FINANCIAL INFORMATION SYSTEM

Identifying & Correcting Negative Balances



Course Agenda



- What is a "Negative Balance"?
- How do Negative Balances occur?
 - Sources of Negative Balances
- Identifying Negative Balances
 - Funds Center / Fund Balance Listing Report
- Determine Source of Negative Balance
 - Funding: Funds Center or Fund Report
- Correcting Negative Balance



"Negative Balance" means:

1. spent more than budget in the current fiscal year

or

2. spent more in a previous fiscal year and the negative amount was "carried forward"

Example:

	Budget -	(Commitments + Actuals)	= Balance
1.	3,000.00	4,500.00	1,500.00-
2.	195.00-	0.00	195.00-

How do Negative Balances occur?



Common belief:

There is funds availability checking at U of T, it's impossible to have a negative balance.

In most cases (e.g., manually entered transactions) this is true, but there are some exceptions.

The most notable exception and source of over 95% of negative balances is:

**** Payroll Transactions ****

Sources of Negative Balances



1. Payroll transactions are part of a "batch" process and are posted regardless of available funds.

For Funds Centers and FC/Fund:

- If budget exceeded
 - o payroll actuals will still be posted
 - o the account is placed in a deficit position

For Research FC/Fund:

- If Fund End Date is in the past or has a "NoPo" status
 - o the Fund will be removed
 - the payroll actuals will be posted directly to the HRIS default Funds Center (i.e., PI or Operating FC)
 - the FC may be placed in a deficit position

Training Documentation:	Research Funds - Automated Fund Closeouts, Payroll Redirects and "NoPos"	
 http://www.researc 	ch.utoronto.ca/wp-content/uploads/2011/04/Research-Funds-	
Management-Cou	rse-Notes.ppt	

Sources of Negative Balances



2. Negative Carryforward: When a shortfall in revenue actuals vs. revenue budget results in a negative budget entry.

For example, a department budgeted for more revenue than was actually collected, resulting in a deficit.

- **3.** Incorrect combination of Funds Center/Fund when Fund has a budget tolerance.
- **4.** Budget Tolerance exists (FC or FC/Fund):
 - ensure not a data entry error: If not a data entry error correction is NOT required
 - However, if budget is not expected in upcoming FY:
 - best practice do a budget transfer to cover the negative balance *or* process a journal entry to move the expense to a different funding source

Identifying Negative Balances

Menu Path:

Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Financial Summary Reports >> Funds Center/Fund Balance Listing report

Transaction Code: ZFTR017F

Funds Center/Fund Balance Listing Report

Report is run in FIS to find your current budget, commitments, funds available as well as accounts that are in deficit.

Characteristics:

- Report displays all Funds Centers and Funds that have a negative balance status
- Selection criteria enables you to narrow report output to FC's and Funds that have a negative balance by selecting the "Negative balances only" checkbox



Funds Center/Funds Balance Listing Report – Selection Screen



Enter	Funds Center/Fund Balance Listing Report
department's top	
Funds Center &	FM Area UOFT
select "Include	Funds Center 🖂 to
Funds Center	✓ Include Funds Center Hierarchy
Hierarchy"	Hierarchy variant 0000
	Fund(s) to \$
To include funds.	✓ Include Fund
select "Include	Active Fund Only
funds" (can also	(exclude Funds with classification FUND_INACTIVE)
restrict to "Active	Fiscal Year
funds only")	✓ Negative balances only
	 FBS (Budget data processed up to and including October 2006 month end)
Soloot "Nogotivo	
balancos only"	
Daialices Offy	• FBS = Budget totals for FY2006 and earlier
	• BCS = Budget totals for FY2007 and after

QRG: FBS-BCS Radio Buttons

<u>http://finance.utoronto.ca/wp-content/uploads/2015/10/fbsbcsradio1.pdf</u>

Funds Center/Funds Balance Listing Report -Report Output



The report lists all FCs and FC/Fund combinations with negative balances at the **commitment item level** with the corresponding Tolerance limit.

