

# POWER UP with FIS and RIS

Annaliza Co

Nusrath Mohiuddin

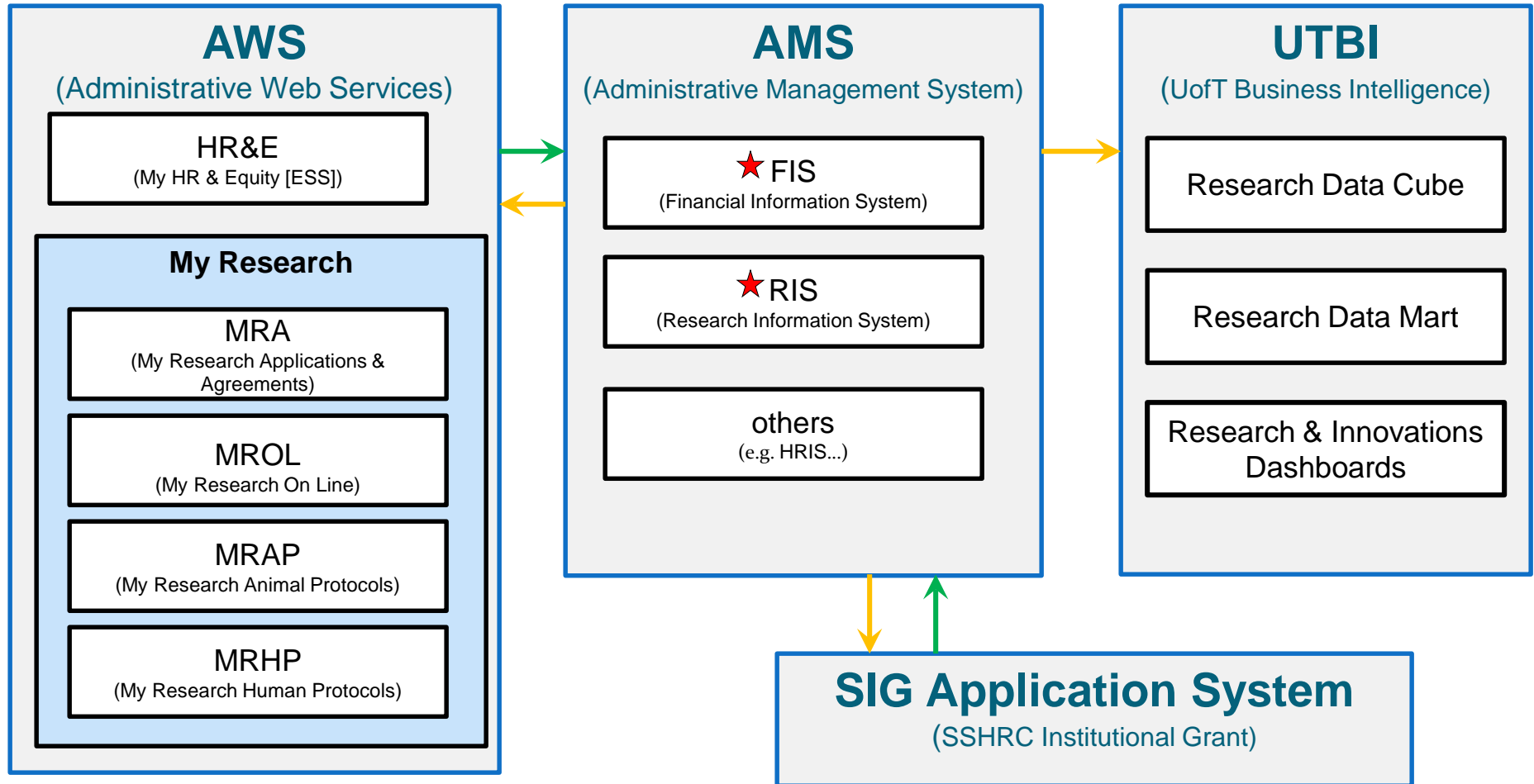
Rames Paramsothy

Nadia Saracoglu

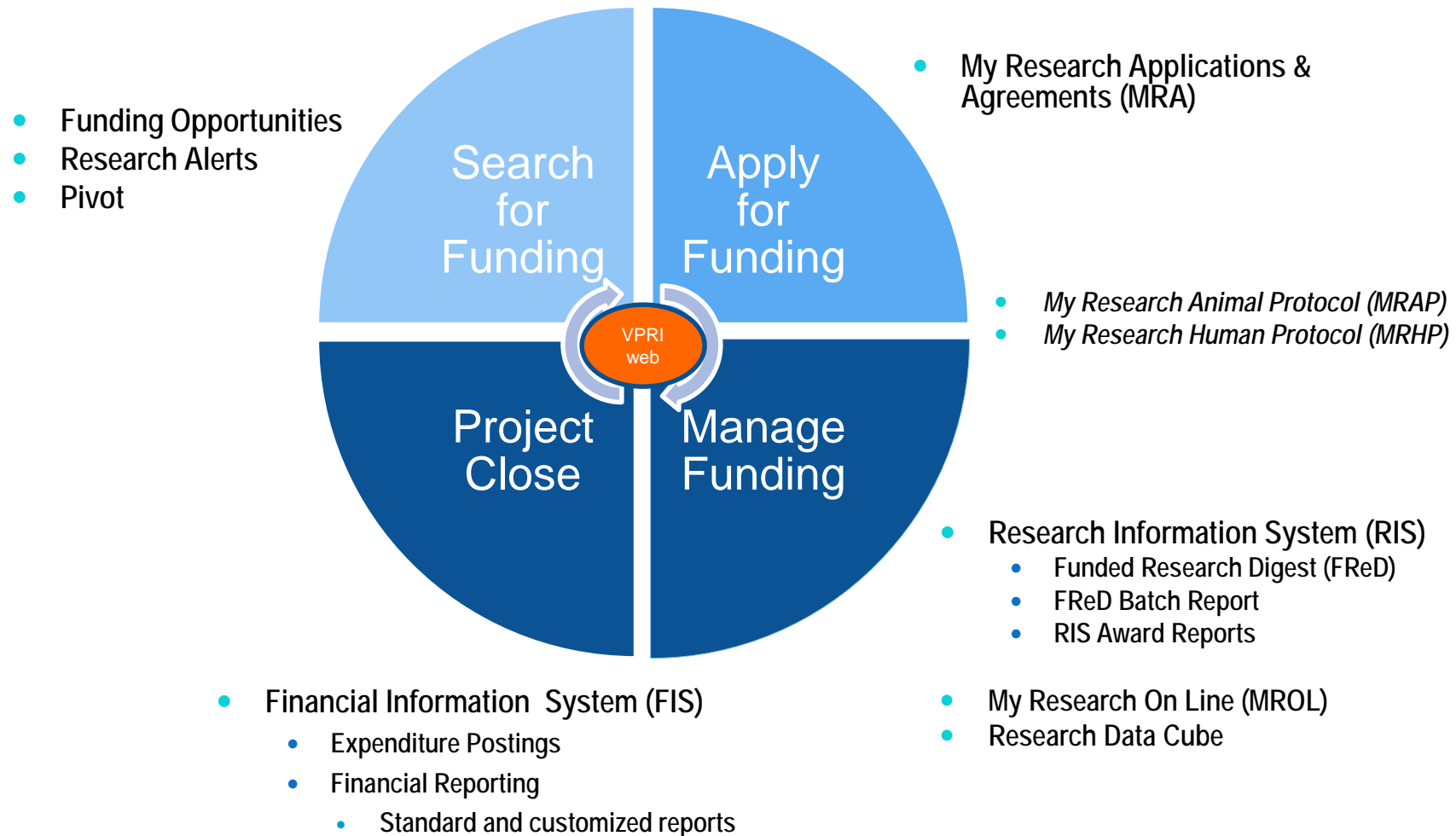
# Topics

- Research Administration Systems
- Systems Mapped to Life Cycle of Research Award: When to Use What
- Power Tools in RIS and FIS for Research Administrators
- Funded Research Digest (FReD) and FReD Batch Report
- The FAST Team
  - Common FIS reports for Research Administration
- Customized Reports for Research Administration
- Who to contact and when

