

# FINANCIAL INFORMATION SYSTEM

**FIS Standard Curriculum:  
Basic Controlling Reporting**



# Course Objectives

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This course will help you:

- Understand the purpose and components of Controlling
- Distinguish the features and functionalities of common Controlling reports
- Access and generate common Controlling reports
- Determine which department/project incurred an activity

# Course Map

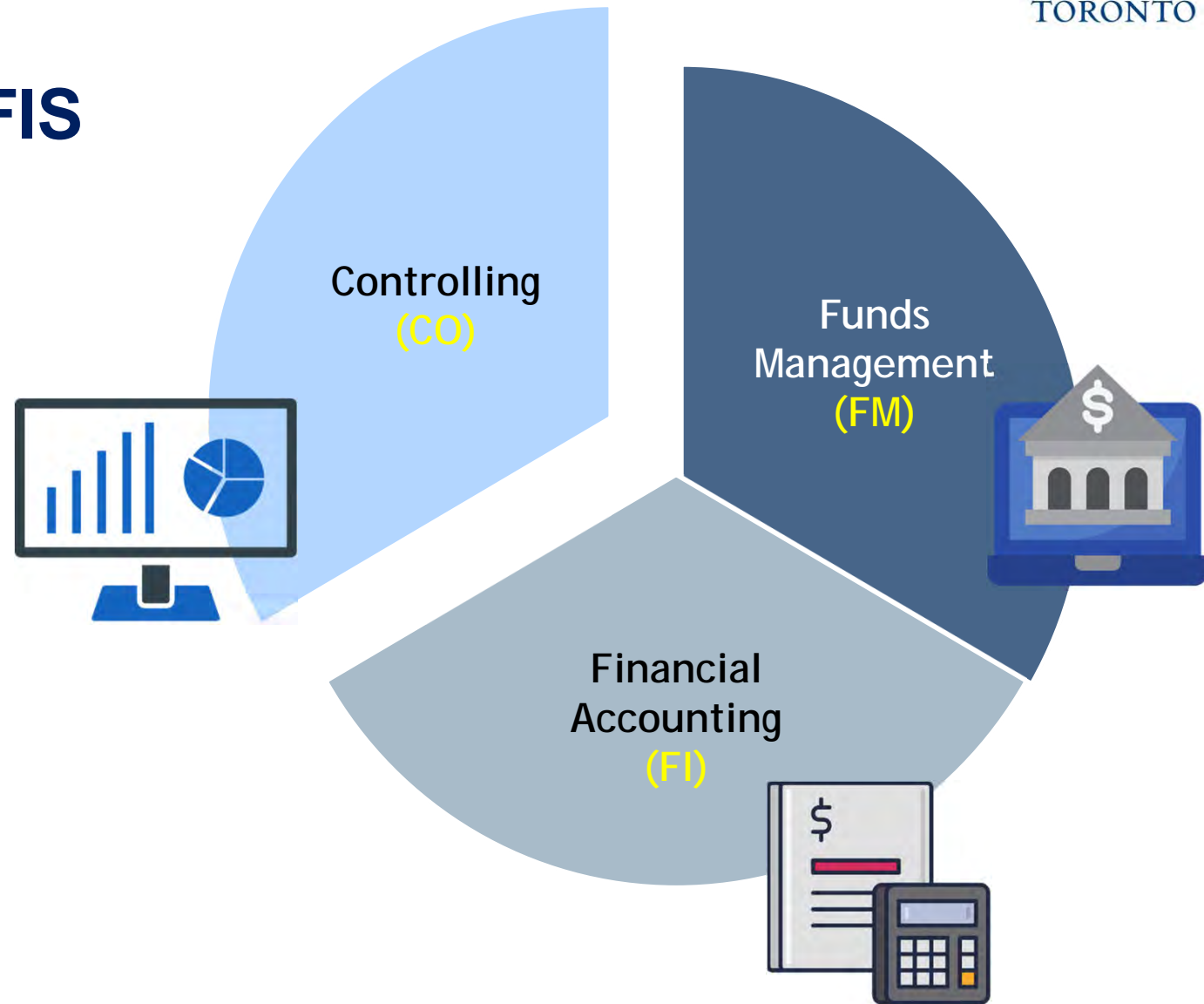
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- **Overview of Controlling (CO)**
- **Purpose of Controlling Reporting:**
  - Three Key Questions to be Answered
- **Controlling Reports used to Answer Key Questions**
  - Cost Center (CC) Funding
    - ✓ CC Funding by Allocation
    - ✓ CC Funding by User
  - Cost Center w/o IO: Plan & Actuals
  - Cost Center with IO: Plan & Actuals
  - Cost Centers: Actual Line Items
- **Report Features**

# Overview of Controlling

# Review the Components of FIS

The **Financial Information System (FIS)** is made up of 3 components that have unique functions.



To learn more or review each component and their associated account codes, [please see the FIS Overview course material](#).

# Overview of Controlling (CO)

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Controlling enables you to **report on planned spending**, and **compare it to actual revenue** and **expense postings** for a specific department, program or project at the general ledger level of detail.

It is similar to FM, but with an important difference – **no spending control** (i.e., Funds Availability Checking).

The purpose of Controlling is to answer the question:

**Which department/project incurred the activity?**

# Controlling – Account Codes

There are two main account codes used in CO:

- **Cost Centers (CC)**
- **Internal Orders (IO)**

	Cost Center	Internal Order
<b>Brief description</b>	<ul style="list-style-type: none"> <li>• <b>five digit number</b> starting with a <b>1</b> or <b>2</b> (departmental) or <b>six digit number</b> starting with a <b>2</b> (Principal Investigator)</li> <li>• Represents the <b>organizational unit or program</b> that initiated a financial transaction</li> </ul>	<ul style="list-style-type: none"> <li>• a <b>six digit number</b></li> <li>• May represent an <b>organizational unit or program</b> that initiated a financial transaction</li> </ul>
<b>Periodic Reporting</b>	<ul style="list-style-type: none"> <li>• <b>Fiscal year</b> based (May 1 thru April 30)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Non-Fiscal year</b> based (any start or end date, annual or "life to date")</li> </ul>
<b>Hierarchy</b>	<ul style="list-style-type: none"> <li>• grouped to <b>reflect the organizational structure</b> at U of T</li> </ul>	<ul style="list-style-type: none"> <li>• <b>no hierarchy of its own</b>, is linked to an organizational unit through its settlement to a Cost Center</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• fiscal year basis</li> </ul>	<ul style="list-style-type: none"> <li>• fiscal year basis <b>or</b> overall</li> </ul>

**Note: Cost Centers** are structured in a hierarchy of **Nodes and Groups** that are similar to the department's Funds Center hierarchy (FM).

