

UTM FIS Training Series 2019

Day 1 FIS Overview & Accounts Payable Processing Part 1



Day 1 - Schedule



Morning – FIS Overview (9:30am – 12:30pm)

- Overview of the Financial Information System (FIS)
- Basic Navigation
- Finding FIS Accounts
- Using the Match Code Search Tool

Afternoon – A/P Processing Part 1 (1:30 – 4:30pm)

- Business Process of an A/P transaction
- Identifying A/P Transactions
- Using the “Enter Vendor Invoice” screen
- Using the “Enter Vendor Credit Memo” screen
- Using the Alternate Payee Option
- Understanding Tax Codes
- Posted A/P Documents & The Cheque Production Process

Morning - Course Objectives



Morning – FIS Overview:

- Understand the components and applications of the Financial Information System (FIS)
- Distinguish how FIS components interact with each other
- Familiarize yourself with FIS terminology
- Navigate within FIS
- Search and locate FIS data

Fundamental Accounting Considerations



Understanding FIS enables you to:

- provide decision makers with useful information
- **record and track financial transactions** to enable the production of various Management Reports and Financial Statements
- **prevent incorrect or incomplete information** which may result in:
 - additional time required to correct the original transaction
 - the possibility of incorrect decisions being made

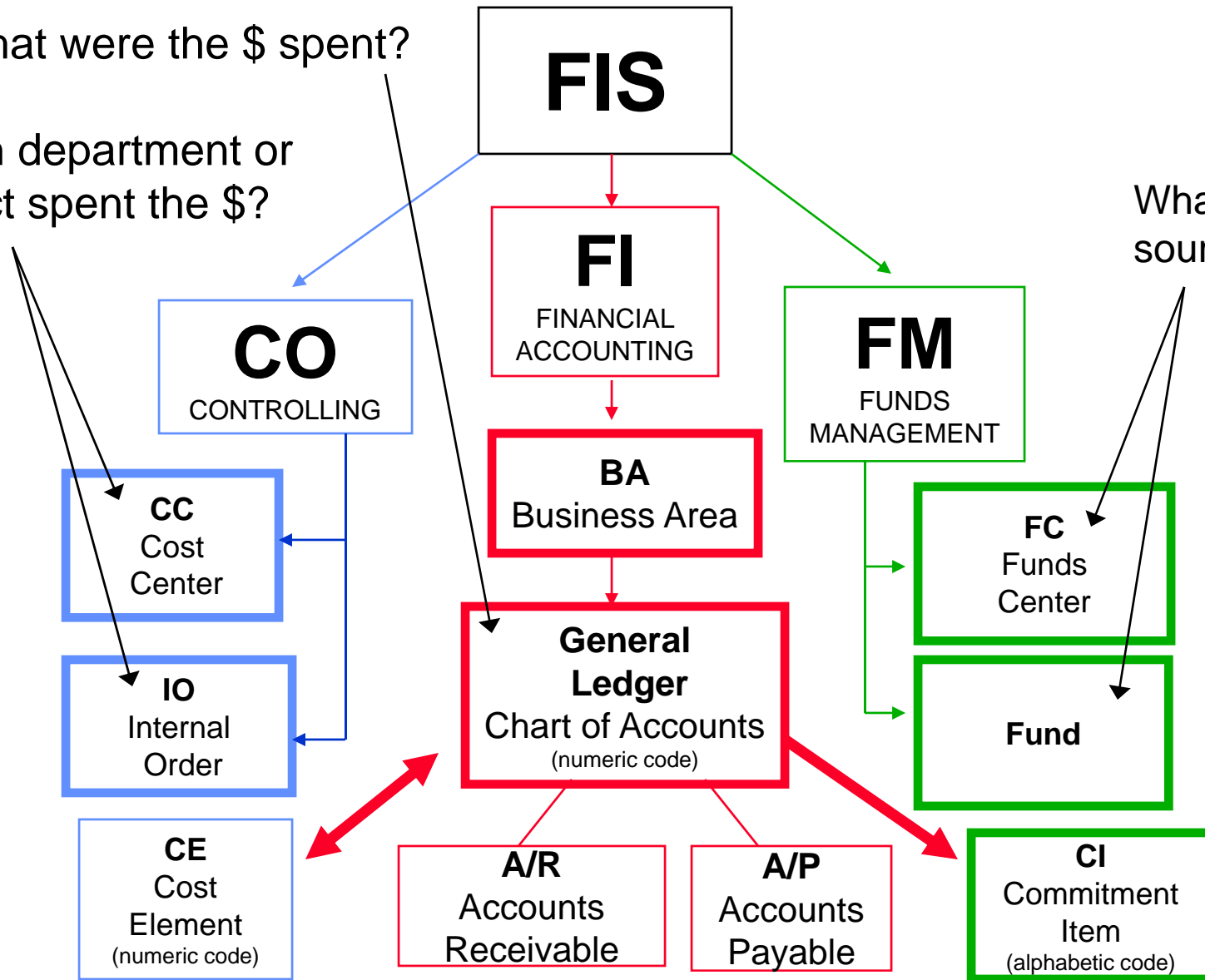


Overview of FIS

On what were the \$ spent?

Which department or project spent the \$?

What is the source of \$?



Financial Accounting (FI)



Financial Accounting (FI) is the core component of FIS and is designed to meet the *general* reporting requirements of U of T.

FI:

- Is used to record all **revenue, expense, accounts receivable** and **accounts payable** financial transactions
- uses **Business Area** code to generate more than one set of financial statements

Commonly Used FI Account Codes:

- General Ledger account (G/L)
- Business Area code (BA)

The purpose of Financial Accounting is to answer the question:

What revenue or expense activity occurred?

General Ledger (G/L) Account Code



The General Ledger (G/L) account code is used to record all financial transactions in FIS.

Each G/L account is classified by the type of financial transaction.

Most Commonly Used G/L Accounts:

- Expense: 800000 – 899999
- Revenue: 700000 – 799999

Other G/L Account Types:

- Assets (e.g., cash, A/R): 100000 – 499999
- Liabilities (e.g., A/P, debt): 500000 – 599999
- Retained Earnings (e.g., annual surpluses): 600000 – 699999

Business Area Code (BA)



A Business Area (BA) code enables the preparation of more than one set of financial statements and separates Ancillary Operations from all other university business activity.

- **For each FI transaction**, a BA code will be used to identify the business area it represents (i.e., Ancillary Operations or other).

Business Area Codes:

- Ancillary Operations: 1001 – 1999
 - UofT activity excluding Ancillary Operations: 1000
-
- The BA code defaults based on the Cost Center or Internal Order used in the FIS transaction

Funds Management (FM)



Funds Management (FM) is used to **track and report** on **funding** and **budgets** for all university departments, divisions and faculties.

The purpose of Funds Management (FM) is to answer the questions:

What is the source of my funding?

AND

How much money do I have left?

FM Account Codes



FM Account Codes:

- **Funds Centers (FC)**
- **Funds Center / Fund combinations (FC/Fund)**
- **Commitment Items (CI)**

	Funds Center	Fund
Brief description	<ul style="list-style-type: none"> • a six digit code, starting with a 1 (departmental) or 2 (Principal Investigator) • used to record and report the funding and spending • for Operating Fund and Ancillary Operations • on a fiscal year basis 	<ul style="list-style-type: none"> • a six digit code • used to record and report the funding and spending • for the Restricted and Capital Funds • on a "life to date" basis
Periodic Reporting	fiscal year (May 1 thru April 30)	any start or end date
Hierarchy	reflects the organizational structure at UofT	no hierarchy of its own; is linked to an organizational unit through transaction postings; must be used in conjunction with the appropriate Funds Center
Budgeting	fiscal year basis	overall basis

Operational Hierarchy at U of T as reflected by Funds Centers



Highest levels of the Funds Center hierarchy reflect main operational portfolios at U of T

Individual Divisions and Departments are located within these portfolios

100000	UofT
100697	Provost
100630	Research
100882	Div Univ Advancement
100660	Governance
100908	Admin & HR
100664	President, Office of
101333	Other Acad Costs
101340	General University
102518	Government Relations
102886	Business Affairs
199999	DUPLICATE CFC's

100000	UofT
100697	Provost
101087	Arch & Landscape Arc
101123	Information Studies
101112	Inform Std:Library
101111	Inform Std:General
101834	Inform Stud Cont Ed
101901	McLuhan Program
101902	McLuhan Program Intl
101903	McLuhan Probe Think
101904	McLuhan Policy Unit
102902	Inform Stud:OGS
103235	Info Std:Open Fellow
103858	FIS:ATRC
100546	SGS:Museum Stds Prog
202675	BARLOW J PROF
204367	TEATHER, LYNNE
210868	CAMPBELL, SHEILA D
205281	RUDEL, D. THIERY

CFC 100546 is subordinate to CFC 101123 and parent to CFC 202675

Note: A Division/Department may have several Operating Funds Centers (1xxxxx) and PI Funds Centers (2xxxxx) under their hierarchy

Commitment Items (CI)



A **Commitment Item (CI)** is the **level** at which a budget is established for a **Funds Center** or **FC/Fund**.

