UNIVERSITY OF TORONTO

| Work Instruction |

| Create Recurring Entry | FBD1 |

When to Use

Use this procedure to create a document that will be automatically processed on a regular basis (e.g. monthly). The recurring entry document schedules a repeated posting of a financial document. Recurring entry documents are currently processed either at mid-month or at month-end depending on the run date specified.

❌ The **Alternate Payee Address** function should not be used in recurring entry documents.

Steps

- Determine the accounts to be posted to (vendor account, general ledger (G/L), Funds Center, Fund (if applicable), and Cost Center or Internal Order.
- Determine the run frequency and the start and end dates for the recurring entry
- Obtain the appropriate authorization
- Save and record the recurring entry document number and file (91xxxxxxxx series).

ℹ️ This is the recurring entry document number. A new financial document number will be created each time the recurring entry is posted.

Menu Path

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

- **Accounting ➔ Financial Accounting ➔ Accounts Payable ➔ Document Entry ➔ Reference Documents ➔ Recurring Document**
- **Accounting ➔ Financial Accounting ➔ General Ledger ➔ Document Entry ➔ Reference Documents ➔ Enter Recurring Entry**

Transaction Code

FBD1

Helpful Hints

- This reference guide illustrates the creation 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 entered 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 entered either on the month-end 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 (**/RECURNG_LST**). If the recurring entry did not post, a manual correction is required – recurring entries are **not** re-run.
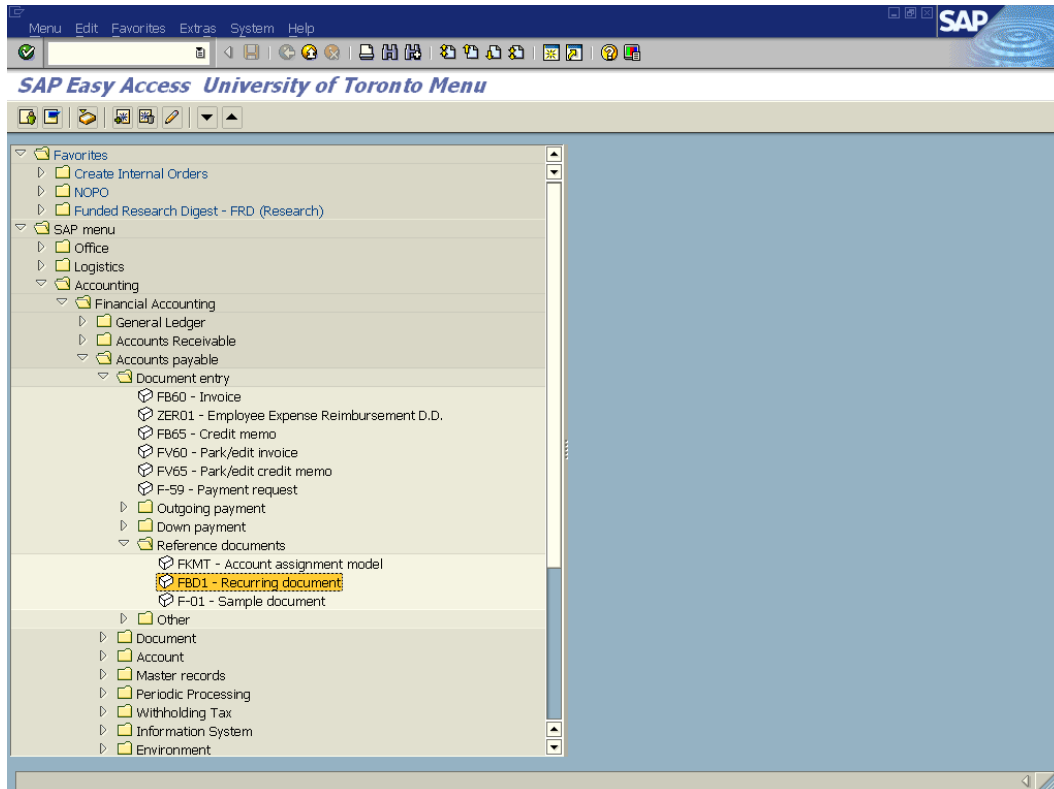
Reference Guide: FI Postings Line Item Report
http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/reporting/lineitems/fipostings.pdf

