

**Work Instruction**

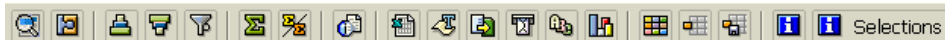
**Line Item Functionality**

**LIF\_SUP**

**When to Use**

Use the functions available to design a custom report output view.

These functions may be used in all reports which have the following or similar toolbar:



This reference guide will demonstrate the functions using the **(ZFIR079) FI Postings:Line Items Document Number (w/ additional flds) Report**


**Functionality**

The following is a list of functions available using the Function Keys:

- Document Drill Down
- Save, Select and Create layouts
- Sorting
- Sub-total
- Filtering
- Download to Excel

**Helpful Hints**

To use these functions effectively the purpose of the report, the level of detail required and the target audience of the final report output should be considered first (i.e. type of layout and information required from the report).

- Use the matchcode  button whenever possible to select from a list of available values

Here are some helpful questions to consider before manipulating the report output:

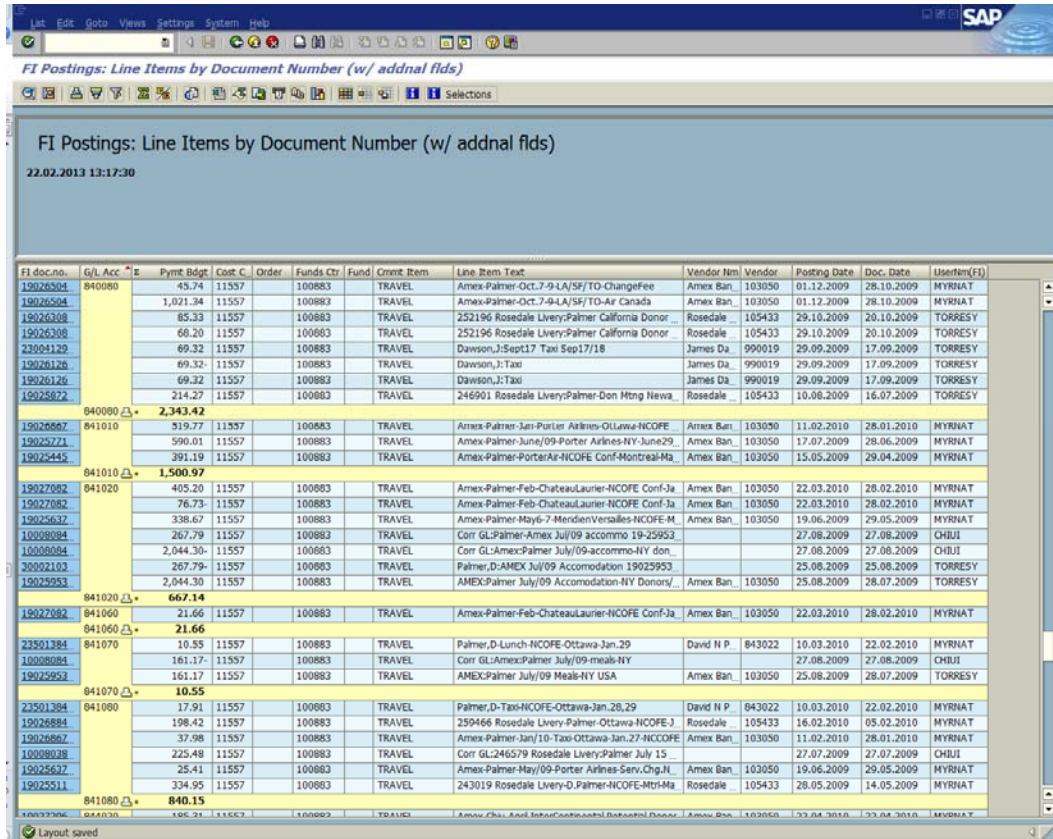
- What information is required in the final report view?
- Is there any additional information that is not provided in the default layout?
- Should columns be hidden or the display order changed?
- Should the data be sorted? What is the sort criterion? Is there more than one sort criterion?
  - Example: Sort by general ledger account, versus Sort by general ledger account and then by document number
- Should the information be subtotaled or totaled within the report? How many? Order of importance?
- Should the information be filtered? Is there more than one filter criteria?

- What is the level of detail required in the final report?
- No line items, just summarized totals? Or some detailed line items and subtotals?
- Will this report view be used on an ongoing basis, i.e. weekly, monthly, annually? Will it be used by others in your area?

