

[August 2024 | Volume 11 | Number 8](#)



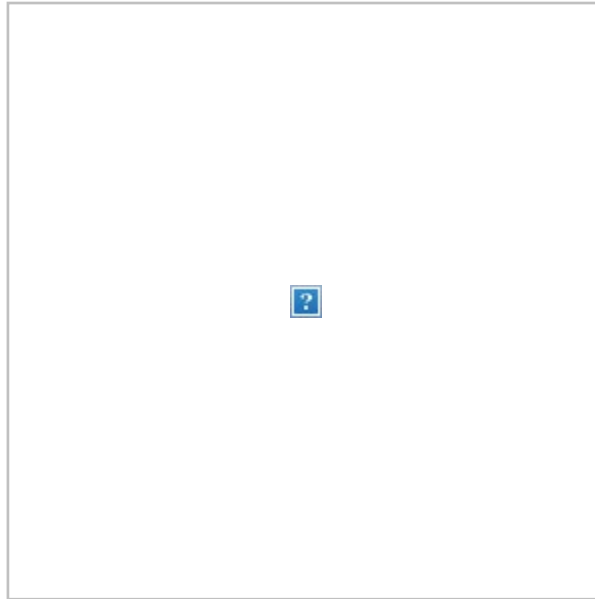
- [**Next up- September Lunch n' Learn - Customizing FIS Line Item Reports to Meet your Business Needs**](#)
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what can it be used for?

- Can I use the Alternate Payee function with a Vendor Set up for EFT payments?
- Understanding the Relationship between General Ledger (G/L) accounts and Commitment Items
- How to locate your Department's Refundable Deposit Account
- Training





Next up – Customizing FIS Line Item Reports to Meet your Business Needs

The September Lunch & Learn session will be held on Tuesday, September 24th (12pm – 1pm) via MS Teams, and will be presented by the F.A.S.T Team.

Topics include:

- Effectively using the Report Selection Criteria/Input Options
- Hidden Selection Criteria to further narrow your report
- Using the Sorting, Filtering and Subtotal functions
- Adding, Removing and Rearranging columns
- Saving Reports to Excel
- Addressing more complex ensure user requirements

To help us address specific line-item report scenarios (i.e. in ZFIR079 – FI Postings Line Item report OR ZFIR079A – All Postings Line Items report), **please click here to complete a survey explaining any specific reporting requirements** that we can try and address in the session.

[Click here to download and save the MS Teams invite](#) or [use this](#)

[link to join on September 24th](#). If you have any questions please contact rames.paramsothy@utoronto.ca.

Notice of New Guidelines for Payments to Indigenous Payees

We are excited to announce the release of the *Payments to Indigenous Payees Guidelines*, a new resource designed to streamline the payment process for non-employee Indigenous partners working with the University of Toronto. These guidelines have been integrated into the Guide to Financial Management to reduce barriers and enhance efficiency.

To support the implementation of these guidelines, the Financial Advisory Services and Training (FAST) team will be hosting another training session in September. Click on the session link below to register.

- **Tuesday, September 10: 2pm - 4pm**

For questions or additional support, please contact the FAST Team at fast.help@utoronto.ca.

