



UNIVERSITY OF  
**TORONTO**  
SCARBOROUGH

# **Electronic Submissions Best Practice: Financial Documents**

**October 2022**

# Agenda

- 1. Electronic Submission Best Practices**
- 2. Resources**
- 3. Q&A**

# **Electronic Submission Best Practices**

# Electronic Submission – Best Practices & Process



Shared Drives



Email to FSD Inbox  
([fsd.utsc@utoronto.ca](mailto:fsd.utsc@utoronto.ca))

# Electronic Submission Best Practices: Submission Format

## Procedure:

For **each transaction**, please **consolidate** all required forms with accounting information, approvals/signatures, and any other supporting documentation, into **one** PDF file.

## Benefits:

- Easy file management (sharing, submission, etc)
- Organized departmental records for quicker retrieval, review, and approval
- Allows for more efficient processing

## Recommended Software: Adobe Acrobat Pro

- Can edit PDF files, annotate with accounting information & important notes, merge and combine multiple files into one, rearrange order of pages, add electronic signatures

# Electronic Submission Best Practices: Shared Drive

## Procedure:

- When submitting documents for processing, create **one folder per day** labeled with the date of submission.
- FSD Team will download the files for processing the next business day from the date on the file folder.
- Please do not add additional submissions in the previous day's folder on the next business day.
- For urgent submissions that need to be processed the day of submission, create a **new folder and mark it "Urgent"** and send an email to the FSD inbox.

# Electronic Submission Best Practices: Shared Drive

## Procedure:

- If there are additional non-urgent submissions, a second file can be created for the same date. This set of submissions will be downloaded by the FSD team the next business day
- When the submission files have been downloaded by the FSD team **the pre-fix “DONE”** is added to the file folder. This labeling only means that the files have been downloaded and place in queue for processing. It does not mean the submission have been processed.
- If a submitted file has not been processed within two week of submission, please first check in FIS and then follow up with the FSD team by submitting an email to the FSD inbox.

# Electronic Submission Best Practices: Email

**Procedure:** This is only applicable for departments that do not have a shared drive folder

- Send an email to the FSD inbox ([fsd.utsc@utoronto.ca](mailto:fsd.utsc@utoronto.ca)) with the submission(s) for processing attached.
- For **each transaction**, please **consolidate** all required forms with accounting information, approvals/signatures, and any other supporting documentation, into **one** PDF file
- For urgent submissions, identify the submission(s) that are urgent in the body of the email along with an “Urgent” label in the subject line of the email.
- If a submitted file has not been processed within two week of submission, please first check in FIS and then follow up with the FSD team by submitting an email to the FSD inbox

# Electronic Submission: Invoice

## Items to Include (merged as one file):

1. Invoice received from vendor **with complete** accounting information noted **on the front page of the invoice:**
  - GL
  - Tax Code
  - CFC
  - CC or IO
  - Fund (if applicable)
  - Amount to be paid
2. **Wet signature or E-signature approval** provided directly on invoice or include page of an **email indicating clear & explicit approval for the invoice(s)**
3. Any additional supporting documentation
4. **Ensure there is payment remittance information (payee name and cheque mailing address)**
5. **Ensure that the “Bill To” section on the invoice is addressed to UTSC**

# Electronic Submission: Invoice Examples

## Example 1: Full Payment

JD Furniture  
a JKL Company

51 Parliament Court  
Apt. CN L1L 4A2  
TEL: (416) 234-1234/ FAX:  
(416) 234-5678

SOLD TO

UNIVERSITY OF TORONTO  
1265 MILITARY TRAIL  
TORONTO, ON M1C 1A4

SHIPPED TO

UNIVERSITY OF TORONTO  
At: ABC Department  
1265 MILITARY TRAIL  
TORONTO, ON M1C 1A4

### INVOICE

\*\*\* ORIGINAL \*\*\*

INVOICE DATE	INVOICE NO	PAGE
09/29/2020	3586785-00	1
CUSTOMER NO	YOUR # (if any)	
710938		

REFERENCE	ORDER DATE	SHIPPED	REP.	C.O.D.	TAKEN BY (PLACED BY)	
	09/23/2020	09/29/2020	1000		John Smith	
G.S.T. REGISTRATION NO	P.S.T. REGISTRATION NO	CUST. PROVINCIAL TAX NO	VR	WAYBILL NO	PAYMENT TERMS	
130204712		HARMONIZED	EA	725000195246	30 Days Stmt	
ITEM	QTY	DESCRIPTION	UNIT	DISCOUNT	NET PRICE	TOTAL
1 PHPLT42W31AIPALTO	100	Replacement Wheels	EA	0.00	8.22	822.00
<div><div><div>Complete Accounting Information</div><div><div>ABC DEPARTMENT</div><div>PASS FOR PAYMENT</div><div>TAX Code: <u>E1</u> Bus Area: <u>1000</u></div><div>GL: <u>825000</u> CFC: <u>101234</u></div><div>CC/ID: <u>23456</u> Fund: _____</div><div>Date: <u>10/23/20</u></div><div>Approved: <u>abc</u></div><div>Director, ABC Department</div></div></div></div>						
*** Terms and Conditions of Sale <a href="https://www.JD Furniture Inc/terms-of-sale">https://www.JD Furniture Inc/terms-of-sale</a> ***						
ADJ. SALES	GROSS TOTAL	SUNDY CHARGES	G.S.T. HST	P.S.T.	TOTAL	
0	822.00	0.00	106.86	0.00	928.86	

