UNIVERSITY OF **TORONTO**

Work Instruction

Display Recurring Entry

FBD3

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:

- **Accounting** ➡ **Financial Accounting** ➡ **Accounts Payable** ➡ **Document** ➡ **Reference Documents** ➡ **Recurring Document** ➡ **Display**
- **Accounting** ➡ **Financial Accounting** ➡ **General Ledger** ➡ **Document** ➡ **Reference Documents** ➡ **Recurring Document** ➡ **Display Recurring Entry**

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 (**/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/grg/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. See the **Additional Functionality** section at the end of this document for more information.
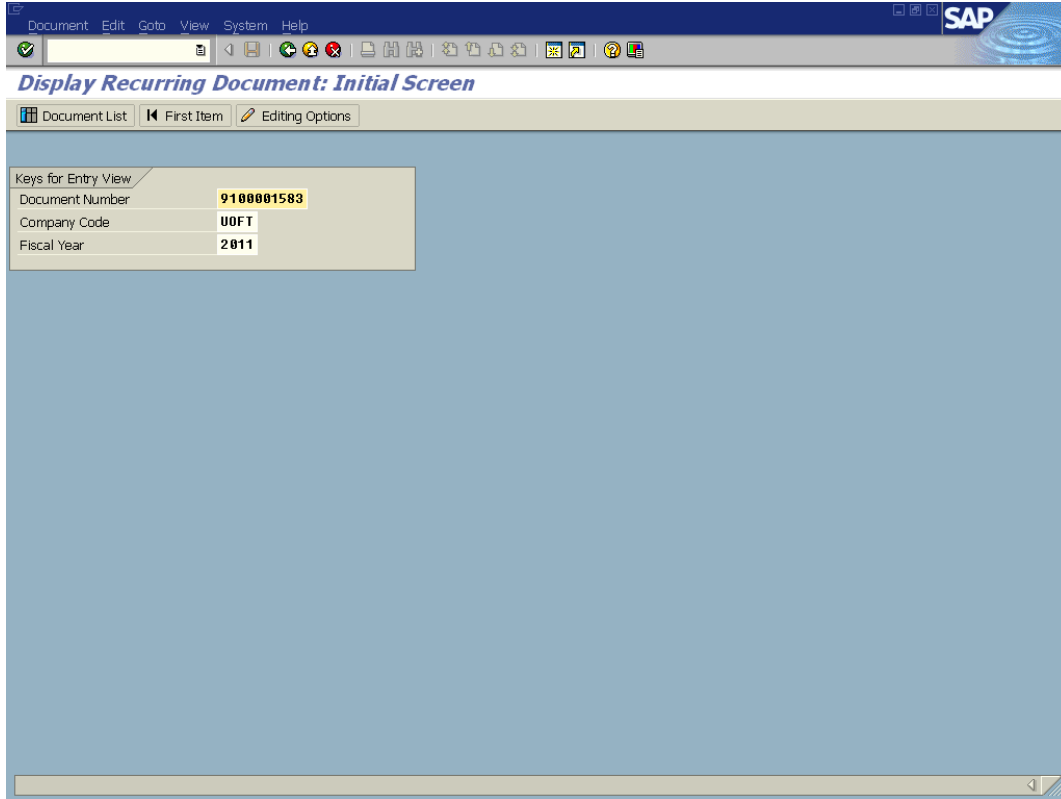
Detailed Procedure

