

[April 2019 | Volume 6 | Number 4](#)

REMINDER: Fiscal Year-End Posting Dates in FIS

Reminder that posting date and PO document dates need to be set to **May 1, 2019** to permit posting on April 29th and April 30th.

For more information, refer to the [Year End System Availability between system close and May 1st.](#)

Accessing ERDD on the Web through Employee Self-Service (ESS)

A video thumbnail for a 'FAST Tips' simulation. The background is dark blue with a hexagonal pattern. On the left, the text 'FAST Tips' is written in large white letters, with 'Simulation' in smaller white text below it. In the center, there is a blue circular play button icon. On the right, there is a white rectangular area containing the title 'Accessing ERDD on the Web through Employee Self-Service (ESS)' in blue text, and below it, the text 'FAST Team, Financial Services Dept. University of Toronto' in smaller blue text. A dark blue horizontal bar is at the bottom of the white area.

FAST Tips

Simulation

Accessing ERDD on the Web through Employee Self-Service (ESS)

FAST Team,
Financial Services Dept.
University of Toronto

Learn More:

- [Reference Guide - ERDD on the Web \(Create, Save, Submit and Post\)](#)
- [Reference Guide - ERDD on the Web \(Display, Edit, Check Status or Delete Saved Document\)](#)

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

You Survived Fiscal Year-End, but did your Operating Payroll Reserves Get Left Behind?

Monthly payroll reservation calculations are done as part of the monthly payroll run program. For this reason, payroll postings and reserves for future salary and benefits costs for Fiscal 2020 **will not be reflected** in the FM operating account until the **monthly payroll program is run on May 23, 2019**. Until this date, your funds availability may appear to be significantly more than it actually is. Remember to plan and spend accordingly.

Updating Lease Purchase Orders (PO) for the New Fiscal Year

In the beginning of the new fiscal year, it will be time to update the net price for your existing lease orders to ensure reserves are accurately reflected.

Leases often span multiple fiscal years and as a result if we were to update the price in the Lease PO for all years we would reserve (commit) all of the lease payments against the current budget. To avoid setting up these excess reserves and reducing funds availability, future fiscal year lease payments are entered in the Lease PO with a net price of \$1.00, as a placeholder for those years. When we enter a new fiscal and would like to

reflect the reserve for the current fiscal year the \$1.00 amounts need to be updated by Procurement Services.

As of August 1, 2018, departments can update their own **WLS: Lease Workflow Orders** via **ME22N - Change**. For **LS: Lease Order POs** created prior to August 1, 2018, contact Procurement Services (purchasing.help@utoronto.ca) to process the update. In your e-mail please include:

- Your Lease PO number
- The line item number(s) to be updated
- The payment amount to be updated

Not sure which leases still have outstanding invoices? Simply run the **List Displays by PO Number report (ME2N)**, filter for the **47-series document numbers** (those are the lease numbers) and enter your purchasing group. Select **RECHNUNG** from the drop down menu in the **Selection Parameters** field to limit the search to leases with outstanding invoice receipts.

Program Edit Goto System Help

Purchasing Documents per Document Number

Choose...

Purchasing document	4700000000	to	4799999999	→
Purchasing organization	1000	to		→
Scope of List	BEST			
Selection Parameters	RECHNUNG	to		→
Document Type		to		→
Purchasing Group	C01	to		→
Plant		to		→
Item Category		to		→
Account Assignment Category		to		→
Delivery Date		to		→
Validity Key Date				
Range of Coverage to				
Vendor		to		→
Supplying Plant		to		→
Material		to		→
Material Group		to		→
Document Date		to		→
Intern. Article No. (EAN/UPC)		to		→
Vendor's Material Number		to		→
Vendor Subrange		to		→
Promotion		to		→
Season		to		→
Season Year		to		→
Short Text				
Vendor Name				

Learn More:

- [Training Documentation: Logistics Part 1 - Purchase Orders & Purchase Requisitions](#)
- [FAQ \(Procurement\) - Lease](#)

What are "Year-End Operating Reserves"? How is it calculated?

The "Year-end Operating Reserves" are what was formerly known as the "Year-end Carry forward". This is when the financial end result of the prior fiscal year is brought forward into the current fiscal year. Any net under spending (positive) or net over spending (negative) will be carried forward.

