


Work Instruction

Expense Reimbursement Dual 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 a currency other than Canadian dollars** and the expenses are entered in both Canadian dollars and one other foreign currency (i.e. cheque issued in \$USD and expenses entered in both \$CAD and \$USD). This method does not require that all expenses be converted manually to a single currency. Expense reimbursements are processed directly through FIS, after appropriate departmental approval.

Steps

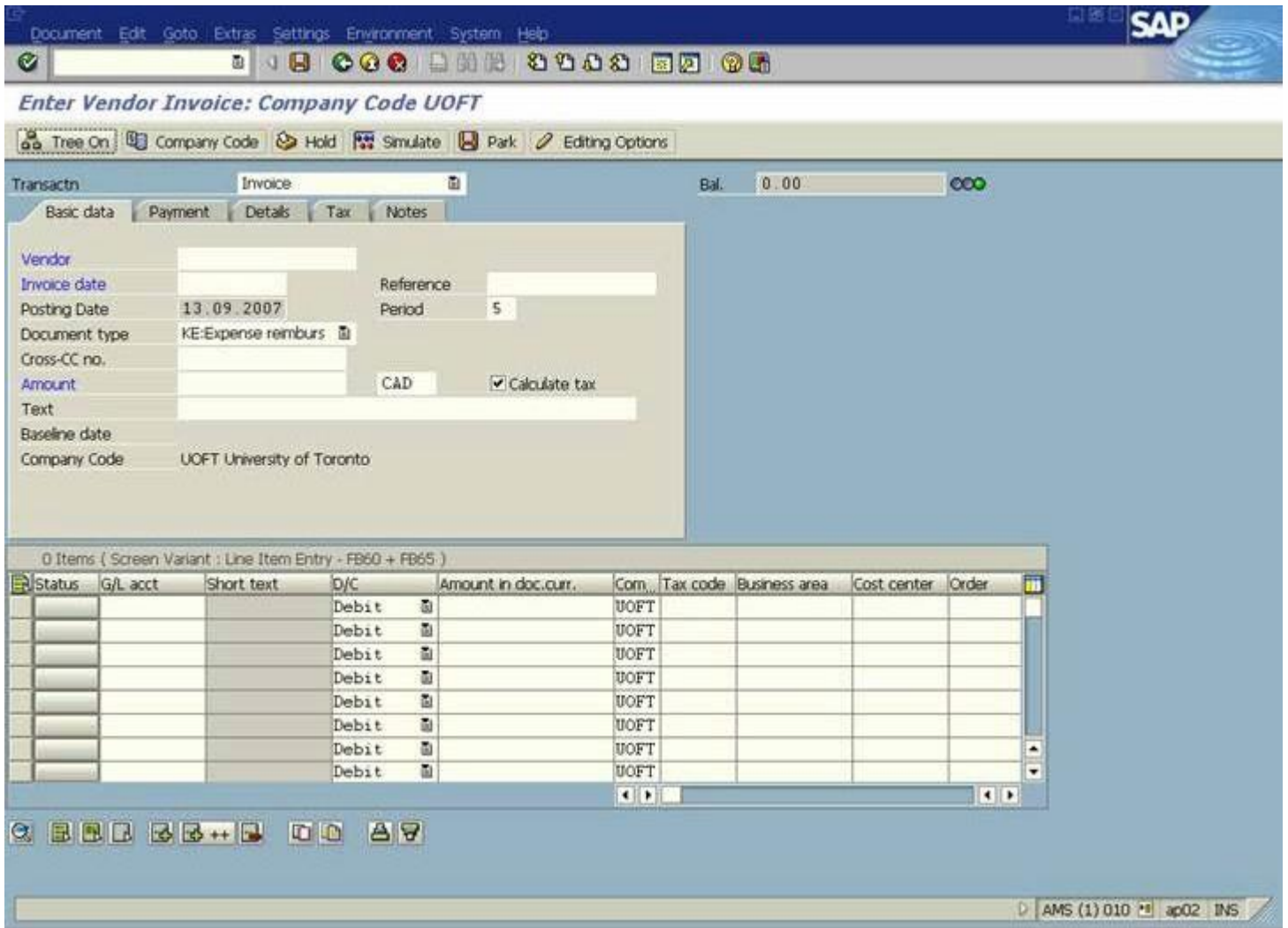
1. Obtain required receipts/proof of payment and a completed "[Expense Report/Accountable Advance Settlement form](#)  " Verify eligibility of expenses.
2. Obtain the appropriate authorization to pay the expense reimbursement
3. Process the expense reimbursement in FIS
4. Record FIS document number on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

