

FINANCIAL INFORMATION SYSTEM

FIS Standard Curriculum

A/P Processing Part 2: Expense Reimbursements



Course Objectives



This course will help you:

- Understand Expense Reimbursements
- Process Expense Reimbursements issuing U of T Cheques
- Process Expense Reimbursement Direct Deposits (ERDD)
- Create ERDD Vendor Numbers
- Make Corrections to Posted Expense Reimbursement Documents

Course Map



- What are Expense Reimbursements
- Accountable Advances
- Expenses Paid with Personal Funds
- Expense Reimbursements using U of T Cheque
- Expense Reimbursement Direct Deposit (ERDD)
- ERDD Tax Codes
- Locating and Creating Expense Reimbursement Vendor Numbers
- Correcting Error Made on Posted Expense Reimbursement Documents
- Common Errors Caught during Internal Audit

What are Expense Reimbursements?



Payment made to an individual because an expense was incurred while performing business on behalf of the University and was paid for with either 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
- or anyone else on University business

GTFM Policy: Travel and Other Reimbursable Expenses

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

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
- 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/>

GTfM Policy: U of T File Plan:

- <http://finance.utoronto.ca/policies/gtfm/financial-management/source-documents-and-the-audit-trail/records-management-archiving-and-destruction-of-records/>



Documents to Claim Expense Reimbursement

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

The form must have the following:

1. **Original** receipts and supporting documentation
2. If an original receipt is missing, a completed and signed **“Missing Receipt”** form
3. Claimant's signature
4. "one-up" approval (i.e. approved by the person to whom the claimant reports)

Forms for Processing in FIS: Expense Report & Missing Receipt Forms

- <http://finance.utoronto.ca/forms/processing/>

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.

Exceptions during Settlement

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/>

Expense Reimbursements: Expenses Paid with Personal Funds



The **preferred method** for reimbursable expenses is using **personal funds**.

The following are used to pay for reimbursable expenses:

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

Procurement Resource: AMEX Travel and Hospitality Card

- <http://www.procurement.utoronto.ca/programs-and-services/travel-services>

Expense Reimbursements: Expenses Paid with Personal Funds (cont'd)



Expense reimbursements for university expenses paid for with personal funds will be made by either:

- **U of T Cheque**
 - via “Enter Vendor Invoice” screen
- **Direct Deposit into personal bank account**
 - via ERDD screen
 - via ERDD on the Web

Training Documentation: ERDD on the Web Workshop

- <http://finance.utoronto.ca/wp-content/uploads/2015/10/erddonweb.pdf>



Expense Reimbursements using U of T Cheques

Reimbursements using U of T Cheque



U of T cheque is the **only option** for reimbursing:

