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CHAPTER 1

OVERVIEW

Course Objectives

This course, as part of the Finance Certification Program, will familiarize you with current Accounts Payable policies and procedures. It will also provide you with an overview of the major features of PeopleSoft Accounts Payable 9.0. The data entry portion of this course will focus on voucher entry functionality and the inquiry tools that you can use to check the payment status of the vouchers entered into the system. Examples are provided for you to gain hands-on experience working with the system.

By the end of this course, you will be able to:

- Understand the background of the Finance Certification Program
- Understand the related Accounts Payable policies and procedures
- Search for vendor ID and vendor address sequence number
- Create control groups
- Enter voucher information
- Delete vouchers
- Check the status of vouchers
- Check the status of payments
- Check the status of Project/Grants
Finance Certification Program at UBC

The Procure to Pay (P2P) team in the department of Financial Operations (formerly known as Payment & Procurement Services (PPS)) is responsible for processing payments to vendors for materials, equipment, and services purchased on behalf of the University of British Columbia. P2P also processes payments to employees and students for expense reimbursement.

This course is being offered as part of the Finance Certification Initiative, which allows UBC departments that successfully complete the certification process to enter certain Accounts Payable and General Ledger transactions directly into the PeopleSoft Financial Management System (FMS), rather than sending documentation to P2P for processing.

The primary benefits of departments being able to enter transactions directly into PeopleSoft FMS are:

• a reduction in paperwork
• a reduction in the duplication of effort
• a reduction in payment processing time

Once departmental staff becomes certified, they will have online update access and will be able to enter certain transactions directly into PeopleSoft FMS (referred to subsequently as FMS Live), as indicated in the table below.

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>P2P Data Entry Personnel</th>
<th>Department Data Entry Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase order invoices</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Travel advances</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Travel clearances</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Travel claims</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Requisitions not requiring tax forms</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Requisitions requiring tax forms</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Journal vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash receipts</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Bank drafts</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Wire transfers</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Vendor set up &amp; modification</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>
Where is FMS Live?

Once you have been granted online update access to FMS Live, you can navigate to it through Campus-Wide Login (CWL) at [http://www.msp.ubc.ca](http://www.msp.ubc.ca):

1. Sign on using CWL.

![Management Systems Portal](image1)

2. The Management Systems Portal screen will display. Click on “FMS Live” on the HOME tab.

![Management Systems Portal](image2)

3. The Financial Management System screen will display. Click on “Accounts Payable” to reach the AP Center.

![Menu](image3)
What is the Accounts Payable Center?

The Accounts Payable Center (Figure 2) allows you to easily access the pages in the payables applications. It also provides you with a link to commonly used pages in other applications. These pages can be accessed by clicking on “Related Pages.”

The AP Center provides alternative navigation to that of the menu. Direct links to pages can be found in the menu bar located on the left side of the screen, as shown in Figure 1.

Figure 1

Figure 2
PeopleSoft Payables Control Hierarchy

Business units sit on top of a control hierarchy (Figure 3) that facilitates both voucher entry and payment processing. Default values entered at the business unit level are carried through to the transaction level, unless you override the defaults with values stored at an intermediate level, such as at the origin, control group, or vendor level. Vouchers sit at the bottom of the control hierarchy; therefore, you are able to override all defaults set at higher levels.

Key Terms

**Business Unit**
A payable business unit is an independent processing entity. Each business unit acts as a separate area of control. Different set ups can be set at this level.

**Origin**
The origin is the entry point of vouchers into PeopleSoft Payables. Origins can identify online entry, batch interfaces, and EDI (Electronic Data Input).

**Control Group**
A control group is used to relate vouchers together for the purpose of controlling voucher input. Generally, it is used for assigning vouchers to data entry personnel and for verifying input.

**Vendor**
The vendor is the party who is being paid.

**Voucher**
Once an invoice is entered into the system, it is considered a voucher.
Resources Available for Support

Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Inquiry</th>
<th>Telephone</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Training</td>
<td>Training</td>
<td></td>
<td><a href="mailto:finance.training@ubc.ca">finance.training@ubc.ca</a></td>
</tr>
<tr>
<td>Financial Operations – Customer Support</td>
<td>General</td>
<td>604-827-5571</td>
<td><a href="mailto:finops.support@ubc.ca">finops.support@ubc.ca</a></td>
</tr>
<tr>
<td>Jennifer Brunt, Financial Operations - Customer Support Manager</td>
<td>General</td>
<td>604-827-1543</td>
<td><a href="mailto:jennifer.brunt@ubc.ca">jennifer.brunt@ubc.ca</a></td>
</tr>
<tr>
<td>Financial Operations - Vendor Setup</td>
<td>Vendor set up/ modification</td>
<td></td>
<td><a href="mailto:vendorsetup@finance.ubc.ca">vendorsetup@finance.ubc.ca</a></td>
</tr>
<tr>
<td>Tanya Stein</td>
<td>Non-research Project/Grant (P/G) set up/ modification</td>
<td>604-822-3596</td>
<td><a href="mailto:tanya.stein@ubc.ca">tanya.stein@ubc.ca</a></td>
</tr>
<tr>
<td>Jean Forward</td>
<td>Stop payments; returned cheques; withholding taxes; royalties</td>
<td>604-822-2635</td>
<td><a href="mailto:jean.forward@ubc.ca">jean.forward@ubc.ca</a></td>
</tr>
<tr>
<td>Wendy Merlo</td>
<td>Endowment fund inquiries</td>
<td>604-827-5508</td>
<td><a href="mailto:wendy.merlo@ubc.ca">wendy.merlo@ubc.ca</a></td>
</tr>
<tr>
<td>Pattie Pang</td>
<td>Endowment fund inquiries</td>
<td>604-822-5147</td>
<td><a href="mailto:pattie.pang@ubc.ca">pattie.pang@ubc.ca</a></td>
</tr>
<tr>
<td>Judith Fograscher</td>
<td>Travel Program</td>
<td>604-822-5878</td>
<td><a href="mailto:judith.fograscher@ubc.ca">judith.fograscher@ubc.ca</a></td>
</tr>
</tbody>
</table>

Websites

Finance website: https://finance.ubc.ca/

Procure to Pay (P2P) website: https://finance.ubc.ca/procure-pay

For further data entry practice, you can access the training database from your own workstation using the following shortcut URL: http://goo.gl/tTyHJ.

NOTE: User IDs TRAIN14 to TRAIN20 are available for you to use when accessing the training database outside of the training room. The Password will be the same as the TRAIN ID you used as the User ID (e.g. the Password for User ID TRAIN15 is TRAIN15). If you need to access the training database while off campus, please connect to the VPN first. For more information regarding the VPN: https://it.ubc.ca/services/email-voice-internet/myvpn.
CHAPTER 2

ACCOUNTS PAYABLE POLICIES

This chapter discusses the following Accounts Payable policies, which apply to all faculties, departments, and ancillary operations:

- Signing Authority
- Supporting Documentation
- Q-Requisitions
- Honorariums and Paying for Services
- Research Subjects Payments
- Royalties
- Prizes & Awards
- Travel Requisitions
- Foreign Currency Expenses
- Bank Drafts
- Wire Transfers
- Records
- Explanation of Posted Entries/Error Correction
- Tax
- Handling Codes
- Express Cheques
Signing Authority

1. An authorized signatory must approve and sign all requisitions for payments. In general, the authorized signatories are the Department Manager, P/G Manager, and those listed as authorized signing authorities for the department or P/G. This list can be found in FMS nQuery as well as in FMS Live.

2. The authorized signatory must be at least one administrative level higher than the employee requesting the reimbursement. This requirement is referred to as “one-over-one” authorization. The payee/employee cannot sign for his or her own expenses, even if the requisition is made out to a 3rd party.

3. An administrator cannot authorize employee reimbursements or expenses (even if they have signing authority at the P/G and/or departmental level) unless the direct supervisor (one-over-one) of the claimant has approved and signed the requisition for payment.

4. When a temporary signing authority is appointed in the absence of the official authorized signatory, an appointment letter/note must be attached to the requisition form to complete the back-up documentation.

5. All authorized signatories must complete a three-part UBC Signature Card and submit it to Financial Operations. Below is a sample image of the card (Financial Operations copy).

6. The Security Administrator is responsible for making changes to the list of authorized signatories for the respective Department. If a Security Administrator has not been assigned to the department, then written instruction must be given to the corresponding RTA clerk in Research and Trust Accounting for Research and Specific Purpose Funds, or to Tanya Stein in Revenue Accounting for all other funds (such as Endowment, Fee for Service, and GPO Funds) to request a change in signing authority.

THE UNIVERSITY OF BRITISH COLUMBIA

SIGNATURE CARD

(Please Print or Type clearly below)

LAST NAME
FIRST NAME
FACULTY/OFFICE
DEPARTMENT/UNIT

SIGNATURE ___________________________________________ DATE __________________

Financial Services copy
Supporting Documentation

1. Only original receipts and/or invoices are acceptable as supporting documentation for requisitions. This includes evidence of cost of purchase and receipt of goods and services.

2. The following are not acceptable as supporting documentation:
   - Price quotations and pro forma invoices
   - Monthly statements without corresponding original receipts and invoices attached
   - Credit card authorization slips when Research and Specific Purpose Funds are being charged (for all other funds, credit card slips can suffice when the expenses pertain only to meal and gasoline charges)

3. **Site stamping** the original invoice, documenting the amount, date, and requisition number, and certifying that the invoice was paid/reimbursed by UBC are acceptable, if part of the invoice amount is to be paid by another institution, or if the requester/traveller needs to retain the original invoice for warranty or other similar purposes. A copy of the original invoice, that has been site stamped, needs to be attached to the requisition.

   Example of a **Site Stamp**:

   ![Site Stamp Image]

4. If original invoices or receipts are lost, a **Missing Receipt/Invoice form** needs to be prepared. It must be:
   - printed on UBC letterhead
   - signed by the requester
   - countersigned by someone one administrative level higher
   - then, attached to the requisition

   Refer to the sample Missing Receipt/Invoice form on the next page. (The sample can be copied for departmental use, if desired.)
Missing Receipt/Invoice Form

To:       Financial Operations       From:
Date:      Phone:

Travel Claim #TR
Requisition # Q
Petty Cash Fund

RE: Original Receipts/Invoices

I hereby certify that _________________________________________________________________________

(Description of missing receipt in detail)

Amount$ _____________________________ has/have been lost or misplaced.

This/These expense/s were incurred on _____________________________________________

(date)

and are billable to Project/Grant number _____________________________________________

These expenses have not and will not be claimed from any other source.

__________________________    ____________________________
Payee/Requester Signature    Print Name

__________________________    ____________________________
Authorized Signature         Print Name
(at least one admin level higher than payee)

1. For Research Grants, please specify if there were any purchased alcohol included in the meals expense.
2. The missing receipt form must be printed on “UBC” letterhead.
Q-Requisitions – Paper-Based Forms

1. All requests for non-travel reimbursements or for payment of supplier invoices, that do not have a Purchase Order, or were not paid for with the UBC Purchase Card (PCard), require the submission of a Requisition for Payment form. It is also known as a Q-Requisition (QReq).

2. The Requisition for Payment form is generally used for payments or non-travel related reimbursements of less than $3,500 (including taxes). It is also used for payments of one-time services-oriented transactions, honorariums, legal fees, utilities, and subject payments.

3. An electronic version of the Requisition for Payment form (QReq) is available on the Financial Operations website at https://www.finance.ubc.ca/.
   - Click on the QUICKLINKS button located, vertically, on the right side of the page.
     - Click on FORMS. The easiest way to find the form, is to then Search on the word “requisition”.
     - Click on the DOWNLOAD FILE button associated with “Requisition for Payment (QReq)”.
       
       **Note:** To gain access to the form, you will need to sign in using your CWL and Password. The electronic form can be opened, modified, and saved on your computer, as desired.

   - To obtain a unique Q reference number for use on the electronic-based Q-Requisition, click on the QUICKLINKS button located, vertically, on the right side of the page.
     - Click on NUMBER GENERATORS.
       
       **Note:** To gain access to the number generators, you will need to sign in using your CWL and Password. Click on the CREATE QREQ NUMBER button associated with “Manual Requisition (QReq)”.

4. For invoices/payment requests processed within departments, a sample stamp may be used in lieu of the QReq form, to increase efficiency. Refer to Appendix B to view the stamp and related notes.

5. For invoices/payment requests that need to be sent to Financial Operations (e.g. honorariums for individuals, bank drafts, wire transfers), a Q-Requisition form must be used, instead of a sample stamp.

6. Invoices/payment requests that charge account codes currently restricted to Finance personnel use only, must be sent to Financial Operations for processing. Please ensure a requisition form is used (not a sample stamp). The restricted account codes are as follows:
• 522000--Honoraria/Services Rendered
• 565000--Performing Artist Fees-Cdn
• 598020--Benefits-Living Allowance T4A
• 656220--Token of Appreciation
• 713001--Professional Fees-Ind’l T4A
• 730000--Royalties-Cdn residents
• 730001--Royalties-Cdn Companies
• 753000--Scholarship & bursaries-Oth T4A
• 523000--Honoraria-Non-residents
• 566000--Performing Artists-Non-resident
• 713005--Professional Fees-Non-resident
• 731000--Royalties-Non Resident

When these account codes are used, the system will generate tax forms automatically.

7. When preparing Q-Requisitions, you need to ensure that:
   • The correct vendor ID and address sequence number are recorded on the requisition.
   • Valid account numbers, SpeedCharts, fund codes, department IDs, and Project/Grants are used.
   • Proper signing authority has been obtained (for employee reimbursements, “one-over-one” authorization is required).
   • Handling codes are completed correctly.
   • Taxes are reviewed and GST and/or PST self-assessed, when applicable.
   • The “Checked By” box on the QReq is initialled when the requisition and supporting documentation have been reviewed.

8. When entering Q-Requisitions, you need to ensure that:
   • All vendor invoices that are attached to one requisition are entered as separate vouchers.
   • Capital letters are used when entering invoice numbers that have letters in them; all other information, including spacing, punctuation, and leading zeros, should be entered exactly as shown on the vendor invoice, to reduce the chance of duplicate payments.
   • In cases when an invoice is to be paid in instalments, over a period of time, the same invoice number is entered with a “–1,” “–2,” etc. after it for each payment.
   • Invoices received without a unique invoice number are entered using the QReq number as the invoice number.
   • The QReq number is entered in the reference number field.
Honorariums and Paying for Services

1. Honorariums and payments for services to Canadian resident individuals:
   - Refer to the Reference Guide – Determining, Hiring and Paying for Services on the Finance website for further instructions*, to determine if a payment request can be made on a QReq.
   - The SIN must be provided, as well as the inclusive dates of service and supporting documents, such as invoice, copy of agreement/contract etc.
   - All honorariums and payments for services to resident individuals must be sent to Financial Operations to be reviewed by Payroll. Payroll will verify if the individual is or has been a UBC employee. If the individual is currently an employee, or has been an employee during the current calendar year (January to December), they will be paid by Payroll.
   - The handling code must end with a T (indicating a T4A tax form will be attached to the cheque). Handling code CX may be used if the requisition cheque and corresponding tax form have to be returned to an individual other than the payee, via campus mail. (Handling codes are discussed in more detail later in this chapter. Appendix A also lists common handling codes.)
   - If the resident individual is GST-registered, they will be paid as a resident company.

2. Payment for services to Canadian resident companies:
   - Refer to the Reference Guide – Determining, Hiring and Paying for Services on the Finance website for further instructions*, to determine if a payment request can be made on a QReq.

3. Honorariums and payments for services to non-resident individuals and companies:
   - Refer to the Reference Guide – Determining, Hiring and Paying for Services on the Finance website for further instructions*, to determine if a payment request can be made on a QReq.
   - All honorariums for non-residents pertaining to service performed in Canada must be sent to Financial Operations to be reviewed for tax implications.
   - The non-resident’s foreign address, number of days and date of service, and country in which the service was performed are required. This information must be clearly indicated on the requisition in the “Details of Payment” field. Attach supporting documents, such as, invoice, copy of agreement/contract, etc.
   - For work done in Canada, a 15% withholding tax will be deducted, unless a waiver is attached. Non-residents can request a waiver from Canada Revenue Agency (CRA); check CRA website for approximate processing time.
   - For work done in Canada, a Tax Form for Non-Residents (T4ANR) will be issued and attached to the requisition cheque.
   - The handling code must end with an F (indicating that a T4ANR will be attached to the cheque).
   - If the work is not done in Canada, withholding tax does not apply and no T4ANR will be issued.

*Note: To gain access to the document, you may need to sign in using your CWL and Password. To access the guide go to https://finance.ubc.ca/procure-pay, select “Services” from the drop-down
menu titled Step 1 Plan What Do You Want to Buy. The guide will come up on the right hand side of the screen (titled Reference Guide).

Research Subject Payments

1. The guidelines in UBC Policy #89 – Research & Other Studies Involving Human Subjects should be followed. It is available here: http://universitycounsel.ubc.ca/policies/index/

2. Research subjects are defined as those who use their body for science and are paid a nominal fee.

3. If the payment per research subject is under $500 (for the calendar year):
   - The payment is made to the Principal Investigator (PI) directly, who then distributes the funds. The PI is responsible for returning any unspent funds and must retain all receipts for audit purposes.
   - On the requisition, specify how many research subjects are required and how much each person will be paid. Record the name and duration of the research project on the requisition. The payment is not taxable.
   - Use account code 712100 (Participation Services).

4. If the payment per research subject is $500 or over (for the calendar year):
   - The payment is made directly to the research subject.
   - The QReq must be forwarded to Financial Operations for processing. Record the name and duration of the research project on the requisition. The research subject’s SIN must also be indicated. The payment is taxable and a T4A will be issued.
   - Refer to the Reference Guide – Determining, Hiring and Paying for Services, available at: https://finance.ubc.ca/procedures, for further instructions regarding “token of appreciation” and which account code to use. Note: To gain access to the reference guide, you may need to sign in using your CWL and Password. To access the guide go to https://finance.ubc.ca/procure-pay, select “Services” from the drop-down menu titled Step 1 Plan What Do You Want to Buy. The guide will come up on the right hand side of the screen (titled Reference Guide).

Royalties

1. If the royalty payment is issued to a resident, the payee will receive a T5 slip, but no tax will be deducted from their payment.

2. If the royalty payment is issued to a non-resident, the payee will receive a NR4 form and a 10% withholding tax will be deducted from their payment.

3. Requests for royalty payments made to UBC employees must be processed on a manual time sheet and submitted to Payroll.
Prizes & Awards

1. Any payment relating to scholarships or achievements is considered an “award”. Normally, awards have pre-established guidelines and criteria. Awards are taxable and a tax form will be issued (T4A tax form). Account code 753000 (Scholarships & Bursaries) should be used. The payee’s SIN is required and the QReq form must be used.

2. A prize can be considered an award if it is for achievement in an area ordinarily carried on by the recipient. If a prize is not included in this category, it is considered a “windfall” and not taxable. Code prizes to account 754000.

Travel Requisitions – Paper-Based Forms

1. All travel expenses for the University of British Columbia must be valid, complete, and authorized, and must comply with the procedures and directives stated in UBC Policy #83 and #84 (http://universitycounsel.ubc.ca/policies/index/), internal faculty and department guidelines, as well as with those set by the following research granting agencies: The Canadian Institutes of Health Research (CIHR), The Natural Sciences and Engineering Research Council (NSERC), and The Social Sciences and Humanities Research Council (SSHRC), in addition to any other granting agency guidelines, where applicable. Refer to relevant policies located on the web.

   Visit finance.ubc.ca/travel for information on entire planning, booking, payment and reconciliation processes, along with links to Human Resources health benefits while travelling, and a link to the university Field Safety website.travel and health insurance, and more.

