Outlook

FAST Tips Newsletter - April 2026 Edition

From Financial Advisory Services & Training (FAST) <fast.help@utoronto.ca>
Date Tue 4/28/2026 10:24 AM
To Rames Paramsothy <rames.paramsothy@utoronto.ca>

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WHAT'S NEW?

Upcoming Lunch n' Learns & Previously Recorded Sessions

Join us for upcoming FAST Lunch & Learns designed to support your work in Concur and beyond:

- *A Deep Dive into the Concur Approval Process* (May 13)

- *The New Monthly Concur Reports for Business Officers – repeat session* (May 20)
- *Changes in the Procurement Services Support Model* (May 27)

If you missed a previous session, you can access recordings here.

Have any ideas for topics we could cover? Take a few minutes to **COMPLETE THIS SURVEY** to submit your ideas for future topics.

If you have any questions, please contact Rames Paramsothy.

TeckKnowFile 2026 Conference Registration

Registration is now open for the TechKnowFile 2026 conference, taking place on the University of Toronto's St. George campus on May 6 and 7!

The conference is open to all U of T staff, faculty and librarians. Attendees will enjoy 60+ breakout sessions, 2 keynote presentations from Professors Karina Vold and Abdi Aidid, an interactive vendor hall, and opportunities to network with colleagues from across the tri-campus community.

The deadline to register is **11:55 p.m. on April 28**. Spots are limited, so don't miss out! More information: https://techknowfile.utoronto.ca/

SIMULATIONS

How to Report on Reserves Carried Forward into the New FY in Operating Funds Centers

At the start of a new fiscal year, it is best practice to review all commitments that have been carried forward from the prior fiscal year, Purchase Orders, Earmarked Funds (aka. Manual Reserves), and Purchase Requisition to assess whether they are still needed. Reviewing and possibly releasing these commitments may help departments free up funds.

Watch this simulation to learn how to use the ZFIR055 - Open Commitment Carryfoward report to view a list of all carried forward reserves.

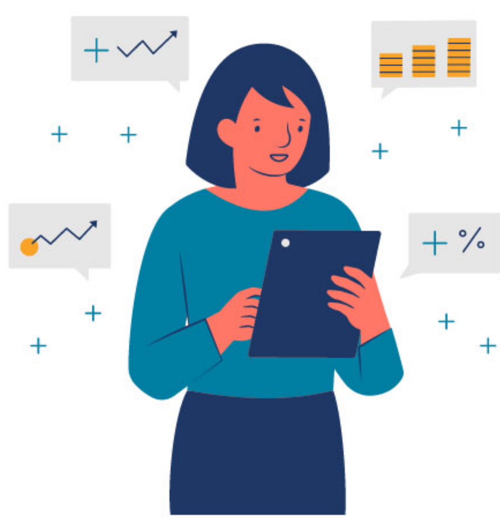
To learn about additional year-end reports, visit our documentation and support page.

ARTICLES

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

In the beginning of the new fiscal year, departments who have outstanding lease Purchase Orders should update the **Net Price** from $1 to the periodic payment amount to ensure reserves/commitments are accurately reflected.

Take a look at this Knowledge Centre article to learn why this is important and how to update Lease POs that have been carried forward into FY2027.



What are Year End Operating Reserves and How are they Calculated?

Within Operating Funds Centers (i.e. 1-series FCs), any budget surplus or deficit at the end of the fiscal year will be carried into the new fiscal year as an addition to the budget or first charge against the account.

Read this article to learn how the reserve is calculated and reflected within Funds Management reports.

You survived Fiscal Year-End! Are your Payroll Reserves missing from your new Operating Budget?

When departments review their Funds Center budget at the beginning of the new fiscal year, there can be some confusion as to why there are no payroll reserves committed.