Characteristics of CIs:

- alphabetic code
- assigned to all **revenue** and **expense** G/L accounts
- arranged in a hierarchy
- "1 to many" relationship with G/L accounts

Enables you to:

- provide flexibility to set the level of budgetary control
- determine where FM will start looking for budget
- hold the budget for Funds Availability Checking
- to report **summary** revenue and expense postings to G/L accounts



Example Commitment Item Hierarchy

EXPENSE-S (level 1)	Total Expense
COMPENS-S (level 2)	Total Compensation
HRIS-APPT (level 3)	Appointed Salary
HRIS-BEN (level 3)	Benefits
SUPPL-S (level 2)	Total Supplies
SUPPLIES (level 3)	General Supplies
SERVICES (level 3)	General Services

CoCd	G/L acct	Short text	FMA	Cmmt item
UOFT	825000	Suppl:general	UOFT	SUPPLIES
UOFT	825010	Athl Prizes/awards	UOFT	SUPPLIES
UOFT	825100	Audio/vis/graph supp	UOFT	SUPPLIES
UOFT	825200	Computer Software	UOFT	SUPPLIES
UOFT	825300	Supplies:Cleaning	UOFT	SUPPLIES
UOFT	825301	Lighting supplies	UOFT	SUPPLIES

"1 to many" Relationship with G/L Accounts
 A list of numerous G/L accounts assigned to Commitment Item **"SUPPLIES"**



What is Funds Availability?

Funds Availability (FA) checking is a function in FM that **prevents a transaction from being posted** to a FC or FC/Fund combination **IF** there is **insufficient budget** to cover the transaction.

Characteristics of FA checking:

- **ONLY** checks **expenditure transactions** against funds available
- Occurs at the **Commitment Item level** where budget is loaded



Funds Availability Checking : How it Works

Within a transaction, FA checking begins by locating:

1. **FC** or **FC/Fund** combination
2. **Commitment Item (CI)**
3. Checks for budget at that **CI level** (e.g., Travel → Travel-S)
4. If budget is not found at lower summary level, **FA proceeds up the CI hierarchy** until budget is located (e.g., Expense-S)
5. Once budget is located, the following calculation determines if sufficient budget is available for transaction:

$$\text{FUNDS AVAILABLE} = \text{BUDGET} - (\text{ACTUAL EXPENDITURES} + \text{COMMITMENTS})$$

NOTE: For all **Research Fund** accounts, FA checking occurs at the **CI where budget is loaded** (e.g., Travel-S). If budget is not found at that level, it **will not** allow the transaction to post.

Commitment Item Hierarchy: Budgeting vs. Fund Availability Checking



The budget for **Operating** and **Ancillary** Fund Centers is loaded at the detailed Commitment Item level.

Note: You may see budgets at the lower level CI's in your FM reports.

These budgets **ONLY** appear for **reporting purposes** to enable you to compare actual spending to budgets (i.e., variance analysis), but it **does not reflect** where FIS performs **Funds Availability Checking (i.e., overall EXPENSE-S)**.

Commitment Items	Revised Budget
Expenditures	
- EXPENSE-S	2,185,878.70
^ EXPENSE-S	232,381.00
CARRYFWD	4,015.70
- COMPENS-S	1,865,281.00
+ AC-OTH-SAL	34,310.00
+ ACAD-SAL	911,026.00
+ ADMIN-SAL	0.00
+ BENEFITS	340,027.00
+ LIBRARIAN	106,478.00
+ STIPEND	31,820.00
+ TA	201,251.00
+ UNION	240,369.00
+ EQUIP-S	5,345.00
+ STDAWARD-S	41,100.00
- SUPPL-S	36,398.00
POSTAGE	450.00
- SERVICES	29,388.00
^ SERVICES	22,681.00
SER-BUILDG	0.00
SER-COURIER	250.00
SER-FEES	0.00
SER-HOSPITY	3,000.00
+ SER-INTRL	1,457.00
SER-PRINTING	1,500.00
SER-TRANSPN	0.00
SER-VIDEO	500.00
- SUPPLIES	4,250.00
^ SUPPLIES	1,000.00
SUP-OFFICE	3,250.00
TELEPHONE	2,310.00
+ TRAVEL-S	1,358.00
Total Expenditures	2,185,878.70

Checking Funds Availability: Operating Funds Center

How it Works



Example: Expense posting using G/L account 825000 (CI = SUPPLIES)

Despite the fact that the default CI is **SUPPLIES**, **Funds Availability Checking ALWAYS** occurs at the **overall EXPENSE-S** level for Operating and Ancillary Funds Centers.

Commitment Items	Revised Budget
Expenditures	
- EXPENSE-S	2,185,878.70
^ EXPENSE-S	252,381.00
CARRYFWD	4,015.70
- COMPENS-S	1,865,281.00
+ AC-OTH-SAL	34,310.00
+ ACAD-SAL	911,026.00
+ ADMIN-SAL	0.00
+ BENEFITS	340,027.00
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^ SUPPLIES	1,000.00
SUP-OFFICE	3,250.00
TELEPHONE	2,310.00
+ TRAVEL-S	1,358.00
Total Expenditures	2,185,878.70



Using CI to Restrict Spending : Restrictive

For **Research Funds**, the CI where budget exists determines the restriction of spending. The lower the level in the CI hierarchy, the more restrictive the spending.

Example:

- **Total Funds Available:** \$1,500.00
 - CI **"SUPPL-S"** has **no** funds available
 - **"TRAVEL-S"** has \$1,500.00
- Any expenses posted to a G/L in the **SUPPL-S** CI will be **blocked**

Commitment item	Budget	Commitments	Actuals	Total Commitments/ Actuals	Revenue variance/ Funds available
Revenues					
EXPENDABLE	0.00	0.00	71,174.26-	71,174.26-	71,174.26
MISC-CONTR	0.00	0.00	10,444.74	10,444.74	10,444.74-
Total Revenue :	0.00	0.00	60,729.52-	60,729.52-	60,729.52
Expenditures					
COMPENS-S	12,704.77	1,000.00	11,704.77	12,704.77	0.00
SUPPL-S	1,938.30	0.00	1,938.30	1,938.30	0.00
TRAVEL-S	44,647.90	0.00	43,147.90	43,147.90	1,500.00
SPECIAL1	1,438.55	0.00	1,438.55	1,438.55	0.00
Total Expenditure :	60,729.52	1,000.00	58,229.52	59,229.52	1,500.00

Example – Different Funding Sources by FM Code



Funding Sources Organized by:

- Funds Center or
- FC/Fund combinations

OPERATING =

RESTRICTED =

Fund Center	FC Name	Fund	Sponsor	Commitment Item	Budget Amount
100186	Med: General			<i>EXPENSE-S</i>	1,000,000.00
100186	Med: General	409328	Ontario Art Council	<i>EXPENSE-S</i>	30,000.00
200048	Dr. Baker			<i>EXPENSE-S</i> <i>EXP-UTFA</i>	40,000.00 5,500.00
200048	Dr. Baker	481482	Health Canada	<i>EXPENSE-S</i>	35,000.00
200048	Dr. Baker	481484	Canadian Health Services Research Foundation	<i>COMPENS-S</i>	12,000.00
				<i>SUPPL-S</i>	2,000.00
				<i>TRAVEL-S</i>	44,000.00
				<i>SPECIAL1</i>	1,900.00

NOTE: Typically CI's default from G/L accounts used in transactions, **but** there are some cases where CI's must be **changed manually to access budget**.

The following CI's require manual entry:

- **EXP – UTFA**
- **SPECIAL1**

These are shown under the **Commitment Item** column in **BOLD**.

Controlling (CO)



Controlling enables you to **report on planned spending, and compare it to actual revenue and expense postings** for a specific **department, program or project** at the general ledger level of detail.

It is similar to FM, but with an important difference – **no spending control** (i.e., Funds Availability Checking).

The purpose of Controlling is to answer the question:

Which department/project incurred the activity?

