

Expense Reimbursement Direct Deposit (ERDD) on the Web: Create, Save, Submit and Post

When to Use:

To **create, save** and **submit** expense reimbursement claims, through the **use of a web enabled form/process**, for appointed and ERDD eligible non-appointed employees who have personally paid for authorized expenses related to University business. Employees with posting authorization may also use this process to **post** expense reimbursement claims submitted by appointed UofT staff.

Using this process eliminates the need for “double entry”, i.e. completion of a hard copy form (either paper or spreadsheet) and subsequent keying of data into FIS.

ERDD on the web requirements*:

- Claimant must have a **valid personnel number** and an **active** appointed/non-appointed (i.e. casual**) status in HRIS
- Expense reimbursement claim is for **CAD** (Canadian) currency only
- Reimbursements are deposited directly to the employee bank account; bank information used for ERDD is the same as the **payroll direct deposit** account in HRIS and cannot be re-directed.

* For claims not meeting ALL of the conditions above, completion of the [Expense Report/Accountable Advance Settlement form](#) is required. Please refer to the [Expense Reimbursement: Single Currency](#) guide for more information.

** For Non-appointed (i.e. casual) employees, a vendor number must first be created using the [Expense Reimbursement Direct Deposit Create](#) process before a claim can be posted using ERDD on the web. See Appendix 1 for more information.

GTFM Policy Compliance Requirements:

- Original receipts/proof of payment to support claim
- Expenses are reimbursable in accordance with the terms of the funding source used to process the claim
- ERDD form is signed by both the claimant and the Chair/Department Head or other authorized approver
- ERDD form and supporting receipts/documentation are filed in accordance with the University of Toronto file plan

Steps:

1. **Log into the ERDD on the Web** through the Employee Self-Service (ESS) Portal using your UTORid and password.

2. **Select the appropriate tab:**  or 

3. **Complete the ERDD web form:**

3.1 Claimant and travel information

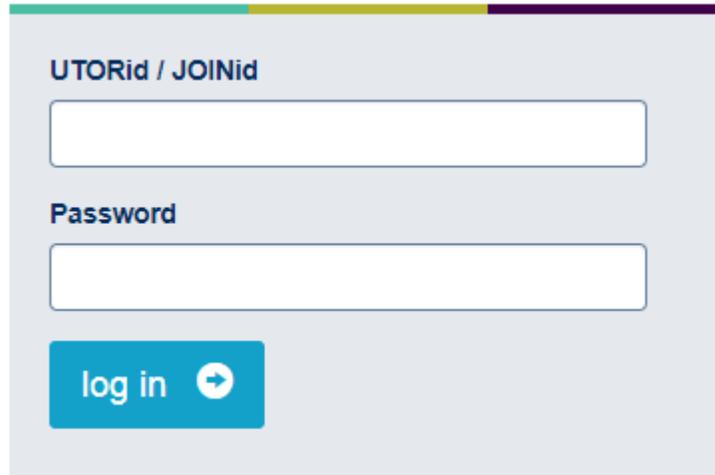
3.2 Expense Report; all amounts must be entered in Canadian currency

(Hint: use the [Foreign Exchange Worksheet](#), if a currency conversion is needed)

