



THE UNIVERSITY OF BRITISH COLUMBIA

# NON-PO INVOICES, SUPPLIER INVOICE REQUESTS AND EXPENSES

August 16, 2023

Fiona Stirling  
Scott Jolley



# AGENDA

- **Non-PO Invoicing**
  - Requirements
  - Coding
  - Workflow
  - Delegation
- **Supplier Invoice Requests**
  - When to use
  - How to request
  - Additional information and special handling
  - Workflow
- **Expenses**
  - Understanding expenses
  - Supporting documentation
  - What AP looks for
  - Workflow
  - Tips and common reasons for send backs



**NON-PO INVOICES**

# NON-PO INVOICES

- Invoices for purchases under \$3,500 or when there is a PO Exemption
- AP will considers all currency equal in determining the limit.

## Submission Notes:

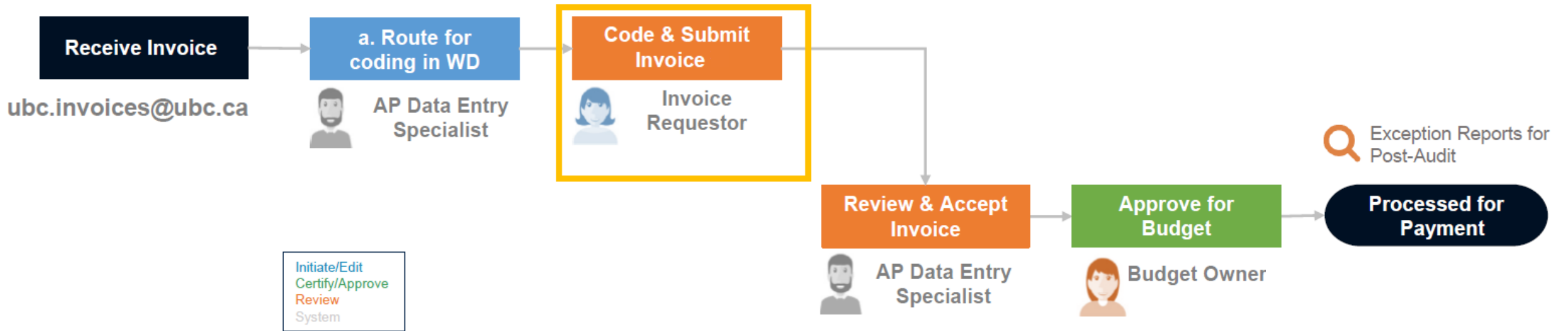
- Non-PO invoices to be submitted for payment at [ubc.invoices@ubc.ca](mailto:ubc.invoices@ubc.ca)
- The AP email address for receiving transactions is completely automated. It takes the attachment off of a received email and loads it directly into a processing queue.
- Suppliers must be set up in Workday before their invoice can be processed.
- Invoices **must** include the name of the requestor

# INVOICE STANDARDS – WHAT SHOULD BE INCLUDED:

- Payee (supplier) name and remittance address. If Canadian GST is charged, must match the name on file with the CRA.
- Any additional supplier contact information, e.g. phone number and email address.
- If Canadian taxes charged, include valid GST number and the tax charged per taxation type.
- A unique invoice number - If unique invoice number not provided, one will be created by AP.
- Invoice date - If invoice date not provided, UBC will use the date the invoice is received in our queue.
- Description of the items being billed, including line item unit, quantity, and price.
- Total amount of the invoice including currency. If no currency is indicated we will assume the currency of the supplier's remittance address.

Resource: [Invoicing Standards](#)

# NON PO INVOICE WORKFLOW




# NON PO INVOICE CODING AND REVIEW

- Inbox task
- Review the supplier invoice and ensure that the information entered matches the attachment.
  - Supplier
  - Invoice Amount
  - Currency
  - **Spend Category**
- Add worktags

\*Updating the Spend Category that does not have the same tax treatment may impact the Control Total due to Workday's tax calculations

\* Information entered into the Memo field (under the Invoice Reference Information section) will be printed on the cheque remittance advice, or included in the emailed remittance advice for electronic payments.

