



## COVID-19 EXPENSE REIMBURSEMENT FUND (CERF)

### WHAT IS THE CERF?

The University and UTFA reached an agreement on a [COVID-19 specific Letter of Understanding \(COVID LOU – Section 7.0\)](#) that included a provision for the [CERF](#). Budget of **\$750 per eligible Faculty member and Librarian** will be transferred to the PI Funds Center in a newly created Commitment Item **EXP-CERF**. Faculties/Divisions should not process any budget transactions against EXP-CERF.

Funds Center Report							
Show all Commitment Items with hierarchy		Switch to spreadsheet view		Show all Commitment Items w/o hierarchy		Open next level	
Funds Center Report							
Fiscal Year	2022					Report	ZFTR111
Funds Center	207XXX					Instance	OS1
Include FC Hierarchy						User	MCCORMAR
FC Hierarchy variant	0000					Date/Time	01.10.2021 15:44:48
Include PI FCs	X						
Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue	Variance/ Funds Available
<b>Expenditures</b>							
EXP-CERF	0.00	750.00	0.00	0.00	0.00		750.00
EXP-UTFA	0.00	5,726.29	0.00	0.00	0.00		5,726.29
- EXPENSE-S	0.00	814.61	0.00	250.00-	250.00-		1,064.61
CARRYFWD	0.00	814.61	0.00	0.00	0.00		814.61
+ SUPPL-S	0.00	0.00	0.00	250.00-	250.00-		250.00
<b>Total Expenditures</b>	<b>0.00</b>	<b>7,290.90</b>	<b>0.00</b>	<b>250.00-</b>	<b>250.00-</b>		<b>7,540.90</b>
<b>Net</b>	<b>0.00</b>	<b>7,290.90</b>	<b>0.00</b>	<b>250.00-</b>	<b>250.00-</b>		<b>7,540.90</b>

### ELIGIBILITY

Eligible expenses must be in accordance with the University of Toronto’s “Guide to Financial Management” and must be related to the performance of University of Toronto undergraduate and graduate teaching and, in the case of librarians, professional practice remotely due to the COVID-19 pandemic. They may include, but are not limited to: office furniture, microphones, cameras, ring lights, and computers.

Expenses must be incurred between March 1, 2020 and March 31, 2022 and claims for reimbursement may be submitted up to March 31, 2022. All transactions must be posted by April 22, 2022 at 5pm, after which time any unused funds will be centrally transferred back to the original Faculty Fund Center.

Eligible expenses previously claimed under PERA can be reallocated to the CERF.

Any questions regarding the eligibility of expenses can be directed via Teams or email to [Jessica Eylon](#) in the Office of the Vice-Provost, Faculty & Academic Life.

## PROCESSING

### Expense Reimbursements:

Reimbursement claims should be processed using the standard **Expense Reimbursement Direct Deposit SAP transaction (ZER01)** or the [ERDD-web application](#), with the ERDD vendor account (and personnel number). Expense claims should be posted against the Faculty member/Librarian's Funds Center with the appropriate G/L account and the **previously created Faculty COVID Internal Order**.

To post against the CERF budget, override the default Commitment Item (e.g. SUPPLIES) and enter the **EXP-CERF** Commitment Item.

### ERDD-SAP transaction (ZER01):

Expense reimbursement (direct deposit): Data entry screen

Create Vendor Clear Screen Get Held Doc. Hold Doc. Web based Help

Vendor 842021 Personnel no. 1052021 Employee name  
Department  
Address  
Address

Document Date  
Posting Date 22.09.2021  
Document type KF  
Reference  
Currency CAD Document Bal. 0.00  
Doc.Header Text  
Claim Amount

G/L acct	Short Text	D/C	Amount in doc. curr.	Comp...	Tax Co...	Cost Center	Order	Funds center	Fund	Commitment Itm	Assignm
<input checked="" type="checkbox"/>		✓	<input checked="" type="checkbox"/>				94XXXX			EXP-CERF	
<input checked="" type="checkbox"/>		✓	<input checked="" type="checkbox"/>								

### ERDD-web application (Enter ERDD):

UNIVERSITY OF TORONTO | Administrative Web Services

To protect the security of your data, this application will automatically terminate in 03:58:26. Unsaved work will be lost.

Welcome Inbox My HR Self-Service Expense Reimbursement

Expense Reimbursement

Expense Reimbursement > Expense Reimbursement

Others

Description	Amount(CAD)	G/L	Tax	Cost Center	Order	Fund	Funds Center	Cltn	Assignment
					94XXXX			EXP-CERF	

Add Another Line

### Journal Entries:

If recovering an eligible expense from a previously claimed reimbursement, process a [Journal Entry](#). **Credit** the original funding source accounts (net of tax rebate amount with tax code J9) and **debit** the CERF budget by overriding the default Commitment Item (e.g. SUPPLIES) and enter the **EXP-CERF** Commitment Item. (Note: the previously created Faculty COVID Internal Order should be used).

