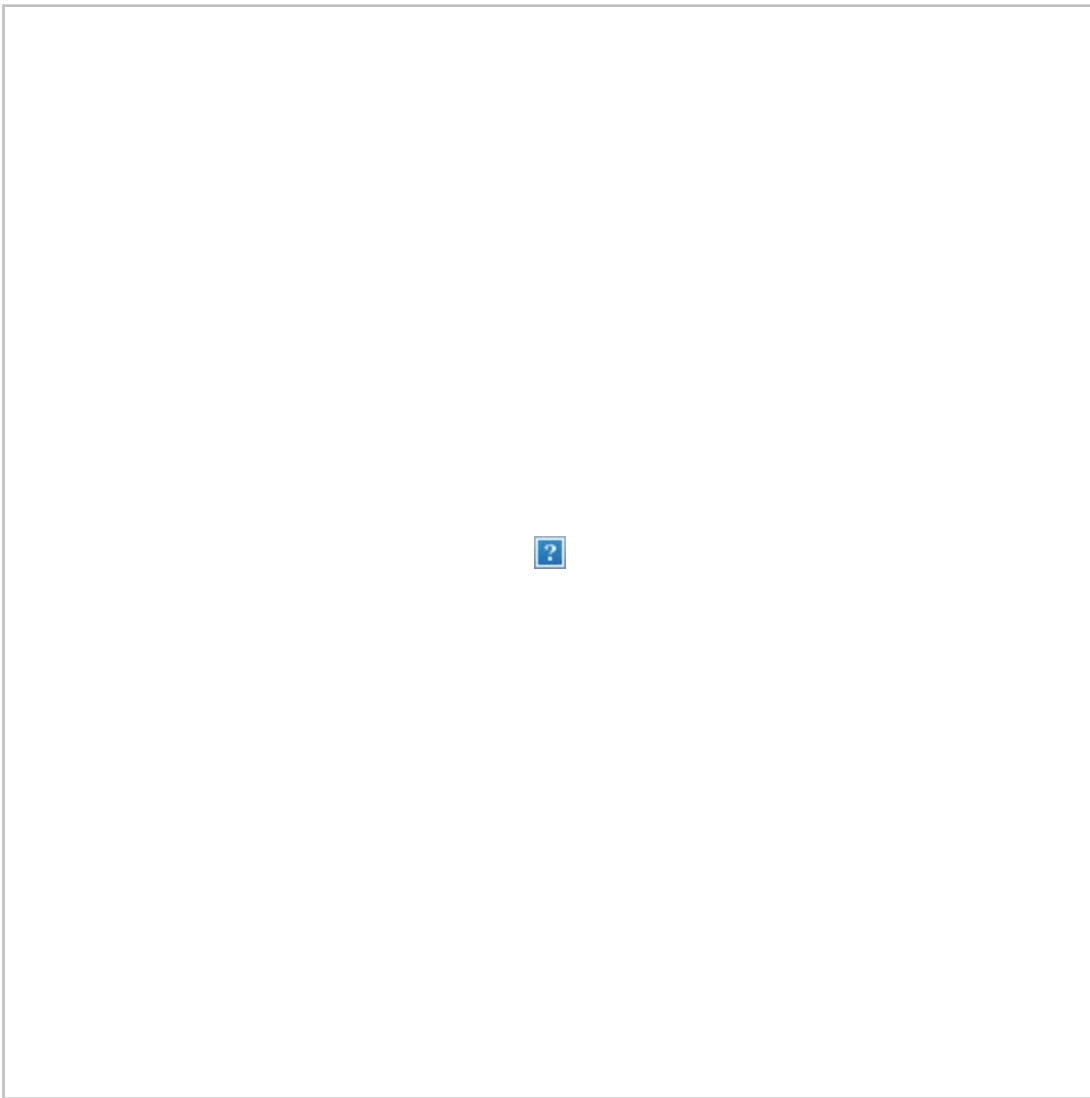


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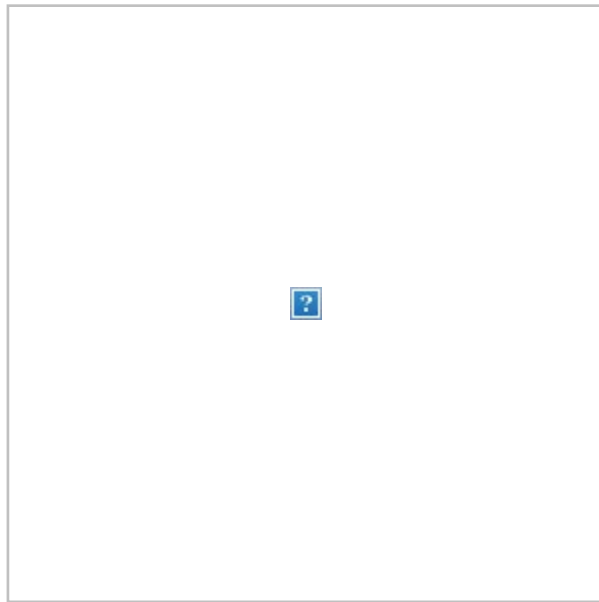


- [**RECORDING** of July Lunch & Learn](#)
- [SIMULATION - Determining the Status of a Cheque, Foreign Draft or EFT](#)
- [Who do I Contact if a PROCNTL Entry is Posted to my Departmental Accounts?](#)
