


## Work Instruction

# Expense Reimbursement Single Currency Create

## When to Use

To reimburse individuals who have personally paid for authorized expenses related to University business. This reference guide details the process where the payment is issued in the same currency as the expenses are *entered* in (i.e. cheque issued in \$CDN and expenses entered in \$CDN or cheque issued in \$USD and expenses entered in \$USD).

## Steps

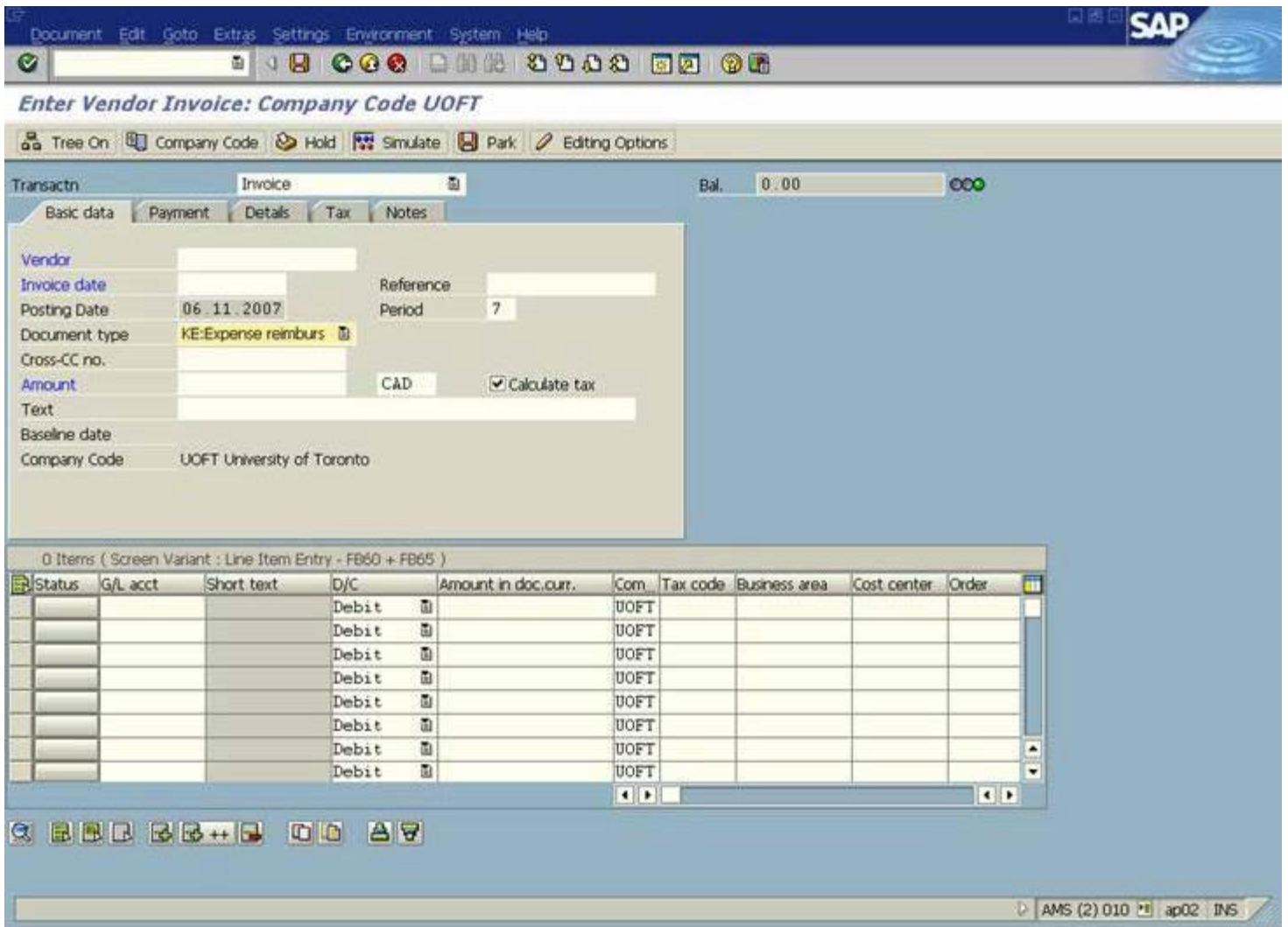
1. Obtain required receipts/proof of payment and a completed "Expense Report/Accountable Advance Settlement form."  Verify eligibility of expenses.
2. Obtain the appropriate authorization to pay the expense reimbursement
3. Process the expense reimbursement in FIS
4. Record FIS document number on the expense reimbursement and file

