

FAST Tips

Monthly Payroll Reconciliation: NSF warning with Funds Availability at zero! What does this mean?

When reconciling the monthly Statement of Account, the message **“WARNING – NSF FUNDS – Partial Payroll reserve only”** will appear in the line item details if there were insufficient funds available at the time the required payroll reservation was calculated in HRIS.

As a result, Payroll will reserve what it can until Funds Availability reaches zero. In the example below, only \$34,221.51 was reserved in G/L 801910.

Budget CI :	HR-BEN-AP						
Fund Reservations:	23.10.2017	801910	Pay:Benefits Appt	101762017	001	34,221.51	WARNING - NSF FUNDS - Partial payr
Total Fund Reservations:						34,221.51	
Budget CI Total:	HR-BEN-AP					34,221.51	

As per the G/L Account Overall Total in the Payroll Distribution report, the required reserve in G/L 801910 was \$37,379.50.

Overall Total:					
Pay:Admin	801040	27,627.55	154,640.13	157,939.98	312,580.11
Pay:Union	801050	15.71	1,108.05	0.00	1,108.05
Pay:Casual Admin.	801140	0.00	265.20	0.00	265.20
Pay:Unions - Temp.	801150	62.40	956.80	0.00	956.80
Pay:Teach Assist.	801270	0.00	13.80	0.00	13.80
Pay:Benefits Appt	801910	6,634.36	37,379.50	37,905.60	75,285.10
Pay:Benefits No Appt	801920	6.24	123.58	0.00	123.58
Total:		34,346.26	194,487.06	195,845.58	390,332.64

Funds Center Report							
Fiscal Year	2018		Report Instance	ZFTR111			
Funds Center	102018 Fin:Financial Servic		User	AMS			
Include FC Hierarchy	0000		Date/Time	06.11.2017 16:32:10			
FC Hierarchy variant	X						
Include PI FCs							
			Only includes \$34,221.51 of the required \$37,379.50				
Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue	Variance/ Funds Available
Expenditures							
- EXPENSE-S	384,737.00	399,737.00	192,161.49	207,575.51	399,737.00		0.00
^ EXPENSE-S	0.00	15,000.00	0.00	0.00	0.00		15,000.00
+ COMPENS-S	363,784.00	363,784.00	192,161.49	194,487.06	386,648.55		22,864.55-
+ EQUIP-S	450.00	450.00	0.00	0.00	0.00		450.00
+ SUPPL-S	17,753.00	17,753.00	0.00	12,885.79	12,885.79		4,867.21
+ TRAVEL-S	2,750.00	2,750.00	0.00	202.66	202.66		2,547.34
Total Expenditures	384,737.00	399,737.00	192,161.49	207,575.51	399,737.00		0.00
Net	384,737.00	399,737.00	192,161.49	207,575.51	399,737.00		0.00

Actions to be taken include processing a Budget Transfer into the Funds Center with insufficient funds or changing the HRIS records so that the cost distribution is allocated to an account with sufficient funds. If no action is taken, when payroll actuals are posted, the FC will eventually be put into deficit.

Learn More:

- [Reference Guide: Statement of Account – Funds Center and Non-Research](#)
- [Reference Guide: Payroll Distribution Report](#)
- [Training Documentation: Reconciling & Reviewing Month End Statements](#)

I have posted invoices that are due to be paid during the Holiday Break in December. When will a cheque be generated?

U of T standard payment terms for vendor invoices are 35 calendar days from the invoice date. If the 35th day falls between cheque runs, the cheque will be generated via the scheduled cheque run just prior to the 35th day.

The deadline for processing invoices to be included in the final 2017 cheque run must be **processed in FIS by Thursday, December 14th, 2017**. All invoices that qualify based on payment terms will be included in the **final cheque and draft payment run on Friday, December 15th, 2017**.

All invoices posted after the December 15th cheque run will be considered for inclusion on the **next scheduled cheque run in January**.

Learn More:

- [MEMO – Planned Payment Schedule before the 2017 Holiday Break](#)

hst.help@utoronto.ca email no longer active...where do I find HST information?

The hst.help@utoronto.ca email support account was established in 2010 when the HST was first introduced and was intended to assist with questions during the transition and initial implementation. After an extended period of activation the email account has been shut down effective immediately.

Information related to HST applicability and Taxation can be found on the Financial Services Departments Taxation page below:

<http://finance.utoronto.ca/services/tax/>

Question related specifically to FIS system tax codes can be directed to your FAST team representative.

Learn More:

- [FAQs: HST](#)

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.

Tuesday, December 12th

room 103

11:30am – 1pm

FIS & HRIS

TRAINING

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- [FAST Tips Newsletter - Archive](#)

FAST STAFF

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