

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 / 08 / 2020</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 ref#
MSB2008510	10/09/2020	20.00	Ted Jones – 1058586451	FIS# 3000010972	06/05/20	1700 005432
....		
MSB2009910	02/27/2020	20.00	Barney Ruble - 1079587453	FIS# 3000198739	03/02/20	1700058961
MSB2009911	02/27/2020	20.00	Jonny Quest - 1089487435	FIS# 3000198739		
MSB2009912	02/27/2020	20.00	Clark Kent - 1069787456	FIS# 3000198739		
MSB2009913	02/27/2020	20.00	Bruce Wayne-107999545645	FIS# 3000198739		
MSB2009914	02/27/2020	20.00	Peter Parker - 108497875562	FIS# 3000198739		
MSB2009915	03/02/2020	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.

UNIVERSITY OF TORONTO		Document Date: Jan 5, 2021		Currency: CAD	
Submit To: Cashiers Office Financial Services Department Finance Division 215 Huron Street		Posting Date: Jan 5, 2021		Document Type: SF	
		Company Code: UOFT		Document #: _____	

Payor Name or Cheque Grouping	Amount	Payor Name or Cheque Grouping	Amount	Cash	Amount
Parker, P	20.00			X 5	0.00
Stark, T	20.00			X 10	0.00
Kent, C	20.00			X 20	0.00
Wayne, B	20.00			X 50	0.00
Banner, B	20.00			X 100	0.00
				COIN	0.00
			Total Cheques		\$100.00
			Total Cash		\$0.00
			Total Cheques		\$100.00
			Total Deposit		\$100.00

G/L Account	DEBIT Postkey	Amount	Business Area	Assignment (Dept. Name & Phone #)				Text (description)			
350001	40	\$100.00	1000	KPE, 8-4675				5 key deposits - January 2021			
Add Item											
G/L Account	CREDIT/DEBIT Postkey	Amount	Tax Code	Business Area	Cost Center	Internal Order	Funds Center	Fund	Commitment Item	Text	
	Credit	\$20.00		1000						Parker, P., key deposit, January 2021	
	Credit	\$20.00		1000						Stark, T, key deposit, January 2021	
	Credit	\$20.00		1000						Kent, C, key deposit, January 2021	
	Credit	\$20.00		1000						Wayne, B., key deposit, January 2021	
	Credit	\$20.00		1000						Banner, B., key deposit, January 2021	
Total Deposit		100.00									

CONTACT INFORMATION Deposit Prepared by: <u>Casey Fistrain</u>		Phone Number: <u>(416) 978-4675</u>	
Faculty/Division: <u>Kinesiology and Physical Education</u>		Date: _____	
Address: <u>215 Huron St</u>			
Authorized Approval or Delegated Signing Authority _____		Title of Signing Authority _____	

Cashier's Receipt

FOR ADMINISTRATIVE USE ONLY

ONE (1) COPY FOR ORIGINATING DEPARTMENT
TWO (2) COPIES TO FINANCIAL SERVICES

Reset Form
Print Form

(RS/12GH) Financial Services, July 2012
Page 1 of 1

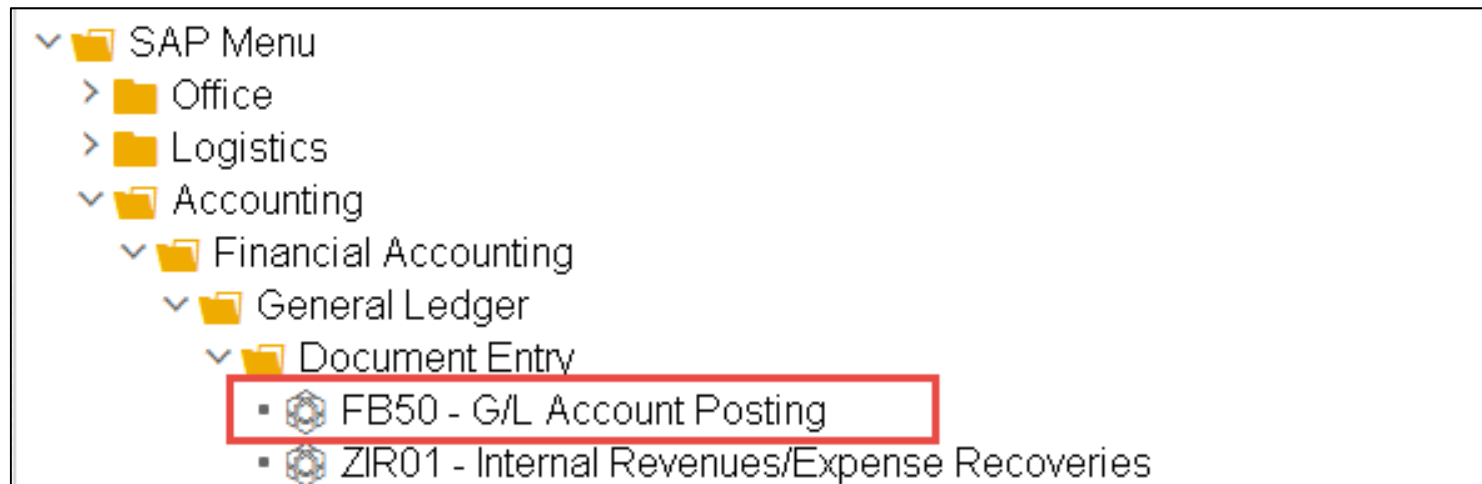
Forms: Internal Cash Receipts & Direct Deposit Forms
<http://finance.utoronto.ca/forms/processing/>
 (NOTE: UTM & UTSC contact Business/Financial Services Office for local deposit form)5

