

Financial Services Department

FAST Tips

June 2014

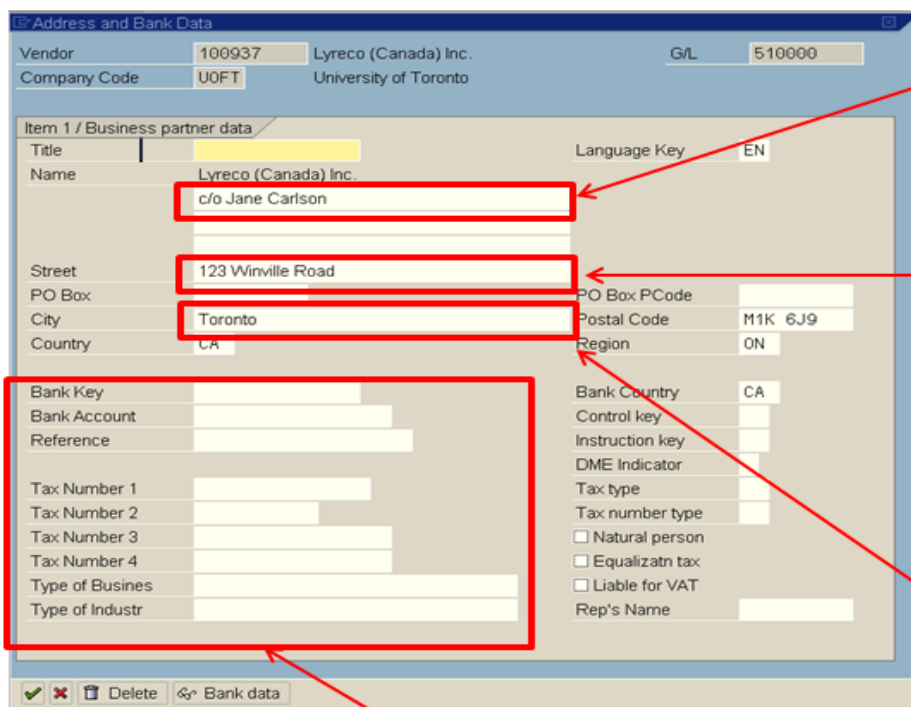
Volume 1

Number 6

Are you making mistakes addressing cheques? Are you receiving cheques returned due to incorrect processing?

When addressing cheques for Expense Reimbursements or Invoice Payments (i.e. Alternate/Individual Payee Address, One Time Only Vendors) you are required to enter the address information of the individual or company receiving payment.

To ensure that the recipient receives the cheque in a timely manner, review the following tips on how to prevent errors when addressing cheques in the "Address and Bank Data" pop-up window.



If cheque is sent via **Campus Mail**, include Department name.

e.g. **C/O Department of Engineering**

Street field:

- Enter **Street** address and "unit #" if cheque is sent to a an apartment/unit
- **Street + Postal Code** =
- **PO Box + PO Box PCode** =
- **Street + PO Box** =
- **NO Street** =

City field:

- If cheque is sent through Campus Mail, enter:
 - **UoT** (St. George)
 - **UTM**
 - **UTSC**

Note: If you enter "Toronto" in the **City** field or use a Postal Code for Campus Mail, the cheque may be mailed via Canada Post (i.e., costs the university postage, slower deliver).


DO NOT enter any Banking Information

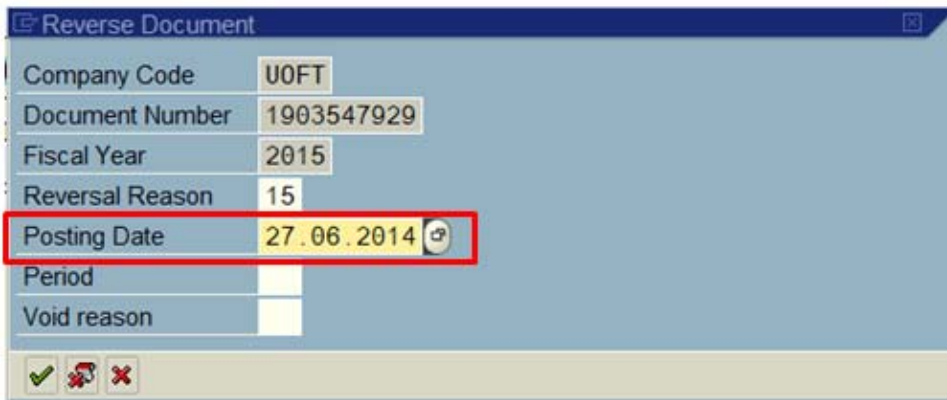
Learn More:

- **FAQ:** Addressing Cheques
<http://finance.utoronto.ca/fags/addressing-cheques/>
- **QRG:** Using Alternate Payee Address
<http://finance.utoronto.ca/wp-content/uploads/2015/10/altpayee.pdf>
- **QRG:** Using One Time Only Address
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Using-One-Time-Only-Vendors-Converted1.pdf>

When reversing a document, what posting date should I use?

Use When reversing a document, the Posting Date must always be the current date (and not the date of the original transaction).

A hard error message, for example  Posting period 001 2015 is not open, indicates that the date you have specified in the posting date field is from a prior period.



Company Code	UOFT
Document Number	1903547929
Fiscal Year	2015
Reversal Reason	15
Posting Date	27.06.2014
Period	
Void reason	

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/MRA/MROL)

LOCATION: 256 McCaul St., Room 103

Wednesday, July 2nd 11:30am – 1pm

Thursday, July 17th 12:30pm – 2pm

TRAINING

- FIS Reporting Workshop

Reconciling & Reviewing Month-End Statements

Learn More:

<http://www.finance.utoronto.ca/fast/training/browsetype.htm#Reporting1>

- 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://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

- Subscribe to AMS Listserv

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