FINANCIAL INFORMATION SYSTEM

Reporting for POs (Standard and uSOURCE)

UNIVERSITY OF
TORONTO

Agenda

- Why track Purchase Order (PO) activity?

- Reports Available
  - Logistics Reports:
    - ✓ List Displays
    - ✓ uSOURCE Procurement report

  - Funds Management Reports:
    - ✓ Open Commitment Carry Forward report
    - ✓ Total Funding Activity Report
    - ✓ All Postings: Line Items by document number

Why Review Purchase Order (PO) activity?

For management purposes, you want to review:

- the status of a specific order; received (partial or 100%), invoiced, etc.

- how many budget dollars are reserved in your FIS accounts.

- the status of all outstanding FC/Fund commitments in order to determine which ones need to be finalized or carried forward to the next fiscal year.

Why Review Purchase Order (PO) Activity?

The review of a specific order is important because you need to ensure that all of the financial documents have been processed correctly to reflect:

- the receipt of the goods/services
- the payment to the vendor

Why? There have been cases where payment was made to the vendor via a certified invoice (non-PO related invoice) instead of through the Invoice Receipt process ➔ resulting in the budget being charged 2x's for the same item (i.e. once via the PO reservation which is still outstanding and once via the certified invoice payment).

Why Track Purchase Order (PO) activity?

The review of how many budget dollars are reserved in your FIS accounts is important because:

- you want to ensure that the reserve amount is still enough to cover the PO commitment to avoid possible NSF budget messages when the time comes for invoice processing.

- conversely you want to ensure that reserve amounts that are no longer required are released for other spending/commitments.

Why Track Purchase Order (PO) Activity?

A general review of all outstanding FC/Fund commitments is important because:

• of all the reasons mentioned in the previous slides.

• once a fund end date has passed, the commitment document will not be available for further processing activity; i.e. cannot be finalized to release reserve dollars, etc.

Why? Once the fund end date has past, the FIS system considers the Fund "closed" for all financial processing and therefore, no further postings of ANY kind are permitted. If this is a concern, then the appropriate research or trust accountant should be contacted.

Reports Available

The following reports will provide information on P.O. commitments and in some cases, manual reserves, and are located within the following modules:

Logistics

- **List Displays** - variety of reports that can be run using different selection criteria

Funds Management

- **Open Commitment Carry Forward report** - annual report
- **Total Funding Activity Report** - provides summary view for a number of FIS FC and/or Funds of outstanding commitment/reserve totals as well as the funds available position
- **All Postings: Line Items by document number** - provides information on all commitment and reserve activity

Reports Available: Logistics Reports

The **LOGISTICS** reports available to provide information on one or many POs can be found on the SAP menu tree as follows:

