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WHAT'S NEW?



[Planned Payment Schedule before the 2022 Holiday Break](#)

With the holiday break quickly approaching, [click here to review the schedule for the final cheque, draft, EFT, ERDD and wire transfers of 2022.](#)



[Retirement of Automatic Print for PO Workflow Users](#)

As part of EASI's modernization initiatives, **effective Tuesday, December 13th, 2022**, Enterprise Applications & Solutions Integration (EASI) will be retiring the automatic default print setting for AMS Purchase Orders (PO).

[Take a look at EASI's memo to learn more](#)

SIMULATIONS



[How to Locate Invoices in FIS without the Document #](#)

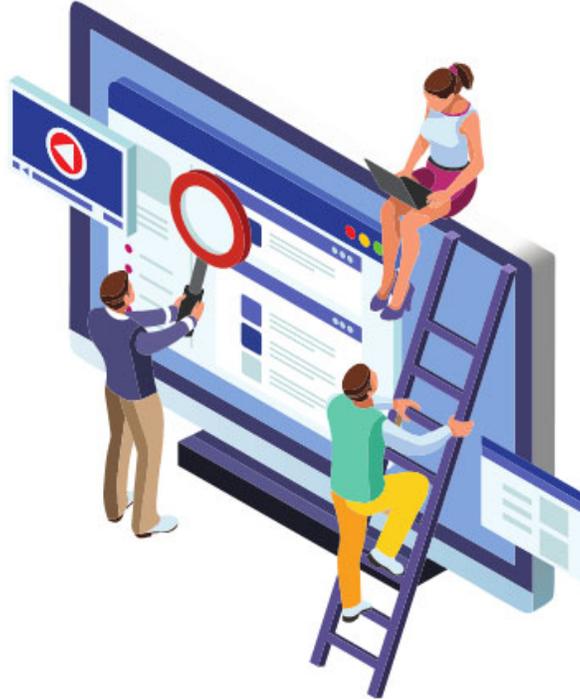
If you have invoice, but forgot to write down the document number on the source document, [watch this simulation to learn how to locate the document in FIS using the **invoice number**](#).



[What General Ledger \(G/L\) should you use when purchasing Computer Software?](#)

Choosing the correct General Ledger account ensures that the University is accurately recording all financial transactions. This flows through and impacts the accuracy of our financial and tax reporting.

[Click here to learn](#) how to ensure you select the correct G/L account when purchasing computer software.



[How to Access Reference Guides and Simulations in FIS](#)

FAST Team documentation and simulations support end users when processing transactions and generating reports in FIS.

[Read this article to learn](#) how you can easily access the reference guides/simulations directly from FIS.



Blocked Vendor Accounts - Impact of the Electronic Funds Transfer (EFT) Initiative on Purchase Orders

As a result of the EFT initiative, if an EFT vendor had multiple vendor accounts, **and a Purchase Order was created with a vendor account that is currently blocked** users may experience error messages when processing Invoice Receipts or making changes to the PO.

Read this article to learn what you can do to resolve these errors when they arise.



Using the AMS Menu Search to Locate Transaction Screens

In situations where you do not have an AMS transaction screen saved in your favorites, or reference guides handy, **you can search the menu using keywords to locate the transaction.**

[Take a look at this article](#) to learn how to search/crawl through the menu to locate transaction screens.



REMINDER: Using the SAP FIORI Launchpad Reporting Application during AMS Downtimes

The FIORI Launchpad Reporting application is a web-based tool that provides users with access to priority FIS, HRIS and RIS reports **on a 24/7 basis, including AMS downtimes with live AMS data.**

If you plan to generate and review AMS reports over the holidays during system downtimes, **visit our Documentation & Support page** to learn how to **access the application, locate, generate and print reports** as well troubleshoot issues.

TRAINING



New Round of FIS Courses

The **F.A.S.T Team** will be starting a new round of FIS courses in January, including those leading to the FIS Standard Curriculum certificate.

These courses are intended to train staff on **how to process FIS transactions, generate reports** and understand the University's GTFM financial policy.

[Browse our training calendar](#) or the [LMS Portal](#) to view course descriptions and register.

TRAINING

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PROVIDE FEEDBACK

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