- **US** or **Foreign** funds and/or
- **non-employees**

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**

IMPORTANT: All Uof T 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>

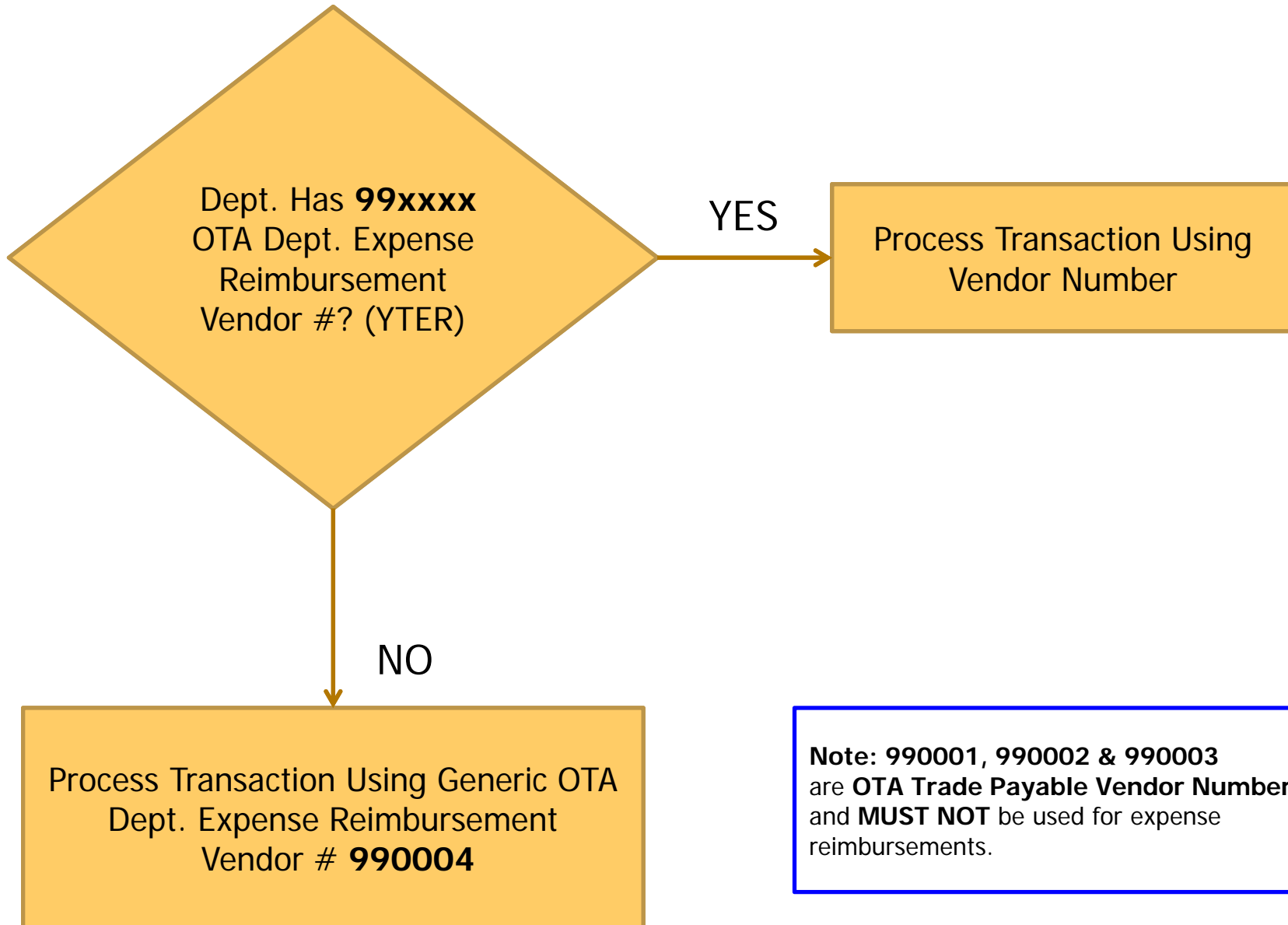
QRG: Expense Reimbursement Dual Currency Create

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

FAQ: Cheque Production

<http://finance.utoronto.ca/faqs/cheque-production/>

U of T Cheque: Which Vendor Number Should be Used?



Note: 990001, 990002 & 990003 are **OTA Trade Payable Vendor Numbers** and **MUST NOT** be used for expense reimbursements.

Sample FIS Transaction



Vendor Invoice Transaction

- G/L acct (FI)
- Business Area (FI)
- Funds Center (or FC/Fund combination) (FM)
- Cost Center or Internal Order (CO)

Enter Vendor Invoice: Company Code UOFT

Tree on Company Code Hold Simulate Park

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

Vendor 990004
 Invoice date 21.08.2013 Reference LPHS, Aug 20
 Posting Date 21.08.2013 Period 4
 Document Type KE:Expense reimb...
 Cross-CC no.
 Amount 26.45 CAD Calculate tax
 Text LPHS visit, Aug 10, Amon Tobin
 Paymt terms Due immediately
 Baseline Date 21.08.2013
 Company Code UOFT University of Toronto

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

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

Status	G/L acct	Short Text	D/C	Amount i	Tax code	Business a...	Cost center	Order	Funds center	Fund	Commitment itm
✓	840040	Emplfldtrip...	D...	16.45	EA	1000	11042		119820		TRAVEL
✓	835780	Parking ch...	D...	10.00	EE	1000	11042		119820		SERVICES

↑
FI

Normally "alpha,
alpha" tax code

↑
FI

↑
CO

↑
CO

↑
FM

↑
FM

↑
FM

Reimbursements using U of T Cheque (cont'd)



When issuing a U of T cheque to OTA Expense Reimbursement Vendors, it is required to select a “Payment Method” prior to posting the transaction.

Which Payment Method option do I chose?

