



[May 2023 | Volume 10 | Number 5](#)

IN THIS ISSUE

- [FAST Lunch & Learn - Recording \(May 2023\)](#)
- [SIMULATION - How to Locate and Release Earmarked Funds \(Manual Reserves\)](#)
- [How can I find a list of EFT vendors?](#)
- [How to view the reserve history within a Purchase Order](#)
- [How to download and upload AMS Favorites](#)
- [When filling out the FIS Master Record Requisition form, what do I put in the Reference field?](#)
- [Updating No Posting \(NOPOs\) on Funds Centers for Fiscal 2024](#)
- [Did you receive the error message, “Vendor blocked and marked for deletion” when processing an ERDD in FIS?](#)
- [FIS Training - New Round of Courses](#)



WHAT'S NEW?



If you were not able to attend the May Lunch and Learn session presented by the FAST team and Procurement Services, 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? If so, please take a few minutes to [COMPLETE THIS SURVEY](#) to submit your ideas for future topics.

[Next Lunch & Learn - How to Save Time and Reduce Keystrokes in FIS](#)

Join us on Tuesday, June 27th from 12pm - 1pm for our next Lunch & Learn session that will address tips and tricks that will save you time and keystrokes in FIS. [Click here to save the session invite in Outlook.](#)

SIMULATIONS



How to Locate and Release Earmarked Funds (Manual Reserves)

The beginning of a new fiscal year is a great time to review reserves that have been carried forward from the prior fiscal year. [Watch this simulation to learn how you can locate and release Earmarked Funds \(i.e., Manual Reserves\).](#)

Do you have any outstanding Purchase Orders that need to be closed? [Watch this simulation to learn](#) how to locate and release Purchase Orders as well.

ARTICLES



EFT Vendor List

Procurement Services has been transitioning existing Canadian currency vendors to payment via electronic funds transfer (EFT).

[Take a look at this article](#) to learn how you can find a current list of vendors who have moved over to EFT, and [learn more about the EFT initiative on our documentation and support page](#).



How to View a Purchase Order's Reserve History

Have you ever wondered how you could find the current amount reserved against a purchase/lease order?

[Read this article to learn](#) how to access and interpret the **AC Commitment Documents report** within a Purchase Order (PO) to determine **if there are any funds still reserved** against the PO, **how much is still reserved** and **when increases/decreases to the PO reserve occurred**.



How to Download and Upload AMS Favorites

Do you want to share all of your favorite AMS transaction codes with your colleagues? Do you have new staff who would benefit from easily adding your favorites to their menu instead of adding them individually?

[Learn how you can quickly and easily](#) help others add your AMS favorites to their SAP menu.

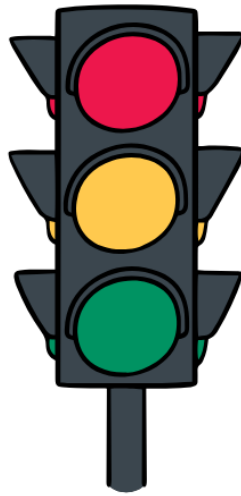


**When filling out the FIS Master Records Requisition form,
what do I put in the Reference field?**

Whether it's an operating Funds Center, Cost Center or Internal Order, departments [send Master Records forms](#) to their [FAST team representative](#) to ensure that an account gets created or changed in FIS.

When completing the form, departments can use the **Reference** field to indicate any existing accounts that have similar properties to the new one. Using this field effectively can increase accuracy, consistency and save time when Master Records are created.

[Read this article to learn more.](#)



What is a NOPO on an Operating Funds Center, how to remove it in the new Fiscal Year

Some departments may choose to place a "no post" status on a Funds Center that has a zero balance and is no longer used to prevent any accidental postings against the account.

[Read this article to learn more](#) about the NOPO status and how you can request to reinstate the Funds Center (i.e. remove NOPO status) if needed.



Encountering the "Vendor blocked and marked for deletion" error when processing an ERDD

One of the most common errors when processing expense reimbursement direct deposits (ERDD) for employees in FIS states "vendor blocked and marked for deletion". This error occurs when there has been a break/gap in an employee's HRIS record (i.e., move to a different department, leave).

[Read this article how to interpret this message](#), and the step you need to take to remove the block on the employee's FIS vendor account.

TRAINING



The FAST team is presenting another round of Standard Curriculum course and FIS workshops between June – July. 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](#).

TRAINING

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

FAST STAFF

- [Faculty Representatives](#)
- [Subscribe to AMS Listserv](#)

PROVIDE FEEDBACK

fast.help@utoronto.ca
