

FINANCIAL INFORMATION SYSTEM

FIS Standard Curriculum

**Logistics Part 2:
Goods Receipts and Invoice
Receipts**

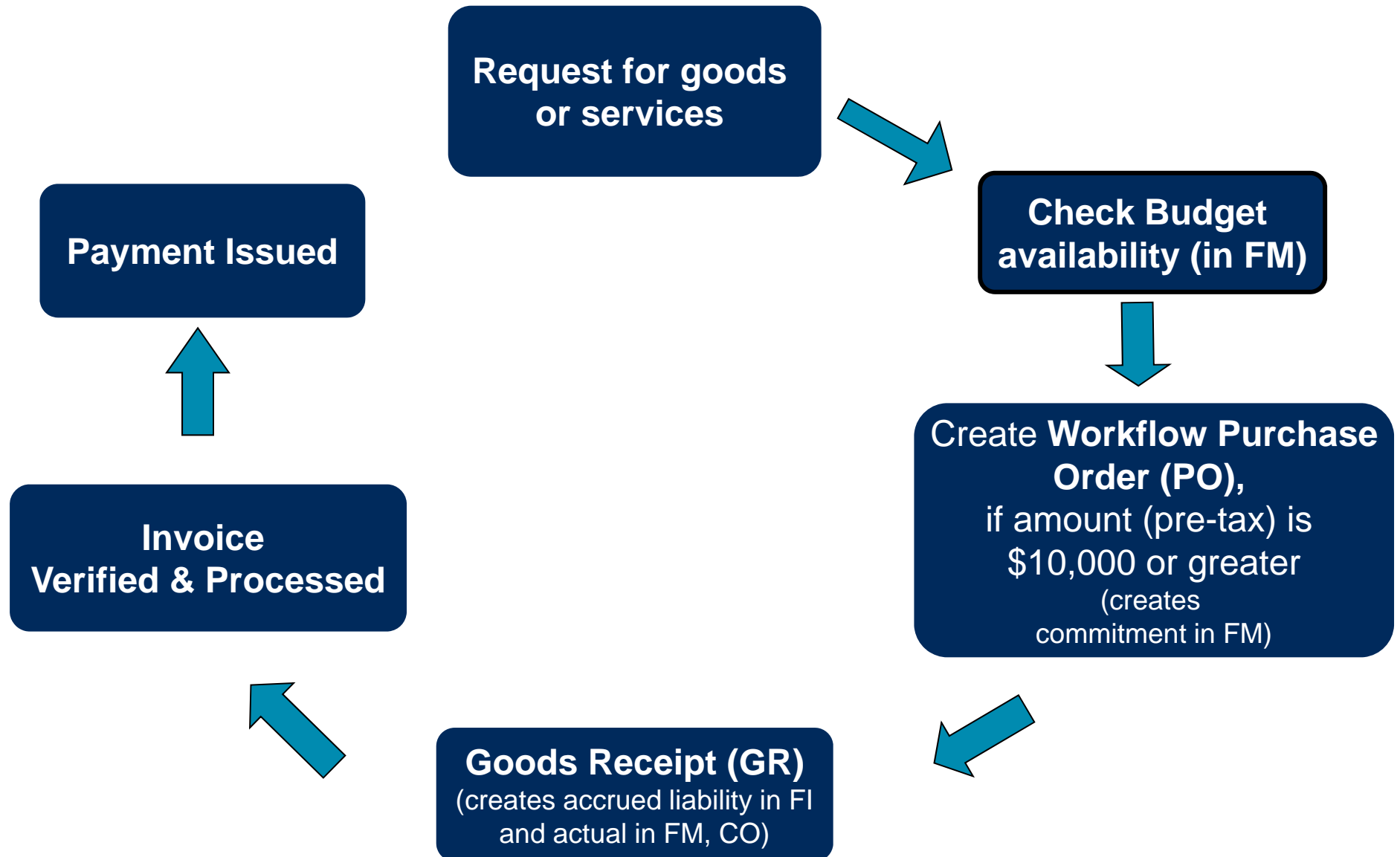


Course Objectives

This course will help you:

- Understand when to create Goods Receipts and Invoice Receipts
- Process Goods Receipts and Invoice Receipts
- Make adjustments to Goods Receipts and Invoice Receipts
- Finalize and cancel PO for outstanding quantities once a GR/IR is created

Overview of Purchasing Cycle



GR – What is it?