List Displays reports
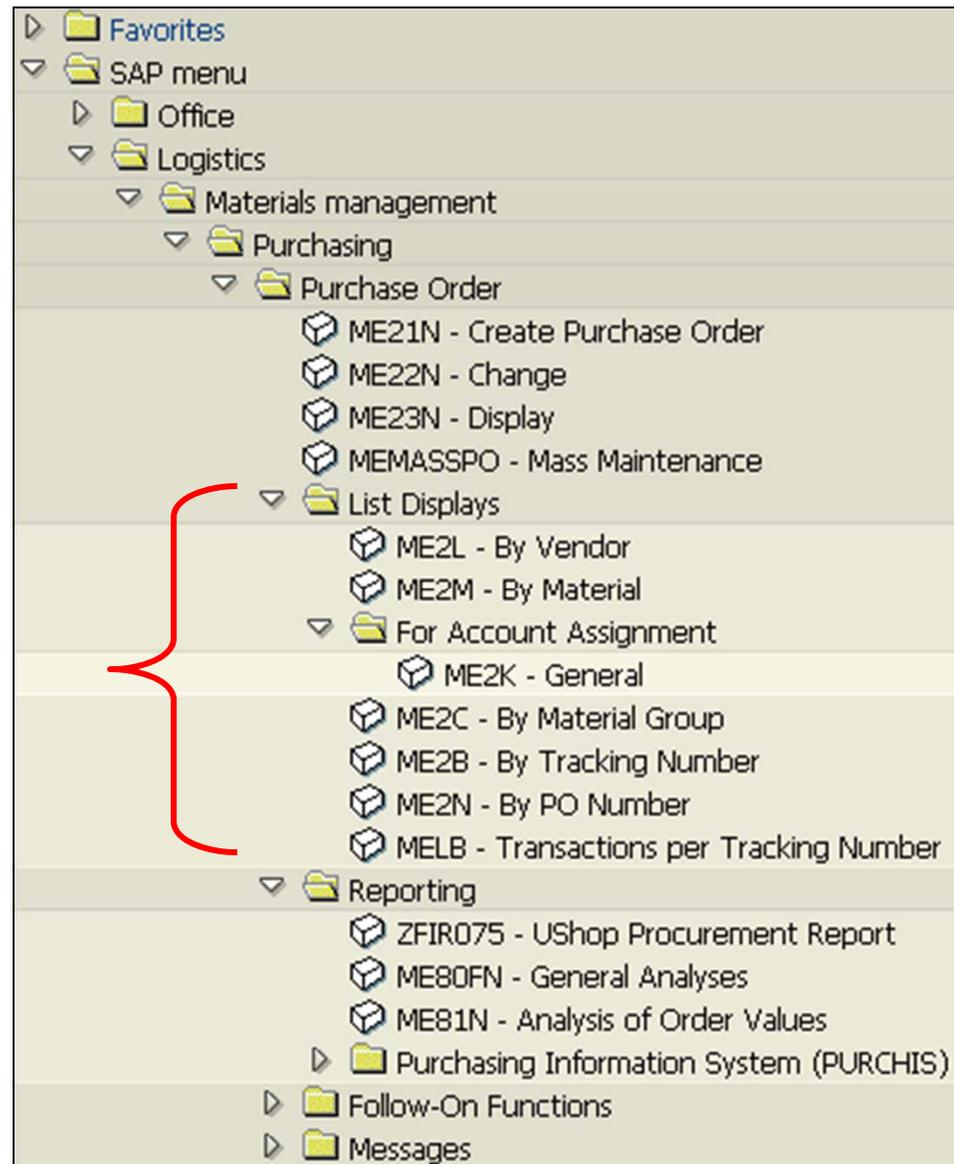
Reports Available: Logistics Reports

"List Displays" reports provide information on:
- the details of the PO, such as vendor, price, quantity
- whether the goods have been received (i.e. GR processed)
- whether an invoice has been processed (i.e. IR processed)

"List Displays" reports can be run to provide *many* views of the same PO data; the 2 most common are:

- By **PO number** (transaction code: ME2N); primarily used to review **POs with outstanding GR/IRs**, and

- By Vendor (transaction code: ME2L); primarily used to review the number of outstanding POs with a specific vendor

The output of both reports will provide similar information; the differences will be reflected in the organization of the output details. For demonstration purposes, this presentation will concentrate only on the List Display by **PO number** report.

QRG: Display List of Purchasing Documents
http://finance.utoronto.ca/wp-content/uploads/2015/11/Display-List-of-Purchasing-Documents-Converted.pdf

QRG: Display a list of POs with Outstanding GR or IR
http://finance.utoronto.ca/wp-content/uploads/2015/11/Display-a-list-of-POs-with-Outstanding-GR-or-IR-Converted.pdf

Reports Available: Logistics Reports

Selection screen for ME2N:

Purchasing Documents per Document Number

Field	Value		
Purchasing document		to	
Purchasing organization	1000	to	
Scope of list	BEST		
Selection parameters	RECHNUNG	to	
Document type		to	
Purchasing group	U01	to	
Plant	2000	to	
Item category		to	
Account assignment category		to	
Delivery date		to	
Validity key date			
Range of coverage to			
Vendor		to	
Supplying plant		to	
Material		to	
Material group		to	
Document date		to	
Intern. article no. (EAN/UPC)		to	
Vendor's material number		to	
Vendor sub-range		to	
Promotion		to	
Season		to	
Season year		to	
Short text			
Vendor name			