Updates and Changes to the Guide to Financial Management

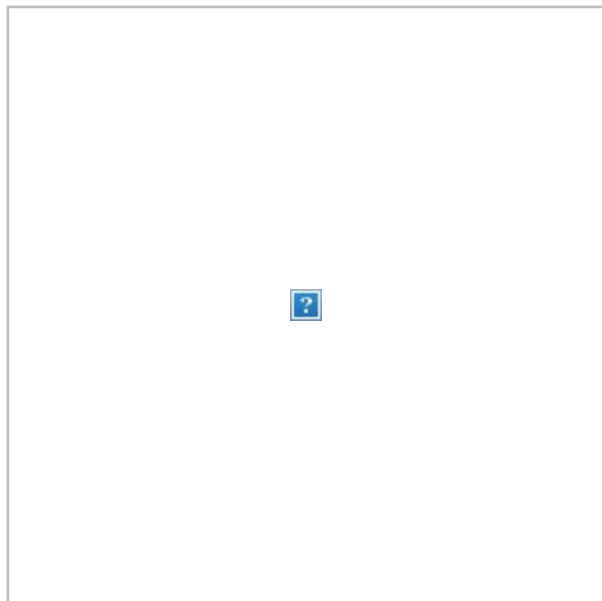
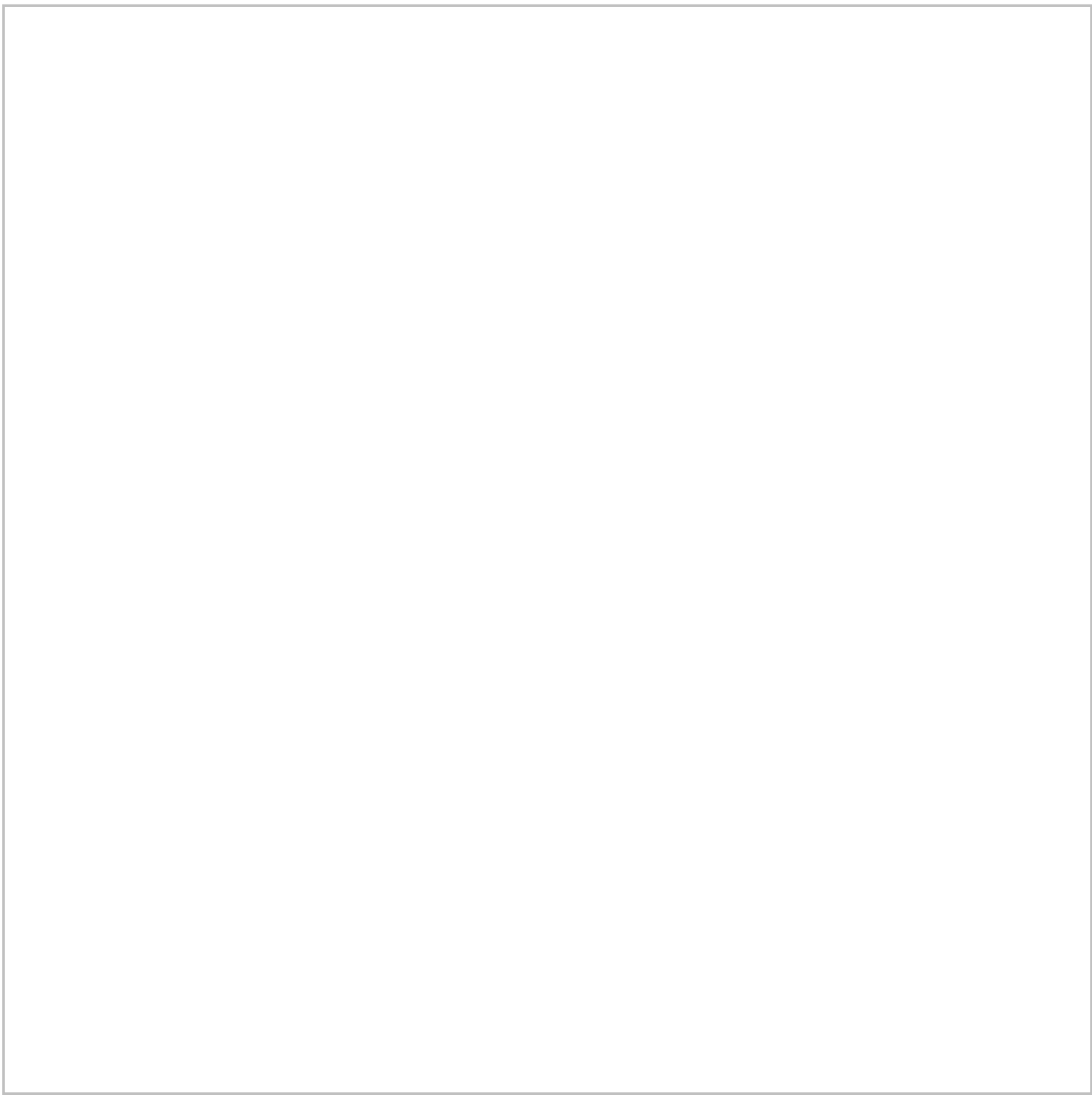
The Guide to Financial Management has been updated with several important changes.