### Detailed Procedure

1. Run any line item report to obtain the default report view.

### FI Postings: Line Items by Document Number (w/ addnl flds)












FI doc.no.	G/L Acc	Pymt Bdg	Cost C	Order	Funds Ctr	Fund	Cmnt Item	Line Item Text	Vendor Nm	Vendor	Posting Date	Doc. Date	UserNm(FI)
19026504	940080	45.74	11557		100883		TRAVEL	Amex-Palmer-Oct.7-9-LA/SF/TO-ChangeFee	Amex Ban.	103050	01.12.2009	28.10.2009	MYRNAT
19026504		1,021.34	11557		100883		TRAVEL	Amex-Palmer-Oct.7-9-LA/SF/TO-Air Canada	Amex Ban.	103050	01.12.2009	28.10.2009	MYRNAT
19026308		85.33	11557		100883		TRAVEL	252196 Rosedale Livery-Palmer California Donor	Rosedale	105433	29.10.2009	20.10.2009	TORRESY
19026308		68.20	11557		100883		TRAVEL	252196 Rosedale Livery-Palmer California Donor	Rosedale	105433	29.10.2009	20.10.2009	TORRESY
23004129		69.32	11557		100883		TRAVEL	Dawson,J:Sept17 Taxi Sep17/18	James Da	990019	29.09.2009	17.09.2009	TORRESY
19026126		69.32	11557		100883		TRAVEL	Dawson,J:Taxi	James Da	990019	29.09.2009	17.09.2009	TORRESY
19026126		69.32	11557		100883		TRAVEL	Dawson,J:Taxi	James Da	990019	29.09.2009	17.09.2009	TORRESY
19025922		214.27	11557		100883		TRAVEL	246901 Rosedale Livery-Palmer-Don Mtng News	Rosedale	105433	10.06.2009	16.07.2009	TORRESY
	940080		<b>2,343.42</b>										
19026867	841010	519.77	11557		100883		TRAVEL	Amex-Palmer-Jan-PurLer Airlines-OLLawa-NCOFE	Amex Ban.	103050	11.02.2010	28.01.2010	MYRNAT
19025271		590.01	11557		100883		TRAVEL	Amex-Palmer-June/09-Porter Airlines-NY-June29	Amex Ban.	103050	17.07.2009	28.06.2009	MYRNAT
19025445		391.19	11557		100883		TRAVEL	Amex-Palmer-PorterAir-NCOFE Conf-Montreal-Ma	Amex Ban.	103050	15.05.2009	29.04.2009	MYRNAT
	841010		<b>1,500.97</b>										
19027082	841020	405.20	11557		100883		TRAVEL	Amex-Palmer-Feb-ChateauLaurier-NCOFE Conf-Ja	Amex Ban.	103050	22.03.2010	28.02.2010	MYRNAT
19027082		76.73	11557		100883		TRAVEL	Amex-Palmer-Feb-ChateauLaurier-NCOFE Conf-Ja	Amex Ban.	103050	22.03.2010	28.02.2010	MYRNAT
19025637		338.67	11557		100883		TRAVEL	Amex-Palmer-May6-7-Mendien Versailles-NCOFE-M	Amex Ban.	103050	19.06.2009	29.05.2009	MYRNAT
10008084		267.79	11557		100883		TRAVEL	Corr GLPalmer-Amex Jul/09 accommo 19-25953			27.08.2009	27.08.2009	CHIUJ
10008084		2,044.30	11557		100883		TRAVEL	Corr GLAmex-Palmer July/09 accommo-NY don			27.08.2009	27.08.2009	CHIUJ
30002103		267.79	11557		100883		TRAVEL	Palmer,D:AMEX Jul/09 Accommodation 19025953			25.08.2009	25.08.2009	TORRESY
19025953		2,044.30	11557		100883		TRAVEL	AMEX-Palmer July/09 Accommodation-NY Donors/	Amex Ban.	103050	25.08.2009	28.07.2009	TORRESY
	841020		<b>667.14</b>										
19027082	841060	21.66	11557		100883		TRAVEL	Amex-Palmer-Feb-ChateauLaurier-NCOFE Conf-Ja	Amex Ban.	103050	22.03.2010	28.02.2010	MYRNAT
	841060		<b>21.66</b>										
23501384	841070	10.55	11557		100883		TRAVEL	Palmer,D-Lunch-NCOFE Ottawa-Jan.29	David H P.	843022	10.03.2010	22.02.2010	MYRNAT
10008084		161.17	11557		100883		TRAVEL	Corr GLAmex-Palmer July/09-meals-NY			27.08.2009	27.08.2009	CHIUJ
19025953		161.17	11557		100883		TRAVEL	AMEX-Palmer July/09 Meals-NY USA	Amex Ban.	103050	25.08.2009	28.07.2009	TORRESY
	841070		<b>10.55</b>										
23501384	841080	17.91	11557		100883		TRAVEL	Palmer,D-Taxi-NCOFE-Ottawa-Jan.28,29	David H P.	843022	10.03.2010	22.02.2010	MYRNAT
19026884		198.42	11557		100883		TRAVEL	259466 Rosedale Livery-Palmer-Ottawa-NCOFE-J	Rosedale	105433	16.02.2010	05.02.2010	MYRNAT
19026867		37.98	11557		100883		TRAVEL	Amex-Palmer-Jan/10-Taxi-Ottawa-Jan.27-NCOFE	Amex Ban.	103050	11.02.2010	28.01.2010	MYRNAT
10008028		225.48	11557		100883		TRAVEL	Corr GL:246579 Rosedale Livery-Palmer July 15			27.07.2009	27.07.2009	CHIUJ
19025637		25.41	11557		100883		TRAVEL	Amex-Palmer-May/09-Porter Airlines-Serv.Chg.N	Amex Ban.	103050	19.06.2009	29.05.2009	MYRNAT
19025511		334.95	11557		100883		TRAVEL	243019 Rosedale Livery-D.Palmer-NCOFE-Mtr-Ma	Rosedale	105433	28.05.2009	14.05.2009	MYRNAT
	841080		<b>840.15</b>										
19025953	841030	106.21	11557		100883		TRAVEL	Amex-Cha. And. Serv-Canada/US-Debarred-Donor	Amex Ban.	103050	15.04.2010	15.04.2010	MYRNAT

**2. Select one of the options below:**

**2.1 Report Functions:**

<b>If You Want To</b>	<b>Go To</b>
Display (Choose) a line item detail (drill-down)	<a href="#">Section 3</a>
Add Column(s)	<a href="#">Section 4</a>
Hide Column(s)	<a href="#">Section 5</a>
Reorder Columns	<a href="#">Section 6</a>
Select Layout.	<a href="#">Section 7</a>
Save Layout	<a href="#">Section 8</a>
Sort, Total and/or Sub-total	<a href="#">Section 9</a>
Expand and/or Collapse Totals	<a href="#">Section 10</a>
Filter Data	<a href="#">Section 11</a>
Download to Excel.	<a href="#">Section 12</a>

**2.2 Directional and Common Buttons:**

<b>Action</b>	<b>Icon</b>	<b>Description</b>
Add a Column		Move selected column from list on right to the left.
Remove a Column		Move selected column from list on left to the right.
Move Up		Move the selected column up by one.
Move Down		Move the selected column down by one.
Move to Top		Move the selected column to the top (first).
Move to Bottom		Move the selected column to the bottom (last).
Apply Changes		To apply the changes to the report
Save Layout		To save and name the layout
Cancel Changes		To cancel the changes


### 3. Display or Choose a line item:

#### 3.1 Option 1: (recommended)


Double click the line item to view the document.

#### 3.2 Option 2:

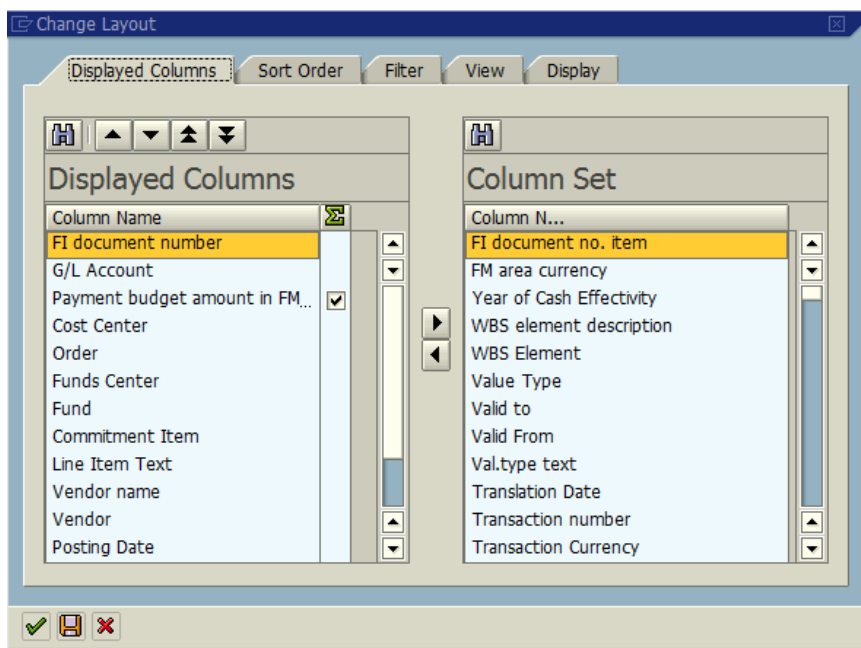
Position the cursor on the document line.

Click  view the document.

### 4. Add Column(s) to the Report:

Click  to open the *Change layout* window.

#### Columns



**Note:** *Displayed Columns* = Currently in Report, *Column Set* = Hidden but available for use

*Optional Step:* Click *Column N...* (Column Name) header to sort the *Column Set* alphabetically.

