Work Instruction

Monthly PI Report

When to Use

This report should be used to review the financial transactions to the account and to determine the current balance.

This report is one of the Reconcilliation Reports that must be run and reviewed by the Business Officer each month, as stated in the Accountability Report. For more information about Financial Accountability, please click **here.**

Report Functionality

- provides a summary of all financial activity in a Principal Investigator's research grant account along with supporting details
- The supporting details can be obtained by indicating which sections to include on the selection screen. If no items are selected, a one-page summary report is produced.
- The output of this report can be based on either budget or expenditure categories. A selection option allows the user to determine which version they would like, or allow the system to choose.
- data in this report is updated each night, as so is current as at the end of business the previous day.
- Download into excel button available

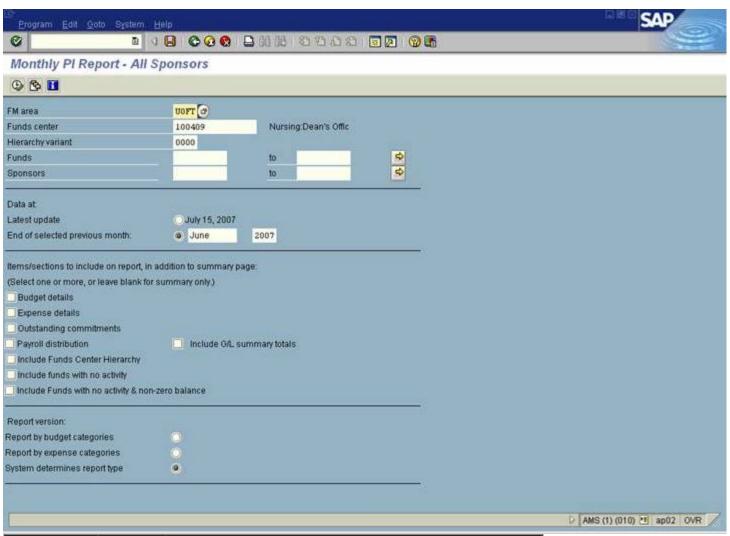### Report Output - Financial Information Available

▶Carryforward Budget ▶Budget ▶Actual ▶Commitments ▶YTD Figures ▶Funds Available

Detailed Procedures

Access the transaction using:

Menu	Accounting >> Funds Management >> Information System >> Funds Management (UofT Reports) >> Month End Reports >> Monthly PI Report - All Sponsors
Transaction code	ZFTR091

Selection screen:

Monthly PI Report - All Sponsors

FM area	UOFT
Funds center	100409	Nursing:Dean's Offic
Hierarchy variant	0000
Funds		to
Sponsors		to

Data at:
Latest update ○ July 15, 2007
End of selected previous month: ● June 2007

Items/sections to include on report, in addition to summary page:
(Select one or more, or leave blank for summary only.)
☐ Budget details
☐ Expense details
☐ Outstanding commitments
☐ Payroll distribution   ☐ Include G/L summary totals
☐ Include Funds Center Hierarchy
☐ Include funds with no activity
☐ Include Funds with no activity & non-zero balance

Report version:
Report by budget categories ○
Report by expense categories ○
System determines report type ●

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Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
Funds Center	R	Enter the Funds Center (FC) number. The FC can be either an operating FC (1XXXXX) or a PI Funds Center (2XXXXX).
Funds	O	Leaving the Fund field blank will report on all the funds related to the FC. Enter the Fund number to report on a particular FC/Fund combination.
Sponsors	O	Leaving the Sponsor field blank will report on all sponsors. Enter the sponsor number to report on a particular Sponsor combination.
Data at: Latest Update	O	Choose this box if you wish to run the report based on the last update, which is shown to the right of the box.
Data at: End of selected previous month	O	Choose this box if you wish to run the report for a previous month end. You can select the exact month and year that you wish to report on using the drop down menus.
Budget	O	Click on this button if you wish to include the detailed

