

SMART FORMS

Training Manual

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OVERVIEW

Course Objectives

This course will provide you with an overview of the major features of the web-based requisition forms (Smart Forms) and inquiry screens, and demonstrate how to search for a Vendor ID and to search for a Project/Grant in FMS nQuery. Activities are included at the end of each chapter, where applicable, to help the user gain hands-on experience in performing the various tasks discussed in the chapter. In addition, tips are provided throughout this manual to help the user utilize the full potential of the system.

For campus users, at the end of this course, you will be able to:

- Understand the structure and key components of the Smart Forms
- Create Q-, Travel and Honorarium requisitions using Smart Forms
- Print, delete, and edit requisitions
- Search for vendor ID and address sequence
- Search for SpeedChart and P/G
- View status of requisitions submitted
- View paid requisitions

This course will also provide you with an overview of the major policies and procedures that affect the processing of requisitions. Relevant policies from the UBC Policy and Procedure Handbook and Finance policies are included in this training guide. The UBC Policy and Procedure Handbook communicates policies and procedures which have university-wide application, and provides a basis for consistent and appropriate decision making on many issues. Policies and procedures in Finance are more detailed in comparison and provide guidelines in specific situations.

At the end of this course, you will be equipped with the following knowledge:

- Relevant signing authority for requisitions
- Appropriate back-up documentation
- Travel policies, including advances and clearances
- Policies on Honorarium and Payment for Services
- Other selected payments, such as research subjects, royalties, professional fees/consulting fees, and prizes/awards
- Tax implications
- Foreign currency expenses
- Handling codes

REQUISITION PROCESSING POLICY

**FINANCE**[COMPTROLLER FINANCE](#)[ACCOUNTS PAYABLE](#)[ANALYSIS](#)[BUDGET OFFICE](#)[FINANCIAL REPORTING](#)[PAYROLL](#)[REVENUE ACCOUNTING](#)[RESEARCH & TRUST
ACCOUNTING](#)[SYSTEMS](#)[UBC OKANAGAN](#)**REQUISITION PROCESSING POLICY****PURPOSE**

The purpose of this policy is to ensure all requisitions for payment are processed accurately and in a timely and efficient manner and are submitted with the proper authorization.

POLICY

- All requests for payment to suppliers or non-travel reimbursements to employees that do not have a Purchase or Blanket order require the submission of a Requisition for Payment form.
- The Requisition for Payment must be filled out complete with authorization, correct coding and the **ORIGINAL INVOICE** attached with each invoice not exceeding **\$3,500** (\$2,500 prior to May 1st, 2009) unless these items relate to utilities, legal and professional fees, subjects payment or one time service-oriented payments.

APPLICABILITY

Applies to all faculties, departments and ancillary operations.

EXCEPTIONS

There are no exceptions to this policy.

PROCEDURES

1. Cheque requisitions should be grouped as follows:
 - a. Regular Q-requisition
 - b. Honoraria
 - Canadian individuals
 - Canadian companies
 - Non-resident individuals
 - Non-resident companies
 - c. Wire Transfers and Bank Drafts
2. Verify that both Vendor ID and Address Sequence # are correct after checking against the payee name and address. If the Vendor ID and/or Address Sequence # are not correct, search for the correct IDs in FMS and enter this information on the requisition form and initial.
3. For new vendors, photocopy the requisition (not the backup) and send to Accounts Payable for vendor set-up. Once the Vendor ID and Address Sequence # has been set-up, match the photocopies with the originals and write the Vendor ID and Address Sequence # on the original requisition form.
4. All supplier invoices attached to a requisition must be entered as a separate voucher.

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[Finance Training Homepage](#)
[Training Lifecycle](#)
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[Course Materials](#)
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[Certification](#)
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5. Lost or missing receipts must be reported with a memorandum on their department's letterhead signed by the requestor and one administrative level higher.
6. Site Stamps - Site stamps are used on the actual purchase receipts when the purchaser is required to retain the original receipt. (ex. Warranty, airfare ticket)
 - i. Stamp the original purchase receipt.
 - ii. Document the amount, date, requisition # and certify (sign).
The stamp will read: This invoice/coupon was paid/reimbursed by the University of British Columbia.
7. Ensure all information is complete with valid Account #'s, Speedcharts, Fund #'s, Department ID's and Project Grant (PG) #'s.
8. Check signing authority. Requisitions for payment must be approved by at least one administrative level higher than the person claiming reimbursement.
Note: A person cannot approve his or her own reimbursement.
9. Self-assess GST/PST/withholding tax if needed. Refer to the GST/PST/Withholding Tax self-assessment procedure.
10. When a transaction requires PST self-assessment, change the VAT calculation type from Inclusive to Exclusive. On the Invoice Information tab of a voucher, click on the next to the "In./Ex.?" field and select "Exclusive". PeopleSoft 9.0 will calculate and record the PST automatically.
11. PeopleSoft 9.0 is able to calculate and record GST self-assessment automatically. When performing GST Self-Assessment,
 - a. The Voucher must be set to "Exclusive" in the Invoice Information tab.
 - b. Click on the "Invoice Line VAT" link to go to the Invoice Line VAT Information page.
 - c. Press the "Expand All Sections" button to view VAT Defaults
 - d. Check "Record Output VAT" checkbox under VAT Details
 - e. Under "VAT Treatments" select the appropriate treatment
 - i. If Vendor does not have VAT registration, the VAT treatment should be Self-Assess Goods
Import
 - ii. If Vendor has VAT registration, the VAT treatment should default as "Domestic Goods Purchase"
 - f. Under "VAT Details", select
 - i. Applicability: Taxable
 - ii. VAT Code: GST
 - iii. Transaction Type: STD

12. Initial the "checked by" box on the requisition when the checks are completed and enter in FMS for payment processing.
13. Invoices received without a unique invoice number are entered on the system using the Q reference # as the invoice number and the reference number.
14. Where an invoice is paid on more than one payment date, the invoice number to be entered on the system is repeated with a '-1, -2, etc.' after the invoice number.
15. In order to reduce duplicate payments use CAPITALS in the entering of invoice information, regardless of the format on the actual invoice. All other information including spacing and punctuation should be entered exactly as it appears on the vendor invoice.
16. Expenses in foreign currencies will be paid using the exchange rate on the date of transaction for employee reimbursements and the date of payment for suppliers.
17. In the Reference # Field on the voucher entry screen enter the Q-requisition number. In the Reference # Field on the voucher entry screen enter the Q-requisition number.
18. **Honoraria** are defined as infrequent payments for any type of service provided to UBC by an individual who is not registered as a company. If an employee/employer relationship exists, it has to be processed through Payroll. Any services from a registered company should be coded as consulting/professional fees. Ongoing or frequent payments to an individual must be made via a Purchase Order, if the total payment for the service exceeds \$3,500. Following are examples of services classified as honoraria payments:

- Guest speaker
- Exam adjudicator
- Performance Artist

Honoraria requisitions are separated into the following:

Canadian Individuals

- All honoraria payable to Canadian individuals will be forwarded by Requisition Processing to Payroll to see if the individual is or has been an employee of UBC. Payroll will keep and process those payable to active UBC employees or to any individual who has been on UBC payroll in the current Taxation/Calendar

year. The rest will be returned to Requisition Processing for data entry into FMS Live.

- Charge non-payroll honoraria to account 522000 or non-payroll performing artists fee to account 565000. Ensure the requisition is complete with the payee's SIN number and date of service. Process the requisition as per processing procedures above. The handling code should end with a "T" indicating a tax form should be attached.

- **NOTE: All vendors with a Business Registration number will be processed as a Canadian company and no T4A form will be issued. Do not use account 522000 for this type of requisition.**

Non-Resident Individuals

- Honoraria payments to non-resident companies should use account 712000 for Consulting Fees or 713000 for Professional Fees.
- For non-resident companies whose employees perform work while in Canada, an original invoice issued by the company has to be attached along with the number of days the employee was in Canada. The requisition is recorded into a manual T4ANR folder by Requisition Processing for future reference and is then forwarded to Revenue Accounting for withholding tax remittance.
- Revenue Accounting will reduce the invoice amount by

15% for withholding tax and issue the T4ANR - Tax Form for Non Residents. Withholding is not taken on travel expenses.

- T4ANR - Tax Form for Non Residents:
Revenue Accounting makes a copy of the requisition. On the original copy, Revenue Accounting will record the exchange rate used when converting payment currency from FMS and Canadian equivalent as of the invoice date.
- The requisition is then returned to Requisition Processing for further input into FMS.
- The handling code should end with an "F" indicating a non-resident tax form should be attached.
- If there is a waiver where no withholding tax calculation is required, the waiver document as issued by Canada Revenue Agency to the payee must be attached to the requisition and forwarded to Revenue Accounting for issuance of the T4ANR.

Canadian Companies

- Honoraria payments, such as for contractor services, to Canadian companies are considered as Consulting/ Professional fees. They should be processed using account code 712000 for Consulting Fees or to 713000 for Professional Fees. Original invoice issued by the company must be attached.

Non-Resident Companies

- Honoraria payments

to non-resident companies should use account 712000 for Consulting Fees or 713000 for Professional Fees.

- For non-resident companies whose employees perform work while in Canada, an original invoice issued by the company has to be attached along with the number of days the employee was in Canada. The requisition is recorded into a manual T4ANR folder by Requisition Processing for future reference and is then forwarded to Revenue Accounting for withholding tax remittance.
- Revenue Accounting will reduce the invoice amount by 15% for withholding tax and issue the T4ANR - Tax Form for Non Residents. Withholding is not taken on travel expenses.
- T4ANR - Tax Form for Non Residents: Revenue Accounting makes a copy of the requisition. On the original copy, Revenue Accounting will record the exchange rate used when converting payment currency from FMS and Canadian equivalent as of the invoice date.
- The requisition is then returned to Requisition Processing for further input into FMS.
- The handling code should end with an "F" indicating a non-resident tax form should be attached.
- If there is a waiver where no withholding tax calculation is

required, the waiver document as issued by Canada Revenue Agency to the payee must be attached to the requisition and forwarded to Revenue Accounting for issuance of the T4ANR.

19. **Subject Payments:** Subjects are defined as using their body for science and paid a nominal fee. The principal investigator (**PI**) must retain all receipts for audit purposes. Code all Subject Payments to account # 712100 Participation Services.
20. **Prizes and Awards:** Any payment relating to scholarships or achievements is considered an "award". Normally, awards have pre-established guidelines and criteria. Awards are taxable and should be coded to account 753000 Scholarships & Bursaries. Prizes can be considered an award if they are for achievement in an area ordinarily carried on by the recipient. If it is not included in this category it is considered a "windfall" and not taxable. Prizes will be coded to account 754000 Prizes.

WIRE TRANSFERS

All requisitions that require a wire transfer must be sent to Requisition Processing for processing in the Hexagon program, including requisitions from on-line departments. The information should include: payee name, address, bank account number, bank sort or swift code and the bank's name and address. Accounts Payable will record the transaction and a \$7 service charge will be administered to the department. Refer to the procedure on processing of Wire Transfers.

BANK DRAFTS

All requisitions requiring a bank draft must be sent to Requisition Processing for checking and processing, **including requisitions from on-line departments.** The requisition is then forwarded to Accounts Payable where a request for a bank draft is created, approved and faxed to the bank. The bank will send the actual draft to Accounts Payable who in turn will forward it to its final destination. Accounts Payable will record the transaction and a \$7 service charge will be administered to the department. Refer to the procedure on processing of Bank Drafts. However, wire transfer is recommended in term of timely remittance and reliability.

RECORDS

Departments entering requisitions under their own business unit maintain their own records. All other documents are filed in Accounts Payable. All records are maintained for 7 years (1 year in AP and the balance in storage).

ERROR CORRECTION/EXPLANATIONS OF

POSTED ENTRIES

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

- Locate all supporting documentation.
- Analyze data to determine resolution of any queries.
- Process journal vouchers for error correction if necessary.

UPDATED

This policy was created on February 28, 2005 and updated on Jan 7, 2010.

Customer Driven, Information Focused

Hours of Operation
Monday-Friday 8:30-4:30 PM

Last Reviewed January 15, 2010 2:29PM

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FINANCE

MEMORANDUM

COMPTROLLER FINANCE

ACCOUNTS PAYABLE

ANALYSIS

BUDGET OFFICE

FINANCIAL REPORTING

PAYROLL

REVENUE ACCOUNTING

RESEARCH AND TRUST
ACCOUNTING

SYSTEMS

UBC OKANAGAN

Date: April 22, 2009

To: UBC Faculty and Staff

From: Finance and Supply Management

Re: Increased Purchase Order (PO) Minimums and Associated Payment Processes

Financial Services and Supply Management have worked together to review current PO limits and payment processes to ensure alignment with UBC policy, authority delegations, audit compliance, and good business practices. Considerable time has been spent analyzing spend patterns and identifying possible improved efficiencies. As a result of these efforts the following financial limits and procedures have been amended:

- Corporate Visa Card (P-Card) limit is increased from \$2,500 by \$1,000 to a new limit of \$3,500 (inclusive of all taxes and associated costs) effective 1st January 2009
- The current limit on all issued P-Cards was automatically increased to the new limit. Visit: www.supplymanagement.ubc.ca for full details on the P-Card Program.
- Requisition for Payment (Q-Req) limit is increased from \$2,500 by \$1,000 to a new limit of \$3,500 effective 1st May 2009
- Some exemptions to the Q-Req limit exist. For a list of the current exemptions please click [here](#). Exemptions will allow a Q-Req, with proper authorization and support, to be used to process payments over \$3,500. A PO Exemption Form must be completed and attached to each Q-Req over \$3,500. The PO Exemption Form specifies which exception the transaction falls under. Q-Reqs over \$3,500 without an Exemption Form attached will be returned unpaid to the originating department.
- Planned purchases over \$3,500 (that do not qualify as an exemption) must be processed through Supply Management using a Purchase Requisition Form with appropriate supporting documentation attached (example: quote(s), specifications etc.)

Effective 1st May 2009 Q-Reqs received by Financial Services (FS) over the \$3,500 limit (that do not qualify for as an exemption) will be returned to the Originator by FS. The Originator will need to complete a Purchase Requisition through Supply Management in order to pay the vendor.

Please visit Supply Managements website www.supplymanagement.ubc.ca for a directory of staff contact information and to obtain a blank electronic Purchase Requisition form.

Please note that all travel and entertainment claims are to be

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Accounts Payable Home
Contact List
Requisition for Payment - forms and instructions
Get a Q Requisition Number
[Get a TR Requisition Number](#)
Get a J Voucher number
GST Overview & GST FAQ
PST Overview & PST FAQ
PST-Exempt School Supplies
Accounts Payable Issues of Interest
[PDR Communication & FAQs](#)
Requisition for Payment Exemption Justification Form
[PO Exemption List](#)

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processed on a Travel Claim form.

Your support in following these UBC directives is much appreciated.

Should you have any questions or concerns you are welcome to contact the following departmental representatives:

Ray McNichol,

Director, Financial Services,

604-827-5018 mcnichol@finance.ubc.ca

Julie Gemin,

Associate Director, Supply Management Procurement

250-807-8614 julie.gemin@ubc.ca

Requisition for Payment Exemption Justification Form

PO Exemption List

Customer Driven, Information Focused

Hours of Operation

Monday-Friday 8:30-4:30 PM

Last Reviewed September 17, 2009 4:12PM

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UBC Financial Services

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PROCUREMENT PROCESS / EXEMPTION MATRIX

Desired Action	Elaboration	Method	Supporting Documents Required	Related Policy / Guidelines (including authorization)	Notes
Procure Goods & Services with a value < \$3,500 CAD					
Exemptions:					
	Prefer to issue a Purchase Order with Terms & Conditions, and/or other written agreements.	Purchase Card or Requisition for Payment (QReq)	Original Invoice	Supply Management Financial Services	
	Vendor does not accept credit card payments	Purchase Requisition so that a Purchase Order is issued to the Vendor			
Procure Goods & Services with a value > \$3,500 CAD					
Exemptions:					
	See: <u>PO Limit Memorandum</u>	Purchase Requisition so that a Purchase Order is issued to the Vendor	Bid paperwork, contract or quote(s), other supporting documentation where applicable.	Policy No. 122 - Purchasing Supply Management	
	The following areas have been identified as exemptions and may be processed via Requisition for Payment where the value exceeds \$3,500 CAD and the contract or agreement, where applicable, has been reviewed, approved, and signed off by an authorized unit of the University – Office of the University Counsel; Supply Management; Office of Research Services; University Industry Liaison Office; Treasury. Original supporting documentation must be maintained on file by the processing business unit for audit purposes.				
1. Acquisition or lease or rental of property	Real estate	Requisition for Payment (QReq), or Purchase Requisition if PO is desired (for terms & conditions, or encumbrance).	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Policies relating to the Approval of Contracts and Signing Authorities	Agreements to be reviewed by Treasury or University Counsel
2. Advertising	Magazines, newspapers	Requisition for Payment (QReq)	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Human Resources Public Affairs	

Desired Action	Elaboration	Method	Supporting Documents Required	Related Policy / Guidelines (Including authorization)	Notes
3. Clinical Trials and Patient Care Research	Reimbursement of salaries and benefits paid through other institutions for clinic (direct care) work, clinical research work, research assistant, teaching	Requisition for Payment (QReq)	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Office of Research Services University Industry Liaison Office Supply Management	
4. Conferences / Excursions	A. Attending B. Organizing catering, hotel, etc.	Travel Requisition for Payment (TRReq) Requisition for Payment (QReq), or Purchase Requisition if PO is desired (for terms & conditions, or encumbrance).	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Travel at UBC Travel at UBC	Activities relating to setting up / hosting a conference versus attending.
5. Payments to an individual (non-employee)	A. Honoraria: A nominal infrequent payment made to an (non-employee) individual in recognition of the services rendered to or a contribution towards a specific activity of the University. Examples include a speaking engagement, a performance fee or assistance with a special project. B. Royalty/Copyright Payments: Payments made typically based on a percentage of revenue earned. C. Scholarships/Awards: Non-payroll payments to students based on special achievements.	Requisition for Payment (QReq) or Honoraria Requisition (HReq for SmartForm), or Purchase Requisition if PO is desired (for terms & conditions, or encumbrance). Requisition for Payment (QReq) or Honoraria Requisition (HReq for SmartForm) Requisition for Payment (QReq) or Honoraria Requisition (HReq for SmartForm)	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus documentation such as the invitation or confirmation to speak, or an event poster should be attached. Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file. Award notification, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Determining Employee / Employer Status Office of Research Services University Industry Liaison Office University Counsel Human Resources Enrolment Services Graduate Studies	Facts of the relationship need to be reviewed to determine if a worker is an employee or self-employed individual.

Field Code Changed

Field Code Changed

Field Code Changed

Desired Action	Elaboration	Method	Supporting Documents Required	Related Policy / Guidelines (Including authorization)	Notes
6. Investment and Securities	Group RRSP, investment management	<u>Requisition for Payment (QReq)</u>	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Policies relating to the Approval of Contracts and Signing Authorities	Treasury to be consulted.
7. Professional development and memberships					
	A. Membership remittance, subscriptions	<u>Requisition for Payment (QReq)</u>	Original invoice or equivalent (e.g. membership remittance, subscription renewal form), completed PO/QReq Threshold Exemption Justification form.		
	B. Course and conference registration	<u>Travel Requisition for Payment (TReq)</u>	Original invoice or equivalent (e.g. course or conference registration form)		
8. Legal Services	General, Patent, WorkSafeBC	<u>Requisition for Payment (QReq), or Purchase Requisition if PO is desired (for terms & conditions, or encumbrance).</u>	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Human Resources Office of University Counsel University Industry Liaison Office	
9. Pay a public or health institution, such as hospitals, universities, granting agencies and government	Administrative transfers (salary, supplies, operating costs), grant transfers (BCKDF, CFI), collaborative payments, research fund transfer or refund	<u>Requisition for Payment (QReq)</u>	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Office of Research Services University Industry Liaison Office	Institutional advances and transfers
10. UBC Alma Mater Society or Student Union of UBC Okanagan	Student levy	<u>Requisition for Payment (QReq)</u>	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Policies relating to the Approval of Contracts and Signing Authorities	Contributions from a UBC unit, or the remittance of society fees collected from students by central administration

Desired Action	Elaboration	Method	Supporting Documents Required	Related Policy / Guidelines (including authorization)	Notes
11. Taxes or premiums to government or insurance offices	Insurance, union dues	<u>Requisition for Payment (QReq)</u>	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.		Originated by Financial Services and/or Human Resources
12. Utilities	Fibre charge, hydro, natural gas, telephone (land and cellular)	<u>Requisition for Payment (QReq)</u>	Original invoice, completed PO/QReq Threshold Exemption Justification form, plus agreement, contract, or other supporting document on file.	Policies relating to the Approval of Contracts and Signing Authorities	
13. Special Exemption	May be granted by Supply Management on a pre-approved, case-by-case, basis for specific business process requirements.	<u>Requisition for Payment (QReq)</u>	Completed PO/QReq Threshold Exemption Justification form	Supply Management	Contact Supply Management to discuss.

NOTES:

¹ **Personal Reimbursement:** Should not occur regularly; utilize Purchase Card, Purchase Requisition, or Requisition for Payment instead.

² **American Express Reimbursement:** Should be processed via Travel Requisition except for the following:

- COSTCO Purchases: Process via Requisition for Payment as it is not travel related (but is the only credit card accepted)
- Non-Travel Related Purchases: Process via Requisition for Payment or use Purchase Card instead of AMEX at time of purchase.



The University of British Columbia
Purchase Order (PO) / Requisition for Payment (QREQ)
Threshold Exemption Justification

Requisition Number: _____

Amount: \$ _____ CAD / USD / Other (circle applicable)

Exemption Item # (see list below): _____

Contract/Agreement Ref. # and Title (if applicable): _____

Justification Detail: _____

Exemption Items (see the detailed exemption matrix for more information):

1.	Acquisition or lease or rental of property (i.e., real estate). Authorization of the original agreement from Treasury or University Counsel on file with originating department.
2.	Advertising
3.	Clinical Trials and Patient Care Research. Authorization of original agreement by ORS, UILO or Supply Management on file.
4.	Conferences / Excursions.
5.	Payments to an individual (non-employee) - honoraria, royalties, scholarships/awards.
6.	Investment and Securities. Authorization of transaction from Treasury on file.
7.	Professional development and memberships.
8.	Legal Services. Authorization by University Counsel, UILO or Human Resources on file.
9.	Pay a public or health institution, such as hospitals, universities, granting agencies and government.
10.	UBC Alma Mater Society or Student Union of UBC Okanagan.
11.	Taxes or premiums to government or insurance offices.
12.	Utilities such as hydro, natural gas and telephone.
13.	Special Exemption <u>pre-approved</u> by Supply Management; indicate reference #:

This request is subject to review and approval by Financial Services and Supply Management. Detailed support for the exemption must be available for audit for a period of seven years.

Signature: _____ Date: _____
(FMS Signing Authority)

Print Full Name and Title: _____

E-Mail: _____ Telephone: _____

By your signature, you are confirming that the information provided on this form is accurate and true.

Questions regarding this form contact Financial Services: Chuck Erickson 604-822-4199 / chuck@finance.ubc.ca
Exemption matrix questions contact Supply Management: Michael Frost 604-822-4582 / michael.frost@ubc.ca

TRAVEL REQUISITION POLICY

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ACCOUNTING](#)[SYSTEMS](#)[UBC OKANAGAN](#)**TRAVEL REQUISITION POLICY****PURPOSE**

The purpose of this policy is to facilitate travel in support of the University's mission while maintaining controls for accountability.

POLICY

All travel advances, clearances and claims for the University of British Columbia will be valid, complete, authorized and comply with the guidelines stated in internal Policy #83 and #84 guidelines as well as The Canadian Institutes of Health Research (CIHR), The Natural Sciences and Engineering Research Council (NSERC) and The Social Sciences and Humanities Research Council (SSHRC) guidelines, where applicable. Refer to relevant policies located on the web.

APPLICABILITY

Applies to all faculties, departments and ancillary operations.

EXCEPTIONS

There are no exceptions to the policy.

PROCEDURES

1. Sort the travel requisitions into 3 main groups. The appropriate box on the top of the form should be marked: Travel Claim, Travel Advance or Travel Advance Clearance.
 1. Advances:
 1. Money issued in advance to travel and must be made no more than 10 business days prior to the start of the trip.
 2. Requested on a Travel Requisition form using account number 139400.
 3. Requests of \$5,000 and over require a breakdown of expected expenses and require the RP supervisor's approval.
 4. Requests of \$10,000 and over require a breakdown of expected expenses and require AP manager's approval.
 5. A traveller cannot have more than one travel advance outstanding.
 6. A travel advance can be made out for one trip only.
 2. Clearances: A travel claim that settles a previous advance. The Travel Requisition with documentation attached will allocate expenses to the proper accounts and will be settled within 30 days after the end of the trip.
 3. Claims: Travel requisitions submitted for reimbursement of travel expenses.
2. Verify that both Vendor ID and Address Sequence # are correct after checking against the payee name and address. If the Vendor ID and/or Address Sequence # are not correct, search for the correct IDs in FMS and enter this information on the requisition form and initial.
3. For new vendors, photocopy the requisition (not the backup) and send to Accounts Payable for vendor set-up. Once the Vendor ID and Address Sequence # has been set-up, match the photocopies with the originals and write

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the Vendor ID and Address Sequence # on the original requisition form.

4. Check for: Speedchart, Project grant #, Department #, Fund #, signing authority, Vendor ID and traveler's signature.
5. Check signing authority. The expense must be approved by at least one administrative level higher than the person claiming reimbursement (a copy of signatures is kept in the finance mailroom).
Note: A person cannot approve his or her own travel requisition.
6. Check receipts (including currency) attached to the claim. Check for the traveler's signature and ensure that the purpose of trip/destination, duration, dates and any special notes are complete.
7. Lost or missing receipts must be reported with a memorandum on their department's letterhead signed by the traveler and one administrative level higher.
8. Site Stamps - Site stamps are used on the actual purchase receipts when the purchaser is required to retain the original receipt. (ex. Warranty, airfare ticket)
 1. stamp on the original purchase receipt
 2. document the amount, date, requisition # and certify (sign)
The stamp will read: This invoice/coupon was paid/reimbursed by the University of British Columbia.
9. Check that handling codes are completed correctly (refer to back of yellow copy of travel requisition for definition of handling codes).
10. After all the checks are completed, initial at the bottom of the requisition form and submit for data entry. After the travel requisition is processed in FMS, enter the Voucher # in the form for reference purposes.
11. In the Reference # Field on the voucher entry screen enter the Travel Requisition #.
12. For travel advances, photocopy the Travel Requisition form and file in a Travel Advance folder until receipt of the travel clearance.

CLEARANCES

1. Locate copy of corresponding advance and attach to the travel clearance.
2. The original advance information should be duplicated on the advance line on the clearance. (i.e. amount, speed chart, PG#, etc.)
3. If the clearance is \$0 or money is owed to the traveler then the claim can be entered as a regular travel claim to offset the travel advance.
4. Clearances with money owed to UBC should have a cheque attached to the requisition.
 1. Complete a 3-part Cash Receipt form for the amount owing.
 2. Enter the Yellow copy in FMS to clear the remaining advance balance.
 3. Enter the White copy to FMS to record the bank deposit.
 4. Attach the Cash Receipt bank deposit slip and deposit in the bank.
5. Change the OPEN/CLOSE ITEM status from "open" item to "closed" item for the applicable Travel Advance and Clearance items.

CLAIM EXCEPTIONS (PAYMENTS NOT MADE TO EMPLOYEES)

AMERICAN EXPRESS CLAIMS

Include the account number of the credit card on the front of the requisition and accept only the original statement. The account number will be entered into the "MESSAGE BOX" at the time of

entry. The employee number(s) must be entered in the " Alternate Vendor Number " field for all the employee(s) involved with the travel expense for Financial Information Act (FIA) purposes. FIA requires that UBC employees earning more than \$75,000 annually must have their expenses disclosed.

NORTH SOUTH TRAVEL CLAIMS

Original invoices should be submitted. All invoices should be entered separately on the requisition if there are multiple invoices being claimed on one requisition. The employee number (s) must be entered in the " Alternate Vendor Number " field for all the employee(s) involved with the travel expense.

CLAIMS INVOLVING MORE THAN 1 TRAVELLER

Except for the traveller who the payment is made out to, all other travellers must have their employee number(s) entered in the " Alternate Vendor Number ".

If the other traveller is a Non-resident non-employee they must have their portion of travel recorded on a Third Party Non-employee expense record and forwarded to Accounts Payable at year-end for FIA reporting. The following must also be forwarded to Accounts Payable for T4ANR purposes:

1. One copy of the travel requisition per non-resident traveler
2. The non-resident portion in CDN\$
3. The non-resident's home address
4. # of days of the trip.

WIRE TRANSFERS

All travel requisitions that require a wire transfer must be sent to Requisition Processing for processing in the Hexagon program , including requisitions from on-line departments . The information should include: payee name, address, bank account number, bank sort or swift code and the bank's name and address. Accounts Payable will record the transaction and a \$7 service charge will be administered to the department. Refer to the procedure on processing of Wire Transfers.

BANK DRAFTS

All requisitions requiring a bank draft must be sent to Requisition Processing for checking and processing including requisitions from on-line departments . The requisition is then forwarded to Accounts Payable where a request for a bank draft is created, approved and faxed to the bank. The bank will send the actual draft to Accounts Payable who in turn will forward it to its final destination. Accounts Payable will record the transaction and a \$7 service charge will be administered to the department. Refer to the procedure on processing of Bank Drafts.

RECORDS

Departments entering travel advances, claims and clearances under their own business unit maintain their own records.

All other documents are filed in Accounts Payable (GSAB building)

All records are maintained for 7 years (1 year in AP and the balance in storage- Iron Mountain)

ERROR CORRECTION/EXPLANATIONS OF POSTED ENTRIES

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

- Locate all supporting documentation.
- Analyse data to determine resolution to query
- Process journal vouchers for error correction if necessary.

UPDATED

This policy was created on January 19, 2005.

