FAST TIPS NEWSLETTER

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WHAT'S NEW?

REMINDER: AMS Patch and System Maintenance - November 5th (5:00am - 5:00pm)

To all AMS users,

This is a reminder that Enterprise Applications & Solutions Integration (EASI) has worked with business units to test a patch for U of T's Administrative Management System. This update is necessary for ensuring U of T's version of SAP is compliant with current maintenance requirements.

As part of this update, you will notice minimal user experience enhancements to Employee Self-Service and Manager Self-Service, including a more modern interface with larger text, and larger, colour-coded calendars.

In order to transition to the updated version of SAP, the systems listed below will be unavailable on Saturday, November 5 from 5:00 am to 5:00 pm.

- Academic Administrative Appointments (AAA)
- AMS SAP GUI
- Capital Project Portal
- Employee Self-Service (ESS)/Manager Self-Service (MSS)
- Employees@UofT
- EvoSuite Applications (EvoOrder, EvoPlan, EvoNotify)
- Expense Reimbursement Direct Deposit (ERDD)
- Fiori Launchpad Reporting
- Invoice Workflow
- My Customer Account
- My Research (MR/Portal)
- SAP Asset Manager Mobile (sync will not work)
- uSOURCE

Visit the System Availability page for ongoing information on system status.

[Using the Account Assignment Template Function to Reduce Keystroke in FIS](#)

When processing accounts payable (e.g., invoices) and general ledger transactions (e.g., journal entries), end users can **save time**, **increase accuracy** and **reduce keystroke**s when processing transactions similar to ones previously entered by using the Account Assignment template functionality.

[Watch this simulation](#) to learn how to **create**, **recall** and **use the template** in FIS.

HST Requirements for the University Name on Invoices

Central Financial Services has observed an increasing number of invoices from commercial vendors where the buyer information (i.e., the University) is incorrectly indicated by the vendor. Specifically, the buyer is incorrectly indicated as the department and not the "University of Toronto".

This may result in CRA denying the GST/HST rebates that are initially claimed by departments when invoices are processed in AMS.

Read this article to learn how the University's name should be indicated on commercial invoices.

<u>Using the Budget Carry Forward Simulation Report when Forecasting Operating Budgets</u>

With divisional Operating Budget forecasts due on December 5th (see FSD memo), divisions and department are analyzing and preparing their forecast for central Financial Services.

Take a look at this article to learn more about the benefits of the report, and how it can inform divisional forecasts.

REMINDER: The University's Electronic Funds Transfer (EFT) Initiative (Pilot Project)

In August, the University introduced an initiative to enable select vendors to transition from receiving payments in the form of a cheque to an electronic funds transfer (EFT).

Visit our Documentation & Support page to learn more about the initiative and which vendors have moved over to receiving payment via EFT.

Final Round of FIS Courses

The **F.A.S.T Team** is currently hosting the final round of FIS courses, including those leading to the FIS Standard Curriculum certificate **ending on November 30**th.

These courses are intended to train staff on **how to process FIS transactions**, **generate reports** and understand the University's GTFM financial policy.

Browse our training calendar or the LMS Portal to view course descriptions and register.

TRAINING

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