UNIVERSITY OF TORONTO

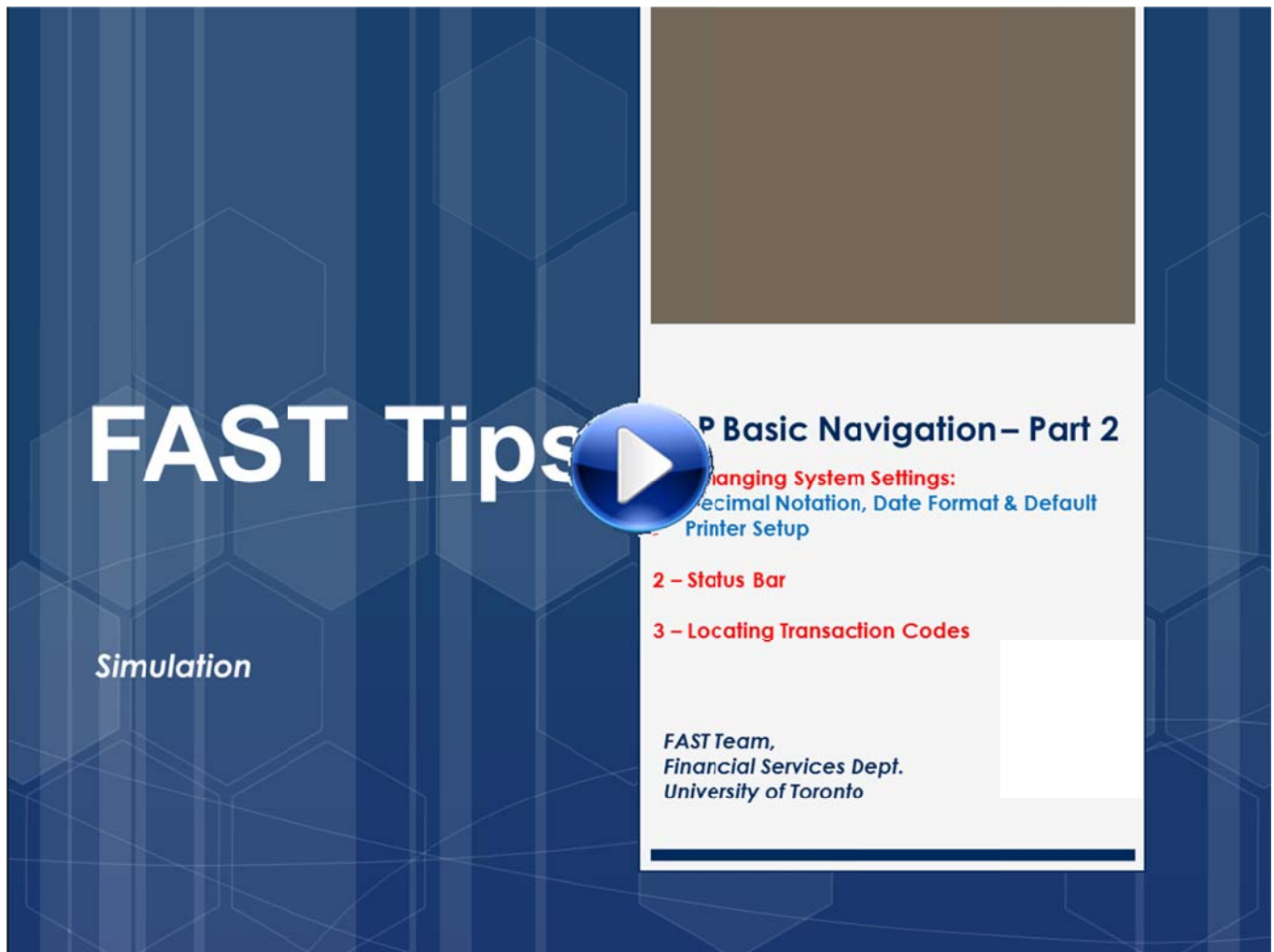## Financial Services Department

FAST Tips

Simulation: Tips & Tricks on navigating in SAP – Part 2

Watch this demonstration to learn some tips and tricks that will help you save time and effectively navigate within SAP.

Learn More:

- [Standard Curriculum – Overview Course](#)
- [FAST Team Website](#)

Staying with Friends/Family and Claiming Gratuitous Accommodations? Don't forget to get a receipt?

When lodging is provided by friends and relatives, it assists both the traveller and the University in maintaining low travel expenses. A gift or payment in appreciation may be made up to the current gratuitous lodging allowance which is **$30.00 per night**. No hotel expenses may be claimed for the same time period.

If providing a gift the original vendor receipt including proof of payment should be included with the expense reimbursement claim. Alternatively, if providing a payment a receipt acknowledging payment of the lodging allowance from the friend or relative of the traveller should be provided.

Learn More:

- [GTFM: Expense Reimbursements – Gratuitous Accommodations](#)
- [GTFM: Expense Reimbursements – Reimbursement Rates](#)

FAST FLASHBACK: When should I use the Journal Entry trans action (FB50) versus the Internal Revenues/Expense Recoveries transaction (ZIR01)?

1. **Journal Entry (FB50)** – Document Type **SA**
   Use when correcting a previously posted transaction in which one or more of the following pieces of information are incorrect or missing:
   - G/L account
   - Funds Center/Fund
   - Commitment Item
   - Cost Center/Internal order
   - Tax Code
   - Earmarked Fund

   Note: Changes to the Text or Assignment field are made through the Change Document (FB02) transaction.

2. **Internal Revenues/Expense Recoveries** (ZIR01) – Document Type **SI**
   Use when recording internal revenues or internal expense recoveries between UofT departments or units including:
   - Sales of goods/services (e.g. lab services)
   - Recovery of expenses already paid for via invoice (e.g. supplies)
   - Shared costs associated with common expenses (e.g. equipment, staff salaries/benefits)

   Note: There are no taxes charged or calculated on Internal Revenues/Expense Recoveries, therefore the tax codes J9 (expense) or S9 (revenue) will automatically default based on the G/L entered.

Learn More:

- **GTFM Policy:** Internal Revenues & Internal Expense Recoveries
- **Training Documentation:** G/L Account Postings – Basic Data Entry (slide 23)
- **Reference Guide**: Journal Entry Create
- **Reference Guide**: Internal Revenues/Expense Recoveries

Requesting Ideas for FAST Tips Articles and Simulations!

We are always looking for fresh ideas from our readers.

If you have any suggestions for FAST Tip articles or simulations, **send us your input in the feedback link below!**

FEEDBACK

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS)

*LOCATION***:** 256 McCaul St.

Thursday, August 10th	**room 103**	11:30am – 1pm	**FIS & HRIS**
Wednesday, August 23rd	**room 103**	12:30pm – 2pm	**FIS**

TRAINING

- **Workshop:** Managing Travel Expense - **REGISTER**
  Friday, August 11, 2017 (9:30am – 11:30am)

- **Workshop:** Managing Refundable Deposits - **REGISTER**
  Thursday, August 31, 2017 (1:30pm – 3:30pm)

- FIS Training Calendar

- FAST Tips Newsletter - Archive

FAST STAFF

- Financial Advisory Services & Training (FAST)

- Subscribe to AMS Listserv