

Work Instruction

Internal Revenue / Expense Recoveries

ZIR01

When to Use

Use this procedure to record internal revenues or internal expense recoveries between UofT departments. For example, sales of goods/services between UofT departmental units, and recovery of expenses already paid for via invoice and then shared with another department or unit.

Steps

- Ensure supporting documentation is available to process the journal entry.
- Determine the FIS accounts to be used in the transaction posting (i.e. General Ledger accounts, Funds Center, Fund (if applicable), Cost Center or Internal Order).
- Obtain appropriate authorization to process.
- Process the Internal Sales/Recoveries entry in FIS.
- Record FIS document number on the journal entry form or backup documentation and file the document in accordance with the UofT file plan
- Meet obligations to other departments: The originating department should provide the affected department with backup documentation (i.e. hard copy of the journal entry form, online document or email notification of system generated document number).

Menu Path

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

- Accounting → Financial Accounting → General Ledger → Document Entry → Internal Revenues/Expense Recoveries

Transaction Code

ZIR01

Helpful Hints

- Only document type "SI" can be used on this screen.
- Only "SI" documents will be displayed when selecting "Get Parked Doc".
- If a non-SI document is used in the "post with ref" screen, only the valid line item information will be brought in; i.e. no balance sheet accounts, tax codes will default to J9 or S9, no customer or vendor accounts, etc.
- Corrections or adjustments to information contained in FIS should be done using the standard journal entry transaction FB50 (i.e. correct tax code, account coding (FC, CC, G/L)).



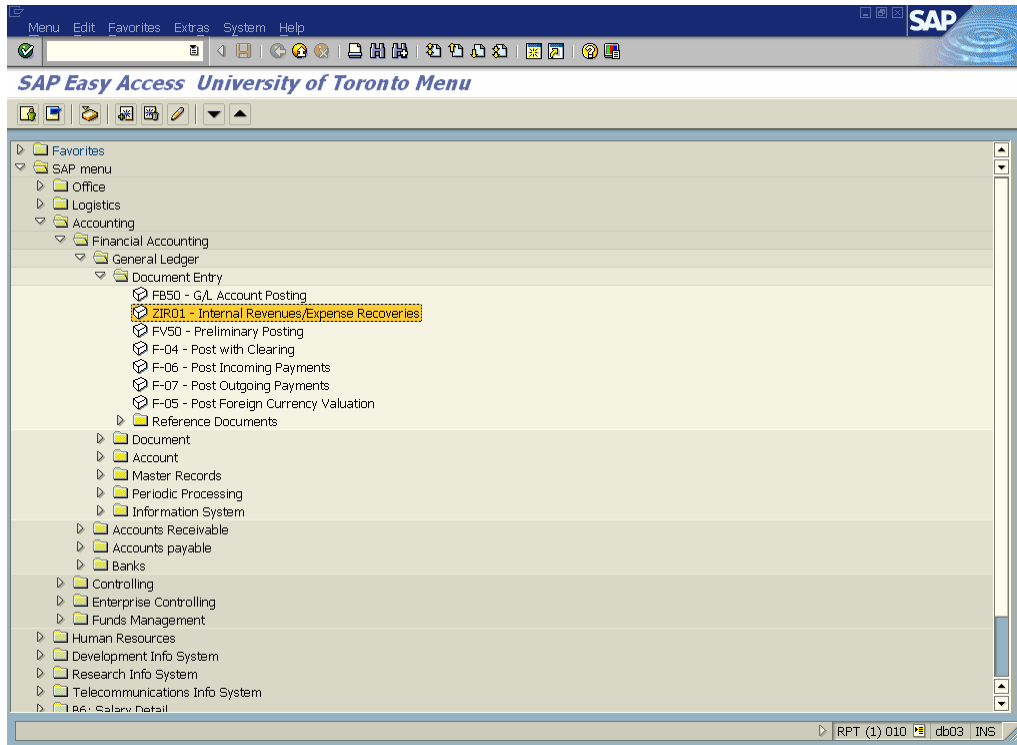
Reference Guide: Journal Entry:


<http://www.finance.utoronto.ca/fast/qrg/je/create.htm>

Detailed Procedure

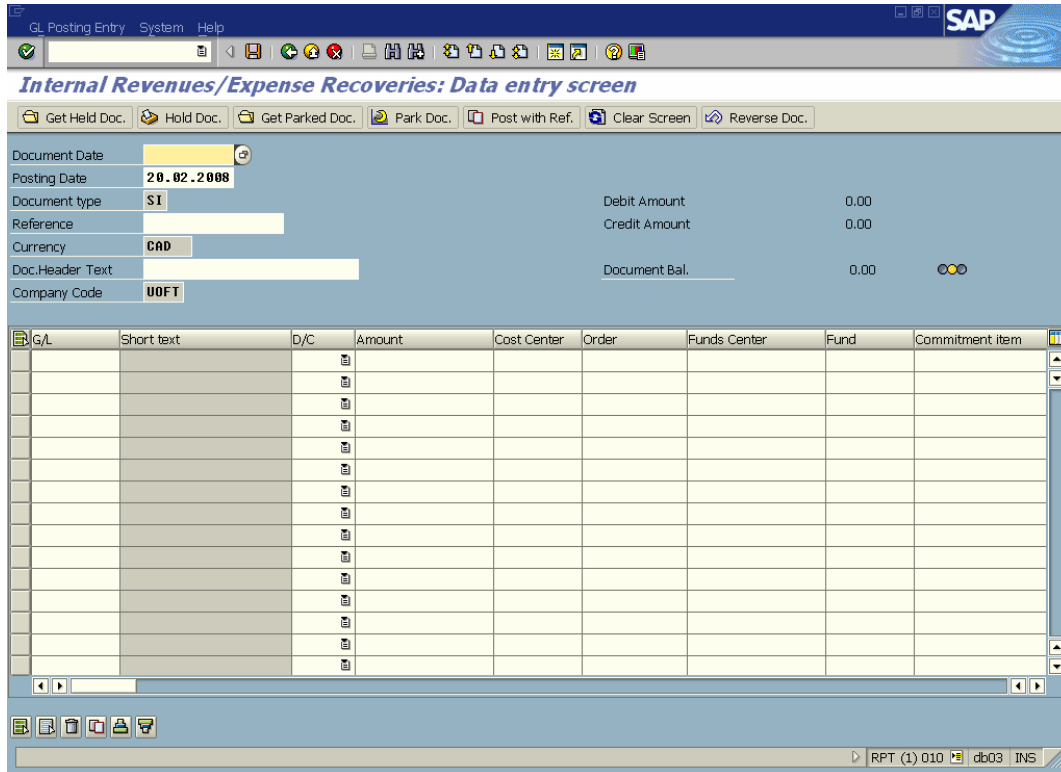
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu






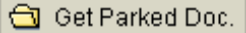

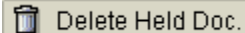



2. Double-click  ZIR01 - Internal Revenues/Expense Recoveries





Internal Revenues/Expense Recoveries: Data entry screen



3. The following processing options are available:


If	Then	Go To
Entering a NEW document.	Proceed to complete the required fields.	Step 4
Retrieving a HELD document.	Click the  then, Enter the temporary user-defined document number or name that was previously saved.  Once retrieved, if the document will no longer be needed, click 	Step 4

If	Then	Go To
<p>Retrieving a PARKED document.</p>	<p>Click  then,</p> <p>Enter the system generated document number, fiscal year and company code.</p> <p> Once retrieved, if the document will no longer be needed, click .</p>	<p>Step 4</p>
<p>Creating an entry using a REFERENCED document.</p> <p> If a non-SI document is referenced, only valid line items will be brought in, i.e. no balance sheet GL account and tax code will default to J9 or S9.</p>	<p>Click the  then,</p> <p>Enter the document number to reference.</p> <p>Click  to retrieve the full referenced document.</p> <p>OR,</p> <p>Check one of three items from the <i>Flow control</i> section:</p> <div data-bbox="773 1045 1122 1234" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Flow control</p> <p><input type="checkbox"/> Generate reverse posting</p> <p><input type="checkbox"/> Enter G/L account items</p> <p><input type="checkbox"/> Do not propose amounts</p> </div> <ol style="list-style-type: none"> 1.) <i>Generate reverse posting</i> If this field is selected, the original positing key is replaced by the reverse posting key for all line items. As a result, the allocation to the debit or credit side of the corresponding account changes for all line items. 2.) <i>Enter G/L account items</i> If this indicator is set, the document which is used as a reference is only allowed to contain G/L account line items. 3.) <i>Do not propose amounts</i> If this indicator is set, it will omit amounts when copying. 	<p>Step 4</p>

