FINANCIAL INFORMATION SYSTEM

FIS Standard Curriculum

**GL Account Posting &
Internal Revenues/Expense
Recoveries:
Basic Data Entry**

UNIVERSITY OF
TORONTO

Course Objectives

This course will help you:

- Understand when to use Journal Entries

- Process Journal Entries to correct entry errors

- Process an Internal Revenue/Expense Recovery

- Display and make changes to a posted document

- Process Monies (e.g., cash, cheques, foreign currency) received by the university

Course Map

- Business Process: Using Journal Entries or Internal Revenues/Expense Recoveries

- Journal Entries - Correction of Posting Entries

- Displaying or Changing Text in a Posted Document

- Internal Revenues/Expense Recoveries

  o **What are they?**

  o **When do you use them?**

- Cash Receipts:

  o **What are they?**

  o **Who Records What?**

  o **The Business Process**

- **Appendix:** Internal Transaction Decision Tree

Business Process: Journal Entry or Internal Revenues/Expense Recoveries

Step 1: Determine the transaction to process:

    a) If a correction of a previously posted document: **Journal Entry**

    b) If posting revenue or recovering expenses from an **internal** department: **Internal Revenue/Expense Recovery**

    (Refer to "**Internal**" Decision Transaction Decision Tree)

Step 2: Obtain and document the necessary information to process the transaction (e.g., authorization, account numbers).

Step 3: Process the transaction in FIS.

Step 4: Note the system generated document number on the source document. If necessary, send a copy of the Journal Entry or Internal Revenue/Expense Recovery form to the relevant departments.

Step 5: File document(s) in accordance with **U of T File Plan**

GTFM Policy: U of T File Plan

- http://finance.utoronto.ca/policies/gtfm/financial-management/source-documents-and-the-audit-trail/records-management-archiving-and-destruction-of-records/#fileplan

Journal Entries – Corrections to Posted Entries

Journal Entries are used to **correct a previously posted transaction** in which one or more of the following pieces of information is incorrect:

- G/L account
- Funds Center   (CFC *or* FC)
- Fund
- Commitment Item   (e.g., EXP-UTFA, SPECIAL1)
- Cost Center
- Internal Order
- Tax Code   (i.e., wrong tax codes used in original transaction)
- Amount   (i.e., correct $ amount of a previous journal entry)

Note: Corrections to the "**Text**" or "**Assignment**" field are made through the "**Change Document**" screen and **not made via a correcting Journal Entry**.

QRG: Journal Entries
https://utoronto.ancileuperform.com/#/content/1.11.2406

FAQ: Tax Code Corrections
http://finance.utoronto.ca/faqs/tax-code-corrections/

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Journal Entry Form

Using the Journal Entry Form:

The **Journal Entry form** has been designed to include all of the information required to provide a clear audit trail from the original transaction to the correcting transaction.

Form: Journal Entry (including instructions on its completion):
- http://finance.utoronto.ca/forms/processing/

Displaying or Changing Text in a Posted Document

Displaying or Changing a Document
(e.g., Journal Entry, Int. Rev./Exp. Recovery):

Why? - To check the details of a posted document
(e.g., who posted it, the original currency of the document)

- To print a "hard copy" print out of the posted document for your records

Changing a document:

Why? - To change the contents of the **Assignment** or **Text** field

QRG: Document Display
https://finance.utoronto.ca/wp-content/uploads/2015/11/docdisplayje.pdf

QRG: Document Change
https://utoronto.ancileuperform.com/#/content/1.11.3039

Using the "Enter G/L Account Document" Screen

SAP MENU PATH: Accounting >> Financial Accounting >> General Ledger >> Document Entry >> G/L Account Posting

Transaction Code: FB50

The **"Enter G/L Account Document"** screen is used for posting:

➔ **Journal Entries:**   **Document type** – SA
                                          Document Number Range - 10XXXXXXXX

➔ **Cash Receipts transactions:** **Document Type -** SF
                                          Document Number Range - 30XXXXXXXX

Change to reflect the transaction being processed.