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

SAP Easy Access University of Toronto Menu
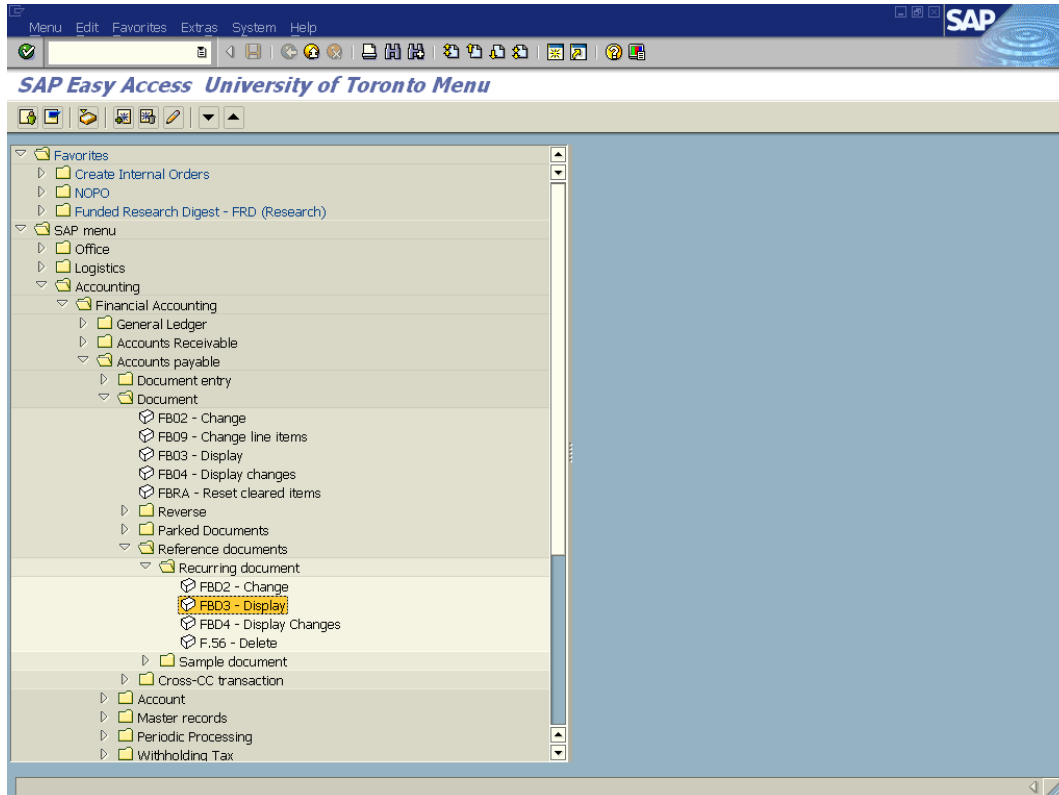
2. Double-click FBD3 - Display .

Display Recurring Document: Initial Screen

3. Display Options:

If You Want To	Go To
Display a document.	Step **4**
Display a list of documents	Step **6**

Display a Document

4. Complete the following as required:
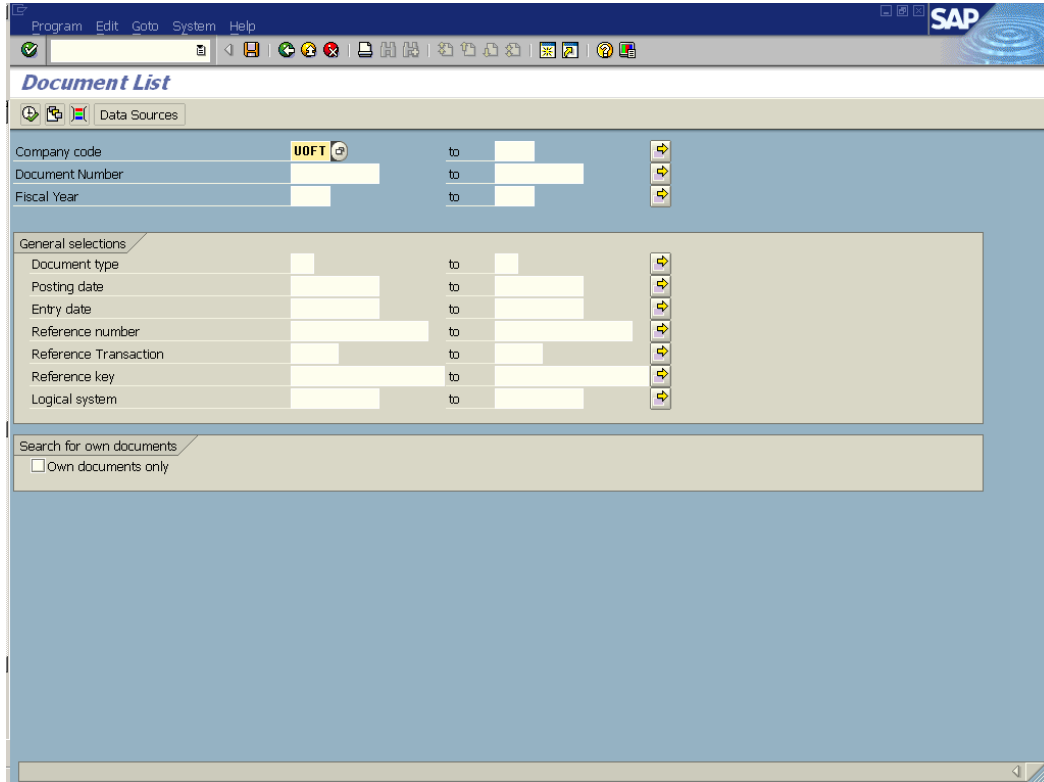
Field Name	Required/Optional/ Conditional	Description
Document Number	Required	AMS assigned number.
Company Code	Required	Defaults to UofT. Change only if required.
Fiscal Year	Optional	The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as "2012" fiscal year).
		ⓘ 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 .

