

Financial Services Department

FAST Tips

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What do I do if I receive a hard error message stating “Automatic carryforward is only allowed for amount 0” and/or “Document ... has not been yet been carried forward to the current year”?

This hard error message appears when commitments such as Purchase Requisitions, Purchase Orders or Manual Reserves have not been carried forward into the current fiscal year. This typically happens when a Fund account is deemed “closed” (i.e. end date is in the past) at April 30th and the year-end carry forward program cannot include the commitment document(s), pertaining to that Fund account, in the list of selected documents to transfer to the next fiscal year.

To fix the problem, departments should coordinate with their Research Funding Officer to ensure the following steps are completed:

1. The end date of the Fund account is extended and,
2. The relevant commitment document is carried forward into the current fiscal year.

Once the above steps are completed the transactions can be processed.

Note: If the error is related to a non-research Fund, contact your FAST team representative.

Stay tuned for the **February 2015 edition** of the FAST tips to learn how you can proactively check your outstanding commitments to prevent this error.


Learn More:

- **Contacts:** Research
<http://www.research.utoronto.ca/contact-us/>

How do I find out if a cheque has been issued and/or cashed?

Use the **Document Display** function to display the document and the following steps to determine whether a cheque has been **issued and/or cashed**:

Has Cheque been issued?

Once the document is displayed, double-click on the vendor line (line 1). **Note:** If an OTA vendor account was used, hit ENTER or click  to bypass the **Address and Bank Data** screen.

From the dropdown menu, go to **Environment**.

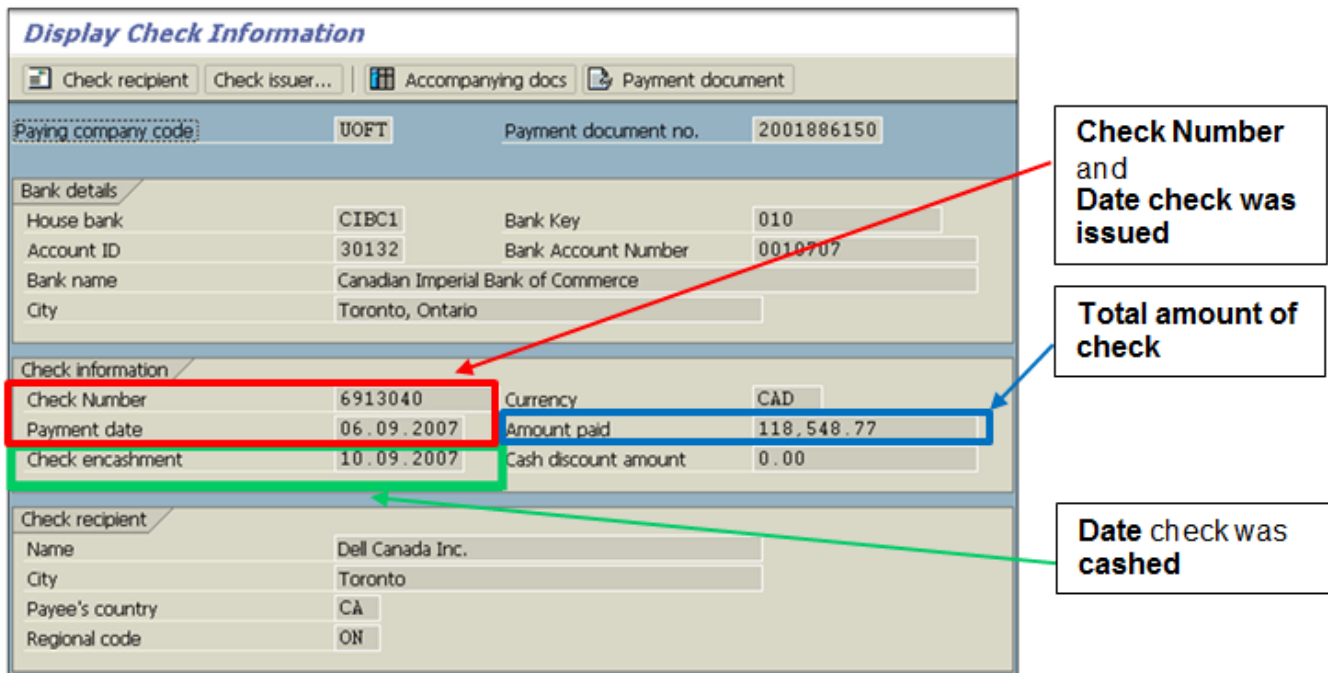
Check not issued: If **Check Information** is grayed out (not available), a cheque has not been issued yet.

