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.

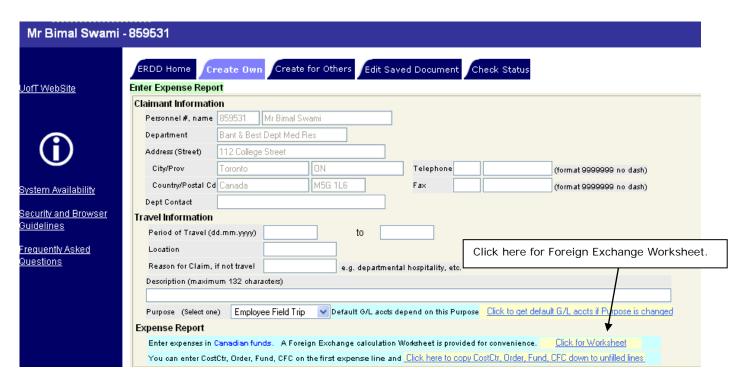
GTFM Policy compliance requirements:

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



Step 2: Select the appropriate foreign currency and enter total amount to be converted



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

