

# **FIS: WORKBOOK**

## **Managing Refundable Deposits**

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# Refundable Deposits – Receipt



## Issue a receipt

Purpose of issuing a receipt:

1. Security for the person remitting the deposit; a record of the transaction
2. A method of verifying claims by individuals that they remitted the deposit to the department

A receipt should be issued for **ALL** deposits received and, at minimum, should contain the following features:

- Unique number
- Date
- Amount
- Payer
- Issued by

## Sample Receipt:

Date:	<u>02 / 03 / 2016</u>	Receipt #	MSB2009915
	<small>DD MM YYYY</small>		
Deposit received	\$ <u>20.00</u>	For	<u>Keys to Lab #MSB105</u>
Deposit received from	<u>Kyle Lu SN1059987556</u>		<small>Name and Student number (if applicable)</small>
Deposit received by	<u>Maggie McCoy</u>		
	<small>Name (print)</small>	<small>Signature</small>	

# Refundable Deposits – Log book



## Maintain a log to record all deposits collected

The log should include:

- contains details of each deposit made to the bank
- amounts listed in the log should match the deposits made to the bank/cashiers office *and* FIS
- facilitates tracking of deposits received and refunds issued
- document numbers of entries posted to FIS. This includes both the deposit and refund documents.

## Sample Log :

Key Deposit Log of Receipts					Refund info	
Receipt #	Date	Amount \$	Name and Student number	Deposit report #	Date	FIS re##
MSB2008510	10/09/2015	20.00	Ted Jones – 1058586451	FIS# 3000010972	06/05/15	1700 005432
....	...	...	...	...		
MSB2009910	02/27/2015	20.00	Barney Ruble - 1079587453	FIS# 3000198739	03/02/16	1700058961
MSB2009911	02/27/2015	20.00	Jonny Quest - 1089487435	FIS# 3000198739		
MSB2009912	02/27/2015	20.00	Clark Kent - 1069787456	FIS# 3000198739		
MSB2009913	02/27/2015	20.00	Bruce Wayne-107999545645	FIS# 3000198739		
MSB2009914	02/27/2015	20.00	Peter Parker - 108497875562	FIS# 3000198739		
MSB2009915	03/02/2015	20.00	Kyle Lu - 1059987556			



# Internal Cash Receipts Deposit Form



- In this example, 5 people have paid \$20 key deposits; 2 wrote cheques, 3 paid cash
- To track all refundable deposits through FIS, the dept. has itemized the credit lines; one for each payer
- Although there is no "assignment" field on the credit lines of the deposit form, the field *is* available in FIS. For tracking & clearing purposes, remember to populate it with the **Lastname, First initial** of the payer.

**INTERNAL CASH RECEIPTS DEPOSIT FORM**

Submit To: Cashiers Office Financial Services Department Finance Division 215 Huron Street	Document Date: Feb 9, 2016 Posting Date: Feb 9, 2016 Document Type: SF Company Code: UOFT	Currency: CAD Document #: <input style="width: 80%;" type="text"/>
---	--	---

Payor Name or Cheque Grouping	Amount	Payor Name or Cheque Grouping	Amount	Cash		Amount
Ruble, Barney	20.00				X 5	0.00
Quest, Johnny	20.00				X 10	0.00
				3	X 20	60.00
					X 50	0.00
					X 100	0.00
					COIN	0.00
				<b>Total Cash</b>		<b>\$60.00</b>
<b>Total Cheques</b>				<b>\$40.00</b>	<b>Total Deposit</b>	
						<b>\$100.00</b>

G/L Account	DEBIT Postkey	Amount	Business Area	Assignment (Dept. Name & Phone #)	Text (description)
350001	40	\$100.00	1000	Music, 8-4675	Key deposit Feb 09
Add Item					

G/L Account	CREDIT/DEBIT Postkey	Amount	Tax Code	Business Area	Cost Center	Internal Order	Funds Center	Fund	Commitment Item	Text	
860042	Credit	\$20.00	1000	1000						Ruble, B. key deposit Feb 09	X
860042	Credit	\$20.00	1000	1000						Quest, J. key deposit Feb 09	X
860042	Credit	\$20.00	1000	1000						Kent, C. key deposit Feb 09	X
860042	Credit	\$20.00	1000	1000						Wayne, B. key deposit Feb 09	X
860042	Credit	\$20.00	1000	1000						Parker P., key deposit Feb 09	X
<b>Total Deposit</b>		<b>100.00</b>									

<b>CONTACT INFORMATION</b>		<b>FOR ADMINISTRATIVE USE ONLY</b>
Deposit Prepared by: Diana Prince	Phone Number: (416) 978-4675	<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div> <p style="font-size: small; margin: 5px 0;">ONE (1) COPY FOR ORIGINATING DEPARTMENT TWO (2) COPIES TO FINANCIAL SERVICES</p>
Faculty/Division: Faculty of Music	Date: February 27, 2016	
Address: Edward Johnson Building, 80 Queens Park		
Business Analyst		
Authorized Approval or Delegated Signing Authority		
Title of Signing Authority		
Reset Form		Print Form

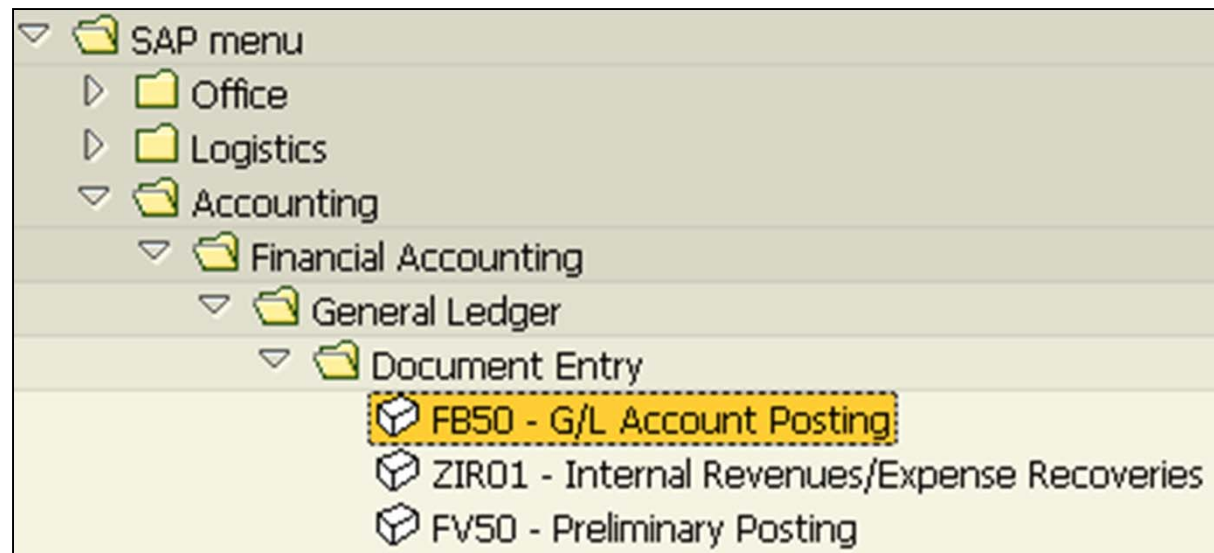
**Forms:** Internal Cash Receipts & Direct Deposit Forms  
<http://finance.utoronto.ca/forms/processing/>  
 (NOTE: UTM & UTSC contact Business Office for local deposit form) 5

