

# FINANCIAL INFORMATION SYSTEM

**Procurement Services  
- Logistics Training -**



# Course Objectives

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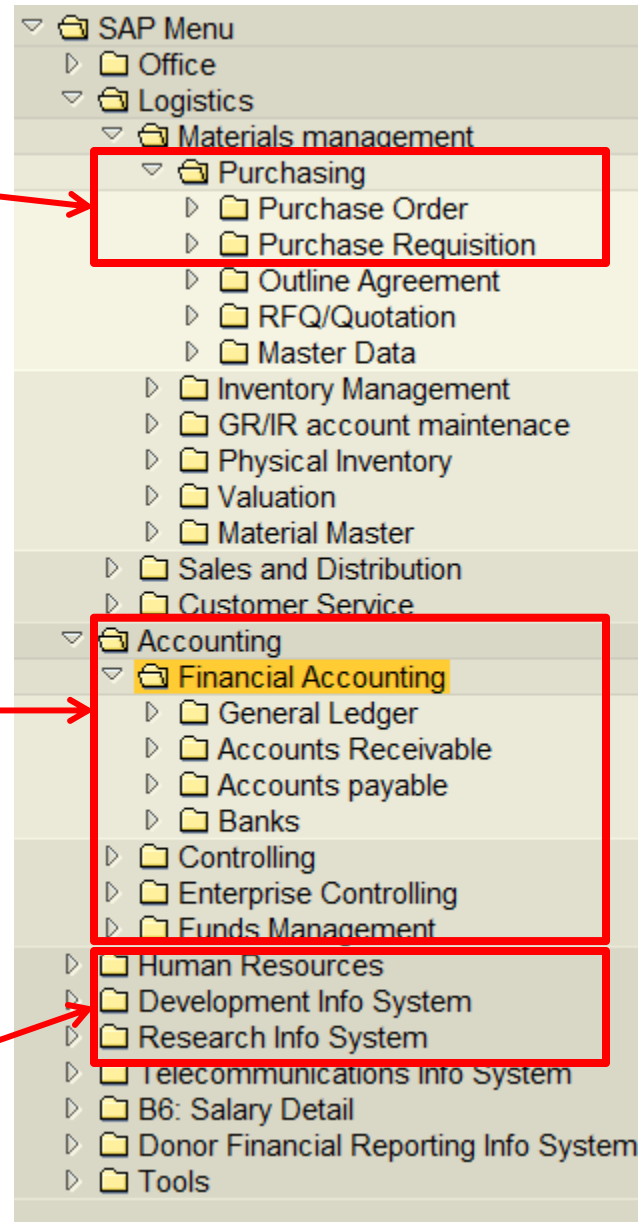
- General FIS Overview
  - Understand the basic components of FIS and their applications at UofT
- Logistics Processing and Display
  - Purchase Requisitions
  - Purchase Orders
  - Goods Receipts
  - Invoice Receipts
- Reports (Time Permitting)
  - Funding: Funds Center or Fund
  - Fund Center Report
  - FI and ALL Postings Line Item Reports
  - PO List Display

# Components Within SAP



## LOGISTICS

MM – Material Management  
PUR – Purchasing  
PO – Purchase Order  
PR – Purchase Requisition



## FIS – ACCOUNTING

FI – Financial Accounting  
GL – General Ledger  
AR – Accounts Receivable  
AP – Accounts Payable  
CO – Controlling  
FM – Funds Management

**HRIS** – Human Resources  
Information System  
**RIS** – Research Information  
System

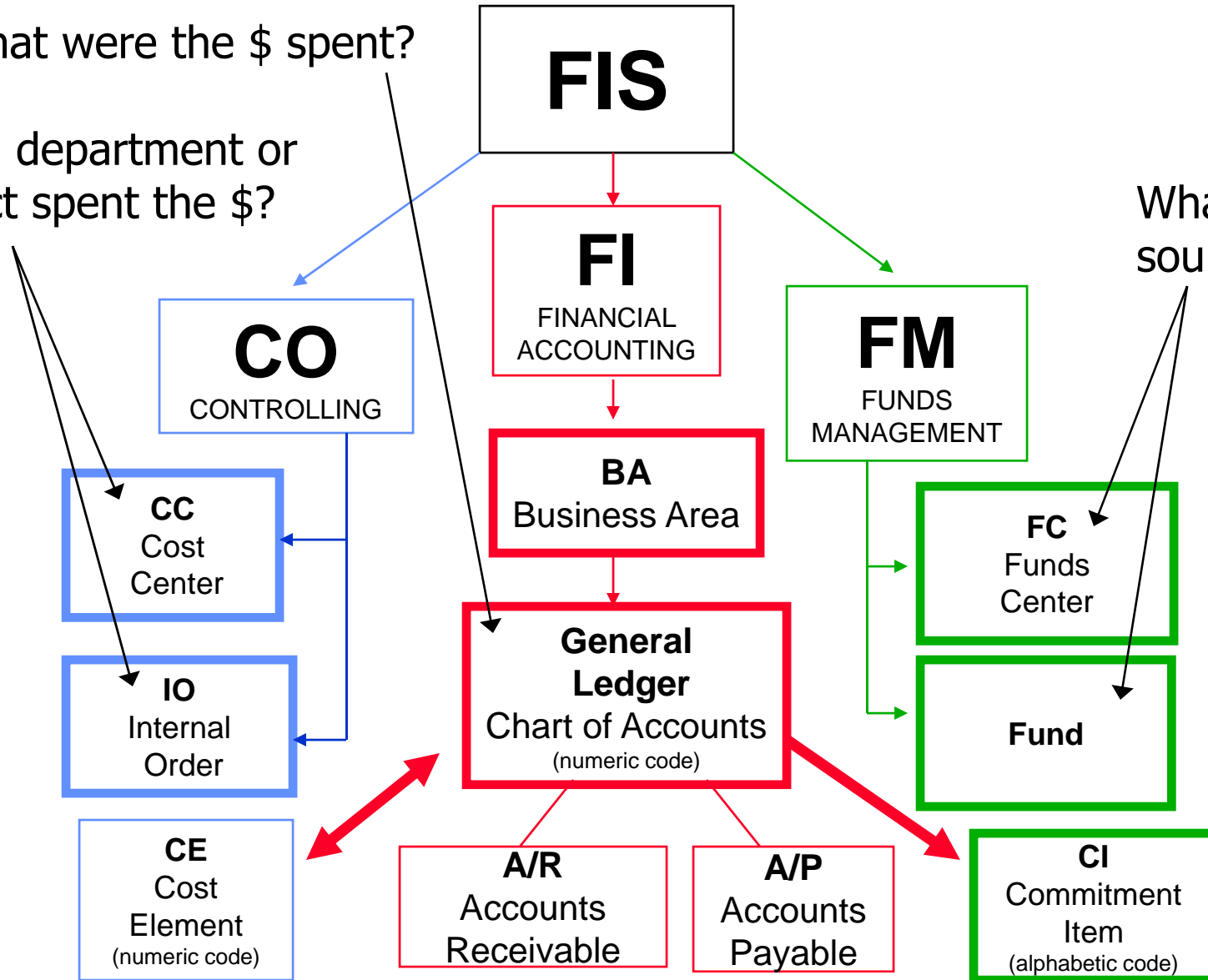
# Overview of FIS



On what were the \$ spent?

Which department or project spent the \$?

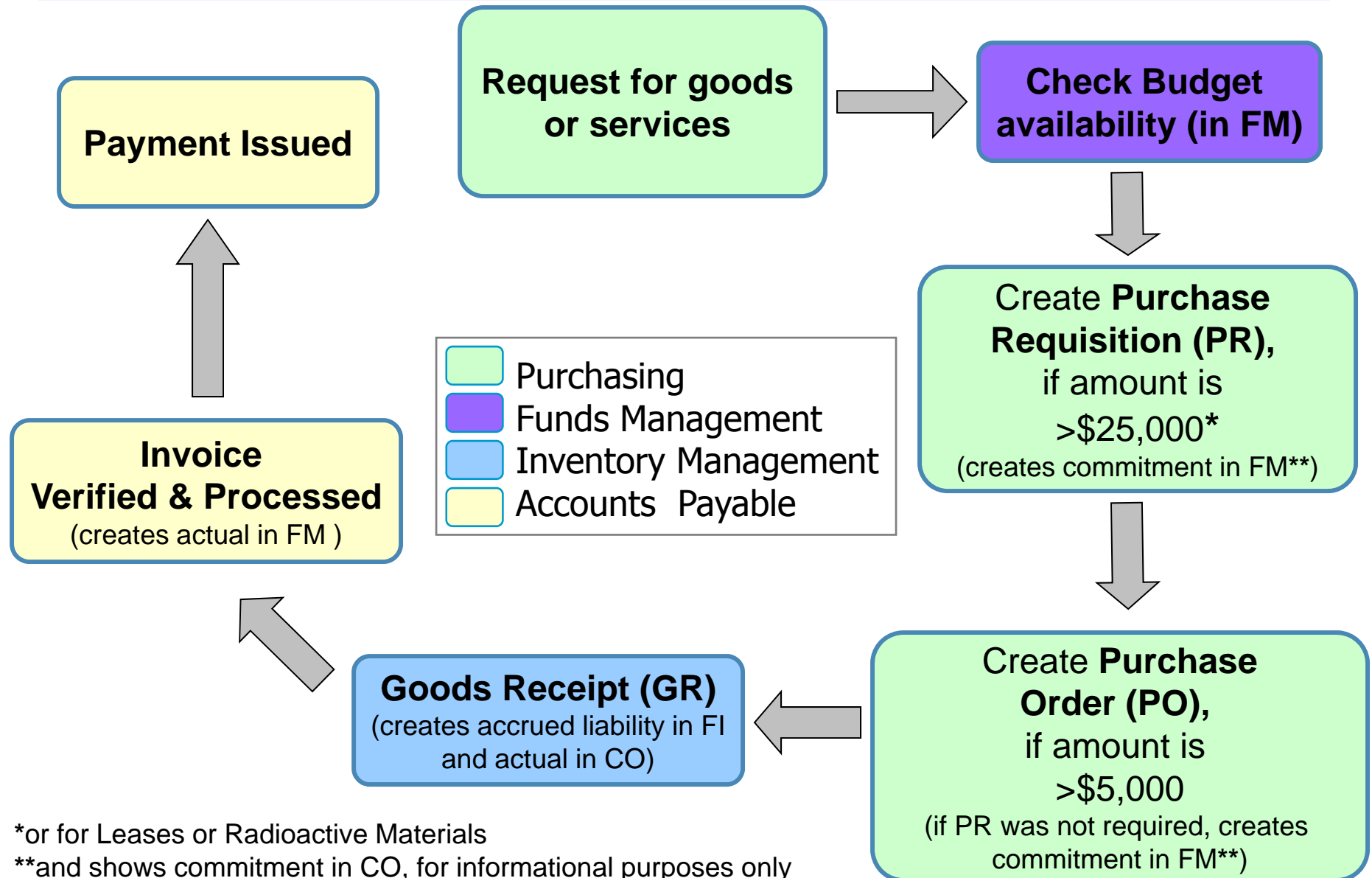
What is the source of \$?





