

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 15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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>

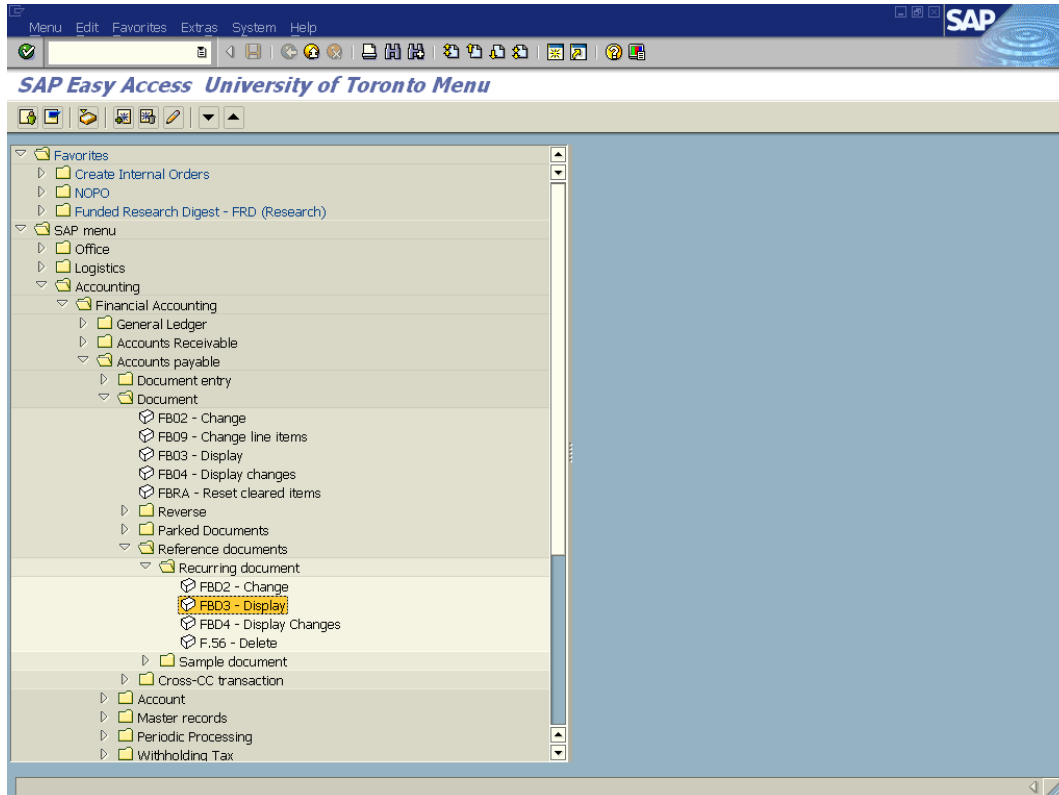


- Review and revise older long-standing recurring entries whenever the University financial policy or procedures change, such as tax code changes. See the **Additional Functionality** section at the end of this document for more information.

