

UTM FIS Workshop Series

Day 6
Basic FM Reporting
Budget Analysis
Research Fund Reporting



UNIVERSITY OF
TORONTO

Day 5 - Workshop Map

Morning

- What is Funds Management?
- Purpose of Funds Management Reporting
- Basic Funds Management Reports
 - Funding: Funds Center or Fund Report
 - Total Funding Activity Report
 - FI Postings Line Item Report
 - Funds Center Report

Afternoon

- Budget Analysis
 - Understanding the Budgeting Process
 - Budget Analysis Report:
 - Budget to Plan Reconciliation
 - Budget Movement Report
- Research Fund Analysis

Basic Funds Management Reporting

What is Funds Management (FM)?

Funds Management (FM) is used to **track** and **report** on **funding** and **budgets** for all university departments, divisions and faculties.

The purpose of Funds Management (FM) is to answer the questions:

What is the source of my funding?

AND

How much money do I have left?

FM Account Codes

FM Account Codes:

- **Funds Centers (FC)**
- **Funds Center / Fund combinations (FC/Fund)**
- **Commitment Items (CI)**

	Funds Center	Fund
Brief description	<ul style="list-style-type: none"> • a six digit code, starting with a 1 (departmental) or 2 (Principal Investigator) • used to record and report the funding and spending • for Operating Fund and Ancillary Operations • on a fiscal year basis 	<ul style="list-style-type: none"> • a six digit code • used to record and report the funding and spending • for the Restricted and Capital Funds • on a "life to date" basis
Periodic Reporting	fiscal year (May 1 thru April 30)	any start or end date
Hierarchy	reflects the organizational structure at UofT	no hierarchy of its own; is linked to an organizational unit through transaction postings; must be used in conjunction with the appropriate Funds Center
Budgeting	fiscal year basis	overall basis

A **Commitment Item (CI)** is:

- an alphabetic code that indicates the **level** at which a budget is established for a **Funds Center** or **FC/Fund**
- assigned for all expense and revenue G/L accounts
- where budget is held for Funds Availability Checking

Operational Hierarchy at U of T as reflected in FIS through the use of Funds Centers

Highest levels of the Funds Center hierarchy reflect main operational portfolios at U of T

Individual Divisions and Departments are located within these portfolios

100000	UofT
100697	Provost
100630	Research
100882	Div Univ Advancement
100660	Governance
100908	Admin & HR
100664	President, Office of
101333	Other Acad Costs
101340	General University
102518	Government Relations
102886	Business Affairs
199999	DUPLICATE CFC's

CFC 100546 is subordinate to
CFC 101123 and parent to
CFC 202675

100000	UofT
100697	Provost
101087	Arch & Landscape Arc
101123	Information Studies
101112	Inform Std:Library
101111	Inform Std:General
101834	Inform Stud Cont Ed
101901	McLuhan Program
101902	McLuhan Program Intl
101903	McLuhan Probe Think
101904	McLuhan Policy Unit
102902	Inform Stud:OGS
103235	Info Std:Open Fellow
102958	FIS:ATRC
100546	SGS:Museum Stds Prog
202675	BARLOW J PROF
204367	TEATHER, LYNNE
210868	CAMPBELL, SHEILA D
205281	RUDEL, D. THIERY

Note: A Division/Department may have several Operating Funds Centers (1xxxxx) and PI Funds Centers (2xxxxx) under their hierarchy



What is Funds Availability?

Funds Availability (FA) checking is a function in FM that **prevents a transaction from being posted** to a FC or FC/Fund combination **IF** there is **insufficient budget** to cover the transaction.

Characteristics of FA checking:

- **ONLY** checks **expenditure transactions** against funds available
- Occurs at the **Commitment Item level** where budget is loaded



Funds Availability Checking : How it Works

Within a transaction, FA checking begins by locating:

1. **FC** or **FC/Fund** combination
2. **Commitment Item (CI)**
3. Checks for budget at that **CI level** (e.g., Travel → Travel-S)
4. If budget is not found at lower summary level, **FA proceeds up the CI hierarchy** until budget is located (e.g., Expense-S)
5. Once budget is located, the following calculation determines if sufficient budget is available for transaction:

$$\text{FUNDS AVAILABLE} = \text{BUDGET} - (\text{ACTUAL EXPENDITURES} + \text{COMMITMENTS})$$

NOTE: For all **Research Fund** accounts, FA checking occurs at the **CI where budget is loaded** (e.g., Travel-S). If budget is not found at that level, it **will not** allow the transaction to post.

Example – Different Funding Sources by FM Code



Funding Sources Organized by:

- Funds Center or
- FC/Fund combinations

OPERATING =

RESTRICTED =

Fund Center	FC Name	Fund	Sponsor	Commitment Item	Budget Amount
100186	Med: General			EXPENSE-S	1,000,000.00
100186	Med: General	409328	Ontario Art Council	EXPENSE-S	30,000.00
200048	Dr. Baker			EXPENSE-S EXP-UTFA	40,000.00 5,500.00
200048	Dr. Baker	481482	Health Canada	EXPENSE-S	35,000.00
200048	Dr. Baker	481484	Canadian Health Services Research Foundation	COMPENS-S	12,000.00
				SUPPL-S	2,000.00
				TRAVEL-S	44,000.00
				SPECIAL1	1,900.00

NOTE: Typically CI's default from G/L accounts used in transactions, but there are some cases where CI's must be **changed manually to access budget**.

The following CI's require manual entry:

- **EXP – UTFA**
- **SPECIAL1**

These are shown under the **Commitment Item** column in **BOLD**.

Purpose of Funds Management Reporting

Funds Management reports answer the following questions:

- What is the source of my funding (budget)?
- How much funding do I have left (funds available)?
- What has been charged to my accounts?

Basic Funds Management Reports

	Funding: FC or Fund (ZFM1)	Total Funding Activity (ZFTR008)	FI Postings Line Item (ZFIR079)	Funds Center Report (ZFTR111)
What is the source of my funding (budget)?	✓	✓		✓
How much funding do I have left (funds available)?	✓	✓		✓
What has been charged to my accounts?	✓	✓	✓	✓

Using Excel with SAP

Using Excel with SAP

Methods of Using Excel with SAP:

- Download reports into Excel
- Excel Office Integration in SAP
(i.e., Excel functionality within SAP)

Prior to downloading your report to Excel or using the Office Integration function, ensure that you setup your Excel download settings on your computer (refer to QRGs).

QRG: SAP Office Integration Excel Settings

<http://finance.utoronto.ca/faqs/using-excel-with-sap/>

QRG: Excel Download Settings

<http://finance.utoronto.ca/wp-content/uploads/2015/09/exportsprdsht.pdf>

QRG: Changing Default Excel Download Settings

<http://finance.utoronto.ca/wp-content/uploads/2015/09/chgsprdshtdefault.pdf>

Excel Integration and Download Settings

In MS Excel, proceed to:

File tab >> Options

QRG: SAP Office Integration
Excel Settings

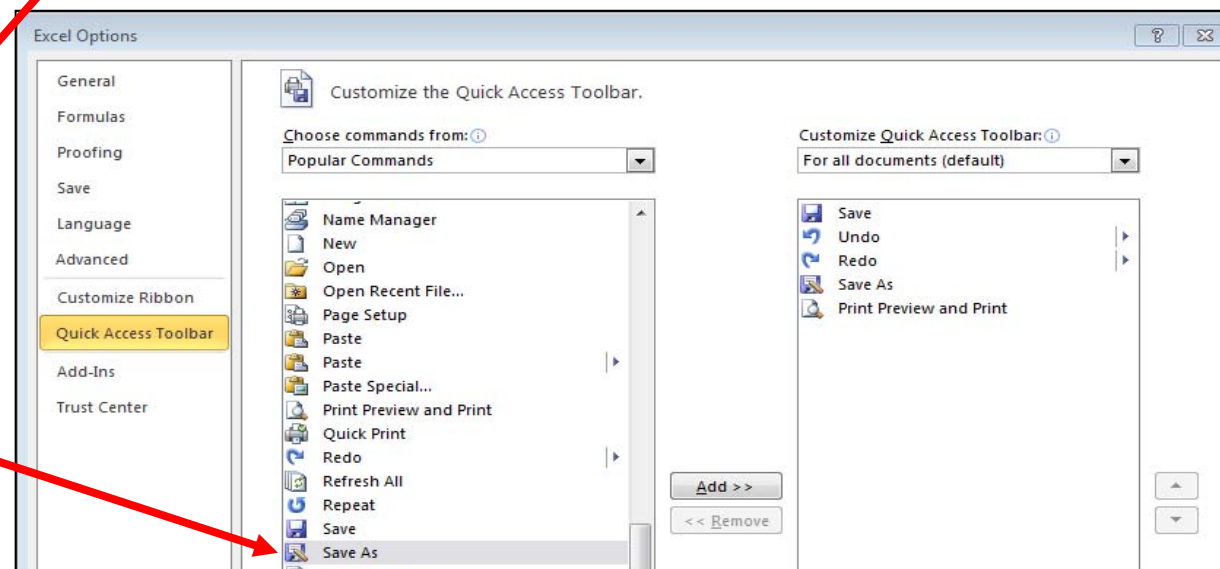
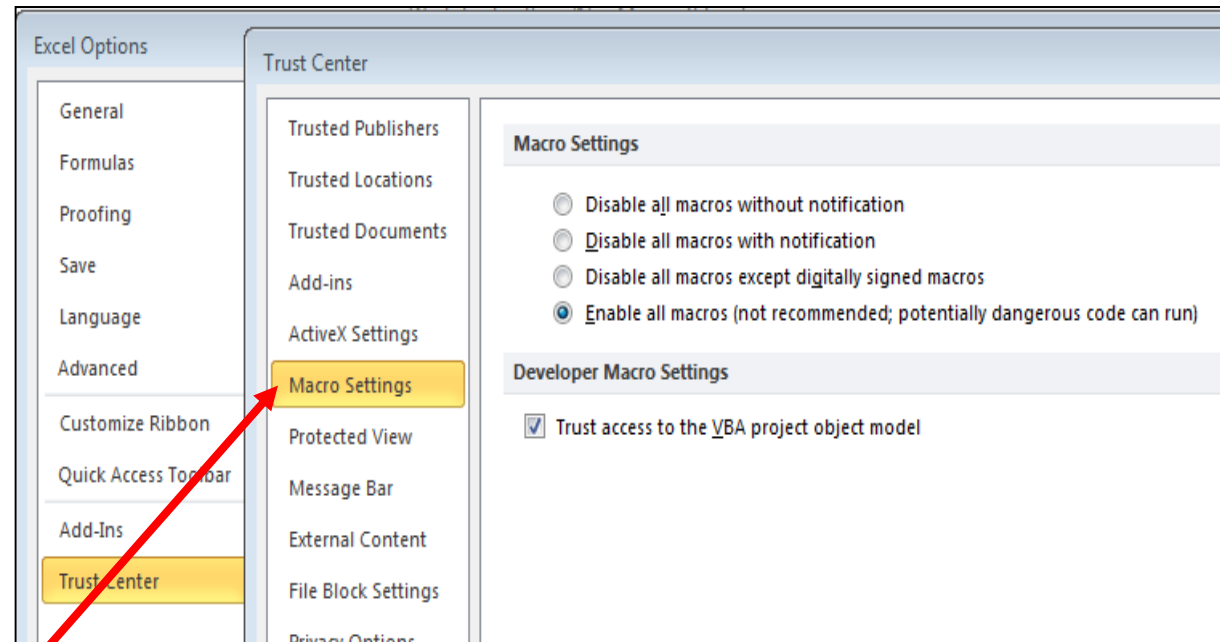
<http://finance.utoronto.ca/wp-content/uploads/2015/09/excelsap.pdf>

STEP 1: Enable Macros

- Allows SAP to download spreadsheets onto your local MS Excel
- Enables SAP to perform Office Integration (i.e., generate Excel spreadsheets in SAP)

STEP 2: Enable “Save As” Option

- Allows you to locally save any spreadsheets you create in SAP using Office Integration



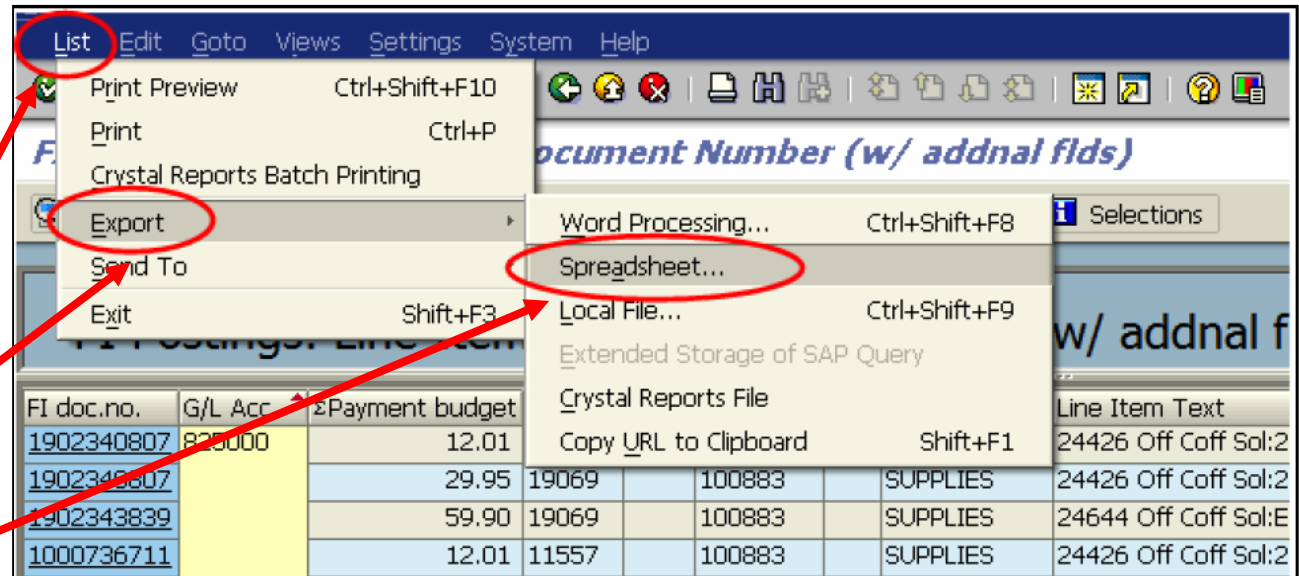
Using Excel with SAP (cont'd)

Option 1: Downloading to Excel

Not all reports are downloadable to Excel.

