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SIMULATION: How to Process and Clear Refundable Deposits and Refunds

**repeat tip*

Watch this series of simulations to learn how to process and clear refundable receipts and refunds.



Learn More:

- [Workshop Material: Managing Refundable Deposits](#)
- [Reference Guide: Create Cash Receipts for Refundable Deposits](#)
- [Reference Guide: Repayment of Refundable Deposits](#)
- [Training Documentation: G/L Account Postings – Basic Data Entry](#)

**U of T's SAP Administrative Management Systems:
successful upgrade, improved performance**

Take a moment to read through [Katie Babcock's \(Senior Communications Officer in EASI\)](#) article to learn how collaboration, exceptional planning and a strong team led to the successful [S/4HANA Migration](#) launch in November.

Outgoing Wire Transfers

Wire transfers should only be requested when all other payment options have been exhausted since they are time consuming for the Department to generate and approve, and for Financial Services to review and process. Where possible and within the policies of the University, consider utilizing a departmental credit card.

In circumstances where a currency being paid to the payee is **not their country's domestic currency**, such as CAD\$ to China, a wire is the most efficient payment method, as it is expensive to cash a foreign currency cheque. Wire transfers are not to be utilized when the **domestic** currency of the payee can be paid by cheque or draft. These would include the currencies available in FIS for

cheques and drafts such as CAD, USD, EUR, GBP, JPY, HKD, AUD, and INR.

Only use **F-Type payment method in FIS** when a wire transfer payment is required for an **Invoice Receipt** (logistics module i.e. paid from a purchase order – 51 document) or **Honoraria** (using vendor number 990268). When posting in FIS, the Department must modify the payment method to 'F' and include the vendor number and document number on the wire transfer form.

How to Modify the Payment Method to "F"

1. Go to **FB02 – Document Change** ([Ref. Guide](#) | [Simulation](#))
2. Enter the **51-series Invoice Receipt/Honoraria** document number.

Change Document: Initial Screen

Document List | **K** First Item

Keys for Entry View	
Document Number	5100001318
Company Code	U0FT
Fiscal Year	2021

3. Double Click on **line 1**.

Document Overview - Change

Doc.Type : RN (RN:P0 Invoice receipt) Normal document

Doc. Number 5100001318 Company Code UOFT Fiscal Year 2021
 Doc. Date 13.01.2021 Posting Date 20.01.2021 Period 09
 Calculate Tax
 Ref.Doc. 89-8753
 Doc. Currency CAD

Itm	Account	Acct short text	PK	Amount	CoCd	Tx	BusA	Cost Ctr	Order	Funds Ctr	Fund	Cmnt Item	Assign.	Text
1	102242	Amersham Canad...	31	12,791.60	UOFT	E1	1000					PAYABLE	510000...	89-8753
2	537000	Automatic Accr...	86	11,706.01	UOFT	E1	1000	219575		219575		SUPPLIES	202101...	89-8753
3	260011	HST (OVAT) Rec...	40	706.37	UOFT	E1				101286		TAXES	202101...	
4	260001	GST:Receiv & P...	40	379.22	UOFT	E1				101286		TAXES	202101...	

4. Enter "F" into the **Payment Method** field.

Change Document: Line Item 001

Vendor 102242 Amersham Canada Ltd G/L Acc 510000
 Company Code UOFT PO Box 5100
 University of Toronto Toronto Doc. no. 5100001318

Line Item 1 / Invoice / 31

Amount 12,791.60 CAD
 Tax code E1

Additional Data

Bus. Area 1000
 Disc. base 11,320.00 CAD Disc. Amount 0.00 CAD
 Payt Terms YT05 Days/percent 35 % %
 Bline Date 13.01.2021 Fixed
 Prmnt Block Invoice Ref. / / 0
 Pmt Method **F** Pmt meth.supl.
 Individ. Set
 Assignment 51000013182021
 Text 89-8753, Amersham, full payment Isotope Long text

5. Click **Save** ()

For vendor invoices, the Department does not enter the transaction into FIS. Completed Wire Transfers are entered into FIS by FSD Accounts Payable staff using the information that the Department submits on the [Outgoing Foreign Payment Wire Transfer Request Form](#).

To assist with proper form completion and avoid unnecessary delay, please keep in mind:

- The submitted form must be an original with approval signatures/email approvals (while working from during COVID-19). [Click here for the financial policies during the pandemic regarding forms and signatures](#).
- Wires are acceptable when the currency being paid is not the country's domestic currency
- Enter **either** the "Amount" or "CAD/USD" equivalent and the payment currency

If you have questions, please contact ap.fsd@utoronto.ca

Learn More:

- [GTFM Policy – Foreign Payments](#)
- [Outgoing Wire Transfer Form Instructions](#)

Who do I Contact if I need Help with AMS?

There are often times when it is difficult to determine who to contact when experiencing an error/issue in AMS.

Here is a compilation of common system topics/issues, and the relevant contact. If you are unsure who to reach out, please email fast.help@utoronto.ca and we will point you in the right direction.

Financial Information System - Financial Advisory Services and Training (FAST): fast.help@utoronto.ca

FAST provides assistance related to the following:

- FIS Postings: Processing all FIS Transactions (i.e., Purchase Orders, Invoices, Journal Entries, Expense Reimbursements)
- FIS Reporting: Evaluating financial reporting requirements and running/interpreting reports
- Troubleshooting: Resolving FIS specific error messages or issues related to processing transactions/running reports
- Financial Policy: Guidance and interpretation of the Financial Policies (i.e, GTFM)

My Research (RAISE): raise@utoronto.ca

My Research includes:

- My Research Applications and Agreements (MRA)
- My Research Animal Protocol (MRAP)
- My Research Human Protocol (MRHP)
- My Research On Line (MROL)

Research Information System (RIS) : ris.help@utoronto.ca

The RIS helpdesk provides assistance related to the following:

- Funded Research Digests (FReDs)
- RIS award reports in AMS
- Creation of new PI Fund Centres (FCs)

Procurement Services Help Desks:

purchasing.help@utoronto.ca

People should contact the Purchasing Helpdesk for support related to:

- Purchase Order / Lease Order (\$25,000+) Procurement Review
- Purchasing Card (PCard)
- Travel & Hospitality Card (T&H Card)

- Vendor Master Record Management
- Capital Asset Disposal
- Customs Brokerage

uSOURCE@utoronto.ca

People should contact the uSOURCE Helpdesk for support related to:

- uSOURCE-related purchase orders (i.e. 3700 series POs)
- Access to uSOURCE system including requisitioner and/or approver permissions

Administrative Management Systems (AMS) - Access / General

Inquiries: <https://uoft.me/itsc>

Human Resources Information System – Processing

Assistance, Training: <https://uoft.me/hrsc>

TRAINING

- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

FAST STAFF

- [Faculty Representatives](#)
- [Subscribe to AMS Listserv](#)

Requesting Ideas for FAST Tips Articles/Simulations!

We are always looking for fresh ideas from our readers.

If you have any suggestions for FAST Tip articles or simulations, **send us your input in the feedback link below!**

PROVIDE FEEDBACK

fast.help@utoronto.ca