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.

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.

CREATING EXPENSE REPORTS

Expense reports can be created before or after you have expenses to reconcile.

<u>Creating a report *BEFORE* you have Expenses</u>

1. <u>Before</u> 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.

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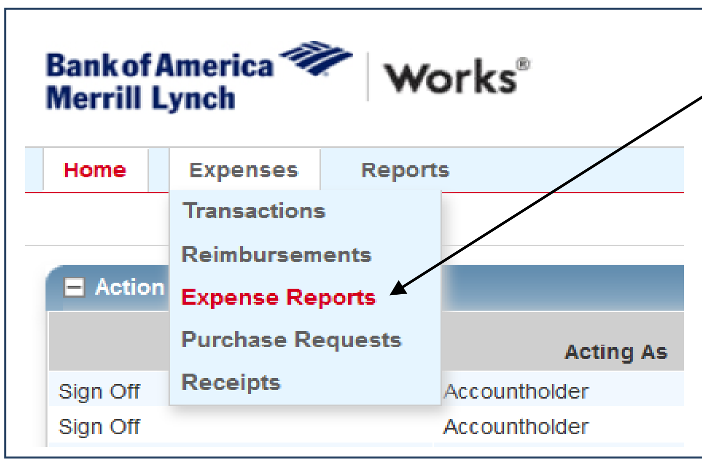
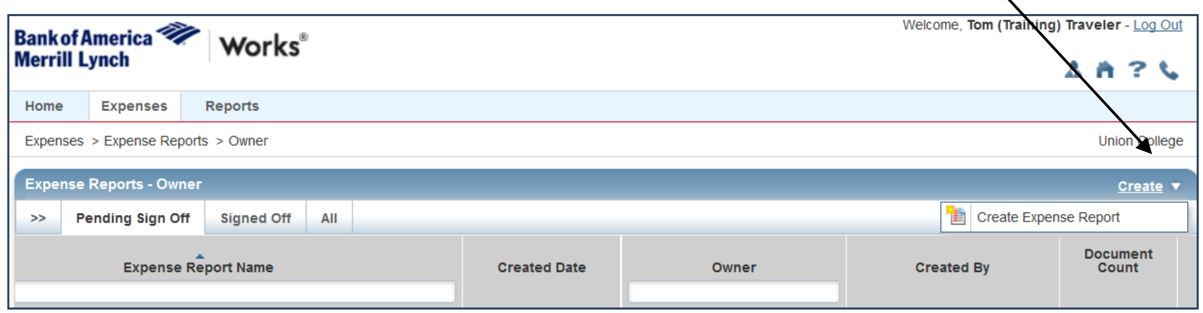
A

On the drop down menu, **select**
Expense Reports



B

Once open…Select the Create drop down arrow to:
Create Expense Report



C

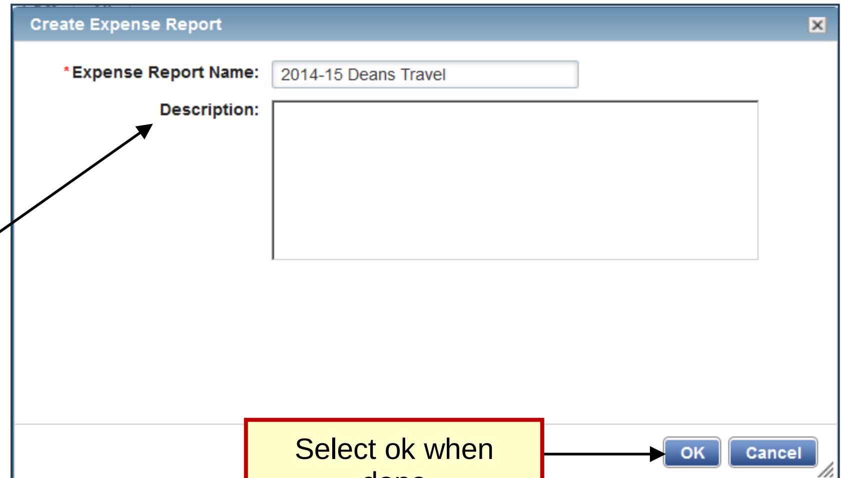
Name your Expense Report

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

Add a description if desired.