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Document Types

Document	Doc. Type	Doc. Number Range
Journal Entry	SA	10XXXXXXXX
Cash Receipt	SF	30XXXXXXXX

Document	Doc. Type	Doc. Number Range
Internal Revenues & Expense Recoveries	SI*	28XXXXXXXX

*Note: The document type for Internal Revenues & Expense Recoveries defaults to **SI** in the Internal Revenues/Expense Recovery screen.

Internal Revenues & Expense Recoveries: What are they?

1) Internal Revenues

Departments (centrally **or** at the divisional/departmental level) provide specialized services to other departments **within the University** for which they charge a fee but **CASH** is not generated.

Examples:
- photocopy services
- lab services

Internal Revenues & Expense Recoveries: What are they? (cont'd)

2) Expense Recoveries

Recovery of expenses already paid (e.g., vendor invoice or HRIS transaction) and then shared/reallocated between U of T departments or units.

Important: Cash is **NOT** generated, but reallocated between organizational units.

Examples:
- equipment purchases
- staff costs (e.g., salaries/benefits)*
- photocopying charges
- conference/lecture contributions

*****Note:** Payroll recoveries cannot be processed against HRIS payroll G/L accounts (801XXX range). G/L accounts in the 800XXX range should be used for recovery of payroll expenses.

GTFM Policy: Conference Accounts
http://finance.utoronto.ca/policies/gtfm/financial-management/fis-accounts-establishing-changing-and-deactivating/conference-accounts/

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Internal Revenues & Expense Recoveries: What are they? (cont'd)

U of T departments do **NOT** bill each other via invoice as they would **external** customers. Instead, they recover the cost or share expenses using FIS accounts.

If a department receives a U of T cheque as payment for an internal charge, the cheque is **NOT** treated as "cash receipts".

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. Put a "stop payment" on the U of T cheque
2. Return the cheque to **Accounts Payable** in the Financial Services Department.

FAQ: Cheque Production – How do I request a **stop payment** on a cheque?
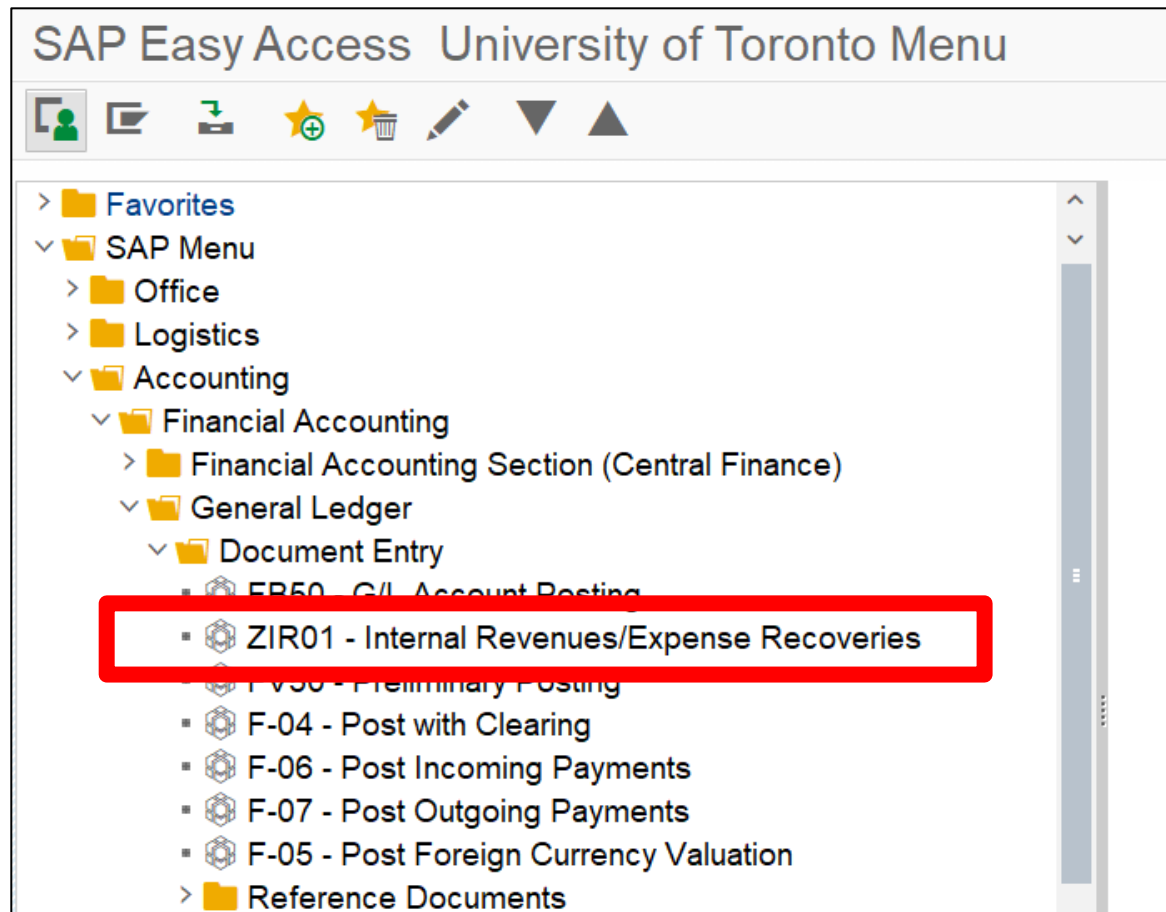http://finance.utoronto.ca/faqs/cheque-production/

