

# Financial Services Department

# **FAST Tips**

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# Picking the Correct Tax Code for Expense Reimbursements

The University of Toronto Expense Report/Accountable Advance Settlement form should be completed and signed for every reimbursement. As illustrated in the form, unless HST exempt (E0), an alpha-alpha (e.g. ER) tax code should be used when reimbursing for expenses that fall into any of the predefined expense categories on the form.

# Expense Report/Accountable Advance Form:

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In addition to the **predefined expense categories** above, use **alpha-alpha** tax codes whenever taxes should be self-assessed, such as:

- Purchases of computers or conference fees (EC)
- Downloaded software purchased from outside Canada (ES)

Any expenses that do not fall into any of the predefined expense categories above should use the regular alphanumeric expense tax codes (e.g. E1). These would be indicated in the 'Other' section of the Expense Report form.

#### Learn More:

- GTFM: Travel and Other Reimbursable Expenses
   http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#airrailtravel
- FAQ: HST Expense Reimbursements http://finance.utoronto.ca/faqs/hst/
- Training Documentation: Managing Travel & Other Reimbursable Expenses http://finance.utoronto.ca/wp-content/uploads/2015/12/Managing\_Travel\_Expenses\_Dec2015.pdf

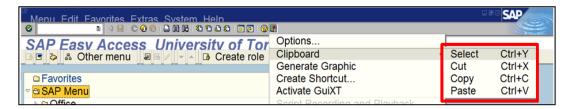
# Hidden SAP Features you May Not Know About

Did you know that there are a number of hidden functions in SAP that enable you to **select**, **cut**, **copy** and **paste text/data** within screens, print a **hardcopy** of a screen and **customize your font**?

Within the SAP menu bar that appears at the top of every screen, the "Customize Local Layout" icon (a.k.a. the "TV icon") provides a number of tools that will make using FIS more efficient and user friendly.

## 1. The Clipboard:

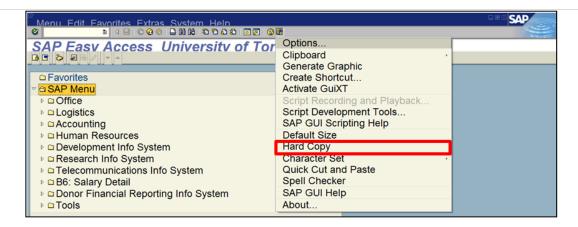
The clipboard function enables you to **select (CTRL + Y), copy (CTRL + C), cut (CTRL + X)** and **paste text/data (CTRL + V)** from transaction screens and reports once you are in the relevant screens.



# 2. Hard Copy

To print a copy of your SAP screen, select "Hard Copy" from the **Customize Local Layout** dropdown menu.

**Note:** The Hard Copy function will print **exactly what appears on the monitor**. To print everything in a report or transaction (over multiple pages), use the "Print" function ( ) located in the SAP menu bar.

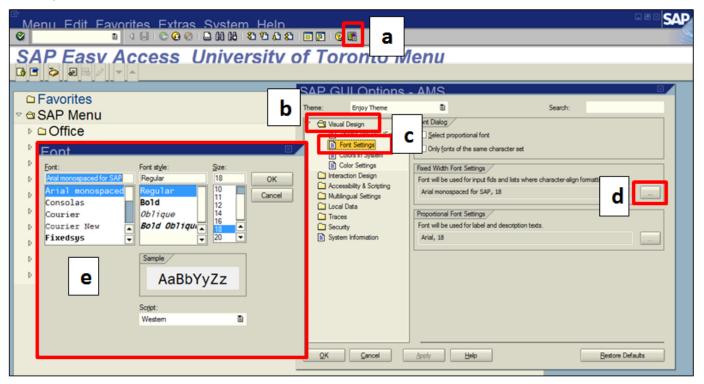


### 3. Customizing Display Font Size, Style and Type

### Steps:

- Select Customize Local Layout (■) → Options to locate the font settings pop-up
- Visual Design Select from the left panel in the Options popup.
- Select Font Settings
- Fixed Width Font Settings in the
- Adjust your font in the "FONT" pop-up

Similar to Microsoft Word, the "FONT" pop-up provides various font types, styles, and sizes for you to choose from.



Note: Changing the screen font will NOT IMPACT the font size, style or type when printing using the Print" function (\(\prec{1}{\pi}\)).

### Learn More:

- Training Documentation: FIS Overview (slide 33)
   http://finance.utoronto.ca/wp-content/uploads/2015/10/FIS-Overview.pdf
- AMS Reference: AMS Printing Information <a href="https://easi.its.utoronto.ca/help/ams-printing/">https://easi.its.utoronto.ca/help/ams-printing/</a>

### **ONE-ON-ONE WORK SUPPORT**

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS, USHOP & RIS/MRA/MROL)

LOCATION: 256 McCaul St., Room 103

Tuesday, December 2<sup>th</sup>

12:30pm - 2pm

Wednesday, December 17<sup>th</sup>

11:30am - 1pm

### TRAINING

FIS Training Calendar

http://finance.utoronto.ca/fast/fis-training/training-calendar/

FAST Tips Newsletter - Archive

http://finance.utoronto.ca/fast/fast-tips-newsletter-archive/

# **FAST STAFF**

- Financial Advisory Services & Training (FAST)
   http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/
- Subscribe to AMS Listsery
   https://example.com/palp/compa

https://easi.its.utoronto.ca/help/ams-listserv/