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# WHAT'S NEW?

## Enhancements to AMS/SAP Printing and Emailing PDF

In an ongoing effort to improve the AMS user experience, Enterprise Applications & Solutions Integration (EASI) has implemented a new solution that makes **printing reports from AMS and ROSI faster, easier and safer.**

Highlights:

- users can now **email reports directly from AMS**
- easily **print reports from AMS and ROSI to any printer** (i.e. PDF, network or personal printer) similar to Microsoft applications
- **reduces costs** associated with printing for the University
- **improves security**
- **reduce the workload on IT administrators**

We will also be **hosting 2 Connect + Learn sessions via MS Teams on September 8th and 13th** for users to see a demo of all the enhancements. [Visit this site to learn more and save the date!](#)

You can also visit our [Documentation and Support page to learn more.](#)

# SIMULATIONS

## How to Print FIS Reports (All Print Options)

The process for printing reports from AMS has been updated to make it easier for users to print to PDF, network or personal printers.

[Watch this simulation](#) to learn how to print AMS reports to any printer.

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## How to Email Reports Directly from AMS

It is now possible to send your supervisor or colleagues PDF copies of FIS reports directly from AMS.

[Watch this simulation](#) to learn how to easily send formatted PDFs of AMS/FIS reports directly from the system.

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## **How to Change your AMS User Default Information (e.g., Printer Code, Decimal Notation)**

With the recent improvements to AMS printing, it may be time to update your default printer. This will save you time every time you print FIS reports.

[Watch this simulation to learn](#) how to change your AMS default information, such as your printer code, date format and decimal notation.

## **ARTICLES**

### **What do you do if there are multiple vendor accounts and you are not sure what to pick?**

Some vendors may have multiple accounts if they have different addresses for receiving payments versus Purchase Orders or are paid in different currencies.

It is important to select the correct vendor account to ensure that the cheque is generate, and sent to the correct address. [Take a look at this article](#) to learn how to identify vendor accounts.

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## Is there a quicker way to find the Vendor Account numbers I need?

Departments often purchase from and pay certain vendors regularly. To save time and keystrokes, [read this article to learn how to create a Personal List](#) (or [simulation](#)) of vendors that eliminates the need to search for vendor accounts in FIS.

Similarly, if you are having trouble finding a vendor number, [you can use the wildcard](#) to expand your search prior to adding an account to your personal list.

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### TRAINING

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**PROVIDE FEEDBACK**

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