

Work Instruction

All Postings Line Items Report

ZFIR079A

When to Use

This report is used to list all transactions (excluding budget documents) posted to Funds Centers (FC) or FC/Fund combinations. These transactions include: manual reserves, payroll reserves, purchase requisitions, purchase orders and actuals.

Report Functionality

- Produces a list of documents, including actuals and commitments (reserves), sorted by document number
- Run for single or multiple FC &/or FC/Fund combinations, as well as by FC hierarchy
- Customize output by adding, removing or re-ordering, sorting, subtotaling and filtering columns
- Run for various dates over multiple fiscal years
- Drilldown functionality to document level
- Can be downloaded to Excel

Report Output

The default display variant will list the following columns summarized at the G/L level:

- Reference document number, G/L account number, Payment budget (i.e. amount of a particular transaction), Cost Center, Order, Funds Center, Fund, Commitment Item, Line item text, Vendor name, Vendor, Posting Date, Document Date, User name (FI)

Menu Path

Use the following menu path(s) to begin this transaction:

Accounting → Funds Management → Information System → Funds Management Section (U of T Reports) → Line Items → All Postings: Line Items by document number

Transaction Code

ZFIR079A

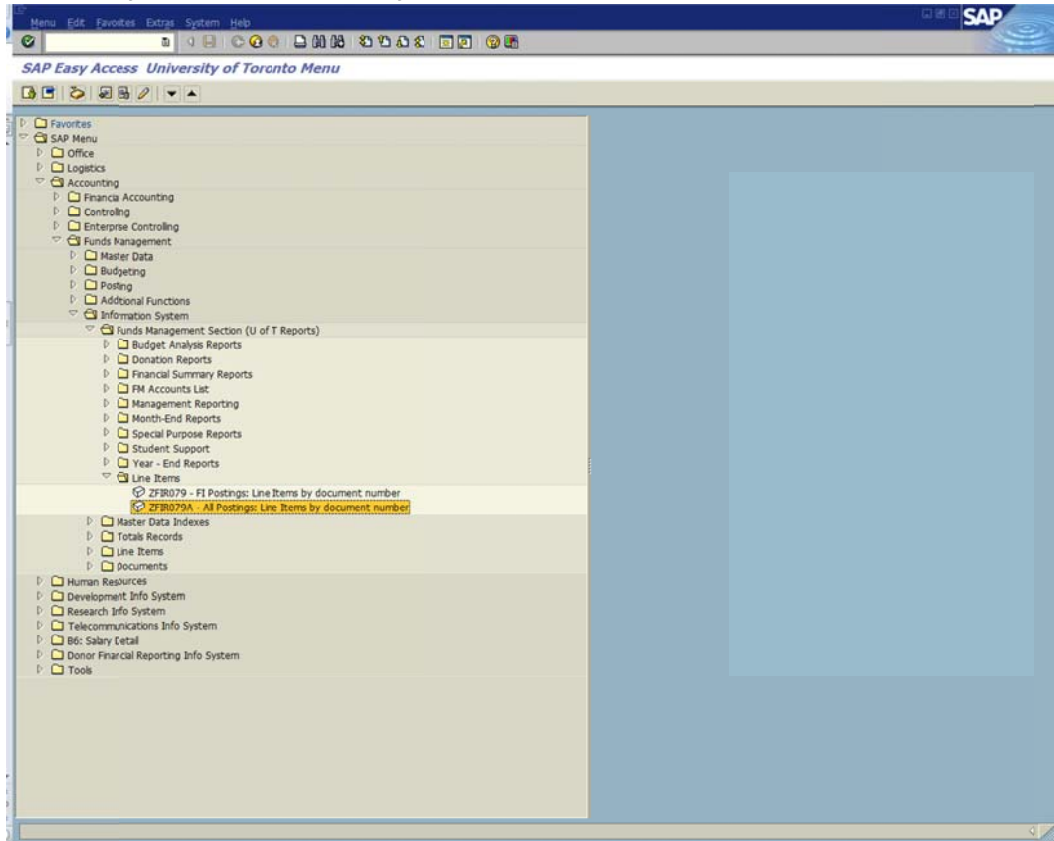
Helpful Hints

- This report includes actuals as well as commitment (reserve) transactions. For reporting on only actuals use the the ZFIR079-FI:Postings line item report:
<http://finance.utoronto.ca/wp-content/uploads/2015/10/fipostings.pdf> .
- To create a customized report layout see the line item functionality reference guide:
<http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf>
- Reports layout variants may be created, saved, and changed for global (group) or user-specific (individual) needs:
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Variantasset.pdf>

