

Basic Funds Management Reporting

Course 8 in Standard Curriculum

Learning Objectives

- Understand the purpose and account codes within the Funds Management (FM) component
- Understand when to use the most common FM reports
- Generate the most common FM reports
- Interpret the output of FM reports
- Customize line-item reports to analyze postings to Funds Centers and FC/Funds
- Create report layouts and variants



[Link to Course Material](#)

Housekeeping – All FIS Courses and Workshops

Expectations for FIS Courses:

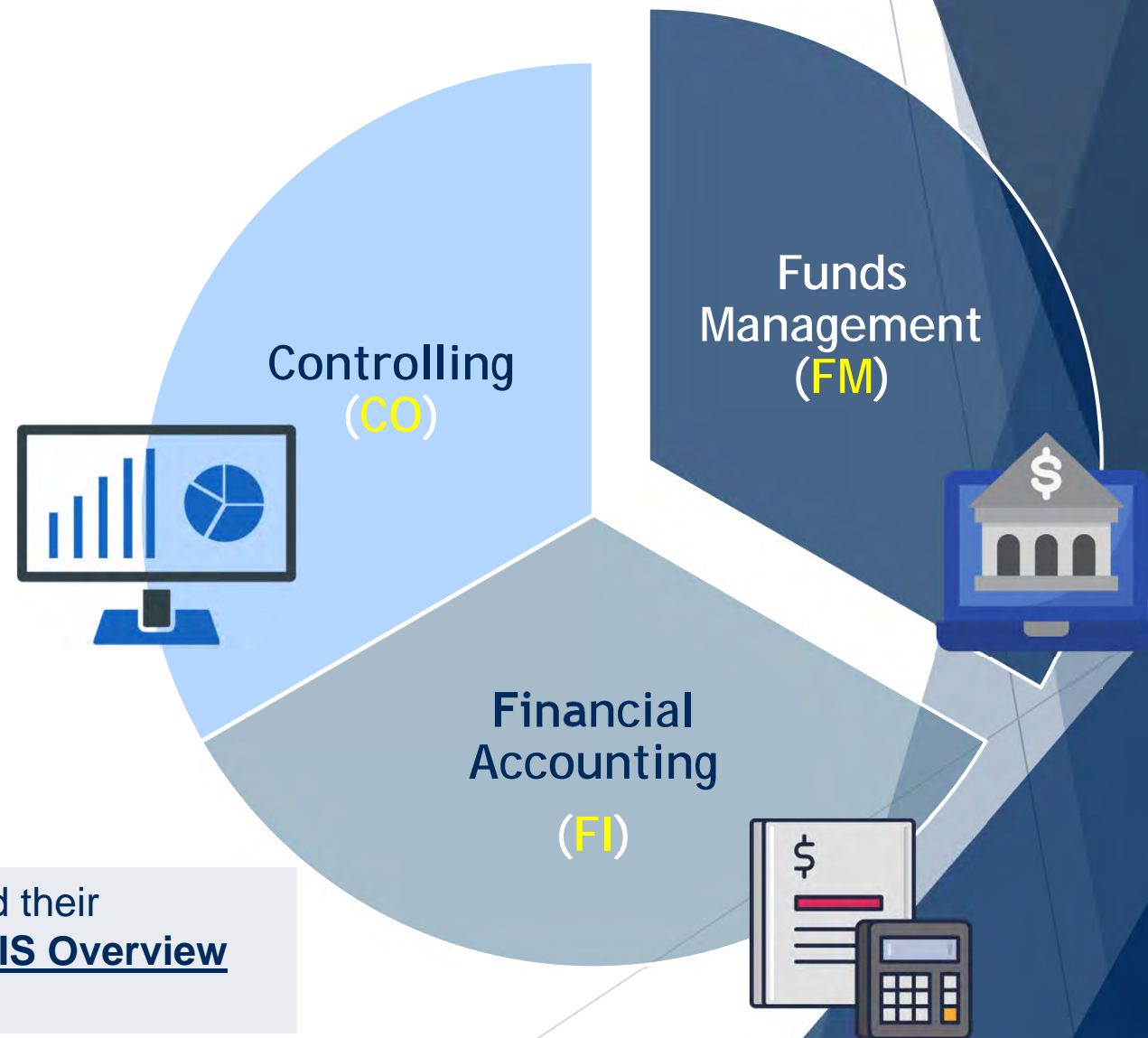
- Must be able to complete all assigned exercises in the SAP-QT1[HANA] training application.
 - If you are having technical issues, and cannot complete the exercises in class, you have 1 week to complete them. If extensions are necessary, please contact me.
 - The instructor will review all exercises.
- Must attend most of the class. If you miss 20 minutes or more of class you will not be eligible for course credit.



All FIS courses are recorded and will receive a copy of the recording for their record.

Review the Components of FIS

The **Financial Information System (FIS)** is made up of 3 components that have unique functions.



To learn more or review each component and their associated account codes, [please see the FIS Overview course material.](#)

Funds Management (FM) – Key Accounts

There are 3 important FM account codes users will need to know/use when processing and generating reports in FIS.

1. **Funds Centers (FC)** – a 6-digit account code starting with a “1” (departmental) or “2” (principal investigator) used to record the funding and spending transactions for financial activity reporting on a fiscal year basis (e.g., ancillary and principal investigator (PI)).
2. **Fund** – a 6-digit code, starting with “3”, “4” or “5” used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year (e.g., conference and research).
3. **Commitment Item** – An alphabetic budget code used to;
 - (1) group similar G/L accounts for summary reporting purposes (e.g., Supplies) **AND**
 - (2) segregate budget amounts for specific spending purposes. Defaults based on G/L account used, may be overwritten.