## Detailed Procedures

### Access the transaction using:

<b>Menu</b>	<i>Accounting &gt;&gt; Financial Accounting &gt;&gt; Accounts Payable &gt;&gt; Document Entry &gt;&gt; Invoice</i>
<b>Transaction code</b>	FB60

**Screen: Enter Vendor Invoice: Basic Data Tab**



Field Name	Required (R) / Optional (O)	Description of Field Content
Vendor	R	<p>Enter either the claimant's vendor account number (account group YEAD), the assigned OTA Departmental Expense Reimbursement vendor account number (account group YTER) or the generic Departmental OTA account number for Expense Reimbursements, <b>990004</b>. If vendor account number is unknown, use the matchcode button to perform a search. To search by vendor account group select the "1:Vendors (by acct. group)" tab.</p> <p><b>DO NOT</b> use 990001, 990002 or 990003 when processing an Expense Reimbursement.</p> <p><b>NOTE:</b> When using an OTA vendor account it is required to complete the <b><u>vendor address screen</u></b>.</p>
Invoice Date	R	Enter the current date.
Reference	R	Enter text relevant to the claim being made. The information entered on this field will appear on the cheque stub issued to the claimant.

Posting Date	R	Defaults to the current date and should not be changed.
Period	R	Defaults to the current posting period based on the posting date. Period 1 to 12 reflect the University's fiscal year of May to April.
Document Type	R	<b>Change the document type to "KE:Expense Reimburs".</b> The document type determines the document number range.
Cross-CC no.	O	Used to identify documents that have been posted across company codes.
Amount	R	Enter the total amount to be paid to the claimant, including all taxes, as indicated on the "Expense Report/Accountable Advance Settlement form".
Currency (next to amount field)	R	Enter the currency that the cheque should be issued in. Use the matchcode button to see a list of currency codes.
Calculate Tax	R	Defaults to checked on and should be left on
Text	O	Enter a description related to the payment being made. Recommended: claimant's name, date, place of travel, type of expense. Text entered here can be copied using the "+" sign in the line item entry sections. (50 characters)

### Payment Tab

Document Edit Goto Extras Settings Environment System Help

SAP

Enter Vendor Invoice: Company Code UOFT

Tree On Company Code Hold Simulate Park Editing Options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

BaselineDt 13.07.2007 Pmnt terms: YT05 25 Days  
 Due on 07.08.2007 Days  
 Discount CAD Days net  
 Disc base CAD To be calculd  
 Pmnt Method Pmnt block Free for payment  
 Inv.ref. House bank

Vendor  
 Address  
 OTA Trade Payable Canadian Vend...  
 215 Huron Street  
 Toronto ON M5S 1A2  
 Bank account  
 Not available