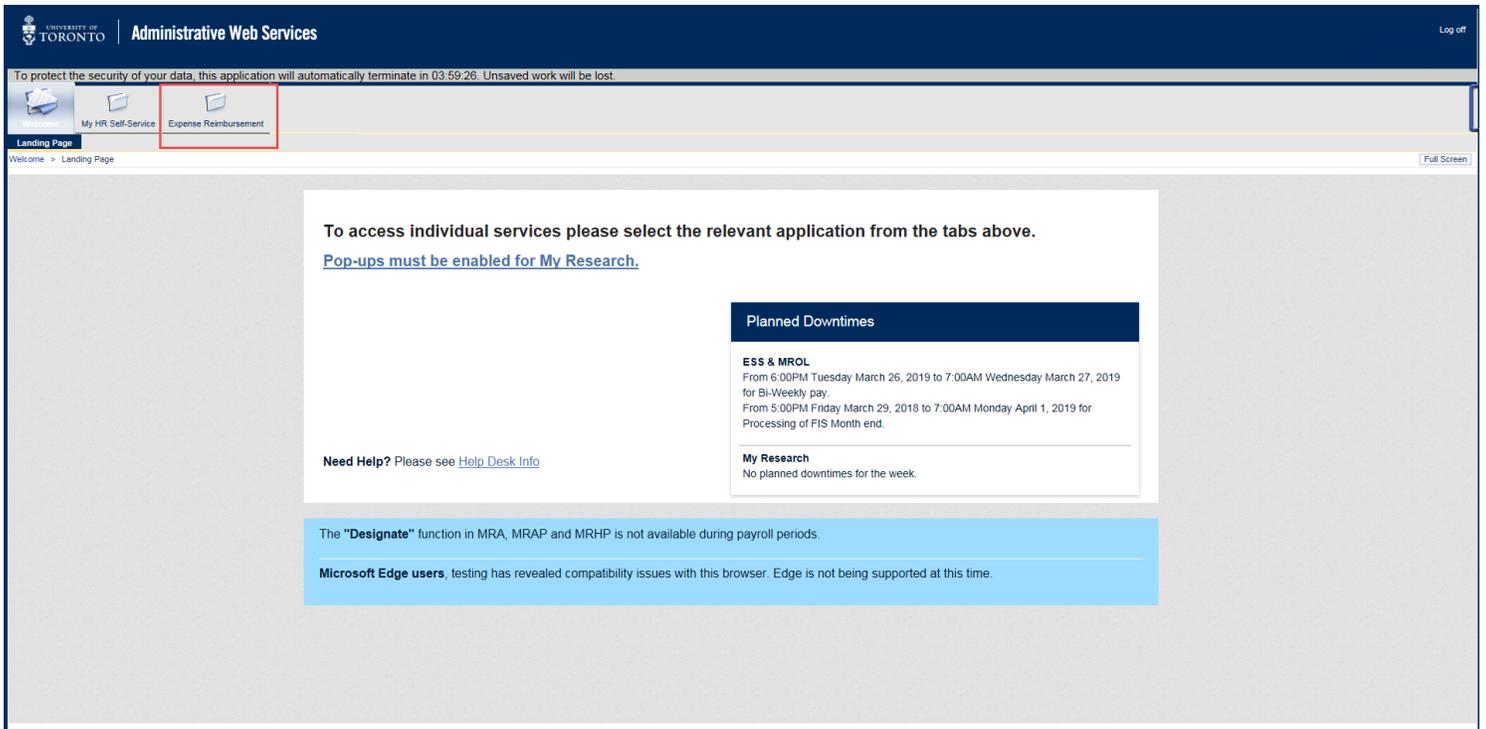
4. **Cancel, Save, Print or Submit/Post** the ERDD Web form**

1. Log into the Expense Reimbursement from the Employee Self Service portal.

Access the transaction using the following URL: <https://ppm-wd.utoronto.ca/iri/portal>
Logon using **UTORid** and **Password**.



Tip: The web application will timeout after **10 minutes** of inactivity.



UNIVERSITY OF TORONTO | Administrative Web Services Log off

To protect the security of your data, this application will automatically terminate in 03:59:26. Unsaved work will be lost.

My HR Self-Service **Expense Reimbursement**

Welcome > Landing Page Full Screen

To access individual services please select the relevant application from the tabs above.
[Pop-ups must be enabled for My Research.](#)

Need Help? Please see [Help Desk Info](#)

