

FINANCIAL INFORMATION SYSTEM

Day 3

**G/L Transactions,
Troubleshooting &
Earmarked Funds**



Course Objectives



This course will help you:

- Process Monies (e.g., cash, cheques, foreign currency) received by the university
- Understand when to use Journal Entries
- Process Journal Entries to correct entry errors
- Process an Internal Revenue/Expense Recovery
- Display and make changes to a posted document
- Identify and troubleshoot FIS error messages
- Identify whether a cheque has been issued or cashed
- Correct Accounts Payable and General Ledger documents after they have been posted
- Understand the purpose of Earmarked Funds
- Create Earmarked Funds using Single and Multiple lines
- Post transactions using funds committed within Earmarked Funds
- Change and release Earmarked Funds
- Run reports to view the current balance of an Earmarked Fund

Course Map



Morning:

- Cash Receipts:
 - **What are they?**
 - **Who Records What?**
 - **The Business Process**
- Business Process: Using Journal Entries or Internal Revenues/Expense Recoveries
- Internal Revenues/Expense Recoveries
 - **What are they?**
 - **When do you use them?**
- Troubleshooting Errors During the Document Entry Process
 - Incorrect Account Coding
 - Warning and Error Messages
 - NSF Account(s)
- Making Corrections After the Document is Posted
 - A/P Document - Cheque **NOT** Issued
 - A/P Document - Cheque **ISSUED** but **NOT CASHED**
 - A/P Document - Cheque **CASHED**
- Journal Entries - Correction of Posting Entries
- A/P Cheque Delayed or Not Produced: Common Reasons

Afternoon:

- Troubleshooting (cont'd)
- What are Earmarked Funds?
- Why Use Earmarked Funds?
- Creating Earmarked Funds
- Changing Earmarked Funds
- Using Earmarked Funds in FIS transactions
- Reporting Earmarked Funds
 - Funds Center Report
 - All Postings Line Item Report
 - Earmarked Funds

G/L Transactions

Cash Receipts: What Are They?



Definition: Monies

All cash, cheques, credit card receipts, wire transfers received by the University.

They are comprised of:

- Government grants (e.g., Operating, Capital, Research)
- Payments on account for **U of T A/R invoices**
- Donations
- Miscellaneous:
 - Point of Sale (POS) receipts (e.g., parking, food)
 - Conference fees
 - Other (e.g., application/exam fees)

GTFM Policy: Cash, Other Receipts and Banking

<http://finance.utoronto.ca/policies/gtfm/cash-other-receipts-and-banking/>

Cash Receipts: Helpful Hints



Cash, as defined in **The Cashier Function** of the GTFM, includes:

- currency
- personal cheques
- certified cheques
- money orders
- traveler's cheques
- bank drafts

“Cash” is separated into "Currency" and "Cheques”.

Examples of “Currency” and “Cheques” are:

Currency:

- ✓ coin
- ✓ bills

Cheques:

- ✓ personal cheques
- ✓ certified cheques
- ✓ money orders
- ✓ traveler's cheques
- ✓ bank drafts

NOTE: Only CDN and USD currency and cheques are accepted at the Cashier’s Office. **Foreign coins and bills must be converted to CDN** dollars at any bank, before a deposit is made to the Cashier’s Office.

Cash Receipts: Who Records What?



Type of Receipt	Processing Department	What should be done with receipts:
Government operating and capital grant installments	Planning & Budget Dept (P&B)	Forward with all related documentation.*
Payment of U of T invoices	Accounts Receivable Financial Services Dept (FSD – A/R)	Forward with copy of invoice.*
Donations	Division of University Advancement (DUA)	Forward with completed Gift Processing Form.*
Research grants or contract installments	Research Accounting (RIS)	Forward with all related documentation.*
Miscellaneous cash receipts	Various departments	Recipient department processes the Cash Receipt.**

GTFM Policy: The Cashier Function - Departmental Responsibilities for Processing Cash Receipts
<http://finance.utoronto.ca/policies/gtfm/cash-other-receipts-and-banking/cashier-function/>

Cash Receipts: The Business Process



- Step 1:** Prepare the deposit to be sent to the Cashier's Office or the subordinate bank account (refer to **UTM Banking** guidelines for the Internal Cash Receipts and Direct Deposit processes).
- Step 2:** Complete the appropriate FIS deposit form.
- Step 3:** Process the deposit in FIS and note the system generated document number on the deposit form.
- Step 4:**
- a) **Internal Cash Deposits** → Davis Building Drop-Off
 - Cash & Two copies of Posted Internal Cash Receipts Deposit Form
 - b) **Direct Deposits** → UTM Cashier's Office
 - Place Cash or Cheques in Sealed, Labeled & Numbered deposit bag
 - Forward a copy of the CIBC Bank Deposit Slip & UTM Direct Deposit Form to 215 Huron (Central FSD) via campus mail
- Step 5:** File copies of deposit forms in accordance with the **U of T File Plan**

UTM Policy: Banking

- <http://www.utm.utoronto.ca/business-services/services/banking>

GTFM Policy: Internal Cash Deposit

- <http://finance.utoronto.ca/gtfm/cash/deposits.htm>

GTFM Policy: Direct Deposit

- <http://finance.utoronto.ca/gtfm/cash/direct.htm>

Forms for Processing Cash Receipts



1) UTM Internal Deposit Form

- used to record deposits taken to the UTM **Cashier's Office**, located on the 2nd Floor, Davis Building

2) UTM Direct Bank Deposits Form

- used to record deposits taken directly to the **designated U of T CIBC subordinate bank account**

Both forms require the following FIS transaction information:

- FIS bank account
- Departmental account(s) to be credited (e.g., G/L account, CC, FC)

UTM Forms & Templates:

- <http://www.utm.utoronto.ca/business-services/utm-forms-templates>



UNIVERSITY OF
TORONTO
MISSISSAUGA

INTERNAL CASH RECEIPTS DEPOSIT FORM

To: UTM Cashiers Office
Drop Box located 2nd Floor
WG Davis Building

Doc. date 8-Jun-18
Posting date _____
Doc. Type: SF

Company Code _____
Currency UOFT CAD

FIS Doc. # _____

Payor Name or Cheque Grouping	Amount	Payor Name or Cheque Grouping	Amount	Cash	Amount
Copies of cheques are to accompany deposit				X 5	
				X 10	
				X 20	
				X 50	
				X 100	
				COIN	
				Total Cash	\$ -
Total Cheques			\$ -	Total Deposit	\$ -

G/L ACCOUNT	DEBIT POSTKEY	Enter 350006 for CAD deposits	Amount	Bus Area	Allocation (Dept Name & Phone #)	TEXT (Description)
350006	Debit	Only one currency per deposit	\$ -	1000		

G/L ACCOUNT	CREDIT POSTKEY	AMOUNT	TAX CODE	BUSINESS AREA	COST CENTRE OR	INTERNAL ORDER	C/F CENTRE	FUND	COMMITMENT ITEM	TEXT (Description)
	Credit									
	Credit									
	Credit									
	Credit									
	Credit									
	Credit									
	Credit									

Total Deposit: \$ -

Deposit is balanced

Deposit Prepared By:	University Address:	Cashier's Receipt
Department:		
Telephone:	Date: 8-Jun-18	
Authorized Approval or Delegated Signing Authority	Title of Signing Authority	

ONE (1) COPY FOR ORIGINATING DEPARTMENT
TWO (2) COPIES TO FINANCIAL SERVICES



- Reminders:**
- Prepare a **separate** Internal Cash Receipts Deposit Form for CDN and USD Deposits
 - US coins are to be included in CDN deposits as they are treated at par



