OPT Overview
Faculty of Education

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- Account Codes
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- Assigning a Delegate
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- Personal Reimbursement for Non-Travel Expense
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- Visa Reconciliation for Non-Travel Expense
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*This manual is intended to be used for Faculty of Education only for Training purposes.
June 2018
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
Log-in to
www.msp.ubc.ca
and click either OPT Employee or Department Centre

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

Quicklinks
Travel Site
Financial Operations
VP Finance & Operations
Human Resources
## List of Commonly Used Account Codes

### General Expenses

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>640000</td>
<td>Operational supplies &amp; expense</td>
</tr>
<tr>
<td>640001</td>
<td>Office supplies</td>
</tr>
<tr>
<td>641000</td>
<td>Postage</td>
</tr>
<tr>
<td>641300</td>
<td>Couriers</td>
</tr>
<tr>
<td>641530</td>
<td>Subscriptions &amp; publications</td>
</tr>
<tr>
<td>641531</td>
<td>Books and periodicals</td>
</tr>
<tr>
<td>641600</td>
<td>Printing and copying</td>
</tr>
<tr>
<td>642230</td>
<td>Course fees</td>
</tr>
<tr>
<td>646100</td>
<td>Catering</td>
</tr>
<tr>
<td>646106</td>
<td>Food &amp; beverage</td>
</tr>
<tr>
<td>647339</td>
<td>Audio, video &amp; photography</td>
</tr>
<tr>
<td>653000</td>
<td>Computer supplies</td>
</tr>
<tr>
<td>653100</td>
<td>Computer software &lt;$50000</td>
</tr>
<tr>
<td>654000</td>
<td>Professional development</td>
</tr>
<tr>
<td>655000</td>
<td>Advertising</td>
</tr>
<tr>
<td>655001</td>
<td>Advertising-Recruitment</td>
</tr>
<tr>
<td>656000</td>
<td>Meals &amp; entertainment</td>
</tr>
<tr>
<td>658501</td>
<td>Cellular &amp; telecommunications</td>
</tr>
<tr>
<td>664000</td>
<td>Membership fees</td>
</tr>
<tr>
<td>712100</td>
<td>Participation services</td>
</tr>
<tr>
<td>713000</td>
<td>Professional fees</td>
</tr>
<tr>
<td>762100</td>
<td>Utilities</td>
</tr>
<tr>
<td>764000</td>
<td>Rental-Telephone equipment</td>
</tr>
<tr>
<td>764003</td>
<td>ISDN and internet connection</td>
</tr>
<tr>
<td>765000</td>
<td>Long Distance</td>
</tr>
<tr>
<td>810000</td>
<td>Furniture</td>
</tr>
<tr>
<td>820000</td>
<td>Equipment</td>
</tr>
<tr>
<td>820100</td>
<td>Audio &amp; Video equipment</td>
</tr>
<tr>
<td>830000</td>
<td>Desktop computer &amp; printer</td>
</tr>
</tbody>
</table>
List of Commonly Used Account Codes

**Travel Expenses**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>611000</td>
<td>Field trips &amp; Other - Air Fare</td>
</tr>
<tr>
<td>612000</td>
<td>Field trips &amp; Other - Other Transportation (Taxi, bus, parking)</td>
</tr>
<tr>
<td>613000</td>
<td>Field trips &amp; Other - Meals (Meals per Diem)</td>
</tr>
<tr>
<td>614000</td>
<td>Field trips &amp; Other - Accommodation</td>
</tr>
<tr>
<td>621000</td>
<td>Conferences - Air Fare</td>
</tr>
<tr>
<td>622000</td>
<td>Conferences - Other Transportation (Taxi, bus, parking)</td>
</tr>
<tr>
<td>623000</td>
<td>Conferences - Meals</td>
</tr>
<tr>
<td>624000</td>
<td>Conferences - Accommodation</td>
</tr>
<tr>
<td>627000</td>
<td>Conferences - Registration</td>
</tr>
<tr>
<td>634000</td>
<td>Relocation &amp; moving</td>
</tr>
</tbody>
</table>
*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.
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
1. Log into the MSP portal
2. Under “Online Payment Tool”, select “OPT Employee Centre”
Select “Manage Delegates”
Click magnifying glass to search for a delegate.
1. Use the drop-down tab to search by name
2. Find the employee and click on their name
1. Once the employee is loaded on the delegate page, select “OPT” and/or “VISA”

2. Click “Save” to complete the process
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)
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.

