Course Objectives

This course will help you:

• Understand the ER Business Process
• Process Expense Reimbursements to generate UofT Cheques
• Process Expense Reimbursement Direct Deposits (ERDD)
• Understand how ERDD Vendor Numbers are created
• Understand how to correct Expense Reimbursement Documents
What are Expense Reimbursements?

Payment made to an individual because an expense was incurred while performing business on behalf of the University, and paid for with an accountable advance or personal funds.

Important - As long as policy is followed, an individual should neither gain nor lose personal funds as a result of their U of T business related expenses.

The individual could be:

- an employee
- a student
- a visitor to the University
- anyone else involved with University business

GTFM Policy: Travel and Other Reimbursable Expenses

Expense Reimbursements: Expenses Paid with Personal Funds

Most reimbursable expenses are purchased using personal funds.

This includes payments made with:

- cash and/or personal credit cards
- **U of T Travel and Hospitality card** (i.e., **Scotiabank Visa card** issued to U of T staff or faculty by Procurement Services)

**Procurement Resource:** AMEX Travel and Hospitality Card
Expense Reimbursements: Expenses Paid with Personal Funds (cont'd)

Expense reimbursements for university expenses paid for with personal funds will be processed via:

• U of T Cheque
  o via FIS (FB 60)

• Direct Deposit into personal bank account
  o via FIS (ZER01)
  o via ERDD - Web

Training Documentation: ERDD on the Web Workshop
Business Process of an Expense Reimbursement

Step 1  Obtain receipts/proof of payment AND a completed “Expense Report/Accountable Advance Settlement Form”

Step 2  Get authorization to pay the expense reimbursement

Step 3  Obtain FIS account information to process reimbursement

Step 4  Process expense reimbursement in FIS or ERDD-Web

Step 5  Note the system generated document number on the Expense Report form

Step 6  File document(s) in accordance with UofT file plan

Forms: Expense Report/Accountable Advance Form
- [http://finance.utoronto.ca/forms/processing/](http://finance.utoronto.ca/forms/processing/)

GTFM Policy: U of T File Plan:
Documents to Claim Expense Reimbursement

Expense Report / Accountable Advance Settlement Form **MUST** be used to process an expense claim.

The form must have signatures from the:

1. Claimant
2. One-up (i.e. the person to whom the claimant reports)

** If an original receipt is missing, a completed and signed “Missing Receipt” form must be attached

**Forms for Processing in FIS:** Expense Report & Missing Receipt Forms
- [http://finance.utoronto.ca/forms/processing/](http://finance.utoronto.ca/forms/processing/)
Documents to Claim Expense Reimbursement

FSD Memo – September 2020

- Where the policy requires a wet signature (e.g., the approval/declaration of a personal expense reimbursement form, an outgoing wire transfer form, etc.), the policy will allow for an email approval/declaration, with a wet signature approval/declaration provided upon return to the office.
- Where the policy requires original receipts, the policy will allow for scanned copies or pictures of the receipts, with the original receipts provided upon return to the campus.

Forms for Processing in FIS: Expense Report & Missing Receipt Forms
- [http://finance.utoronto.ca/forms/processing/](http://finance.utoronto.ca/forms/processing/)
Vendor Numbers
Vendor Numbers

Vendor numbers will depend on the payment method.

**U of T Cheque** via FIS (FB 60):
- Generic OTA number (990004)
- Dept OTA (unique #)

**Direct Deposit** via FIS (ZER01) or ERDD – Web:
- ERDD vendor number (unique #)

**Training Documentation**: ERDD on the Web Workshop
Expense Reimbursements: UofT Cheques
Reimbursements using U of T Cheque

U of T cheque is the only option for reimbursing:
• Employees in US or Foreign funds and/or
• Non-employees

All UofT cheques (including Expense reimbursement cheques) are produced on Wednesdays.