## Detailed Procedure

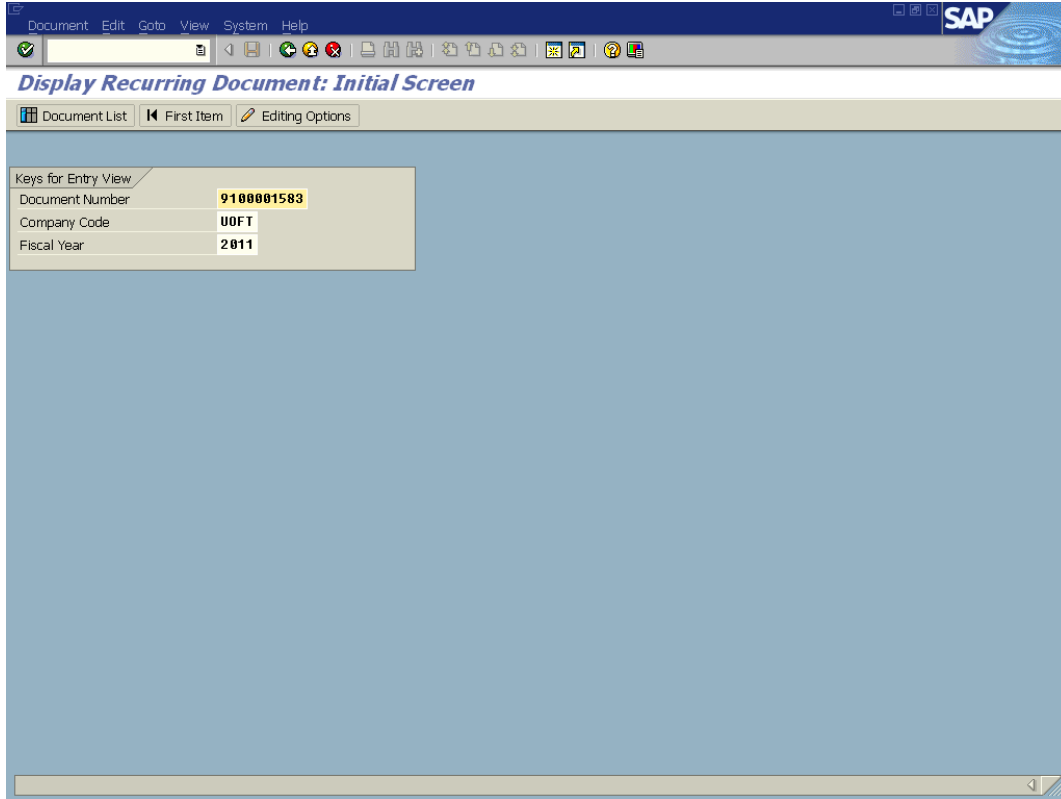
1. Start the transaction using the menu path or transaction code.

### 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.	<a href="#">Step 4</a>
Display a list of documents	<a href="#">Step 6</a>

## Display a Document

4. Complete the following as required:

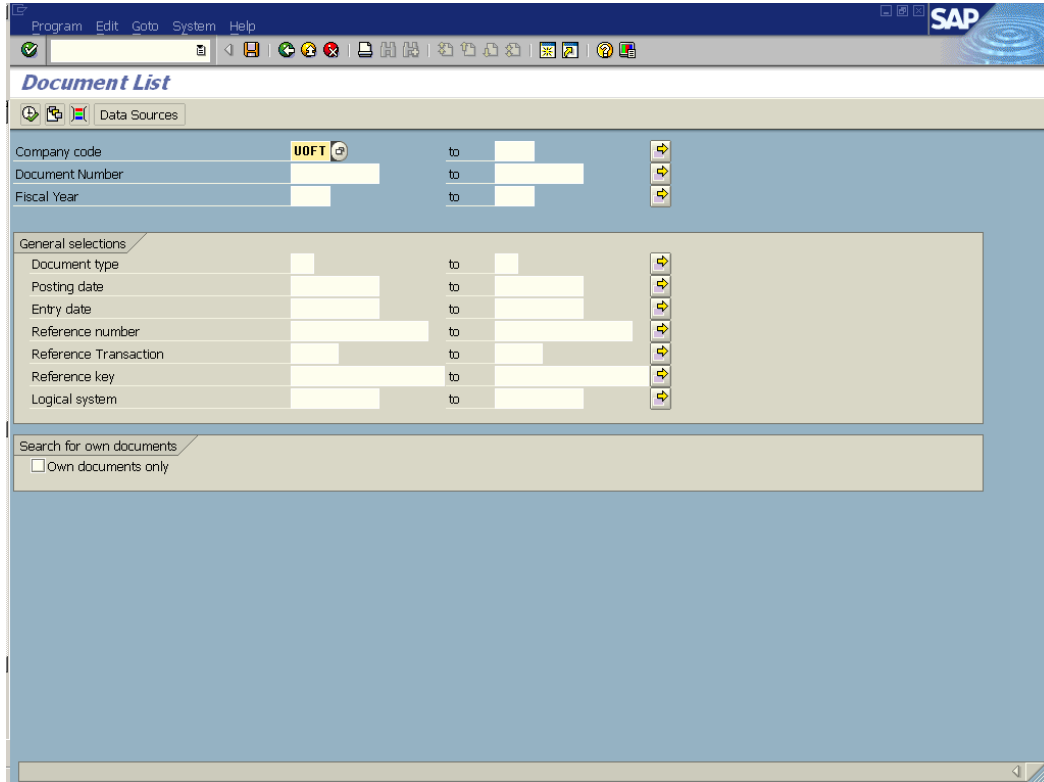
Field Name	Required/Optional/Conditional	Description
Document Number	Required	AMS assigned number.
Company Code	Required	Defaults to UofT. Change only if required.
Fiscal Year	Optional	<p>The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect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