Detailed Procedures

Access the transaction using:

Menu	Accounting >> Financial Accounting >> Accounts Payable >> Document Entry >> Invoice
Transaction code	FB60

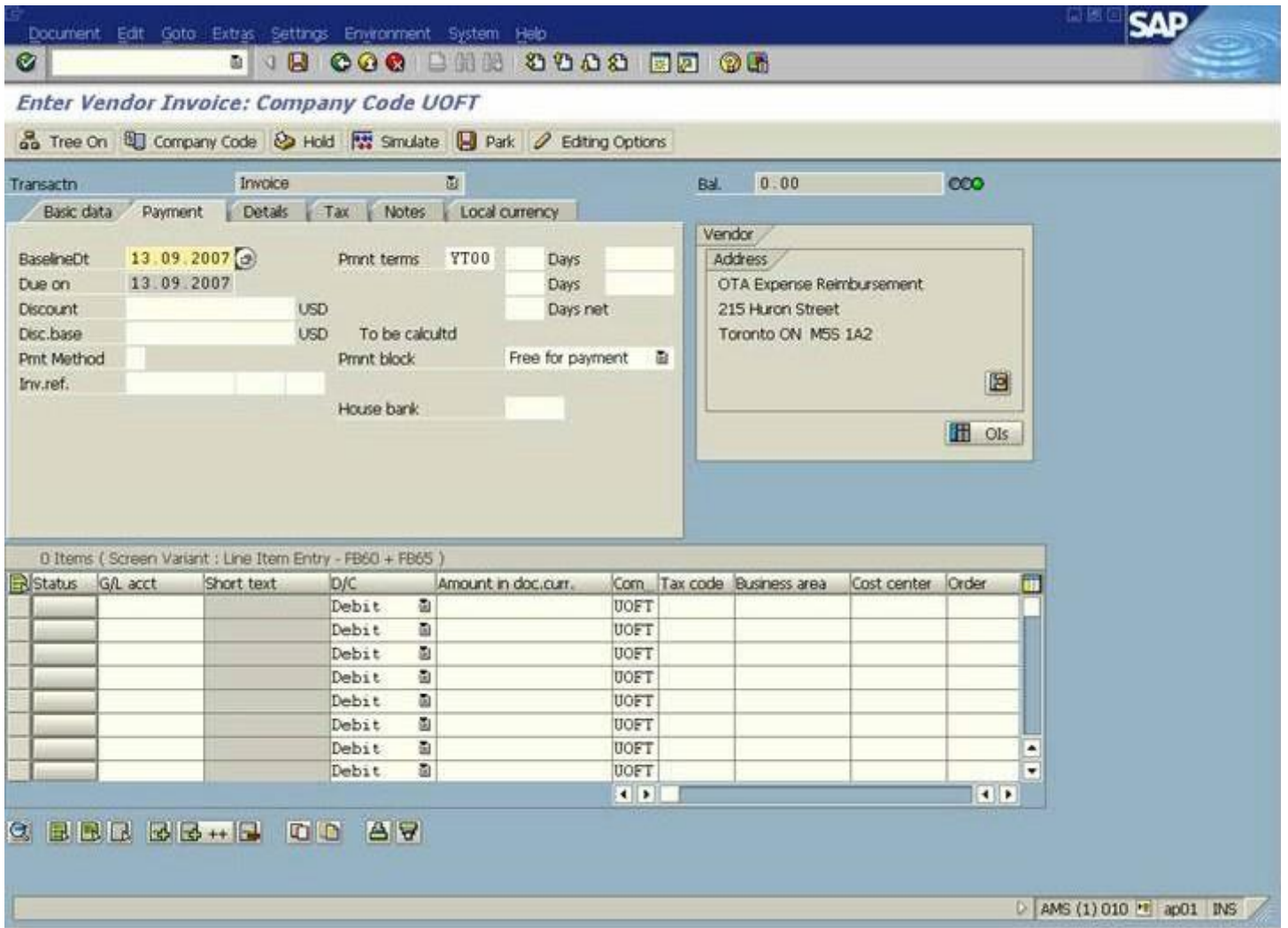
Screen: Enter vendor Invoice: Basic Data Tab



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, 990004. 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>DO NOT use 990001, 990002 or 990003 when processing an Expense Reimbursement.</p> <p>NOTE: When using an OTA vendor account, completion of the Address and Bank Data screen (vendor address screen) is required. If, at any time during the following procedure the completed vendor address screen reappears, click "Enter" to continue.</p>
Invoice Date	R	Enter the current date.

