

# 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 <u>Expense Report/Accountable Advance</u> <u>Settlement form</u> is required. Please refer to the <u>Expense Reimbursement: Single Currency</u> guide for more information.

\*\* For Non-appointed (i.e. casual) employees, a vendor number must first be created using the <u>Expense Reimbursement</u> <u>Direct Deposit Create</u> 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:



#### 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 <u>Foreign Exchange Worksheet</u>, 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: <u>https://ppm-wd.utoronto.ca/irj/portal</u> Logon using UTORid and Password.

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

Administrative Web Ser	vices		Log off
To protect the security of your data, this application y	vill 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 Pop-ups must be enabled for My Resear	e select the relevant application from the tabs above. : <u>ch.</u>	
		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.	
	Need Help? Please see <u>Help Desk Info</u>	My Research No planned downtimes for the week.	
	The "Designate" function in MRA, MRAP and MRHP is	is not available during payroll periods.	
	Microsoft Edge users, testing has revealed compatibi	lity issues with this browser. Edge is not being supported at this time.	



#### 2. Select the appropriate tab



ERDD Home	Home Screen
Create Own	New ERDD Web form and populates the default fields based on your employee information.
Create for Others	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).
Display/Edit Claim	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. <b>Note:</b> If ERDD on the web claim has <i>"submitted to AMS"</i> status, the ERDD document can only be displayed.
Check Status/Delete	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 "submitted to AMS for Direct Deposit".



### 3. Complete the ERDD Web form

The ERDD on the Web form is similar to the <u>Expense Report/Accountable Advance Settlement</u> 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

#### ERDD Home Create for Others Display/Edit Claim . Check: Status/Delete Create Own Enter Expense Report Claimant Information Some fields are populated based on the Maryanne McCormick Personnel #, name 1053204 information in HRIS. Other fields must be Department Financial Advisory Services & completed manually Address (Street) 215 Huron Street City/Prov Toronto ON (format 9999999 no dash) Telepho (format 9999999 no dash) M5S 1A2 Country/Postal Cd Canada Fax Dept Contact Travel Information Period of Travel (ddmmyyyy) to Location Reason for Claim, if not travel e.g.,team lunch Purpose and Relevance to University Business (maximum 250 characters) Claim Type (Select) Employee Field Trip V Default G/L accts depend on Claim Type Click to get default G/L acots If Purpose is changed

Field Name	Required/	Description			
	Optional/				
	Conditional				
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	Conditional	Reason for the claim if not travel-related (10 characters max.)			
travel					
Purpose and	Required	Enter the purpose (maximum 250 characters) and select the			
Relevance to		Claim Type from the drop down list.			
University Business					

## as, G/L account, Funds

a. Create Own



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 Reimbu	ursements Direct Deposit on the Web
Please enter the <b>Personnel#</b> of the employee for below.	whom expense reimbursement is being entered; then click on the Continue button
Personnel#	Enter the appropriate personnel number
Click Continue	

#### **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:





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

#### View B: Default View for Posting-level Access:

Claim Type (Sele	ot) Employee Field Trip 🔻 Default G/L acots depend	on Claim Type	Click to	get defau	t G/L accts I	Aft	ter completii pied to all lir	ng the fi <u>rst</u> lin nes not contai	e, the accounting ining accounting i	nformation can be nformation.
Expense Report Enter expenses You can enter Co	n Canadian funds. A Foreign Exchange calculation We ost Center, Order, Fund, Fund Center and Assignment o	rksheet is provide n the first line an	ed for convenier	ice.	Click for Wor	krieet Tip lin	o: If only 1 o es first then	r 2 lines will h use the copy	have different codi r function.	ng, complete these
		Amount (Cdn\$)	G/L	Tax	CostCtr	Order	Fund	FC	Cltm	Assignment
Airfare	Travel within Canada		840010	ER	-				TRAV-EMPL	
Attach proof of	Travel to USA from Ontario		840010	EE					TRAV-EMPL	
payment & proof of air travel	All other Airfare		Enter total CD	)N\$ amo	unt includi	ing all taxes			TRAV-EMPL	
Accommodation	ON (13%HST)								TRAV-EMPL	
	PEI, NS, NF, NB (15%HST)		840020	EN					TRAV-EMPL	
	All other provinces / territories		840020	EE					TRAV-EMPL	
	USA / International		840020	E0					TRAV-EMPL	
Allowance	Per Diem: In Canada USA/International	Press Enter fo	or results							
*Tax codes used	# of Breskfasts x\$11/day x\$15/day		840030	Enter th	e appropr	iate number for	each		TRAV-EMPL	
for Allowances	# of Lunches 🔹 📢 x\$17/day x\$22.50/da	у	840030	Allowar	ice item. C	alculated totals	will		TRAV-EMPL	
as follows:	# of Dinners x\$27/day x\$37.50/da	у	840030	automa after hit	tically pop ting the Fr	ulate the Amou hter kev	nt column		TRAV-EMPL	
EA = In Canada E0 = USA/Intl	OR x\$55/day x\$75/day		840030	Circle Fills		ner nej.			TRAV-EMPL	
	# of kilometers x \$0.54/km		840040	EA					TRAV-EMPL	
Rail / Bus	Travel within Canada		840050	ER					TRAV-EMPL	
	Travel outside Canada		840050	EO					TRAV-EMPL	
Public Transit	Travel within or outside Canada		840055	EO					TRAV-EMPL	
Car Rental	ON (13%HST)		840060	ER					TRAV-EMPL	
Attach detailed	PEI, NS, NF, NB (15%HST)		840060	EN	Some	of the accountin	g informatio	n is	TRAV-EMPL	
receipt & contract	All other provinces / territories		840060	EE	autom	atically populate	d but may b	e overwritten	TRAV-EMPL	
	USA / International		840060	E0	IT requi	red. For examp	le changing A or SPECIA	the Citm from	TRAV-EMPL	
Meals	ON (13%HST)		840070	ER					TRAV-EMPL	
Attach detailed	PEI, NS, NF, NB (15%HST)		840070	EN					TRAV-EMPL	
itemized receipts	All other provinces / territories		840070	EE					TRAV-EMPL	
	USA / International		840070	E0					TRAV-EMPL	
Тахі	ON (13%HST)		845000	ER					SER-TRANSPN	
	PEI, NS, NF, NB (15%HST)		845000	EN					SER-TRANSPN	
	All other provinces / territories		84 For	items th	at are not	specifically liste	ed on the		SER-TRANSPN	
	USA / International		84 line	o form, e	.g. Parking	g charges, use t s mey be edded	the Others		SER-TRANSPN	
Others				:(3). Add :essary.	wonarnine.	s may be added	1 45			
	Enter # of additional lines Click to Add Lines									
Total Expenses for	Reimbursement <u>Click for Sum</u>	Use the Click for	Sum link to upo	late the i	total of the	expense	-			
		needed. The sun	n is recalculated	l every ti	epeated a me the lini	k is used.	3			



Complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
G/L Account	Required	A <u>six digit</u> code used to provide detail on the type of financial activity incurred (e.g. grants, donations and computer supplies). <u>Instructions</u> on how to create a list of G/Ls and descriptions.
Tax	Required	Tax code category that identifies the applicable tax rate. <u>A list of</u> <u>frequently used tax codes</u> .
CostCtr	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)).
Cltm	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:

Cancel	Save, can come back to this later	Formatted Print	PDF Print	Submit to Business	Office for Payment
Post	ing access options are the same,	with the exceptio	n of the	Post to FI	button:

Action	Description
Cancel	Delete all financial information from the ERDD Web form. This does not delete a previously saved ERDD web form.
	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.
	Expense Reimbursements Direct Deposit on the Web
	Please enter a NAME for your ERDD Claim Form and click on the <b>Continue</b> button below. This name will be useful when displaying a list of all your claims. (maximum 20 characters)
	ERDD Claim Form Name:
	Continue Cancel
Save, can come back to this later	Click
	ERDD Home Create Own Create for Others Display/Edit Claim Check Status/Delete Expense Reimbursements Direct Deposit on the Web
	Your claim for Expense Reimbursement has been saved. You can continue to make changes on this claim form by clicking the <b>Continue</b> button below. OR you can perform any other processing by clicking on the tabs above.
	You can make changes to this claim form in the future by clicking on the Display/Edit Claim tab.
	The ERDD Audit # is 2009006331 ERDD Claim Form Name: DIMITRIADIS UTSC4/09
	Continue Formatted Print PDF Print
	Record the system generated ERDD Audit #
	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.
Formatted Print	<b>Note:</b> 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.



PDF Print	The soft copy PDF document may be used for e-mail, as well as saved to a local file.
Submit to Business Office for Payment	Returns the following screen and forwards the ERDD to the "Business Officer" for further processing as follows: The audit number can be used to determine whether a claim has been posted to AMS. ERDD Home Create Own Create for Others Display/Edit Claim Check Status/Delete Expense Reimbursements Direct Deposit on the Web Your claim for Expense Reimbursement has been submitted Please print your ERDD claim. Then give the printed copy to your f Make sure receipts are attached. To print your ERDD claim, click on the Tor Note: from this point on, you cannot make any changes to your claim. To perform other ERDD processes, click on the tabs above. The ERDD Audit # is 2011010429 ERDD Claim Form Name:DONNA TEST FORMATTED Control Claim form, along with the appropriate back up documentation is forwarded to the Business Office for processing.
Post to FI (Only available to users with Posting authorization)	Post the ERDD transaction to FIS. All appropriate authorizations must be obtained prior to posting the transaction and a reminder message will appear: Microsoft Internet Explorer Has this been authorized by the Chair/Department Head? As this been authorized by the Chair/Department Head? Click "Cancel' if authorization(s) is missing or "OK" to post the document to FIS. Record the system generated FIS document document number on the printed and signed copy of the form.



ERDD Home Create Own Create for Others Display/Edit Claim Check Status/Delete Expense Reimbursements Direct Deposit on the Web Post Expense Reimbursement
Document 2350109094 was posted in company The ERDD Audit # is 2009006322 ERDD Claim Form Name: 2009006322 Continue Continue Continue

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  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document entry  $\rightarrow$  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 🛱 Create/Update Vendor
- 4. The system will generate and populate the Vendor field for the employee.
- 5. Return to the ERDD on the web window.
- 6. Click Post to FI 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: <u>http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/grg/ap/erddw</u>ebedit.pdf

ERDD on the Web: Using the Foreign Exchange Worksheet: http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/ap/erddwebfx.pdf