

**Work Instruction**

**Line Item Functionality**

**LIF\_SUP**

**When to Use**

Use the functions available to design a custom report output view.

These functions may be used in all reports which have the following or similar toolbar:



This reference guide will demonstrate the functions using the **(ZFIR079) FI Postings:Line Items Document Number (w/ additional flds) Report**


**Functionality**

The following is a list of functions available using the Function Keys:

- Document Drill Down
- Save, Select and Create layouts
- Sorting
- Sub-total
- Filtering
- Download to Excel

**Helpful Hints**

To use these functions effectively the purpose of the report, the level of detail required and the target audience of the final report output should be considered first (i.e. type of layout and information required from the report).

- Use the matchcode  button whenever possible to select from a list of available values

Here are some helpful questions to consider before manipulating the report output:

- What information is required in the final report view?
- Is there any additional information that is not provided in the default layout?
- Should columns be hidden or the display order changed?
- Should the data be sorted? What is the sort criterion? Is there more than one sort criterion?
  - Example: Sort by general ledger account, versus Sort by general ledger account and then by document number
- Should the information be subtotaled or totaled within the report? How many? Order of importance?
- Should the information be filtered? Is there more than one filter criteria?

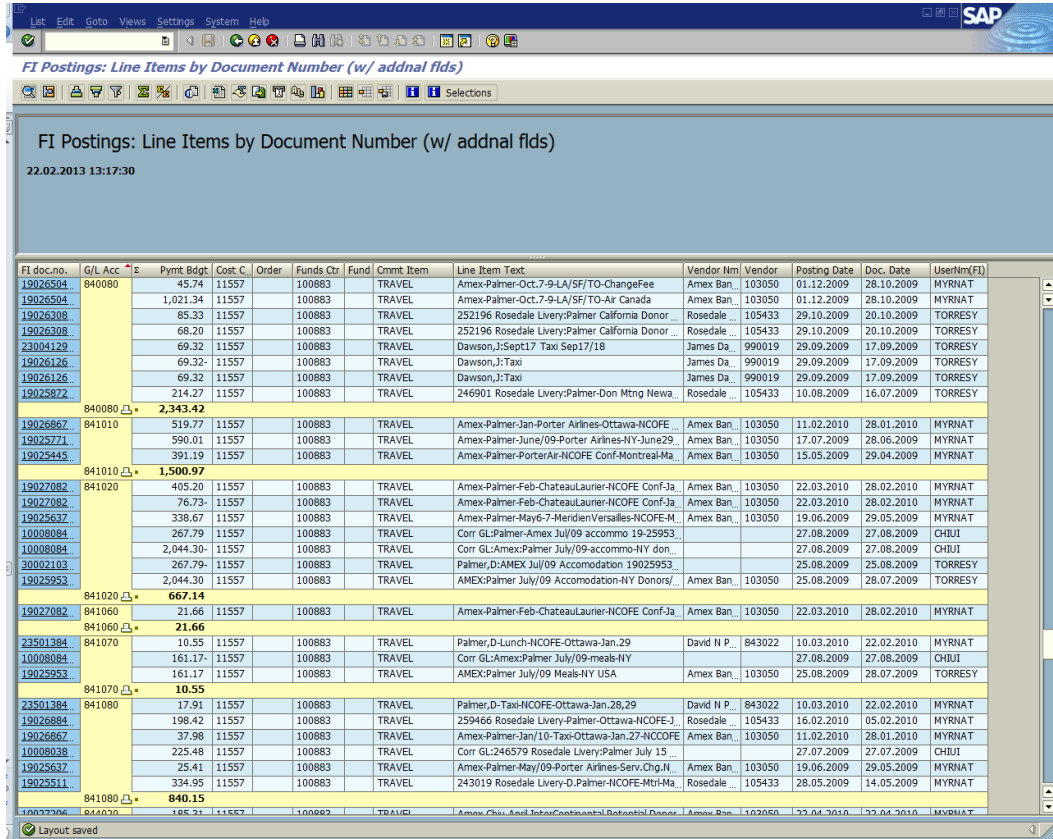


- What is the level of detail required in the final report?
- No line items, just summarized totals? Or some detailed line items and subtotals?
- Will this report view be used on an ongoing basis, i.e. weekly, monthly, annually? Will it be used by others in your area?

