

FINANCIAL INFORMATION SYSTEM

**Departmental A/R
Responsibilities and the A/R
Open Item Aging Report**

Course Objectives



This course will help you:

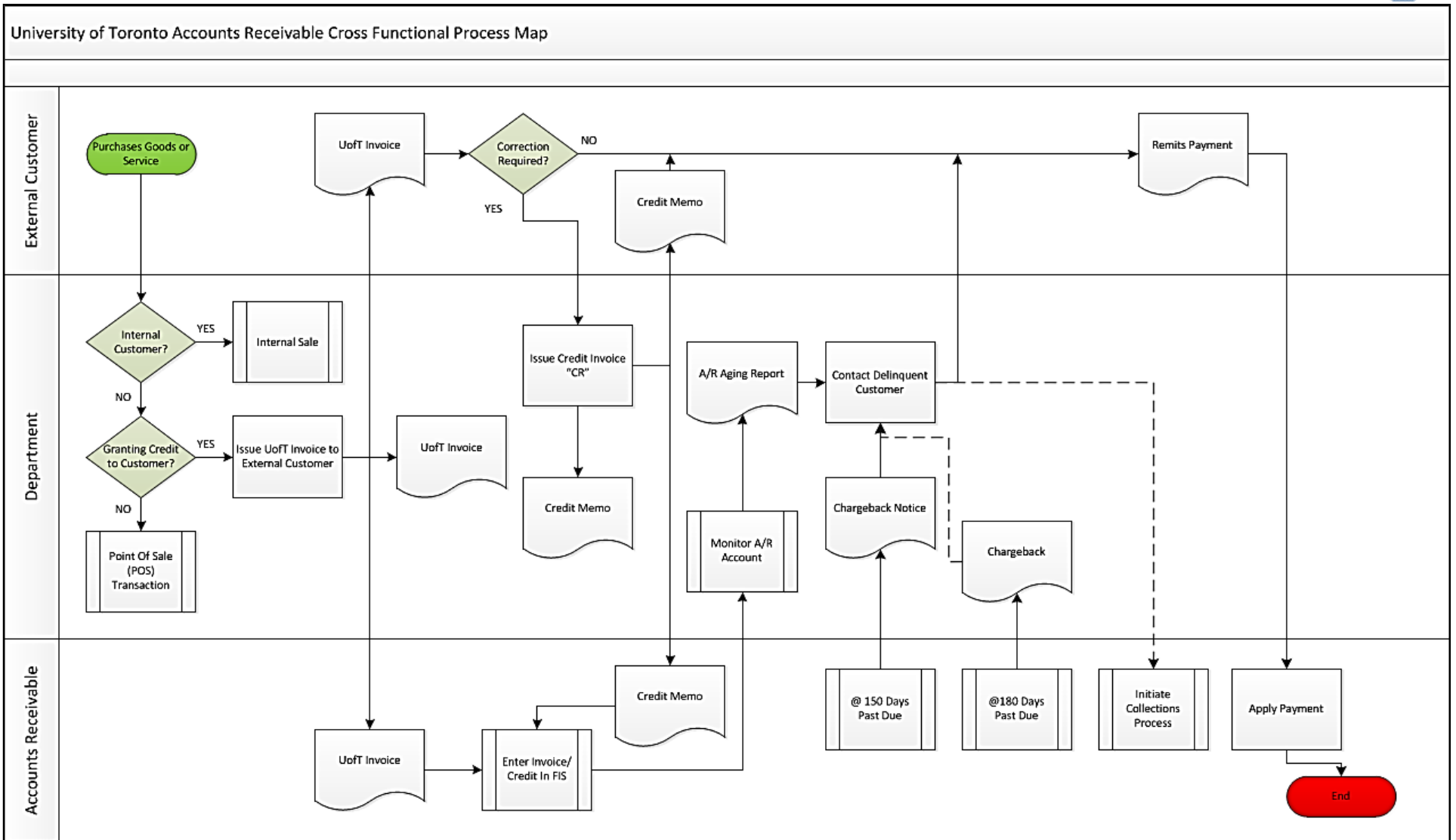
- Identify your departmental Accounts Receivable (A/R) financial management and accounting responsibilities
- Understand the Benefits, Costs and Risks of Invoicing External Customers
- Generate the Open Item Aging Report using required and optional Selection Criteria
- Locate overdue A/R invoices posted to your departmental accounts
- Ensure that invoices are paid in a timely manner and prevent chargebacks

Course Map



- Process Map
- External vs. Internal Customers
- Payment Terms
- The Decision to Invoice
- Overview of A/R Collections Responsibilities
- Introducing the Open Item Aging Report
- Accessing the Open Item Aging Report
- Output – A/R Open Item Aging Report
- Excel Integration and Download Settings

Process Map



External vs. Internal Customers



Internal Customers:

The **proceeds from the sale** of services or goods to a department **within the University** is considered internal revenue.

These customers are considered Internal.

These transactions result in a transfer of funds **between** departments, and as a result no cash is generated for the University (i.e., NO NET cash implication on University bank account(s)).

External Customers:

The proceeds from the sale of goods or services to a group or individual **outside of the University** that generates a net cash implication for UofT (i.e., resulting in cash deposited to the University bank accounts) is considered an external transaction.

These customers are considered External.

This workshop **only addresses external customers**.

Note: To learn about processing revenues and expense recoveries for internal customers, see the **G/L Account Postings Basic Data** course as part of the FIS Standard Curriculum.