Accessing the
Internal Revenues/Expense Recoveries screen in FIS

SAP MENU PATH: Accounting >> Financial Accounting >> General Ledger >> Document Entry >> Internal Revenues/Expense Recoveries

Transaction Code: ZIR01

Internal Revenues/Expense Recoveries Screen: When Do You Use It?

To record transactions between U of T departments, such as **sales of goods/services** or **recoveries of expenses for items paid for using invoices** and then shared with another department or unit.

GTFM Policy: Revenues and Expense Recoveries
Internal Revenues/Expense Recoveries: Data entry screen

Get Held Doc.   Hold Doc.   Get Parked Doc.   Park Doc.   Post with Ref.   Clear Screen   Reverse Doc.

Document Date
Posting Date   15.11.2021
Document type   SI   Debit Amount   0.00
Reference   Credit Amount   0.00
Currency   CAD
Doc.Header Text   Document Bal.   0.00
Company Code   UOFT

G/L acct | Short Text | D/C | Amount in doc. curr. | Cost Center | Order | Funds center | Fund | Commitment Itm

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GTFM Policy: Revenues and Expense Recoveries
http://finance.utoronto.ca/policies/gtfm/revenues-and-expense-recoveries/

QRG: Internal Revenues/Expense Recoveries – Post
https://utoronto.ancileuperform.com/#/content/1.11.3027

QRG: Internal Revenues/Expense Recoveries – Reverse
https://utoronto.ancileuperform.com/#/content/1.11.4562

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Cash Receipts: What Are They?

Definition: Monies

All cash, cheques, credit card receipts, wire transfers received by the University.

They are comprised of:

- Government grants (e.g., Operating, Capital, Research)
- Payments on account for **U of T A/R invoices**
- Donations
- Miscellaneous:
  - Point of Sale (POS) receipts (e.g., parking, food)
  - Conference fees
  - Other (e.g., application/exam fees)

GTFM Policy: Cash, Other Receipts and Banking
http://finance.utoronto.ca/policies/gtfm/cash-other-receipts-and-banking/

Cash Receipts: Helpful Hints

Cash, as defined in **The Cashier Function** of the GTFM, includes:

- currency
- personal cheques
- certified cheques

- money orders
- traveler's cheques
- bank drafts

"Cash" is separated into "Currency" and "Cheques".

Examples of "Currency" and "Cheques" are:

Currency:
- ✓ coin
- ✓ bills

Cheques:
- ✓ personal cheques
- ✓ certified cheques
- ✓ money orders
- ✓ traveler's cheques
- ✓ bank drafts

NOTE: Only CDN and USD currency and cheques are accepted at the Cashier's Office. **Foreign coins and bills must be converted to CDN** dollars at any bank, before a deposit is made to the Cashier's Office.

Cash Receipts: Who Records What?

