Work Instruction

F & S Customer Statement

ZFVR019A

When to Use

Use this report to identify Facilities & Services charges against departmental service orders for the period under review. This detailed report can also be used to reconcile the monthly Facilities & Service charges to the corresponding FI postings.

This report is one of the Reconciliation Reports that must be run and reviewed by the Business Officer each month, as stated in the Accountability Report.

Report Functionality

- This report provides details for all charges relating to work performed / invoices paid by Facilities & Services for the period under review. This report applies to Internal customers (departments) that are charged directly by Facilities & Services using the service order system.

Report Output

The list below represents the report output for the report:

- **Details of the Charges:**
  - Customer (account) #; Customer Name;
  - Service Order #; Service Order Description; Building;
  - Charge type; Material number; Description (of material); Total Hours/Quantity; Labour rate; Value; Transaction date;
- **Customer FIS Account Assignment information:**
  - Invoice information; Billing document #; Billing date;
  - Customer Funds Center; Customer Fund; Customer Internal Order; Customer G/L;
- **F&S Vendor Payment Details:**
  - Leading/Superior Order;
  - Invoice/Journal entry document #; Invoice/Journal entry date; Invoice/Journal entry posting date; Invoice Vendor #; Invoice line item text; Invoice Company Code; Invoice Fiscal Year

Menu Path

Use the following menu path(s) to begin this transaction:

Accounting ➔ Funds Management ➔ Information System ➔ Funds Management Section (U of T Reports) ➔ Month-End Reports ➔ F&S Customer Statement – 2015 Onwards

Transaction Code

ZFVR019A: Month End Reports > F&S Customer Statement – 2015 Onwards

Helpful Hints

- Use ZV37 > "F&S Customer Statement – 2014 and Prior" report for reviewing fiscal year 2014 and earlier transactions.

- Use the *Do not print/display* selection criteria option to hide the selection criteria when printing.

- Use the *Display Labour Details* option to reconcile charges against Fund Centers, Cost Centers and/or Internal Orders.

- All charges are based on the account assignment information submitted via the Internal Customer Account Request/Change Form.

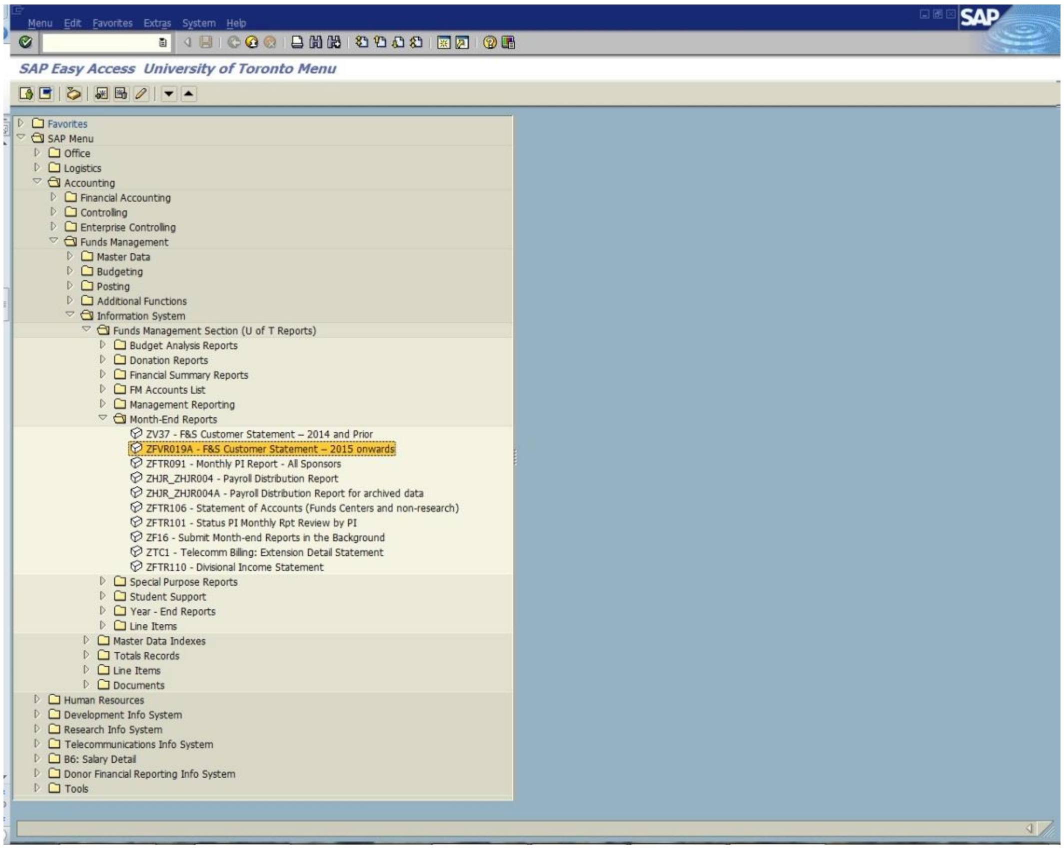
  To request a new internal customer account or change an existing internal customer account, click on:
  http://www.fs.utoronto.ca/wp-content/uploads/2015/06/Internal-Customer-Account-request.pdf

