FINANCIAL INFORMATION SYSTEM

Line Item Reports in Funds Management

2015

UNIVERSITY OF TORONTO

Course Agenda

- Uses for Line Item Reports

- Available Line Item Reports

- Input vs. output parameters

- "All Postings" report
  - Input Parameters
  - Further selection criteria
  - Saving the input variant

- Report Output
  - Selecting and/or hiding columns
  - Subtotal columns
  - Sort columns
  - Saving the output variant

- Report icons

Uses for Line Item Reports

Line item reports can:

- report on:
    - annual budget (i.e. fiscal year)
    - overall budget (i.e. multiple fiscal years)
    - given periods across fiscal years (i.e. convert U of T FY to granting agency FY)
    - a single period or multiple periods within a FY
    - a given date or ranges of dates
    - commitments and funds transfers
    - Funds Management:
        - ✓ FI postings (actuals)
        - ✓ All postings (actuals & commitments)
    - Controlling:
        - ✓ Actuals
        - ✓ Commitments
        - ✓ Plans
- display documents as line items with flexibility for eliminating or adding fields (columns), totaling or subtotaling and sorting columns
- allow document changes and reversals through drill down capability

Sampling of Available Line Item Reports: FM

There are many FM and CO line item reports; the techniques used to manipulate the report data is consistent between reports. Following is a sampling of line item reports.

The reference guides for the following are available at this URL, http://www.finance.utoronto.ca/fast/qrg/rptmd.htm, under the following headings:

Funds Management reports:

Line Item Reports:
- **FI Postings**: Line Items by Document Number (zfir079)
- **All Postings**: Line Items by Document Number (zfir079a)

Financial Summary Reports:
- **Funds Center Report (zftr111)** (see "**Spreadsheet**" view)

Budget Analysis Reports:
- **Budget Movement** Report for **Fund Centers** (zftr055)
- **Budget Movement** Report for **Funds** (zftr055_funds)

Sampling of Available Line Item Reports: CO

The Menu Paths for **CO commitments and actuals reports** have been provided, as these reports do not have reference guides:

Controlling reports:

Menu Path: Accounting >> Controlling >> **Cost Center Accounting** >> Information System >> Reports for Cost Center Accounting >> Line items

- **Cost Centers**: Actual Line Items (ksb1)
- **Cost Centers**: Commitments Line Items (ksb2)

Menu Path: Accounting >> Controlling >> **Internal Orders** >> Information System >> Reports for Internal Orders >> Line items

- **Orders**: Actual Line Items (kob1)
- **Orders**: Commitments Line Items (kob2)

Input vs. Output Parameters

Input parameters:

- Narrows the parameters of the report to display specific data

- Limits the data output

- Limits 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

"All Postings" Report

To examining how line item reports work, this presentation will focus on the "**All Postings**" line item report. For any given FM account and time frame, it is used to obtain:

- **actuals, which include:**
  - invoices
  - salaries and benefits that have been paid out
- **commitments, which include:**
  - salaries and benefits that have **not** been paid out yet
  - purchase orders (POs)
  - manual reserves

The standard report display variant in column order:

RefDocNo	G/L Acc	Σ Pymt Bdgt	Cost Ctr	Order	Funds Ctr	Fund	Cmmt Item	Line Item Text	Vendor Name	Vendor	Posting Date	Doc. Date	UserNm(FI)
1	2	3	4	5	6	7	8	9	10	11	12	13	14

1. Document Number
2. G/L account
3. Pymt Bdgt ($ amount)
4. Cost Center
5. Internal Order

6. Funds Center
7. Fund
8. Commitment Item
9. Line Item Text
10. Vendor Name

11. Vendor (number)
12. Posting Date
13. Document Date
14. User Name

"All Postings" Report Menu Path

Menu Path: Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Line Items >> All Postings: Line Items by Document Number

The Input Parameter Screen

All Postings: Line Items by Document Number (w/ addnal flds)

Classification

Financial Management Area
FM Area — UOFT

Commitments/Actuals
Fiscal Year/Period ☑ ☑ to ☑ ☑

> Enter the fiscal year(s)/ period(s) of the report.

Optimization of database access
Maximum No. of Hits

> See next slide

> Enter a fund or range of funds, **if applicable**. *NOTE: If field is left blank **NO** funds will be included.*

Funds Management Account Assignment
Fund = to

> See slide 11

Funds center — to
☐ and all superior
☐ and all subordinate

Commitment item — to
☐ and all superior
☐ and all subordinate

> Enter a funds center or range of FCs. If reporting on a top level FC, "and all subordinate" option may be selected.

Cmmts/Act.
Value Type

Layout
Layout

> Enter a specific commitment item to limit the CIs output or leave the field blank and all CIs will display. If a **summary** CI is used (e.g. Expense-**S**), click on "and all subordinate".