Controlling (CO)



There are two main account codes used in CO:

- **Cost Centers (CC)**
- **Internal Orders (IO)**

	Cost Center	Internal Order
Brief description	<ul style="list-style-type: none"> • five digit number starting with a 1 or 2 (departmental) or six digit number starting with a 2 (Principal Investigator) • Represents the organizational unit or program that initiated a financial transaction 	<ul style="list-style-type: none"> • a six digit number • May represent an organizational unit or program that initiated a financial transaction
Periodic Reporting	<ul style="list-style-type: none"> • Fiscal year based (May 1 thru April 30) 	<ul style="list-style-type: none"> • Non-Fiscal year based (any start or end date, annual or "life to date")
Hierarchy	<ul style="list-style-type: none"> • grouped to reflect the organizational structure at U of T 	<ul style="list-style-type: none"> • no hierarchy of its own, is linked to an organizational unit through its settlement to a Cost Center
Planning	<ul style="list-style-type: none"> • fiscal year basis 	<ul style="list-style-type: none"> • fiscal year basis or overall

Note: Cost Centers are structured in a hierarchy of **Nodes and Groups** that are similar to the department's Funds Center hierarchy (FM).

Reflecting the Organizational Structure : Cost Centers

To **facilitate planning and reporting**, Cost Centers are grouped using CC Nodes and CC Groups.

CC Node:

- reflect the **organizational structure** at U of T (similar to FM hierarchy)

CC Group:

- assigned to each CC Node, and allows an organizational unit to arrange its Cost Centers to **meet departmental planning and reporting requirements**

The **Cost Center hierarchy** is **organized** according to **reporting and planning requirements of individual units**.

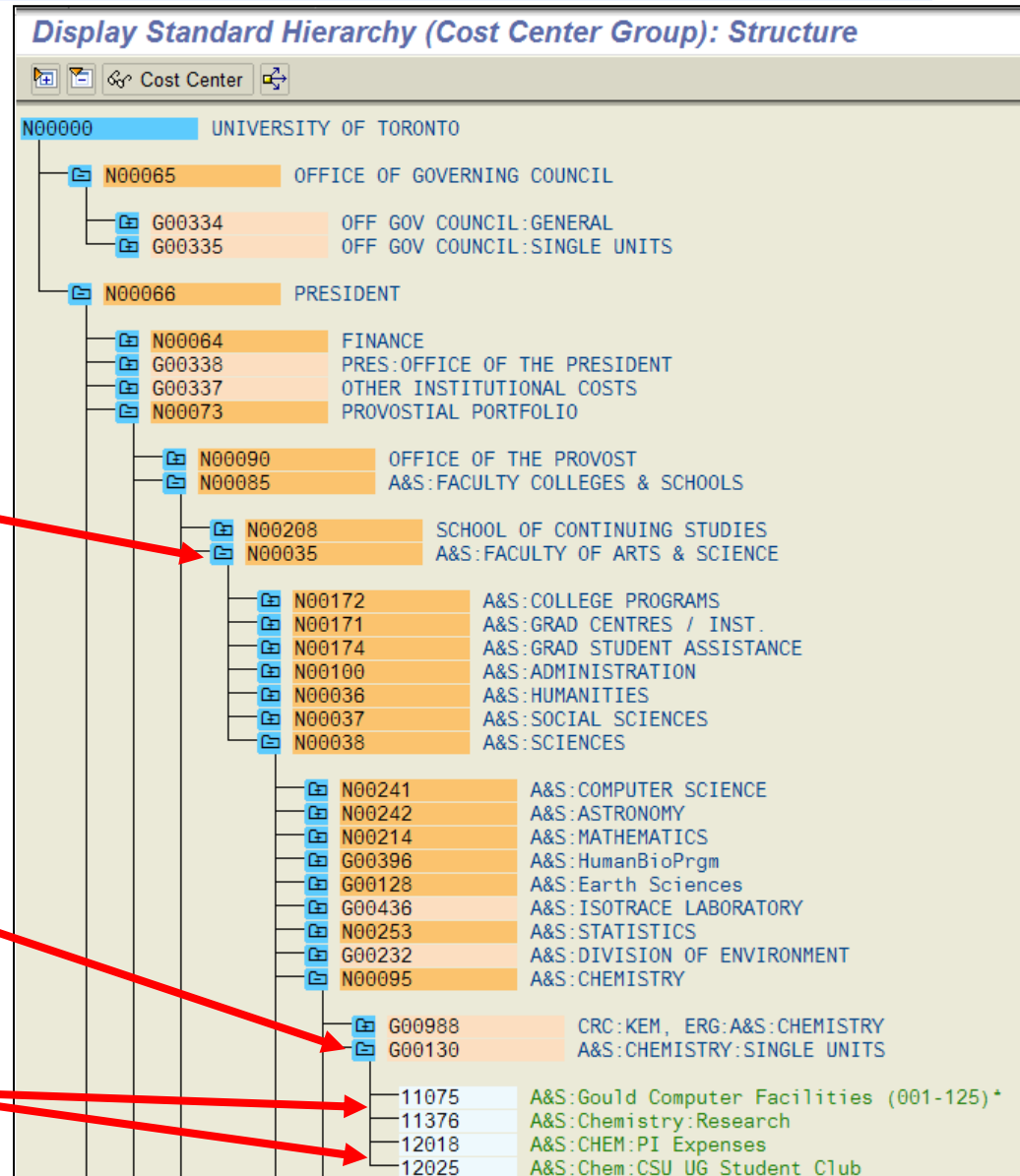
Reflecting the Organizational Structure : Cost Centers (cont'd)

Example Cost Center Hierarchy (Academic)

Cost Center
Node

Cost Center
Group

Individual Cost
Centers



Internal Orders (IO)



An **Internal Order** is a six digit numeric code that indicates the organization unit that initiated the transaction.

Internal Orders:

- Similar to Cost Center, but IO reporting period **does not follow** the University's **fiscal year**
- have **no hierarchy** of their own, **but** are **linked** to a **responsible Cost Center**
- enable planning of expense and revenue activity
- **IO Groups** can be created to help departments optimize their **reporting** needs



Linking of Internal Orders to Organizational Hierarchy

Internal Orders are linked to the organizational structure through their responsible Cost Center.

Display Internal Order: Master data

Settlement rule

Order: 920295 Order type: DEPT

Short text: PHARMACY:UNDERGRADUATE COURSES

Assignments Control data Prd-end closing General data

Assignments

Company code	UOFT	University of Toronto
Business area	1000	U of T:excluding Ancillaries
Object class	Overhead	
Profit center	19115	Faculty of Pharmacy
Responsible CCtr	11128	PHARM:Dean's Office (027-309)

Cost Center

600145	PHARMACY:GENERAL
11128	PHARM:Dean's Office (027-309)
11129	PHARM:Pharm D. Program (027-388)
11130	PHARM:Graduate Program
11219	PHARM:Research
12858	PHARM:Admissions
13179	PHARM:Awards
13180	PHARM:Trusts
13483	PHARM:OCP Continuing Education

Comparing Cost Center and Funds Center Hierarchies



Cost Centers and Funds Centers reflect the University's organizational structure through their hierarchies.

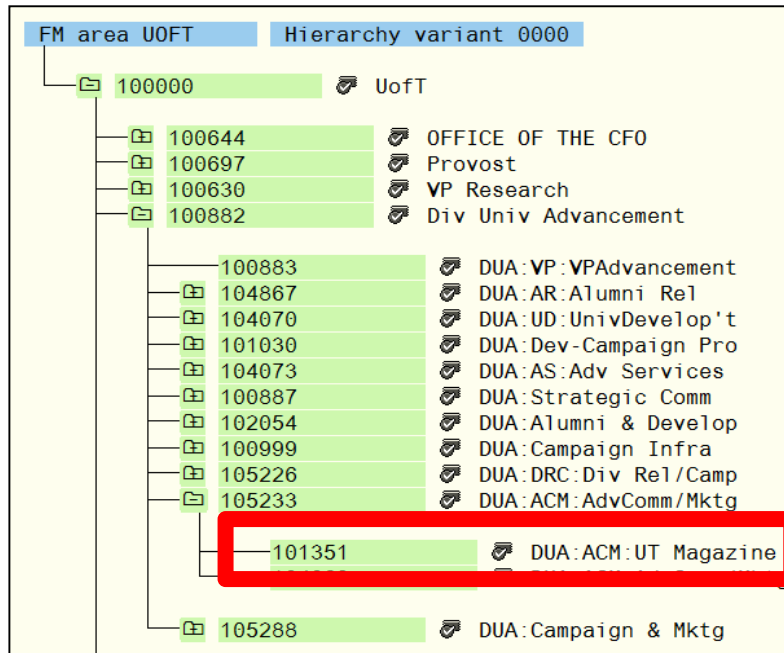
An organizational units' budget can be located in **one FC**, while actual expenses/revenues can be tracked using **multiple CCs**.

