CUSTOMIZING FIS LINE ITEM REPORTS TO MEET YOUR BUSINESS NEEDS

Monthly Lunch & Learn Series presented by the **FAST Team**

September 2024

University of Toronto | Financial Services

PRESENTER

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AGENDA

- Overview of Line Item Reports
  - Including Sampling of Available Line Item Reports
  - Input and Output Parameters
- Using the Report Selection Criteria/Input Options
- Hidden Selection Criteria to Further Narrow Your Report
- Customizing the Output
  - Using the Sorting, Filtering and Subtotal functions
  - Adding, Removing and Rearranging columns
- Saving Reports to Excel
- Addressing more complex business needs

LEARNING OBJECTIVE

The objective of the session is to xxx

LINE ITEM REPORTS: OVERVIEW

Line Item reports can provide information on:

Annual budget for a single or multiple fiscal years

Given periods (i.e. months) across multiple fiscal years

A single period or multiple periods within a fiscal year

Actuals, commitments and funds transfers

a) Actuals include:

❖Invoices

❖Salaries and benefits that have been paid out

b) Commitments include:

❖Salaries and benefits that have not been paid out yet

❖Purchase orders (POs)

The report will:

- Display documents as line items with flexibility for eliminating or adding fields (columns), totaling or subtotaling and sorting columns
- Allow you to drill down to each line to see more details
- Also allow document changes and reversals through the drill down capability

SAMPLING OF AVAILABLE LINE ITEM REPORTS

There are many FM and CO Line Item Reports – the techniques used to manipulate the report data is consistent between reports.

Funds Management Reports

Line Item Reports:

- FI Postings: Line Items by Document Number (ZFIR079) - Reports actuals
- All Postings: Line Items by Document Number (ZFIR079A) - Reports actuals & commitments

Financial Summary Reports:

- Funds Center Report (ZFTR111)

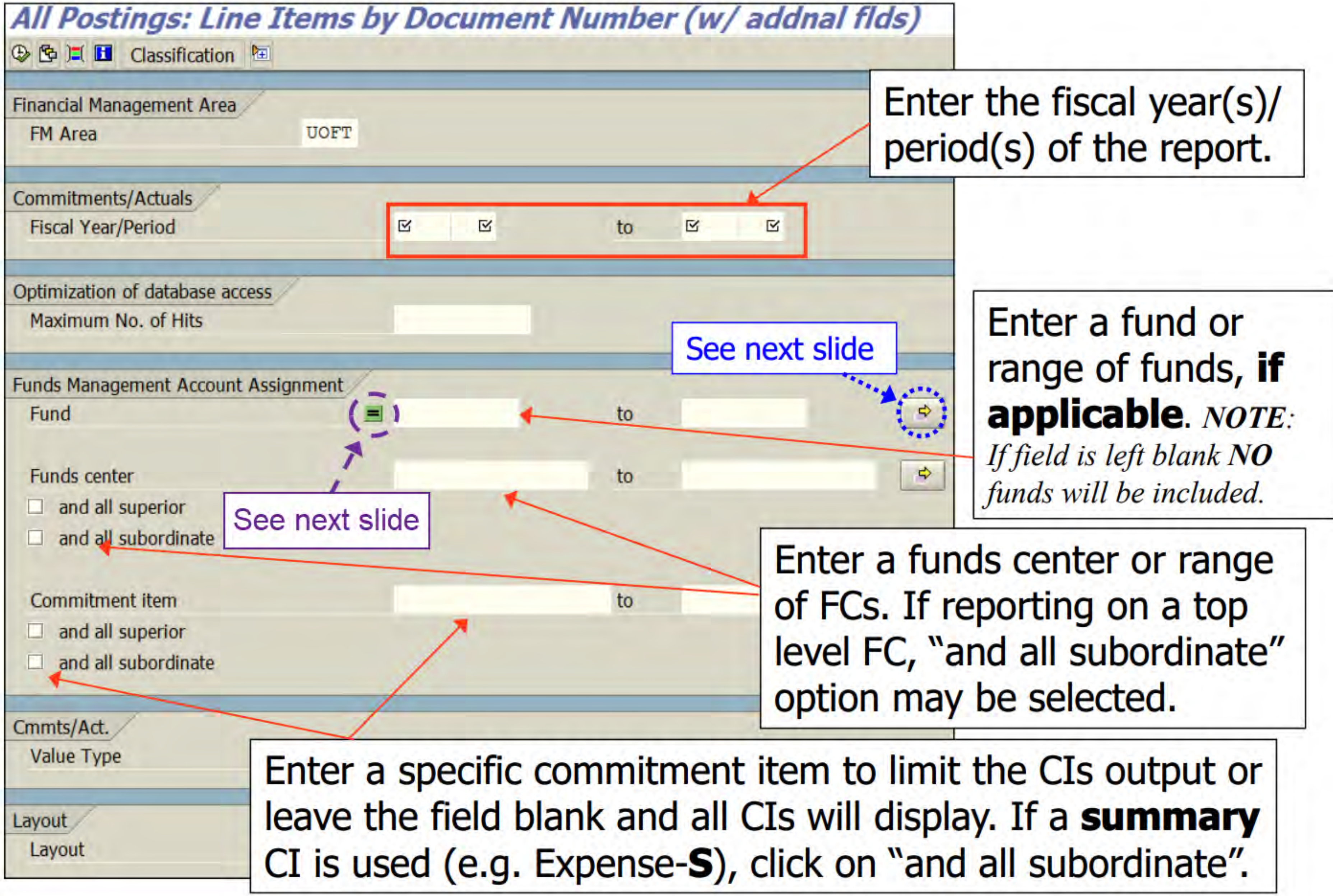
Budget Analysis Reports:

- Budget Movement Report for Fund Centers (ZFTR055)
- Budget Movement Report for Funds (ZFTR055_FUNDS)

INPUT PARAMETERS

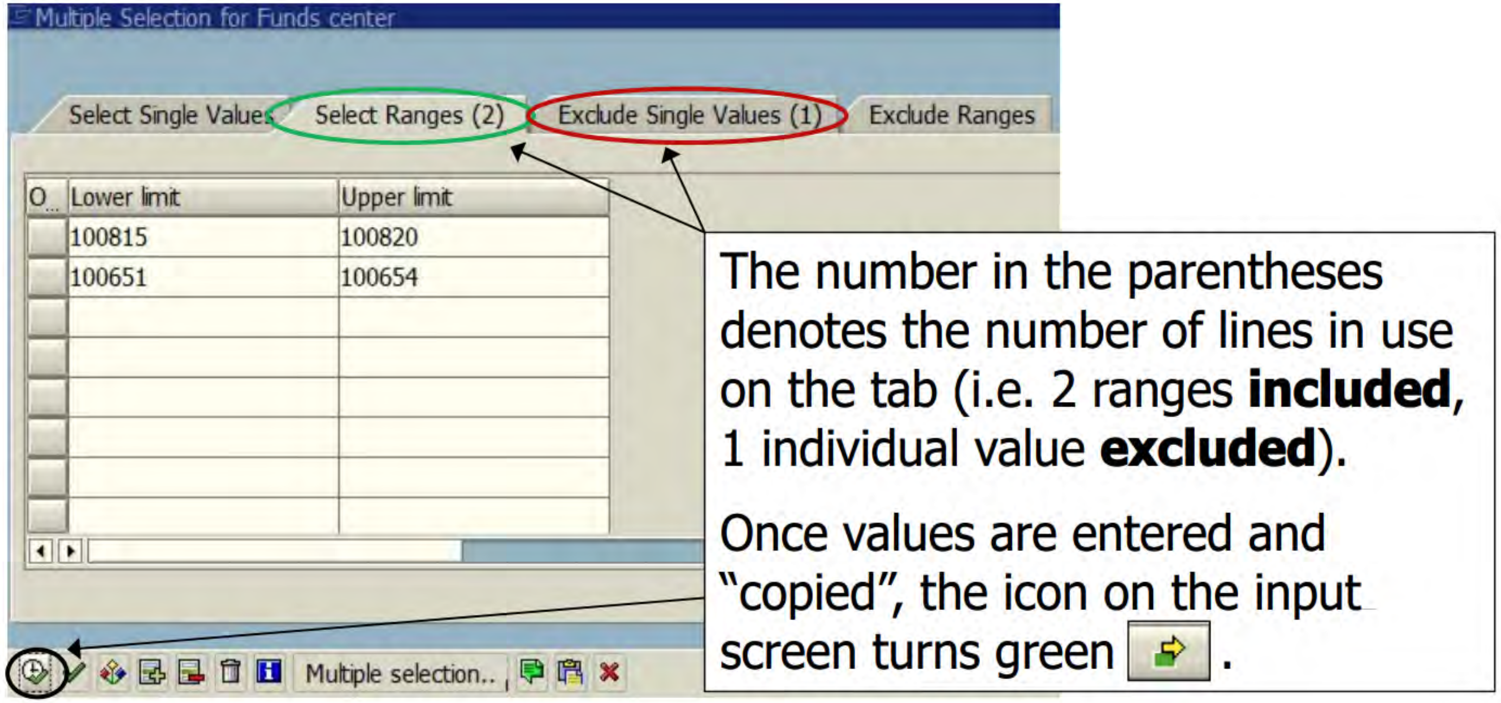
We will use the **All Postings: Line Item** Report to demonstrate how to customize the input parameters.