# Reflecting the Organizational Structure : Cost Centers

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To **facilitate planning and reporting**, Cost Centers are grouped using CC Nodes and CC Groups.

CC Node:

- reflect the **organizational structure** at U of T (similar to FM hierarchy)

CC Group:

- assigned to each CC Node, and allows an organizational unit to arrange its Cost Centers to **meet departmental planning and reporting requirements**

The **Cost Center hierarchy** is **organized** according to **reporting and planning requirements of individual units**.



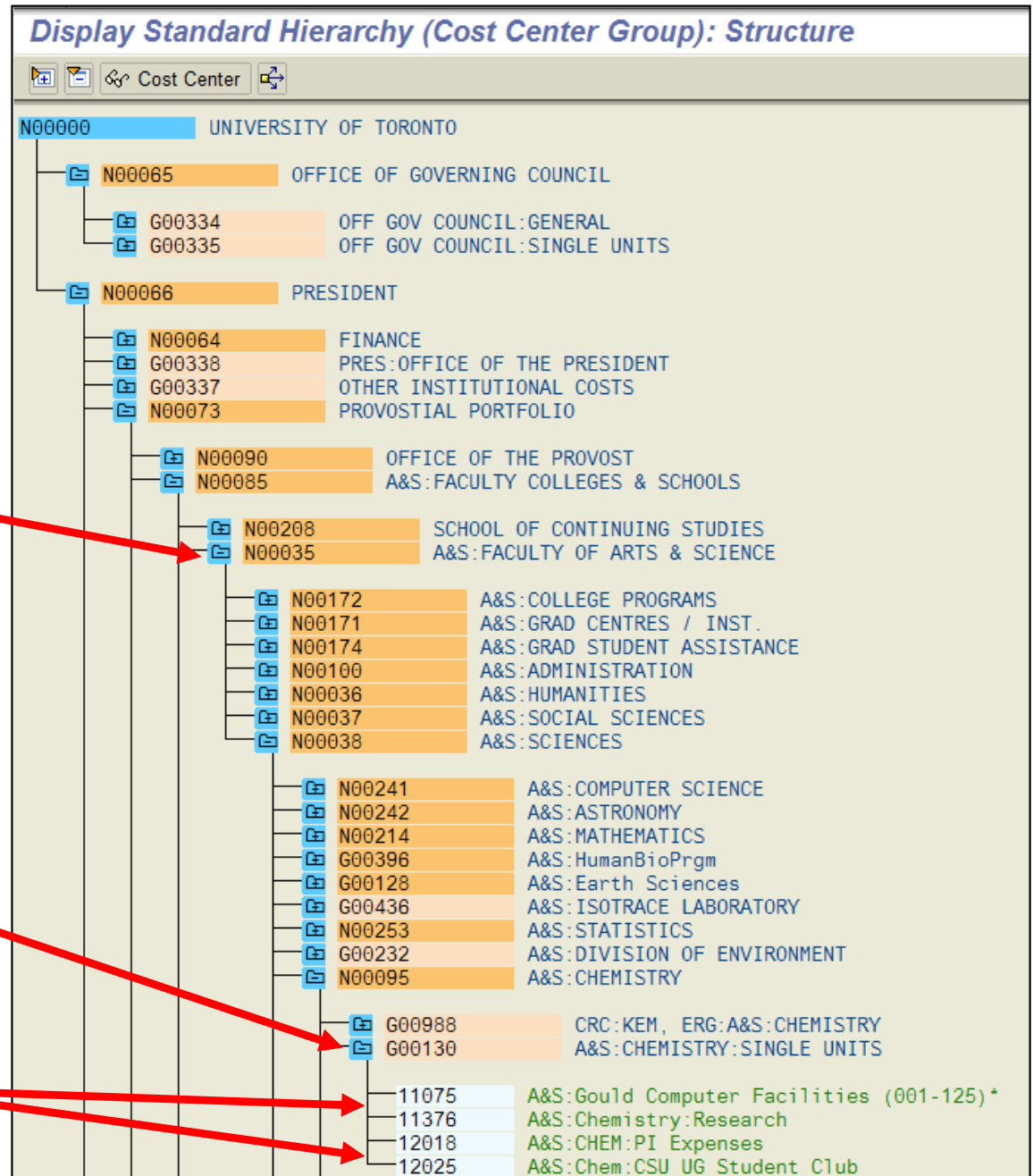
# Reflecting the Organizational Structure : Cost Centers (cont'd)

## Example Cost Center Hierarchy (Academic)

Cost Center  
Node

Cost Center  
Group

Individual Cost  
Centers





# Cost Elements (CE)

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A **Cost Element (CE)** is a numeric code representing the G/L number within Controlling.

## Characteristics of a CE:

- same account numbers as G/L numbers (six digit number)
- exists for *revenue* and *expense* items
- grouped into **Cost Element Groups** similar to the CI hierarchy
- enables **planning** at the **Cost Element level** so planned and actual expenses can be compared



# Controlling Reporting

# Purpose of Controlling Reporting

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**Controlling Reports answer the following questions:**

- Which **budget** (FC or FC/Fund) was the financial transaction posted to?
- How does the **plan compare to actual financial activity**?
- What financial transactions have been **recorded against** the Cost Center / Internal Order?

# Common Controlling Reports Used to Answer Key Questions

	<ul style="list-style-type: none"> <li>• ZF06 - CC Funding</li> <li>• ZF07 - CC Funding <b>by Allocation</b></li> <li>• ZF08 - CC Funding <b>by User</b></li> </ul>	<ul style="list-style-type: none"> <li>• ZSO3 - CC <b>w/o</b> IO: Plans &amp; Actuals</li> <li>• ZSO1 - CC <b>with</b> IO: Plans &amp; Actuals</li> </ul>	<ul style="list-style-type: none"> <li>• KSB1 - <b>CC</b>: Actual Line Items</li> <li>• KOB1 - <b>IO</b>: Actual Line Items</li> </ul>
To which budget (FC or FC/Fund) was the financial transaction posted?			
How does the plan compare to the actual financial activity?			
What financial transactions have been recorded against the CC / IO?			