Example: **Division of University Advancement (DUA), UofT Magazine FC & CCs.**

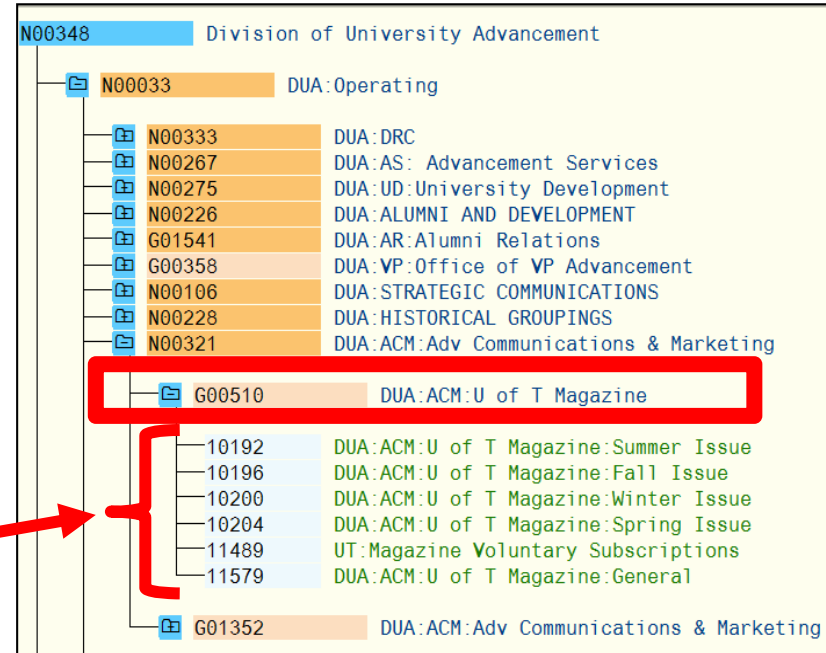
Difference:

- budget is located in **one FC**
- actual/planned revenue & expenses are tracked using **six CCs**

Funds Center Hierarchy



Cost Center Hierarchy





Cost Elements (CE)

A **Cost Element (CE)** is a numeric code representing the G/L number within Controlling.

Characteristics of a Cost Element (CE):

- same account numbers as G/L numbers (six digit number)
- exists for *revenue* and *expense* items
- grouped into **Cost Element Groups** similar to the CI hierarchy
- enables **planning** at the **Cost Element level** so planned and actual expenses can be compared



Cost Elements (CE)

- Categorized into **revenue** and **expense** accounts
- Grouped similar to **G/Ls** in the **Commitment Item** hierarchy

UOFT-ALL		U of T - All Cost Elements	
[-]	REVENUEALL	Revenue - All Cost Elements	
[-]	REVENUE-S	Revenue Summary Cost Elements	
[-]	CURENCDIF	Exchange Rate Differences	
[-]	CUSTOMR-INT	Customer A/R Interest Income	
[-]	NEG-APPROP	Negative Appropriation	
[-]	EXPENSEALL	Expense - All Cost Elements	
[-]	COMPENS-S	Total Compensation Summary	
[-]	FURNITURE	Furniture	
[-]	EQUIPMENT	Equipment	
[-]	SUPPL-S	Supplies & Services Summary	
[-]	SUPPLIES	Office Supply expenses	
	825000	834999	
	825000	Supplies:General	
	825010	Athletic Prizes Awards	
	825100	Audio/Visual/graphics supplies	
	825200	Supplies:Computer Software	
	825300	Supplies for Cleaning	
	825301	Lighting supplies	
	825302	Building supplies	
	825303	Vehicle gas/supplies	
	825305	Operating engineer supplies	

Cost Elements mirror the Revenue and Expense G/Ls

MENU PATH: Accounting → Controlling → Cost Center Accounting → Master Data → Cost Element Group → Display. Enter "UofT-All" in the Cost element group field.

Sample FIS Transaction



Vendor Invoice Transaction

- G/L acct (FI)
- Business Area (FI)
- Funds Center (&/or Fund) (FM)
- Cost Center or Internal Order (CO)

Enter Vendor Invoice: Company Code UOFT

Tree on Company Code Hold Simulate Park

Transactn Invoice

Basic data Payment Details Tax Notes

Vendor 100333
 Invoice date 25.07.2016 Reference 72520
 Posting Date 25.07.2016 Period 3
 Document Type KN:A/P Vendor invo...
 Cross-CC no.
 Amount 973.48 CAD Calculate tax
 Text 75520, Dell Canada, Computer Software and Su...
 Paymt terms 45 Days net
 Baseline Date 25.07.2016
 Company Code UOFT University of Toronto

Bal. 0.00

Vendor Address
 Dell Canada Inc.
 Station A
 P.O. Box 8440
 Toronto ON M5W 3P1
 416-758-2242

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

Status	G/L acct	Short Text	D/C	Amount in doc.curr.	Business area	Cost center	Order	Funds center	Fund	Commitment itm
✓	821110	Equip:Comput:Purch	Debit	849.99	1000	208128		208128		EXP-UTFA
✓	825200	Computer Software	Debit	109.99	1000		920130	100818	400266	SUP-OFFICE
✓	825820	Computer Supplies	Debit	13.50	1000	13424		100654		SUP-OFFICE
			Debit							

FI

FI

CO

CO

FM

FM

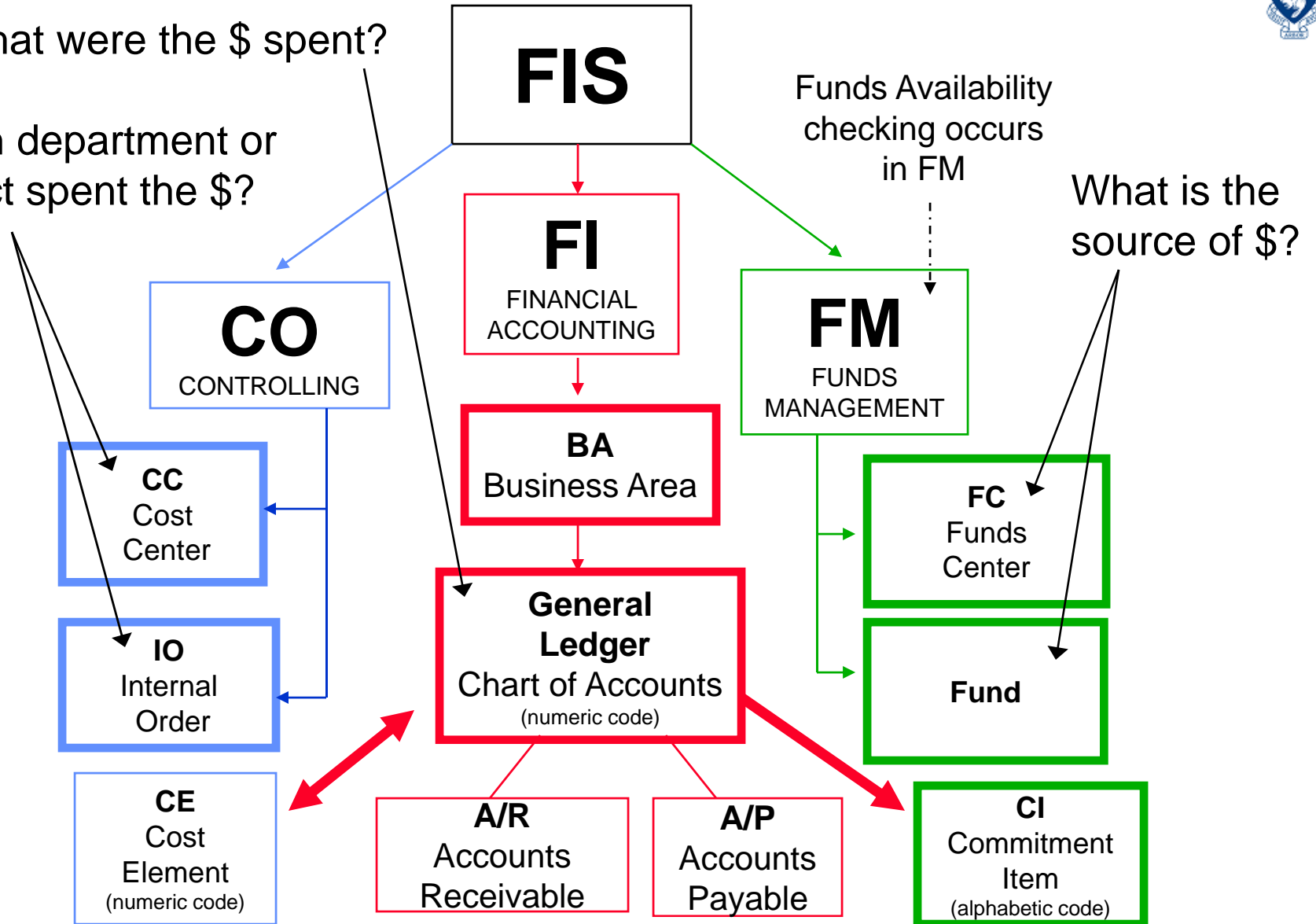
FM

Overview of FIS



On what were the \$ spent?