FINANCING CHARGE: 1.47% PER ANNUM (ON PRE-PAID) ON ALL OVERDUE ACCOUNTS  
HANDLING CHARGE: 10% MINIMUM APPLICABLE TO MERCHANDISE RETURNED WITH OUR AUTHORIZATION

If paid within terms

PLEASE SENT TO:  
2 Ford Drive, Unit # 6  
Mississauga ON A1M 4P6  
a JKL Company

## Example 2: Partial Payment

Bill Date: October 12, 2020 Account # 636812345 Mobile 647-921-1234 1 of 3  
Next Bill Date: November 12, 2020 Customer identification number: 53566620AVC123  
Copy

### ACCOUNT SUMMARY for UNIVERSITY OF TORONTO

Previous amount due	\$11.30	Thank you for choosing JD Mobility
Payment received: Thank you Sep 21	-5.65	
Unpaid balance	\$5.65	Paid on Doc: 1234567890
Total current charges including taxes	\$5.65	
Total amount due	\$11.30	

Total HST included in this bill \$0.65  
P.E.T. HST (10%) on balance \$0.00  
OHST (8%) on balance \$0.40  
BC HST (7%) on balance \$0.00

UTSC Department of ABC  
Tax Code: E1  
GL Account: 835080  
CC/Order: 12345  
CFC: 123456  
Fund:  
Amount: \$5.65  
Date: Nov 3, 2020  
Notes: Bob October  
Authorization: *abc*

Director, ABC Department

\*Complete Accounting Information  
\*Indicating partial payment amount



FOR CUSTOMER SERVICE  
Call: 416-674-2233; toll free 1-888-925-4899; from cellular phone \*11

Please detach this portion and return with your payment

Customer identification number: 636812345

JD  
Mobility

134 Bedford Park Avenue  
Edmonton, Alberta T6G 2T7

Account Number	Bill Date	Total Amount Due	Amount Paid
53566620AVC123	October 12, 2020	\$11.30	

C/O ABC  
UNIVERSITY OF TORONTO 1265  
MILITARY TRAIL  
SCARBOROUGH, ON M1C 1A4



UNIVERSITY OF  
TORONTO  
SCARBOROUGH

# Electronic Submission: Invoice

## Special Considerations for Invoices:

- For Hospitality/Business Entertainment expense related invoices (ex. catering, team building, gifts for special occasions). The supporting documentation should include:
  - Documentation of the **business purpose for the expense** and how it supports U of T business
  - The list of attendees (where applicable)
  - The appropriate pre-approvals as per the UTSC Guidelines for Business Entertainment & the UTSC Alcohol Policy
- Foreign currency invoices should be paid using drafts when the vendor's domestic currency and the currency denoted on the invoice is the following active currencies in FIS:

EUR – Euro

GBP – Great Britain Pound

HKD – Hong Kong Dollar

JPY – Japanese Yen

SGD – Singapore Dollar

# Electronic Submission: Invoice

## Special Considerations for Invoices Cont'

- Wire transfer payment can be used when the vendor's domestic currency and currency denoted on the invoice differ or if the invoice is denoted in a currency other than the 5 active currencies in FIS
- For utility and telecommunication invoices with a credits included in the bill, **the net amount to be paid** should be clearly referenced on the invoice. Unless it is the final bill where the department may receive a cheque from the vendor for the credit balance.

Your Total Electricity Charges	51.88
H.S.T. (H.S.T. Registration 896718327RT0001)	6.74
Ontario Electricity Rebate	8.82 CR
Your Previous Charges	
Amount of last bill	50.04
Payment Received Aug 22 2022 - Thank You	50.04 CR
Balance Forward	0.00
<b>Total Amount Due by Sep 25 2022</b>	<b>\$49.80</b>

28 OCT 21		96
28 SEP 21		116
26 AUG 21		89
26 JUL 21		113
25 JUN 21		89

kWh/day 0 1 2 3 4 5 6

**Time-of-Use Comparison**

BA: 1000

GL: 850010 Tax:

CC: 23456 CFC: 101234

Date: 04-Oct-22 Amt: \$ 49.80

Approved: Director, ABC Department *abc*

Pay \$ 49.80

DR: E1 - \$ 58.62  
CR: E0 - \$ 8.82

# Electronic Submission: Invoice

## **Special Considerations for Invoices Cont'**

- For any invoices from a vendor that will be a one-time vendor, please make a note that this invoice will be an “OTO payment” on the front page of the invoice.
- If a vendor account needs to be set-up, please also make a note on the front page of the invoice.

# Electronic Submission: PO Invoice

## Items to Include (merged as one file):

1. Invoice received from vendor **with the relevant information referenced on the front page of the invoice:**
  - PO#
  - The relevant PO line items

As FIS accounting information was already provided to set up the PO in FIS, additional coding of the PO invoice is not required.