What may want to focus on xxx.



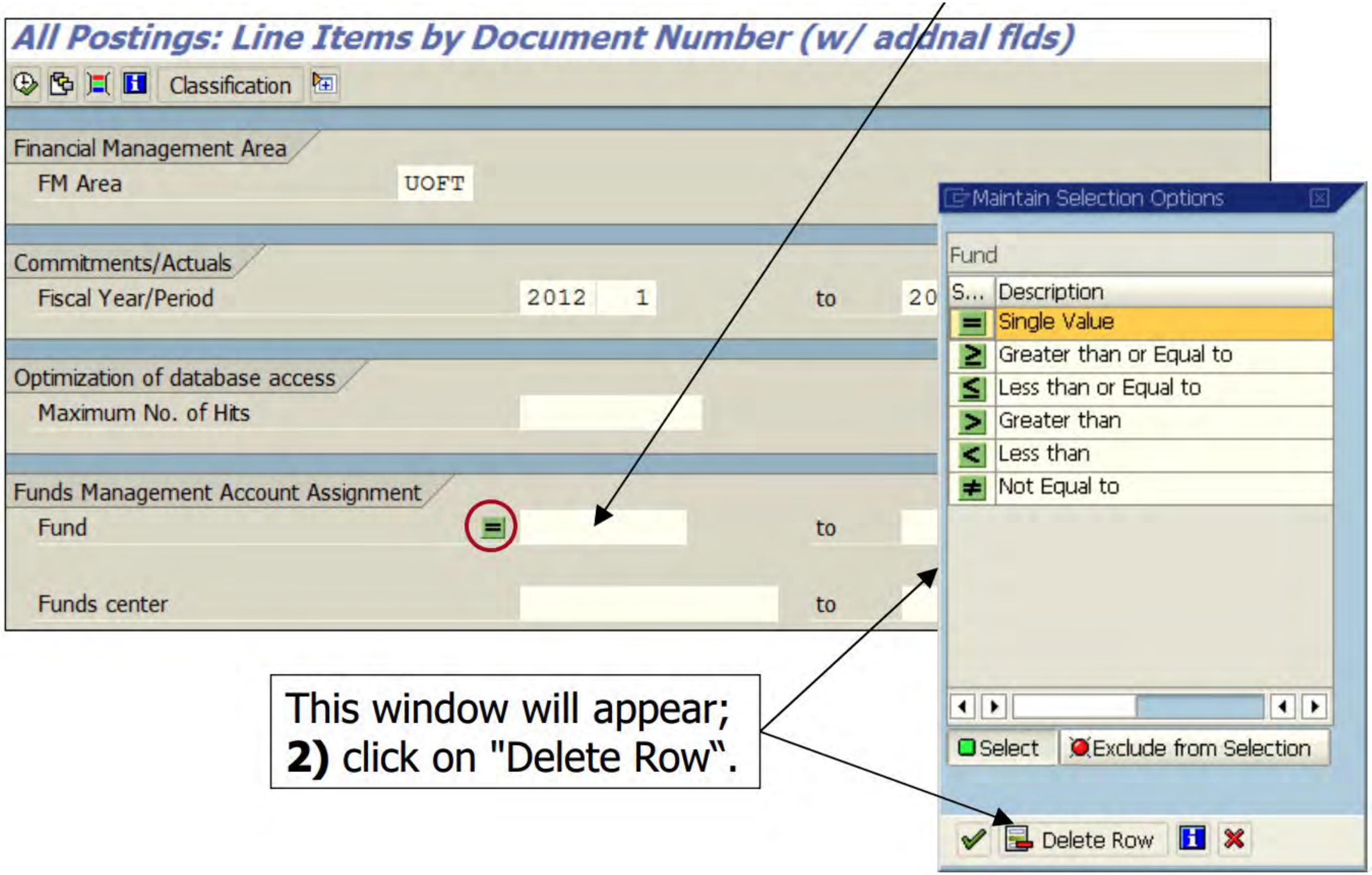
INPUT PARAMETER SCREEN: MULTIPLE SELECTION OPTION

