

Work Instruction

Expense Reimbursement Direct Deposit Create

When to Use

To reimburse, through direct deposit, active appointed and non-appointed (i.e., casual) employees who have complete banking information in Human Resources Employee Master Record and who have personally paid for authorized expenses related to University business.

- Claimant must have a valid personnel number and active status in HRIS.
- Expense reimbursement claim is for CAD (Canadian) currency type only.
- Employee bank information used for expense reimbursement direct deposit will be the same as the payroll direct deposit account in HRIS and can not be re-directed.

For inactive or non-employees please refer to:

Expense Reimbursement Single Currency:

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

Steps

1. Obtain required receipts/proof of payment and a completed "Expense Report/Accountable Advance Settlement form". Verify eligibility of expenses.

2. Obtain appropriate authorization to pay the expense reimbursement.

3. Ensure claimant's bank information is up to date. (Banking information is retrieved from HRIS Employee's Master Record Bank Information dataset.)

4. If employee is non-appointed (casual) and an ERDD has never been processed against their personnel number, an ERDD vendor number will need to be created. Click on the "Create/Update Vendor" button. A new vendor number will automatically populate the vendor field.

5. Process the expense reimbursement in FIS.

6.a. If the expense reimbursement claim is less than \$10K for appointed employees, or less than \$5K for non-appointed (casual) employees

Click Post, an Accounting document number is assigned

Record FIS document number on the expense reimbursement and file.

6.b. If the expense reimbursement is equal or greater than \$10K for appointed employees, or equal or greater than \$5K for non-appointed (casual) employees

Click Post, the document is **PARKED** .

A message is displayed "**Document 235xxxxxxx UOFT was parked**" and the

default document is changed from document type "KF" to document type "KY".

Record FIS document number on expense reimbursement,

IMPORTANT: Submit copies of expense reimbursement claim form and supporting receipts/documents to Financial Services Department: Accounts Payable for verification

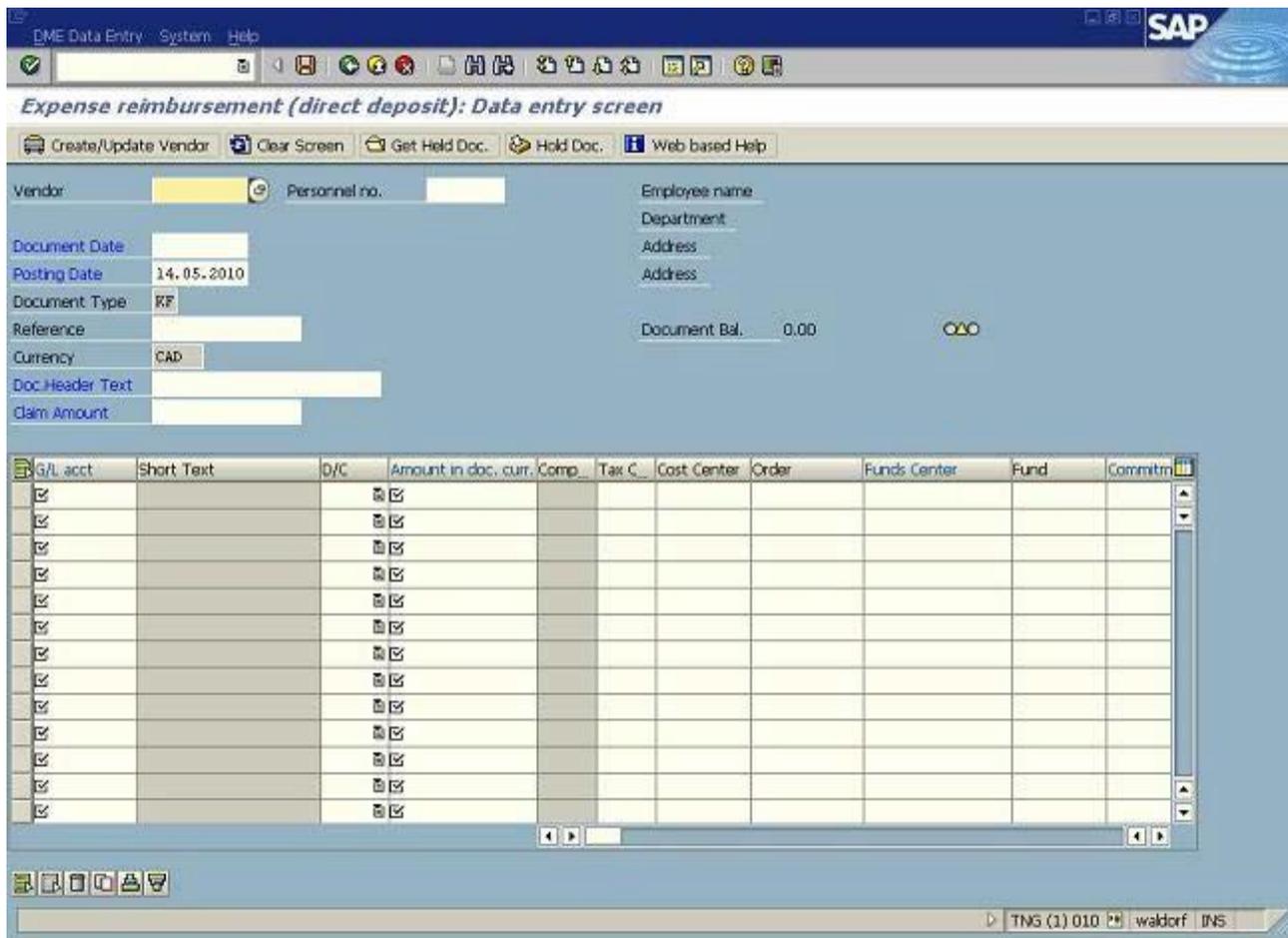
Upon completion of ERDD supporting documents verification, Financial Services Department POSTs the parked document for direct deposit payment.

