

# Accounts Payable Processing Part 2

## Expense Reimbursements

*Course 3 in Standard Curriculum*

# Learning Objectives

- Understand what are Expense Reimbursements
- Apply the Accounts Payable Business Process to Expense Reimbursements
- Understand the methods used to process Expense Reimbursements
- Process Expense Reimbursements for Staff
- Process Expense Reimbursements for non-Employees
- Correct Posted Expense Reimbursements



[Link to Course Material](#)

# Housekeeping – All FIS Courses and Workshops

## Expectations for FIS Courses:

- Must be able to complete all assigned exercises in the SAP-QT1[HANA] training application.
  - If you are having technical issues, and cannot complete the exercises in class, you have 1 week to complete them. If extensions are necessary, please contact me.
  - The instructor will review all exercises.
- Must attend most of the class. If you miss 20 minutes or more of class you will not be eligible for course credit.



All FIS courses are recorded and will receive a copy of the recording for their record.

# Reimbursements - Definition and Scope

Reimbursements refer to payments to individuals for out-of-pocket costs they have incurred while doing business on behalf of the University.

The individual could be an:

- Employee
- Student
- Visitor (e.g. guest speaker)
- Anyone else who incurred a legitimate expense



[Learn more in the  
GTFM Policy](#)

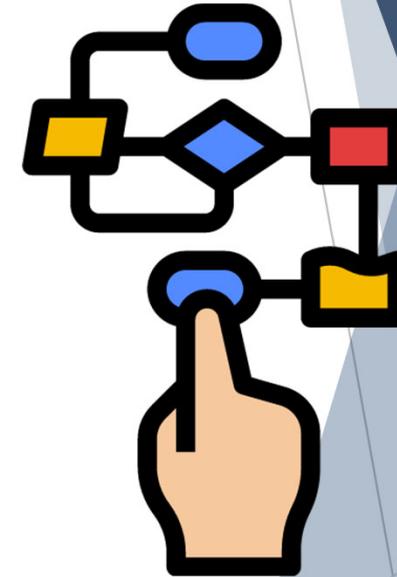


External service providers, such as consultants are excluded from receiving reimbursement since they have a contract/agreement that is typically inclusive of all expenses related to the advisory services they provide.

Visit the [Procurement Services website](#) to learn more.

# The Expense Reimbursement Business Process

- Step 1** Obtain receipts/proof of payment, supporting documentation AND a completed **Expense Report/Accountable Advance Settlement Form**
- Step 2** Authorized approver (i.e. one-up) reviews and approves the claim
- Step 3** Obtain/determine the FIS account information (e.g., FC, CC/IO, G/L)
- Step 4** **Process the expense reimbursement transaction 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**



To learn about the policy that governs expense reimbursements at the University, attend the **Managing Travel & Other Reimbursable Expenses workshop**.

# Methods of Payment

Claimants pay for expense using the following options:

- Personal funds/credit cards
- UofT Scotiabank Visa Travel & Hospitality Card
- Accountable Advance

Regardless of the method of payment, claimants are expected to submit original receipts and supporting documentation.



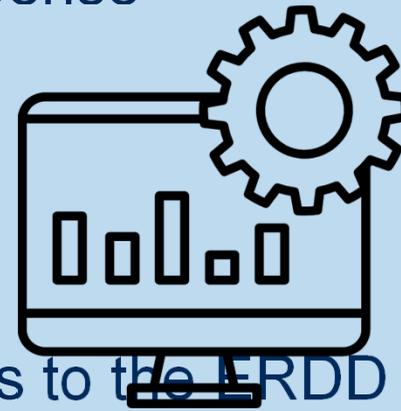
Check out the **Expense Reimbursement Checklist** for a summary of required receipts and supporting documentation.

# How can you Process Expense Reimbursements?

There are **two applications** that can be used to process expense reimbursements:

- FIS
- ERDD – Web Application

Users who have access to AMS/FIS will typically have access to the ERDD – Web Application.



Today's class will focus on processing reimbursements in FIS.

To learn more about the ERDD – Web Application, [visit the Change Documentation page](#).



Learn more about Expense Reimbursements on the [Documentation & Support page](#)



# Processing Reimbursements in FIS

Processing reimbursements in FIS differs based on:

- Whether or not the claimant is an employee.
- The currency the claim is to be issued.