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

On the “Enter Invoice” screen:

Required: Payment tab “**Pmt Method**” field

The screenshot shows the 'Enter Invoice' screen with the 'Payment' tab selected. The 'Pmt Method' field is highlighted with a red box. Other fields include BaselineDt (05.06.2012), Due on (05.06.2012), CashDiscnt, Disc base, Payt Terms (YT00), Days, Days net, Pmt Block (Free for payment), and House Bank.

Select Payment Method:

- **C** = Canadian dollars
- **B** = US dollars
- **D** = Foreign Draft



Expense Reimbursements Direct Deposit (ERDD) & ERDD on the Web

Reimbursements Using Direct Deposit



Expense Reimbursement Direct Deposit (**ERDD**) enables FIS to deposit reimbursements directly into the personal bank account of the individual who incurred the reimbursable expense.

ERDD is used for reimbursements made:

- in **Canadian funds**
- to **active status** U of T staff (appointed & non-appointed)

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

<http://finance.utoronto.ca/fast/support-documentation/financial-accounting/accounts-payable/reimbursements/>

Reimbursements using Direct Deposit (cont'd)



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 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.

Expense reimbursement (direct deposit): Data entry screen

Create/Update vendor Clear Screen Web based Help

Vendor	<input type="text"/>	Personnel no.	<input type="text"/>	Employee name
				Department
				Address
				Address
Document Date	<input type="text"/>			Document Bal. 0.00
Posting Date	17.03.2010			
Document Type	KF			
Reference	<input type="text"/>			
Currency	CAD			
Doc.Header Text	<input type="text"/>			
Claim Amount	<input type="text"/>			

NOTE: If an employee is deactivated and then reactivated, the vendor account will be blocked.

To unblocked the vendor account, contact **Accounts Payable:**

ap.fsd@utoronto.ca

ERDD Vendor Blocked



If an employee is deactivated and then reactivated, the **vendor account will be blocked.**

 Vendor blocked and marked for deletion

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, then proceed to the next step.

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 expense 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 #

Creating ERDD Vendor Numbers in FIS



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 employee Vendor Numbers
 - **Block:**
Terminated employee Vendor Numbers
- **Banking Information:**
 - updates vendor account

Creating ERDD Vendor Numbers in FIS (cont'd)



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

The **first time** an ERDD is processed:

- Enter the personnel number in the "**Personnel no.**" field
- Click the  Create/Update Vendor button
- System will create an "8" series Vendor Number

After the Vendor Numbers are created a nightly program is run to check HRIS for changes in:

- **Status:**
 - **Create -**
New employee Vendor Numbers
 - **Block -**
Terminated employee Vendor Numbers
- **Banking Information:**
 - updates vendor account

Reimbursements using Direct Deposit – On the Web



The **ERDD on the Web screen** is accessible through **EASI Administrative Web Services** site.

The application will allow them to **enter** claims for:

- themselves
- other eligible employees

If a monthly paid, appointed staff member does not have an SAP user id or an ESS user id, contact access.easi@utoronto.ca to request access.

***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

- <http://aws.utoronto.ca/services/expense-reimbursement-direct-deposit-erdd/>

AMS System Access Forms:

- <https://easi.its.utoronto.ca/access/ams-system-forms/>

Advantages of ERDD on the 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

- <http://finance.utoronto.ca/fast/support-documentation/financial-accounting/accounts-payable/reimbursements/>

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

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

Reimbursements using Direct Deposit – On the Web



Create Own

screen:

- Used to enter ERDD information when **you** are the claimant

Create for Others

screen:

- Used to enter ERDD information when entering claim information on behalf of someone else

Display/Edit Claim

- Used to display and make changes to created claims

Note: After claim is “submitted”, **only** those with **posting access** can **make changes**. All others can only view the claim in this tab.

Check Status/Delete

screen:

- check status of claim
- delete if not “submitted”

Home screen

ERDD Home Create Own Create for Others Display/Edit Claim Check Status/Delete

Expense Reimbursements Direct Deposit on the Web Home

To be used only for Direct Deposits to a Canadian Bank.

Use the Tabs above to access ERDD on the Web Services.
Note: Original receipts are required for expense reimbursement.

When you are finished, please Log-off using the Log-off link on the blue bar above.

