

# FIS Overview

*Course 1 in Standard Curriculum*

# Learning Objectives

- Understand the Administrative Management System (AMS)
- Understand the purpose and components of the Financial Information System (FIS)
- Understand the accounts codes and structure of FIS
- Navigate within AMS/FIS
- Search and Locate FIS data



[Link to Course Material](#)

# Housekeeping – All FIS Courses and Workshops

## Expectations for FIS Courses:

- Must be able to complete all assigned exercises in the SAP-QT1[HANA] training application.
  - If you are having technical issues, and cannot complete the exercises in class, you have 1 week to complete them. If extensions are necessary, please contact me.
  - The instructor will review all exercises.
- Must attend most of the class. If you miss 20 minutes or more of class you will not be eligible for course credit.



All FIS courses are recorded and will receive a copy of the recording for their record.

# What is the FIS Standard Curriculum?



- 9 courses (7 half day and 2 full day sessions) spanning approximately 6 weeks
- 100% virtual live training with hands on exercises in the training version of AMS (i.e. SAP-QT1)
- Cover the **best practices** and **business processes** involved in performing common financial transactions and reports
- Builds on the theory/fundamental presented in the FIS Overview
- Each session is recorded, with recordings provided to those who attend the entire course.

The curriculum is offered 5 – 6 times a year.





# Understanding Financial Services at UofT

Financial Services is a department within the **Chief Financial Officer portfolio**, along with Procurement Services and Risk Management and Insurance.

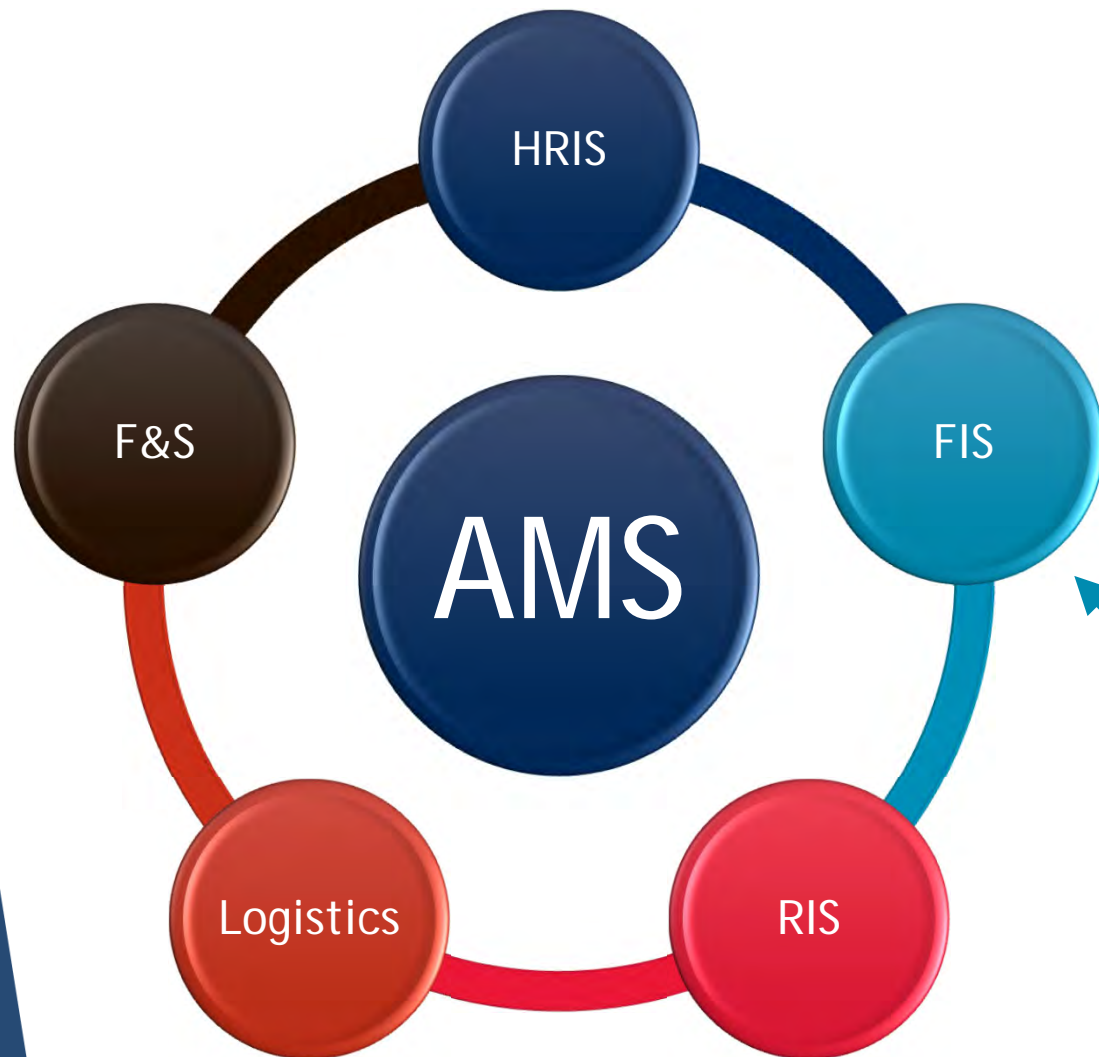
The academic goals and objectives of the University are supported through **excellent financial management**, and the **effective and appropriate use of all financial resources** (operating, research, trust and capital funds).

