



CUSTOMIZING FIS LINE ITEM REPORTS TO MEET YOUR BUSINESS NEEDS

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

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UNIVERSITY OF
TORONTO

Financial Services

PRESENTER

RAMES PARAMSOTHY

SENIOR BUSINESS ANALYST (TRAINING)

Financial Advisory Services & Training (FAST)



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.

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

Classification

Financial Management Area
FM Area UOFT

Commitments/Actuals
Fiscal Year/Period to

Optimization of database access
Maximum No. of Hits

Funds Management Account Assignment
Fund to

Funds center
 and all superior
 and all subordinate

Commitment item
 and all superior
 and all subordinate

Cmmts/Act.
Value Type

Layout
Layout

Enter the fiscal year(s)/ period(s) of the report.

Enter a fund or range of funds, **if applicable**. *NOTE: If field is left blank NO funds will be included.*

Enter a funds center or range of FCs. If reporting on a top level FC, "and all subordinate" option may be selected.

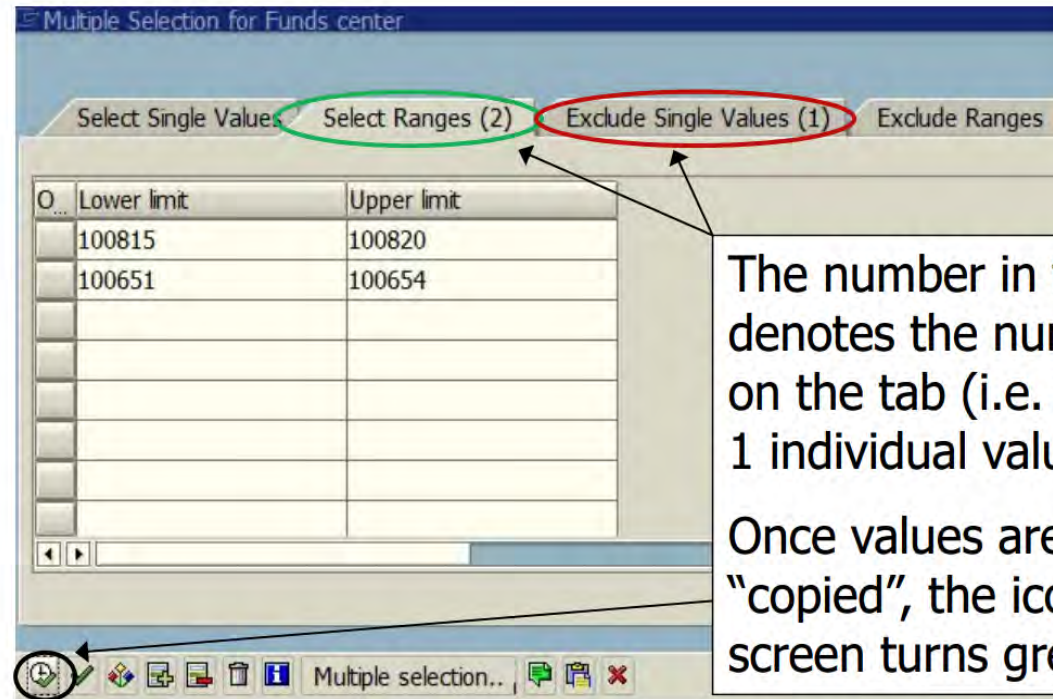
Enter a specific commitment item to limit the CIs output or leave the field blank and all CIs will display. If a **summary** CI is used (e.g. Expense-**S**), click on "and all subordinate".

See next slide


See next slide

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.



The number in the parentheses denotes the number of lines in use on the tab (i.e. 2 ranges **included**, 1 individual value **excluded**).

Once values are entered and "copied", the icon on the input screen turns green .

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.

