

## Financial Services Department

# FAST Tips

Jan 2015

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What information is required when completing the Direct Bank Deposit form and posting to FIS?

When recording deposits that you send directly to the bank, use the "Direct Deposit Form".

The "banking" portion of the FIS entry requires particular information to be recorded in FIS when the deposit is posted.

It is **required** to enter the appropriate information in the **ASSIGNMENT** and **TEXT** fields when posting to FIS to ensure effective processing.

This information is used by the FSD Banking Clerk when reconciling month end bank statements, and is particularly important should there be a problem with the deposit or the entry so that FSD Banking personnel can quickly identify and contact the person recording the deposit.

DEBIT	G/L ACCOUNT	DIRECT CASH, CHEQUES DEPOSIT	AMOUNT	BUSINESS AREA		ASSIGNMENT REQUIRED - Department & Phone #	R	TEXT (Description) EQUIRED - Transit # (5 digits), Account # (7 digits) Deposit Type (CASH or CHEQUE) & DATE
40	350006	CIBC-Cash/Cheques Deposit		1000	1	Finance 8-5555	2	04702-9912345 - CA SH - Dec 19, 2014
	Add Item				Т		П	
DEBIT Postkey	G/L Account	Direct Credit Card Deposit Merchant Description	Amount	Business Area		ASSIGNMENT REQUIRED - Department & Phone #		TEXT (Description) REQUIRED - MERCHANT #, CARD TYPE (*see note below) & DATE
40	350006	Global - VISA Deposit		1000	L	Finance 8-5555	3	41234565704 - VS - Dec 2014
40	350006	AMEX Deposit •		1000		Finance 8-5555		9301234567 - AX - Dec 2014

Enter the following information when completing the **Direct Deposit Form**:

- **1.** Required in FIS in the **ASSIGNMENT** field: Department & Phone #
- 2. Required in FIS in the **TEXT** field:

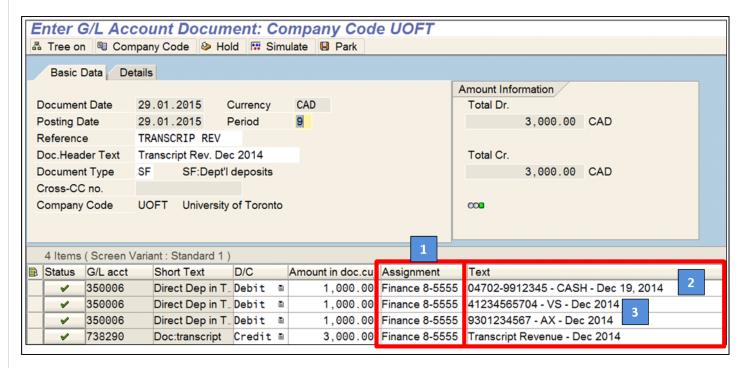
#### DIRECT CASH, CHEQUES DEPOSIT

BANK TRANSIT, BANK ACCOUNT NUMBER, DEPOSIT TYPE (i.e., CASH or CHEQUE) and date of deposit (i.e., month, year) in the TEXT field.

#### 3. DIRECT CREDIT CARD DEPOSIT

The MERCHANT NUMBER, CARD TYPE and DATE

- a) MERCHANT NUMBERs should be in the following number of digits:
  - Global 11, Moneris 11, American Express 10, Discover 15
- b) **CREDIT CARD** types should be in the following format:
  - VS = VISA, MC = MasterCard, DB = Debit, AX = American Express, DC = Discover
- c) The DATE should indicate the day or period, and year of the deposit.



#### Notes:

- Regardless of deposit form template used to record Direct Deposits all information for these fields are to be entered as described.
- Also, include this information when completing the "Internal Cash Receipt" Deposit Form.

To learn how you can **save time when posting periodic direct deposit transaction in FIS**, see the FAST Tip video demonstration below on how you create and retrieve account assignment templates in the G/L Account Postings screen.

#### Learn More:

- Direct Deposit Form:
  - http://finance.utoronto.ca/wp-content/uploads/2015/09/bankdepp.pdf
- Internal Cash Receipts Deposit Form: http://finance.utoronto.ca/wp-content/uploads/2015/09/cashrecdepp.pdf
- Standard Curriculum: GL Account Posting (slide 16-22)
   http://finance.utoronto.ca/wp-content/uploads/2015/10/gl\_account\_posting.pdf
- GTFM: Cash, Other Receipts, Banking
   http://finance.utoronto.ca/policies/gtfm/cash-other-receipts-and-banking/

### Hidden SAP Features you May Not Know About

Watch this video demonstration to learn how you can **save time** and **reduce input errors** when processing repeat transactions by **creating and saving personalized document entry templates** in FIS.



#### Learn More:

- Training Documentation: A/P & G/L Processing Tips http://finance.utoronto.ca/wp-content/uploads/2015/11/processingtips.pdf
- Video (download link): Using the Account Assignment Template https://media.library.utoronto.ca/public/serve/soesHOlq7U4B.mp4

	ONE-ON-ONE WORK SUPPORT							
Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS, USHOP & RIS/MRA/MROL)								
LOCATION: 256 McCaul St., Room 103								
Thursday, February 5 <sup>th</sup>	12:30pm – 2pm							
Tuesday, February 17 <sup>th</sup>	11:30am – 1pm							
	TRAINING							
FIS Training Calendar								
5407 Tr. M. J. W. A. J.								
FAST Tips Newsletter - Archive								
	FAST STAFF							
Financial Advisory Services & Training								
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