# Cost Center Funding Report

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## Used to:

- view all postings to Cost Centers or Internal Orders by **Cost Element** and **FM account**

## Provides:

- **subtotals** by Cost Element or FM account

## Can be run:

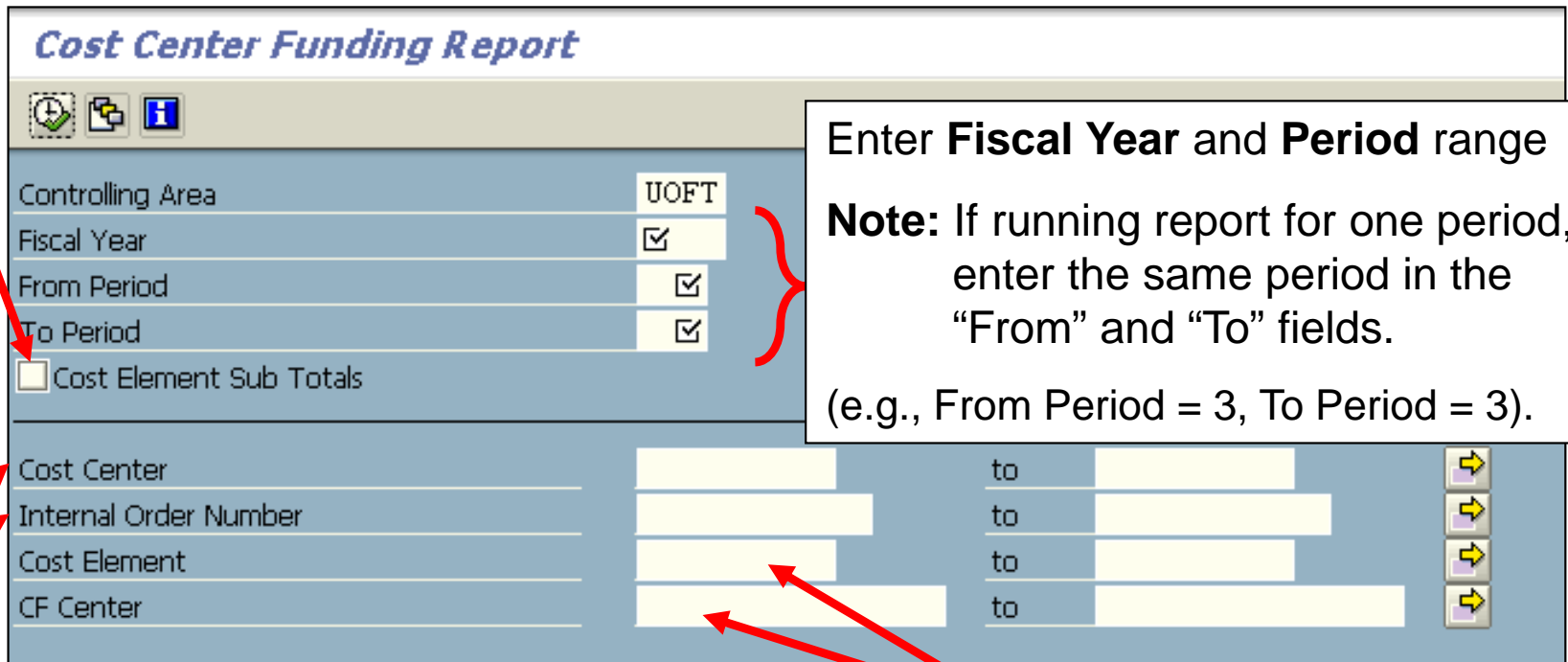
- for **a single** or a **range of periods** within a fiscal year
- for one or more:
  - Cost Centers
  - Internal Orders
  - Cost Elements
  - Funds Centers
- by exception (i.e., can omit individual or a range of accounts)

# Cost Center Funding Report (cont'd)

**SAP Menu Path:** Accounting → Controlling → Cost Center Accounting → Information System → Reports for Cost Center Accounting → Cost Center Accounting (UofT) → Cost Center Funding

**Transaction Code:** ZF06

Select the **Cost Element Sub Totals** checkbox to subtotal by Cost Element.



**Cost Center Funding Report**

Controlling Area UOFT

Fiscal Year

From Period

To Period

Cost Element Sub Totals

Cost Center to

Internal Order Number to

Cost Element to

CF Center to

Enter **Fiscal Year** and **Period** range

**Note:** If running report for one period, enter the same period in the “From” and “To” fields.

(e.g., From Period = 3, To Period = 3).

It is **required** to enter Cost Center *or* Internal Order

Enter **Cost Element(s)** and/or **Fund Center** to expand or narrow report output

# Cost Center Funding Report

## Output Screen:

Subtotals will appear here if “**Cost Element Sub Totals**” checkbox was selected in previous screen

subtotal by FM account

**Cost Center Funding Report**

University of Toronto University of Toronto Page : 1  
 Cost Center User Report Program : ZFIR0228 /QNA  
 Fiscal Period: 2019 / 001 to 012 User : PARAMRAM  
 Controlling Area: UOFT Date : 07/05/19  
 Time : 16:40

Cost Center: 11723 APSC:E&CE Research

CF CTR	Fund	Element	Actual Amount	Doc ID	Allocation	Post	Line Item Text
100494	408584	825500	114.98	1000522852	20190409	09.04.2019	transf.charges from Nserc MC to Equip.MM
10049	408584	825500	497.95	1000522852	20190409	09.04.2019	transf.charges from Nserc MC to Equip.MM
10049	408584	825500	101.78	1000522852	20190409	09.04.2019	transf.charges from Nserc MC to Equip.MM
10049	408584	825500	1,661.75	1000522852	20190409	09.04.2019	transf.charges from Nserc MC to Equip.MM
		<b>Total Element:</b>	<b>825500</b>				<b>2,376.46</b>
100494	408584	837200	560.01	1000522852	20190409	09.04.2019	transf.charges from Nserc MC to Equip.MM
		<b>Total Element:</b>	<b>837200</b>				<b>560.01</b>
<b>Total:</b>		408584					<b>2,936.47</b>
201787		837200	505.28	1000522703	20190409	09.04.2019	copy usage CommGrp recovery DH
		<b>Total Element:</b>	<b>837200</b>				<b>505.28</b>
<b>Total:</b>							<b>505.28</b>

double click on any document line to drill down to the Document Overview



# Cost Center Funding by Allocation Report

## Used to:

- organize all postings to Cost Centers or Internal Orders by **Allocation** (a.k.a., Assignment)

## Provides:

- subtotals by Allocation/Assignment

## Can be run:

- using the **same criteria as Cost Center Funding Report**, with the addition of:
  - a **single** allocation
  - a **range** of allocations
  - **multiple** allocations

## Notes:

- Allocation/Assignment field is **case** and **space sensitive**, and is only useful if **meaningful text** or **codes** are used
- All other features and report layouts are similar to the **Cost Center Funding** report with the exception of ***subtotaling by Allocation***

# Cost Center Funding by Allocation Report (cont'd)

**SAP Menu Path:** Accounting → Controlling → Cost Center Accounting → Information System → Reports for Cost Center Accounting → Cost Center Accounting (UofT) → Cost Center Funding by Allocation