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

Enter G/L Account Document: Company Code UOFT

Tree on Company Code Hold Simulate Park

Basic Data Details

Document Date	05.01.2021	Currency	CAD
Posting Date	05.01.2021	Period	9
Reference	REP DEP-MULTIPLE		
Doc.Header Text	Ref Dep-Dec 2020 - 5@\$20		
Document Type	SF	SF:Dept'l deposits	
Cross-CC no.			
Company Code	UOFT	University of Toronto	

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.

Status	G/L acct	Short Text	D/C	Amount in doc.curr.	Commitment itm	Tax code	Business a	Assignment	Text
✓	350001	Deposit:Transit...	Debit	100.00	CASHINTRNS		1000	Music 8-4675	Locker Key Ref Dep - 5 @ \$20

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 open, and 'Complex posting' is selected. The main window displays the following details:

Document Date	06.01.2021	Currency	CAD
Posting Date	06.01.2021	Period	9
Reference	REF DEP - MULTIPLE		
Doc. Header Text	Ref Dep-Jan - 5 @ \$20		
Document Type	SF	SF:Dept'l deposits	
Cross-CC no.			
Company Code	UOFT	University of Toronto	

Amount Info:

Total Dr.	
Total Cr.	

1 Items (Screen Variant : Standard 1)

Status	G/L acct	Short Text	D/C	Amount in doc.curr.	Commitment itm	Assignment	Text	Earmar
✓	350001	Deposit Transit...	Debit	100.00	CASHINTRNS	Music 8-4675	Locker Key Ref Dep - 5 @ \$20	

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 ap.fsd@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 Date: 06.01.2021, Type: SF, Company Code: U0FT
Posting Date: 06.01.2021, Period: 9, Currency: CAD
Document Number: INTERNAL, Fiscal Year: 2021, Translatn Date: 06.01.2021
Reference: REF DEP - MULTIPLE
Doc.Header Text: RefDep-Jan - 5 @ \$20

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 Items

PstKy	34	Account	860106	L 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).