9

Input Parameter Screen: Multiple Selection Option

If reporting on more than one single value (e.g. FC 100920 & 100925) and/or ranges (see "**Select Ranges**" tab below) or excluding single value(s) and/or range(s), use the multiple selection pop-up box by selecting the [icon] icon on the input screen.
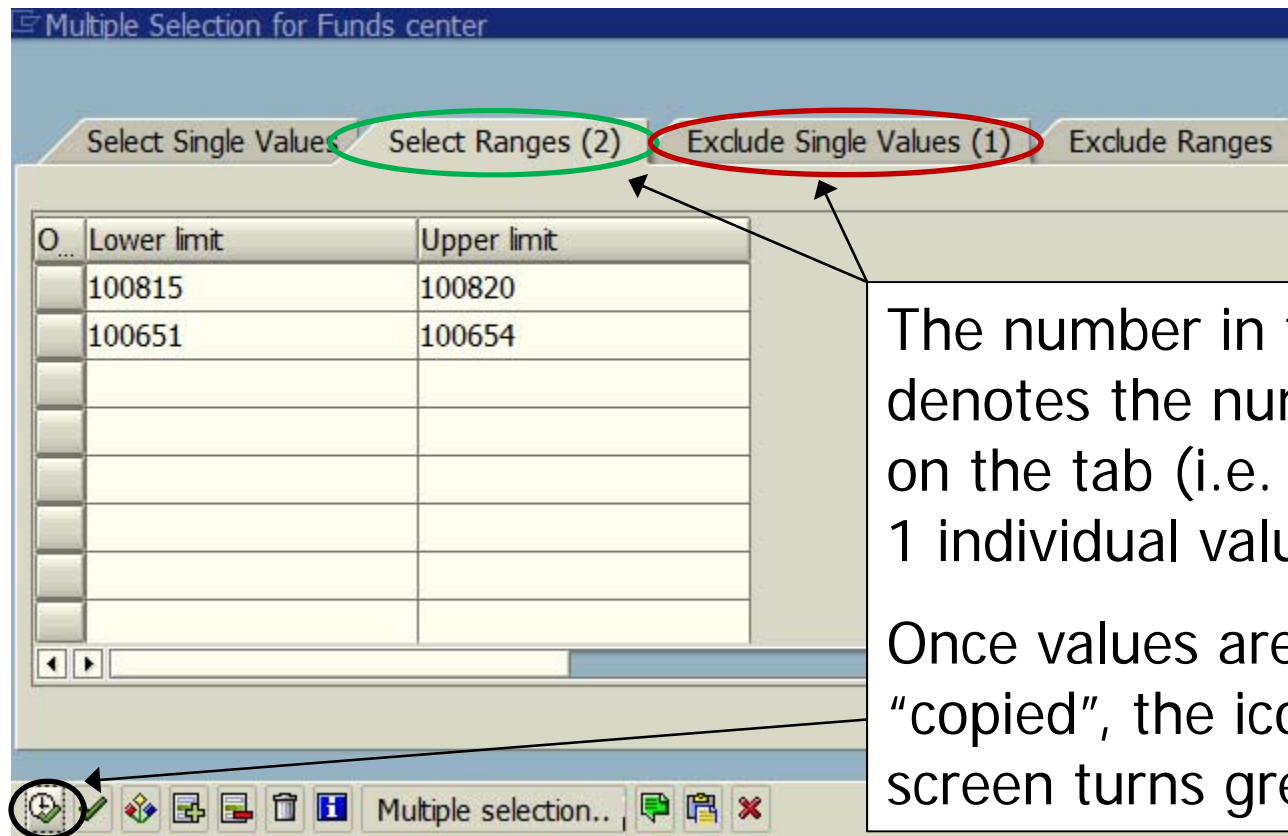
The number in the parentheses denotes the number of lines in use on the tab (i.e. 2 ranges **included**, 1 individual value **excluded**).

Once values are entered and "copied", the icon on the input screen turns green [icon].

Input Parameter Screen: "Equal to" option

If all funds related to the FC are to be included in the report, the ▣ must be deleted. To accomplish that, **1)** double click in the "Fund" field.

All Postings: Line Items by Document Number (w/ addnal flds)

⏱ 🗂 ▣ 🅷 Classification 🖼

Financial Management Area

FM Area   UOFT

Commitments/Actuals

Fiscal Year/Period   2012   1   to   20

Optimization of database access

Maximum No. of Hits

Funds Management Account Assignment

Fund   (=)   to

Funds center   to

This window will appear;
2) click on "Delete Row".

☞ Maintain Selection Options   ⊠

Fund

S...	Description
=	Single Value
≥	Greater than or Equal to
≤	Less than or Equal to
>	Greater than
<	Less than
≠	Not Equal to

◀ ▶ |_____| ◀ ▶

☐ Select   ⦿ Exclude from Selection

✓ 🔽 Delete Row 🅷 ✖

Further Selection Criteria

There are 6 categories of further selection criteria, which serve to narrow the report output. Click on the "Dynamic selections" icon to display the pop-up box.

Click on the arrow to the left of the category to see the list of options within it.

Further Selection Criteria cont'd

All Postings: Line Items by Document Number (w/ addnal flds)

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

If the field is available in any of the other categories, it must also be chosen for the selection criteria to work.

In this example "Cost Center" existed in 3 categories:
- Commitment Line Items
- FI Line Items
- CO Line Items

Click on the yellow arrow to include or exclude multiple single values or ranges, as explained on slide 10.

13

Saving the Input Variant

Program Edit Goto System Help

All Postings: Line Items by Document Number (w/ add

3 active | Classification

- G/L Account
- Text
- Vendor
- Cost Center

Dynamic selections

Commitment Line

Cost Center

FI Line Items

Cost Center   13424

To save the input criteria, click on the "Save as Variant" icon *or* Goto >> Variants >> Save as variant.