# NON PO INVOICE REVIEW

Supplier Invoice 

Invoice Number SI-0000507926 Payment Status Unpaid

## Invoice Information

Company	* <input type="text" value="UBC The University of British Columbia"/>
Supplier	* <input type="text" value="UBC Properties Trust"/>
Remit-To Connection	<input type="text" value="CAD *EFT Suite 200 - 3313 Shrum Lane Vancouver, BC CAN"/>
Currency	* <input type="text" value="CAD"/>
Invoice Date	* <input type="text" value="2023-08-04"/>
Invoice Received Date	<input type="text" value="2023-08-09"/>
Accounting Date Override	<input type="text" value="YYYY-MM-DD"/>
Control Total Amount	<input type="text" value="6,562.50"/>
Total Invoice Amount	<input type="text" value="6,562.50"/>
Freight Amount	<input type="text" value="0.00"/>
Other Charges	<input type="text" value="0.00"/>
Worktag Split Template	<input type="text"/>
Tax-Only	<input type="checkbox"/>

## Terms and Taxes

Payment Terms	* <input type="text" value="Immediate"/>
Discount Date	(empty)
Due Date	2023-08-04
Due Date Override	<input type="text" value="2023-08-04"/>
Default Payment Type	*EFT
Override Payment Type	<input type="text"/>
Reference Type	<input type="text"/>
Default Tax Option	<input type="text" value="Calculate Tax Due to Supplier"/>
Default Tax Code	<input type="text"/>
Default Withholding Tax Code	<input type="text"/>
Tax Amount	312.50
Withholding Tax Amount	0.00
	<input type="button" value="Update Tax"/>

## Invoice Reference Information

Ship-To Address	<input type="text" value="2329 West Mall Vancouver, BC V6T 1Z4 Canada"/>
Handling Code	<input type="text"/>
On Hold	<input type="checkbox"/>
Supplier Document Received	<input type="checkbox"/>
Supplier's Invoice Number	<input type="text" value="8614"/>
External PO Number	<input type="text"/>
Referenced Invoices	<input type="text"/>
Statutory Invoice Type	<input type="text"/>
Supplier Contract	<input type="text"/>
Total Contract Amount	0.00
Document Link	<input type="text"/>
Memo	<input type="text"/>
Approver	<input type="text" value="Anita Friesen"/>



# PO EXEMPTIONS

- If invoice is greater than \$3500, and PO exempted, select applicable exemption code
- Attach supporting documentations with the PO Exemption.
- For more information on PO exemptions, refer to the [PO Exemption Matrix](#)

▼ Invoice Reference In

Ship-To Address

Handling Code

On Hold

Supplier Document Received

Supplier's Invoice Number

External PO Number

Referenced Invoices

Statutory Invoice Type

Supplier Contract

PO Exempt 01 - Pre-Approved Lease or Rental of Property - Canada

PO Exempt 02 - Advertising and Journal Publications - Canada

PO Exempt 03 - Clinical Trials, Patient Care Research and Billed Appointments - Canada

PO Exempt 04 - Conferences and Excursions - Canada

PO Exempt 05 - Non-Employee Individuals (Token of Appreciation, Royalty, Scholarships, Awards) - Canada

PO Exempt 06 - Investment and Securities - Canada

PO Exempt 07 - Professional Development and Memberships - Canada

PO Exempt 08 - Pre-Approved Legal Services - Canada

PO Exempt 09 - Public or Health

Search

Select PO Exemption code under Statutory Invoice Type

# NON PO INVOICE CODING

Invoice Lines 1 item

	Order	*Company	Item	Item Description	Supplier Item Identifier	Purchase Item	Spend Category
+ -		UBC The University of British Columbia					Building Major Upgrades   Over \$50000

Check Spend Category and update if needed


Invoice Lines Tax Currency Rate Prepaid Details Additional Fields Attachments Process History

Invoice Lines 1 item

	Program	Grant	Project	Gift	Cost Center	*Additional Worktags	Bill to
						Fund: FD000 General Purpose Operating	

Enter Worktags

Add Employee or Contingent Worker (Non-UBC) for travel and personal related expenses that support FIA reporting

 Only one Employee and/or Contingent Worker worktag can be tagged on each invoice line. If there are multiple individuals' expense associated to the invoice, add separate invoice lines each individual.