Customer Driven, Information Focused**Hours of Operation**

Monday-Friday 8:30-4:30 PM

Last Reviewed December 5, 2006 12:22PM

to top | [UBC.ca](#) » [UBC Finance](#)

UBC Financial Services

305 - 2075 Wesbrook Mall, Vancouver, BC Canada V6T 1Z1

tel 604.822.2454 | fax 604.822.2417 | e-mail customerservice@finance.ubc.ca

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Chartfields

[[Account](#) | [Fund](#) | [Department](#) | [Program](#) | [Project/Grant](#) | [SpeedCharts](#) | [Location](#)]

FMS Account Codes - Expenses - Travel

[Sort by Description](#)

Account Code Description

Account Type

611000	Field trips-Public carrier	E
611001	Field trips-Public carr studen	E
611003	Field trips-Pub carrier visito	E
611005	Field trips-Publ carrier staff	E
611006	Field trips-Pub carr league	E
611007	Field trips-Pub carr nonleague	E
612000	Field trips-Other transport	E
612001	Field trips-Oth transp student	E
612003	Field trips-Oth transp visitor	E
612005	Field trips-Other trans staff	E
612006	Field trips-Oth trans league	E
612007	Field trips-Oth trans nonleagu	E
612500	Field trips-Car rental	E
612600	Field trips-Mileage	E
613000	Field trips-Meals	E
613001	Field trips-Meals student	E
613003	Field trips-Meals visitor	E
613005	Field trips-Meals staff	E
613006	Field trips-Meals league	E
613007	Field trips-Meals nonleague	E
614000	Field trips-Accommodation	E
614001	Field trips-Accom student	E
614003	Field trips-Accom visitor	E
614005	Field trips-Accommodation staff	E
614006	Field trips-Accom league	E
614007	Field trips-Accom nonleague	E
620000	Travel expenses	E
621000	Conferences-Pub carrier transp	E
621001	Conferences-Pub carrier studen	E
621002	Conferences-Pub carrier visito	E
622000	Conferences-Other transport	E
622001	Conferences-Oth transp student	E
622002	Conferences-Oth transp visitor	E
622500	Conferences-Car rental	E
622600	Conferences-Mileage	E
623000	Conferences-Meals	E
623001	Conferences-Meals student	E
623002	Conferences-Meals visitor	E
623003	Conferences-Staff meals	E
624000	Conferences-Accommodation	E
624001	Conferences-Accom student	E
624002	Conferences-Accom visitor	E

625000	Other travel-Public carrier	E
625001	Oth trav-Pub carrier nonstaff	E
625100	Other travel-Other carrier	E
625101	Oth trav-Other carrier nonstaf	E
625200	Other travel-Mile, pkg, rental	E
625201	Other travel-Mileage	E
625202	Other travel-Parking	E
625203	Other travel-Charter air	E
625204	Other travel-Car rental	E
625205	Gasoline-Credit card	E
625206	Other travel-Parking nonstaff	E
625207	Other travel-Coop faculty site	E
625208	Other travel-Coop coord site	E
625300	Registration	E
625301	Registration-Nonstaff	E
625302	Registration-Students	E
625303	Registration-Visitors	E
625400	Other travel-Accommodation	E
625401	Other travel-Accom nonstaff	E
625490	Other travel-Accom recovery	E
625500	Other travel-Entertainment	E
625501	Cultivation & recognition	E
625550	Meal allowance	E
625551	Meals-Nonstaff	E
625600	Other Travel Recruiting	E
626000	Distributed Travel Billing	E
627000	Conferences-Registration	E
628100	Site expenses	E
629000	Travel-Cost reduction	E
634000	Relocation & moving	E
634001	Relocation-Immigration Fees	E
634900	Relocation-Cost reductions	E

STATUS OF A SMART FORM

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Smart Forms

Tracking ID ☒ Qreq ☒ Travel ☒ Honorarium

Do not enter prefix Q/TR/H

OR

From Date			To Date		
Day	Month	Year	Day	Month	Year
<input type="text" value="15"/>	<input type="text" value="JUL"/>	<input type="text" value="2009"/>	<input type="text" value="15"/>	<input type="text" value="JUL"/>	<input type="text" value="2009"/>

☒ Qreq ☒ Travel ☒ Honorarium

If the Requisition has more than six lines, please use the Print function from your Internet browser.

For technical assistance or to report errors please send a request to peoplesoft.support@ubc.ca.

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Smart Forms

FMS Smart Forms - SF Search

Tracking ID	Req. Type	Payee Name	Date Entered	Date Received	Date Processed	Vendor ID	Employee ID	Total Amount	Queries To
10161371	Q	ARAMARK CANADA LIMITED	30-APR-08	30-APR-08	02-MAY-08	0000040715		138.11	Gail

Please click on the Tracking ID to retrieve the Smart Form

For technical assistance or to report errors please send a request to peoplesoft.support@ubc.ca.

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Accounts Payable

[[FMS Vendors & Vouchers](#) | [Voucher search by UBC Requisition #](#) | [Voucher Distribution](#) | [Cheque Inquiry](#)]

FMS Voucher Search by UBC Requisition Number

The links on the page allow you to drill down into the details on the specific amount.

UBC Requisition Number

For technical assistance or to report errors please send a request to peoplesoft.support@ubc.ca.

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Accounts Payable

[[FMS Vendors & Vouchers](#) | [Voucher search by UBC Requisition #](#) | [Voucher Distribution](#) | [Cheque Inquiry](#)]

Accounts Payable - Voucher Search by Requisition Number

Requisition #	Business Unit	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Short Name	Vendor Name
Q10161371	UBC	03583385	3765-041661-1	19-MAR-08	0000040715	ARACAN-001	ARAMARK CANADA LIMITED

CLICK ON VIDO3583385

FMS nQuery Menu

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Accounts Payable

[FMS Vendors & Vouchers | Voucher search by UBC Requisition # | Voucher Distribution | Cheque Inquiry]

Accounts Payable - Voucher Detail

Invoice Number: 3765-041661-1 Requisition #: Q10161371
Vendor ID: 0000040715 Vendor Name: ARAMARK CANADA LIMITED
Invoice Date: 19-MAR-08 Invoice Amount: \$ 138.11
Address Seq. Number: 009 Description: V1V 1V7
KELOWNA BC
V1V 1V7 CAN

Accounts Payable - Scheduled Payments

Note: "Payment ID" and "Payment Amt" columns will be filled if payment has been processed

Payment ID	Scheduled Date	Currency	Exchg Rate	Scheduled Amt	Paid Method	Cheque #	Paid Amt
0001010896	05-MAY-08	CAD	1	\$ 138.11	CHK	2082070	\$ 138.11

CLICK ON

0001010896

GET PMT DETAIL

CLICK ON

2082070

GET

A/P CHQ

FMS nQuery Menu

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Accounts Payable

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Accounts Payable - Cheque

Cheque Number: 2082070 **Payment Date:** 07-MAY-08
Payment Method: Cheque **Handling Code:** ON
Currency: CAD **Amount:** \$ 4,409.06
Vendor ID: 0000040715 **Vendor Name:** ARAMARK CANADA LIMITED
Payment Status: Paid **Created on:** 07-MAY-08
Post Status: Posted **Cleared on:** 13-MAY-08
Cancel Status: No Cancel Action **Reconciled on:** 15-JUL-08

Comment:

Business Unit Bank Voucher ID Invoice ID Doc Date Paid Amount

UBC	HSBC	<u>03583381</u>	3765-041732	16-APR-08	158.42
UBC	HSBC	<u>03583382</u>	3765-041760	16-APR-08	44.65
UBC	HSBC	<u>03583383</u>	3765-041765	23-APR-08	162.04
UBC	HSBC	<u>03583384</u>	3765-041766	23-APR-08	76.33
UBC	HSBC	<u>03583385</u>	3765-041661-1	19-MAR-08	138.11
UBC	HSBC	<u>03583386</u>	3765-041722	09-APR-08	239.34
UBC	HSBC	<u>03583387</u>	3765-041757	16-APR-08	96.95
UBC	HSBC	<u>03583388</u>	3765-041736	16-APR-08	1,041.58
UBC	HSBC	<u>03583389</u>	3765-041756	16-APR-08	320.06
UBC	HSBC	<u>03583390</u>	3765-041754	16-APR-08	1,445.29
UBC	HSBC	<u>03583391</u>	3765-041735	16-APR-08	100.63
UBC	HSBC	<u>03583392</u>	3765-041734	16-APR-08	207.00
UBC	HSBC	<u>03583393</u>	3765-041741	16-APR-08	73.50
UBC	HSBC	<u>03583394</u>	3765-041758	16-APR-08	37.19
UBC	HSBC	<u>03583395</u>	3765-041786	23-APR-08	267.97

FMS nQuery Menu

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Accounts Payable

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Accounts Payable - Payment Detail

Cheque Number: 2082070

Cheque Date: 07-MAY-08

Payment
Method: CHK

Currency: CAD

Amount: \$ 4409.06

Vendor ID: 0000040715

Vendor Name: ARAMARK CANADA LIMITED

KELOWNA

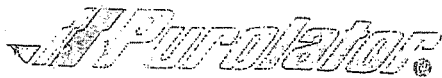
BC

V1V 1V7 CAN

Vouchers Paid

Business Unit	Voucher ID	Comments	Paid Amount
UBC	03583381	SF#1701 04/10 BMO ROUNDTABLE LUNCH	\$ 158.42
UBC	03583382	SF#1725 04/13 FORMS SESSION	\$ 44.65
UBC	03583383	SF#1731 04/17 BMC WORKSHOP LUNCH	\$ 162.04
UBC	03583384	SF#1733 04/17 BMC WORKSHOP	\$ 76.33
UBC	03583385	PAY INV#3765-041661;SF#1635 03/19 VISITING LECTURER-DR.R.DAUM	\$ 138.11
UBC	03583386	SF#1687 04/08 BUILDING ANNOUNCEMENT TO STUDENTS	\$ 239.34
UBC	03583387	SF#1718 04/14 ENGINEERING ONE DESIGN AWARDS-JUDGES LUNCH	\$ 96.95
UBC	03583388	SF#1706 04/10 ENGINEERING HOVERCRAFT COMPETITION EVENT	\$ 1,041.58
UBC	03583389	SF#1717 04/14 ENGINEERING DEPT.MTG.	\$ 320.06
UBC	03583390	SF#1714 04/14 ENGINEERING ONE DESIGN AWARDS EVENT	\$ 1,445.29
UBC	03583391	SF#1705 04/10 HOVERCRAFT COMPETITION-JUDGES LUNCH	\$ 100.63
UBC	03583392	SF#1702 04/10 HOVERCRAFT COMPETITION-FACUTLY&STAFF LUNCH	\$ 207.00
UBC	03583393	SF#1709 04/10 TABLECLOTH RENTAL FOR ENGINEERING ONE DESIGN AWARDS RECE	\$ 73.50
UBC	03583394	SF#1720 04/14 ENGINEERING ONE DESIGN AWARDS-JUDGES BREAK	\$ 37.19
UBC	03583395	SF#1750 04/23 LIBRARY CIRCULATION STAFF FOLLOWUP MTG	\$ 267.97

EXAMPLES



APR 22 2008

INVOICE / FACTURE

PUROLATOR COURIER LTD / COURRIER PUROLATOR LTEE

PAGE 1

CUSTOMER INVOICE SUMMARY / SOMMAIRE DE LA FACTURE

ACCOUNT NUMBER NUMERO DU COMPTE	MONTH MOIS	DAY JOUR	YEAR ANNEE	AREA REGION	INVOICE NUMBER NUMERO DE LA FACTURE	AMOUNT DUE MONTANT A PAYER
1-1527561	04	11	08	544	1023390 6	65.92

BILL TO / FACTURER A :

REMIT TO / ENVOYER A :

N4707J PURLE

19235

T1(K)

019235

3333 UNIVERSITY WAY
KELOWNA
V1V 1V7

BC

PUROLATOR COURIER LTD.
P.O. BOX 1100
ETOBICOKE POSTAL STN A.
ETOBICOKE ON
M9C 5K2

PLEASE NOTE THAT PUROLATOR'S TERMS AND CONDITIONS OF SERVICE HAVE CHANGED.
TO PAY BY CREDIT CARD PLEASE CALL OUR PAYMENT CENTRE AT 1-800-248-9926.
THE FUEL SURCHARGE FOR MAR 2008 WAS 12.25% AND FOR APR 2008 IS 13.00%.
PLEASE VISIT WWW.PUROLATOR.COM FOR DETAILS OR CALL 1 888 SHIP-123.

Information: 1 888 744 7123, Account Inquiries: 1 866 313 4357

1-1527561 544 1023390 6 7000003

(250) 807-8536

CUSTOMER INVOICE DETAIL / DETAIL DE LA FACTURE

REF/B/L NO/REF/NO DE CONN	SERV. DATE DATE DE SERV.	ORIGIN(E)	DESTINATION	RECEIVED RECU	WEIGHT POIDS	CODE	CHARGES/FAIS	TOTAL CHARGES FAIS TOTAUX
7363106494	04/01/08	3333 UNIVERSITY WAY KELOWNA BC V1V 1V7 *** DEC. NO DEC	EMBASSY OF CANADA IN EGYPT KAMEL EL SHENAWY ST CAIRO EG	1	2 LB	F T	45.95 5.63	51.56
27470214092	04/07/08	3333 UNIVERSITY WAY KELOWNA BC V1V 1V7 R - DECLARED WEIGHT / POIDS DECLARE: 1 LBS *** REF : NO REF TOTAL GST CHARGES/TOTAL TPS: .68 GST/HST REG.NO/NO ENR. TPS/TVH: 104116280 RT0001	NATIONAL RESEARCH COUNCIL OF C MONTREAL RD OTTAWA ON K1A 0R6	1	3 LB	RF T	12.11 1.57	14.36

SEE REVERSE FOR CODE DESCRIPTION / VOIR VERSO POUR DESCRIPTION DES CODES

AMOUNT DUE / MONTANT A PAYER : 65.92

PLEASE DO NOT USE STAPLES. PRIERE DE NE PAS AGRAFER.

ACCT NO NO COMPTE	INV NO NO FACTURE	INVOICE DATE DATE DE LA FACTURE	AMOUNT DUE MONTANT A PAYER	AMOUNT PAID MONTANT PAYE
1-1527561	1023390 6	04 11 08	65.92	

PLEASE RETURN THIS COPY WITH PAYMENT
(250) 807-8536 S.V.P. RETOURNER CETTE COPIE AVEC VOTRE REMISE (544)

111 X 1527561 10233906 00006592

REMIT TO/ENVOYER A:
PUROLATOR COURIER LTD.
P.O. BOX 1100
ETOBICOKE POSTAL STN A.
ETOBICOKE ON
M9C 5K2

3333 UNIVERSITY WAY
KELOWNA BC
V1V 1V7

2 B/L'S

EXAMPLE #2

Net
14.36
taxe



COSTCO #59

2479 HIGHWAY #97 NORTH
KELOWNA, B.C.

VIX 4J2

MEMBER #111761574162

7 @ 4.69	35500 KS WATR500**	32.83
7 @ 1.75	DEPOSIT	12.25
7 @ 1.05	ENVIRO FEE N	7.35
36277	NESTEA CANS	11.49
	DEPOSIT	1.20
108014	SPRK ICE 500	13.59 G
	DEPOSIT	1.20
	ENVIRO FEE W	.72 G
201899	40PK APL JCE	12.99
	DEPOSIT	2.00
201006	SUNRYPE VTY	12.99
	DEPOSIT	2.00
201004	JUICE VTY **	12.99
	DEPOSIT	2.00
315738	TABLECOVER	11.29 GP
12648	KS CUTLERY	10.99 GP
208815	VANITY FAIR	7.89 GP
237039	8.75" PLATE	12.89 GP
121295	TRAYS/LIDS	12.69 GP
125504	6" CHINET 28	12.79 GP
	SUBTOTAL	194.14
****	GST 5%	4.14
****	7.00 PST TAX	4.80
	TOTAL	
	EFT/Debit	203.08

451901951: *** 10 10 10
REFERENCE: 6090 10-0010 10 10
AUTH#: 00. 10 10 10
Invoice#: 04492 10 10 10

COSTCO # 59
2479 HIGHWAY #97 NORTH
KELOWNA, B C VIX 4J2

PURCHASE - EFT/Debit
GO APPROVED - THANK YOU 001
AMOUNT: \$203.08

0059 013 0000000176 0033

CHANGE .00

TOTAL NUMBER OF ITEMS SOLD = 18
CASHIER: kathleen c REG# 13
2008/10/15 15:37 0059 13 0033 176

THANK YOU!

U.S.T.12147 6329 RT

EXAMPLE # 3
EMPLOYEE REIMBURSEMENT

Q

NORTH SOUTH

SALES PERSON: JACKIE ITINERARY/INVOICE NO. 0195952
CUSTOMER NBR: 2508079104 FLJOPU

G.S.T. # 10393 5680 RT
B.C. REG. # 3714-4

DATE:
PAGE: 02

TO: UNIVERSITY OF BC

- 3333 UNIVERSITY WAY
KELOWNA, BC V1V 1V7
ATTENTION....

FOR:

AIR AIR CANADA FLI:8424 ECONOMY
OPERATED BY AIR CANADA JAZZ

LV
DEPART: MAIN TERMINAL
AR

EDF: DASH 8 TURBOPROP
58MIN
NON-STOP
REF: LATIIV

SEAT-6C AC-125375030
OTHER VANCOUVER BC
RESERVATIONS AND TICKETING PROCESSING FEE
PROCESSING FEE

BILLED TO AXXXXXXXXXXXXX	35.00*
2.10 G.S.T./H.S.T.	2.10*

AIR TICKET AC4986170496
ELEC TKI

BILLED TO AXXXXXXXXXXXXX	466.24*
27.97 G.S.T./H.S.T.	27.97*

SUB TOTAL	501.24
TOTAL G.S.T./H.S.T.	30.07
NET CC BILLING	531.31*

TOTAL AMOUNT DUE	0.00
------------------	------

EXAMPLE #4
1 of 3

CONTINUED ON PAGE 3

3702 West 10th Avenue
Vancouver, B.C. V6R 2G4
www.northsouthtravel.com



t: 604-736-7447
f: 604-736-6513
1-800-665-1882

SH RECEIPT

ST # R103934949

24-Hour Airport Service



NORTH SHORE TAXI
AND
Cadillac Cabs

604-987-7171 • 604-922-2222 • 604-986-1111

Date: [redacted] 20 [redacted] \$ 28.00

From: [redacted] GST INCLUDED

To: [redacted]

Cab No. 169 Driver [signature]

ASK FOR CADILLAC CABS, WHEELCHAIR VANS, STATION WAGONS,
TOURS, OR OUR 24-HOUR EXPRESS COURIER SERVICE.

Returning to North or West Vancouver, call us ... (24 hours)
Thank-you for riding NORTH SHORE TAXI and Cadillac Cabs



Welcome To The
Kelowna Int. Airport

Station Name:
Long Term Exit #1

Entered:
Exited:

Daily Ticket:

Amount Paid:\$ 16.00
Fee:\$ 16.00

Credit Crd:

GST: Included
GST# R124384552

Transaction record

Batch 455
RBC 1791

Meals: Per Diem
2 day = 101.00

EXAMPLE # 4
2 of 3



GST#102418084RT0007

Page: 1
Date:

Arr Date
Dep Date

Guest Name
Address
City, State, Zip

Room 214
Account Id 129490
Plan PGOV

Date	Description	Reference	Charges	Credits	Balance
07-Sep-08	Room	Room 214	\$95.00	\$0.00	\$95.00
07-Sep-08	Prov. Room Tax (8%)	Room 214	\$7.60	\$0.00	\$102.60
07-Sep-08	Room G.S.T.	Room 214	\$4.75	\$0.00	\$107.35
08-Sep-08	Mastercard	payment	\$0.00	\$107.35	\$0.00

Total Folio Page 1 \$0.00

Transaction Recap

Description	Recap Total
Room G.S.T.	\$4.75

EXAMPLE # 4
3 of 3

ANSWER KEY



Back To Entry Mode

Reference No.: Q10161467

Employee ID or Student #:		Payment Currency:	Payment Method:
Vendor ID #:	Location:	CAD	Cheque
0000017834	000001		
Addr #:			
4			
Payee:			
PUROLATOR COURIER LIMITED			
Address Lines:		SIN:	
PO BOX 1100		*****	
ETOBICOKE POSTAL STATION A		GST Registration #:	
		104116280RT	
		Invoice #:	Invoice Date:
		1023390 6	04/11/2008
		Payment Amount:	GST Override Amount:
		65.92	0.00
City:			
ETOBICOKE			
Province/State:			
ON			
Postal/ZIP code:			
M9C 5K2			
Country:			
CAN			

[illegible]



Back To Entry Mode

Reference No.: TR10220411

Line Information and Charges			Trip Type:		PST Self Assess? <input type="checkbox"/>								
GST	Amount	Canadian Equivalent	GST If applicable	PST	TRV	Expense Type	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/ Grant (PG)	Alternate Vendor
CAD	500.00	500.00	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	Travel Advance	HJDF	139400	G0000	632200		63G22000	
			<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>								
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Voucher Number



The University of British Columbia
Travel: Claims, Advances & Clearances
Financial Services Department

Print

Back To Entry Mode

Reference No.: TR10220412

Travel Requisition Type: Clearance		Employee ID or Student #:	Payment Currency: CAD	Payment Method: EFT
Vendor ID #:	Location:	Addr #:		
E2464756	000001	1		
Payee: GOCK, GABRIEL				
Address Lines: UBCO - Financial Services UBC Okanagan 3333 University Way				
City: KELOWNA		SIN: *****	Non-Resident? <input type="checkbox"/>	
Province/State: BC		GST Registration #:		
Postal/ZIP code: V1V 1V7		Invoice #: TR10220412	Invoice Date: 03/01/2009	
Country: CAN		Departure Date: 02/25/2009	Return Date: 02/28/2009	Number of Days: 4
		Payment Amount: 283.66	GST Override Amount: 0.00	
		Reference # of Original Advance: TR10220411		
Prepaid Expenses Previous Travel Requisition:				

Line Information and Charges

Trip Type: **Conference** PST Self Assess? ☐

GST	Amount	Canadian Equivalent	GST PST TRV If applicable	Expense Type	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/Grant (PG)	Alternate Vendor
CAD	531.31	531.31	<input checked="" type="checkbox"/>	Airline	HJDF	621000	G0000	632200		63G22000	
CAD	28.00	28.00	<input checked="" type="checkbox"/>	Other Transp.	HJDF	622000	G0000	632200		63G22000	
CAD	16.00	16.00	<input checked="" type="checkbox"/>	Other Transp.	HJDF	622000	G0000	632200		63G22000	
CAD	101.00	101.00	<input checked="" type="checkbox"/>	Meals	HJDF	623000	G0000	632200		63G22000	
CAD	99.75	99.75	<input checked="" type="checkbox"/>	Accommodation	HJDF	624000	G0000	632200		63G22000	
CAD	7.60	7.60	<input checked="" type="checkbox"/>	Accommodation	HJDF	624000	G0000	632200		63G22000	
CAD	-500.00	-500.00	<input checked="" type="checkbox"/>	Travel Advance	HJDF	139400	G0000	632200		63G22000	

283.66 Total Expenses

283.66 Net Amount be Paid by Traveller OR
Net Amount to Traveller

Handling Code for Distribution of Cheque:

ON ...

Cheque Message:

REIMBURSE FOR 02/25-28 VICTORIA CONF

Return To:

Separate Cheque? ☐

From (Dept): **FINANCE**

Direct Queries To **KAREN DAVIS**

Phone # **7-8797**

Email:

Special Notes (Required for "S" or "R" Funds):

Purpose of Trip/ Destination:

REIMBURSE FOR 02/25-28 VICTORIA CONF

Authorization

Print Name: **RAY MCNICHOL**

MM DD YYYY

Print Name 2 (if required):

MM DD YYYY

Direct Supervisor: **CARLA WATERS**

Supervisor's title: **DIRECTOR, FINANCE**

MM DD YYYY

Traveller's name: **GABRIEL GOCK**

MM DD YYYY

Approved By

Date
MM DD YYYY

Entered By

Date
MM DD YYYY

Voucher Number

Taxes – Helpful Hints

- Divide GST amount by 5% and PST amount by 7% to get pre-tax amounts
- Airfare in Canada has GST
- Car rentals have GST/PST
 - Fuel has GST only on car rental invoices-put on separate line
- Mileage has GST
 - UBC = \$0.41/km, BCGEU = \$0.42/km
- Cab fares have GST. If there is a tip use TRV
- Bus – Greyhound has GST, Transit buses have no tax
- Ferry has no tax
- Toll has no tax
- Meals – receipts with tip and/or per diems have TRV (Per diem = \$50.50/day) Meals without tip have GST.
- Hotel-break out taxes. Room charge + GST are combined and put on one line with GST checked. “Hotel Taxes” are not GST applicable and go on a separate line with no tax box checked.
- Parking has GST.

Other Tips

- Departmental Amex bills are paid directly to Amex (Speed Chart following cardholder’s name).
- Individual Amex bills are the responsibility of the cardholder. UBC will reimburse the cardholder directly for expenses.
- The first two lines on a Travel Smart Form correspond to signing authority for the Speed Chart/PG. If the payee has signing authority on the PG then one-over-one authorization is required.
- The second two lines on a Travel Smart Form correspond to Policy #83. The supervisor of the traveler must *always* sign and if the traveler is an employee a signature is required as well.
- There will always be an Authorizing signature and a Supervisor’s signature on a Travel req.
- If an invoice number comes up invalid, please double check to make sure the invoice has not been paid before. If you can’t find it, check with Finance before altering the invoice number.
- Travel advances can only be done 10 days before the date of travel.
- If an original receipt or invoice is not available a missing receipt form *must* be attached.

Taxes – Helpful Hints

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FINANCE

HARMONIZED SALES TAX

COMPTROLLER
FINANCEACCOUNTS
PAYABLE

ANALYSIS

BUDGET
OFFICEFINANCIAL
REPORTING

PAYROLL

REVENUE
ACCOUNTINGRESEARCH AND
TRUST
ACCOUNTING

SYSTEMS

UBC
OKANAGAN

OVERVIEW

Effective July 1, 2010, BC's Provincial Sales Tax (PST) will be replaced with the Harmonized Sales Tax (HST). HST in BC will have a combined rate of 12% and will be comprised of federal component of 5% (CVAT) and provincial component of 7% (PVAT).

Goods and services that are taxable under the GST will be taxable under HST, except for the items eligible for a point of sale rebate on BC's portion of the harmonized tax. Although there is GST on these items, the BC portion of the HST will not apply; please click [here](#) for more details.

Nothing that is currently exempt from GST will be subject to HST. If you do not pay GST on an item now, you will not pay HST. GST-exempt items will be HST-exempt and zero-rated items for GST purposes will be zero-rated under the HST.

Although HST does not come into effect until July 1, consideration must be given to purchases, sales or agreements that originate before that date but call for delivery of taxable goods or services on or after July 1, 2010.

For transactions that will be subject to HST prior to July 1, 2010, please send copies of QReqs and back-up documentation, along with your contact information to Accounts Payable at ap@finance.ubc.ca or Accounts Payable, Attention: HST Transition Period.

Key Dates:

- October 14, 2009 - Announcement date
- May 1, 2010 - Specified pre-implementation date
- July 1, 2010 - Implementation date

TRAINING SESSIONS:

Finance is please to offer a half-day seminar lead by KPMG discussing HST impact on UBC. The seminar will cover common HST scenarios and issues as well as what UBC will need to do to prepare for the introduction of the HST. The seminar will end with a brief session from Accounts Payable reviewing UBC specific items related to HST such as new tax (VAT) codes and purchasing scenarios.

Registration is required for the following training sessions:

UBC at Vancouver

Wednesday, May 12, 2010 1:00 – 4:00pm
Thursday, May 13, 2010 9:00am – 12noon

To register please email Jessica Heering at training@finance.ubc.ca and include your name, e-mail, department and which session you would like to attend.

UBC at Okanagan

Thursday, May 27, 2010 9:00am – 12 noon

To register please contact Antonella Lee at 250-807-8797 and provide your name, department, phone number and e-mail.

Transitional Rules:

Are required to determine which tax (existing PST or the BC component of the HST (PVAT)) will apply to transactions that straddle the July 1, 2010 implementation date for the HST; please click [here](#) for more details.

Revenues:

Effective July 1, 2010 UBC will be required to charge 12% HST on goods & services sold, with the exception of items that qualify for the Point of Sale (POS) rebates (click [here](#) for more details on POS rebates). The "Place of Supply Rules" are used to determine which tax, if any, is applicable to the particular transaction; please click [here](#) for more details. If the supply is made in Canada the HST must be collected (provided the supply is not exempt or zero-rated). Where a supply is determined not to be made in Canada, it is outside the scope of the HST, unless the supply is imported, or deemed to be imported, into Canada by the recipient.

Expenses:

Under HST goods and services are either taxable, exempt or zero-rated.

QUICKFIND

[Finance Homepage](#)
[HST Contacts](#)
[UBC Self-Assessment](#)
[Flow Chart](#)

[Rebate Exemptions](#)
[Freight Services Info Sheet](#)
[Admissions Info Sheet](#)
[Memberships Info Sheet](#)
[Transportation Passes Info Sheet](#)
[Passage](#)
[Transportation Info Sheet](#)
[Intangible Personal Property Info Sheet](#)
[Services Info Sheet](#)

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Taxable:

Most goods and services are taxable, UBC can claim an ITC on commercial activities to recover the tax paid on inputs used in making those supplies.

Exempt:

Consumers do not pay HST on exempt items. UBC can not claim an ITC on inputs used in making exempt items such as dental services, childcare services.

Zero-rated:

Consumers do not pay HST on zero-rated items, those making zero-rated supplies can claim input tax credits.

Rebates:

UBC is eligible for a rebate of 75% on the provincial portion of the HST (PVAT). The purpose of the rebate is to ensure that on average UBC(Universities) pay no more tax when HST is implemented on July 1, 2010 than we currently pay in PST.

There is no change to the GST rebate of 67%.

The blended tax rate (after rebates) is 3.4%.

Tax Rates – Interprovincial Purchases & Sales:

	GST	Provincial	HST	QST
Alberta	5%			
British Columbia	5%		12%	Effective July 1, 2010
Manitoba	5%	7%		
New Brunswick			13%	
Newfoundland & Labrador			13%	
Northwest Territories	5%			
Nova Scotia			13%	15% Effective July 1, 2010
Nunavut	5%			
Ontario			13%	Effective July 1, 2010
Prince Edward Island	5%	10%		10% \times (5% x sale price)
Quebec	5%	7.5%	12.5%	7.5% \times (5% x sale price)
Saskatchewan	5%	5%		
Yukon	5%			

AP Interfaces

Please click [here](#).

