Work Instruction

Budget to Plan Reconciliation

When to Use

The purpose of this report is to reconcile operating and/or ancillary FM budgets in one or many funds center(s), against the CO plan set up in the cost centers and/or internal orders listed in the *Linking Table** for a single fiscal year and for various budget/plan versions as follows:

During the annual budget/planning process:

This report can be used to track and reconcile the CO plans loaded into the cost centers and/or internal orders with the amounts recorded on the Divisional Budget Schedule (aka Target Budget Letter) which has been loaded into version 99 of the FM budget.

At the beginning of a new fiscal year:

This report can be used to provide an audit trail of the cost center and/or internal order plans which contributed to the make up of version 1 of the FM budget.

During the year:

This report can be used to compare, track changes and perhaps reconcile cost center and/or internal order plans with version 0 of the FM budget.

*Linking Table refers to the SAP report "Commitment Accounting Assignments" (see the reference guide located at: **http://www.finance.utoronto.ca/fast/qrg/rptmd/fmlist/acctassignmnt.htm**).

Note: The linking table information is fiscal year specific; i.e. the linking table information presented in a report will be reflective of the fiscal year identified in the selection criteria. To illustrate, let's examine the impact of a change made in fiscal year 2006 in the *Linking Table* for CC=11490 from FC=100654 to FC=100644 on the Budget to Plan reconciliation report:

Prior to the change in the linking table, the report view for Version 1, Fiscal year=2006 is:

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No difference; Version 1 budget is balanced for fiscal year 2006.

After the change in the linking table, the report view for Version 1, Fiscal year=2006 is:

Difference; Version 1 budget seems to be out of balance. Note that CC=11490 is no longer listed in the report details.

Report Functionality

- Compares the amount planned in the cost centers and/or internal orders with the amount budgeted in the funds centers by listing the CO Plans, FM Budgets and Differences, if any
- Allows for the option of excluding self-funded units (Operating Fund only)
- Can be run for a single fund center, with/without the funds center hierarchy or for a list/range of fund centers
- Can be downloaded to Excel

Report Output - Financial Information Available

► Funds center	► Commitment Item	► CC/ IO	► Cost Element	► CC Amount	► FM Amount	► Difference

Detailed Procedures

Access the transaction using:

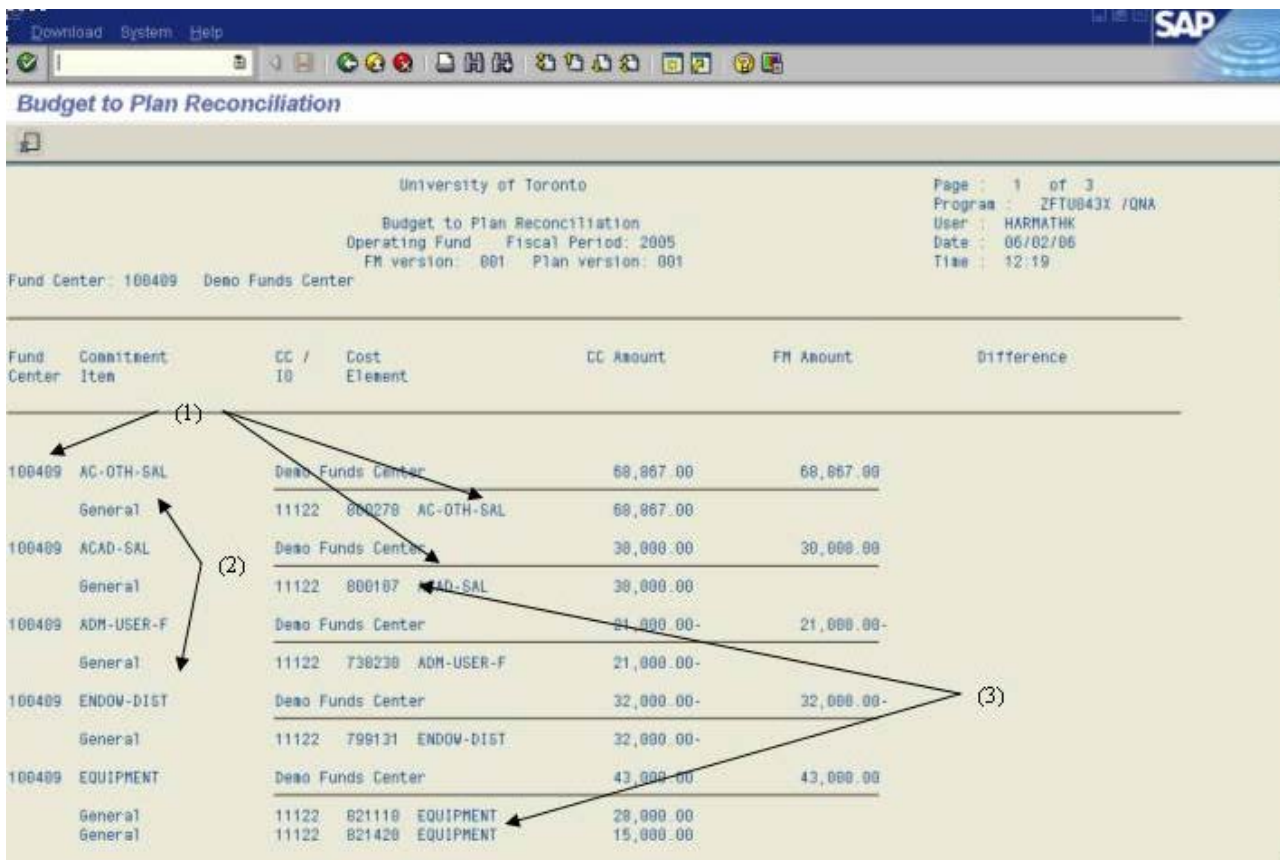| Menu	Accounting >> Funds Management >> Information System >> Funds Management (UofT Reports) >> Budget Analysis Reports >> Budget to Plan Reconciliation
Transaction code	ZFTU043X