GTFM Policy: External Revenues and External Expense Recoveries

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

GTFM Policy: Internal Revenues & Expense Recoveries

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

Training Documentation: G/L Account Postings Basic Data Entry

- http://finance.utoronto.ca/wp-content/uploads/2015/10/gl_account_posting.pdf

Types of External Revenues/Recoveries



Common External Revenues:

- Government Operating Grants
- Donations (D.U.A)
- Research Awards
- Student Fees
- **Sales of Goods and/or Services (A/R)**
- Sponsorship

Common External Recoveries:

- **Payroll**
- **Equipment**
- **Supplies**

GTFM Policy: External Revenues and External Expense Recoveries

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

Payment Terms



Payments Terms for External Revenue:

- Payment Upon Delivery (i.e., “retail transactions”)
 - Cash
 - Debit Cards or Credit Cards

- Granting Credit
 - **Payment due upon receipt of U of T Invoice**

GTFM Policy: Payment Terms

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

The Decision to Invoice



Invoices are issued for services which departments provide to External Customers

- By invoicing you are granting credit to your customers.
- Standard payment terms are ***due upon receipt of invoice.***
- Invoices are not used for internal billing. Internal billing is done using a internal revenue/expense recovery transaction.
- There are costs and risks associated with granting customers credit (where the value of goods or services is expected to exceed \$50,000, the Accounts Receivable Supervisor should be contacted).

GTFM Policy: The Decision to Invoice

- <http://finance.utoronto.ca/policies/gtfm/revenues-and-expense-recoveries/external-revenues-and-external-expense-recoveries/payment-terms/#decision>

The Benefits of Invoicing



Processing a proper U of T invoice through A/R provides the following advantages:

- Your account is credited with the revenue **immediately** upon processing. You do not have to wait for the payment to be received.
- FIS aging reports are available.
- Chances of collection are significantly increased.
- A proper audit trail is maintained.

Note: Financial Services has developed e-Statements, which have replaced paper statements that are sent to customers.

GTFM Policy: The Decision to Invoice

- <http://finance.utoronto.ca/policies/gtfm/revenues-and-expense-recoveries/external-revenues-and-external-expense-recoveries/payment-terms/#decision>

Forms: Accounts Receivable Invoice (CAD & USD)

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

The Cost of Invoicing



Until a payment is received the University is financing the expenditures related to the services provided – this is a cost of invoicing.

How to reduce the costs:

- Issue invoices promptly
- Actively pursue collections
- Issue instalment invoices over the year where an on-going contract is in place (e.g., salary recoveries)

GTFM Policy: The Decision to Invoice

- <http://finance.utoronto.ca/policies/gtfm/revenues-and-expense-recoveries/external-revenues-and-external-expense-recoveries/payment-terms/#decision>

The Risks of Invoicing



Any credit transaction involves the risk of not collecting (i.e., risk of bad debt).

To reduce risk:

- obtain a signed agreement before providing goods or services
- grant credit only to customers who have established their credit worthiness (i.e., high profile customers, previous history, government agencies)

GTFM Policy: Reducing Risk of Bad Debts

- <http://finance.utoronto.ca/policies/gtfm/revenues-and-expense-recoveries/external-revenues-and-external-expense-recoveries/payment-terms/#decision>

Financial Management of External Revenues/Recoveries



Whether providing goods and services to external customers on a sale or processing an external expense recovery, there are **four financial objectives** departments must consider:

1. Limit contractual liability
2. Set prices sufficient to recover all costs
3. Record transactions in the correct financial period
4. Collect amounts due

GTFM Policy: External Revenues and External Expense Recoveries

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

The University's A/R Policy (cont'd)



1. Limit Contractual Liability*

With external customers, it is important that departments:

- avoid unreasonable requirements for indemnification
- protect the University against loss associated with inadequate performance (i.e., do not promise what you cannot deliver).

***NOTE:** U of T has review and approval procedures in place to protect against losses resulting from contractual agreements. Departments must proceed in accordance with these requirements for all agreements.

GTFM Policy: Managing Risk – Insurance and Contracts

- <http://finance.utoronto.ca/policies/gtfm/financial-management/managing-risk-insurance-and-contracts/>

The University's A/R Policy (cont'd)



2. Set prices sufficient to recover all costs:

As a not-for-profit organization, the University seeks to keep its costs in line with its revenues by focusing is on controlling costs.

However, with divisional income and some expense recoveries, the divisions are able to exercise additional control by:

- negotiating financial agreements under which the University will be compensated for all costs of goods and services*
- declining arrangements which do not cover all costs

***NOTE:** If your department is a self-funded unit or Ancillary Operation, your intention may be to generate a profit while enhancing the University mission. To meet this objective, your department should consider **both direct and indirect costs** (e.g., regular telephone service, administrative salaries).

The University's A/R Policy (cont'd)



3. Record Transactions in the Correct Period

Charges are required to be recorded in the FY in which goods/services are rendered for the following reasons:

- Reporting accuracy –
 - External revenues and expense recoveries
 - Payments from research grants
- Compliance with funding limitations –
 - Billing for goods/services to be delivered after the Fund end date are in violation of the terms of the Fund

Pre-billing

Pre-billing for deliveries to be made beyond the current FY are usually not allowed, but if necessary contact your **FAST Team representative**.

When Pre-billing:

- Don't process accounting entry in the current FY
- Send the accounting copy of invoice to Finance Services

The University's A/R Policy (cont'd)



4. Collecting Amounts Due

Decisions governing payment terms can impact how successful departments are when collecting receivables from customers.

According to GTFM policy, payment terms for sales transactions include:

- a) cash on delivery (including debit & credit card payments)
- b) Payment upon receipt of invoice

Payment in cash or personal cheque at the time of delivery should always be requested for small transactions (i.e., \$100 or less, because of the disproportionate administrative cost of processing customer invoices).