Select field(s)



To select or move multiple columns simultaneously hold the Ctrl key down to while selecting Column Names

Click  to move field(s) from the *Column Set* to the *Displayed Columns* list

## 5. Hide Column(s):

### 5.1 Option 1: Report View (recommended)

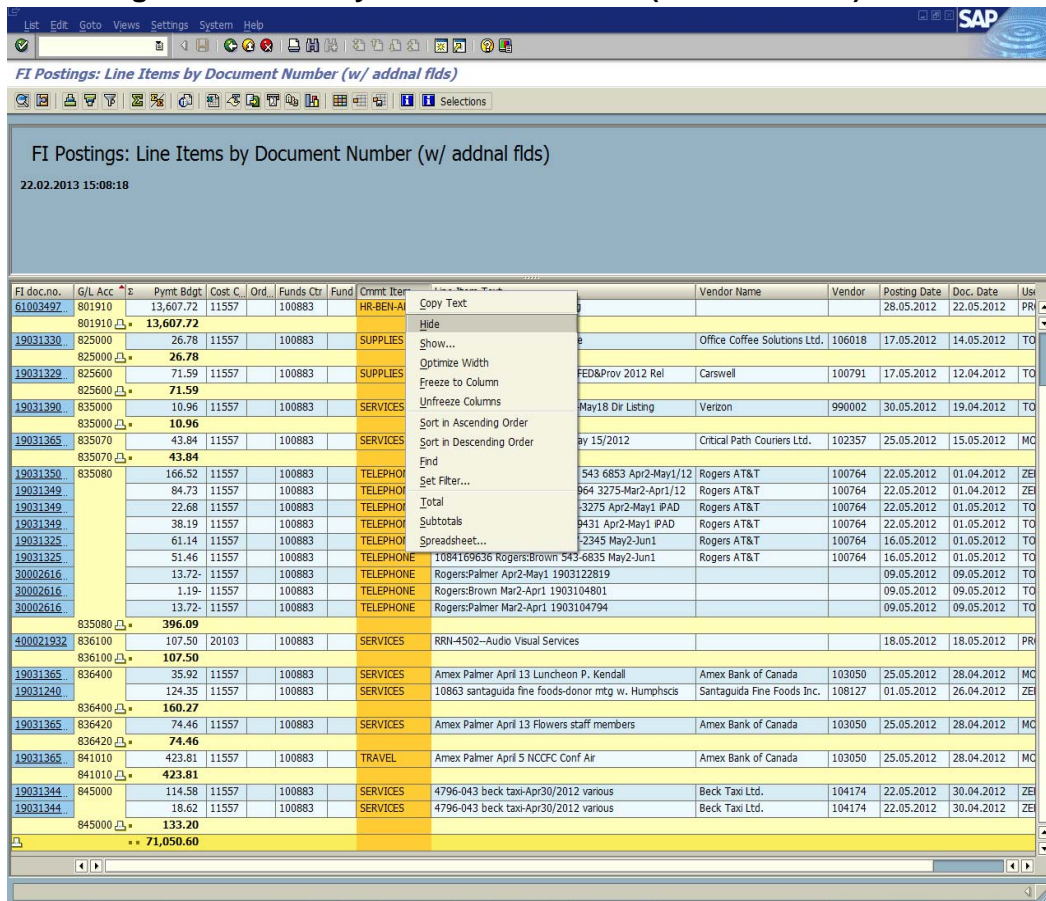
Click the column header to select the column(s)



Hold the CTRL key down to select multiple columns


Right-click and choose *Hide* from the list

## FI Postings: Line Items by Document Number (w/ addnl flds)

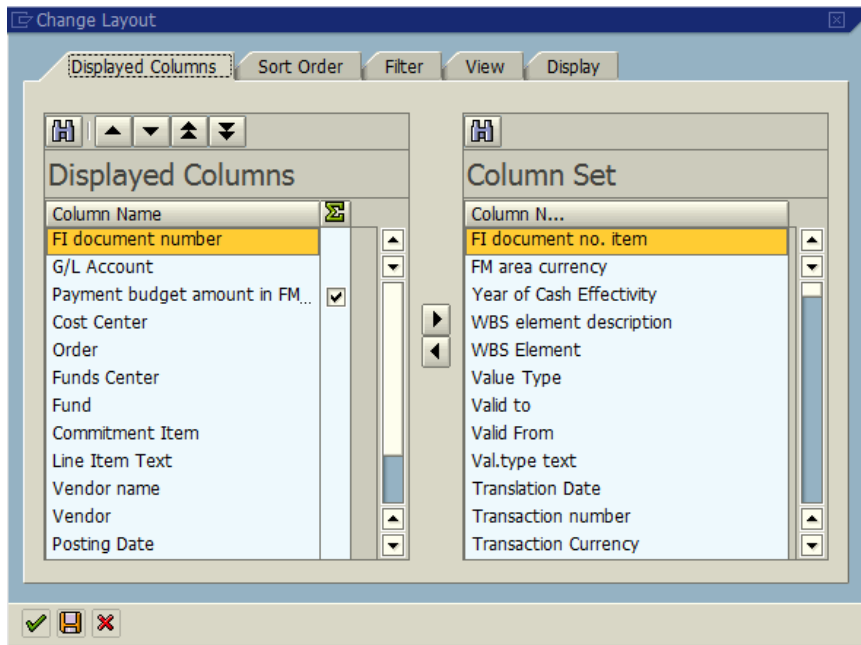


FI doc no.	G/L Acc	Pymt Bdg	Cost C	Ord.	Funds Ctr	Fund	Cmnt	Item	Vendor Name	Vendor	Posting Date	Doc. Date	User		
61003497	801910	13,607.72	11557		100883			HR-BEN-AL			28.05.2012	22.05.2012			
	801910	<b>13,607.72</b>													
19031330	825000	26.78	11557		100883			SUPPLIES	Office Coffee Solutions Ltd.	106018	17.05.2012	14.05.2012	TO		
	825000	<b>26.78</b>													
19031329	825600	71.59	11557		100883			SUPPLIES	FED&Prov 2012 Rel	Carswell	17.05.2012	12.04.2012	TO		
	825600	<b>71.59</b>													
19031390	835000	10.96	11557		100883			SERVICES	May18 Dir Listing	Verizon	30.05.2012	19.04.2012	TO		
	835000	<b>10.96</b>													
19031365	835070	43.84	11557		100883			SERVICES	May 15/2012	Critical Path Couners Ltd.	102357	25.05.2012	15.05.2012	MC	
	835070	<b>43.84</b>													
19031350	835080	166.52	11557		100883			TELEPHO	543 6853 Apr2-May1/12	Rogers AT&T	100764	22.05.2012	01.04.2012	ZEI	
	835080	<b>166.52</b>													
19031349		84.73	11557		100883			TELEPHO	964 3275-Mar2-Apr1/12	Rogers AT&T	100764	22.05.2012	01.04.2012	ZEI	
		<b>84.73</b>													
19031349		22.68	11557		100883			TELEPHO	-3275 Apr2-May1 IPAD	Rogers AT&T	100764	22.05.2012	01.05.2012	TO	
		<b>22.68</b>													
19031349		38.19	11557		100883			TELEPHO	9431 Apr2-May1 IPAD	Rogers AT&T	100764	22.05.2012	01.05.2012	TO	
		<b>38.19</b>													
19031325		61.14	11557		100883			TELEPHO	-2345 May2-Jun1	Rogers AT&T	100764	16.05.2012	01.05.2012	TO	
		<b>61.14</b>													
19031325		51.46	11557		100883			TELEPHONE	1084169636 Rogers:Brown	543-6835 May2-Jun1	Rogers AT&T	100764	16.05.2012	01.05.2012	TO
		<b>51.46</b>													
30002616		13.72	11557		100883			TELEPHONE	Rogers:Palmer Apr2-May1	1903122819		09.05.2012	09.05.2012	TO	
		<b>13.72</b>													
30002616		1.19	11557		100883			TELEPHONE	Rogers:Brown Mar2-Apr1	1903104801		09.05.2012	09.05.2012	TO	
		<b>1.19</b>													
30002616		13.72	11557		100883			TELEPHONE	Rogers:Palmer Mar2-Apr1	1903104794		09.05.2012	09.05.2012	TO	
		<b>13.72</b>													
	835080	<b>396.09</b>													
400021932	836100	107.50	20103		100883			SERVICES	RRN-4502-Audio Visual Services		18.05.2012	18.05.2012	PR		
	836100	<b>107.50</b>													
19031365	836400	35.92	11557		100883			SERVICES	Amex Palmer April 13 Luncheon P. Kendall	Amex Bank of Canada	103050	25.05.2012	28.04.2012	MC	
	836400	<b>35.92</b>													
19031240		124.35	11557		100883			SERVICES	10863 santaguida fine foods-donor mtg w. Humphscis	Santaguida Fine Foods Inc.	108127	01.05.2012	26.04.2012	ZEI	
		<b>124.35</b>													
	836400	<b>160.27</b>													
19031365	836420	74.46	11557		100883			SERVICES	Amex Palmer April 13 Flowers staff members	Amex Bank of Canada	103050	25.05.2012	28.04.2012	MC	
	836420	<b>74.46</b>													
19031365	841010	423.81	11557		100883			TRAVEL	Amex Palmer April 5 NCCFC Conf Air	Amex Bank of Canada	103050	25.05.2012	28.04.2012	MC	
	841010	<b>423.81</b>													
19031344	845000	114.58	11557		100883			SERVICES	4796-043 beck taxi-Apr30/2012 various	Beck Taxi Ltd.	104174	22.05.2012	30.04.2012	ZEI	
	845000	<b>114.58</b>													
19031344		18.62	11557		100883			SERVICES	4796-043 beck taxi-Apr30/2012 various	Beck Taxi Ltd.	104174	22.05.2012	30.04.2012	ZEI	
		<b>18.62</b>													
	845000	<b>133.20</b>													
		<b>71,050.60</b>													

