



***SIMULATION - How to Retrieve the SU53 Authorization  
Data Report***

Have you received any unexpected authorization error messages in AMS/FIS?

If you have, watch this simulation to learn how to retrieve the SU53 Authorization Data report.

Once the report is retrieved, provide its output to EASI through [uoft.me/esc](https://uoft.me/esc) to aid with diagnosing and resolving the issue.

# FAST Tips

*Simulation*



How to Retrieve the SU53  
Authorization Data Report

*FAST Team,  
Financial Services Dept.  
University of Toronto*

**How do I locate the vendor # when processing an ERDD  
on the Web transaction and get the error message  
“Vendor blocked and marked for deletion”?**

*\*repeat tip*

When processing an expense reimbursement using the web application (ERDD) only the personnel # is required. However, you may receive the “Vendor blocked and marked for deletion” error message when trying to post the transaction. Usually when there has been a break/gap in the employee’s HRIS service.

To correct you must first confirm the employee’s status is ‘Active’ and then send an email to [ap.fsd@utoronto.ca](mailto:ap.fsd@utoronto.ca) requesting that the employee’s ERDD vendor account be manually unblocked.

The issue when processing a reimbursement using ERDD on the web is that the vendor # does not appear on the screen.

**Follow the steps below to locate the vendor # for the employee:**

**STEP 1:** Confirm that the employee is active in HRIS.

If yes, then proceed to the next step. If the person is no longer active in HRIS, confirm they should be receiving the reimbursement and then process in FIS as a standard cheque expense reimbursement.

**STEP 2:** Locate ERDD Vendor #

Use the following menu path(s) to go to the ERDD transaction in FIS:

- *Accounting >> Financial Accounting >> Accounts Payable >> Document Entry >> Expense Reimbursement Direct Deposit*
- Enter the Personnel # of the employee in the Personnel no. field and hit enter
- The Vendor field will be populated with the vendor account #

Expense reimbursement (direct deposit): Data entry screen

Vendor  Personnel no.  Employee name   
 Department   
 Address   
 Address

Document Date   
 Posting Date 30. 11. 2020  
 Document type KF  
 Reference  Document Bal. 0.00  
 Currency CAD  
 Doc. Header Text   
 Claim Amount

G/L acct	Short Text	D/C	Amount in doc. curr.	Comp...	Tax Co...	Cost Center	Order	Funds center	Fund	Commitment
<input checked="" type="checkbox"/>		▼	<input checked="" type="checkbox"/>							
<input checked="" type="checkbox"/>		▼	<input checked="" type="checkbox"/>							
<input checked="" type="checkbox"/>		▼	<input checked="" type="checkbox"/>							
<input checked="" type="checkbox"/>		▼	<input checked="" type="checkbox"/>							
<input checked="" type="checkbox"/>		▼	<input checked="" type="checkbox"/>							

### Learn More:

- [Reference Guide – ERDD Create](#)
- [Simulation – ERDD Create](#)
- [ERDD on the Web – Create](#)
- [Training Slides – A/P Processing Part 2 – Expense Reimbursements](#)
- [Knowledge Centre Article – I am trying to post an employee expense reimbursement in FIS but get an error message that the vendor is blocked. How do I correct this?](#)

## ***SIMULATION - How to Print an Additional Copy of a Purchase Order (PO)***

*\*repeat tip*

Watch this simulation to learn how to print an additional copy of a Purchase Order.



If you would like to [save the PO as a PDF, take a look at this simulation.](#)

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## Learn More:

- [Reference Guide: Print Additional Copy of Purchase Order \(PO\)](#)
- [Documentation & Support – Purchase Orders](#)
- [Documentation & Support – Purchase Requisitions](#)
- [Reference Guide – Create Workflow PO \(Greater than \\$25K\)](#)
- [Simulation – Create Workflow PO \(Greater than \\$25K\)](#)
- [Reference Guide – Create Workflow PO \(Less than \\$25K\)](#)
- [Simulation – Create Workflow PO \(Less than \\$25K\)](#)

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