UNIVERSITY OF
TORONTO
MISSISSAUGA

BANKING REPORT - DIRECT BANK DEPOSITS ONLY

Canadian Dollar Deposits



Doc. date	Company Code	UOFT
Posting date	Currency	CAD
Form To: Cashiers Office	Cash Deposit To	Doc. Type: SF
Financial Services Department	UTM Cashier Drop Box	FIS Doc. #
215 Huron St.	2nd Floor WG Davis Bldg	

DEBIT POSTKEY	G/L ACCOUNT	DIRECT CASH CHEQUES DEPOSIT	AMOUNT	BUSINESS AREA	ASSIGNMENT (Dept Name & Ph #)	TEXT (Description) (Bank Account Number Required)
40	350006	CIBC - Cash/Cheques Deposit		1000		

DEBIT POSTKEY	G/L ACCOUNT	DIRECT CREDIT CARD DEPOSIT MERCHANT DESCRIPTION	AMOUNT	BUSINESS AREA	ASSIGNMENT (Dept Name & Ph #)	TEXT (Description) (Merchant Number Required)
40	350006	Global - VISA Deposit		1000		
40	350006	Global - MC Deposit		1000		
40	350006	Global - Debit Deposit		1000		
40	350006	Moneris - VISA Deposit		1000		
40	350006	Moneris - MC Deposit		1000		
40	350006	Moneris - Debit Deposit		1000		
40	350006	AMEX Deposit		1000		

\$ -

Deposit is balanced

CREDIT POSTKEY	G/L ACCOUNT	AMOUNT	TAX CODE	BUSINESS AREA	COST CENTER	OR	INTERNAL ORDER	COMMITMENT ITEM	FUND	C/F CENTER	TEXT (Description)
50											
50											
50											
50											
50											
50											
50											
50											
50											
50											

Deposit Prepared By:	University Address:	Clearing Document Number: (for internal use only)
Department:		
		Copies

Cash Receipts: Business Process for Foreign Cheques



When you receive foreign cheques:

- 1) complete a separate **Internal Cash Receipts Deposit Form**, **leaving the amount fields blank**
- 2) attach the foreign cheques to the completed **Internal Cash Receipts Deposit Form**, along with 2 copies and a return envelope
- 3) Forward to:

Banking Clerk
Financial Services Department
215 Huron Street, 2nd Floor
Telephone: 416-978-2146

These cheques are sent to the bank for collection (for a fee). **Once the cheques clear collections, the Banking Clerk will process the entry in FIS** using the accounts provided by the department.

Document Types



Document	Doc. Type	Doc. Number Range
Journal Entry	SA	10XXXXXXXXXX
Cash Receipt	SF	30XXXXXXXXXX

Internal Revenues & Expense Recoveries	SI*	28XXXXXXXXXX
--	-----	--------------

***Note:** The document type for Internal Revenues & Expense Recoveries defaults to **SI** in the Internal Revenues/Expense Recovery screen.

Business Process: Journal Entry or Internal Revenues/Expense Recoveries



Step 1: Determine the transaction to process:

- a) If a correction of a previously posted document: **Journal Entry**
- b) If posting revenue or recovering expenses from an **internal** department: **Internal Revenue/Expense Recovery**

Step 2: Obtain and document the necessary information to process the transaction (e.g., authorization, account numbers).

Step 3: Process the transaction in FIS.

Step 4: Note the system generated document number on the source document. If necessary, send a copy of the Journal Entry or Internal Revenue/Expense Recovery form to the relevant departments.

Step 5: File document(s) in accordance with **U of T File Plan**

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/#fileplan>

Internal Revenues & Expense Recoveries: What are they?



1) Internal Revenues

Departments (centrally **or** at the divisional/departmental level) provide specialized services to other departments **within the University** for which they charge a fee but **CASH** is not generated.

Examples:

- photocopy services
- lab services

Internal Revenues & Expense Recoveries: What are they? (cont'd)



2) Expense Recoveries

Recovery of expenses already paid (e.g., vendor invoice or HRIS transaction) and then shared/reallocated between U of T departments or units.

Important: Cash is **NOT** generated, but reallocated between organizational units.

Examples:

- equipment purchases
- staff costs (e.g., salaries/benefits)*
- photocopying charges
- conference/lecture contributions

***Note:** Payroll recoveries cannot be processed against HRIS payroll G/L accounts (801XXX range). G/L accounts in the 800XXX range should be used for recovery of payroll expenses.

GTfM Policy: Conference Accounts

<http://finance.utoronto.ca/policies/gtfm/financial-management/fis-accounts-establishing-changing-and-deactivating/conference-accounts/>

Internal Revenues & Expense Recoveries: What are they? (cont'd)



U of T departments do **NOT** bill each other via invoice as they would **external** customers. Instead, they recover the cost or share expenses using FIS accounts.

If a department receives a U of T cheque as payment for an internal charge, the cheque is **NOT** treated as "cash receipts".

The department that receives the cheque should:

1. Return U of T cheque to originating department.
2. Supply originating department with your FIS accounts to process the charge using the **Internal Revenues/Expense Recoveries** transaction

The originating department will need to:

1. Put a "stop payment" on the U of T cheque
2. Return the cheque to **Accounts Payable** in the Financial Services Department.

FAQ: Cheque Production – How do I request a **stop payment** on a cheque?

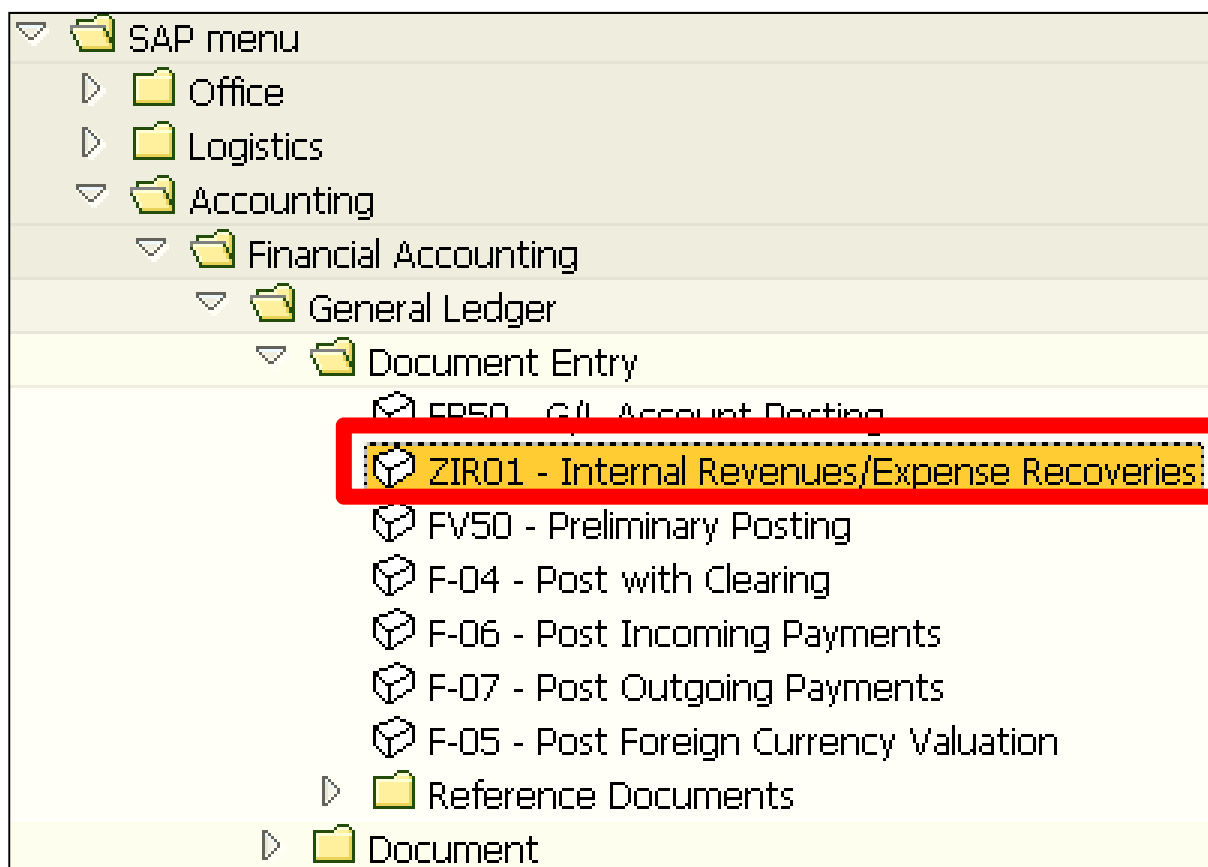
<http://finance.utoronto.ca/faqs/cheque-production/>



