

Work Instruction

Repayment of Refundable Deposit Amount

FB60

When to Use

Use this procedure to generate the repayment of a refundable deposit amount. This process will generate a cheque payable to the depositor and should reconcile with the original refundable deposit amount.

Steps

- Confirm the amount to be refunded using the deposit log and if available, the receipt from the initial deposit which will contain the date of the deposit, the amount and the payee.
- Verify the return of University asset, e.g. keys for lockers, if applicable.
- Process the repayment using the request date as the document date.

Menu Path

Use the following menu path(s) to begin this transaction:

- **Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice**

Transaction Code

FB60

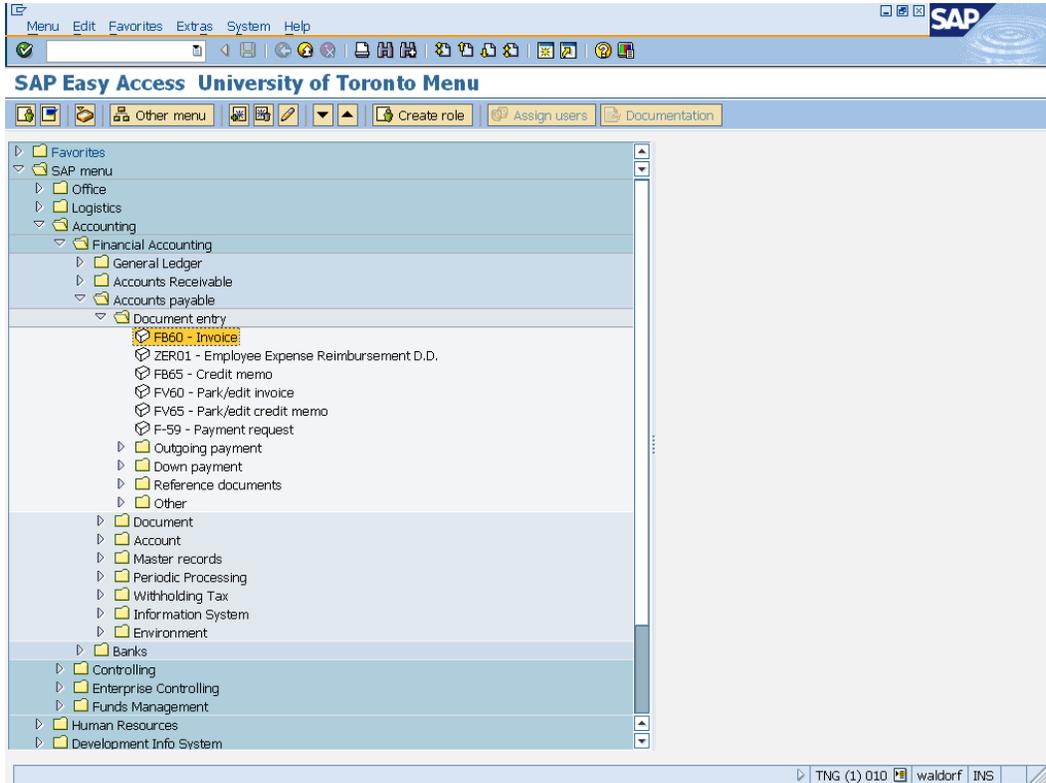
Helpful Hints

- Always reconcile with the deposit log book to ensure funds are recorded and refunded accurately.
- If available, use the receipt issued during the deposit process to confirm the amount to be refunded.
- Cheques are generated once per week on Wednesdays.
- Use the clearing process to manage open documents (refund outstanding). See the Post with Clearing reference guide (to be updated).

