

Direct Deposit for American Express Travel Card

UBC Financial Services 305-2075 Wesbrook Mall Vancouver, BC V6T 1Z1

October, 2010

This is to introduce another initiative from UBC Financial Services. Direct Deposit has been set up for payments to American Express Travel Cards.

As of **November 1st, 2010** all American Express Travel Cards with supported and approved reimbursement requests will be paid by direct deposit to AMEX. This will streamline the process and shorten the time frame for a payment being applied to a specific Amex membership account. This will also minimize the delinquency charges by eliminating the step of the employee receiving reimbursement and then paying AMEX.

Cardholders are still responsible for payment to the travel card company whether by payment from the cardholder or by direct payment from UBC. Financial responsibility for charges, including delinquency charges, interest charges, is that of the individual cardholder.

It is always recommended to make AMEX payment request at the earliest possible when all supporting receipts are duly authorized.

This initiative of Direct Deposit to AMEX is aimed to reduce the delinquency charges generated on American Express Card payments and maintain a good working relationship for the campus community and American Express.

If you have any questions, comments, or concerns, please contact:

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For those departments which do not have online access, manual paper requisition form as below will continue to be used for making payment request. The Statement of Account with all supporting receipts, duly authorized must arrive at the Financial Services Department, Requisition Processing on or before the 25^{th} of the Calendar Month following the statement date.

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\$ 100.00	-		_	Net Amount	To T:	ravel	er		TR		Travel Poli	cy) a	and the spor	nsor	or donor terms a	nd co	nditio	ons where app	licable.	
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Pease see below for a sample of a completed form:

When requesting a payment to American Express Travel Card via **<u>Direct Deposit</u>**, please enter the **<u>MANUAL</u>** Q-Req or Travel-Reqform as below:

1. Always use vendor ID <u>#0000001089</u> (location = CADEFT, address = 8). Vendor ID 0000057301 will be inactive as of November 1st 2010.

- 2. Always use the card number with the issuing month and year of the statement as the invoice #, e.g. 123-123-1234Jan2009
- 3. Payment Method should be identified as "Direct Deposit".
- 4. The cardholder's <u>name</u> and the card <u>number</u> (as shown on the statement) must be clearly written on the requisition form
- 5. The "Handling Code" should be identified as "Direct Deposit -FX".
- 6. The "Separate Cheque" box should <u>not</u> be checked.

When the handling code "FX" is being used, the FMS system will generate a list containing full details of all American Express Travel Card payments. The list will be faxed to the American Express to apply the payment to individual membership account. Currently, EFT pay cycle is run three times a week on Mondays, Wednesdays and Fridays, on a regular 5-day working week.

Direct Deposit to AMEX (EFT)

Upon completion of the form which is then duly authorized, <u>FMS Online users</u> should process the requisition according to the following procedures:

- 1. Create a Control Group under the department's "Business Unit" ID.
- 2. Select Vendor ID "0000001089" as the payee for "American Express" in the AP voucher.
- 3. Make sure the locations and addresses are as default as **CADEFT** and **8** respectively.
- 4. Complete the invoice and distribution information in the "Invoice Information" tab as they are for a normal AP voucher.
- 5. To opt for an "EFT" for direct deposit payment procedure, in the "Payments" tab, make sure the Payment Method are defaulted as below:

Bank	= ROYAL
Account	= RB01
Method	= EFT
Handing	$= \mathbf{F}\mathbf{X}$

Invoice Informat	tion Payments Voucher Attribu	utes	
Business Unit: Voucher ID: Voucher Style: Vendor:	UBC NEXT Regular AMERICAN EXPRESS BANK OF CANADA BANK OF MONTREAL TORONTO, ON	Invoice Number: Invoice Date: Total: *Pay Terms:	123-123-1234Jan2009 01/30/2009 Print Invoice 100.00 Immediate ▼ Schedule Payments
Payment Inform	ation		Find View All First 🔍 1 of 1 🕨 Las
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Payment meth	lod		
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*Method:	EFT Q FFT Lavout	на *Ne	
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	Message will appear on remittance ad	dvice.	
Schedule Payı *Action: Sche Pay:	edule Payment Date: Reference:	Bi H	Payment Options Hold Payment Separate Payment Hold Reason: Letter of Credit:

It is a **must** to enter the card holder's name and the American Express membership number into the "<u>Messages</u>" box under the Payment tab. Fail to enter the American Express membership number to the "Message" box will result in the payment not being applied to the appropriate cardholder's account.

The system will generate a "reference number" and "payment date" once the AP voucher has been posted and the EFT file has been transmitted to Royal Bank.

Summary	<u>R</u> elated Documents <u>Invoice</u> Info	rmation Payr	nents Voucher	Attributes 🍸 🛽	Error Summa	ry
Business Unit:	UBC	Invoice Num!	3735JAN09	1]
/oucher ID:	03942436	Invoice Date:	01/26/2009			
/oucher Style:	Regular				Print	Invoice
		Total:	70	0.00		
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Payment Inform	nation				Find View Al	l First 🕙 1 of 1 🕨 La
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Smartform Procedures

October, 2010

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2-2057 Email: *								John	Smith	c.				
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Special Notes (Req	uneutor 5 or	K Pund	s): 											
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Save														

It is always recommended to make AMEX payment request at the earliest possible when all supporting receipts are duly authorized.

The Statement of Account with all supporting receipts and duly authorized Requisition form must arrive at the Financial Services Department, **Smartform** section on or before the 25^{th} of the Calendar Month following the statement date.

When requesting a payment to American Express Travel Card via Direct Deposit, always use Vendor ID 0000001089. 0000057301 will be inactive as of November 1^{st} , 2010. Payment Method will be defaulted to "**EFT**" and Handling Code "**FX**" will be the only option. Cardholder's name and American Express Membership number must be entered into the Cheque Message field.

Fail to enter the American Express membership number to the Cheque Message field on the Smartform will result in the payment not being applied to the appropriate cardholder's account.