# Research Admin Systems & Web Tools



# Systems Mapped to Life Cycle of Research Award: When to Use What



# Power Tools for Research Funding Administrators

## The “Must Knows” in RIS and FIS:

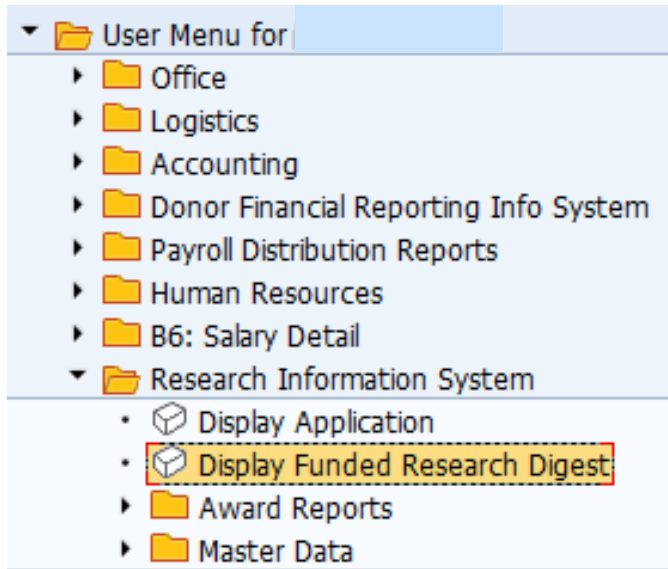
- FReD / FReD Batch Report
- Funding:FC or Fund Report
- FI Line Item Report
- Research Fund Summary Report
- Research Accounts Receivable (AR) Aging Report

# Funded Research Digest (FReD)

- Created by VPRI Funding/Contracts officer when award notice or agreement is received from sponsor (research funding application awarded)
- Contains key terms & conditions, and budget as specified in the sponsor's agreement
- Confirms that a budget has been set up, and provides the Fund, CFC, CC number, and award amounts by budget category reflecting the spending limits set by sponsor
- Displays payment method, key due dates and deliverables (“FReD Calendar”)

# How to Access FReD

Access via **RIS**  
(Business Officer)



Access via **MROL**  
(PI, Business Officer, Project Manager)



# How to Display a FReD in RIS (Business Officers)

The screenshot illustrates the steps to display a Funded Research Digest (FReD) in the RIS system. On the left, a 'User Menu for' sidebar shows a tree structure under 'Research Information System' where 'Display Funded Research Digest' is highlighted with a red dashed box. A blue arrow points from this menu item to the main application window. The main window, titled 'Display Funded Research Digest', contains a form with fields for 'Funded Research Number' (highlighted with a red dashed box), 'From Date', 'To Date', and 'Department Fund Center'. A blue curved arrow points from the 'Funded Research Number' field to a secondary window titled 'Search for Administrative Digest'. This secondary window features a search criteria section with radio buttons for 'Principal Investigator' (selected), 'Sponsor', 'FRDs with no Fund', 'FRDs with no Budget', 'Grant Period', 'Fund Number', 'Sponsor's Reference', and 'Application Number'. At the bottom of this window are 'Proceed' and 'Back' buttons.



# Click "Print Preview" to See Full Header and Footer

**Funded Research Digest**

Print

PI: Su, A

Department: FACUL

Sponsor: Educa

Spon. Ref: SFS 1

PI Fund Center: 2

Location: St. Ge

Short Title of R

Sample for STAR

**BUDGET**

Open

Total overhead

Total Expense

Notes on Budget

Unexpended funds to be returned to the Sponsor at the conclusion of the project.

