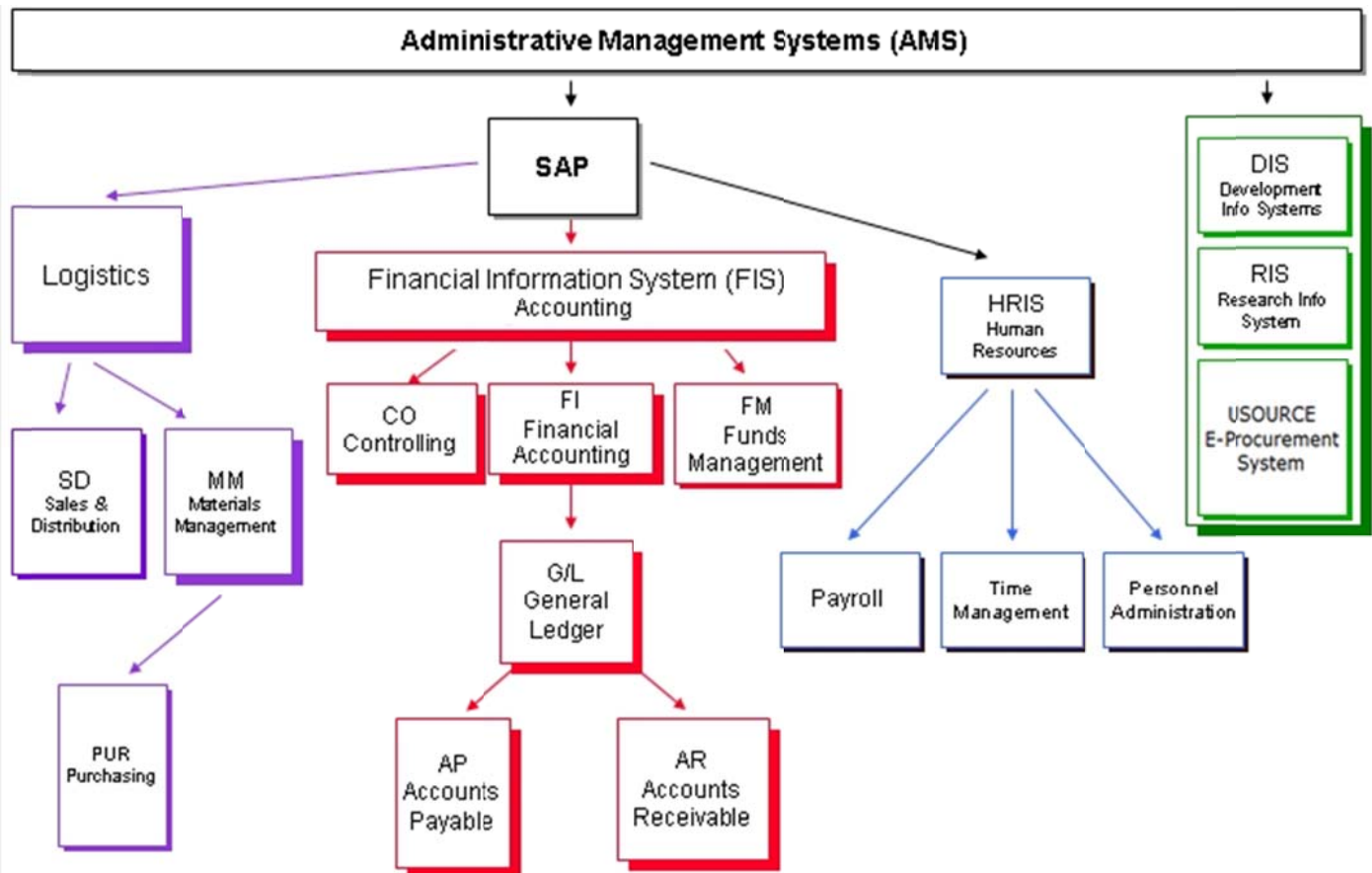


Whaaaaaat's SAP?

What is SAP? SAP stands for Systems, Applications and Products in data processing. It is an Enterprise Resource Planning (ERP) system by SAP AG, a company based in Walldorf, Germany.

SAP is used at UofT as a part of our AMS (Administrative Management Systems). Most of the AMS components are software programs purchased from SAP, while others are customized programs produced "in-house" at UofT. These components house and process all the data (financial and otherwise) necessary to meet the management and reporting requirements of UofT.

The relationship between these various areas are shown below:



Learn More:

- **Training Documentation:** FIS Introduction
<http://finance.utoronto.ca/wp-content/uploads/2015/10/FIS-Introduction.pdf>
- **GTFM:** Overview of Administrative Management Systems (AMS)
<http://finance.utoronto.ca/policies/gtfm/financial-information-system-fis/overview-of-the-administrative-management-systems-ams/>

Want to cut down on key strokes and save time while inputting documents?