2. There are three types of Travel Requisitions:

   **Travel Advance**

   - A travel advance is money issued in advance of actual travel and must be made no more than 10 business days prior to the start of the trip.

   - It is intended for the purpose of paying for local expenses during travel, where cash is the only accepted payment method. A travel advance should not be used to purchase airline tickets, or when pre-booking any other travel related expenses such as conference registration fees and accommodation. Departments should use their UBC travel card for such purchases.

   - A travel advance can be issued only to UBC faculty, staff, and students. If the advance is issued to a student, the approving faculty member is responsible for ensuring that the travel advance is cleared after the end of the trip.

   - Travel advances are only issued in Canadian dollars.

   - Travel advances should not have any tax codes selected.

   - The advance is requested on a Travel Requisition form using account code 139400.

   - Requests of $5,000 and over require a breakdown of expected expenses listed on a separate sheet of paper.
• A travel advance can be made out for only one trip at a time, and a traveller cannot have more
than one outstanding travel advance. A new travel advance will not be granted until the
previous outstanding travel advance has been cleared.

**Travel Advance Clearance**

• A travel advance clearance is a travel claim that settles a previous advance. The travel
clearance must be submitted within 30 days after the end of the trip.

• The Travel Requisition, with documentation attached, that includes a copy of the original
advance, will settle the outstanding travel advance and allocate expenses to the proper
accounts. The original advance information (e.g. SpeedChart, P/G, amount, etc.) should be
duplicated on the advance line of the clearance. Note, however, that the advance amount,
entered on the clearance, needs to be a credit, in order to offset (clear) the original advance
amount charged to account code 139400.

• If the travel expenses equal less than the travel advance obtained, the traveller needs to
reimburse UBC for the difference, via a personal cheque made out to UBC. A Cash Receipt
needs to be prepared and entered using the Online Cash Receipts tool, and a copy of the Cash
Receipt must be attached to the Travel Requisition. Account code 131110 should be charged
(debit) for the amount that is owed by the traveller, when the Travel Requisition is entered as
Express Voucher into FMS Live. When the Cash Receipt for the payment is keyed in, account
code 131110 should be credited on the Cash Receipt for the amount the traveller paid UBC.

**Travel Claim**

• A travel claim is a Travel Requisition submitted for reimbursement of out-of-pocket travel
expenses, when a travel advance has not been used. It’s also used for travel related 3rd party
payments (e.g. AMEX payment).

3. An electronic version of the Travel Requisition form is available at [https://www.finance.ubc.ca/](https://www.finance.ubc.ca/).

• Click on the **QUICKLINKS** button located, vertically, on the right side of the page. Click on
**FORMS**. The easiest way to find the form, is to then **Search** on the word “**requisition**”. Click on
the **DOWNLOAD FILE** button associated with “**Travel Requisition**”. **Note:** To gain access to the
form, you will need to sign in using your CWL and Password. The electronic form can be
opened, modified, and saved on your computer, as desired.

• To obtain a unique **TR** reference number for use on the electronic-based Travel Requisition,
click on the **QUICKLINKS** button located, vertically, on the right side of the page. Click on
**NUMBER GENERATORS**. **Note:** To gain access to the number generators, you will need to sign
in using your CWL and Password. Click on the **CREATE TREQ NUMBER** button associated with
“**Travel Requisition (TReq)**”.

4. If the traveller opts to claim per diems for their meals, no receipts are required. Meal per diems
may be claimed for an entire day or a partial day. Please refer to **UBC Travel Policy #83** Directive

5. For claims involving **FIA-designated 3rd party vendors**:
• The Financial Information Act (FIA) stipulates that UBC employees earning more than $75,000 annually must have their remuneration and expense reimbursements disclosed. (The financial reports are available here: http://vpfinance.ubc.ca/financial-reporting/reports/) To assist with meeting FIA regulations, certain 3rd party vendors have been designated FIA vendors, such as American Express.

• Please refer to Appendix F for a list of FIA-designated vendors and the account codes used for FIA-type expenses.

• For payments to FIA-designated 3rd party vendors:
  a. The Employee ID (preceded by the letter E) must be entered in the “Alternate Vendor ID” field for each employee involved with the travel expense. If more than one employee is involved, split the expense appropriately.
  b. If all or part of the claim pertains to non-employees, “NON-UBC” must be entered in the corresponding “Alternate Vendor ID” field.
  c. The “Alternate Vendor ID” field must be filled in for every distribution line on the voucher or the transaction will NOT save.

• For payments to any 3rd party vendors not listed in Appendix F:
  a. The Employee ID (preceded by the letter E) must be entered in the “Alternate Vendor ID” field for each employee involved with the travel expense. If more than one employee is involved, split the expense appropriately.
  b. If all or part of the claim pertains to non-employees, “NON-UBC” should still be entered in the corresponding “Alternate Vendor ID” field.
  c. If an “Alternate Vendor ID” field is not filled in, the transaction will still save because the vendor has not been designated an FIA vendor in the system. Therefore, care must be taken to ensure that this field is appropriately filled in, as the system will not generate an error message in the event of an omitted “Alternate Vendor ID” field.

6. For American Express claims:
• Only travel and entertainment expenses should be paid using the American Express (AMEX) card. Non-travel and non-entertainment expenses should be paid using the UBC Purchase Card.
• Always use a Travel Requisition form for processing payment, as it should comply with the UBC Travel Policy.
• The departmental AMEX card must not be used for personal expenses.
• The Departmental cardholder is responsible for ALL late delinquency assessments. Delinquency charges and Cash Advance service fee are considered the cardholder’s personal expense; thus, require the cardholder’s direct supervisor’s approval. Please refer to the “Card Payment” section of the UBC American Express Cardholder Agreement that the cardholder signed, to agree to the cardholder’s responsibilities.
• **Always** use the American Express membership card number plus the month and year of the statement as the invoice number, and the statement date as the invoice date, i.e. 01234567890JAN09.

• **Always** provide American Express membership card number (credit card number) and the cardholder’s name in the cheque message field (“Messages” field on voucher in FMS).

• AMEX statements are required, along with corresponding original invoices and/or detailed receipts of purchases and expenses.

• If an expense paid to AMEX is incurred by a UBC employee, his or her Employee ID (preceded by the letter E) must be entered in the “Alternate Vendor ID” field in order to comply with the Financial Information Act.

• If an expense paid to AMEX is not incurred by a UBC employee, “NON-UBC” must be entered in the “Alternate Vendor ID” field.

7. For claims involving non-resident travellers, travelling to, from, and/or within Canada:

   • The non-resident’s foreign address, the number of days and date of the trip, and the total Canadian equivalent must be recorded clearly on the Travel Requisition. A copy of the requisition must be sent to Financial Operations for the issuing of a T4ANR.

   • A T4ANR will be issued to these non-resident travellers for reporting purposes only. No withholding taxes will be deducted.

   • Indicate “T4ANR” at the top of the requisition copy. If the expenses were paid by a 3rd party on behalf of the non-resident, please also indicate “3rd Party” on the copy.

8. For claims involving more than one traveller, in which a UBC employee has paid for some or all of the expenses incurred by the group:

   • The Employee ID (preceded by the letter E) of each traveller, with the exception of the employee being reimbursed, needs to be entered in the “Alternate Vendor ID” field.

   • If any of the travellers in the group are not UBC employees, “NON-UBC” needs to be entered in the “Alternate Vendor ID” field for each expense that pertains to the non-employee(s).

   • If the entry of “NON-UBC” is missed in error, the transaction will still save. To correct the error after the claim has been processed, the **FIA 3rd Party Travel Paid by UBC form** must be filled out and forwarded to the department of Financial Operations at year end. The expenses recorded on this form represent the 3rd party expenses that need to be reduced from the recorded expenses of the employee who paid on behalf of other travellers. A sample form is available on a subsequent page, in this manual and at [https://finance.ubc.ca/forms](https://finance.ubc.ca/forms); then enter “FIA” in the “keyword” search field.

   • If a non-employee traveller is also a non-resident and the travels were to, from, and/or within Canada, a copy of the requisition must be forwarded to the Procure to Pay (P2P) team for T4ANR purposes, along with details of the non-resident’s foreign address, the number of days and date of the trip, and the total non-resident portion in CDN$. Indicate “T4ANR” and “3rd
party” at the top of the copy, and provide one copy of the Travel Requisition PER non-resident traveller.

9. When **preparing** Travel Requisitions, you need to ensure that:
   - The correct vendor ID and address sequence number are recorded on the requisition.
   - Valid account codes, SpeedCharts, fund codes, department IDs, and Project/Grants are used.
   - Proper signing authority has been obtained (for employee reimbursements, “one-over-one” authorization is required, and if an administrator is providing the authorization signature, the claimant’s direct supervisor must also sign, to acknowledge the travel expenses being claimed).
   - Handling codes are completed correctly.
   - Attached receipts are reviewed to confirm that there are no invalid travel expenses.
   - The destination, purpose of the trip, and travel dates are specified on the requisition.
   - Special notes are made if Research and Specific Purpose Funds are being charged.

10. When **entering** Travel Requisitions, you need to ensure that:
    - All company invoices that are attached to one requisition are entered as separate vouchers.
    - Capitals are used when entering invoice numbers that have letters in them; all other information, including spacing, punctuation and leading zeros, should be entered exactly as it appears on the vendor invoice, to reduce the chance of duplicate payments.
    - The TR number is entered in the reference number field.
    - The TR number is entered as both the invoice and reference number when unique invoice numbers are not provided.
## FIA 3rd Party Travel Paid by UBC

**For Process:** BLPEDUP

<table>
<thead>
<tr>
<th>Domestic / Foreign</th>
<th>Vendor Type</th>
<th>Vendor Number</th>
<th>UBC Traveller’s Name</th>
<th>Source Code</th>
<th>Voucher No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**Total Amount:** $0.00

**PROCEDURE:**

UBC Travellers that pay travelling expenses for a 3rd party Non-UBC traveller require the expenses to be displayed on this form to reduce the originating UBC Traveller’s travel expenses for reporting purposes as per the Financial Information Act (FIA). Use the Alternate Vendor in AP system for UBC employees 3rd party travel.
Foreign Currency Expenses

1. For **employee reimbursements**, the exchange rate used will be based on the date of transaction (i.e. the date the expense was incurred).

2. For **travel-related reimbursements**, the exchange rate used will be the average exchange rate of the entire trip.

3. For **vendor payments**, the exchange rate to UBC from the bank will be based on the date of payment (for issuance of cheque). For department’s ledger purpose, the exchange rate will be based on the invoice date.

4. For **foreign currency expenses paid using the traveller’s personal credit card**, the traveller can attach a copy of the credit card statement, showing the actual converted CAD amount, with confidential information blacked out, and will be reimbursed the requested amount. The original foreign invoices must also be provided. If the credit card statement is not supplied, the exchange rate used will be the average exchange rate of the entire trip.

Wire Transfers

1. All requisitions requiring a wire transfer must be sent to the Procure to Pay (P2P) team to be processed through the HSBCnet system.

2. A Wire Transfer Payments form needs to be filled out and attached to the requisition. Otherwise, the requisition will be returned to the originating department. The completed form should clearly indicate the correct payee name, address, bank account number, bank sort or swift code, and bank name and address. **Note:** If the payee name on the requisition differs from the beneficiary’s bank account name (that is, the beneficiary’s formal name used on their bank account), an authorizing signature is required on the form.

   - The Wire Transfer Payments form and corresponding instructions can be accessed at [https://www.finance.ubc.ca/](https://www.finance.ubc.ca/). Click on the QUICKLINKS button located, vertically, on the right side of the page. Click on FORMS. The easiest way to find the form, is to then Search on the word “wire”. Click on the DOWNLOAD FILE button associated with “Wire Transfer Payments”. **Note:** To gain access to the form, you will need to sign in using your CWL and Password. The electronic form can be opened, modified, and saved on your computer, as desired.

3. The P2P team will record the transaction into FMS Live and a $7 service charge will be administered to the department.
Bank Drafts

Note: The use of a bank draft is not recommended, as they take longer to process and are not as secure as wire transfers. They should be the last choice as a form of payment.

1. All requisitions requiring a bank draft must be sent to the Procure to Pay (P2P) team for review and processing.

2. A request for a bank draft is created, approved, and faxed to the bank. The bank will send the actual draft to P2P. The P2P team will then forward the draft to its final destination.

3. The P2P team will record the transaction into FMS Live and a $7 service charge will be administered to the department.

Records

1. Departments entering requisitions under their own business units maintain their own records.

2. All other documents are filed in the department of Financial Operations.

3. All records need to be maintained for 7 years for audit purposes.

Explanation of Posted Entries / Error Correction

It is the responsibility of all processing Departments to be able to:

1. Locate all supporting documentation

2. Analyze data to resolve any queries

3. Process journal vouchers to correct errors if necessary
Tax

1. **Tax codes in PeopleSoft:**
   - VAT (Value Added Tax) is equivalent to GST.
   - Sales Tax is equivalent to PST.
   - Use Tax is equivalent to Self-Assessed PST.
   - SUT is equivalent to Sales/Use Tax.
   - There are two VAT calculation types in FMS Live: Inclusive and Exclusive.
     - When Inclusive is used, the system will calculate the tax based on the tax codes selected.
     - When Exclusive is used, users can override the system calculation by entering the tax amounts into the applicable fields.
     - Please refer to Chapter 4 “Voucher Entry – Q-Requisitions”, which explains the different data entry steps required when using Inclusive versus Exclusive. Additionally, please refer to Appendix D – Tax Cheat Sheet, for other helpful information.

2. **GST**
   - The federal Goods and Services Tax (GST) is a consumption tax levied on most of the non-salary and benefit expenditures of the University. For more information, please visit:
     - Canada Revenue Agency: [https://www.canada.ca/en/services/taxes/gsthst.html](https://www.canada.ca/en/services/taxes/gsthst.html)
     - Financial Operations: [https://finance.ubc.ca/tax-services-levy > Goods & Services Tax](https://finance.ubc.ca/tax-services-levy)
   - The University effectively reduces the 5% GST rate to 1.65% for most academic and administrative expenditures, since we are able to claim a 67% rebate.
   - The most critical requirement, when processing purchase invoices, is to identify the GST being paid to suppliers and to code it properly on the requisition or invoice, so that the University can claim the 67% rebate or 100% input tax credit. If GST is paid and not identified or coded properly, the full 5% cost will be charged to the department, affecting their budget and wrongfully overstating the University’s expenses by 3.35%.
   - The GST REGISTRATION NUMBER must appear on each invoice exceeding $30, if GST is charged and we are to claim either a rebate or input tax credit. Without it, Canada Revenue Agency may deny our recovery claim.
   - **Tangible goods** under $1,600 will be self-assessed GST as they pass through UBC Customs Services in Supply Management. Most imported goods over $1,600 will have the GST paid by the UBC broker as they cross the border.
   - Imported **services** (e.g. consulting fees) and **non-tangible goods** (e.g. academic licences) will not be captured at the border. UBC is required to self-assess and effectively pay the GST on such services/goods and separately claim back a rebate.
   - Review all non-Canadian invoices to determine if GST needs to be self-assessed. GST applies to most University purchases.
• If the **GST self-assessment** was not processed as part of the original voucher entry, then the assessment must be processed via a journal voucher. The 4 lines below represent the lines required to correctly capture the total amount of the GST self-assessment and the GST recoverable (rebate) amount.

  **Debit**  Department P/G expense  
  **Credit**  GST Self-Assessment account: **GSTSELF**  (*SpeedChart*) 219100 G0000 932200 32G70349  
  **Debit**  GST Recoverable account: **ECCN**  (*SpeedChart*) 135300 G0000 932200  
  **Credit**  Department P/G expense

3. **PST**

• Provincial Sales Tax (PST) applies when a taxable good or service is acquired for personal or business use in British Columbia, unless a specific exemption applies. For more information, please visit:
  o British Columbia Provincial Sales Tax website: [https://www2.gov.bc.ca/gov/content/taxes/sales-taxes/pst](https://www2.gov.bc.ca/gov/content/taxes/sales-taxes/pst)  
  o Financial Operations: [https://finance.ubc.ca/tax-services-levy](https://finance.ubc.ca/tax-services-levy) > Provincial Sales Tax

• Review all out-of-province and non-Canadian invoices to determine if PST needs to be self-assessed.

• If **PST self-assessment** is required, the following steps need to be completed when entering the invoice into FMS Live:
  a. Change the VAT calculation type to Exclusive.
  b. Uncheck the SUT Exempt box to indicate that Use Tax (self-assessed PST) applies.
  c. Manually enter the GST amount in the VAT field of the voucher header, if there is GST charged on the invoice.
  d. After the voucher is saved, review the system-generated Use Tax amount.

• If the **PST self-assessment** was not processed as part of the original voucher entry, then the assessment must be processed via a journal voucher. The 2 lines below represent the lines required to correctly capture the total amount of the PST self-assessment.

  **Debit**  Department P/G expense  
  **Credit**  PST Self-Assessment account: **PSTSELF**  (*SpeedChart*) 219200 G0000 932200 32G17020

4. **TRV**

• Canada Revenue Agency allows a simplified method to be used to estimate the GST payable on reimbursements (e.g. airfare, hotel accommodation, food, beverages, entertainment, taxicab fare) throughout the fiscal year. This formula is commonly referred to as the 4/104 formula.

• The 4/104 formula may only be used in situations where 90% or more of the amounts being reimbursed include GST and the expenditures are of a similar nature. Normally, TRV is used for meals and entertainment.

• One advantage of using the 4/104 formula is that the person claiming the reimbursement does not have to separate taxable expenditures from non-taxable expenditures (for example, a tip
on a restaurant meal does not have to be removed for the purpose of calculating the GST rebate or input tax credit).

Handling Codes

1. Cheques are distributed based on the handling codes indicated on the requisition forms.
2. Some of the more common handling codes, used within the UBC Vancouver Campus, are as follows:
   - MN – Mail by Canada Post to payee outside campus, no attachment.
   - MA – Mail by Canada Post to payee outside campus, with attachment.
   - MT – Mail by Canada Post to payee outside campus, with attached T4A form, for resident individuals.
   - MF – Mail by Canada Post to payee outside campus, with attached T4ANR form, for non-residents.
   - M2 – Mail by Canada Post to payee outside campus, with attachment and tax form.
   - CN – Mail by Campus Mail to payee, no attachment.
   - CA – Mail by Campus Mail to payee, with attachment.
   - CT – Mail by Campus Mail to payee, with attached T4A form, for resident individuals.
   - CF – Mail by Campus Mail to payee, with attached T4ANR form, for non-residents.
   - CD – Mail by Campus Mail to an individual other than the payee.
   - CX – Mail by Campus Mail to an individual other than the payee, with attached tax form.
   - PN – Pick-up from Financial Operations, no attachment.
   - PA – Pick-up from Financial Operations, with attachment.
   - PT – Pick-up from Financial Operations, with attached T4A form, for resident individuals.
   - PF – Pick-up from Financial Operations, with attached T4ANR form, for non-residents.
3. If a handling code that ends in “A” is used, the attachment must be received by Financial Operations on the day the voucher is keyed in. The corresponding business unit and voucher ID number should be recorded on the attachment.
4. If “CD”, “CX” or “P” codes are used, it is recommended that you:
   - check off “Separate Payment” during voucher data entry
   - include a message on the cheque
     - for “CD” or “CX” indicate the name, department, and address of the person to whom the cheque is being returned via campus mail
     - for “P” codes, indicate the name and phone number of the person who is picking up the cheque
Express Cheques

1. Because of the type and nature of the payee and/or expense, some payment requisitions are expedited and an express cheque is issued upon the request of the originating department. Because of the additional work involved in express cheque processing, the practice of requesting an express cheque is discouraged and must be kept to a minimum, as much as possible.

