



FAST Tips Newsletter - July 2026 Edition

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Financial Services

FAST *Tips* Newsletter



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FEATURED ARTICLE

How to Update the Theme (GUI) in AMS

Learn how to change/update the user interface to the recommended Blue Crystal theme in AMS.

READ ARTICLE

WHAT'S NEW



Lunch & Learn Sessions & Recordings

Register for upcoming sessions or watch recordings from previous presentations.

REGISTER

WATCH RECORDINGS

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- 02How to Create Custom Line-Item Reports
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- 05How to Save your Line-Item Report Layouts
- 06How to Turn Off AI Assistance in Concur (ExpenseIT)

MORE ARTICLES

Simulation: How to Create Custom Line-Item Reports

Watch this video to learn how to sort, filter and customize line-item reports, such as the FI Postings and All Postings line-item reports.

[WATCH NOW →](#)

Simulation: Line-Item Report Enhancements

Watch this video to learn how to customize line-item reports to see whether a cheque/draft has been issued, cashed and when.

[WATCH NOW →](#)

How to Turn Off AI Assistance in Concur (ExpenseIT)

Learn when and how to turn off (or on) the ExpenseIT optical character recognition feature in Concur.

[READ GUIDE →](#)

How to Save your Line-Item report Layouts

Learn how to save both global (i.e. accessible to everyone at the University), and user-specific layouts in line-item reports, and prevent overriding the University's standard default layout.

[READ GUIDE →](#)

TRAINING



View the FIS Training Calendar

Register for instructor-led FIS sessions, complete eLearning modules, or access Concur training sessions.

[REGISTER FOR NEXT ROUND OF TRAINING](#)

[CONCUR TRAINING](#)

QUICK LINKS

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[Interpretive Guidance Bulletin](#) • [Concur Training](#)

[Lunch & Learn Recordings](#) • [FAST Tips Archive](#)

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