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Refundable Deposits – Receipt

Issue a receipt
Purpose of issuing a receipt:

1. Security for the person remitting the deposit; a record of the transaction
2. A method of verifying claims by individuals that they remitted the deposit to the department

A receipt should be issued for ALL deposits received and, at minimum, should contain the following features:

- Unique number
- Date
- Amount
- Payer
- Issued by

Sample Receipt:
Refundable Deposits – Log book

Maintain a log to record all deposits collected

The log should include:

- contains details of each deposit made to the bank
- amounts listed in the log should match the deposits made to the bank/cashiers office and FIS
- facilitates tracking of deposits received and refunds issued
- document numbers of entries posted to FIS. This includes both the deposit and refund documents.

Sample Log:

<table>
<thead>
<tr>
<th>Receipt #</th>
<th>Date</th>
<th>Amount</th>
<th>Name and Student number</th>
<th>Deposit report #</th>
<th>Refund info</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSB2008510</td>
<td>10/09/2015</td>
<td>20.00</td>
<td>Ted Jones – 10585886451</td>
<td>FIS#3000010972</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>06/05/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1700 005432</td>
</tr>
<tr>
<td>MSB2009910</td>
<td>02/27/2015</td>
<td>20.00</td>
<td>Barney Ruble - 1079587453</td>
<td>FIS#3000198739</td>
<td>03/02/15</td>
</tr>
<tr>
<td>MSB2009911</td>
<td>02/27/2015</td>
<td>20.00</td>
<td>Jonny Quest - 1089487435</td>
<td>FIS#3000198739</td>
<td></td>
</tr>
<tr>
<td>MSB2009912</td>
<td>02/27/2015</td>
<td>20.00</td>
<td>Clark Kent - 1069787456</td>
<td>FIS#3000198739</td>
<td></td>
</tr>
<tr>
<td>MSB2009913</td>
<td>02/27/2015</td>
<td>20.00</td>
<td>Bruce Wayne - 107999545645</td>
<td>FIS#3000198739</td>
<td></td>
</tr>
<tr>
<td>MSB2009914</td>
<td>02/27/2015</td>
<td>20.00</td>
<td>Peter Parker - 108497875562</td>
<td>FIS#3000198739</td>
<td></td>
</tr>
<tr>
<td>MSB2009915</td>
<td>03/02/2015</td>
<td>20.00</td>
<td>Kyle Lu - 1059987556</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Internal Cash Receipts Deposit Form

- In this example, 5 people have paid $20 key deposits; 2 wrote cheques, 3 paid cash
- To track all refundable deposits through FIS, the dept. has itemized the credit lines; one for each payer
- Although there is no "assignment" field on the credit lines of the deposit form, the field is available in FIS. For tracking & clearing purposes, remember to populate it with the Lastname, First initial of the payer.

Forms: Internal Cash Receipts & Direct Deposit Forms
http://finance.utoronto.ca/forms/processing/
(NOTE: UTM & UTSC contact Business Office for local deposit form)
Processing the Deposit in FIS: Menu Path

After completing the deposit form and before physically making the deposit, the deposit transaction needs to be processed in FIS.

Transaction used: **G/L Account Posting screen (FB50)**
When entering data on the *[Enter G/L Account Document]* screen:

1. Change the Document Type ➔ **SF**
2. **Debit the Bank Account:** in the G/L acct field, enter the appropriate Bank Account for the type of receipt processed (e.g., cash, AMEX, Visa) & for the appropriate campus (i.e., St. George, UTM or UTSC)
   
   **NOTE:** If depositing for more than one payer, enter the total deposit amount in the "Amount in doc…" field.

3. Enter the **Business Area** (does not default).

Leave the following fields BLANK:

- Tax Code
- Cost Center
- Order
- Funds Center
- Fund

**IMPORTANT:** The "Bank Account" Assignment field should be populated with the Dept. Name & contact phone #; the Text field with the type of deposit, payer's name and any other pertinent information.
Processing the Deposit in FIS: Complex Posting

To post the transaction, an offsetting credit line must be entered for the department's Refundable Deposit Vendor Account (i.e. 86xxxx).

Vendor accounts CANNOT be credited in the G/L acct field, therefore, the environment is changed to a Complex posting.

From the menu select: Environment → Complex posting

Monies received for refundable deposits should be deposited to a "Refundable Deposit" Departmental vendor number (i.e. 86xxxx) used solely for these types of transactions.

To apply for this vendor number, contact Russell Smith at russell.smith@utoronto.ca
Processing the Deposit in FIS: Complex Posting

All data entered on **Basic data** tab appears on the **Complex Posting Display Overview** screen.

Complete the following fields:
- **Pstky (Post key)** ➔ **34 (Credit: Other payables)**
- **Account** ➔ **Unique Departmental Vendor Account #** (i.e. 86xxxx)

Click on ✅ to proceed to the next screen…
The Add Vendor item screen is used to enter the remaining data required for the credit line.

