



[October 2018 | Volume 5 | Number 10](#)

## How to Use the Header and Item Text fields when Creating a Purchase Order

A video player interface with a blue background featuring a hexagonal pattern. On the left, the text 'FAST Tips' is displayed in white, with 'Simulation' in a smaller font below it. In the center, there is a blue play button icon. On the right, a white box contains the following text: 'How to Use the Header and Item Text fields when Creating a Purchase Order', 'FAST Team,', 'Financial Services Dept.', and 'University of Toronto'. A dark blue horizontal line is at the bottom of the white box.

If you have any trouble viewing this simulation, please contact [fast.help@utoronto.ca](mailto:fast.help@utoronto.ca).

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## **The List of Payments Report: Did you know?**




The List of Payments Report (ZFPR004) will quickly tell you who has been receiving payments and counts the number of transactions within the defined selection screen period. An example of the standard report output is shown below:

Fiscal year: 2019 - 2019  
 Period(s) : 005 to 006

Vendor #	Payee Name	# Trans.	Amount
990001	Patrick McKenna	2	280.00
118490	Periwinkle Flowers	1	89.50
116806	PrintersPlus	1	166.08
300346	ProQuest LLC	4	622.70
110365	Ricoh Canada Inc.	2	1,193.63

Did you know that the List of Payments Report was recently updated to include the option to “**Show Line Item Texts**”:

**List of Payments**

FM Area: UOFT

Top Level Funds Center : 100000 Includes Funds Center Hierarchy

Hierarchy variant: 0000

Dates From: 01.09.2018 to 31.10.2018

Show Line Item Texts

If selected, the report takes the total number of transactions for each vendor and displays individual line item text. An example of the new report output is shown below:

Fiscal year: 2019 - 2019  
 Period(s) : 005 to 006

Vendor #	Payee Name	# Items	Amount	Line item text
990001	Patrick McKenna	2	280.00	Patrick McKenna - Technician services
118490	Periwinkle Flowers	1	89.50	Periwinkle Flowers - Gift for donor
116806	PrintersPlus	1	166.08	Printers 3700060854 TONER CARTRIDGE HPCE390A, BLACK
300346	ProQuest LLC	1	36.55	Proquest - I-10546615- Books for library
300346	ProQuest LLC	1	137.03	Proquest - I-10546422- Books for library
300346	ProQuest LLC	1	104.44	Proquest - I-10545179 - Books for library
300346	ProQuest LLC	1	344.68	Proquest - I-10544368- Books for library
110365	Ricoh Canada Inc.	1	986.87	Ricoh - rental and copy usage
110365	Ricoh Canada Inc.	1	206.76	Ricoh - Service

These two options provide flexibility for end-users who prefer to see a summarized view of vendor spending versus those who prefer to see each payment as defined by individual line item text.

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**Learn More:**

- [Reference Guide: List of Payments](#)

## I can reduce the cost of airfare by booking well in advance of travel...but what can I do about last-minute emergency cancellations?

**\*Repeat tip**

Life happens....**flight cancellation insurance is a fully reimbursable expense** and mitigates risk to the University in situations where travel cannot be completed due to an emergency. **University of Toronto business travelers are strongly encouraged to purchase flight cancellation insurance when booking airfare.**

Note that the lowest available fare is often lower than *economy fare*, but travelers should take into consideration such low fares often have restrictions such as being non-transferable or non-refundable. This should be taken into consideration when travel plans may be subject to change.

**Note:** If the airfare was previously reimbursed and then subsequently cancelled, the travelers must return a cheque to the University of Toronto for the full insurable

amount.

Situations not covered through cancellation insurance should be discussed with the department head and follow the guidelines as outlined in the Guide to Financial Management (see link below)

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**Learn More:**

- [GTFM Policy - Travel & Other Reimbursable Expenses](#)
- [Training Slides - Managing Travel & Other Reimbursable Expenses](#)

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## **ONE-ON-ONE WORK SUPPORT**

**Get HELP FAST** - Biweekly lunch time AMS support session

**Location:** 256 McCaul St, room 103

Thursday, November 1 | 11:30am - 1pm | FIS

Wednesday, November 14 | 12:30pm - 2pm | FIS, HRIS & RIS/MRA/MROL

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### **TRAINING**

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

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