Variant Edit Goto Environment System Help

Variant Attributes

Copy Screen Assignment

| Variant Name | AMN |
| Descript. | CC 13424 FC 100654 CI Exp-S |

- ☐ Only for Background Processing
- ☑ Protect Variant
- ☐ Only Display in Catalog
- ☐ System Variant (Automatic Transport)

Technical name

Objects for selection screen

Selection Scrns	Field name	Type	Protect				
1,000	FM Area	S					
1,000	Grant	S	☐	☐	☐	☐	☐

The "Variant Attributes" pop-up window will appear. Enter a "Variant Name" and a meaningful description. (Variants are saved in alphabetical order by "Variant Name".)

Always select "Protect variant"; unless this option is chosen any user can access or change the variant.

Click on the 🖫 icon to save the variant.

The Input Parameter Screen cont'd - Classification

All Postings: Line Items by Document Number (w/ addnal flds)

Classification

All funds centers and funds are classified according to type of account, purpose of account, and the accountant responsible. These classifications allow the user to report on accounts outside of the hierarchy structure according to account type or purpose.

Funds centers are class type 041.

Funds are class type 042.

Individual account classifications can be found in the master data of the account.

The Report Output

Selecting and/or Hiding Fields

Change layout pop-up window

Click on the "Column N..." bar to sort the hidden fields in alphabetical order.

The right side says "Column Set". These are hidden fields available for display in the report.

The left side shows fields displayed in the standard layout.

Selecting and/or Hiding Fields cont'd

Hiding a field...to eliminate a column from the report, click on its name to highlight it*, then click on the right facing arrow to move it to the "Column Set" list of hidden columns. Click on ✔ to save the changes.

*NOTE: *If more than one column needs to be hidden, press the "Ctrl" key and click on the column name at the same time. Highlight as many names as needed, then click on the right facing arrow.*

Selecting and/or Hiding Fields cont'd

Displaying a field...to bring a hidden column into the report, click on its name to highlight it, then click on the left facing arrow to move it to the "Displayed Columns" list*. Click on ✔ to save the changes.

*NOTE: The "new" column can be positioned to the left of any displayed column by highlighting the displayed column name prior to clinking the left arrow. e.g. the Assignment column will be to the left of the Line Item Text column.
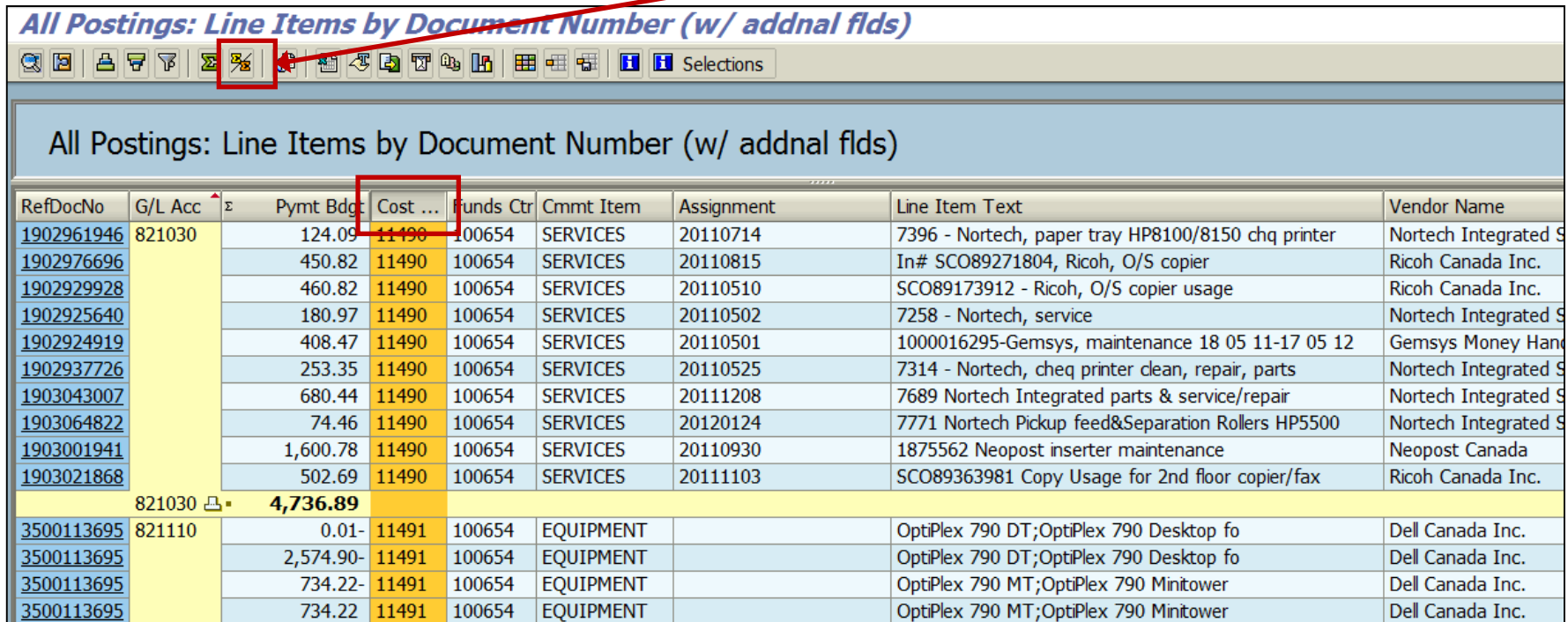
Subtotal Columns

The screen shot below, shows a display variant that subtotals the report by G/L acct. To subtotal with a different criteria, click the column header and then click on the subtotal icon ▓ .