Comparing FM Accounts

	Funds Center	Fund
Reporting Period	Fiscal year (May 1 to April 30)	Can have any start or end date. Funds can have own reporting deadlines based on the sponsor.
Hierarchy	Reflects the University's <u>organizational structure</u>	No hierarchy of its own BUT linked to the University's organizational structure through transaction postings <u>in conjunction with a Funds Center</u>
Budgeting	Fiscal year	Overall basis (start of Fund to now)



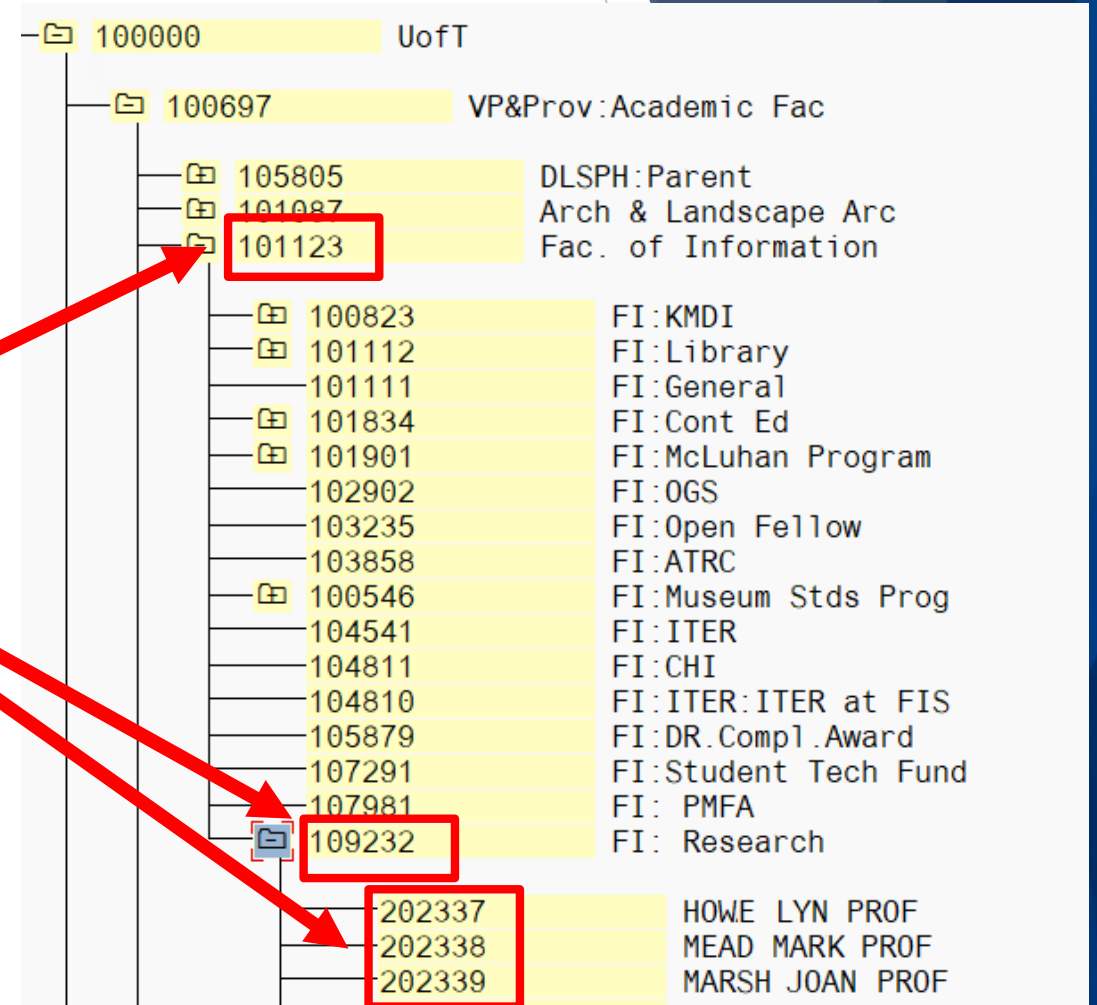
Funds Center Hierarchy

Funds Centers are organized into a hierarchy, that reflects the University's organizational structure.

Departmental Funds Centers are structured in a Parent/Subordinate relationship.

For example:

101123 >> 109232 >> 202337/202338/202339



[Watch this Simulation to Learn how to Locate your FC Hierarchy](#)



Understanding Commitment Items

Commitment Items are a budget category code that enables users to:

- Provide flexibility to set the level of budgetary control
- Determine where FM will start looking for budget
- Hold the budget for Funds Availability Checking/control
- To report **summary** revenue and expense postings to G/L Accounts

Characteristics of Commitment Items:

- Alphabetic code (e.g., TRAVEL, EQUIPMENT)
- Assigned to all **revenue** and **expense** G/L accounts
- Arranged in a hierarchy (e.g. SUPPLIES >> SUPPL-S)



Since every G/L account is linked a Commitment Item, when you enter a G/L account in an FIS transaction screen the Commitment Item will default (e.g. 825000 – Supplies General >> SUPPLIES).



Commitment Items Hierarchy

Commitment Items are structured in a hierarchy.

