

FINANCIAL INFORMATION SYSTEM

**A/P & G/L
Processing Tips**



Agenda



- Reducing your key strokes
 - ✓ Post with Reference
 - ✓ Account Assignment Template
 - ✓ Recurring Documents
 - ✓ Alternate Payee
 - ✓ Personal Vendor List
 - ✓ Internal Revenues/Expense Recoveries Screen
- Searching Tips
 - ✓ For Vendors
 - ✓ For Documents
- Cheque production, key factors
 - ✓ Address information
 - ✓ Currency
- Temporarily Saving Documents
 - ✓ Held documents
 - ✓ Parked documents

Reducing Your Key Strokes



Post with reference enables you to use a previously posted document 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
-

Pros:

Eliminates need to re-key information by bringing in information contained in the previously posted document, such as:

- header information (Data tab)
- financial information (e.g. G/L acct., Vendor, FC)

Cons:

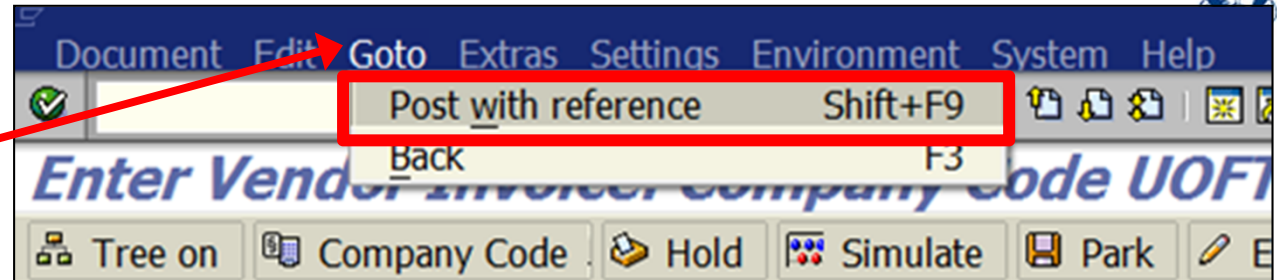
Uses the old Complex Posting input screen option, which limits the information on the Overview screen.

Reducing Your Key Strokes: Post w/Reference




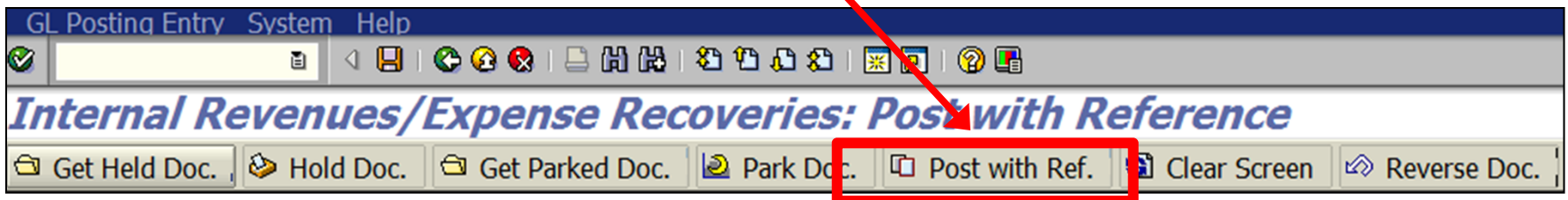
G/L Account Postings, Invoices, or Credit Memos:

- Document Entry screen - Goto >> Post with reference



Internal Revenues/Expense Recoveries:

- from the Document Entry screen for simply click on  Post with Ref.



QRG: Journal Entry Create

- <http://finance.utoronto.ca/wp-content/uploads/2016/02/Journal-Entry-Create-Convertedfeb03-1.pdf>

QRG: Invoice Create

- <http://finance.utoronto.ca/wp-content/uploads/2015/09/create.pdf>

QRG: Credit Memo Create

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

QRG: Internal Revenues/Expense Recoveries – Post and Reverse

- <http://finance.utoronto.ca/wp-content/uploads/2015/09/intrevexprec.pdf>

Reducing Your Key Strokes: Post w/Reference




Post with reference display option screen for G/L Account Postings, Invoices, or Credit memos*:

Post Document: Header Data

Reference	
Document Number	1903044342
Company Code	UOFT
Fiscal Year	

Flow control

- Generate reverse posting
- Enter G/L account items
- Do not propose amounts
- Recalculate days and percentages
- Display line items
- Copy texts
- Transfer functional area
- Recalculate Local Currency Amounts

1. Enter the reference document number
2. Indicate which information is to be included in the Document Entry Screen of the new document (this example demonstrates how to use the Post with Reference tool as a posting template)
3. Click Enter or click on 

***NOTE:** The Internal Revenues/Expense Recoveries screen includes the first three “Flow control” information options only.



Reducing Your Key Strokes: Post w/Reference

The Header Data of the referenced document will populate the new document.

1) Review and update the following fields, as necessary, for the new document:

- Document Date
- Posting Date*
- Type
- Reference
- Doc. Header Text

***NOTE:** Changes to the **Posting Date** drive automatic updates to the **Period** field.

Document Date 30.11.2011 Type KN Company Code UOFT
Posting Date 11.12.2011 Period 8 Currency/Rate CAD
Document Number
Reference ELG1301 Translatn Date
Doc. Header Text ELG1301 Iron Mountain Cross-CC no.
Trading Part.BA

2) When processing an invoice, change the vendor number, if necessary.

3) Press enter to continue.

First line item
Pstky 31 Account 105106 SGL Ind TType

Reducing Your Key Strokes: Post with Reference (cont'd)



Enter the amount to be paid to the vendor.

Make any necessary changes to the Assignment and Text fields.

If necessary, change G/L account and press enter to continue.

The screenshot shows the SAP 'Post Document: Add Vendor item' dialog box. The interface includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar with various icons. The main area is divided into several sections:

- Vendor Information:** Vendor 102515 (Federal Express Canada Ltd.), Company code U0FT (University of Toronto), and G/L acc 510000.
- Item 1 / Invoice / 31:** Amount 125.00 CAD, Tax amount, and Tax code **.
- Assignment and Text:** Assignment 19014768692004 and Text 123456 Federal Express-post with reference.
- Next line item:** PstKy 40, Account 835070, Sp.G/L, Trans.type, and New co.code.

Red arrows point from the text on the left to the following fields in the screenshot:

- From 'Enter the amount...' to the 'Amount' field (125.00).
- From 'Make any necessary changes...' to the 'Assignment' and 'Text' fields.
- From 'If necessary, change G/L account...' to the 'Account' field (835070) in the 'Next line item' section.

Reducing Your Key Strokes (cont'd)



Post with Reference (cont'd):

Enter the amount to be debited from the accounts.

If necessary, change the account assignments.

Make any necessary changes to the Assignment and Text fields.

Post Document: Correct G/L account item

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account 835070 Courier
Company code UOFT University of Toronto

Item 2 / Debit entry / 40

Amount	125.00	CAD
Tax code	I6	
Business area	1000	
Cost center	11492	Order
Commitment item	SERVICES	Fund
Funds center	100654	Earmarked funds

Purchasing doc. Done
Assignment 20040415
Text 123456 Federal Express-post with reference Long text

Next line item
PstKy Account Sp.G/L Trans.type New co.code

Select the document overview to  display the entire document

Reducing Your Key Strokes (cont'd)



Post with Reference (cont'd):

Review the document and if the document balances, post the transaction using the post icon.

The debits must equal the credits to post the document.

Document Edit Goto Extras Settings Environment System Help

Post Document: Display Overview

Display currency Park document Act assignmt model... G/L item fast entry Taxes

Document date	10.04.2004	Type	KN	Company code	UOFT
Posting date	15.04.2004	Period	12	Currency	CAD
Document number	INTERNAL	Fiscal year	2004	Translation dte	15.04.2004
Reference	123457			Cross-CC no.	
Doc.header text					

Items in document currency

PK	BusA	Acct		CAD	Amount	Tax amnt
001	31	1000 0000102515	Federal Express Can		125.00-	**
002	40	1000 0000835070	Courier		125.00	16

D 125.00 C 125.00 0.00 * 2 Line items

Reducing Your Key Strokes (cont'd)



Account Assignment Templates is a feature in SAP that allows you to create personalized document entry screens.

