

[June 2024 | Volume 11 | Number 6](#)

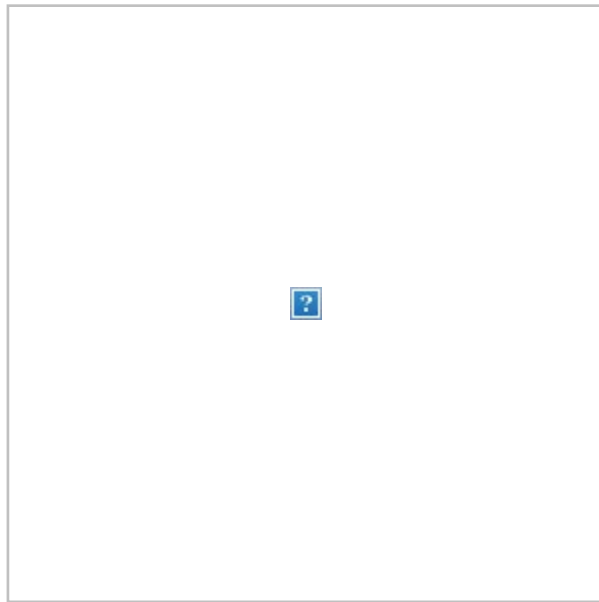


- [FAST Lunch & Learn - Recording \(June 2024\)](#)
- [Summer Hours](#)
- [SIMULATION: EFT Payments Over \\$50,000 \(PO Invoices\) - How to Attach Documentation in AMS](#)
- [Where can I find a Quick Reference Guide for HST Applicability for External Sales](#)
- [What is included in the kilometrage per diem, when using personal car for UofT business?](#)



- [Understanding the Relationship between HRIS and FIS](#)
- [FIS Training - New Round of Courses](#)

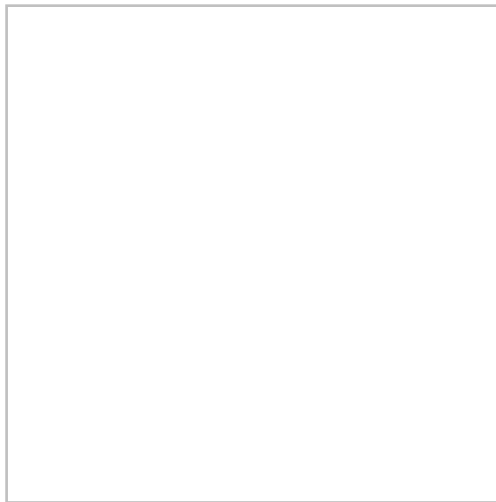




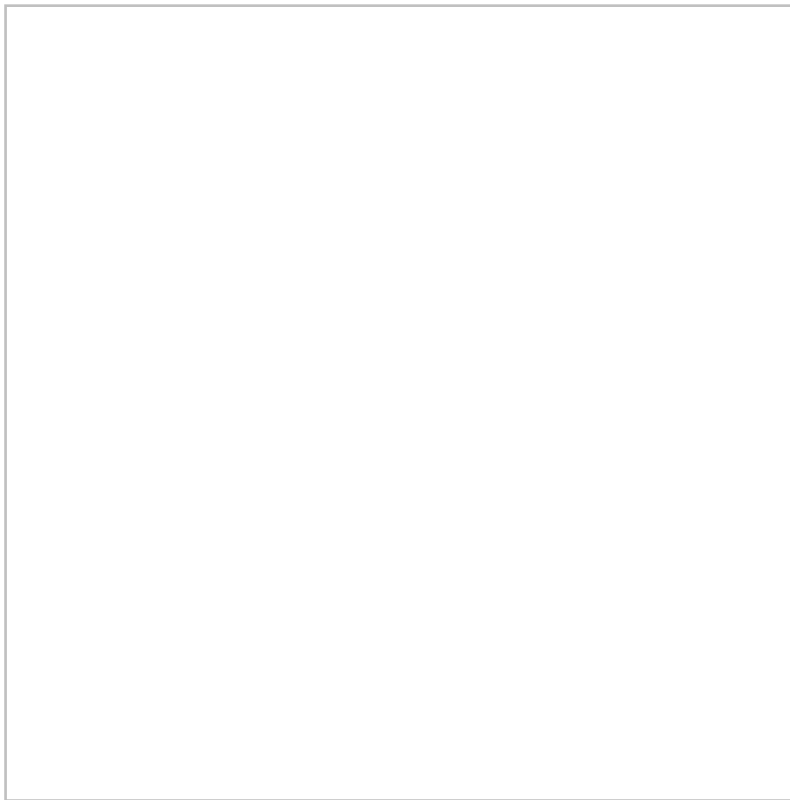
If you were not able to attend the June 26th Lunch and Learn session presented by the FAST team (Advanced Functions and Troubleshooting when Processing Purchase Orders), you can [visit the resource page to watch the recording of the session, as well as additional resources.](#)

Do you have any ideas for topics we could address in short 30 - 45 presentations we could tackle?