**Transaction Code:** ZF07

*Cost Center Funding By Allocation Report*

Controlling Area	UOFT
Fiscal Year	<input checked="" type="checkbox"/>
From Period	<input checked="" type="checkbox"/>
To Period	<input checked="" type="checkbox"/>

Enter **fiscal year and period** range

Cost Center		to		→
Internal Order Number		to		→
Cost Element		to		→
CF Center		to		→
Allocation		to		→

Same selection criteria as the Cost Center Funding Report

Enter **Allocation**/Assignment criteria in this field. You can enter:

- single allocation
- range of allocations **OR**
- multiple allocations

# Cost Center Funding by Allocation Report (cont'd)

## Output Screen:

<b>Cost Center Funding By Allocation Report</b>							
Allocation: Mc Kay Survey}							
CF CTR	Fund	Cost Center	Element	Actual Amount	Doc ID	Post	Line Item Text
100018	11040	835060		63.56	2100000100	12.09.2019	PCFISTRRAIN0908
Total: Mc Kay Survey}				63.56			
University of Toronto				Page : 1 of 5			
Cost Center User Report				Program : ZFIR0228 /QNA			
Fiscal Period: 2019 / 001 to 012				User : PARAMRAM			
Controlling Area: UOFT				Date : 07/05/19			
				Time : 16:40			
Allocation: McKay Survey							
CF CTR	Fund	Cost Center	Element	Actual Amount	Doc ID	Post	Line Item Text
100818	11040	835060		63.41	2100000091	12.09.2019	Postage for McKay Survey
100818	11040	835060		63.41	2100000092	06.08.2019	Reimb Casey Fistrain Exp Stationery July
100818	11040	835060		63.41	2100000087	16.07.2019	Postage Mc Kay Survey
Total: McKay Survey				190.23			

Subtotaled by Allocation

double click **anywhere** on document line to drilldown to **Document Overview**

# Cost Center User Report

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## Used to:

- organize all postings to Cost Centers or Internal Orders by the **AMS User ID** of the individual who processed the transaction

## Provides:

- subtotals by Fund Center or Fund Center/Fund

## Can be run:

- using the **same criteria as the Cost Center Funding Report**, with the addition of:
  - **single, range or multiple** User IDs

## Note:

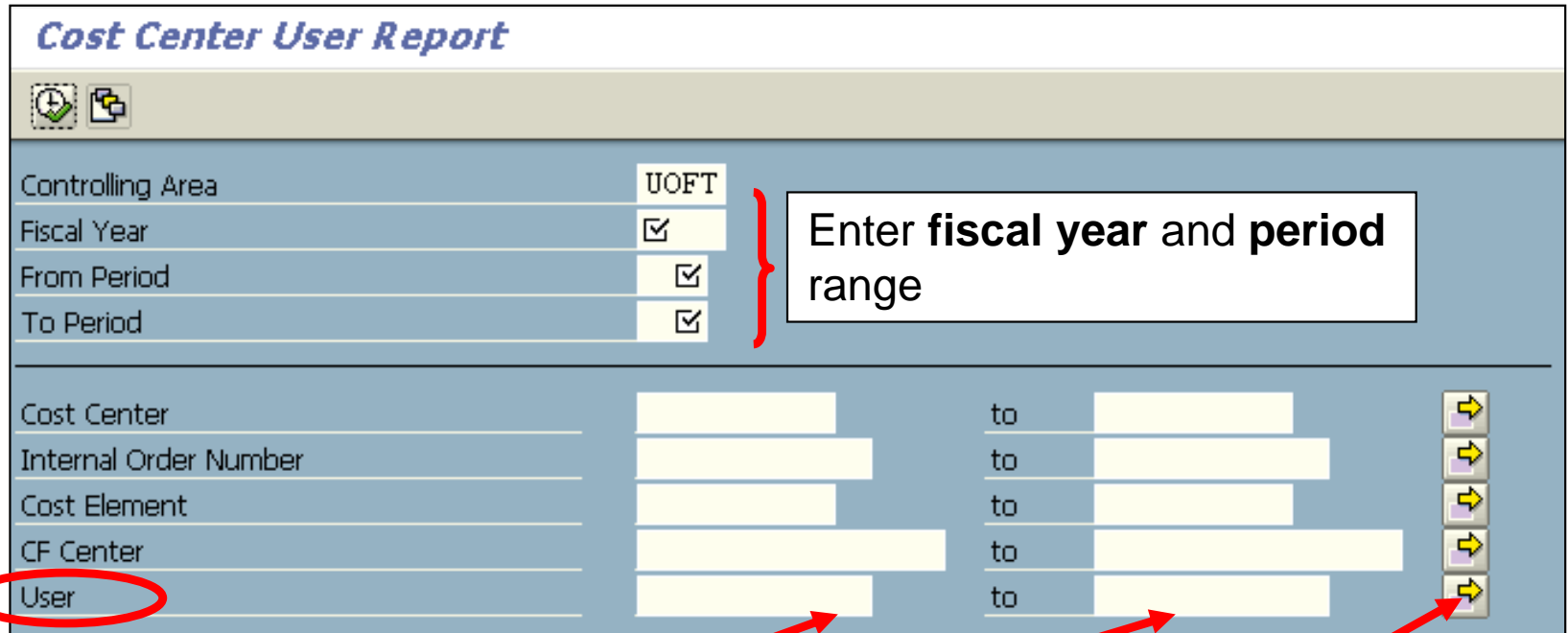
- All other features and report layouts are similar to the **Cost Center Funding** report **with the addition of the User ID column**

# Cost Center User Report (cont'd)

**SAP Menu Path:** Accounting → Controlling → Cost Center Accounting → Information System → Reports  
for Cost Center Accounting → Cost Center Accounting (UofT) → Cost Center User

**Transaction Code:** ZF08

Same selection criteria as the Cost Center Funding Report



Enter **fiscal year** and **period** range

Enter user criteria in these fields.