Accessing the Internal Revenues/Expense Recoveries screen in FIS

SAP MENU PATH: Accounting >> Financial Accounting >> General Ledger >> Document Entry >> Internal Revenues/Expense Recoveries

Transaction Code: ZIR01



Internal Revenues/Expense Recoveries Screen: When Do You Use It?



To record transactions between U of T departments, such as **sales of goods/services** or **recoveries of expenses** for items paid for using **invoices** and then shared with another department or unit.

Internal Revenues/Expense Recoveries: Data entry screen

Document Date
 Posting Date
 Document type Debit Amount 0.00
 Reference Credit Amount 0.00
 Currency Document Bal. 0.00
 Doc.Header Text
 Company Code

G/L	Short text	D/C	Amount	Cost Center	Order	Funds Center	Fund	Commitment

GTFM Policy: Revenues and Expense Recoveries

<http://finance.utoronto.ca/policies/gtfm/revenues-and-expense-recoveries/>

QRG: Internal Revenues/Expense Recoveries – Post

<https://sapdocs.easi.utoronto.ca/gm/folder-1.11.3027?mode=EU>

QRG: Internal Revenues/Expense Recoveries – Reverse

<https://sapdocs.easi.utoronto.ca/gm/folder-1.11.4562?mode=EU>

Troubleshooting A/P & G/L Transactions

Troubleshooting Errors DURING the Document Entry Process



As a general rule, any field that is not “**greyed out**” can be edited/corrected **during** the document entry process by **typing over the field contents**.

This applies to:

- vendor number
- document type
- g/l account
- incorrect debit/credit entry
- amount
- tax code
- funds center or fund
- cost center or internal order
- commitment item
- text

Troubleshooting Incorrect Account Coding During Entry




G/L 825000 was accidentally keyed instead of G/L 825010

2 Items (Screen Variant : Line Item Entry - FB50)

Status	G/L	Short text	D/C	Amount in doc.curr.	Com...	Tax code	Business area	Cost center	Order	Funds center	Fund
✓	825000	Suppl:general	Debit	100.00	UOFT	J9	1000	13424		100654	
✓	835000	Services:general	Credit	100.00	UOFT	J9	1000	13424		100654	
					UOFT						
					UOFT						
					UOFT						
					UOFT						
					UOFT						


Any field, not "greyed out" can be changed by typing over the contents


To delete the line :


- Selecting the box to the far left of the line item - line will now be highlighted
- Click on the **Delete line** icon 

Troubleshooting Warning and Error Messages



 **Error message** - a system generated message that will not allow the transaction to post until the issue mentioned in the message is corrected.

 **Warning message** - the system will allow (most transactions) you to either post the transaction OR cancel the transaction and resolve the issue mentioned in the message.

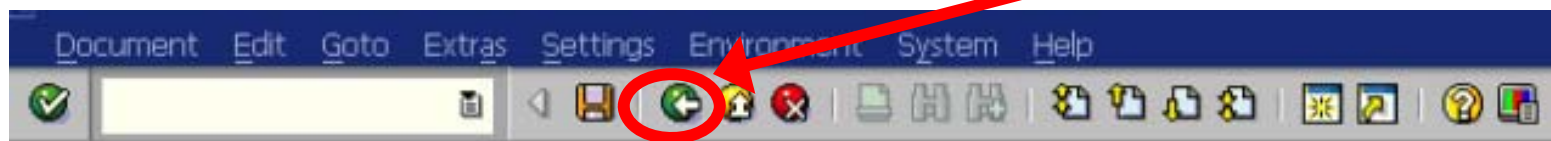
EXAMPLE: A transaction is entered and the "post"  icon is clicked. The following "warning" message appears at the bottom of the screen.



The user can acknowledge the warning by clicking "enter" which will allow the transaction to post

OR

Cancel the transaction completely by clicking on the "back" arrow.



Troubleshooting Warning and Error Messages (cont'd)



System generated warning and error messages appear at the **bottom** of the screen:



Warning



Error

Common Warning or Error Messages	Cause	Action to be taken**
Budget consumption 6,717.00 CAD (FM PB Availability Control) less than annual budget for document item 00002	Budget almost all spent	Proceed with transaction
Annual budget of FM PB Availability Control exhausted for document item 00002	Budget now all spent	Proceed with transaction
Annual budget exceeded by 3,282.37 CAD (FM PB Availability Control) for document item 00002	Insufficient funds	Select another Funds Center
Funds center 122222 does not exist in FM area UOFT and fiscal year 01.05.2007	Incorrect Funds Center	Select another Funds Center
Fund 455210 does not exist in FM area UOFT	Incorrect Fund	Select another Fund
"FI: Postings" is not allowed (FM 210246 /SERVICES /458145 /2008)	Funds Center or FC/Fund blocked for posting	For a Fund: <ul style="list-style-type: none"> • Contact Research or Trust Accounting For a Fund Center: <ul style="list-style-type: none"> • Contact F.A.S.T
You have no authorization for posting to this account	For G/L acct , account set up for automatic posting only. For Departmental Exp. Reimbur. Vendor Account wrong Vendor number was chosen for the transaction.	G/L Account: Select another G/L acct. Departmental Exp. Reimbursement Vendor Account: Select departmental OTA if available or use generic OTA 990004
Account 801120 UOFT is blocked for posting	You are not authorized to post using this G/L account	Select another G/L account.
Fund 413195 in FM area UOFT is not valid for 28.01.2008	Fund end date is in the past	If the charge must be posted call the Research or Trust accounting department, otherwise select another fund

Note: Double check the entry for any **typos**. If another account is needed, get appropriate authorization to change account information.

