Agenda

- An overview of the S/4HANA Migration in the context of FIS

- What will change in FIS as of November 3, 2020

- FAST articles and simulations related to the S/4HANA project

- Reconciling postings to your FM Accounts after migration – Bi-weekly pay

- Who do you contact for support if you encounter issues in AMS after November 3, 2020

Overview of S4HANA Migration

SAP S/4 HANA

- This phase of the multi-year <u>SAP Enterprise Modernization Program</u>

- As of November 3rd, ECC (i.e., AMS) is migrating to a HANA database.

- Benefits to the new database:
    - Optimize some business processes and enable new technology (e.g. Fiori, Embedded Analytics)
    - improved system performance (e.g., FIS reports run faster)

- **Extensive testing over multiple iterations** have been performed to ensure that there is <u>minimal impact on day-to-day processing and reporting in FIS</u> (i.e., primarily a technical change)

- Permanent changes include:
  - New view of the **FB03 – Document Display** page impacting how you would display, reverse and change posted financial transactions.
  - New Business Partner code has been added in addition to Vendor and Customer accounts (no impact on processing).
  - Changes to matchcode search
  - Replacement and changes to G/L Account reports
- Transitional changes:
  - Loss of pre-existing ECC **HELD** financial transactions (e.g., A/P invoices, journal entries, expense reimbursements).
  - Possible loss of personal/user-specific report variants and layouts
  - Reconciling FM accounts for October 2020 postings **IF bi-weekly pay is included.**

What Will Change in FIS?

Change #1: New View of FB03 - Document Display

- Functions the same as in the past
- Primarily a change in look. For example, some of the icons are in a different location.
- Once you drilldown, the line item sections are exactly the same as prior to migration

Action to Take:
If you have a display layout, take a look at our article and simulation (click "**?**" above) to help you locate your layout from the new view **OR** recreate the layout.

ECC VIEW

S/4HANA VIEW

Change #2: Loss of HELD Financial Documents

Any financial (FI) documents (e.g., invoices, expense reimbursements, journal entries) that were **HELD** prior to November 3rd will be lost/deleted.

Note: Parked documents are NOT impacted by the S/4HANA Migration.

Action to be Taken (prior to Nov 3rd):
1. **Locate any held documents** in the *FB60-Create Invoice, FB50 – G/L Account Postings* or *ZIRO1 – Internal Revenues/Expense Recoveries* screen.

   NOTE: Ensure that the HELD documents are still required.

2. If needed, **process the held documents** OR **recreate them after November 3rd**.

Enter Vendor Invoice: Company Code UOFT

Tree Off ①   Company Code   Hold   Sir

Tree   C.
> Account assignment templates for items
∨ Held documents ②
  · HELDINV ③

Transactn
Basic data   Pay
Vendor
Invoice date

Internal Revenues/Expense Recoveries: Data entry screen

Get Held Doc.   Hold Doc.   Get Parked Doc.   Park Doc.

Document Date |
Posting Date   21.10.2020

? **Click here** to learn more about how to address HELD documents.

Change #3: Re-create Lost Personal/User Specific Report Layouts/Screen Variants

It is possible that any personal/user-specific FIS report variants may be lost after the migration.

NOTE: Extensive testing has been conducted to confirm that GLOBAL report variants and layouts have been migrated over.

FI Postings: Line Items by Document Number

Classification

Financial Manage

FM Area

ABAP: Variant Directory of Program ZFIR079

Variant Catalog for Program ZFIR079

Variant name	Short Description
MNTHLY RPT	MNTHLY RPT
WEEKLY RPT	Weekly RPT - Invoices
YRLY RPT	YRLY RPT

Commitment/A

Fiscal Year/Pe

Optimization of d

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

FI Postings: Line Item

21.10.2020 22:37:20

Choose Layout

Layout setting   All

Layout	Layout description
/GL SUMMARY	GL Summary
/RP LRN FEB	Standard Layout DO NOT CHANGE
/UOFT	UOFT Standard
/ZFIR079-ONL	Standard Layout for FI Postings report
LRN FM	FAST test

FI doc.no.	Cost Ctr	Funds Ctr
1000000544	11040	119818
3000000445	11040	119818

Actions to Take:
1. Execute the report(s) in the RPT Cloud instance.
2. Execute the same report(s) in AMS-Cloud instance after November 3rd.
3. Compare the personal/user-specific Selection Screen Variants and Report
4. If any variants/layouts are missing, recreate them in AMS-Cloud.

