

UTM FIS Workshop Series

Day 7

**Basic CO Reporting,
Reconciling & Reviewing Month
End Statements**



Day 7 – Workshop May

Morning

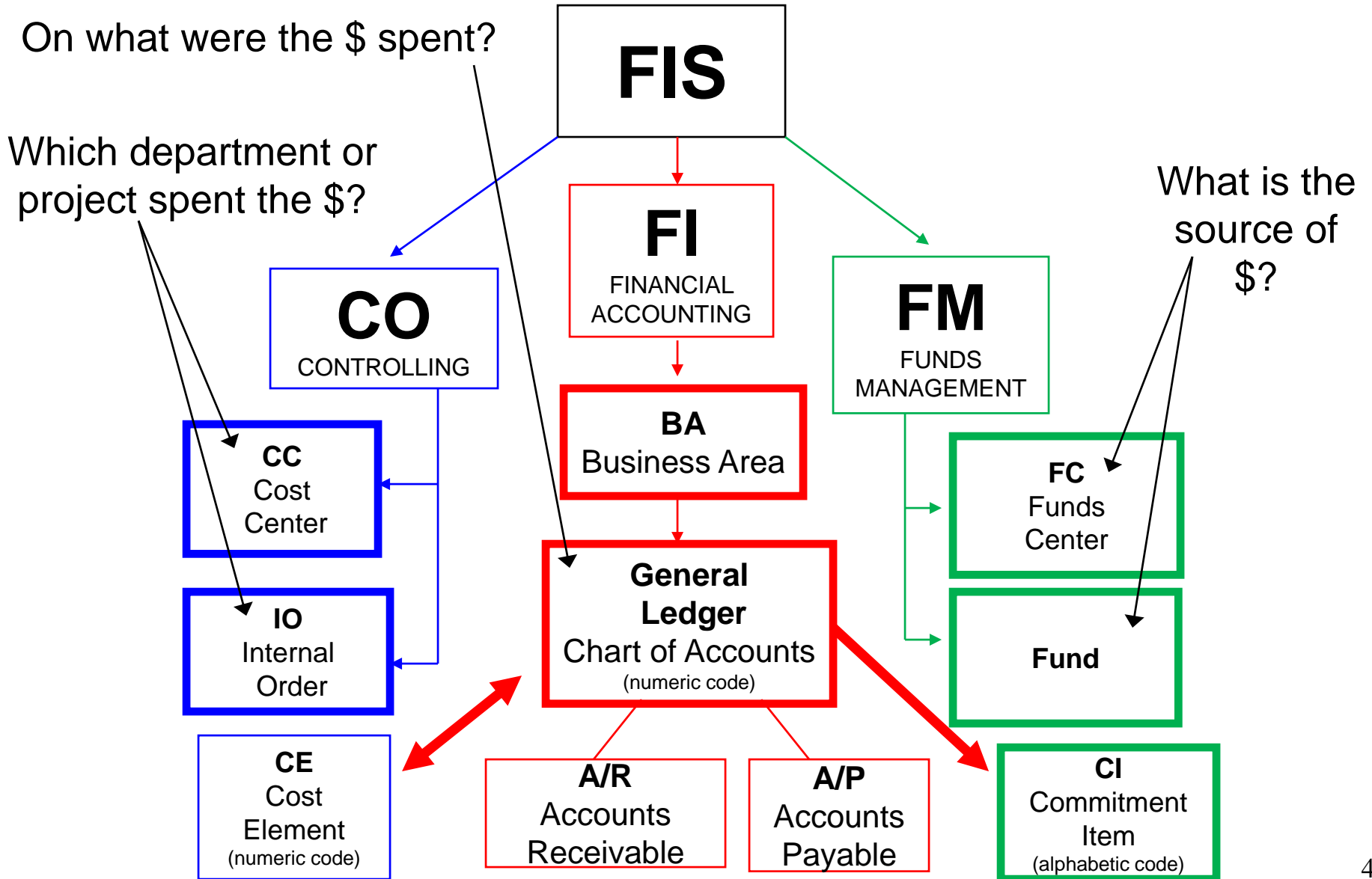
- **Overview of Controlling (CO)**
- **Purpose of Controlling Reporting:**
 - Three Key Questions to be Answered
- **Controlling Reports used to Answer Key Questions**
 - Cost Center (CC) Funding
 - ✓ CC Funding by Allocation
 - ✓ CC Funding by User
 - Cost Center w/o IO: Plan & Actuals
 - Cost Center with IO: Plan & Actuals
 - Cost Centers: Actual Line Items
- **Report Features**

Afternoon

- **Reconciliation:**
 - Policies/Objectives
 - Basic Guidelines
 - Month-End Reconciliation Reports
 - Missing Source Documents
 - Additional Reports
- **Reviewing:**
 - Policies/Objectives
 - Statement of Accounts Summary
 - Management Reports

Overview of Controlling

FIS Components



Overview of Controlling (CO)

Controlling enables you to **report on planned spending**, and **compare it to actual revenue** and **expense postings** for a specific department, program or project at the general ledger level of detail.

It is similar to FM, but with an important difference – **no spending control** (i.e., Funds Availability Checking).

The purpose of Controlling is to answer the question:

Which department/project incurred the activity?

Controlling – Account Codes

There are two main account codes used in CO:

- **Cost Centers (CC)**
- **Internal Orders (IO)**

	Cost Center	Internal Order
Brief description	<ul style="list-style-type: none"> • five digit number starting with a 1 or 2 (departmental) or six digit number starting with a 2 (Principal Investigator) • Represents the organizational unit or program that initiated a financial transaction 	<ul style="list-style-type: none"> • a six digit number • May represent an organizational unit or program that initiated a financial transaction
Periodic Reporting	<ul style="list-style-type: none"> • Fiscal year based (May 1 thru April 30) 	<ul style="list-style-type: none"> • Non-Fiscal year based (any start or end date, annual or "life to date")
Hierarchy	<ul style="list-style-type: none"> • grouped to reflect the organizational structure at U of T 	<ul style="list-style-type: none"> • no hierarchy of its own, is linked to an organizational unit through its settlement to a Cost Center
Planning	<ul style="list-style-type: none"> • fiscal year basis 	<ul style="list-style-type: none"> • fiscal year basis or overall

Note: Cost Centers are structured in a **hierarchy of Nodes and Groups** that are similar to the department's Funds Center hierarchy (FM).

Reflecting the Organizational Structure : Cost Centers

To **facilitate planning and reporting**, Cost Centers are grouped using CC Nodes and CC Groups.

CC Node:

- reflect the **organizational structure** at U of T (similar to FM hierarchy)

CC Group:

- assigned to each CC Node, and allows an organizational unit to arrange its Cost Centers to **meet departmental planning and reporting requirements**

The **Cost Center hierarchy** is **organized** according to **reporting and planning requirements of individual units**.

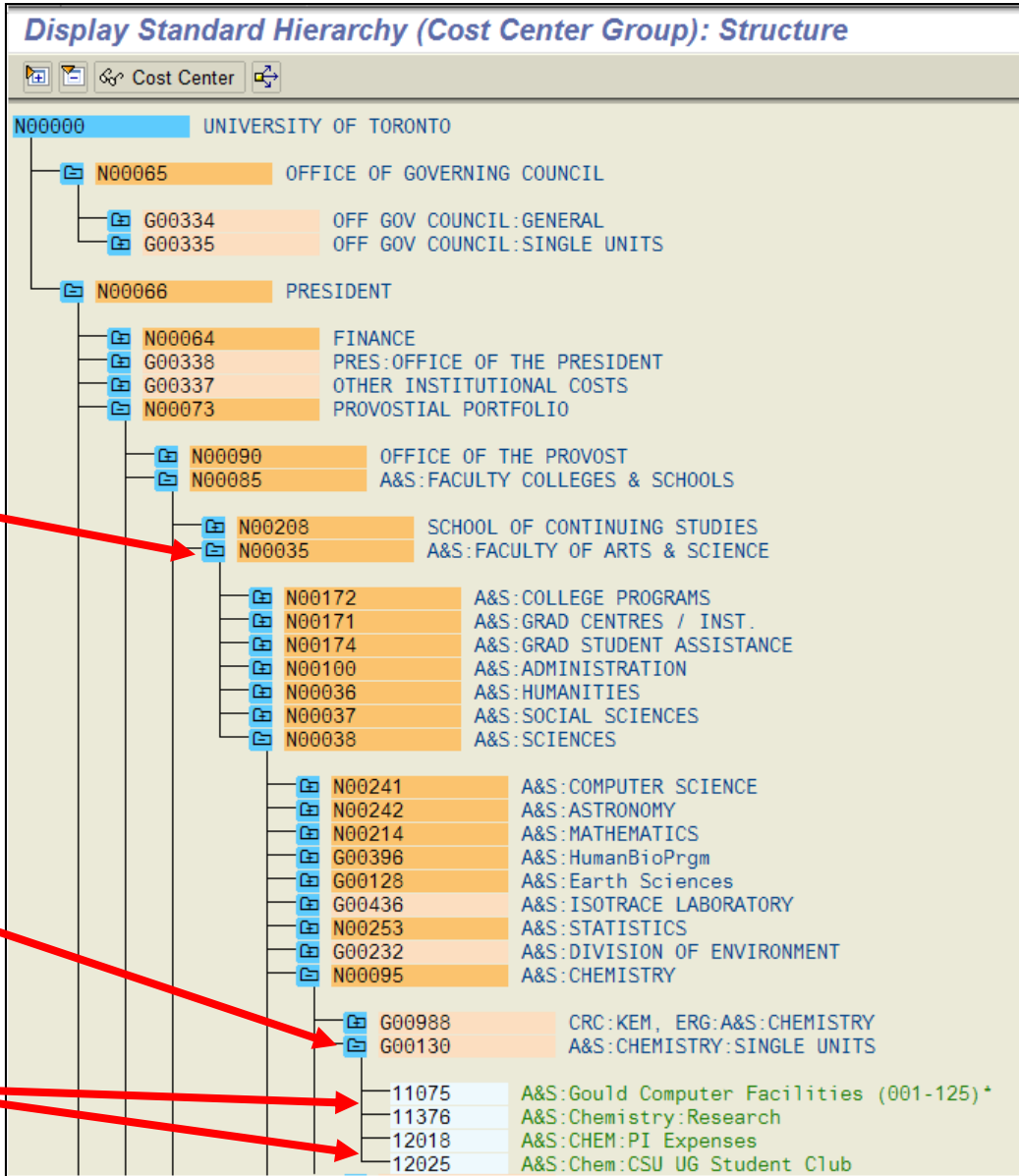
Reflecting the Organizational Structure : Cost Centers (cont'd)

Example Cost Center Hierarchy (Academic)

Cost Center
Node

Cost Center
Group

Individual Cost
Centers



Cost Elements (CE)



A **Cost Element (CE)** is a numeric code representing the G/L number within Controlling.

Characteristics of a CE:

- same account numbers as G/L numbers (six digit number)
- exists for *revenue* and *expense* items
- grouped into **Cost Element Groups** similar to the CI hierarchy
- enables **planning** at the **Cost Element level** so planned and actual expenses can be compared



Controlling Reporting

Purpose of Controlling Reporting

Controlling Reports answer the following questions:

- Which **budget** (FC or FC/Fund) was the financial transaction posted to?
- How does the **plan compare to actual financial activity**?
- What financial transactions have been **recorded against** the Cost Center / Internal Order?

