

FIS Reports Used in Research Administration

List of FIS Reports used for Research Administration:

1. [ZFM1 – Funding by Funds Center/Fund Report \(using “Revenue Received vs. Receivable”\)](#)
2. [ZFTR008 – Total Funding Activity Report](#)
3. [ZRIR003 – Research Funds Summary Report](#)
4. [ZFTR017F – Funds Center/Fund Balance Listing Report](#)
5. [ZFTR091 – Monthly PI Report](#)
6. [ZFIR079 – FI Postings Line Item Report](#)
7. [ZFIR079A – All Postings Line Item Report](#)
8. [ZHJR ZHJR004 – Payroll Distribution Report \(and archived data\)](#)

1. [ZFM1 – Funding by Funds Center/Fund Report \(using “Revenue Received vs. Receivable”\)](#)

When to Use:

This report displays budget, commitments and actuals, as well as revenue variances/funds available in a single Funds Center/Fund combination.

It can be used to identify budget to actual variances at the commitment item level and allows drill-down to the line item details.

For restricted research fund accounts, the “**Received vs. Receivable**” option enables users to **identify the expected sponsor payment vs. cash actually received**. This helps detect issues related to sponsor payment collection, particularly when the fund uses invoicing as the method of payment.

Note: Not suitable for Tri-Agency (NSERC, SSHRC, CIHR and CRC) grant fund accounts.

Transaction Code:

ZFM1

Menu Path:

Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Financial Summary Reports >> Funding: Funds Center or Fund

2. [ZTR008 – Total Funding Activity Report](#)

When to Use: This report displays budget, commitments and actuals, as well as revenue variances/funds available in multiple Funds Centers and Fund Center/Fund combinations **within a FC hierarchy**.

It can be used can also be used to drill down into specific transactions posted against a research grant.

Transaction Code: ZFTR008

Menu Path: *Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Financial Summary Reports >> Total Funding Activity Report*

3. [ZRIR003 – Research Fund Summary Report](#)

When to Use: Use this report to obtain a real-time overview of every detail of a unit's research funding. The RFSR combines data contained in both FIS and RIS modules, and links directly to a number of other commonly-used reports.

Transaction Code: ZRIR003

Menu Path: *Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Financial Summary Reports >> Research Fund Summary Report*

4. [ZFTR017F – Funds Center/Fund Balance Listing Report](#)

When to Use: This report is run to determine the current budget, assignments (commitments and actuals) and balance (Funds Available), as well as any accounts in an overdraft.

Transaction Code: ZFTR017F

Menu Path: *Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Financial Summary Reports >> Fund Center/Fund Balance Listing Report*

5. [ZFTR091 – Monthly PI Report](#)

When to Use: This report should be used to review the financial transactions to the account and to determine the current balance. This report is one of the Reconciliation Reports that must be run and reviewed by the Business Officer each month, as stated in the Accountability Report.

Transaction Code: ZFTR091

Menu Path: *Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Month End Report >> Monthly PI Report – All Sponsors*

6. [ZFIR079 – FI Postings Line Item Report](#)

When to Use: This report should be used to review the financial transactions to the account and to determine the current balance. This report is one of the Reconciliation Reports that must be run and reviewed by the Business Officer each month, as stated in the Accountability Report.

Transaction Code: ZFIR079

Menu Path: *Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >>*