Work Instruction

Greybook Download Report

When to Use

The greybook download report is most commonly used to obtain a summary of restricted funds by faculty/division or department. Information reported includes the opening and closing balances of endowments and expendable funds,revenue by various categories and disbursements.

Report Functionality

- provides a list of all restricted funds, by fund type which can be downloaded easily for further customization.
- Includes option for single or multiple fiscal year reporting.

Report Output - Financial Information Available

▶CIP Units   ▶Endowment Opening & Closing Balance   ▶Donations   ▶Grants   ▶Transfer Grants/Loss

Detailed Procedures

Access the transaction using:

Menu	*Accounting >> Funds Management >> Information System >> Funds Management (U of T Reports) >> Special Purpose Reports >> Greybook - Download and Report*
Transaction code	ZFTR056D

Selection screen:

Greybook - Download and report

FM area	UOFT
Fiscal year	2008	to		
Top Level Funds Center	100000	UofT
Hierarchy variant	0000

Notes

Latest accounting data available for Greybook is: 30.06.2007.
Latest LTCAP units data available for Greybook is: 01.06.2007.

Greybook accounting data does not include information on
MRC/NSERC/SSHRC revenues.

Greybook accounting data only provides the amount of
MRC/NSERC/SSHRC expenditures for faculties and not for departments.

Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
Fiscal Year	R	Defaults to the current year. This report can be run for a single fiscal year, or multiple years by entering the end year in the 'From' field.
Top level funds center	R	Enter the top level or parent funds center that you wish to report on. All restricted funds and funds centers under the top funds center will be included.

Click on to execute the report.

Greybook - Download and report

Click on this button to get
the Parent CFC included.

Click on this button
to get the Simple
Spreadsheet

University of Toront
Restricted Funds
Division of University Testing
January 31, 2003

	Inv. Units	Endowment (and Designated Endowment) Funds			
	01.01.2003	Balance 30.04.2002	Donation/ Grants	Transfer/ Gain(Loss)	Balance 31.01.2003

Div Univ
  304661 GU-
DUA:Alumni
  301146
DUA:Public Affairs   100987
  406164

* Totals for: Scholarships,fellowships,prizes

Div Univ
  409009 89.5 CIUT RADIO
  406514 DEVEL-TRST ACC
  408079 GIK-AEROSPACE STD
  407775 GIK-ANATOMY
  407853 GIK-ASTRONOMY
  407802 GIK-BLACKWOOD GALLER
  407769 GIK-BORA LASKIN LIB
  407869 GIK-CLASSICS
  407847 GIK-DENTISTRY
  407837 GIK-ELECTRICAL ENGIN
  407901 GIK-ERINDALE
  407852 GIK-FINE ARTS
  407821 GIK-FISHER RARE BOOK
  407791 GIK-HART HOUSE

Once the report is displayed, you can download the report directly into Excel. There are two options that you can select from. Once you have clicked on either ⬛, a pop-up box will appear:

Export list object to XXL

An XXL list object is exported with
68 lines and 20 columns

Choose a processing mode:

○ Excel SAP macros
○ Table
◉ Pivot table

Make your selection of either Table for an excel worksheet, or Pivot table in excel by clicking on the appropriate button and clicking on the green checkmark. The system will give you a new pop-up box

