



[June 2019 | Volume 6 | Number 6](#)

## **How to Change the Default Layout and Display Hidden Fields in the Document Display Screen**

**FAST Tips**

*Simulation*



**How to Change the Default Layout and Display Hidden Fields in the Document Display Screen**

*FAST Team,  
Financial Services Dept.  
University of Toronto*

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**Learn More:**

- [Reference Guide - Document Display \(FB03\)](#)

If you have any trouble viewing this simulation, please contact [fast.help@utoronto.ca](mailto:fast.help@utoronto.ca).

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## How to Attach Electronic Documents to FIS Transactions

*\*repeat tip*

**Update since initial tip:** You can now **attach colour scanned electronic documents** to FIS transactions.

The image is a thumbnail for a simulation. It features a dark blue background with a pattern of light blue hexagons. On the left, the text 'FAST Tips' is written in large white font, with 'Simulation' in a smaller white font below it. In the center, there is a large blue play button icon. To the right of the play button, the title 'How to Attach Electronic Documents to FIS Transactions' is displayed in white text. Below the title, the text 'FAST Team, Financial Services Dept. University of Toronto' is written in a smaller white font. The entire thumbnail is framed by a white border.

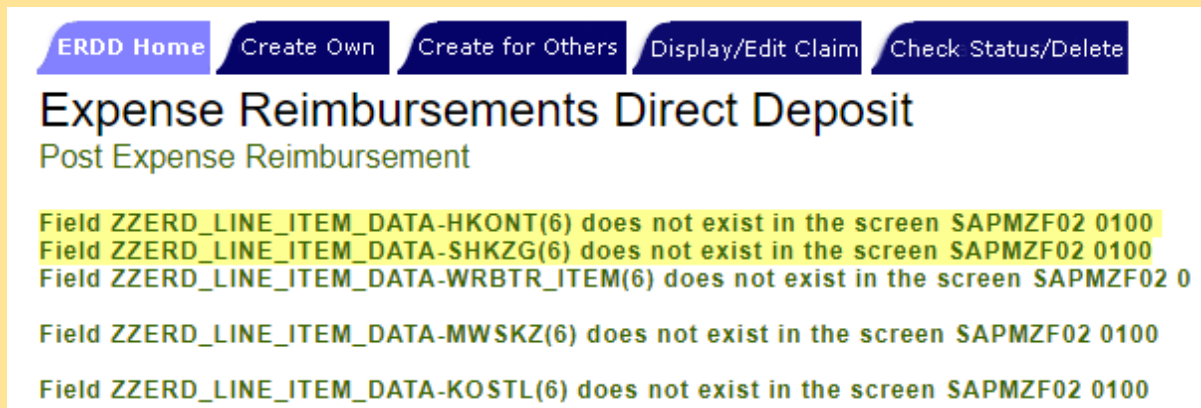
## Learn More:

- [Reference Guide - Electronic Imaging and SAP Documents](#)
- [Reference Guide/Simulation - Create Workflow Purchase Order \(PO\) valued greater than \\$25K \(Single Account Assignment\)](#)
- [Reference Guide/Simulation - Create Workflow Lease Purchase Order valued greater than \\$25K](#)

If you have any trouble viewing this simulation, please contact [fast.help@utoronto.ca](mailto:fast.help@utoronto.ca).

## ERDD on the Web Error Message

If you attempt to post an ERDD on the Web and receive an error message similar to the one shown below:



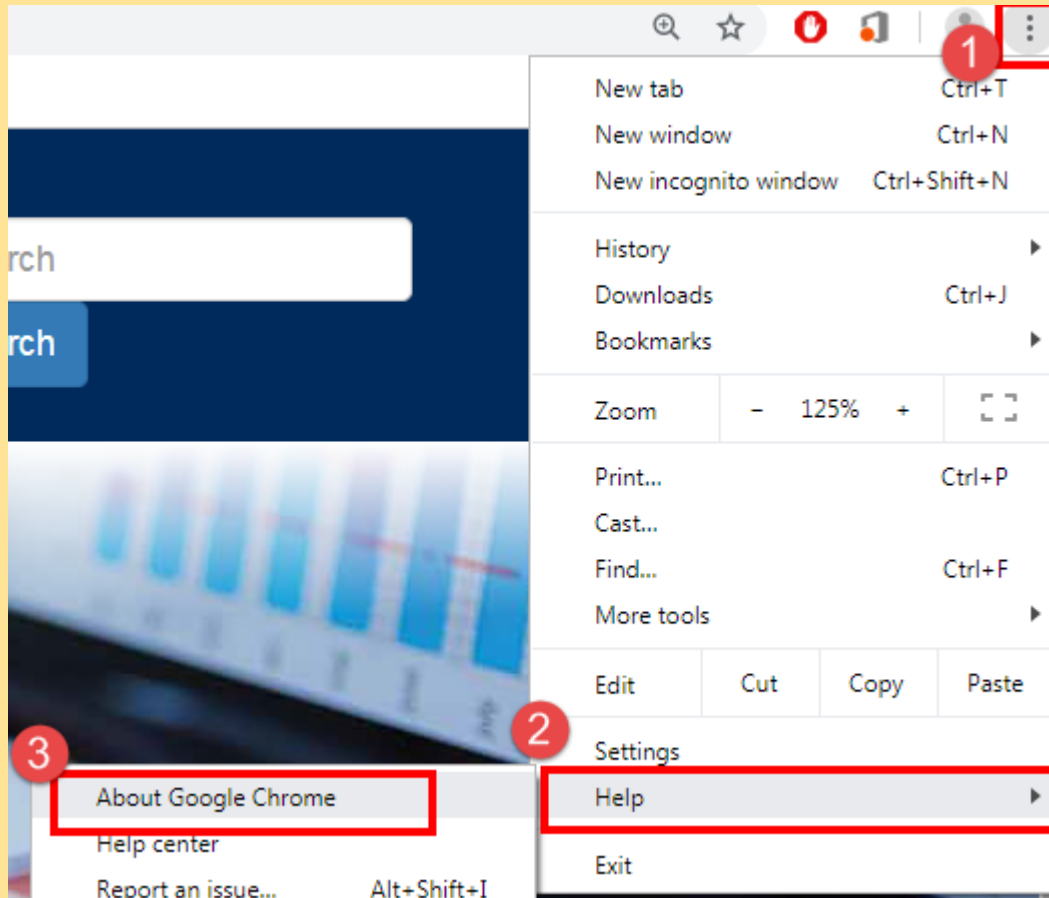
The screenshot shows a web interface with a navigation bar at the top containing five buttons: 'ERDD Home', 'Create Own', 'Create for Others', 'Display/Edit Claim', and 'Check Status/Delete'. Below the navigation bar is the title 'Expense Reimbursements Direct Deposit' and the subtitle 'Post Expense Reimbursement'. The main content area displays four error messages, each on a new line:

- Field ZZERD\_LINE\_ITEM\_DATA-HKONT(6) does not exist in the screen SAPMZF02 0100
- Field ZZERD\_LINE\_ITEM\_DATA-SHKZG(6) does not exist in the screen SAPMZF02 0100
- Field ZZERD\_LINE\_ITEM\_DATA-WRBTR\_ITEM(6) does not exist in the screen SAPMZF02 0
- Field ZZERD\_LINE\_ITEM\_DATA-MWSKZ(6) does not exist in the screen SAPMZF02 0100
- Field ZZERD\_LINE\_ITEM\_DATA-KOSTL(6) does not exist in the screen SAPMZF02 0100

We recommend the following steps to help resolve the issue:

1. **Clear the browser cache**
2. **Try a different browser** i.e. Chrome, Internet Explorer

3. In Chrome, confirm that your version is the latest i.e. go to the top right-hand corner and click on the 3 dots. Select Help/About Google Chrome. Update if necessary



If this does not resolve the issue, please contact your FAST team representative for further assistance.

### Learn More:

- [Reference Guide - ERDD on the Web Create](#)
- [Reference Guide - ERDD on the Web \(Display, Edit, Check Status or Delete Saved Document\)](#)

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## SUMMER HOURS!



Just a reminder that **summer hours officially begins on Tuesday, July 2nd**, and runs until Labour Day.

FAST Team support will correspond with summers and be available from **8:45am - 4:30pm**. For more information, please refer to the [HR site for holiday scheduling](#).

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## ONE-ON-ONE WORK SUPPORT

**Get HELP FAST** - Biweekly lunch time AMS support session

**Location:** 256 McCaul St

Thursday, July 11, 2019 | 12:30pm - 2pm | FIS & HRIS | room 109

Tuesday, July 23, 2019 | 11:30am - 1pm | FIS & HRIS | room 103

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### TRAINING

- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

### FAST STAFF

- [Faculty Representatives](#)
  - [Subscribe to AMS Listserv](#)
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## Requesting Ideas for FAST Tips Articles/Simulations!

We are always looking for fresh ideas from our readers.

If you have any suggestions for FAST Tip articles or simulations, **send us your input in the feedback link below!**

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[fast.help@utoronto.ca](mailto:fast.help@utoronto.ca)