

[March 2019 | Volume 6 | Number 3](#)

ERDD on the Web now has the Assignment Field!

As of March 29, 2019, **users will be able to enter information into the ASSIGNMENT field within the ERDD on the Web application.** This open text field can be used to track and report on line item postings in FIS. If left blank, the assignment field in FIS will continue to default to the ERDD AUDIT number. If the assignment field is used, the audit number is still available in the document header text.

ERDD Home **Create Own** Create for Others Display/Edit Claim Check Status/Delete

Enter Expense Report

Claimant Information

Personnel #, name: 1053105 Maryanne McCormick [Expense Reimbursement Checklist](#)

Department: Financial Advisory Services & [Travel and Other Reimbursable Expenses - Policies and Guidelines](#)

Address (Street): 215 Huron Street

City/Prov: Toronto ON Telephone: (format 9999999 no dash)

Country/Postal Cd: Canada M5S 1A2 Fax: (format 9999999 no dash)

Dept Contact:

Travel Information

Period of Travel (ddmmyyyy): to

Location:

Reason for Claim, if not travel: e.g., team lunch

Purpose and Relevance to University Business (maximum 250 characters):

Claim Type: (Select) Employee Field Trip Default G/L accts depend on Claim Type [Click to get default G/L accts if Purpose is changed](#)

NEW!

Expense Report

Enter expenses in Canadian funds. A Foreign Exchange calculation Worksheet is provided for convenience. [Click for Worksheet](#) [Tax Code Summary Table](#)

You can enter Cost Center, Order, Fund, Fund Center and Assignment on the **first line** and [click here to copy down to unfilled lines](#).

		Amount (Cdn\$)	G/L	Tax	CostCtr	Order	Fund	FC	Cltm	Assignment
Airfare	Travel within Canada		840010	ER					TRAV-EMPL	
Attach proof of	Travel to USA from Ontario		840010	EE					TRAV-EMPL	

Learn More:

- [Reference Guide: Expense Reimbursement Direct Deposit \(ERDD\) on the Web - Create, Save, Submit and Post](#)
- [Knowledge Centre Article: Cost Centers, Internal Orders or Assignment fields. Which one is just right?](#)

How to Locate and Release Purchase Order Items (Free Money!)



**repeat tip (originally from May 2018 edition)*

Learn More:

- [QRG: Finalize and Cancel Purchase Order](#)
- [Article: Purchase Order \(PO\) Reporting Tips](#)
- [Article: How do I find out what is still outstanding in a Purchase Order?](#)
- [QRG: All Postings Line Item Report](#)
- [QRG: Display List of POs with Outstanding GR or IR](#)

If you have any trouble viewing this simulation, please contact fast.help@utoronto.ca.

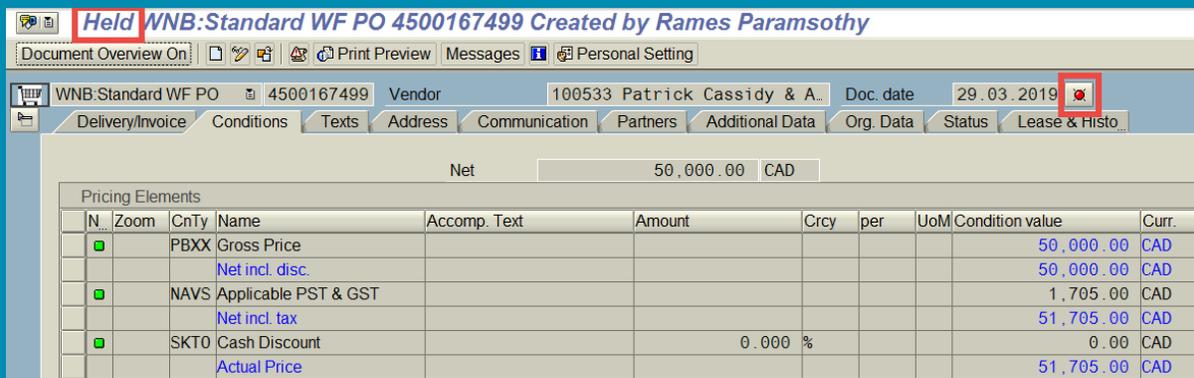
Has your Purchase Order (PO) been received by Procurement Services?

With the fiscal year end fast approaching, departments will be required to submit high value PO requests (equal to or greater than \$25,000) to Procurement Services by no later than Friday April 12th. As this is a busy time of year for all departments across the University, below are some tips and tricks to ensure your PO request is received by Procurement Services in a timely manner.

Once you have processed your high value PO, ask yourself...

“Is my PO labelled as “Held” and still contain an error message?”