Detailed Procedure

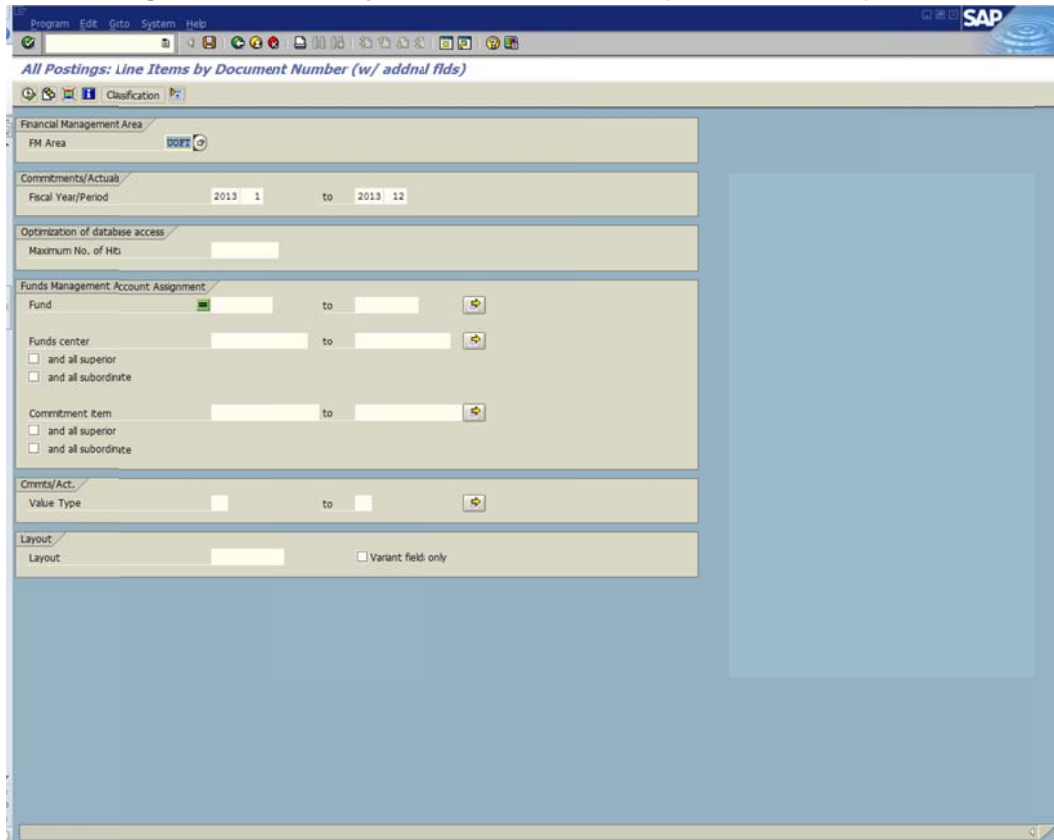
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu



2. Double-click  ZFIR079 - FI Postings: Line Items by document number

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




The screenshot shows the SAP Financial Management Area search criteria screen. The title bar reads "All Postings: Line Items by Document Number (w/ addnl flds)". The main area contains several sections for defining search criteria:

- Financial Management Area:** FM Area is set to "DOEX".
- Commitments/Actuals:** Fiscal Year/Period is set to "2013 1" to "2013 12".
- Optimization of database access:** Maximum No. of Hits is empty.
- Funds Management Account Assignment:**
 - Fund: [] to [] with a "Dynamic selection" icon.
 - Funds center: [] to [] with a "Dynamic selection" icon.
 - Options: and all superior, and all subordinate.
 - Commitment item: [] to [] with a "Dynamic selection" icon.
 - Options: and all superior, and all subordinate.
- Commts/Act.:** Value Type is [] to [] with a "Dynamic selection" icon.
- Layout:** Layout is [] with an option for Variant field only.




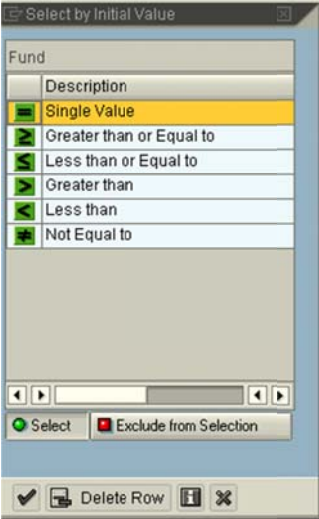







Click *Dynamic selections*  for additional search criteria.