QRG: Expense Reimbursement Single Currency Create:
• https://sapdocs.easi.utoronto.ca/gm(folder-1.11.3008?mode=EU

QRG: Expense Reimbursement Dual Currency Create

FAQ: Cheque Production
• http://finance.utoronto.ca/faqs/cheque-production/
Sample FIS Transaction (FB60)

Enter Vendor Invoice: Company Code UOFT

- **Vendor**: 990084
- **Invoice date**: 23.11.2020
- **Posting Date**: 23.11.2020
- **Document Type**: KE: Expense reimb
- **Amount**: $26.45
- **Payment terms**: Due immediately
- **Address**: OTA Expense Reimbursement
  215 Huron Street
  Toronto ON M5S 1A2

2 Items (Screen Variant: Line Item Entry - FB60 + FB66)

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<th>Short Text</th>
<th>Amount in doc.</th>
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<td>UOFT EA</td>
<td>1189</td>
<td>11842</td>
<td>119820</td>
<td>TRAVEL</td>
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Sample FIS Transaction (FB60)

Vendor Invoice Transaction

- G/L acct (FI)
- Business Area (FI)

- Funds Center (or FC/Fund combination) (FM)
- Cost Center or Internal Order (CO)

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<td></td>
</tr>
</tbody>
</table>

Normally "alpha, alpha" tax code

**Tax code:**
- FI
- CO
- CO
- FM
- FM
- FM

**Payment:**
- Tax code: Normally "alpha, alpha" tax code

**Notes:**

- Vendor Address:
  - OTA Expense Reimbursement
  - 215 Huron Street
  - Toronto ON M5S 1A2

**Bal.:** 0.00
When issuing a U of T cheque to OTA Expense Reimbursement Vendors, select a “Payment Method” prior to posting the transaction.

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<td>Inv.ref.</td>
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</tr>
</tbody>
</table>

Select Payment Method:
- **C** = Canadian dollars
- **B** = US dollars
- **D** = Foreign Draft
U of T Cheque: Which Vendor Number Should be Used?

Dept. Has **99xxxx**
OTA Dept. Expense Reimbursement Vendor #? (YTER)

YES

Process Transaction Using Vendor Number

NO

Process Transaction Using Generic OTA Dept. Expense Reimbursement Vendor # **990004**

**Note:** **990001, 990002 & 990003** are **OTA Trade Payable Vendor Numbers** and **MUST NOT** be used for expense reimbursements.
Reimbursements using U of T Cheque

Currency Options:

- Single Currency – payment issued in same currency used when expense was entered
- Dual Currency – payment issued in a currency other than CAD; expense receipts in Canadian and one other foreign currency (e.g., cheque issued in $USD and expenses entered in both $CAD and $USD)
  - FIS will automatically calculate exchange rate

OTA Expense Vendors may be reimbursed in **any currency** available in FIS

Staff can use [xe.com](https://xe.com) for currency conversion.

**QRG: Expense Reimbursement Single Currency Create**:
- [https://sapdocs.easi.utoronto.ca/gm/folder-1.11.3008?mode=EU](https://sapdocs.easi.utoronto.ca/gm/folder-1.11.3008?mode=EU)

**QRG: Expense Reimbursement Dual Currency Create**

**FAQ: Cheque Production**
Expense Reimbursements
Direct Deposit (ERDD)
Expense Reimbursement Direct Deposit (ERDD) enables UofT to deposit reimbursements directly into the personal bank account of the individual who incurred the expense.

ERDD is used for reimbursements made:

- in **Canadian funds**
- to faculty, staff, students and casuals with an **active HR record**

Deposits to the claimant’s HRIS bank account are processed on Tuesdays and Fridays.

**Note:** Deposits **cannot** be redirected to another bank account.

**Frequently Asked Questions (FAQs):** ERDD
http://finance.utoronto.ca/faqs/erdd/

**Documentation & Support:** Reimbursements
ERDD Vendors

Finding ERDD vendor number for active, appointed employees and non-appointed employees who have an "8" series vendor number.

- If personnel number is known, enter it in the **Personnel no.** field.

**Note:** If the Personnel Number is **not** known, use **Personnel no.** match code and search using claimant's name.
ERDDs are automatically "Parked" if amount of the claim for:
• appointed staff - equal to or >$10,000
• non-appointed, casual staff - equal to or >$5,000

Reimbursement will NOT be processed until a copy of the authorized Expense Report form and receipts are forwarded to Accounts Payable.

Once verified, Accounts Payable will post the transaction.
ERDD on the Web
Faculty and staff can enter their own claims.

Business officers can enter and post:
- their own claims
- claims for other eligible employees

Appointed faculty and staff can access ERDD-Web via ESS.

*NOTE: Non-appointed SAP users (e.g., casual staff) with authorization to post ERDDs through FIS can also contact access.easi@utoronto.ca to request access to the web application.

