

FINANCIAL INFORMATION SYSTEM

**Line Item Reports
in Controlling**



Course Agenda



- Uses for line item reports
- Input versus output parameters
- Creating and saving input variants
 - Further selections
- Creating and saving output variants
 - Selecting and/or hiding fields
 - Subtotalling columns
 - Sorting fields
- Line item icons and document icons
- Correcting documents from the line item report

Uses for Line Item Reports



Line item reports:

Can report on a single cost center, multiple cost centers or a group of cost centers;

Reports on a given date range versus periods or fiscal years;

Can display commitments, plans or actual line items (although it is recommended that it be used for actual line items);

Displays documents as line items with flexibility for eliminating or adding fields (columns), totaling or subtotalling and sorting columns.

Input versus Output Parameters



Input parameters:

Narrows the parameters of the report to display specific data and limits the data output and time to run the report.

Output parameters:

Allows the addition or deletion of columns based on the original input parameters.

Subtotals or sorts data and manages look of report output.

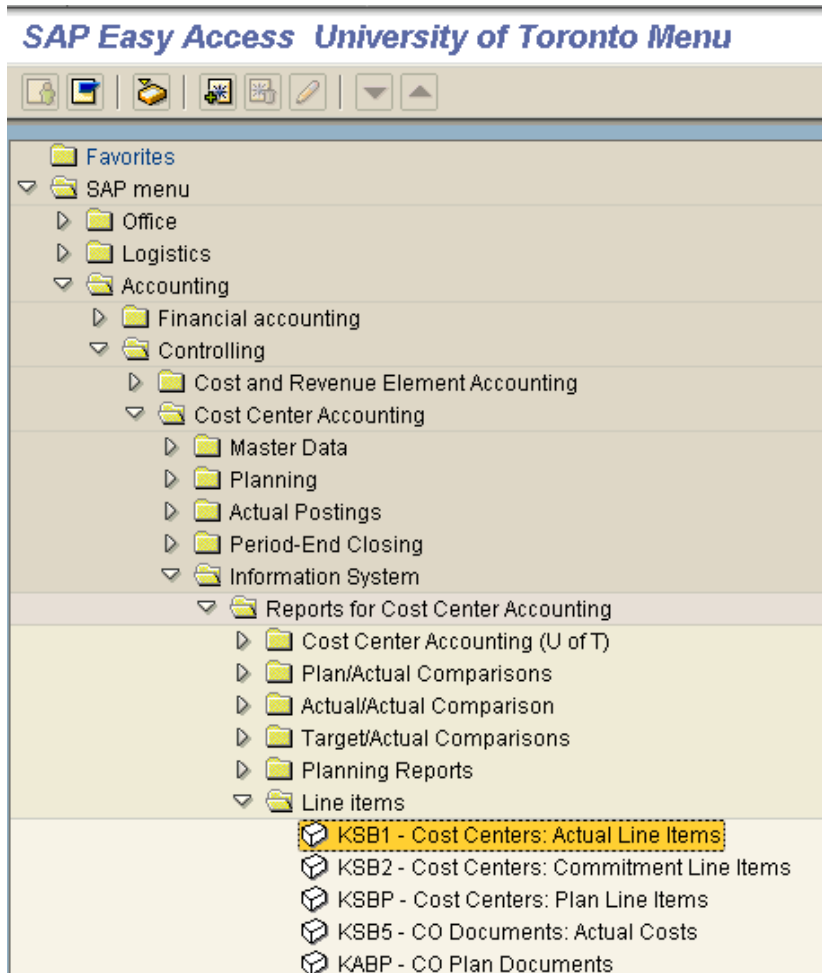
Cost Centers: Actual Line Items Report



The Actual Line Items report displays all the line items for a particular cost center, cost center group and specified time frame. This can also be used for internal orders.

The standard report (1SAP) displays the cost element (g/l), cost element name, value, account assignment (cost center or internal order), the vendor or g/l account and the vendor or g/l account name.

Controlling Line Item Reports Path



The Path

Accounting >> Controlling >>
Cost Center Accounting >>
Information System >>
Reports for Cost Center
Accounting >> Line items >>
Cost Centers:Actual Line Items

OR

Transaction Code

KSB1



The Input Parameter Screen

Display Actual Cost Line Items for Cost Centers : Initial Screen

Further selection criteria...

Cost center 11071 to

or

Cost center group

Cost element to

or

Cost element group UOFT-ALL

Posting data

Posting date 01.05.2004 to 30.04.2005

Settings

Display variant 1SAP Primary cost posting

More settings

Enter a cost center, range or cost center group.