# Logistics

# Purchasing Cycle – An Overview



\*or for Leases or Radioactive Materials

\*\*and shows commitment in CO, for informational purposes only

# Transaction Levels and Authority



## COMPETITIVE PROCUREMENT (Purchasing Goods or Non-Consulting Services)

THRESHOLDS	PURCHASE ORDER	DOCUMENTATION	ACCOUNTABILITY
<b>\$100,000 +</b>	YES	COMPETITIVE BID PROCESS (e.g., RFP, RFSQ, RFQ)	PROCUREMENT SERVICES
<b>\$25,000 - \$99,999</b>	YES	3 WRITTEN QUOTES (Invitational)	YOUR DEPARTMENT
<b>\$5,000 - \$24,999</b>	YES	2 VERBAL or WRITTEN QUOTES (Informal)	YOUR DEPARTMENT
<b>\$0 - \$4,999</b>	OPTIONAL (Dept. Issued PO)	OPTIONAL	YOUR DEPARTMENT

**NOTE:**

- Restricted items such as radioisotopes require a P.R & P.O. regardless of the value;
- Consider shipping charges from out of town vendors
- P-Card cannot be used for travel expenses

**Procurement Services:**

- <http://www.procurement.utoronto.ca/>

# Document Type and Numbers



Name	Type	Numbering System
Purchase Requisition	NB	1XXXXXXXX (8 digit)
Standard	NB	45XXXXXXXXXX
Leases	LS	47XXXXXXXXXX
Electronic Purchasing (e.g., uSOURCE)	EC	37XXXXXXXXXX





# Purchase Requisitions



# Troubleshooting: Warning and Error Messages

System generated warning and error messages appear at the **bottom** of the screen :



Warning



Error

Warning or Error	Cause	Action to be taken**
Budget consumption 6,717.00 CAD (FM PB Availability Control) less than annual budget for document item 00002	Budget almost all spent	Proceed with transaction
Annual budget of FM PB Availability Control exhausted for document item 00002	Budget now all spent	Proceed with transaction
Annual budget exceeded by 3,282.37 CAD (FM PB Availability Control) for document item 00002	Insufficient funds	Select another acct. number
Funds center 122222 does not exist in FM area UOFT and fiscal year 01.05.2007	Incorrect Funds Center	Select another
Fund 455210 does not exist in FM area UOFT	Incorrect Fund	Select another
"FI: Postings" is not allowed (FM 210246 /SERVICES /458145 /2008)	Funds Center or FC/Fund blocked for posting	Select another
You have no authorization for posting to this account	For <b>G/L acct</b> , account set up for automatic posting only. For <b>Departmental Exp. Reimbur. Vendor Account</b> wrong Vendor number was chosen for the transaction.	<b>G/L Account:</b> Select another G/L acct. <b>Departmental Exp. Reimbursement Vendor Account:</b> Select departmental OTA if available or use generic OTA <b>990004</b>
Account 800120 UOFT is blocked for posting	G/L account has been deactivated	Select another G/L account.
Fund 413195 in FM area UOFT is not valid for 28.01.2008	Fund end date is in the past	If the charge must be posted call the Research or Trust accounting department, otherwise select another fund

**Note:** Double check entry for and **typos**; if another account is needed, get appropriate authorization to change account information.

# Purchase Requisitions: Business Process



## For orders \$25,000 or greater:

1. Request **minimum of 3 written quotes** from qualified vendors. Purchases greater than \$100,000 require an Request for Proposal (RFP).
  - for more information contact Procurement Services
2. Select appropriate vendor
3. Create the PR in FIS
4. Scan and email supporting documents (noting PR document #) to Procurement Services at [purchasing.help@utoronto.ca](mailto:purchasing.help@utoronto.ca) \*\*
  - PRs **greater than or equal to \$25,000** are reviewed by Procurement Services and approved or disapproved
  - If not approved, Procurement Services will contact department
5. **Procurement Services creates POs** for approved PRs. The new PO will automatically print at the departmental FIS printer
  - It is the **department's responsibility to forward the PO to the vendor**

\*\* UTSC and UTM should forward documentation to their Procurement Office.

**Procurement Reference:** Purchasing Goods or Non-Consulting Services

- <http://www.procurement.utoronto.ca/programs-and-services/purchasing-goods-services>

# Purchase Requisitions: Leases



## For Leases:

1. The department creates the PR
2. Department submits PR to Procurement Services for processing with the following information:
  - a. The **equipment (asset)**
  - b. The **vendor name, contact information and quotation with terms and conditions of sale**
  - c. The term of the lease (usually 18-60 months)
    - Ensure **each fiscal year has its own line on the PR**. The number of payments **PER FISCAL YEAR** is indicated in the PO Quantity field (e.g., 4 quarterly payments, 12 monthly payments).
  - d. Down payment amount (if required)
  - e. Choose the preferred **end of lease options**
    - return asset
    - extend lease
    - purchase asset for fair market value or residual value
3. **Procurement Services creates a lease PO for the approved PR. It is the department's responsibility to forward the PO to the vendor.**

### Procurement Guidelines: Leasing

- <http://www.procurement.utoronto.ca/programs-and-services/leasing>

# Purchase Requisitions: Leases (cont'd)



Set up Lease Requisition/PO for the **LIFE of the Lease** to facilitate future payments.

**In Header :**

**Header Note** – Includes important information for Procurement Services

Information to Include in Header Note:

- Vendor
- Contact
- Schedule/Agreement #
- Terms
- Start and End Date
- End of lease agreement
- Acquisition Cost

Example of PR for a Lease

Purchase requisition

Texts

Header note

Vendor: RICOH. Contact: Bill Curan.  
Schedule #: UT555-425. Aficio MP C2500 Printer.  
Terms: 3-year lease agreement with quarterly payments.  
Start Date: 01.11.2013. End Date: 01.10.2016  
Acquisition Cost: \$20,012. End of Lease Agreement: return to vendor.

Continuous-text ...

# Purchase Requisitions: Leases (cont'd)



## In Item Overview:

- Short Text** – Description of lease item, Lease Schedule/Agreement #, fiscal year of payment, payment frequency (e.g., quarterly, monthly)
- PO Quantity** – Payments per **Fiscal Year**
- Unit** - Enter “**EA**” to indicate EACH
- Delivery Date** – Day/Month and Year of annual lease start date

Sta...	Item	A	Material	Short Text	Quantity	Unit	Delivery Date	Material Group	Plant	Stor. Location	PGr	Requested By	Tracking...	Desired Vendor
	1	K		Aficio MP C2500 Printer UT555-425 FY2014	2	EA	01.11.2013	Computer-Har...	U OF T, ST...	ACCT.PAY. ...	000			104333
	2	K		Aficio MP C2500 Printer UT555-425 FY2015	4	EA	01.11.2014	Computer-Har...	U OF T, ST...	ACCT.PAY. ...	000			104333
	3	K		Aficio MP C2500 Printer UT555-425 FY2016	4	EA	01.11.2015	Computer-Har...	U OF T, ST...	ACCT.PAY. ...	000			104333
	4	K		Aficio MP C2500 Printer UT555-425 FY2017	2	EA	01.11.2016	Computer-Har...	U OF T, ST...	ACCT.PAY. ...	000			104333
		K							U OF T, ST...	ACCT.PAY. ...	000			

# Purchase Requisitions: Leases (cont'd)



## In Item Details (for each line):

**Valuation Price** – Enter individual payment **amount** in the **Valuation Price** section under the **Item Details** tab.

## Splitting Current & Future FY Amounts

For all future year payments, **enter \$1.00** as a placeholder in the **Valuation Price** field to prevent commitment of the current FY budget.

At the beginning of each fiscal year, contact **Procurement Services** to update the net price of the Lease Order for upcoming fiscal year.

### Enter value of an individual payment

(e.g., for quarterly payments of \$413.42 each, **enter \$413.42 in Valuation Price** field)

**REMEMBER:** Enter **\$1.00** for all future **FY** payments.

$$\text{Total value} = \text{Valuation Price} \times \text{Quantity}$$

(payments per fiscal year)

Item [ 1 ] Aficio MP C2500 Printer UT555-425 FY2014

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts

Valuation Price	413.42	CAD	/	1	EA
Total Value	826.84	CAD			

Goods Receipt  
 Inv. Receipt  
 GR Non-Val.

# Purchase Requisitions: Business Process (cont'd)



## For Purchases of Radioactive Material:

1. Department creates PR
2. PR is submitted through FIS to Radiation Protection Authority department (UTRPA) who is licensed under the Atomic Energy Control Board for approval.

Select "**RADIATION**" in the **Material Group** field

- This will flag the PR for inclusion in UTRPA's approval process

The following information is required in the "Item text" of the PR "Texts" tab:

- Permit Holder Name
- Radioisotope
- Chemical Form
- Activity per unit stock vial (mCi, uCi or MBq)
- Number of stock vials ordered
- Vendor Name
- Requisition Date
- Expected Date of Delivery
- Delivery Location (Building and room number)
- Requisitioner's Name

3. Upon approval by the UTRPA (usually within 24 hours), the **department creates P.O.**

**Procurement Guidelines:** Purchasing of Restricted Substances

- <http://www.procurement.utoronto.ca/programs-and-services/purchasing-restricted-substances>



# PR – Status Tab to View Line Item History



Display Purchase Req. 10123473

Document Overview On | Personal Setting

Purchase requisition 10123473

St...	It...	A	Material	Short Text	Quantity	Unit	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking
	1	F		Data Cabling in Residence	1	EA	02.12.2009	Computer-...	U OF T, ...		115		
	2	F		Data Cabling in Residence	1	EA	02.12.2009	Computer-...	U OF T, ...		115		
	3	F		Patching & Mounting of AP	1	EA	02.12.2009	Computer-...	U OF T, ...		115		

Item [ 1 ] Data Cabling in Residence

Quantities/Dates | Valuation | Account Assignment | Source of Supply | **Status** | Contact Person | Texts | Delivery Address

Proc. Status PO created | Ord. Qty 1 | EA | Active

Block ID Not Blocked

Doc. category LT	Purchasing Document	Item	Short Descript.	Quantity	OUn
Purchase order	4500109112	1	Sch. Line	1	EA
			Goods receipt	1	EA
			Invoice receipt	1	EA

The "**Status**" tab on the PR will show the status of the PR and any other activity related to it. As shown in this example, if a PO has been created, the PO# and any GRs or IRs processed for the line item will also be displayed. To view the PO, simply double click on the PO number.



# Purchase Orders

# Purchase Order

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## When is a PO required?

For all purchases \$5,000 or greater (before taxes), unless a **written agreement** is in place.

## As an FIS transaction:

- POs are a confirmation that a PR has been approved for items **greater than or equal to \$25,000, and all Lease contracts and radioactive material**
- POs are created for all purchases greater than \$5,000 but less than \$25,000
- PO document creates a **commitment** in a FC or FC/Fund combination

### QRG: Creating a PO

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Purchase-Order-Create-Converted.pdf>

### Purchasing Policy: Written Agreements (under Purchasing Authority and Process)

- <http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/payments-associated-with-contractual-agreements/>

# Purchase Orders: Business Process (PR not required)

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1. Determine goods/services to purchase
2. Request a minimum of two quotations (i.e., if between \$5,000 and \$25,000) and select a vendor
3. Determine Vendor Number and other FIS accounts codes
4. Process the transaction in FIS
5. Note the system generated document number on the supporting documentation

# Making Adjustments to P.O.s

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For POs **under \$25,000** where a **PR\*** was not created the following changes are possible:

- Add new line item(s)
- If Goods Receipt (GR) document does NOT exist on any line items you can:
  - cancel PO or individual line items (e.g., if vendor is incorrect or order of goods and/or services is no longer required)
  - make changes to PO details (e.g., item quantity, dollar amounts, FIS accounts)

## \* Making Adjustments to PO when a PR is created:

- Changes to a PO created from a PR greater than \$25,000 or a lease, contact **Procurement Services**
- Changes to PRs or POs for radioactive material purchases are performed by department. Once changes are made, notify a Radiation Safety Officer.
  - **Contact Information:** <http://www.ehs.utoronto.ca/contact.htm>

# Making Adjustments to P.O.s (cont'd)

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To change specific line item details such as quantity, net price and account codes:

**a) Goods Receipt (GR) exists, but Invoice Receipt (IR) does not :**

- Reverse the GR
- Change the PO line item

**b) GR & IR exists for an item on a line that has multiple quantities:**

- Finalize/cancel the remaining items on that line
- Create a new line on the current PO

**Note:** When a PO line item is finalized/cancelled, the funds committed is released into the Fund Centers or FC/Funds' free balance.

**QRG:** Finalize/Cancel a PO

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

# PO – Item Overview to View PR Number



**NB:Standard PO 4500109112 Created by Leemor Fersht**

Document Overview On | Print Preview | Messages | Personal Setting

NB:Standard PO 4500109112 Vendor 113440 BELL CANADA Doc. date 08.12.2009

Header

S...	Itm	O...	Deliv. Date	Net Price	Curre...	Per	O...	Matl Group	Plnt	Stor. L...	Reqmt...	Requisit...	Purchase R...	Req...
	1	EA	02.12.2009	2,403.38	CAD	1	EA	Computer-Har	U OF T, AT MISSISS				10123473	1
	2	EA	02.12.2009	53,608.14	CAD	1	EA	Computer-Har	U OF T, AT MISSISS				10123473	2
	3	EA	02.12.2009	7,724.93	CAD	1	EA	Computer-Har	U OF T, AT MISSISS				10123473	3

If a PO was adopted from a PR, the PR number will be displayed in the "Purchase Requisition" column of the PO Item Overview. To display the PR, simply double click on the PR number.