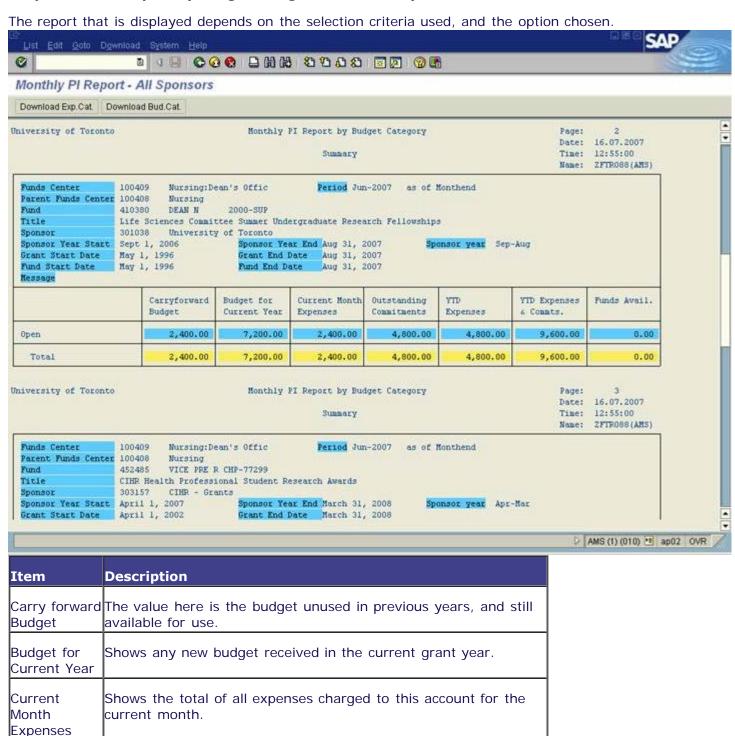|		
Details		budget report in addition to the summary. This option will provide you with the budget details for all sponsor fiscal years.
Expense Details	O	Click on this button if you wish to include the detailed expense report in addition to the summary. This option will provide you with line item detail that includes the posting date, G/L account, document number, user ID and text for each payment made from this account.
Outstanding Commitments	O	Click on this button if you wish to include the detailed outstanding commitments report in addition to the summary. This option will provide you with the line item detail that includes the posting date, G/L account, document number,vendor number (for purchase orders)and text for each fund reservation payroll and manual reserve and purchase order made from this account.
Payroll Distribution	O	Click on this button if you wish to include the payroll distribution.
Include G/L summary totals	O	Click on this button if you wish to include the general ledger summary totals for the payroll distribution. If you choose this option, you must also select the payroll distribution.
Include Funds Center Hierarchy	O	If you leave it blank, the report will be based on the accounts entered only. Click on this button if you wish to include the subordinate funds centers in addition to the parent account.
		You may only select one of the two options below. If neither one of the options is selected, only funds with activity in the month will be selected.
Include funds with no activity	O	If selected, all funds will be reported.
Include funds with no activity & non-zero balance	O	If selected, all funds with non-zero balance in the month will be reported.
Report by budget categories	O	Here you can determine which version of the report you are interested in. By selecting this option, the information will be organized by the following budget categories; Carry forward Budget, Budget for the Current Year, Current Month Expenses, Outstanding Commitments, YTD Expenses, YTD Expenses and Commitments and Funds Available.
Report by expense categories	O	Here you can determine which version of the report you are interested in. By selecting this option, the information will be organized by pre-set categories based on the general ledger accounts.
System	O	This is the default option. The system will determine

determines report type		either the report by Budget or Expense categories for you, based on the sponsor and/or the level of budgeting. This selection is recommended.

Click on ⏰ to execute the report.

The differences between the reports are a matter of organization of the information. The exact same figures are reported under both the Expense and the Budget version, with the exception of overhead budget, which is not included in the budget category budget version.

Output Screen: Report by Budget Categories - Summary

The report that is displayed depends on the selection criteria used, and the option chosen.

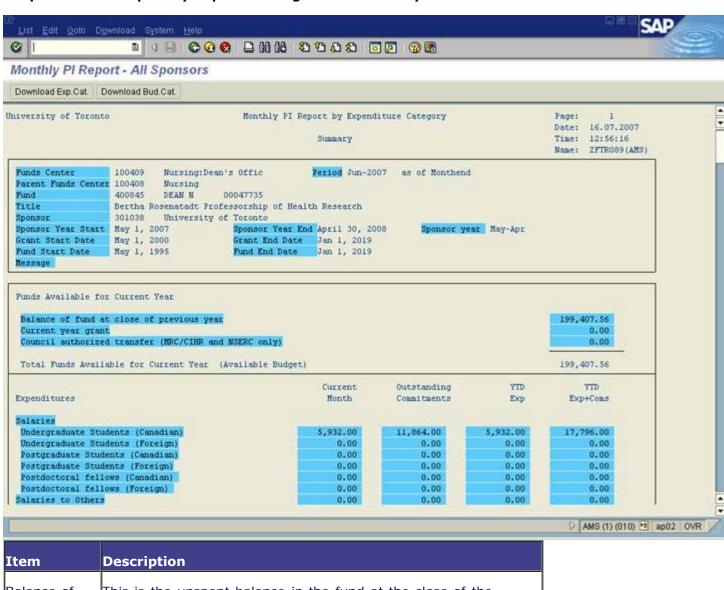| Item	Description
Carry forward Budget	The value here is the budget unused in previous years, and still available for use.
Budget for Current Year	Shows any new budget received in the current grant year.
Current Month Expenses	Shows the total of all expenses charged to this account for the current month.
Outstanding Commitments	Shows manual reserves,payroll commitments and purchase orders processed on this account. The funds that are reserved for

