

# FINANCIAL PROCEDURES

## EXPENSE REPORT SUBMISSION IN CONTINIA EXPENSE PORTAL

### EXPENSE REPORT PROCESS

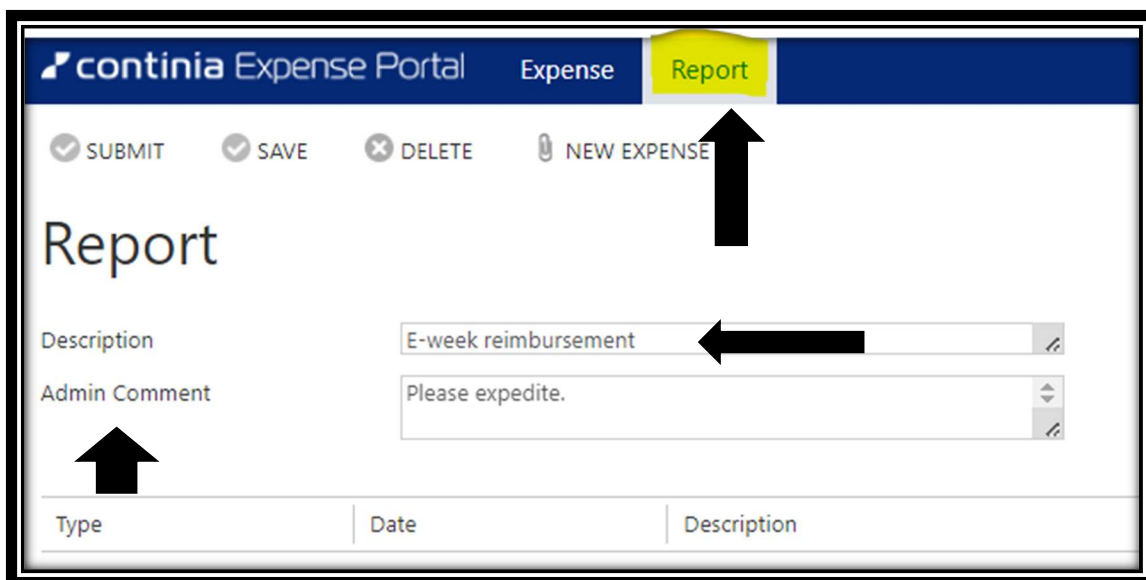
Two potential processes are depending on the type of Expense request:

- Reimbursement Via E-Transfer for a Single Payee on a Single Receipt
- Reimbursement Via E-Transfer for Multiple Payees for the Same Purpose

### REIMBURSEMENT VIA E-TRANSFER ON A SINGLE RECEIPT

User logs into the Continia Expense Portal (**Report** tab) or Mobile Phone Application and creates a new request by:

- Click on “New” on the top left corner
- Enter a description for the request
- Use Admin Comments for any comments you may have



The screenshot displays the Continia Expense Portal interface. At the top, there is a navigation bar with the 'Report' tab highlighted. Below the navigation bar, there are several action buttons: 'SUBMIT', 'SAVE', 'DELETE', and 'NEW EXPENSE'. The main content area is titled 'Report' and contains a 'Description' field with the text 'E-week reimbursement', an 'Admin Comment' field with the text 'Please expedite.', and a table with columns for 'Type', 'Date', and 'Description'. Arrows point to the 'Report' tab, the 'NEW EXPENSE' button, the 'Description' field, and the 'Admin Comment' field.

## EXPENSE REPORT SUBMISSION IN CONTINIA EXPENSE PORTAL

Add a new Expense by (all fields are mandatory):

- Click on 'New Expense'.
- 'Amount': Enter the amount to be transferred. (Please ensure that this amount matches the attached receipt. If it is only a partial reimbursement, please indicate in 'Admin Comment').
- 'Document Date': Select the date of the receipt/invoice.
- 'Payment Type': Enter 'E-TRANSFER'.
- 'Tax Area Code': SKIP
- 'Tax Group': SKIP
- 'Club-Dept': The dimension to reimburse from. Select your department's dimension.
- 'Account Code': Enter the appropriate one. **Clubs:** use codes 6XXXX (Cost of Goods Sold) to 7XXXX (General Expense).
- 'Description': Enter the recipient e-Transfer email address. **THIS FIELD IS VERY IMPORTANT.**
- 'Admin Comment': Enter reason or explanation of expenses
- 'E-Transfer Memo': Enter one or two keywords for the expenses (up to 11 characters, no spaces, and no special characters such as () #-).
- 'E-transfer Email': Enter the recipient's e-transfer email address.
- 'E-transfer Recipient name': Enter the payee's name (must match the billing name or name if it shows on the receipt/invoice/bank statement).
- 'E-transfer Security Question Option': must select an appropriate one.
- 'E-transfer Security Number': Enter the number corresponding to the 'E-transfer Security Option', which is the payee's deposit password. **(Please make sure to inform the payee of this password in advance).**
- 'Tax Amount': SKIP