Limit the cost elements to be displayed by entering the desired cost elements here.

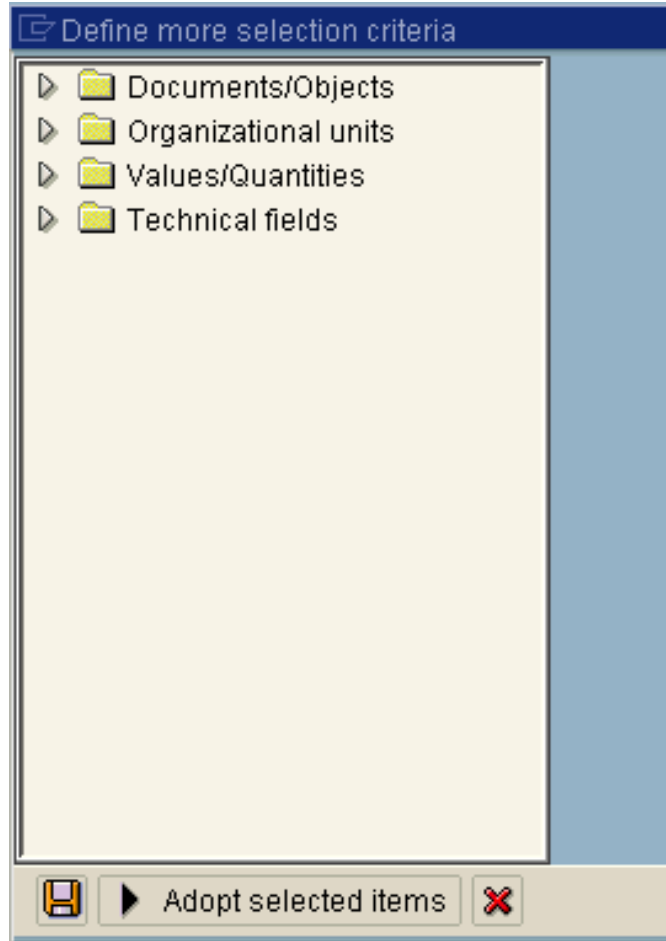
Enter the date range to be displayed.

Ensure that Display variant is 1SAP

Select Further selection criteria to further determine the report output (see next screen).