Pros:

- Reduces inputting time because “standard” account assignment data is already entered (i.e. G/L, Funds Center, Fund, CC, Commitment Item)
- Reduces possibility of input errors
- Similar to using the “post with reference” function, with the added bonus of having the new screen layout

Cons:

- Document header information must be entered every time
- Templates are transaction specific; i.e. one template must be set up for the Invoice entry screen, one template must be set up for the Journal entry screen, etc.

Reducing Your Key Strokes (cont'd)



Account Assignment Template (cont'd):

To set up your template, go to the usual **document entry** screen that you would use for the transaction and input the information as follows:

Basic data tab (Header info): You must complete the **Basic data** tab even though this information will not be saved as part of the Template.

The screenshot shows the SAP 'Enter G/L account document' screen for company code UOFT. The 'Basic data' tab is active, displaying fields for Doc. date (16.04.2004), Posting date (16.04.2004), Reference (TEL RECOVERIES), and Company code (UOFT University of Toronto). Below this is the 'Line Item Entry' table with 6 items.

Status	G/L acct	Short text	D/C	Amount in doc.c...	Co...	Tax code	Business ar...	Cost center	Order	Funds cent...	Fund
✓	799062	Int.Rec.Teleph...	Credit		UOFT	J9	1000	11181		100464	
✓	835035	Telephone ch...	Debit		UOFT	J9	1000	200017		200017	
✓	835035	Telephone ch...	Debit		UOFT	J9	1000	200092		200092	
✓	835035	Telephone ch...	Debit		UOFT	J9	1000	201386		201386	
✓	835035	Telephone ch...	Debit		UOFT	J9	1000	201573		201573	
✓	835035	Telephone ch...	Debit		UOFT	J9	1000	211266		211266	

Line Item Entry: Enter all of the “standard” account assignment data, but leave the amount column blank

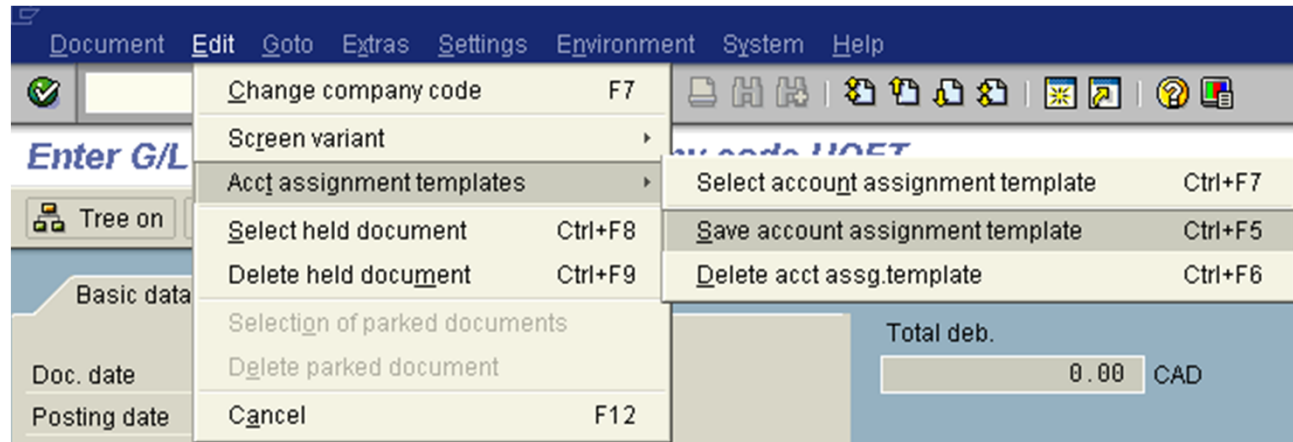
Reducing Your Key Strokes (cont'd)



Account Assignment Templates (cont'd):

To Save your Template:

Select Edit >> Acct assignment templates >> Save account assignment template:



Enter the name of the Account Assignment Template and select *Continue*.



Reducing Your Key Strokes (cont'd)

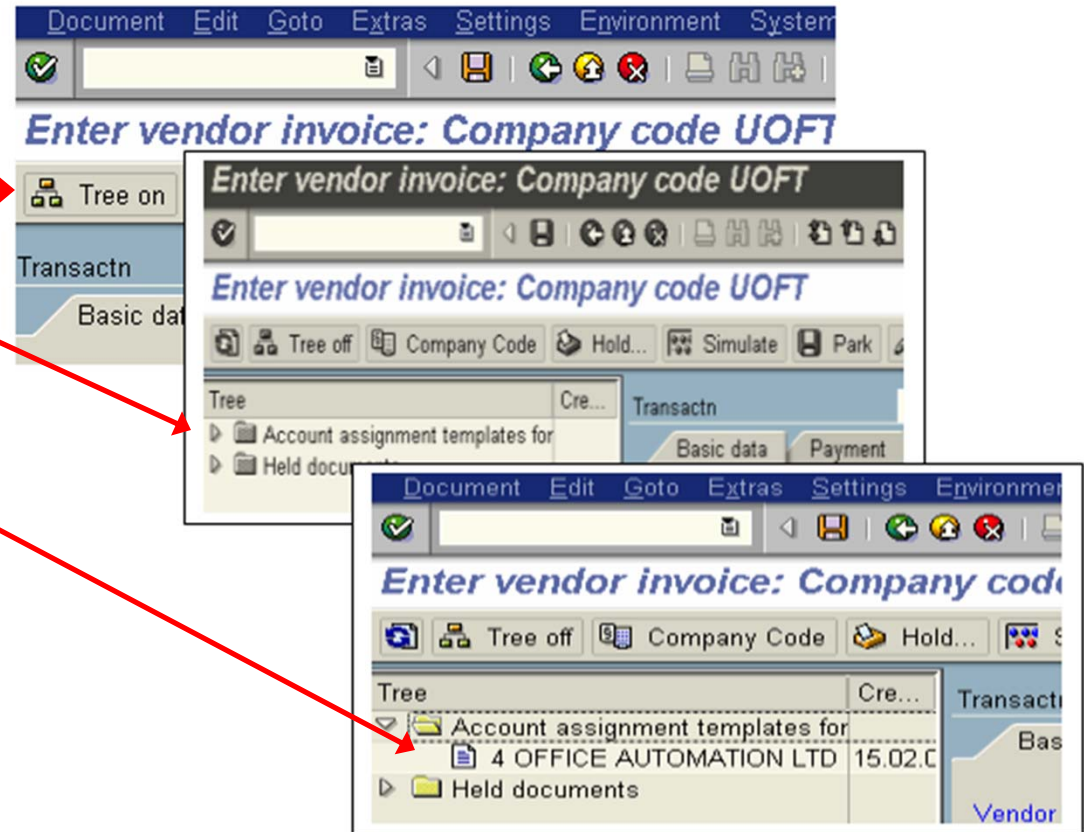


Account Assignment Template (cont'd):

To Retrieve your Template:

Once you're in the document entry screen, complete the Data tab information and either:

A) Expand the **Tree on** and click on the arrow beside **Account assignment templates** to display your templates.



Reducing Your Key Strokes (cont'd)



Account Assignment Template (cont'd):

To Retrieve your Template (cont'd):

B) Select Edit >> Acct assignment templates >> Select account assignment template:

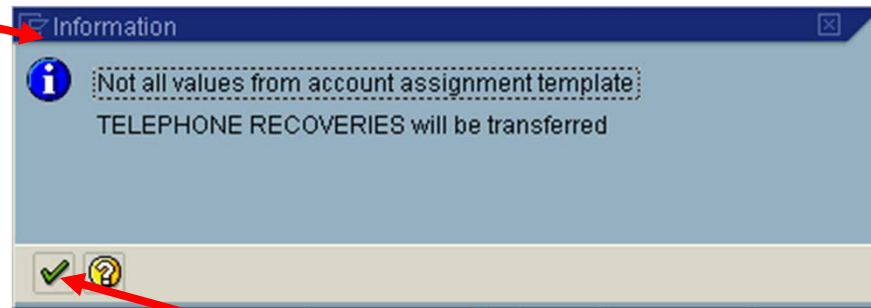
Click on match code button and input user name; if left blank, will get all templates

Reducing Your Key Strokes (cont'd)



Account Assignment Templates (cont'd):

Once the Template has been selected, a pop-up box will appear



This message reminds you that the values from the header data and any hidden fields will not be displayed.

Click on the **Continue** button to clear the screen.

