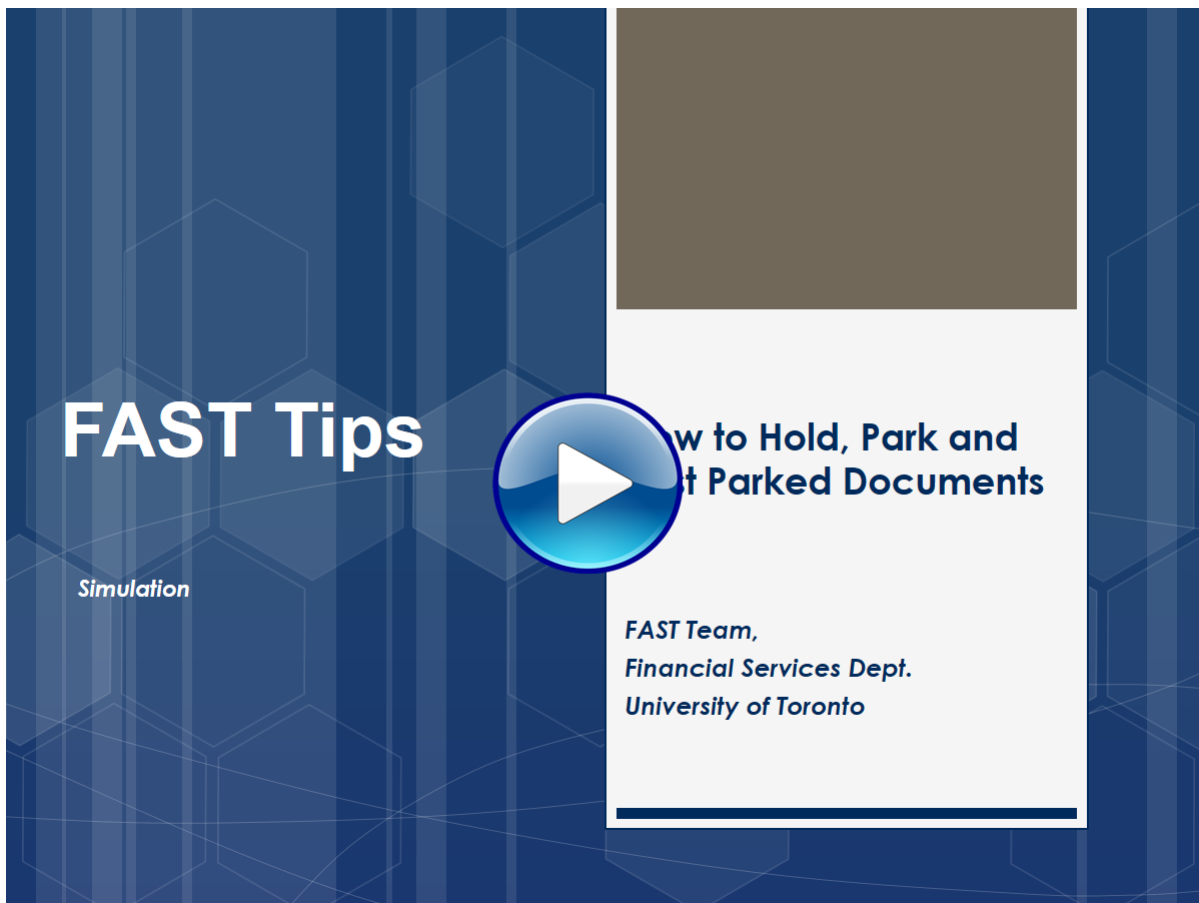


July 2019 | Volume 6 | Number 7

How to Hold, Park and Post Parked Documents

**repeat tip*



FAST Tips

Simulation

How to Hold, Park and Post Parked Documents

FAST Team,
Financial Services Dept.
University of Toronto

The image shows a video thumbnail with a blue background and a white play button icon. The text on the thumbnail includes the title 'FAST Tips', the word 'Simulation', the video title 'How to Hold, Park and Post Parked Documents', and the author information 'FAST Team, Financial Services Dept. University of Toronto'.