Troubleshooting Incorrect Account Coding During Entry: Vendor Number



The most common **A/P data entry** error message is:

“Account xxxxxx UofT is blocked for posting”

This error message indicates that the Vendor exists **but** A/P postings are not allowed because:

- a) **PO ONLY**: Vendor account should be used for **PO** transactions only **or**
- b) **BLOCKED**: Vendor account is no longer active

Example:

Name 1	Name 2	Vendor	Postal ...	City	SearchTerm
HELLMA (CANADA) LTD.		100413	L4K 2C8	CONCORD	PO ONLY
HELLMA (CANADA) LTD.		116002	L4J 8G7	THORNHILL	A/P ONLY
HELLMA (CANADA) LTD.		102374	L4K 4H5	CONCORD	BLOCKED
HELLMANN WORLDWIDE LOGIST		111877	L5G 1R1	MISSISSAUGA	A/P AND PO

Required action:

- Do a **Match Code** search to find vendor’s account number indicating “AP ONLY” or “AP & PO”.
- For an “INACTIVE” vendor account, notify Procurement Services, via General Inquiries at: <http://www.procurement.utoronto.ca/about-procurement/contact-us>

Troubleshooting NSF Accounts



Error messages will appear if Funds Center or FC/Fund has insufficient funds available:

When? Click  “post” icon to check for funds availability

How? Warning/error message appears at the bottom of the screen

- Double click message to view details

What? Message contains:

- Line (item) number
- Funds Center or FC/Fund
- Commitment Item where insufficient budget
- Specific error message

Troubleshooting NSF Accounts: Example



Enter Vendor Invoice: Company Code UOFT

Tree On | Company Code | Hold | Simulate | Park | Editing Options

Transactn Invoice Performance Assistant

Basic data | Payment | Details

Vendor: 100333
 Invoice date: 21.01.2008
 Posting Date: 28.01.2008
 Document type: KN:A/P Vendor inv
 Cross-CC no.:
 Amount: 9,000,000.00
 Text: testing NSF messag
 Paymt terms: 25 Days net
 Baseline date: 21.01.2008
 Company Code: UOFT University of

Annual budget exceeded by 703,284.37 CAD (FM PB Availability Control) for document item 00002

Message no. FMAVC005

Diagnosis

The annual budget is exceeded by 703,284.37 CAD (FM PB Availability Control) for the document item 00002. Budget control on outgoing amounts (**ceiling type Expenditures**) raised this message for the following combination of availability control ledger, fiscal year (and if applicable, year of cash effectivity) and control object:

9H/2008-/100818/EXPENSE-S

Status	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Order	Funds center	Fund	Comm
✓	825000	Suppl:general	Debit	9,000,000.00	11040		100818		SUPP
			Debit						
			Debit						
			Debit						
			Debit						
			Debit						
			Debit						
			Debit						

1 Items (Screen Variant : Line Item Er

Annual budget exceeded by 703,284.37 CAD (FM PB Availability Control) for document item 00002

Double click warning/error message for message details.

The detailed message indicates that system checked for Funds Available at the **CI=EXPENSE-S** and found that the annual budget would be **exceeded by \$703,284.37 CAD** if transaction posted.

Message refers to line 2 of document (the vendor information is line 1)

Making Corrections AFTER Document is Posted: Correcting G/L & A/P Documents



Found an error?

It *can* be fixed ...

Correct G/L account documents (e.g., Journal Entries, Internal Revenues/Expense Recoveries) by:

- **reversing** the initial transaction *or*
- creating a **correcting** Journal Entry

Reversal instructions for:

- **Journal Entries:**
<https://sapdocs.easi.utoronto.ca/gm/folder-1.11.2406?mode=EU>
- **Internal Revenues/Expense Recoveries:**
<https://sapdocs.easi.utoronto.ca/gm/folder-1.11.4562?mode=EU>

Making Corrections AFTER Document is Posted: Correcting G/L & A/P Documents (cont'd)



Corrections to A/P documents (e.g., Invoices and Expense Reimbursements) are possible if the cheque has **NOT** been issued or cashed.

Irrespective of the A/P cheque status, the following changes/corrections can be made:

- Changes to **line item text** or **Assignment field** via Document Change
- Changes to the **G/L account, Funds Center, Fund, Cost Center, Internal Order, Commitment Item, and Tax Code** via Journal Entry

QRG: Document Change

<https://sapdocs.easi.utoronto.ca/gm/folder-1.11.3039?mode=EU>

QRG: Journal Entry Create

<https://sapdocs.easi.utoronto.ca/gm/folder-1.11.2406?mode=EU>

Making Corrections AFTER Document is Posted: Reversing Documents



Document Reversal can be performed if the original document has no “cleared” items.

Examples:

- cheque has **not** been issued for an A/P transaction
- ERDD has **not** been deposited into individuals’ bank account

Correcting Journal Entries vs. Reverse Document

Correcting Journal Entry	Reverse Document
<ul style="list-style-type: none">• Does not provide automatic audit trail• Must identify original document in either Text or Reference field.	<ul style="list-style-type: none">• Provides automatic audit trail• System creates “link” between the two documents• Other document is referenced in the document header information

Making Corrections AFTER Document is Posted: A/P Documents



The process for correcting a **posted A/P document** depends on the **cheque payment status**.

Three possible scenarios:

- 1) Cheque not issued
- 2) Cheque issued, but not cashed
- 3) Cheque is cashed



Displaying Cheque Information

SAP Menu Path: Accounting >> Financial Accounting >> General Ledger >> Document >> Display

Transaction Code: FB03

Display the posted document to determine the cheque payment status.

Double click
line item 1
(Vendor Line) to
display vendor
line item
information

Itm	Account	Account short text	PK	Amount	CoCd	Tx	BusA	Cost Ctr	Order	Funds C
1	100333	Dell Canada Inc.	31	90.06	UOFT	**	1000			
2	821110	Equip:Comput:Purch	40	88.88	UOFT	E1	1000	11190		206221
3	260001	GST:Receiv & Payable	40	3.18	UOFT	E1	1000			101286

QRG: Document Display

<http://finance.utoronto.ca/wp-content/uploads/2015/11/docdisplayje.pdf>



Displaying Cheque Information (cont'd)

- If “Clearing” field is available, cheque has been produced.

“Clearing” date is date the cheque has been produced

The screenshot shows the SAP 'Display Document' interface. The menu bar includes 'Document', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The 'Environment' menu is open, showing options like 'Check Information', 'Payment Usage', 'Invoice Status', 'Document Environment', 'Additional Assignments', 'Valuation', 'Correspondence', 'Balance Sheet Adjustment', 'Addtln components...', and 'Reference Object'. The main area displays document details for Vendor 100333 (Dell Canada), Company Code UOFT (University of Toronto), and Line Item 1 / Invoice / 31 with an amount of 90.06. The 'Additional Data' section includes fields for Bus. Area (1000), Disc. base (79.00), Payt Terms (YT05), Bline Date (13.08.2007), and a 'Clearing' field with the value '06.09.2007 / 2001886150'. The 'Clearing' field is highlighted with a red box. A red arrow points from the 'Clearing' field to the text box on the left.

NOTE: With ERDDs, the “Clearing” date is the date the payment was made to the employee’s bank account and “Check Information” will always be greyed out.

Displaying Cheque Information (cont'd)



To view cheque information click: **Environment (tab) > Check information**

Display Check Information

Check recipient | Check issuer... | Accompanying docs | Payment document

Paying company code: Payment document no.:

Bank details

House bank	<input type="text" value="CIBC1"/>	Bank Key	<input type="text" value="010"/>
Account ID	<input type="text" value="30132"/>	Bank Account Number	<input type="text" value="0010707"/>
Bank name	<input type="text" value="Canadian Imperial Bank of Commerce"/>		
City	<input type="text" value="Toronto, Ontario"/>		

Check information

Check Number	<input type="text" value="6913040"/>	Currency	<input type="text" value="CAD"/>
Payment date	<input type="text" value="06.09.2007"/>	Amount paid	<input type="text" value="118,548.77"/>
Check encashment	<input type="text" value="10.09.2007"/>	Cash discount amount	<input type="text" value="0.00"/>

Check recipient

Name	<input type="text" value="Dell Canada Inc."/>
City	<input type="text" value="Toronto"/>
Payee's country	<input type="text" value="CA"/>
Regional code	<input type="text" value="ON"/>

Callouts:

- Check number: points to
- Date check was issued: points to
- Date check was cashed: points to
- Total amount of the cheque to vendor, but not necessarily the amount of your invoice. (e.g., slide 15 shows invoice amount as \$90.06): points to