## EXPENSE REPORT SUBMISSION IN CONTINIA EXPENSE PORTAL

- Drag and drop the files/supporting document for the expense---- Please upload the supporting document in JPG, PNG, BMP, TIFF, or PDF formats, and all documents should be clear and legible. (Please see more details in the following).
- Click on “Save”
- You can click 'New Expense' to add multiple expenses one by one. **Please note under one request, multiple payees can be added.**
- Click on “Submit”

The screenshot displays the Continia Expense Portal interface. On the left, there is a navigation menu with options: SAVE, DELETE, REPORT HANDLING, ALLOCATE, and RECEIPTS. The main area is titled "Expense" and contains a form with the following fields:

- Report: E-Transfer Request
- Amount: 169.00
- Currency: CAD
- Document Date: 09 February 2024
- Payment Type: E-TRANSFER
- Tax Area Code: [Empty]
- Tax Group: [Empty]
- Club-Dept: 7062-01
- Account Code: 70017
- Description: sunny123@gmail.com
- Admin Comment: E-week supplies
- E-Transfer Memo: Supplies
- E-Transfer Email: sunny123@gmail.com
- E-Transfer Recipient Name: SunnyWong
- E-Transfer Security Option: STUDENT ID
- E-Transfer Security Number: 12345678.00
- Tax Amount: 0.00

In the center, there is a large box with the text: "Drag and drop files here to add them or click here to browse". Below this box, there is a small image of a receipt with the caption "Sushi receipt example..." and buttons for "MOVE TO RECEIPTS VIEW DOWNLOAD DELETE".

On the right side, there is a preview of a receipt from KOI SUSHI. The receipt details are as follows:

KOI SUSHI  
4532 WEST 10TH AVE V6R2J1  
VANCOUVER BC  
2381656  
TM238165602

**SALE**

Batch #: 905 RRN: 0019050140  
04/01/23 13:40:49  
Invoice #: 13 REF#: 00000014  
APPR CODE: 014951

VISA Chip  
\*\*\*\*\*7  
Chip  
\*\*P\*

Visa Credit  
AID: A000000031010

**AMOUNT \$379.19**  
**TIP \$56.88**  
**TOTAL \$436.07**

**001 APPROVED**

Return to us asap for your  
1 800/04

CUSTOMER COPY

### SPECIFIC GUIDELINES FOR SUPPORTING DOCUMENTS:

For expenses **less than \$500**, please submit a complete receipt with payment information. If the receipt lacks payment details, you must also provide a bank/Credit Card statement that highlight the transaction along with the payee's name as proof of payment.

For expenses **exceeding \$500**, please include both the itemized receipt and a bank/Credit Card statement that highlight the transaction along with the payee's name.

## EXPENSE REPORT SUBMISSION IN CONTINIA EXPENSE PORTAL

In cases where any of these documents are unavailable, please provide a memorandum (it can be found on AMS website)

**[chrome-extension://efaidnbmnnnibpcajpcgicclefindmkaj/https://www.ams.ubc.ca/wp-content/uploads/2024/04/Reimbursement\\_Memorandum\\_Template-1.pdf](chrome-extension://efaidnbmnnnibpcajpcgicclefindmkaj/https://www.ams.ubc.ca/wp-content/uploads/2024/04/Reimbursement_Memorandum_Template-1.pdf)**

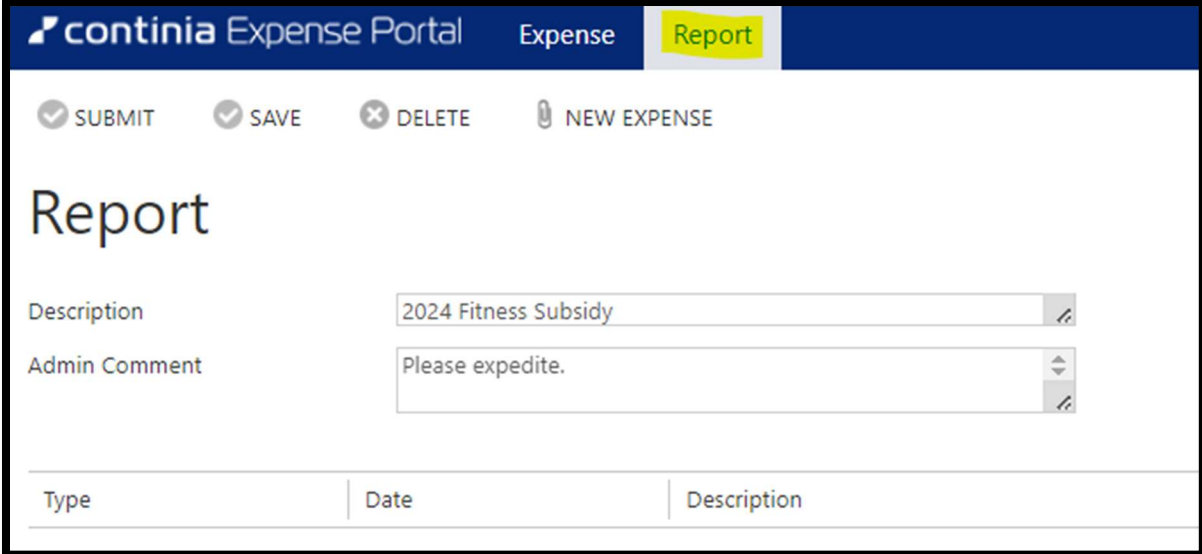
### Note:

1. Payment for each payee cannot exceed \$2,500. If it exceeds this limit, please submit a Cheque/EFT request to InvoicePayment@ams.ubc.ca.
2. For payments to the treasurer/executive, a Memorandum is required. (it can be found on AMS website)

### REIMBURSEMENT VIA E-TRANSFER ON MULTIPLE PAYEES FOR THE SAME PURPOSE

- User logs into the Continia Expense Portal (**Report** not EXPENSE tab) or Mobile Phone Application and creates a new request by:
  - Click on “New” on the top left corner
  - Enter a description for the request
  - Use Admin Comments for any comments you may have

## EXPENSE REPORT SUBMISSION IN CONTINIA EXPENSE PORTAL



continia Expense Portal Expense Report

✓ SUBMIT   ✓ SAVE   ✗ DELETE   📎 NEW EXPENSE

### Report

Description: 2024 Fitness Subsidy

Admin Comment: Please expedite.

Type	Date	Description
------	------	-------------

- Add a new Expense by:
  - Click on "New Expense"
  - 'Amount': Enter the total amount to be transferred.
  - 'Document Date': Select the date of the supporting document.
  - 'Payment Type' Enter 'E-TRANSFER'.
  - 'Account Code': Enter 'BULK E-TRANSFER'

# EXPENSE REPORT SUBMISSION IN CONTINIA EXPENSE PORTAL

The screenshot shows the 'Expense' form in the Continia Expense Portal. The form is titled 'Expense' and has a 'Report' tab selected. The form includes the following fields and values:

Field	Value
Report	2024 Fitness Subsidy
Amount	5500.00
Currency	CAD
Document Date	13 April 2024
Payment Type	E-TRANSFER
Tax Area Code	
Tax Group	
Club-Dept	0000-00
Account Code	BULK E-TRANSFER
Description	
Admin Comment	
E-Transfer Memo	
E-Transfer Email	
E-Transfer Recipient Name	
E-Transfer Security Option	
E-Transfer Security Number	0
Tax Amount	0.00

On the right side of the form, there is a 'Drag and drop files here' area with two file upload options:

- AMS-Reimbursement-Memorand...
- 5. E-transfer Bulk Requisition Fo...

- Drag and drop files: E-Transfer Bulk Requisition Spreadsheet ( it can be found on AMS website) and all the other supporting documents----- Upload the files in JPG, PNG, BMP, TIFF, or PDF formats, and all documents should be **clear and legible**.
- Click on "Save"
- Click on "Submit".

# EXPENSE REPORT SUBMISSION IN CONTINIA EXPENSE PORTAL

## SPECIFIC GUIDELINES FOR SUPPORTING DOCUMENTS:

For expenses **less than \$500**, please submit a complete receipt with payment information. If the receipt lacks payment details, you must also provide a bank/Credit Card statement that highlight the transaction along with the payee's name as proof of payment.

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In cases where any of these documents are unavailable, please provide a memorandum (it can be found on AMS website)

[chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.ams.ubc.ca/wp-content/uploads/2024/04/Reimbursement\\_Memorandum\\_Template-1.pdf](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.ams.ubc.ca/wp-content/uploads/2024/04/Reimbursement_Memorandum_Template-1.pdf)

## NOTE:

1. Payment for each payee cannot exceed \$2,500. If it exceeds this limit, please submit a Cheque/EFT request to [InvoicePayment@ams.ubc.ca](mailto:InvoicePayment@ams.ubc.ca).
2. For payments to the treasurer/executive, a Memorandum is required. (it can be found on the AMS website)

Questions: Please contact [Accountingassist1@ams.ubc.ca](mailto:Accountingassist1@ams.ubc.ca).