Introducing FIORI Launchpad Reporting

Financial Advisory Services & Training (FAST) Team

Connect + Learn

UNIVERSITY OF TORONTO | Financial Services

Agenda

- What is FIORI Launchpad Reporting?
- Accessing and Navigating the FIORI Launchpad Reporting Dashboard
- Reports in Decommissioned RPT vs FIORI Launchpad
- Customizing the Dashboard
- Executing and Printing Reports
- Demonstration of the FIORI Launchpad Reporting Application
- Additional Resources

What is FIORI Launchpad Reporting?

- A **web-based application** that **replaces the decommissioned RPT instance**
- **Enhanced modern design** and **more intuitive and simplified user experience**
- **Select priority reports** are **available 24/7 displaying live AMS data**
- **Includes financial, HR and Research report (depending on authorization)**
- **Available during AMS downtimes**

(e.g., the upcoming Fiscal Year End, Holiday Shut Down, Fiscal Month End and pay runs)

- Login using **UTORid**

The official launch of the new reporting solution Monday, March 22nd

UNIVERSITY OF TORONTO | Financial Services

Things to Know at a Glance

What Stays the Same:

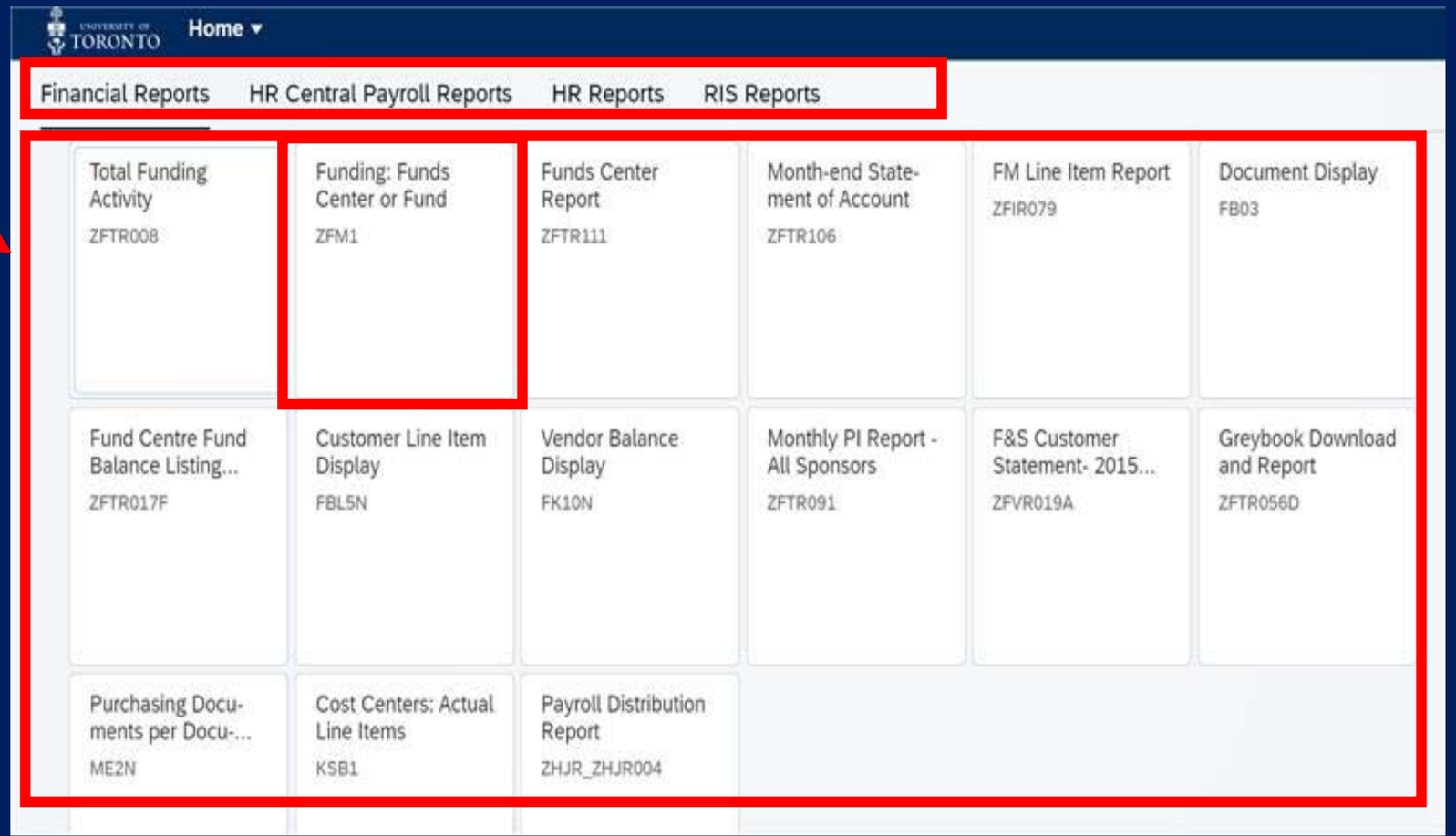
- Used strictly for reporting (i.e., cannot process or change transaction postings)
- Report selection screen
- Report output, format and functionality

What has Changed:

- Display live AMS report data in select priority financial, HR and research reports
- Web based
- More intuitive modern user interface
- Login using UTORid

Accessing and Navigating the FIORI Launchpad Reporting Dashboard

- **AMS reports are accessed through tiles** which enable users to launch reports without having to navigate through the menu.
- **The tiles that are displayed depends on your AMS authorization** (i.e., If you do not see a particular report in AMS, then it will not appear in the FIORI Launchpad Reporting).
- **Click on a tile** to go to the report **selection criteria** screen.