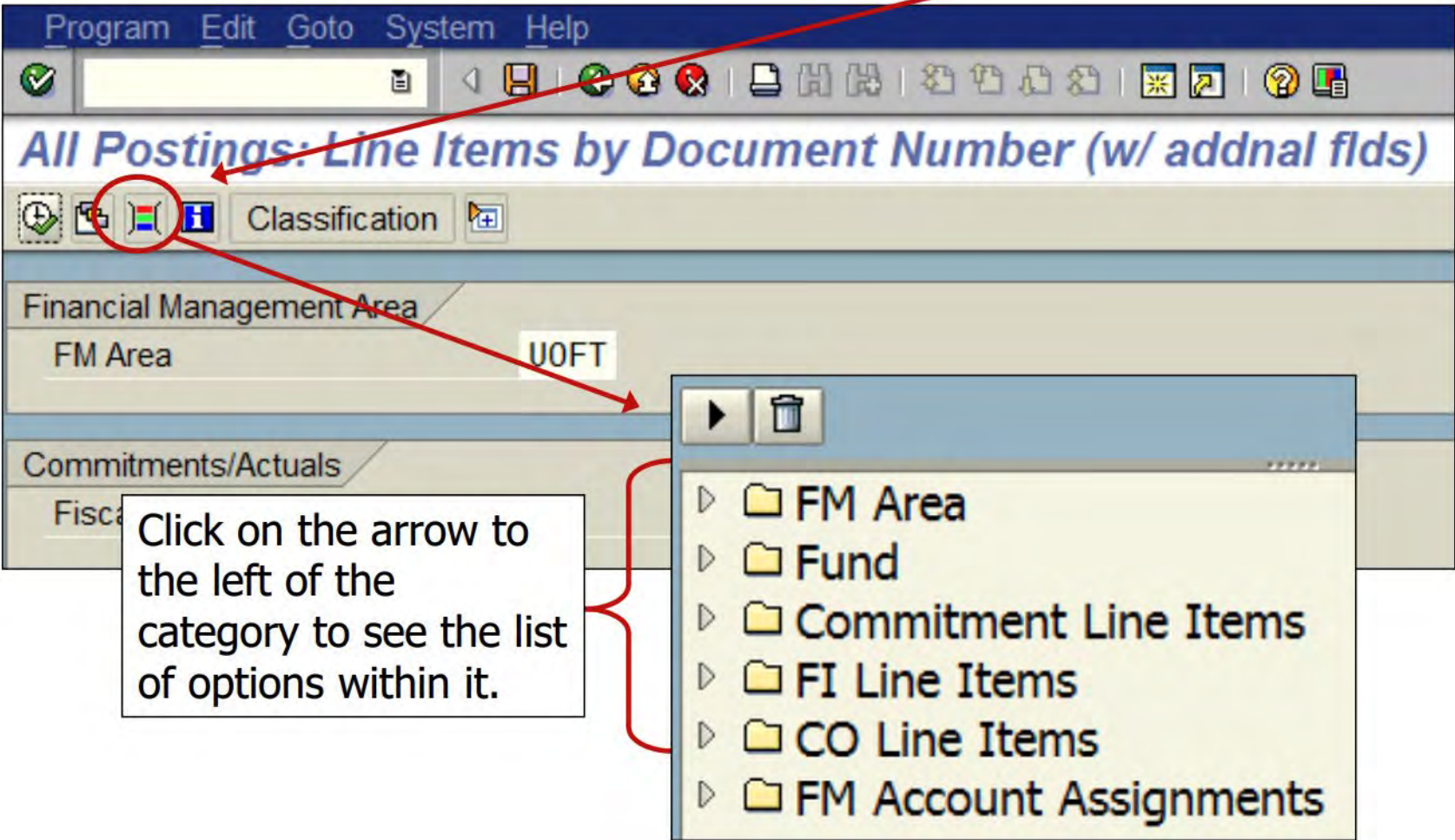
The screenshot shows the 'All Postings: Line Items by Document Number (w/ adinal flds)' input parameter screen. The 'Fund' field in the 'Funds Management Account Assignment' section is highlighted with a red circle and a double-click icon. A dialog box titled 'Maintain Selection Options' is open, showing a list of selection options for the 'Fund' field. The 'Single Value' option is selected. A text box with arrows pointing to the dialog box contains the instruction: 'This window will appear; 2) click on "Delete Row"'. The dialog box also shows 'Select' and 'Exclude from Selection' buttons, and a 'Delete Row' button at the bottom.

S...	Description
<input checked="" type="checkbox"/>	Single Value
<input type="checkbox"/>	Greater than or Equal to
<input type="checkbox"/>	Less than or Equal to
<input type="checkbox"/>	Greater than
<input type="checkbox"/>	Less than
<input type="checkbox"/>	Not Equal to

