



TO: MSCD Campus Community

FROM: Liza Larsen, Director of Accounting Services

DATE: 5/10/2011

RE: Electronic Accounts Payable Reimbursements now Available for MSCD Employees

Dear MSCD Community,

We are pleased to announce that employees are now able to have their travel and other Accounts Payable reimbursements sent directly to their checking or savings account instead of receiving a paper check.

This process is similar to the direct deposit process for payroll; however, it is for Accounts Payable reimbursements only. Payroll direct deposits are still handled as before, through the Payroll office, and are not affected by enrolling in this program.

Enrolling is simple and allows you to provide your bank account and routing numbers in a secure environment on the Metroconnect website. Just follow the seven easy steps below and you will get your reimbursements faster, safer, and hassle free.

1. Log on to Metroconnect, at <https://metroconnect.mscd.edu/cp/home/displaylogin>
2. Select the "My Services / Registration" tab (at the top of the page)
3. Click on the "My Services / Registration" link (in the center of the page)
4. In the new window, select the "Employee Services Menu" link (on the left hand side of the page)
5. Click on the "Enroll in Accounts Payable ACH Reimbursement" link
6. In the new window enter in the account number and the respective routing number you would like the A/P reimbursement to be deposited into. (These must be entered in twice to ensure accuracy)
7. Select the Account type and hit submit!

If you'd like procedures that include images of the screens you see as you enroll please go to http://www.mscd.edu/facstaff/controller/resources_training.shtml and click on the drop down box under Purchasing and select "Accounts Payable ACH enrollment". Feel free to contact Liza Larsen at extension 6-4843 if you have any questions. We look forward to serving you.