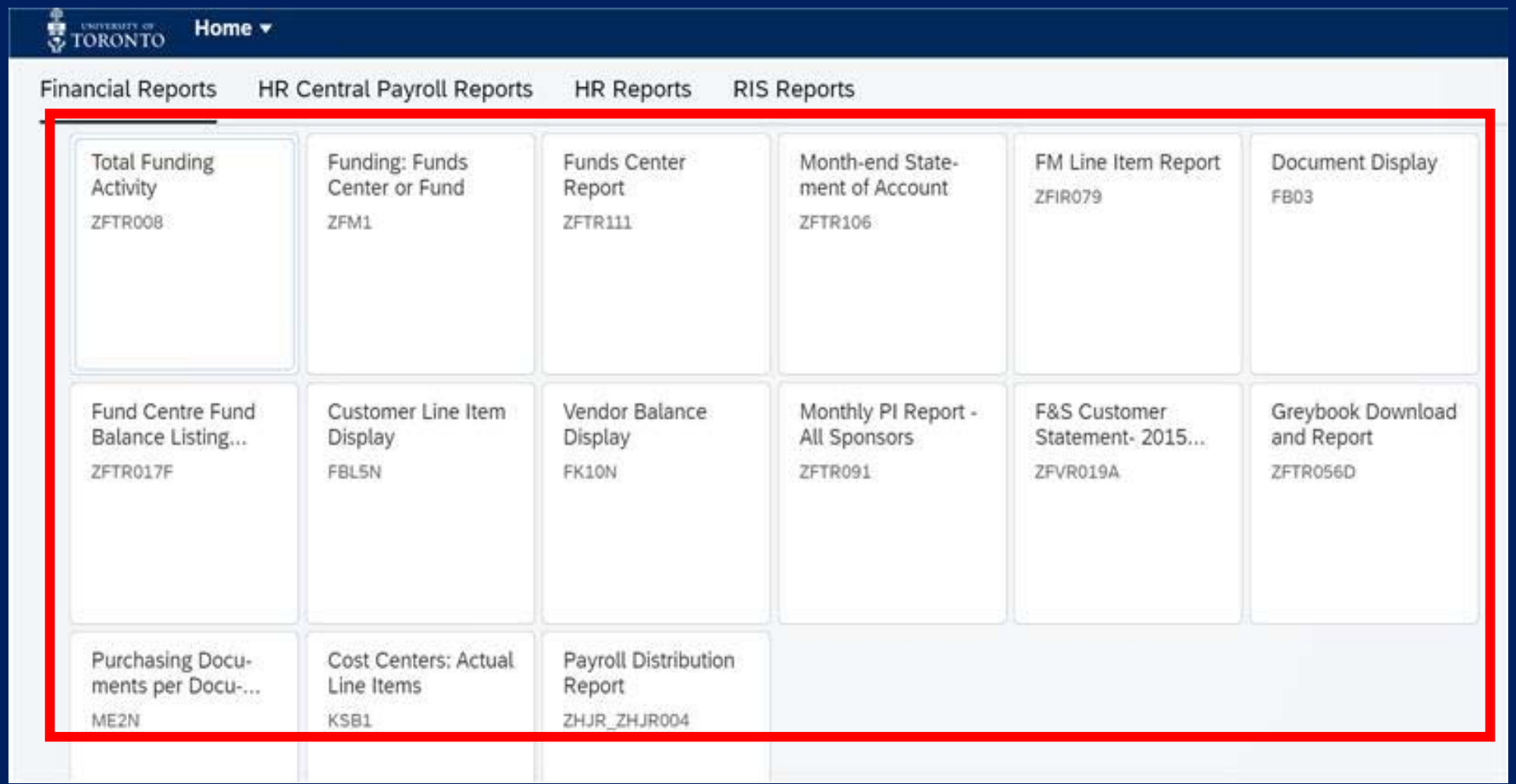


Reports in Your Dashboard

The Financial, HR and Research reports you see on your dashboard will depend on your AMS authorization.

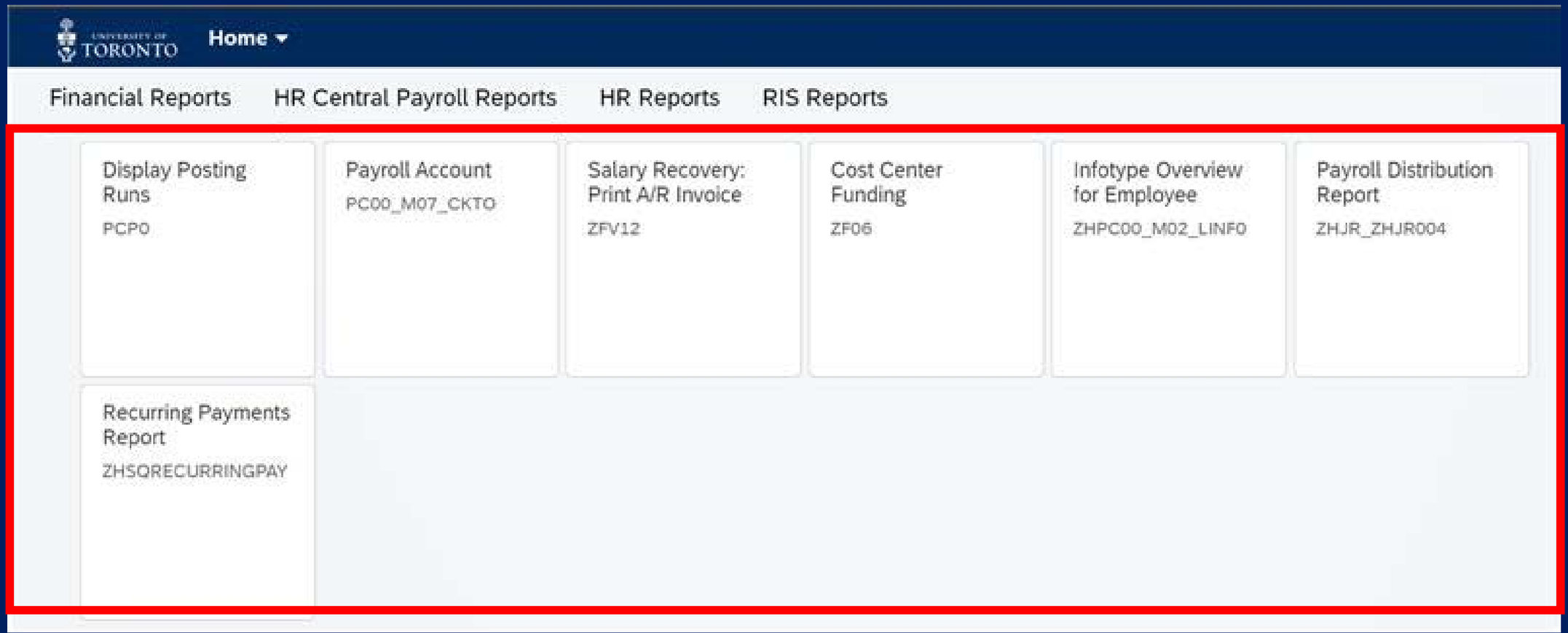
Click here for a full list of the **Financial**, **HR** and **Research** reports available on the FIORI Launchpad Reporting application.

Financial Reports

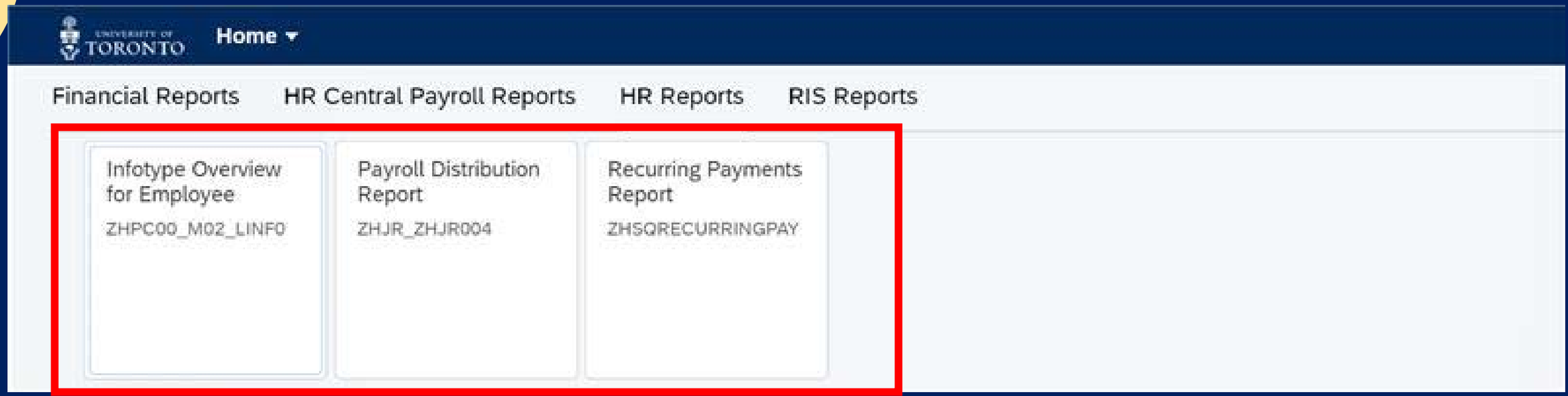


Note: You will **only see reports** in your dashboard that **you currently have access to in AMS/RPT**.

