

Memo

To: C. Fistrain
From: M. Thompson
CC:
Date: August 15, 2017
Re: Correct Airfare Funding Source for Conference in New York

The airfare for the New York conference, sited on expense reimbursement doc# **2350000293**, was charged to the incorrect funding source.

The charge needs to be moved:

FROM: (credit) FC 119820 / CC 11042 / Commitment Item TRAVEL
TO: (debit) FC 219575 / CC 219575 / **Commitment Item EXP-UTFA.**

Thank you,

M. Thompson

Finance Officer

HINTS

QRG: “**Document Display**” to display doc #**2350000293**.
Find the net airfare amount.
Verify the information located against the attached “Journal Entry” form.

QRG: Journal Entry Create

Demo / Exercise 1



University
of Toronto

JOURNAL ENTRY or INTERNAL REV./EXP. RECOVERY
TO BE USED FOR INTERNAL BILLING OR REALLOCATION OF REVENUES OR EXPENSES

DATE: 15-Aug-17

REF. NO.: 2350000293

DOC. NO.: _____

ORIGINATING DEPT.: A&S Italian

TO: Faculty of Learning
215 Huron Street

Quantity	Description	Unit Price	Total
1	Correct funding source for airfare for 08/18 conference in New York expense reimbursement Doc No. 2350000293	\$ 717.68	\$ 717.68
Total			\$ 717.68

Department Contact: _____ Authorized Approval: _____
 C. Fistrain 946-3291 M. Thompson Finance Officer
 Name Telephone Signature Title

COMPANY CODE	POSTING KEY: DEBIT (40) CREDIT (50)	GENERAL LEDGER ACCOUNT (G/L)	TAX CODE* j9 OR s9	AMOUNT	BUSINESS AREA **	COST CENTER	INTERNAL ORDER (OR)	FUNDS CENTER	FUND	COMMITMENT ITEM ***	ASSIGNMENT	LINE ITEM TEXT	EARMARKED FUNDS	
													DOCUMENT NUMBER	LINE ITEM
UofT	DEBIT	841010	j9	\$717.68		219575		219575		EXP-UTFA		correct funding for NY 08/17 conf airfare 2350000293		
UofT	CREDIT	841010	j9	(\$717.68)		11042		119820		TRAVEL		correct funding for NY 08/17 conf airfare 2350000293		
TOTAL:				\$ -		Copies: Customer (1) Originating Department (1)								

Notes:
 * The tax code for internal expense allocations is J9. The tax code for internal revenue allocations is S9.
 ** Will default from cost center master record; only needs to be input if no cost center or internal order entered.
 *** Will default from general ledger master record and should not be changed; exception: if spending budget is loaded onto different commitment item ie. UTFA, SPECIAL1, etc.