## 5.2 Option 2: Using Change Layout window

Click  to open the *Change layout* window.

### Columns



**Note:** *Displayed Columns* = Currently in Report, *Column Set* = Hidden but available for use

*Optional Step:* Click *Column N...* (Column Name) header to sort the *Column Set* alphabetically.

Select field(s)



To select or move multiple columns simultaneously hold the Ctrl key down to while selecting Column names

Click  to move field(s) from the *Display Columns* to the *Column Set* list.



## 6. Re-Order Columns:

### 6.1 Option 1: Report View (recommended)


Click column header to select the column(s)



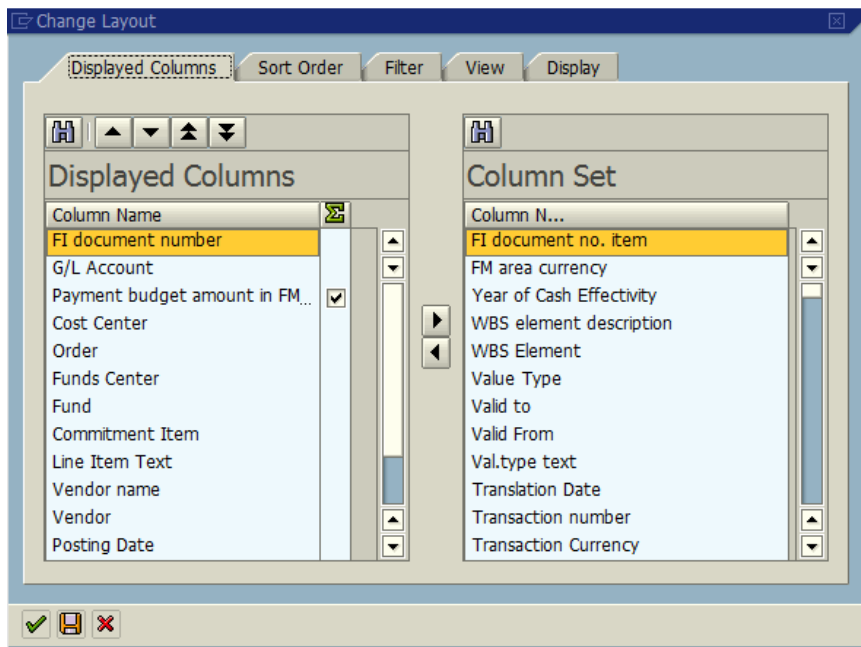
Hold the CTRL key down to select multiple columns

Drag and drop the column to the desired location (a red line insertion point indicator will appear as the column is dragged).

### 6.2 Option 2: Using Change Layout window





Click  to open the *Change layout* window.

#### Columns



**Note:** *Displayed Columns* = Currently in Report, *Column Set* = Hidden but available for use.

*Optional Step:* Click *Column N...* (Column Name) header to sort the *Column Set* alphabetically.

Select column from the *Displayed Columns* list then use the directional buttons     to re-order the fields (see section 2.2 for more information).



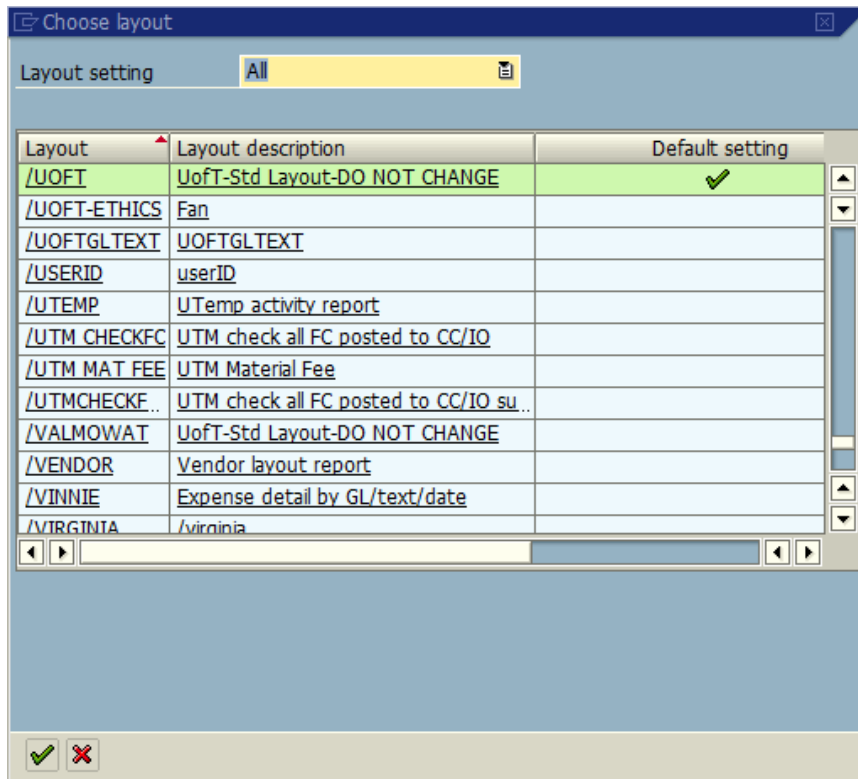
Columns may be re-ordered by dragging and dropping the column names.




## 7. Select Layout

Click  to open the *Choose layout* window.

Choose a layout by clicking anywhere on the line.