Add line

Invoice Lines Tax Currency Rate Prepaid Details Additional Fields Attachments

Invoice Lines 1 item

	Order	*Company	Item	Item Description	Supp Item
+ -		UBC The University of British Columbia			

# NON PO INVOICE REVIEW

1

Invoice Lines Tax Currency Rate Prepaid Details Additional Fields Attachments

Invoice Lines 1 item

	Order	*Company	Item	Item Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> UBC The University of British Columbia		

Click Attachments to view supplier invoice

2

Attachments



8614 UBC PROPERTIES TRUST.pdf  
Uploaded by Carole Miller

Comment

Upload

Verify invoices details match the attachment

If invoice needs to be revised, work with supplier to receive updated invoice, upload and send back to AP to update in Workday

3

Approve

Send Back

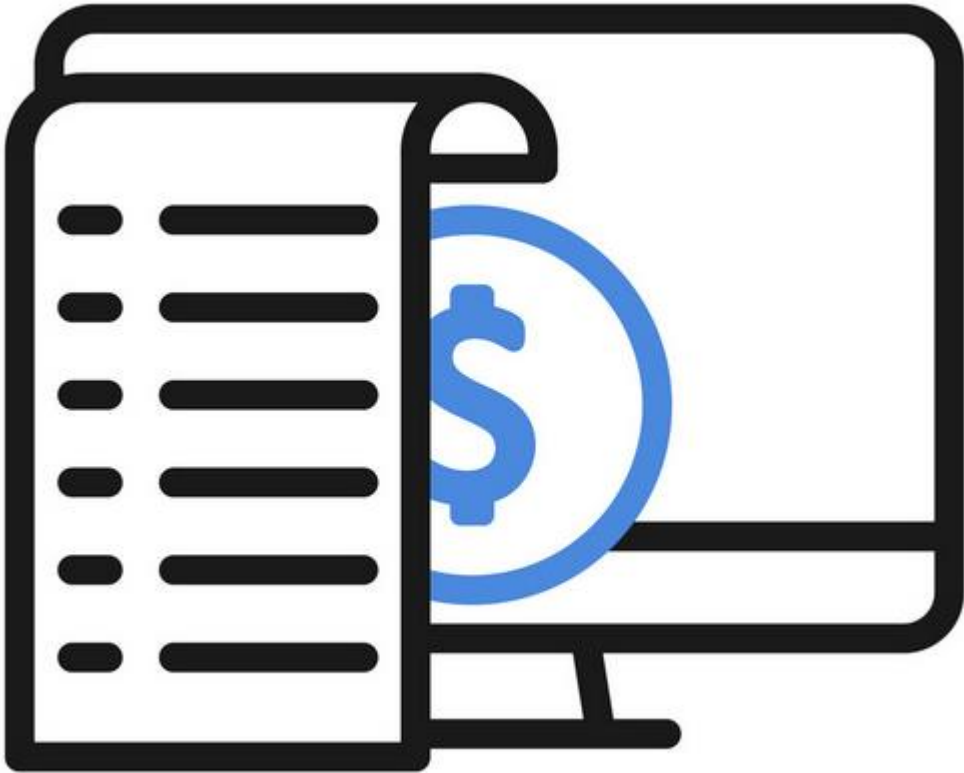
Add Approvers

...

Approve or send back to AP

# DELEGATION

- The delegation task is **Supplier Invoice Event**
- This delegates all inbox items related to Supplier Invoices, such as Invoice Coding and/or Worktag Manager approval.
- To ensure a delegate completes only invoice coding, and not budget approval, the delegation rule should be Supplier Invoice Event – Delegate Invoice Coding Step Only
- Resource: [Set up Delegation](#)



## **SUPPLIER INVOICE REQUESTS**

# SUPPLIER INVOICE REQUESTS (SIRS)

- Used to request payments when you don't have an invoice
  - Honourariums
  - Reimburse expenses for non-UBC individuals (e.g. guest speaker, visiting professor)\*
  - Reimburse terminated workers
  - Transfers to award sub recipients

\*Students (non-employee) are to be reimbursed through the Student Expense Module

