

# Financial Services Department

# FAST Tips

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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 POSTKEY	G/L ACCOUNT	DIRECT CASH, CHEQUES DEPOSIT	AMOUNT	BUSINESS AREA	ASSIGNMENT REQUIRED - Department & Phone #	TEXT (Description) REQUIRED - 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 - CASH - Dec 19, 2014
	AddItem					
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	Finance 8-5555	3 41234565704 - VS - Dec 2014 X
40	350006	AMEX Deposit		1000	Finance 8-5555	9301234567 - AX - Dec 2014 X

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.

## Enter G/L Account Document: Company Code UOFT

Tree on Company Code Hold Simulate Park

Basic Data Details

Document Date	29.01.2015	Currency	CAD
Posting Date	29.01.2015	Period	9
Reference	TRANSCRIP REV		
Doc.Header Text	Transcript Rev. Dec 2014		
Document Type	SF	SF:Dept'l deposits	
Cross-CC no.			
Company Code	UOFT	University of Toronto	

Amount Information

Total Dr.	3,000.00	CAD
Total Cr.	3,000.00	CAD

4 Items ( Screen Variant : Standard 1 )

Status	G/L acct	Short Text	D/C	Amount in doc.cu	Assignment	Text
✓	350006	Direct Dep in T	Debit	1,000.00	Finance 8-5555	04702-9912345 - CASH - Dec 19, 2014
✓	350006	Direct Dep in T	Debit	1,000.00	Finance 8-5555	41234565704 - VS - Dec 2014
✓	350006	Direct Dep in T	Debit	1,000.00	Finance 8-5555	9301234567 - AX - Dec 2014
✓	738290	Doc:transcript	Credit	3,000.00	Finance 8-5555	Transcript Revenue - Dec 2014

### 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](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/soesHOIq7U4B.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](#)
  
- [FAST Tips Newsletter - Archive](#)

## FAST STAFF

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