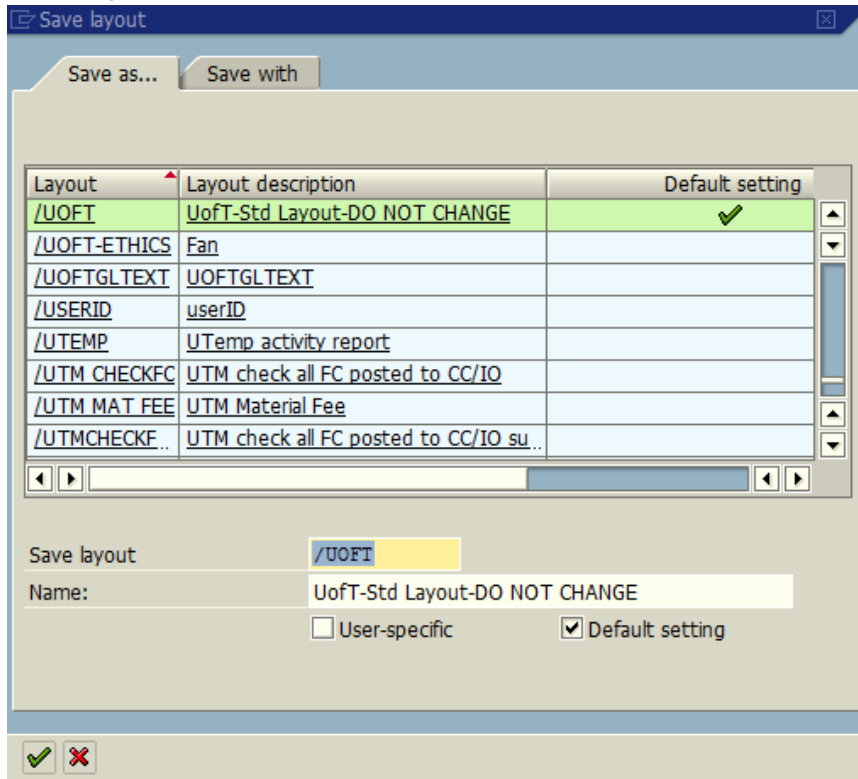


Click  to apply the changes and return to the report view.

## 8. Save Layout

Click  to open the *Save layout* window (or click  from the *Change Layout* function described above).

### Save layout



To define the report layout as a Global Layout (viewable by other users):

- Name the layout with '/' prefix in the **Save layout** field.


To define the report layout as a *User-specific* (viewable only by you):

- Name the layout starting with a letter (A-Z) in the **Save layout** field
- Select  **User-specific**.
- *Optional Step:* To set layout as a personal default select  **User-specific** and  **Default setting**.



The default layout (*/UOFT*) should not be overwritten. If the standard */UOFT* layout is customized, the layout must be saved with a unique name.

Enter a description for the layout in the **Name:** field.

Click  to apply the changes and return to the report view.





## 9. Sort, Total & Sub-Total:

### 9.1 Option 1: Report View (recommended)


Select column(s)



Hold the CTRL key down to select multiple columns

- Click  to sort in ascending order (from A to Z or lowest to highest)
- Click  to sort in descending order (from Z to A or highest to lowest)
- Click  to add a total
- Click  to add a subtotal




must be used before the  is available on the toolbar.



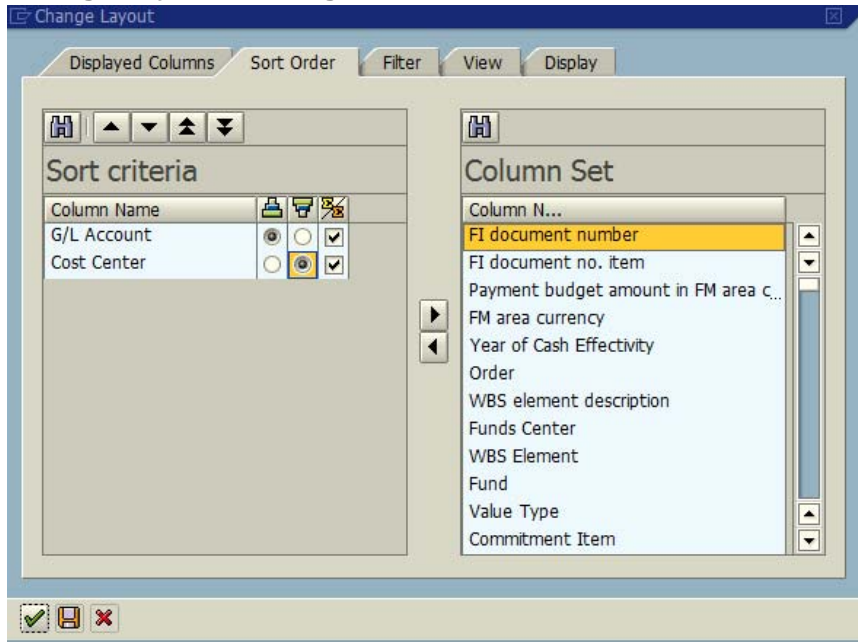
Columns are sorted, totaled and sub-totaled in the order selected.

### 9.2 Option 2: Using Change Layout window







Click  to open the *Change layout* window.

Select the  tab.

## Change Layout: Sorting and Subtotals



The *Sort criteria* section indicates how the report is currently sorted and sub-totaled. The *Column set* section lists columns available for sorting/sub-totals.

Use the directional buttons to add/hide fields and/or re-order fields       (see section 2.2 for more information).


Use the radio buttons to select ascending  or descending  sort order.

Use the checkbox  indicator to add sub-totals .



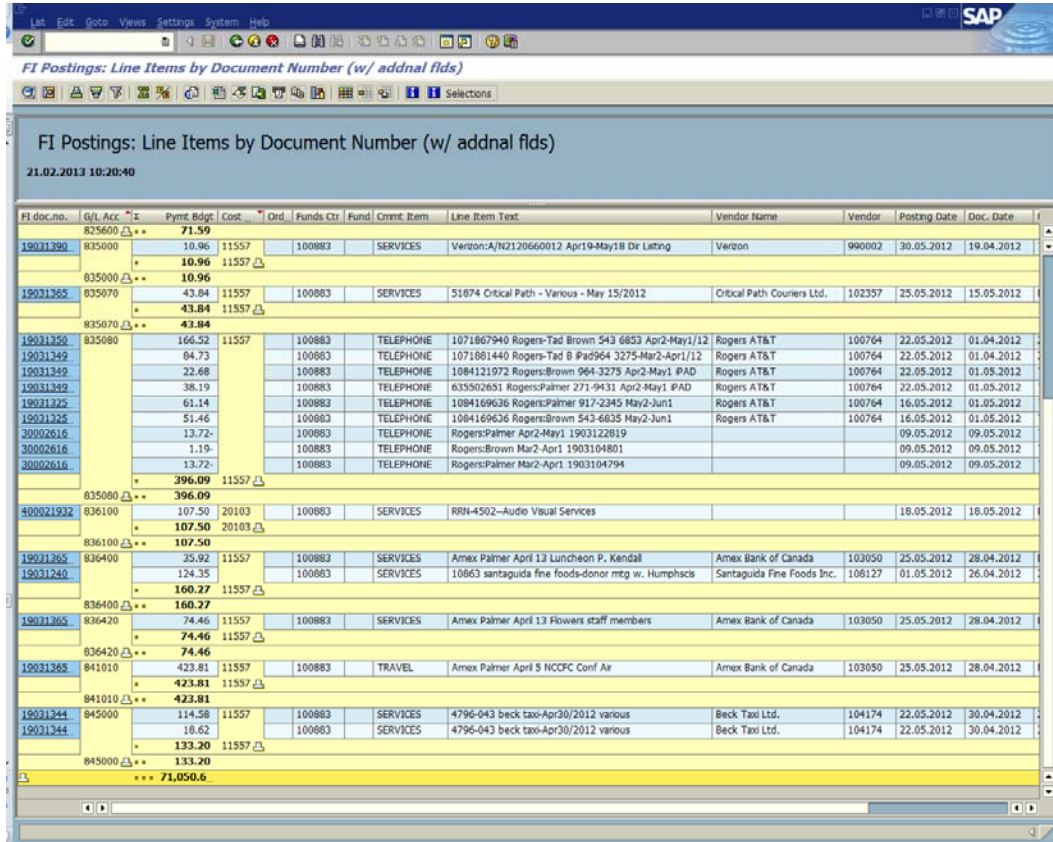
The sort and subtotal order is determined by the display sequence of column names in the *Sort criteria/Subtotals* section.

