

Financial Services Department

FAST Tips

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Number 10

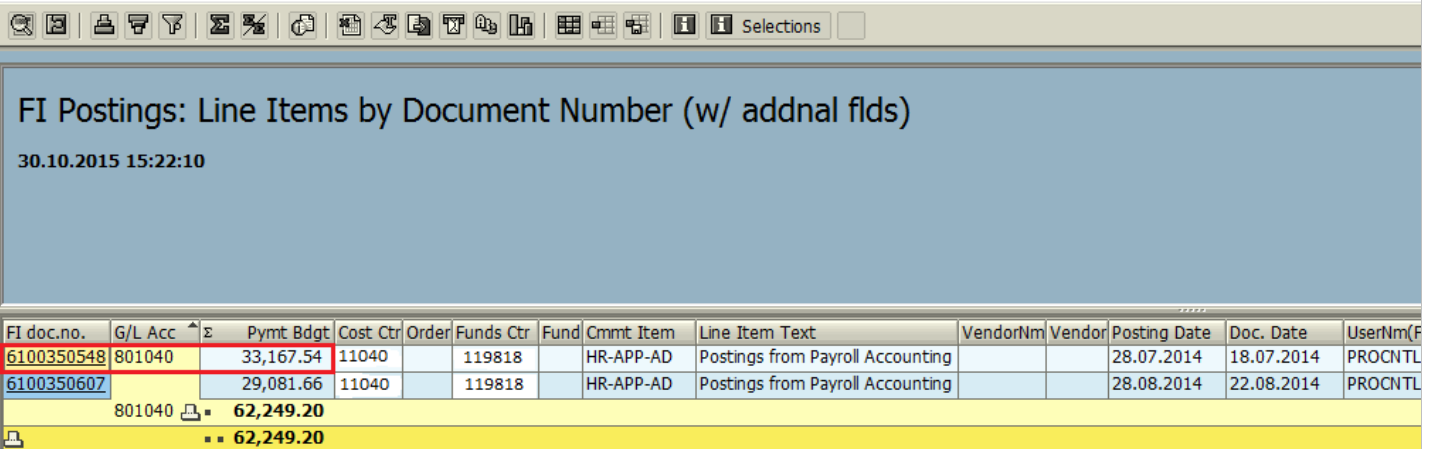
Ever wish you could just double click on a payroll document and get HRIS details in FIS? Now you can!

Both the **FI Postings: Line Item Report (ZFIR079)** and the **All Postings: Line Item Report (ZFIR079A)** have been modified to allow you to drill down on HRIS payroll documents and view the related FIS and HRIS details (requires payroll distribution authorization).

After running either of the line item reports click on the 61-series HRIS document to see the corresponding FIS and HRIS details:

ZFIR079 – FI Postings: Line Item Report output

FI Postings: Line Items by Document Number (w/ addnl flds)