2. The approval of the Procure to Pay Manager or another authorized person must be obtained before express cheques can be processed by Financial Operations.

3. A handling fee of $50 will be charged against the originating department’s budget for each express cheque requested.

4. Procedure:
   - A Requisition for Payment (QReq) form needs to be completed and signed by the originating department’s authorized signatory.
   - The requisition must be entered directly into FMS Live, either by the originating department or by Financial Operations.
     - If the department clerk enters the requisition directly, he or she needs to send an email to the Procure to Pay (P2P) team requesting the express cheque. The email should specify the voucher ID number along with the SpeedChart to be charged for the handling fee.
     - If P2P is to enter the requisition, the department clerk needs to bring the requisition, complete with supporting documentation, to P2P and inform P2P staff that an express cheque is needed. The SpeedChart to be charged for the handling fee should also be specified.
   - P2P will complete a Request for Express Cheque form, attach to it a print-out of the voucher, obtain appropriate internal approval, and forward the form to Data Management which will process the express cheque.
CHAPTER 3

SEARCHING VENDOR ID & ADDRESS SEQUENCE NUMBER

During voucher data entry, the payee’s address fields are populated whenever the vendor ID is entered. It is highly recommended that users find out the vendor ID ahead of time, before commencing data entry, as this will speed up the processing of invoices/payment requests.

There are three applications where the vendor ID can be searched: Vendor Centre, FMS Live, and FMS nQuery. Vendor update requests are handled through the Vendor Centre in PeopleSoft and all users have access to the Vendor Centre. Only users in FMS certified departments/faculties have access to FMS Live. However, most users have access to FMS nQuery.

There are three types of vendor IDs:

- Regular Vendor – The vendor ID is a 10-digit numeric code with leading zeroes.
- Employee – The Employee vendor ID is the 7-digit Employee ID preceded by the letter E.
- Student – The Student vendor ID is the 8-digit Student ID preceded by the letter S.
Procedure:

Search, Add or Change Vendor Information Using the Vendor Centre

Users can search for existing vendors, submit new vendor requests, or request changes to existing vendors via the Vendor Centre.

1. Click on Vendor Centre on the Home or FMS Self-Service tab when you log in to the Management Systems Portal.

2. Please refer to the Vendor Centre learning documents on the Finance website for further instructions. You can find the document under Online Payment Tool (OPT) Learning Resources on the Finance website. Go to www.finance.ubc.ca, and search for the keyword OPT. In the search results, click on OPT Learning Resources. Under the heading Finance & Admin Staff, locate the document titled Searching, Adding or Changing Vendor Information Using the Vendor Centre. You can also find some helpful tips in the document titled Vendor Centre Smart Search Tips.

*Note: To gain access to the documents, you may need to sign in using your CWL and Password, after you click on Pay.

3. If the vendor ID is found in the Vendor Centre, record this number on the requisition along with the address sequence number. If the vendor ID is not found, leave the vendor ID field blank and submit a vendor request via the Vendor Centre first. Do the same, if the address is not found. Once the new vendor or address is approved and set up, record the new vendor ID with the address sequence number on your requisition.
Search via FMS Live

In addition to searching for the vendor ID using FMS Live, users can also check the status of the vendor ID to find out whether it has an Approved or Inactive status.

1. To search for vendor IDs and address sequence numbers in FMS Live, click on FMS Live on the Home tab when you log in to the Management Systems Portal.

2. Go to Accounts Payable > Accounts Payable Center Page > Vendors > Add/Update.
3. The Vendor Information screen will appear.

4. You can search for a vendor by entering the full name into the Name 1 field (enter name of company; for individuals enter Last Name, First Name). Another way to search for the vendor ID is by using the short name. Short name is a search key composed of 6 characters.
   - For companies: The short name is the first 3 characters of the first word of the vendor name followed by the first 3 characters of the second word of the vendor name.
   - For individuals: The short name is the first 3 characters of the last name followed by the first 3 characters of the first name.

5. Enter the short name in the “Short Vendor Name” field and click on the Search button.
6. If a vendor is found, a screen similar to the one below will appear. Check the classification and status of the vendor. If any of the information is incorrect, send a request, via the Vendor Centre, to change the information.

   a. Classification – Supplier or Employee
   b. Status – Approved (active) or Inactive

   **Note:** An inactive vendor must first be re-activated, via the Vendor Centre, before payments can be processed.
7. Click on the **Address** tab to view the vendor’s address(es). Ensure the address in the system matches the one on the vendor’s invoice and that it is “Active”. The number of addresses available for the vendor is indicated at the upper right-hand side of the screen, so be sure to check all of them.

**Note:** An inactive vendor address must first be re-activated, via the Vendor Centre, before payments can be processed.
8. To check the default payment method and payment currency, click on the **Location** tab and then on the “Payables” link.
The “Payable Options” screen will be displayed. Click on “Additional Payables Options” to expand the menu:
Note the default payment method and default payment currency in the expanded view, below. The “Payment Method”, under “Additional Payment Information” heading will state:

- “Default” for cheque
- “Electronic Fund Transfer” for CAD direct deposit
- “Automated Clearing House” for USD direct deposit

To exit, click on the [OK] or on the [Cancel] button at the bottom.

9. To exit the vendor file, click on the [Return to Search] button at the bottom.
10. If the vendor ID cannot be located using the short name, use a keyword search. In the “Name 1” field, choose “contains” from the list and enter a keyword. A keyword is any word found in the vendor’s name, except for articles (e.g. ‘the’), prepositions (e.g. ‘for’), and conjunctions (e.g. ‘and’).

**Vendor Information**
Enter any information you have and click Search. Leave fields blank for a list of all values.

11. A listing of vendors meeting the search criteria (e.g. “Capital”) will be shown. Scroll through the list and find the correct vendor, if available. To view the vendor’s identifying information and address(es), click on the corresponding Vendor ID, Short Vendor Name, or Name 1 hyperlinks. Refer to steps 6 and 7 to confirm the vendor’s classification and status, and to check the address details. If the vendor ID is found in FMS Live, record this number on the requisition along with the address sequence number (if there is more than one). Otherwise, leave the vendor ID field blank and submit a vendor request via the Vendor Centre first. Once the new vendor is approved and set up, record the new vendor ID and the address sequence number on your requisition.
Search via FMS nQuery

In addition to searching for the vendor ID using FMS Live, users can also search for existing, active vendors in FMS nQuery, if you have FMS nQuery access.

1. To search for vendor ID and location in FMS nQuery, click on FMS nQuery (FMIS on the Web) on the Reporting or Applications tab when you log in to the Management Systems Portal.

2. Select Accounts Payable from the FMS nQuery Menu.
3. Select FMS Vendors & Vouchers from the Accounts Payable Menu.

4. The FMS Vendor Search screen will appear.

   **FMS Vendor Search**

   Use the following query to get a summary of activity. The links on the page allow you to drill down into the details on the specific amount.

   Vendor Name
   Vendor Short Name

   Select

5. Search for the vendor ID by entering the short name or the full name. Short name is a search key composed of 6 characters.
   - For companies: The short name is the first 3 characters of the first word of the vendor name followed by the first 3 characters of the second word of the vendor name.
   - For individuals: The short name is the first 3 characters of the last name followed by the first 3 characters of the first name.

6. Enter the short name in the “Vendor Short Name” field or the vendor name in the “Vendor Name” field and click the **Select** button. The following information will appear if GRATOY is entered in the “Vendor Short Name” field.

   **Accounts Payable - Vendor**

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Vendor Short Name</th>
<th>Vendor Name</th>
<th>Vendor Payment Type</th>
<th>Show Address</th>
<th>Search Vouchers</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000009348</td>
<td>GRATOY-001</td>
<td>GRAND AND TOY LIMITED,</td>
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<td>Show Address</td>
<td>Search Vouchers</td>
</tr>
<tr>
<td>0000009380</td>
<td>GRATOY-003</td>
<td>GRANVILLE TOYOTA,</td>
<td></td>
<td>Show Address</td>
<td>Search Vouchers</td>
</tr>
</tbody>
</table>
7. To find the default payment method, look under “Vendor Payment Type”. If the vendor is set up for direct deposit, then “EFT” (Electronic Fund Transfer) will appear for Canadian payables, and “ACH” (Automated Clearing House) will appear for USD payables (see below). If the “Vendor Payment Type” is blank, then the vendor is set up for cheque payments by default (see above).

8. If the vendor ID cannot be located using the short name, use a keyword search in the “Vendor Name” field.
   - By entering just the keyword, the system will assume that the vendor name begins with the keyword.
   - Use “%” as a wildcard before the keyword so that the system displays a list of vendors containing the keyword anywhere in the vendor name. For example, if “%IKON” is entered in the “Vendor Name” field, the system will list the following vendors.

<table>
<thead>
<tr>
<th>FMS Vendor Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: %IKON</td>
</tr>
<tr>
<td>Vendor Short Name:</td>
</tr>
<tr>
<td>Select</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accounts Payable - Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor ID</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>0000010860</td>
</tr>
<tr>
<td>0000015940</td>
</tr>
<tr>
<td>0000016410</td>
</tr>
<tr>
<td>S3519132</td>
</tr>
<tr>
<td>S61988051</td>
</tr>
<tr>
<td>0000024815</td>
</tr>
<tr>
<td>0000256829</td>
</tr>
</tbody>
</table>
• Use “%” as a wildcard after the keyword so that the system displays a list of vendors containing the keyword only in the first word of the vendor name.

• If you would like to find results for two keywords that appear in any part of the name of a vendor, then enter “%”, followed by the first keyword, and then enter “%” again, followed by the second keyword.

• For individuals, use the last name followed by a comma and the first letter of the first name (no space after the comma), to show all individuals with the same last name and first name initial.

9. Scroll through the list and find the correct vendor, if available. Confirm the vendor’s address by clicking on the Show Address link and reviewing the details.
10. Look for the address in the system that matches the vendor’s address on the invoice. This is the correct address sequence number to record on your requisition.

11. To leave the screen at any point in FMS nQuery, the user can click on any of the menu items, or click on the Back button to return to the previous screen.

12. If the vendor ID is found in the Vendor Centre, FMS Live or FMS nQuery, record this number on the requisition along with the address sequence number. Otherwise, leave the vendor ID field blank and submit a vendor request, via the Vendor Centre, first. Once the new vendor is approved and set up, record the new vendor ID and the address sequence number on your requisition.

Exercise:

Search for the following vendors and employees using both FMS Live and the Vendor Centre. Determine Vendor ID, Address Sequence Number, Status and Currency.

<table>
<thead>
<tr>
<th>Information</th>
<th>Vendor ID</th>
<th>Address Seq. #</th>
<th>Status</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Aqua Systems Inc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2867 Progress Place, Suite E</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Escondido, CA 92029</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richard Unger</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3643 W. 3rd Avenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vancouver, BC V6R 1M1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brink’s Canada Limited</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>247 East 1st Avenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vancouver, BC V5T 1A7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CHAPTER 4

VOUCHER ENTRY - Q-REQUISITIONS

In PeopleSoft 9.0, we use the Express Voucher UBC page for voucher data entry.

Terminology:

The Express Voucher UBC page consists of Invoice Information, Payments, Voucher Attributes, and Accounting Information tabs.

Invoice Information tab – This tab is where users will enter voucher data.

• Voucher Header: Users enter any information that is related to this voucher, such as vendor ID, address sequence number, invoice number, invoice date, reference number, and the total invoice amount.

• If users would like to add an internal comment about this voucher, this can be done by clicking on the “Comments” hyperlink in the Voucher Header (see above) and entering a note in the “Voucher Comments” box that displays.

Voucher Comments (Maximum number of characters allowed for comments is 254)
• **Invoice Lines:** In this section, users enter SpeedChart information and the extended amount per invoice line. Users also change the tax code on a line-by-line basis, if it is different than the GST/PST default. Additional invoice lines can be added by clicking on the yellow “plus” button; alternatively, invoice lines can be deleted by clicking on the yellow “minus” button in the line to be deleted. Lastly, the “Description” field in this section provides a space for users to enter information pertaining to the invoice line. Upon saving the voucher, the system will also copy the SpeedChart into the description field. If a description has been entered, the SpeedChart will be added at the end of the description.

![Invoice Lines](image1)

• **Distribution Lines:** In this section, users allocate expenses to the correct accounts. Additional distribution lines can be added if expenses are allocated to different accounts but are charged to the same SpeedChart with the same tax code as specified in the Invoice Lines section. The chartfield amount(s) must equal or add up to the extended amount in the Invoice Lines section.

![Distribution Lines](image2)
Payments tab—This tab contains useful information such as the remitting address, the bank account information, and the payment reference (i.e. cheque # or EFT remittance advice reference #). Users can add a message to the cheque or remittance advice by entering a message in the “Messages” field. Lastly, if users would like the payee to receive a separate cheque for this transaction, this can be done by checking the “Separate Payment” box. If this box is left unchecked, all invoices entered on the same day with the same vendor ID, address sequence number, and handling code will be grouped on one cheque.

Note: Information entered in the “Message” field will be printed directly on the cheque stub or remittance advice. However, information entered in the “Payment Note” box will not.
Payment Method defaults automatically to “EFT” (direct deposit) when Canadian vendors are set up for electronic funds transfer (EFT) in Canadian Dollars. The vendor’s banking information is set up in the vendor tables. Payment method can be changed from “EFT” to “CHEQUE” but not from “CHEQUE” to “EFT”. However, it is recommended that if the vendor is set up for “EFT” then this default payment method not be changed to “CHEQUE”.
EFT Email Payment Notification to Vendors:

Any information entered in the “Message” field and “Invoice Number” field will be printed directly on the email payment notification sent to the vendor. The email notification will also include the business unit, vendor invoice date, and invoice amount. It is recommended that the vendor invoice number is entered in the “Invoice Number” field and adequate information is entered in the “Message” field on the voucher to help the recipient identify the payment.

Voucher Payment Tab Screen for Canadian Vendors with Direct Deposit (EFT) Payment Method in USD Funds:
Payment method defaults automatically to “EFT” (direct deposit) when Canadian vendors are set up for electronic funds transfer (EFT) in US Dollars. The vendor’s banking information is set up in the vendor tables. Payment method can be changed from “EFT” to “CHEQUE” but not from “CHEQUE” to “EFT”. However, it is recommended that if the vendor is set up for “EFT” then this default payment method not be changed to “CHEQUE”.

**Voucher Payment Tab Screen for US Vendors Automated Clearing House (ACH) Payment Method in USD Funds:**

For US vendors, direct deposit is referred to as “automated clearing house” (ACH). Payment method defaults automatically to “ACH” when US vendors are set up for direct deposit in US Dollars. The vendor’s banking information is set up in the vendor tables. Payment method can be changed from “ACH” to “CHEQUE” but not from “CHEQUE” to “ACH”. However, it is recommended that if the vendor is set up for “ACH” then this default payment method not be changed to “CHEQUE”.
**Voucher Attributes tab** — In this tab, users can check the status of the voucher. Additionally, if the invoice was paid in US currency, users can review the exchange rate applied.

**Important Information:**
**Chartfields**

UBC uses the following chartfields:

- Account  Required field
- Fund  Required field
- Dept ID  Required field
- Program  Optional field
- Project  Optional field

If you use a SpeedChart, the system will populate the Fund, DeptID, and Project fields, and the Program code (if used). However, you will still need to enter an Account number when using SpeedCharts.

If SpeedCharts are not used, you will need to manually enter the Fund code (required), the Dept ID (required), the Program code, and the Project code, if used. **Important Note:** Please ensure the appropriate Bus Unit is entered in the “PC Bus Unit” field, as well.
Preparing Invoices for Data Entry

Q-Requisition (QReq): This type of requisition is used for non-travel transactions.

1. Prepare invoices:
   - Prepare a Q-Requisition for Payment form (QReq form) or stamp the invoices (refer to Appendix B for Sample Stamp and related notes).
     - Go to the Finance website: www.finance.ubc.ca. Click on the QUICKLINKS button located, vertically, on the right side of the page. Click on FORMS. The easiest way to find the form, is to then Search on the word “requisition”. Click on the DOWNLOAD FILE button associated with “Requisition for Payment (QReq)”. Note: To gain access to the form, you will need to sign in using your CWL and Password.
   - Obtain a Q number and enter it in the “Ref. No.” field of the sample stamp or the QReq form.
     - Go to the Finance website: www.finance.ubc.ca. Click on the QUICKLINKS button located, vertically, on the right side of the page. Click on NUMBER GENERATORS. Note: To gain access to the number generators, you will need to sign in using your CWL and Password. Click on the CREATE QREQ NUMBER button associated with “Manual Requisition (QReq)” to display the next available Q number.
   - Indicate the currency for the transaction. Note that the currency should only be USD or CAD. Transactions in all other currencies will be processed through wire transfers or bank drafts.
   - Fill in the SpeedChart, account, and P/G fields of the sample stamp or QReq form.
   - Select the appropriate handling code to indicate how the payment should be distributed. (Please refer to Appendix A for a list of handling codes.)
   - Determine if GST and/or PST applies; if so, indicate in the appropriate tax field of the sample stamp or QReq form.
   - Obtain appropriate authorization.
   - Record the name of the person who prepared the payment requisition in the “Submitted by” field.
   - To speed up data entry, obtain the vendor ID prior to entering vouchers into the system. Refer to Chapter 3 “Searching Vendor ID & Address Sequence Number” for information on how to find vendor IDs and address sequences.

2. Group invoices by currency (CAD or USD). A separate control group must be created for each currency.

Please see sample invoices and stamps on the following pages. QReq-1 and QReq-2 sample invoices can be included in one control group, as they are both payable in CAD currency.

- QReq-1: CAD Invoice – GST only, PST self-assessment required.
- QReq-2: CAD Invoice – GST and PST applicable.
This page intentionally left blank.
MANDEL SCIENTIFIC COMPANY INC
2 ADMIRAL PLACE
GUELPH ON N1G 4N4
CANADA

(519) 763-2145

**Invoice No:** 47249
**Invoice Date:** 01-Apr-2013
**Order No:** 136730-2
**Order Date:** 18-Mar-2013
**Cust PO No:** N/A

**Sold To:** CA002208
University of British Columbia
46-2075 Westbrook Mall
University Campus
Vancouver, BC V6T 1Z1

**Ship To:** UNBCAC
Attn: University of British Columbia
University of British Columbia
6174 University Blvd
Westbrook Building
Vancouver, BC V6T 1Z3
MICRO AND IMMUNO
LIEM NGUYEN/CHARLES THOMPSON LAB

Contact: LIEM NGUYEN
Terms: Net 30 Days
Tax: Goods and Services Tax (Federal)

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description</th>
<th>Ordered</th>
<th>Shipped</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Discount</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TM-186002</td>
<td>2.0</td>
<td>2.0</td>
<td>EA</td>
<td>$491.00</td>
<td>0.00%</td>
<td>$982.00</td>
</tr>
<tr>
<td></td>
<td>Control, Standard, With Motor Drive, Standard Control Unit &amp; Two Decks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RenTo:** MANDEL SCIENTIFIC COMPANY INC
2 ADMIRAL PLACE
GUELPH ON N1G 4N4
CANADA

Phone: (519) 763-2145
Fax: (519) 763-2095

**Tax ID:** 976565764

**Exemption Cert #:**
**Date Shipped:** 01-Apr-2013
**Carrier:** FedEx Canadian
**Freight:**
**FDE:** FDE Destination Freight Prepaid Charged

**Comments:** Please state our invoice number on your remittance.

Subtotal: $982.00
PST: $.00
HST/GST: $43.10
Freight: $.00

Invoice Total: $1,031.10
Total Payments: $.00
Stamp – Qreq-1:

<table>
<thead>
<tr>
<th>Group#</th>
<th>Ref. No.</th>
<th>Voucher#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Q20001268</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
<th>GST</th>
<th>PST</th>
<th>SpeedChart</th>
<th>Account</th>
<th>P/G#</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,031.10</td>
<td>Y</td>
<td></td>
<td>Self</td>
<td>CMMZ</td>
<td>651100</td>
</tr>
</tbody>
</table>

Handling code:  
- **X** Mail-post  
- **M** N  
- **C** Campus Mail  
- **P** Pick up  
- **Other**  
- **Separate Cheque**

Approved by:  
- R. McNichol  

Submitted by: Marina Chan

Print Name: Ray McNichol  

Enter by:  

Date:  
- Apr. 15, 2013  

Date:
<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Sides</th>
<th>Height/Width</th>
<th>Unit Cost</th>
<th>Install</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ideal 200 stamp</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>2.5</td>
<td>50.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Notes:**
- Applicable taxes will be charged to all line items ordered.
- Confirm your shipping address is correct.