Type of Receipt	Processing Department	What should be done with receipts:
Government operating and capital grant installments	Planning & Budget Dept (P&B)	**Forward** with all related documentation.*
Payment of **U of T** invoices	Accounts Receivable Financial Services (FSD – A/R)	**Forward** with copy of invoice.*
Donations	Division of University Advancement (DUA)	**Forward** with completed Gift Processing Form.*
Research grants or contract installments	Research Accounting (RIS)	**Forward** with all related documentation.*
Miscellaneous cash receipts	Various departments	**Recipient department processes** the Cash Receipt.**

GTFM Policy: The Cashier Function - Departmental Responsibilities for Processing Cash Receipts
http://finance.utoronto.ca/policies/gtfm/cash-other-receipts-and-banking/cashier-function/

Cash Receipts: The Business Process

Step 1: Prepare the deposit to be sent to the Cashier's Office or the bank (refer to GTFM guidelines for each process).

Step 2: Complete the appropriate FIS deposit form.

Step 3: Process the deposit in FIS and note the system generated document number on the deposit form.

Step 4: Deliver **backup documents**, to the Cashier's Office, 215 Huron Street.

Backup Documents:
- **Internal Cash Deposits** - include a **return envelope** with **two copies of Internal Cash Receipts Deposit Form**.

- **Direct Deposits** – **Bank Deposit Slip** with **bank stamp** and a copy of the **Direct Deposit Form**

Step 5: File copies of deposit forms in accordance with the **U of T File Plan**

GTFM Policy: Internal Cash Deposit
http://finance.utoronto.ca/policies/gtfm/cash-other-receipts-and-banking/deposits-with-the-cashier/

GTFM Policy: Direct Deposit
http://finance.utoronto.ca/policies/gtfm/cash-other-receipts-and-banking/direct-deposits/

Forms for Processing Cash Receipts

1) **Internal Cash Receipt Deposit Form**
   - used to record deposits taken to the **Cashier's Office**, located on the 2nd Floor, 215 Huron Street

2) **Direct Bank Deposits Form**
   - used to record deposits taken directly to the **designated U of T CIBC subordinate bank account**

Both forms require the following FIS transaction information:
   - FIS bank account
   - Departmental account(s) to be credited (e.g., G/L account, CC, FC)

Forms for Processing in FIS:
http://finance.utoronto.ca/forms/processing/

INTERNAL CASH RECEIPTS DEPOSIT FORM

UNIVERSITY OF TORONTO

Submit To:	Cashiers Office
	Financial Services Department
	Finance Division
	215 Huron Street

Document Date:

Posting Date:

Document Type: SF

Company Code: UOFT

Currency: CAD

Document #:

Payor Name or Cheque Grouping	Amount	Payor Name or Cheque Grouping	Amount	Cash		Amount
					X 5	0.00
					X 10	0.00
					X 20	0.00
					X 50	0.00
					X 100	0.00
					COIN	0.00
					Total Cash	$0.00
		Total Cheques			Total Deposit	$0.00

G/L Account	DEBIT Postkey	Amount	Business Area	Assignment (Dept. Name & Phone #)	Text (description)
350001	40	$0.00	1000		

Add Item

G/L Account	CREDIT/DEBIT Postkey	Amount	Tax Code	Business Area	Cost Center	Internal Order	Funds Center	Fund	Commitment Item	Text	
				1000							X
Total Deposit											

CONTACT INFORMATION

Deposit Prepared by:

Faculty/Division:

Address:

Phone Number:

Date:

Authorized Approval or Delegated Signing Authority

Title of Signing Authority

Cashier's Receipt

FOR ADMINISTRATIVE USE ONLY

ONE (1) COPY FOR ORIGINATING DEPARTMENT
TWO (2) COPIES TO FINANCIAL SERVICES

Reset Form

Print Form

Reminders:
- Prepare a **separate** Internal Cash Receipts Deposit Form for CDN and USD Deposits
- US coins are to be included in CDN deposits as they are treated at par

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CANADIAN BANKING REPORT-DIRECT BANK DEPOSITS ONLY

UNIVERSITY OF TORONTO

Submit To: **Cashiers Office**
Financial Services Department
Finance Division
215 Huron Street

Document Date:			**BALANCED**	Currency: CAD
Posting Date:				
Document Type:	SF	Document #:		
Company Code:	UOFT			