# Purchase Orders – Standard Vendor Copy

## Vendor Master Record – Contact Details

**UNIVERSITY OF TORONTO** **Purchase Order**

<p><b>Supplier:</b> Dell Canada Inc. P.O. Box 8440 STN A Toronto ON M5W 3P1</p>	<p><b>Purchase Order #:</b> 4500144264</p> <p><b>Order Date:</b> 26.08.2015 <b>Delivery Date:</b> 26.08.2015</p> <p><b>Buyer:</b> <b>Phone #:</b> 416 946-7617</p>
<p><b>Ship To:</b> paramram University of Toronto Accounts Payable, 256 McCaul St., room 103 Office of the Comptroller 215 Huron Street Toronto ON M5S 1A1</p>	<p><b>Invoice To:</b> University of Toronto Graduate &amp; Life Sciences Education Faculty of Medicine 1 King's College C Toronto ON M5S 1A8</p>

**Purchasing Group:** GRAD.&LIFE SCI.ED.

<b>Payment Terms</b>	<b>Freight Terms</b>	<b>HST Registration #</b>	<b>Importer #</b>
within 35 days Due net	FOB LLOFT	R108182328	UTO 500011

**Quote #:** 4328      **Dated:** 13.08.2015

Item #	Product/Service Description	Quantity	Unit	Net Unit Price	Net Value
00001	220-5526 Poweredge Server	2	Each	10,006.00	20,012.00
00002	147.3399 Printer 968	1	Each	200.00	200.00
<b>Total net order value excl. tax: CAD</b>					<b>20,212.00</b>

**Account Assignment tab:**

- Unloading Point
- Recipient

**Purchasing Group:**

- Reflects departmental address

**Additional Data tab (Header):**

**Quote # & Quotation Date**

To obtain access to Storage Locations and/or Purchasing Groups, contact AMS:

- **AMS Access:** [access.easi@utoronto.ca](mailto:access.easi@utoronto.ca)





# Goods Receipts

# GR – What is it?

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## The Good Receipt (GR):

An acknowledgement in FIS that the University has **received** and **accepted** goods and/or services that were ordered using a PO.

## Processing a GR:

- implies that payment can proceed because the conditions of the Purchase Order were met
- is not processed **until** the **agreed upon goods/services** are **received**

# GR – The Business Process

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- Step 1:** Confirm goods delivered is related to a PO
- Step 2:** Verify the packing slip or delivery note information provided by vendor. If no **packing slip** is included, create your own **receiving/material report**.
- Step 3:** Recipient acknowledges that goods or services are in acceptable condition
- Step 4:** Create GR in FIS
- Step 5:** Record FIS GR document number on your supporting document
- Step 6:** File document(s) in accordance with **UofT File Plan**

# Receiving Report

If goods are received without a packing slip, departments are required to create a **Receiving Report** as a substitute. The Receiving Report acts as the source document when processing a Goods Receipt.

When creating a receiving report, it must include:

- Supplier's name and address
- Receiving location (e.g., department's street address, building, room number)
- Quantity received
- Description of all items received
- Signature (and printed name) of the individual who inspected the goods
- Purchase Order number
- Is this a partial shipment?
- Indication that the goods have been received in good condition or are to be returned to the vendor, and if so, include a short explanation of the reason for the return
- Document number provided by the system once goods receipt is posted

## **GTFM Policy:** Receiving Report

- <http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/purchase-order-invoices/#receiving>

# GR as an FIS Transaction

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## The GR document:

- indicates goods and/or services have been received (as specified in the P.O. document).
- can refer to either the entire P.O. or parts of it (i.e., partial shipment).
- is recorded on the **Purchase Order History** tab within the P.O., which provides a tracking mechanism indicating the status of the goods.
- Records as:
  - an **accrued liability** in **Financial Accounting**
  - an **actual** expense to the **Cost Center** or **Internal Order** in **Controlling**

**Note:** GR does not post as an actual to the FC or FC/Fund in Funds Management until the Invoice Receipt (IR) is posted.

**QRG:** Goods Receipt Create or Reverse

- <http://finance.utoronto.ca/wp-content/uploads/2015/09/grcreatereverse1.pdf>

# GR - Purchase Order History Tab

NB:Standard PO 450006857 Created by Rames Paramsothy

Document Overview On | Print Preview | Messages | Personal Setting

NB:Standard PO 450006857 Vendor 100817 Grand & Work Doc. date 25.10.2013

Header

St	Item	A	Material	Short Text	PO Quantity	OU	Deliv. Date	Net Price	Curre	Per	OP	M
1	K			Standard G&T flip stands		2EA	24.10.2013	49.99CAD		1	EA	C
2	K			G&T #345 flip stand charts		25EA	24.10.2013	8.99CAD		1	EA	C
3	K			Proxima overhead project		6EA	24.10.2013	1,342.00CAD		1	EA	C
4	K			Stats laser pointer		1EA	24.10.2013	23.99CAD		1	EA	C
5	K			Shipping & handling		1EA	24.10.2013	25.00CAD		1	EA	C

Item [1] Standard G&T flip stands

Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | **Purchase Order History** | Texts | Delivery A

Sh. Text	MvT	Material Doc	Item	Posting Date	Quantity	Delivery cost quantity	OU	Amount in LC	L.c
GR	101	5000002477	1	29.10.2013	2	0	EA	103.39	CA
Tr./Ev. Goods receipt					2		EA	103.39	CA

Material data  
Quantities/weights  
Delivery schedule  
Delivery  
Invoice  
Conditions  
Account assignment  
**✓ Purchase order history**  
Texts  
Delivery address  
Confirmations  
Condition control

The **Purchase Order History** tab will **only** be available if a GR has been processed.

# Adjustments to a Processed GR

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## GR Reversal:

If, **after the GR is processed**, goods are found to be **unsatisfactory**, and supplier is unable to replace them with satisfactory goods in a timely manner, return the goods to suppliers for credit.

### **GTFM Policy:** Returning Goods to Suppliers

- <http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/purchase-order-invoices/#returning>

### **QRG:** Goods Receipt Create or Reverse

- <http://finance.utoronto.ca/wp-content/uploads/2015/09/grcreatereverse1.pdf>



# Invoice Receipt



# IR – What is it?

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## Invoice Receipt (IR):

- acknowledges that the vendor has sent an invoice
- represents vendor's **formal request for payment** for goods/services delivered

**Note:** An IR can be only be processed for an item if a GR has already been processed.

**GTFM Policy:** Purchase Order Invoice or Invoice Receipt

- <http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/purchase-order-invoices/>

# IR – The Business Process

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- Step 1:** Receive vendor invoice requesting payment.
- Step 2:** Determine PO related to invoice payment.
- Step 3:** Verify that goods are received in satisfactory and agreed upon condition
- Step 4:** Ensure Goods Receipt document has been posted in FIS
- Step 5:** Create IR in FIS
- Step 6:** Record FIS IR document number on your supporting document and file according to the U of T File plan

**QRG:** Create Invoice (PO related) for an Invoice Receipt

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Create-Invoice-or-Credit-Memo-purchase-order-related-Converted.pdf>

# IR as an FIS Transaction

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## IR as an FIS transaction:

- request for system payment
- releases FM commitment (i.e., P.O. reserve)  
(reserve/commitment created by P.O. becomes an actual expense)

**QRG:** Create Invoice (PO related) for an Invoice Receipt

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Create-Invoice-or-Credit-Memo-purchase-order-related-Converted.pdf>

# Adjustments to a Processed IR

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Adjustments to processed IR documents depend on its **cheque status**:

1. Cheque NOT issued → IR reversal
2. Cheque issued & NOT cashed → Request stop payment
3. Cheque cashed → Credit Memo

**FAQ:** Verifying Whether a Cheque has been Produced/Cashed

- <http://finance.utoronto.ca/faqs/cheque-production/>

# Adjustment to a Processed IR: IR Reversal

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## Cheque Not Issued → IR reversal:

If **cheque** has **NOT** been issued, refer to the **Cancel Invoice Receipt** reference guide to learn how to:

- reverse the IR document
- contact **Accounts Payable** to cancel/clear the associated FI documents (51xxxxxxx)

**QRG:** Cancel Invoice Receipt (IR)

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Cancel-Invoice-Receipt-Converted.pdf>

# Adjustment to Processed IR: Request Stop Payment

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**Cheque issued, NOT cashed → Request stop payment**

Contact **Accounts Payable** in the Financial Services Department via email at [ap.fsd@utoronto.ca](mailto:ap.fsd@utoronto.ca).

Include the following in your email:

- your **Contact information**
- **Cheque number**
- **Document numbers** (each IR is issued two document numbers)
  - Logistics IR document number : 52xxxxxxxx
  - FI document number: 51xxxxxxxx
- **Reason** for the Stop Payment
- Whether or not cheque will be **reissued**

# IR - as part of Purchase Order History



NB:Standard PO 4500004691 Created by Angela Namaro

Document overview on | Print preview | Messages | Personal setting

NB:Standard PO 4500004691 Vendor 100533 Patrick Cassidy & Associates Inc. Doc. date 01.10.2007

Header

S	Item	A	Material	Short text	PO quantity	OUn	Deliv. date	Net price	Curre...	Per	OPU	Matl group	Plr
1	K		75293	Computer desk w/tray		24 EA	02.11.2007	699.99	CAD	1	EA	Furn.Applianc.&U	
2	K		88597	Tilter task chair		24 EA	02.11.2007	309.99	CAD	1	EA	Furn.Applianc.&U	
3	K		93452	Executive workstation		1 EA	02.11.2007	4,599.99	CAD	1	EA	Furn.Applianc.&U	

Item [ 1 ] 75293 Computer desk w/tray

Delivery Invoice Conditions Account assignment **Purchase order history** Texts Delivery address Confirmations Condition cont...

T...	MvT	Material Do...	Item	Posting Date	Σ	Quantity	Delivery cost	Quantity	OUn	Σ	Amt.in loc.cur.	L.cur	Σ	Qty. in orde
GR	101	5000000786	1	01.10.2007		24		0	EA		18,476.38	CAD		
<b>Tr./ev. Goods receipt</b>						24			EA		18,476.38	CAD		
IR-L		5200002357	1	01.10.2007		24		0	EA		18,476.38	CAD		
<b>Tr./ev. Invoice receipt</b>						24			EA		18,476.38	CAD		

Material data  
Quantities/weights  
Delivery schedule  
Delivery  
Invoice  
Conditions  
Account assignment  
 Purchase order history  
Texts  
Delivery address  
Confirmations  
Condition control

P.O. History tab after GR and IR processed. The information is for P.O. Line Item 1.

# IR - Additional Tip: Finding the IR-FI Number



Once IR is processed it becomes part of the PO History as an IR **Logistics** (IR-L) number and will be displayed only in Logistics.

For corresponding FI number single click on the underlined IR-L number.

This screen will appear

IR-L	<u>5200002357</u>	1	01.10.2007
<b>Tr./Ev. Invoice receipt</b>			

Click on **Follow-On Documents ...**

this window will appear

Doc. Number	Object type text
5100000522	Accounting document
0000061344	Profit center doc.
0100068120	Funds Management doc

This is the IR-FI number.

**Display Invoice Document 5200002357 2008**

Show PO structure | **Follow-On Documents ...**

Transaction: Invoice | 5200002357 | 2008

Basic data | Payment | Details | Tax | Contacts | Note

Invoice date	01.10.2007	Reference	123456
Posting Date	01.10.2007	Period	6
Amount	19,151.73	CAD	<input checked="" type="checkbox"/> Calculate tax
Tax Amount	2,351.97	IX (PURCH. 67% GST REE)	
Text	123456 Patrick Cassidy		
Paymt terms	25 Days net		
Baseline Date	01.10.2007		
Company Code	UOFT University of Toronto		





# Adjustments to PO document details in SAP

---

- If funds are available a new line item may be added to a purchase order at any time;
- if Goods Receipt (GR) document does NOT exist, the following line item changes are possible:
  - Cancel PO or individual line items (e.g., if vendor is incorrect or order of goods and/or services is no longer required)
  - Changes to PO details (e.g., item quantity, dollar amounts, FIS accounts)

**To change specific line item details** such as item quantity, dollar amounts, FIS accounts:

**a) Goods Receipt (GR) exists, but Invoice Receipt (IR) does not :**

- Reverse the GR
- Change the PO line item to reflect the correct information

**b) GR & IR exists for an item on a line that has multiple quantities:**

- Finalize/cancel the remaining items on that line
- Create a new line on the current PO, reflecting the correct information

## Additional Tip: Settle or “Finalize/Cancel” the PO

---



### **Question:**

Why is it necessary to finalize/cancel a PO?

### **Answer:**

To release the Purchase Order funds reservation (commitment) when there are no further deliveries or invoices for a purchase order line item.

