

[August 2019 | Volume 6 | Number 8](#)

REMINDER: Changes to GR/IR posted documents go into effect September 1st, 2019

A quick reminder that the Goods Receipt / Invoice Receipt posting and reporting changes will be implemented effective September 1st, 2019.

The processing of a Goods Receipt (GR) transaction and an Invoice Receipt (IR) transaction will result in the following postings:

Goods Receipt document (i.e. document number “50xxx...”) - will be posted to **BOTH**, your Cost Center (CC) or Internal Order (IO) account **AND** your Fund Center (FC) or FC/Fund (FUND) account.

As a result, CC or IO reports and FC or FC/Fund reports will reflect the same document number and will be updated at the same time.

Document Overview - Display

Doc. Type : WF (WF:PO Goods receipt) Normal document

Doc. Number 5000591256 Company Code UOFT Fiscal Year 2020
 Doc. Date 12.07.2019 Posting Date 12.07.2019 Period 03
 Calculate Tax
 Doc. Currency CAD

Itm	Account	Account short text	Purch.Doc.	PK	Amount	CoCd	Tx	BusA	Cost Ctr	Order	Funds Ctr	Fund	Cmnt Item
1	820010	Furn: Purchase	4500169231	81	6,199.43	UOFT		1000	11141		100431		FURN-PUR
2	537000	Automatic Accruals	4500169231	96	6,199.43-	UOFT		1000					ACCRLIABTY

Display Actual Cost Line Items for Cost Centers

Layout /UOFT UoFT-Std Layout-DO NOT CHANGE
 Cost Center 11141
 Report currency CAD

DocumentNo	Cost Elem.	Cost element name	Purch.Doc.	PK	ValIn rep.cur.	Cost Ctr	Funds Center	Posting Date	Doc. Date	Assignment	User Name
5000591256	820010	Furn: Purchase	4500169231		6,199.43	11141	100431	12.07.2019	12.07.2019	20190712	RHINDC
	820010	Furn: Purchase			6,199.43						
					6,199.43						

GR doc # 5000591256 posted to CC=11141 and FC=100431 and reflected in respective line item reports

FI Postings: Line Items by Document Number (w/ addnl flds)

16.07.2019 10:25:35

FI doc.no.	G/L Acc.	G/L Acct Long Text	Pred.doc.no.	PK	Pymt Bdg	Cost Ctr	Funds Ctr	Cmnt Item	Te	Posting Date	Doc. Date	Entered	Assgn.
5000591256	820010	Furniture:Purchase	4500169231		6,199.43	11141	100431	FURN-PUR		12.07.2019	12.07.2019	RHINDC	20190712
	820010				6,199.43								
					6,199.43								

Invoice Receipt document (ie. document number “51xxx...”) - will be posted to the appropriate Vendor account to issue payment, with an offsetting entry to the GL=537000 to clear the GR document posting (document 50000591256) as follows:

Doc.Type : RN (RN:PO Invoice receipt) Normal document

Doc. Number 5100609294 Company Code UOFT Fiscal Year 2020
 Doc. Date 12.07.2019 Posting Date 12.07.2019 Period 03
 Calculate Tax
 Ref.Doc. XXX
 Doc. Currency CAD

Itm	Account	Account short text	Purch.Doc.	PK	Amount	CoCd	Tx	BusA	Cost Ctr	Funds Ctr	Cmnt Item	Assignment
1	125018	Exact Furniture Lt...		31	6,774.35-	UOFT	E1	1000			PAYABLE	510060929...
2	537000	Automatic Accruals	4500169231	86	6,199.43	UOFT	E1	1000			ACCRLIABTY	20190712
3	260011	HST (PVAT) Rec & P...		40	374.09	UOFT	E1			101286	TAXES	20190712
4	260001	HST (GST) Receivab...		40	200.83	UOFT	E1			101286	TAXES	20190712

The IR document number 5100609294 **will not** be reflected in the accounts of FC=100431, since the GR document has already posted to the FC.

We have added **a new FAQ** to the existing list, on what to do if the GR/IR clearing program reinstated a PO reserve due to an Invoice Receipt surplus. [Click here to view all the FAQ's.](#)

In addition, we will have the FAST team and Procurement Services staff available at the following **GET Help Fast drop in session** to answer any questions you have related to the GR/IR change:

**Wednesday September 4th, 2019 12:30pm-2:00pm 256
McCaul St., Room 103**

If you have any questions or concerns, please contact your [FAST Team representative for your Faculty](#)

Learn More:

- [Knowledge Centre Articles - GR/IR Clearing System Change](#)

If you have any trouble viewing this simulation, please contact fast.help@utoronto.ca.

How do I Locate my Purchasing Group?

When creating a Purchase Order, one of the fields you will need to complete is your Purchasing Group. If you do not know your Purchasing Group there are two ways to locate it:

1. Display a Purchase Order (PO) that was previously created in your department using transaction ME23N (menu path Logistics > Materials Management >> Purchase Order Display).

