVISIONAL REVENUE (INCL RECOVERIES)			
Endowment Income:	-	-	-
External Income:	25,000	2,650	27,650
Internal Recoveries:	-	-	-
External Recoveries:	-	67,863	67,863
Negative Approp.:	-	-	-
TOTAL DIV REVENUE (INCL RECOVERIES)	25,000	70,513	95,513
GROSS EXPENSE BUDGET FOR 2021-2022	\$ 316,920	\$ 3,674,791	\$ 3,991,711
Accumulated Deficit Repayment	\$ 5,000	\$ 62,000	\$ 67,000
CFC	100XXX	100YYY	

These figures represent the **net amount** to be entered in the **CO plans**.

If the dept. anticipates they will bring in more revenues than what is listed on the TBL, include the new **revenue amt.**, under the appropriate revenue Cost Elements, in the plan. Ensure that same amt. is included in the **expense plans**.

Doing so will offset the new revenue amount and ensure that the net total will match the TBL net budget.

If you're at the divisional level the net amount should **match the FM version 99 Budget**.

Example of Academic Target Budget Letter



2021-2022 Target Budget Letter and Long Range Budget Projections
Faculty A

Projected Budget	Line Ref.	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Provincial Grant Revenue	(A)	275,000	264,000	265,000	269,000	270,000	271,000
Tuition Revenue		375,000	345,000	355,000	370,000	380,000	390,000
Investment Income		11,000	4,000	5,000	11,000	12,000	14,000
Other Income		63,000	65,000	63,000	63,000	63,000	63,000
SUBTOTAL - Revenue for UF Contribution		\$ 724,000	\$ 678,000	\$ 688,000	\$ 713,000	\$ 725,000	\$ 738,000
Provincial Scholarship Grants	(B)	5,000	3,000	4,000	4,000	4,000	4,000
Endowment Revenue		150,000	-	120,000	200,000	250,000	260,000
Canada Research Chairs	(C)	-	-	-	-	-	-
Overhead on Research		-	-	-	-	-	-
TOTAL ATTRIBUTED REVENUE		\$ 879,000	\$ 681,000	\$ 812,000	\$ 917,000	\$ 979,000	\$ 1,002,000
University-Wide Costs		350,000	400,000	400,000	425,000	450,000	460,000
Cost of central funds distributed 2021-22	(D)	3,000	-	-	-	-	-
Total University-Wide Costs		\$ 353,000	\$ 400,000	\$ 400,000	\$ 425,000	\$ 450,000	\$ 460,000
University Fund Contribution	10%	72,400	67,800	68,800	71,300	72,500	73,800
Student Aid Set-Aside	(E)	165,000	205,000	220,000	230,000	240,000	250,000
NET REVENUE		\$ 288,600	\$ 8,200	\$ 123,200	\$ 190,700	\$ 216,500	\$ 218,200
Adjustments to reflect sources of funds:							
Endowed Chairs (to Divisional Income)		(400)	-	-	-	-	-
CRC Revenue (to Restricted Funds)		-	-	-	-	-	-
Fed Indirect Costs (25% to Restricted Funds)		-	-	-	-	-	-
Research Overhead Reserve		-	-	-	-	-	-
ADJUSTED NET REVENUE		\$ 288,200	\$ 8,200	\$ 123,200	\$ 190,700	\$ 216,500	\$ 218,200
Prior Year University Fund Allocation		1,500,000	1,501,000	1,500,000	1,500,000	1,500,000	1,500,000
Prior Year Allocations from Central Funds		10,000	1,500	-	-	-	-
Costs moved from line (D)		(11,000)	(2,500)	-	-	-	-
Prior Year Transfers in/out		-	-	-	-	-	-
University Fund Allocation		2,000	-	-	-	-	-
Total University Fund Allocation		\$ 1,501,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Total Budget before in-year transfers		\$ 1,789,200	\$ 1,508,200	\$ 1,623,200	\$ 1,690,700	\$ 1,716,500	\$ 1,718,200
Allocations from Central Funds		1,500	1,400	-	-	-	-
Transfers In		-	-	-	-	-	-
Transfers Out		-	-	-	-	-	-
Expense Offset by Additional Divisional Revenue		64,500	-	-	-	-	-
(Increase) Decrease in Divisional Revenue		(64,500)	-	-	-	-	-
NET BUDGET		\$ 1,790,700	\$ 1,509,600	\$ 1,623,200	\$ 1,690,700	\$ 1,716,500	\$ 1,718,200
DIVISIONAL REVENUE (INCL. RECOVERIES)							
Endowment Income :		-	-	-	-	-	-
External Income :		100,000	100,000	-	-	-	-
Internal Recoveries :		200,000	200,000	-	-	-	-
External Recoveries :		-	-	-	-	-	-
Negative Appropriation :		-	-	-	-	-	-
TOTAL DIV REVENUE (INCL. RECOVERIES)		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
GROSS EXPENSE BUDGET		\$ 2,090,700	\$ 1,809,600	\$ 1,923,200	\$ 1,990,700	\$ 2,016,500	\$ 2,018,200

