



Outlook

FAST Tips Newsletter - June 2025 Edition

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

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WHAT'S NEW?



If you were not able to attend the June 5th Lunch and Learn session presented by Procurement Services (Procurement Restriction Policy), 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.

Next Month - Overview of Accounts Receivable Processes and Reporting.

This session will be held on **Wednesday, July 30th (12pm – 1pm) via MS Teams**, and will be presented by the F.A.S.T Team.

Topic: An Overview of the Accounts Receivable (A/R) Process and Report

- Walkthrough the A/R process and forms
- Common misunderstandings with A/R invoices
- The Departmental A/R Aging Report
- Contacts and resources

[Click here to download and save the MS Teams invite.](#)



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](#).

SIMULATIONS

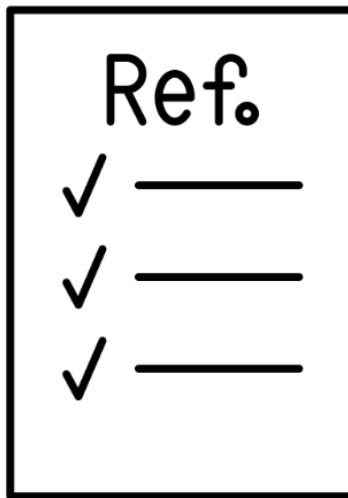


EFT Payments Over \$50,000 (PO Invoices) - How to Attach Documentation in AMS

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.

ARTICLES



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.

TRAINING



Explore our eLearning Courses on the LMS Portal!

Looking to learn at your own pace? We offer several eLearning options available anytime on the LMS Portal ([linked here](#))—just search for **FIS**. Current offerings include the brand new **FIS Overview eLearning Course**, and the **Understanding the Relationship between HRIS & FIS**. Happy learning!

If you have any issues accessing the courses, or any questions please contact krista.ounpuu@utoronto.ca.



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.

TRAINING

- [FIS Training Calendar](#)
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