



**MEMORANDUM**

To: All Business Officers  
From: Russell Smith, Supervisor Accounting Services  
Date: March 7 2018  
Re: Reversing Outstanding Purchase Order GR/IR Variances for Fiscal 2018 Year End

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In order to ensure that the University reports the correct accrued liability for goods received with no invoice processed to date and reports the correct funds reservation in departmental accounts, we are requesting departments review the status of all outstanding POs, particularly those that have a goods receipt document processed for which an invoice receipt is still outstanding.

On Tuesday March 27, 2018 we will be reversing all goods receipt (GR) documents that are outstanding as variances up to and including December 31<sup>st</sup>, 2017 which meet the following criteria:

- No corresponding invoice receipt document was processed
- An invoice receipt document was processed but differences exist between the goods receipt and the invoice document

Should you require any goods receipt documents to remain active in FIS, please provide a **list of POs and related Goods Receipt document numbers** meeting the two conditions noted above to Russell Smith ([russell.smith@utoronto.ca](mailto:russell.smith@utoronto.ca)) **no later than Friday March 23, 2018** to ensure that they are not reversed. (Note: This due date cannot be extended)

Documentation on how to obtain a list of your POs with outstanding GR or IR is available at:  
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Display-a-list-of-POs-with-Outstanding-GR-or-IR-Converted.pdf>

(If you have any questions related to this documentation and/or the status of your PO's please contact your FAST team representative).

If you have outstanding POs which are no longer required, they should be "finalized" so that the reserved budget dollars can be made available for other expenditures. Documentation on how to "finalize" the PO can be found at: <http://finance.utoronto.ca/wp-content/uploads/2015/09/pofinalizecancl.pdf>

If you any questions, contact Russell Smith at [russell.smith@utoronto.ca](mailto:russell.smith@utoronto.ca) or by phone at 416-978-2511.