



Outlook

FAST Tips Newsletter - May 2025 Edition

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

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FAST TIPS NEWSLETTER

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Fund Centers in the beginning of the Fiscal Year?

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WHAT'S NEW?



Have you missed a previous Lunch & Learn session?

If you were not able to attend our May Lunch and Learn session on **Using Cost Centers, Internal Orders, and the Assignment Effectively**, you can visit the resource page to watch the recording as well as past Lunch n' Learn sessions, as well as additional related resources.

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

If so, please take a few minutes to COMPLETE THIS SURVEY to submit your ideas for future topics.

Next up- Important Changes: Implementing the Procurement Restriction Policy

This month's session will be held on June 5th (12pm – 1pm) via MS Teams, and will be presented by Procurement Services.

Join us to learn about Ontario's new [Procurement Restriction Policy](#):

- When it applies
- Required documentation
- Common Scenarios
- Exceptions

[Click here to register for the session.](#)

SIMULATIONS



How to locate and release Purchase Orders (Free Money!)

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

[Watch this simulation](#) to learn how to locate and release Purchase Orders into your balance.

ARTICLES



Error in a Purchase Order Due to Document Date in Prior FY

We have seen a number of instances where end users have created a Purchase Order in May, but used a Document Date in the prior fiscal year. This has resulted in error messages that prevent users from processing against the Purchase Order or making changes to it.

[Refer to this article to learn more](#) about how to identify the error message, and how to correct this once the PO is created.



Do I still have to send a NOPO request for already closed/locked Fund Centers at the beginning of the fiscal year?

As of last fiscal year (FY2025), you do not have to send a request for reinstating the **NOPO- No Post** locks on Funds Center's where the NOPO was already placed. As part of the fiscal year

activities, a program will be run to re-establish the **NOPO – No Post** locks on those Funds Centers.

Requests for any new No Post locks is still required. To learn more please refer to [the Knowledge Centre Article](#).



When Reversing a Document, what date should I use?

When reversing a document, the Posting Date must always be the current date (and not the date of the original transaction).

To learn more please refer to [the Knowledge Centre Article](#).

TRAINING



[FIS Courses](#)

[Click here to view the training calendar](#) and register for our upcoming courses and workshops.

In addition, we offer self-paced eLearning Courses. [Please click this link to view and register for them.](#)

TRAINING

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