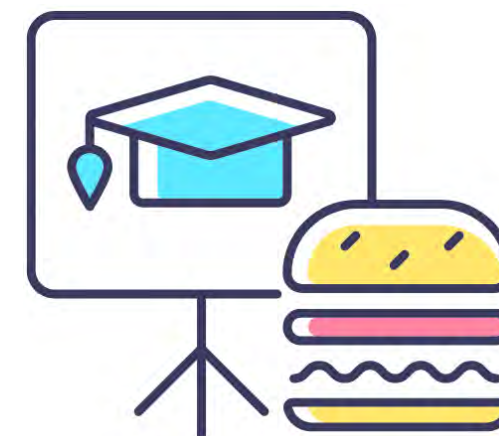
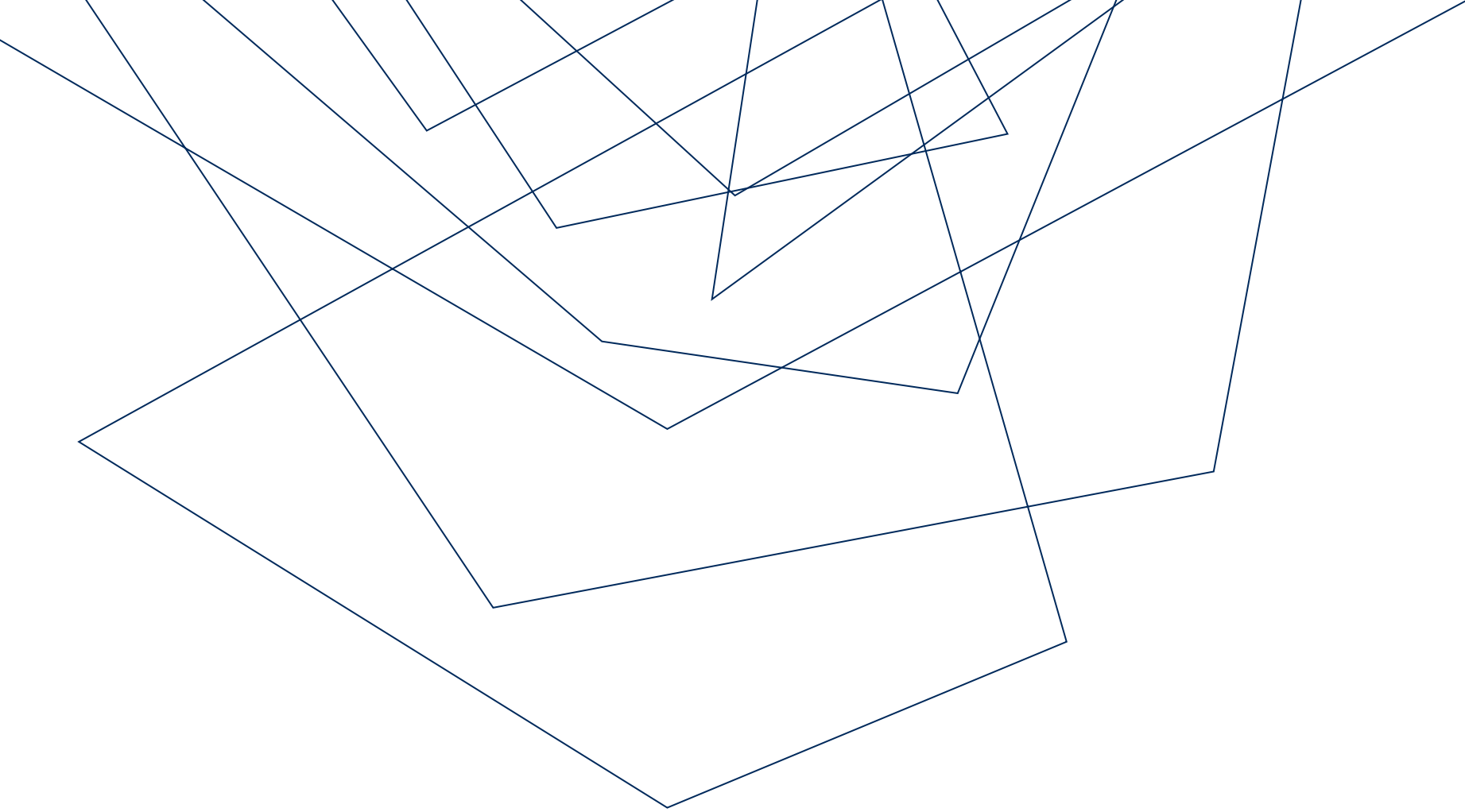




