FAST TIPS NEWSLETTER

Financial Services | UNIVERSITY OF TORONTO

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IN THIS ISSUE

- [Adding an 'Alternative Payee' address after an invoice has been processed (but not cleared)](#)
- [Financial Services - Hours of Operation](#)

WHAT'S NEW?

Enterprise Modernization Program progress & performance improvements

It's been two years since the launch of **U of T's Enterprise Modernization Program**. Using the latest SAP technology to upgrade all systems, the goal of the program is to provide a consistent, intuitive and streamlined user experience. The project is currently

transforming the entire **HR Talent Management Suite** and the core **HR, Research and Finance systems**.

For details about what projects have launched recently and what's next for the program, please visit the **EASI website**.

SIMULATIONS

How to Enter an ERDD - Web Transaction

FIS users, with AMS Posting Access, can use the ERDD - Web application to create and/or post expense reimbursements for individuals within their department.

To view one of the ERDD - Web simulations, as well as ERDD - Web reference material, please visit the **Financial Services Website**.

NOTE: **Expense reimbursements created via the ERDD**

– Web application may result in duplicate entries when using Internet Explorer. Chrome or Safari (Mac-book) browsers are recommended as SAP no longer supports Internet Explorer.

ARTICLES

How do I process an FIS payment for a Scotiabank Visa Travel & Hospitality Card?

Departments can make payments directly to **Scotiabank** on behalf of the cardholder via FIS. Please ensure the entire **16-digit account number** is entered in the Reference field to avoid delayed payments and delinquency charges.

For more information on processing payments in FIS, please visit the **Knowledge Centre**.

For more information on the Scotiabank Visa Travel & Hospitality Program, please contact purchasing.help@utoronto.ca.

Adding an 'Alternative Payee' address after an invoice has been processed (but not cleared)

After an invoice has been processed, **you can add an Alternative Payee** to redirect the cheque to an alternate address **as long as the payment has not cleared**.

Please visit our **Knowledge Centre** for additional information about this process.

Financial Services - Hours of Operation

Financial Services will be open for in-person service as of Tuesday, September 7th. The Reception Counter (2nd floor) will be open on Monday – Thursday from 8:45am to 5:00pm.

For more information, please visit the **Financial Services website**.

TRAINING	FAST STAFF
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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 feedback via the link below!**

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fast.help@utoronto.ca