Display Recurring Entry

When to Use

Use this procedure to display a recurring entry document. The recurring entry document schedules a repeated (e.g. monthly) posting of a financial document. Recurring entry documents are currently processed either the 15th of the month or during the month-end process depending on the run date specified.

Steps

- Obtain the recurring entry document number.
  If unknown, see the Additional Functionality (Step 11) section at the end of this document.
- Review the document information as necessary.

Menu Path

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


Transaction Code

FBD3

Helpful Hints

- This reference guide illustrates the display of an invoice (KN) document but can be used for other types of recurring documents such as journal entries.

- Run dates between 1-15 will be posted on the 15th of the month with the document date and posting date equal to the run date. Run dates between 16-31 will be posted during the month-end process with the document date and posting date equal to the run date.

  **Note that the posting and document dates are not the actual dates of the cheque run – recurring entry cheque runs occur on the 15th or month-end.**

- To confirm that a recurring entry was successfully posted, run the FI Postings line item report for the funds center (or funds center / fund combination) using the variant for recurring entries (FBD3_RECURRING_LST). If the recurring entry did not post, a manual correction is required — recurring entries are **not** re-run.

Reference Guide: FI Postings Line Item Report

• Review and revise older long-standing recurring entries whenever the University financial policy or procedures change, such as tax code changes. See the Additional Functionality section at the end of this document for more information.
Detailed Procedure

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

SAP Easy Access  University of Toronto Menu

2. Double-click \texttt{FBD3 - Display}.
Display Recurring Document: Initial Screen

![SAP interface](image)

3. Display Options:

<table>
<thead>
<tr>
<th>If You Want To</th>
<th>Go To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display a document</td>
<td>Step 4</td>
</tr>
<tr>
<td>Display a list of documents</td>
<td>Step 6</td>
</tr>
</tbody>
</table>
Display a Document

4. Complete the following as required:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Required/Optional/Conditional</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number</td>
<td>Required</td>
<td>AMS assigned number.</td>
</tr>
<tr>
<td>Company Code</td>
<td>Required</td>
<td>Defaults to UofT. Change only if required.</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Optional</td>
<td>The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the &quot;annual&quot; year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as &quot;2012&quot; fiscal year).</td>
</tr>
</tbody>
</table>

Unless searching for a document created in a particular year, leave this field blank to obtain a list of all recurring documents.

5. Click ☑️ to proceed to the Document Overview – Display screen.

Continue to Step 9

Display a List of Documents

6. Click 📁 Document List.
For a selection screen variant, click ![ Variant icon](http://www.finance.utoronto.ca/fast/qrg/55/av/commnrptfcns.htm) to choose an existing variant.
7. Complete the following as required.

**At least one field from the General Selections section must be completed.**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Required/ Optional/ Conditional</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Code</td>
<td>Required</td>
<td>Defaults to UofT. Change only if required.</td>
</tr>
<tr>
<td>Document Number</td>
<td>Optional</td>
<td>AMS assigned number.</td>
</tr>
<tr>
<td>信息</td>
<td>Recurring entry documents are in the range 9100000000 to 9199999999. If the recurring entry document numbers are unknown see the Additional Functionality section at the end of this document.</td>
<td></td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Optional</td>
<td>The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the &quot;annual&quot; year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as &quot;2012&quot; fiscal year).</td>
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<td></td>
</tr>
</tbody>
</table>

8. Click ![Link](DOCUMENT_List) to retrieve the Document List.
### Document List

#### Reference Guide: Line Item Functionality:

To display a document, double click the document number.
9. Select **Environment ➔ Recurring entry data**... from the menu to open the *Recurring Entry Data* screen to review the *Run Data*.
10. Click ✅ to return to the Document Overview screen.
Additional Functionality:

The FI Postings Line Items report can be used to verify the successful execution and correct payment amounts of recurring entries.

If the list of recurring entries for a Funds Center/Fund hierarchy is unknown, the FI Postings line item report (ZFIRO79) can be used to obtain these document numbers. The following link provides general information on using the report.

Reference Guide: FI Postings Line Item Report:

11. Execute the report for the last two fiscal years (e.g. 2010/1 to 2011/12) using the /RECURNG_LST layout variant.

**FI Postings: Line Items by Document Number**

The report can be downloaded to Excel for further analysis.

**Resource Information:**

Contact your FAST team representative for additional assistance using this function.
http://www.finance.utoronto.ca/fast/contacts.htm
Reference Guides:

- Reference Guide: Create a Recurring Entry: 
  [Link](http://finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/createrecurring.pdf)

- Reference Guide: Change a Recurring Entry: 
  [Link](http://finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/chgrecurrence.pdf)

- Reference Guide: Document Display: 
  [Link](http://finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/docdisplay.pdf)