The University's **decentralized management model** places financial management responsibility within every division of the University as well as within Financial Services.



Learn more by visiting the [Financial Services website](#).

## What is AMS?



The **Administrative Management System (AMS)** is what UofT calls its version of **SAP**.

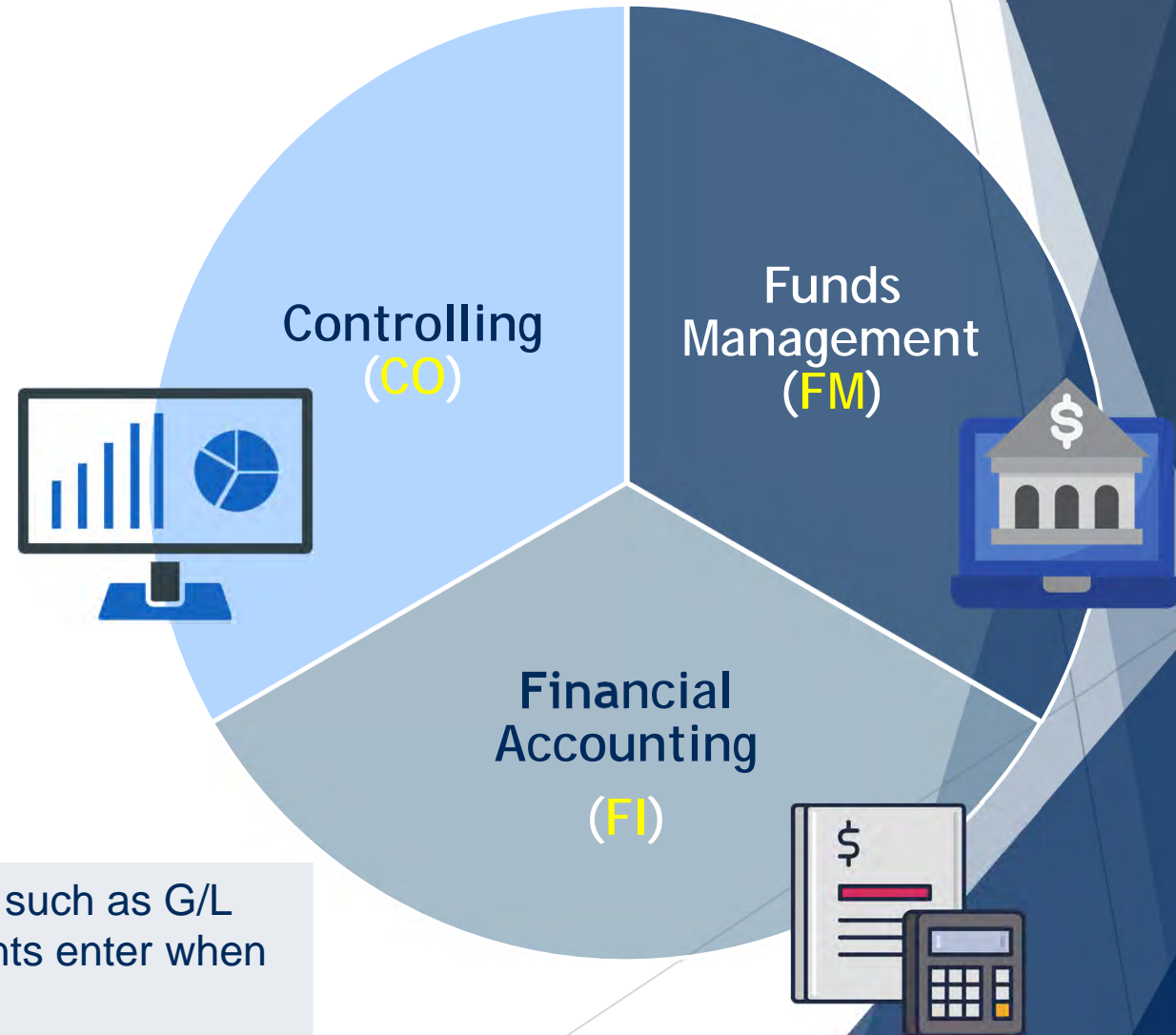
It is comprised of modules, each of which has a function. Many of the modules interact with each other.

