

# FINANCIAL PROCEDURES

## EXPENSE REPORT SUBMISSION IN *CONTINIA EXPENSE PORTAL*

### EXPENSE REPORT PROCESS

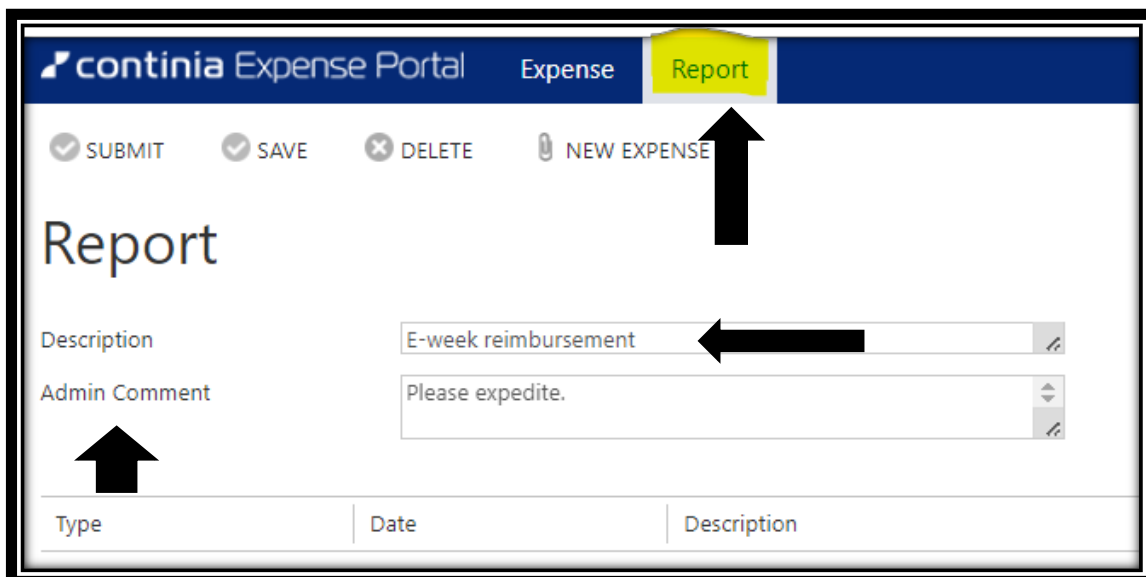
There are two types of **reimbursement submission** in Continia Expense Report Portal:

- Standard Expense Report – Used for individual reimbursement. Each report may include multiple expenses and/or multiple payees.
- Bulk Requisition Form – Used to submit reimbursements for a group of payees receiving the same type(nature) of payment, such as monthly subsidies, CO-OP support, etc.

### STANDARD EXPENSE REPORT

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 in yellow. Below the navigation bar, there are several action buttons: 'SUBMIT', 'SAVE', 'DELETE', and 'NEW EXPENSE'. The main content area is titled 'Report' and contains two input fields: 'Description' with the text 'E-week reimbursement' and 'Admin Comment' with the text 'Please expedite.'. A table is visible at the bottom of the form with columns for 'Type', 'Date', and 'Description'. Three black arrows point to the 'Report' tab, the 'Description' field, and the 'Admin Comment' field.

Add a new Expense by:

- Click on **'New Expense'**.
- **'Amount'**: Enter the amount to be transferred in CAD. (If another currency was used on the receipts/invoices, convert it to CAD and note that exchange rate in 'Admin Comment'.) For partial reimbursements, indicate this in 'ADMIN COMMENT'. Ensure the total amount that matches the supporting documents.
- **'Document Date'**: Select the date of the receipt/invoice.
- **'Payment Type'**: Select 'E-TRANSFER'.
- **'Submission Type'**: Select 'E-TRANSFER'.
- **'Club-Dept.'**: Select your department's dimension.
- **'Account Code'**: Enter the appropriate one. **Clubs**: use codes 7XXXX (General Expense) ONLY.
- **'Description'**: Enter the recipient e-Transfer email address. **THIS FIELD IS VERY IMPORTANT.**
- **'Admin Comment'**: Enter reason or explanation of expenses (e.g. include the exchange rate if applicable)
- **'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 e-Transfer email address. Please ensure this email is valid when submitting, as any errors will prevent the recipient from receiving the payment.
- **'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. **(Ensure to inform the payee of this password in advance).**