Whichever format the Academic TBL takes, revenue (if applicable) and expense CO Plans must net to the “**Net Budget**” total for the upcoming fiscal year.

IMPORTANT: Divisional Revenue is suggested from the previous year’s totals; adjust as necessary for the upcoming FY.

Example of B6 Planning Worksheet



The B6 Planning tool allows for the planning of **appointed** salaries and benefits costs for the upcoming Fiscal Year. The data is based on an HRIS download from January or February.

Planning and Budget B6 - Worksheet											
Sort ascending Sort descending Salary Edit Form Download PNo Billed Salaries											
Funds Center selected: ALL				Cost Center Selected: ALL							
<input type="checkbox"/> Include subordinate Funds Centers											
										Total Records: 258	
Funds cent	Cost cente	G/L Account	P.Sub...	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
100413	11125	801015	0100			PAUL	70,000.00	70,000.00	70,000.00	0.00	0.00
100413	11125	801020	0400			KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000			MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000			PAUL	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000			PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000			PAUL	70,000.00	70,000.00	70,000.00	100.00	100.00
100414	11125	801040	0510			DAVID	70,000.00	70,000.00	70,000.00	50.00	50.00
100414	11125	801050	2000			RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
100414	11125	801050	2000			PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
100414	11125	801050	2000			KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
100415	11127	801050	2000			KAREN	70,000.00	70,000.00	70,000.00	15.00	15.00
100415	11127	801050	2000			GEORGE	70,000.00	70,000.00	70,000.00	23.00	23.00
100415	11127	801050	2000			MARIA	70,000.00	70,000.00	70,000.00	25.00	25.00
100415	11127	801050	2000			PAUL	70,000.00	70,000.00	70,000.00	41.00	41.00
101095	11553	801010	0100			CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801015	0100			CATHY	70,000.00	70,000.00	70,000.00	0.00	0.00
101095	11553	801040	0510			CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801040	0510			PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801040	0510			IRENE	70,000.00	70,000.00	70,000.00	100.00	100.00

AMS Documentation: B6 and Planning Documentation

<http://sites.utoronto.ca/ams/clientservices/iTlibrary/B6/index.htm>

The Linking Table



- Known as the **Commitment Accounting Assignment Report**
- Used in the budget process for planning
- To copy plans from the Cost Centers and Internal Orders to the Funds Center (i.e., links the Cost Centers and Internal Orders to the Funds Center)