2. **Wet signature or E-signature approval** provided directly on invoice or include page of an **email indicating clear & explicit approval for the PO invoice**
3. Any additional supporting documentation

# Electronic Submission: PO Invoice Examples

## Pg 1 of Submission File

### INVOICE

**From:**  
JD Software, Inc.  
250 Tree Ave South  
10th Floor  
New York, NY 11234  
(646) 123-1234  
accounts.receivable@JDSoftware.com

**Bill To:**  
University of Toronto Scarborough  
1265 Military Trail  
Scarborough Ontario M1C 1A5  
Canada  
A.bcd@utoronto.ca

INVOICE SUMMARY				
Invoice #	Invoice Date	Invoice Due Date	Invoice Currency	PO #/Reference
12345A	10/14/2020	11/13/2020	CAD	4500123456

CHARGE SUMMARY		
Product Code	Product Description/Notes	Total
01EDUP-01L	Education Professional Pkg -	\$60,323.00
	<b>SUBTOTAL</b>	<b>\$60,323.00</b>
	<b>Tax/VAT</b>	<b>\$0.00</b>
	<b>TOTAL</b>	<b>\$60,323.00</b>
	<b>Payments/Credits</b>	<b>(\$0.00)</b>
	<b>TOTAL DUE</b>	<b>\$60,323.00</b>

SUBSCRIPTION/INVOICE NOTES
Subscription period 9/1/2020 - 8/31/2025
Invoice Period: 09/01/2020 - 08/31/2021
All products delivered electronically

PAYMENT INSTRUCTIONS		
Wire Transfer	Checks	Credit Card
ABCDEF Bank 268 College Street, New York, CA 12345 <b>USD Payments:</b> Account Name- JD Software, Inc. Account Number- 123456789 Routing Number- 234567890  Swift Code- ABCDEFG	Send Checks to: 250 Tree Ave South 10th Floor New York, NY 11234 Please make checks payable to "JD Software, Inc."	If you would like to pay your <b>USD</b> invoice by credit card please click on the link below: <a href="http://jd.software.com/invoice-processing">http://jd.software.com/invoice-processing</a>

## Pg 2 of Submission File

### UTSC Financial Services

**From:** Director, ABC Department <abcdirector@utsc.utoronto.ca>  
**Sent:** Tuesday, October 13, 2020 2:00 PM  
**To:** A.bcd@utoronto.ca  
**Subject:** RE: JD Software Invoice

Hi A,

I approve.

Thanks,  
Director

**From:** A.bcd@utoronto.ca  
**Sent:** Tuesday, October 13, 2020 1:48 PM  
**To:** Director, ABC Department <abcdirector@utsc.utoronto.ca>  
**Subject:** JD Software Invoice

Hi Director,

Could you please approve payment of \$60,323 to JD Software Inc. for the year 1 subscription for Web Option Support as per agreement. I have included

- JD Software Invoice # 132627A
- Purchase order #4500123456
- Agreement

Thanks,

A BCD  
University of Toronto Scarborough  
1265 Military Trail  
Toronto, ON M1C 1A4

# Electronic Submission: PO Invoice

## Special Considerations for PO Invoices:

- If the **PO invoice(s) differs from the PO** that has been set-up in FIS, departments are responsible for ensuring that the **PO in the system has been updated prior to submitting** the PO invoice to FSD for processing.
  - Change in unit price
  - Change in quantity
  - Additional taxes or freight costs
- **For purchases > \$10,000 (pre-tax)**, please ensure the University's Procurement Policy has been applied
- Our UTSC contacts for Procurement inquiries are :
  - i. Sheila Baker - Procurement Officer [she.baker@utoronto.ca](mailto:she.baker@utoronto.ca)

# University Payment Terms

When can I expect to receive payment from the University of Toronto?

The University's normal payments terms are net 35 days from the invoice date. University cheque runs are weekly and payments are mailed to vendors through Canada Post. Current Canada post delivery times are located on the [Canada Post website](#).

**Note: The University has started an EFT Payment project, with a limited set of 33 vendors where their payment terms are net 25 days**

## Vendor FAQ

- <https://www.utsc.utoronto.ca/financial/vendors>

## EFT Project

- <https://finance.utoronto.ca/electronic-funds-transfer-eft-initiative-fis-documentation/>

# Electronic Submission: Cheque Request

## Items to Include (merged as one file):

1. Completed Cheque Request Form **with** required accounting information
2. **Wet-signature or E-signature approval** provided directly on Cheque Request **or** include page of an **email indicating clear & explicit approval for the cheque request**
3. Any other additional supporting documentation

### Forms for Processing in FIS: Cheque Request

- <http://finance.utoronto.ca/forms/processing/>

# Electronic Submission: Cheque Request Example

## UNIVERSITY of TORONTO

## CHEQUE REQUEST

*Do not use for Payroll Cheques*

Payable to: **XYZ University**

Address: C/O Director John  
50 School Road,  
Toronto, ON M1A 1A2

GST No:


Date: 10/9/2020

Document No.:

Currency	Amount
<input checked="" type="checkbox"/> Cdn	\$500.00
<input type="checkbox"/> U.S.	
<input type="checkbox"/> Other	

Business Area If other than 1000	Company Code If other than U of T	Vendor Acct	Tax Code	G/L Acct	Cost Centre	or	Internal Order	Commitment Item	(and for) C/F Centre	Fund
1000			E0	837910	12345				123456	

Purpose	Special Instructions
Registration Fee for Grad Fair	<input checked="" type="checkbox"/> Mail
	<input type="checkbox"/> Other

Department Contact Name	Department	Telephone Number	Fax Number
BCD	ABC Department	416-012-3456	
Authorized Approval:	Print Name:	Title:	
Signature: 	Star, Abc	Director, ABC Department	

Distribution: Office of the Comptroller (1)      Originating Dept. (1)      Financial Services (1)