EXPLORING RECURRING ENTRY DOCUMENTS

Monthly Lunch & Learn Series presented by the **FAST Team**

July 2026



UNIVERSITY OF
TORONTO

Financial Services

PRESENTER

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AGENDA

- What are recurring entry documents?
- When are they suitable?
- Creating recurring entry documents in FIS.
- Displaying and changing recurring entry documents.
- Troubleshooting common errors/issues with recurring entry documents.
- Alternatives to recurring entry documents.
- Q&A



LEARNING OBJECTIVE



This session will explore the recurring entry posting function that can create a document that is automatically processed in FIS on a regular basis.

DEFINING RECURRING ENTRY



A recurring entry document can be created in FIS to automate the processing/posting of some common FIS transactions (e.g., invoices, journal entries) on a regular basis (e.g., monthly).

It schedules a repeated posting of a financial document that are processed either mid-month or at month-end.

WHEN SHOULD YOU USE RECURRING ENTRY DOCUMENTS?

Recurring entry documents can be time saver when for financial transactions:

- that are processed at a regular frequency (e.g., monthly)
- a fixed amount
- Same set of FIS accounts (i.e. vendor, G/L account, Funds Center, FC/Fund, Cost Center and/or Internal Order)



EXAMPLES OF RECURRING ENTRY DOCUMENTS



Examples include:

- *when a department pays rent monthly for space they utilize off campus. The rental amount is fixed and charged to the same accounts every payment.*
- *monthly, fixed recoveries/journal entries between University departments.*
- *to pay stipends*

TO DO LIST PRIOR TO CREATING THE RECURRING ENTRY DOCUMENT IN FIS

- Identify if the financial transaction is suitable to be a recurring entry
- Determine the accounts to posted to (i.e. vendor account, general ledger (G/L), Funds Center, Fund (if applicable), Cost Center or Internal Order)
NOTE: Ensure that there is sufficient funds available in the FM accounts (Funds Center or FC/Fund).
- Determine the run the frequency, start and end date of recurring entry
- Obtain authorization



CREATING RECURRING ENTRY DOCUMENTS IN FIS

SAP Easy Access University of Toronto Menu



- > Favorites
- > SAP Menu
 - > Office
 - > Logistics
 - > Accounting
 - > Financial Accounting
 - > Financial Accounting Section (Central Finance)
 - > General Ledger
 - > Accounts Receivable
 - > Accounts payable
 - > Document entry
 - FB60 - Invoice
 - ZER01 - Employee Expense Reimbursement D.D.
 - FB65 - Credit memo
 - FV60 - Park/edit invoice
 - FV65 - Park/edit credit memo
 - F-59 - Payment request
 - > Outgoing payment
 - > Down payment
 - > Reference documents
 - EKMT - Account assignment model
 - **FBD1 - Recurring document**
 - F-01 - Sample document
 - > Other
 - > Document
 - > Account
 - > Master records
 - > Periodic Processing
 - > Withholding Tax
 - > Information System
 - > Environment