QRG: Commitment Accounting Assignments Report

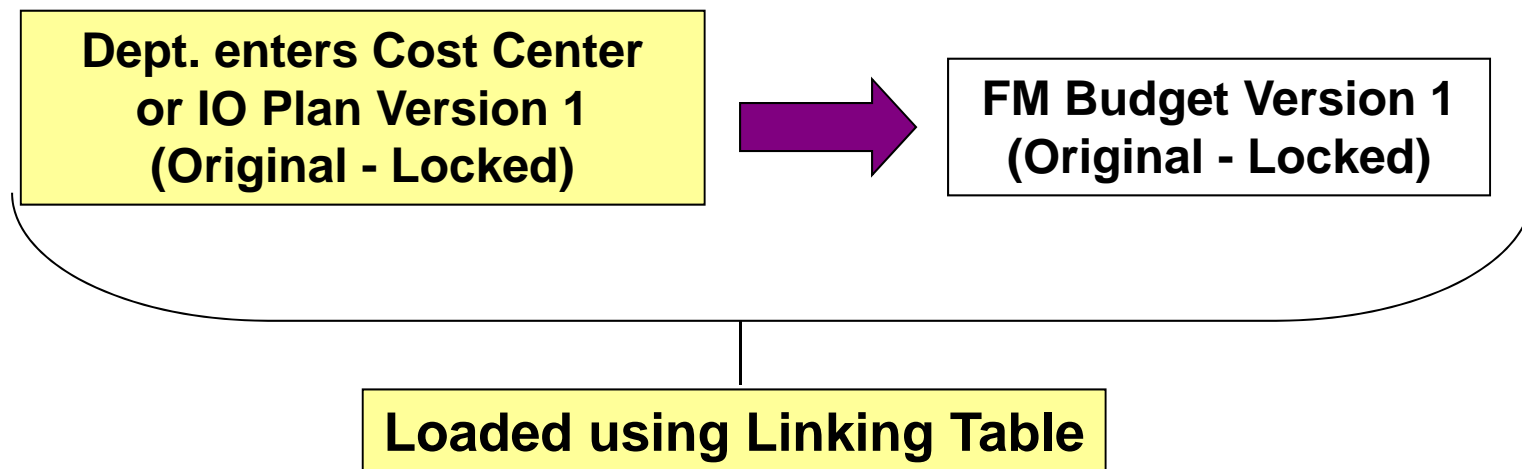
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Commitment-Accounting-Assignments-Report-Converted.pdf>

How the Linking Table Impacts the Loading of Original Budget



SAP Menu Path: Accounting >> Funds Management >> Information System >> Funds Management (UofT Reports) >> FM Accounts List >> Commitment Accounting Assignments

Part of the Planning/Budget process is loading the FM Original Budget from the CC or IO plans into the Funds Center(s).



The program uses the “Linking Table” to load the CO plans into the appropriate Funds Center(s). **Users should review their Linking Table entries to ensure that their Original Budget is loaded into the correct Funds Center(s).**

Example of Commitment Accounting Assignments Report



All CO plans entered in the Cost Centers listed will be loaded as Original Budget to the Funds Center(s) listed on the left.

Commitment Accounting Assignments					
<<		>>			
University of Toronto			Page : 1 of 1		
Commitment Accounting Assignments			Program : ZFTR050A		
Fiscal Year: 2021			User : PARAMRAM		
Funds Center: 100654 Funds Center Hierarchy: Selected			Date : 01/03/21		
			Time : 11:14		
Funds Center	Fund	Cost Center	Order	FYear	Per
100654	Fin:Financial Servic	11490	FAST: Dept B-1	1998	000
		11491	FAST: Dept B-2	1998	000
		11492	FAST: Dept B-3	1998	000
		11493	FAST: Dept B-4	1998	000
105750	FIN:UT	*****			000
Total:	5				

If a Cost Center has a plan entered, but the Cost Center **IS NOT** linked to a Funds Center, the Budget **will not** be loaded.

Additionally, if a Cost Center has a plan, and it is **linked to the wrong** Funds Center, the Budget will be loaded in the incorrect Funds Center.