### Payee Details
- **Payee:** Laser Valley Technologies Corporation
- **Payment Method:** Direct Deposit
- **Address:** Unit 1-4751 125th Street, Surrey BC V4N 4T7
- **Payment Reason:** DNSO Cartridge purchase
- **Amount:** $55.47 CAD
- **Taxable:** Yes
- **Tax Code:** GST/PST

### Invoice Details
- **Invoice:** 301728
- **Invoice Date:** 05/10/2018
- **Tax Method:** HST

### Distribution

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
<th>Tax Code</th>
<th>Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LVMV</td>
<td>Operational supplies &amp; expense</td>
<td>55.47</td>
<td>GST/PST</td>
<td>55.47</td>
</tr>
<tr>
<td></td>
<td>Computed Net Amount</td>
<td>55.47</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Computed GST</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Computed PST</td>
<td>4.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Computed Gross Amount</td>
<td>59.47</td>
<td>GST/PST</td>
<td>59.47</td>
</tr>
</tbody>
</table>

### Special Handling
- **Payment Method:**
  - 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

### Attachments
- View: Laser Valley - 301728.pdf
- Attached File: Laser Valley - 301728.pdf
- Date: 07/20/2018
Personal Reimbursement for Non-Travel Expense

Faculty of Education
1. Open “UBC Online Payment Tool” in FMS
2. Click “Request for Reimbursement and Payment” under “Employee Centre”
Select “Goods and Services Expense Reimbursement” for non-travel related expenses.
Review receipt details

*Note – Hard copy receipts will be required to be sent to the Finance Office
1. Under “Payment Reason”, provide a general statement outlining the nature of the expense.

2. Folders are not required for use for non-travel related expenses.
1. Under “Invoice Details”:
   a. Invoice number will automatically generate
   b. Enter invoice date, gross receipt amount, speed chart details and tax method

2. Once fields are complete, click “Apply”
1. Fields will then generate under the “Distribution” section.

2. Enter account code and distribution percentage.

3. Confirm that all receipts are present for the request.
Payment method will automatically default to EFT for UBC employees
1. Under “Attachments”, upload a copy of the receipt
2. Uncheck the “Certification Signature” box to certify the information on the eForm
3. Under “Comments”, provide information to the next approver on the nature of the expense
1. Review and confirm approvers
2. Use the magnifying glass to override the one-over if required
3. If all information is correct, click “Submit” to submit the eForm
1. Once the eForm is submitted, the initiator can view the next step in the approval process.

2. Click “View This Form” to view a summary page of the eForm.
On the summary page, review the information submitted.

For hard copy receipts, reimbursements: print out the summary page, attach it to the receipt and send it to the Finance Office.
On the next page of the eForm summary, the “Who can work this form?” link provides information on the next approver.
Personal Reimbursement for Travel Expense

Faculty of Education
1. Open “UBC Online Payment Tool” in FMS
2. Click “Request for Reimbursement and Payment” under “Employee Centre”
Select “Employee Travel Expense Reimbursement” for travel related expenses.
Review receipt details

*Note – Hard copy receipts will be required to be sent to the Finance Office
For all travel expenses, a folder needs to be created.

The folder can either be:

a. A travel related to a conference/event (ex. AERA Conference)

b. Multiple travels (ex. Conferences & research in London, July 2018)

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 (*Note: do not tick off meals as this will generate a list of per diems for the entire trip dates. Meals can be added manually in the next page)
1. Under “Travel Expenses”, fill the transaction amount and whether the receipt for the expense is missing and/or if consumed in BC

2. Under “Missing Receipts”, certify that all original receipts are available for submission
Review the expense for reimbursement and speedchart details
Payment method will automatically default to EFT for UBC employees
2. Check off the “Certification Signature” box to certify the expenses being reimbursed.
3. Under “Comments” provide information on the nature of the expense for the next approver.
1. Review and confirm approvers

2. Use the magnifying glass to override the one-over if required

3. If all information is correct, click “Submit” to submit the eForm
1. Once the eForm is submitted, the initiator can view the next step in the approval process.

2. Click “View This Form” to view a summary page of the eForm.
On the summary page, review the information submitted.

For hard copy receipt reimbursements: print out the summary page, attach it to the receipt and send it to the Finance Office.
Visa Reconciliation for Non-Travel Expense

Faculty of Education
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 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.

## Request Reimbursement of Travel Expenses

### Step 4 of 8: Travel Claim Entry

Indicate the transaction details in the fields below. Click on the + icon to add more lines.

### Payee
- **Payee:**
- **Payment Method:** Direct Deposit
- **eForm ID:** 365381
- **Requested Date:** 06/12/2018
- **Folder ID:** 110631
- **Folder Title:** Alumni Reception in Nelson
- **City:** Nelson
- **Country:** Canada

Field labels prefixed with * indicate required fields.

UBC FIA Policy

Please note if you are populating the TRANSACTION AMOUNT (field), it is for OUT-OF-POCKET expenses only. To reconcile travel expenses charged to a UBC Visa card, please click on the WALLET to bring up the Visa transaction.

### Travel Expenses

<table>
<thead>
<tr>
<th>Line</th>
<th>Date</th>
<th>Category</th>
<th>Speed Chart</th>
<th>Amount</th>
<th>Wallet</th>
<th>Transaction Amount</th>
<th>Personal Amount including Tax</th>
<th>Dist</th>
<th>Province</th>
<th>Missing Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>06/14/2018</td>
<td>Airfare</td>
<td>611000</td>
<td>$21.00</td>
<td>Wallet</td>
<td>$21.00</td>
<td>0.00</td>
<td>MB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Amount:** $21.00 CAD  
**Total Personal:** $0.00 CAD

### Missing Receipts

1 | do | have all receipts for this request.

<< Previous  |  | Next >>
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
Review approvers and submit the eForm.