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## How to Locate an AMS UserID and Contact Information

The image shows a video thumbnail for a simulation. The background is a dark blue grid pattern. On the left, the text "FAST Tips" is written in large white font, with "Simulation" in a smaller white font below it. In the center, there is a blue circular play button icon. To the right of the play button, the title "How to Locate an AMS UserID and Contact Information" is written in dark blue. Below the title, the text "FAST Team, Financial Services Dept. University of Toronto" is written in a smaller dark blue font. The top right corner of the thumbnail is a solid brown color.

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

## Which changes to a released WNB: Purchase Order (>\$25k) re-start the workflow review process?

After a WNB: Purchase Order has been released by Procurement Services some changes will result in the need for a second review through the workflow process.

The table below covers various changes that can be made to the PO and outlines whether the automatic workflow review process will be re-started.

<u>Action</u>	<u>Would the workflow be re-started?</u>
Increase line item amount	Yes
Increase number of lines by adding a new item	Yes
Increasing the Lease Value	Yes
Increasing the Equipment Acquisition Value	Yes
Change Item text	No
Change header text	No
Lower the amount	No
Change Unloading Point	No
Change Account Assignment	No
Decrease the line item amount	No
Delete/ Finalize and Cancel a line item	No

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### Learn More:

- [Simulation - Tracking the Status of Workflow Purchase Orders](#)
- [Simulation - How to Locate and Release Purchase Order Items \(Free Money!\)](#)
- [Simulation - Using the SAP Inbox to Resolve Issues with Workflow PO's](#)
- [FAST Article - How do I change my default document type to a Workflow PO \(WNB\)](#)

## How do I reset my AMS password?

Users on AMS may reset their password when needed using a self-service function located at the link below:

### [AMS Password Reset](#)

### AMS Password Reset

Users on AMS (SAP) systems may utilize a self service function to allow them to reset their password when needed. In order to reset your AMS SAP password you will need to provide four pieces of information:

- AMS (SAP) User ID (NOT your UTOR User ID)
- Personnel Number (Omit Leading Zeros)
- Birthdate (Format DDMMYYYY)
- Last 4 Digits of your SIN

A new password will then be sent to your @utoronto or associated email address

If you are unable to reset your password using this online process, please call (416) 946-4075.

[Reset my Password](#) ↗

If the issue is with your eToken, then you would need to contact the eToken Coordinator for your department/division which can be found at the link below:

### [eToken Coordinator](#)

## Who do I contact regarding access to AMS?

The forms to update your AMS access can be found at the link below:

### [AMS System Forms](#)

If you require assistance with regards to your access or authorization to AMS, please contact [access.easi@utoronto.ca](mailto:access.easi@utoronto.ca).

## ONE-ON-ONE WORK SUPPORT

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

**Location:** 256 McCaul St

Tuesday, February 5th, 2019 | 12:30pm - 2pm | FIS | room 109

Wednesday, February 20th, 2019 | 11:30am - 1pm | FIS & HRIS | room 109

### TRAINING

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

### FAST STAFF

- [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!**

**PROVIDE FEEDBACK**

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