Enter/Update CO Plan Options in FIS



Two methods are available:

1. **Manual Entry/Update** - Enter/update **individual** Cost Center or Internal Order plans directly to FIS at the Cost Element level.
2. **Spreadsheet Upload** - Enter/update **individual or multiple** Cost Center or Internal Order plans, which have been created in a spreadsheet format. Plans are entered or pasted to a standard template and uploaded to FIS.
(available in **Appendix A**)

QRG: CO Plans

<http://finance.utoronto.ca/fast/support-documentation/controlling/planning-co-reporting/>

Example of CO Plan Manual Entry/Update Screen





For Cost Centers:

SAP Menu Path: Accounting>>Controlling>>Cost Center Accounting>>Planning>>Cost and Activity Inputs>>Change

For Internal Orders:

SAP Menu Path: Accounting>>Controlling>>Internal Orders>>Planning>>Cost and Activity Inputs>>Change


Change Cost Element/Activity Input Planning: Initial Screen

Layout ZU0FT - 1 CC plan 1

Variables

Version	1
From period	1
To period	12
Fiscal year	2022

Cost Center 11493 

to

or group

Cost Element

to

or group U0FT - ALL

U of T - All Cost Elements

Click on **Overview** screen

Example of CO Plan Manual Entry/Update Screen



Change Cost Element/Activity Input Planning: Overview Screen

Version: 1 Original Plan
 Period: 1 To: 12
 Fiscal Year: 2022
 Cost Center: 11493 Fin: Student Accounts

Cost element	Text	Total Planned Costs			
736030	Divisional NonCredit Course:A...	8,200.00-	* 1	<input type="checkbox"/>	<input type="checkbox"/>
801010	Pay:Academic Compensation	961,047.00	* 1	<input type="checkbox"/>	<input type="checkbox"/>
801015	Pay:Administration/Clinical S...	25,000.00	* 1	<input type="checkbox"/>	<input type="checkbox"/>
801050	Pay:Union Compensation	115,203.00	* 1	<input type="checkbox"/>	<input type="checkbox"/>
801270	Pay:Teaching Assistant	111,423.00	* 1	<input type="checkbox"/>	<input type="checkbox"/>
801910	Pay:Benefits Appointed	272,559.00	* 1	<input type="checkbox"/>	<input type="checkbox"/>
801920	Pay:Benefits Non Appointed	11,142.00	* 1	<input type="checkbox"/>	<input type="checkbox"/>
821420	Equip:Copiers:Leased	6,226.00	* 1	<input type="checkbox"/>	<input type="checkbox"/>
825000	Supplies:General	7,000.00	* 1	<input type="checkbox"/>	<input type="checkbox"/>
835000	Services:general	5,530.00	* 1	<input type="checkbox"/>	<input type="checkbox"/>
840010	Employee Field Trip:Airfare	2,670.00	* 1	<input type="checkbox"/>	<input type="checkbox"/>
*Cost elem	Total	1,509,600.00			
			* 1	<input type="checkbox"/>	<input type="checkbox"/>

The initial view of this screen will be blank.

To get this view, enter the Cost Element and Total Planned Costs and click **“ENTER”**.

To delete an existing line, highlight the line and click or

To add other CEs after the initial plans are entered, enter them and the “Total Planned Costs” in the blank line at the bottom of the screen.

Checking Plan Totals vs. FM Budget



SAP Menu Path: Accounting >> Funds Management >> Information System >> Funds Management (UofT Reports) >> Budget Analysis Reports >> Budget to Plan Reconciliation

Transaction Code: ZFTU043X

Budget to Plan Reconciliation Report:

This report translates the plans within the CC/IO to the FC budgets. It allows the reconciliation of Operating and/or Ancillary FM budgets:

- in one or many Funds Center(s), against the CO plan set up in the Cost Centers and/or Internal Orders listed in the **Linking Table**
- for a single fiscal year
- for various budget/plan versions

During the annual budget/planning process, this report can be:

- used to track and reconcile the CO plans loaded into the Cost Centers and/or Internal Orders with the amounts recorded on the Target Budget Letter
- run for **versions 1, 0, or 99** of the FM budget

