

## Work Instruction

# Funding by Fund Center Area

## When to Use

This report should be used to simultaneously view all the financial data for the Funds Centers's in a department or faculty.

### Report Functionality

- Provides a real time view of budgets, commitments, actuals and funds available for a parent funds center and all subordinate funds centers with financial activity.
- Drill down to the document level
- Can choose either a revenue or expenditure report.
- Download directly to Excel.

### Report Output - Financial Information Available

Commitment Item    
  Budget    
  Commitments    
  Actuals    
  Total Commitments & Actuals    
  Funds Available

### Detailed Procedures

Access the transaction using:

<b>Menu</b>	<i>Accounting &gt;&gt; Funds Management &gt;&gt; Information System &gt;&gt; Funds Management(U of T Reports) &gt;&gt; Financial Summary Reports &gt;&gt; Funding: FC Area</i>
<b>Transaction code</b>	ZFTR002C

Selection screen:

Program Edit Goto System Help

SAP

Funding: Funds Center Area

FM area: UOFT

Hierarchy variant: 0000

Funds Center: 100409

Fund:

Fiscal year: 2008

Budget-version: 0

Commitment item category:  For expenditures, leave box blank  
For revenues, click on box

Total Fund (Recommendation: Select 'Total Fund' when reporting on a Fund)

Funds Center Classifications:

Display all selected levels:

Display two selected levels:

FBS (Budget data processed up to and including October 2008 month end)

BCS

AMS (1) (010) ap02 OVR


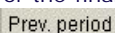
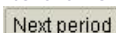

Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
CF center	R	Enter the parent Funds Centre (FC) number.
Fund	O	Enter the Fund number to report on a particular FC/Fund combination. The report will provide information on each funds center in the defined area which has received distribution from the fund. If you leave the Fund field blank, it will report on the FC only.
Fiscal Year	O	Enter the fiscal year to be reported on. If field is left blank it defaults to the current fiscal year.
Budget version	O	Version "0" is the current budget version and reflects all processed changes to budget. Version "1" is the original budget version and reflects original operating budgets at the beginning of the fiscal year
Commitment item category	O	If the box is left blank, the report will provide information on expenditures only. If you click in the box, you will get information on revenue only.
Total Fund	O	Click on this box if you have entered a fund number, and wish to see the entire fund, and not just one particular fiscal year.
Fund Center Classifications	O	You can choose to enter classifications here. The report will provide a list from all Funds centers you have selected with the classification. The top FC will be in the first line with a summary of all other FC's and each subordinate FC that meets the criteria will be listed below. For more information on classifications and how they work, please contact AMS HELP.
Display all selected levels	O	This option is the default selection. In the output display, all subordinate FC's will be shown, regardless of their relative position in the hierarchical structure. This option can be changed to display the top two levels in the actual report.
Display two selected levels	O	If you select this option, only the top two levels of accounts in the hierarchy will be displayed. This option can be changed to display all the levels in the actual report.

Click on  to execute the report.

**Output Screen: Funding: FC Area - Overview**

The report that is displayed depends on the selection criteria used, and the options chosen. The screen prints are based on the selection criteria shown above.

Hierarchy level/ Funds Centre	Funds Centre name	Budget	Commitments	Actuals	Total Comm/ Actuals	Funds Available
(4) 100409	Training CFC	7,757,205.63	13,619.41	885,626.34	899,245.75	6,857,959.88
(5) 202053	HUMOR, HOPE	346.00	0.00	0.00	0.00	346.00
(5) 202055	DAEFOE, WILLIAM	6,698.52-	0.00	0.00	0.00	6,698.52-