You can enter:

- a **single** User ID
- **range** of User IDs, **and/or**
- **multiple** Users IDs

# Cost Center User Report (cont'd)

## Output Screen:

**Cost Center User Report**

University of Toronto  
Cost Center User Report  
Fiscal Period: 2020 / 001 to 012  
Controlling Area: UOFT

Page 1 of 36  
Program ZFIR022B /LRN  
User PARAMRAM  
Date 05/11/19  
Time 15:10

Cost Center: 11723 APSC:E&CE Research

CF CTR	Fund	Element	Actual Amount	Doc ID	User ID	Post Date	Line Item Text
100494	400584	837200	560.01	1000522852	REID	09.09.2019	2019 transf charges from Nserc MC to Equip.MM
Total: 400584			560.01				
201787		837200	505.28	1000522733	REID	08.09.2019	2019 copy usage ComaGrp recovery DH
Total:			505.28				
201803		835000	2,648.60-	1000521832	RALIC	02.09.2019	2019 transf balance of F-403969 in CFC no fun
201803		835020	828.00	1000522036	RALIC	03.09.2019	2019 telephone service
Total:			1,820.60-				
201861	418142	835070	199.66	7300355561	PROCNTL	08.09.2019	04-Feb-2019 U OF T BOOKSTORE, KOFFTORONT
201861	418142	835070	186.42	7300354803	PROCNTL	04.09.2019	02-Feb-2019 U OF T BOOKSTORE, KOFFTORONT
Total: 418142			386.08				
201897	415261	835070	15.39	7300356161	PROCNTL	11.09.2019	09-Feb-2019 FEDEX 771937283TORONTOON
201897	415261	835070	46.91	7300354324	PROCNTL	02.09.2019	31-Jan-2019 BCE-SYMPATICO INTERNETOTTAVA
Total: 415261			62.30				

Subtotals by  
FC or FC/F  
combo

double click on a document line to drilldown to **Document Overview**



# Questions Answered by Common Controlling Reports

	<ul style="list-style-type: none"> <li>• ZF06 - CC Funding</li> <li>• ZF07 - CC Funding <b>by Allocation</b></li> <li>• ZF08 - CC Funding <b>by User</b></li> </ul>
Which budget (FC or FC/Fund) was the financial transaction posted to?	✓
How does the plan compare to the actual financial activity recorded on a summary and detailed level?	
What financial transactions have been recorded against the CC / IO?	✓

# Cost Center Without Internal Orders: Plan & Actuals Report

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## Used to:

- compare **Cost Center plans** to **actual revenues** and **expenses** (both summary and detailed view)

## Provides:

- summary totals by Cost Element and Cost Center
- variance between plan and actuals in absolute value and as a percentage

## Can be run:

- for **single** or **range of periods**
- by **Cost Center Group** or **Node**
- for **single, range** or **multiple CCs**
- for specific plan versions  
(i.e., “0” = Current plan or “1” = Original plan)

## Enables:

- Excel view using Office Integration



# Cost Center Without Internal Orders: Plan & Actuals Report (cont'd)

**SAP Menu Path:** Accounting → Controlling → Cost Center Accounting → Information System → Reports for Cost Center Accounting → Cost Center Accounting (UofT) → UofT: CC w/o IO: Plan & Actuals

**Transaction Code:** ZSO3

- “0” = Current Plan **(default)**
- “1” = Original plan

Expand or narrow desired output by selecting:

- CC Groups
- CC values
- range of CCs
- multiple CCs and/or Cost Elements

**CC w/o IO: Plan & Actuals: Selection**

Data Source...

**Selection values**

Controlling Area	UOFT
Fiscal Year	
From Period	
To Period	
Plan Version	0

**Selection groups**

Cost Center Group			
Or value(s)		to	
Cost Element Group	UOFT-ALL		
Or value(s)		to	

Enter **fiscal year** and **period** range

# Cost Center Without Internal Orders: Plan & Actuals Report (cont'd)

## Output Screen:

data can be viewed in Excel via **SAP Office Integration**

default view is Plan / Act / Variance by Cost Element & Cost Center

select to display alternate view of **Summary Totals by Cost Element** for the entire range of Cost Centers selected.

Expand or collapse each group of Cost Elements

Select columns and sort data **ascending** or **descending**

Cost Centre Report - Rows

Reports

- Cost Centre Report - Rows
- Cost Center Report - Columns

RPT: Z503-02A CC w/o IO: Plan & Actuals  
GR: Z503 CC w/o IO: Plan & Actuals  
LIB: 1VK

CONTROL AREA: UOFT  
YRS: 2020 2020  
PER: 1 12  
VERSION: 0

PAGE: 1 OF 2  
RUN DATE: 05.11.2019  
RUN TIME: 15:19:16

SELECTED COST ELM/GR: UOFT-ALL UoFT All Cost Elements  
SELECTED COST CTR/GR: 11040.1104Cost Center Group

Cost element/cost center	Plan costs	Act. costs	Var. (abs)	Var. (%)
** Academic Stipend Expense				
800119 Course stipend:General				
** Academic Other Salary Expenses	3,967		3,967	100.00
800230 Comp.Ac:Guest Lecture Fee				
800752 Salary:CDN-Graduate	3,967		3,967	100.00
** Administrative Salary Expenses				
800423 Comp:Admin:BilledToUoFT				
** Fringe Benefits Expenses				
800970 Fringe Bene Ext Payr				
** HRIS - Student Compensation	76,705	14,333	62,371	81.31
801330 Pay.CDN-Post Doc Fel	75,246	14,333	60,913	80.95
801331 Pay:Fgn-Post Doc Fel	1,458		1,458	100.00
*** Equipment				
821420 Equip:Copiers:Leased				
*** Supplies & Services Summary	3,719		3,719	100.00
** Office Supply expenses				
825000 Supplies:General				
825600 Printed Material/pub				
825800 Office Supplies				

double click on any Cost Element item to drilldown to the **detailed line item reports**

[Troubleshooting Excel with AMS/SAP](#)

# Cost Center With Internal Orders: Plan & Actuals Report

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## Used to:

- compare **CO Plan** and **Actual** revenues and expenses in a summary or detailed view

## Provides:

- summary totals by Cost Element, Cost Center and Internal Order
- variance between plan and actuals in absolute value and as a percentage

## Can be run by:

- single or range of periods
- Cost Center Group or Node
- single, range or multiple CCs
- Cost Element Group
- single Internal Order
- Order Group
- for specific plan versions (i.e., “0” = current plan, “1” = original plan)

## Notes:

- If the Selection Criteria is not correctly defined, **all UofT Cost Centers or Internal Orders** will be included in the report
  - **To avoid this**, enter an Internal Order (or Internal Order Group) as well as the corresponding Cost Center (or Cost Center Group).

# Cost Center With Internal Orders: Plan & Actuals Report (cont'd)

**SAP Menu Path:** Accounting → Controlling → Cost Center Accounting → Information System → Reports for Cost Center Accounting → Cost Center Accounting (UofT) → UofT: CC with IO: Plan & Actuals

**Transaction Code:** ZSO1

Identical to the **Cost Center w/o Internal Orders: Plans & Actuals Report**

**MUST specify:**  
CC Group *or*  
CC value(s)

**AND**

Order Group *or* Order  
value(s)

**CC with IO: Plan & Actuals: Selection**

Data Source...