Document List

For a selection screen variant, click [icon] to choose an existing variant.

Reference Guide: Screen Variants:
http://www.finance.utoronto.ca/fast/qrg/nav/commonrptfcns.htm
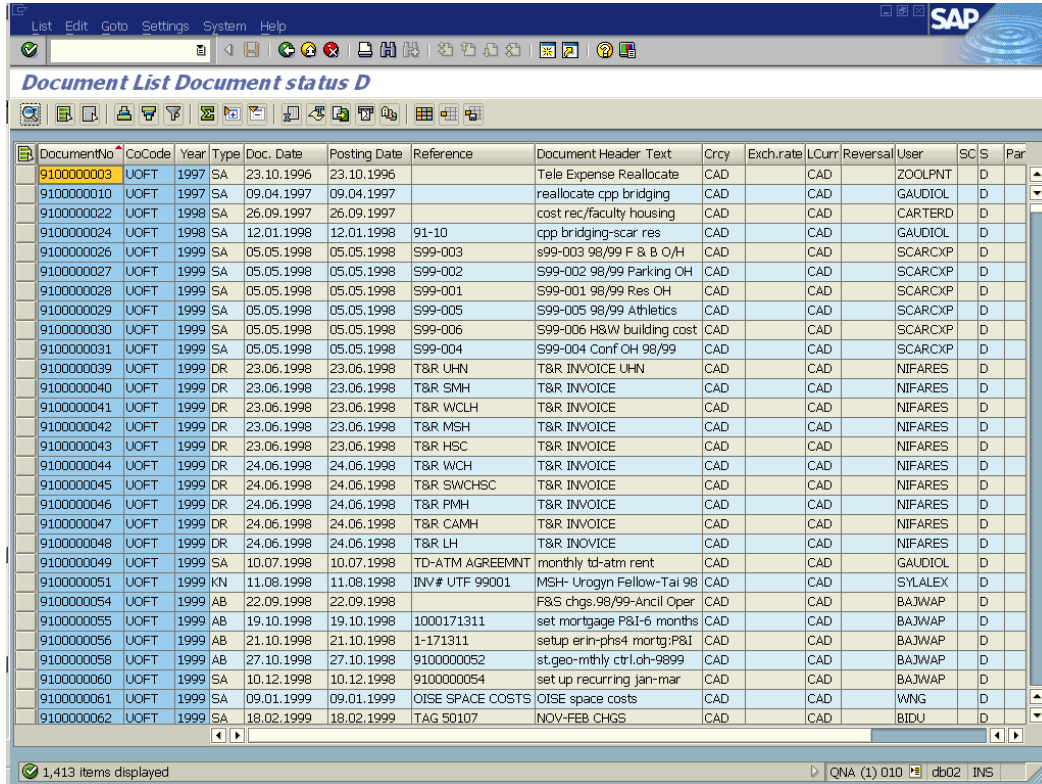
7. Complete the following as required.