Which department or project spent the \$?



Basic Navigation



- Review navigation tools
- Creating **Favorites** folder
- Using the **hardcopy** function

Screen Navigation and Tools



1	ENTER / ACCEPT
2	FAVORITES
3	FIND FIRST
4	FIND NEXT
5	START NEW SESSION
6	EXPANDABLE NODES
7	ADD FAVORITES
8	HARDCOPY (PRINT SCREEN)

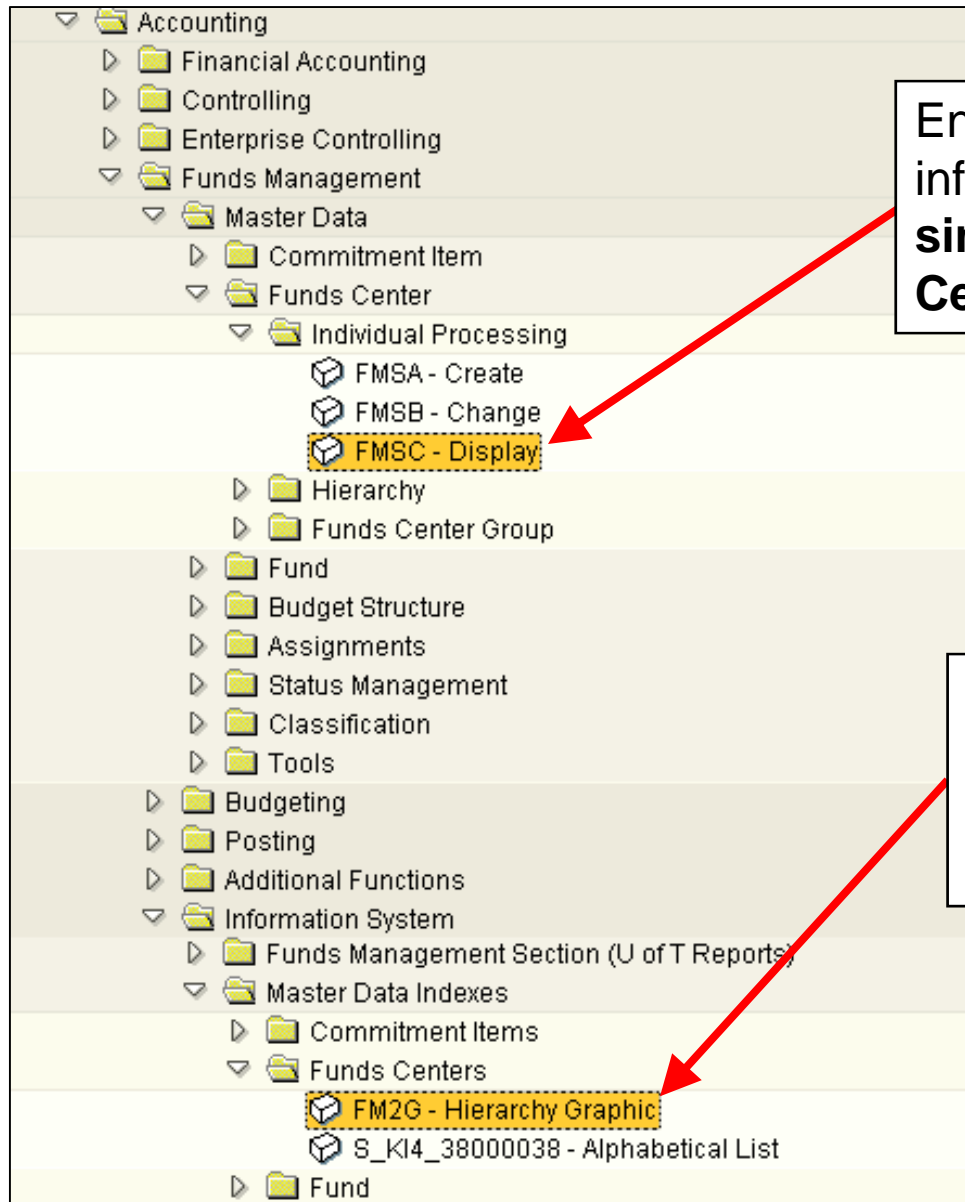
The screenshot shows the SAP Easy Access interface for the University of Toronto. The menu bar includes 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays a tree view of the 'SAP menu' with folders like 'Office', 'Logistics', 'Accounting', 'Human Resources', etc. A context menu is open over the 'Human Resources' folder, showing options like 'Options...', 'New Visual Design...', 'Set Color to System...', 'Clipboard', 'Generate Graphic', 'Create Shortcut...', 'Activate GuiXT', 'Script Recording and Playback', 'Script Development Tools', 'SAP GUI Scripting Help', 'Default Size', 'Hard Copy', and 'Print (118N)...'. The 'Hard Copy' option is circled in red. Red arrows point from numbered boxes (1-8) to specific UI elements: 1 points to the 'Menu' bar, 2 to the 'Favorites' folder, 3 to the 'Find First' icon, 4 to the 'Find Next' icon, 5 to the 'Start New Session' icon, 6 to the 'Human Resources' folder, 7 to the 'Add Favorites' icon, and 8 to the 'Hard Copy' option in the context menu.

Finding FIS Accounts



- Finding Funds Centers and Funds
- Finding Cost Centers and Internal Orders
- Finding G/L Accounts

Finding Fund Centers



Enter to locate information on a **single Funds Center**

Enter to view your **Funds Center hierarchy**

FUND CENTER DISPLAY
SAP MENU PATH: Accounting >> Funds Management >> Master Data >> Fund Center >> Individual Processing >> Display
Transaction Code: FMSC

FUND CENTER HIERARCHY
SAP MENU PATH: Accounting >> Funds Management >> Information System >> Master Data Indexes >> Fund Centers >> Hierarchy Graphic
Transaction Code: FM2G

Finding Funds



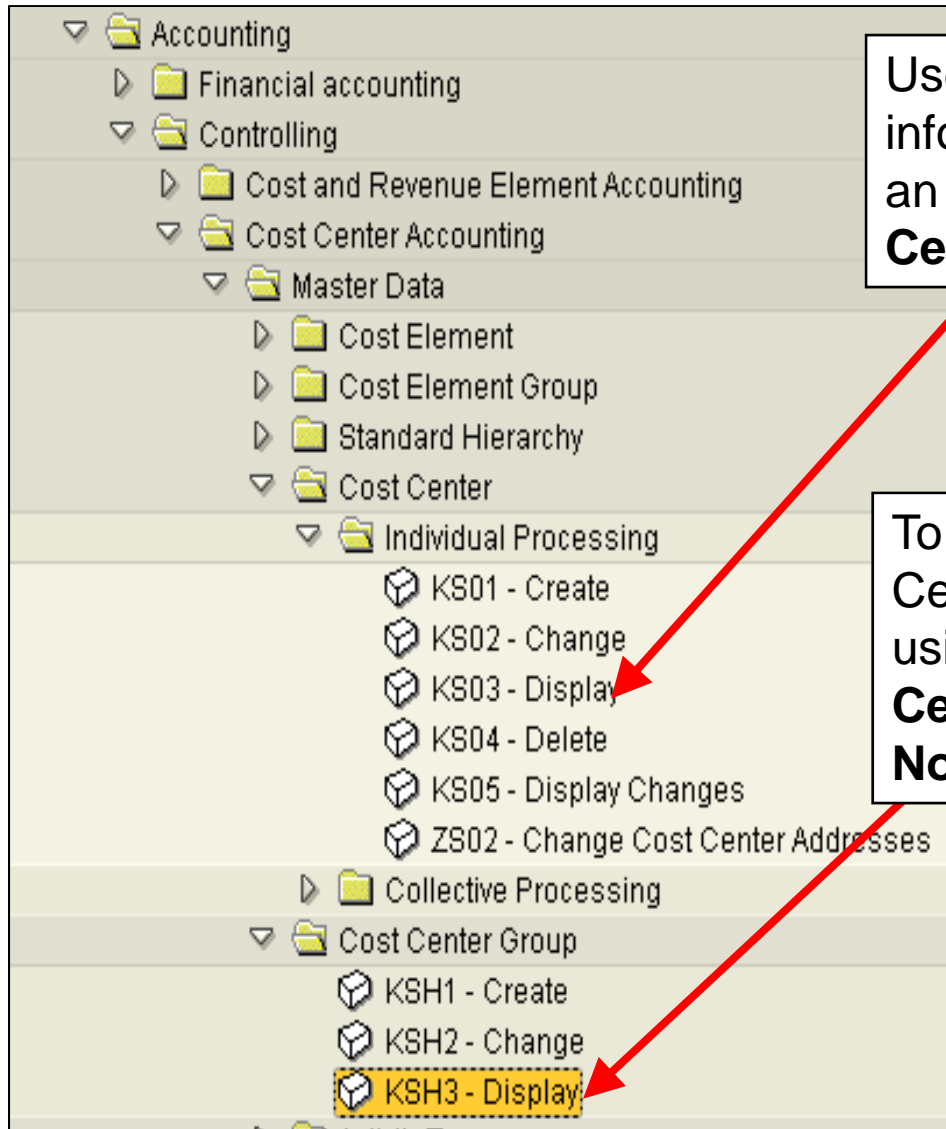
To locate a Fund:

- enter Fund Number in the **Display Funds** field **OR**
- perform **Match Code** search to find Fund

MENU PATH: Accounting >>
Funds Management >> Master
Data >> Fund >> **FM5S - Display**

FM Area	UOFT	University of Toronto	
Fund	400249		
Names			
Name	AMER STUDIES TRST FU		
Description	343610090/94030010170		
Basic data			
Valid from	01 . 05 . 1995	Valid To	22 . 06 . 2005
Fund type	000016	Overall budget only	
Authorization group			
Additional data			
Bdgt profile fund	000016	Funds:Overall budget ONLY	
Customer for fund			
Funds application	400249	AMER STUDIES TRST FU	
<input type="checkbox"/> Balance update			

Finding Cost Centers



Use to display information about an individual **Cost Center**

To view your Cost Center hierarchy using your **Cost Center Group or Node**

COST CENTER DISPLAY
SAP MENU PATH: Accounting >> Controlling >> Cost Center Accounting >> Master Data >> Cost Center >> Individual Processing >> Display
Transaction Code: KS03

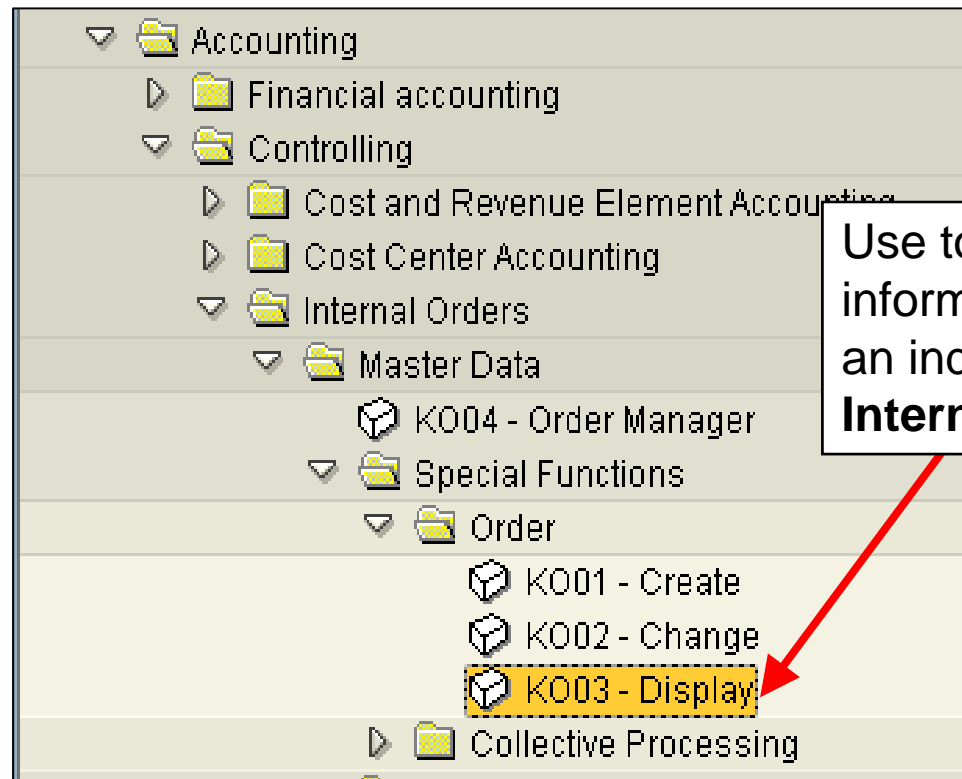
COST CENTER GROUP/NODE DISPLAY
SAP MENU PATH: Accounting >> Controlling >> Cost Center Accounting >> Master Data >> Cost Center Group >> Display
Transaction Code: KSH3

Finding Internal Orders



SAP MENU PATH: Accounting >> Controlling >> Internal Orders >> Master Data >> Special Functions >> Order >> Display

Transaction Code: KO03



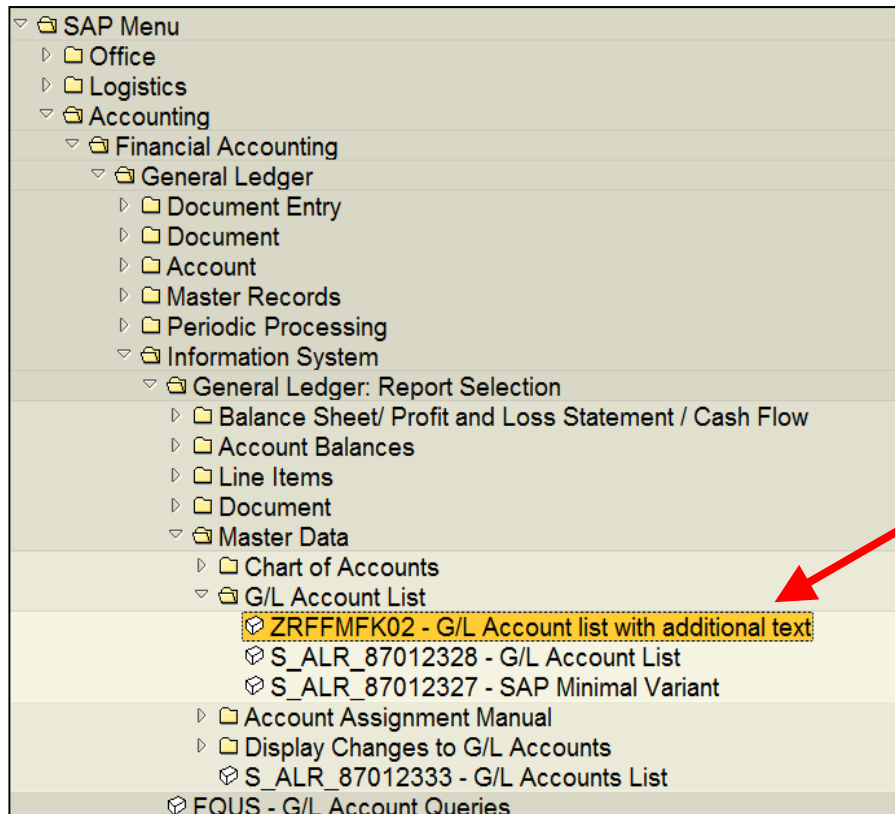
Use to display information about an individual **Internal Order**

Finding General Ledger Accounts



SAP MENU PATH: Accounting >> Financial Accounting >> General Ledger >> Information System >> General Ledger: Report Selection >> Master Data >> G/L Account List >> **G/L Account list with additional text**

Transaction Code: ZRFFMFK02



Locate **G/L Account** using:

- Commitment Item (CI)
- revenue and expense accounts

QRG: GL Account List with Additional Text

<http://finance.utoronto.ca/wp-content/uploads/2015/09/glacctstext.pdf>

Using the Match Code Search Tool



The **Match Code Search** tool icon automatically appears in fields where you must **select from a range of values** (e.g., dates and account numbers).

General Ledger Account (1)

G/L account description in company code G/L account with delete/lock flag in ...