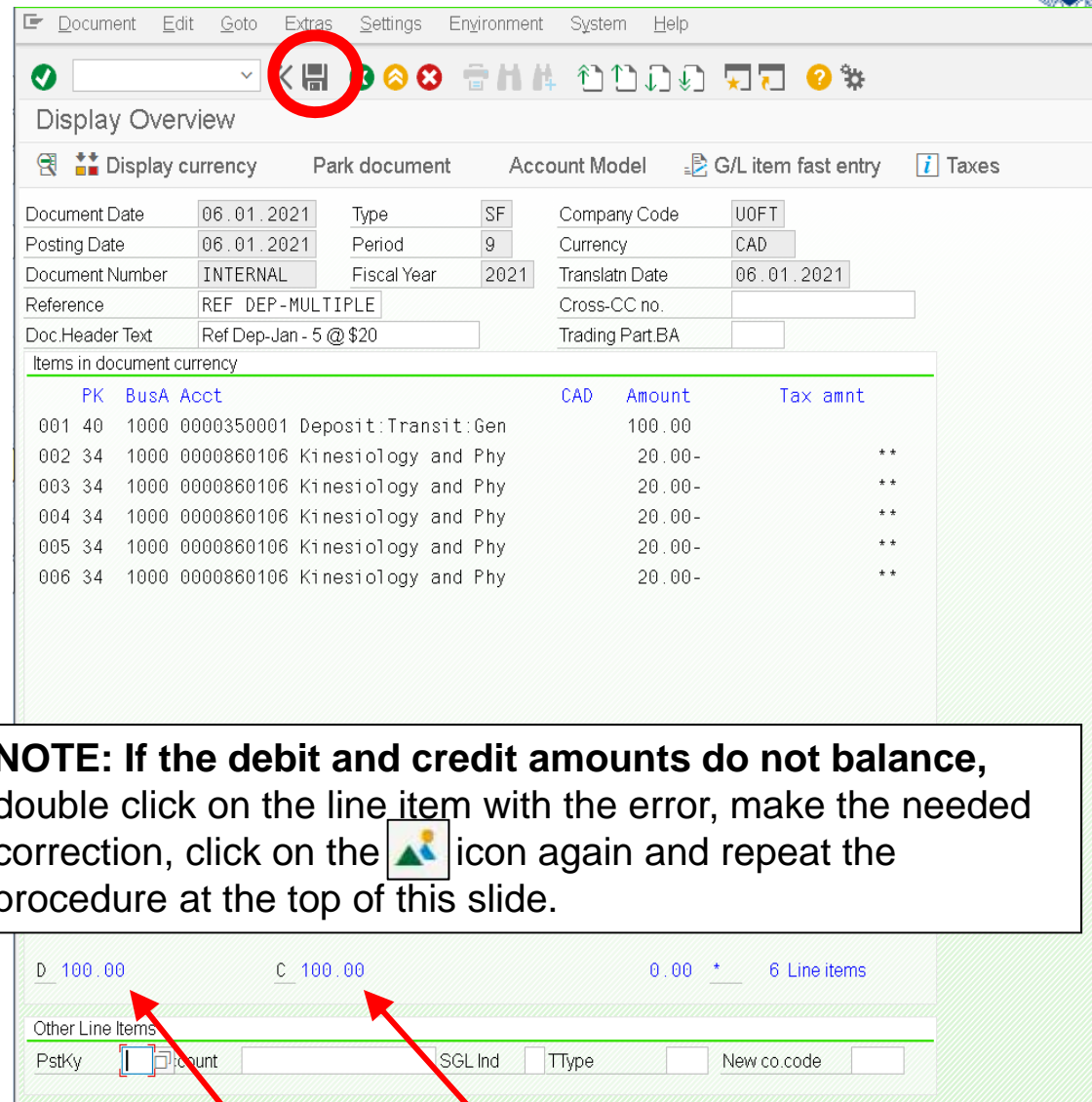
Processing the Deposit in FIS: Complex Posting (cont'd)

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



Document Date: 06.01.2021, Type: SF, Company Code: UOFT
 Posting Date: 06.01.2021, Period: 9, Currency: CAD
 Document Number: INTERNAL, Fiscal Year: 2021, Translatn Date: 06.01.2021
 Reference: REF DEP - MULTIPLE, Cross-CC no.:
 Doc.Header Text: Ref Dep-Jan - 5 @\$20, Trading Part.BA:

PK	BusA	Acct		CAD	Amount	Tax amnt
001	40	1000 0000350001	Deposit:Transit:Gen		100.00	
002	34	1000 0000860106	Kinesiology and Phy		20.00-	**
003	34	1000 0000860106	Kinesiology and Phy		20.00-	**
004	34	1000 0000860106	Kinesiology and Phy		20.00-	**
005	34	1000 0000860106	Kinesiology and Phy		20.00-	**
006	34	1000 0000860106	Kinesiology and Phy		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.

D 100.00 C 100.00 0.00 * 6 Line items

Other Line Items
 PstKy Account SGLInd TType New co.code

 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)**

SAP Easy Access University of Toronto Menu

Other menu Create role Assign users

- > Favorites
- ▼ SAP Menu
 - > Office
 - > Logistics
 - ▼ Accounting
 - ▼ Financial Accounting
 - > General Ledger
 - > Accounts Receivable
 - ▼ Accounts payable
 - ▼ Document entry
 - **FB60 - Invoice**
 - ZERU1 - Employee Expense Reimbursement D.D.
 - FB65 - Credit memo
 - FV60 - Park/edit invoice
 - FV65 - Park/edit credit memo



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

Transactn Invoice

Basic data Payment Details Tax Notes

Vendor 860106

Invoice date 06.01.2021

Posting Date 06.01.2021

Document Type SF:Dept'l deposits

Cross-CC no.