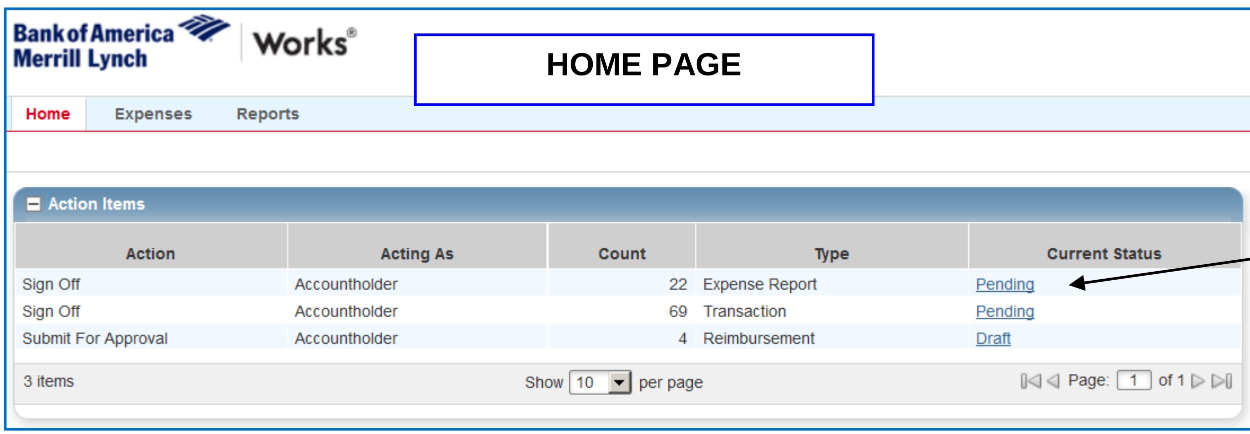
Remember, if funded by the Dean's office, your Expense Report needs to be titled exactly as instructed by the Dean to insure these funds are properly dispersed.

Description is optional.



Select ok when done

HOME PAGE



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.