HINT: To select more than one column, press the "Ctrl" key and click on a different column header at the same time.* Additionally, any column may be subtotaled, however, if the value is different for every line item, each line will subtotal.

NOTE: *The order in which the columns are selected determines the order in which they are subtotaled.*

Subtotal in Different Column Order

Subtotaled by CC then G/L acct.

2 **1**

All Pos... Line Items by ...ment Number (

RefDocNo	G/L Acc	Σ	Payment budget	Cost Ctr	Funds Ctr	Cmmt Item
2350182845	841020		533.90	11493	100654	TRAVEL
	841020		**533.90**			
2350182845	841030		37.50		100654	TRAVEL
	841030		**37.50**			
2350182845	841070		65.14		100654	TRAVEL
	841070		**65.14**			
2350182845	845000		13.00		100654	SERVICES
2350182845			47.89		100654	SERVICES
	845000		**60.89**			
			4,057.13	11493		
2800029621	835000		90.00	11491	100654	SERVICES
	835000		**90.00**			
2350181993	837420		801.43		100654	SERVICES
	837420		**801.43**			
			891.43	11494		
2800028900	835000		25.00	13424	100654	SERVICES
2800028900			25.00		100654	SERVICES
2800028897			45.00		100654	SERVICES
	835000		**95.00**			
2350179710	837420		801.43		100654	SERVICES
2350182533			422.95		100654	SERVICES
	837420		**1,224.38**			
			1,319.38	13424		
1902959520	835000		705.22	14955	100654	SERVICES
1902988328			705.22		100654	SERVICES
1902976719			448.65		100654	SERVICES
1902976716			705.22		100654	SERVICES
1902927846			607.51		100654	SERVICES
1902942491			705.22		100654	SERVICES
1903048425			705.22		100654	SERVICES
1903006021			705.22		100654	SERVICES
1903026865			705.22		100654	SERVICES
	835000		**5,992.70**			
			5,992.70	14955		
			148,061.94			

Subtotaled by G/L acct. then CC

1 **2**

All Po...s: Line Items by ...ment Number (

RefDocNo	G/L Acc	Σ	Payment budget	Cost Ctr	Funds Ctr	Cmmt Item
	841040		**33.55**			
2350186675	841070		589.95	11481	100654	TRAVEL
2350186675			114.69		100654	TRAVEL
1000931231			704.64-		100654	TRAVEL
				11481		
2350200858			149.30	11492	100654	TRAVEL
			149.30	11492		
2350182845			65.14	11493	100654	TRAVEL
			65.14	11493		
	841070		**214.44**			
2350184721	841080		5.49	11491	100654	TRAVEL
			5.49	11491		
	841080		**5.49**			
1000931231	845000		177.11-	11481	100654	SERVICES
2350186675			38.97		100654	SERVICES
2350186675			138.14		100654	SERVICES
				11481		
2350186753			73.06	11490	100654	SERVICES
2350186753			55.25		100654	SERVICES
			128.31	11490		
2350184721			66.31	11491	100654	SERVICES
			66.31	11491		
2350187114			118.80	11492	100654	SERVICES
2350186189			79.89		100654	SERVICES
			198.69	11492		
2350182845			13.00	11493	100654	SERVICES
2350182845			47.89		100654	SERVICES
			60.89	11493		
	845000		**454.20**			
6200195351	896705		107.60	11490	100654	SERVICES
6200196930			14.00		100654	SERVICES
6200201485			1,722.72		100654	SERVICES
			1,844.32	11490		
	896705		**1,844.32**			
			148,061.94			

The *grand totals* are the same, but the *subtotals* are very different

21

Sort Columns

To sort a column, select it with a single click to the column header and then click on either the ascending or descending sort icon.

OR...

Sort Columns (cont'd)

To sort more than one column, click on one of the sort buttons in the toolbar **first**.

