Outlook

FAST Tips Newsletter - March 2026 Edition

From Financial Advisory Services & Training (FAST) <fast.help@utoronto.ca>
Date Tue 3/31/2026 3:46 PM
To Rames Paramsothy <rames.paramsothy@utoronto.ca>

FAST TIPS NEWSLETTER | Financial Services | UNIVERSITY OF TORONTO

March 2026 | Volume 13 | Number 3

IN THIS ISSUE

- Concur Cash Advances: Workflow and Steps for Non-Appointed Employees
- Concur Itemization: When and How to use it
- FIS Training

WHAT'S NEW?

LUNCH AND LEARN presented by FAST

Recording of Previous Lunch n' Learn Sessions

If you were not able to attend previous Lunch and Learn sessions presented by the FAST team, 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.

MEMO: April 30, 2026 Fiscal Year Year End Closing

As the 2026 fiscal year draws to a close, it's important to ensure financial transactions are recorded accurately before accounts are closed. For support, visit the Financial Services website for year-end accounting guidelines, reporting requirements, and AMS system availability.

AMS will close for year-end processing on April 30, 2026 at 7:00 pm. Be sure to review submission deadlines and key contacts in the memo linked below. Details on special processing instructions following year-end closing are also outlined in the memo.

👉 Read the full memo here for instructions and deadlines:

SIMULATIONS

How to locate and release Earmarked funds (manual reserves)

Running low on available balance? Want to 'free-up' some money? You may have commitments as Earmarked funds that are no longer required.

Watch this simulation to learn how to locate and release Earmarked funds (manual reserves) into your balance.

ARTICLES

What are "Year-End Operating Reserves"? How do I Calculate it?

Year-end Operating Reserves represent the financial results from the prior fiscal year that carry into the current one—whether that's underspending or overspending. These reserves include both the net result of your Funds Center and any outstanding commitments, which are added to your revised budget accordingly.

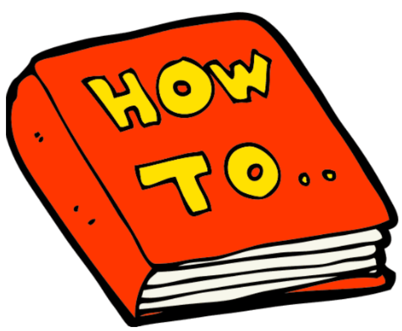
👉 Click here to read the full article and learn more

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 30*th* 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.

Please note that the BMO T&H card is connected to Concur and doesn't require any payments to BMO directly! All reconciliation and credit card payments are made in Concur.



How to Act as a Delegate in Concur

Have you been assigned as a delegate in Concur but aren't sure how to act on someone else's behalf? This is a commonly missed step. Acting as a delegate allows you to prepare expense reports, requests, and other tasks for another user, based on the permissions they've granted you. Be sure you know how to switch into delegate mode and back again to avoid errors or delays.

👉 Refer to the full guide for step-by-step instructions on acting as a delegate in Concur:

Concur Cash Advances: Workflow and Steps for Non-Appointed Employees

This guide outlines the workflow and step-by-step process for requesting cash advances in Concur for non-appointed employees. It highlights key steps, required approvals, and important details to ensure requests are submitted and reconciled correctly. Be sure to review the highlighted sections throughout the guide for critical reminders and requirements.

👉 Refer to the full guide for the complete workflow and instructions

---

Concur Itemization: When and How to use it

Itemization in Concur helps ensure expenses are recorded accurately by breaking down a single charge into multiple expense types or separating allowable and non-allowable costs. It's commonly used for expenses like hotel stays or receipts that include multiple items, improving accuracy, compliance, and reporting clarity.

👉 Refer to the full guide for when and how to use itemization in your expense reports:

TRAINING

FIS Courses

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

- Faculty Representatives
- Subscribe to AMS Listserv

PROVIDE FEEDBACK

fast.help@utoronto.ca