

Work Instruction

Cheques Payable to Person Processing Transaction

When to Use

The criteria for this report is met by comparing the name attached to the user ID of the processor to the payee's name on the transaction. A payment will not appear on this report until an actual cheque has been issued which is why payment date is displayed instead of document date.

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

- This report is a management report that should be run each month
- provides information on any cheque that was produced by the same person who is the named payee

Detailed Procedures

Access the transaction using:

Menu	<i>Accounting >> Funds Management >> Information System >> Funds Management(U of T Reports) >> Management Reporting >> Cheques payable to person processing payment</i>
Transaction code	ZFTR076

Selection screen:

Program Edit Goto System Help

SAP

Cheques payable to person processing payment

Company: UOFT

Top Level Funds Center: []

Hierarchy variant: 0000

User ID: [] to []

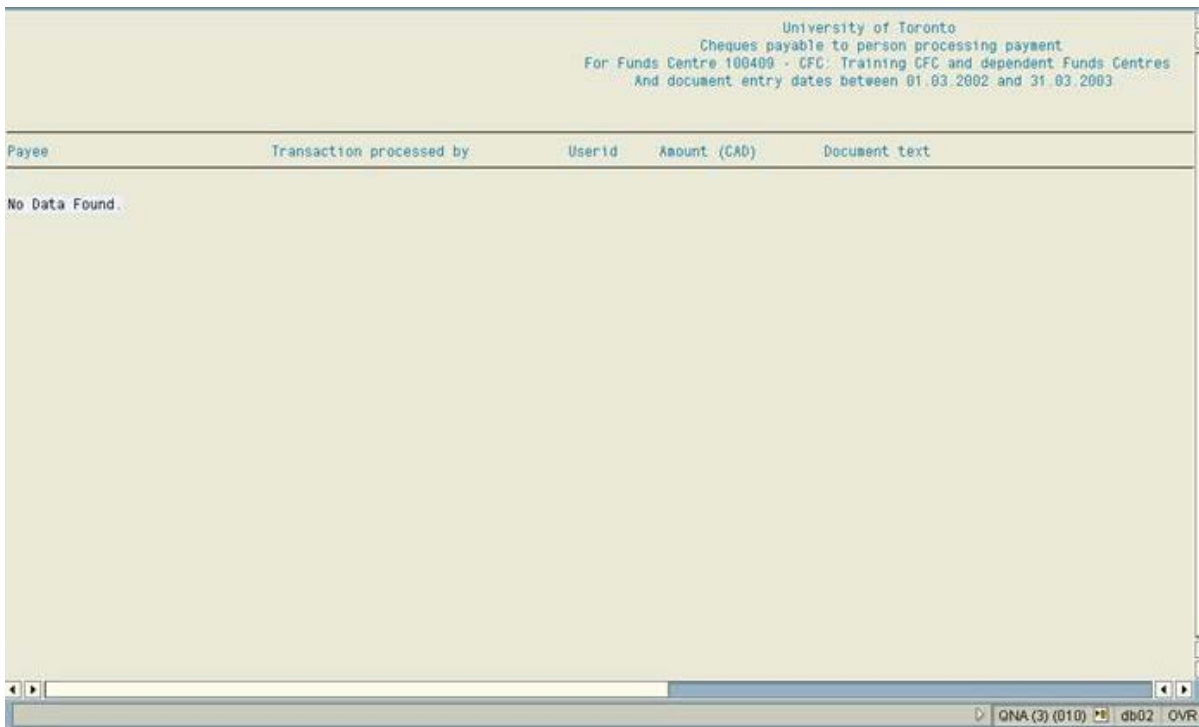
Date From: 01.06.2007 to 30.06.2007

AMS (1) (010) ap02 OVR

Field Name	Required (R) / Optional (O)	Description of Field Content
Company	R	UOFT - Defaults
Top Fund Center	R	Enter the FC that you wish to report on. All dependant FC's will be included in the report.
User ID	O	In this field, you can enter the user id's that you are specifically interested in. Normally this field would be left blank, to capture all transactions.
Dates From & To	R	Enter the start and end dates for the period that you are interested in. The report is based on the document date. To leave the end date open, enter 31.12.9999. Please note that the longer the date range, the longer the report will take to run.

This report should be run in the background, as it takes a long time to execute. To execute this report, click on Program >> Execute in Background. For more information about running a report in the background, please click [here](#).

Output Screen



Click on  to go back one screen at a time.

Report Data

Field Name	Description of Field Content
Payee	The name of the payee on the cheque would be shown here.
Transaction Processed by	The user name in attached to the User ID in FIS is shown here.
User ID	The User ID that posted the payment is shown here.
Amount	The amount of the cheque is shown here.
Document Text	Any information entered in the text field is shown here.
Cheque Number	The cheque number produced in FIS is shown here.
Document	The document number of the transaction is shown here.
Pay date	The pay date on the cheque is shown here.
Document Type	The document type used to process the cheque is shown here

If you double click on any of the line items, the document overview screen will be displayed. For more information on the Document Overview screen, please see the [Document Display](#) reference.guide.

End of procedure.