

Accounts Payable EFT FAQ

Q: Who will be affected by this new process of AP EFT as of June 18, 2002?

A: Employees who receive Payroll salaries by Surepay into their checking accounts.

Q: Will the new AP EFT process include Petty Cash?

A: No. Petty Cash payment will automatically continue to be in the form of a check. You do not need to fill out the Accounts Payable Direct Deposit Request Form to “opt out”.

Q: Will the new AP EFT process include wage garnishment payment?

A: If you currently have Payroll Surepay deposited into a checking account, and you do not “opt out” by completing the Accounts Payable Direct Deposit Request Form, you will receive wage garnishment payment by EFT; and an EFT advice will be sent to the Payroll pay disposition address.

Q: Will there be a change in the form preparation for reimbursement?

A: Yes, employee ID is a required field on all forms: Form-5, TEV, Meeting/Entertainment CR, Travel Advance.

Q: Will I be able to receive AP reimbursement by EFT in a savings account?

A: No, AP EFT will only be able to electronically transfer funds into checking accounts, not savings or any other accounts.

Q: How do I get my AP reimbursement if my Payroll Surepay is going to my savings account?

A: If you do nothing, you will receive a paper check for your AP reimbursement at your Payroll Surepay disposition address by U. S. mail or campus mail.

Q: How do I get notified that my AP reimbursement has been deposited electronically (EFT)?

A: An EFT Advice will be mailed to the Payroll disposition address (same address as where your Surepay Statement is mailed).

Q: If I currently receive my Payroll earnings by check, and wish to continue to do so, will I be able to receive my AP reimbursement by EFT?

A: Yes. You will need to complete the Accounts Payable Direct Deposit Request Form (www.acctg.ucsf.edu) with your checking account (banking) information and attach a voided check. This will allow only your AP reimbursement to be deposited to your checking account.

Q: Will I be able to EFT my AP reimbursement to a different checking account than my Payroll Surepay?

A: Yes. You will complete the Accounts Payable Direct Deposit Request Form (www.acctg.ucsf.edu) with a different checking account (banking information), and attach a voided check from that checking account.

Q: What do I have to do if I change my checking account for my Payroll Surepay?

A: Changes made in Payroll record will automatically be interfaced to AP, therefore, there is no action required to have your AP reimbursement electronically deposited to the new checking account.

Q: How long before funds are electronically transferred to my checking account after my reimbursement is processed in AP?

A: EFT currently has a 2 day settlement date. For example, if the reimbursement (TEV, TA, Check Request, Meeting/Entertainment) is processed on Monday, the voucher will post overnight. EFT will take place on Thursday.

Q: Will I see my AP EFT reimbursements in Weblinks GL & AP?

A: Yes, same as other AP reimbursements, you will see them in GL transaction detailed report under **Source Code 426** under your fund and dpa. You may also query on Weblinks AP by inputting the voucher number.