A/P Document – Cheque NOT Issued



- Use "**Change Document**" function for an A/P document to :
 - change **Payment Method** for an OTA Expense Reimbursement Vendor Group
 - update **address** if you used an OTA vendor or the Individual payee functionality
- Reverse document using "**Document Reverse**" depending on document type (e.g., ERDD, Invoice, Journal Entry or Internal Revenue)

QRG: Document Reverse (used for Invoices, Non-ERDD Expense Reimbursements and Journal Entries)

<https://sapdocs.easi.utoronto.ca/gm/folder-1.11.3030?mode=EU>

QRG: Expense Reimbursement Direct Deposit (Reverse)

<https://sapdocs.easi.utoronto.ca/gm/folder-1.11.3027?mode=EU>

QRG: Internal Revenues/Expense Recoveries

<https://sapdocs.easi.utoronto.ca/gm/folder-1.11.3014?mode=EU>

A/P Document – Cheque ISSUED but NOT CASHED



Complete the “[Cheque/Draft Re-issue or Cancel Request Form](#)” and send to **Accounts Payable in Financial Services** at ap.fsd@utoronto.ca to request stop payment.

Indicate:

- the cheque number
- the document number
- the reason for the stop payment and
- Whether or not cheque will be reissued

If **NO changes required to the cheque** it can be reissued by Accounts Payable in the next cheque run (e.g., the original cheque was lost in the mail).

If the cheque will either be ‘**Not Re-issued**’ or ‘**Changes Required – Re-issued**’ (e.g., updates to **Address** or **Pmt Method**), Accounts Payable will notify the department when the original cheque has been cancelled.

Then the department will have to:

1. For ‘**Not Re-issued**’ cheques:
 - A/P Invoices: **Reverse the document**
 - Logistics Invoice: **Cancel Invoice Receipt**
2. For ‘**Changes Required – Re-issued**’ – perform a Document Change, populate the **Address** and **Pmt Method** fields then remove **Payment Block**

A/P Document - Cheque CASHED



If cheque **cash**ed, **request refund** in the form of:

- cheque* **or** credit memo if a “**regular**” **vendor** number (e.g., Vendor Number on the Master Records vendor list) used to process payment
- cheque*; if a **one-time-only** account vendor number or an **individual (alternate) payee** address was used to process the payment.

* All cheques are made **payable** to the **University of Toronto**.

Journal Entries – Corrections to Posted Entries



Journal Entries are used to **correct a previously posted transaction** in which one or more of the following pieces of information is incorrect:

- G/L account
- Funds Center (CFC *or* FC)
- Fund
- Commitment Item (e.g., EXP-UTFA, SPECIAL1)
- Cost Center
- Internal Order
- Tax Code (i.e., wrong tax codes used in original transaction)
- Amount (i.e., correct \$ amount of a previous journal entry)

Note: Corrections to the “**Text**” or “**Assignment**” field are made through the “**Change Document**” screen and **not made via a correcting Journal Entry.**

QRG: Journal Entries

<https://sapdocs.easi.utoronto.ca/gm/folder-1.11.2406?mode=EU>

FAQ: Tax Code Corrections

<http://finance.utoronto.ca/faqs/tax-code-corrections/>

Journal Entry Form



Using the Journal Entry Form:

The **Journal Entry form** has been designed to include all of the information required to provide a clear audit trail from the original transaction to the correcting transaction.

Form: Journal Entry (including instructions on its completion):

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

Displaying or Changing Text in a Posted Document



Displaying or Changing a Document (e.g., Journal Entry, Int. Rev./Exp. Recovery):

- Why?**
- To check the details of a posted document (e.g., who posted it, the original currency of the document)
 - To print a “hard copy” print out of the posted document for your records

Changing a document:

- Why?** - To change the contents of the **Assignment** or **Text** field

QRG: Document Display

<http://finance.utoronto.ca/wp-content/uploads/2015/11/docdisplayje.pdf>

QRG: Document Change

<https://sapdocs.easi.utoronto.ca/gm/folder-1.11.3039?mode=EU>

Using the “Enter G/L Account Document” Screen



SAP MENU PATH: Accounting >> Financial Accounting >> General Ledger >> Document Entry >> G/L Account Posting

Transaction Code: FB50

The “Enter G/L Account Document” screen is used for posting:

Enter G/L Account Document: Company Code UOFT

Tree On Company Code Hold Simulate Park Editing Options

Basic data Details

Document Date Currency CAD
 Posting Date 25.06.2007 Period 2
 Reference
 Doc.Header Text
 Document type SA SA:DM/Journal entry
 Cross-CC no.
 Company Code UOFT University of Toronto

Amount Information
 Total deb. 0.00 CAD
 0.00 CAD

Change to reflect the transaction being processed.

0 Items (Screen Variant : Line Item Entry - FB50)

Status	G/L acct	Short text	D/C	Amount in doc.curr.	Com...	Tax code	Business area	Cost center	Order
					UOFT				
					UOFT				