Frequently Asked Questions:**Coming Soon:**

- Travel Requisitions and QReqs
- New HST GL Accounts
- Procedures for processing invoices
- Inventory Items

Contacts

For questions related to these areas, please contact the person noted:

Accounts Payable: Margaret Yuen 604-822-4493 myuen@finance.ubc.ca

Customs/Logistics: Vickie Wakefield 604-827-4530 victoria.wakefield@ubc.ca

Purchase Order/Supply Management: Jack Boychuk 250-807-8613 jack.boychuk@ubc.ca

Further information can be obtained from the following B.C. Government website: www.gov.bc.ca/hst

Customer Driven, Information Focused

Hours of Operation
Monday-Friday 8:30-4:30 PM

Last Reviewed May 5, 2010 10:07AM

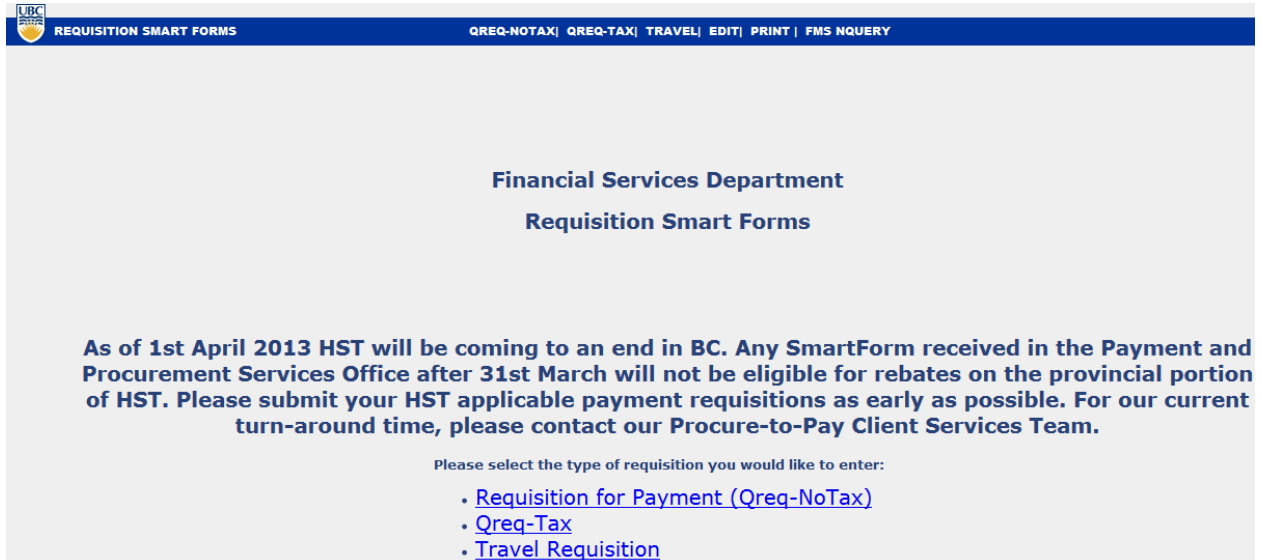
to top | [UBC.ca](#) » [UBC.Finance](#)

UBC Financial Services
305 - 2075 Wesbrook Mall, Vancouver, BC Canada V6T 1Z1
tel 604.822.2454 | fax 604.822.2417 | e-mail customerservice@finance.ubc.ca

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Where is the Requisition Smart Forms Page?

The Requisition Smart Forms Page provides requisition users with a single easy access location to the Smart Forms as well as links to commonly used pages in other applications. This page can be found in FMS nQuery and is accessible to users who have successfully completed the Smart Forms Training course.



The screenshot shows the 'REQUISITION SMART FORMS' page in the FMS nQuery system. The page header includes the UBC logo and navigation links: 'QREQ-NOTAX', 'QREQ-TAX', 'TRAVEL', 'EDIT', 'PRINT', and 'FMS NQUERY'. The main content area is titled 'Financial Services Department' and 'Requisition Smart Forms'. A prominent message states: 'As of 1st April 2013 HST will be coming to an end in BC. Any SmartForm received in the Payment and Procurement Services Office after 31st March will not be eligible for rebates on the provincial portion of HST. Please submit your HST applicable payment requisitions as early as possible. For our current turn-around time, please contact our Procure-to-Pay Client Services Team.' Below this message, a prompt asks the user to 'Please select the type of requisition you would like to enter:', followed by three bullet points with links: 'Requisition for Payment (Qreq-NoTax)', 'Qreq-Tax', and 'Travel Requisition'.

What are Smart Forms?

Smart Forms are electronic data entry forms that serve to replace the paper-based requisition forms. Information normally written on paper-based requisition forms are entered in the Smart Forms and stored in a database for further use and processing. The use of Smart Forms eliminates duplicate data capture, incidences of missing information, and reduces processing time. By electronically capturing the requisition details, data validation is performed and many of the errors that typically cause delays in payment can be rectified before the requisition is submitted to Payment & Procurement Services (PPS). Several control features are built into the Smart Forms and these will be discussed in further detail in succeeding chapters. Advantages to the departments using Smart Forms include:

1. Vendor information automatically populates when Vendor ID is entered.
2. When default speedchart is entered, all line items will be automatically populated with the default speedchart and its related Fund #, Dept ID and PG #.
3. Foreign exchange conversion is immediately available as long as the relevant currencies are selected. No need for manual foreign currency conversions.
4. Travel account codes depending on trip type are automatically provided for all identified expense types.

What is the Requisition Processing application?

The Requisition Processing application is a system used to enter Smart Forms and process these requisitions. Some features of the Requisition Processing application include:

- Ability to edit requisitions before these are processed
- Ability to view processed requisitions
- Electronic tracking of back-up documentation upon receipt in Payment & Procurement Services
- Electronic reviews in Payroll and Revenue Accounting
- Ability to interface with the PeopleSoft system to upload requisitions data

Who drafts and passes policies?

The Board of Governors is responsible for drafting and passing policies contained in the UBC Policy and Procedure Handbook.

Members of respective service units draft policies and procedures at the functional level. The administrative head of the unit, e.g. Director of Financial Services, approves these policies and procedures.

Where are policies and procedures located online?

UBC Policies and Procedures are located on the official website of the Office of the University Counsel. They are responsible for updating the policies on the website on a regular basis. The address is: <http://www.universitycounsel.ubc.ca/policies/>

Various functional level policies and procedures are located at the following addresses:

- Payment & Procurement Services – <http://www.finance.ubc.ca/policies-and-procedures>
- Travel Program – <http://www.travel.ubc.ca/>
- Supply Management – <http://www.supplymanagement.ubc.ca/>

Who are the contact persons?

Name	Telephone	E-mail Address
Jennifer Brunt Procure to Pay Client Services Manager	604-827-1543	jennifer.brunt@ubc.ca
Lavina Yuen Procure to Pay Client Services Assistant Manager	604-827-1737	lavina.yuen@ubc.ca
General Inquiries for Procure To Pay Client Services	604-822-2417	info.pps@ubc.ca

SELECTED REQUISITION POLICIES

The Requisition for Payment form is generally used for payments under \$3,500. It is also used for payments of one-time only purchases or one-time only vendors, travel expenses, honorarium, legal and professional fees, consulting fees, utilities, and subjects payments.



Signing Authority for Requisitions

1. An authorized signatory must approve all requisition for payments in writing. In general, the authorized signatories are the Department Head, or P/G Manager or those listed as authorized signing authorities for the Department or P/G. This list can be found in FMS nQuery. Refer to Chapter 8 for details.
2. The authorized signatory must be at least one administrative level ("one-over-one" authorization) higher than the individual requesting for the reimbursement. For payments related to payments to third parties, the one-over-one authorization still applies. The payee/employee cannot sign for his/her own expenses even if the requisition is made out to a third party.
3. One-over-one authorization cannot be delegated to an administrator. An administrator cannot authorize employee reimbursement or expense (even if the administrator has signing authority at the P/G and/or Departmental level) unless the direct supervisor of the claimant has approved the requisition for payment.
4. When a temporary signing authority is appointed in the absence of the official authorized signatory, then an appointment letter/note must be attached to the requisition form to complete the back-up documentation.
5. All authorized signatories must complete a UBC Signature Card which must be kept on file with Payment & Procurement Services.
6. The Security Administrator is responsible for making changes to the authorized signing authorities for the respective Department or P/G. If a Security Administrator is not assigned to a Department or P/G, then a written instruction must be given to Research & Trust Accounting (RTA) for Research & Specific Purpose Funds, or to Revenue Accounting within Financial Reporting for Endowment and GPO Funds to request for a change in the signing authority.



Supporting Documentation for Requisitions

1. Only original receipts and/or invoices are accepted as supporting documentation for requisitions. This includes evidence of cost of purchase and receipt of goods and service.
2. Credit card slips or monthly statements are generally not adequate as supporting documentation. Photocopies or faxed copies are generally not allowed as well. Exceptions to this rule are itemized in UBC Travel Policy #83.
3. In case invoices or receipts are lost, a Missing Receipt form signed by requester and one administrative level higher needs to be completed and attached. Refer to sample of Missing Receipt form on the next page.



THE UNIVERSITY OF BRITISH COLUMBIA

MEMORANDUM

TO: Financial Services
Requisitions Processing Section
DATE:

FROM:
PHONE:

TRAVEL CLAIM #TR_____

REQUISITION #Q_____

RE: Original Receipts/Invoices

I hereby certify that _____
(describe missing ticket, hotel bill, invoice, etc. in detail)

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.

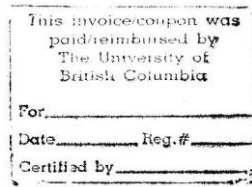
Name and Signature of Payee/Requester

Name and Signature of Authorized Signing Authority
(at least one admin level higher than payee)

**Note: For Research Grants, please specify if there were any purchased alcohol in meals expense.
The Missing Receipt form must be printed on "UBC" letterhead.**

4. Site Stamping on the original invoice, documenting the amount, date, req#, and certifying that invoice was paid/reimbursed by UBC are acceptable if part of the invoice amount is to be paid by another university or organization or the payee needs to retain original invoice/receipt for warranty purposes.

Site Stamp:



Travel

1. All travel expenses for the University of British Columbia must be valid, complete, authorized and must comply with the guidelines stated in UBC Policy #83 and #84, as well The Canadian Institutes of Health Research (CIHR), The Natural Sciences and Engineering Research Council (NSERC) and The Social Sciences and Humanities Research Council (SSHRC) guidelines, and any other granting agency guidelines, where applicable. Refer to relevant policies located on the web.

Visit www.travel.ubc.ca for information on trip planning, travel and health insurance, and more.

2. The valid account codes for travel Smart Forms are:
 - Account codes in the 61XXX and 62XXX series, 634000 and 656000.
3. There are three types of travel requisitions.

Travel Advances

- A travel advance can only be issued 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 by the student.
- Travel advances are only issued in Canadian dollars.
- This 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 requested on a Travel Requisition form using account number 139400.
- Requests of \$5,000 and over require a breakdown of expected expenses on a separate sheet of paper.
- A traveller cannot have more than one travel advance outstanding. A new travel advance will not be granted until the previous outstanding travel advance is cleared.
- A travel advance can be made out for one trip only.

Travel Advance Clearances

- This is a travel requisition that settles a previous advance. The travel clearance must be submitted within 30 days after the end of the trip.
- If the travel expenses are less than the travel advance obtained, a refund cheque equivalent to the difference between the travel expense and advance must be

- obtained from the traveller. Deposit the refund cheque using the Online Cash Receipts tool and attach a copy of the Cash Receipt to the travel clearance.
- The travel clearance with documentation attached will allocate expenses to the proper account and settle the outstanding travel advance.

Travel Claims

- Travel requisitions submitted for reimbursement of travel expenses.
4. On the travel requisitions, the purpose of trip/destination and the travel dates must always be specified. Special notes for Research and Specific Purpose Funds must also be specified.
 5. In order to comply with the reporting requirement of the Financial Information Act (FIA), the **EMPLOYEE VENDOR ID** must be entered in the "Alternate Vendor Number" field for all FIA type expenses paid to third parties on behalf of UBC Employees. FIA requires that UBC employees earning more than \$75,000 annually have their expenses disclosed. Please refer to APPENDIX F for a listing of FIA type expenses.
 6. If FIA type expenses paid to FIA Vendors are not for UBC employees, enter **NON-UBC** in the "Alternate Vendor Number" field. A list of some FIA Vendors can be found in APPENDIX F.
 7. When paying one of the FIA Vendors listed in APPENDIX F, an error message will be populated and the Smart Form will not be saved if **Employee Vendor ID** or **NON-UBC** is not entered in the "Alternate Vendor Number" field.
 8. If the travel reimbursement claim of an employee includes expenses of other employees, the expenses must be broken down by traveller. Except for the traveller who the payment is made out to, all other travellers must have their **Employee Vendor ID** entered in the "Alternate Vendor Number" field against their respective expense lines.
 9. If the travel reimbursement claim of an employee includes expenses of non-employees but this was not recorded properly on the initial travel requisition(s), the "FIA Third Party Travel Paid by UBC" Form (see sample Form on next Page) must be filled out and forwarded to Payment & Procurement Services at Year End. The expenses to be recorded on this form are the third party expenses which need to be reduced from the recorded expenses of the employee who paid on behalf of the non-employees.
 10. For American Express claims:
 - Only travel expenses should be paid using the American Express (AMEX) card. Non-travel expenses should be paid using the UBC Purchase Card (PCard).
 - The American Express card should not be used for personal expenses.
 - Always include the credit card number and cardholder name in the Cheque Message field so that this credit card number will appear on the payment report that is sent to American Express by Payment & Procurement Services.
 - If the original statements are not available, photocopies or faxed copies of American Express statements are acceptable. Submit the statement together with original invoices or receipts of purchases and expenses.

- **Employee Vendor ID or NON-UBC** must be entered in the "Alternate Vendor Number" field for all the travellers involved with the travel expenses.

11. For North South Travel claims:

- Only original invoices should be submitted.
- Only one invoice should be entered per Travel Requisition.
- Similar to AMEX, **Employee Vendor ID or NON-UBC** must be entered in the "Alternate Vendor Number" field for all the travellers involved with the travel expense.

12. For non-resident travellers, the non-resident's foreign address and number of days in Canada are required to be entered in the travel requisitions. A T4ANR (tax form for non-residents) will be issued to these non-resident travellers for reporting purposes only. No withholding taxes will be deducted.

13. If the traveller opts to claim per diems for his/her meals, no receipts are required. Meal per diems may be claimed for an entire day or a partial day. Calculation showing the amount claimed must be attached. Please refer to UBC Travel Policy #83 for per diem amounts.

Date Requested: _____ (B23-T2)
Requested By: _____ Local: _____
Department: _____

FIA 3rd PARTY TRAVEL PAID BY UBC
(formerly B23 UPDATE)

FINANCIAL SERVICES
COMPUTER SERVICES REQUEST
For Process: BLPEDUP

[illegible]

Smart Forms Training Manual - Campus Users_March2015



Honorariums and Paying for Services

1. Honorarium and payment for services to resident individuals:
 - Please refer to the [Reference Guide – Determining, Hiring and Paying for Services](http://finance.ubc.ca/procure-pay) on our Finance website for further instructions (<http://finance.ubc.ca/procure-pay>) before submitting a payment request on a Qreq-Tax Smart Form.
 - The SIN No. must be completed, the inclusive dates of service must be provided, as well as supporting documents such as an invoice, copy of agreement/contract etc.
 - All honorariums and payments for services to resident individuals are reviewed by Payroll.
 - The handling code must end with a T (indicating that T4A tax form will be attached to the cheque) for resident individuals.
 - Handling code "CX" may also be used if the requisition cheque and the tax form will be returned to an individual other than the payee.
 - The departments need to 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), the employee should be paid by Payroll instead of a requisition cheque.
 - If the resident individual is GST-registered, this will be treated as a payment to a resident company. The payment to a GST-registered individual should be made using a Qreq-NoTax Smart Form (follow instructions below outlined under point # 2).
2. Honorarium and payment for services to resident companies:
 - Please refer to the [Reference Guide – Determining, Hiring and Paying for Services](http://finance.ubc.ca/procure-pay) on our Finance website for further instructions (<http://finance.ubc.ca/procure-pay>).
 - The Qreq-NoTax Smart Form should be completed instead of the Qreq-Tax Smart Form.
3. Honorarium and payment for services to non-residents (if services provided in Canada):
 - Please refer to the [Reference Guide – Determining, Hiring and Paying for Services](http://finance.ubc.ca/procure-pay) on our Finance website for further instructions (<http://finance.ubc.ca/procure-pay>) before submitting a payment request on a Qreq-Tax Smart Form.
 - The non-resident's foreign address and number of days in Canada are required, as well as supporting documents such as an invoice, copy of agreement/contract etc.
 - All honorariums and payments for services to non-residents are reviewed by Revenue Accounting for tax implications.

- A 15% withholding tax will be deducted unless a tax waiver is attached. The non-resident can request for a tax waiver from the Canada Revenue Agency, typical processing time is 30 days.
- A T4ANR (tax form for non-residents) will be issued and attached to the requisition cheque whether withholding tax is deducted or not.
- The handling code must end with an F (indicating that T4ANR tax form will be attached to the cheque) for non-residents.
- If the work is not performed in Canada, withholding tax does not apply and no T4ANR will be issued.



Research Subjects Payment

1. The guidelines in [UBC Policy #89 – Research Involving Human Subjects](#) – as well as the [Research Subject Payments Policy](#) found on the Finance website <http://finance.ubc.ca/policies-and-procedures> (under “Accounts Payable”) should be followed.
2. Research subjects are defined as those who use their body for science and are paid a nominal fee.
3. The PI (Principal Investigator) must retain all receipts for audit purposes.
4. Use account code 712100 Participation Services for subject payments (if payment per subject is under \$500). The payment is made to the PI directly who distributes the funds.
5. On the Qreq-NoTax Smart Form, specify how many research subjects are required and how much will be paid for each person.
6. Payments to research subjects are not taxable (if payment per subject is under \$500).
7. If the payment per research subject is \$500 or over, the payment is taxable and a tax form needs to be issued (T4A tax form). Please refer to the [Reference Guide – Determining, Hiring and Paying for Services](#) on our Finance website for further instructions (<http://finance.ubc.ca/procure-pay>) with regards to which account code and Smart Form to use.
8. The PI is responsible for returning any unspent funds.



Royalties

1. If the royalty payment is issued to a resident individual or company, 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 individual or company, the payee will receive a T4ANR form, and a 10% withholding tax will be deducted from the cheque amount.
3. Royalty Payments must be submitted on a Qreq-Tax Smart Form. Refer to page 33 for account codes used for royalty payments.



Consulting fees/Professional fees

1. Please refer to the [Reference Guide – Determining, Hiring and Paying for Services](http://finance.ubc.ca/procure-pay) on our Finance website for further instructions (<http://finance.ubc.ca/procure-pay>). Consulting fees and professional fees are for payees that are incorporated, limited, or a real company name. Invoices are normally prepared in their own letterhead.
2. Use a Qreq-NoTax Smart Form for these types of payments. No tax forms will be issued.



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 should be coded to account 753000 Scholarships & Bursaries. SIN is required and T4A will be issued. Qreq-Tax Form must be used.
2. Prizes can be considered an award if they are for achievement in an area ordinarily carried on by the recipient. If it is not included in this category it is considered a "windfall" and not taxable.
3. Prizes that are considered a "windfall" will be coded to account 754000 Prizes. This is not taxable if the contest is open to everybody. These types of prizes should be submitted on the Qreq-NoTax Form.



Foreign Currency Expenses

1. Exchange rates are provided on all Smart Forms to determine the Canadian dollar equivalent of foreign currency denominated expenses.
2. For Qreq-NoTax and Qreq-Tax Smart Forms, the exchange rate on the invoice date will be used.
3. For Travel Smart Forms, the average exchange rate of the trip duration will be used.
4. USD exchange rates are taken directly from PeopleSoft whereas the exchange rates for other foreign currencies are provided by the Bank of Canada in the Smart Forms system.
5. For foreign currency expenses paid using the traveller's personal credit card, the traveller has the option to treat the expense as a Canadian payment. A copy of the credit card statement showing the CAD equivalent, with confidential information blacked-out, needs to be submitted together with the original foreign invoices.



Tax Implications

1. 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.
- Refer to the Canada Revenue Agency's website for more information.
<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/menu-eng.html>
- 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 so that the University can claim its 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 that budget and wrongfully overspending University resources by 3.35%.
- It is required that the GST REGISTRATION NUMBER 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 non-tangible items 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 purchases of the University. If a GST self-assessment is required, please submit the invoice on a paper requisition form. GST self-assessments cannot be processed via Smart Forms.

2. PST

- Provincial Sales Tax (or PST) is imposed on the purchaser of tangible personal property and certain services within the province of British Columbia. This excludes real property and services.
- Refer to the Provincial Sales Tax website for more information.
<http://www2.gov.bc.ca/gov/topic.page?id=589542DDDB6347F7A7C80C1783F4BA6D>
- Review all out-of-province and non-Canadian invoices to determine if PST should be self-assessed. If a PST self-assessment is required, please submit the invoice on a paper requisition form. PST self-assessments cannot be processed via Smart Forms.

3. TRV

- Canada Revenue Agency allows a simplified method to be used to estimate travel reimbursements. 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, the 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. The cheques are distributed based on the handling codes selected on the requisition forms.
2. The more common handling codes available to Smart Forms are as follows:
 - MN – Mail out directly to payee, no attachment.
 - MA – Mail out directly to payee, with attachment. The attachment must already be attached to the requisition form.
 - MT – Mail out directly to payee, attach T4A form, for resident individuals.
 - MF – Mail out directly to payee, attach T4ANR, for non-residents.
 - CN – Campus mail, no attachment.
 - CA – Campus mail, with attachment. The attachment must already be attached to the requisition form.
 - CT – Campus mail, attach T4A form, for resident individuals.
 - CF – Campus mail, attach T4ANR, for non-residents.
 - CD – Campus mail, return to individual other than payee.
 - CX – Campus mail, attach Tax form, return to individual other than payee.
 - PN – Pick-up from Financial Services, no attachment.
 - PA – Pick-up from Financial Services, with attachment. The attachment must already be attached to the requisition form.
 - PT – Pick-up from Financial Services, attach T4A form, for resident individuals.
 - PF – Pick-up from Financial Services, attach T4ANR, for non-residents.

For UBCO use only:

- ON – Okanagan, no attachment
- OA – Okanagan, with attachment
- OP – Okanagan, Pick-up
- OT – Okanagan, attach tax form
- OF – Okanagan, attach T4ANR

CREATE REQUISITIONS

There are three types of Smart Forms.

- **Qreq-NoTax Smart Form:** This type of requisition form is used when entering non-travel and non-honorarium requisitions for payment that do not require a tax form to be issued to the payee.
- **Travel Smart Form:** This type of requisition form is used for travel advance, travel clearance/settlement, and travel claims.
- **Qreq-Tax Smart Form:** This type of requisition form is used for payments of honorariums and services that require a tax form to be issued to individuals and corporations, for both residents and non-residents, and for both employees (if approved by Payroll) and non-employees.

There is a standard set of control features included in all web-based requisition forms (Smart Forms). A summary of these standard features is as follows:

- A unique Q- (for Qreq-NoTax Smart Form), TR-(for Travel Smart Form), H- (for Qreq-Tax Smart Form) reference number will be assigned to each requisition form depending on the type selected.
- Vendor details are populated when both vendor ID and location codes are entered.
- When SpeedChart is used, the chartfields for Fund, DeptID, Program (optional) and Project/Grant (optional) will be populated.
- The Amount of Cheque will be compared with the sum of the amounts from the Line Charges. If the two are not equal, an error message will appear and the form will not be saved.
- For foreign currency denominated receipts/invoices to be paid in CAD, an appropriate exchange rate will be used and the system will automatically calculate the Canadian dollar equivalent.
- If the Invoice Number is not available, the form will use the unique Q-, TR-, or H- reference number in this field if the letters Q, TR or H were entered as placeholder.

Smart Forms can only be used for CAD and USD cheque payments, CAD direct deposit payments (EFT) and USD direct deposit payments (ACH). EFT stands for Electronic Fund Transfer and ACH stands for Automated Clearing House. For bank drafts or wire transfers, or payments to be made in foreign currency (other than USD), the paper requisition forms will still be used instead of Smart Forms.

To switch among the three web-based requisition forms (Smart Forms), click on the appropriate form on the menu.





Procedure:

1. Go to the Management Systems Portal and click on FMS nQuery.

The screenshot shows the UBC Management Systems Portal. The top navigation bar includes the UBC logo, the text 'THE UNIVERSITY OF BRITISH COLUMBIA FINANCE AND HUMAN RESOURCES', the title 'Management Systems Portal', the date and time '4:06 PM Thu, Dec 9, 04', and links for 'Home' and 'Sign out'. Below the navigation bar, there are tabs for 'Applications' and 'Resources'. The 'Resources' tab is selected. On the left, there is a 'Support and Troubleshooting' section with links to training materials, work request forms, and support resources. In the center, the 'Financial Applications Home' section lists various tools: 'FMS Live', 'FMS nQuery (FMS on the Web)' (circled in red), 'Online Cash Receipts', 'Over/Under Reports', 'Month End Reports', 'Tricouncil Reports by DeptID', 'Tricouncil Reports by PG', and 'FMS Reports Library'. On the right, there is an 'HRMS Applications Home' section.

2. Smart Forms can only be accessed using FMS nQuery so that the vendor lookup function will work and the user security features are in place. Click on the Smart Forms tab.

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Smart Forms](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

Good afternoon, **Allison See**. Welcome to FMS nQuery!

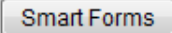
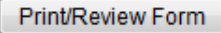
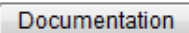
You can now download [2004 Tri-Council Research Statements \(Form 300\)](#) in Microsoft Word format.

You can also download [Over/Under Reports](#) in Microsoft Excel format. Please be advised the new link to the Over/Unders site has changed. If you have any questions or concerns, please contact Ray McNichol at 822-5770 or mcnichol@finance.ubc.ca


Chartfields	To look up the FMS chartfields and speedchart. This link allows you to browse the FMS account structure and other FMS chartfields such as P/G, Department, Fund as well as Program. You can also use speedchart inquiry to search speedchart.
Cash Receipt	Deposit form for making bank deposits. FMS is automatically updated from the information on the form.
Accounts Payable	To look up your Accounts Payable Vendors and Vouchers. You will be able to search for a vendor to check its address or check that status of pending payments to this vendor.
General Ledger	To look up your general ledger summary and journal entry. You will be able to retrieve the ledger summary by entering a set of chartfields and defining the scope of your search. Or you can use the journal inquiry panel to search a journal entry by either journal id or UBC reference number.
Payroll	To look up Project/Grant Summary Actuals, YTD Actuals, Commitments and Benefits Charges. You can also lookup Employee Details for a particular Account or Employee.
Purchasing	To look up your purchase order.
Security	For FMS nQuery administrators to manage access security. You will be able to lookup your own security administration profile and grant other user access privilege. [FMS nQuery Administrators Only]
Misc	To look up exchange rate and FMS nQuery administrator of your department.
Update Zone	To update attributes of department and project grant. [FMS nQuery Administrators and Project Managers Only]
My Profile	To update your personal information and view your access privilege.

3. To create requisitions, click on the Smart Forms button.

The Smart Forms are used to enter Qreqs, Travel and Honorarium expenses. Please click

	To create/ edit Q, Travel and Honorarium Smart Forms.
	To print/ review/ delete Smart Forms.
	To download the Training Manual for Campus users.

4. You will be taken to the Requisition Smart Forms page below. Select the type of requisition that you would like to work on.

 REQUISITION SMART FORMS QREQ-NOTAX| QREQ-TAX| TRAVEL| EDIT| PRINT| FMS NQUERY

Financial Services Department
Requisition Smart Forms

As of 1st April 2013 HST will be coming to an end in BC. Any SmartForm received in the Payment and Procurement Services Office after 31st March will not be eligible for rebates on the provincial portion of HST. Please submit your HST applicable payment requisitions as early as possible. For our current turn-around time, please contact our Procure-to-Pay Client Services Team.

Please select the type of requisition you would like to enter:

- [Requisition for Payment \(Qreq-NoTax\)](#)
- [Qreq-Tax](#)
- [Travel Requisition](#)

- Select the link **Requisition for Payment (Qreq-NoTax)** and the Q-Requisition for Payment data entry screen will appear.

QREQ-NOTAX - REQUISITION FOR PAYMENT
QREQ-NOTAX
QREQ-TAX | TRAVEL | EDIT | PRINT | FMS NQUERY

Vendor ID #:

Payee (as it should read on the cheque): *

Address Lines: *

City: *

Province/State: *

Postal/Zip Code: *

Country: *

Addr #:

SIN:

GST Registration #:

Invoice #:

Invoice Date: *
mm/dd/yy

Payment Amount: *

Employee ID or Student #:

Payment Currency: *
Canadian Dollar . CAD

Expense Currencies:
 Canadian Dollar . CAD
 US Dollar . USD
 Euro . EUR
 Argentine Peso . ARS
 Australian Dollar . AUD
 Bahamian Dollar . BSD

Payment Method:

Selected Currencies:
Canadian Dollar . CAD

Payment method for vendor is deriving from vendor default setup, i.e. if vendor is set up for direct deposit, then the payment method will default to direct deposit, if vendor is not set up for direct deposit, then payment method will default to cheque.

Line Information and Charges

Default Speed Chart (will be inserted for all lines):

Curr	Amount	Canadian Equivalent	7% GST PST	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/Grant(PG)	Alternate Vendor Number
CAD										
CAD										
CAD										
CAD										
CAD										
CAD										
CAD										
CAD										
CAD										
		0.00	0.00	Totals						

[More Lines](#)

From (Dept): *

Direct Queries To: *

Phone # (ex: 604-555-1212 or 2-5252): *

Email: *

Details of Payment or Summary of Attached Invoice: (max 180 char.)