If reporting on more than one single FC/CFC (e.g. FC 100920 & 100925) and/or ranges or excluding single FC/CFC and/or range(s), use the multiple selection box by selecting the icon  to the right of the input line.



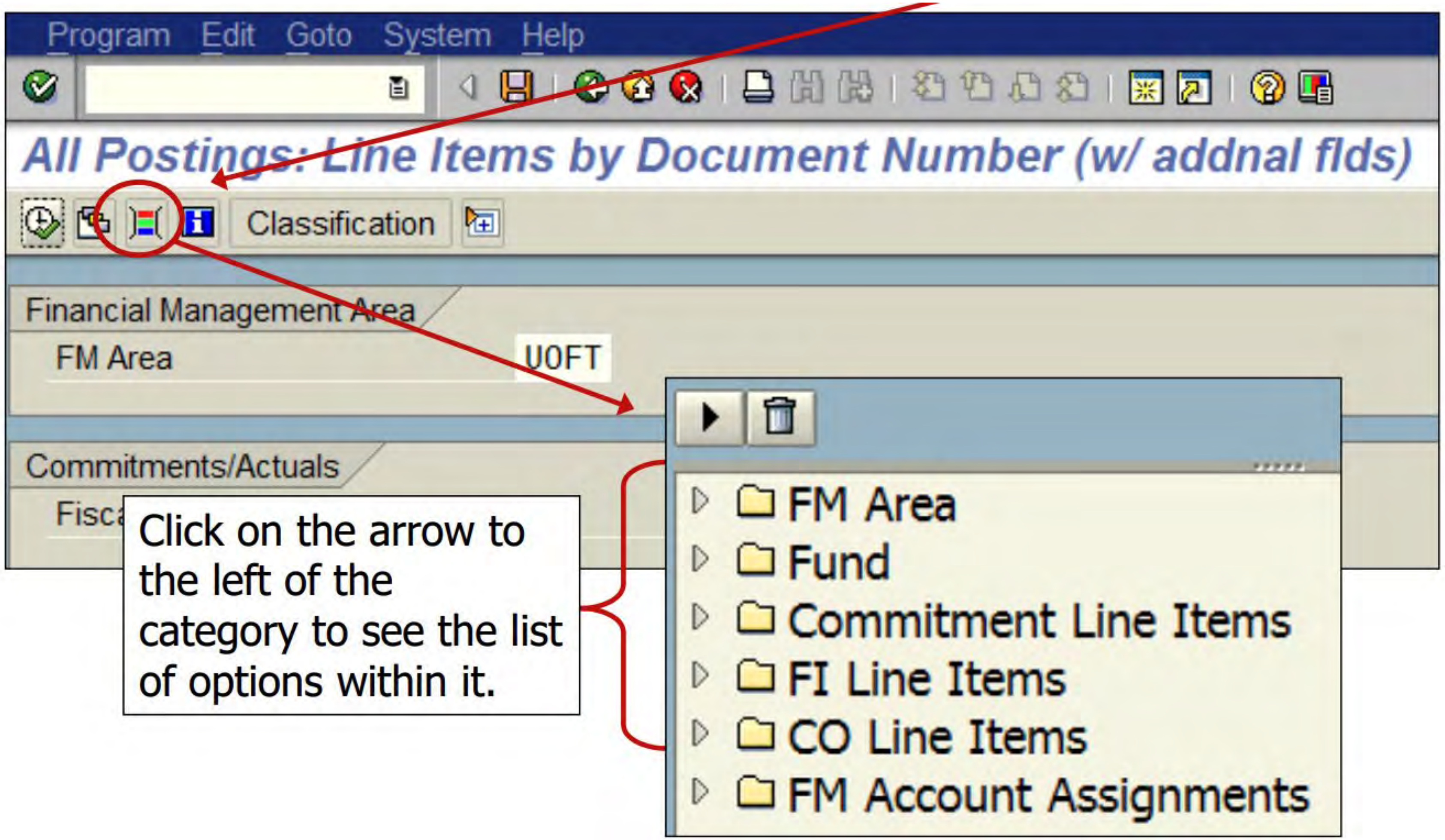
INPUT PARAMETER SCREEN: “EQUAL TO” OPTION