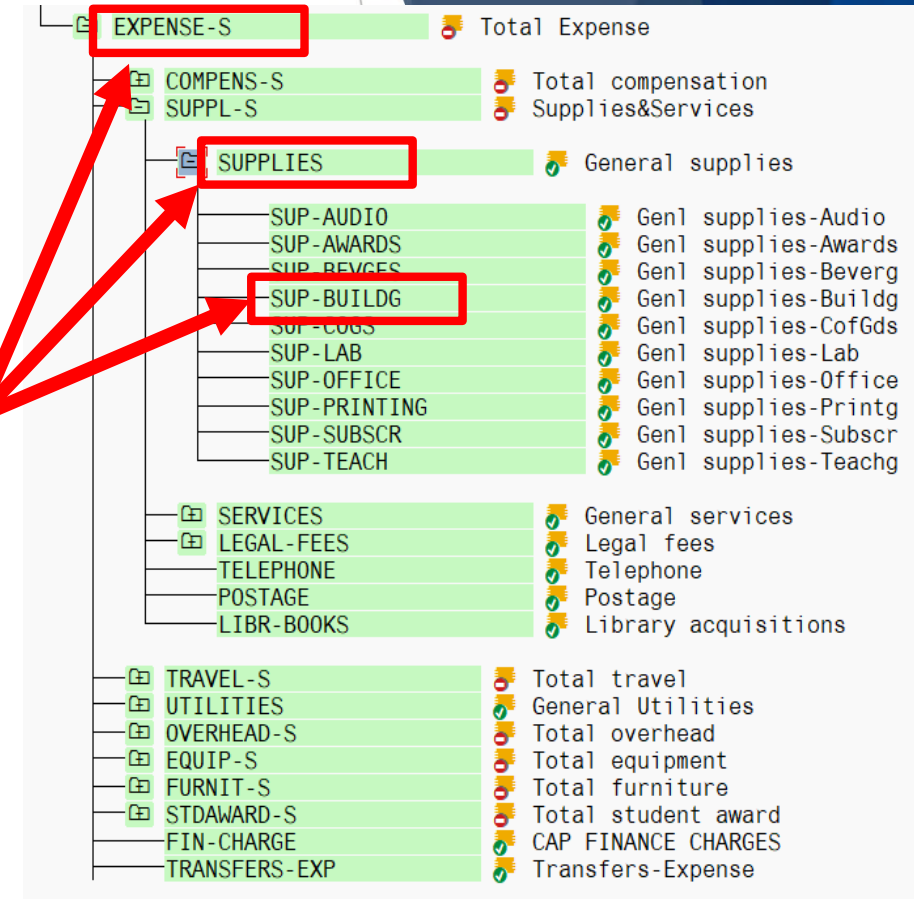
When FIS attempts to locate available budget, it will look at the Commitment Item.

Depending on the type of FM account (Funds Center or FC/Fund) the may or may not go up the hierarchy.

For example: 1-series Funds Center

- FIS will look at the default Commitment Item (e.g., SUP-BUILDG)
- The system will move up the hierarchy to eventually reach EXPENSE-S

NOTE: The budget for 1-series departmental Funds Center ALWAYS reside in EXPENSE-S.



NOTE: For most **Research Fund** accounts, FA checking occurs at the **CI where budget is loaded** (e.g., Travel-S). If budget is not found at that level, it **will not** allow the transaction to post.



What is Funds Availability?

Funds Availability (FA) checking is an FIS function that **prevents** transactions from being posted to a Funds Center or Funds Center/Fund combination IF there is insufficient budget to cover the transaction.

Characteristics of Funds Availability checking:

- **ONLY** checks expenditure transactions against funds availability
- Occurs at the **Commitment Item** level where the budget is loaded

Funds Availability Calculation

Funds Availability = Budgets – (Actual Expenditures + Commitments)



Considerations when Generating FIS Reports

To determine the appropriate FIS report, consider:

- Have a clear idea of what account(s)/inputs you would like to report on
- Identify what format you want (i.e. line item vs. summary)
- Real time, extract or historical data
- What specific question(s) are you looking to answer (e.g., what is my current funds available?)



Key Questions Answered by Funds Management Reports

Since there is no single report that will serve everyone's needs.

Determining the relevant report for your needs will be based on the **question(s) you are trying to answer AND the desired output/report format.**

Common questions include:

- What is the source of my funding/budget?
- How much funding do I have left (funds available)
- What has been charged to my accounts



[Learn more about the different sources of funding at the University.](#)

Generate FM Reports



Common FM Reports

We will generate and analyze the following 4 FM reports:

- **ZFM1** – Funding: Funds Center or Fund Report
- **ZFTR008** – Total Funding Activity Report
- **ZFIR079** – FI Posting Line Item Report
- **ZFTR111** – Funds Center Report

Regardless of the FM report, if you are **downloading the output into Excel**, ensure that you have updated/set your Excel Settings.

[Refer to this article for more information.](#)



Visit the **[Funds Management Reporting Documentation and Support](#)** page to locate reference guides for additional reports.

Report #1 – ZFM1- Funding: Funds Center or Fund

The ZFM1 report is one of the most common FIS reports used at the University.

It is a **real-time** report that enables users to see the status of a single Funds Center or Funds Center/Fund broken down by Commitment Item category.

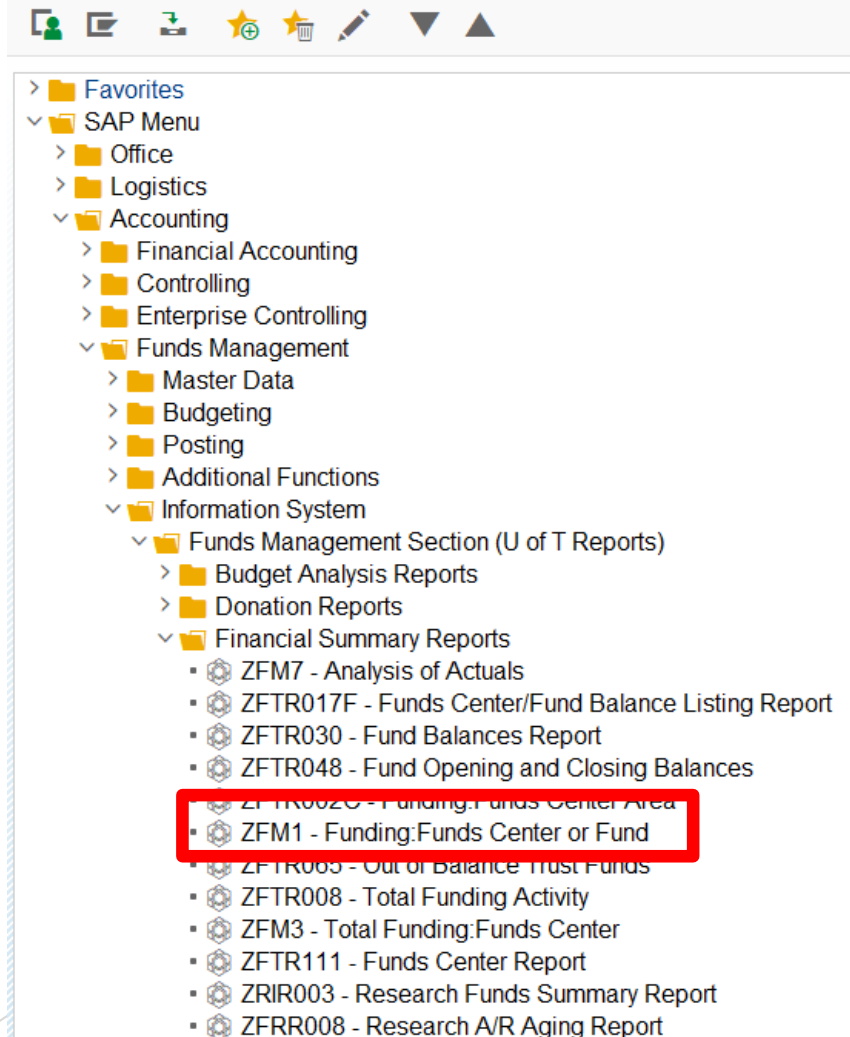
The output includes:

- Budget information
- Total Commitments
- Total Actuals and Revenue
- **Funds Available**
- Net Totals of Revenues vs. Expenses



[Reference Guide](#)

SAP Easy Access University of Toronto Menu



The screenshot shows the SAP Easy Access menu for the University of Toronto. The menu is organized into several categories, with 'Funds Management' and 'Information System' expanded. Under 'Information System', the 'Funds Management Section (U of T Reports)' is expanded, showing a list of reports. The report 'ZFM1 - Funding: Funds Center or Fund' is highlighted with a red box.



- > Favorites
- ▼ SAP Menu
 - > Office
 - > Logistics
 - ▼ Accounting
 - > Financial Accounting
 - > Controlling
 - > Enterprise Controlling
 - ▼ Funds Management
 - > Master Data
 - > Budgeting
 - > Posting
 - > Additional Functions
 - ▼ 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
 - ZFTR020 - Funding: Funds Center Area
 - **ZFM1 - Funding: Funds Center or Fund**
 - ZFTR005 - Out of Balance Trust Funds
 - ZFTR008 - Total Funding Activity
 - ZFM3 - Total Funding: Funds Center
 - ZFTR111 - Funds Center Report
 - ZRIR003 - Research Funds Summary Report
 - ZFRR008 - Research A/R Aging Report

ZFM1 - Input/Selection Criteria Screen

The Selection Criteria screen enables users to **define the accounts** that the output will represent.

It includes both **required** (e.g. Funds Center) and **optional/conditional** fields.

Funding:Funds Center or Fund

FM area

Funds Center

Fund

Budget Version

Fiscal year

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

Revenue Received vs Receivable (for Research Restricted fund, Sponsor payment method is Invoicing)

Old Report Format

Select **“Old Report Format”** for PI Funds Centers.

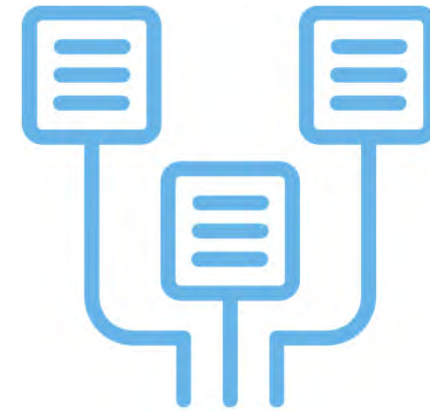


Scenarios

The report output format and data vary depending on the type of FM account used.

Let's look at the 3 possible scenarios:

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



Scenario 1 – Funds Center/Fund Combination

The output of the ZFM1 – Funding by Funds Center/Fund report when run for **research grants, endowments and capital funds** will display different than Operating or PI Funds Centers.

University of Toronto
BCS Funding:Funds Center or Fund

Page : 1 of 1
Program : ZFTR001 /QT1
User : PARAMRAM
Date : 15/03/22
Time : 11:07

FM area: UOFT Fiscal year:
Budget-version: 0
Funds Center: 295010 STARK, TONY
Fund: 509551 Stark, T 12345
Start date: 01.04.2021 End date: 31.03.2027
Sponsor: 301462 The Salvation Army Grace Hospital
Title of research: Sample FRD for FAST training
Message:
No. of LTCAP units as of 01.03.2022: 0.00

item	Budget	Commitments	Actuals	Actuals	Funds available
Expenditures					
EXPENSE-S	100,000.00	0.00	0.00	0.00	100,000.00
COMPENS-S	40,000.00	0.00	0.00	0.00	40,000.00
TRAVEL-S	50,000.00	0.00	0.00	0.00	50,000.00



Scenario 2 – Operating/Ancillary Funds Center (with Original Budget)

The output of the ZFM1 – Operating/Ancillary Funds Centers with original budgets (i.e. new budget every May 1st) will show:

- Comparison of **original vs. current** budget
- Budgeted vs Actual Revenues
- Net budget changes (i.e. secondary EXPENSE-S)
- CARRYFWD (residual budget from previous FY)
- Funds Available
- Detailed **Commitment Item** budget/variance
- Net of Revenues/Expenses

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
Revenues						
- 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
Total Revenues	150,000.00-	150,000.00-	0.00	97,914.09-	97,914.09-	52,085.91-
Expenditures						
- 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	105,411.26	105,411.26	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
Total Expenditures	1,450,483.00	1,650,483.00	0.00	1,311,366.90	1,311,366.90	339,116.10
Net	1,300,483.00	1,500,483.00	0.00	1,213,452.81	1,213,452.81	287,030.19

Scenario 3 – PI Funds Center

Old Report Format

University of Toronto		Page : 1 of 1	
BCS Funding:Funds Center or Fund		Program : ZFTR001 /QT1	
		User : PARAMRAM	
		Date : 15/03/22	
		Time : 12:01	
FM area:	UOFT	Fiscal year:	2022
Budget-version:	0		
Funds Center:	295010	STARK, TONY	
Fund:			

Commitment item	Budget	Commitments	Actuals	Total Commitments/ Actuals	Revenue variance/ Funds available
Expenditures					
EXP-UTFA	10,000.00	0.00	0.00	0.00	10,000.00
EXPENSE-S	250,000.00	0.00	0.00	0.00	250,000.00
Total Expenditure :	260,000.00	0.00	0.00	0.00	260,000.00

For PI Funds Centers, in the input/selection criteria screen, ensure that you select “**Old Report Format**”.