Common Controlling Reports Used to Answer Key Questions

	<ul style="list-style-type: none"> • CC Funding • CC Funding by Allocation • CC Funding by User 	<ul style="list-style-type: none"> • CC w/o IO: Plans & Actuals • CC with IO: Plans & Actuals 	<ul style="list-style-type: none"> • CC: Actual Line Items • IO: Actual Line Items
To which budget (FC or FC/Fund) was the financial transaction posted?			
How does the plan compare to the actual financial activity?			
What financial transactions have been recorded against the CC / IO?			

Cost Center Funding Report

Used to:

- view all postings to Cost Centers or Internal Orders by **Cost Element** and **FM account**

Provides:

- **subtotals** by Cost Element or FM account

Can be run:

- for **a single** or a **range of periods** within a fiscal year
- for one or more:
 - Cost Centers
 - Internal Orders
 - Cost Elements
 - Funds Centers
- by exception (i.e., can omit individual or a range of accounts)




Cost Center Funding Report (cont'd)

SAP Menu Path: Accounting → Controlling → Cost Center Accounting → Information System → Reports for Cost Center Accounting → Cost Center Accounting (UofT) → Cost Center Funding





Transaction Code: ZF06

Select the **Cost Element Sub Totals** checkbox to subtotal by Cost Element.

Cost Center Funding Report

Controlling Area	UOFT
Fiscal Year	<input checked="" type="checkbox"/>
From Period	<input checked="" type="checkbox"/>
To Period	<input checked="" type="checkbox"/>
<input type="checkbox"/> Cost Element Sub Totals	

Cost Center		to		
Internal Order Number		to		
Cost Element		to		
CF Center		to		

Enter **Fiscal Year** and **Period** range

Note: If running report for one period, enter the same period in the “From” and “To” fields.

(e.g., From Period = 3, To Period = 3).

It is **required** to enter Cost Center **or** Internal Order

Enter **Cost Element(s)** and/or **Fund Center** to expand or narrow report output

Cost Center Funding Report

Output Screen:

Subtotals will appear here if “**Cost Element Sub Totals**” checkbox was selected in previous screen

subtotal by FM account

Cost Center Funding Report

University of Toronto Cost Center Funding Page: 1
 Fiscal Period: 2005 / 010 to 012 Date: 13.05.2005
 Controlling Area: UOFT Time: 12:08:27
 Name: ZFIR022
 Inst: QNA
 user: FISHESTV

Cost Center: 11723 APSC:E&CE Research

CF	CTR	Fund	Element	Actual Amount	Doc ID	Allocation	Post	Line Item Text
100494	408584	825500		114.98	1000522852	20050209	09.02.2005	transf.charges from Nserc MC to Equip.MM
100494	408584	825500		497.95	1000522852	20050209	09.02.2005	transf.charges from Nserc MC to Equip.MM
100494	408584	825500		101.78	1000522852	20050209	09.02.2005	transf.charges from Nserc MC to Equip.MM
100494	408584	825500		1,661.75	1000522852	20050209	09.02.2005	transf.charges from Nserc MC to Equip.MM
Total Element: 825500				2,376.46				
100494	408584	837200		560.01	1000522852	20050209	09.02.2005	transf.charges from Nserc MC to Equip.MM
Total Element: 837200				560.01				
Total: 408584				2,936.47				
201787		837200		505.28	100052273	20050208	08.02.2005	copy usage CommGrp recovery DH
Total Element: 837200				505.28				
Total:				505.28				

double click on any document line to drill down to the Document Overview

Cost Center Funding by Allocation Report

Used to:

- organize all postings to Cost Centers or Internal Orders by **Allocation** (a.k.a., Assignment)

Provides:

- subtotals by Allocation/Assignment

Can be run:

- using the **same criteria as Cost Center Funding Report**, with the addition of:
 - a **single** allocation
 - a **range** of allocations
 - **multiple** allocations

Notes:



- Allocation/Assignment field is **case** and **space sensitive**, and is only useful if **meaningful text** or **codes** are used
- All other features and report layouts are similar to the **Cost Center Funding** report with the exception of ***subtotaling by Allocation***

Cost Center Funding by Allocation Report (cont'd)

SAP Menu Path: Accounting → Controlling → Cost Center Accounting → Information System → Reports for Cost Center Accounting → Cost Center Accounting (UofT) → Cost Center Funding by Allocation






Transaction Code: ZF07

Cost Center Funding By Allocation Report

Controlling Area	UOFT
Fiscal Year	<input checked="" type="checkbox"/>
From Period	<input checked="" type="checkbox"/>
To Period	<input checked="" type="checkbox"/>

Enter **fiscal year and period** range

Cost Center	<input type="text"/>	to	<input type="text"/>	
Internal Order Number	<input type="text"/>	to	<input type="text"/>	
Cost Element	<input type="text"/>	to	<input type="text"/>	
CF Center	<input type="text"/>	to	<input type="text"/>	
Allocation	<input type="text"/>	to	<input type="text"/>	

Same selection criteria as the Cost Center Funding Report

Enter **Allocation**/Assignment criteria in this field. You can enter:

- single allocation
- range of allocations **OR**
- multiple allocations

Cost Center Funding by Allocation Report (cont'd)

Output Screen:

Cost Center Funding By Allocation Report

Allocation: Mc Kay Survey)

CF CTR	Fund	Cost Center	Element	Actual Amount	Doc ID	Post	Line Item Text
100818	11040	835060		63.56	2100000100	12.09.2008	PCFISTRRAIN0908
Total: Mc Kay Survey)				63.56			

University of Toronto

Cost Center Funding By Allocation Report
Fiscal Period: 2009 / 001 to 012
Controlling Area: UOFT

Page : 31 of 34
Program : ZFIR027 /LRN
User : NAMARANG
Date : 02/12/08
Time : 15:41

Allocation: McKay Survey

CF CTR	Fund	Cost Center	Element	Actual Amount	Doc ID	Post	Line Item Text
100818	11040	835060		63.41	2100000096	12.09.2008	Postage for McKay Survey
100818	11040	835060		63.41	2100000092	06.08.2008	Reimb Casey Fistrain Exp Stationery July
100818	11040	835060		63.41	2100000087	16.07.2008	Postage Mc Kay Survey
Total: McKay Survey				190.23			

Subtotaled by Allocation

double click **anywhere** on document line to drilldown to **Document Overview**

Cost Center User Report

Used to:

- organize all postings to Cost Centers or Internal Orders by the **AMS User ID** of the individual who processed the transaction

Provides:

- subtotals by Fund Center or Fund Center/Fund

Can be run:

- using the **same criteria as the Cost Center Funding Report**, with the addition of:
 - **single, range or multiple** User IDs

Note:

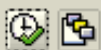
- All other features and report layouts are similar to the **Cost Center Funding** report **with the addition of the User ID column**

Cost Center User Report (cont'd)

SAP Menu Path: Accounting → Controlling → Cost Center Accounting → Information System → Reports for Cost Center Accounting → Cost Center Accounting (UofT) → Cost Center User

Transaction Code: ZF08

Cost Center User Report



Controlling Area	UOFT
Fiscal Year	<input checked="" type="checkbox"/>
From Period	<input checked="" type="checkbox"/>
To Period	<input checked="" type="checkbox"/>

Enter **fiscal year** and **period** range

Cost Center	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Internal Order Number	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Cost Element	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
CF Center	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
User	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>

Same selection criteria as the Cost Center Funding Report

Enter user criteria in these fields.

You can enter:

- a **single** User ID
- **range** of User IDs, **and/or**
- **multiple** Users IDs

Cost Center User Report (cont'd)

Output Screen:

Cost Center User Report							
University of Toronto						Page : 1 of 1	
Cost Center User Report						Program : ZFIR022B /QNA	
Fiscal Period: 2005 / 010 to 012						User : FISHESTV	
Controlling Area: UOFT						Date : 13/05/05	
Cost Center: 11723 APSC:E&CE Research						Time : 13:21	
CF CTR	Fund	Element	Actual Amount	Doc ID	User ID	Post Date	Line Item Text
100494	408584	837200	560.01	1000522852	REID	09.02.2005	transf.charges from Nserc MC to Equip.MM
Total: 408584			560.01				
201787		837200	505.28	1000522733	REID	08.02.2005	copy usage CommGrp recovery DH
Total:			505.28				
201803		835000	2,648.60-	1000521832	RALIC	02.02.2005	transf balance of F-403969 in CFC no fun
201803		835020	828.00	1000522036	RALIC	03.02.2005	telephone service May 1/04-Apr30/05
Total:			1,820.60-				
201861	418142	835070	199.66	7300355561	PROCNTL	08.02.2005	04-Feb-2005 U OF T BOOKSTORE, KOFFTORONT
201861	418142	835070	186.42	7300354803	PROCNTL	04.02.2005	02-Feb-2005 U OF T BOOKSTORE, KOFFTORONT
Total: 418142			386.08				
201897	415261	835070	15.39	7300356161	PROCNTL	11.02.2005	09-Feb-2005 FEDEX 771937283TORONT00M
201897	415261	835070	46.91	7300354324	PROCNTL	02.02.2005	31-Jan-2005 BCE-SYPATICO INTERNETOTTAWA
Total: 415261			62.30				

Subtotals by
FC or FC/F
combo

double click on a document line to drilldown to **Document Overview**

Questions Answered by Common Controlling Reports

	<ul style="list-style-type: none">• CC Funding• CC Funding by Allocation• CC Funding by User
Which budget (FC or FC/Fund) was the financial transaction posted to?	✓
How does the plan compare to the actual financial activity recorded on a summary and detailed level?	
What financial transactions have been recorded against the CC / IO?	✓

Cost Center Without Internal Orders: Plan & Actuals Report

Used to:

- compare **Cost Center plans** to **actual revenues** and **expenses** (both summary and detailed view)

Provides:

- summary totals by Cost Element and Cost Center
- variance between plan and actuals in absolute value and as a percentage

Can be run:

- for **single** or **range of periods**
- by **Cost Center Group** or **Node**
- for **single, range** or **multiple CCs**
- for specific plan versions
(i.e., “0” = Current plan or “1” = Original plan)

Enables:

- Excel view using Office Integration

Cost Center Without Internal Orders: Plan & Actuals Report (cont'd)

SAP Menu Path: Accounting → Controlling → Cost Center Accounting → Information System → Reports for
Cost Center Accounting → Cost Center Accounting (UofT) → UofT: CC w/o IO: Plan & Actuals

Transaction Code: ZSO3

- “0” = Current Plan (default)
- “1” = Original plan

Expand or narrow desired output by selecting:

- CC Groups
- CC values
- range of CCs
- multiple CCs and/or Cost Elements

CC w/o IO: Plan & Actuals: Selection

Data Source...

Selection values

Controlling Area	UOFT	} Enter fiscal year and period range
Fiscal Year		
From Period		
To Period		
Plan Version	0	

Selection groups

Cost Center Group		to		
Or value(s)				
Cost Element Group	UOFT-ALL	to		
Or value(s)				

Cost Center Without Internal Orders: Plan & Actuals Report (cont'd)

Output Screen:

data can be viewed in Excel via **SAP Office Integration**

default view is Plan / Act / Variance by Cost Element & Cost Center

select to display alternate view of **Summary Totals by Cost Element** for the entire range of Cost Centers selected.

