

Rames Paramsothy

From: rames.paramsothy=utoronto.ca@mail21.atl161.mctxapp.net on behalf of rames.paramsothy@utoronto.ca
Sent: Thursday, December 13, 2018 11:53 AM
To: Rames Paramsothy
Subject: Mailchimp Template Test - "FAST Tips Newsletter - Template"



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The New Active Vendor Search Functionality

As announced by Procurement Services (AMS Listserv - Tuesday, December 11th), a new custom search tab in FIS titled ***U of T Active Vendors*** is available. This search will allow end-users to filter out all inactive records making it easier to select the correct vendor. Watch the simulation below to learn more.



If you have any trouble viewing this simulation, please contact fast.help@utoronto.ca.

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 vendor invoices 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.

The **deadline for processing invoices in FIS** in order to be included in the final 2018 cheque run is **Monday, December 17th, 2018**. All invoices that qualify based on payment terms will be included in the **final cheque and draft payment run on Tuesday, December 18th, 2018**.

All invoices posted after the December 18th cheque run will be considered for inclusion on the cheque run on **Wednesday, January 9th, 2019**.

Learn More:

- [Memo - Planned Payment Schedule before the 2018 Holiday Break](#)
- [Training Slides: Accounts Payable Processing - Part 1 \(Basic Data Entry\)](#)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session

Location: 256 McCaul St, room 103

Wednesday, January 23rd, 2019 | 11:30am - 1pm

TRAINING

FAST STAFF

- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)
- [Faculty Representatives](#)
- [Subscribe to AMS Listserv](#)

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!**

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