

## EXERCISE 4

U of T FAST

# Memo

**To:** C. Fistrain  
**From:** M. Thompson  
**CC:**  
**Date:** August 21<sup>st</sup>, 2017  
**Re:** Memos regarding Recovery of airfare for Conference in NY

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Please disregard all previous memos regarding the recovery of airfare for the NY conference. If requests have already been processed kudos for being so efficient, however, please **Reverse Expense Recovery transaction** (Exercise 3 Part 2). The original allocation of 100% of the cost to FC 119820, CC 11042 was correct and should not be split with the other department.

Thanks,

*M. Thompson*

Finance Officer

### HINTS

**QRG: “Internal Revenues/Expense Recoveries”**  
**(STEP # 3 - “Retrieving a document for REVERSAL”).**

**Use reversal reason 19**