Check has been issued: Select **Check Information** to display cheque details (see screenshot below).

- **Check Number**
- **Payment Date** (date cheque issued)
- **Amount Paid** (total amount of check)

Has Cheque been cashed?

If the **Check Encashment** field is populated, the check has been cashed.



The screenshot shows the 'Display Check Information' screen with the following data:

| Display Check Information | | | |
|---------------------------|------------------------------------|----------------------------------|------------|
| Paying company code: UOFT | | Payment document no.: 2001886150 | |
| Bank details | | | |
| House bank | CIBC1 | Bank Key | 010 |
| Account ID | 30132 | Bank Account Number | 0010707 |
| Bank name | Canadian Imperial Bank of Commerce | | |
| City | Toronto, Ontario | | |
| Check information | | | |
| Check Number | 6913040 | Currency | CAD |
| Payment date | 06.09.2007 | Amount paid | 118,548.77 |
| Check encashment | 10.09.2007 | Cash discount amount | 0.00 |
| Check recipient | | | |
| Name | Dell Canada Inc. | | |
| City | Toronto | | |
| Payee's country | CA | | |
| Regional code | ON | | |

Callouts from the right side of the screenshot:

- Red box: Check Number and Date check was issued (points to Check Number and Payment date)
- Blue box: Total amount of check (points to Amount paid)
- Green box: Date check was cashed (points to Check encashment)

Learn More:

- **FAQ:** Cheque Production – Why Wasn't a Cheque Produced?
<http://finance.utoronto.ca/fags/cheque-production/>
- **QRG:** Document Display
<http://finance.utoronto.ca/wp-content/uploads/2015/11/docdisplayje.pdf>

I just discovered that a cheque won't be produced till the year 2041! What should I do?

This often occurs because an incorrect year was manually entered in the invoice date field when the transaction was processed.

To correct this, reverse the document and reprocess with the correct year.

Helpful Hint: To avoid this in the future and ensure the correct date and year are entered, use the calendar function to select the invoice date.

Enter Vendor Invoice: Company Code UOFT

Tree on Company Code Hold Simulate Park

Transactn Invoice

Basic data Payment Details Tax Notes

Vendor

Invoice date

Posting Date 30.05.2014

Calendar

30.05.2014

| | WN | Mo | Tu | We | Th | Fr | Sa | Su |
|--------|----|----|----|----|----|----|----|----|
| 2014 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | 17 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 2014/5 | 18 | 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| | 19 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 2014/6 | 22 | 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| | 23 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | 24 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | 26 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | 27 | 30 | 1 | 2 | 3 | 4 | 5 | 6 |

Learn More:

- **QRG:** Document Reverse
<http://finance.utoronto.ca/wp-content/uploads/2016/02/reverse.pdf>

ONE-ON-ONE WORK SUPPORT

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

LOCATION: 256 McCaul St., Room 103

| | |
|---------------------------------|---------------|
| Thursday, June 5 th | 12:30pm – 2pm |
| Thursday, June 19 th | 12:30pm – 2pm |

TRAINING

- FIS Workshops

Manual Reserves

Learn More:

<http://finance.utoronto.ca/wp-content/uploads/2015/10/manualreserve.pdf>

- FIS Training Calendar

<http://finance.utoronto.ca/events/category/training-support/>

- FAST Tips Newsletter - Archive

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

FAST STAFF

- Financial Advisory Services & Training (FAST)

<http://www.finance.utoronto.ca/fast/contacts.htm>

- Subscribe to AMS Listserv

http://www.ams.utoronto.ca/AMS_Help/AMS_Listserv.htm