Reducing Your Key Strokes (cont'd)



Account Assignment Template (cont'd):

The Template Line Items will populate the data entry screen.

At this point, you can enter the amounts and make changes to any field not "greyed out" before you post the document.

The screenshot shows the SAP account assignment template interface. The 'Basic data' tab is active, displaying fields for Doc. date (16.04.2004), Posting date (16.04.2004), Reference (TEL REC 07/04), Shrt txt (Tel recovery March 04), Doc.type (SA SA:DM/Journal entry), Cross-comp.no., and Company code (UOFT - University of Toronto). The 'Details' tab is also visible. On the right, 'Total deb.' and 'Total cred.' are both 0.00 CAD. Below the header, a table titled '6 Items (Line Item Entry - FB50)' is displayed. Red arrows point from the top of the table to the 'Doc. date', 'Posting date', 'Reference', and 'Shrt txt' fields. Another red arrow points from the top of the table to the 'Amount in doc.c...' column of the table. A horizontal red arrow points from the text box to the 'D/C' column of the table.

Status	G/L acct	Short text	D/C	Amount in doc.c...	Co...	Tax code	Business ar...	Cost center	Order	Func
	799002	Int.Rec.Teleph...	Credit		UOFT	J9	1000	11181		1004
	835035	Telephone ch...	Debit		UOFT	J9	1000	200017		2000
	835035	Telephone ch...	Debit		UOFT	J9	1000	200092		2000
	835035	Telephone ch...	Debit		UOFT	J9	1000	201386		2013
	835035	Telephone ch...	Debit		UOFT	J9	1000	201573		2015
	835035	Telephone ch...	Debit		UOFT	J9	1000	211266		2112
					UOFT					
					UOFT					
					UOFT					
					UOFT					

Reducing Your Key Strokes (cont'd)



SAP enables you to create a ***Personal List of Vendors*** that you use often.

Pro:

When searching for a vendor number, list is restricted to those vendors that you use; reduces search time

Con:


Changes made to the vendor list are missed.

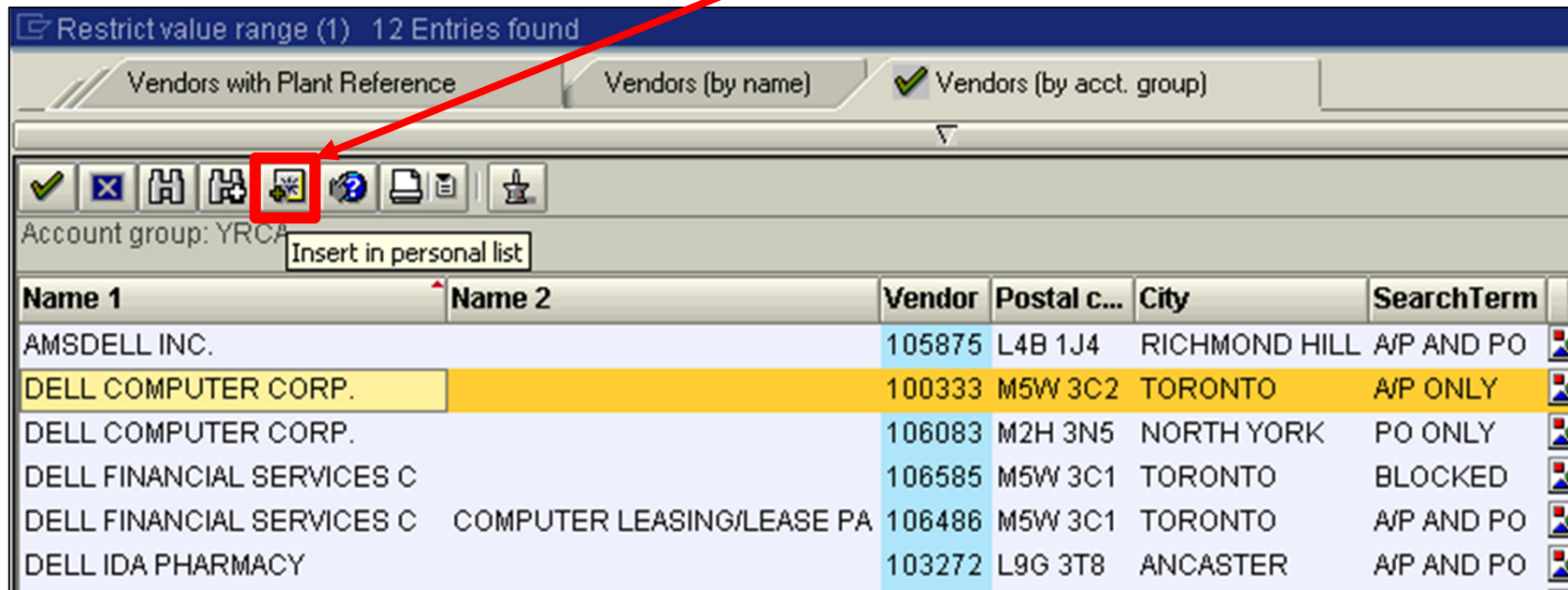
For example - existing vendor number “inactivated” or replaced with a new number

Reducing Your Key Strokes (cont'd)



Personal List of Vendors (cont'd):

Vendors may be added or deleted from your list at any time. To add a vendor to your personal list find the vendor using the vendor dropdown matchcode search method and then highlight (with a single click of the mouse) the desired vendor and click on  to add to your favourites list.



Restrict value range (1) 12 Entries found

Vendors with Plant Reference Vendors (by name) Vendors (by acct. group)

Account group: YRCA

Insert in personal list

Name 1	Name 2	Vendor	Postal c...	City	SearchTerm
AMSDHELL INC.		105875	L4B 1J4	RICHMOND HILL	A/P AND PO
DELL COMPUTER CORP.		100333	M5W 3C2	TORONTO	A/P ONLY
DELL COMPUTER CORP.		106083	M2H 3N5	NORTH YORK	PO ONLY
DELL FINANCIAL SERVICES C		106585	M5W 3C1	TORONTO	BLOCKED
DELL FINANCIAL SERVICES C	COMPUTER LEASING/LEASE PA	106486	M5W 3C1	TORONTO	A/P AND PO
DELL IDA PHARMACY		103272	L9G 3T8	ANCASTER	A/P AND PO

Reducing Your Key Strokes (cont'd)



Personal List of Vendors (cont'd):

The next time you use the vendor dropdown matchcode, all vendors you have added to your personal list will appear, along with the **Vendor Account Group** code.



Personal value list: Restrict value range (1) 7 Entries found

Vendors with Plant Reference Vendors (by name) Vendors (by acct...)

✓ [Close] [Home] [Refresh] [Globe] [Print] [Export] [Help]


Gro...	Name 1	Nam...	Vend...	Postal c...	City	SearchTerm
YRCA	3L SOUND AND LIGHTING LTD UNIT 7		100219	L4W 1Z7	MISSISSAUGA	A/P AND PC
YRCA	3M CANADA CO.		100268	M5L 1K1	TORONTO	A/P ONLY
YRCA	A LA CARTE KITCHEN INC.		100238	M4H 1H2	TORONTO	A/P AND PC
YRCA	ACCESS DATA MGT.		100001	M3K 1E4	NORTH YORK	A/P AND PC
YRUS	ADVANCED CERAMICS		300410	44107	LAKEWOOD	A/P AND PC
YRUS	AMCOM SOFTWARE INC.		300281	55439	MINNEAPOLIS	A/P AND PC
YRUS	AMERICAN AIRLINES CARGO		300403		TORONTO - M5W 1V7	A/P AND PC