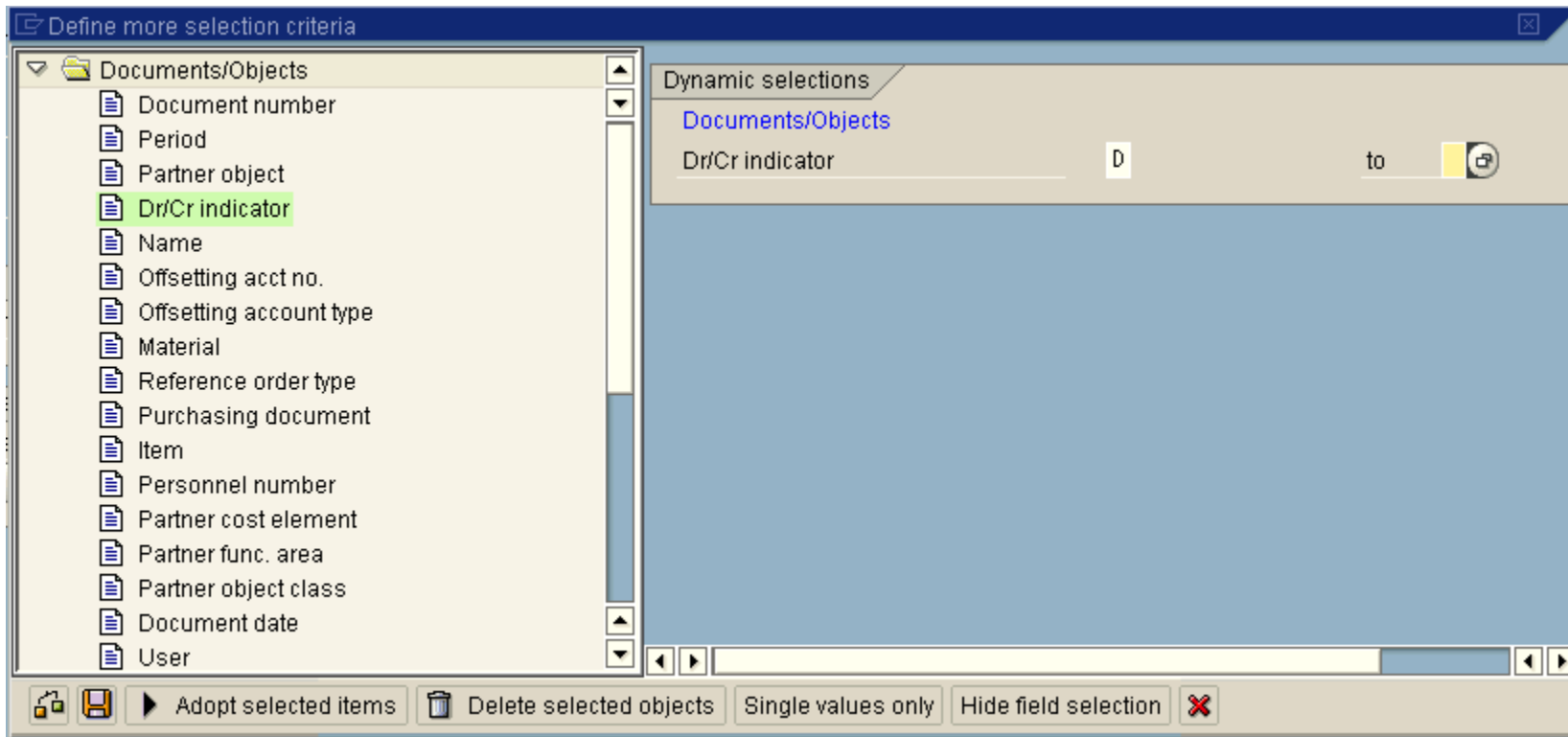
Further Selection Criteria



There are 4 categories of further selection criteria. The most useful is Documents/Objects.

To see the list of options, click on the arrow to the left of the category you wish to view.

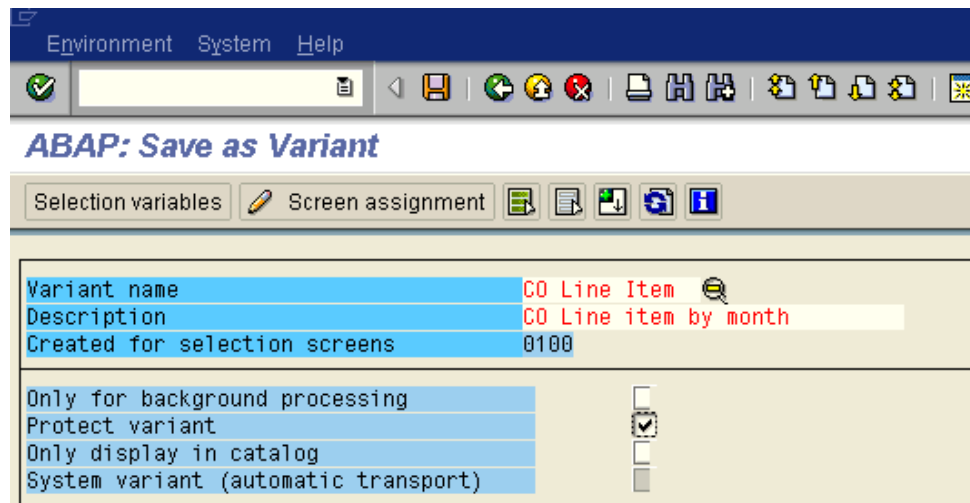
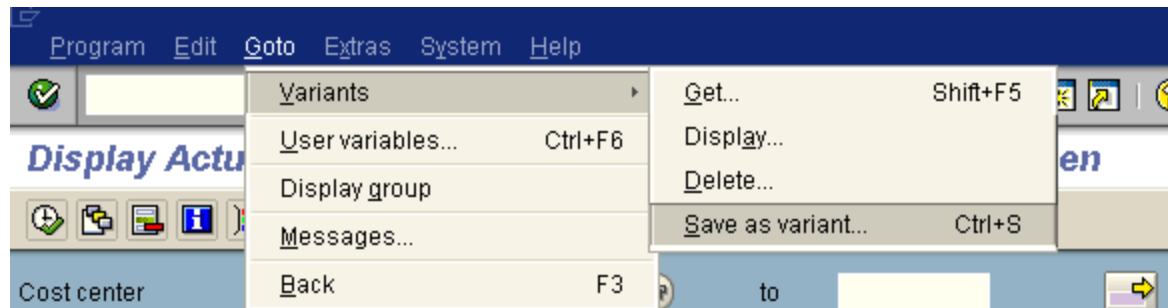
Further Selection Criteria



To select a particular field, double click on it and the parameter options will appear to the right. The field will then be displayed in green.