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

Field Name	Required/ Optional/ Conditional	Description
Company Code	Required	Defaults to UofT. Change only if required.
Document Number	Optional	AMS assigned number. ℹ️ 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.
Fiscal Year	Optional	The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as "2012" fiscal year). ℹ️ Unless searching for a document created in a particular year, leave this field blank to obtain a list of all recurring documents.

8. Click 🕐 to retrieve the *Document List*.

Document List

DocumentNo	CoCode	Year	Type	Doc. Date	Posting Date	Reference	Document Header Text	Crcy	Exch.rate	LCurr	Reversal	User	SC	S	Par
9100000003	UOFT	1997	SA	23.10.1996	23.10.1996		Tele Expense Reallocate	CAD		CAD		ZOOLPNT		D	
9100000010	UOFT	1997	SA	09.04.1997	09.04.1997		reallocate cpp bridging	CAD		CAD		GAUDIOL		D	
9100000022	UOFT	1998	SA	26.09.1997	26.09.1997		cost rec/faculty housing	CAD		CAD		CARTERD		D	
9100000024	UOFT	1998	SA	12.01.1998	12.01.1998	91-10	cpp bridging-scar res	CAD		CAD		GAUDIOL		D	
9100000026	UOFT	1999	SA	05.05.1998	05.05.1998	S99-003	s99-003 98/99 F & B O/H	CAD		CAD		SCARCXP		D	
9100000027	UOFT	1999	SA	05.05.1998	05.05.1998	S99-002	S99-002 98/99 Parking OH	CAD		CAD		SCARCXP		D	
9100000028	UOFT	1999	SA	05.05.1998	05.05.1998	S99-001	S99-001 98/99 Res OH	CAD		CAD		SCARCXP		D	
9100000029	UOFT	1999	SA	05.05.1998	05.05.1998	S99-005	S99-005 98/99 Athletics	CAD		CAD		SCARCXP		D	
9100000030	UOFT	1999	SA	05.05.1998	05.05.1998	S99-006	S99-006 H&W building cost	CAD		CAD		SCARCXP		D	
9100000031	UOFT	1999	SA	05.05.1998	05.05.1998	S99-004	S99-004 Conf OH 98/99	CAD		CAD		SCARCXP		D	
9100000039	UOFT	1999	DR	23.06.1998	23.06.1998	T&R UHN	T&R INVOICE UHN	CAD		CAD		NIFARES		D	
9100000040	UOFT	1999	DR	23.06.1998	23.06.1998	T&R SMH	T&R INVOICE	CAD		CAD		NIFARES		D	
9100000041	UOFT	1999	DR	23.06.1998	23.06.1998	T&R WCLH	T&R INVOICE	CAD		CAD		NIFARES		D	
9100000042	UOFT	1999	DR	23.06.1998	23.06.1998	T&R MSH	T&R INVOICE	CAD		CAD		NIFARES		D	
9100000043	UOFT	1999	DR	23.06.1998	23.06.1998	T&R HSC	T&R INVOICE	CAD		CAD		NIFARES		D	
9100000044	UOFT	1999	DR	24.06.1998	24.06.1998	T&R WCH	T&R INVOICE	CAD		CAD		NIFARES		D	
9100000045	UOFT	1999	DR	24.06.1998	24.06.1998	T&R SWCHSC	T&R INVOICE	CAD		CAD		NIFARES		D	
9100000046	UOFT	1999	DR	24.06.1998	24.06.1998	T&R PMH	T&R INVOICE	CAD		CAD		NIFARES		D	
9100000047	UOFT	1999	DR	24.06.1998	24.06.1998	T&R CAMH	T&R INVOICE	CAD		CAD		NIFARES		D	
9100000048	UOFT	1999	DR	24.06.1998	24.06.1998	T&R LH	T&R INOVICE	CAD		CAD		NIFARES		D	
9100000049	UOFT	1999	SA	10.07.1998	10.07.1998	TD-ATM AGREEMNT	monthly td-atm rent	CAD		CAD		GAUDIOL		D	
9100000051	UOFT	1999	KN	11.08.1998	11.08.1998	INV# UTF 99001	MSH- Urogyn Fellow-Tai 98	CAD		CAD		SYLALEX		D	
9100000054	UOFT	1999	AB	22.09.1998	22.09.1998		F&S chgs.98/99-Ancil Oper	CAD		CAD		BAJWAP		D	
9100000055	UOFT	1999	AB	19.10.1998	19.10.1998	1000171311	set mortgage P&I-6 months	CAD		CAD		BAJWAP		D	
9100000056	UOFT	1999	AB	21.10.1998	21.10.1998	1-171311	setup erin-phs4 mortg:P&I	CAD		CAD		BAJWAP		D	
9100000058	UOFT	1999	AB	27.10.1998	27.10.1998	9100000052	st.geo-mthly ctrl.oh-9899	CAD		CAD		BAJWAP		D	
9100000060	UOFT	1999	SA	10.12.1998	10.12.1998	9100000054	set up recurring jan-mar	CAD		CAD		BAJWAP		D	
9100000061	UOFT	1999	SA	09.01.1999	09.01.1999	OISE SPACE COSTS	OISE space costs	CAD		CAD		WNG		D	
9100000062	UOFT	1999	SA	18.02.1999	18.02.1999	TAG 50107	NOV-FEB CHGS	CAD		CAD		BIDU		D	