➔ **Journal Entries:**

Document type – SA

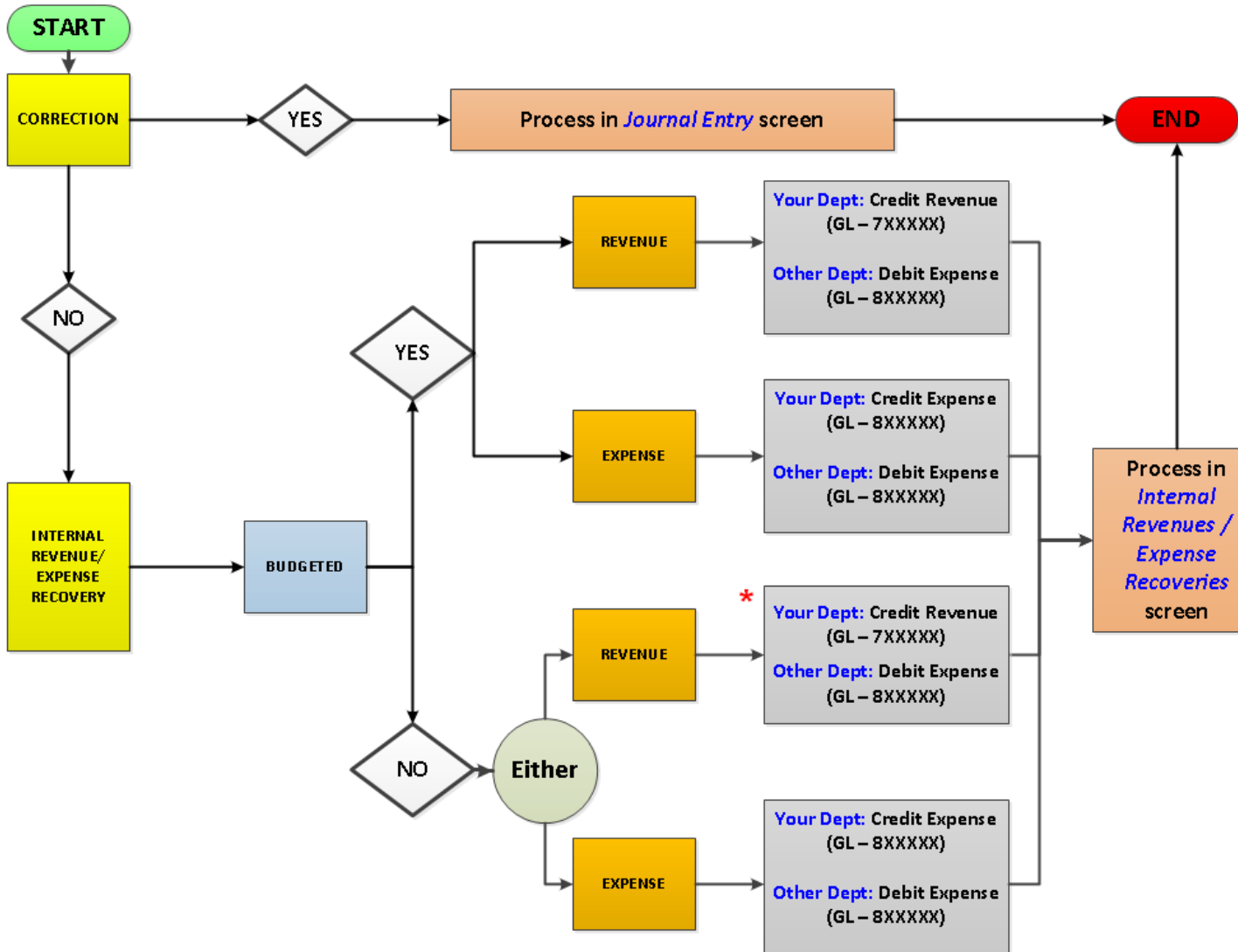
Document Number Range - 10XXXXXXXXX

➔ **Cash Receipts transactions:**

Document Type - SF

Document Number Range - 30XXXXXXXXX

Internal Transaction - Decision Tree



*** NOTE:**
To make non-budgeted recovered funds available for spending:

- complete **Budget Transfer/Revision Form** (select “**Supplement**” option) and check your departmental business process to find who to send the form to
- Once form is processed, a revenue budget will be established and your expense budget will increase

Form: Budget Transfer/Revision
<http://finance.utoronto.ca/forms/processing/>

A/P Cheque Delayed or Not Produced: Common Reasons



1. The payment method was not selected for an **OTA Expense Reimbursement Vendor**.
 - **Correction:** [Document Change](#) and populate the “*Pmt Method*” field
2. A OTA Trade Payable/Departmental Expense Reimbursement OTA Vendor or Alternate Payee function was used and the “**Street**” field on the address window was not populated.
 - **Correction:** [Document Change](#) Enter correct address in the street field
3. The Invoice date was entered incorrectly
 - **Correction:** [Reverse document](#) and reprocess
4. An OTA Trade Payable Vendor Account (e.g., 990001) was used instead of an OTA Departmental Expense Reimbursement, thus delaying the cheque production. Payment terms for OTA Trade Payable Vendors are 35 days, instead of immediately for an OTA Expense Reimbursement Vendor.
 - **Correction:** [Reverse document](#) and reprocess
5. The transaction was processed using the incorrect Vendor Group (e.g., request in US\$ on OTA 990001)
 - **Correction:** [Reverse document](#) and reprocess

Earmarked Funds

What are Earmarked Funds?



Earmarked Funds are:

- FIS documents created by departments to reserve available budget dollars for expenses
- can be changed, reversed and released by the department at any time

Earmarked Funds are also referred to as:

- *Manual Reserves*
- *Funds Commitments*
- *Encumbrances*

Why Use Earmarked Funds?



PROs	CONs
<ul style="list-style-type: none">• Opportunity to “protect” available budget dollars for future expenditures (e.g., building renovations, written agreements)	<ul style="list-style-type: none">• Need to have Earmarked Fund document number to “spend” as part of an A/P or journal entry posting
<ul style="list-style-type: none">• Will appear on Funds Management reports as a Commitment	<ul style="list-style-type: none">• Not available for use on some FIS transactions (e.g. ERDD on the Web, Mastercard)
<ul style="list-style-type: none">• Enables FIS users to “spend” the reserve amount through A/P or Journal Entry postings for values less than \$4,999.99	
<ul style="list-style-type: none">• Provides change history detail on activity posted to reserve	
<ul style="list-style-type: none">• Carried forward at end of fiscal year; stays in the system until changed by user	

Creating Earmarked Funds – Overview Screen



SAP Menu Path: Accounting >> Funds management >> Posting >> Earmarked Funds >> Funds Commitment >> Create

Transaction Code: FMZ1

Doc. Text:
Enter overall
reason for
reserve

Funds commitment: Create Overview scrn

Park Document Entry

Document number		New	Document Date	08.06.2012
Document type	11	Funds commitment standard	Posting Date	08.06.2012
Company Code	UOFT	University of Toronto	Currency/rate	CAD
Doc.text	Reason for Earmarked Fund			
Currency	CAD			
Grand total	0.00			

Line Items

Overall amount	Document item	Commitment Item	Funds Center	Fund	G/L Account	Cost Center	Order	Vendor	Due on	Text

For **all lines** complete the following fields:

- Overall amount
- Funds Center & Fund (if applicable)
- Text - specific reason for each line

AND *either a) or b)*:

- G/L Account No. and Cost Center or Order
- ONLY** Commitment Item

Vendor field is “Optional” since payment not restricted to particular Vendor.

QRG: Funds Commitment – Create

- <http://finance.utoronto.ca/wp-content/uploads/2015/10/fccreate.pdf>

Creating Earmarked Funds – Display Details



Select “Acct.asst.changeable” checkbox

Funds commitment: Create Detail screen: Indicator

Acct.asst.changeable Redctn in LC only
 Exceed without limit Override Global Tol.

Funds commitment: Create Detail

Line Item: 1 Position: 1 / 1
Text: TEST EARMARKED FUND

Control data
 Completion indicator Item blocked Item block More

Values
Currency: CAD
Overall amount: 1,000.00
Open amount: 1,000.00
Due on:

Referenced document
 Set to 'Done'

More data
Vendor:

Coding Block
Business Area: 1000
Cost Center: 11042 Order:
Commitment Item: SUPPLIES Fund:
Funds Center: 100820

More

Click the “More” icon to make the “account assignments” changeable”.

- enables you to use **different account codes** (e.g., G/L, CC) when posting a transaction against the Earmarked Fund

Note: If you don't select the “Acct.asst.changeable” checkbox, the system will **only allow you to post to the account assignments used in the Earmarked Fund.**

Changing Earmarked Funds



SAP Menu Path: Accounting >> Funds management >> Posting >> Earmarked Funds >> Funds Commitment >> Change

Transaction Code: FMZ2

Use the **Funds Commitment Change** function to:

- Increase/decrease the amount of the reserve:
 - **Increase Reserve:** the additional amount will be *deducted* from the funds available
 - **Decrease Reserve:** the difference will be *released* into the funds available
- Change account assignments associated with reserve
- Change Document and/or Reference text
- “**Complete**” or release the reserve to the funds available

QRG: Funds Commitment – Change or Display

- <http://finance.utoronto.ca/wp-content/uploads/2015/10/fcchngdisplay.pdf>

Changing Earmarked Funds – Detail Screen



To increase or decrease Earmarked Fund:

Overall amount cannot be changed to less than the current level of Consumption

Note: Consumption = Overall amount - Open Amount(remainder).

Example:

$$\$5,000 = \$55,000 - \$50,000$$

Funds commitment: Change Detail scr

Funds commitment: Change Detail scr

Line Item: 100945550 1 Position: / 1
Text: SPPG MPP Depart Fellowsh

Control data
 Completion indicator Item blocked Item block [More](#)

Values
Currency: CAD
Overall amount: 55,000.00
Open amount: 50,000.00
Due on:

Referenced document
 Set to 'Done'

More data
Vendor:

Coding Block
Business Area: 1000
Cost Center: 19134 Order:
Commitment Item: SERVICES Fund:
Funds Center: 104128 [More](#)

Using Earmarked Funds in FIS Transactions



FIS users can “**spend**” directly against the Earmarked Fund through A/P or Journal Entry postings. Transactions greater than \$4,999.99 must follow the Procurement Policy.