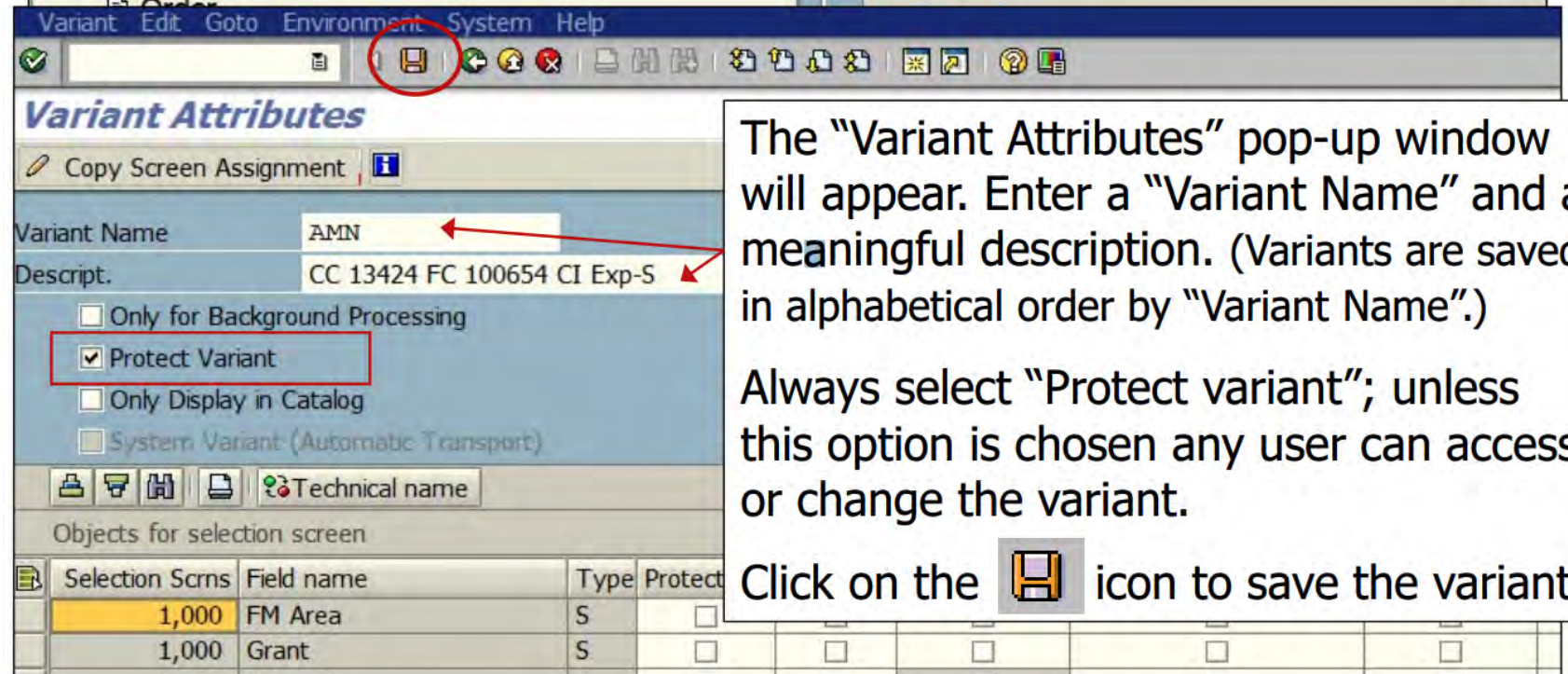
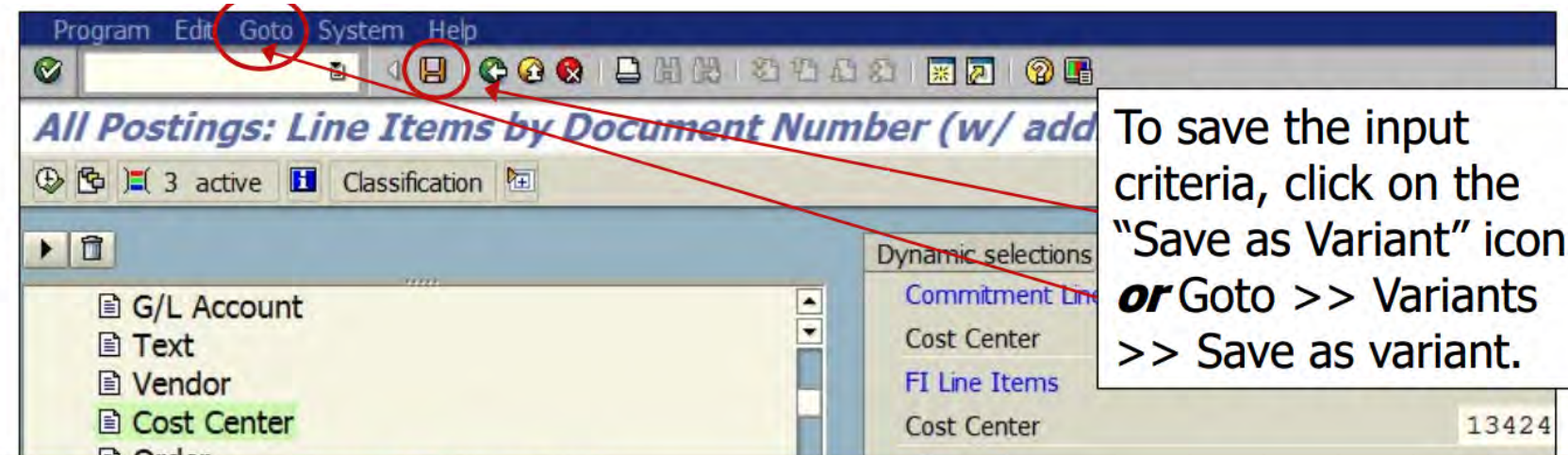
This window will appear;
2) click on "Delete Row".