Please note the following fields in red boarder are all mandatory fields:

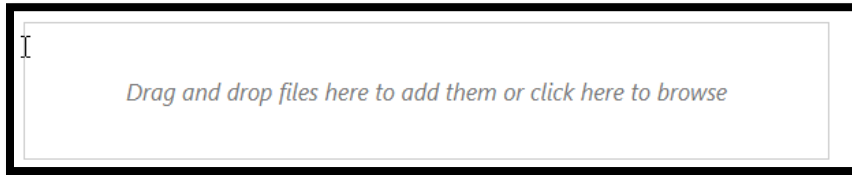
**continia Expense Portal**   Expense   **Report**

SAVE   DELETE   REPORT HANDLING   ALLOCATE   RECEIPTS

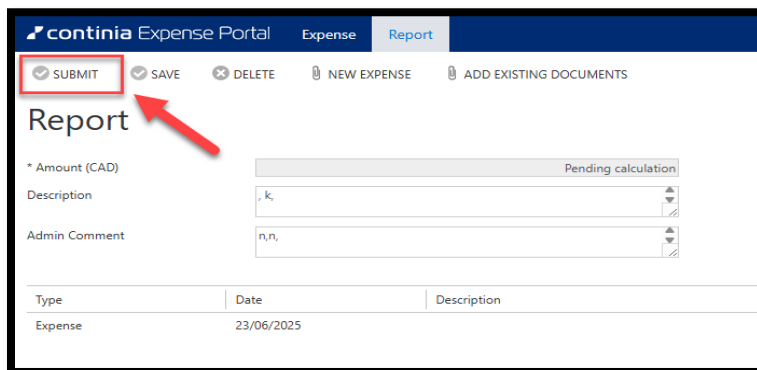
# Expense

Report	test
* Amount	<input type="text" value="0.00"/>
* Currency	CAD
* Document Date	16 July 2025
* Payment Type	E-TRANSFER
* Submission Type	E-TRANSFER
* Club-Dept	<input type="text"/>
* Account Code	<input type="text"/>
* Description	<input type="text"/>
Admin Comment	<input type="text"/>
* E-Transfer Memo	<input type="text"/>
* E-Transfer Email	<input type="text"/>
* E-Transfer Recieipient Name	<input type="text"/>
* E-Transfer Security Option	<input type="text"/>
* E-Transfer Security Number	<input type="text" value="0.00"/>

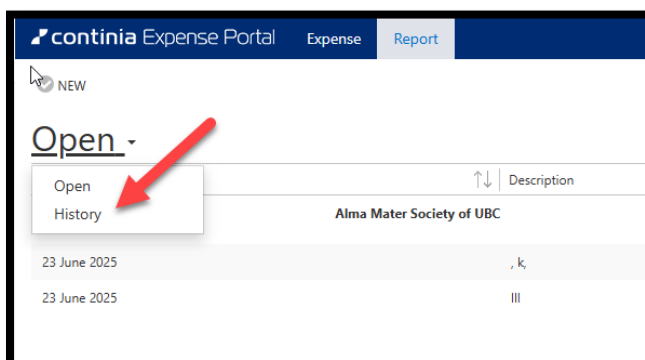
## Drag and drop files



- 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. Each receipt/invoice should correspond to one expense entry. If you have multiple receipts or invoices, please use “Add New Expense” again to enter each one separately. **Please note under your existing Report, multiple payees or expenses can be added.**
- Click “Submit”



- After a successful submission, your report will no longer appear in the ‘Open’ page. You can only view it in the ‘History’ page.



## GUIDELINES FOR SUPPORTING DOCUMENTS:

### Complete Receipt Submission

- All reimbursements require a **complete receipt** that clearly shows payment details.
- Where applicable, both the itemized receipt and the corresponding payment card receipt must be included. Summary receipts without itemized details will not be accepted.
- All receipts must be clear and legible; if faded or difficult to read a **memorandum** must be provided.