**Detailed Procedure**

1. Run any line item report to obtain the default report view.

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












FI doc.no.	G/L Acc	Pymt Bdg	Cost C	Order	Funds Ctr	Fund	Cmnt Item	Line Item Text	Vendor Nm	Vendor	Posting Date	Doc. Date	UserNm(FI)
19026504	840080	45.74	11557		100883		TRAVEL	Amex-Palmer-Oct.7-9-LA/SF/TO-ChangeFee	Amex Ban.	103050	01.12.2009	28.10.2009	MYRNAT
19026504		1,021.34	11557		100883		TRAVEL	Amex-Palmer-Oct.7-9-LA/SF/TO-Air Canada	Amex Ban.	103050	01.12.2009	28.10.2009	MYRNAT
19026308		85.33	11557		100883		TRAVEL	252196 Rosedale Livery-Palmer California Donor	Rosedale	105433	29.10.2009	20.10.2009	TORRESY
19026308		68.20	11557		100883		TRAVEL	252196 Rosedale Livery-Palmer California Donor	Rosedale	105433	29.10.2009	20.10.2009	TORRESY
23004129		69.32	11557		100883		TRAVEL	Dawson,J;Sept17 Taxi Sep17/18	James Da	990019	29.09.2009	17.09.2009	TORRESY
19026126		69.32	11557		100883		TRAVEL	Dawson,J;Taxi	James Da	990019	29.09.2009	17.09.2009	TORRESY
19026126		69.32	11557		100883		TRAVEL	Dawson,J;Taxi	James Da	990019	29.09.2009	17.09.2009	TORRESY
19025872		214.27	11557		100883		TRAVEL	246901 Rosedale Livery-Palmer-Don Mtng News	Rosedale	105433	10.08.2009	16.07.2009	TORRESY
		<b>2,343.42</b>											
19026867	841010	519.77	11557		100883		TRAVEL	Amex-Palmer-Jan-Porter Airlines-Ottawa-NCOFE	Amex Ban.	103050	11.02.2010	28.01.2010	MYRNAT
19025771		590.01	11557		100883		TRAVEL	Amex-Palmer-June/09-Porter Airlines-NY-June29	Amex Ban.	103050	17.07.2009	28.06.2009	MYRNAT
19025445		391.19	11557		100883		TRAVEL	Amex-Palmer-PorterAir-NCOFE Conf-Montreal-Ma	Amex Ban.	103050	15.05.2009	29.04.2009	MYRNAT
		<b>1,500.97</b>											
19027082	841020	405.20	11557		100883		TRAVEL	Amex-Palmer-Feb-ChateauLaurier-NCOFE Conf-Ja	Amex Ban.	103050	22.03.2010	28.02.2010	MYRNAT
19027082		76.73	11557		100883		TRAVEL	Amex-Palmer-Feb-ChateauLaurier-NCOFE Conf-Ja	Amex Ban.	103050	22.03.2010	28.02.2010	MYRNAT
19025637		338.67	11557		100883		TRAVEL	Amex-Palmer-May6-7-MeridienVersailles-NCOFE-M	Amex Ban.	103050	19.06.2009	29.05.2009	MYRNAT
10008084		267.79	11557		100883		TRAVEL	Corr GL:Palmer-Amex Jul/09 accommo 19-25953			27.08.2009	27.08.2009	CHUIJ
10008084		2,044.30	11557		100883		TRAVEL	Corr GL:Amex:Palmer July/09-accommo-NY don.			27.08.2009	27.08.2009	CHUIJ
30002103		267.79	11557		100883		TRAVEL	Palmer,D:AMEX Jul/09 Accommodation 19025953			25.08.2009	25.08.2009	TORRESY
19025953		2,044.30	11557		100883		TRAVEL	AMEX:Palmer July/09 Accommodation-NY Donors/	Amex Ban.	103050	25.08.2009	28.07.2009	TORRESY
		<b>667.14</b>											
19027082	841060	21.66	11557		100883		TRAVEL	Amex-Palmer-Feb-ChateauLaurier-NCOFE Conf-Ja	Amex Ban.	103050	22.03.2010	28.02.2010	MYRNAT
		<b>21.66</b>											
23501384	841070	10.55	11557		100883		TRAVEL	Palmer,D-Lunch-NCOFE-Ottawa-Jan.29	David H P.	843022	10.03.2010	22.02.2010	MYRNAT
10008084		161.17	11557		100883		TRAVEL	Corr GL:Amex:Palmer July/09-meals-NY			27.08.2009	27.08.2009	CHUIJ
19025953		161.17	11557		100883		TRAVEL	AMEX:Palmer July/09 Meals-NY USA	Amex Ban.	103050	25.08.2009	28.07.2009	TORRESY
		<b>10.55</b>											
23501384	841080	17.91	11557		100883		TRAVEL	Palmer,D-Taxi-NCOFE-Ottawa-Jan.28,29	David H P.	843022	10.03.2010	22.02.2010	MYRNAT
19026884		198.42	11557		100883		TRAVEL	259466 Rosedale Livery-Palmer-Ottawa-NCOFE-J	Rosedale	105433	16.02.2010	05.02.2010	MYRNAT
19026867		37.98	11557		100883		TRAVEL	Amex-Palmer-Jan/10-Taxi-Ottawa-Jan.27-NCOFE	Amex Ban.	103050	11.02.2010	28.01.2010	MYRNAT
10008038		225.48	11557		100883		TRAVEL	Corr GL:246579 Rosedale Livery-Palmer July 15			27.07.2009	27.07.2009	CHUIJ
19025637		25.41	11557		100883		TRAVEL	Amex-Palmer-May/09-Porter Airlines-Serv.Chg.N	Amex Ban.	103050	19.06.2009	29.05.2009	MYRNAT
19025511		334.95	11557		100883		TRAVEL	243019 Rosedale Livery-D.Palmer-NCOFE-Mtri-Ma	Rosedale	105433	28.05.2009	14.05.2009	MYRNAT
		<b>840.15</b>											
10002206	844030	165.21	11557		100883		TRAVEL	Amex-Chic.Amex.Lesbe.Compassionat.Donors/Donor	Amex Ban.	103050	23.04.2010	23.04.2010	MYRNAT

**2. Select one of the options below:**

**2.1 Report Functions:**

<b>If You Want To</b>	<b>Go To</b>
Display (Choose) a line item detail (drill-down)	<a href="#">Section 3</a>
Add Column(s)	<a href="#">Section 4</a>
Hide Column(s)	<a href="#">Section 5</a>
Reorder Columns	<a href="#">Section 6</a>
Select Layout.	<a href="#">Section 7</a>
Save Layout	<a href="#">Section 8</a>
Sort, Total and/or Sub-total	<a href="#">Section 9</a>
Expand and/or Collapse Totals	<a href="#">Section 10</a>
Filter Data	<a href="#">Section 11</a>
Download to Excel.	<a href="#">Section 12</a>

**2.2 Directional and Common Buttons:**

<b>Action</b>	<b>Icon</b>	<b>Description</b>
Add a Column		Move selected column from list on right to the left.
Remove a Column		Move selected column from list on left to the right.
Move Up		Move the selected column up by one.
Move Down		Move the selected column down by one.
Move to Top		Move the selected column to the top (first).
Move to Bottom		Move the selected column to the bottom (last).
Apply Changes		To apply the changes to the report
Save Layout		To save and name the layout
Cancel Changes		To cancel the changes


### 3. Display or Choose a line item:

#### 3.1 Option 1: (recommended)

Double click the line item to view the document.

#### 3.2 Option 2:

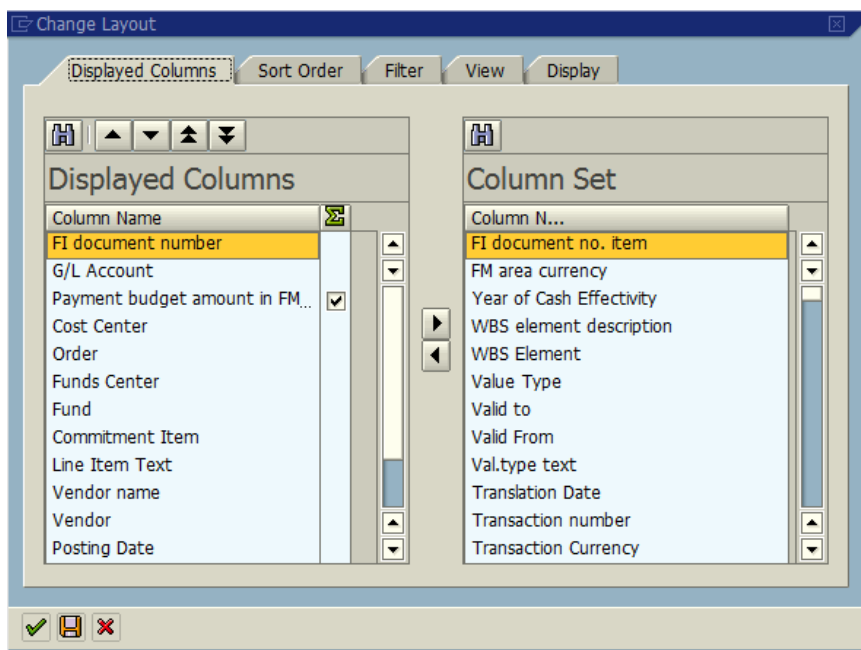
Position the cursor on the document line.

Click  view the document.

### 4. Add Column(s) to the Report:

Click  to open the *Change layout* window.

#### Columns



**Note:** *Displayed Columns* = Currently in Report, *Column Set* = Hidden but available for use

*Optional Step:* Click *Column N...* (Column Name) header to sort the *Column Set* alphabetically.