- indicates goods and/or services have been received (as specified in the P.O. document).
- can refer to either the entire P.O. or parts of it (i.e., partial shipment).
- is recorded on the **Purchase Order History** tab within the P.O., which provides a tracking mechanism indicating the status of the goods.
- Records as:
 - an **accrued liability** in **Financial Accounting**
 - an **actual** expense to the **Cost Center** or **Internal Order** in **Controlling** as well as Funds Center or Funds Center/Fund combination in **Funds Management (i.e., releases commitment)**

Note: As of September 1st, GR now posts as an actual to the FC or FC/Fund in Funds Management. This document will appear in Monthly Statement Accounts and all other FM reports.

GR – The Business Process

- Step 1:** Confirm goods delivered is related to a PO
- Step 2:** Verify the packing slip or delivery note information provided by vendor. If no **packing slip** is included, create your own **receiving/material report**.
- Step 3:** Recipient acknowledges that goods or services are in acceptable condition
- Step 4:** Create GR in FIS
- Step 5:** Record FIS GR document number on your supporting document
- Step 6:** File document(s) in accordance with **UofT File Plan**

Receiving Report

If goods are received without a packing slip, departments are required to create a **Receiving Report** as a substitute. The Receiving Report acts as the source document when processing a Goods Receipt.

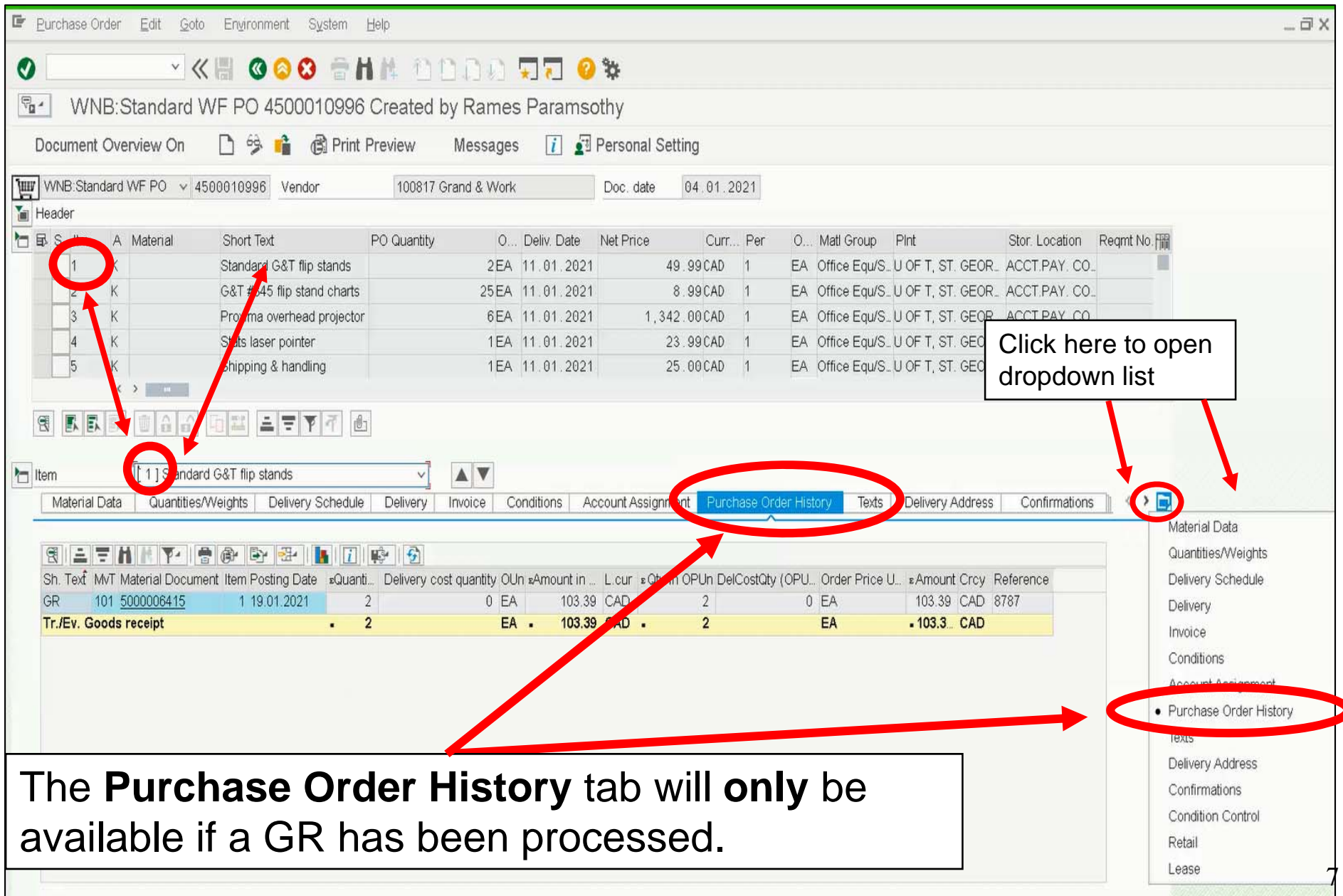
When creating a receiving report, it must include:

- Supplier's name and address
- Receiving location (e.g., department's street address, building, room number)
- Quantity received
- Description of all items received
- Signature (and printed name) of the individual who inspected the goods
- Purchase Order number
- Is this a partial shipment?
- Indication that the goods have been received in good condition or are to be returned to the vendor, and if so, include a short explanation of the reason for the return
- Document number provided by the system once goods receipt is posted

GTFM Policy: Receiving Report

- <http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/purchase-order-invoices/#receiving>

GR - Purchase Order History Tab



The screenshot shows the SAP Purchase Order History tab for a purchase order. The interface includes a menu bar, a toolbar, and a main content area. The main content area is divided into a header section and a table section. The header section contains a table with columns for Item, Material, Short Text, PO Quantity, Delivery Date, Net Price, Currency, and Unit. The table contains five rows of data. The table section contains a table with columns for Sh. Text, MVT, Material, Document, Item, Posting Date, Quantity, Delivery cost quantity, UoM, Amount in Local Currency, Order Price, UoM, Amount in Base Currency, and Reference. The table contains one row of data. The Purchase Order History tab is highlighted in blue. A dropdown list is open, showing a list of tabs: Material Data, Quantities/Weights, Delivery Schedule, Delivery, Invoice, Conditions, Account Assignment, Purchase Order History, Texts, Delivery Address, and Confirmations. The Purchase Order History tab is selected in the dropdown list. A text box at the bottom left contains the text: "The Purchase Order History tab will only be available if a GR has been processed."

WNB:Standard WF PO 4500010996 Created by Rames Paramsothy

Document Overview On Print Preview Messages Personal Setting

WNB:Standard WF PO 4500010996 Vendor 100817 Grand & Work Doc. date 04.01.2021

Item	Material	Short Text	PO Quantity	Deliv. Date	Net Price	Curr.	Per	Matl Group	Plant	Stor. Location	Reqmt No.
1	K	Standard G&T flip stands	2EA	11.01.2021	49.99CAD	1		EA Office Equ/S...	U OF T, ST. GEOR.	ACCT.PAY. CO...	
2	K	G&T #45 flip stand charts	25EA	11.01.2021	8.99CAD	1		EA Office Equ/S...	U OF T, ST. GEOR.	ACCT.PAY. CO...	
3	K	Proima overhead projector	6EA	11.01.2021	1,342.00CAD	1		EA Office Equ/S...	U OF T, ST. GEOR.	ACCT.PAY. CO...	
4	K	Stuts laser pointer	1EA	11.01.2021	23.99CAD	1		EA Office Equ/S...	U OF T, ST. GEOR.	ACCT.PAY. CO...	
5	K	Shipping & handling	1EA	11.01.2021	25.00CAD	1		EA Office Equ/S...	U OF T, ST. GEOR.	ACCT.PAY. CO...	

Item: [1] Standard G&T flip stands

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Purchase Order History Texts Delivery Address Confirmations

Sh. Text	MVT	Material	Document	Item	Posting Date	Quantity	Delivery cost quantity	UoM	Amount in Local Currency	Order Price	UoM	Amount in Base Currency	Reference
GR	101	5000006415			19.01.2021	2	0	EA	103.39 CAD	2	0	EA	103.39 CAD 8787
Tr./Ev.						2		EA	103.39 CAD	2		EA	103.39 CAD

Material Data
Quantities/Weights
Delivery Schedule
Delivery
Invoice
Conditions
Account Assignment
• Purchase Order History
Texts
Delivery Address
Confirmations
Condition Control
Retail
Lease

Click here to open dropdown list

The Purchase Order History tab will only be available if a GR has been processed.

