

# TIPS TO SAVE TIME AND KEYSTROKES IN FIS

Monthly Lunch & Learn Series presented by FAST Team

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# PRESENTER

**RAMES PARAMSOTHY**

**SENIOR BUSINESS ANALYST (TRAINING)**

**Financial Advisory Services & Training (FAST)**

# AGENDA

- Enabling and using the History function
- Performing an effective search in FIS
- Creating Personal Vendor and General Ledger (G/L) Lists
- Effectively using the wildcard
- Using prior entries to post transactions
- Toggling between AMS screens and other short keys



# INTRODUCTION

This session will explore some functions that may help you save keystrokes, and ultimately time in AMS.

Once introduced, users can set a variety of defaults and shortcuts when processing transactions and generating reports.

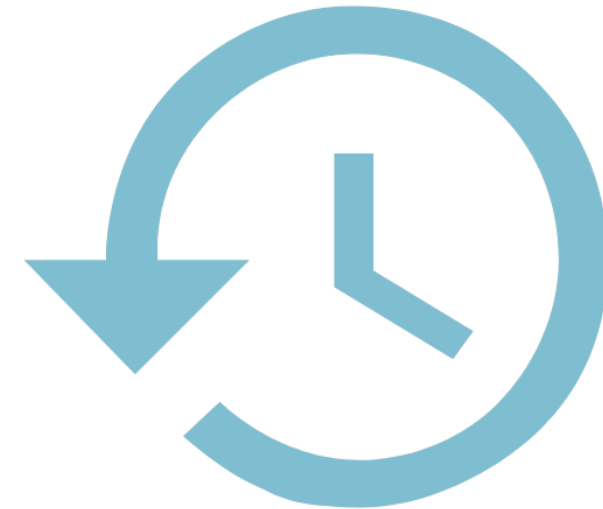


# HISTORY FUNCTION

The History function ensures AMS remembers what is entered in various fields for a period.

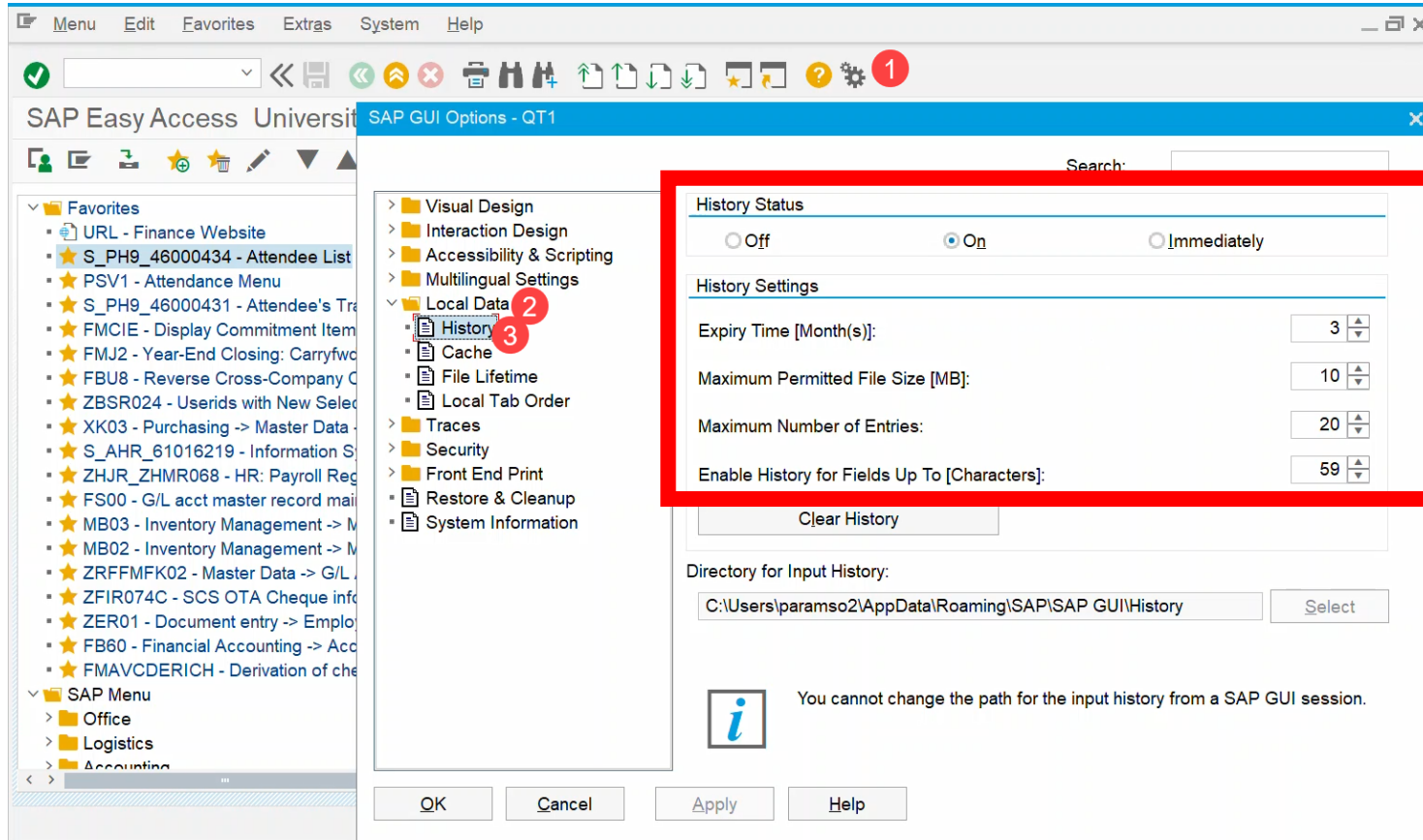
These include:

- Vendor accounts
- G/L account
- Funds Center/Funds
- Cost Centers
- Line item/Header text



Once activated, users do not need to search for frequently used accounts. This helps keep text/accounts consistent.

# HISTORY FUNCTION – FAST AND EASY ACTIVATION



The History function can be found within the **Customize Local Layout** settings (i.e. “gears icon”).

When enabling the History, you can set the **expiry time** as well as the number of entries that will appear in a field’s history.

[Watch this simulation](#) to learn how to activate the History function.



# USING THE WILDCARD SEARCH

The wildcard (i.e., asterisk\*) function makes searching accounts such as the vendor account or G/L easier and more comprehensive.

**NOTE:** Use multiple wildcards to further narrow your search. In the screenshot it is searching for all vendors that have “grand” in their name AND start with 1 (i.e., CAD currency vendors).



[Watch this simulation](#) to learn how to effectively use the wildcard.



Account or Matchcode for the Next Line Item (1)

1: Suppliers (by acct. group) 2: U of T Active Suppliers (by CompCode) A: ATT Suppliers/Ve...

Name

Name 2

Supplier

Postal Code

P.O. Box Postal Code

City

Search term

Region

Street

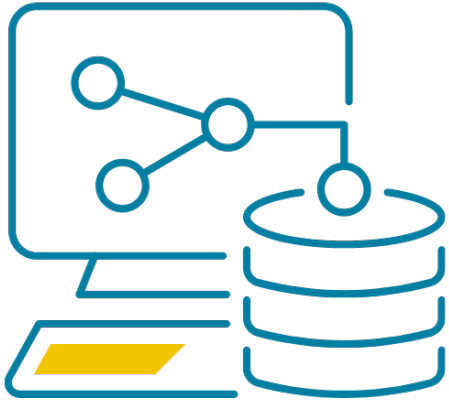
Payment Method

Company Code

Active Supplier Only

Maximum No. of Hits

# SETTING PERSONAL ACCOUNT LISTS



Users can create personalized list of accounts in AMS.

This reduces the need to search for and possibly use incorrect accounts, which ultimately saves time and increases consistency.

Specifically, use this function to save General Ledger (G/L) and Vendor/Supplier accounts you use regularly.

**NOTE:** Personal G/L account lists can be useful when charging Research Grants, to ensure the correct Commitment Item budgets are charged.

[Watch this simulation](#) to guide you in creating your own personal G/L and Vendor account lists.