- Review and revise older long-standing recurring entries whenever the University financial policy or procedures change, such as tax code changes.
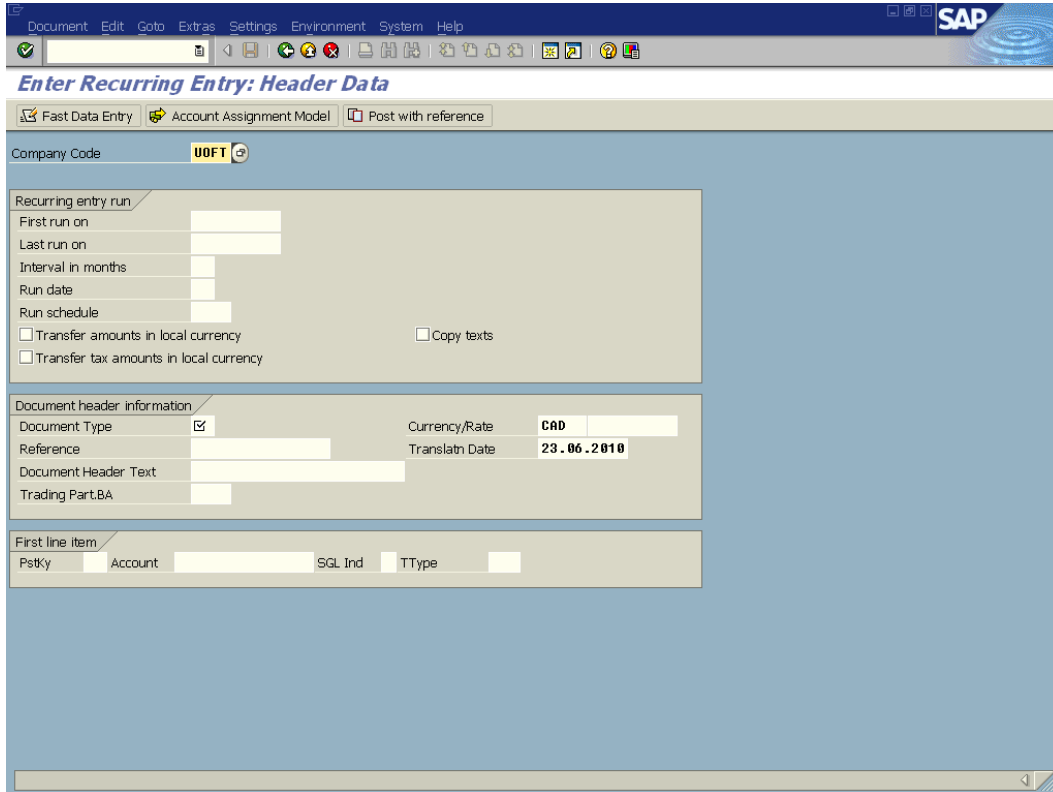
Detailed Procedure

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

SAP Easy Access University of Toronto Menu

2. Double-click FBD1 - Recurring document.

Enter Recurring Entry: Header Data

3.   Complete the following as required:

Field Name	Required/Optional/ Conditional	Description
Company Code	Required	Defaults to UofT. Change only if required.
First run on	Required	The date when the recurring entry postings should begin.
Last run on	Required	The date when the recurring entry postings should end.
Interval in months	Required	The number of monthly intervals between recurring entry runs. **Example:** For monthly runs enter 1, for every 2 months enter 2, for every 3 months (quarterly) enter 3, etc.

Field Name	Required/Optional/ Conditional	Description
Run date	Required	Determines the document and posting dates of the transaction, as well as the entry date. Run dates between 1-15 will be entered 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 entered at month-end with the document date and posting date equal to the run date.
Run schedule	Optional	Do not use.
☐ Copy texts	Optional	By selecting this parameter the recurring entry document long texts (in the document header and line items) are transferred to the actual documents.
Document Type	Required	Document transaction indicator. It determines the document number ranges. More information on the document types and what they mean, see: http://www.finance.utoronto.ca/fast/qrg/nav/amsfisdoctypes.htm **Example:** SA for Journal Entries, KN for Accounts Payable Invoices.
Reference	Required	Used to refer to source document or transaction description.
Document Header Text	Required/Optional	Description of transaction. ⓘ Required for Journal Entries, Optional for Invoices.
Currency/Rate	Required	Defaults to CAD. Use the matchcode button to select a different currency.
Translatn Date	Required	Defaults based on the system generated rate for the current date and is not normally changed. The translation can be used to select an exchange rate based on a specific date. If Canadian leave blank.