Click *Multiple selection*  where available to enter and/or exclude single values and/or ranges.

3. Complete the following as required:

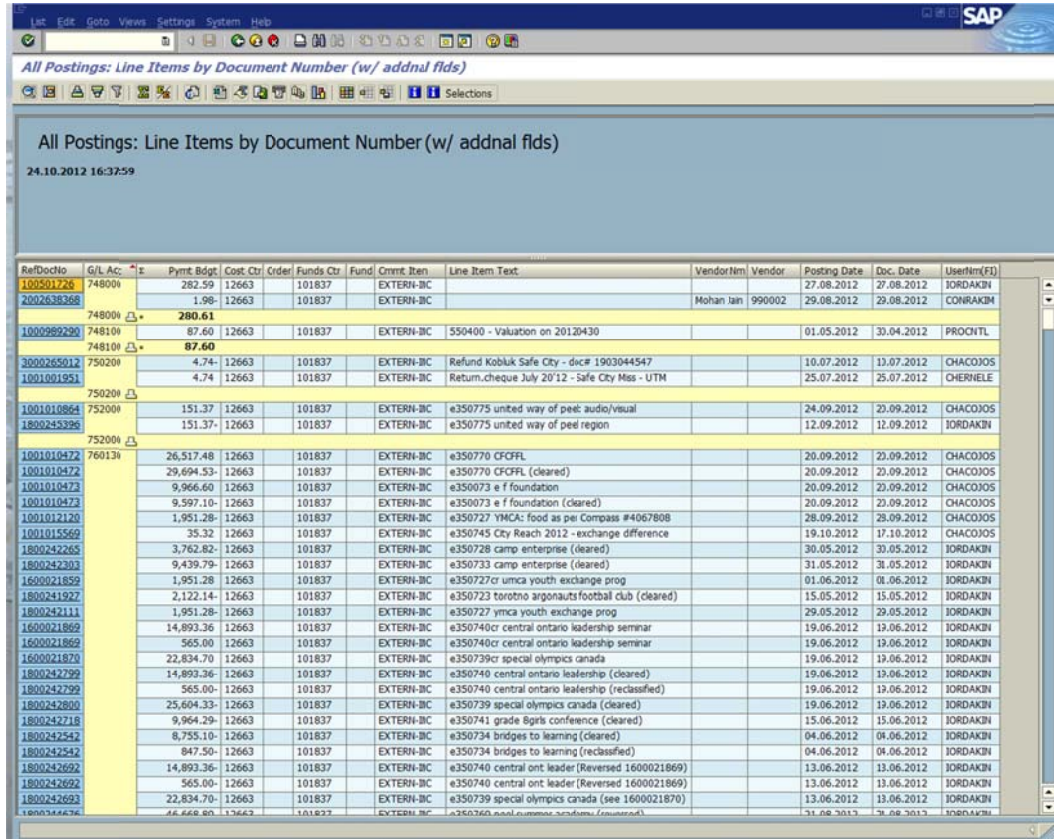
Field Name	Required/ Optional/ Conditional	Description
FM Area	Required	Defaults to UofT.
Fiscal year/period	Required	<p>The UofT fiscal year is May 1st to April 30th and the Year/Period is coded as follows:</p> <p>Year=the "annual" year in effect at April 30th. (i.e. May 1st, 2006 to April 30th, 2007 is identified as "2007" fiscal year)</p> <p>Period=the numerical position of the month in the fiscal year span (i.e. May=1, June=2, etc.).</p> <p>Example:</p> <p>i.) Single Fiscal Year: FY 2013/P 1 to FY 2013/P 12. i.e. May 2012 to April 2013</p> <p>ii.) Cross Fiscal Year: FY 2012/P 9 to FY 2013/P 8. i.e. Jan. 2012 to Dec. 2012</p>

Field Name	Required/ Optional/ Conditional	Description
Fund	Optional	<p>A six digit code, starting with “3” or “4” used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year. (i.e. conference, research, etc.)</p> <p> Default  value will exclude Funds (i.e. Fund = none).</p> <p>a) Enter fund number(s) to restrict output to fund (s)</p> <p>b) To change the default right click  for the following options:</p>  <p>To include all funds, right click the  then choose delete row.</p>
Funds center	Required	<p>A six digit code, starting with “1” or “2” used to record the funding and spending transactions for financial activity reported on a fiscal year basis. (i.e. operating, ancillary, principal investigator (PI), etc.).</p> <p> To include the FC hierarchy select <input type="checkbox"/> and all subordinate</p>