### **How?**

[Finalize & Cancel Purchase Order – Reference Guide](#)



# Logistics Reporting

# Helpful FM & Logistics Reports

---



- Funding: Funds Center or Fund Report (FM)
- Funds Center Report (FM)
- FI Postings Line Item Report (FM)
- All Postings Line Item Report (FM)
- Logistics List Display Report (Logistics)
- UShop Procurement Report (Logistics)

# Funding: Funds Center or Fund Report

---

## Used to:

- check the **funds available** in a **single** Funds Center or Funds Centre/Fund combination
- view **Revenue** and **Expense** information

## Can be run:

- for a **single** FC or FC/Fund combination
- for the overall/total fund (i.e., start date to current date)

## Provides:

- a view of budgets, actuals, commitments and funds available
- summarized view of total revenues and expenditures

## When Run for **FC/Fund**:

- **annual** or **overall** view for Funds
- **net totals**
- actual and Commitment Items **by period**

## When Run for **Funds Center**:

- Similar output to the **Funds Center Report (ZFTR111)**
- **multiple report output views** (i.e., fixed format and spreadsheet view)
- Detailed budget displayed for **specific Commitment Items**
- Drill down to detail line item reports is available on all report columns (even the Budget columns)
- quick analysis of transactions for specific Commitment Items (e.g., EXP-UTFA)

# Funding: Funds Center or Fund Report – Report Output Scenarios

---

The output of the Funding: Funds Center or Fund report will **depend on the FM account** used to run the report.

3 Scenarios:

- Funds Center/Fund combination
- Funds Center (Operating/Ancillary Operations) **with Original Budget**
- PI Funds Center

# Funding: Funds Center or Fund Report (cont'd)

**Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Financial Summary Reports >> Funding: Funds Center or Fund

**Transaction Code:** ZFM1

Enter **Fund** (if applicable)

### Funding: Funds Center or Fund

FM area	UOFT
Funds Center	<input type="text" value=""/>
Fund	<input type="text" value=""/>
Budget Version	0
Fiscal year	<input type="text" value=""/>

Total Fund (Recommendation: Select 'Total Fund' when reporting on a Fund)

Include net totals

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

BCS

Old Report Format

Enter **FC** (required)

Provides overall picture (ONLY applicable for **FUNDS**)

Defaults to "0" (current budget)

Use if run for **PI Funds Center**

Enter **Fiscal Year** (Defaults to current **FY** if left blank)

Displays sum of total revenues & expenditures (For **FCs only & Conference Accounts**)

Defaults to **BCS**

**QRG:** Funding by Fund Center or Fund Report  
<http://www.finance.utoronto.ca/fast/qrg/rptmd/fs/fundingfcfund.htm>

**QRG:** FBS – BCS Radio Buttons  
<http://finance.utoronto.ca/wp-content/uploads/2015/10/fbsbcsradio1.pdf>

**GTFM Policy:** Conference Accounts  
<http://finance.utoronto.ca/policies/gtfm/financial-management/fis-accounts-establishing-changing-and-deactivating/conference-accounts/>

# Funding: Funds Center or Fund Report – Funds Center/Fund

**Funding:Funds Center or Fund**

Periods Select Print Excel Overview

University of Toronto Page : 1 of 1

BCS Funding:Funds Center or Fund

FM area: UOFT Fiscal year: 2015  
 Budget-version: 0  
 Funds Center: 205827 FIS TRAINING  
 Fund: 480544 FIS TRAINING  
 Start date: 01.04.2006 End date: 31.03.2019  
 Sponsor: 300001 Natural Sciences & Engineering  
 Title of research: Renormalization for Circle Maps wit  
 Message:  
 No. of LTCAP units as of 01.06.2014: 0.00

**Excel Overview** enables download to spreadsheet and Pivot table

**Periods** to reveal **Prev. Period** and **Next Period** buttons, enabling user to scroll through all FY periods

Commitment item	Released Budget	Commitments	Actuals	Total Commitments/ Actuals	Revenue variance/ Funds available
Revenues					
MISC-CONTR	0.00	0.00	6,080.00-	6,080.00-	6,080.00
Expenditures					
EXPENSE-S	0.00	21,714.49	1,477.87	23,192.36	23,192.36-
<b>Net Totals :</b>	0.00	21,714.49	4,602.13-	17,112.36	17,112.36-

Double click line item to drilldown to **G/L level detail**  
(See next slide for screen output)

Total Funds Available

- Note:**
- **Revenue Variance / Funds Available** = Budget – (Total Commitments + Actuals)
  - **Net totals** = Sum of total revenues and total expenditures



# Funding: Funds Center or Fund Report (cont'd)

## Drilldown view of G/L Accounts :

To drilldown to **original G/L document**:

1. Select a G/L account
2. Double click **anywhere** on line item

Output lists **all documents containing that G/L account.**

### Funding: FC or Fund: Assignments

Select Print Left Right

FM area: UOFT Fiscal year: 2015  
 Budget-version: 0  
 Funds Center: 205827 FIS TRAINING  
 Fund: 480544 FIS TRAINING  
 Start date: 01.04.2006 End date: 31.03.2019  
 Sponsor: 300001 Natural Sciences & Engineering  
 Title of research: RENORMALIZATION FOR CIRCLE MAPS WIT  
 Message:  
 BCS Budget.

Commitment item	Expenditure assignments	Account No.	Expenditures	Purch orders and salary reserves	Other reserves
Expenditures					
EXPENSE-S	23,192.36		1,477.87	21,714.49	0.00
Pay:Post Doc Fellows		801340	416.67	833.34	0.00
Pay:Benefits No Appt		801920	41.67	83.33	0.00
Equip:Comput:Purch		821110	0.00	20,797.82	0.00
Suppl:general		825000	104.40	0.00	0.00
Office supplies		825000	918.13	0.00	0.00

# Funding: Funds Center or Fund Report (cont'd)

Drilldown view of all transaction document(s) within the selected G/L account:

**Funding: FC or Fund: Assignments: Documents**

Select Print

FM area: UOFT Fiscal year: 2015  
 Budget-version: 0  
 Funds Center: 205827 FIS TRAINING  
 Commitment item: EXPENSE-S  
 Fund: 480544 FIS TRAINING  
 Start date: 01.04.2006 End date: 31.03.2019  
 Sponsor: 300001 Natural Sciences & Engineering  
 Title of research: RENORMALIZATION FOR CIRCLE MAPS WIT  
 Message:

Account No.	Posting Date	Document No.	Expenditures	Purch orders and salary reserves	Other reserves
825000			104.40	0.00	0.00
	09.06.2014	1903548052	104.40	0.00	0.00

**Double click anywhere on document line item to drilldown to original transaction document**

# Funding: Funds Center or Fund Report – Funds Center (with Original Budget)

Double click columns to drilldown to detailed line item reports::

- Budget Movement Line Item Report
- FI Postings Line Item Report
- All Postings Line Item Report

Click  to display output in line item/spreadsheet format

Funds Available reflected on EXPENSE-S summary line

**Funds Center Report**

Show all Commitment Items with hierarchy |  | Show all Commitment Items w/o hierarchy | Open next level

Fiscal Year: 2015  
 Funds Center: 100647 Fin-FC ORIGINAL BGD  
 Include FC Hierarchy: [ ]  
 FC Hierarchy variant: 0000  
 Include PI FCs: X

Report Instance: ZFTR111 TNG  
 User: PARAMRAM  
 Date/Time: 25.04.2014 09:20:26

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
<b>Revenues</b>						
REVENUE-S	150,000.00-	150,000.00-	0.00	97,914.09-	97,914.09-	52,085.91-
EXTERN-INC	150,000.00-	150,000.00-	0.00	92,284.09-	92,284.09-	57,715.91-
+ RECOVERY	0.00	0.00	0.00	5,630.00-	5,630.00-	5,630.00
<b>Total Revenues</b>	<b>150,000.00-</b>	<b>150,000.00-</b>	<b>0.00</b>	<b>97,914.09-</b>	<b>97,914.09-</b>	<b>52,085.91-</b>
<b>Expenditures</b>						
- EXPENSE-S	1,450,483.00	1,650,483.00	0.00	1,311,366.90	1,311,366.90	339,116.10
^ EXPENSE-S	0.00	150,000.00	0.00	0.00	0.00	150,000.00
CARRYFWD	0.00	50,000.00	0.00	0.00	0.00	50,000.00
+ COMPENS-S	1,310,421.00	1,310,421.00	0.00	1,086,755.45	1,086,755.45	223,665.55
+ EQUIP-S	13,000.00	13,000.00	0.00	8,829.96	8,829.96	4,170.04
+ FURNIT-S	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
+ SUPPL-S	119,062.00	119,062.00	0.00	195,411.26	195,411.26	76,349.26-
- TRAVEL-S	7,000.00	7,000.00	0.00	20,370.23	20,370.23	13,370.23-
TRAV-EMPL	7,000.00	7,000.00	0.00	17,370.23	17,370.23	10,370.23-
TRAV-STDNT	0.00	0.00	0.00	3,000.00	3,000.00	3,000.00-
TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>1,450,483.00</b>	<b>1,650,483.00</b>	<b>0.00</b>	<b>1,311,366.90</b>	<b>1,311,366.90</b>	<b>339,116.10</b>
<b>Net</b>	<b>1,300,483.00</b>	<b>1,500,483.00</b>	<b>0.00</b>	<b>1,213,452.81</b>	<b>1,213,452.81</b>	<b>287,030.19</b>

Original Budget and Revised Budget shown on same output

Detailed budget presentation enables you to see the budget to actual spending variances

Net Totals

# Funding: Funds Center or Fund Report – PI Funds Center

Output when report is run using a **PI Funds Center** is the same as when run with a Funds Center with Original Budget, with the exception of **NO ORIGINAL BUDGET**.

If  Old Report Format not checked off:

**Funds Center Report**

Show all Commitment Items with hierarchy | Switch to spreadsheet view | Show all Commitment Items w/o hierarchy | Open next level

Funds Center Report

2015  
205827 FIS TRAINING

Report Instance: ZFTR111  
User: TNG  
Date/Time: 10.06.2014 12:03:09

FC Hierarchy variant: 0000  
Include PI FCs: X

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
<b>Expenditures</b>						
EXP-UTFA	0.00	9,815.76	0.00	0.00	0.00	9,815.76
- EXPENSE-S	0.00	123,073.85	0.00	915.13	915.13	122,158.72
CARRYFWD	0.00	123,073.85	0.00	0.00	0.00	123,073.85
+ SUPPL-S	0.00	0.00	0.00	915.13	915.13	915.13-
Total Expenditures	0.00	132,889.61	0.00	915.13	915.13	131,974.48
Net	0.00	132,889.61	0.00	915.13	915.13	131,974.48

If  Old Report Format checked off:

**Funding:Funds Center or Fund**

Periods | Select | Print | Excel Overview | New Format

University of Toronto  
BCS Funding:Funds Center or Fund

Page : 1 of 1  
Program : ZFTR001 /TNG  
User : PARAMRAM  
Date : 10/06/14  
Time : 12:07

FM area: UOFT  
Budget-version: 0  
Funds Center: 205827  
Fund: FIS TRAINING

Commitment item	Budget	Commitments	Actuals	Total Commitments/ Actuals	Revenue variance/ Funds available
<b>Expenditures</b>					
EXP-UTFA	9,815.76	0.00	0.00	0.00	9,815.76
CARRYFWD	123,073.85	0.00	915.13	915.13	122,158.72
Total Expenditure :	132,889.61	0.00	915.13	915.13	131,974.48

# Funds Center Report

---

## Used to:

- provide a financial overview of **individual** or **multiple Funds Centers** (i.e., no FC/Fund combination)

## Can be run:

- for a single or multiple Fund Centers
- with/without Fund Center hierarchy
- for specific **PI accounts**

## Provides:

- versatile reporting options using line item reports (i.e., Budget, FI Postings, All Postings)
- **multiple report output views**
  - **Fixed format** – summary view; rows can be expanded & collapsed
  - **Spreadsheet views** – customizable view similar to line item report
- quick analysis of transactions for specific Commitment Items (e.g., EXP-UTFA)