Detailed Procedure

1. Start the transaction using the menu path or transaction code.

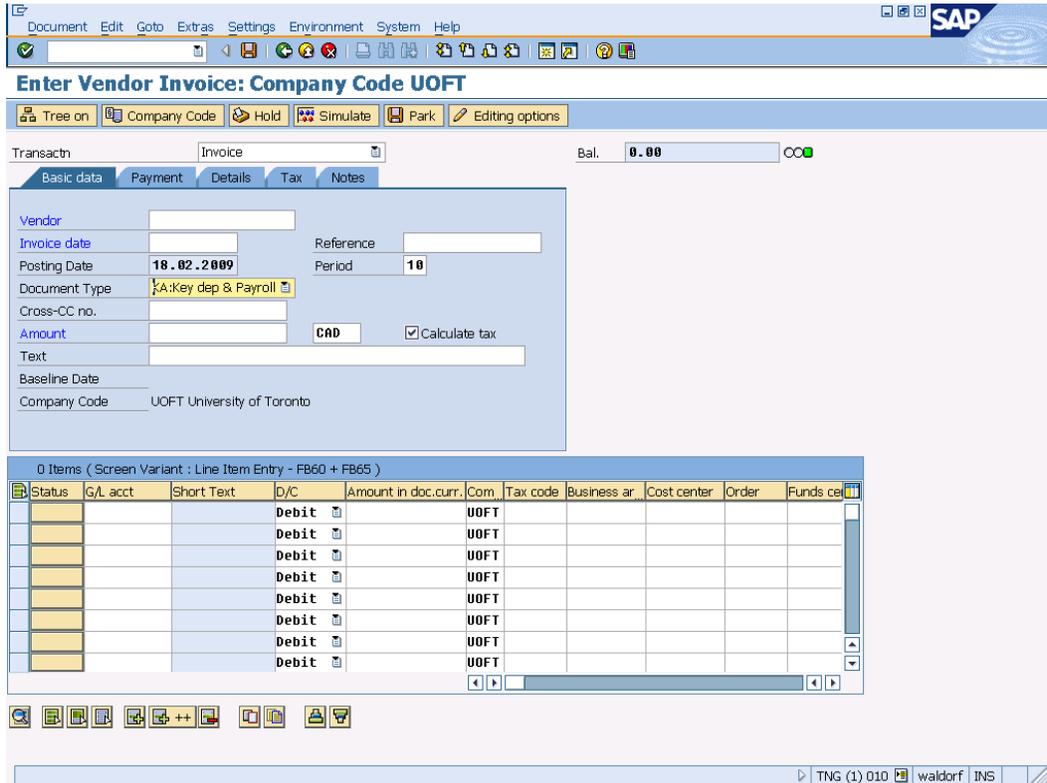
SAP Easy Access University of Toronto Menu



The screenshot displays the SAP Easy Access interface for the University of Toronto. The top navigation bar includes 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. The main menu is titled 'SAP Easy Access University of Toronto Menu' and features several action buttons: 'Other menu', 'Create role', 'Assign users', and 'Documentation'. The left-hand menu tree is expanded to show the 'Accounting' section, with 'Financial Accounting' and 'Document entry' further expanded. The 'Document entry' folder is selected, and the 'FB60 - Invoice' transaction code is highlighted. Other visible transaction codes include 'ZER01 - Employee Expense Reimbursement D.D.', 'FB65 - Credit memo', 'FV60 - Park/edit invoice', 'FV65 - Park/edit credit memo', and 'F-59 - Payment request'. The bottom status bar shows the user 'TNG (1) 010' and 'waldorf INS'.

2. Double-click  **FB60 - Invoice**.

Enter Vendor Invoice: Company Code UOFT



3. Complete the following as required:

Field Name	Required/Optional/Conditional	Description
Vendor	Required	The FIS vendor account number; if the vendor account number is unknown use the matchcode button to search. Ensure that the vendor name, address and payment currency on the invoice matches the vendor information in FIS; If the mailing address needs to be changed for the vendor, use the "alternate payee" functionality QRG at: http://finance.utoronto.ca/wp-content/uploads/2015/10/altpayee.pdf  Use 990008 for OTA Refundable deposits

Field Name	Required/Optional/Conditional	Description
Invoice date	Required	The issue date of the original invoice document. This date determines when the cheque is issued.  Enter the date the repayment was requested.
Reference	Required	Used to refer to source document or transaction description.
Document Type	Required	Document transaction indicator. It determines the document number range. More information on document types and what they mean can be found at: http://finance.utoronto.ca/fags/procnl-entries-and-document-types/#1  Select KA:Key Deposits KA documents are in the 17xxxxxxx number range.
Amount	Required	Line item amount in document currency.
Text	Required	Line item specific explanatory description (e.g. Invoice number, Vendor Name, brief description).

