UNIVERSITY OF TORONTO

Financial Services Department

FAST Tips

Sept 2017

Volume 4

Number 9

Simulation: Creating Favorites in SAP

Watch this simulation to learn how you can create favorites folders to organize transactions and relevant web URLs in SAP.

Having trouble viewing our simulations in CHROME? Click the button indicated below to run the Adobe Flash Player plugins and view our FAST simulations.

Learn More:

- **Simulation**: SAP Basic Navigation – Part 1
- **Simulation**: SAP Basic Navigation – Part 2

Update to GTFM Policy: Reimbursement of Internet Services Costs (Used Solely/Primarily for UofT Business)

The GTFM policy for **Travel & Other Reimbursable Expenses** has recently been updated to include policy related to **reimbursements for internet service costs**.

#9 – Allowable Miscellaneous Business Related Items

Internet service costs are more commonly being treated similar to home phone costs in that the majority of homes today have internet services for non-work related requirements. For costs to be eligible, **the department would need to determine that there was a University of Toronto business requirement for the internet use** and that **it was used solely or primarily for those business purposes**.

Learn More:

- **GTFM Policy**: Travel & Other Reimbursable Expenses
- **Forms:** Expense Report/Accountable Advance Settlement

What is Avenue Travel and how do I process an invoice to them?

The U of T Travel Centre is operated by Avenue Travel, and is available to all faculty, staff, students and guests of the University for business or personal travel needs.

If travel arrangements are booked through Avenue Travel, there are two payment options that you can select on the **Travel Authorization Form**:

A. Processed by Procurement Services
B. Processed by Departmental Business Officer

OPTION A: Processed by Procurement Services

Using the account assignments provided on the Travel Authorization Form, Procurement Services will process the invoice payment to Avenue Travel. Once Procurement Services has processed the invoice, the department will receive a confirmation email which includes the **traveller name**, **invoice amount** and **FIS document number**.

BUSINESS OFFICER MUST CHECK OFF ONE OF THE FOLLOWING PAYMENT OPTIONS.

A. ☑ Please process travel invoice(s) through Procurement Services

G/L No. 840010   Commitment Fund Centre No. 119818

Cost Centre/Internal Order No. 11040   Fund No. _____
(PLEASE ENSURE COMPLETE FIS INFORMATION IS PROVIDED)

OPTION B: Processed by Departmental Business Officer

If the department has decided to process the payment, they will receive an invoice outlining the specific charges for the booking.

Avenue Travel invoices typically do not outline the exact tax breakdown of each individual charge so it can be difficult to determine the proper tax codes, and ultimately the net of tax rebate the university is eligible for.

Example:

A University traveller purchased round-trip airfare from Toronto to Hong Kong and back. Based on the invoice it can be determined that Avenue Travel is to be paid **$10,249.38**.

However, the GST/HST indicated is **ONLY $9.10** ($3.25 for Airfare plus $5.85 for Service/Processing Fee) which is much less than 13%.

Based on this invoice, you cannot determine the proper allocation of the tax and corresponding tax code(s).

```
Avenue Travel Limited / Carlson Wagonlit Travel
288 Lawrence Ave. W., Toronto, ON  M5M 1B3
tel:416-789-1011  email: accounting@avenuetravel.ca
HST # 100360130

FAST TEAM                                      Sale Invoice No: 349090
215 HURON ST., 2ND FLOOR                       Date Issued: 09/20/2017
TORONTO ON, M5S 1A2                                       Agent: PHIL
Phone:  +1 (416) 978-4675
```

Passenger Type / From	Ticket/Cont No	Department / Airline/Vendor / To	Depart Date / Flight	Return Date / A/L Depart	Remarks GST/HST	Total Fare / Arrive
Paramsothy/Rames Mr			1/8/2017	1/11/2017		
Intl Air	2528697401	Cathay Pacific Airways Ltd.			3.25	10,198.53
YYZ Toronto		HKG Hong Kong	829	CX 09/8/2017 1:25:00 AM		09/9/2017 6:05:00 AM
HKG Hong Kong		YYZ Toronto	826	CX 09/11/2017 4:45:00 PM		09/11/2017 6:40:00 PM
Paramsothy/Rames Mr			1/8/2017	1/11/2017		
Service Fee		Processing Fee			5.85	50.85
YYZ Toronto		HKG Hong Kong	829	CX 09/8/2017 1:25:00 AM		09/9/2017 6:05:00 AM
HKG Hong Kong		YYZ Toronto	826	CX 09/11/2017 4:45:00 PM		09/11/2017 6:40:00 PM

```
GST/HST Total:        9.10
Invoice Total:    10,249.38
Balance Due:      10,249.38
```

Recommended Approach:

Based on the HST shown, calculate the unknown base amount of the invoice that had HST and use E1. The balance where no HST was charged will use E0.