If so, please take a few minutes to [COMPLETE THIS SURVEY](#) to submit your ideas for future topics.



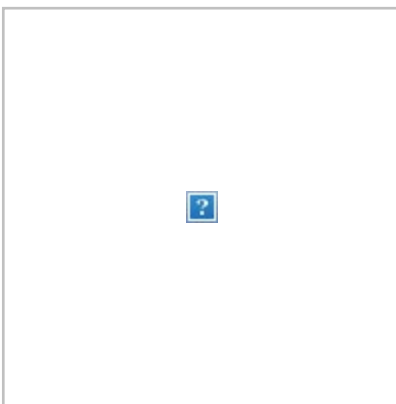
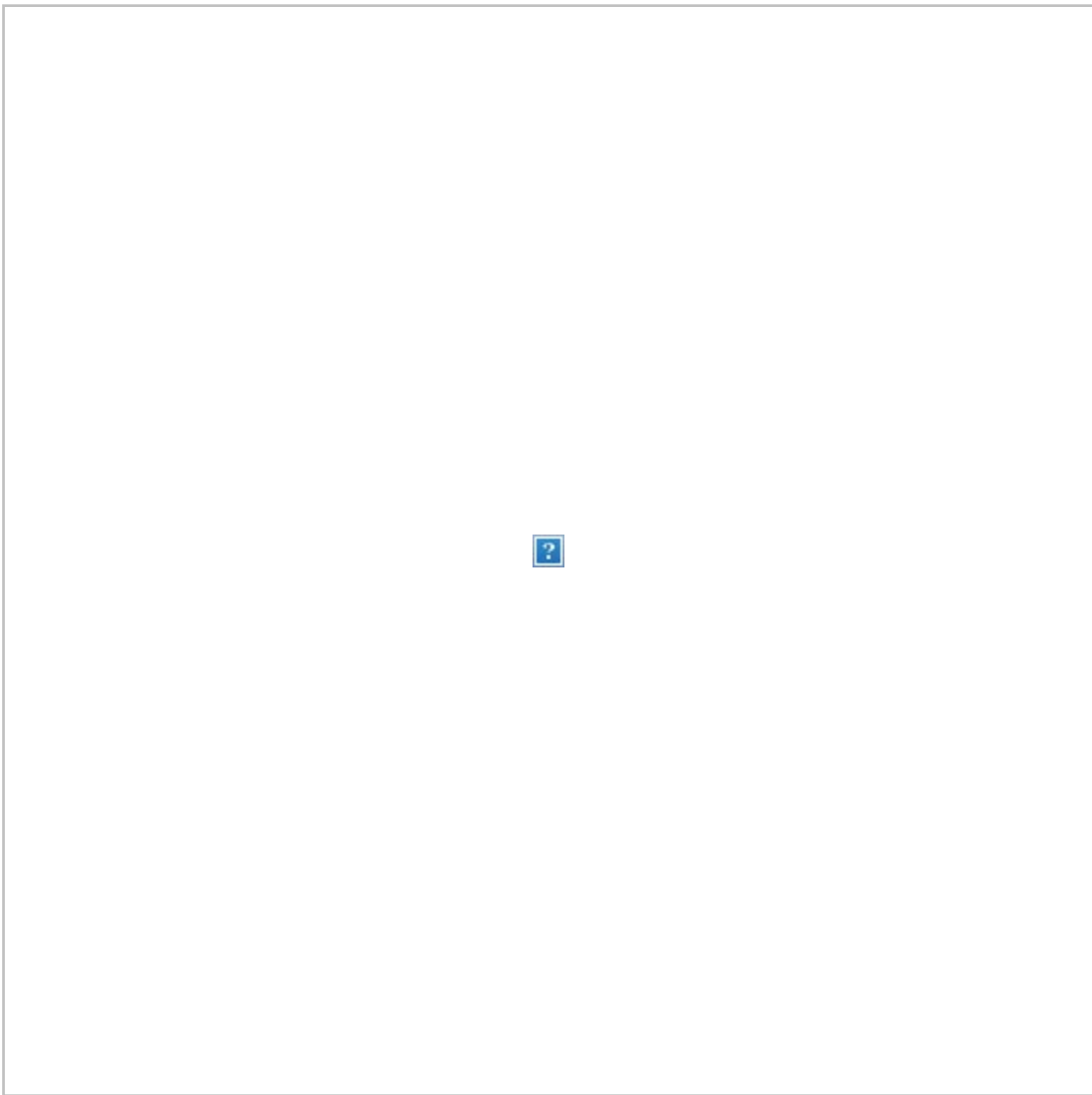
Just a reminder that summer hours officially begin on **Tuesday, July 2nd, and run until Labour Day**. FAST Team support will correspond with summer hours and be available from **8:45 am - 4:30 pm**. For more information, please [refer to the HR site for holiday scheduling](#).