**Print:**

Output Device: MZP

Number of copies: 1

Page selection:

Spool Request

Name: SCRIPT MZP ADMIN\_DIGEST

Title:

Authorization:

Spool Control

☒ Print Now

☒ Delete After Output

☐ New Spool Request

☐ Close Spool Request

Spool Retention: 8 Day(s)

Storage Mode: Print only

Cover Page Settings

SAP cover page: Do Not Print

Recipient:

Department:

Print Preview

Print

University of Toronto  
Office of the Vice President, Research  
**Funded Research Digest**

Principal Investigator: Su, Adrianna	UTRS Application: 176000	Funded Research No.: 72052441	Page: 1
Department: FACULTY OF SOCIAL WORK	Fund No.: 502360	Type of Agreement: Operating Contract	
Sponsor: 300582 Education (ON), Min of	Sponsor's Reference: SFS 123	Fund Period: Jan 1, 2017 to Dec 31, 2019	
PI Fund Center: 206072	Department Fund Center: 101542 - OIA Applied Psychology & Human Development	Grant Period: Jan 1, 2017 to Dec 31, 2019	
Location of Research: St. George Campus;	Fiscal Year: Apr-Mar	Internal Order:	Cost Center: 101542
Short Title of Research: Sample for STAR Conference			

**BUDGET**

	Jan 2017	Jan 2018	Jan 2019	Total Budget
Open	142,785.00	142,785.00	142,785.00	428,355.00
Total overhead	57,114.00	57,114.00	57,114.00	171,342.00
Total Expense	199,899.00	199,899.00	199,899.00	599,697.00

**Notes on Budget**

Unexpended funds to be returned to the Sponsor at the conclusion of the project.

Overhead at 40% of direct costs.

**Carry-Forward Rule**

Subject to Approval

**Sub-Grant**

The Supplier shall not subcontract or assign the whole or any part of the Agreement or any monies due under it without the prior written consent of the Ministry.

**OVERHEAD DISTRIBUTION CALCULATION RULES**

Percentage-Based Overhead

Valid from 01.01.2017 to 31.12.2019

Expense commitment item EXPENSE-S calculated at 40.000%.

**TERMS & CONDITIONS**

**Method of Payment**

UoT shall provide the Ministry with a monthly billing statement no later than ten (30) Business Days after the end of each year and that billing statement shall include: (i) the reference number assigned to the Agreement by the Ministry; (ii) a brief description of the Deliverables provided for the relevant month; and (iii) taxes, if payable by the Ministry, identified as separate items.

**PLEASE NOTE:** Research involving human subjects, vertebrate animals, or biohazardous materials may not be undertaken without prior written approval of the appropriate University Review Committee. Other questions related to this Funded Research Digest should be referred to

Distribution:	Principal Investigator Chair Director Dean Principal Business Officer	FRd Release Date: March 27, 2017 Type: Original Authorized by: Allison Coccia Accountant: THOMAS RIVAS
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## Header

University of Toronto Office of the Vice President, Research Funded Research Digest			
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a. Fund Number

b. PI Fund Centre

c. Cost Centre

## Budget

BUDGET				
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## Footer

**PLEASE NOTE:** Research involving human subjects, vertebrate animals, or biohazardous materials may not be undertaken without prior written approval of the appropriate University Review Committee. Other questions related to this Funded Research Digest should be referred to Assunta Coccia at 416-978-3549 or by E-Mail [tina.coccia@utoronto.ca](mailto:tina.coccia@utoronto.ca)

Distribution:	Principal Investigator Chair/Director Dean/Principal Business Officer	FRd Release Date: March 27, 2017 Type: Original Authorized by: Assunta Coccia Accountant: THOMAS RIVAS
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d. Funding Officer

e. Research Accountant



March 2020  
<https://research.utoronto.ca>

DIVISION OF THE VICE-PRESIDENT,  
RESEARCH & INNOVATION

## Due Dates and Deliverables

aka “FReD Calendar”

