FAST TIPS Newsletter

Financial Services | UNIVERSITY OF TORONTO

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How to Apply a Purchase Order Discount

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

Cancelling a PO: What are the Options?

Finalizing and cancelling a purchase order releases the commitment when there are no further deliveries or invoices expected for a specific line item. In most cases this is sufficient and no further action is required.

However, it may still be possible to process goods receipts and invoice receipts against the line items since quantity may remain and there may be sufficient funds available in the FM accounts referenced in the purchase order. **To ensure there is no further activity**, a line item can be selected and the delete button can be used instead. This process releases the commitment and marks the line item as deleted which prevents any further postings.

NOTE: An additional step is required in the event that the purchase order was created from a purchase requisition. When a purchase order line item is deleted the commitment reverts back to the purchase requisition, therefore it is also necessary to change the purchase requisition by marking the line item '**Closed**' in the **Quantity/Dates** tab in the line item details section.
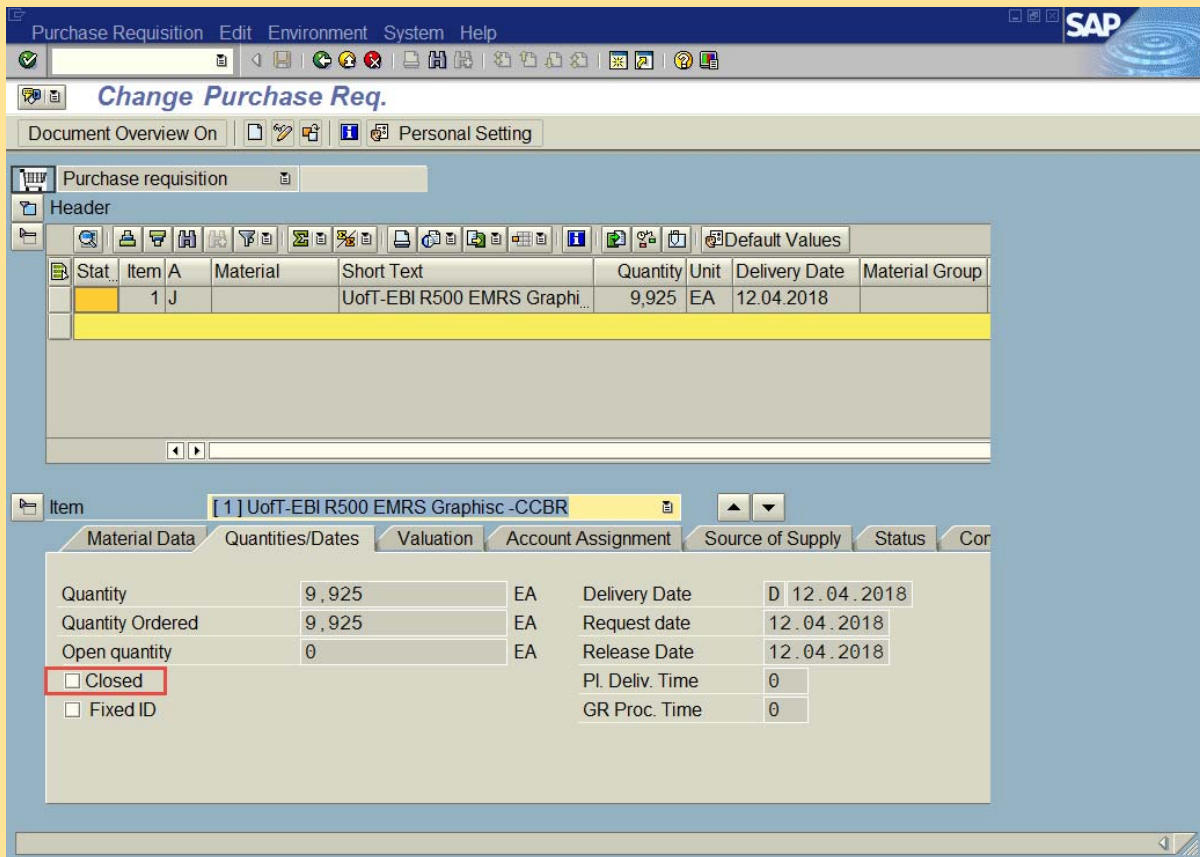
Note: If quantity ordered equals quantity received, then no action is required.

Learn More:

- **Reference Guide:** Purchase Order - Finalize and Cancel
- **Reference Guide:** Purchase Requisition - Finalize and Close

Help *US* help *YOU*! What does the FAST team need to serve you better and 'FASTer'?

Below is a guideline highlighting some information that would help the FAST team help you FASTer...

General Info:

- Name, Department, Phone Number
- Detailed description of the situation/problem
- Screen name or transaction code
- Document number(s), if applicable
- Detailed Error message, if applicable (detailed information can be obtained by double-clicking the error message)
- FIS account number information (i.e., GL, FC, Fund, CC, IO)
- Attach scanned copies of supporting documents (i.e., PO set up, Tax code application questions)

Additional Info for Reporting Errors/Issues:

- Screenshot of parameters entered to run the report
- Name and screenshot of the layout and variant (if any) applied
- Expected results vs. actual results identifying the issue

How do I change my default document type to a Workflow PO (WNB)?