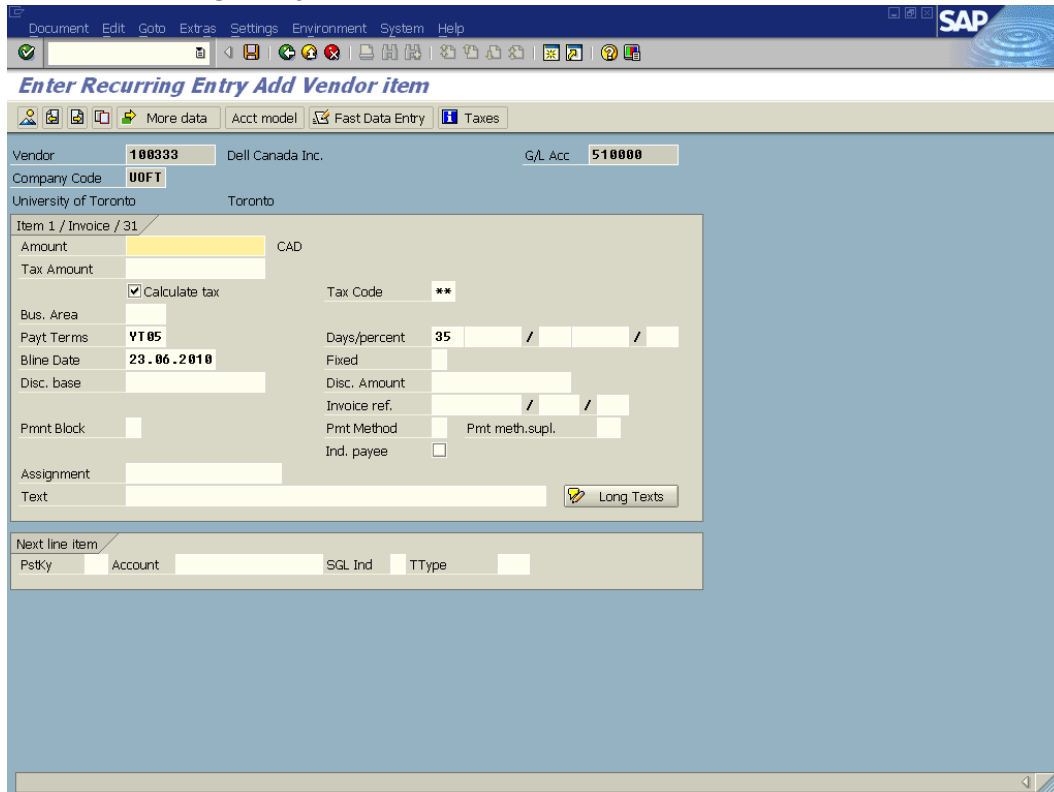| Field Name	Required/Optional/ Conditional	Description
PstKy	Required	Two-digit numeric key that determines the way which the next document line item should be entered. That is, it specifies the account types required, the layout of the subsequent entry screens, and whether the posting is a debit or credit. **Example:** 31 – Credit vendor line item 40 – Debit line item entry 50 – Credit line item entry
Account	Required	A numeric code which identifies a General Ledger (G/L) account, a customer or a vendor. If using post key 31 – the account field requires a vendor account. If using post key 40 or 50 – the account field requires a G/L account.

⚠️ ☐ Transfer amounts in local currency   and
☐ Transfer tax amounts in local currency   are only applicable for recurring entry documents in foreign currencies. Selecting these options would generate documents using the historical exchange rate rather than the current rate to translate actual and tax amounts respectively.

4. Click ✅ to accept the data and go to the *Enter Recurring Entry Add Vendor item* screen.

Enter Recurring Entry Add Vendor item

5. Complete the following as required:

Field Name	Required/Optional/ Conditional	Description
Amount	Required	Line item amount in document currency.
☑ Calculate tax	Required	Defaults to selected and should be left on.
Bus. Area	Required	Defaults from the Cost Center. If no Cost Center defined, 1000 = non-ancillary, 1001 - 1024 = ancillaries. UofT uses business area codes to distinguish the financial activity for each ancillary operating unit (i.e. residences, conferences, parking, food and beverage and real estate) from the rest of the financial activity at UofT (i.e. Operating, Capital and Restricted funds).
Payt Terms	Required	Defaults based on the vendor account number used and should not be changed. Turn around between invoice date and cheque production.