Then click on  to save the Dynamic selections.

Saving the Input Variant



To save your input criteria, Goto >> Variants >> Save as variant.

A pop-up box will appear – enter the name you wish to use. Always select Protect variant so only you can change it or use it – without this, any user can access this variant.



Controlling Line Item Output

Display Actual Cost Line Items for Cost Centers

Document Master record

Display variant 1SAP Primary cost posting Active
Cost center 11071 FIS: TRAINING
COarea currency CAD

Cost elem.	Cost element name	Σ	Val.in rep.cur.	Total quantity	P...	Offst.acct	Name of offsetting account
825000	Suppl:general		61.77			K 102009	Snow's Florists
	Suppl:general		84.00			S 790270	Int.Rec.TA
	Suppl:general		12.00			K 700081	
	Suppl:general		45.97			K 700081	
	Suppl:general		33.74			K 700081	
	Suppl:general		12.00			K 700081	
	Suppl:general		45.97			K 700081	
	Suppl:general		33.74			K 700081	
	Suppl:general		40.00			K 830307	Mrs Catherine Siu
825100	Audio/vis/graph supp		78.32			S 825200	Computer Software
	Audio/vis/graph supp		46.98			K 700081	
	Audio/vis/graph supp		72.39			K 990001	OTA Trade Payable Canadian Vendors
	Audio/vis/graph supp		137.08			K 830227	Mr Michael Arit
825200	Suppl:Cmpt Software		78.32			S 537300	Purch Card Clearing
	Suppl:Cmpt Software		92.00			S 798250	Int.Rec.Supplies Gen
	Suppl:Cmpt Software		78.32			S 825100	Audio/vis/graph supp
	Suppl:Cmpt Software		144.09			S 537300	Purch Card Clearing
	Suppl:Cmpt Software		74.00			S 798250	Int.Rec.Supplies Gen
	Suppl:Cmpt Software		153.88			K 990133	
	Suppl:Cmpt Software		34.45			K 990133	
Cost center 11071 FIS: TRAINING			167,978.81				
..			167,978.81				

The "1SAP" display variant (suggested default) line item report for actuals displays 8 columns of data.

Select  to access the change layout screen.



Changing the Layout

Change layout screen

The screenshot shows a window titled "Change layout" with five tabs: "Columns", "Sort order", "Filter", "View", and "Display". The "Columns" tab is active. The window is divided into two main sections. The left section, titled "Columns", contains a list of fields with checkboxes: "Cost element" (highlighted), "Cost element name", "Val.in rep.cur." (checked), "Total quantity", "Posted unit of meas." (unchecked), "Offsetting account type", "Offsetting acct no.", and "Name of offsetting account". The right section, titled "Column set", contains a list of fields: "Document number" (highlighted), "Posting row", "Reference procedure", "Cost center", "Object type", "Value COCurr", "CO object name", "Object", "Fiscal year", and "Period from". A double-headed arrow between the two sections indicates that fields can be moved between them. At the bottom of the window are icons for "OK", "Save", and "Cancel".

The left side displays fields in basic layout.

