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



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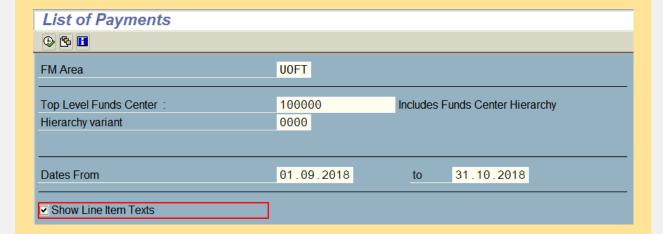
The List of Payments Report: Did you know?

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:

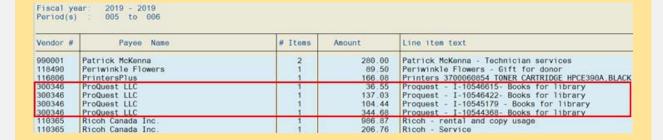
Fiscal year: 2019 - 2019 Period(s): 005 to 006

Vendor #	Payee Name	# Trans.	Amount
990001 118490 116806	Patrick McKenna Periwinkle Flowers PrintersPlus	2 1 1	280.00 89.50 166.08
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**":



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:



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.

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)

Learn More:

- GTFM Policy Travel & Other Reimbursable Expenses
- Training Slides Managing Travel & Other Reimbursable Expenses

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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