**Example:** In the image above, the report is first sorted by *G/L Account* in ascending order and then by *Cost Center* in descending order. Sub-totals will be added at the *G/L Account* level and then within each *G/L Account* for each *Cost Center*.

Click  to apply the changes and return to the report view.


## 10. Expand and Collapse Sub-Totals:

### FI Postings: Line Items by Document Number (w/ addnl flds)

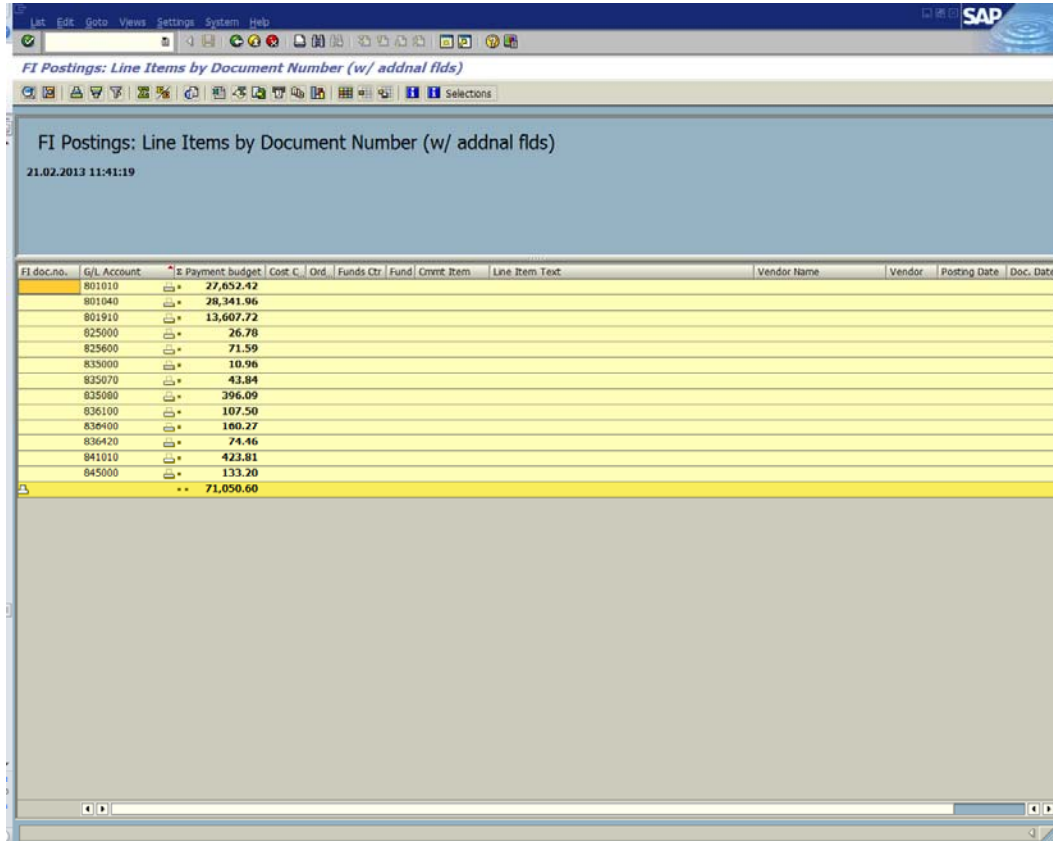


FI doc.no.	G/L Acc	Pymt. Bdgt	Cost	Ord	Funds Ctr	Fund	Ornt. Item	Line Item Text	Vendor Name	Vendor	Posting Date	Doc. Date
19031390	835000		10.96	11557		100883	SERVICES	Verzon:AN2120660012 Apr19-May18 Dir Listng	Verzon	990002	30.05.2012	19.04.2012
			10.96									
			10.96									
19031365	835070		43.84	11557		100883	SERVICES	51874 Critical Path - Various - May 15/2012	Critical Path Couriers Ltd.	102357	25.05.2012	15.05.2012
			43.84									
			43.84									
19031350	835080		166.52	11557		100883	TELEPHONE	1071867940 Rogers-Tad Brown 543 6653 Apr2-May1/12	Rogers AT&T	100764	22.05.2012	01.04.2012
19031349			84.73			100883	TELEPHONE	1071861440 Rogers-Tad B #ad964 3275-Mar2-Apr1/12	Rogers AT&T	100764	22.05.2012	01.04.2012
19031349			22.68			100883	TELEPHONE	1084121972 Rogers-Brown 964-3275 Apr2-May1 #AD	Rogers AT&T	100764	22.05.2012	01.05.2012
19031349			38.19			100883	TELEPHONE	633502651 Rogers-Palmer 271-9431 Apr2-May1 #AD	Rogers AT&T	100764	22.05.2012	01.05.2012
19031325			61.14			100883	TELEPHONE	1084169636 Rogers-Palmer 917-2345 May2-Jun1	Rogers AT&T	100764	16.05.2012	01.05.2012
19031325			51.46			100883	TELEPHONE	1084169636 Rogers-Brown 543-6635 May2-Jun1	Rogers AT&T	100764	16.05.2012	01.05.2012
30002616			13.72			100883	TELEPHONE	Rogers-Palmer Apr2-May1 1903122819			09.05.2012	09.05.2012
30002616			1.19			100883	TELEPHONE	Rogers-Brown Mar2-Apr1 1903104801			09.05.2012	09.05.2012
30002616			13.72			100883	TELEPHONE	Rogers-Palmer Mar2-Apr1 1903104794			09.05.2012	09.05.2012
			396.09	11557								
			396.09									
400021932	836100		107.50	20103		100883	SERVICES	RRN-4502-Audio Visual Services			18.05.2012	18.05.2012
			107.50									
			107.50									
19031365	836400		25.92	11557		100883	SERVICES	Amex Palmer April 13 Luncheon P. Kendall	Amex Bank of Canada	103050	25.05.2012	28.04.2012
19031240			124.35			100883	SERVICES	10863 santaguida fine foods-donor mtg w. Humphscs	Santaguida Fine Foods Inc.	108127	01.05.2012	26.04.2012
			160.27	11557								
			160.27									
19031365	836420		74.46	11557		100883	SERVICES	Amex Palmer April 13 Flowers staff members	Amex Bank of Canada	103050	25.05.2012	28.04.2012
			74.46	11557								
			74.46									
19031365	841010		423.81	11557		100883	TRAVEL	Amex Palmer April 5 NCCPC Conf Air	Amex Bank of Canada	103050	25.05.2012	28.04.2012
			423.81	11557								
			423.81									
19031344	845000		114.58	11557		100883	SERVICES	4796-043 beck taxi-Apr30/2012 various	Beck Taxi Ltd.	104174	22.05.2012	30.04.2012
19031344			18.62			100883	SERVICES	4796-043 beck taxi-Apr30/2012 various	Beck Taxi Ltd.	104174	22.05.2012	30.04.2012
			133.20	11557								
			133.20									
			71,050.6									

Click  on the last line to collapse to a sub-total only view.