Populate the following fields:
- **Amount***
- **Bus. Area**
- **Assignment**
  (payer's last name, first initial)
- **Text**

After all appropriate fields are populated, click  to ensure that the transaction balances.

**Recommendation:** To ease tracking & clearing when posting deposits for multiple payers (i.e. $100 = 5 key deposits @ $20 each), it is recommended that a credit line be entered for each payer (i.e. 5 lines @ $20 each), rather than lumping the total credit on one line (i.e. 1 line @ $100). Lump sums may be tracked outside of FIS (i.e. via spreadsheet or log book).
Ensure Debits & Credits balance

Once verified:
• click the icon to post the transaction

The screen will revert to a blank G/L Account posting screen; the posted document number will appear at the bottom of the screen

NOTE: If the debit and credit amounts do not balance, double click on the line item with the error, make the needed correction, click on the icon again and repeat the procedure at the top of this slide.
This **ALTERNATE deposit** process **eliminates** the need to process the transaction using a "**complex posting**" option. However, it will only work when processing a deposit transaction for **one payer**.

Transaction used: **Invoice (FB60)**
ALTERNATE FIS Deposit Process: Basic Data Tab

ALTERNATE process can be used for single payer deposits, ONLY!
When using the [Enter Vendor Invoice] screen:
1. Enter departmental Vendor number (i.e. 86xxxx) to be credited
2. Invoice date
3. IMPORTANT: Change Document Type ➔ SF
4. Enter deposit Amount

For reconciliation purposes, the Reference & Text fields should be populated with uniquely identifiable information.
Again, for reconciliation purposes, the **Assignment (Assign.)** field on the **Details Tab** should be populated with uniquely identifiable information.
When the [Enter Vendor Invoice] transaction is used to process a deposit, the “Basic data” tab = the “Credit” line. The bank account data is entered on the “Debit” line. The account information should be entered as follows:

1. Debit the Bank Account: in the G/L acct field, enter the appropriate Bank Account for the type of receipt processed (i.e. cash, AMEX, Visa, etc.) & for the appropriate campus (St. George, UTM or UTSC)

2. Enter the Business Area (does not default)

IMPORTANT:
The "Bank Account" Assignment field should be populated with the Dept. Name & contact phone #; the Text field with the type of deposit, payer's name and any other pertinent information.
ALTERNATE FIS Deposit Process: Basic Data Tab

Review the entered data for accuracy (i.e. ensure the Document Type was changed to SF). Once verified, click on the icon to post the transaction.

The posted document number will appear at the bottom of the screen.

NOTE: Although the “invoice” transaction was used to process this deposit, the document number still starts with a 30 (due to the fact that the Document Type was changed to SF).
Processing the Refund in FIS: Menu Path

In order for a refund cheque to be produced for the payee, an Invoice transaction must be processed in FIS.

Transaction used: **Invoice (FB60)**
For the Payee to be paid, the Basic data tab of the Enter Vendor Invoice screen must contain:

- Vendor number
- Invoice date
- Document Type ➔ KA
- Amount

For reconciliation purposes, the Reference & Text fields should be populated with uniquely identifiable information.

Because vendor # 990008 (OTA Refundable Deposit Vendor #) is used to refund the payee, the Address screen must be completed (see next page).
Anytime an OTA Vendor number is used, the system requires:

- Payee Name (to whom the cheque is made payable) and
- Payee Address (where the cheque should be sent/mailed)

**QRG: Using One Time Only Vendors**

After the Address and Bank Data screen is complete, the Header Text on the Details tab is required.

The Assignment is used for reconciliation:
- is case & space sensitive
- should match the deposit's credit line assignment text (see slide 10)
Processing the Refund in FIS: Complex posting

To post the refund, an offsetting **debit** line is processed to the department's vendor account number. From the menu, select:

**Environment → Complex posting**

**Vendor accounts** CANNOT be credited in the **G/L acct** field therefore the environment is changed to a **Complex posting** *(As mentioned in slide 8)*.
Data previously entered on the **Basic data & Detail** tabs will be retained on the **Complex Posting Display Overview** screen.

Complete the following fields:
- **Pstky (Post key)** → **21** (Debit)
- **Account** → Departmental Refundable Deposit Vendor Account (i.e. 86xxxx)

Click ☑️ to proceed to the next screen…
After all appropriate fields have been populated, click to ensure that the transaction balances.