Define sorting/subtotals

Sort criteria/Subtotals

Column Name			
G/L Account	●	○	☑

Column Set

Column N...
- Ref Document Number
- Reference item
- Payment budget amount in FM area crcy
- Account holder
- Cost Center
- Acct assgnmnt number
- Funds Center
- Amount (commitment budget), trans.crcy
- Commitment Item
- Amount (payment budget) in trans.crcy
- Assignment
- Amount type code
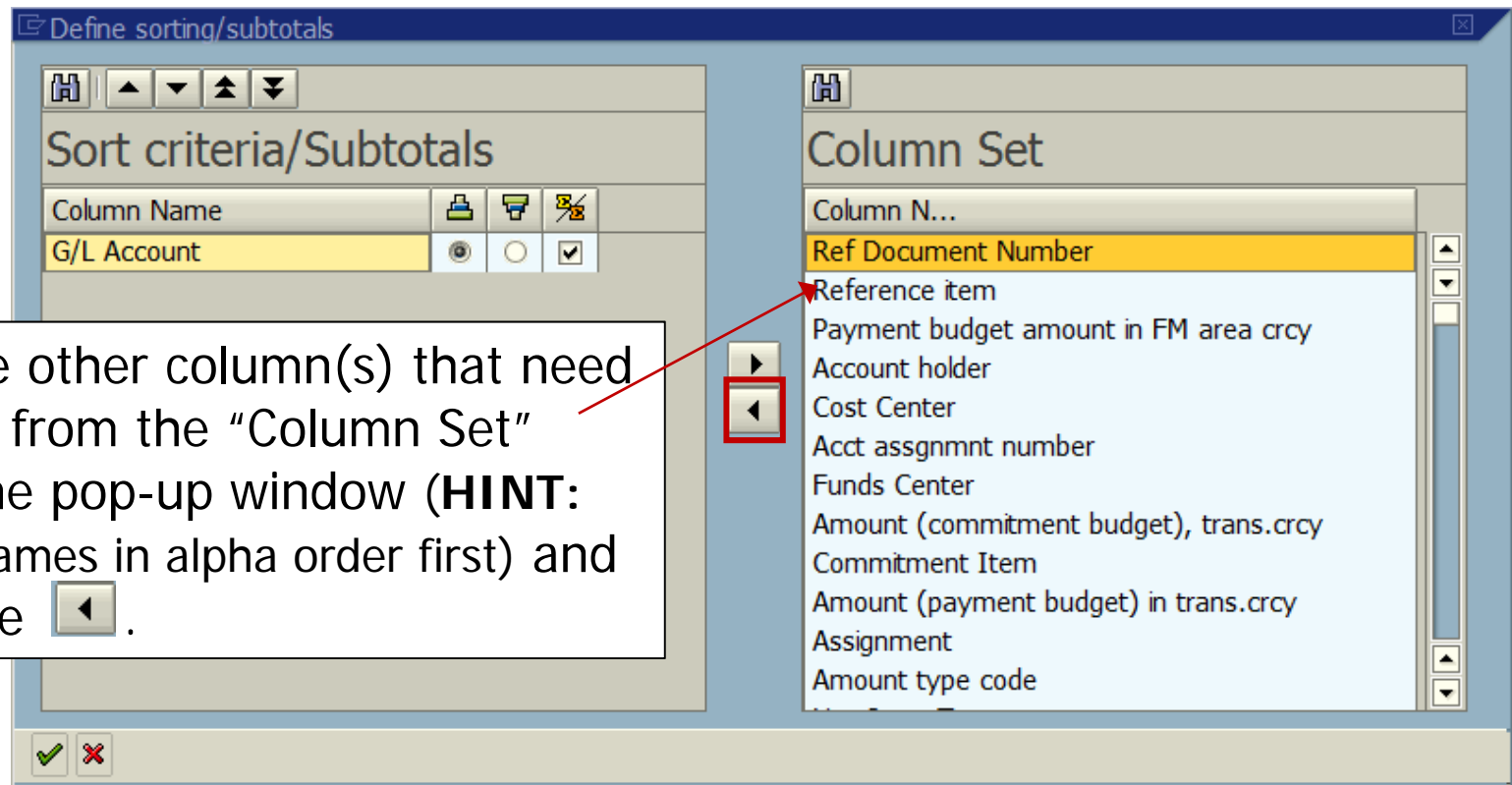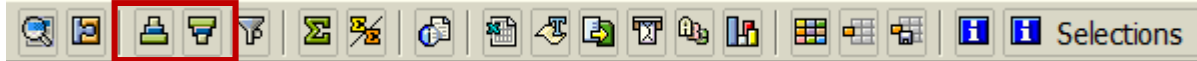
Highlight the other column(s) that need to be sorted from the "Column Set" column of the pop-up window (**HINT:** put column names in alpha order first) and then click the ◀ .

Once the desired column names are in the "Sort criteria/Subtotals" column, position them in the correct column order by highlighting it and then clicking either ▲ ▼ . Then sort them appropriately clicking the desired radio button under the ♦ ♦ . **HINT:** This process can be used to subtotal, too.

Filter Columns

To filter a column, select it with a single click to the column header and click on the filter icon.

In the pop-up window, choose which items in the column will remain in the report. Everything else will be filtered **OUT**.

To filter **OUT** items, click on the yellow arrow icon and choose the "Exclude Single Values" tab or "Exclude Ranges" tab and enter the appropriate values. Example shows which G/L acct. will be filtered out of the pop-up window range.

All Postings: Line Items by Document Number

RefDocNo	G/L Acc	Σ	Pymt Bdgt	Cost Ctr	Funds Ctr	Cmmt Item
1000930498	738230		115.00-	11493	100654	ADM-USER-F
	738230		1			
1800236333	751000		1,			
1800231223			1,			
1000920606			1,			
	751000		2,2			
1800236329	770427		71,			
	770427		71,9			

Determine values for filter criteria

Select.

