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SIMULATIONS

How to Submit Month-End Reports in the Background

At the beginning of every month, departments review and reconcile financial transactions posted to their accounts.

[Watch this simulation](#) to learn how you can save time by generating and printing multiple month-end reports in the background.

ARTICLES

The Financial Services Knowledge Centre - Your One Stop Shop for All F.A.S.T Articles

Over the last 8 years, the FAST Tips Newsletter has published well over a 100 articles spanning topics ranging from FIS processing, reporting, business processes and policy updates.

[Visit our Knowledge Centre](#) to browse a searchable database of all of our newsletter articles, simulations and system change documentation.

To learn more about how to access our reference guides, [watch this video](#).

Reimbursing Flight Cancellation Insurance

Emergencies happen, so don't forget to add flight cancellation insurance when purchasing airfare for University business related travel.

To learn more, [take a look at this article.](#)

Who do I contact if I need help with AMS?

Have you ever wondered who you should contact with questions related to FIS, system authorization and other AMS related issues. Look no further. [Take a quick read through this article to learn which teams to reach out to in different scenarios.](#)

What is Delegation of Signing Authority and what responsibilities can be delegated?

When an approver is away on vacation or for a longer period of time (e.g. sabbatical), it may be difficult to understand who is has the authority to sign off on different types of expenses.

Learn how to assess who has the [authority to make decisions on expenses in this article](#).

TRAINING

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