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

Work Instruction

Donor Financial Report Overview - Senior Development Officers

When to Use

The Donor Financial Report Overview is a tool to assist in the tracking of reconciliation, production, distribution and monitoring of all stages of the reconciliation process for a Donor Financial Report. The report is for use by departmental business/ financial officers, senior development officers and advancement staff.

This module will allow SDO's to see the status of a DFR through the reconciliation process and the production process. It helps you to anticipate when you will receive the final DFR that will be sent to the donor.

Report Functionality

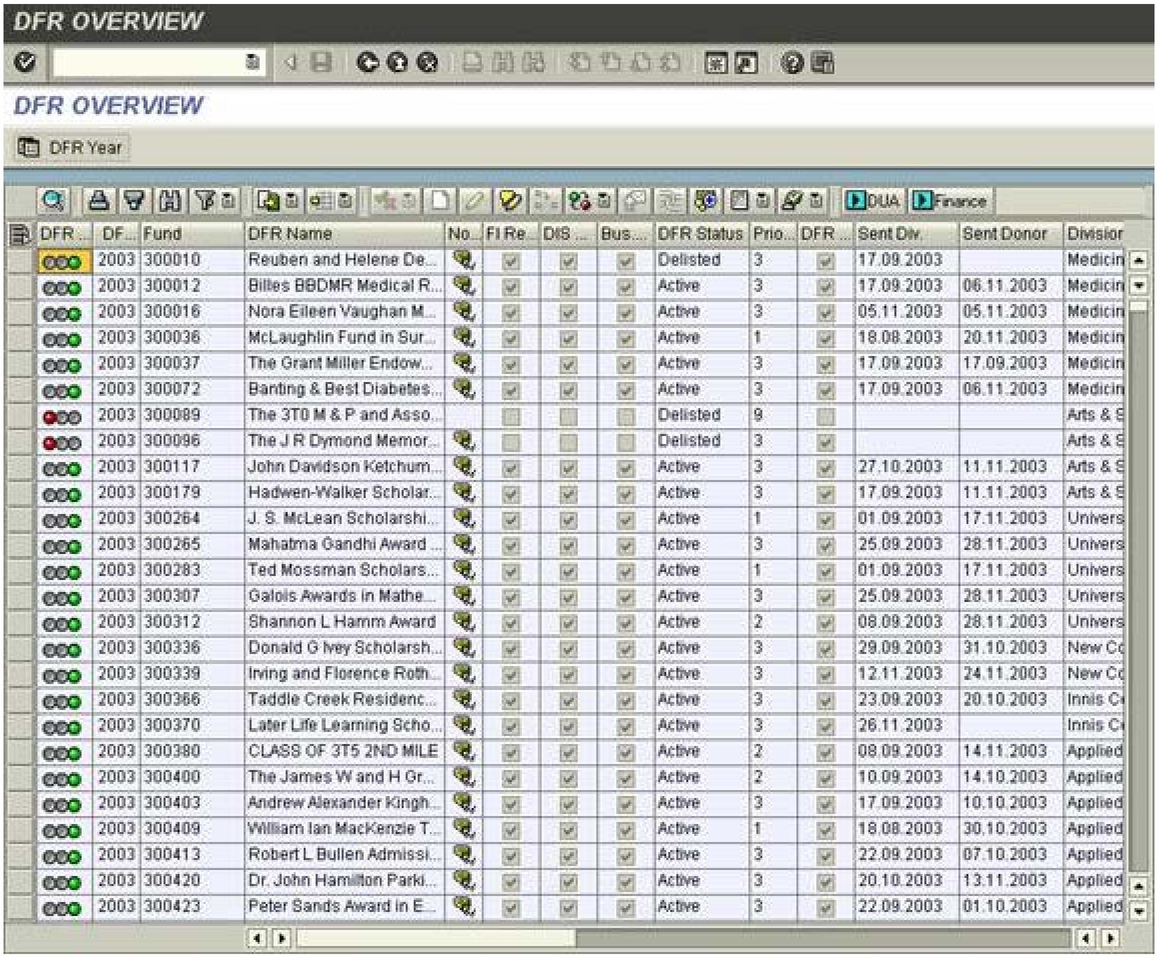
- Note the fund as 'reconciled' from each areas perspective.
- Allow users to produce a draft version of the DFR Report.
- Allows users to view snapshot of the financial information of the fund.
- Allow DUA and Financial Services to share notes.
- Allows users to see the status of a DFR through the production phase.
- Tracks the distribution of the DFRs to donors
- Allows SDOs to run statistics on their DFRs

