ERDD on the Web: Using the Foreign Exchange Worksheet

When to Use

To facilitate the conversion of foreign currency amounts to Canadian dollars (Cdn$) in order to complete the ERDD on the Web form.

GTFM Policy compliance requirements:

None

Procedural Steps: (NOTE: Must be within an ERDD on the Web form to use this tool: http://www.ams.utoronto.ca/Services/Campus_Business_Connect/Services/fiservices/erdd.htm)

1. Open up the Foreign Exchange Worksheet (FE worksheet).

2. Select the appropriate foreign currency and input total amount to be converted to Cdn$ (NOTE: total to be converted should include taxes, etc.)

3. Copy the Cdn$ amounts to the ERDD web form and close the FE worksheet.

Step 1: Open up the Foreign Exchange calculator tool

Click here for Foreign Exchange Worksheet.
Step 2: Select the appropriate foreign currency and enter total amount to be converted

Foreign Exchange worksheet will open up in your web space; select the appropriate currency from drop down, enter date and amount & "Click for Cdn$"

Amount entered should be TOTAL cost to be converted, including taxes, etc.

Step 3: Copy the Cdn$ amounts to the ERDD web form and close the FE worksheet

Copy and paste the Cdn$ value into the appropriate line on the ERDD on the Web form.

End of Procedure