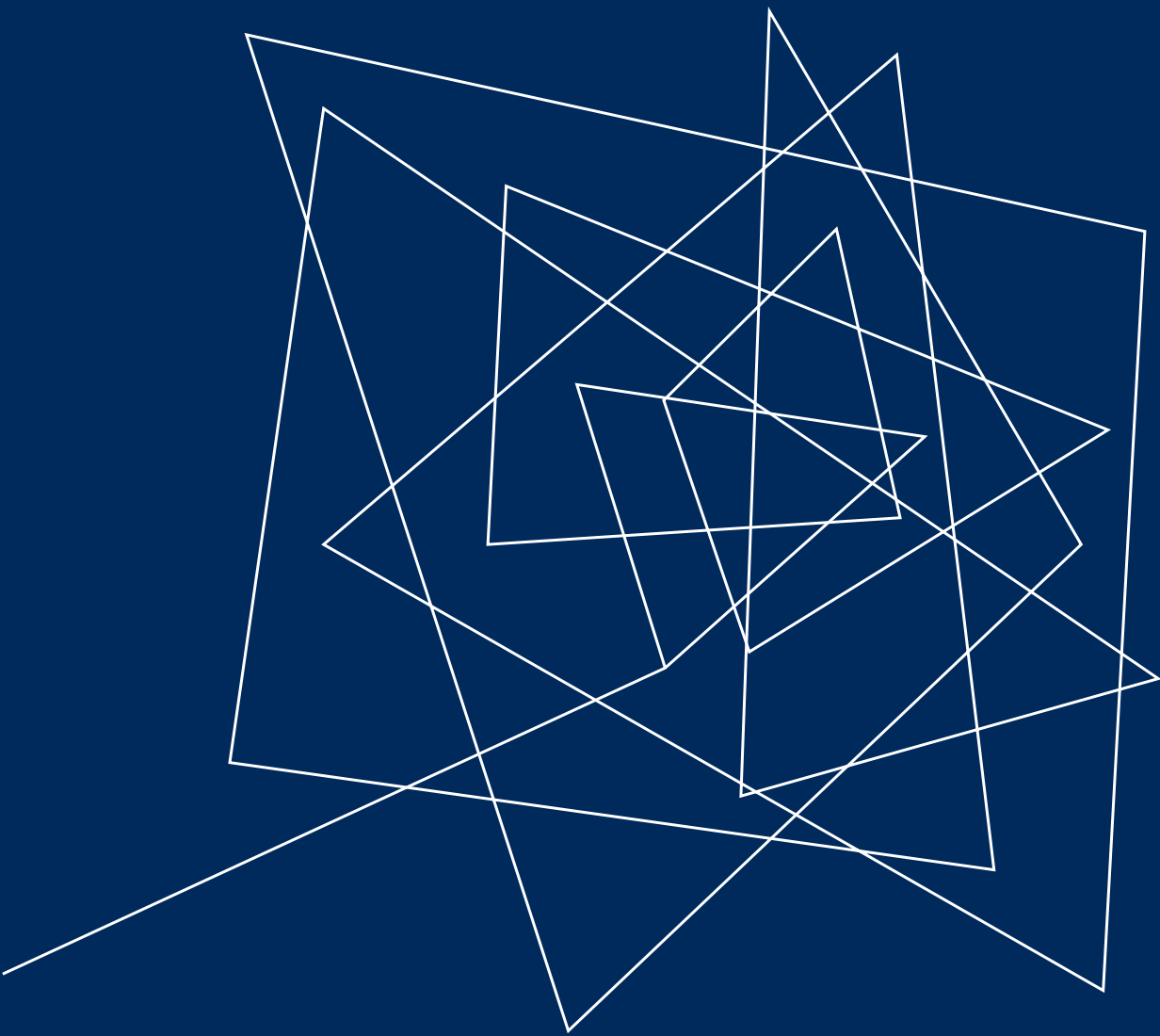
# CREATING PERSONAL ACCOUNT LISTS

Once a personal list is created, when you click the match code button within the Vendor account or G/L account field, it will appear.

Example of a **Personal G/L Account List.**

The screenshot shows a software interface for entering a Vendor Invoice. The main window displays fields for Vendor (100807), Invoice date (20.05.2023), Posting Date (02.05.2023), Reference (546546), and Company Code (UOFT). A pop-up window titled "General Ledger Account (1) Personal Value List: General Ledger Account (1) 9 Entries found" is overlaid on the main window. This pop-up window contains a table with columns for "Long Text", "Chrt/Accts", and "G/L Acct". A red box highlights the table content, and a red arrow points from the text "Example of a Personal G/L Account List." to the table.

Long Text	Chrt/Accts	G/L Acct
Business lunch/hospitality	UOFT	836400
Conference fees	UOFT	837800
Laboratory supplies general	UOFT	825500
Prof.Membership/Association	UOFT	837420
Scientific Equipment:purchase	UOFT	821610
Scientific Equipment:Repairs	UOFT	821630
Services:general	UOFT	835000
Supplies:General	UOFT	825000
Technical services	UOFT	836930