Funds	Center/Fund Balance Listing F	Report				
Print Do	wnload					
Page Date Time	: 3 : 10.04.2014 : 16:41:28		Univer CFC/Fund be	sity of Toronto lance listing report		
Page Date Time	: 4 10.04.2014 16:41:28		Univer CFC/Fund be	sity of Toronto lance listing report		
Funds	Center Fu	nd Commitment Item	Budget	Assignments	Balance	Tolerance Limit
3) 10222	16	EXPENSE-S	186.61-	0.00	186,61-	10.00
3) 10308	11	EXPENSE-S	117,364,526.39-	7,845,834.28	125,210,360.67-	10.00
3) 10377	5	EXPENSE-S	0.47-	0.00	0.47-	10.00
3) 10452	4402	56 EXPENSE-S	508,777.00	508,777.20	0.20-	10.00
3) 10532		EXPENSE-S EVDENCE C	2,162,200.84-	020,430.87	2,790,039.91-	10.00
4) 10040	9 4097	44 EXPENSE-S	52 219 50	52 267 76	475,555,10-	10 000 00
4) 10041	3	EXPENSE-S	1 240 59-	0.00	1 240 59-	10.00
1000000	3020	22 EXPENSE-S	407.74	430.70	22.96	10,000.00
	4008	37 EXPENSE-S	250,688.64	250,982.60	283,80-	10.00
		FEE-REIMB	0.00	350.00	350.00-	
	4015	19 EXPENSE-S	6,300.00	7,300.00	1.000.00	10,000.00
	4015	20 EXPENSE-S	4,900.00	5,700.00	800.00-	10,000.00
	4015	23 EXPENSE-S	3,400.00	3,600.00	200.00-	10,000.00
	4076	42 EXPENSE-S	2,750.00	3,000.00	250.00-	10,000.00
	4089	28 EXPENSE-S	7,000.00	7,500.00	500.00-	10,000,00
	4094	58 EXPENSE-S	4,500.00	5,000.00	500.00-	10,000.00
	4094	59 EXPENSE-S	4,500.00	5,000.00	500.00-	10,000.00
4) 10041	4019	TO EXPENSE-S	18,000.00	19,000.00	1,000.00-	10,000,00
	4019	CO EXPENSE-S	2 500.00	18,000.00	1,000.00-	10 000 00
	4020	A1 EXPENSE S	9 600 00	10 100 00	500.00-	10,000.00
	4782	16 EXPENSE-S	8 000 00	10 000 00	2 000 00-	10.00
4) 10045	3 4018	90 EXPENSE-S	8,911,70	8,912,00	0.30-	10,000.00
61.00.0000	4704	71 EXPENSE-S	18,990,90	19,561.21	570.31-	10.00
	4710	11 EXPENSE-S	1,000.00	1,645.00	645.00-	10.00
4) 10045	14	EXPENSE-S	92,000.22	104,487.34	12,487.12-	10.00
4) 10048	11	EXPENSE-S	256.34-	0.00	256.34-	10.00
4) 10067	5 4903	52 EXPENSE-S	0.00	6,508.70	6,508.70-	10.00
	4916	28 EXPENSE-S	0.00	47,457.37	47,457.37-	10.00
4) 10091	1 4702	50 EXPENSE-S	149,987.73	152,149.12	2,161.39-	10.00
4) 10093	2	EXPENSE-S	0.02-	0.00	0.02-	10.00
4) 10094	1 (Tab	EXPENSE-S	610,744.49-	0.00	610,744.49-	10.00
4) 10105	4/10	A EXPENSE-S	58 925 00	58 927 00	519.12-	10.00
4) 10111	4093	23 EXPENSE C	22 539 58	24 538 97	1 999 39	10,000.00
4) 10113	1	EXPENSE-S	0.00	0.01	0.01-	10.00
4) 10125	8	EXPENSE-S	3,13-	0.00		10.00
4) 10126	7 4026	47 EQUIP-S	2,434,36	30,000,00	27.565.64-	10.00
4) 10126	8	EXPENSE-S	0.01-	0.00		10.00
4) 10129	7 4700	91 EXPENSE-S	25,000.00	30,000.00	5,000.00-	10.00
4) 10193	11	EXPENSE-S	0.00	4,705.40	4,705.40-	10.00
4) 10196	6	EXPENSE-S	0.00	9,476,785.40	9,476,785.40-	10.00
4) 10212	27	EXPENSE-S	155,000.02	162,076,74	7,076.72-	10.00
4) 10214		EXPENSE - S	0.02-	0.00	0.02-	10.00
4) 10219	8	EXPENSE - S	125,000.00-	0.00	125,000.00-	10 00
4) 10230	19	EXPENSE-S	43.93-	0.00	43.93-	10.00
4) 10257	4046	DO EXPENSE-S	677 552 000 00	205 700 005 00	65 822 000 00	10.00
4) 10278		EXPENSE-S	677,552,998.00-	208,729,998.00-	468,823,000.00-	10.00
41 10210		EXPENSE-S	14 973 349 40	100,215,110,70*	14 973 349 10	10.00
4) 10281						

