

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

Mr Bimal Swami - 859531

ERDD Home Create Own Create for Others Edit Saved Document Check Status

UofT WebSite

System Availability

Security and Browser Guidelines

Frequently Asked Questions

Enter Expense Report

Claimant Information

Personnel #, name: 859531 | Mr Bimal Swami

Department: Bant & Best Dept Med Res

Address (Street): 112 College Street

City/Prov: Toronto | ON | Telephone: [] [] (format 9999999 no dash)

Country/Postal Cd: Canada | M5G 1L6 | Fax: [] [] (format 9999999 no dash)

Dept Contact: []

Travel Information

Period of Travel (dd.mm.yyyy): [] to []

Location: []

Reason for Claim, if not travel: [] e.g. departmental hospitality, etc.

Description (maximum 132 characters): []

Purpose (Select one): Employee Field Trip | Default G/L accts depend on this Purpose | [Click to get default G/L accts if Purpose is changed](#)

Expense Report

Enter expenses in Canadian funds. A Foreign Exchange calculation Worksheet is provided for convenience. [Click for Worksheet](#)

You can enter CostCtr, Order, Fund, CFC on the first expense line and [Click here to copy CostCtr, Order, Fund, CFC down to unfilled lines](#)

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.

Currency	Date of conversion (dd/mm/yyyy)	Amount in foreign currency	Click for Cdn\$
US Dollar	07.07.2006	100.00	112.74
US Dollar	08.07.2006	550.00	620.07
Argentine Peso	.		
Argentine Peso	.		

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."

	Amount (Cdn\$)	G/L	Tax	CostCtr	Order	Fund	CFC	Cltm
Canada & US destinations bought in Canada		840010	I6					TRAV
er	620.07	840010	I0					TRAV
Canada		840020	IE					TRAV
side Canada	112.74	840020	I0					TRAV

End of Procedure