EFT Payments Over \$50,000 (PO Invoices) - How to Attach Documentation in AMS

For invoice payments over \$50,000 paid to [EFT vendors](#), it is required to attach supporting documentation for Financial Services to review.

[Click here to learn](#) how to attach documentation proactively while processing PO Invoice Receipts.

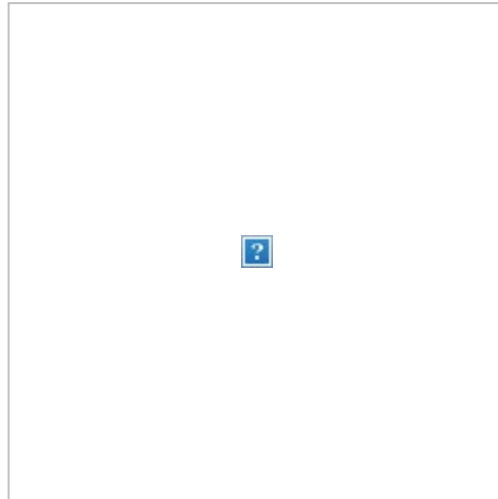


**Where Can I Find a Quick Reference Guide for HST
Applicability of External Sales**

Take a look at the resource linked below to help you determine

whether a sale to an external party is taxable or tax exempt.