## Enables:

- drilldown to document level

## Does not provide:

- reporting for Funds

# Funds Center Report: Selection Screen

**Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Financial Summary Reports >> Funds Center Report (ZFTR111)

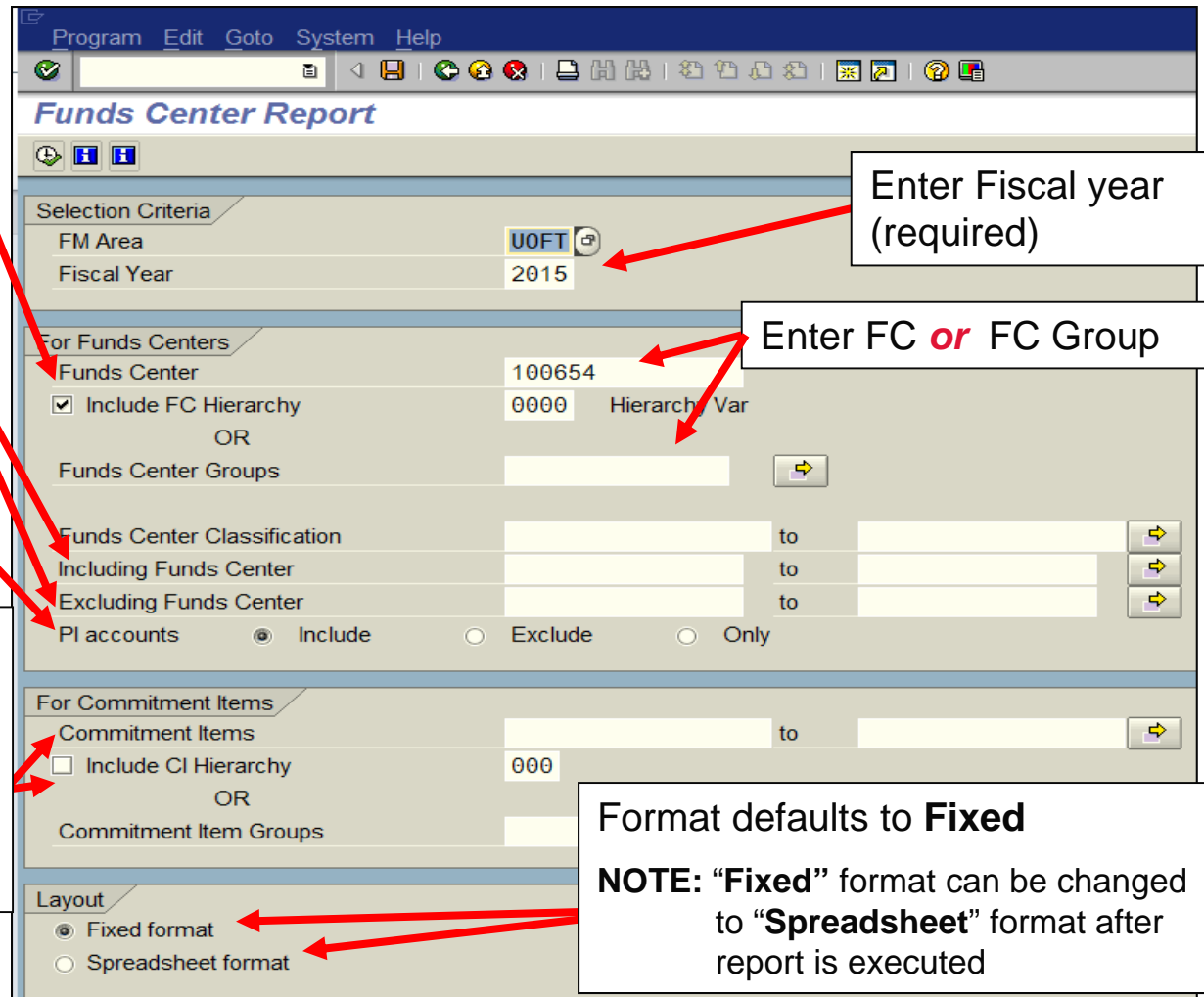
Include FC Hierarchy to capture all subordinate FCs (e.g., PI FCs)

Include/Exclude specific FCs and/or range(s) of FCs

Include/Exclude or Only PI accounts

**Note:** Defaults to "Include"

Sort by specific Commitment Item(s) and/or range. If applicable, include CI Hierarchy. (e.g., "Expense-S" should "Include CI Hierarchy", whereas Commitment Item "Services" should not).



The screenshot shows the 'Funds Center Report' selection screen with the following fields and annotations:

- Selection Criteria:**
  - FM Area: UOFT
  - Fiscal Year: 2015 (Annotated: Enter Fiscal year (required))
- For Funds Centers:**
  - Funds Center: 100654 (Annotated: Enter FC or FC Group)
  - Include FC Hierarchy: 0000 Hierarchy Var
  - OR
  - Funds Center Groups: (Empty)
  - Funds Center Classification: (Empty) to (Empty)
  - Including Funds Center: (Empty) to (Empty)
  - Excluding Funds Center: (Empty) to (Empty)
  - PI accounts:  Include  Exclude  Only
- For Commitment Items:**
  - Commitment Items: (Empty) to (Empty)
  - Include CI Hierarchy: 000
  - OR
  - Commitment Item Groups: (Empty)
- Layout:**
  - Fixed format (Annotated: Format defaults to Fixed)
  - Spreadsheet format (Annotated: NOTE: "Fixed" format can be changed to "Spreadsheet" format after report is executed)

**QRG:** Fund Center Report

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

**QRG:** Create, Change or Display Fund Center Groups

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

# Fixed Format View

Characteristics of **Fixed Format** view:

- Selection Criteria is located in header
- provides summary financial data for FC hierarchy by CI
- displays **original** and **revised** budget info
- can switch to “Spreadsheet Format”

**Funds Center Report**

Show all Commitment Items with hierarchy | **Switch to spreadsheet view** | Show all Commitment Items w/o hierarchy | Open next level

Funds Center Report

Fiscal Year	2015	Report	ZFTR111
Funds Center	100654 FIS:FAST Training	Instance	LRN
Include FC Hierarchy	X	User	PARAMRAM
FC Hierarchy variant	0000	Date/Time	27.04.2015 15:24:16
Include PI FCs	X		

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
<b>Revenues</b>						
+ REVENUE-S	881,153.00-	981,153.00-	0.00	8,436.19-	8,436.19-	972,716.81-
Total Revenues	881,153.00-	981,153.00-	0.00	8,436.19-	8,436.19-	972,716.81-
<b>Expenditures</b>						
EXP-UTFA	0.00	90,888.00	0.00	916.44	916.44	89,971.56
+ EXPENSE-S	6,943,118.00	7,893,961.01	4,359,980.65	576,256.87	4,936,237.52	2,957,723.49
Total Expenditures	6,943,118.00	7,984,849.01	4,359,980.65	577,173.31	4,937,153.96	3,047,695.05
<b>Net</b>	<b>6,061,965.00</b>	<b>7,003,696.01</b>	<b>4,359,980.65</b>	<b>568,737.12</b>	<b>4,928,717.77</b>	<b>2,074,978.24</b>

# Fixed Format View (cont'd)

**Funds Center Report**

Show all Commitment Items with hierarchy

Fiscal Year  
Funds Center  
Include FC Hierarchy  
FC Hierarchy variant  
Include PI FCs

**Report Output (Fixed Format view):**

- detailed Commitment Item view
- drilldown on Summary level or individual Commitment Items (e.g., "Suppl-S" vs. "Supplies" or "Services")
- column specific drilldown is available

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Funds Available	Variance/
<b>Revenues</b>							
+ REVENUE-S	881,153.00-	981,153.00-	0.00	19,739.55-	19,739.55-	961,413.45-	
<b>Total Revenues</b>	<b>881,153.00-</b>	<b>981,153.00-</b>	<b>0.00</b>	<b>19,739.55-</b>	<b>19,739.55-</b>	<b>961,413.45-</b>	
<b>Expenditures</b>							
EXP-UTFA	0.00	90,888.00	0.00	4,360.38	4,360.38	86,527.62	
- EXPENSE-S	6,943,118.00	8,474,961.01	4,170,963.56	1,677,087.65	5,848,051.21	2,626,909.80	
+ CARRYFWD	0.00	818,761.78	0.00	0.00	0.00	818,761.78	
+ COMPENS-S	6,411,886.00	0.00	4,115,722.11	1,552,506.23	5,668,228.34	5,668,228.34-	
+ EQUIP-S	0.00	0.00	32,081.23	10,720.36-	21,360.87	21,360.87-	
+ FURNIT-S	0.00	0.00	11,206.78	2,035.85	13,242.63	13,242.63-	
+ STANDARD-S	0.00	0.00	0.00	55,389.00	55,389.00	55,389.00-	
- SUPPL-S	531,232.00	0.00	11,953.44	71,605.70	83,559.14	83,559.14-	
+ POSTAGE	10,000.00	0.00	0.00	3.01	3.01	3.01-	
+ SERVICES	25,000.00	0.00	0.00	31,385.07	31,385.07	31,385.07-	
+ SUPPLIES	471,232.00	0.00	11,953.44	35,340.47	47,293.91	47,293.91-	
+ TELEPHONE	25,000.00	0.00	0.00	4,877.15	4,877.15	4,877.15-	
+ TRAVEL-S	0.00	0.00	0.00	6,271.23	6,271.23	6,271.23-	
<b>Total Expenditures</b>	<b>6,943,118.00</b>	<b>8,565,849.01</b>	<b>4,170,963.56</b>	<b>1,681,448.03</b>	<b>5,852,411.59</b>	<b>2,713,437.42</b>	



# Fixed Format View (cont'd)



All drilldown requests use line item reports (Budget, FI Postings, or All Postings).

Double click the following column headings to go to respective line item reports:

- **Commitments + Actuals:** All Postings Line Item Report
- **Actuals:** FI Postings Line Item Report
- **Budget:** Budget Movement Line Item Report

## Funds Center Report

Show all Commitment Items with hierarchy | Switch to spreadsheet view | Show all Commitment Items w/o hierarchy | Open next level

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
<b>Revenues</b>						
+ REVENUE-S	881,153.00-	981,153.00-	0.00	12,512.13-	12,512.13-	968,640.87-
Total Revenues	881,153.00-	981,153.00-	0.00	12,512.13-	12,512.13-	968,640.87-
<b>Expenditures</b>						
EXP-UTFA	0.00	90,888.00	0.00	4,360.38	4,360.38	86,527.62
- EXPENSE-S	6,943,118.00	8,477,501.01	4,426,766.74	1,110,558.05	5,537,324.79	2,937,636.22
+ CARRYFWD	0.00	818,761.78	0.00	0.00	0.00	818,761.78
			4,377,075.17	1,001,162.88	5,378,238.05	5,378,238.05-
			0.00	32,081.23	32,081.23	31,313.88-
			0.00	11,206.78	578.95	11,785.73-
			0.00	0.00	55,389.00	55,389.00-
			0.00	5,403.56	47,547.19	53,950.75-
			0.00	0.00	6,647.38	6,647.38-
			4,426,766.74	1,114,918.43	5,541,685.17	3,024,163.84

Expands view to include ALL available commitment items

## BCS Budget Entry Documents

Entry Docu...	Line	Year	Budget Type	Cmmt Item	Σ	Amount LC	User	Created on	LT	Text
5000026371	000008	2009	cwd receiver	CARRYFWD		3,507.81-	PROCNTL	19.11.2014		
5000026371	000009	2009	cwd receiver	CARRYFWD		132.14-	PROCNTL	19.11.2014		
<b>Fund</b>						<b>3,575.05</b>				
<b>Funds Center 211608</b>						<b>3,575.05</b>				
						<b>... 818,761.78</b>				

## FI Postings: Line Items by Document

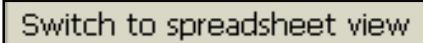
FI doc.no.	G/L Acc	Σ	Pymt Bdgt	Cost Ctr	Order	Funds Ctr	Fund
1902356528	820010		578.95	1189		119820	
	820010		<b>578.95</b>				
			<b>578.95</b>				

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



RefDocNo	G/L Acc	Σ	Pymt Bdgt	Cost Ctr	Order	Funds Ctr	Fund	Cmmt item	Assign.	Line Item Text
4500098989	820010		11,206.78	11189		119820		FURNITURE		Layout 5 Furniture
1902356528			578.95	1189		100482		FURNITURE	20080603	119870 22.05.2008 Harkel
	820010		<b>11,785.73</b>							
			<b>11,785.73</b>							