For downloadable reports, proceed to:

- select **List** dropdown
- select "Export"
- select "Spreadsheet"



Option 2: Office Integration


Some reports enable Excel functionality within SAP.

For Excel integration:

- click the MS Excel View button ()

FI Postings: Line Items by Document Number (w/ addnal flds)

25.07.2013 11:50:25



FI document number	G/L Account	Payment budget	Cost Center	Order	Funds	Cost of Sales	Commitment	Line Item Text	Vendor	Vendor	Posting Date	Document Date	User Name	(FI)
1	3000000638	738290	-765.31	11042	119820		ADM-USER-F	Port Dep Revenue for fees			07/09/2013	07/09/2013	FISTRAIN7	
2	3000000637		-765.31	11042	119820		ADM-USER-F	Transit Rev 062013			07/09/2013	07/09/2013	FISTRAIN4	
3	3000000636		-765.31	11042	119820		ADM-USER-F	Transcript Revenues Jun 13			07/09/2013	07/09/2013	FISTRAIN11	
4	3000000635		-765.31	11042	119820		ADM-USER-F	Transcript Revenues 06/2013			07/09/2013	07/09/2013	PARAMRAM	
5	3000000634		-765.31	11042	119820		ADM-USER-F	Transcript Recovery June 2013			07/09/2013	07/09/2013	FISTRAIN9	
6	3000000621		-765.31	11042	119820		ADM-USER-F	Trans. Revenue 04/2013			05/22/2013	05/22/2013	FISTRAIN10	
7	3000000620		-765.31	11042	119820		ADM-USER-F	transcript revenue 04/2013			05/22/2013	05/22/2013	PARAMRAM	
8	3000000619		-765.31	11042	119820		ADM-USER-F	Transcripts Revenue 04/2013			05/22/2013	05/22/2013	FISTRAIN3	
9	3000000618		-765.31	11042	119820		ADM-USER-F	Transcripts Revenue Cash 04/2013			05/22/2013	05/22/2013	FISTRAIN1	
10	3000000617		-765.31	11042	119820		ADM-USER-F	transcript Revenues 04/2013			05/22/2013	05/22/2013	FISTRAIN4	
11	3000000616		-765.31	11042	119820		ADM-USER-F	Transcript Rev April 2013			05/22/2013	05/22/2013	FISTRAIN2	
12	3000000615		-765.31	11042	119820		ADM-USER-F	Transcript Revenue 04/2013			05/22/2013	05/22/2013	FISTRAIN7	
13		738290	-9183.72											

Funds Management Reports

Funding: Funds Center or Fund Report

Used to:

- check the **funds available** in a **single** Funds Center or Funds Centre/Fund combination
- view **Revenue** and **Expense** information

Can be run:

- for a **single** FC or FC/Fund combination
- for the overall/total fund (i.e., start date to current date)

Provides:

- a view of budgets, actuals, commitments and funds available
- summarized view of total revenues and expenditures

When Run for **FC/Fund**:

- **annual** or **overall** view for Funds
- **net totals**
- actual and Commitment Items **by period**

When Run for **Funds Center**:

- Similar output to the **Funds Center Report (ZFTR111)**
- **multiple report output views** (i.e., fixed format and spreadsheet view)
- Detailed budget displayed for **specific Commitment Items**
- Drill down to detail line item reports is available on all report columns (even the Budget columns)
- quick analysis of transactions for specific Commitment Items (e.g., EXP-UTFA)

Funding: Funds Center or Fund Report – Report Output Scenarios

The output of the Funding: Funds Center or Fund report will **depend on the FM account** used to run the report.

3 Scenarios:

- Funds Center/Fund combination
- Funds Center (Operating/Ancillary Operations) **with Original Budget**
- PI Funds Center

Funding: Funds Center or Fund Report (cont'd)



Menu Path: Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Financial Summary Reports >> Funding: Funds Center or Fund

Transaction Code: ZFM1

Enter **Fund** (if applicable)

Provides overall picture (ONLY applicable for **FUNDS**)

Displays sum of total revenues & expenditures (For **FCs only & Conference Accounts**)

Revenue Received vs. Receivable (for **Funds**)

Enter **FC** (required)

Defaults to "0" (current budget)

Enter **Fiscal Year** (Defaults to current **FY** if left blank)

Use if run for **PI Funds Center**

Funding: Funds Center or Fund

FM area UOFT

Funds Center ☒

Fund

Budget Version

Fiscal year

☐ Total Fund (Recommendation: Select 'Total Fund' when)

☐ Include net totals

☐ FBS (Budget data processed up to and including October 2006 month end)

☐ BCS

☐ Revenue Received vs Receivable (for Research Restricted fund, Sponsor payment method is Invoicing)

☐ Old Report Format

QRG: Funding by Fund Center or Fund Report

<http://www.finance.utoronto.ca/fast/qrg/rptmd/fs/fundingfcfund.htm>

GTFM Policy: Conference Accounts

<http://finance.utoronto.ca/policies/gtfm/financial-management/fis-accounts-establishing-changing-and-deactivating/conference-accounts/>

Funding: Funds Center or Fund Report – Funds Center/Fund

Funding: Funds Center or Fund

Fiscal year: Select Print Excel Overview

University of Toronto Page: 1 of 1

BCS Funding: Funds Center or Fund

FM area: UOFT Fiscal year:
 Budget-version: 0
 Funds Center: 288888 Grad, DREW
 Fund: 591966 Grad, D
 Start date: 01.09.2016 End date: 31.05.2019
 Sponsor: 302002 Social Sciences & Humanities
 Title of research: Social Sciences & Humanities
 Message:
 No. of LTCAP units as of 01.10.2017: 0.00

Commitment item	Released Budget	Commitments	Actuals	Total Commitments/ Actuals	Revenue variance/ Funds available
Revenues					
MISC-CONTR	0.00	0.00	59,808.50-	59,808.50-	59,808.50
Expenditures					
EXPENSE-S	59,808.50	0.00	21,267.75	21,267.75	38,540.80
Net Totals :	59,808.50	0.00	38,540.75-	38,540.75-	98,349.30

Excel Overview enables download to spreadsheet and Pivot table

Periods to reveal **Prev. Period** and **Next Period** buttons, enabling user to scroll through all FY periods

Double click line item to drilldown to **G/L level detail**

(See next slide for screen output)

Total Funds Available

Note:

- **Revenue Variance / Funds Available** = Budget – (Total Commitments + Actuals)
- **Net totals** = Sum of total revenues and total expenditures

Funding: Funds Center or Fund Report (cont'd)

Drilldown view of G/L Accounts :

To drilldown to **original G/L document**:

1. Select a G/L account
2. Double click **anywhere** on line item

Output lists **all documents containing that G/L account**.

Funding: FC or Fund: Assignments

Select Print Left Right

FM area: UOFT Fiscal year:
 Budget-version: 0
 Funds Center: 288888 Grad, DREW
 Fund: 591966 Grad, D
 Start date: 01.09.2016 End date: 31.05.2019
 Sponsor: 302002 Social Sciences & Humanities
 Title of research: Social Sciences & Humanities
 Message:
 No. of LTCAP units as of 01.10.2017: 0.00

Commitment item	Expenditure assignments	Account No.	Expenditures	Purch orders and salary reserves	Other reserves
Expenditures					
EXPENSE-S	21,267.75		21,267.75	0.00	0.00
Pay:Casual Admin.		801140	2,833.12	0.00	0.00
Pay:Unions - Temp.		801150	3,120.00	0.00	0.00
Pay:Benefits No Appt		801920	595.37	0.00	0.00
Equip:Comput:Purch		821110	3,206.80	0.00	0.00
Services:general		835000	6,354.54	0.00	0.00
Technical services		836000	4,833.00	0.00	0.00
Conference fees		837800	94.14	0.00	0.00

Funding: Funds Center or Fund Report (cont'd)

Drilldown view of all transaction document(s) within the selected G/L account:

Funding: FC or Fund: Assignments: Documents

Select Print

FM area: UOFT Fiscal year:
Budget-version: 0
Funds Center: 288888 Grad, DREW
Fund: 591966 Grad, D
Start date: 01.09.2016 End date: 31.05.2019
Sponsor: 302002 Social Sciences & Humanities
Title of research: Social Sciences & Humanities
Message:
No. of LTCAP units as of 01.10.2017: 0.00

Double click anywhere on document line item to drilldown to original transaction document

Account No.	Posting Date	Document No.	Expenditures	Purch orders and salary reserves	Other reserves
835000			6,354.54	0.00	0.00
	16.05.2017	4500155831	0.00	6,354.54	0.00
	16.05.2017	4500155831	0.00	6,354.54	0.00
	16.05.2017	5100513500	6,354.54	0.00	0.00

Funding: Funds Center or Fund Report – Funds Center (with Original Budget)

Double click columns to drilldown to detailed line item reports::

- Budget Movement Line Item Report
- FI Postings Line Item Report
- All Postings Line Item Report

Click **Switch to spreadsheet view** to display output in line item/spreadsheet format

Funds Available reflected on EXPENSE-S summary line

Original Budget and Revised Budget shown on same output

Detailed budget presentation enables you to see the budget to actual spending variances

Net Totals

Funds Center Report

Show all Commitment Items with hierarchy | Switch to spreadsheet view | Show all Commitment Items w/o hierarchy | Open next level

Fiscal Year: 2015
Funds Center: 100647 Fm-FC ORIGINAL BDGT
Include FC Hierarchy: 0000
FC Hierarchy variant: X
Report Instance: ZFTR111 TNG
User: PARAMRAM
Date/Time: 25.04.2014 09:20:26

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
Revenues						
REVENUE-S	150,000.00-	150,000.00-	0.00	97,914.09-	97,914.09-	52,085.91-
EXTRN-INC	150,000.00-	150,000.00-	0.00	92,284.09-	92,284.09-	57,715.91-
+ RECOVERY	0.00	0.00	0.00	5,630.00-	5,630.00-	5,630.00
Total Revenues	150,000.00-	150,000.00-	0.00	97,914.09-	97,914.09-	52,085.91-
Expenditures						
- EXPENSE-S	1,450,483.00	1,650,483.00	0.00	1,311,366.90	1,311,366.90	339,116.10
^ EXPENSE-S	0.00	150,000.00	0.00	0.00	0.00	150,000.00
CARRYFWD	0.00	50,000.00	0.00	0.00	0.00	50,000.00
+ COMPENS-S	1,310,421.00	1,310,421.00	0.00	1,086,755.45	1,086,755.45	223,665.55
+ EQUIP-S	13,000.00	13,000.00	0.00	8,829.96	8,829.96	4,170.04
+ FURNIT-S	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
+ SUPPL-S	119,062.00	119,062.00	0.00	195,411.26	195,411.26	76,349.26-
- TRAVEL-S	7,000.00	7,000.00	0.00	20,370.23	20,370.23	13,370.23-
TRAV-EMPL	7,000.00	7,000.00	0.00	17,370.23	17,370.23	10,370.23-
TRAV-STDNT	0.00	0.00	0.00	3,000.00	3,000.00	3,000.00-
TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	1,450,483.00	1,650,483.00	0.00	1,311,366.90	1,311,366.90	339,116.10
Net	1,300,483.00	1,500,483.00	0.00	1,213,452.81	1,213,452.81	287,030.19

Funding: Funds Center or Fund Report – PI Funds Center

Output when report is run using a **PI Funds Center** is the same as when run with a Funds Center with Original Budget, with the exception of **NO ORIGINAL BUDGET**.

If ☐ Old Report Format not checked off:

Funds Center Report

Show all Commitment Items with hierarchy | Switch to spreadsheet view | Show all Commitment Items w/o hierarchy | Open next level

Funds Center Report

Report Instance: ZFTR111
User: TNG
Date/Time: 10.06.2014 12:03:09

2015
205827 FIS TRAINING
FC Hierarchy variant: 0000
Include PI FCs: X

NO Original Budget

Expenses shown at detailed CI level

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
Expenditures						
EXP-UTFA	0.00	9,815.76	0.00	0.00	0.00	9,815.76
- EXPENSE-S	0.00	123,073.85	0.00	915.13	915.13	122,158.72
CARRYFWD	0.00	123,073.85	0.00	0.00	0.00	123,073.85
+ SUPPL-S	0.00	0.00	0.00	915.13	915.13	915.13-
Total Expenditures	0.00	132,889.61	0.00	915.13	915.13	131,974.48
Net	0.00	132,889.61	0.00	915.13	915.13	131,974.48

If ☒ Old Report Format checked off:

Funding:Funds Center or Fund

Periods | Select | Print | Excel Overview | New Format

University of Toronto
BCS Funding:Funds Center or Fund

Page : 1 of 1
Program : ZFTR001 /TNG
User : PARAMRAM
Date : 10/06/14
Time : 12:07

FM area: UOFT
Budget-version: 0
Funds Center: 205827
Fund: FIS TRAINING

Commitment item	Budget	Commitments	Actuals	Total Commitments/ Actuals	Revenue variance/ Funds available
Expenditures					
EXP-UTFA	9,815.76	0.00	0.00	0.00	9,815.76
CARRYFWD	123,073.85	0.00	915.13	915.13	122,158.72
Total Expenditure :	132,889.61	0.00	915.13	915.13	131,974.48

Report Features at a Glance

	Funding: FC or Fund			
Funds Center (<i>single</i>)	✓			
Multiple FC reporting				
Funds Center/Fund Combination (<i>single</i>)	✓			
Multiple FC/Fund combinations				
Funds Center Groups				
Budget drilldown	✓ (FC only)			
FI & Commitment drilldown	✓			
PI Funds Center: Include/Exclude or Run Only by PI FC				
CI (<i>single/multiple</i>)	✓ (FC only)			
Selection of multiple report output views	✓ (FC only)			
Original & Revised budget in same report	✓ (FC only)			
Run by Period or Multiple Fiscal Yrs				
FBS or BCS	✓			

