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## WHAT'S NEW?



I have posted invoices that are due to be paid during the Holiday Break.  
When will the 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 final cheque draft run for 2021 will be **Thursday, December 16th** and will include payments for:

- A/P Vendor payments cheques
- Expense reimbursement cheques
- Foreign draft payments
- Accountable advance and Petty Cash/Imprest Reimbursement cheques

For more information, please see see [Planned Payment Schedule for the Holiday Break memo from Financial Services.](#)

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**[Holiday Party Planning - 2021 \(Memo from the Division of People, Equity & Culture\)](#)**

Take a moment to [read through the Division of People, Equity & Culture's guidance and considerations](#) when looking for ways to celebrate with colleagues during the pandemic.

# ARTICLES

## [Have you ever wondered how General Ledger \(G/L\) Accounts and Commitment Items are linked? How does FIS know what Commitment Item budget to look for?](#)

Understanding the relationship between General Ledger (G/L) and Commitment Item budget categories play are important for both interpreting FIS reports, and managing Funds Center and Funds Center/Fund account.

For an in depth look at this relationship, please read the full article in the [Knowledge Centre](#).

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## [To use an OTA vendor account, or to request a permanent vendor account, that is the question?](#)

When processing an invoice, whether Purchase Order related or otherwise, it may be difficult to determine if a One Time Account Vendor number should be used or a new vendor account should be created. To help with this decision, please read our [Knowledge Centre](#) for guidance.

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# TRAINING

## Join us for Accessibility and Procurement training

Join the *Accessibility for Ontarians with Disabilities Act (AODA)* and Procurement Offices for an engaging session on how to play your part in ensuring that the University's procurement processes are accessible. Under the AODA, we are required to incorporate accessible design, criteria and features into our procurement processes. This is to help make sure that the goods, services and facilities we purchase are accessible to persons with disabilities and remove barriers before they are encountered. In this session we will explore the definition of accessibility, what accessible procurement is, and how to apply these concepts to your own systems and processes, ensuring that you are making purchases that work for all.

As part of this session, you will:

1. Interpret the legal context impacting how the University procures goods, services and facilities
2. Discover the criteria and features of accessibility design
3. Employ accessibility design criteria and features when examining procurement documents.

Session date and time: Wednesday, December 1st (10:00am - 12:00pm). [Register here](#).

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## TRAINING

- [FIS Training Calendar](#)
- [Newsletter - Archive](#)

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