

## ***Simulation: How to Locate the FI Document Numbers for PO Goods Receipts and Invoice Receipts***

Watch this simulation to learn how you can locate the FI document numbers for Purchase Order Goods Receipts and Invoice Receipts.



The image shows a video player interface for a simulation. The background is a dark blue grid with hexagonal patterns. On the left, the text "FAST Tips" is displayed in large white font, with "Simulation" written below it in a smaller white font. In the center, there is a large blue circular play button icon. To the right of the play button, the title of the simulation is shown in white text: "How to Locate the FI Document Numbers for PO Goods Receipts and Invoice Receipts". Below the title, the author information is listed: "FAST Team, Financial Services Dept. University of Toronto". The video player has a white border and a dark blue header bar at the top.

**Having trouble viewing our simulations in CHROME?** Try another browser OR click the button indicated below to run the Adobe Flash Player plugins and view our FAST simulations.



### Learn More:

- [Reference Guide: Goods Receipts - Create or Reverse](#)
- [Reference Guide: Create Invoice Receipt or Credit Memo \(PO Related\)](#)
- [FIS Simulation: How to Determine the Status of a Cheque, Foreign Draft or Electronic Funds Transfer \(EFT\)](#)
- [Training Documentation: Logistics Part 2 – Goods Receipts & Invoice Receipts](#)

### ***What is a NOPO?***

NOPO refers to a “**no post**” status placed on a funds center that has a zero balance and is no longer being used by a department. There is no form to be filled out when requesting a NOPO status on a funds center. Departments simply send an email to their FAST Team representative with the details of the account and the reason for the request. At the time of requesting a “no post” on a funds center, you should also consider whether any corresponding CC’s or IO’s also need to be blocked.

**The nopo is only valid or applicable for the current fiscal year.** Another request via email will need to be sent to the FAST Team if the status is to continue in the next fiscal year. The risk of not renewing the NOPO status is limited to the possibility of payroll and credit transactions being posted to the account. All other transactions that are subject to funds availability checking would be prohibited without the nopo status. For this reason, funds center accounts still require monitoring throughout the fiscal year.

### ***If I am requesting a partial expense reimbursement from UofT and the rest is being covered by another organization, do I still need to provide the original receipts to UofT?***

Yes, **unless** the other organization requires the original receipts. If a claimant is receiving partial expense reimbursement from another organization, and the other organization requires original receipts, U of T will:

- **accept a copy of the receipts**, with a written explanation of why the original receipts are required by the other organization
- **require a declaration** that the amount being claimed from the University will not be claimed from any another organization
- accept a copy of the reimbursement cheque from the other organization, which should accompany the request for reimbursement from the University.

**Learn More:**

- [Training Material – Managing Travel & Other Reimbursable Expenses](#)
- [GTFM Policy – Travel & Other Reimbursable Expenses](#)
- [Documentation & Support webpage - Reimbursements](#)
- [Reference Guide - ERDD Create](#)
- [Reference Guide - Expense Reimbursement Single Currency Create](#)
- [Reference Guide – Expense Reimbursement Dual Currency Create](#)

**Requesting Ideas for FAST Tips Articles and 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!**

**[FEEDBACK](#)**

**ONE-ON-ONE WORK SUPPORT**

**Get HELP FAST** - Biweekly lunch time AMS support sessions (FIS, HRIS)

LOCATION: 256 McCaul St.

Thursday, November 16 <sup>th</sup>	room 103	11:30am – 1pm	FIS & HRIS
Wednesday, November 29 <sup>th</sup>	room 103	12:30pm – 2pm	FIS & RIS/MRA/MROL

**TRAINING**

- [Workshop: Managing Travel & Other Reimbursable Expenses - REGISTER](#)  
Friday, November 10, 2017 (9:30am – 11:30am)
- [Workshop: Reconciling & Reviewing Month End Statements - REGISTER](#)  
Wednesday, November 22, 2017 (9:30am – 11:30am)
- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

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