- [Deleting Attachments to Purchase Orders](#)
- [How to Stop FIS Reports that are not Loading](#)



- [Has your Purchase Order \(PO\) been received by Procurement Services?](#)
- [Training](#)

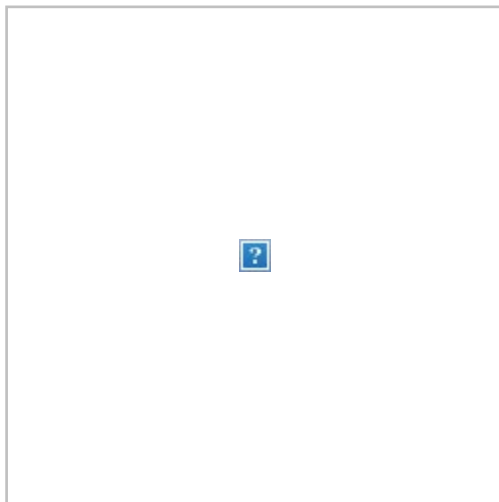
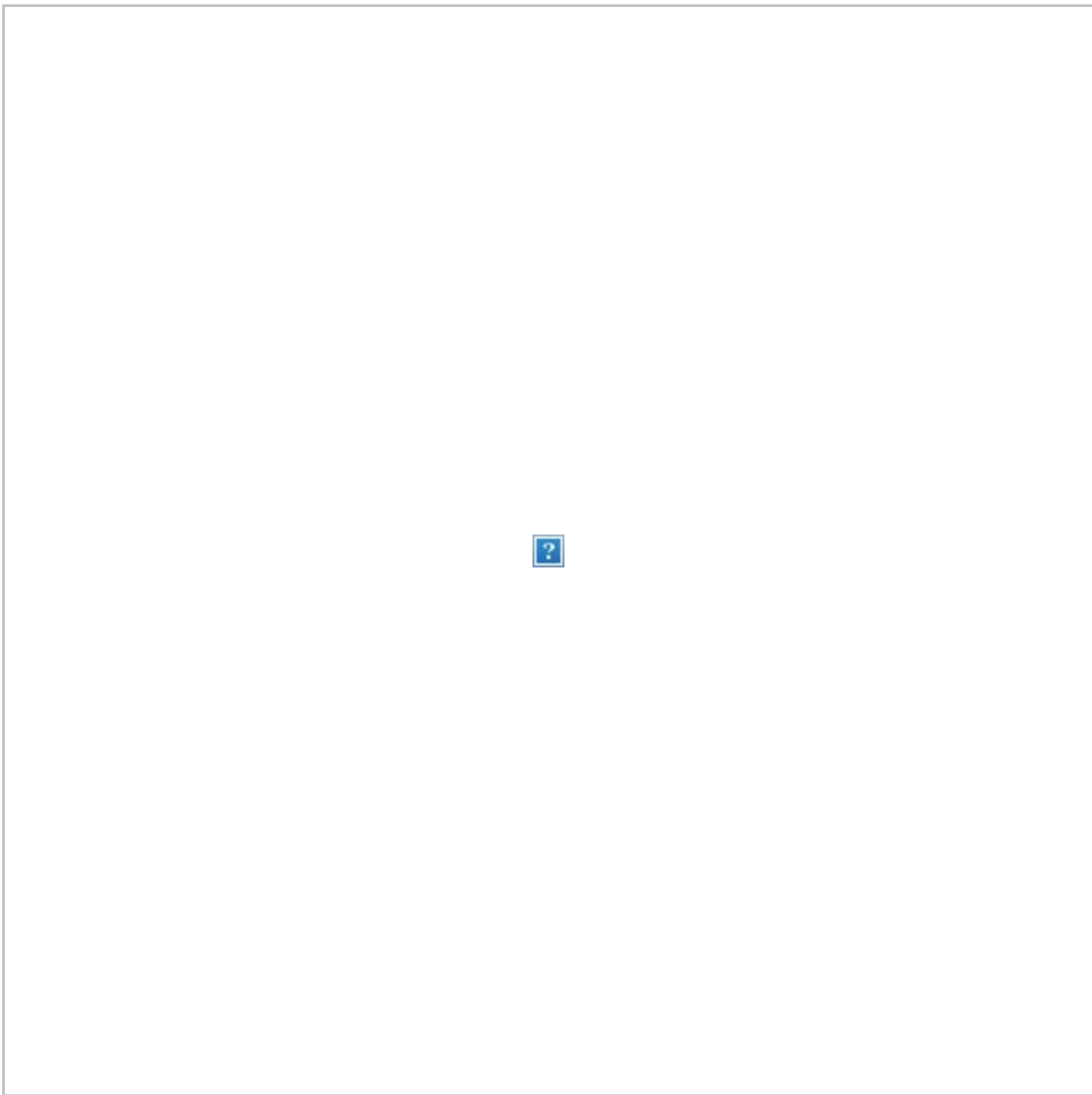