# Processing the Deposit in FIS: Menu Path



After completing the deposit form and before physically making the deposit, the deposit transaction needs to be processed in FIS.

Transaction used: **G/L Account Posting screen (FB50)**



# Processing the Deposit in FIS: Basic Data Tab



When entering data on the *[Enter G/L Account Document]* screen:

1. Change the Document Type → SF
2. **Debit the Bank Account:** in the **G/L acct field**, enter the appropriate **Bank Account** for the type of receipt processed (e.g., cash, AMEX, Visa) & for the appropriate campus (i.e., St. George, UTM or UTSC)

**NOTE:** *If depositing for more than one payer, enter the total deposit amount in the "Amount in doc..." field.*

3. Enter the **Business Area** (does not default).

Leave the following fields **BLANK**:

Tax Code

Cost Center

Order

Funds Center

Fund

The screenshot shows the 'Enter G/L Account Document' screen for Company Code UOFT. The 'Basic Data' tab is active. The 'Document Date' is 27.02.2016, 'Posting Date' is 27.02.2016, and 'Currency' is CAD. The 'Doc. Header Text' is 'Ref Dep-Feb 09 - 5 @ \$20'. The 'Document Type' is 'SF', which is circled in red. The 'Company Code' is 'UOFT' (University of Toronto). The 'Amount Information' section shows 'Total Dr.' of 100.00 CAD and 'Total Cr.' of 0.00 CAD. The '1 Items' table at the bottom has several fields highlighted with red boxes and numbers: 'G/L acct' (350001), 'D/C' (Debit), 'Amount in doc.curr.' (100.00), 'Business ar.' (1000), and 'Assignment' (Music 8-4675). A callout box on the right contains the following text:

**IMPORTANT:**  
 The "**Bank Account**" Assignment field should be populated with the **Dept. Name & contact phone #**; the **Text** field with the type of deposit, payer's name and any other pertinent information.

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 The "**Bank Account**" Assignment field should be populated with the **Dept. Name & contact phone #**; the **Text** field with the type of deposit, payer's name and any other pertinent information.

# Processing the Deposit in FIS: Complex Posting



To post the transaction, an offsetting **credit** line must be entered for the department's **Refundable Deposit Vendor Account** (i.e. 86xxxx).

**Vendor accounts CANNOT** be credited in the **G/L acct** field, therefore, the environment is changed to a **Complex posting**.

From the menu select:

**Environment → Complex posting**

The screenshot shows the FIS software interface. The 'Environment' menu is highlighted, with a sub-menu showing 'Correspondence' and 'Complex posting'. The 'Complex posting' option is selected. The main window displays transaction details for a document dated 27.02.2016, with a company code of UOFT (University of Toronto). The 'G/L acct' field is highlighted with a red box, showing the value '350001'. The 'Amount in doc.curr.' is 100.00, and the 'Commitment itm' is CASHINTRNS.

Status	G/L acct	Short Text	D/C	Amount in doc.curr.	Commitment itm	Assignment
✓	350001	Deposit Transit...	Debit	100.00	CASHINTRNS	Music 8-46

Monies received for refundable deposits should be deposited to a "Refundable Deposit" Departmental vendor number (i.e. 86xxxx) used solely for these types of transactions.

To apply for this vendor number, contact **Russell Smith** at [russell.smith@utoronto.ca](mailto:russell.smith@utoronto.ca)

# Processing the Deposit in FIS: Complex Posting



All data entered on **Basic data** tab appears on the **Complex Posting Display Overview** screen

Document Edit Goto Extras Settings Environment System Help

Display Overview

Display Currency Park document Acct model Fast Data Entry Taxes


Document Date	27.02.2016	Type	SF	Company Code	U0FT
Posting Date	27.02.2016	Period	10	Currency	CAD
Document Number	INTERNAL	Fiscal Year	2016	Translatn Date	27.02.2016
Reference	REF DEP-MULTIPLE	Cross-CC no.			
Doc.Header Text	Ref Dep-Feb 09 - 5 @ \$20	Trading Part.BA			

Items in document currency

PK	BusA	Acct	CAD	Amount	Tax amnt
001	40	1000 0000350001	Deposit:Transit:Gen	100.00	

Complete the following fields:

- Pstky (Post key) → **34 (Credit: Other payables)**
- Account → Unique Departmental Vendor Account # (i.e. 86xxxx)

Click on  to proceed to the next screen...

D 100.00 C 0.00 100.00 \* 1 Line items

Other line item

PstKy 34 Account 860042 @GL Ind TType New co.code






# Processing the Deposit in FIS: Complex Posting (cont'd)

The **Add Vendor item** screen is used to enter the remaining data required for the credit line.

Populate the following fields:

- **Amount\***
- **Bus. Area**
- **Assignment**  
(payer's last name, first initial)
- **Text**

After all appropriate fields are populated, click  to ensure that the transaction balances.

Repeat steps 5-7 of QRG for multiple credit lines


**Recommendation:** To ease tracking & clearing when posting deposits for multiple payers (i.e. \$100 = 5 key deposits @ \$20 each), it is recommended that a credit line be entered for each payer (i.e. 5 lines @ \$20 each), rather than lumping the total credit on one line (i.e. 1 line @ \$100). Lump sums may be tracked outside of FIS (i.e. via spreadsheet or log book).