If you need immediate assistance,
please contact the [FAST Team](#)

A University Web Service designed and maintained by the
Department of Administrative Management Systems

QRG: ERDD on the Web documentation

- <http://finance.utoronto.ca/fast/support-documentation/financial-accounting/accounts-payable/reimbursements/>

ERDD on the Web – Create



Create Own

Create for Others

ERDD Home

Create Own

Create for Others

Display/Edit Claim

Check Status/Delete

Characteristics:

- Similar to **Expense Report/Accountable Advance Settlement** form
- Automatically populates claimant information:
 - Personnel #
 - Name
 - Department
 - G/L accounts

Note: To process an ERDD for someone else, you must have their **Personnel #**.

Enter Expense Report

Claimant Information

Personnel #, name: 1127627 Rames Paramsothy
 Department: Financial Advisory Services &
 Address (Street): 215 Huron Street
 City/Prov: Toronto ON Telephone: (format 9999999 no dash)
 Country/Postal Cd: Canada M5S 1A2 Fax: (format 9999999 no dash)
 Dept Contact:

[Expense Reimbursement Checklist](#)

[Travel and Other Reimbursable Expenses - Policies and Guidelines](#)

Travel Information

Period of Travel (ddmmyyyy): to
 Location:
 Reason for Claim, if not travel: e.g., team lunch
 Purpose and Relevance to University Business (maximum 250 characters):

Claim Type (Select): Employee Field Trip Default G/L accts depend on Claim Type [Click to get default G/L accts if Purpose is changed](#)

Foreign Exchange Worksheet

Expense Report

Enter expenses in **Canadian funds**. A Foreign Exchange calculation Worksheet is provided for convenience. [Click for Worksheet](#) [Tax Code Summary Table](#)
 You can enter Cost Center, Order, Fund, Fund Center and Assignment on the **first line** and [Click here to copy down to limited times](#).

		Amount (Cdn\$)	G/L	Tax	CostCtr	Order	Fund	FC	Cltm	Assignment
Airfare	Travel within Canada		840010	ER					TRAV-EMPL	
Attach proof of	Travel to USA from Ontario		840010	EE					TRAV-EMPL	
payment & proof of air travel	All other Airfare		840010	E0					TRAV-EMPL	
Accommodation	ON (13%HST)		840020	ER					TRAV-EMPL	
	PEI, NS, NF, NB (15%HST)		840020	EN					TRAV-EMPL	
	All other provinces / territories		840020	EE					TRAV-EMPL	
	USA / International		840020	E0					TRAV-EMPL	
Allowance	Per Diem:	In Canada	USA/International	Press Enter for results						
*Tax codes used	# of Breakfasts	x\$11/day	x\$15/day	840030	EA				TRAV-EMPL	
for Allowances	# of Lunches	x\$17/day	x\$22.50/day	840030	EA				TRAV-EMPL	
as follows:	# of Dinners	x\$27/day	x\$37.50/day	840030	EA				TRAV-EMPL	
EA = In Canada	OR	x\$55/day	x\$75/day	840030	EA				TRAV-EMPL	
E0 = USA/Intl	# of days									

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

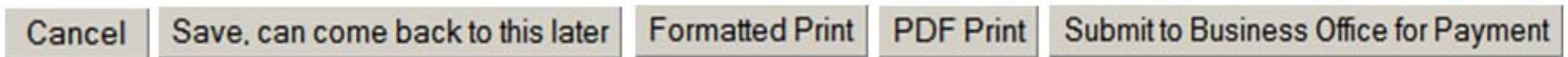
<http://finance.utoronto.ca/wp-content/uploads/2016/01/erddwebedit.pdf>

ERDD on the Web – Create (cont'd)

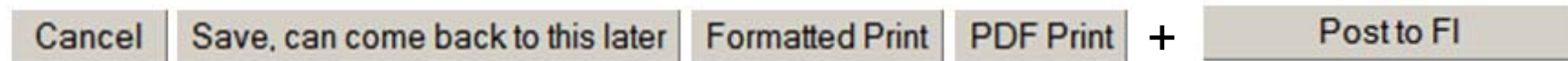


Depending on your authorization, the options to **submit** an ERDD claim may be different.

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

ERDD on the Web – Display/Edit Claim



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

ERDD Home Create Own Create for Others **Display/Edit Claim** Check Status/Delete

Expense Reimbursements Direct Deposit on the Web

The dropdown list below defaults to "All" and contains ERDDs created by your UserID and/or in your org unit. Click on the appropriate claim, then use the "Retrieve Selected ERDD above" button to view it.
NOTE: The information in the dropdown list is in the format Audit# / Claim name / Travel from date / Status.

