

Simulation: FIS Data Entry Tips (Part 1) – History function, Wildcard and the “+” sign

Watch this demonstration to learn how you can use the **history** function, **wildcard** and **plus (+) sign** to reduce key strokes, minimize entry errors and effectively search for data when processing transactions.



The image is a video thumbnail for a simulation. It features a dark blue background with a light blue geometric pattern of hexagons and lines. On the left, the text "FAST Tips" is written in large white font, with "Simulation" below it in a smaller white font. In the center, there is a blue circular play button icon. To the right of the play button, the text "Data Entry Tips (Part 1)" is displayed in white, followed by a list of topics: "History", "- Wildcard", and "- Using the '+' sign to copy line item text". Below this list, the text "FAST Team, Financial Services Dept. University of Toronto" is written in white. The top right corner of the thumbnail is a solid brown color.

Simulation: Understanding the Linking Table and its Impact on the CO Planning Process

Watch the demonstration below to understand how you can proactively ensure that all your Cost Centers and/or Internal Orders are linked to the correct Funds Centers, and to confirm that your operating budget will be accurately reflected in the new fiscal year.



Learn More:

- [QRG: Commitment Accounting Assignment Report](#)
- [QRG: Budget to Plan Reconciliation Report](#)
- [Training Documentation: Updating CO Plans to Operating Budgets \(workshop\)](#)

Participant Fees: Cash and Gift Cards

**Topic suggested by FAST Tip Newsletter subscriber*

The University pays out participant fees for research regularly. When cash is required to reimburse participants (i.e. subject payments), an Accountable Advance may be requested. When gift cards are the preferred method of payment, the Researcher can be reimbursed for the purchase when the voucher/participant list is complete and the original receipt for the gift cards, including proof of payment, are submitted along with the expense reimbursement claim form.

The following back-up documentation is recommended:

Form of Payment	Confidential Participants*	Non-Confidential Participants
CASH AND GIFT CARDS	<ul style="list-style-type: none">• subjects initial voucher to confirm receipt of cash/gift card• vouchers signed by person paying out participant fee (person needs to be different than the claimant)• vouchers attached to accountable advance settlement or expense claim form	<ul style="list-style-type: none">• subject signs full name on list to confirm the amount/gift card received• list of participant full names and signatures attached to accountable advance settlement/expense claim form

**For confidential participants, it is recommended that two lists be maintained. One confidential list with full names and amounts paid out as subject payments to individuals, authorized by approver, locked in cabinet. The second list is vouchers with numbers identifying subjects.*

Learn More:

- [GTFM: Expense Reimbursements and Accountable Advances](#)
- [Forms: Expense Report/Accountable Advance Settlement](#)

How can I view budget details for Funds Centers or Funds Center/Fund combinations?

Budget Movement Reports are **available for both funds centers and funds center/funds** and can provide either a **summary view or line item display of budget activity** based on the type of budget transaction. Drill down functionality allows users to view the budget line items that support the summary totals and access the original budget transactions.

Both reports provide a summary display of budget activity based on type of budget transaction which includes **original budget, supplements, returns, transfers sent and received**, as well as a **total budget for each commitment item** including carry forward. The report for funds also includes a column showing released budget. Depending on your needs, they can be run for individual or multiple funds centers or funds.

ZFTR055 - Budget Movement Report for Funds Centers

Input Screen

Budget Movement Report for Fund Centers

FM Area:
 Fiscal Year:
 Budget Version:

For Funds Centers

Funds Center Classification: to
 Funds Center:
 Include Funds Center Hierarchy
 Hierarchy variant:
 Including Funds Center: to
 Excluding Funds Center: to

For Commitment Items

Commitment Item: to
 Commitment Item Hierarchy

FBS (Budget data processed up to and including October 2006 month end)
 BCS
 Display migrated documents separately:
 Do not display migrated documents separately:
 Line item entry date: to