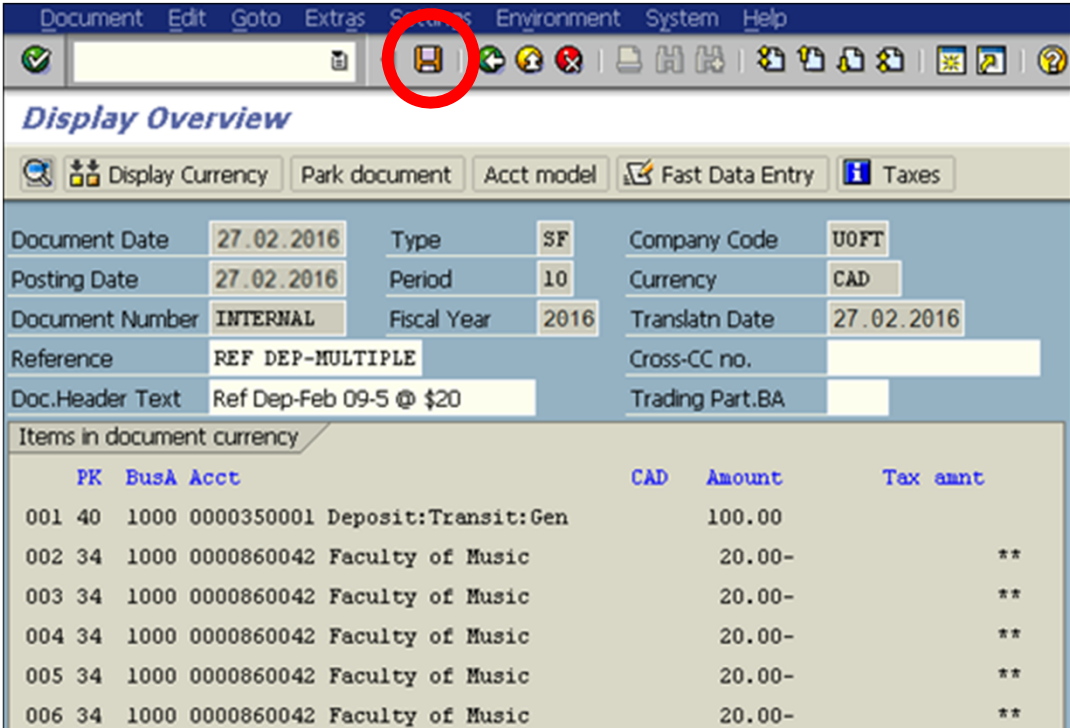
# Processing the Deposit in FIS: Complex Posting (cont'd)

Ensure Debits & Credits balance


Once verified:


- click the  icon to post the transaction

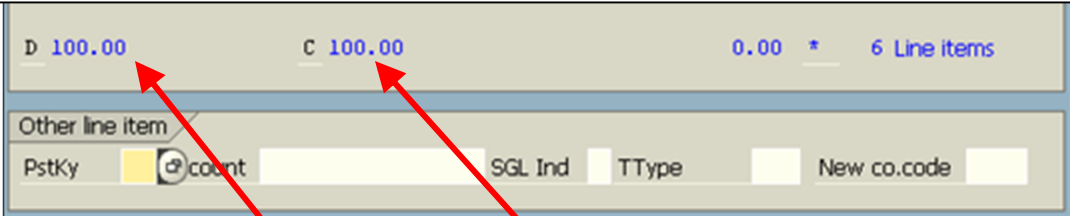
The screen will revert to a blank **G/L Account posting** screen; the posted document number will appear at the bottom of the screen



PK	BusA	Acct	CAD	Amount	Tax amt
001	40	1000 0000350001		Deposit:Transit:Gen	100.00
002	34	1000 0000860042		Faculty of Music	20.00-
003	34	1000 0000860042		Faculty of Music	20.00-
004	34	1000 0000860042		Faculty of Music	20.00-
005	34	1000 0000860042		Faculty of Music	20.00-
006	34	1000 0000860042		Faculty of Music	20.00-

**NOTE:** If the debit and credit amounts do not balance, double click on the line item with the error, make the needed correction, click on the  icon again and repeat the procedure at the top of this slide.

 Document 3000198739 was posted in company code UOFT



Debits

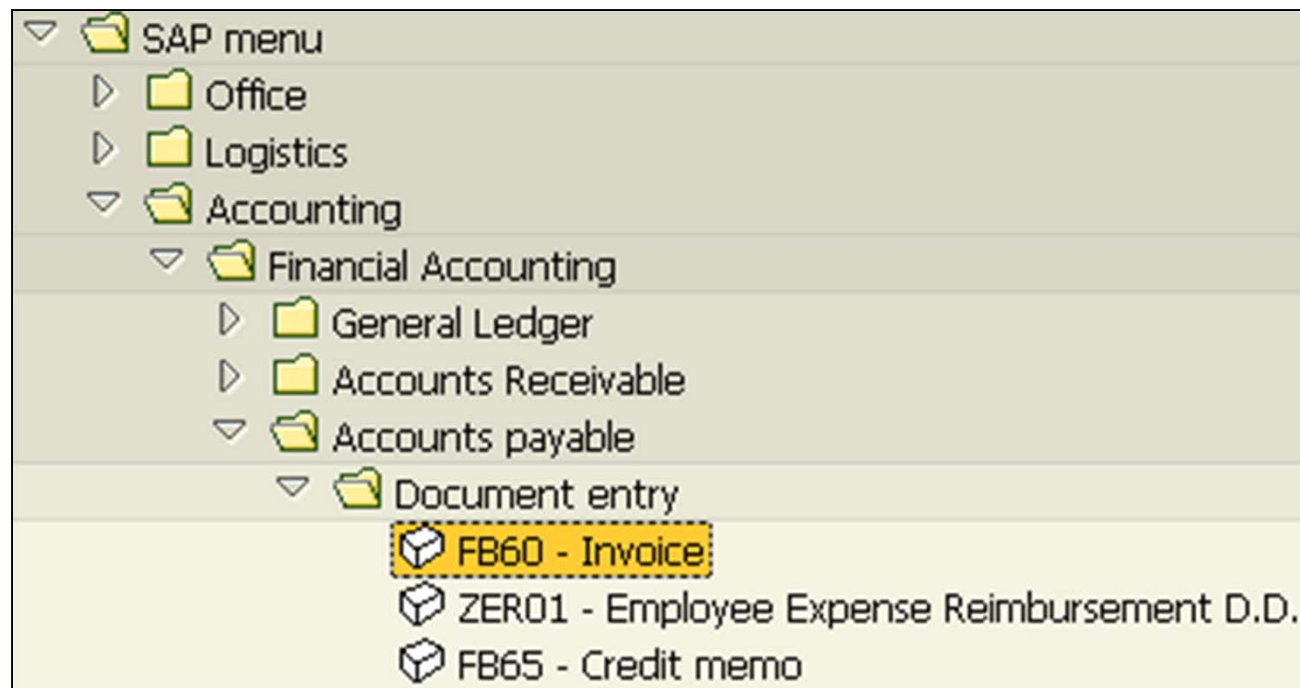
Credits

# ALTERNATE FIS *Deposit* Process: Menu Path



This **ALTERNATE deposit** process **eliminates** the need to process the transaction using a "**complex posting**" option. However, it will only work when processing a deposit transaction for **one payer**.

