Outlook

FAST Tips Newsletter - July 2025 Edition

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FAST TIPS NEWSLETTER | Financial Services | UNIVERSITY OF TORONTO

July 2025 | Volume 12 | Number 7

IN THIS ISSUE

WHAT'S NEW?

LUNCH AND LEARN

presented by FAST

If you were not able to attend the July 30th Lunch and Learn session presented by the FAST team (Explore Recent Updates to the GTFM), 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.

Important Updates to the GTFM

As part of the Concur rollout, the University of Toronto is providing greater clarity on backup documentation requirements for expense reimbursements in the **Guide to Financial Management (GTFM)**. Key updates include:

- **Boarding passes** are *not required* unless there's no other proof that the travel occurred (e.g., receipts from the destination city suffice).
- **Credit card statements** are *not required* except in rare cases—such as when flagged by Concur due to unusual exchange rates.
- **Proof of personal payment** (e.g., ownership of a credit card or bank account) is *not required*—original receipts are generally sufficient.
- **Third-party reimbursements** (e.g., reimbursing a visitor) do not require submitted documentation, but claimants are encouraged to keep it for their own records.

For more further detail please refer to the GTFM. If you have any questions please contact: concur.travel@utoronto.ca

ARTICLES

How to Update the Theme (GUI) in SAP

If you have recently logged into AMS and noticed a change in the interface—such as updated menus, colours, and icon styles—it is likely due to the **Belize theme** being enabled as the default graphical user interface (GUI).

Users who prefer the classic SAP GUI style can revert to it by updating their personal settings.

How to switch back:
A brief instructional video is available to guide you through the process of changing your theme via the GUI options menu. No special access is required.

🎥 **Watch the video**: How to update the theme (GUI) in SAP

For additional assistance, please contact fast.help@utoronto.ca

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What is "PERA" (ie. UTFA) and what can it be used for?

The Professional Expense Reimbursement Allowance (PERA), also known as UTFA, is an annual fund for U of T Faculty Association members. It follows the University's standard Travel and Expense Policy (see GTFM), and eligible expenses are reimbursed accordingly. Funds usually appear in August. Use **EXP-UTFA** in FIS to access the funds.

👉 *For details on eligible expenses and funding amounts, refer to this HR article.*

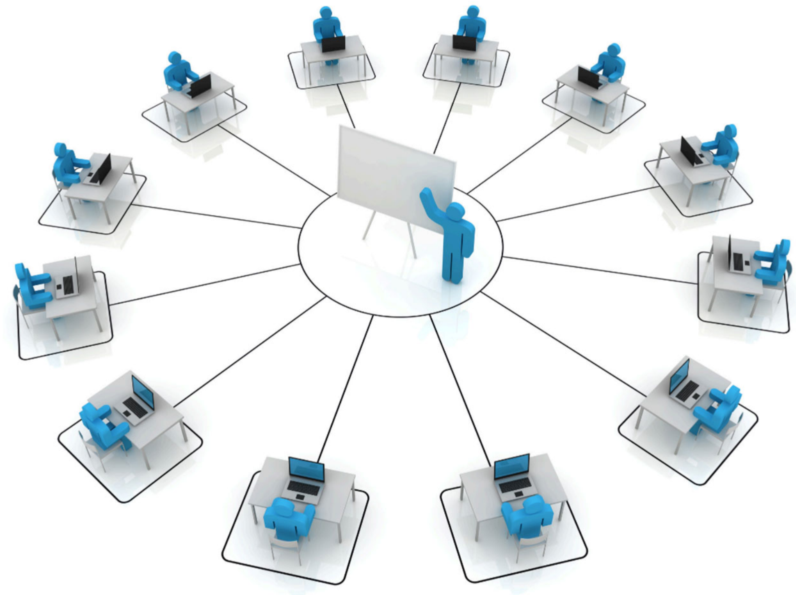
How to Stop FIS Reports that are Not Loading

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.

When do Cheques, Drafts and EFT's get Transmitted?

The University issues payments by cheque, draft, or electronic transfer, based on payment terms linked to the invoice date.
For typical timelines by payment method, refer to this Knowledge Center article.

TRAINING



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:

- FIS Overview eLearning Module
- Departmental Accounts Receivable Responsibilities & A/R Open Item Aging Report
- Understanding the Relationship Between HRIS and FIS

TRAINING

- FIS Training Calendar
- Newsletter - Archive

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PROVIDE FEEDBACK

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