

Financial Advisory Services & Training Financial Services Department www.finance.utoronto.ca

Work Instruction

Capital Fund to Internal Order Comparison

When to Use

The purpose of this report is to provide a tool for comparison of the fund budget to the internal order plan.

Report Functionality

 Allows you to see the FM budget and actuals and compare them with the controlling plans and actuals

Report Output - Financial Information Available

Fund Budget Order Plan Actuals

Detailed Procedures

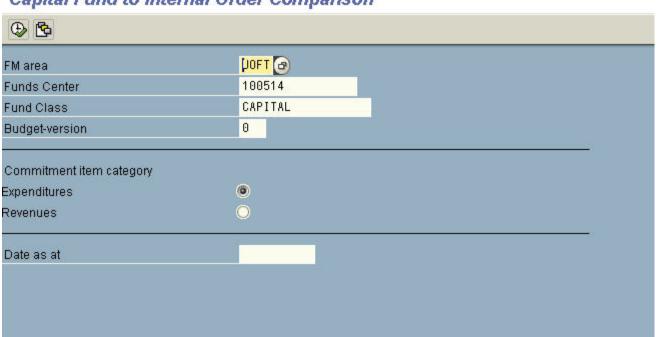
Access the transaction using:

	Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Special Purpose Reports >> Capital Fund to Internal Order Comparison
Transaction code	ZFTR004

Selection screen:



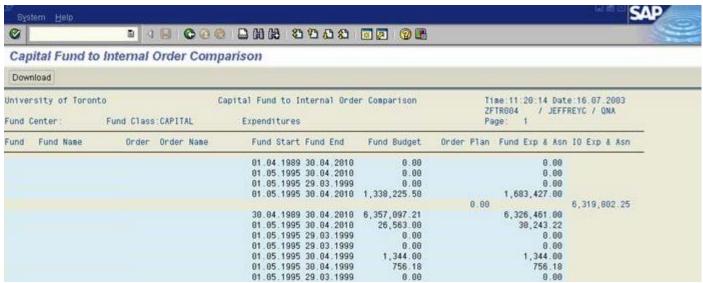
Capital Fund to Internal Order Comparison



Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
CF center		Enter the Funds Centre (FC) number. The FC can be either an operating FC (100XXX) or a PI Funds Center (2XXXXX).
Fund Class	R	The fund classification on this report restricts the output to only funds classified as 'Capital'
Budget Version	0	Version '0' is the current budget and reflects all processed changes to budget.
		Version '1' is the original budget version and reflects original operating budget at the beginning of the fiscal year.
Commitment Item Category - Expenditures		A Commitment Item Category must be selected. If you choose expenditures, the report will provide information on expenses only.
Commitment Item Category - Revenues		A Commitment Item Category must be selected. If you choose revenues, the report will provide information on revenue only.
Date as at	0	To report on the values as a snapshot on a particular date, enter the date here.

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.



Header

Item	Description		
Fund	The fund number for each fund that reports to the funds center entered and is classified as a capital fund.		
Fund Name	The full name of each fund.		
Order	The order number linked to the fund.		
Order Name	The full name of each internal order.		
Fund Start	The date the fund started.		
Fund End	The date the fund will end.		
Fund Budget	The amount shown here represents the value in the FM budget for this fund.		
Order Plan	This value is maintained in controlling for the FC/Fund and Order combination.		
Fund Exp & Assn	The amount shown here represents the actual value in FM for this fund.		
IO Exp & Assn	The value shown here is maintained in controlling for the FC/ Fund and Internal Order combination.		

End of procedure.