If you were not able to attend the July 31st Lunch and Learn session presented by the FAST team (Advanced Functions and Troubleshooting when Processing Purchase Orders- Part 2), you can [visit the resource page to watch the recording of the session, as well as additional resources.](#)

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

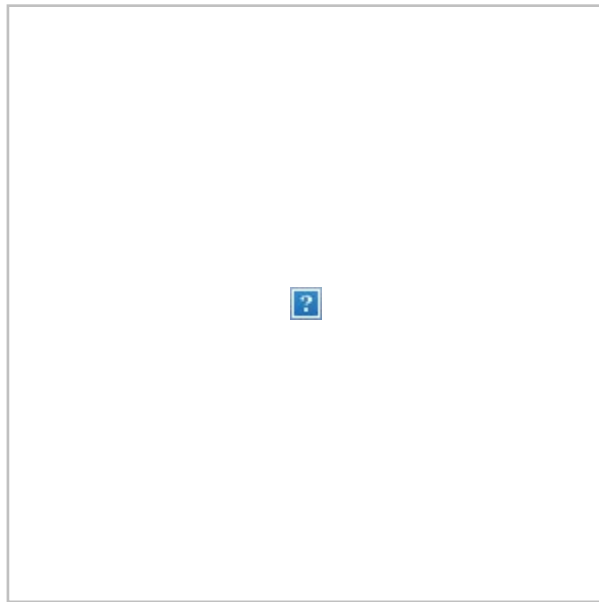
If so, please take a few minutes to [COMPLETE THIS SURVEY](#) to submit your ideas for future topics.



Determining the Status of a Cheque, Foreign Draft or EFT

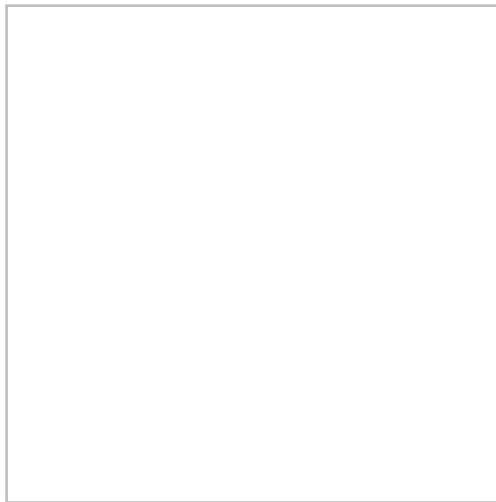
Discover how to track the status of a cheque, foreign draft or electronic funds transfer in FIS. [Watch this simulation](#) to understand when payments have left U of T's accounts, if a cheque has been issued or cashed, or a foreign draft has been processed.





Who do I Contact if a PROCNTL Entry is Posted to my Departmental Accounts?