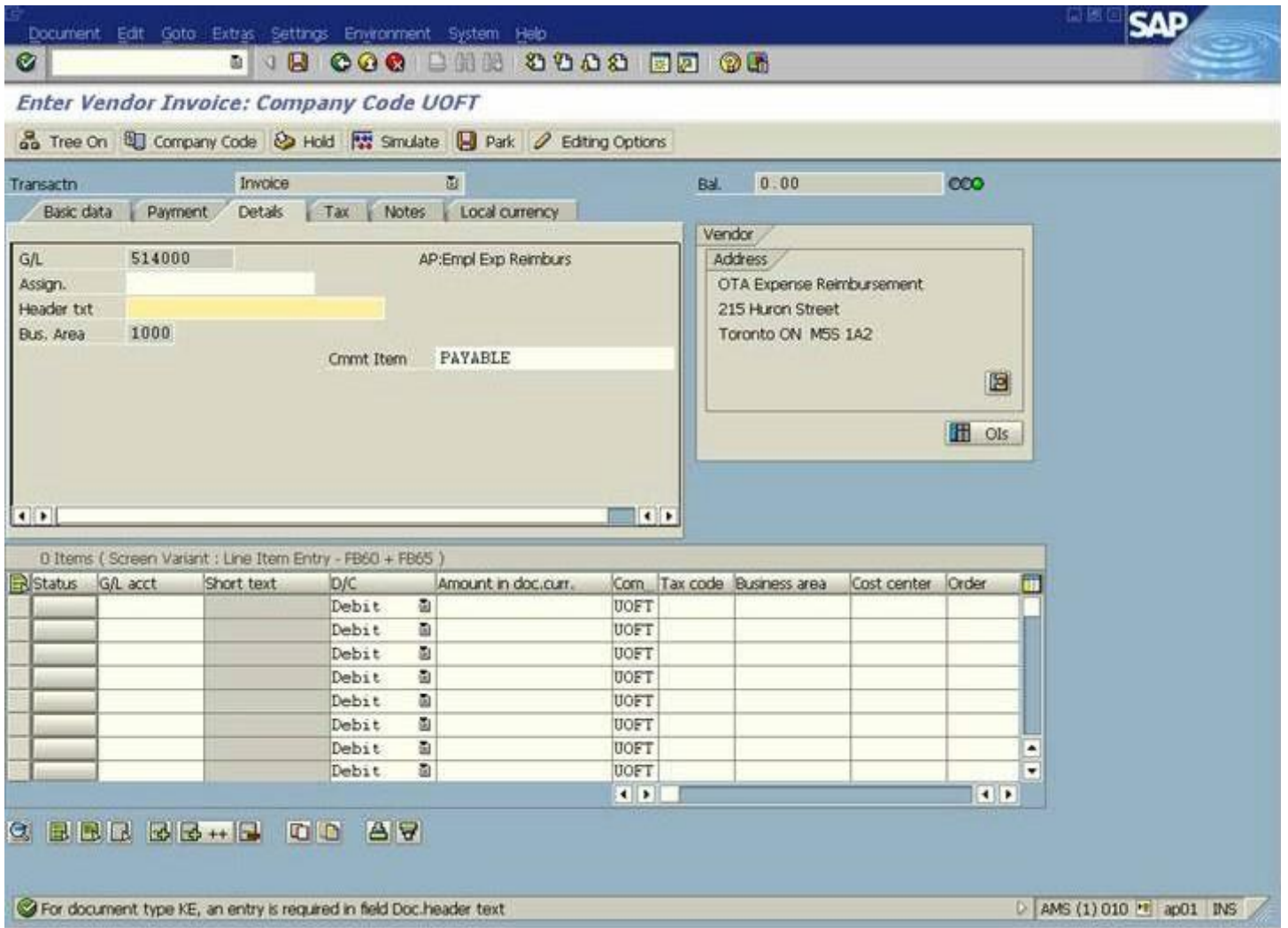
Reference	R	Enter text relevant to the claim being made. The information entered in this field will appear on the cheque stub issued to the claimant.
Posting Date	R	Defaults to the current date and should not be changed.
Period	R	Defaults to the current posting period based on the posting date. Period 1 to 12 reflect the University's fiscal year of May to April.
Document Type	R	Change the document type to (KE) Expense Reimbursement. 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	Leave amount field blank. Amount will be entered at a later step.
Currency (next to amount field)	R	Enter the currency that the cheque should be issued in. In order to process using the dual currency procedure the currency must be other than CAD. 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 (50 characters). Recommended: claimant's name, date, place of travel, type of expense.