**CREATING TEMPLATES  
AND POSTING WITH  
REFERENCE**

# ACCOUNT ASSIGNMENT TEMPLATES

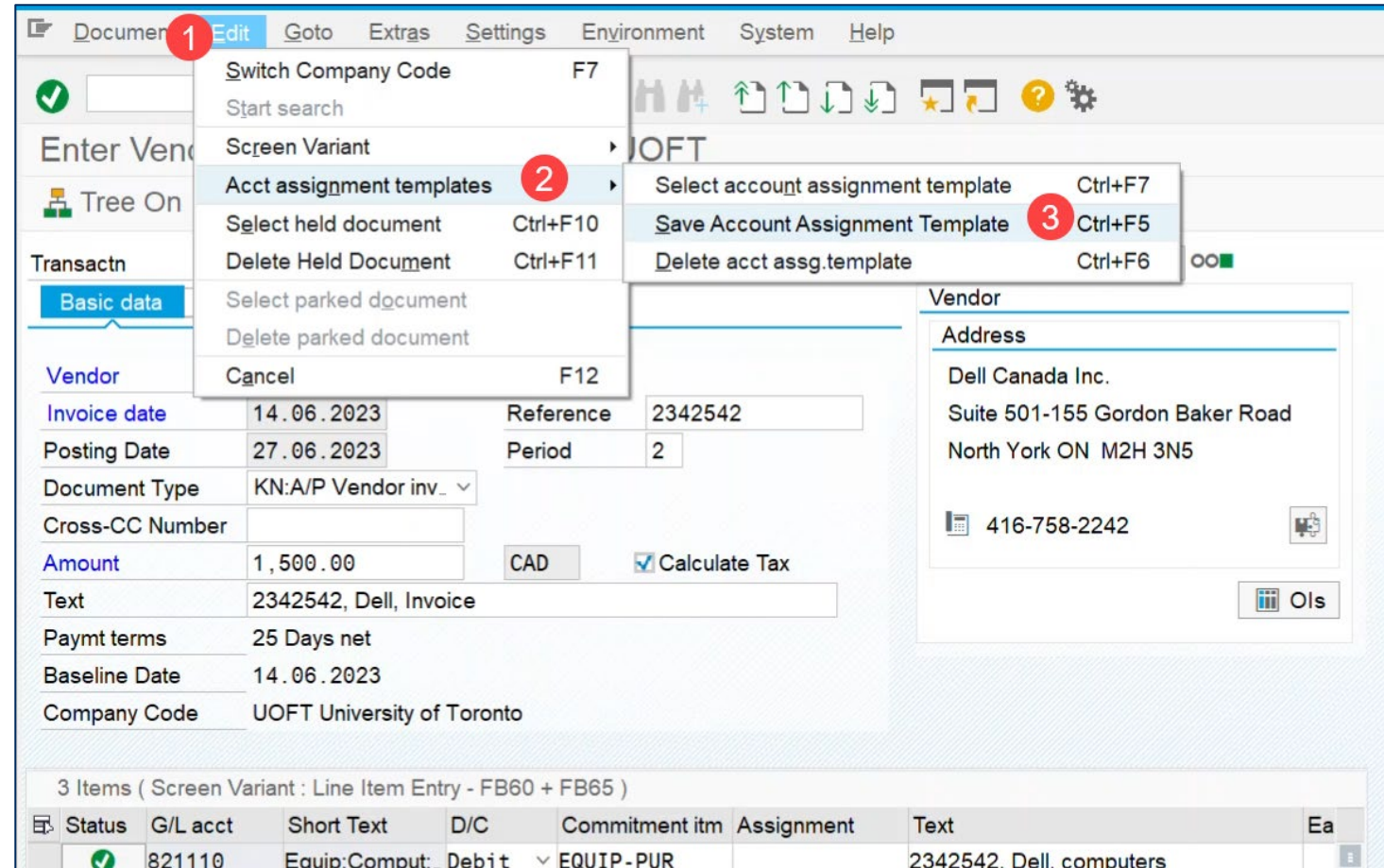
The Account Assignment Template function is available in many FIS transaction screens.

It enables users to **save and reuse account assignments from a prior transaction** as a template for future use.

Fields saved include:

- Funds Center
- G/L account
- Cost Center

This function can be useful if you have the same/similar transactions posted on a regular basis.




[Watch this simulation](#) as a reference when creating and using Account Assignment Template.