DUE DATES AND DELIVERABLES									
<b>Payment Method</b> (This is how the University will receive revenue from the sponsor.)									
Total Approved:		599,697.00			Currency:		CAD		
Hold back:		0 %			Total in-kind contribution from sponsor:		0.00		
<b>Invoiced - Cost Recovery with Deliverables</b>									
VPRI RESEARCH ACCOUNTING will send an invoice to the sponsor for expenses for a set period:									
Deliverables are tied to payment (see below).									
Payment	Type	Period	Scope	Start	Period	Scope	End	Due	Date
Interim		Jan 1,		2017	Dec 31,		2017	Jan 30,	2018
Interim		Jan 1,		2018	Dec 31,		2018	Jan 30,	2019
Final		Jan 1,		2019	Dec 31,		2019	Jan 30,	2020
<b>Deliverables</b>									
<b>Financial Reporting</b> (Reports will be submitted by VPRI RESEARCH ACCOUNTING to the sponsor.)									
This deliverable is tied to the payment.									
Report	Type	Period	Scope	Start	Period	Scope	End	Due	Date
Interim		Jan 1,		2017	Dec 31,		2017	Jan 31,	2018
Interim		Jan 1,		2018	Dec 31,		2018	Jan 31,	2019
Final		Jan 1,		2019	Dec 31,		2019	Jan 31,	2020
<b>Progress Report</b> (Reports to be prepared and submitted by the PI as per sponsor requirements.)									
This deliverable is tied to the payment.									
Report	Type	Period	Scope	Start	Period	Scope	End	Due	Date
Final		Jan 1,		2017	Dec 31,		2019	Jan 31,	2020
<p><b>PLEASE NOTE:</b> Research involving human subjects, vertebrate animals, or biohazardous materials may not be undertaken without prior written approval of the appropriate University Review Committee. Other questions related to this Funded Research Digest should be referred to Assunta Coccia at 416-978-3549 or by E-Mail <a href="mailto:tina.coccia@utoronto.ca">tina.coccia@utoronto.ca</a></p>									
<b>Distribution:</b> Principal Investigator Chair/Director Dean/Principal Business Officer					<b>FReD Release Date:</b> March 27, 2017 <b>Type:</b> Original <b>Authorized by:</b> Assunta Coccia <b>Accountant:</b> THOMAS RIVAS				




# FReD Batch Report









- Enables you to select multiple FReDs at once to answer questions such as:
  - What FReDs were **created or revised** last week for my unit?
  - What are the **active** FReDs for my unit?
  - What grants are **ending** next year?

# FReD Batch Report



- ▼ Research Information System
  - ZRA3 - Display Application
  - ZRF3 - Display Funded Research Digest
  - ▼ Award Reports
    - ZRAP - Researcher by Expertise (Awarded)
    - ZRAS - Awards by Fac/Dept
    - ZRAT - Awards by Sponsor
    - ZRAU - Awards by Admin Site
    - ZRAQ - Awards by Location
    - ZRA6 - Co-PIs by Fac/Dept
    - ZRB4 - PI & Co-PIs by Dept
    - ZRAI - Sponsor List
    - ZRAH - Grant End Date
    - **ZRF4 - Unrel. Budgets**
    - **ZRAV - FReD Batch Report**
    - ZRF6 - File labels
    - ZHMR164 - Employee Info Report

### Batch Printing of FReDs





  

Sponsor	<input type="text"/>	to	<input type="text"/>	
Program	<input type="text"/>	to	<input type="text"/>	
Grant Start Date	<input type="text"/>	to	<input type="text"/>	
Grant End Date	<input type="text"/>	to	<input type="text"/>	
FReD Release Date	<input type="text"/>	to	<input type="text"/>	
FReD Release Type	<input type="text"/>	to	<input type="text"/>	
Grants Officer	<input type="text"/>	to	<input type="text"/>	
FReD Numbers	<input type="text"/>	to	<input type="text"/>	

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Faculty	<input type="text"/>			
Department	<input type="text"/>	to	<input type="text"/>	
Researcher	<input type="text"/>	to	<input type="text"/>	

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Fund Center	<input type="text"/>	to	<input type="text"/>	
Dept Fund Center	<input type="text"/>	to	<input type="text"/>	
Fund Start Date	<input type="text"/>	to	<input type="text"/>	
Fund End Date	<input type="text"/>	to	<input type="text"/>	

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Exclude Preliminary FReDs ☒

Include Preliminary FReDs ☐

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Include Selection Criteria ☒

Printer

# Help and Support for RIS Reports

- RIS Helpdesk [ris.help@utoronto.ca](mailto:ris.help@utoronto.ca)
- Training
  - Centre for Learning, Leadership & Culture (LLC) – LMS system
    - ✓ **RIS Reporting Basics**



- Documentation
  - VPRI Website: [research.utoronto.ca](https://research.utoronto.ca)