Select field(s)



To select or move multiple columns simultaneously hold the Ctrl key down to while selecting Column Names

Click  to move field(s) from the *Column Set* to the *Displayed Columns* list

## 5. Hide Column(s):

### 5.1 Option 1: Report View (recommended)

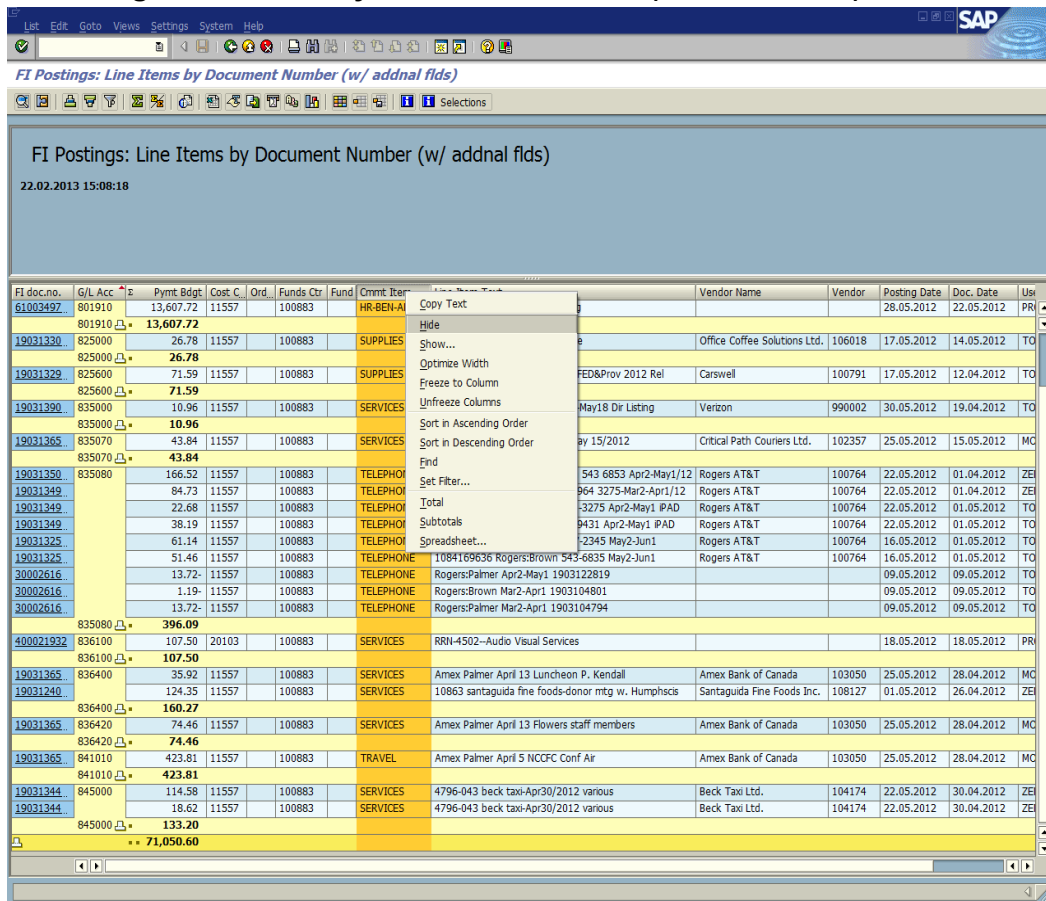
Click the column header to select the column(s)