# Electronic Submission: Wire Transfer

## Items to Include (merged as one file):

1. Outgoing Foreign Payments Wire Transfer Request Form **with all** required accounting information
2. **Wet signature or E-signature approval** provided directly on wire form **or** include page of an **email indicating clear & explicit approval** for the wire transfer
3. **Approved** Invoice, ERDD, or cheque request that we are sending a wire payment for
4. **Documentation showing that the payee receiving the wire payment specifically requested for the payment to be deposited to the certain bank account, if it is not displayed on an invoice/contract**
  - **An email from the recipient confirming that the banking and payee information is correct**
  - **An email which includes an attachment of the form completed by the recipient**
5. Any other additional supporting documentation

### Forms for Processing in FIS: Outgoing Foreign Payments Wire Transfer Request

- <http://finance.utoronto.ca/forms/processing/>



UNIVERSITY OF  
**TORONTO**  
SCARBOROUGH

# Electronic Submission: Wire Transfer Example

## Pg 1 of Submission File

UNIVERSITY OF TORONTO		Outgoing Foreign Payment Wire Transfer Request		FSD Document#																												
DATE: Sep 28, 2020		COMPANY CODE: ME Software Inc	COTR: CAD \$ EQUIV	Print Form																												
AMOUNT: 1,200.00	PAYMENT CURRENCY: USD																															
<b>REQUIRED PAYEE INFORMATION</b> NOTE: Payee name must be the exact name of the registered bank account holder. Name of Company: ME Software Inc Address: Number, Street and Apartment # or P.O. Box #: 101 Silicon Park City, Province/State/Region, Postal Code: TELFORD TF87 1Z Country: UK Payee Phone Number: 1-286-12345 Email: info@me-software.com																																
<b>REQUIRED BANK INFORMATION</b> NOTE: Payment Currency must be the same as beneficiary's bank account. Bank Name: CIBC Address: Number, Street and Apartment # or P.O. Box #, City, Province/State/Region, Postal Code, Country: 268 Bank Street WAKEFIELD WF12 2TI UK Other required banking information (Intermediary Bank Information, SWIFT Code, BIC, Currency Requirements): Payment Details (i.e. Invoice#, Date of Wire Transfer): Invoice 1234																																
<b>ACCOUNTING INFORMATION (Required)</b> <table border="1"> <thead> <tr> <th>G/L Acct</th> <th>Tax Code</th> <th>Amount</th> <th>Business Area</th> <th>Cost Centre</th> <th>Internal Order</th> <th>C/F Centre</th> <th>Fund</th> <th>Commitment Item</th> </tr> </thead> <tbody> <tr> <td>82100</td> <td>ES</td> <td>1,200.00</td> <td>1000</td> <td>12345</td> <td></td> <td>123056</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total</td> <td>1,200.00</td> <td colspan="6"></td> </tr> </tbody> </table>						G/L Acct	Tax Code	Amount	Business Area	Cost Centre	Internal Order	C/F Centre	Fund	Commitment Item	82100	ES	1,200.00	1000	12345		123056			Total		1,200.00						
G/L Acct	Tax Code	Amount	Business Area	Cost Centre	Internal Order	C/F Centre	Fund	Commitment Item																								
82100	ES	1,200.00	1000	12345		123056																										
Total		1,200.00																														
<b>For F Type Payment Only</b> <table border="1"> <thead> <tr> <th>Prepared By</th> <th>Department</th> <th>Email Address</th> <th>Telephone #</th> <th>Fax #</th> </tr> </thead> <tbody> <tr> <td>John Staff-Smith</td> <td>UTSC ABC Department</td> <td>john.staff-smith@utoronto.ca</td> <td></td> <td></td> </tr> </tbody> </table>						Prepared By	Department	Email Address	Telephone #	Fax #	John Staff-Smith	UTSC ABC Department	john.staff-smith@utoronto.ca																			
Prepared By	Department	Email Address	Telephone #	Fax #																												
John Staff-Smith	UTSC ABC Department	john.staff-smith@utoronto.ca																														
<b>Authorized Approver (Print Name)</b> : Star Park <b>Signature</b> : [Signature] <b>Title of Authorized Approver</b> : Business Officer																																
<b>NOTES</b> 1. Supporting documentation (e.g. invoice, contract, etc.) must be included with this wire request. 2. For Processing, ORIGINAL form MUST be sent to AP Department, 245 Huron Street, 2nd floor. 3. Prior to sending the ORIGINAL, you can email a completed copy of this form for review to: <a href="mailto:ap@utoronto.ca">ap@utoronto.ca</a> 4. Preparer and approver cannot be the same individual; approver must be contacted up.																																
<b>Footer</b> New Payee <input type="checkbox"/> Existing Payee <input type="checkbox"/> Order Number: [Blank] Financial Services Department																																

## Pg 2 of Submission File

ME Software Inc

INVOICE

Attn: John Smith

University of Toronto

1265 Military Trail,  
Toronto, Ontario  
M1C 1A4  
Canada

PO-55505

Authorized by: Star Park, Business Officer

[Signature]

From: ME Software Inc  
101 Silicon Park  
TELFORD TF87 1Z  
UK

S. No.	Description	Amount
1.	Annual Subscription for the University of Toronto to criticalcollective.in	USD 1200/-

Bank transfer details:  
Pay to  
ME Software Inc.  
CIBC  
268 Bank Street

WAKEFIELD WF12 2TI

UK  
Account no 0967408

Swift Code : CIBCAT



# Electronic Submission: Wire Transfers

## Special Considerations for Wire Transfer

- Wire Transfers for North American vendors are not allowable unless wire transfer is the only method of payment accepted by the vendor. For such requests, a justification for payment via wire transfer should be provided with the package.