Complete the following fields to receive relevant output:
- Purchasing organization
- Scope of list
- Selection parameters
- Purchasing group
- Plant

To limit the report output to the specific records you want displayed, other fields that can be populated as well, such as:
- Purchasing document (PO number); list specific POs or a range of POs
- Vendor (number); list specific vendors or a range of vendors
- Document date (PO creation date)

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Reports Available: Logistics Reports

Input data for selection screen ME2N:

Purchasing organization	☐
Scope of list	
Selection parameters	
Document type	
Purchasing group	
Plant	

Purchasing Organization:
Usually select "1000"
"2000" = UShop

P...	Purch. org. de...
1000	Univ. of Toronto
2000	U. of T. - EBP
9000	U of T Schools

Scope of list:
Usually select "BEST"

List sc...	Description of scope o...
ALLES	Everything possible
ANFR	RFQs with bid invitation no.
ARCHIV	Archive analyses
AVIS	
BEDNR	Tracking no. as special line
BEST	Purchase orders
EINT	Schedule lines in basic list
KURZ	Short form
RAHM	Outline agreements

Purchasing group:
Each organizational unit within UofT has been assigned a number; find the one for your area

PGr	Description
000	ST. GEORGE
0B0	F & S ACCOUNTING
0B1	F & S STORES
0B2	CAPITAL ACCOUNTING
0B3	CAPITAL PROJECTS
0B4	F&S USHOP STORES
0H0	ANCILLARY SERVICES
0H1	GUIDANCE CENTRE
0H2	PARKING SERVICES
100	UTM-MISSISSAUGA100
101	UTM-BIOLOGY 101

Selection parameters:
allows the selection of the specific "status" of the POs that will be displayed as part of the report output

Sel.param.	Descr. of selection para..
A-ERLEDIGT	Completed RFQs
A-OFFEN	Open RFQs
AVIS	
GUTSCHRIFT	Invoices exist
M-OFFEN	Open target quantity
R-ERLEDIGT	No open invoices
RECHNUNG	Open invoices
W-OFFEN	Open target value
WA351	Open issue quantity
WA352	Issue quantity reversible
WE101	Open goods receipt
WE102	Goods receipt exists
WE103	Open goods receipt
WE104	GR blocked stock exists
WE105	Goods receipt exists
WE106	Goods receipt exists

Plant:
select the code applicable to your campus location; or "8000" for UShop

Plnt	Sea...	Search ...	Postl C...	City	Name 2	Name
1000		M1C 1A4	M1C 1A4	SCARBOROUGH	CENTRAL REC.-RM S118	U OF T, SCARBOROUGH CAMPUS
1500		L5L 1C6	L5L 1C6	MISSISSAUGA	SOUTH BLDG. RECEIVING	U OF T, AT MISSISSAUGA
2000		M5S 1A1	M5S 1A1	TORONTO		U OF T, ST. GEORGE CAMPUS

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Reports Available: Logistics Reports

Report output for ME2N (PO Document Number view):