**Selection values**

Controlling Area	UOFT
Fiscal Year	
From Period	
To Period	
Plan Version	0

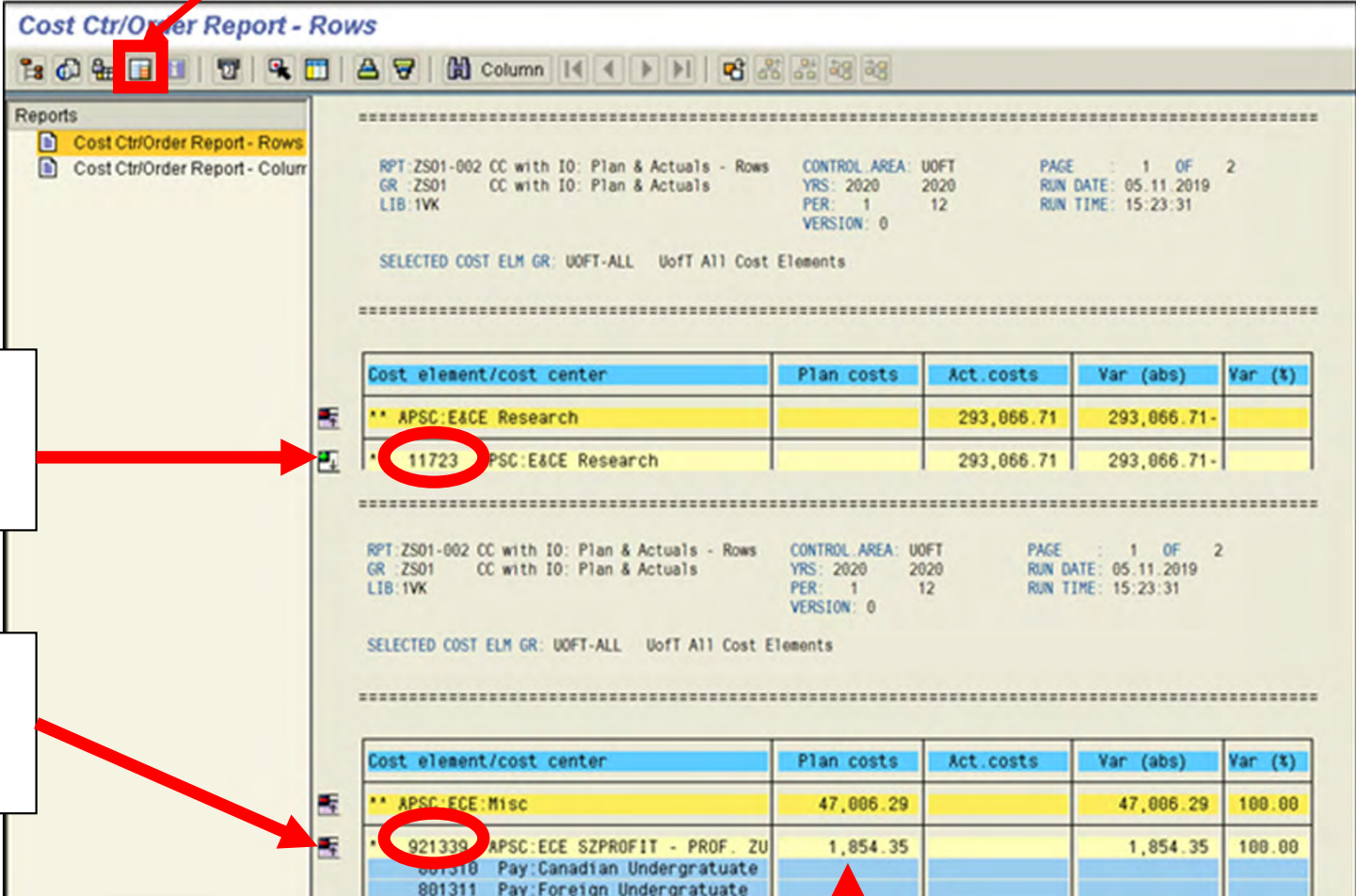
**Selection groups**

Cost Center Group		to		
Or value(s)				
Cost Element Group	UOFT-ALL	to		
Or value(s)				
Order Group		to		
Or value(s)				

# Cost Center With Internal Orders: Plan & Actuals Report (cont'd)

Output Screen:

data can be viewed in Excel via  
**SAP Office Integration**



The screenshot shows the SAP 'Cost Ctr/Order Report - Rows' interface. It features a toolbar with an Excel icon highlighted by a red box and arrow. The main area displays two tables of cost data. The first table shows a summary for 'APSC:E&CE Research' with a total plan cost of 47,006.29 and actual cost of 293,066.71. The second table shows a detailed breakdown for 'APSC:ECE SZPROFIT - PROF. ZU' with a total plan cost of 1,854.35 and actual cost of 1,854.35. Red circles highlight the cost element numbers '11723' and '921339' in the first table, and '921339' in the second table. Red arrows point from these circles to explanatory text boxes.

Cost element/cost center	Plan costs	Act. costs	Var (abs)	Var (%)
** APSC:E&CE Research		293,066.71	293,066.71-	
* 11723 APSC:E&CE Research		293,066.71	293,066.71-	

Cost element/cost center	Plan costs	Act. costs	Var (abs)	Var (%)
** APSC:ECE:Misc	47,006.29		47,006.29	100.00
* 921339 APSC:ECE SZPROFIT - PROF. ZU	1,854.35		1,854.35	100.00
801310 Pay:Canadian Undergratuare				
801311 Pay:Foreign Undergratuare				

provides plan/actual costs and variance data for **Cost Center**

provides plan/actuals and variance data for **Internal Orders**

**double click** any Cost Element item to drilldown to detailed line item reports

[Troubleshooting Excel with AMS/SAP](#)



# Questions Answered by Common Controlling Reports

	<ul style="list-style-type: none"> <li>• ZF06 - CC Funding</li> <li>• ZF07 - CC Funding <b>by Allocation</b></li> <li>• ZF08 - CC Funding <b>by User</b></li> </ul>	<ul style="list-style-type: none"> <li>• ZSO3 - CC <b>w/o</b> IO: Plans &amp; Actuals</li> <li>• ZSO1 - CC <b>with</b> IO: Plans &amp; Actuals</li> </ul>
Which budget (FC or FC/Fund) was the financial transaction posted to?	✓	✓
How does the plan compare to the actual financial activity recorded?		✓
What financial transactions have been recorded against the CC / IO?	✓	✓

# Cost Centers: Actual Line Items

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## Used to:

- show all **actual** transaction line items posted to a Cost Center

## Provides:

- a **detailed list** of line items sorted by Fund Centers

## Can be run:

- for **single, range** or **multiple** Cost Centers
- for **Cost Center Groups** or **Nodes**
- for a **single, range** or **multiple** Cost Elements
- by Cost Element Group
- for multiple fiscal years