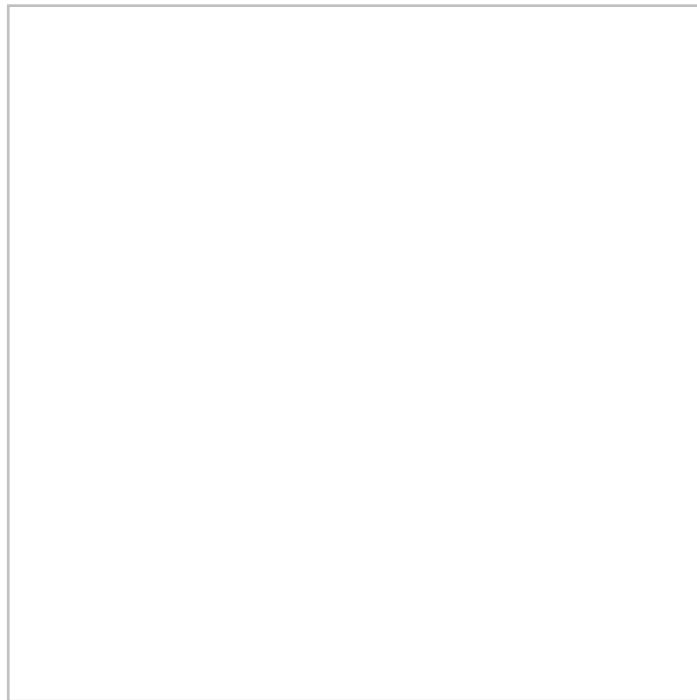
Have you noticed a PROCTNL entry on your departmental accounts but are unsure who to contact for clarification? It's important to know that the Production Control staff are unable to provide details regarding these entries. To assist you in finding the right contact, [refer to the departmental contact table provided in this Knowledge Centre Article.](#)



Deleting Attachments to Purchase Orders

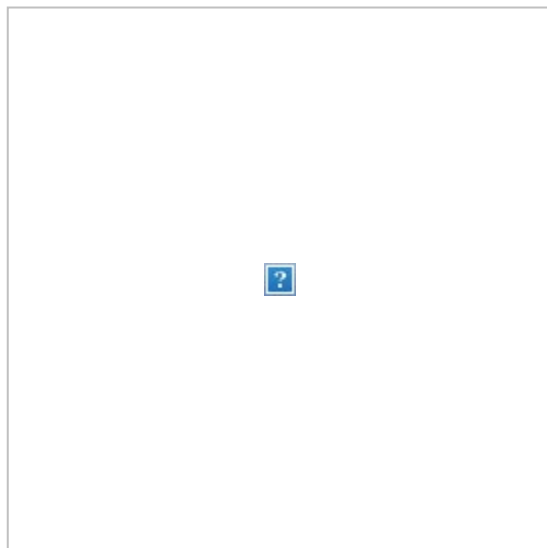
If files have been attached to a Purchase/Lease Order, unfortunately end users will not be able to delete them in AMS.

[Read this article to learn who to contact](#) to have any duplicate or unrelated files deleted.



How to Stop FIS Reports that are Not Loading

If you are attempting to generate a report in FIS and it is taking too long, or you are dreading the ominous ABAP runtime error message, [read this article to learn](#) how to stop the report execution in its tracks and restart.



Has your Purchase Order (PO) been received by Procurement Services?

Workflow Purchase/Lease Orders valued over \$50,000 (before tax) require documents, such as quotations, to be attached in AMS for Procurement compliance review.

If you have not heard back from Procurement Services in a significant period of time (e.g., a few weeks), it may be a sign that PO was not routed to Procurement and is in HELD status.

[Read this article to learn how to confirm](#) your PO has been submitted/routed to Procurement Services for compliance review.

image of students connected virtually

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

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

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

In addition, we offer the following self-paced eLearning courses:

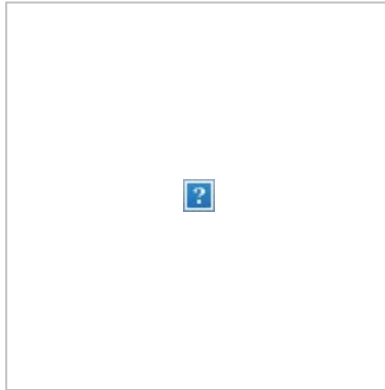
- [Departmental Accounts Receivable Responsibilities & A/R Open Item Aging Report.](#)
- [Understanding the Relationship Between HRIS and FIS](#)

TRAINING

FAST STAFF

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

- [Faculty Representatives](#)
- [Subscribe to AMS Listserv](#)



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