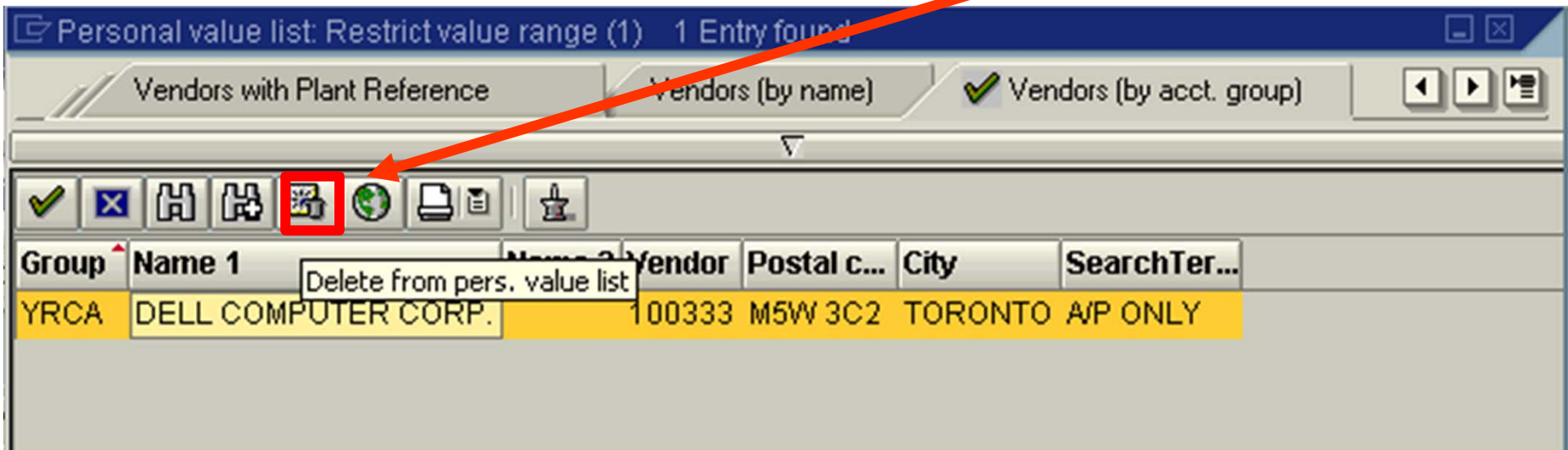
To find a vendor that is not on your personal list, click on the globe () to access the original search screen.

Reducing Your Key Strokes (cont'd)



Personal List of Vendors (cont'd):

To delete a vendor from your personal list, highlight the vendor (with a single click of the mouse) and click 



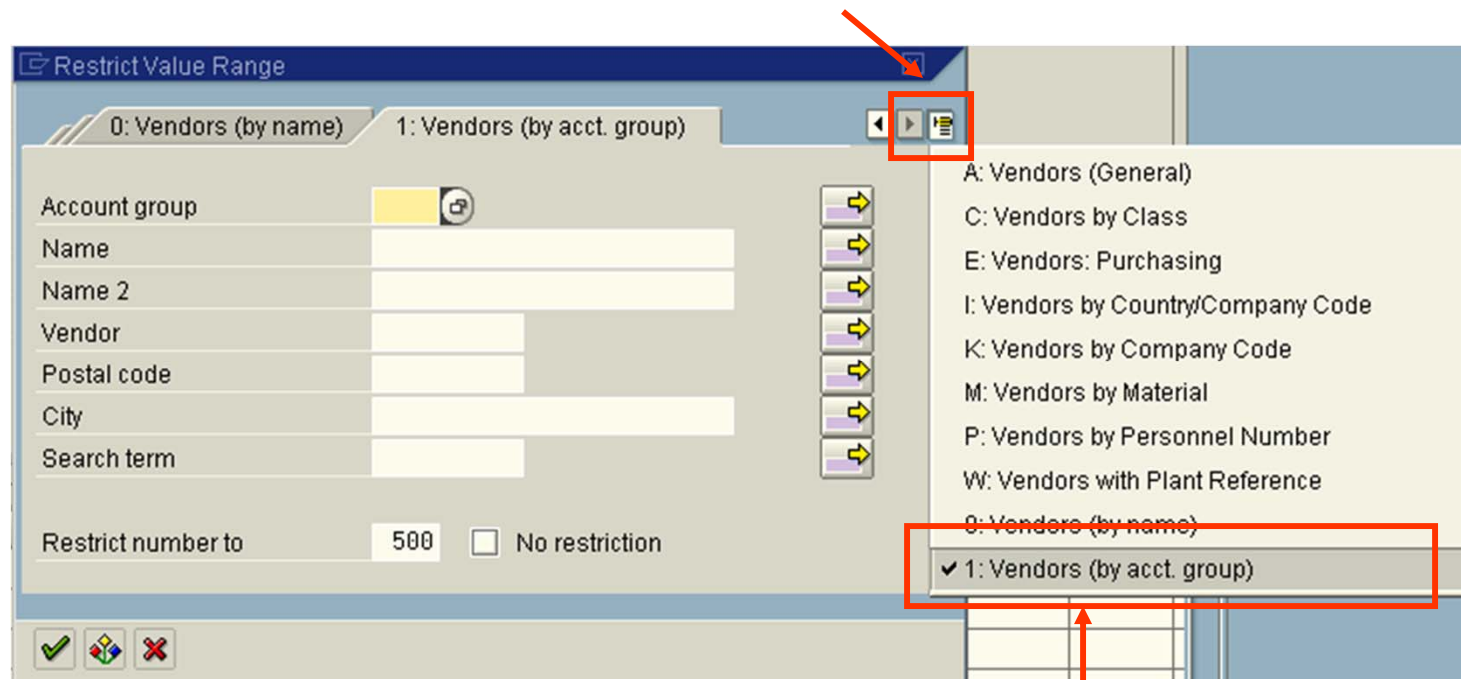
Note: All types of vendors may be added (and deleted) from your personal list at any time.

“Searching” Tips



For Vendors:

When searching for a vendor, always use the “**1. Vendors by acct. group**” search mode. If this is not your default selection, use the dropdown matchcode to select “**Vendor (by acct. group)**”.



When you have selected Vendors (by acct. group), it will become your default dropdown matchcode.

“Searching” Tips (cont’d)



For Vendors (cont’d):
Narrow the search by using:

The Name field:

Input part of the name and use Wildcards (*) at each end

Search Term:

- A/P AND PO
- A/P ONLY
- PO ONLY

Vendor Account Group:

YRCA = vendors paid in Canadian currency

YRUS = vendors paid in U.S. currency, etc.

Personal value list: Restrict value range (1) 7 Entries found

Vendors with Plant Reference Vendors (by name) Vendors (by acct...

Account group YRCA

Name *dell*

Name 2

Vendor

Postal code

City

Search term A/P ONLY

Restrict value range (1) 1 Entry found

Vendors with Plant Reference Vendors (by name) Vendors (by acct. ...

Gro...	Name 1	Nam...	Vend...	Postal c...	City	SearchT...
YRCA	DELL COMPUTER CORP.		100333	M5W 3C2	TORONTO	A/P ONLY

“Searching” Tips (cont’d)



For Vendors (cont’d):