Amount 20.00 CAD Calculate tax

Text Stark T., locker key deposit Jan 6

Paymt terms Due immediately

Baseline Date 06.01.2021

Company Code UOFT University of Toronto

Bal. 0.00

Vendor

Address

Kinesiology and Phys Education

215 Huron

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

Status	G/L acct	Short Text	D/C	Amount in doc.curr.	Co...	Tax code	Business a...	Cost center	Order	Funds cer.
✓	350001	DepositTransit_	Debit	20.00	UOFT		1000			

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

Transactn Invoice

Basic data Payment **Details** Tax Notes

G/L 54000 AP:MiscRfndbleDeposi

Assign. **Stark, T.**

HeaderText

Bus. Area 1000

Cmnt Item PAYABLE

Bal. 0.00

Vendor

Address

Kinesiology and Phys Education

215 Huron

Ols



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.

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

Status	G/L acct	Short Text	D/C	Amount in doc.curr.	Co...	Tax code	Business a...	Cost center	Order	Funds center	Fund	Commitment	Assignment	Text
✓	350001	Deposit Transi...	Debit	20.00	UOFT		1000					CASHINTRNS	KPE 8-4675	Locker Key Ref Dep


ALTERNATE FIS Deposit Process: Basic Data Tab



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.

Status	G/L acct	Short Text	D/C	Amount in doc.curr.	Co...	Tax code	Business a...	Cost center	Order	Funds center	Fund	Commitment itm	Assignment	Text
✓	350001	Deposit Transi...	Debit	20.00	UOFT		1000					CASHINTRNS	KPE 8-4675	Locker Key Ref Dep

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)**

SAP Easy Access University of Toronto Menu

Other menu Create role Assign users

- > Favorites
- ▼ SAP Menu
 - > Office
 - > Logistics
 - ▼ Accounting
 - ▼ Financial Accounting
 - > General Ledger
 - > Accounts Receivable
 - ▼ Accounts payable
 - ▼ Document entry
 - **FB60 - Invoice**
 - ZERU1 - Employee Expense Reimbursement D.D.
 - FB65 - Credit memo
 - FV60 - Park/edit invoice
 - FV65 - Park/edit credit memo

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).

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code UOFT

Tree on Company Code Hold Simulate Park

Transactn Invoice

Basic data Payment Details Tax Notes

Vendor 990008

Invoice date 06.01.2021 Reference DEP REF-STARK, T

Posting Date 06.01.2021 Period 9

Document Type KA:Key dep & Payroll

Cross-CC no.

Amount 20 CAD Calculate tax

Text Locker Key Dep. Refund - Stark, T.

Baseline Date

Company Code UOFT University of Toronto

Bal. 0.00

Vendor

Address

OTA Refundable Deposit

215 Huron Street

Toronto ON M5S 1A2

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

Status	G/L acct	Short Text	D/C	Amount in doc.curr.	Co...	Tax code	Business a...	Cost center	Order	Funds cer
			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)

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

QRG: Using One Time Only Vendors

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

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

Enter Vendor Invoice: Company Code UOFT

Transactn: Invoice

Basic data | Payment | **Details** | Tax | Notes

G/L: 540000 AP:MiscRfndbleDeposi

Assign.: Stark, T.

HeaderText: Dep. Refund - Stark, T.

Bus. Area: 1000

Vendor: OTA Refundable Deposit

Bal.: 20.00-

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

Status	G/L acct	Short Text	D/C	Amo
			Debit	
			Debit	
			Debit	
			Debit	
			Debit	
			Debit	
			Debit	
			Debit	

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

SAP

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 (cont'd)



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

Document Date	06.01.2021	Type	KA	Company Code	U0FT
Posting Date	06.01.2021	Period	9	Currency	CAD
Document Number	INTERNAL	Fiscal Year	2021	Translatn Date	06.01.2021
Reference	DEP REF - STARK, T		Cross-CC no.		
Doc. Header Text	Dep. Refund - Stark, T.		Trading Part.BA		

PK	BusA	Acct	CAD	Amount	Tax amnt
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 Items						
Pstky	21	Account	860106	GL 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

Correct Vendor item

Vendor 860106 Kinesiology and Phys Education G/L Acc 540000
Company Code UOFT 215 Huron
University of Toronto
Item 2 / Credit memo / 21


Amount 20.00 CAD
Tax code **

Bus. Area 1000
Payt Terms
Bline Date 06.01.2021
Days/percent
Fixed
Disc. base
Disc. Amount
Invoice ref.
Pmnt Block
Pmt Method Pmt meth.spl.