Detailed Procedures

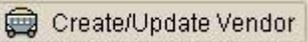
Access the transaction using:

Menu	Accounting >> Financial Accounting >> Accounts Payable>> Document entry >> Expense Reimbursement Direct Deposit
Transaction code	ZER01

The Expense reimbursement (direct deposit): Data entry screen is displayed.



Field Name	Required (R) / Optional (O)	Description of Field Content
Vendor	O	Enter the claimant's vendor account number, if one has been created. Use the matchcode button  to perform

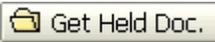
		<p>vendor account number search (use account group YERD).</p> <p>If vendor account has not been created complete Personnel number field (refer to the next row).</p>
Personnel number	O	<p>Optional. Complete personnel number field and click on  to create a vendor number for active employees who do not have a existing one or to update vendor account if claimant's banking information has been changed prior to posting an expense reimbursement claim.</p>
Document date	R	Enter the current date or expense report submission date.
Posting date	R	Defaults to the current date and should not be changed.
Document type	R	<p>Defaults to "KF" document type. Document type is not modifiable for this transaction.</p> <p>Document type "KY" is assigned internally when the claim amount is equal or greater than \$10K for appointed employees, or equal or greater than \$5K for non-appointed (casual) employees; it indicates that the document is parked for Financial Services Department document verification.</p>
Reference	R	Enter text relevant to the claim being made.
Currency	R	<p>Defaults to CAD currency type.</p> <p>Direct Deposit Expense Reimbursement can only be made in Canadian dollars.</p>
Doc. header text	R	<p>Enter text relevant to the claim being made.</p> <p>NOTE: Text will appear in email notification to claimant.</p>
Vendor amount	R	Enter total amount to be paid to the claimant, including all taxes.
G/L account	R	<p>Enter G/L account number identifying the type of expense. If G/L account is unknown, use the matchcode button  to perform the search.</p> <p>NOTE: When using mileage G/L accounts (840040, 842040 and 844040) it is required to enter the quantity of kms. The quantity and unit fields are the last columns in the row.</p>

Short text	R	Defaults to G/L account short text description.
D/C	R	Debit or credit indicator for transaction line items.
Amount	R	Enter the amount, including taxes, to be posted to the FIS accounts.
Company code	R	Defaults to UOFT company code and cannot be changed.
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.
Cost center	R	Enter the cost center number that the expense is to be posted to. Must enter 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 a cost center OR internal order (not both).
Funds center	R	Enter the funds center number that the expense is to be posted to. The funds center identifies the budget which the expense will be paid from. (Note: When funds 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 fund center to post the expense against the budget in the funds center/fund combination. Note: A fund cannot be entered without a funds center.
Commitment Itm	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 no.	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	R	Enter a description related to the payment being made.