The Financial Information System (FIS) is the module used to process transactions and report on financial data .

It is a **core** part of AMS.

# Components of FIS

The **Financial Information System (FIS)** is made up of **3 components that have unique functions.**



Each component has unique account codes, such as G/L accounts, and Funds Centers that departments enter when processing in FIS.



# Financial Accounting (FI) Component



# Financial Accounting

Broadly speaking, Financial Accounting (FI) is the core component of FIS, and enables the University to meet its general financial reporting requirements (e.g., Balance Sheets).

For departments, it enables them to record all **revenue, expense, accounts receivable** and accounts payable transactions, while answering the question *what was the money spent on?*



# Financial Accounting – Key Accounts

When processing transactions, there are 2 primary FI accounts users need to be familiar with.

1. **General Ledger (G/L)** – a 6-digit account code used to record/categorize all financial transactions.
2. **Business Area (BA)** – a 4-digit code that enables the preparation of more than one set of financial statements and separates Ancillary Operations from all other university business activity.



## Characteristics of the Accounts:

### Common G/L Accounts:

- **Expenses:** 800000 – 899999
- **Revenues:** 700000 – 799999

### Business Area Code:

- Ancillary Operations: 1001 – 1999
- UofT activity excluding Ancillary Operations: 1000



1 0 1 0 0 1  
0 1 0 0 1





# Funds Management (FM) Component

# Funds Management (FM)

Funds Management (FM) is used to **track and report** on **funding** and **budgets** for university departments, divisions and faculties.

Key questions that FM answers:

- **What is the source of my funding?**
- **How much money do I have left?**





# Funds Management (FM) – Key Accounts

There are 3 important FM account codes users will need to know/use when processing and generating reports in FIS.

1. **Funds Centers (FC)** – a 6-digit account code starting with a “1” (departmental) or “2” (principal investigator) used to record the funding and spending transactions for financial activity reporting on a fiscal year basis (e.g., ancillary and principal investigator (PI)).
2. **Fund** – a 6-digit code, starting with “3”, “4” or “5” used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year (e.g., conference and research).
3. **Commitment Item** – An alphabetic budget code used to;
  - (1) group similar G/L accounts for summary reporting purposes (e.g., Supplies) **AND**
  - (2) segregate budget amounts for specific spending purposes. Defaults based on G/L account used, may be overwritten.



# Comparing FM Accounts

|                         | Funds Center  | Fund   |
|-------------------------|---|--|
| <b>Reporting Period</b> | Fiscal year (May 1 to April 30)                           | Can have any start or end date.<br><br>Funds can have own reporting deadlines based on the sponsor.  |
| <b>Hierarchy</b>        | Reflects the University's <u>organizational structure</u> | No hierarchy of its own BUT linked to the University's organizational structure through transaction postings <u>in conjunction with a Funds Center</u> |
| <b>Budgeting</b>        | Fiscal year   | Overall basis (start of Fund to now)   |



