



The following schedule is a summary of the system availability for the 2025 fiscal year-end closing process to begin at 7:00 pm on Monday, April 28, 2025.

If you have questions or concerns, please contact your FAST representative <http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/> .

Activity	7:00 pm on Mon, April 28 through to 7:00 am on Thurs, May 1, 2025	Beginning 7:00 am on Thurs, May 1, 2025
Reporting availability in FIS		
FIS	AMS is NOT available for reporting and processing, however a range of key reports will be available through the web-based SAP Fiori Launchpad.	AMS is available for reporting and processing.
Processing availability in FIS/Logistics		
<u>Accounting:</u> Journal Entries A/P Invoices A/P Credit notes A/R Invoices A/R Credit notes ERDD Reversals Posting Parked documents	No - ALL systems closed for year-end processing	Yes
<u>Logistics transactions:</u> Purchase Requisitions Purchase Orders Goods Receipts Invoice Receipts	No - ALL systems closed for year-end processing	Yes
<u>Funds Management:</u> Manual reserves Budget Workbench	No - ALL systems closed for year-end processing	Yes

Activity	7:00 pm on Mon, April 28 through to 7:00 am on Thurs, May 1, 2025	Beginning 7:00 am on Thurs, May 1, 2025
Processing using Web applications:		
<u>Fiori Launchpad Reporting:</u>	Throughout the AMS downtime period, the SAP Fiori Launchpad reports will be available 24/7 <u>and will reflect live (real time) AMS data</u> where applicable.	
<u>uSOURCE:</u>	No – uSOURCE will close on Monday, April 28, 2025 at 5:00 pm	Yes - uSOURCE will open for processing on Thursday, May 1, 2025 at 9:00 am
<u>ERDD on the Web:</u> Set up/Change/Save ERDD Post ERDD	No - ALL systems closed for year-end processing	Yes Yes Yes
<u>Capital Projects Portal:</u>	No - ALL systems closed for year-end processing	Yes