Item	Description
Hierarchy level/ Funds Centre	The hierarchy level is the number shown in brackets. This number shows the level in the overall university hierarchy for this account.  The Funds Centre is the number listed to the right of the level. The first number in the report is the parent or top level FC. The subordinate FC's are listed below.
Funds Centre Name	This is the name of the Funds Center, as indicated on the Request to Create a Funds Center form originally submitted by the department.
Budget	This column shows the current expense or revenue budget. if budget version '1' is selected, then original budget will be shown.
Commitments	This column reflects all outstanding purchase orders, payroll reserves and manual reserves posted against this account.
Actual	Fiscal year to date total of all actual revenues or expenses processed.
Total Comm/Actuals	This column provides a sum of the total commitments and actuals.
Funds Available	This column shows the difference between the Budget and the Total Commitments/Actuals. If you indicated "Expenditures" this is the amount available to be spent. If you indicated "Revenue", this is the difference between the budgeted revenue and the actual revenue.
Icon	Description of Icon
	Clicking on this button will give you a period by period display of the financial transactions and balances. You will have the option to click on  to move the report to the Previous Period. You can also click on  to display the next period.
	Click on a line of the report that you would like more information about, and then click on this button. The system will provide you with a more detailed view of the account. In this report, you can repeat this process until you reach the actual posting document. The screens that are proposed are discussed in detail below.

Print	Click on this button if you would like a print of the report currently displayed on your screen.
Left Right	These buttons will allow you to scroll the display on the screen horizontally.
Show 2 Levels	If you selected "Display all selected levels" on the selection screen, this option will appear. It allows you to change the display to the top two levels in the hierarchy.
Show all levels	If you selected "Display two selected levels" on the selection screen, this option will appear. It allows you to change the display to all the levels in the hierarchy.
Excel Overview	Click on this button to download the report in Excel. Click here for more information about downloading reports into Excel.
Next level	If you selected "Display two selected levels" on the selection screen, this option will appear. It allows you to change the display to one level at a time.

## Drill Down Functionality

For more information, you can click on a line and click on "Select"

### Output Screen: Funding: FC Area - One Drill Down

System Help

**Funding:FC area**

Periods Select Print

University of Toronto  
Funding:FC area

FM area: UOFT Fiscal year: 2004  
Budget-version: 0  
CF centre: 202063 WILLIAMS VENUS  
Commitment item category: Expenditures  
Fund:

Commitment item	Budget	Commitments	Actuals	Total Comm/Actuals	Funds Available
EXP-UTFA	1,250.00	0.00	0.00	0.00	1,250.00
EXPENSE-S	96,340.89	0.00	10,436.34	10,436.34	85,904.55

This section describes the columns on the report.

Item	Description
Commitment Item	This column shows any commitment items, where budget has been set up. Commitment items are general ledger accounts summary groups used to assign budget and group revenues and expenses.
Budget	This column shows the current expense or revenue budget. If budget version '1' is selected, then original budget will be shown.
Commitments	This column reflects all outstanding purchase orders, payroll reserves and manual reserves posted against this account.
Actuals	Fiscal year to date total of all actual revenues or expenses processed.
Total Comm/Actuals	This column provides a sum of the total commitments and actuals.
Funds Available	This column shows the difference between the Budget and the Total Commitments/Actuals. If you indicated "Expenditures" this is the amount available to be spent. If you indicated "Revenue", this is the difference between the budgeted

revenue and the actual revenue.

For more details, you can click on a line and click on "Select".

Icon	Description
Periods	Clicking on this button will give you a period by period display of the financial transactions and balances. You will have the option to click on <b>Prev. period</b> to move the report to the Previous Period. You can also click on <b>Next period</b> to display the next period. Using this function will allow you to navigate through the financial reports period by period.
Select	Click on a line of the report that you would like more information about, and then click on this button. The system will provide you will more detail for the account. In this report, you can repeat this process until you reach the actual posting document. The screens that are proposed are discussed in detail below.
Print	Click on this button if you would like a print of the report currently displayed on your screen.

### ***Additional Report Functionality.***

This report allow you to drill down to the document level by double clicking on any general ledger account line. Unique to this report, you can drill down on a payroll line and receive a display of the employee's name and actual amount paid and benefits for the period you are working on. Please note that you must have access to the payroll distribution to display this information.

**End of Procedure.**