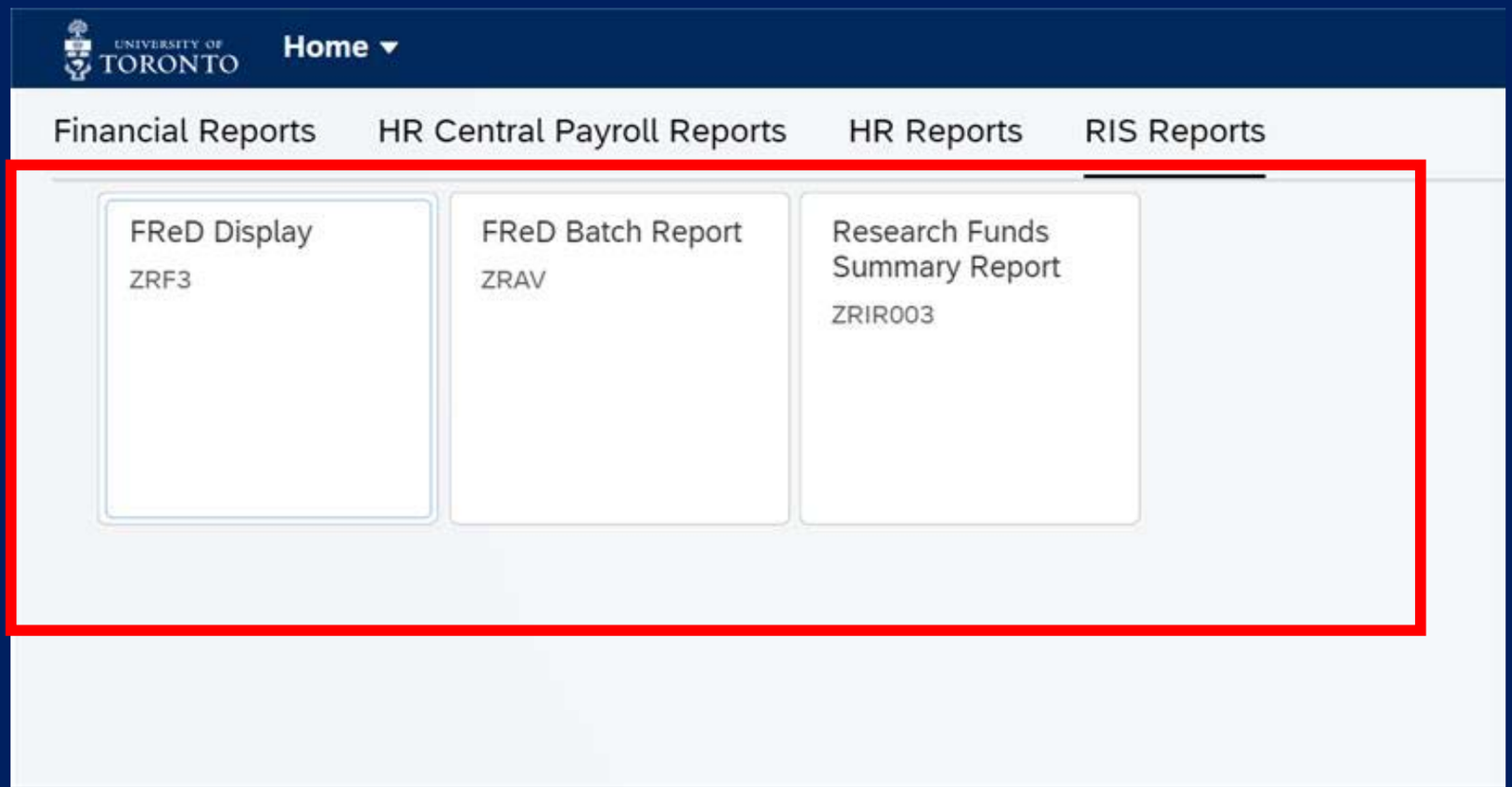
HR Central Payroll Reports



HR Reports

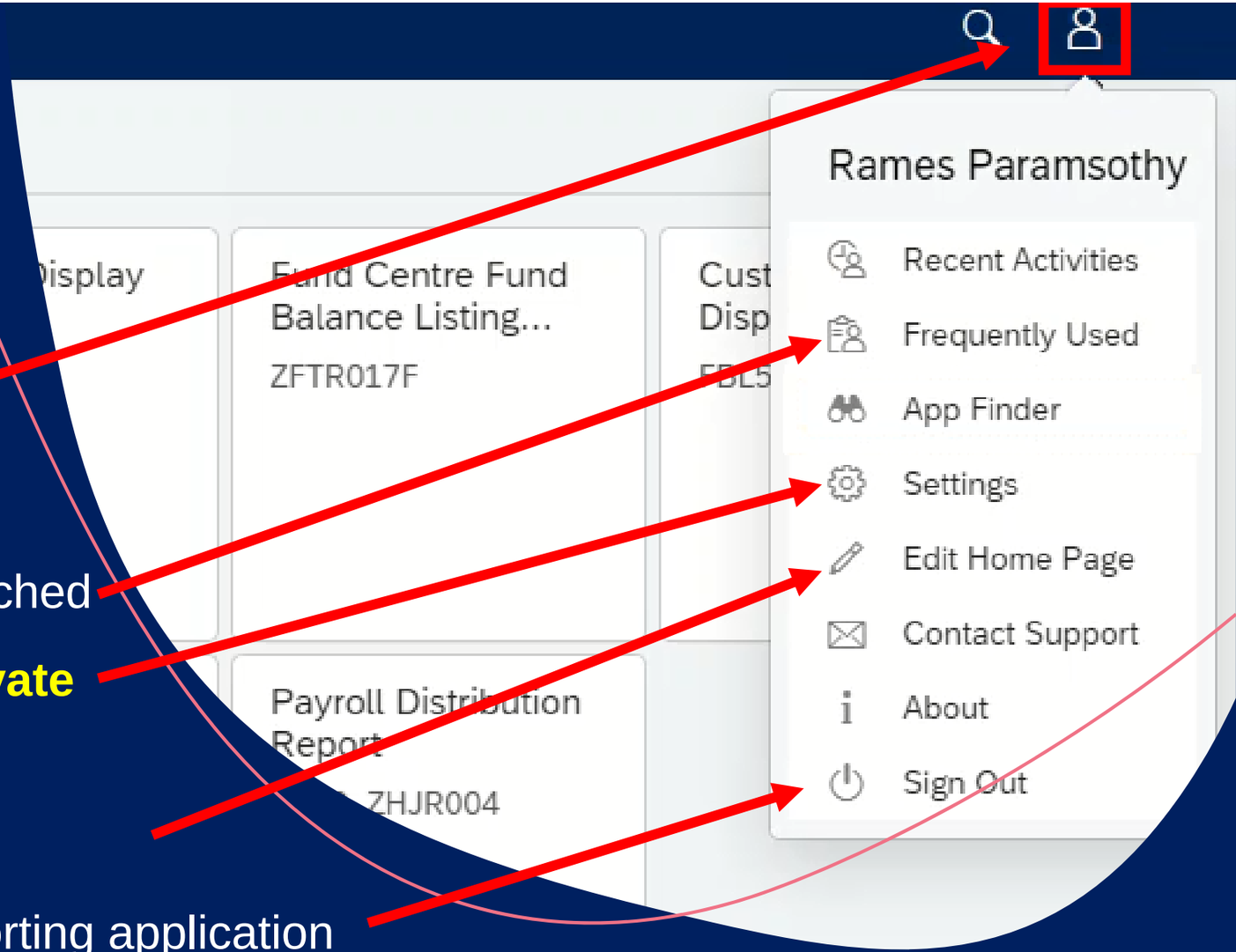

UNIVERSITY OF TORONTO
Home
Financial Reports
HR Central Payroll Reports
HR Reports
RIS Reports
Infotype Overview for Employee
ZHPC00_M02_LINF0
Payroll Distribution Report
ZHJR_ZHJR004
Recurring Payments Report
