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SIMULATION: How to Locate and Release Purchase Order Items (Free Money!)

**repeat tip*



The image shows a video thumbnail with a blue background and a hexagonal pattern. On the left, the text "FAST Tips" is written in large white letters, with "Simulation" in smaller white letters below it. In the center, there is a blue play button icon. To the right of the play button, the text "How to Locate and Release Purchase Order Items" is written in blue, with "FREE MONEY!" in red below it. At the bottom right, the text "FAST Team, Financial Services Dept. University of Toronto" is written in blue.

Learn More:

- [**Reference Guide: Finalize and Cancel Purchase Order**](#)
 - [**Article: Purchase Order \(PO\) Reporting Tips**](#)
 - [**Article: How do I find out what is still outstanding in a Purchase Order?**](#)
 - [**Reference Guide: All Postings Line Item Report**](#)
 - [**Reference Guide: Display List of POs with Outstanding GR or IR**](#)
-

How can I avoid processing a duplicate payment?

To mitigate the risks of processing duplicate payments, it is important to use an existing vendor master record number (**do not use an OTA vendor number**) and record the invoice date and invoice number in the reference field **EXACTLY** as it is shown on the invoice (e.g. do not add or remove characters). If an invoice number is not provided (i.e. expense reimbursement or cheque request), ensure that you use a unique reference number.

WHAT THE SYSTEM WILL DO?

The system will issue a 'duplicate payment warning' when the following fields match:

Vendor Number + Invoice Date + Reference

Enter Vendor Invoice: Company Code UOFT


Tree on Company Code Hold Simulate Park

Transactn Invoice

Basic data Payment Details Tax Notes

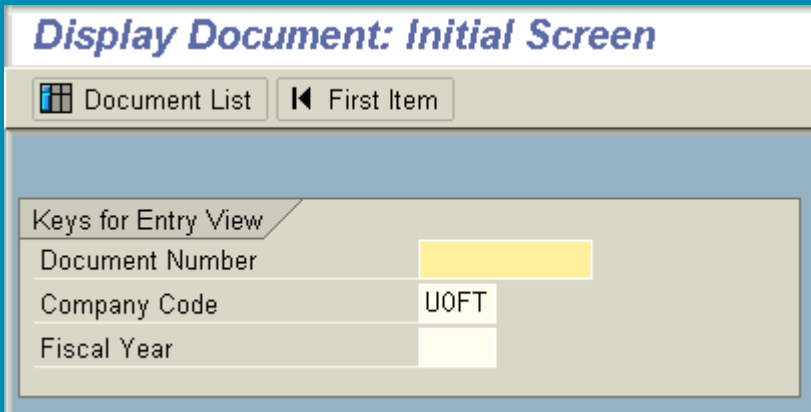
Vendor		Reference	
Invoice date		Period	1
Posting Date	06.05.2020		
Document Type	KN:AVP Vendor invo...		
Cross-CC no.			<input checked="" type="checkbox"/> Calculate tax
Amount			
Text			
Company Code	UOFT University of Toronto		

Example:

 Check whether document has already been entered under number UOFT 1900000595 2021

WHAT TO DO IF YOU RECEIVE THE DUPLICATE MESSAGE WARNING?

If you receive the duplicate message warning, you should display the document referenced in the message, via **FB03 – Document Display**, to confirm if the invoice on hand has already been paid:







Keys for Entry View	
Document Number	
Company Code	UOFT
Fiscal Year	

WHICH REPORTS CAN CONFIRM IF AN INVOICE HAS BEEN POSTED?








1. Identify Documents with the same Invoice number by clicking the **Document List** button within **FB03 – Document Display**. Indicate the date range and invoice number in the **Reference number** field:

Document List

 Data Sources

Company code	U0FT	to		
Document Number		to		
Fiscal Year	2020	to	2021	

General selections

Document type	KN	to		
Posting date	01.03.2020	to	01.06.2020	
Entry date		to		
Reference number		to		
Reference Transaction		to		
Reference key		to		
Logical system		to		

Also display noted items

Display noted items

Search for own documents

Own documents only

2. Check for possible duplicate payments to a particular vendor using the **FI Postings Line Item Report** and select the **/DUPLICATE Layout**. This layout will display payments to vendors and includes the **Reference** field.