If all funds related to the FC are to be included in the report, the must be deleted. To accomplish that, 1) double click in the "Fund" field.

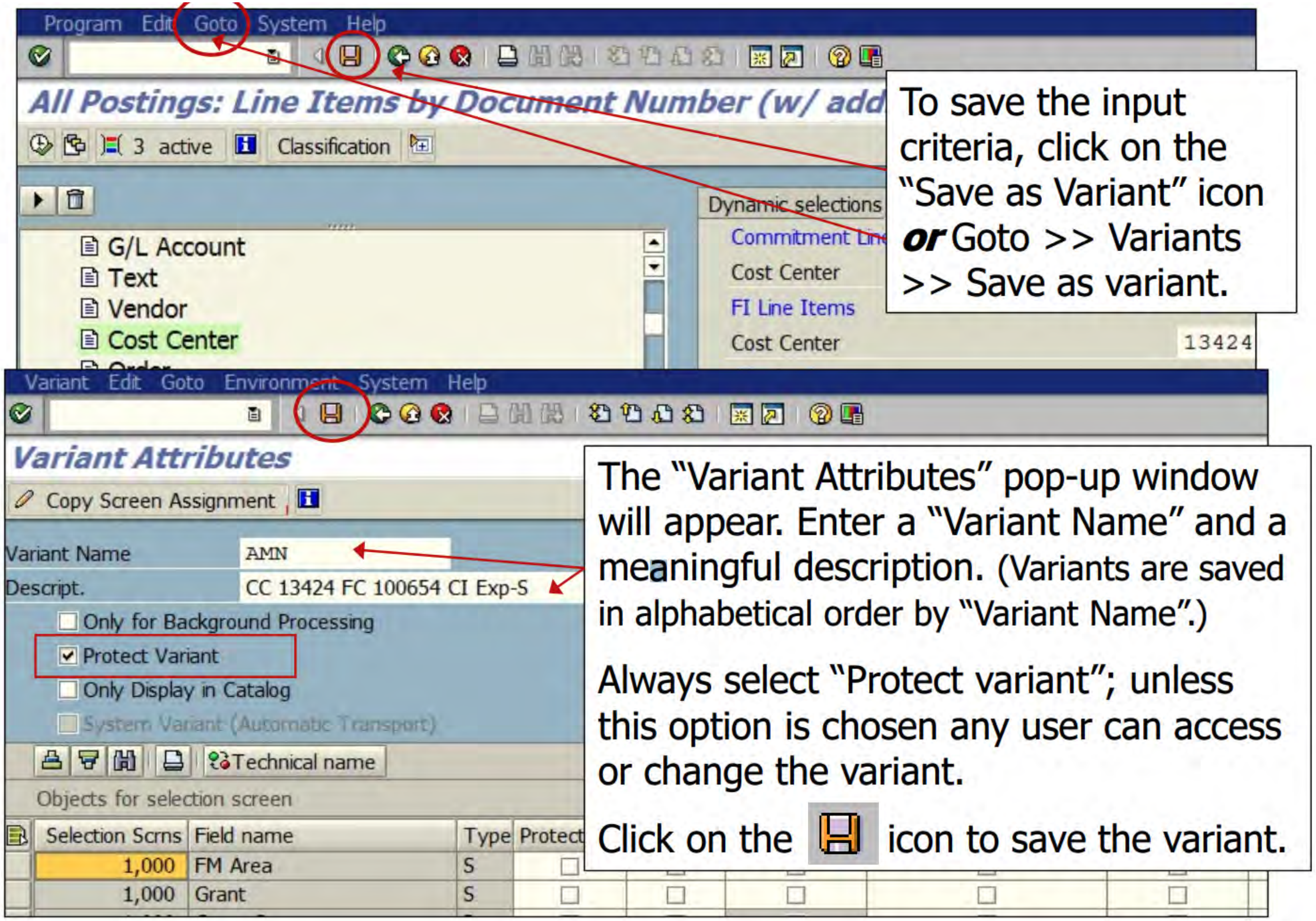


FURTHER SELECTION CRITERIA

There are 6 categories of further selection criteria, which serve to narrow the report output. Click on the “Dynamic selections” icon to display the pop-up box.