**EASI Administrative Web Services: ERDD**

**AMS System Access Forms:**
- [https://easi.its.utoronto.ca/access/ams-system-forms/](https://easi.its.utoronto.ca/access/ams-system-forms/)
Advantages of ERDD-Web

1. Single updating point:
   • the data is transmitted directly to FIS from the web so no need to manually enter the claim into FIS

2. Status and history of claims is available online:
   • claimants with access to ESS can track status of claim online rather than having to contact the Business Officer or processor

3. Saves Time: **Contains many defaulting features**
   • per diem and KM rates are defaulted
   • the funding source can be entered once and copied to all lines

4. Calculating Foreign Exchange:
   • **foreign exchange calculation worksheet** is available within the web form

5. Making Changes to ERDD on the Web form:
   • **update, save** and **retrieve** a created form **before it’s submitted for posting**
   • form can be **deleted** prior to being posted

QRG: ERDD on the Web documentation

QRG: ERDD on the Web - Using the Foreign Exchange Worksheet
Reimbursements using ERDD-Web

ERDD is accessible by clicking the Expense Reimbursement tab in ESS

Reference Material
ERDD – Web Application (Search Functionality)

Users can easily search for saved and posted claims on the main ERDD – Web Application landing page using one of the many search features.

If a claim does not appear, you can search by:
- Audit Number
- FI Doc Num.
- Claim Name
- Personnel Num.
- Claimant Name
- Status

List of claims that users are authorized to view.
Click to create new claim

Select whether you are creating the ERDD for yourself or another staff member (e.g., PI).

Create New Claim

Note: Original receipts are required for expense reimbursement

Who are you creating this claim for?

- Myself
- Others
The expense categories are organized into drop-downs. Open drop-downs to **enter amounts** and **account assignments**.
ERDD-Web: Check Status Claim

Reminder: Only users who have posting access are able to make changes to a “submitted” claim

List of ERDDs and their status

Select one of these checkboxes to narrow down search results

If the ERDD claim does not appear in dropdown list, search using the Personnel #

QRG: ERDD – Display, Check Status or Delete Saved Document
ERDD-Web: Posting Access

Depending on your authorization, the options to submit an ERDD claim may be different.

Non - Business Officer status (without posting access):

Business Officer status (with posting access):

QRG: Expense Reimbursement Direct Deposit (ERDD) on the Web: Create, Save, Submit and Post
Email Confirmation

The claimant will be notified via e-mail when payment has been processed. Example:

**Note:** The e-mail is generated using the e-mail address listed in HRIS records.

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**Important:**

If you receive this confirmation email, but the money is not deposited into your bank account Proceed to:

1. Contact Accounts Payable at ap.fsd@utoronto.ca

**Note:** Typically the funds do not get deposited if your banking information has not been updated in HRIS.

2. **update your banking information**

3. **reprocess** ERDD

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**Employee Self-Service (ESS):** To update banking & e-mail address information

- [http://aws.utoronto.ca/](http://aws.utoronto.ca/)
ERDD Vendor Numbers
How is an ERDD Vendor Number created in FIS for an active *appointed* employee?

A nightly program is run to check HRIS for changes in:

- **Status:**
  - **Create:** New employees
  - **Block:** Terminated employees

- **Banking Information** (updates vendor record)
Creating ERDD Vendor Numbers in FIS (cont’d)

How is an ERDD Vendor Number created in FIS for an active *non-appointed* employee (casual)?

The **first time** an ERDD is processed:
- Enter the personnel number in the "**Personnel no.**" field
- Click the ![Create/Update Vendor](create_update_which.png) button
- System will create an "8" series Vendor Number

A nightly program is run to check HRIS for changes in:
- **Status:**
  - **Create:** New employees
  - **Block:** Terminated employees
- **Banking Information** (updates vendor record)
If an employee’s HR record is deactivated, the vendor number will be blocked.

To correct you must first confirm the employee’s status is ‘Active’ and then send an email to ap.fsd@utoronto.ca requesting that the employee’s ERDD vendor account be manually unblocked.

Follow the steps below to locate the vendor # for the employee:

STEP 1: Confirm that the employee is active in HRIS. If yes, proceed to step 2.

If the person is no longer active in HRIS, confirm they should be receiving the reimbursement and then process in FIS as a standard cheque reimbursement.

STEP 2: Locate ERDD Vendor #
Use the following menu path(s) to go to the ZER01 - ERDD Create transaction
• Enter the Personnel # of the employee in the Personnel no. field and hit enter
• The Vendor field will be populated with the vendor account #
Accountable Advances
Accountable Advances

What is an Accountable Advance?
Payments made to an individual, via cheque, to cover future expenses when all other university payment options have been ruled out.

