

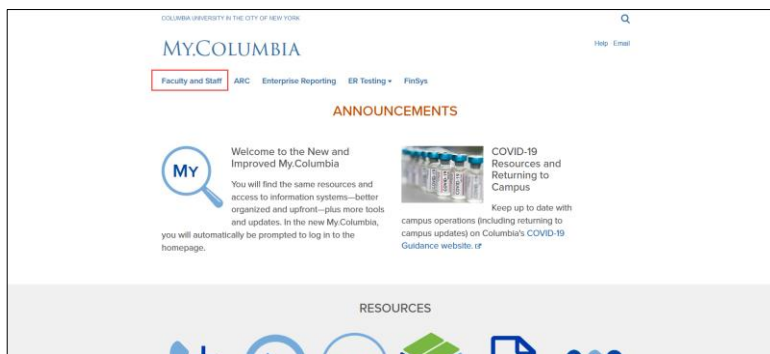
You can view and update the method for how you receive **Accounts Payable (AP) Reimbursements** for travel and business expenses.

Your AP Reimbursement method is related to your Direct Deposit settings for Payroll with one of the following defaults, which you can change as desired:

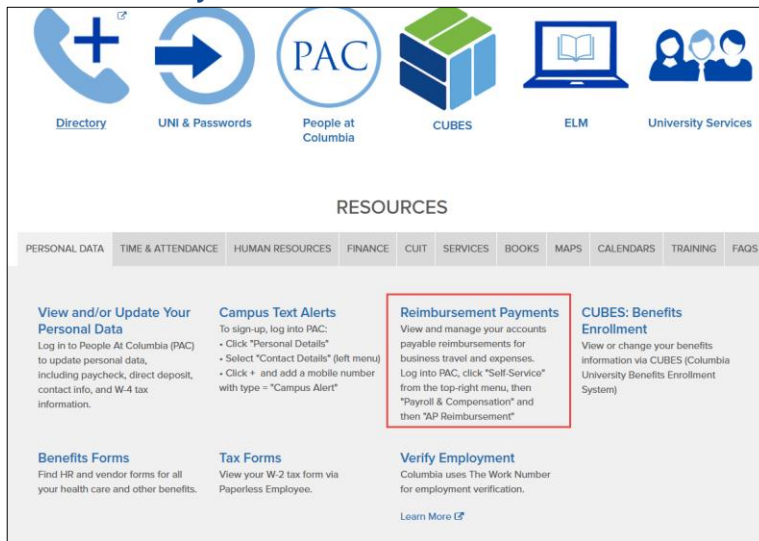
- If your Payroll is not setup with Direct Deposit, your AP Reimbursement defaults so you are paid by check.
- If your Payroll is set up with a single Direct Deposit account, your AP Reimbursement defaults so that you are paid using the same Direct Deposit account.
- If your Payroll is set up with multiple Direct Deposit accounts, your AP Reimbursement defaults so you are paid using the method marked as “Remaining Balance” in the Direct Deposit module.

Accessing Your AP Reimbursement

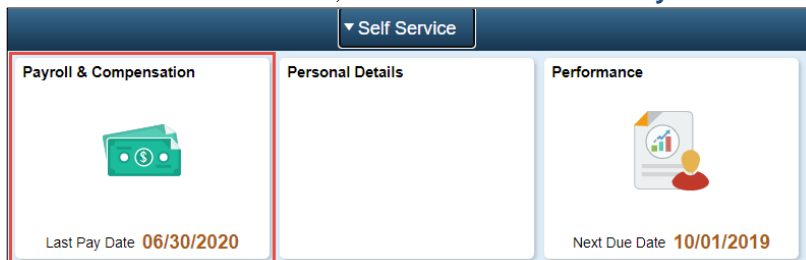
1. Go to my.columbia.edu and log in using your UNI and password



2. Click the **Faculty and Staff** tab.



3. Under the Personal Data tab, click **Reimbursement Payments**. The PAC Self Service Application appears.



- Click the **Payroll & Compensation** tile. The Direct Deposit module within the Payroll & Compensation screen appears.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking	Direct Deposit	021000021	1234567890	Checking	50.00%
2	25%	Direct Deposit	021000021	4444545444	Checking	25.00%
Last	New Checking	Direct Deposit	021000021	1234567890	Savings	Remaining Balance

In this example, there are multiple Direct Deposit Accounts setup for Payroll. The account labeled “New Checking” is the account designated with Amount Percent as Remaining Balance and would be the initial default for AP Reimbursement.

- Click the **AP Reimbursement** tab. The AP Reimbursement Payment Method module appears.

Nickname	Routing Number	Account Number	Account Type
<input type="radio"/> Checking	021000021	1234567890	Checking
<input type="radio"/> 25%	021000021	4444545444	Checking
<input checked="" type="radio"/> New Checking	021000021	1234567890	Savings

In the example above, notice that the radio button for the account labeled “New Checking” is selected and is the default AP Reimbursement Method.

Changing the AP Reimbursement Method

You can change the default AP Reimbursement Method either by selecting another Direct Deposit Account, adding a new Direct Deposit Account, or selecting to be reimbursed by check which will be sent to the mailing address in your PAC profile.

Selecting a Different Direct Deposit Account

If you have multiple Direct Deposit accounts listed in the AP Reimbursement module:

- In the AP Reimbursement module, click the radio button for the desired **Account** from the list of accounts.

