



Entering Bank Account Details and Submitting an Expense Report in Connect+

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Submitting an Expense Report in Connect+

Learn how to enter bank account details and submit
expense reports in the Connect+ Portal.

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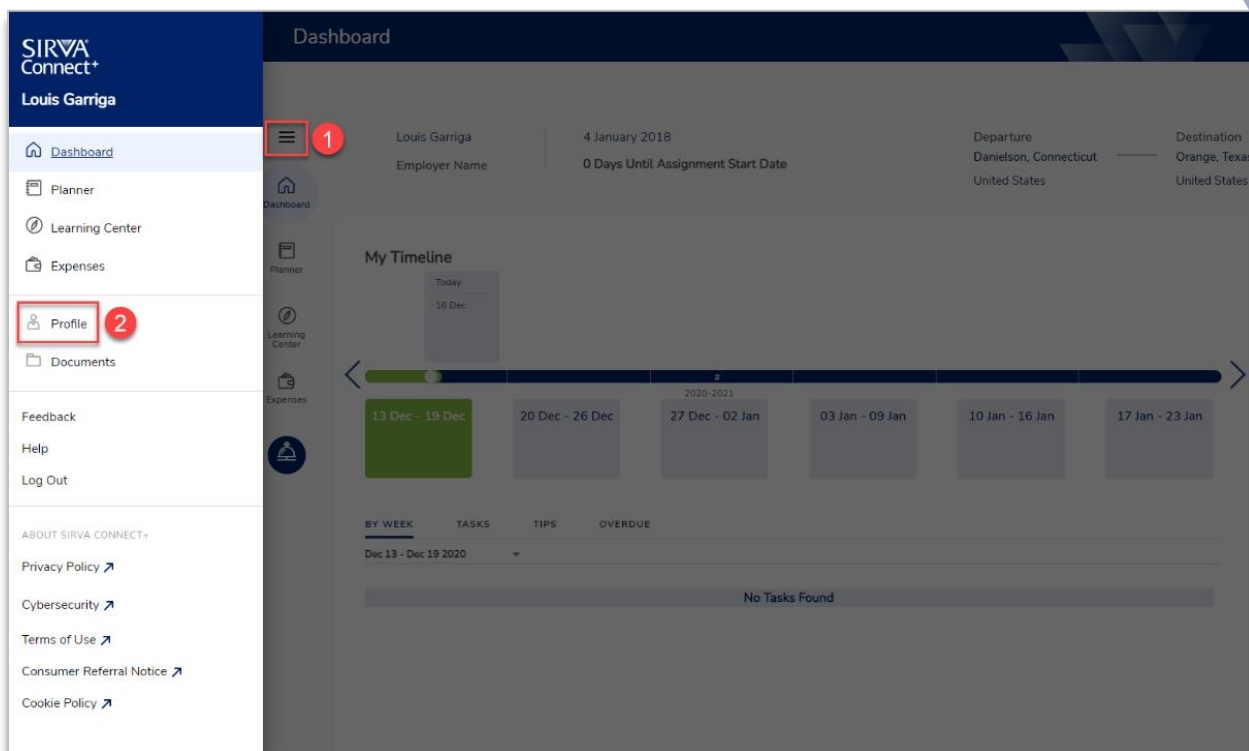
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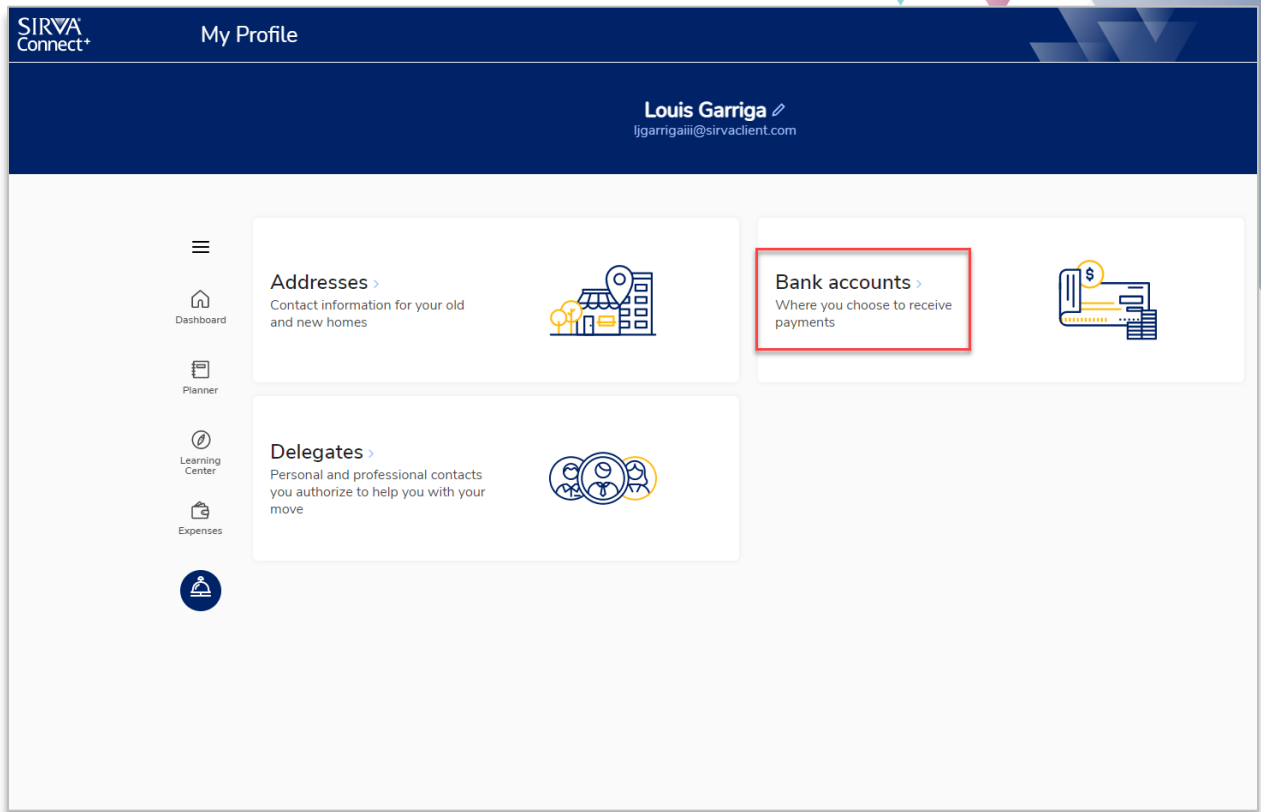
Set up Direct Deposit (US) /Bank Account information (as applicable)

Prior to submitting your first expense, you **MUST** provide the remittance details of each account into which you will be receiving funds.

