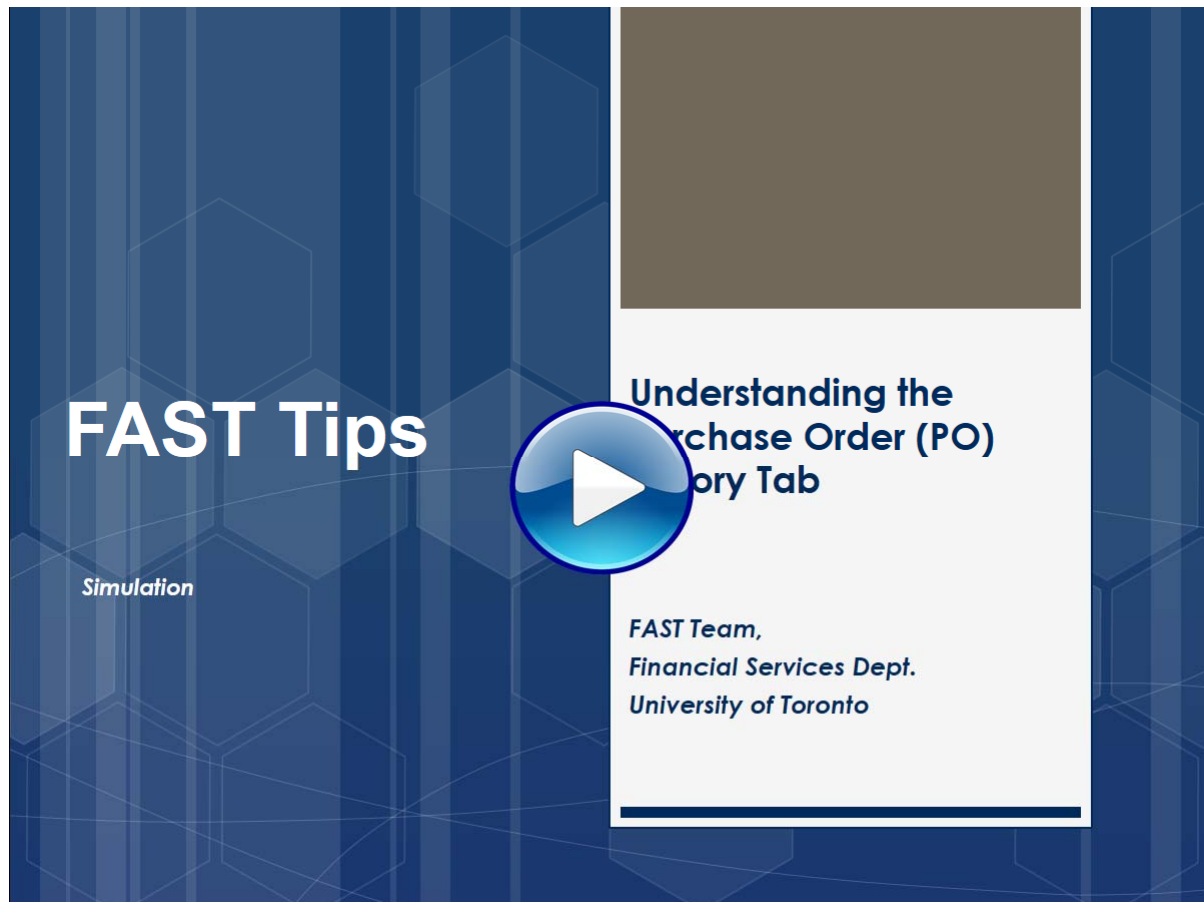


September 2019 | Volume 6 | Number 9

Understanding the Purchase Order (PO) History Tab



FAST Tips

Simulation

Understanding the Purchase Order (PO) History Tab

*FAST Team,
Financial Services Dept.
University of Toronto*

The image shows a video thumbnail with a blue background and a white play button icon. The text 'FAST Tips' is prominently displayed in white, with 'Simulation' written below it in a smaller font. To the right, the title 'Understanding the Purchase Order (PO) History Tab' is shown in blue. At the bottom right, the author information 'FAST Team, Financial Services Dept. University of Toronto' is listed in a smaller, italicized font.

Learn More:

- [**Reference Guide: ME21N - Create Purchase Order \(less than or equal to \\$25K\)**](#)
- [**Reference Guide: ME21N - Create Purchase Order \(greater than \\$25K\)**](#)
- [**Simulation: Create Lease PO \(Greater than or Equal to \\$25,000\)**](#)
- [**Simulation: Create Lease PO \(Less than \\$25,000\)**](#)
- [**Knowledge Centre Article: How to Locate the FI Documents for PO Goods Receipts and Invoice Receipts**](#)
- [**Knowledge Centre Article: Cancelling a PO: What are my Options**](#)
- [**Knowledge Centre Article: Purchase Order \(PO\) Reporting Tips**](#)

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

Why don't I see my 51xxx... Invoice Receipt document in the Month-End Statement of Accounts?