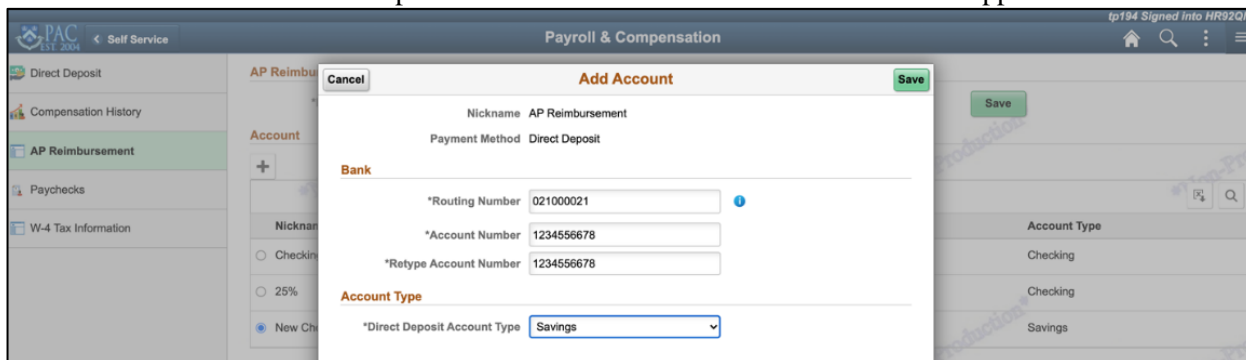
Nickname	Routing Number	Account Number	Account Type
<input checked="" type="radio"/> Checking	021000021	1234567890	Checking
<input type="radio"/> 25%	021000021	4444545444	Checking
<input type="radio"/> New Checking	021000021	1234567890	Savings

- Click **Save**.

Adding a Direct Deposit Account for AP Reimbursement

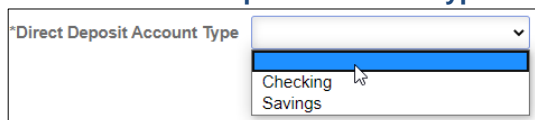
If desired, you can add a new Direct Deposit Account to be used specifically for AP Reimbursement. This account will not impact your Payroll Direct Deposit Accounts.

1. Click the **Plus**  icon at the top of the Account list. The Add Account window appears.



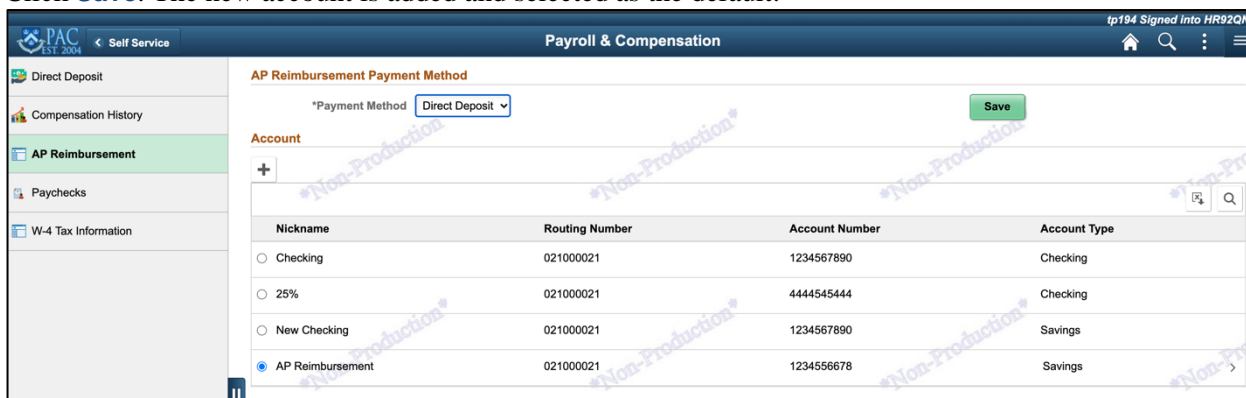
The screenshot shows the 'Add Account' modal window. The 'Nickname' is 'AP Reimbursement' and the 'Payment Method' is 'Direct Deposit'. Under the 'Bank' section, the 'Routing Number' is 021000021, the 'Account Number' is 1234556678, and the 'Retype Account Number' is 1234556678. The 'Account Type' is set to 'Savings' from a dropdown menu.

2. Enter the bank **Routing Number** then enter your **Account Number** and **Retype Account Number**.
3. Select the **Direct Deposit Account Type** from the dropdown.



The screenshot shows a dropdown menu for 'Direct Deposit Account Type'. The options are 'Checking' and 'Savings'. The 'Checking' option is currently selected.

4. Click **Save**. The new account is added and selected as the default.



The screenshot shows the 'AP Reimbursement Payment Method' screen. The 'Payment Method' is set to 'Direct Deposit'. Below, there is a table of accounts:

Nickname	Routing Number	Account Number	Account Type
<input type="radio"/> Checking	021000021	1234567890	Checking
<input type="radio"/> 25%	021000021	4444545444	Checking
<input type="radio"/> New Checking	021000021	1234567890	Savings
<input checked="" type="radio"/> AP Reimbursement	021000021	1234556678	Savings

Selecting to Receive Checks for AP Reimbursements

If do not wish to utilize Direct Deposit for AP Reimbursements, you can select to receive checks to be sent to the mailing address in your PAC profile.

1. Select **Check** from the **Payment Method** dropdown.



Nickname	Routing Number	Account Number	Account Type
<input type="radio"/> Checking	021000021	1234567890	Checking
<input type="radio"/> 25%	021000021	4444545444	Checking
<input checked="" type="radio"/> New Checking	021000021	1234567890	Savings

Your mailing address appears. To change your mailing address, navigate to the Personal Details module within the PAC Self Service application.



123 Main Street
11111111
New York, NY 10027
USA

2. Click **Save**.

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>