ZHSQRECURRINGPAY

Research (RIS) Reports



Customizing the Dashboard

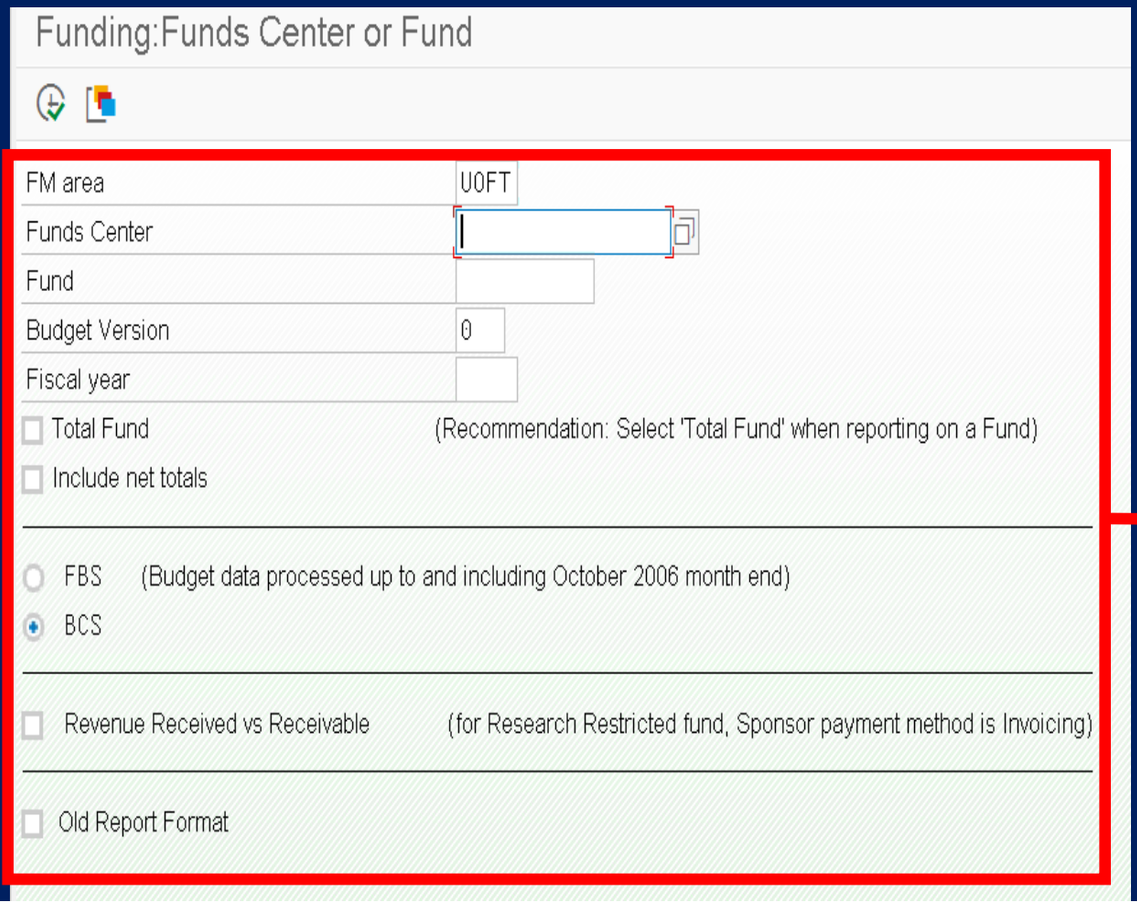
1. Click the **Profile** icon
2. View a **history of recent reports** launched
3. To change the **colour scheme** or **activate History**
4. **Hide or move** tiles/reports
5. **Log out** of the FIORI Launchpad Reporting application