Address and Bank Data

Address and Bank Data

Vendor **990008** OTA Refundable Deposit G/L **540000**
 Company Code **UOFT** University of Toronto

Item 1 / Business partner data

Title Language Key **EN**
 Name

 Street
 PO Box PO w/o no. PO Box PCode
 City Postal Code
 Country **CA** Region
 Bank Key Bank Country **CA**
 Bank Account Control key
 Reference Instruction key
 DME Indicator
 Tax Number 1 Tax type
 Tax Number 2 Tax number type
 Tax Number 3
 Tax Number 4
 Natural person
 Equalizatr tax
 Liable for VAT
 Type of Busines
 Type of Industr Rep's Name

Copy Delete Bank data Bank data Bank IBAN

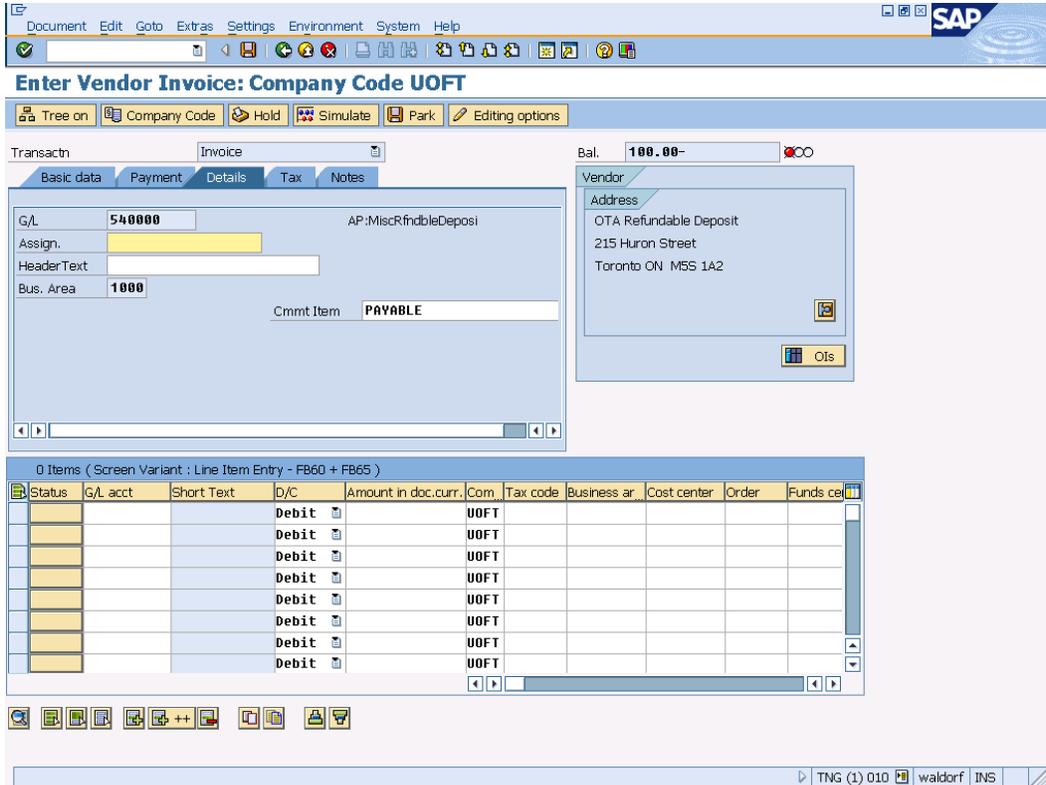
- Press enter and complete the OTA Vendor information as required.