Total Funding Activity Report

Used to:

- provide an overview of the financial status of **multiple FCs** (within a hierarchy) and **FC/Fund combinations**

Can be run:

- **on all accounts** within a Funds Center hierarchy
- Including/excluding Funds
- for **Active Funds Only**
- a single Fund or range of Funds
- for **Funds Centers & Funds Center/Fund combinations**

Provides:

- **summarized** view of Total Revenues and Total Expenditures

Enables:

- drilldown to document level

Does not provide:

- a period view (**ONLY fiscal year**)
- budget details

Total Funding Activity Report (cont'd)

Menu Path: Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Financial Summary Reports >> Total Funding Activity (ZFTR008)

To view balances of all Funds Centers in the hierarchy

To report on **active funds ONLY** select "Active Funds Only"

To report on a range of Funds

To report on specific or range of Sponsors (e.g., NSERC, CIHR)

QRG: Total Funding Activity

http://finance.utoronto.ca/wp-content/uploads/2015/11/Total_Funding_Activity.pdf

QRG: FBS – BCS Radio Buttons

<http://finance.utoronto.ca/wp-content/uploads/2015/10/fbsbcsradio1.pdf>

The screenshot shows the 'Total Funding Activity' report form. Red arrows point from text boxes to specific fields in the form:

- An arrow points from 'To view balances of all Funds Centers in the hierarchy' to the 'Funds Center' field.
- An arrow points from 'To report on active funds ONLY select "Active Funds Only"' to the 'Active Funds Only' checkbox.
- An arrow points from 'To report on a range of Funds' to the 'Funds' range input fields.
- An arrow points from 'To report on specific or range of Sponsors (e.g., NSERC, CIHR)' to the 'Sponsors' range input fields.
- An arrow points from 'Enter the Funds Center' to the 'Funds Center' field.
- An arrow points from 'Enter Fiscal Year' to the 'Fiscal Year' field.
- An arrow points from 'To include all funds, select "Include Funds"' to the 'Include Funds' checkbox.
- An arrow points from 'Can select data from before (BCS) or after October 2006 (FBS)' to the 'FBS' radio button.

The form includes the following sections:

- FM area:** Includes 'Funds Center', 'Fund Center Name', 'Fiscal Year', and 'Budget Version'.
- Funds Centers:** Includes 'Include Funds Center Hierarchy' and 'Hierarchy variant'.
- Funds:** Includes 'Include Funds', 'Active Funds Only', and a range selection for 'Funds'.
- Sponsors:** Includes a range selection for 'Sponsors'.
- Printing option:** Includes 'Page Break at Funds Center' and radio buttons for 'FBS' and 'BCS'.

Total Funding Activity Report (cont'd)

Output Screen:

Total Funding Activity - Overview

Commit.item Print Left Right Excel Overview

FM area: Fiscal Year: 2011 Include Funds Center Hierarchy. Include All Funds. Fund Data View: By Total Fund. Active funds only.

Double click line item to drilldown to **“Commitment Item Summary”**

Summarized financial activity reported for each account

Funds Center/ Funds	Budget Profile	Budget	Commitments	Actuals	Total Commit/ Actuals	Funds available
Funds Centers Total:	Revenues	198,443.24-	0.00	97,443.24-	97,443.24-	101,000.00-
	Expenditures	2,360,858.47	1,155,305.74	856,806.25	2,012,111.99	348,746.48
Funds Total:	Revenues	0.00	0.00	652,238.15-	652,238.15-	652,238.15
	Expenditures	557,682.04	0.00	482,771.50	482,771.50	74,910.54
(4) 100820	Revenues	1,000.00-	0.00	0.00	0.00	1,000.00-
Training	Expenditures	2,083,779.87	1,155,305.74	822,056.50	1,977,362.24	106,417.63
	A&S					
301503	Revenues Total	0.00	0.00	192,969.83-	192,969.83-	192,969.83
	Expenditures	86,484.83	0.00	80,622.04	80,622.04	5,862.79
01.05.2015 / 01.01.2019						
400029	Revenues Total	0.00	0.00	7,654.66-	7,654.66-	7,654.66
	Expenditures	7,654.66	0.00	7,654.66	7,654.66	0.00

Fund start & end date information

Indicates level in University's FC hierarchy (e.g., overall UofT FC = level 1)

Total Funding Activity Report (cont'd)

Commitment Item Summary:

- Provides **Budget, Commitments, Actuals, and Funds Available** for each Commitment Item within a FC or FC/Fund combination
- Enables **drilldown to individual Funds Center or Fund**

Commitment Item Summary

Choose

Print

Left

Right

New Format

University of Toronto

Commitment Item Summary

Page :
Program
User :
Date :
Time :

FM area:UOFT

Fiscal Year:2011

Budget-version:0

Funds Center:100820

TrainingA&S

Commitment item	Budget	Commitments	Actuals	Total Commit/Actuals	Funds available
CARRYFWD	27,288.28	0.00	264.37	264.37	27,023.91
EXPENSE-S	2,056,491.59	1,155,305.74	821,792.13	1,977,097.87	79,393.72

Report Features at a Glance

	Funding: FC or Fund	Total Funding Activity		
Funds Center (<i>single</i>)	✓	✓		
Multiple FC reporting		✓		
Funds Center/Fund Combination (<i>single</i>)	✓	✓		
Multiple FC/Fund combinations		✓		
Funds Center Groups				
Budget drilldown	✓ (FC only)			
FI & Commitment drilldown	✓	✓		
PI Funds Center: Include/Exclude or Run Only by PI FC				
CI (<i>single/multiple</i>)	✓ (FC only)			
Selection of multiple report output views	✓ (FC only)			
Original & Revised budget in same report	✓ (FC only)			
Run by Period or Multiple Fiscal Yrs				
FBS or BCS	✓	✓		

FI Postings Line Item Report

Used to:

- display **actual transactions** for the revenue and expense G/L accounts for specified FC or FC/Fund combinations

Can be run:

- for single or multiple FCs or FC/Fund combinations
- by G/L
- by posting period
- for **multiple** fiscal years
- for a **single** or **range** of Commitment Items
- by User ID

Provides:

- **detailed list of line items** from FI documents, sorted by document number

Enables:

- drilldown to document level

Does not provide:

- total revenues or total expenditures
- total actuals, commitments or funds available

FI Postings Line Item Report (cont'd)

Menu Path: Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Line Items >> FI Postings: Line Items by document number (ZFIR079)

Report on a single fiscal period
or across a range of fiscal years

Fund Acct: defaults with “=” (to restrict output to a single fund, enter a Fund acct).

To change this symbol:

- select “=”
- left click on mouse
- select “Options”
- Choose alternate symbol (e.g., greater than, less than)

Note: If field is left blank, funds will **NOT** be included in the report output.

To include Funds Center hierarchy

Restrict report output

QRG: FI Postings Report

<http://finance.utoronto.ca/wp-content/uploads/2015/10/fipostings.pdf>

FI Postings: Line Items by Document Number (w/ addnl flds)

Classification

FM Area: UOFT

Commitments/Actuals

Fiscal year/period: 2007 1 to 2007 12

Optimization of database access

Maximum No. of Hits

Funds Management Account Assignment

Fund: [dropdown menu with "=" symbol circled] to [dropdown menu]

Funds center

☐ and all superior

☐ and all subordinate

Commitment item

☐ and all superior

☐ and all subordinate

FI Document

FI document number: [dropdown] to [dropdown]

FI doc.no.fisc.year: [dropdown] to [dropdown]

Payment document no.: [dropdown] to [dropdown]

Fisc.year pmnt doc.: [dropdown] to [dropdown]

User: [dropdown] to [dropdown]

☐ Summarize Amount Type

Layout

Layout: [dropdown] ☐ Variant fields only

Search by Commitment Item hierarchy

FI Postings Line Item Report (cont'd)

Output Screen:

"Change Layout" button enables user to add or delete columns

Use buttons to:

- sort
- filter
- subtotal
- download
- save

FI Postings: Line Items by Document Number (w/ addnl flds)

FM Area: UOFT
Fiscal Year/Period: 2007 001 to 2007 004
Fund: EQ blank
Funds center: 100654
Commitment item:
User/Date/Time: NAMARANG / 08.03.2007 / 16:03:18 (AMS)

FI doc.no.	G/L Acc	ΣPymt Bdg	Order	Funds Ctr	Fund	Cmmt item	Line Item Text	VendorNm	Posting Date	Doc..Date
1000610137	745101	65,348.50-		100654		INVEST-INC			01.05.2006	01.05.2006
1000610408	821110	175.00-		100654		EQUIPMENT			03.05.2006	03.05.2006
1000611788	835330	44.34		100654		SERVICES			16.05.2006	16.05.2006
1000611954	835330	15.00		100654		SERVICES			17.05.2006	17.05.2006
1000612713	835020	5.00-		100654		TELEPHONE			24.05.2006	24.05.2006
	835020	2.00-		100654		TELEPHONE			24.05.2006	24.05.2006
	835020	0.61-		100654		TELEPHONE			24.05.2006	24.05.2006
1000613731	835330	15.00		100654		SERVICES			31.05.2006	31.05.2006
1000613777	835330	5,300.00		100654		SERVICES			31.05.2006	31.05.2006
1000614353	835330	10.00		100654		SERVICES			05.06.2006	05.06.2006

Click on document number to drilldown to document level

QRG: Line Item Functionality

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf>

FI Postings Line Item Report (Helpful hint)

To save a **changed** layout, click on "Save layout"  icon.

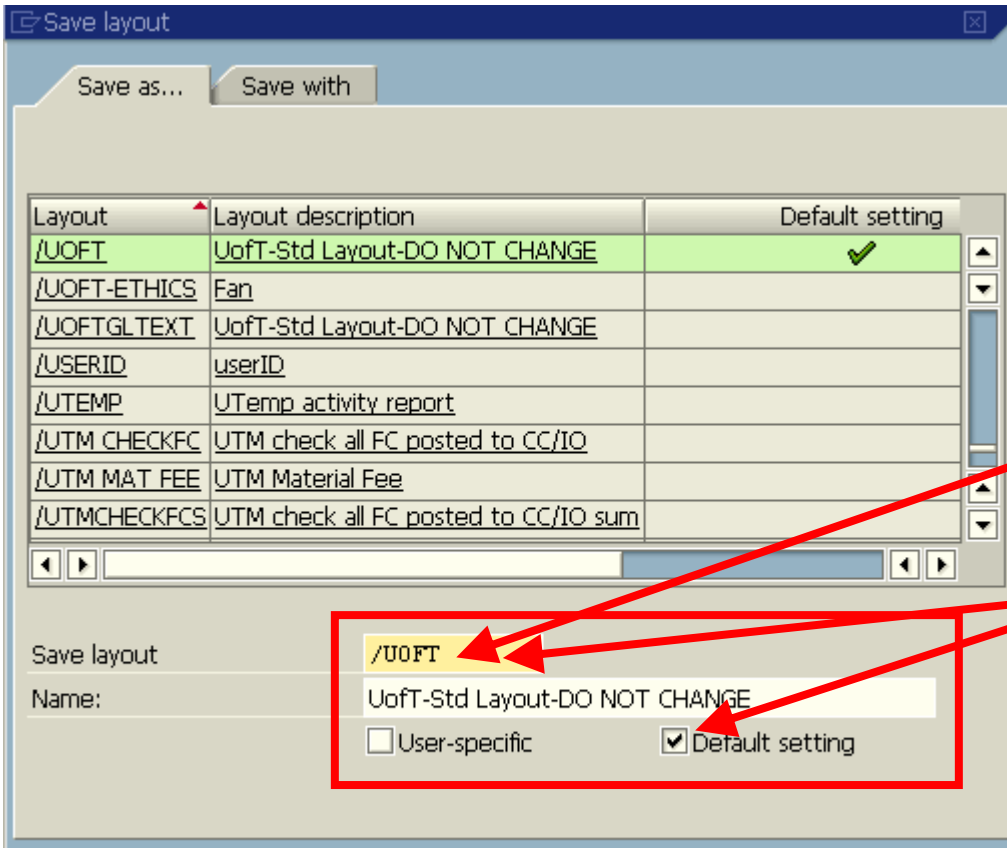
Decide whether the new variant will be:

- **Global** (for everyone on campus to use)
- **User Specific** (only for you)

IMPORTANT:

- Always enter a **new name** in the "Save layout" field to avoid overwriting the existing variant
- Only the **"/UOFT"** variant can be the **Global "Default setting"**

Click on  to "Save" the variant.