Click  on the last line to revert to the detail view.


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



21.02.2013 11:41:19

FI doc.no.	G/L Account	Payment budget	Cost C.	Ord.	Funds Ctr	Fund	Crmt. Item	Line Item Text	Vendor Name	Vendor	Posting Date	Doc. Date
		27,652.42										
		28,341.96										
		13,607.72										
		26.78										
		71.59										
		10.96										
		43.84										
		396.09										
		107.50										
		160.27										
		74.46										
		423.81										
		133.20										
		<b>71,050.60</b>										




Individual subtotals may be expanded/collapsed by clicking on the  icon next to the subtotal.



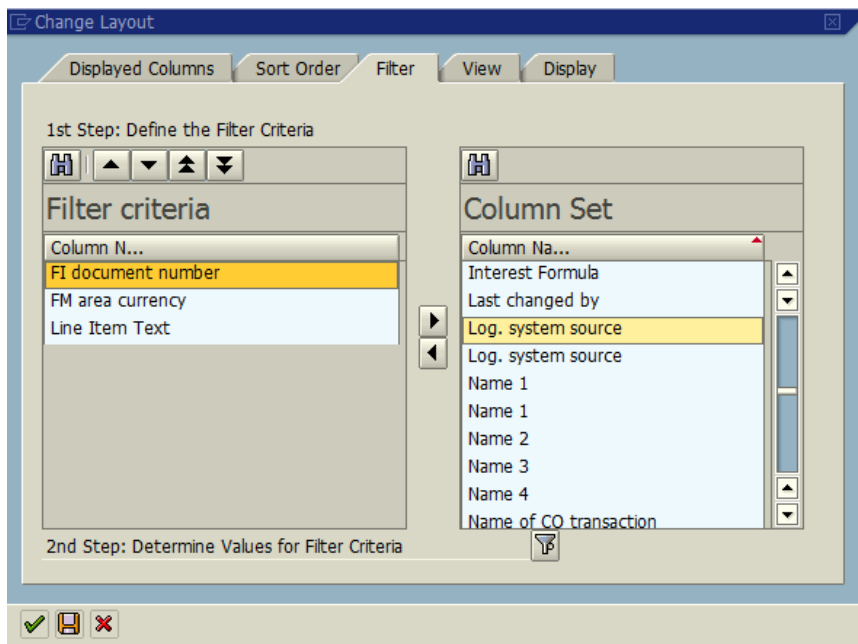
## 11. Filter:

### 11.1 Option 1: Using Change Layout window (recommended)


Click  to open the *Change layout* window.

Select the  tab.

#### Filter



The *Filter criteria* section indicates how the report is currently filtered. The *Column Set* section lists the columns available for filtering.

Use the directional buttons to add/hide fields and/or re-order fields:  (see section 2.2 for more information).



Filters are applied in the sequence listed in the *Filter criteria* section so the order of filtering is very important.

**Example:** In the image above, the report will first filter by *FI document number*, then by *FM area currency* and lastly by *Line Item Text*.


Click  to proceed to the *Determine Values for filter criteria* window.

Continue to step 11.3.

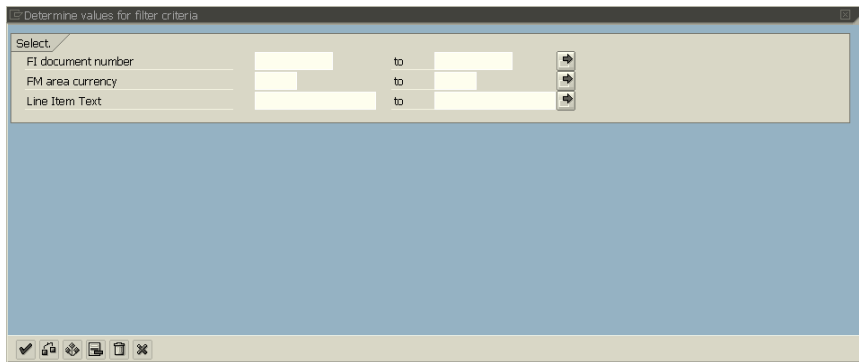
## 11.2 Option 2: Report View


Select column(s) to apply filters.

Click  to proceed to the *Determine Values for filter criteria* window.

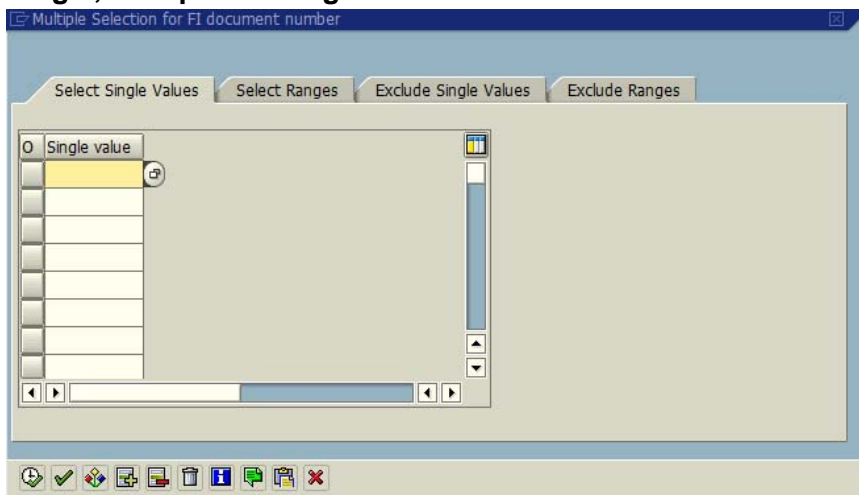
11.3 Enter single filter criteria field or click  for the *Multiple selection* criteria.


### Determine values for filter criteria





The matchcode  button can be used to select filter criteria from a list of available values.

### Single, Multiple or Range for Filter Criteria



Enter filter criteria to include or exclude using the appropriate tabs then click  to apply and return to the previous screen.

## 12. Download to Excel:

Click  to open the report in Excel view.

