Funding: Funds Center or Fund Report - Revenue Received and Receivable view

How to use the Received vs Receivable view?

To enable the received vs receivable view, users must select two options on the selection screen (see Figure 1).

Figure 1 – Select the Total Fund and the Revenue Received vs Receivable check boxes.
When Invoices are sent to the sponsor, the ‘Receivable’ amount will be created (See Figure 2).

**Figure 2** – This report indicates that there is an outstanding Invoice worth $10,000.00 (has not been paid by the sponsor).

![Funding: Funds Center or Fund](image)

Payments received from the sponsor will reduce the receivable amount and will generate a received amount (see Figure 3).

**Figure 3** – This report indicates that the $10,000.00 outstanding Invoice has been fully paid by the sponsor. There is no outstanding payment expected from the sponsor.
Please note that **drilldowns are not available** on the received and receivable level. Drilldowns are available on the summary level which is the MISC-CONTR level as shown on Figure 4.

**Figure 4** – double click on the $14,088.00 MISC-CONTR row to see the detailed postings on this fund/funds center.

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For clarifications or questions on this view, please email **annaliza.co@utoronto.ca**