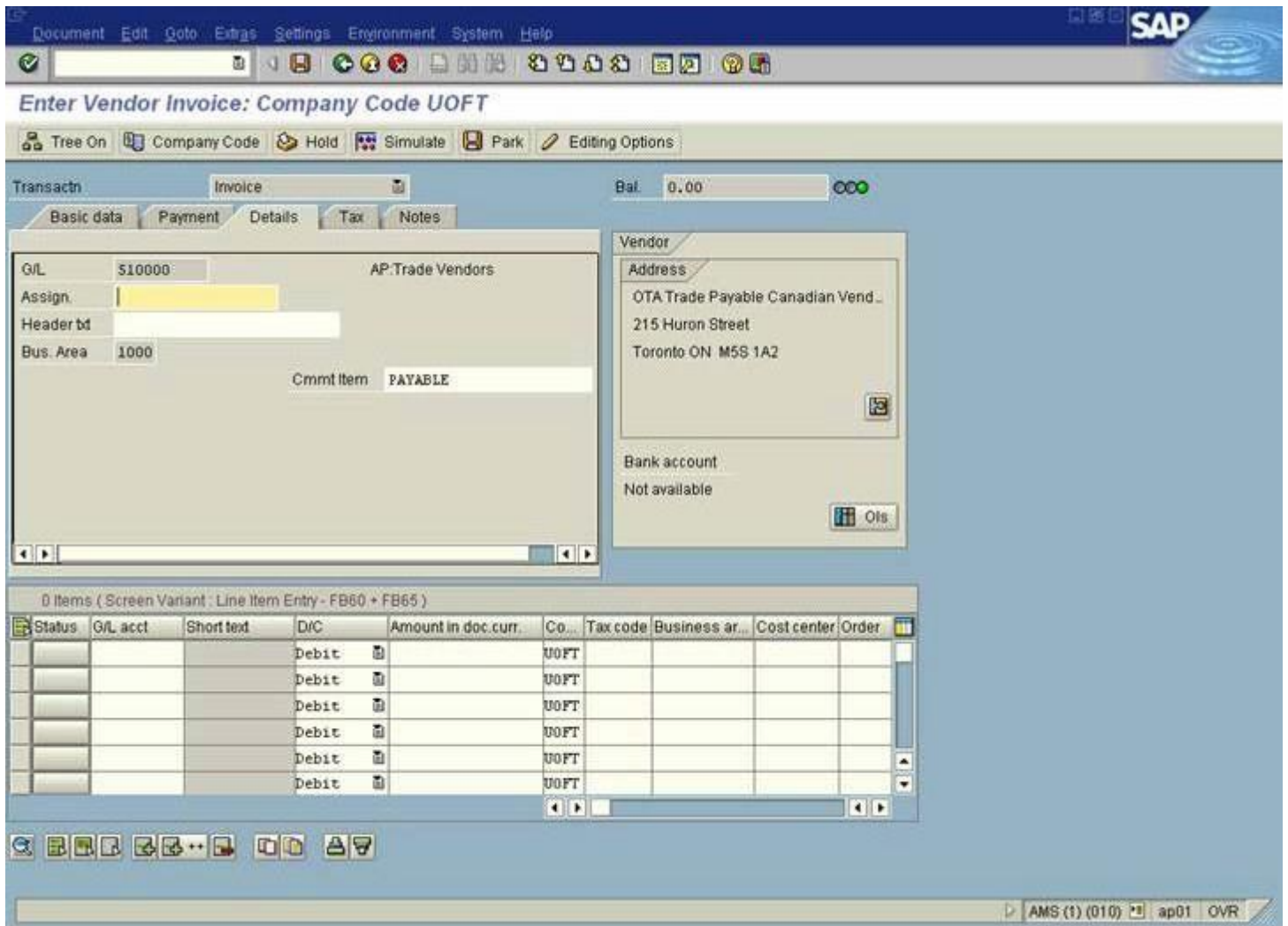
0 Items ( Screen Variant : Line Item Entry - FB60 + FB65 )

Status	GL acct	Short text	D/C	Amount in doc.curr.	Co...	Tax code	Business ar...	Cost center	Order
			Debit		UOFT				
			Debit		UOFT				
			Debit		UOFT				
			Debit		UOFT				
			Debit		UOFT				
			Debit		UOFT				