Click on the green checkmark to accept the default. Microsoft Excel will now open up a new window, and the data from the Greybook will automatically be downloaded. If you selected Pivot Table, the Field list will now be available. You will now be able set up your pivot table.
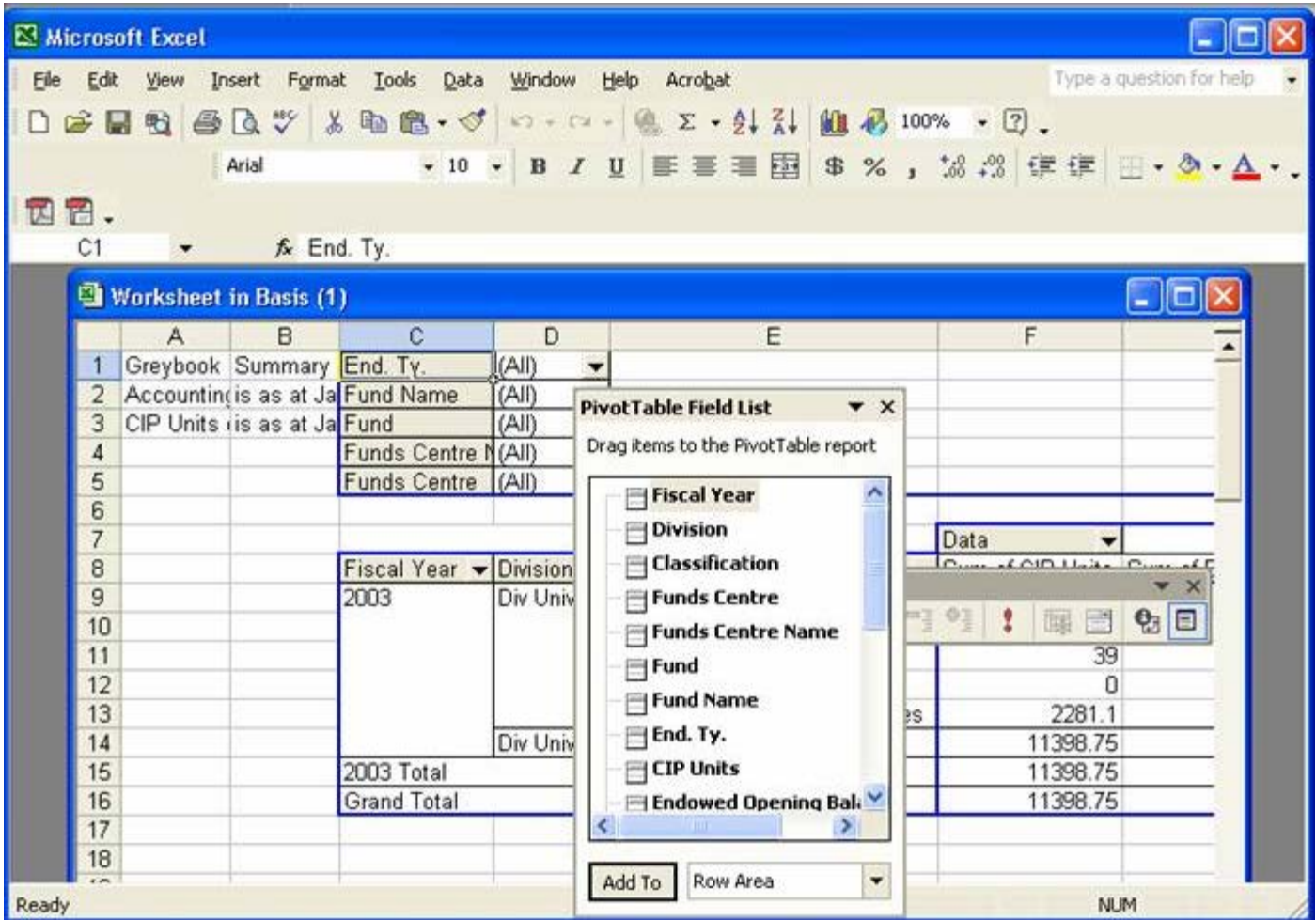
If you selected table, an excel worksheet will now be available:

Microsoft Excel — E27 — *fx* Div Univ Advancement

Worksheet in Basis (1)

|	A	B	C	D	E	Fu
1	Fiscal Year	Division	Classification	Funds Centre	Funds Centre Name	Fu
2	2003	Div Univ	Scholarships,fellowships,prizes	100xxx	Div Univ	30
3	2003	Div Univ	Scholarships,fellowships,prizes	100xxx	Div Univ	30
4	2003	Div Univ	Scholarships,fellowships,prizes	100xxx	Div Univ	40
5	2003	Div Univ	Departmental Funds	100xxx	Div Univ	40
6	2003	Div Univ	Departmental Funds	100xxx	Div Univ	40
7	2003	Div Univ	Departmental Funds	100xxx	Div Univ	40
8	2003	Div Univ	Departmental Funds	100xxx	Div Univ	40
9	2003	Div Univ	Departmental Funds	100xxx	Div Univ	40
10	2003	Div Univ	Departmental Funds	100xxx	Div Univ	40
11	2003	Div Univ	Departmental Funds	100xxx	Div Univ	40
12	2003	Div Univ	Departmental Funds	100xxx	Div Univ	40
13	2003	Div Univ	Departmental Funds	100xxx	Div Univ	40
14	2003	Div Univ	Departmental Funds	100xxx	Div Univ	40
15	2003	Div Univ	Departmental Funds	100xxx	Div Univ	40
16	2003	Div Univ	Departmental Funds	100xxx	Div Univ	40
17	2003	Div Univ	Departmental Funds	100xxx	Div Univ	40