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



The screenshot shows the SAP Document List screen. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Document List' and contains several input fields for filtering documents. The fields are organized into sections: 'Company code', 'Document Number', 'Fiscal Year', 'General selections', and 'Search for own documents'. Each field has a 'to' field and a selection icon. The 'Company code' field is set to 'UOFT'. The 'General selections' section includes fields for 'Document type', 'Posting date', 'Entry date', 'Reference number', 'Reference Transaction', 'Reference key', and 'Logical system'. The 'Search for own documents' section has a checkbox labeled 'Own documents only'.



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





Reference Guide: Screen Variants:

<http://www.finance.utoronto.ca/fast/qrg/nav/commonrptfncs.htm>

7. Complete the following as required.

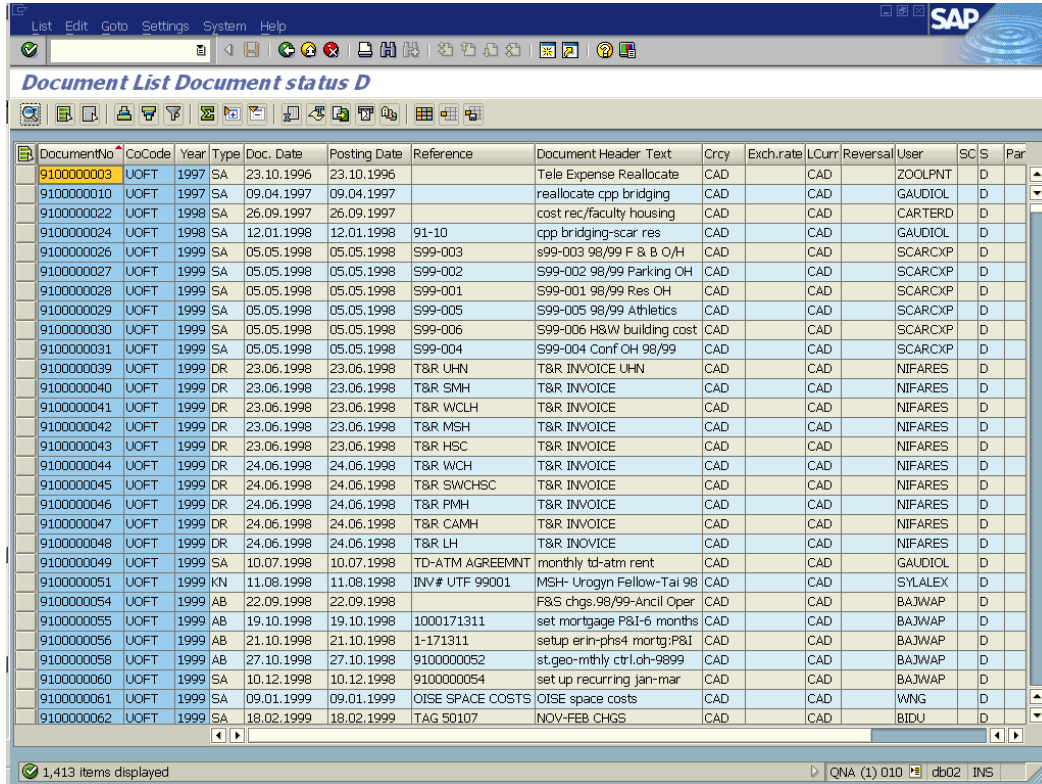


At least one field from the *General Selections* section must be completed.