<u>Creating a Report *AFTER* you have Expenses to add</u>

3. <u>After</u> 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.**
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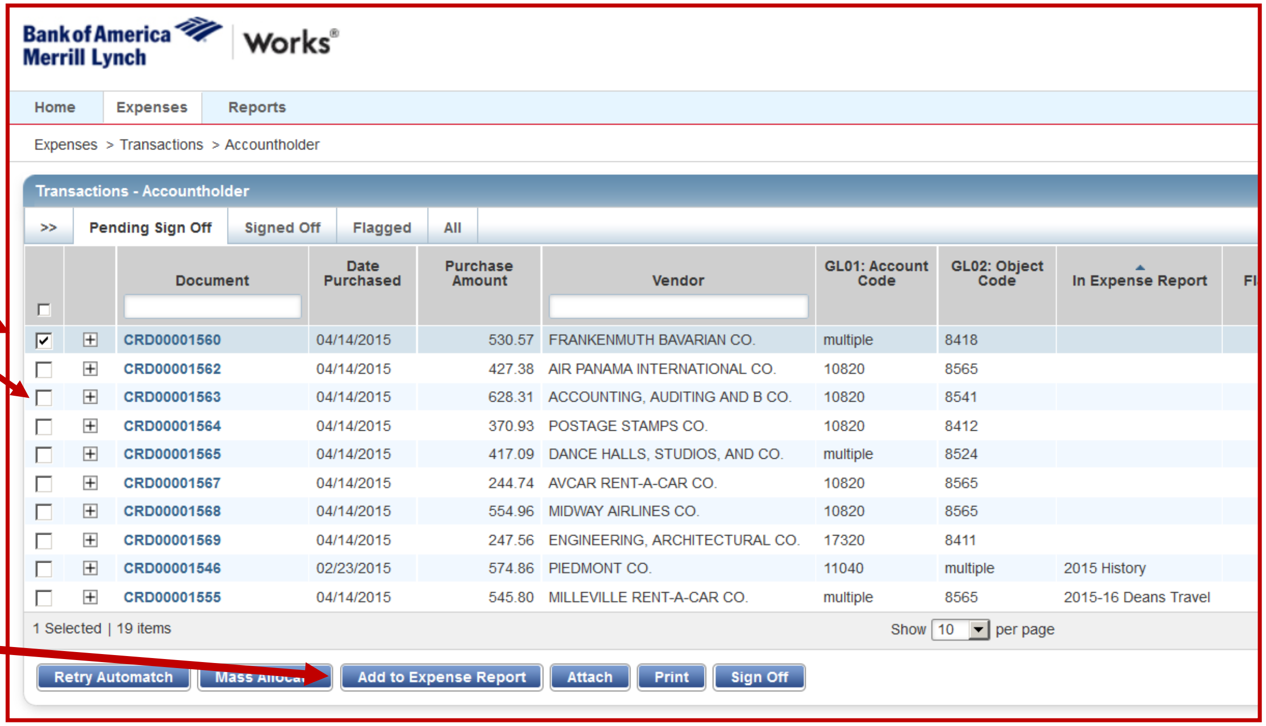
D — SELECT TRANSACTION
OR
MULTIPLE TRANSACTIONS

E — SELECT
ADD TO EXPENSE REPORT



	Document	Date Purchased	Purchase Amount	Vendor	GL01: Account Code	GL02: Object Code	In Expense Report
☑	CRD00001560	04/14/2015	530.57	FRANKENMUTH BAVARIAN CO.	multiple	8418	
☐	CRD00001562	04/14/2015	427.38	AIR PANAMA INTERNATIONAL CO.	10820	8565	
☐	CRD00001563	04/14/2015	628.31	ACCOUNTING, AUDITING AND B CO.	10820	8541	
☐	CRD00001564	04/14/2015	370.93	POSTAGE STAMPS CO.	10820	8412	
☐	CRD00001565	04/14/2015	417.09	DANCE HALLS, STUDIOS, AND CO.	multiple	8524	
☐	CRD00001567	04/14/2015	244.74	AVCAR RENT-A-CAR CO.	10820	8565	
☐	CRD00001568	04/14/2015	554.96	MIDWAY AIRLINES CO.	10820	8565	
☐	CRD00001569	04/14/2015	247.56	ENGINEERING, ARCHITECTURAL CO.	17320	8411	
☐	CRD00001546	02/23/2015	574.86	PIEDMONT CO.	11040	multiple	2015 History
☐	CRD00001555	04/14/2015	545.80	MILLEVILLE RENT-A-CAR CO.	multiple	8565	2015-16 Deans Travel

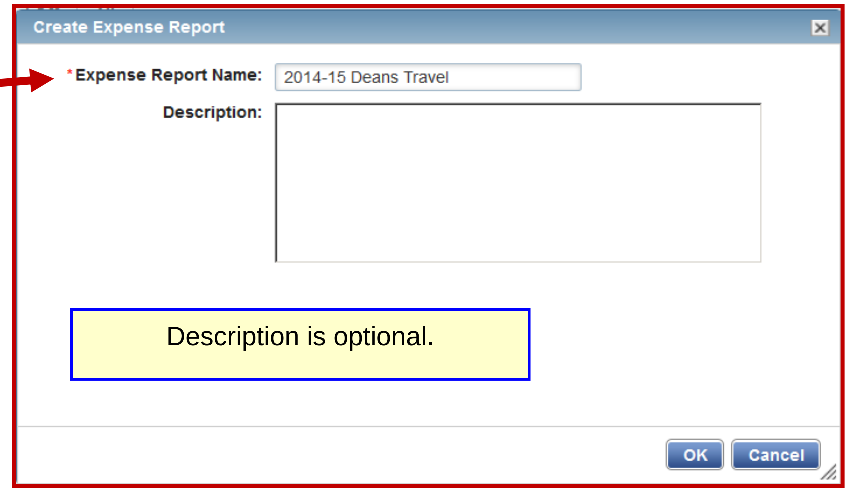
F

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 insure these funds are properly dispersed.