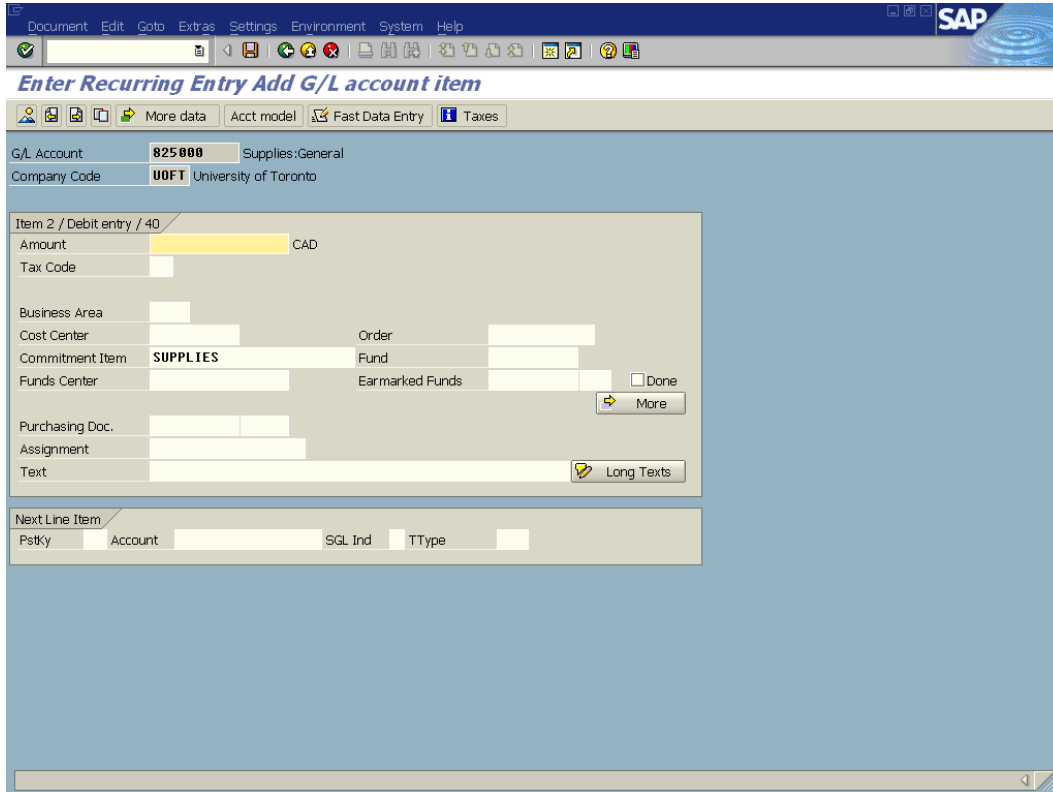| Field Name	Required/Optional/ Conditional	Description
Bline Date	Required	The baseline date defaults from the invoice or document date entered on the Basic data tab and should not be changed.
Days/percent	Required	Do not use.
Assignment	Required	A text field that can be used to track and report on line item postings. Field is case sensitive and allows 18 characters. Previously referred to as the allocation field.
Text	Required	Line item specific explanatory description (e.g. Invoice number, Vendor Name, brief description). **If** previous line item text exists, enter '+' to copy text.
PstKy	Required	Two-digit numeric key that determines the way which the next document line item should be entered. That is, it specifies the account types required, the layout of the subsequent entry screens, and whether the posting is a debit or credit. **Example:** 31 – Credit vendor line item 40 – Debit line item entry 50 – Credit line item entry
Account	Required	A numeric code which identifies a General Ledger (G/L) account, a customer or a vendor. If using post key 31 – the account field requires a vendor account. If using post key 40 or 50 – the account field requires a G/L account.

The **Alternate Payee Address** function should not be used in recurring entry documents.