Determine Source of Negative Balances



Begin investigating by running report "Funding: Funds Center or Fund"

Menu Path:

Accounting >> Funds Management >> Information System >> Funds Management Reports (UofT) >> Financial Summary Reports >> Funding: Funds Center or Fund report

Transaction Code: ZFM1

NOTE: If the source of the Negative Balance cannot be identified, contact your FAST Team representative for assistance.



Funding: Funds Center or Fund Report

Menu Path: Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Financial Summary Reports >> Funding: Funds Center or Fund

Transaction Code: ZFM1 Funding:Funds Center or Fund Enter **Fund** (if applicable) 🕒 🔁 🔂 Enter **FC** (required) UOFT FM area Provides overall picture Funds Center (ONLY applicable for Fund FUNDS) Defaults to "0" **Budget Version** Θ Displays sum of total (current budget) Fiscal year revenues & **Total Fund** (Recommendation: Select 'Total Fund' when reporting on a Fund) expenditures Include net totals (For FCs only & (Budget data processed up to and including October 2006 month end) FBS Conference BCS Use if run for PI Accounts) **Funds Center** Enter Fiscal Year Old Report Format Defaults to BCS (Defaults to current **FY** if left blank) QRG: Funding by Fund Center or Fund Report http://finance.utoronto.ca/wp-content/uploads/2015/10/ffcorfundrpt.pdf **QRG**: FBS – BCS Radio Buttons http://finance.utoronto.ca/wp-content/uploads/2015/10/fbsbcsradio1.pdf **GTFM Policy:** Conference Accounts http://finance.utoronto.ca/policies/gtfm/financial-management/fis-accounts-establishing-changing-and-deactivating/conferenceaccounts/

Funding: Funds Center or Fund – Output (PI FC or FC/Fund)



SCENARIO 1:

Current fiscal year budget = 0.00, Actuals = 62.92, Negative Balance = 62.92-



"Actuals" were posted against a Funds Center that had 0.00 budget.

This would appear to be payroll related.

Funding: Funds Center or Fund – Drilldown



From Commitment Items and G/L accts, charges were posted through payroll. (G/L accounts that start with 801XXX are payroll related.)

Commitment item		Expenditure assignments	Account No.	Expend	itures	Purch orders salary reser	and ves	Other reserves	
Expenditures									
EXPENSE-S		62.92	_		62.92		0.00		0.00
Pay:Casual Ac Pay:Benefits	lmin. No Appt		801140 801920		57.20 5.72		0.00 0.00		0.00 0.00
					Furthe actual date(s Those down	er drilldown document(s). with payrol to the payro	will d s) & p Il acco oll det	isplay the bosting ess can drill ails.	
Account	Posting	Document			Purch or	ders and	Othe	r	
No.	Date	No.	Expenditure		salary r	eserves	reser	ves	
801140		•	V	57.20		0.00		0.0	00
04.05.	2012 61	.00349695	>	57.20		0.00		0.00	