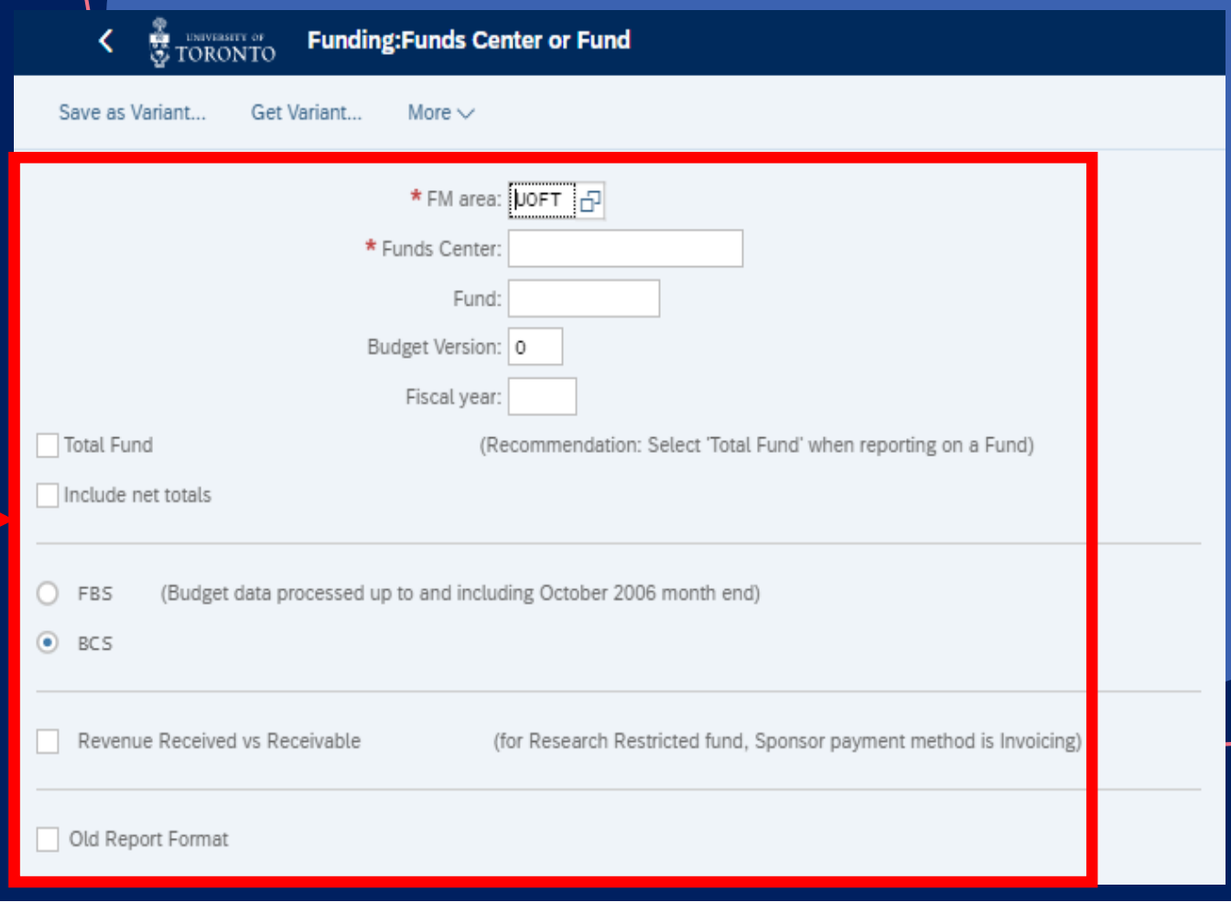
Report Selection Criteria

The selection screen criteria has not changed.

AMS



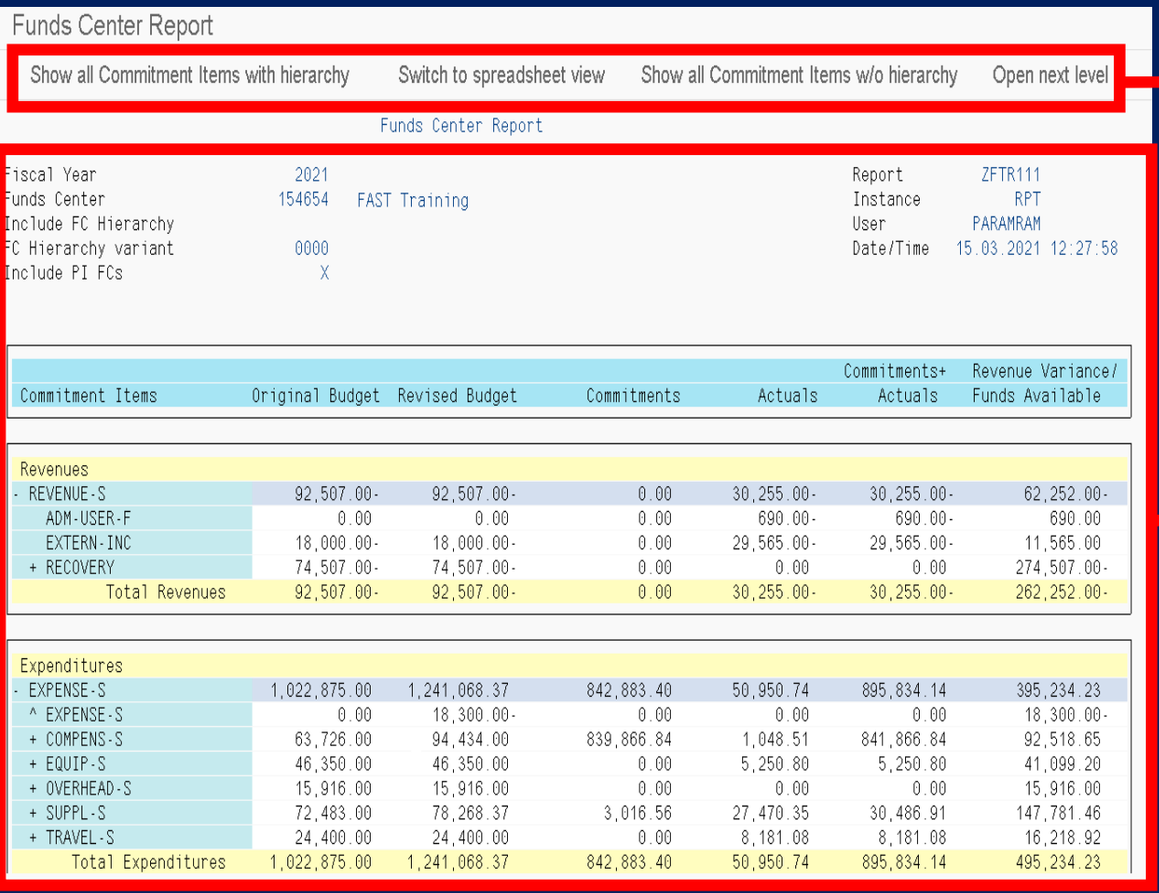
FIORI Launchpad Reporting



Report Output

The **report output, format and functionality has NOT changed.**

AMS



Funds Center Report

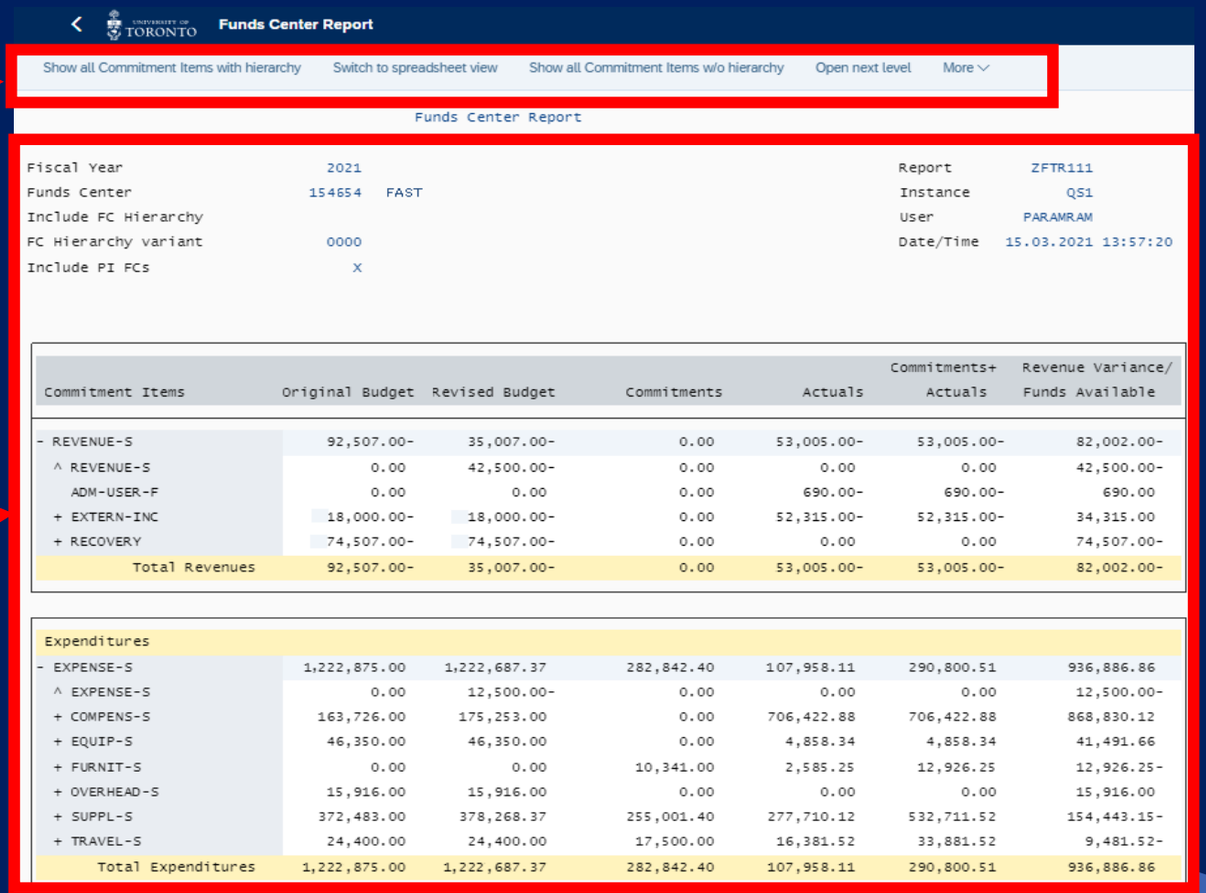
Show all Commitment Items with hierarchy | Switch to spreadsheet view | Show all Commitment Items w/o hierarchy | Open next level

