



Outlook

[Test] FAST Tips Newsletter - February 2026 Edition

From Financial Advisory Services & Training (FAST) <fast.help@utoronto.ca>

Date Fri 2/27/2026 1:44 PM

To Rames Paramsothy <rames.paramsothy@utoronto.ca>

FAST TIPS NEWSLETTER

Financial Services

UNIVERSITY OF
TORONTO

[February 2025](#) | [Volume 12](#) | [Number 2](#)

IN THIS ISSUE

- [**MEMO: Revising Outstanding Purchase Orders GR/IR Variances for Fiscal Year 2026**](#)
- [**MEMO: Updates to Cheque & EFT Processes 2026**](#)
- [**MEMO: Use of One-Time-Accounts \(OTA's\)**](#)
- [**Reminder: PO Thresholds Have Increased \(Effective February 1\)**](#)
- [**SIMULATION: Understanding the Linking Table and it's Impact on the CO Planning Process**](#)



- [Reminder: T&H Card Reconciliation for the Financial Year-End](#)
- [Reminder: Create a Vendor Account for Concur Access](#)
- [Reminder: Cash Advance Request Approvals](#)
- [Common Error & Warning Messages in Concur:](#)
- [Expense Reimbursement Policy Interpretive Guidance Bulletin](#)
- [FIS Training](#)
- [Upcoming Workshops hosted by the FAST Team](#)

WHAT'S NEW?



[**MEMO: Revising Outstanding Purchase Order GR/IR Variances for Fiscal Year 2026 Year End**](#)

To ensure accurate financial reporting, departments are asked to review outstanding purchase orders (POs) with incomplete goods receipt (GR) or invoice receipt (IR) documents. On **Friday, March 20, 2026**, all outstanding GR and IR documents recorded as variances up to and including **December 31, 2025**, that meet specific criteria will be reversed.

If departments require certain goods receipt documents to remain active in FIS, a **list of POs and related Goods Receipt document numbers** meeting the outlined conditions must be submitted to **Linda Wong (lindaf.wong@utoronto.ca)** no later than **Wednesday, March 18, 2026**. Please note that this deadline cannot be extended.

Instructions for obtaining a list of outstanding POs with GR or IR variances are available in the official memo. In addition, departments should ensure that any POs that are no longer required are “finalized” to release reserved budget funds for other expenditures.

Please contact the Supervisor, Accounts Payable, linda.wong@utoronto.ca for further inquiries or assistance. STAY TUNED for the official memo coming soon!

MEMO: Updates to Cheque and EFT Processes 2026

Financial Services is implementing changes to vendor payment processes to improve efficiency:

- **Biweekly Vendor Cheque Printing:** Cheque payments will now be printed on a **biweekly schedule** due to increased use of electronic payments. Vendors are encouraged to transition to EFT as it is faster, more secure, and more sustainable. Vendor EFT setup is not complete until the **verification call is finished**.
- **Consider Purchasing Card for Low-Value or Urgent Payments:** For low dollar invoices or urgent needs, departments should consider the **Purchasing Card (PCard)** where appropriate.
- **Urgent Payments:** “Rush” payments (cheque or EFT) will only be accommodated in limited situations such as legislative or legal requirements, or where business disruption could occur.

- **Payment Cut-Offs:** Invoices must be posted by the **end of day Sunday (EFT) or Monday (cheque)** to be included in the current week's payment run. Proper supporting documents must be attached in AMS.
- **Cheque Pick-Ups:** Available by arrangement for urgent payments at 150 College Street (Mon, Tue, Thu 2:00–5:00 pm).

 [Read the full memo here](#)

MEMO: Use of One-Time-Only-Account (OTA's)

Financial Services is reminding departments that One-Time-Only-Account (OTA) vendors (990001 – Canadian; 990002 – U.S.) are intended for **low-dollar, one-time payments** to suppliers and should be used only in limited circumstances.

OTA accounts must **not** be used for:

- Purchases of \$10,000 or more
- Urgent payments to suppliers not set up in AMS
- Payments sent to an address or department that does not match the supplier record in AMS

Departments are encouraged to review the guidance to ensure proper use and compliance.

 [Read the full memo here](#)

REMINDER: PO Thresholds Have Increased (Effective February 1)

As a reminder, **procurement thresholds increased effective February 1, 2026**, aligning the University of Toronto with the Broader Public Sector Directive.

If you have not yet reviewed the updated amounts and requirements, please visit:

👉 [Updated procurement thresholds, procedures, and reference materials](#)

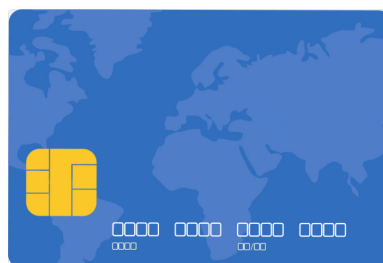
Have a question or need support?

👉 [Submit procurement questions or requests](#)

Missed the FAST Lunch & Learn – Procurement Policy Refresher?

👉 [View the recording here](#)

SAP CONCUR



Reminder: T&H Card Reconciliation for the Financial Year-End

This is a reminder to reconcile outstanding expenses and T&H card transaction before the fiscal year closes on April 30th to support accurate year-end reporting. While Concur will remain available 24/7, AMS will be unavailable for posting during the scheduled system downtime (see [EASI website](#) for downtime announcements and updates). We strongly encourage you to

combine expenses in one report, submit and approve it before the downtime.

