

March 2020 | Volume 7 | Number 3

The FAST Team is working to provide the same level of support and training under the current circumstances. We are working remotely and continue to provide support through your <u>Faculty/Division FAST</u> <u>Team representatives</u>, as well as our <u>FAST.HELP@utoronto.ca</u> general mailbox.

In regards to **FAST Team training sessions**, we are transitioning many of our regularly offered courses to a modified online format. For more information pertaining to FIS training please contact <u>Rames</u> <u>Paramsothy</u>, or visit our <u>FAST Team Training website</u>.

Having Trouble Balancing your Cost Centers/Internal Orders Plans to your Funds Centers?

(*repeat tip)

If you ran the **ZFTU043X - Budget to Plan Reconciliation Report**, and the Cost Centers/Internal Orders do not match your Funds Center, the **ZFTR050A - Commitment Accounting Assignment Report** may be your answer.

Run the **Commitment Accounting Assignments Report** to check the links between the Cost Centers/Internal Orders and the Funds Center. This report is often referred to as the Linking Table report.

What do I do if the Cost Centers/Internal Orders are not linked to the correct Funds Center?

Email your **FAST team representative** to request the required linking table change.

Learn More:

- **Reference Guide-** Commitment Accounting Assignments Report
- **Reference Guide -** Budget to Plan Reconciliation Report

REMINDER: New Master Record Requests for Funds Centers (Year-End Deadline)

All requests to create and activate new Funds Centers for the current fiscal year must be received by <u>noon</u> on April 21st, 2020.

All requests received after this date will be activated for the next fiscal year.

If you have any questions about new master record requests for Funds Centers, <u>contact your FAST team representative</u>.

Learn More:

- Summary of Year-End Deadlines and Contact Information
- <u>AMS System Availability Matrix</u>

What is the 48-series document number I see in my Purchase Order History, and on my reports?

This document is created as part of the GR/IR Clearing process, which is used to clear Goods Receipt and Invoice Receipt variances. The transaction makes an accounting correction based on a difference between a GR and an IR. The entry will adjust any accounts impacted by the imbalance. Below are examples of some scenarios showing PO's with GR/IR variances that will result in a 48-series document being posted:

Example 1: GR documents posted with no corresponding IR's (GR Surplus)

WNB:Stand	dard M	/F PO 🖹 450	01669	28 Vendor		130806 Zeton Inc			Doc. di	ate 26.0	2.2019				
	Juliu			Lo vendor		150000 Zeton Inc			000. 0						
Item Overvie	ew														
Item		[2] CO2 to Et	nvlene i	Pilot Plant											
Materia	Data	1		1.1	chedule			Canditions	1.0001	at Appianment	Durchase Orden	Ulatani Tauti	Delivery	ddroo	Confirmat
Materia	ai Data	Quantities/	weight	s Delivery S	scheudle	Delivery Invoice		Conditions	Accou	nt Assignment	Purchase Order	History Texts	Delivery A	uures	Confirmat
3 A	7	1 🖾 🕫 🛯 🖁	3 0	0 0 0 0		1 🖸 🛍 🚺									
Sh. Text	MVT M	aterial Docume	Item	Posting Date	ΣQuantity	Delivery cost quantity	OUr	SAmount in LC	L.cur	sQty in OPUn	DelCostQty (OPUn)	Order Price Unit	Σ Amount	Crcy	Reference
GR	101 5	000601609	1	25.07.2019	0.200	0	EA	180,000.00	CAD	0.200	0	EA	180,000.00	CAD	MILESTONE NO
GR	101 5	000601608	1	25.07.2019	0.200	0	EA	180,000.00	CAD	0.200	0	EA	180,000.00	CAD	MILESTONE NO
GR	101 5	000601607	1	25.07.2019	0.200	0	EA	180,000.00	CAD	0.200	0	EA	180,000.00	CAD	MILESTONE NO
Tr./Ev. Go	ods r	eceipt	-		• 0.600		EA	= 540,000.0	CAD	• 0.600		EA	• 540,000.0	CAD	
AccM	4	810000420	28	30.07.2019	0.200	0	EA	0.00	CAD	0.200	0	EA	0.00	CAD	MILESTONE NO
AccM	4	810000420	29	30.07.2019	0.200	0	EA	0.00	CAD	0.200	0	EA	0.00	CAD	MILESTONE NO
AccM	4	810000420	30	30.07.2019	0.200	0	EA	0.00	CAD	0.200	0	EA	0.00	CAD	MILESTONE NO

