



May 2018 | Volume 5 | Number 5

FAST Tips

Simulation



How to Locate and Release
Purchase Order Items
FREE MONEY!

*FAST Team,
Financial Services Dept.
University of Toronto*

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

Have your Operating Payroll Reserves Caught up to 2019?

As mentioned in our previous issue, payroll postings and reserves for future salary and benefits costs for Fiscal 2019 will not be reflected in the FM operating account until the monthly payroll program was run on May 23, 2018. **It is important to verify the payroll reserves amounts to ensure that funds availability reporting is accurate.** The process of checking payroll reserves should be incorporated in the monthly reconciliation process.

What G/Ls do I use when I determine that I need to move or reallocate actual HRIS payroll postings?

All the Payroll G/L Accounts beginning with **801*** are setup for **automated HRIS postings only**, hence when you try to make a correction entry using the 801* GL Account the system will stop you. The below table provides a list of Non-HRIS payroll GL accounts that can be used for moving/reallocating actual payroll postings.

HRIS Payroll Actual Posting	Corresponding reallocation Non-HRIS account
801010: Pay:Academic	800100: Comp:Acad: General
801110: Pay:CasualAcad.	800100: Comp:Acad: General
801270: Pay:TeachAssist.	800114: Comp:Ac:UnionTA's
801030: Pay:ResearchAssociate	800115: Acad:Res Associate
801170: Pay:CasualRes.Asst.	800118: Acad:Res Assistant
801160: Pay:StipendTeaching	800119: Course Stipend:Genrl
801165: Pay:Sessional Lectrs	800240: Comp:Ac:Lect/DirFees
801020: Pay:Librarians	800320: Comp:Ac: Librarians
801040: Pay:Admin	800422: Comp:Admin:General
801140: Pay:CasualAdmin.	800422: Comp:Admin:General
801050: Pay:Union Compensation	800621: Comp:Union:General
801150: Pay:Unions - Temp.	800622: Comp:Union part-time
801310: Pay:Canadian Undergraduate	800751: Salary:Cdn Undergrad
801320: Pay:Canadian Graduate Student	800752: Salary:CDN-Graduate
801330: Pay:Canadian Post Doctoral Fellow	800753: Salary:Cdn Postdoc

You may also choose to use the generic reallocation accounts - **800990: Payroll Reallocation** and **800999: HRIS-Ben Reallocate**, in scenarios where:

1. there is no one to one match between an 801* payroll account and 800* Non-HRIS payroll reallocation account. **OR**
2. a detail breakdown of payroll or benefit re-allocations is not required.

Learn More:

- [QRG: G/L Account List with Additional Text](#)
- [QRG: Internal Revenues/Internal Expense Recoveries](#)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session

Location: 256 McCaul St, room 103

Thursday, June 14th | 12:30pm - 2pm | FIS, HRIS

Tuesday, June 26th | 11:30am - 1pm | FIS

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.

If you have any suggestions for FAST Tip articles or simulations, **send us your input in the feedback link below!**

PROVIDE FEEDBACK

fast.help@utoronto.ca