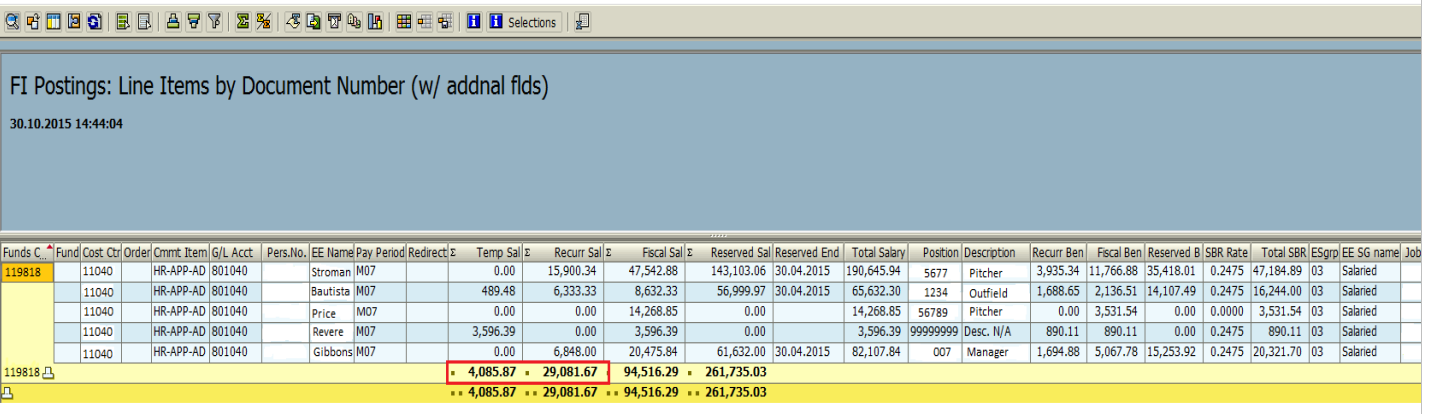


| FI doc.no. | G/L Acc | Pymt Bdgt | Cost Ctr | Order | Funds Ctr | Fund | Cmmt Item | Line Item Text | VendorNm | Vendor | Posting Date | Doc. Date | UserNm(F |
|------------|---------|-----------|----------|-------|-----------|------|-----------|----------------------------------|----------|--------|--------------|------------|----------|
| 6100350548 | 801040 | 33,167.54 | 11040 | | 119818 | | HR-APP-AD | Postings from Payroll Accounting | | | 28.07.2014 | 18.07.2014 | PROCNL |
| 6100350607 | | 29,081.66 | 11040 | | 119818 | | HR-APP-AD | Postings from Payroll Accounting | | | 28.08.2014 | 22.08.2014 | PROCNL |
| 801040 | | 62,249.20 | | | | | | | | | | | |
| | | 62,249.20 | | | | | | | | | | | |

NOTE: Posted amount on document line in FI Postings report will include amounts displayed in Temp Salary and Recurring Salary columns on details screen after drill down

Drill down view showing both FIS and HRIS details:

FI Postings: Line Items by Document Number (w/ addnl flds)



| Funds C | Fund | Cost Ctr | Order | Cmmt Item | G/L Acct | Pers.No. | EE Name | Pay Period | Redirect | Temp Sal | Recurr Sal | Fiscal Sal | Reserved Sal | Reserved End | Total Salary | Position | Description | Recurr Ben | Fiscal Ben | Reserved B | SBR Rate | Total SBR | ESgrp | EE SG name | Job |
|---------|-------|-----------|--------|-----------|----------|----------|----------|------------|----------|----------|------------|------------|--------------|--------------|--------------|----------|-------------|------------|------------|------------|----------|-----------|-------|------------|-----|
| 119818 | 11040 | HR-APP-AD | 801040 | | | | Stroman | M07 | | 0.00 | 15,900.34 | 47,542.88 | 143,103.06 | 30.04.2015 | 190,645.94 | 5677 | Pitcher | 3,935.34 | 11,766.88 | 35,418.01 | 0.2475 | 47,184.89 | 03 | Salaried | |
| | 11040 | HR-APP-AD | 801040 | | | | Bautista | M07 | | 489.48 | 6,333.33 | 8,632.33 | 56,999.97 | 30.04.2015 | 65,632.30 | 1234 | Outfield | 1,688.65 | 2,136.51 | 14,107.49 | 0.2475 | 16,244.00 | 03 | Salaried | |
| | 11040 | HR-APP-AD | 801040 | | | | Price | M07 | | 0.00 | 0.00 | 14,268.85 | 0.00 | | 14,268.85 | 56789 | Pitcher | 0.00 | 3,531.54 | 0.00 | 0.0000 | 3,531.54 | 03 | Salaried | |
| | 11040 | HR-APP-AD | 801040 | | | | Revere | M07 | | 3,596.39 | 0.00 | 3,596.39 | 0.00 | | 3,596.39 | 99999999 | Desc. N/A | 890.11 | 890.11 | 0.00 | 0.2475 | 890.11 | 03 | Salaried | |
| | 11040 | HR-APP-AD | 801040 | | | | Gibbons | M07 | | 0.00 | 6,848.00 | 20,475.84 | 61,632.00 | 30.04.2015 | 82,107.84 | 007 | Manager | 1,694.88 | 5,067.78 | 15,253.92 | 0.2475 | 20,321.70 | 03 | Salaried | |
| 119818 | | | | | | | | | | 4,085.87 | 29,081.67 | 94,516.29 | 261,735.03 | | | | | | | | | | | | |
| | | | | | | | | | | | 4,085.87 | 29,081.67 | 94,516.29 | 261,735.03 | | | | | | | | | | | |

Things to know:

- Although the HRIS 61-series document may contain multiple transaction lines the drill down will only show details corresponding to the amount on the specific line selected
- All standard line item report functionality (sort, sub-total, filter, etc.,) is available on drill down screen
- Custom report output layout variants can be created and saved
- Details available are the same as through the Payroll Distribution Report Download

Learn More:

- **QRG:** FI Postings Line Item Report:
<http://finance.utoronto.ca/wp-content/uploads/2015/10/fipostings.pdf>
- **QRG:** All Postings Line Item Report:
<http://finance.utoronto.ca/wp-content/uploads/2015/10/allpostings.pdf>
- **QRG:** Line Item Functionality:
<http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf>

To use an OTA vendor account, or to request a permanent vendor account, that is the question?

Should you use an OTA vendor account, or should you request Procurement Services create a new vendor account in AMS? If you are unsure, you are not alone. The choice can be a daunting one and you may be unsure of which will suit your needs.

Using the checklist below can make this a very simple task.

