

Work Instruction

Invoice: Create

FB60

When to Use

Use this procedure to process payments, including cheque requests, and all approved purchases not requiring a purchase order:

- Purchases of less than \$5,000.00 before taxes.
- All purchases having a written agreement (contracts).

Steps

- Determine the FIS accounts to be used in the transaction posting (i.e. Vendor Account, General Ledger accounts, Funds Center, Fund (if applicable), Cost Center or Internal Order).
- Obtain the appropriate authorization to pay the invoice.
- Process the invoice in FIS.
- Record the FIS document number on the invoice and file the document in accordance with the UofT file plan.

Menu Path

Use the following menu path(s) to begin this transaction:

- Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice.

Transaction Code

FB60

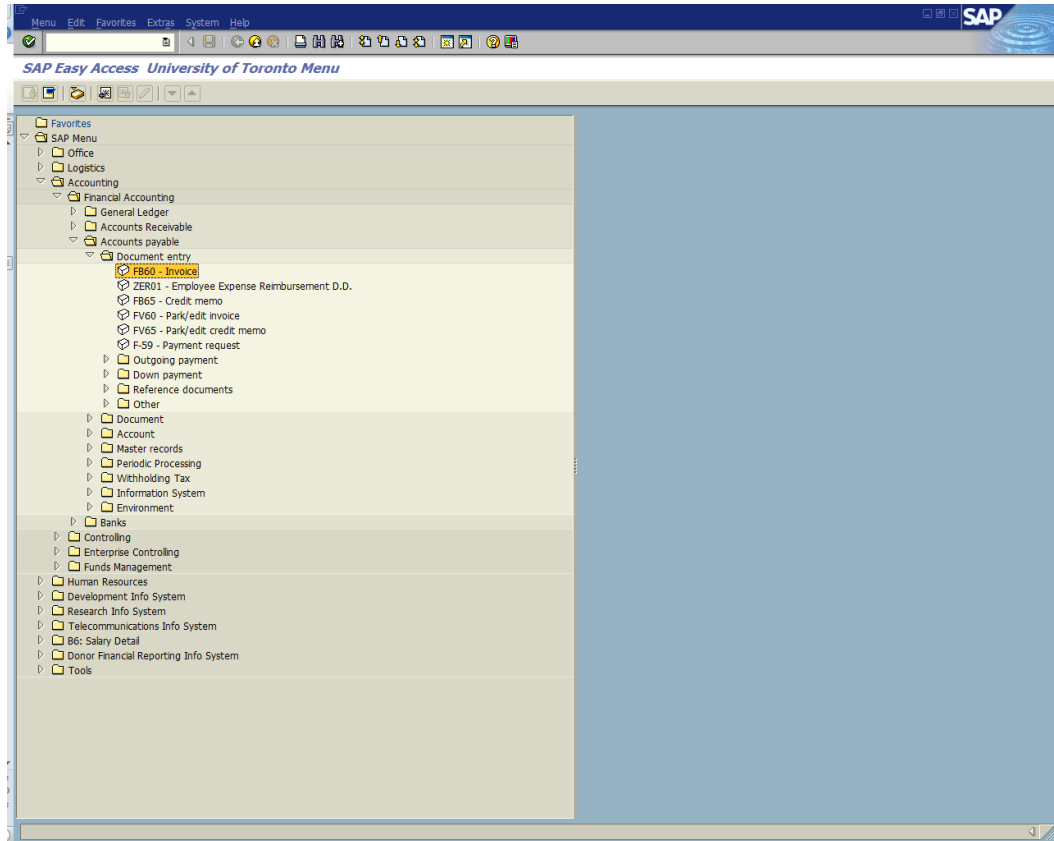
Helpful Hints

- When processing an invoice payment, it is not necessary to select and complete all tab sections. Simply complete the Basic data tab and the account assignment information at the bottom then save.