QRG: Budget to Plan Reconciliation Report

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

Example: Budget to Plan Reconciliation Report w/o 99 Version



University of Toronto				Page : 1 of 1		
Budget to Plan Reconciliation				Program : ZFTU043X /QNA		
Operating Fund Fiscal Period: 2021				User : LEUNGKAR		
FM version: 099 Plan version: 001				Date : 12/02/21		
Fund Center: 100654				Time : 12:12		
Fund Center	Commitment Item	CC / IC	Cost Element	CC Amount	FM Amount	Difference
100654	EXPENSE-S	FAST:Dept B		1,517,800.00	0.00	1,517,800.00 ****
	11493	801010	HR-APP-AC	961,047.00		
	11493	801015	HR-APP-AC	25,000.00		
	11493	801050	HR-APP-UN	115,203.00		
	11493	801270	HRIS-TA	111,423.00		
	11493	801910	HR-BEN-AP	272,559.00		
	11493	801920	HR-BEN-NAP	11,142.00		
	11493	821420	EQUIPMENT	6,226.00		
	11493	825000	SUPPLIES	7,000.00		
	11493	835000	SERVICES	5,530.00		
	11493	840010	TRAVEL	2,670.00		
100654	REVENUE-S	FAST:Dept B		8,200.00-	0.00	8,200.00- ****
	11493	736030	DIV-FEES	8,200.00-		
Total				1,509,600.00	0.00	1,509,600.00
Total Revenue amount - CC plan side :				8,200.00-		
Total Expense amount - CC plan side :				1,517,800.00		

If there is no **FM version 99** Total, TBL Balances must equal to the “Total CC Amount”. If not, the CO Plans must be revised to eliminate the difference.

Example: Budget to Plan Reconciliation Report w/ 99 Version (Divisional Level)



University of Toronto						
Budget to Plan Reconciliation				Page : 1 of 1		
Operating Fund Fiscal Period 2021				Program : ZFTU043X /QNA		
FM version: 099 Plan version: 001				User : LEUNGKAR		
Fund Center: 100657				Date : 12/02/21		
				Time : 12:12		
Fund Center	Commitment Item	CC / IC	Cost Element	CC Amount	FM Amount	Difference
100657	EXPENSE-S	FAST:Training		321,920.00	291,920.00	30,000.00 ****
		11803	801040 HR-APP-AD	145,395.00		
		11803	801050 HR-APP-UN	104,432.00		
		11803	801910 HR-BEN-AP	61,832.00		
		11803	825000 SUPPLIES	3,000.00		
		11803	835000 SERVICES	1,000.00		
		11803	835010 TELEPHONE	1,500.00		
		11803	835080 TELEPHONE	550.00		
		11803	835795 SERVICES	900.00		
		11803	837800 SERVICES	2,700.00		
		11803	841010 TRAVEL	611.00		
100657	REVENUE-S	FAST:Training		25,000.00-	0.00	25,000.00- ****
		11803	751000 EXTERN-INC	25,000.00-		
Total				296,920.00	291,920.00	5,000.00

The total of the CO plans must equal the FM budget amount in **version 99**. The CO plans must be revised to eliminate any difference to ensure the totals balance.

Troubleshooting Tips



What if:

1. A Cost Center/Internal Order is not linked to a Funds Center, or is linked to the wrong Funds Center?

Answer: Email your FAST team representative to request the required Linking Table change.

2. Total amount in the CO plans are **greater** than the FM Budget Amount:

Answer:

- Check to ensure that there are not any Cost Centers/Internal Orders listed in the Budget to Plan Reconciliation report that should not be linked to the Fund Center(s). If yes, request an update to the Linking Table by contacting your FAST team representative.
- Check amounts entered in CO plans and revise if necessary.

3. Total amount in the CO plans is **less** than the FM Budget Amount:

Answer:

Check to ensure all Cost Centers/Internal Orders you entered plans for are listed in the Budget to Plan Reconciliation report. If not, request an update to Linking Table (**see #1**).

4. You don't see an FM amount for version 99 in the Funds Center(s) for which you are planning:

Answer:

The version 99 budget amounts are typically entered at the divisional/faculty level and there may not be an amount at the lower level on which you are reporting. Ensure that the amounts entered in your CO Plans match what is on your Target Budget Letter. Further reconciliation will be done at the divisional/faculty level.