If you do not have a previously created PO number you can run an **All Postings: Line Items by Document Number Report (ZFIR079A)** for your hierarchy.

To narrow your search to display only PO's, enter 51 in the Value Type field as shown below.

All Postings: Line Items by Document Number (w/ addnl flds)

Classification

Financial Management Area
FM Area **UOFT**

Commitments/Actuals
Fiscal Year/Period 2020 1 to 2020 12

Optimization of database access
Maximum No. of Hits

Funds Management Account Assignment

Fund [] to []

Funds center 119818 to []

and all superior
 and all subordinate

Commitment item [] to []

and all superior
 and all subordinate

Cmmts/Act.
Value Type **51** to []

Layout
Layout [] Variant fields only

Once the report runs, click on a Purchase Order document number to drill down to the PO display view. In the header section of the PO select the Org. Data tab which includes the purchasing group field.

WNB:Standard WF PO 4500010126 Created by FISTRANS5

Document Overview On | Print Preview | Messages | Personal Setting

WNB:Standard WF PO 4500010126 Vendor 100937 Furniture Inc. Doc. date 18.07.2019

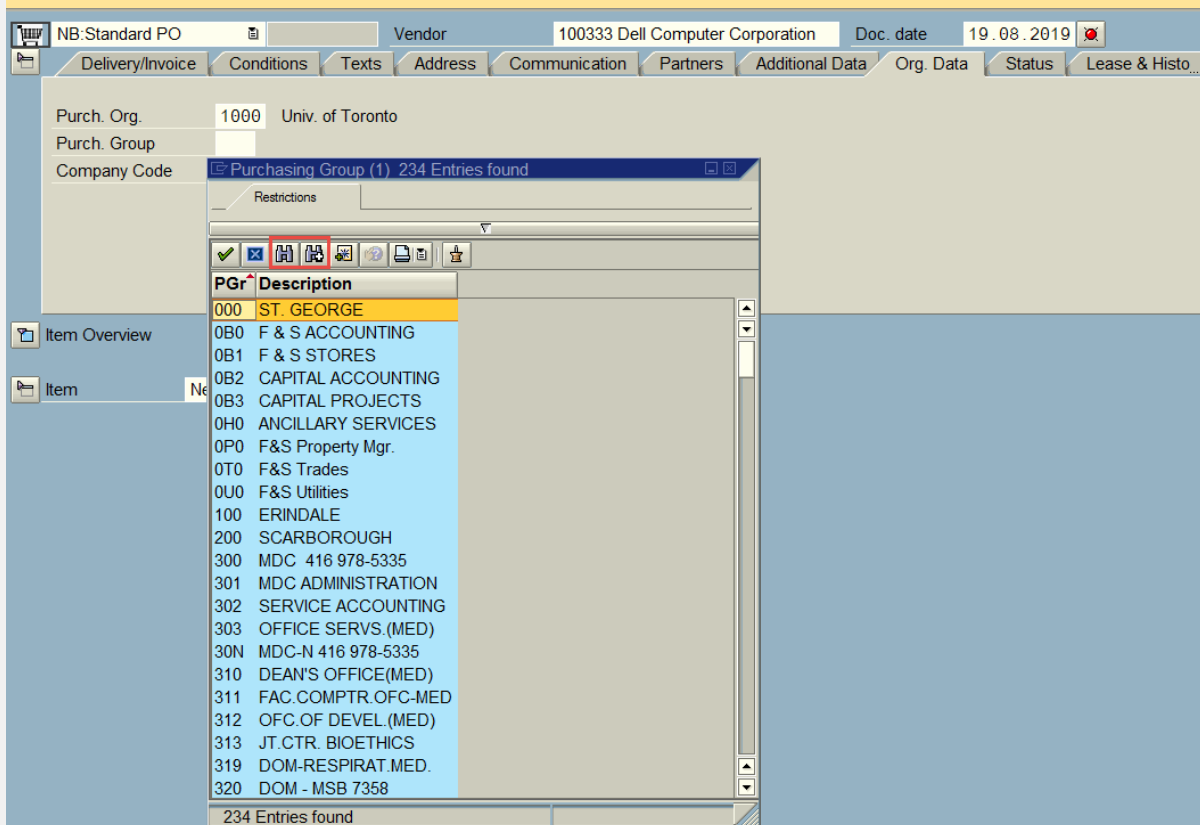
Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | **Org. Data** | Status | Lease & Histo

Purch. Org. 1000 Univ. of Toronto
Purch. Group 100 ERINDALE
Company Code UOFT University of Toronto

2. An alternate way to identify the Purchasing Group is to locate using

the matchcode function in the Purch. Group field when creating a Purchase Order.

First populate the vendor field and then go to the Org. Data tab as illustrated in the above screenshot. Click in the Purch. Group field and use the matchcode button to locate the purchasing group. You can either use the search buttons or scroll through the list.