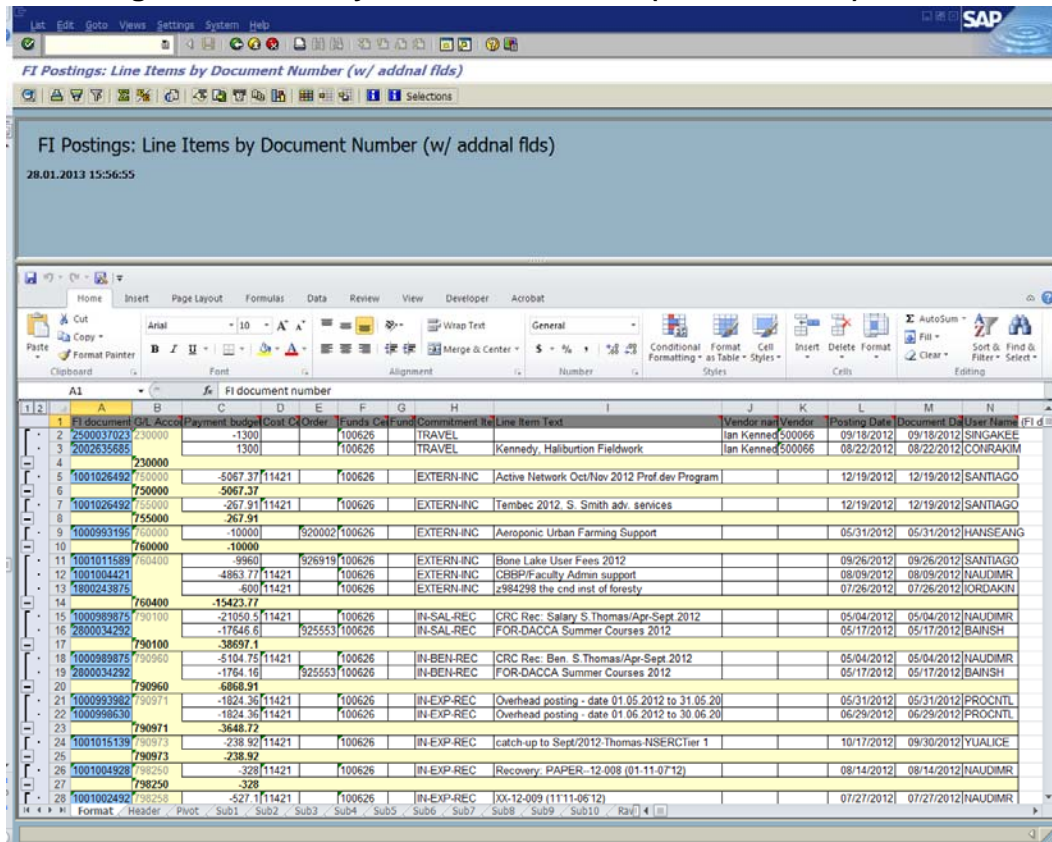


The Excel view appears within the SAP window and allows manipulation of the report using the Excel functions.



If the Excel window is blank, refer to the *Setting up Excel for SAP Use* document: <http://finance.utoronto.ca/faqs/using-excel-with-sap/>

### FI Postings: Line Items by Document Number (w/ addnl flds)




The screenshot shows the SAP FI Postings report in Excel view. The report title is "FI Postings: Line Items by Document Number (w/ addnl flds)" and the date is 28.01.2013 15:56:55. The data is presented in a table with columns for document number, GL account, payment method, cost of order, formula, commitment type, line item text, vendor name, vendor, posting date, document date, and user name. The table contains 28 rows of data, including entries for TRAVEL, EXTERN-INC, and IN-SAL-REC.

Line Item	FI document number	GL Account	Payment method	Cost of Order	Formula	Commitment type	Line Item Text	Vendor name	Vendor	Posting Date	Document Date	User Name
1	FI document	GL Account	Payment method	Cost of Order	Formula	Commitment type	Line Item Text	Vendor name	Vendor	Posting Date	Document Date	User Name
2	2500037023	230000	-1300		100626	TRAVEL	Kennedy, Haliburton Fieldwork	Ian Kenned	500066	09/18/2012	09/18/2012	SINGAKEE
3	2002635685				100626	TRAVEL	Kennedy, Haliburton Fieldwork	Ian Kenned	500066	08/22/2012	08/22/2012	CONRAKIM
4		230000										
5	1001026492	750000	-5067.37	11421		100626	EXTERN-INC	Active Network Oct/Nov 2012 Prof dev Program		12/19/2012	12/19/2012	SANTIAGO
6		750000	5067.37									
7	1001026492	750000	-267.91	11421		100626	EXTERN-INC	Tembec 2012, S. Smith adv. services		12/19/2012	12/19/2012	SANTIAGO
8		755000	267.91									
9	1000993195	760000	-10000		920002	100626	EXTERN-INC	Aeroponic Urban Farming Support		05/31/2012	05/31/2012	HANSEANG
10		760000	10000									
11	1001011589	760400	-9960		526919	100626	EXTERN-INC	Bone Lake User Fees 2012		09/26/2012	09/26/2012	SANTIAGO
12	1001004421		-4863.77	11421		100626	EXTERN-INC	CRRP/Faculty Admin support		08/09/2012	08/09/2012	NAUJIMR
13	1800243875		-600	11421		100626	EXTERN-INC	z984298 the crnd mst of forestry		07/26/2012	07/26/2012	JORDAKIN
14		760400	15423.77									
15	1000993975	790100	-21050.5	11421		100626	IN-SAL-REC	CRC Rec. Salary S.Thomas/Apr-Sept 2012		05/04/2012	05/04/2012	NAUJIMR
16	2800034292		-17645.61		925553	100626	IN-SAL-REC	FOR-DACCA Summer Courses 2012		05/17/2012	05/17/2012	BAINSH
17		790100	38697.1									
18	1000998975	790960	-5104.75	11421		100626	IN-BEN-REC	CRC Rec. Ben. S.Thomas/Apr-Sept 2012		05/04/2012	05/04/2012	NAUJIMR
19	2800034292		-1764.16		925553	100626	IN-BEN-REC	FOR-DACCA Summer Courses 2012		05/17/2012	05/17/2012	BAINSH
20		790960	6866.91									
21	1000993982	790971	-1824.36	11421		100626	IN-EXP-REC	Overhead posting - date 01.05.2012 to 31.05.20		05/31/2012	05/31/2012	PROCNLT
22	1000998630		-1824.36	11421		100626	IN-EXP-REC	Overhead posting - date 01.06.2012 to 30.06.20		06/29/2012	06/29/2012	PROCNLT
23		790971	3648.72									
24	1001015139	790973	-238.92	11421		100626	IN-EXP-REC	catch-up to Sept/2012-Thomas-NSERC tier 1		10/17/2012	09/30/2012	YUALICE
25		790973	238.92									
26	1001004928	798250	-328	11421		100626	IN-EXP-REC	Recovery, PAPER- 12-008 (01-11-07/12)		08/14/2012	08/14/2012	NAUJIMR
27		798250	328									
28	1001002492	798258	-527.11	11421		100626	IN-EXP-REC	JX-12-009 (1111-06-12)		07/27/2012	07/27/2012	NAUJIMR

To return to the SAP view select **Views** → **SAP List Viewer** from the top menu.



Clicking on the green back arrow  will exit the report without saving your layout changes.

#### Resource Information:



Contact your FAST team representative for additional instructions on how to use this function. <http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

#### Reference Guides:

FI Posting:

<http://finance.utoronto.ca/wp-content/uploads/2015/10/fipostings.pdf>

All Posting:

<http://finance.utoronto.ca/wp-content/uploads/2015/10/allpostings.pdf>

Excel security settings for SAP:

<http://finance.utoronto.ca/faqs/using-excel-with-sap/>

Setting up Excel for SAP Use:

<http://finance.utoronto.ca/wp-content/uploads/2015/09/excelsap.pdf>