- **Effective August 14, 2024:** New guidelines for payments to Indigenous payees included in the Guide to Financial Management (GTFM), applicable to non-employees of the University of Toronto.
- **Credit Card Statements as Proof of Payment:** As of July 30, 2024, credit card statements are no longer required as

proof of payment for all transactions but may be requested in specific cases. Redacted statements should be provided if requested.

- **Reimbursement of Expenses Incurred by Another Person:** Updated guidelines allow claims for expenses paid by someone other than the claimant, with required proof of reimbursement to the original payer.
- **Foreign Exchange Receipt Requirements:** New examples of acceptable documentation for foreign exchange rates included, such as redacted credit card statements or reputable website printouts.

Please review this [memo for the complete details](#).

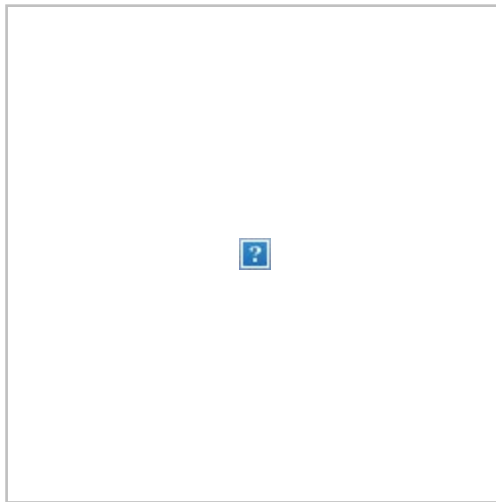


How to Process and Clear Refundable Deposits and Refunds

Many departments start receiving refundable deposits for items such as locker and room keys at the beginning of a term.

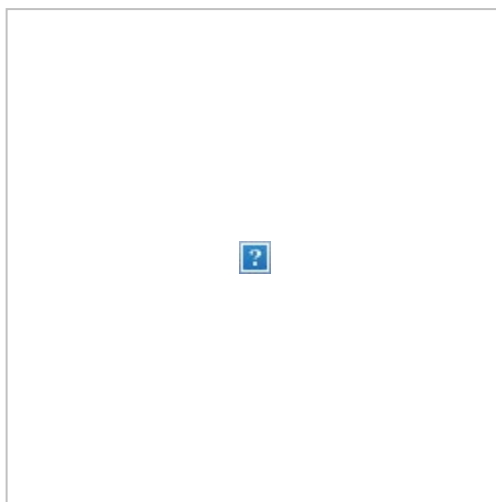
[Watch this simulation](#) to learn how to process and clear refundable deposits and refunds.





What is PERA (ie. UTFA) and what can it be used for?

The **PERA (Professional Expense Reimbursement Allowance)** is an annual allowance that is available to the UofT Faculty Association (UTFA). The two terms “UTFA” and “PERA”, are often used interchangeably when referring to this allowance. Please [refer to this article to learn more.](#)