Handling Code for Distribution of Cheque: *

Choose a Handling Code

Cheque Message: (Max. 55 characters. Enter name and phone no. for cheque pick-ups. Enter name, department and location for CD). INFO WILL BE PRINTED ON CHEQUE

Separate Cheque? ☐

Handling code is a required field in Smart Forms. No attachments will be sent out if vendor is set up for direct deposit payments (EFT). It is recommended that vendor invoice number is entered in the "Invoice #" field and adequate information is entered in the "Cheque Message" field to help the payee identify the payment.

Authorization

Print Name: *

Print Name 2 (if required):

6. The Payment Method will default to "EFT" and display "EFT" on the screen whenever you select an E-type vendor (i.e. when you enter the Employee Vendor ID into the Vendor ID field). If the employee is set up for direct deposit with UBC Payroll then the payment will default to direct deposit, otherwise a cheque will be issued despite "EFT" having displayed on screen. If the employee requires a cheque payment for petty cash replenishment, travel advance or another reason, simply select "Cheque" from the "Payment Method" drop-down list instead.

UBC
QREQ-NOTAX - REQUISITION FOR PAYMENT

QREQ-NOTAX | QREQ-TAX | TRAVEL | EDIT | PRINT | FMS NQUERY

Vendor ID #:

Addr #:

Employee ID or Student #:

Payment Currency: *

Payment Method:

Payee (as it should read on the cheque): *

SIN:

Expense Currencies:

Canadian Dollar . CAD
US Dollar . USD
Euro . EUR
Argentine Peso . ARS
Australian Dollar . AUD
Bahamian Dollar . BSD

Selected Currencies:

Canadian Dollar . CAD

Address Lines: *

City: *

Province/State: *

Postal/Zip Code: *

Country: *

GST Registration #:

Invoice #:

Invoice Date: *

Payment Amount: *

Line Information and Charges

Default Speed Chart (will be inserted for all lines):

Curr	Amount	Canadian Equivalent	7% PST	GST	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/Grant(PG)	Alternate Vendor Number
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
											More Lines
0.00		0.00	Totals								

From (Dept): *

Direct Queries To: *

Phone # (ex: 604-555-1212 or 2-5252): *

Email: *

Authorization

Print Name: *

Print Name 2 (if required):

Details of Payment or Summary of Attached Invoice: (max 180 char.)

Handling Code for Distribution of Cheque: *

Cheque Message: (Max. 55 characters. Enter name and phone no. for cheque pick-ups. Enter name, department and location for CD). INFO WILL BE PRINTED ON CHEQUE

Separate Cheque? ☐

7. Click on **Travel** on the right-hand side of the menu, and the Travel: Claims, Advances & Clearances data entry screen will appear.

TRAVEL: CLAIMS, ADVANCES & CLEARANCES TRAVEL EDIT | PRINT | FMS INQUIRY

Travel Requisition Type: * Claim
Vendor ID #: **Location:** **Addr #:**
Payee (as it should read on the cheque): *
Address Lines: *
City: *
Province/State: *
Postal/Zip Code: *
Country: *

Employee ID or Student #:
SIN:
GST Registration #:
Non-Resident? ☐
Invoice #: *
Invoice Date: *
Departure Date: *
Return Date: *
Payment Amount: *
GST Override Amount:
Reference # of Original Advance:
Prepaid Expenses
Previous Travel Requisition:

Payment Currency: * Canadian Dollar . CAD
Expense Currencies: Canadian Dollar . CAD, US Dollar . USD, Euro . EUR, Afghanistan Afghani . AFA, Albanian Lek . ALL, Algerian Dinar . DZD
Payment Method: * **DEFAULT METHOD** Canadian Dollar . CAD


Line Information and Charges
Default Speed Chart (will be inserted for all lines): Trip Type:
PST Self Assess? ☐

Curr	Amount	Canadian Equivalent	GST PST TRV if applicable	Expense Type	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/Grant(PG)	Alternate Vendor Number
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Airline	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Car Rental	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Mileage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Other Transp	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Meals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Entertainmen	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Accommodati	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Conference R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Airline	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Airline	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Other:	<input type="text"/>	620000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Other:	<input type="text"/>	620000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Expenses 0.00 0.00											
Advance 139400											
Clearance 131110											
Net Amount to be Paid by Traveller OR 0.00 0.00											
Net Amount to Traveller											

Handling Code for Distribution of Cheque: * Choose a Handling Code
Cheque Message:
Return to (if handling code = CD):
Separate Cheque? ☐
From (Dept): *
Direct Queries To: *
Phone # (ex: 604-555-1212 or 2-5252): *
Email:
Special Notes (Required for "S" or "R" Funds):
Save

Purpose of Trip/Destination: *
Authorization
Print Name: *
Print Name 2 (if required):
Direct Supervisor: *
Supervisor's Title: *
Traveller's Name: *

8. Click on **Qreq-Tax** on the right-hand side of the menu, and the data entry screen for honorariums and payment for services will appear.

**QREQ-TAX**

QREQ-NOTA) **QREQ-TAX** TRAVEL EDIT PRINT FMS NQUERY

Vendor ID #:

Payee (as it should read on the cheque): *

Address Lines: *

City: *

Province/State: *

Postal/Zip Code: *

Country: *

Addr #:

SIN:

GST Registration #:

Non-Resident? ☐

Individual? ☐

Invoice #:

Invoice Date: *

mm/dd/yy

Payment Amount: *

Employee ID or Student #:

Payment Currency: *

Canadian Dollar . CAD

Expense Currencies:

Canadian Dollar . CAD

US Dollar . USD

Euro . EUR

Argentine Peso . ARS

Australian Dollar . AUD

Bahamian Dollar . BSD

Payment Method:

Default Method

Selected Currencies:

Canadian Dollar . CAD

Line Information and Charges

Default Speed Chart (will be inserted for all lines):

Curr	Amount	Canadian Equivalent	7% PST	GST	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/Grant(PG)	Alternate Vendor Number
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
											More Lines
0.00		0.00	Totals								

From (Dept): *

Direct Queries To: *

Phone # (ex: 604-555-1212 or 2-5252): *

Email: *

Details of Payment or Summary of Attached Invoice: (max 180 char.)

For payment to non-residents performing services in Canada, please indicate the number of days in country.

Handling Code for Distribution of Cheque: *

Choose a Handling Code

Cheque Message: (Max. 55 characters. Enter name and phone no. for cheque pick-ups. Enter name, department and location for CX).

INFO WILL BE PRINTED ON CHEQUE

Separate Cheque? ☐

Authorization

Print Name: *


Print Name 2 (if required):

Save



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9. Complete the fields in the requisition form by following these guidelines. All fields followed by an asterisk * are required fields.

HEADER – ABOVE LINE INFORMATION AND CHARGES		
FIELD NAME	FIELD DEFINITION AND DESCRIPTION	APPLIES TO
Payee (as it should read on the cheque)	Enter name of payee as it should appear on cheque. This field will auto-populate after you enter the Vendor ID in the Vendor ID field. Titles should not be included, e.g., Mr., Dr., etc. Use full legal name. Do not use acronyms, e.g., use American Association of Dental Schools, not AADS. There can be only one payee per requisition. For multiple payees, prepare separate requisitions for each one. For individuals, use "Last Name,First Name".	All
Vendor ID, Location and Address Sequence	Use FMS nQuery link  to search for the Vendor ID and Address Sequence. If the Vendor ID is entered, the Address Fields will be automatically populated using the default Address Sequence. If the address on the invoice is different from the default address, search FMS nQuery for the correct address and enter the appropriate address sequence. If the Vendor ID cannot be found in FMS nQuery, a new vendor will have to be requested for this payee via the Vendor Centre. Refer to Chapter 7 for details. For regular vendors, the Vendor ID is a 10-digit numeric code. To enter leading zeroes, hold the "0" key down and the system will add enough zeroes to the Vendor ID to make it a 10-digit numeric code. For Employee IDs, enter "E" followed by the 7-digit Employee ID. "E" type Vendor IDs have to be used in order to get direct deposit for employee reimbursement claims. For Student IDs, enter "S" followed by the 8-digit Student ID.	All
Address Fields Address Line, City, Province/State, Postal/Zip Code, Country	For existing vendors, these fields will be populated if the Vendor ID is entered. Include street address, city, province, postal code and country. This is the mailing address for the cheque, and it is essential that the information is correct. If this is an existing vendor with a new address, a new address will have to be requested via the Vendor Centre. Refer to Chapter 7 for details.	All
Employee ID #	Employee number is required for any payment to a new employee without a "E" type Vendor ID in the Vendor database. Enter the 7-digit Employee ID prefixed by an "E". Vendor IDs for employees are created using their Employee IDs.	All
Student #	If payment is made to a student, use the 8-digit student number, prefixed by an "S". This becomes a required field if the student will be paid for the first time in FMS. Vendor IDs for students are created using their Student IDs.	All
SIN #	For Honorarium and Payment for Services only: Enter the 9-digit SIN. If the SIN is available in PeopleSoft, then this field will be populated when the existing vendor ID is entered. SIN is required if honorarium or other type of income payment is made to a resident individual. A validation will be performed to ensure that only valid SIN #s are entered.	Qreq-Tax Smart Form
GST Registration #	Enter the GST Registration # if available. The GST Registration # is required for PST Self- Assessment. Small companies not charging GST do not require a GST number. This is the Small Supplier Rule which applies to small businesses that will earn \$30,000 or less in a calendar year from all sources.	All
Invoice Number	Vendor invoice number is printed on cheque stub or email notification of payment if payee is set up for direct deposit payments. The invoice number must be unique. For invoices without an invoice number, enter Q (on a Qreq-NoTax Smart Form), TR (on a Travel Smart Form), or H (on a Qreq-Tax Smart Form) as placeholder. The Q-, TR-, H-Requisition Reference # will be populated in the Invoice Number field automatically when the requisition form is saved. For invoices paid in installments, the same invoice number is used with a suffix (-1, -2, ..., -n) to denote that the payment transaction originated from one invoice. Use all CAPITAL letters. A new Smart Form must be created for each invoice; the requisition form cannot accommodate multiple invoices.	All

HEADER – ABOVE LINE INFORMATION AND CHARGES		
FIELD NAME	FIELD DEFINITION AND DESCRIPTION	APPLIES TO
Payment Amount	Enter the amount to be paid in Canadian dollars for CAD payment currency, or US dollars for USD payment currency.	All
Invoice Date	Enter the vendor's invoice date or transaction date (mm/dd/yy). The Invoice Date will be used to determine the appropriate exchange rate for foreign currency denominated expenses, except Travel (see Departure Date and Return Date fields for Travel).	All
Individual	Check (✓) this box if the requisition is for an honorarium or other type of income and the payee is an individual. This will trigger payroll review of the honorarium; and if the payee is not a UBC employee, a T4A tax form will be prepared and attached to the cheque payment.	Qreq-Tax Smart Form
Non-Resident	Check (✓) this box if the requisition is for an honorarium or other type of income and the payee is a non-resident. A 15% withholding tax will be deducted from the total amount, if applicable. A T4ANR tax form will be issued to the non-resident.	Qreq-Tax Smart Form
	Check (✓) this box if the requisition is for reimbursement of travel expenses to a non-resident payee. No withholding tax is deducted from the total amount. A T4ANR tax form will be issued to the non-resident.	Travel Smart Form
Departure Date	Enter the trip start date (mm/dd/yy). The Departure Date cannot be later than the Return Date. Both the Departure Date and the Return Date will be used for foreign currency denominated travel expenses to get the average exchange rate for the trip duration.	Travel Smart Form
Return Date	Enter the trip end date (mm/dd/yy). The Return Date cannot be earlier than the Departure Date. Both the Departure Date and the Return Date will be used for foreign currency denominated travel expenses to get the average exchange rate for the trip duration.	Travel Smart Form
Reference # of Original Advance	Enter the TR- Reference No. of the original travel advance. This field is required for travel clearances.	Travel Smart Form
Previous Travel Requisition	Enter the TR- Reference No. of the previous travel requisition. This field is required if several travel requisition forms are completed for one trip. Example: The conference registration fee was paid through an earlier requisition form before the travel commenced. After the trip has concluded, a new requisition form is prepared for the remainder of the travel expenses incurred. The previous requisition number must be entered here for reference purposes.	Travel Smart Form
Type of Travel Requisition <ul style="list-style-type: none"> ○ Advance ○ Clearance ○ Claim 	Identify the type of travel requisition from the drop down menu. Select advance if the requisition is for money to be given to the traveller prior to the commencement of the trip. Note that data can only be entered in the Advance line. Select clearance if the receipts/invoices are submitted with the requisition to settle/clear a previous travel advance. Select claim if the requisition is for the reimbursement of travel expenses where no previous travel advance is given, or if the requisition is for a corporate payment, e.g. American Express, North South Travel, etc. Note that data cannot be entered in the Advance line.	Travel Smart Form

HEADER – ABOVE LINE INFORMATION AND CHARGES		
FIELD NAME	FIELD DEFINITION AND DESCRIPTION	APPLIES TO
Payment Currency	Identify the payment currency for this requisition, either CAD or USD. CAD cheques are restricted to Canadian or US beneficiaries and US cheques should be made payable to US or Canadian beneficiaries only. There can be only one payment currency for each requisition.	All
Payment Method	Currently, only the cheque payment method and direct deposit payment method (EFT/ACH) are allowed for Smart Forms. If the "E" type Vendor ID is entered in the Vendor ID field, direct deposit will be made to the employee, provided the employee is set up for direct deposit with UBC Payroll. Cheque can be requested for Travel Advance, Petty Cash replenishment and USD payments. To find out if a supplier/vendor or employee is set up for EFT or ACH, check to see if EFT or ACH appears under the Vendor Payment Type when you search for a vendor in FMS nQuery. If it is blank, then the default payment method is cheque.	All
Expense Currencies	If there are foreign currency-denominated expenses, identify the expense currencies to be used in this requisition. Use the scroll buttons to search for the foreign currency to be used. Double click on the foreign currency to add it to the list of Selected Currencies. Alternatively, you can highlight the foreign currency and click on the  button to add this currency to the list of Selected Currencies. To remove a currency from the list of Selected Currencies, highlight the currency and click on the  button.	All
Selected Currencies	The payment currency is automatically included in the list of Selected Currencies. Only the currencies to be used in the line items should be included here.	All

LINE INFORMATION AND CHARGES		
FIELD NAME	FIELD DEFINITION AND DESCRIPTION	APPLIES TO
Default SpeedChart	If the SpeedChart code is the same for all or most distribution line items, enter the default SpeedChart code here. This SpeedChart code will be copied in all distribution line items and the related chartfields will be populated as well. If a line item has a different SpeedChart code, simply override the default by entering a new SpeedChart code in that line.	All
Trip Type <ul style="list-style-type: none"> Conference Field Trip Other 	Select the trip type from the drop down menu (conference, field trip, other). The account codes associated with the type of expense will change depending on the trip type selected.	Travel Smart Form
Currency	Select the appropriate currency from the drop-down list based on the currency stated on the invoice. The list includes all Selected Currencies.	All
Amount	Enter the total amount per line to be paid, including GST & PST. The amount entered here must be in its original currency, whether CAD or foreign currency. Do not combine the amount of multiple currencies here. For credit card payments of foreign currency denominated invoices, select CAD as the currency and enter the amount appearing on the credit card statement. No foreign currency conversion is required in this case. However, the credit card statement must be submitted together with the foreign currency denominated invoice. Before submitting the credit card statement, all confidential items (e.g. credit card no., outstanding balance, etc.) may be whited-out/redacted to protect the cardholder's privacy. NOTE: A line amount may be the sum of several items. If so, all items in that line amount must have the same GST/PST coding. (i.e. group all Y/Y (i.e. GSTPST) bills with the same chartfield codes together on one line, all Y/N (GST only) bills with the same chartfield codes together on a second line, do not combine Y/Y & Y/N bills together on one line.)	All

LINE INFORMATION AND CHARGES		
FIELD NAME	FIELD DEFINITION AND DESCRIPTION	APPLIES TO
Canadian Equivalent	This is a system-calculated amount. If the currency is CAD, then whatever is entered in the Amount field will be calculated 1:1. If the currency is a foreign currency, then the exchange rate on the invoice date will be multiplied by the Amount to arrive at the Canadian dollar equivalent.	All
	For travel clearance and claims, the average exchange rate of the trip duration (all dates between and including the departure date and return date) is used and will be multiplied by the Amount to arrive at the Canadian dollar equivalent.	Travel Smart Form
GST	<p>Check (√) GST box if GST is included in the amount. Note that if the entire amount is not subject to GST but has the same account code, then separate the amounts and show them in two or more lines depending on their tax implications.</p> <p>Example: There is no GST on international airfare, but there is GST on the booking fee. Separate the amount of the international airfare from the booking fee, and check (√) GST box for the booking fee since GST is only applicable to this.</p>	All
PST	Check (√) PST box if PST is included in the amount. Note that the PST box cannot be checked if the GST box is unchecked.	All
TRV	Check (√) TRV box if the expense type is Meals or Entertainment incurred in Canada and where 90% or more of the amounts being reimbursed include GST and the expenditures are of a similar nature. Checking the TRV box indicates that a simplified formula (4/104) can be used to estimate the GST amount and the expenditure does not have to be separated between taxable and non-taxable components. Note that if TRV is checked, both GST and PST must be unchecked. TRV cannot be used for Expense Types other than Meals and Entertainment.	Travel Smart Form
Expense Type	Expense Type is already pre-determined in the form. In any of the line items, the Expense Type can be changed by selecting a different type from the drop down list.	Travel Smart Form
SpeedChart	Required. The SpeedChart is set up with only some of the chartfields (i.e. Fund, Dept ID and PG if applicable). Use FMS nQuery link for SpeedChart listings. Refer to Chapter 8 for details.	All
Account	Enter the Account code for each distribution line. Travel and Qreq-Tax codes cannot be entered on the Qreq-NoTax Smart Form.	Qreq-NoTax Smart Form
	Entries in the account field are system-populated depending on the Trip Type selected. These system-populated account codes may be changed as long as a travel account code is entered in its place. Non-travel account codes cannot be entered on the Travel Requisition form.	Travel Smart Form
	For resident individuals, account 656220 will be populated automatically in the line charges. If a different account code should be used, simply override the prepopulated account code and enter the appropriate account code. Note that only Qreq-Tax account codes can be entered here. Refer to Page 33 for the valid account codes for Qreq-Tax Smart Forms.	Qreq-Tax Smart Form
Fund Dept ID (Org) Program Project/Grant (PG)	<p>These fields will be auto-populated after the Speed Chart field is entered. Complete any missing required chartfields. Complete the Project/Grant (PG) chartfield to allow for SpeedChart verification during the upload process. Enter the required set of chartfields not included in the SpeedChart code. The Program and Project/Grant (PG) fields are optional.</p> <p>For the Project/Grant (PG) and Dept ID, these must be open and/or active, otherwise, the chartfield will not be valid.</p>	All

LINE INFORMATION AND CHARGES		
FIELD NAME	FIELD DEFINITION AND DESCRIPTION	APPLIES TO
Alternate Vendor Number (Financial Information Act)	Enter employee number when a payment is made to a third party, on behalf of a UBC employee. The prefix "E" must be used. Examples of these types of payments are membership dues, registration fees, extraordinary hiring expenses, vehicle leases, tuition, or relocation and travel expenses. Example: A group registers for a seminar. The employee number of each person must be entered in Alternate Vendor Number to ensure the University can comply with Financial Information Act.	All
More Lines	Click on the "More Lines" link to insert additional distribution lines.	All
Total Expenses or Totals	This is a system-calculated sum that adds the Canadian dollar equivalent of all line items entered.	All
Advance	Enter a positive amount for Travel Advances in the Amount column. Enter a negative amount for Travel Advance Clearances in the Amount column. The Speed Chart, Fund Code, Dept ID and PG must be the same as the original travel advance.	Travel Smart Form
Clearance	This is a system-calculated amount equivalent to the amount of cheque attached to the requisition in cases when the Travel Expenses are less than (<) the Travel Advance.	Travel Smart Form
Net Amount to be Paid by Traveller	This is a system-calculated sum and will have an amount when Total Expenses are less than (<) the Travel Advance.	Travel Smart Form
Net Amount to Traveller	This is a system-calculated sum and will have an amount when Total Expenses are more/higher than (>) the Travel Advance.	Travel Smart Form

BELOW LINE INFORMATION AND CHARGES		
FIELD NAME	FIELD DEFINITION AND DESCRIPTION	APPLIES TO
From (Dept): / Direct Queries To: / Phone #: / Email Address:	Enter the department name, identification and contact information of the originator/initiator.	All
Details of Payment or Summary of Attached Invoices	Enter the explanation of expenditure(s) to be paid or provide a summary of the invoices attached to the requisition form. This will not be printed on the cheque stub/EFT Advice. For non-residents performing services in Canada, the number of days in Canada must be specified as this information is required on the T4ANR tax form.	Qreq-NoTax and Qreq-Tax Smart Form
Handling Code	Select the handling code from the drop-down list. This is used to identify the method of distribution for the cheque printed from this requisition. For honorarium or payment for services paid to a resident individual, the handling code must end with "T", except for "CX". This means that a T4A tax form will be attached to the cheque payment. For payments made to non-resident individuals performing services in Canada, the handling code must end with "F". This means that a T4ANR tax form will be attached to the cheque and sent to the payee. If an attachment is required with a cheque, the originator must prepare the attachment and forward it to Payment & Procurement Services together with the requisition. The handling code must end with "A" to denote that the cheque will be mailed with an attachment. For direct deposit, no attachments will be mailed to the payee along with the payment except for tax forms.	All

BELOW LINE INFORMATION AND CHARGES		
FIELD NAME	FIELD DEFINITION AND DESCRIPTION	APPLIES TO
Cheque Message	Optional. Enter a message here and it will be displayed on the cheque stub/EFT Advice to help the payee identify the payment. For payments with no vendor invoice #, include a brief description of what the payment is for to assist the payee in determining what has been paid. For handling codes starting with "P" for pick-up, enter the name of the person and phone number to call to let him/her know that the cheque is available for pick-up. For handling code "CD" or "CX", specify the name of the person, department name and location (campus address) where the cheque should be returned to.	All
	For payments to American Express, enter the account number of the credit card and name of cardholder in this field so that it will be displayed on the EFT Advice. The trip destination, duration, and purpose of the trip should be entered here. This will assist the payee in determining what the cheque payment is for.	Travel Smart Form
	Enter a brief description of the honorarium or payment for services to assist the payee in determining what the cheque payment is for.	Qreq-Tax Smart Form
Separate Cheque Required	Check (✓) this box if you do not want this payment to be included on a cheque with other payments to this vendor (i.e. a separate cheque payable to the vendor will be prepared for this payment only). To save time, money and the environment, use only when you use Handling Codes PN, PA, PT, CD or CX. Please do not check this box for direct deposit payments.	All
Special Notes (Required for "S" or "R" Funds)	Include in this field any additional information regarding the claim to aid in processing of the travel requisition, e.g. additional personnel that accompanied the traveller, different countries visited, and any other information that may explain the receipts attached.	Travel Smart Form
Purpose of Trip/Destination	Enter the purpose of trip and destination(s) travelled. This will not be printed on the cheque stub/EFT Advice.	Travel Smart Form
Authorization Print Name 1	Enter the name of the person who has authority to sign on the Dept ID or PG.	All
Authorization Print Name 2	If 2 signatures are required, enter the name of another person who has authority to approve payment. In most cases, this person is senior to the first signatory. Signature of the employee claimant's direct supervisor is required if the person signed on Authorizing Signature 1 does not have one-over-one signing authority.	All
Direct Supervisor, Supervisor's Title	Enter the name of the traveller's direct supervisor and his/her title.	Travel Smart Form
Traveller's Name	Enter the name of the traveller.	Travel Smart Form

10. Review the form to ensure that all entries are correct. Save the requisition form by clicking on the **Save** button. A Q-, TR-, H- Requisition Reference # will be assigned to the requisition. For invoices without an invoice number, the assigned Q-, TR-, H- Requisition Reference # will be entered by the system in the Invoice No. field if the letters Q, TR or H were entered into Invoice No. field as a placeholder. Make a note of the Q-, TR-, H- Requisition Reference # as it will be asked when you print the requisition form.

11. For the Travel requisition form, depending on the type selected, some line charges may be blocked from data entry.
12. For the Travel Claim type, all line charges are available for data entry, except for the Advance and Clearance lines. This is a sample of the Line Information and Charges section of the Travel Claim type.

Line Information and Charges

Default Speed Chart (will be inserted for all lines): Trip Type:

PST Self Assess? ☐

Curr	Amount	Canadian Equivalent	GST	PST	TRV if applicable	Expense Type	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/Grant(PG)	Alternate Vendor Number	
CAD	100	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline	HFQF	625000	G0000	532000		53G20001		
CAD	200	200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Car Rental	HFQF	625204	G0000	532000		53G20001		
CAD	300	300.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mileage	HFQF	625201	G0000	532000		53G20001		
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Transp	HFQF	625100	G0000	532000		53G20001		
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meals	HFQF	656100	G0000	532000		53G20001		
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entertainmen	HFQF	656000	G0000	532000		53G20001		
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accommodati	HFQF	625400	G0000	532000		53G20001		
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conference R	HFQF	627000	G0000	532000		53G20001		
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline	HFQF	625000	G0000	532000		53G20001		
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline	HFQF	625000	G0000	532000		53G20001		
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	HFQF	620000	G0000	532000		53G20001		
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	HFQF	620000	G0000	532000		53G20001		
	600.00	600.00	Total Expenses											
							Advance	HFQF	139400	G0000	532000		53G20001	
							Clearance	HFQF	131110	G0000	532000		53G20001	
			Net Amount to be Paid by Traveller OR											
		600.00	Net Amount to Traveller											

[More Lines](#)

} Greyed-out

13. For the Travel Advance type, only the Travel Advance line will be available for data entry, all other line charges will be blocked or greyed-out. The Travel Advance Amount must be entered as a positive number. This is a sample of the Line Information and Charges section of the Travel Advance type.

Line Information and Charges

Default Speed Chart (will be inserted for all lines): Trip Type:

PST Self Assess? ☐

Curr	Amount	Canadian Equivalent	GST	PST	TRV if applicable	Expense Type	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/Grant(PG)	Alternate Vendor Number	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline								
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Car Rental								
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mileage								
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Transp								
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meals								
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entertainmen								
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accommodati								
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conference R								
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline								
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline								
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:		620000						
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:		620000						
	0.00	0.00	Total Expenses											
CAD	1000	1000					Advance	HJDF	139400	G0000	632200		63G22000	
							Clearance	HJDF	131110	G0000	632200		63G22000	
			Net Amount to be Paid by Traveller OR											
	1000.00	1000.00	Net Amount to Traveller											

[More Lines](#)

} Greyed-out

14. For the Travel Clearance type, all line charges are available for data entry. The Travel Advance Amount must always be entered as a NEGATIVE amount.

15. If the advance is greater than the sum of the travel expenses, then the balance to be refunded is automatically calculated and shown in the lines Clearance and Net Amount To Be Paid By Traveller. The entry in the "Payment Amount" field should be "0". A copy of the Cash Receipt showing the payment from the traveller must be submitted together with the travel requisition. This is a sample of the Line Information and Charges section where the Travel Advance is greater than the Travel Clearance.

Line Information and Charges

Default Speed Chart (will be inserted for all lines): Trip Type:

PST Self Assess? ☐

Curr	Amount	Canadian Equivalent	GST if applicable	PST	TRV	Expense Type	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/Grant(PG)	Alternate Vendor Number
CAD	100	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline	HFQF	625000	G0000	532000		53G20001	
CAD	200	200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Car Rental	HFQF	625204	G0000	532000		53G20001	
CAD	300	300.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mileage	HFQF	625201	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Transp	HFQF	625100	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meals	HFQF	656100	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entertainmen	HFQF	656000	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accommodati	HFQF	625400	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conference R	HFQF	627000	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline	HFQF	625000	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline	HFQF	625000	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	HFQF	620000	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	HFQF	620000	G0000	532000		53G20001	
	600.00	600.00				Total Expenses							
CAD	-1000	-1000				Advance	HFQF	139400	G0000	532000		53G20001	
CAD	400.00	400.00				Clearance	HFQF	131110	G0000	532000		53G20001	
	400.00	400.00				Net Amount to be Paid by Traveller OR							
						Net Amount to Traveller							

[More Lines](#)

16. If the advance is less than the sum of the travel expenses, then the balance owing to the traveller is automatically calculated and shown in the line Net Amount To Traveller. A payment will be made to the traveller for this amount and the same amount should be entered in the "Payment Amount" field. This is a sample of the Line Information and Charges section where the Travel Advance is less than the Travel Clearance.

Line Information and Charges

Default Speed Chart (will be inserted for all lines): Trip Type:

PST Self Assess? ☐

Curr	Amount	Canadian Equivalent	GST if applicable	PST	TRV	Expense Type	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/Grant(PG)	Alternate Vendor Number
CAD	100	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline	HFQF	625000	G0000	532000		53G20001	
CAD	200	200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Car Rental	HFQF	625204	G0000	532000		53G20001	
CAD	300	300.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mileage	HFQF	625201	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Transp	HFQF	625100	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meals	HFQF	656100	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entertainmen	HFQF	656000	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accommodati	HFQF	625400	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conference R	HFQF	627000	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline	HFQF	625000	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline	HFQF	625000	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	HFQF	620000	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	HFQF	620000	G0000	532000		53G20001	
	600.00	600.00	Total Expenses										
CAD	-500	-500	Advance										
CAD			Clearance										
			Net Amount to be Paid by Traveller OR										
	100.00	100.00	Net Amount to Traveller										

[More Lines](#)

17. If the advance is equal to the sum of the travel expenses, then the balance owing or owed is nil (zero). This is a sample of the Line Information and Charges section where the Travel Advance is the same as the Travel Clearance.