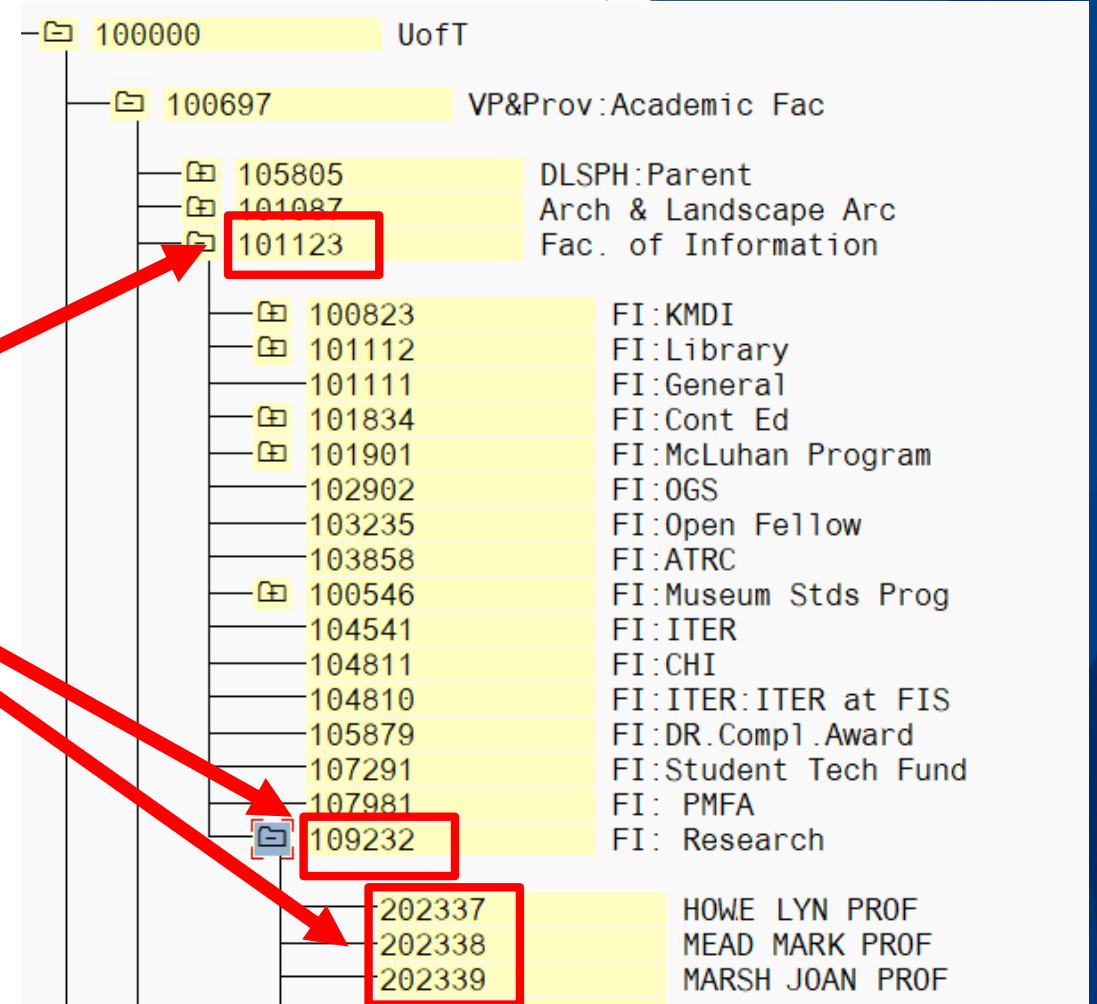
# Funds Center Hierarchy

Funds Centers are organized into a hierarchy, that reflects the University's organizational structure.

Departmental Funds Centers are structured in a Parent/Subordinate relationship.

**For example:**

101123 >> 109232 >> 202337/202338/202339



Watch this Simulation to Learn how to Locate your FC Hierarchy



# What is Funds Availability?

Funds Availability (FA) checking is an FIS function that **prevents** transactions from being posted to a Funds Center or Funds Center/Fund combination IF there is insufficient budget to cover the transaction.

Characteristics of Funds Availability checking:

- **ONLY** checks expenditure transactions against funds availability
- Occurs at the **Commitment Item** level where the budget is loaded

## Funds Availability Calculation

*Funds Availability = Budgets – (Actual Expenditures + Commitments)*





# Understanding Commitment Items

Commitment Items are a budget category code that enables users to:

- Provide flexibility to set the level of budgetary control
- Determine where FM will start looking for budget
- Hold the budget for Funds Availability Checking/control
- To report **summary** revenue and expense postings to G/L Accounts

Characteristics of Commitment Items:

- Alphabetic code (e.g., TRAVEL, EQUIPMENT)
- Assigned to all **revenue** and **expense** G/L accounts
- Arranged in a hierarchy (e.g. SUPPLIES >> SUPPL-S)



Since every G/L account is linked a Commitment Item, when you enter a G/L account in an FIS transaction screen the Commitment Item will default (e.g. 825000 – Supplies General >> SUPPLIES).



# Commitment Items Hierarchy

Commitment Items are structured in a hierarchy.