Detailed Procedures

Access the transaction using:

Menu	*Donor Financial Reporting Info System >> Donor Financial Report*
Transaction code	ZDFR

Overview screen:



DFR OVERVIEW

DFR OVERVIEW

DFR Year

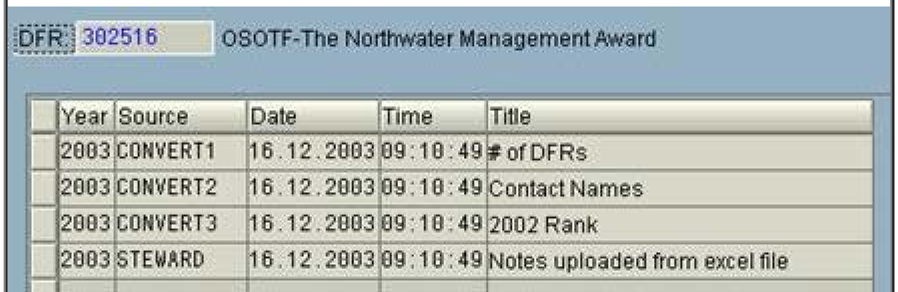
DUA Finance

DFR ...	DF...	Fund	DFR Name	No...	FI Re...	DIS ...	Bus...	DFR Status	Prio...	DFR ...	Sent Div.	Sent Donor	Division
	2003	300010	Reuben and Helene De...		☑	☑	☑	Delisted	3	☑	17.09.2003		Medicin
	2003	300012	Billes BBDMR Medical R...		☑	☑	☑	Active	3	☑	17.09.2003	06.11.2003	Medicin
	2003	300016	Nora Eileen Vaughan M...		☑	☑	☑	Active	3	☑	05.11.2003	05.11.2003	Medicin
	2003	300036	McLaughlin Fund in Sur...		☑	☑	☑	Active	1	☑	18.08.2003	20.11.2003	Medicin
	2003	300037	The Grant Miller Endow...		☑	☑	☑	Active	3	☑	17.09.2003	17.09.2003	Medicin
	2003	300072	Banting & Best Diabetes...		☑	☑	☑	Active	3	☑	17.09.2003	06.11.2003	Medicin
	2003	300089	The 3T0 M & P and Asso...		☐	☐	☐	Delisted	9	☐			Arts & S
	2003	300096	The J R Dymond Memor...		☐	☐	☐	Delisted	3	☑			Arts & S
	2003	300117	John Davidson Ketchum...		☑	☑	☑	Active	3	☑	27.10.2003	11.11.2003	Arts & S
	2003	300179	Hadwen-Walker Scholar...		☑	☑	☑	Active	3	☑	17.09.2003	11.11.2003	Arts & S
	2003	300264	J. S. McLean Scholarshi...		☑	☑	☑	Active	1	☑	01.09.2003	17.11.2003	Univers
	2003	300265	Mahatma Gandhi Award ...		☑	☑	☑	Active	3	☑	25.09.2003	28.11.2003	Univers
	2003	300283	Ted Mossman Scholars...		☑	☑	☑	Active	1	☑	01.09.2003	17.11.2003	Univers
	2003	300307	Galois Awards in Mathe...		☑	☑	☑	Active	3	☑	25.09.2003	28.11.2003	Univers
	2003	300312	Shannon L Hamm Award		☑	☑	☑	Active	2	☑	08.09.2003	28.11.2003	Univers
	2003	300336	Donald G Ivey Scholarsh...		☑	☑	☑	Active	3	☑	29.09.2003	31.10.2003	New Co
	2003	300339	Irving and Florence Roth...		☑	☑	☑	Active	3	☑	12.11.2003	24.11.2003	New Co
	2003	300366	Taddle Creek Residenc...		☑	☑	☑	Active	3	☑	23.09.2003	20.10.2003	Innis C
	2003	300370	Later Life Learning Scho...		☑	☑	☑	Active	3	☑	26.11.2003		Innis C
	2003	300380	CLASS OF 3T5 2ND MILE		☑	☑	☑	Active	2	☑	08.09.2003	14.11.2003	Applied
	2003	300400	The James W and H Gr...		☑	☑	☑	Active	2	☑	10.09.2003	14.10.2003	Applied
	2003	300403	Andrew Alexander Kingh...		☑	☑	☑	Active	3	☑	17.09.2003	10.10.2003	Applied
	2003	300409	William Ian MacKenzie T...		☑	☑	☑	Active	1	☑	18.08.2003	30.10.2003	Applied
	2003	300413	Robert L Bullen Admissi...		☑	☑	☑	Active	3	☑	22.09.2003	07.10.2003	Applied
	2003	300420	Dr. John Hamilton Parki...		☑	☑	☑	Active	3	☑	20.10.2003	13.11.2003	Applied
	2003	300423	Peter Sands Award in E...		☑	☑	☑	Active	3	☑	22.09.2003	01.10.2003	Applied

