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SIMULATION: How to Process and Clear Refundable Deposit Receipts and Refunds

FAST Tips

Simulation



**How to Process and
Clear Refundable
Deposits and Refunds**

*FAST Team,
Financial Services Dept.
University of Toronto*

Learn More:

- [Workshop Material: Managing Refundable Deposits](#)
 - [Reference Guide: Create Cash Receipts for Refundable Deposits](#)
 - [Reference Guide: Repayment of Refundable Deposits](#)
 - [Training Documentation: G/L Account Postings – Basic Data Entry](#)
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Update to Automobile and Meal Per Diem Rates for Travel

The Financial Services Department periodically conducts a review of reimbursement rates to ensure the University adequately reimburses faculty and staff for reasonable amounts while representing the University or traveling on University business. This includes a review of both the automobile and meal allowance per diem reimbursement rates.

After performing a detailed review of the current meal allowance per diem reimbursement rates, the meal allowance rates will change to \$80 CAD (Breakfast \$15; Lunch \$20; Dinner \$45) for travel in Canada and \$100 CAD (Breakfast \$20; Lunch \$25; Dinner \$55) for travel outside of Canada effective for all reimbursements made after January 31, 2020. **For long-term travel in excess of 30 consecutive days in one location, the meal allowance rates will be reduced to 75% of the applicable per diem rate.** The last time these meal rates were changed was in 2008.

After reviewing current Ontario CAA driving costs, comparable Ontario University rates, and CRA's tax-exempt allowances rate, the kilometrage rate will increase from \$0.54 per kilometer to \$0.57 per kilometer for all reimbursements made after January 31, 2020. The last time this rate was changed was in 2016.

Any kilometrage and meal expenses incurred before February 1st, 2020 will need to be reimbursed at the prior rates, while those incurred after should be reimbursed at the new meal and kilometrage rates.

Note: The per diem rates on the **Expense Reimbursement Direct Deposit (ERDD) on the Web** form will be updated effective February 1st and cannot be changed. **In order to process a direct deposit reimbursement at the old rates after February 1st**, you will need to use the SAP ERDD reimbursement transaction (ZER01) or process an expense reimbursement cheque (FB60).

The image shows a screenshot of the SAP Expense Reimbursement form. A red-bordered callout box highlights the updated rates for allowances and per diem. The callout box contains the following information:

Allowance	Per Diem:	In Canada	USA/International	Pr
*Tax codes used	# of Breakfasts	>\$15/day	>\$20/day	
for Allowances	# of Lunches	>\$20/day	>\$25/day	
as follows:	# of Dinners	>\$45/day	>\$55/day	
EA = In Canada EO = USA/Intl	OR # of days	>\$80/day	>\$100/day	
	# of kilometers	x \$0.57/km		

The main screenshot shows the SAP Expense Reimbursement form with the following sections:

- Expense Reimbursement** - Expense Reimbursement
- Airfare** - Travel within Canada (E4010 ER), Travel to USA from Ontario (E4010 EE), All other Airfare (E4010 EO)
- Accommodation** - ON (13%HST) (E4020 ER), PEI, NS, NF, NB (15%HST) (E4020 EN), All other provinces /territories (E4020 EE), USA /International (E4020 EO)
- Allowance** - Per Diem: In Canada, USA/International, Press Enter for results
- *Tax codes used** - # of Breakfasts (E4030 EA), # of Lunches (E4030 EA), # of Dinners (E4030 EA)
- EA = In Canada, EO = USA/Intl** - OR # of days (E4030 EA), # of kilometers (E4040 EA)
- Rail / Bus** - Travel within Canada (E4050 ER), Travel outside Canada (E4050 EO)

A red arrow points from the callout box to the corresponding fields in the main form.