1. The Operating Reserves are calculated by reporting the Year-end Net result of the Funds Center and adding any Outstanding Funds Reserves (commitments) purchase order and earmarked funds (i.e., manual reserves).
2. Amounts from outstanding reserves at year-end are transferred into the "revised budget" at the same commitment item where they were reserved in the prior year, the net operating under/over spending results are transferred to the "Carryforward" (CARRYFWD) commitment item.

Figure 1, "April 30, 2019 net result prior to year-end processing"

Funds Center Report						
Fiscal Year: 2019						
Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
Revenues						
- REVENUE-S	0.00	1,006.00-	0.00	1,010.24-	1,010.24-	4.24
+ RECOVERY	0.00	1,006.00-	0.00	1,010.24-	1,010.24-	4.24
Total Revenues	0.00	1,006.00-	0.00	1,010.24-	1,010.24-	4.24
Expenditures						
- EXPENSE-S	41,069.00	42,106.86	2,036.23	37,530.15	39,566.38	2,540.48
CARRYFWD	0.00	31.86	0.00	0.00	0.00	31.86
+ EQUIP-S	9,500.00	9,500.00	1,500.00	29.06	1,529.06	7,970.94
+ FURNIT-S	0.00	0.00	0.00	13,250.00	13,250.00	-13,250.00
- SUPPL-S	31,569.00	32,575.00	536.23	22,301.09	22,837.32	9,737.68
+ SUPPLIES	31,569.00	31,569.00	536.23	9,064.23	9,600.46	21,968.54
TELEPHONE	0.00	1,006.00	0.00	13,236.86	13,236.86	-12,230.86
+ TRAVEL-S	0.00	0.00	0.00	1,950.00	1,950.00	-1,950.00
Total Expenditures	41,069.00	42,106.86	2,036.23	37,530.15	39,566.38	2,540.48
Net	41,069.00	41,100.86	2,036.23	36,519.91	38,556.14	2,544.72

Revenue variances are added to Funds Available, resulting in a positive or negative Carryforward

Year-end Carryforward:
Residual Bal. \$2,544.72
+ Commitments.
\$2,036.23 = \$4,580.95

Figure 2, “May 1, 2019 prior to any document entry”

Funds Center Report							
Fiscal Year: 2020							
Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue	Variance/ Funds Available
Revenues							
- REVENUE-S	0.00	0.00	0.00	0.00	0.00	0.00	0.00
+ RECOVERY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenditures							
- EXPENSE-S	41,069.00	45,649.95	2,036.23	0.00	2,036.23		43,613.72
CARRYFWD	0.00	2,544.72	0.00	0.00	0.00		2,544.72
+ EQUIP-S	9,500.00	11,000.00	1,500.00	0.00	1,500.00		9,500.00
+ FURNIT-S	0.00	0.00	0.00	0.00	0.00		0.00
- SUPPL-S	31,569.00	32,105.23	536.23	0.00	536.23		31,569.00
+ SUPPLIES	31,569.00	32,105.23	536.23	0.00	536.23		31,569.00
TELEPHONE	0.00	0.00	0.00	0.00	0.00		0.00
+ TRAVEL-S	0.00	0.00	0.00	0.00	0.00		0.00
Total Expenditures	41,069.00	45,649.95	2,036.23	0.00	2,036.23		43,613.72
Net	41,069.00	45,649.95	2,036.23	0.00	2,036.23		43,613.72

The difference between the Original Budget and the Revised Budget is the \$4,580.95 2019 year-end operating reserve.

Learn More:

- [Training Documentation - Year End Operating Reserves](#)
- [Reference Guide - Budget Carryforward Report \(ZFIR056\)](#)
- [Reference Guide - Open Commitment Carryforward Report \(ZFIR055\)](#)

ONE-ON-ONE WORK SUPPORT

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

Location: 256 McCaul St

Tues, April 30th, 2019	12:30pm - 2pm	FIS	room 109
Thurs, May 16th, 2019	11:30am - 1pm	FIS & HRIS	room 103
Weds, May 29th, 2019	11:30am - 1pm	FIS & RIS/MRA/MROL	room 109

TRAINING

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

FAST STAFF

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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!**

PROVIDE FEEDBACK

fast.help@utoronto.ca