This module provides an overview of all the funds that a Donor Financial Report (DFR) will be produced for and their status in the process. To highlight a DFR, click on the box located on the very outside left-hand side. The entire row will be yellow. To select multiple DFR's, you can click on them individually by holding down the 'Ctrl' or Control key on your keyboard and selecting the DFR's with your mouse. You can also highlight several accounts by highlighting one, and then holding down the left mouse button and dragging the cursor down the screen.

Overview Screen

Item	Description
DFR	The traffic light icon indicates the status of the DFR in the reconciliation process. A 'Green' light indicates the DFR has been reconciled by all areas. A 'Yellow' light indicates the DFR has been reconciled by one or two areas, but is not yet reconciled by all areas. A 'Red' light indicates the DFR has not been reconciled by any area.
DFR Year	The fiscal year of the DFR is shown here. This field can be modified to another year by clicking on DFR Year and entering the year that you are interested in. The fiscal year shows the DFR's and their status in that particular year.
Fund	The fund number for the DFR is shown here.

<table>
<tr><td>DFR Name</td><td>The full name of the DFR is shown here.</td></tr>
<tr><td>Note Text</td><td>The icon is shown if there is note text for this DFR. To view the note, click on the icon. A screen will appear with a list of all the notes for this DFR.

DFR: 302516 OSOTF-The Northwater Management Award
<table><tr><th>Year</th><th>Source</th><th>Date</th><th>Time</th><th>Title</th></tr><tr><td>2003</td><td>CONVERT1</td><td>16.12.2003</td><td>09:10:49</td><td># of DFRs</td></tr><tr><td>2003</td><td>CONVERT2</td><td>16.12.2003</td><td>09:10:49</td><td>Contact Names</td></tr><tr><td>2003</td><td>CONVERT3</td><td>16.12.2003</td><td>09:10:49</td><td>2002 Rank</td></tr><tr><td>2003</td><td>STEWARD</td><td>16.12.2003</td><td>09:10:49</td><td>Notes uploaded from excel file</td></tr></table>If you have proper authorization, you can view a note by highlighting the line that you are interested in and clicking on . To create a new note, click on , and type in the node.</td></tr>
<tr><td>FI Reconciliation</td><td>A checkmark in this field indicates that the FI reconciliation preformed by Financial Services for this account has been completed.</td></tr>
<tr><td>ARBOR Reconciliation</td><td>A checkmark in this field indicates that the ARBOR reconciliation performed by DUA for this account has been completed.</td></tr>
<tr><td>Business Officer Reconciliation</td><td>A checkmark in this field indicates that the Divisional reconciliation performed by a Divisional Business Officer for this account has been completed.</td></tr>
<tr><td>DFR Status</td><td>The DFR status is shown here.