Amount is calculated

Assignment Stark, T
Text Stark, T. refund key deposit, Jan 2021 Long Texts


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.

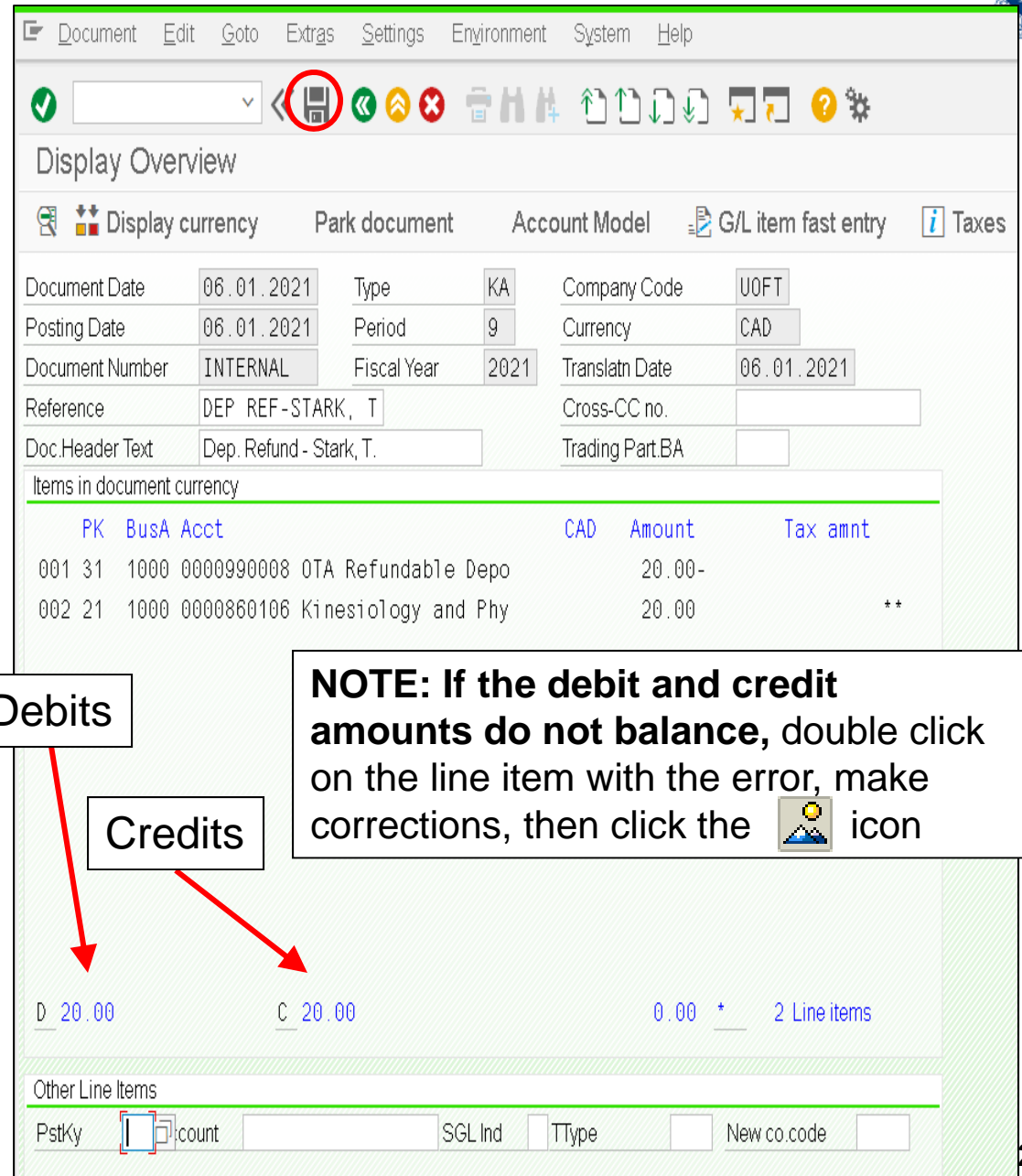
Processing the Refund in FIS: Complex posting



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...




