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WHAT'S NEW?

Updated Deadline for Air Canada Refunds



Subsequent to the memo dated May 13, 2021, **Air Canada has extended the deadline to request a refund** to July 12, 2021 at 11:59 PM EST.

For more information, please visit the [Financial Services website](#).

SIMULATIONS

Making Changes to Purchase Orders (NEW Simulation)

Departments are able to add/modify information in an existing Purchase Order via **ME22N - PO Change**.

Please visit our Knowledge Centre to view our [NEW PO Change simulation](#) that outlines what changes can be made to existing Purchase Orders.

ERDD - Web Application is now Live

The new **ERDD - Web application** leverages SAP's new interface design principles, and provides an updated user interface with improved usability and accessibility.

The updated application will function the same as it did in the past. Users will still be able to create (for own or others), edit, display and delete (before posted to AMS) expense claims.

Visit the [EASI webpage](#) for more details and past Connect+Learn sessions. You can also find documentation for the ERDD-web application on the [Finance website](#).

Expense Reimbursement Tax Codes

Are you wondering how to select the correct tax code when completing an expense reimbursement?

Read our [Knowledge Centre article](#) to learn what tax codes

well as the 'Other' section of the Expense Report form.

TRAINING

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fast.help@utoronto.ca