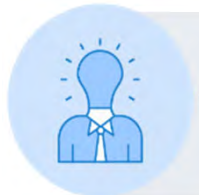
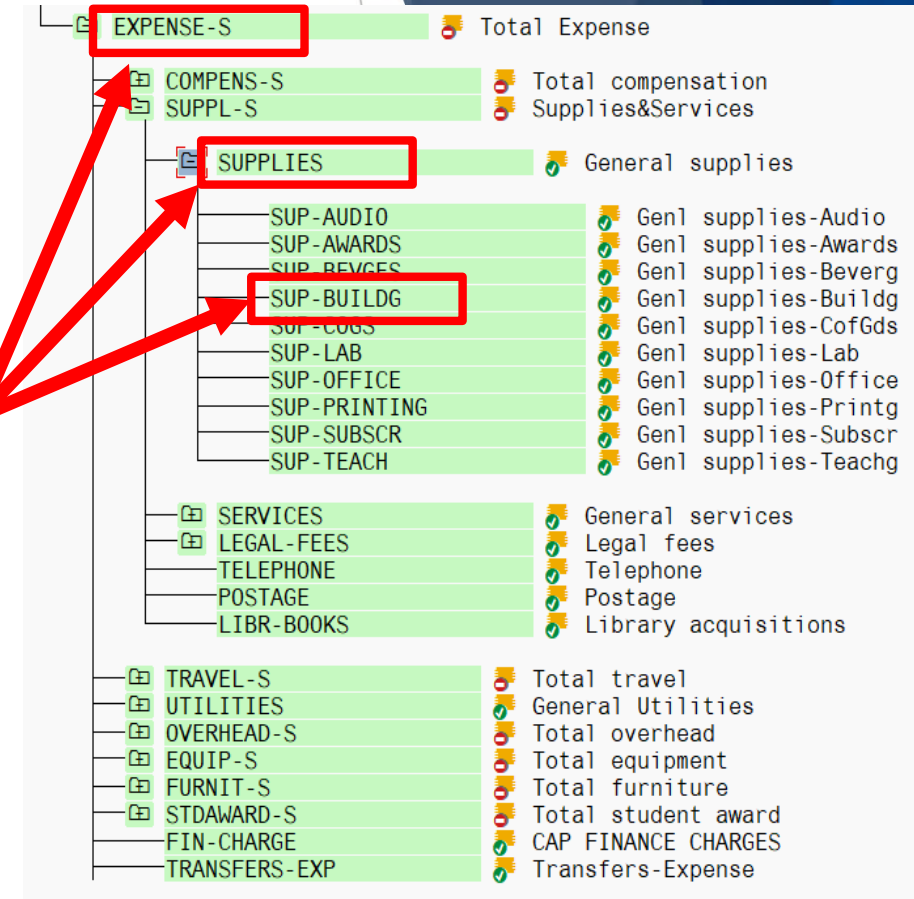
When FIS attempts to locate available budget, it will look at the Commitment Item.

Depending on the type of FM account (Funds Center or FC/Fund) the may or may not go up the hierarchy.

**For example:** 1-series Funds Center

- FIS will look at the default Commitment Item (e.g., SUP-BUILDG)
- The system will move up the hierarchy to eventually reach EXPENSE-S

**NOTE:** The budget for 1-series departmental Funds Center ALWAYS reside in EXPENSE-S.



**NOTE:** For most **Research Fund** accounts, FA checking occurs at the **CI where budget is loaded** (e.g., Travel-S). If budget is not found at that level, it **will not** allow the transaction to post.



# Restricted Funds

For **Research Funds**, the CI where budget exists determines the restriction of spending.

The lower the level in the CI hierarchy, the more restrictive the spending.

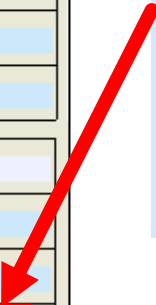
| Commitment item     | Budget    | Commitments | Actuals    | Total Commitments/ Actuals | Revenue variance/ Funds available |
|---------------------|-----------|-------------|------------|----------------------------|-----------------------------------|
| <b>Revenues</b>     |           |             |            |                            |                                   |
| EXPENDABLE          | 0.00      | 0.00        | 71,174.26- | 71,174.26-                 | 71,174.26                         |
| MISC-CONTR          | 0.00      | 0.00        | 10,444.74  | 10,444.74                  | 10,444.74-                        |
| Total Revenue :     | 0.00      | 0.00        | 60,729.52- | 60,729.52-                 | 60,729.52                         |
| <b>Expenditures</b> |           |             |            |                            |                                   |
| COMPENS-S           | 12,704.77 | 1,000.00    | 11,704.77  | 12,704.77                  | 0.00                              |
| SUPPL-S             | 1,938.30  | 0.00        | 1,938.30   | 1,938.30                   | 0.00                              |
| TRAVEL-S            | 44,647.90 | 0.00        | 43,147.90  | 43,147.90                  | 1,500.00                          |
| SPECIAL1            | 1,438.55  | 0.00        | 1,438.55   | 1,438.55                   | 0.00                              |
| Total Expenditure : | 60,729.52 | 1,000.00    | 58,229.52  | 59,229.52                  | 1,500.00                          |

**Example:**

**Total Funds Available: \$1,500.00**

- CI **"SUPPL-S"** has **no** funds available
- **"TRAVEL-S"** has \$1,500.00

**NOTE:** Any expenses posted to a G/L in the **SUPPL-S** CI will be **blocked**



# Comparing Budgets in Different Funding Sources

Budgets in Funds Centers and Funds can have different constraints reflected in what Commitment Items they are restricted at. Take a look at these examples.