*Menu > Manage Funding > How to Access & Understand Research Reports*

# The FAST team

## Financial Services Department

# THE FAST TEAM MISSION STATEMENT



The goal of the Financial Advisory Services and Training (FAST) team is to encourage **the effective management of University resources** through the **promotion of sound financial accounting principles** combined with the **effective and efficient use of the Financial Information System (FIS)** by the users at the University of Toronto



# WHO IS THE FAST TEAM

The FAST team is **part of the central Financial Services Department** and **supports all three campuses.**

- **Manager** – Chris Dimitriadis
- **Business Analysts** (FAST Team Faculty Representatives)
  - Maryanne McCormick
  - Nusrath Mohiuddin
- **Training Coordinator/Business Analyst** – Rames Paramsothy



# WHAT DO WE DO?

- **Ongoing support** regarding the FIS system or interpretation of the GTFM policy
- **Develop procedural reference guides and simulations** for performance support
- **Training staff** (currently in-class, virtual but eLearning...coming soon) on how to effectively report and process in the FIS system
- **Review departmental FIS account structures**, as well as set up new accounts (e.g., Funds Centers, Cost Centers)

# WHAT DO WE DO? (CONT'D)

- **Review departmental business processes**
- **GTFM Policy interpretation and support** (e.g., expense reimbursement policy for Operating Fund Centers)
- **Act as end user advocates**, and testers for any FIS upgrades/system changes
- **Communicate relevant policy and system information** to end users throughout the University

# FAST TEAM TRAINING - TOPICS

The FAST team trains University staff on how to effectively process transactions in FIS and Logistics, manage their budget and make informed policy decisions based on the guidelines in the GTFM.

- **FIS Standard Curriculum** - 9 courses covering topics such as:
  - **Processing** common FIS (e.g., invoices) and Logistics transactions (e.g., purchase orders) and **generating/interpreting FIS reports**
- **Advanced Reporting topics such as:**
  - Reconciling month-end statements
  - Accounts Receivable responsibilities and reporting
- **Workshop topics such as:**
  - Managing Travel & Other Reimbursable Expenses
  - Updating Controlling (CO) Plans for Operating Budgets

[Learn More about our courses](#)

[REGISTER on the LLC site](#)

# WHERE CAN YOU ACCESS OUR ONLINE RESOURCES? (DEMO)

[finance.utoronto.ca](https://finance.utoronto.ca)



# COMMON FIS REPORTS USE IN RESEARCH ADMINISTRATION

- ZFM1 – Funding by Funds Center/Fund Report (using “Revenue Received vs. Receivable”)
- ZFTR008 – Total Funding Activity Report
- ZRIR003 – Research Funds Summary Report
- ZFTR017F – Funds Center/Fund Balance Listing Report
- ZFTR091 – Monthly PI Report
- ZFIR079 – FI Postings Line Item Report
- ZFIR079A – All Postings Line Item Report
- ZHJR\_ZHJR004A – Payroll Distribution Report

# Customized Reporting Tools for Research Administration

# Research Fund Summary Report (RFSR)

## Combination of frequently used FIS and RIS reports

- FReD Batch Report
- Funding: Fund Centre or Fund Balance Report
- Fund Centre/Fund Balance Listing Report
- Total Funding Activity



# RSFR – Users

- Key users of this report
  - Business Officer or Financial Officer roles
  - Research Accountants
  - Research Funding or Partnership Officers

# RFSR - Answers questions like...



- How **many** research grants does a unit have?
- Which research grants is **ending** soon or in the next months?
- Are there **unspent budget** on the funds which are ending soon?
- Which funds are in **deficit** (Revenue is less than expense)?
- Which fund will **be auto-closed** for a specific period?
- **Who** is the Research Accountant or the Funding/Partnership Officer assigned on a research fund?