Hold the CTRL key down to select multiple columns


Right-click and choose *Hide* from the list

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

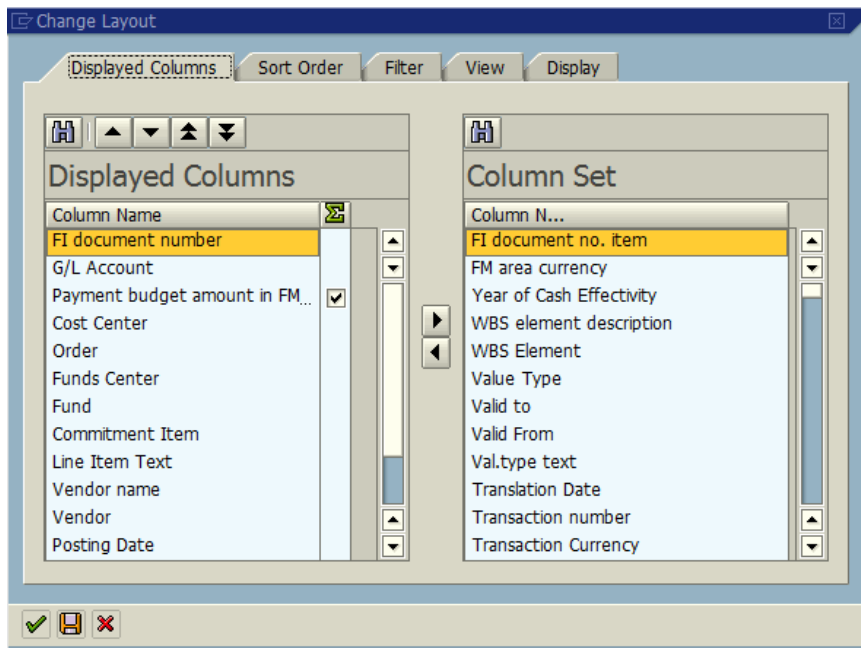


FI doc.no.	G/L Acc	Pymt. Bdgt	Cost C.	Ord.	Funds Ctr	Fund	Cmnt. Item	Vendor Name	Vendor	Posting Date	Doc. Date	User		
61003497	801910	13,607.72	11557		100883		HR-BEN-AL			28.05.2012	22.05.2012	PR		
	801910	<b>13,607.72</b>												
19031320	825000	26.78	11557		100883		SUPPLIES	Office Coffee Solutions Ltd.	106018	17.05.2012	14.05.2012	TO		
	825000	<b>26.78</b>												
19031329	825600	71.59	11557		100883		SUPPLIES	FED&Prov 2012 Rel	Carswell	100791	17.05.2012	12.04.2012	TG	
	825600	<b>71.59</b>												
19031390	835000	10.96	11557		100883		SERVICES	May18 Dir Listing	Verizon	990002	30.05.2012	19.04.2012	TO	
	835000	<b>10.96</b>												
19031365	835070	43.84	11557		100883		SERVICES	May 15/2012	Critical Path Couriers Ltd.	102357	25.05.2012	15.05.2012	MC	
	835070	<b>43.84</b>												
19031350	835080	166.52	11557		100883		TELEPHO	543 6853 Apr2-May1/12	Rogers AT&T	100764	22.05.2012	01.04.2012	ZEI	
	835080	<b>166.52</b>												
19031349		84.73	11557		100883		TELEPHO	964 3275-Mar2-Apr1/12	Rogers AT&T	100764	22.05.2012	01.04.2012	ZEI	
		<b>84.73</b>												
19031349		22.68	11557		100883		TELEPHO	-3275 Apr2-May1 iPad	Rogers AT&T	100764	22.05.2012	01.05.2012	TO	
		<b>22.68</b>												
19031349		38.19	11557		100883		TELEPHO	9431 Apr2-May1 iPad	Rogers AT&T	100764	22.05.2012	01.05.2012	TO	
		<b>38.19</b>												
19031325		61.14	11557		100883		TELEPHO	-2345 May2-Jun1	Rogers AT&T	100764	16.05.2012	01.05.2012	TO	
		<b>61.14</b>												
19031325		51.46	11557		100883		TELEPHONE	1084169636 Rogers:Brown	543-6835 May2-Jun1	Rogers AT&T	100764	16.05.2012	01.05.2012	TO
		<b>51.46</b>												
30002616		13.72	11557		100883		TELEPHONE	Rogers:Palmer Apr2-May1	1903122819		09.05.2012	09.05.2012	TO	
		<b>13.72</b>												
30002616		1.19	11557		100883		TELEPHONE	Rogers:Brown Mar2-Apr1	1903104801		09.05.2012	09.05.2012	TO	
		<b>1.19</b>												
30002616		13.72	11557		100883		TELEPHONE	Rogers:Palmer Mar2-Apr1	1903104794		09.05.2012	09.05.2012	TO	
		<b>13.72</b>												
	835080	<b>396.09</b>												
400021932	836100	107.50	20103		100883		SERVICES	RRN-4502-Audio Visual Services		18.05.2012	18.05.2012	PR		
	836100	<b>107.50</b>												
19031365	836400	35.92	11557		100883		SERVICES	Amex Palmer April 13 Luncheon P. Kendall	Amex Bank of Canada	103050	25.05.2012	28.04.2012	MC	
	836400	<b>35.92</b>												
19031240		124.35	11557		100883		SERVICES	10863 santaguida fine foods-donor mtg w. Humphscis	Santaguida Fine Foods Inc.	108127	01.05.2012	26.04.2012	ZEI	
		<b>124.35</b>												
	836400	<b>160.27</b>												
19031365	836420	74.46	11557		100883		SERVICES	Amex Palmer April 13 Flowers staff members	Amex Bank of Canada	103050	25.05.2012	28.04.2012	MC	
	836420	<b>74.46</b>												
19031365	841010	423.81	11557		100883		TRAVEL	Amex Palmer April 5 NCCFC Conf Air	Amex Bank of Canada	103050	25.05.2012	28.04.2012	MC	
	841010	<b>423.81</b>												
19031344	845000	114.58	11557		100883		SERVICES	4796-043 beck taxi-Apr30/2012 various	Beck Taxi Ltd.	104174	22.05.2012	30.04.2012	ZEI	
	845000	<b>114.58</b>												
19031344		18.62	11557		100883		SERVICES	4796-043 beck taxi-Apr30/2012 various	Beck Taxi Ltd.	104174	22.05.2012	30.04.2012	ZEI	
		<b>18.62</b>												
	845000	<b>133.20</b>												
		<b>71,050.60</b>												

## 5.2 Option 2: Using Change Layout window

Click  to open the *Change layout* window.

### Columns



**Note:** *Displayed Columns* = Currently in Report, *Column Set* = Hidden but available for use

*Optional Step:* Click *Column N...* (Column Name) header to sort the *Column Set* alphabetically.

Select field(s)



To select or move multiple columns simultaneously hold the Ctrl key down to while selecting Column names

Click  to move field(s) from the *Display Columns* to the *Column Set* list.

## 6. Re-Order Columns:

### 6.1 Option 1: Report View (recommended)


Click column header to select the column(s)



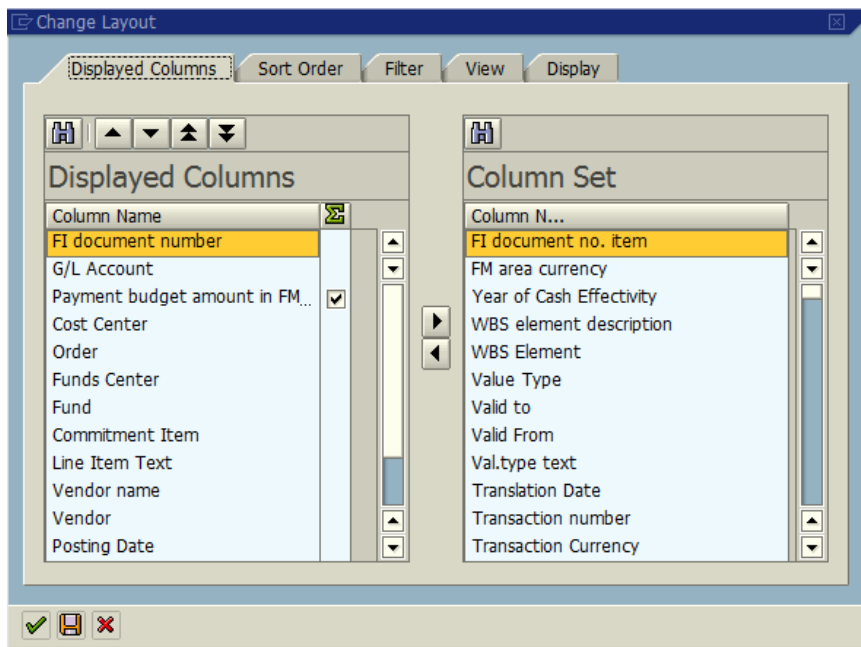
Hold the CTRL key down to select multiple columns

Drag and drop the column to the desired location (a red line insertion point indicator will appear as the column is dragged).

### 6.2 Option 2: Using Change Layout window





Click  to open the *Change layout* window.

#### Columns



**Note:** *Displayed Columns* = Currently in Report, *Column Set* = Hidden but available for use.

*Optional Step:* Click *Column N...* (Column Name) header to sort the *Column Set* alphabetically.


Select column from the *Displayed Columns* list then use the directional buttons     
 to re-order the fields (see section 2.2 for more information).



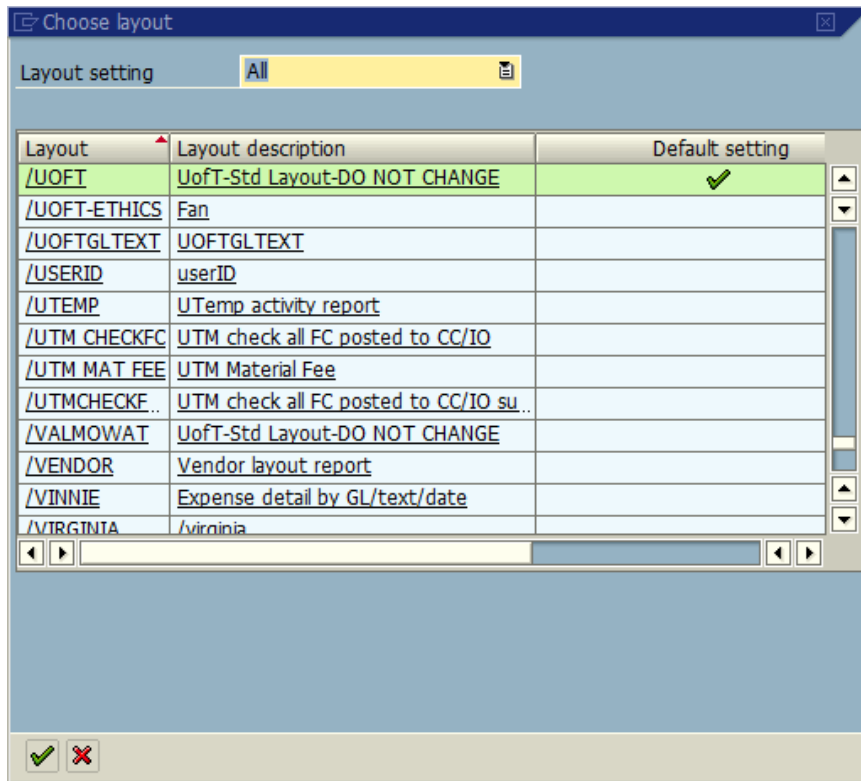
Columns may be re-ordered by dragging and dropping the column names.