Search Term field; some definitions of the terms

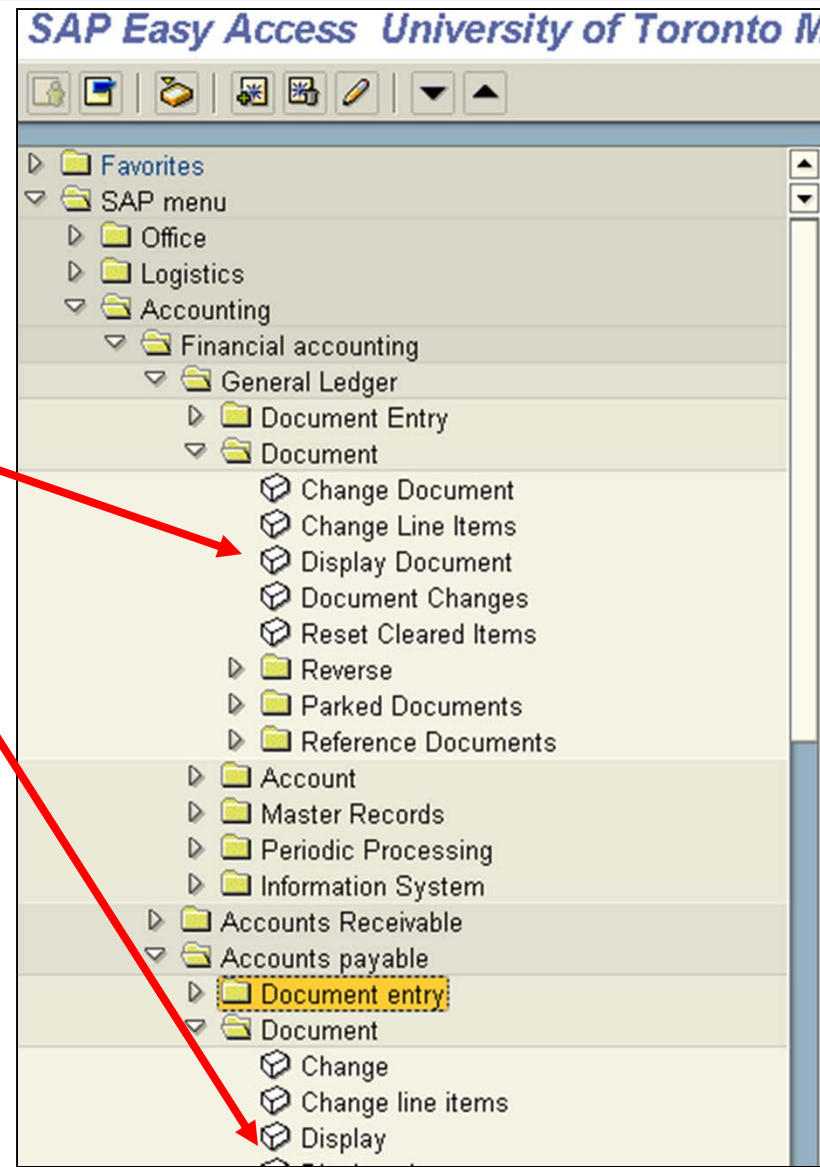
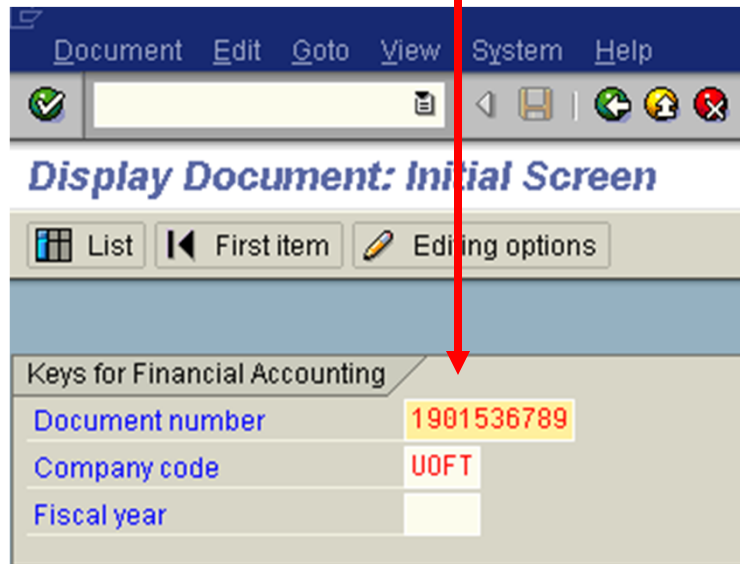
- 1) A/P ONLY indicates the vendor number should only be used for paying invoices.
- 2) A/P AND PO indicates the vendor number should be used for paying invoices and creating purchase orders.
- 3) PO ONLY indicates the vendor number should only be used to create purchase orders (paying the invoice even for purchase orders must be done using an A/P ONLY or A/P AND PO vendor number.
- 4) BLOCKED indicates that the vendor number has been centrally blocked for posting for all transactions.

“Searching” Tips (cont’d)



For Documents:

ANY document can be displayed from ANY of the **Document Display** screens (i.e. A/P documents, A/R documents, Journal Entry documents).



“Searching” Tips (cont’d)



For Documents (cont’d):

Once the document is displayed, you can now:

Change the document

Reverse the document

The screenshot shows the SAP 'Document Overview' window. The title bar reads 'Document Overview'. The toolbar contains various icons, with two icons (a pencil and a red 'X') highlighted by a red box. Red arrows point from the text boxes 'Change the document' and 'Reverse the document' to these icons. Below the toolbar, document details are displayed:

Doc.type : KN (KN:A/P Vendor invoic) Normal document
Doc. number 1901521548 Company code UOFT Fiscal year 2004
Doc. date 10.03.2004 Posting date 22.03.2004 Period 11
Ref.doc. 47935
Doc.currency GBP

Itm	Account	Account short text	PK	Amount	CoCd	Tx	BA	Cost ctr	Order	Funds center
1	400143	Lindsay & Howes Book	31	508.24-	UOFT	**	1000			
2	822000	Library Books	40	508.24	UOFT	10	1000	11812		100574

Cheque Production: Key Factors



Address information for OTA & Alternate Payee:

- 1) The street field must be completed for a cheque to be produced.
- 2) Do not change or enter anything in the fields below the Country and Region fields, including the Bank Country. If any of these defaults are changed, a cheque will not be produced.
- 3) When completing the screen, do not use all upper case fonts as it may extend beyond the window of the envelope and not be readable by the mailing group (Campus Mail or Canada Post).
- 4) When entering a C/O line, do not use a person's name as the C/O; many banks will not cash a cheque with more than one person's name on it, so use the department name instead.
- 5) If using a P.O. Box number, enter it in the street field.

QRG: Using One Time Only Vendors

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Using-One-Time-Only-Vendors-Converted1.pdf>

QRG: Using Alternate Payee Address

- <http://finance.utoronto.ca/wp-content/uploads/2015/10/altpayee.pdf>



Cheque Production: Key Factors (cont'd)

Address information for OTA

Campus Mail: Do not enter a postal code, country or region. Use the department as the C/O, a building name or street address and room number to assist Campus Mail Services in delivering your cheque.

Exception: If payment is in **EURO**, the country field must be completed.*

Name Line 1: Enter the name of the payee **ONLY**

Name Line 2: For payment method B and C only: enter "c/o Faculty of XXXX".

Name Line 3: For payment method D only: enter "c/o Faculty of XXXX".

In the **City** field, enter:

UofT=St. George

UTM=Mississauga

UTSC=Scarborough

UHN=University Health Network

Address and Bank Data			
Vendor	990004	OTA Expense Reimbursement	G/L 514000
Company code	UOFT	University of Toronto	
Item 1 / Business partner data			
Title	Prof.	Language key	EN
Name	Jane Doe		
	c/o Dept of Zoology		
	Room 224		
Street	Earth Sciences Building		
P.O. Box		PO box PCode	
City	UofT	Postal code	
Country		Region	

* Country field should be blank, ***unless payment is in EURO!!!***

Cheque Production: Key Factors (cont'd)



Address information for OTA (cont'd)

Canada Post: Enter the payee or company name exactly how it appears on the invoice. This is how it will appear on the cheque.

For Canadian and US vendors, enter the postal/zip code, the region and the country. For foreign vendors, use the dropdown matchcode for the country and ignore the postal code and region fields.

Option A:

- Street
- City
- Postal Code
- Country
- Region

Note: In this option, if "Street" field is blank, then cheque will NOT be produced!

Option B:

- Postal Code
- PO Box PCode
- City
- Country
- Region

Example – Option B

The screenshot shows the SAP 'Address and Bank Data' form for Vendor 990001. The form is titled 'Address and Bank Data' and contains the following information:

Vendor	990001	OTA Trade Payable Canadian Vendor	G/L	510000
Company Code	UOFT	University of Toronto		
Item 1 / Business partner data				
Title		Language Key	EN	
Name	ACME Company c/o John Smith			
Street				
PO Box	5223	<input type="checkbox"/> PO w/o no.	PO Box PCode	M1Y 1Z4
City	Toronto		Postal Code	
Country	CA	Region	ON	

Cheque Production: Key Factors (cont'd)



Address information for Alternate Payee:

Alternate Payee function: Allows you to redirect a cheque to an address other than the permanent vendor's address.

The document information is still recorded in the vendor payment data.

To use this function enter all of the required information on the **Basic data tab**, including the permanent vendor number and click on the **Payment tab**.

The screenshot shows a software window titled 'Transactn' with a sub-window 'Invoice'. The 'Payment' tab is highlighted with a red box and a red arrow pointing to it. The 'Basic data' tab is also visible. The form contains the following fields:

Vendor	100333	Doc. type	KN:A/P Vendor invc
Invoice date	09.05.2004	Period	1
Posting date	09.05.2004		
Reference	12345		
Cross-CC no.			
Amount	1.00	CAD	<input checked="" type="checkbox"/> Calculate tax
Text	12345 Dell - description of goods purchased		

Cheque Production: Key Factors (cont'd)



Address information for Alternate Payee (cont'd):

On the payment tab, select “Individual payee” to get the Alternate Address input screen (see next slide).

