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The FAST Team is working to provide the same level of support and training under the current circumstances. We are working remotely and continue to provide support through your [Faculty/Division FAST Team representatives](#), as well as our FAST.HELP@utoronto.ca general mailbox.

In regards to **FAST Team training sessions**, we are transitioning many of our regularly offered courses to a modified online format. For more information pertaining to FIS training please contact [Rames Paramsothy](#), or visit our [FAST Team Training website](#).

Having Trouble Balancing your Cost Centers/Internal Orders Plans to your Funds Centers?

(*repeat tip)

If you ran the **ZFTU043X - Budget to Plan Reconciliation Report**, and the Cost Centers/Internal Orders do not match your Funds Center, the **ZFTR050A - Commitment Accounting Assignment Report** may be your answer.

Run the **Commitment Accounting Assignments Report** to check the links between the Cost Centers/Internal Orders and the Funds Center. This report is often referred to as the Linking Table report.

What do I do if the Cost Centers/Internal Orders are not linked to the correct Funds Center?

Email your [**FAST team representative**](#) to request the required linking table change.

Learn More:

- [**Reference Guide- Commitment Accounting Assignments Report**](#)
- [**Reference Guide - Budget to Plan Reconciliation Report**](#)

REMINDER: New Master Record Requests for Funds Centers (Year-End Deadline)

All requests to create and activate new Funds Centers for the current fiscal year must be received by noon on April 21st, 2020.

All requests received after this date will be activated for the next fiscal year.

If you have any questions about new master record requests for Funds Centers, contact your FAST team representative.

Learn More:

- [Summary of Year-End Deadlines and Contact Information](#)
- [AMS System Availability Matrix](#)

What is the 48-series document number I see in my Purchase Order History, and on my reports?

This document is created as part of the GR/IR Clearing process, which is used to clear Goods Receipt and Invoice Receipt

variances. The transaction makes an accounting correction based on a difference between a GR and an IR. The entry will adjust any accounts impacted by the imbalance. Below are examples of some scenarios showing PO's with GR/IR variances that will result in a 48-series document being posted:

Example 1: GR documents posted with no corresponding IR's (GR Surplus)

WNB:Standard WF PO 4500166928 Vendor 130806 Zeton Inc Doc. date 26.02.2019

Header

Item Overview

Item [2] CO2 to Ethylene Pilot Plant

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Purchase Order History Texts Delivery Address Confirmat...

Sh. Text	Mvt	Material Docume	Item	Posting Date	Quantity	Delivery cost quantity	OU	Amount in LC	Lcur	Qty in OPUn	DelCostQty (OPUn)	Order Price Unit	Amount	Crcy	Reference
GR		101 5000601609		1 25.07.2019	0.200		0 EA	180,000.00	CAD	0.200	0	EA	180,000.00	CAD	MILESTONE NO
GR		101 5000601608		1 25.07.2019	0.200		0 EA	180,000.00	CAD	0.200	0	EA	180,000.00	CAD	MILESTONE NO
GR		101 5000601607		1 25.07.2019	0.200		0 EA	180,000.00	CAD	0.200	0	EA	180,000.00	CAD	MILESTONE NO
Tr./Ev. Goods receipt					= 0.600			EA = 540,000.00	CAD = 0.600			EA = 540,000.00	CAD		
AccM		4810000420		28 30.07.2019	0.200		0 EA	0.00	CAD	0.200	0	EA	0.00	CAD	MILESTONE NO
AccM		4810000420		29 30.07.2019	0.200		0 EA	0.00	CAD	0.200	0	EA	0.00	CAD	MILESTONE NO
AccM		4810000420		30 30.07.2019	0.200		0 EA	0.00	CAD	0.200	0	EA	0.00	CAD	MILESTONE NO
Tr./Ev. Account maintenance					= 0.600			EA = 0.00	CAD = 0.600			EA = 0.00	CAD		

Example 2: IR document reversed with no corresponding GR reversal (GR Surplus)

EC:PO for e-Proc. 3700030370 Vendor 100807 Fisher Scientific Company Doc. date 25.04.2017

Header

Item Overview

Item [2] MACRO QUARTZ RECT CUVETTE 10MM

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Purchase Order History Texts Delivery Address Confirmat...

