POWER UP with FIS and RIS

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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

AWS
(Administrative Web Services)

AMS
(Administrative Management System)

UTBI
(UofT Business Intelligence)

My Research

HR&E
(My HR & Equity [ESS])

FIS
(Star Financial Information System)

Research Data Cube

AMS
(My Research Applications & Agreements)

RIS
(Research Information System)

Research Data Mart

MROL
(My Research On Line)

Research & Innovations Dashboards

MRAP
(My Research Animal Protocols)

SIG Application System
(SSHRC Institutional Grant)

MRHP
(My Research Human Protocols)

others
(e.g. HRIS, etc.)

SIG Application System

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DIVISION OF THE VICE-PRESIDENT,
RESEARCH & INNOVATION
Systems Mapped to Life Cycle of Research Award: When to Use What

- Funding Opportunities
- Research Alerts
- Pivot

Search for Funding

Apply for Funding

Project Close

Manage Funding

- My Research Applications & Agreements (MRA)
- My Research Animal Protocol (MRAP)
- My Research Human Protocol (MRHP)

- Research Information System (RIS)
  - Funded Research Digest (FReD)
  - FReD Batch Report
  - RIS Award Reports

- My Research On Line (MROL)
- Research Data Cube

- Financial Information System (FIS)
  - Expenditure Postings
  - Financial Reporting
    - Standard and customized reports

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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)

[Image of file explorer and MROL interface]

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**UofT STAR**  
Strengthening Administration of Research

**Division of the Vice-President, Research & Innovation**
How to Display a FReD in RIS (Business Officers)

Display the FReD in RIS using the following steps:

1. Navigate to the Favorites section in the user menu for Business Officers.
2. Select the Display Funded Research Digest option.
3. In the Display Funded Research Digest window, enter the Funded Research Number.
4. Specify the From Date and To Date as required.
5. For budgets controlled by Chairs, enter the Department Fund Center.
6. Search for the Administrative Digest by selecting the appropriate criteria.
7. Proceed with the search by clicking the Proceed button.
Click “Print Preview” to See Full Header and Footer
# Funded Research Digest

**Principal Investigator:**

**UTRE Application:**

**Funded Research No.:**

**Department:**

**FACULTY OF SOCIAL WORK**

**Fund No.:**

**Type of Agreement:**

**Sponsor:**

**Min of:**

**Operational:**

**Sponsor’s Reference:**

**Projects Funded:**

**Department Fund Center:**

**Full Period:**

**Term Period:**

**Location of Research:**

**St. George Campus:**

**Start Time of Research:**

**Sample for STAR Conference**

## BUDGET

<table>
<thead>
<tr>
<th>Jan 2017</th>
<th>Jan 2018</th>
<th>Jan 2019</th>
<th>Jan 2019</th>
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<td>Open</td>
<td>142,705.00</td>
<td>142,705.00</td>
<td>142,705.00</td>
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<td>Total overhead</td>
<td>37,114.00</td>
<td>37,114.00</td>
<td>37,114.00</td>
</tr>
<tr>
<td>Total Expense</td>
<td>199,819.00</td>
<td>199,819.00</td>
<td>199,819.00</td>
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</table>

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 any part of the Agreement or any money due under it without 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 EXPENSES calculated at 40.000%.

## TERMS & CONDITIONS

**Method of Payment:**

UofT shall provide the Ministry with a monthly billing statement no later than ten (10) Business Days after the end of each month. The billing statement shall include:

- The reference number assigned to the Agreement by the Ministry;
- A brief description of the Deliverables provided for the relevant month; and
- Any issues, if any, as reported by the Ministry, identified as separate items.

**PLEASE NOTE:** Research involving human subjects, variables, animals, or infections may not be undertaken without prior written approval of the appropriate University Research Committee. Any questions should be directed to

**UofT STAR Office:**

**Principal Investigator:**

**Chair/Dean:**

**Business Office:**

**UofT STAR Office:**

**Date:**

March 2020

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**Due Dates and Deliverables**

**aka “FReD Calendar”**

### Payment Method
(This is how the University will receive revenue from the sponsor.)

<table>
<thead>
<tr>
<th>Total Approved</th>
<th>599,697.00</th>
<th>Currency:</th>
<th>CAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Held basic</td>
<td>0%</td>
<td>Total in-kind contribution from sponsor:</td>
<td>0.00</td>
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</tbody>
</table>

**Invoiced - Cost Recovery with Deliverables**
VPRI RESEARCH ACCOUNTING will send an invoice to the sponsor for expenses for a set period.
Deliverables are tied to payment (see below).