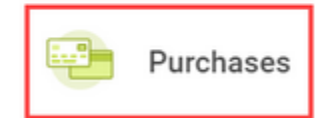
# CREATE SUPPLIER INVOICE REQUEST

Type "create supplier invoice request" in the search bar

- Create Supplier Invoice Request Task

OR

Click the Global Navigation Menu and select Purchases



Select Supplier Invoice Request


**Purchases**


Actions	External Links
Create Requisition	Create Supplier Invoice Request
Create Receipt	My Supplier Invoice Requests
Create Supplier Request	
Create Template	
Edit Receipt	


# CREATE SUPPLIER INVOICE REQUEST CONTINUED

Supplier Invoice Request (empty) Status (empty) Requester (empty)

## Primary Information


Invoice Date \* 2023-08-14 

Invoice Received Date YYYY-MM-DD 

Company \*  

Supplier \*

Remit-To Connection

Currency \*  

Control Total Amount 0

Supplier's Invoice Number

Enter invoice date

Ensure company is UBC

Search for name of supplier


Select from drop down if default not correct


Select from available currencies

Enter reference number


Enter total amount to be paid


## Additional Information


Ship-To Address  

Payment Terms  

Default Due Date (empty)

Reference Type  

Handling Code  

Statutory Invoice Type  

Freight Amount 0

Tax Amount 0

Memo

Ensure ship-to address is 2329 West Mall Vancouver, V6T 1Z4

Enter special instructions – printed on the cheque remittance advice / included with remittance advice for EFT



# SUPPLIER INVOICE REQUEST – HANDLING CODES

**Additional Information**

Ship-To Address

Payment Terms

Default Due Date

Reference Type

Handling Code

Statutory Invoice Type

Freight Amount

Tax Amount

Memo

- Campus Mail Redirect
- Canada Post
- Mail to UBCO Enrollment/Student Services
- Mail to UBCV Enrollment/Student Services
- Pick-up from UBCO Financial Operations
- Pick-up from UBCV Financial Operations

- Okanagan related codes:

- Campus Mail Redirect - UBC Campus mail will deliver cheques to the applicable 'departmental mail room' (use the Memo field to provide instructions).
- Canada Post - Cheques will be mailed to the supplier's selected remit-to connection.
- Mail to UBCO Enrollment/Student Services - Cheques are delivered to the Enrolment Services office in the University Centre (UNC) building of UBCO. UNC 214 - 3272 University Way, Kelowna BC.
- Pick-up from UBCO Financial Operations - Cheques will be available for pickup from Office Modular 1, (OM1) 1157 Alumni Avenue Kelowna BC.

For special handling of payments, select the appropriate handling code.

# SUPPLIER INVOICE REQUEST – PAYMENT TERMS

Select Payment Terms if different from Net 30

- E.g. Honorarium for day of event

Select payment terms from dropdown

## Additional Information

Ship-To Address

× 2329 West Mall Vancouver, BC  
V6T 1Z4 Canada

Payment Terms

× Net 30 ...

Default Due Date

Reference Type

Handling Code

Statutory Invoice Type

Freight Amount

Tax Amount

Memo

Search

1% 15, Net 30

2% 10, Net 30

2% 15, Net 30

Immediate

Net 10

Net 15

Net 30

Net 45

0.00

# CREATE SUPPLIER INVOICE REQUEST – ENTER INVOICE LINES

Lines Additional Fields Attachments

+ Add

0

Lines

Choose Goods or Service

- Goods Line
- Service Line

Item

Item Description

Spend Category

Quantity

Unit of Measure

Unit Cost

Item Identifiers (empty)

Item Tags (empty)

Extended Amount

Program

Grant

Project

Gift

Cost Center

\*Additional Worktags

Billable

Memo

Internal Memo

Add the appropriate worktag (Program / Project / Grant / Gift)

