OPT Overview
Faculty of Education

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- Visa Reconciliation for Refunds/Credits

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

April 2019
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.
## 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; expenses</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>64739</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>
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”
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”.

### Create a Reimbursement or Payment

**Payee:** LASER VALLEY TECHNOLOGIES CORPORATION  
**Payment Method:** Direct Deposit  
**eForm ID:** 317466  
**Requested Date:** 07/23/2018

Field labels prefaced with * indicate required fields.

<table>
<thead>
<tr>
<th>Approval Step</th>
<th>Approval Rank</th>
<th>Approval Category</th>
<th>Operator ID</th>
<th>Name</th>
<th>Approval Error(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>DeptAdm</td>
<td>Primary</td>
<td></td>
<td>Park, Seung Hun</td>
<td>Sean</td>
</tr>
<tr>
<td>2</td>
<td>DeptAdm</td>
<td>Secondary</td>
<td></td>
<td>Smith, Rachael</td>
<td>Ayano</td>
</tr>
<tr>
<td>2</td>
<td>DeptAdm</td>
<td>Secondary</td>
<td></td>
<td>Mahmood, Ayaz</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>DeptAdm</td>
<td>Secondary</td>
<td></td>
<td>Ng, Clara Pui</td>
<td>Ki</td>
</tr>
<tr>
<td>3</td>
<td>FMS SgnAut</td>
<td>Primary</td>
<td></td>
<td>Mahmood, Ayaz</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>FMS SgnAut</td>
<td>Secondary</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>FMS SgnAut</td>
<td>Secondary</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Message**

![Message](image)

[Previous] [Submit] [Hold]
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.
1. Open “UBC Online Payment Tool” in FMS

2. Click “Request for Reimbursement and Payment” under “Employee Centre”
Select “Goods and Services Expense Reimbursement”
Review receipt details.

*Note:

a. Hard-copy original receipts (i.e., restaurant receipts, taxi receipts) must be submitted to the Finance Office.

b. Online receipts (i.e., online registration, subscription fees) where hard copy is normally not issued by the vendor, there is no need to submit the receipt to the Finance Office.
1. Under “Payment Reason”, provide a general statement outlining the nature of the expense.
1. Under “Invoice Details”:
   a. Invoice number will automatically generate
   b. Enter invoice date, gross receipt amount, speedchart 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.
1. Under “Attachments”, upload a copy of the receipt

2. Check-off 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. 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.
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
1. Under “Attachments”, attach a copy of the receipt
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 (for only Goods & Services):

1. Change the “Status” drop-down to “Reviewed”
2. Click “Submit Reviewed”
1. Fill the account code for the expense.

*If the original receipt is missing, select “Missing Receipt”.

2. Attach a copy of the receipt under “Attachments”.

3. Check the “Certification Signature” box.

4. Add “detailed” comments in the "Your Comment" box outlining the description and purpose.
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 Paymon 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

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 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 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 from the Reconciliation List. Select each transaction one at a time (The system only allows you to select one at a time, so you will need to repeat the same step multiple times to reconcile all the transactions).
Click “Dist” to enter additional information such as Alternate Vendor ID, multiple speed chart information, and expense amount distribution.
1. Click "Alt ID"

2. Enter 7-digit Employee # with "E" in front for employees

3. Type "Non-UBC" for non-employees.
1. You can click on the “+” icon to add line items manually.

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

2. Check off “Certification Signature.”

3. Leave detailed comments under "Your Comment" box outlining the description for each expense, names of the travellers and purpose of the travel.
Request Reimbursement of Travel Expenses

Step 8 of 8: Result
Review your form status below. Print this page and attach your physical receipts. Please consult your Department Financial Administration for storage requirements.

Note your eForm ID. You may check this page at a later date to review the progress of this transaction. If you need to update or withdraw your eForm, including submitting an eForm on hold, visit the Update/Withdraw a Request link in the OPT Employee Centre.

Payee: Direct Deposit
eForm ID: 306418
Requested Date: 06/12/2018
Folder ID: 119831
Folder Title: Alumni Reception in Nelson
City: Nelson
Country: Canada

Field labels prefixed with * indicate required fields.

Form Status
You have just SUBMITTED this form. This action passed the form to Employee for further processing.

Process Visualizer
1: [Diagram]
2: Employee
3: Financial Officer
4: One-Over-One
5: Signing Authority
6: Integration Broker
7: System

Go To Worklist
View This Form
Close This Form
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. You do not need to submit the to the Finance Office.
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.