Outlook

FAST Tips Newsletter - November 2025 Edition

From Financial Advisory Services & Training (FAST) <fast.help@utoronto.ca>
Date Fri 11/28/2025 3:19 PM
To Rames Paramsothy <rames.paramsothy@utoronto.ca>

FAST TIPS NEWSLETTER | Financial Services | UNIVERSITY OF TORONTO

November 2025 | Volume 12 | Number 11

IN THIS ISSUE

- **RECORDING** of November Lunch & Learn
- Planned Payment Schedule before December 2025 Break
- Holiday Celebrations & Gifts Memo
- Concur Availability Over the Break
- How Can I Toggle Between SAP and Excel Views in the FI Postings Reports
- Outgoing Wire Transfers: What you need to know
- New Year - New Round of Training

WHAT'S NEW?

LUNCH AND LEARN
presented by FAST

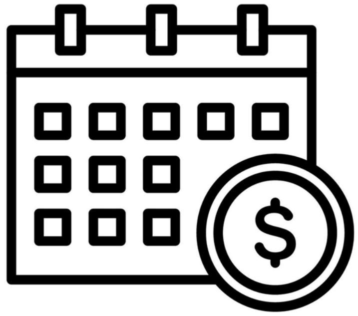
Have you missed a previous Lunch & Learn session?

If you were not able to attend the November Lunch and Learn session presented by the FAST team, you can visit the resource page to watch the recording of both sessions.

To view all past Lunch n' Learn sessions visit this page, 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.



Planned Payment Schedule before December 2025 Break

As we approach the holiday closure, please review the **key payment deadlines** to ensure all required transactions are processed in time.

Important Cutoff Dates

Cheque & Draft Payments
• Final run: **Wednesday, December 17, 2025**
• Includes vendor cheques, foreign drafts, petty cash/imprest reimbursements
• Payments over $50,000 require supporting documentation attached in FIS by **Dec 15**

EFT Payments
• Final run: **Thursday, December 18, 2025**
• Payments over $50,000 must have supporting documentation attached by **Dec 16**

ERDD & Concur Reimbursements
• Final run: **Tuesday, December 23, 2025**
• Claims must be posted in FIS by **Dec 22**
• "Parked" ERDD documentation due by **Dec 17**

Concur Cash Advances
• Final run: **Tuesday, December 23, 2025**
• Departmental one-up approval needed by **Dec 19**

Wire Payments
• Wire forms for 2025 processing must be received by **Dec 15**

Honorariums (T4A-NR)
• Wire-transfer deadline: **Dec 1**
• Cheque/draft deadline: Posted in FIS by **Dec 2**
• Final honorarium run: **Dec 3**

Please ensure all supporting documentation is attached to the posted FIS document using the standard imaging procedure.

👉 **Full memo available here**

For questions, please contact **Linda Wong**, Supervisor, Accounts Payable (lindaf.wong@utoronto.ca).

Holiday Celebrations & Gifts - HR Memo

As we approach the end of the year, we want to provide essential guidance for your unit or Division's staff celebrations and gifting. Whether you're planning virtual or in-person events, it's crucial to be mindful of legal obligations, particularly concerning alcohol service. Events on U of T-owned or -operated property require compliance with the Liquor License Act, University policies, and general laws. If planning off-campus events, adhere to the venue's rules.

Additionally, for gift-giving, remember that University Policy prohibits alcohol gifts, and the Canada Revenue Agency's updated administrative policy as of January 1, 2022, must be followed.

👉 **Full memo available here**

Concur Availability Over the Holiday Break

Concur will remain available throughout the holiday break. Appointed employees and non-appointed employees with an active Concur profile can continue to enter and submit expense claims as usual. Approvers will also be able to review and approve submissions during this time.

No actions are required by Concur users; claims will simply continue processing after the break. Until then, items will not move forward in the workflow or post in FIS, and may display the status *“Pending External Validation,”* which is expected.

If you have any questions please contact: concur.travel@utoronto.ca

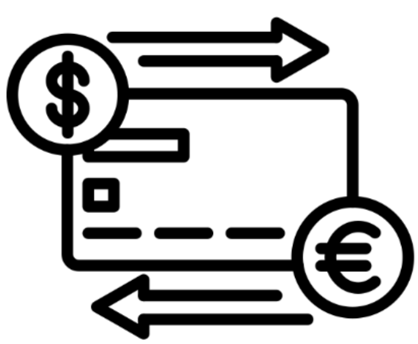
ARTICLES

How Can I Toggle Between the SAP and Excel Views in the FI Postings Reports?

Did you know you can use MS Office Integration when running the ZFIR079 – FI Postings or ZFIR079A – All Postings Line Items reports? This feature allows you to view posting data in both the SAP view and an MS Excel view.

When selecting the Excel option, the file may open within SAP or in a separate Excel window. In either format, you can take advantage of Excel's full functionality—sorting, filtering, pivot tables, formulas, and more—to easily analyze and work with your data.

For full details, please refer to the Knowledge Centre article:
👉 Full article



Outgoing Wire Transfers: What You Need to Know

Wire transfers should be requested only when other payment options are not suitable, as they take additional time to prepare, approve, and process. When possible and within policy, consider using a departmental PCard instead.

Wire transfers are best used when paying a currency that is not the payee’s domestic currency (for example, CAD to China). They should not be used when the payee’s domestic currency can be issued by cheque or draft, including CAD, USD, EUR, JPY, HKD, and SGD.

For required wire transfers related to Invoice Receipts (purchase-order payments) or honoraria (vendor 990268), use the F-Type payment method in FIS and include the vendor and document numbers on the wire transfer form.

To learn more, you can revisit our previous Lunch & Learn session on payment processing:
👉 Lunch & Learn

For full details, please refer to the Knowledge Centre article:
👉 Full article

TRAINING

The FAST team is presenting another round of Standard Curriculum course and FIS workshops **starting in January 2025.**

These courses will train staff on how to process FIS transactions, generate reports and interpret policy.

Visit the LLC Learning Management System (LMS) to register for our upcoming courses and workshops.

- FIS Overview eLearning Module
- Departmental Accounts Receivable Responsibilities & A/R Open Item Aging Report
- Understanding the Relationship Between HRIS and FIS

TRAINING

- FIS Training Calendar
- Newsletter - Archive

FAST STAFF

- Faculty Representatives
- Subscribe to AMS Listserv

PROVIDE FEEDBACK

fast.help@utoronto.ca