Expand or collapse each group of Cost Elements

Select columns and sort data **ascending** or **descending**

Cost Centre Report - Rows

Reports

- Cost Centre Report - Rows
- Cost Center Report - Columns

RPT:Z503-02A Cost Centre Report - Rows
GR :Z503 UofT: CC w/o IO: Plan & Actuals
LIB:1VK

CONTROL AREA: UOFT
YRS: 2005 2005
PER: 10 12
VERSION: 0

PAGE : 1 OF
RUN DATE: 13.05.2005
RUN TIME: 14:22:57

SELECTED COST ELM/GR: UOFT-ALL U of T - All Cost Elements
SELECTED COST CTR/GR: 11723..1172Cost center group

Cost element/cost center	Plan costs	Act.costs	Var (abs)	Var (%)
** Academic Stipend Expense				
800119 Course stipend:General				
** Academic Other Salary Expenses	3,967		3,967	100.00
800230 Comp:Ac:Guest Lecture Fee				
800752 Salary:CDN-Graduate	3,967		3,967	100.00
** Administrative Salary Expenses				
800423 Comp:Admin:BilledToUofT				
** Fringe Benefits Expenses				
800970 Fringe Bene Ext Payr				
** HRIS - Student Compensation	76,705	14,333	62,371	81.31
801330 Pay:CDN-Post Doc Fel	75,246	14,333	60,913	80.95
801331 Pay:Fgn-Post Doc Fel	1,458		1,458	100.00
*** Equipment				
821420 Equip:Copiers:Leased				
*** Supplies & Services Summary	3,719		3,719	100.00
** Office Supply expenses				
825000 Supplies:General				
825600 Printed Material/pub				
825800 Office Supplies				

QRG: Office Integration Excel Settings

<http://finance.utoronto.ca/faqs/using-excel-with-sap/>

double click on any Cost Element item to drilldown to the **detailed line item reports**

Cost Center With Internal Orders: Plan & Actuals Report

Used to:

- compare **CO Plan** and **Actual** revenues and expenses in a summary or detailed view

Provides:

- summary totals by Cost Element, Cost Center and Internal Order
- variance between plan and actuals in absolute value and as a percentage

Can be run by:

- single or range of periods
- Cost Center Group or Node
- single, range or multiple CCs
- Cost Element Group
- single Internal Order
- Order Group
- for specific plan versions (i.e., “0” = current plan, “1” = original plan)

Notes:

- If the Selection Criteria is not correctly defined, **all UofT Cost Centers or Internal Orders** will be included in the report
 - **To avoid this**, enter an Internal Order (or Internal Order Group) as well as the corresponding Cost Center (or Cost Center Group).

Cost Center With Internal Orders: Plan & Actuals Report (cont'd)

SAP Menu Path: Accounting → Controlling → Cost Center Accounting → Information System → Reports for Cost Center Accounting → Cost Center Accounting (UofT) → UofT: CC with IO: Plan & Actuals

Transaction Code: ZSO1

Identical to the **Cost Center w/o Internal Orders: Plans & Actuals Report**

MUST specify:
CC Group *or*
CC value(s)

AND

Order Group *or* Order
value(s)

CC with IO: Plan & Actuals: Selection

Data Source...

Selection values	
Controlling Area	U0FT
Fiscal Year	
From Period	
To Period	
Plan Version	0

Selection groups	
Cost Center Group	
Or value(s)	
Cost Element Group	U0FT-ALL
Or value(s)	
Order Group	
Or value(s)	

to

Cost Center With Internal Orders: Plan & Actuals Report (cont'd)

Output Screen:

data can be viewed in Excel via
SAP Office Integration

Cost Ctr/Order Report - Rows

Reports

- Cost Ctr/Order Report - Rows
- Cost Ctr/Order Report - Colourr

RPT: ZS01-002 Cost Ctr/Order Report - Rows CONTROL AREA: UOFT PAGE : 1 OF
GR : ZS01 UofT: CC with IO: Plan & Actuals YRS: 2005 2005 RUN DATE: 13.05.2005
LIB:1VK PER: 1 1 RUN TIME: 15:14:36
VERSION: 0

SELECTED COST ELM GR: * Cost element group

Cost element/cost center	Plan costs	Act. costs	Var (abs)	Var (%)
** APSC:E&CE Research		293,066.71	293,066.71-	
* 11723 APSC:E&CE Research		293,066.71	293,066.71-	

RPT: ZS01-002 Cost Ctr/Order Report - Rows CONTROL AREA: UOFT PAGE : 2 OF
GR : ZS01 UofT: CC with IO: Plan & Actuals YRS: 2005 2005 RUN DATE: 13.05.2005
LIB:1VK PER: 1 1 RUN TIME: 15:14:36
VERSION: 0

SELECTED COST ELM GR: * Cost element group

Cost element/cost center	Plan costs	Act. costs	Var (abs)	Var (%)
** APSC:ECE:Misc	47,006.29		47,006.29	100.00
* 921339 APSC:ECE SZPROFIT - PROF. ZU	1,854.35		1,854.35	100.00
001310 Pay:Canadian Undergraduate				
001311 Pay:Foreign Undergraduate				

provides plan/actual costs and variance data for **Cost Center**

provides plan/actuals and variance data for **Internal Orders**

QRG: Office Integration Excel Settings

- <http://finance.utoronto.ca/faqs/using-excel-with-sap/>

double click any Cost Element item to drilldown to detailed line item reports

Questions Answered by Common Controlling Reports

	<ul style="list-style-type: none"> • CC Funding • CC Funding by Allocation • CC Funding by User 	<ul style="list-style-type: none"> • CC w/o IO: Plans & Actuals • CC with IO: Plans & Actuals
Which budget (FC or FC/Fund) was the financial transaction posted to?	✓	✓
How does the plan compare to the actual financial activity recorded?		✓
What financial transactions have been recorded against the CC / IO?	✓	✓

Cost Centers: Actual Line Items

Used to:

- show all **actual** transaction line items posted to a Cost Center

Provides:

- a **detailed list** of line items sorted by Fund Centers

Can be run:

- for **single, range or multiple** Cost Centers
- for **Cost Center Groups or Nodes**
- for a **single, range or multiple** Cost Elements
- by Cost Element Group
- for multiple fiscal years

Cost Centers: Actual Line Items (cont'd)

SAP Menu Path: Accounting → Controlling → Cost Center Accounting → Information System → Reports
for Cost Center Accounting → Line Items → Cost Centers: Actual Line Items

Transaction Code: KSB1

Expand or narrow
output by:

- **Cost Center/CC Group**
- **Cost Element/Cost Element Group**

Generate report
output for **single
posting date** or **over
multiple years**

Display Actual Cost Line Items for Cost Centers : Initial Screen

Further Selection Criteria...

Cost Center	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
or				
Cost Center Group	<input type="text"/>			
Cost Element	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
or				
Cost Element Group	UOFT - ALL			

Posting Data

Posting Date	<input type="text" value="01.02.2014"/>	to	<input type="text" value="28.02.2014"/>
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Settings

Layout	<input type="text" value="/UOFT"/>	UoFT Default - DO NOT Change
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Internal Order version of this line item report:

SAP Menu Path: Accounting → Controlling → Internal Order → Information Systems → Reports for Internal Orders → Line Items → Orders: Actual Line Items

Transaction Code: KOB1

Cost Centers: Actual Line Items (cont'd)

Output Screen:

Sort, Filter or Subtotal data

download output to Excel

Display Actual Cost Line Items for Cost Centers

Document Master Record

Layout /UOFT UofT Default - DO NOT Change
 Cost Center 11042 A&S:Italian General
 COarea currency CAD CAD

Funds Center	Cost Center	Cost Elem.	Cost element name	Posting Date	Name	Val.in rep.cur.	RefDocNo
119820	11042	738230	Fee for Docum copy	28.03.2013	Student copy March2013	133.95-	300000059
119820	11042	738290	Doc:transcript	14.02.2013	1233122121321	765.31-	300000057
119820	11042		Doc:transcript	15.02.2013	Registrar Transcript Rev, Student Serv.	765.31-	300000058
119820	11042		Doc:transcript	15.02.2013	Transcript rev Reg Office 1-31 Jan 20...	765.31-	300000058
119820	11042		Doc:transcript	15.02.2013	transit + account	765.31-	300000058
119820	11042		Doc:transcript	15.02.2013	transit + account	765.31-	300000058
119820	11042		Doc:transcript	15.02.2013	transit + account	765.31-	300000058
119820	11042		Doc:transcript	15.02.2013	Regtr Transcripts Rev.	765.31-	300000058
119820	11042		Doc:transcript	15.02.2013	Registrar Office Transcript revenue Ja...	765.31-	300000058
119820	11042		Doc:transcript	15.02.2013	reg office	765.31-	300000058
119820	11042		Doc:transcript	15.02.2013	registrar office revenue	765.31-	300000059
119820	11042		Doc:transcript	15.02.2013	student services -RegistrarsOffice Mo	765.31-	300000059
119820	11042		Doc:transcript	27.03.2013	Transcript Revenues 02/2013	765.31-	300000059

QRG: Line Item Functionality

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

double click **anywhere** on a line item to drilldown to **Document Overview**

Questions Answered by Common Controlling Reports

	<ul style="list-style-type: none"> • CC Funding • CC Funding by Allocation • CC Funding by User 	<ul style="list-style-type: none"> • CC w/o IO: Plans & Actuals • CC with IO: Plans & Actuals 	<ul style="list-style-type: none"> • CC: Actual Line Items (and IO: Actual Line Items)
Which budget (FC or FC/Fund) was the financial transaction posted to?	✓	✓	✓
How does the plan compare to the actual financial activity recorded?		✓	
What financial transactions have been recorded against the CC / IO?	✓	✓	✓

Reconciling & Reviewing Month End Statements

Policies/Objectives



Reconciliation refers to the matching and comparing of financial transactions recorded against a financial account with the original source documents.

U of T Policies requires that Reconciliation be done MONTHLY

University Departments:

- Match and compare the **Monthly Account Statements** against various source documents (e.g., Payroll Distribution, Facilities & Services, Telecomm reports, invoices, expense reimbursement forms, journal entries) to ensure transactions are recorded correctly
- promptly correct errors and locate any missing source documents

Financial Reporting Objective:

- ensure all transactions are completely and accurately recorded in the accounting system
- ensure financial reports are reviewed/checked for accuracy against departmental records

Policy Guidelines:

- Role of Departments: <http://finance.utoronto.ca/?p=711#roledpts>
- Objectives and Responsibilities: <http://finance.utoronto.ca/policies/gtfm/financial-management/objective-and-responsibilities/>

Policies/Objectives



Business Officers are required to complete an **Annual Administrative Accountability Report Form**, which:

- provides a quick overview of important policy topics and key items to address
- should be completed and provided to the senior administrator one level up, by June 30th each year

 UNIVERSITY OF TORONTO

BUSINESS OFFICER OR SENIOR ADMINISTRATIVE OFFICER

ANNUAL ADMINISTRATIVE ACCOUNTABILITY REPORT

TO: _____
Chair, Director or Manager

FROM: _____
Business Officer or Senior Administrative Officer

Introduction

Senior administrators of individual units complete an Annual Administrative Accountability Report. This report has been developed to assist the unit business officer, or the individual who performs the business officer function, to help to ensure that all relevant topics are considered. The business officer should provide this completed form to the senior administrator one level up, and discuss any items that are not being followed.

The detail of internal controls and procedures are contained in the "Guide to Financial Management" (GTFM) in the section "Financial Management", sub-section "Objectives and Responsibilities". The following is intended to provide a quick overview of the important topics, and key items for senior administrators to address.

