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If you were not able to attend the July 26th Lunch and Learn session presented by the FAST team (Managing Departmental Subordinate Bank Accounts), you can [visit the resource page to watch the recording of the session, as well as additional resources.](#)

Do you have any ideas for topics we could address in short 30 - 45 presentations we could tackle?

If so, please take a few minutes to [COMPLETE THIS SURVEY](#) to submit your ideas for future topics.

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## **Next Up - Financial Administration of Research Participant Fees**

**Join us on Thursday, August 24th from 12pm - 1pm for our next Lunch & Learn session.**

**Topic:** Financial Administration of Research Participant Fees

- Defining participant fees/compensation
- Relevant GTFM policy consideration
- Back-up documentation requirements, including electronic distribution of fees (e.g., e-gift cards)
- Additional resources

[Click here to download and save the MS Teams invite.](#)

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# SIMULATIONS



## Tracking the Status of Workflow Purchase Orders

Workflow Purchase/Lease Orders (WNB) that have a total value, or acquisition value over \$50,000 (before tax) will be automatically forwarded to Procurement Services for compliance review.

[Watch this simulation](#) to keep track of workflow POs as they move through the compliance review process, including the reasons for rejection.

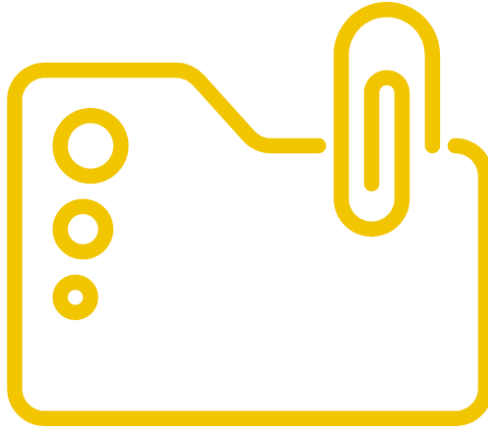
## ARTICLES



### **Incoming Wire Transfers and Direct Deposits for Accounts Receivable Invoices**

[For Accounts Receivable invoices](#), if a customer prefers to send their payment via wire transfer or direct deposit it is important to provide them with the correct banking information.

[Read this article to learn more](#) about where to locate the banking information for A/R related wire transfers.



### **Deleting Attachments to Purchase Orders**

If files have been attached to a Purchase/Lease Order, unfortunately end users will not be able to delete them in AMS.

[Read this article to learn who to contact](#) to have any duplicate or unrelated files deleted.

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## **How to Stop FIS Reports that are Not Loading**

If you are attempting to generate a report in FIS and it is taking too long, or you are dreading the ominous ABAP runtime error message, [read this article to learn](#) how to stop the report execution in its tracks and restart.

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**Has your Purchase Order (PO) been received by Procurement Services?**

Workflow Purchase/Lease Orders valued over \$50,000 (before tax) require documents, such as quotations, to be attached in AMS for Procurement compliance review.

If you have not heard back from Procurement Services in a significant period of time (e.g., a few weeks), it may be a sign that PO was not routed to Procurement and is in HELD status.

[Read this article to learn how to confirm](#) your PO has been submitted/routed to Procurement Services for compliance review.



# TRAINING



The FAST team is presenting another round of Standard Curriculum course and FIS workshops between July - September.

These courses will train staff on how to process FIS transactions, generate reports and interpret policy.

[Click here to view the training calendar](#) and register for our upcoming courses and workshops.

In addition, we offer a [self paced eLearning Course that covers Departmental Accounts Receivable Responsibilities & A/R Open Item Aging Report](#).

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## TRAINING

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

## FAST STAFF

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**PROVIDE FEEDBACK**

[fast.help@utoronto.ca](mailto:fast.help@utoronto.ca)

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