




**FAST TIPS Newsletter**

Financial Services



UNIVERSITY OF  
**TORONTO**

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The Evolution of FIS  
Documentation & Support

**FAST Team**

# FAST Tips

*Simulation*



## Purchase Order (PO) Reporting Tips

*FAST Team,  
Financial Services Dept.  
University of Toronto*

If you have any trouble viewing this simulation, please contact  
[fast.help@utoronto.ca](mailto:fast.help@utoronto.ca)

## **REMINDER: New Master Requests for Funds Centers (Year-End Deadline)**

All requests to create and activate new Funds Centers for the current fiscal year must be received by **April 13, 2018**.

All requests received after this date will be activated for the next fiscal year.

If you have any questions about new master record requests for Funds Centers, call your FAST team representative.

[Click here for additional year-end deadlines and contact information](#)

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**Learn More:**

- [GTFM - Fiscal Year End Closing Procedures](#)
- [AMS System Availability Matrix](#)

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## ONE-ON-ONE WORK SUPPORT

**Get HELP FAST** - Biweekly lunch time AMS support session

**Location:** 256 McCaul St, room 103

Tuesday, April 4th | 11:30am - 1pm | FIS, RIS/MRA/MROL, uSOURCE

Wednesday, April 18th | 12:30pm - 2pm | FIS, HRIS

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### TRAINING

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

### FAST STAFF

- [Faculty Representatives](#)
- [Subscribe to AMS Listserv](#)

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## Requesting Ideas for FAST Tips Articles/Simulations!

We are always looking for fresh ideas from our readers.

If you have any suggestions for FAST Tip articles or simulations, **send us your input in the feedback link below!**

**PROVIDE FEEDBACK**

[fast.help@utoronto.ca](mailto:fast.help@utoronto.ca)