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.

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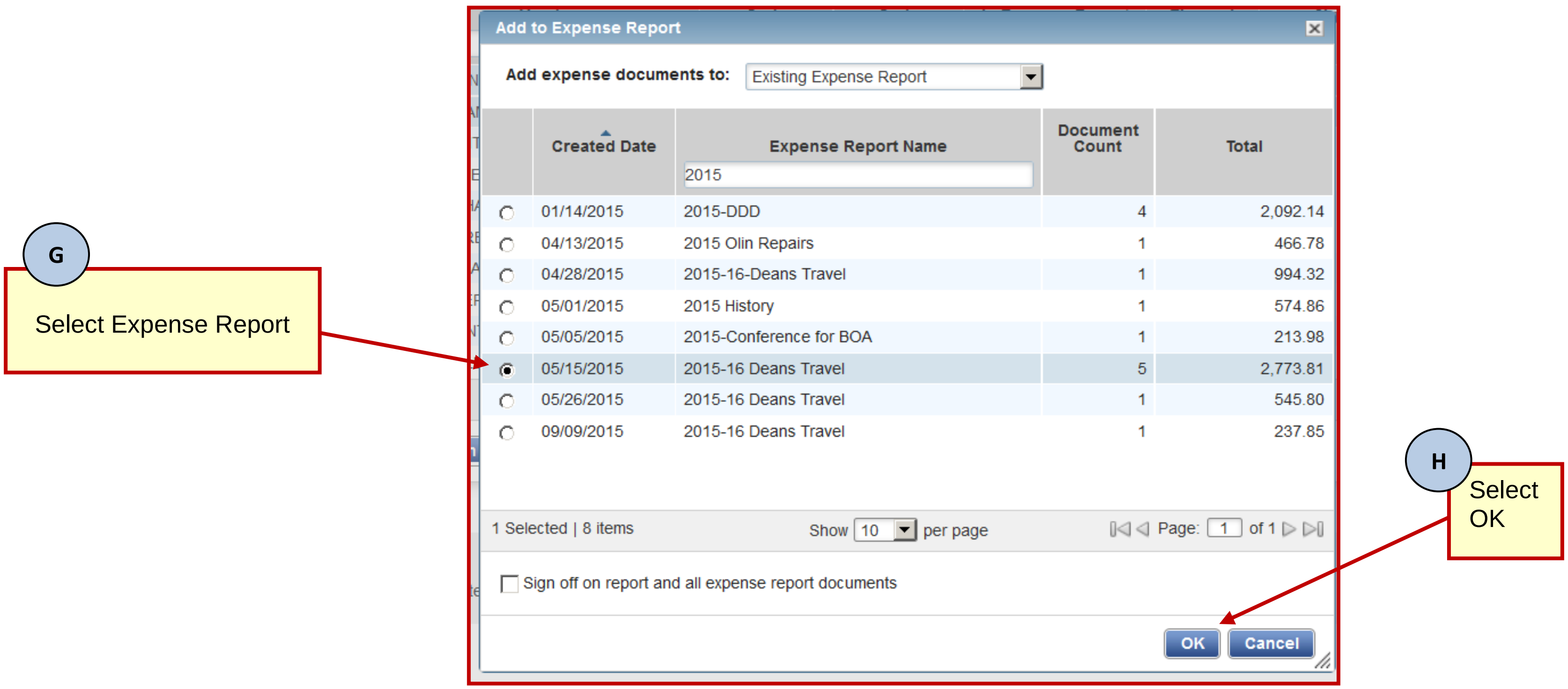
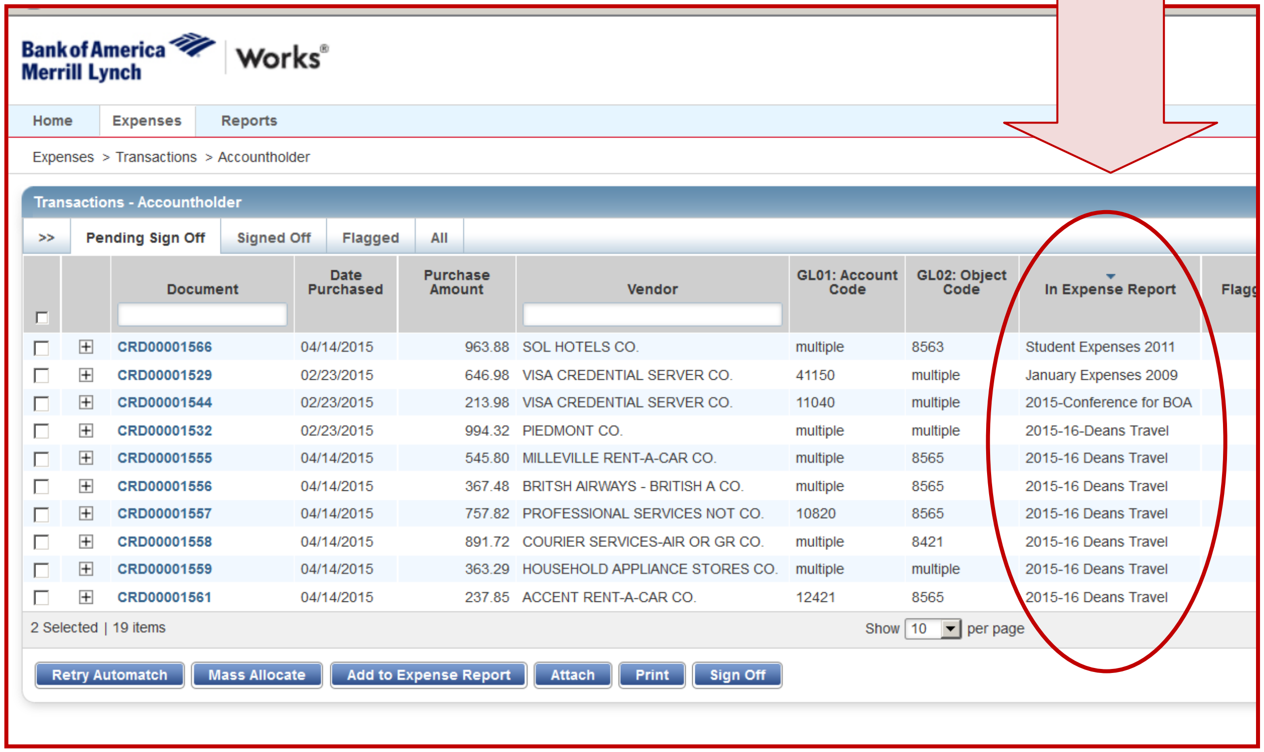