6. Click ✅ .to accept the data and go to the next line of the *Recurring Entry*.

Enter Recurring Entry Add Vendor item

7. Complete the following as required:

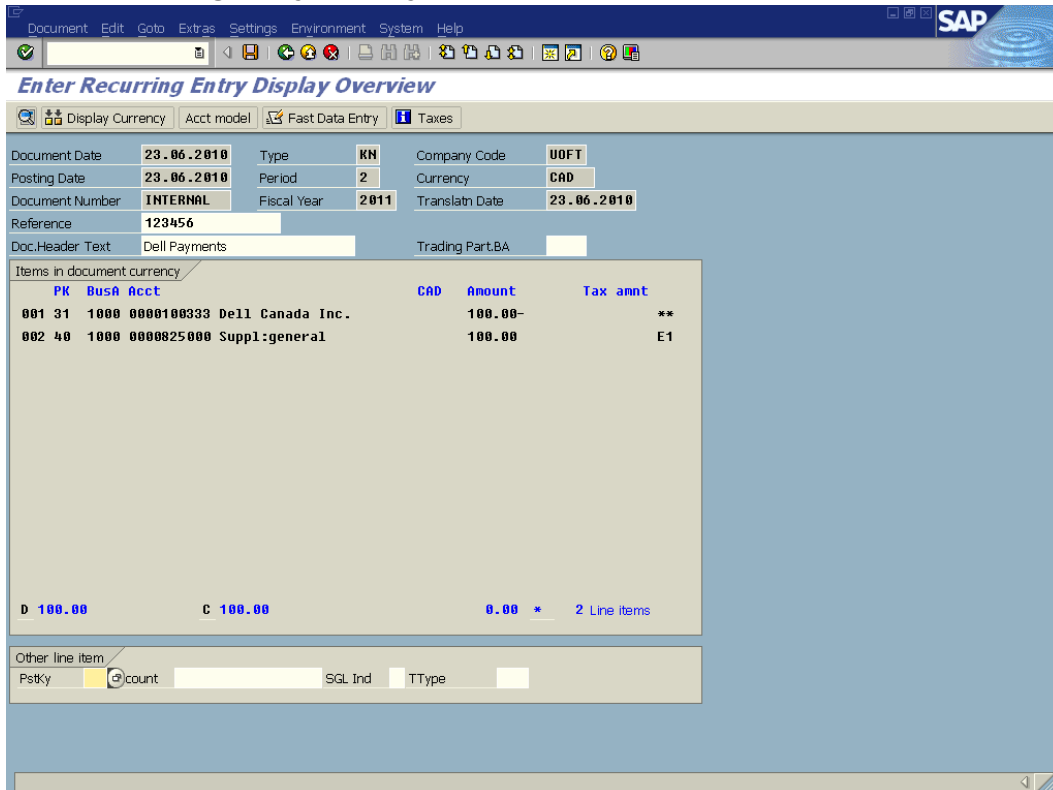| Field Name	Required/Optional/ Conditional	Description
Amount	Required	Line item amount in document currency.
Tax Code	Required	Tax category that identifies the applicable tax rate. A list of frequently used tax codes can be found at: http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/navigating/hstcodes.pdf
Business Area	Required	Defaults from the Cost Center. If no Cost Center defined, 1000 = non-ancillary, 1001 - 1024 = ancillaries. UofT uses business area codes to distinguish the financial activity for each ancillary operating unit (i.e. residences, conferences, parking, food and beverage and real estate) from the rest of the financial activity at UofT (i.e. Operating, Capital and Restricted funds).

Field Name	Required/Optional/ Conditional	Description
Cost Center	Conditional	A five or six digit code that represents an organizational unit or program and tracks activity on a fiscal year basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both.
Commitment Item	Optional	Defaults based on G/L Aused, can be overwritten. An alphabetic code used to (1) group similar G/L Accounts for summary reporting purposes (e.g. Supplies) and (2) segregate budget dollars for special purpose spending (i.e. EXP-UTFA and SPECIALS within a Funds Center or Fund).
Funds Center	Required	A six digit code, starting with "1" or "2" used to record the funding and spending transactions for financial activity reported on a fiscal year basis. (i.e. operating, ancillary, principal investigator (PI), etc.).
Order	Conditional	A six digit code that represents an organizational unit or program and tracks activity on a non-fiscal year basis, i.e. short term or ongoing basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both.
Fund	Conditional	A six digit code, starting with "3" or "4" used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year. (i.e. conference, research, etc.)
Earmarked Funds	Optional	A document entered that reserves budget for expected expenses. Referencing the document number in a financial transaction will reduce the reserved amount. Also referred to as a Manual Reserve.
Earmarked Funds: Document Item	Optional	The appropriate line item on manual reserves with multiple line items. No entry is required for manual reserves with only one line item.
☐Done	Optional	Will set the earmarked funds/funds commitment to done
Purchasing Doc.	Optional	Purchase Order document number.
Assignment	Optional	A text field that can be used to track and report on line item postings. Field is case sensitive and allows 18 characters. Previously referred to as the allocation field.

Field Name	Required/Optional/ Conditional	Description
Text	Required	Line item specific explanatory description (e.g. Invoice number, Vendor Name, brief description). **If** previous line item text exists, enter '+' to copy text.

8. Click ![icon] to go to the *Enter Recurring Entry Display Overview* screen to review the document.

Enter Recurring Entry Display Overview

9. Click ![icon] to post the document. Record the system generated document number on the original document and file.

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: Change a Recurring Entry:
http://finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/chgrecurring.pdf

Reference Guide: Display a Recurring Entry:
http://finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/displayrecurring.pdf

Reference Guide: Invoice Create:
http://finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/create.pdf

Reference Guide: Journal Entry Create:
http://www.finance.utoronto.ca/fast/qrg/je/create.htm