### When complete receipt is not available

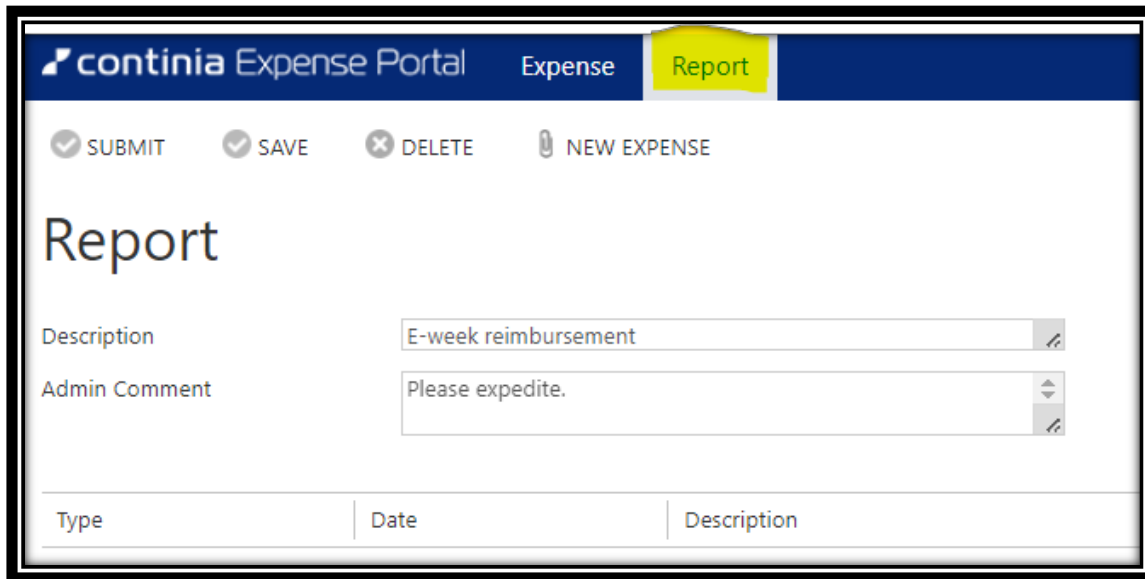
- If a **receipt** does not show payment details, the available receipt must be accompanied by a credit card or bank statement as supplementary documentation. Please note that statements alone are not sufficient.
- If neither **complete receipt** nor credit card or bank statement are available, a signed memorandum must be submitted.
- For cash payments where no receipt is available, a memorandum is also acceptable.

The **Memorandum** form can be found on [AMS website under Staff or Treasurers Resources](#).



## Bulk Requisition Form

- 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



The screenshot shows the 'Report' form in the Continia Expense Portal. The top navigation bar includes 'continia Expense Portal', 'Expense', and 'Report' (highlighted in yellow). Below the navigation bar are buttons for 'SUBMIT', 'SAVE', 'DELETE', and 'NEW EXPENSE'. The main form area has a 'Description' field with the text 'E-week reimbursement' and an 'Admin Comment' field with the text 'Please expedite.'. At the bottom, there is a table header with columns for 'Type', 'Date', and 'Description'.

- Add a new Expense by:
  - Click on **'New Expense'**.
  - **'Amount'**: Enter the total amount to be transferred in CAD.
  - **'Document Date'**: Select the date of the supporting documents.
  - **'Payment Type'**: Select 'E-TRANSFER'.
  - **'Submission Type'**: Select 'BULK E-TRANSFER'.
  - **'Club-Dept.'**: Select your department's dimension.
  - **'Account Code'**: Enter 'BULK E-TRANSFER'.
  - **'Description'**: Any comments you may have.

Please note the following fields **in red boarder** are all **mandatory** fields:

SAVE

DELETE

REPORT HANDLING

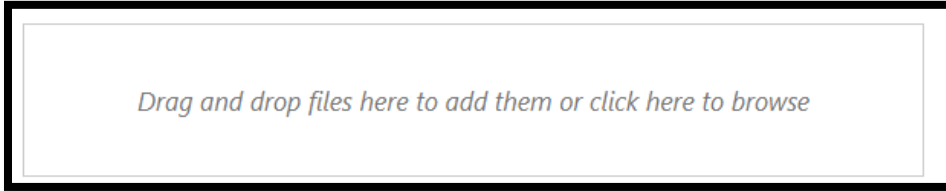
ALLOCATE

RECEIPTS

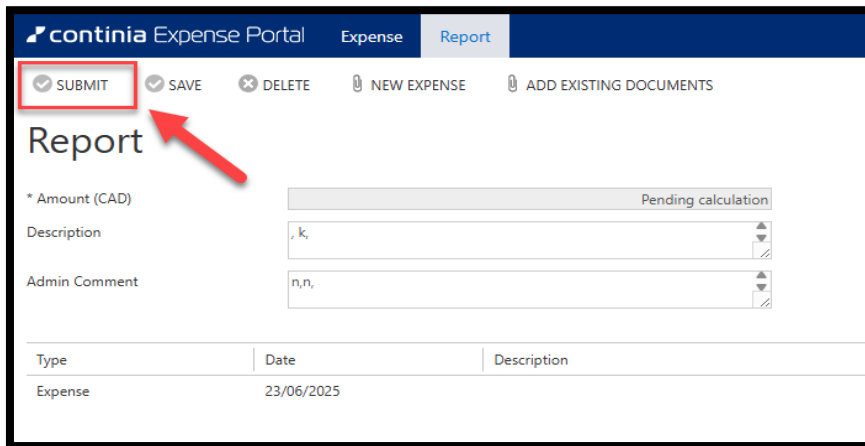
# Expense

Report	test
* Amount	99.00
* Currency	CAD
* Document Date	16 July 2025
* Payment Type	E-TRANSFER
* Submission Type	BULK E-TRANSFER
* Club-Dept	0000-00
* Account Code	BULK E-TRANSFER
* Description	BULK E-TRANSFER
Admin Comment	
* E-Transfer Memo	
* E-Transfer Email	
* E-Transfer Recieipient Name	
* E-Transfer Security Option	
* E-Transfer Security Number	0.00

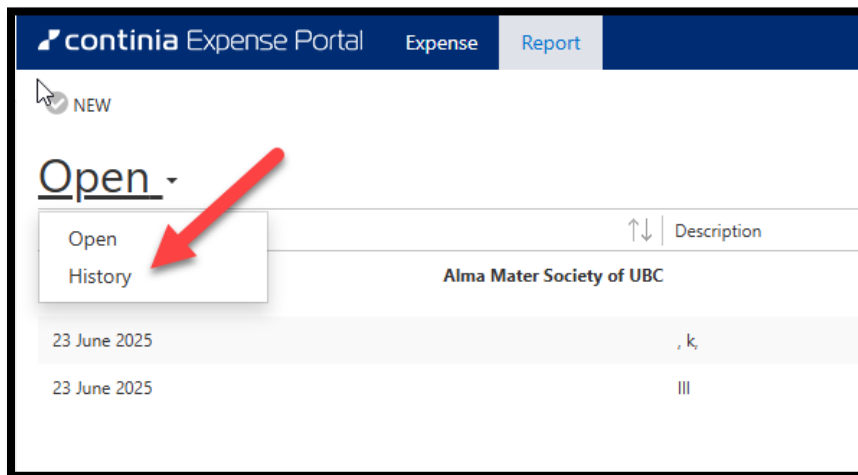
## DRAG AND DROP FILES



- Drag and drop files: E-Transfer Bulk Requisition Spreadsheet (The form can be found on AMS website under Staff or Treasurers Resources) and all other supporting documents. Upload the files in JPG, PNG, BMP, TIFF, or PDF formats, and all documents should be clear and readable.
- Click on “Save”
- Click “Submit”.



- After a successful submission, your report will no longer appear in the 'Open' page. You can only view it in the 'History' page.



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- For cash payments where no receipt is available, a memorandum is also acceptable.

The **Memorandum** form can be found on AMS website under Staff or Treasurers Resources.

### Complete receipt example:



### AFTER SUBMISSION

- Once your expense report received by accounting, we review it and if the submission is complete, it takes about 5-7 business days to process your payment. Before the

payment, the recipient will receive an email from Accounting Team to inform them of upcoming payment.

- If there is any problem, the submission will be rejected and users see the original submission back again on their "Open" page in Continia.
- Users will also receive an automatic system email reminder every Monday, Wednesday, and Friday. The email, titled "Your documents awaiting completion" includes a list of pending expense reports—both rejected and un-submitted which need your attention.

**Note:**

1. Each expense must not exceed \$2,500. If it exceeds this limit, please submit an EFT request to [InvoicePayment@ams.ubc.ca](mailto:InvoicePayment@ams.ubc.ca).
2. If a treasurer wants to submit his/her own reimbursement, a **Memorandum** is required. (The form can be found on AMS website under Treasurers Resources)

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