The screenshot shows the SAP 'Enter vendor invoice' screen 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 area is divided into several sections:

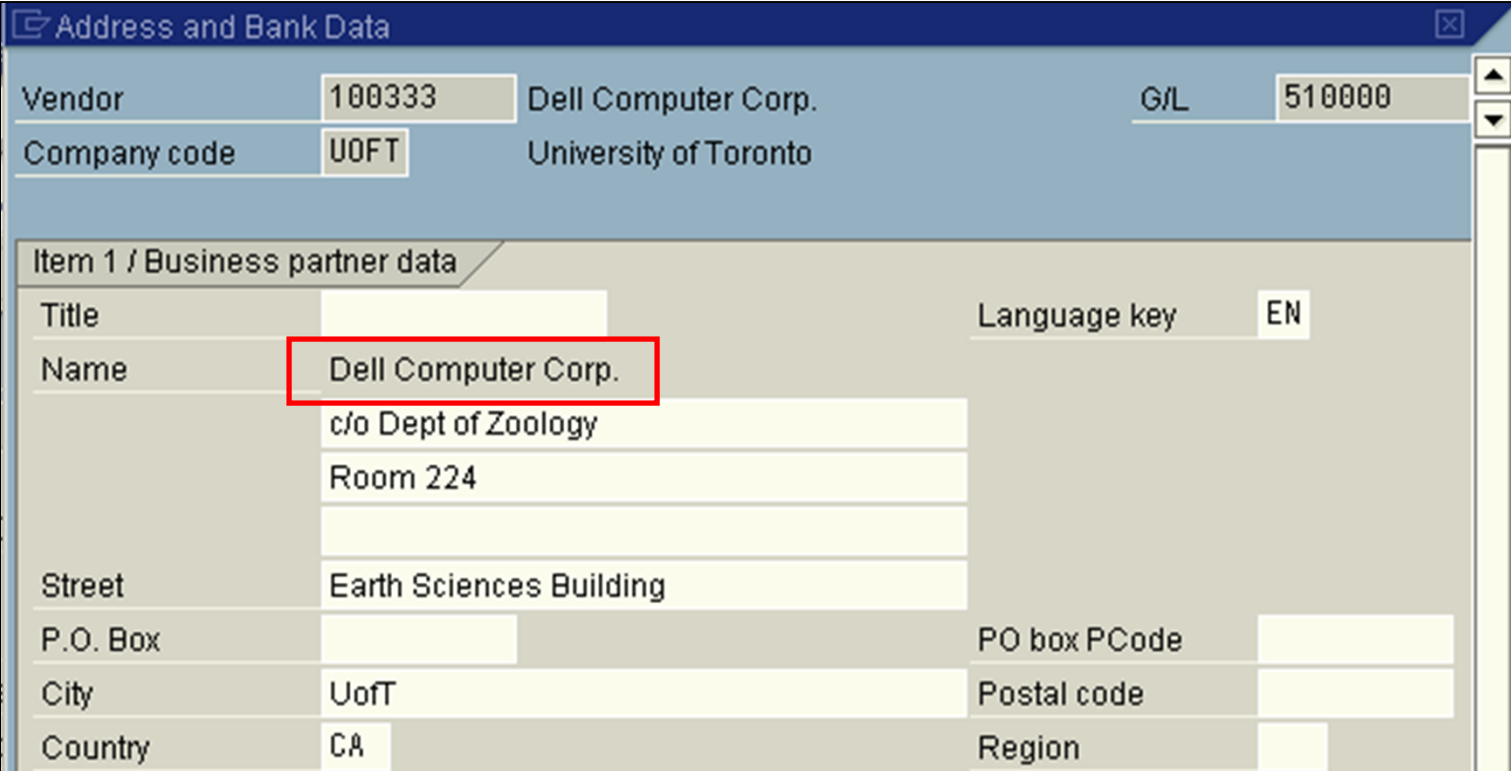
- Transactn:** Invoice, Bal. 1.00-
- Payment Tab:** Contains fields for BaselineDt (09.05.2004), Due on (03.06.2004), Discount, Disc.base, Pmnt meth., Inv.ref., Pmnt terms (YT05, 25 Days), Days net, Pmnt block (Free for payment), and House bank.
- Vendor Section:** Address (Dell Computer Corp., P O Box 8713 Station A, TORONTO ON M5W 3C2, CANADA, 416-758-2242) and Bank account (Not available).
- Individual payee:** A checkbox labeled 'Individual payee' is highlighted with a red box.

Cheque Production: Key Factors (cont'd)



Address information for Alternate Payee (cont'd):

Note that the vendor name is not available for change, but the address fields are all available for input.



The screenshot shows the 'Address and Bank Data' form in SAP. The form is divided into several sections. The top section contains 'Vendor' (100333, Dell Computer Corp.) and 'G/L' (510000). Below this is 'Company code' (UOFT, University of Toronto). The main section is 'Item 1 / Business partner data'. It contains fields for 'Title', 'Name' (Dell Computer Corp., highlighted with a red box), 'Language key' (EN), 'Street' (Earth Sciences Building), 'P.O. Box', 'City' (UofT), and 'Country' (CA). There are also fields for 'PO box PCode' and 'Postal code'.

Address and Bank Data	
Vendor	100333 Dell Computer Corp.
G/L	510000
Company code	UOFT University of Toronto
Item 1 / Business partner data	
Title	
Name	Dell Computer Corp.
	c/o Dept of Zoology
	Room 224
Street	Earth Sciences Building
P.O. Box	
PO box PCode	
City	UofT
Postal code	
Country	CA
Region	

Cheque Production: Key Factors (cont'd)



Currency:

The set up of the Vendor account determines which currency will be used in the payment transaction processed to the Vendor account.

All external vendors fall into 3 categories:

- **CAD** - Vendors paid in Canadian dollars (Vendor #=1xxxxx)
- **USD** - Vendors paid in US dollars (Vendor #=3xxxxx)
- **FOREIGN** - Vendors paid in foreign currencies; i.e. all currencies other than Canadian or US (Vendor #=4xxxxx)

Temporarily Saving Documents



On occasion, you may want to temporarily save the information you've input into the various **Document Entry** screen(s). There are 2 document types that represent “temporary” documents in FIS:

- ✓ Held document
- ✓ Parked document

Both document types will allow you to save a document:

- with incomplete data; i.e. missing CFC, CC, etc.
- when a *hard error* is reported by the system; i.e. CFC has insufficient funds

- **QRG:** Held Document - Retrieve and Post
http://finance.utoronto.ca/wp-content/uploads/2016/02/Held-Documents-Retrieve-and-Post_Feb2016.pdf
- **QRG:** Parked Document - Display Only
<http://finance.utoronto.ca/wp-content/uploads/2015/11/prkdocdis.pdf>
- **QRG:** Parked Doc – Edit, Post or Delete
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Parked-Documents-Edit-Post-Delete-Converted.pdf>



Temporarily Saving Docs (cont'd)

Main processing differences between Held and Parked documents:

Held documents:

Document number is assigned by the user; this document number will be replaced by a system assigned document number upon posting of the document

Parked documents:

Document number is assigned by the system; this document number will be the same number assigned by the system upon posting of the document




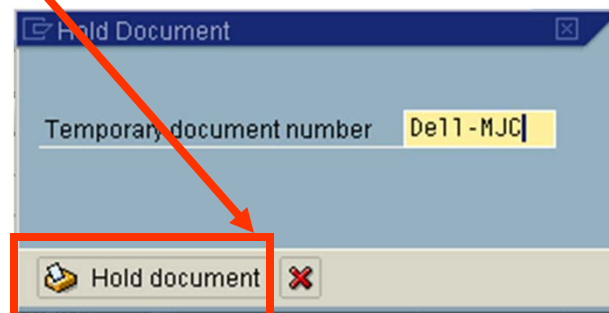
Temporarily Saving Docs (cont'd)

Held Documents:

Create your document and *Hold* the document by clicking on the  icon.



A pop-up box asking for the “Temporary document number” appears. Enter a temporary document number of your choice which may be alpha, numeric or alpha-numeric in nature. Click on the  icon to hold the document.