Reference Guide: Using the OTA Vendor Account <http://finance.utoronto.ca/wp-content/uploads/2015/11/Using-One-Time-Only-Vendors-Converted1.pdf>

- Click  to proceed to *Details* tab and complete the **Assign.** and **Header Text** fields.

Enter Vendor Invoice: Company Code UOFT



Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code UOFT

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 100.00-

Basic data Payment Details Tax Notes

G/L 540000 AP: MiscRfndbleDeposi

Assign. [Yellow Box]

HeaderText [White Box]

Bus. Area 1000 Cmmt Item PAYABLE

Vendor Address: OTA Refundable Deposit, 215 Huron Street, Toronto ON M5S 1A2

0 Items (Screen Variant : Line Item Entry - FB60 + FB65)

Status	G/L acct	Short Text	D/C	Amount in doc.curr.	Com.	Tax code	Business ar...	Cost center	Order	Funds cel
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					

TNG (1) 010 waldorf INS

6. Complete the following as required:

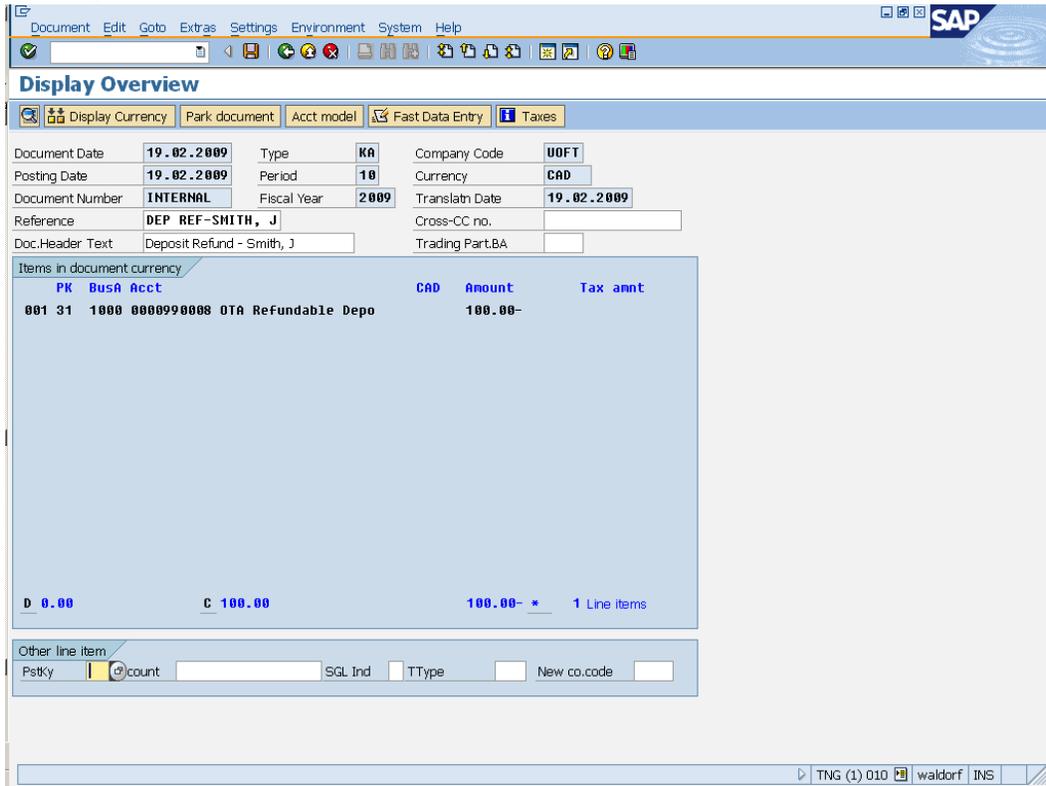
Field Name	Required/Optional/Conditional	Description
Assign.	Required	A text field that can be used to track and report on line item postings. Field is case sensitive and allows 18 characters. Previously referred to as the allocation field.  To aid reconciliation of the vendor account, ensure that the assignment matches the assignment field on the key deposit credit (PstKy 34) line
HeaderText	Required	Description of transaction.

