



[June 2023 | Volume 10 | Number 6](#)

IN THIS ISSUE

- [FAST Lunch & Learn - Recording \(June 2023\)](#)
- [FAST Lunch & Learn - July Session \(Managing your Department's Subordinate Banking Account\)](#)
- **[STaR Conference Presentation](#)**
 - [Managing Research with FIS and RIS Tools](#)
- **[SIMULATION: EFT Payments Over \\$50,000 \(PO Invoices\) -How to Attach Documentation in AMS](#)**
- [How do I recover/reallocate carbon offset fees between Funds Centers?](#)
- [What is Delegation of Signing Authority and what Responsibilities can be delegated?](#)
- [FIS Training - New Round of Courses](#)



WHAT'S NEW?



If you were not able to attend the June 27th Lunch and Learn session presented by the FAST team (Save Time and Keystrokes in FIS), you can [visit the resource page to watch the recording of the session, as well as additional resources.](#)

Do you have any ideas for topics we could address in short 30 - 45 presentations we could tackle?

If so, please take a few minutes to [COMPLETE THIS SURVEY](#) to submit your ideas for future topics.

[Next Lunch & Learn - Managing Departmental Subordinate Bank Accounts](#)

Join us on Wednesday, July 26th from 12pm - 1pm for our next Lunch & Learn session presented in collaboration with the Banking team in Financial Services.

It will explore:

- What is a Subordinate Bank Account
- How to Open Subordinate Bank Accounts
- How Deposits/Payments are Cleared in Subordinate Bank Accounts

- What are your departmental responsibilities over Subordinate Bank Accounts
- Reconciling Subordinate Bank Accounts
- Who to Contact for support
- **And more.....**

[Click here to save the session invite in Outlook.](#)



STrengthening the Administration of Research (STAR) - Managing Research with FIS and RIS Tools

On June 20th, the RIS and FAST Teams presented a STAR Conference session on the following topics:

- The three stages in the financial management of research awards
- Tools and the appropriate FIS reports at each stage
- Understanding the link between GL accounts and the research budget Commitment Item
- Determine, prevent and troubleshoot common errors that arise during post-award closure

[Click here to watch the recording of the session, and review resources.](#)

SIMULATIONS



EFT Payments Over \$50,000 (PO Invoices) - How to Attach Documentation in AMS

For invoice payments over \$50,000 paid to [EFT vendors](#), it is required to attach supporting documentation for Financial Services to review.

[Click here to learn](#) how to attach documentation proactively while processing PO Invoice Receipts.

ARTICLES



How do I recover/reallocate carbon offset fees between Funds Centers?

If [ATEMI carbon offset fees](#) need to be re-allocated to account assignments (e.g., Funds Centers), departments should enter the # of km flown roundtrip and flight class (i.e. Economy or Above-Economy) in the Journal Entry.

[Click here to learn how to enter the # of km flown roundtrip and flight class](#) when processing the Journal Entry to ensure that the ATEMI carbon offset fee is reallocated correctly.

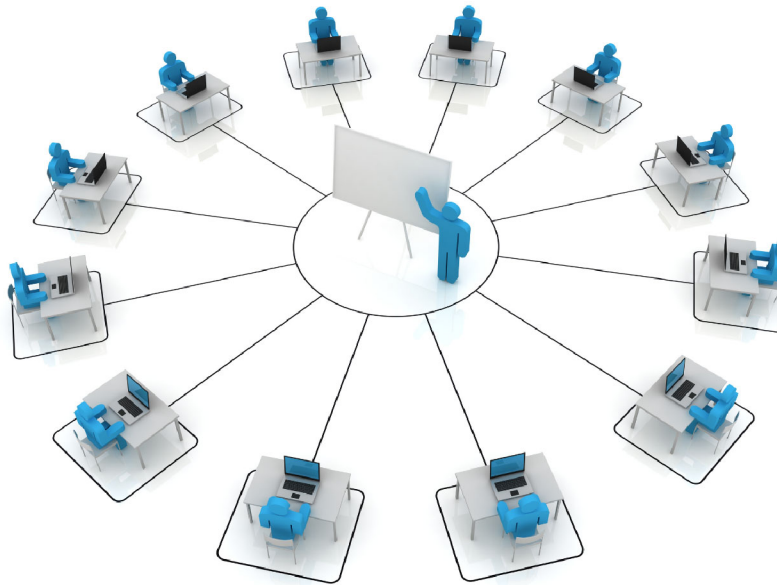


What is Delegation of Signing Authority and what Responsibilities can be delegated?

When an approver is away on vacation or for a longer period of time (e.g., sabbatical), it may be difficult to understand who has the authority to sign off on different types of expenses.

[Click here to learn](#) how to assess who has the authority to make decisions on expenses.

TRAINING



The FAST team is presenting another round of Standard Curriculum course and FIS workshops between July - September.

These courses will train staff on how to process FIS transactions, generate reports and interpret policy.

[Click here to view the training calendar](#) and register for our upcoming courses and workshops.

In addition, we offer a [self paced eLearning Course that covers Departmental Accounts Receivable Responsibilities & A/R Open Item Aging Report](#).

TRAINING

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

FAST STAFF

- [Faculty Representatives](#)
- [Subscribe to AMS Listserv](#)

PROVIDE FEEDBACK

fast.help@utoronto.ca