Based on these factors, the reimbursements can either be issued via **cheque OR direct deposit.**



## Who can receive the reimbursement through direct deposit?

Reimbursing claimants through a direct deposit is only available **for staff (appointed or casual) of the University who would like to be reimbursed in CAD.**

All other reimbursements would be via cheque/draft or in rare situations, wire transfers. [Read this article to learn more about wire transfers.](#)

# Where do I process Expense Reimbursements in FIS?

There are two transactions screens used to process reimbursements in FIS that depend on the claimant and currency.

- **Staff in CAD via direct deposit: ZER01 – ERDD**
- **Non-employees OR staff in non-CAD currency via cheque: FB60 – Invoice**

Regardless of the transaction screen, the **payment terms** for ERDD and reimbursement cheque is **IMMEDIATE**.



This means that the reimbursement will be deposited in the next transmission run on **Tuesday or Friday**, and the cheque will be issued on the following **cheque run on Wednesday**.



Link to **Course Material** page.

# Processing Reimbursements for non-Employees and Staff in non-CAD (Cheque)



# Using the FB60 – Invoice Screen to Process Reimbursement Cheques

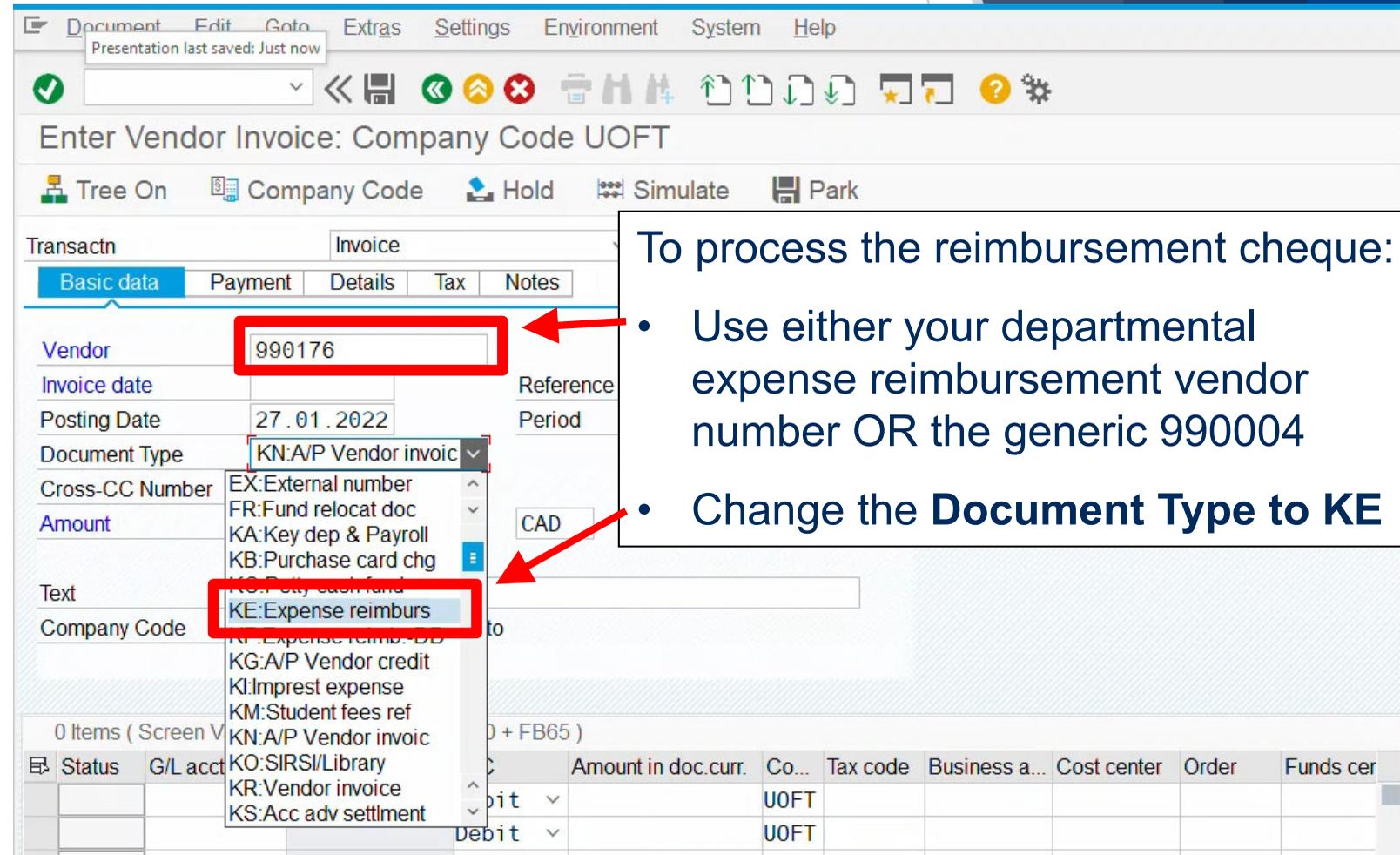
The FB60 – Enter Invoice screen is used to process:

- Invoices (under \$10,000)
- Expense reimbursement cheques
- Petty Cash/Imprest Account Replenishment
- Refundable Deposit Refunds

Processing expense reimbursements via cheques is similar to processing Invoices using a One Time Account (OTA).



Link to [Reference Guide](#) page.



Enter Vendor Invoice: Company Code UOFT

Transactn Invoice

Basic data Payment Details Tax Notes

Vendor 990176

Invoice date

Posting Date 27.01.2022

Document Type KN:A/P Vendor invoice

Cross-CC Number EX: External number

Amount FR: Fund relocat doc

Text KA: Key dep & Payroll

Company Code KB: Purchase card chg

KE: Expense reimburs

0 Items ( Screen V

Status G/L acct

Amount in doc.curr. Co... Tax code Business a... Cost center Order Funds cer

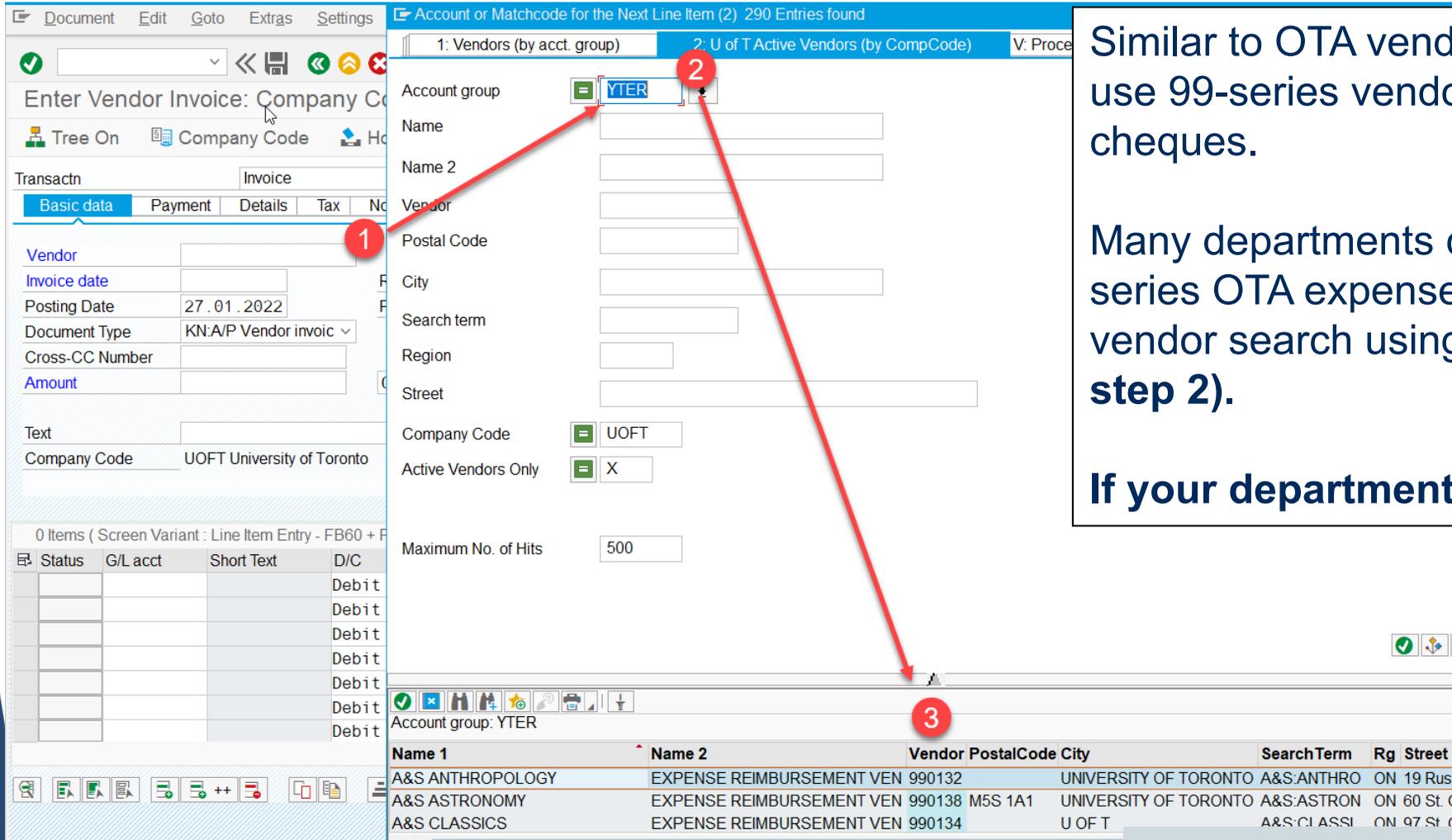
UOFT

UOFT

To process the reimbursement cheque:

- Use either your departmental expense reimbursement vendor number OR the generic 990004
- Change the **Document Type to KE**

# Selecting the Correct Vendor Account



Account or Matchcode for the Next Line Item (2) 290 Entries found