Enter Recurring Entry: Header Data

Fast Entry Account Assignment Model Post with Reference

Company Code UOFT

Recurring Entry Run

First Run On

Last Run On

Interval in Months

Run Date

Run Schedule

☐ Transfer Amounts in Local Currency

☐ Copy Texts

☐ Transfer Tax Amounts in Local Currency

Document Header Information

Document Type

Currency/Rate CAD

Reference

Translatn Date 28.07.2026

Document Header Text

Trading Part.BA

First Line Item

PstKy Account

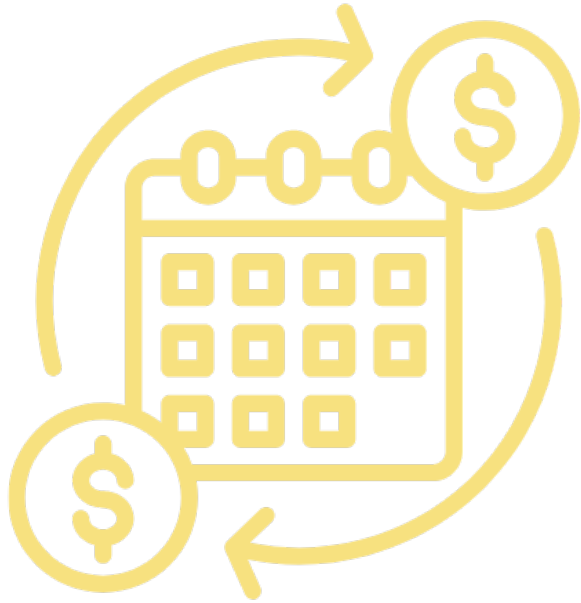
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[Click here for the reference guide.](#)

- First run on:** The date when the recurring entry postings should begin.
- Last run on:** The date when the recurring entry posting should end
- Interval in Months:** The number of monthly intervals between recurring entry runs (1 = monthly, 2 = every 2 months, 3 = quarterly).
- Run Date:** Determines the document and posting dates of the transaction, as well as the entry date (i.e. 15th of the month or month-end).
- Document Type:** Document transaction indicator (e.g., KN = invoice, SA = Journal Entry). See this article for full list.
- Reference:** Use to refer to source document or transaction description.
- PstKy:** Two-digit numeric key that determines the way which the next document line item should be entered.
- Account:** A numeric code which identifies a General Ledger (G/L) account, a customer or a vendor.

RUN DATES



The **run date** indicates when the financial transaction is posted in FIS. This date will be equal to the posting date, but not the same as when the cheque/EFT run date.

Two run dates (i.e. day of the month):

- **1 – 15:** run dates between the 1st and 15th of the month will be run on the 15th.
- **16 – 31:** any run dates in this range will be run at month-end.

Note: The cheque runs are bi-weekly, and if the financial document is an invoice (KN doc type), then the payment terms and payment method will be taken from the vendor master record.

DISPLAYING AND CHANGING RECURRING ENTRY DOCUMENTS

Once a recurring entry document has been created, it can be displayed or changed by the unit.

Examples of changes to make:

- Delete a recurring entry document
- Update account assignments (i.e. G/L, FC, FC/Fund, CC, IO)
- Update run dates
-



Reference guide:

- [Display Recurring Entry Document](#)
- [Change Recurring Entry Document](#)

CONFIRMING A RECURRING ENTRY DOCUMENT WAS POSTED SUCCESSFULLY

To confirm that a financial document associated with a recurring entry was posted successfully, execute the ZFIR079 – FI Posting Line Items report using the report layout “/RECURNG_LST”.

You can also bring in the “Recurring Entry Doc” field in the ZFIR079 – FI Postings Line Items report of

FI Postings: Line Items by Document Number (w/ addnal flds)

29.07.2026 10:3

Change Layout

Current Layout /UOFT (UoFT-Std Layout-DO NOT CHANGE)

Displayed Columns Sort Order Filter View Display

Displayed Columns

- Column Name
- FI document number
- G/L Account
- G/L Acct Long Text
- Tax Code
- Payment budget amount in F... Total (Σ)
- Cost Center
- Order
- Funds Center
- Fund
- Commitment Item
- Line Item Text
- Posting Date
- Document Date
- User Name (FI doc)
- Assignment

Column Set

- Column Name
- Reference Document Category
- Ref.key (header) 1
- Recurring Entry Doc.
- Reason for reversal
- Reason
- Quantity
- Public Sector Name 3
- Public Sector Name 2
- Public Sector Name 1
- Profit center name
- Profit Center
- Processor group
- Predecessor Document Number

FI Postings: Line Items by Document Number (w/ addnal flds)

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RecEnt Doc	FI doc.no.	G/L	G/L Acct Long Text	Tx	=Pymt Bdgt Cost...	Ord...	Funds Ctr	Fu...	Commitment Item	Line
9100004938	905637017									
9100004937	905637016									
9100004919	905637014									
9100004945	905637019									
9100004946	905637020									
9100004987	905637028									
9100004910	905637011									
9100004865	905637008									
9100004769	905636991									
9100004768	905636990									
9100004764	905636988									
9100004744	905636985									
9100005009	905637032									
9100005017	905637035									
9100005061	905637045									
9100005208	905637074									
9100005209	905637075									
9100005258	905637089									
9100005275	905637097									
9100005276	905637098									
9100005277	905637099									
9100005284	905637102									

OBTAINING A LIST OF RECURRING ENTRY DOCUMENTS

Use the FBD3 – Display Recurring Entry screen to run a document list report and view all recurring entry documents created by AMS UserID over a period of time.