Transaction used: **Invoice (FB60)**







# ALTERNATE FIS Deposit Process: Basic Data Tab

**ALTERNATE** process can be used for **single payer deposits, ONLY!**

When using the **[Enter Vendor Invoice]** screen:

1. Enter departmental Vendor number (i.e. 86xxxx) to be credited
2. Invoice date
3. **IMPORTANT:** Change **Document Type** → **SF**
4. Enter deposit Amount

For reconciliation purposes, the **Reference & Text** fields should be populated with uniquely identifiable information.

Document Edit Goto Extras Settings Environment System Help

**Enter Vendor Invoice: Company Code UOFT**

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

Vendor: 860042

Invoice date: 06.09.2016

Posting Date: 06.09.2016

Document Type: SF:Dept1 deposits

Cross-CC no.

Amount: 20.00 CAD Calculate tax

Text: Rubble, B. locker key deposit Sept 6

Paymt terms: 35 Days net

Baseline Date: 06.09.2016

Company Code: UOFT University of Toronto

Vendor Address: Faculty of Music, Key Deposit Account, 80 Queens Park Avenue, University of Toronto M5S 2C5, 416 978-0414

1 Items ( Screen Variant : Line Item Entry - FB60 + FB65 )

Status	G/L acct	Short Text	D/C	Amount in doc.c...	Co...	Tax code	Business area	Cost center	Ord...	Funds center
✓	350001	Deposit:Transit:	Debit	20.00	UOFT		1000			
			Debit		UOFT					



# ALTERNATE FIS Deposit Process: Details Tab

Again, for reconciliation purposes, the **Assignment (Assign.) field on the Details Tab** should be populated with uniquely identifiable information.

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code UOFT

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice

Basic data Payment **Details** Tax Notes

G/L 540000 AP:MiscRfndbleDeposi

Assign. **Rubble, B.**

HeaderText

Bus. Area 1000

Cmmt Item PAYABLE

Bal. 0.00

Vendor

Address

Faculty of Music  
Key Deposit Account  
80 Queens Park Avenue  
University of Toronto M5S 2C5  
416 978-0414

OIs



# ALTERNATE FIS Deposit Process: Completing the "Debit" Line

When the [Enter Vendor Invoice] transaction is used to process a deposit, the "Basic data" tab = the "Credit" line. The bank account data is entered on the "Debit" line. The account information should be entered as follows:

1. Debit the Bank Account: in the G/L acct field, enter the appropriate Bank Account for the type of receipt processed (i.e. cash, AMEX, Visa, etc.) & for the appropriate campus (St. George, UTM or UTSC)
2. Enter the Business Area (does not default)

**IMPORTANT:**  
*The "Bank Account" Assignment field should be populated with the Dept. Name & contact phone #; the Text field with the type of deposit, payer's name and any other pertinent information.*

Enter Vendor Invoice: Company Code UOFT

Transactn Invoice Bal. 0.00

Vendor 860042

Invoice date 06.09.2016 Reference REF DEP-RUBBLE,B

Posting Date 06.09.2016 Period 5

Document Type SF:Dept1 deposits

Amount 20.00 CAD

Text Rubble, B. locker

Business area 1000

Fund CASHINTRNS


Text Music 8-4675 Rubble, B. locker key deposit Sept. 06

**Leave the following fields BLANK:**  
 Tax code Cost center Order Funds center Fund


# ALTERNATE FIS Deposit Process: Basic Data Tab



Status	G/L acct	Short Text	D/C	Amount in doc.c...	Co...	Tax code	Business area	Cost center	Ord...	Funds center	Fund	Commitment itm	Assignment no.	Text
OK	350001	Deposit:Transit:	Debit	20.00	UOFT		1000					CASHINTRNS	Music 8-4675	Rubble, B. locker key deposit Sept. 06

Review the entered data for accuracy (i.e. ensure the **Document Type** was changed to **SF**). Once **verified**, click on the  icon to post the transaction.

The posted document number will appear at the bottom of the screen.

 Document 3000247207 was posted in company code UOFT

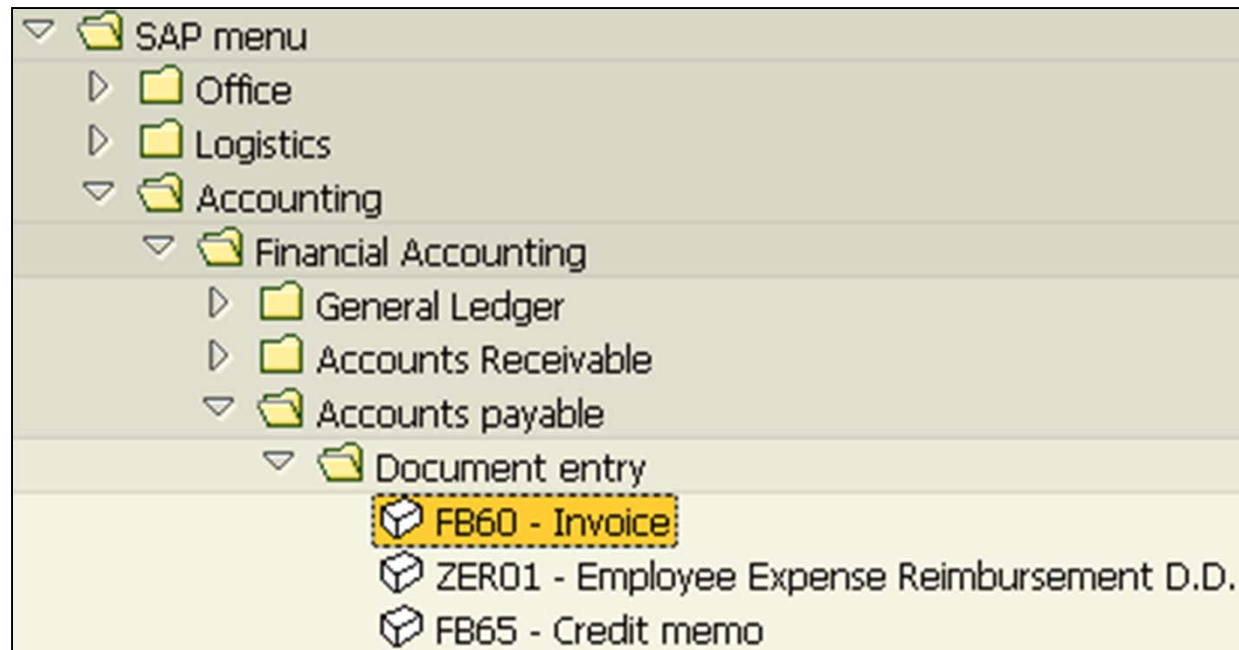
**NOTE:** Although the “invoice” transaction was used to process this deposit, the document number still starts with a 30 (due to the fact that the **Document Type** was changed to **SF**).