DEBIT POSTKEY	G/L ACCOUNT	DIRECT CASH, CHEQUES DEPOSIT	AMOUNT	BUSINESS AREA	ASSIGNMENT (DEPT NAME & PHONE #)	TEXT FIELD REQUIRED TRANSIT # (5 DIGITS) AND ACCOUNT # (7 DIGITS) & DATE	
40	350006	CIBC-Cash/Chq/Wire & EFT Deposit		1000			

Add Item

DEBIT POSTKEY	G/L ACCOUNT	DIRECT CREDIT CARD DEPOSIT MERCHANT DESCRIPTION	AMOUNT	BUSINESS AREA	ASSIGNMENT (DEPT NAME & PHONE #)	TEXT FIELD REQUIRED - * NOTE * MERCHANT # - CC TYPE - DATE	
40	350006			1000			X

Total Debits:

Add Item

CREDIT POSTKEY	G/L ACCOUNT	AMOUNT	TAX CODE	BUSINESS AREA	COST CENTER	INTERNAL ORDER	COMMITMENT ITEM	FUNDS CENTER	FUND	TEXT (DESCRIPTION)	
50				1000							X

Total Credits:

CONTACT INFORMATION

Deposit Prepared by:

Faculty/Division:

Address:

Signature of Delegated Signing Authority | Title of Delegated Signing Authority

Phone Number:

Date:

FOR INTERNAL USE ONLY

Clearing Document #

Copies

ONE (1) COPY FOR ORIGINATING DEPARTMENT

ONE (1) COPY TO FINANCIAL SERVICES

Reset Form | Print Form

Cash Receipts:
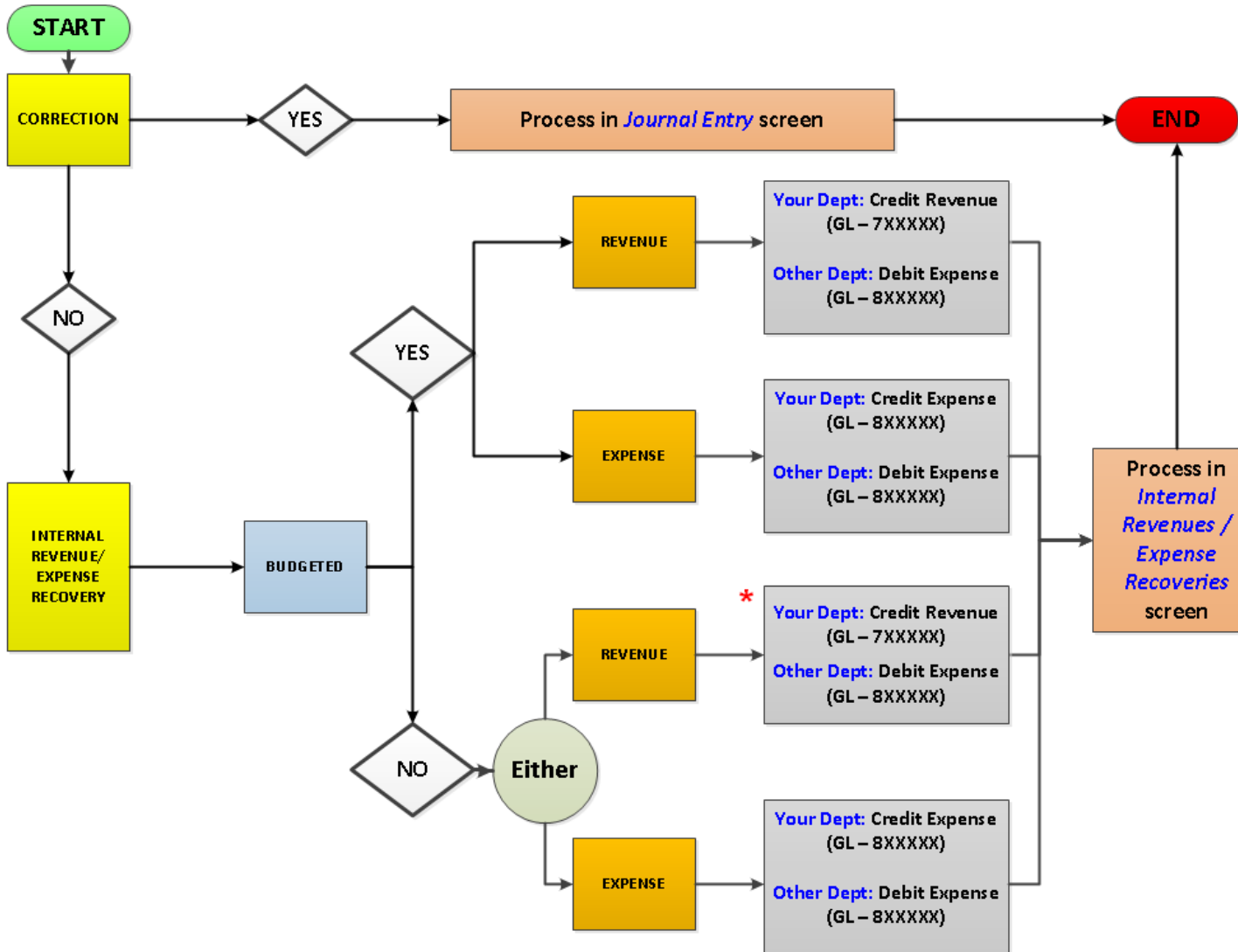# Business Process for Foreign Cheques