**Other Payments:**
Form of Payment / Amount / Initials

**Ordered:** 3/11/2013 3:16:33 PM
**Printed:** 3/25/2013 3:32:24 PM

**Status:** Built

<table>
<thead>
<tr>
<th>Line Item Total:</th>
<th>$100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal:</td>
<td>$100.00</td>
</tr>
<tr>
<td>GST:</td>
<td>$5.00</td>
</tr>
<tr>
<td>PST:</td>
<td>$7.00</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$112.00</td>
</tr>
<tr>
<td>Total Payments:</td>
<td>$8.00</td>
</tr>
<tr>
<td>Balance Due:</td>
<td>$112.00</td>
</tr>
</tbody>
</table>

**GST:** 862855798

**Qrea - 2**
<table>
<thead>
<tr>
<th>Amount</th>
<th>GST</th>
<th>PST</th>
<th>SpeedChart</th>
<th>Account</th>
<th>P/G#</th>
</tr>
</thead>
<tbody>
<tr>
<td>112.00</td>
<td>Y</td>
<td>Y</td>
<td>CCCM</td>
<td>640000</td>
<td>11G00100</td>
</tr>
</tbody>
</table>

Handling code:  
- Mail-post  
- Campus Mail  
- Pick up  
- Other  
- Separate Cheque

Approved by: Mary Sun  
Submitted by: Marina Chan

Print Name: Mary Sun  
Enter by:  

Date: Apr. 15, 2013  
Date:
Creating Control Groups

3. Create a control group for these vouchers.

Before a group of vouchers can be entered, a control group must first be created. Control groups are a method of double-checking voucher entry. Control groups can also be used as “supervised groups,” a means of limiting and checking the activities of selected (i.e. new or temporary) entry operators. Before a group of vouchers is considered complete and ready to post, voucher totals must balance with control group totals. Note: Separate control groups must be created for vouchers with different currencies (CAD$ or US$ only).

3.1. Navigation: Go to Accounts Payable>Accounts Payable Center Page>Control Groups>Group Information. Click on the “Group Information” hyperlink.

3.2. Click on the “Add a New Value” tab:

**Group Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>UBC</td>
</tr>
<tr>
<td>Control Group ID:</td>
<td></td>
</tr>
</tbody>
</table>

Search  Clear  Basic Search  Save Search Criteria

Find an Existing Value | Add a New Value
3.3. Enter your department’s Accounts Payable Business Unit. **Note:** The default is UBC. Once you are certified and entering or reviewing transactions on behalf of your department, ensure it is changed appropriately.

3.4. Click on the yellow “Add” button. The “Assignment” tab will display.
3.5. Enter the gross amount of the control group into the “Gross Amt” field (step 3.5.1), or use the “Run a Tape” function to calculate the gross amount for the control group (step 3.5.2).

3.5.1. Directly enter the gross amount into the “Gross Amt” field, and then enter the number of vouchers into the “Nbr of Vouchers” field:

3.5.2. Use the “Run a Tape” function:

3.5.2.1. Check the “Run a Tape” box.

3.5.2.2. Enter the invoice amount into the field underneath “Adding Tape.” Click on the “plus” sign to add additional invoice amounts as necessary.
3.5.2.3. After you finish entering all invoice amounts for your control group, use the “Tab” key on the keyboard to register the last amount entered. **Note:** The “Gross Amt” and “Nbr of Vouchers” fields will automatically populate based on the adding tape totals.

3.6. Change the status from “Open” to “Assigned.” You can change the status either by typing the letter “A” when the Status field is highlighted, or by selecting “Assigned” from the dropdown menu.
3.7. Enter your User ID in the **Assigned to** field and press “Tab”. (For training purposes, please enter the training User ID that you used to log into the training system. e.g. TRAINxx)

3.8. Save the control group by clicking the yellow **Save** button in the bottom left corner. Once the control group is saved, the system will display the time when you created the group. The system also assigns a control group number for, and indicates the starting voucher number of, the control group. **Note:** Write the control group number on your requisition.
Entering Q-Requisitions into PeopleSoft

4. Enter voucher.

For practice: enter sample QReq-1 (CAD invoice-GST applicable & PST self-assessment required) into PeopleSoft.

4.1. If you would like to keep the control group screen open, click on the “New Window” hyperlink on the top right hand side of the screen (figure 4). If not, click on the “menu” icon on the left to expand the menu, if you previously minimized it (figure 4).

Figure 4

4.2. On the expanded menu, click on the Accounts Payable Center blue hyperlink to go back to Accounts Payable Center page. Note: Clicking on the dash in the right hand corner of the menu minimizes it (figure 5).

Figure 5
4.3. The Accounts Payable Center Page will display. Click on the “Vouchers” blue hyperlink.

4.4. Use the “Express Voucher UBC” page to enter vouchers. Click on the “Express Voucher UBC” blue hyperlink. **Note:** At UBC, we **DO NOT** use the “Regular Entry” or “Quick Invoice Entry” options to enter vouchers.
4.5. The “Add a New Value” tab displays. The default Business Unit is UBC; ensure it is changed to your department’s Accounts Payable Business Unit, for transactions entered on behalf of your department. Click on the “Add” button. (Note: For training purposes, you will need to enter the correct Control Group ID in the corresponding field before clicking “Add”. This is not necessary when using the live system, as long as you create only one control group at a time.)

It is recommended that you DO NOT enter or change information in these fields, at this time. The fields are available when processing the actual voucher, and should be completed there, as necessary.

4.6. The “Invoice Information” tab displays. Verify the Control Group ID to ensure that you are in the correct control group. The system will default to the next available control group based on the operator ID.
4.7. Enter the vendor ID into the “Vendor” field and press “Tab” to move to the next field. The system will populate the vendor name and address information based on the vendor ID. Verify the vendor address. If the default vendor address is not the correct remitting address, select the correct one by clicking the magnifying glass next to the “Address” field. If the vendor does not have a particular address set up in PeopleSoft, submit a request via the Vendor Centre to add the new address.

![Image of invoice information]

4.8. Enter the invoice number into the “Invoice No” field. (For training purposes, please add your initials after the invoice number in order to make this number unique.) Enter the invoice date into the “Invoice Date” field. The system will assign the default payment term information retrieved from the vendor table. If you wish to issue immediate payment, you will need to change the payment terms to “Immediate”, if that is not the default.

![Image of invoice information]
Note: Pay terms like 1_10N30, 1_15N30, 2_10N30, etc. refer to discounts. For example, 1_14N30 means that if an invoice is paid within 14 days of the invoice date, a 1% discount can be taken. Otherwise, the total invoice amount is due within 30 days of the invoice date.

4.9. Enter the Q reference number into the “Ref Number” field. Enter the total invoice amount into the “Total” field.

4.10. Tax: This transaction is GST applicable and requires PST self-assessment.
4.10.1. When a transaction requires PST self-assessment, you need to change the VAT calculation type from Inclusive to Exclusive. Click on the next to the “In./Ex.?" field and select “Exclusive”.

4.10.2. When a transaction requires PST self-assessment, you also need to uncheck the “SUT Exempt” box. When you uncheck the “SUT Exempt” box, the following warning message will display. Click OK to accept the message. **Note:** Unchecking the SUT Exempt box, lets the system know that PST applies to the invoice and that it is NOT exempt from it. Therefore, it will be self-assessed.
4.10.3. When the VAT calculation type is **Exclusive**, users need to manually enter the GST amount into the “VAT” field, if GST has been invoiced; in this case, the GST is $49.10 as indicated on the invoice.

4.11. In the “Invoice Lines” section, enter the SpeedChart information into the “SpeedChart” field and press the “tab” key or **Calculate** button. The system will populate the related chartfield information based on the SpeedChart entered.
4.12. The system will NOT populate the Extended Amount (net of $1,031.10 and $49.10 GST) in its field on the “Invoice Lines” of the voucher; thus, operator will need to MANUALLY enter the “Extended Amount”; then the speedchart and the amount will be copied into the “Amount” field of the Distribution Line. Change the VAT Code to “GST”, since only GST is charged on the invoice. The tax code can be changed by deleting the PST portion manually, or by clicking the magnifying glass and selecting “GST”.

4.13. Enter the Account code into the “Account” field in the “Distribution Lines” section of the “Invoice Lines”.
4.14. Click on the “Payments” tab, in the voucher header section to display the Payments screen. Select the appropriate handling code. Please note that the default handling code is MN. For more information on handling codes, please refer to Appendix A “Handling Codes”.

![Invoice Information and Payment Information with circled MN handling code]
4.15. Go back to the “Invoice Information” tab and click “Save”.

![Invoice Information Tab](image-url)

- **Business Unit**: UBC
- **Voucher ID**: 03457645
- **Invoice Number**: 47249
- **Invoice Date**: 4/1/2013
- **Vendor**: MANDEL SCIENTIFIC COMPANY INCORPORATED
- **Location**: 2 ADMIRAL PLACE
- **VAT Summary**: Sales and Purchase Tax Summary
- **VAT**: 49.10
- **Total**: 1,031.10
- **Balancing**: Invoice Lines, Misc Charge Amount, Freight Amount, Sales Tax Amount, VAT Amount
- **Balancing Calculation**: 982.00 - 49.10 = 932.90
4.16. The system then assigns a voucher ID for this transaction. The voucher has been successfully created in PeopleSoft. Write the Voucher ID on the requisition. At the same time, 3 more tabs (Summary, Related Documents and Error Summary) become available for this voucher.

Notes:
- The system displays the GST amount and the rebate information after the voucher has been saved. For this particular voucher, the GST amount is $49.10 and the rebate amount is $32.90. The actual GST expense that will be charged to the department will be $16.20 (= $49.10 - $32.90).
- The system also displays the self-assessed PST amount that will be charged to the department. This amount is indicated next to the “Use Tax” heading ($68.74).
- To enter the second voucher in this control group, click the yellow add button in the bottom right hand corner of the “Invoice Information” tab.
4.17 “Summary”- The Summary tab displays useful over information regarding the voucher. The “View Related” drop down menu allows easy access to related inquiry screens.

4.18 “Related Documents” - The Related Documents screen shows vouchers that were created using the “Adjustment Voucher”, which is a more advanced “Voucher Style” option that is available (but not covered in this course). For example, if we were over charged, and the company issues a credit note, if we enter the credit note using an adjustment voucher, the original voucher will become a related document to the credit note.

Please note that if the credit note was entered using the standard Express Voucher UBC Voucher Style, “Regular Voucher”, it would not display on this screen, and should, instead, be cross-referenced to the original voucher by entering an appropriate comment.
4.19 **“Error Summary”** - This tab provides useful information for resolving any errors relating to the voucher.

5. **For practice:** Enter sample voucher QReq-2 (CAD invoice-GST & PST applicable) into PeopleSoft.

   5.1. Follow the same navigation to enter voucher QReq-2 into PeopleSoft – VAT calculation type – “I” (Inclusive):

   5.1.1. Voucher header:
5.1.2. Invoice Lines:

5.1.3. Distribution Lines:
5.1.4. Payments tab:
5.2. Follow the same navigation to enter voucher QReq-2 into PeopleSoft – VAT calculation type – Exclusive. When the VAT calculation type is “E” (Exclusive), you will need to manually enter the GST/PST amount into the applicable fields. The GST amount needs to be entered into the “VAT” field and the PST amount needs to be entered into the “Sales Tax” field. The “SUT Exempt” box must also be unchecked before the PST amount can be manually added into the “Sales Tax” field. The other data entry steps are the same as indicated in section 5.1. Remember to save your voucher at the end to get a voucher ID and to double check the voucher’s GST amount to ensure it matches the GST charged on the invoice.

Note: If VAT calculation type “E” (Exclusive) is selected, the extended amount under Invoice Lines and the chartfield amount under Distribution Lines will be the subtotal before taxes (e.g. $100.00), in other words, exclude taxes. Alternately, if “I” (Inclusive) is left as the default VAT calculation type, the amounts in those two fields will be inclusive of any tax codes selected (e.g. $112.00), as shown in sections 5.1.2 and 5.1.3 above.
5.3. The system will display the following message when the last voucher in the control group has been saved and the control group balances. **Click the “Yes” button to accept the message.**

![Message](image)

**Note:** It is recommended that you always click “Yes”, even if you have no other control groups assigned to you. Doing so will ensure the control group “Status” changes to “Ready for Review” and the Assignment “Completed” field automatically populates with the current date and time. See the screenshot in step 8, below.
Verifying Control Groups

6. You can either use the “New Window” hyperlink on the top right hand side of the screen, or the “Menu” icon to expand the menu, if you had previously minimized it.

Click on the “Accounts Payable” menu hyperlink to display the “Accounts Payable Center” option.
Under “Control Groups”, click the “Group Information” hyperlink.

7. The Group Information page will display. Enter the control group ID into the “Control Group ID” field. Click on the “Search” button.

Group Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Business Unit:  UBC
Control Group ID:  begins with 0000245965

Search  Clear  Basic Search  Save Search Criteria
8. The “Assignment” page will display. Please note that if your control group is balanced and you clicked “Yes” in step 5.3 above, the status of your control group will automatically change to “Ready for Review” and the “Completed” field will be populated with the current date and time.

If the status is still “Assigned” and the “Completed” field is blank:

- you either clicked “No” in step 5.3,
- or there is a discrepancy between your “Control Totals” (the total of the control group) and “Actual Totals” (the total of the voucher(s)) on the “Vouchers” tab of the control group.

If you clicked “No” in step 5.3, you will need to manually change the status and automatically populate the “Completed” field. To do so, click the “Status” dropdown arrow and select “Ready to Review”, then click the “Save” button.

If your control group and vouchers are out of balance, figure out where the discrepancy lies, make the necessary correction(s) and click the “Save” button. If you corrected the vouchers, the system should then display the message in step 5.3. Click the “Yes” button to accept the message. If you corrected the control group, you will have to manually change the status, as per the above paragraph.

Important note: The status of the control group must be “Ready for Review” and the “Completed” field must be populated with the date and time, before the control group can be reviewed and verified.
9. Click on the “Vouchers” tab. Ensure the difference between the “Control Total” and the “Actual Total” is zero. Also ensure that the “Entry Status” of each voucher is “Postable”.

![Voucher Information](image)

10. Click on the “Accounting” tab. Under the “Actions” section, check the box next to “Post Group” to post vouchers to the AP Sub Ledger.

![Accounting Options](image)
11. Click the “Assignment” tab. Change the control group status from “Ready for Review” to “Verified” and click “Save”. **Important note:** Only verified control groups will be selected for payments. Also, please note that in FMS Live, only Reviewers have authorization to change the status to “Verified”. However, for training purposes, everyone must change the status to “Verified”.
Creating Control Groups for Month-End Transactions

If you are creating a control group for month-end (or year-end) transactions, in addition to the steps you need to follow as indicated in the “Creating Control Groups” section above, you also need to do the following:

- Go to the “Accounting” tab.
- Click on “Use Specific Date” to insert the month-end date to ensure invoices are processed in the correct month. For instance, if you need to include a transaction in the month of January, 2009, use 01/31/2009 as the date.
Creating Control Groups for USD Transactions

If you are creating a control group for US funds, the following additional steps are required. Please note only US and CAD currencies are allowed for online voucher entry.

1. Go to the “Accounting” tab.
   a. Under “Accounting Entry Template”, click “Specify”.
   b. Click on the magnifying glass and select “AMERICAN$”.

   **Note:** DO NOT change anything else on this screen.
2. Go to the “Vouchering Options” tab.
   a. Under “Voucher Currency”, click “Specify”.
   b. Enter “USD” as the currency.
   c. Click on the magnifying glass to the right of “Rate Type” and choose “CRRNT”.

   **Note:** DO NOT change anything else on this screen.

**Exercise:**

1. Process the following invoice (QReq-3): US Invoice – tax exempt. (Reminder: Please ensure that the control group is set up for US transactions.)
# INVOICE

**BIOMOL International L.P.**

5120 Butler Pike  
Plymouth Meeting, PA 19462-1202  
(610) 941-0420  Fax: (610) 941-9252  
FID# 45-0996961

**INVOICE NUMBER:** 0131138-IN  
**INVOICE DATE:** 04/01/2013  
**ORDER NO.:** 0117559  
**ORDER DATE:** 04/01/2013

**SOLD TO:**  
UNIV OF BRITISH COLUMBIA  
FINANCIAL SERVICES  
2075 WESBROOK MALL/OS AB  
ACCOUNTS PAYABLE  
VANCOUVER, BC V6T 1Z1 CANADA

**SHIP TO:**  
UNIV OF BC - MICROBIO & IMMUN  
2350 HEALTH SCIENCES MALL  
UBC LIFE SCIENCES/ RM 3440  
ATTN: MIKE GOULD (CAYLIB)  
VANCOUVER, BC V6T 1Z3 CANADA

<table>
<thead>
<tr>
<th>CUST NO.</th>
<th>CUSTOMER P.O.</th>
<th>SHIP VIA</th>
<th>F.O.B.</th>
<th>TERMS</th>
<th>DATE DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1003</td>
<td>N/A</td>
<td>FX/IN/IN</td>
<td>PLYMOUTH MTG</td>
<td>IMMEDIATE</td>
<td>UPON RECEIPT</td>
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</table>

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>ORDERED</th>
<th>SHIPPED</th>
<th>BACK ORD</th>
<th>PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL140-0001</td>
<td>TEXTBOOK</td>
<td>1.00</td>
<td>1.00</td>
<td>0.00</td>
<td>105.00</td>
<td>105.00</td>
</tr>
</tbody>
</table>

**LOT:** M11170M

---

**WE APPRECIATE YOUR BUSINESS**

---

**SUBTOTAL:** $105.00  
**DISC.:** $5.25  
**FREIGHT:** $30.00  
**PAID BY CC:** $0.00  
**TOTAL:** $129.75

---

Q req - 3
Stamp – Qreq-3:

<table>
<thead>
<tr>
<th>Group#</th>
<th>Ref. No.</th>
<th>Q20004207</th>
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</thead>
<tbody>
<tr>
<td>Voucher#</td>
<td>Currency</td>
<td>USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
<th>GST</th>
<th>PST</th>
<th>SpeedChart</th>
<th>Account</th>
<th>P/G#</th>
</tr>
</thead>
<tbody>
<tr>
<td>129.75</td>
<td>N</td>
<td>N</td>
<td>DTFA</td>
<td>641531</td>
<td>20G36770</td>
</tr>
</tbody>
</table>

Handling code: X  Mail-post  M  N  
Campus Mail  C  
Pick up  P  
Other  
Separate Cheque  

Approved by: Susan Smith  Submitted by: Annie Lee
Print Name: Susan Smith  Enter by: 
Date: Apr. 2, 2013  Date: 

2. Process the following invoice (Qreq-4): US Invoice – GST self-assessment required. (Reminder: Please ensure that the control group is set up for US transactions.)
# Invoice

**HKL Technology Inc.**
52A Federal Road, Unit D2
Danbury, CT 08810

Phone # 434-879-6589
Fax # 434-979-6581

<table>
<thead>
<tr>
<th>DATE</th>
<th>INVOICE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1/2013</td>
<td>470</td>
</tr>
</tbody>
</table>

---

**BILL TO**

Univ. of British Columbia  
Accounts Payable  
Rm 40 - 2075 Westbrook Mall  
Vancouver, BC V6T 1Z1, Canada

**SHIP TO**

Life Sciences Center  
Univ. of British Columbia  
2350 Health Sciences Mall  
Vancouver, BC V6T 1Z3, Canada  
Attn: Dr. Natalie Szyniada

---

<table>
<thead>
<tr>
<th>QUOTE NUMBER</th>
<th>P.O. NUMBER</th>
<th>TERMS</th>
<th>SHIP</th>
<th>VIA</th>
<th>F.O.B.</th>
</tr>
</thead>
<tbody>
<tr>
<td>20030613-2</td>
<td>N/A</td>
<td>Immediate</td>
<td>4/1/2013</td>
<td>Priority Mail</td>
<td>Destination</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>PRICE EACH</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>
| 1        | ANPHKL2000 | Academic license for the HKL-2000 program package  
(terms and conditions as in the Software License Agreement)  
Detector (in-house): MARIP 345 | 3,000.00   | 3,000.00 |

---

Currency: US Dollars  

**Total** $3,000.00

Payment is expected within 30 days of receiving this invoice. Make all checks payable to: HKL Technology Inc.

