FAST TIPS Newsletter

Financial Services | UNIVERSITY OF TORONTO

How to Perform a Journal Entry to Correct Tax Codes or FIS Account Assignments

FAST Tips

Simulation

How to Perform a Journal Entry to Correct Tax Codes or FIS Account Assignments

FAST Team,
Financial Services Dept.
University of Toronto

Learn More:

- **Reference Guide -** Enter Journal Entry
- **Documentation & Support -** General Ledger

If you have any trouble viewing this simulation, please contact fast.help@utoronto.ca.

What supporting documents are required when purchasing a flight or accommodation through a third party booking site (e.g. Expedia)?

The University of Toronto will reimburse for expenses that have been personally incurred by the claimant i.e. the claimant cannot request a reimbursement on behalf of another individual.

Flight

1. **Flight itinerary** from the third party booking site provided by the website after payment. If proof of payment by the claimant is not indicated on the third party booking sites' flight itinerary, then proof of payment (e.g. credit card statement) is required.
2. **Proof of Travel** which includes at **least one of the following**:

- boarding pass
- hotel bill at the travel destination
- taxi/transit receipts to/from the destination airport/train station
- meal receipts from the travel destination
- certificate of conference attendance

Accommodation

1. **Order confirmation** from third party booking site, showing credit card payment and travel dates for the claimant. If proof of payment by the claimant is not indicated on the third party booking sites' flight itinerary, then proof of payment (e.g. credit card statement) is required

2. **Proof of Stay** i.e. a detailed statement of guest charges or hotel bill (if hotel bill is not provided it should be requested upon check-out)

Please note that the University does respect the privacy of the claimant. Any personal information on the credit card statement that is not pertinent to the expense claim can be redacted.

Learn More:

- **GTFM Policy** - Travel and Other Reimbursable Expenses (Policies and Guidelines)
- **GTFM Policy** - Attach Original Receipts
- **Training Documentation** - Managing Travel & Other Reimbursable Expenses (Slide 20 & 30)
- **Resource** - Expense Reimbursement Checklist (Template)

Why am I not able to scroll down properly or select a single column in most of the SAP line item reports (i.e. ZFIR079 AND ZFIR079A)?

Please refer to the below AMS Listserv communication published on Nov 28th, 2019.

To SAP GUI users:

As you may already be aware, a recent SAP GUI upgrade has cause an issue in some SAP line item reports (e.g. ZFIR079 and ZFIR079a). Users will find that they cannot scroll down properly or select a single column.

A fix to resolve these issues has been identified and tested. For those users on centrally managed ITS desktops, the fix will be deployed directly to your desktop by end of next week (December 6th). We will also be providing instructions to local divisional IT administrators next week to implement this fix within your division/department.

We apologize for any inconvenience this issue may have caused.

Sincerely,
Enterprise Applications & Solutions Integration (EASI)

In future, if you still face issues with these reports, please contact your FAST Team Rep.

Learn More:

- **Knowledge Centre Article -** SAP Navigation Tips & Tricks (Part 1)
- **Knowledge Centre Article -** SAP Navigation Tips & Tricks (Part 2)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session
Location: 256 McCaul St

Thurs, Dec 12, 2019 | 11:30am - 1pm | FIS & HRIS | room 103

TRAINING	FAST STAFF
- FIS Training Calendar	- Faculty Representatives
- FAST Tips Newsletter - Archive	- Subscribe to AMS Listserv

Requesting Ideas for FAST Tips Articles/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!**

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