Work Instruction

FI Postings Line Item Report

ZFIR079

When to Use

This report is used to list the FI documents (i.e. actual transactions) for the revenue and expense G/L accounts for specific Funds Centers (FC) or FC/Fund combinations.

Report Functionality

- Produces a list of FI transactions (i.e. actual transactions), sorted by document number
- Run for single or multiple FC and/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:

- FI document number, G/L account number, Payment budget (i.e. cost of a particular transaction), Cost Center, Order, Funds Center, Fund, Commitment item, Line item text, Vendor Name, Vendor (number), Posting date, Document date, User Name (FI doc)

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 ➡ FI Postings: Line Items by document number

Transaction Code

ZFIR079

Helpful Hints

- This report does not include budget or commitment (reserve) data. The All Postings Line Item Report will provide these additional fields:
  http://finance.utoronto.ca/wp-content/uploads/2015/10/allpostings.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

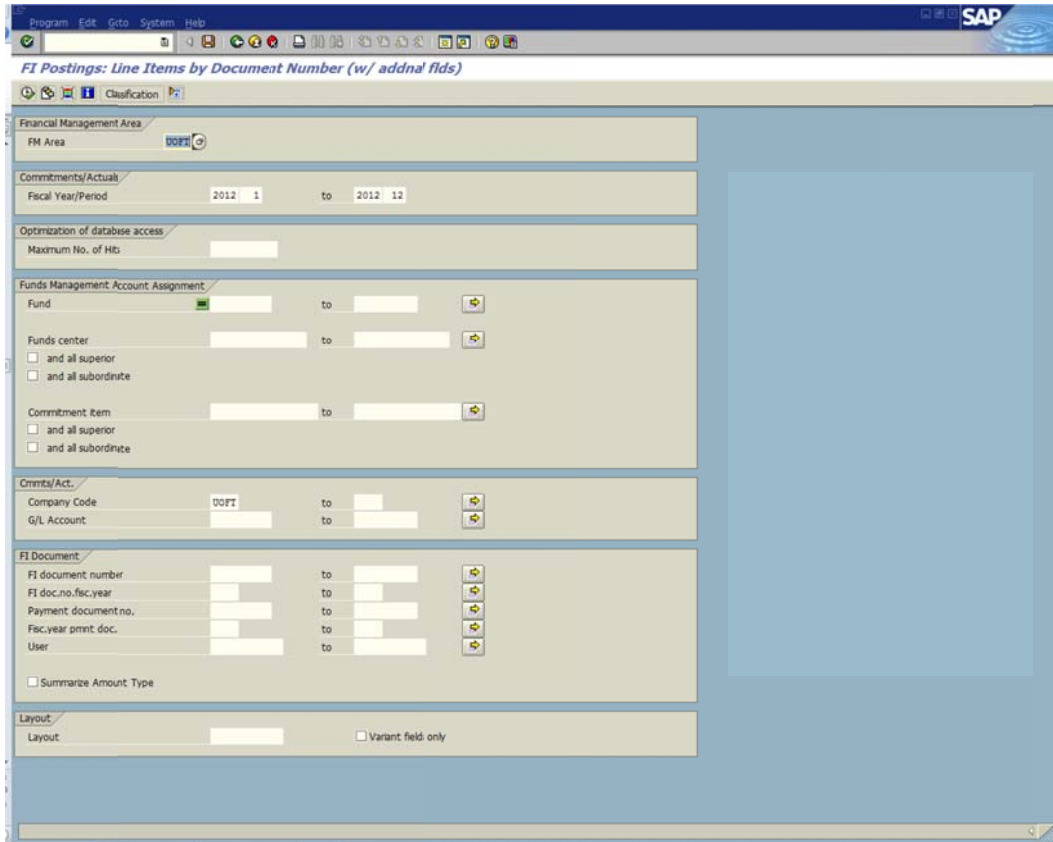## Detailed Procedure

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

SAP Easy Access University of Toronto Menu
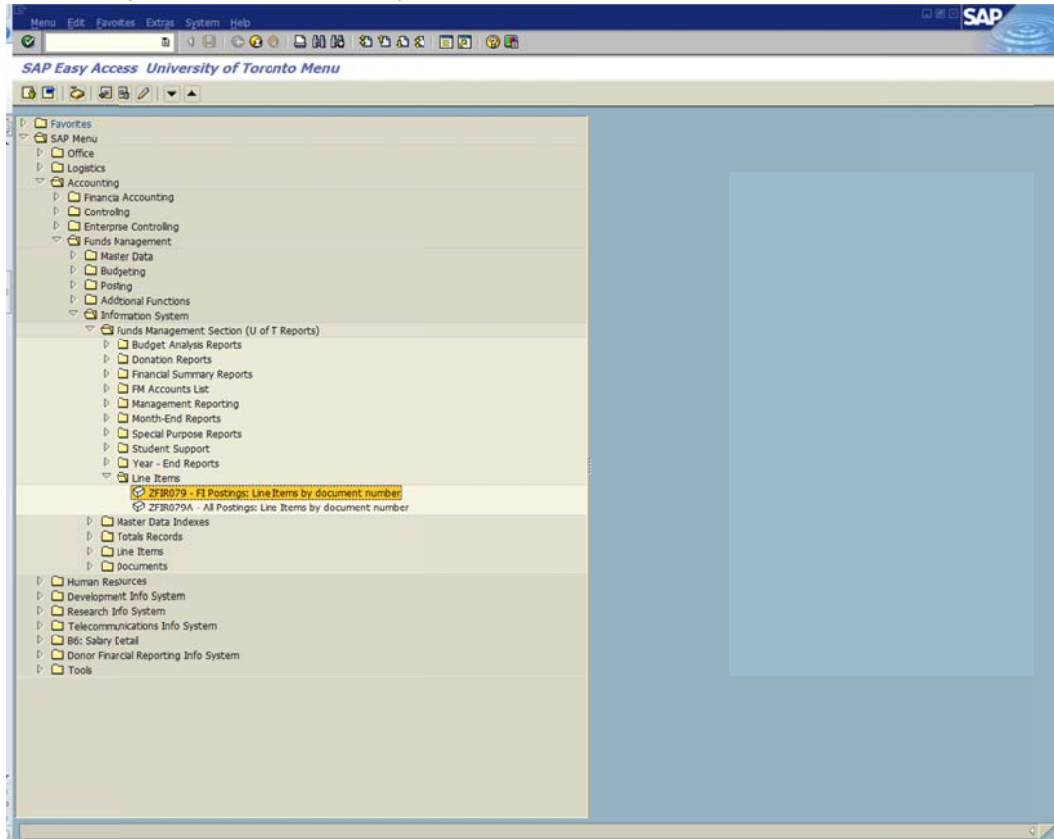
2. Double-click 📦 ZFIR079 - FI Postings: Line Items by document number.

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

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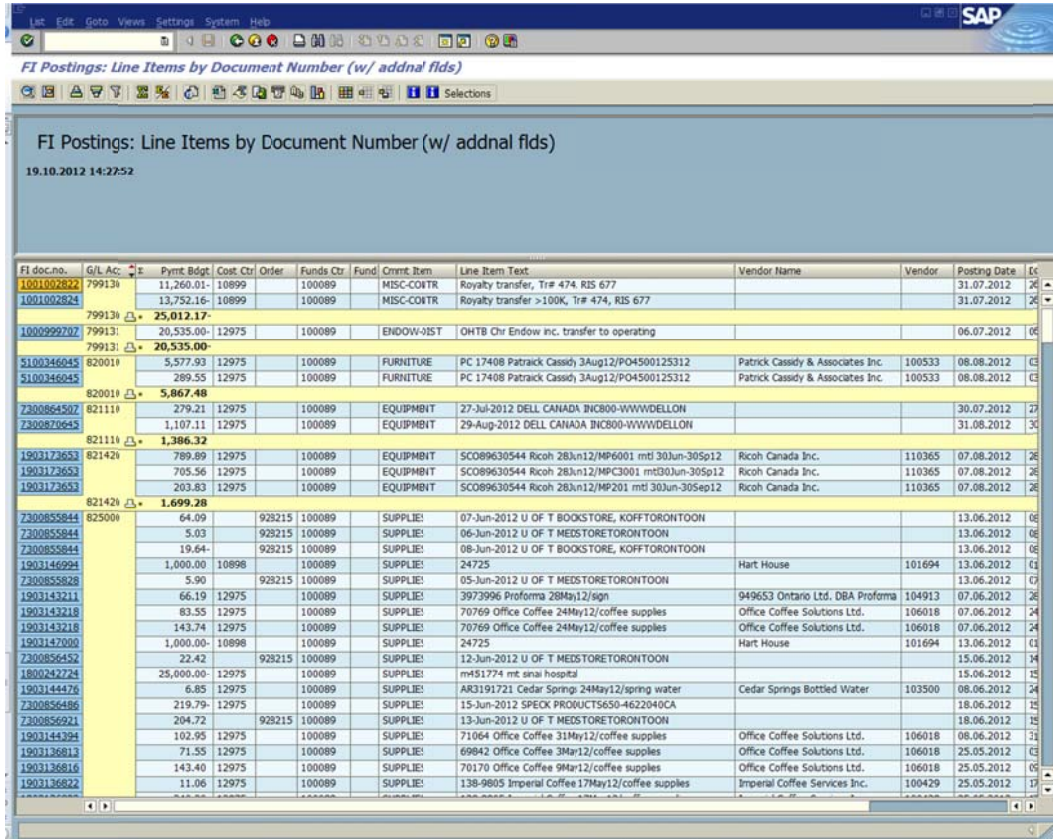
Field Name	Required/ Optional/ Conditional	Description
FM Area	Required	Defaults to UofT.
Fiscal year/period	Required	The UofT fiscal year is May 1st to April 30th and the Year/Period is coded as follows:
		Year=the "annual" year in effect at April 30th. (i.e. May 1st, 2006 to April 30th, 2007 is identified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