1,413 items displayed   QNA (1) 010 db02 INS
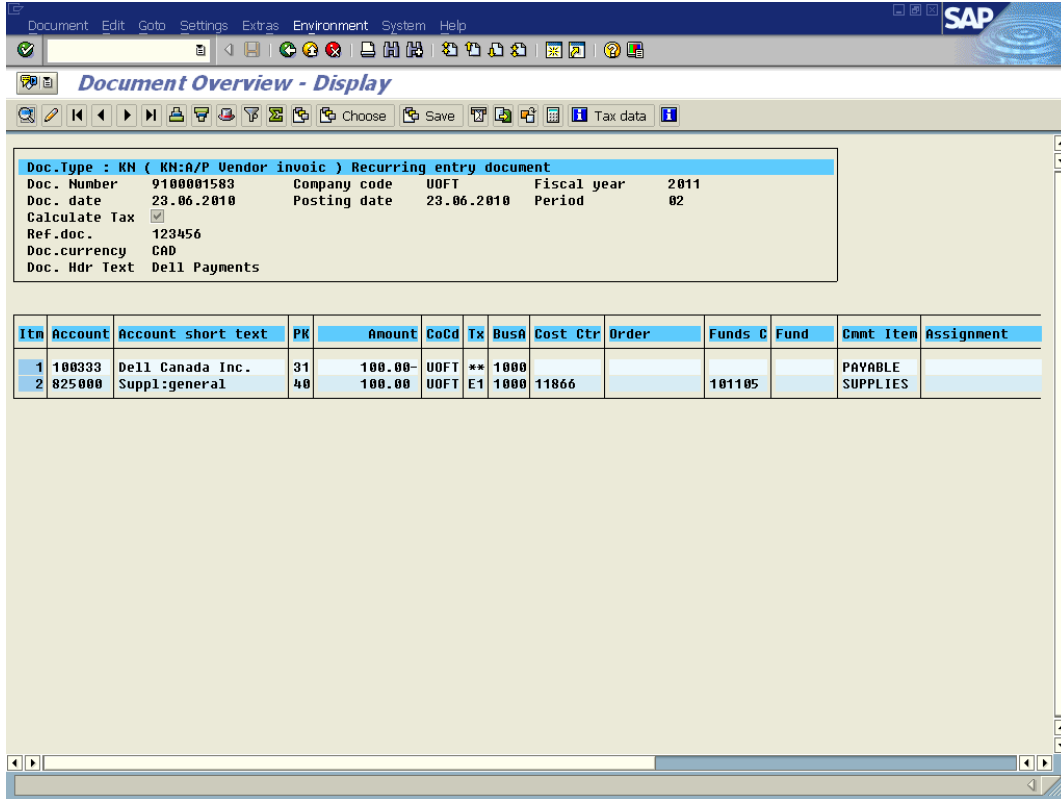
Reference Guide: Line Item Functionality:
http://finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/reporting/common/lifunc.pdf