Line Information and Charges

Default Speed Chart (will be inserted for all lines): Trip Type:

PST Self Assess? ☐

Curr	Amount	Canadian Equivalent	GST if applicable	PST	TRV	Expense Type	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/Grant(PG)	Alternate Vendor Number
CAD	100	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline	HFQF	625000	G0000	532000		53G20001	
CAD	200	200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Car Rental	HFQF	625204	G0000	532000		53G20001	
CAD	300	300.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mileage	HFQF	625201	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Transp	HFQF	625100	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meals	HFQF	656100	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entertainmen	HFQF	656000	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accommodati	HFQF	625400	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conference R	HFQF	627000	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline	HFQF	625000	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline	HFQF	625000	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	HFQF	620000	G0000	532000		53G20001	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	HFQF	620000	G0000	532000		53G20001	
	600.00	600.00	Total Expenses										
CAD	-600	-600	Advance										
CAD	0.00	0.00	Clearance										
	0.00	0.00	Net Amount to be Paid by Traveller OR										
			Net Amount to Traveller										

[More Lines](#)

18. Depending on the form used, the system will perform additional validation procedures when the  button is clicked. Error messages may appear if discrepancies are found.

a. Qreq-Tax Smart Form

- The SIN No. must be completed for resident individuals (i.e. when the non-resident box is blank and the individual box is checked √).
- The handling code must end with a T (i.e. only MT, CT, PT, CX are allowed) for resident individuals (i.e. when the non-resident box is blank and the individual box is checked √).
- The handling code must end with an F (i.e. only MF, CF, PF are allowed) for non-resident individuals and companies (non-resident box is checked √).
- These are the only valid account codes for Qreq-Tax Smart Forms.

Account	Description	Account	Description
565000	Performing artist fees-Cda-T4A	730000	Royalties-Cdn residents
566000	Performing artists-Non resident	730001	Royalties-Cdn Companies
598020	Empl Benefits-Living Allow T4A	731000	Royalties-Non residents
656220	Token of Appreciation	753000	Scholarship & bursary-Oth T4A
713001	Prof'l fees-Individuals T4A		
713005	Prof'l fees-NR contractor in CAN		

b. Travel Smart Form

- If the Travel Advance type is selected, only the Advance distribution line must be completed and the amount must be positive.
- If Travel Clearance is selected, the Advance distribution line must be completed and the amount must be negative. In addition, at least one other distribution line must be completed.
- Non-travel account codes cannot be entered here.

c. Qreq-NoTax Smart Form

- Travel and Qreq-Tax account codes cannot be entered here. Professional fees (713000) are allowed.

19. A sample of a completed requisition form with a Tracking Reference # is provided on the next page.

REQUISITION FOR PAYMENT

OREO-NOTAX | **TRAVEL** | **OREO-TAX** | **EDIT** | **PRINT** | **FMS INQUIRY**

Requisition Successfully Loaded Tracking ID: Q10000980

Vendor ID #: Location: Addr #:

Employee ID or Student #:

Payment Currency: *

Payment Method: *

Expense Currencies:

Canadian Dollar , CAD	>>>
US Dollar , USD	
Euro , EUR	
Afghanistan Afghani , AFA	
Albanian Lek , ALL	
Algerian Dinar , DZD	<<<

Selected Currencies:

Canadian Dollar , CAD

Payee (as it should read on the cheque): *

Address Lines: *

City: *

Province/State: *

Postal/Zip Code: *

Country: *

SIN:

GST Registration #:

Invoice #: *

Invoice Date: *

Payment Amount: *

GST Override Amount:

Line Information and Charges

Default Speed Chart (will be inserted for all lines): PST Self Assess? ☐

Curr	Amount	Canadian Equivalent	GST if applicable	PST	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/Grant(PG)	Alternate Vendor Number
CAD	85.5	85.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value=""/>						
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>						
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>						
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>						
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>						
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>						
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>						
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>						
		85.50	85.50	Totals							

[More Lines](#)

From (Dept): *

Direct Queries To: *

Phone # (ex: 604-555-1212 or 2-5252): *

Email:

Authorization

Print Name: *

Print Name 2 (if required):

Details of Payment or Summary of Attached Invoice: (max 254 char.)

Handling Code for Distribution of Cheque: *

Cheque Message:

Return to (if handling code = CD):

Separate Cheque? ☐

20. To create a new requisition, start with a BLANK form by clicking on the Qreq-NoTax, Travel, or Qreq-Tax tab at the top of the page. If the Tracking Reference # is shown on the form when you enter a new requisition, the system will assume that you want to make changes to the current requisition, rather than create a new one.



Exercise:

Create the following requisitions:

Requisition 1: Qreq-NoTax

Requisition 2: Travel Claim

Requisition 3: Qreq-Tax

Practice Exercise for Requisition 1: Qreq-NoTax

*** Exercise for Q Requisition ***

Invoice

Printing House Ltd.
818 West Broadway
Vancouver, BC V5Z 1J8

Phone: 604.299.1617

Fax: 604.299.1718

Invoice Number: 27798 - Your Initial
Invoice Date: 7/12/2013

Bill To: UBC Financial Services
305 - 2075 Westbrook Mall
Vancouver, V6T 1Z1

Description	Price
100 Postcard Imprints	36.60
5% GST	1.83
7% PST	2.56
Balance Due	40.99

GST # 133274241

Note:
Pls put your initial as the suffix
to the Invoice # to make it unique

Charge to:
SpeedChart EBXT
Account Code 641600

Suggested Answer on Page 75

Practice Exercise for Requisition 2: Travel Claim

*** Exercise for Travel Requisition ***

Name: **Chandler, Michael**
Department: Peter Wall Institute for Advanced Studies
University Centre
6331 Crescent Road
Vancouver, BC
V6T 1Z2
Invoice Date: 12-Jul-13

Conference in London, UK from Jul 5 to 10, 2013 (SpeedChart CHFJ)

		CAD	Notes
Airfare		1,200.00	1
Booking Fee (GST incl.)		36.75	
Taxi (To and from Vancouver Airport)		50.00	2
Meal per diem USD 60.00 x 6	USD	360.00	3
Accommodation	British Pound	400.00	
Conference Registration	EUR	100.00	

I would like to pick up my cheque from Finance. Please have them to call my local at 2-2211 when the cheque is ready.

Notes:

1. International airfare is not GST applicable
2. Taxi fare is GST included
3. Meal per diem Rate is US\$80.00/day for travelling within United States and other countries under UBC Policy 83

Suggested Answer on Page 76

Practice Exercise for Requisition 3: Qreq-Tax

*** Exercise for Honorarium ***

Donald Duck
1234 West 7th Avenue
Vancouver, BC
V6K 2C6
SIN # 729 814 814

INVOICE

DATE: 01-Jul-13
PROJECT: Drummond / Mapping Marriage Law in Spanish Gitano Communities
WORK DONE: Proofreading
RATE: \$ 600.00 / project
TOTAL DUE: \$600.00

Notes:
- This vendor does not exist in the data base
- Pls identify the status of the Payee

Charge to: CHFJ
SpeedChart

Suggested Answer on Page 77

PRINT REQUISITIONS

There are two options to print requisition forms.

- PDF format – This is the preferred option. This is generated through FMS nQuery – Print Form tab in pdf format. However, currently, it is limited to only ten line charges. Hence, if the requisition contains more than ten line charges, then the HTML format option must be used.
- HTML format – The print function in the web browser is used to print the requisition form in html format. This print option must only be used if the requisition contains more than ten line charges.



PDF Format

1. In FMS nQuery menu, click on Smart Forms.

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Smart Forms](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

Good afternoon, **Allison See**. Welcome to FMS nQuery!

You can now download [2004 Tri-Council Research Statements \(Form 300\)](#) in Microsoft Word format.

You can also download [Over/Under Reports](#) in Microsoft Excel format. Please be advised the new link to the Over/Unders site has changed. If you have any questions or concerns, please contact Ray McNichol at 822-5770 or mcnichol@finance.ubc.ca

Chartfields	To look up the FMS chartfields and speedchart. This link allows you to browse the FMS account structure and other FMS chartfields such as P/G, Department, Fund as well as Program. You can also use speedchart inquiry to search speedchart.
Cash Receipt	Deposit form for making bank deposits. FMS is automatically updated from the information on the form.
Accounts Payable	To look up your Accounts Payable Vendors and Vouchers. You will be able to search for a vendor to check its address or check that status of pending payments to this vendor.
General Ledger	To look up your general ledger summary and journal entry. You will be able to retrieve the ledger summary by entering a set of chartfields and defining the scope of your search. Or you can use the journal inquiry panel to search a journal entry by either journal id or UBC reference number.
Payroll	To look up Project/Grant Summary Actuals, YTD Actuals, Commitments and Benefits Charges. You can also lookup Employee Details for a particular Account or Employee.
Purchasing	To look up your purchase order.
Security	For FMS nQuery administrators to manage access security. You will be able to lookup your own security administration profile and grant other user access privilege. [FMS nQuery Administrators Only]
Misc	To look up exchange rate and FMS nQuery administrator of your department.
Update Zone	To update attributes of department and project grant. [FMS nQuery Administrators and Project Managers Only]
My Profile	To update your personal information and view your access privilege.

2. To print requisitions, click on

[Print/Review Form](#)

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Smart Forms](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

Smart Forms

[Please click here: How to process TriCouncil Travel Expenses](#)

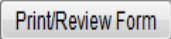
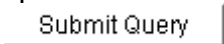
[Please click here: FIA Requirement and Alternate Vendor ID field](#)

The Smart Forms are used to enter Qreqs, Travel and Honorarium expenses. Please click

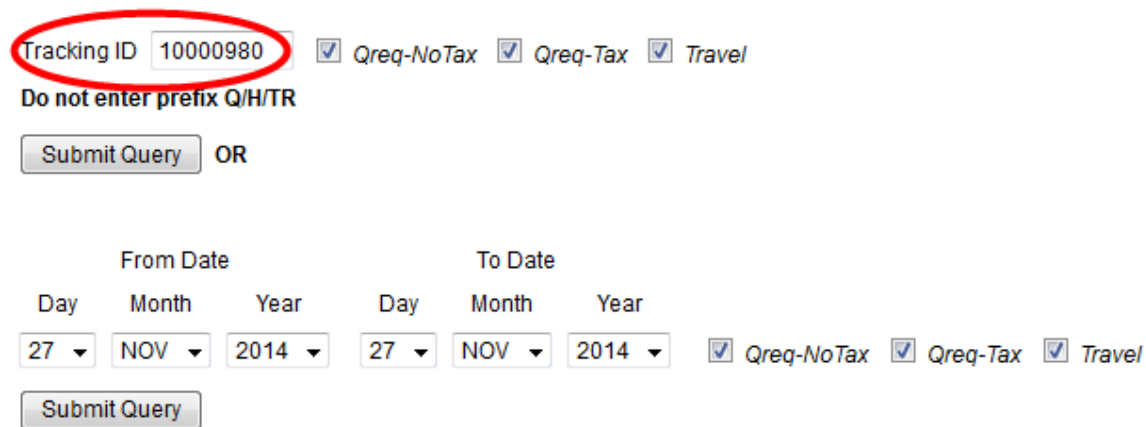
Smart Forms	To create/ edit Q, Travel and Honorarium Smart Forms.
Print/Review Form	To print/ review/ delete Smart Forms.
Documentation	To download the Training Manual for Campus users.

3. If you are anywhere in the Requisition Processing application, choose the PRINT tab (please see below).



4. Both the PRINT tab in the Requisition Processing application and the  button in FMS nQuery will take you to the Smart Forms Print page. There are two options to choose from. You can enter the Tracking ID No. and click on the  button. The Tracking ID No. must not have any letter-prefix.

Smart Forms



Tracking ID ☒ Qreq-NoTax ☒ Qreq-Tax ☒ Travel

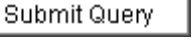
Do not enter prefix Q/H/TR

OR

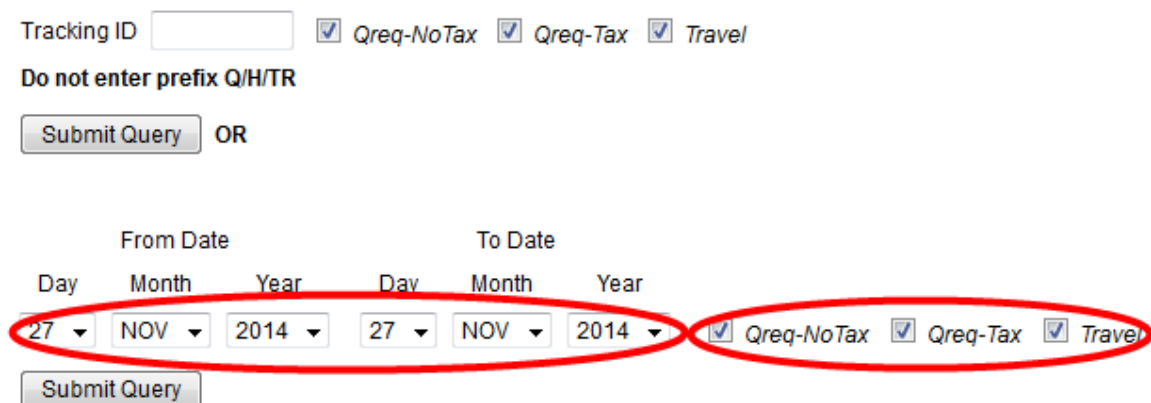
From Date To Date

Day Month Year Day Month Year

27 NOV 2014 27 NOV 2014 ☒ Qreq-NoTax ☒ Qreq-Tax ☒ Travel

5. Or you can choose the inclusive dates when the requisition was created and click on the  button. To limit the number of requisitions retrieved, you can check (✓) the applicable box for Qreq-NoTax, Travel, or Qreq-Tax.

Smart Forms



Tracking ID ☒ Qreq-NoTax ☒ Qreq-Tax ☒ Travel

Do not enter prefix Q/H/TR

OR

From Date To Date

Day Month Year Day Month Year

27 NOV 2014 27 NOV 2014 ☒ Qreq-NoTax ☒ Qreq-Tax ☒ Travel

6. If you choose to enter the Tracking ID, only this requisition will be retrieved.

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Smart Forms](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

Smart Forms

FMS Smart Forms - SF Search



Tracking ID	Req. Type	Payee Name	Date Entered	Date Received	Date Processed	Vendor ID	Employee ID	Total Amount	Queries To
10000980	Q	SEE,ALLISON	20-JUN-05	05-JUL-05	06-JUL-05	E3958442	E3958442	85.50	Allison See

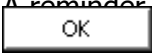
7. If you're not sure what your requisition Tracking ID is, or if you want to print a previously submitted requisition, choose the inclusive date option. All requisitions entered during those dates will be shown. You can click on the Tracking ID link and print your requisitions from there. If you choose to enter the inclusive dates, multiple requisitions will be retrieved.

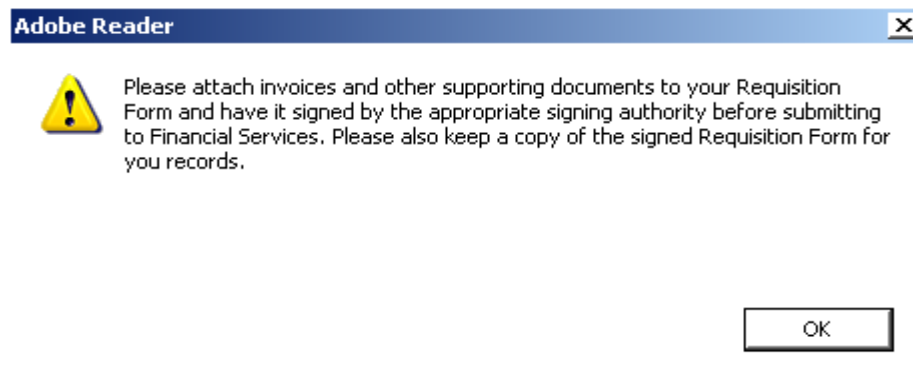
Smart Forms

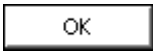
FMS Smart Forms - SF Search

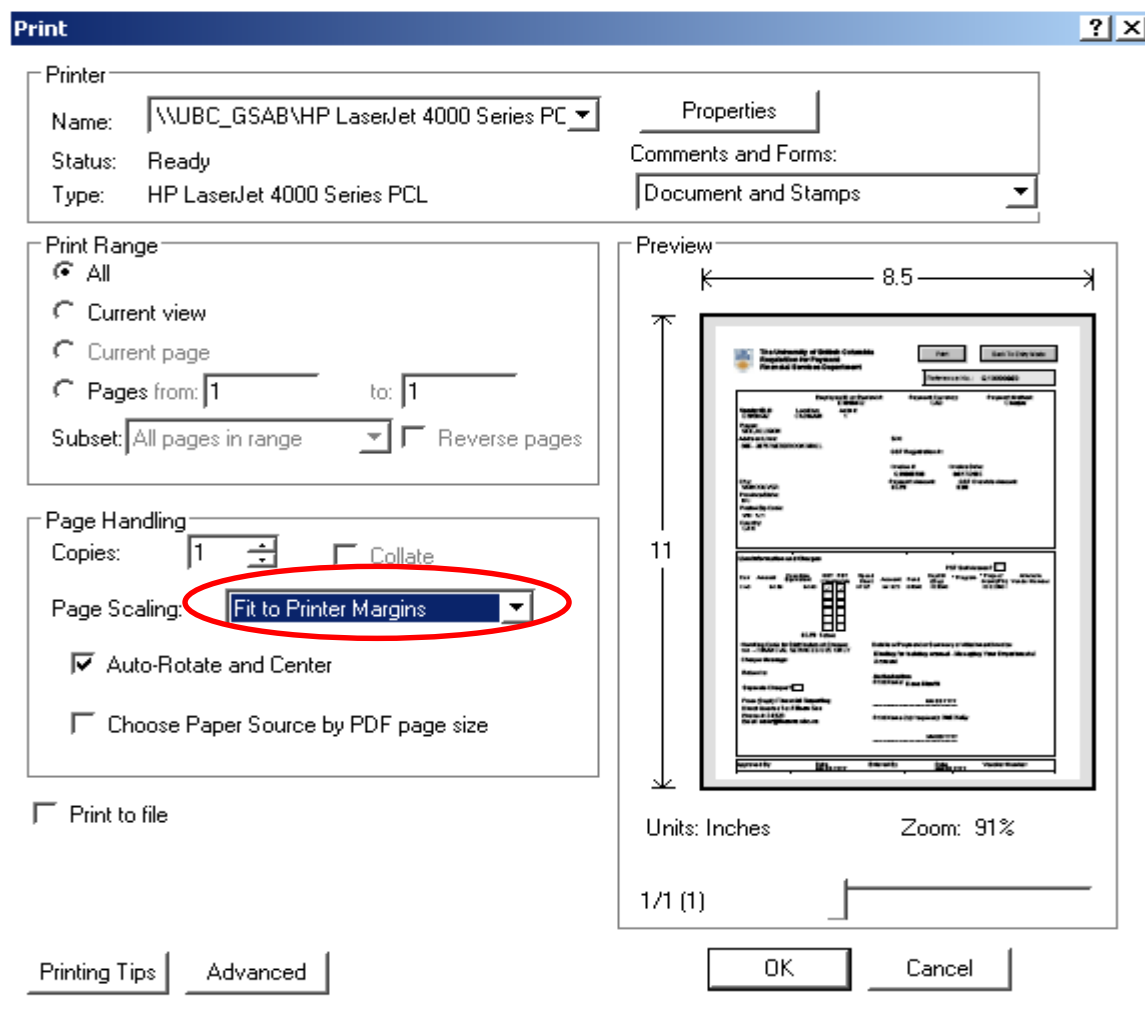
Tracking ID	Req. Type	Payee Name	Date Entered	Date Received	Date Processed	Vendor ID	Employee ID	Total Amount	Queries To
10000982	TR	SEE,ALLISON	20-JUN-05	05-JUL-05	05-JUL-05	E3958442	E3958442	720.03	Allison See
10000980	Q	SEE,ALLISON	20-JUN-05	05-JUL-05	06-JUL-05	E3958442	E3958442	85.50	Allison See
10000979	Q	ROGERS WIRELESS INCORPORATED	20-JUN-05	28-JUN-05	28-JUN-05	0000059210		86.93	Nancy Kwan
10000977	Q	PATRICK MOORE	20-JUN-05	28-JUN-05		E5466598		1,726.37	RADICY BRALETIC
10000976	Q	GRAND AND TOY LIMITED	20-JUN-05	22-JUN-05	24-JUN-05	0000009348		29.64	An Keylock

8. Click on the Tracking ID to retrieve the requisition. Note that you can only retrieve the requisition that you have entered. You will not be able to retrieve the requisitions entered by a different user.
9. Once the requisition form has loaded in PDF format, click on the  button to print the requisition. Or you can also click on the  button to return to FMS nQuery (please see below/next page).

10. A reminder note will be shown after you click on the Print button. Click the  button to continue.



11. You will be taken to the Print window. Change Page Scaling to "Fit to Printer Margins". Click on the  button to print the form.

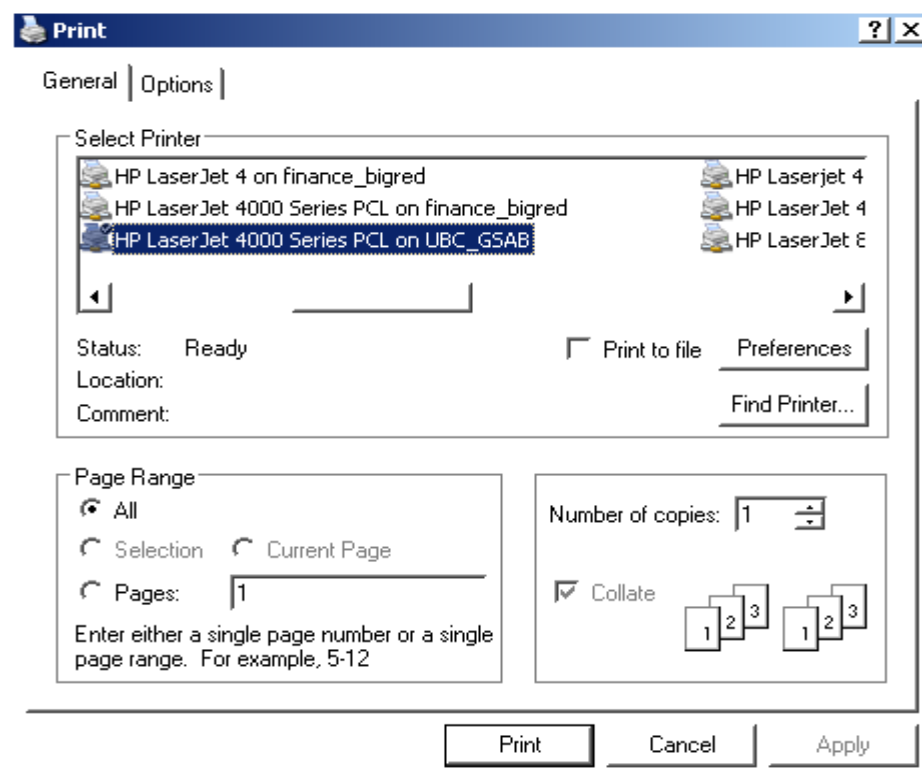
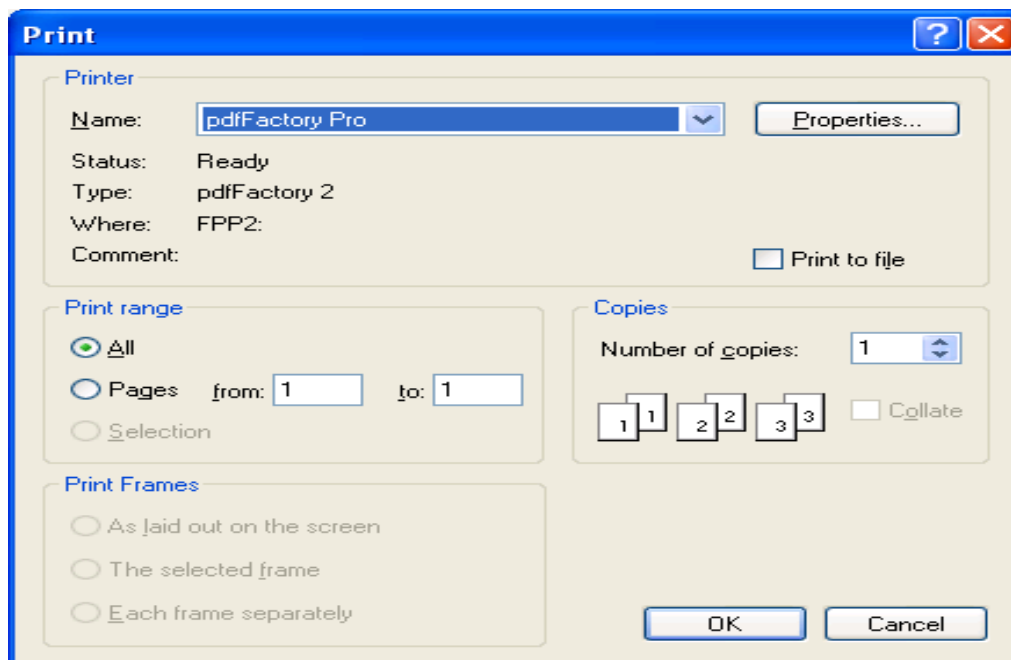


12. Currently, requisitions with a maximum of 10 lines can be printed in PDF format using the FMS nQuery – Print button. If your requisition form has 11 lines or more, you will have to print using your internet browser (HTML format).

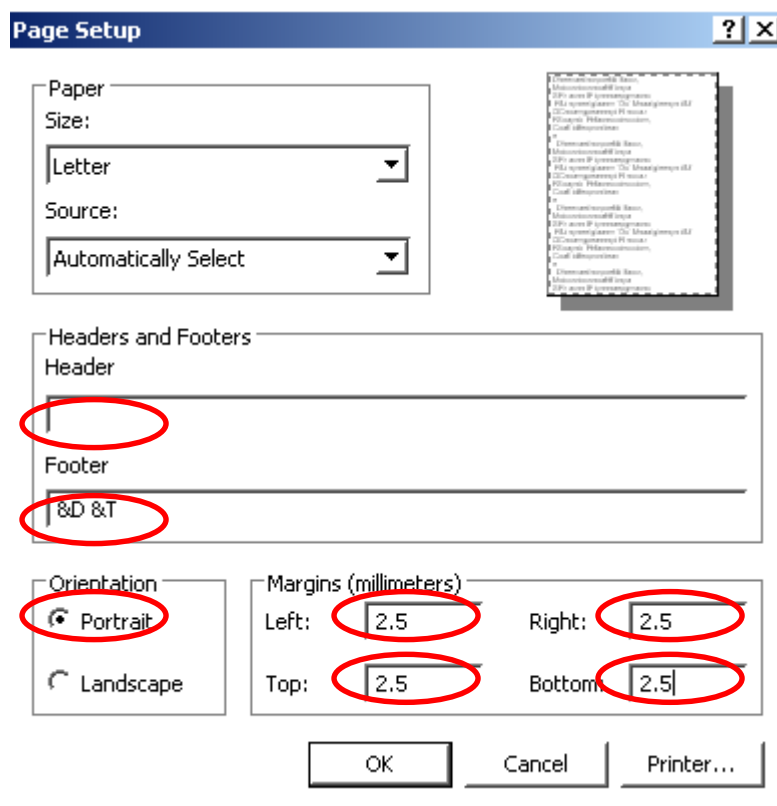
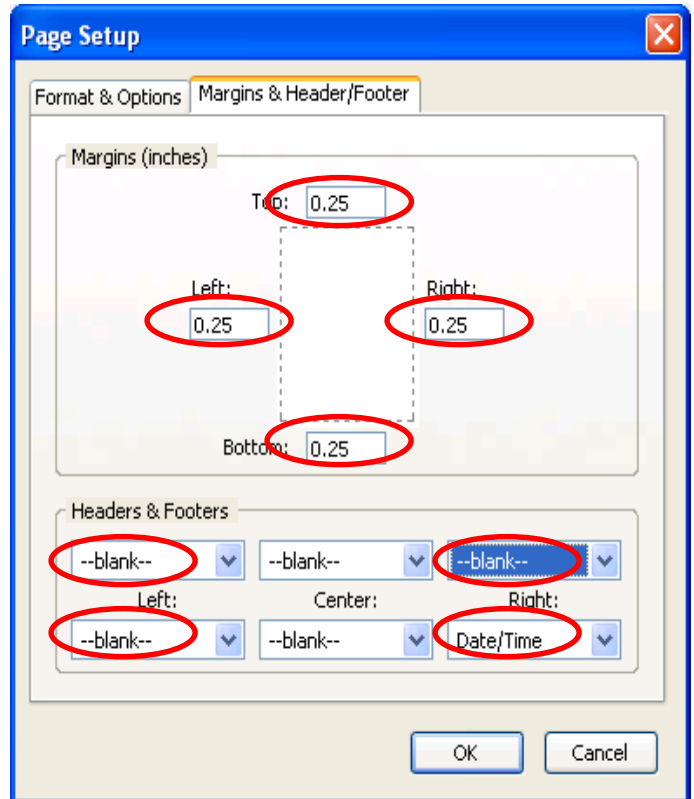
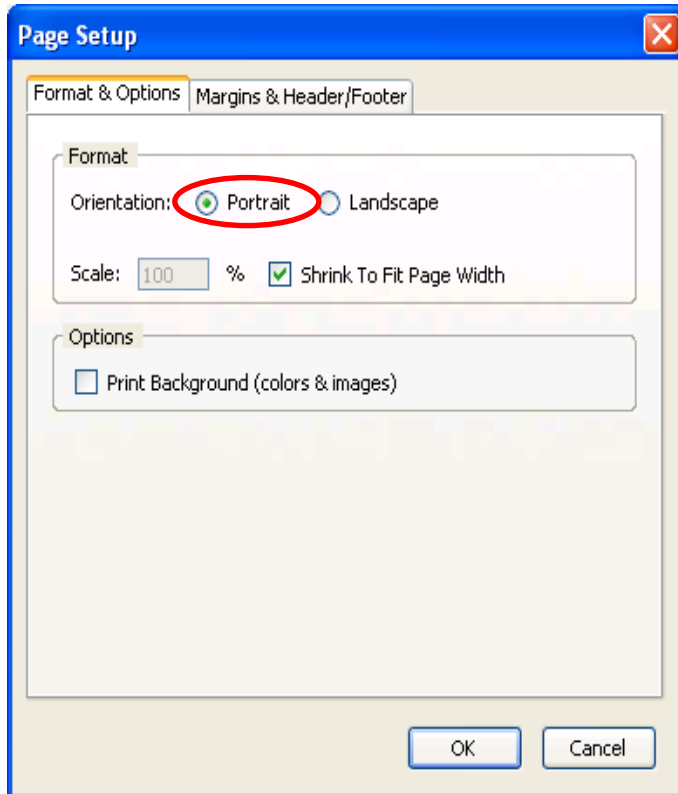


HTML Format

1. After the requisition has been created, and while the Tracking Reference # is still visible, you can print the requisition form by clicking on File --> Print in your browser.
2. Depending on the version of your browser, you will get this Print window.