7. Select **Environment** → **Complex posting F6** from the menu.



To post a Repayment of a Refundable Amount, an offsetting debit line must be processed to the departmental vendor account. Entries having more than one vendor account in the transaction may only be entered using the complex positing environment. All data previously entered on the *Basic data* tab is retained on the *Complex posting* screen.

Display Overview



The screenshot shows the SAP 'Display Overview' screen. The menu bar includes 'Document', 'Edit', 'Goto', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. The title bar shows 'SAP' and window controls. Below the menu bar, there are buttons for 'Display Currency', 'Park document', 'Acct model', 'Fast Data Entry', and 'Taxes'. The main area contains a grid of data fields:

Document Date	19.02.2009	Type	KA	Company Code	UOFT
Posting Date	19.02.2009	Period	10	Currency	CAD
Document Number	INTERNAL	Fiscal Year	2009	Translatn Date	19.02.2009
Reference	DEP REF-SMITH, J			Cross-CC no.	
Doc-Header Text	Deposit Refund - Smith, J			Trading Part.BA	

Below the data fields is a table titled 'Items in document currency':

PK	BusA	Acct	CAD	Amount	Tax amnt
001	31	1000 0000990008	OTA	Refundable Depo	100.00-

At the bottom of the table, it shows: **D 0.00** **C 100.00** **100.00- * 1** Line items

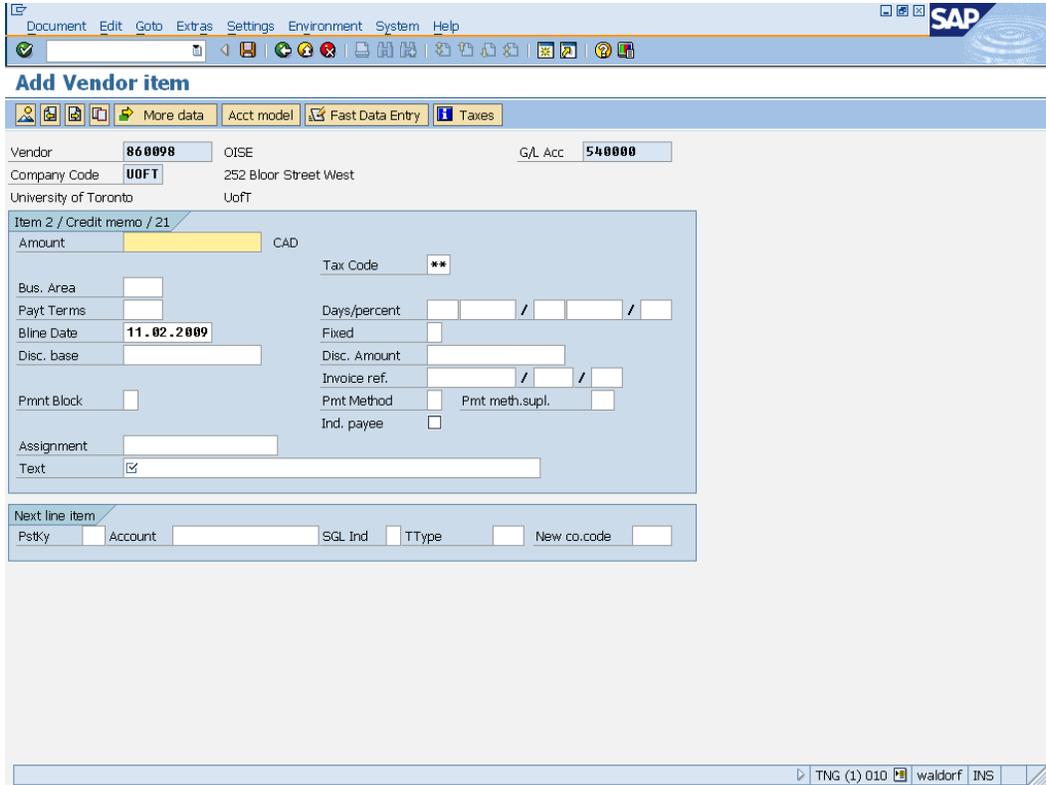
Below the table is an 'Other line item' section with input fields for 'Pstky', 'count', 'SQL Ind', 'TType', and 'New co.code'. The status bar at the bottom right shows 'TNG (1) 010 | waldorf | INS'.