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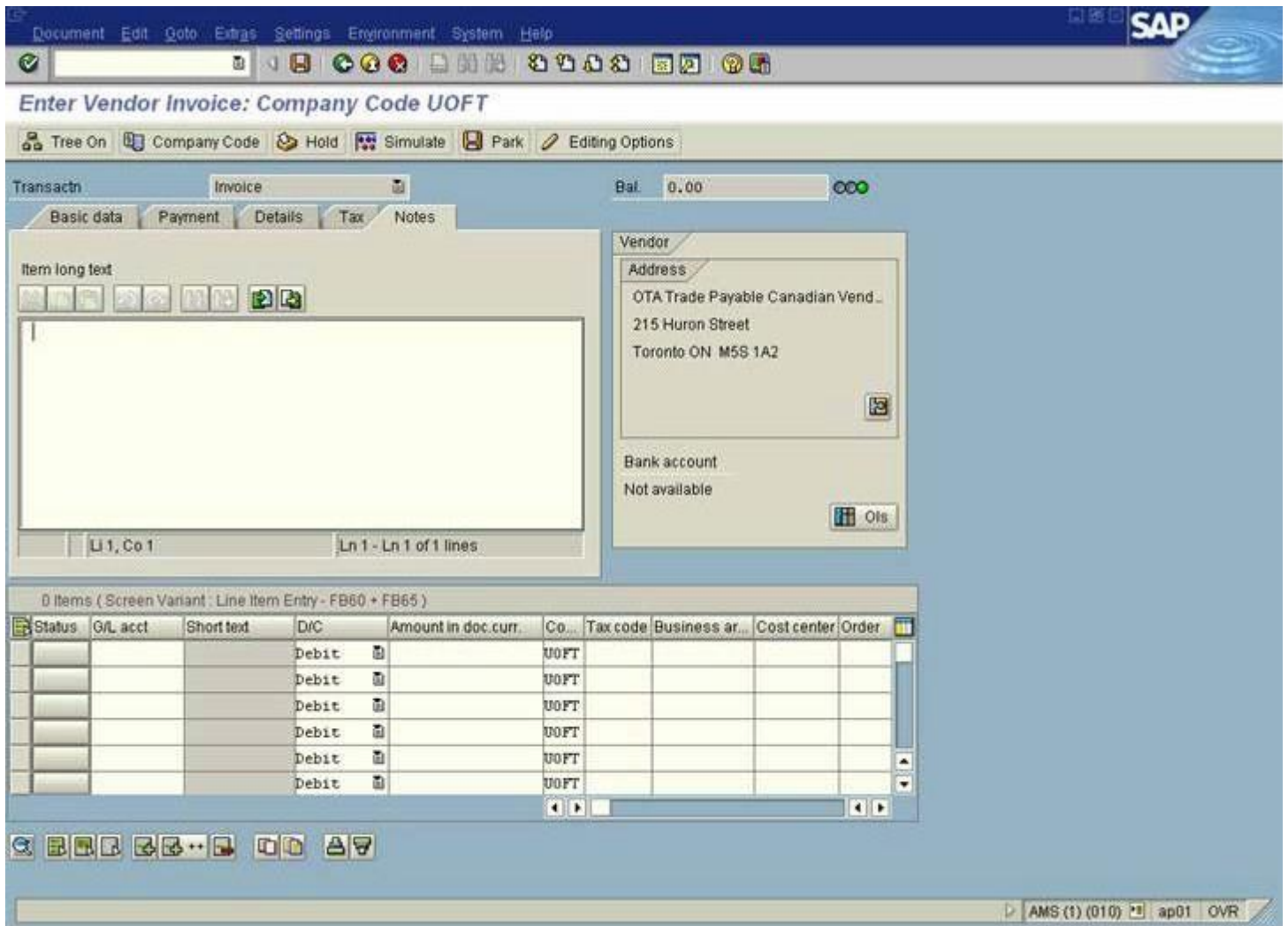
Field Name	Required (R) / Optional (O)	Description of Field Content
Pmnt Method	R	Enter: <b>C</b> for Canadian dollar cheque <b>B</b> for U.S. dollar cheque <b>D</b> for Foreign Draft for payment outside Canada/USA (in currency other than Canadian and USD)

**Details Tab**



Field Name	Required (R) / Optional (O)	Description of Field Content
Assign.	O	Previously referred to as the allocation field. Defaults to the document number and fiscal year. (18 characters)
Header Text	R	Enter text relevant to the payment being made. Previously referred to as the document header text.