- To enhance print output, change the default setting in your Page Setup to the following:



4. This is a sample of a printed Qreq-NoTax Smart Form using the browser button (HTML format).



Requisition For Payment

Q10000077

Vendor ID #: 0000035509 Location: 000001 1 Addr #: 1 Employee ID or Student #: Payment Currency: Canadian Dollar . CAD Payment Method: Cheque
Payee (as it should read on the cheque): MDS METRO LABORATORY SERVICES SIN: GST Registration #:
Address Lines: 3680 GILMORE WAY Invoice #: 424432039 Invoice Date: 03/31/2005 Payment Amount: 20.0 GST Override Amount:
City: BURNABY Province/State: BC Postal/Zip Code: V5G 4V8 Country: CAN

Line Information and Charges

PST Self Assess? ☐

Curr	Amount	Canadian Equivalent if applicable	GST	PST	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/Grant(PG)	Alternate Vendor Number
CAD	20.0	20.0	<input type="checkbox"/>	<input type="checkbox"/>							
	20.00	20.00									Totals

From (Dept):

Direct Queries To:

Email:

Authorization

Print Name:

MM DD YYYY

Print Name 2 (if required):

Details of Payment or Summary of Attached Invoice:

LAB CHARGES

Handling Code for Distribution of Cheque:

MA - Mail with Attachment

Cheque Message:

Return to:

Separate Cheque? ☐

OFFICE USE ONLY

Approved By	Date MM DD YYYY	Entered By	Date MM DD YYYY	Voucher Number
-------------	--------------------	------------	--------------------	----------------

May 6, 2005 17:41:15 PM



Other

1. There are fields in the printed form that are not shown in the web-based requisition forms (Smart Forms). These fields are explained below.

ADDITIONAL FIELDS IN PRINTED REQUISITIONS		
FIELD NAME	FIELD DEFINITION AND DESCRIPTION	APPLIES TO
Authorizing Signature 1 & Date 1	Signature of person authorized to sign on the Dept ID or P/G and the date approved.	All
Authorizing Signature 2 & Date 2	Signature of the second person authorized to sign on the Dept ID or P/G; or signature of the employee claimant's direct supervisor if the person signed on Authorizing Signature 1 does not have one-over-one signing authority.	All
Number of Days	This is a system-calculated field which shows the no. of days of the trip duration.	Travel
Traveller's Signature & Date	Signature of the traveller and the date signed.	Travel
Direct Supervisor's Signature & Date	Signature of the traveller's direct supervisor who authorized the trip and the date signed.	Travel
REQUISITION PROCESSING USE ONLY		
Approved by	Initials of person who reviewed the data.	All
Date	The date the person checked the requisition.	All
Entered by	Initials of person who uploaded the data into FMS.	All
Date	FMS Data Entry Use. The date the person uploaded the data into FMS.	All
Voucher Number	Write the system-assigned voucher number here.	All

2. Obtain the appropriate signatures on the requisition form and attach all necessary supporting documents. Note that the traveller must sign on the travel requisitions. Supporting documentation includes evidence of the cost of purchases and the receipt of goods or services. Complete and attach a Lost Receipt form in case of missing receipts/invoices.
3. Submit the original requisition form with original signature(s) and all original supporting documents to Payment & Procurement Services.



Tips:

- ❖ Keep a copy of the signed requisition and supporting documents for your records before the original documents are sent to Payment & Procurement Services. The requisition reference number will be used to inquire on the status of the requisition online (refer to Chapter 9). Once the requisition has been paid, the requisition can be filed in individual ledgers.
- ❖ Take note of all travel advance requests sent to Payment & Procurement Services. The travel advance amount is needed when a requisition for travel advance clearance is prepared. The Travel Requisition Reference # is required to be included in the clearance.
- ❖ Please make sure the Adobe Acrobat Reader installed on your computer is v. 6.0 or higher and it's properly installed.
- ❖ Please do not enter unmatched parenthesis, i.e. only "(" or ")", or special characters/symbols in any of the entry fields. The system cannot create a PDF file if they are used.
- ❖ If the Tracking ID in the Smart Forms Print page is not highlighted and underlined (i.e. if the Tracking ID is not a hyperlink), that means the line charges are more than 10. You may go back to the EDIT Tab, enter the Tracking ID, load the requisition form and print it out in HTML format by clicking on File --> Print in your browser.

DELETE REQUISITIONS

Campus users have the ability to delete their own requisitions as long as the back-up documents have not yet been received by Payment & Procurement Services. Users will not be able to delete requisitions created by another user.

Once a requisition is deleted, it can never be retrieved again. So the user must be absolutely certain that the requisition is not needed before actually deleting it. The most common reason for deleting a requisition is because it is a duplicate.



Procedure

1. In FMS nQuery menu, click on Smart Forms.

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Smart Forms](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

Good afternoon, **Allison See**. Welcome to FMS nQuery!

You can now download [2004 Tri-Council Research Statements \(Form 300\)](#) in Microsoft Word format.

You can also download [Over/Under Reports](#) in Microsoft Excel format. Please be advised the new link to the Over/Unders site has changed. If you have any questions or concerns, please contact Ray McNichol at 822-5770 or mcnichol@finance.ubc.ca

Chartfields	To look up the FMS chartfields and speedchart. This link allows you to browse the FMS account structure and other FMS chartfields such as P/O, Department, Fund as well as Program. You can also use speedchart inquiry to search speedchart.
Cash Receipt	Deposit form for making bank deposits. FMS is automatically updated from the information on the form.
Accounts Payable	To look up your Accounts Payable Vendors and Vouchers. You will be able to search for a vendor to check its address or check that status of pending payments to this vendor.
General Ledger	To look up your general ledger summary and journal entry. You will be able to retrieve the ledger summary by entering a set of chartfields and defining the scope of your search. Or you can use the journal inquiry panel to search a journal entry by either journal id or UBC reference number.
Payroll	To look up Project/Grant Summary Actuals, YTD Actuals, Commitments and Benefits Charges. You can also lookup Employee Details for a particular Account or Employee.
Purchasing	To look up your purchase order.
Security	For FMS nQuery administrators to manage access security. You will be able to lookup your own security administration profile and grant other user access privilege. [FMS nQuery Administrators Only]
Misc	To look up exchange rate and FMS nQuery administrator of your department.
Update Zone	To update attributes of department and project grant. [FMS nQuery Administrators and Project Managers Only]
My Profile	To update your personal information and view your access privilege.

2. The Delete button is included in the print option, hence you need to click on

[Print/Review Form](#)

to access it.

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Smart Forms](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

Smart Forms

[Please click here: How to process TriCouncil Travel Expenses](#)


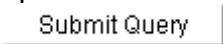
[Please click here: FIA Requirement and Alternate Vendor ID field](#)

The Smart Forms are used to enter Qreqs, Travel and Honorarium expenses. Please click

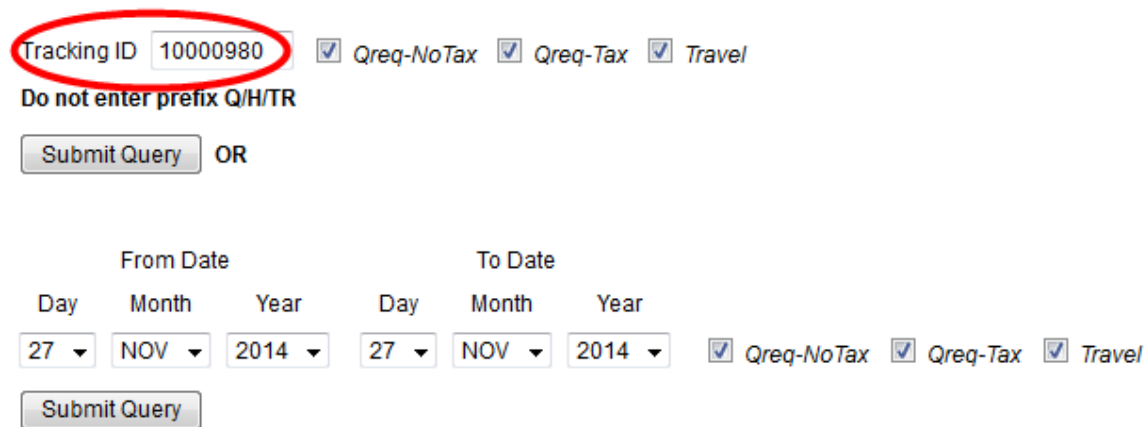
Smart Forms	To create/ edit Q, Travel and Honorarium Smart Forms.
Print/Review Form	To print/ review/ delete Smart Forms.
Documentation	To download the Training Manual for Campus users.


3. If you are anywhere in the Requisition Processing application, choose the PRINT tab (please see below).



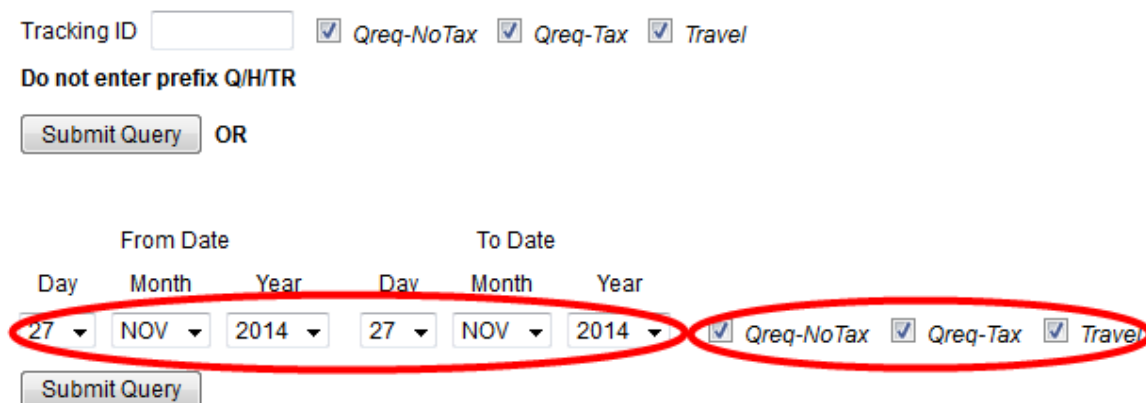
4. Both the PRINT tab in the Requisition Processing application and the  button in FMS nQuery will take you to the Smart Forms Print page. There are two options to choose from. You can enter the Tracking ID No. and click on the  button. The Tracking ID No. must not have any letter-prefix.

Smart Forms



5. Or you can choose the inclusive dates when the requisition was created and click on the  button. To limit the number of requisitions retrieved, you can check (✓) the applicable box for Qreq-NoTax, Travel, or Qreq-Tax.

Smart Forms



6. If you choose to enter the Tracking ID, only this requisition will be retrieved. If the back-up documents for the requisition have not yet been received by Payment & Procurement Services, you will see the Delete link at the very last column (please see below). However, if the back-up documents for the requisition have been received by Payment & Procurement Services, you will not see this Delete link anymore.

Smart Forms

FMS Smart Forms - SF Search

Tracking ID	Req. Type	Payee Name	Date Entered	Vendor ID	Employee ID	Total Amount	Queries To
10001631	TR	SEE,ALLISON	01-SEP-05	E3958442		485.96	Allison Delete

7. If you're not sure what your requisition Tracking ID is, choose the inclusive date option. All requisitions entered during those dates will be shown. If a different user entered the requisition, you will not see the Delete link (please see below).

Smart Forms

FMS Smart Forms - SF Search

Tracking ID	Req. Type	Payee Name	Date Entered	Vendor ID	Employee ID	Total Amount	Queries To
10001672	Q	NUNN,NATHAN	01-SEP-05	E3421635		813.06	An Keylock
10001671	TR	Cima Cina	01-SEP-05			91.50	Roseanne
10001670	Q	GRAND AND TOY LIMITED	01-SEP-05	0000009348		210.89	An Keylock
10001669	TR	GRAND,STEPHANIE	01-SEP-05	S23131022		542.05	Helen Man
10001668	Q	TELUS MOBILITY	01-SEP-05	0000071440		37.45	Helen Man
10001667	Q	ARAMARK REFRESHMENT SERVICES	01-SEP-05	0000083666		75.30	Chee
10001654	TR	ADEM,MELANIA	01-SEP-05	0000125099	E3568411	872.99	Chee
10001645	TR	GRAND,STEPHANIE	01-SEP-05	S23131022		542.05	Helen Man
10001631	TR	SEE,ALLISON	01-SEP-05	E3958442		485.96	Allison Delete
10001500	TR	Ruan, YongBin	01-SEP-05			568.64	Chee

Please click on the Tracking ID to retrieve the Smart Form

8. If you are certain that the requisition needs to be deleted, click on the Delete link. You will be asked to confirm that you want to delete the requisition. Click Delete if you want to proceed, or Cancel to go back.

Smart Forms

FMS Smart Forms - SF Delete Requisition Entry

Are you sure you want to delete this entry **10001011**?

[Delete](#) [Cancel](#)

9. If you choose Delete, the requisition record will be deleted in its entirety and you will not be able to retrieve it again.

EDIT REQUISITIONS

Users can still edit their requisitions at any time as long as the back-up documents have not yet been received by Payment & Procurement Services. After the department of Payment & Procurement Services has received the back-up documents, the requisitions can only be viewed by users, and no edits will be allowed.

When editing a requisition, ensure that the latest version is printed afterwards. This should bear the signature of the authorized signatory and be submitted to Payment & Procurement Services together with the back-up documents.



Procedure:

1. To edit a requisition, choose EDIT from the Requisition Smart Forms Page.

REQUISITION SMART FORMS QREQ-NOTAX | QREQ-TAX | TRAVEL | **EDIT** | PRINT | FMS NQUERY

Financial Services Department
Requisition Smart Forms

As of 1st April 2013 HST will be coming to an end in BC. Any SmartForm received in the Payment and Procurement Services Office after 31st March will not be eligible for rebates on the provincial portion of HST. Please submit your HST applicable payment requisitions as early as possible. For our current turn-around time, please contact our Procure-to-Pay Client Services Team.

Please select the type of requisition you would like to enter:

- [Requisition for Payment \(Qreq-NoTax\)](#)
- [Qreq-Tax](#)
- [Travel Requisition](#)

2. The following screen will appear. Enter the Requisition # (without the letter-prefix) and click on the **Load** button.

LOAD EXISTING REQUISITION QREQ-NOTAX | QREQ-TAX | TRAVEL | **EDIT** | PRINT | FMS NQUERY

Load Existing Requisition

Requisition #: **Load**

3. The requisition will be loaded onto the screen. Make the necessary corrections and click on the **Save** button at the bottom of the requisition. Note that the **Save** button will not appear if the requisition has already been received by Payment & Procurement Services. Even if changes were made to this requisition, these changes cannot be saved.
4. Print the requisition form again after changes have been made. Payment & Procurement Services must have a copy of the latest requisition form in order to do manual updates.

SEARCH FOR VENDOR ID AND LOCATION

To assist in the creation of requisitions, the payee's address fields are auto-populated whenever the Vendor ID is entered. It is highly recommended that users of web-based requisition forms (Smart Forms) enter the Vendor ID as this will also facilitate the processing of these requisitions in Payment & Procurement Services.

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 online (FMS Certified) departments/faculties have access to FMS Live. However, most users have access to FMS nQuery.

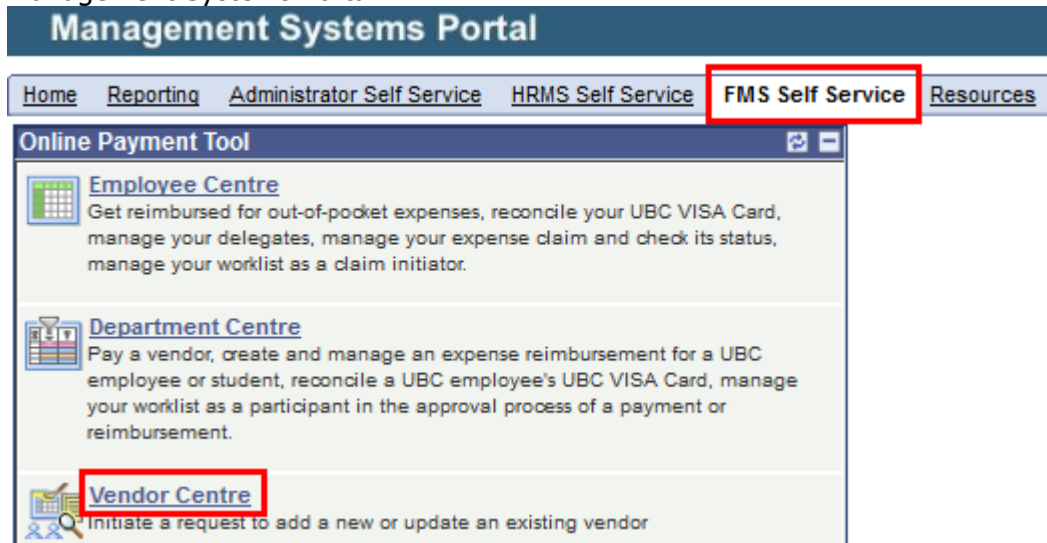
There are three general types of Vendor IDs:

- Regular Vendor – The Vendor ID is a 10-digit numeric code with leading zeroes.
- Employee – The Employee-Vendor ID is prefixed by an "E" plus the 7-digit Employee ID. Employee Vendor ID must be used in order to get payment by direct deposit.
- Student – The Student-Vendor ID is prefixed by an "S" plus the 8-digit Student ID.

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 document on the [Finance website](#) for further instructions. You can find the document under OPT Learning Resources on the Finance website. Go to www.finance.ubc.ca, click on [OPT](#) (Online Payment Tool) on the top right of the page, then click on [Learning Resources](#), under Finance & Admin Staff locate the document titled "[Searching, Adding or Changing Vendor Information Using the Vendor Centre](#)". You will also find some helpful tips in the document titled "[Vendor Centre Smart Search Tips](#)" on the same webpage.
3. If the vendor ID is found in the Vendor Centre, note this number down along with the address sequence number so that you can enter this information into the appropriate fields on your Smart Form. If the vendor ID or address is not found, then submit a vendor request via the Vendor Centre first. Once the new vendor or address is approved and set up, record the vendor ID and address sequence number in the designated fields on your Smart Form.

Search via FMS nQuery

1. To search for a vendor ID and location in FMS nQuery, click on FMS nQuery (FMIS on the Web) when you log on to the Management Systems Portal via CWL.

The screenshot shows the Management Systems Portal interface. The top navigation bar includes the UBC logo, the title 'THE UNIVERSITY OF BRITISH COLUMBIA FINANCE AND HUMAN RESOURCES Management Systems Portal', the date '4:06 PM Thu, Dec 9, 04', and links for 'Home' and 'Sign out'. Below the navigation bar, there are tabs for 'Applications' and 'Resources'. The 'Resources' tab is active, showing a 'Support and Troubleshooting' section on the left and a 'Financial Applications Home' section on the right. In the 'Financial Applications Home' section, the link 'FMS nQuery (FMIS on the Web)' is circled in red. Other links in this section include 'FMS Live', 'Online Cash Receipts', 'Over Under Reports', 'Month End Reports', 'Tricouncil Reports by DeptID', 'Tricouncil Reports by PG', and 'FMS Reports Library'.

2. Select Accounts Payable from the FMS nQuery Menu.

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]


Chartfields	To look up the FMS chartfields and speedchart. This link allows you to browse the FMS account structure and other FMS chartfields such as P/O, Department, Fund as well as Program. You can also use speedchart inquiry to search speedchart.
Cash Receipt	Deposit form for making bank deposits. FMS is automatically updated from the information on the form.
Accounts Payable	To look up your Accounts Payable Vendors and Vouchers. You will be able to search for a vendor to check its address or check that status of pending payments to this vendor.
General Ledger	To look up your general ledger summary and journal entry. You will be able to retrieve the ledger summary by entering a set of chartfields and defining the scope of your search. Or you can use the journal inquiry panel to search a journal entry by either journal id or UBC reference number.
Payroll	To look up Project/Grant Summary Actuals, YTD Actuals, Commitments and Benefits Charges. You can also lookup Employee Details for a particular Account or Employee.
Purchasing	To look up your purchase order.
Security	For FMS nQuery administrators to manage access security. You will be able to lookup your own security administration profile and grant other user access privilege. [FMS nQuery Administrators Only]
Misc	To look up exchange rate and FMS nQuery administrator of your department.
Update Zone	To update attributes of department and project grant. [FMS nQuery Administrators and Project Managers Only]
My Profile	To update your personal information and view your access privilege.

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

Accounts Payable

[[FMS Vendors & Vouchers](#) | [Voucher search by UBC Requisition #](#) | [Voucher Distribution](#) | [Cheque Inquiry](#)]

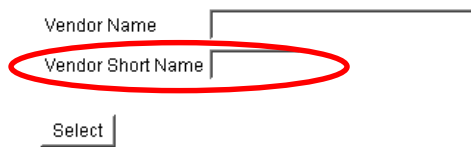
FMS Vendors & Vouchers	To lookup the vendor number, contact information or search for payments made to a FMS Vendor.
Voucher search by UBC Requisition #	To lookup voucher by UBC Requisition #.
Voucher Distribution	To lookup voucher distribution by voucher id.
Cheque Inquiry	To lookup cheque information and its associated voucher(s).

4. Alternatively, in a blank Smart Form, click the FMS nQuery link  next to the Vendor ID # field to search for the Vendor ID and Address.

5. The FMS Vendor Search screen will appear.

FMS Vendor Search

Use the following query to 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

6. Search for vendor ID by entering the short name or the full name. Short name is a search key composed of 6 characters.

- Company: 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.
- Individual: The short name is the first 3 characters of the last name followed by the first 3 characters of the first name.

7. Enter the short name in the "Vendor Short Name" field or the vendor name in the "Vendor Name" field and click on the  button.

FMS Vendor Search

Use the following query to 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

Accounts Payable - Vendor

Vendor ID Vendor Short Name Vendor Name

0000010803 IKOCAP-001

IKON CAPITAL,

[Show Address](#) [Search Vouchers](#)

8. The following information will appear if we enter GRATOY in the "Vendor Short Name" field.

Accounts Payable

[\[FMS Vendors & Vouchers \]](#) [\[Voucher search by UBC Requisition # \]](#) [\[Voucher Distribution \]](#) [\[Cheque Inquiry \]](#)

Accounts Payable - Vendor

Vendor ID	Vendor Short Name	Vendor Name	Vendor Payment Type	
0000009348	GRATOY-001	GRAND AND TOY LIMITED,		Show Address Search Vouchers
0000009380	GRATOY-003	GRANVILLE TOYOTA,		Show Address Search Vouchers

9. To find out the default payment method, look under "Vendor Payment Type". If the vendor is set up for direct deposit, then "EFT" will appear for Canadian payables (see below), and "ACH" 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).

FMS nQuery Menu

[\[Chartfields \]](#) [\[Cash Receipt \]](#) [\[Smart Forms \]](#) [\[Accounts Payable \]](#) [\[General Ledger \]](#) [\[Payroll \]](#) [\[Purchasing \]](#) [\[Security \]](#) [\[Misc \]](#) [\[UPDATE Zone \]](#) [\[My Profile \]](#)

Accounts Payable

[\[FMS Vendors & Vouchers \]](#) [\[Voucher search by UBC Requisition # \]](#) [\[Voucher Distribution \]](#) [\[Cheque Inquiry \]](#)

Accounts Payable - Vendor

Vendor ID	Vendor Short Name	Vendor Name	Vendor Payment Type	
0000135271	INTAQU-001	INTEGRATED AQUA SYSTEMS INC.,	ACH	Show Address Search Vouchers
0000004134	CANACA-002	CANADIAN ACADEMY OF ENGINEERING,	EFT	Show Address Search Vouchers

10. 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 wildcard before or after the keyword so that the system will provide a list of vendors containing the keyword entered anywhere in the vendor name. For example, if "%IKON" is entered in the "Vendor Name" field, the system will list the following vendors.

FMS Vendor Search

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

Accounts Payable - Vendor

Vendor ID	Vendor Short Name	Vendor Name	Vendor Payment Type
0000010805	IKOOF-002	IKON OFFICE SOLUTIONS INC.,	Show Address Search Vouchers
0000015940	NIKCAN-002	NIKON CANADA INCORPORATED,	Show Address Search Vouchers
0000016410	OPTCOR-001	OPTIKON CORPORATION LIMITED,	Show Address Search Vouchers
S61988051	SRIAT-001	SRIKONGSRI,ATITEP,	Show Address Search Vouchers
0000224815	NIKMET-001	NIKON METROLOGY INCORPORATED,	Show Address Search Vouchers
0000256829	WAPMOB-001	WAPIKONI MOBILE,	Show Address Search Vouchers
S35019132	IKOGE0-001	IKONOMOU,GEORGIOS,	Show Address Search Vouchers

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

Accounts Payable

[[FMS Vendors & Vouchers](#) | [Voucher search by UBC Requisition #](#) | [Voucher Distribution](#) | [Cheque Inquiry](#)]

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

Accounts Payable

[[FMS Vendors & Vouchers](#) | [Voucher search by UBC Requisition #](#) | [Voucher Distribution](#) | [Cheque Inquiry](#)]

Accounts Payable - Vendor

Vendor ID	Vendor Short Name	Vendor Name	
0000125300	SEELANI-001	SEE,ANIK,	Show Address Search Vouchers
E3958442	SEELALL-001	SEE,ALLISON,	Show Address Search Vouchers

11. Scroll through the list and find the correct vendor, if available. Confirm the vendor's address. If a vendor is located, click on the [Show Address](#) link to view the address and location of the vendor.
12. Look for the address in the system that matches the vendor's address on the invoice. This is the correct address sequence number to use on the requisition forms.

Accounts Payable


[[FMS Vendors & Vouchers](#) | [Voucher search by UBC Requisition #](#) | [Voucher Distribution](#) | [Cheque Inquiry](#)]

Accounts Payable - Vendor

Vendor ID: 0000167194
 Vendor Short Name: CALCAT-002
 Vendor Name: CALHOUN'S CATERING

Address Seq. Number: 001
 Description: V6K 2G9
 Address: 3035 WEST BROADWAY
 VANCOUVER BC
 V6K 2G9 CAN
 Phone: 737-7062

Address Seq. Number: 002
 Description: V6R 1T2
 Address: 3311 WEST 6TH AVENUE
 VANCOUVER BC
 V6R 1T2 CAN

13. 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 browser button to return to the previous screen.

14. If the vendor ID is found in the Vendor Centre, FMS nQuery, or FMS Live, enter this information on the requisition form (Smart Form). Otherwise, submit your new request via the Vendor Centre so that the vendor set-up clerk can create a new vendor in FMS (refer to the beginning of Chapter 7).
15. If the vendor ID is entered, the Address Fields will be populated automatically using the default Address Sequence. If the address on the invoice is different from the default address, search in FMS nQuery for the correct address and overtype the default address.
16. If a new address is required for an existing vendor, submit a request to update an existing vendor via the Vendor Centre so that the vendor set-up clerk can create a new address in FMS.



Exercise:

Search for the following vendors and employees using FMS nQuery. Determine Vendor ID and Address.

Information	Vendor ID	Address
Van Houtte Coffee Services Incorporated #120-9 Burbidge Street Coquitlam, BC V3K 7B2		
Daniel Weary Agroecology MacMillan Bldg. 2357 Main Mall Vancouver, BC V6T 1Z4		
Dr. Stan Lubin, Inc. Suite 101 – 777 West Broadway Vancouver, BC V5Z 4J7		



Tips:

- ❖ Prepare a cheat sheet of frequently paid vendors and employees containing vendor/employee name, vendor/employee ID. This cheat sheet can be referred to whenever a requisition form is created.
- ❖ If a general vendor or student-payee is now an employee-payee, include a short note in the Details of Payment field that the old general Vendor ID or Student Vendor ID should be inactivated and the Employee Vendor ID should be used.
- ❖ If the payee is no longer an employee, do not use the Employee Vendor ID.

Answer: 00000140312 Address 1 / E4565959 Address 1 / 0000007162 Address 2

SEARCH FOR SPEEDCHART AND P/G

To assist in completing requisitions, the chartfields combination (Fund, DeptID, Program and Project/Grant (P/G)) are auto-populated whenever the SpeedChart Code is entered. A combo edit check is performed when the requisition is saved to ensure that only valid, active chartfield combinations are used. The FMS nQuery Menu is used to search for the chartfield combination assigned to a specific SpeedChart code.

It is highly recommended for users to check the Project/Grant (P/G) code before using it on the requisition forms. Any P/Gs with a closed status will not be allowed on the requisition forms. Knowing the status of the P/G before entering the requisitions will provide the user with ample time to request for the re-activation of the P/G. This will minimize delays in the processing of the requisitions.

To change the P/G status, send an email to Revenue Accounting (Maria Wong, maria.wong@ubc.ca) requesting for changes to the P/G status for the following funds:

- Agency/Conference (Z0000)
- Awards (W0000)
- Capital (PXXXX)
- Endowment (EXXXX)
- General Purpose Operating (GXXXX)

To change the P/G status for a Research fund, send an email to the appropriate Research and Trust Accounting Finance Officer indicated in the P/G details.

To change the P/G status for a Specific Purpose fund, complete Form GA407 Chartfield Request – Project/Grant (Non-Research only) and choose Modify as the action required. Have the form signed by the authorized signatories and fax this to Maria Wong (fax 604-822-0250).

An authorized signatory must approve all requisition for payments in writing (i.e. with a signature). In general, the authorized signatories are the Department Head, or P/G Manager or those listed as authorized signing authorities for the Department or P/G. This list can be found in FMS nQuery.



Procedure:

Search via FMS nQuery

1. To search for SpeedChart and Project/Grant (P/G) in FMS nQuery, click on FMS nQuery when you log on to the Management Systems Portal via CWL.

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Management Systems Portal
4:55 PM Fri, May 6, 05

Applications Resources
Personalize: Content Layout

Support and Troubleshooting

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To enter a work request, please go to the [Management Systems work request](#) website.

If you're having problems, please visit the [Support and FAQs](#) website.

For problems not addressed above, or for more detailed assistance, please send a request to peoplesoft.support@ubc.ca.