Enter G/L Account Document: Company Code UOFT

Tree On Company Code Hold Simulate Park

Basic Data Details

Document Date Currency CAD  
 Posting Date 07.10.2021 Period 6  
 Reference  
 Doc.Header Text   
 Document type SA SA:DM/Journal entry  
 Cross-CC Number  
 Company Code UOFT University of Toronto

Amount Information  
 Total Dr. 0.00 CAD  
 Total Cr. 0.00 CAD

0 Items ( Screen Variant : Standard 1 )

St	Status	G/L acct	Short Text	D/C	Amount	Co...	Tax code	Business...	Cost center	Order	Funds cent...	Fund	Commitment itm
				Credit		UOFT	J9			9XXXXX			SUPPLIES
				Debit		UOFT	J9			9XXXXX			EXP-CERF
						UOFT							

## REPORTING

Reports to track spending against the EXP-CERF Commitment Item can be run at the individual Funds Center.

### Individual Fund Center - ZFM1

Funds Center Report

Show all Commitment Items with hierarchy Switch to spreadsheet view Show all Commitment Items w/o hierarchy Open next level

Funds Center Report

Fiscal Year 2022 Report ZFTR111  
 Funds Center 207XXX Instance QS1  
 Include FC Hierarchy User MCCORMAR  
 FC Hierarchy variant 0000 Date/Time 01.10.2021 15:44:48  
 Include PI FCs X

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Commitments+ Actuals	Revenue	Variance/ Funds Available
<b>Expenditures</b>							
EXP-CERF	0.00	750.00	0.00	0.00	0.00		750.00
EXP-UTFA	0.00	5,726.29	0.00	0.00	0.00		5,726.29
- EXPENSE-S	0.00	814.61	0.00	250.00-	250.00-		1,064.61
CARRYFWD	0.00	814.61	0.00	0.00	0.00		814.61
+ SUPPL-S	0.00	0.00	0.00	250.00-	250.00-		250.00
<b>Total Expenditures</b>	<b>0.00</b>	<b>7,290.90</b>	<b>0.00</b>	<b>250.00-</b>	<b>250.00-</b>		<b>7,540.90</b>
<b>Net</b>	<b>0.00</b>	<b>7,290.90</b>	<b>0.00</b>	<b>250.00-</b>	<b>250.00-</b>		<b>7,540.90</b>

### Fund Center Report by Hierarchy - ZFTR111

## Recommended Selection Screen Criteria:

Funds Center Report

Selection Criteria

FM Area: UOFT  
Fiscal Year: 2022

For Funds Centers

Funds Center: 100XXX  
 Include FC Hierarchy: 0000 Hierarchy Var

OR

Funds Center Groups: [ ]

Funds Center Classification: [ ] to [ ]

Including Funds Center: [ ] to [ ]

Excluding Funds Center: [ ] to [ ]

PI accounts:  Include  Exclude  Only

For Commitment Items

Commitment Items: EXP-CERF to [ ]

Include CI Hierarchy: 000

OR

Commitment Item Groups: [ ]

Layout

Fixed format  
 Spreadsheet format

Funds Center Report

FM Area: UOFT  
Fiscal Year: 2022  
Funds Center: 100 XXX  
Include CF Hierarchy: X  
CF Hierarchy Variant: 0000  
Include PI FCs: X  
Commitment Items: EXP-CERF

Report Instance: ZFTR111  
User: QS1  
MCCORMAR  
Date/Time: 01.10.2021 15:28:26

FC	FC Description	Com.Item	Original Budget	Revised Budget	Commitments	Actuals	Com+Actuals	Revenue Var/Funds Av	Balance after CWD	CWD Budget
206996		EXP-CERF	0.00	750.00	0.00	0.00	0.00	750.00	750.00	0.00
207206		EXP-CERF	0.00	750.00	0.00	0.00	0.00	750.00	750.00	0.00
207228		EXP-CERF	0.00	750.00	0.00	0.00	0.00	750.00	750.00	0.00
207235		EXP-CERF	0.00	750.00	0.00	0.00	0.00	750.00	750.00	0.00
207253		EXP-CERF	0.00	750.00	0.00	0.00	0.00	750.00	750.00	0.00
207257		EXP-CERF	0.00	750.00	0.00	0.00	0.00	750.00	750.00	0.00

## My Research (MROL):

UNIVERSITY OF TORONTO

Overview of Active Accounts

Help | How To Read This Report | Back To MROL | Log Off

Welcome

### Overview of Research Funding

Status of Active Research Funds as of July 12, 2021:

Please note that the "current funds available" amounts may not include some periodic postings such as payroll or purchase card charges.  
Click on Fund number to view the PI Report details of a specific account.

CF Center	Fund	Fund End	Sponsor	Budget Category	Budget	Commit Actuals	Current Funds Avail
				CERF - COVID19 REIMB	750.00	0.00	750.00
				UTFA - PROF EXP REIM	178.05	0.00	178.05
				Open	0.00	547.04	547.04
				Positive Carryover	47,279.57	0.00	47,279.57
				Total	48,204.62	1,267.06	48,937.57
				Total	48,204.62	1,267.06	48,937.57

## QUESTIONS

For questions regarding the processing and reporting of CERF funds, please reach out to your [FAST Team Faculty Representative](#).

For more information on reimbursements, please visit the [Expense Reimbursement Resource Page](#).