Detailed Procedure

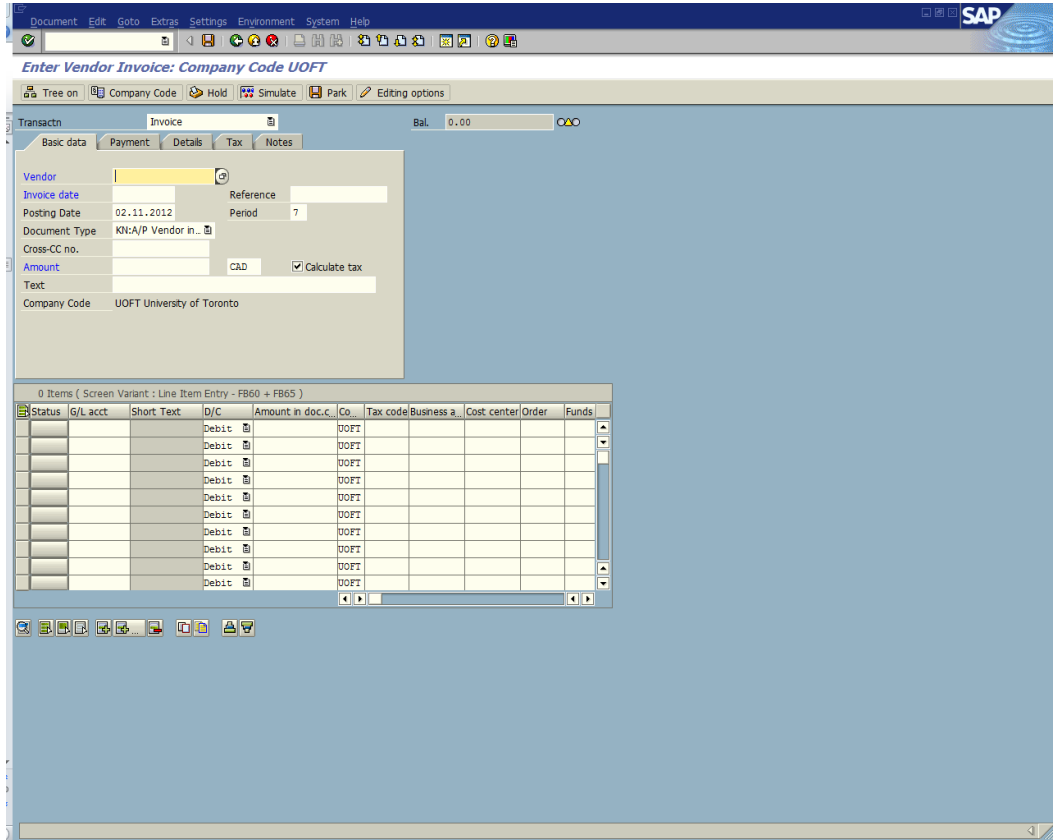
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu



2. Double-click  **FB60 - Invoice** .



Enter Vendor Invoice: Company Code UOFT






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

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

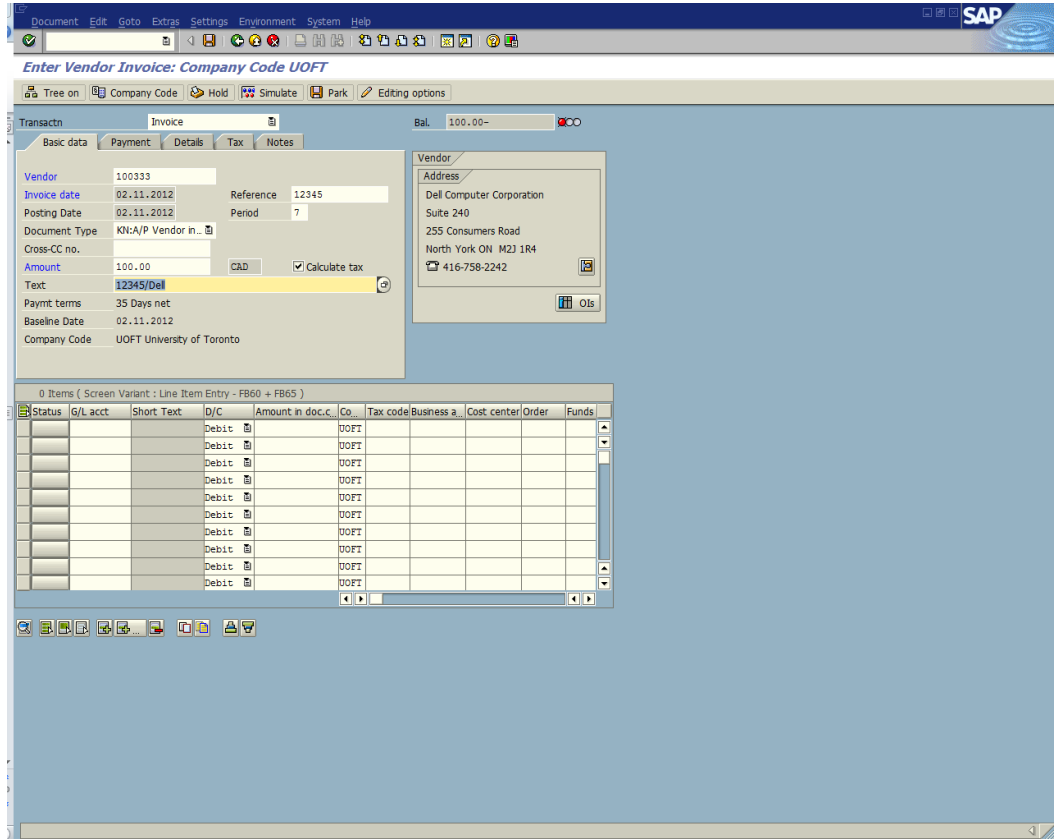
3. On the **Basic data** tab complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
Vendor	Required	<p>The FIS vendor account number; if the vendor account number is unknown use the matchcode button to search. Ensure that the vendor name, address and payment currency on the invoice matches the vendor information in FIS; If the mailing address needs to be changed for the vendor, use the "alternate payee" functionality QRG at: http://finance.utoronto.ca/wp-content/uploads/2015/10/altpayee.pdf</p> <p>If a vendor account does not exist, consider requesting the creation of a vendor account or use the appropriate One Time Account (OTA) vendor: 990001 - OTA Trade Payable Canadian vendor (payment in \$CAD) 990002 - OTA Trade Payable U.S. vendors (payment in \$USD) 990003 - OTA Trade Payable Foreign vendors (payment in foreign currency).</p> <p> Completing the OTA address screen: http://finance.utoronto.ca/wp-content/uploads/2015/11/Using-One-Time-Only-Vendors-Converted1.pdf</p>
Invoice date	Required	The issue date of the original invoice document. This date determines when the cheque is issued.
Reference	Required	<p>Used to refer to source document or transaction description.</p> <p> Enter only the invoice number with no prefix. This is what will appear on the cheque stub.</p>
Posting Date	Required	Date the financial transaction is recorded.

Field Name	Required/ Optional/ Conditional	Description
Period	Required	The numerical position of the month in the fiscal year (i.e. May=1, June=2, etc.). Defaults to the current period and should not be changed.
Document Type	Required	Document transaction indicator. It determines the document number range. More information on document types and what they mean can be found at: http://finance.utoronto.ca/faqs/procntl-entries-and-document-types/#1  KN document types are in the 19xxxxxxx number range.
Amount	Required	Line item amount in document currency.  Enter the total amount to be paid to the vendor, including taxes, as indicated on the invoice.
Currency	Required	Defaults to CAD. Use the matchcode button to select a different currency.
Text	Required	Line item specific explanatory description (e.g. Invoice number, Vendor Name, brief description).

4. Click  or Enter to validate the basic data tab information and verify the Vendor data.

Enter Vendor Invoice: Company Code UOFT



Enter Vendor Invoice: Company Code UOFT

Vendor: 100333
 Invoice date: 02.11.2012 Reference: 12345
 Posting Date: 02.11.2012 Period: 7
 Document Type: KN:A/P Vendor in...
 Amount: 100.00 CAD Calculate tax
 Text: 12345/Dell
 Paymt terms: 35 Days net
 Baseline Date: 02.11.2012
 Company Code: UOFT University of Toronto

Vendor Address:
 Dell Computer Corporation
 Suite 240
 255 Consumers Road
 North York ON M2J 1R4
 416-758-2242

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



If any of the following messages appear after validating the basic data tab, they must be corrected or acknowledged before proceeding:



Hard error; must be corrected before continuing with the transaction. If the error message is unclear, contact your FAST representative for support.