# Cost Centers: Actual Line Items (cont'd)

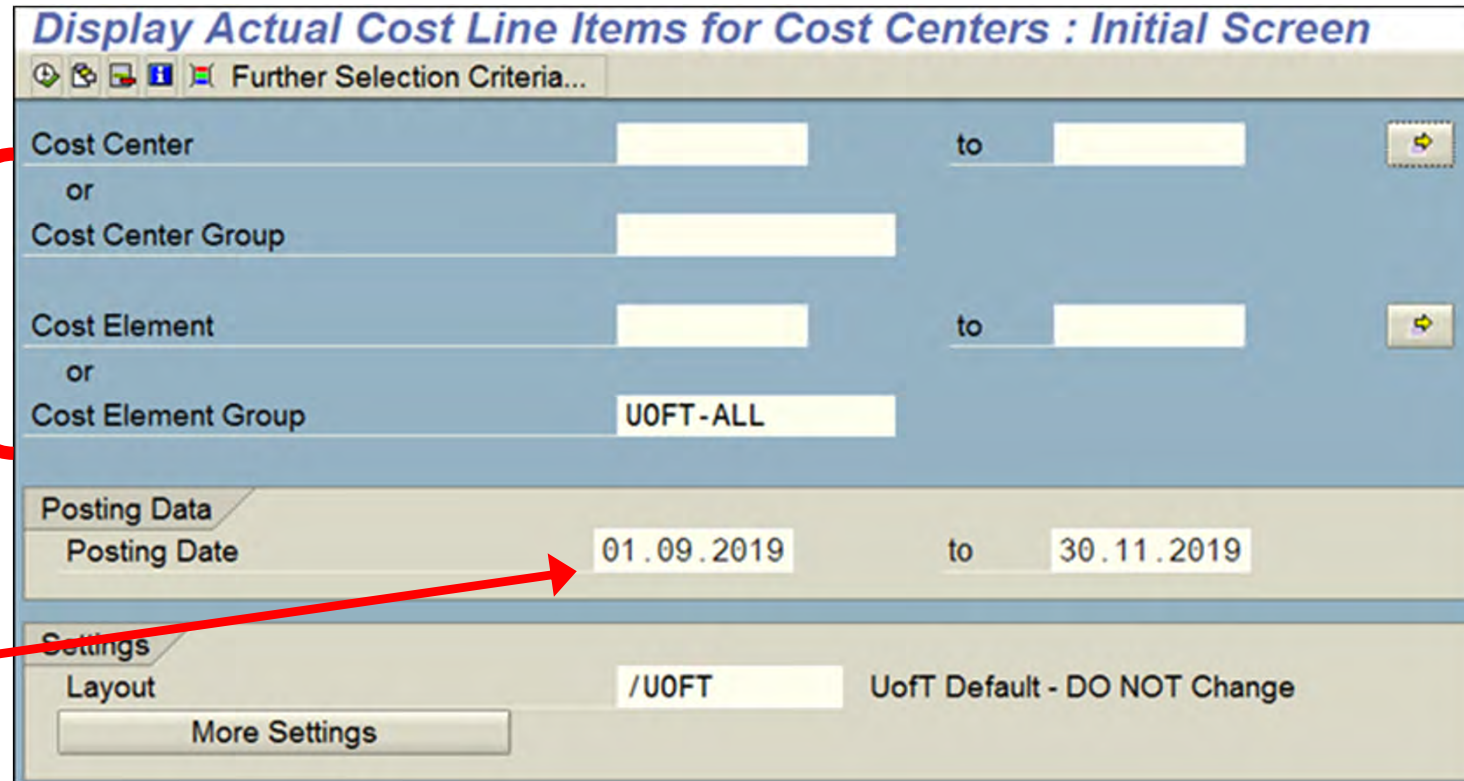
**SAP Menu Path:** Accounting → Controlling → Cost Center Accounting → Information System → Reports for Cost Center Accounting → Line Items → Cost Centers: Actual Line Items

**Transaction Code:** KSB1

Expand or narrow output by:

- **Cost Center/CC Group**
- **Cost Element/Cost Element Group**

Generate report output for **single posting date** or **over multiple years**



**Display Actual Cost Line Items for Cost Centers : Initial Screen**

Further Selection Criteria...

Cost Center  to

or  
Cost Center Group

Cost Element  to

or  
Cost Element Group

Posting Data

Posting Date  to

Settings

Layout  UoFT Default - DO NOT Change

**Internal Order** version of this line item report:

**SAP Menu Path:** Accounting → Controlling → Internal Order → Information Systems → Reports for Internal Orders → Line Items → Orders: Actual Line Items

