OPT Visa Reconciliation

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*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 “Reconcile UBC VISA Card transactions” under “Employee Centre”
Click to beside “Employee ID” to access appropriate cardholder’s Visa Reconciliation List.
*Summary of all VISA transactions will appear. Review the transaction(s) to reconcile.

After confirming the expense(s) to reconcile:
1. Change the “Status” drop-down to “Reviewed”
2. Click “Submit Reviewed”
Thank you for placing your order with SingleJoCoffee Canada!

This email is to confirm your recent order.

Date 06/26/2018

Shipping address
Rachael Smith
2619-2125 Main Mall, Neville Scarfe Building
Vancouver
British Columbia V6T 1Z4
Canada

Billing address
Rachael Smith
2619-2125 Main Mall, Neville Scarfe Building
Vancouver
British Columbia V6T 1Z4
Canada

- 11x Boyd's Coffee - Hi-Rev® 12ct - Compostable - 12 Pack + 1 Free Brewers Dozen Pod 10+ for $5.81 each

Subtotal: $63.91 CAD

Shipping: $0.00 CAD

Total: $63.91 CAD
1. Fill the account code for the expense
2. Select whether the item is a personal expense or consumed in BC
3. If the original receipt is missing, select “Missing Receipt”
4. Attach a copy of the receipt under “Attachments”
5. Check the “Certification Signature” box
6. Add “detailed” comments in comment box for communication to the next approver
Review the next approver and the one-over approver and click “Submit”
Add Reconcile eForm

Step 3 of 3: Result

Statement reconciliation is now complete, and will be routed to your one-over and PG signing authority for approval. Note the eForm ID for this request. For assistance with the Online Paymoni Tool, please contact: p2p.help@ubc.ca.

Form Data

Card Holder: [Redacted]
eForm ID: 317447
Requested Date: 07/20/2018

Form Status

You have just SUBMITTED this form. This action passed the form to Financial Officer for further processing.

Process Visualizer

Go To Worklist
View This Form
Close This Form
Viewing the eForm: provides summary of the eForm submitted to the next approver

For hard copy receipts: print out the summary page, attach it to the receipt and send it to the Finance Office
Visa Reconciliation for Travel Expense
Faculty of Education
Click “Reconcile UBC Visa Transactions”
1. Click beside “Employee ID” to access the appropriate Cardholder’s Reconciliation List.

2. Click “Search”
The list shows all outstanding transactions to be reconciled. In this scenario, only select the ones that are travel-related:

1. Select the drop down menu under status column and change status of each travel related expense in your list to “Wallet.”
2. Click “Go to Travel Claim”
*For all travel expenses, a folder needs to be created.

The folder can either be:
1. A travel related to a conference/event (ex. AERA Conference)

Therefore, same folder can be used for multiple trips. Once folder is created, click “next”.
1. Choose Yes, if one speed chart will be used for all expenses.

2. Choose appropriate expense types to auto-populate account codes in the next page. (*Tip: do not tick off meals if travel dates are a longer period as this will generate a list of per diems for the entire trip folder dates. Meals can be added manually in the next page by clicking + sign in the line item).
*Click “Wallet” to match and reconcile each travel related visa expense that you “walletted” from the Reconciliation List.
*List of travel-related visa expenses walletted. Click each transaction to reconcile.

Note: If, however, the expense was prepaid and the transaction date does not fall under the travel folder dates, an error message will appear. (ex. Airfare bought prior to actual travel dates). It is just an alert message, please disregard and continue.
Click “Dist” to enter additional information such as Alternate Vendor ID, multiple speed chart information, and expense amount distribution.
1. Click “Alt ID” in the box below
2. Enter the employee number
1. Click on the “+” icon to add a second line manually.

2. When lines are added manually, you must:
   a. choose expense category
   b. enter speed chart
   c. account code
   d. click wallet to pull transactions
1. Click “browse” to upload the receipts (*Note: the maximum characters for the file name is 25).

2. Tick off “Certification Signature.”

3. Leave comments in the comment box - provide any additional/required information for the next approvers for better understanding about the expense.
1. If the highlighted “One-over” field does not reflect the appropriate One-over, click

2. To look up your alternative/correct One-over type last name -> comma -> first name (Ex. smith,james)
Click “View This Form” to access the eform summary page.
1. This is the summary of the reconciled eform for the travel portion of Visa Reconciliation

2. Print this page and attach original receipts and submit to the Finance Office

3. If all receipts are online, there is no need to print this page or the receipts. Please mark “Online Receipts Only” in the comment section.
Summary of workflow for submitted eform. Click “who can work this form” to see the name of the next approving role user.
Reconciling Credit/Refund VISA Transactions

Faculty of Education
1. Enter the VISA Reconciliation page in OPT
2. Select “reviewed” for all credits and click “Submit Reviewed”
Gather and review credit receipts
1. In the line items, enter the speedchart, account code and alternate ID if applicable. *Note - speedchart and account codes must match with those used in the original eForms*

2. Click the speech bubble next to the “distribution” icon to provide the original eForm ID.
Enter the original eForm ID of the expense in the speech bubble
1. Attach relevant refund receipts
2. Check off the Certification signature box
3. Add comments to provide detailed information on the nature of the refund and the original eForm IDs
Update a VISA Card Reconciliation

Step 3 of 3: Verify approvers and submit claim

Verify that your approvers are correct and click Submit.

If the person shown as the one-over approver is incorrect, you may search and select a new approver. The original one-over approver will receive an email indicating the override.

Form Data
- Card Holder:
- eForm ID: 310007
- Requested Date: 07/25/2018

Approvers

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Approver Rank</th>
<th>Approver Category</th>
<th>Approver ID</th>
<th>Name</th>
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<tr>
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<td>Primary</td>
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<td>Pak, Seung Han Seun</td>
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<tr>
<td>3</td>
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Message

- Previous
- Submit
- Hold