Outlook

FAST Tips Newsletter - October 2025 Edition

From Financial Advisory Services & Training (FAST) <fast.help@utoronto.ca> via mail79.us4.mcsv.net
Date Fri 10/31/2025 3:50 PM
To Rames Paramsothy <rames.paramsothy@utoronto.ca>

FAST TIPS NEWSLETTER

Financial Services | UNIVERSITY OF TORONTO

October 2025 | Volume 11 | Number 10

IN THIS ISSUE

- What is an "R" Payment Block in a Purchase Order Related Invoice?
- How do I request a stop payment on a cheque?
- 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 **October 28th Lunch and Learn** session on the **Accounts Receivable Process at U of T**, presented by the FAST team, you can visit the resource page to watch the recording of the session.

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.

Next Up - Exploring Concur Workflows

Join us on November 27th from 12pm - 1pm for our next Lunch & Learn session, presented by Financial Services and the F.A.S.T Team.

Topic: Exploring Concur Workflows

Topics:

- The importance of default/built in workflows in Concur.
- Review the standard workflows for appointed and non-appointed employees.
- Clarifying when to use the Approve vs Approve & Forward approach.
- Understanding workflows for Cross-Appointments, Administrative Academic Appointments (AAA) and when budget owners are in another unit.
- Open forum for questions.

Click here to download and save the MS Teams invite. To go directly to the presentation on November 27th, click here.

If you have any questions, please contact rames.paramsothy@utoronto.ca.

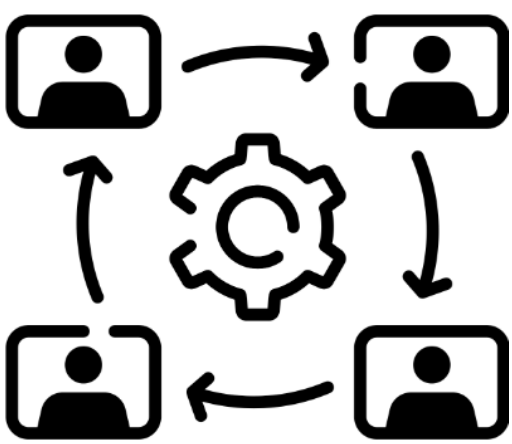
MEMO: Canada Port Strike Update

Mail delivery through Canada Post resumed on October 14 as the Canadian Union of Postal Workers began rotating strikes. Financial Services will therefore end cheque pick-ups and return to mailing. While mail service resumes, delays are expected, so vendor cheques will continue to be printed biweekly to allow time for conversion to EFT. Vendors are strongly encouraged to set up EFT to avoid payment delays. For low-value invoices, use of the P-Card is recommended. Please refer to the memo for detailed cheque pick-up procedures and final deadlines.

MEMO: AMS Available and Upgrade to Document Attachment Platform

System maintenance is now complete, and the Administrative Management System (AMS) is available. Users may temporarily see duplicate document attachments or minor delays when uploading or retrieving files until mid-November. Refer to the memo sent by EASI for details on affected applications and support contacts.

SIMULATIONS



How to Resolve a Rejected PO Using the SAP Inbox

Did Procurement Services reject your Lease or Purchase Order? Watch this simulation to learn how to resolve/amend Purchase

Orders that have been rejected by Procurement Services:

To view the simulation, check out this Knowledge Centre Article.

ARTICLES

What is an "R" Payment Block in a Purchase Order related Invoice?

An "R" in the payment block field indicates that an invoice exceeds the purchase order line item price by 10% or more, requiring verification. FIS issues a warning and places a block on the payment. The department must confirm and approve the excess amount before the block is removed. Once approved, the block can be lifted in Accounts Payable using the Document Change (FB02) function, allowing a check to be issued

To learn more, check out this Knowledge Centre Article.

How do I request a stop payment on a cheque?

Do you need to place a stop a payment on a cheque? To request a stop payment on a cheque or draft, you will need to complete the Cheque/Draft Re-issue or Cancel Request Form and email it to Accounts Payable.

For detailed steps, refer to the Knowledge Centre article.

TRAINING

The FAST team is presenting another round of Standard Curriculum course and FIS workshops between **October to December.**

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.

In addition, we offer the following self -paced eLearning courses:

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

TRAINING **FAST STAFF**

- FIS Training Calendar
- Newsletter - Archive
- Faculty Representatives
- Subscribe to AMS Listserv

PROVIDE FEEDBACK

fast.help@utoronto.ca