

## EXERCISE 3

<b>Scenario</b>	Your department pays all the expenses related to the photocopier located on your floor. It is also used by two other departments. There is an agreement in place that states that the depts. will equally share all the costs of the photocopier. You need to recover, as revenue, 2/3rds of the total costs. The total cost for the period is \$12,975 (after tax rebates).
-----------------	--

Account numbers to be used in this transaction:

**Your Dept:** CC 11042 / FC 119820

**Dept 1:** CC 11040 / FC 119818

**Dept 2:** CC 11041 / FC 119819

1. **Review the form** marked **Demo/Exercise 3** (**BEFORE** you start to enter the transaction) to show the proper entries needed to recover the expenses.
2. Process the transaction in FIS and record the document number on the form.

### HINTS

**QRG:** Internal Revenues / Expense Recoveries