NOTE: Accepting personal cheques carries a risk of NSF cheques.

GTFM Policy: Financial Objectives

- <http://finance.utoronto.ca/policies/gtfm/financial-management/objective-and-responsibilities/>

Accounting for External Revenues and External Expense Recoveries



Accounting for Accounts Receivables transactions will depend on the type of recovery and your department's budget strategy.

External Revenues:

Record using appropriate revenue G\L accounts (i.e., 746200 – 765100 or 783000-787100).

External Expense Recoveries:

1. Actuals will follow the budget strategy
2. If External Recovery is NOT budgeted (**two approaches**):
 - a) Expense Recovery: Record “recovery” received as **revenue** (e.g., *Salary Recovery*) (i.e., use 7XXXXX G/L account) **AND** change Commitment Item to **RECOVERY**.
 - b) Cost Sharing: Record expense recovery received against original expense g/l (i.e., 8XXXXX G/L account). This reduces the total expenditure recorded for the department.

GTFM Policy: Accounting for External Revenues & External Expense Recoveries

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

Processing U of T Invoices



Invoice Numbers:

- Each department is assigned an invoice series by Financial Services (e.g., M10) and maintains a logbook of the invoice numbers issued.
- It is important to avoid duplicating invoice numbers.
- The invoice number has seven digits including an alpha prefix (e.g., M10 – 0253, M10-0254).
- Departments that only issue a few A/R invoice throughout the year will be assigned an **OTA invoice number** by the A/R Administrator (e.g., Z98-5268).
- Departments should account for all invoice numbers issued in their designated series.
- These numbers should continue indefinitely.
- The Accounts Receivable Department should be notified in writing of any change.

Processing U of T Invoices



The Form

The form is available for download on the Financial Services website.

Note: All U of T Invoices are to be sent to Accounts Receivable within Financial Services for entry into FIS.

<input type="radio"/> Invoice <input type="radio"/> Credit Invoice		CURRENCY	COMPANY CODE	BUSINESS AREA	DOCUMENT #		
Customer #:		CAD	UOFT	1000			
Description:							
Add New Line							
G/L Account	Amount	Tax Code	Cost Center	Internal Order	Funds Center	Fund	Comm. Item
							X
Total							
UNIVERSITY OF TORONTO		INVOICE HST # 108162330		Invoice Date:		Purchase Order #:	
Customer Information:				For Goods and Services Rendered By:			
Customer: Company/Dept.: Address: Telephone #: Fax #: Email:				Departmental Contact: Department/Division: Telephone #: Fax #: Email:			
Item	Description	Tax %	Quantity	Unit Price	Amount		
						X	
+ Payment is due upon receipt of this invoice					Invoice Total (in Canadian currency)		
Please make cheques payable to <u>The University of Toronto</u> and remit Payment and Invoice Copy to:				Remit Wire Payment and Direct Deposits to: Beneficiary: Governing Council of the University of Toronto			
University of Toronto Accounts Receivable 215 Huron Street, 2nd Floor Toronto, Ontario, M5S 1A2				CIBC 268 College Street Branch (at Spadina) Toronto, Ontario, M5T 1S1 Bank Code: 0010 Transit: 00402 Account # 0967408 Wires Originating Outside of Canada (in CAD\$), use Swift Code: CIBCCATT			
				Email payment advice to: ar.financialservices@utoronto.ca			
ORIGINAL	<input type="checkbox"/>	REMITTANCE COPY (Return with Payment)	<input type="checkbox"/>	FINANCIAL SERVICES DEPARTMENT	<input type="checkbox"/>	DEPARTMENT COPY	<input type="checkbox"/>
Reset Form		Toggle Accounts Receivable Section Visibility		Print Form			
				Page 1 of 1		(P5/12084) Financial Services, Oct 2010; Mod854d Jul 2013	

Forms: Accounts Receivables Invoice (CAD & USD) Form

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

Processing U of T Invoices (cont'd)



Distribution of the A/R Form:

Once completed, ensure there are four copies of the A/R Form:

- Original invoice - To customer
- Remittance copy - To customer
- Financial Services (Accounts Receivable copy)
- To Accounts Receivable
- Originating Department copy - Retained by department

Note: If you have a pre-printed version of the A/R Form that has 5 copies, only 1 copy is required for the A/R in Financial Services.

Upcoming Feature: Ability to upload A/R invoices directly into FIS.

GTFM Policy: Processing University of Toronto Invoices

- <http://finance.utoronto.ca/policies/gtfm/revenues-and-expense-recoveries/external-revenues-and-external-expense-recoveries/accounts-receivable-collection-responsibilities-and-uncollected-amounts/#proc>

Credit Invoices



A credit invoice should be used whenever an original invoice needs to be reduced or cancelled because:

- the customer did not receive the goods or services
- the invoice was issued in error

Credit Invoices – Business Process



Steps to Complete a Credit Invoice:

1. The approval of the department head must be indicated by signing the departmental copy of the credit invoice.
2. The invoice number of the credit invoice should be the same as that of the original invoice, except that “**CR**” should be added to the end of the invoice number.
3. The credit invoice should be marked *Credit Note* at the top of the *Details* section.
4. The reason for cancellation or reduction of the original charge should be included in the *Details* section of the credit invoice.
5. When an invoice is being cancelled to be replaced by a new invoice, the *Details* section of the new invoice should include a reference to the original invoice number.

Note: Do not use the original invoice number for the new invoice.

Collections Responsibilities



The selling department is responsible for the collection of amounts due.

What does the selling department do?