Item	Doc. date	Short text	Quantity	Unit	Σ	Net price	To be del.	Σ	Still to be deliv.	To be inv.	Σ	Still to be inv.	Crcy	POH	Type	Plant	SLoc	Matl Group	A	Vendor/supplying plant
					▪ ▪	154,172.22		▪ ▪	208,901.22		▪ ▪	208,901.22	CAD							
Purchasing Document 4500092321					▪	359.00		▪	359.00		▪	359.00	CAD							
2	12.06.2007	Crestron CNPW373	1	EA		359.00	1		359.00	1		359.00	CAD		NB	2000	SPAC	5612	F	109155 NATIONWIDE AUDIO VISUAL
Purchasing Document 4500093245					▪	149.00		▪	47,829.00		▪	47,829.00	CAD							
1	31.07.2007	Torsion on the Go seating	321	EA		149.00	321		47,829.00	321		47,829.00	CAD		NB	2000	SPAC	5612	F	101632 KI Canada
Purchasing Document 4500095450					▪	1,007.00		▪	8,056.00		▪	8,056.00	CAD							
1	03.12.2007	Classroom PC's as per qu...	8	EA		1,007.00	8		8,056.00	8		8,056.00	CAD		NB	2000	SPAC	5612	F	100333 Dell Canada Inc.
Purchasing Document 4500096738					▪	30,430.44		▪	30,430.44		▪	30,430.44	CAD							
1	22.02.2008	UTM Classroom SB 2072	1	EA		30,430.44	1		30,430.44	1		30,430.44	CAD		NB	2000	SPAC	5612	F	109155 NATIONWIDE AUDIO VISUAL
Purchasing Document 4500096739					▪	30,430.44		▪	30,430.44		▪	30,430.44	CAD							
1	22.02.2008	UTM classroom SB 2074	1	EA		30,430.44	1		30,430.44	1		30,430.44	CAD		NB	2000	SPAC	5612	F	109155 NATIONWIDE AUDIO VISUAL
Purchasing Document 4500096740					▪	28,914.11		▪	28,914.11		▪	28,914.11	CAD							
1	22.02.2008	UTM classroom KN 137	1	EA		28,914.11	1		28,914.11	1		28,914.11	CAD		NB	2000	SPAC	5612	F	109155 NATIONWIDE AUDIO VISUAL
Purchasing Document 4500096741					▪	26,842.11		▪	26,842.11		▪	26,842.11	CAD							
1	22.02.2008	UTM classroom CC 1180	1	EA		26,842.11	1		26,842.11	1		26,842.11	CAD		NB	2000	SPAC	5612	F	109155 NATIONWIDE AUDIO VISUAL
Purchasing Document 4500096743					▪	36,040.12		▪	36,040.12		▪	36,040.12	CAD							
1	22.02.2008	UTM classroom CC 1080	1	EA		36,040.12	1		36,040.12	1		36,040.12	CAD		NB	2000	SPAC	5612	F	109155 NATIONWIDE AUDIO VISUAL

This report lists the:
- **PO #s** (in numerical order)
- **Status of each line item within the PO**; net price, quantity/dollar amt. still to be delivered, quantity/dollar amt. still to be invoiced, PO history, account assignment (i.e. "F" = order, "K" = cost center), etc.
- **Vendor number and name**

It is also possible to drill down to the PO to view the history and header/item changes

Reports Available: Funds Management Reports

The **Fund Management reports** covered in this presentation are located in 3 different areas within the "Accounting" module of FIS. The **menu path** for each starts off: **Accounting >> Funds Management >> Information System >> Funds Management Section (U of T Reports)...**

...then under **Financial Summary Reports** you'll find the **Total Funding Activity** report

under **Year-End Reports** you'll find **Open Commitment Carry Forward Reporting**

and finally, under **Line Items** you'll find the **All Postings: Line Items by document number report**

▽ 🗀 Information System
  ▽ 🗀 Funds Management Section (U of T Reports)
    ▷ 🗀 Budget Analysis Reports
    ▷ 🗀 Donation Reports
    ▽ 🗀 Financial Summary Reports
      📦 ZFM7 - Analysis of Actuals
      📦 ZFTR017F - Funds Center/Fund Balance Listing Report
      📦 ZFTR030 - Fund Balances Report
      📦 ZFTR048 - Fund Opening and Closing Balances
      📦 ZFTR002C - Funding:Funds Center Area
      📦 ZFM1 - Funding:Funds Center or Fund
      📦 ZFTR065 - Out of Balance Trust Funds
      📦 **ZFTR008 - Total Funding Activity**
      📦 ZFM3 - Total Funding:Funds Center
    ▷ 🗀 FM Accounts List
    ▷ 🗀 Management Reporting
    ▷ 🗀 Month-End Reports
    ▷ 🗀 Special Purpose Reports
    ▷ 🗀 Student Support
    ▽ 🗀 Year - End Reports
      📦 ZFIR056 - Budget Carry Forward
      📦 ZDFR - Donor Financial Reports
      📦 **ZFIR055 - Open Commitment Carry Forward Reporting**
      📦 ZFIR107 - Budget Carry Forward Simulation Report
    ▽ 🗀 Line Items
      📦 ZFIR079 - FI Postings: Line Items by document number
      📦 **ZFIR079A - All Postings: Line Items by document number**