Field Name	Required/ Optional/ Conditional	Description
Company Code	Required	Defaults to UofT. Change only if required.
Document Number	Optional	AMS assigned number.   Recurring entry documents are in the range 9100000000 to 9199999999. If the recurring entry document numbers are unknown see <b>the Additional Functionality</b> 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).   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 INVOICE	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-Tal 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.ch-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		



Reference Guide: Line Item Functionality:

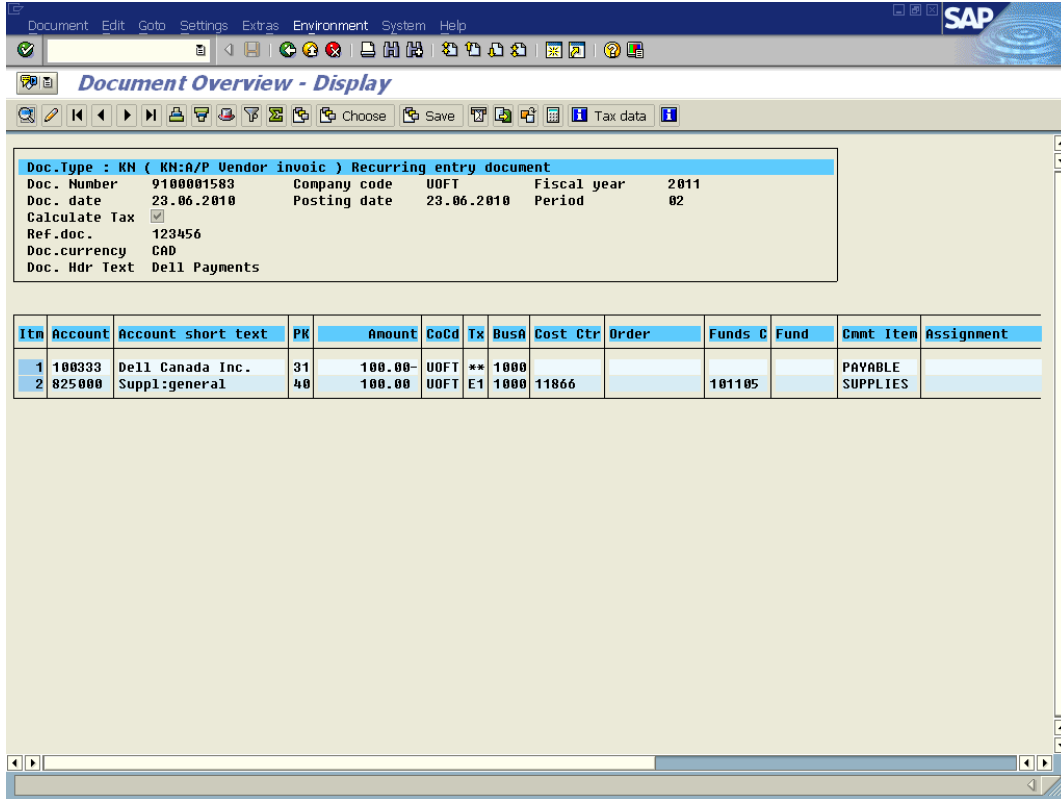
<http://finance.utoronto.ca/Assets/Finance+Digital+Assets/grg/reporting/common/lifunc.pdf>



To display a document, double click the document number



### Document Overview - Display



The screenshot shows the SAP 'Document Overview - Display' window. The title bar includes 'SAP' and the menu bar contains 'Document', 'Edit', 'Goto', 'Settings', 'Extras', 'Environment', 'System', and 'Help'. The toolbar has various icons for navigation and actions. The main content area displays document details and a line item table.

