

*How can you check if an invoice has been processed in FIS when you don't know the Document #?*



**Learn More:**

- **QRG: Document Display**  
<http://finance.utoronto.ca/wp-content/uploads/2015/11/docdisplayje.pdf>
- **QRG: FI Postings Line Item Report**  
<http://finance.utoronto.ca/wp-content/uploads/2015/10/fipostings.pdf>
- **Download Link**  
<https://play.library.utoronto.ca/download/jYvuSIAx456w>

## Expense Reimbursement Alternate Approval and “Acting” Roles

Have you ever wondered who would approve an expense reimbursement claim if the person who is authorized is not available?

In cases where the approver is away, (e.g. attending a conference/vacation), the authority to approve expense reimbursements cannot be delegated, therefore, the alternate approver would be the “two-up” (e.g. the provost, in the case where the normal one-up is the dean).

However, when there is an individual who is placed in an “acting” role, and therefore taking over ALL of the responsibilities of the approver, the acting individual would be authorized to approve the claim (e.g. a professor becomes the “acting chair” of a department). In addition, the acting role is usually confirmed in writing by the Faculty/Division and the individual should be expected to complete an annual accountability form for applicable acting duties.

### Learn More:

- **GTFM:** Alternate Approvals  
<http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#Approvals>
- **Forms:** Administrative Accountability Report Forms  
<http://finance.utoronto.ca/forms/accountability/>

## 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

Thursday, February 4 <sup>th</sup>	Room 103	11:30am – 1pm
Wednesday, February 3 <sup>rd</sup>	Room 103	11:30am – 1pm

## TRAINING

- **FIS Workshop: Updating CO Plans for Operating Budgets**

The FAST team is presenting the “Updating CO Plans for Operating Budgets” workshop on Wednesday, February 17<sup>th</sup> and 22<sup>nd</sup> . This 2-hour workshop provides a review of the planning/budget process at UofT.

**Note:** A Planning and Budget Officer will be in attendance to answer any specific questions about the process.

**[REGISTER NOW](#)**

- [FIS Training Calendar](#)

- [FAST Tips Newsletter - Archive](#)

## FAST STAFF

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

- [Subscribe to AMS Listserv](#)