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WHAT'S NEW?



Enhancements to AMS/SAP Printing and Emailing PDF

In an ongoing effort to improve the AMS user experience, Enterprise Applications & Solutions Integration (EASI) has implemented a new solution that makes **printing reports from AMS and ROSI faster, easier and safer.**

If you missed the Connect+Learn information sessions, visit our [Documentation and Support page to watch the recording and learn more.](#)

Highlights:

- users can now **email reports directly from AMS**
- easily **print reports from AMS and ROSI to any printer** (i.e. PDF, network or personal printer) similar to Microsoft applications
- **reduces costs** associated with printing for the University
- **improves security**
- **reduce the workload on IT administrators**



[How to Change your Default AMS Print Settings to Suppress Colours and Shading](#)

Print outs of AMS reports can often times be difficult to read due to shading of fields and unnecessary colours.

[Watch this simulation](#) to learn how to suppress shading and colours so that printouts are easier to read and interpret.

ARTICLES



[How to View Attachments in Posted FIS and Logistics Documents](#)

Departments can attach supporting documents, such as PO quotations, forms, invoices, and receipts to AMS transactions. This makes them easily accessible, particular with many departments operating in hybrid work environments.

[Browse this article](#) to learn how to locate and display attached within AMS.

In addition, to learn how to attach documents [watch this simulation.](#)



How to Address Cheques sent through Campus Mail

In circumstances where departments need to redirect cheques internally back to their department, such as invoice payments or expense reimbursements, the address information must be input into FIS a particular way.

This may be the case if the recipient is picking up the cheque in person or if a department wants to attach additional documentation to the cheque before sending it to the recipient.

[Click here to learn how you should accurately enter address information for invoices and reimbursements in these circumstances.](#)

TRAINING



Final Round of FIS Courses

The **F.A.S.T Team** will be hosting another round of FIS courses, including those leading to the [FIS Standard Curriculum](#) certificate between **October 19th – November 30th**.

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

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

FAST STAFF

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PROVIDE FEEDBACK

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