



[April 2021 | Volume 8 | Number 4](#)

IN THIS ISSUE:

[AMS FI Fiscal Year-End Closure 2021](#)

[GTFM Update: Dependant Care and related expenses](#)

[Updating NOPOs for Fiscal 2022](#)

[What are “Year-End Operating Reserves”? How is it calculated?](#)

[You survived Fiscal Year-End! Are your Payroll Reserves missing from your new operating budget?](#)

[Updating Lease POs for the new Fiscal Year](#)

AMS Fiscal Year-End Closure 2021

This year, AMS closed for year-end processing on **Wednesday, April 28, 2021 at 7pm** and will re-open on **Monday, May 3, 2021 at 7am**.

uSOURCE will resume regular functionality on **Monday, May 3, 2021 at 9am**.

Please note that the [Fiori Launchpad Reporting \(FLP\)](#) application is currently available. For more information, please visit the [Financial Services website](#).

GTFM Update: Dependant Care and related expenses

Effective May 1, 2021, the **Travel and Other Reimbursable Expenses** section of the GTFM has been updated with the revised **Dependant Care and related expense** guideline (formerly Child care and related expenses).

For more information, see [Travel and Other Reimbursable Expenses – Policies and Guidelines under Allowable Miscellaneous Business Related Items \(#10\)](#). The memo issued to academic administrators on April 22, 2021 can be found [here](#).

Updating NOPOs for Fiscal 2022

NOPO refers to a “no post” status placed on a Funds Center that has a zero balance and is no longer being used by a department.

A nopo is only valid for the current fiscal year. If a department would like a nopo to continue in the next fiscal year, an email request should be sent to the [FAST Team](#).

For more information, please read our [Knowledge Centre](#) article.

What are “Year-End Operating Reserves”? How is it calculated?

“Year-end Operating Reserves” were formerly known as the “Year-end Carry Forward”. This is when the financial position from a prior fiscal year is brought forward into the current fiscal year. **Any funds available (positive) or deficit (negative) will be carried forward.**

Departments can use the [Budget Carryforward Report \(ZFIR056\)](#) and the [Open Commitment Carryforward Report \(ZFIR055\)](#) to display information for one or more Fund Centers.

For more information, please read our [Knowledge Centre](#) article.

You survived Fiscal Year-End! Are your Payroll Reserves missing from your new operating budget?

Monthly payroll reservation calculations are done as part of the monthly payroll run program.

For this reason, future salary and benefits reserves **for the new fiscal year** will not be reflected in the FM operating account until the monthly payroll program runs in May.

For more information, please read our [Knowledge Centre](#) article.

Updating Lease POs for the new Fiscal Year

At the beginning of a new fiscal year, **departments can update the net price for any existing Lease Purchase Orders**. To avoid excess reserves and reducing funds availability, a net price of \$1.00 is entered as a placeholder for Lease PO payments in future fiscal years. When we begin a new fiscal year, the \$1.00 net price amount should be updated before processing a Goods Receipt (GR) and

Invoice Receipt (IR).

As of August 2018, departments can update their own

[WLS: Lease Workflow Orders](#) via ME22N – Change.

For more information, please read our [Knowledge Centre](#) article.

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