- Follow up with on all unpaid invoices issued to delinquent customers (45 days past invoice date)
- Issue final demand notice to delinquent customers 60 days past the invoice date

If the amount is **not collected within six months** from the invoice date, the amount will be **charged back** to the selling department. Chargebacks reflect **lost revenue** for the department.

GTFM Policy: Accounts Receivables, Collections Responsibilities, and Uncollected Amounts

- <http://finance.utoronto.ca/policies/gtfm/revenues-and-expense-recoveries/external-revenues-and-external-expense-recoveries/accounts-receivable-collection-responsibilities-and-uncollected-amounts/>

Collection Responsibilities



Responsibilities of Accounts Receivable Department:

- Processes all accounts receivable invoices giving departments an *immediate* credit to their accounts
- Issues monthly statements showing the total of outstanding invoices issued to selected customers
- Contacts departments with invoices over 150 days past due to warn of pending chargebacks to give them sufficient time remove invoices if possible
- Charges back invoices over 180 days
- Assists, when requested by a department, in contacting delinquent customers and coordinating with collection agencies

GTFM Policy: Collection Responsibilities

- <http://finance.utoronto.ca/?p=1050#coll>

In Case of Non-Collection



Any amounts not collected within 6 months from the date of the original transaction will be charged back to the department.

If the funds are subsequently collected the amount will be credited back to the department as revenue.

Charge Backs = Lost Revenue

GTFM Policy: Uncollected Amounts

- <http://finance.utoronto.ca/?p=1050#uncoll>

Use of Collection Agencies



The selling department should act promptly in contacting delinquent customers.

Where the collection efforts fail, the account can be referred to an outside collection agency. If a collections agency is required, the Accounts Receivable Supervisor can provide assistance.

All costs involved in the collection of a past due account are borne by the originating department. These charges are generally 25% of the outstanding balance.

GTFM Policy: Collection Responsibilities

- <http://finance.utoronto.ca/?p=1050#coll>

Introducing the Open Item Aging Report



The “**Dept: A/R Open Item Aging Report**” enables departments to run an aging report for all **outstanding** and **cleared** Accounts Receivables (A/R) invoices.

As a result, the selling department is able to take a **proactive approach** to **preventing chargebacks** and the resulting **lost revenue**.

The report addresses the following questions:

What A/R invoices are overdue?

What A/R invoices require follow up with delinquent customers?

Why Use It?



The “***Dept.: A/R Open Item Aging Report***” enables your department to:

- Keep track of amounts due by Customer Account
- Proactively follow up with customers to collect receivables
- Avoid chargebacks

QRG: A/R Open Item Aging Report

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

Report Features



The “***Dept: A/R Open Item Aging Report***” is an updated version of the “***Dept: Open Item Analysis Rpt by Cost Center***”.

Report Features:

- Can be run for **Funds Centers, Funds, Cost Centers & Internal Orders**
- Organizes output by Customer Account**
- Flexible line item functionality**
- Ability to **drilldown** to individual **Accounts Receivable** documents
- Multiple excel download formats

Report Input & Features



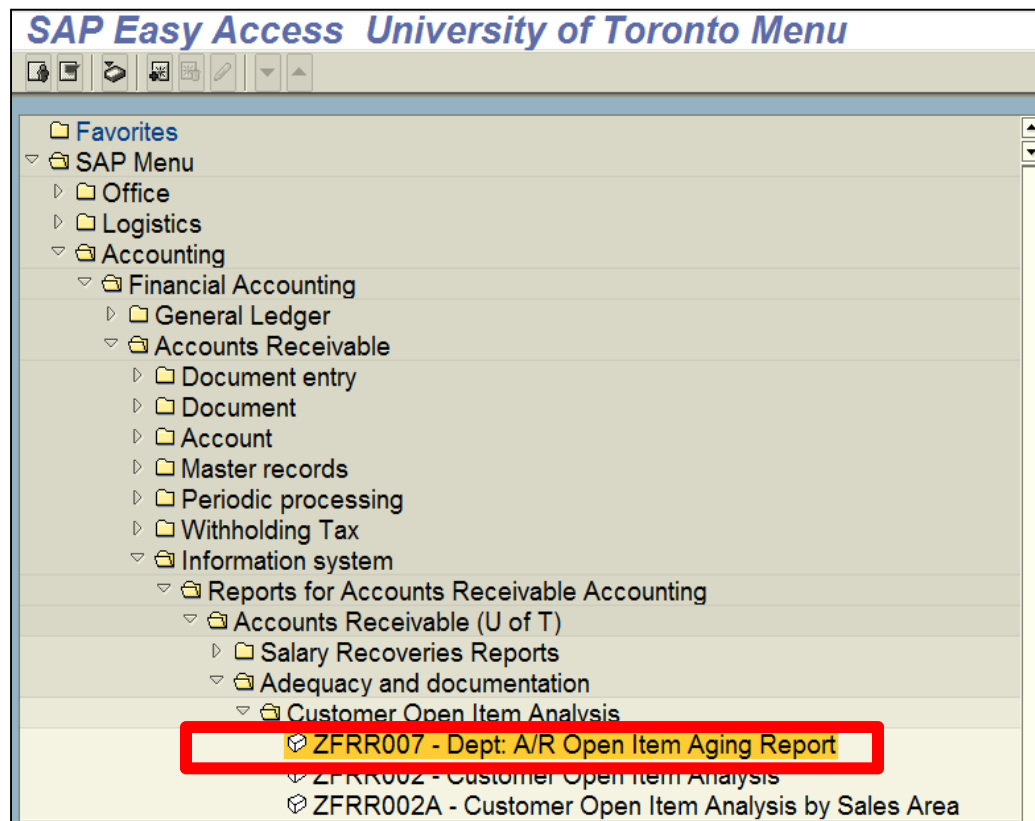
	Dept.: A/R Open Item Aging Report
Run by Cost Center/Cost Center Group	✓
Run by Customer Account	✓
Drilldown to Original A/R Invoice Document	✓
Run by Funds Center/Fund	✓
Include/Exclude Funds Center Hierarchy	✓
Run by Internal Order/Internal Order Group	✓
Flexible Aging Buckets	✓
Include/Exclude Cleared Items	✓
Line Item Functionality	✓
SAP Office Integration	✓