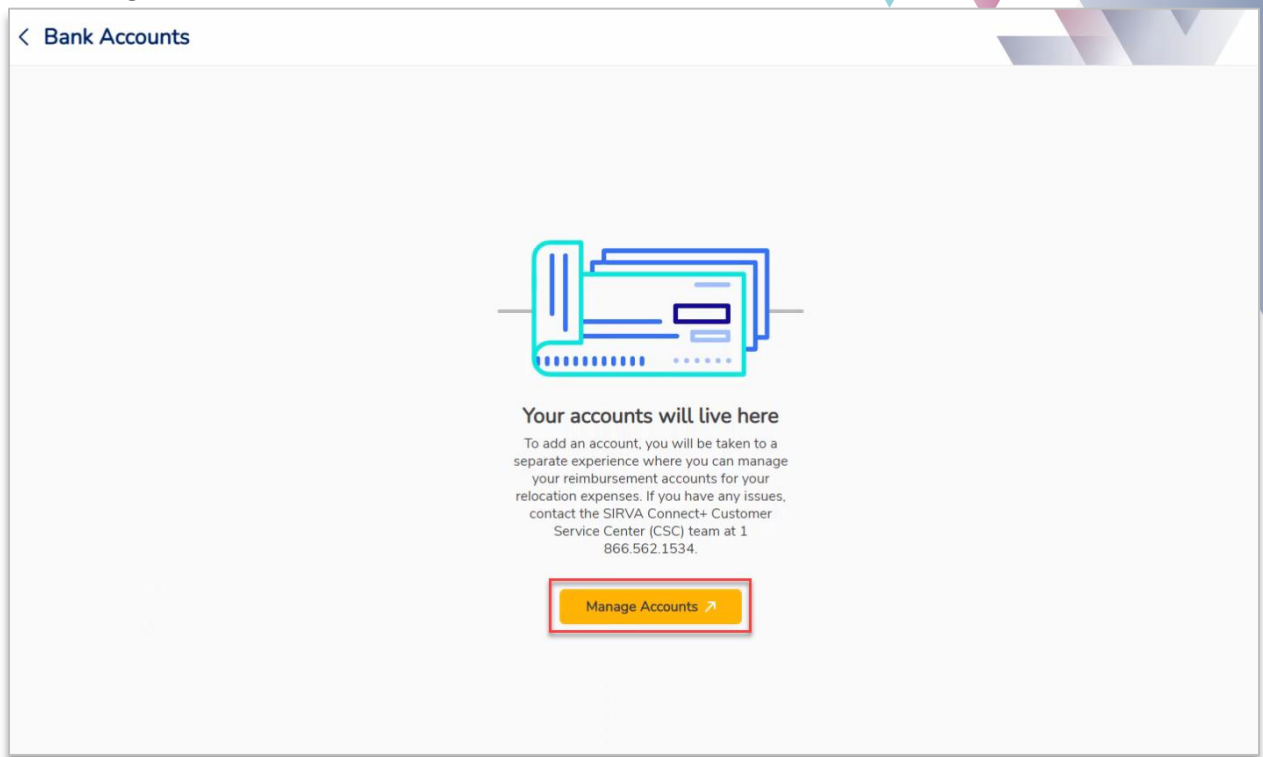
1. From your Connect+ portal Dashboard, open the slide-out menu.
2. Click **Profile**.



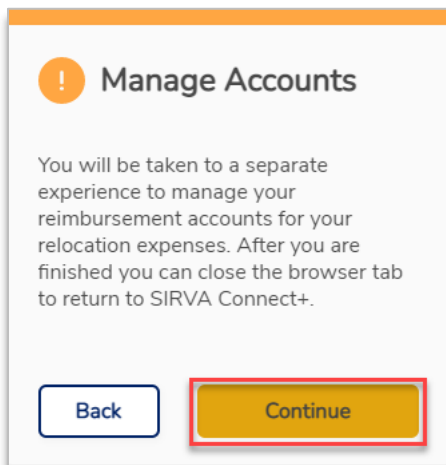
3. Select **Bank accounts**.



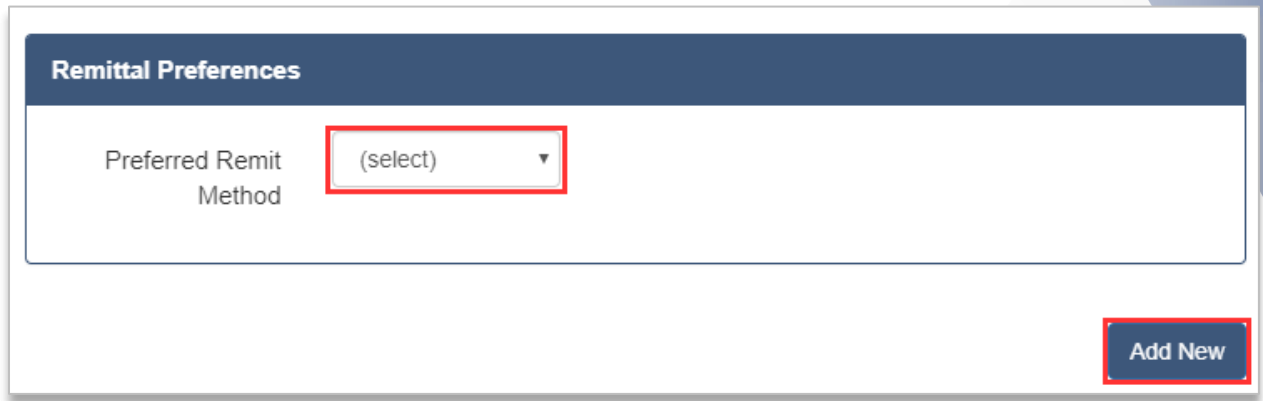
4. Click **Manage Accounts**.