Reports Available: Funds Management Reports

For detailed analysis of the PO status, the **Logistics reports** are the best source of information; however, **Funds Management reports** can be used to determine the priority sequence for the detailed PO analysis as follows:

"Open Item Commitment Carryforward" (ZFIR055) report provides a listing, by the FC account, of all POs that were outstanding at year-end and that have been "carried forward" to the next fiscal year and reserved against the available budget balance.

Pros:
• Provides a summarized listing of outstanding PO and Reserve amounts by document number and by FC account as at April 30th (the last day of the fiscal year).

Cons:
• Data represents "fiscal year end" status only
• Report is only available for FC account activity

QRG: Open Commitment Carryforward Report
http://finance.utoronto.ca/wp-content/uploads/2015/11/Open-Commitment-Carry-Forward-Converted.pdf

Reports Available: Funds Management Reports

"Total Funding Activity" report (ZFTR008) can be incorporated into the PO review process and used to identify:

✓ FC or FC/Fund accounts having outstanding commitment balances
✓ FC/Fund accounts having an end date in the near future

Pros:
• Report can be downloaded and sorted by FC/Fund end dates

Cons:
• Report cannot be run by FC/Fund end dates

The next few slides will demonstrate how the report output could be used in the PO review process…

QRG: Total Funding Activity
http://finance.utoronto.ca/wp-content/uploads/2015/11/Total_Funding_Activity.pdf

Reports Available: Funds Management Reports

Selection screen for ZFTR008 report:

Click on" Fund Data View" to change to "Budget Profile"

Enter the Funds Center

Enter Fiscal Year

To view the balances of all Funds Centers in the hierarchy, select "Include Funds Center Hierarchy".

To report on active funds only select "Include Funds and "Active Funds Only".

Total Funding Activity

| Funds Center Classification Selection | Fund Classification Selection | Fund Data View | Further Selection |

FM area: UOFT

Funds Center

Fund Center Name

Fiscal Year

Budget Version   0

Fund Data View

Budget Profile
Total Fund
Annual

Check

Funds Centers
Include Funds Center Hierarchy   ☐   Hierarchy variant   0000

Funds
Include Funds   ☐
Active Funds Only   ☐
(exclude funds with class FUND_INACTIVE)
Funds   to
Sponsors   to

Printing option
Page Break at Funds Center   ☐

○ FBS   (Budget data processed up to and including October 2006 month end)
◉ BCS

Unix file - replace <fname>   /usr/sap/xfr/RPT/<fname>

Reports Available: Funds Management Reports

Initial Output Screen for ZFIR008 report:

Total Funding Activity - Overview

| Commit.item | Print | Left | Right | Excel Overview |

Download report output

University of Toronto

Page : 1 of 1
Program : ZFTR008
User : NAMARANG

g Activity – Overview

Summary commitment totals for the hierarchical area selected is displayed.

Center: 100820 Trai
t Version: 0
Hierarchy variant: 0000

Include All Fund
Fund Data View: Total Fund.
Active funds only.

Summarized financial activity is reported for each account.