G/L Account   802000   to   899999

				554	ADMIN-SAL
				554	UNION
		2,191.25		654	UNION
1000933575		2,007.81		100654	UNION
1000932427		2,167.16		100654	UNION
1000931880		2,230.90		100654	UNION

Multiple Selection for G/L Account

Select Single Values | Select Ranges | Exclude Single Values | Exclude Ranges

O..	Single value
	835000

| 1000953242 | 800999 | 423.20- | 11492 | 100654 | BENEFITS |
	800999	423.20-			
6100349598	801040	26,123.49	11490	100654	HR-APP-AD
6100349576		26,123.50		100654	HR-APP-AD

24

Filter Columns

To filter more than one column, click on the filter icon in the toolbar first, then select the column(s) to filter from the right column of the pop-up window.
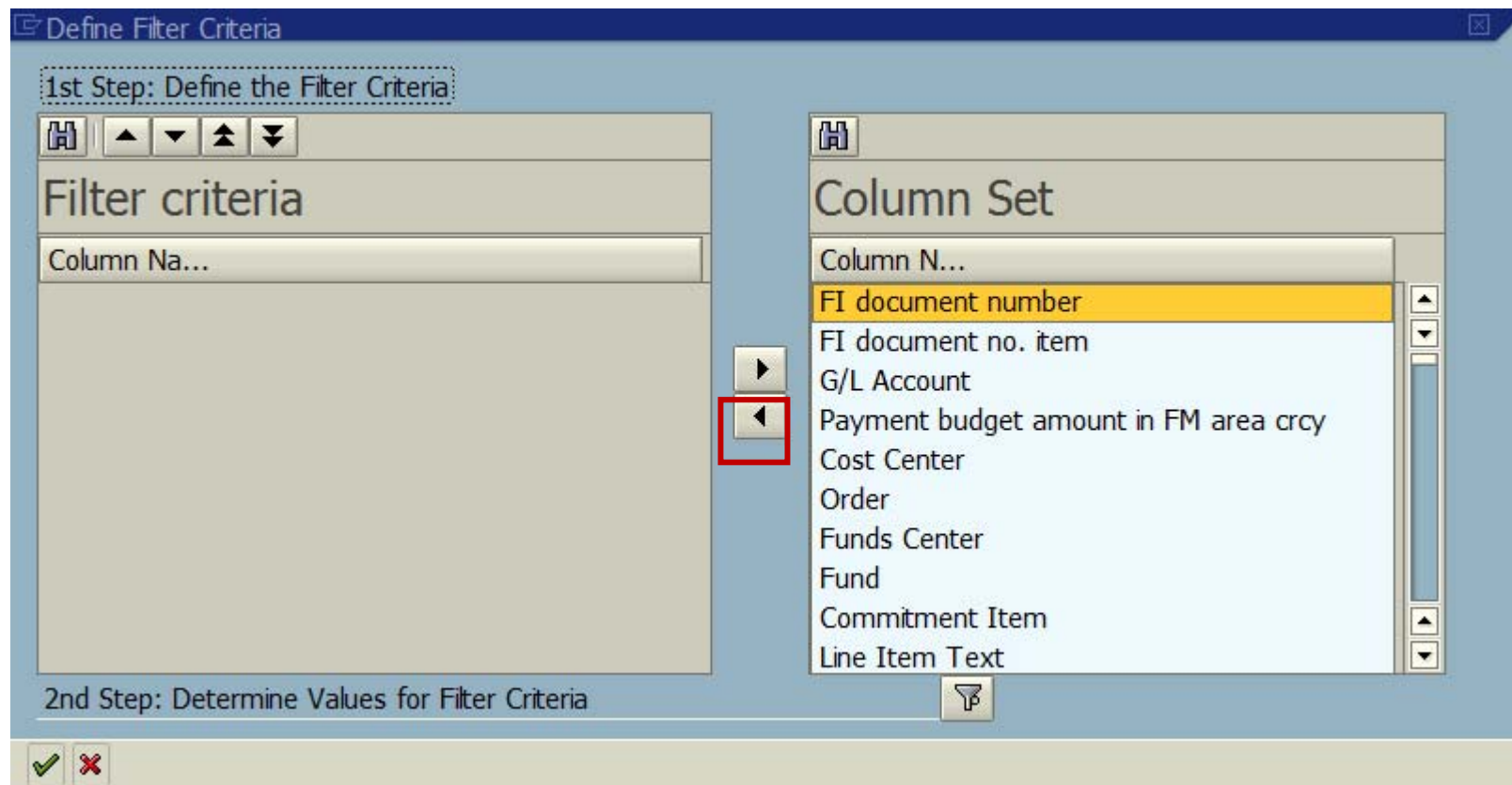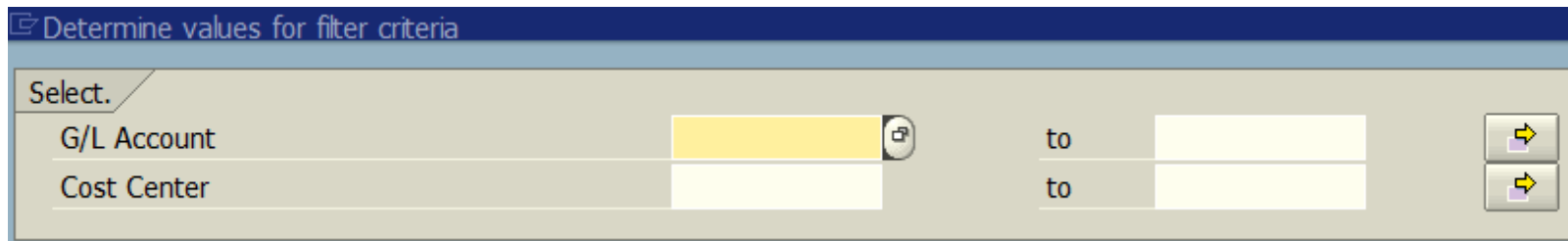
Filter Columns cont'd