'Active' indicates that a DFR is to be produced for a fund.

'Delisted' indicates the DFR is no longer required.

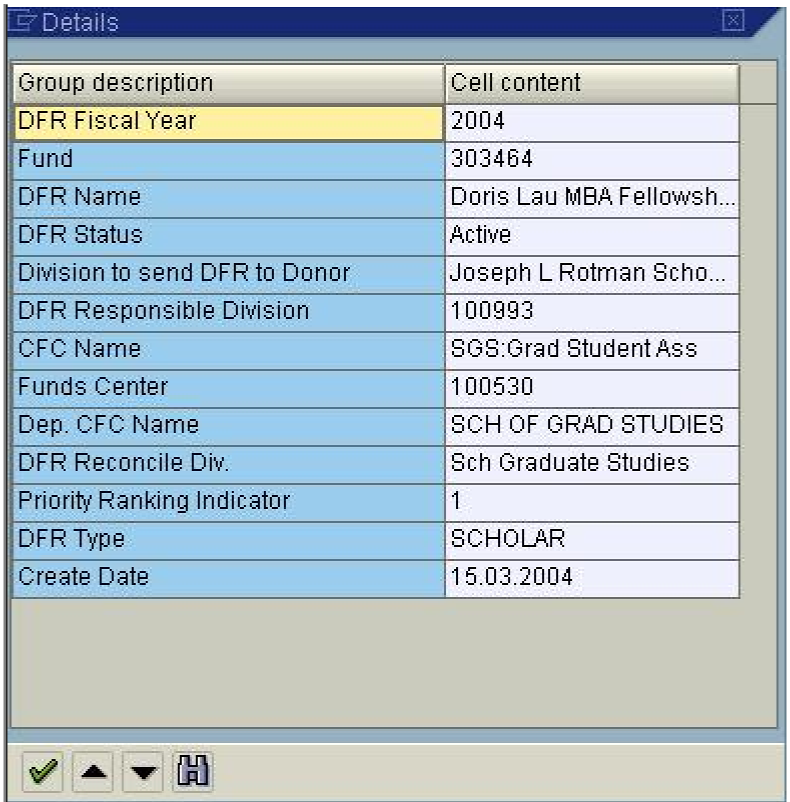
'Narrative' indicates that a financial report is not required, but a written description is required to be sent to the donor. This item is used for OGS and OHSST DFR's.

'Hold' indicates the DFR is to be held at the Divisional level.

'New' indicates the fund is new.</td></tr>
<tr><td>Priority Ind.</td><td>The priority indicator shows the sequence the DFR's will be produced in. When reviewing, follow the sequence, which was determined by SDO's. The priority rankings are from 1 to 3, with 1 as the highest.</td></tr>
<tr><td>DFR Prepared</td><td>A checkmark in this field indicates that the DFR is fully reconciled and officially finalized.</td></tr>
<tr><td>Sent Divisions</td><td>This field shows the date the official DFR was sent to the Divisional SDO's</td></tr>
<tr><td>Sent Donor</td><td>This field shows the date the official DFR was sent to the Donor.</td></tr>
<tr><td>Division Responsible for Sending DFR to Donor</td><td>The full name of the division who is responsible for sending the DFR to the donor is shown here.</td></tr>
</table>

DFR Linked Ind.	If there are multiple DFR's for the same donor, the accounts will be associated and an indicator will be shown here.
Funds Center	The number of the funds center that the fund is associated with is shown here.
CFC Name	The full name of the funds center that the fund is associated with is shown here.
DFR Reconciling Department	The name of the funds center that the fund is associated with is shown here. If the fund is used with a faculty funds center, the name of the funds center will appear in this column only.
DFR Reconciling Division	The name of the division responsible for reconciling this account is shown here. If the fund is used with a faculty funds center, the name of the funds center will appear in the DFR Reconciling Department column only.
DFR Contact Ind.	This field is used to show the name of the person(s) who receives the DFR.
DFR Co-ordinate Ind.	If this DFR should be coordinated with other DFR's for mailing or contact purposes, the account name(s) is reflected here. This is similar to the link, and reflects the coordination for mailing purpose for SDO's.
DFR Copies Required	The number of copies of official DFR's that are required is shown here.
DFR Type	The type of fund is shown here.
Create Date	The date the DFR was added is shown in this field.
Change Date	The date of the last change to this account made to the status column.