G/L long text *sup*

Language Key EN

Company Code UOFT

G/L account

Maximum No. of Hits 500

Asterisk "*" acts as a "wildcard"
- captures the largest number results



Accounts Payable Processing Part 1



Objectives



This course will help you:

- Understand the Accounts Payable (A/P) Business Process
- Determine the correct A/P transaction
- Process A/P Invoice payments and Credit Memos
- Effectively use the “Alternate Payee” Option

Business Process of an A/P transaction



- Step 1** Get approval for payment
- Step 2** Obtain FIS account information (e.g., FC, CC, G/L)
- Step 3** Process invoice in FIS
- Step 4** Note the system generated document number on the source document (e.g., invoice, expense report form) and if required, notify other parties of posting.
- Step 5** File document(s) in accordance with **UofT File Plan**

Forms: Expense Report/Accountable Advance Form

- <http://finance.utoronto.ca/forms/processing/>

GTFM Policy: U of T File Plan:

- <http://finance.utoronto.ca/policies/gtfm/financial-management/source-documents-and-the-audit-trail/records-management-archiving-and-destruction-of-records/>

Identifying A/P Transaction Screens



A/P Transactions:

1. Enter Vendor Invoice screen

Common Uses Include:

- **Processing a payment to an external vendor**, when the purchase is less than \$5,000 (before taxes)
- **Petty Cash Reimbursements** - small cash amounts given to departments to cover small purchases (i.e., \$100 or less)
- **Imprest Bank Account Reimbursements** – a small cheque amount deposited into departmental bank account to cover small purchases (i.e., \$500 or less)
- **Expense Reimbursements using U of T cheques**
(covered in A/P Part 2 course)

2. Credit Memo screen

Used when:

- To **apply a credit to an account for returned goods or overpayment**
(only when using a vendor with Vendor Master Record)

3. Expense Reimbursement Direct Deposit (ERDD) screen (covered in A/P Part 2 course)

Identifying A/P Transactions



Unique FIS codes are used to distinguish A/P transactions types:

	Invoice <i>not</i> requiring a P.O. (and Cheque Requests)	Credit Memo	Expense Reimbursement (non ERDD)	Petty Cash Replenishment	Imprest Account Replenishment
Document Type	KN	KG	KE	KC	KI
Description in FIS	A/P Vendor invoice	Vendor Credit	Expense Reimbursement	Petty Cash Fund	Imprest Expense
Document Number series (10 digit numbers)	19xxxxxxxx	19xxxxxxxx	23xxxxxxxx	21xxxxxxxx	22xxxxxxxx

GTFM - Policy:

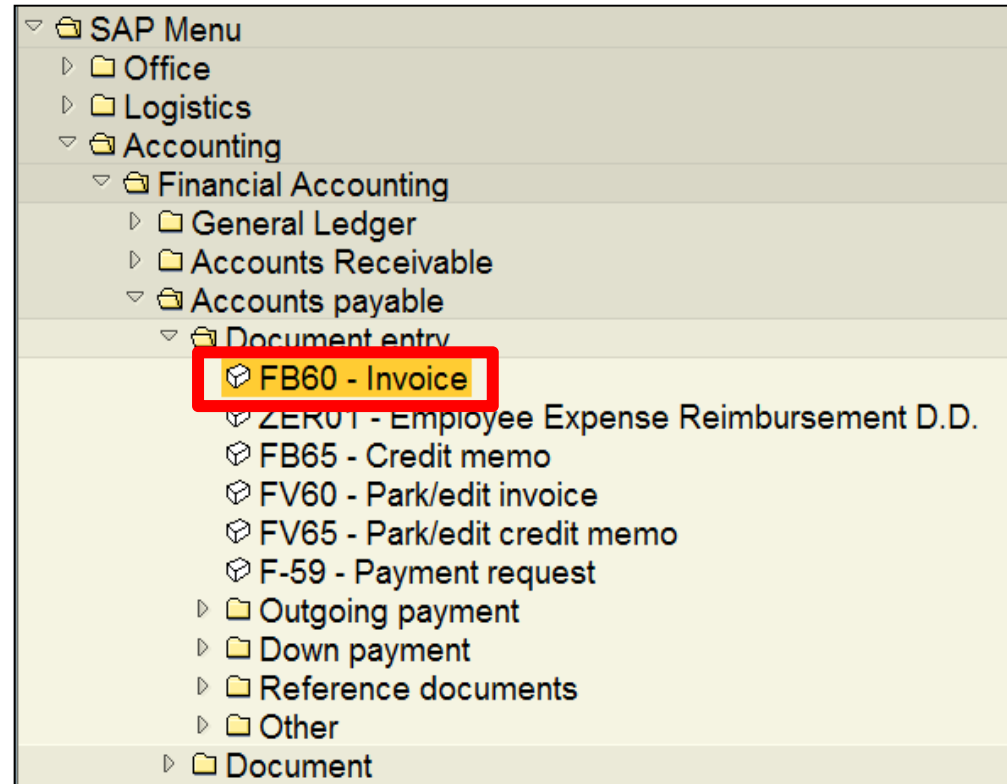
- Certified Invoices: <http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/certified-invoices/>
- Payments without Invoices Processed in FIS: <http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/payments-without-invoices-processed-through-fis/>
- Petty Cash: <http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/petty-cash/>
- Imprest Expenditure Bank Account: <http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/imprest-expenditure-bank-account/>
- Purchasing and Payment: <http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/>
- Expense Reimbursements: <http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/>

Using the Enter Vendor Invoice Screen



SAP Menu Path: Accounting
>> Financial Accounting >>
Accounts Payable >>
Document Entry >> Invoice

Transaction Code: FB60



QRG: Create Invoice

<https://sapdocs.easi.utoronto.ca/gm/folder-1.11.2573?mode=EU>

Using the Enter Vendor Invoice Screen (cont'd)



Input screen & Document types processed through this transaction:

Enter Vendor Invoice: Company Code UOFT

Tree on Company Code Hold Simulate Park

Transactn **Invoice** Bal. 0.00

Basic data Payment Details Tax Notes

Vendor []

Invoice date [] Reference []

Posting Date 04.10.2013 Period 6

Document Type **KN:A/P Vendor inv...**

Cross-CC no. []

Amount [] Calculate tax

Text []

Company Code UOFT University of Toronto

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

Status	G/L acct	Short Text	D/C	Amount in doc.cu...	Co...	Tax code	Business a...	Cost center	Order	Funds
			Debit		UOFT					
			Debit		UOFT					

The **Invoice** transaction (default):

- "Transactn" = "Invoice"
- "Document Type" = "KN"
- line items = "Debit"

FIS Vendor Match Code Search



Transactn Invoice

Basic data Payment Details Tax Notes

Vendor

Invoice date Reference

Click in the “Vendor” field for the **Match Code Search** button

If the Vendor Number is unknown, use the Match Code Search to locate number by:

1. Partial Name
2. Partial Vendor #
3. Postal Code

Account or Matchcode for the Next Line Item (2)

Vendors (by name) Vendors (by acct. group) Proceed Initially Accor...

Account group

Name *grand*

Name 2

Vendor

Postal Code

City

Search term

Maximum No. of Hits 500

FIS Vendor Account Groups (cont'd)



Account or Matchcode for the Next Line Item (2) 17 Entries found

0: Vendors (by name) 1: Vendors (by acct. group) V: Proceed Initially According to Creditor Sub-Ledger Account

Group	Name 1	Name 2	Vendor	PostalCode	City	SearchTerm
YEAD	JEAN DE GRANDPRE	C/O TED SHEPHERD	503087		U OF T	DEGRANDPRE
YERD	SANDRA E GRANDE	WOODSWORTH COLLEGE	842782	M5S 1A9	TORONTO	GRANDE
YERD	SHARON GRANDISON	FACULTY OF KINESIOLOGY &	838295	M5S 2W6	TORONTO	GRANDISON
YRCA	BISTRO GRANDE RESTAURANT		115932	M6C 2C5	TORONTO	A/P & PO
YRCA	GRAND & TOY		100816	L4L 9C7	VAUGHAN	PO ONLY
YRCA	GRAND & TOY		100817	M3C 3L5	DON MILLS	A/P ONLY
YRCA	GRAND FINANCIAL MANAGEMEN		122035	L4K 5X1	VAUGHAN	A/P AND PO
YRCA	GRAND TORONTO VENTURE, LP		123246	M5R 2E8	TORONTO	A/P AND PO
YRCA	GRANDE-ALLEE		116390	H3A 2L1	MONTREAL	A/P AND PO
YRCA	GRANDMOTHER'S TOUCH INC		125966	L4W 4N5	MISSISSAUGA	A/P AND PO
YRCA	GRANDVIEW CHILDREN'S CENT	ATTN: SANDRA ADAMS - FINA	125602	L1H 7K6	OSHAWA	A/P & PO
YRCA	GRANDVIEW PRODUCTIONS		105400	M4B 3C3	TORONTO	A/P AND PO
YRCA	JD GRANDT PIANO SUPPLY CO		106795	L4E 2W1	RICHMOND HILL	A/P AND PO
YRCA	LIBERTY GRAND ENTERTAINME	EXHIBITION PLACE	111281	M6K 3C3	TORONTO	A/P AND PO
YRCA	THE EGLINTON GRAND		122930	M5N 1A2	TORONTO	AP AND PO
YRUS	GRAND VALLEY STATE UNIVER		301455	49401-9403	ALLENDAE	A/P AND PO

Example: Search for a vendor whose name includes 'grand'.

