

### Finding CC/IO, FC mismatched postings

The steps in the “Monthly Reconciliation Tips” have been followed and posting errors were not showing up in the reports, now what?

Difficult to find mismatched postings between CC+IO and FC are most commonly caused by, but are not limited to;

- 1) an Invoice Receipt for a U-Source order not being processed in the same month or fiscal year as the Goods Receipt and/or
- 2) Payroll correction being posted in a different month/fiscal year than the error occurred.

Finding U-Source issues;

Monthly posting difference,

Run “Statement of Account” report for the month being reconciled, begin by looking at all “Outstanding Commitments” that are related to a U-Source (PO 37\* series) order and determine if a Goods Receipt has been posted against these Purchase Orders by reviewing the Purchase Order History tab in the Purchase Order Display for “each line item”. If this tab is not available, there has not been a Goods Receipt posted for this item.

If there has been a Goods Receipt posted but not an Invoice Receipt (same tab) this will cause an imbalance in the accounts. Goods Receipts post to Cost Center/Internal Order, Invoice Receipts post to Funds Center. If these two entries do not occur in the same month the CC+IO will not balance with FC.

Fiscal Year posting difference,

Open two SAP sessions, First Session - Run report “ZSO1” CC report or “ZSO3” CC+IO report, display using the “column” format. Second Session - Run report “ZFIR079” FI Posting Line Item report subtotal by GL. Compare the total of each GL and investigate any account that has a different total. Drill down on the CC/IO report to find the individual entries to compare with FC report.

When an entry is located in one report but not the other, further investigation is required. When was this posted? Have I accounted for this entry already? Is this a U-Source, payroll or other type of entry? Continue to drill down on the entry until the source is discovered. If it is a U-Source entry the PO number will be obtainable, find and display the PO and search the “PO History” tab, note the date of the GR and IR of each item, if these are in different Fiscal Years it will cause an imbalance in the accounts. Record the amount of the Invoice Receipt as a reconciling item. (This will be a reconciling item for the remainder of the Fiscal Year).

Any reconciling item found will need to be recorded in the “forecast” column of the quarterly forecast; negative for monthly IR difference, positive for fiscal year IR difference.

How to correct;

All U-Source Goods Receipt that have not been paid within one month should be reported to Procurement at [purchasing.help@utoronto.ca](mailto:purchasing.help@utoronto.ca) requesting the invoice receipt be processed detailing; vendor, purchase order number, goods receipt document number and date goods receipt processed.

Finding Payroll correcting entries;

Run the most current Payroll Distribution Report, to view the report in excel format click "Download" button (select "table", "microsoft excel"). Review the report for any CC or IO that does not belong to your department.

Check the column "Fiscal Sal", is there a total in this column belonging to the CC or IO that does not belong to the CFC?

Yes, when did the posting occur?

This month (temp/recurr sal), or a previous month (only fiscal sal)?

Note the amount; this will become a reconciling item between CC+IO and CFC.

To determine if this is a correction for a previous fiscal year run the April Payroll Report from last year and review the report for the same CC or IO information.

If this is not a correction from last year;

Notify Payroll that an account number error has been made and supply them with the correct account numbers, the correction should appear on the following months report.

If the payee does not belong to your department, notify payroll of the error so that they can investigate the error and determine the correct numbers to post.

If this is a correction from last year;

Note the amount as a reconciling item for the remainder of the year.