Payment Tab



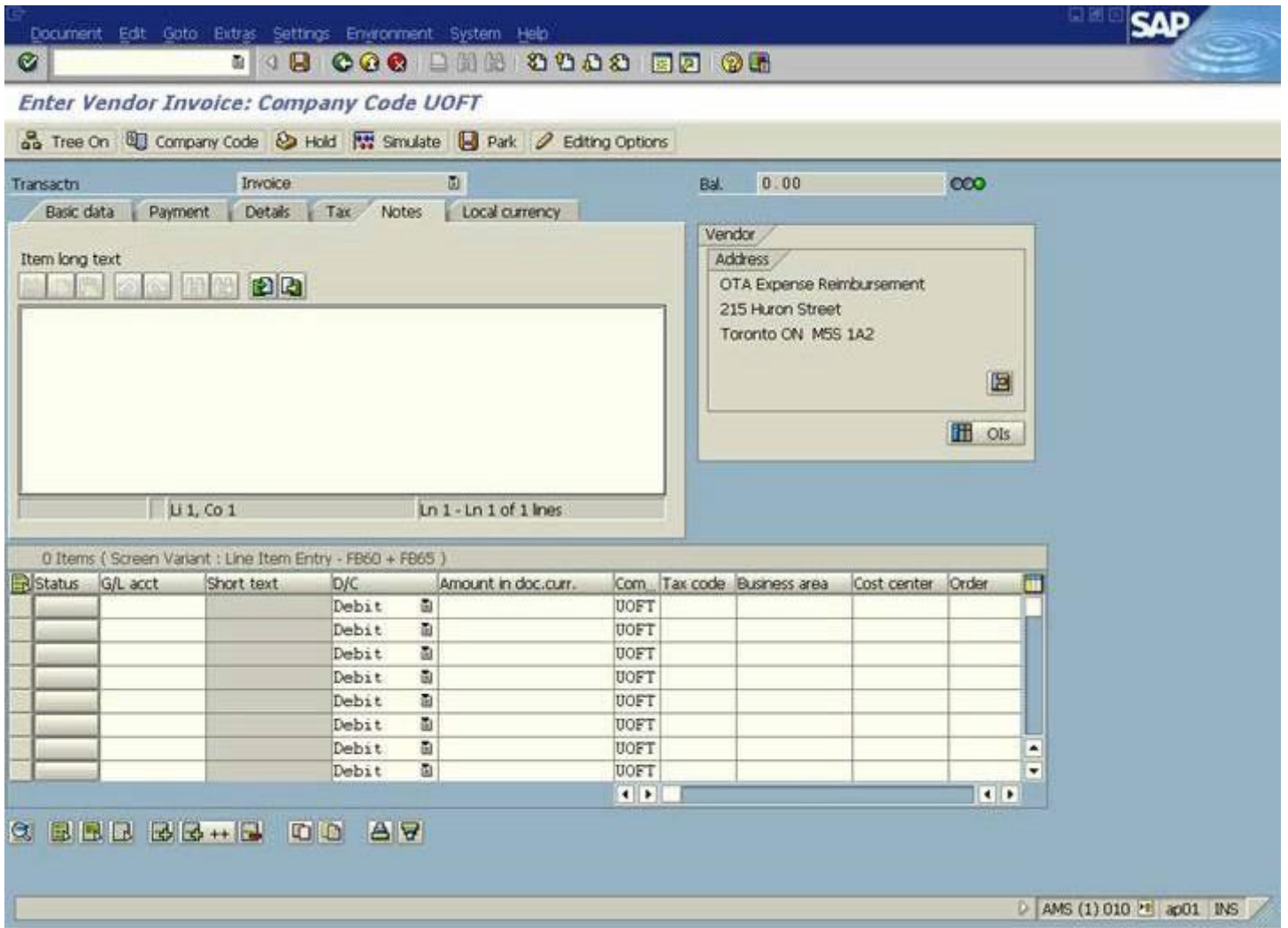
Field Name	Required (R) / Optional (O)	Description of Field Content
BaselineDt	R	This date defaults from the invoice date entered on the Basic data tab and should not be changed.
Due on	R	The due on date is calculated from the baseline date and the payment terms and indicates the date when the cheque is ready to be issued in FIS.
Pmnt Terms	R	Defaults based on the vendor account number used and should not be changed. For expense reimbursements the payment terms are YT00 and the cheque is issued on the first cheque run following the date of entry.