ERDD Audit# 2014030663 / LG2013PIZZA LUNCH / 20.12.2013 / Sent to AMS

Retrieve Selected ERDD above

To filter the dropdown list, choose one of the options below and press ENTER.
Use the dropdown list above to view claims within the filtered list.
Click on the appropriate claim, then use the "Retrieve Selected ERDD above" button to view it.

Saved (number) most recent claims
 Submitted to Business Officer claims created between (ddmmyyyy) and
 Submitted to AMS for Direct Deposit All

OR
To filter the list by a Personnel#, select an option above, enter the specific Personnel# and then press ENTER.

Personnel#

Select previously created ERDD claim from dropdown.

Note: When an ERDD claim is created, the system generates an “ERDD Audit #”

Click to get ERDD document

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

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

ERDD on the Web – Display/Edit Claim



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

[ERDD Home](#)
[Create Own](#)
[Create for Others](#)
[Display/Edit Claim](#)
[Check Status/Delete](#)

Expense Reimbursements Direct Deposit on the Web

Displayed below are the expense re-imbursments and their status.
 This lists the ERDD created by you and those belonging to your org unit. This list is sorted by status and audit#.
 To Delete, use the Delete column to mark the ERDD to be deleted and click the **Delete button below**
 (the claim will be displayed in the next screen where you can confirm or cancel deletion).

Delete	Audit#	Claim Name	Status
<input type="checkbox"/>	2014026383	CD - FAST LUNCH	Saved awaiting further editing. Last saved 29.05.2013
<input type="checkbox"/>	2014028578	LG_SAP NOV 2013	Submitted for processing to Business Officer on 24.09.2013
<input type="checkbox"/>	2014026163	CHRP2013	Submitted for processing to Business Officer on 16.05.2013
Cannot be deleted	2014030663	LG2013PIZZA LUNCH	Submitted to AMS for Direct Deposit on 13.01.2014
Cannot be deleted	2014030595	5 FIS WORKSHOPS @UTM	Submitted to AMS for Direct Deposit on 10.01.2014
Cannot be deleted	2014030364	LG OFFICE SUPPLIES	Submitted to AMS for Direct Deposit on 17.12.2013
Cannot be deleted	2014029882	LG NOV2013 SAP CONF	Submitted to AMS for Direct Deposit on 27.11.2013

To limit the list of claim(s) you want displayed, please choose one of the following options and then press ENTER.

Saved
 (number) most recent claims
 Submitted to Business Officer
 claims created between (ddmmyyyy) and
 Submitted to AMS for Direct Deposit
 All

OR
 To display claims for a personnel#, select an option above, enter the Personnel# and then press ENTER.

Personnel#

To delete a claim, mark the claim above, then click Delete button below.

Delete Selected ERDD above

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

Reimbursements using Direct Deposit (cont'd)



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.

From: accountspayable.financialservices@utoronto.ca [mailto:accountspayable.financialservices@utoronto.ca]
Sent: Tuesday, August 24, 2010 5:47 PM
To: Joann Mussomeli
Subject: Expense Reimbursement Notification

The following payment should be deposited in your bank account within 3 business days of this date (24 August 2010):

Reimbursement Amount (\$CDN): 154.82
Claimant Name: Joann Mussomeli
Vendor Number: 809421
Reimbursement Document Number: 2350124831
Reason for reimbursement: Mussomeli-Expense Reimb
Payment Document Number: 7808152873

Please notify us immediately by replying to this message if the following events have occurred:

- 1- This payment does not belong to you
- 2- You have received this communication in error
- 3- You do not receive your claim payment within 3 business days of the payment processing date

The University of Toronto has the sole right to correct any error(s) regarding a direct deposit expense reimbursement payment.

The University of Toronto ensures that your personal and financial information is secure and handled with care.