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	Chris Dimitriadis chris.dimitriadis@utoronto.ca	946-3153
Senior Business Analyst	Maryanne McCormick m.mccormick@utoronto.ca	946-3291
Business Analyst	Nusrath Mohiuddin nusrath.mohiuddin@utoronto.ca	978-4042
Business Analyst	Wah-Ming Wong wahming.wong@utoronto.ca	978-1151
Senior Business Analyst (Training)	Rames Paramsothy rames.paramsothy@utoronto.ca	978-4675
Business Analyst (Training)	Tasleem Hudani tas.hudani@utoronto.ca	978-1229

Evaluation:

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

FAST website:

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

Updating CO Plans for Operating Budgets

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Appendix A

Creating Pivot Table from B6 Download



After the B6 data has been reviewed and all updates have been completed, the data needs to be entered into Controlling. An easy way to do that is to **export the data to Excel** and create a very basic Pivot Table. The following slides will illustrate this process.

STEP 1: Download Corrected B6 to Excel

The screenshot shows the SAP 'Planning and Budget B6 - Worksheet' interface. The 'Download' button is highlighted with a red arrow. A text box explains: 'Click on the Download option and select Table from the first pop-up window and Microsoft Excel from the next.' The 'Export list object to XXL' dialog box is open, showing 'Table' selected under 'Choose a processing mode:'. A second dialog box shows 'Microsoft Excel' selected as the export destination.

***NOTE:** Do **NOT** select "Pivot table" from the "Export list object to XXL" pop-up. If "Pivot table" is selected, SAP will not be able to download the data.

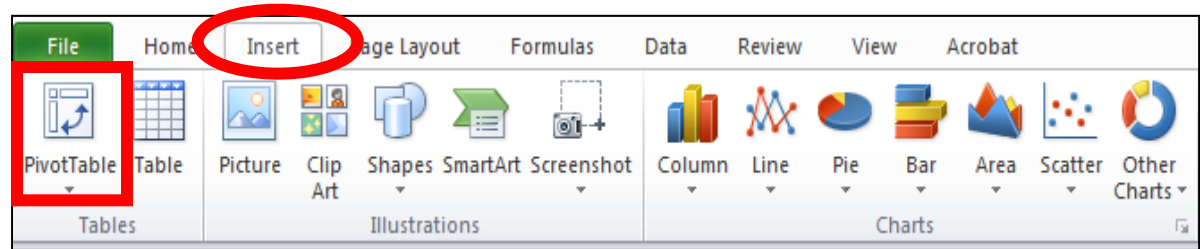
Creating Pivot Table from B6 Download (cont'd)



After the B6 data has been downloaded to Excel:

Step 1:

Click on **Insert >>PivotTable**

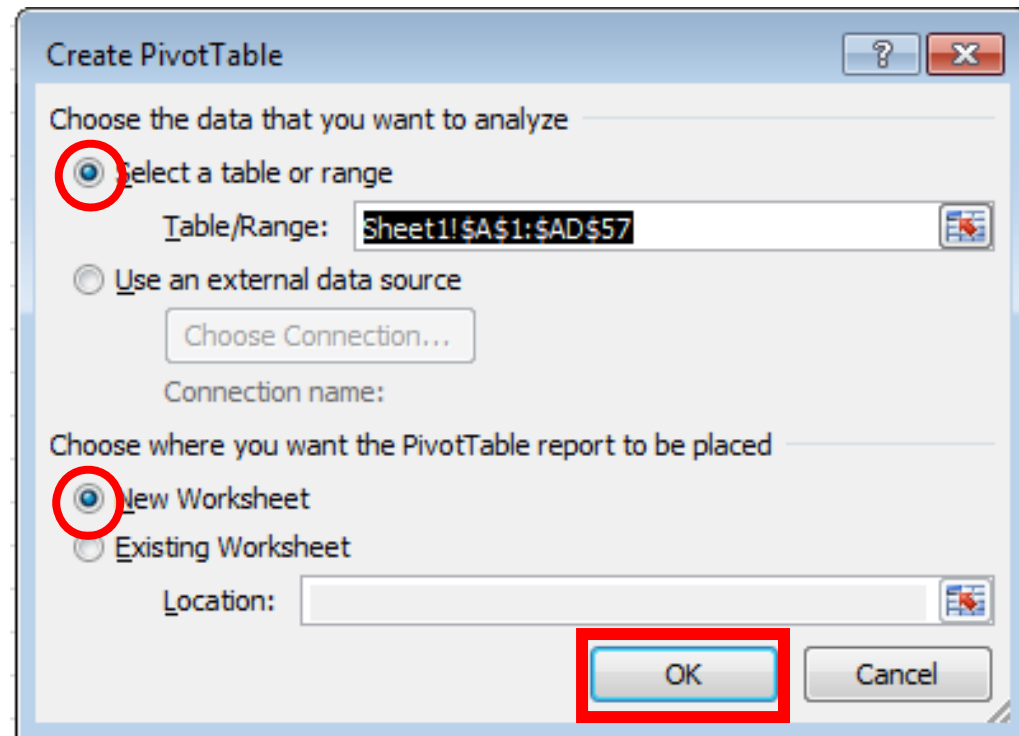


Step 2:

Ensure the following options are selected on the pop-up window:

- Select a table or range
- New Worksheet

Then click **“OK”**



Creating Pivot Table from B6 Download (cont'd)



The screenshot shows the Excel PivotTable Field List on the left and a blank PivotTable area on the right. The PivotTable Field List is titled "PivotTable Field List" and contains a list of fields to add to the report. The fields "Cost Center", "G/L Account", and "Fiscal Salary" are circled in red. The PivotTable area is a grid with columns labeled "Drop Report Filter Fields Here", "Drop Column Fields Here", and "Drop Value Fields Here". The "Sheet2" tab is highlighted at the bottom.

This is the blank PivotTable. It will be created on "Sheet 2" (the initial Excel download is on "Sheet 1").

The **Pivot Table Field List** may be located on the right side of your screen. However, for this demonstration it has been moved to the left.

Locate and click in the boxes to the left of the following field names:

1. ✓ **Cost Center***
2. ✓ **G/L Account**
3. ✓ **Fiscal Salary**

***NOTE:** If planning by **Internal Order**, substitute Internal Order for Cost Center. If **planning by both**, create a separate PivotTable for each.

Creating Pivot Table from B6 Download (cont'd)



Cost Center	G/L Account	Total
11481	801040	86500
11481 Total		86500
11482	801040	296000
	801050	547336
11482 Total		843336
11490	801040	223360
	801050	40648
11490 Total		264008
11491	801040	158182
	801050	242538
11491 Total		400720
11492	801040	489358
	801050	237281
11492 Total		726639
11493	801040	85256
	801050	406646
11493 Total		491902
11494	801040	78780
	801050	86036
11494 Total		164816
11803	801040	78741
	801050	90542
11803 Total		169283
13424	801040	467794
13424 Total		467794
14955	801050	105084
14955 Total		105084
Grand Total		3720082

Your **PivotTable** should look similar to this.

However, if you have more Cost Centers and/or G/L accounts, it may be longer.

The **PivotTable** can be used with either the template or manual CO Plan updating methods.

Save the PivotTable; you will access it later to "cut and paste" the G/L accounts and totals into either a plan template or the manual entry screen.

Enter/Update CO Plans in FIS: PivotTable & Template



To upload the plans to FIS, use one of the two available templates; one for **Cost Centers** and one for **Internal Orders**.

They are located at:

<https://easi.its.utoronto.ca/training-documentation/b6-and-planning-documentation/>

Save a blank template(s) to a **desktop folder** and use it as a starting point for the spreadsheet.

Important! The uploaded file(s) **MUST** be saved in a precise format. **DO NOT** move any of the template headings. **This very important** or the upload(s) will fail!

