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## COVID-19 Expense Reimbursement Fund (CERF)

The University and UTFA reached an agreement that included a provision for a COVID-19 Expense Reimbursement Fund (or CERF). A budget of \$750 per eligible Faculty member and Librarian has been transferred to the PI Funds Center in a newly created Commitment Item **EXP-CERF**.

Any questions regarding the **eligibility of expenses** can be directed to Jessica Eylon in the Office of the Vice-Provost, Faculty & Academic Life. For questions regarding the **processing and**

**reporting of CERF funds**, please visit the Knowledge Centre.

# SIMULATIONS

## [How to use the Clipboard function](#)

The Clipboard function enables users to easily copy and paste information between FIS and Excel. Watch this simulation to learn how you can save time and keystrokes by using this functionality.

To view the simulation, please [click here](#).

# ARTICLES

## [Did you know you can view any changes made to Purchase Orders?](#)

Purchase Orders (PO) can involve multiple line items, and may span many fiscal years, before all goods & services are delivered and paid for. Over the lifespan of the PO various changes can occur such as modifying account assignments (i.e., Funds

Centers, Funds, Cost Centers and GL Accounts), tax codes, quantities, etc. just to name a few.

Users can locate changes made to the PO Header (i.e. fields that impact the entire PO), and individual line items within the **ME23N – PO Di play** screen.

For more information, please visit the [Knowledge Centre](#).

## [U of T Business and Credit Information](#)

External organizations often request information about the university when conducting business with departments/divisions across the institution.

### **Some of the most common questions include:**

- 1) What is the University's legal name?
- 2) What is the University's Business Number?
- 3) What is the University's HST Number?
- 4) Is the University tax exempt?

To view answers to these questions, please visit the [Knowledge Centre](#). For more information, please visit the [Procurement Services website](#).

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## Fall FIS Training Calendar (Nov/Dec)

The schedule for the next round of Standard Curriculum courses has been finalized. These courses will teach staff how to process FIS transactions, generate reports and interpret policy.

For course dates and times, please visit the [FIS Training Calendar](#).

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### TRAINING

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

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