

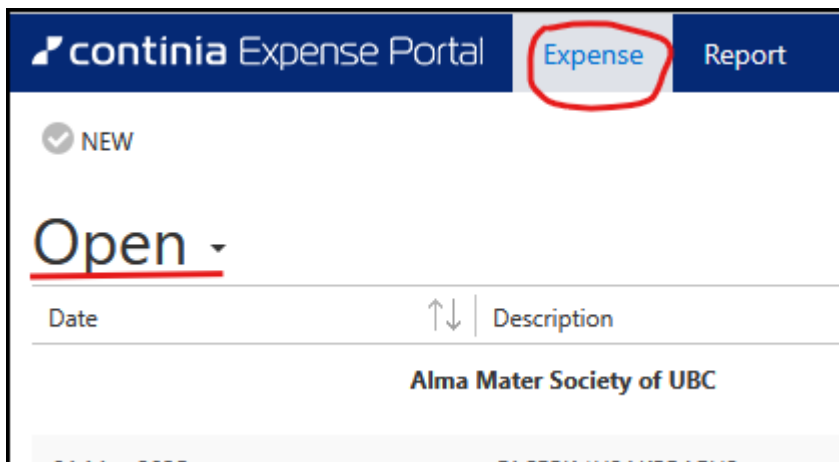
CREDIT CARD EXPENSE SUBMISSION - CONTINIA

At the start of each month, your previous month's credit card transaction receipts must be submitted in Continia, using the AMS' credit card portal. **Failure to submit all your receipts card may result in suspension of your credit card privileges.**

Before you begin, be sure to have all your receipts gathered and sorted. This will make the process much faster for you.

Process for charges to a single dimension and account

- 1) Log into your Continia Account. If you do not have a Continia account set-up yet, or are not sure how to login, please contact the Financial Administrator at alexmak@ams.ubc.ca
- 2) Your OPEN charges show up under the EXPENSE tab,

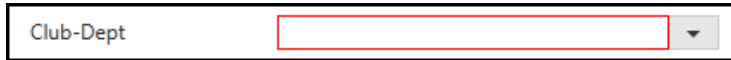


- 3) Select a charge to process by clicking on it
- 4) Find the related receipt for the charge and drag it to the "Drag and drop files here..." area



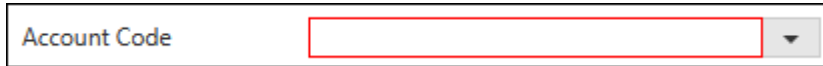
- 5) Ensure the amount matches the receipt you just uploaded

6) In the "Club-Dept" area, input your dimension (xxxxx-xx)



A screenshot of a web form showing a dropdown menu labeled "Club-Dept". The dropdown is open, and the input field is empty and highlighted with a red border.

7) In the "Account Code: area, input the general ledger code you want the expense charged to.



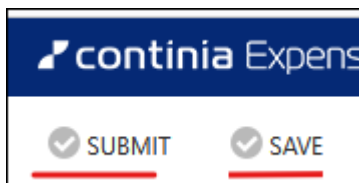
A screenshot of a web form showing a dropdown menu labeled "Account Code". The dropdown is open, and the input field is empty and highlighted with a red border.

8) In the Description area, provide a description of the charge



A screenshot of a web form showing a text input field labeled "Description". The field contains the text "FACEBK *U2AKBP4GH2".

9) If you need to finish submitting the charge later, please SAVE in the top left corner. If you are done, click SUBMIT.

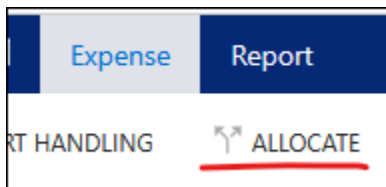


A screenshot of the Continia Expense interface. The top bar shows the "continia Expense" logo. Below the logo, there are two buttons: "SUBMIT" and "SAVE", both with checkmark icons and red underlines.

Process for charges to multiple dimensions and/or accounts

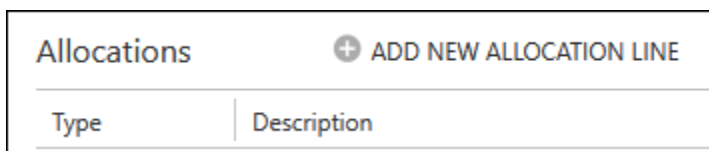
If you are splitting or sharing the cost of the charge, follow this process to allocate the charge to different dimensions and/or accounts.

- 1) Follow Steps 1-8 as described above in "Process for charges to a single dimension and account"
- 2) Click on ALLOCATE to split the charge



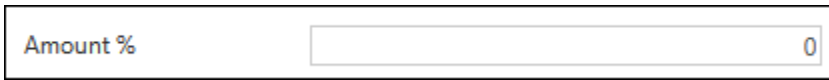
A screenshot of the Expense Report interface. The top bar shows "Expense" and "Report" tabs. Below the tabs, there are two buttons: "REPORT HANDLING" and "ALLOCATE". The "ALLOCATE" button is highlighted with a red underline.

- 3) In the ALLOCATIONS section, click "ADD NEW ALLOCATION LINE"



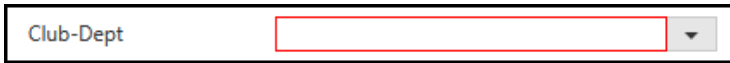
A screenshot of the Allocations section. The top bar shows "Allocations" and a button labeled "+ ADD NEW ALLOCATION LINE". Below the bar, there is a table with two columns: "Type" and "Description".

- 4) In the "Amount %" area, enter the percentage of the charge you want to allocate to this dimension and/or account.



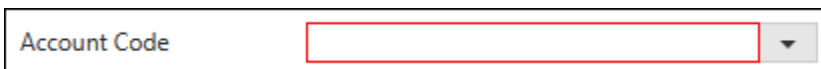
A screenshot of a form field labeled "Amount %". The field contains the number "0".

- 5) In the "Club-Dept" area, input your dimension (xxxxx-xx)



A screenshot of a dropdown menu labeled "Club-Dept". The menu is currently empty, and a red box highlights the input area.

- 6) In the "Account Code:" area, input the general ledger code you want the expense charged to.



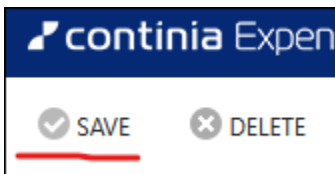
A screenshot of a dropdown menu labeled "Account Code". The menu is currently empty, and a red box highlights the input area.

- 7) In the Description area, provide a description of the charge



A screenshot of a text input field labeled "Description". The field contains the text "FACEBK *U2AKBP4GH2".

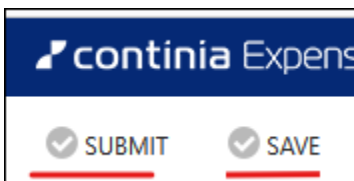
- 8) When you are done, click SAVE in the top left corner.



A screenshot of the "continia Expense" header. Below the header, there are two buttons: "SAVE" (with a checkmark icon) and "DELETE" (with an 'X' icon). The "SAVE" button is highlighted with a red underline.

- 9) Repeat Steps 2-8 until 100% of the charge has been allocated

- 10) If you need to finish submitting the charge later, please SAVE in the top left corner. If you are done, click SUBMIT.



A screenshot of the "continia Expense" header. Below the header, there are two buttons: "SUBMIT" (with a checkmark icon) and "SAVE" (with a checkmark icon). Both buttons are highlighted with red underlines.

If you have any questions, please contact alexmak@ams.ubc.ca