

## Work Instruction

# Funds Center Hierarchy

## When to Use

This report is most commonly used to gain a list of all funds centers within a department.

## Report Functionality

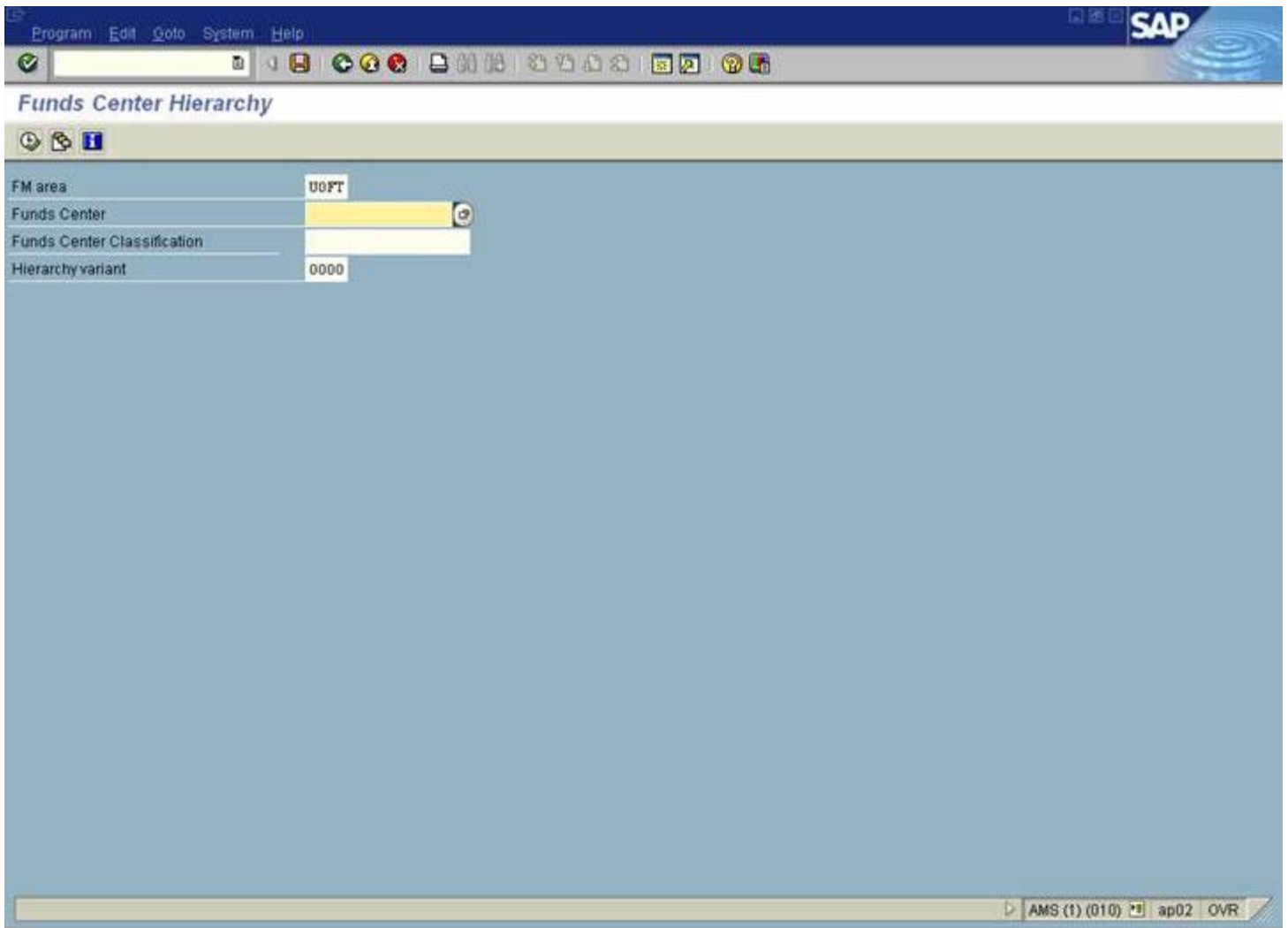
- Provides a complete list of all the funds center(s) located below a parent funds center.
- Shows the position of the funds centers in the hierarchy..

## 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; FM Accounts List &gt;&gt; Funds Center Hierarchy</i>
<b>Transaction code</b>	ZFTR000

Selection screen:



Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
Funds Center	R	Enter the parent funds center that you wish to report on.
Funds Center Class	O	The fund center class is created and maintained by Financial Services and is related to central finance reporting. To look only at fund centers classified as operating, enter "Operating-Fund" in this field. This option restrict the list of funds centers by classification. For more information on this field, please contact AMS HELP.

Click on  to execute the report.

### Output Screen

FIFM hierarchy		Page	1
FIFM hierarchy			
FM Area:	UOFT		
Funds Center:	100409		
	(4) 100409	FAST:FIS Training	
	(5) 102203	FAST:Workshops	
	(5) 102372	FAST:Materials	
	(5) 102495	FAST: Program	

**Report Data**

This report provides a list of all the funds centers and funds that are subordinate to the funds center entered on the selection screen. The number in brackets indicates the level in the university overall hierarchy. The information for the account name and the funds center it reports to are provided when the Request for a New Funds Center is completed.

**End of procedure.**

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