Funds Center/ Funds	Budget Profile	Budget	Commitments	Actuals	Total Commit/ Actuals	Variance
Funds Centers Total: Revenues		0.00	0.00	367,072.06–	367,072.06–	367,072.06
Expenditures		10,000,000.00	125,891.48	24,221.48	150,112.96	9,849,887.04
Funds Total: Revenues		0.00	0.00	33,985.69–	33,985.69–	33,985.69
Expenditures		23,860.63	5,509.91	1,819.77	7,329.68	16,530.95
(4) 100820 Revenues		0.00	0.00	367,072.06–	367,072.06–	367,072.06
Expenditures		10,000,000.00	125,891.48	24,221.48	150,112.96	,849,887.04
Training Account						
400307 Revenues Total		0.00	0.00	33,985.69–	33,985.69–	33,985.69
Expenditures		23,860.63	5,509.91	0.00	5,509.91	18,350.72
ITAL STUD VISIT PROF 01.05.1995 / 01.01.2999						
(5) 201205 GUARDIANI FRANCESCO						
403426 Expenditures Total		0.00	0.00	819.77	819.77	819.77–
GUA 01						

Also provides information on Fund start and end dates and outstanding commitments.

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Reports Available: Funds Management Reports

Excel Download view of ZFIR008 report:

Data can now be sorted by Fund End dates and analysis of PO reserve activity can be prioritized. **HINT:** *Use the list of "priority" funds identified here to run the **All Postings Report (ZFIR079A)***

FAQ: Using Excel with SAP
http://finance.utoronto.ca/faqs/using-excel-with-sap/

Reports Available: Funds Management Reports

"All Postings" report (ZFIR079A) report provides a listing of all FI docs (i.e. journal entries, invoices, etc.) and reserve docs (i.e. POs, manual reserves, etc.) posted to specified FC or FC/Fund accounts…

The ZFIR079A report output can be used to:
- Review financial documents posted against the PO or reserve document
- Calculate and report the outstanding PO or reserve amount for one or many FIS accounts (FC or FC/Fund)
- Sort and filter the report data by fund end date

QRG: All Postings Line Item Report (ZFIR079A)
http://finance.utoronto.ca/wp-content/uploads/2015/10/allpostings.pdf

QRG: FI Postings Line Item Report (ZFIR079)
http://finance.utoronto.ca/wp-content/uploads/2015/10/fipostings.pdf

QRG: Line Item Functionality
http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf

Reports Available: Funds Management Reports

Selection screen (transaction code ZFIR079A):

Enter the fiscal year and periods to be reported on.

Enter the FIS accounts

If the Funds center is a "parent" and you would like to include subordinate accounts, click on "all subordinate"

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

Classification

FM Area
FM Area   UOFT

Commitments/Actuals
Fiscal year/period   2008   1   to   2008   12

Optimization of database access
Maximum No. of Hits

Funds Management Account Assignment
Fund   to
Funds center   to
  ☐ and all superior
  ☐ and all subordinate
Commitment item   to
  ☐ and all superior
  ☐ and all subordinate

Cmmts/Act.
Val.typ   to

Layout
Layout   ☐ Variant fields only

Select ▣ (dynamic selection) to add to the selection criteria used to determine the report output; i.e. by g/l, cost center, document date, etc. (see next slide for details).

To limit the output to expense type items, enter the Commitment item (CI); For FCs, usually the CI is "EXPENSE-S"

Reports Available: Funds Management Reports

ZFIR079A Dynamic selection options include the following 6 categories:
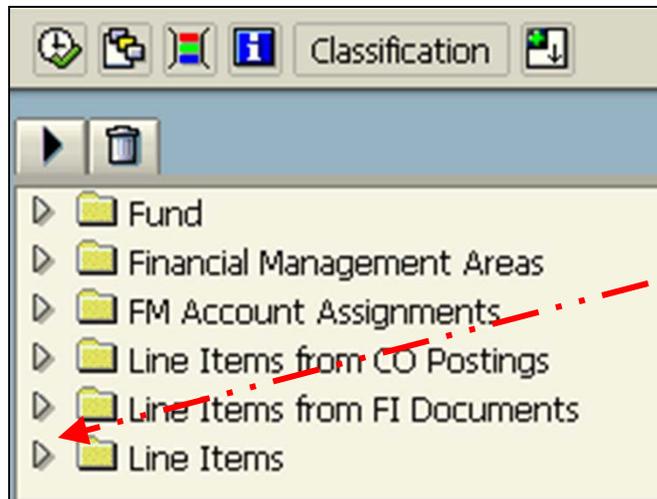
To expand the category item, click on the arrow to the left of the category you wish to view.