Planned Downtimes

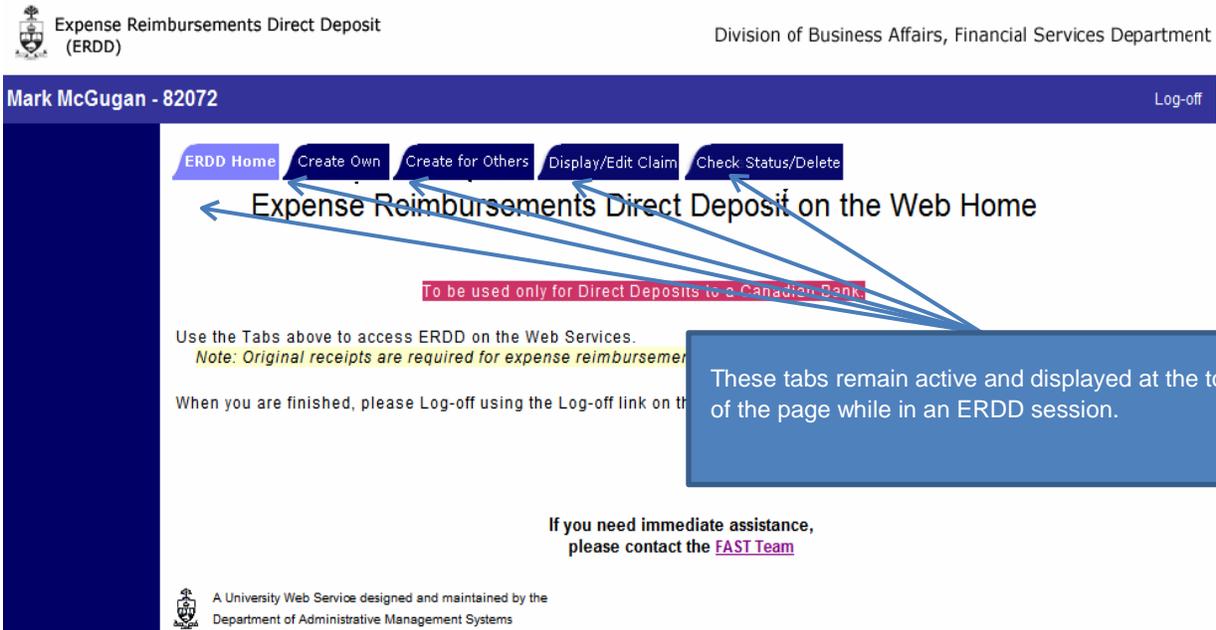
ESS & MROL
From 6:00PM Tuesday March 26, 2019 to 7:00AM Wednesday March 27, 2019 for Bi-Weekly pay.
From 5:00PM Friday March 29, 2018 to 7:00AM Monday April 1, 2019 for Processing of FIS Month end.

My Research
No planned downtimes for the week.

The "Designate" function in MRA, MRAP and MRHP is not available during payroll periods.

Microsoft Edge users, testing has revealed compatibility issues with this browser. Edge is not being supported at this time.

2. Select the appropriate tab



	Home Screen
	New ERDD Web form and populates the default fields based on your employee information.
	New ERDD Web form without any default information. This option allows the completion of a form for another employee. The personnel number of the employee is required to populate the screen (e.g. a Business Officer creates and completes the form for a Principal Investigator).
	Allows users to view or make changes to claims they have created; after a claim is “submitted”, all users may view their claims, but only those with <i>posting access</i> can make changes. Note: If ERDD on the web claim has “ <i>submitted to AMS</i> ” status, the ERDD document can only be displayed.
	Allows users to check the current status of the claim in the ERDD process. It also allows the deletion of any claim which has not yet been “ <i>submitted to AMS for Direct Deposit</i> ”.

3. Complete the ERDD Web form

The ERDD on the Web form is similar to the [Expense Report/Accountable Advance Settlement](#) form and requires the same information to be completed. The Web form facilitates the entry of required data by automatically populating information such as, Personnel #, Name, Department, G/L accounts, etc.

Note: ERDD on the web does not contain a “search” function for finding account assignment information such as, G/L account, Funds Centers or Cost Centers.

See *Steps 3.1.a and 3.1.b* for information on completing the *Claimant and Travel Information* and *Expense Report* sections, respectively.

3.1 Claimant and Travel Information

a. Create Own

Field Name	Required/ Optional/ Conditional	Description
Telephone	Required	Departmental telephone number
Fax	Required	Departmental fax number
Dept Contact	Required	Departmental business officer
Period of Travel	Required	Enter the dates during which the expenses were incurred using the dd.mm.yyyy format.
Location	Required	Indicate the principal location where the expenses were incurred.
Reason for Claim, if not travel	Conditional	Reason for the claim if not travel-related (10 characters max.)
Purpose and Relevance to University Business	Required	Enter the purpose (maximum 250 characters) and select the Claim Type from the drop down list.

		If the Purpose has changed, remember to " Click to get default G/L accts if Purpose is changed "
--	--	--

3.1 Claimant and Travel Information

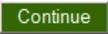
b. *Create for Others*

Enter the Personnel # of the employee for which the ERDD is being completed.

[ERDD Home](#)
[Create Own](#)
[Create for Others](#)
[Display/Edit Claim](#)
[Check Status/Delete](#)

Expense Reimbursements Direct Deposit on the Web

Please enter the **Personnel#** of the employee for whom expense reimbursement is being entered; then click on the **Continue** button below.