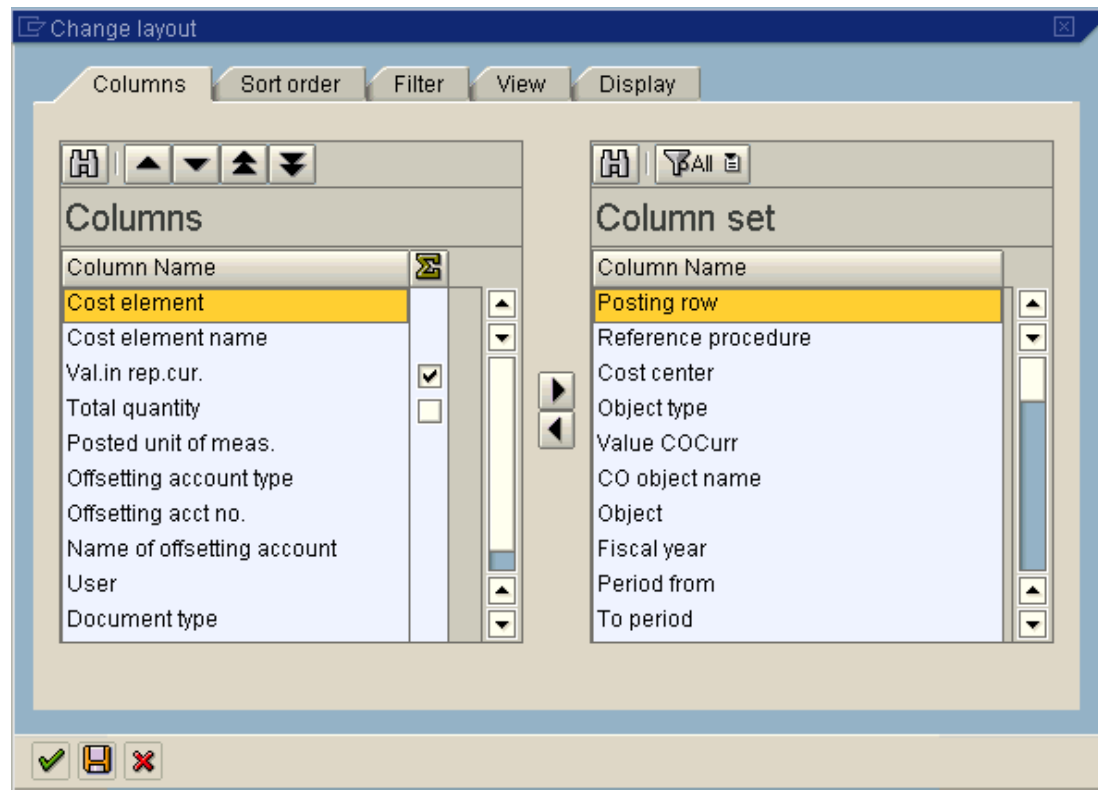
The right side displays fields available for display in report

The change layout screen is multi-purpose for displaying other fields, sorting, filtering and type of display, all by tab access.

Adding and/or Hiding Columns

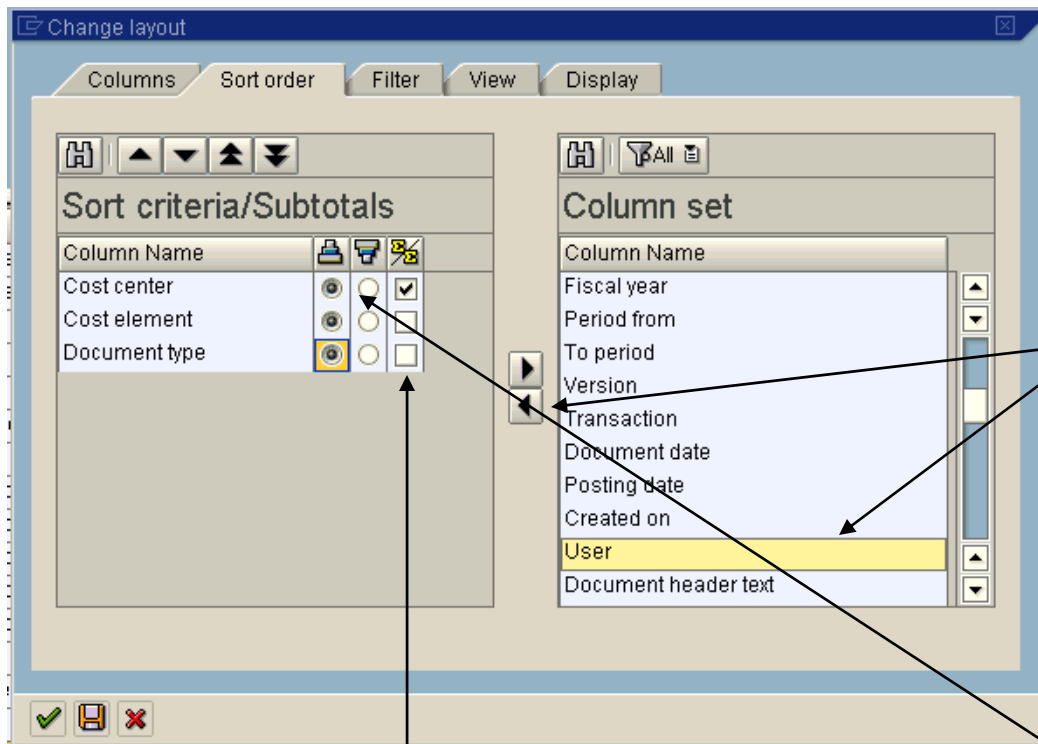


To remove columns from the display, select the columns and individually move them to the right by clicking on the black arrow pointing right.



To add columns to the display, select the columns and individually move them to the left by clicking on the black arrow pointing left.