HST Tax Status Table for Sale to External Parties

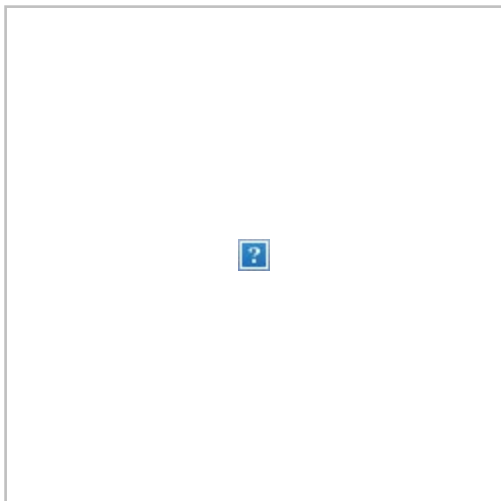
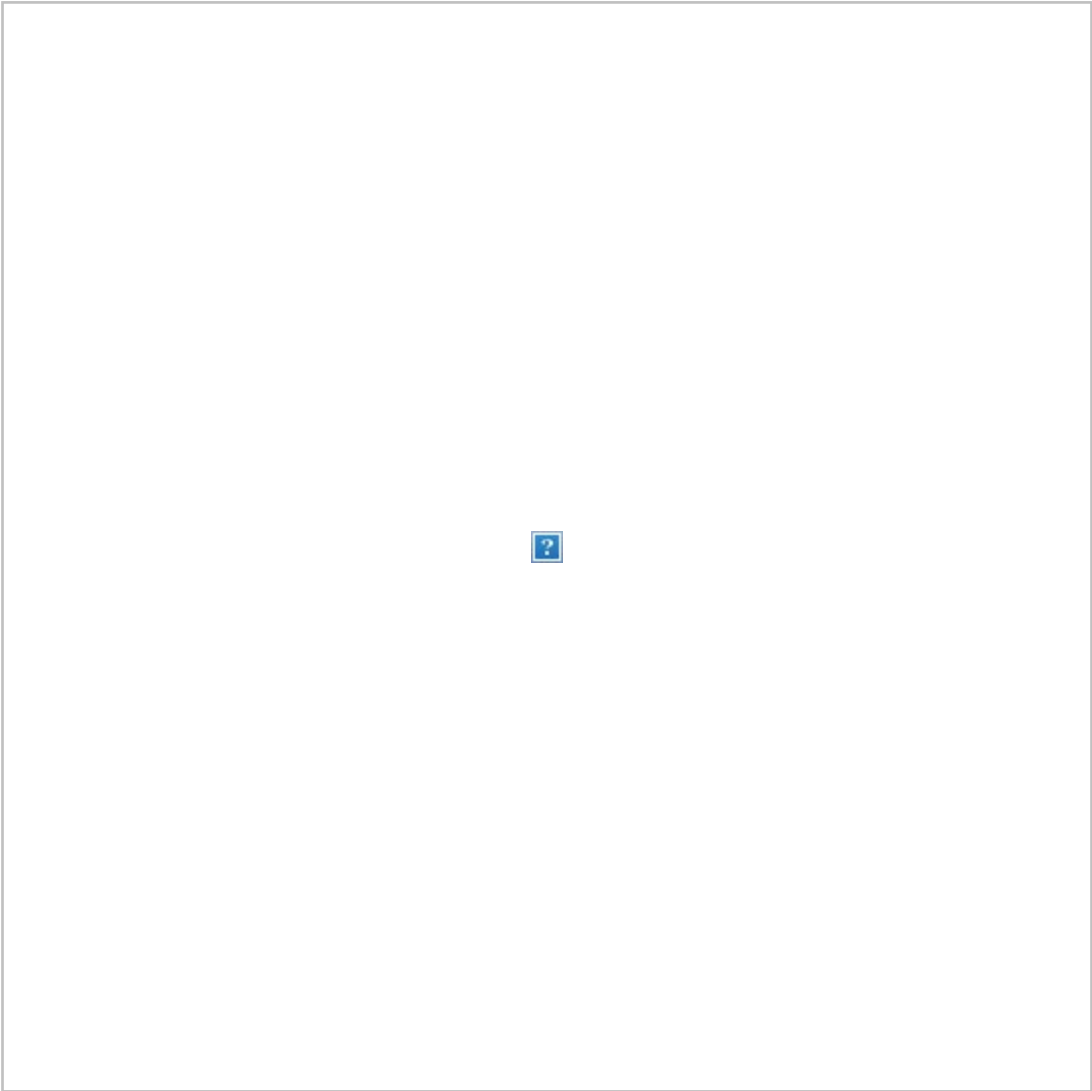


What is included in the kilometrage per diem, when using personal car for UofT business?

Occasionally faculty/staff may use their personal car for short journeys related to University business, above and beyond their regular travel to work when it constitutes the most economical means of transportation.

In these circumstances, claimants will be reimbursed a kilometrage per diem (currently \$0.57/km) which covers all car expenses, including car maintenance and repair.

[Read this article to learn more](#) about what is inclusive in the per diem and why car repair of personal is not an allowable expense.



Understanding the Relationship between HRIS and FIS

Developed in collaboration with the Financial Advisory Services & Training (F.A.S.T) team and the HRIS Support team, this **new eLearning course introduces the numerous ways the HRIS and FIS modules in the SAP based Administrative Management System (AMS) interact to facilitate many administrative processes at the University.** This includes a look at the various structures, account codes and processes that enable the modules to work together.

[Click HERE to START the COURSE](#)

If you have any issues accessing the course, or any questions please contact rames.paramsothy@utoronto.ca.

image of students connected virtually



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

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.

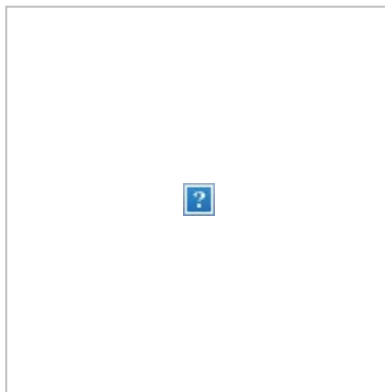
In addition, we offer a [self paced eLearning Course that covers Departmental Accounts Receivable Responsibilities & A/R Open Item Aging Report](#) .

TRAINING

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

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