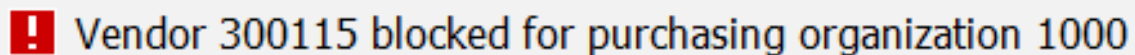
Learn More:

- [QRG: Parked Document – Edit, Post, Delete](#)
- [QRG: Display Parked Document](#)

If you have any trouble viewing this simulation, please contact fast.help@utoronto.ca.

How to Reactivate a Vendor Account

Vendor accounts that have had no activity for more than 24 months are deactivated. If end-users try to use a deactivated account, the following message will appear at the bottom of the screen:



! Vendor 300115 blocked for purchasing organization 1000

To determine if the account has been blocked due to inactivity (i.e. deactivated), or to see if there are other active accounts, use the [Active Vendor Search](#). Remove the **X** in **Active Vendors Only** to view both active and deactivated accounts.

1: Vendors (by acct. group) 2: U of T Active Vendors (by CompCode)

Account group

Name

Name 2

Vendor

Postal Code

City

Search term

Region

Street

Company Code

Active Vendors Only

Maximum No. of Hits

Deactivated accounts will have the **Delf** selected.

2: U of T Active Vendors (by CompCode) V: Proceed Initially According to Creditor Sub-Ledger Account C: Vendors by Class E: Vendors: Purchasing

Group	Name 1	Name 2	Vendor	PostalCode	City	SearchTerm	Rg	Street	Delf	CoCd	Delf
YRCA	MOLECULAR BIOLOGY PRODUCT		122825	M5X 1C7	TORONTO	A/P AND PO	ON	100 King St West, Suite 5700	<input type="checkbox"/>	UOFT	<input type="checkbox"/>
YRCA	MOLECULAR CONSTRUCTION		115144	M5R 3B7	TORONTO	A/P AND PO	ON	265 Howland Avenue	<input type="checkbox"/>	UOFT	<input type="checkbox"/>
YRCA	MOLECULAR DEVICES LLC	DBA FORTEBIO	116993	60693	CHICAGO	A/P ONLY	IL	2680 Collection Center Dr	<input type="checkbox"/>	UOFT	<input type="checkbox"/>
YRCA	MOLECULAR DEVICES LLC	DBA FORTEBIO	123647	94538	FREMONT	PO ONLY	CA	47661 Fremont Boulevard	<input type="checkbox"/>	UOFT	<input type="checkbox"/>
YRCA	MOLECULAR DEVICES LLC	DBA FORTEBIO	130346	94538	FREMONT	PO ONLY	CA	47661 Fremont Blvd	<input type="checkbox"/>	UOFT	<input type="checkbox"/>
YRCA	MOLECULAR DEVICES LLC	DBA FORTEBIO	130857	60693	CHICAGO	A/P ONLY	IL	2680 Collection Center Dr	<input type="checkbox"/>	UOFT	<input type="checkbox"/>
YRCA	MOLECULAR DEVICES LLC	DBA FORTEBIO	130890	95134	SAN JOSE	PO ONLY	CA	3860 North First St	<input type="checkbox"/>	UOFT	<input type="checkbox"/>
YRCA	MOLECULAR DEVICES, LLC		107321	94089-1136	SUNNYVALE	PO ONLY	CA	1311 Orleans Drive	<input type="checkbox"/>	UOFT	<input type="checkbox"/>
YRCA	MOLECULAR SIMULATIONS INC		106717	92121-2777	SAN DIEGO	A/P AND PO	CA	9685 Scranton Road	<input type="checkbox"/>	UOFT	<input checked="" type="checkbox"/>
YRUS	CELL & MOLECULAR TECHNOLO		304562	19182-7843	PHILADELPHIA	A/P ONLY	PA	P O BOX 827843	<input type="checkbox"/>	UOFT	<input checked="" type="checkbox"/>

Check to see if there is another account for this supplier that is active.

If no active accounts exist:

- Complete the [New Supplier Account Request](#) form.

- For suppliers operating in Canada, ensure a valid HST/GST number is indicated on the form.
- Attach an invoice, quote or written agreement.
- Send all documentation to purchasing.help@utoronto.ca. Make sure to include the vendor number in the email.

The vendor account will be reactivated within five (5) business days from receipt of all appropriate supporting documentation.