Sorting & Subtotaling on Columns



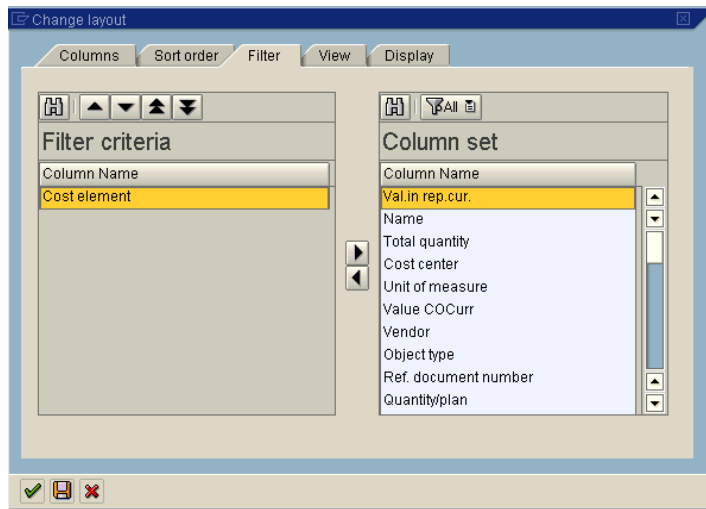
Select the columns you wish the report to be sorted on by clicking on the column name and using the black arrow to the left to move the column into the Sort criteria list. The sort criteria list will prioritize by the order of the list.

Indicate whether you wish the column to be sorted in ascending or descending order by clicking in the appropriate box.

Indicate whether each column should be subtotaled on by selecting in the subtotal column.