1: Vendors (by acct. group) 2: U of T Active Vendors (by CompCode) V: Proc...

Enter Vendor Invoice: Company Co

Tree On Company Code Ho

Transactn Invoice

Basic data Payment Details Tax No

Vendor

Invoice date

Posting Date 27.01.2022

Document Type KN:A/P Vendor invoice

Cross-CC Number

Amount

Text

Company Code UOFT University of Toronto

Account group YTER

Name

Name 2

Vendor

Postal Code

City

Search term

Region

Street

Company Code UOFT

Active Vendors Only X

Maximum No. of Hits 500

Account group: YTER

Name 1	Name 2	Vendor	PostalCode	City	SearchTerm	Rg	Street
A&S ANTHROPOLOGY	EXPENSE REIMBURSEMENT VEN	990132		UNIVERSITY OF TORONTO	A&S:ANTHRO	ON	19 Russ
A&S ASTRONOMY	EXPENSE REIMBURSEMENT VEN	990138	M5S 1A1	UNIVERSITY OF TORONTO	A&S:ASTRON	ON	60 St G
A&S CLASSICS	EXPENSE REIMBURSEMENT VEN	990134		U OF T	A&S:CLASSI	ON	97 St G

Similar to OTA vendor invoice payments, departments use 99-series vendor numbers for reimbursement cheques.

Many departments can search for their own assigned 99-series OTA expense reimbursement number in the vendor search using the **Account Group YTER** (see step 2).