**Document Details:**

<b>Doc.Type : KN ( KN:A/P Vendor invoice ) Recurring entry document</b>					
Doc. Number	9100001583	Company code	UOFT	Fiscal year	2011
Doc. date	23.06.2010	Posting date	23.06.2010	Period	02
Calculate Tax	<input checked="" type="checkbox"/>				
Ref.doc.	123456				
Doc.currency	CAD				
Doc. Hdr Text	Dell Payments				

Itm	Account	Account short text	PK	Amount	CoCd	Tx	BusA	Cost Ctr	Order	Funds C	Fund	Cmnt Item	Assignment
1	100333	Dell Canada Inc.	31	100.00-	UOFT	**	1000					PAYABLE	
2	825000	Suppl:general	40	100.00	UOFT	E1	1000	11866		101105		SUPPLIES	

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

Display Recurring Document: Rec. entry data	
Document Number	9100001583
Company Code	UOFT
Fiscal Year	2011
Recurring entry run	
First run on	23.06.2010
Last run on	23.06.2011
Next run on	25.06.2010
Interval in months	1
Run date	25
Run schedule	
Number of runs	0
<input type="checkbox"/> Deletion indicator	
Control	
<input type="checkbox"/> Transfer amounts in local currency	
<input type="checkbox"/> Transfer tax amounts in local currency	
<input type="checkbox"/> Copy texts	
<input checked="" type="checkbox"/> <input type="checkbox"/>	

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.

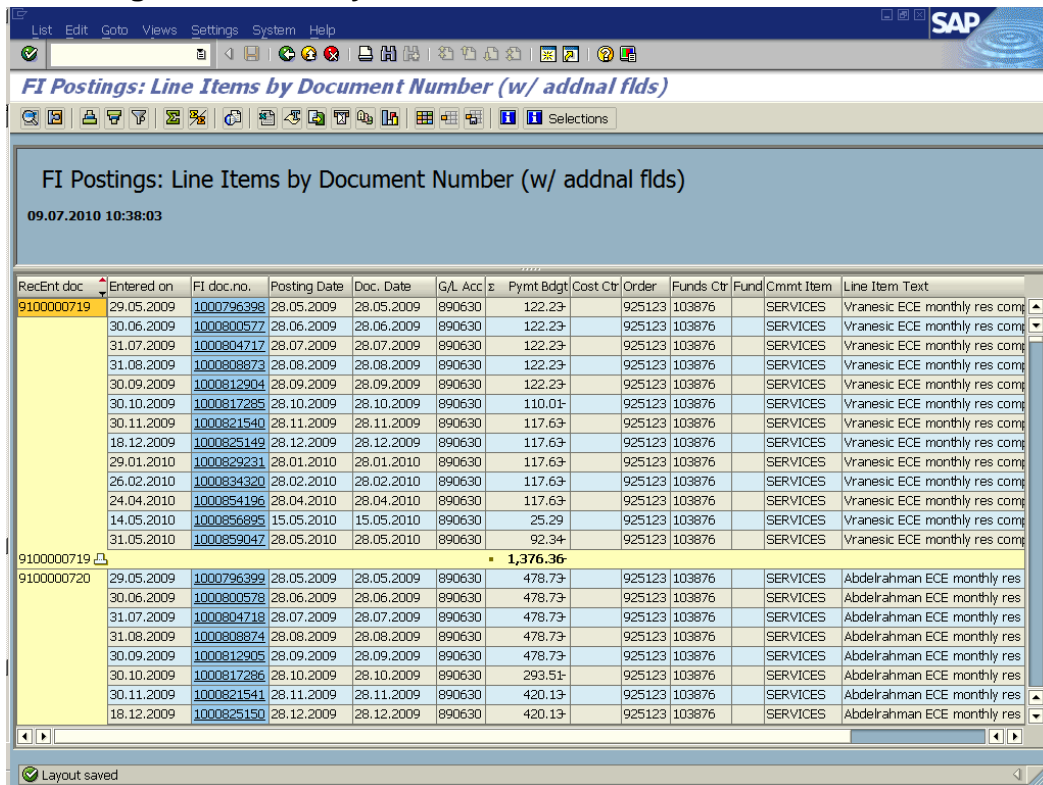


Reference Guide: FI Postings Line Item Report:

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/grg/reporting/lineitems/fipostings.pdf>

- 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 screenshot shows the SAP report 'FI Postings: Line Items by Document Number (w/ addnal flds)'. The report displays a table with columns: RecEnt doc, Entered on, FI doc.no., Posting Date, Doc. Date, G/L Acc, Pymt Bdg, Cost Ctr, Order, Funds Ctr, Fund, Cmnt Item, and Line Item Text. The data is grouped by document number (9100000719 and 9100000720). A total row for document 9100000719 shows a value of 1,376.36.