# RFSR –Message Alert!

- Message Alert
  - Upcoming fund end date (next 6 months)
  - Overdraft - expenses higher than budget
  - Wrong CFC/Fund combination
  - Upcoming auto close date

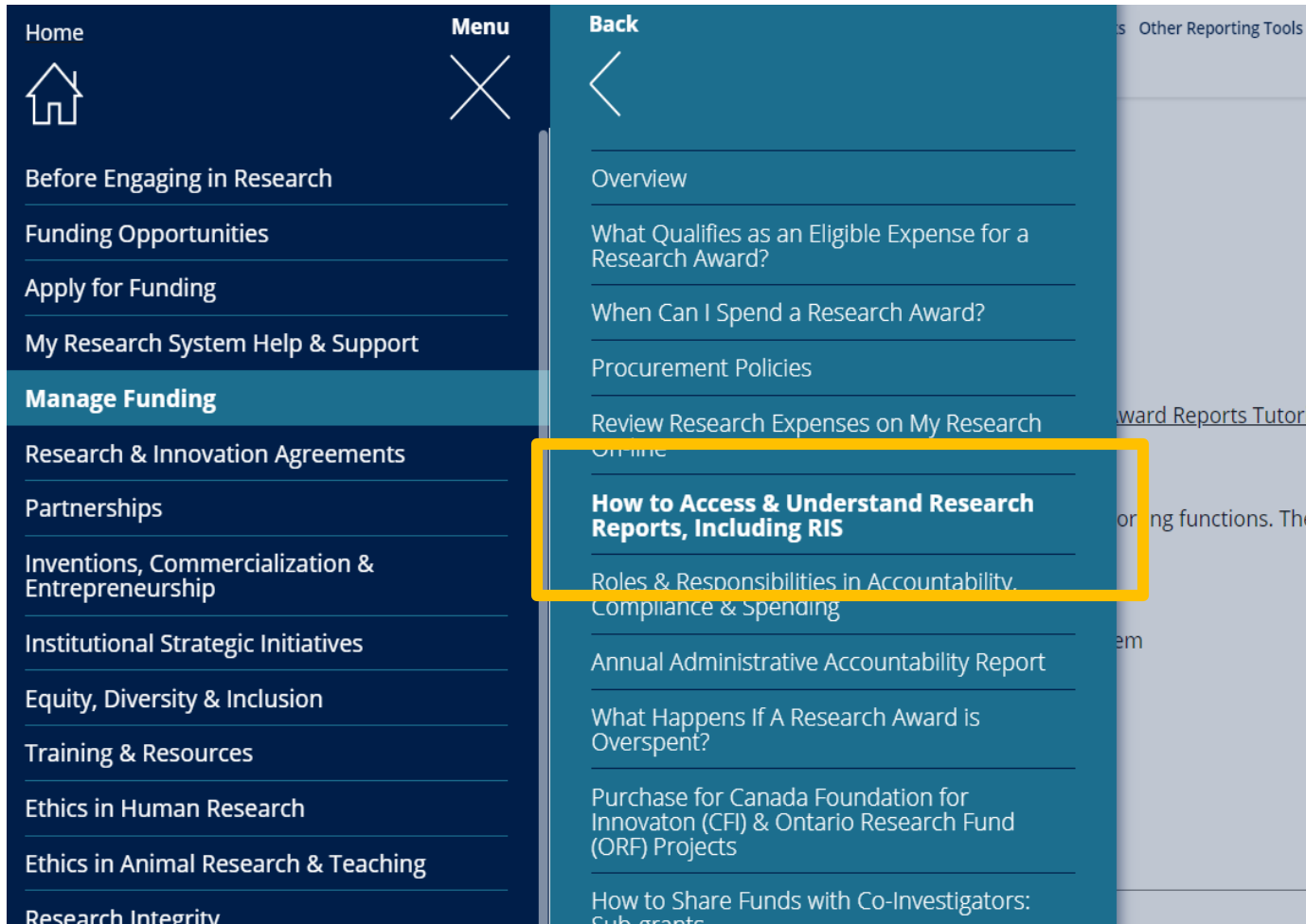


# How to use this report



- [How to access and understand research reports, including RIS](#)
- [RFSR User guide](#)
- For more questions on using this report or a quick demo contact [ris.help@utoronto.ca](mailto:ris.help@utoronto.ca)