Learn More:

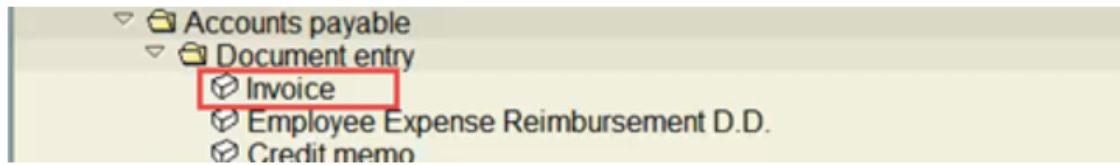
- [Memo - Automobile and Per Diem Rates for Travel](#)
- [GTFM Policy - Travel and Other Reimbursabel Expenses - Policies and Guidelines](#)
- [GTFM Policy - Reimbursement Rates](#)
- [Reference Guide - ERDD \(Web\) Create](#)
- [Reference Guide - ZER01 - Expense Reimbursement Direct Deposit \(ZER01\)](#)
- [Reference Guide - FB60 -Expense Reimbursement Single Currency Create \(Cheque\)](#)
- [Resource - Expense Reimbursement Checklist - Template](#)

Using Transaction Codes(TCodes) to Access AMS Screen

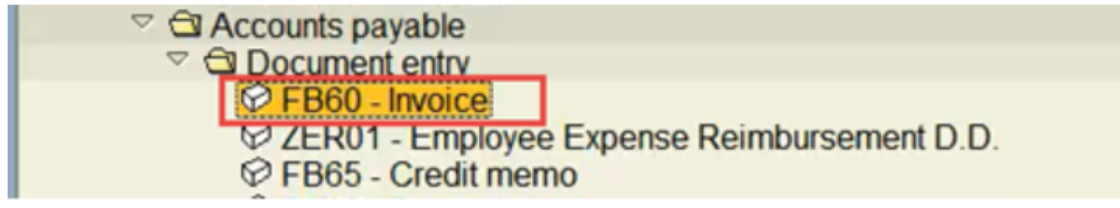
Transaction codes are alpha-numeric shortcut keys that AMS uses to identify transaction screens (e.g., FB60, ZER01). These codes can save you time when accessing transaction screens.

1. Viewing TCodes in the Menu

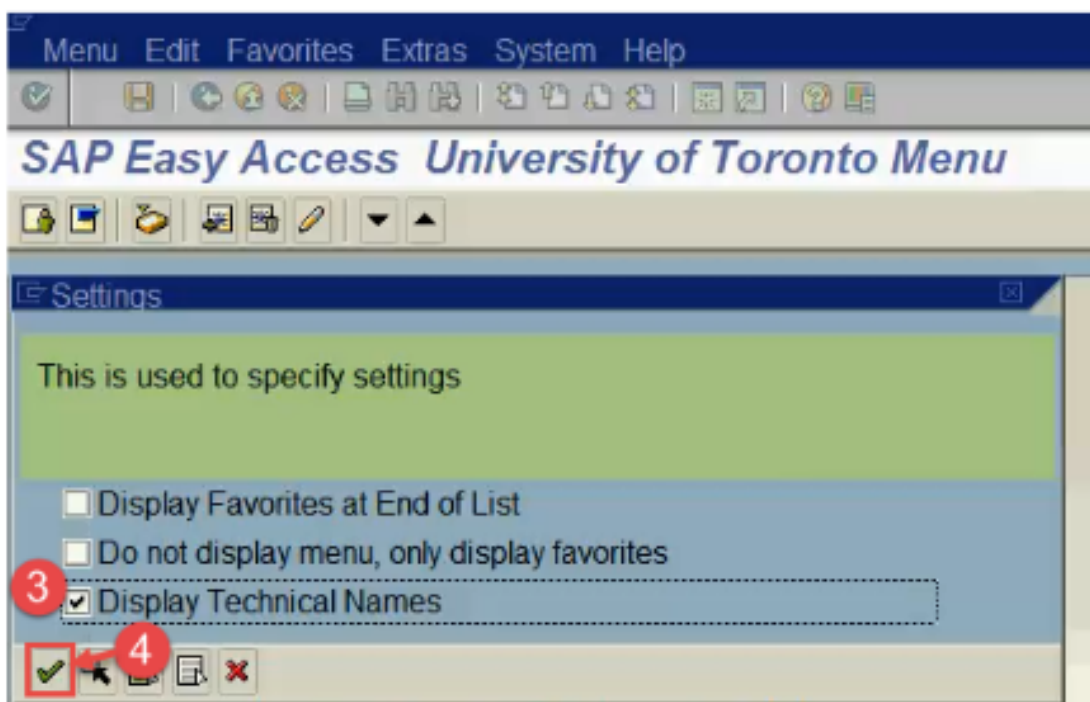
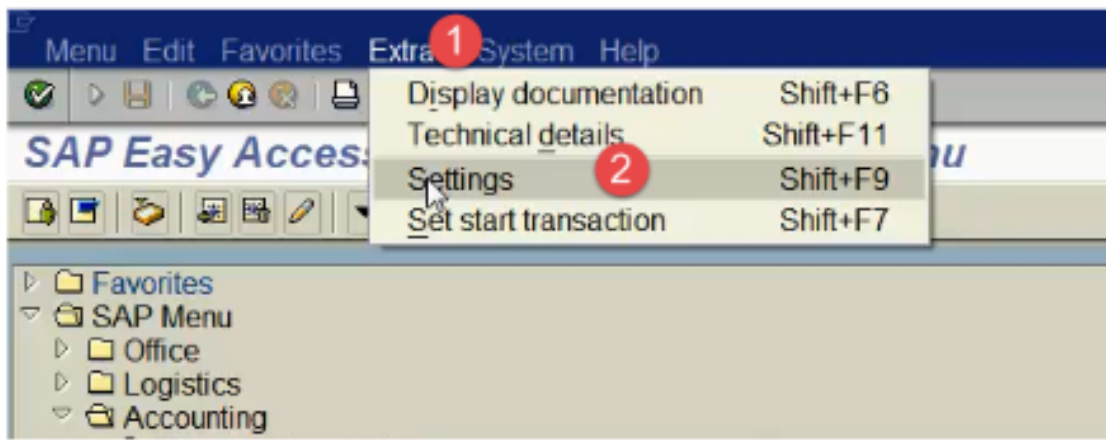
Without TCode (FB60):