5. Click **Continue**.

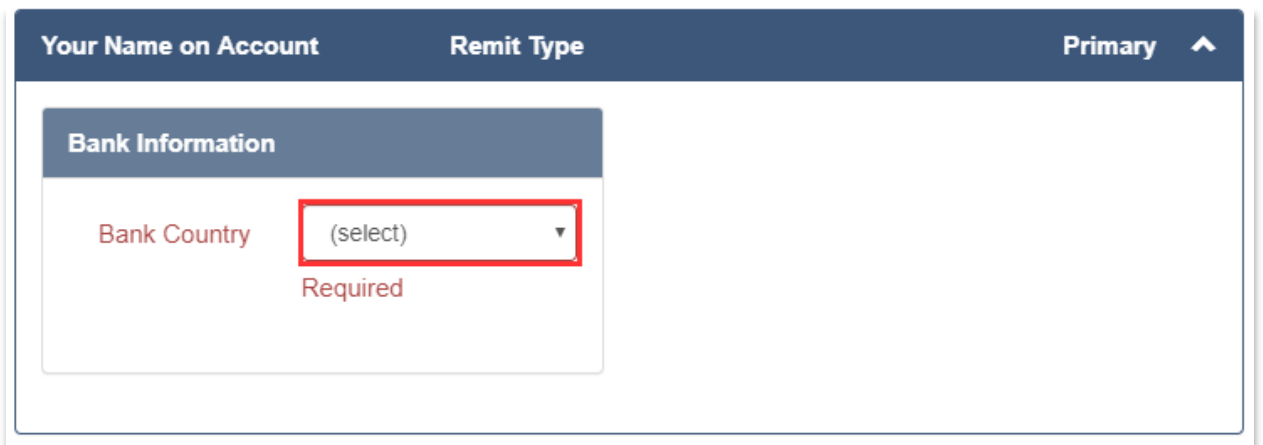


6. On the Wire Instructions Page, Remittal Preferences, select the **Preferred Remit Method** from the dropdown and click **Add New**.



- **ACH** – (Automated Clearing House; also called *Direct Deposit*) – For US bank accounts ONLY
- **Wire** – International wire transfers – Non-US bank accounts ONLY
- **Check** – N/A – DO NOT USE
- **Apply to Open Invoice** – N/A – DO NOT USE

7. Select the **Bank Country** from the dropdown.



8. Enter your banking information in the screen that appears and click **Save**. You will then see an “Update Complete” message. See legend below for field definitions.

Country-Specific Examples

NOTE: Countries have different legal requirements for banking information. As such, the following process may appear slightly different based on the country selected. For example:

United States

- The United States requires the entry of a **Routing # (ABA)**

Your Name on Account

Remit Type

Primary

Bank Information

Bank Country

United States

Bank Name

BankPhone

Bank Address 1

Required

Bank Address 2

Bank Address 3

Bank City

Required

Bank State

(select)

Bank Postal Code

Bank Currency

USD - US Dollar

Account Information

Primary Account☒

Remit Type

(select)

Required

Your Name on Account

Required

Account Number

Required

Account Type

(select)

Required

Routing # (ABA)

Required

Swift Code

Template

Effective Begin Date

Effective End Date

Begin date is required

Canada

- Canada requires the entry of a **Swift Code** and **Bank & Transit Codes**

Your Name on Account	Remit Type	Primary
<div> <div> <h3>Bank Information</h3> <p>Bank Country <input type="text" value="Canada"/></p> <p>Bank Name <input type="text"/></p> <p>Bank Address 1 <input type="text"/> Required</p> <p>Bank Address 2 <input type="text"/></p> <p>Bank Address 3 <input type="text"/></p> <p>Bank City <input type="text"/> Required</p> <p>Bank State <input type="text" value="(select)"/></p> <p>Bank Postal Code <input type="text"/></p> <p>Bank Currency <input type="text" value="CAD - Canadian D"/></p> </div> <div> <h3>Account Information</h3> <p>Primary Account <input checked="" type="checkbox"/></p> <p>Remit Type <input type="text" value="(select)"/> Required</p> <p>Your Name on Account <input type="text"/> Required</p> <p>Account Number <input type="text"/> Required</p> <p>Account Type <input type="text" value="(select)"/> Required</p> <div> <p>Swift Code <input type="text"/> Required</p> <p>Bank & Transit Codes <input type="text"/> Required</p> </div> <p>Intermediary <input type="text"/></p> <div> <p>Effective Begin Date <input type="text"/> </p> <p>Effective End Date <input type="text"/> </p> <p>Begin date is required</p> </div> </div> </div>		

Germany

- Germany requires the entry of an IBAN

Your Name on Account	Remit Type	Primary
<div><div><div>Bank Information</div><div><div>Bank Country</div><div>Germany</div></div><div><div>Bank Name</div><div></div></div><div><div>BankPhone</div><div></div></div><div><div>Bank Address 1</div><div></div></div><div>Required</div><div><div>Bank Address 2</div><div></div></div><div><div>Bank Address 3</div><div></div></div><div><div>Bank City</div><div></div></div><div>Required</div><div><div>Bank State</div><div>(select)</div></div><div><div>Bank Postal Code</div><div></div></div><div><div>Bank Currency</div><div>EUR - Euro</div></div></div></div> <div><div>Account Information</div><div><div>Primary Account</div><div><input checked="" type="checkbox"/></div></div><div><div>Remit Type</div><div>(select)</div></div><div><div>Your Name on Account</div><div></div></div><div>Required</div><div><div>Account Number</div><div></div></div><div>Required</div><div><div>Account Type</div><div>(select)</div></div><div>Required</div><div><div>Swift Code</div><div></div></div><div><div>IBAN</div><div></div></div><div>Required</div><div><div>Effective Begin Date</div><div></div><div></div></div><div><div>Effective End Date</div><div></div><div></div></div><div>Begin date is required</div></div>		

IMPORTANT: Check with your bank for the correct information needed to transfer ACH (US) or WIRE funds (Non-US) into your account before entering your account detail into your SIRVA Connect Portal. Failure to do so can result in payment rejection or delay.