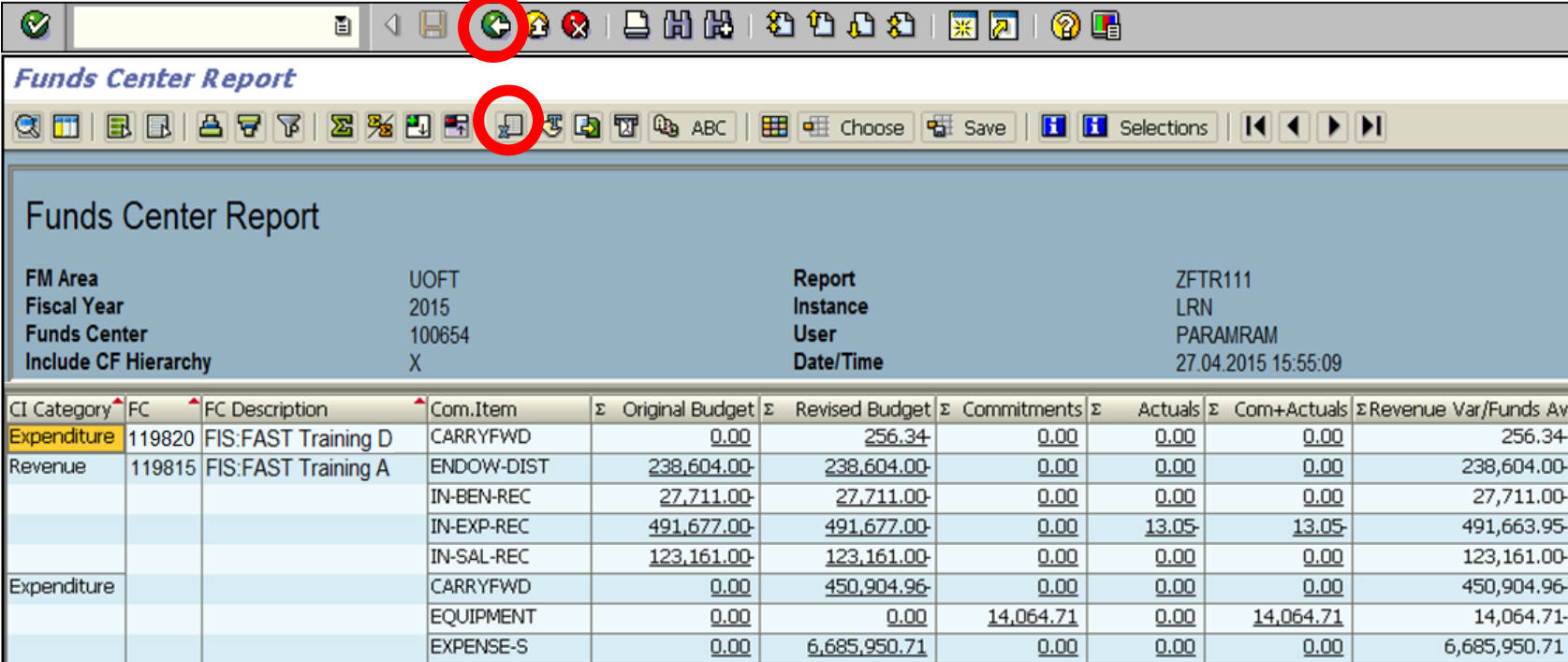
# Spreadsheet Format View

To access **Spreadsheet** view:

1. In the Selection Criteria screen, select the “Spreadsheet format” radio button in **Layout** field  
**OR**
2. In the Fixed Format output screen, click the  button

## Characteristics of Spreadsheet View:

- data can be customized from the defaulted display view (e.g., hide "Original Budget" column)
- underlined fields can display appropriate line item reports with a single click on the amount
- can switch back to Fixed format via the  (only if generated from Fixed format)
- download to Excel by clicking the  button




**Funds Center Report**

FM Area: UOFT      Report Instance: ZFTR111  
 Fiscal Year: 2015      User: LRN  
 Funds Center: 100654      Date/Time: 27.04.2015 15:55:09  
 Include CF Hierarchy: X

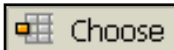
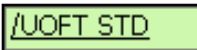

CI Category	FC	FC Description	Com.Item	Original Budget	Revised Budget	Commitments	Actuals	Com+Actuals	Revenue Var/Funds Av
Expenditure	119820	FIS:FAST Training D	CARRYFWD	0.00	256.34	0.00	0.00	0.00	256.34
Revenue	119815	FIS:FAST Training A	ENDOW-DIST	238,604.00	238,604.00	0.00	0.00	0.00	238,604.00
			IN-BEN-REC	27,711.00	27,711.00	0.00	0.00	0.00	27,711.00
			IN-EXP-REC	491,677.00	491,677.00	0.00	13.05	13.05	491,663.95
			IN-SAL-REC	123,161.00	123,161.00	0.00	0.00	0.00	123,161.00
Expenditure			CARRYFWD	0.00	450,904.96	0.00	0.00	0.00	450,904.96
			EQUIPMENT	0.00	0.00	14,064.71	0.00	14,064.71	14,064.71
			EXPENSE-S	0.00	6,685,950.71	0.00	0.00	0.00	6,685,950.71

# Spreadsheet Format View (cont'd)

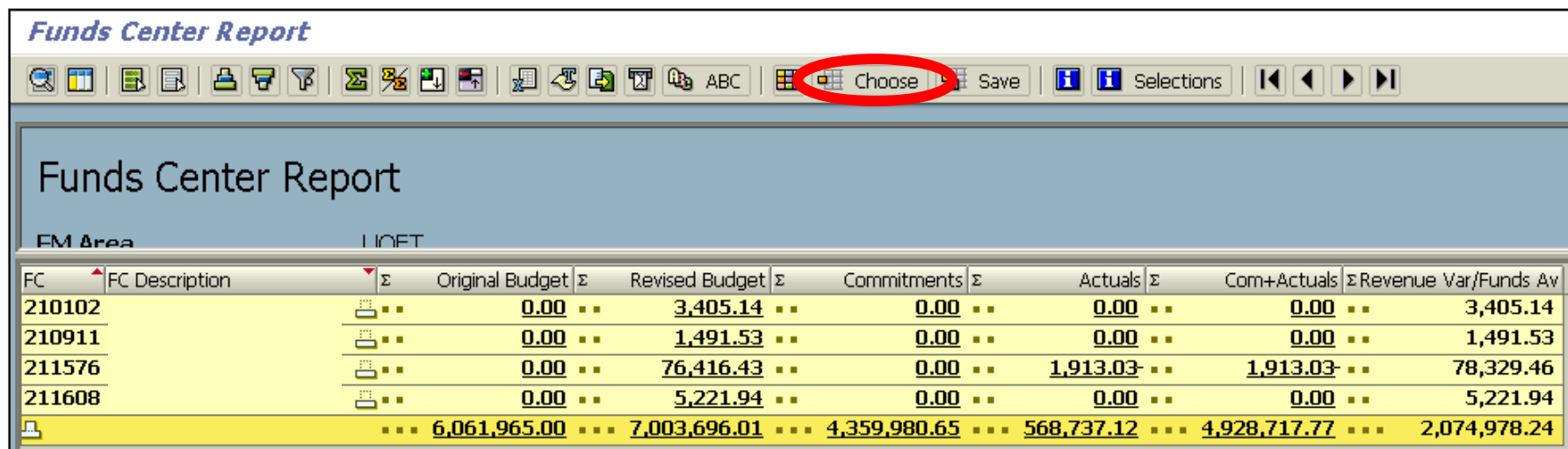
The "FC Summary" view available by clicking 

 FC summary view; similar to TTL FND...

This view:

- provides a quick view of the “net” FC variance column
- shows the summary amount of each FC in the hierarchy
- has the same drilldown capabilities as the standard default view
- can expand to show more details
- can return to the default view via  and  UofT Standard layout view or can switch back to Fixed Format via 
  - only possible if Spreadsheet view is accessed from the **Fixed Format**

*Funds Center Report*



FC	FC Description	Σ	Original Budget	Σ	Revised Budget	Σ	Commitments	Σ	Actuals	Σ	Com+Actuals	Σ	Revenue	Var/Funds Av
210102			0.00		3,405.14		0.00		0.00		0.00			3,405.14
210911			0.00		1,491.53		0.00		0.00		0.00			1,491.53
211576			0.00		76,416.43		0.00		1,913.03		1,913.03			78,329.46
211608			0.00		5,221.94		0.00		0.00		0.00			5,221.94
			6,061,965.00		7,003,696.01		4,359,980.65		568,737.12		4,928,717.77			2,074,978.24

# FI Postings Line Item Report

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## Used to:

- display **actual transactions** for the revenue and expense G/L accounts for specified FC or FC/Fund combinations

## Can be run:

- for single or multiple FCs or FC/Fund combinations
- by G/L
- by posting period
- for **multiple** fiscal years
- for a **single** or **range** of Commitment Items
- by User ID

## Provides:

- **detailed list of line items** from FI documents, sorted by document number

## Enables:

- drilldown to document level

## Does not provide:

- total revenues or total expenditures
- total actuals, commitments or funds available

# FI Postings Line Item Report (cont'd)

**Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Line Items >> FI Postings: Line Items by document number (ZFIR079)

Report on a single fiscal period  
or across a range of fiscal years

Fund Acct: defaults with “=” (to restrict output to a single fund, enter a Fund acct).

To change this symbol:

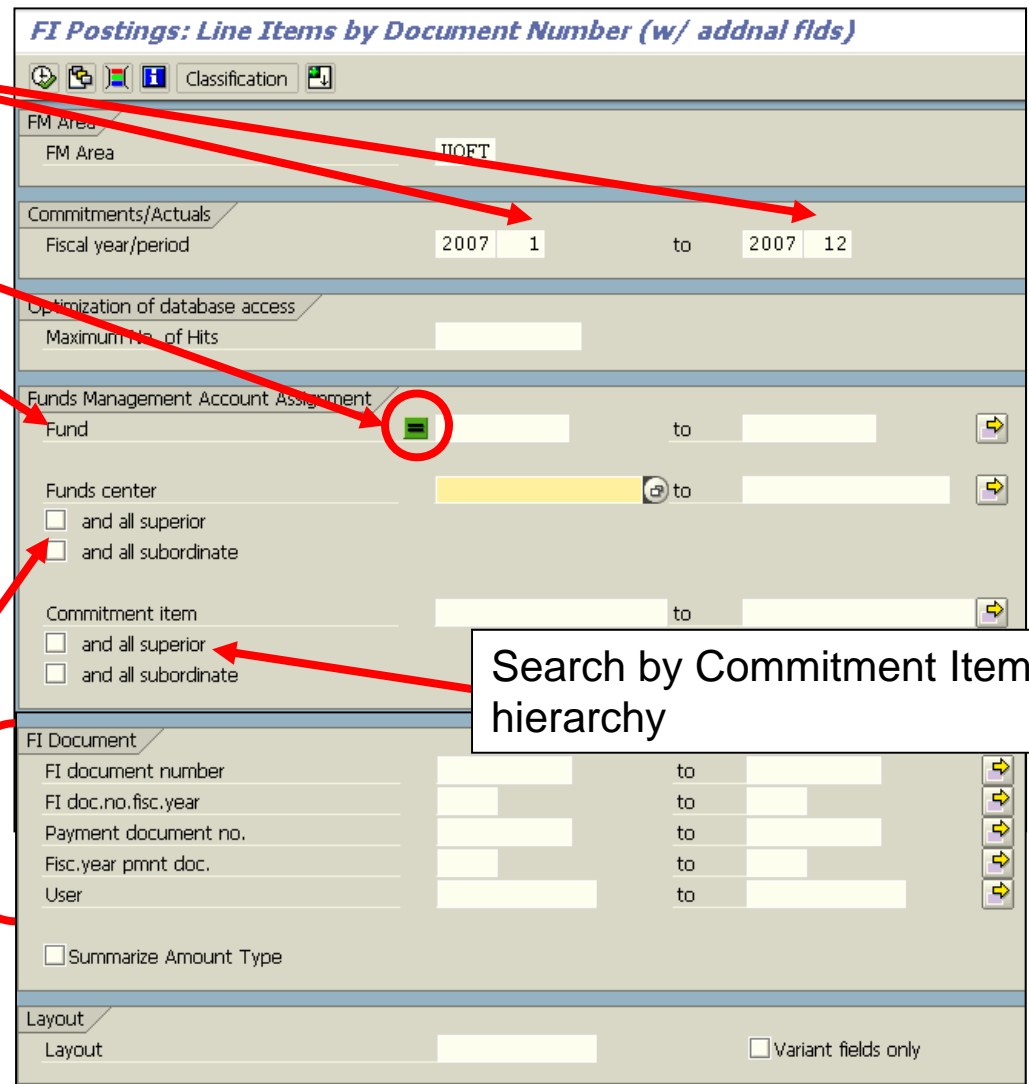
- select “=”
- left click on mouse
- select “Options”
- Choose alternate symbol (e.g., greater than, less than)

**Note:** If field is left blank, funds will **NOT** be included in the report output.

To include Funds Center hierarchy

Restrict report output

**QRG:** FI Postings Report  
<http://finance.utoronto.ca/wp-content/uploads/2015/10/fipostings.pdf>



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

Classification

FM Area: UOFT

Commitments/Actuals: Fiscal year/period: 2007 1 to 2007 12

Optimization of database access: Maximum No. of Hits

Funds Management Account Assignment: Fund: [Symbol] to [Field]

Funds center: [Field] to [Field]

Commitment item: [Field] to [Field]

FI Document: FI document number, FI doc.no.fisc.year, Payment document no., Fisc.year pmnt doc., User

Layout: Layout, Variant fields only

Search by Commitment Item hierarchy

# FI Postings Line Item Report (cont'd)

## Output Screen:

“Change Layout” button enables user to add or delete columns

Use buttons to:

- sort
- filter
- subtotal
- download
- save

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

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

FM Area: UOFT  
 Fiscal Year/Period: 2007 001 to 2007 004  
 Fund: EQ blank  
 Funds center: 100654  
 Commitment item:  
 User/Date/Time: NAMARANG / 08.03.2007 / 16:03:18 (AMS)


FI doc.no.	G/L Acc	±Pymt Bdgt	Order	Funds Ctr	Fund	Cmmt item	Line Item Text	VendorNm	Posting Date	Doc..Date
<a href="#">1000610137</a>	745101	65,348.50-		100654		INVEST-INC			01.05.2006	01.05.2006
<a href="#">1000610408</a>	821110	175.00-		100654		EQUIPMENT			03.05.2006	03.05.2006
<a href="#">1000611788</a>	835330	44.34		100654		SERVICES			16.05.2006	16.05.2006
<a href="#">1000611954</a>	835330	15.00		100654		SERVICES			17.05.2006	17.05.2006
<a href="#">1000612713</a>	835020	5.00-		100654		TELEPHONE			24.05.2006	24.05.2006
	835020	2.00-		100654		TELEPHONE			24.05.2006	24.05.2006
	835020	0.61-		100654		TELEPHONE			24.05.2006	24.05.2006
<a href="#">1000613731</a>	835330	15.00		100654		SERVICES			31.05.2006	31.05.2006
<a href="#">1000613777</a>	835330	5,300.00		100654		SERVICES			31.05.2006	31.05.2006
<a href="#">1000614353</a>	835330	10.00		100654		SERVICES			05.06.2006	05.06.2006

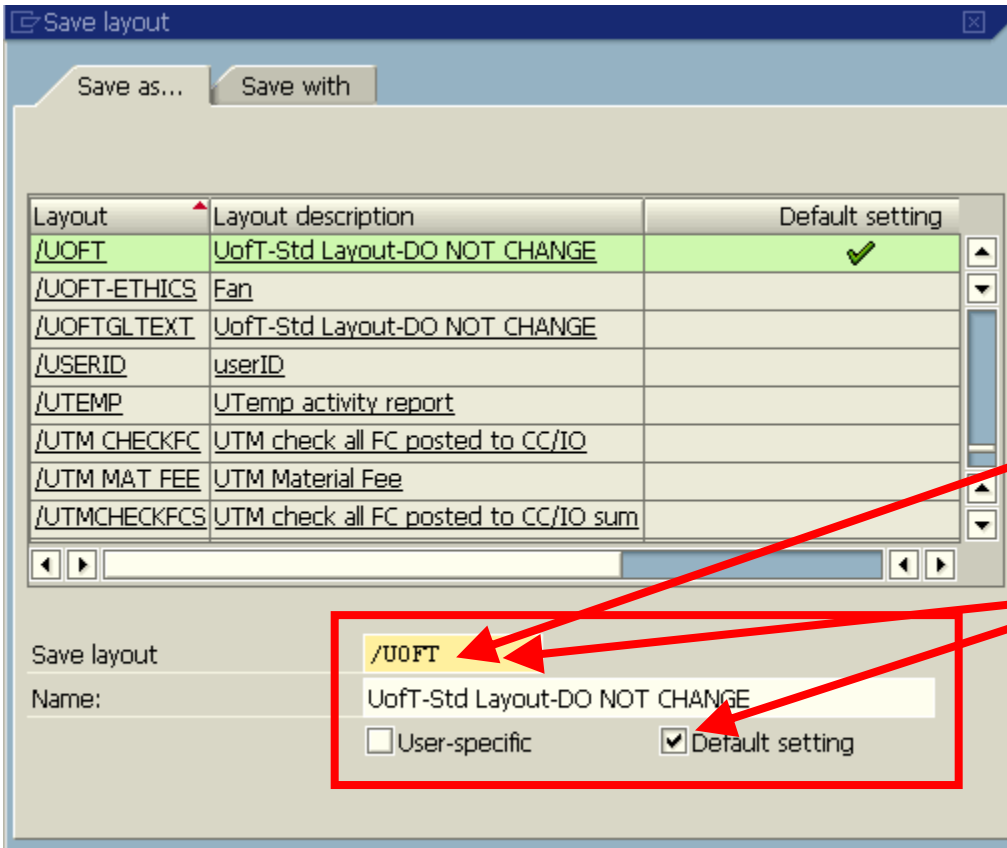
Click on document number to drilldown to document level

### QRG: Line Item Functionality

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf>

# FI Postings Line Item Report (Helpful hint)

To save a **changed** layout, click on "Save layout"  icon.



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  
Name: /UOFT  
UofT-Std Layout-DO NOT CHANGE  
 User-specific  Default setting


Decide whether the new variant will be:

- **Global** (for everyone on campus to use)
- **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 conventions)	User-Specific option	Default setting option
<b>GLOBAL</b>	must start with " / "	not applicable	<b>NEVER</b> save as a <b>default setting</b> ; doing so will change the setting for all users
<b>USER-SPECIFIC</b>	must start with a letter (A – Z)	must have check mark	may be saved as a default setting

# All Postings Line Item Report

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Used to:

- display **ALL** transactions (**commitments & actuals**) for the revenue and expense G/L accounts for specified FC or FC/Fund combinations.

Provides:

- **detailed list of line items** from FI documents (i.e. journal entries, invoices, etc.) and reserve/commitment documents (i.e. POs, manual reserves, etc.), sorted by G/L account

Can be run by:

- Single, multiple or a range of Funds Centers and FC/Fund combinations
- Single, multiple or a range of G/L accounts
- Single, multiple or a range Commitment Items
- A range of posting periods spanning multiple fiscal years
- by User ID



# All Postings Line Item Report (cont'd)



**Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Line Items >> All Postings: Line Items by document number (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

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

# All Postings Line Item Report (cont'd)

**Menu Path:** Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Line Items >> All Postings: Line Items by document number (ZFIR079A)

Report on a single fiscal period  
or across a range of fiscal years

Fund Acct: defaults with “=” (to restrict output to a single fund, enter a Fund acct).

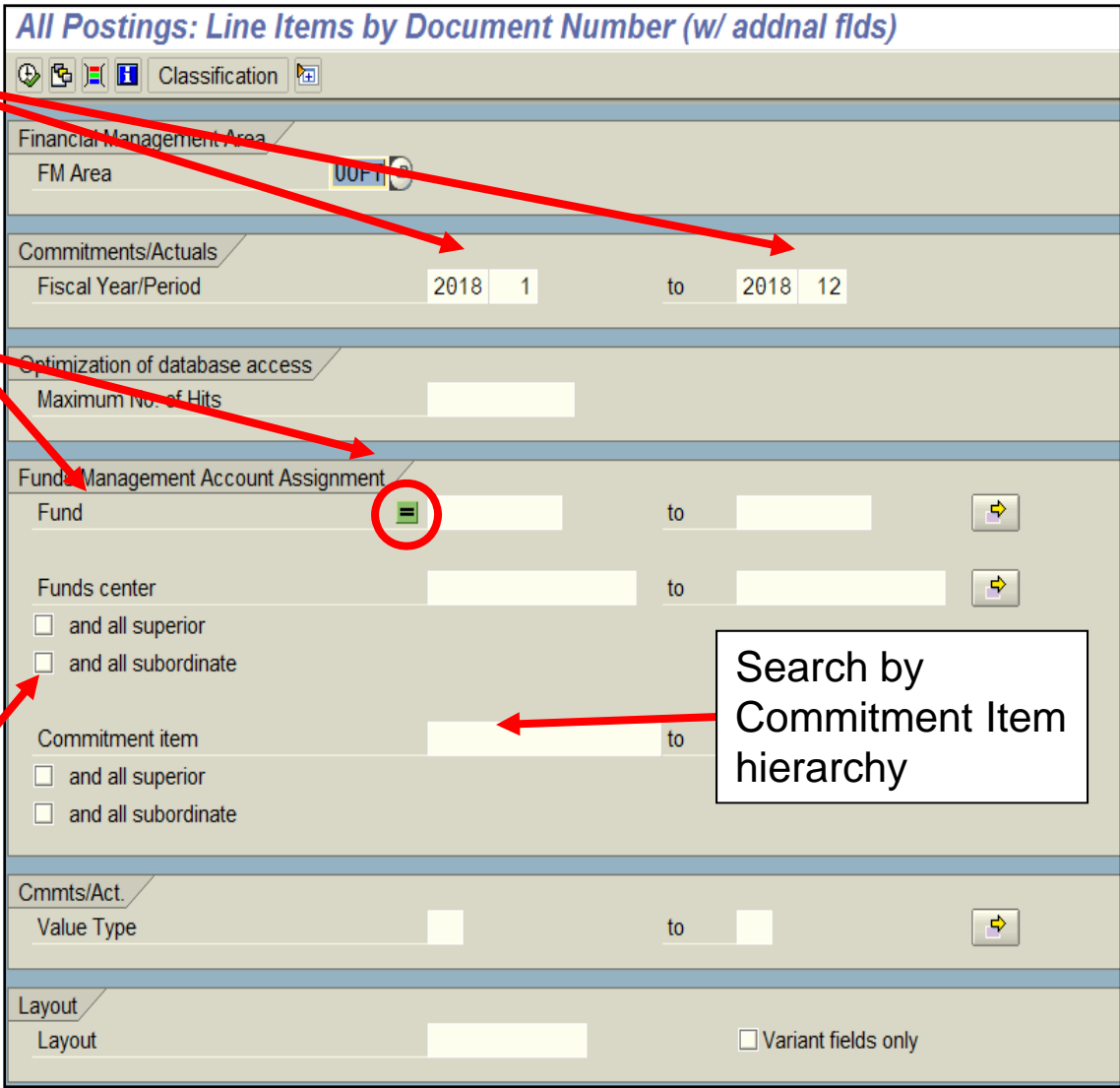
To change this symbol:

- select “=”
- left click on mouse
- select “Options”
- Choose alternate symbol (e.g., greater than, less than)

**Note:** If field is left blank, funds will **NOT** be included in the report output.

Enter Funds Center  
To include Funds Center hierarchy

**QRG:** All Postings Report  
<http://finance.utoronto.ca/wp-content/uploads/2015/10/allpostings.pdf>



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

Classification

Financial Management Area  
FM Area UOFT

Commitments/Actuals  
Fiscal Year/Period 2018 1 to 2018 12

Optimization of database access  
Maximum No. of Hits

Funds Management Account Assignment  
Fund [Options] to [ ]

Funds center  
 and all superior  
 and all subordinate

Commitment item [ ] to [ ]

and all superior  
 and all subordinate

Cmmts/Act.  
Value Type [ ] to [ ]

Layout  
Layout [ ]  Variant fields only

Search by  
Commitment Item  
hierarchy


# All Postings Line Item Report (cont'd)

Report output: initial display layout

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

FM Area: UOFT  
Fiscal Year/Period: 2008 001 to 2008 012  
Fund: 440230

RefDocNo	G/L Acc	Pymt Bdgt	Cost Ctr	Order	Funds Ctr	Fund	Cmmt item	Assignment	Line Item Text	Vendor Nam
1000714433	798350	100,000.00		901053	103533	440230	IN-EXP-REC	A Allen 86513	Transfer from Operating to Capital Feb 08	
1000714716		100,000.00		901053	103533	440230	IN-EXP-REC	A Allen 86513	Transfer from Op to Cap Feb 08-Dif accounts	
798350										
1902223570	820010	2,447.05		925605	103533	440230	FURNITURE	A Allen 86513	119467 Cdn Safe Manufacturing--MS 2172 DP Safe	CANADIAN S
1902236318		491.61		925995	103533	440230	FURNITURE	A Allen 86513	12225286-01 KI OISE 5th Floor 3 extra torsion chrs	KI Canada
1902236322		19.86		925995	103533	440230	FURNITURE	A Allen 86513	12225863-01 KI 3 extra torsion delivery	KI Canada
1902236358		630.00		925995	103533	440230	FURNITURE	A Allen 86513	12222181-01 KI SWK Perrys delivery charge	KI Canada
1902261851		3,858.10		925995	103533	440230	FURNITURE	A Allen 86513	2007181012 Nationwide SWK Screens	NATIONWID
820010		<b>7,446.62</b>								
5100199648	821110	21,042.47		925605	103533	440230	EQUIPMENT	20070918		Dell Canada
5100199649		2,449.69		925605	103533	440230	EQUIPMENT	20070918		Dell Canada
5100199650		5,537.49		925605	103533	440230	EQUIPMENT	20070918		Dell Canada
4500095450		8,859.99		925605	103533	440230	EQUIPMENT		Classroom PC's as per quote 22218195	Dell Canada
4500093481		21,042.47		925605	103533	440230	EQUIPMENT		Classroom PC's as per E008770844	DELL COMPI
4500093481		21,042.47		925605	103533	440230	EQUIPMENT		Classroom PC's as per E008770844	DELL COMPI
4500093481		2,449.69		925605	103533	440230	EQUIPMENT		Management Console as per E008769576	DELL COMPI
4500093481		2,449.69		925605	103533	440230	EQUIPMENT		Management Console as per E008769576	DELL COMPI
4500093592		5,537.49		925605	103533	440230	EQUIPMENT		Classroom PC's as per E008770844	DELL COMPI
4500093592		5,537.49		925605	103533	440230	EQUIPMENT		Classroom PC's as per E008770844	DELL COMPI
821110		<b>37,889.64</b>								
5100201027	821510	373,858.42		925605	103533	440230	EQUIPMENT	20071002		NATIONWID