# Electronic Submission: Bank Deposit Report

## Items to Include (merged as one file):

1. Completed Bank Deposit form **with all** required accounting information
  - GL
  - Tax Code
  - CFC
  - CC or IO
  - Fund (if applicable)
  - Bank account number (UTSC General account or department specific account) in the text field
  - Date of deposit
2. **Wet signature or E-signature approval** provided directly on the bank deposit form or include page of **email indicating clear & explicit approval** for the bank deposit
3. Copy of cheques if applicable
4. Copy of remittance information for wire transfers
5. Copy of Bank Book Slip for cash/cheque deposits
6. Copy of merchant statements/settlement reports for card payment deposits

### Forms for Processing in FIS: Direct Bank Deposit

- <http://finance.utoronto.ca/forms/processing/>

# Electronic Submission: Bank Deposit Report

## Example 1:

**CANADIAN BANKING REPORT - DIRECT BANK DEPOSITS ONLY**

**UNIVERSITY OF TORONTO**

Submit to: Cashiers Office  
Financial Services Department  
Finance Division  
215 Huron Street, 2nd Floor

Document Date: 1-Oct-22  
Posting Date:  
Doc. Type: SF

Company Code: UOFT  
Currency: CAD  
FIS Doc. #:

DEBIT POSTKEY	GIL ACCOUNT	DIRECT CASH, CHEQUES DEPOSIT	AMOUNT	BUSINESS AREA	ASSIGNMENT REQUIRED (Dept Name & Phone #)	TEXT (Description) REQUIRED - TRANSIT # (5 Digits) and Account # (7 Digits) & DATE
40	350006	CIBC-Cash/Chq/Wire & EFT Deposit	500.00	1000	ABC Department	008320976911 UTSC General - Deposited Sept 25, 2022
40	350006	CIBC-Cash/Chq/Wire & EFT Deposit		1000		
40	350006	CIBC-Cash/Chq/Wire & EFT Deposit		1000		
40	350006	CIBC-Cash/Chq/Wire & EFT Deposit		1000		

DEBIT POSTKEY	GIL ACCOUNT	DIRECT CREDIT CARD DEPOSIT MERCHANT DESCRIPTION AND TYPE	AMOUNT	BUSINESS AREA	ASSIGNMENT REQUIRED - Department & Phone #	TEXT (Description) REQUIRED - MERCHANT NUMBER & DATE - * NOTE BELOW
40	350006	GLOBAL - VISA		1000		
40	350006	GLOBAL - MASTERCARD		1000		
40	350006	GLOBAL - DEBIT		1000		
40	350006	MONERIS - VISA		1000		
40	350006	MONERIS - MASTERCARD		1000		
40	350006	MONERIS - DEBIT		1000		
40	350006	AMERICAN EXPRESS		1000		
40	350006	DISCOVER		1000		
40	350006	DINERS CLUB		1000		
40	350006	FIRST DATA - VISA		1000		
40	350006	FIRST DATA - MASTERCARD		1000		
40	350006	FIRST DATA - DEBIT		1000		
			\$ 500.00			

Bank Acct# and date deposited into bank account

\*NOTE - TEXT in FIS document must include Merchant Account #, Card Type and Date  
Global, Moneris and First Data - 11 digits, American Express - 10 digits, Discover - 15 digits  
VS = VISA, MC = MasterCard, DB = Debit, AX = American Express, DC = Discover/Diners Club

CREDIT POSTKEY	GIL ACCOUNT	AMOUNT	TAX CODE	BUSINESS AREA	COST CENTRE	INTERNAL ORDER	FUND CENTRE	FUND	COMMITMENT ITEM	ASSIGNMENT	TEXT (Description)
50	750000	500.00	R0	1000	12345		123456				Cash deposit from event sales
50											
50											
50											
50											
50											
50											

Tax code that matches the GL

Total Deposit: \$ 500.00 Deposit is balanced

CONTACT INFORMATION				FOR INTERNAL USE ONLY	
Deposit Prepared By: BCD		Phone:		Clearing Document #:	
Faculty/Division: ABC Department		Date: 1-Oct-22			
Address:					
Signature of Delegated Signing Authority		Title of Delegated Signing Authority		Copies: 1 for Originating Department 1 to Financial Services	

# Electronic Submission: Bank Deposit Report

## Special Considerations for Banking Report

- Departments are responsible for submitting the banking report for deposits made to the bank safe within the same week
- Departments with card payment deposits, the banking report submitted monthly is based on Net Sales (Gross Sales less Refunds)
- For net refund deposits or when one of the payment methods (VISA, MC or Amex) is in a refund position. The posting key in the banking report for the bank account GL and the revenue GL need to be adjusted

# Electronic Submission: Bank Deposit Report

## Special Considerations for Banking Report Cont'

**Example 1:** Positive and negative monthly total for different payment types. In this scenario, since MC is in a negative position, please change the posting key of the Moneris-MC line to "50" and make the amount negative.

Under the departmental account section of the bank deposit report, please adjust accordingly to so that the bank deposit report is balanced.