### Notes Tab

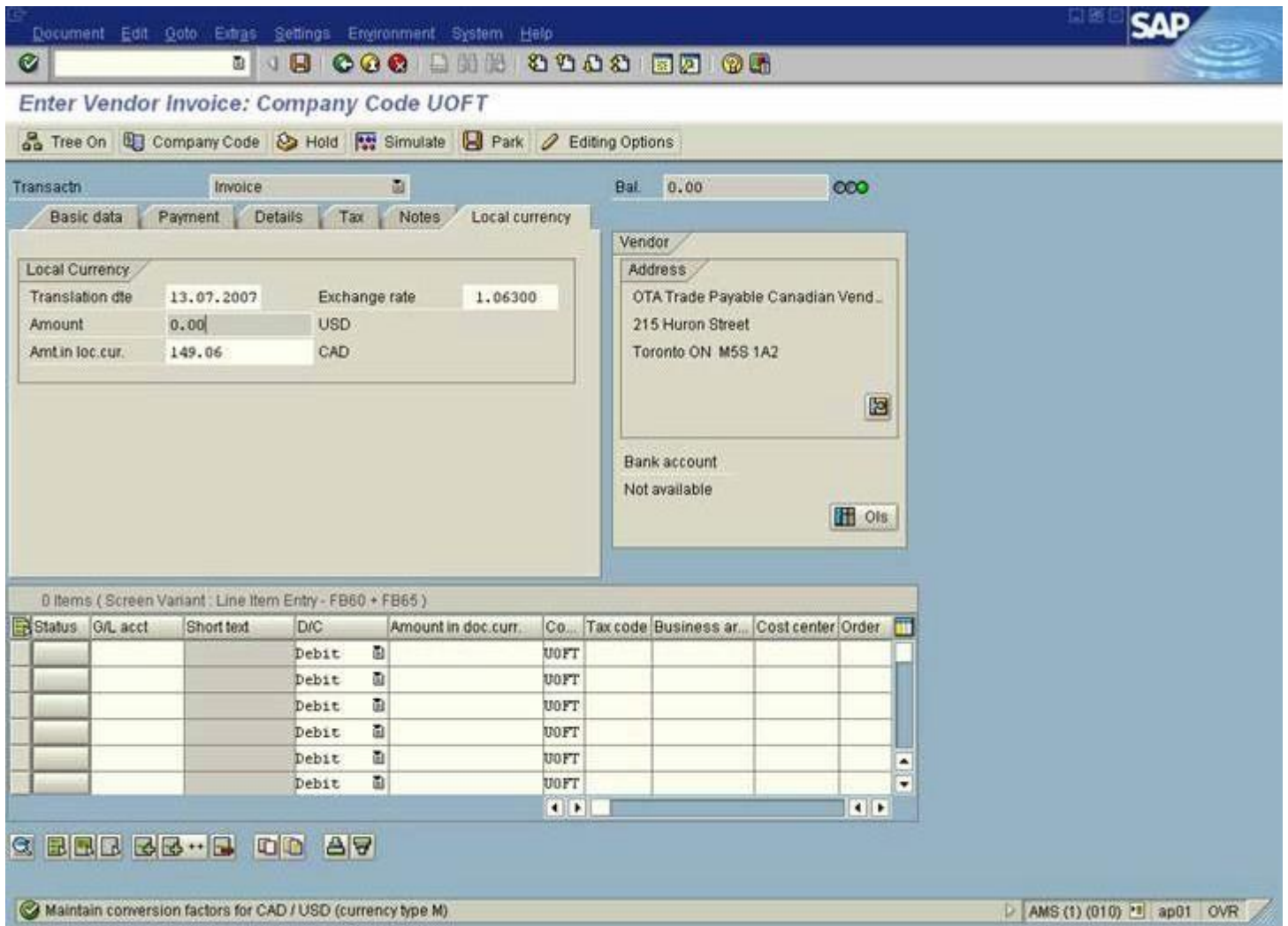


Field Name	Required (R) / Optional (O)	Description of Field Content
Item long text	O	Enter long text related to the document. Long text is not required but can be used to store pertinent information that may be useful as a reference point in the future. Special circumstances, problems, terms or other information can be entered here.