Selection screen:
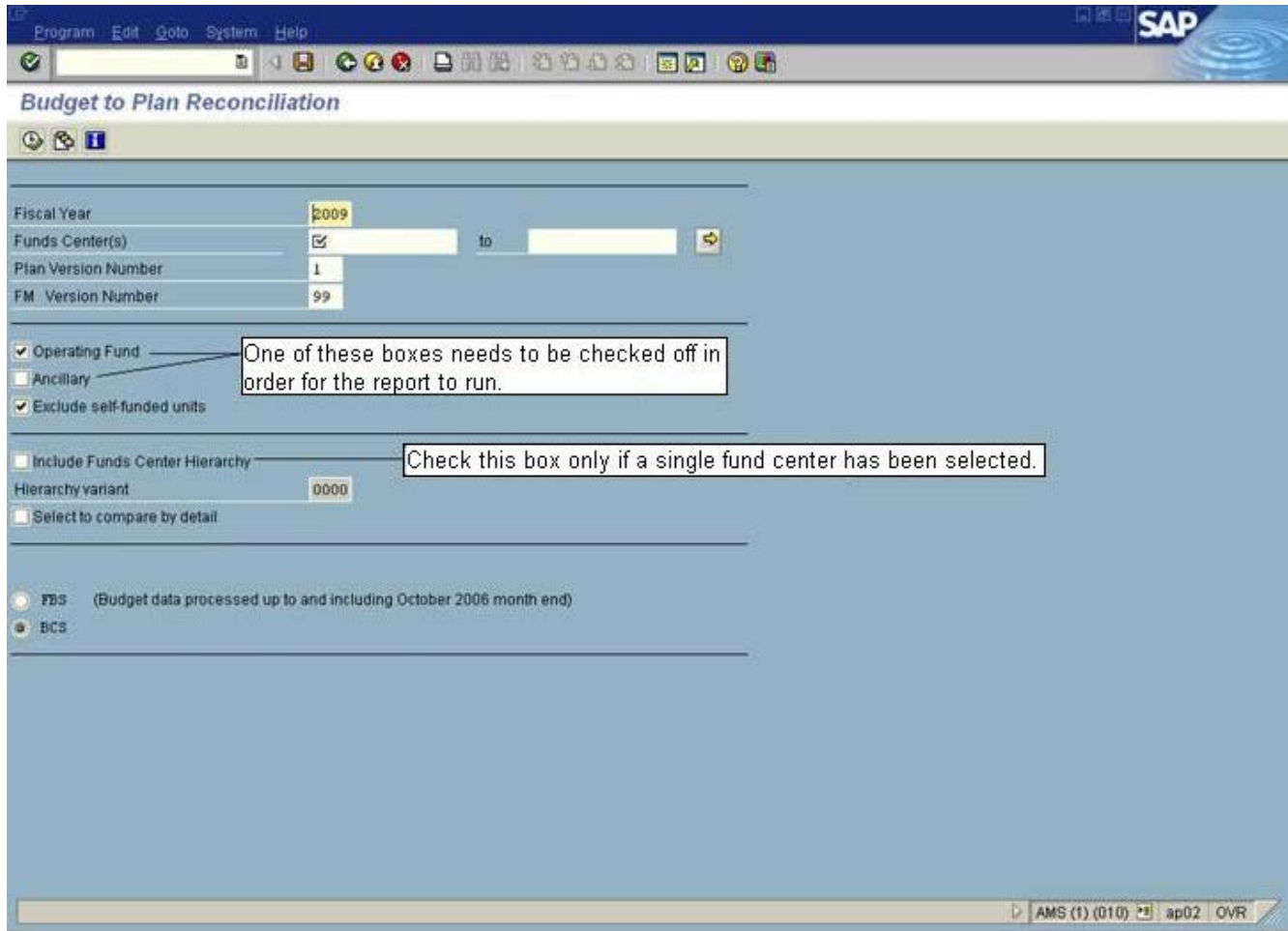
Selection screen fields:

Field Name	Required (R) / Optional (O)	Description of Field Content
Fiscal Year	R	Enter the fiscal year that you wish to report on.
Funds Center(s)	R	Enter a single, list or range of Funds Centers that you wish to report on.
Plan Version Number	R	Enter the Cost Center Plan version. Version "1" is the original plan, and reflects original plans at the beginning of the fiscal year. The report defaults to Version 1. Version "0" is the current plan version and reflects all processed changes to the plan. *Note: if no changes were processed to the CO plans, the figures reported will be the same as those in "Version 1".*
FM Version Number	R	Enter the FM budget version number. 99 -Defaults to version 99 - Divisional Budget Schedules (only used during the annual budget/planning process to facilitate reconciliation of CO Plans to target letters) 1 - Original Budget 0 - Current Budget
Operating	O	Check this field to select operating fund accounts.

Ancillary	O	Check this field to select ancillary fund accounts.
Exclude self-funded units	O	Check this field to exclude self funded units. *Note: only valid with Operating Fund accounts.*
Include Funds Center Hierarchy	O	Check this box if you wish the report output to include the budget/plan details of the Funds Center hierarchy. *Note: Inclusion of hierarchy details is only possible when a single Fund Center is entered.*
Select to compare by detail	O	Check this box if you want to have the difference calculated by commitment item. *Note: Detailed FM commitment item budgets are available in Version 1 and only for REVENUE type commitment items in Version 0.* If not selected, the report summarizes budgets and plans at each funds center by summarization item (i.e. Expense-s /Revenue-s).

Click on [icon] to execute the report.

Report Output Screen – Summary view ("*Compare by Detail*" selected)

Things to note when running report with *"Compare by Detail"*:

(1) For each Fund Center the CO Plan/ FM Budget amounts are summarized by Commitment item.

(2) The Commitment items are listed in alphabetical order and not by "Revenue" or "Expense" status.

(3) For each CO Plan total by Commitment item, the breakdown by cost element is provided.

