



[July 2018 | Volume 5 | Number 7](#)

St. George Campus: How do I create Purchase Orders under the NEW PO Workflow process?

As you may be aware, **effective August 1, 2018** at **St. George Campus**, the **PO Workflow process** will streamline the existing process by eliminating the need to create Purchase Requisitions for orders equal to or greater than \$25,000 (before tax), as well as all leases. Departments will also receive a soft copy of the PO in a confirmation email once the PO is released.

Note: At all campuses, **the process for purchasing radioisotopes will NOT change**, and still require Purchase Requisitions.

To learn more about **PO Workflow**, take a look at the following simulations.

Simulations

- [How to Process a Purchase Order \(valued between \\$5K and \\$25K before tax\)](#)
 - [How to Process a Purchase Order \(valued greater than \\$25K before tax\)](#)
 - [How to Process a Lease Order \(valued less than \\$25K before tax\)](#)
 - [How to Process a Lease Order \(valued greater than \\$25K before tax\)](#)
 - [How to Resolve or Change a Rejected Workflow PO](#)
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Learn More:

- [Training Slides - Purchase Order \(PO\) Workflow](#)
- [Reference Guide - Set Personal Settings \(i.e., to change default Document Type to WNB\)](#)
- [Simulation - How to Attach Documents to FIS Simulations](#)

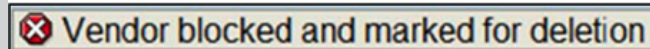
If you have any trouble viewing these simulations, please contact fast.help@utoronto.ca.

Does UofT Postal and Mail Services deliver Cheques to Hospitals through Campus Mail?

UofT Postal and Mail Services discontinued the Toronto area hospital courier service effective April 2016. Cheques and mail addressed for hospital

destinations will be metered. Payments to hospitals should be processed using the appropriate vendor master record, which will ensure they are mailed through Canada Post. They **should not** be redirected using alternate payee or OTA vendor account through campus mail.

I am trying to post an employee expense reimbursement in FIS but I get an error message that the vendor is blocked. How do I correct them?

A screenshot of an error message in a software interface. The message is enclosed in a rectangular box with a thin border. On the left side of the box is a red square icon containing a white 'X'. To the right of the icon, the text reads "Vendor blocked and marked for deletion".

If an employee is de-activated and then re-activated in HRIS, the FIS vendor account for the employee will be blocked. In order to process an expense reimbursement for the employee, please request that the employee's **vendor account** in FIS be manually unblocked by contacting **Accounts Payable** (ap.fsd@utoronto.ca). Accounts Payable will require email notification of the status of the employee prior to unblocking the vendor account.

Learn More:

- [FAQ - ERDD](#)
- [Reference Guide/Simulation - ERDD Create](#)

ONE-ON-ONE WORK SUPPORT

Get **HELP FAST** - Biweekly lunch time AMS support session

Location: 256 McCaul St, room 103

Wednesday, August 8th | 11:30am - 1pm | FIS, HRIS

Wednesday, August 22nd | 11:30am - 1pm | FIS

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