

FINANCIAL INFORMATION SYSTEM

ERDD on the Web



UNIVERSITY OF
TORONTO

Topics



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What is an "ERDD on the Web"?



An "ERDD on the Web" is an ERDD that is entered using a **web based form**.

Once the form is:

1. entered (through EASI Administrative Web Services)
2. saved
3. printed (*and* receipts attached to hard copy)
4. approved

it can then be **posted directly**, through the **ERDD on the Web** application, **to FIS** by an authorized departmental user (i.e., **no need to login into FIS** to manually enter the data).

QRG: ERDD on the Web

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

ERDD on the Web – Access

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

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>

ERDD on the Web: As an FIS Doc.



The FIS document generated through this process has the same:

- document type (KF) and
- numbering sequence (235xxxxxxx)

as ERDD transactions posted manually into FIS.

Once posted, the transaction can be viewed in FIS using standard reporting tools, such as:

QRG: FI Postings Line Item Report

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

QRG: Document Display

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

ERDD on the Web: Claimant Notification of Deposit to Bank Account



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

From: accounts payable.financialservices@utoronto.ca
Sent: Friday, April 08, 2011 5:48 PM
To: Angela Namaro
Subject: Expense Reimbursement Notification

The following payment should be deposited in your bank account within 3 business days of this date (08 April 2011):

Reimbursement Amount (\$CDN):	77.25
Claimant Name:	Angela Namaro
Vendor Number:	840688
Reimbursement Document Number:	2350176701
Reason for reimbursement:	NAMARO 20110112 TORONTO T
Payment Document Number:	7800173002

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

NOTE: e-mail is generated using the e-mail address listed in the HRIS records; ensure that the e-mail address is current through the **Employee Self Service (ESS)** web site at:

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

ERDD on the Web: Policies



The **ERDD on the Web** is an alternate processing tool for posting ERDDs; however, ERDD policies remain the same. Following is a review of some of the main rules and policies that govern the ERDD process:

- claimant's employment status must be "**active**"
- their HRIS Personnel Area must be either:
 - 0001 – **Appointed**
 - 0002 – **Non Appointed**
 - 0003 – **Students and Fellows**
 - 0004 – **External Appointed**
- payment can only be processed in Canadian funds
- claimant must have valid bank account information in HRIS, as payment is deposited directly to that account
- approval must be on a "one-up" basis (i.e. the person to whom claimant reports)
- original receipts must be attached to the printed Expense Report "form"

ERDD on the Web: Policies (cont'd)



IMPORTANT to remember...

All ERDDs will be *automatically* "Parked" if the amount of the claim is:

- equal to or >**10K** for **appointed staff**, or
- equal to or >**5K** for **non-appointed, casual staff**

This means that the reimbursement will **NOT** be processed until ***copies*** of all related documentation are forwarded to Accounts Payable.

Once verified, **Accounts Payable** will post the transaction.



ERDD on the Web: EASI Admin Web Services

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/>

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

The screenshot shows the 'ERDD Home' screen with a navigation bar containing five tabs: 'ERDD Home', 'Create Own', 'Create for Others', 'Display/Edit Claim', and 'Check Status/Delete'. Below the tabs, the text reads: 'Expense Reimbursements Direct Deposit on the Web Home'. A pink box contains the text: 'To be used only for Direct Deposits to a Canadian Bank.' Below this, it says: 'Use the Tabs above to access ERDD on the Web Services.' A yellow box contains the note: 'Note: Original receipts are required for expense reimbursement.' Further down, it says: 'When you are finished, please Log-off using the Log-off link on the blue bar above.' At the bottom, it says: 'If you need immediate assistance, please contact the FAST Team'. The footer includes the University of Toronto logo and the text: '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

Characteristics:

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

- Can copy account codes for all line items

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

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

Enter Expense Report

Claimant Information

Personnel #, name: 1127827 Rames Paramsothy
 Department: Financial Services Department
 Address (Street): 215 Huron Street
 City/Prov: Toronto ON
 Telephone: (format 999999 dash)
 Country/Postal Cd: Canada M6S 1A2
 Fax: (format 999999 dash)
 Dept Contact:

Travel Information

Period of Travel (ddmmyyyy): to
 Location:
 Reason for Claim, if not travel: e.g. departmental hospitality, etc.
 Description (maximum 132 characters):
 Purpose (Select one): Employee Field Trip Default G/L accts depend on this Purpose [Click to get default G/L accts if Purpose is changed](#)

Expense Report

Enter expenses in **Canadian funds**. A Foreign Exchange calculation Worksheet is provided for convenience. [Click for Worksheet](#)
 You can enter CostCtr, Order, Fund, CFC on the first expense line and [Click here to copy CostCtr, Order, Fund, CFC down to unfilled lines](#).