Sheet1 — Ready — NUM

It is very important that you **save** this report in Excel before returning to SAP. To do this, click on File >> Save Copy As and choose the location that you want to save to.
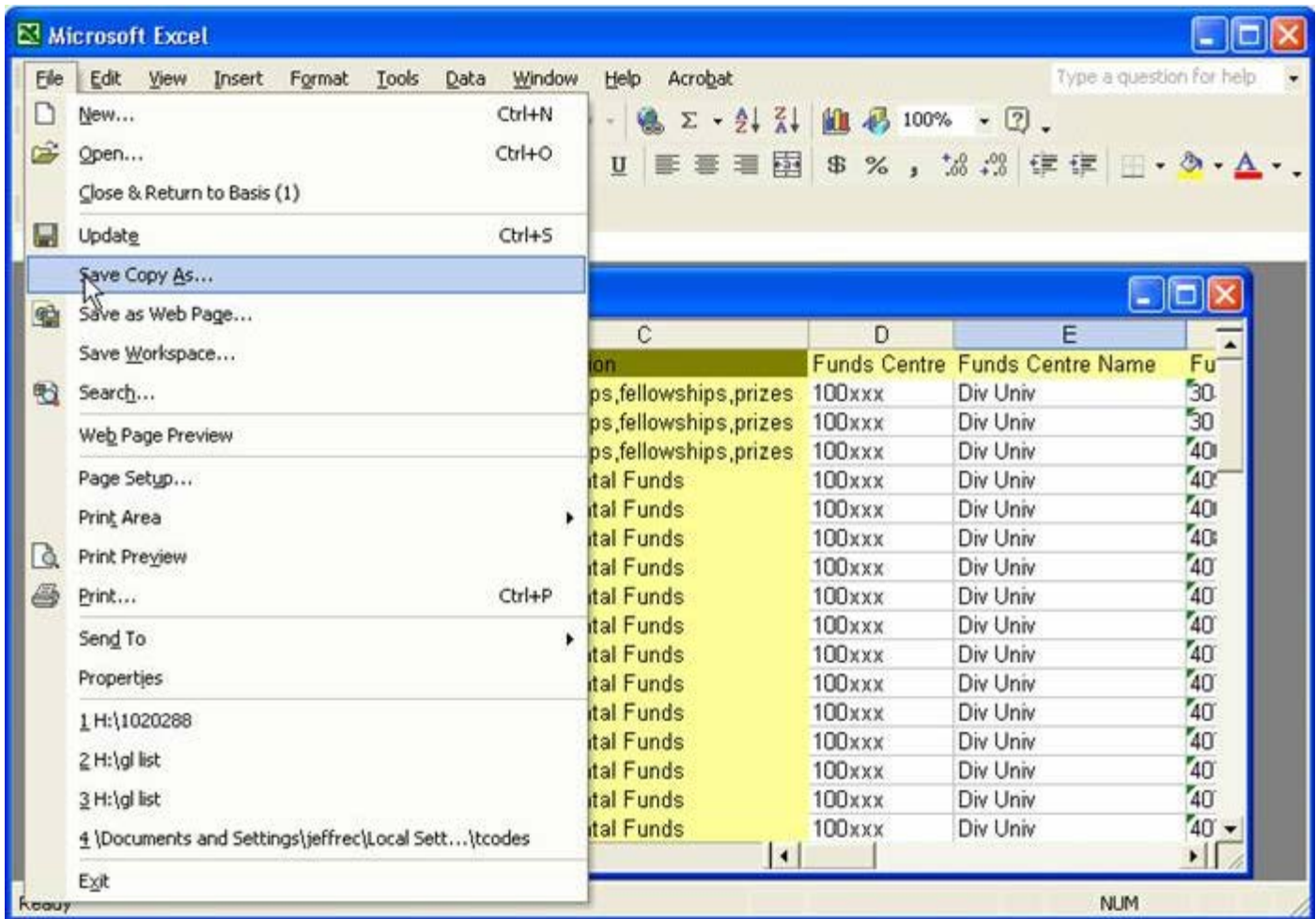
Once this is done, you can return to SAP, where you will see the following box:
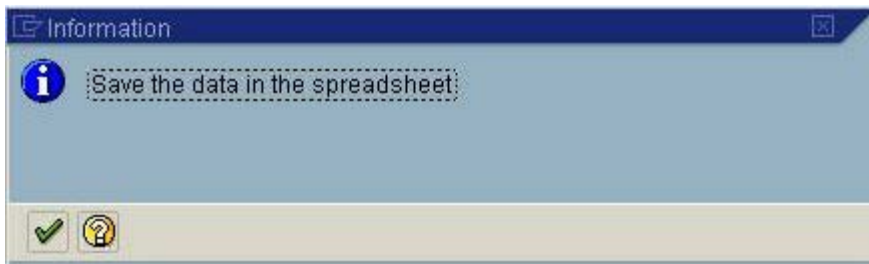
Since you have saved the data in excel, you can now click on the green checkmark. If you click on this button before you have saved the file, you will lose the file! When this button is clicked, excel will automatically close.

To work with your file you will need to open excel, and open your file.

End of procedure.

top