To display a document, double click the document number

Document Overview - Display

9. Select **Environment ➜ Recurring entry data...** from the menu to open the *Recurring Entry Data* screen to review the **Run Data**.

Display Recurring Document: Rec. entry 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 (ZFIR079) 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:

http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/reporting/lineitems/fipostings.pdf
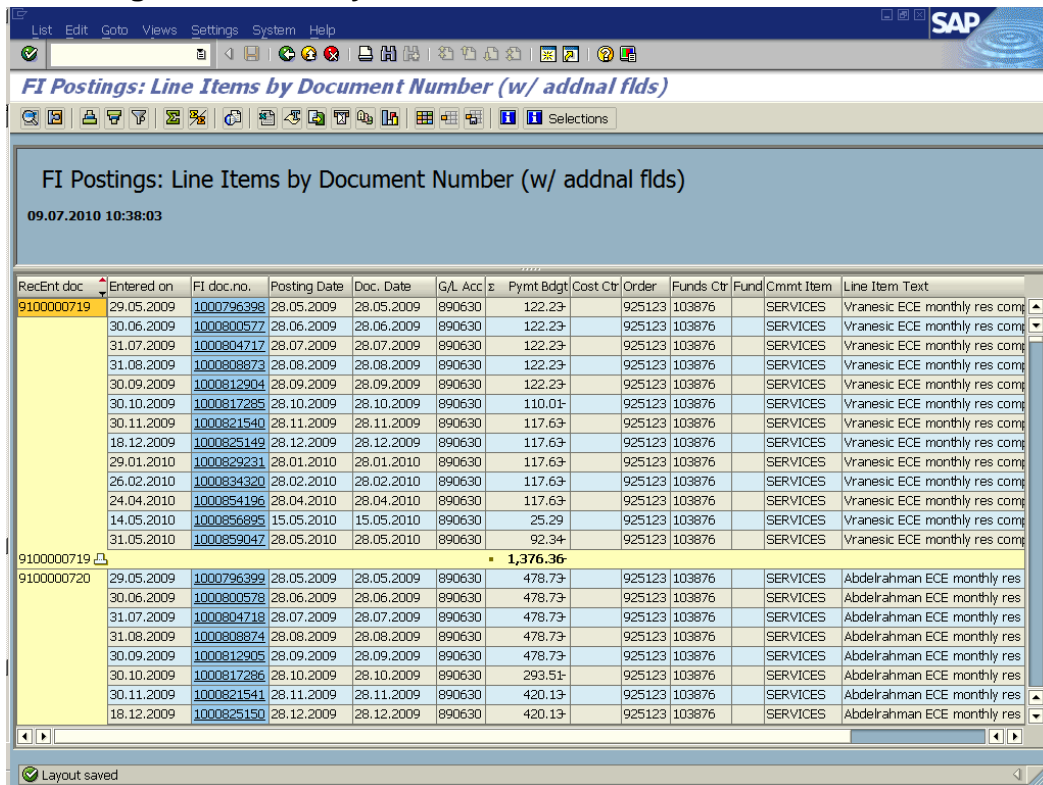
11. Execute the report for the last two fiscal years (e.g. *2010/1 to 2011/12*) using the **/RECURNG_LST** layout variant.

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:
http://finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/createrecurring.pdf

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

Reference Guide: Document Display:
http://finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/docdisplay.pdf