

A dark grey arrow points to the right from the left edge of the slide. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the page.

OPT Overview

Faculty of Education

- ▶ OPT Overview - Introduction
- ▶ Account Codes
- ▶ OPT Reporting Tools
- ▶ Assigning a Delegate



Introduction

Users:

- ▶ Staff
- ▶ Faculty

Roles:

- ▶ Initiator
- ▶ Delegate
- ▶ Financial Officer
- ▶ 1 Over 1 Approver
- ▶ FMS Signing Authority
- ▶ Departmental Approver: (Admin Manager/Head)



What type of payments?

OPT:

- ▶ UBC Visa Reconciliation
- ▶ Vendor Payments
- ▶ Non-travel reimbursements
- ▶ Travel reimbursements (only Travel Claims)

Non-OPT:

- ▶ Travel Advance & Clearance
- ▶ Wire Transfers
- ▶ Independent Contractor (no B/N or GST#) payments & restricted account codes:
713001/713005/753000/565000/521000/
598000

Management Systems Portal

[Home](#)[Reporting](#)[Administrator Self Service](#)[HRMS Self Service](#)[FMS Self Service](#)[Resources](#)[Staff PD](#)

Finance - Administration



FMS Live

Access UBC Financial Management System

Online Payment Tool

The Online Payment Tool just got better! For more details on new changes please visit [OPT updates page](#).



OPT Employee Centre

Get reimbursed for out-of-pocket expenses, reconcile your UBC VISA Card, manage your delegates, manage your expense claim and check its status, manage your worklist as a claim initiator.



OPT Department Centre

Pay a vendor, create and manage an expense reimbursement for a UBC employee or student, reconcile a UBC employee's UBC VISA Card, manage your worklist as a participant in the approval process of a payment or reimbursement.



Vendor Centre

Initiate a request to add a new or update an existing vendor

I Want To...

[See my T4](#)[Apply for a job staff](#)[Apply for a job faculty](#)[Change my preferred name\(s\)](#)[Submit expense claims](#)[Create or update a vendor](#)[Review my pay](#)[Review my benefits](#)[Access FMS \(authorized users\)](#)[Access HRMS \(authorized users\)](#)

Renew your UBC wireless

Renew your UBC wireless connection

UBC has renewed its UBC wireless environment. Make sure you are connected to our latest version to keep your information safe. For more information, visit <https://it.ubc.ca/autoconnect>

UBC



Quicklinks

[Travel Site](#)[Financial Operations](#)[VP Finance & Operations](#)[Human Resources](#)

Log-in to

www.msp.ubc.ca

and click either OPT
Employee or
Department Centre



Account Codes

Faculty of Education

List of Commonly Used Account Codes

► General Expenses

General Expenses:	
640000	Operational supplies & expense
640001	Office supplies
641000	Postage
641300	Couriers
641530	Subscriptions & publications
641531	Books and periodicals
641600	Printing and copying
642230	Course fees
646100	Catering
646106	Food & beverage
647339	Audio, video & photography
653000	Computer supplies
653100	Computer software <\$50000
654000	Professional development
655000	Advertising
655001	Advertising-Recruitment
656000	Meals & entertainment
658501	Cellular & telecommunications
684000	Membership fees
712100	Participation services
713000	Professional fees
762100	Utilities
764000	Rental-Telephone equipment
764003	ISDN and internet connection
765000	Long Distance
810000	Furniture
820000	Equipment
820100	Audio & Video equipment
830000	Desktop computer & printer

List of Commonly Used Account Codes

► Travel Expenses

Travel Expenses:	
611000	Field trips&Other - Air Fare
612000	Field trips&Other - Other Transportation (Taxi, bus, parking)
613000	Field trips&Other - Meals (Meals per Diem)
614000	Field trips&Other - Accomodation
621000	Conferences- Air Fare
622000	Conferences- Other Transportation (Taxi, bus, parking)
623000	Conferences - Meals
624000	Conferences - Accomodation
627000	Conferences - Registration
634000	Relocation & moving



OPT Reporting Tool

Faculty of Education

Financial Management System

Menu

Search:

- My Favorites
- UBC Processes
 - UBC Online Payment Tool
 - Vendor Centre
 - Department Centre
 - Employee Centre
 - Manage Folders
 - UBC OPT Reporting**
 - Supplier Contracts
 - Vendors
 - Purchasing
 - eProcurement
 - Project Costing
 - Accounts Payable
 - Banking
 - General Ledger
 - Set Up Financials/Supply Chain
 - Worklist
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - My Personalizations
 - My System Profile

Online Payment Tool Reporting

User ID: Park,Seoung Hun Sean EmplID: Position: Information

Reporting Criteria

*Date From: 01/01/2018 *Date To: 06/08/2018 **1** Quick Date Select: Current Month Current Year
 Prior Month Prior Year
 Year-to-Date Life-to-Date

Form Status: All Aging ID: Frequency: Daily Acct Category: Help on Criteria

Limit Value:

Employee ID:

Vendor ID:

Individual Employee Transactions

Authorized EmplID 455 - OPT Transaction Details

- 460 - Folder/Trip Summary
- 470 - Folder/Trip Details
- 755 - VISA Card Statement

4

DeptID Selection **2**

Active Only

Available DeptIDs	View All	First	1-5 of 8	Last
Dept	Status			
<input type="checkbox"/> 150100	Deans Office-Education	Active		
<input type="checkbox"/> 2 150300	Alternative Programs	Active		
<input type="checkbox"/> 3 150350	External Program&Learning Tech	Active		
<input type="checkbox"/> 4 150500	Ed Psych, Couns Psych, Spec Ed	Active		
<input type="checkbox"/> 5 150600	Dept of Language & Literacy Ed	Active		

Project/Grant Selection **3**

All Values

From PG: To:

You have access to over 200 Project/Grants. For performance reasons, your authorized list will not be displayed. In order to choose values for reporting, please select the "All Values" checkbox or enter a specific range of values using the "From/To" PG fields. Only values to which you have access will be included in your query

Dept/PG Queries (select values from the left)

- 015 - List of eForms by Date by Dept** **5**
- 060 - List Current Entry Delegation
- 120 - Workflow Processing Review
- 125 - Pending OPT Transactions
- 140 - Review Denied/Recycled Claims
- 310 - OPT Transaction Count
- 420 - Missing Receipt Count GT limit
- 435 - List Top Spenders (by Dept)
- 445 - List Top Spenders (by Project)
- 455 - List Transactions for EmplID
- 460 - Folder/Trip Summary for EmplID
- 470 - Folder/Trip Detail for EmplID
- 510 - Folder/Trip Summary by DP/PG
- 520 - Folder/Trip Detail for DP/PG
- 725 - CC - Transactions in Dispute
- 750 - CC - Outstanding Trans by DP

Prior to running a Dept/PG query, please ensure you have selected both Department and Project/Grant values in the grids to the left. The queries return output where (a) both the selected Department(s) and Project/Grant(s) are present in a transaction and (b) you have access to report data from the combination of

*Click "UBC OPT Reporting" in the left menu bar to access the list of all eforms by date by dept:

1. Select the date range
2. Click "Select All"
3. Click "All Values"
4. Click Save
5. Click "List of Eforms by Date by Dept"

The report generates a list of all eforms under the selected dept ID and dates. The report includes the current status of outstanding eforms and completed eforms.

Financial Management System

Menu

- My Favorites
- UBC Processes
 - UBC Online Payment Tool
 - Vendor Centre
 - Department Centre
 - Employee Centre
 - Manage Folders
 - UBC OPT Reporting**
 - Supplier Contracts
 - Vendors
 - Purchasing
 - eProcurement
 - Project Costing
 - Accounts Payable
 - Banking
 - General Ledger
 - Set Up Financials/Supply Chain
 - Worklist
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - My Personalizations
 - My System Profile

Online Payment Tool Reporting

User ID: [User] Park,Seoung Hun Sean EmplID: [User] Position: [User] Information

Reporting Criteria

*Date From: 01/01/2018 *Date To: 06/08/2018 **1** Quick Date Select: Current Month Current Year
 Prior Month Prior Year
 Year-to-Date Life-to-Date

Form Status: All Aging ID: [] Frequency: Daily Acct Category: [] Help on Criteria

Limit Value: []

Employee ID: [] Vendor ID: []

Individual Employee Transactions

Authorized EmplID [455 - OPT Transaction Details](#)
[460 - Folder/Trip Summary](#)
[470 - Folder/Trip Details](#)
[755 - VISA Card Statement](#)

Before running queries, always press the SAVE button to store your Criteria and Chartfield selections

Save **4**

DeptID Selection **2**

Active Only Select All Un-select All

Available DeptIDs View All First 1-5 of 8 Last

	Dept		Status
1	<input type="checkbox"/> 150100	Deans Office-Education	Active
2	<input type="checkbox"/> 150300	Alternative Programs	Active
3	<input type="checkbox"/> 150350	External Program&Learning Tech	Active
4	<input type="checkbox"/> 150500	Ed Psych, Couns Psych, Spec Ed	Active
5	<input type="checkbox"/> 150600	Dept of Language & Literacy Ed	Active

Project/Grant Selection **3**

All Values From PG: [] To: []

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To access list of outstanding UBC Visa Transactions by Dept ID:

Steps:

1. Select the appropriate date range
2. Click "Select All"
3. Click "All Values"
4. Save
5. Click "CC - Outstanding Trans by DP"

The report generates all outstanding UBC Visa transactions to be reconciled with aging schedule and details of transaction.



Assigning a Delegate

Faculty of Education

Management Systems Portal

[Home](#)

[Reporting](#)

[Administrator Self Service](#)

[HRMS Self Service](#)

[FMS Self Service](#)

Finance - Administration



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OPT Department Centre

Pay a vendor, create and manage an expense reimbursement for a UBC employee or student, reconcile a UBC employee's UBC VISA Card, manage your worklist as a participant in the approval process of a payment or reimbursement.