What to look for: (example below)

1. One Reference (i.e. invoice number)
2. Identical amount paid to the same vendor
3. More than one document number

FI doc.no.	S	Ty	Posting Date	Doc. Date	Vendor	Vendor Name	Pymt Bdgt	Reference	UserNm(FI)	Funds Ctr	Fund	Cost Ctr
1904781904		KN	14.04.2020	04.04.2020	100807	Fisher Scientific Company	180.34	7129091	FAST1	102020		12020
1904779047		KN	18.04.2020	04.04.2020		Fisher Scientific Company	180.34		FAST2	102020		12020
							•	360.68	7129091			
100807							••	360.68				

FINAL REMINDER: When reconciling, there should only be one original source document. If you have received an electronic copy of an invoice and an original (by mail or within a shipment), ensure it is only processed once and any duplicate copies be recycled.

Learn More:

- [Reference Guide: FB60: Create Invoice](#)
- [Reference Guide: FB03: Invoice Document/Document List Display](#)
- [Reference Guide: ZFIR079: FI Postings Line Item Report](#)
- [Knowledge Center Article/Simulation: Create and Retrieve a Report Selection Screen Variant](#)

How can I remove the below colour shading on reports printed from AMS/RPT?


Name: ZPTR089 (AMS)

Funds Center	Period Apr-2020 as of Monthend		
Parent Funds Center			
Fund			
Title			
Sponsor			
Sponsor Year Start	April 1, 2020	Sponsor Year End	March 31, 2021
Grant Start Date	April 1, 2014	Grant End Date	March 31, 2020
Fund Start Date	April 1, 2014	Fund End Date	March 31, 2021
Message			
Sponsor year Apr-Mar			

Funds Available for Current Year	
Balance of fund at close of previous year	182,134.87
Current year grant	0.00
Council authorized transfer (MRC/CIHR and NSERC only)	0.00
Total Funds Available for Current Year (Available Budget)	182,134.87

Expenditures	Current Month	Outstanding Commitments	YTD Exp	YTD Exp+Coms
Salaries	606.38	0.00	606.38	606.38
Undergraduate Students (Canadian)	0.00	0.00	0.00	0.00
Undergraduate Students (Foreign)	0.00	0.00	0.00	0.00
Postgraduate Students (Canadian)	2,050.71	0.00	2,050.71	2,050.71
Postgraduate Students (Foreign)	0.00	0.00	0.00	0.00
Postdoctoral fellows (Canadian)	0.00	0.00	0.00	0.00
Postdoctoral fellows (Foreign)	0.00	0.00	0.00	0.00
Salaries to Others	0.00	0.00	0.00	0.00
Salary of Incumbent (CRC only)	0.00	0.00	0.00	0.00
Fringe Benefits	205.07	0.00	205.07	205.07
Professional and technical services/contracts	0.00	0.00	0.00	0.00
Equipment (including powered vehicles)	0.00	0.00	0.00	0.00
Materials, Supplies and other expenditures	0.00	0.00	0.00	0.00
Administrative cost related to CRC	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Research time stipends (SSHRC only)	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00
Total Expenditures	2,862.16	0.00	2,862.16	2,862.16
YTD Unspent Balance (Free Balance)				179,272.71

This shading can be removed by changing the following print settings.

1. From any report output, click print () to get the below **Print Screen List** pop-up.

Print Screen List

Output Device: LOCAL

Number of Copies: 1

Page Area

Everything

Page: 0 to 0

Properties

Print Time: Immediately

Report: 59 Rows X 132 Columns

Format: X_65_132 At least 65 rows by 132 c...

Properties

Click Properties to get the below pop-up

Spool Request Properties for Output Device LOCAL

Overview

Parameter name	Parameter Value
General Properties	
Print Time	Immediately
Format	X_65_132
Output Content	
Character Represent.	Output
Text Only	No
Suppress colors/shading in printout	Yes
Spool List with Structure Information	No
No Frame Characters	No
Spool request	
Cover sheets	
Output Options	

Other Properties "Colors/Shading"

Suppress colors/shading in printout

Display selected parameter on initial screen

Defaults

Double-click to enable the below two options

Select this option to suppress the shading/highlight

By selecting this option you can bring the above parameters on the Print screen list pop for future use

Click green check mark

Learn More:

- [AMS Reference: AMS Printing Information](#)
- [Knowledge Centre Article: How to Save FIS Reports to PDF](#)

Notice: Accessing FAST Team Documentations/Simulations

As of **June 8th**, all users who access FIS simulations and reference guides developed by the FAST Team will be required to log in using their standard UTORid's and corresponding password.

You will only be required to login once per day, regardless of whether the content is accessed via the Financial Services website or through AMS' UofT Help option. Once logged in, all the content can be viewed as you have in the past.

If you have any questions or concerns, please contact your FAST team representative.

Learn More:

- [Video - How to Access FAST Team Documentation & Support](#)

TRAINING

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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!**

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fast.help@utoronto.ca