Personnel# 

Enter the appropriate personnel number

Click 

3.2 Expense Report Section

All amounts must be entered in **Canadian dollars**. (Hint: Use the [Foreign Exchange Worksheet](#))

View A: Default View for Submit-level Access:

Submit Access View will not automatically display G/L, Tax, CostCtr, Order, Fund, CFC, Clm fields, to display click here.

Claim Type (Select)	Employee Field Trip ▼	Default G/L accts depend on Claim Type	Click to get default G/L accts if Purpose is changed
Expense Report			
Enter expenses in Canadian funds . A Foreign Exchange calculation Worksheet is provided for convenience. Click for Worksheet Tax Code Summary Table			
You can enter Cost Center, Order, Fund, Fund Center and Assignment on the first line and Click here to copy down to unfilled lines			

Complete the following as required:

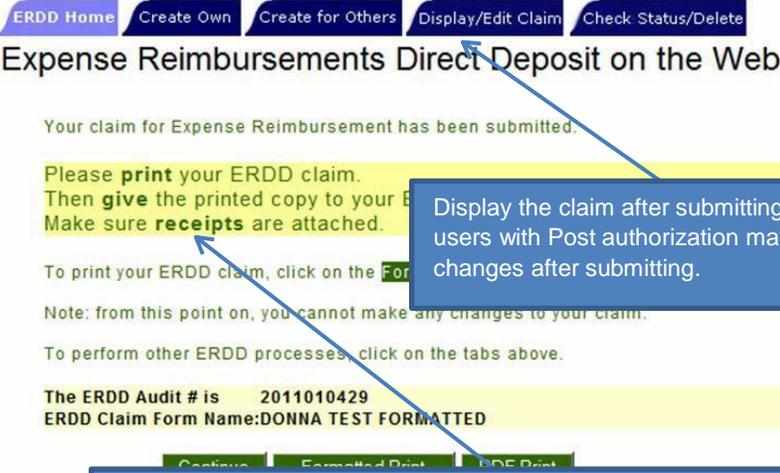
Field Name	Required/ Optional/ Conditional	Description
G/L Account	Required	A six digit code used to provide detail on the type of financial activity incurred (e.g. grants, donations and computer supplies). Instructions on how to create a list of G/Ls and descriptions.
Tax	Required	Tax code category that identifies the applicable tax rate. A list of frequently used tax codes.
<u>CostCtr</u>	Required	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	Required	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.
Fund	Optional	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 (e.g. conference and research)
FC	Required	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 (e.g. ancillary and principal investigator (PI)).
<u>Cltm</u>	Required	Defaults based on G/L Account and can be overwritten . An alphabetic code used to (1) group similar G/L Accounts for summary reporting purposes (e.g. Supplies) and (2) segregate budget dollars for special purpose spending (i.e. EXP-UTFA and SPECIALS within a Funds Center or Fund).  When using the "Others" expense category, ensure the commitment item field is blank before entering a G/L account. Note: If the "Others" G/L account is changed after the "Click to Sum" button has been used, the commitment item will NOT be updated unless the <u>Cltm</u> field is blank.
Assignment	Optional	A text field that can be used to track and report on line item postings. If left blank, this field will populate in FIS with the ERDD audit number.

4. Cancel, Save, Print or Submit/Post the ERDD Web form

After completing some or all of the information on the ERDD Web form, the following options are available to those with Submit access:

Posting access options are the same, with the exception of the button:

Action	Description
<input type="button" value="Cancel"/>	Delete all financial information from the ERDD Web form.  This does not delete a previously saved ERDD web form.
<input type="button" value="Save, can come back to this later"/>	<p>Saves the current information so that changes may be made to the document at a later date. The next screen requires a name for the document. Use an appropriate name for the claim as there is no further opportunity to make changes once saved.</p> <p style="text-align: center;">Expense Reimbursements Direct Deposit on the Web</p> <p style="text-align: center;"><small>Please enter a NAME for your ERDD Claim Form and click on the Continue button below. This name will be useful when displaying a list of all your claims. (maximum 20 characters)</small></p> <p style="text-align: center;">ERDD Claim Form Name: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Continue"/> <input type="button" value="Cancel"/></p> <p>Click <input type="button" value="Continue"/></p> <p style="text-align: center;"> <input type="button" value="ERDD Home"/> <input type="button" value="Create Own"/> <input type="button" value="Create for Others"/> <input type="button" value="Display/Edit Claim"/> <input type="button" value="Check Status/Delete"/> </p> <p style="text-align: center;">Expense Reimbursements Direct Deposit on the Web</p> <p style="text-align: center;"><small>Your claim for Expense Reimbursement has been saved. You can continue to make changes on this claim form by clicking the Continue button below. OR you can perform any other processing by clicking on the tabs above.</small></p> <p style="text-align: center;"><small>You can make changes to this claim form in the future by clicking on the Display/Edit Claim tab.</small></p> <p style="text-align: center;">The ERDD Audit # is 2009006331 ERDD Claim Form Name: DIMITRIADIS UTSC4/09</p> <p style="text-align: center;"><input type="button" value="Continue"/> <input type="button" value="Formatted Print"/> <input type="button" value="PDF Print"/></p> <p>Record the system generated ERDD Audit #</p>
<input type="button" value="Formatted Print"/>	<p>Prints the form to a printer as a hard copy. Ensure that all changes are "Saved" prior to printing to ensure that the most current version is printed.</p> <p>Note: A hard copy of the completed and signed form is required by University policy. Receipts and other documentation should be attached to this copy. This copy is used for the document approval process.</p>