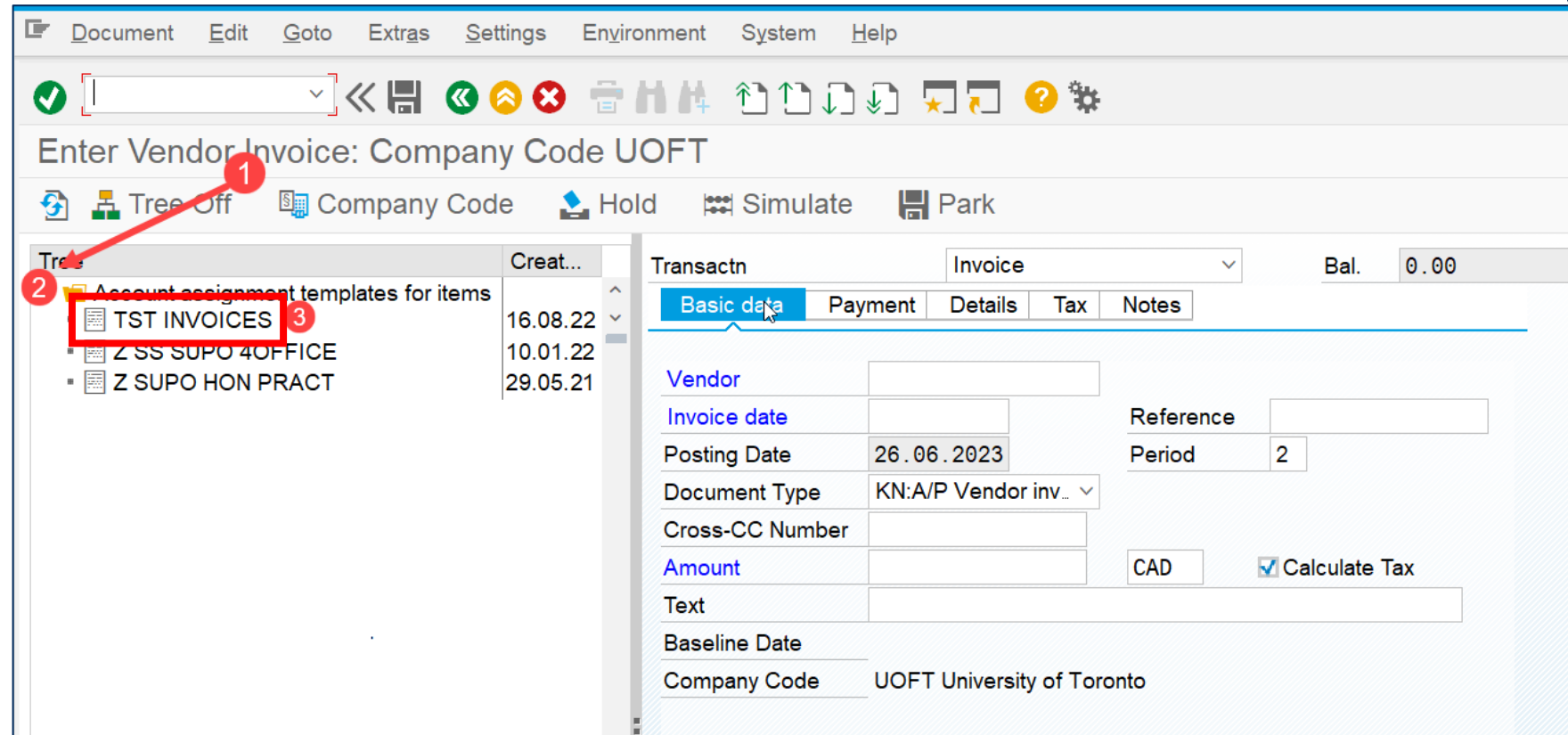


# LOCATING AND RECALLING ACCOUNT ASSIGNMENT TEMPLATES

Account Assignment Templates can be recalled anytime in the future, within the same FIS transaction screen (e.g., FB60):

1. Click  Tree On
2. Open the **Account assignment templates for items** folder
3. Double-click the **TST INVOICES** template

Once the template is selected, the screen will populate with the same information as the template.



The screenshot shows the SAP 'Enter Vendor Invoice' screen (FB60) for Company Code UOFT. The interface includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar with various icons. The main form is titled 'Enter Vendor Invoice: Company Code UOFT' and features a 'Tree On' button (1) and a 'Company Code' field (2). The 'Account assignment templates for items' folder is expanded, showing the 'TST INVOICES' template (3) selected. The main form fields are populated with data from the template, including 'Posting Date' (26.06.2023), 'Document Type' (KN:A/P Vendor inv...), 'Company Code' (UOFT University of Toronto), and 'Calculate Tax' (checked).

Transactn	Invoice	Bal.
		0.00

Basic data	Payment	Details	Tax	Notes
Vendor				
Invoice date		Reference		
Posting Date	26.06.2023	Period	2	
Document Type	KN:A/P Vendor inv...			
Cross-CC Number				
Amount		CAD	<input checked="" type="checkbox"/> Calculate Tax	
Text				
Baseline Date				
Company Code	UOFT University of Toronto			

**Note:** When the information from the template populates the screen, the fields can still be edited/customized for the new transaction.

# POST WITH REFERENCE

The **Post with Reference** function enables users to copy/use data from previously posted entries to:

- Post corrections or adjustments
- Partially reverse a previously posted document
- Use as a template for recurring posting entries where the amounts may differ from one posting to the next



**Note:** To use the Post with Reference function, you must have the document number of the original transaction.

[Watching this simulation](#) to learn more about how to use the Post with Reference function in various FIS transaction screens.



