

**FIS - General Ledger Part 1: Basic Data Entry
Exercises 1 - 5**

ASSESSMENT

1. The “GL Accounting Posting” screen (i.e. Journal Entries and Deposits) can be used for the following purposes:

a. To correct a previously entered document where the wrong FC and CC were used.

True or False

b. To correct an invoice document that was paid to the wrong vendor, and issue a payment to the correct vendor.

True or False

c. To record the deposit of registration fees for a conference.

True or False

d. To correct an Assignment field in a posted document.

True or False

2. If I have just posted a Journal Entry and realized that I have entered the wrong amount, I can use the Document Change transaction to correct the amount.

True or False

3. I received a cheque for payment of a UofT Account Receivable Invoice. I prepare the Internal Cash Receipt deposit form and take the cheque to the Cashier’s office at 215 Huron Street.

True or False

4. If you receive a UofT cheque from another UofT department, for whom your department has provided goods or services, you should include the cheque in your cash receipts and deposit it.

True or False