UNIVERSITY OF TORONTO

Financial Services Department

FAST Tips

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Number 1

Using OTA Vendor because Cheque Needs to be Redirected?

Alternate Payee Address feature in AMS redirects a vendor payment to an alternate address while using the existing vendor number. This allows for continued tracking of purchases to that vendor.

The OTA Vendor should **NOT** be used when a vendor number exists.

Learn More:

- **AMSServices:** Alternate Payee
  http://finance.utoronto.ca/services/payment-inquiries/alternate-payee/

- **QRG:** Using Alternate Payee Address
   http://finance.utoronto.ca/wp-content/uploads/2015/10/altpayee.pdf

Cheque for Expense Reimbursement Not Issued?

Expense Reimbursement **cheques** can be paid in CAD$, US$ and by Foreign Draft (for other currencies available in FIS). Ensure you select the *Payment Method* in the *Payment Tab* when processing the FIS transaction for a cheque to be issued.

Learn More:

- **FAQ:** Cheque Production – Why Wasn't a Cheque Produced?
  http://finance.utoronto.ca/faqs/cheque-production/

- **QRG:** Expense Reimbursement (Single Currency Create)
  http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Single-Currency-Create-Converted.pdf

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions - (FIS, HRIS, USHOP & RIS/MRA/MROL)

*LOCATION***:** 256 McCaul St., Room 103

Thursday, January 30th	11:30am – 1pm
Wednesday, February 12th	11:30am – 1pm

TRAINING

- **NEW** Workshop
  Departmental Accounts Receivable Responsibilities and the New A/R Open Item Aging Report
  Learn More:
  http://finance.utoronto.ca/fast/fis-training/courses-workshops-course-materials/workshops/

- FIS Training Calendar
  http://finance.utoronto.ca/events/category/training-support/

FAST STAFF

- Financial Advisory Services & Training (FAST)
  http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/

- Subscribe AMS Listserv
  https://easi.its.utoronto.ca/help/ams-listserv/