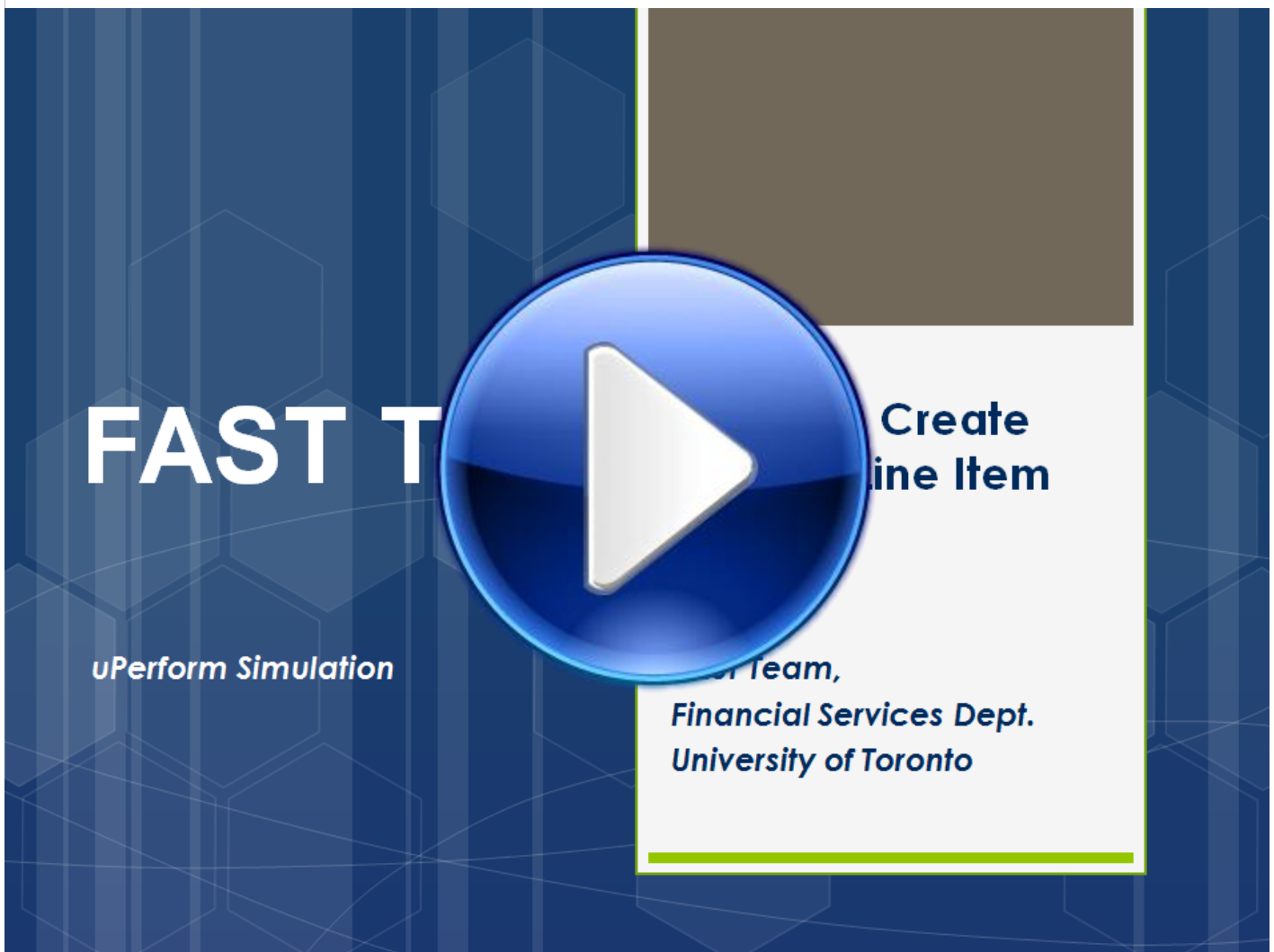


## ***SIMULATION – How to Create Custom Line Item Reports***

Line item reports give you the flexibility to create custom reports that meet your specific requirements. Watch this simulation created using uPerform, our new documentation tool, to learn how to re-arrange and hide columns, as well as sort, filter and sub-total data.



**FAST TIPS**

*uPerform Simulation*

**Create Custom Line Item Reports**

Financial Services Team,  
Financial Services Dept.  
University of Toronto

### **Learn More:**

- **QRG:** Line Item Functionality  
<http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf>

- **QRG:** FI Postings Line Item Report (ZFIR079)  
<http://finance.utoronto.ca/wp-content/uploads/2015/10/fipostings.pdf>
- **Training Documentation:** Basic Funds Management Reporting  
<http://finance.utoronto.ca/wp-content/uploads/2015/10/basicfmreporting1.pdf>

### ***The NEW Revenue Received versus Receivable view!***

To easily identify the expected sponsor payment vs. cash actually received, the revenue received vs receivable view option has been added to the Funding: Funds Center or Fund report.

This view will assist Research Administrators in managing the revenue portion of their restricted funds, specifically in detecting issues related to sponsor payment collection.

#### **When is the Received vs Receivable view applicable?**

This Received vs Receivable view is only applicable to a **restricted research fund**. If the fund is not classified as 'Research', then the view will not be available.

The received vs receivable view is suitable when the restricted research fund uses **Invoicing** as the method of payment (Research Accounting Section, UofT must prepare and send an Invoice to the sponsor in order to initiate payment). Please note that for research funds sponsored by the Tri-Agencies (NSERC, SSHRC, CIHR and CRC), revenues are posted as cash is received, and therefore the 'Received vs. Receivable view' is not advisable.

#### **Learn More:**

- **Additional Resources:** How to Use the Received vs. Receivables view in ZFM1 Report  
[http://finance.utoronto.ca/wp-content/uploads/2016/05/ZFM1\\_received\\_and\\_receivable\\_view.pdf](http://finance.utoronto.ca/wp-content/uploads/2016/05/ZFM1_received_and_receivable_view.pdf)

### ***Recommended Documentation for Long-Term Accommodation***

If a staff member is required to spend more than one continuous month in a single location, appropriate arrangements for suitable rental or board and lodging accommodation at weekly or monthly rates should be made in advance of the start of the travel period.

In circumstances where long-term accommodation is deemed appropriate, it is recommended that approval from the Principal, Dean, Director, Chair or Senior Executive to whom the traveller reports should be obtained **in advance**.

In order to substantiate a claim, it is recommended that the following documentation be provided:

1. **Detailed Statement of Charges** (i.e. Original Receipt or Rental Agreement)
  - Name of the establishment and/or owner of the property to whom payments will be made
  - Address and Phone Number
  - Length of Stay
  - Amount
2. **Proof of Payment**
  - Credit Card Statement or front and back of cancelled cheque

#### **Learn More:**

- **GTFM:** Long-Term Accommodation  
<http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#accommodation>

- **GTFM:** Original Receipts and Proof of Payment  
<http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#Approvals>

### ONE-ON-ONE WORK SUPPORT

**Get HELP FAST** - Biweekly lunch time AMS support sessions (FIS, HRIS, RIS/MRA/MROL)

*LOCATION:* 256 McCaul St., Room 103

Tuesday, June 7 <sup>th</sup>	11:30am – 1pm
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Wednesday, June 22 <sup>nd</sup>	12:30pm – 2pm
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### TRAINING

- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

### FAST STAFF

- [Financial Advisory Services & Training \(FAST\)](#)
- [Subscribe to AMS Listserv](#)