A reminder that effective September 1st, 2019, the processing of a Goods Receipt will post the 50xxx... document to the Financial (FI), Funds Management (FM) and Controlling (CO) accounts simultaneously.

The 51xxx... Invoice Receipt will pay the vendor and clear the accrued liability entry created when the Goods Receipt was posted:

- **Credit** the vendor account
- **Debit** the 537000 - Automatic Accruals (liability) G/L account

Since the Goods Receipt has already posted to the Fund Center, the 51xxx... Invoice Receipt document **will only appear** in the Month-End Statement of Accounts when:

1. The invoice amount varies from the Purchase Order amount
2. The tax amount varies
3. The G/L Account Tab or Unplanned Delivery Cost field was used when processing the Invoice Receipt

FI doc.no.	G/L Acc	G/L Acct Long Text	Pymt Bdgt	Cost C	Ord	Funds Ctr	Fund Cmnt Item	Line Item Text
5000594895	821420	Equip.Copiers:Leased	138.07	11111		100111	EQUIP-LSD	Xerox R54732040 copier rental Sept1-30/19
5100622976	825810	Photocopier Supplies	142.13	11111		100111	SUP-OFFICE	Xerox R54732040 copies Jul1-Aug25/19

Learn More:

- [Reference Guide: Create PO Invoice Receipt - MIRO](#)
- [Simulation: How to Locate the FI Documents for PO Goods Receipts and Invoice Receipts](#)
- [Simulation: How to use the G/L Account tab when posting an Invoice Receipt](#)

How would I know which of my Accounts Receivable invoices have been cleared?

The **ZFRR007 – Dept: A/R Open Item Aging Report** not only provides a departmental AR Invoice aging, but also lists any cleared invoices within a 3-year period. To identify the cleared invoices, execute the report for your FIS accounts with the parameters highlighted below:

The screenshot shows the 'Dept: A/R Open Item Aging Report' configuration window. It includes several sections with callouts:

- Funds Management Account Assignment:** The 'Funds Center' field is set to '100654'. A callout box points to this field with the text 'Enter appropriate Funds Center'.
- Selection groups:** The 'Customer selection' section has 'Company code' set to 'UOFT'. A callout box points to the 'Customer account' field with the text 'Enter customer account number if known'.
- Line item selection:** The 'Cleared items' checkbox is checked. A callout box points to this checkbox with the text 'Check the cleared items option'.
- Output control:** The 'Due date sorted list' is set to '30 60 90 180'.

The report output displays all the customers that you have invoiced within the past 3 years. **Double-click** the “0.00” cleared amount against the desired customer to view the list of cleared invoices for that customer.

List Edit Goto Views Settings System Help

Dept: A/R Open Item Aging Report

Aged Trial Balance as at 27.09.2019

User/Program: MOHIUNUS / ZFRR007
Date/Time: 27.09.2019 / 14:45:55
Funds Center: 100654

Double-click to view list of cleared invoices

Customer #	Customer Name	Cleared Amount	Ol total	From 0 to 30	From 31 to 60	From 61 to 90	From 91 to 180	From 181
100087	Carleton University	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100182	IBM Canada Ltd	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100223	McMaster University	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100287	Queen's University	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100301	Ryerson Polytechnical Institute	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100315	Seneca College	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100368	University of Alberta	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100371	University of Guelph	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100386	University of Ottawa	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100390	University of Waterloo	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100392	University of Western Ontario	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100393	University of Windsor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100403	Wilfrid Laurier University	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100410	York University	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230000	Accounts Receivable temporary Accts	0.00	1,427.23	0.00	0.00	0.00	0.00	1,427.23
300001	Natural Sciences & Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300342	Dudley Observatory	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301855	Industry Canada	0.00	0.00	0.00	0.00	0.00	0.00	0.00
305302	Tri-Agency Institutional Program Se	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306215	Research and Innovation (ON), Min o	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308342	Fed Economic Dev Agency for S Ontar	0.00	852,843.00	0.00	0.00	0.00	0.00	852,843.00
309488	Grand Challenges Canada	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311523	Canada First Research Excellence Fu	0.00	0.00	0.00	0.00	0.00	0.00	0.00
313143	Compute Ontario	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			- 854,270.23 -	- 0.00 -	- 0.00 -	- 0.00 -	- 0.00 -	- 854,270.23

Learn More:

- [Reference Guide: ZFRR007 – Dept: A/R Open Item Aging Report](#)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session

Location: 256 McCaul St

Tues, Oct 1, 2019	12:30pm - 2pm	FIS	room 103
Thurs, Oct 17, 2019	11:30am - 1pm	FIS & HRIS	room 109
Tues, Oct 29, 2019	12:30pm - 2pm	FIS	room 109

TRAINING

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

FAST STAFF

- [Faculty Representatives](#)
- [Subscribe to AMS Listserv](#)

Requesting Ideas for FAST Tips Articles/Simulations!

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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