

### ***Attaching Documents to FIS Transactions***

To make the **retrieval of supporting documents quick and easy**, watch this **video demonstration** to learn **how to attach documents to FIS transactions**.



### **Learn More:**

- **QRG:** Attaching Electronic Imaging and SAP Document Attachments  
<https://easi.its.utoronto.ca/wp-content/uploads/2015/01/Electronic-Imaging-and-SAP-Startup.pdf>
- **Video (download link):** Attaching Supporting Documents to FIS Transactions  
[https://media.library.utoronto.ca/public/serve/8adhEYPYh\\_qF.mp4](https://media.library.utoronto.ca/public/serve/8adhEYPYh_qF.mp4)

***I have posted invoices that are due to be paid during the Christmas Break. When will the cheque be generated?***

U of T Standard payment terms for a vendor's invoice are 35 calendar days from the invoice date. If the 35th day falls between cheque runs the cheque will be generated via the scheduled cheque run just prior to the 35th day.

All invoices that are entered into FIS by **close of business Tuesday December 16, 2014** that are due to be paid to vendors up to and including Tuesday January 6, 2015 will be included in the cheque run on Wednesday December 17, 2014.

**Learn More:**

- **MEMO:** Holiday Cheque Production Schedule (Issued December 4 2014)  
<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/memos/alerts/031214holiday.pdf>
- **Training Documentation:** SC - A/P Processing Part 1: Basic Data Entry (Slide 24)  
<http://finance.utoronto.ca/wp-content/uploads/2015/10/ap-processing1-basic-data-entry.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

Wednesday, January 21 <sup>st</sup>	12:30pm – 2pm
Thursday, February 5 <sup>th</sup>	12:30pm – 2pm

**TRAINING**

- [2015 FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

**FAST STAFF**

- [Financial Advisory Services & Training \(FAST\)](#)
- [Subscribe to AMS Listserv](#)