Financial Services Department

FAST Tips

Are you in the process of or thinking about reorganizing your hierarchy in FIS?

The FAST Team receives many master record requests each week, including changing Funds Center hierarchies. There are many reasons for changing your Funds Center hierarchy including:

- Reorganization of departments/divisions
- Merging of two units
- Improving reporting capabilities
- Preparing for the next fiscal year budget

The following should be considered when deciding to change your hierarchy:

- When changing the Funds Center hierarchy do I also need to change my Cost Centre/Internal Order Group hierarchy on the controlling side? Changes to the Funds Center hierarchy are independent of the controlling component of FIS. Separate forms need to be submitted when making changes in controlling.
- A second approval signature is required if the Funds Center hierarchy change request affects another Faculty/Department.
- Funds associated with a particular Funds Center will automatically move when requesting a funds center hierarchy change. Funds are attached to Funds Centers by transaction only. To associate a Fund with a new Funds Centre you will need to contact the appropriate department (i.e. Research Services, Trust Accounting)

Learn More:

- **Form:** Request to Change Funds Center Hierarchy Form
  http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/forms/master/chgcc.pdf

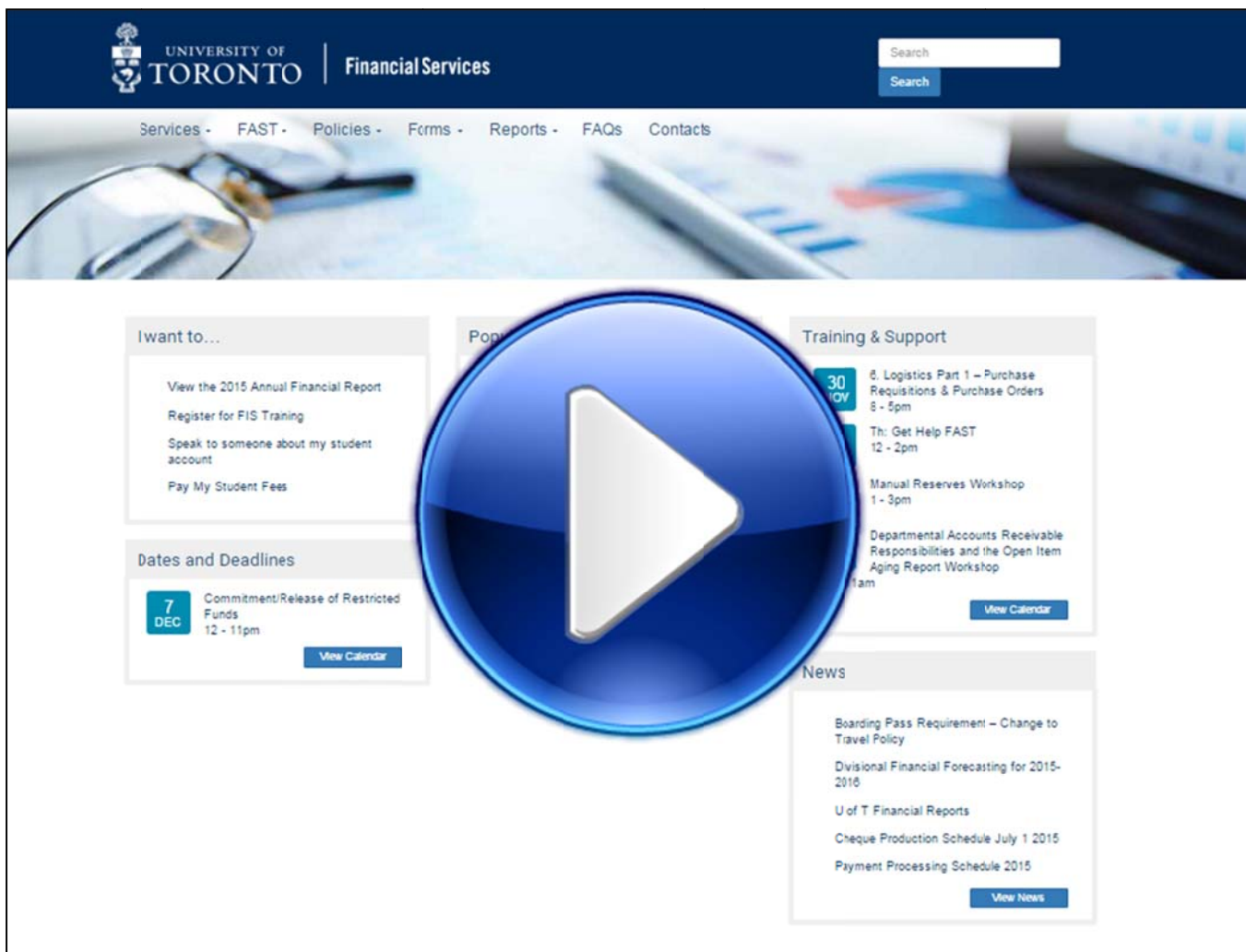- **Form:** Request to Make Changes in Controlling (Cost Center Groups) Forms
  http://www.finance.utoronto.ca/forms/fismaster/chnghierarchy.htm

Have you heard the NEWS!!

The Financial Services newly revitalized website will launch in December 2015.

Highlights to look for on the FAST Teams pages include:

- **One stop shopping for information on our Portal landing pages**
  Reference Guides, Policy, Forms, FAQ's/Additional Resources and Training materials

- **Intuitive and Simple Navigation**
  Documentation and Support pages simulate the SAP menu path for easy navigation

- **Streamlined look and feel with improved search functionality**

View this simulation for a sneak peak of our **redesigned website**.

(Simulation created using uPerform – see below)

We want to hear from you. Please send your feedback to FAST.help@utoronto.ca.

What's next?.....uPerform

The FAST Team is in the process of revising our training and support documentation using a software called **uPerform**. These revisions will complement the new website.

New Features include:

- The addition of video demos to accompany our QRGs
- Improvements to existing documentation including streamlined formats
- Direct access to documentation from FIS transactions
- Introduction of online training courses

Stay tuned for **further updates in 2016**!!

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

Thursday, December 10th	Room 103	12:30pm – 2pm

TRAINING

- FIS Training Calendar

- FAST Tips Newsletter - Archive

FAST STAFF

- Financial Advisory Services & Training (FAST)

- Subscribe to AMS Listserv