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WHAT'S NEW?



Extended Deadline for Claims from the COVID-19 Expense Reimbursement Fund (CERF)

The [deadline for submitting claims against COVID-19 Expense Reimbursement Fund \(CERF\)](#) has been extended from December 31, 2021 to **March 31, 2022**. This enables eligible Faculty members and Librarians to submit claims for expenses incurred up to March 31st, 2022.

Note: All transactions charging CERF must be posted by April 22nd, 2022 at 5pm.

To learn more about **eligibility**, **processing** and **reporting** on CERF funds, [please read this article](#).

SIMULATIONS

[Understanding the Linking Table and its Impact on the CO Planning process](#)

It is that time of year again, and departments are evaluating their target budget letters (TBL) and entering their Cost Center/Internal Order Plans in FIS.

[Watch this simulation to learn](#) how to **proactively review your Cost Centers/Internal Orders that are linked to your Funds Centers** prior to your plans being inputted into FIS.

ARTICLES

[Entering/Updating the Long Text in your Cost Center/Internal Orders Plans](#)

Whether departments are entering Cost Center/Internal Order Plans during the annual operating budget process or updating plans throughout the fiscal year, users can enter detailed information about the Cost Element plan amount into FIS. This may include information such as the source of revenue or purpose of the expense plan.

[Read this article](#) to learn how to enter and update detailed information in CO plans.

When filling out the FIS Master Record Requisition forms, what do I put in the Reference field?

To assist the FAST Team with creating new FIS accounts (e.g., Funds Centers, Cost Centers, Internal Orders), it is important that departments indicate any accounts with similar properties to the new one requested (e.g., person responsible, address).

To learn more, [please take a look at our Knowledge Centre article](#).

How can I quickly locate the total number of transactions listed in a line item report?

Line item reports enable departments to view a list of transactions posted to their accounts. In addition to being able to sort, filter, and sub-total the output, users can also get a quick snapshot/count of the total number of lines/entries listed in the report output.

To learn how to locate the total number of entries, [take a quick read of our article](#).

TRAINING

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PROVIDE FEEDBACK

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