OPT Visa Reconciliation

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*This manual is intended to be used for Faculty of Education only for Training purposes.
April 2019
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

<table>
<thead>
<tr>
<th>Card Holder:</th>
<th>[Redacted]</th>
</tr>
</thead>
<tbody>
<tr>
<td>eForm ID:</td>
<td>317447</td>
</tr>
<tr>
<td>Requested Date:</td>
<td>07/20/2018</td>
</tr>
</tbody>
</table>

Form Status

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

Process Visualizer

1: (Redacted) -> 2: Financial Officer -> 3: One-Over-One -> 8: Integration Broker -> 9: System

Go To Worklist
View This Form
Close This Form

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.

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 look up the 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. Claim Speed Chart: Choose Yes, if one speed chart is used for all the expenses.

2. Choose appropriate expense category which will auto-populate the account codes in the next page.

3. Choose "Other" for expenses not listed in the categories.
*Click the “Wallet” hyperlink to match and reconcile each visa transaction from the list.
List of travel-related visa expenses walletted. Click each transaction to reconcile (it only allows you to select one at a time).
Click “Dist” to enter additional information such as the 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee</td>
<td></td>
</tr>
<tr>
<td>Payment Method</td>
<td>Direct Deposit</td>
</tr>
<tr>
<td>eForm ID</td>
<td>356581</td>
</tr>
<tr>
<td>Requested Date</td>
<td>06/12/2018</td>
</tr>
<tr>
<td>Folder ID</td>
<td>119631</td>
</tr>
<tr>
<td>Start Date</td>
<td>06/14/2018</td>
</tr>
<tr>
<td>End Date</td>
<td>06/15/2018</td>
</tr>
<tr>
<td>City</td>
<td>Nelson</td>
</tr>
<tr>
<td>Country</td>
<td>Canada</td>
</tr>
</tbody>
</table>

Field labels prefixed with * indicate required fields.

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>Travel Expense Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>1</td>
</tr>
<tr>
<td>Trans Date</td>
<td>05/14/2018</td>
</tr>
<tr>
<td>Category</td>
<td>Airfare</td>
</tr>
<tr>
<td>Speed Chart</td>
<td>611000</td>
</tr>
<tr>
<td>Amount</td>
<td>$21.00</td>
</tr>
<tr>
<td>Wallet</td>
<td>Wallet</td>
</tr>
<tr>
<td>Transaction Amount</td>
<td>$21.00</td>
</tr>
<tr>
<td>Personal Amount</td>
<td>$0.00</td>
</tr>
<tr>
<td>Amount including Tax</td>
<td>$21.00</td>
</tr>
<tr>
<td>Dist</td>
<td>MB</td>
</tr>
<tr>
<td>Province</td>
<td></td>
</tr>
<tr>
<td>Missing Receipts</td>
<td>Yes</td>
</tr>
<tr>
<td>do</td>
<td>have all receipts for this request</td>
</tr>
</tbody>
</table>

#### Missing Receipts

- [ ] do have all receipts for this request

Click Distribution to enter “Alternate Vendor ID”
1. Click “Alt ID” in the box below.

2. Enter 7-digit employee # with “E” in front for employees.

3. Type “NON-UBC” for non-employees.
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 from the list.
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.
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