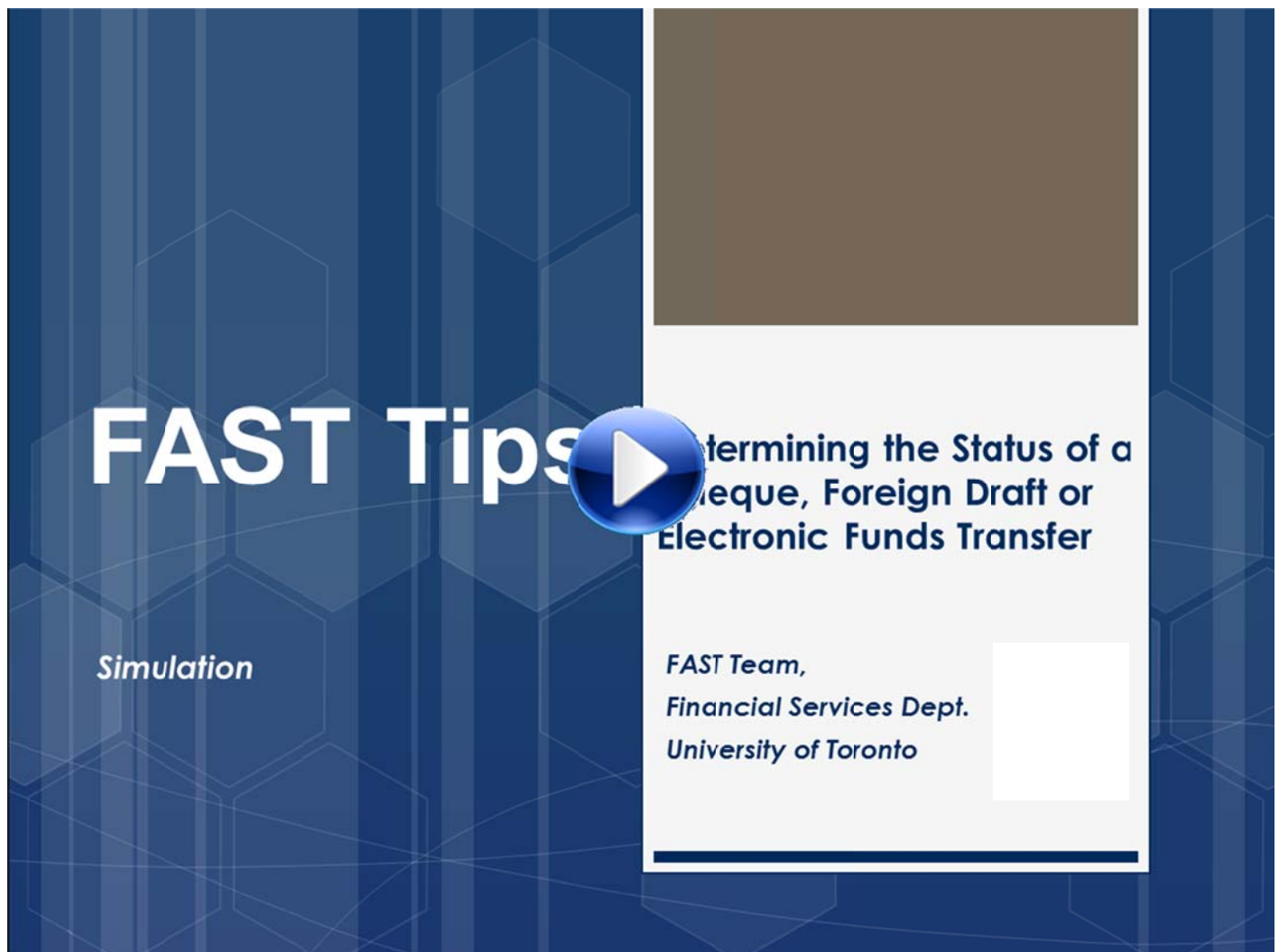


Simulation: *Determining the Status of a Cheque, Foreign Draft or Electronic Funds Transfer*

Watch this demonstration to learn how you can determine the status of a cheque, foreign draft or electronic funds transfer in FIS.



The image shows a video player interface. On the left, the text 'FAST Tips' is displayed in large white font over a blue background with a hexagonal pattern. Below it, the word 'Simulation' is written in a smaller white font. On the right, a white play button icon is centered over a dark blue background. To the right of the play button, the title 'Determining the Status of a Cheque, Foreign Draft or Electronic Funds Transfer' is written in dark blue text. Below the title, the text 'FAST Team, Financial Services Dept. University of Toronto' is displayed in dark blue. A small white square is visible in the bottom right corner of the video player area.

Learn More:

- [QRG: :Document Display](#)
- [VIDEO: How to Check if an Invoice has been Processed if the Document Number is Not Known](#)

Updating Lease Purchase Orders (PO) for the New Fiscal Year

It's the start of a new fiscal year and now is the time to contact Procurement Services and have them update the net price for your existing lease orders to ensure reserves are accurately reflected.

Leases often span multiple fiscal years and as a result if we were to update the price in the Lease PO for all years we would reserve (commit) all of the lease payments against the current budget. To avoid setting up these excess reserves and reducing funds availability, future fiscal year lease payments are entered in the Lease PO with a net price of \$1.00, as a placeholder for those years. When we enter a new fiscal year and would like to reflect the reserve for the current fiscal year the \$1.00 amounts need to be updated by Procurement Services.

To update your Lease PO contact Procurement Services, e-mail purchasing.help@utoronto.ca. In your e-mail include:

- Your Lease PO number
- The line item number(s) to be updated
- The payment amount to be updated.