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.



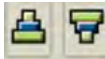
SAVING THE INPUT VARIANT



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.

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

SAP

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

Standard report display screen

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

26.01.2012 15:59:55

RefDocNo	G/L Acc	Pyamt	Bdgt	Cost Ctr	Order	Funds Ctr	Fund	Cmmt Item	Line Item Text	Vendor Name
1902961946	821030	124.09		11490		100654		SERVICES	7396 - Nortech, paper tray HP8100/8150 chq printer	Nortech Integrated Systems Inc.
1902976696		450.82		11490		100654		SERVICES	In# SCO89271804, Ricoh, O/S copier	Ricoh Canada Inc.
1902929928		460.82		11490		100654		SERVICES	SCO89173912 - Ricoh, O/S copier usage	Ricoh Canada Inc.
1902925640		180.97		11490		100654		SERVICES	7258 - Nortech, service	Nortech Integrated Systems Inc.
1902924919		408.47		11490		100654		SERVICES	1000016295-Gemsys, maintenance 18 05 11-17 05 12	Gemsys Money Handling Systems Inc.
1902937726		253.35		11490		100654		SERVICES	7314 - Nortech, cheq printer clean, repair, parts	Nortech Integrated Systems Inc.
1903043007		688.44		11490		100654		SERVICES	7689 Nortech Integrated parts & service/repair	Nortech Integrated Systems Inc.
1903064822		74.46		11490		100654		SERVICES		
1903001941		1,600.78		11490		100654		SERVICES		
1907021868		502.69		11490		100654		SERVICES		
	821030		4,736.89							
	821110									
3500113695		0.01		11491		100654		EQUIPMENT	Canadian Software and Peripherals;Produ	Dell Canada Inc.
3500113695		2,574.90		11491		100654		EQUIPMENT	Canadian Software and Peripherals;Produ	Dell Canada Inc.
3500113695		734.22		11491		100654		EQUIPMENT	Canadian Software and Peripherals;Produ	Dell Canada Inc.
3500113695		734.22		11491		100654		EQUIPMENT	Canadian Software and Peripherals;Produ	Dell Canada Inc.
3500112401		58.92		11491		100654		EQUIPMENT	Canadian Software and Peripherals;Produ	Dell Canada Inc.
3500112401		58.92		11491		100654		EQUIPMENT	Canadian Software and Peripherals;Produ	Dell Canada Inc.
3500111377		734.22		11491		100654		EQUIPMENT	Canadian Software and Peripherals;Produ	Dell Canada Inc.
3500111377		734.22		11491		100654		EQUIPMENT	Canadian Software and Peripherals;Produ	Dell Canada Inc.
3500109350		1,706.27		11491		100654		EQUIPMENT	Canadian Software and Peripherals;Produ	Dell Canada Inc.
3500109350		1,706.27		11491		100654		EQUIPMENT	Canadian Software and Peripherals;Produ	Dell Canada Inc.
		1,706.27		11490		100654		EQUIPMENT	Canadian Software and Peripherals;Produ	Dell Canada Inc.
		1,706.27		11490		100654		EQUIPMENT	Canadian Software and Peripherals;Produ	Dell Canada Inc.
		3,671.06		11490		100654		EQUIPMENT	OptiPlex 790 DT;OptiPlex 790 Desktop fo	Dell Canada Inc.
		3,671.06		11490		100654		EQUIPMENT	OptiPlex 790 DT;OptiPlex 790 Desktop fo	Dell Canada Inc.
		3,671.06		11491		100654		EQUIPMENT	OptiPlex 790 DT;OptiPlex 790 Desktop fo	Dell Canada Inc.
		3,671.06		11491		100654		EQUIPMENT	OptiPlex 790 DT;OptiPlex 790 Desktop fo	Dell Canada Inc.
		123.75		11491		100654		EQUIPMENT	Dell - 966 High Yield Color Ink Cartrid	Dell Canada Inc.
		123.75		11491		100654		EQUIPMENT	Dell - 966 High Yield Color Ink Cartrid	Dell Canada Inc.
		88.38		11491		100654		EQUIPMENT	Dell - 966 High Yield Black Ink Cartrid	Dell Canada Inc.
		88.38		11491		100654		EQUIPMENT	Dell - 966 High Yield Black Ink Cartrid	Dell Canada Inc.
3500102728		88.38		11491		100654		EQUIPMENT	Dell - 966 High Yield Black Ink Cartrid	Dell Canada Inc.
3500113695		2,574.90		11491		100654		EQUIPMENT	Canadian Software and Peripherals;Produ	Dell Canada Inc.