	other purposes are not available for spending.
YTD Expenses	Shows the total expenses processed on this account for the grant year to date.
YTD Expenses & Commts.	The sum of all outstanding commitments and the year to date expenses. This represents all the money spent, or put aside to be spent for a specific purpose.
Funds Available	This is the amount of money available to be spent.

Output Screen: Report by Expense Categories - Summary

University of Toronto — Monthly PI Report by Expenditure Category

Summary

Funds Center	100409	Nursing:Dean's Offic	Period Jun-2007 as of Monthend
Parent Funds Center	100408	Nursing	
Fund	400845	DEAN N 00047735	
Title		Bertha Rosenstadt Professorship of Health Research	
Sponsor	301038	University of Toronto	
Sponsor Year Start	May 1, 2007	Sponsor Year End April 30, 2008	Sponsor year May-Apr
Grant Start Date	May 1, 2000	Grant End Date Jan 1, 2019	
Fund Start Date	May 1, 1995	Fund End Date Jan 1, 2019	
Message			

Funds Available for Current Year

Balance of fund at close of previous year	199,407.56
Current year grant	0.00
Council authorized transfer (MRC/CIHR and NSERC only)	0.00
Total Funds Available for Current Year (Available Budget)	199,407.56

Expenditures	Current Month	Outstanding Commitments	YTD Exp	YTD Exp+Coms
Salaries				
Undergraduate Students (Canadian)	5,932.00	11,864.00	5,932.00	17,796.00
Undergraduate Students (Foreign)	0.00	0.00	0.00	0.00
Postgraduate Students (Canadian)	0.00	0.00	0.00	0.00
Postgraduate Students (Foreign)	0.00	0.00	0.00	0.00
Postdoctoral fellows (Canadian)	0.00	0.00	0.00	0.00
Postdoctoral fellows (Foreign)	0.00	0.00	0.00	0.00
Salaries to Others	0.00	0.00	0.00	0.00

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Item	Description
Balance of fund at close of previous year	This is the unspent balance in the fund at the close of the previous grant year, excluding outstanding commitments.
Current year grant	The amount of the grant received in the current year.
Council authorized transfer (MRC/CIHR	The amount received from MRC/CIHR and NSERC for the current year.

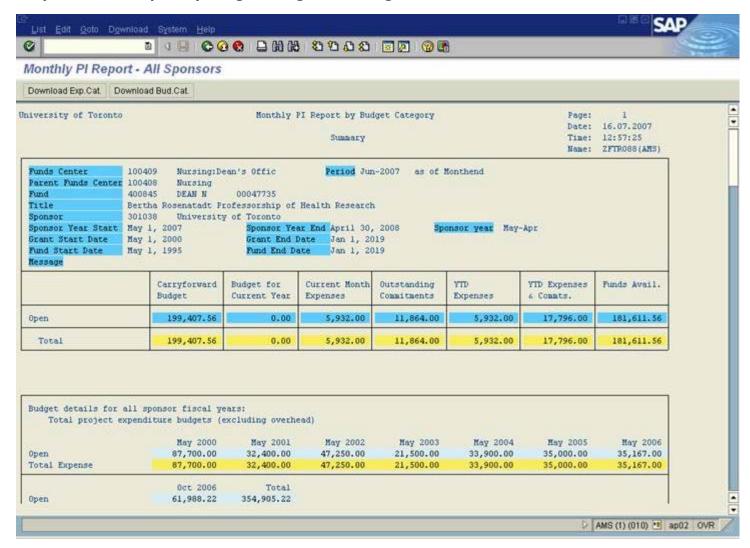|	
and NSERC only)	
Total Funds Available for Current Year	The sum of all source of funding available for the current year.
Expenditures	All expenses are listed by pre-defined General Ledger account groups established by the major sponsors on the left hand side. The amounts are then organized into the following columns; Current Month, Outstanding Commitments, Year-to-Date Expenses and Year-to-Date Expenses and Commitments. The total expenditure for each column is found at the bottom of the report, and the Year to date Unspent Balance or Free Balance is the last item displayed.
Salaries	Salaries are summarized by General Ledger account. The account used is based on the information in HRIS. Payments that appear in here were entered into HRIS using the corresponding wage types. The payments shown here are usually to students.
Salaries to Others	This category captures all other payroll payments charged to this account.
Salary of Incumbent (CRC Only)	The salary the principal investigator received from this account is shows here.
Fringe Benefits	The standard benefit amount charged in HRIS for any T4 payments.
Professional and Technical Services/ Contracts	Any payment for professional or technical services charged to this account appears here.
Equipment	Any equipment purchases charged to this account appears here.
Materials, Supplies and other expenditures	Any material, supplies or other purchases charged to this account appears here.
Administrative cost related to CRC	Any administrative costs would be shown here.
Travel	Any travel expenses charged to this account appears here.
Research time stipends (SSHRC only)	Any stipends paid for research time would appear here.
Other	Any other charges that do not fall into the above categories are listed here.