9	Recording of financial transactions			
9.1	Have the financial reports generated from the University's financial information system been reviewed for accuracy and completeness?			
9.2	Have all transactions during the period been properly reflected in the accounts?			
9.3	Have all outstanding purchases of good or services, or contractual obligations, incurred by the operation and outstanding at the period end, been recorded in the accounts or disclosed?			
9.4	Have all funds received (such as donations, grants etc.) designated for general and specific purposes been recorded, and retained or expended in compliance with the conditions attached to each amount received?			

QRG: Month-End Reports

- <http://finance.utoronto.ca/fast/support-documentation/funds-management/reporting/month-end-reports/>

Forms: Financial Accountability Report Forms

- <http://finance.utoronto.ca/forms/accountability/>

Basic Guidelines



Step 1 - During the month, transactions are processed in FIS, both manually and through various automated processes (e.g., Payroll, F&S billing).

Step 2 - After processing transaction, source documents are ***filed by document number sequence*** to be reconciled later (e.g., invoices, expense reimbursement forms with back-up receipts, journal entries).

Step 3 - **Every month**, after the last day of the month, the following reports are printed:

- 1) Statement of Accounts or Monthly PI Report
- 2) Payroll Distribution
- 3) Budget Movement Report
- 4) F&S Month-end Statement
- 5) Telecomm Billing
- 6) Cost Center and/or Internal Order Line Report

Reports 3-5 should be run as required based on transactions shown in Statement of Accounts

Step 4 - **Reports 2-5** and supporting source documents are matched and compared to the Statement of Accounts Report.

Report 6 identifies incorrect FIS account postings based on Cost Center or Internal Order

Step 5 - Any missing source documents must be located to facilitate reconciliation (e.g., vendors, other departments) and any necessary corrections are processed as soon as possible.

Step 6 - File documents/reports using the **U of T File Plan**.

Month-End Reconciliation Reports



SAP Menu Path: Accounting >> Funds Management >> Information System >> Funds Management
 Section (U of T Reports) >> Month-End Reports

- 1) **Statement of Accounts** (Funds Centers and non-research)
OR
Monthly PI Report - All Sponsors*
 (reconciling research accounts)

Reconcile with the following reports:

- 2) **Payroll Distribution Report**
- 3) **Budget Movement Report**
- 4) **F & S Month-end Statement**
- 5) **Telecomm Billing: Extension Detail Statement**

NOTE: Presentation will focus on reconciling “Operating” Funds.

QRG: Monthly PI Report – All Sponsors

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Monthly-PI-Report-Converted.pdf>

***NOTE:** The Payroll Distribution Report is executed as part of the Statement of Accounts

- 3 → ZFTR055 - Budget Movement Report for Fund Centers
- 4 → ZV37 - F&S Month-end Statement
- 1&2* → ZFTR106 - Statement of Accounts (Funds Centers and non-research)
- 5 → ZTC1 - Telecomm Billing: Extension Detail Statement

1. Statement of Accounts (Funds Centers & Non-Research)



SAP Menu Path: Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Month-End Reports >> Statement of Accounts (Funds Centers and non-research)
Transaction Code: ZFTR106

Single Parent FC or list of individual FCs

Default = Blank (to include Funds)

Enter month and calendar year

* Recommended criteria for report output

Month-end Statement of Account

FM area: UOFT
Budget version: 0
Funds Center: 102323 to []
Fund: [] to []

Data at end of selected month: January 2015

Items/sections to include on report, in addition to summary page:
(Select one or more, or leave as is for summary only)

- Budget details
- Revenue & Expense details
Display by: Line items without payroll details by G/L within CC/IO
 Line Items with payroll details by G/L within CC/IO
 Line Items by date within Budget CI, no CC/IO
- Outstanding commitments
Display by: G/L summary totals within commitment type, within CC/IO
 Commitment type summary, no CC/IO
- Payroll distribution Include G/L summary totals
- Include Funds Center Hierarchy
Hierarchy variant: 0000
- Include FM accounts with no activity
- Include FM accounts with no activity & non-zero balance
- Display Fund activity only, no Funds Center

1. Statement of Accounts



Summary Page:

Focus on Reconciling for the Month:

- Changes in Budget – change from previous month to current Month
- Current Month Actuals – revenue & expense transactions posted for the month
- Outstanding Commitments – payroll reserves, PO & PR and Manual Reserves at the end of the month
- Detailed listing of Actuals & Outstanding Commitments.
- YTD Values will be discussed in Review section

Month-end Statement of Account

Actuals Detail		Outstanding Commit-s						
University of Toronto			Statement of Account				Page: 1	
			Summary Report				Date: 12.02.2015	
							Name: ZFTR106(AMS)	
Funds Center		102323	FAST Training		Budget Version		0	
Fund					Month and Year		Jan-2015	
Budget CI	Opening Budget (Incl. CFWD)	Current Budget	Changes in Budget	Current Month Actuals	Outstanding Commitments	YTD Actuals	YTD Actuals & Commts	Funds Available
Revenues								
IN-BENREC-APP	73,141.00-	73,141.00-	0.00	0.00	0.00	17,890.09-	17,890.09-	55,250.91-
IN-SALREC-UNION	35,090.00-	35,090.00-	0.00	0.00	0.00	34,178.17-	34,178.17-	911.83-
IN-SALREC-AP-AC	260,427.00-	260,427.00-	0.00	0.00	0.00	49,545.00-	49,545.00-	210,882.00-
IN-SAL-REC	0.00	105,030.00	29,097.00	0.00	0.00	0.00	0.00	105,030.00
IN-BEN-REC	0.00	25,995.00	7,202.00	0.00	0.00	0.00	0.00	25,995.00
IN-EXP-REC	662,072.00-	662,072.00-	0.00	0.00	0.00	309,492.44-	309,492.44-	352,579.56-
Total Revenue	1,030,730.00-	899,705.00-	36,299.00	0.00	0.00	411,105.70-	411,105.70-	488,599.30-
Expenses								
EXPENSE-S	2,212,306.78	2,225,429.78	36,299.00-	68,628.54	441,276.09	1,763,233.24	2,204,509.33	20,920.45
CARRYFWD	68,428.87	68,428.87	0.00	0.00	0.00	29,500.32-	29,500.32-	97,929.19
Total Expense	2,280,735.65	2,293,858.65	36,299.00-	68,628.54	441,276.09	1,733,732.92	2,175,009.01	118,849.64
Net Total	1,250,005.65	1,394,153.65	0.00	68,628.54	441,276.09	1,322,627.22	1,763,903.31	369,749.64

1. Statement of Accounts



Month-end Statement of Account								
Actuals Detail		Outstanding Commit-s						
University of Toronto				Statement of Account			Page: 1	
				Summary Report			Date: 12.02.2015	
							Name: ZFTR106(AMS)	
Funds Center	102323	FAST Training		Budget Version		0		
Fund				Month and Year		Jan-2015		
Budget CI	Opening Budget (Incl. CFWD)	Current Budget	Changes in Budget	Current Month Actuals	Outstanding Commitments	YTD Actuals	YTD Actuals & Commts	Funds Available
Revenues								
IN-BENREC-APP	73,141.00-	73,141.00-	0.00	0.00	0.00	17,890.09-	17,890.09-	55,250.91-
IN-SALREC-UNION	35,090.00-	35,090.00-	0.00	0.00	0.00	34,178.17-	34,178.17-	911.83-
IN-SALREC-APAC	260,427.00-	260,427.00-	0.00	0.00	0.00	49,545.00-	49,545.00-	210,882.00-
IN-SAL-REC	0.00	105,030.00	29,097.00	0.00	0.00	0.00	0.00	105,030.00
IN-BEN-REC	0.00	25,995.00	7,202.00	0.00	0.00	0.00	0.00	25,995.00
IN-EXP-REC	662,072.00-	662,072.00-	0.00	0.00	0.00	309,492.44-	309,492.44-	352,579.56-
Total Revenue	1,030,730.00-	899,705.00-	36,299.00	0.00	0.00	411,105.70-	411,105.70-	488,599.30-
Expenses								
EXPENSE-S	2,212,306.78	2,225,429.78	36,299.00-	68,628.54	441,276.09	1,763,233.24	2,204,509.33	20,920.45
CARRYFWD	68,428.87	68,428.87	0.00	0.00	0.00	29,500.32-	29,500.32-	97,929.19
Total Expense	2,280,735.65	2,293,858.65	36,299.00-	68,628.54	441,276.09	1,733,732.92	2,175,009.01	118,849.64
Net Total	1,250,005.65	1,394,153.65	0.00	68,628.54	441,276.09	1,322,627.22	1,763,903.31	369,749.66-

Month-end Statement of Account								
Actuals Detail		Outstanding Commit-s						
University of Toronto				Statement of Account			Page: 2	
				BCS Budget Details			Date: 12.02.2015	
							Name: ZFTR106(AMS)	
Funds Center	102323	FAST Training		Budget Version		0		
Fund				Month and Year		Jan-2015		
Commitment Item	Original Budget	CFWD Budget	Opening Budget	Supplement Budget	Return Budget	Transfer Budget	Current Budget	
SER-VIDEO	3,200.00	0.00	3,200.00	0.00	0.00	0.00	3,200.00	
SUP-OFFICE	10,500.00	0.00	10,500.00	0.00	0.00	0.00	10,500.00	
SUP-PRINTING	12,000.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	
SUP-SUBSCR	1,500.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	
TRAV-EMPL	7,000.00	0.00	7,000.00	0.00	0.00	0.00	7,000.00	
TRAV-VISITOR	12,000.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	
SER-TRANSPN	2,500.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	
SUPPLIES	24,000.00	0.00	24,000.00	0.00	0.00	0.00	24,000.00	
SERVICES	8,800.00	17,108.78	25,908.78	0.00	0.00	0.00	25,908.78	
EXPENSE-S	0.00	0.00	0.00	31,129.00	162,154.00-	144,148.00	13,123.00	
CARRYFWD	0.00	68,428.87	68,428.87	0.00	0.00	0.00	68,428.87	
TELEPHONE	32,000.00	0.00	32,000.00	0.00	0.00	0.00	32,000.00	
POSTAGE	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	
IN-SAL-REC	0.00	0.00	0.00	24,953.00-	129,983.00	0.00	105,030.00	
IN-BEN-REC	0.00	0.00	0.00	6,176.00-	32,171.00	0.00	25,995.00	
IN-EXP-REC	662,072.00-	0.00	662,072.00-	0.00	0.00	0.00	662,072.00-	
Total	1,164,468.00	85,537.65	1,250,005.65	0.00	0.00	144,148.00	1,394,153.65	

2. Reconcile Payroll Distribution Actuals to Statement of Accounts



University of Toronto
 Payroll Distribution
 Period: Jan-2015
 Date: 12.02.2015
 Time: 14:27:38
 Report: ZK004
 Instance: AMS

FAST Training Funds center: 102323 FAST Training Page: 28

Pers. Number	Last Name	Init.	Pay	Current Month Sal/Ben	Fiscal Sal/Ben	Intended Sal/Ben	Reserve End Date	SBR Rate	Total Amount of Sal/Ben	Payment End Date	Description (P)
				Temp Recurring *incl pay redirect			Reserve				