**If your department does not have one, use 990004.**

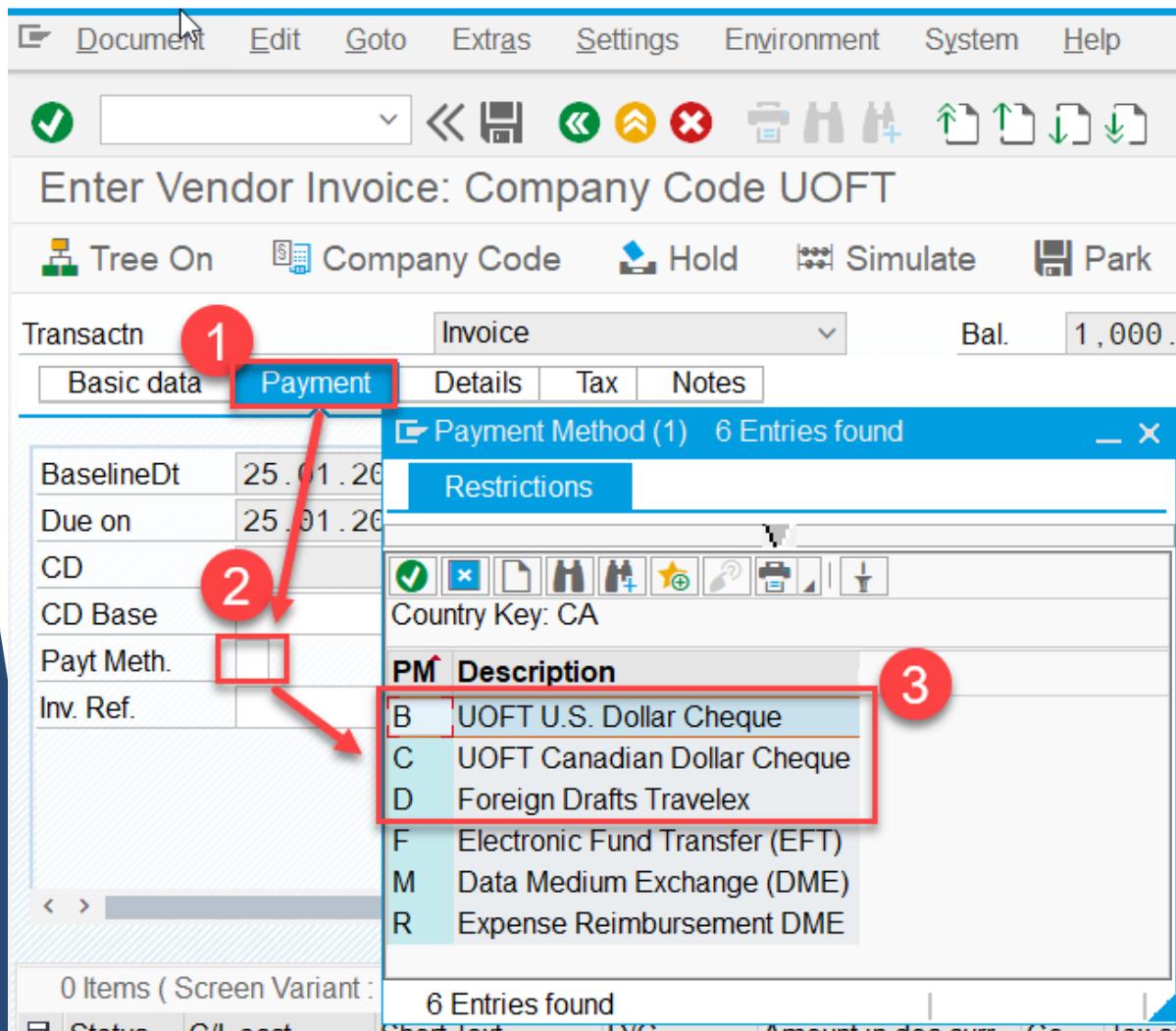
If you mistakenly use 990001, 990002 or 990003, which are coded for commercial vendors, it will delay the cheque due to the payment terms.

Link to [Reference Guide](#) page.



# Entering the Payment Method

The Payment Method field is required when processing reimbursement cheques, and **MUST** correspond with the payment currency.



Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code UOFT

Tree On Company Code Hold Simulate Park

Transactn Invoice Bal. 1,000.

Basic data **Payment** Details Tax Notes

Payment Method (1) 6 Entries found

Restrictions

Country Key: CA

PM	Description
B	UOFT U.S. Dollar Cheque
C	UOFT Canadian Dollar Cheque
D	Foreign Drafts Travelex
F	Electronic Fund Transfer (EFT)
M	Data Medium Exchange (DME)
R	Expense Reimbursement DME

6 Entries found

If the Payment Method is not selected OR is incorrect (i.e. does not match currency), the cheque may not be produced.

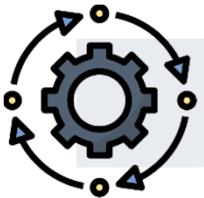


Link to [Reference Guide](#) page.

# Exercise 1 – Process Expense Reimbursement

## Instructions (approx. 15 minutes)

Login into the SAP-QT1 [HANA] application and process a reimbursement via cheque.



[Reference Guide for the exercise](#)

# Processing an Expense Reimbursement Direct Deposit (ERDD) in FIS



# Using the ZER01 – ERDD Create Screen

ZER01 – ERDD Create is a custom screen that enables users to process direct deposit.

## It is required to:

- **Enter or search for the Personnel #** to locate the corresponding FIS employee Vendor # (i.e. 8XXXXX)
- **For casual staff, if it is their first ERDD**, you will need to create a vendor number.

Expense reimbursement (direct deposit):

[Create Vendor](#) [Clear Screen](#) [Get Held Doc.](#) [Hold Doc.](#) [Web based Help](#)

Vendor	855703	Personnel No.	1127627	Employee name	Rames Paramsothy
Document Date	01.12.2021			Department	Financial Advisory Servic
Posting Date	27.01.2022			Address	215 Huron Street
Document Type	KF			Address	Toronto, ON, CA, M5S 1A2
Reference	reimbursement			Document Bal.	0.00
Currency	CAD				
Doc.Header Text	reimbursement				
Claim Amount	100				

Any field that is grey cannot be changed, such as the Document Type (KF) and Currency (CAD).