If you are responsible for the creation of Purchase Orders at St., George Campus, effective August 1st, you should be using the new PO Workflow document type **WNB - Standard WF PO.** To simplify processing, it is strongly recommended that you change your personal settings to default to the WNB: Standard WF PO:

1. On the **Create Purchase Order** screen, click on **Personal Settings.**
2. Click on the **Default values** tab, then select **WNB: Standard WF PO** from the **Document Type** dropdown (If the Document Type field is not available for selection, click on the "More fields" button to make it available).
3. Click the **Save** icon
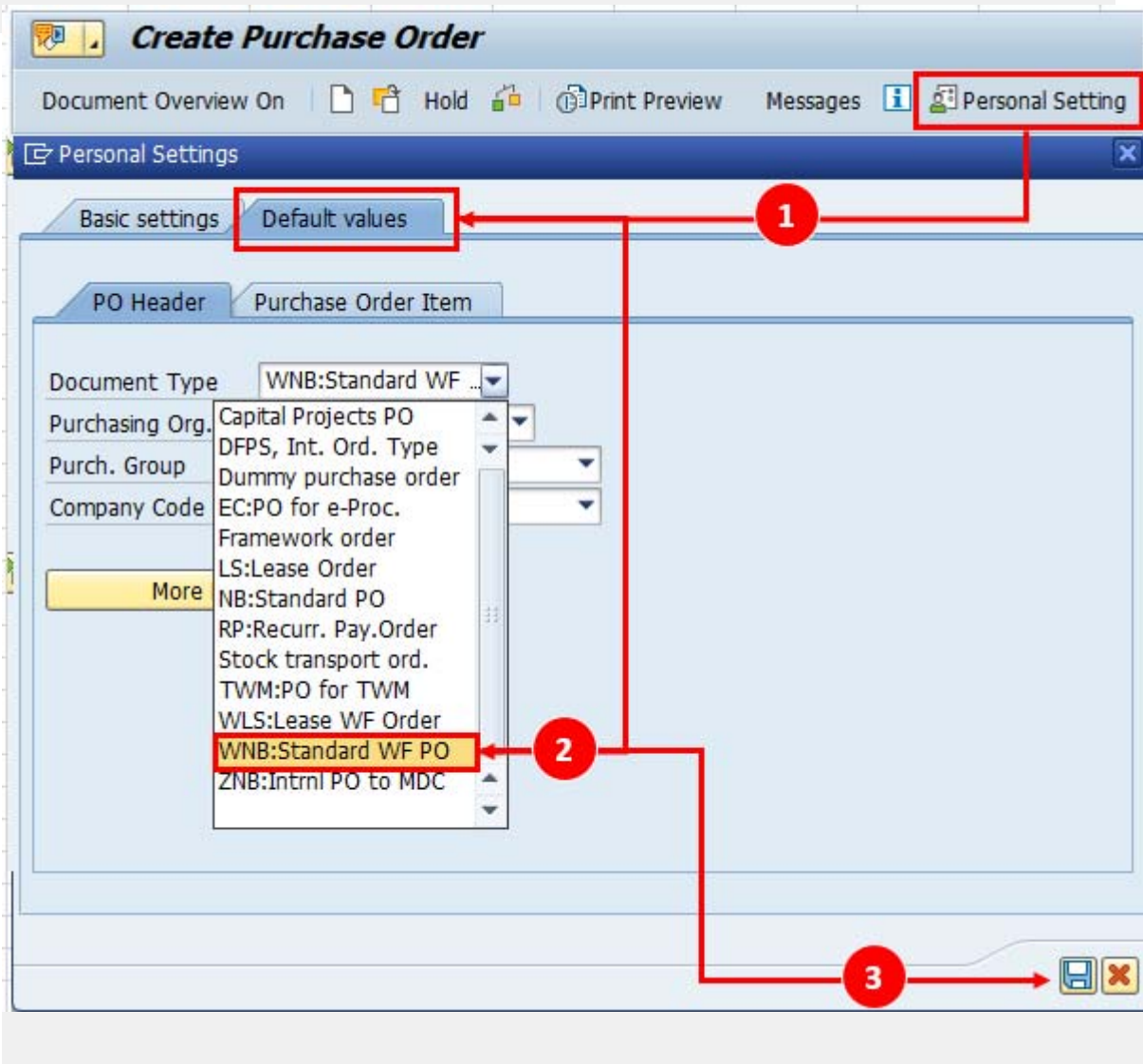
Note: You can use the WNB document type for all POs, regardless of dollar value.

For general PO related questions, contact your FAST team representative, and for PO workflow questions contact purchasing.help@utoronto.ca.

Learn More:

- Set Personal Settings

ONE-ON-ONE WORK SUPPORT

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

Wednesday, October 3rd | 12:30pm - 2pm | FIS, MRA/MROL/RIS
Tuesday, October 16th | 11:30am - 1pm | FIS, HRIS

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