To change report layout to one suited to PO analysis, click choose layout (  ) and select 

/PO COMMIT1	For Purchase Order Commitment-Revised
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# All Postings Line Item Report (cont'd)

Variant: /PO COMMIT1

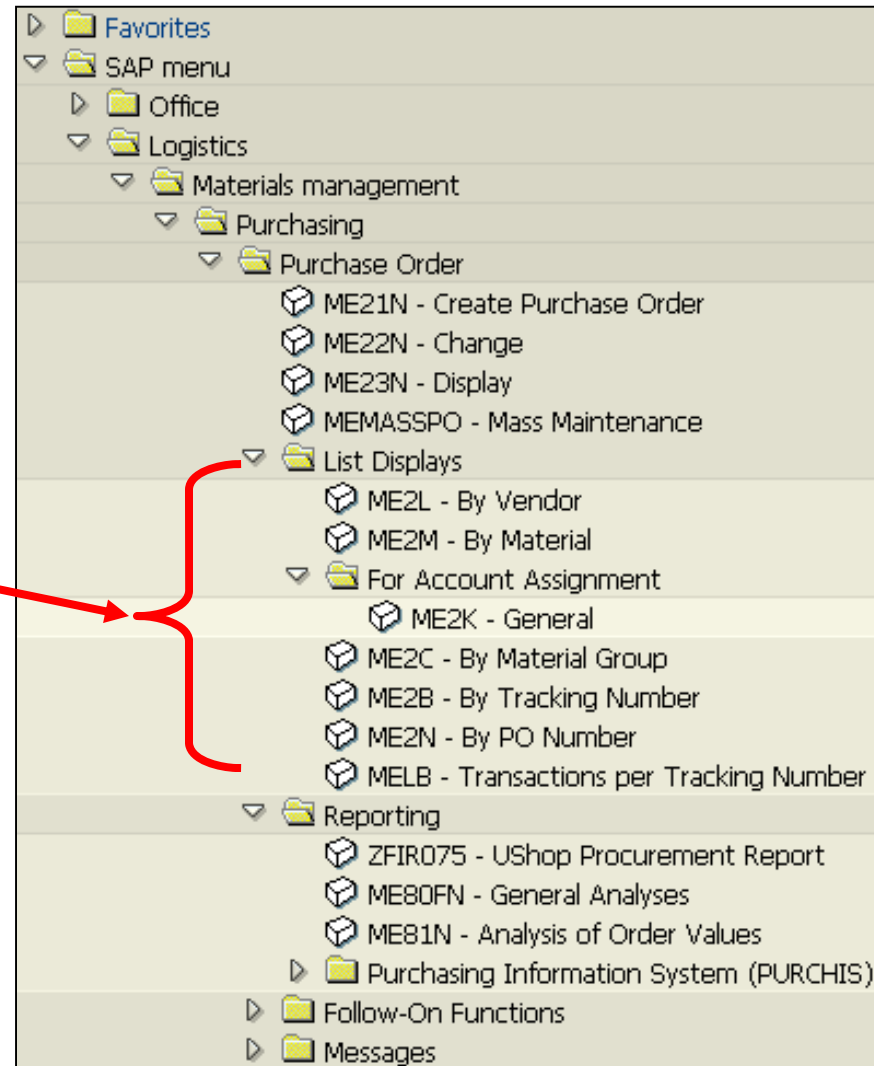
RefDocNo	Item	FM pstg d.	Val.type text	Amount type name	Curr.	Σ	Pymt Bdgt	Line Item Text	FMA	Funds Ctr
4500092321	1	12.06.2007	Purchase Orders	Original	CAD		7,170.70	Crestron TPS15GQML	UOFT	103533
		01.08.2007	Purchase Orders	Reduction	CAD		7,170.70	Crestron TPS15GQML	UOFT	103533
	1									
	2	12.06.2007	Purchase Orders	Original	CAD		394.83	Crestron CNPWS75	UOFT	103533
								<b>394.83</b>		
								<b>394.83</b>		
4500092926	1	13.07.2007	Purchase Orders	Original	CAD		20,622.20	ii3-MST IP Intercom OEM Module	UOFT	103533
		12.09.2007	Purchase Orders	Reduction	CAD		20,565.94	ii3-MST IP Intercom OEM Module	UOFT	103533
		12.09.2007	Purchase Orders	Adjustment by Follow-on Document	CAD		56.26	ii3-MST IP Intercom OEM Module	UOFT	103533
	1									
	2	13.07.2007	Purchase Orders	Original	CAD		1,275.60	ACC PS-1B-R power supply	UOFT	103533
		12.09.2007	Purchase Orders	Reduction	CAD		1,272.12	ACC PS-1B-R power supply	UOFT	103533
		12.09.2007	Purchase Orders	Adjustment by Follow-on Document	CAD		3.48	ACC PS-1B-R power supply	UOFT	103533
	2									
	3	13.07.2007	Purchase Orders	Original	CAD		520.87	Shipping & Handling	UOFT	103533
		12.09.2007	Purchase Orders	Adjustment by Follow-on Document	CAD		1.42	Shipping & Handling	UOFT	103533
		12.09.2007	Purchase Orders	Reduction	CAD		519.45	Shipping & Handling	UOFT	103533
	3									
4500092926										
4500092940	1	13.07.2007	Purchase Orders	Original	CAD		6,642.79	Aiphone IE-JA	UOFT	103533
		17.08.2007	Purchase Orders	Reduction	CAD		6,159.59	Aiphone IE-JA	UOFT	103533

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

# Logistics Reports

**Menu Path:** Logistics >> Materials management >> Purchasing>> Purchase Order

**List Displays** reports



# Logistics Reports

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“**List Display**” reports provide:

- details of the PO, such as vendor, price, quantity
- whether goods have been received (i.e. GR processed)
- whether invoice has been processed (i.e. IR processed)
- can 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 with the differences reflected in the organization of the output.

Presentation will focus 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 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>

# Logistics Reports: List Display by PO Number

## Selection screen for ME2N:

*Purchasing Documents per Document Number*

Choose...

Purchasing document		to		→
Purchasing organization		to		→
Scope of List	BEST			
Selection Parameters		to		→
Document Type		to		→
Purchasing Group		to		→
Plant		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 Subrange		to		→
Promotion		to		→
Season		to		→
Season Year		to		→
Short Text				
Vendor Name				

### Recommended fields:

- **Purchasing organization:** 1000 for non-uSOURCE and 2000 for uSOURCE  
(Hint: enter both to get all POs)
- **Scope of list (required)**
- **Purchasing group** (Hint: enter \* to capture all Purchasing groups)
- **Plant;** 1000 to 2000 for non-uSOURCE and 8000 for uSOURCE

### Other fields to narrow scope of report:

- **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)**

# Logistics Reports: List Display by PO Number

Report output for ME2N (PO Document Number view):

Purchasing Documents by Document Number																					
Item	Doc	Date	Short Text	Quantity	OUn	Net price	To be del.	Still to be deliv.	To be inv.	Still to be inv.	Crcy	POH	Type	PGr	Plant	SLoc	Material Group	A	Vendor/supplying plant		
<b>Purchasing Document 4500156657</b>						<b>2,248.37</b>		<b>2,248.37</b>		<b>2,248.37</b>	<b>CAD</b>										
1	05.07.2017		Work Floor Chair P11B217AA	1	ACT	811.61	1	811.61	1	811.61	CAD	NB	D01	2000	KSSD	56		K	10441	Workplace Resource	
2	05.07.2017		Versus Stool P17B216AA	1	ACT	677.96	1	677.96	1	677.96	CAD	NB	D01	2000	KSSD	56		K	10441	Workplace Resource	
3	05.07.2017		Versus Task Chair P11B217AA	1	ACT	613.80	1	613.80	1	613.80	CAD	NB	D01	2000	KSSD	56		K	10441	Workplace Resource	
4	05.07.2017		Z-Install	1	ACT	145.00	1	145.00	1	145.00	CAD	NB	D01	2000	KSSD	56		K	10441	Workplace Resource	
<b>Purchasing Document 4500156679</b>						<b>7,700.00</b>		<b>7,700.00</b>		<b>7,700.00</b>	<b>CAD</b>										
1	05.07.2017		KIT-EC204EP	1	EA	7,700.00	1	7,700.00	1	7,700.00	CAD	NB	P01	2000	PHRM	4110		K	00917	Metrohm Canada Corp	
<b>Purchasing Document 4500156680</b>						<b>22,200.00</b>		<b>22,200.00</b>		<b>22,200.00</b>	<b>CAD</b>										
1	05.07.2017		HEXPSERVICE	1	EA	2,750.00	1	2,750.00	1	2,750.00	CAD	NB	360	2000	PATH	MED-RES		K	24129	Life Technologies Inc.	
2	05.07.2017		HEXPSERVICE	1	EA	2,750.00	1	2,750.00	1	2,750.00	CAD	NB	360	2000	PATH	MED-RES		K	24129	Life Technologies Inc.	
3	05.07.2017		HEXPSERVICE	1	EA	2,750.00	1	2,750.00	1	2,750.00	CAD	NB	360	2000	PATH	MED-RES		K	24129	Life Technologies Inc.	
4	05.07.2017		HEXPSERVICE	1	EA	2,750.00	1	2,750.00	1	2,750.00	CAD	NB	360	2000	PATH	MED-RES		K	24129	Life Technologies Inc.	
5	05.07.2017		HEXPSERVICE	1	EA	2,800.00	1	2,800.00	1	2,800.00	CAD	NB	360	2000	PATH	MED-RES		K	24129	Life Technologies Inc.	
6	05.07.2017		HEXPSERVICE	1	EA	2,800.00	1	2,800.00	1	2,800.00	CAD	NB	360	2000	PATH	MED-RES		K	24129	Life Technologies Inc.	
7	05.07.2017		HEXPSERVICE	1	EA	2,800.00	1	2,800.00	1	2,800.00	CAD	NB	360	2000	PATH	MED-RES		K	24129	Life Technologies Inc.	
8	05.07.2017		HEXPSERVICE	1	EA	2,800.00	1	2,800.00	1	2,800.00	CAD	NB	360	2000	PATH	MED-RES		K	24129	Life Technologies Inc.	
<b>Purchasing Document 4500156682</b>						<b>9,200.00</b>		<b>9,200.00</b>		<b>9,200.00</b>	<b>CAD</b>										
1	05.07.2017		Mobilization/Demobilization	1	EA	1,950.00	1	1,950.00	1	1,950.00	CAD	NB	0H0	2060		RES-FOOD		K	11510	Restorers Group Inc.	
2	05.07.2017		Swingstage Access	1	EA	1,450.00	1	1,450.00	1	1,450.00	CAD	NB	0H0	2060		RES-FOOD		K	11510	Restorers Group Inc.	
3	05.07.2017		Flashing at Floor Slabs: Item 2.1.3	1	EA	4,600.00	1	4,600.00	1	4,600.00	CAD	NB	0H0	2060		RES-FOOD		K	11510	Restorers Group Inc.	
4	05.07.2017		Flashing at Mech. Louver: Item 2.1.4	1	EA	1,200.00	1	1,200.00	1	1,200.00	CAD	NB	0H0	2060		RES-FOOD		K	11510	Restorers Group Inc.	

## Report lists:

- **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**

Drill down to the PO to view the history and header/item changes





# WEB Documentation

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## Quick Reference Guides (QRGs):

- <http://finance.utoronto.ca/fast/support-documentation/logistics/>

## FAST FAQs on PO/GR/IR:

- <http://finance.utoronto.ca/faqs/purchase-order-goods-receipt-invoice-receipt/>

## ODLC FIS Training Schedule:

- [http://www.odlc.utoronto.ca/index.php?option=com\\_jevents&catid=43&Itemid=69&task=year.listevents&year=2017&month=07&day=11](http://www.odlc.utoronto.ca/index.php?option=com_jevents&catid=43&Itemid=69&task=year.listevents&year=2017&month=07&day=11)