Warning message; acknowledge the message by pressing enter.

Once messages are cleared, proceed to the expense section of the transaction using tab key or by placing the cursor in the G/L acct field.







5. Complete the following as required for each line of the transaction:

Field Name	Required/ Optional/ Conditional	Description
G/L acct	Required	A six digit code used to provide detail on the type of financial activity incurred (e.g. grants, donations and computer supplies). Instructions on how to create a list of G/Ls and descriptions can be found at: http://finance.utoronto.ca/wp-content/uploads/2015/09/glacctstext.pdf
D/C	Required	Debit or credit indicator for transaction line items.
Amount in doc.curr.	Required	Line item amount in document currency.
Tax code	Required	Tax category that identifies the applicable tax rate. A list of frequently used tax codes can be found at: http://finance.utoronto.ca/wp-content/uploads/2015/09/hstcodes1.pdf
Business area	Required	Defaults from the Cost Center. If no Cost Center defined, 1000 = non-ancillary, 1001 - 1999 = ancillaries. UofT uses business area codes to distinguish the financial activity for each ancillary operating unit (i.e. residences, conferences, parking, food and beverage and real estate) from the rest of the financial activity at UofT (i.e. Operating, Capital and Restricted funds).
Cost center	Conditional	A five or six digit code that represents an organizational unit or program and tracks activity on a fiscal year basis. Financial transactions post to EITHER a Cost Center OR an Internal Order but NOT both.
Order	Conditional	A six digit code that represents an organizational unit or program and tracks activity on a non-fiscal year basis, i.e. short term or ongoing basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both.
Funds center	Required	A six digit code, starting with "1" or "2" used to record the funding and spending transactions for financial activity reported on a fiscal year basis (e.g. ancillary and principal investigator (PI)).



Field Name	Required/ Optional/ Conditional	Description
Fund	Optional	A six digit code, starting with "3" or "4" used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year (e.g. conference and research).
Commitment itm	Required	Defaults based on G/L Account and can be overwritten. An alphabetic code used to (1) group similar G/L Accounts for summary reporting purposes (e.g. Supplies) and (2) segregate budget dollars for special purpose spending (i.e. EXP-UTFA and SPECIALS within a Funds Center or Fund).
Assignment no.	Optional	A text field that can be used to track and report on line item postings. Field is case sensitive and allows 18 characters. Previously referred to as the allocation field.
Text	Required	Line item specific explanatory description (e.g. Invoice number, Vendor Name, brief description).  If previous line item text exists, enter '+' to copy text.
Earmarked Funds	Optional	A document entered that reserves budget for expected expenses. Referencing the document number in a financial transaction will reduce the reserved amount. Also referred to as a Manual Reserve.
Earmarked Funds: Document Item	Optional	The appropriate line item on manual reserves with multiple line items. No entry is required for manual reserves with only one line item.

6. The following processing options are available:

Action	Icon	Description
Post		Posts the document and provides a document number. Record document number on original document and file.
Hold Doc.		Holds the document using a user defined temporary document number. A document does not have to be balanced in order to be held. The document can retrieved using the temporary document number and processing can be completed. There is no impact on funds availability.  Name the document in the pop-up window.
Simulate Doc.		Simulating calculates and displays additional postings that would be generated upon posting (i.e. tax implications based on tax codes used) and displays them as part of the Document Overview screen for review prior to posting.
Park Doc.		This is the process used for electronic signatures. Parks the document and assigns a system generated document number which will become the document number assigned to the financial transaction once the parked document is posted. The parked document can be retrieved using the system document number by the original user or by another user.  A system generated document number will appear at the bottom of the screen.

End of procedure.

Resource Information:



Contact your FAST team representative for additional assistance using this function.
<http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

Reference Guides:

Document Change:

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

Document Display:

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

Credit Memo:

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

Process Expense Reimbursements, Imprest Accounts and Petty Cash:

<http://finance.utoronto.ca/fast/support-documentation/financial-accounting/accounts-payable/reimbursements/>