**NOTE:** When processing expense reimbursements in currencies other than \$CAD a "Local Currency" tab will appear after the "Notes" tab.

### Local Currency Tab





Field Name	Required (R) / Optional (O)	Description of Field Content
Translation dte	R	Defaults to the current date and is not normally changed. The translation can be used to select an exchange rate based on a specific date.
Exchange rate	R	Defaults based on the translation date and is not normally changed. The exchange rate can be manually changed. A warning message will appear indicating the rate has been changed and that the local currency amount will be adjusted. Hit enter to acknowledge the warning message and continue.
Amount	R	Indicates the amount entered on the basic data tab in the document currency.
Amt. In loc. cur.	R	Indicates the amount in local currency (\$CAD). This amount in local currency is calculated based on the exchange rate specified and the amount in document currency.

### Line Item Entry

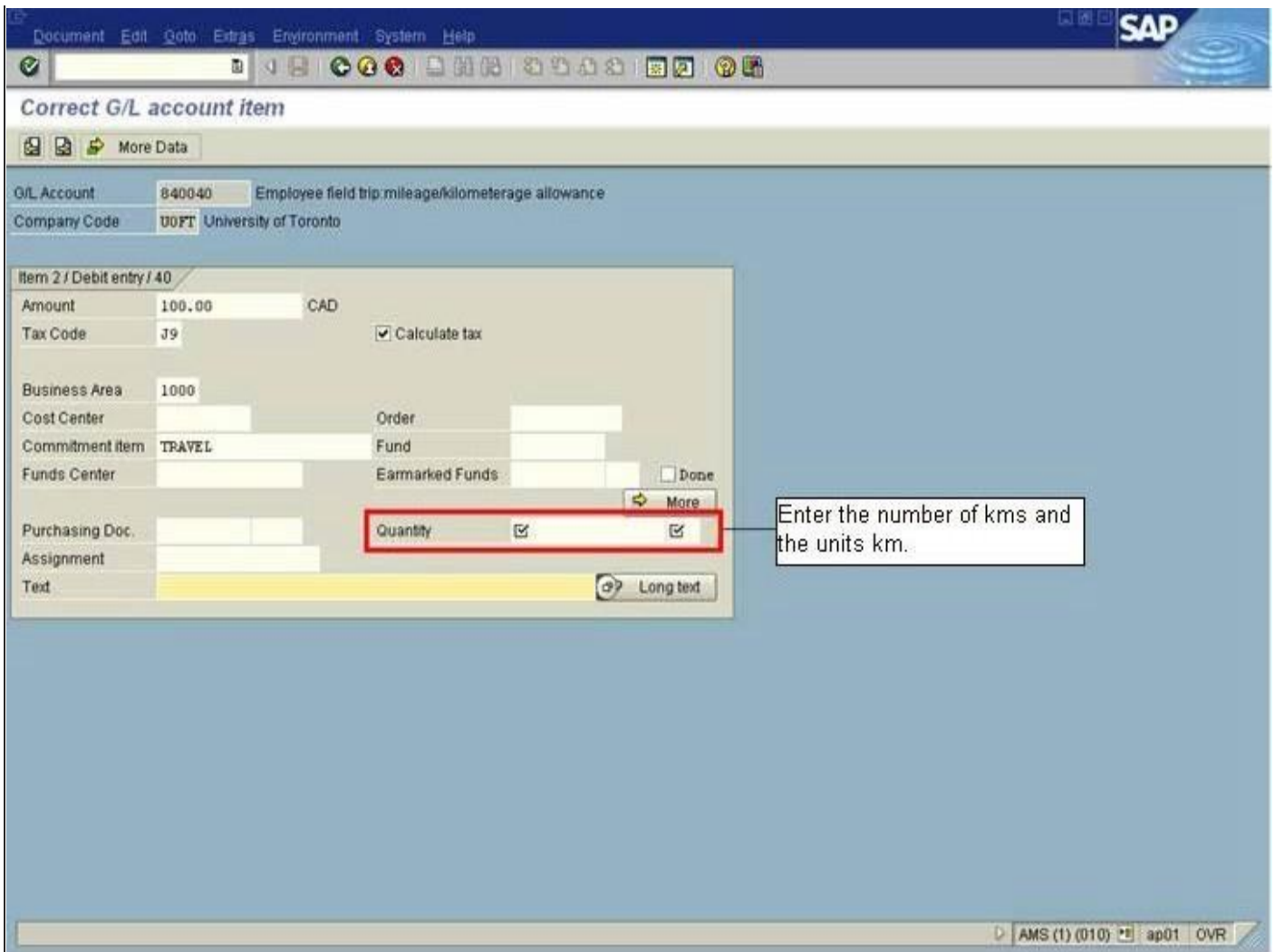
Additional fields (columns) can be viewed using the scroll bar.