Learn More:

- [Procurement Services - Tools, Templates & Forms](#)
- [Reference Guide - FB60 - Create Invoice](#)
- [Knowledge Centre Article - The New Active Vendor Search Functionality](#)
- [Knowledge Centre Article - How to Create a G/L and Vendor Account Personal List](#)

How do I remove an 'A' Payment Block after a stop payment is requested on a cheque or draft?

When a stop payment is requested on a cheque or draft, and the payment instructions are '**CHANGES REQUIRED–RE-ISSUE**',

Accounts Payable will place an 'A' Payment Block on the original document in FIS and the Department will be notified to proceed with the necessary changes.

Change Document: Line Item 001

Net Distribution... Additional Data + Next item + Previous item

Vendor	120015	Butler Inspection Group Inc.	G/L Acc	510000
Company Code	UOFT	2299 Drew Rd, Unit 5		
University of Toronto		Mississauga	Doc. no.	1904634764

Line Item 1 / Invoice / 31

Amount	423.75	CAD
Tax code	E1	

Additional Data

Bus. Area	1000			
Disc. base	387.79	CAD	Disc. Amount	0.00 CAD
Payt Terms	YT05		Days/percent	35 0.000 % 0 0.000 % 0
Blinc Date	15.07.2019		Fixed	
Pmnt Block	A		Invoice Ref.	/ / 0
Pmt Method	Pmt meth.supl.		Individ. Set	
Assignment	19046347642020			
Text	2019 07 06 BUTLER INSPECTION GROUP INC.			Long text

To re-issue payment, make the required change, and remove the payment block via **FB02 – Change Invoice Document**:

- Double-click the vendor line item (line item 1)
- If an OTA vendor was used, click 'enter' to proceed to the Display Document: Line Item 001 screen
- Remove the 'A' Block (**Blank = Free for payment**)
- Save changes

Learn More:

- [Reference Guide - FB02: Change Invoice Document](#)
- [Knowledge Centre Article: How do I request a stop payment on a cheque?](#)

How do I locate the vendor # when processing an ERDD on the Web transaction and get the error message "Vendor blocked and marked for deletion"?

When processing an expense reimbursement using the web application (ERDD) only the personnel # is required. However, you may receive the "Vendor blocked and marked for deletion" error message when trying to post the transaction. Usually when there has been a break/gap in the employee's HRIS service.

To correct you must first confirm the employee's status is 'Active' and then send an email to ap.fsd@utoronto.ca requesting that the employee's ERDD vendor account be manually unblocked.

The issue when processing a reimbursement using ERDD on the web is that the vendor # does not appear on the screen.

Follow the steps below to locate the vendor # for the employee:

STEP 1: Confirm that the employee is active in HRIS.

If yes, then proceed to the next step. If the person is no longer active in HRIS, confirm they should be receiving the reimbursement and then process in FIS as a standard cheque expense reimbursement.

STEP 2: Locate ERDD Vendor #

Use the following menu path(s) to go to the ERDD transaction in FIS:

- *Accounting >> Financial Accounting >> Accounts Payable >> Document Entry >> Expense Reimbursement Direct Deposit*
- Enter the Personnel # of the employee in the Personnel no. field and hit enter
- The Vendor field will be populated with the vendor account #

Expense reimbursement (direct deposit): Data entry screen

Create/Update Vendor Clear Screen Get Held Doc. Hold Doc. Web based Help

Vendor Personnel no. Employee name
Department
Document Date Address
Posting Date 25.07.2019 Address
Document Type KF Document Bal. 0.00
Reference
Currency CAD
Doc. Header Text
Claim Amount

G/L acct	Short Text	D/C	Amount in doc. curr.	Compa.	Tax Co.	Cost Center	Order	Funds Center	Fund	Commitme
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								

Learn More:

- [Reference Guide - ERDD Create](#)
- [Training Slides - A/P Processing Part 2 - Expense Reimbursements](#)
- [Knowledge Centre Article - I am trying to post an employee expense reimbursement in FIS but get an error message that the vendor is blocked. How do I correct this?](#)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session

Location: 256 McCaul St

Thursday, August 8, 2019 | 12:30pm - 2pm | FIS & HRIS | room 109

Tuesday, August 20, 2019 | 11:30am - 1pm | RIS/MRA/MROL | room 109

TRAINING

- [FIS Training Calendar](#)
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fast.help@utoronto.ca