RecEnt doc	Entered on	FI doc.no.	Posting Date	Doc. Date	G/L Acc	Pymt Bdg	Cost Ctr	Order	Funds Ctr	Fund	Cmnt Item	Line Item Text
9100000719	29.05.2009	1000796398	28.05.2009	28.05.2009	890630	122.23		925123	103876		SERVICES	Vranesic ECE monthly res comp
	30.06.2009	1000800577	28.06.2009	28.06.2009	890630	122.23		925123	103876		SERVICES	Vranesic ECE monthly res comp
	31.07.2009	1000804717	28.07.2009	28.07.2009	890630	122.23		925123	103876		SERVICES	Vranesic ECE monthly res comp
	31.08.2009	1000808873	28.08.2009	28.08.2009	890630	122.23		925123	103876		SERVICES	Vranesic ECE monthly res comp
	30.09.2009	1000812904	28.09.2009	28.09.2009	890630	122.23		925123	103876		SERVICES	Vranesic ECE monthly res comp
	30.10.2009	1000817286	28.10.2009	28.10.2009	890630	110.01		925123	103876		SERVICES	Vranesic ECE monthly res comp
	30.11.2009	1000821540	28.11.2009	28.11.2009	890630	117.63		925123	103876		SERVICES	Vranesic ECE monthly res comp
	18.12.2009	1000825149	28.12.2009	28.12.2009	890630	117.63		925123	103876		SERVICES	Vranesic ECE monthly res comp
	29.01.2010	1000829231	28.01.2010	28.01.2010	890630	117.63		925123	103876		SERVICES	Vranesic ECE monthly res comp
	26.02.2010	1000834320	28.02.2010	28.02.2010	890630	117.63		925123	103876		SERVICES	Vranesic ECE monthly res comp
	24.04.2010	1000854196	28.04.2010	28.04.2010	890630	117.63		925123	103876		SERVICES	Vranesic ECE monthly res comp
	14.05.2010	1000856895	15.05.2010	15.05.2010	890630	25.29		925123	103876		SERVICES	Vranesic ECE monthly res comp
	31.05.2010	1000859047	28.05.2010	28.05.2010	890630	92.34		925123	103876		SERVICES	Vranesic ECE monthly res comp
9100000719						<b>1,376.36</b>						
9100000720	29.05.2009	1000796399	28.05.2009	28.05.2009	890630	478.73		925123	103876		SERVICES	Abdelrahman ECE monthly res
	30.06.2009	1000800578	28.06.2009	28.06.2009	890630	478.73		925123	103876		SERVICES	Abdelrahman ECE monthly res
	31.07.2009	1000804718	28.07.2009	28.07.2009	890630	478.73		925123	103876		SERVICES	Abdelrahman ECE monthly res
	31.08.2009	1000808874	28.08.2009	28.08.2009	890630	478.73		925123	103876		SERVICES	Abdelrahman ECE monthly res
	30.09.2009	1000812905	28.09.2009	28.09.2009	890630	478.73		925123	103876		SERVICES	Abdelrahman ECE monthly res
	30.10.2009	1000817286	28.10.2009	28.10.2009	890630	293.51		925123	103876		SERVICES	Abdelrahman ECE monthly res
	30.11.2009	1000821541	28.11.2009	28.11.2009	890630	420.13		925123	103876		SERVICES	Abdelrahman ECE monthly res
	18.12.2009	1000825150	28.12.2009	28.12.2009	890630	420.13		925123	103876		SERVICES	Abdelrahman ECE monthly res

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>