<p>PDF Print</p>	<p>The soft copy PDF document may be used for e-mail, as well as saved to a local file.</p>
<p>Submit to Business Office for Payment</p>	<p>Returns the following screen and forwards the ERDD to the "Business Officer" for further processing as follows:</p> <div data-bbox="824 619 1364 709" style="border: 1px solid blue; background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 10px;"> <p>The audit number can be used to determine whether a claim has been posted to AMS.</p> </div>  <div data-bbox="998 945 1490 1075" style="border: 1px solid blue; background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 10px;"> <p>Display the claim after submitting. Only users with Post authorization may make changes after submitting.</p> </div> <div data-bbox="678 1234 1461 1360" style="border: 1px solid blue; background-color: #4a7ebb; color: white; padding: 5px;"> <p>To avoid delays in processing the claim, ensure that the printed ERDD form, along with the appropriate back up documentation is forwarded to the Business Office for processing.</p> </div>
<p>Post to FI</p> <p>(Only available to users with Posting authorization)</p>	<p>Post the ERDD transaction to FIS.</p> <p> All appropriate authorizations must be obtained prior to posting the transaction and a reminder message will appear:</p>  <div data-bbox="678 1722 1377 1927" style="border: 1px solid blue; background-color: #4a7ebb; color: white; padding: 5px;"> <p>Click "Cancel" if authorization(s) is missing or "OK" to post the document to FIS.</p> <p>Record the system generated FIS document number on the printed and signed copy of the form.</p> </div>



The screenshot shows the ERDD Home page with navigation tabs: ERDD Home, Create Own, Create for Others, Display/Edit Claim, and Check Status/Delete. The main heading is 'Expense Reimbursements Direct Deposit on the Web' with a sub-heading 'Post Expense Reimbursement'. A message states 'Document 2350109094 was posted in company'. Below this, it shows 'The ERDD Audit # is 2009006322' and 'ERDD Claim Form Name: DIMITRIADIS UTM 3/'. A 'Continue' button is visible, and a blue callout box with an arrow pointing to it says 'Click Continue to view and/or print the completed/posted Expense Report.'

All printed copies of the ERDD Web form must be filed with the supporting documentation in accordance with the University of Toronto File plan.

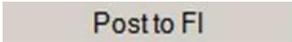
Appendix 1:

If processing a claim is for a casual employee and a **Vendor# not found for Personnel#** message is received, a vendor number must be created for the employee. The vendor number must be created through the ERDD transaction in AMS before the claim can be posted. This vendor number creation process only needs to be completed once.

ERDD Menu Path:

Accounting → Financial Accounting → Accounts Payable → Document entry → Employee Expense Reimbursement D.D.

Transaction code: ZER01

1. Enter the ERDD transaction.
2. Enter the employee personnel number in the *Personnel no.* field.
3. Click .
4. The system will generate and populate the *Vendor* field for the employee.
5. Return to the ERDD on the web window.
6. Click  to complete the transaction.

Note:

The ERDD on the web transaction is posted as a regun ERDD transaction and therefore will be subject to the same parameters; i.e. \$10,000 limit for appointed employees or \$5,000 limit for non-appointed employees and e-mail notification when the funds are released for payment.

Reference Guides:

ERDD on the Web: Check Status, View, Edit or Delete Saved Document:

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/erddwebedit.pdf>

ERDD on the Web: Using the Foreign Exchange Worksheet:

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/erddwebfx.pdf>