Adjustments to a Processed GR

GR Reversal:

If, **after the GR is processed**, goods are found to be **unsatisfactory**, and supplier is unable to replace them with satisfactory goods in a timely manner, return the goods to suppliers for credit.

GTFM Policy: Returning Goods to Suppliers

- <http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/purchase-order-invoices/#returning>

QRG: Goods Receipt Create or Reverse

- <http://finance.utoronto.ca/wp-content/uploads/2015/09/grcreatereverse1.pdf>

IR – What is it?

Invoice Receipt (IR):

- acknowledges that the vendor has sent an invoice
- represents vendor's **formal request for payment** for goods/services delivered

Note: An IR can be only be processed for an item if a GR has already been processed.

GTFM Policy: Purchase Order Invoice or Invoice Receipt

- <http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/purchase-order-invoices/>

IR – The Business Process

- Step 1:** Receive vendor invoice requesting payment.
- Step 2:** Determine PO related to invoice payment.
- Step 3:** Verify that goods are received in satisfactory and agreed upon condition
- Step 4:** Ensure Goods Receipt document has been posted in FIS
- Step 5:** Create IR in FIS
- Step 6:** Record FIS IR document number on your supporting document and file according to the U of T File plan

QRG: Create Invoice (PO related) for an Invoice Receipt

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Create-Invoice-or-Credit-Memo-purchase-order-related-Converted.pdf>

Adjustments to a Processed IR

Adjustments to processed IR documents depend on its **cheque status**:

1. Cheque NOT issued → IR reversal
2. Cheque issued & NOT cashed → Request stop payment
3. Cheque cashed → Credit Memo

FAQ: Verifying Whether a Cheque has been Produced/Cashed

- <http://finance.utoronto.ca/faqs/cheque-production/>

Adjustment to a Processed IR: IR Reversal

Cheque Not Issued → IR reversal:

If **cheque** has **NOT** been issued, refer to the **Cancel Invoice Receipt** reference guide to learn how to:

- reverse the IR document
- contact **Accounts Payable** to cancel/clear the associated FI documents (51xxxxxxx)

QRG: Cancel Invoice Receipt (IR)

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Cancel-Invoice-Receipt-Converted.pdf>

Adjustment to Processed IR: Request Stop Payment

Cheque issued, NOT cashed → Request stop payment

1. Complete the **Cheque/Draft Re-issue or Cancel Request Form**.
2. Scan and email the form to **Accounts Payable** in the Financial Services Department via email at ap.fsd@utoronto.ca. Also, **if you are in possession of the cheque** attach a scanned copy of it in the email.