**Transaction Code:** KOB1

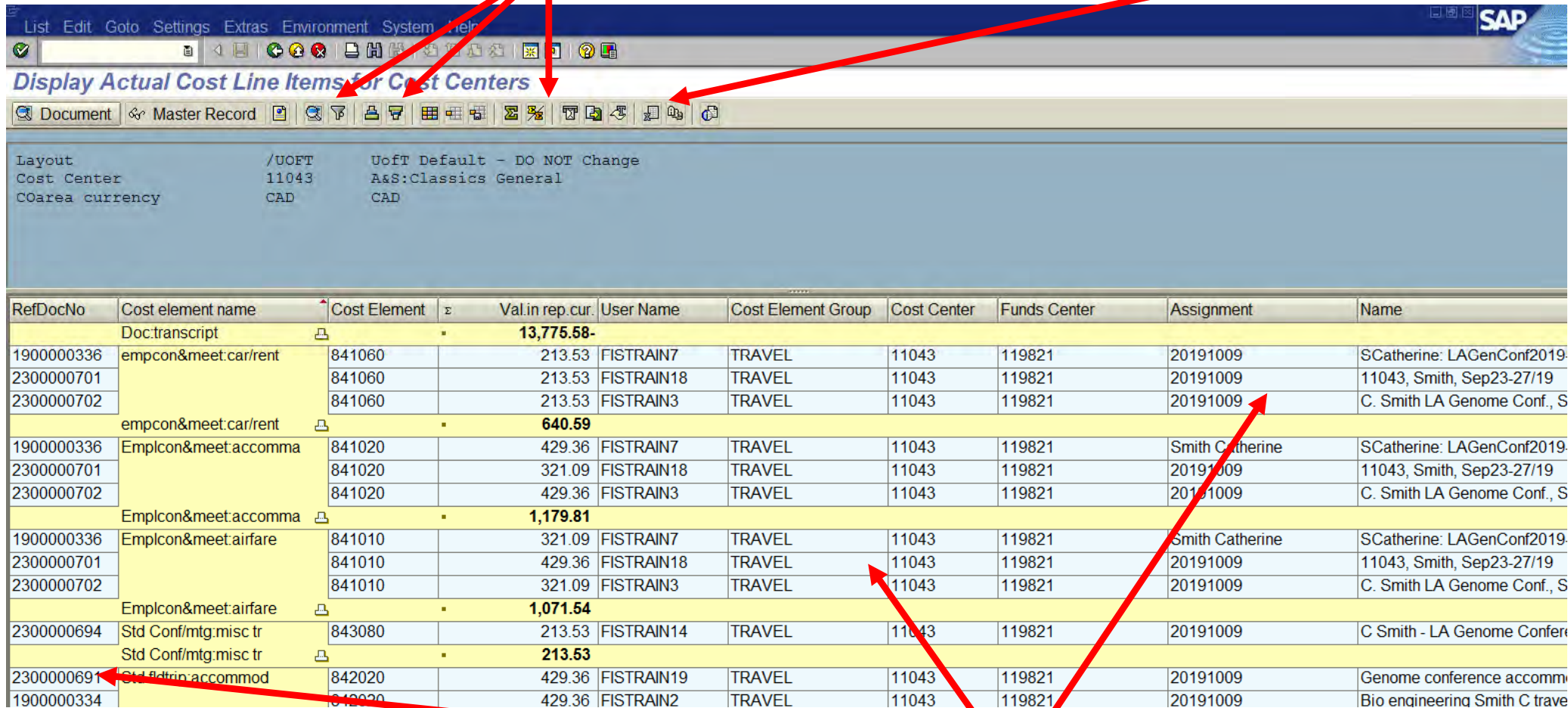


# Cost Centers: Actual Line Items (cont'd)

## Output Screen:

Sort, Filter or Subtotal data

download output to Excel



The screenshot shows the SAP SAPGUI interface for displaying actual cost line items. The title bar reads 'Display Actual Cost Line Items for Cost Centers'. The menu bar includes 'List', 'Edit', 'Goto', 'Settings', 'Extras', 'Environment', and 'System'. The toolbar contains icons for document, master record, and various data manipulation functions. The status bar shows 'Layout /UOFT UofT Default - DO NOT Change', 'Cost Center 11043 A&S:Classics General', and 'COarea currency CAD CAD'. The main table displays the following data:

RefDocNo	Cost element name	Cost Element	Val.in rep.cur.	User Name	Cost Element Group	Cost Center	Funds Center	Assignment	Name
Doc:transcript			<b>13,775.58-</b>						
1900000336	empcon&meet:car/rent	841060	213.53	FISTRAIN7	TRAVEL	11043	119821	20191009	SCatherine: LAGenConf2019
2300000701		841060	213.53	FISTRAIN18	TRAVEL	11043	119821	20191009	11043, Smith, Sep23-27/19
2300000702		841060	213.53	FISTRAIN3	TRAVEL	11043	119821	20191009	C. Smith LA Genome Conf., S
empcon&meet:car/rent			<b>640.59</b>						
1900000336	Emplcon&meet:accomm	841020	429.36	FISTRAIN7	TRAVEL	11043	119821	Smith Catherine	SCatherine: LAGenConf2019
2300000701		841020	321.09	FISTRAIN18	TRAVEL	11043	119821	20191009	11043, Smith, Sep23-27/19
2300000702		841020	429.36	FISTRAIN3	TRAVEL	11043	119821	20191009	C. Smith LA Genome Conf., S
Emplcon&meet:accomm			<b>1,179.81</b>						
1900000336	Emplcon&meet:airfare	841010	321.09	FISTRAIN7	TRAVEL	11043	119821	Smith Catherine	SCatherine: LAGenConf2019
2300000701		841010	429.36	FISTRAIN18	TRAVEL	11043	119821	20191009	11043, Smith, Sep23-27/19
2300000702		841010	321.09	FISTRAIN3	TRAVEL	11043	119821	20191009	C. Smith LA Genome Conf., S
Emplcon&meet:airfare			<b>1,071.54</b>						
2300000694	Std Conf/mtg:misc tr	843080	213.53	FISTRAIN14	TRAVEL	11043	119821	20191009	C Smith - LA Genome Confer
Std Conf/mtg:misc tr			<b>213.53</b>						
2300000691	Std fdrin:accommod	842020	429.36	FISTRAIN19	TRAVEL	11043	119821	20191009	Genome conference accomm
1900000334		842020	429.36	FISTRAIN2	TRAVEL	11043	119821	20191009	Bio engineering Smith C trave

### Resources:

- [Reference Guide: Line Item Functionality](#)
- [Simulation: How to Create Custom Line Item Reports](#)

double click **anywhere** on a line item to drilldown to **Document Overview**

# Questions Answered by Common Controlling Reports

	<ul style="list-style-type: none"> <li>• ZF06 - CC Funding</li> <li>• ZF07 - CC Funding <b>by Allocation</b></li> <li>• ZF08 - CC Funding <b>by User</b></li> </ul>	<ul style="list-style-type: none"> <li>• ZSO3 - CC <b>w/o</b> IO: Plans &amp; Actuals</li> <li>• ZSO1 - CC <b>with</b> IO: Plans &amp; Actuals</li> </ul>	<ul style="list-style-type: none"> <li>• KSB1 - <b>CC</b>: Actual Line Items</li> <li>• KOB1 - <b>IO</b>: Actual Line Items</li> </ul>
Which budget (FC or FC/Fund) was the financial transaction posted to?	✓	✓	✓
How does the plan compare to the actual financial activity recorded?		✓	
What financial transactions have been recorded against the CC / IO?	✓	✓	✓

# Course Objectives

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## Review:

- Understand the purpose and components of Controlling
- Distinguish the features and functionalities of common Controlling reports
- Access and generate common Controlling reports
- Determine which department/project incurred an activity

# Web Documentation

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- Reference Guides
- Knowledge Centre
  - Troubleshooting Excel with SAP/AMS
- Financial Forms
- Policy & Documentation



# NEED HELP?

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<https://easi.its.utoronto.ca/ams-help-form/>

Help is a facility for all AMS subsystems:

- Use the WEB form found at the above address
- Select the appropriate AMS module  
(e.g., FIS: FAST Team)
- Complete all the information required on the form
- Click on the **Send it!** button

**Mail box is monitored Monday to Friday  
9:00 a.m. - 5:00 p.m.**

# FAST Team Contacts

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**FIS Standard Curriculum Evaluation:**

<http://finance.utoronto.ca/fast/fis-training/course-evaluation-fis-training/>

**FAST website:**

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