The output will display **Budget, Commitments, Actuals and Fund Available** for:

- **EXPENSE-S** (i.e. operating budget)
- **EXP-UTFA** (i.e. faculty allowance)



Exercise 1 – Generate the ZFM1 report and answer the questions

Instructions (approx. 5 - 10 minutes)

Generate the ZFM1 report and answer the 3 questions posed.



[Reference Guide](#)

Report #2 – ZFTR008 – Total Funding Activity

The ZFTR008 report provides **real-time** data shows the financial status of multiple Funds Centers & Funds within a unit's funds center hierarchy.

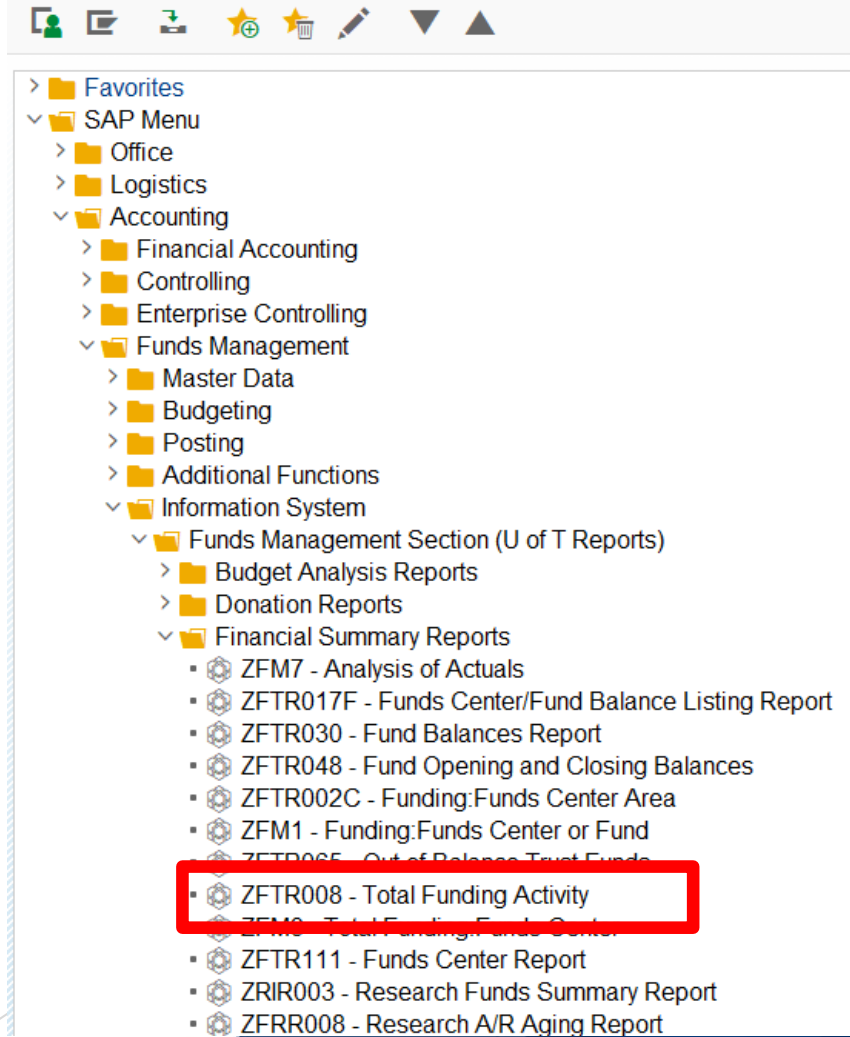
The output includes:

- Totals for all Funds Centers and Funds
- Budget
- Total Commitments
- Total Actuals and Revenue
- **Funds Available**
- Drilldown functionality to view individual documents



[Reference Guide](#)

SAP Easy Access University of Toronto Menu

A screenshot of the SAP Easy Access menu for the University of Toronto. The menu is organized into a tree structure. The 'Information System' folder is expanded, showing 'Funds Management Section (U of T Reports)'. Under this section, 'Financial Summary Reports' is expanded, and 'ZFTR008 - Total Funding Activity' is highlighted with a red rectangular box. Other reports listed include ZFM7, ZFTR017F, ZFTR030, ZFTR048, ZFTR002C, ZFM1, ZFTR065, ZFM8, ZFTR111, ZRIR003, and ZFRR008.

- > Favorites
- ▼ SAP Menu
 - > Office
 - > Logistics
 - ▼ Accounting
 - > Financial Accounting
 - > Controlling
 - > Enterprise Controlling
 - ▼ Funds Management
 - > Master Data
 - > Budgeting
 - > Posting
 - > Additional Functions
 - ▼ 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**
 - ZFM8 - Total Funding Funds Center
 - ZFTR111 - Funds Center Report
 - ZRIR003 - Research Funds Summary Report
 - ZFRR008 - Research A/R Aging Report

Selection Criteria (Inputs)

Total Funding Activity

FM area:
 Funds Center:
 Funds Center Name:
 Fiscal Year:
 Budget Version:

Funds Centers

Include Funds Center Hierarchy: Hierarchy variant:

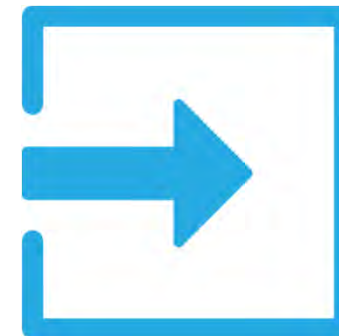
Funds

Include Funds:
 Active Funds Only:
 (exclude funds with class FUND_INACTIVE)

Funds: to
 Sponsors: to

Printing option

Page Break at Funds Center:



Generate the report for:

- **Single Funds Centers** or an **entire hierarchy**
- **Include/exclude Funds**
- **filter Funds by sponsor**
- **Additional filters** such as Funds Center Classification



ZFTR008 – Total Funding Activity report (Output)

University of Toronto
BCS Total Funding Activity - Overview

Page : 1 of 2
Program : ZFTR008 /QT1
User : PARAMRAM
Date : 15/03/22
Time : 12:35

FM area: UOFT Funds Center: 109599 Faculty of FIS
Fiscal Year: 2022 Budget Version: 0
Include Funds Center Hierarchy. Hierarchy variant: 0000
Include All Funds.
Fund Data View: By Total Fund.