Funding: Funds Center or Fund – Drilldown



Personnel no. Last name First name Amount Position description I I 57.20 No position description			Payroll/Employees d	lata —	East and a second s]
00077777 Dimitriadis Chris 57.20 No position description	Personnel no.	Last name I	First name	Amount	Position description	
00077777 Dimitriadis Chris 57.20 No position description		l]
	00077777	Dimitriadis	Chris	57.20	No position description	
Total: 57.20			Total:	57.20		

Those with payroll access can drilldown to determine where the expense should have been posted:

- to check the HR data to see who entered it
- contact that person and verify the funding source

If the correct funding source *can* be entered in HRIS:

 the system will retroactively post the corrections to the next month's statement of accounts

If the correct funding source *cannot* be entered in HRIS, (i.e. posted salary was for a prior calendar year):

• transfer the expense to the correct accounts via a journal entry

Funding: Funds Center or Fund – Scenario 2



SCENARIO 2:

Current fiscal year budget = 640.64-, Actuals = 0.00, Negative Balance = 640.64-

Funding:Funds C	Center or Fund				
Periods Select Print	Excel Overview New	Format			
		University of Toronto	þ	P	age: 1 of 1
		BCS Funding:Funds Center	or Fund	ש ט ת ד	rogram : ZFTRUUI /TNG ser : MACINSUZ wate : 25/03/13 'ime : 10:32
FM area: Budget-version: Funds Center: Fund:	UOFT 0 202427	Fiscal year: 2013 JONER JENNIFER			
Commitment				Total Commitments/	Revenue variance/
item	Budget	Commitments	Actuals	Actuals	Funds available
Expenditures					
EXP-UTFA	12,249.4	9 0.00	0.00	0.00	12,249.49
CARRYFWD	640.6	4- 0.00	0.00	0.00	640.64-
Total Expenditure	: 11,608.8	5 0.00	0.00	0.00	11,608.85

Since "Actuals" were NOT posted in the current fiscal year, look at prior years to see when the **negative balance originated**.

Run the **Funding: Funds Centers or Fund** report for each fiscal year, in descending order from the current year to pinpoint the negative balance.

Funding: Funds Center or Fund – Scenario 2



In FY 2010, Actuals are part of the Negative Balance that has carried forward to the current fiscal year.



Funding: Funds Center or Fund – Drilldown



From Commitment Items and G/L accts, charges were posted through payroll (G/L accounts that start with 801xxx are payroll related)

Commitment item		Expenditure assignments	Account No.	Expenditures	Purch orders and salary reserves	nd Ot s re	her serves
Expenditures							
EXPENSE-S		606.32		606.32	2 0	.00	0.00
Pay:Casual Ad Pay:CDN-Post Pay:Benefits	min. Doc Fel No Appt		801140 801330 801920	551.20 0.00 55.12		.00 .00 .00	0.00 0.00 0.00
					Furthe Drilldov	er wn	
Account No.	Posting Date	Document No.	Papenditur	Purch es salar	orders and v reserves	Other reserves	
801140				551.20	0.00		0.00
	19.06.2009	9 6100348858		551.20	0.00	•	0.00

Funding: Funds Center or Fund – Scenario 2



Payroll transactions that are older than 18 months users will have to run the Payroll Distribution Report for Archived Data.

