RECONCILING YOUR UBC VISA CARD
FOR GOODS AND SERVICES IN OPT

Scope
This document outlines the procedures on how to reconcile a UBC VISA Card for Goods and Services related expenses.

Tips
1. Ensure you have organized and digitized* your receipts and invoices.
   *See reference guide Attaching Receipts, Invoices, or Supporting Documentation to an eForm in OPT for support
2. Ensure you know your SpeedCharts & Account Codes. Seek guidance from your faculty’s or department’s finance team if unsure of which one(s) to use.
   *See reference guide Selecting your SpeedCharts and Account Codes in OPT for support, if not provided by your department
3. Note: The UBC VISA Card cycle begins on the 16th of each month & ends on the 15th of the following month. Reconciliation of VISA transactions should be reconciled in a timely manner (we recommended within 30 days)
4. Once the status of an expense line is changed from “New” to any other status, it cannot be reverted to “New”. If you are not ready to reconcile the transaction, you can change the status to “On Hold” until you are ready to reconcile it.

Reconciliation Procedures
1. Access OPT*
   *See reference guide Logging into the Online Payment Tool (OPT) for support
2. Select the appropriate: Employee Centre (for self-service) or Department Centre (for Proxy).
3. Select Reconcile UBC VISA Card transactions; you will be directed to the Reconcile Statement page and a list of your UBC VISA card transactions will be auto-populated.
4. Identify all the line items with Goods and Services related expenses that you would like to reconcile.
5. Verify that the “Transaction Date”, “Merchant”, “Billing Amount” and “Transaction Amount” match with your receipts or invoices.
6. Click on  under the “Status” column, and change the “Status” of the line from “New” to “Reviewed” for each transaction that matches with your receipts or invoices.
   Note: For line items you are not ready to submit yet, leave the status as “New”; you will be able to reconcile those charges later when you are ready.
7. Click .
8. If any of your UBC VISA receipts are personal expenses, click  in the Personal Expense* column.
9. Note: The amount will be deducted from your paycheque. Care should be taken not to pay for any personal expenses via your UBC VISA Card. Your UBC VISA Card should only be used for UBC business related purposes. Please review your UBC VISA Card Agreement.
10. In the Consumed in BC* column, click  if applicable.
   * For support on Consumed in BC, see reference guides:
       What Does Consumed in BC Mean
       What Does Consumed in BC Mean for Financial Administrators
11. In the Missing Receipt column, click  if a receipt or invoice is missing or lost.
12. Enter the SpeedChart and Account* Code for each transaction.
   **Note:** The following Account Codes should not be used: 656220, 713001, 713005, 730000, 730001, 731000, and 753000
   **Note:** If an FIA** account code was used and some or all expenses belong to other individuals, click on Distribution icon to access the Account Distribution screen. In the Distribution area click and enter the Alternate Vendor ID to allocate the expense to the correct individual, when required. After an Alternate Vendor is added, the ALT ID icon will appear green.
   *See reference guide Selecting your SpeedCharts and Account Codes in OPT for support
   ** See reference guide Claiming Expenses under the Financial Information Act in OPT for support
   **Note:** If a Program code is associated with your SpeedChart, the SpeedChart has to be entered in the Account Distribution.

13. Click to add additional comments for the Approver, if needed.

14. Repeat the steps above for each expense line.

15. In the Attachments area, upload* any supporting documentation.
   *See reference guide Attaching Receipts, Invoices, or Supporting Documentation to an eForm in OPT for support

16. Click in the Forms Messages area to provide electronic Certification Signature; click all that apply.

17. Click to add additional comments for the Approver, if needed.

18. In the Approvers area, verify the One-Over approver is correct. If necessary, click to search and select another One-Over approver*.
   *See reference guide Changing One-Over Approver in OPT for support

19. Click

20. Note down the eForm ID. The eForm ID will also be generated at the end of the expense line(s) and will remain in the reconciliation page until the eForm is “Executed”.

21. Print the eForm:
   a. Click View This Form at the bottom of the screen.
   b. Print* the page displayed. This is your eForm and is labelled as Step 1 of 2: View Reconciled Transactions at the top.
      *See OPT reference guide Printing your Payment Request in OPT for support
   c. Attach* receipts and/or invoices to the printout and take note of the eForm ID. This is your reference number.
      * See OPT reference guide Attaching Receipts, Invoices, or Supporting Documentation to an eForm in OPT for support
   d. Click Close
   e. Contact your Finance team in your department or faculty for document storage and retention instructions*.
      *See OPT reference guide Filing and Retaining your OPT Documents, Receipts and Invoices for support