Accounts Payable
Financial Services Department

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**

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

- <http://aws.utoronto.ca/>

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 “**cash**ed” *and*
- a **clearing document is created**

When a clearing document exists, 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

Document Overview - Display

Doc.Type : KF (KF:Expense reimb.-DD) Normal document
 Doc. Number 2350176701 Company code UOFT Fiscal year 2011
 Doc. date 05.04.2011 Posting date 05.04.2011 Period 12
 Calculate Tax
 Doc.currency CAD
 Doc. Hdr Text NAMARO 20110112 TORONTO T

Double click on the vendor line (item # 1)

Itm	Account	Account short text	PK	Amount	CoCd	Tx	BusA	Cost Ctr	Order	Funds Ctr	Fund	Chmt Item
1	40688	Angela M Namaro	31	77.25-	UOFT	ER	1000					PAYABLE
2	845000	Taxi/Bus fare	40	71.15	UOFT	ER	1000	13424		100654		SERVICES
3	260011	HST (PVAT) Rec & Pay	40	3.97	UOFT	ER	1000			101286		TAXES
4	260001	HST (GST) Receivable	40	2.13	UOFT	ER	1000			101286		TAXES

QRG: Document Display

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

Correcting Expense Reimbursement Documents (cont'd)



Line Item Display:

The "**Clearing**" fields only exists if the payment has been processed and the money has been transferred to the individuals' personal account

Display Document: Line Item 001

Additional Data

Vendor	840688	Angela M Namaro	G/L Acc	514000
Company Code	UOFT	215 Huron Street		
University of Toronto		Toronto	Doc. no.	2350176701

Line Item 1 / Invoice / 31

Amount	77.25	CAD
Tax Code	ER	

Additional Data

Bus. Area	1000									
Disc. base	77.25	CAD	Disc. Amount	0.00	CAD					
Payt Terms	YT00		Days/percent	0	0.000	%	0	0.000	%	0
Bline Date	05.04.2011		Fixed							
Pmnt Block			Invoice ref.		/		/			0
Pmt Method	R	Pmt meth.supl.								
Clearing	08.04.2011	/	7800173002							
Assignment	23501767012011									
Text	NAMARO 20110112 TORONTO T									

← Clearing document

Long text

Correcting Expense Reimbursement Documents (cont'd)



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.

If the direct deposit has been made, **depending on the type of error**, the following corrections are possible:

Incorrect Account Codes/Assignments:

- corrected using Journal Entries

Common Errors: Incorrect Payee or Payment Amount :

- **Incorrect Payee**
 - Request repayment from incorrect payee and deposit monies into the departmental accounts and reissue payment to correct payee.
- **Incorrect Amount**
 - **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**”.
 - **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

http://finance.utoronto.ca/wp-content/uploads/2015/10/gl_account_posting.pdf

Common Errors Caught by Internal Audit



Internal Audit is mandated to assess departmental compliance with policy on a random basis.

Common Reimbursement Errors:

- Missing Expense Report Form
- Missing itemized receipts or supporting documentation (i.e., too much reliance on **Missing Receipts** form)
- Receipts in foreign languages without descriptions and clarifications of expense
- Ineligible support documentation (e.g., email correspondence, research notes)
- Lack of "one-up" approval, particularly for **upgrades to Business Class Travel**
- Ineligible expense claims (e.g., AMEX late payment charge)
- Inaccurate calculations:
 - Incorrect per diem
 - Difference between AMEX and supporting invoices
 - Difference in amount claimed vs. supporting invoices
- Incorrect tax code used
- Incorrect method of reimbursement (e.g., using accountable advance vs. expense reimbursement)
- Untimely settlement of accountable advance (e.g., more than 3 weeks)

University of Toronto Policy: Internal Audit Policy

http://www.internalaudit.utoronto.ca/About_Internal_Audit/Internal_Audit_Policy.htm

Course Objectives



Review:

- Understand Expense Reimbursements
- Process Expense Reimbursements issuing U of T Cheques
- Process Expense Reimbursement Direct Deposits (ERDD)
- Create ERDD Vendor Numbers
- Make Corrections to Posted Expense Reimbursement Documents

WEB Documentation



- **Reference Guides:** Accounts Payable Transactions
<http://finance.utoronto.ca/fast/support-documentation/financial-accounting/accounts-payable/>

- **Financial Forms**
<http://finance.utoronto.ca/forms/processing/>

- **Tax Code Table**
<http://finance.utoronto.ca/wp-content/uploads/2015/09/hstcodes.pdf>

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

 - **Travel and Other Reimbursable Expenses**
<http://finance.utoronto.ca/policies/gtfm/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

**Mail box is monitored Monday to Friday
9:00 a.m. - 5:00 p.m.**

FAST Team Contacts



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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/>