Balance must be zero and the light green before posting.

The screenshot shows the SAP 'Enter Vendor Invoice' interface for Company Code UOFT. The 'Bal.' field is highlighted with a red box and contains the value '0.00' in light green. A callout box points to this field with the text: 'Balance must be zero and the light green before posting.' Below the header, there are tabs for 'Basic data', 'Payment', 'Details', 'Tax', and 'Notes'. The 'Vendor' field is highlighted in yellow. The 'Posting Date' is 13.07.2007 and the 'Period' is 3. The 'Company Code' is UOFT University of Toronto. At the bottom, there is a table titled '0 Items ( Screen Variant : Line Item Entry - FB60 + FB65 )'. The table has columns: Status, G/L acct, Short text, D/C, Amount in doc. curr., Co., Tax code, Business ar..., Cost center, and Order. The table is currently empty. A callout box points to the scroll bar on the right side of the table with the text: 'Additional fields (columns) can be viewed using the scroll bar.'

Field Name	Required (R) / Optional (O)	Description of Field Content
G/L Account	R	Enter the G/L account number identifying the type of expense. If the G/L account number is unknown use the matchcode to perform a search. <b>NOTE:</b> When using the mileage G/L accounts (840040, 842040 or 844040) it is required to enter the quantity of kms. The quantity and unit fields can be accessed by double clicking on the line item (See screen print below):





Enter the number of kms and the units km.





Click on the back arrow to return to the entry screen.

D/C	R	Defaults to debit for expense reimbursements (equivalent to post key 40 in prior version).
Amount in doc. Curr.	R	Enter the amount, including taxes, to be posted to the FIS accounts.
Company Code	R	Defaults to UoFT and should only be changed when processing cross company code entries.
Tax code	R	Enter the appropriate tax code, based on the taxes indicated on the receipts received. Click on the matchcode button to view a list of available tax codes.
Business Area	R	All areas except the ancillary operations enter business area 1000. Business area will default based on the cost center entered.
Cost Center	R	Enter the cost center number that the expense is to be posted to. Must enter either a cost center OR internal order (not both).
Order	R	Enter the internal order number that the expense is to be posted to. Must enter either a cost center OR internal order (not both).
Funds Center	R	Enter the fund center number that the expense is to be posted to. The fund

