

FAST Tips

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How to reverse common Accounts Payable & General Ledger transactions. (VIDEO DEMO)

Watch the **video demonstration** below to learn how to reverse various A/P & G/L transactions in FIS.



The video demonstration thumbnail features a dark blue background with a light blue geometric pattern of hexagons and lines. A large, 3D-style blue play button is centered over the image. To the left of the play button, the text "FAST TIPS" is displayed in large, white, bold, sans-serif font. Below this, the words "Video Demonstration" are written in a smaller, white, italicized font. To the right of the play button, the text "Reversing A/P & G/L Transactions" is shown in a white, bold, sans-serif font. Below this, the presenter's name "John Smith" is listed in a smaller white font, followed by "Financial Services Team," "Financial Services Dept.," and "University of Toronto" in a white, italicized font. A thin yellow horizontal line is positioned at the bottom of the white text area.

Learn More:

- **Training Documentation:** A/P and G/L Account Postings - Troubleshooting

- **QRG:** Document Reverse
<http://finance.utoronto.ca/wp-content/uploads/2016/02/reverse.pdf>
- **QRG:** ERDD Reverse
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Direct-Deposit-Reverse-Converted.pdf>
- **QRG:** Internal Revenues/Expense Recoveries – Post and Reverse

- **Download Video:** Reversing A/P & G/L Transactions
<https://media.library.utoronto.ca/public/serve/uSZRIHMc8S2b.mp4>

Are you missing line item text and can't figure out what item was purchased with those funds?

When processing all Accounts Payable, General Ledger and Logistic transactions it is required to enter Line item text with specific explanatory descriptions for each line item which represents one business event.

Each line item is made up of the following fields:

- Specific amounts
- Quantities
- Account numbers
- Description of the transaction via the line item text

By using explanatory line item text it will ensure the monthly reconciliation is done more accurately and efficiently.

If you have discovered that you are missing line item text for a document that has been processed, this can be corrected at any point. See the Document Change QRG located in the Learn More section.

An example of the recommended information to enter in the line item text field is:

- Invoice number
- Vendor Name
- Brief description of transaction

Status	G/L acct	Short Text	D/C	Amount in do...	Commitment...	Te
✓	825810	Photocopier Supplies	Debit	1,542.55	SUP-OFFICE	BC 156984 - Grand & Toy - Copy Paper

Learn More:

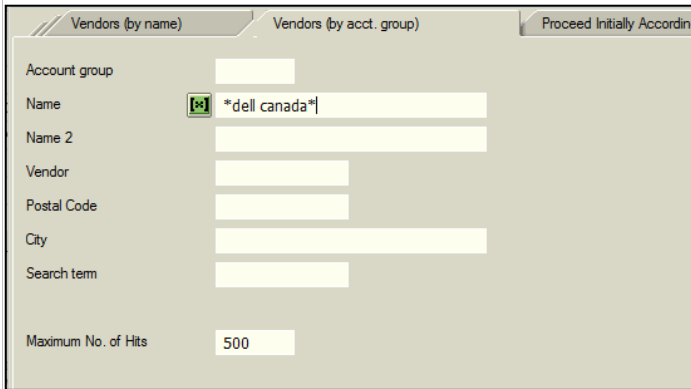
- **Training Documentation:** Reconciling & Reviewing Month End Statements
<http://finance.utoronto.ca/wp-content/uploads/2015/10/reconcilemonthend.pdf>
- **QRG:** Invoice Create
<http://finance.utoronto.ca/wp-content/uploads/2015/09/create.pdf>
- **FAQ:** Purchase Order – Goods Receipts – Invoice Receipts
<http://finance.utoronto.ca/faqs/purchase-order-goods-receipt-invoice-receipt/>
- **QRG:** Purchase Order Create
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Purchase-Order-Create-Converted.pdf>
- **QRG:** Goods Receipt Create
<http://finance.utoronto.ca/wp-content/uploads/2015/09/grcreatereverse1.pdf>
- **QRG:** Create Invoice or Credit Memo (PO related)
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Create-Invoice-or-Credit-Memo-purchase-order-related-Converted.pdf>
- **QRG:** Line Item Text for Split Account Assignment
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Line-item-text-for-split-account-assignment-Converted.pdf>
- **QRG:** FI Postings Line Item Report by Document Number
<http://finance.utoronto.ca/wp-content/uploads/2015/10/fipostings.pdf>
- **QRG:** All Postings Line Items Report
<http://finance.utoronto.ca/wp-content/uploads/2015/10/allpostings.pdf>
- **QRG:** Document Change
<http://finance.utoronto.ca/wp-content/uploads/2015/11/docchngje.pdf>

**Is there a quicker way to find the Vendor Account numbers I need?
Yes. Save yourself time and create a Personal "Favorites List"!**


Prior to creating your personal list take some time to display the Vendor Master Record. This screen will enable you to review the Vendor's entire address information to ensure current address information is up to date and the correct Vendor number is being selected as some Vendors may have multiple accounts. This will save time when processing. See the QRG link below for instructions.