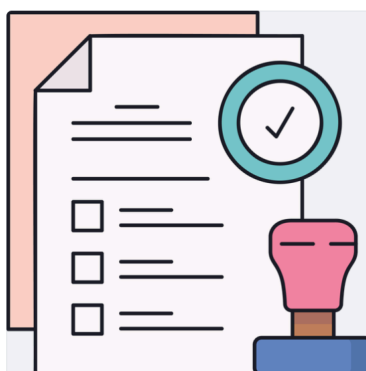


Reminder: Create a Vendor Account for Concur Access

To receive reimbursement payments from the University, employees must have an active vendor account set up in Fiori. Without a vendor record, expense reimbursements cannot be processed.

If you have not yet created your vendor account or are unsure whether one exists, please take a moment to complete the setup to avoid delays in payment.

👉 [Step by step instructions are available here](#)



Reminder: Cash Advance Request Approvals

When preparing a Cash Advance Request, ensure the form is completed in full with your Business Officer. The Business Officer must review the account codes and sign the form. If the signature

is missing, the ***request will be denied and returned***. The form must be fully completed and ***signed before submitting the request in Concur***.

As outlined in University policy, cash advances are issued only when expenses must be paid in cash (i.e., when a credit card is not accepted by the vendor). For expenses that can be paid by credit card, employees should use the University Travel and Hospitality (T&H) card, available to all employees.

👉 [Read the full article for complete guidelines](#)

👉 [Access the Cash Advance Request form here](#)



Common Error and Warning Messages in Concur

Running into error or warning messages while submitting expense reports or travel requests in Concur? A helpful guide is available outlining common messages, what they mean, and how to resolve them. The resource is designed to help users troubleshoot issues quickly and avoid delays in processing.

👉 [Read the full article here](#)

SIMULATIONS



Understanding the Linking Table and its Impact on the CO Planning Process

It is that time of year again, and departments are evaluating their target budget letters (TBL) and entering their Cost Center/Internal Order Plans in FIS.

[Watch this simulation to learn](#) how to **proactively review your Cost Centers/Internal Orders that are linked to your Funds Centers** prior to your plans being inputted into FIS.

ARTICLES



Expense Reimbursement Policy Interpretive Guidance Bulletin

Looking for clarity on expense reimbursements? The **Expense Reimbursement Policy Interpretive Guidance Bulletin** is

available to support faculty and staff in navigating key areas of the university's expense policy with confidence.

This practical resource provides guidance on topics including:

- ✓ **Flight Upgrades** – When and how premium travel options may be reimbursed
- ✓ **Alcohol Policy** – Guidelines on when alcohol expenses are permitted
- ✓ **Per Diems** – Understanding meal allowances and eligibility
- ✓ **Medical Insurance** – Coverage considerations for travel-related expenses

The Bulletin is a living resource that continues to evolve alongside updates to the **Guidelines for Travel & Miscellaneous (GTFM) Expenses Policy** and incorporates user feedback over time. Its purpose is to provide clarity, address common questions, and ensure departments have access to consistent, up-to-date guidance.

👉 [Click here to view the full Bulletin](#) or reach out to the [FAST team](#) for support.

TRAINING



[FIS Courses](#)

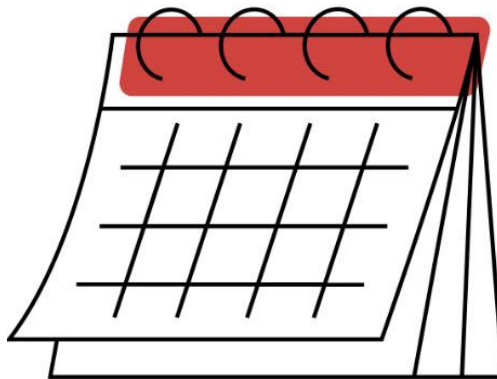
The FAST team is presenting another round of Standard Curriculum course and FIS workshops between **March and May**.

These courses will train staff on how to process FIS transactions, generate reports and interpret policy.

Visit the [LLC Learning Management System \(LMS\)](#) to register for our upcoming courses and workshops.

In addition, we offer the following self-paced eLearning courses:

- [FIS Overview eLearning Module](#)
- [Departmental Accounts Receivable Responsibilities & A/R Open Item Aging Report](#)
- [Understanding the Relationship Between HRIS and FIS](#)



Upcoming Workshops hosted by the FAST Team

The FAST team is hosting a series of upcoming workshops:

- **Updating CO Plans for Operating Budgets** – March 3, 4, and 11
- **Managing Travel & Other Reimbursable Expenses** – April 7
- **Understanding Year-End Operating Reserves** – April 8

To register for these events, [click here](#). If you have any training related questions, please contact krista.ounpuu@utoronto.ca.

TRAINING

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

FAST STAFF

- [Faculty Representatives](#)
- [Subscribe to AMS Listserv](#)

PROVIDE FEEDBACK

fast.help@utoronto.ca

This email was sent to rames.paramsothy@utoronto.ca
[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)
U of T · 215 Huron St · Toronto, ON M5S 1A2 · Canada