NOTE: In the Account Name field, enter your full name as it appears in your bank documents (example: James R. Smith)

Select Remit type as:

- Payments within US = ACH
- Payments from US to non-US accounts = Wire
- Payments within EU = ACH
- Payments from EU to non-EU accounts = Wire
- Other payments = Wire

Remit Type

ACH ▼

(select)

ACH

Apply to Open Invoice

Wire

Your Name on Account

9. Enter Bank account details. Example used below is below is a United States Bank Account.

Add New

Your Name on Account Jack Training

Remit Type ACH

4/2/19 -

Primary

Bank Information

Bank Country A United States

Bank Name B Bank of America

BankPhone

Bank Address 1 C 3131 Route 38

Bank Address 2

Bank Address 3

Bank City D Mount Laurel

Bank State E New Jersey

Bank Postal Code F 08054

Bank Currency G USD - US Dollar

Account Information

Primary Account H

Remit Type I ACH

Your Name on Account J Jack Training

Account Number K *****5945

Account Type L Checking

Routing # (ABA) M 021272655

Swift Code

Template

Effective Begin Date N 04/02/2019

Effective End Date O

Further Account Information

P Further Credit Account or Bank

Beneficiary Information

Q Beneficiary Postal Code 63090

Beneficiary Phone 1 314 244-6000

Instructions US Instructions test.. R

Wire Comments

NOTE: See the legend below for field definitions.

Wire Instruction Field Descriptions

- A. **Country** – Country in which your account is located.
- B. **Bank Name** – Use full bank name (no abbreviation) for example, Deutsche Bank instead of DB.
- C. **Address 1 or 2** – Enter the street address of your bank.
- D. **City** – Enter the city in which your bank is located.
- E. **State/Province** – Enter the state or province in which your bank is located.
- F. **Postal Code** – Enter the postal code for the mailing address for your bank.
- G. **Currency** – Currency your account accepts.
- H. **Primary** – Select this option if you would like to use this information as your preferred/main banking information. (Applicable when multiple banks/accounts are entered).
- I. **Remit Type** – Select one from the options below.
 - Payments within US = ACH
 - Payments from US to non-US accounts = Wire
 - Payments within EU = ACH
 - Payments from EU to non-EU accounts = Wire
 - Other payments = Wire
- J. **Your Name on Account** – Enter your name how it appears on your account.
- K. **Account Number** – Your personal account number (varies by country, bank and account type).
- L. **Account Type** – Select the type of the account from the drop-down list (Checking, Savings, Money Market).
- M. **Routing # (US accounts) or SWIFT Codes** – These are unique identification codes for a particular bank. The SWIFT code identifies the Bank, ISO #, location and branch. It is used for transferring money between banks. Entering incorrect information will delay your payments.
 - If Remit Type = ACH, confirm your routing number from your check.
 - If Remit Type = WIRE, check with your bank to get correct routing number – it may be different from the number you see on your check.

NOTE: IBAN (International Bank Account Number) – uniquely identify a customer's bank account. The IBAN consists of an alphabetical country code, followed by two digits, and then up to thirty-five characters for the bank account number.

- N. **Effective Begin Date** – Date you are entering the account details.
- O. **Effective End Date** – Should you need to close an account or inactivate it, enter an effective end date. Once you do this, you will no longer be able to receive payments to that account.
- P. **Further Account Information** – Your bank will notify you if they do not work with directly with United States Federal Reserve or SWIFT system (Non-US Transfers). In this situation, your bank will provide you with additional information of their partner that will be able to facilitate the transfer of funds. In such instances enter the partner bank information in the main bank section. And Enter your bank's information in the Further To section.
- Q. **Beneficiary Information** – You are the beneficiary of your bank account.

NOTE: Beneficiary phone – This information is required. You must enter the phone number where you may be reached in this field.
- R. **Instructions** – This field can give you specific instructions on how to complete the form if there are special requirements for certain countries. **Wire Comments** – Specific instructions to be included on the wire request, when sending the wire to your bank.

Completed Wire Instructions Screen

Your Name on Account Bethlisa Demo
Remit Type ACH
7/19/19 -
Primary

Bank Information

Bank Country
United States
Bank Name
Bank of America
BankPhone
Bank Address 1
3131 Route 38
Bank Address 2
Bank Address 3
Bank City
Mount Laurel
Bank State
New Jersey
Bank Postal Code
08054
Bank Currency
USD - US Dollar

Account Information

Primary Account
Remit Type
ACH
Your Name on Account
Bethlisa Demo
Account Number
08754205945
Account Type
Checking
Routing # (ABA)
021272855
Swift Code
Template
Effective Begin Date
07/19/2019
Effective End Date

Further Account Information

Further Credit Account or Bank

Beneficiary Information

Beneficiary Postal Code
08054
Beneficiary Phone
973 910-1111

Instructions
US Instructions test..