The payment may also be forwarded to our account:
Bank of America, 1619 University Avenue, Charlottesville, VA 22903  
ABA routing #: 051000017  
Account #: 0011203443  
SWIFT Code: NABKUS3ARIC

---

Q req - 4
<table>
<thead>
<tr>
<th>Amount</th>
<th>GST</th>
<th>PST</th>
<th>SpeedChart</th>
<th>Account</th>
<th>P/G#</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,000.00</td>
<td>Self</td>
<td>N</td>
<td>CIYG</td>
<td>682010</td>
<td>20R90080</td>
</tr>
</tbody>
</table>

Handling code:
- X: Mail-post
- C: Campus Mail
- P: Pick up
- Other
- Separate Cheque

Approved by: Susan Smith  Submitted by: Annie Lee
Print Name: Susan Smith  Enter by: 
Date: Apr. 2, 2013  Date: 

Stamp – Qreq-4:

Group#  Ref. No.  Q20004224
Voucher#  Currency  USD
Answer Key:

Control Group Creation for QReqs 3 & 4:

[Diagram showing the process of creating control groups for QReqs 3 & 4.]
Voucher Data Entry for QReq 3:

Voucher header:

Invoice Line 1:
Since the handling code is MN, which is the system default, voucher entry is complete. Click the “Save” button. After you click “Save”, you will get the following error message:

![Error message from webpage]

Please refer to Appendix D, Note #4, for further instructions.

After you have made the required changes, click the “Save” button again. The system will assign a voucher ID for this transaction.

![Invoice lines]

Click the [Add] button, at the bottom right corner of the screen, to enter the next voucher.
Voucher Data Entry for QReq 4:

Voucher header:

When performing **GST Self-Assessment**, the Voucher must first be set to “**Exclusive**” in the “**Invoice Information**” tab.

Invoice line 1:
Next, click on the “Invoice Line VAT” link to go to the Invoice Line VAT Information page.
Press the “Expand All Sections” button to view VAT Defaults:

### Invoice Line VAT Information

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>UBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT Entity</td>
<td>UBC</td>
</tr>
</tbody>
</table>

#### Go To Invoice Line

<table>
<thead>
<tr>
<th>Voucher ID:</th>
<th>NEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher Line Number:</td>
<td>1</td>
</tr>
<tr>
<td>Ship To Location:</td>
<td>#APSHIP</td>
</tr>
</tbody>
</table>

#### Physical Nature

- **Physical Nature:** Goods

  Click this button if you want to change Physical Nature (to Goods or Services) and reset all VAT Defaults at this level only.

#### VAT Locations

- **Ship From Country:** USA
- **Ship From State:** 
- **Ship to Country:** CAN
- **Ship to State:**

#### VAT Defaults

##### VAT Registrations

- **Reporting Country:** CAN
- **Defaulting State:**

##### VAT Controls

- **Use Type:** TAX

##### VAT Treatments

- **Treatment:** Domestic Goods Purchase

##### VAT Details

- **Applicability:** Taxable
- **VAT Code:** GSTPST
- **Transaction Type:** STD

##### Adjust/Reset VAT Defaults

- **Adjust Affected VAT Defaults**

  Click this button if you want the system to adjust the VAT Defaults on this page affected by changes you have made to this page. All changes you have made to VAT Defaults that affect other VAT Defaults will be retained.

- **Levels:** This and all lower levels

  **Reset All VAT Defaults**

  Click this button if you want the system to reset all the VAT Defaults. All changes you have made to VAT Defaults will be lost.

---

To self-assess GST:
1. Under “VAT Treatments”, ensure “Domestic Goods Purchase” has been selected:

2. Check “Record Output VAT” checkbox

3. Under “VAT Details”:
   a. Applicability: Taxable
   b. VAT Code: GST
   c. Transaction Type: STD

After you make your changes, click on Adjust Affected VAT Defaults to save them.

Then click on the Go To Invoice Line hyperlink, at the top of the page, to return to the voucher.
Since the default handling code, MN, is the one you need for this transaction, the voucher entry is complete. Click the “Save” button. After you click “Save” you will receive the message stated in step 5.3, of Chapter 4. **Ensure you click “Yes”**.

The system will assign a voucher ID for this transaction.

In the “Balancing” section (at the bottom of the screen), of this Voucher # 03457784, the system-calculated “VAT Not On Invoice” is the Self-Assessed GST based on the applicable GST-rate on Invoice date.
Control Group Verification for QReqs 3 & 4:
Control Group Verification for QReqs 3 & 4:

Unit: UBC  Group: 0000246024

Accounting Date
- Default
- Use Current Date
- Use Specific Date

Posting Timing
- Post Vouchers Individually
- Post Only when Group Balanced

Payment Timing
- Pay Vouchers Individually
- Pay Only when Group Balanced

Actions
- Post Group
- Only Pay Verified Groups

Status
- Verified

Assignment: BAGTAS JOHN
- Assigned: 4/30/2013 11:02AM
- Due: 4/30/2013 11:12AM
- Completed: 4/30/2013 11:44PM

Voucher Numbering
- Reserve Voucher Numbers
- Starting From: 03457783

Actual Totals
- Gross Amt: 3,129.75
- Nbr of Vouchers: 2

Differences
- Gross Amount Difference: 0.00
- Voucher Totals Difference: 0.00
CHAPTER 5

VOUCHER ENTRY - TRAVEL REQS

Travel-related transactions are categorized into the following three types:

Advance: Travel requisition submitted for money to be issued in advance to travel.

Claim: Travel requisition submitted for reimbursement of travel expenses.

Clearance: Travel requisition submitted with documentation to support and clear an advance.

There are three types of Travel Clearances:

1. Travel Clearance amount is equal to Travel Advance amount. In this situation, the gross amount of the voucher is 0.

2. Travel Clearance amount is greater than the Travel Advance amount. In this situation, the gross amount of the voucher is the difference between the Travel Advance amount and the Travel Clearance amount.

3. Travel Clearance amount is less than the Travel Advance amount. In this situation, the gross amount of the voucher is 0 and the traveller needs to pay back the difference. You will need to prepare a cash receipt to record the payment and deposit it into the bank.

Alternate Vendor ID

The data entry steps for travel-related transactions are similar to those required for the processing of Q-Requisitions. An important difference, however, is that many travel-related transactions will require you to fill in the “Alternate Vendor ID” field during voucher entry, either with an Employee ID (preceded by the letter E) or the phrase “NON-UBC,” depending on whether the expenses relate to employees or non-employees.

The purpose of the “Alternate Vendor ID” field is to assist with meeting the requirements of the Financial Information Act (FIA). The FIA stipulates that UBC employees earning more than $75,000 annually must have their expenses disclosed. Please refer to Chapter 2 on Accounts Payable Policies for more information.

The “Alternate Vendor ID” field should be filled in for the following types of transactions:

- When paying claims involving more than one traveller, in which a UBC employee has paid for some or all of the group’s travel expenses.

- When paying FIA-designated 3rd party vendors (such as American Express) for travel-related expenses incurred by employees and/or non-employees. Refer to Appendix F for a complete
list of vendors whose vendor number will display the following error message if the “Alternate Vendor ID” field is not populated before the travel-related transaction is saved.

![](image)

- When paying 3rd party vendors not listed in Appendix F, for travel-related expenses incurred by employees and/or non-employees.

The “Alternate Vendor ID” field should appear as one of the fields on the “Distribution Lines” section.

If it is not on the “Distribution Lines” section, it may be “hidden”. To reveal it, click on the “Customize” link to view “hidden” chartfields:
The “Customize” hyperlink opens up to the Personalize Column and Sort Order screen. Select the hidden chartfield (i.e. UBC Alternate Vendor ID), uncheck the hidden checkbox and **click on the OK button** at the bottom of the page to return to the Voucher.

**Personalize Column and Sort Order**

To order columns or add fields to sort order, highlight column name. Frozen columns display under every tab.

The Employee ID (preceded by the letter E), or “NON-UBC”, as appropriate is entered in this UBC Alternate Vendor ID field.
Entering Travel Requisitions into PeopleSoft

Process the following travel-related transactions:

1. Travel Claim (TR2005678): $1,186.43
2. Travel Advance (TR2086448): $1,500.00
3. Travel Advance (TR2087176): $2,000.00
4. Travel Clearance (TR2087178): $549.27
   • Corresponds to travel advance TR2086448, where the travel settlement is greater than the travel advance; open item update required for both advance & clearance.
5. Travel Clearance (TR2087179): $0.00
   • Corresponds to travel advance TR2087176, where the travel settlement is less than the travel advance; open item update required for both advance & clearance.
**TRAVEL REQUISITION**

**FINANCIAL OPERATIONS DEPARTMENT**

**Specify** ☑ TRAVEL CLAIM ☐ TRAVEL ADVANCE ☐ TRAVEL ADVANCE CLEARANCE

---

**Payee (as it should read on the cheque)**
American Express Bank of Canada

**Invoice Date**
04/30/2013

**Invoice Number**
3745-846127-15707APR2013

**Vendor/Employee/Student ID #**
1089 -3

**Address Line**
P.O. Box 2000

**Currency**
CAD

**Amount of Cheque**
$1,186.43

---

**City**
West Hill

**Province/State**
ON

**Postal / Zip Code**
M1E 5H4

**Country**
Canada

---

**LINE INFORMATION AND CHARGES**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept ID (Org)</th>
<th>Program</th>
<th>Project / Grant (PG)</th>
<th>Alternate Vendor ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEHN 621000</td>
<td>G0000</td>
<td>200703</td>
<td>20G70185</td>
<td>E4963768</td>
<td></td>
</tr>
<tr>
<td>LEHN 624000</td>
<td>G0000</td>
<td>200703</td>
<td>20G70185</td>
<td>E4963768</td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Amount</th>
<th>GST</th>
<th>PST</th>
<th>TRV</th>
<th>Expense Type</th>
<th>Speed Chart</th>
<th>Account</th>
<th>Fund</th>
<th>Dept ID (Org)</th>
<th>Program</th>
<th>Project / Grant (PG)</th>
<th>Alternate Vendor ID</th>
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</thead>
<tbody>
<tr>
<td>590.77</td>
<td></td>
<td></td>
<td></td>
<td>Airline</td>
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<td>G0000</td>
<td>200703</td>
<td>20G70185</td>
<td>E4963768</td>
<td></td>
</tr>
<tr>
<td>595.66</td>
<td></td>
<td></td>
<td></td>
<td>Accommodation</td>
<td>LEHN</td>
<td>624000</td>
<td>G0000</td>
<td>200703</td>
<td>20G70185</td>
<td>E4963768</td>
<td></td>
</tr>
</tbody>
</table>

---

**Net Amount To Be Paid By Traveler OR * Reference Number of Original Advance**

1,186.43

---

**Signature of Traveler**
Lina Pantonial

**Date**
May 10/13

**Purpose of Trip / Destination**
SOTM Conference

**Direct Supervisor’s Approval (Signature, Please print Name, Title)**
John Gilbert

**Date (mm/dd/yyyy)**
05/10/2013

---

**Special Notes:** Account number 3745-846127-15707, Cardholder Name Lina Pantonial

**Duration of Trip (mm/dd/yyyy):**
04/01/2013 To (mm/dd/yyyy): 04/02/2013 Number of Days: 2

---

**From (Dept):**
CHSP

**Handling Code:**
X Fax stmt to AMEX

**Direct Queries To:**
Lina Pantonial

**Phone #:**
2-5573

**Return To / Pick-up By:**
Other

**AUTHORIZATION**

**Authorizing Signature 1**
John Gilbert

**Print Name 1**
John Gilbert

**Date (mm/dd/yyyy):**
05/10/2013
**The University of British Columbia**  
**TRAVEL REQUISITION**  
**FINANCIAL OPERATIONS DEPARTMENT**

<table>
<thead>
<tr>
<th>Payee (as it should read on the cheque)</th>
<th>Invoice Date</th>
<th>Invoice Number</th>
<th>Vendor/Employee/Student ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Xiros Cooper</td>
<td>04/01/2013</td>
<td>TR2086448</td>
<td>E2378876 -2</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Line</th>
<th>Province/State</th>
<th>Postal / Zip Code</th>
<th>Country</th>
<th>Amount of Cheque</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of English, 397-1897 East Mall</td>
<td>BC</td>
<td>V6T 1Z1</td>
<td>Canada</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payee</th>
<th>Invoice Date</th>
<th>Invoice Number</th>
<th>Vendor/Employee/Student ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Xiros Cooper</td>
<td>04/01/2013</td>
<td>TR2086448</td>
<td>E2378876 -2</td>
</tr>
</tbody>
</table>

**LINE INFORMATION AND CHARGES**

<table>
<thead>
<tr>
<th>Amount</th>
<th>GST</th>
<th>PST</th>
<th>TRV</th>
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<th>Fund</th>
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<th>Program</th>
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<th>Alternate Vendor ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,500.00</td>
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<td></td>
<td></td>
<td></td>
<td>JZFQ</td>
<td>139400</td>
<td>R2222</td>
<td>120900</td>
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**PREPAID EXPENSES**

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<tr>
<th>DB Ref.</th>
<th># TR</th>
<th>Previous Travel Requisition # TR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</table>

**AUTHORIZATION**

<table>
<thead>
<tr>
<th>From (Dept):</th>
<th>Handling Code</th>
<th>Direct Queries To:</th>
<th>Phone #</th>
<th>Return To / Pick-up By</th>
<th>Signature of Traveler</th>
<th>Direct Supervisor’s Approval (Signature, Please print Name, Title)</th>
<th>Purpose of Trip / Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Department</td>
<td>M _</td>
<td>Sandy Klein</td>
<td>2-1458</td>
<td>Sandy Klein</td>
<td>X John Xiros Cooper</td>
<td>04/01/2013</td>
<td>IP2 Workshop in Calgary</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>AUTHORIZING SIGNATURES</th>
<th>Print Name 1</th>
<th>Print Name 2</th>
<th>Date (mm/dd/yyyy)</th>
<th>Date (mm/dd/yyyy)</th>
</tr>
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<tbody>
<tr>
<td>Terence Clark</td>
<td>X</td>
<td></td>
<td>04/01/2013</td>
<td></td>
</tr>
</tbody>
</table>

**Duration of Trip (mm/dd/yyyy): 04/05/2013  To (mm/dd/yyyy): 04/12/2013  Number of Days: 8**

I hereby certify that the expenses in this Travel Requisition comply with UBC policy #83 (Travel Policy) and the sponsor or donor terms and conditions where applicable.

**Special Notes:** Please return cheque to Sandy Klein, Dept.of English, 101-1897 East Mall

**Duration of Trip (mm/dd/yyyy): 04/05/2013  To (mm/dd/yyyy): 04/12/2013  Number of Days: 8**

**Signature of Traveler**

**Date**

**Purpose of Trip / Destination**

**Direct Supervisor’s Approval**

**Date (mm/dd/yyyy)**

**Signature of Traveler**

**Date**

**Purpose of Trip / Destination**
The University of British Columbia

TRAVEL REQUISITION

FINANCIAL OPERATIONS DEPARTMENT

TR2087176

Specify □ TRAVEL CLAIM  □ TRAVEL ADVANCE  □ TRAVEL ADVANCE CLEARANCE

Payee (as it should read on the cheque)  Erin Michalak
Invoice Date  04/01/2013
Invoice Number  TR2087176
Vendor/Employee/Student ID #  E6643562 -3

Address Line  2255 Wesbrook Mall
Country  Canada
Payee (as it should read on the cheque)  Erin Michalak
Currency  CAD
Amount of Cheque  $2,000.00

City  Vancouver
Postal / Zip Code  V6T 2A1
Vendor/Employee/Student ID #  E5643562

LINE INFORMATION AND CHARGES

<table>
<thead>
<tr>
<th>Amount</th>
<th>GST</th>
<th>PST</th>
<th>TRV</th>
<th>Expense Type</th>
<th>Speed Chart</th>
<th>Account</th>
<th>Fund</th>
<th>Dept ID (Org)</th>
<th>Program</th>
<th>Project / Grant (PG)</th>
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<td>2,000.00</td>
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<td>KTAD 1 3 9 4 0 0</td>
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<td>20R66406</td>
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Net Amount To Be Paid By Traveler OR

Net Amount To Be Paid By Traveler (deduct if this is a clearance)

Signature of Traveler  Erin Michalak  Apr 1/2013
Purpose of Trip / Destination  MME Conference in Kelowna

Authorizing Signature 1  David Dieter  04/01/2013
Authorizing Signature 2 (if required)  David Dieter  04/01/2013

Duration of Trip (mm/dd/yyyy):  04/07/2013  To (mm/dd/yyyy):  04/11/2013  Number of Days: 5
# TRAVEL REQUISITION

**TRAVEL CLAIM**

**TRAVEL ADVANCE CLEARANCE**

**INVOICE NUMBER:**

<table>
<thead>
<tr>
<th>Payee (as it should read on the cheque)</th>
<th>Invoice Date</th>
<th>Invoice Number</th>
<th>Vendor/Employee/Student ID #</th>
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<tbody>
<tr>
<td>John Xiros Cooper</td>
<td>04/30/2013</td>
<td>TR2087178</td>
<td>E2378876 -2</td>
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</table>

**Address Line**

Department of English, 397-1897 East Mall

<table>
<thead>
<tr>
<th>City</th>
<th>Province/State</th>
<th>Postal / Zip Code</th>
<th>Country</th>
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</thead>
<tbody>
<tr>
<td>Vancouver</td>
<td>BC</td>
<td>V6T 1Z1</td>
<td>Canada</td>
</tr>
</tbody>
</table>

**Amount of Cheque:**

$549.27

**LINE INFORMATION AND CHARGES**

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<th>Account</th>
<th>Fund</th>
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**Net Amount To Be Paid By Traveler OR Net Amount To Traveler:**

TR2086448

**AUTHORIZATION**

**Authorizing Signature 1**

**X Edie Smith**

**Authorizing Signature 2 (if required)**

**X**

**Print Name 1**

Edie Smith

**Date (mm/dd/yyyy):**

04/30/2013

**Signature of Traveler**

J. Xiros Cooper

**Purpose of Trip / Destination**

IP2 Workshop in Calgary

**Direct Supervisor's Approval (Signature, Please print Name, Title)**

Edie Smith

**Date (mm/dd/yyyy):**

04/30/2013

**Special Notes:**

Travel expenses for annual IP2 workshop in Calgary. Direct Deposit please

**Duration of Trip (mm/dd/yyyy):**

04/05/2013 To (mm/dd/yyyy): 04/12/2013 Number of Days: 8
The University of British Columbia
TRAVEL REQUISITION
FINANCIAL OPERATIONS DEPARTMENT

TRAVEL CLAIM
TRAVEL ADVANCE
TRAVEL ADVANCE CLEARANCE

TR2087179

Specify □ TRAVEL CLAIM □ TRAVEL ADVANCE □ TRAVEL ADVANCE CLEARANCE

Payee (as it should read on the cheque)
Erin Michalak

Address Line
2255 Wesbrook Mall

City
Vancouver

Province/State
BC

Postal / Zip Code
V6T 2A1

Country
Canada

Vendor/Employee/Student ID #
E5643562

Currency
CAD

Amount of Cheque
$ 0.00

PREPAID EXPENSES

□ DB Ref. # TR_________

□ Previous Travel Requisition # TR_________

LINE INFORMATION AND CHARGES

<table>
<thead>
<tr>
<th>Amount</th>
<th>GST</th>
<th>PST</th>
<th>Expense Type</th>
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<th>Account</th>
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<td>KTAD</td>
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</tbody>
</table>

From (Dept): Psychiatry
Direct Queries To: Tony Cruz
Phone # 2-2612
Return To / Pick-up By

Handling Code M _
Campus Mail C N
Pick-up Cheque P _

Print Name 1
Print Name 2

Duration of Trip (mm/dd/yyyy): 04/07/2013 To (mm/dd/yyyy): 04/11/2013 Number of Days: 5
Duration of Trip (mm/dd/yyyy): 04/07/2013 To (mm/dd/yyyy): 04/11/2013 Number of Days: 5

Authorization

Authorizing Signature 1
Authorizing Signature 2 (if required)

X David Dieter

X

Print Name 1
Print Name 2

Date (mm/dd/yyyy)
04/30/2013

Special Notes: Travel expenses for bi-annual MME Conference in Kelowna. Direct Deposit please

X Erin Michalak
Apr 30, 2013
MME Conference in Kelowna

Signature of Traveler

Date

Purpose of Trip / Destination

X David Dieter
David Dieter
Associate Professor

04/30/2013

Direct Supervisor’s Approval (Signature, Please print Name, Title)

Date (mm/dd/yyyy)

I hereby certify that the expenses in this Travel Requisition comply with UBC policy #83 (Travel Policy) and the sponsor or donor terms and conditions where applicable.