Change #4: New Business Partner Code – Vendor/Customer

What is a Business Partner?

A new master record added in AMS for any existing or new Vendor or Customer accounts. This code consolidates the information/authorizations in Vendor/Customer accounts. The last 6 digits of the BP code will be the same as the corresponding Vendor/Customer account.

Does this new account impact day-to-day processing/reporting in FIS?

NO, they have no impact on processing transactions or running reports in FIS. FIS users will continue process and run reports using Vendor or Customer accounts.

ONLY central departments who create Vendor (e.g., Procurement Services) or Customer accounts (e.g., Telecom, FSD – Accounts Receivable) will now create and maintain BP codes.

Where in FIS would I see the BP code?

FIS user will see the BP code anytime they display a Vendor or Customer account. For example, when processing an A/P Invoice or PO Invoice Receipt you will see the BP when you click the "Display Vendor" button.

Business Partner   7000 100533

Vendor   100533

Vendor
Address
Patrick Cassidy & Associates Inc
67 Mowat Ave, Suite 302
Toronto ON M6K 3E3

416-260-4777

OIs

Change #5: Issue with Matchcode Search

Vendor

Account or Matchcode for the Next Line Item (2)

| 0: Vendors (by name) | 1: Vendors (by acct. group) | 2: U of T Activ |

Account group

Name

Name 2

Vendor

Postal Code

City

Search term

Region

Street

Maximum No. of Hits   500

The matchcode search function is available throughout FIS to enable users to search for accounts (e.g., vendors, G/L accounts).

As of November 3rd, when you search using the matchcode and the search results are greater than the search restrictions (e.g., **max # of hits is 500, but search results are greater than 500**), some results will not appear.

Action to be Taken to see the most possible results:

Option 1: Change your personal default "Maximum No. of Hits" to 9999. This will be retained for all future searches.

Option 2: Delete/change the "Maximum No. of Hits" to **zero** OR 9999.

Personal Settings or User PARAMRAM   x

| F1 Help | Application help | F4 Help |

User-specific settings   System defaults

☐ Do not display personal list automatically   ☐ Personal list
☐ Return value directly if only one hit   ☐ Return directly
☐ Display list in ALV (in dialog)

Maximum Number of Hits Displayed   9999   ☐ List in ALV
                                                                   500 Maximum Hits
Maximum Width of Hit List (in Characters)   255   255 Maximum Width

Display   Display

Change #6: Changes to G/L Reports (Summary and Line Item)

Report #1: The FS10N – G/L Balance Display Report, which enables (primarily central) users to view balances, **has been replaced by the FAGLB03 – G/L Balance Display report**.

If you use the old FS10N report, it will now automatically redirect you to the new report.

Notable differences between FS10N and FAGLB03 include a **New transaction code** in menu path, enhanced Selection Criteria to enable filtering by FM and CO accounts, as well improved report output. Read out article to learn more!