Required when entering a transaction for:

- **Single line item** reserves:
 - Earmarked Fund document number

- **Multiple line item** reserves:
 - Earmarked Fund document number **and** specific line item number

Using Earmarked Funds in FIS transactions (cont'd)



Example: Posting an invoice against a **single** line item Earmarked Fund.

Enter Vendor Invoice: Company Code UOFT

Tree On Company Code Hold Simulate Park Editing Options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

Vendor 100817
Invoice date 10042007 Reference TRAINING INV
Posting Date 30.04.2012 Period 12
Document type KN:A/P Vendor invoic
Cross-CC no.
Amount 10.00 CAD Calculate tax
Text Inv. processed against single line item Man.Res.
Company Code UOFT University of Toronto

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

Status	G/L acct	Short t...	D/C	Amount in d...	Text	Earmarked funds	Earmarked funds: Document iter
	825000		Debit	10.00	Example of single line item Man.	100041957	
			Debit				

To pay against the Earmarked Fund, enter the **reserve number** in the “**Earmarked funds**” field

NOTE: If the account assignments are changed, there will be a warning message. Press “**Enter**” to continue.

Using Earmarked Funds in FIS transactions (cont'd)



Example: Posting an invoice against a **multi-line item** Earmarked Fund.

Enter Vendor Invoice: Company Code UOFT

Tree On Company Code Hold Simulate Park Editing Options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

Vendor 100817
Invoice date 30.04.2012 Reference TRAINING INVOICE
Posting Date 30.04.2012 Period 12
Document type KN:A/P Vendor invoice
Cross-CC no.
Amount 50.00 CAD Calculate tax
Text Training example of inv processed against Man.Res.
Paymt terms 25 Days net
Baseline date 30.04.2012
Company Code UOFT University of Toronto

Vendor Address
Grand & Toy
Box 5500
Don Mills ON M3C
416-3918100
Bank account Not available

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

Status	G/L acct	Short text	D/C	Amount in doc.curr.	Earmarked funds	Earmarked funds: Document item
✓	825000	Suppl:general	Debit	50.00	100806251	2
			Debit			

To pay against a specific line, enter the **reserve number** in the “Earmarked funds” field

AND

line item number in the “Earmarked funds: Document Item” field

NOTE: If the account assignments are changed there will be a warning message.
Press “Enter” to continue.

Reporting Earmarked Funds



Earmarked Funds are displayed in the Commitments/Reserves section of reports.

They are displayed differently in reports depending on whether they were created using a **G/L account** or a **Commitment Item**.

Earmarked Funds created using:

- **G/L Accounts:**
 - displayed under the G/L details as individual documents
- **Commitment Items:**
 - G/L account field will be blank for line item details report (e.g., All Postings Report)

Reporting Earmarked Funds – Funding: FC or Fund Report/Funds Center Report



Funding: FC or Fund Report/Funds Center Report :

<i>Funds Center Report</i>							
Show all Commitment Items		Switch to spreadsheet view					
Funds Center Report							
Fiscal Year	2014				Report	ZFTR111	
Funds Center	104128	FAST Training			Instance	TNG	
Include FC Hierarchy	X				User	MACINSUZ	
FC Hierarchy variant	0000				Date/Time	13.11.2013 10:54:23	
Include PI FCs	X						
Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue	Variance/ Funds Available
Revenues							
+ REVENUE-S	1,423,317.00-	400,000.00-	0.00	990,847.42-	990,847.42-		590,847.42
Total Revenues	1,423,317.00-	400,000.00-	0.00	990,847.42-	990,847.42-		590,847.42
Expenditures							
EXP-UTFA	0.00	18,778.29	0.00	1,716.68	1,716.68		17,061.61
+ EXPENSE-S	3,450,866.00	4,182,409.87	1,504,250.10	1,719,389.66	3,223,639.76		958,770.11
Total Expenditures	3,450,866.00	4,201,188.16	1,504,250.10	1,721,106.34	3,225,356.44		975,831.72
Net	2,027,549.00	3,801,188.16	1,504,250.10	730,258.92	2,234,509.02		1,566,679.14

Reporting Earmarked Funds – Funds Center Report



List Edit Goto Views Settings System Help

All Postings: Line Items by Document Number (w/ addnal flds)

All Postings: Line Items by Document Number (w/ addnal flds)

RefDocNo	G/L Acc	Payment budget	Cost C	Funds Ctr	Order	Fun	Commitment Item	Line Item Text	Posting Date	Doc. Date	Val.type text	P	Cost center name	Vendor Name
101134042		100,000.00		104128			SER-BLDG-REPAIRS	Renovations at Canadiana Gallery Building	29.10.2010	29.10.2010	Funds Commitment	1		
		100,000.00												
	801010	361,708.92												
	801015	8,500.02												
	801030	67,006.50												
	801050	172,295.02												
	801140	22,500.00												
	801160	36,800.00												
	801165	7,996.76												
	801270	21,765.24												
	801910	152,103.83												
	801920	8,835.71												
	821420	4,162.48												
	825000													
	825800													
	835000	416,975.62												
	835200	19,600.00												
	836410													
	837200													
4500130691	837800	8,500.00	20447	105348			SERVICES	SP2013-002, TVO, Bill Davis	21.06.2013		Purchase Orders	2	A&S:SPPG:Mowat ON	TV Ontario VIPS ...
		8,500.00	20447	105348			SERVICES	SP2013-002, TVO, Bill Davis	21.06.2013		Purchase Orders	2	A&S:SPPG:Mowat ON	TV Ontario VIPS ...
4500131588		16,737.15	20447	105348			SERVICES	2013 CUSLI Conf Sponsorship	12.08.2013		Purchase Orders	4	A&S:SPPG:Mowat ON	Canada-US Law I ...
		30.66	20447	105348			SERVICES	2013 CUSLI Conf Sponsorship	12.08.2013		Purchase Orders	4	A&S:SPPG:Mowat ON	Canada-US Law I ...
		16,767.81	20447	105348			SERVICES	2013 CUSLI Conf Sponsorship	12.08.2013		Purchase Orders	4	A&S:SPPG:Mowat ON	Canada-US Law I ...
	837800													
4500132855	844010	875.18	21515	106170			TRAVEL	2013-053, Toupin, Airfare	30.09.2013		Purchase Orders	5	A&S:SPPG:Mowat HC...	Lynne Toupin
		875.18	21515	106170			TRAVEL	2013-053, Toupin, Airfare	30.09.2013		Purchase Orders	6	A&S:SPPG:Mowat HC...	Lynne Toupin
	844010													
4500132992	844080	647.50	21822	106337			TRAVEL	Research Expenses	28.08.2013		Purchase Orders	4	A&S:SPPG:Mowat:Op...	David McLaughlin...
		647.50	21822	106337			TRAVEL	Research Expenses	28.08.2013		Purchase Orders	6	A&S:SPPG:Mowat:Op...	David McLaughlin...
	844080													
		54,000.00												
100945550	880020	50,000.00	19134	104128			SERVICES	SPPG MPP Depart Fellowsh	02.10.2008	02.10.2008	Funds Commitment	1		
		5,000.00	19134	104128			SERVICES	SPPG MPP Depart Fellowsh	02.10.2008	02.10.2008	Funds Commitment	2		
		5,000.00	19134	104128			SERVICES	SPPG MPP Depart Fellowsh	02.10.2008	02.10.2008	Funds Commitment	2		
	880020	50,000.00												
		1,504,250.10												

With CI

With G/L

Reporting Earmarked Funds – All Postings Line Item



Report

Menu Path: Accounting >> Funds Management >> Information System >> Funds Management Section (UofT Reports) >> Line Items >> All Postings: Line Items by Document Number (ZFIR079A)

Report on a single fiscal period or across a range of fiscal years

Fund Acct: defaults with “=” (to restrict output to a single fund, enter a Fund acct).