X Erin Michalak

Apr 30, 2013

MME Conference in Kelowna

Signature of Traveler

Date

Purpose of Trip / Destination

I hereby certify that the expenses in this Travel Requisition comply with UBC policy #83 (Travel Policy) and the sponsor or donor terms and conditions where applicable.

X Erin Michalak
Apr 30, 2013
MME Conference in Kelowna

Signature of Traveler

Date

Purpose of Trip / Destination

I hereby certify that the expenses in this Travel Requisition comply with UBC policy #83 (Travel Policy) and the sponsor or donor terms and conditions where applicable.

X Erin Michalak
Apr 30, 2013
MME Conference in Kelowna

Signature of Traveler

Date

Purpose of Trip / Destination

I hereby certify that the expenses in this Travel Requisition comply with UBC policy #83 (Travel Policy) and the sponsor or donor terms and conditions where applicable.

X Erin Michalak
Apr 30, 2013
MME Conference in Kelowna

Signature of Traveler

Date

Purpose of Trip / Destination

I hereby certify that the expenses in this Travel Requisition comply with UBC policy #83 (Travel Policy) and the sponsor or donor terms and conditions where applicable.

X Erin Michalak
Apr 30, 2013
MME Conference in Kelowna

Signature of Traveler

Date

Purpose of Trip / Destination

I hereby certify that the expenses in this Travel Requisition comply with UBC policy #83 (Travel Policy) and the sponsor or donor terms and conditions where applicable.

X Erin Michalak
Apr 30, 2013
MME Conference in Kelowna

Signature of Traveler

Date

Purpose of Trip / Destination

I hereby certify that the expenses in this Travel Requisition comply with UBC policy #83 (Travel Policy) and the sponsor or donor terms and conditions where applicable.

X Erin Michalak
Apr 30, 2013
MME Conference in Kelowna

Signature of Traveler

Date

Purpose of Trip / Destination

I hereby certify that the expenses in this Travel Requisition comply with UBC policy #83 (Travel Policy) and the sponsor or donor terms and conditions where applicable.
Creating a Control Group for Travel Claims

Entering Travel Claims

Travel claim (TR2005678): $1,186.43

Voucher header:

Invoice line 1:
Enter Invoice Line 1 amount = $590.77, SpeedChart “LEHN”, account code “621000”, and “E4963768” in the UBC Alternate Vendor field.

Invoice line 2:

Enter Invoice Line 2 amount = $595.66, SpeedChart “LEHN”, account code “624000”, and “E4963768” in the UBC Alternate Vendor field.

If either or both of the “Alternate Vendor ID” fields are not filled in, the voucher will not save and an error message will appear on the screen:
Payments tab:

Please ensure the appropriate handling code is selected. Additionally, for AMEX payments, please note:

- The **Separate Payment box** should **NOT** be checked off.

- The Amex account/card number *and* cardholder name must be entered in the “Message” field so that it will be printed on the cheque stub.

Save your voucher. A voucher ID number will be assigned to this transaction.
Verifying the Control Group for Travel Claims

Control Totals
- Gross Amt: 1,186.43
- Nbr of Vouchers: 1

Status: Ready for Review

Completed: 4/30/2013 2:20:35 PM

Assignment
- Assigned to: BAGTAS
- Assigned: 4/30/2013 2:00 PM
- Due: 4/30/2013 2:06 PM

Voucher Numbering
- Starting From: 03457767

&Voucher Information
- Voucher: 03457767
- Payment Amount: 1,186.43
- Gross Invoice Amount: 1,186.43
- Status: Unposted
- Invoice Number: 3745-046127-15707
- Short Vendor Name: AMEXP-902

Control Total: 1
Actual Total: 1
Difference: 0

Save  Return to Search  Notify
### Accounting

**Unit:** UBC  **Group:** 0000246026

#### Posting Timing
- Default
- Use Current Date
- Use Specific Date

#### Payment Timing
- Pay Vouchers Individually
- Pay Only when Group Balanced

#### Accounting Entry Template
- Default
- Specify

#### Actions
- Post Group
- Only Pay Verified Groups

---

### Assignment

**Unit:** UBC  **Group:** 0000246026

#### Control Totals
- Run a Tape
- Gross Amt: 1,186.43
- Nbr of Vouchers: 1

##### Status
- Verified

#### Actual Totals
- Gross Amt: 1,186.43
- Nbr of Vouchers: 1

##### Differences
- Gross Amount Difference: 0.00
- Voucher Totals Difference: 0

#### Assignment
- Assigned to: BAGTAS
- Assigned: 4/30/2013 2:08PM
- Due: 4/30/2013 2:08PM
- Completed: 4/30/2013 2:35PM

##### Voucher Numbering
- Reserve Voucher Numbers
- Starting From: 03457787
Creating a Control Group for Travel Advances
Entering Travel Advances

Travel advance (TR2086448): $1,500.00

Voucher header:

Warning -- Vendor E237097 has an open item from a previous travel advance (20000,79)

If this is a clearing voucher for the advance, remember to add the vendor ID to the open item field in the distribution line for account 139400.

An internal message regarding this voucher can be entered for future reference by clicking the “Comments” hyperlink to open the “Voucher Comments” box.

Voucher Comments (Maximum number of characters allowed for comments is 254)
Invoice lines:

Please use account code 139400 for travel advance transactions and uncheck the “VAT Applicability” box so that no tax code is selected. UBC also uses the “open item” function to keep track of any outstanding travel advance transactions. **Please enter the employee or student ID into the “OpenItem” field, whenever account 139400 is used.**

If you forgot to uncheck the VAT Applicability, an error message will pop up. The system will only allow the voucher to save once the VAT Applicability has been unchecked.

Payments tab:

Please note that with the introduction of Accounts Payable Direct Deposit (refer to Chapter 6), the “Payments” tab will show the following default information, if the travel advance is being issued to a UBC employee who is set up for direct deposit in Payroll.
Because travel advance payments can be issued by cheque, the “Bank,” “Account,” and “Method” fields need to be changed manually in order to produce a cheque. These changes can be made by clicking on the magnifying glass next to each field and selecting the appropriate option as shown below. For more information, please refer to Chapter 6 on Direct Deposit.

The handling code can then be changed from the CN default to whatever handling code is required. If a separate payment is required and/or a cheque message is necessary, these steps can also be performed at this stage as shown below. **Note:** A separate payment is recommended when handling code CD is used.
Save your voucher. A voucher ID number will be assigned to this transaction.

COOPER, JOHN XIROS
DEPARTMENT OF ENGLISH
397-1997 EAST MALL
VANCOUVER, BC V6T 1Z1
Travel advance (TR2087176): $2,000.00

Voucher header:

An internal message regarding this voucher can be entered for future reference by clicking on the “Comments” hyperlink to open the “Voucher Comments” box.

Voucher Comments (Maximum number of characters allowed for comments is 254)

Invoice lines:
Please use account code 139400 for travel advance transactions and uncheck the “VAT Applicability” box so that no tax code is selected. UBC also uses the “open item” function to keep track of any outstanding travel advance transactions. Please enter the employee or student ID into the “OpenItem” field whenever account 139400 is used.

Payments tab:

Please note that with the introduction of Accounts Payable Direct Deposit (refer to Chapter 6), the “Payments” tab will show the following default information if the travel advance is being issued to a UBC employee who is set up for direct deposit in Payroll.
Because travel advance payments can be issued by cheque, the “Bank,” “Account,” and “Method” fields need to be changed manually in order to produce a cheque. These changes can be made by clicking on the magnifying glass next to each field and selecting the appropriate option as shown below. For more information, please refer to Chapter 6 on Direct Deposit.

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Pay Group:</th>
<th>Pay Group:</th>
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<tbody>
<tr>
<td><em>Bank</em>: HSBC</td>
<td><em>Handling</em>: PN</td>
<td><em>Netting</em>: N</td>
</tr>
<tr>
<td><em>Account</em>: CN01</td>
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<td></td>
</tr>
<tr>
<td><em>Method</em>: CHK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Message: CALL TONY 2-2612 - TRAVEL ADVANCE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The handling code can then be changed from the CN default to whatever handling code is required. If a separate payment is required and/or a cheque message is necessary, these steps can also be performed at this stage as shown below. **Note:** A separate payment is recommended when handling code PN is used.

Save your voucher. A voucher ID will be assigned to this transaction.
Verifying the Control Group for Travel Advances
Creating a Control Group for Travel Clearances

Note:
If you have a $0.00 travel clearance to enter in a control group with two or more vouchers, you cannot use the “Run a Tape” function. Instead, do a manual calculator tape (if necessary), and then enter the total gross amount and total number of vouchers in the respective fields. If you try to use the “Run a Tape function” with one row of the Adding Tape being 0.00, you will be prevented from saving the control group and will see the following error message.

```
You must enter an adding tape amount or delete the row. (7035.8)
When running the adding tape, You must enter an amount or delete the row.
```

Additional note: If your control group consists of only one $0.00 travel clearance voucher, you can process it by itself; simply enter a “Gross Amt” of 0.00 and enter the “Nbr of Vouchers” as 1.
Entering Travel Clearances

Travel Clearance (TR2087178): $549.27

TR2087178 corresponds to travel advance TR2086448. In this example, the travel settlement is greater than the travel advance.

Voucher header:

The corresponding travel advance reference number should be entered into the “Voucher Comments” field for future reference. Click on the “Comments” hyperlink to enter this information.

Voucher Comments (Maximum number of characters allowed for comments is 254)

TO CLEAR TRAVEL ADVANCE TR2086448

Invoice lines:
Please ensure that account code 139400 is used to clear the original travel advance amount. Please also enter the employee or student ID into the “OpenItem” field when account code 139400 is used (invoice line #5).
Please note that the travel advance clearance line must use the same SpeedChart or fund / dept / P/G as the original travel advance. If not, you will get the following error message.

![Error Message](image)

This speedchart or fund/dept/PG combination does not exist as an open item for clearing. (20000.80)

Please enter correct combination that matches an original travel advance

Payment tab:
Please note that with the introduction of Accounts Payable Direct Deposit (refer to Chapter 6), the “Payments” tab will show the following default information if the payee being reimbursed is a UBC employee who is set up for direct deposit in Payroll. For such employee reimbursements do NOT change the default handling code. For more information, please refer to Chapter 6 on Direct Deposit.

Please use the “Messages” field to include a payment message for the payee.
Save your voucher. The following **warning message** will appear:

This type of warning message appears when your control group has two or more vouchers and at least one has a $0.00 voucher amount, and the total gross amount of the control group has been met, but the total voucher count has not been met.

Since you still need to enter another voucher, click OK to accept the message. A voucher ID will then be assigned to this transaction.
Travel Clearance (TR2087179): $0.00

TR2087179 corresponds to travel advance TR2087176. In this example, the travel clearance is less than the travel advance. The traveller needs to repay UBC for the difference and the voucher total to be entered is $0.00.

Voucher header:

The corresponding travel advance reference number and cash receipt number should be entered into the “Voucher Comments” field for future reference. Click on the “Comments” hyperlink to enter this information.

Voucher Comments (Maximum number of characters allowed for comments is 254)

TO CLEAR TRAVEL ADVANCE TR2087176
DEPOSIT - T3046676
Invoice lines:

Please ensure that account code 139400 is used to clear the original travel advance amount. Please also enter the employee or student ID into the “OpenItem” field when account code 139400 is used (invoice line #4).
Invoice line 5:

The difference between the travel advance and the travel advance clearance, is the amount that the traveller needs to repay UBC. On the voucher side, this amount needs to be charged to 131110, which is the AR-Travel advances clearing account. Charge the original department P/G and ensure you uncheck the “VAT Applicability” box so that no tax codes are selected.

Please note that the travel advance clearance line must use the same SpeedChart or fund / dept / P/G as the original travel advance. If not, you will get the following error message.

```
This speedchart or fund/dept/PG combination does not exist as an open item for clearing. (20000,80)
Please enter correct combination that matches an original travel advance
```
Payments tab:

Please note that with the introduction of Accounts Payable Direct Deposit (refer to Chapter 6), the “Payments” tab will show the following default information if the payee being reimbursed is a UBC employee who is set up for direct deposit in Payroll. For such employee reimbursements, do NOT change the default handling code. For more information, please refer to Chapter 6 on Direct Deposit.

Please use the “Messages“ field to include a payment message for the payee.

Save your voucher. A voucher ID will then be assigned to this transaction.
**Vendor:** E564.3562  
**Name:** MCERI-002  
**Location:** 000001  
**Address:** MICHALAK, ERIN  
2255 WESBROOK MALL  
VANCOUVER, BC V6T 2A1
Verifying the Control Group for Travel Clearances
### Accounting Page

**Unit:** UBC  **Group:** 0000275075

#### Accounting Date
- Default
- Use Current Date
- Use Specific Date

#### Posting Timing
- Post Vouchers Individually
- Post Only when Group Balanced

#### Payment Timing
- Pay Vouchers Individually
- Pay Only when Group Balanced

#### Accounting Entry Template
- Default
- Specify

#### Actions
- Post Group
- Only Pay Verified Groups

---

### Assignment Page

**Unit:** UBC  **Group:** 0000275075

#### Control Totals
- Run a Tape
- Gross Amt: 549.27
- Nbr of Vouchers: 2

#### Actual Totals
- Gross Amt: 549.27
- Nbr of Vouchers: 2

#### Differences
- Gross Amount Difference: 0.00
- Voucher Totals Difference: 0

#### Assignment
- Assigned to: LILYCHUA
- Assigned: 4/30/2013 11:47AM
- Due: 4/30/2013 11:59AM
- Completed: 4/30/2013 3:11PM

#### Voucher Numbering
- Reserve Voucher Numbers
- Starting From: 05094707
Updating Open Item for Travel Advance & Clearance Transactions

1. Navigation: Go to Accounts Payable>Accounts Payable Center>Vouchers> Update Open Item

2. Enter the applicable Employee/Student ID into the “Open item Key” field. Click “Search.”
3. The “Open Item Update” tab displays. Under “Scroll Control – Open Items,” click on the radio button next to “Show Only Open Items”. Under Details, click “View All”; click the icon to view all columns; then click the “Voucher ID” column header to arrange by voucher ID number. **Note:** If you click the “Voucher ID” column header twice, the voucher numbers will be arranged in descending order (newest to the oldest). In the training system, because of the volume of open vouchers, this is the easiest way for you to find your voucher numbers.

![Open Item Update](image)

4. After following the instructions in Step 3, above, you should end up with the following screen:

![Open Item Update](image)
5. Find your travel advance and clearance by voucher ID number. Change the status from “Open” to “Close” for the offsetting travel advance and clearance lines, by clicking on the down arrow and choosing “Close.” Then click “Save” to record your changes.

Repeat the same steps for Employee E5643562:

**Open Item Update**

Enter any information you have and click Search. Leave fields blank for a list of all.

Search or Clear Basic Search  Save Search Criteria
Open Item Update

<table>
<thead>
<tr>
<th>Unit: UBC</th>
<th>Open Item Key: E5643562</th>
<th>Currency: Dollar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Open Amount</strong></td>
<td>2,000.00</td>
<td><strong>Lines:</strong> 3</td>
</tr>
<tr>
<td><strong>Total Closed Amount</strong></td>
<td>0.00</td>
<td><strong>Lines:</strong> 0</td>
</tr>
</tbody>
</table>

**Scroll Control - Open Items**
- Show All Items
- Show Only Open Items
- Show Only Closed Items

**Open Item Update**

<table>
<thead>
<tr>
<th>Account: 139400</th>
<th>AR-Employee travel advances</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Open Amount</strong></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Closed Amount</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Details**

<table>
<thead>
<tr>
<th>*Status</th>
<th>Reference</th>
<th>Voucher ID</th>
<th>Line</th>
<th>Description</th>
<th>Amount</th>
<th>Transaction Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>E5643562</td>
<td>06094706</td>
<td>1</td>
<td>KTAD</td>
<td>2000.00</td>
<td>CAD</td>
</tr>
</tbody>
</table>

After following the steps in the above screenshot, you should end up with the following screen.
Find your travel advance and clearance by voucher ID number. Change the status from “Open” to “Close” for the offsetting travel advance and clearance lines by clicking on the down arrow and choosing “Close.” Then click “Save” to record your changes.

<table>
<thead>
<tr>
<th>Status</th>
<th>Reference</th>
<th>Voucher ID</th>
<th>Line</th>
<th>Amount</th>
<th>Transaction Currency</th>
<th>Vendor ID</th>
<th>Name 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close</td>
<td>E5643552</td>
<td>06094706</td>
<td>1</td>
<td>2000.00</td>
<td>CAD</td>
<td>E56435E2</td>
<td>MICHALAK,ERIN</td>
</tr>
<tr>
<td>Close</td>
<td>E5643552</td>
<td>06094706</td>
<td>8</td>
<td>-2000.00</td>
<td>CAD</td>
<td>E56435E2</td>
<td>MICHALAK,ERIN</td>
</tr>
</tbody>
</table>
CHAPTER 6

DIRECT DEPOSIT

Accounts Payable Direct Deposit has been set up for UBC employees and selected Canadian and US suppliers. Except in a few cases outlined below, all employee expense reimbursements will be deposited directly to the employee’s payroll bank account. Employees will be able to view the details of the reimbursement in their myExpense Reimbursements located in the Employee Self Service Web portal. Selected Canadian and US suppliers that have opted for direct deposit payments will receive an email payment notification.

