

## Work Instruction

## Expense Reimbursement Direct Deposit Reverse

### When to Use

To reverse the expense reimbursement claim submitted using the direct deposit functionality.

**If the expense reimbursement document has been cleared (i.e. the payment has been transmitted using direct deposit function), document reversal is not possible.**

- If error is due to overpayment, request claimant to issue a cheque payable to University of Toronto equivalent to the overpayment amount.
- If error is due to incorrect account assignment, prepare a **Journal Entry** (G/L account posting)
- If error is due to incorrect banking information, ask claimant/user to check with their bank.
- Reversing cleared document is only possible when bank confirms unsuccessful transmission of direct deposit payment. Financial Services Department is notified by the bank and is responsible in re-setting document status back to open items.

### Steps

1. Obtain expense reimbursement document number
2. Ensure expense reimbursement document status is an open item.
3. Process expense reimbursement reversal in FIS

### Detailed Procedures

**Access the transaction using:**

<b>Menu</b>	<i>Accounting &gt;&gt; Financial Accounting &gt;&gt; Accounts Payable&gt;&gt; Document &gt;&gt; Reverse &gt;&gt; Reverse FI Direct Deposit</i>
<b>Transaction code</b>	ZFIU082

The Reverse FI Direct Deposit Document screen is displayed.

Field Name	Required (R) / Optional (O)	Description of Field Content
Document no.	R	Enter document number that you wish to reverse. <b>NOTE:</b> Ensure document number is an open item.
Company code	R	The company code defaults to UOFT and cannot be changed.
Fiscal year	O	Do not enter the fiscal year. The system will pick up the year based on the document number that you have entered.
Reversal reason	R	Click on the drop down menu and select the appropriate reason for reversal.

Posting date	O	Enter the current date as the posting date. This is the posting date in the reversal document. Posting to a past period is not permitted.
Posting period	O	Leave this field blank. It will default to the current period.

Click on  to validate your entry.

Click  to POST your reversal entries.

Record reversal document number on the expense reimbursement form and file.

NOTE: If expense reimbursement document has been cleared, an error message "**Document includes already cleared items - reversal not possible**" is displayed.

**End of procedure.**

## Resource Information:

### Policy:

#### Travel and Other Reimbursable Expenses:

<http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/>

### Related Topics / Sites

#### Reference Guides:

##### Expense Reimbursement Single Currency:

<http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Single-Currency-Create-Converted.pdf>

##### Expense Reimbursement Dual Currency:

<http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Dual-Currency-Create-Converted.pdf>

##### Expense Reimbursement Direct Deposit:

<http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Direct-Deposit-Create-Converted.pdf>

##### ERDD on the Web documentation:

<http://finance.utoronto.ca/wp-content/uploads/2016/01/erddwebbusoff.pdf>