Summary
 Line item detail

Output Screen

CFC	CFC Description	Com. Item	Original Budget	Carryforward	Supplements	Returns	Transfers Sent	Transfers Rec'd	Total Budget
104526	GU:GEN UNIVERSITY	IN-EXP-REC	260,000.00-	0.00	0.00	0.00	0.00	0.00	260,000.00-
		REVENUE-S	0.00	0.00	0.00	260,000.00	0.00	0.00	260,000.00
		CARRYFWD	0.00	46,744.17	0.00	0.00	0.00	0.00	46,744.17
		EXPENSE-S	0.00	0.00	0.00	260,000.00-	0.00	260,000.00	0.00
		HR-APP-UN	141,720.00	0.00	0.00	0.00	0.00	0.00	141,720.00
		HR-BEN-AP	35,076.00	0.00	0.00	0.00	0.00	0.00	35,076.00
		HR-BEN-NAP	3,800.00	0.00	0.00	0.00	0.00	0.00	3,800.00
		HR-NAPP-AD	18,000.00	0.00	0.00	0.00	0.00	0.00	18,000.00
		HR-NAPP-UN	20,000.00	0.00	0.00	0.00	0.00	0.00	20,000.00
		POSTAGE	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
		SER-NTRL-MTCE	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
		SERVCS	29,404.00	100,000.00	0.00	0.00	0.00	0.00	129,404.00
		SUPPL-S	0.00	0.00	0.00	0.00	0.00	3,211.99	3,211.99
		TELEPHONE	2,000.00	0.00	0.00	0.00	500.00-	0.00	1,500.00
			0.00	146,744.17	0.00	0.00	500.00-	263,211.99	409,456.16

NOTE: The ability to view budget details is also available when running the ZFTR111: Funds Center Report.

ZFTR055 FUNDS - Budget Movement Report for Funds

Input Screen

Budget Movement Report for Funds

FM Area: UOFT
 Version: 0

Funds Centers
 Funds Center: 292929 to []
 Include Funds Center Hierarchy
 Hierarchy Variant: 0000

Funds
 Fund: [] to []
 Fund Classification: [] to []
 Active funds only:
 Sponsors: [] to []

Commitment Items
 Commitment Item: [] to []
 Commitment Item Hierarchy:

FBS (Budget data processed up to and including October 2006 month end)
 BCS
 Display migrated documents separately:
 Do not display migrated documents separately:
 Line item entry date: [] to []

Summary
 Line Item Detail

Output Screen

CFC	Fund	Com. Item	Sponsor	End Date	Original Budget	Supplements	Returns	Transfers Sent	Transfers Rec'd	Total Budget	Released Budget
292929	498379	EXPENSE-S	Social Sciences & Humanities	24.03.2018	182,540.00	0.00	0.00	0.00	0.00	182,540.00	182,540.00
292929		SUBGRANT1	Social Sciences & Humanities	24.03.2018	10,468.00	0.00	0.00	0.00	0.00	10,468.00	10,468.00
					193,008.00	0.00	0.00	0.00	0.00	193,008.00	193,008.00

NOTE: In either report you can double click and drill down on ANY number shown to view the supporting line item details.

Learn More:

- [QRG: ZFTR055 – Budget Movement Report for FC](#)
- [QRG: ZFTR055 FUNDS – Budget Movement Report for Funds](#)
- [DOCUMENTATION & SUPPORT: Budget Analysis Reports](#)

Requesting Ideas for FAST Tips Articles and Simulations!

We are always looking for fresh ideas from our readers.

If you have any suggestions for FAST Tip articles or simulations, **send us your input in the feedback link below!**

[FEEDBACK](#)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS, RIS/MRA/MROL)

LOCATION: 256 McCaul St.

Thursday, March 9 th	room 103	11:30am – 1pm
Tuesday, March 21 st	room 103	12:30pm – 2pm

TRAINING

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- [FAST Tips Newsletter - Archive](#)

FAST STAFF

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