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 Paymont Tool, please contact: p2p.help@ubc.ca.

Form Data
Card Holder: 

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

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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.
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. You do not need to submit them 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

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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