FAST TIPS Newsletter

Financial Services | **UNIVERSITY OF TORONTO**

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

repeat tip

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
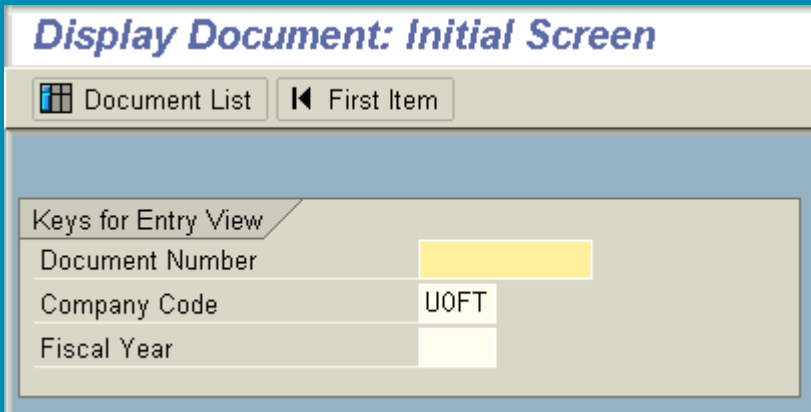
Vendor			
Invoice date		Reference	
Posting Date	06.05.2020	Period	1
Document Type	KN:A/P Vendor invo…🖹		
Cross-CC no.			
Amount			☑ Calculate tax
Text			
Company Code	UOFT University of Toronto		

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:

Display Document: Initial Screen

| 🔲 Document List | ◀ First Item |

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

🔄 📋 ⬛ ℹ️ Data Sources				
Company code	UOFT	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	Σ	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?

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

Print through to your default printer via your…

Page Area
- ● Everything
- ○ Page   0   to   0

Properties

Print Time	Immediately
Report	59 Rows X 132 Columns
Format	(2) X_65_1... At least 65 rows by 132 c…

Click Properties to get the below pop-up

✔ Properties ✖ 🛈

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.	Outp... (3)
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	

Double-click to enable the below two options

(4)

Other Properties "Colors/Shading"
- ☑ Suppress colors/shading in printout

Select this option to supress the shading/highlight

(5)

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

- ☑ Display selected parameter on initial screen

(6)

Click green check mark

✔ Defaults ✖

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

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- FAST Tips Newsletter - Archive	- 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

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