



FAST Tips Newsletter - August 2025 Edition

From Financial Advisory Services & Training (FAST) <fast.help@utoronto.ca>

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WHAT'S NEW?



If you were not able to attend the August 28th Lunch and Learn session presented by the FAST team (Currencies and Payment Method Options), you can [visit the resource page to watch the recording of the session, as well as additional resources.](#)

Do you have any ideas for topics we could address in short 30 - 45 presentations we could tackle?

If so, please take a few minutes to [COMPLETE THIS SURVEY](#) to submit your ideas for future topics.

Introducing UTsend - U of T's Secure File Transfer Service

Information Technology Services (ITS) has launched **UTsend**, a secure and user-friendly file transfer service for U of T faculty, librarians, and staff. UTsend offers a safe alternative to email for confidential information and supports large files (up to 29 GB per message). Files are encrypted, virus-scanned, and available for 14 days.

Please refer to the [memo sent by ITS for full details](#). Questions? Visit the [University Service Catalogue](#).

SIMULATIONS



How to Process and Clear Refundable Deposits and Refunds

Many departments start receiving refundable deposits for items such as locker and room keys at the beginning of a term.

[Watch this simulation](#) to learn how to process and clear refundable deposits and refunds.

ARTICLES



How to Enable and Use Local to Foreign Currency Conversion in FIS

If you need to process a payment in FIS (e.g., an honorarium) and have the system convert a Canadian dollar (CAD) amount into a foreign currency, step-by-step instructions are now available.

👉 Refer to this [Knowledge Center article to learn more](#).

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How to locate your Department's Refundable Deposit Vendor Account

When processing refundable deposits, or associated refunds, departments are required to post the entries in FIS against a unique 86-series departmental vendor account assigned to them.

[Check out this article](#) to learn how to locate your departmental refundable deposit vendor account.

TRAINING



The FAST team is presenting another round of Standard Curriculum course and FIS workshops between October - December.

These courses will train staff on how to process FIS transactions, generate reports and interpret policy.

[Click here to register](#) for our upcoming courses and workshops.

TRAINING

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

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