Example 2: IR document reversed with no corresponding GR reversal (GR Surplus)

Item	[2] MACRO	QUARTZ	RECT CUVETTE	10MM										
Mate	rial Data 🖌 Quantities	/Weight	ts Delivery S	chedule	Delivery Invoice	K	Conditions	Accou	int Assignment	Purchase Order	History	Texts Del	ivery A	ddress Confi
	S (1) (1) (1) (1)		10 🚯 0 🖽 0											
Sh. Text	MvT Material Docume	Item	Posting Date	ΣQuantity	Delivery cost quantity	OUn	SAmount in LC	L.cur	zQty in OPUn	DelCostQty (OPUn)	Order I	Price Unit SAmou	Crcy	Reference
GR	101 5000572081	2	04.05.2017	1	0	PCK	75.68	CAD	1	0	PCK	75.68	CAD	89202-58-0303-
Tr./Ev. (Goods receipt			• 1		PCK	 75.68 	CAD	• 1		РСК	• 75.6	CAD	
AccM	4810000419	121	30.07.2019	1	0	PCK	0.00	CAD	1	0	PCK	0.00	CAD	89202-58-0303-0
Tr./Ev. /	Account maintenanc	9		• 1		PCK	- 0.00	CAD	• 1		PCK	• 0.00	CAD	
IR-L	<u>5200448972</u>	1	05.05.2017	1-	0	PCK	75.68-	CAD	1-	0	PCK	75.68-	CAD	
IR-L	5200448707	2	04.05.2017	1	0	PCK	75.68	CAD	1	0	PCK	75.68	CAD	
Tr./Ev. 1	Invoice receipt			• 0		PCK	• 0.00	CAD	- 0		PCK	• 0.00	CAD	

Example 3: IR quantity is less that GR quantity (GR Surplus)

WNB:Standard WF PO 🗄 4500165607 Vendor 3127 Header	738 NMS Labs Doc. date	03.12.2018		
Item Overview				
		ssignment Purchase	Order History	Texts Delivery Address
Sh. Text ^A MvT Material Document Item Posting Date xQuantity Deliver GR 101 5000595728 1 04.03.2019 43	0 EA 11,010.20 CAD	43	0 EA	8,256.00 USD
Tr./Ev. Goods receipt # 43 AccM 4810000420 16 30.07.2019 1	EA = 11,010.20 CAD = 0 EA 0.00 CAD	43 1	0 EA	• 8,256.00 USD 0.00 CAD
Tr./Ev. Account maintenance 1 IR-L 5200532223 1 05.03.2019 42	EA 0.00 CAD 0 EA 11,145.88 CAD	42	0 EA	0.00 CAD 8,338.98 USD
Tr./Ev. Invoice receipt 42	EA = 11,145.88 CAD =	42	EA	• 8,338.98 USD
WNB:Standard WF PO 🗿 4500165607 Vendor 312; Header	738 NMS Labs Doc. date	03.12.2018		
WNB:Standard WF PO 3127 Header 3127 Item Overview 1 Item 1	738 NMS Labs Doc. date	03.12.2018	-	
WNB:Standard WF PO 3123 Header 3123 Item Overview 3123	Doc. date Doc. date		-	Texts Delivery Address
Item Overview Item I] Whole Blood Cannabinoids Item I] Whole Blood Cannabinoids Item I] Whole Blood Cannabinoids Item III Whole Blood Cannabinoids Item IIII Value IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	738 NMS Labs Doc. date very Invoice Conditions Account As b S y cost quantity OUn zAmount in LC L.cur zQty	03.12.2018 ssignment / Purchase	Order History PUn) Order Pric	Texts Delivery Address
WNB:Standard WF PO 1 4500165607 Vendor 3127 Header Item Overview Item 1 1 Whole Blood Cannabinoids Item Material Data Quantities/Weights Delivery Schedule Delivery Schedule Delivery Schedule Sh. Text [®] MvT Material Document Item Posting Date zQuantity Delivery Schedule Item Item <td>Image: Solution of the second seco</td> <td>03.12.2018 ssignment Purchase in OPUn DelCostQty (O 43 43</td> <td>Order History PUn) Order Pric 0 EA EA</td> <td>E Unit E Amount Crcy Referent 8,256.00 USD - 8,256.00 USD</td>	Image: Solution of the second seco	03.12.2018 ssignment Purchase in OPUn DelCostQty (O 43 43	Order History PUn) Order Pric 0 EA EA	E Unit E Amount Crcy Referent 8,256.00 USD - 8,256.00 USD
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