8. Complete the following as required in the *Other line item* section:

Field Name	Required/Optional/Conditional	Description
PstKy	Required	Two-digit numeric key that determines the way which the next document line item should be entered. That is, it specifies the account types required, the layout of the subsequent entry screens, and whether the posting is a debit or credit.  Enter 21 (Debit)
Account	Required	A numeric code which identifies a General Ledger (G/L) account, a customer or a vendor.  Enter departmental vendor account number (86xxxx).

9. Click  or hit the enter key to go to the *Add Vendor item* screen:

Add Vendor item



The screenshot shows the SAP 'Add Vendor item' interface. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Add Vendor item' and contains several input fields and buttons. The 'Vendor' field is set to '860898' and 'OISE'. The 'Company Code' is 'UOFT' and the address is '252 Bloor Street West, University of Toronto, UoFT'. The 'G/L Acc' is '540000'. There are buttons for 'More data', 'Acct. model', 'Fast Data Entry', and 'Taxes'. The 'Item 2 / Credit memo / 21' section has a yellow 'Amount' field, a 'CAD' currency indicator, and a 'Tax Code' field with '**'. Other fields include 'Bus. Area', 'Payt Terms', 'Bline Date' (11.02.2009), 'Disc. base', 'Pmnt Block', 'Assignment', and 'Text' (checked). The 'Next line item' section has fields for 'Pstky', 'Account', 'SQL Ind', 'TType', and 'New co.code'. At the bottom right, there is a status bar with 'TNG (1) 010', 'waldorf', 'INS', and a refresh icon.

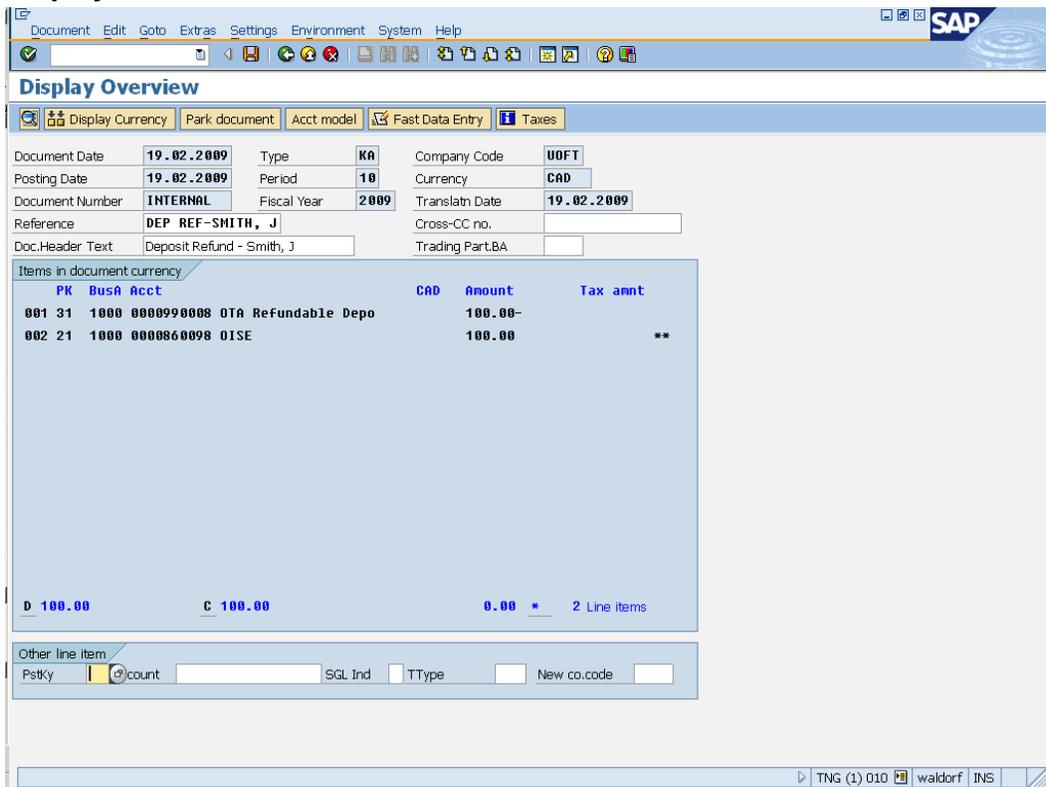
10. Complete the following as required:

Field Name	Required/Optional/Conditional	Description
Amount	Required	Line item amount in document currency.
Bus. Area	Required	Defaults from the Cost Center. If no Cost Center defined, 1000 = non-ancillary, 1001 - 1999 = ancillaries. UofT uses business area codes to distinguish the financial activity for each ancillary operating unit (i.e. residences, conferences, parking, food and beverage and real estate) from the rest of the financial activity at UofT (i.e. Operating, Capital and Restricted funds).
Assignment	Required	A text field that can be used to track and report on line item postings. Field is case sensitive and allows 18 characters. Previously referred to as the allocation field.

Field Name	Required/Optional/Conditional	Description
Text	Required	Line item specific explanatory description (e.g. Invoice number, Vendor Name, brief description).

11. Click  or  to return to the *Display Overview* screen.

Display Overview



The screenshot shows the SAP 'Display Overview' screen for a document. The interface includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar with various icons. The main content area displays document details:

- Document Date: 19.02.2009, Type: KA, Company Code: UOFT
- Posting Date: 19.02.2009, Period: 10, Currency: CAD
- Document Number: INTERNAL, Fiscal Year: 2009, Translatn Date: 19.02.2009
- Reference: DEP REF-SMITH, J, Cross-CC no.:
- Doc.Header Text: Deposit Refund - Smith, J, Trading Part.BA:

Below the document details is a table titled 'Items in document currency':

PK	BusA	Acct		CAD	Amount	Tax amnt
001	31	1000	0000990008	OTA Refundable Depo	100.00-	
002	21	1000	0000860098	OISE	100.00	**

Summary: D 100.00, C 100.00, 0.00 * 2 Line items

Other line item fields: Pstky, count, SQL Ind, TType, New co.code

Footer: TNG (1) 010 | waldorf | INS

12. The following processing options are available:

Action	Icon/Menu Path	Description
Post		Posts the document and provides a document number. Record document number on original document and file.
Park document		<p>This is the process used for electronic signatures. Parks the document and assigns a system generated document number which will become the document number assigned to the financial transaction once the parked document is posted. The parked document can be retrieved using the system document number by the original user or by another user.</p> <p> A system generated document number will appear on the bottom of the screen. Record document number on your backup.</p>
Simulate	Document → Simulate	<p>Simulating calculates and displays additional postings that would be generated upon posting (i.e. tax implications based on tax codes used) and display them as part of the Document Overview screen for review prior to posting.</p> <p>To make changes to line items after simulating the document must first be reset. This is done by clicking on the  icon. Hit enter to accept information message "Automatically created line items will be deleted".</p> <p>Click the  icon to post the document from the simulate screen.</p>

End of Procedure

Resource Information:



Contact your FAST team representative for additional assistance using this function.
<http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

Reference Guides:

FB50 Create Cash Receipt for Refundable Deposit: <http://finance.utoronto.ca/wp-content/uploads/2016/02/Create-Cash-Receipts-ConvertedFeb3.pdf>