Sh. Text	Mvt	Material Docume	Item	Posting Date	Quantity	Delivery cost quantity	OU	Amount in LC	Lcur	Qty in OPUn	DelCostQty (OPUn)	Order Price Unit	Amount	Crcy	Reference
GR		101 5000572081		2 04.05.2017	1		0 PCK	75.68	CAD	1	0	PCK	75.68	CAD	89202-58-0303-01
Tr./Ev. Goods receipt					= 1			PCK = 75.68	CAD = 1			PCK = 75.68	CAD		
AccM		4810000419		121 30.07.2019	1		0 PCK	0.00	CAD	1	0	PCK	0.00	CAD	89202-58-0303-01
Tr./Ev. Account maintenance					= 1			PCK = 0.00	CAD = 1			PCK = 0.00	CAD		
IR-L		5200448972		1 05.05.2017	1-		0 PCK	75.68-	CAD	1-	0	PCK	75.68-	CAD	
IR-L		5200448707		2 04.05.2017	1		0 PCK	75.68	CAD	1	0	PCK	75.68	CAD	
Tr./Ev. Invoice receipt					= 0			PCK = 0.00	CAD = 0			PCK = 0.00	CAD		

Example 3: IR quantity is less than GR quantity (*GR Surplus*)

WNB:Standard WF PO 4500165607 Vendor 312738 NMS Labs Doc. date 03.12.2018

Header

Item Overview

Item 1 Whole Blood Cannabinoids

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

Sh. Text	MVT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OU	Amount in LC	L.cur	Qty in OPUn	DelCostQty (OPUn)	Order Price Unit	Amount	Crcy	Reference
GR	101	5000595728	1	04.03.2019	43	0	EA	11,010.20	CAD	43	0	EA	8,256.00	USD	
Tr./Ev. Goods receipt					43			EA = 11,010.20	CAD = 43			EA	= 8,256.00	USD	
AccM		4810000420	16	30.07.2019	1	0	EA	0.00	CAD	1	0	EA	0.00	CAD	
Tr./Ev. Account maintenance					1			EA = 0.00	CAD = 1			EA	= 0.00	CAD	
IR-L		5200532223	1	05.03.2019	42	0	EA	11,145.88	CAD	42	0	EA	8,338.98	USD	
Tr./Ev. Invoice receipt					42			EA = 11,145.88	CAD = 42			EA	= 8,338.98	USD	

Example 4: IR processed after GR reversed (*IR Surplus*)

WNB:Standard WF PO 4500165607 Vendor 312738 NMS Labs Doc. date 03.12.2018

Header

Item Overview

Item 1 Whole Blood Cannabinoids

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

Sh. Text	MVT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OU	Amount in LC	L.cur	Qty in OPUn	DelCostQty (OPUn)	Order Price Unit	Amount	Crcy	Reference
GR	101	5000595728	1	04.03.2019	43	0	EA	11,010.20	CAD	43	0	EA	8,256.00	USD	
Tr./Ev. Goods receipt					43			EA = 11,010.20	CAD = 43			EA	= 8,256.00	USD	
AccM		4810000420	16	30.07.2019	1	0	EA	0.00	CAD	1	0	EA	0.00	CAD	
Tr./Ev. Account maintenance					1			EA = 0.00	CAD = 1			EA	= 0.00	CAD	
IR-L		5200532223	1	05.03.2019	42	0	EA	11,145.88	CAD	42	0	EA	8,338.98	USD	
Tr./Ev. Invoice receipt					42			EA = 11,145.88	CAD = 42			EA	= 8,338.98	USD	

Learn More:

- [Knowledge Centre- GR/IR System Change \(September 2019\)](#)
- [Knowledge Centre - Understanding the Purchase Order History tab](#)
- [Documentation & Support Resource Page – Purchase Orders \(PO\)](#)

TRAINING

- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

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We are always looking for fresh ideas from our readers.

If you have any suggestions for FAST Tip articles or simulations, **send us your input in the feedback link below!**

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fast.help@utoronto.ca