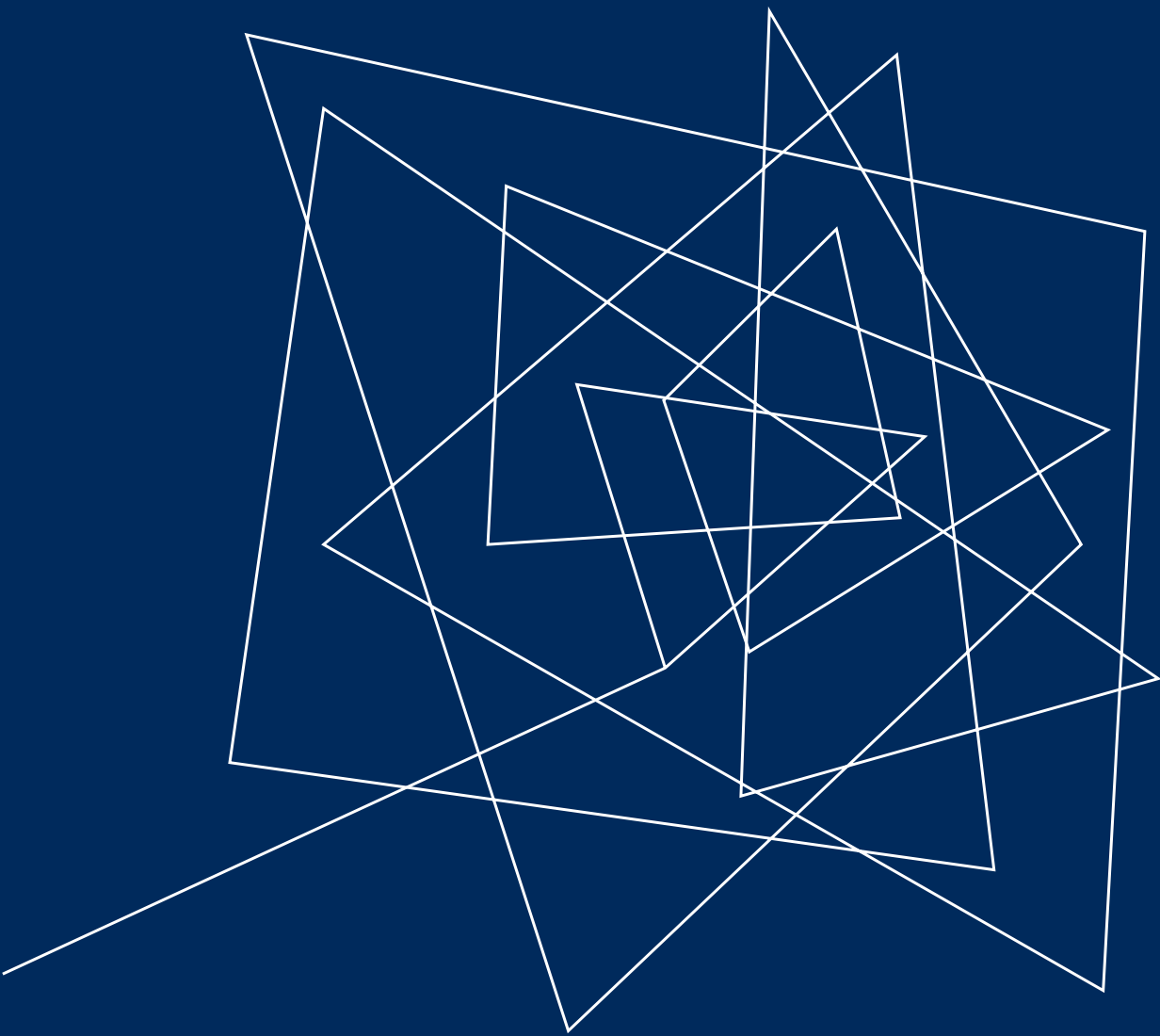
# USING THE POST WITH REFERENCE FUNCTION

You can customize what you want to copy from the prior transaction.

This includes:

- Generate inverse posting (i.e., reverse posting for a correction)
- Copy G/L line item information
- Copy text

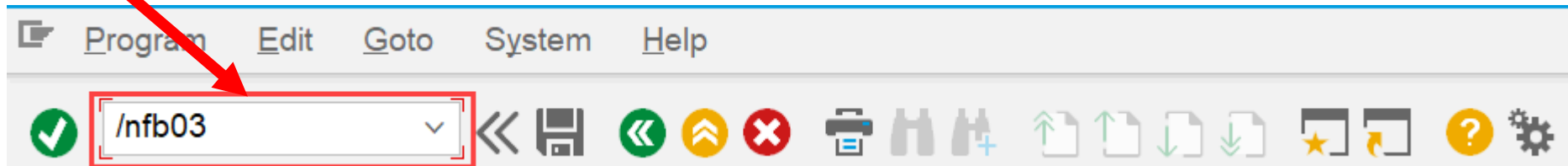
The screenshot shows a software window titled "Post Document: Header Data". The window has a menu bar with "Document", "Edit", "Goto", "Extras", "Settings", "Environment", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into sections. The "Reference" section contains three input fields: "Document Number" (empty), "Company Code" (filled with "UOFT"), and "Fiscal Year" (empty). Below this is the "Flow control" section, which is highlighted with a red box. It contains a list of checkboxes: "Generate Inverse Posting", "Enter G/L Account Items", "Do Not Propose Amounts", "Recalculate Days and Percentages" (checked), "Display Line Items", "Copy Texts", "Transfer functional area", and "Recalculate Local Currency Amounts". A red arrow points from the text on the left to the "Flow control" section.