Select spend category

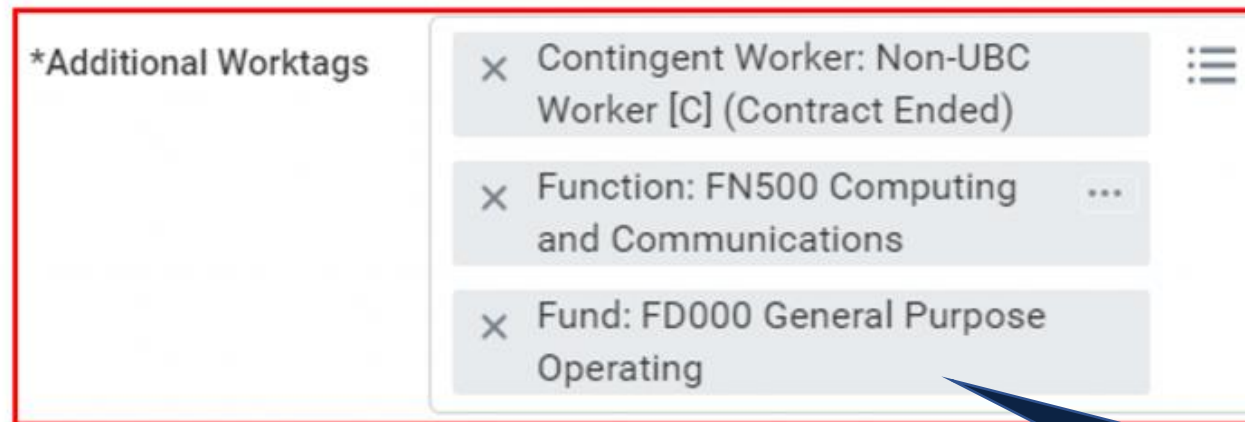
Enter quantity

Enter unit cost

Extended amount will auto populate based on quantity and unit price

# SUPPLIER INVOICE REQUEST – EMPLOYEES AND CONTINGENT WORKER WORKTAGS

- To support Financial Information Act (FIA) reporting on travel and personal related expenses, additional information is required. Former UBC employees can be searched and selected. For Non-UBC individuals, search "Non-UBC" under Contingent Worker.



\*Additional Worktags

- × Contingent Worker: Non-UBC Worker [C] (Contract Ended) ⋮
- × Function: FN500 Computing and Communications ...
- × Fund: FD000 General Purpose Operating

Add name of former employee or select non-UBC worker

# SUPPLIER INVOICE REQUEST – ATTACHMENTS

The screenshot shows the 'Attachments' tab of a Supplier Invoice Request form. The 'Attachments' section is highlighted with a callout: 'Click Attachments' pointing to the 'Attachments' tab, and another callout: 'Add Supporting documents e.g. agreements, travel receipts for non-UBC individuals, etc.' pointing to the 'Drop files here' area. Below this is a 'Select files' button. A callout: 'Add any additional information to communicate with future reviewers / approvers' points to the 'enter your comment' text box. At the bottom, a callout: 'Click Submit' points to the orange 'Submit' button, with 'Save for Later' and 'Cancel' buttons also visible.

Lines Additional Fields Attachments

+ Add

0 Lines

Attachments

Drop files here  
or  
Select files

enter your comment

Click Submit

Submit Save for Later Cancel

# SUPPLIER INVOICE REQUEST – WORKFLOW



The Accounts Payable Entry Specialist will review, add additional information (e.g., Tax) and approve the request, creating a Supplier Invoice from the Supplier Invoice Request



**EXPENSES**

# UBC RESOURCES

- Business Expenses Policy (FM8)
  - [Explanatory Notes](#)
  - [Business Expenses Policy and Associated Procedures](#)
  - [Business Expense Rules](#)
  - [Indigenous Finance Guidelines](#)
- UBC Finance website - Procure to Pay Section – [Common Transactions Guidelines](#)
- UBC Finance website – Procure to Pay Section – [Business Expense Rules FAQs](#)



# WHAT IS THE INTENT OF AN EXPENSE REPORT?

To provide details regarding expenditures you have made on behalf of UBC so that:

- You are reimbursed for out-of-pocket expenses
- Credit Card transactions you have made are reconciled
- Cash advances are accounted for
- All reviewers and approvers have the necessary information to fully identify and approve the expenses
- UBC has correct and complete information for reporting purposes
- There is an information trail for auditing purposes

# EXPENSE REPORTS - TELL THE STORY

Your expense reports should tell a detailed and compelling story. Consider the 5Ws (and 1H):

- **What** is the expense?, **What** is it for?, **What** did it cost?
- **Why** was this expense necessary?
- **When** did this expense take place?
- **Who** incurred the expense?, **Who** was involved?
- **Where** did the expense take place?, **Where** is this expense being paid from (worktag)?
- **How** was it paid for? **How** much was paid?