Field Name	Required/ Optional/ Conditional	Description
Fund	Optional	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.) Default value will exclude Funds *(i.e. Fund = none)* a) Enter fund number(s) to restrict output to fund (s) b) To change the default,, right click then select options: To include all funds, right click the then choose delete row.
Funds center	Required	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.). To include the FC hierarchy select ☐ and all subordinate

Field Name	Required/ Optional/ Conditional	Description
Commitment item	Optional	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). To include the CI hierarchy select ☐ and all subordinate
Company Code	Optional	Defaults to UofT. Change only if required.
G/L Account	Optional	A six digit code used to provide detail on the type of financial activity incurred (e.g. grants, donations and computer supplies). Instructions on how to create a list of G/Ls and descriptions can be found at: http://finance.utoronto.ca/wp-content/uploads/2015/09/glacctstext.pdf
FI document number	Optional	Unique, system generated, number assigned to every "actual" financial transaction processed (e.g. invoice and journal entry).
User	Optional	SAP code assigned to identify individual/unit that posted the financial transaction, commonly referred to as USERID.
Layout	Optional	Previously saved report output layout that can be used to present financial data in a specific order. To retrieve a previously saved a layout use the matchcode 🔍 search

4.   Click 🔄 to execute the report.

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

![SAP screen showing FI Postings: Line Items by Document Number (w/ addnal flds) report, dated 19.10.2012 14:27:52]