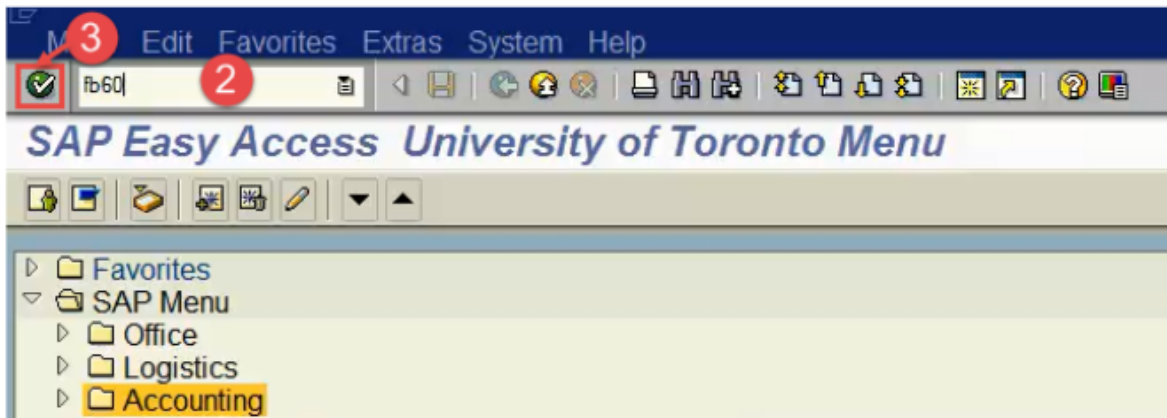
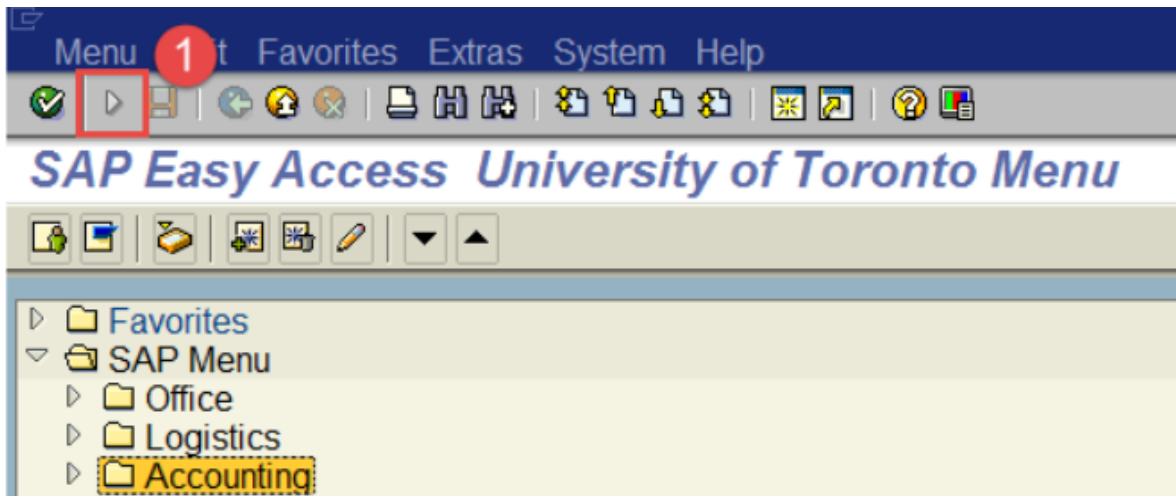
With TCode