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. NOTE: Previously referred to as the document header text.

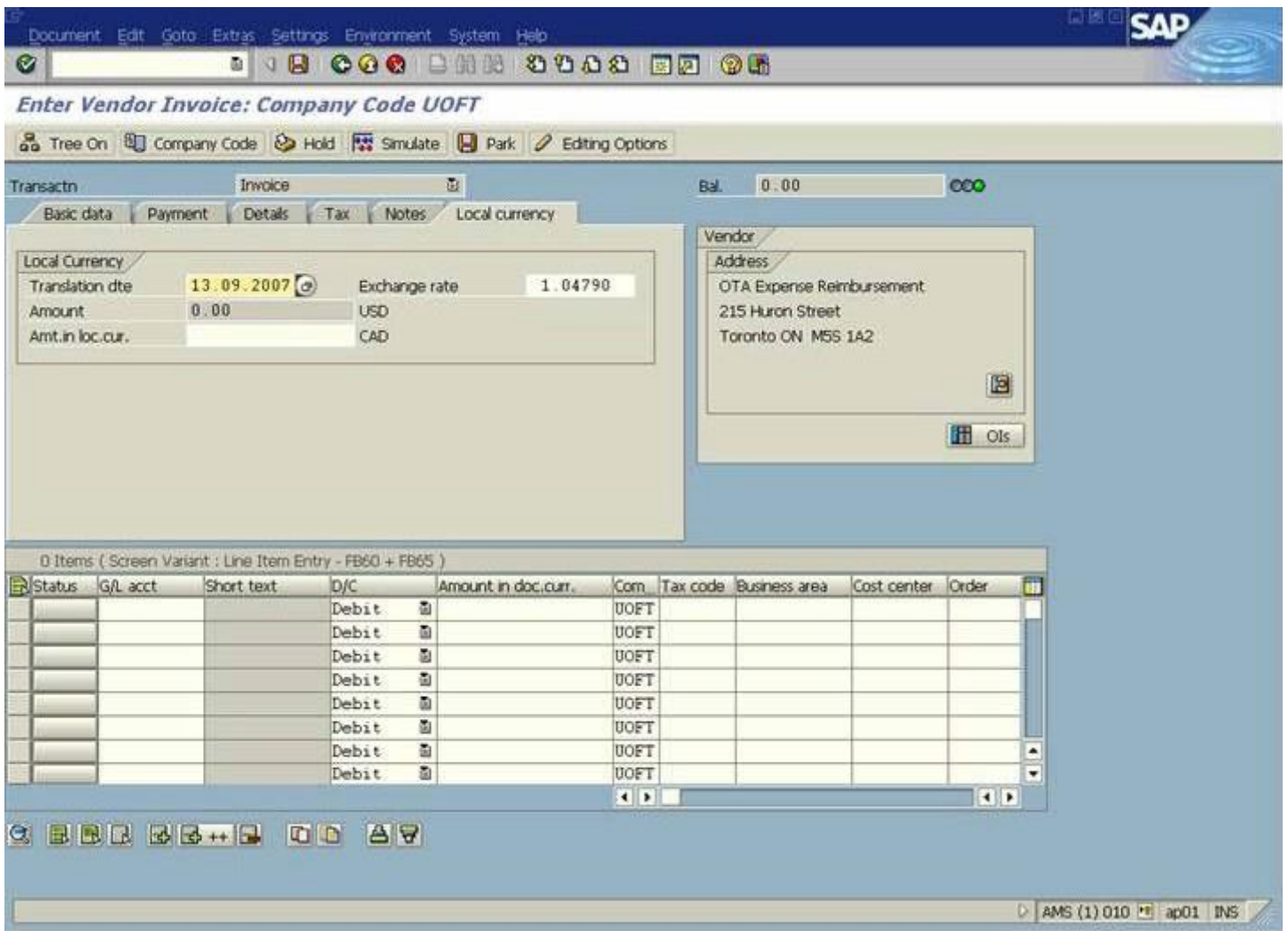
Notes Tab



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.

