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## **SIMULATION: Understanding the Linking Table and it's impact on the CO Planning Process**

*\*repeat tip*

Watch the simulation below to understand how you can proactively ensure that all your Cost Centers and/or Internal Orders are linked to the correct Funds Centers, and to confirm that your operating budget will be accurately reflected in the new fiscal year.



## Learn More:

- [Reference Guide: Commitment Accounting Assignment \(i.e., Linking Table\) Report](#)
- [Reference Guide: Budget to Plan Reconciliation Report](#)
- [Training Documentation: Updating CO Plans to Operating Budgets \(workshop\)](#)

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## How to locate the exchange rates within a Purchase Order, Goods Receipt and Invoice Receipt

After a PO is created, **departments can locate the exchange rate** that has been applied to the posting in FIS and the funds that have been reserved in the relevant account (i.e. Funds Center, Funds Center/Fund). As rates fluctuate on a daily basis, the exchange rate for the initial PO likely **will not** be the same rate that will be applied to the Goods Receipt and Invoice Receipt.

### **PURCHASE ORDER**

To locate the exchange rate that was utilized when the PO was created, users can **display the PO** and view the **Delivery/Invoice** tab in the **Header** section.

WNB:Standard WF PO 4500173200

Document Overview On Messages Personal Setting

WNB:Standard WF PO 4500173228 Vendor 312703 WELLGENETICS INC. Doc. Date 30.01.2020

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status

Payment Terms YT05 Currency JSD

Payment in 35 days % Exchange Rate 1.32380  Fixed Exch. Rate

Payment in days %

Payment in days net

## PURCHASE ORDER HISTORY TAB

To view the actual exchange rates that were utilized for the GR and IR, users can click on the GR or IR number within the **Purchase Order History** tab.


Item [ 1 ] CRISPR Tag-Knockin Services Package

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment **Purchase Order History** Texts

Sh. Text	MVT	Material Document	Posting Date	Quantity	Delivery cost quanti...	O...	Amt.in Loc.Cur.	L.cur	Qty in OPU	DelCostQty (OPU...	Order Price Unit
GR	10	5000618383	1 18.11.2020	0.500		0 EA	1,545.21 CAD		0.500		0 EA
GR	10	5000609883	1 14.02.2020	2.500		0 EA	7,825.17 CAD		2.500		0 EA
Tr./Ev. Goods receipt				• 3		EA •	9,370.38 CAD •		3		EA
IR-L		5200605183	2 26.11.2020	0.500		0 EA	1,536.83 CAD		0.500		0 EA
IR-L		5200579383	1 14.02.2020	2.500		0 EA	7,825.17 CAD		2.500		0 EA
Tr./Ev. Invoice receipt				• 3		EA •	9,362.00 CAD •		3		EA

## GOOD RECEIPT

After displaying the GR financial document, click the **Document**

**Header** icon (  ) to locate the exchange rate utilized when the actual expense was posted to the Funds Center or Funds Center/Fund.

Display Document: Data Entry View

Display Currency    General Ledger View

Data Entry View

Document type WE WE:PO Goods receipt

Document Number Document Header: UOFT Company Code

Document Date

Reference Document type WE WE:PO Goods receipt

Currency Doc.Header Text Wellgenetics-T.Erclik

Doc.Header Text Card type Card no.

Request Number

Reference 066942 Document Date 18.11.2020

Posting Date 18.11.2020

Currency USD / CAD Posting period 07 / 2021


Exchange rate 1.30950 Translation dte 18.11.2020

Ref. Transactn MKPF Material document

Itm	Account	Description
1	825500	Lab Supp
2	537000	Automati
3	836610	Testing s

## INVOICE RECEIPT

After displaying the 51-series IR financial document, click the

**Document Header** icon (  ) to locate the exchange rate utilized when the invoice was processed.

Display Document: Data Entry View

Taxes Display Currency General Ledger View

Data Entry View

Document type RN RN:PO Invoice receipt

Document Number Document Header: UOFT Company Code

Document Date

Reference Document type RN RN:PO Invoice receipt

Doc.Header Text WellGenetics-T.Erclik

Currency

Doc.Header Text Card type Card no.

Request Number

Reference WG066942 Document Date 14.10.2020

Posting Date 26.11.2020

Currency USD / CAD

Posting period 07 / 2021

Exchange rate 1.30240

Translation dte 26.11.2020

Ref. Transactn RMRP Invoice receipt

Itm	Account	Descripti
1	312703	WELLGE
2	537000	Automati
4	537000	Automati

Departments can use the **ZFIR079 - FI Postings Line Item** report to view the final amount, in Canadian dollars, that was posted to the relevant account. If the actual exchange rates for the GR and IR vary from the initial exchange rate, users will see adjusting entries (debits and/or credits) for each transaction.

**PLEASE NOTE:** If the GR and IR are posted on the same date, the same exchange rate will be utilized for both transactions. Users will only see one adjusting entry to account for the variance between the initial exchange rate and the actual exchange rate that was utilized for the GR and IR.

## Learn More:

- [Documentation & Support: Purchase Orders](#)
- [FAQ: Purchase Order – Goods Receipts – Invoice Receipts](#)
- [Reference Guide: Goods Receipt Create](#)
- [Reference Guide: Create Invoice \(PO related\)](#)
- [Reference Guide: All Postings Line Items Report](#)
- [Simulation: How to Locate the FI Documents for PO Goods Receipts and Invoice Receipts](#)

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### Should I process a Credit from Bell Mobility in FIS?

The short answer is **NO**. For active accounts, Financial Services recommends departments do not process credit balances from Bell Mobility. The credit amount is recorded on your account with Bell Mobility and will be applied against future charges.

Each U of T cheque includes payments currently due from all U of T departments. Processing a credit memo results in a reduction in the overall amount paid to Bell Mobility. There have been issues with Bell Mobility not applying credits to the correct Bell account, resulting in late payment fees.

For large credits on accounts that are closing and have a credit balance, a cheque should be requested from Bell Mobility.

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**Learn More:**

- [Documentation & Support: Accounts Payable](#)
- [FAQ: List of Payments Report](#)
- [Simulation: Active Vendor Search Functionality](#)

**TRAINING**

- [FIS Training Calendar](#)
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