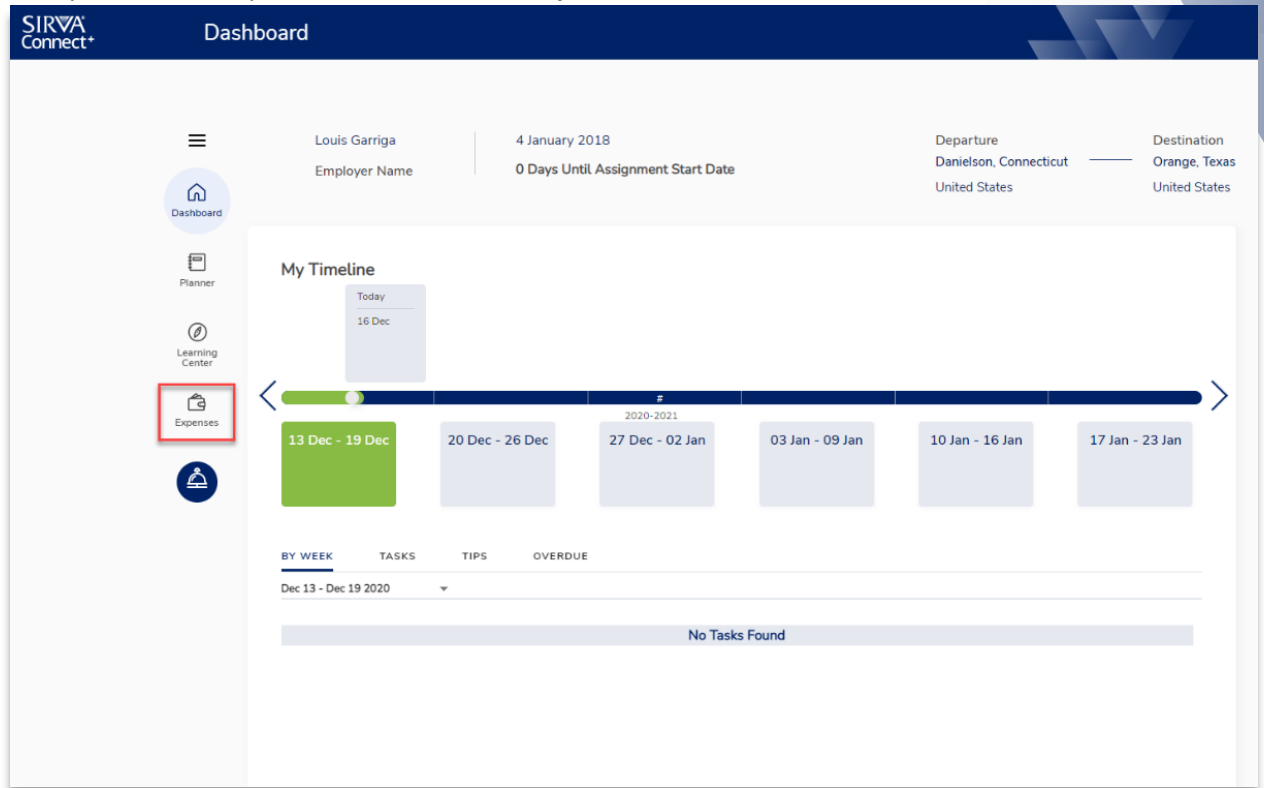
Wire Comments

Create a New Expense Report

Reimbursement via ACH or Wire

Your direct deposit information **MUST** be in the file before submitting an expense report.

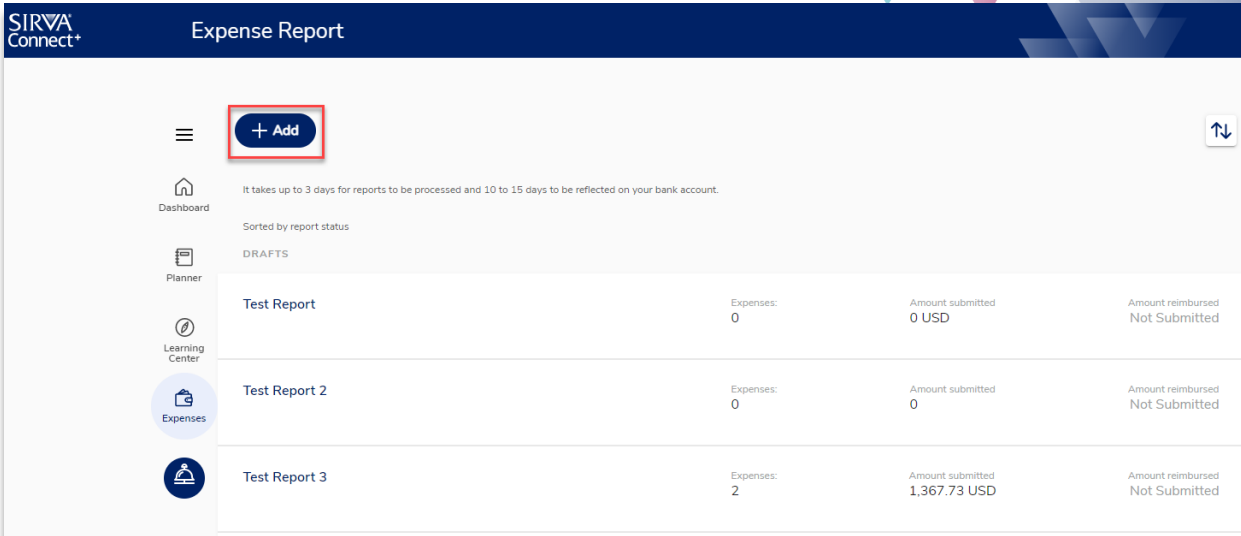
1. From your Connect+ portal Dashboard, click **Expenses**.



NOTE: All expense reports previously created will be displayed below.

Report Status	Description
Drafts	The expense report is in draft status and has not yet been submitted
Submitted	The expense report has been submitted and is pending the Client Finance team's review and approval
Completed – Fully Reimbursed	The expense report has been reviewed and fully reimbursed
Completed – Partially Reimbursed	The expense report has been reviewed and partially reimbursed
Completed – Declined	The expense report has been reviewed and declined
Completed – On-Hold	The expense report has been reviewed and is on hold pending further details

2. Click **Add**.



SIRVA Connect+ Expense Report

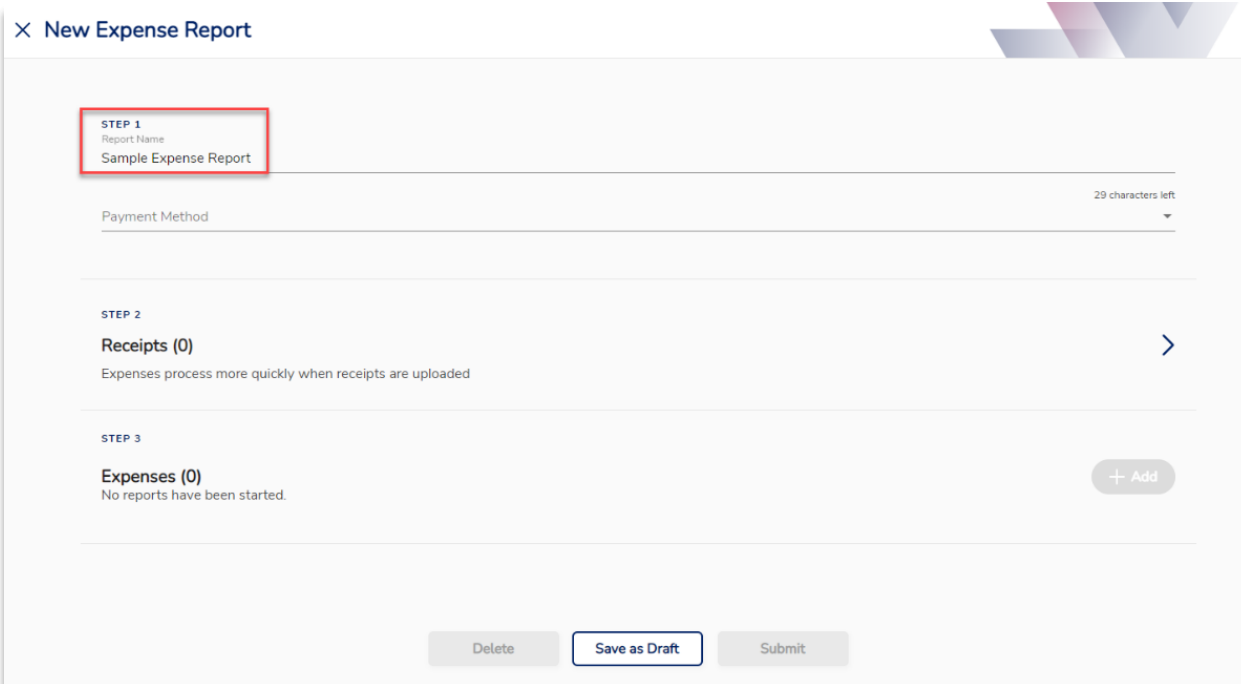
It takes up to 3 days for reports to be processed and 10 to 15 days to be reflected on your bank account.

