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WHAT'S NEW?



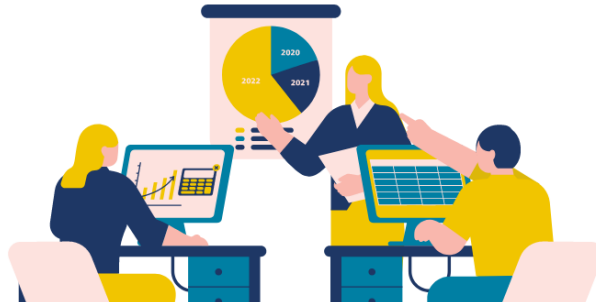
[New Air Travel Emissions Mitigation Fee](#)

The University of Toronto [recently announced a new initiative](#) to mitigate the impact of air travel emissions as part of its commitment to reduce its carbon footprint and take action against climate change.

Starting Wednesday, March 15th, a new fee will be charged for all university air travel that is not funded by research grants. These fees will be collected into a central account that will fund projects to reduce university-related greenhouse gas emissions.

[Click here to visit our resource page to:](#)

- learn more about the initiative
- get a sneak preview of the changes to FIS transactions
- register to attend an information session



Update to the Budget Movement Report

Both the Budget Movement Report for Funds Centers and the Budget Movement Report for Funds have been improved to enable end users to execute/filter output by the **date a budget revision was entered in FIS**, as well as the **date the revision became effective in the account**.

[Click here to learn more.](#)

SIMULATIONS



How to Enter Cost Center and Internal Order Plans using the Excel Upload Template

As part of the annual operating budget process, departments enter their Cost Center (CC) or Internal Order (IO) plans either directly into FIS or using the Excel upload template.

[Watch this simulation](#) to learn how to use the Excel template to enter/upload your CC and IO plans into FIS.

ARTICLES



Can OTA vendor payments be sent as an Electronic Funds Transfer (EFT)?

One time vendor accounts (OTA) are not eligible for payment via EFT. [Click here to learn more.](#)

To learn more about the university's EFT initiative which is transitioning certain vendors from receiving payment via cheque to electronic funds transfers [visit our EFT resource page.](#)



Do you have Funds that are ending before the new Fiscal Year with Outstanding Purchase Orders?

With many Funds having end dates prior to the April 30th fiscal year closing (typically end of March), any Purchase Orders that reference these grants will not be carried forward into the next fiscal year. As a result, if users attempt to process transactions against the POs, they will receive an error message.

[Click here to learn about the error message](#), how to proactively release the POs or what actions to take if you receive the error message in the new fiscal year.



FIS Courses

The FAST team is presenting another round of Standard Curriculum course and FIS workshops between March – May. 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](#)

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PROVIDE FEEDBACK