The process below describes the reconciliation of card transactions and reimbursements using expense reports. If you have individual credit card transactions where an expense report is not needed, follow the instructions for reconciling individual transactions.

**Attention Faculty:** Transactions and/or Reimbursements funded by the Dean’s office are required to be in an Expense Report labeled....
(Fiscal Year) Deans Travel  I.e. 2016-17 Deans Travel.
Please refer to the instructions from the Dean provided to you with your approval of funds.

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**EXPENSE REPORT OVERVIEW**

**Overview**
Expense Reports are containers that enable Accountholders and Proxy Reconcilers to group together transactions and reimbursements for a like event. Expense Reports can enable you to efficiently organize your credit card transaction and your personal reimbursement information into a format that allows you to perform a single task on all of the documents included in the report. You can view and print the Expense Report, view the sum of the Expense Report, and sign off on all documents included in the report with one sign off. Expense Reports can be created either before or after you have expenses to reconcile.

For example, if you went on a business trip, you might add all transactions related to that trip into an expense report. You, and then your Approver, could sign off on the Expense Report; which then signs off on all documents within the report that have not been previously signed off. Once an Expense Report is signed off by the accountholder, new items cannot be added to it so if you need to add more items at a later time, just sign off on the individual transactions and reimbursements and leave the Expense Report open.

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**CREATING EXPENSE REPORTS**

Expense reports can be created before or after you have expenses to reconcile.
Creating a report **BEFORE you have Expenses**

1. **Before you travel and have no transactions or reimbursements to reconcile:**
   A. On the Drop down Menu on your home page, select Expense Reports.
   B. Once the Expense Reports page is open, select the drop down arrow on the right hand side of your screen next to “Create”. Select “Create Expense Report”.
   C. Name the Expense Report.

   **Attention Faculty:** Transactions and/or Reimbursements funded by the Dean’s office are required to be in an Expense Report labeled....(Fiscal Year) Deans Travel i.e. **2016-17 Deans Travel**.
   Please refer to the instructions from the Dean provided to you with your approval of funds.
**Name your Expense Report**

Name your Expense Report as needed. Using the year in your name will help you distinguish duplicate folders.

Add a description if desired.

Remember, if funded by the Dean’s office, your Expense Report needs to be titled exactly as instructed by the Dean to insure these funds are properly dispersed.

Description is optional.

Expense Reports are listed on your Home page as “Pending.”

Keep Expense Reports open until you are done adding items to it.

Once an expense report is closed, you can’t add transactions or reimbursements to it.
Creating a Report AFTER you have Expenses to add

3. After you travel and have transactions or reimbursements to reconcile:
   D. Select the credit card transaction
   E. Select “Add to Expense Report”
   ****Once the Expense Reports page is open, select the drop down arrow on the right hand side of your screen next to “Create”. Select “Create Expense Report”
   F. Name the Expense Report.

Attention Faculty: Transactions and/or Reimbursements funded by the Dean’s office are required to be in an Expense Report labeled…. (Fiscal Year) Deans Travel i.e. 2016-17 Deans Travel.
Please refer to the instructions from the Dean provided to you with your approval of funds.
**Name your Expense Report**

Name your Expense Report as needed. Using the year in your name will help you distinguish duplicate folders. Ie...2017-HR Scholarship

Add a description if desired.

Remember, if funded by the Dean’s office, your Expense Report needs to be titled exactly as instructed by the Dean to ensure these funds are properly dispersed.

Description is optional.
Adding transactions or reimbursements to an EXISTING Expense Report:

4. After you travel and have transactions or reimbursements to reconcile:
   
   D. Select the credit card transaction
   E. Select “Add to Expense Report”
   
   G. Once the Expense Reports page is open, select the existing report to add to.
   H. Select OK.

Attention Faculty: Transactions and/or Reimbursements funded by the Dean’s office are required to be in an Expense Report labeled....(Fiscal Year) Deans Travel  i.e. 2016-17 Deans Travel.

Please refer to the instructions from the Dean provided to you with your approval of funds.
Your credit card transaction will now be identified as being in an Expense Report when you look at your Expense Report column.

You can now process your transaction separate from your Expense Report so that your Expense Report can be signed off at a later date; when all pertinent information has been added to it.
Reviewing, printing, or uploading images to an Expense Report

You can access your Expense Report from the Home screen. Select Expenses and then Expense Reports or Select Pending under Current Status.

Select to print, upload receipts, sign off, or view full details.

IMPORTANT TO REMEMBER.... Once an Expense Report is signed off, you cannot add to it.

Review the number of items and total amount included in the report.
You can review your expense report to see what items are in it and whether the item has been signed off, and/or a receipt is uploaded.

Items can be removed if necessary.

You may edit the name and description of an expense report.
Adding a “signed off” transaction or reimbursement to an Expense Report

Select...Expenses
Then select...Signed Off
Then select the transaction to add
Select “Add to Expense Report”
Then....As with instructions G and H above,
Add to the relevant Expense Report.