Not sure which leases have outstanding invoices? Simply run the **List Displays by PO Number report (ME2N)**, filter for the **47-series document numbers** (for lease orders) and **enter your Purchasing Group**. Select **RECHNUNG** from the dropdown menu in the **Selection Parameters** field to limit the search to leases with outstanding invoice receipts.

The screenshot shows the SAP 'Purchasing Documents per Document Number' selection screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area contains a list of selection criteria with input fields and dropdown menus. Several fields are highlighted with red boxes: 'Purchasing document' (4700000000 to 4799999999), 'Purchasing organization' (1000), 'Scope of List' (BEST), 'Selection Parameters' (RECHNUNG), and 'Purchasing Group' (C01). Other fields include Document Type, Plant, Item Category, Account Assignment Category, Delivery Date, Validity Key Date, Range of Coverage to, Vendor, Supplying Plant, Material, Material Group, Document Date, Intern. Article No. (EAN/UPC), Vendor's Material Number, Vendor Subrange, Promotion, Season, Season Year, Short Text, and Vendor Name.

Field	Value	Operator	Value	Action
Purchasing document	4700000000	to	4799999999	+
Purchasing organization	1000	to		+
Scope of List	BEST			
Selection Parameters	RECHNUNG	to		+
Document Type		to		+
Purchasing Group	C01	to		+
Plant		to		+
Item Category		to		+
Account Assignment Category		to		+
Delivery Date		to		+
Validity Key Date				
Range of Coverage to				
Vendor		to		+
Supplying Plant		to		+
Material		to		+
Material Group		to		+
Document Date		to		+
Intern. Article No. (EAN/UPC)		to		+
Vendor's Material Number		to		+
Vendor Subrange		to		+
Promotion		to		+
Season		to		+
Season Year		to		+
Short Text				
Vendor Name				

Learn More:

- [QRG: Display of Purchasing Documents](#)
- [TRAINING DOCUMENTATION: Logistics Part 1 – Purchase Requisitions & Purchase Orders](#)

What are “Year-end Operating Reserves”? How are they calculated?

“Year-end Operating Reserves” were formerly known as “Year-end Carry forward”. The Year-end Operating Reserves equal to the net total of any over/under spending against the expense budget, and surplus/shortfall in actual revenues/recoveries against the revenue budget. Any net under spending (positive) or net over spending (negative) will be carried forward into the new fiscal year.

$$\text{Year-End Operating Reserve Amount} = \text{Commitments} + \text{Residual Budget}$$

Figure 1: April 30, 2017 net result prior to year-end processing

Funds Center Report						
Fiscal Year: 2017						
Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue Variance/ Funds Available
Revenues						
- REVENUE-S	0.00	1,006.00-	0.00	1,010.24-	1,010.24-	4.24
+ RECOVERY	0.00	1,006.00-	0.00	1,010.24-	1,010.24-	4.24
Total Revenues	0.00	1,006.00-	0.00	1,010.24-	1,010.24-	4.24
Expenditures						
- EXPENSE-S	41,069.00	42,106.86	2,036.23	37,530.15	39,566.38	2,540.48
CARRYFWD	0.00	31.86	0.00	0.00	0.00	31.86
+ EQUIP-S	9,500.00	9,500.00	1,500.00	29.06	1,529.06	7,970.94
+ FURNIT-S	0.00	0.00	0.00	13,250.00	13,250.00	-13,250.00
- SUPPL-S	31,569.00	32,575.00	536.23	22,301.09	22,837.32	9,737.68
+ SUPPLIES	31,569.00	31,569.00	536.23	9,064.23	9,600.46	21,968.54
TELEPHONE	0.00	1,006.00	0.00	13,236.86	13,236.86	-12,230.86
+ TRAVEL-S	0.00	0.00	0.00	1,950.00	1,950.00	-1,950.00
Total Expenditures	41,069.00	42,106.86	2,036.23	37,530.15	39,566.38	2,540.48
Net	41,069.00	41,100.86	2,036.23	36,519.91	38,556.14	2,544.72

Revenue Variance =
Revenue Budget -
Revenue Commitments +
Actuals = **\$4.24**

Funds Availability =
Expense Budget -
Expense Commitments +
Actuals = **\$2,540.48**

Residual Budget =
Revenue Variance +
Funds Availability =
\$2,544.72


$$\text{Year-End Operating Reserve} = \text{Commitments } \$2,036.23 + \text{Residual Budget } \$2,544.72 = \$4,580.95$$

Amounts from outstanding reserves at year-end are transferred into the “revised budget” at the same commitment item where they were reserved in the prior year and the net operating under/over spending results are transferred to the “Carryforward” (CARRYFWD) commitment item.

Learn More:

- [TRAINING DOCUMENTATION: Year-End Operating Reserves](#)
- [WEBSITE: Year-End Reports](#)

Is your report output blank when you download into MS Excel?

Some computers that have Microsoft Excel 2013 installed on them will run into errors when downloading data into excel from AMS reports using **Excel Office Integration** (). The reports come out blank.

Resolution: Use the **below link** for an updated reference guide related to resolving the above issue.

Learn More:

- [QRG: SAP Excel Settings](#)

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, RIS/MRA/MROL)

LOCATION: 256 McCaul St.

Thursday, May 4 th	room 103	11:30am – 1pm
Tuesday, May 16 th	room 103	12:30pm – 2pm

TRAINING

- [Workshop: Year End Operating Reserves \(REGISTER\)](#)
- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

FAST STAFF

- [Financial Advisory Services & Training \(FAST\)](#)
- [Subscribe to AMS Listserv](#)