



Outlook

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## FAST Tips Newsletter - January 2025 Edition

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

**Date** Fri 1/31/2025 3:12 PM

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

**FAST TIPS**  
**NEWSLETTER**

Financial Services



UNIVERSITY OF  
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## WHAT'S NEW?

### [REMINDER of Launch of Self-Deposit and Resources Available](#)

#### Summary: Changes to Deposit Procedures

- **Fitzgerald Building Deposits:** Deposits are not accepted due to logistical and security concerns. Deposits sent via Campus Mail will be returned for self-deposit at a **CIBC branch**.
- **Self-Deposit Instructions:**
  - Deposits to CAD or USD accounts can be made at any CIBC branch.
  - Ensure the **transit number "00402"** and account number are included on the deposit slip.

- **AR Invoices:**
  - Cheque and EFT payments for AR invoices are unaffected and will continue to be deposited by FSD.
- **Clearing Deposits:**
  - FSD will continue to clear deposits to both cashier's and departmental subordinate accounts. Supporting documentation should still be emailed to **[fsdcashiersoffice@utoronto.ca](mailto:fsdcashiersoffice@utoronto.ca)**.
- **Resources Available:**
  - Map of nearby CIBC branches.
  - Updated self-deposit procedures and instructional guide (transit number "00402" added).
  - FAQs and updated Lunch & Learn materials.

**Contact:** For assistance, email **[fsdcashiersoffice@utoronto.ca](mailto:fsdcashiersoffice@utoronto.ca)**.  
Check out the [full memo posted here](#).

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### **February Workshops- Managing Refundable Deposits (Feb 6) & Understanding Earmarked Funds (Feb 20)**

Join us this February for 2 workshops being hosted by the F.A.S.T Team!

#### **1. Managing Refundable Deposits**

**When:** February 6, 3:00–4:30 PM (Virtual)

Learn proper procedures for creating, refunding, and reconciling refundable deposits (e.g., key or locker deposits) while adhering to UofT policies. Registration is required.

#### **2. Understanding Earmarked Funds**

**When:** February 20, 2:00–3:30 PM (Virtual)

Learn to create, modify, and report Earmarked Funds (Manual Reserves) in FIS, with live demonstrations.

Completing the FIS Standard Curriculum beforehand is recommended.

[Register for one of the workshops here.](#)

## SIMULATIONS



### [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.](#)

## ARTICLES



### [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.

[Click here to learn more](#) about how to locate your departmental refundable deposit vendor account.

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### **Help US Help You!**

For faster support from the FAST team, please include key details like your name, department, a clear issue description, relevant transaction codes, document numbers, error messages, and screenshots. Providing this information upfront helps us resolve your request FASTER!

Please refer to this [article in the Knowledge Centre to learn more](#).

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## TRAINING



### [FIS Courses](#)

[Browse our training calendar](#) or the [LMS Portal](#) to view course descriptions and register.

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#### TRAINING

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**PROVIDE FEEDBACK**

[fast.help@utoronto.ca](mailto:fast.help@utoronto.ca)

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