Report #2: The FBL3N – G/L Account Line Items report has been **replaced by the FAGLL03 – G/L Account Line Items report**. This new report will require impacted users to recreate any global or user-specific/personal layouts and variants in the new report.
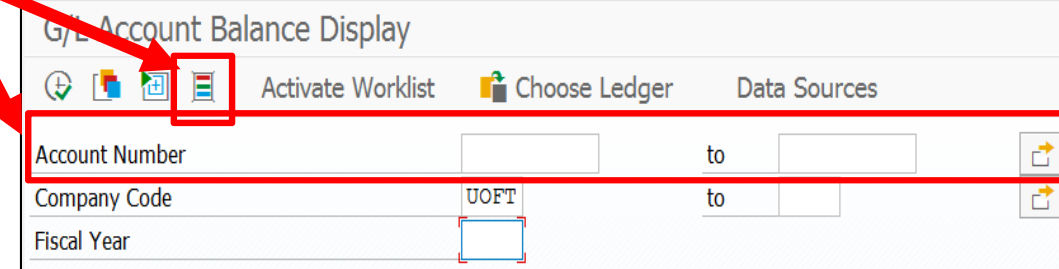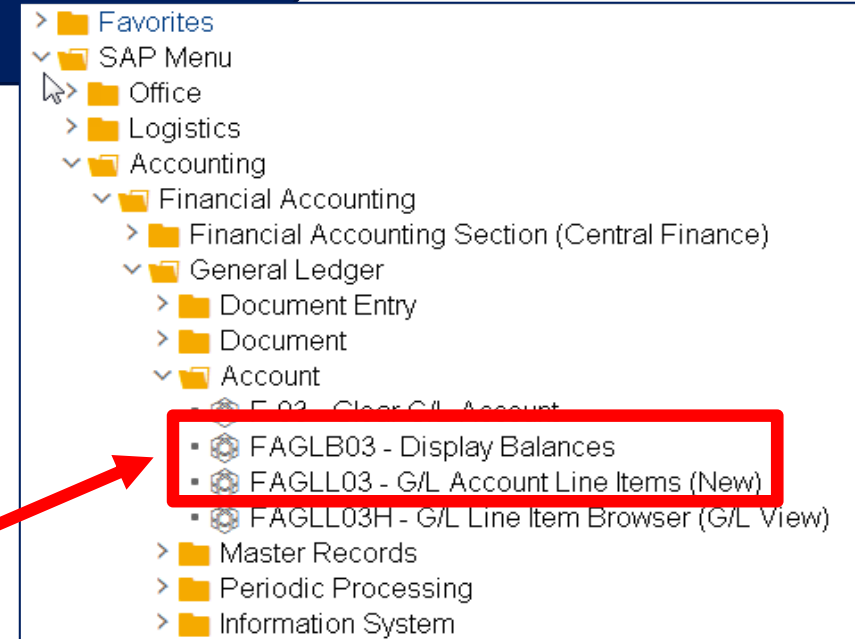
Action to be Taken (if applicable):
1. Update your favourites to reflect FAGLB03 and FAGLL03.
2. Recreate previous global and user-specfic report layouts in FBL3N in the new FAGLL03 report by referring to the RPT instance as of November 3rd.
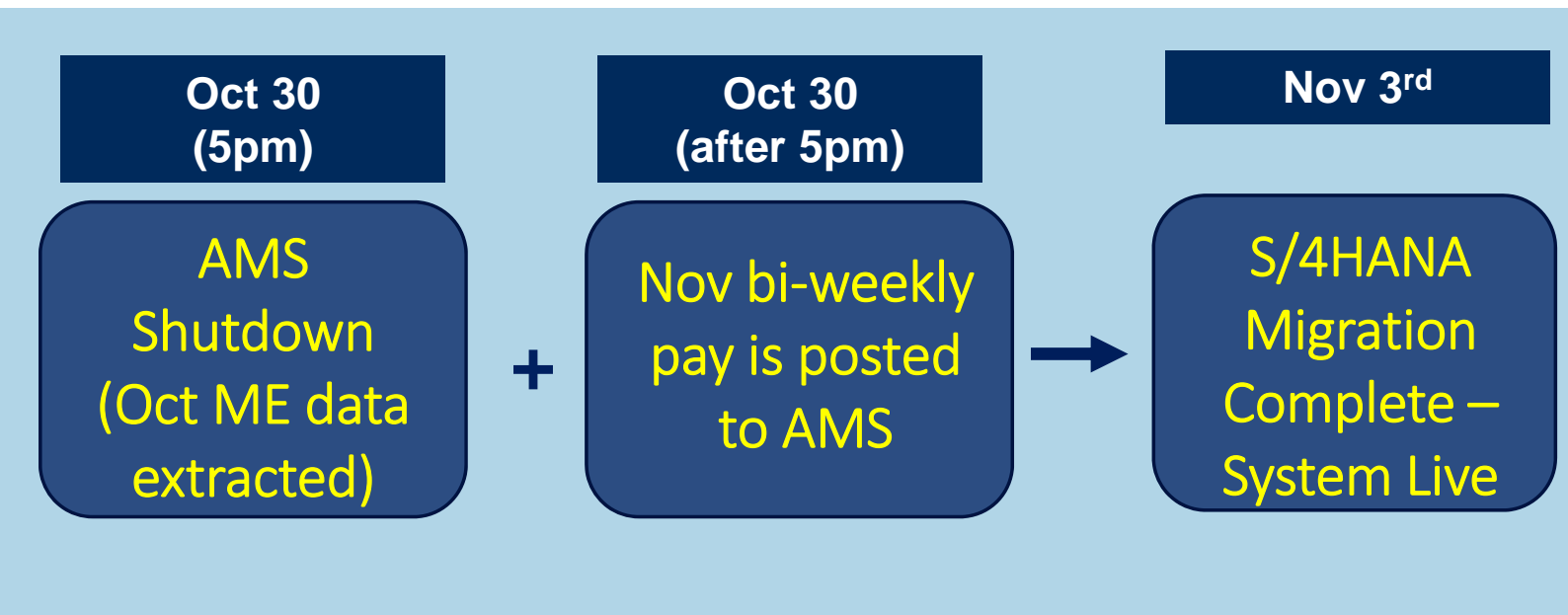
RECONCILING in NOVEMBER

