

## Work Instruction

# Budget Carry Forward

## When to Use

This report is most commonly used at the start of a new fiscal year. It provides a display of the total operating reserves (carry forward budget) by divisions, funds centers and commitment items.

## Report Functionality

- Provides a display of the operating reserves (carry forward budget) by divisions, fund centers and commitment items
- Allows you to select operating reserves (carry forward budget) by funds center hierarchy and/or fund center classification and download into excel

## Detailed Procedures

### Access the transaction using:

|                         |  |
|-------------------------|--|
| <b>Menu</b>             | Accounting >> Funds Management >> Information System >> Funds Management (UofT Reports) >> Year End Reports >> Budget Carry Forward Report |
| <b>Transaction code</b> | ZFIR056  |

### Selection screen:

Program Edit Goto System Help

SAP

### Budget Carry Forward

FM Area:

Fiscal Year:

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Funds Center Classification:  to

Funds Center:

Include Funds Center Hierarchy

Hierarchy variant:

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Including Funds Centers:  to

Excluding Funds Centers:  to

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Central use only

Server File Name:

AMS (1) (010) ap02 OVR

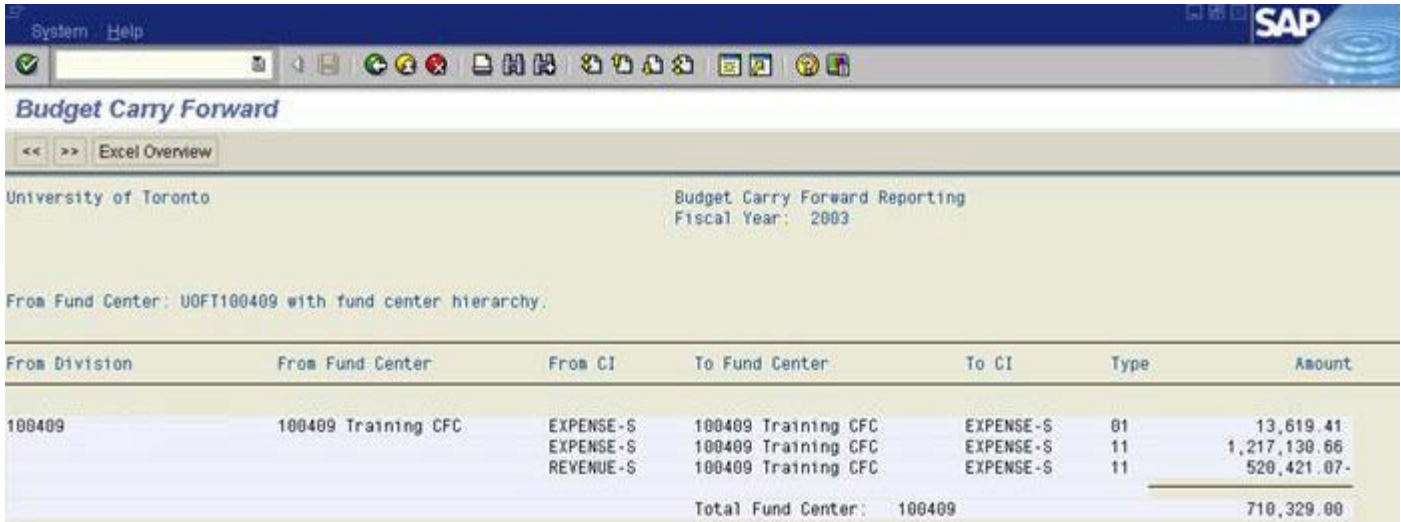
| Field Name                    | Required (R) / Optional (O) | Description of Field Content   |
|-------------------------------|-----------------------------|--|
| FM Area                       | R                           | UOFT - Defaults  |
| Fiscal Year                   | R                           | Enter the previous fiscal year or the fiscal year that you wish to report on. For example, if you wish to report on the carry forward from 2003 to 2004, enter 2003 in this field. |
| Fund Center Class             | O                           | Fund Center Classes are used by centralized offices for reporting purposes.(e.g. Self-funded)For more information, please contact AMS HELP.  |
| Fund Center                   | O                           | Enter the Funds Center that you wish to report on.   |
| Include Fund Center Hierarchy | O                           | Check this box if you wish to include all the accounts below the Funds Center that you entered in the field above.   |
| Including Fund Centers        | O                           | These fields allow you to indicate specific Funds Centers that you wish to include in this report.   |

|                        |   |  |
|------------------------|---|--|
| Excluding Fund Centers | O | These fields allow you to indicate specific Funds Centers that you wish to exclude from this report. |
| Central Use Only       |   | Do not use the fields in this section - they are for central use only.                               |

Click on  to execute the report.

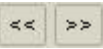
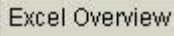
### Output Screen

The report that appears depends on the selection criteria used, and will display varying degrees of information. The screen that you see here is based on the recommended selections.



| From Division             | From Fund Center    | From CI   | To Fund Center      | To CI     | Type | Amount       |
|---------------------------|---------------------|-----------|---------------------|-----------|------|--------------|
| 100409                    | 100409 Training CFC | EXPENSE-S | 100409 Training CFC | EXPENSE-S | 01   | 13,619.41    |
|                           |                     | EXPENSE-S | 100409 Training CFC | EXPENSE-S | 11   | 1,217,130.66 |
|                           |                     | REVENUE-S | 100409 Training CFC | EXPENSE-S | 11   | 520,421.07-  |
| Total Fund Center: 100409 |                     |           |                     |           |      | 710,329.00   |

| Item             | Description  |
|------------------|--|
| From Division    | The name and funds center number of the divisional account where the budget was originally distributed from is shown here.   |
| From Fund Center | The name and number of the fund center where the carry forward is sent from is shown here. Note that the default setting is to the same funds center.  |
| From CI          | The commitment items (CI) that the funds were carry forward from are shown here.   |
| To Fund Center   | The name and number of the fund center receiving the carry forward is shown here.  |
| To CI            | The commitment items (CI) that the funds were carried forward to are shown here. The default setting is to "expense-s".  |
| Type             | The carry forward budget is broken down into types:<br>11 - Residual Budget<br>01 - budget for external purchase orders<br>06 - budget for internal purchase orders<br>03 - budget for manual reserves<br>04 - budget for Accountable Advance requests (down payment) where cheque has NOT been issued |

|   | 05 - purchase requisitions   |
|---|--|
| Amount  | The actual amount in the carry forward budget for the fiscal year is shown here. A subtotal for each funds center is shown as well as an original divisional total at the end of the report. |
| Icon  | Description  |
|  | These buttons can be used to scroll the screen horizontally, left or right respectively.   |
|  | This report can be downloaded directly to excel by clicking on this button.  |

Click on  to go back to the selection screen at any time.

***End of procedure.***

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