Icon	Description of Icon
	To select all the funds in the report, click on this button.
	Clicking on this button will allow you to change the DFR year. When you click on this button, a pop-up window appears: To change the year, simply type the year that you want to see in the DFR Fiscal Year field and click on 'Continue'. 
	To receive a vertical view of a particular fund, highlight the DFR that you are interested in, and click on this button. A pop-up screen will appear with the same information that can be found within the report by scrolling horizontally.

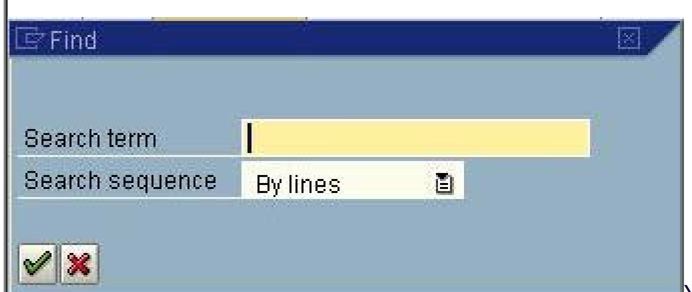


Group description	Cell content
DFR Fiscal Year	2004
Fund	303464
DFR Name	Doris Lau MBA Fellowsh...
DFR Status	Active
Division to send DFR to Donor	Joseph L Rotman Scho...
DFR Responsible Division	100993
CFC Name	SGS:Grad Student Ass
Funds Center	100530
Dep. CFC Name	SCH OF GRAD STUDIES
DFR Reconcile Div.	Sch Graduate Studies
Priority Ranking Indicator	1
DFR Type	SCHOLAR
Create Date	15.03.2004

Multiple DFR's can be selected at once by highlighting several DFR's at once, and then clicking on this button. You will be able to scroll through your selections using the up and down arrow icons .

To sort the data by a column, simply click on the column header, and then select to sort ascending or descending order. The entire report data will resort, based on your selection.

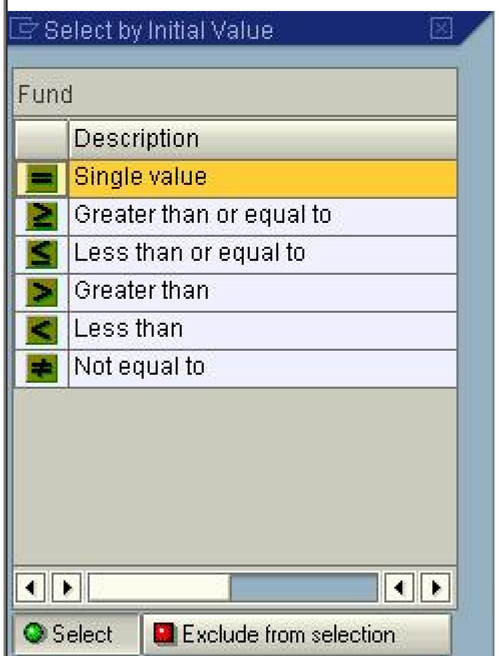
To find a particular item in the report, place your cursor in the column that you wish to search by, or click on to highlight the entire report. Once you have made you selection, click on the find button. A pop-up screen will appear and allow you to enter the information that you wish to search for.



You can click on the drop down menu to change the search sequence from 'By lines' to 'By columns' for a more effective search. Once you have entered your criteria, click on or hit enter. The system will then find the objects that match your selection criteria. To move through the list of matching items, click on or hit enter until you find the item that you are looking for. Clicking on will close the pop-up box.