Financial Applications Home

- FMS Live**
Access UBC Financial Management System
- FMS nQuery (FMS on the Web)**
Reporting tool for financial administrators
- Online Cash Receipts**
Enter cash deposit information online
- Over/Under Reports**
View over/under-expenditure reports by department and faculty
- Month End Reports**
Several month end summaries
- Tricouncil Reports by DeptID**
NSERC, SSHRC and CIHR reports by Department
- Tricouncil Reports by PG**
NSERC, SSHRC and CIHR reports by PG
- FMS Reports Library**
A listing, with detailed descriptions, of queries and nVision layouts that you can use to help manage your day to day operations and reporting.

2. Select Chartfields from the FMS nQuery Menu.

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

Good afternoon, **Allison See**. Welcome to FMS nQuery!

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Cash Receipt	Deposit form for making bank deposits. FMS is automatically updated from the information on the form.
Accounts Payable	To look up your Accounts Payable Vendors and Vouchers. You will be able to search for a vendor to check its address or check that status of pending payments to this vendor.
General Ledger	To look up your general ledger summary and journal entry. You will be able to retrieve the ledger summary by entering a set of chartfields and defining the scope of your search. Or you can use the journal inquiry panel to search a journal entry by either journal id or UBC reference number.
Payroll	To look up Project/Grant Summary Actuals, YTD Actuals, Commitments and Benefits Charges. You can also lookup Employee Details for a particular Account or Employee.
Purchasing	To look up your purchase order.
Security	For FMS nQuery administrators to manage access security. You will be able to lookup your own security administration profile and grant other user access privilege. [FMS nQuery Administrators Only]
Misc	To look up exchange rate and FMS nQuery administrator of your department.
Update Zone	To update attributes of department and project grant. [FMS nQuery Administrators and Project Managers Only]
My Profile	To update your personal information and view your access privilege.

3. Select SpeedCharts from the Chartfields Menu.

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

Chartfields

[[Account](#) | [Fund](#) | [Department](#) | [Program](#) | [Project/Grant](#) | [SpeedCharts](#) | [Location](#)]

Account	To browse the FMS Account Structure, or to list, search for and view the attributes of an Account.
Fund	To list, search for and view the attributes of a Fund.
Department	To list, search for and view the attributes of a Department.
Program	To list, search for and view the attributes of a Program.
Project/Grant	To list, search for and view the attributes of a Project/Grant.
SpeedChart	To list, search for and view Speedcharts associated with a Department.
Location	To list, search for and view the FMS Location Code.

4. Enter the SpeedChart code and click on the button.

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

Chartfields

[[Account](#) | [Fund](#) | [Department](#) | [Program](#) | [Project/Grant](#) | [SpeedCharts](#) | [Location](#)]

Speedchart Lookup

Use this query to lookup chartfields by entering speedchart.

Speedchart:

Speedcharts by Fund, Department or Project ID

Use this query to select speedcharts by Fund, Department or Project ID. Partial matches are also supported.

Fund:
Department:
Project ID:

5. The Chartfield combination for the SpeedChart code will appear.

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

Chartfields

[[Account](#) | [Fund](#) | [Department](#) | [Program](#) | [Project/Grant](#) | [SpeedCharts](#) | [Location](#)]

FMS Speedchart Inquiry

Speedchart: Search

FMS Speed Chart - EAVX

Fund	DeptID	Program	Sub-Cls	Project	Budget	Year
42100	410300			41A21000		

FMS Account Code

[illegible]

6. Click on the P/G link and the details of the P/G will appear. Take note of the status of the P/G. This P/G must have a status of Open for it to be allowed on the requisition forms.
7. The list of Signing Authority is at the bottom of the page. Scroll to the bottom or press the End key to view the full listing.

FMS nQuery Menu


[[Chartfields](#) | [Cash Receipt](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

Chartfields

[[Account](#) | [Fund](#) | [Department](#) | [Program](#) | [Project/Grant](#) | [SpeedCharts](#) | [Location](#)]

FMS Project/Grant Detail

P/G Number: [REDACTED]
Effective Date: 2004-10-21
Status: O (Open)
Project Title:
Description: Robson Square
P/G Type: Project
UBC P/G Type: NA (Not Applicable)
Start Date: 2001-04-01
End Date: 2009-03-31
Fund: A2100 (Robson Square)
Department: 410300 (Robson Square)
Location: ROB (UBC at Robson Square)
Manager: [REDACTED]
Payment Method:
Clerk Code: ()
Budgeted Adjustment: N
Under Review: N
FS Report: N
ORSIL Number:
NSERC PIN Number:
Overhead Rate:
Sponsor Agency: 0
Sponsor Division: 0
Sponsor Program: 0
Report Frequency: NA
Report Due (Days):
Year End Month:
Invoice Frequency: NA
Invoice Due (Days):
Signing Authority: [REDACTED]

8. Alternatively, the P/G details can also be retrieved by clicking on Project/Grant from the Chartfields menu and entering the P/G number to be used. Click on the  button.

FMS nQuery Menu

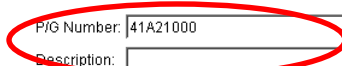
[[Chartfields](#) | [Cash Receipt](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

Chartfields

[[Account](#) | [Fund](#) | [Department](#) | [Program](#) | [Project/Grant](#) | [SpeedCharts](#) | [Location](#)]

FMS Chartfield - Project/Grant

Use the following query to select Projects by any of the listed search criteria. A list of selected projects will be displayed allowing you to drill down into the details of the project.


P/G Number:
Description:
Manager:
Department:
Fund Code:

☒ Display current record only
☐ Display current and all historic records



Tips:

To open a new window and have access to FMS nQuery while you are working on a Smart Form, you may right click on the FMS NQUERY Tab and select Open in New Window or Open in New Tab.

VIEW STATUS OF REQUISITIONS

From the Smart Forms application, users can check if their requisitions have been received by Payment & Procurement Services and if they have been processed. Users can view payment details of their paid requisitions in FMS nQuery after cheques have been issued. The Requisition Reference # is used to search for requisitions in both Smart Forms applications and FMS nQuery.



Procedure:

Search status of requisitions in Smart Forms application

1. In FMS nQuery, click on Smart Forms.

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Smart Forms](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

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[Print/Review Form](#)

2. Click on .

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Smart Forms](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

Smart Forms

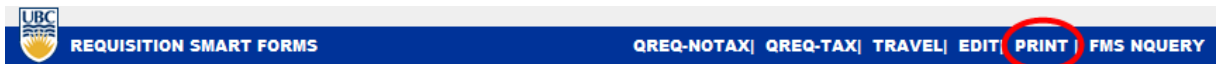
[Please click here: How to process TriCouncil Travel Expenses](#)

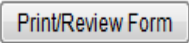

[Please click here: FIA Requirement and Alternate Vendor ID field](#)

The Smart Forms are used to enter Qreqs, Travel and Honorarium expenses. Please click

Smart Forms	To create/ edit Q, Travel and Honorarium Smart Forms.
Print/Review Form	To print/ review/ delete Smart Forms.
Documentation	To download the Training Manual for Campus users.

- If you are anywhere in the Requisition Processing application, choose the PRINT tab (please see below).



- Both the PRINT tab in the Requisition Processing application and the  button in FMS nQuery will take you to the Smart Forms Print page. You can enter the Tracking ID No. and click on the  button. The Tracking ID No. must not have any letter-prefix.

Smart Forms

Tracking ID ☒ Qreq-NoTax ☒ Qreq-Tax ☒ Travel

Do not enter prefix Q/H/TR

OR

From Date To Date

Day	Month	Year	Day	Month	Year
27	NOV	2014	27	NOV	2014

☒ Qreq-NoTax ☒ Qreq-Tax ☒ Travel

- You will see the date the requisition was received and processed by Payment & Procurement Services. If it is blank, that means your requisition has not been received or processed by Payment & Procurement Services. Under normal circumstances, a cheque will be issued 2 business days after the "Date Processed". For direct deposit to employees, depending on the cut off time of direct deposit, it might take 2-3 more business days.

FMS nQuery Menu
[Chartfields](#) | [Cash Receipt](#) | [Smart Forms](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)

Smart Forms

FMS Smart Forms - SF Search

Tracking ID	Req. Type	Payee Name	Date Entered	Date Received	Date Processed	Vendor ID	Employee ID	Total Amount	Queries To
10000980	Q	SEE,ALLISON	20-JUN-05	05-JUL-05	06-JUL-05	E3958442	E3958442	85.50	Allison See

Please click on the Tracking ID to retrieve the Smart Form

Search details of paid requisition via FMS nQuery

1. To search for paid requisitions in FMS nQuery, click on FMS nQuery when you log on to the Management Systems Portal via CWL.

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Management Systems Portal
4:55 PM Fri, May 6, 05

Applications Resources Search: >>

Personalize: Content Layout

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Financial Applications Home

- [FMS Live](#)
Access UBC Financial Management System
- [FMS nQuery \(FMS on the Web\)](#)
Reporting tool for financial administrators
- [Online Cash Receipts](#)
Enter cash deposit information online
- [Over/Under Reports](#)
View over/under-expenditure reports by department and faculty
- [Month End Reports](#)
Several month end summaries
- [Tricouncil Reports by DeptID](#)
NSERC, SSHRC and CIHR reports by Department
- [Tricouncil Reports by PG](#)
NSERC, SSHRC and CIHR reports by PG
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A listing, with detailed descriptions, of queries and nVision layouts that you can use to help manage your day to day operations and reporting.

2. Select Accounts Payable from the FMS nQuery Menu.

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

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3. Select Voucher Search by UBC Requisition # from the Accounts Payable sub-menu.

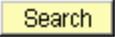
FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

Accounts Payable

[[FMS Vendors & Vouchers](#) | [Voucher search by UBC Requisition #](#) | [Voucher Distribution](#) | [Cheque Inquiry](#)]

FMS Vendors & Vouchers	To lookup the vendor number, contact information or search for payments made to a FMS Vendor.
Voucher search by UBC Requisition #	To lookup voucher by UBC Requisition #.
Voucher Distribution	To lookup voucher distribution by voucher id.
Cheque Inquiry	To lookup cheque information and its associated voucher(s).

4. Enter the UBC Requisition # with the prefix Q-, TR-, H- in the field provided. Click on the  button.

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]


Accounts Payable

[[FMS Vendors & Vouchers](#) | [Voucher search by UBC Requisition #](#) | [Voucher Distribution](#) | [Cheque Inquiry](#)]

FMS Voucher Search by UBC Requisition Number

The links on the page allow you to drill down into the details on the specific amount.

UBC Requisition Number



5. A summary of the requisition will be presented. Click on the Voucher ID link.

FMS nQuery Menu

[[Chartfields](#) | [Cash Receipt](#) | [Smart Forms](#) | [Accounts Payable](#) | [General Ledger](#) | [Payroll](#) | [Purchasing](#) | [Security](#) | [Misc](#) | [UPDATE Zone](#) | [My Profile](#)]

Accounts Payable

[[FMS Vendors & Vouchers](#) | [Voucher search by UBC Requisition #](#) | [Voucher Distribution](#) | [Cheque Inquiry](#)]

Accounts Payable - Voucher Search by Requisition Number

Requisition #	Business Unit	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Short Name	Vendor Name
Q10001006	UBC	02340946	4038680965	01-JUN-05	0000059210	ROGWIR-001	ROGERS WIRELESS INCORPORATED

6. The Voucher Detail will appear, as well as the Scheduled Payments.

Accounts Payable

[[FMS Vendors & Vouchers](#) | [Voucher search by UBC Requisition #](#) | [Voucher Distribution](#) | [Cheque Inquiry](#)]

Accounts Payable - Voucher Detail

Invoice Number: 4638680965 Requisition #: Q10001006
Vendor ID: 0000059210 Vendor Name: ROGERS WIRELESS INCORPORATED
Invoice Date: 01-JUN-05 Invoice Amount: \$ 162.23
Address Seq. Number: 001 Description: M3C 3P9
Address: PO BOX 9100
DON MILLS ON
M3C 3P9 CAN

Accounts Payable - Scheduled Payments

Note: "Payment ID" and "Payment Amt" columns will be filled if payment has been processed

Payment ID	Scheduled Date	Currency	Exchg Rate	Scheduled Amt	Paid Method	Cheque #	Paid Amt
0000586872	14-JUL-05	CAD	1	\$ 162.23	CHK	1663500	\$ 162.23

7. Click on the Cheque #. The Payment Detail will appear.

Accounts Payable

[[FMS Vendors & Vouchers](#) | [Voucher search by UBC Requisition #](#) | [Voucher Distribution](#) | [Cheque Inquiry](#)]

Accounts Payable - Payment Detail

Cheque Number: 1663500 Cheque Date: 15-JUL-05
Payment Method: CHK
Currency: CAD Amount: \$ 284.02
Vendor ID: 0000059210
Vendor Name: ROGERS WIRELESS INCORPORATED
Address: PO BOX 9100
DON MILLS ON
M3C 3P9 CAN

Vouchers Paid

Business Unit	Voucher ID	Comments	Paid Amount
UBC	02340945		\$ 121.79
UBC	02340946		\$ 162.23

8. After a Smart Form is uploaded to FMS Live, it takes two business days to generate a cheque. You'll see the following screen if the data has not been posted to FMS nQuery:

Accounts Payable

[[FMS Vendors & Vouchers](#) | [Voucher search by UBC Requisition #](#) | [Voucher Distribution](#) | [Cheque Inquiry](#)]

Accounts Payable - Voucher Search by Requisition Number

No Vouchers Found

9. After the Smart Form data has posted to FMS nQuery and before a cheque is generated, you'll see the following screen:

Accounts Payable

[[FMS Vendors & Vouchers](#) | [Voucher search by UBC Requisition #](#) | [Voucher Distribution](#) | [Cheque Inquiry](#)]

Accounts Payable - Voucher Detail

Invoice Number: 002 Requisition #: Q10067888
Vendor ID: 0000154666 Vendor Name: QUITE WRITE DESIGNS
Invoice Date: 10-JAN-07 Invoice Amount: \$ 500
Address Seq. Number: 001 Description: V9E 2A3
Address: 178 ROSS-DURRANCE ROAD
VICTORIA BC
V9E 2A3 CAN

Accounts Payable - Scheduled Payments

Note: "Payment ID" and "Payment Amt" columns will be filled if payment has been processed

ORA-01403: no data found

Payment ID	Scheduled Date	Currency	Exchg Rate	Scheduled Amt	Paid Method	Cheque #	Paid Amt
	19-JAN-07	CAD	1	\$ 500	CHK		

10. If the payment was a direct deposit, Paid Method will be EFT and the Cheque # displayed is actually the EFT Remittance Advice number.

Accounts Payable

[[FMS Vendors & Vouchers](#) | [Voucher search by UBC Requisition #](#) | [Voucher Distribution](#) | [Cheque Inquiry](#)]

Accounts Payable - Voucher Detail

Invoice Number: Q10065682 Requisition #: Q10065682
Vendor ID: E4984145 Vendor Name: BUDGEN,CLAIRE
Invoice Date: 09-DEC-06 Invoice Amount: \$ 90.09
Address Seq. Number: 001 Description: V1V 2C9
KELOWNA BC
V1V 1V7 CAN

Accounts Payable - Scheduled Payments

Note: "Payment ID" and "Payment Amt" columns will be filled if payment has been processed

Payment ID	Scheduled Date	Currency	Exchg Rate	Scheduled Amt	Paid Method	Cheque #	Paid Amt
0000013749	09-JAN-07	CAD	1	\$ 90.09	EFT	013749	\$ 90.09

REQUISITION FOR PAYMENT | OREQ-NOTAX | TRAVEL | OREQ-TAX | EDIT | PRINT | FMS INQUIRY

Type #2 over the default address #1

Vendor ID #: 0000017652

Payee (as it should read on the cheque): PRINTING HOUSE LIMITED

Address Lines: 818 WEST BROADWAY

City: VANCOUVER

Province/State: BC

Postal/Zip Code: V5Z 1J8

Country: CAN

Addr #: 2

Employee ID or Student #:

SIN:

GST Registration #: 133274241

Invoice #: 27798-MWC

Invoice Date: 07/12/2013

Payment Amount: 40.99

GST Override Amount:

Payment Currency: Canadian Dollar, CAD

Expense Currencies: Canadian Dollar, CAD; US Dollar, USD; Euro, EUR; Afghanistan Afghani, AFA; Albanian Lek, ALL; Algerian Dinar, DZD

Payment Method: Cheque

Selected Currencies: Canadian Dollar, CAD

Enter the amount including taxes

Check both boxes, as it is GST & PST applicable

Line Information and Charges

Default Speed Chart (will be inserted for all lines): ☐ PST Self Assess? ☐

Curr	Amount	Canadian Equivalent	GST	PST	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/Grant(PG)	Alternate Vendor Number
CAD	40.99	40.99	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EBXT	641600	S5000	201101		20S53930	
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
CAD			<input type="checkbox"/>	<input type="checkbox"/>							
CAD			<input type="checkbox"/>	<input type="checkbox"/>							

40.99 40.99 Totals

From (Dept): Finance

Direct Queries To: Marina

Phone # (ex: 604-555-1212 or 2-5252): 2-2057

Email:

Authorization
Print Name: Nicholas Sidorenko
Print Name 2 (if required):

Details of Payment or Summary of Attached Invoice: (max 255 characters)
100 Postcard Imprints

Handling Code for Distribution of Cheque: MN - Mail no Attachment

Cheque Message: (Max. 70 characters. Enter name and phone no. for cheque pick-ups. Enter name, department and location for CD). INFO WILL BE PRINTED ON CHEQUE
100 Postcard Imprints

Separate Cheque? ☐

"Details of Payment" will not be printed on the cheque; only that which is typed in "Cheque Message" will be printed on the cheque along with the invoice number.

Save

TRAVEL: CLAIMS, ADVANCES & CLEARANCES QREQ-NOTAX TRAVEL QREQ-TAX PRINT FMS INQUIRY

Travel Requisition Type: ☒ Claim ☐ Advance

Vendor ID #: 0000230457

Payee (as it should read on the cheque): CHANDLER, MICHAEL J

Address Lines: PETER WALL INSTITUTE FOR ADVANCED STUDIES, UNIVERSITY CENTRE, 6331 CRESCENT ROAD, VANCOUVER, BC, V6T 1Z2, CAN

Employment ID or Incident #:

SIN:

GST Registration #:

Non-Resident? ☐

Invoice #:

Invoice Date: 07/12/2013

Departure Date: 07/05/2013

Return Date: 07/10/2013

Payment Amount: 2,655.75

GST Override Amount:

Reference # of Original Advance:

Prepaid Expenses

Previous Travel Requisition:

Payment Currency: Canadian Dollar, CAD

Expense Currencies: Canadian Dollar, CAD, US Dollar, USD, Euro, EUR, Afghanistan Afghani, AFA, Albanian Lek, ALL, Algerian Dinar, DZD

EURCAD: 1.4224

GBPCAD: 2.0514333

USDCAD: 1.12835

Payment Method: Cheque

Selected Currencies: Canadian Dollar, CAD, Euro, EUR, British Pound, GBP, US Dollar, USD

Since the address does not exist in FMS, submit a request to update existing vendor via Vendor Centre. Then enter new address number.

The only payment method you can select is "cheque", but for vendors that begin with "E", it will likely be Direct Deposit. If a cheque is absolutely necessary, please write, "cheque requested" on the Smart Form when you print it out.

The exchange rates above are the average for the duration of the trip, in this case, the average from July 5 to July 10, 2013.

Line Information and Charges

Default Speed Chart (will be inserted for all lines): CHF Trip Type: Conference

PST Self Assess? ☐

Curr	Amount	Canadian Equivalent	GST	PST if applicable	TRV	Expense Type	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/Grant(PG)	Alternate Vendor Number
CAD	1200	1200.00				Airline	CHF	621000	F0000	160500		16F44902	
CAD	36.75	36.75				Airline	CHF	621000	F0000	160500		16F44902	
CAD						Mileage	CHF	622600	F0000	160500		16F44902	
CAD	50.00	50.00				Other Transp	CHF	622000	F0000	160500		16F44902	
USD	360.00	406.21				Meals	CHF	623000	F0000	160500		16F44902	
GBP	400.00	820.57				Accommodat	CHF	624000	F0000	160500		16F44902	
EUR	100	142.24				Accommodat	CHF	624000	F0000	160500		16F44902	
CAD						Conference F	CHF	627000	F0000	160500		16F44902	
CAD						Airline	CHF	621000	F0000	160500		16F44902	
CAD						Airline	CHF	621000	F0000	160500		16F44902	
CAD						Other:	CHF	620000	F0000	160500		16F44902	
CAD						Other:	CHF	620000	F0000	160500		16F44902	
		2,655.77				Total Expenses							
						Advance	CHF	620000	F0000	160500		16F44902	
						Clearance	CHF	620000	F0000	160500		16F44902	
						Net Amount to be Paid by Traveller OR							
		2,655.77				Net Amount to Traveller							

Be sure to select "Conference", so that all of the account number fields below will be populated for you.

Handling Code for Distribution of Cheque: PN - Pick-up from PS no Attachment

Cheque message (max. 70 characters; Enter name and phone number for cheque pick-ups. Enter name, department and location for CD or CX). INFO WILL BE PRINTED ON CHEQUE: Michael 2-2211; Conference in London Jul 5-10/06

Purpose of Trip/Destination: Conference in London, UK- Jul 5-10/2006

Authorization

Print Name: Barb Borthwick

Print Name 2 (if required): Jack Saddler

Direct Supervisor: Barb Borthwick

Supervisor's Title: Manager

Traveller's Name: Michael Chandler

Separate Cheque? ☒

From (Dept): Finance

Direct Queries To: Marina

Phone # (ex: 604-555-1212 or 2-5252): 2-2057

Email:

Special Notes (Required for "S" or "R" Funds):

Make sure that the "cheque message" has contact info for pick-up and click "separate cheque"

Save

Since this vendor does not exist in FMS, submit a new vendor request via the Vendor Centre. Then enter the new vendor ID and address sequence number in your Smart Form.

Vendor ID #:

Addr #:

Employee ID or Student #:

Payment Currency: *

Payment Method: *

Payee (as it should read on the cheque): *

Expense Currencies:

Canadian Dollar . CAD	>>
US Dollar . USD	
Euro . EUR	<<
Afghanistan Afghani . AFA	
Albanian Lek . ALL	
Algerian Dinar . DZD	

Selected Currencies: Canadian Dollar . CAD

Address Lines: *

1234 West 7th Avenue

City: * VANCOUVER

Province/State: * BC

Postal/Zip Code: * V6K 2C6

Country: * CANADA

SIN: 999999998

GST Registration #:

Non-Resident? ☐

Individual? ☒

Invoice #:

Invoice Date: * 07/01/2013

Payment Amount: * 600.00

GST Override Amount:

SIN # is required for a resident of Canada

Once you identify the type of payee here, the account field below will be populated for you.

Line Information and Charges

Default Speed Chart (will be inserted for all lines): PST Self Assess? ☐

Curr	Amount	Canadian Equivalent	GST	PST	Speed Chart	Fund	Dept ID (Org)	*Program	*Project/Grant(PG)	Alternate Vendor Number
CAD	600.00	600.00	<input type="checkbox"/>	<input type="checkbox"/>	CHFJ 656220	G0000	160500		16G44902	
CAD			<input type="checkbox"/>	<input type="checkbox"/>	6522000					
CAD			<input type="checkbox"/>	<input type="checkbox"/>	6522000					
CAD			<input type="checkbox"/>	<input type="checkbox"/>	6522000					
CAD			<input type="checkbox"/>	<input type="checkbox"/>	6522000					
CAD			<input type="checkbox"/>	<input type="checkbox"/>	6522000					
CAD			<input type="checkbox"/>	<input type="checkbox"/>	6522000					
CAD			<input type="checkbox"/>	<input type="checkbox"/>	6522000					
CAD			<input type="checkbox"/>	<input type="checkbox"/>	6522000					
CAD			<input type="checkbox"/>	<input type="checkbox"/>	6522000					
600.00		600.00	Totals							

[More Lines](#)

From (Dept): *

Direct Queries To: *

Phone # (ex: 604-555-1212 or 2-5252): *

Email:

Details of Payment or Summary of Attached Invoice: (max 254 char.)
For payment to non-residents performing services in Canada, please indicate the number of days in country.

Drummond/Mapping Marriage Law in Spanish Gitano Communities -

Handling Code for Distribution of Cheque:

MT - Mail, Attach tax form

Cheque Message: (Max. 70 characters. Enter name and phone no. for cheque pick-ups. Enter name, department and location for CX).
INFO WILL BE PRINTED ON CHEQUE

Proofreading Apr - Jun 2013

Make sure that the handling code ends with 'T'.

Separate Cheque? ☐

Authorization

Print Name: *

Ruth Grunau

Print Name 2 (if required):

Save

APPENDIX B

Sample of a UBC requisition cheque

1450559

Handling code

THE UNIVERSITY OF BRITISH COLUMBIA
PHYSICS & ASTRONOMY
Rm 40 - 2075 Westbrook Mall
Vancouver, BC V6T 1Z1

PHYA **PN** 1923219
03/02/2007

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Paid Amount
TR2159	03/01/2007	0000	350.00	350.00
Please call Diana 2-5499				
Total Paid Amount				\$350.00

Cheque message

THE UNIVERSITY OF BRITISH COLUMBIA
PHYSICS & ASTRONOMY
Rm 40 - 2075 Westbrook Mall
Vancouver, BC V6T 1Z1

HSBC BANK CANADA
885 West Georgia Street
Vancouver, BC V6C 3G1

1923219
Date 2007-03-02
YYYY MM DD

\$***350.00

Pay ****THREE HUNDRED FIFTY AND XX / 100 DOLLAR

To The
Order Of SCH
2
VANCOUVER, BC V6N

Dana Morritt
Ray Morritt

⑈ 1923219⑈ ⑆ 10020⑈ 016⑆ 437218⑈ 002⑈

APPENDIX C

Direct Deposit for Vendors and Employee Expense Reimbursements – Smart Form User Guide

INTRODUCTION

Accounts Payable Direct Deposit has been set up for UBC employees and eligible suppliers and vendors.

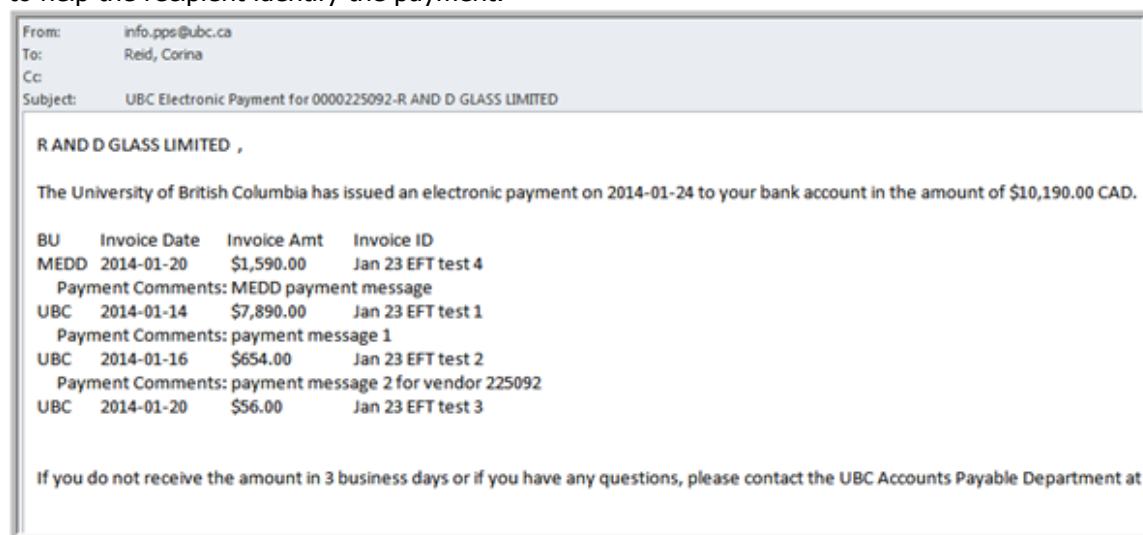
Suppliers and vendors set up for direct deposit payments, will receive an email notification every time a payment is issued.

All employee expense reimbursements will be deposited directly to the employee's payroll bank account if the employee is set up for direct deposit with UBC Payroll. Within CWL Faculty & Staff SelfService under the menu option of myExpense Reimbursements employee travel and non-travel expense reimbursements paid through direct deposit (EFT) are displayed for the past 12 months.

Cheques will only be issued if the employee is not set up for direct deposit payments with UBC Payroll. If the employee requires a cheque payment because the expense reimbursement is in a foreign currency, or it is for a travel advance, or the reimbursement is for the replenishment of petty cash, then please select "Cheque" from the Payment Method drop-down list (see instructions below).

WHAT INFORMATION IS PRESENTED IN EMAIL NOTIFICATION TO SUPPLIERS & VENDORS?

Email notifications (see sample below) with the details of payment are sent out to suppliers and vendors set up for direct deposit (EFT or ACH). The email contains the Business Unit, Vendor Invoice Date, Invoice Amount, and Payment Message. No attachments will be mailed out. It is recommended that the vendor's invoice number is entered into the Invoice Number field on the Smart Form and adequate information is entered into the Cheque Message field on the Smart Form to help the recipient identify the payment.



TO CREATE CANADIAN DOLLAR SMART FORMS

The 7-digit Employee ID prefixed by an "E" will automatically be set up for all employees. Please enter the Employee Vendor ID# in the Vendor ID # field and do not use the general 10-digit Vendor ID# for employees.

Follow regular Smart Forms procedures to enter all employee travel reimbursements or expense claims.

If an employee requests a **Canadian dollar cheque**, change the Payment Method from **"EFT"** to **"CHEQUE"** on the Smart Forms to inform **PAYMENT & PROCUREMENT SERVICES** so that a requisition cheque is generated for the employee.

UBC
QREQ-NOTAX - REQUISITION FOR PAYMENT

QREQ-NOTAX | QREQ-TAX | TRAVEL | EDIT | PRINT | FMS NQUERY

Vendor ID #: [E [REDACTED]] Addr #: [1] Employee ID or Student #: [] Payment Currency: * [Canadian Dollar, CAD] Payment Method: [EFT] Cheque EFT

Payee (as it should read on the cheque): * [REDACTED] SIN: [] Expense Currencies: [Canadian Dollar, CAD]

TO CREATE US DOLLAR SMART FORMS

Accounts Payable Direct Deposit will **NOT** be applicable for requisitions payable to employees in US currency.