# Processing the Refund in FIS: Menu Path

In order for a refund cheque to be produced for the payee, an Invoice transaction must be processed in FIS.

Transaction used: **Invoice (FB60)**





# Processing the Refund in FIS: Basic Data Tab



For the Payee to be paid, the **Basic data** tab of the **Enter Vendor Invoice** screen must contain:

- Vendor number
- Invoice date
- Document Type → **KA**
- Amount

For reconciliation purposes, the **Reference & Text** fields should be populated with uniquely identifiable information.

Because vendor # 990008 (OTA Refundable Deposit Vendor #) is used to refund the payee, the **Address** screen must be completed (see next page).

Status	G/L acct	Short Text	D/C	Amount in doc.c	Co...	Tax code	Business a...	Cost center	Order	Funds
			Debit		UOFT					
			Debit		UOFT					



# Processing the Refund in FIS: OTA Vendor Address Screen

Anytime an OTA Vendor number is used, the system requires:

- Payee Name (to whom the cheque is made payable) and
- Payee Address (where the cheque should be sent/mailed)

Vendor	990008	OTA Refundable Deposit	G/L	540000
Company Code	UOFT	University of Toronto		
Item 1 / Business partner data				
Title		Language Key	EN	
Name				
Street				
PO Box		<input type="checkbox"/> PO w/o no.	PO Box PCode	
City			Postal Code	
Country	CA		Region	
Bank Key			Bank Country	CA

## **QRG: Using One Time Only Vendors**

<http://www.finance.utoronto.ca/fast/qrg/ap/vendors/oto.htm>

# Processing the Refund in FIS: Details Tab



After the **Address and Bank Data** screen is complete, the **Header Text** on the **Details** tab is required

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code UOFT

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 20.00-

Basic data Payment **Details** Tax Notes

G/L 540000 AP:MiscRfndbleDeposi

Assign. Rubble, B

HeaderText Key Dep Refund-Rubble, B

Bus. Area 1000

Vendor Address: OTA Refundable Deposit, 215 Huron Street

0 Items ( Screen Variant : Line Item Entry - FB60)

Status	G/L acct	Short Text	D/C	A
			Debit	
			Debit	
			Debit	
			Debit	UOFT
			Debit	UOFT
			Debit	UOFT
			Debit	UOFT
			Debit	UOFT

For document type KA, an entry is required in field Doc. Header Text

The **Assignment** is used for reconciliation

- is case & space sensitive
- should match the **deposit's credit** line assignment text (see slide 10)



# Processing the Refund in FIS: Complex posting



To post the refund, an offsetting **debit** line is processed to the department's vendor account number.

From the menu, select: **Environment → Complex posting**

**Vendor accounts CANNOT** be credited in the **G/L acct** field therefore the environment is changed to a **Complex posting** (As mentioned in slide 8).

The screenshot shows the FIS software interface. The 'Environment' menu is highlighted with a red box, and the 'Complex posting' option is also highlighted with a red box. A red arrow points from the text 'Environment → Complex posting' to the 'Environment' menu. Another red arrow points from the text 'Complex posting' to the 'Complex posting' menu item. The interface displays an 'Invoice' form with the following details:

- Transactn: Invoice
- Balance: 20.00-
- G/L: 540000
- Assign.: Rubble, B
- HeaderText: Key Dep Refund-Rubble, B
- Bus. Area: 1000
- Vendor: OTA Refundable Deposit, 215 Huron Street, Toronto ON M5S 1A2
- Commt Item: PAYABLE

The bottom of the screen shows a table with the following columns: Status, G/L acct, Short Text, D/C, Amount in doc.c..., Co..., Tax code, Business a..., Cost center, Order, Funds.

Status	G/L acct	Short Text	D/C	Amount in doc.c...	Co...	Tax code	Business a...	Cost center	Order	Funds
			Debit		UOFT					
			Debit		UOFT					

# Processing the Refund in FIS: Complex Posting (cont'd)




Data previously entered on the **Basic data & Detail** tabs will be retained on the **Complex Posting Display Overview** screen.

Document Date: 02.03.2016, Type: KA, Company Code: U0FT  
Posting Date: 02.03.2016, Period: 11, Currency: CAD  
Document Number: INTERNAL, Fiscal Year: 2016, Translatn Date: 02.03.2016  
Reference: DEP REF-RUBBLE,B, Cross-CC no.:  
Doc.Header Text: Key Dep Refund-Rubble, B, Trading Part.BA:

PK	BusA	Acct	CAD	Amount	Tax amt
001	31	1000 0000990008	OTA Refundable Depo	20.00-	

Complete the following fields:

- Pstky (Post key) → **21** (Debit)
- Account → Departmental Refundable Deposit Vendor Account (i.e. 86xxxx)

Click  to proceed to the next screen...

D 0.00      C 20.00      20.00- \*      1 Line items

Other line item

PstKy: 21    Account: 860042    L Ind    TType    New co.code

# Processing the Refund in FIS: Complex Posting (cont'd)



The **Add Vendor item** screen is used to enter the rest of the data needed on the credit memo (debit) line.

**Populate the following fields:**

- **Amount**
- **Bus. Area**  
(use appropriate code for your area)
- **Assignment**  
(payee's last name, first initial)
- **Text**

Document Edit Goto Extras Settings Environment System Help

**Add Vendor item**

Vendor 860042 Faculty of Music G/L Acc 540000  
Company Code UOFT 80 Queens Park Avenue  
University of Toronto University of Toronto

Item 2 / Credit memo / 21


Amount 20.00 CAD Tax Code \*\*

Bus. Area 1000

Payt Terms Days/percent / /  
Bline Date 02.03.2009 Fixed  
Disc. base Disc. Amount  
Pmnt Block Invoice ref. / /  
Pmt Method Pmt meth.supl.  
Ind. payee

Assignment Rubble, B  
Text Locker Key Dep Refund - Rubble, B


Next line item  
PstKy Account SGL Ind TType New co.code

After all appropriate fields have been populated, click  to ensure that the transaction balances.