Filtering the report allows you to modify the output so that you only see the information that matches your filter criteria. To use the filter, click on the header text of the column that you wish to filter by. You can select multiple columns by holding the 'Ctrl' (Control) key on your keyboard as you click on the column headers with your mouse. Once you have made your selection, click on the filter icon and choose 'Set Filter'. A pop-up screen will appear with the names of the column(s) that you have selected. These fields are capitalization sensitive and items can be selected from a drop-down menu.

Within each field, you can either enter the values that you want to include, or the values that you wish to specifically exclude. To exclude items, double click in the field. Another pop-up box will appear that will allow you to indicate if you want the filter to include or exclude the value(s) that you have entered.



Once you have made your selections, click on  to activate the filter. If a filter is active on a particular column, an arrow pointed down will appear in the bottom right corner beside the name of the column.

To remove the filter, click on the filter icon again, and select 'Delete Filter' and all filters will be removed.

The export function allows you to export the data in the report directly into a spreadsheet, word processing or local file. Click on the export button and then select the output that you would like. A pop-up box will appear informing you that 'Filter criteria, sorting, totals and subtotals are not taken into account.' This message is for your information only, and will disappear once you have hit enter. Please save your document before returning to the DFR module. Once you close the pop-up box in the module, your output will automatically close in whatever application you have chosen.

The 'Select Layout' button allows you to select from various layouts for the report. This report does not have any other layouts to select from. Other layouts can be created by users to modify the report to meet their needs.

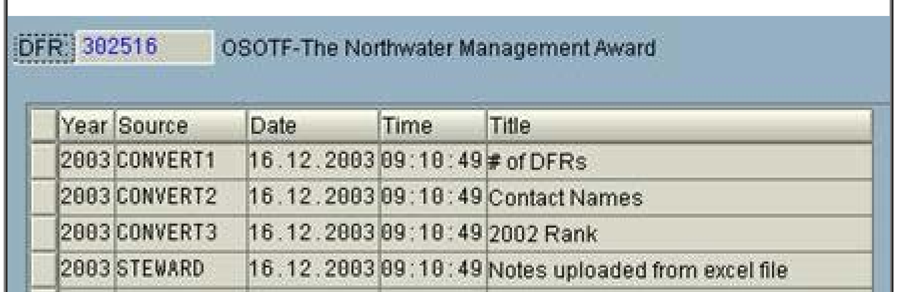
The 'Change DFR Status' button allows users with access to update the account information throughout the reconciliation process. To using this function, first highlight the fund that you want to update. Then click on this button. A drop down menu will appear with the following options:

Click with you mouse on the appropriate one and a pop-up box will appear with the following message: 'DFR(s) Status will be changed to ..' Click on the 'Yes' button to accept the change. The information will be changed on the screen.

The 'Add New DFR' button allows users with access to create a new DFR record from within this report.

The 'Change DFR Record' button allows users with access to create a new DFR record from within this report.

The 'Create Note' button allows you to add note text for a DFR. To add a note, highlight the DFR that you want to add a note to and click on the 'Create Note' button. A screen will appear with a list of all the notes that already exist for this DFR.


DFR: 302516 OSOTF-The Northwater Management Award

Year	Source	Date	Time	Title
2003	CONVERT1	16.12.2003	09:10:49	# of DFRs
2003	CONVERT2	16.12.2003	09:10:49	Contact Names
2003	CONVERT3	16.12.2003	09:10:49	2002 Rank
2003	STEWARD	16.12.2003	09:10:49	Notes uploaded from excel file

Year - Shows the year of the DFR

Source - This column shows the area responsible for the creation of the note.

Date - Shows the date the note was added.

Time - Shows the time the note was added.

Title - Shows the title the note was given.

