



[May 2022 | Volume 9 | Number 5](#)

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WHAT'S NEW?



Webinar Video - University Related Fraud

Do you want to learn more about **what you can do to prevent fraud at UofT**. Take a moment to watch this recorded webinar (70 minutes) presented by Convera, an online business-to-business payments company (formerly known as Western Union Business Solutions).

[Click here to get the link to the recording and passcode.](#)

SIMULATIONS

How to Locate and Release Purchase Order Items (Free Money)

At the start of a new fiscal year, it is important for departments to review any Purchase Orders which had outstanding items, and as a result carried forward into the new fiscal year to determine which are still required and which can be released.

[Watch this simulation](#) to learn how to locate and release PO related items.

How to Locate and Release Earmarked Funds (Manual Reserves)

Similar to Purchase Orders, Earmarked Funds (i.e. Manual Reserves) that still have funds committed at the end of April will be carried forward.

To review and release any Earmarked Funds that are no longer needed, [please see this simulation](#).

ARTICLES

REMINDER: Change to Purchase Order (PO) Workflow Review Threshold (UTM and St. George Campus)

As of **May 4th**, only **Purchase Orders valued at \$50,000 or greater (before tax)** will be routed to Procurement Services for compliance review as part of the PO Workflow process.

NOTE: This change has no impact on UTSC's PO process.

Purchase Orders below this threshold will no longer be reviewed by Procurement Services and will be automatically released in FIS. However, the appropriate supporting documentation must be uploaded in FIS and/or retained by the local unit for orders valued at \$25,000 or greater.

Additionally, there are no changes to the process for creating Purchase Orders in FIS.

This also applies to Procurement Policy Exemption Justification (PPEJ) requests. Community members are always welcome to reach out to purchasing.help@utoronto.ca if in need of support or guidance when completing this form.

If you have any questions regarding processing POs in AMS, please contact your FAST Team Faculty Representative. For

questions related to Procurement Policy and review, please email purchasing.help@utoronto.ca.

Updating NOPOs for Fiscal 2023

NOPO refers to a "no post" status placed on a Funds Center that has a zero balance and is no longer being used by a department.

A NOPO is only valid for the current fiscal year. If a department would like a NOPO to continue in the next fiscal year, an email request should be sent to the [FAST Team Faculty representative](#).

To learn more about NOPOs, [please take a quick read through this Knowledge Centre article](#).

TRAINING

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

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PROVIDE FEEDBACK

fast.help@utoronto.ca
