

Financial Advisory Services & Training Financial Services Department www.finance.utoronto.ca/fast

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 "<u>Expense Report/Accountable</u> <u>Advance Settlement form</u> "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:

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

#### Screen: Enter vendor Invoice: Basic Data Tab

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Field Name	Required (R) / Optional (O)	Description of Field Content
Vendor	R	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, <b>990004</b> . 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. <b>DO NOT use 990001, 990002 or 990003</b> when processing an Expense Reimbursement. <b>NOTE:</b> When using an OTA vendor account, completion of the <u>Address and Bank Data screen</u> (vendor address screen) is required. If, at any time during the following procedure the completed vendor address screen reappears, click "Enter" to continue.
Invoice Date	R	Enter the current date.
Date 		1

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.	0	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	0	Enter a description related to the payment being made (50 characters). Recommended: claimant's name, date, place of travel, type of expense.

## Payment Tab

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BaselineDt		This date defaults from the invoice date entered on the Basic data tab and should not be changed.
Due on		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		Defaults based on the vendor account number used and should not be changed. For expense reimbursements the payment terms are YT00 and the <b>cheque is issued</b> on the first cheque run following the date of entry.

**Details Tab** 

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Field Name	Required (R) / Optional (O)	Description of Field Content
Assign.		Previously referred to as the allocation field. Defaults to the document number and fiscal year. (18 characters)
Header Text		Enter text relevant to the payment being made. <b>NOTE:</b> Previously referred to as the document header text.

### Notes Tab

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Field Name	Description of Field Content
Item long text	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

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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

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Screen: Display Overview

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## 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.
		<b>NOTE:</b> 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

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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		Enter the appropriate tax code. <b>NOTE:</b> 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 <b>Tax Code Guidelines</b> .

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	0	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	0	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	0	Enter a description related to the payment being made.
Earmarked Funds	0	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	Ο	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		Enter the G/L account number identifying the type of expense. If the G/L account number is unknown use the

#### 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:

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Screen: Display Overview

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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

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	(R) /	Description of Field Content
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Name	(R) / Optional (O)	Use this field to enter the amount in the document
Name	(R) / Optional (O)	Use this field to enter the amount in the document currency (i.e. \$USD). <b>NOTE:</b> 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,
Name Amount Amount	(R) / Optional (O) R	Use this field to enter the amount in the document currency (i.e. \$USD). <b>NOTE:</b> 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. Use this field when entering the amount in the local
Name Amount Amount	(R) / Optional (O) R	Use this field to enter the amount in the document currency (i.e. \$USD). <b>NOTE:</b> 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. Use this field when entering the amount in the local currency, \$CAD. <b>NOTE:</b> 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

# 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

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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.

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".

### The following processing options are available:

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