UNIVERSITY OF TORONTO

Financial Services Department

FAST Tips

Can We Reimburse Expenses if they were paid for using Frequent Flyer Points/Gift Cards?

One of the key principles of the University's reimbursement policy is that we will only reimburse out of pocket expenses spent in the pursuit of University business. In addition the availability and desired use of Frequent Flyer Points/Gift Cards can impact a claimants purchasing and vendor selection decisions. Therefore purchases made using either Frequent flyer Points or Gift Cards as payment cannot be reimbursed.
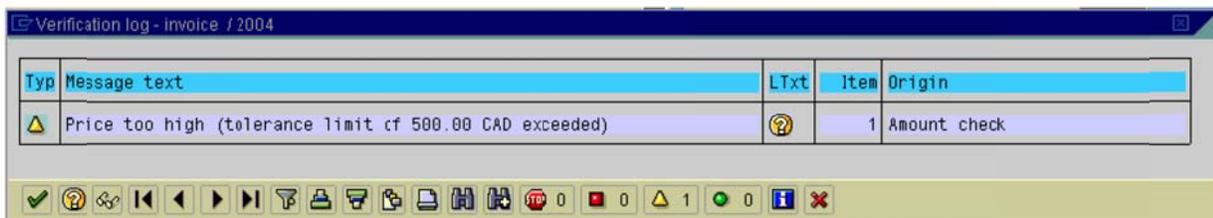
However, employees may enrol in frequent flyer programs and accumulate points while traveling on University business, but must not specify particular airlines for the purpose of accumulating points unless they are also the least expensive available fares. The accumulated points can be used for future travel, but cannot be claimed for reimbursement.

Learn More:

- **GTFM:** Travel and Other Reimbursable Expenses – Policies and Guidelines – Key Principles
  http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#KeyPrinciples

- **GTFM:** Travel and Other Reimbursable Expenses – Policies and Guidelines – Air and Rail Travel - Other
  http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#airrailtravel

What is an "R" Payment Block in a purchase order related invoice (51xxxxxxx document) and how is it removed so that a cheque is issued to the vendor?

An "R" in the payment block field occurs when an invoice exceeds the agreed upon purchase order line item price by 10% or more requires verification of the invoice amount. When posting a purchase order related invoice meeting the above mentioned criteria, FIS will issue a warning message and automatically place a block on the payment document.

Typ	Message text	LTxt	Item	Origin
⚠	Price too high (tolerance limit cf 500.00 CAD exceeded)	❓	1	Amount check

The department should then determine whether the invoice amount is correct and have the excess amount approved prior to removing the payment block.   Once the excess amount has been approved, the block can be removed to allow a cheque to be produced. Removing the payment block may be performed using the Document Change (FB02) function through Accounts Payable.

Learn More:

- **QRG:** Purchase Order – Invoice Receipt Create
  http://finance.utoronto.ca/wp-content/uploads/2015/11/Create-Invoice-or-Credit-Memo-purchase-order-related-Converted.pdf

- **QRG:** Removing a Payment Block
  http://finance.utoronto.ca/wp-content/uploads/2015/11/Remove-a-Payment-Block-Converted.pdf

Do you have Funds that are ending before the new Fiscal Year with Outstanding Purchase Orders?

With **many Funds having end dates prior to the April 30th** fiscal year closing (i.e., end of March), any Purchase Orders that reference these grants and are outstanding in the new fiscal year will prompt error messages when users process against them after May 1st.

Take the proactive steps below to prevent the following hard error messages ().

"*Automatic carryforward is only allowed for amount 0*' and/or "*Document… has not yet been carried forward to the current year*"?

Steps:

1. **Review All Postings Report PRIOR to Grant Year End**

   The **"All Postings Report"** is a useful tool to enable departments to identify any Purchase Orders utilizing Funds.

   Use the unique **report variant** in the **"All Postings Report"** to facilitate this review.

   When executing the "**All Postings Report", use the selection criteria indicated below:**

2. Process or Finalize/Cancel Purchase Order (PO)

The report layout will isolate Purchase Orders with Fund end dates prior to April 30th. Perform the following steps to ensure that the error messages do not appear in the new fiscal year.

a) Resolution #1:
If items have been received in the expected condition, and an invoice has been sent by the vendor, process any outstanding goods receipts and invoice receipts prior to the grant end date.

b) Resolution #2:
If the items indicated in the PO are not expected to be delivered/received **or** if they are no longer needed, proceed to Finalize and Cancel the PO line items to release the commitment prior to grant year end. Use the reference guide in "Learn More" section to assist in performing this resolution.

What if I receive the error message after May 1st?

If users have not received invoices related to a PO prior to the Fund end date, are processing in the new fiscal year and

(a) have not performed the steps indicated above to process against the PO **or**
(b) receive invoice AFTER the Fund end date in new fiscal year,

they will see the hard error message "**Automatic carryforward is only allowed for amount 0**" and/or "**Document... has not yet been carried forward to the current year**"?.

To manually carry forward the relevant Purchase Order document into the current fiscal year, departments should coordinate with their **Research Accountant and Research Funding Officer** based on the sponsor's agreement.

To identify your Research Accountant and Research Funding Officer, refer to your **Funded Research Digest (FReD)**.

The following steps are required:

1. The end date of the Fund account is extended by Research Services and,
2. The relevant Purchase Order is **carried forward** into the **current fiscal year**.

Once these steps are completed, processing against the PO will be available.

Note: If the error is related to a non-research Fund, contact your **FAST team representative**.

Learn More:

- **FAST Tip e-Newsletter (May 2014 Edition):** Tip #1
  http://finance.utoronto.ca/wp-content/uploads/2015/10/FAST-Tips-Vol-1-Num-5.pdf

- **QRG:** All Postings Line Item Report
  http://finance.utoronto.ca/wp-content/uploads/2015/10/allpostings.pdf

- **QRG:** Create and Retrieve a Report Selection Screen Variant
  http://finance.utoronto.ca/wp-content/uploads/2015/11/Variantasset.pdf

- **QRG:** Purchase Order Finalize and Cancel
  http://finance.utoronto.ca/wp-content/uploads/2015/09/pofinalizecancl.pdf

- **Contacts:** Research
  http://www.research.utoronto.ca/contact-us/

- **Research Documentation:** How to read a FReD
  http://www.research.utoronto.ca/wp-content/uploads/documents/2013/05/How_to_read_a_FReD.pdf

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS, USHOP & RIS/MRA/MROL)

LOCATION: 256 McCaul St., Room 103 **OR** 109

Wednesday, March 2nd	Room 103	12:30pm – 2pm
Tuesday, March 15th	Room 103	11:30am – 1pm
Thursday, March 31st	Room 103	12:30pm – 2pm

TRAINING

- [FIS Training Calendar](#)

- [FAST Tips Newsletter - Archive](#)

FAST STAFF

- [Financial Advisory Services & Training (FAST)](#)

- [Subscribe to AMS Listserv](#)