## Funding Sources Organized by:

- Funds Center or
- FC/Fund combinations

OPERATING =

RESTRICTED =

| Fund Center | FC Name      | Fund   | Sponsor                                      | Commitment Item  | Budget Amount                                  |
|-------------|--------------|--------|--|--|--|
| 100186      | Med: General |        |  | <i>EXPENSE-S</i>   | 1,000,000.00                                   |
| 100186      | Med: General | 409328 | Ontario Art Council                          | <i>EXPENSE-S</i>   | 30,000.00                                      |
| 200048      | Dr. Baker    |        |  | <i>EXPENSE-S</i><br><i>EXP-UTFA</i>                                      | 40,000.00<br>5,500.00                          |
| 200048      | Dr. Baker    | 481482 | Health Canada                                | <i>EXPENSE-S</i>   | 35,000.00                                      |
| 200048      | Dr. Baker    | 481484 | Canadian Health Services Research Foundation | <i>COMPENS-S</i><br><i>SUPPL-S</i><br><i>TRAVEL-S</i><br><i>SPECIAL1</i> | 12,000.00<br>2,000.00<br>44,000.00<br>1,900.00 |

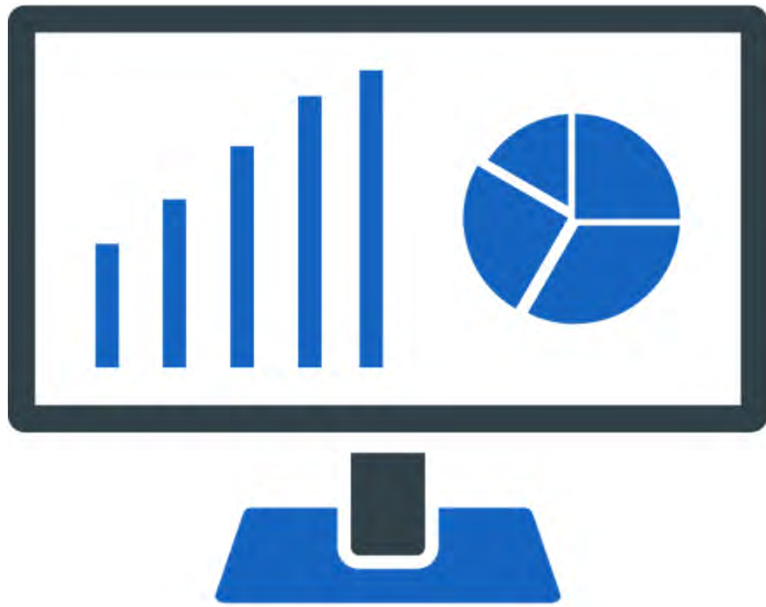


The following CI's require manual entry:

- **EXP-UTFA**
- **EXP-CERF**
- **SPECIAL1 – SPECIAL31**
- **SUB-GRANT**





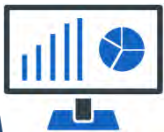


# Controlling (CO) Component

# Controlling

The Controlling component enables departments to report on planned spending and compare with actual expense and revenue postings at varying levels of detail (i.e. department, program, project or granular G/L level).

In addition, it enables departments to determine *which department or project incurred the activity?*



# Controlling – Key Accounts

There are 3 primary Controlling (CO) account codes departments should become familiar with.

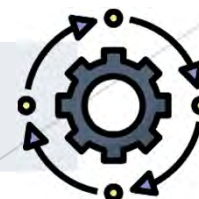
1. **Cost Center (CC)** – a 5 or 6 character code that represents an organizational unit or program and tracks activity on a fiscal year basis.
2. **Internal Order (IO)** – a code that represents an organizational unit or program and tracks activity on a **non-fiscal year basis** (i.e. short term or ongoing basis).
3. **Cost Element** – a term used in Controlling to represent the General Ledger (G/L) number. General Ledger = Cost Element in every transaction posting regardless of whether the activity is revenue or expense.



1 0 1 0 0 1  
0 1 0 0 1



Read this [Knowledge Centre article](#) comparing Cost Centers and Internal Orders to learn more.







# Comparing Cost Centers and Funds Center Hierarchies

Cost Centers and Funds Centers reflect the University's organizational structure through their hierarchies.