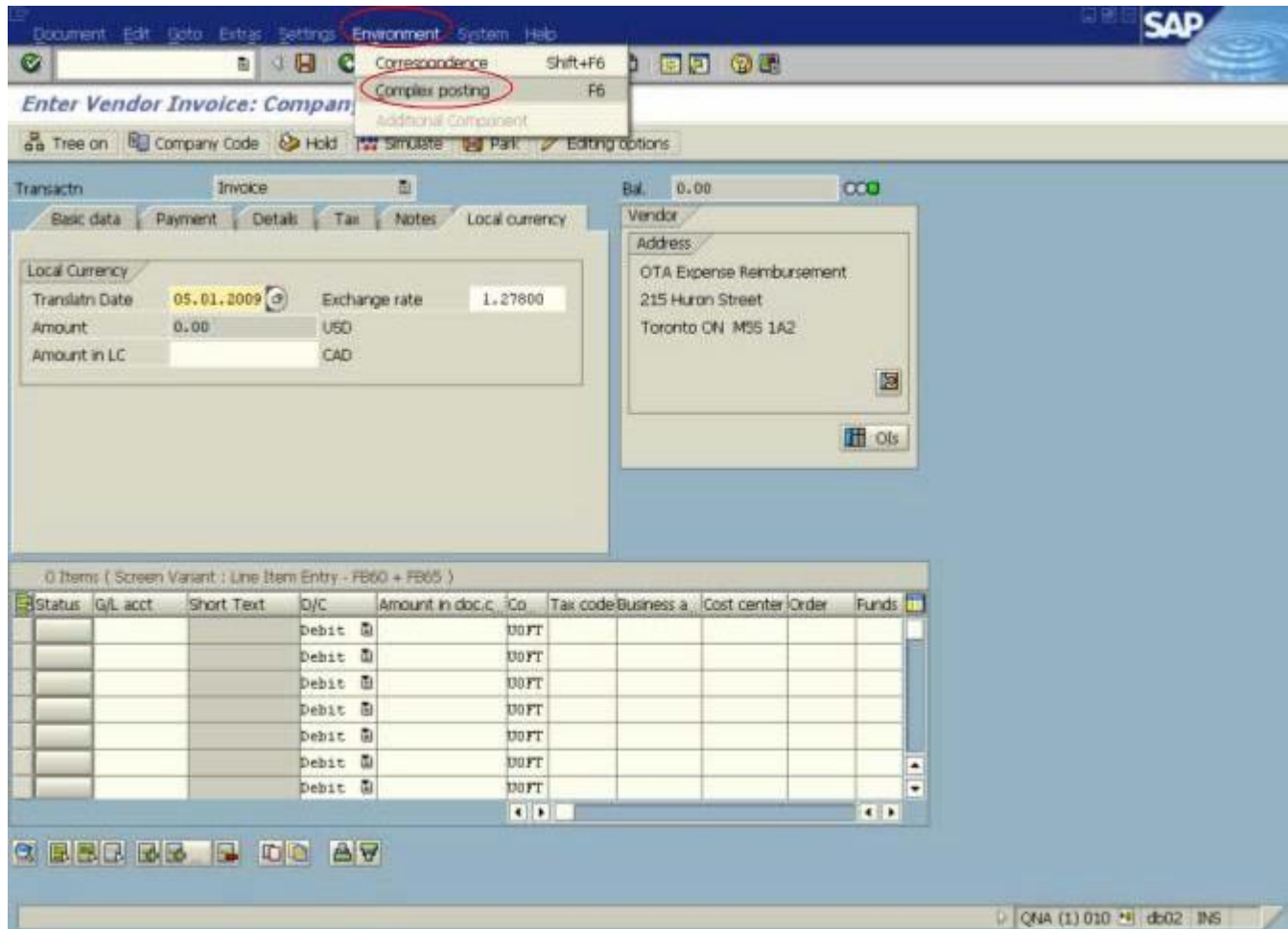
Local Currency Tab



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. Will not populate until the end of this transaction.
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. Will not populate until the end of this transaction.