If so, your PO request has NOT been submitted to Procurement Services

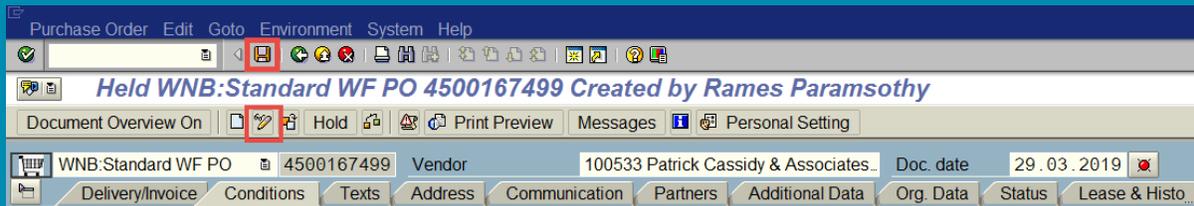


The screenshot shows a procurement system interface. At the top, the document title is "Held WNB:Standard WF PO 4500167499 Created by Rames Paramsothy". Below the title, there are navigation tabs: "Document Overview", "Print Preview", "Messages", and "Personal Setting". The main header area displays "WNB:Standard WF PO 4500167499 Vendor 100533 Patrick Cassidy & A... Doc. date 29.03.2019". Below this, there are tabs for "Delivery/Invoice", "Conditions", "Texts", "Address", "Communication", "Partners", "Additional Data", "Org. Data", "Status", and "Lease & Histo...". The "Status" tab is selected, and a red box highlights a red error icon. Below the tabs, the net amount is shown as "Net 50,000.00 CAD". A table titled "Pricing Elements" is displayed with the following data:

N	Zoom	CnTy	Name	Accomp. Text	Amount	Crcy	per	UoM	Condition value	Curr.
			PBXX	Gross Price					50,000.00	CAD
				Net incl. disc.					50,000.00	CAD
			NAVS	Applicable PST & GST					1,705.00	CAD
				Net incl. tax					51,705.00	CAD
			SKTO	Cash Discount		0.000	%		0.00	CAD
				Actual Price					51,705.00	CAD

To correct this error, double check the “Attachment List” to ensure all related supporting documents have been attached. If so, click

Display/Change (✎) and Save (💾) the PO to trigger workflow.



Once complete, you will notice the “Held” status and error notification have been removed. **The PO has now been routed to Procurement Services.**

Additionally, you can confirm if your PO was submitted to Procurement Services by reviewing the [Workflow History Report](#).

Learn More:

- [SIMULATION – Tracking the Status of a Workflow Purchase Order](#)
- [SIMULATION - How to Attach Documents to FIS Transactions](#)
- [Reference Guide - Create Workflow Purchase Order \(PO\) between 5K and 25K - ME21N](#)
- [Reference Guide - Create Workflow Purchase Order \(PO\) - Equal to or Greater than 25K \(Single Account Assignment\) - ME21N](#)
- [Reference Guide - Create Workflow Lease Order less than 25K - ME21N](#)
- [SIMULATION - How to Process a Lease Order \(valued greater than \\$25K before tax\)](#)
- [SIMULATION - How to Resolve/Change a Rejected PO](#)

Outgoing Wire Transfers

Wire transfers should only be requested when all other payment options have been exhausted since they are time consuming for the Department to generate and approve, and for Financial Services to review and process. Where possible and within the policies of the University, consider utilizing a departmental credit card.

In circumstances where a currency being paid to the payee is **not their country's domestic currency**, such as CAD\$ to China, a wire is the most efficient payment method, as it is expensive to cash a foreign currency cheque. Wire transfers are not to be utilized when the **domestic** currency of the payee can be paid by cheque or draft. These would include the currencies available in FIS for cheques and drafts such as CAD, USD, EUR, GBP, JPY, HKD, AUD, INR and NZD.

Only use F-Type payment method in FIS when a wire transfer payment is required for an **Invoice Receipt** (logistics module i.e. paid from a purchase order – 51 document) or **Honoraria** (using vendor number 990268). When posting in FIS, the Department must modify the payment method to 'F' and include the vendor number and document number on the wire transfer form.

For vendor invoices, the Department does not enter the transaction into FIS. Completed Wire Transfers are entered into FIS by FSD Accounts Payable staff using the information that the Department submits on the [Outgoing Foreign Payment Wire Transfer Request Form](#).

To assist with proper form completion and avoid unnecessary delay, please keep in mind:

- The submitted form must be original form with approval signatures
- Wires are acceptable when the currency being paid is not the country's domestic currency
- Enter **either** the "Amount" or "CAD/USD" equivalent and the payment currency

If you have questions, please contact ap.fsd@utoronto.ca

Learn More:

- [GTFM Policy - Foreign Payments](#)
- [Outgoing Wire Transfer Form Instructions](#)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session

Location: 256 McCaul St

Wed, April 3rd, 2019 | 11:30am - 1pm | FIS

| room 109

Thurs, April 18th, 2019 | 12:30pm - 2pm | FIS, HRIS & RIS/MRA/MROL | room 103
Tues, April 30th, 2019 | 12:30pm - 2pm | FIS | room 109

TRAINING

- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

FAST STAFF

- [Faculty Representatives](#)
- [Subscribe to AMS Listserv](#)

Requesting Ideas for FAST Tips Articles/Simulations!

We are always looking for fresh ideas from our readers.

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fast.help@utoronto.ca