UNIVERSITY OF TORONTO

Financial Services Department

> **Financial Services Department** > **Financial Advisory Services and Training (FAST)** > **Reference Guides** > **Reporting** > **Month-End Reports** > Status PI Monthly Report Review by PI

Status PI Monthly Report Review by PI

When to Use

This report should be run to verify which Principal Investigators are reveiwing their monthly statements on My Research On-Line.

The review of these statements each month by the Prinicpal Investigator is required in the annual Accountability Report. For more information about Financial Accountability, please click **here.**
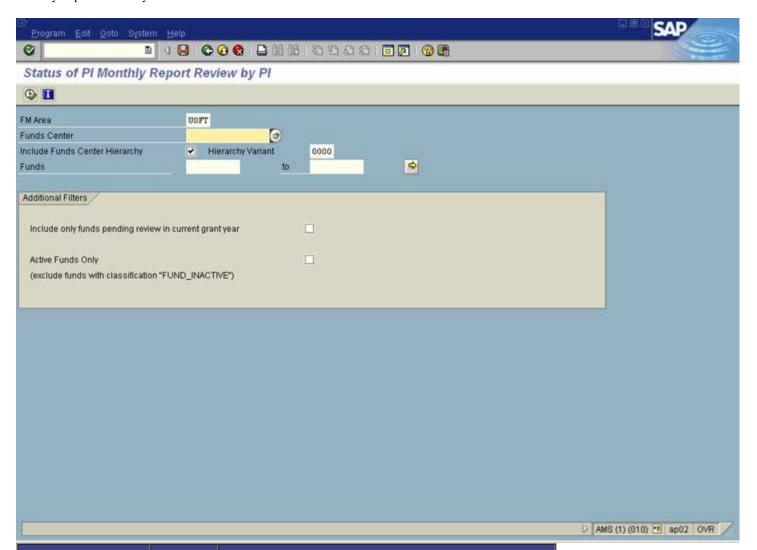
Report Functionality

- Provides a simple and accurate way to verify which Principal Investigators are reviewing their monthly statements via My Research On-Line.
- Shows the specific accounts and periods that have been reviewed over the grant year.

Detailed Procedures

Access the transaction using:

Menu	*Accounting >> Funds Management >> Information System >> Funds Management(U of T Reports) >> Month-End Reports >> Status of PI Monthly Report Review by PI*
Transaction code	ZFTR101

Selection screen:

Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
Funds Center	R	Enter the parent funds center that you wish to report on.
IncludeFundsCenter Hierarchy	R	To include all the subordinate FC's in the report, click in this box. This field defaults to selected.
Funds	O	Enter the fund number(s) that you are specifically interested in. If you leave this field blank, all funds associated with any FC on the report will be included.
Include only funds pending review in current grant year	O	A check box in this field will restrict the output to only the funds pending review in the current grant year.
Active Funds Only	O	Clicking in this box will insure that only active funds are included in the report.

Click on to execute the report.

Output Screen

SAP screenshot: Status of PI Monthly Report Review by PI as of April 23, 2003

University of Toronto — Status of PI Monthly Report Review by PI as of April 23, 2003

Identifies periods reviewed or not reviewed (pending) by PI via their My Research On-line reports, starting with the most recent month...

SELECTION CRITERIA:
FM Area: UOFT
CF Center: 100409
Include Subordinate CFCs

PI Name	PI CFC Dept CFC Name	Dept CFC	Fund	Fund End Date	Grant Year	Overall Review Status Of Current Grant Year*	2003 Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	M
Training DYANNE	207874 CFC: Training CFC	100409	452003	31.08.2003	May-Apr	Pending	PE	PE	PE	PE	PE	PE	PE	PE	PE	P
			452003	30.06.2003	May-Apr	Pending	PE	PE	PE	PE	PE	PE	PE	PE	PE	P
			452003	30.06.2005	Jul-Jun	Pending	PE	PE	PE	PE	PE	PE	PE	PE		
Training DYANNE	200157 CFC: Training CFC	100409	452003	30.04.2003	Apr-Mar	Pending	PE	PE	PE	PE	PE	PE	PE	PE	PE	P
			452003	30.10.2003	May-Apr	Pending	PE	PE	PE	PE	PE	PE	PE	PE	PE	P
Training DYANNE	203900 CFC: Training CFC	100409	412003	30.06.2003	May-Apr	Pending	PE	PE	PE	PE	PE	PE	PE	PE	PE	P
Training DYANNE	203159 CFC: Training CFC	100409	412003	31.03.2004	Apr-Mar	Pending	PE	PE	PE	PE	PE	PE	PE	PE	PE	P
			412003	30.06.2003	May-Apr	Pending	PE	PE	PE	PE	PE	PE	PE	PE	PE	P
			412003	30.06.2003	Jul-Jun	Pending	PE	PE	PE	PE	PE	PE	PE	PE		
			452003	30.09.2002	Jul-Jun	Pending						PE	PE	PE		
			452003	31.03.2004	Jul-Jun	Pending	PE	PE	PE	PE	PE	PE	PE	PE		
			452003	15.10.2005	Apr-Mar	Pending	PE	PE	PE	PE	PE					
Training DYANNE	203228 CFC: Training CFC	100409	412003	31.08.2004	May-Apr	Pending	PE	PE	PE	PE	PE	PE	PE	PE	PE	P
Training DYANNE	203575 CFC: Training CFC	100409	412003	21.03.2002	Oct-Sep											
			412003	15.06.2001	Apr-Mar											

Report Data

Field Name	Description of Field Content
PI Name	The full name of the Principal Investigator is shown here.
PI FC	The number of the FC(s) that the PI is responsible for.
Dept FC Name	The full name of the Departmental FC that was entered on the selection screen.
Dept FC	The Departmental FC number.
Fund	The fund(s) that the PI is responsible for.
Fund End Date	The end date of the fund.
Grant Year	The start and end months for the grant year for each fund.
Overall Review Status of Current Grant Year	The entries in this column indicate the overall review status for the current grant year. Pending indicates that it has not been completed as yet; Reviewed indicates that the account was reviewed.
Review Status of	This section represents a month-by-month view of the review status of the accounts. PE indicates that review is still pending,

Months in Current Grant Year	and has not been completed as yet. RV indicated the account was reviewed in that month.
Overall Review Status of Previous Grant Year	This column shows the review status for the previous grant year. Pending indicates that a review has not been completed; Reviewed indicates the report was reviewed and n/a indicates that the review feature was not yet available.

End of procedure.