The screenshot shows the FIS software interface. At the top, there is a menu bar with options: Document, Edit, Goto, Extras, Settings, Environment, System, Help. Below the menu is a toolbar with various icons, including a floppy disk icon circled in red. The main area is titled "Display Overview" and contains several fields for document details:

Document Date	06.01.2021	Type	KA	Company Code	UOFT
Posting Date	06.01.2021	Period	9	Currency	CAD
Document Number	INTERNAL	Fiscal Year	2021	Translatn Date	06.01.2021
Reference	DEP REF - STARK, T		Cross-CC no.		
Doc.Header Text	Dep. Refund - Stark, T.		Trading Part.BA		

Below the fields is a table titled "Items in document currency":

PK	BusA	Acct	CAD	Amount	Tax amnt
001	31	1000 0000990008	OTA Refundable Depo	20.00-	
002	21	1000 0000860106	Kinesiology and Phy	20.00	**

At the bottom of the screen, there is a summary line: "D 20.00 C 20.00 0.00 * 2 Line items". A red arrow points from the "Debits" label to the "D 20.00" value, and another red arrow points from the "Credits" label to the "C 20.00" value. A note box contains the text: "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 1700000023 was posted in company code UOFT

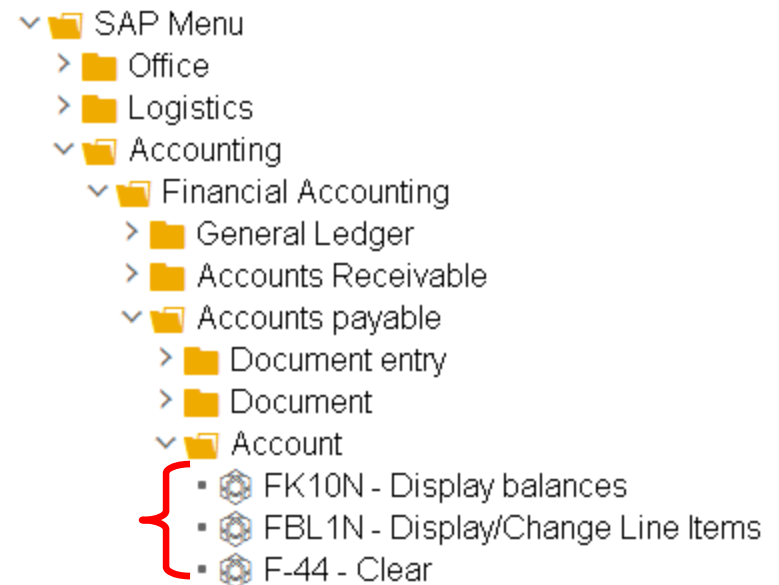


Tracking/Reconciling Balances Reports in FIS: Menu Path

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://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

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)

Vendor	
Company code	U0FT
Fiscal year	2021

Enter Fiscal year

To run report click on the Execute icon



Report: Vendor Balance Display (FK10N) – Output Screen

Period	Debit	Credit	Balance	Cumulative balance	Sales/Purchases
Balance Carr...					
1					
2					
3					
4					
5					
6					
7					
8					
9	20.00	100.00	80.00-	80.00-	20.00
10				80.00-	
11				80.00-	
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

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.

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.

The screenshot displays the 'Vendor Line Item Display' input screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main content area is divided into several sections:

- Vendor selection:** Contains fields for 'Vendor account' (with a red circle around the Execute icon and a red arrow pointing to the field), 'Company code' (set to 'UOFT'), and 'to' fields.
- Selection using search help:** Includes 'Search help ID', 'Search string', and a 'Search help' button.
- Line item selection:** Features a 'Status' section with radio buttons for 'Open items', 'Cleared items', and 'All items'. The 'Open items' option is selected. Below it, the 'Open at key date' field is set to '06.01.2021' (circled in red). There are also 'Clearing date' and 'Posting date' fields with 'to' fields.
- Type:** A list of checkboxes for 'Normal items' (checked), 'Special G/L transactions', 'Noted items', 'Parked items', and 'Customer items'.
- List Output:** Includes 'Layout' (set to '/UOFT') and '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 (*T. Stark*) 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 Stark, T has been refunded his \$20.00 Locker Key Deposit. These two entries are now ready to be cleared.