## 7. Select Layout

Click  to open the *Choose layout* window.

Choose a layout by clicking anywhere on the line.

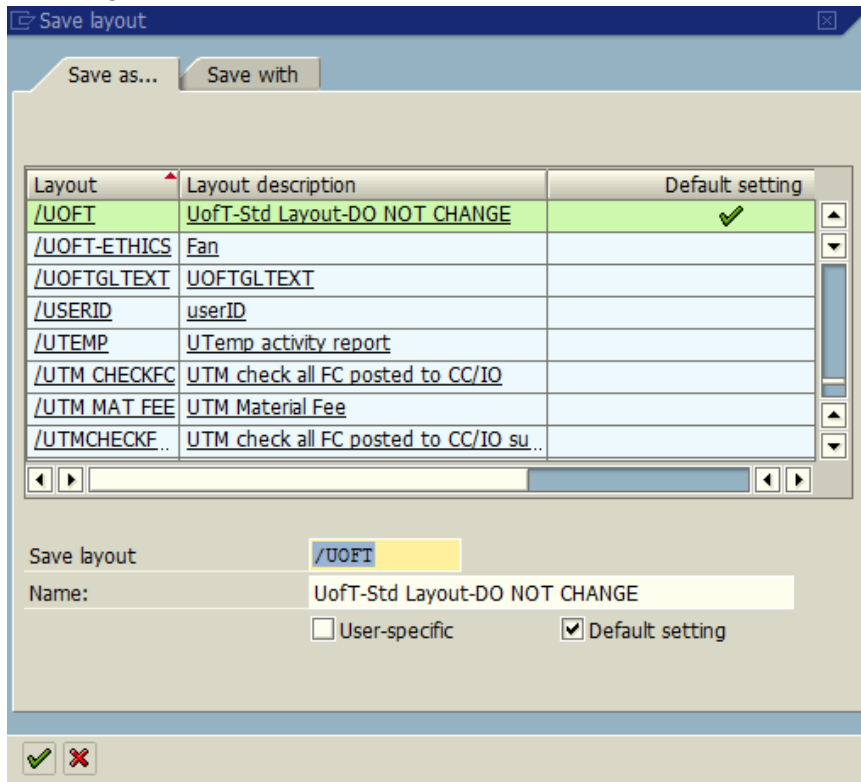


Click  to apply the changes and return to the report view.

## 8. Save Layout

Click  to open the *Save layout* window (or click  from the *Change Layout* function described above).

### Save layout



To define the report layout as a Global Layout (viewable by other users):

- Name the layout with '/' prefix in the **Save layout** field.


To define the report layout as a *User-specific* (viewable only by you):

- Name the layout starting with a letter (A-Z) in the **Save layout** field
- Select  **User-specific**
- *Optional Step:* To set layout as a personal default select  **User-specific** and  **Default setting**



The default layout (*/UOFT*) should not be overwritten. If the standard */UOFT* layout is customized, the layout must be saved with a unique name.

Enter a description for the layout in the **Name:** field.

Click  to apply the changes and return to the report view.





## 9. Sort, Total & Sub-Total:

### 9.1 Option 1: Report View (recommended)

Select column(s)



Hold the CTRL key down to select multiple columns

- Click  to sort in ascending order (from A to Z or lowest to highest)
- Click  to sort in descending order (from Z to A or highest to lowest)
- Click  to add a total
- Click  to add a subtotal




must be used before the  is available on the toolbar.



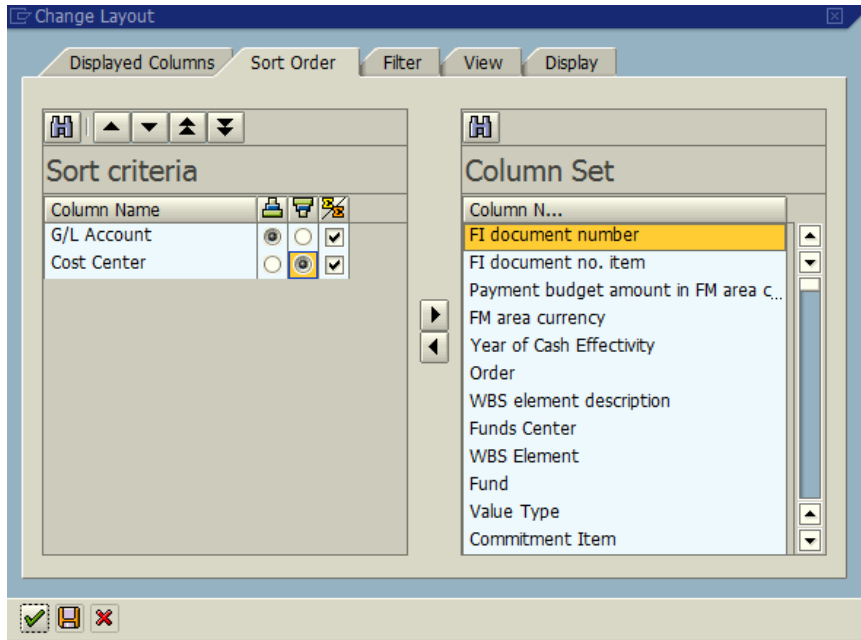
Columns are sorted, totaled and sub-totaled in the order selected.

### 9.2 Option 2: Using Change Layout window







Click  to open the *Change layout* window.

Select the  tab.

## Change Layout: Sorting and Subtotals



The *Sort criteria* section indicates how the report is currently sorted and sub-totaled. The *Column set* section lists columns available for sorting/sub-totals.

Use the directional buttons to add/hide fields and/or re-order fields      

(see section 2.2 for more information).


Use the radio buttons to select ascending  or descending  sort order.

Use the checkbox  indicator to add sub-totals .