SALES SUMMARY BY CARD TYPE

CARD TYPE	GROSS SALES		RETURNS		NET SALES		#
	TOTAL ITEMS	TOTAL AMOUNT	TOTAL ITEMS	TOTAL AMOUNT	TOTAL ITEMS	TOTAL AMOUNT	
VISA	49	1,680.00	1	100.00	50	1,580.00	
MASTERCARD			5	500.00	5	(500)	
AMERICAN EXPRESS	3	170.00	1	40.00	4	130.00	
TOTAL	52	1,850.00	7	640.00	59	1,210.00	
GRAND TOTAL	52	1,850.00	7	640.00	59	1,210.00	

DEBIT	GL	DIRECT CASH CHEQUES	AMOUNT	BUSINESS	ASSIGNMENT	TEXT (Description)
POSTKEY	ACCOUNT	DEPOSIT		AREA	(Dept Name & Ph #)	(Bank Account Number Required)
40	350006	CIBC - Cash/Cheques Deposit		1000	Uoff Scarborough 416.287.7021	

DEBIT	GL	DIRECT CREDIT CARD DEPOSIT	AMOUNT	BUSINESS	ASSIGNMENT	TEXT (Description)
POSTKEY	ACCOUNT	MERCHANT DESCRIPTION		AREA	(Dept Name & Ph #)	(Merchant Number Required)
40	350006	Moneris - AMEX	\$ 130.00	1000	Uoff Scarborough 416.287.7021	Moneris UTSC Registrar Online - 30210821700 - April 2020
40	350006	Moneris - Discover Card		1000	Uoff Scarborough 416.287.7021	Moneris UTSC Registrar Online - 30210821700 - April 2020
50	350006	Moneris - MC Deposit	\$ (500.00)	1000	Uoff Scarborough 416.287.7021	Moneris UTSC Registrar Online - 30210821700 - April 2020
40	350006	Moneris - VISA Deposit	\$ 1,580.00	1000	Uoff Scarborough 416.287.7021	Moneris UTSC Registrar Online - 30210821700 - April 2020
40	350006	Moneris - Debit Deposit		1000	Uoff Scarborough 416.287.7021	Moneris UTSC Registrar Online - 30210821700 - April 2020
Total Cash, Cheques and Merchant Deposits			\$ 1,210.00			

CREDIT	GL	AMOUNT	TAX	BUSINESS	COST	OR	INTERNAL	COMMITMENT	FUND	C/F	TEXT (Description)
POSTKEY	ACCOUNT		CODE	AREA	CENTER		ORDER	ITEM		CENTER	
50	738470	\$ 1,210.00	R0		10007					100225	Deferred Exams

**Example 2:** Negative monthly total for all payment types. In this scenario, since MC is in a negative position, please change the posting key of all the affected Moneris lines to "50" and make the amount negative.

Under the departmental account section of the bank deposit, please change the posting key to "40" and amounts to negative to so that the bank deposit report is balanced.

SALES SUMMARY BY CARD TYPE									
CARD TYPE	GROSS SALES		RETURNS		NET SALES				
	TOTAL ITEMS	TOTAL AMOUNT	TOTAL ITEMS	TOTAL AMOUNT	TOTAL ITEMS	TOTAL AMOUNT			
VISA									
MASTERCARD				500.00	5	(500)			
AMERICAN EXPRESS									
<b>TOTAL</b>			<b>5</b>	<b>500.00</b>	<b>5</b>	<b>(500.00)</b>			
GRAND TOTAL			5	500.00	5	(500.00)			

5	50	350006	Moneris - MC Deposit	\$ (500.00)	1000	Uoff Scarborough 416.287.7021	Moneris UTSC Registrar Online - 30210821700 - April 2020
6	40	350006	Moneris - VISA Deposit		1000	Uoff Scarborough 416.287.7021	Moneris UTSC Registrar Online - 30210821700 - April 2020
7	40	350006	Moneris - Debit Deposit		1000	Uoff Scarborough 416.287.7021	Moneris UTSC Registrar Online - 30210821700 - April 2020
8	Total Cash, Cheques and Merchant Deposits			\$ (500.00)			
9							
0	CREDIT	GL	AMOUNT	TAX	BUSINESS	COST	TEXT (Description)
1	POSTKEY	ACCOUNT		CODE	AREA	CENTER	
2	40	738470	\$ (500.00)	R0		10007	100225 Deferred Exams

# Electronic Submission: Journal Entry

## Items to Include (merged as one file):

1. Completed Journal Entry form **with all** required accounting information
2. **Wet signature or E-signature approval** provided directly on the Journal Entry **or** include **email approval**
3. Any other additional supporting documentation
  - For corrections or recoveries, please reference the FIS Doc # of the original posting(s)

### Forms for Processing in FIS: Journal Entry Instruction

- <http://finance.utoronto.ca/forms/processing/>

# Electronic Submission: Journal Entry

## Special Considerations for Journal Entry

- For journal entries for payroll corrections and reallocations, the original GLs used by Payroll cannot be used. The table below lists the allowable GLs for payroll reallocations:

Table of Journal Entry (FIS) G/Ls matched to HRIS G/Ls

Expenditure	Description	HRIS	Use in FIS
Faculty Salaries	Comp:Acad:General	801010	800100
Administrative Stipends	Comp:Acad:Admin Stipend	801015	800106
Teaching Assistants/ Research Awards	Comp:AC:UnionTA's	801270	800114
Teaching Overload Stipends	Course:StipendGeneral	801165,801160	800119
Administrative Salaries	Comp:AdminGeneral	801040	800422
Personal Stipends			
Casual Salaries	Comp:Union:General	801140/801150	800621
Librarian Salaries	Comp:Ac:Librarians	801020	800320
Union Wages & Benefits	Comp:UnionGeneral	801050	800621
Generic	Payroll Reallocation	Generic	800990
Benefit piece	HRIS-Ben Reallocation	801920/801910	800999

