Monthly Cost Centre/Internal Order to Funds Centre reconciliations:

1. **Review all line items to ensure all transactions that have been posted to your Cost Centre or Internal Order are valid**

(a) Request FIS report: KSB1 CC Actual line items. Select layout /UTM CHECKCC
     AND
(b) KOB1 Orders Actual Line Items (if you have Internal Orders). Select layout /UTM CHECKIO

     Review all line items to ensure all transactions that have been posted to your Cost Centre and Internal Orders are valid

(c) add total per CC and total per IO's

2. **Review payroll to ensure that all employees belong to this Funds Centre and that all transactions have been posted to the proper Cost Centre or Internal Order**

(a) Request FIS report: ZHJR_ZHJR004_Payroll distribution. Select the box to include GL Summary totals.

     Review the report to ensure all transactions have been posted to the proper Cost Centre and that all employees belong to this Funds Centre

(b) Request FIS report ZFTR111 Funds Centre

     Compare the Payroll commitments to the GL Summary total on the Payroll Distribution Report.

3. **Confirm total actuals per Funds Centre = total actuals per Cost Centre + Internal Order**

(a) Request FIS report: ZFIR079 FI Posting Line Item and select layout: /UTM CHECKFC or /UTMCHECKFCS

     Review the report to make sure that all Cost Centre and Internal Orders listed are yours and there was nothing posted to your Funds Centre in error

(b) Compare to 1(c) to ensure total match. If not, investigate discrepancy.
     If everything in the FI Posting Line Item report looks correct but CC+IO does not equal FC, likely causes could be a U-Shop with a posted "GR" with an outstanding "IR" or a payroll correction timing issue.

4. **Confirm total plan per Cost Centre = total budget per Funds Centre**

(a) Request FIS report: ZFTU043X_Budget to Plan Reconciliation (available live only)

     If total plan does not equal total budget, request the FIS report:

(b) ZFTR111 Funds Centre report. Note - this report is available live (real time) only

     Drill down on Revised Budget to look at transfers
     Sort by "Created on" ascending order. Deduct any transfers received/sent after the date of the report you are comparing.

     Note - carryforward is a transfer (not part of original budget) and is in CC Plan in GL 899041

   5. FIS monthly reconciliations required for management review for "Accountability Report"

Appendix

1. **Review all line items to ensure all transactions that have been posted to your Cost Centre or Internal Order are valid**
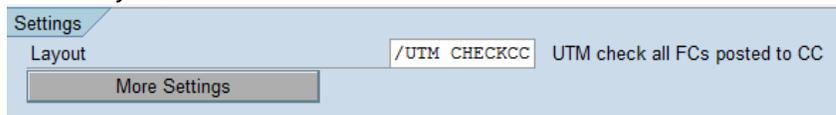
Select CC line item report by;

Or use pathway;
Accounting>>Controlling>>Cost Center Accounting>>Information System>>Reports for Cost Center Accounting>>Line items>>KSB1-Cost Centers:Actual Line Items
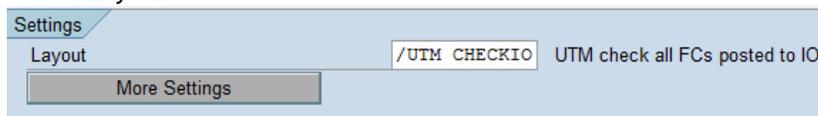
Select Layout

Select IO line item report by;

Or use pathway;
Accounting>>Controlling>>Internal Orders>>Information Systems>>Reports for Internal Orders>>Line Items>>KOB1-Orders:Actual Line Items

Select Layout

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To Step 2

2. **Review payroll to ensure that all employees belong to this Funds Centre and that all transactions have been posted to the proper Cost Centre or Internal Order**

Select Payroll Distribution Report by;

Or use pathway;
Accounting>>Funds Management>>Information System>>Funds Management Section (U of T Reports)>>Month-End Reports>>ZHJR_ZHJR004-Payroll Distribution Report

Complete Form request information;

Payroll Distribution Report

FM area	UOFT
Funds Center	☑
Fund		to		

Fiscal Year	2013
Fiscal Period	5

☐ Include Funds Center Hierarchy
Hierarchy variant   0000
☑ Include G/L Summary Totals

> Double click "Fund", select =, leave cell blank. This will eliminate any Fund accounts coming into the report.

Fund

Sel	Description
=	Single Value
≥	Greater than or Equal to
≤	Less than or Equal to
>	Greater than
<	Less than
≠	Not Equal to

Using the appropriate CFC, Fiscal Year & Fiscal Period, check "include G/L Summary Totals"

To make the report easier to review click the "download" button

Payroll Distribution Report

| << | >> | Download |

This will produce the report in excel format which can now be sorted and saved to your computer

Request Funds Centre Summary Report by;

Menu   Edit   Favorites   Extras   System   Help
ZFTR111

Or use pathway;
Accounting>>Funds Management>>Information System>> Funds Management Section (U of T Reports)>>Financial Summary Reports>>ZFTR111-Funds Centre Report

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To Step 3

3.   **Confirm total actuals per Funds Centre = total actuals per Cost Centre or Internal Order**

Request FI Posting Line Item Report by;

Menu   Edit   Favorites   Extras   System   Help
ZFIR079

Or use pathway;
Accounting>>Funds Management>>Information System>> Funds Management Section (U of T Reports)>>Line Items>>ZFIR079-FI Postings: Line Item by document number

Select Layout;

Layout		
Layout	/UTM CHECKFC	☑ Variant fields only

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To Step 4

4. Request Budget to Plan Reconciliation Report by;

Or use pathway;
Accounting>>Funds Management>>Information System>>Funds Management Section (U of T Reports)>>Budget Analysis Reports>>ZFTU043X-Budget to Plan Reconciliation

Complete report selection;

Fiscal Year	2013
Funds Center	☑
Plan Version	0
Budget Version	00

Enter current Fiscal Year, CFC required & change Plan & Budget version to 0 as shown

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