Vendor Payments

Faculty of Education

*This manual is intended to be used for Faculty of Education only for Training purposes
July 2018
1. Open “UBC Online Payment Tool” in FMS
2. Click “Request for Reimbursement and Payment” under “Department Centre”
Click “Goods and Services Expense Reimbursement” for non-travel expenses.
Review invoice details; obtain either Head/Admin Manager’s signature or email confirmation
1. Enter vendor name and click “Search”

2. Select the vendor that populates at the bottom of the page
Provide a general reason for the payment.
1. Fill under “Invoice Details”:
   a. Invoice number
   b. Invoice date
   c. Gross invoice amount
   d. Tax method
   e. Speedchart details

2. Press “Apply”

3. Fill under “Distribution”:
   a. Account code
   b. Amount before tax
   c. Tax code

4. Click “Calculate”
Confirm the payment method
(System will default to either cheque or direct deposit)

| Payee: 0000194230 LASER VALLEY TECHNOLOGIES CORPORATION |
| Payment Method: Direct Deposit |
| eForm ID: 317465 |
| Requested Date: 07/20/2018 |
| Payment Reason: DNSO Cartridge purchase |

Special Handling

Vendors outside of Canada and USA should be paid using a Wire Transfer. Employees will be reimbursed through direct deposit whenever possible.

Do you need a different payment method? No
1. Attach copy of invoice in “Attachments” section (if invoice approved via email - attach email approval)

2. Check the “Certification Signature” box

3. Add detailed comments in comment box for communication to the next approver
Review the next approver and click “Submit”
Submission confirmation appears, with options to view the eForm, close the eForm or go to the worklist.
Viewing the eForm: provides summary of the eForm submitted to the next approver