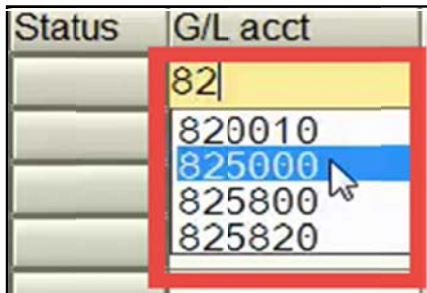
The SAP GUI History function enables the system to save information that was previously entered in a transaction field for a specified period of time.

Turn on and **use your SAP GUI History function** to **save time**, **reduce key strokes** and **minimize entry errors**.

Once the SAP History function is turned ON, there are two options to utilize the function:

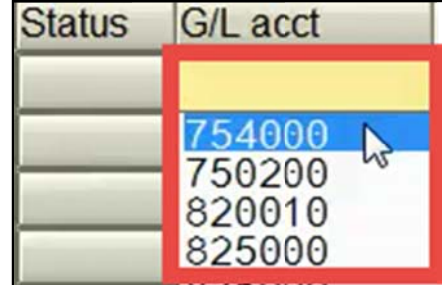
OPTION 1:

Type in any field to see a **dropdown list of all recent entries in that particular field** which begin with the information that has been entered thus far



OPTION 2:

Press the “backspace” key in any field to see a **dropdown list with a complete history** of information entered in that particular field

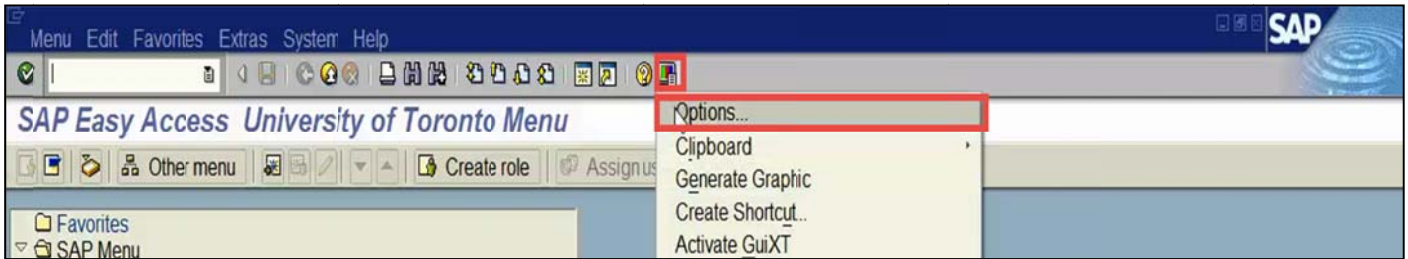


Note: Each new number/text you enter will be added to the history list.

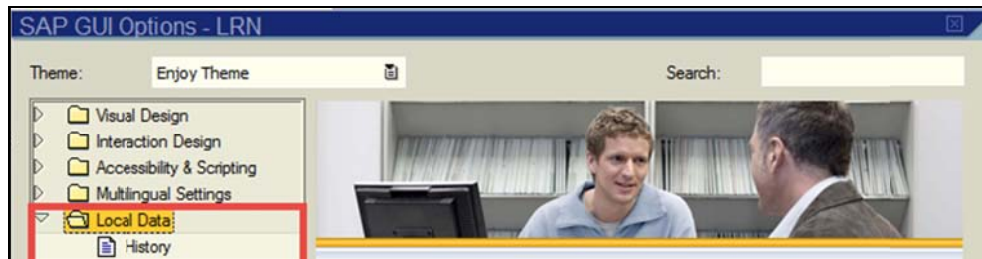
Turning ON the SAP History Function

To turn on the “History” within SAP:

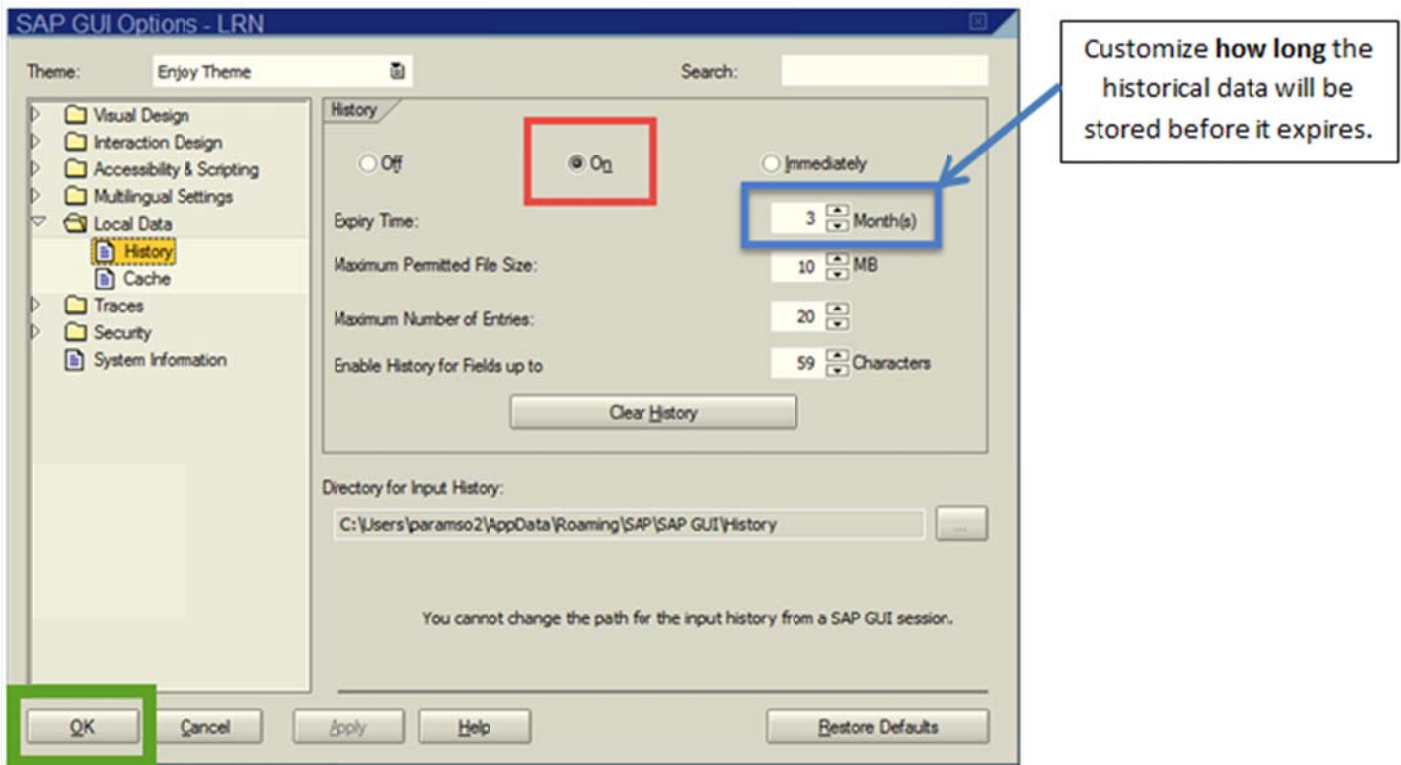
1. Select **Options** within the “Customize Local Layout” (🔧) dropdown located in the SAP main menu bar.



2. Within the **SAP GUI Options** pop-up window, open the “Local Data” folder in the left panel and double-click *History*.



Click the “On” radio button to enable the SAP History function then click the “**OK**” button.



Learn More:

- **FAST Tips eNewsletter (November 2014): Hidden SAP Features (scroll down to TIP #2)**
<http://finance.utoronto.ca/wp-content/uploads/2015/10/FAST-Tips-Vol-1-Num-11.pdf>

Do we still use the term Debit Memo?

No, the term **debit memo** is a historical term **no longer used**. At one point, a debit memo form was used as a source document for both **Internal Revenues/Expense Recoveries** and **Journal Entries**.

These transactions are now separate processes, and we use the **Journal Entry Form** found here:

<http://finance.utoronto.ca/forms/processing/>

For more information on these transactions, please refer to the FAST Tip (Sept 2014, Volume 1, Number 9) found here:

<http://finance.utoronto.ca/wp-content/uploads/2015/10/FAST-Tips-Vol-1-Num-9.pdf>

Learn More:

- **QRG: Journal Entries:**
<http://finance.utoronto.ca/wp-content/uploads/2015/09/jep.pdf>
- **QRG: Internal Revenue / Expense Recoveries:**
<http://finance.utoronto.ca/wp-content/uploads/2016/02/Journal-Entry-Create-Convertedfeb03-1.pdf>
- **Training Documentation: G/L Account Posting & Internal Revenues/Expense Recoveries: Basic Data Entry**
http://finance.utoronto.ca/wp-content/uploads/2015/10/gl_account_posting.pdf

ONE-ON-ONE WORK SUPPORT

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

LOCATION: 256 McCaul St., Room 103 **OR** 109

Thursday, September 3 rd	Room 103	11:30am – 1pm
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Wednesday, September 16 th	Room 103	12:30pm – 2pm
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