Funds Center Report

Fiscal Year	2021		Report	ZFTR111	
Funds Center	154654	FAST Training	Instance	RPT	
Include FC Hierarchy			User	PARAMRAM	
FC Hierarchy variant	0000		Date/Time	15.03.2021 12:27:58	
Include PI FCs	X				

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
Revenues						
- REVENUE-S	92,507.00-	92,507.00-	0.00	30,255.00-	30,255.00-	62,252.00-
ADM-USER-F	0.00	0.00	0.00	690.00-	690.00-	690.00
EXTERN-INC	18,000.00-	18,000.00-	0.00	29,565.00-	29,565.00-	11,565.00
+ RECOVERY	74,507.00-	74,507.00-	0.00	0.00	0.00	274,507.00-
Total Revenues	92,507.00-	92,507.00-	0.00	30,255.00-	30,255.00-	262,252.00-
Expenditures						
- EXPENSE-S	1,022,875.00	1,241,068.37	842,883.40	50,950.74	895,834.14	395,234.23
^ EXPENSE-S	0.00	18,300.00-	0.00	0.00	0.00	18,300.00-
+ COMPENS-S	63,726.00	94,434.00	839,866.84	1,048.51	841,866.84	92,518.65
+ EQUIP-S	46,350.00	46,350.00	0.00	5,250.80	5,250.80	41,099.20
+ OVERHEAD-S	15,916.00	15,916.00	0.00	0.00	0.00	15,916.00
+ SUPPL-S	72,483.00	78,268.37	3,016.56	27,470.35	30,486.91	147,781.46
+ TRAVEL-S	24,400.00	24,400.00	0.00	8,181.08	8,181.08	16,218.92
Total Expenditures	1,022,875.00	1,241,068.37	842,883.40	50,950.74	895,834.14	495,234.23

FIORI Launchpad Reporting



Funds Center Report

Show all Commitment Items with hierarchy | Switch to spreadsheet view | Show all Commitment Items w/o hierarchy | Open next level | More

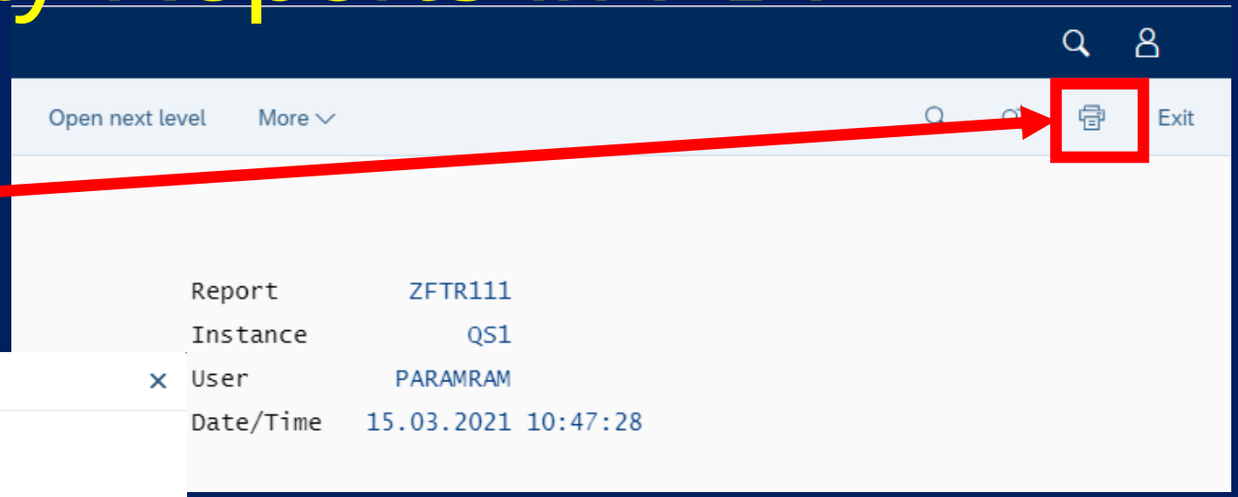
Funds Center Report

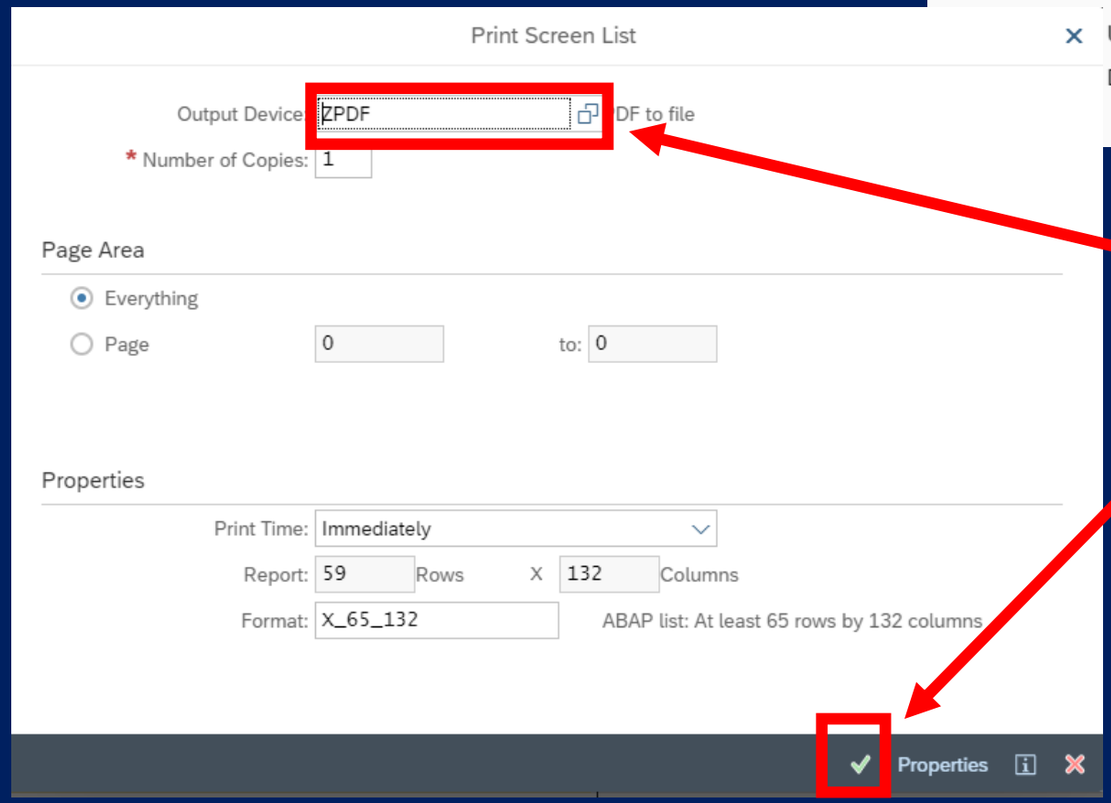
Fiscal Year	2021		Report	ZFTR111	
Funds Center	154654	FAST	Instance	QS1	
Include FC Hierarchy			User	PARAMRAM	
FC Hierarchy variant	0000		Date/Time	15.03.2021 13:57:20	
Include PI FCs	X				

