

Accounts Payable moving to Direct Deposit for ALL employees.

We are excited to announce that the Accounts Payable department will be moving all Canadian Dollar payments to employees to Direct Deposit beginning Wednesday, January 21st.

What does this mean for you?

Your Expense Claim/Travel Advance forms will all be directly deposited into the bank account you have on record with TRU Payroll. Please see the FAQs below for answers to many of the questions you may have.

If you have other questions, please email financehelp@tru.ca

Q: How long does it take to be deposited into my bank account?

A: Generally deposits can take up to 2-3 business days however timelines can vary by bank.

BMO – up to 1 business day

Other Big Banks i.e. CIBC, Royal Bank, etc. – up to 1-2 business days

Credit Unions & Other Financial Institutions – up to 2-3 business days

We will generally be running the direct deposit file on Wednesdays so that most people should receive their payments by Friday.

Q: How do I know I have been paid?

A: When your invoice and payment has been processed by Accounts payable, you will receive an email with the following in the subject line. “Direct Deposit Payment # !000000x”. Please note that all direct deposit payment numbers will start with an exclamation point “!”. You will receive this email once TRU has transmitted the payment to the bank. At this point, you will receive the money in your account within 1-2 days depending on which bank you deal with.

Q: How do I know which claim has been paid?

A: When you invoice and payment has been processed by accounts payable, you will receive an email with the following in the subject line. “Direct Deposit Payment # !000000x”. In the body of this email it will tell you the total amount of the deposit as well as a table listing each invoice that is included.

----- Original message -----
From: Accounts Payable
Date:08-22-2014 9:47 AM (GMT-08:00)
To: Kathy Humphrey
Subject: Direct Deposit Payment # !0000002

Thompson Rivers University will issue the following payment to your bank account via Electronic Funds Transfer. Your account will be credited within 3 business days.

The amount of \$256.50 will be deposited as per your banking instructions. Please ensure the appropriate account has been credited.

Payee Name: Humphrey, Katherine L
TRU ID #: T00074866
Direct Deposit Payment Date: August 22, 2014
Direct Deposit Advice: !0000002
Direct Deposit Total: \$256.50

Vendor Invoice #	Invoice Date	Amount
TEX14061SVICT	2014-07-14	\$256.50

Any problems or inquiries regarding this e-mail message should be directed to the Accounts Payable Department, accountspayable@tru.ca, or by replying to this e-mail.

Q: What if I have expenses that are not in Canadian dollars?

A: All expenses will be converted to Canadian dollars using the rate provided by you (based on credit card or other actual rate) or the bank rate at the start of your trip. Amounts can only be direct deposited in Canadian funds.

Q: What if I have more than one bank account set up in payroll?

A: The default will be to use the bank account that the highest % of your pay goes into. If you would like to change the bank account used for accounts payable, please complete the “Electronic Deposit Information” form located on the Finance website and return to Finance (Payroll Department) [http://www.tru.ca/ shared/assets/electdep_payroll6728.pdf](http://www.tru.ca/shared/assets/electdep_payroll6728.pdf)

Q: I look after the travel expenses for another person, how can I tell if the invoice has been processed?

*A: There is no way to know if an invoice has been received in Finance until it has been entered into the system. Once it is entered you can see it in FAST Finance. To look up invoices for a specific person, click on **Invoice Query** under desired option on the main screen of FAST Finance.*

Please input your desired report parameters.
You can click on the arrow to lookup a field.

Chart Use Multiple Charts

Fund

Orgn

Acct

Prog

Actv

Locn

Period

Desired Option

[Help ?](#)
[Click Here For Tutorial](#)

Click enter then fill in all or part of the last name of the person you want to look up. Ensure the date range is the current year and click enter.

Search Field	Search Criteria	
Chart(s) selected:	1	
Payee Name contains:	<input type="text" value="LAST NAME HERE"/>	Optional
Payee Invoice starts with:	<input type="text"/>	Optional
Invoice Number starts with:	<input type="text"/>	Optional
FAST Fund - Orgn equals:	<input type="text" value=""/> - <input type="text" value=""/>	Optional
From:	<input type="text" value="Apr-2014 (Closed)"/>	
To:	<input type="text" value="Jan-2015 (Open)"/>	
Dollar Value: <input type="text" value="Less Than or Equal to"/>	<input type="text"/>	Optional
<input type="button" value="Submit Query"/>		

Please type in your search criteria and click the submit button to do a search for invoices from that payee.
 Note partial names are permitted.(e.g. **Smi** will find Smith, Smithson etc.)

*Alternatively, you can ask the other person to set up a rule in their mailbox to forward the message to you that contain the phrase **“Direct Deposit Payment #”**. This will ensure that you also receive the emails.*