When you receive foreign cheques:

1) complete a separate **Internal Cash Receipts Deposit Form**, leaving the amount fields blank **(<u>DO NOT PROCESS in FIS</u>)**

2) attach the foreign cheques to the completed **Internal Cash Receipts Deposit Form**, along with 2 copies and a return envelope

3) Forward to:

Banking Clerk
Financial Services Department
215 Huron Street, 2nd Floor
Telephone: 416-978-2146

These cheques are sent to the bank for collection (for a fee). **Once the cheques clear collections, the Banking Clerk will process the entry in FIS** using the accounts provided by the department**.**

Internal Transaction - Decision Tree

START

CORRECTION → **YES** → Process in *Journal Entry* screen → **END**

↓ **NO**

INTERNAL REVENUE/ EXPENSE RECOVERY → **BUDGETED**

YES:

REVENUE → Your Dept: Credit Revenue (GL – 7XXXXX) / Other Dept: Debit Expense (GL – 8XXXXX)

EXPENSE → Your Dept: Credit Expense (GL – 8XXXXX) / Other Dept: Debit Expense (GL – 8XXXXX)

NO → Either:

REVENUE * → Your Dept: Credit Revenue (GL – 7XXXXX) / Other Dept: Debit Expense (GL – 8XXXXX)

EXPENSE → Your Dept: Credit Expense (GL – 8XXXXX) / Other Dept: Debit Expense (GL – 8XXXXX)

Process in *Internal Revenues / Expense Recoveries* screen → **END**

* NOTE:
To make non-budgeted recovered funds available for spending:

- complete **Budget Transfer/Revision Form** (select "**Supplement**" option) and check your departmental business process to find who to send the form to

- Once form is processed, a revenue budget will be established and your expense budget will increase

Form: Budget Transfer/Revision

http://finance.utoronto.ca/forms/processing/

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Course Objectives

Review:

- Understand when to use Journal Entries

- Process Journal Entries to correct entry errors

- Process an "Internal Revenue/Expense Recovery"

- Display and make changes to a posted document

- Process Monies (e.g., cash, cheques, foreign currency) received by the university

WEB Documentation

- **Documentation & Support**

- **Financial Forms**

- **GTFM Policy & Documentation**

- **Related Training Documentation**

  o **A/P and G/L Account Postings: Troubleshooting**

NEED HELP?

https://easi.its.utoronto.ca/ams-help-form/

Help is a facility for all AMS subsystems:

- Use the WEB form found at the above address

- Select the appropriate AMS module

   (e.g., FIS: FAST Team)

- Complete all the information required on the form

- Click on the **Send it!** button

**Mail box is monitored Monday to Friday
9:00 a.m. - 5:00 p.m.**

FAST Team Contacts

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FIS Standard Curriculum Evaluation:
http://finance.utoronto.ca/fast/fis-training/course-evaluation-fis-training/
FAST website:
http://finance.utoronto.ca/fast/