Result:

- when selecting a vendor, ensure the appropriate "A/P only" or "A/P AND PO" vendor is chosen in the *Search Term* column

FIS Vendor Account Groups (cont'd)



When reference is made to a “**Canadian**”, “**US**” or “**Foreign**” vendor account, it is referring to:

- **Payment CURRENCY** (not the vendor address **country code**)

Vendor’s may have a multiple vendor numbers depending their preferred payment currency. Ensure you select the vendor number based on the **payment currency** and **NOT their address**.

***Important!:** If a vendor requests payment in a currency outside of their vendor group, **contact Procurement Services** to create a new vendor number reflective of the requested currency (e.g., foreign vendor (4xxxxx) requests payment in USD; a US vendor (3xxxxx) should be created).

Example:

- **Vendor:** Hitachi Canada LTD - *wants to be paid in **U.S.** dollars*
- **Address:** PO Box in Toronto (*country code = CA*)
- **Vendor number:** 3xxxxx (not 1xxxxx)

FIS Vendor Account Groups (cont'd)



Canadian Currency Vendors:

Vendor Number: 1XXXXXX

US Currency Vendors:

Vendor Number: 3XXXXXX

Foreign Currency Vendors:

Vendor number: 4XXXXXX

Note: The method of payment to a vendor depends on the payment currency.

- **CAN** and **USD** currency payments are issued by cheque
- Payments in **Foreign** currency are issued using a Foreign Draft

Basic Data tab



Once the Vendor Number has been determined, enter remaining required information in the **Basic Data** tab.

Enter Vendor Invoice: Company Code UOFT

Tree on Company Code Hold Simulate Park

Transactn Invoice

Basic data Payment Details Tax Notes

Vendor	100333		
Invoice date	03.08.2018	Reference	72520
Posting Date	03.08.2018	Period	4
Document Type	KN:A/P Vendor invoic		
Cross-CC no.			
Amount	973.48	CAD	<input checked="" type="checkbox"/> Calculate tax
Text	72520, Dell Canada, Computer Supplies and Software		
Paymt terms	35 Days net		
Baseline Date	03.08.2018		
Company Code	UOFT University of Toronto		

Reference: refer to source document (e.g., invoice #)

Invoice Date: Issue date of the invoice document

Important! This date determines when the cheque is issued (use calendar to select date)

Amount: Amount to be paid to vendor, including taxes (i.e., payment indicated on invoice doc).

Text: A description of the payment.

Recommended - Invoice Number, Vendor Name and brief description (e.g., 123456, Grand & Toy, Office Supplies)

Sample FIS Transaction



Vendor Invoice Transaction

- G/L acct (FI)
- Business Area (FI)
- Funds Center (&/or Fund) (FM)
- Cost Center or Internal Order (CO)

Enter Vendor Invoice: Company Code UOFT

Tree on | Company Code | Hold | Simulate | Park

Transactn: Invoice | Bal. 0.00

Basic data | Payment | Details | Tax | Notes

Vendor: 100333

Invoice date: 03.08.2018 | Reference: 72520

Posting Date: 03.08.2018 | Period: 4

Document Type: KN:A/P Vendor invoice

Cross-CC no.:

Amount: 973.48 | CAD | Calculate tax

Text: 72520, Dell Canada, Computer Supplies and Software

Paymt terms: 35 Days net

Baseline Date: 03.08.2018

Company Code: UOFT University of Toronto

Vendor Address:
Dell Canada Inc.
Station "A"
P.O. Box 8440
Toronto ON M5W 3P1
416-758-2242

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

Status	G/L acct	Short Text	D/C	Amount in...	Business area	Cost center	Order	Funds center	Fund	Commitment itm
✓	821110	Equip:Comput...	Debit	849.99	1000	208128		208128	400206	SUPPLIES
✓	825200	Computer Soft...	Debit	109.99	1000		920130	200818		EXP-UTFA
✓	825820	Computer Sup...	Debit	13.50	1000	13424		100654		SUPPLIES
			Debit							

↑
FI

↑
FI

↑
CO

↑
CO

↑
FM

↑
FM

↑
FM

Using the Alternate Payee Addressing Option



Individual (Alternate) Payee option:

- Re-directs a vendor payment to an alternate address using an established vendor number
- Eliminates the need to re-enter the “**Payee**” name
- Enables the continued tracking of purchases from the vendor
- Is used **instead** of an OTA vendor number

Accessing Individual Payee Option:

1. Complete required fields on the “**Basic data**” tab
2. Select the “**Payment**” tab
3. Click the “**Individual payee**” checkbox
4. Enter the alternate address in the pop-up window

The screenshot shows the SAP 'Enter Vendor Invoice' form for Company Code UOFT. The 'Payment' tab is selected and highlighted with a red box. Below the main data fields, the 'Individual payee' checkbox is also highlighted with a red box. On the right side, a vendor address pop-up window is open, showing details for Dell Canada Inc. A red arrow points from the 'Individual payee' checkbox to the vendor address window.

Field	Value
BaselineDt	07.11.2011
Due on	12.12.2011
Payt Terms	YT05 35 Days
CashDiscnt	CAD
Disc.base	CAD To be calcultd
Pmt Method	Free for payment
Inv.ref.	
House Bank	

Vendor Address:
Dell Canada Inc.
Station "A"
PO Box 8440
Toronto ON M5W 3P1
416-758-2242

The vendor selected appears on the right side of screen

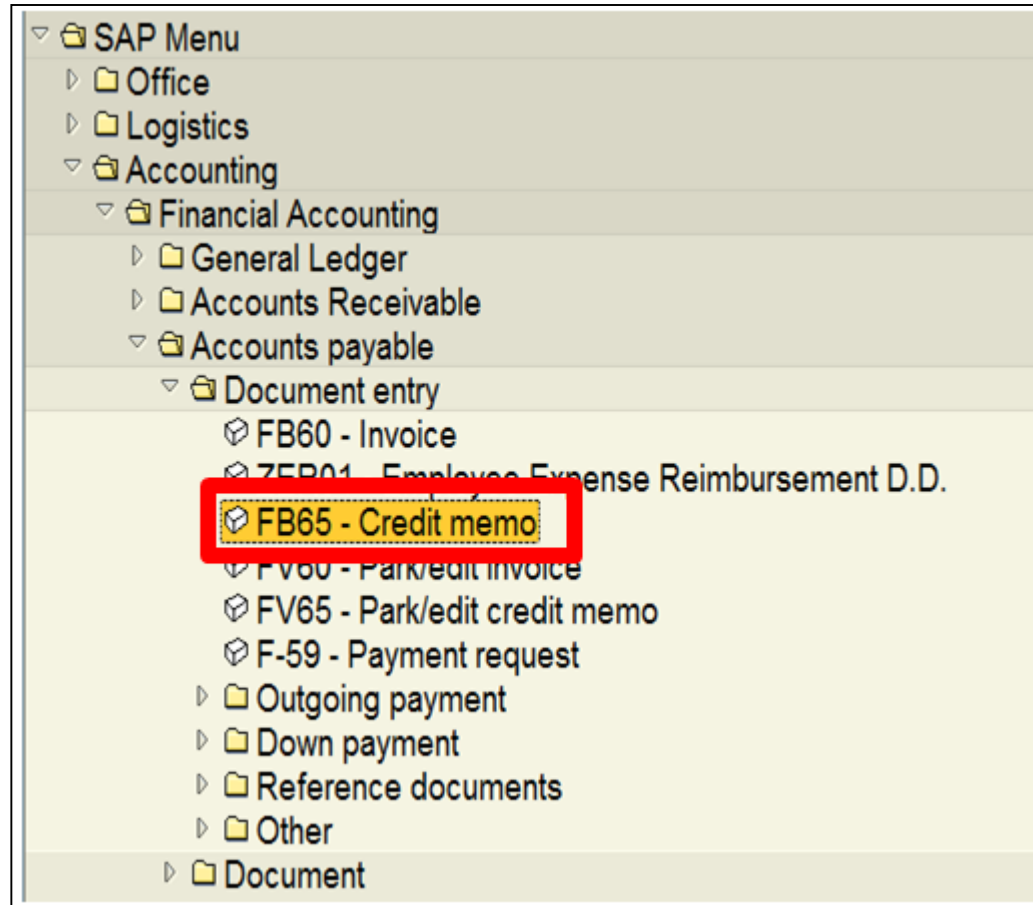
QRG: Using Alternate Payee Address
<https://sapdocs.easi.utoronto.ca/gm/folder-1.11.2570?mode=EU>

Using the Enter Vendor Credit Memo Screen



SAP Menu Path: Accounting
>> Financial Accounting >>
Accounts Payable >>
Document Entry >> Credit
Memo

Transaction Code: FB65



QRG: Credit Memo

<https://sapdocs.easi.utoronto.ca/gm/folder-1.11.2623?mode=EU>