Sorted by report status

DRAFTS

Report Name	Expenses:	Amount submitted	Amount reimbursed
Test Report	0	0 USD	Not Submitted
Test Report 2	0	0	Not Submitted
Test Report 3	2	1,367.73 USD	Not Submitted

3. Enter a **Report Name**.



× New Expense Report

STEP 1
Report Name
Sample Expense Report

Payment Method 29 characters left

STEP 2
Receipts (0)
Expenses process more quickly when receipts are uploaded

STEP 3
Expenses (0)
No reports have been started.

+ Add

Delete Save as Draft Submit

4. Select a **Payment Method** from the dropdown, either **ACH** or **Wire**.

X New Expense Report

STEP 1
Report Name
Sample Expense Report

Payment Method 29 characters left
Wire

Account for reimbursement

Currency

All expenses in a report need to be submitted in the same currency

STEP 2
Receipts (0) >
Expenses process more quickly when receipts are uploaded

STEP 3
Expenses (0) + Add
No reports have been started.

Delete Save as Draft Submit

5. Select the account in which the reimbursement should be deposited.

NOTE: The bank name and account number will be automatically selected based on the information you provided when you entered your direct deposit information.

× New Expense Report

STEP 1

Report Name
Sample Expense Report

Payment Method 29 characters left
Wire

Account for reimbursement
Test Bank - Test Employee

Reimbursement Currency
GBP

Currency

All expenses in a report need to be submitted in the same currency

STEP 2

Receipts (0) >

Expenses process more quickly when receipts are uploaded

STEP 3

Expenses (0) + Add

No reports have been started.

Delete Save as Draft Submit

6. The reimbursement currency will automatically default to the correct currency for the country in which the account is opened.

✕ New Expense Report

STEP 1

Report Name
Sample Expense Report

Payment Method 29 characters left
Wire

Account for reimbursement
Test Bank - Test Employee

Reimbursement Currency
GBP

Currency

All expenses in a report need to be submitted in the same currency

STEP 2

Receipts (0) >

Expenses process more quickly when receipts are uploaded

STEP 3

Expenses (0) + Add

No reports have been started.

Delete Save as Draft Submit

7. In the **Currency** dropdown, select the currency in which the expenses were made.

X New Expense Report

STEP 1

Report Name
Sample Expense Report

Payment Method
Wire 29 characters left

Account for reimbursement
Test Bank - Test Employee

Reimbursement Currency
GBP

Currency
GBP

All expenses in a report need to be submitted in the same currency

STEP 2

Receipts (0) >

Expenses process more quickly when receipts are uploaded

STEP 3

Expenses (0) + Add

No reports have been started.

Delete Save as Draft Submit

Upload Receipts

1. Click on the arrow next to **Receipts**.

X New Expense Report

STEP 1
Report Name
Sample Expense Report

Payment Method
Wire 29 characters left

Account for reimbursement
Test Bank - Test Employee

Reimbursement Currency
GBP

Currency
GBP

All expenses in a report need to be submitted in the same currency

STEP 2
Receipts (0)
Expenses process more quickly when receipts are uploaded

STEP 3
Expenses (0)
No reports have been started.