Field Name	Required/ Optional/ Conditional	Description
Commitment item	Optional	<p>Defaults based on G/L Account used, can be overwritten. An alphabetic code used to (1) group similar G/L Accounts for summary reporting purposes (e.g. Supplies) and (2) segregate budget dollars for special purpose spending (e.g. EXP-UTFA and SPECIALS within a Funds Center or Fund).</p> <p> To include the CI hierarchy select <input type="checkbox"/> and all subordinate</p>
Layout	Optional	<p>Previously saved report output layout that can be used to present financial data in a specific order.</p> <p> To retrieve a previously saved a layout use the matchcode  search</p>

4. Click  to execute the report.

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




RefDocNo	G/L Ac	Pymt	Bgdt	Cost Ctr	Order	Funds Ctr	Fund	Cmnt	Item	Line Item Text	Vendor	Posting Date	Doc. Date	UserNm(FI)
100501228	748000		282.59	12663		101837			EXTERN-BC			27.08.2012	27.08.2012	JORDAKBN
2002638368			1.98	12663		101837			EXTERN-BC		Mohan Jan 990002	29.08.2012	29.08.2012	CONRAKIM
			280.61											
1000989290	748100		87.60	12663		101837			EXTERN-BC	550400 - Valuation on 20120430		01.05.2012	30.04.2012	PROCHTL
			87.60											
3000265012	750200		4.74	12663		101837			EXTERN-BC	Refund Kobluk Safe City - dc# 1903044547		10.07.2012	13.07.2012	CHAC0JOS
1001001951			4.74	12663		101837			EXTERN-BC	Return cheque July 20'12 - Safe City Mss - UTM		25.07.2012	25.07.2012	CHERNELE
1001010864	752000		151.37	12663		101837			EXTERN-BC	e350775 united way of peel: audio/visual		24.09.2012	23.09.2012	CHAC0JOS
1800245396			151.37	12663		101837			EXTERN-BC	e350775 united way of peel region		12.09.2012	12.09.2012	JORDAKBN
1001010472	760130		26,517.48	12663		101837			EXTERN-BC	e350770 CFCFL		20.09.2012	20.09.2012	CHAC0JOS
1001010472			29,694.53	12663		101837			EXTERN-BC	e350770 CFCFL (cleared)		20.09.2012	20.09.2012	CHAC0JOS
1001010473			9,966.60	12663		101837			EXTERN-BC	e350073 e f foundation		20.09.2012	20.09.2012	CHAC0JOS
1001010473			9,597.10	12663		101837			EXTERN-BC	e350073 e f foundation (cleared)		20.09.2012	20.09.2012	CHAC0JOS
1001012120			1,951.28	12663		101837			EXTERN-BC	e350727 YMCA: food as per Compass #4067808		28.09.2012	28.09.2012	CHAC0JOS
1001015569			35.32	12663		101837			EXTERN-BC	e350745 City Reach 2012 - exchange difference		19.10.2012	17.10.2012	CHAC0JOS
1800242265			3,762.82	12663		101837			EXTERN-BC	e350728 camp enterprise (cleared)		30.05.2012	30.05.2012	JORDAKBN
1800242303			9,439.79	12663		101837			EXTERN-BC	e350733 camp enterprise (cleared)		31.05.2012	31.05.2012	JORDAKBN
1600021899			1,951.28	12663		101837			EXTERN-BC	e350727c toronto youth exchange prog		01.06.2012	01.06.2012	JORDAKBN
1800241922			2,122.14	12663		101837			EXTERN-BC	e350727 toronto argonauts football club (cleared)		15.05.2012	15.05.2012	JORDAKBN
1800242111			14,893.36	12663		101837			EXTERN-BC	e350727c ymca youth exchange prog		29.05.2012	29.05.2012	JORDAKBN
1600021869			565.00	12663		101837			EXTERN-BC	e350740c central ontario leadership seminar		19.06.2012	19.06.2012	JORDAKBN
1600021869			565.00	12663		101837			EXTERN-BC	e350740c central ontario leadership seminar		19.06.2012	19.06.2012	JORDAKBN
1600021870			22,834.70	12663		101837			EXTERN-BC	e350739c special olympics canada		19.06.2012	19.06.2012	JORDAKBN
1800242299			14,893.36	12663		101837			EXTERN-BC	e350740 central ontario leadership (cleared)		19.06.2012	19.06.2012	JORDAKBN
1800242299			565.00	12663		101837			EXTERN-BC	e350740 central ontario leadership (reclassified)		19.06.2012	19.06.2012	JORDAKBN
1800242800			25,604.33	12663		101837			EXTERN-BC	e350739 special olympics canada (cleared)		19.06.2012	19.06.2012	JORDAKBN
1800242718			9,964.29	12663		101837			EXTERN-BC	e350741 grade 8grs conferece (cleared)		15.06.2012	15.06.2012	JORDAKBN
1800242542			8,755.10	12663		101837			EXTERN-BC	e350734 bridges to learning (cleared)		04.06.2012	04.06.2012	JORDAKBN
1800242542			847.50	12663		101837			EXTERN-BC	e350734 bridges to learning (reclassified)		04.06.2012	04.06.2012	JORDAKBN
1800242692			14,893.36	12663		101837			EXTERN-BC	e350740 central ont leader [Reversed 1600021869]		13.06.2012	13.06.2012	JORDAKBN
1800242692			565.00	12663		101837			EXTERN-BC	e350740 central ont leader [Reversed 1600021869]		13.06.2012	13.06.2012	JORDAKBN
1800242693			22,834.70	12663		101837			EXTERN-BC	e350739 special olympics canada (see 1600021870)		13.06.2012	13.06.2012	JORDAKBN
1800344676			46,666.80	12663		101837			EXTERN-BC	e350760 special olympics canada (reversed)		31.08.2013	31.08.2013	JORDAKBN