Vendor Centre

Initiate a request to add a new or update an existing vendor

1. Log into the MSP portal
2. Under "Online Payment Tool", select "OPT Employee Centre"

Menu

Search:

- ▷ My Favorites
- ▷ UBC Processes
- ▽ UBC Online Payment Tool
 - [Vendor Centre](#)
 - [Department Centre](#)
 - [Employee Centre](#)
 - [Manage Folders](#)
 - [UBC OPT Reporting](#)
- ▷ Employee Self-Service
- ▷ Supplier Contracts
- ▷ Vendors
- ▷ Purchasing
- ▷ eProcurement
- ▷ Project Costing
- ▷ Maintenance Management
- ▷ Accounts Payable
- ▷ Banking
- ▷ General Ledger
- ▷ Set Up Financials/Supply Chain
- ▷ Worklist
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
- [My Personalizations](#)
- [My System Profile](#)

UBC Employee Reimbursement and Payment Centre



[My Worklist](#)

Work the items that have been routed to you.



[Reimbursement and Payment](#)

Goods and Services Reimbursements and Travel Reimbursements



[Update or Withdraw a Request](#)

Update or withdraw a previously submitted reimbursement request.



[Evaluate a Request](#)

Participate in the approval process for a reimbursement request. This link allows you to search for the request you want.



[View a Request](#)

View a recently submitted reimbursement request. This is a read-only view.



[Reconcile UBC VISA Card transactions](#)

Reconcile UBC VISA Card transactions.



[Update or Withdraw a UBC VISA Card reconciliation transaction](#)

Update or withdraw a previously submitted UBC VISA Card reconciliation transaction.



[Evaluate a UBC VISA Card reconciliation transaction](#)

Participate in the approval process for a VISA card reconciliation transaction. This link allows you to search for the request you want.



[View a UBC VISA Card reconciliation transaction](#)

View a recently submitted UBC VISA Card reconciliation transaction. This is a read-only view.



[Manage Delegates](#)

Add or update individuals who may enter transactions on your behalf.

Select "Manage Delegates"

Menu

Search:

- ▷ My Favorites
- ▷ UBC Processes
- ▽ UBC Online Payment Tool
 - [Vendor Centre](#)
 - [Department Centre](#)
 - [Employee Centre](#)
 - [Manage Folders](#)
 - [UBC OPT Reporting](#)
- ▷ Employee Self-Service
- ▷ Supplier Contracts
- ▷ Vendors
- ▷ Purchasing
- ▷ eProcurement
- ▷ Project Costing
- ▷ Maintenance Management
- ▷ Accounts Payable
- ▷ Banking
- ▷ General Ledger
- ▷ Set Up Financials/Supply Chain
- ▷ Worklist
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
- [My Personalizations](#)
- [My System Profile](#)

Click magnifying glass to search for a delegate

Manage Delegates

Smith, Rachael Ayano

Entering positions on this page will grant to those individuals, the ability to enter and/or reconcile transactions on their behalf.

*Position	Title	OPT	Visa		
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

 Save

Menu

Search:

- My Favorites
- UBC Processes
- UBC Online Payment Tool
 - Vendor Centre
 - Department Centre
 - Employee Centre**
 - Manage Folders
 - UBC OPT Reporting
- Employee Self-Service
- Supplier Contracts
- Vendors
- Purchasing
- eProcurement
- Project Costing
- Maintenance Management
- Accounts Payable
- Banking
- General Ledger
- Set Up Financials/Supply Chain
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- My Personalizations
- My System Profile

Look Up Position

Search by: begins with

[Advanced Lookup](#)

Search Results

View All First 1-18 of 18 Last

Name	Position Number	Title
Park,Seoung Hun Sean		Finance Coordinator

1. Use the drop-down tab to search by name
2. Find the employee and click on their name

Menu

Search:

- ▷ My Favorites
- ▷ UBC Processes
- ▽ UBC Online Payment Tool
 - [Vendor Centre](#)
 - [Department Centre](#)
 - **[Employee Centre](#)**
 - [Manage Folders](#)
 - [UBC OPT Reporting](#)
- ▷ Employee Self-Service
- ▷ Supplier Contracts
- ▷ Vendors
- ▷ Purchasing
- ▷ eProcurement
- ▷ Project Costing
- ▷ Maintenance Management
- ▷ Accounts Payable
- ▷ Banking
- ▷ General Ledger
- ▷ Set Up Financials/Supply Chain
- ▷ Worklist
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ People Tools
 - [My Personalizations](#)
 - [My System Profile](#)

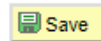
Manage Delegates

Smith, Rachael Ayano

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1

*Position	Name	Title	OPT	Visa		
<input type="text"/>	<input type="text"/> Park, Seoung Hun Sean	Finance Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

 Save

2

1. Once the employee is loaded on the delegate page, select "OPT" and/or "VISA"
2. Click "Save" to complete the process