		Amount (Cdn\$)	G/L	Tax	CostCtr	Order	Fund	CFC	Cltm
Airfare	Travel within Canada		840010	ER					TRAVEL
	Travel to USA from Ontario		840010	EE					TRAVEL
	All other Airfare		840010	E0					TRAVEL
Accommodation	ON, NF, NB (13%HST)		840020	ER					TRAVEL
	PEI (14%HST)		840020	EP					TRAVEL
	NS (15%HST)		840020	EN					TRAVEL
	All other provinces / territories		840020	EE					TRAVEL
	USA / International		840020	E0					TRAVEL
	Allowance	Per Diem:	In Canada	USA/International	Press Enter for results				
*Tax codes used	# of Breakfasts	x\$11/day	x\$15/day	840030	EA				TRAVEL
for Allowances	# of Lunches	x\$17/day	x\$22.50/day	840030	EA				TRAVEL
as follows:	# of Dinners	x\$27/day	x\$37.50/day	840030	EA				TRAVEL

Foreign Exchange Worksheet

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

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

ERDD on the Web – Create (cont'd)

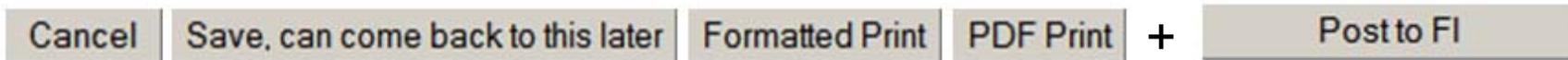


Depending on your authorization, the options to **submit** an ERDD claim may be different.

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/erddwebbusoff.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>

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

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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/>

Common Errors Caught by Internal Audit



It is important to be aware of and adhere to UofT policies and guidelines regarding expense reimbursements. Internal Audit is mandated to assess departmental compliance with policy on a random basis. Following is a list of the common reimbursement errors they have found:

- **Missing receipts or supporting documentation**
- **No expense reimbursement form was used**
- **Lack of "one-up" approval**
- **Lack of claimant's signature on the expense reimbursement form**
- **Ineligible expenses claimed (i.e. AMEX late charge)**
- **Inaccurate calculations**
 - ✓ Incorrect per diem
 - ✓ Overpayment of expenditures
 - ✓ Difference between AMEX and backup invoices
 - ✓ Difference in amount claimed vs. backup
- **Other**
 - ✓ Incorrect tax code used
 - ✓ Inappropriate G/L coding
 - ✓ Incorrect method of processing (i.e. used acctable advance vs. exp reimbursement)
 - ✓ Untimely settlement of accountable advance (i.e. more than 3 weeks)

GTFM: Travel and Other Reimbursable Expenses

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

Policy: Internal Audit

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

WEB Documentation



- **ERDD on the Web Reference Guides:**
<http://finance.utoronto.ca/fast/support-documentation/financial-accounting/accounts-payable/reimbursements/>
- **GTFM Policy: Travel and Other Reimbursable Expenses**
<http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/>
- **ERDD on the Web login:**
<http://aws.utoronto.ca/services/expense-reimbursement-direct-deposit-erdd/>
- **FIS Training: A/P Processing Part 2: Exp Reimbursements**
<http://finance.utoronto.ca/wp-content/uploads/2015/11/ap-processing-part-2.pdf>



Need Help?

<http://www.utoronto.ca/ams/help.htm>

Help is a facility for all AMS subsystems:

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

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

FAST Team Contacts



Manager	Lorena Gaudio lorena.gaudio@utoronto.ca	978-2802
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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/>