Work Instruction

Out of Balance Trust Funds

When to Use

This report is used to compare the revenue and the expense budget for trust funds, excludes the endowments and reports those that are out of balance. Any time the actual revenue for a trust account is increased, the expense budget should be increased by the same amount. This report highlights those that need to be adjusted.

Report Functionality

- Compares the revenue and the expense budget for trust funds, excludes the endowments and reports those that are out of balance
- The selection screen allows you to indicate the FC and or fund that you wish to report on.

Report Output - Financial Information Available

▶Total Actual Revenue ▶Expense Budget ▶Varience

Detailed Procedures

Access the transaction using:

Menu	Accounting >> Funds Management >> Information System >> Funds Management (UofT Reports) >> Financial Summary Reports >> Out of Balance Trust Funds Report
Transaction code	ZFTR065

Selection screen:

Out of Balance Trust Funds Report

Out of Balance Trust Funds Report

FM Area	UOFT
Company	UOFT	to		
Fund Center	100000
Hierarchy variant	0000

Fund Classification	TRUST-FUND	to		
Fund		to		
GL Accounts to Exclude	747010	to		

Note: Endowments have already been excluded

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Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
Funds Center	R	Enter the Funds Center (FC) number. The FC can be either an operating FC (1XXXXX) or a PI FC (2XXXXX)
Fund Classification	R	This field defaults to "TRUST-FUND" - DO NOT CHANGE.
Fund	O	Enter a Fund number if you wish to run this report for a particular fund.
GL Accounts to Exclude	R	747010 - Donation-on-hold: expendable is the default account that is exclude. DO NOT CHANGE.

Click on 🕐 to execute the report.

Output Screen

The report that appears depends on the selection criteria used, and will display varying degrees of information.

Header

The header of the report shows the selection criteria that you entered. It shows the fiscal year, the fund center, budget version and if the fund center hierarchy was included or not

Icon	Description
	This button performs the same function as "double-clicking" on a particular item. If you want to see the transactions that make up the total value seen here, click on the item, and then click on this button. The system will take you to the Funding: FC or Fund Report for that account.

Item	Description
Fund Class	In this section, the classification of the fund is shown for your convenience.
Fund Use	In this section, the use of the fund is shown for your convenience.
Fund	The number for each fund that is out of balance is shown here.
Fund Name	The name for each fund that is out of balance is shown here.
FC	The funds center number associated with the fund is shown here.
FC Name	The name of the funds center associated with the fund is shown here.
Tot. Actual Revenue	This amount reflects the total actual revenue in the account.
Expense Budget	This amount reflects the total expense budget in the account.
Variance	This amount is the difference between the revenue and the expense budget. For trust funds, there should be no difference. Remember that the endowments have already been specifically excluded from this report. To have these items corrected, please contact your trust accountant.

If you would like more information on any item, you can drill down on it and the system will take you to the **Funding: FC or Fund** report.

End of procedure.

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