Layout	Layout description	Default setting
/UOFT	UofT-Std Layout-DO NOT CHANGE	✓
/UOFT-ETHICS	Fan	
/UOFTGLTEXT	UofT-Std Layout-DO NOT CHANGE	
/USERID	userID	
/UTEMP	UTemp activity report	
/UTM CHECKFC	UTM check all FC posted to CC/IO	
/UTM MAT FEE	UTM Material Fee	
/UTMCHECKFCS	UTM check all FC posted to CC/IO sum	

Save layout

Name: /UOFT UofT-Std Layout-DO NOT CHANGE

☐ User-specific ☒ Default setting

	Variant type	SAVE LAYOUT field (naming conventions)	User-Specific option	Default setting option
	GLOBAL	must start with " / "	not applicable	NEVER save as a default setting ; doing so will change the setting for all users
	USER-SPECIFIC	must start with a letter (A – Z)	must have check mark	may be saved as a default setting

Report Features at a Glance

	Funding: FC or Fund	Total Funding Activity	FI Postings Line Item	
Funds Center (<i>single</i>)	✓	✓	✓	
Multiple FC reporting		✓	✓	
Funds Center/Fund Combination (<i>single</i>)	✓	✓	✓	
Multiple FC/Fund combinations		✓	✓	
Funds Center Groups				
Budget drilldown	✓ (FC only)			
FI & Commitment drilldown	✓	✓	✓	
PI Funds Center: Include/Exclude or Run Only by PI FC				
CI (<i>single/multiple</i>)	✓ (FC only)		✓	
Selection of multiple report output views	✓ (FC only)			
Original & Revised budget in same report	✓ (FC only)			
Run by Period or Multiple Fiscal Yrs			✓	
FBS or BCS	✓	✓		

Funds Center Report

Used to:

- provide a financial overview of **individual** or **multiple Funds Centers** (i.e., no FC/Fund combination)

Can be run:

- for a single or multiple Fund Centers
- with/without Fund Center hierarchy
- for specific **PI accounts**

Provides:

- versatile reporting options using line item reports (i.e., Budget, FI Postings, All Postings)
- **multiple report output views**
 - **Fixed format** – summary view; rows can be expanded & collapsed
 - **Spreadsheet views** – customizable view similar to line item report
- quick analysis of transactions for specific Commitment Items (e.g., EXP-UTFA)

Enables:

- drilldown to document level

Does not provide:

- reporting for Funds

Funds Center Report: Selection Screen

Menu Path: Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Financial Summary Reports >> Funds Center Report (ZFTR111)

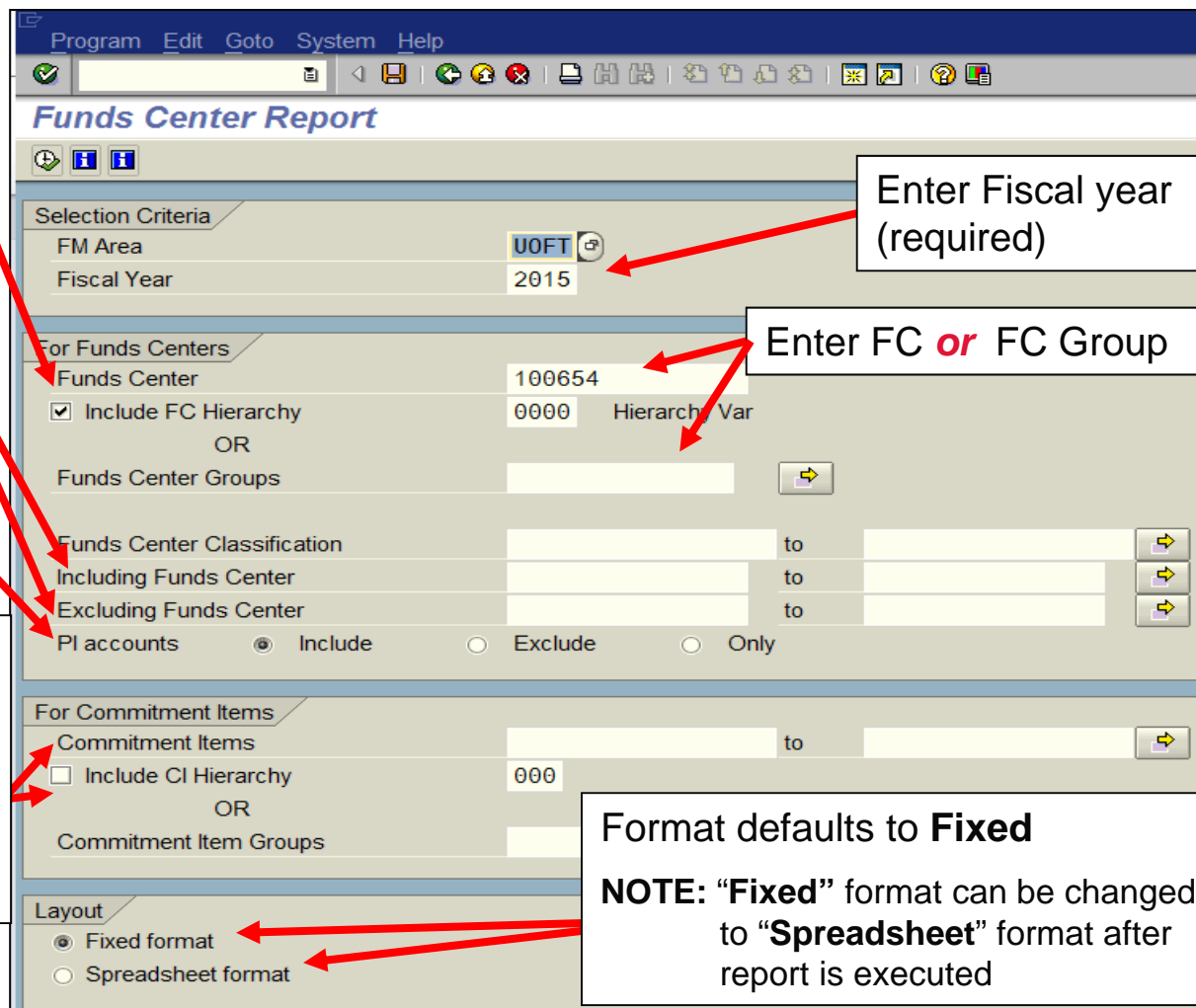
Include FC Hierarchy to capture all subordinate FCs (e.g., PI FCs)

Include/Exclude specific FCs and/or range(s) of FCs

Include/Exclude or Only PI accounts

Note: Defaults to “Include”

Sort by specific Commitment Item(s) and/or range. If applicable, include CI Hierarchy. (e.g., "Expense-S" should "Include CI Hierarchy", whereas Commitment Item "Services" should not).



The screenshot shows the 'Funds Center Report' selection screen. It has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into sections: 'Selection Criteria', 'For Funds Centers', 'For Commitment Items', and 'Layout'. Red arrows point from text boxes to specific fields: 'Enter Fiscal year (required)' points to the 'Fiscal Year' field (2015); 'Enter FC or FC Group' points to the 'Funds Center' field (100654); 'Include FC Hierarchy to capture all subordinate FCs (e.g., PI FCs)' points to the 'Include FC Hierarchy' checkbox (checked); 'Include/Exclude specific FCs and/or range(s) of FCs' points to the 'Funds Center Classification' and 'Including/Excluding Funds Center' fields; 'Include/Exclude or Only PI accounts' points to the 'PI accounts' radio buttons (Include selected); 'Sort by specific Commitment Item(s) and/or range. If applicable, include CI Hierarchy. (e.g., "Expense-S" should "Include CI Hierarchy", whereas Commitment Item "Services" should not)' points to the 'Commitment Items' and 'Include CI Hierarchy' fields; 'Format defaults to Fixed' points to the 'Fixed format' radio button (selected); and 'NOTE: "Fixed" format can be changed to "Spreadsheet" format after report is executed' points to the 'Spreadsheet format' radio button.

Selection Criteria

FM Area: UOFT
Fiscal Year: 2015

For Funds Centers

Funds Center: 100654
☒ Include FC Hierarchy 0000 Hierarchy Var
 OR
 Funds Center Groups:
 Funds Center Classification: to
 Including Funds Center: to
 Excluding Funds Center: to
 PI accounts: ☒ Include ☐ Exclude ☐ Only

For Commitment Items

Commitment Items: to
☐ Include CI Hierarchy 000
 OR
 Commitment Item Groups:

Layout

☒ Fixed format
☐ Spreadsheet format

QRG: Fund Center Report

<http://finance.utoronto.ca/wp-content/uploads/2015/10/fcrpt.pdf>

QRG: Create, Change or Display Fund Center Groups

<http://finance.utoronto.ca/wp-content/uploads/2015/10/Funds-Center-Groups.pdf>

Fixed Format View

Characteristics of **Fixed Format** view:

- Selection Criteria is located in header
- provides summary financial data for FC hierarchy by CI
- displays **original** and **revised** budget info
- can switch to “Spreadsheet Format”

Funds Center Report

Show all Commitment Items with hierarchySwitch to spreadsheet viewShow all Commitment Items w/o hierarchyOpen next level

Funds Center Report

Fiscal Year2015

Funds Center100654 FIS:FAST Training

Include FC HierarchyX

FC Hierarchy variant0000

Include PI FCsX

ReportZFTR111

InstanceLRN

UserPARAMRAM

Date/Time27.04.2015 15:24:16

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
Revenues						
+ REVENUE-S	881,153.00-	981,153.00-	0.00	8,436.19-	8,436.19-	972,716.81-
Total Revenues	881,153.00-	981,153.00-	0.00	8,436.19-	8,436.19-	972,716.81-
Expenditures						
EXP-UTFA	0.00	90,888.00	0.00	916.44	916.44	89,971.56
+ EXPENSE-S	6,943,118.00	7,893,961.01	4,359,980.65	576,256.87	4,936,237.52	2,957,723.49
Total Expenditures	6,943,118.00	7,984,849.01	4,359,980.65	577,173.31	4,937,153.96	3,047,695.05
Net	6,061,965.00	7,003,696.01	4,359,980.65	568,737.12	4,928,717.77	2,074,978.24

Fixed Format View (cont'd)

Funds Center Report

Show all Commitment Items with hierarchy

Fiscal Year
Funds Center
Include FC Hierarchy
FC Hierarchy variant
Include PI FCs

Report Output (Fixed Format view):

- detailed Commitment Item view
- drilldown on Summary level or individual Commitment Items (e.g., "Suppl-S" vs. "Supplies" or "Services")
- column specific drilldown is available

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
Revenues						
+ REVENUE-S	881,153.00-	981,153.00-	0.00	19,739.55-	19,739.55-	961,413.45-
Total Revenues	881,153.00-	981,153.00-	0.00	19,739.55-	19,739.55-	961,413.45-
Expenditures						
EXP-UTFA	0.00	90,888.00	0.00	4,360.38	4,360.38	86,527.62
- EXPENSE-S	6,943,118.00	8,474,961.01	4,170,963.56	1,677,087.65	5,848,051.21	2,626,909.80
+ CARRYFWD	0.00	818,761.78	0.00	0.00	0.00	818,761.78
+ COMPENS-S	6,411,886.00	0.00	4,115,722.11	1,552,506.23	5,668,228.34	5,668,228.34-
+ EQUIP-S	0.00	0.00	32,081.23	10,720.36-	21,360.87	21,360.87-
+ FURNIT-S	0.00	0.00	11,206.78	2,035.85	13,242.63	13,242.63-
+ STDWARD-S	0.00	0.00	0.00	55,389.00	55,389.00	55,389.00-
- SUPPL-S	531,232.00	0.00	11,953.44	71,605.70	83,559.14	83,559.14-
+ POSTAGE	10,000.00	0.00	0.00	3.01	3.01	3.01-
+ SERVICES	25,000.00	0.00	0.00	31,385.07	31,385.07	31,385.07-
+ SUPPLIES	471,232.00	0.00	11,953.44	35,340.47	47,293.91	47,293.91-
+ TELEPHONE	25,000.00	0.00	0.00	4,877.15	4,877.15	4,877.15-
+ TRAVEL-S	0.00	0.00	0.00	6,271.23	6,271.23	6,271.23-
Total Expenditures	6,943,118.00	8,565,849.01	4,170,963.56	1,681,448.03	5,852,411.59	2,713,437.42

Fixed Format View (cont'd)



All drilldown requests use line item reports (Budget, FI Postings, or All Postings).

Double click the following column headings to go to respective line item reports:

- **Commitments + Actuals:** All Postings Line Item Report
- **Actuals:** FI Postings Line Item Report
- **Budget:** Budget Movement Line Item Report

Funds Center Report

Show all Commitment Items with hierarchy | Switch to spreadsheet view | Show all Commitment Items w/o hierarchy | Open next level

Funds Center Report

2015
100654 FIS:FAST Training
X
0000
X

Report ZFTR111
Instance LRN
User PARAMRAM
Date/Time 27.04.2015 15:24:16

Expands view to include **ALL** available commitment items

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
Revenues						
+ REVENUE-S	881,153.00-	981,153.00-	0.00	12,512.13-	12,512.13-	968,640.87-
Total Revenues	881,153.00-	981,153.00-	0.00	12,512.13-	12,512.13-	968,640.87-
Expenditures						
EXP-UTFA	0.00	90,888.00	0.00	4,360.38	4,360.38	86,527.62
- EXPENSE-S	6,943,118.00	8,474,361.01	4,426,766.74	1,110,558.05	5,537,324.79	2,937,636.22
+ CARRYFWD	0.00	818,761.78	0.00	0.00	0.00	818,761.78
			4,377,075.17	1,001,162.88	5,378,238.05	5,378,238.05-
			0.00	32,081.23	32,081.23	31,313.88-
			0.00	11,206.78	11,206.78	11,785.73-
			0.00	0.00	55,389.00	55,389.00-
			0.00	5,403.56	47,547.19	53,950.75-
			0.00	0.00	6,647.38	6,647.38-
			4,426,766.74	1,114,918.43	5,541,685.17	3,024,163.84

BCS Budget Entry Documents

Entry Docu...	Line	Year	Budget Type	Cmmt Item	Σ	Amount LC	User	Created on	LT Text
5000026371	000008	2009	cwd receiver	CARRYFWD		3,507.81-	PROCNTL	19.11.2014	
5000026371	000009	2009	cwd receiver	CARRYFWD		132.14-	PROCNTL	19.11.2014	
Fund						3,575.05			
Funds Center 211608						3,575.05			
						818,761.78			

FI Postings: Line Items by Document

FI doc.no.	G/L Acc	Σ	Pymt Bdgt	Cost Ctr	Order	Funds Ctr	Fund
1902356528	820010		578.95	1189		119820	
	820010		578.95				
			578.95				

All Postings: Line Items by Document Number (w/ addnl flds)



RefDocNo	G/L Acc	Σ	Pymt Bdgt	Cost Ctr	Order	Funds Ctr	Fund	Cmmt item	Assign.	Line Item Text
4500098989	820010		11,206.78	1189		119820		FURNITURE		Layout 5 Furniture
1902356528			578.95	1189		100482		FURNITURE	20080603	119870 22.05.2008 Harkel
	820010		11,785.73							
			11,785.73							