SAVING THE INPUT VARIANT

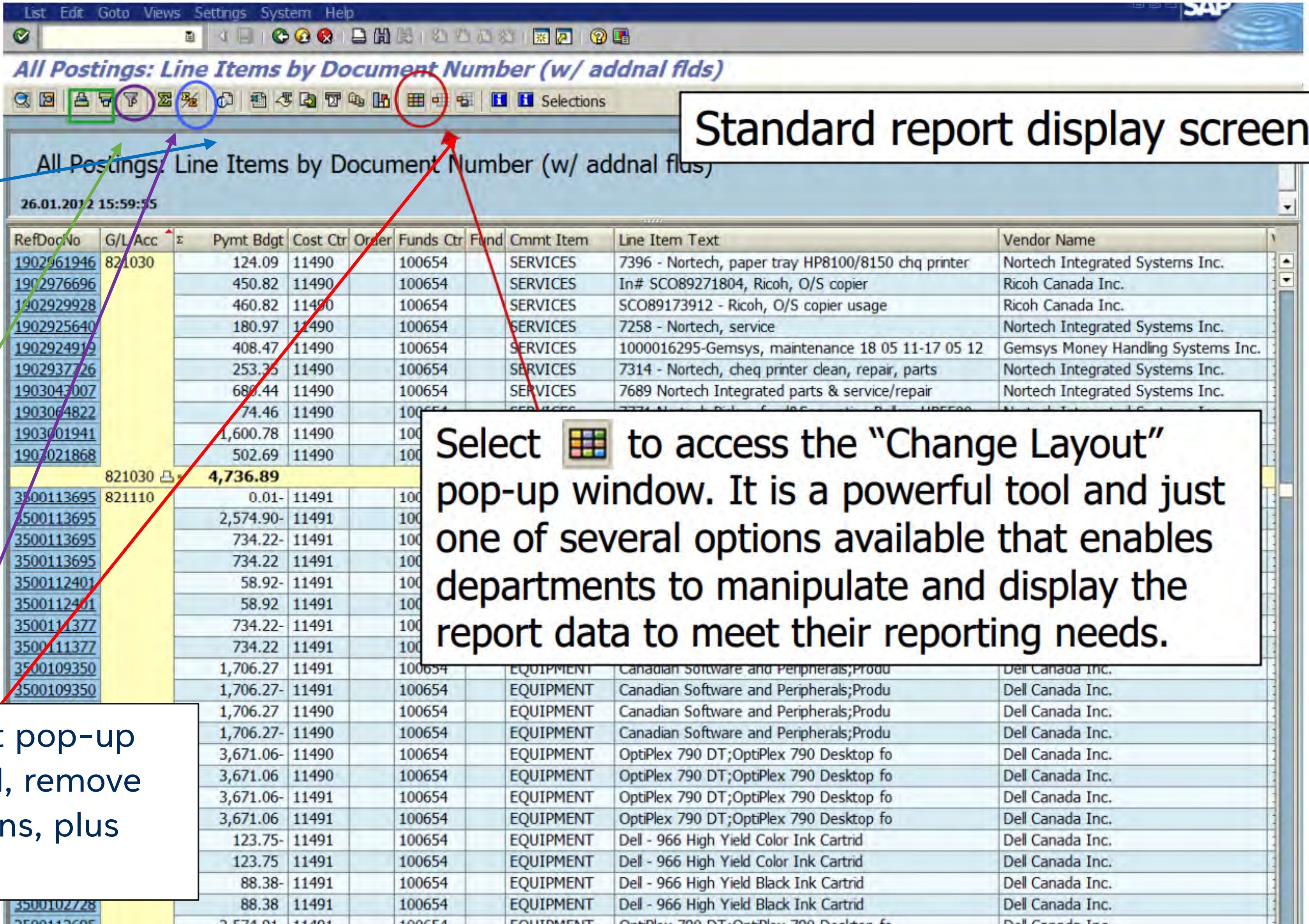


CUSTOMIZING THE OUTPUT

To subtotal a criteria, click on the column header and then click on the subtotal icon.

To sort a column, select the column header and then click on the ascending or descending sort icon.

To filter a column, select the column header and then click on the filter icon.



Standard report display screen

Select to access the "Change Layout" pop-up window. It is a powerful tool and just one of several options available that enables departments to manipulate and display the report data to meet their reporting needs.

In the Change Layout pop-up window, you can add, remove and rearrange columns, plus filter, sort and more.

