

When should I use the Journal Entry transaction (FB50) versus the Internal Revenues/Expense Recoveries transaction (ZIR01)?

- Journal Entry (FB50)** - Use when processing corrections or adjustments to information contained in FIS.
Examples include: Account assignment corrections (FM, CO, G/L etc.), tax code corrections, adjustment of financial information such as inventory balances, prepaid expenses or unearned revenues
- Internal Revenues/Expense Recoveries (ZIR01)** – Use when recording **internal revenues** or **internal expense recoveries** between UofT departments.
Examples include: 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.

Departments often generate **internal revenue** by providing specialized services to other departments/divisions (e.g., lab services, photocopy services) for which they **charge a fee**. Many also share costs associated with common expenses (e.g., equipment purchases, staff salaries/benefits) where one department pays for the entire expense and recovers a portion from another department/faculty. These are called **internal expense recoveries**.

These types of transactions should always be recorded in FIS using the **Internal Revenues/Expense Recoveries screen (ZIR01)**, document type **SI**.

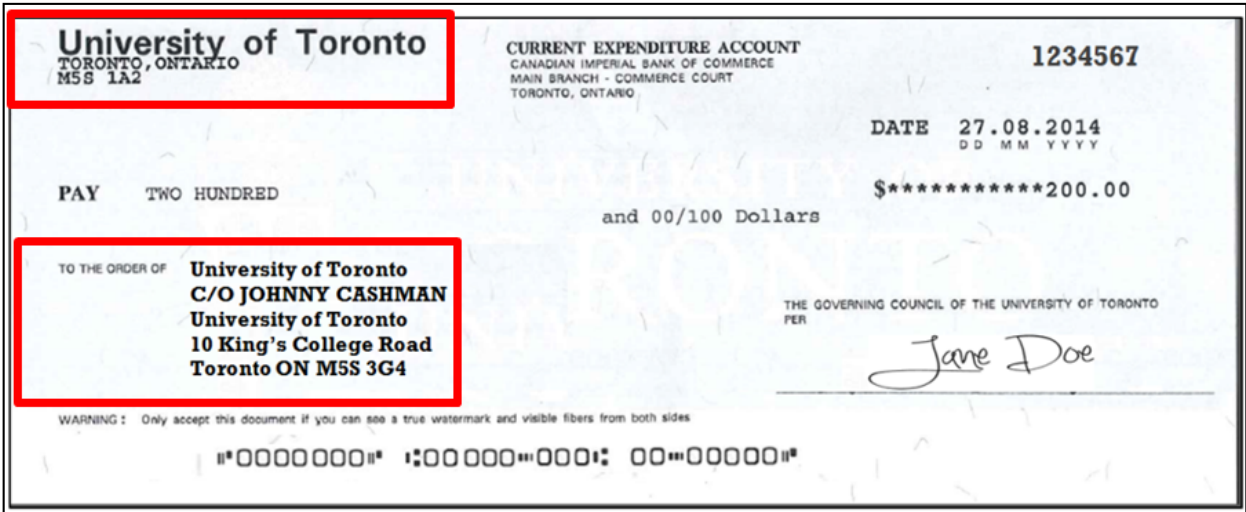
Note: There are no taxes charge or calculated on internal revenues/expense recoveries.

For more information, refer to the “**Internal**” Transaction Decision Tree in the training documentation link below (**slide 23**).

Learn More:

- GTFM: Internal Revenues and Internal Expense Recoveries**
[\ ftd.#2bUbVW'i hcfcbtr'VU#k`jYg# hZa #Yj Ybi Yg!UbX!Yi dYbgY!fYVc j YfJYg#bhYfbU!fYj Ybi Yg!UbX!jbhYfbU!Yi dYbgY!fYVc j YfJYg#](#)
- QRG: Internal Revenue / Expense Recoveries**
[\ ftd.#2bUbVW'i hcfcbtr'VU#k d!Vc bhYb# d'cUXg#B\\$% # \\$- #bf Yj Yi dfYVdXZ](#)
- Training Documentation: GL Account Posting & Internal Revenues/Expense Recoveries: Basic Data Entry (Slide 23)**
[\ ftd.#2bUbVW'i hcfcbtr'VU#k d!Vc bhYb# d'cUXg#B\\$% # \\$# `SUMVci b!Sdcghj b! dXZ](#)
- FAQ: Tax Code Corrections**
[\ ftd.#2bUbVW'i hcfcbtr'VU#Leg#U !VcXY!Vc ffYVfcbg#](#)

Should you ever issue a cheque from the University of Toronto to the University of Toronto?