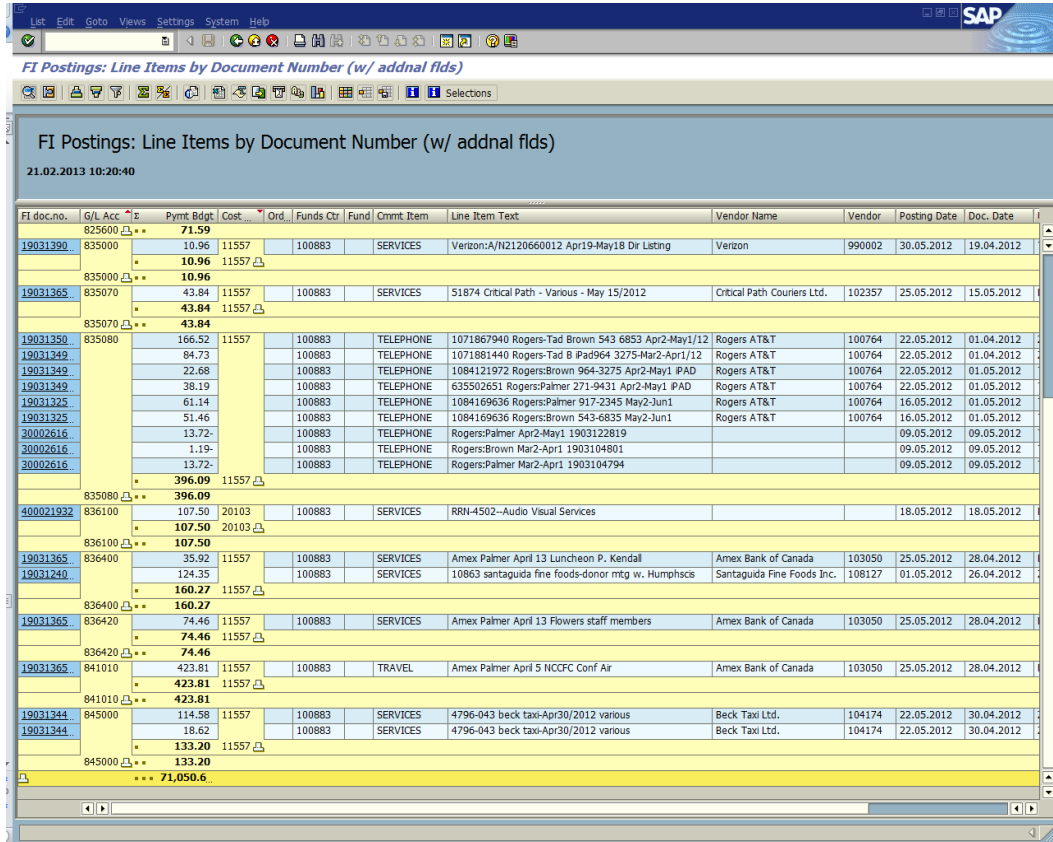
The sort and subtotal order is determined by the display sequence of column names in the *Sort criteria/Subtotals* section.

**Example:** In the image above, the report is first sorted by *G/L Account* in ascending order and then by *Cost Center* in descending order. Sub-totals will be added at the *G/L Account* level and then within each *G/L Account* for each *Cost Center*.

Click  to apply the changes and return to the report view.