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[Click here to learn more](#)

Due to the S/4HANA Migration, some changes to the standard historical reconciliation processes may be required due to the following:

- Running of the November 3rd bi-weekly pay program on the evening of October 30th, 2020 with the posting of the transactions to November 2020.

- The last time that RPT will be refreshed will be at the end of October 2020, after which AMS will be used to run all future reports.

Note: For all subsequent month-ends, <u>departments should continue to follow standard reconciliation procedures</u>

Oct 30 (5pm)		Oct 30 (after 5pm)		Nov 3rd
AMS Shutdown (Oct ME data extracted)	**+**	Nov bi-weekly pay is posted to AMS	**→**	S/4HANA Migration Complete – System Live

Where do I go to Learn More about the FIS impact of the S/4HANA Migration?

Visit our DOCUMENTATION & SUPPORT page

The **FAST Team** has been heavily involved in testing throughout the S4HANA Migration Project.

After November 3rd, we will be providing:
- Change documentation/articles available on our website
- Ongoing support from your FAST Team representatives, and FAST.help@utoronto.ca
- Applicable reference guides, simulations and Knowledge Centre articles have been updated.

FAST Team Support

Visit our S4HANA MIGRATION Project – FIS Documentation & Support page to learn more!

Post Go Live Support Model

Do you know where to contact directly to resolve the problem or answer the question?

If **YES**, then proceed to communicate with the appropriate area:

- EASI – submit a ticket via uoft.me/esc

- RIS – RIS.help@utoronto.ca

- HRIS – submit a ticket via uoft.me/esc

- Procurement Services

  - purchasing.help@utoronto.ca

  - uSOURCE@utoronto.ca

What if I am not sure who to contact for my AMS issue?

Contact your FAST Team representative or email FAST.Help@utoronto.ca and we will help determine the appropriate department to reach out to.

What do I do If I get an Authorization Error in FIS after November 1st?

Rigorous testing has been performed to ensure that the S4HANA system has the same functionality and authorizations as the ECC system.

However, **if you receive an unexpected authorization error message** while in FIS, **EASI will require the SU53 – Authorization Data report** to diagnose to the issue.

How to Retrieve the SU53 – Authorization Report

LINKS to Additional Information

- FAST Team Representatives
- Financial Services Knowledge Centre
- Email: FAST.HELP@utoronto.ca
- EASI – S/4HANA Migration