After completing the required entries on all tabs, select the following menu path:

Environment >> Complex posting



Screen: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display Overview

Display Currency Park document Acct model Fast Data Entry Taxes

Document Date 13.01.2009 Type KE Company Code UOFT
 Posting Date 13.01.2009 Period 9 Currency USD 1.27800
 Document Number INTERNAL Fiscal Year 2009 Translatn Date 05.01.2009
 Reference JAN 5-10/09 CONF Cross-CC no.
 Doc.Header Text J Doe Jan 5-10/09 NY Conf Trading Part.BA

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	31	1000 0000990004	OTA Expense Reimbur	0.00	

D 0.00 C 0.00 0.00 * 1 Line items

Other line item

PstKy 40 Account 840040 G/L Ind TType New co.code

Other line item: Enter the first expense line item

Field Name	Required (R) / Optional (O)	Description of Field Content
PstKy	R	Enter 40 (Debit entry).
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. NOTE: When using the mileage G/L accounts (840040, 842040 or 844040) it is required to enter the quantity of kms and the units km.

Click on Enter.

Screen: Add G/L account item

Enter the number of kms and the units km (only applicable for G/L's 840040, 842040, 844040).

Field Name	Required (R) / Optional (O)	Description of Field Content
Amount	R	Use this field when entering the expense amount (including taxes) incurred in the document currency (i.e. \$USD).
Amount in LC	R	Use this field when entering the expense amount (including taxes) incurred in the local currency, \$CAD.
Tax code	R	Enter the appropriate tax code. NOTE: Use the tax code associated with the appropriate G/L account chosen to represent the expense, which is listed on the Expense Report/Accountable Advance Settlement form. If no appropriate G/L account is listed on the form, then use the appropriate tax code based on the taxes indicated on the receipts submitted. Click on the matchcode button to view a list of available tax codes or use the Tax Code Guidelines .

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	A five or six digit code that represents an organizational unit or program and tracks activity on a fiscal year basis. Financial transactions post to EITHER a Cost Center OR an Internal Order, but NOT both.
Order	R	A six digit code that represents an organizational unit or program and tracks activity on a non-fiscal year basis, i.e. short term or ongoing basis. Financial transactions post to EITHER a Cost Center or an Internal Order, but NOT both.
Funds Center	R	A six digit code, starting with "1" or "2" used to record the funding and spending transactions for financial activity reported on a fiscal year basis. (i.e. operating, ancillary, etc.).
Fund	O	A six digit code, starting with "3" or "4" used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year. (i.e. conference, research, etc.).
Commitment Item	R	An alphabetic code used to (1) group similar g/l accounts for summary reporting purposes; i.e. Supplies and (2) segregate budget dollars for special purpose spending; i.e. EXP-UTFA, SPECIALS, etc. within a Funds Center or Fund. Defaults based on G/L account used, maybe overwritten.
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 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.
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.

If there are other expense line items to process, repeat the procedure by using Next line item

Field Name	Required (R) / Optional (O)	Description of Field Content
PstKy	R	Enter 40 (Debit entry).
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.

Click on Enter.

Repeat the procedure above under "Screen: Add G/L account item" and "Next line item" until all expenses have been entered. NOTE: If "Enter" is clicked while entering data on the "Add G/L account item" screen, the screen name may change to "Correct G/L account item".

Once all expense line items have been entered, click on the "Display Document Overview" icon, as shown below:

Document Edit Goto Extras Settings Environment System Help

Correct G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 835000 Services:general
Company Code U0FT University of Toronto

Item 4 / Debit entry / 40

Amount	19.00	USD	Amount in LC	24.28	CAD
Tax Code	IX				
Business Area	1000				
Cost Center	11040		Order		
Commitment Item	SERVICES		Fund		
Funds Center	100818		Earmarked Funds		<input type="checkbox"/> Done

Purchasing Doc.

Assignment

Text J Doe Jan 5-10/09 NY Conf

Next Line Item

PstKy	Account	SGL Ind	New co.code
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Screen: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display Overview

Display Currency Park document Acct model Fast Data Entry Taxes

Document Date 13.01.2009 Type KE Company Code UOFT
 Posting Date 13.01.2009 Period 9 Currency USD 1.27800
 Document Number INTERNAL Fiscal Year 2009 Translatn Date 05.01.2009
 Reference JAN 5-10/09 CONF Cross-CC no.
 Doc.Header Text J Doe Jan 5-10/09 NY Conf Trading Part.BA

Items in document currency

PK	BusA	Acct		USD	Amount	Tax amnt
001	31	1000 0000990004	OTA Expense Reimbur		0.00	
002	40	1000 0000840040	Empfldtrip:mileage		27.39	IF
003	40	1000 0000825000	Suppl:general		18.74	IX
004	40	1000 0000835000	Services:general		19.00	IX

Vendor line item (line item 1)

The Debit (D) and Credit (C) amounts must match and the balance must equal zero before the document can be posted.