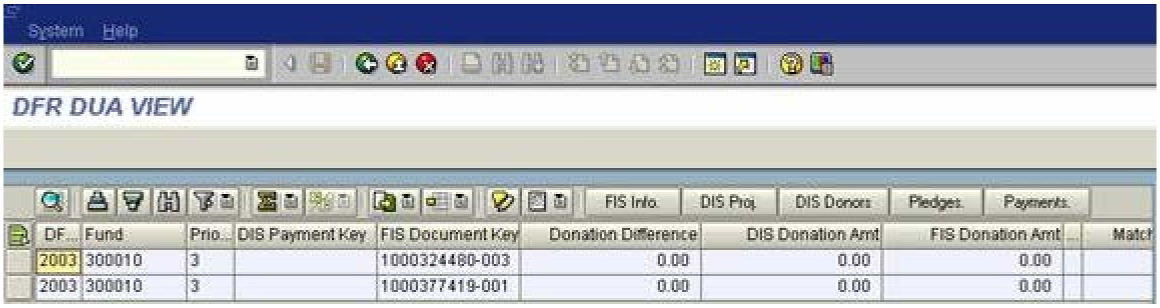
If you have proper authorization, you can create a note by

	clicking on the  button. If you are creating a note, it should include your full name, position and authority for statement.
	The 'Change/Replace DFR Name' button allows users with access to change or replace the DFR name from within this report.
	The 'Reconcile DFR' function is used to indicate that a DFR has been reconciled. The ability to use this function is based on your authorization. To update the reconciliation information, highlight the DFR that you have reconciled, and then click on this button. Choose the appropriate area from the drop down menu. The DFR Reconciliation screen will appear with the tab that you selected visible. If you have authorization, you can click in the appropriate field, based on what selection of the account has been reconciled. Once you have updated the screen, click on the  button to save your entries.
	This button will provide the total number of DFRs that are being viewed on the screen. This count is based on any filters that you may have used.
	The 'Create DFR Contact' button allows users with access to create the DFR contact information from within this report.
	The 'Link DFR' button allows users with access to link DFR records with the same donor from within this report.
	This button will allow you to produce DFR's directly from this module. Please note that only the Finance Department can produce the final version of the DFR. All other staff with access will be able to print the report, but it will say ?DRAFT' on the top. To produce the DFR's, first select the accounts that you are interested in by highlighting them, and then click on this button. A drop down menu will allow you to choose if you want to produce a draft DFR in the foreground or background. Select the appropriate one by clicking on it. The system will take you to the 'Donor Funding Report' output screen.
	The 'DFR Prepared' button allows users to mark that the DFR is prepared or to clear the indicator that shows that the DFR is prepared.

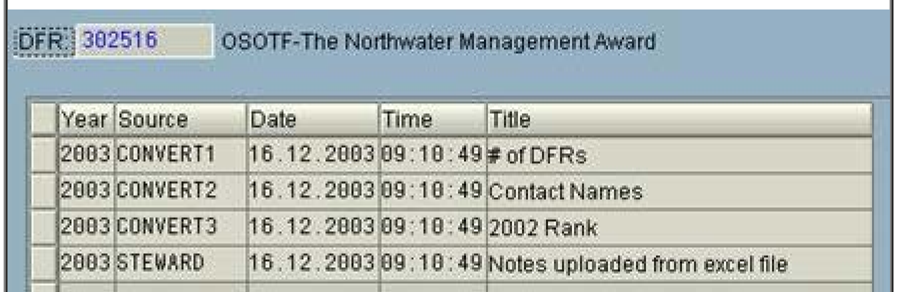
DUA View

For the DUA View, please note that the more rows you select, the longer the report will take to run, as the report is attempting to access multiple lines for each fund. When you have selected the fund(s) that you are interested in, click on the 

button to access this view. The system will provide you with the following screen:



Item	Description
DFR Year	The fiscal year of the DFR is shown here. This field can be modified to another year by clicking on DFR Year and entering the year that you are interested in. The fiscal year shows the DFR's and their status in that particular year.
Fund	The fund number for the DFR is shown here.
Priority Ind.	The priority indicator shows the sequence the DFR's will be produced in. When reviewing, follow the sequence, which was determined by SDO's. The priority rankings are from 1 to 3, with 1 as the highest.
ARBOR Payment Key	The Arbor payment number followed by the ARBOR payment line number is shown here.
FIS Document Key	The FIS document number followed by the FIS line item number is shown here.
Donation Difference	Difference between the ARBOR donation amount and the FIS donation amount columns is shown here.
ARBOR Donation Amount	Donations received as per ARBOR is shown here.
FIS Donation Amount	Donations received as per FIS is shown here.
Post	This is an indicator of whether the ARBOR transaction is posted to FIS.
Matching Difference	Difference between ARBOR matching amount and FIS matching amount columns is shown here.
ARBOR Matching Amount	Matching amount as per ARBOR is shown here.
FIS Matching Amount	Matching amount as per FIS is shown here.
DFR Name	The full name of the DFR is shown here.
Division to	The full name of the division who is responsible for sending the