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
- REVENUE-S	92,507.00-	35,007.00-	0.00	53,005.00-	53,005.00-	82,002.00-
^ REVENUE-S	0.00	42,500.00-	0.00	0.00	0.00	42,500.00-
ADM-USER-F	0.00	0.00	0.00	690.00-	690.00-	690.00
+ EXTERN-INC	18,000.00-	18,000.00-	0.00	52,315.00-	52,315.00-	34,315.00
+ RECOVERY	74,507.00-	74,507.00-	0.00	0.00	0.00	74,507.00-
Total Revenues	92,507.00-	35,007.00-	0.00	53,005.00-	53,005.00-	82,002.00-
Expenditures						
- EXPENSE-S	1,222,875.00	1,222,687.37	282,842.40	107,958.11	290,800.51	936,886.86
^ EXPENSE-S	0.00	12,500.00-	0.00	0.00	0.00	12,500.00-
+ COMPENS-S	163,726.00	175,253.00	0.00	706,422.88	706,422.88	868,830.12
+ EQUIP-S	46,350.00	46,350.00	0.00	4,858.34	4,858.34	41,491.66
+ FURNIT-S	0.00	0.00	10,341.00	2,585.25	12,926.25	12,926.25-
+ OVERHEAD-S	15,916.00	15,916.00	0.00	0.00	0.00	15,916.00
+ SUPPL-S	372,483.00	378,268.37	255,001.40	277,710.12	532,711.52	154,443.15-
+ TRAVEL-S	24,400.00	24,400.00	17,500.00	16,381.52	33,881.52	9,481.52-
Total Expenditures	1,222,875.00	1,222,687.37	282,842.40	107,958.11	290,800.51	936,886.86

How to Easily Display Reports in PDF

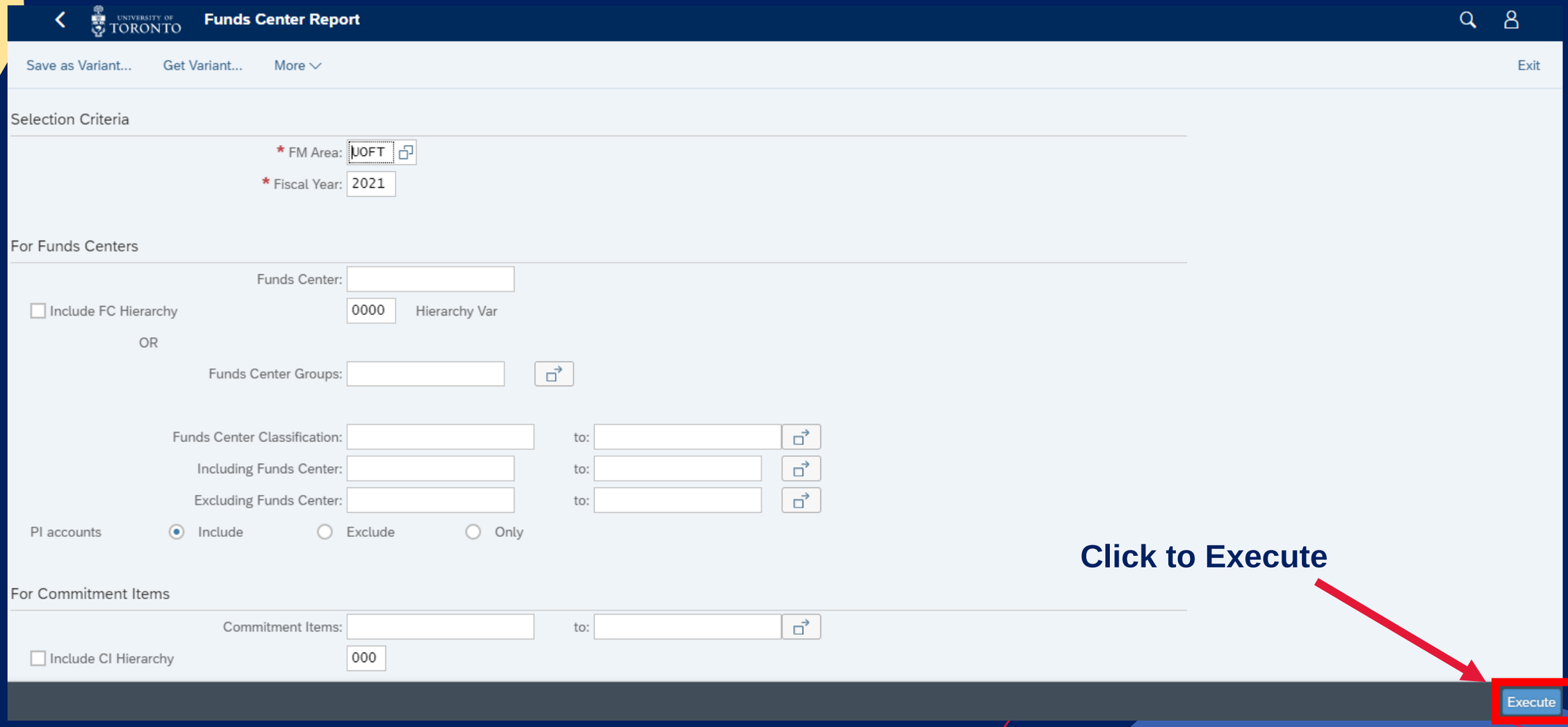
1. Generate the report
2. Click the **Print** icon ( ) or button





3. Type "**ZPDF**" in the Output Device
4. Click **Continue**
5. The report will appear in PDF format in a separate tab in your browser.