Payroll Distribution Report – Scenario 2

Menu Path:

Accounting >> Funds Management >> Information System >> Funds Management Reports (UofT) >> Month-End Reports >> Payroll Distribution Report for archived data

Transaction Code: ZHJR_ZHJR004A



AKG. Fayron Distribution Report for archived data

<u>http://finance.utoronto.ca/wp-content/uploads/2015/11/Payrol_Distribution.pdf</u>

Payroll Distribution Report – Scenario 2

	Pay	Univ roll Distribu Per	ersity of Tor tion Report f iod: Jun-200	onto or Archived 9	Data	Da Ti Re In
JONER JENNIFER	Fun	ds center	202427	JONER JENNI	FER	Pa
Pers. Last Name Init P. Number	Pay Curr S Temp *incl p	ent Month al/Ben Recurring ay redirect	Fiscal Sal/Ben	Intended Sal/Ben Reserve	Reserve SBR End Date Rate	Total Amount of Sal/Ben
COST CENTER: 202427 JENKI	NS JENNIFER M	P				
COMMITMENT ITEM: HR-NAPP-A G/L NAME: 801140 Pay:C	D asual Admin.					
COMMITMENT ITEM: HR-NAPP-A G/L NAME: 801140 Pay:C 000077777 Dimitriadis S F	D Casual Admin. 13 551.20	0.00	551.20 55.12	0.00	0.1000	551.20 55.12
COMMITMENT ITEM: HR-NAPP-A G/L NAME: 801140 Pay:C 00077777 Dimitriadis S F G/L Total:	D Casual Admin. 13 551.20 551.20	0.00 55.12 0.00	551.20 55.12 551.20	0.00	0.1000	551.20 55.12 551.20
COMMITMENT ITEM: HR-NAPP-A G/L NAME: 801140 Pay:C 000077777 Dimitriadis S F G/L Total: CI Total:	D Casual Admin. 13 551.20 551.20 551.20	0.00 55.12 0.00 0.00	551.20 55.12 551.20 551.20	0.00 0.00 0.00	0.1000	551.20 55.12 551.20 551.20
COMMITMENT ITEM: HR-NAPP-A G/L NAME: 801140 Pay:C 000077777 Dimitriadis S F G/L Total: CI Total: COMMITMENT ITEM: HR-BEN-NA G/L NAME: 801920 Pay:B	D Casual Admin. 13 551.20 551.20 551.20 SP enefits No Ap	0.00 55.12 0.00 0.00	551.20 55.12 551.20 551.20	0.00 0.00 0.00	0.1000	551.20 55.12 551.20 551.20 551.20
COMMITMENT ITEM: HR-NAPP-A G/L NAME: 801140 Pay:C 000077777 Dimitriadis S F G/L Total: CI Total: COMMITMENT ITEM: HR-BEN-NA G/L NAME: 801920 Pay:B	D Casual Admin. 13 551.20 551.20 551.20 P enefits No Ap	0.00 55.12 0.00 0.00	551.20 55.12 551.20 551.20 551.20	0.00 0.00 0.00	0.1000	551.20 55.12 551.20 551.20 551.20
COMMITMENT ITEM: HR-NAPP-A G/L NAME: 801140 Pay:C 000077777 Dimitriadis S F G/L Total: CI Total: COMMITMENT ITEM: HR-BEN-NA G/L NAME: 801920 Pay:B CI Total:	D Casual Admin. 13 551.20 551.20 551.20 P enefits No Ap 0.00	0.00 55.12 0.00 0.00 pt 55.12 55.12	551.20 55.12 551.20 551.20 551.20 55.12 55.12	0.00 0.00 0.00 0.00	0.1000	551.20 55.12 551.20 551.20 551.20 55.12 55.12

Run the Payroll Distribution Report to determine where the expense should have been posted:

- check the HR data to see who entered it
- contact that person and verify the funding source

posted salary was for a prior calendar year:

• transfer the expense to the correct accounts via a journal entry

____20

Funding: Funds Center or Fund Report – Funds Center (with Original Budget)