<table>
<tr><td>send DFR to Donor</td><td>DFR to the donor is shown here.</td></tr>
<tr><td>DFR Responsible Division</td><td>The name of the division responsible for reconciling this account is shown here.</td></tr>
<tr><td>DFR Linked</td><td>If there are multiple DFR's for the same donor, the accounts will be associated and listed and an indicator will be shown here.</td></tr>
<tr><td>DFR Contact Ind.</td><td>This field is used to show the name of the person(s) who receives the DFR.</td></tr>
<tr><td>Note</td><td>Thenoteicon is shown if there is note text for this DFR. To view the note, click on the icon. A screen will appear with a list of all the notes for this DFR.


If you have proper authorization, you can view a note by highlighting the line that you are interested in and clicking on display. To create a new note, click on , and type in the note.</td></tr>
<tr><td>DFR Status</td><td>The DFR status is shown here.
'Active' indicates that a DFR is to be produced for a fund.
'Delisted' indicates the DFR is no longer required.
'Narrative' indicates that a financial report is not required, but a narrative donor report is required to be sent to the donor. This item is used for OGS and OGSST DFR's.
'Hold' indicates the DFR is to be held at the Divisional level.
'New' indicates the fund is new.</td></tr>
<tr><td>DFR Co-ordinate Ind.</td><td>If this DFR should be coordinated with other DFR's for mailing or contact purposes, the account name(s) is reflected here. This is similar to the link, and reflects the coordination for mailing purpose for SDO's.</td></tr>
<tr><td>DFR Copies Required</td><td>The number of copies of official DFR's that are required is shown here. This is based on the number of contacts listed in the DFR Contact Indicator field.</td></tr>
<tr><td>DFR Type</td><td>The type of fund is shown here.</td></tr>
<tr><td>Posting Date</td><td>The date the donation was posted is shown here.</td></tr>
<tr><td>Reconciled Date</td><td>The date the 'reconciled' indictor was selected is shown here.</td></tr>
<tr><td>Match</td><td>The match program (OSOTF etc..) as per ARBOR is shown here.</td></tr>
</table>

Program	
Match Status	The type of match (Automatic, Manual etc...) is shown here.
Donor No.	ARBOR ID of Donor as per ARBOR is shown here.
Donor Name	Name of Donor as per ARBOR is shown here.
G/L Account	The general ledger account number where the money was transferred to is shown here.
G/L Name	The general ledger account name where the money was transferred to is shown here.
Funded Project	ARBOR project number is shown here.
Project Name	ARBOR project name is shown here.
Commitment Item	The commitment item used in the transaction is shown here.
Fiscal Year	The fiscal year of the DFR is shown here.
Original FI #	The FIS document number for the posting is provided here.

Many of the icons shown in the top row for the DUA View are also available in the overview section. The documentation here will review those icons unique to this view. To view and explanation of the other icons, please review the DFR Overview Documentation. To use these buttons, you must first highlight the fund(s) that you are interested in.

Icon	Description of Icon
FIS Info.	Once you have selected the fund(s) that you are interested in, you can click on this button to view the FIS document overview for the FIS document created for this transaction.
DIS Proj.	Once you have selected the fund(s) that you are interested in, you can click on this button to view the ARBOR project table.
DIS Donors	Once you have selected the fund(s) that you are interested in, you can click on this button to view the ARBOR donor profile screen.
Pledges.	Once you have selected the fund(s) that you are interested in, you can click on this button to view the ARBOR pledge screen.
Payments.	Once you have selected the fund(s) that you are interested in, you can click on this button to view the ARBOR payments screen.

top