+ Add

Delete Save as Draft Submit

2. Click **Add**.

< Receipts

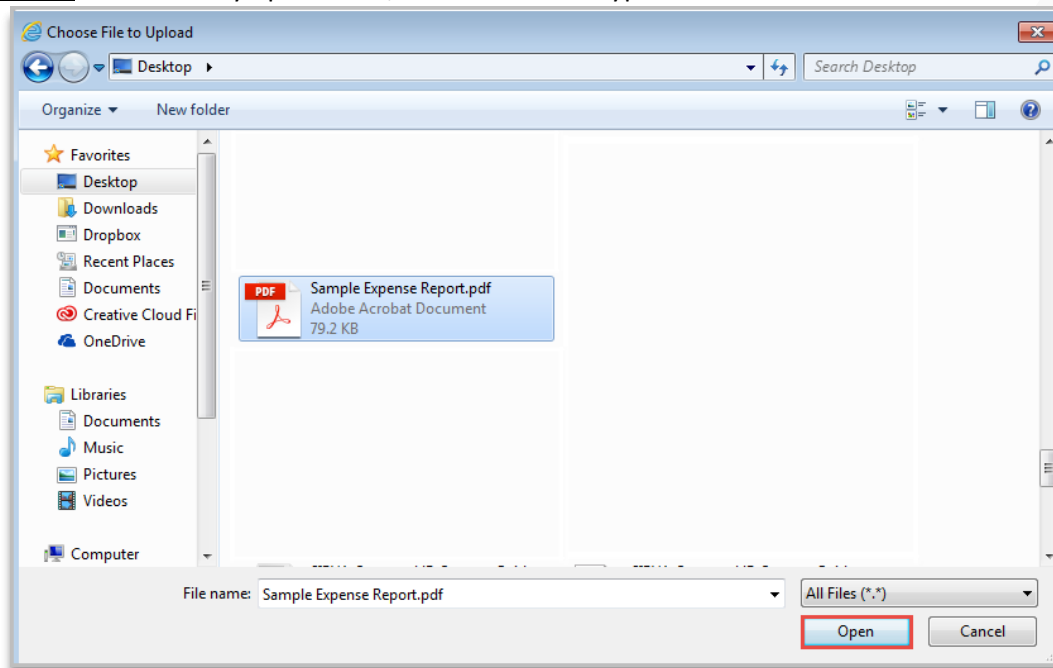
Nothing here yet

Allowed file types: JPG/JPEG, PNG and PDF

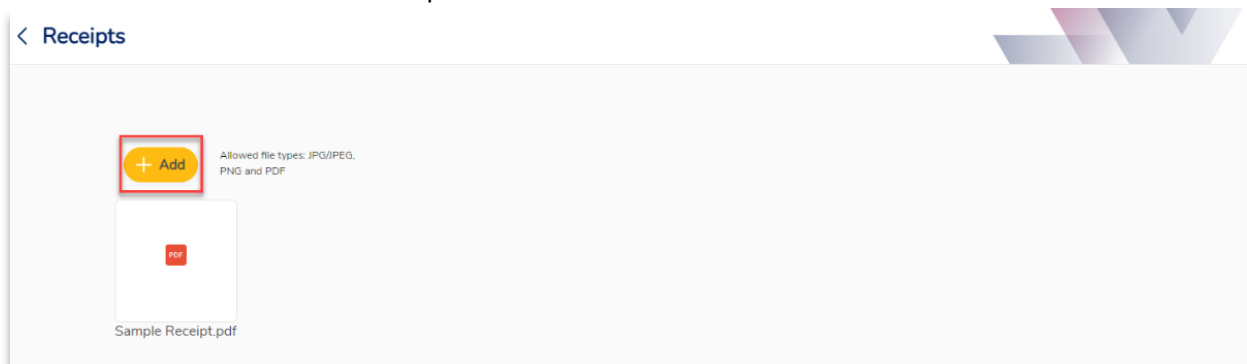
+ Add

3. Navigate to where the receipt file is located, select it and click the **Open** button.

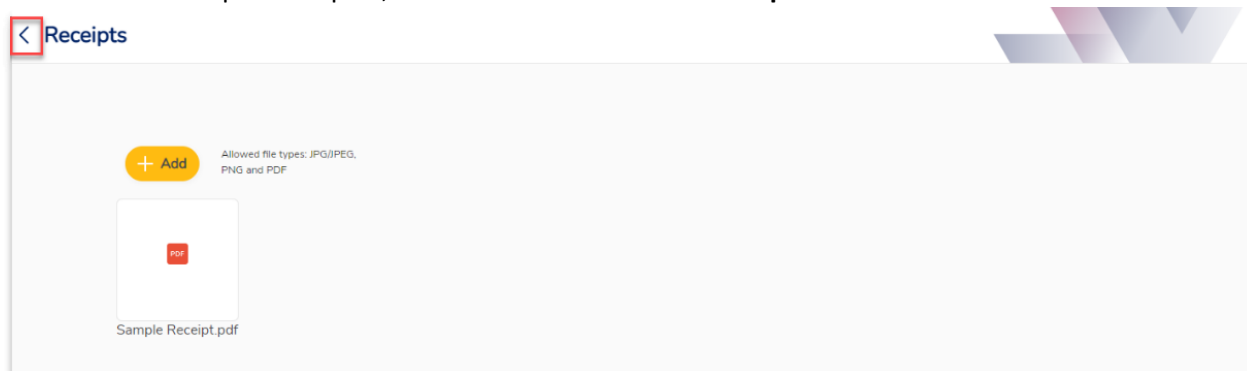
NOTE: You can only upload PDF, JPEG or PNG file types.



4. Click **Add** to include additional receipts.



5. To return to the Expense Report, click the arrow in front of **Receipts**.



Add Line Items

1. Click **Add**.

✕ Edit Expense Report

STEP 1

Report Name

Sample Expense Report

Payment Method

Wire

29 characters left

Account for reimbursement

Test Bank - Test Employee

Reimbursement Currency

GBP

Currency

GBP

All expenses in a report need to be submitted in the same currency

STEP 2

Receipts (1)

Expenses process more quickly when receipts are uploaded



STEP 3

Expenses (0)

No reports have been started.

+ Add

Delete

Save as Draft

Submit

2. Provide the following information:

- A. Expense description
- B. Category of the expense
- C. Subcategory of the expense
- D. Start date of expense
- E. End date of expense
- F. Amount

< New Expense

All fields are required.

Expense description

A Final move airfare

Categories

B Final Move

Subcategory

C Final Move Airfare

Start date of expense

D 12/1/2020

Select a category before selecting a subcategory

End date of expense

E 12/1/2020

Amount

F 1500

GBP

EXCHANGE RATE ON 20-12-01

1 GBP = 1 GBP

Provided by Interbank

REIMBURSEMENT AMOUNT

1,500.00 GBP

Cancel
Add Expense

Expense Category and Subcategory: If the exact category for your expense does not appear, select the one that most closely matches, and if there are any further clarifications needed your SIRVA Consultant will reach out to you.

NOTE: The system will default to setting the currency exchange rate to the interbank rates, which are the “official” rates quoted in media such as the Wall Street Journal. You have the option to override this data and specify the exchange rate and date. This information will be audited during the processing of the expense report.

****If you will not submit a different exchange rate, skip to step 6.**

3. To override the interbank exchange rate, click the blue pencil next to the exchange rate.


< New Expense

Start date or expense
12/1/2020

End date or expense
12/1/2020

Amount
1500

USD

EXCHANGE RATE ON 20-12-01
1 USD = 0.74507256 GBP 

Provided by Interbank

REIMBURSEMENT AMOUNT
1,117.609 GBP

Cancel

Add Expense

4. Enter your exchange rate.

YOUR EXCHANGE RATE
1 USD = GBP ×
Your rate will be audited.

Calculate reimbursement

REIMBURSEMENT AMOUNT
1,117.609 GBP

5. Click **Calculate reimbursement**. The **Reimbursement Amount** will update.

YOUR EXCHANGE RATE

1 USD = 0.740315 GBP X

Your rate will be audited.

1

Calculate reimbursement

2

REIMBURSEMENT AMOUNT

1,110.472 GBP

6. Click **Add Expense**.

< New Expense

All fields are required.
Expense description

Final move airfare

Categories

Final Move

Subcategory

Final Move Airfare

Select a category before selecting a subcategory

Start date of expense

12/1/2020

End date of expense

12/1/2020

Amount

1500

GBP

EXCHANGE RATE ON 20-12-01

1 GBP = 1 GBP

Provided by Interbank

REIMBURSEMENT AMOUNT

1,500.00 GBP

Cancel

Add Expense

7. The summary of your added line item will display on the main expense screen.

✕ Edit Expense Report

STEP 1
Report Name
Sample Expense Report

Payment Method
Wire 29 characters left

Account for reimbursement
Test Bank - Test Employee

Reimbursement Currency
GBP

Currency
GBP

All expenses in a report need to be submitted in the same currency

STEP 2
Receipts (1)
Expenses process more quickly when receipts are uploaded >

STEP 3
Expenses (1) + Add

Final move airfare 1,500.00 GBP

8. Click **Add** to create additional line items as needed.

✕ Edit Expense Report

STEP 1
Report Name
Sample Expense Report

Payment Method
Wire 29 characters left

Account for reimbursement
Test Bank - Test Employee

Reimbursement Currency
GBP

Currency
GBP

All expenses in a report need to be submitted in the same currency

STEP 2
Receipts (1)
Expenses process more quickly when receipts are uploaded >

STEP 3
Expenses (1) + Add

Final move airfare 1,500.00 GBP

NOTE: If you need to make edits to the line item you've added, click on the line item to open it. You can make edits while the report is in Drafts status.