When all of the column names are in the "filer criteria", click on the filter icon at the bottom of the window…
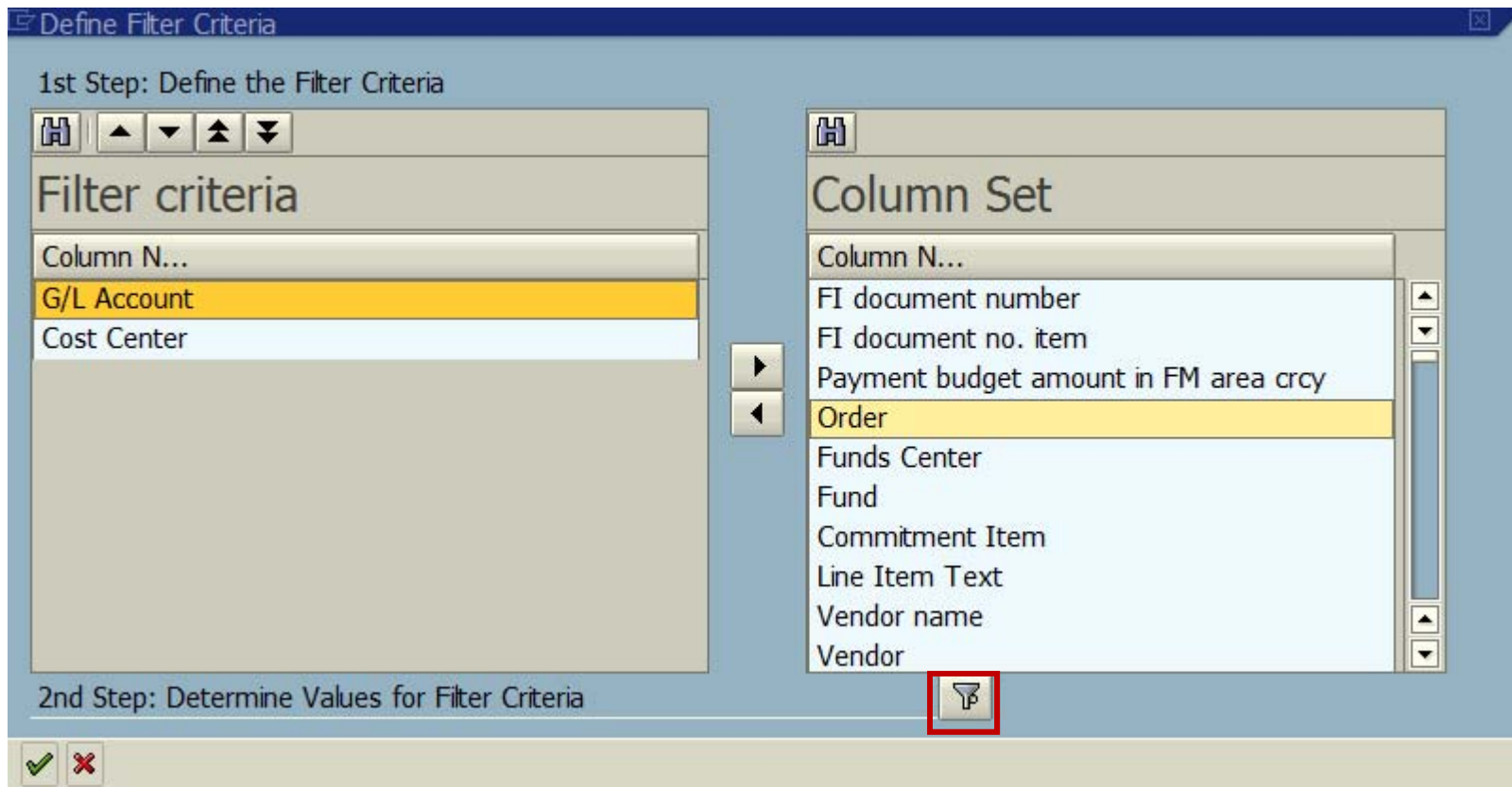
…enter the single item or range in the appropriate fields.

To save the "**changed**" layout, click on the "**Save layout**" [icon] icon.

Save layout

Save as...	Save with

This window will appear

Layout	Layout description	Default setting
/UOFT	UofT-Std Layout-DO NOT CHANGE	✓
/UOFT-ETHICS	Fan	
/UOFTGLTEXT	UofT-Std Layout-DO NOT CHANGE	
/USERID	userID	
/UTEMP	UTemp activity report	
/UTM CHECKFC	UTM check all FC posted to CC/IO	
/UTM MAT FEE	UTM Material Fee	
/UTMCHECKFCS	UTM check all FC posted to CC/IO sum	

Save layout   /UOFT

Name: UofT-Std Layout-DO NOT CHANGE

☐ User-specific   ☑ Default setting

Decide whether the new variant will be **global** (for everyone on campus to use) or **user specific** (only for you).