If	Then	Go To
Retrieving a document for REVERSAL .	Click  Reverse Doc. then, Enter the document number to be reversed and a reversal reason. Then proceed with the following steps: 1) Click  Display Document to verify the document content. 2) Click  to return to previous screen. 3) Click  to reverse the document. 4) Note the new reversal document number on document.	End of Procedure

4. Complete the following as required:

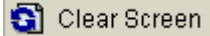
Field Name	Required/ Optional/ Conditional	Description
Document Date	Required	Document creation date or Customer/Supplier invoice date.
Posting Date	Required	Date which the financial transaction was recorded. Defaults to current date and should not be changed.
Document type	Required	Document transaction indicator. It determines the document number ranges. More information on the document types and what they mean, can be found at: http://www.finance.utoronto.ca/fast/qrg/nav/amslsdoctype.htm Example: SI (not available for change)
Reference	Optional	Used to refer to source document or transaction description.
Currency	Required	Defaults to CAD. Use the matchcode button to select a different currency.
Doc.Header Text	Required	Description of transaction.
Company Code	Required	Defaults to UofT. Change only if required.

Field Name	Required/ Optional/ Conditional	Description
G/L	Required	<p>A six digit code used to provide detail on the type of financial activity incurred, (i.e. grants, donations, computer supplies, etc.). For instructions on how to create a list of G/Ls and descriptions go to the following QRG: http://www.finance.utoronto.ca/fast/qrg/rptm d/GL.htm</p>  <p>Revenue range: 700000-799999 Expense range: 800000-899999 G/Ls in the range 801XXX are not available.</p>
Short text	Required	General Ledger account short text description.
D/C	Required	Debit or credit indicator for transaction line items.
Amount	Required	Line item amount in document currency.
Cost Center	Conditional	A five or six digit code that represents an organizational unit or program and tracks activity on a fiscal year basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both.
Order	Conditional	A six digit code that represents an organizational unit or program and tracks activity on a non-fiscal year basis, i.e. short term or ongoing basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both.
Funds Center	Required	A six digit code, starting with "1" or "2" used to record the funding and spending transactions for financial activity reported on a fiscal year basis. (i.e. operating, ancillary, principal investigator (PI), etc.).
Fund	Optional	A six digit code, starting with "3" or "4" used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year. (i.e. conference, research, etc.)
Commitment item	Required	Defaults based on G/L account used, can be overwritten. An alphabetic code used to (1) group similar g/l accounts for summary reporting purposes; i.e. Supplies and (2) segregate budget dollars for special purpose spending; i.e. EXP-UTFA, SPECIALS, etc. within a Funds Center or Fund.




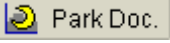



Field Name	Required/ Optional/ Conditional	Description
Assignment	Optional	A text field that can be used to track and report on line item postings. Field is case sensitive and allows 18 characters. Previously referred to as the allocation field.
Text	Optional	Line item specific explanatory description (e.g. Invoice number, Vendor Name, brief description). If previous line item text exists, enter '+' to copy text.
Earmarked Funds	Optional	A document entered that reserves budget for expected expenses. Referencing the document number in a financial transaction will reduce the reserved amount. Also referred to as a Manual Reserve.
Document item	Optional	Specific line item of an Earmarked Funds document.



To remove all previously entered data, click  at any point.

5. The following processing options are available:

Action	Icon	Description
Post		Posts the document and provides a document number. Record document number on original document and file
Hold Doc.		<p>Holds the document using a user defined temporary document number. A document does not have to be balanced in order to be held. The document can be retrieved using the temporary document number and processing can be completed. There is no impact on funds availability.</p> <p> A pop-up window will be generated where you can name the document. Record the self-generated document name on your backup documentation.</p>
Park Doc.		<p>This is the process used for electronic signatures. Parks the document and assigns a system document number. 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>

End of procedure.

Resource Information:



Contact your FAST team representative for additional assistance
<http://www.finance.utoronto.ca/fast/contacts.htm>

GTFM: <http://www.finance.utoronto.ca/gtfm/revexprec.htm>

Reference Guides:

Journal Entry:

<http://www.finance.utoronto.ca/fast/qrg/je.htm>