Report Output Screen – Summary view ("*Compare by Detail*" not selected)

Budget to Plan Reconciliation

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                        University of Toronto                    Page :    1   of  2
                                                                 Program :    ZFTU843X /QNA
                     Budget to Plan Reconciliation               User :    MARMATHK
                  Operating Fund    Fiscal Period: 2005           Date :    06/02/06
                       FM version:  001   Plan version: 001       Time :    12:19
Fund Center: 100409   Demo Funds Center


Fund    Commitment        CC /    Cost              CC Amount         FM Amount          Difference
Center  Item              IO      Element
        (1)

100409  EXPENSE-S         Demo Funds Center              6,883,935.00      6,883,935.00
        General           11122   800107  ACAD-SAL           38,000.00
        General           11122   800270  AC-OTH-SAL         60,067.00
        General           11122   801010  HRIS-APPT       3,712,442.00
        General           11122   801015  HRIS-APPT          19,000.00
        General           11122   801040  HRIS-APPT         255,183.00
        General           11122   801050  HRIS-APPT         859,750.00
        General           11122   801110  HRIS-NOAPP        255,000.00
        General           11122   801140  HRIS-NOAPP         39,000.00
        General           11122   801270  HRIS-TA           185,000.00
        General           11122   801910  HRIS-BEN          945,045.00
        General           11122   801920  HRIS-BEN           45,505.00
        General           11122   820010  FURNITURE           5,000.00
        General           11122   821110  EQUIPMENT          20,000.00
        General           11122   821420  EQUIPMENT          15,000.00
        General           11122   825000  SUPPLIES           25,461.00
        General           11122   825500  SUPPLIES           25,000.00
        General           11122   835000  SERVICES           35,474.00
        General           11122   835035  TELEPHONE          54,000.00
        General           11122   835060  POSTAGE             5,000.00
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Things to note when running report without *"Compare by Detail"* option:

(1) For each Fund Center the CO Plan/ FM Budget amounts are reported by *Summarization* Commitment item i.e. EXPENSE-S or REVENUE-S.

(2) The Commitment items continue to be listed in alphabetical order and therefore the "EXPENSE-S" data is listed before the "REVENUE-S" data.

(3) For each cost center or internal order, the CO Plan amounts are provided by cost element, in numerical order.

Report Output header fields:

Item	Description
Fund Center	The fund center/s entered on the selection screen is/are listed here. The Fund Center name is listed to the right and one column over (i.e. after the *Commitment Item* column) on the same line.
Commitment Item	The Commitment Item names are shown here. If "Detail" was selected, the various commitment items would be listed here. If "Detail" was not selected, then Expense-s or Revenue-s would be listed.
CC/IO	This column shows the cost center or internal order number that is *linked* to the fund center you are reporting on. The name of the cost center or internal order is listed to left, in the Commitment Item column.
Cost Element	The cost element number is displayed along with the default commitment item.
CC Amount	The amount shown here represents the plan in the cost center or internal order for a particular cost element for the CO plan version entered on the selection screen.
FM Amount	The amount shown here represents the budget in the funds center commitment item combination for the FM budget version entered on the selection screen.
Difference	Calculated difference between the CO plan amount and FM budget amount.

Downloading the report to an Excel spreadsheet:

Field Name	Required (R) / Optional (O)	Description of Field Content
⊞ Start Excel	O	Download report to Excel. Instructions on the download function can be found at the following address: http://www.finance.utoronto.ca > Home > Services > Financial Advisory Services and Training (F.A.S.T.) > Reference Guides > Reporting > Common Report Functions > Download a Report

Sample of Excel download report where "*Compare by Detail*" was NOT selected:

Excel download report header fields:

Item	Description
Fund Center	The fund center/s entered on the selection screen is/are listed here.
Fund Center Name	The name(s) of the fund center/s entered on the selection screen is/are listed here.
Commitment Item (1)	The Commitment Item names are shown here. In this case, since "Detail" was not selected, the Commitment item listed will either be Expense-s or Revenue-s.
Cost Center/ Internal Order	This column shows the cost center or internal order number that is *linked* to the fund center you are reporting on.
Cost Center/ Internal Order Name	This column shows the cost center or internal order name
Cost Element	The cost element number is displayed.
Commitment Item (2)	The Commitment Item displayed in this column reflects the commitment item assigned to the cost element (aka general ledger account).
Cost Center Amount(Plan)	The amount shown here represents the plan in the cost center or internal order for a particular cost element. *Note: no "summary" amount is reported for the Cost Center Amount (Plan) column in the download.*
FM Amount(Budget)	The amount shown here represents the budget in the funds center commitment item combination.

End of procedure.