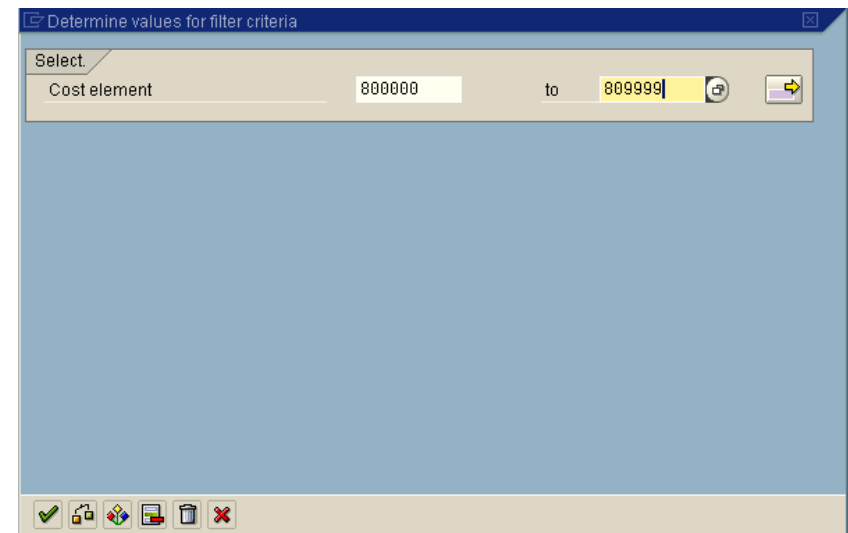


Filtering on Columns

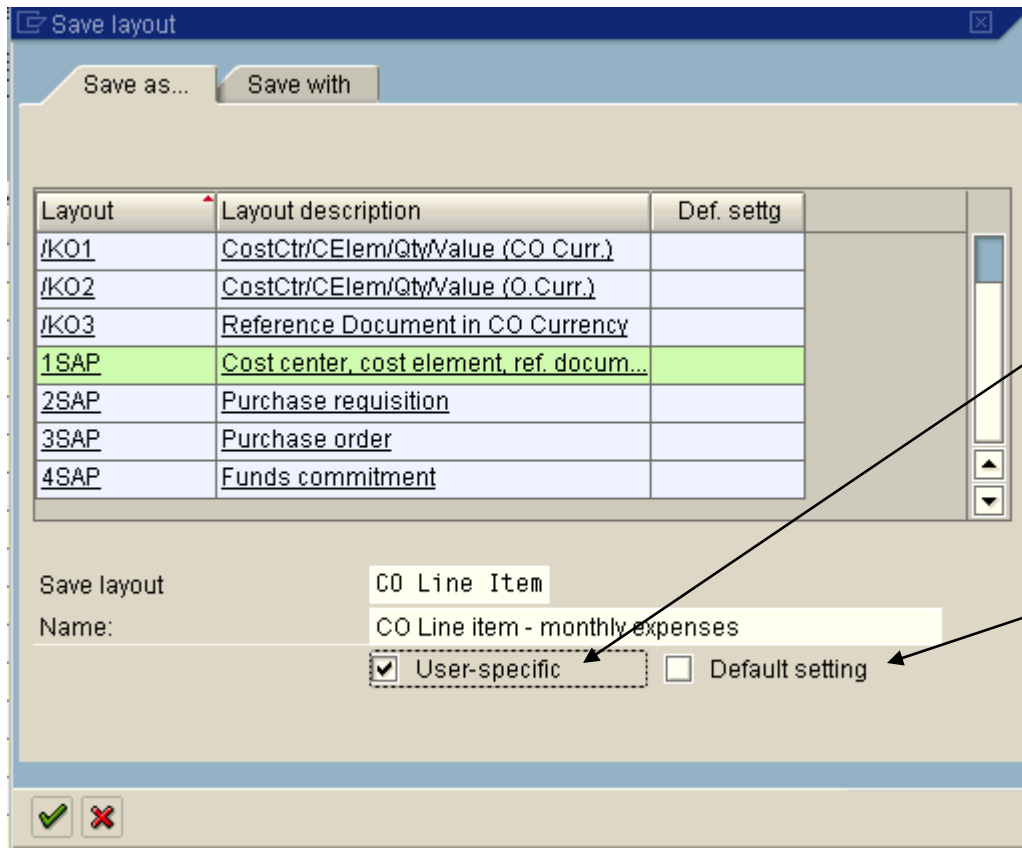



Select the columns you wish the report to be sorted on by clicking on the column name and using the black arrow to the left to move the column into the Sort criteria list. The sort criteria list will prioritize by the order of the list.

A pop-up box appears where you are able to enter a value or range, or exclude a value or range in the column to be filtered. More than one filter can be applied at a time.



Creating and Saving Output Variants



Select the save variant icon  and a pop-up box appears. Name the variant and give it a description. Always select 'User-specific' so only you can change it or use it – without this, any user can access this variant.

NOTE: Also select 'Default setting' in order for the saved output variant to automatically display each time you run the report.

Cost Centers: Commitment Line Items Report

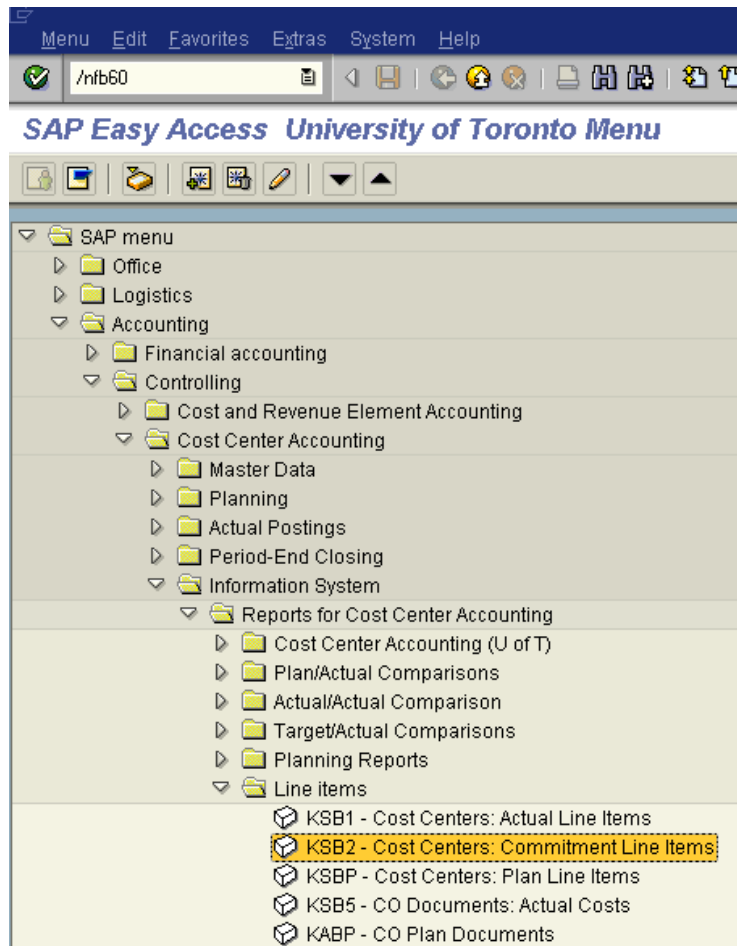


The Commitment Line Items report displays all the commitments for a particular cost center, cost center group and specified time frame. This can also be used for internal orders.