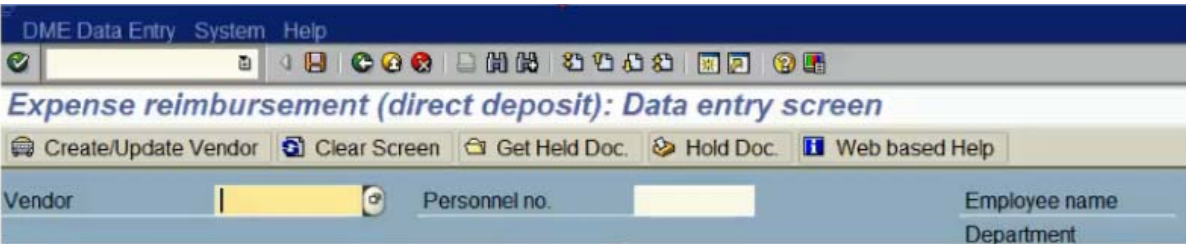
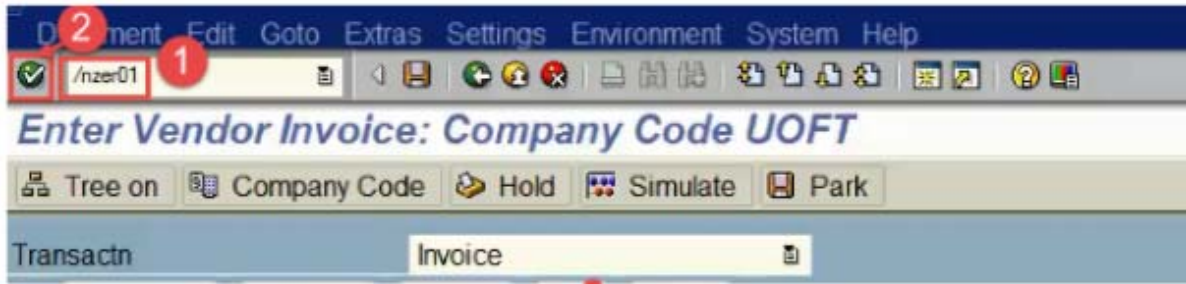
Setting up TCode Display



2. Accessing AMS screens using TCodes



3. If the TCode is known, you can use it to toggle between AMS screens without going back to the main menu by using the pre-fix “/n” (e.g. /nzer01) in front of the Tcode.



Learn More:

- [Knowledge Centre - Navigating Tips & Tricks](#)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session

Location: 256 McCaul St

Weds, Feb 5th, 2020 | 11:00am - 12:30pm | FIS & HRIS | room 109

Thurs, Feb 20th, 2020 | 12:30pm - 2:00pm | FIS, HRIS & RIS/MRA/MROL | room 109

TRAINING

- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

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fast.help@utoronto.ca