SHORTCUTS

# SPEED UP NAVIGATION IN AMS WITH A COMMAND

The **Command** field enable you to easily navigate between AMS transactions screen.



<code>/Nxxxxx</code> (xxxxxx = transaction code)	Quickly navigate between AMS transaction screens in the <b>same window/session</b> (e.g., /nFB60).
<code>/oxxxxx</code>	Navigate between AMS transaction in <b>a new window/session</b> .
<code>/i</code>	End current session
<code>/o</code>	View a list of open session, which can be toggled or closed.
<code>/nex</code>	Closes all windows for the current session AND logs off of SAP.



# REDUCE KEYSTROKES WITH SAP SHORTCUT KEYS

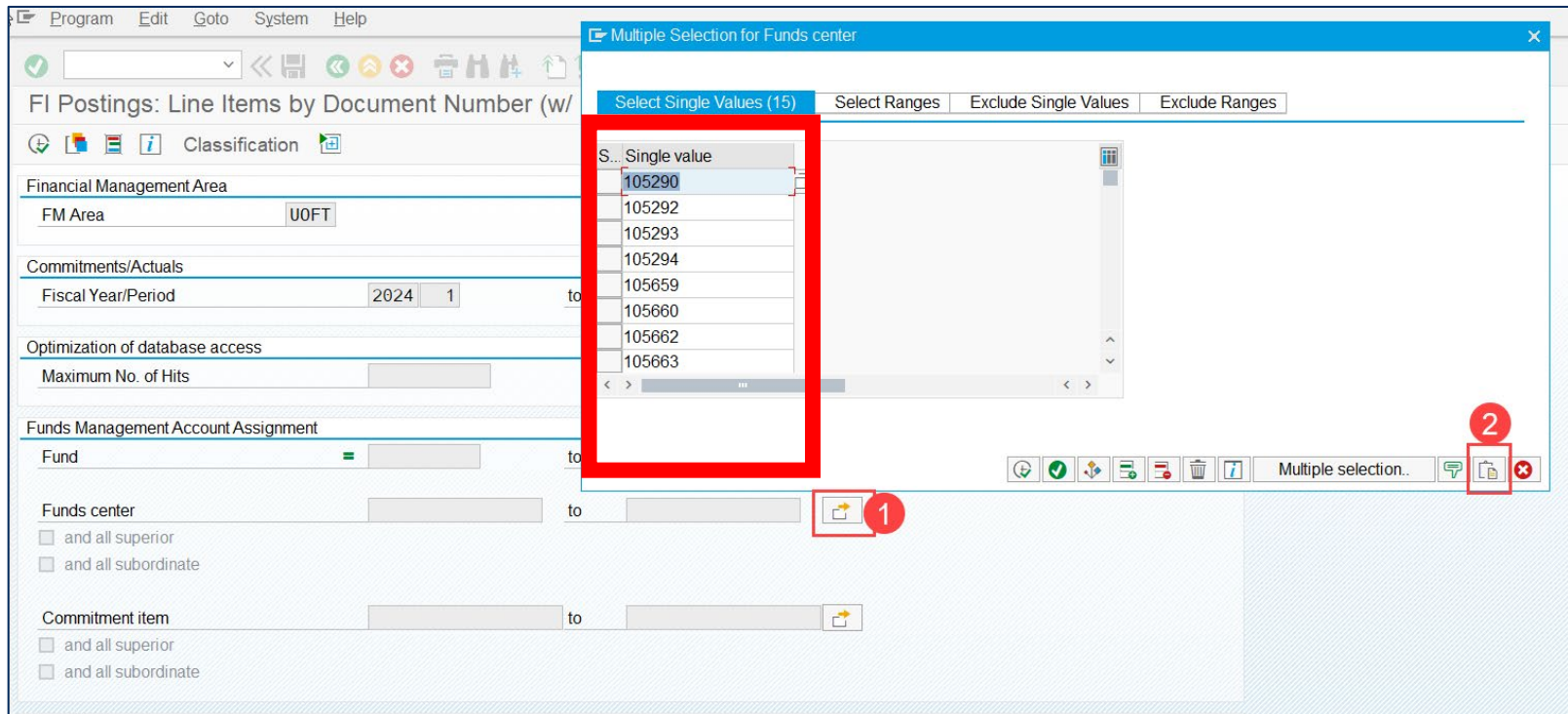
Here are some keyboard short keys in AMS that users can add to their toolkit that can reduce keystrokes with some time and practice.