Funds Center/Fund Total by G/L

Cost Center: 13771											
Pay Academic	001010	71,406.48	472,886.04	214,219.44					687,025.48		
Pay Admin/Clinic St	001015	1,250.00	23,750.00	3,750.00					27,500.00		
Pay Admin	001040	44,460.14	272,304.70	90,122.98					370,427.60		
Pay Union	001050	40,500.70	487,033.56	119,544.32					526,577.68		
Pay Casual Admin.	001140	9,957.33	111,568.78	18,462.14					128,930.92		
Pay Unions - Temp.	001150	0.00	4,500.78	0.00					4,500.78		
Pay CDN-06	001310	0.00	122.10	0.00					122.10		
Pay Post Doc Fellows	001340	0.00	0.00	0.00					0.00		
Pay Scholarships	001350	0.00	6,000.00	0.00					6,000.00		
Pay Benefits Appt	001910	40,529.30	291,033.06	107,020.09					398,853.95		
Pay Benefits No Appt	001920	995.79	11,027.14	1,040.21					13,273.35		

Month-end Statement of Account

Actuals Detail Outstanding Commit-s
 University of Toronto Statement of Account Page: 3
 Revenue & Expense Details Report Date: 12.02.2015
 Line items without payroll details by G/L within CC/ID Time: 14:26:19
 Name: ZFTR106(AMS)

Funds Center: 102323 FAST Training Budget Version: 0
 Fund: Month and Year: Jan-2015

Posting Date	G/L Account	G/L Account Name	Document Number	User ID	Document Line Item Text	Amount
CCenter : 13771 FAST Training						
Budget CI : EXPENSE-S						
14.01.15	000422	Comp.Admin General	1001188561		salary adj May-Oct 2014	1,750.66
15.01.15	000751	Salary:Cdn Undergrad	1001188625		MS Salary recovery	226.80-
00.00.00	001140	Pay:Casual Admin.				9,957.33
Budget CI Total:						11,481.19

Budget CI : HR-APP-AC						
00.00.00	001010	Pay.Academic				71,406.48
00.00.00	001015	Pay.Admin/Clinic St.				1,250.00
Budget CI Total:						72,656.48
Budget CI : HR-APP-AD						
00.00.00	001040	Pay.Admin				44,460.14
Budget CI Total:						44,460.14

2. Reconcile Payroll Distribution Commitments to Statement of Accounts



University of Toronto
 Payroll Distribution
 Period: Jan-2015
 Date: 12.02.2015
 Time: 14:27:38
 Report: ZLR004
 Instance: AMS

FAST Training Funds center: 102323 FAST Training Page: 28

Pers. Number	Last Name	Init	Pay	Current Month Sal/Ben	Fiscal Sal/Ben	Intended Reserve Sal/Ben	Reserve End Date	SBR Rate	Total Amount of Sal/Ben	Payment End Date	Description (P)
				Temp	Recurring						
				*incl pay redirect							

Funds Center/Fund Total by G/L

Cost Center: 13771

Pay Academic	801010	1,408.48	472,886.04	214,219.44	687,025.48
Pay Admin/Clinic St	801015	1,250.00	23,750.00	3,750.00	27,500.00
Pay Admin	801040	4,480.14	272,384.70	98,122.98	370,427.60
Pay Union	801030	45,838.16	487,833.58	119,344.32	526,577.68
Pay Casual Admin	801140	9,957.33	111,568.78	18,462.14	128,930.92
Pay Unions - Temp	801150	0.00	4,588.78	0.00	4,588.78
Pay CDN-06	801310	0.00	122.10	0.00	122.10
Pay Post Doc Fellows	801340	0.00	0.00	0.00	0.00
Pay Scholarships	801350	0.00	6,000.00	0.00	6,000.00
Pay Benefits Appt	801910	40,529.30	291,833.88	187,820.89	398,853.95
Pay Benefits No Appt	801920	995.79	11,827.14	1,648.21	13,273.35

Month-end Statement of Account

Actuals Detail Outstanding Commit-s

University of Toronto Statement of Account Page: 12
 Date: 12.02.2015
 Revenue & Expense Details Report Time: 14:26:19

University of Toronto Statement of Account Page: 13
 Date: 12.02.2015
 Outstanding Commitments Time: 14:26:19
 G/L summary totals within commitment type, within CC/IO Name: ZFTR106(AMS)

Funds Center: 102323 FAST Training Budget Version: 0
 Fund: Month and Year: Jan-2015

Posting Date	G/L AccountName	G/L Account	Document Number	Vendor Name	Reserve Amount	Document Text
CCenter : 13771 FAST Training						
Budget CI : HR-APP-AC						

Fund Reservations:						
22.01.2015	801010	Pay:Academic	101508307	001	214,219.44	Payroll Commitments
22.01.2015	801015	Pay:Admin/Clinic St	101508313	001	3,750.00	Payroll Commitments
Total Fund Reservations:					217,969.44	
Budget CI Total:					HR-APP-AC	217,969.44

Fund Reservations:						
22.01.2015	801040	Pay:Admin	101508319	001	98,122.98	Payroll Commitments
Total Fund Reservations:					98,122.98	

Statement of Accounts – Actuals Detail



Click **Actuals Detail** for listing of “**actual**” financial transactions.

Note: Can be used to Reconcile with Source Documents.

Month-end Statement of Account									
University of Toronto Statement of Account Date: 23.02.									
FCenter	Fund	Doc no	GL Acct	Ccenter	Order	Post Date	User cde	Amount	Text
102323		1903671218	825000	0000020839		13.01.2015	TSUKAMAY	550.14	Chair-man Mills 346511: Munk Holiday
102323		1903671259	825000	0000020839		13.01.2015	TSUKAMAY	209.70	Office Coffee 114812: Milk, Coffee b
102323		1903671268	825000	0000020839		13.01.2015	TSUKAMAY	208.46	Office Coffee 119518: Milk, Coffee b
102323		1903678646	825000	0000020839		22.01.2015	TSUKAMAY	136.81	Office Coffee 119898: Milk, Coffee,
102323		1903682731	825000	0000020839		28.01.2015	TSUKAMAY	207.32	office Coffee 120267: Milk, Coffee,
102323		2350334828	825000	0000020839		06.01.2015	LIJIEXI	54.81	2014 various expenses
102323		2350337214	825000	0000020839		27.01.2015	LIJIEXI	18.69	Marsh Smith,Samantha:flowers for hol
102323		5100432567	825000	0000020839		17.01.2015	PROCNTL	12.38	Grand & 3500172003 Green Works "Free
102323		5100432567	825000	0000020839		17.01.2015	PROCNTL	155.11	Grand & 3500172003 Honeywell Permane
102323		5100433802	825000	0000020839		29.01.2015	PROCNTL	23.77	Grand & 3500172739 Resinite High Qua
102323		7301025375	825000	0000020839		05.01.2015	PROCNTL	193.92	18-Dec-2014 PHARMA PLUS DRUGMARTSTOR
102323		7301026080	825000	0000020839		05.01.2015	PROCNTL	59.66	29-Dec-2014 MAILCHIMPMAILCHIMP.COMGA
102323		7301026386	825000	0000020839		06.01.2015	PROCNTL	216.62	03-Jan-2015 LINODE.COM855-4546633NJ
102323		7301026897	825000	0000020839		09.01.2015	PROCNTL	30.41	07-Jan-2015 LYNDA.COM, INC 888-33596
102323		7301029143	825000	0000020839		22.01.2015	PROCNTL	32.68	20-Jan-2015 LINODE.COM855-4546633NJ
102323		5100432567	825800	0000020839		17.01.2015	PROCNTL	34.85	Grand & 3500172003 Grand & Toy Premi
102323		5100433086	825800	0000020839		22.01.2015	PROCNTL	104.55	Grand & 3500172267 Grand & Toy Premi
102323		5100433801	825800	0000020839		29.01.2015	PROCNTL	14.48	Grand & 3500172734 BlueLine NotePro
102323		5100433801	825800	0000020839		29.01.2015	PROCNTL	16.67	Grand & 3500172734 Post-it 1/2" Prin
102323		1903674083	835010	0000020839		15.01.2015	TSUKAMAY	16.55	Bell Conf 110950532: Munk School mtg
102323		1903678411	835010	0000020839		22.01.2015	TSUKAMAY	25.00	Bell Conf 111013960: Munk School mtg
102323		6600544466	835010	0000020839		06.01.2015	PROCNTL	2,441.73	113-9558 TELCHGS DEC2014 BILLING
102323		6600544996	835010	0000020839		06.01.2015	PROCNTL	39.10	113-9558 LONGDIS DEC2014 BILLING
102323		6600545465	835010	0000020839		06.01.2015	PROCNTL	234.00	113-9558 IVMS DEC2014 BILLING
102323		6600546001	835010	0000020839		06.01.2015	PROCNTL	91.84	113-9558 PSTN DEC2014 BILLING
102323		6600546547	835010	0000020839		29.01.2015	PROCNTL	2,694.52	113-9558 TELCHGS JAN2015 BILLING
102323		6600547065	835010	0000020839		29.01.2015	PROCNTL	17.86	113-9558 LONGDIS JAN2015 BILLING
102323		6600547529	835010	0000020839		29.01.2015	PROCNTL	240.00	113-9558 IVMS JAN2015 BILLING
102323		6600548053	835010	0000020839		29.01.2015	PROCNTL	96.76	113-9558 PSTN JAN2015 BILLING
102323		1903668139	835080	0000020839		07.01.2015	LIJIEXI	102.88	Bell Mobil 511818033:
102323		1903668148	835080	0000020839		07.01.2015	LIJIEXI	20.68	Bell Mobil 502371531: Munk Tech
102323		1903670895	835080	0000020839		12.01.2015	TSUKAMAY	172.31	Bell Mobility 523693323:
102323		1903678638	835080	0000020839		22.01.2015	TSUKAMAY	43.43	Rogers 1476772983:
102323		1903678645	835080	0000020839		22.01.2015	TSUKAMAY	333.54	Rogers 1476772912: Blackberry for St
102323		1903682078	835080	0000020839		27.01.2015	TSUKAMAY	211.88	Bell Mobil 523693323:
102323		1903682437	835080	0000020839		28.01.2015	TSUKAMAY	20.68	Bell Mobil 502371531: MunkTech
102323		1903682442	835080	0000020839		28.01.2015	TSUKAMAY	99.51	Bell Mobil 511818033:
102323		7301025764	835080	0000020839		05.01.2015	PROCNTL	48.61	22-Dec-2014 BELL MOBILITYVERDUNQC
102323		7301026107	835080	0000020839		05.01.2015	PROCNTL	64.20	29-Dec-2014 BELL MOBILITYVERDUNQC
102323		7301029313	835080	0000020839		22.01.2015	PROCNTL	48.61	20-Jan-2015 BELL MOBILITYVERDUNQC

Statement of Accounts – Outstanding Commitments



Click [Outstanding Commit-s](#) for listing of Outstanding Commitments.

Note: Can be used to Reconcile with Source Documents.