Header

The header of the report shows the details of which accounts the report is for. The header section includes the funds center name and number, the Parent FC name and number, the fund name and number, the title, the sponsor name and number, the sponsor year start and end, grant start and end, fund start and end and any message.

The report can be downloaded into Excel, based on the report version chosen on the selection screen. If the report is by budget categories, you can download the report by clicking on "Download Bud. Cat." If the report is by expense categories, you can download the report by clicking on "Download Exp. Cat." The report will list all commitment items that have budget set up in them.

Output : Detailed Reports

From the selection screen, there are six options to include in your selection. Budget Details, Expense Details, Outstanding Commitments are all detailed reports. These reports present the information differently depending on which version of the report you select. This report will be discussed in detail below. The payroll distribution is exactly the same under both versions. For more information about the payroll distribution, please click **here**.

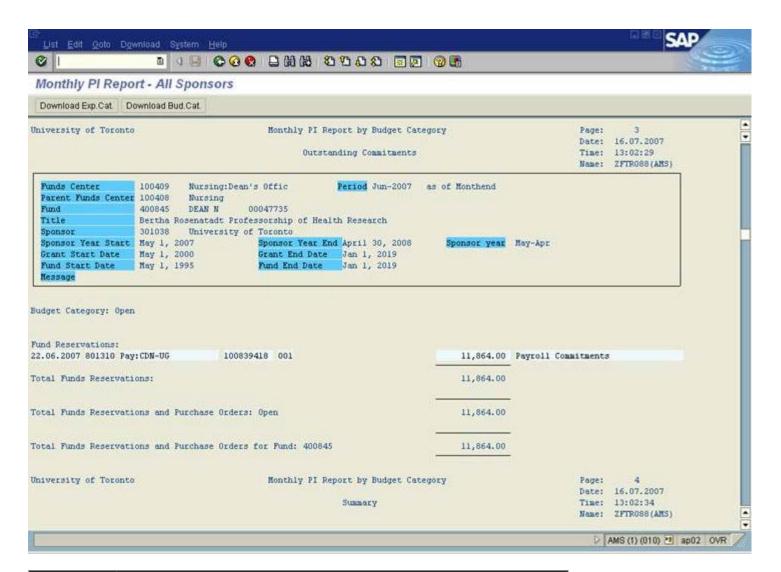### Output Screen: Report by Budget Categories - Budget Details

This does not produce a different report, but adds information to the Summary report. A section called "Budget details for all sponsor fiscal years" are added. In this section, information is provided about the total project expenditure budget, excluding overheads.

Item	Description
Open	The open amount in the budget for all sponsor fiscal years is displayed by grant year. The last column provides a total.
Total Expense	The total expense budget in all budget categories for all sponsor fiscal years are displayed by grant year. The last column provides a total.

Output Screen: Expense Details

Item	Description
Posting Date	The date the document was posted in shown here.
G/L Account	The general ledger account the transaction was posted to is shown here.
G/L Account Name	The full name of the general ledger account is shown here.
Document Number	The document number for the transaction is shown here.
User ID	The user id of the person who posted the transaction is shown here.
Document Text	The line item text entered when the document was processed is shown here.
Amount	The total amount of the transaction is shown here.

Output Screen: Outstanding Commitments

Item	Description
Posting Date	The date the document was posted in shown here.
G/L Account	The general ledger account the transaction was posted to is shown here.
G/L Account Name	The full name of the general ledger account is shown here.
Document Number	The document number for the transaction is shown here.
Vendor Name	If the reserve is due to a Purchase Order or a manual reserve, the vendor name is displayed here
Reserve Amount	The total amount of the reserve is shown here.
Amount	The line item text entered when the document was processed is shown here.

End of Procedure