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.

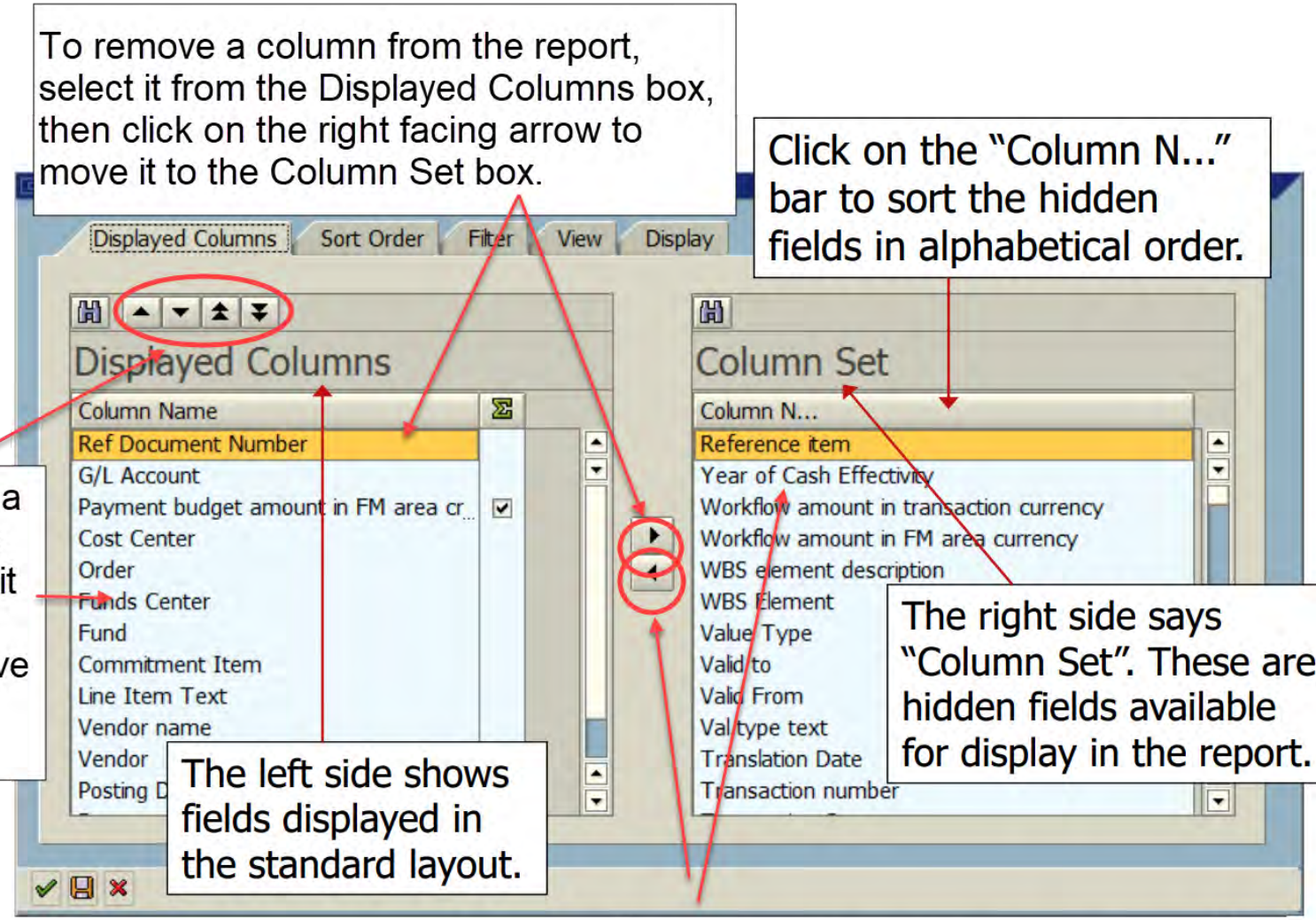
To rearrange a column in the report, select it and use the arrows to move it to your desired