Funds Center/ Funds	Budget Profile	Budget	Commitments	Actuals	Total Commit/ Actuals	Funds available
Funds Centers Total:	Revenues	0.00	0.00	62,103.06-	62,103.06-	62,103.06
	Expenditures	55,075,000.00	5,676,345.85	1,403,396.87	7,079,742.72	47,995,257.28
Funds Total:	Expenditures	1,250,000.00	10,341.00	1,936.59	12,277.59	1,237,722.41
(5) 295010 STARK, TONY	Expenditures	260,000.00	0.00	0.00	0.00	260,000.00
509551 Stark, T	Expenditures TotRel 12345	200,000.00	10,341.00	1,833.18	12,174.18	187,825.82

The report output shows:

- Financial status of **ALL** the Funds Centers and Funds within the selected criteria
- Breakdown of the financial status of each Funds Center and Fund
- Ability to drilldown to sub-totals and individual documents.



Exercise 2 – Generate the ZFTR008 Total Funding Activity report and answer the questions

Instructions (approx. 5 - 10 minutes)

Generate the ZFTR008 report and answer the 3 questions posed.



[Reference Guide](#)

Report #3 – ZFTR111 Funds Center Report

The ZFTR111 report provides **real-time** data shows the financial status of multiple Funds Centers within a unit's funds center hierarchy.

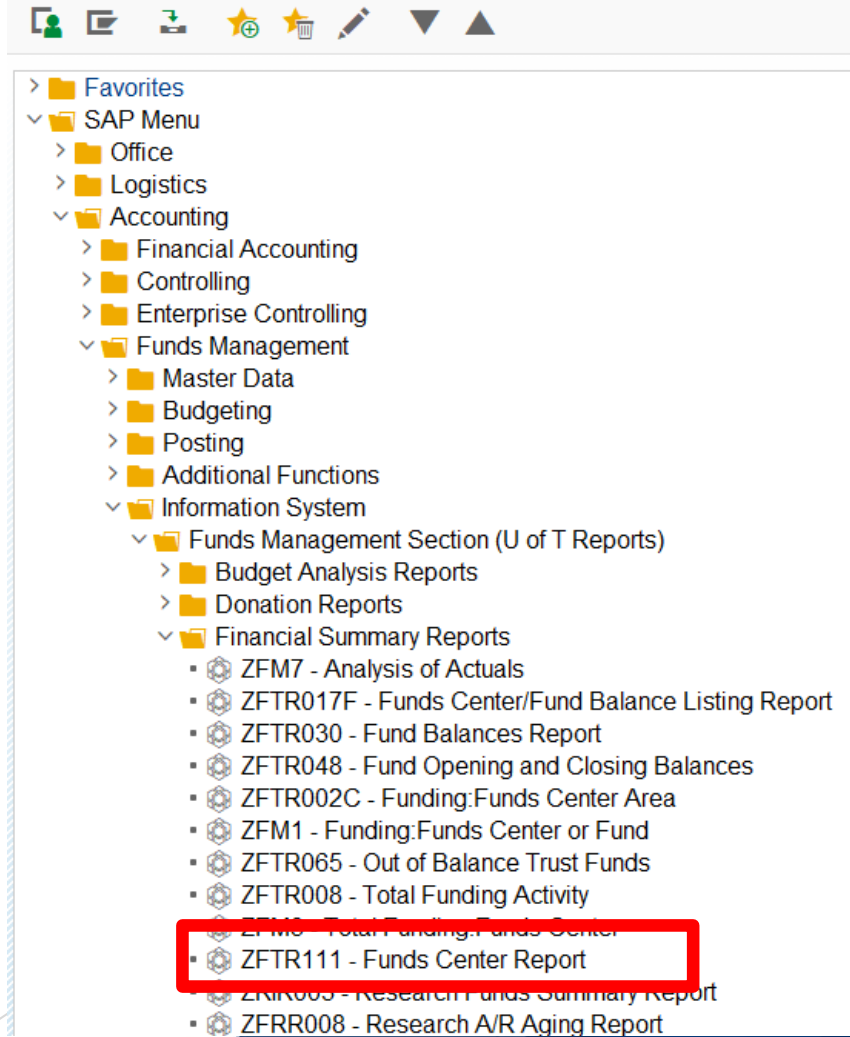
The output includes:

- Totals for all Funds Centers
- Budget
- Total Commitments
- Total Actuals and Revenue
- **Funds Available**
- Drilldown functionality to view individual documents



[Reference Guide](#)

SAP Easy Access University of Toronto Menu

A screenshot of the SAP Easy Access menu for the University of Toronto. The menu is displayed in a tree view with yellow folder icons. The 'Funds Management Section (U of T Reports)' is expanded, showing a list of reports. The report 'ZFTR111 - Funds Center Report' is highlighted with a red rectangular box. Other reports listed include 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, ZFM8 - Total Funding:Funds Center, ZFR005 - Research Funds Summary Report, and ZFRR008 - Research A/R Aging Report.