The OTA vendor account should be used only when ALL OF THE FOLLOWING CONDITIONS EXIST:

- A vendor account does not exist
- The transaction size does not exceed \$4,999.99, pre-tax
- You do not anticipate using the vendor more than once in a fiscal year

In addition to the conditions above, using an OTA vendor account is NOT RECOMMENDED if:

- You will be relying on the supplier to provide warranty or support services for a period greater than 12-months.
- You are purchasing recurring services to be rendered after the payment is made in full.

If you are creating a purchase requisition or purchase order, you MUST use a permanent vendor number.

Learn More:

- **FAQ:** OTA One Time Only Account:
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Using-One-Time-Only-Vendors-Converted1.pdf>
- **FAST Tips Newsletter Archive:** June 2015 Edition: Vendor Account Numbers:
<http://finance.utoronto.ca/wp-content/uploads/2015/10/FAST-Tips-Vol-2-Num-6.pdf>
- **Form:** To request a new vendor account:
<http://www.procurement.utoronto.ca/tools-templates-forms/new-supplier-request>

Stop Payment Process

If an Accounts Payable document is incorrect and a cheque has already **been issued**, but **not cashed**, you can request a **Stop Payment**. To request a stop payment on a cheque, send an email to Accounts Payable (ap.fsd@utoronto.ca).

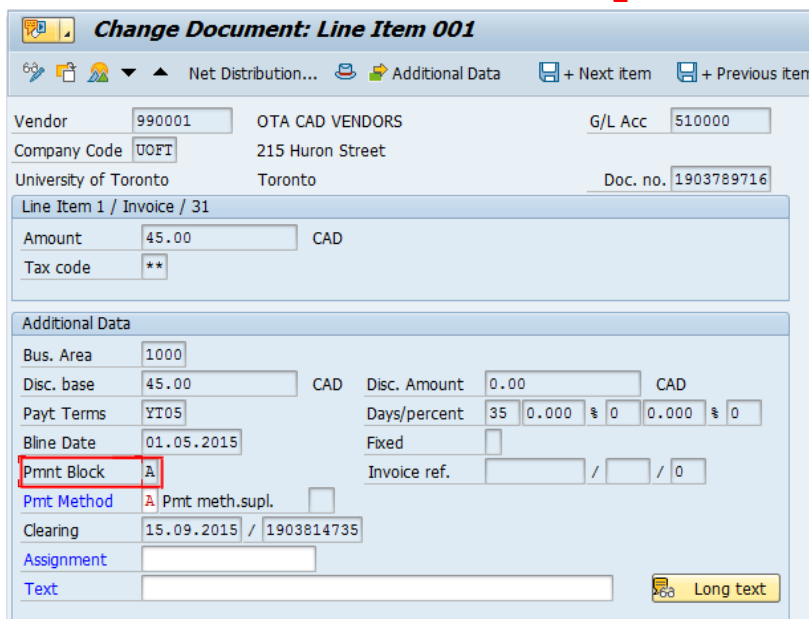
In the email, please include the following information:

- Cheque number
- Document number
- Reason for the stop payment

Accounts Payable will notify the department when the original cheque has been cancelled. Once the cheque has been cancelled, if there are **NO CHANGES** required, the cheque will be reissued in the next cheque run. If the cheque is **NOT TO BE REISSUED**, the Department has to:

- A/P Invoices: [Reverse the Document](#)
- Logistics Invoice: [Cancel Invoice Receipt](#)

If there are **CHANGES REQUIRED** before the cheque is to be **REISSUED**, the Department has to make the necessary Document Change i.e. *Address or Payment Method* and then **Remove the Payment Block**.



Change Document: Line Item 001

Vendor: 990001, OTA CAD VENDORS, G/L Acc: 510000
Company Code: UOFT, 215 Huron Street
University of Toronto, Toronto, Doc. no. 1903789716

Line Item 1 / Invoice / 31
Amount: 45.00 CAD
Tax code: **

Additional Data
Bus. Area: 1000
Disc. base: 45.00 CAD, Disc. Amount: 0.00 CAD
Payt Terms: YT05, Days/percent: 35 0.000 % 0 0.000 % 0
Bline Date: 01.05.2015, Fixed:
Pmnt Block: A, Invoice ref.: / / 0
Pmt Method: A Pmt meth.spl.
Clearing: 15.09.2015 / 1903814735
Assignment:
Text: Long text

Learn More:

- **FAQ:** Has a Cheque been issued?
<http://finance.utoronto.ca/faqs/cheque-production/>
- **QRG:** Document Reverse:
<http://finance.utoronto.ca/wp-content/uploads/2016/02/reverse.pdf>
- **QRG:** Cancel Invoice Receipt:
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Cancel-Invoice-Receipt-Converted.pdf>
- **QRG:** Document Change:
<http://finance.utoronto.ca/wp-content/uploads/2015/11/docchgje.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

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|--------------------------------------|----------|---------------|
| Wednesday, November 11 th | Room 103 | 11:30am – 1pm |
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| Tuesday, November 24 th | Room 103 | 12:30pm – 2pm |
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TRAINING

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

FAST STAFF

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