The standard report displays the cost element (g/l), value, quantity, unit, vendor, line item number and debit date.

This report summarizes your purchase orders for the cost center or cost center group.

Cost Centers: Commitment Line Items Report Path



The Path

Accounting >> Controlling >>
Cost Center Accounting >>
Information System >>
Reports for Cost Center
Accounting >> Line items >>
Cost Centers:Commitment
Line Items

OR

Transaction Code

KSB2

The Input Parameter Screen



Display Commitment Line Items for Cost Centers : Initial Screen

Further selection criteria...

Cost center to

or

Cost center group

Cost element to

or

Cost element group

Posting data

Expected debit date to

Open items only

Settings

Display variant Cost center, cost element, ref. document

More settings

Enter a cost center, range or cost center group.

Limit the cost elements to be displayed by entering the desired cost elements here.




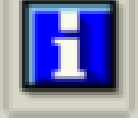

Enter the date range to be displayed.

Ensure that Display variant is 1SAP

Select Further selection criteria to further determine the report output (see next screen).









Input Report Icons



	Executes the report. (F8)
	Retrieves a previously saved input variant. (Shift + F5)
	Deletes the selection criteria
	Displays any program documentation SAP has relating to the program. (Shift + F1)
	Opens the "dynamic selections" box for more report parameters. (Shift + F4)









Output Report Icons



	Produces a pop-up box that displays all the details of that line item in the transaction.
	Sorts the selected column in either ascending or descending order.
	Filters data in a column by clicking on the column header.
	Totals the amounts for all line items. Only valid on the "Pymt <u>bdgt</u> " column.
	Subtotals the " <u>Pymt budgt</u> " column according to column selected for subtotals (i.e. G/L account).
	Saves the current report to a local spreadsheet file.
	Saves the current report of a word processing file but requires a merge set-up.
	Saves the current report to a local spreadsheet file.

Output Report Icons




















	Forwards the report to another user (NOT recommended).
	Currently not in use.
	Opens the change layout pop-up box to add or remove columns.
	Retrieves a previously created output variant or layout.
	Saves the current variant or layout for future use.
 Document	Displays the original document.
 Master record	Displays the cost center master record.
	Not available at this time.

Correcting Documents from the Line Item Report



Any document's assignment and text fields can be changed by simply drilling down to the document level and selecting the change icon. These are changes exactly like changing a document through any other path.

Document Overview

Doc.type : KN (KN:A/P Vendor invoic) Normal document					
Doc. number	1901381452	Company code	UOFT	Fiscal year	2004
Doc. date	22.04.2003	Posting date	17.06.2003	Period	02
Ref.doc.	317624				
Doc.currency	CAD				

Itm	Account	Account short text	PK	Amount	CoCd	Tx	BA	Cost ctr	Order	Funds center	Fu
1	102109	G & K Services	31	87.44-	UOFT	**	1000				
2	825100	Audio/vis/graph supp	40	83.61	UOFT	I6	1000	11035		100798	
3	260001	GST:Receiv & Payable	40	3.83	UOFT	I6				101286	



WEB Documentation

- Quick Reference Guides
 - Financial Services website – select Services > Financial Advisory Services and Training (F.A.S.T.) > Reference Guides
 - <http://www.finance.utoronto.ca/Page126.aspx>
- Financial forms
 - Financial Services website – select Forms > Forms for Processing in FIS
 - <http://www.finance.utoronto.ca/Page727.aspx>
- Policy & Documentation
 - Financial Services website – select Policies > Guide to Financial Management
 - <http://www.finance.utoronto.ca/Page18.aspx>



NEED HELP?

<http://www.utoronto.ca/ams/help.htm>

Help is a facility for all four AMS subsystems: FIS, HRIS, DIS and RIS; as well as general AMS questions.

- Use the WEB form found at the above address
- Complete all the information required on the form
- Select the appropriate AMS module (i.e.: FIS)
- Click on the “Send it” button

The FIS mail box is monitored during the following hours:
Monday to Friday 9:00 a.m. - 5:00 p.m.

FAST Team Contacts

Manager	Lorena Gaudio lorena.gaudio@utoronto.ca	978-2802
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Business Analyst	Neil Gonputh neil.gonputh@utoronto.ca	978-4042
Business Analyst (Training Coordinator)	Rames Paramsothy rames.paramsothy@utoronto.ca	978-4675

FIS Standard Curriculum Evaluation:

<http://www.finance.utoronto.ca/fast/training/fissceval.htm>

FAST website:

<http://www.finance.utoronto.ca/fast.htm>