Cheques will only be issued if:

- the employee is not set up for direct deposit with UBC Payroll
- the employee’s expense reimbursement is in a foreign currency
- the employee is requesting a travel advance
- the reimbursement is for the replenishment of petty cash
- the supplier/vendor is not set up for direct deposit with UBC

Please also refer to Chapter 4 for further details regarding direct deposit payments to suppliers/vendors.

To Create a Direct Deposit Canadian $ Voucher

Follow regular FMS procedures to enter all employee expense or travel reimbursement claims or supplier payment.

If the employee vendor is set up for direct deposit with UBC Payroll, he or she will already be set up for direct deposit in FMS.

If the supplier/vendor is set up for direct deposit with UBC, then they will already be set up for direct deposit in FMS.

For employees, use “E-type” vendor numbers ONLY (where the 7-digit employee number is prefixed by an “E”) and not the general 10-digit vendor numbers.

The “Payments” tab will show the following default information in the “Bank,” “Account,” and “Method” fields for employees and Canadian vendors that are set up for direct deposit in Canadian Dollars:

Bank: HSBC
Account: CN01
Method: EFT

Note: For employees, do not change the default handling code of “CN”.

Page 147 of 191
**To Create a Canadian $ Cheque**

For employees, if a Canadian cheque is required, the following changes **must be made** in the “Payments” tab to produce a Canadian cheque:

- **Bank:** HSBC
- **Account:** CN01
- **Method:** CHK

Click on the magnifying glass next to the above fields to select the correct options.

**Note:** All petty cash reimbursements are processed through the CHEQUE cycle and NOT through Direct Deposit. Therefore, the above changes need to be made for them. Please note processing travel advances through the cheque cycle is optional.
To Create a US $ Voucher & US $ Cheque

Accounts Payable Direct Deposit can NOT be completed in US currency for employees. Instead a US cheque will be issued.

For employee expenses required to be paid in US currency, the following changes **must be made** in the “Payments” tab to produce a **US cheque**:

- **Bank**: HSBC
- **Account**: US01
- **Method**: CHK

Click on the magnifying glass next to the above fields to select the correct options.
**Payment Information**

**Scheduled Payment:** 1

<table>
<thead>
<tr>
<th>Remit to</th>
<th>E0596211</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>0000001</td>
</tr>
</tbody>
</table>
| Address  | GRODEN, KAREN  
Animal Care Centre  
Rehabilitation facility  
3455 Wesbrook Mall  
VANCOUVER, BC V6T 1Z5 |

| Gross Amount | 0.00 CAD |
| Discount     | 0.00 CAD |
| Net Due      | 19/06/2008 |
| Accounting Date |        |

**Payment Method**

<table>
<thead>
<tr>
<th>Bank</th>
<th>INCO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>UR01</td>
</tr>
<tr>
<td>Method</td>
<td>CHC</td>
</tr>
<tr>
<td>Mode</td>
<td>Check</td>
</tr>
</tbody>
</table>

**Payment Options**

- Hold Payment: False
- Separate Payment: False
- Hold Reason: 
- Letter of Credit: 

**Payment Inquiry**

- Holiday/Currency Options
- Express Payment
- Vendor Bank Account

**Payment Note**

Note: Payment Note is for internal use only and will not appear on remittance advice.
Only active UBC employees will be able to view their reimbursements through the **myExpense Reimbursement** link, via HRMS Self Service, in the Management Systems Portal.

**What are the steps to access myExpense Reimbursement?**

**Step 1.** Use your CWL User ID to login to the Management Systems Portal at [http://www.msp.ubc.ca](http://www.msp.ubc.ca).

![Management Systems Portal](image)

- To register for a CWL User ID, please go to [www.cwl.ubc.ca/](http://www.cwl.ubc.ca/).

**Step 2.** Select "HRMS Self Service" from the top menu bar.

![Management Systems Portal](image)

- For assistance in using the Self-Service portal, please go to [http://www.hr.ubc.ca/management-systems-portal/help/#Selfservice](http://www.hr.ubc.ca/management-systems-portal/help/#Selfservice).
Step 3. Inside the **myPay** window, click on "**myExpense Reimbursements**". The employee will automatically be taken to his/her expense reimbursement information.
CHAPTER 7

VOUCHER DELETE

PeopleSoft Payables enables you to delete vouchers that have not been posted, selected for payment, or partially paid. After deleting a voucher, you will need to adjust control group totals (the total amount and the total number of vouchers) to reflect the deletion. Otherwise, the control group will not be balanced.

Voucher Delete

1. Navigation: Go to Accounts Payable>Accounts Payable Center Page>Vouchers Home>Delete Voucher

   ![Voucher Delete](image)

   **Voucher Delete**
   
Enter any information you have and click Search. Leave fields blank for a list of all values.

   **Find an Existing Value**

   Business Unit:  
   Voucher ID:  
   Entry Status:  
   Invoice Number:  
   Short Vendor Name:  
   **Vendor ID:**  
   Name 1:  
   Case Sensitive

   [Search]  [Clear]  [Basic Search]  [Save Search Criteria]

2. Enter the Voucher ID of the voucher you wish to delete and click Search.
3. Review the vendor and voucher information on the “Voucher Details” tab to determine that it is the right voucher for deletion, and, if it is, click the “Delete” button on the “Delete Voucher” tab.
4. A warning message will appear. If this is the correct voucher for deletion, click “OK.” The voucher will then be deleted. Please note that the yellow “Delete” button becomes greyed out after deletion.

Warning -- Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.
5. Before exiting the page, remember to click **Save**.

**Exercise:**

1. Create a voucher in PeopleSoft.
2. Delete the newly created voucher.
CHAPTER 8

PAYABLES INQUIRIES

There are a number of inquiries you can make within PeopleSoft Payables. The most common inquiries are looking up:

- vouchers
- posted accounting entries
- payments

These are the basic Payables Inquiry tools. If you would like to obtain specific results from certain fields or certain periods, PeopleSoft queries are very useful tools.

Voucher Inquiry

1. Navigation: Go to Accounts Payable>Accounts Payable Center Page>Review>Vouchers> Voucher
2. You will reach the main “Voucher Inquiry” page. The default Business Unit is UBC. Please **enter the correct business unit**. Click on the “From Voucher ID” magnifying glass to search for the voucher into which you wish to make an inquiry.

### Voucher Inquiry

#### Search Criteria

<table>
<thead>
<tr>
<th>Search Name</th>
<th>ALL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>UBC</td>
<td>UBC</td>
</tr>
<tr>
<td>Voucher ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invoice ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Set ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Dt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invoice Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entered Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Origin Set ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Origin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control Group ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lease Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO Business Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase Order</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Amount Rule</em></td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Voucher Style</em></td>
<td>All Vouchers</td>
<td></td>
</tr>
<tr>
<td>Post Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voucher Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voucher Source</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UserID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GL Business Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VAT No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process Instance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Match Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Sanctions Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Max Rows</strong></td>
<td>300</td>
<td></td>
</tr>
</tbody>
</table>

#### Sort Criteria

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
3. You will see the following page with the first 300 vouchers listed, by ascending voucher ID, if you choose to look up the specific voucher ID by clicking on the magnifying glass.

<table>
<thead>
<tr>
<th>Voucher ID</th>
<th>Invoice Number</th>
<th>Short Vendor Name</th>
<th>Vendor ID</th>
<th>Name 1</th>
<th>Voucher Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001036</td>
<td>CIF543268</td>
<td>CONIMA-002</td>
<td>0000005871</td>
<td>CONTINENTAL IMAGING PRODUCTS</td>
<td>Regular</td>
</tr>
<tr>
<td>00005064</td>
<td>HVTST 1120</td>
<td>STPAU-G24</td>
<td>0000020472</td>
<td>ST PAUL'S HOSPITAL</td>
<td>Regular</td>
</tr>
<tr>
<td>00005065</td>
<td>4017693</td>
<td>BARBID-001</td>
<td>000002314</td>
<td>BARTLE &amp; GIBSON COMPANY LIMITED</td>
<td>Regular</td>
</tr>
<tr>
<td>00005066</td>
<td>4018055</td>
<td>BARBID-001</td>
<td>000002314</td>
<td>BARTLE &amp; GIBSON COMPANY LIMITED</td>
<td>Regular</td>
</tr>
<tr>
<td>00005067</td>
<td>4022136</td>
<td>BARBID-001</td>
<td>000002314</td>
<td>BARTLE &amp; GIBSON COMPANY LIMITED</td>
<td>Regular</td>
</tr>
<tr>
<td>00005068</td>
<td>4019061</td>
<td>BARBID-001</td>
<td>000002314</td>
<td>BARTLE &amp; GIBSON COMPANY LIMITED</td>
<td>Regular</td>
</tr>
<tr>
<td>00005069</td>
<td>4018051</td>
<td>BARBID-001</td>
<td>000002314</td>
<td>BARTLE &amp; GIBSON COMPANY LIMITED</td>
<td>Regular</td>
</tr>
<tr>
<td>00005070</td>
<td>4018920</td>
<td>BARBID-001</td>
<td>000002314</td>
<td>BARTLE &amp; GIBSON COMPANY LIMITED</td>
<td>Regular</td>
</tr>
</tbody>
</table>

4. If you know the starting numbers of the voucher you are searching for, enter them into the “begins with” field and click the “Look Up” button. Then review the list of matches and click the blue voucher ID hyperlink of the voucher which you would like details for.

<table>
<thead>
<tr>
<th>Voucher ID</th>
<th>Invoice Number</th>
<th>Short Vendor Name</th>
<th>Vendor ID</th>
<th>Name 1</th>
<th>Voucher Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>02451200</td>
<td>TR2106892</td>
<td>AMEEXP-002</td>
<td>0000001089</td>
<td>AMERICAN EXPRESS BANK OF CANADA</td>
<td>Regular</td>
</tr>
<tr>
<td>02451201</td>
<td>C1793480</td>
<td>AMEEXP-002</td>
<td>0000001089</td>
<td>AMERICAN EXPRESS BANK OF CANADA</td>
<td>Regular</td>
</tr>
<tr>
<td>02451202</td>
<td>0154555</td>
<td>CORSOU-001</td>
<td>0000016031</td>
<td>NORTH SOUTH TRAVEL AND TOURS LIMITED</td>
<td>Regular</td>
</tr>
<tr>
<td>02451203</td>
<td>0154392</td>
<td>CORSOU-001</td>
<td>0000016031</td>
<td>NORTH SOUTH TRAVEL AND TOURS LIMITED</td>
<td>Regular</td>
</tr>
<tr>
<td>02451204</td>
<td>TR2120849</td>
<td>COJJOH-002</td>
<td>E2378876</td>
<td>COOPER, JOHN XIROS</td>
<td>Regular</td>
</tr>
<tr>
<td>02451205</td>
<td>TR2099744</td>
<td>BOMYVO-003</td>
<td>E1308866</td>
<td>BOMBARD, YVONNE</td>
<td>Regular</td>
</tr>
</tbody>
</table>
5. Alternatively, if you do not know the voucher ID number, you can also search by “Invoice Number,” “Name,” “Short Vendor Name,” “Vendor ID,” and “Voucher Style” using the “Look Up Voucher ID” page. Click on the down arrow to choose the desired search option (e.g. Invoice Number); then enter the beginning information (e.g. 52161) and click “Look Up.”

**Look Up Voucher ID**

Search by: 
- Voucher ID  
- Invoice Number  
- Name  
- Short Vendor Name  
- Vendor ID  
- Voucher Style

Look Up

Search Results

Only the first 300 rows of 42,500 rows. Enter more information above and see

6. This particular search yields invoice numbers beginning with 52161 and provides corresponding voucher ID numbers.

**Look Up Voucher ID**

Search by: 
- Invoice Number  
- begins with 52161

Look Up

Advanced Lookup

**Search Results**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Voucher ID</th>
<th>Short Vendor Name</th>
<th>Vendor ID</th>
<th>Name 1</th>
<th>Voucher Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>52161</td>
<td>02109512</td>
<td>ISPOPT-001</td>
<td>0000123757</td>
<td>ISP OPTICS CORPORATION</td>
<td>Regular</td>
</tr>
<tr>
<td>521610</td>
<td>01556132</td>
<td>INVCAN-001</td>
<td>0000072184</td>
<td>INVITROGEN CANADA INCORPORATED</td>
<td>B9245 Regular</td>
</tr>
<tr>
<td>521611</td>
<td>01556133</td>
<td>INVCAN-001</td>
<td>0000072184</td>
<td>INVITROGEN CANADA INCORPORATED</td>
<td>B9245 Regular</td>
</tr>
<tr>
<td>521612</td>
<td>01556134</td>
<td>INVCAN-001</td>
<td>0000072184</td>
<td>INVITROGEN CANADA INCORPORATED</td>
<td>B9245 Regular</td>
</tr>
</tbody>
</table>
7. If you click on the hyperlink of the invoice you would like details for, it will bring you back to the initial “Voucher Inquiry” page, with the “Voucher ID” fields filled in.

Voucher Inquiry

8. To search for vouchers using multiple search fields, click on “Advanced Lookup” from the “Look Up Voucher ID” page.

Look Up Voucher ID

Search by: Voucher ID begins with

[Image of search criteria with populated fields]

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

<table>
<thead>
<tr>
<th>View All</th>
<th>First</th>
<th>1-100 of 360</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID</td>
<td>Invoice Number</td>
<td>Short Vendor Name</td>
<td>Vendor ID</td>
</tr>
<tr>
<td>0</td>
<td>CIP543268</td>
<td>CONIMA-002</td>
<td>0000005971</td>
</tr>
<tr>
<td>00001035</td>
<td>HIV TST 1120</td>
<td>STPAU-024</td>
<td>0000020472</td>
</tr>
<tr>
<td>00005064</td>
<td>4017693</td>
<td>BARGIE-001</td>
<td>0000002314</td>
</tr>
</tbody>
</table>

9. You will reach the following screen. The more fields you populate, the narrower your search results will be.
Look Up Voucher ID

From Business Unit: UBC
Voucher ID: begins with
Invoice Number: begins with
Short Vendor Name: begins with
Vendor ID: begins with
Name 1: begins with
Voucher Style:

Look Up  Clear  Cancel  Basic Lookup

Look Up Voucher ID

From Business Unit: UBC
Voucher ID: begins with 52161
Invoice Number: begins with 52161
Short Vendor Name: begins with ISPOPT
Vendor ID: begins with
Name 1: begins with
Voucher Style:

Look Up  Clear  Cancel  Basic Lookup

Search Results

View All  First  1 of 1  Next  Last
Voucher ID Invoice Number Short Vendor Name Vendor ID Name 1 Voucher Style
02109512  52161  ISPOPT-001  90000123757  ISP OPTICS CORPORATION Regular

10. Clicking on the hyperlink of the voucher you are searching for, will bring you back to the main “Voucher Inquiry” page. The “Voucher ID” fields will be populated. Click “Search”.
11. The voucher details will appear at the bottom of the page. If you wish to view the payment information for this voucher, you can click the dollar sign icon beneath “Payment Information” in the “Voucher Details” section.
12. The following screen will display, which will provide such details as the voucher’s:
   - payment date
   - currency
   - amount
   - status
   - payment reference ID

   Note that “Payment Reference ID” refers to the cheque number, in the below example. It can also refer to the “Reference” number on the EFT Remittance Advice generated through Accounts Payable Direct Deposit.
13. If you click on the number under “Payment Reference ID,” you will be linked to the “Payment Inquiry” screen. Scroll down and click on the number under “Payment Reference ID”, which is the cheque number, to see more details about the cheque.
You will see the following page, where you can find more information about the payment that was issued to the vendor, such as:

- Payment (Pymnt) Ref ID (the cheque # or Direct Deposit EFT Remittance Advice #)
- Accounting Date
- Payment Date (cheque issue date)
- Payment Clear Date (date the cheque was cashed)
- Value Date (date of the exchange rate for foreign currency payments)
- Payment Amount (total amount of cheque) and Currency Type
- A listing of all the vouchers combined in this payment

### Vouchers For a Payment

<table>
<thead>
<tr>
<th>Bank Name:</th>
<th>HSBC Bank Canada</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account #:</td>
<td>020437218670</td>
</tr>
<tr>
<td>Pay Cycle:</td>
<td>UBC-US</td>
</tr>
<tr>
<td>Seq Num:</td>
<td>1594</td>
</tr>
<tr>
<td>Vendor Name:</td>
<td>ISP OPTICS CORPORATION</td>
</tr>
<tr>
<td>Address:</td>
<td>1 BRIDGE STREET</td>
</tr>
<tr>
<td>IRVINGT0N NY 10533 USA</td>
<td></td>
</tr>
<tr>
<td>Payment Amount:</td>
<td>973.45 USD</td>
</tr>
<tr>
<td>Payment Method:</td>
<td>CHK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Voucher ID</th>
<th>Advice Seq</th>
<th>Advice Date</th>
<th>Invoice Number</th>
<th>Gross Paid Amount</th>
<th>Paid Amount</th>
<th>Currency</th>
<th>Discount %</th>
</tr>
</thead>
<tbody>
<tr>
<td>UBC</td>
<td>02109512</td>
<td>1</td>
<td>10/26/2004</td>
<td>52161</td>
<td>258.85</td>
<td>258.85</td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td>UBC</td>
<td>02109511</td>
<td>1</td>
<td>10/04/2004</td>
<td>51901</td>
<td>714.60</td>
<td>714.60</td>
<td>USD</td>
<td></td>
</tr>
</tbody>
</table>
Voucher Accounting Entries

1. Navigation: Go to Accounts Payable>Accounts Payable Center Page>Review>Vouchers> Accounting Entries

2. Enter the correct business unit. Enter the voucher ID into the “Voucher ID” field and click “Search.”
3. The voucher’s accounting lines will appear. Click on the “View All” hyperlink on the blue bar labelled “Accounting Information” to see all the accounting lines related to this voucher.

4. You can also click on the following tabs to get different information:
### Chartfields:

<table>
<thead>
<tr>
<th>Description</th>
<th>Monetary Amount</th>
<th>Currency Code</th>
<th>Ledger</th>
<th>GL Unit</th>
<th>Code</th>
<th>Program Code</th>
<th>Account Code</th>
<th>Fund Code</th>
<th>Department</th>
<th>Class Field</th>
<th>Project</th>
<th>Budget Reference</th>
<th>Fund Affiliate</th>
<th>PC Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due to neuron central cash reser</td>
<td>78.70 CAD</td>
<td>CAD</td>
<td>ACTUALS</td>
<td>UBC</td>
<td></td>
<td>21R63283</td>
<td>932201</td>
<td>0000</td>
<td>932200</td>
<td>32NTFND</td>
<td>0000</td>
<td></td>
<td></td>
<td>UBC</td>
</tr>
<tr>
<td>Due to neuron central cash reser</td>
<td>-76.70 CAD</td>
<td>CAD</td>
<td>ACTUALS</td>
<td>UBC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>UBC</td>
</tr>
<tr>
<td>Due to neuron central cash reser</td>
<td>78.70 CAD</td>
<td>CAD</td>
<td>ACTUALS</td>
<td>UBC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>UBC</td>
</tr>
<tr>
<td>VAT Input Rebate</td>
<td>3.38 CAD</td>
<td>CAD</td>
<td>ACTUALS</td>
<td>UBC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>UBC</td>
</tr>
<tr>
<td>VAT Input Recoverable</td>
<td>-82.08 CAD</td>
<td>CAD</td>
<td>ACTUALS</td>
<td>UBC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>UBC</td>
</tr>
</tbody>
</table>

### Journal:

<table>
<thead>
<tr>
<th>Description</th>
<th>Monetary Amount</th>
<th>Currency Code</th>
<th>Ledger</th>
<th>GL Unit</th>
<th>Code</th>
<th>Program Code</th>
<th>Account Code</th>
<th>Fund Code</th>
<th>Department</th>
<th>Class Field</th>
<th>Project</th>
<th>Budget Reference</th>
<th>Fund Affiliate</th>
<th>PC Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>82.08 CAD</td>
<td>CAD</td>
<td>ACTUALS</td>
<td>UBC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>UBC</td>
</tr>
<tr>
<td>Cash Distributed</td>
<td>-82.08 CAD</td>
<td>CAD</td>
<td>ACTUALS</td>
<td>UBC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>UBC</td>
</tr>
</tbody>
</table>
(The last option shows you complete information for this voucher.)