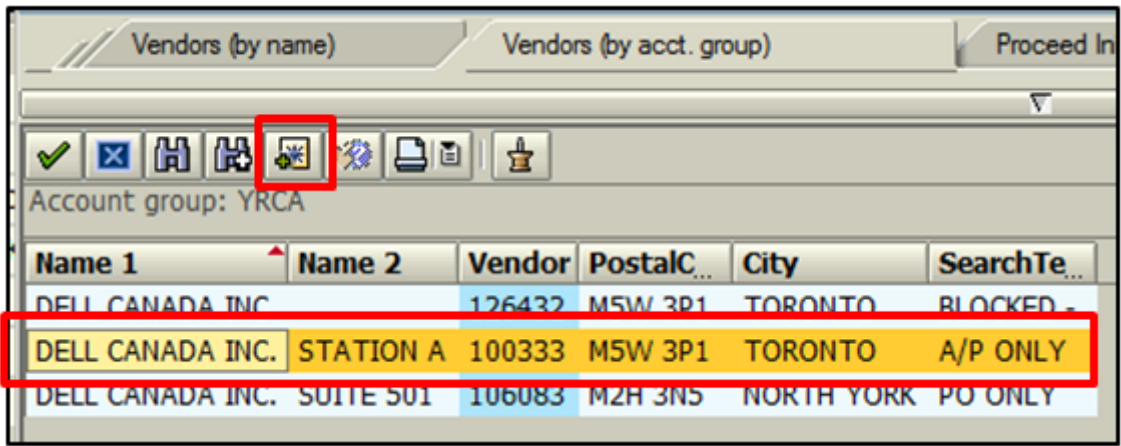
You can create/add to your Personal Vendor List any time by using the match code button when searching for Vendor numbers from the Accounts Payable, Purchase Order, Purchase Requisition and Vendor Display screens.

To search for the Vendor Number you wish to include in your Personal List search using "vendors by acct. group" tab, using any or all of the available search criteria, use "*" wildcards, to expand the results



The screenshot shows a search form with the following fields: Account group, Name (containing '*dell canada*'), Name 2, Vendor, Postal Code, City, Search term, and Maximum No. of Hits (set to 500). The 'Vendors (by acct. group)' tab is selected.

Highlight the Vendor number required and press "Insert in Personal List" icon 





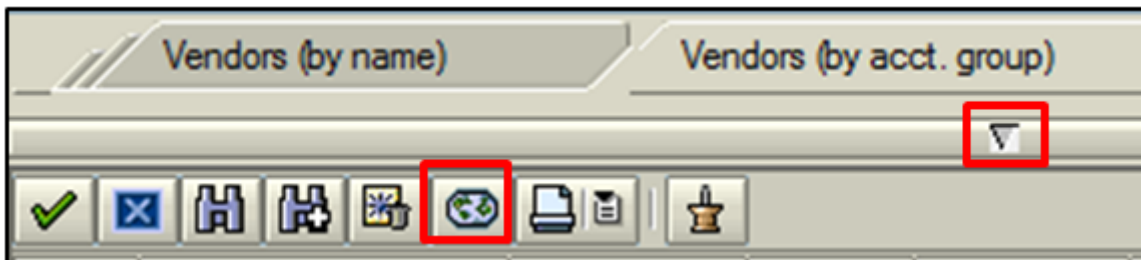
The screenshot shows the search results table with the following columns: Name 1, Name 2, Vendor, PostalC..., City, and SearchTe... The table contains three rows of data. The second row is highlighted in yellow. The 'Insert in Personal List' icon in the toolbar is also highlighted with a red box.

Name 1	Name 2	Vendor	PostalC...	City	SearchTe...
DELL CANADA INC		126432	M5W 3P1	TORONTO	BLOCKED -
DELL CANADA INC.	STATION A	100333	M5W 3P1	TORONTO	A/P ONLY
DELL CANADA INC.	SUITE 501	106083	M2H 3N5	NORTH YORK	PO ONLY

The next time you do a Vendor match code search you will see your Personal List first.

Vendors (by name)		Vendors (by acct. group)			
Account group: YRCA					
Name 1	Name 2	Vendor	PostalC...	City	SearchTerm
BELL MOBILITY CELLULAR		104885	L7R 4R7	BURLINGTON	A/P AND PO
DELL CANADA INC.	STATION A	100333	M5W 3P1	TORONTO	A/P ONLY
DELL CANADA INC.	SUITE 501	106083	M2H 3N5	NORTH YORK	PO ONLY
ST. MICHAEL'S HOSPITAL	FINANCE DEPARTMENT	116835	M5B 1W8	TORONTO	A/P AND PO

If the vendor you require does not appear on the list you can do another search by either selecting the “Display all values” icon  or pressing the open arrow , to open the search criteria box, these are found as indicated below;



Note: Personal Lists can also be created for various accounting information, such as G/L Accounts, Cost Centers, Internal Orders, Funds Centers and Funds.

Learn More:

- **QRG:** Display a Vendor Master Record
<http://sites.utoronto.ca/amsfis/qrgs/app/qrgvradr.htm>
- **Training Documentation:** A/P Processing Part 1: Basic Data Entry (slide 9 – 11)
<http://finance.utoronto.ca/wp-content/uploads/2015/10/ap-processing1-basic-data-entry.pdf>
- **Training Documentation:** A/P & G/L Processing Tips (slide 17 – 20)
<http://finance.utoronto.ca/wp-content/uploads/2015/11/processingtips.pdf>

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 **OR** 109

Wednesday, July 8 th	Room 103	11:30am – 1pm
Thursday, July 23 rd	Room 109	12:30pm – 2pm

TRAINING

- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

FAST STAFF

- [Financial Advisory Services & Training \(FAST\)](#)
- [Subscribe to AMS Listserv](#)