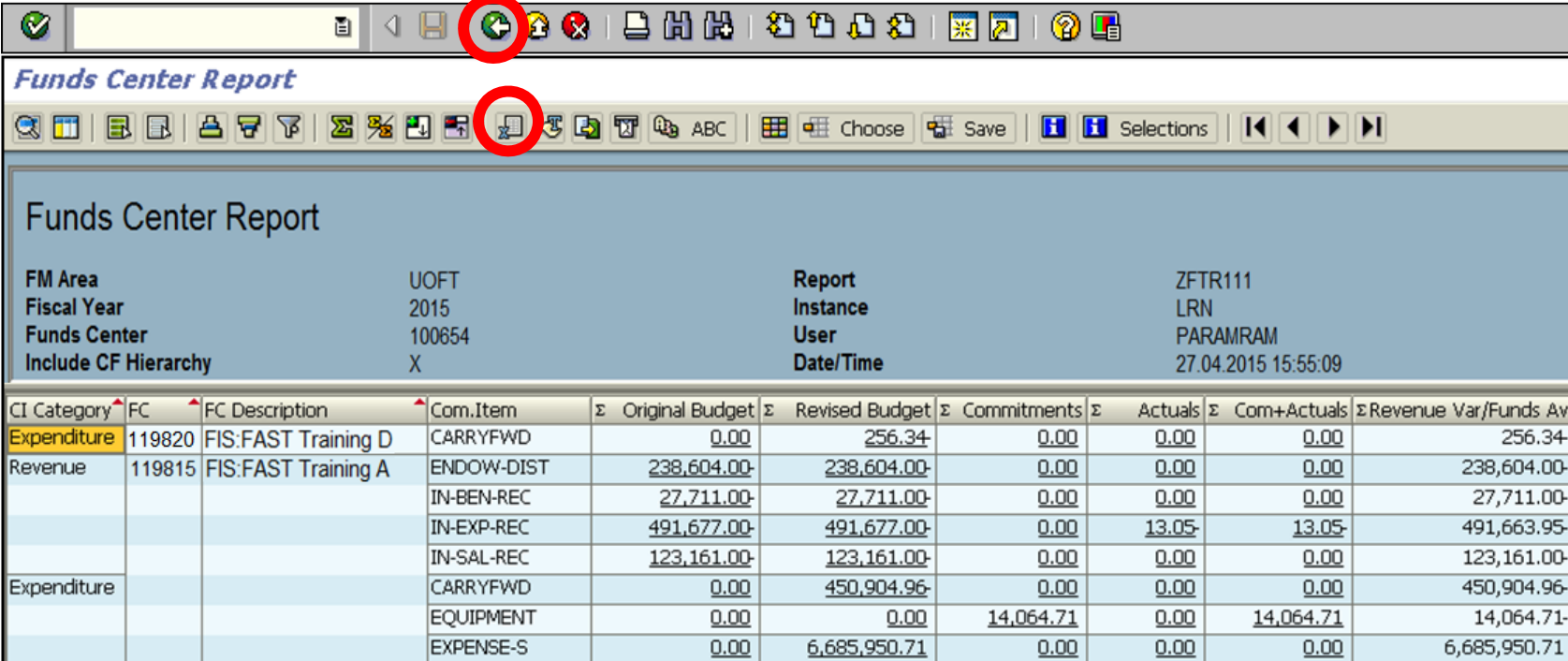
Spreadsheet Format View

To access **Spreadsheet** view:

1. In the Selection Criteria screen, select the "Spreadsheet format" radio button in **Layout** field
OR
2. In the Fixed Format output screen, click the Switch to spreadsheet view button

Characteristics of Spreadsheet View:

- data can be customized from the defaulted display view (e.g., hide "Original Budget" column)
- underlined fields can display appropriate line item reports with a single click on the amount
- can switch back to Fixed format via the  (only if generated from Fixed format)
- download to Excel by clicking the  button





CI Category	FC	FC Description	Com.Item	Original Budget	Revised Budget	Commitments	Actuals	Com+Actuals	Revenue Var/Funds Av
Expenditure	119820	FIS:FAST Training D	CARRYFWD	0.00	256.34	0.00	0.00	0.00	256.34
Revenue	119815	FIS:FAST Training A	ENDOW-DIST	238,604.00	238,604.00	0.00	0.00	0.00	238,604.00
			IN-BEN-REC	27,711.00	27,711.00	0.00	0.00	0.00	27,711.00
			IN-EXP-REC	491,677.00	491,677.00	0.00	13.05	13.05	491,663.95
			IN-SAL-REC	123,161.00	123,161.00	0.00	0.00	0.00	123,161.00
Expenditure			CARRYFWD	0.00	450,904.96	0.00	0.00	0.00	450,904.96
			EQUIPMENT	0.00	0.00	14,064.71	0.00	14,064.71	14,064.71
			EXPENSE-S	0.00	6,685,950.71	0.00	0.00	0.00	6,685,950.71

Spreadsheet Format View (cont'd)

The "FC Summary" view available by clicking  Choose

/FC SUMMARY FC summary view; similar to TTL FND...

This view:

- provides a quick view of the "net" FC variance column
- shows the summary amount of each FC in the hierarchy
- has the same drilldown capabilities as the standard default view
- can expand to show more details
- can return to the default view via  Choose and **/UOFT STD** UofT Standard layout view or can switch back to Fixed Format via 
 - only possible if Spreadsheet view is accessed from the **Fixed Format**

Funds Center Report

EM Area: UOFT

FC	FC Description	Σ	Original Budget	Σ	Revised Budget	Σ	Commitments	Σ	Actuals	Σ	Com+Actuals	Σ	Revenue Var/Funds Av
210102			0.00		3,405.14		0.00		0.00		0.00		3,405.14
210911			0.00		1,491.53		0.00		0.00		0.00		1,491.53
211576			0.00		76,416.43		0.00		1,913.03		1,913.03		78,329.46
211608			0.00		5,221.94		0.00		0.00		0.00		5,221.94
			6,061,965.00		7,003,696.01		4,359,980.65		568,737.12		4,928,717.77		2,074,978.24

Report Features at a Glance

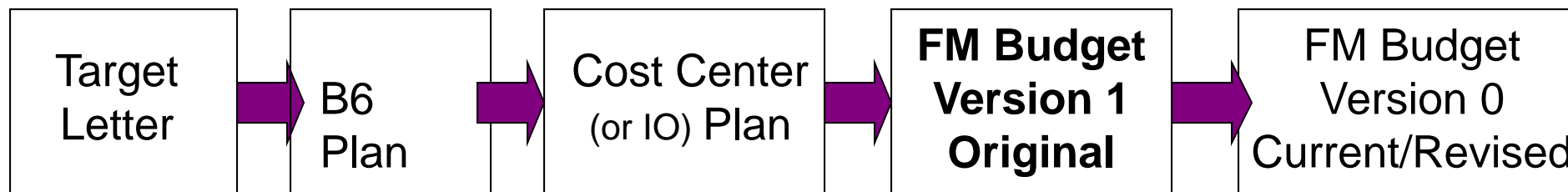
	Funding: FC or Fund	Total Funding Activity	FI Postings Line Item	Funds Center Report
Funds Center (<i>single</i>)	✓	✓	✓	✓
Multiple FC reporting		✓	✓	✓
Funds Center/Fund Combination (<i>single</i>)	✓	✓	✓	
Multiple FC/Fund combinations		✓	✓	
Funds Center Groups				✓
Budget drilldown	✓ (FC only)			✓
FI & Commitment drilldown	✓	✓	✓	✓
PI Funds Center: Include/Exclude or Run Only by PI FC				✓
CI (<i>single/multiple</i>)	✓ (FC only)		✓	✓
Selection of multiple report output views	✓ (FC only)			✓
Original & Revised budget in same report	✓ (FC only)			✓
Run by Period or Multiple Fiscal Yrs			✓	
FBS or BCS	✓	✓		BCS only

Budget Analysis

How is Budget Recorded in FM accounts

Operating/Ancillary

1. Calculation and loading of Original Budget:



2. Calculation and posting of Operating Reserve budget:



3. Revisions to Budget - Authority to change the annual budget for the Operating Fund rests with the UTM Business Services, which in turn may delegate this authority to the administration.

Under this delegation, changes may be categorized as follows:

- Budget changes requiring senior administrative authorization (i.e. annual salary increase, across the board budget cuts, etc.)
- Budget changes that may be authorized within a division (i.e. changes to income or expenditure budgets of divisional accounts)

Advanced FM Reports for Budget Analysis

Reports most commonly used to track budget information:

- **Budget to Plan Reconciliation**

<http://finance.utoronto.ca/wp-content/uploads/2016/02/Budget-to-Plan-Reconciliation-ConvertedFeb3.pdf>

- **Budget Movement Report for Fund Centers**

<http://finance.utoronto.ca/wp-content/uploads/2015/10/budgetmoverptfc.pdf>

- **Budget Movement Report for Funds**

http://finance.utoronto.ca/wp-content/uploads/2016/02/ZFTR055_Funds-Budget-Movement-Report-For-Funds.pdf

Budget to Plan Reconciliation Report

Budget to Plan Reconciliation Report

The purpose of this report is to reconcile operating and/or ancillary FM budgets in one or many FCs, against the CO plan set up in the cost centers (CC) and/or internal orders (IO) listed in the **Linking Table*** for a single fiscal year and for various budget/plan versions as shown on the next slide.

Report Functionality

- ✓ Compares the amount planned in the CCs and/or IOs with the amount budgeted in the funds centers, by listing the CO Plans, FM Budgets and Differences, if any.
- ✓ Allows for the option of excluding self-funded units (i.e. Operating Fund only).
- ✓ Can be run for a single fund center, with/without the funds center hierarchy or for a list/range of FCs.

***Linking Table refers to the SAP report “Commitment Accounting Assignments”**

NOTE: For reporting accuracy, the CC or IO need to be linked to the FC contact your **FAST Team Representative** with linking questions. Additionally, the FC must be classified.

If the FC is not classified, the following message will appear when trying to run the report:

"No Fund Center selected for Operating Fund"

QRG: Commitment Accounting Assignments Report

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Commitment-Accounting-Assignments-Report-Converted.pdf>

FAST Team Contacts

- <http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

Reports Used to Check Budget Amounts

Budget to Plan Reconciliation Report (cont'd)

During the annual budget/planning process: This report can be used to track and reconcile the CO plans loaded into the CCs and/or IOs with the amounts recorded on the Divisional Budget Schedule (a.k.a. Target Budget Letter) which has been loaded into **version 99** of the FM budget.

Fund Center	Commitment Item	CC / IO	Cost Element	CC Amount	FM Amount	Difference
Should balance; however differences may be caused by linking table error						
100654	EXPENSE-S	Fin:Training		3,756,113.00	3,418,290.00	337,823.00

At the beginning of the new fiscal year: This report can be used to provide an audit trail of the CC and/or IO plans that contributed to the make up of **version 1** of the FM budget.

Fund Center	Commitment Item	CC / IO	Cost Element	CC Amount	FM Amount	Difference
Balances; any linking table errors corrected; moved to version 1						
100654	EXPENSE-S	Fin:Training		3,756,113.00	3,756,113.00	

During the year: This report can be used to compare, track changes and perhaps reconcile CC and/IO plans with **version 0** of the FM budget.

Fund Center	Commitment Item	CC / IO	Cost Element	CC Amount	FM Amount	Difference
Includes Revenues, Carryforward, & any additional budget changes						
100654	EXPENSE-S	Fin:Training		3,756,113.00	3,803,015.93	46,902.93-

Budget Movement Report – Funds Centers

Budget Movement Report – Examine the budget (version 0)

This report is most commonly used to view the budget activity and totals for Funds Centers on a fiscal year basis.

Report Functionality

- Can be run for individual or multiple Funds Centers and can be restricted by FC Classification, Commitment Item, or budget transaction date.
- Provides a fiscal year summary display of budget activity based on budget transaction type (*i.e. Original Budget, Supplements, Returns, Transfers Sent, Transfers Received and Carry Forward*) or an expanded line item detail view.
- Drill down functionality allows users to see budget line items that support the summary totals.
- Report can be sorted, sub-totaled, filtered and downloaded to Excel.

Carryforward amt. from slide 13										
CFC	CFC Description	Com.Item	C	Original Budget	Supplements	Returns	Transf.Sent	Transfers Rec'd	Carryforward	Total Budget
100409	Demo Funds Center	ADM-USER-F	2	156,546.00-	0.00	0.00	0.00	0.00	0.00	156,546.00-
100409	Demo Funds Center	ENDOW-DIST	2	225,000.00-	0.00	0.00	0.00	0.00	0.00	225,000.00-
100409	Demo Funds Center	EX-BEN-REC	2	76,500.00-	0.00	0.00	0.00	0.00	0.00	76,500.00-
100409	Demo Funds Center	EX-SAL-REC	2	340,000.00-	0.00	0.00	0.00	0.00	0.00	340,000.00-
100409	Demo Funds Center	IN-EXP-REC	2	85,048.00-	0.00	0.00	0.00	0.00	0.00	85,048.00-
100409	Demo Funds Center	CARRYFWD	3	0.00	0.00	0.00	0.00	0.00	5,717,044.18	5,717,044.18
100409	Demo Funds Center	EQUIPMENT	3	0.00	0.00	0.00	2,734.48-	0.00	2,734.48	0.00
100409	Demo Funds Center	EXPENSE-S	3	9,983,881.00	0.00	0.00	135,006.00-	570,189.25	0.00	10,419,064.25
100409	Demo Funds Center	SERVICES	3	0.00	0.00	0.00	171,424.00-	0.00	171,424.00	0.00
100409	Demo Funds Center	SUPPLIES	3	0.00	0.00	0.00	2,128.77-	0.00	2,128.77	0.00
*				9,100,787.00	0.00	0.00	311,293.25-	570,189.25	5,893,331.43	15,253,014.43

Double click to drill down.