Follow regular Smart Forms procedures to enter employee travel reimbursements or expense claims to be paid in US currency. A US dollar cheque will be generated for this requisition.

TRAVEL ADVANCE USING SMART FORMS

If an employee requests a **Canadian dollar cheque** for his/her travel advance request, change the Payment Method from **"EFT"** to **"CHEQUE"** on the Smart Forms to inform **PAYMENT & PROCUREMENT SERVICES** so that a requisition cheque is generated for the employee.

UBC
QREQ-NOTAX - REQUISITION FOR PAYMENT

QREQ-NOTAX | QREQ-TAX | TRAVEL | EDIT | PRINT | FMS NQUERY

Vendor ID #: [E [REDACTED]] Addr #: [1] Employee ID or Student #: [] Payment Currency: * [Canadian Dollar, CAD] Payment Method: [EFT] Cheque EFT

Payee (as it should read on the cheque): * [REDACTED] SIN: [] Expense Currencies: [Canadian Dollar, CAD]

PETTY CASH USING SMART FORMS

All petty cash reimbursements are processed through the **CHEQUE** cycle and NOT through Direct Deposit.

Review employee reimbursements for **Petty Cash** related transactions.

Change the Payment Method from "EFT" to "CHEQUE" on the Smart Forms to inform **PAYMENT & PROCUREMENT SERVICES** so that a requisition cheque is generated for the employee.

UBC
QREQ-NOTAX - REQUISITION FOR PAYMENT

QREQ-NOTAX | QREQ-TAX | TRAVEL | EDIT | PRINT | FMS NQUERY

Vendor ID #: [E] [Q] Addr #: 1 Employee ID or Student #: [] Payment Currency: * Canadian Dollar, CAD

Payee (as it should read on the cheque): * [] SIN: [] Expense Currencies: Canadian Dollar, CAD

Payment Method: [EFT] [Cheque] [EFT]

WHAT INFORMATION IS PRESENTED UNDER myEXPENSE REIMBURSEMENTS?

Within CWL Faculty & Staff SelfService under the menu option myExpense Reimbursements employee travel and non-travel expense reimbursements paid through direct deposit (EFT) display for the past 12 months. Information presented includes requisition number, payment date, amount paid, payment status and a short description of the payment.

If a payment is rejected by your bank due to wrong account information or any other reason, the Pay Status will be shown as "cancelled". The replacement payment will normally be issued either by EFT or by cheque at a later date.

Below is a sample screen of "UBC Expense Reimbursement" details.

UBC Expense Reimbursement

(Details of your expense reimbursements deposited directly (EFT) to your bank account)

Name: [REDACTED]
Bank Account: ***[REDACTED]
Vendor Number: E3011664

Invoice Number	Invoice Date	Payment Date	Voucher ID	Reference	Status	Amount	Description
Q10142388	05/02/2008	19/02/2008	03446078	054295	Paid	79.00	Description

Smart Form Quick Tips:

How to Prevent Return of Your Smart Forms

- (1) If you are paying an individual for services, use an Qreq-Tax Smart Form if the individual does not have a GST #. If the individual has a GST #, or is incorporated, then use a Qreq-NoTax Smart Form.
- (2) **Double check signing authority** – signer should be listed in the authorized signatories of the P/G being charged and also ensure that the signer is at least one admin level higher than the payee.
- (3) **Smart Forms are only for paying Canadian and US companies/residents.**
Use **paper-forms** to pay non-Canadian/non-US residents or companies.
- (4) **Attach original backup.** If you do not have the original receipts/invoices, please attach a Missing Receipt Form with an authorized signature, printed on department letterhead.
- (5) Only attach **one invoice per requisition** when paying a business unit.

Other Common Errors that May Delay Payments:

- (1) **Please search for an existing Vendor ID and Address;** *do not leave these fields blank. If the vendor ID or address cannot be found, submit a new request via the Vendor Centre. Once the vendor ID or address is set up, enter the vendor ID and address sequence number in your Smart Form.*
- (2) When there is an invoice number, please do not use a Handling Code with a suffix 'A' (MA, CA, PA). *Attachments do not need to be sent when there is an invoice number given by the payee.*
- (3) When using a Handling Code to pick up a cheque (PN, PA, PT), please enter your **name and phone number in the Cheque Message box.**
- (4) Use handling codes with prefix 'C' (CN, CA, CT) **only for campus mail.**
- (5) For honorariums and payments for services to **Canadians** who have done the work in Canada, use handling code with a "T" (MT, PT, CT); for honorariums and payments for services to **foreigners** who have done the work in Canada, use handling code with an "F" (MF, PF, CF)
- (6) For honorariums and payments for services, please **indicate the dates and hours worked** and briefly describe work performed in the Details of Payment box.
- (7) When paying American Express, please **do not** check the **Separate Cheque** box, and put the **account number and cardholder name in the Cheque Message box.**
- (8) **USD cheques can only be drawn at US banks, and CAD cheques can only be drawn at Canadian banks.** Ensure currency matches the payee's country.
- (9) For Travel Advances, make sure any outstanding Advances are cleared. Only one Advance can be issued at a time.

Smart Form Training - *Selected Notes*

Fields not working in Smart Forms (please ignore these fields):

Do not use *SIN* # field on Qreq-NoTax and Travel Smart Forms (only use on Qreq-Tax Smart Form)


Vendor ID

Three different types of Vendor IDs:

1. Student number (8 digits) – S000000000
2. Employee number (7 digits) – E00000000
3. General vendor ID (10 digits) – 00000000000

Completing the Vendor ID field:

(1) To find the Vendor ID #, click the magnifying glass to open FMS nQuery:

Vendor ID #:	<input type="text"/>		Addr #:	<input type="text"/>
--------------	----------------------	---	---------	----------------------

(2) Search for existing Vendor ID in FMS nQuery:

- a. Short name search (in the Vendor Short Name field)
 - i. Company – first 3 letters of first word + first 3 letters of second word
Eg. Grand and Toy = GRATOY

Vendor Name	<input type="text"/>
Vendor Short Name	GRATOY

- ii. Individual – first 3 letters of last name + first 3 letters of first name
Eg. John MacDonald = MACJOH

Keyword search (in the Vendor Name field)

- iii. Company –First word
- iv. Individual – last name,initial (no space)

Vendor Name	MACDONALD,J
Vendor Short Name	<input type="text"/>

- v. Wild card - %keyword

Vendor Name	%GRAND
Vendor Short Name	<input type="text"/>

(3) Copy and paste existing vendor ID into the Vendor ID# field in Smart Forms.

Vendor ID #:	Addr #:
0000009348	4
Payee (as it should read on the cheque): *	
GRAND AND TOY LIMITED	

(4) Input address #: locate the address that matches the vendor's current mailing address on the invoice and fill in the number on the Smart Form if it doesn't match the default address.

Helpful Hint: use "Ctrl + F" and type a keyword in address to find matching address in FMS nQuery if too many addresses exist making it hard to locate.

(5) If address number does not exist for the required address, submit a request to update an existing vendor via the Vendor Centre.

(6) If vendor ID does not exist, submit a request for a new vendor via the Vendor Centre.

GST / PST

UBC claims 67% of GST paid for most academic and administrative expenditures and gets it refunded from the Government of Canada. Ensure when using the GST/PST boxes that the total amount entered into the line includes the PST and/or GST applicable amounts. The Smart Forms program calculates GST amounts so the appropriate GST can be claimed by UBC.

Caution with these fields as any error will lead to an over or under claim of GST.

For example:

If the invoice is for \$100 plus 5% GST (\$105 total) check the GST box.

Line Information and Charges				
Default Speed Chart (will be inserted for all lines):				
Curr	Amount	Canadian Equivalent	7% GST PST	
CAD	105	105.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>



If the invoice is for \$100 plus 5% GST and 7% PST (\$112 total) check both GST and PST boxes.

Curr	Amount	Canadian Equivalent	7% GST PST	
CAD	112	112.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>




Here is where it gets confusing. Sometimes an invoice will have only a partial GST applicable amount. For example, international flights (other than to USA) only have GST on the service charges of the agent. Assume the following is an invoice for an international flight to London, England:

Flight:	\$1000.00
Service Charge:	35.00
GST (5% x \$35):	<u>1.75</u>
Total:	<u>\$1036.75</u>


You must separate the GST applicable amount (ie. the service charge of \$35) and include the GST (\$1.75) for a separate GST applicable line of \$36.75 (\$35+\$1.75), and the \$1000 would be a separate line without GST or PST checked.

Curr	Amount	Canadian Equivalent	7% GST TRV PST			Expense Type
			if applicable			
CAD	36.75	36.75	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Airline
CAD	1000.00	1000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline



If GST were checked for the total of \$1036.75, the GST would be overstated as \$49.37!
 $\$1036.75 \times 5/105 = \49.37

Curr	Amount	Canadian Equivalent	7% GST TRV PST			Expense Type
			if applicable			
CAD	1036.75	1036.75	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Airline
CAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline



Handling Codes

PN, PA, PT Handling Codes – you must have your name and phone number in the *cheque message* box so we know who to call to pick up the cheque.

Handling Code for Distribution of Cheque: *

PN - Pick-up from FS no Attachment

Cheque Message: (Max. 70 characters. Enter name and phone no. for cheque pick-ups. Enter name, department and location for CD or CX). INFO WILL BE PRINTED ON CHEQUE

Call Dave at 822-6797

CD & CX Handling Codes – you must indicate your name, department and campus address so campus mail knows where to send the cheque.

Handling Code for Distribution of Cheque: *

CD - Campus Mail (Return to Individual Other than Payee)

Cheque Message: (Max. 70 characters. Enter name and phone no. for cheque pick-ups. Enter name, department and location for CD or CX). INFO WILL BE PRINTED ON CHEQUE

Dave Harrison -Finance GSAB 68-2075 Wesbrook Mall Zone 1

Separate Cheque

To save time, money, paper, envelopes, stamps, and the environment, multiple payments (from multiple departments) can be printed on a single cheque when a vendor is being paid for multiple invoices/reimbursements in a single day. Selecting the “Separate Cheque” box will enable you to create a separate cheque from all the other payments to the vendor, so the payment won’t be merged into one cheque with all the other payments. Please do not check the “Separate Cheque” box if the payment method is direct deposit (EFT/ACH).

When to use “Separate Cheque”

- When using handling codes: PN, PA, PT, CD, CX

E.g.

Handling Code for Distribution of Cheque: *

PN - Pick-up from FS no Attachment

Cheque Message: (Max. 55 characters. Enter name and phone no. for cheque pick-ups. Enter name, department and location for CD). INFO WILL BE PRINTED ON CHEQUE

call Dave at 822-6797

Separate Cheque? ☒

APPENDIX F

FIA expense accounts

- 610000-634001 - travel, relocation
- 654000-654001 – professional & training development
- 684000 – membership fees
- 598200 – tuition waiver (UBC courses)

VENDORS with FIA ACCOUNTS THAT REQUIRE 3rd PARTY or ALTERNATE VENDORS

0000001089	AMERICAN EXPRESS BANK OF CANADA
0000057301	AMEX BANK OF CANADA
0000139277	BELL TRAVEL SERVICES
0000016031	NORTH SOUTH TRAVEL AND TOURS LIMITED
0000018237	REGENCY TRAVEL
0000021693	TRAVEL CUTS
0000079765	ALGONQUIN TRAVEL AND MKI CONFERENCE MANAGEMENT INCORPORATED
0000008539	FOUR SEASONS HOTEL
0000016705	PACIFIC PALISADES HOTEL
0000016796	PAN PACIFIC HOTEL
0000017352	PLAZA 500 HOTEL
0000020917	SUTTON PLACE HOTEL
0000025227	WEDGEWOOD HOTEL
0000042208	THE COAST PLAZA SUITE HOTEL AT STANLEY PARK
0000045495	CROWNE PLAZA HOTEL GEORGIA
0000064962	SHERATON VANCOUVER WALL CENTRE HOTEL
0000068145	FAIRMONT HOTEL VANCOUVER
0000099698	COAST PLAZA HOTEL AND SUITES
0000111620	MARRIOTT VANCOUVER PINNACLE HOTEL
0000117589	MANTEO RESORT WATERFRONT HOTEL & VILLAS
0000137422	PAN PACIFIC VANCOUVER
0000080037	DINERS CLUB/EN ROUTE ****EASY PAY INTERFACE ONLY****
0000006945	DINERS CLUB/EN ROUTE
0000067928	FAIRMONT WATERFRONT
0000071316	FAIRMONT CHATEAU WHISTLER
0000010610	HYATT REGENCY OF VANCOUVER
0000021459	TIGH-NA-MARA RESORT SPA & CONFERENCE CENTRE
0000074288	WESTIN RESORT AND SPA
0000084593	WESTIN BAYSHORE RESORT AND MARINA
0000124341	WHISTLER BLACKCOMB RESORTS LIMITED
0000062576	CMA CANADA - BRITISH COLUMBIA AND YUKON
0000003776	C G A ASSOCIATION OF BC
0000001801	ASSOCIATION OF PROFESSIONAL ENGINEERS & GEOSCIENTISTS OF BRITISH COLUMBIA
0000044459	PROFESSIONAL ENGINEERS - ONTARIO



UBC Okanagan Smartforms Training Exercises

SMART FORM TRAINING EXERCISES:

1. Q-REQ WITH NO TAX: Payee's name-your own employee ID

Tip: Please pay close attention of GST and PST portions on the receipt.

2. Travel Clearance: Payee's name- your own employee ID

Tips:

- Airfare: GST has been indicated on North South invoice.
- Transportation: GST is applicable only when it is clearly indicated on taxifare receipt by showing either GST number or the statement of "GST included".
- A different tax code applies on the meals.
- Hotel: PST 8% not 7%, please calculate GST taxable portion based on the actual GST amount shown on the receipt.

3. FIA: Travel claim

You paid someone else's travel expenses and it is reimbursing yourself.

Thank you so much for your time and efforts😊

UBC Okanagan Payment and Procurement Services website:

<http://pps.ok.ubc.ca/welcome.html>

Smart Forms Training Manual – Okanagan Updates

Page	Notes
5	Limit is now CAD 3,500.00
16	Handling codes: Most common MN, ON. Don't use MA or codes starting with C or P
23	Invoice Number – note for American Express requisitions – use the second two groups of digits (i.e. the last 11 digits) followed by the statement month and year in JUN12 format. Omit all dashes or spaces. i.e. if the Membership number is 0123-456789-54321, the invoice number will be 45678954321JUN12
27	Details of Payment or Summary of Attached Invoices: is displayed to employees via the self-service portal.
28	Cheque Message: For payments to American Express, please enter the full membership number followed by the cardholder's name. i.e. 0123-456789-54321 BILL GATES.
FAQ	<u>http://pps.ok.ubc.ca/reference/fag/smartforms-faq.html</u>
Cash Deposit And Procedures	Cash Receipt: <u>http://pps.ok.ubc.ca/payables/cash-receipts.html</u> Deposit Procedures: <u>http://pps.ok.ubc.ca/ shared/assets/Brink s Required Deposit Procedures49885.pdf?</u> <u>method=1</u>



Exercise #1

COSTCO #59

2479 HIGHWAY #97 NORTH
KELOWNA, B.C.
VIX 4J2

MEMBER #111761574162

7 @ 4.69	35500 KS WATR500**	32.83
7 @ 1.75	DEPOSIT	12.25
7 @ 1.05	ENVIRO FEE N	7.35
	36277 NESTER CANS	11.49
	DEPOSIT	1.20
	108014 SPRK ICE 500	13.59 G
	DEPOSIT	1.20
	ENVIRO FEE W	7.72 G
	201899 40PK APL JCE	12.99
	DEPOSIT	2.00
	201006 SUNRYPE 7TY	12.99
	DEPOSIT	2.00
	201004 JUICE VT **	12.99
	DEPOSIT	2.00
	315738 TABLECOVER	11.29 GP
	12648 KS CUTLERY	10.99 GP
	208815 VANITY FAIR	7.89 GP
	237039 8.75" PLATE	12.89 GP
	121295 12" RAYS/LIDS	12.69 GP
	125504 6" CHINET 28	12.79 GP

SUBTOTAL

**** GST 5%
**** 7.00 PST TAX

194.14

4.14

4.80

TOTAL

EFT/Debit

203.08

451901951: *** In Cl
REFERENCE: 60900-001C
AUTH#: 00
Invoice#: J4492

COSTCO # 59
2479 HIGHWAY #97 NORTH
KELOWNA, B.C. VIX 4J2

PURCHASE - EFT/Debit
OO APPROVED - THANK YOU 001
AMOUNT: \$203.08

0059 013 0000000176 0033

CHANGE .00

TOTAL NUMBER OF ITEMS SOLD - 18
CASHIER: kathleen c REG# 13
2008/10/24 15:37 0059 13 0033 176

THANK YOU!
U.S.T. 12147 6329 RT

EXAMPLE # 3
EMPLOYEE REIMBURSEMENT

Q

NORTH SOUTH

G.S.T. # 10393 5680 RT
B.C. REG. # 3714-4

SALES PERSON: JACKIE ITINERARY/INVOICE NO. 0195952
CUSTOMER NBR: 2508079104 FLJOPU

DATE:
PAGE: 02

TO: UNIVERSITY OF BC:

- 3333 UNIVERSITY WAY
KELOWNA, BC V1V 1V7
ATTENTION....

FOR:

AIR AIR CANADA FLI:8424 ECONOMY
OPERATED BY AIR CANADA JAZZ
LV
DEPART: MAIN TERMINAL
AR

EQF: DASH 8 TURBOPROP
58MIN
NON-STOP
REF: LATIIV

SEAT-6C AC-125375030
OTHER VANCOUVER BC
RESERVATIONS AND TICKETING PROCESSING FEE
PROCESSING FEE

BILLED TO AXXXXXXXXXXXXX
2.10 G.S.T./

35.00*
2.10*

AIR TICKET AC4986170496
ELEC TKT

BILLED TO AXXXXXXXXXXXXX
27.97 G.S.T./

566.40
C/.97*

SUB TOTAL
TOTAL G.S.T./
NET CC BILLING

501.24
30.07
\$631.41

TOTAL AMOUNT DUE

0.00

EXAMPLE #4
pg 1 of 3

CONTINUED ON PAGE 3

3702 West 10th Avenue
Vancouver, B.C. V6R 2G4
www.northsouthtravel.com



t: 604-736-7447
f: 604-736-6513
1-800-665-1882

SH RECEIPT

ST# R124384562

North Shore Taxi Service



NORTH SHORE TAXI

Cadillac Cabs

604-817-7171 • 604-812-7222 • 604-817-1111

Date:

From:

To:

Cab No:

ASK FOR CADILLAC CABS - POWER CHAIR VANS, STATION VANS,
TOLLS, OR OUR 24 HOUR SERVICE ON CALL.

Operating in North West British Columbia
Thank you for riding with North Shore Taxi and Cadillac Cabs.

Taxi \$28
GST included

Welcome To The
Kelowna Int. Airport

Station Name:
Long Term Exit #1

Entered:
Exited:

Daily Ticket:

Amount Paid:\$ 16.00
Fee:\$ 16.00

Credit Crd:

GST: Included
GST# R124384562

Transaction record

watch 455
RBC 1791

Airport parking

Meals: Per Diem
2 day = 120.00

EXAMPLE # 4
Pg 2 of 3



GST#102418084RT0007

Hotel

Page: 1
Date:

Arr Date
Dep Date

Guest Name
Address
City, State, Zip

Room 214
Account Id 129490
Plan PGOV

Date	Description	Reference	Charges	Credits	Balance
07-Sep-08	Room	Room 214	\$95.00	\$0.00	\$95.00
07-Sep-08	Prov. Room Tax (8%)	Room 214	\$7.60	\$0.00	\$102.60
07-Sep-08	Room G.S.T.	Room 214	\$4.75	\$0.00	\$107.35
08-Sep-08	Mastercard	payment	\$0.00	\$107.35	\$0.00
Total Folio Page 1					\$0.00

Transaction Recap

Description	Recap Total
Room G.S.T.	\$4.75

EXAMPLE # 4
pg 3 of 3



The University of British Columbia
Travel: Claims, Advances & Clearances
Financial Services Department

Print

Back To Entry Mode

Reference No.: TR10220412

Travel Requisition Type: **Clearance** Employee ID or Student #: Payment Currency: **CAD** Payment Method: **EFT**

Vendor ID #: **E2464756** Location: **000001** Addr #: **1**

Payee: **GOCK, GABRIEL**

Address Lines: **UBCO - Financial Services**
UBC Okanagan
3333 University Way

City: **KELOWNA**

Province/State: **BC**

Postal/ZIP code: **V1V 1V7**

Country: **CAN**

SIN: ***** Non-Resident? ☐

GST Registration #:

Invoice #: **TR10220412** Invoice Date: **03/01/2009**

Departure Date: **02/25/2009** Return Date: **02/28/2009** Number of Days: **4**

Payment Amount: **402.82** GST Override Amount: **0.00**

Reference # of Original Advance: **TR10220411**

Prepaid Expenses Previous Travel Requisition:

Line Information and Charges

Trip Type: Conference

PST Self Assess? ☐

GST	Amount	Canadian Equivalent	GST If applicable	PST If applicable	TRV	Expense Type	Speed Chart	Account	Fund	Dept ID (Org)	*Program	*Project/ Grant (PG)	Alternate Vendor
CAD	631.47	631.47	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airline	HJDF	621000	G0000	632200		63G22000	
CAD	28.00	28.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Transp.	HJDF	622000	G0000	632200		63G22000	
CAD	16.00	16.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Transp.	HJDF	622000	G0000	632200		63G22000	
CAD	120	120	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meals	HJDF	623000	G0000	632200		63G22000	
CAD	99.75	99.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accommodation	HJDF	624000	G0000	632200		63G22000	
CAD	7.60	7.60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accommodation	HJDF	624000	G0000	632200		63G22000	
CAD	-500.00	-500.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel Advance	HJDF	139400	G0000	632200		63G22000	

402.82 Total Expenses

283.66 Net Amount be Paid by Traveller OR
Net Amount to Traveller

Handling Code for Distribution of Cheque:

ON ...

Cheque Message:

REIMBURSE FOR 02/25-28 VICTORIA CONF

Return To:

Separate Cheque? ☐

From (Dept): FINANCE

Direct Queries To KAREN DAVIS

Phone # 7-8797

Email:

Special Notes (Required for "S" or "R" Funds):

Purpose of Trip/ Destination:

REIMBURSE FOR 02/25-28 VICTORIA CONF

Authorization

Print Name: RAY MCNICHOL

MM DD YYYY

Print Name 2 (if required):

MM DD YYYY

Direct Supervisor: CARLA WATERS

Supervisor's title: DIRECTOR, FINANCE

MM DD YYYY

Traveller's name: GABRIEL GOCK

MM DD YYYY

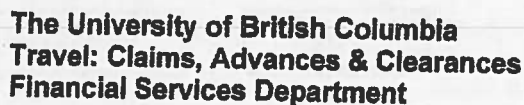
Approved By

Date
MM DD YYYY

Entered By

Date
MM DD YYYY

Voucher Number



Back To Entry Mode

Reference No.: TR10220411

Line Information and Charges

Trip Type:

PST Self Assess? ☐

[illegible]

500.00 **Total Expenses**

500.00 Net Amount be Paid by Traveller OR
Net Amount to Traveller

Handling Code for Distribution of Cheque:

Purpose of Trip/ Destination:

TRAVEL ADVANCE FOR 02/25-28 CONF. IN VICTORIA

Authorization

Print Name: RAY MCNICHOL

MM DD YYYY

Print Name 2 (if required):

MM DD YYYY

Direct Supervisor: CARLA WATERS

Supervisor's title: **DIRECTOR, FINANCE**

MM DD YYYY

Traveller's name: **GABRIEL GOCK**

MM DD YYYY

Cheque Message:

TRAVEL ADVANCE FOR 02/25-28 CONF.IN

Return To:

Separate Cheque? ☐

From (Dept): **FINANCE**

Direct Queries To KAREN DAVIS

Phone # 7-8797

Email:

Special Notes (Required for "S" or "R" Funds):

Approved By

Date
MM DD YYYY

Entered By

Date
MM DD YYYY

Voucher Number

BC PST – Before and After – Specific Examples (Possible Exceptions)

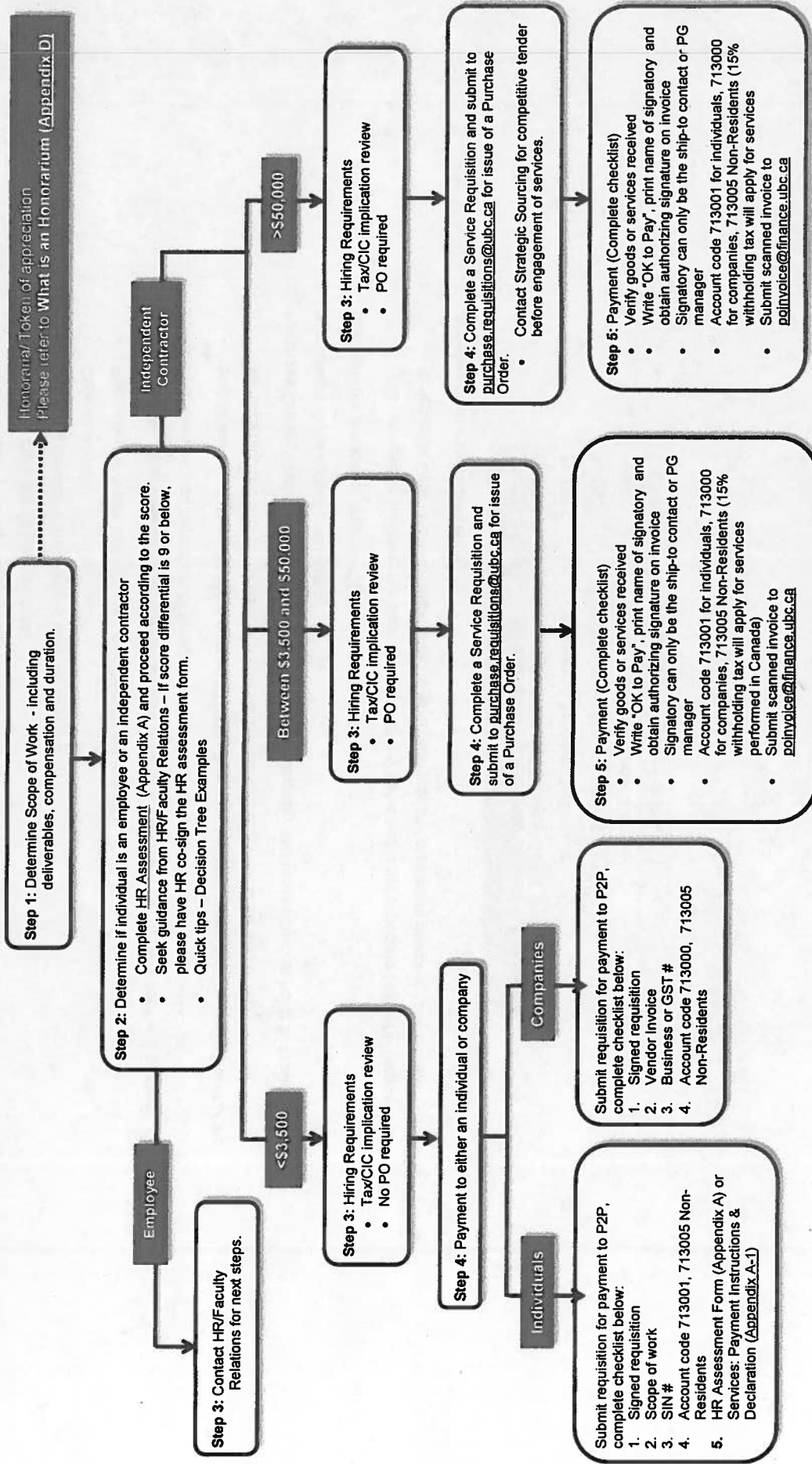
Before April 1, 2013		After April 1, 2013
Books (printed and bound)	GST (POS Rebate)	GST – No PST
Electronic Books	HST	GST – No PST
Newspapers, Magazines	HST	GST – No PST
Certain School Supplies	HST	GST – No PST
Office Supplies and Stationary	HST	GST + PST
Adult Clothing and Footwear	HST	GST + PST
Seminars, taxable courses	HST	GST – No PST
Parking	HST	GST – No PST
Prepared Food, incl. restaurant	HST	GST – No PST
Camps for children over 14	HST	GST – No PST
Short term Accommodations	HST	GST + 8% PST
Transportation Services	HST	GST – No PST

BC PST – Other PST Change Related Levy's etc.,

Rates

- **7% general rate**
- **8% - 10% rates on passenger vehicles with price of \$55,000 or more**
- **12% on private vehicle, boat or aircraft purchases**
- **10% on alcohol**
- **8% or 10% on accommodation**
- **.4% on energy products (excluding electricity)**
- **Passenger vehicles short term rentals (special tax \$1.50 per day)**
- **21% Translink parking tax**

Steps to Determining, Hiring and Paying for Services



Glossary of Terms

Scope of Work: Outlines the services required.

- What work are you requesting the person to do?
- What are the expected deliverables?
- Estimated duration (When should work be completed)?
- Compensation
- Please do not create and sign your own Service agreements.

Compensation: Total value/dollar amount for all work to be performed with the same vendor and scope of work on the same project, regardless of time period (includes past, present and future).

- Should the cumulative total value exceed \$3500, a Purchase Order is required. The total amount of the services required should not be split (separated) if the scope of work is the same.

Purchase Order: A contractual commitment between the University and the vendor that holds both parties accountable to the agreed upon terms.

Honorarium: A token of appreciation for services rendered.

- The individual is providing the service on a voluntary basis and is not expecting payment. Please refer to Appendix D for further details relating to when and how an honorarium payment can be made.

Account Codes for Contractors

Account Code	Description
713000	Professional Services - Corporation
713001	Professional Services - Individuals
713005	Professional Services Non-Residents
565000	Performing Artists - Individuals
566000	Performing Artist Non-Residents

UBC Okanagan Payables Contact and UBC Vancouver Finance Contact Information

**UBC Vancouver
Finance Website
www.finance.ubc.ca**

**UBC Okanagan
Payment & Procurement Services Website
pps.ok.ubc.ca**

**Jennifer Ma
807-8797
jennifer.ma@ubc.ca**

or

**Dorothy Wiebe
807-8806
dorothy.wiebe@ubc.ca**