Month-end Statement of Account									
University of Toronto Statement of Account Date: 23.02.									
FCenter	Fund	Doc no	GL Acct	CCenter	Order	Post Date	User cde	Amount	Text
102323		101508307	801010	0000013771		22.01.2015	PROCNTL	214,219.44	Payroll Commitments
102323		101508313	801015	0000013771		22.01.2015	PROCNTL	3,750.00	Payroll Commitments
102323		101508319	801040	0000013771		22.01.2015	PROCNTL	98,122.98	Payroll Commitments
102323		101508325	801050	0000013771		22.01.2015	PROCNTL	119,544.32	Payroll Commitments
102323		101515731	801910	0000013771		22.01.2015	PROCNTL	3,869.91	WARNING - NSF FUNDS - Partial payroll
102323		101508333	801920	0000013771		22.01.2015	PROCNTL	1,646.21	Payroll Commitments
102323		3500172003	825800	0000020839		15.01.2015	TSUKAMAY	14.44	OfficeMax Compact Half-Strip Stapler
102323		3500172972	825800	0000020839		29.01.2015	TSUKAMAY	18.12	Zebra 01a Retractable Ballpoint Pens
102323		3500172972	825800	0000020839		29.01.2015	TSUKAMAY	3.24	Swingline Heavy-Duty Staples
102323		3500173033	825000	0000020839		30.01.2015	TSUKAMAY	4.10	Lysol Lemon Scented All Purpose Clea
102323		3500173033	825800	0000020839		30.01.2015	TSUKAMAY	34.85	Grand & Toy Premium Copy Paper
102323		3500173033	825800	0000020839		30.01.2015	TSUKAMAY	2.60	OfficeMax Self-Stick Notes
102323		3500173033	825800	0000020839		30.01.2015	TSUKAMAY	4.84	Paper Mate Profile Retractable Ballp
102323		3500173033	825800	0000020839		30.01.2015	TSUKAMAY	4.84	Paper Mate Profile Retractable Ballp
102323		3500173033	825800	0000020839		30.01.2015	TSUKAMAY	0.62	Paper Mate FlexGrip Ultra Recycled B
102323		3500173033	825800	0000020839		30.01.2015	TSUKAMAY	25.08	Swingline Special Edition 747 Staple
102323		3500173033	825800	0000020839		30.01.2015	TSUKAMAY	5.69	Plastic Ruler
102323		3500173033	825800	0000020839		30.01.2015	TSUKAMAY	4.81	Scotch Hand Tape Dispenser
102323	304239	500001229				27.05.2010	OMANDMAR	100,000.00	Investment
102323	306625	500001980				25.02.2013	LIZOELMA	120,765.33	Investment
102323	306627	500001992				06.05.2013	LIZOELMA	335,417.68	Investment
102323	408860	500001979				25.02.2013	LIZOELMA	85,000.00	Investment
102323	470412	500001978				25.02.2013	LIZOELMA	505,887.50	Investment
102323	470785	500001977				25.02.2013	LIZOELMA	70,000.00	Investment
*								1,658,346.60	

3. Budget Movement Report



SAP Menu Path: Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Budget Analysis Reports >> Budget Movement Report for Fund Centers

Transaction Code: ZFTR05

The screenshot shows the SAP 'Budget Movement Report for Fund Centers' interface. The window title is 'Budget Movement Report for Fund Centers'. The menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons for file operations and help. The main form is divided into several sections:

- FM Area:** UOFT
- Fiscal Year:** 2015
- Budget Version:** 0
- For Funds Centers:**
 - Funds Center Classification: [] to []
 - Funds Center: 102323
 - Include Funds Center Hierarchy
 - Hierarchy variant: 0000
 - Including Funds Center: [] to []
 - Excluding Funds Center: [] to []
- For Commitment Items:**
 - Commitment Item: [] to []
 - Commitment Item Hierarchy
- Options:**
 - FBS (Budget data processed up to and including October 2006 month end)
 - BCS
 - Display migrated documents separately:
 - Do not display migrated documents separately:
- Date Range:** Line item entry date: 01.01.2015 to 31.01.2015
- Summary:**
 - Summary
 - Line item detail

Enter Fiscal Year

Select Budget version: "0" = Current Budget

Enter Funds Center

First and last date of the month

3. Reconcile Budget Changes to Statement of Accounts



List Edit Goto Settings System Help

BCS Budget Entry Documents

Entry Document	Line	Year	Budget T	Commt Item	Amount I.C.	Created by	Created on	LT	Text	Funds Ctr
3000015395	000001	2015	Return	IN-SAL-REC	29,097.00		20.01.2015			102323
3000015395	000002	2015	Return	IN-BEN-REC	7,202.00		20.01.2015			102323
3000015395	000003	2015	Return	EXPENSE-S	36,299.00		20.01.2015			102323

Fund 102323

Month-end Statement of Account

Actuals Detail Outstanding Commit-s

University of Toronto Statement of Account Page: 1
Date: 23.02.2015
Name: ZFTR106(AMS)

Summary Report

Funds Center		A&S:Munk:Operating		Budget Version		0		
Fund				Month and Year		Jan-2015		
Budget CI	Opening Budget (Incl. CFWD)	Current Budget	Changes in Budget	Current Month Actuals	Outstanding Commitments	YTD Actuals	YTD Actuals & Commts	Funds Available
Revenues								
IN-BENREC-APP	73,141.00-	73,141.00-	0.00	0.00	0.00	17,890.09-	17,890.09-	55,250.91-
IN-SALREC-UNION	35,090.00-	35,090.00-	0.00	0.00	0.00	34,178.17-	34,178.17-	911.83-
IN-SALREC-APAC	260,427.00-	260,427.00-	0.00	0.00	0.00	49,545.00-	49,545.00-	210,882.00-
IN-SAL-REC	0.00	105,030.00	29,097.00	0.00	0.00	0.00	0.00	105,030.00
IN-BEN-REC	0.00	25,995.00	7,202.00	0.00	0.00	0.00	0.00	25,995.00
IN-EXP-REC	662,072.00-	662,072.00-	0.00	0.00	0.00	309,492.44-	309,492.44-	352,579.56-
Total Revenue	1,030,730.00-	899,705.00-	36,299.00	0.00	0.00	411,105.70-	411,105.70-	488,599.30-
Expenses								
EXPENSE-S	2,212,306.78	2,225,429.78	36,299.00	68,628.54	441,276.09	1,763,233.24	2,204,509.33	20,920.45
CARRYFWD	68,428.87	68,428.87	0.00	0.00	0.00	29,500.32-	29,500.32-	97,929.19
Total Expense	2,280,735.65	2,293,858.65	36,299.00-	68,628.54	441,276.09	1,733,732.92	2,175,009.01	118,849.64
Net Total	1,250,005.65	1,394,153.65	0.00	68,628.54	441,276.09	1,322,627.22	1,763,903.31	369,749.66

4. F & S (Facilities & Services) Customer Statement



SAP Menu Path: Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Month-End Reports >> F&S Customer Statement

Transaction Code: ZFVR019A

Select to Include:

- Total # of hours (for listed date)
- Date of service
- Trade service type
- Hourly rate
- Total labour charge

Customer Account

Service Order with option to include all sub-orders

Funds Center (single, multiple, range or a hierarchy)

Fund (single, multiple or range)

Cost Center Group

Cost Center (single, multiple or range)

Internal Order (single, multiple or range)

The screenshot shows the SAP selection screen for 'F&S Customer Statement - 2015 Onwards'. It includes a 'Select to Include' section with a 'Display Labour Details' checkbox. Below this is a section for 'Additional Selection Criteria' with fields for 'Customer Account', 'Service Order' (with an 'and all sub-order(s)' checkbox), 'Funds center' (with an 'and all subordinate' checkbox), 'Fund', 'Cost Center Group', 'Cost Center value(s)', and 'Internal Order number'. Each field has a 'to' field and a search icon. A red box highlights the 'Year' and 'Period' fields, with an arrow pointing to a callout box that says 'Enter Year and Period (required)'. Another red box highlights the 'Display Labour Details' checkbox.

Enter Year and Period (required)

QRG: Facilities and Services (F&S) Customer Statement

- http://finance.utoronto.ca/wp-content/uploads/2016/01/FS_Customer_Statement.pdf

4. Reconcile F&S Month-end to Statement of Accounts



F&S Customer Statement - 2015 Onwards

University of Toronto F&S Customer Statement Page: 4

Customer:
 Customer Account: 518747 Funds Center: 182323
 Customer Name: Munk Operations-315 Bloor Fund:
 Customer Contact: Lucinda Li CC: 21184
 Phone number: 416-946-8450 Int. Order
 Email Address: lucinda.li@utoronto.ca G/L: 896705
 Fiscal Year/Period: From 2015 009 To 2015 009

Customer Inquiry:
 Phone: 416-946-5935
 Fax: 416-979-3920
 Email: arfacilities.services@utoronto.ca

Service Order# 1558216
 Order Desc: Please assign fob #447919 to Nicola Mel
 Building: 069 FA315 Bloor Street West FABRIC

Charges	Date	Description	Total Hours/Qty	Rate	Total Charge	Subtotal	Total
Invoices/Journal Entries (able to drill-down)							
	27.01.2015	1 Reactivation Fob @ \$7.50 each			7.50		
	27.01.2015	1 Reactivation Fob @ \$7.50 each			7.50	15.00	
Total of Service order 1558216							15.00
Charges	Date	Description	Total Hours/Qty	Rate	Total Charge	Subtotal	Total
Labour		Electrician RG	1.8	88.00	158.40	158.40	
Total of Service order 1580613							158.40
Total for Customer # 518747							173.40
Grand Total for selection criteria							874.37

Month-end Statement of Account

University of Toronto Statement of Account Date: 23.02.

FCenter	Fund	Doc no	GL Acct	Center	Order	Post Date	User cde	Amount	Text
182323		6600546001	835010	0000020839		06.01.2015	PROCNL	91.84	113-9558 PSTN DEC2014 BILLING
182323		6600546547	835010	0000020839		29.01.2015	PROCNL	2,694.52	113-9558 TELCHGS JAN2015 BILLING
182323		6600547065	835010	0000020839		29.01.2015	PROCNL	17.86	113-9558 LONGDIS JAN2015 BILLING
182323		6600547529	835010	0000020839		29.01.2015	PROCNL	240.00	113-9558 IWMS JAN2015 BILLING
182323		6600548053	835010	0000020839		29.01.2015	PROCNL	96.76	113-9558 PSTN JAN2015 BILLING
182323		1903668139	835000	0000020839		07.01.2015	LIJIEXI	102.88	Bell Mobil 511818033: Nina Boric-BB
182323		1903668148	835000	0000020839		07.01.2015	LIJIEXI	20.68	Bell Mobil 502371531: Munk Tech
182323		1903670895	835000	0000020839		12.01.2015	TSUKAMAY	172.31	Bell Mobility 523693323: M.Mckone/ S
182323		1903678638	835000	0000020839		22.01.2015	TSUKAMAY	43.43	Rogers 1476772983: J. Stein- i Pad
182323		1903678645	835000	0000020839		22.01.2015	TSUKAMAY	333.54	Rogers 1476772912: Blackberry for St
182323		1903682078	835000	0000020839		27.01.2015	TSUKAMAY	211.88	Bell Mobil 523693323: M.Mckone/S. Too
182323		1903682437	835000	0000020839		28.01.2015	TSUKAMAY	28.68	Bell Mobil 502371531: MunkTech
182323		1903682442	835000	0000020839		28.01.2015	TSUKAMAY	99.51	Bell Mobil 511818033: Nina Boric Mob
182323		7301025764	835000	0000020839		05.01.2015	PROCNL	48.61	22-Dec-2014 BELL MOBILITYVERDUNQC
182323		7301026107	835000	0000020839		05.01.2015	PROCNL	64.20	29-Dec-2014 BELL MOBILITYVERDUNQC
182323		7301029313	835000	0000020839		22.01.2015	PROCNL	48.61	20-Jan-2015 BELL MOBILITYVERDUNQC
182323		2350337652	841010	0000020839		29.01.2015	TSUKAMAY	519.61	Toope,S:AP5IA Deans/Directors Meetin
182323		2350337863	841010	0000020839		29.01.2015	TSUKAMAY	6,553.45	Toope,S: Science Po visit Paris-Airfr
182323		2350337652	841020	0000020839		29.01.2015	TSUKAMAY	517.22	Toope,S:AP5IA Deans/Directors Meetin
182323		2350337232	841070	0000020839		26.01.2015	TSUKAMAY	66.82	Breznitz,D:Lunch w/Visi Prof. Lazoni
182323		6600544463	835010	0000020841		06.01.2015	PROCNL	616.69	113-9555 TELCHGS DEC2014 BILLING
182323		6600544994	835010	0000020841		06.01.2015	PROCNL	48.10	113-9555 LONGDIS DEC2014 BILLING
182323		6600545463	835010	0000020841		06.01.2015	PROCNL	264.00	113-9555 IWMS DEC2014 BILLING
182323		6600545998	835010	0000020841		06.01.2015	PROCNL	44.28	113-9555 PSTN DEC2014 BILLING
182323		6600546544	835010	0000020841		29.01.2015	PROCNL	969.48	113-9555 TELCHGS JAN2015 BILLING
182323		6600547063	835010	0000020841		29.01.2015	PROCNL	9.53	113-9555 LONGDIS JAN2015 BILLING
182323		6600547527	835010	0000020841		29.01.2015	PROCNL	204.00	113-9555 IWMS JAN2015 BILLING
182323		6600548050	835010	0000020841		29.01.2015	PROCNL	44.28	113-9555 PSTN JAN2015 BILLING
182323		6200278787	896705	0000021164		28.01.2015	PROCNL	173.40	F&S billing for Jan 2015
182323		1903674880	836110	0000021164		15.01.2015	TSUKAMAY	129.32	Rogers 230-287210201: CableTV-Bir