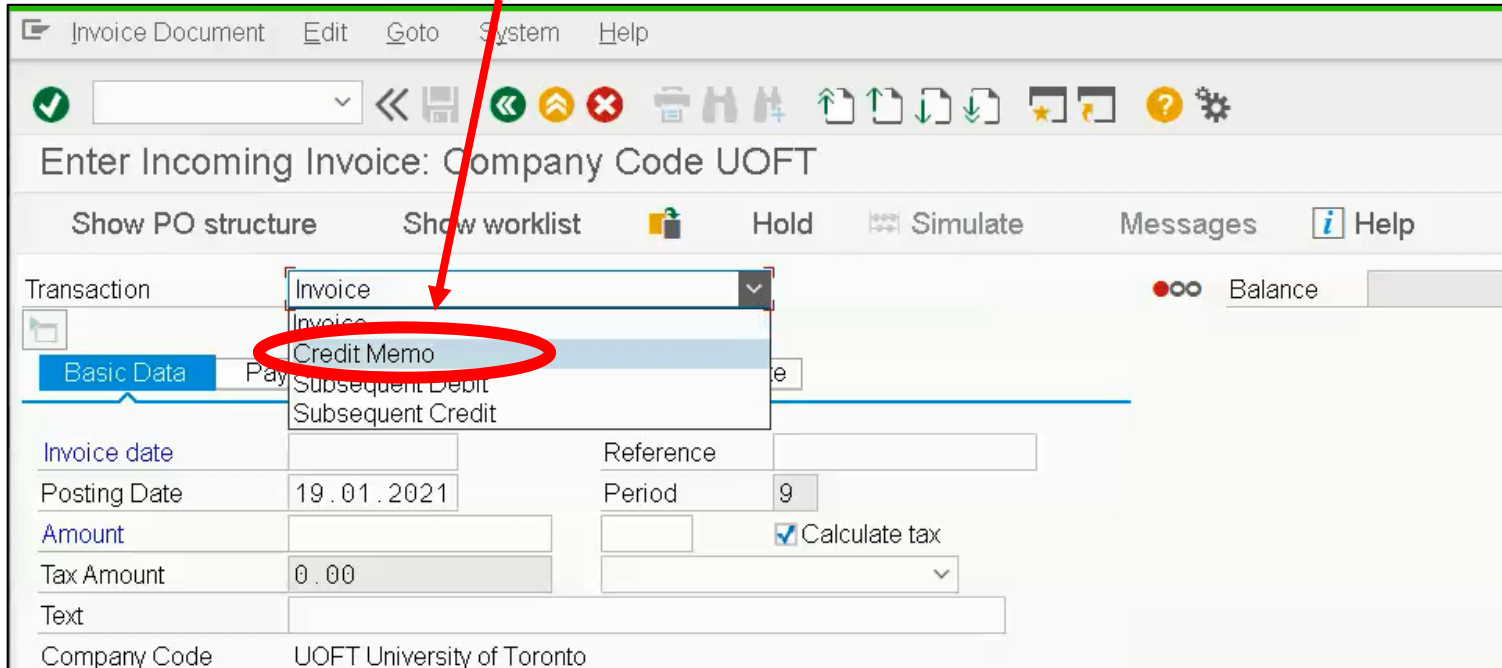
Include the following in your email:

- your **Contact information**
- **Cheque number**
- **Document numbers** (each IR is issued two document numbers)
 - Logistics IR document number: 52xxxxxxxx
 - FI document number: 51xxxxxxxx
- **Reason** for the Stop Payment
- Whether or not cheque will be **reissued**

Adjustment to a Processed IR: Credit Memo

Cheque HAS been cashed → Credit Memo

When entering a **PO related Credit Memo**, enter the “**Enter Invoice**” screen and change the transaction to “**Credit memo**” :



Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code UOFT

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Invoice Credit Memo Subsequent Debit Subsequent Credit

Basic Data Pay

Invoice date Reference

Posting Date 19.01.2021 Period 9

Amount Calculate tax

Tax Amount 0.00

Text

Company Code UOFT University of Toronto

QRG: Create Invoice or Credit Memo (PO related)

- <http://finance.utoronto.ca/wp-content/uploads/2015/11/Create-Invoice-or-Credit-Memo-purchase-order-related-Converted.pdf>

IR – The Purchase Order History tab

Purchase Order Edit Goto Environment System Help

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Document Overview On Print Preview Messages Personal Setting

WNB:Standard WF PO 4500010996 Vendor 100817 Grand & Work Doc. date 04.01.2021

Header

S.	Itm	A	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location	Reqmt No.
1	K			Standard G&T flip stands	2	EA	11.01.2021	49.99 CAD	1		EA	Office Equ/S...	U OF T, ST. GEOR.	ACCT.PAY. CO...	
2	K			G&T #345 flip stand charts	25	EA	11.01.2021	8.99 CAD	1		EA	Office Equ/S...	U OF T, ST. GEOR.	ACCT.PAY. CO...	
3	K			Proxima overhead projector	6	EA	11.01.2021	1,342.00 CAD	1		EA	Office Equ/S...	U OF T, ST. GEOR.	ACCT.PAY. CO...	
4	K			Stats laser pointer	1	EA	11.01.2021	23.99 CAD	1		EA	Office Equ/S...	U OF T, ST. GEOR.	ACCT.PAY. CO...	
5	K			Shipping & handling	1	EA	11.01.2021	25.00 CAD	1		EA	Office Equ/S...	U OF T, ST. GEOR.	ACCT.PAY. CO...	