Accessing the Open Item Aging Report



SAP Menu: Accounting >> Financial Accounting >> Accounts Receivable >> Information system >> Reports for Accounts Receivable Accounting >> Accounts Receivable (U of T) >> Adequacy and documentation >> Customer Open Item Analysis >> Dept: A/R Open Item Analysis

Transaction Code: ZFRR007



QRG: A/R Open Item Aging Report

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

Selection Criteria



Funds Center (REQUIRED):

- Enter single, multiple or a range
- If including subordinate FCs, the FC entered should be **parent**

Include/exclude **subordinate Fund Centers**

Fund:

- Enter **single, multiple** or a range
- If “**and all subordinates**” is checked, will include data for all Funds associated with FCs subordinate to parent FC

Cost Center:

- **Single, multiple** or a range

Internal Order:

- **Single, multiple** or a range

Customer Account

Cleared Items
(check to view both overdue and cleared invoices)
Note: This will only display cleared items from the last 3 years.

Due Date Sorted List
Enables you to create your own aging buckets to sort overdue invoices based on how long they've been overdue

Dept: A/R Open Item Aging Report

Funds Management Account Assignment

Funds Center [] [+]

and all subordinate

Fund [] to [] [+]

Selection groups

Cost Center Group [] to [] [+]

Or Cost Center Value(s) [] to [] [+]

Order Group [] to [] [+]

Or Order Value(s) [] to [] [+]

Customer selection

Customer account [] to []

Company code U0FT to []

Line item selection

Open items at key date 17.12.2013

Cleared items

Cleared items at key date 17.12.2013
(show last 3 years)

Output control

Due date sorted list [] 30 60 90 180

Cost Center Group

Order Group

Open Items at Key Date
(defaults to Current Date)

Output – A/R Open Item Aging Report



Line Item Functionality

Header (from Selection Criteria)

Sorted by Customer Account #

Line Item drill down:

- View all A/R invoices related to a specific Customer Account #

Cell specific drill down:

- View all A/R invoices related to a specific total within an aging bucket

TOTAL

View Report in Excel Office Integration View
(📄)

Open Items (OI): receivables that are still outstanding.

Aging Buckets: outstanding receivables are organized by the number of days from the Doc. Date

Dept: A/R Open Item Aging Report

Aged Trial Balance as at 11.03.2014

User/Program: PARAMRAM / ZFRR007
Date/Time: 11.03.2014 / 16:34:52

Funds Center: 100305
Subordinate: X

Customer #	Customer Name	Cleared Amount	Ol total	From 0 to 30	From 31 to 60	From 61 to ...	From 91 to 180	From 181
100396	Victoria University	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100448	UCS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100777	Medium	0.00	11.31	0.00	11.31	0.00	0.00	0.00
100835	Univ. of Toronto at Mississauga	0.00	6,371.52	1,621.19	4,224.46	0.00	0.00	525.87
100837	University of Toronto at Scarborough	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100838	UTM Conference	0.00	55,858.30	2,736.00	892.39	220.35	6,819.55	45,190.01
100860	Bell Mobility	0.00	5,546.88	0.00	1,695.47	0.00	2,349.83	1,501.58
100861	Roger Cantel Inc.	0.00	3,533.16	0.00	3,533.16	0.00	0.00	0.00
100862	Toronto Argonauts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101312	Erindale Women's Centre	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101314	Chartwells Food Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101341	Erindale Bookstore	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101773	Faculty Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101853	UTM Sex Education Counselling	0.00	0.00	0.00	0.00	0.00	0.00	0.00
102218	Univ. of Toronto at Mississauga	0.00	1,772.00	0.00	0.00	0.00	62.00	1,710.00
102358	Sheridan Coll. of App. Arts & Tech.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
102498	UTM - ESCpeRT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
102513	UTM Parking Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
102643	Harbridge & Cross Limited	0.00	0.00	0.00	0.00	0.00	0.00	0.00
102898	Globalive Wireless Mgmt. Corp.	0.00	293.77	0.00	293.77	0.00	0.00	0.00
102973	UofT Mississauga Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
103008	Hospitality, Retail Operations	0.00	49,117.74	14,601.93	34,450.63	65.18	0.00	0.00
103098	The Sports Clinic at UTM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230000	Accounts Receivable temporary Accts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B911266690	Christina Fulkerson	0.00	50.00	0.00	0.00	0.00	0.00	50.00
TOTAL			124,221.00	18,959.12	45,101.19	285.53	9,231.38	50,644.10

Output – A/R Open Item Aging Report



Line Item Functionality

Account Details:

- Funds Center
- Fund
- Cost Center
- Internal Order

Dept: A/R Open Item Aging Report

Aged Trial Balance as at 28.01.2014

User/Program: PARAMRAM / ZFRR007 Date 28.01.2014

Funds Center: 100000 Subordinate: X

From column: From 0 to 30

Customer: 100017 - Hospital for Sick Children
Attn:Lily Phillips
555 University Avenue
TORONTO ON M5G 1X8