- To change symbol:
- select “=”
 - left click on mouse
 - select “Options”
 - Choose alternate symbol (e.g., greater than, less than)

Note: If field is left blank, funds will **NOT** be included in the report output.

To include Funds Center hierarchy

Restrict report output

QRG: All Postings Report
<http://finance.utoronto.ca/wp-content/uploads/2015/10/allpostings.pdf>


Reporting Earmarked Funds – Earmarked Funds Display

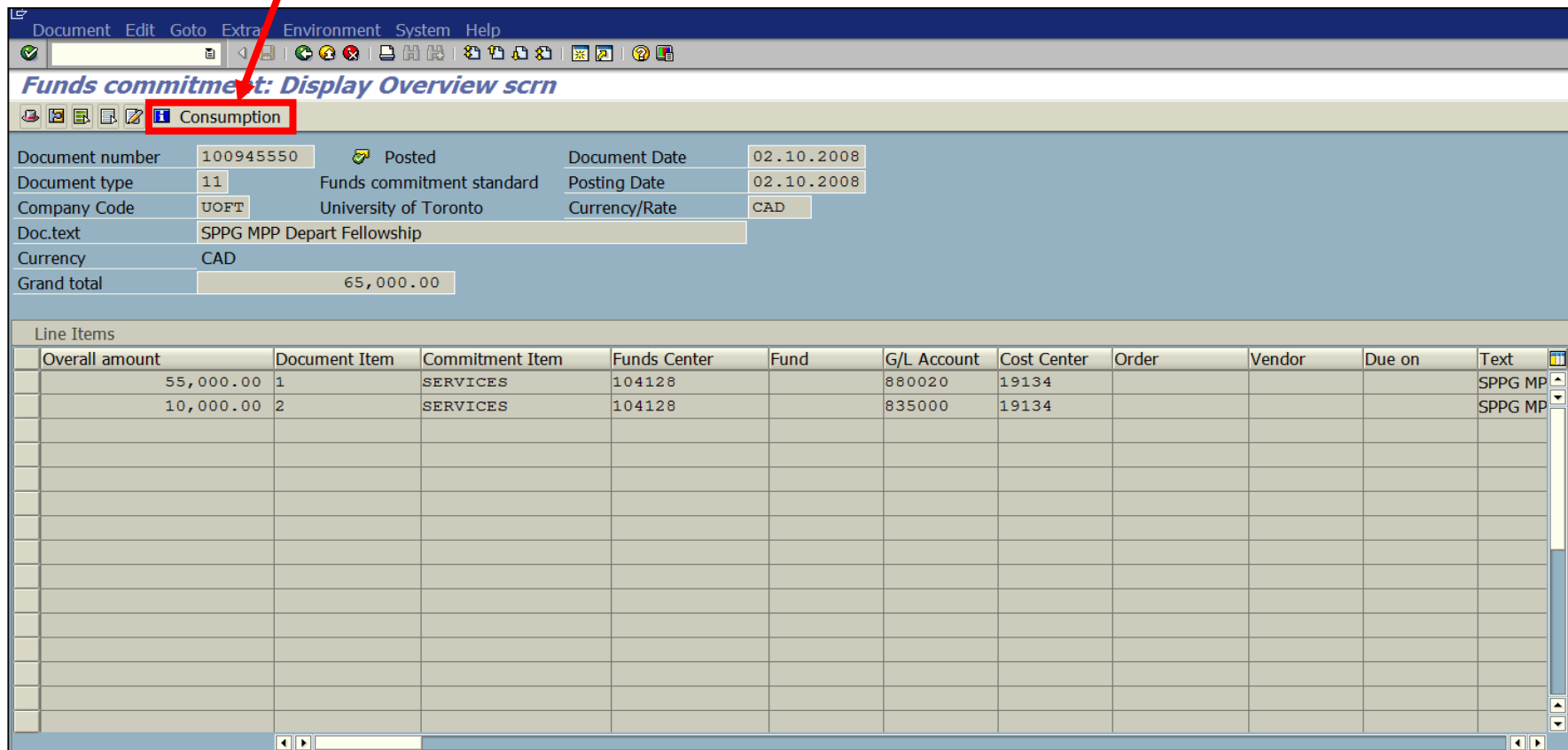


SAP Menu Path: Accounting >> Funds management >> Posting >> Earmarked Funds>>Funds commitment >> Display

Transaction Code: FMZ3

The “**usage**” of the Earmarked Fund can be viewed by displaying the Earmarked Fund or performing drill down in report.

Select  Consumption



Overall amount	Document Item	Commitment Item	Funds Center	Fund	G/L Account	Cost Center	Order	Vendor	Due on	Text
55,000.00	1	SERVICES	104128		880020	19134				SPPG MP
10,000.00	2	SERVICES	104128		835000	19134				SPPG MP

Reporting Earmarked Funds – Earmarked Funds Display



Receipt Amt:
Total value of Earmarked Fund by item #

Consumption:
Total value of expenditures by item #

Open amount:
Remainder of Earmarked Fund by item #

List Edit Goto Views Settings System Help

Earmarked Funds: Display Consumption History

Doc. No.	It	Business Transaction	Trigger document	Consumptn	Crcy	Text for reservation reduction
100945550	1	Receipt amt		55,000.00	CAD	
		Invoice/Credit Memo	<u>1001021816</u> UOFT2013	5,000.00	CAD	MPP awards Kirkpatrick Petersen +W/13 TBA
		Total Invoices/credit memos		5,000.00	CAD	
		Consumpt.		5,000.00	CAD	
		Open amount		50,000.00	CAD	
	2	Receipt amt		10,000.00	CAD	
		Invoice/Credit Memo	<u>1903424988</u> UOFT2014	5,000.00	CAD	Fellowship Guidelines
		Total Invoices/credit memos		5,000.00	CAD	
		Consumpt.		5,000.00	CAD	
		Open amount		5,000.00	CAD	

Trigger document column: List of documents posted against Earmarked Fund by item #.

Note: Double-click on the document number to go to Document Overview.

NEED HELP?



<https://easi.its.utoronto.ca/ams-help-form/>

Help is a facility for all AMS subsystems:

- Use the WEB form found at the above address
- Select the appropriate AMS module
(e.g., FIS: FAST Team)
- Complete all the information required on the form
- Click on the **Send it!** button

**Mail box is monitored Monday to Friday
9:00 a.m. - 5:00 p.m.**

FAST Team Contacts



Manager	Lorena Gaudio lorena.gaudio@utoronto.ca	978-2802
Assistant Manager	Chris Dimitriadis chris.dimitriadis@utoronto.ca	946-3153
Business Analyst	Cheryl Rhind cheryl.rhind@utoronto.ca	946-3373
Business Analyst	Maryanne McCormick m.mccormick@utoronto.ca	946-3291
Business Analyst	Nusrath Mohiuddin nusrath.mohiuddin@utoronto.ca	978-4042
Business Analyst (Training Coordinator)	Rames Paramsothy rames.paramsothy@utoronto.ca	978-4675

FIS Standard Curriculum Evaluation:

<http://finance.utoronto.ca/fast/fis-training/course-evaluation-fis-training/>

FAST website:

<http://finance.utoronto.ca/fast/>