5. Telecomm Billing: Extension Detail Statement



SAP Menu Path: Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Month-End Reports >> Telecomm Billing: Extension Detail Statement

Transaction Code: ZTC1

The screenshot shows the SAP 'Extension Call Detail Report' form. The form has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main data area contains the following fields:

Billing yrmth. (YYYYMM)	201501		
Billing No.	1139555	to	
Local No.		to	
Customer Account			

Annotations with red arrows point to the following fields:

- 'Enter "Billing date"' points to the 'Billing yrmth. (YYYYMM)' field.
- 'Enter "Billing No."*' points to the 'Billing No.' field.
- 'OR' points to the 'Local No.' field.
- '"Customer Account"' points to the 'Customer Account' field.

***HINT: Billing No.** found on **Statement of Accounts**.

There may be **more than one Billing No.** for a customer account.

QRG: Telecom Billing

- http://finance.utoronto.ca/wp-content/uploads/2015/11/Telecom_Billing.pdf

5. Reconcile Telecomm Billing to Statement of Accounts



Month-end Statement of Account

University of Toronto Statement of Account Date: 23.02.2015

FCenter	Fund	Doc no	GL Acct	CCenter	Order	Post Date	User cde	Amount	Text
102323		6600544463	835010	0000020841		06.01.2015	PROCNTL	616.69	113-9555 TELCHGS DEC2014 BILLING
102323		6600544994	835010	0000020841		06.01.2015	PROCNTL	48.10	113-9555 LONGDIS DEC2014 BILLING
102323		6600545463	835010	0000020841		06.01.2015	PROCNTL	204.00	113-9555 IVMS DEC2014 BILLING
102323		6600545998	835010	0000020841		06.01.2015	PROCNTL	44.28	113-9555 PSTN DEC2014 BILLING
102323		6600546544	835010	0000020841		29.01.2015	PROCNTL	969.48	113-9555 TELCHGS JAN2015 BILLING
102323		6600547063	835010	0000020841		29.01.2015	PROCNTL	9.53	113-9555 LONGDIS JAN2015 BILLING
102323		6600547527	835010	0000020841		29.01.2015	PROCNTL	204.00	113-9555 IVMS JAN2015 BILLING
102323		6600548050	835010	0000020841		29.01.2015	PROCNTL	44.28	113-9555 PSTN JAN2015 BILLING
102323		6200278787	896705	0000021164		28.01.2015	PROCNTL	173.40	F&S billing for Jan 2015

Extension Call Detail Report

University of Toronto - Telecommunications
Voice Messaging (IVMS) Departmental Summary Report
JANUARY 2015

Customer : 502384
Dept : CENTRE FOR INTERNATIONAL STUDIES
Billing Number : 1139555

Page : 13
Date : 23.02.2015
User : PARAMRAM
Instance : AMS

Extension	Mailbox	Type	Class of Service	Mailbox Name	Charge	Service Charge	Total
IVMS Total			(# Boxes = 34)		204.00	0.00	204.00
Adjustment Total			(# Adjs = 0)				0.00
Net :							204.00
Fund Centre : 102323		Fund :		Cost Centre : 20841	Order :		
Amount billed :		204.00					

6. Cost Center and/or Internal Order Line Item Report



SAP Menu Path: Accounting >> Controlling >> Cost Center Accounting >> Information System >> Reports for Internal Orders >> Line items >> **Orders: Actual Line Items**

Transaction Code: KOB1

SAP Menu Path: Accounting >> Controlling >> Cost Center Accounting >> Information System >> Reports for Cost Center Accounting (UofT) >> Line items >> **Cost Centers: Actual Line Items**

Transaction Code: KSB1

CC and IO Line Item Reports:

- Used to reconcile between Cost Centers and Internal Orders and FM accounts
- Easily identifies documents incorrectly posted against the Funds Center or Cost Center and or Internal Order
- Drilldown capabilities to document overview

6. Cost Center Line Item Report (cont'd)



Program Edit Goto Extras System Help

Display Actual Cost Line Items for Cost Centers : Initial Screen

Further Selection Criteria.

Cost Center _____ to _____

or

Cost Center Group **G01364**

Cost Element _____ to _____

or

Cost Element Group **UOFT-ALL**

Posting Data

Posting Date **01.01.2015** to **31.01.2015**

Settings

Layout **/CC ME REC** Cost Centre month end reconciliation

More Settings

Enter Cost Center Group

Enter Reporting Period

Select Variant

Note: Use "/CC ME REC"

Output Screen:

Display Actual Cost Line Items for Cost Centers

Layout: /CC ME REC Cost Centre month end reconciliation

Cost Ctr	Funds Ctr	RefDocNm	DocumentNm	Posting Date	Cost Elem	ValBDRM	Name	User Name	Assignment
10134	104128	1001067238	115203625	18.06.2013	800751	379.98	IRS salary recovery	APCLPDES	HR
92458	115272027	28.06.2013	801010	28.06.2013	801010	48,458.35	Postings from Payroll Accounting	PROCENTL	20130628
92458	115272027	28.06.2013	801015	28.06.2013	801015	1,000.00	Postings from Payroll Accounting	PROCENTL	20130628
92458	115272027	28.06.2013	801050	28.06.2013	801050	19,508.74	Postings from Payroll Accounting	PROCENTL	20130628
92458	115272027	28.06.2013	801140	28.06.2013	801140	5,546.25	Postings from Payroll Accounting	PROCENTL	20130628
92458	115272027	28.06.2013	801150	28.06.2013	801150	576.63	Postings from Payroll Accounting	PROCENTL	20130628
92458	115272027	28.06.2013	801160	28.06.2013	801160	9,000.00	Postings from Payroll Accounting	PROCENTL	20130628
92458	115272027	28.06.2013	801310	28.06.2013	801310	393.37	Postings from Payroll Accounting	PROCENTL	20130628
92458	115272027	28.06.2013	801320	28.06.2013	801320	875.00	Postings from Payroll Accounting	PROCENTL	20130628
92458	115272027	28.06.2013	801910	28.06.2013	801910	16,251.12	Postings from Payroll Accounting	PROCENTL	20130628
92458	115272027	28.06.2013	801920	28.06.2013	801920	1,076.65	Postings from Payroll Accounting	PROCENTL	20130628
2350266122	115247000	14.06.2013	821110	14.06.2013	821110	249.00	M. Shable kindle/amazon.com	ANAYAZOV	HR_STABLE
5000450881	115261305	20.06.2013	821420	20.06.2013	821420	300.93	ritish lease basement soc 89981638 5-31-2013	ANAYAZOV	20130620
5205301138	115261306	20.06.2013		20.06.2013		5.82	ritish lease basement 9-31-2013 inv SIC89981638	ANAYAZOV	EQUIP
7300923237	115260155	20.06.2013	825600	20.06.2013	825600	69.18	17-Jan-2013 0611MONTREALQC	PROCENTL	TELECOM
1003324034	115296488	28.06.2013	825600	28.06.2013	825600	19.28	The Copy Place_INV# 11864	ANAYAZOV	PRINTING
2350266122	115247000	14.06.2013	825610	14.06.2013	825610	481.80	M. Shable NYE sofa fee	ANAYAZOV	HR_STABLE
5000449158	115216476	04.06.2013	825800	04.06.2013	825800	18.00	Grand & Toy Poly Dividers	EBPCPC	20130004
5000449444	115231935	06.06.2013		06.06.2013		120.10	Benkers Box FastFold B 40w Storage Box	EBPCPC	20130000
7300923669	115234791	10.06.2013		10.06.2013		14.66	060-Jun-2013 GR7 DCM MILL/SDGN MILL/SDGN	PROCENTL	OFF_SUPP
1003357484	115299488	28.06.2013		28.06.2013		322.02	Canon Canada Inc_INV# 424488	ANAYAZOV	PRINTING
1003357238	115292857	21.06.2013	835010	21.06.2013	835010	16.25	Mail TeleCustomizing_INV#100043340_31st 8 2013	ANAYAZOV	TELECOM
6600502193	115262353	24.06.2013	835035	24.06.2013	835035	570.18	113-9294 TELCPGS JUN2013 BILLING	PROCENTL	TELECOM
6600502775	115267890	24.06.2013		24.06.2013		27.42	113-9294 LONGDIS JUN2013 BILLING	PROCENTL	TELECOM
6600503241	115277225	24.06.2013		24.06.2013		120.00	113-9294 IVMS JUN2013 BILLING	PROCENTL	TELECOM
6600503740	115277084	24.06.2013		24.06.2013		37.72	113-9294 PSTN JUN2013 BILLING	PROCENTL	TELECOM
1100009162	115261762	20.06.2013	835040	20.06.2013	835040	0.69	Postage+Surch.5/22-SPPG-SCH. PUB POLICY & GOVERN.	PROCENTL	MAIL
1100009162	115261762	20.06.2013		20.06.2013		6.27	Postage+Surch.05/28-SPPG-SCH. PUB POLICY & GOVERN.	PROCENTL	MAIL
1100009162	115261762	20.06.2013		20.06.2013		0.88	Postage+Surch.05/31-SPPG-SCH. PUB POLICY & GOVERN.	PROCENTL	MAIL
1100009162	115261762	20.06.2013		20.06.2013		1.00	Postage+Surch.06/05-SPPG-SCH. PUB POLICY & GOVERN.	PROCENTL	MAIL
1100009162	115261762	20.06.2013		20.06.2013		0.68	Postage+Surch.06/06-SPPG-SCH. PUB POLICY & GOVERN.	PROCENTL	MAIL
1100009162	115261762	20.06.2013		20.06.2013		2.95	Postage+Surch.06/07-SPPG-SCH. PUB POLICY & GOVERN.	PROCENTL	MAIL
1100009162	115261762	20.06.2013		20.06.2013		4.42	Postage+Surch.06/17-SPPG-SCH. PUB POLICY & GOVERN.	PROCENTL	MAIL

Listing by CC & FC

Missing Source Documents- User ID

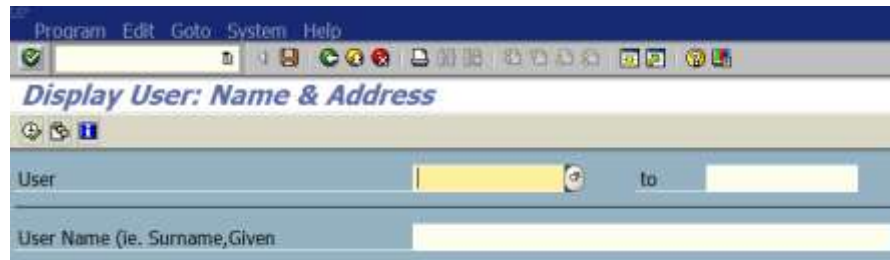


To obtain missing source documents identified during the reconciliation process, the processor of the document must be contacted.