Days Overdue	Doc.no.	Posting Date	Doc.date	Transn Type	Assignment	Text	Σ D/C amount in LCB/...	Σ D/C amount in FC	CURR	C.Co	Cost Ctr	Bus.Area	Fis.yr	Order#	Funds Center	Funds
11	1800262149	17.01.2014	17.01.2014	Invoice	c110363	c110363 ...	1,683.00	0.00	CAD	UOFT	19249	1000	2014		104780	
11	1800262152			Invoice	y261006	y261006 ...	62,604.54	0.00	CAD	UOFT	11122	1000	2014		100409	
11	1800262155			Invoice	z940476	z940476 ...	16,216.36	0.00	CAD	UOFT	19016	1000	2014		104020	
11	1800262155			Invoice	m900725	m900725 ...	6,775.00	0.00	CAD	UOFT	15943	1000	2014		103960	
11	1800262158			Invoice	m900726	m900726 ...	4,839.00	0.00	CAD	UOFT	15943	1000	2014		103960	
11	1800262165			Invoice	c210576	c210576 ...	360.00	0.00	CAD	UOFT	21555	1000	2014		106420	
11	1800262176			Invoice	c110367	c110367 ...	832.92	0.00	CAD	UOFT	19245	1000	2014		104188	
18	1800261966	10.01.2014	10.01.2014	Invoice	z840318	z840318 ...	3,500.00	0.00	CAD	UOFT	10875	1000	2014		103389	
							96,001.82	0.00								

Customer Details

Line Item drill down:
Double click to view specific **A/R invoices** in the Document Overview screen

Days Overdue

A/R Invoice Document #
(double click to view document details)

Document Date

Amount in Local Currency (LC)

Amount in Foreign Currency (LC)

Using Excel with SAP



Methods of Using Excel with SAP:

- Download reports into Excel
- Excel Office Integration in SAP
(i.e., Excel functionality within SAP)

Prior to downloading your report to Excel or using the Office Integration function, ensure that you setup your Excel download settings on your computer (refer to QRGs).

QRG: SAP Office Integration Excel Settings

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

QRG: Excel Download Settings

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

QRG: Changing Default Excel Download Settings

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



Excel Integration and Download Settings

In MS Excel, proceed to:

File tab >> Options

QRG: SAP Office Integration
Excel Settings

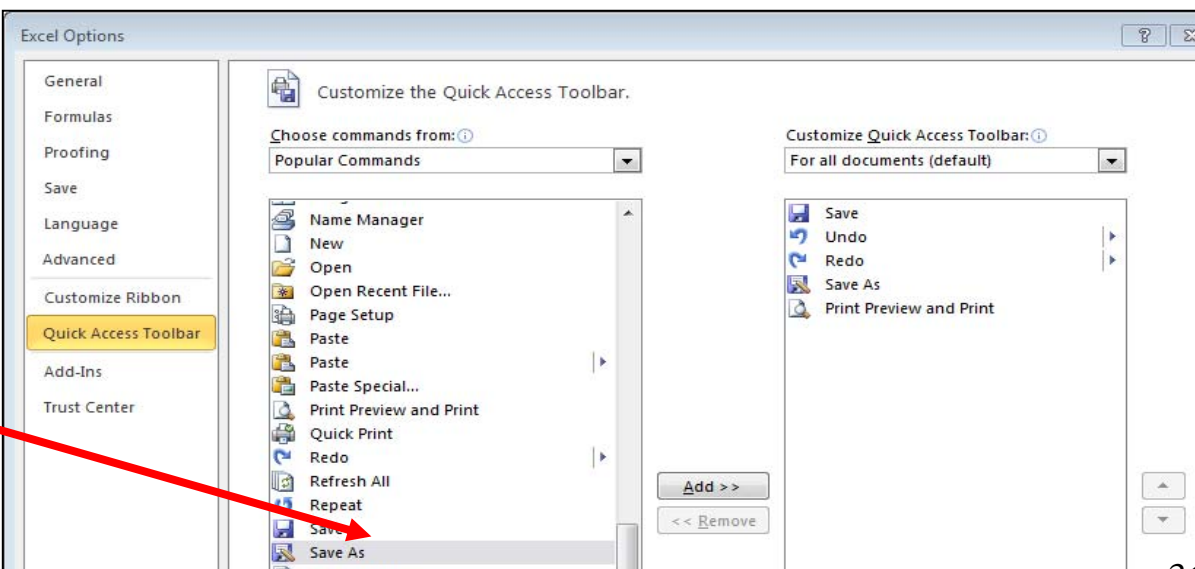
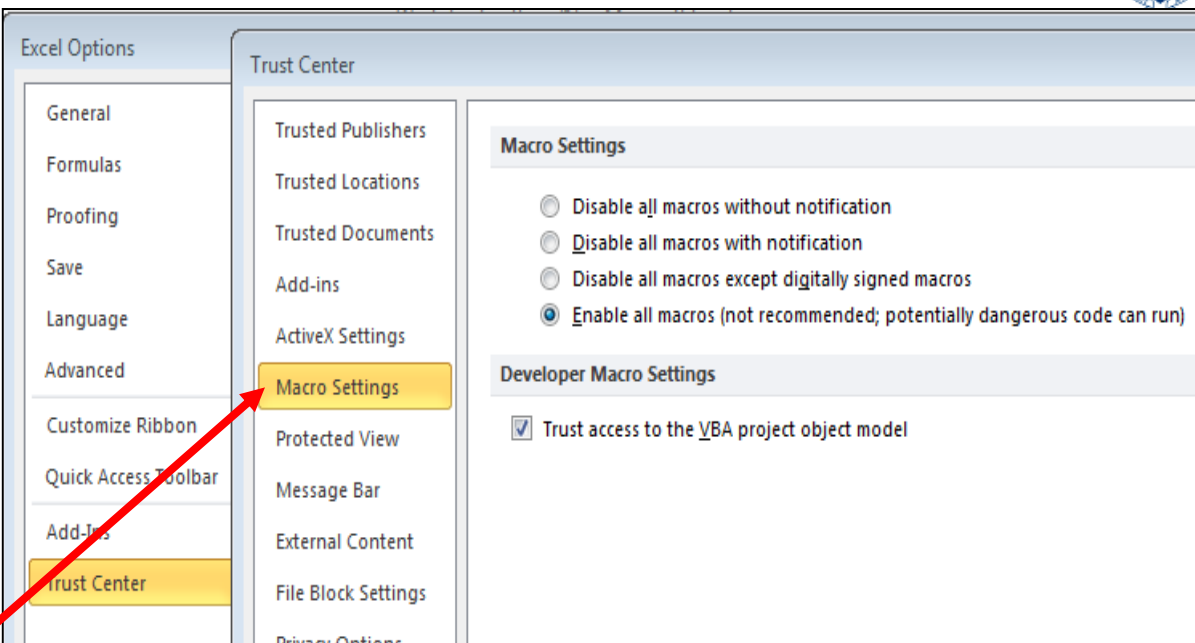
<http://finance.utoronto.ca/wp-content/uploads/2015/09/excelsap.pdf>