Still not finding your purchasing group? Contact your [FAST Faculty Representative](#) for assistance.

Learn More:

- [Documentation & Support - Purchase Orders](#)
- [Documentation & Support - Purchase Requisitions](#)
- [Reference Guide - Create Standard PO – Greater than or Equal to \\$25,000](#)
- [Reference Guide - Create Standard PO - Less than \\$25,000](#)

Has the ZFTR106 – Month-end Statement of Accounts been taking too long to run and resulting in 100's of pages when printed? There's a fix for that!

For units who deal with student fees, the ZFTR106 – Month-End Statement of Accounts report may have been taking longer than normal to run and resulting in a large number of pages when printed/displayed.

This was because line item student fee details were appearing in the **Revenue and Expense Details** section of the report.

As of August month-end, the report by default will **now show the summary totals for each document number and hide student fees details.**

However, if you would like to view student fees details, check the new box on the selection screen highlighted below:

Month-end Statement of Account

FM area: UOFT
 Budget version: 0
 Funds Center: [] to []
 Fund: [] to []

Data at end of selected month: [] 2020

Items/sections to include on report, in addition to summary page:
 (Select one or more, or leave as is for summary only)

Budget details
 Revenue & Expense details

Display by:

- Line items without payroll details by G/L within CC/IO
- Include ROSI/SLCM details**
- Line items with payroll details by G/L within CC/IO
- Line items by date within Budget CI, no CC/IO

New Default view (no details):

Posting Date	G/L Account	G/L Account Name	Document Number	User ID	Document Line Item Text	Amount
01.05.19	738600	placement fee	7500045881	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	512.00
01.05.19	738600	placement fee	7500045891	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	648.00
01.05.19	738600	placement fee	7500045892	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	192.00
01.05.19	738600	placement fee	7500045898	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	0.00
01.05.19	738600	placement fee	7500045901	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	448.00
01.05.19	738600	placement fee	7500045909	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	0.00
01.05.19	738600	placement fee	7500045918	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	0.00
01.05.19	738600	placement fee	7500045911	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	6,528.00
01.05.19	738600	placement fee	7500045917	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	0.00
01.05.19	738600	placement fee	7500045921	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	2,176.00
01.05.19	738600	placement fee	7500045922	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	192.00
01.05.19	738600	placement fee	7500045923	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	192.00
01.05.19	738600	placement fee	7500045927	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	0.00
01.05.19	738600	placement fee	7500045928	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	0.00
01.05.19	738600	placement fee	7500045931	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	896.00
01.05.19	738600	placement fee	7500045933	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	192.00
01.05.19	738600	placement fee	7500045941	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	6,976.00
01.05.19	738600	placement fee	7500045945	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	0.00
01.05.19	738600	placement fee	7500045948	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	384.00
01.05.19	738600	placement fee	7500045959	PROCNTL	CO-OP PRDG FEE-INTERNATIONAL -1905	0.00

Only Summary totals appear for each document number

Include ROSI/SLCM details view (Student details):

Month-end Statement of Account

University of Toronto

Statement of Account

Revenue & Expense Details Report

Line items without payroll details by G/L within CC/10

Page: 13
Date: 29.08.2019
Time: 10:53:39
Name: ZFTR106(AMS)

Funds Center: 162626 Coop

Budget Variation: 0

Month and Year: May-2019

Posting Date	G/L Account	G/L Account Name	Document Number	User ID	Document Line Item Text	Amount
01.05.19	738610	Placement Fee -Co-op	7500045901	PROCNTL	1002050905 Student 1	473.00
01.05.19	738610	Placement Fee -Co-op	7500045901	PROCNTL	1001394225 Student 2	473.00
01.05.19	738610	Placement Fee -Co-op	7500045901	PROCNTL	1002459901 Student 3	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1002699565 Student 4	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1002087181 Student 5	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1002073819 Student 6	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1001619322 Student 7	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1001591690 Student 8	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1001590165 Student 9	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1001577607 Student 10	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1001533790 Student 11	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1001519056 Student 12	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1001481372 Student 13	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1001412955 Student 14	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1001391727 Student 15	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1001364356 Student 16	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1001309014 Student 17	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1000641899 Student 18	586.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1002100148 Student 19	630.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1002105937 Student 20	778.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1002105287 Student 21	778.00
01.05.19	738610	Placement Fee -Co-op	7500045911	PROCNTL	1001694614 Student 21	778.00

A single document number/transaction posting is broken down for each student

Learn More:

- [Reference Guide: ZFTR106 – Month End Statement of Accounts](#)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session

Location: 256 McCaul St

Wed, Sept 4, 2019 | 12:30pm - 2pm | FIS | room 103

Thurs, Sept 19, 2019 | 11:30am - 1pm | FIS, HRIS & RIS/MRA/MROL | room 109

TRAINING

- [FIS Training Calendar](#)
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