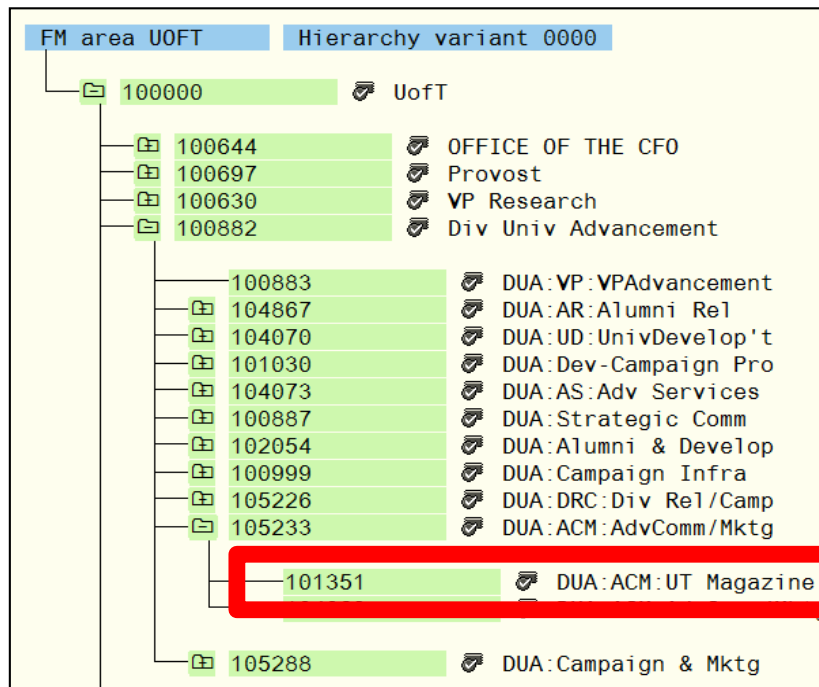
An organizational units' budget can be located in **one FC**, while actual expenses/revenues can be tracked using **multiple CCs**.

Example: **Division of University Advancement (DUA), UofT Magazine FC & CCs.**

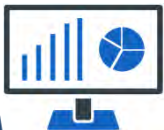
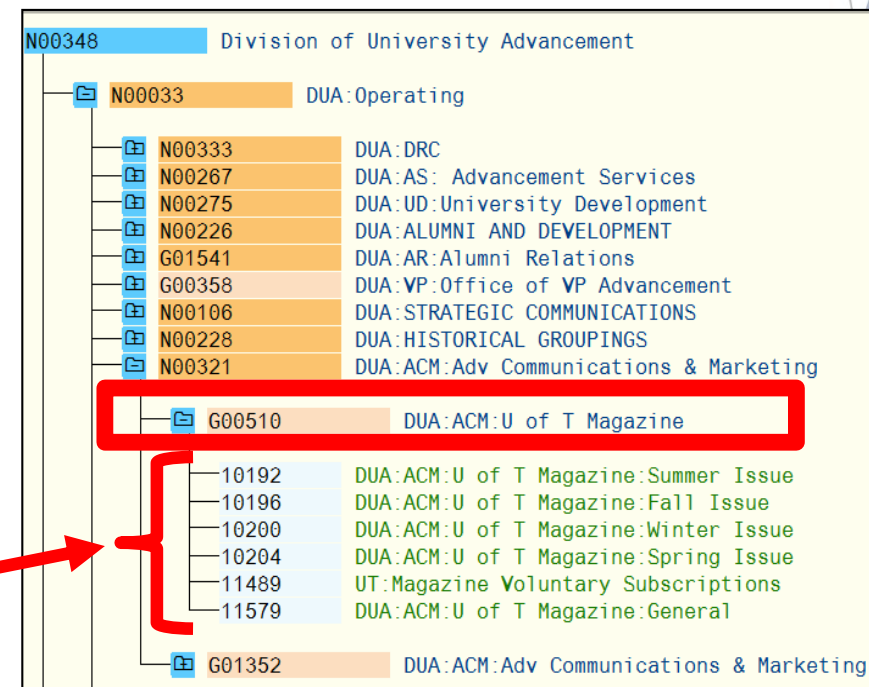
Difference:

- budget is located in **one FC**
- actual/planned revenue & expenses are tracked using **six CCs**