Item [1] Standard G&T flip stands

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment **Purchase Order History** Texts Delivery Address Confirmations

Sh. Text	MVT	Material	Document	Item	Posting Date	Quantity	Delivery	cost	quantity	OUn	Amount in LC	L.cur	Quantity in OPU	DelCostQty	(OPUn)	Order Price	Unit	Amount	Crcy	Reference
GR		101	5000006415		19.01.2021	2			0	EA	103.39	CAD	2		0	EA	103.39	CAD	8787	
Tr./Ev. Invoice receipt						2				EA	103.39	CAD	2			EA	103.39	CAD		
IR-L		5200006679			19.01.2021	2			0	EA	103.39	CAD	2		0	EA	103.39	CAD	8787	
Tr./Ev. Invoice receipt						2				EA	103.39	CAD	2			EA	103.39	CAD		

Material Data
Quantities/Weights
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Condition Control
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P.O. History tab after GR and IR have been processed

Settle/Finalize PO upon GR/IR Completion

Question 1:

When is it necessary to finalize/cancel or delete a PO line item?

Answer 1:

When there is an outstanding PO line item *quantity* balance, but no further deliveries or invoices will be received.

Question 2:

What happens when a PO line item is finalized/cancelled or deleted?

Answer 2:

The PO funds reservation (commitment) is released back into the funding source's free balance.

FAQ: Purchase Order – Goods Receipts – Invoice Receipt

- <http://finance.utoronto.ca/faqs/purchase-order-goods-receipt-invoice-receipt/>

QRG: Purchase Order Finalize or Cancel

- <http://finance.utoronto.ca/wp-content/uploads/2015/09/pofinalizecancl.pdf>

Course Objectives

Review:

- Understand when to create Goods Receipts and Invoice Receipts
- Process Goods Receipts and Invoice Receipts
- Make adjustments to Goods Receipts and Invoice Receipts
- Finalize and cancel PO for outstanding quantities once a GR/IR is created

WEB Documentation

Guide to Financial Management (GTFM):

- Receiving Report: <http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/purchase-order-invoices/#receiving>
- Returning Goods to Suppliers: <http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/purchase-order-invoices/#returning>
- Purchase Order Invoice or Invoice Receipt: <http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/purchase-order-invoices/>

Quick Reference Guides (QRGs):

- Goods Receipt Create or Reverse: <http://finance.utoronto.ca/wp-content/uploads/2015/09/grcreatereverse1.pdf>
- Create Invoice (PO related) for an Invoice Receipt: <http://finance.utoronto.ca/wp-content/uploads/2015/11/Create-Invoice-or-Credit-Memo-purchase-order-related-Converted.pdf>
- Cancel Invoice Receipt: <http://finance.utoronto.ca/wp-content/uploads/2015/11/Cancel-Invoice-Receipt-Converted.pdf>
- Purchase Order Finalize or Cancel: <http://finance.utoronto.ca/wp-content/uploads/2015/09/pofinalizecancl.pdf>

Frequently Asked Questions (FAQs):

- Purchase Orders – Goods Receipt – Invoice Receipts: <http://finance.utoronto.ca/faqs/purchase-order-goods-receipt-invoice-receipt/>
- Verifying Whether a Cheque has been Produced/Cashed: <http://finance.utoronto.ca/faqs/cheque-production/>

NEED HELP?



<https://easi.its.utoronto.ca/ams-help-form/>

Help is a facility for all AMS subsystems:

- Use the WEB form found at the above address
- Select the appropriate AMS module
(e.g., FIS: FAST Team)
- Complete all the information required on the form
- Click on the **Send it!** button

**Mail box is monitored Monday to Friday
9:00 a.m. - 5:00 p.m.**

FAST Team Contacts



Manager	Chris Dimitriadis chris.dimitriadis@utoronto.ca	946-3153
Senior Business Analyst	Maryanne McCormick m.mccormick@utoronto.ca	946-3291
Business Analyst	Nusrath Mohiuddin nusrath.mohiuddin@utoronto.ca	978-4042
Business Analyst	Wah-Ming Wong wahming.wong@utoronto.ca	978-1151
Senior Business Analyst (Training)	Rames Paramsothy rames.paramsothy@utoronto.ca	978-4675
Business Analyst (Training)	Tasleem Hudani tas.hudani@utoronto.ca	978-1229

FIS Standard Curriculum Evaluation:

<http://finance.utoronto.ca/fast/fis-training/course-evaluation-fis-training/>

FAST website:

<http://finance.utoronto.ca/fast/>