[Click here for the FBD3 – Display Recurring Entry Documents reference guide.](#)

Display Recurring Document: Initial Screen

Document List

First Item

Keys for Entry View

Document Number	9100
Company Code	U0FT
Fiscal Year	2025

Document List

Data Sources

Document header

- Document Type
- Document Date
- Posting Date
- Posting Period
- Entry Date
- Changed On
- Translation Date
- User Name

Dynamic Selections

Document header

User Name

Company Code

U0FT

to

Document Number

to

Fiscal Year

to

Ledger

0L

Ledger Group

General Selections

Document Type		to	
Posting Date		to	
Entry Date		to	
Reference Number		to	
Reference Transaction		to	
Reference Key		to	
Logical System		to	

Search for own documents

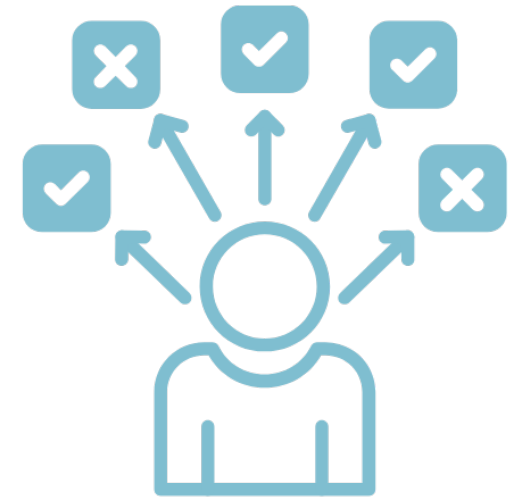
☐ Own documents only

ALTERNATIVES TO RECURRING ENTRY DOCUMENTS

If your financial documents are not recurring periodically over a long duration of time, you may want to consider the following alternatives:

- [Post with reference](#) - using an FIS document #, it uses a prior financial document as a template)
- [Account Assignment Template](#) - create a template that can be re-used to consistently use the same account assignments for occasionally/non-periodic recurring transactions)

[Check out the F.A.S.T Lunch & Learn recording on How to Save Time and Keystrokes in FIS \(June 2023\)](#) to learn about other tools available.



👉 Reference guides/resources:

- [Post with Reference](#)
- [Account Assignment Template](#)

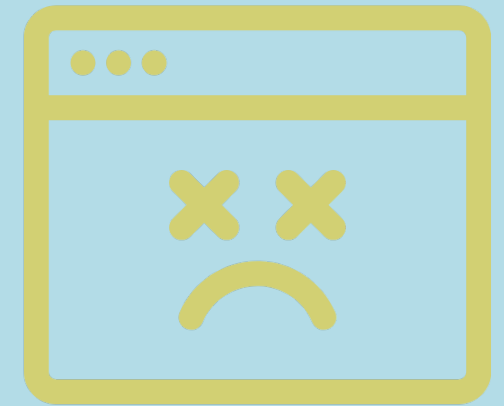
WHAT IF YOUR RECURRING ENTRY DOES NOT POST?

There may be circumstances where a recurring entry document does not post.

NOTE: If a recurring entry document does not post, it will not automatically post in at a future date. The issue/cause needs to be resolved in the 91-series recurring entry document so that it does not impact future runs.

Examples include:

- Insufficient funds in the Funds Center or Funds Center/Fund
- Grant/fund has ended
- Incorrect account assignment (e.g., G/L cannot be posted to)
- Incorrect run date, start or end date



What do you do in these circumstances?

1. Post the financial transaction manually (e.g., via FB60 or FB50) using appropriate accounts.
2. Correct/update the recurring entry document using the [FBD2 – Change Recurring Entry Document](#). This change will impact future postings.

- DEMO - RECURRING ENTRY DOCUMENTS



WHO DO I CONTACT?



If you have any questions, please either contact your [FAST Team representative](#), or mail fast.help@utoronto.ca.



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THANK YOU!