



From the FAST Team

I have posted invoices that are due to be paid during the Christmas Break. When will the cheque be generated?

U of T Standard payment terms for a vendors invoice are 35 calendar days from the invoice date. If the 35th day falls between cheque runs the cheque will be generated via the scheduled cheque run just prior to the 35th day.

All invoices that are entered into FIS by **close of business Tuesday, December 15, 2015** that are due to be paid to vendors up to and including **Tuesday January 5, 2016** will be included in the cheque run on **Wednesday, December 16, 2015**.

Learn More:

- **MEMO:** Holiday Cheque Production Schedule (Issued December 1, 2015)
<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/memos/alerts/011215holiday.pdf>
- **Training Documentation:** SC - A/P Processing Part 1: Basic Data Entry (Slide 24)
<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/course/sc/APBasicDataEntry.pdf>

Update on FAST Team website

We would like our new website to be even better, so with that in mind the launch of the new FAST team website will be introduced in the New Year. For updates, stay tuned to our future FAST tips newsletters.

For current FAST content, please visit our existing **FAST team website** at:

<http://www.finance.utoronto.ca/fast.htm>

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS, USHOP & RIS/MRA/MROL)

LOCATION: 256 McCaul St., Room 103 **OR** 109

Wednesday, January 20 th	12:30pm – 2pm
Thursday, February 4 th	11:30am – 1pm

TRAINING

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

FAST STAFF

- [Financial Advisory Services & Training \(FAST\)](#)
- [Subscribe to AMS Listserv](#)