		centre identifies the budget which the expense will be paid from. (Note: When fund center and fund are both entered the expense is posted against the budget in the funds center/fund combination).
Fund	O	Enter a fund in combination with a funds center to post the expense against the budget in the funds center/fund combination. A fund cannot be entered without a fund center.
Commitment Item	R	Commitment item defaults from the G/L account entered and should not normally be changed. The commitment item must be changed to post expenses against budgets in specific commitment items (ie; EXP-UTFA, SPECIALS). When a commitment item is changed a warning message will appear. Hit enter to acknowledge the warning message and continue.
Assignment	O	Previously referred to as the allocation field. This is an open text field that can be used to further track and report on postings. Entries made at the time of posting can be reported on. Assignment field is case sensitive.  (18 characters)
Text	O	Enter a description related the payment being made. Entering a plus sign "+" will copy text from the previous line item.
Earmarked Funds	O	Enter a manual reserve (earmarked funds) document number to post the expense directly against the manual reserve. Account assignment information will be taken directly from the manual reserve.
Earmarked Funds:Document Item	O	Enter the appropriate line item on manual reserves with multiple line items. No entry is required for manual reserves with only one line item.

After completing the line item entry, check to ensure the document balance is zero and the traffic light is green (see screen print above). If the balance is not zero or the light is red additional information or line items are required.

**The following processing options are available:**

Action	Icon	Description
Post		Posts the document and provides a document number. Record document number on original invoice and file.
Hold	 Hold...	Holds the document using a user defined temporary document number. A Document does not have to be balanced in order to be held. The document can be retrieved using the temporary document number and processing can be completed. There is no impact on funds availability.
Park	 Park	Parks the document and assigns a system document number. The parked document can be retrieved using the system document number by the original user or by another user. This is the process used for electronic signatures.
Simulate (optional)	 Simulate	Simulate to go to the Document Overview screen.

Document overview Edit Copy Settings System Help

SAP

Document Overview

Reset Taxes Park Complete Choose Save ABC

Doc.type : KE ( Expense Reimbursement ) Normal document

Doc. number                      Company code                      UOFT                      Fiscal year                      2003  
 Doc. date                      31.01.2003                      Posting date                      31.01.2003                      Period                      09  
 Ref. doc.                      J.DOE JAN5-10/03  
 Doc. currency                      CAD  
 Doc. head. text                      J Doe Jan 5-10/03 Conf

Itz	Account	Account short text	PK	Amount	CoCd	Tx	BA	Cost. ctr	Order	Funds. ctr	Fund	Cont. item	Assign.	Text
1	998016	Financial Services Department	31	100.00	-	UOFT		1000				PAYABLE		J Doe Jan 5-10/03 Conference
2	848048	EmpFldtrip:mileage	40	95.92		UOFT	IX	1000	18888	188888		TRAVEL		J Doe Jan 5-10/03 Conference
3	268081	GST:Receiv & Payable	40	4.88		UOFT	IX			181286		TAXES		

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Simulate (cont'd)

The overview screen captures a summary of the document entries and calculates the tax implications. Various reporting functions are available on the Document Overview screen.

Click on the  button to post the document from the simulate screen.

Click on the  Park button to park the document from the simulate screen.

**DO NOT USE THE**  Complete button.

To make any changes, corrections or to add additional line items click on to return to the Enter vendor invoice:Company code UOFT screen. Hit enter to accept information message "Automatically created line items will be deleted".

**End of Procedure.** (updated 2/10/16)

## Resources

### Policy:

**Travel and Other Reimbursable Expenses:**

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

## Related Topics/Sites

### *Reference Guides:*

**Accounts Payable Invoices:**

<http://finance.utoronto.ca/wp-content/uploads/2015/09/create.pdf>

**Imprest Bank Account Reimbursement:**

<http://finance.utoronto.ca/wp-content/uploads/2015/11/Imprest-Account-Converted.pdf>

**Expense Reimbursement Dual Currency:** [http://finance.utoronto.ca/wp-](http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Dual-Currency-Create-Converted.pdf)

[content/uploads/2015/11/Expense-Reimbursement-Dual-Currency-Create-Converted.pdf](http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Dual-Currency-Create-Converted.pdf)

**Using OTA Vendor Accounts:**

<http://finance.utoronto.ca/wp-content/uploads/2015/11/Using-One-Time-Only-Vendors-Converted1.pdf>

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**Petty Cash Reimbursement:**

<http://finance.utoronto.ca/wp-content/uploads/2015/11/Petty-Cash-Converted.pdf>

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