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.


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.

Click on Execute to apply changes.



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](#)

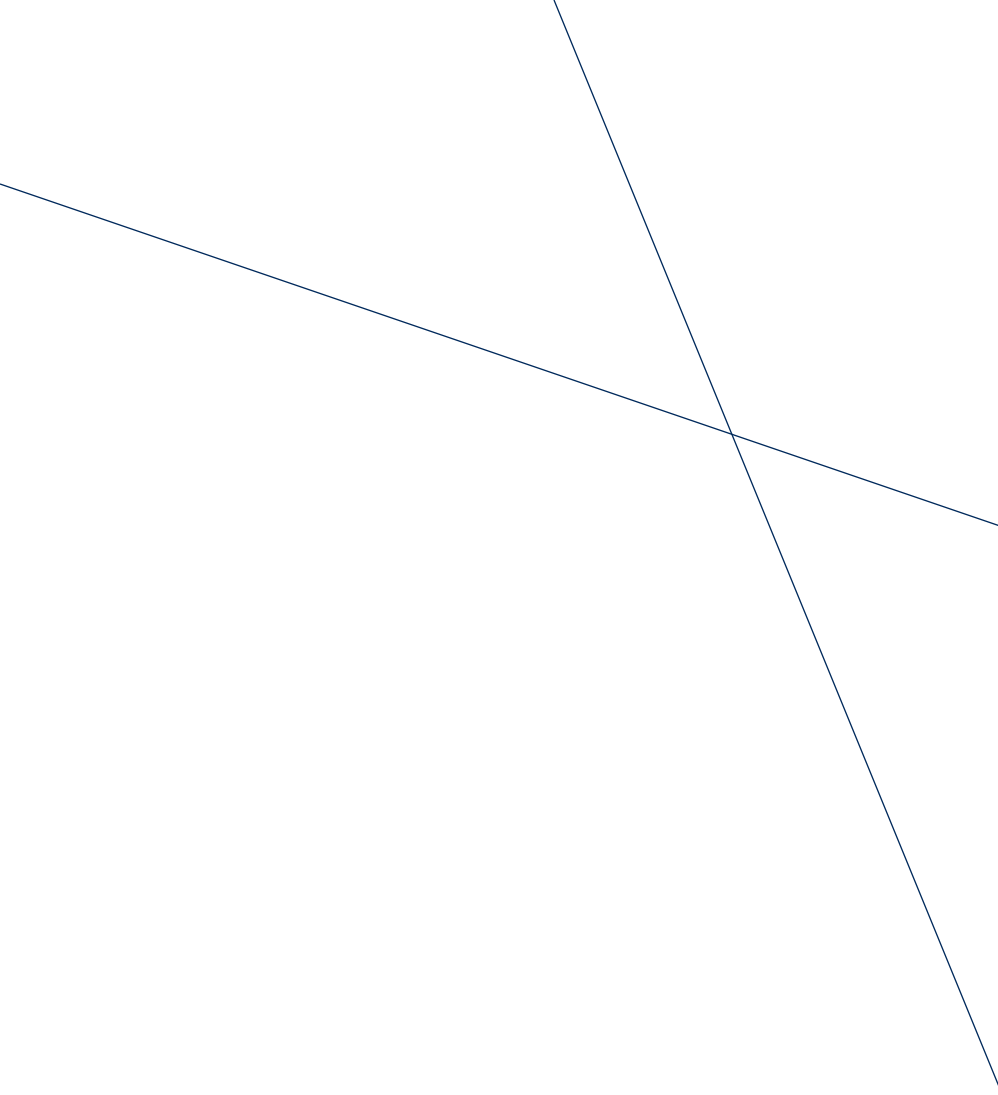


WHO DO I CONTACT?



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!