FI doc.no.	G/L Ac:	Pymt Bdgt	Cost Ctr	Order	Funds Ctr	Fund	Cmmt Item	Line Item Text	Vendor Name	Vendor	Posting Date
1001002822	799130	11,260.01-	10899		100089		MISC-CONTR	Royalty transfer, Tr# 474, RIS 677			31.07.2012
1001002824		13,752.16-	10899		100089		MISC-CONTR	Royalty transfer >100K, Tr# 474, RIS 677			31.07.2012
	799130	25,012.17-									
1000999707	799130	20,535.00-	12975		100089		ENDOW-DIST	OHTB Chr Endow inc. transfer to operating			06.07.2012
	799130	20,535.00-									
5100346045	820010	5,577.93	12975		100089		FURNITURE	PC 17408 Patrick Cassidy 3Aug12/PO4500125312	Patrick Cassidy & Associates Inc.	100533	08.08.2012
5100346045		289.55	12975		100089		FURNITURE	PC 17408 Patrick Cassidy 3Aug12/PO4500125312	Patrick Cassidy & Associates Inc.	100533	08.08.2012
	820010	5,867.48									
7300864507	821110	279.21	12975		100089		EQUIPMENT	27-Jul-2012 DELL CANADA INC800-WWWDELLON			30.07.2012
7300870645		1,107.11	12975		100089		EQUIPMENT	29-Aug-2012 DELL CANADA INC800-WWWDELLON			31.08.2012
	821110	1,386.32									
1903173653	821420	789.89	12975		100089		EQUIPMENT	SCO89630544 Ricoh 28Jun12/MP6001 mtl 30Jun-30Sp12	Ricoh Canada Inc.	110365	07.08.2012
1903173653		705.56	12975		100089		EQUIPMENT	SCO89630544 Ricoh 28Jun12/MPC3001 mtl30Jun-30Sp12	Ricoh Canada Inc.	110365	07.08.2012
1903173653		203.83	12975		100089		EQUIPMENT	SCO89630544 Ricoh 28Jun12/MP201 mtl 30Jun-30Sep12	Ricoh Canada Inc.	110365	07.08.2012
	821420	1,699.28									
7300855844	825000	64.09		928215	100089		SUPPLIES	07-Jun-2012 U OF T BOOKSTORE, KOFFTORONTOON			13.06.2012
7300855844		5.03		928215	100089		SUPPLIES	06-Jun-2012 U OF T MEDSTORETORONTOON			13.06.2012
7300855844		19.64-		928215	100089		SUPPLIES	08-Jun-2012 U OF T BOOKSTORE, KOFFTORONTOON			13.06.2012
1903146994		1,000.00	10898		100089		SUPPLIES	24725	Hart House	101694	13.06.2012
7300855928		5.90		928215	100089		SUPPLIES	05-Jun-2012 U OF T MEDSTORETORONTOON			13.06.2012
1903143211		66.19	12975		100089		SUPPLIES	3973996 Proforma 28May12/sign	949653 Ontario Ltd. DBA Proforma	104913	07.06.2012
1903143218		83.55	12975		100089		SUPPLIES	70769 Office Coffee 24May12/coffee supplies	Office Coffee Solutions Ltd.	106018	07.06.2012
1903143218		143.74	12975		100089		SUPPLIES	70769 Office Coffee 24May12/coffee supplies	Office Coffee Solutions Ltd.	106018	07.06.2012
1903147000		1,000.00-	10898		100089		SUPPLIES	24725	Hart House	101694	13.06.2012
7300856452		22.42		928215	100089		SUPPLIES	12-Jun-2012 U OF T MEDSTORETORONTOON			15.06.2012
1800242724		25,000.00-	12975		100089		SUPPLIES	m451774 mt sinai hospital			15.06.2012
1903144476		6.85	12975		100089		SUPPLIES	AR3191721 Cedar Springs 24May12/spring water	Cedar Springs Bottled Water	103500	08.06.2012
7300856486		219.79-	12975		100089		SUPPLIES	15-Jun-2012 SPECK PRODUCTS650-4622040CA			18.06.2012
7300856921		204.72		928215	100089		SUPPLIES	13-Jun-2012 U OF T MEDSTORETORONTOON			18.06.2012
1903144394		102.95	12975		100089		SUPPLIES	71064 Office Coffee 31May12/coffee supplies	Office Coffee Solutions Ltd.	106018	08.06.2012
1903136813		71.55	12975		100089		SUPPLIES	69842 Office Coffee 3Mar12/coffee supplies	Office Coffee Solutions Ltd.	106018	25.05.2012
1903136816		143.40	12975		100089		SUPPLIES	70170 Office Coffee 9Mar12/coffee supplies	Office Coffee Solutions Ltd.	106018	25.05.2012
1903136822		11.06	12975		100089		SUPPLIES	138-9805 Imperial Coffee 17May12/coffee supplies	Imperial Coffee Services Inc.	100429	25.05.2012

> ℹ️ 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.

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

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

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

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

09.12.2015 14:55:13

FI document no.	G/L Account	Σ	Payment budget	Cost C	Ord	Funds C	Commitment Item	Line Item Text	VendorNm	Vendor	Posting Date	Doc. Date	UserNm(FI)	Fund
6100351053	801040		48072.95	13424		100654	HR-APP-AD	Postings from Payroll Accounting			28.05.2015	22.05.2015	PROCNTL	
	801040	⛀	48,072.95											
6100351053	801910		11898.06	13424		100654	HR-BEN-AP	Postings from Payroll Accounting			28.05.2015	22.05.2015	PROCNTL	
	801910	⛀	11,898.06											
⛀		**	59,971.01											

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

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09.12.2015 14:55:13

Funds Ctr	Fund	Cost Ctr	Order	Cmmt Item	G/L Acct	Pers.No.	EE Name	Pay Period	Redirect	Σ Temp Sal	Σ Recurr Sal	Σ Fiscal Sal	Σ Reserved Sal	Reserved E	Total Salary	Position	Description
119818		11040		HR-APP-AD	801040	123456	DeRozan	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	111111	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-	48,072.96	48,072.95	393,21989				
⛀									**	0.01- **	48,072.96 **	48,072.95 **	393,21989				

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

All Postings Line Item Report:

http://finance.utoronto.ca/wp-content/uploads/2015/10/allpostings.pdf