IMPORTANT:
• Always enter a **new name** in the **"Save layout" field** to avoid overwriting the existing variant**!!!**

• Only the "**/UOFT**" variant can be the **global** "**Default setting**".

Click on ✓ to **"Save"** the variant.

Variant type	SAVE LAYOUT field naming convention	User-specific option	Default setting option
GLOBAL	must start with " **/** "	not applicable	**NEVER** save as a **default setting**; doing so will change the setting for all users
USER-SPECIFIC	must start with a letter (A – Z)	must have check mark	may be saved as a default setting

Input Report Icons

	Executes the report. (F8)
	Retrieves a previously saved input variant. (Shift + F5)
	Opens the "dynamic selections" box for more report parameters. (Shift + F4)
	Displays any program documentation SAP has relating to the program. (Shift + F1)
Classification	Opens the "classification" to allow selection by classification by funds center or fund. (Ctrl + F1)

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.
Σ	Totals the amounts for all line items. Only valid on the "Pymt bdgt" column.
	Subtotals the "Pymt budgt" 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

[icon]	Forwards the report to another user (NOT recommended).
[icon]	Currently not in use.
[icon]	Opens the change layout pop-up box to add or remove columns.
[icon]	Retrieves a previously created output variant or layout.
[icon]	Saves the current variant or layout for future use.
[icon]	Displays information on the layout changes in the report and the number of records viewed.
[icon] Selections	Displays the input criteria that produced the report.
[icons]	These icons are used to move from column to column.

WEB Documentation

Financial Forms

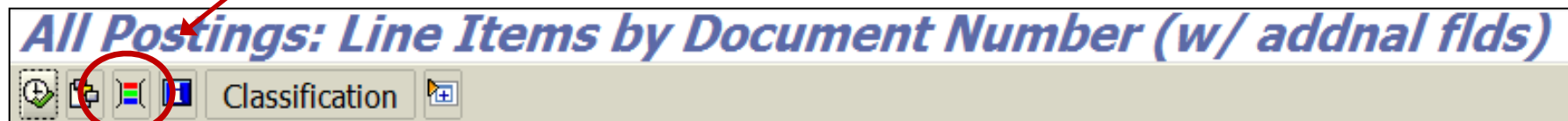- – Financial Services website – select Forms >> Forms for Processing in FIS
- – http://www.finance.utoronto.ca/forms.htm

Policy & Documentation

- – Financial Services website – select Policies >> Guide to Financial Management
- – http://www.finance.utoronto.ca/gtfm.htm

Further Selection Criteria

There are 6 categories of further selection criteria, which serve to narrow the report output. Click on the "Dynamic selections" icon to display the pop-up box.

All Postings: Line Items by Document Number (w/ addnal flds)

Classification

Click on the arrow to the left of the category to see the list of options within it.

▷ 🗀 FM Area
▷ 🗀 Fund
▷ 🗀 Commitment Line Items
▷ 🗀 FI Line Items
▷ 🗀 CO Line Items
▷ 🗀 FM Account Assignments

Need Help?

http://www.utoronto.ca/ams/help.htm
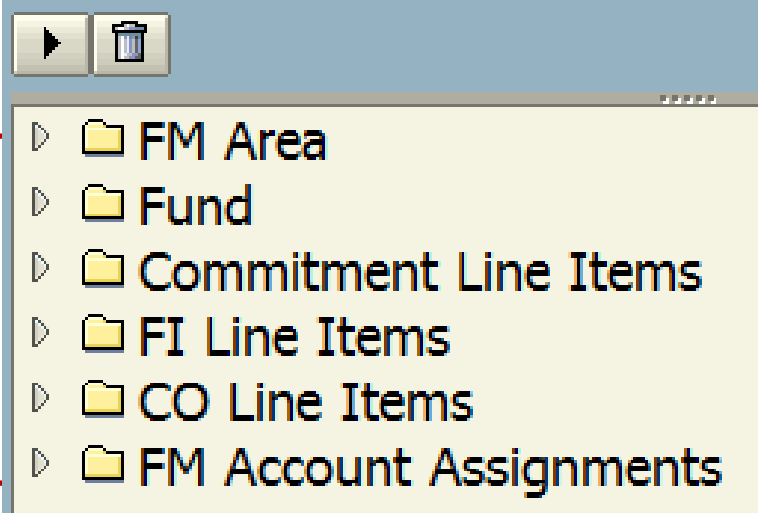
Help is a facility for all AMS subsystems:

- Use the WEB form found at the above address
- Select appropriate AMS module (e.g., FIS)
- Complete information required on the form
- Click on "**Send it!**" button

FIS mail box is monitored **Monday to Friday**
9:00 a.m. - 5:00 p.m.

FAST Team Contacts

Manager	Lorena Gaudio lorena.gaudio@utoronto.ca	978-2802
Assistant Manager	Chris Dimitriadis chris.dimitriadis@utoronto.ca	946-3153
Business Analyst	Cheryl Rhind cheryl.rhind@utoronto.ca	946-3373
Business Analyst	Maryanne McCormick m.mccormick@utoronto.ca	TBA
Business Analyst	Elizabeth Zammit elizabeth.zammit@utoronto.ca	946-3291
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