## 10. Expand and Collapse Sub-Totals:

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

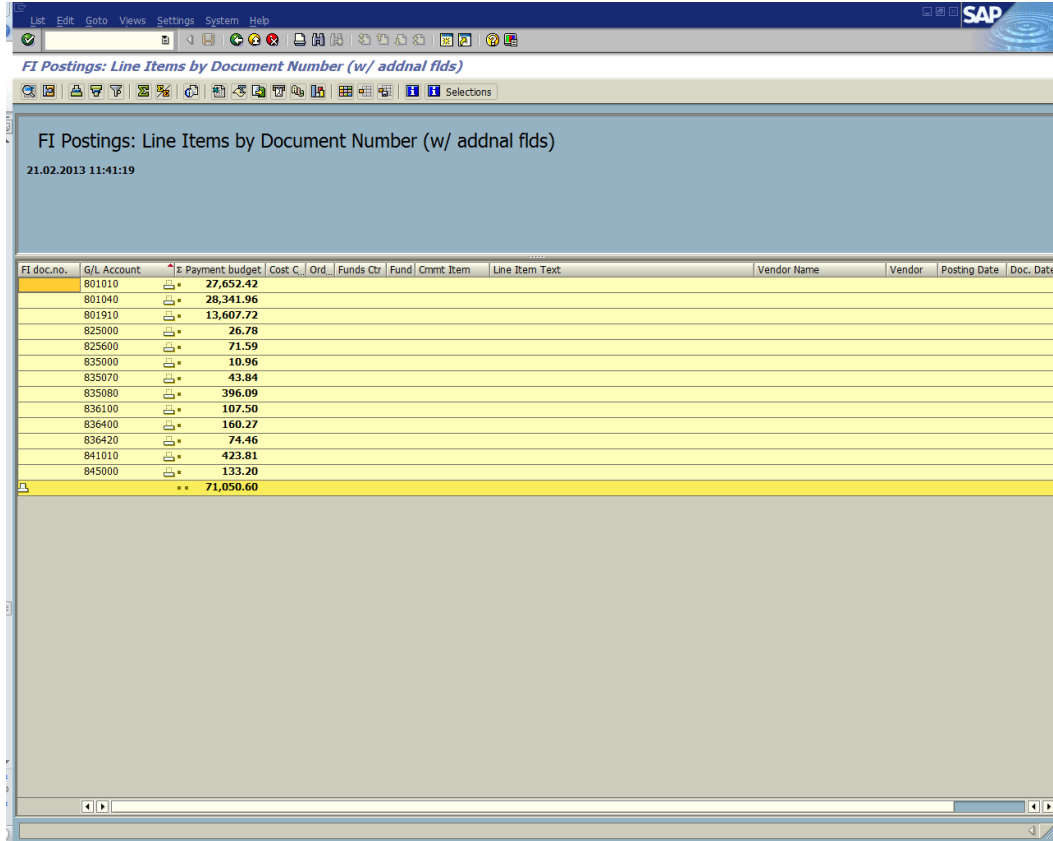


FI doc.no.	Gl/L Acc	Pymt	Bdgt	Cost	Ord	Funds Ctr	Fund	Crmt Item	Line Item Text	Vendor Name	Vendor	Posting Date	Doc. Date
19021390	835000		10.96	11557		100883	SERVICES		Verizon:ANI2120660012 Apr19-May18 Dir Listing	Verizon	990002	30.05.2012	19.04.2012
			10.96	11557									
			10.96										
19031365	835070		43.84	11557		100883	SERVICES		51874 Critical Path - Various - May 15/2012	Critical Path Couriers Ltd.	102357	25.05.2012	15.05.2012
			43.84	11557									
			43.84										
19031350	835080		166.52	11557		100883	TELEPHONE		1071867940 Rogers-Tad Brown 543 6853 Apr2-May1/12	Rogers AT&T	100764	22.05.2012	01.04.2012
19031349			84.73			100883	TELEPHONE		1071881440 Rogers-Tad B #Pad964 3275-Mar2-Apr1/12	Rogers AT&T	100764	22.05.2012	01.04.2012
19031349			22.68			100883	TELEPHONE		1084121972 Rogers:Brown 964-3275 Apr2-May1 #PAD	Rogers AT&T	100764	22.05.2012	01.05.2012
19031349			38.19			100883	TELEPHONE		635502651 Rogers:Palmer 271-9431 Apr2-May1 #PAD	Rogers AT&T	100764	22.05.2012	01.05.2012
19031325			61.14			100883	TELEPHONE		1084169636 Rogers:Palmer 917-2345 May2-Jun1	Rogers AT&T	100764	16.05.2012	01.05.2012
19031325			51.46			100883	TELEPHONE		1084169636 Rogers:Brown 543-6835 May2-Jun1	Rogers AT&T	100764	16.05.2012	01.05.2012
30002616			13.72			100883	TELEPHONE		Rogers:Palmer Apr2-May1 1903122819			09.05.2012	09.05.2012
30002616			1.19			100883	TELEPHONE		Rogers:Brown Mar2-Apr1 1903104801			09.05.2012	09.05.2012
30002616			13.72			100883	TELEPHONE		Rogers:Palmer Mar2-Apr1 1903104794			09.05.2012	09.05.2012
			396.09	11557									
			396.09										
400021932	836100		107.50	20103		100883	SERVICES		RRN-4502-Audio Visual Services			18.05.2012	18.05.2012
			107.50	20103									
			107.50										
19031365	836400		35.92	11557		100883	SERVICES		Amex Palmer April 13 Luncheon P. Kendall	Amex Bank of Canada	103050	25.05.2012	28.04.2012
19031240			124.35			100883	SERVICES		10863 santaguida fine foods-donor mtg w. Humphscs	Santaguida Fine Foods Inc.	108127	01.05.2012	26.04.2012
			160.27	11557									
			160.27										
19031365	836420		74.46	11557		100883	SERVICES		Amex Palmer April 13 Flowers staff members	Amex Bank of Canada	103050	25.05.2012	28.04.2012
			74.46	11557									
			74.46										
19031365	841010		423.81	11557		100883	TRAVEL		Amex Palmer April 5 NCCFC Conf Air	Amex Bank of Canada	103050	25.05.2012	28.04.2012
			423.81	11557									
			423.81										
19031344	845000		114.58	11557		100883	SERVICES		4796-043 beck taxi-Apr30/2012 various	Beck Taxi Ltd.	104174	22.05.2012	30.04.2012
19031344			18.62			100883	SERVICES		4796-043 beck taxi-Apr30/2012 various	Beck Taxi Ltd.	104174	22.05.2012	30.04.2012
			133.20	11557									
			133.20										
			71,050.6										

Click  on the last line to collapse to a sub-total only view.

Click  on the last line to revert to the detail view.


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



21.02.2013 11:41:19


FI doc.no.	G/L Account	Payment budget	Cost C.	Ord.	Funds Ctr	Fund	Commt. Item	Line Item Text	Vendor Name	Vendor	Posting Date	Doc. Date
		27,652.42										
		28,341.96										
		13,607.72										
		26.78										
		71.59										
		10.96										
		43.84										
		396.09										
		107.50										
		160.27										
		74.46										
		423.81										
		133.20										
		<b>71,050.60</b>										



Individual subtotals may be expanded/collapsed by clicking on the  icon next to the subtotal.

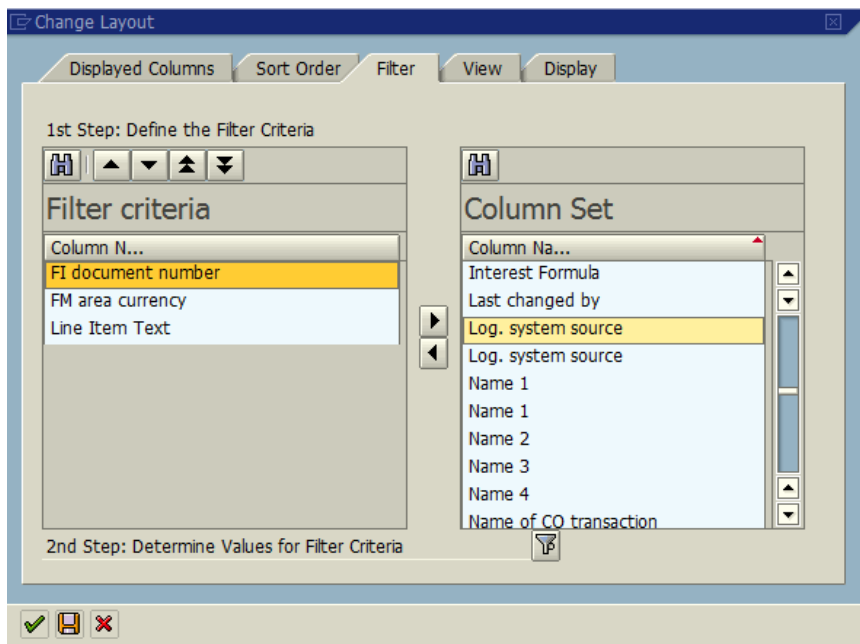
## 11. Filter:

### 11.1 Option 1: Using Change Layout window (recommended)


Click  to open the *Change layout* window.

Select the  tab.

#### Filter



The *Filter criteria* section indicates how the report is currently filtered. The *Column Set* section lists the columns available for filtering.

Use the directional buttons to add/hide fields and/or re-order fields:  (see section 2.2 for more information).



Filters are applied in the sequence listed in the *Filter criteria* section so the order of filtering is very important.

**Example:** In the image above, the report will first filter by *FI document number*, then by *FM area currency* and lastly by *Line Item Text*.

Click  to proceed to the *Determine Values for filter criteria* window.


Continue to step 11.3.



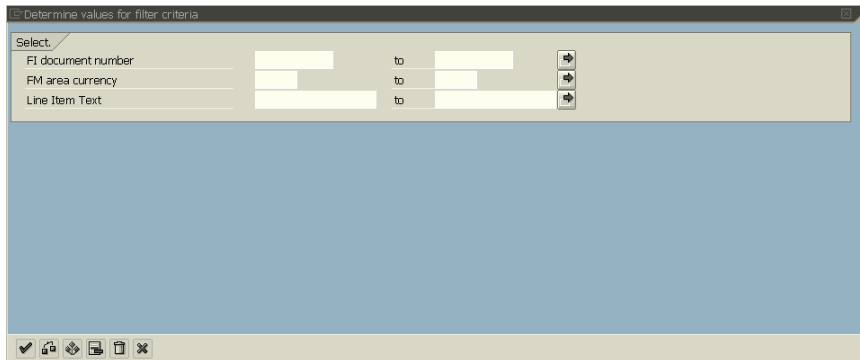
## 11.2 Option 2: Report View


Select column(s) to apply filters.

Click  to proceed to the *Determine Values for filter criteria* window.

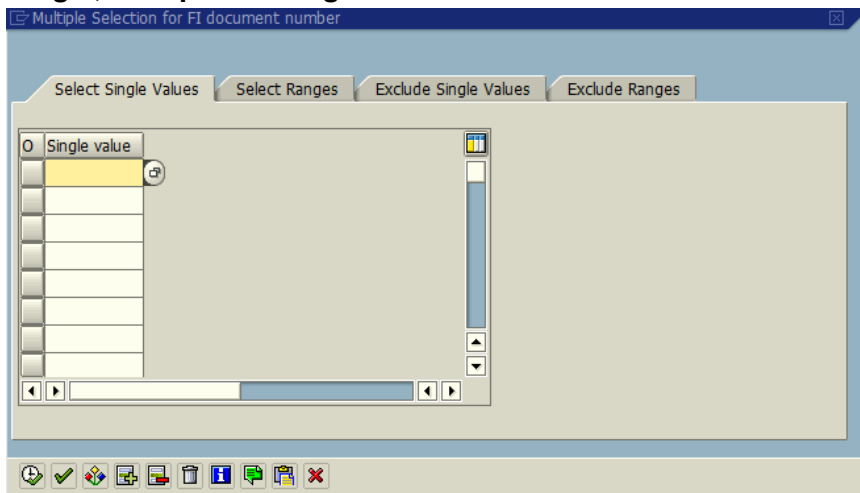
11.3 Enter single filter criteria field or click  for the *Multiple selection* criteria.