To find processor's User ID:

1. Identify User ID on the Statement of Accounts
2. If User ID is:
 - a) Not = 'PROCNTL' use:

SAP Menu Path:Office >> AMS User Display OR **Transaction Code:** ZF05



Enter UserID in **User** Field then 

- b) **PROCNTL** use **FAQ** to identify appropriate contact:

<http://finance.utoronto.ca/faqs/procntl-entries-and-document-types/>

NOTE: User's responsibility to keep User Profile up-to-date.

Additional Reports for Reconciliation



If reconciling Funds and budget changes have occurred use the:

Budget Movement Report for Funds

Provides the same budget document information as the report above for research **and** non-research FC/Funds.

QRG: Budget Movement Report for Funds

- http://finance.utoronto.ca/wp-content/uploads/2016/02/ZFTR055_Funds-Budget-Movement-Report-For-Funds.pdf

Payroll Redirects from Funds to Fund Centers

- Effective the November 2011 monthly pay, payroll postings intended for restricted research or other funds with an end date in the past or a 'no posting status' will be redirected away from the Fund and into the related FC.
- If payroll redirects were indicated on the Payroll Distribution Report, additional information about the process as well as corrective action can be found at:

MEMO: Research and Innovation - Communication

- <http://www.research.utoronto.ca/wp-content/uploads/2011/11/Redirecting-Payroll-Postings-Away-from-Invalid-Funds.pdf>

Reviewing Reports



Statement of Accounts/Monthly PI Report Summary Page:

- provide a monthly overall summary of account status and financial activity
- only report that provides a point in time view of FC's and Funds

Monthly Management Reports:

- Cheques Payable to Person Processing Payment Report
- Financial Transaction Exception Report
- HR: New Hire/Termination Report by top-level Funds Center
- HR: Payroll Exception by Top Level CFC Report
- List of Payments Report

Provide Senior Administrators snapshot reports that would highlight anomalies in an easy-to-view format.


Reports should be reviewed by the **Head of the Department** (e.g., Chair, Director, Manager, Principal or Dean) and are outlined in the annual **Administrative Accountability Report** for each Head of the Department.

Note: If anomalies are found, it is the responsibility of the ***Head of the Department*** to follow-up on those items and resolve the issue.

Policies/Objectives



Should be completed and provided to the senior administrator one level up, **by June 30th each year.**

 UNIVERSITY OF
TORONTO

CHAIR, DIRECTOR OR MANAGER

ANNUAL ADMINISTRATIVE ACCOUNTABILITY REPORT

TO: _____
One level up (usually a Principal, Dean or senior administrator)

FROM: _____
Chair, Director or Manager

For the past year, this report provides all the relevant information in connection with the financial and human resource management of my portfolio. I have certified with a check mark that each of the following statements is true, or if I have been unable to answer “Yes” to any of them, I have provided an explanation below.

1.	I have reviewed the administrative accountability reports from the faculty and staff who report directly to me and, based on their reports, I am generally satisfied with the overall condition of the financial records of my portfolio.	Yes__	No__	N/A__
2.	I have personally reviewed the FIS management reports for my units on a monthly basis and have satisfied myself as to the appropriateness and legitimacy of their contents.	Yes__	No__	N/A__

Annual Administrative Accountability Reports:

- <http://finance.utoronto.ca/forms/accountability/>

QRG: Funds Management Reports

- <http://finance.utoronto.ca/fast/support-documentation/funds-management/>

Statement of Accounts



Reviewing:

- Budget – Original Budget & CARRYFWD, Opening Budget plus or minus supplements, return or transfers
- YTD Actuals – running total of all transactions processed for the Fiscal Year
- YTD Actuals & Outstanding Commitments
- Funds Available – Difference between Budget and YTD Actuals & Commitments
 - Total Expense is money available to spend

Month-end Statement of Account								
Actuals Detail		Outstanding Commit-s						
University of Toronto			Statement of Account			Page: 1		
			Summary Report			Date: 12.02.2015		
						Name: ZFTR106(AMS)		
Funds Center	102323	FAST Training		Budget Version		0		
Fund				Month and Year		Jan-2015		
Budget CI	Opening Budget (Incl. CFWD)	Current Budget	Changes in Budget	Current Month Actuals	Outstanding Commitments	YTD Actuals	YTD Actuals & Commts	Funds Available
Revenues								
IN-BENREC-APP	73,141.00-	73,141.00-	0.00	0.00	0.00	17,890.09-	17,890.09-	55,250.91-
IN-SALREC-UNION	35,090.00-	35,090.00-	0.00	0.00	0.00	34,178.17-	34,178.17-	911.83-
IN-SALREC-APAC	260,427.00-	260,427.00-	0.00	0.00	0.00	49,545.00-	49,545.00-	210,882.00-
IN-SAL-REC	0.00	105,030.00	29,097.00	0.00	0.00	0.00	0.00	105,030.00
IN-BEN-REC	0.00	25,995.00	7,202.00	0.00	0.00	0.00	0.00	25,995.00
IN-EXP-REC	662,072.00-	662,072.00-	0.00	0.00	0.00	309,492.44-	309,492.44-	352,579.56-
Total Revenue	1,030,730.00-	899,705.00-	36,299.00	0.00	0.00	411,105.70-	411,105.70-	488,599.30-
Expenses								
EXPENSE-S	2,212,306.78	2,225,429.78	36,299.00-	68,628.54	441,276.09	1,763,233.24	2,204,509.33	20,920.45
CARRYFWD	68,428.87	68,428.87	0.00	0.00	0.00	29,500.32-	29,500.32-	97,929.19
Total Expense	2,280,735.65	2,293,858.65	36,299.00-	68,628.54	441,276.09	1,733,732.92	2,175,009.01	118,849.64
Net Total	1,250,005.65	1,394,153.65	0.00	68,628.54	441,276.09	1,322,627.22	1,763,903.31	369,749.66

Management Reports (cont'd)



SAP Menu Path: Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Management Reporting

- ▼ SAP Menu
 - ▷ Office
 - ▷ Logistics
 - ▼ Accounting
 - ▷ Financial Accounting
 - ▷ Controlling
 - ▷ Enterprise Controlling
 - ▼ Funds Management
 - ▷ Master Data
 - ▷ Budgeting
 - ▷ Posting
 - ▷ Additional Functions
 - ▼ Information System
 - ▼ Funds Management Section (U of T Reports)
 - ▷ Budget Analysis Reports
 - ▷ Donation Reports
 - ▷ Financial Summary Reports
 - ▷ FM Accounts List
 - ▼ Management Reporting
 - 📄 ZFTR076 - Cheques payable to person processing payment
 - 📄 ZFTR075 - Financial Transaction Exception Report
 - 📄 ZHMR_ZHMR042T - HR:New Hire/Termination Report by top level Funds Center
 - 📄 ZHJR_ZHMR048 - HR:Payroll Exception Report by top level Funds Center
 - 📄 ZFPR004 - List of payments

Management Reporting

1. Cheques Payable to Person Processing Payment



Report Features:

- Lists FIS payments made to a payee whose name matches the AMS User ID of the transaction processor
- **Payee, AMS User ID** and **amount** is displayed
- Payment will not appear on this report unless an actual cheque has been issued

Note: An ERDD will not appear.

Company	U0FT		
Top Level Funds Center	102323		
Hierarchy variant	0000		
User ID		to	
Date From	01.01.2015	to	31.01.2015

QRG: Cheques Payable to Person Processing Payment

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Cheques-Payable-to-Person-Processing-Transaction-Converted.pdf>

2. Financial Transaction Exception Report



Report Features:

- Provides a list of **non-payroll** financial transactions posted to a Funds Center and all subordinate Funds Centers, which match or exceed a particular dollar value
- **Document threshold amount** is determined by the Funds Center owner (usually a Department Head) and the Business Officer

FM Area	UOFT
Funds Center	102323
Hierarchy variant	0000
Document threshold amount	1000
Posting Date	01.01.2015 to 31.01.2015

QRG: Financial Transaction Exception Report

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Financial-Transaction-Exception-Report-Converted.pdf>

3. HR: New Hire/Termination Report by Top-Level Funds Center



Report Features:

- Tracks new hires and terminations within a particular organizational group
- Displays posting “**change date**” (hire or termination date) and NOT effective date of new hire or termination
 - e.g., *Effective date of New Hire: 02/01/15, transaction posting date is 01/30/15; New Hire would appear on January 2015 report, not February 2015 report.*

Program Edit Goto System Help

HR: New Hire/Termination Report by top-level Funds Center

FM Area: U0FT

Top Level Funds Center: 102323

Hierarchy variant: 0000

Month to report on (YYYYMM): 201501

QRG: HR: New Hire/Termination Report by Top Level CFC

- <http://www.hrandequity.utoronto.ca/Assets/HR+Digital+Assets/HRIS+Training/NEW+HIRE+TERMINATION+REPORT+BY+TOP+LEVEL+CFC.pdf>

4. HR: Payroll Exception by Top Level Funds Center



Report Features:

- Track payments greater or less than a specified percentage
 - e.g., Enter 10.0 “Limit for Reporting Variance”, the report will show you any employee pay amounts that either increased or decreased by 10% from the previous month.
- “Limit for Reporting Variance” defaults to 10.0

Program Edit Goto System Help

HR: Payroll Exception Report by top-level Funds Center

FM area UOFT

Top Level Funds Center 102323

Hierarchy variant 0000

Fiscal Year 2015

Fiscal Period 9
(Periods 01-12 correspond to May-Dec, Jan-Apr)

Limit for Reporting Variance 10.0

Show Variance by: Employee Department, Funds Center, Fund, Employee

QRG: HR - Payroll Exception by Top Level CFC Report

- <http://dlrssywz8ozqw.cloudfront.net/wp-content/uploads/sites/31/2017/09/12.29-Payroll-Exception-by-Top-Level-CFC-Report.pdf>

5. List of Payments Report



Report Features:

- Identifies vendors who have been paid out of a specified Funds Center including employee (vendor number in the 8xxxxx series)
- States the **value of each payment** to vendor as well as **frequency of payments** within a specific period

Program Edit Goto System Help

List of Payments

FM Area

Top Level Funds Center : Includes Funds Center Hierarchy

Hierarchy variant

Dates From to

QRG: List of Payments Report

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/List-of-Payments-Converted.pdf>



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



Primary Rep	Nusrath Mohiuddin nusrath.mohiuddin@utoronto.ca	978-4042
Secondary Rep	Maryanne McCormick m.mccormick@utoronto.ca	946-3291
Business Analyst (Training Coordinator)	Rames Paramsothy rames.paramsothy@utoronto.ca	978-4675

Workshop Evaluation:

<http://finance.utoronto.ca/fast/fis-training/course-evaluation-fis-training/>

FAST website:

<http://finance.utoronto.ca/fast/>