Once the category item is expanded, double click on the item and the input field will become available.
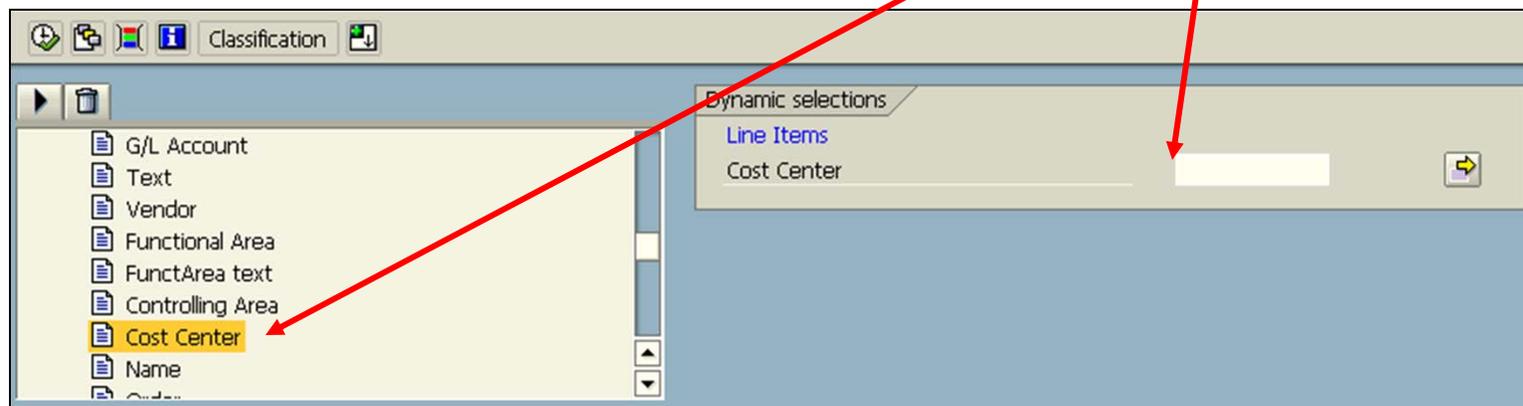
Reports Available: Funds Management Reports

ZFIR079A Report output: initial display layout

To change the report layout to one more suited to PO analysis, click on the choose layout icon (▦) and select `/PO COMMIT1` `For Purchase Order Commitment-Revised`

Reports Available: Funds Management Reports

ZFIR079A Variant: /PO COMMIT1

This variant is in PO number order; includes FM posting date, changes to item, FM accounts, and Fund Valid From and To dates.

WEB Documentation

- **Documentation & Support:** http://finance.utoronto.ca/fast/support-documentation/

    - Display List of Purchasing Documents: http://finance.utoronto.ca/wp-content/uploads/2015/11/Display-List-of-Purchasing-Documents-Converted.pdf

    - Display a list of POs with Outstanding GR or IR: http://finance.utoronto.ca/wp-content/uploads/2015/11/Display-a-list-of-POs-with-Outstanding-GR-or-IR-Converted.pdf

    - Finalize and Cancel Purchase Order: http://finance.utoronto.ca/wp-content/uploads/2015/09/pofinalizecancl.pdf

- **Financial Forms:** http://finance.utoronto.ca/forms/processing/

- **Policy & Documentation:** http://finance.utoronto.ca/policies/gtfm/

NEED HELP?

https://easi.its.utoronto.ca/ams-help-form/

Help is a facility for all AMS subsystems:

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

> **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
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FIS Standard Curriculum Evaluation:
http://finance.utoronto.ca/fast/fis-training/course-evaluation-fis-training/
FAST website:
http://finance.utoronto.ca/fast/