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Period Scope Start</th>
<th>Period Scope End</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim</td>
<td>Jan 1, 2017</td>
<td>Dec 31, 2017</td>
<td>Jan 30, 2018</td>
</tr>
<tr>
<td>Interim</td>
<td>Jan 1, 2018</td>
<td>Dec 31, 2018</td>
<td>Jan 30, 2019</td>
</tr>
<tr>
<td>Final</td>
<td>Jan 1, 2019</td>
<td>Dec 31, 2019</td>
<td>Jan 30, 2020</td>
</tr>
</tbody>
</table>

### Deliverables

**Financial Reporting**
(Reports will be submitted by VPRI RESEARCH ACCOUNTING to the sponsor.)

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Period Scope Start</th>
<th>Period Scope End</th>
<th>Due Date</th>
</tr>
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<tbody>
<tr>
<td>Interim</td>
<td>Jan 1, 2017</td>
<td>Dec 31, 2017</td>
<td>Jan 31, 2018</td>
</tr>
<tr>
<td>Interim</td>
<td>Jan 1, 2018</td>
<td>Dec 31, 2018</td>
<td>Jan 31, 2019</td>
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<tr>
<td>Final</td>
<td>Jan 1, 2019</td>
<td>Dec 31, 2019</td>
<td>Jan 31, 2020</td>
</tr>
</tbody>
</table>

**Progress Report**
(Reports to be prepared and submitted by the PI as per sponsor requirements.)

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Period Scope Start</th>
<th>Period Scope End</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final</td>
<td>Jan 1, 2017</td>
<td>Dec 31, 2019</td>
<td>Jan 31, 2020</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** Research involving human subjects, vertebrate animals, or hazardous materials may not be undertaken without prior written approval of the appropriate University Review Committees. Other questions related to this Project Research Eligibility should be referred to Assistant Co-investigator at 416-978-3349 or by E-mail: lain.cocci@utoronto.ca

**Distribution:**
Principal Investigator:
Chair Director
Dean/Principal:
Business Office

**FRReD Release Date:** March 27, 2017
**Type:** Original
**Authorized by:** Assistant Co-investigator: THOMAS FENIN

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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
- ZHR164 - Employee Info Report

Batch Printing of FReDs

- Sponsor
- Program
- Grant Start Date
- Grant End Date
- FReD Release Date
- FReD Release Type
- Grants Officer
- FReD Numbers

- Faculty
- Department
- Researcher

- Fund Center
- Dept Fund Center
- Fund Start Date
- Fund End Date

Exclude Preliminary FReDs
Include Preliminary FReDs

Include Selection Criteria
Printer: RS0

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Help and Support for RIS Reports

- RIS Helpdesk ris.help@utoronto.ca

- Training
  - Centre for Learning, Leadership & Culture (LLC) – LMS system
    - RIS Reporting Basics

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

[REGISTER on the LLC site](https://research.utoronto.ca)
WHERE CAN YOU ACCESS OUR ONLINE RESOURCES? (DEMO)

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
  o Business Officer or Financial Officer roles
  o Research Accountants
  o 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
Where to find?

How to Access & Understand Research Reports, Including RIS
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

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</thead>
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<td>All</td>
</tr>
<tr>
<td>PI</td>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>

**As of 14.02.2019**

**Report:** XPR8008
**Instance:** RVT
**User:** COA
**Date/Time:** 14.02.2020 09:44:29
**Page:** 1

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<th>Customer</th>
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<th>Original Amt</th>
<th>30 days and less</th>
<th>31-60 days</th>
<th>61-90 days</th>
<th>91-120 days</th>
<th>121-150 days</th>
<th>151-180 days</th>
<th>Greater than 180 days</th>
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<td>300503 California Institute 180030006 403315 40,185.05 0.00 0.00 5,694.10 0.00 0.00 0.00 0.00</td>
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</tbody>
</table>

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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
- 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