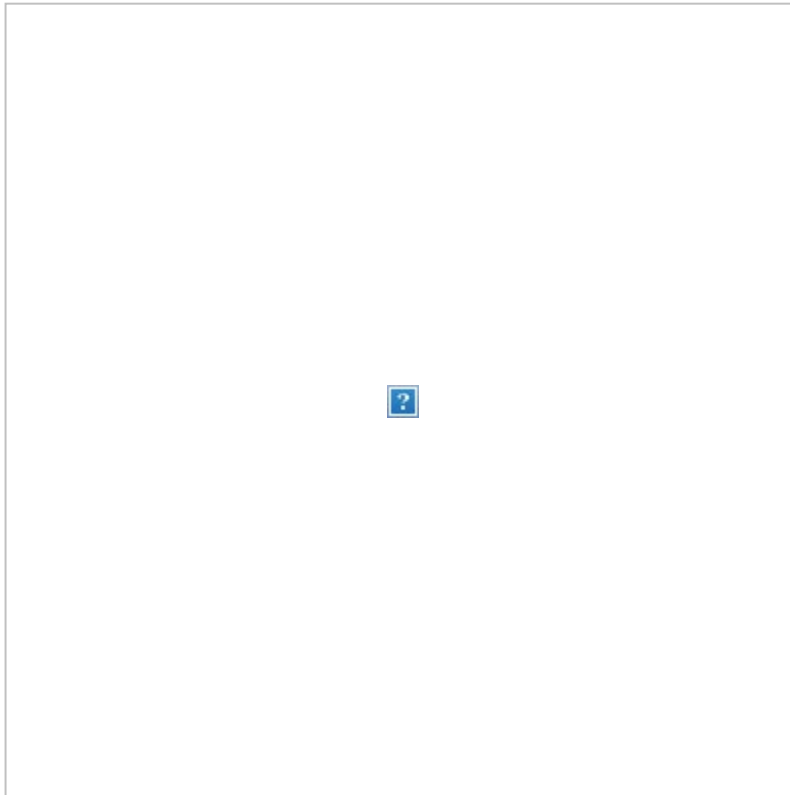


Can I use the Alternate Payee function with a Vendor Set up

for EFT payments?

When processing payments to EFT vendors, the alternative payee function (i.e. Individual Payee), which permits cheques to be occasionally redirected to a different address or specific individual, **has been deactivated**.

[Read this article to learn more.](#)

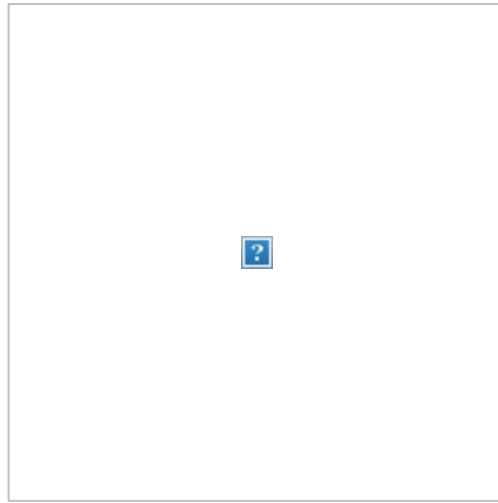


Understanding the Relationship between General Ledger (G/L) accounts and Commitment items

Understanding the relationship between General Ledger (G/L) and Commitment Item budget categories play are important for both interpreting FIS reports, and managing Funds Center and

Funds Center/Fund accounts.

For an in depth look at this relationship, [please read the full article in the Knowledge Centre.](#)



How to locate your Department's Refundable Deposit Vendor Account

When processing refundable deposits, or associated refunds, departments are required to post the entries in FIS against a unique 86-series departmental vendor account assigned to them.

[Check out this article](#) to learn how to locate your departmental refundable deposit vendor account.

