UNIVERSITY OF TORONTO

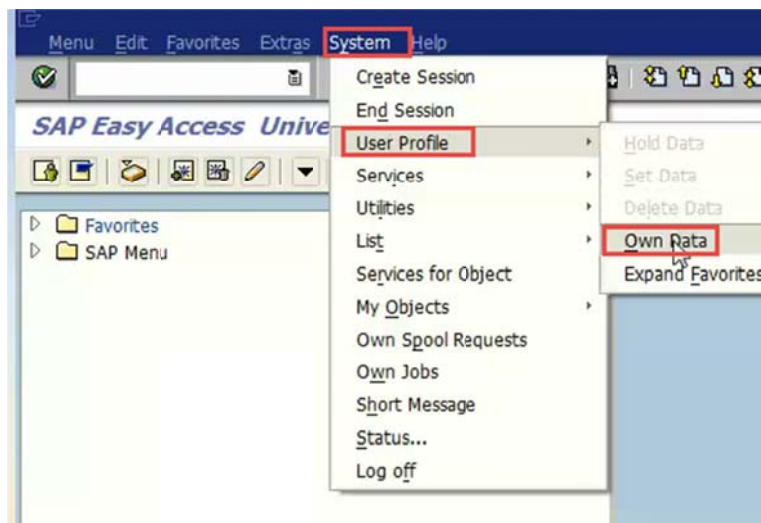# Financial Services Department

FAST Tips

How to set a printer as your default in FIS?

The process to set a printer as your default in FIS is simple and quick. It will save you time by having the printer already chosen.

The path is *System>>User Profile>>Own*

Then choose the *Defaults* tab>> *Output Device*

Fill in the **Output Device** with the printer code. It is also recommended that the **Print immed.** and **Delete After Output** are also selected. Simply click the Save icon (🖫) and you have now set your default printer in FIS.

Changed your mind? Not to worry. A **different printer can still be chosen at print time** if desired.

Learn More:

- **AMS References:** AMS Printing Information
  https://easi.its.utoronto.ca/help/ams-printing/

Who is PROCNTL and why are they posting to my accounts?

Any transactions entered by **UserName = PROCNTL** (Production Control) are centrally run on behalf of other departments/divisions.

The Production Control staff **CANNOT** provide details related to the entries posted.

Using the information provided in the document header of a transaction and the contact list available on the **FAST >> FAQ >> PROCNTL Entries** page, you can determine who to contact to get additional information.

Document Header: Company Code UOFT

Document Type	YN YN:SGS interface		
Doc.Header Text	MIE AWARD PAYMENT		
Card type		Card no.	
Request Number			
Reference	00:59:36.8	Document Date	01.03.2015
		Posting Date	01.03.2015
Currency	CAD	Posting Period	11 / 2015
Ref. Transactn	BKPF Accounting document		
Reference key	8800064877UOFT2015	Log.System	AMS010
Entered by	PROCNTL	Parked by	
Entry Date	01.03.2015	Time of Entry	09:03:34
TCode	FB01		
		Session name	MIE
Changed on		Last update	
Ref.key(head) 1		Ref.key 2	

Learn More:

- **FAQ:** PROCNTL Entries
  http://finance.utoronto.ca/faqs/procntl-entries-and-document-types/

- **QRG:** Document Display
  http://finance.utoronto.ca/wp-content/uploads/2015/11/docdisplayje.pdf

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ALL ABOARD! Changes to the University's Travel Policy

A paper boarding pass is **no longer required** to substantiate an expense reimbursement claim for University travel **IF** the claimant provides other acceptable documentation as proof of travel.

In lieu of a boarding pass, examples of acceptable documentation may include one of the following:

- Hotel invoice at the travel destination
- Taxi/transit receipts to/from the airport
- Meal receipts from the travel destination
- Certificate of conference attendance

Learn More:

- **GTFM:** Travel and Other Reimbursable Expenses – Policies and Guidelines
  http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/

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, October 15th	Room 103	12:30pm – 2pm
Tuesday, October 27th	Room 103	11:30am – 1pm

TRAINING

- **FIS Training Calendar**

- **FAST Tips Newsletter - Archive**

FAST STAFF

- **Financial Advisory Services & Training (FAST)**

- **Subscribe to AMS Listserv**