



[September 2020 | Volume 7 | Number 9](#)

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***How can I easily identify and reconcile differences for my Funds Centers or FC/Fund for the month of October?***

**As part of this phase of the S4 HANA - SAP Modernization Project, specifically the ECC migration of data to S4 HANA, scheduled for the weekend of October 31st, 2020, some changes to the standard historical reconciliation processes may be required due to the following:**

1. Running of the November 3rd Bi-weekly pay program on the evening of October 30th, 2020 with the posting of the transactions to November 2020.
2. The last time that RPT will be refreshed will be at the end of October 2020, after which AMS will be used to run all future reports.

**Note: For all subsequent month-ends, departments should continue to follow standard reconciliation procedures.**

Departments impacted by the posting of the November 3rd Bi-weekly pay, **will note differences between their October 2020 Monthly Statement of Account (ZFTR106) report balances and their Funding: FC or Fund report (ZFM1 and/or ZFTR111) balances.**


Documentation has been developed to assist affected Departments reconcile the October 2020 (and all future) month end balances reported in each report and can be found in the Knowledge Center articles linked below:

- [Reconcile a single FM account \(FC or FC/Fund\)](#)
- [Reconcile multiple FM accounts](#)

**NOTE:** The RPT instance/clone (containing October Month End + November 3 Bi-weekly pay) will be available to end users on

Monday, November 2<sup>nd</sup> (and beyond) so that Business Officers (and anyone else) can review their pre-migration balances and reports and begin/complete the reconciliation of their October Month End balances.

***SIMULATION: How to Enable your Macro Settings and Save As Icon in Excel***



The image is a video thumbnail for a 'FAST Tips' video. It features a dark blue background with a hexagonal pattern. On the left, the text 'FAST Tips' is written in large white letters, with 'Simulation' in smaller white text below it. In the center, there is a circular play button icon. On the right, there is a white box containing the video title 'How to Enable your Macro Settings and Save As Icon in Excel' and the presenter information: 'FAST Team, Financial Services Dept. University of Toronto'. A solid blue horizontal bar is at the bottom of the white box.

**FAST Tips**

*Simulation*

**How to Enable your Macro Settings and Save As Icon in Excel**

*FAST Team,  
Financial Services Dept.  
University of Toronto*

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**Learn More:**

- [Documentation & Support: Reporting](#)
- [Reference Guide: How to Download a Report](#)
- [Reference Guide: Run and Retrieve a Report in the Background](#)
- [Knowledge Centre Articles: Using SAP with Excel](#)

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## **What is Delegation of Signing Authority? What responsibilities can be delegated?**

Delegation of Signing Authority is a temporary transfer of expenditure decision -making authority to a staff member who has the necessary skill and knowledge to effectively exercise this control.

This transfer of authority does not include expense reimbursements and is permitted only if there are no restrictions from the [Granting Agency policy](#), the [Guide to Financial Management](#) or the [Policy on Approval and Execution of Contracts and Documents](#).

The delegation of authority should be in writing, for a specified term and limited to the accounts (Funds Center, Sub-ordinate Funds Centers and associated Funds) listed in the signing authority form.

The delegation, once implemented, should be communicated across the division/department and should be available easily.

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**Learn More:**

- [GTFM Policy - Delegation of Authority Roles and Responsibilities](#)
- [Form - Delegation of Signing Authority](#)
- [Knowledge Centre Article - Expense Reimbursement Alternate Approval and "Acting" Roles](#)

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