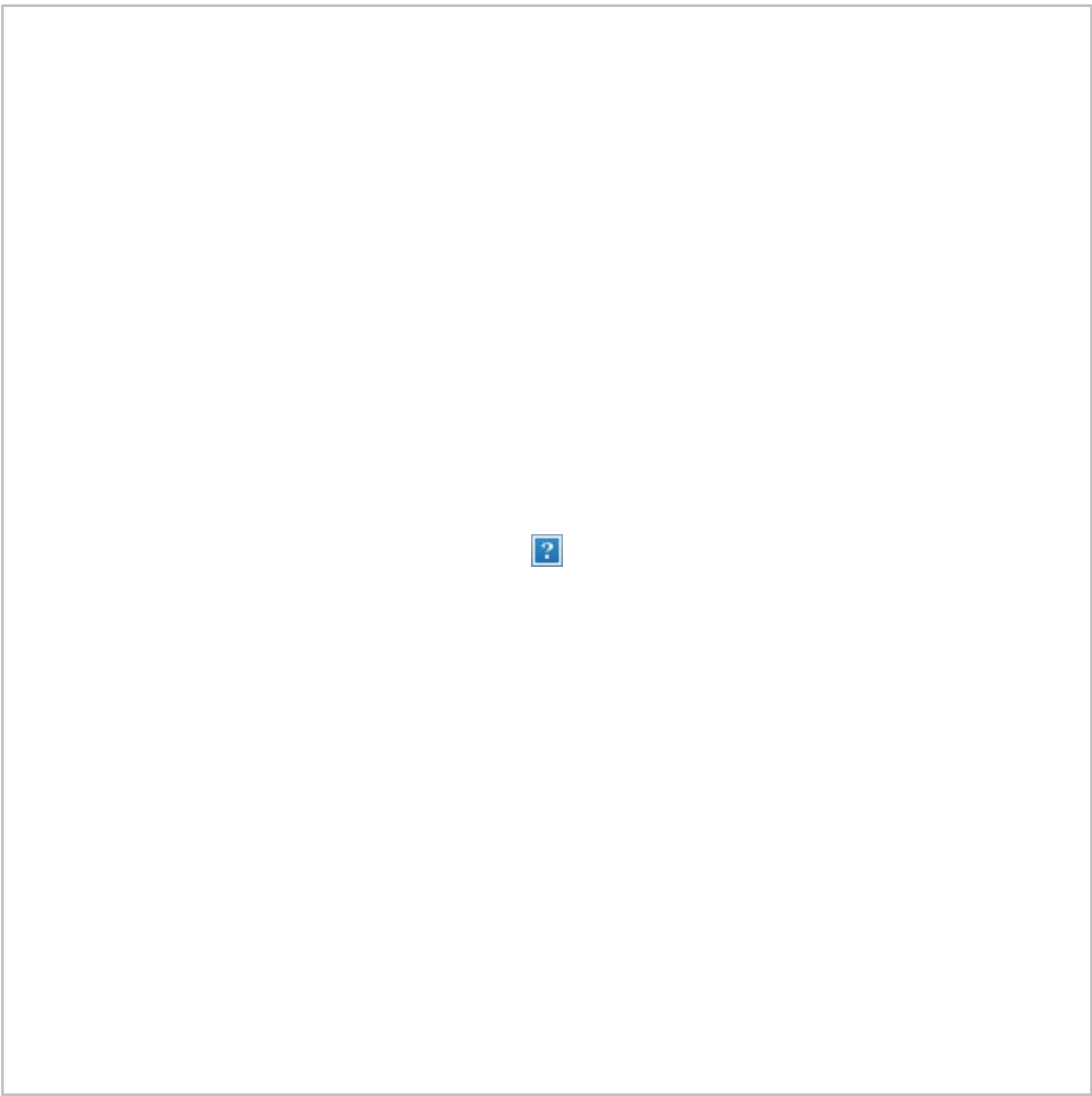


image of students connected virtually

The FAST team is presenting another round of Standard Curriculum course and FIS workshops between October - December.

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.

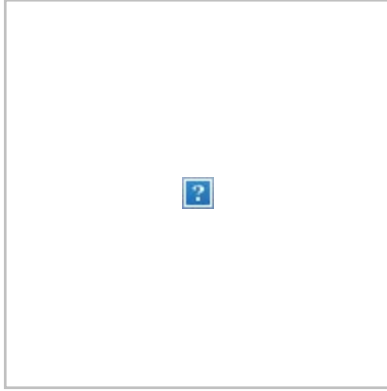
In addition, we offer a [self paced eLearning Course that covers Departmental Accounts Receivable Responsibilities & A/R Open Item Aging Report](#).

TRAINING

- [FIS Training Calendar](#)
- [Newsletter - Archive](#)

FAST STAFF

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