Temporarily Saving Docs (cont'd)

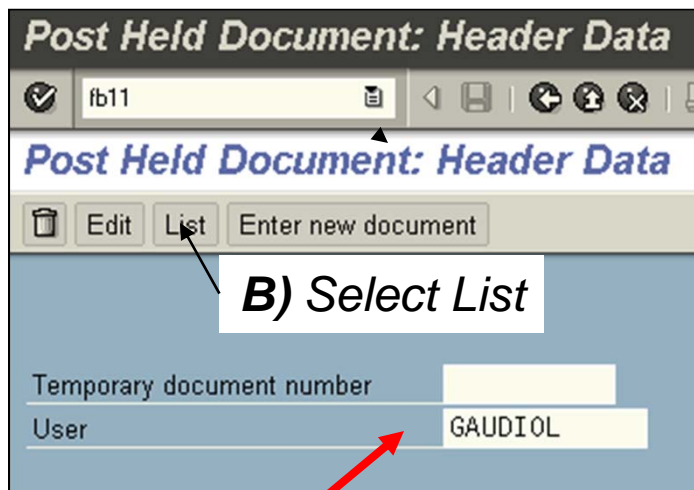
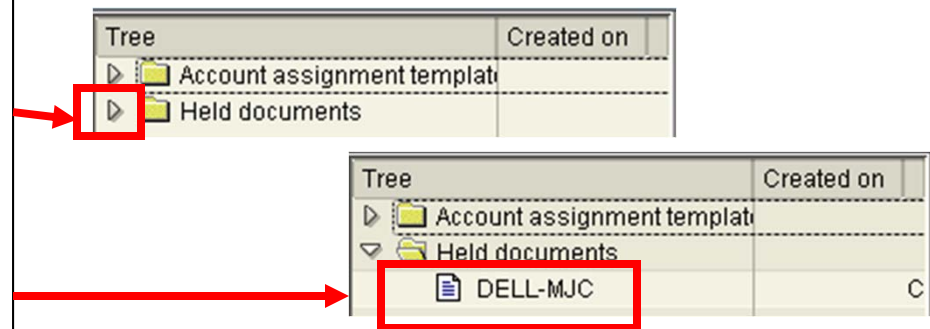


Held Documents (cont'd):

To retrieve your own held documents, click on  icon.

Click on the arrow beside Held documents to display your held documents.

Double click on the held document you wish to use to process for posting.



A) Enter userid

Hint: To retrieve someone else's held documents, use transaction **FB11**.

User	Doc.	CoCd	DocTy	Post. date	Doc. date	Curr.	Text
GAUDIOL	UTS2	UOFT	SA	07.04.04	02.03.04	CAD	20040302-CAD

C) Get list of Held documents for processing



Temporarily Saving Docs (cont'd)

Held Documents (cont'd):

The transaction you created will be imported into the data entry screen. Make any necessary changes required to post. The 'tree' may be turned off at any time to view more of the document.

Enter vendor invoice: Company code UOFT

Tree off Company Code Hold... Simulate Park Editing options

Tree Created on

- Account assignment template
- Held documents
 - DELL-MJC

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

Vendor 100333

Invoice date 16.04.2004 Doc. type KN:AP Vendor inv

Posting date 19.04.2004 Period 12

Reference 12345

Cross-CC no.

Amount 100.00 CAD Calculate tax

Text 12345 Dell Computer - held document

Baseline date

Company Code UOFT University of Toronto

Vendor Address

Dell Computer Corp.
P O Box 8713 Station A
TORONTO ON M5W 3C2
CANADA
416-758-2242

Bank account Not available

1 Items (Line Item Entry - FB60 + FB65)

Status	G/L acct	Short text	D/C	Amount in doc.curr.	Co...	Tax code	Business ar...	Cost center	Order	F
✘	821110	Equip:Comput...	Debit	100.00	UOFT IX			11181		1
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					



Temporarily Saving Docs (cont'd)

Held Documents (cont'd):

Press enter to have the system accept the document along with any changes you have made. You may have to hit enter for each line item in the document. Then “post” the document and record the system generated document number.

Enter vendor invoice: Company code UOFT

Tree off | Company Code | Hold... | Simulate | Park | Editing options

Transactn Invoice Bal. 0.00

Basic data | Payment | Details | Tax | Notes

Vendor: 100333
Invoice date: 16.04.2004 Doc. type: KN:A/P Vendor invc
Posting date: 19.04.2004 Period: 12
Reference: 12345
Cross-CC no.:
Amount: 100.00 CAD Calculate tax
Text: 12345 Dell Computer - held document
Paymt terms: 25 Days net
Baseline date: 16.04.2004
Company Code: UOFT University of Toronto

Vendor Address: Dell Computer Corp., P O Box 8713 Station A, TORONTO ON M5W 3C2, CANADA, 416-758-2242
Bank account: Not available

1 Items (Line Item Entry - FB60 + FB65)

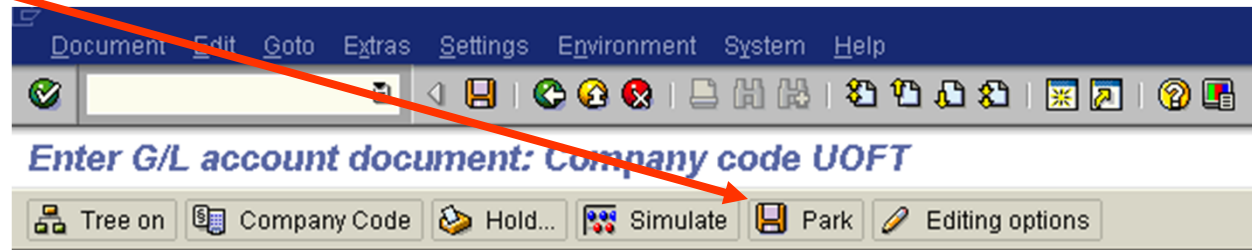
Status	GL acct	Short text	D/C	Amount in doc.curr.	Co...	Tax code	Business ar...	Cost center	Order	F
✓	821110	Equip.Comput.	Debit	100.00	UOFT	IX	1000	11181		1
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					



Temporarily Saving Docs (cont'd)

Parked Documents:

Create your document and Park the document by clicking on the park ( Park) icon.



A message will appear saying “Document 10XXXXXXXXX (or 19XXXXXXXXX etc) UofT was parked.” Record this number* on the document for future reference as this will be the permanent document number upon posting.

***HINT:** It is strongly recommended that an indicator. For instance, “P” for Parked is noted along the document number until the document is actually posted as a reminder that the transaction has NOT been posted yet.



Temporarily Saving Docs (cont'd)

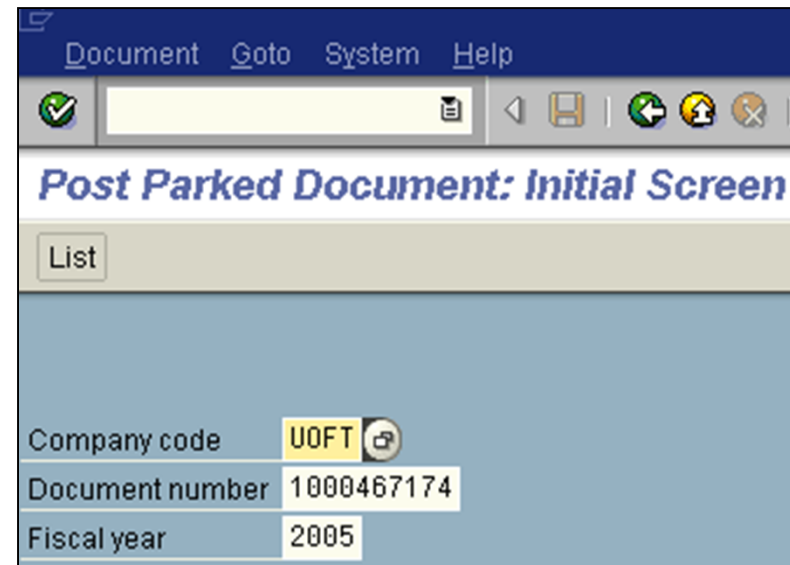
Parked Documents (cont'd):

SAP Menu Path: Post/Delete (or Post Parked Document)

Accounting >> Financial accounting >> Accounts payable (or General Ledger) >> Document >> Parked Documents >> Post/Delete (or Post Parked Document)

Transaction Code: FBV0

Enter the document number and click on the green check mark to display the document *or* search for it by clicking on the () button.



Temporarily Saving Docs (cont'd)



Parked Document (cont'd): Once the document is ready for posting click on the post ( Post) icon to post the document.