Voucher Accounting Entries
Payment Inquiry

1. Navigation: Go to Accounts Payable > Accounts Payable Center Page > Review’s Home > Payments > Payment
2. You can fill in as little or as much information on this page as you would like. The more details you provide, the more precise the search will be, and the more narrow your results. After filling in the applicable fields, click “Search.” The “Payment Reference ID” is the most common number to search by.

**Payment Inquiry**

You will then get a listing of payments that meet your criteria. Click the hyperlink under “Payment Reference ID” to retrieve more details if necessary.

3. You will then get a listing of payments that meet your criteria. Click the hyperlink under “Payment Reference ID” to retrieve more details if necessary.
4. You will then see the following screen, which provides such information as who the payment was made out to, where the cheque was sent, what invoices/vouchers were paid on it, and when the cheque was issued, cleared, and reconciled. Note that the “Payment Clear Date” refers to the date the cheque was cashed by the vendor.

**Vouchers For a Payment**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>HSBC Bank Canada</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account #:</td>
<td>020437218070</td>
</tr>
<tr>
<td>Pay Cycle:</td>
<td>UBC-US</td>
</tr>
<tr>
<td>Vendor Name:</td>
<td>R &amp; D SYSTEMS INCORPORATED</td>
</tr>
<tr>
<td>Address:</td>
<td>ACCOUNTS RECEIVABLE</td>
</tr>
<tr>
<td></td>
<td>014 MCKINLEY PLACE NORTH EAST</td>
</tr>
<tr>
<td></td>
<td>MINNEAPOLIS MN 55413-2647 USA</td>
</tr>
<tr>
<td>Payment Amount:</td>
<td>1,015.00 USD</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Payment Method:</td>
<td>CHK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Voucher ID</th>
<th>Advice Seq</th>
<th>Advice Date</th>
<th>Invoice Number</th>
<th>Gross Paid Amount</th>
<th>Paid Amount</th>
<th>Currency</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UBC</td>
<td>02520894</td>
<td>1</td>
<td>10/03/2005</td>
<td>1374125-T</td>
<td>335.00</td>
<td>335.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UBC</td>
<td>02520794</td>
<td>1</td>
<td>12/07/2005</td>
<td>1394475-T</td>
<td>680.00</td>
<td>680.00 USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Exercise:**

1. Review voucher accounting lines for voucher 01347641, business unit “UBC.”
2. Find out the cheque number for voucher 01347641.
3. When was cheque #517389 paid? How much is the cheque amount?
CHAPTER 9

PROJECT/GRANT INQUIRIES

If you would like to view the status of a Project/Grant, or the signing authority information for a Project/Grant, follow the navigation as shown below.

Project/Grant Inquiry


2. Enter the business unit and Project ID for the Project you wish to view. Then click “Search.”

UBC Project Status
Enter any information you have and click Search. Leave fields blank for a list of all values.

3. You will be taken to the “Project Status” tab where you can view the P/G status.
4. Click on the “Project Attributes” tab to view the signing authority information. Click on “Include History” to view historical information.
Exercise:

1. Determine if P/G 20R20000 is active (open).
2. Who has signing authority on P/G 32G10400?
# Appendix A - Common Handling Codes

## Handling Codes for Requisitions:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Canada Post</strong></td>
<td>Mail from Financial Services</td>
<td>MA</td>
</tr>
<tr>
<td></td>
<td>Attachment</td>
<td>MA</td>
</tr>
<tr>
<td></td>
<td>With T4ANR</td>
<td>MF</td>
</tr>
<tr>
<td></td>
<td>No attachment</td>
<td>MN</td>
</tr>
<tr>
<td></td>
<td>Attach tax form</td>
<td>MT</td>
</tr>
<tr>
<td></td>
<td>Attach tax form and other attachment(s)</td>
<td>M2</td>
</tr>
<tr>
<td><strong>Campus Mail</strong></td>
<td>Mail via Campus Mail</td>
<td>CA</td>
</tr>
<tr>
<td></td>
<td>Attachment</td>
<td>CA</td>
</tr>
<tr>
<td></td>
<td>Return to individual other than Payee</td>
<td>CD</td>
</tr>
<tr>
<td></td>
<td>With T4ANR</td>
<td>CF</td>
</tr>
<tr>
<td></td>
<td>No attachment</td>
<td>CN</td>
</tr>
<tr>
<td></td>
<td>Attach tax form</td>
<td>CT</td>
</tr>
<tr>
<td></td>
<td>Return to individual other than Payee and attach tax form</td>
<td>CX</td>
</tr>
<tr>
<td><strong>Pick-up</strong></td>
<td>Pick-up from Financial Services</td>
<td>PA</td>
</tr>
<tr>
<td></td>
<td>Attachment</td>
<td>PA</td>
</tr>
<tr>
<td></td>
<td>With T4ANR</td>
<td>PF</td>
</tr>
<tr>
<td></td>
<td>No attachment</td>
<td>PN</td>
</tr>
<tr>
<td></td>
<td>Attach tax form</td>
<td>PT</td>
</tr>
</tbody>
</table>
APPENDIX B - SAMPLE STAMP

Notes:

- At least one **authorized signatory** must approve the invoice/payment request by signing in the “Approved by” field. Please refer to Chapter 2 for who constitutes a proper signing authority.
- The “Submitted by” field should be initialled by the person preparing the payment requisition.
- A system-generated Q-Requisition number should be recorded in the “Ref. No.” field. Please refer to Chapter 4 for detailed instructions on how to obtain this QReq number.
APPENDIX C1 - PROCESS FLOWCHART

INVOICE/PAYMENT REQUEST PROCESSING

Invoice/payment request is received

Is this an Honorarium?

yes
Send Honorarium on a Q-requisition form to Finance

no
Verify and stamp invoice/payment request
Fill in all required information (see attached sample stamp)

Is vendor set up in system?

no
Submit vendor information via Vendor Centre

yes
Enter invoice in FMS

Finance sets up Vendor

File documents
APPENDIX C3 - PROCESS FLOWCHART

TRAVEL ADVANCE CLEARANCE PROCESSING

Receive Travel Advance Clearance

Check for:
- original TR# advance
- speedchart matches original
- signing authority
- receipts attached

Expense less than Advance?

yes

no

Enter Travel Requisition in FMS

Enter Travel Requisition in FMS

Attach TR to Cash Receipt

Close open item on Employee Open Item list

File TR clearance

Create 3-part Cash Receipt Form

Enter Cash Receipt (yellow copy) in FMS to clear remaining advance

Enter Cash Receipt (white copy) journal entry for bank deposit in FMS

File Cash Receipt (white copy)

Bank

Attach Cash Receipt bank deposit slip to cheque for deposit

Enter Cash Receipt (yellow copy) in FMS to clear remaining advance
APPENDIX C4 - PROCESS FLOWCHART

TRAVEL CLAIM PROCESSING

1. Receive Travel Expense Claim

2. Check for:
   - signing authority
   - receipts attached
   - invalid travel expenses

3. Is vendor set up in system?
   - no: Submit vendor set up information via Vendor Centre
   - yes: Enter Travel Claim in FMS

4. Finance sets up Vendor

5. File documents
APPENDIX D - TAX CHEAT SHEET

VAT/SUT (Sales/Use Tax)

PeopleSoft Terminology | UBC Terminology
---|---
VAT | equivalent to GST
Sales Tax | equivalent to PST
Use Tax | equivalent to Self-Assessed PST

**Notes:**

1. There are two VAT calculation types in PeopleSoft: INCLUSIVE and EXCLUSIVE.
   - When Inclusive is used, the system will calculate the tax based on the tax codes selected.
   - When Exclusive is used, users can override the system calculation by entering the tax amounts into the applicable fields.

2. If PST and/or GST needs to be self-assessed, the VAT calculation type must be changed to Exclusive.
3. When TRV code is used, the system will calculate GST for meals and entertainment expense transactions. Only *Inclusive* should be selected as the VAT calculation type when TRV code is used.

4. If the transaction requires the GST rebate rate to be changed to 100%, do the following:

   Click on: **“Invoice Line VAT”**

   ![Invoice Line VAT](image)

   Click on **“Expand All Sections”**, then click on the **“Use Type”** magnifying glass. The **“VAT Controls”** **“Use Type”** needs to be changed from **“TAX”** to **“100”**.

   ![Expand All Sections](image)

   ![VAT Controls](image)

   ![Search Results](image)

   After you make your changes, click on **“Adjust Affected VAT Defaults”** to save them.

   Then click on the **Go To Invoice Line** hyperlink, at the top of the page, to return to the voucher.
### Appendix F - FIA-Designated 3rd Party Vendors

#### FIA-Designated 3rd Party Vendors Requiring Alternate Vendor IDs

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000079765</td>
<td>ALGONQUIN TRAVEL AND MKI CONFERENCE MANAGEMENT INCORPORATED</td>
</tr>
<tr>
<td>0000010089</td>
<td>AMERICAN EXPRESS BANK OF CANADA</td>
</tr>
<tr>
<td>0000057301</td>
<td>AMEX BANK OF CANADA</td>
</tr>
<tr>
<td>000001801</td>
<td>ASSOCIATION OF PROFESSIONAL ENGINEERS &amp; GEOSCIENCES OF BRITISH COLUMBIA</td>
</tr>
<tr>
<td>0000139277</td>
<td>BELL TRAVEL SERVICES</td>
</tr>
<tr>
<td>000003776</td>
<td>C G A ASSOCIATION OF BC</td>
</tr>
<tr>
<td>0000062576</td>
<td>CMA CANADA - BRITISH COLUMBIA AND YUKON</td>
</tr>
<tr>
<td>0000099698</td>
<td>COAST PLAZA HOTEL AND SUITES</td>
</tr>
<tr>
<td>0000045495</td>
<td>CROWNE PLAZA HOTEL GEORGIA</td>
</tr>
<tr>
<td>000006945</td>
<td>DINERS CLUB/EN ROUTE</td>
</tr>
<tr>
<td>0000080376</td>
<td>DINERS CLUB/EN ROUTE <strong><strong>EASY PAY INTERFACE ONLY</strong></strong></td>
</tr>
<tr>
<td>0000071316</td>
<td>FAIRMONT CHATEAU WHISTLER</td>
</tr>
<tr>
<td>0000068145</td>
<td>FAIRMONT HOTEL VANCOUVER</td>
</tr>
<tr>
<td>0000069728</td>
<td>FAIRMONT WATERFRONT</td>
</tr>
<tr>
<td>000008539</td>
<td>FOUR SEASONS HOTEL</td>
</tr>
<tr>
<td>000010610</td>
<td>HYATT REGENCY OF VANCOUVER</td>
</tr>
<tr>
<td>000017589</td>
<td>MANTEO RESORT WATERFRONT HOTEL &amp; VILLAS</td>
</tr>
<tr>
<td>000011620</td>
<td>MARRIOTT VANCOUVER PINNACLE HOTEL</td>
</tr>
<tr>
<td>000016031</td>
<td>NORTH SOUTH TRAVEL AND TOURS LIMITED</td>
</tr>
<tr>
<td>000016705</td>
<td>PACIFIC PALISADES HOTEL</td>
</tr>
<tr>
<td>000016796</td>
<td>PAN PACIFIC</td>
</tr>
<tr>
<td>0000137422</td>
<td>PAN PACIFIC VANCOUVER</td>
</tr>
<tr>
<td>000017352</td>
<td>PLAZA 500 HOTEL</td>
</tr>
<tr>
<td>0000044459</td>
<td>PROFESSIONAL ENGINEERS - ONTARIO</td>
</tr>
<tr>
<td>000018237</td>
<td>REGENCY TRAVEL</td>
</tr>
<tr>
<td>0000064962</td>
<td>SHERATON VANCOUVER WALL CENTRE HOTEL</td>
</tr>
<tr>
<td>000020917</td>
<td>SUTTON PLACE HOTEL</td>
</tr>
<tr>
<td>0000042208</td>
<td>THE COAST PLAZA SUITE HOTEL AT STANLEY PARK</td>
</tr>
<tr>
<td>0000021459</td>
<td>TIGH-NA-MARA RESORT SPA &amp; CONFERENCE CENTRE</td>
</tr>
<tr>
<td>000021693</td>
<td>TRAVEL CUTS</td>
</tr>
<tr>
<td>0000025227</td>
<td>WEDGEWOOD HOTEL</td>
</tr>
<tr>
<td>0000084593</td>
<td>WESTIN BAYSHORE RESORT AND MARINA</td>
</tr>
<tr>
<td>0000074288</td>
<td>WESTIN RESORT AND SPA</td>
</tr>
<tr>
<td>0000124341</td>
<td>WHISTLER BLACKCOMB RESORTS LIMITED</td>
</tr>
</tbody>
</table>

#### Account Codes Pertaining to FIA-Type Expenses

- 610000-634002 – travel, relocation, incidentals
- 654000-654001 – professional & training development
- 684000 – membership fees
- 598200 – tuition waiver (UBC courses)
VOUCHER AMENDMENT
(CHANGING VENDOR ID OF UNPOSTED VOUCHER)

Option 1:

After changing the Vendor ID, the message below will appear onscreen. Click “Yes” if you need to make changes to the VAT applicability (taxes). Click “No” if there are no further changes required.

If you click “No”, the voucher will be saved with the New Vendor ID. If you click “Yes”, the message below will pop up on screen. Click “OK”.

Make the necessary changes to the VAT Applicability, then click “Save” again. The below message will appear onscreen again, click “No”. The voucher will then be saved reflecting the changes made.
Option 2:

Invoice VAT Summary Information

Back to Invoice

Unit: UBC  Invoice: TR1234567  Vendor: E4779452  TROCZYNKI.TOM
VAT Entity: UBC  Voucher: 03457769  Date: 01/15/2009

Vendor ID: E4779452
Origin: ONL
Buyer’s Registration Country: CAN
Seller’s Registration Country: CAN
VAT Place of Supply Country: Domestic Purchases

Gross Amount: 1,000.00  VAT Basis Amount: 1,000.00  VAT Invoice: 0.00
Discount Amount: 0.00  VAT Recovery: 0.00  VAT Not on Invoice: 0.00
Freight Amount: 0.00  VAT Non Recoverable: 0.00  VAT Entered: 0.00
Misc Charge Amount: 0.00  VAT Rebate Amount: 0.00  VAT Calculated: 0.00

VAT Information needs review
Invoice Header VAT Information

Unit: UBC  Invoice: TR1234567  Vendor: E4779452  TROCYNSKI,TOM
VAT Entity: UBC  Voucher: 03457769  Date: 01/15/2009

Physical Nature

Physical Nature: Goods

Change Physical Nature

VAT Locations

VAT Defaults

VAT Registrations

VAT Controls

VAT Treatments

Adjust/Reset VAT Defaults

Adjust Affected VAT Defaults

*Levels: This and all lower levels

Reset All VAT Defaults

Click this button if you want to change Physical Nature (to Goods or Services) and reset all VAT Defaults at this level only.

Click this button if you want the system to adjust the VAT Defaults on this page affected by changes you have made to this page. All changes you have made to VAT Defaults that affect other VAT Defaults will be retained.

Click this button if you want the system to reset all the VAT Defaults. All changes you have made to VAT Defaults will be lost.

Invoice VAT Summary Information

Unit: UBC  Invoice: TR1234567  Vendor: E4779452  TROCYNSKI,TOM
VAT Entity: UBC  Voucher: 03457769  Date: 01/15/2009

Vendor ID: E4779452
Origin: ONL
Buyer’s Registration Country: CAN
Seller’s Registration Country: CAN
VAT Place of Supply Country:
VAT Treatment Group: Domestic Purchases

Vendor Location: 000001
Control Group: 0000246019
Exception Type: None
Transfer to VAT Header

Gross Amount: 1,000.00  VAT Basis Amount: 1,000.00  VAT Invoiced: 0.00
Discount Amount: 0.00  VAT Recovery: 0.00  VAT Not on Invoice: 0.00
Freight Amount: 0.00  VAT Non Recoverable: 0.00  VAT Entered: 0.00
Misc Charge Amount: 0.00  VAT Rebate Amount: 0.00  VAT Calculated: 0.00
Option 3:

Balancing

- Invoice Lines: 1,000.00
- Misc Charge Amount: 0.00
- Freight Amount: 0.00
- Sales Tax Amount: 0.00
- VAT Amount: 0.00

Total: 1,000.00

Difference Amount: 0.00

Non Merhcandise Summary
SalesUse Tax Summary
VAT Summary
VAT Not on Invoice: 0.00
Tax Exempt Flag: 0.00
Use Tax: 0.00

Invoice Header VAT Information

Unit: UBC  Invoice: TR1234567  Vendor: E4779452  TROCZYNSKI,TOM
VAT Entity: UBC  Voucher: 03457759  Date: 01/15/2009

Physical Nature
- Goods

VAT Locations

VAT Defaults
- VAT Registrations
- VAT Controls
- VAT Treatments
- Adjust/Reset VAT Defaults

Adjust/Reset VAT Defaults

*Levels: This and all lower levels

Reset All VAT Defaults
**Business Unit:** UBC
**Voucher ID:** 03457769

**Vendor:** E4779452
**Name:** TROTON-001
**Location:** 000001
**Address:**
TROTON, TCM
Materials Engineering
Frank A Forward Bldg
309-5350 Stores Road
VANCOUVER, BC V6T 1Z4

**Invoice Number:** TR1234567
**Invoice Date:** 01/15/2009

**PO Unit:**
**Purchase Order:**
**Copy PO:**
**Worksheet Copy Option:** None

**Vendor:** E4779452
**Name:** TROTON-001
**Location:** 000001

**Pay Terms:** 00 Immediate
**Control Group:** 0000246019
**Ref Number:** TR1234567
**Basis Dt Type:** Inv Date
**Acctg Date:** 01/22/2009
**In/Ex:** Inclusive
**Difference:** 0.00
**Misc Amt:**
**Freight:**
**Sales Tax:**
**SUT Exempt:** Use Tax
**VAT:**
**Total:** 1,000.00

**Invoice Lines**

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<th>Line</th>
<th><em>Distribute by</em></th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Amount</th>
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**VAT Applicability:** Use One Asset ID

**Distribution Lines**

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<th>Exchange Rate</th>
<th>Account</th>
<th>Fund</th>
<th>% Dist</th>
<th>Program</th>
<th>Project</th>
<th>Unit Alternate Vendor ID</th>
<th>Open Item</th>
<th>Source Line</th>
<th>Budget Date</th>
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**Balancing**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Lines</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Misc Change Amount</td>
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<tr>
<td>VAT Amount</td>
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</tbody>
</table>

**Total:** 1,000.00

**Difference Amount:** 0.00

**Print Invoice**