## Funds Center Hierarchy



## Cost Center Hierarchy



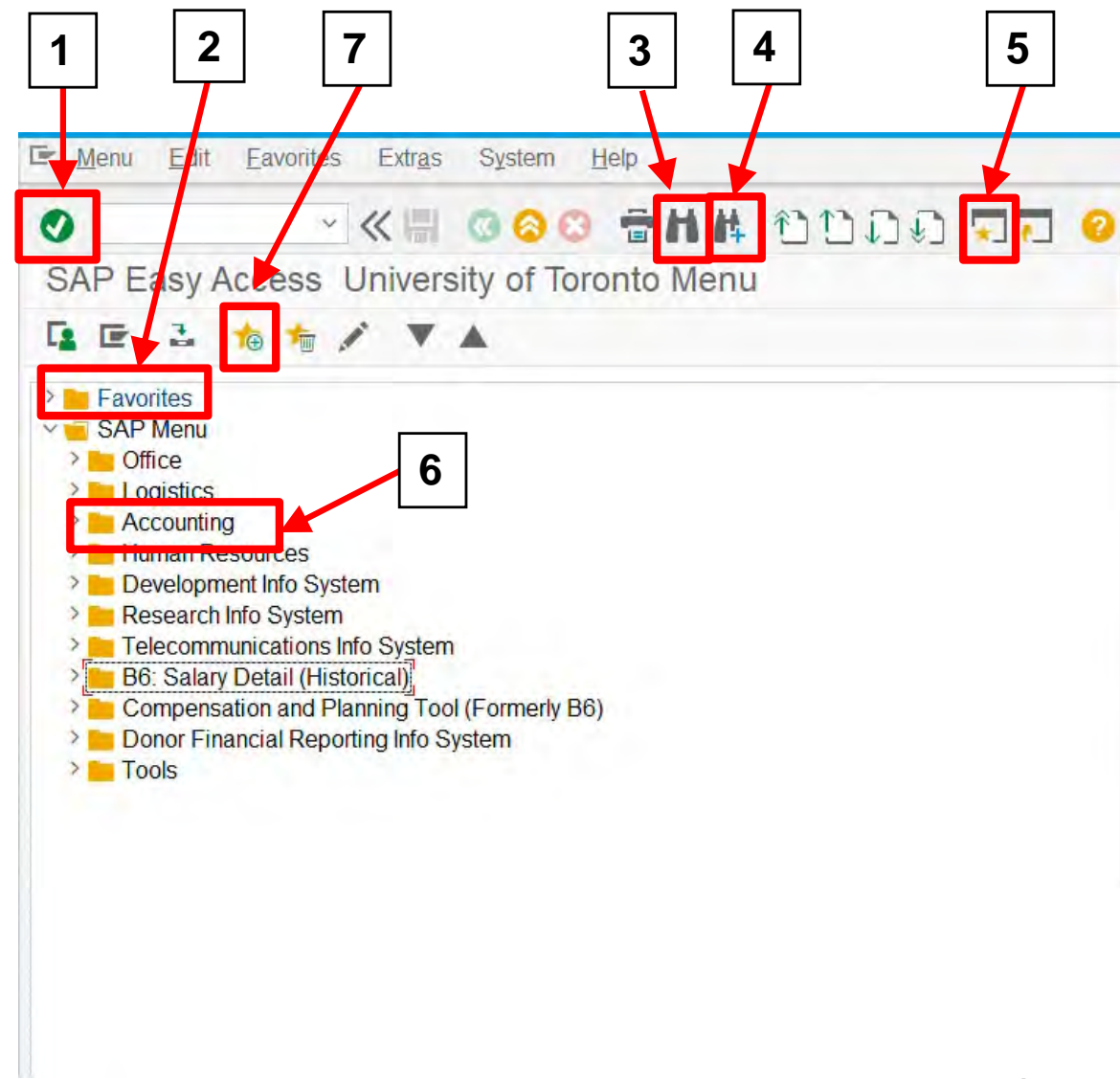


# Navigating with FIS



# Understanding the AMS Menu

|   |                   |
|---|-------------------|
| 1 | ENTER / ACCEPT    |
| 2 | FAVORITES         |
| 3 | FIND FIRST        |
| 4 | FIND NEXT         |
| 5 | START NEW SESSION |
| 6 | EXPANDABLE NODES  |
| 7 | ADD FAVORITES     |





## DEMO: Locating Accounts – Simulations/Resources

Take a look at the following reference material/simulations to learn how you can locate key accounts for your department.

**NOTE:** You can also use these simulations to answer the exercise questions.



- [How to Locate your Parent Funds Center and Funds Center Hierarchy](#)
- [How to Locate your Cost Center Group Hierarchy](#)
- [Locating G/L Accounts using the G/L Account List Report with Additional Text](#)



# Exercise

## **Instructions (approx. 15 minutes)**

Login into the SAP-QT1 [HANA] application and answer the questions on the exercise sheet.



# Learning Objectives

- Understand the Administrative Management System (AMS)
- Understand the purpose and components of the Financial Information System (FIS)
- Understand the accounts codes and structure of FIS
- Navigate within AMS/FIS
- Search and Locate FIS data



[Link to Course Material](#)

## Contact Information & Additional Resources



- **FAST General Mailbox** – [fast.help@utoronto.ca](mailto:fast.help@utoronto.ca)
- [Faculty FAST Team Representatives List](#)

- [GTFM Policy – Financial Information System \(FIS\)](#)
- [Knowledge Centre](#)
- [Documentation & Support](#)



We are always looking for ways to improve.  
[Click here](#) and take a moment to complete our course evaluation.