

FIS and RIS Reports Used in Research Administration

List of FIS and RIS Reports Used in 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 \(and archived data\)](#)
9. [ZFRR008 – Research A/R Aging Report](#)
10. [ZRF3 – Funded Research Digest \(FReD\)](#)
11. [ZRAV –FReD Batch Report](#)

Name of the report	When to Use	Transaction Code	Menu Path
ZFM1 – Funding by Funds Center/Fund Report (using “Revenue Received vs. Receivable”)	<p>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.</p> <p>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.</p> <p>Note: Not suitable for Tri-Agency (NSERC, SSHRC, CIHR and CRC) grant fund accounts.</p>	ZFM1	<i>Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Financial Summary Reports >> Funding: Funds Center or Fund</i>
ZTR008 – Total Funding Activity Report	<p>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 also be used to drill down into specific transactions posted against a research grant.</p>	ZFTR008	<i>Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Financial Summary Reports >> Total Funding Activity Report</i>
ZRIR003 – Research Fund Summary Report	<p>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.</p>	ZRIR003	<i>Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Financial Summary Reports >> Research Fund Summary Report</i>
ZFTR017F – Funds Center/Fund Balance Listing Report	<p>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.</p>	ZFTR017F	<i>Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Financial Summary</i>

Name of the report	When to Use	Transaction Code	Menu Path
			<i>Reports >> Fund Center/Fund Balance Listing Report</i>
ZFTR091 – Monthly PI Report	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.	ZFTR091	<i>Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Month End Report >> Monthly PI Report – All Sponsors</i>
ZFIR079 – FI Postings Line Item Report	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.	ZFIR079	<i>Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >>Line Items >> FI Postings: Line Items by document number</i>
ZFIR079A – All Postings Line Item Report	This report is used to list all transactions (excluding budget documents) posted to Funds Centers (FC) or FC/Fund combinations. These transactions include manual reserves, payroll reserves, purchase requisitions, purchase orders and actuals.	ZFIR079A	<i>Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Line Items>>All Postings: Line Items by document number</i>
ZHJR_ZHJR004 – Payroll Distribution Report (and archived data)	This report is most commonly used to perform a monthly reconciliation of payroll charges between payroll entries in HRIS and the payroll charges posted to FIS. This report is required to be run each month by departmental business officers in order to reconcile the departmental accounts.	ZHJR_ZHJR004	<i>Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >> Month-End Reports >> Payroll Distribution Report</i>
ZFRR008- Research Accounts Receivable (A/R) Aging report	This report will show the age of invoices sent to the sponsor. It is useful to identify risk on research receivables which may be uncollected.	ZFRR008	<i>Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports) >>Financial Summary Reports>>Research A/R Aging Report</i>
ZRF3 – Funded Research Digest (FReD)	This report is used to display key elements from the notice of award / agreement received from a sponsor providing research funding, including budget, terms and conditions, and due dates & deliverables. It can be used to identify the FIS fund number, fund centre number, and cost centre number to be used for charges against the grant.	ZRF3	<i>Research Information System >> Display Funded Research Digest</i>
ZRAV – FReD Batch Report	This report is used to view data for multiple FReDs. It can identify FReDs created or modified by department/faculty within a specific period of time (e.g. in the last week)	ZRAV	<i>Research Information System >> Award Reports >> FReD Batch Report</i>