Work Instruction

GL Account List with Additional Text

ZRFFMFK02

When to Use

This report is used to view a list of General Ledger (G/L) accounts available within a company code.

Report Functionality

- Produces a list, defined by the end user, of G/L Accounts within a company code
- Report output can be customized by adding, removing or re-ordering columns
- Most G/L account records have been updated with additional text describing the type of posting activity normally found in the G/L
- Report output can be downloaded into Excel

Report Output

Default display variant is as follows and can be customized as required:

- G/L Account Number
- G /L Account Name (short text)
- Commitment Item
- Commitment Item Name
- Account Assignment Info (description of posting activity)
- Blocked for Posting
- Authorization Group

Menu Path

Use the following menu path to begin this transaction:

- Accounting ➔ Financial Accounting ➔ General Ledger ➔ Information System ➔ Master Data ➔ G/L Account List ➔ G/L Account list with additional text.

Transaction Code

ZRFFMFK02

Helpful Hints

- Create, change and save layouts to produce a Custom Report View:

Reference Guide: Line Item Functionality

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

- Create a custom report selection variant that can be used repeatedly:

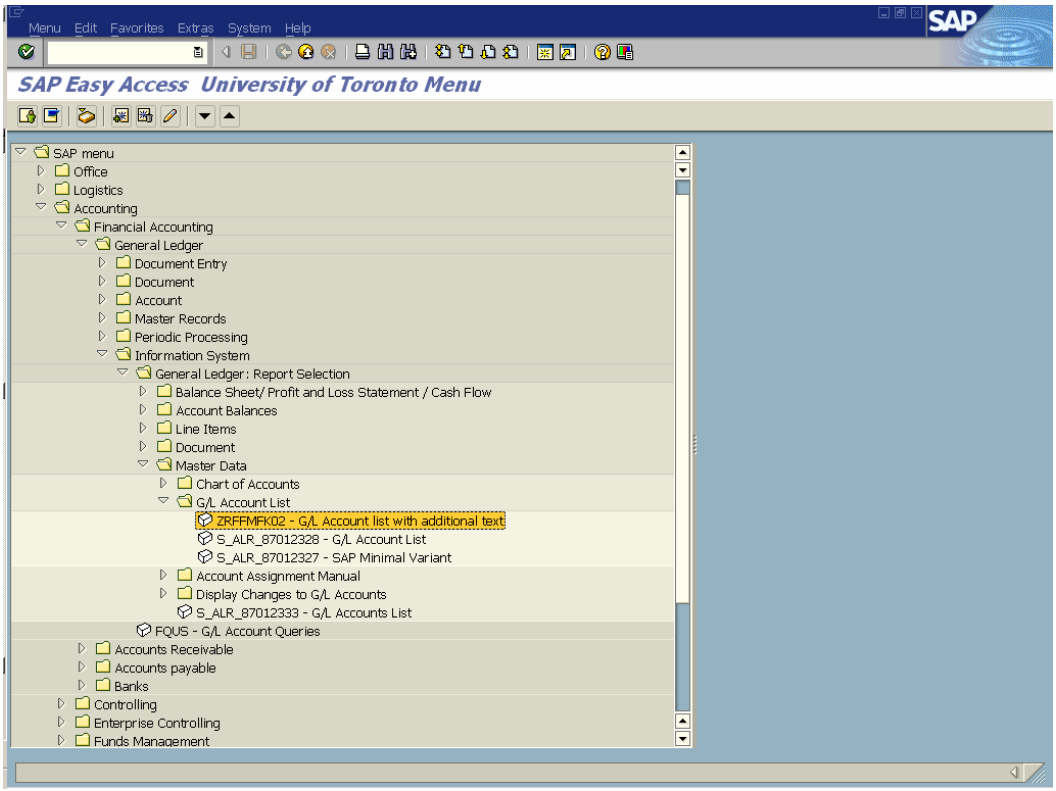
Reference Guide: Create and Retrieve a Report Selection Screen Variant:

http://finance.utoronto.ca/wp-content/uploads/2015/11/Variantasset.pdf

Detailed Procedure

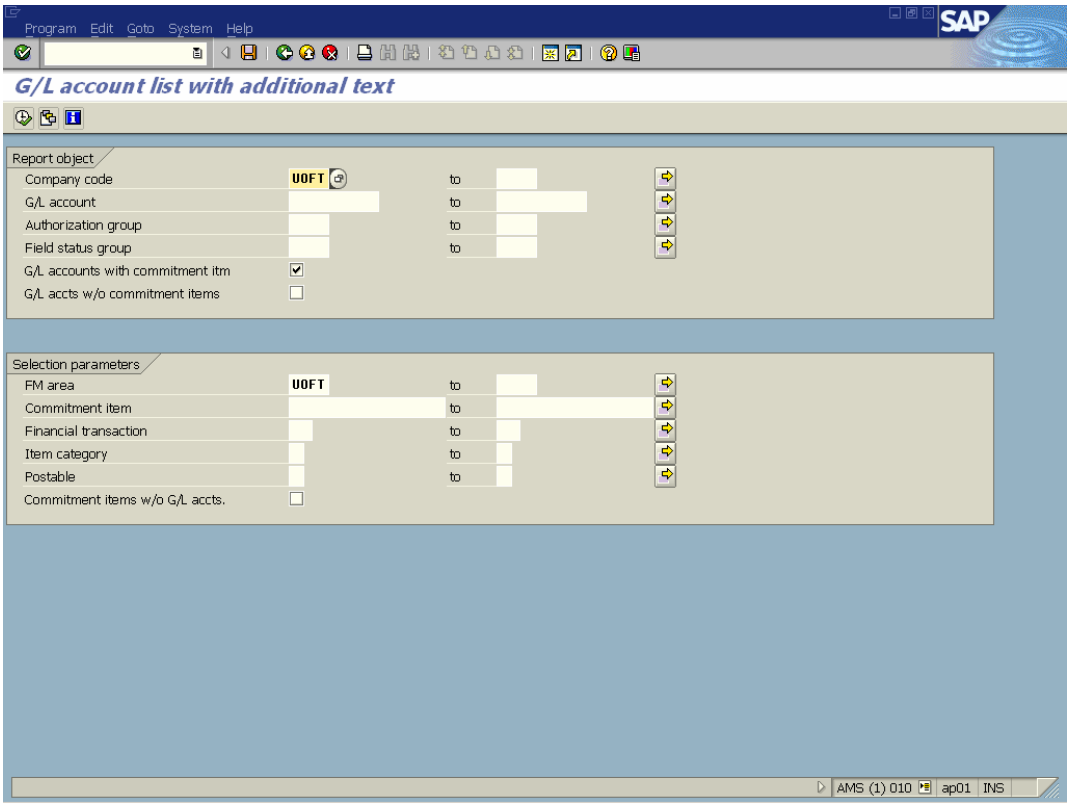
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu



2. Double-click ZRFFMFK02 - G/L Account list with additional text.

G/L account list with additional text



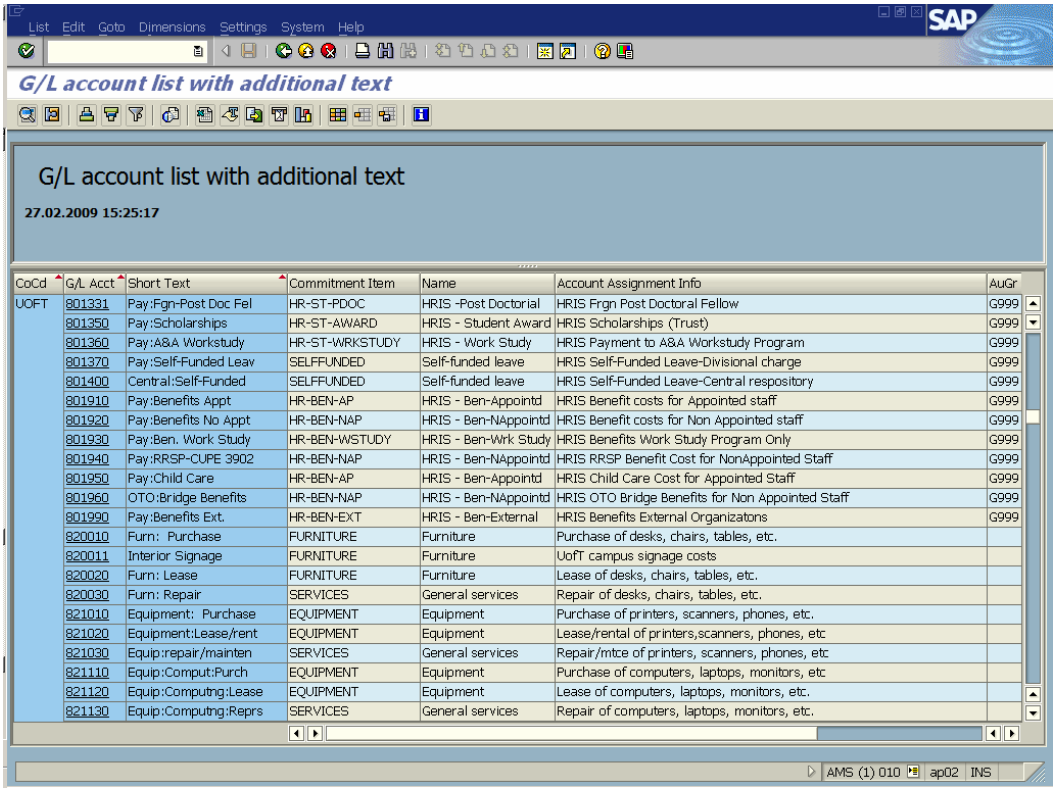
3. Complete the following as required:

Field Name	Required/Optional/ Conditional	Description
Company code	Required	Defaults to UofT. Change only if required.
G/L account	Required	A six digit code used to provide detail on the type of financial activity incurred, (i.e. grants, donations, computer supplies, etc.). For instructions on how to create a list of G/Ls and descriptions go to the following QRG: http://www.finance.utoronto.ca/fast/qrg/rptmd/GL.htm Revenue > 700000-799999 Expenses > 800000-899999

Field Name	Required/Optional/ Conditional	Description
Authorization Group	Optional	User-based access restriction to G/L Accounts **Example:** Authorization Group G999 allows access to HRIS G\L account 801000 - 801990.
G/L accounts with commitment itm	Optional	Allows users to select G/L Account listing with commitment item decription. Report defaults to include this field and should be retained.
FM area	Required	Defaults to UofT.
Commitment item	Optional	Defaults based on G/L account used, can be overwritten. An alphabetic code used to (1) group similar g/l accounts for summary reporting purposes; i.e. Supplies and (2) segregate budget dollars for special purpose spending; i.e. EXP-UTFA, SPECIALS, etc. within a Funds Center or Fund.

4. Click once you have filled in all the appropriate parameters.

G/L account list with additional text



CoCd	G/L Acct	Short Text	Commitment Item	Name	Account Assignment Info	AuGr
UOFT	801331	Pay:Fgn-Post Doc Fel	HR-ST-PDOC	HRIS -Post Doctorial	HRIS Frgn Post Doctoral Fellow	G999
	801350	Pay:Scholarships	HR-ST-AWARD	HRIS - Student Award	HRIS Scholarships (Trust)	G999
	801360	Pay:A&A Workstudy	HR-ST-WRKSTUDY	HRIS - Work Study	HRIS Payment to A&A Workstudy Program	G999
	801370	Pay:Self-Funded Leav	SELFFUNDED	Self-funded leave	HRIS Self-Funded Leave-Divisional charge	G999
	801400	Central:Self-Funded	SELFFUNDED	Self-funded leave	HRIS Self-Funded Leave-Central respository	G999
	801910	Pay:Benefits Appt	HR-BEN-AP	HRIS - Ben-Appointd	HRIS Benefit costs for Appointed staff	G999
	801920	Pay:Benefits No Appt	HR-BEN-NAP	HRIS - Ben-NAppointd	HRIS Benefit costs for Non Appointed staff	G999
	801930	Pay:Ben. Work Study	HR-BEN-WSTUDY	HRIS - Ben-Wrk Study	HRIS Benefits Work Study Program Only	G999
	801940	Pay:RRSP-CUPE 3902	HR-BEN-NAP	HRIS - Ben-NAppointd	HRIS RRSP Benefit Cost for NonAppointed Staff	G999
	801950	Pay:Child Care	HR-BEN-AP	HRIS - Ben-Appointd	HRIS Child Care Cost for Appointed Staff	G999
	801960	OTO:Bridge Benefits	HR-BEN-NAP	HRIS - Ben-NAppointd	HRIS OTO Bridge Benefits for Non Appointed Staff	G999
	801990	Pay:Benefits Ext.	HR-BEN-EXT	HRIS - Ben-External	HRIS Benefits External Organizatons	G999
	820010	Furn: Purchase	FURNITURE	Furniture	Purchase of desks, chairs, tables, etc.	
	820011	Interior Signage	FURNITURE	Furniture	UofT campus signage costs	
	820020	Furn: Lease	FURNITURE	Furniture	Lease of desks, chairs, tables, etc.	
	820030	Furn: Repair	SERVICES	General services	Repair of desks, chairs, tables, etc.	
	821010	Equipment: Purchase	EQUIPMENT	Equipment	Purchase of printers, scanners, phones, etc.	
	821020	Equipment:Lease/rent	EQUIPMENT	Equipment	Lease/rental of printers,scanners, phones, etc	
	821030	Equip:repair/mainten	SERVICES	General services	Repair/mtce of printers, scanners, phones, etc	
	821110	Equip:Comput:Purch	EQUIPMENT	Equipment	Purchase of computers, laptops, monitors, etc	
	821120	Equip:Computng:Lease	EQUIPMENT	Equipment	Lease of computers, laptops, monitors, etc.	
	821130	Equip:Computng:Reprs	SERVICES	General services	Repair of computers, laptops, monitors, etc.	

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

End of Procedure.

Resource Information:

Contact your FAST team representative for additional assistance.
http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/

Reference Guides:

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

Create and Retrieve a Report Selection Screen Variant.
http://finance.utoronto.ca/wp-content/uploads/2015/11/Variantasset.pdf