U of T departments do NOT pay each other via cheque as they would an external customer. There are **NO CASH implications** for the University, and all transactions can be processed using internal transfers.

What do you do if your department receives a cheque from another department?

The department that receives the cheque should:

1. Return U of T cheque to originating department.
2. Supply originating department with **your FIS accounts** to process the charge using the Internal Revenues/Expense Recoveries transaction.

The originating department will need to:

1. Request Accounts Payable to put a "stop payment" on the U of T cheque (see **FAQ** link below).
2. Reverse the document in FIS.
3. Return the cheque to Accounts Payable in the Financial Services Department (215 Huron St., 2nd Floor)

Learn More:

- **Training Documentation:** GL Account Posting & Internal Revenues/Expense Recoveries: Basic Data Entry (slides 10 -12)
[\lfd.#zbuWV'i lcfcbtc 'WUk d!WcbHyb# d'cUXg#S%\) #/\\$# `SUMW'i bfSdcgHbJ 'dXZ](#)
- **FAQ:** Internal Payments
[\lfd.#zbuWV'i lcfcbtc 'WUzLeg#bHyfU!dUma Ybrg#](#)
- **QRG:** Internal Revenues/Expense Recoveries
[\lfd.#zbuWV'i lcfcbtc 'WUk d!WcbHyb# d'cUXg#S%\) #- #bfYj Yl dfYWdXZ](#)
- **FAQ:** How do I request a stop payment on a cheque?
[\lfd.#zbuWV'i lcfcbtc 'WUzLeg#W Yei Y!dfcXi Wfcb#](#)

What is RPT?

RPT is a cloned version of AMS used for running reports. RPT does not enable you to post and includes posted transactions up until the end of the previous day.

Pros:

- Great place to run reports and view information
- Produces output quicker than AMS, and has no negative impact on production users
- Run reports on historical data when current information not required
- Available when AMS system is closed for processing

Cons:

- Data from previous day is copied to RPT from AMS every morning, therefore entries posted today will not appear in reports run in RPT today

How do I locate RPT on my computer?

Check your desktop for the **RPT** shortcut icon **OR** select the program via **Start Menu > All Programs > Admin System > RPT**. If you cannot locate either, see the **AMS link below** for instructions.


Can I login to both RPT and AMS at the same time?

Yes.

How can I tell if I am in RPT or AMS?

Look for the dialogue box in the bottom right hand corner of the screen.

RPT  **AMS** 

If you only see , press the arrow and the dialogue box will open to reveal the system type and session.

Learn More:

- **Setup RPT instance short cut on your Desktop:**
[\fdq.#Ugl'lra'i lcfcllc'WUA Y d#dHlbgfUbW!XYg lcd!qYfi d#](#)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS, USHOP & RIS/MRA/MROL)

LOCATION: 256 McCaul St., Room 103

Tuesday, October 7 th	12:30pm – 2pm
Thursday, October 23 rd	12:30pm – 2pm

TRAINING

- FIS Workshop

Managing Travel Expenses

Learn More:

[\fhd.#2\]bUbVW'i lcfcbhc'WU#k d!W:bhYbr# d`cUXg#B\\$%\) #/8#A UbU\[\]b\[SHfUj Y'S9I dYbgYgS8 YW&\\$%\) 'dXZ](#)

- FIS Training Calendar

[\fhd.#2\]bUbVW'i lcfcbhc'WU#Zgh#2\]q!fU\]b\]b\[#fU\]b\]b\[!WU YbXUf#](#)

- FAST Tips Newsletter - Archive

[\fhd.#2\]bUbVW'i lcfcbhc'WU#Zgh#2\]q!fU\]b\]b\[#fU\]b\]b\[!WU YbXUf#](#)

FAST STAFF

- Financial Advisory Services & Training (FAST)

<http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

- Subscribe to AMS Listserv

<https://easi.its.utoronto.ca/help/ams-listserv/>