Link to [Reference Guide](#) page.

# Common Error when Processing ERDD

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

 Vendor blocked and marked for deletion

## How do I fix this error and process my ERDD?

To correct you must first confirm the employee's status is 'Active' and then send an email to [ap.fsd@utoronto.ca](mailto: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 #



## ERDDs over \$5,000 & \$10,000

All ERDD's will be **PARKED** if the total amount of the claim is:

- Equal to or greater than **\$10,000 for an appointed staff member** OR
- Equal to or greater than **\$5,000 for non-appointed casual staff member**

 Document 2350613341 UOFT was **parked**

As a result, **the ERDD will NOT be transmitted to the claimant** until you email Accounts Payable ([ap.fsd@utoronto.ca](mailto:ap.fsd@utoronto.ca)) the following:

- copies of the receipts/supporting documentation
- A copy of the expense report form



Link to [Knowledge Centre article](#)

# How does the Claimant know they Received the Deposit?

If the claimant's email and banking information is up to date, once the direct deposit is transmitted to the bank (on either Tuesday OR Friday), they will receive a confirmation email.

## The email will include:

- The amount of the deposit
- Claimant name
- FIS document number
- Description of reason for claim

Note: If they have multiple claims in a deposit, [read this article to learn how to locate them in FIS.](#)



If the claimant either did not receive the deposit but got an email, OR got the email but no deposit, please contact your [FAST Team representative](#)

From: [accountspayable.financialservices@utoronto.ca](mailto:accountspayable.financialservices@utoronto.ca) [mailto:[accountspayable.financialservices@utoronto.ca](mailto:accountspayable.financialservices@utoronto.ca)]  
Sent: Tuesday, August 24, 2018 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 2018 ):

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.

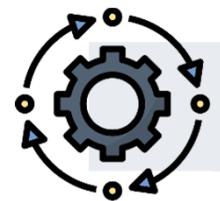
The University of Toronto ensures that your personal and financial information is secure and handled with care.

Accounts Payable  
Financial Services Department

# Exercise 2 – Process an ERDD

## Instructions (approx. 10 minutes)

Login into the SAP-QT1 [HANA] application and process an ERDD in FIS.



[Reference Guide for processing an ERDD in FIS](#)

# Correcting Reimbursement Postings

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 “**cached**” *and*
- a **clearing document is created**

When a clearing document exists, the **Document Reversal** function is not possible.



Link to simulation on [how to determine the status of cheque, direct deposit or electronic funds transfer.](#)

# What if the Deposit or Cheque has Cleared?

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.

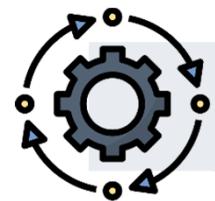
## **Incorrect Amount**

- **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.

# Exercise 3 – Reverse an ERDD

## Instructions (approx. 5 minutes)

Login into the SAP-QT1 [HANA] application and reverse an ERDD.

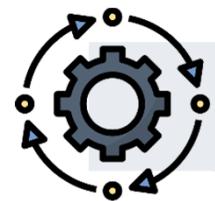


[Reference Guide to reverse an ERDD](#)

# Exercise 4 – Process an Expense Reimbursement Cheque

## Instructions (approx. 15 minutes)

Login into the SAP-QT1 [HANA] application and process an expense reimbursement cheque.



[Reference Guide for processing an expense reimbursement cheque](#)

# Learning Objectives

- Understand what are Expense Reimbursements
- Apply the Accounts Payable Business Process to Expense Reimbursements
- Understand the methods used to process Expense Reimbursements
- Process Expense Reimbursements for Staff
- Process Expense Reimbursements for non-Employees
- Correct Posted Expense Reimbursements



[Link to Course Material](#)

## Contact Information & Additional Resources



- **FAST General Mailbox** – [fast.help@utoronto.ca](mailto:fast.help@utoronto.ca)
- [Faculty FAST Team Representatives List](#)

- [Knowledge Centre](#)
- [Documentation & Support](#)



We are always looking for ways to improve.  
[Click here](#) and take a moment to complete our course evaluation.