> Favorites
v SAP Menu
 > Office
 > Logistics
 v Accounting
 > Financial Accounting
 > Controlling
 > Enterprise Controlling
 v Funds Management
 > Master Data
 > Budgeting
 > Posting
 > Additional Functions
 v Information System
 v Funds Management Section (U of T Reports)
 > Budget Analysis Reports
 > Donation Reports
 v 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
 • ZFM8 - Total Funding:Funds Center
 • **ZFTR111 - Funds Center Report**
 • ZFR005 - Research Funds Summary Report
 • ZFRR008 - Research A/R Aging Report

Selection Criteria (Inputs)

Funds Center Report

Selection Criteria

FM Area

Fiscal Year

For Funds Centers

Funds Center

Include FC Hierarchy

OR

Funds Center Groups

Funds Center Classification to

Including Funds Center to

Excluding Funds Center to

PI accounts Include Exclude

For Commitment Items

Commitment Items to

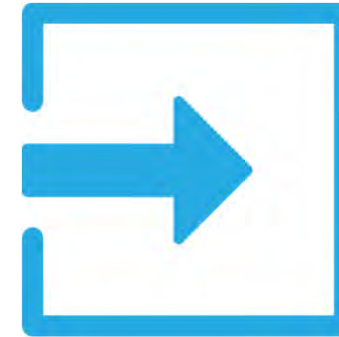
Include CI Hierarchy

OR

Commitment Item Groups

Layout

Fixed format Spreadsheet format



Generate the report for:

- **Multiple Funds Centers in a hierarchy**
- **Filter to include/exclude specific FCs**



[Reference Guide](#)

ZFTR111 – Funds Center report (Output)

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	2022	Report	ZFTR111
Funds Center	109599 Faculty of FIS	Instance	QT1
Include FC Hierarchy	X	User	PARAMRAM
FC Hierarchy variant	0000	Date/Time	15.03.2022 15:08:38
Include PI FCs	X		

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Actuals	Funds Available
Revenues						
- REVENUE-S	0.00	0.00	0.00	62,103.06-	62,103.06-	62,103.06
ADM-USER-F	0.00	0.00	0.00	52,243.04-	52,243.04-	52,243.04
+ EXTERN-INC	0.00	0.00	0.00	9,860.02-	9,860.02-	9,860.02
+ RECOVERY	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	0.00	62,103.06-	62,103.06-	62,103.06
Expenditures						
EXP-UTFA	0.00	50,000.00	0.00	0.00	0.00	50,000.00
- EXPENSE-S	0.00	55,025,000.00	5,676,345.85	1,403,396.87	7,079,742.72	47,945,257.28
^ EXPENSE-S	0.00	55,025,000.00	0.00	0.00	0.00	55,025,000.00
+ EQUIP-S	0.00	0.00	1,009,900.45	54,537.51	1,064,437.96	1,064,437.96-
+ FURNIT-S	0.00	0.00	2,731,772.28	208,959.59	2,940,731.87	2,940,731.87-
+ SUPPL-S	0.00	0.00	1,637,436.04	1,071,205.94	2,708,641.98	2,708,641.98-
+ TRAVEL-S	0.00	0.00	297,237.08	68,693.83	365,930.91	365,930.91-
Total Expenditures	0.00	55,075,000.00	5,676,345.85	1,403,396.87	7,079,742.72	47,995,257.28
Net	0.00	55,075,000.00	5,676,345.85	1,341,293.81	7,017,639.66	48,057,360.34

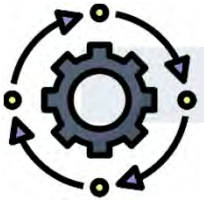
- The report output shows:
- Financial status of **ALL** the Funds Centers within the selected criteria
 - Summary of the Budget, Commitments, Actuals and Funds Available
 - Ability to drilldown to sub-totals and individual documents.



Exercise 3 – Generate the ZFTR111 Funds Center report and answer the questions

Instructions (approx. 5 - 10 minutes)

Generate the ZFTR111 report and answer the 3 questions posed.



[Reference Guide](#)

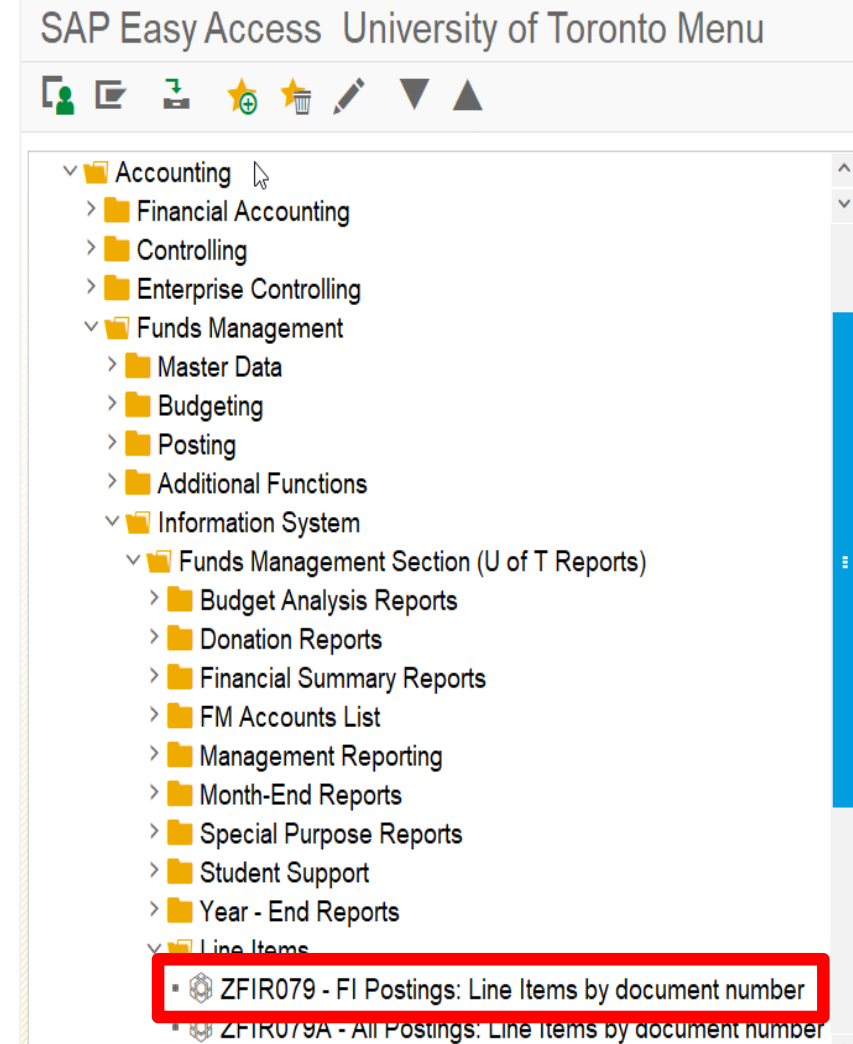
Report #4 – ZFIR079 – FI Postings Line Item Report

This flexible/customizable reports enables users to view a list of actual financial transactions posted to their accounts over a period of time.

