

[May 2019 | Volume 6 | Number 5](#)

How to Locate and Release Earmarked Funds (Manual Reserves)

A video thumbnail for a FAST Tips video. The background is a dark blue grid with hexagonal patterns. On the left, the text 'FAST Tips' is written in large white font, with 'Simulation' in smaller white font below it. In the center, there is a blue circular play button icon. On the right, the video title 'How to Locate and Release Earmarked Funds (Manual Reserves)' is displayed in white text. Below the title, the author information 'FAST Team, Financial Services Dept. University of Toronto' is listed in white text. The top right corner of the video frame is a solid brown color.

FAST Tips

Simulation

How to Locate and Release Earmarked Funds (Manual Reserves)

FAST Team,
Financial Services Dept.
University of Toronto

Learn More:

- [Reference Guide - Create Earmarked Funds](#)
- [Reference Guide - Change/Display Earmarked Fund](#)
- [Reference Guide - Funding by Funds Center or Fund Report](#)
- [Reference Guide - Funds Center Report](#)
- [Reference Guide - All Postings Report](#)

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

Combining Personal & Business Travel: What amount should be reimbursed, and do I need approval?

As per the GTFM, when personal and business travel is combined, comparable quotes should be obtained **prior** to the travel and the employee will be reimbursed for the lowest available fare. Getting the quotes after the fact is often not possible or will not necessarily meet the travel conditions before the trip.

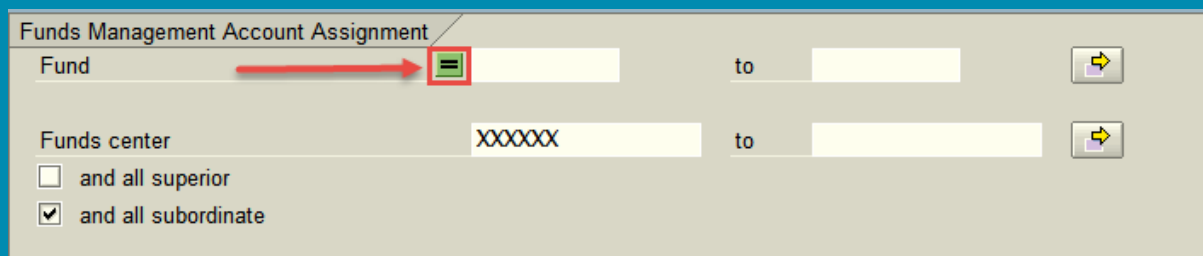
For example: An employee goes for a two-day conference but stays in the same city for a longer duration for personal travel. If the cost of the entire trip is lower than the cost of travel for the two-day conference alone, then the employee will be reimbursed the lower of the two amounts. The employee should obtain the quotes for both business plus personal travel and business travel alone prior to the trip.

Learn More:

- [GTFM Policy - Travel & Other Reimbursable Expenses](#)
- [Reference Guide - Expense Reimbursement Single Currency Create \(Cheque\)](#)
- [Reference Guide - Expense Reimbursement Direct Deposit \(ERDD\) Create](#)
- [Reference Guide - ERDD on the Web Create](#)

The FI and All Postings Line Items Reports ...Equal to, or Not Equal to?

By default, the selection screen criteria in the FI and All Postings Line Items by Document Number reports include Fund **"Equal to"** blank. As a result, report output will only exclude any transactions posted to Funds.



The screenshot shows the 'Funds Management Account Assignment' selection screen. The 'Fund' field is highlighted with a red arrow and contains an equals sign (=) in a small box. The 'Funds center' field contains 'XXXXXX'. Below the fields, there are two checkboxes: 'and all superior' (unchecked) and 'and all subordinate' (checked). The 'to' fields are empty.

If you would like to see transactions posted to the Funds Center as well as any Funds Center/Fund combinations, you double-click within the Fund field and select **"Not Equal to"** or **"Delete Row"**.



The screenshot shows the 'Funds Management Account Assignment' selection screen. The 'Fund' field is highlighted with a red arrow and contains a not-equal-to symbol (≠) in a small box. The 'Funds center' field contains 'XXXXXX'. Below the fields, there are two checkboxes: 'and all superior' (unchecked) and 'and all subordinate' (checked). The 'to' fields are empty.

The report will now include all transactions posted to the Funds Center and the Fund Center/Fund combinations.

Remember if you return to the main SAP menu and access the report again, the **"Equal to"** symbol will re-appear.

Learn More:

- [Reference Guide: FI Postings Line Item Report](#)
- [Reference Guide - All Postings Line Item Report](#)
- [Reference Guide - Line Item Functionality](#)
- [Knowledge Centre Article - How to Create and Retrieve Selection Screen Variants](#)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session

Location: 256 McCaul St

Tuesday, June 11, 2019 | 12:30pm - 2pm | FIS & HRIS | room 109

Wednesday, June 26, 2019 | 11:30am - 1pm | FIS | room 103

TRAINING

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- [FAST Tips Newsletter - Archive](#)

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