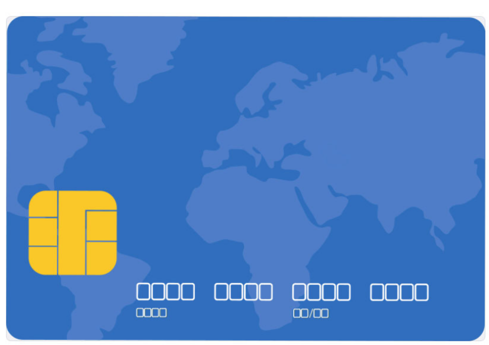
Take a quick read here to learn why payroll reserves will not initially appear, and when these commitments will be reflected against your Operating Funds Centers.

SAP CONCUR

For Business Officers: How to Interpret Concur Dashboard & Reports

New Concur dashboard and reports are now available to support your review of expenses. This guide outlines how to interpret the data, including key nuances such as reporting by an employee's primary organizational appointment (not financial account), current Business Officer assignments, and why totals may differ from FIS (e.g., tax rebates and missing document numbers). It also highlights limitations around accessing individual expense reports. For full details, refer to the guide.

A detailed walk-through will be provided at the May 20th Lunch n' Learn on this topic.



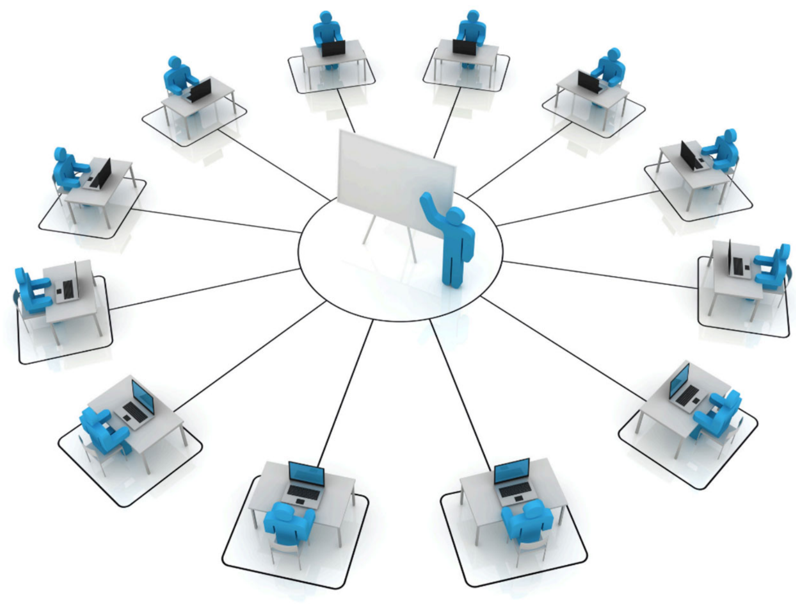
How to Reconcile Travel & Hospitality (T&H) Card Charges

The University pays the balance of your T&H Card at the end of each billing cycle, and cardholders are required to submit expense reports in Concur within 30 days of each charge, including all supporting receipts. As a cardholder, you are responsible for ensuring expenses are policy-compliant, business-related, and submitted accurately and on time. Refer to this guide for step-by-step instructions on how to reconcile your T&H Card in Concur.

Concur Expense Threshold for Accounts Payable Compliance Review

Expense reports that exceed a set threshold are automatically routed to Accounts Payable for compliance review after final approval. There is no need for claimants or Business Officers to contact Accounts Payable or send additional documentation, as all supporting materials are included within the report. Refer to this guide for a comparison of the pre-Concur process and the current automated workflow.

TRAINING



The FAST team is presenting another round of Standard Curriculum course and FIS workshops between June – July. These courses will train staff on how to process FIS transactions, generate reports and interpret policy.

Click here to view the training calendar and register for our upcoming courses and workshops.

In addition, we offer 3 eLearning options:

- **FIS Overview (Course 1)**
- **Departmental Accounts Receivable Responsibilities & A/R Open Item Aging Report**
- **Understanding the Relationship between HRIS & FIS**

TRAINING

- FIS Training Calendar
- Newsletter - Archive

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