Populate the following fields:

- **Amount**
- **Bus. Area**
  (use appropriate code for your area)
- **Assignment**
  (payee's last name, first initial)
- **Text**

The **Add Vendor item** screen is used to enter the rest of the data needed on the credit memo (debit) line.
Processing the Refund in FIS: Complex posting

Verify:
• Debits & Credits balance
• click on the icon to post the transaction

The screen will revert to a blank Enter vendor invoice screen; the posted document number will appear at the bottom of the screen…

NOTE: If the debit and credit amounts do not balance, double click on the line item with the error, make corrections, then click the icon
Tracking/Reconciling Balances Reports in FIS: Menu Path

Since no FM accounts are used in either transaction, the Statement of Accounts cannot be used for reconciling. It is important to reconcile the deposits against refunds.

The **only** way to track and reconcile Refundable Deposit/Refunds is via the following reports:

- Vendor Balance Display (FK10N)
- Vendor Line Item Display (FBL1N)

To reconcile and maintain deposit and refunds, use:

- Vendor Clearing Report (F-44)

FAST Team Contacts and Faculty Representatives
This report will display running balance of all Debits and Credits by Fiscal Period.

Enter the unique Departmental Reimbursable Deposit Vendor Number (i.e. 86xxxx)

To run report click on the Execute icon
Example of Output data:

The report shows no debits (i.e. refunds) or credits (i.e. deposit) processed in periods 1 thru 10.

However, in period 11, a **deposit** of $100 was processed, as was a **refund** of $20 Cumulative balance = $80.

**NOTE:** To drill down to the Vendor Line Item report (page 29) from this screen, double click on any amount. The view of the report that will be displayed depends on which column/period or cumulative balance is chosen:

- **cumulative** = all lines
- **period 11 balance** = only period 11 entries
Enter your unique Departmental Reimbursable Deposit vendor number

Select the Status and date you wish to review

After the appropriate Status and date has been chosen click on the Execute icon.
We know from the examples on pages 10 & 18 that a deposit and refund (B. Rubble) was processed. Because the Assignment field was populated with consistent information (i.e. Last name, First Initial) the debit and credit entries are listed next to each other. This simplifies the matching of deposit against refunds, that is Rubble, B has been refunded his $20.00 Locker Key Deposit. These two entries are now ready to be cleared.
Enter your unique Departmental Reimbursable Deposit vendor number

The output will depend on which "Additional selections" option is selected.

In this example all lines will display, because "None" is selected. Click on the Process open items button or hit [enter] to proceed.

Clearing date will default to the current date. Don't change.
All amounts will appear as "selected" (displayed in blue).

Only items to be cleared remain selected.

Deselect items by double clicking, the amount will then be displayed in black.
We want to clear the lines for Rubble, B. All other lines have been deselected. Once all items that need to be cleared are selected the "Net assigned" amount will be zero.

To clear the selected items click on the Post icon.

The clearing document number will appear at the bottom of the screen…
Before clearing (page 24)

After clearing; Line Item Selection Status option "All items". The green dot indicates that the line items for Rubble, B have been cleared.
Quick Reference Guides (QRGs):

Create Receipts for Refundable Deposits:  

Repayment of Refundable Deposits:  

Document Display:  

Document Change (for Journal Entry/Invoice transactions):  
Need Help?

http://www.utoronto.ca/ams/help.htm

Help is a facility for all AMS subsystems:

- Use the WEB form found at the above address
- Select appropriate AMS module (e.g., FIS)
- Complete information required on the form
- Click on “Send it!” button

FIS mail box is monitored **Monday to Friday**
9:00 a.m. - 5:00 p.m.
# FAST Team Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>Lorena Gaudio</td>
<td>978-2802</td>
<td><a href="mailto:lorena.gaudio@utoronto.ca">lorena.gaudio@utoronto.ca</a></td>
</tr>
<tr>
<td>Assistant Manager</td>
<td>Chris Dimitriadis</td>
<td>946-3153</td>
<td><a href="mailto:chris.dimitriadis@utoronto.ca">chris.dimitriadis@utoronto.ca</a></td>
</tr>
<tr>
<td>Business Analyst</td>
<td>Cheryl Rhind</td>
<td>946-3373</td>
<td><a href="mailto:cheryl.rhind@utoronto.ca">cheryl.rhind@utoronto.ca</a></td>
</tr>
<tr>
<td>Business Analyst</td>
<td>Maryanne McCormick</td>
<td>946-3291</td>
<td><a href="mailto:m.mccormick@utoronto.ca">m.mccormick@utoronto.ca</a></td>
</tr>
<tr>
<td>Business Analyst (Training Coordinator)</td>
<td>Rames Paramsothy</td>
<td>978-4675</td>
<td><a href="mailto:rames.paramsothy@utoronto.ca">rames.paramsothy@utoronto.ca</a></td>
</tr>
</tbody>
</table>

**FIS Standard Curriculum Evaluation:**
http://finance.utoronto.ca/fast/fis-training/course-evaluation-fis-training/

**FAST website:**  
http://finance.utoronto.ca/fast/