Submit Expense Report for Payment

1. Click the **Submit** button to submit your expenses for payment.

✕ Edit Expense Report

STEP 1
Report Name
Sample Expense Report

Payment Method
Wire 29 characters left

Account for reimbursement
Test Bank - Test Employee Reimbursement Currency
GBP

Currency
GBP
All expenses in a report need to be submitted in the same currency

STEP 2
Receipts (1) >
Expenses process more quickly when receipts are uploaded

STEP 3
Expenses (1) + Add

Final move airfare 1,500.00 GBP

EXPENSE REPORT TOTAL
1,500.00 GBP

Delete Save as Draft **Submit**



NOTE: Until you add at least one line the expense report will remain in **Drafts** status.

SIRVA Connect+ Expense Report

+ Add

It takes up to 3 days for reports to be processed and 10 to 15 days to be reflected on your bank account.

Sorted by report status

DRAFTS			
Test Report	Expenses: 0	Amount submitted 0 USD	Amount reimbursed Not Submitted
Test Report 2	Expenses: 0	Amount submitted 0	Amount reimbursed Not Submitted
Test Report 3	Expenses: 2	Amount submitted 1,367.73 USD	Amount reimbursed Not Submitted

- Once the report is submitted, the status will change to **Submitted** on the list of expense reports.

Expense Report				
	final trip	Expenses: 0	Amount submitted 0 USD	Amount reimbursed Not Submitted
	SUBMITTED			
	House Hold Goods	Expenses: 1	Amount submitted 3,450.00 USD	Amount reimbursed Pending

View Existing Expense Report

- From your Connect+ portal Dashboard, click **Expenses**.

SIRVA Connect+

Dashboard

Dashboard

Planner

Learning Center

Expenses

Louis Garriga

Employer Name

4 January 2018

0 Days Until Assignment Start Date

Departure

Danielson, Connecticut

United States

Destination

Orange, Texas

United States

My Timeline

Today

16 Dec

13 Dec - 19 Dec

20 Dec - 26 Dec

27 Dec - 02 Jan

03 Jan - 09 Jan

10 Jan - 16 Jan

17 Jan - 23 Jan

BY WEEK

TASKS

TIPS

OVERDUE

Dec 13 - Dec 19 2020

No Tasks Found

2. The **Expense Report** page will show all expense reports created and their status. Click on the report name to see information about it.

Expense Report																											
Dashboard	It takes up to 3 days for reports to be processed and 10 to 15 days to be reflected on your bank account.																										
Planner	Sorted by report status																										
Learning Center	DRAFTS																										
Expenses	<table border="1"> <thead> <tr> <th>Report Name</th> <th>Expenses</th> <th>Amount submitted</th> <th>Amount reimbursed</th> </tr> </thead> <tbody> <tr> <td>Sample Expense Report</td> <td>1</td> <td>1,500.00 GBP</td> <td>Not Submitted</td> </tr> <tr> <td>Test Report</td> <td>0</td> <td>0 USD</td> <td>Not Submitted</td> </tr> <tr> <td>Test Report 2</td> <td>0</td> <td>0</td> <td>Not Submitted</td> </tr> <tr> <td colspan="4">SUBMITTED</td> </tr> <tr> <td>House Hold Goods</td> <td>1</td> <td>3,450.00 USD</td> <td>Pending</td> </tr> </tbody> </table>			Report Name	Expenses	Amount submitted	Amount reimbursed	Sample Expense Report	1	1,500.00 GBP	Not Submitted	Test Report	0	0 USD	Not Submitted	Test Report 2	0	0	Not Submitted	SUBMITTED				House Hold Goods	1	3,450.00 USD	Pending
Report Name	Expenses	Amount submitted	Amount reimbursed																								
Sample Expense Report	1	1,500.00 GBP	Not Submitted																								
Test Report	0	0 USD	Not Submitted																								
Test Report 2	0	0	Not Submitted																								
SUBMITTED																											
House Hold Goods	1	3,450.00 USD	Pending																								

3. The **Report Details** screen will display the following information:

- A. Overall Report Status
- B. Payment Method
- C. Account for Reimbursement
- D. Reimbursement currency
- E. Currency of Expenses
- F. Amount Submitted
- G. Receipt(s)
- H. Line item(s)

House Hold Goods	
SUBMITTED	
A SUBMITTED	30 January 2019
B PAYMENT METHOD	Wire
C ACCOUNT FOR REIMBURSEMENT	4545
D REIMBURSEMENT CURRENCY	USD
E CURRENCY OF THE EXPENSES	USD
F AMOUNT SUBMITTED	3,450.00 USD
G Receipts (0)	
H Expenses	
	3,450.00 USD

4. Click the line item to view details.

X Report Details

House Hold Goods
SUBMITTED

SUBMITTED 30 January 2019

PAYMENT METHOD Wire

ACCOUNT FOR REIMBURSEMENT 4545

REIMBURSEMENT CURRENCY USD

CURRENCY OF THE EXPENSES USD

AMOUNT SUBMITTED 3,450.00 USD

Receipts (0)

Expenses

3,450.00 USD

5. The **Expense Details** screen will display the following:

- A. Category
- B. Subcategory
- C. Date of Expense
- D. Amount Submitted in Original Currency
- E. Amount Submitted
- F. Exchange Rate

< Expense Details

A CATEGORY

B SUBCATEGORY

C DATE OF EXPENSE

D AMOUNT SUBMITTED IN ORIGINAL CURRENCY

E AMOUNT SUBMITTED

F EXCHANGE RATE

Automobile

Driver Host Location

7 February 2019

3,450.00 USD

3,450.00 USD

1 USD = 1 USD