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	Banner, B	3000000506	SF	06.01.2021			20.00-	CAD		Banner, B, key deposit, January 2021
<input type="checkbox"/>	Kent, C	3000000506	SF	06.01.2021			20.00-	CAD		Kent, C, key deposit, Jan 2021
<input type="checkbox"/>	Barker, B	3000000506	SF	06.01.2021			20.00-	CAD		Barker, B, key deposit, January 2021
<input type="checkbox"/>	Stark, T	1700000024	KA	06.01.2021			20.00	CAD		Stark, T, refund key deposit, Jan 2021
<input type="checkbox"/>	Stark, T	3000000506	SF	06.01.2021			20.00-	CAD		Stark, T, key deposit, Jan 2021
<input type="checkbox"/>	Wayne, B	3000000506	SF	06.01.2021			20.00-	CAD		Wayne, B, key deposit, January 2021
*							80.00-	CAD		
** Account 860143							80.00-	CAD		

Vendor	*
Company Code	*
Name	*
City	*

St	Assignment	DocumentNo	Type	Doc. Date	S	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 Clearing Date Period
Company Code Currency

Open Item Selection

Special G/L Ind Standard OIs

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.

Clear Vendor Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 860143 Kinesiology and Phys Education

Assignment	Document N...	D...	P...	Posting D...	Documen...	CAD Gross	CashDiscount	CDPer.
Banner, B	3000000506	SF	34	06.01.2...	06.01.2...	20.00-		
Kent, C	3000000506	SF	34	06.01.2...	06.01.2...	20.00-		
Parker, P	3000000506	SF	34	06.01.2...	06.01.2...	20.00-		
Stark, T	1700000024	KA	21	06.01.2...	06.01.2...	20.00		
Stark, T	3000000506	SF	34	06.01.2...	06.01.2...	20.00-		
Wayne, B	3000000506	SF	34	06.01.2...	06.01.2...	20.00-		

Processing 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

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



We want to clear the lines for Stark, T. All other lines have been deselected. Once all items that need to be cleared are selected the "Not 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...

✔ Document 100000001 was posted in company code UOFT

Report: Vendor Line Item Display – Output Screen



Vendor Line Item Display

Vendor Company Code: 860143 UOFT
 Name: Kinesiology and Phys Education
 City:

Before clearing (page 24)

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	Banner, B	3000000506	SF	06.01.2021			20.00-	CAD		Banner, B, key deposit, January 2021
<input type="checkbox"/>	Kent, C	3000000506	SF	06.01.2021			20.00-	CAD		Kent, C, key deposit, Jan 2021
<input type="checkbox"/>	Parker, P	3000000506	SF	06.01.2021			20.00-	CAD		Parker, P, key deposit, January 2021
<input type="checkbox"/>	Stark, T	1700000024	KA	06.01.2021			20.00	CAD		Stark, T, refund key deposit, Jan 2021
<input type="checkbox"/>	Stark, T	3000000506	SF	06.01.2021			20.00-	CAD		Stark, T, key deposit, Jan 2021
<input type="checkbox"/>	Wayne, B	3000000506	SF	06.01.2021			20.00-	CAD		Wayne, B, key deposit, January 2021
*							80.00-	CAD		
** Account 860143							80.00-	CAD		

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

Vendor Company Code: 860143 UOFT
 Name: Kinesiology and Phys Education
 City:

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	Banner, B	3000000506	SF	06.01.2021			20.00-	CAD		Banner, B, key deposit, January 2021
<input type="checkbox"/>	Kent, C	3000000506	SF	06.01.2021			20.00-	CAD		Kent, C, key deposit, Jan 2021
<input type="checkbox"/>	Parker, P	3000000506	SF	06.01.2021			20.00-	CAD		Parker, P, key deposit, January 2021
<input type="checkbox"/>	Wayne, B	3000000506	SF	06.01.2021			20.00-	CAD		Wayne, B, key deposit, January 2021
*							80.00-	CAD		
<input type="checkbox"/>	Stark, T	1700000024	KA	06.01.2021			20.00	CAD	100000001	Stark, T, refund key deposit, Jan 2021
<input type="checkbox"/>	Stark, T	3000000506	SF	06.01.2021			20.00-	CAD	100000001	Stark, T, key deposit, Jan 2021
*							0.00	CAD		
** Account 860143							80.00-	CAD		