# REIMBURSABLE EXPENSE - SUPPORTING DOCUMENTS

What is considered a receipt for a reimbursable expense?

An acceptable receipt is one or more documents that clearly indicate **all** of the following details:

- What was purchased – items, quantities
- Purchase amount
- Taxes paid
- Proof of payment

What is not a receipt?:

- Order summary
- Bill of lading
- Credit card slip
- PayPal payment summary
- Picture of item with price
- Non cash payment (e.g. points)

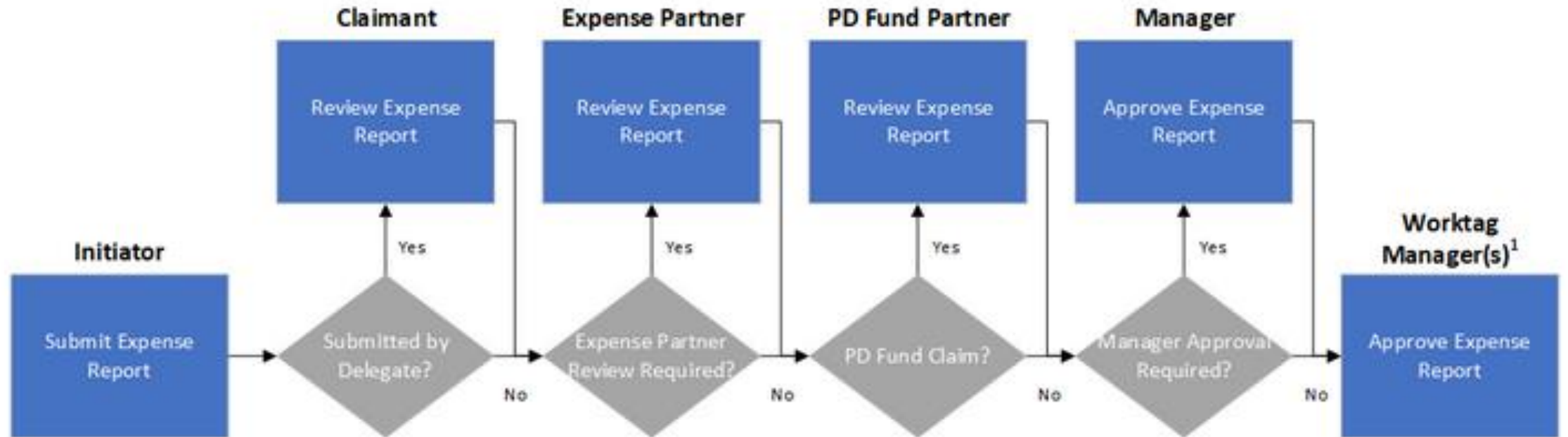


# AP REVIEW – WHAT DOES THE EXPENSE PARTNER LOOK FOR?

- The team reviews expenses reports for:
  - Completeness
  - Accuracy
  - Statutory compliance (CRA, Provincial regulations)
  - Items covered under UBC policy
  - Tax calculation - When taxes are not calculated correctly as per accompanying receipt, the Expense Partner corrects the tax

# EXPENSE WORKFLOW

Business Process Workflow



<sup>1</sup>Worktag Manager in this context refers to Program Managers, Grant Managers, Project Managers, Gift Managers, Gift Initiative Managers, and/or Cost Center Managers.