STEP 1: Enable Macros

- Allows SAP to download spreadsheets onto your local MS Excel
- Enables SAP to perform Office Integration (i.e., generate Excel spreadsheets in SAP)

STEP 2: Enable "Save As" Option

- Allows you to locally save any spreadsheets you create in SAP using Office Integration



SAP Office Integration



Use "Microsoft Excel" () button:

- Shows the same information presented in the output screen in Excel Office Integration

Dept: A/R Open Item Aging Report

Aged Trial Balance as at 18.12.2013

User/Program:PARAMRAM / ZFRR007
Date/Time: 18.12.2013 / 12:10:00

Funds Center: 100000
Subordinate: X

Customer #	Customer Name	Ol total	From 0 to 30	From 31 to 60	From 61 to 90	From 91 to 180	From 181
100007	U of T Press	78,172.39	26,795.10	0.00	34,017.01	16,546.68	813.60
100014	Centre for Addiction and Mental Health	9,804.51	4,031.99	0.00	1,550.00	0.00	4,222.52
100017	Hospital for Sick Children	309,826.77	7,212.23	167,163.95	82,747.58	0.00	52,703.01

Dept: A/R Open Item Aging Report

Aged Trial Balance as at 18.12.2013

User/Program:PARAMRAM / ZFRR007
Date/Time: 18.12.2013 / 12:13:52

Funds Center: 100000
Subordinate: X

Customer #	Customer Name	Ol total	From 0 to 30	From 31 to 60	From 61 to 90	From 91 to 180	From 181
100007	U of T Press	78,172.39	26,795.10	0.00	34,017.01	16,546.68	813.60
100014	Centre for Addiction and Mental Health	9,804.51	4,031.99	0.00	1,550.00	0.00	4,222.52
100017	Hospital for Sick Children	309,826.77	7,212.23	167,163.95	82,747.58	0.00	52,703.01
100019	Mount Sinai Hospital	289,698.45	4,391.56	21,004.93	37,112.40	57,126.00	130,539.56
100020	Toronto Rehabilitation Institute	89,172.04	5,926.49	16,338.75	0.00	11,666.68	1,900.12
100024	St Joseph's Hospital	43,083.24	14,340.08	14,340.08	14,403.08	0.00	0.00
100025	St Michael's Hospital	13,816.68	1,844.01	2,094.67	778.00	0.00	9,100.00
100026	Scarborough General Hospital	4,520.00	4,520.00	0.00	0.00	0.00	0.00
100027	Sunnybrook Medical Centre	5,651.74	17,981.50	0.00	1,550.00	36,985.99	0.00
100029	University Health Network (TGH)	23,092.59	88,926.33	8,543.89	24,833.56	8,567.18	100,049.63
100030	University Health Network (TW)	1,287.53	107.20	0.00	0.00	0.00	1,180.33
100034	Women's College Hospital	39,645.47	2,867.60	969.47	10,000.00	0.00	0.00
100051	Baycrest Ctr Geriatric Care	22,924.92	728.00	18,141.95	-56.29	0.00	4,111.26
100057	Brock University	1,000.00	1,000.00	0.00	0.00	0.00	0.00
100070	Canadian Society of Customs	282.50	0.00	0.00	0.00	0.00	282.50
100085	Ontario Power Generation	18,358.40	18,358.40	0.00	0.00	0.00	0.00
100087	Carleton University	1,500.00	1,500.00	0.00	0.00	0.00	0.00

Click "Save As" Icon () to download report

From Office Integration Back to Line Item View



To return to the SAP line item view, select **Views SAP List Viewer** from the top menu.

“Views” dropdown >>
“SAP List Viewer”

The screenshot shows the SAP SAP List Viewer interface. The top menu bar includes 'List', 'Edit', 'Goto', 'Views', 'Settings', 'System', and 'Help'. The 'Views' dropdown menu is open, showing options: 'SAP List Viewer', 'Microsoft Excel (Ctrl+Shift+F7)', 'Lotus 1-2-3', and 'Graphic (Ctrl+Shift+F11)'. The 'SAP List Viewer' option is highlighted with a red box. Below the menu, the report title is 'Aged Trial Balance as at 16.01.2014'. The user information is 'User/Program: PARAMRAM / ZFR007' and 'Date/Time: 16.01.2014 / 12:24:46'. The funds center is '100000' and the subordinate is 'X'. The report is displayed in a table with columns for Customer #, Customer Name, and various time periods (Ol total, From 0 to 30, From 31 to 60, From 61 to 90, From 91 to 180, From 181+).

