FAST TIPS NEWSLETTER

Financial Services | UNIVERSITY OF TORONTO

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uSOURCE is moving to a New User Experience

uSOURCE will be updating its user interface to a **New User Experience (UX)**. The New UX is a mandatory change and is part of Jaggaer's (software provider of uSOURCE) ongoing efforts to improve the platform's overall usability and accessibility.

The **features for the New UX** have been summarized here. For more information, please contact usource@utoronto.ca.

SIMULATIONS

How to Adjust your AMS Print Settings (NEW Simulation!)

This simulation will demonstrate how to adjust your printer settings in AMS if report output is compressed or irregular.

Please visit our Knowledge Centre to view our **NEW Print Settings Simulation**.

ARTICLES

How do I locate the ERDD vendor # when I get the "vendor blocked and marked for deletion" error message?

Departments may receive the "Vendor blocked and marked for deletion" error message when trying to post an ERDD

transaction, usually because there has been a break/gap in the employee's HRIS record.

Please visit our **Knowledge Centre** to review the steps required to obtain the employee's vendor number.

What is Delegation of Signing Authority? What responsibilities can be delegated?

The Delegation of Signing Authority is a **temporary transfer of expenditure decision-making authority** to a staff member who has the necessary skill and knowledge to effectively exercise this control.

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

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