- To review the current charge out rates, click on:
  http://www.fs.utoronto.ca/wp-content/uploads/2015/10/Chargeout-Rates.pdf

Detailed Procedure

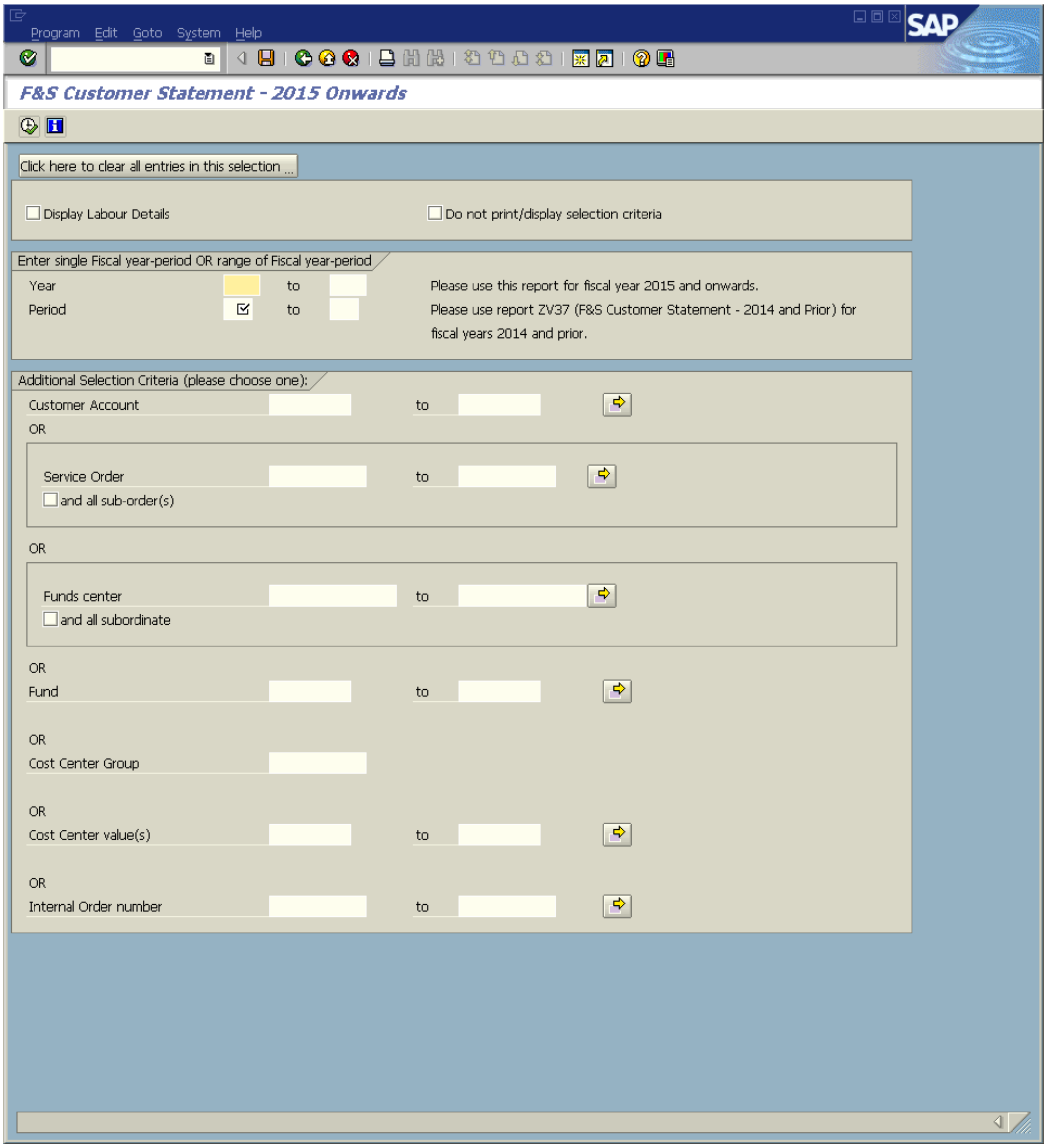
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu



2. Double-click ZFVR019A - F&S Customer Statement – 2015 onwards.

F&S Customer Statement - 2015 Onwards



Click to retrieve the online version of this reference guide.

Use the Click here to clear all entries in this selection ... button to reset the selection screen fields.

Enter details for **one** of the conditional account code groupings in the *Additional Selection Criteria* section.

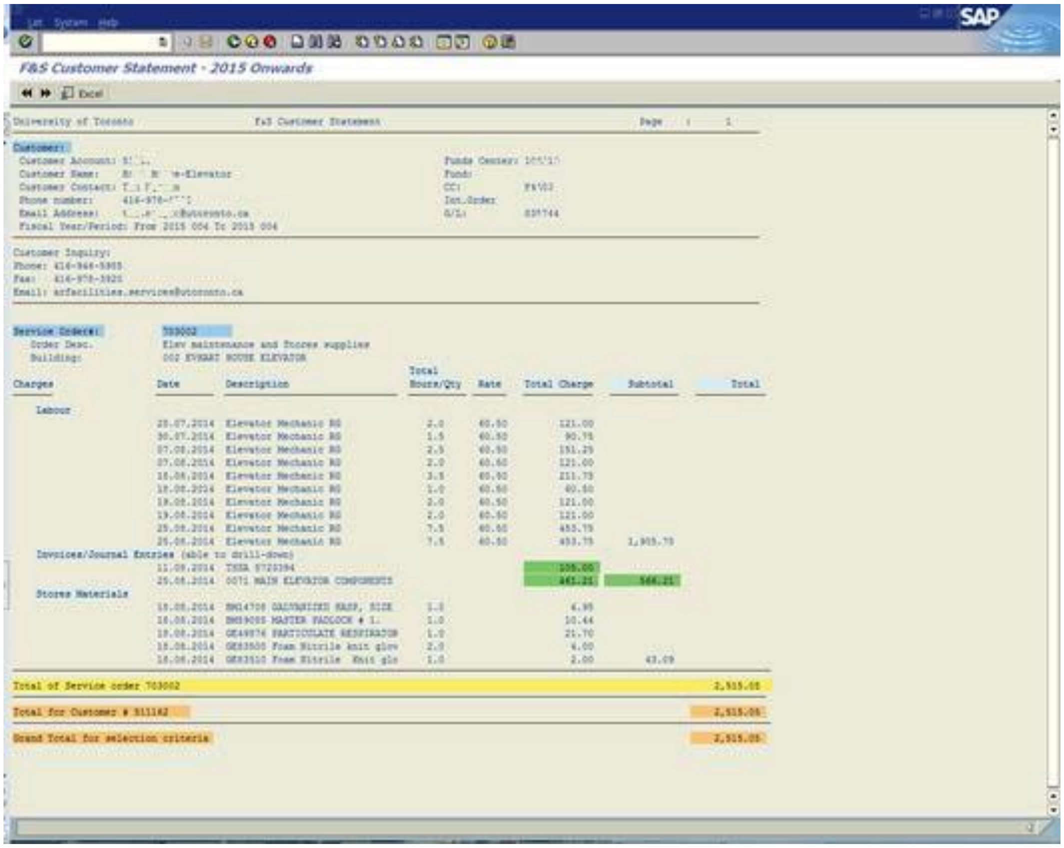
3. Complete the following as required:

Field Name	Required/Optional/ Conditional	Description
Display Labour Details Display Labour Details (checkbox)	Optional	Displays the total number of hours for each trade based on the selection criteria. Using this report option will add the following information to the report output: - Date service was provided - Trade service type, .e.g. electrician RG (regular) or OT (overtime) - Total number of hours for the listed date based on each trade service type - Hourly rate - Total charge for the labour (total hours x rate)
Do not print/display selection criteria Do not print/display selection criteria (checkbox)	Optional	This option suppresses the display of the selection criteria that was used in the header section of the report output screen.
Year	Required	The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as "2012" fiscal year).
Period	Required	The numerical position of the month in the fiscal year (i.e. May=1, June=2, etc.). Defaults to the current period and should not be changed.
Customer Account	Conditional	An alphanumeric code that represents an external organization, individual or internal division that purchases goods or services from a University of Toronto unit.
Service Order	Conditional	Numeric code assigned to a Facilities and Services task, function or operation. Use the and all sub-order(s) option to include all related sub-orders

Field Name	Required/Optional/ Conditional	Description
Funds center	Conditional	A six digit code, starting with “1” or “2” used to record the funding and spending transactions for financial activity reported on a fiscal year basis (e.g. ancillary and principal investigator (PI)). Will include all funds associated with the the Funds Center(s) specified. Use the ☑ and all subordinate option to include all lower level funds centers
Fund	Conditional	A six digit code, starting with “3” or “4” used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year (e.g. conference and research). Will include all Funds Centers associated with the Fund specified.
Cost Center Group	Conditional	A six digit alphanumeric code (Gxxxxx) that represents a group of related cost centers.
Cost Center value(s)	Conditional	A five or six character code that represents an organizational unit or program and tracks activity on a fiscal year basis. Financial transactions post to EITHER a Cost Center OR an Internal Order but NOT both.
Internal Order number	Conditional	A code that represents an organizational unit or program and tracks activity on a non-fiscal year basis, i.e. short term or ongoing basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both.

4. Click .to execute the report.

F&S Customer Statement - 2015 Onwards



Use the ⏪ or ⏩ buttons to scroll left or right.