Processing Accountable Advances:

• **Step 1:** Request Accountable Advance
  ✓ Department completes the Request for Accountable Advance Form prior to the event

• **Step 2:** Settlement of Accountable Advance
  ✓ Department completes Expense Report/Accountable Advance Settlement Form after the event

The request & settlement forms are sent to:

Central Accounts Payable
Financial Services Department
215 Huron St., 2nd floor.

Central Accounts Payable WILL process the Accountable Advance request and "settlement" transactions in FIS.

Forms for Processing in FIS: Request for Accountable Advance Form
• http://finance.utoronto.ca/forms/processing/
Settlement of Accountable Advances

What is the settlement of an Accountable Advance?
The repayment of the debt owed to U of T by the individual who received the Accountable Advance.

Settlement Exception:

If the expense claim is:

- **greater** than original advance amount, **an additional cheque will be issued** to the claimant

- **less** than original advance amount, **a personal cheque payable to the “University of Toronto”** is required to be included with the form

**Form:** Expense Report/Accountable Advance Settlement
- [http://finance.utoronto.ca/forms/processing/](http://finance.utoronto.ca/forms/processing/)
Correcting ER Postings
Correcting Expense Reimbursement Documents (cont’d)

Common Errors:

1) Incorrect Account Codes
   • corrected using Journal Entries

2) Incorrect Payee
   o Request repayment from incorrect payee and deposit monies into the departmental accounts and reissue payment to correct payee.

3) Incorrect Amount
   o Too much? – Request repayment from payee and deposit monies into the departmental accounts. All repayment cheques should be made payable to the “University of Toronto”.
   o Too little? – Issue an additional payment to make up difference.

QRG: Journal Entry Create
https://sapdocs.easi.utoronto.ca/gm/folder-1.11.2406?mode=EU

Training Documentation: G/L Account Postings – Basic Data Entry
Correcting Expense Reimbursement Documents

An ERDD document can only be reversed *prior* to the payment run.

**Why?**

Once the payment occurs, as part of the *twice weekly ERDD transmission* to the bank, the payment is:

- deemed to be "cashed" *and*
- a *clearing document is created*

If a *clearing* document has been created in FIS, it indicates that a cheque has been issued or cash has been transferred out of U of T’s bank account. The *Document Reversal* function is not possible.

**QRG: Expense Reimbursement Direct Deposit (ERDD) Reverse**
https://sapdocs.easi.utoronto.ca/gm/folder-1.11.3014?mode=EU

**QRG: Document Reverse (for expense reimbursements using U of T cheque)**
https://sapdocs.easi.utoronto.ca/gm/folder-1.11.3030?mode=EU
Correcting Expense Reimbursement Documents (cont’d)

SAP MENU PATH: Accounting >> Financial Accounting >> General Ledger (or Accounts payable) >> Document >> Display

Transaction Code: FB03

Double click on the vendor line (item #1)

QRG: Document Display
The "Clearing" fields only exist if the payment has been processed and the money has been transferred to the individuals’ personal account.
Course Objectives

Review:

• Understand the ER Business Process
• Process Expense Reimbursements to generate UofT Cheques
• Process Expense Reimbursement Direct Deposits (ERDD)
• Understand how ERDD Vendor Numbers are created
• Understand how to correct Expense Reimbursement Documents
WEB Documentation

• **Reference Guides:** Accounts Payable Transactions

• **Financial Forms**
  http://finance.utoronto.ca/forms/processing/

• **Tax Code Table**

• **Policy information can be found in the Guide to Financial Management (GTFM):**
  
  o **Purchasing & Payments to Vendors**
    http://finance.utoronto.ca/policies/gtfm/purchasing-and-payments-to-vendors/

  o **Travel and Other Reimbursable Expenses**
NEED HELP?

https://easi.its.utoronto.ca/ams-help-form/

Help is a facility for all AMS subsystems:

- Use the WEB form found at the above address
- Select the appropriate AMS module
  (e.g., FIS: FAST Team)
- Complete all the information required on the form
- Click on the **Send it!** button

**fast.help@utoronto.ca**

Mail box is monitored Monday to Friday
9:00 a.m. - 5:00 p.m.
### FAST Team Contacts

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<th>Role</th>
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<tr>
<td>Manager</td>
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<td><a href="mailto:chris.dimitriadis@utoronto.ca">chris.dimitriadis@utoronto.ca</a></td>
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**FIS Standard Curriculum Evaluation:**
http://finance.utoronto.ca/fast/fis-training/course-evaluation-fis-training/

**FAST website:**
http://finance.utoronto.ca/fast/