Place the cursor over the column name to see the full description.



If the standard /UOFT layout is customized to meet reporting needs, save with a unique name.

- Double-click any line item to drilldown to the document level. Click  to return to the report.



Double-clicking on HRIS payroll documents (61xxxxxxx) will display HRIS and FIS details (requires payroll distribution authorization).

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

Ref Document No	G/L Acct	G/L Acct Long Text	Payment budget	Cost Ctr/Ord	Funds Ctr	Fund	Commitment Item	Line Item Text	Doc hdr Reference	Ver
6100351053	801040	Pay Administrative Compensation	48,072.95	11040	119818		HR-APP-AD	Postings from Payroll Accounting	HRPAY00001	
	801910	Pay Benefits Appointed	11,898.06	11041	119818		HR-BEN-AP	Postings from Payroll Accounting	HRPAY00001	
6100351053			59,971.01							

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

Funds Ctr	Fund	Cost Ctr	Order	Cmmt Item	G/L Acct	Pers. No.	EE Name	Pay Period	Redirect	Temp Sal	Recurr Sa	Fiscal Sal	Reserved Sal	Reserved E	Total Salary	Position	Description
119818		11040		HR-APP-AD 801040		123456	DeRoan	M05		0.01-	7,022.00	7,022.00	7,022.00	30.06.2015	14,044.00	11111	Shooting Guard
		11041		HR-APP-AD 801040		789789	Lowry	M05		0.00	5,000.25	5,000.25	55,002.75	30.04.2016	60,003.00	22222	Point Guard
		11041		HR-APP-AD 801040		1111111	Patterson	M05		0.00	9,000.25	9,000.25	99,002.75	30.04.2016	108,003.00	33333	Forward
		11041		HR-APP-AD 801040		007	Ross	M05		0.00	10,000.25	10,000.25	110,002.75	30.04.2016	120,003.00	44444	Guard
		11040		HR-APP-AD 801040		333333	Johnson	M05		0.00	11,000.10	11,000.10	121,001.10	30.04.2016	132,001.20	55555	Forward
		11040		HR-APP-AD 801040		777777	Carrol	M05		0.00	6,050.10	6,050.10	12,100.22	24.07.2015	18,150.33	66666	Forward
119818										0.01-	48,072.95	48,072.95			404,131.57		
										0.01-	48,072.96	48,072.95			404,131.57		

End of procedure.

Resource Information:



Contact your FAST team representative for additional assistance using this report:
<http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

Reference Guides:

Line Item Functionality:

<http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf>

FI Postings Line Item Report:

<http://finance.utoronto.ca/wp-content/uploads/2015/10/fipostings.pdf>