Additional Functionality

5. Perform one of the following:

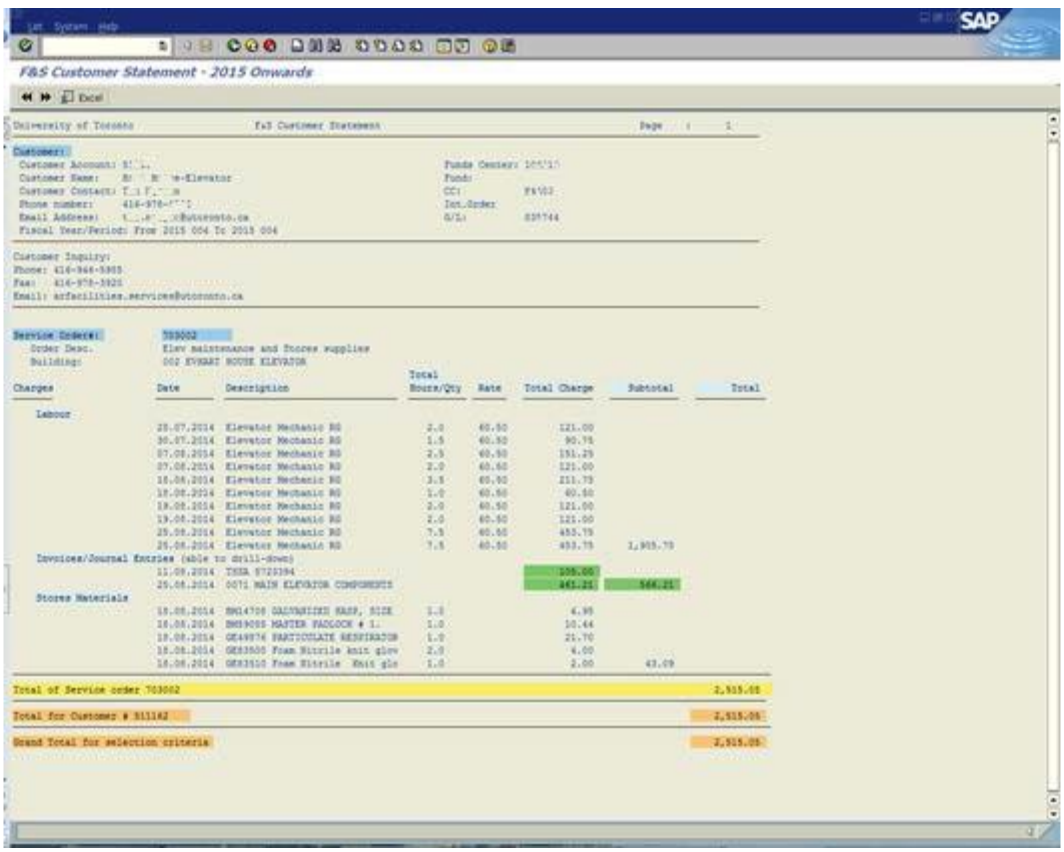
If You Want To	Go To
Use Drill-down Functionality	Step **6**
Display the report using the Spreadsheet Format	Step **8**

6. Drill-down functionality:

Click any item that is highlighted in green to drill down to the related invoice document(s).

When drilling down on the Subtotal, a list of available documents will be displayed.

F&S Customer Statement - 2015 Onwards



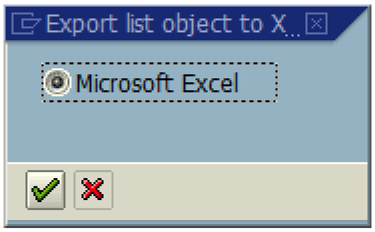
7. Click to return to the report.

8. Click Excel .to export the report to excel.

9. Choose Table or Pivot table.

10. Click .

Export list object to X



11. Click .

Remember to save the data in the spreadsheet.

12. Click to return to the main report output screen.

Resource Information:

Contact your FAST team representative for additional instructions on how to use this function. http://finance.utoronto.ca/contacts/#fast

Reference Guides:

Facilities & Services:
http://www.fs.utoronto.ca/

Facilities & Services – Service Orders and Billing Information:
http://www.fs.utoronto.ca/financial-it-services/service-request-form/billing-information/

Facilities & Services – Charge out Rates:
http://www.fs.utoronto.ca/wp-content/uploads/2015/10/Chargeout-Rates.pdf

Financial Accountability Policy at the University of Toronto:
http://finance.utoronto.ca/policies/gtfm/financial-management/administrative-including-financial-accountability/