FAST TIPS Newsletter

Financial Services | UNIVERSITY OF TORONTO

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FAST Tips

Simulation

...to Create a G/L or ...or Account Personal List

FAST Team,
Financial Services Dept.
University of Toronto

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

Should I Process a Credit Balance from Bell Mobility in FIS?

The short answer is **NO**. For active accounts, Financial Services recommends Departments not process credit balances from Bell Mobility. The credit amount is recorded on your account with Bell Mobility and will be applied against future charges.

Each U of T cheque includes payments currently due from all U of T departments. Processing a credit memo results in a reduction in the overall amount paid to Bell Mobility. There have been issues with Bell Mobility not applying credits to the correct Bell account, resulting in late payment fees.
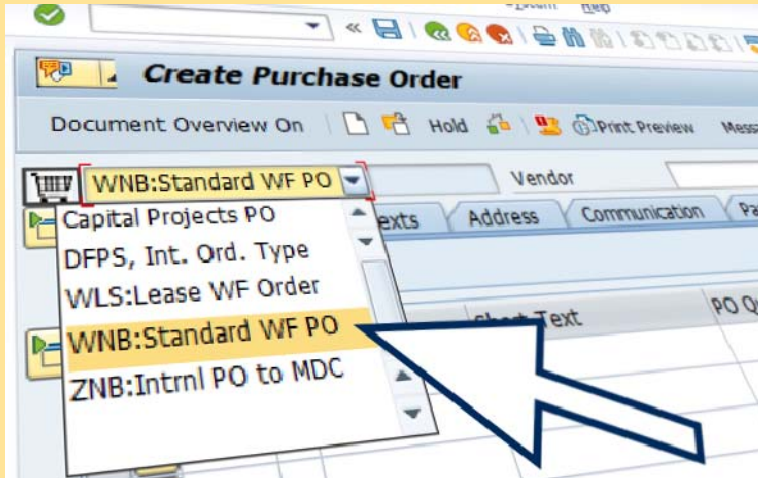
For large credits on accounts that are closing and have a credit balance, a cheque should be requested from Bell Mobility.

PO Workflow: Changes to FIS Purchase Orders

Effective August 1, 2018, **end users at the St. George campus** will be able to create an FIS Purchase Order (including Lease Orders) at or greater than $25,000 without first creating a Purchase Requisition. With this new functionality, documentation is attached to the Purchase Order in SAP, which is automatically routed to Procurement Services for review and release.

Procurement Services and FAST will be holding information and training sessions throughout the month of July. To register and for more information, see the on the Procurement Services website recent news story

SUMMER HOURS!

Just a reminder that summer hours officially begin on July 3, 2018 and run until Labour Day. FAST Team support will correspond with summer hours and be available from 8:45am-4:30pm. For more information, please refer to the HR site for holiday scheduling.

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session
Location: 256 McCaul St, room 103

Wednesday, July 11th | 12:30pm - 2pm | FIS, HRIS, RIS/MRA/MROL
Thursday, July 26th | 11:30am - 1pm | FIS

TRAINING	**FAST STAFF**
- FIS Training Calendar	- Faculty Representatives
- FAST Tips Newsletter - Archive	- Subscribe to AMS Listserv

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