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WHAT'S NEW?



REMINDER: New Master Record Requests for Fund Centers

In preparation for year-end, departments are asked to submit any requests for new Fund Centers by **Thursday, April 20th 2023**. Any requests received after this date will be completed for the next fiscal year.

NOTE: For Canada Research Chair (CRC) or Self-Funded Funds Centers, please select/indicate the applicable classification on the form.



Summary of Year-end Deadlines & Contact Info

With year-end quickly approaching, you will also want to review other important dates and deadlines relevant to your department. For a full list of year-end deadlines and contact information, [please visit the Finance website](#).

If you require assistance on year-end operating reserves, please [register for the Workshop hosted by the FAST Team](#) on April 11th, and 13th.

SIMULATIONS



How to locate and release purchase order items (Free Money!)

Running low on available balance? Want to 'free-up' some money? You may have commitments as purchase orders/requisitions that are no longer required.

[Watch this simulation](#) to learn how to locate and release Purchase Order line items (reserves) into your balance, when there is no further delivery of goods/services or invoices.



[REMINDER: Air Travel Emissions Mitigation \(ATEMI\)](#)

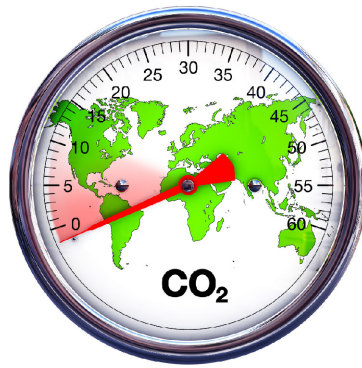
[Fee](#)

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.

As of Wednesday, March 15th, all air travel transactions posted to an operating or principal investigator fund center (that is posted to a fund center without a fund) are subject to a carbon offset fee based on the distance travelled and ticket class. The fee is calculated following of the submission of the reimbursement or invoice and retroactively charged to the corresponding accounts.

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

- Learn more about the initiative
- Look at the changes to FIS transactions
- Watch a recording of a previously hosted Information Session



ATEMI: Air Miles Calculator Tool

With the new ATEMI initiative, you will need to determine the total number of km's flown roundtrip. You can easily calculate this number using the airmilescalculator.com site. Using this tool you can get the total number of km's round trip, with stop-overs or connecting flights. [Click here to learn more.](#)



What is the 48-series document number I see in my Purchase Order History and on my reports?

This document number is created as a part of the GR/IR Clearing process, which is used to clear variances between the two. The transaction makes an accounting correction based on a difference between a GR and an IR. The entry will adjust and accounts impacted by the imbalance.

[Click here to view examples of some scenarios](#) showing PO's with GR/IR variances that will result in a 48-series document being posted.



What is the STAR Program?

The STAR Program (STrengthening the Administration of Research) is an education and outreach program administered by the Division of the Vice-President, Research and Innovation (VPRI). The goal of the STAR program is to provide educational resources that support the University of Toronto's research and innovation community in the following:

- Understanding and successfully navigating all steps of the research and innovation life cycles
- Being aware of the distinct roles of the wide range of people carrying out and supporting research and innovation
- Staying current with relevant processes and systems
- Sharing best practices
- Networking with peers and experts

To learn more about the program and register for upcoming events please visit the [STAR Program page](#)

You can also access past session recordings and materials (slides, exercises) through the [STAR Presentations and Resources page](#). Topics include FIS, RIS, Procurement, Budgeting, Internal Audit and more.

TRAINING



[FIS Courses](#)

[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](#)
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PROVIDE FEEDBACK