Executing Reports



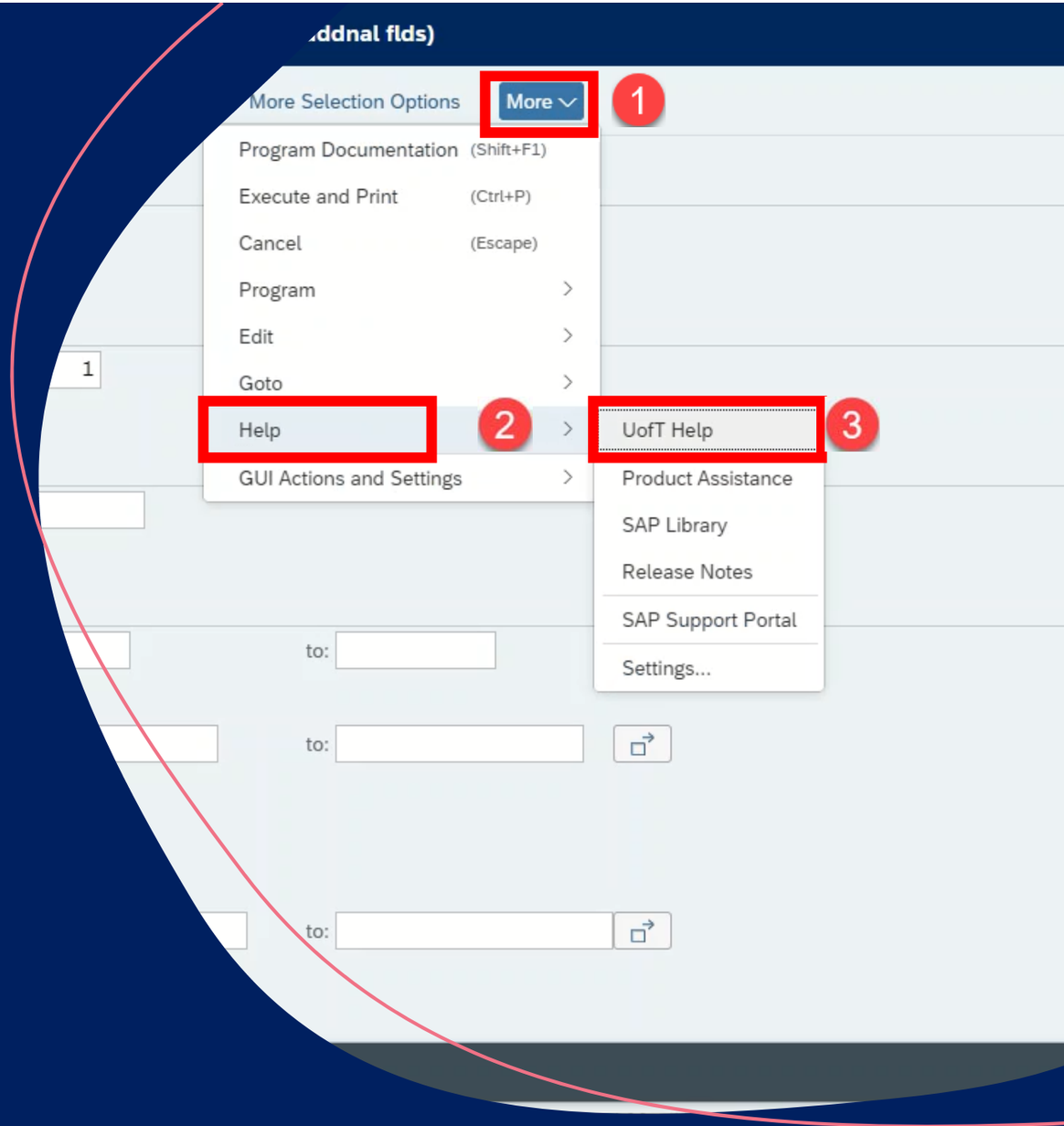
Click to Execute

Accessing FAST Reference Guides and Simulations for Financial Reports

Once you launch a report, you can access reference guides to assist with generating the report.

To access the reference material:

1. Click the **More** dropdown
2. Click **Help**
3. Select **UofT Help**



Where can I Learn More?

FIS

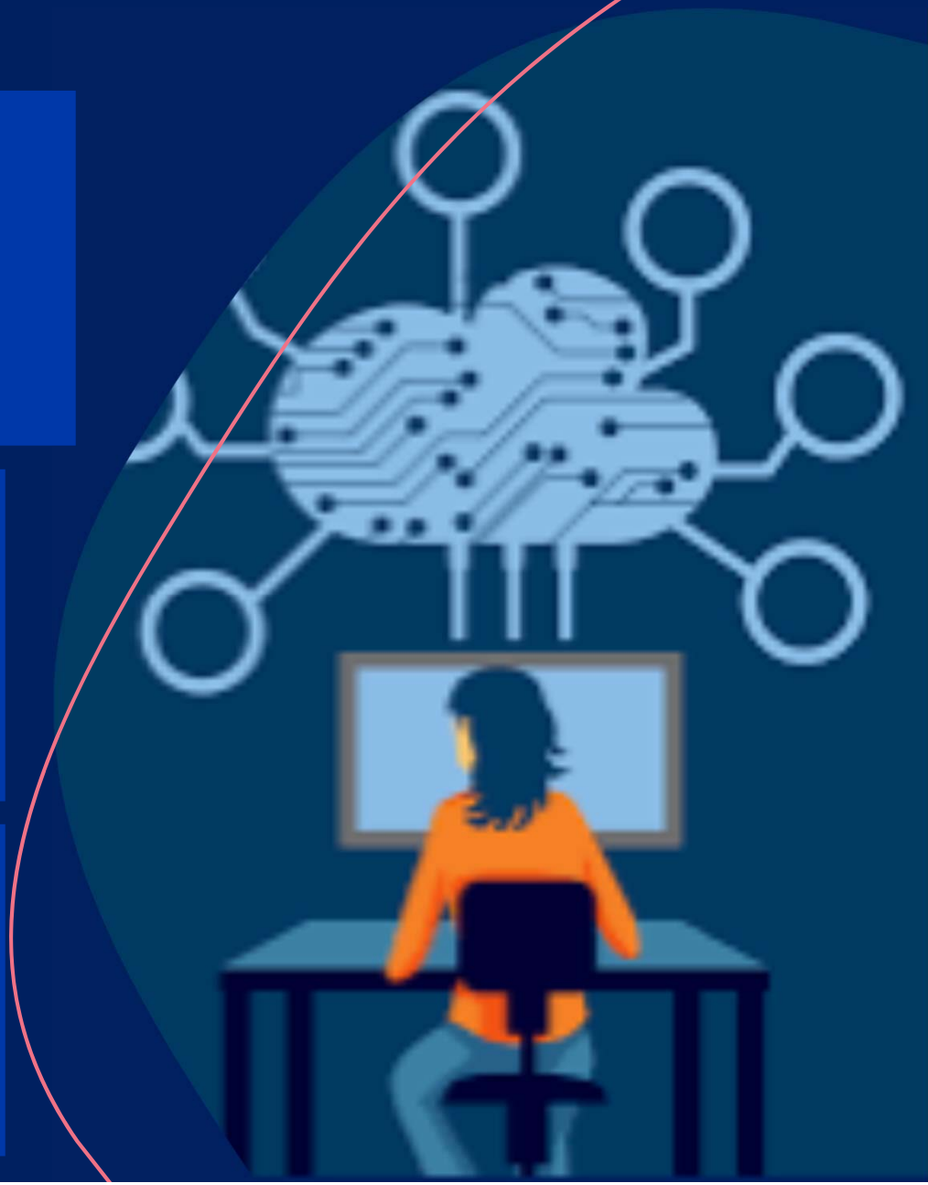
For detailed articles related to the FIORI Launchpad Reporting application, please visit our **Documentation & Support page**.

HRIS

Please visit the **HR Systems Training & Support Centre**

Research

Please visit the **How to Access & Understand Research Reports, Including RIS site.**



Who do I Contact for Support?

If you have any questions/issues, please contact:

- **Financial reports (FIS**): your FAST Team Representative or email fast.help@utoronto.ca
- **HRIS report:** submit a ticket via uoft.me/esc
- **Research (RIS) reports:** email ris.help@utoronto