# Where to find?



The screenshot shows a web application interface with a dark blue sidebar menu on the left and a main content area on the right. The sidebar menu includes options like 'Home', 'Before Engaging in Research', 'Funding Opportunities', 'Apply for Funding', 'My Research System Help & Support', 'Manage Funding', 'Research & Innovation Agreements', 'Partnerships', 'Inventions, Commercialization & Entrepreneurship', 'Institutional Strategic Initiatives', 'Equity, Diversity & Inclusion', 'Training & Resources', 'Ethics in Human Research', 'Ethics in Animal Research & Teaching', and 'Research Integrity'. The 'Manage Funding' section is highlighted in a lighter blue. The main content area, titled 'Back', lists various topics related to research awards and reporting. A yellow rectangular box highlights the link 'How to Access & Understand Research Reports, Including RIS' in the main content area.

Home Menu Back

Before Engaging in Research

Funding Opportunities

Apply for Funding

My Research System Help & Support

**Manage Funding**

Research & Innovation Agreements

Partnerships

Inventions, Commercialization & Entrepreneurship

Institutional Strategic Initiatives

Equity, Diversity & Inclusion

Training & Resources

Ethics in Human Research

Ethics in Animal Research & Teaching

Research Integrity

Overview

What Qualifies as an Eligible Expense for a Research Award?

When Can I Spend a Research Award?

Procurement Policies

Review Research Expenses on My Research

**How to Access & Understand Research Reports, Including RIS**

Roles & Responsibilities in Accountability, Compliance & Spending

Annual Administrative Accountability Report

What Happens If A Research Award is Overspent?

Purchase for Canada Foundation for Innovation (CFI) & Ontario Research Fund (ORF) Projects

How to Share Funds with Co-Investigators: Sub-grants



# Research Accounts Receivable (AR) Aging Report

## Purpose of the report

- Shows the age of the uncollected receivables based on the invoices prepared by Research Accounting.
- The older the receivable is, the higher risk of incurring deficit



# Answers questions like...

- Which research fund has **payment method invoicing**?
- Which invoice has **not been paid**?
- How long has the receivable been **outstanding**?
- Who is the **PI** in charge of the research fund and which **sponsor** ?
- Which funds are candidate to be in **deficit**?
- Who is the **Res. Accountant** that I can discuss this receivable with?

# Research A/R Aging Report

## Customer Open Item Analysis Report (Overdue Items)

Exception Documents      Download to Excel

Customer Open Item Analysis Report (Overdue Items)  
 As of 14.02.2019  
 Division 100000 UofT  
 Department All  
 PI All

Report: ZFRR008  
 Instance: RPT  
 User: COA  
 Date/Time: 14.02.2020 09:44:29  
 Page: 1

Customer	Identification	Fund	Original Amt	30 days and less	31-60 days	61-90 days	91-120 days	121-150 days	151-180 days	Greater than 180 days
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Division:	100001	UTC								
Department:	100034	UTC:Research								
PI:	200001	Co A C								
300503 California Institute	180030006	403315	40,185.05	0.00	0.00	5,694.10	0.00	0.00	0.00	0.00
Total by PI 200437			40,185.05	0.00	0.00	5,694.10	0.00	0.00	0.00	0.00
Total Department 105704			40,185.05	0.00	0.00	5,694.10	0.00	0.00	0.00	0.00



# Who to contact on how to use this report ?



- For more questions on using this report or a quick demo contact [ris.help@utoronto.ca](mailto:ris.help@utoronto.ca)
- Scheduled training session on customized reports – June 8, 2020

# Who We Are Not, Who to Contact When



# WHO WE ARE NOT

The FAST and RIS team's function often gets confused with other central units within the University, such as:

- Enterprise Applications and Solutions Integration (EASI)
  - Procurement Services
  - Internal Audit
  - HRIS/Payroll
- We do work closely with all of these groups and **have an understanding of their implications on FIS and RIS.**

# FAST Team vs RIS Team

## FAST

- **Creation of Operating CFC & CC**
- **Creation of PI CC**
- **Creation of IO**
- **Move Fund Centre hierarchy**
- **GTFM Policy**

## RIS

- **Creation of PI FC**
- **If a Fund has Nopo**
- **Fund extension**
- **Carry forward of outstanding commitment**
- **Research Fund Policy**