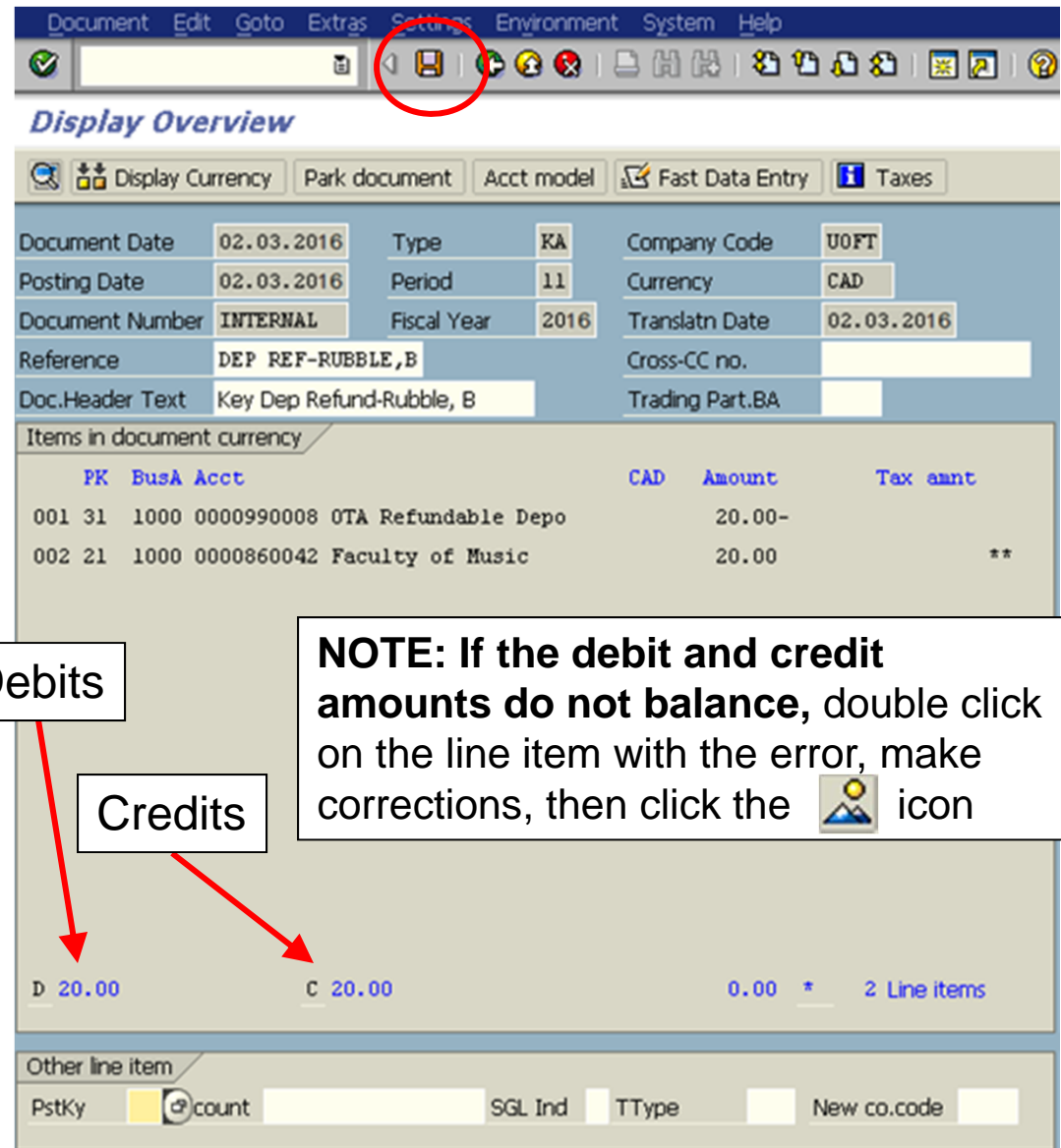
# Processing the Refund in FIS: Complex posting



## Verify:

- **Debits & Credits balance**
- click on the  icon to post the transaction

The screen will revert to a blank **Enter vendor invoice** screen; the posted document number will appear at the bottom of the screen...




Document Date: 02.03.2016, Type: KA, Company Code: UOFT  
Posting Date: 02.03.2016, Period: 11, Currency: CAD  
Document Number: INTERNAL, Fiscal Year: 2016, Translatn Date: 02.03.2016  
Reference: DEP REF-RUBBLE,B, Cross-CC no.:  
Doc.Header Text: Key Dep Refund-Rubble, B, Trading Part.BA:

PK	BusA	Acct		CAD	Amount	Tax amt
001	31	1000	0000990008	OTA Refundable Depo	20.00-	
002	21	1000	0000860042	Faculty of Music	20.00	**

Debits: D 20.00, Credits: C 20.00, 0.00 \* 2 Line items

Other line item: PstKy, count, SQL Ind, TType, New co.code

**NOTE: If the debit and credit amounts do not balance, double click on the line item with the error, make corrections, then click the  icon**

Document 1700058961 was posted in company code UOFT



## Tracking/Reconciling Balances Reports in FIS: Menu Path

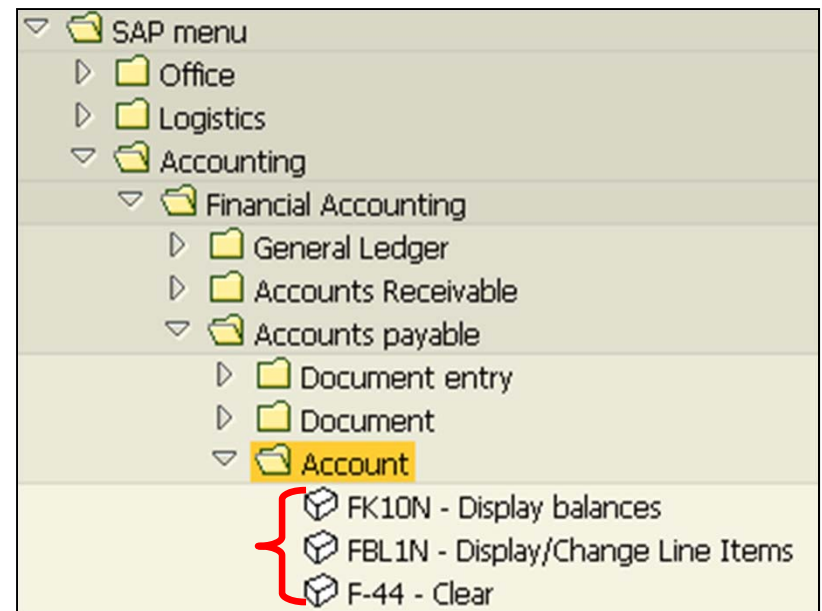
Since no FM accounts are used in either transaction, the Statement of Accounts cannot be used for reconciling. It is important to reconcile the deposits against refunds.