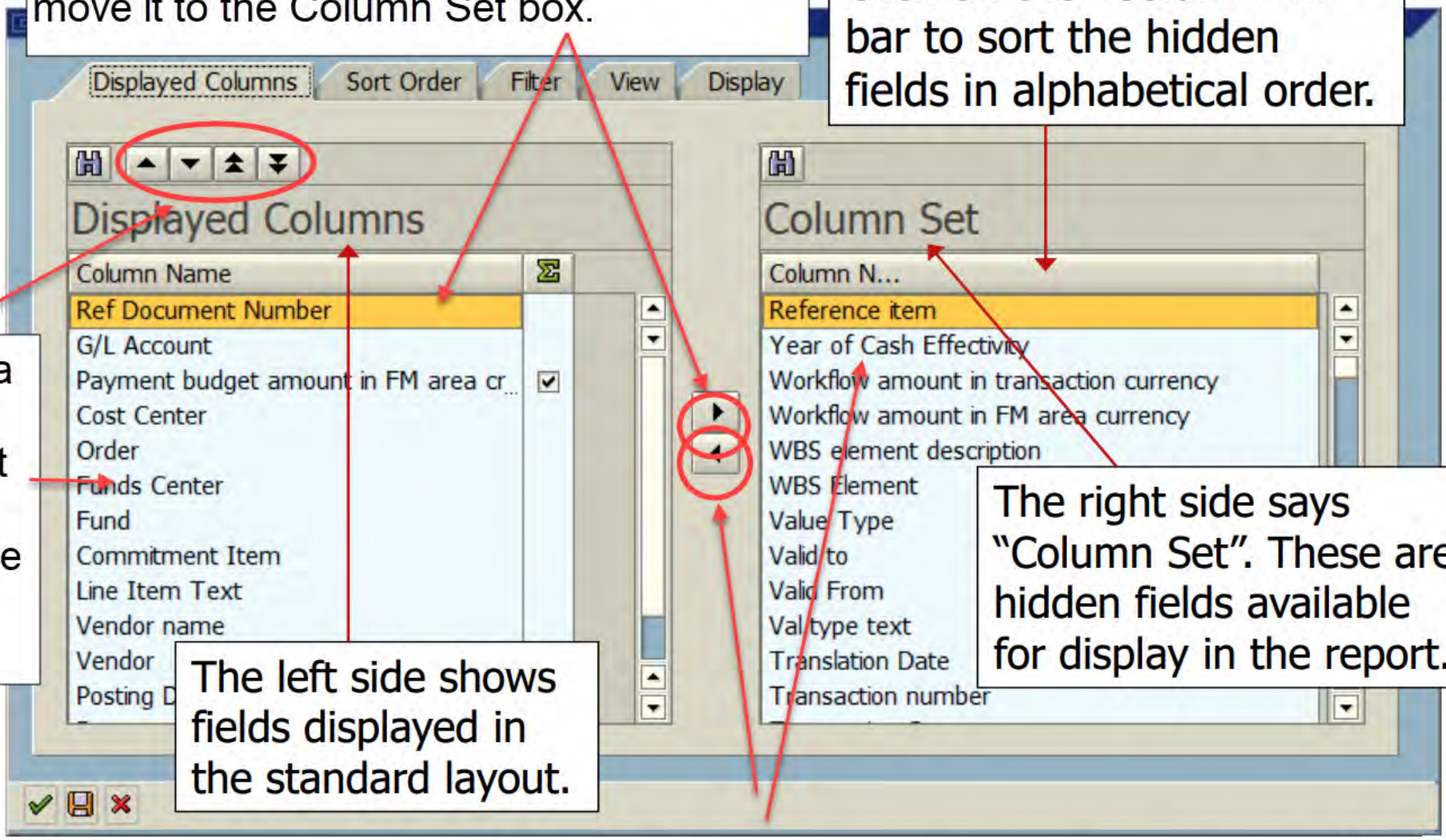
CUSTOMIZING THE OUTPUT CONT'D

In the Change Layout pop-up window, there are tabs to change Displayed Columns, Sort Order, Filter, View and Display. Here we will take a close look at the Displayed Columns tab to add, remove and rearrange columns.

To remove a column from the report, select it from the Displayed Columns box, then click on the right facing arrow to move it to the Column Set box.

Click on the "Column N…" bar to sort the hidden fields in alphabetical order.

To rearrange a column in the report, select it and use the arrows to move it to your desired



The left side shows fields displayed in the standard layout.

The right side says "Column Set". These are hidden fields available for display in the report.

Click on Execute to apply changes.

To add a hidden column, select it from the Column Set box, then click on the left facing arrow to move it to the Displayed Columns box.

SAVING REPORTS TO EXCEL

There are two methods to save your report to Excel:

1. Look for the Excel Download icon  and click on it.
   - A pop-up message will warn you that any filter criteria, sorting, totals and subtotals are not taken into account. The download will include all data columns and you can recreate your changes in Excel.
   - A second pop-up window will ask if you want the download to be Excel SAP macros, Table or Pivot table. Once you select your option, another pop-up window will appear, hit Enter to download the report.

2. Click on the following menu path: System>List>Save>Local File. A pop-up box will appear, select Spreadsheet and then hit enter to Execute.

ADDRESSING MORE COMPLEX BUSINESS NEEDS

Can you include the payroll drilldown in an excel export?

ADDITIONAL RESOURCES

[Line Item Reports FIS Resource Webpage]

[How to Create Custom Line Item Reports (Demo)]

[Line Item Reports in Funds Management (Training Guide)]

[Download a Report Guide]

[Funds Management Reports - Synopsis]

WHO DO I CONTACT?

For questions/clarification on questions related to processing and troubleshooting Purchase Orders, Purchase Requisitions, Goods Receipts and Invoice Receipts, contact your FAST Team representative.

For questions regarding Procurement Policy, and related Procurement form/templates, please contact purchasing.help@utoronto.ca.

THANK YOU!