

Work Instruction

List of Payments

When to Use

Reviewing this report regularly will quickly tell you who has been receiving payment, and how often within a specified period.

This report is one of the Management Reports that must be run and reviewed by the Chair, Director or Manager each month, as stated in the Accountability Report. For more information about Financial Accountability, please click [here](#).

Report Functionality

- provides a summarized list of all non-payroll payments processed in FIS against a FC and all subordinate accounts.
- Double clicking on the line will take to you the individual document.
- Required to be run monthly for Accountability Reports.

Detailed Procedures

Access the transaction using:

Menu	<i>Accounting >>Funds Management >> Information System >> Funds Management(U of T Reports) >> Management Reporting >> List of Payments</i>
Transaction code	ZFPR004

Selection screen:

List of Payments



FM Area

Top Level Funds Center : Includes Funds Center Hierarchy
Hierarchy variant

Dates From to

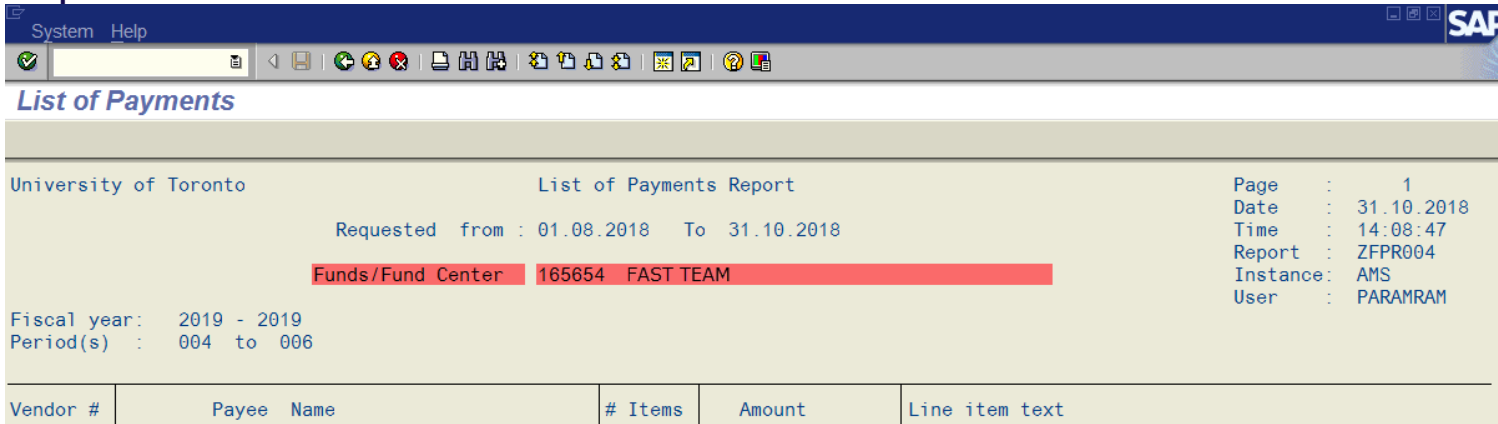
Show Line Item Texts



Field Name	Required (R) / Optional (O)	Description of Field Content
FM Area	R	UOFT - Defaults
Top Fund Center	R	Enter the top (parent) FC that you wish to report on. All subordinate accounts will be included in the report.
Dates From & To	R	Enter the start and end dates for the period that you are interested in. This date refers to the posting date of the transaction. To leave the end date open, enter 31.12.9999.
Show Line Item Text	O	Select to display line item text for each transaction.

Click on  to execute the report.

Output Screen



The screenshot shows the SAP 'List of Payments' report interface. The title bar includes 'System Help' and the SAP logo. The main content area displays the following information:

- University of Toronto
- List of Payments Report
- Requested from : 01.08.2018 To 31.10.2018
- Funds/Fund Center : 165654 FAST TEAM
- Fiscal year: 2019 - 2019
- Period(s) : 004 to 006
- Page : 1
- Date : 31.10.2018
- Time : 14:08:47
- Report : ZFPR004
- Instance: AMS
- User : PARAMRAM

The table below the report header has the following columns: Vendor #, Payee Name, # Items, Amount, and Line item text.

Click on  to go back one screen at a time.

Field Name	Description of Field Content
Vendor #	This line shows the vendor number used in FIS. Please note that vendor numbers in the 9900xx series are one time only accounts. 990001 is for Canadian vendors, 990002 are US Vendors, 990003 is Foreign Draft and 990xxx is the departmental account for Expense Reimbursements.
Payee Name	The name in the payee field represents the person/company the cheque was made out to.
# Trans.	The amount shown here indicates the number of unique transactions processed for this vendor in the time period indicated.
Amount	This amount reflects the payment to the vendor less any GST rebate.
Line Item Text	Line item specific explanatory text from the originating document.

If you double click on any of the line items, a detailed screen will be proposed.

Output Screen - List of Payments Drill Down

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100268 3M Canada Co.

Doc. Num.	Amount	Line Item Text	Fund Ctr.	Fund Centre Name	Fund
1900900095	485.17	5655283 3M CANADA COMPANY	100398	CFC: Training CFC	
1900900095	485.17	5655242 3M CANADA	100398	CFC: Training CFC	
TOTAL =	970.34				

This screen provides more details behind the total amount of payment to the vendor.

Field Name	Description of Field Content
Doc. Num.	This column shows the individual document numbers for the original transaction. If you double click in this line, the original document will be displayed.
Amount	Shows the total amount of the individual document.
Line Item Text	Any text added to the line item when it was entered into FIS will be displayed here.
Funds Center	The funds center that the charges were posted to is shown here.
Funds Center Name	The full name of the funds center charged is displayed here.
Fund	If a fund was used to process the payment, the fund number is displayed here.

Drill Down Functionality

This report will allow you to drill down to the document level by double clicking on the item you are interested in. For more information on a viewing a document, please see the [**Document Display**](#) reference guide.

End of procedure.