The **only** way to track and reconcile Refundable Deposit/Refunds is via the following reports:

- Vendor Balance Display (FK10N)
- Vendor Line Item Display (FBL1N)

**To reconcile and maintain deposit and refunds, use:**

- Vendor Clearing Report (F-44)



**FAST Team Contacts and Faculty Representatives**

<http://www.finance.utoronto.ca/fast/contacts.htm>

# Report: Vendor Balance Display (FK10N) – Input Screen



This report will display running balance of all Debits and Credits by Fiscal Period.

Enter the unique Departmental Reimbursable Deposit Vendor Number (i.e. 86xxxx)

Enter Fiscal year

To run report click on the Execute icon



# Report: Vendor Balance Display (FK10N) – Output Screen



Example of Output data:

The report shows no debits (i.e. refunds) or credits (i.e. deposit) processed in periods 1 thru 10.

However, in period 11, a **deposit** of \$100 was processed, as was a **refund** of \$20 Cumulative balance = \$80.

Period	Debit	Credit	Balance	Cumulative balance	Sales/Purchases
Balance Ca...					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11	20.00	100.00	80.00	80.00	20.00
12				80.00	
13				80.00	
14				80.00	
15				80.00	
16				80.00	
Total	20.00	100.00	80.00	80.00	20.00

**NOTE:** To drilldown to the **Vendor Line Item** report (page 29) from this screen, double click on any amount. The view of the report that will be displayed depends on which column/period or cumulative balance is chosen:


- cumulative = all lines
- period 11 balance = only period 11 entries

# Report: Vendor Line Item Display (FBL1N) – Input Screen



Enter your unique Departmental Reimbursable Deposit vendor number

Select the Status and date you wish to review

After the appropriate Status and date has been chosen click on the Execute  icon.

Program Edit Goto System Help

**Vendor Line Item Display**

Data Sources

Vendor selection

Vendor account: 0 to

Company code: U0FT to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date: 27.02.2009

Cleared items

Clearing date to

Open at key date to

All items

Posting date to

Type

Normal items

Special G/L transactions

Noted items

Parked items

Customer items

List Output

Layout: LMNEE - PARTIA

Maximum number of items



# Report: Vendor Line Item Display – Output Screen



We know from the examples on pages 10 & 18 that a deposit and refund (*B. Rubble*) was processed. Because the Assignment field was populated with consistent information (i.e. Last name, First Initial) the debit and credit entries are listed next to each other. This simplifies the matching of deposit against refunds, that is Rubble, B has been refunded his \$20.00 Locker Key Deposit. These two entries are now ready to be cleared.

Vendor Line Item Display										
<span style="float: right;">Selections    Dispute Case</span>										
Vendor		860042								
Company Code		UOFT								
Name		Faculty of Music								
City		University of Toronto								
St	Assignment	DocumentNo	Type	Doc. Date	\$	DD	Amount in local cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> Kent, C	3000200581	SF	27.02.2009			20.00-	CAD		Locker Key Ref Dep Feb 09: Kent, C
<input type="checkbox"/>	<input checked="" type="checkbox"/> Parker, P	3000200581	SF	27.02.2009			20.00-	CAD		Locker Key Ref Dep Feb 09: Parker P
<input type="checkbox"/>	<input checked="" type="checkbox"/> Quest, J	3000200581	SF	27.02.2009			20.00-	CAD		Locker Key Ref Dep Feb 09: Quest, J
<input type="checkbox"/>	<input checked="" type="checkbox"/> Rubble, B	1700059442	KA	02.03.2009			20.00	CAD		Locker Key Dep Refund - Rubble, B
<input type="checkbox"/>	<input checked="" type="checkbox"/> Rubble, B	3000200581	SF	27.02.2009			20.00-	CAD		Locker Key Ref Dep Feb 09: Rubble, B
<input type="checkbox"/>	<input checked="" type="checkbox"/> Wayne, D	3000200581	SF	27.02.2009			20.00-	CAD		Locker Key Ref Dep Feb 09: Wayne, D
*	<input checked="" type="checkbox"/>						80.00-	CAD		
** Account 860042							80.00-	CAD		
Vendor		*								
Company Code		*								
Name		*								
City		*								
St	Assignment	DocumentNo	Type	Doc. Date	\$	DD	Amount in local cur.	LCurr	Clrng doc.	Text
***							80.00-	CAD		

# Report: Clear Vendor (F-44) – Input Screen



Enter your unique Departmental Reimbursable Deposit vendor number

The output will depend on which "Additional selections" option is selected.

In this example all lines will display, because "None" is selected. Click on the Process open items button or hit [enter] to proceed.

**Clear Vendor: Header Data**

Process open items

Account 860042 Clearing date 03.03.2009 Period 11

Company Code UOFT Currency CAD

Open item selection

Special G/L ind   Normal OI

Additional selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Assignment
- Reference
- Collective invoice
- Document Type
- Business Area
- Branch account
- Others

Clearing date will default to the current date. Don't change.

# Report: Clear Vendor (F-44) – Output Screen



All amounts will appear as "selected" (displayed in blue).

Only items to be cleared remain selected.

Deselect items by double clicking, the amount will then be displayed in black.

Assignment	Document	D...	P...	Posting	Docume...	CAD Gross	Cash discnt	CashD...
Kent, C	3000200581	SF	34	02.03.2002	27.02.2002	20.00-		
Parker, P	3000200581	SF	34	02.03.2002	27.02.2002	20.00-		
Quest, J	3000200581	SF	34	02.03.2002	27.02.2002	20.00-		
Rubble, B	1700059442	KA	21	02.03.2002	02.03.2002	20.00		
Rubble, B	3000200581	SF	34	02.03.2002	27.02.2002	20.00-		
Wayne, B	3000200581	SF	34	02.03.2002	27.02.2002	20.00-		

Editing status


Number of items	6	Amount entered	0.00
Display from item	1	Assigned	80.00-
Reason code		Difference postings	
Display in clearing currency		Not assigned	80.00

6 items were selected

# Report: Clear Vendor (F-44) – Output Screen



We want to clear the lines for Rubble, B. All other lines have been deselected. Once all items that need to be cleared are selected the "Net assigned" amount will be zero.