Residual budget (including outstanding commitments) from previous slide

Reports Used to Check Budget Amounts

Budget Movement Report (cont'd) – Examine the budget (version 0)

Example of first level drill down functionality:

4000028505	000027	2019		100409	EXPENSE-S	200,000.00	PRABHP	29.05.2018		08-09 AIF Rd.2
4000029440	000002	2019		100409	EXPENSE-S	136,166.00	DSOUZAT	24.05.2018		103341:10040
4000029557	000002	2019		100409	EXPENSE-S	25,000.00	PROCHWAN	15.02.2018		ecc6 bud trsf t
4000029558	000002	2019		100409	EXPENSE-S	25,000.00	PROCHWAN	15.02.2018		
Transfer R...						570,189.25				
4000028727	000001	2019	Transfer Send	100409	EXPENSE-S	107,606.00	DSOUZAT	13.06.2018		100409:10341
4000029877	000001	2019		100409	EXPENSE-S	18,400.00	ROTHI	24.06.2018		Metcalfe perso
4000029538	000001	2019		100409	EXPENSE-S	9,000.00	PROCHWAN	07.02.2018		ecc6 exp-utfa l
Transfer S...						135,006.00				
						10,419,064.25				

Example of second level drill down functionality to actual budget document transaction:

Header

Additional Data

Document

4000029538

Status

Posted

Document Year

2019

FM Area

UOFT

Process

Transfer

Total Sender

9,000.00

CAD

BCS Value Type

Budget

Total Receiver

9,000.00

CAD

Budget Category

Payment

Version

0

Fiscal Year

2019

Document type

TRAN

Document Date

07.02.2018

Year

Periods

Line

Fund

Funds Center

Commitment Item

Type

Amount TC

DK

Text

000001

100409

EXPENSE-S

TSFS

9,000.00

0

ecc6 exp-utfa bud trf testing wp

000002

458159

203208

EXP-UTFA

TSFR

9,000.00

0

ecc6 exp-utfa bud trf testing wp

How to Interpret Budget Information Presented in Reports

Budget Document Types:

ORIG = Original Budget – Version 1 - The centrally approved budget and the budget plan which is reported in the official budget report

CFWR = Carryforward Receiver – Line item of a carryforward that increases the budget

CFWS = Carryforward Sender – Line item of a carryforward that reduces the budget

SUPL = Supplement – An addition to the budget

RETN = Return – A reduction to the budget

TSFR = Transfer Receiver – Line item of a Transfer that increases the budget

TSFS = Transfer Sender – Line item of a Transfer that reduces the budget

How to Change Budgets

For information on how to initiate a change to your budget, please contact UTM Business Services.

Budget Transfer/Revision Form

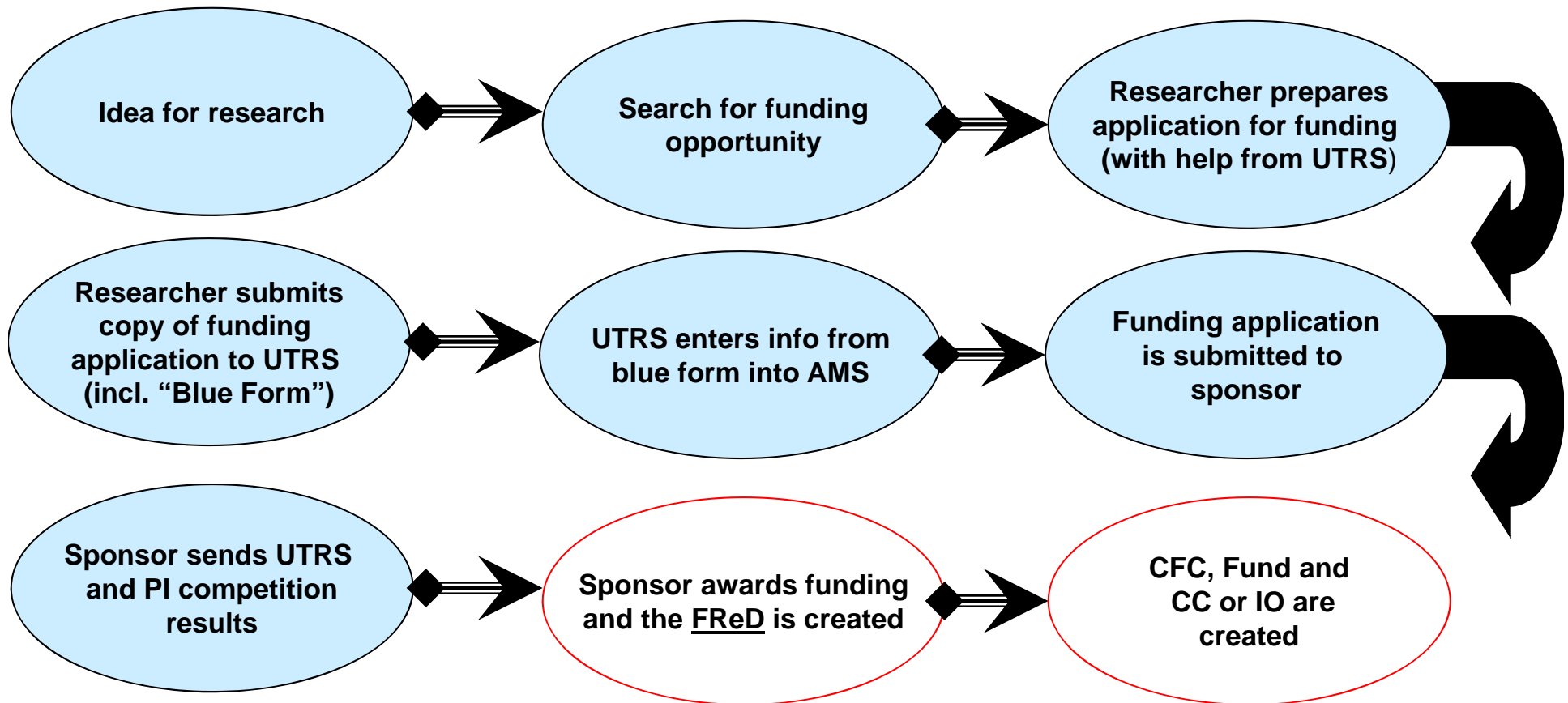
<http://www.planningandbudget.utoronto.ca/Assets/Academic+Operations+Digital+Assets/Planning+Budget/Budget+transfer+revision+Form.xls>

For further information, please visit Planning and Budget Home Page:

<http://www.planningandbudget.utoronto.ca/Home.htm>

Research Fund Analysis

Creation of a Research Award



At this stage the Research Award has been established and once the first budget release occurs, spending can commence.

Have you Met FReD?

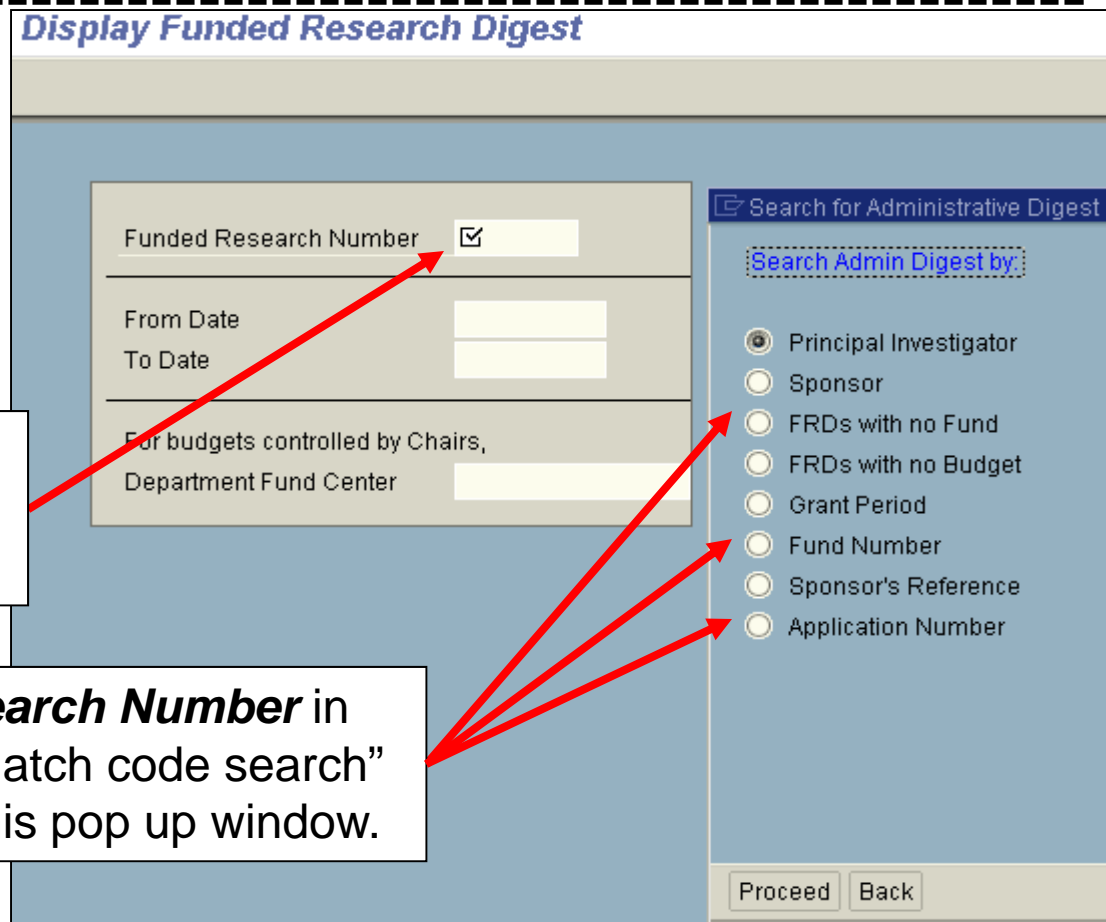
FReD = Funded Research Digest

Menu path to FReD: SAP menu >> Research Info System >> RIS >> Funded Research >> Funded Research >> Display

Once the FReD is created, UTRS will distribute it to the PI, as well as make it available through the Research Information System (RIS).

When the FReD is created, a unique number called a ***Funded Research Number*** is assigned.

To find the specific ***Funded Research Number*** in which you are interested, do a “match code search” based on any of the options on this pop up window.



The screenshot shows a web interface titled "Display Funded Research Digest". It contains a form with several input fields and a search section on the right. Red arrows point from text boxes to specific fields in the form:

- One arrow points from the text box "When the FReD is created, a unique number called a ***Funded Research Number*** is assigned." to the "Funded Research Number" field, which has a checkbox next to it.
- Three arrows point from the text box "To find the specific ***Funded Research Number*** in which you are interested, do a “match code search” based on any of the options on this pop up window." to the search options on the right: "Principal Investigator", "Sponsor", and "FRDs with no Fund".

The form fields include:

- Funded Research Number ☒
- From Date
- To Date
- For budgets controlled by Chairs, Department Fund Center

The search section on the right is titled "Search for Administrative Digest" and "Search Admin Digest by:". It lists several options with radio buttons:

- ☒ Principal Investigator
- ☐ Sponsor
- ☐ FRDs with no Fund
- ☐ FRDs with no Budget
- ☐ Grant Period
- ☐ Fund Number
- ☐ Sponsor's Reference
- ☐ Application Number

At the bottom right, there are "Proceed" and "Back" buttons.

Have you Met FReD? (cont'd)

The FReD contains the following information:

- PI name, department, project title
- Confirmation that a budget has been set up, and provides the related FIS account numbers (CFC, Fund, CC or I/O)
- Budget installments, by date and budget category
- Terms and Conditions by which PI must abide in order to receive and maintain the award

Questions relating to FReD, contact Research Accounting.

FReD: Due Dates and Deliverables

<http://www.research.utoronto.ca/faculty-and-staff/manage-your-research-funding/ams-reporting/funded-research-digest-fred-sample-schedules/>

Using FIS to Manage and Report on Research Awards

How Research Awards are managed in FIS:

Research Awards are assigned FIS account numbers on which the financial activity can be managed and reported.

FIS account numbers assigned:

- CFC
- If Award made to a Position (i.e. chair, director), then ***departmental*** CFC
 - If Award made to an Individual (i.e. Prof. ABC, Prof. XYZ), then ***PI*** CFC = PI name
- Fund
- Research account that will track all financial transactions (revenues, expenditures & commitments)
- CC or IO
- PI or departmental account which will track the financial transactions relating to expenditures

Once the FIS account numbers are assigned, the budget information is loaded into the CFC/Fund combination.

Using FIS to Manage and Report on Research Awards (cont'd)

How Research Awards are managed in FIS (cont'd):

Budgets for Research Awards:

Only *expenditure* budgets are loaded into Research Award accounts; similar to Trust accounts, Award monies (revenue) are recorded in the FIS Research account(s)* when received and no budget is set up (**exceptions are CIHR and NSERC; these revenues are recorded in central FIS Research accounts*)

The FReD reflects:

- **“when” the budget is loaded:** if the award is multi year, depending on the terms, the whole budget may be loaded up front or in annual/quarterly installments
- **“how much” budget is loaded:** irrespective of when the actual Award monies are (will be) received, the budgets are set up at the beginning of the reporting period

FIS Budget “profile” is set to “OVERALL” for all Research Awards; this means that funds availability checking will look at ***cumulative life to date*** budget and actual activity when determining if enough funds are available

Using FIS to Manage and Report on Research Awards (cont'd)

Reports:

There are several FIS reports available to answer all questions relating to the financial management of Research Awards.

Funding: Funds Center or Fund report is one of the most frequently used reports because it answers one of the most frequently asked questions:

“How much money do I have left to spend?”

Features of the report specific to Research:

- Cumulative “life to date” view of financial information, including current funds available to spend
- Start and end date of fund account activity

How to use FIS to Manage and Reconcile Research Awards (cont'd)

Funds Center/Funds Balance Listing report will also answer the question of
“How much money do I have left to spend?”

Features of the report include:

- Can be run for one **or** many CFC/Fund combinations depending on selection criteria
- Cumulative “life to date” view of “expenditure” financial information; Budgets, Assignments (i.e. actuals+commitments) and current funds available to spend
- End date of fund account activity
- Name of Sponsor
- Tolerance limit for “overspending”

How to use FIS to Manage and Reconcile Research Awards (cont'd)

Reports → Funds Center/Funds Balance Listing Report (cont'd):

The QRG for this report can be found at:

<http://finance.utoronto.ca/wp-content/uploads/2015/11/FC-and-Fund-Balance-Listing-Report-Converted.pdf>

Funds Center/Fund Balance Listing Report

Enter the top level funds center for your PI accounts. and select...