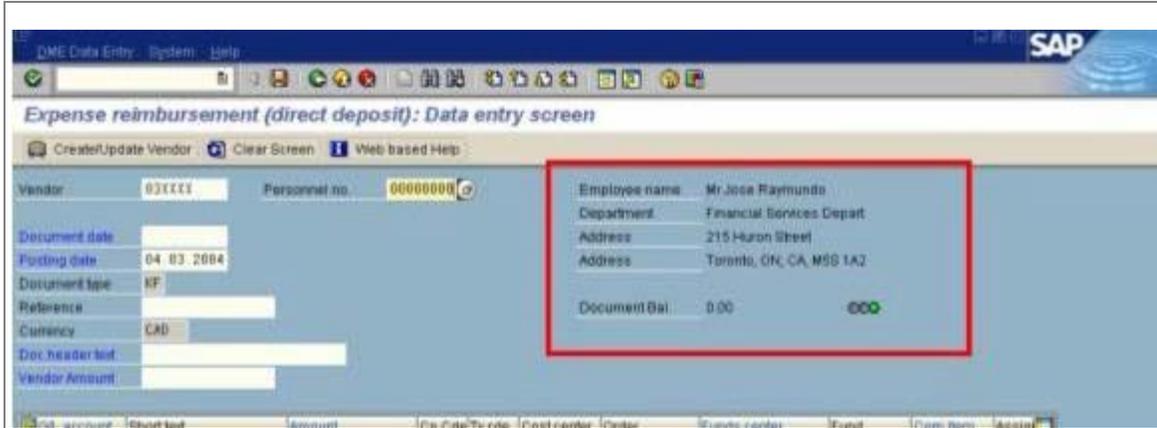
Earmarked funds	O	Enter a manual reserve (earmarked funds) document number to post the expense directly against the manual reserve. Account assignment information will be taken directly from the manual reserve.
Document item	O	Enter appropriate line item on manual reserves with multiple line items. No entry is required for manual reserves with only one line item.
Mileage measure	O	Defaults to KMS unit of measure for kilometers.
Number of KM	O	Enter the number of kilometers traveled.
Click on  to validate your entry.		
Verify all your entries. Ensure claimant (vendor) information is correct. See vendor information section below.		
Click  to POST your entries.		
Record document number on the expense reimbursement form and file. NOTE: If expense reimbursement is \geq \$10K for appointed employees or \geq \$5K for non-appointed (casual) employees, the document is PARKED . Record FIS document number on the expense reimbursement form, and... <i>IMPORTANT!!! Submit copies of the expense reimbursement form and supporting receipts/document to Financial Services Department: Accounts Payable for verification. The ERDD will NOT be posted until the documentation has been verified.</i>		

End of procedure.

The following processing options are available:

Action	Icon	Description
Hold Doc.		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 by Posting the document. There is no impact on funds availability.
Get Held Doc.		Retrieves a previously HELD document. A pop-up window will appear; enter the temporary user defined document number of the HELD document to be retrieved. Once retrieved, the following action is available:  Delete Held Doc. Select if the HELD document is no longer needed.

Vendor Information Section:



Field Name	Display Only(D)	Description of Field Content
Employee name	D	Defaults to vendor/personnel name master record.
Department	D	Defaults to employee's home department* as per HRIS Employee's Master Record. <i>*Home department is the primary holder of the highest position allocation percentage.</i>
Address	D	Defaults to employee's departmental street address
Address	D	Defaults to employee's departmental city, region, and postal code address
Document Bal.	D	Document balance indicator. The light reflects the document balance: Red light - Balance does not equal zero Yellow light - Initial status Green light - Balance is zero

Resource Information:

Policy:

Travel and Other Reimbursable Expenses:

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

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>

Reversal of Expense Reimbursement Direct Deposit

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

ERDD on the Web documentation

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