Customer #	Customer Name	Ol total	From 0 to 30	From 31 to 60	From 61 to 90	From 91 to 180	From 181+
100007	U of T Press	78298.38	34143	26795.1	0	16546.68	813.6
100014	Centre for Addiction and Mental Hea	7533.61	827.76	933.33	0	1550	4222.52
100017	Hospital for Sick Children	140369.34	2903.03	7212.23	2085	75466.07	52703.01
100019	Mount Sinai Hospital	264313.12	3781.27	43915.56	21004.93	79326.7	116284.66
100020	Toronto Rehabilitation Institute	108083.79	18911.75	59266.49	16338.75	11666.68	1900.12
100024	St Joseph's Hospital	43083.24	0	14340.08	14340.08	14403.08	0
100025	St Michael's Hospital	39202.37	27565.11	1759.26	0	778	9100
100026	Scarborough General Hospital	4520	0	4520	0	0	0
100027	Sunnybrook Medical Centre	36032.99	1500	17247	0	1550	15735.99
100029	University Health Network (TGH)	230193.63	8603.35	88567.8	8543.89	24480.96	99997.63
100030	University Health Network (TWVH)	1352.35	107.2	107.2	0	0	1137.95
100034	Women's College Hospital	39933.47	573	28391	969.47	10000	0
100051	Baycrest Ctr Geriatric Care	23093.48	168.56	728	18141.95	-56.29	4111.26
100070	Canadian Society of Customs Brok	282.5	0	0	0	0	282.5
100085	Ontario Power Generation	57669.52	39311.12	18358.4	0	0	0
100087	Carleton University	3500	2000	1500	0	0	0
100109	Connaught Labs	82500	0	0	0	0	82500
100116	Rotary Club	4799.68	-735.63	5200.26	0	335.05	0
100129	Educational Testing Service	154.09	0	154.09	0	0	0
100138	Ecsu-Erindale College Student Union	1331.59	0	0	0	0	1331.59
100141	Rotman School - Exec. Programs F75-	369482.72	252934	322624.72	-232066	25990	0
100142	Faculty Club	7509.97	3685.43	3824.54	0	0	0
100144	Rotman School - Other Revenue	610698.73	214609.08	224314.23	67223.48	62454.16	42097.78

Note: Clicking on the green back (🏠) arrow will exit the report without saving your layout changes.

Download to Excel



Option 1:

“List” dropdown >> Export >> Local File

The screenshot shows the SAP menu structure. The 'List' menu is open, and the 'Export' option is selected. The 'Export' sub-menu is also open, and the 'Local file...' option is highlighted with a red box. An orange arrow points from the 'Local file...' option to the 'Option 1' text box.

The screenshot shows the SAP report 'Aged trail Balance as at 25.09.2013'. The report header includes 'User/Program:PARAMRAM / ZFRR007_JMA', 'Date/Time: 25.09.2013 / 14:53:32', and 'Funds Center: 100000'. Below the header is a table with columns for Customer #, Customer Name, OI total, and various aging periods. A right-click context menu is open over the 'Spreadsheet...' option, which is highlighted with a red box. An orange arrow points from the 'Spreadsheet...' option to the 'Option 2' text box.

Customer #	Customer Name	OI total	From 0 to 30	From 31 to 60	From 61 to 90	From 91 to 180	From 181
0000100007	U of T Press	17,360.28	16,546.68	0.00	0.00	813.60	0.00
0000100051	Baycrest Ctr Geriatric Care	22,233.74	0.00	0.00	0.00	0.00	0.00
0000100138	Ecsu-Erindale College Student Union	386.04	0.00	0.00	0.00	386.04	0.00
0000100298	Royal Ontario Museum	6,000.00	0.00	0.00	0.00	0.00	0.00
0000100716	Roberts Lib -Interlibrary loan/Exp	11,162.30	6,254.60	3,217.00	0.00	10.00	236.00
0000102418	Vale Exploration Canada Inc.	15,227.09	0.00	0.00	0.00	0.00	15,227.09
0000102838	Roberts Lib - Misc. charges	131,200.28	126,611.00	1,189.00	0.00	0.00	0.00
0000220056	Health Science Resources	41,126.08	41,126.08	0.00	0.00	0.00	0.00
0000230000	Accounts Receivable temporary Accts	1,218,300.07	23,335.01	378,780.00	0.00	0.00	67,903.52
0000402979	Jane Dinnick	2,000.00	0.00	2,000.00	0.00	0.00	0.00
0000403049	John & Beau Duncan-Card	18,928.00	0.00	18,928.00	0.00	0.00	0.00
TOTAL:		1,479,923.88	213,873.37	400,116.06	668,670.90	113,510.90	83,752.65

Option 2:

Right click >> Spreadsheet:

- Downloads report output exactly as shown in SAP

Course Objectives



Review:

- Identify your departmental Accounts Receivable (A/R) financial management and accounting responsibilities
- Understand the Benefits, Costs and Risks of Invoicing External Customers
- Generate the Open Item Aging Report using required and optional Selection Criteria
- Locate overdue A/R invoices posted to your departmental accounts
- Ensure that invoices are paid in a timely manner and prevent chargebacks

Web Documentation



GTFM Policy: External Revenues and External Expense Recoveries

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

Training Documentation: G/L Account Postings Basic Data Entry

http://finance.utoronto.ca/wp-content/uploads/2015/10/gl_account_posting.pdf

Reference Guide: Dept.: Open Item Aging Report

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

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.**

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Evaluation:

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

FAST website:

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