# Electronic Submission: Accounts Receivable

## Items to Include (merged as one file):

1. Completed Accounts Receivable form **with all** required accounting information
  - GL
  - Amount
  - Tax Code
  - CFC
  - CC or IO
  - Fund (if applicable)
  - Customer Contact Information
  - **UTSC customer number (100837) or department specific customer number**
  - **Itemized break down of charges**
2. Any other additional supporting documentation

### **Forms for Processing in FIS: Accounts Receivable Instruction**

- <http://finance.utoronto.ca/forms/processing/>

# Electronic Submission: Accounts Receivable

## Special Considerations for Accounts Receivable:

- Departments are responsible for ensuring issued AR invoices are settled in a timely manner. Departments can run the **Dept: A/R Open Item Aging Report** in FIS to determine the status of the issued AR invoices
- The GTFM recommends the following actions related to outstanding AR invoices:
  - Departments should follow-up on with delinquent customers if the AR balance is outstanding for 45 days since the invoice
  - A final demand notice should be issued for balance outstanding for 60 days

### **Accounts Receivable, Collection Responsibilities and Uncollected Amounts**

- <https://finance.utoronto.ca/policies/gtfm/revenues-and-expense-recoveries/external-revenues-and-external-expense-recoveries/accounts-receivable-collection-responsibilities-and-uncollected-amounts/>

### **ZFRR007 Dept: A/R Open Item Aging Report Reference Guide**

- <https://finance.utoronto.ca/wp-content/uploads/2015/09/AROpenItems.pdf>

# Electronic Submission: Expense Reimbursement

1. Completed ERDD form with required accounting information.
2. **Wet signature or E-signature** approval from the one-up approver provided directly on the expense claim form or include the email approval
3. Attach all associated documentation as one file.
4. If the claimant cannot sign the ERDD form, claimant can also confirm the declaration via email.

**Claimant Declaration:** I certify that I have incurred the expenses claimed, they are in compliance with University policies & procedures, all sponsor terms and conditions (if applicable), & have not been claimed through other sources.

5. If receipts are missing attach missing receipt form. *Note: The missing receipt form must be signed by both the claimant and the approver.*
6. Summary sheet itemizing the expense included in the claim

**Expense Reimbursement Checklist:** <https://finance.utoronto.ca/expense-reimbursement-checklist-template/>

# Electronic Submission: Expense Reimbursement

## Standard Documentation For Each Expense Item:

1. An original itemized receipt
2. Proof of payment

### **Proof of Payment**

A receipt that confirms the payment method (i.e. method of payment, name of payer and amount paid).

### **Receipt paid by cash**

Write on the itemized receipt

### **Receipt paid by debit or credit card**

Itemized receipt should reference the last 4 digits of the credit card/debit card used (e.g. VISA XXXX)

If an itemized receipt does not contain last 4 digit of the credit card/debit card used, the claimant is required to provide either additional receipts from the vendor (e.g. payment confirmation emails or card payment slip) that displays the last 4 digits of the card used or they can provide a credit card statement/transaction record highlighting the charge. Any other non-relevant information on the credit card statements can be redacted for privacy.

# Electronic Submission: Expense Reimbursement

## Special Considerations for Expense Reimbursement

- Business Purpose documented in the ERDD should be clear and understandable by a third party reviewing the claim

### Clear Business Purpose

- Purchased books, computer equipment and other research supplies for the ABC project
- Travel mileage claim for Alumni event at XYZ university
- Team Lunch to celebrate end of year accomplishments
- EFG Conference in San Francisco from June 1-5, 202x

### Unclear Business Purpose

- Purchased research supplies
- Travel mileage for event
- Team Lunch
- Conference

# Electronic Submission: Expense Reimbursement

## Special Considerations for Expense Reimbursement Cont'

- For Hospitality/Business Entertainment expense related claims (ex. Team lunch, meetings with collaborators team building, gifts for special occasions). The supporting documentation should include:
  - Documentation of the **business purpose for the expense** and how it supports U of T business
  - The list of attendees (where applicable)
  - The appropriate pre-approvals as per the UTSC Guidelines for Business Entertainment & the UTSC Alcohol Policy
  - The most senior person attending a hospitality event that includes a meal should pay for the meal and submit the claim

# Electronic Submission: Expense Reimbursement

## Special Considerations for Expense Reimbursement Cont'

- For travel expense claims, where the claimant combines business travel and personal travel in one trip, costs associated with the business portion will be reimbursed:
  - For trips with multiple stops or an extension of a trip for personal reasons, an airfare quote for the “business portion only”, taken at the same time as the actual airline booking, should be included in the package.
  - The airfare quote for the business portion of the trip will be the reimbursable amount, if this amount is lower.

### Example:

A staff member plans to attend a conference in Calgary and, at the end of the conference, fly to Vancouver for some personal time off. When booking the travel arrangements, the staff member will:

(1) obtain a quote for the Toronto-Calgary-Toronto flight. This is the “business” portion of the trip;

(2) book the travel arrangements for the Toronto-Calgary-Vancouver-Toronto flight segments.

When submitting the request for reimbursement, the original invoice for the cost of the airfare booked (see item (2)) should be submitted along with the quote for the “business” portion obtained (see item (1) above). The quote for the “business” portion would be the reimbursable amount unless the actual amount paid for entire trip (see 1) was less.