D 65.13	C 0.00	65.13 *	4 Line items
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Other line item

PstKy count SGL Ind TType New co.code

To balance, double click on the Vendor line item.

NOTE: If you have used an OTA vendor account, the Address and Bank Data screen will appear, click on "Enter" to proceed to the "Correct Vendor item" screen.

Screen: Correct Vendor item

Document Edit Goto Extras Settings Environment System Help

Correct Vendor item

Vendor: 990004 OTA Expense Reimbursement G/L Acc: 514000
 Company Code: UOFT 215 Huron Street
 University of Toronto Toronto

Item 1 / Invoice / 31

Amount: * USD Amount in LC: CAD
 Tax Code:
 Bus. Area: 1000
 Payt Terms: YT00 Days/percent: / /
 Bline Date: 13.01.2009 Fixed:
 Disc. base: Amount is calculated Disc. Amount:
 Invoice ref.: / /
 Pmnt Block: Pmt Method: Pmt meth.supl.
 Assignment:
 Text: J Doe Jan 5-10/09 NY Conf

Next line item
 PstKy: Account: SGL Ind: New co.code:

Field Name	Required (R) / Optional (O)	Description of Field Content
Amount	R	Use this field to enter the amount in the document currency (i.e. \$USD). NOTE: At this point, the field is blank. Once all of the expense line items have been entered and converted to the document currency, an asterick (*) can be entered here. The total amount to be paid to the claimant, including all taxes, will automatically populate the field, after the Display Document Overview icon is clicked.
Amount in LC	R	Use this field when entering the amount in the local currency, \$CAD. NOTE: At this point, the field is blank. After an asterick (*) has been entered in the Amount field (see above) and the Display Document Overview icon is clicked, it will automatically populate with the converted amount in local currency (CAD).
Pmnt Method	R	Enter: B for U.S. dollar cheque or D for Foreign Draft for payment outside Canada/USA

(in currency other than Canadian and USD)

Once the asterick has been entered in the "Amount" field and the correct "Pmnt Method" has been selected, click on the "Display Document Overview" icon.

Screen: Display Overview

Document Date: 13.01.2009, Type: KE, Company Code: UOFT
Posting Date: 13.01.2009, Period: 9, Currency: USD, 1.27800
Document Number: INTERNAL, Fiscal Year: 2009, Translatn Date: 05.01.2009
Reference: JAN 5-10/09 CONF, Cross-CC no.:
Doc.Header Text: J Doe Jan 5-10/09 NY Conf, Trading Part.BA:

PK	BusA	Acct	USD	Amount	Tax amt
001	31	1000 0000990004	OTA Expense Reimbur	65.13-	
002	40	1000 0000840040	Emplfldtrip:mileage	27.39	IF
003	40	1000 0000825000	Suppl:general	18.74	IX
004	40	1000 0000835000	Services:general	19.00	IX

The Debit (D) and Credit (C) amounts now match and the balance equals zero. The document can now be posted.

D 65.13 C 65.13 0.00 * 4 Line items



Other line item
PstKy count SGL Ind TType New co.code

The balance must be zero before the document can be posted. Check to ensure the document balance is zero (see screen print above). If the balance is not zero, line item amounts must be changed or additional line items added.

Changing Line Items: Double click on the line item to return to the "Correct Vendor Item" screen. If using an OTA vendor account click on the or hit enter to proceed.

Adding Line Items: Repeat the process above under the "Next line item" section.

The following processing options are available:

Action	Icon/Menu Path	Description
Post		Posts the document and provides a document number. Record document number on original invoice and file.
Hold	Document >> 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)	Document >> Simulate	Simulating calculates and displays the tax implications (if any). To make changes to line items after simulating the document must first be reset. This is done by clicking on the icon. Hit enter to accept information message "Automatically created line items will be deleted".

End of procedure.

Resource Information

Guide to Financial Management

Travel and Other Reimbursable Expenses

Reference Guides:

Accounts Payable Invoice

Imprest Bank Account Reimbursement

Expense Reimbursement Single Currency

Using OTA Vendor Accounts

Petty Cash Reimbursement