To clear the selected items click on the Post  icon.

The clearing document number will appear at the bottom of the screen...

Assignment	Document	D	P	Posting	Docume	CAD Gross	Cash discnt	CashD
Kent, C	3000200581	SF	34	02.03.2002	27.02.200	20.00-		
Parker, P	3000200581	SF	34	02.03.2002	27.02.200	20.00-		
Quest, J	3000200581	SF	34	02.03.2002	27.02.200	20.00-		
Rubble, B	1700059442	KA	21	02.03.2002	02.03.200	20.00		
Rubble, B	3000200581	SF	34	02.03.2002	27.02.200	20.00-		
Wayne, B	3000200581	SF	34	02.03.2002	27.02.200	20.00-		

Editing status

Number of items	6	Amount entered	0.00
Display from item	1	Assigned	0.00
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

 Document 100391706 was posted in company code UOFT

# Report: Vendor Line Item Display – Output Screen



**Vendor Line Item Display**

Vendor: 860042  
Company Code: UOFT  
Name: Faculty of Music  
City: University of Toronto

Before clearing (page 24)

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> Kent, C	3000200581	SF	27.02.2009			20.00-	CAD		Locker Key Ref Dep Feb 09: Kent, C
<input type="checkbox"/>	<input checked="" type="checkbox"/> Parker, P	3000200581	SF	27.02.2009			20.00-	CAD		Locker Key Ref Dep Feb 09: Parker P
<input type="checkbox"/>	<input checked="" type="checkbox"/> Quest, J	3000200581	SF	27.02.2009			20.00-	CAD		Locker Key Ref Dep Feb 09: Quest, J
<input type="checkbox"/>	<input checked="" type="checkbox"/> Rubble, B	1700059442	KA	02.03.2009			20.00	CAD		Locker Key Dep Refund - Rubble, B
<input type="checkbox"/>	<input checked="" type="checkbox"/> Rubble, B	3000200581	SF	27.02.2009			20.00-	CAD		Locker Key Ref Dep Feb 09: Rubble, B
<input type="checkbox"/>	<input checked="" type="checkbox"/> Wayne, B	3000200581	SF	27.02.2009			20.00-	CAD		Locker Key Ref Dep Feb 09: Wayne, B
*	<input checked="" type="checkbox"/>						80.00-	CAD		

**Vendor Line Item Display**

\*\* Account 860042

Vendor: 860042  
Company Code: UOFT  
Name: FAST Training  
City: University of Toronto

After clearing; Line Item Selection Status option "All items". The green dot indicates that the line items for Rubble, B have been cleared.

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> Kent, C	3000200581	SF	27.02.2009			20.00-	CAD		Locker Key Ref Dep Feb 09: Kent, C
<input type="checkbox"/>	<input checked="" type="checkbox"/> Parker, P	3000200581	SF	27.02.2009			20.00-	CAD		Locker Key Ref Dep Feb 09: Parker P
<input type="checkbox"/>	<input checked="" type="checkbox"/> Quest, J	3000200581	SF	27.02.2009			20.00-	CAD		Locker Key Ref Dep Feb 09: Quest, J
<input type="checkbox"/>	<input checked="" type="checkbox"/> Wayne, B	3000200581	SF	27.02.2009			20.00-	CAD		Locker Key Ref Dep Feb 09: Wayne, B
*	<input checked="" type="checkbox"/>						80.00-	CAD		
<input type="checkbox"/>	<input checked="" type="checkbox"/> Doe, J	1700059443	KA	03.03.2009			10.00	CAD	100391705	Locker Key Dep Refund - Doe, J
<input type="checkbox"/>	<input checked="" type="checkbox"/> Doe, J	3000200582	SF	03.03.2009			10.00-	CAD	100391705	Locker Key Ref Deposit - Doe, J
<input type="checkbox"/>	<input checked="" type="checkbox"/> Rubble, B	1700059442	KA	02.03.2009			20.00	CAD	100391706	Locker Key Dep Refund - Rubble, B
<input type="checkbox"/>	<input checked="" type="checkbox"/> Rubble, B	3000200581	SF	27.02.2009			20.00-	CAD	100391706	Locker Key Ref Dep Feb 09: Rubble, B
*	<input checked="" type="checkbox"/>						0.00	CAD		
**	Account 860042						80.00-	CAD		





# WEB Documentation

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## **Quick Reference Guides (QRGs):**

### **Create Receipts for Refundable Deposits:**

<http://finance.utoronto.ca/wp-content/uploads/2015/12/refndabledep.pdf>

### **Repayment of Refundable Deposits:**

<http://finance.utoronto.ca/wp-content/uploads/2016/01/refdeprefund.pdf>

### **Document Display:**

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

### **Document Change** (for Journal Entry/Invoice transactions):

[http://finance.utoronto.ca/wp-content/uploads/2016/01/FB03\\_Document\\_Change.pdf](http://finance.utoronto.ca/wp-content/uploads/2016/01/FB03_Document_Change.pdf)



# Need Help?

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<http://www.utoronto.ca/ams/help.htm>

Help is a facility for all AMS subsystems:

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

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

# FAST Team Contacts

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Manager	Lorena Gaudio <a href="mailto:lorena.gaudio@utoronto.ca">lorena.gaudio@utoronto.ca</a>	978-2802
Assistant Manager	Chris Dimitriadis <a href="mailto:chris.dimitriadis@utoronto.ca">chris.dimitriadis@utoronto.ca</a>	946-3153
Business Analyst	Cheryl Rhind <a href="mailto:cheryl.rhind@utoronto.ca">cheryl.rhind@utoronto.ca</a>	946-3373
Business Analyst	Maryanne McCormick <a href="mailto:m.mccormick@utoronto.ca">m.mccormick@utoronto.ca</a>	946-3291
Business Analyst (Training Coordinator)	Rames Paramsothy <a href="mailto:rames.paramsothy@utoronto.ca">rames.paramsothy@utoronto.ca</a>	978-4675

**FIS Standard Curriculum Evaluation:**

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

**FAST website:**

<http://finance.utoronto.ca/fast/>