# Common Errors Caught by Internal Audit

Internal Audit is mandated to assess departmental compliance with policy on a random basis.


## Common Reimbursement Errors:

- Missing Expense Report Form
- Missing itemized receipts or supporting documentation (i.e., **too much reliance** on Missing Receipts form)
- Receipts in foreign languages without descriptions and clarifications of expense
- Ineligible support documentation (e.g., email correspondence, research notes)
- Lack of "one-up" approval, particularly for upgrades to Business Class Travel
- Ineligible expense claims (e.g., AMEX late payment charge)
- Inaccurate calculations:
  - Incorrect per diem
  - Difference between AMEX and supporting invoices
  - Difference in amount claimed vs. supporting invoices
- Incorrect tax code used
- Untimely settlement of accountable advance (e.g., more than 3 weeks)

### University of Toronto Policy: Internal Audit Policy

- [http://www.internalaudit.utoronto.ca/About\\_Internal\\_Audit/Internal\\_Audit\\_Policy.htm](http://www.internalaudit.utoronto.ca/About_Internal_Audit/Internal_Audit_Policy.htm)


# Resources: Knowledge Centre

 UNIVERSITY OF  
TORONTO

Financial Services

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**Knowledge Centre** - <https://finance.utoronto.ca/knowledgecentre/>

# Resources: FAST training

 UNIVERSITY OF  
**TORONTO**

Financial Services

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Financial Advisory Services and Training

Documentation & Support

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Documentation & Support

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▾ Controlling

▾ Funds Management

▾ Knowledge Centre & Newsletter

**FAST training** - <https://finance.utoronto.ca/fast/support-documentation/>

# Resources: UTSC FSD Available Resources



The screenshot shows the University of Toronto Scarborough Financial Services website. The top navigation bar includes links for Future Students, Current Students, Faculty, Alumni & Giving, Careers@UTSC, Quick Links, and Feeling Distressed?, along with a search bar. The main header features the University of Toronto Scarborough logo and the title "Financial Services". Below this is a secondary navigation bar with links for SERVICES, POLICIES & PROCEDURES (highlighted), PROCESSING, FORMS, VENDORS, RELATED LINKS, and CONTACT. The breadcrumb trail reads "HOME » POLICIES & PROCEDURES » TRAINING". On the left, a sidebar menu shows "Policies" and "Training" (highlighted). The main content area is titled "Training" and contains the following text: "The University of Toronto Financial Advisory Services and Training (FAST) team offers a broad selection of FIS training, if you would like to view training material or browse the courses by date, please go to the FIS Training Schedule and Course Summary." Below this is a link to a recorded training session from December 2020. At the bottom, contact information for Amy Ng is provided for inquiries related to FIS training or reconciling monthly accounts.

Future Students Current Students Faculty Alumni & Giving Careers@UTSC Quick Links Feeling Distressed? search

UNIVERSITY OF TORONTO SCARBOROUGH

Financial Services

SERVICES POLICIES & PROCEDURES PROCESSING FORMS VENDORS RELATED LINKS CONTACT

HOME » POLICIES & PROCEDURES » TRAINING

Policies Training

The University of Toronto Financial Advisory Services and Training (FAST) team offers a broad selection of FIS training, if you would like to view training material or browse the courses by date, please go to the FIS Training Schedule and Course Summary.

University of Toronto Scarborough, Financial Services, December 2020, recorded training session.

For inquiries related to FIS training or reconciling monthly accounts please contact Amy Ng.

**FA Training Session from December 2022** <https://www.utsc.utoronto.ca/financial/training>

# Resources: UTSC FSD Available Resources

## UTSC Business Officer – FIS Reference Page

This reference site was created to bring together documentation to help UTSC Business Officers get familiar with the Financial Information System (FIS) and relevant Guide to Financial Management (GTFM) policy information.

This section draws from the FAST Team's [reference guides](#), simulations and articles within the [Financial Services Knowledge Center](#).

If you have any additional questions related to UTSC specific business processes, policies and guidelines, please contact [Amy Ng, Manager, Accounting & Processing Support](#) within UTSC Financial Services.

- ▼ An Introduction to the University's Administrative Management System (AMS)
- ▼ FIS Account Codes, Hierarchies and the Budgeting
- ▼ Best Practices for Accounts Payable Transactions (i.e. invoices, expense reimbursements)
- ▼ ERDD Submissions
- ▼ Tax Treatment and Applicable Tax Codes
- ▼ Best Practices for Monthly Reconciliation
- ▼ The Travel & Hospitality Card and Purchasing Card (PCard)
- ▼ Understanding the University's Budget Cycle
- ▼ Research Grants
- ▼ Forms
- ▼ Contact for Additional Support

**UTSC Business Officer – FIS Reference Page**  
<https://finance.utoronto.ca/utsc-business-officer-fis-reference-page/>

## Resources: Financial Services Department Contacts

- For General University financial policies and procedure inquiries and for submission, please email [fsd.utsc@utoronto.ca](mailto:fsd.utsc@utoronto.ca)
- For Research financial policies and procedure inquiries please email [fsd.research.utsc@utoronto.ca](mailto:fsd.research.utsc@utoronto.ca)
- For Procurement inquiries and procedures, please email Sheila Baker - Procurement Officer [she.baker@utoronto.ca](mailto:she.baker@utoronto.ca)

# Q&A Session