Example:
Tax = $9.10
Base amount (tax applicable) = ($9.10/0.13) + $9.10
$$= \$70 + \$9.10 = \textbf{\$79.10} \quad \textbf{(E1)}$$

Amount with no tax rebate   = $10,249.38 - $79.10
$$= \textbf{\$,170.28} \quad \cdots\cdots\cdots \quad f9 \$\text{L}$$

FIS AP Invoice Entry

FIS Entry - After-Tax Rebate Amounts

Note: The invoice will be broken down the same way if processed by Procurement Services.

Alternative Approach: If you do not wish to calculate the unknown base amount, process the entire invoice using tax code E0. Using this approach will result in the University not receiving any tax rebate.
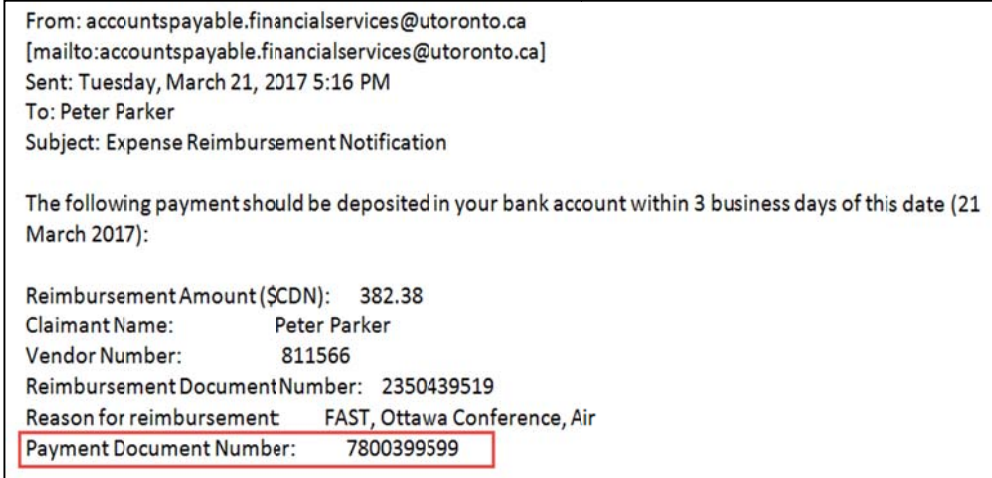

Learn More:
- **Form:** Travel Authorization Form
- **GTFM Policy:** Travel & Other Reimbursable Expenses

ERDD deposits for multiple claims: How can I determine what claims are included in my expense reimbursement deposit?

For **multiple ERDD claims that are processed during the same payment run**, only one email notification is sent to the claimant. The notification will show the total reimbursement amount for all claims, but will **only list the details (i.e. Document Number, Reason for Reimbursement) for the earliest claim**. It may be difficult to remember and confirm which claims were included in the single payment.

From: accountspayable.financialservices@utoronto.ca
[mailto:accountspayable.financialservices@utoronto.ca]
Sent: Tuesday, March 21, 2017 5:16 PM
To: Peter Parker
Subject: Expense Reimbursement Notification

The following payment should be deposited in your bank account within 3 business days of this date (21 March 2017):

Reimbursement Amount ($CDN):   382.38
Claimant Name: Peter Parker
Vendor Number: 811566
Reimbursement Document Number: 2350439519
Reason for reimbursement   FAST, Ottawa Conference, Air
Payment Document Number: 7800399599

To determine all the claims included in the deposit:

1. Log in to SAP and display the 78XXXXXXXX **Payment Document Number** using the **FB03 – Document Display**.
2. Click "Payment usage" from the **Environment** dropdown.
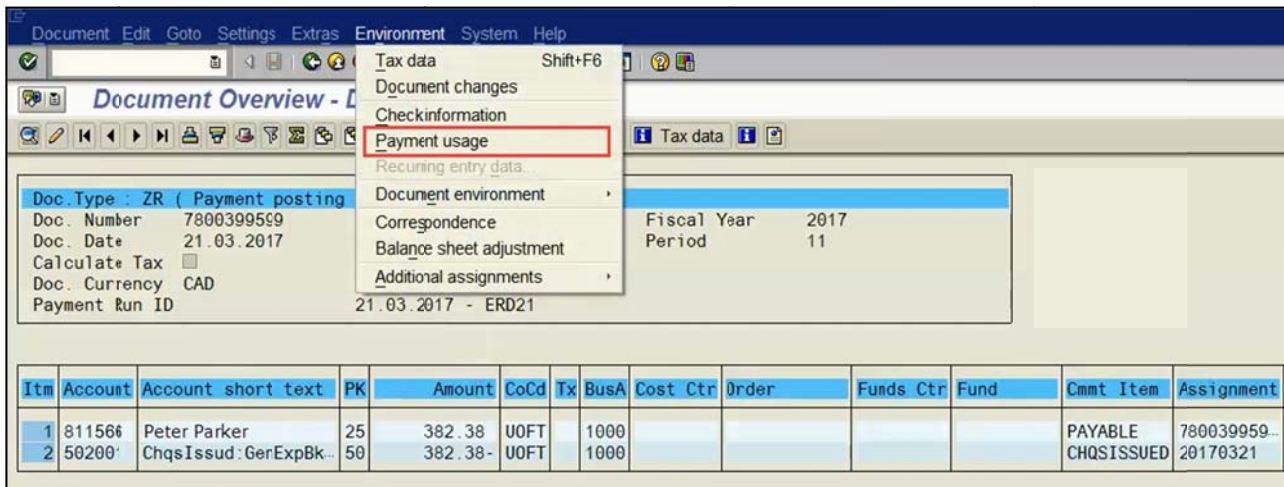
3. Along with the 78XXXXXXXX **Payment Document Number** a list of **all 235XXXXXX Expense Reimbursement documents** will be displayed with the necessary details.

Cleared Line Items for Document UOFT 7800399501 2017

Vendor	811566										
Company Code	UOFT										
Name	Peter Parker										
City	Toronto										

Reference	St	DocumentNo	Assignment	Type	Doc. Date	Pstng Date	DD	Curr.	Amount in DC	Amt in loc.cur.	Text	User name
	🟢	7800399599	78003995992017	ZR	21.03.2017	21.03.2017		CAD	382.38	382.38		PROCNTL
OTT, conf 2017	🟢	2350439519	23504395192017	KF	20.03.2017	20.03.2017		CAD	163.19-	163.19-	FAST, Ottawa Conference, Air	STARKT
MTL, conf 2017	🟢	2350499545	23504995452017	KF	20.03.2017	20.03.2017		CAD	219.19-	219.19-	FAST, Montreal Conference, Rail	STARKT
*	🟢							CAD	0.00	0.00		
**								CAD	0.00	0.00		

Learn More:

- **Reference Guide:** Document Display
- **Training Documentation:** A/P Processing Part 2 – Expense Reimbursements
- **Reference Guide:** ERDD Create
- **Reference Guide:** ERDD on the Web – Display, Edit, Check Status or Delete Saved Document
- **Simulation:** Determining the Status of a Cheque, Foreign Draft or Electronic Funds Transfer

Requesting Ideas for FAST Tips Articles and 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!**

FEEDBACK

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS)

LOCATION: 256 McCaul St.

Thursday, October 5th	**room 103**	11:30am – 1pm	**FIS**
Wednesday, October 18th	**room 103**	11:30am – 1pm	**FIS, HRIS & RIS/MRA/MROL**

TRAINING

- **Workshop: Managing Travel & Other Reimbursable Expenses** - **REGISTER**
  Thursday, October 12, 2017 (9:30am – 11:30am)

- **Workshop: Manual Reserves** - **REGISTER**
  Wednesday, October 18, 2017 (1:30pm – 3:30pm)

- FIS Training Calendar

- FAST Tips Newsletter - Archive

FAST STAFF

- Financial Advisory Services & Training (FAST)

- Subscribe to AMS Listserv