QRG: Uploading CC and IO Plans to FIS

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

Enter/Update CO Plans in FIS: PivotTable & Template (cont'd)



Example of CC and IO plan upload templates:

The only difference between CC and IO templates is the title of the template and the field title on line 4.

	A	B	C	D	E
2	Period		To		
3	Fiscal year				
4	Cost centre				
5		Cost element	Total Planned costs	Action	Distribution
6					
7					

Enter the header data:

Version: in **cell B1** enter the relevant version (1 = original budget or 0 = current budget)

Period (from and to): in **B2** enter 1, in **D2** enter 12

Fiscal year: in **B3** enter the fiscal year for which you are planning (e.g., 2014)

Cost center: in **B4** enter the CC *or* on the IO Template...

Internal order: in **B4** enter the IO

Enter the detail data:

Cost element (aka G/L Account): in the **B column**, enter valid Cost Element(s)

Total Planned Costs: in the **C column**, enter the amounts for each of the Cost Elements (*remember to enter negative for revenues; e.g., -1500*)

Action: in the **D column** enter * (asterisk) beside each Cost Element

Distribution key: in the **E column** enter a *valid distribution key (e.g., 1)*

	A	B	C	D	E
1	Version				
2	Period		To		
3	Fiscal year				
4	Internal order				
5		Cost element	Total Planned costs	Action	Distribution key
6					
7					
8					

Enter/Update CO Plans in FIS: PivotTable & Template (cont'd)



Highlight the G/L account(s) and the individual G/L account total(s) on the B6 PivotTable, then "copy and paste" the data into the appropriate template.

	A	B	C
3	Sum of Fiscal Salary		
4	Cost Center	G/L Account	Total
5	11481	801040	86500
6	11481 Total		86500
7	11482	801040	296000
8		801050	547336
9	11482 Total		843336
10	11490	801040	223360
11		801050	40648
12	11490 Total		264008

	A	B	C	D	E
1	Version	1			
2	Period	1	To	12	
3	Fiscal year	2022			
4	Cost center	11482			
5		Cost element	Total Planned costs	Action	Distribution key
6		770100	-5600	*	1
7		770930	-2300	*	1
8		800120	150750	*	1
9		800960	26000	*	1
10		801040	296000	*	1
11		801050	547336	*	1
12		820010	20000	*	1
13		821110	11250	*	1
14		825800	7500	*	1
15		835070	1050	*	1
16		836400	600	*	1
17		837200	12000	*	1
18		835035	15675	*	1
19		835060	3400	*	1
20		844010	5500	*	1
21					
22					

In this example, the G/L accounts and the totals from the B6 pivot table were pasted into the template after the department had entered the data for the other Cost Elements for which they were planning.

NOTE: The order in which the Cost Elements appear on the list doesn't matter.

Enter/Update CO Plans in FIS: PivotTable & Template (cont'd)



Example of finalized **Cost Center** plan **Excel** template:

Notice **revenue amounts** (Cost elements that start with a “7”) have a **minus sign** in front of them.

Additionally, planned cost amounts do **not** include a **decimal, comma, or dollar sign**.

Revise the numbers and save the spreadsheet as an Excel document as many times as necessary, until the plans have been finalized.

NOTE: Do NOT include any grand totals in the spreadsheet.

	A	B	C	D	E
1	Version	1			
2	Period	1	To	12	
3	Fiscal year	2022			
4	Cost centre	11482			
5		Cost element	Total Planned costs	Action	Distribution key
6		770100	-5600	*	1
7		770930	-2300	*	1
8		800120	150750	*	1
9		800960	26000	*	1
10		801040	296000	*	1
11		801050	547336	*	1
12		820010	20000	*	1
13		821110	11250	*	1
14		825800	7500	*	1
15		835070	1050	*	1
16		836400	600	*	1
17		837200	12000	*	1
18		835035	15675	*	1
19		835060	3400	*	1
20		844010	5500	*	1
21					
22					

QRG: Uploading CC and IO Plans to FIS

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