CTRL /	Move cursor to the Command field.
CTRL Y	Use cursor to select/mark a section that is displayed
CTRL C	Copies selected text/fields (i.e., CTRL Y) to the clipboard
CTRL F	In SAP menu, can be used to find specific text in the menu.
CTRL G	After using CTRL F, use this is find next.
F8	Execute a report from the Selection Criteria screen.
CTRL +	Open new session/window.

# PASTING LARGE AMOUNTS OF FIELDS INTO FIS REPORT CRITERIA

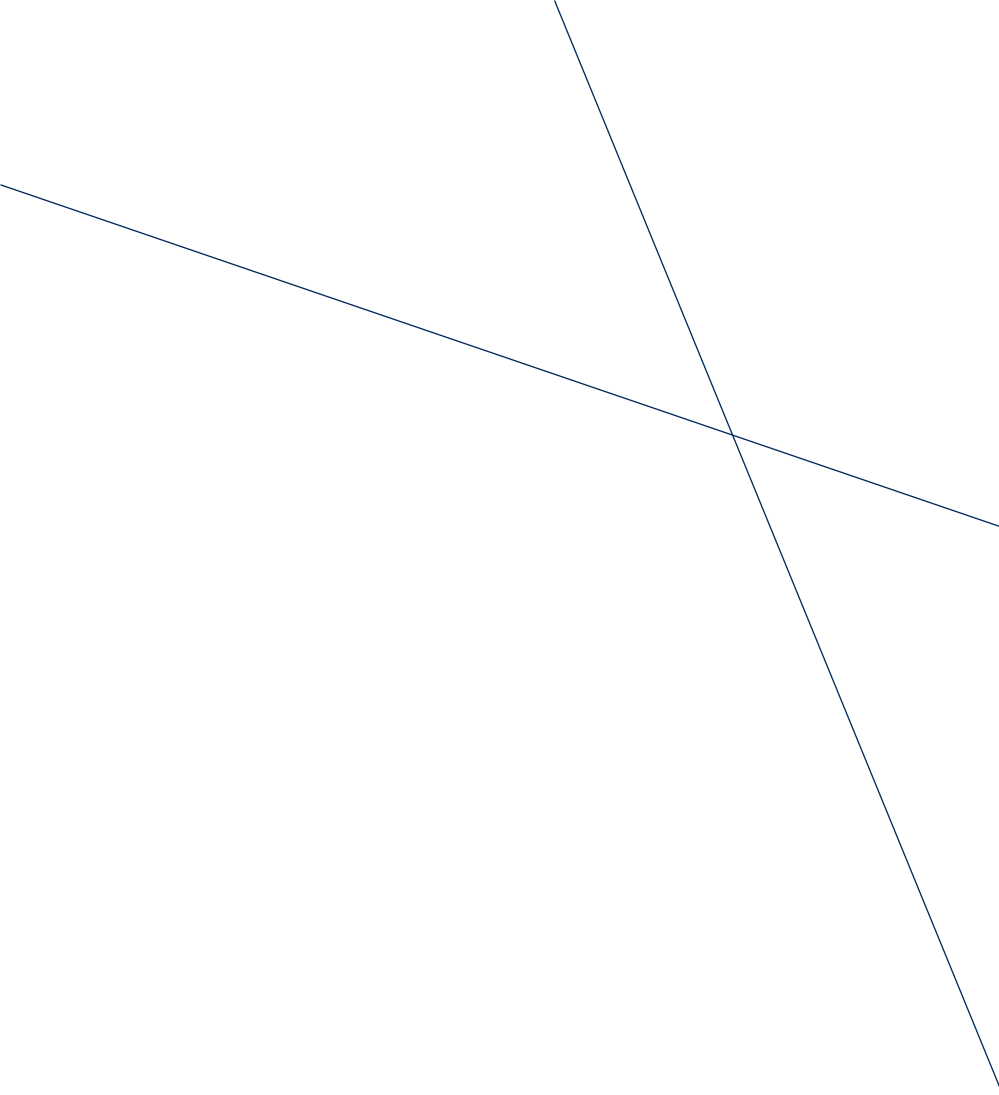
The Clipboard function enables you to copy and paste large amounts of data from within AMS or from other applications, such as Excel into AMS.

You can paste **up to 2000 entries** using the Clipboard



[Watching this simulation](#) to learn how to effectively use the Clipboard function in FIS reports







THANK YOU!