### Determine values for filter criteria





The matchcode  button can be used to select filter criteria from a list of available values.

### Single, Multiple or Range for Filter Criteria



Enter filter criteria to include or exclude using the appropriate tabs then click  to apply and return to the previous screen.

## 12. Download to Excel:

Click  to open the report in Excel view.

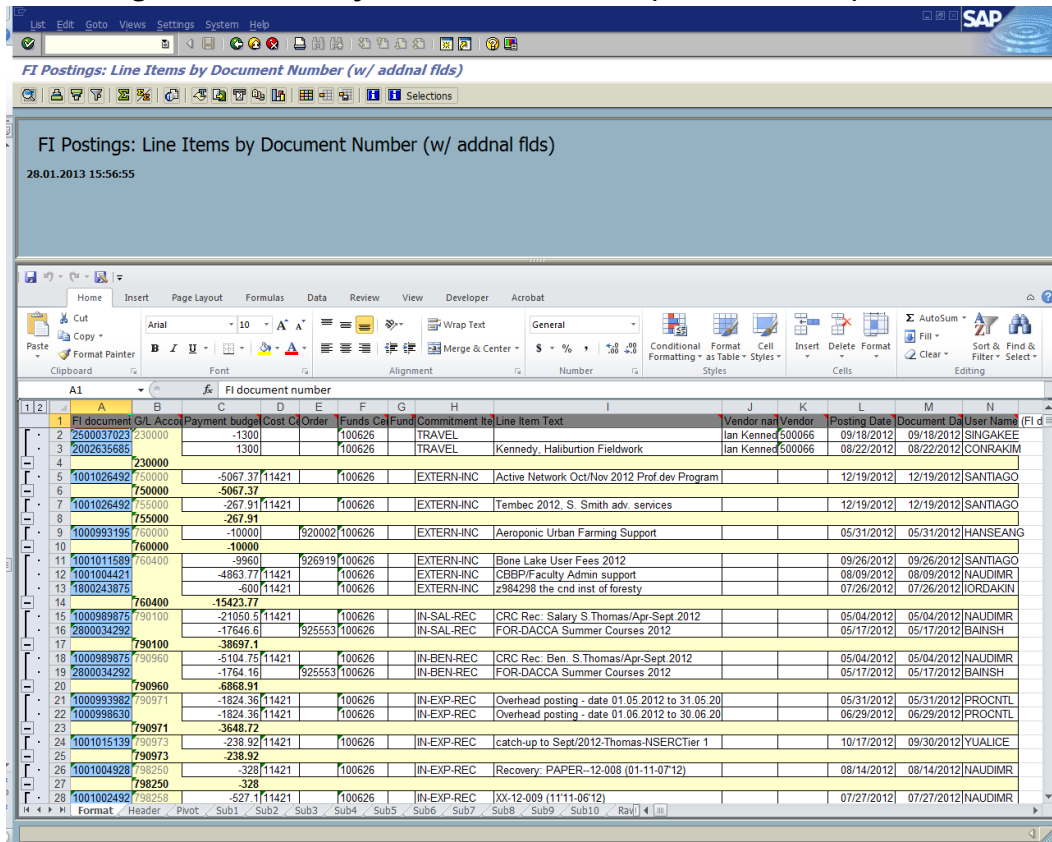


The Excel view appears within the SAP window and allows manipulation of the report using the Excel functions.



If the Excel window is blank, refer to the *Setting up Excel for SAP Use* document: <http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/faq/excelsap.pdf>

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




The screenshot shows the SAP 'FI Postings: Line Items by Document Number (w/ addnl flds)' report. The report is displayed within an Excel window. The data table includes columns for FI document number, FI document, GL Account, Payment budget, Cost Center, Order, Funds, Commitment, Line Item Text, Vendor, Posting Date, and User Name. The data is organized into rows, with some rows grouped by document number.

FI document number	FI document	GL Account	Payment budget	Cost Center	Order	Funds	Commitment	Line Item Text	Vendor	Posting Date	User Name
2500037023	230000		-1300			100626		TRAVEL	Ian Kenned500066	09/18/2012	SINGAKEE
2002635685			1300			100626		TRAVEL	Ian Kenned500066	08/22/2012	CONRAKIM
1001026492	750000		-5067.37	11421		100626		EXTERN-INC		12/19/2012	SANTIAGO
1001026492	750000		-5067.37					EXTERN-INC		12/19/2012	SANTIAGO
1001026492	755000		-267.91	11421		100626		EXTERN-INC		12/19/2012	SANTIAGO
1000993195	760000		-10000		920002	100626		EXTERN-INC		05/31/2012	HANSEANG
1001011589	760400		-9960			926919	100626	EXTERN-INC		09/26/2012	SANTIAGO
1001004421			-4863.77	11421		100626		EXTERN-INC		08/09/2012	NAUDIMR
1800243875			-600	11421		100626		EXTERN-INC		07/26/2012	JORDAKIN
1000989875	790100		-21050.51	11421		100626		IN-SAL-REC		05/04/2012	NAUDIMR
2800034292			-17546.61			925553	100626	IN-SAL-REC		05/17/2012	BAINSH
1000989875	790960		-5104.75	11421		100626		IN-BEN-REC		05/04/2012	NAUDIMR
2800034292			-1764.16			925553	100626	IN-BEN-REC		05/17/2012	BAINSH
1000993982	790971		-1824.36	11421		100626		IN-EXP-REC		05/31/2012	PROCNLT
1000998630			-1824.36	11421		100626		IN-EXP-REC		06/29/2012	PROCNLT
1001015139	790973		-238.92	11421		100626		IN-EXP-REC		10/17/2012	YUALICE
1001004928	798250		-328	11421		100626		IN-EXP-REC		08/14/2012	NAUDIMR
1001002492	798258		-527.11	11421		100626		IN-EXP-REC		07/27/2012	NAUDIMR

To return to the SAP view select **Views** → **SAP List Viewer** from the top menu.



Clicking on the green back arrow  will exit the report without saving your layout changes.

#### Resource Information:



Contact your FAST team representative for additional instructions on how to use this function. <http://www.finance.utoronto.ca/fast/contacts.htm>

#### Reference Guides:

FI Posting:

<http://www.finance.utoronto.ca/Assets/qrg/reporting/lineitems/fipostings.pdf>

All Posting:

<http://www.finance.utoronto.ca/Assets/qrg/reporting/lineitems/allpostings.pdf>

Excel security settings for SAP:

<http://www.finance.utoronto.ca/faq/excelsettings.htm>

Setting up Excel for SAP Use:

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/faq/excelsap.pdf>