"Include Funds Center Hierarchy",

"Include funds and Active Funds Only.

Execute the report.

FM Area

Funds Center to

☒ Include Funds Center Hierarchy

Fund(s)

☒ Include funds

☒ Active Funds Only
(exclude Funds with classification FUND_INACTIVE)

Fiscal Year

☐ Negative balances only

Enter fiscal year, as it is mandatory; however, for Funds, the financial information displayed is ALWAYS cumulative life to date

If you want to review accounts with negative balances only, click here

How to use FIS to Manage and Reconcile Research Awards (cont'd)

Reports → Funds Center/Fund Balance Listing report view for a Research Award:

Funds Center/Fund Balance Listing Report

Print Download

Page : 1
Date : 01.06.2005
Time : 12:07:38

University of Toronto
CFC/Fund balance listing report

Funds Center: 203726
All funds: Include funds
Fiscal year: 2003
Active funds only

Tolerance, end dates and sponsor name are included

Funds Center	Fund	Commitment Item	Budget	Assignments	Balance	Tolerance Limit	Valid to	Sponsor
() 203726	SIMON ROGER PROF	EXP-UTFA	306.10	306.10	0.00	10.00		
	410622	SIMON R 410961461 EXPENSE-S	96,225.00	96,225.00	0.00	10.00	20.12.2000	Social Sciences & Humanities
	414977	SIMON R 410990321 EXPENSE-S	138,550.00	138,550.00	0.00	10.00	02.06.2003	Social Sciences & Humanities
	419631	SIMON R SIG 00/01 EXPENSE-S	400.00	400.00	0.00	10.00	31.03.2003	SSHRC (GRG PROGRAM)
	450433	SIMON R 829010006 EXPENSE-S	5,000.00	5,000.00	0.00	10.00	02.06.2003	Social Sciences & Humanities
	452807	SIMON R SIG 02/03 EXPENSE-S	300.00	286.85	13.15	10.00	31.03.2005	SSHRC (GRG PROGRAM)
	452811	SIMON R SIG 02/03 EXPENSE-S	2,500.00	2,500.00	0.00	10.00	31.03.2005	SSHRC (GRG PROGRAM)
	453480	SIMON R 646021016 EXPENSE-S	9,896.00	8,896.00	0.00	10.00	31.01.2005	Social Sciences & Humanities
	453812	SIMON R 410030564 EXPENSE-S	161,778.00	80,592.01	84,185.99	5,000.00	31.03.2007	Social Sciences & Humanities
	455546	SIMON R SIG 03/04 EXPENSE-S	400.00	332.59	67.41	10.00	31.03.2006	SSHRC (GRG PROGRAM)
** Grand Totals **			448,355.10	334,088.55	84,266.55			

Expenditure financial information listed for funds (same as information listed in Funding:FC or Fund report)

Manage and Reconcile Research Awards - The Monthly PI Report

The **Monthly PI Report** was designed to not only answer the question “How much money do I have left to spend”, but also to provide comprehensive detail information on the FIS financial transaction activity.

Features of the report include:

- FIS financial transaction activity is reported by sponsor fiscal year
- Funds available calculated using prior year closing fund balance +/- current year activity [**budget – (actuals+commitments)**]
- Summary of all budget changes by sponsor fiscal year (past, present, future)
- Line item details for all expenditure related transactions including reserve entries
- Payroll distribution report (if selected)
- Report has two formats* in which it can be run:
 - Budget Category (budget at multiple commitment items)
 - Expenditure Category (open budget)

* *System will determine appropriate format based on type of grant (sponsor) and the budgeting level.*

How to use FIS to Manage and Reconcile Research Awards (cont'd)

Reports → Monthly PI Report (cont'd):

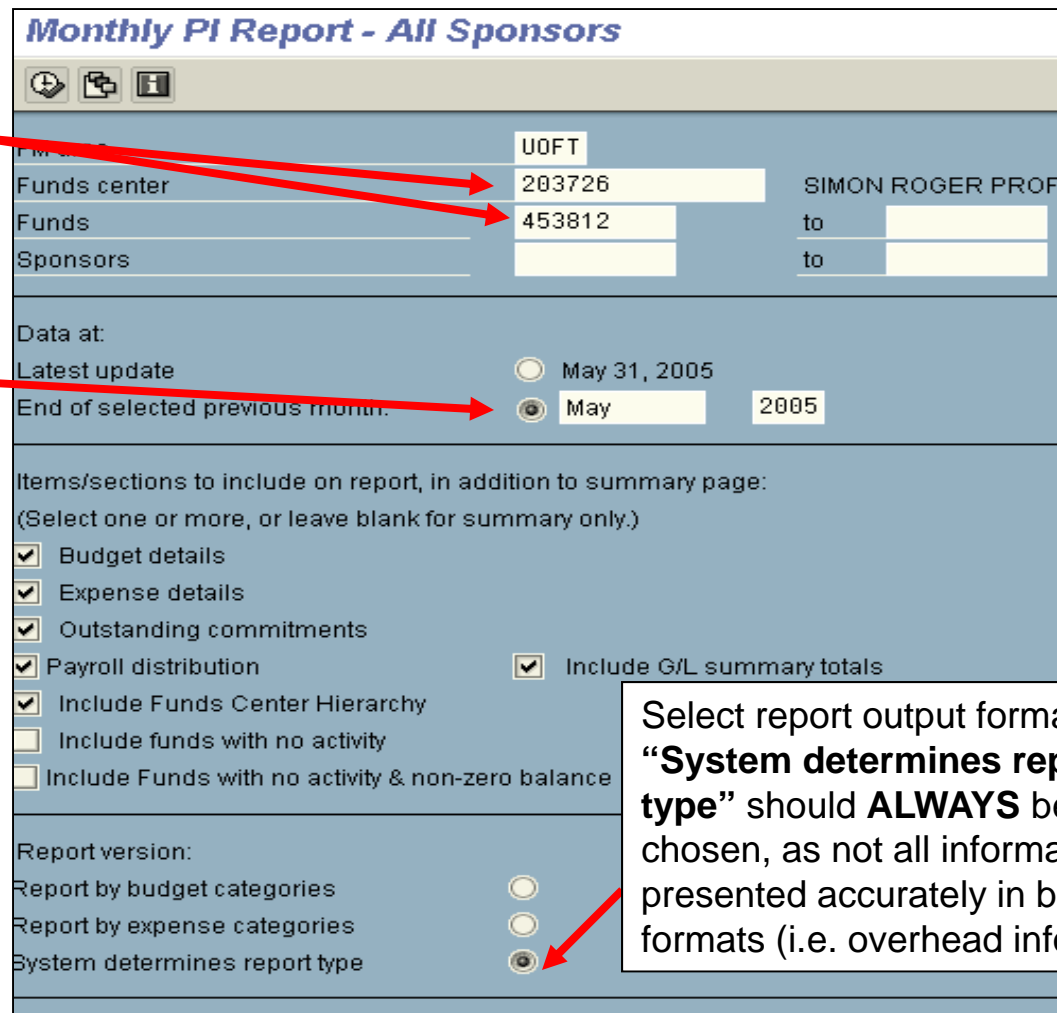
QRG for this report can be found on the FAST website at:

<http://finance.utoronto.ca/wp-content/uploads/2015/11/Monthly-PI-Report-Converted.pdf>

Enter CFC & Funds (if Fund is left blank, all funds associated with cfc, having activity in the report period, will be displayed)

Select report period

Select information to include in the report output



Monthly PI Report - All Sponsors

UOFT

Funds center: 203726 SIMON ROGER PROF

Funds: 453812 to

Sponsors: to

Data at:

Latest update: ☐ May 31, 2005

End of selected previous month: ☒ May 2005

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 Funds Center Hierarchy
- ☐ Include funds with no activity
- ☐ Include Funds with no activity & non-zero balance
- ☒ Include G/L summary totals

Report version:

Report by budget categories: ☐

Report by expense categories: ☐

System determines report type: ☒

Select report output format:
“System determines report type” should **ALWAYS** be chosen, as not all information is presented accurately in both formats (i.e. overhead info)

How to use FIS to Manage and Reconcile Research Awards (cont'd)

Reports → Monthly PI Report view for a Research Award:

University of Toronto Monthly PI Report by Expenditure Category Page: 1
Date: 01.06.2005
Time: 14:28:37
Name: ZFTR089(RPT)

Funds Center 203726 SIMON ROGER PROF Period May-2005 as of Monthend
Parent Funds Center 100430 OISE:CURTEAC LRN-CTL
Fund 453812 SIMON R 410030564
Title The legacy of testament: The problematics of exhibiting the Warsaw Ghetto archives
Sponsor 300002 Social Sciences & Humanities
Sponsor Year Start April 1, 2005 Sponsor Year End March 31, 2006 Sponsor year Apr-Mar
Grant Start Date April 1, 2003 Grant End Date March 31, 2006
Fund Start Date April 1, 2003 Fund End Date March 31, 2007
Message

Information on report format chosen, sponsor, and sponsor's fiscal year

Funds Available for Current Year

Balance of fund at close of previous year
Current year grant
Council authorized transfer (MRC/CIHR and NSERC only)

Previous year Fund balance + current year activity = Free balance (same as Funding:FC or Fund)

41,636.04
60,085.00
0.00

Total Funds Available for Current Year (Available Budget)

101,721.04

Expenditures

Sponsor defined categories

Salaries

Undergraduate Students (Canadian)
Undergraduate Students (Foreign)
Postgraduate Students (Canadian)
Postgraduate Students (Foreign)
Postdoctoral fellows (Canadian)
Postdoctoral fellows (Foreign)

Salaries to Others
Salary of Incumbent (CRC only)
Fringe Benefits

	Current Month	Outstanding Commitments	YTD Exp	YTD Exp+Coms
Undergraduate Students (Canadian)	0.00	0.00	0.00	0.00
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	4,576.00	9,609.60	5,824.00	15,433.60
Salary of Incumbent (CRC only)	0.00	0.00	0.00	0.00
Fringe Benefits	457.60	960.96	579.28	1,540.24

Total Expenditures

5,274.48 10,570.56 6,964.49 17,535.05

YTD Unspent Balance (Free Balance)

84,185.99

How to use FIS to Manage and Reconcile Research Awards (cont'd)

Reports → Monthly PI Report view for a Research Award:

Budget category view:

University of Toronto Monthly PI Report by Budget Category Page: 1
Summary Date: 01.06.2005
Time: 14:42:31
Name: ZFTR088 (RPT)

Funds Center 203726 SIMON ROGER PROF Period May-2005 as of Monthend
Parent Funds Center 100430 OISE:CURTEAC LRN-CTL
Fund 453812 SIMON R 410030564
Title The legacy of testament: The problematics of exhibiting the Warsaw Ghetto archives
Sponsor 300002 Social Sciences & Humanities
Sponsor Year Start April 1, 2005 Sponsor Year End March 31, 2006 Sponsor year Apr-Mar
Grant Start Date April 1, 2003 Grant End Date March 31, 2006
Fund Start Date April 1, 2003 Fund End Date March 31, 2007
Message

	Carryforward Budget	Budget for Current Year	Current Month Expenses	Outstanding Commitments	YTD Expenses	YTD Expenses & Commts.	Funds Avail.
Open	41,636.04	60,085.00	5,274.48	10,570.56	6,964.49	17,535.05	84,185.99
Total	41,636.04	60,085.00	5,274.48	10,570.56	6,964.49	17,535.05	84,185.99

Budget details for all sponsor fiscal years:
Total project expenditure budgets (excluding overhead)

	Apr 2003	Apr 2004	Apr 2005	Total
Open	58,829.00	45,864.00	60,085.00	164,778.00
Total Expense	58,829.00	45,864.00	60,085.00	164,778.00

Same information here as in Expenditure view

Activity presented by Budget category, not sponsor defined categories (same balances reported for this account)

How to use FIS to Manage and Reconcile Research Awards (cont'd)

Reports → Monthly PI Report for a Research Award (cont'd):

Main differences between format views:

Budget category view:

- Should only be run if Fund has budget at multi commitment items
- Overhead budget is not displayed in this report (difference between Funding: FC or Fund report) because funds are not available for spending
- Displays information by budget commitment item view (for funds having budget only at EXPENSE-S, should be no difference in financial totals)

Expenditure category view:

- Should only be run if Fund has budget at single commitment item=EXPENSE-S
- Displays information by Sponsor reporting categories

How to use FIS to Manage and Reconcile Research Awards (cont'd)

Reports → FI Postings: Line Items by Document Number (w/addnl flds)

Features of the report:

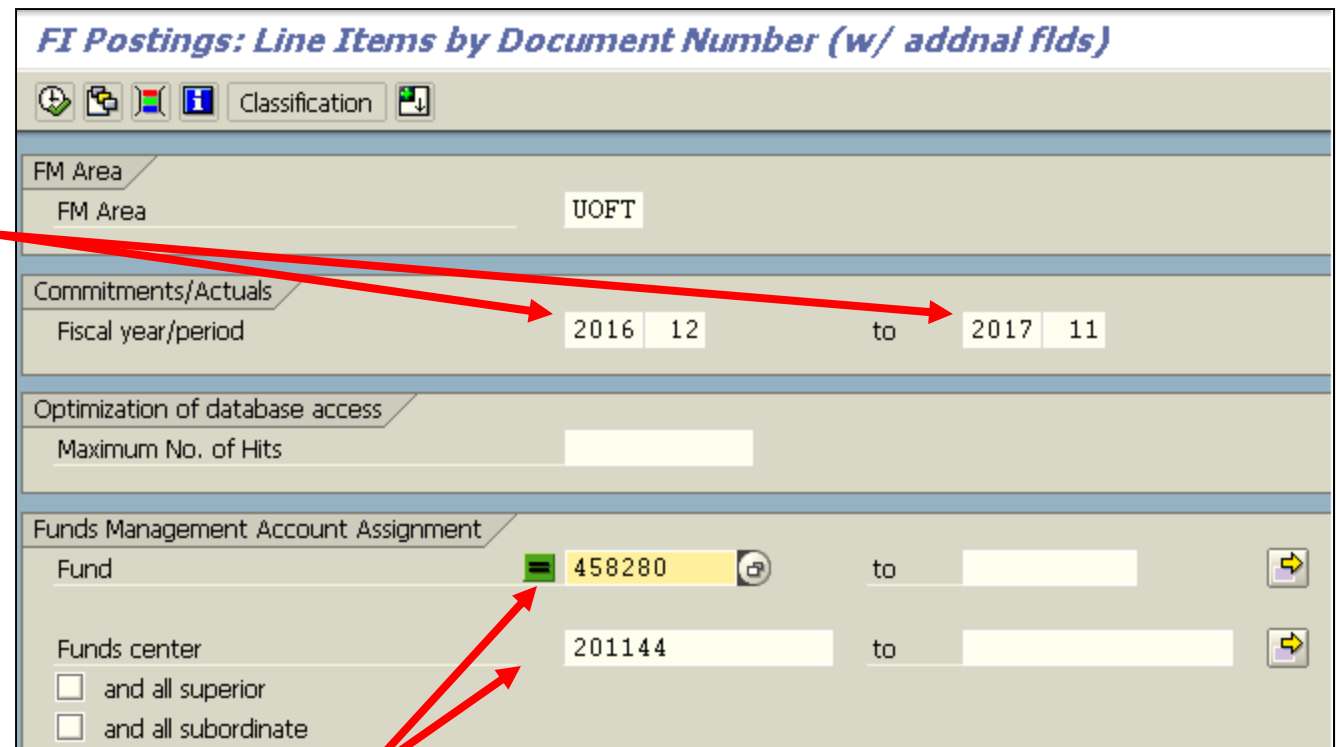
- Line item report by actuals posted, based on **sponsor** fiscal year (i.e. Apr-Mar) vs. **University** fiscal year (May-Apr)

Menu Path: Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Line Items >> FI Postings: Line Items by document number

How to use FIS to Manage and Reconcile Research Awards (cont'd)

Reports → FI Postings: Line Items by Document Number (w/addnl flds) (cont'd)

UofT's fiscal yr/period is May-Apr, with May as period 1 & Apr as period 12. In this example, the sponsor's fiscal year is Apr-Mar. For the report to print out properly, the UofT fiscal yr/period of 2006/12 to 2007/11 (Apr-Mar) must be used.



FI Postings: Line Items by Document Number (w/ addnl flds)

Classification

FM Area
FM Area UOFT

Commitments/Actuals
Fiscal year/period 2016 12 to 2017 11

Optimization of database access
Maximum No. of Hits

Funds Management Account Assignment
Fund = 458280 to
Funds center 201144 to
☐ and all superior
☐ and all subordinate

If reporting on one or more Funds, ensure the Fund number field(s) is populated. If not, the report output will NOT include any Funds associated with the FC. (Please note that the "=" next to the blank Fund field means the same thing as "Fund = zero".)

Making Corrections to Research Award Accounts

Expenditure Budgets...

Budgets are loaded into the FM accounts based on the information contained in the FReD; **questions regarding the budget information should be directed to the Research Accountant assigned to the Fund.**

“Actual” financial transaction postings...

Revenues → these are posted by central units; **questions regarding the budget information should be directed to the Research Accountant assigned to the Fund**

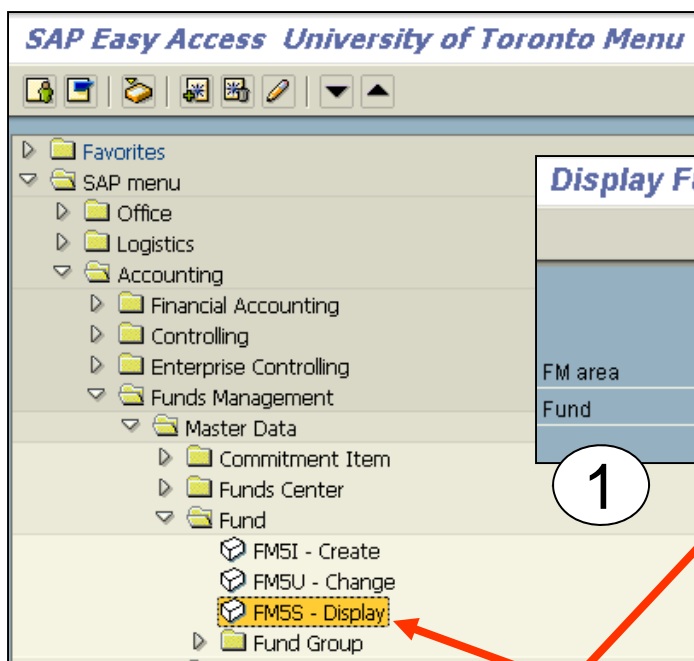
Expenditures → generally the standard guidelines relating to correcting expenditure transactions apply; for example:

- **Payroll entries...check HRIS or call Payroll accounting**
- **Departmental generated transactions (i.e. Journal entries, A/P, P.O., etc.)...should be followed up with person who input the transaction (look up AMS userID in document header)**

Making Corrections to Research Award Accounts (cont'd)

Finding contact information for follow up:

The information needed to locate the Research Accountant, assigned to the fund, is found in the fund Master Data record.



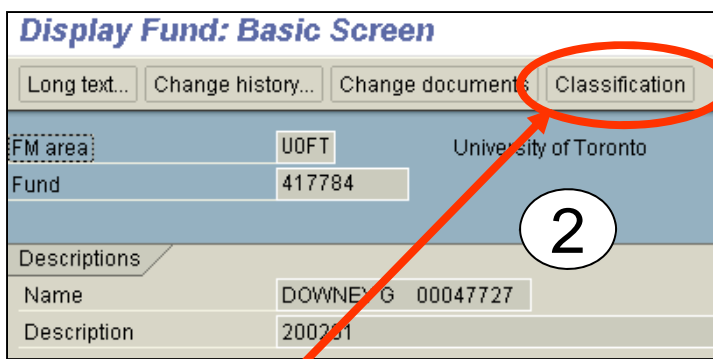
SAP Easy Access University of Toronto Menu

- ▶ Favorites
- ▶ SAP menu
 - ▶ Office
 - ▶ Logistics
 - ▶ Accounting
 - ▶ Financial Accounting
 - ▶ Controlling
 - ▶ Enterprise Controlling
 - ▶ Funds Management
 - ▶ Master Data
 - ▶ Commitment Item
 - ▶ Funds Center
 - ▶ Fund
 - ▶ FMSI - Create
 - ▶ FMSU - Change
 - ▶ **FMS - Display**
 - ▶ Fund Group

Display Fund: Initial Screen

FM area: UOFT
Fund: 417784

1



Display Fund: Basic Screen

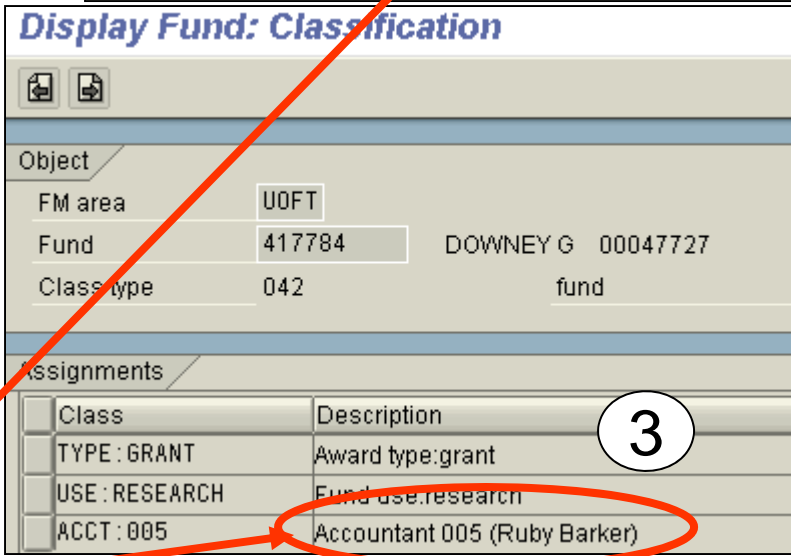
Long text... Change history... Change documents **Classification**

FM area: UOFT University of Toronto
Fund: 417784

2

Descriptions

Name: DOWNEY G 00047727
Description: 200351



Display Fund: Classification

Object

FM area: UOFT
Fund: 417784 DOWNEY G 00047727
Class type: 042 fund

Assignments

Class	Description
TYPE : GRANT	Award type:grant
USE : RESEARCH	Fund use:research
ACCT : 005	Accountant 005 (Ruby Barker)

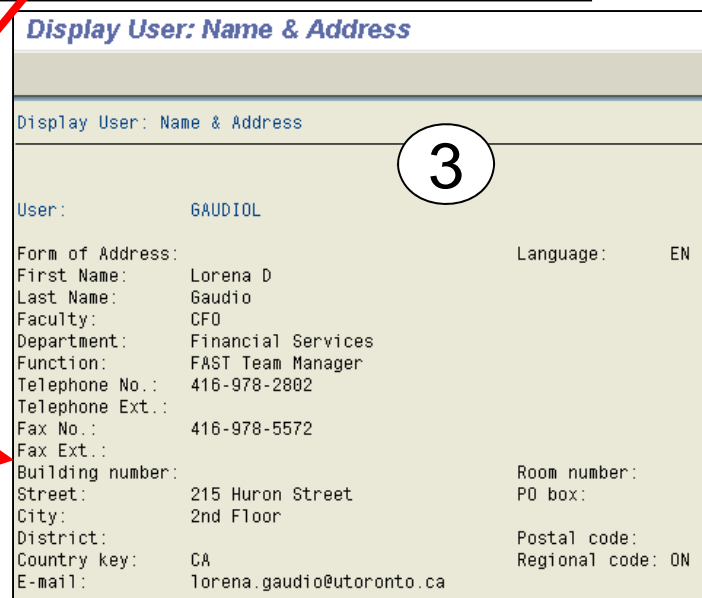
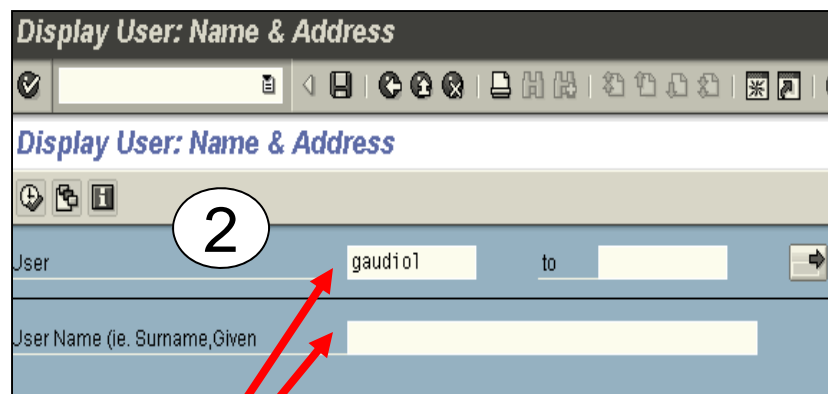
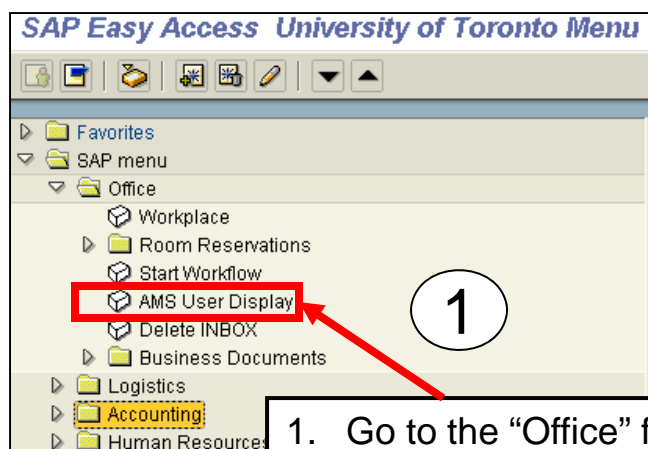
3

1. Go to the Display Fund Master Data initial screen and enter the fund number
2. Once in the Display Fund Basic Screen, click on the "classification" button
3. Research Accountant information is located here

Making Corrections to Research Award Accounts (cont'd)

Finding contact information for follow up:

Departmental contact information for AMS userid:



1. Go to the "Office" folder and select "AMS User Display"
2. Type in or copy and paste the AMS userID of the person or type in User Name
3. "Execute" to get the contact information

Administrative Web Services – My Research On-line



Principal investigators have access to view their award information on-line.

Logon Web site:

<http://aws.utoronto.ca/>

Managing Your Research Funding:

<http://www.research.utoronto.ca/faculty-and-staff/manage-your-research-funding/>

WEB Documentation

- **Documentation & Support**

<http://finance.utoronto.ca/fast/support-documentation/>

- **GTFM Policy**

<http://finance.utoronto.ca/policies/gtfm/>

- **Glossary of Terms**

<http://finance.utoronto.ca/fast/fis-glossary/>

NEED HELP?

<https://easi.its.utoronto.ca/ams-help-form/>

Help is a facility for all AMS subsystems:

- Use the WEB form found at the above address
- Select the appropriate AMS module
(e.g., FIS: FAST Team)
- Complete all the information required on the form
- Click on the **Send it!** button

**Mail box is monitored Monday to Friday
9:00 a.m. - 5:00 p.m.**

FAST Team Contacts



Primary Rep	Nusrath Mohiuddin nusrath.mohiuddin@utoronto.ca	978-4042
Secondary Rep	Maryanne McCormick m.mccormick@utoronto.ca	946-3291
Business Analyst (Training Coordinator)	Rames Paramsothy rames.paramsothy@utoronto.ca	978-4675

Workshop Evaluation:

<http://finance.utoronto.ca/fast/fis-training/course-evaluation-fis-training/>

FAST website:

<http://finance.utoronto.ca/fast/>