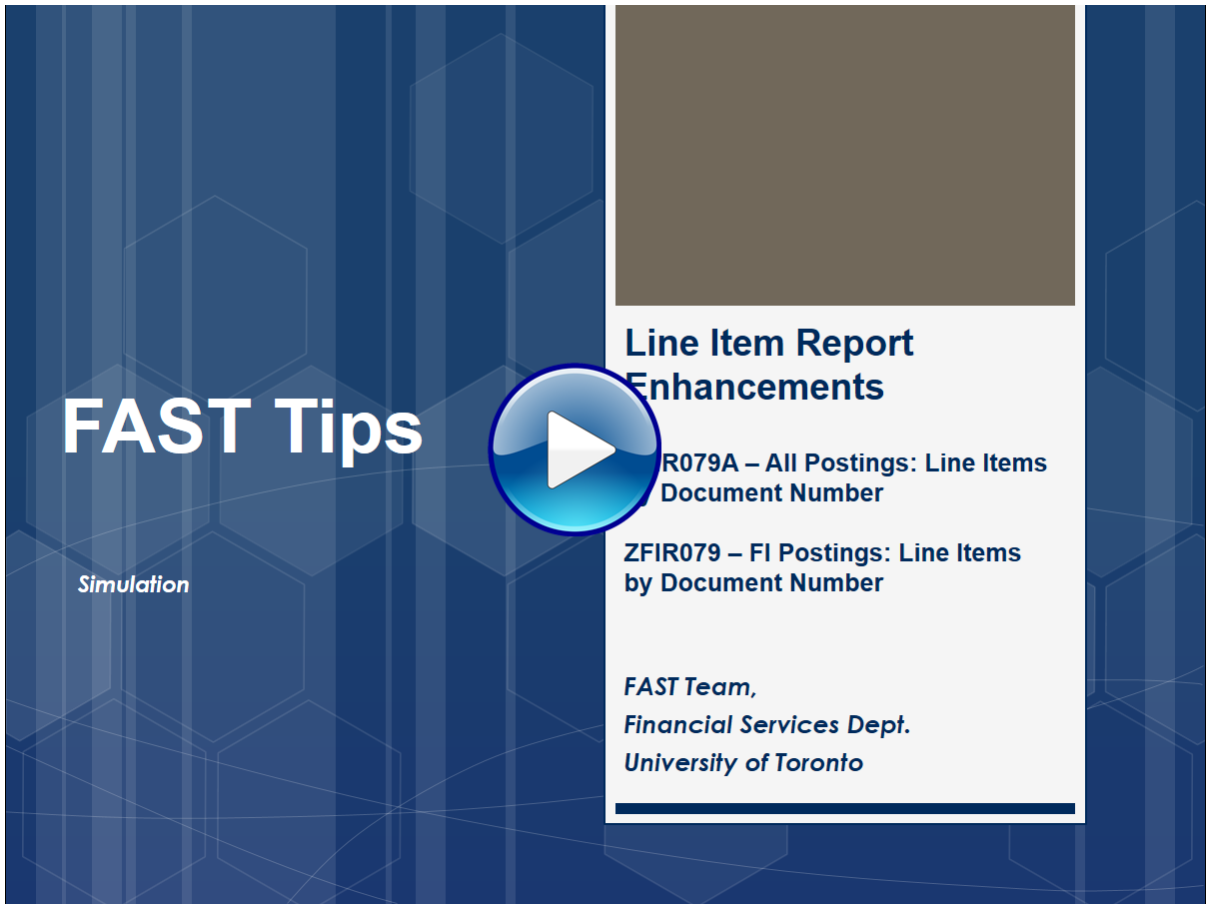
February 2019 | Volume 6 | Number 2

Line Item Report Enhancements



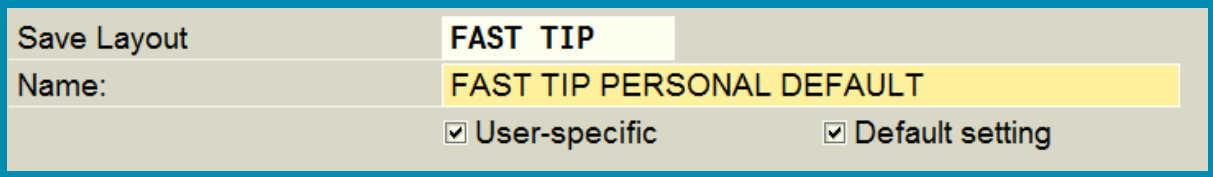
If you have any trouble viewing this simulation, please contact fast.help@utoronto.ca.

The Perfect Line Item Report

Have you created a line item report layout that meets your specific needs? Want to ensure that no one accidentally changes it?

Save your customized line item layout as a User-specific (personal) default:

- Save ***Layout*** field: remove "/" prefix so it is not global (i.e., accessible to all users)
- *Name* field: Enter a brief description
- Select *User-specific* checkbox
- Select *Default setting* checkbox



Learn More:

- **Simulation -** How to Create Custom Line Item Reports
- **Reference Guide -** Line Item Functionality

Understanding the Linking Table and its Impact on the CO Planning Process

Watch this simulation to understand how you can proactively ensure that all your Cost Centers and/or Internal Orders are linked to the correct Funds Centers. This will help confirm that your operating budgets will be accurately reflected in the new fiscal year.

Learn More:

- **Reference Guide:** Commitment Accounting Assignment Report
- **Reference Guide:** Budget to Plan Reconciliation Report
- **Training Documentation:** Updating CO Plans to Operating Budgets (workshop)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session

Location: 256 McCaul St

Thurs, March 7th, 2019 | 12:30pm - 2pm | FIS | room 109

Wed, March 20th, 2019 | 11:30am - 1pm | FIS, HRIS & RIS/MRA/MROL | room 109

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