It is used to analyze spending, track the status of payments and locate errors.

The output includes:

- List of FI documents
- Net amounts
- Account assignments (i.e. Funds Centers, Cost Centers)
- Vendor
- UserID



SAP Easy Access University of Toronto Menu

Accounting

- Financial Accounting
- Controlling
- Enterprise Controlling
- Funds Management
 - Master Data
 - Budgeting
 - Posting
 - Additional Functions
- Information System
 - Funds Management Section (U of T Reports)
 - Budget Analysis Reports
 - Donation Reports
 - Financial Summary Reports
 - FM Accounts List
 - Management Reporting
 - Month-End Reports
 - Special Purpose Reports
 - Student Support
 - Year - End Reports
 - Line Items
 - ZFIR079 - FI Postings: Line Items by document number
 - ZFIR079A - All Postings: Line Items by document number



ZFIR079 – FI Postings Line Item report (Selection Criteria/Input)

This report enables users to customize output by:

- Fiscal year/period
- FM Accounts
- G/L Account
- Document number
- UserID

It also enables you to recall layouts.

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

Classification

Financial Management Area

FM Area

Commitments/Actuals

Fiscal Year/Period to

Optimization of database access

Maximum No. of Hits

Funds Management Account Assignm...

Fund to

to

and all superior
 and all subordinate

Commitment item to

and all superior
 and all subordinate

Cmmts/Act.

Company Code

G/L Account to

FI Document

to

FY FI doc. number to

Payment Document Number to

Fisc. year pmnt doc. to

User to

Summarize Amount Type

Layout

Layout Variant Fields Only

ZFIR079 – FI Postings Line Item report (Selection Criteria/Input)

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



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

15.03.2022 14:43:49

FI doc.no.	G/L Acct	G/L Acct Long Text	Pymt Bdgt	Cost Ctr	Order	Funds Ctr	Fund	Commitment item	Line Item Text	Posting Date	Doc. Date
3000423541		Photocopy:coin machine	132.74-	29440		109600		EXT-INC-PHOTOCPY	Student serv. copier revenue, Jan 2022	23.02.2022	22.02.2022
3000423542		Photocopy:coin machine	132.74-	29440		109600		EXT-INC-PHOTOCPY	Jan 2022 Student Serv, Copier Revenue	23.02.2022	22.02.2022
3000423543		Photocopy:coin machine	132.74-	29440		109600		EXT-INC-PHOTOCPY	Student Service Jan 2022 Copier Revenue	23.02.2022	22.02.2022
3000423544		Photocopy:coin machine	132.74-	29440		109600		EXT-INC-PHOTOCPY	Student Serv.Copier Revenue, Jan 2022	22.02.2022	22.02.2022
3000423545		Photocopy:coin machine	132.74-	29440		109600		EXT-INC-PHOTOCPY	Student serv copier revenue Jan 2022	23.02.2022	22.02.2022
3000423546		Photocopy:coin machine	132.74-	29440		109600		EXT-INC-PHOTOCPY	Student copier revenue Jan 2022	23.02.2022	22.02.2022
3000423547		Photocopy:coin machine	132.74-	29440		109600		EXT-INC-PHOTOCPY	Jan 2022, copier revenue	23.02.2022	22.02.2022
3000423557		Photocopy:coin machine	132.74-	29440		109600		EXT-INC-PHOTOCPY	Student ServCopier Revenue Jan 2022	02.03.2022	22.02.2022
757010			4,114.94-								
5000604812	820010	Furniture:Purchase	10,341.00	29440		109600		FURN-PUR	4949, Patrick Cassidy	14.03.2022	14.03.2022
5000604751		Furniture:Purchase	10,341.00	29440		109600		FURN-PUR		07.03.2022	07.03.2022
1001683730		Furniture:Purchase	1,018.54	29440		109600		FURN-PUR	Correct FC for 1904813668 Inv 1676 -Exact Furnitur	28.02.2022	22.02.2022
5000604750		Furniture:Purchase	5,170.50-	29440		109600		FURN-PUR	test	24.02.2022	24.02.2022
5000604749		Furniture:Purchase	5,170.50	29440		109600		FURN-PUR	test	24.02.2022	24.02.2022
1001683728		Furniture:Purchase	1,018.54	29440		109600		FURN-PUR	correct FC and CC for 1904813668	23.02.2022	22.02.2022
1904813631		Furniture:Purchase	1,855.10	29440		109600		FURN-PUR	384852, Exact Furniture, office chairs and pens	11.02.2022	01.12.2021

The output lists all the transactions that fit the criteria, typically subtalled by GL Account by default.

Users can rearrange columns, filter, subtotal, hide columns and bring in hidden columns.



Learn how to create custom line item reports.

Exercise 4 – Generate the ZFIR079 FI Postings Line Item report and answer the questions

Instructions (approx. 5 - 10 minutes)

Generate the ZFIR079 report and answer the 3 questions posed.



[Reference Guide](#)

Learning Objectives

- Understand the purpose and account codes within the Funds Management (FM) component
- Understand when to use the most common FM reports
- Generate the most common FM reports
- Interpret the output of FM reports
- Customize line-item reports to analyze postings to Funds Centers and FC/Funds
- Create report layouts and variants



[Link to Course Material](#)

Contact Information & Additional Resources



- **FAST General Mailbox** – fast.help@utoronto.ca
- [Faculty FAST Team Representatives List](#)

- [GTFM Policy – Purchasing & Payments to Vendors](#)
- [Knowledge Centre](#)
- [Documentation & Support](#)



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