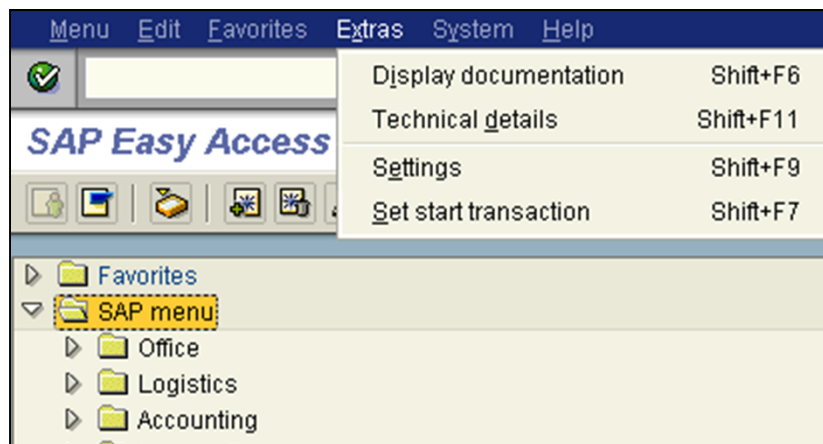
Do not use the regular post icon () as this simply **re-parks** the document.

Transaction Codes

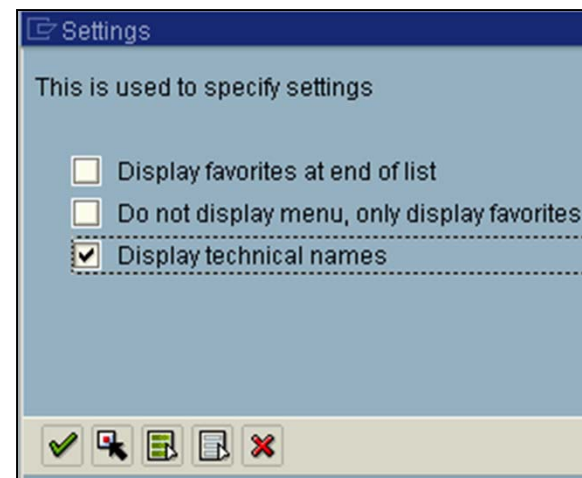


Transaction codes offer an alternative to menu paths when it comes to navigating in the system. To activate the “technical names”, also known as transaction codes, for transactions and reports, follow the directions below:

1. Extras>>Settings



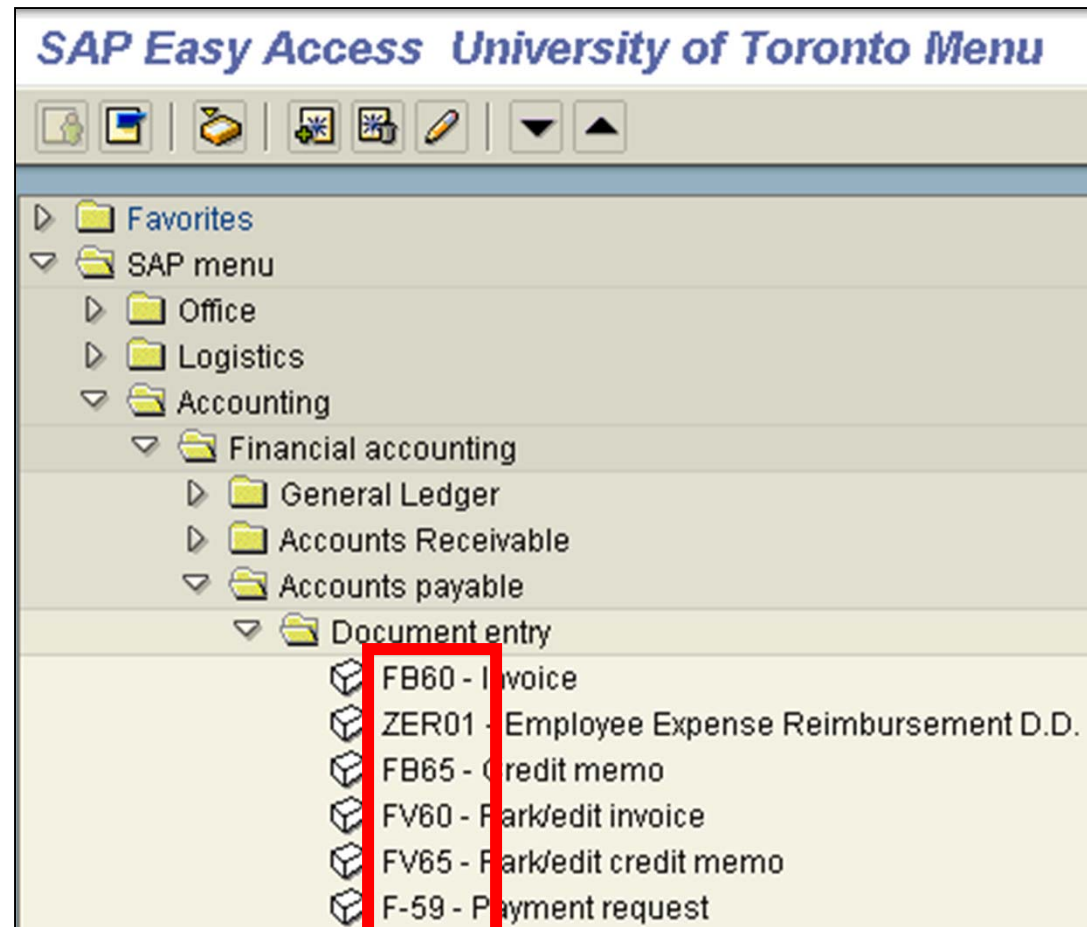
2. Select “Display technical names”>> Click on 



Transaction Codes (cont'd)



Transaction codes are now displayed at the menu item selection screen:

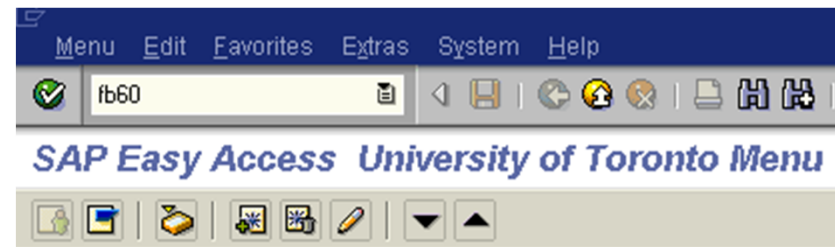


Transaction Codes (cont'd)

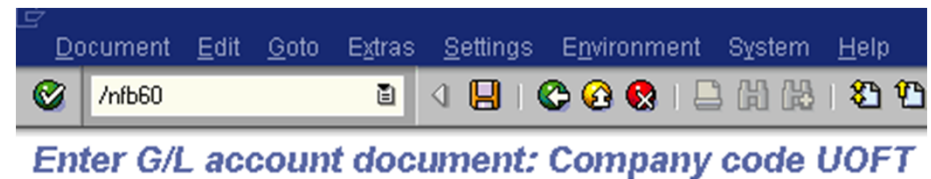


Transaction codes are *not* case sensitive or space sensitive.

From the SAP Easy Access Menu screen, enter the transaction code in the transaction code box at the top of the screen and press enter.



From any other screen, enter /n to indicate “next transaction” and then the transaction code, e.g. **/nfb60**.



Commonly Used Transaction Codes:

- Accounts Payable – FB60
- General Ledger – FB50
- Purchase Order – ME21N
- Goods Receipt – MIGO
- Invoice Verification – MIRO

Reducing Your Key Strokes



Post with reference allows you to use a previously posted document 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

Pros:

Brings in all information contained in the previously posted document; specifically the Header information (Data tab), as well as all of the financial information (G/L and/or Vendor, CFC, etc.); thereby eliminating need to re-key same information

Cons:

Uses the old input screens (i.e. Complex posting); i.e. limited information on the Overview screen

WEB Documentation



- **Documentation and Support**

<http://finance.utoronto.ca/fast/support-documentation/>

- **Financial Forms: Forms for Processing in FIS**

<http://finance.utoronto.ca/forms/processing/>

- **Policy & Documentation: Guide to Financial Management**

<http://finance.utoronto.ca/policies/gtfm/>

NEED HELP?



<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:

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