# EXPENSE REPORT – MISSING RECEIPT

Expense Date	* 2023-08-14
Expense Item	* <input type="text" value="Research Supplies"/>
Total Amount	* <input type="text" value="0.00"/>
Currency	* <input type="text" value="CAD"/>
Memo	<input type="text"/>
Program	<input type="text"/>
Grant	<input type="text"/>
Project	<input type="text"/>
Gift	<input type="text"/>
*Cost Center	<input type="text" value="CC00749 Finance   Finance Strategies and Operations   AVP Finance and Operations - UBCO"/>
*Additional Worktags	<input type="text" value="Function: FN400 General Administration"/> <input type="text" value="Fund: FD000 General Purpose Operating"/>
	Personal Expense <input type="checkbox"/>

<b>Item Details</b>	
Origination	<input type="text"/>
Destination	<input type="text"/>
Country	* <input type="text"/>
Missing Receipt?	<input type="checkbox"/>
<b>Itemization</b>	
Use the button below only if your company's expense policy requires it.	
<input type="button" value="Add"/>	
<b>Tax</b>	
Tax Code	<input type="text"/>
Tax Amount	0.00
Receipt Included	<input type="checkbox"/>

Select missing receipt to certify receipt is not attainable and has not been claimed elsewhere  
Note – you may be asked to upload other supporting documentation to support the line items

# EXPENSE REPORT – CLASSIFYING EXPENSES

Expense Date \* 2023-08-14

Expense Item \*

Amount \* 0.00

Grant

Project

Gift

\*Cost Center

\*Additional Worktags

Personal Expense

**Item Details**

Origination

Destination

Country \*

Missing Receipt?

**Itemization**

Use the button below only if your company's expense policy requires itemizations.

**Tax**

Tax Code

Tax Amount 0.00

Receipt Included

Selecting the expense items determines the displayed

- Instructions
- Items details fields
- Tax information

Items details (location, attendees, etc.) are used for reporting and tax purposes

The expense item, and where the item was purchased, can impact the tax code

# EXPENSE REPORT – FINAL DETAILS

Expense Date	* 2023-08-14
Expense Item	* <input type="text" value="Research Supplies"/>
Total Amount	* 0.00
Currency	* <input type="text" value="CAD"/>
Program	<input type="text"/>
Grant	<input type="text"/>
Project	<input type="text"/>
Gift	<input type="text"/>
*Cost Center	<input type="text" value="CC00749 Finance   Finance Strategies and Operations   AVP Finance and Operations - UBCO"/>
*Additional Worktags	<input type="text" value="Function: FN400 General Administration"/> <input type="text" value="Fund: FD000 General Purpose Operating"/>
Personal Expense	<input type="checkbox"/>

<b>Item Details</b>	
Origination	<input type="text"/>
Destination	<input type="text"/>
Country	* <input type="text"/>
Missing Receipt?	<input type="checkbox"/>
<b>Itemization</b>	
Use the button below only if you	
<input type="button" value="Add"/>	
<b>Tax</b>	
Tax Code	<input type="text"/>
Tax Amount	0.00
Receipt Included	<input type="checkbox"/>

Each line has a memo field to provide additional detail for review and approval

Select personal expense when the UBC card is used in error. The amount is deducted from the reimbursement or your pay

- Itemization is used when:
- A single expense needs to be distributed across two or more worktags
  - Multiple expenses of different types appear on the same receipt
  - Part of the expense was personal, which is not eligible for reimbursement



# MOST COMMON REASONS FOR SEND BACKS

- Missing documentation
  - Documentation doesn't meet criteria of a receipt
  - Lacking confirmation of payment for out of pocket reimbursement
  - Missing receipt box not checked when lacking receipt
- Missing Attendee information
  - Travel - Attendees not listed/itemized when more than one traveler (can group non-UBC into one line)
  - Hospitality and Entertainment / Catering – attendee list / notes missing

# OTHER COMMON REASONS FOR SEND BACKS

- Missing worktag information
- Amount claimed doesn't match documentation
  - Currency conversion should either be supported with actual visa charge or use Workday's conversion rate
- Incorrect expense category – e.g. used Meals when should be Hospitality and Entertainment, or vice versa
- Payments for services to third parties require a T4A – information to be first reported to AP at <https://ap.share.ubc.ca/SitePages/T4A.aspx>
- Send back comments not addressed
- Policy issue – e.g. reimbursement for item exceeding \$3500, claim of alcohol on a tri-agency grant



# Upcoming Workday Wednesday

Topic: Intro to Procurement 101

Date/Time: August 23, 2023 | 10:00 am

Meeting Link:

<https://ubc.zoom.us/j/69721819363?pwd=bFJ1Q25JK0pwUzNsRUNFSUdhY0xzUT09>

Host: Rebecca way