	Funds Center Report						
	Show all Commitment Items with hier	archy Switch to spread	sheet view Show all	Commitment Items w/o hier	rarchy Open next I	level	
	Fiscal Year Funds Center Include FC Hierarchy FC Hierarchy variant Include PI FCs	2015 100647 Fin:FC_U 0000 X	ORIGINAL BDGT			Report Instance User Date/Time	ZFTR111 TNG PARAMRAM 25.04.2014 09:20:26
Drilldown on the							
"COMPENS-S" CI if						Commitments+	Revenue Variance/
there are Payroll	Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Actuals	Funds Available
transactions causing a							
	Revenues						
negative balance.	- REVENUE-S	150,000.00-	150,000.00-	0.00	97,914.09-	97,914.09-	52,085.91-
-	EXTERN-INC + RECOVERY	150,000.00-	150,000.00-	0.00	92,284.09-	92,284.09-	57,715.91-
	Total Revenues	150,000.00-	150,000.00-	0.00	97,914.09-	97,914.09-	52,085.91-
	Expenditures			· · · ·			
	- EXPENSE-S	1,450,483,00	1,650,483,00	0.00	1.311.366.90	1.311.366.90	339,116,10
	^ EXPENSE-S	0.00	150,000.00	0.00	0.00	0.00	150,000.00
Detailed budget	CARRYFWD	0.00	50,000.00	0.00	0.00	0.00	50,000.00
presentation enables	+ COMPENS-S	1,310,421.00	1,310,421.00	0.00	1,086,755.45	1,086,755.45	223,665.55
	+ EQUIP-S	1,000,00	13,000.00	0.00	8,829.96	8,829.96	4,170.04
you to see the budget	+ SUPPL-S	119.062.00	119.062.00	0.00	195.411.26	195.411.26	76.349.26-
to actual spending	- TRAVEL-S	7,000.00	7,000.00	0.00	20,370.23	20,370.23	13,370.23-
	TRĂV	7,000.00	7,000.00	0.00	17,370.23	17,370,23	10,370.23-
variances	TRAV-STDNT	0.00	0.00	0.00	3,000.00	3,000.00	3,000.00-
	Total Expenditures	0.00	0.00	0.00	0.00	0.00	330 116 10
	Total Expenditures	1,400,400.00	1,000,400.00	0.00	1,011,000.90	1,011,000.90	559,110.10
Net Totals	Net	1,300,483.00	1,500,483.00	0.00	1,213,452.81	1,213,452.81	287,030.19

Correcting Negative Balances



Negative Balances should be cleared prior to year-end (before April 30th, actual date changes each year).

Negative Balances in Funds Centers are:

- carried forward to the next fiscal year
- first thing to be deducted from the new fiscal year's budget

Two methods to clear a Negative Balance:

- 1. Increase budget in FC or FC/Fund to cover amount of Negative Balance.
 - The appropriate area/person to contact regarding the budget increase depends on the funding source (i.e., operating, research) & the departmental ability to process budget transfers
- 2. Process a Journal Entry to re-allocate the charges to another account that has sufficient funds.

Appropriate correction will depend on source of Negative Balance.



Correcting Negative Balances

Suggested action:

<u>Cause</u>

Budget exceeded due to payroll posting

Incorrect FC or FC/Fund combination (non-payroll related)

Negative Carryforward (operating funds only)

<u>Action</u>

- a. Increase budget to cover deficit
- b. If correction of FIS accounts in HRIS is needed back to a retroactive date in the same calendar year, enter the correct funding source in HRIS back to that date and the system will do the corrections.
- c. If the error was an isolated incident or for a previous calendar year, process a journal entry and, if needed, update HRIS with the correct account for any future payments.

Process a journal entry to move charges to the correct funding source.

Budget transfer to cover the Negative Balance

NEED HELP?



https://easi.its.utoronto.ca/ams-help-form/

Help is a facility for all AMS subsystems:

- Use the WEB form found at the above address
- Select the appropriate AMS module (e.g., FIS: FAST Team)
- Complete all the information required on the form
- Click on the **Send it!** button

Mail box is monitored Monday to Friday 9:00 a.m. - 5:00 p.m.

FAST Team Contacts



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	Evaluation:
http://fir	nance.utoronto.ca/fast/fis-training/course-evaluation-fis-training/
	FAST website:
	http://finance.utoronto.ca/fast/