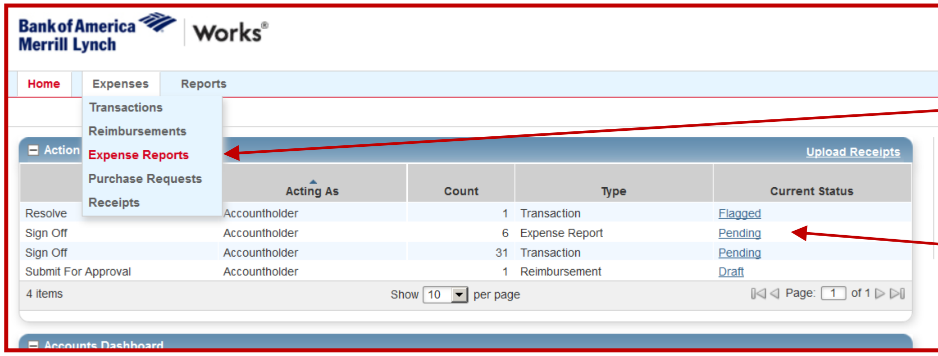
Your credit card transaction will now be identified as being in an Expense Report when you look at your Expense Report column.



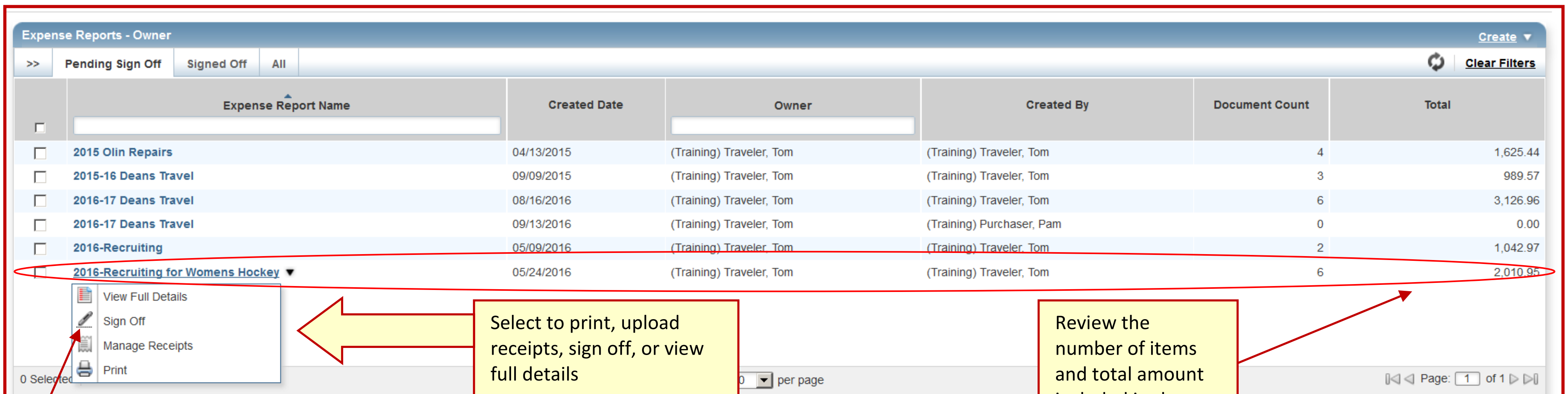
		Document	Date Purchased	Purchase Amount	Vendor	GL01: Account Code	GL02: Object Code	In Expense Report	Flagg
☐	⊞	CRD00001566	04/14/2015	963.88	SOL HOTELS CO.	multiple	8563	Student Expenses 2011	
☐	⊞	CRD00001529	02/23/2015	646.98	VISA CREDENTIAL SERVER CO.	41150	multiple	January Expenses 2009	
☐	⊞	CRD00001544	02/23/2015	213.98	VISA CREDENTIAL SERVER CO.	11040	multiple	2015-Conference for BOA	
☐	⊞	CRD00001532	02/23/2015	994.32	PIEDMONT CO.	multiple	multiple	2015-16-Deans Travel	
☐	⊞	CRD00001555	04/14/2015	545.80	MILLEVILLE RENT-A-CAR CO.	multiple	8565	2015-16 Deans Travel	
☐	⊞	CRD00001556	04/14/2015	367.48	BRITSH AIRWAYS - BRITISH A CO.	multiple	8565	2015-16 Deans Travel	
☐	⊞	CRD00001557	04/14/2015	757.82	PROFESSIONAL SERVICES NOT CO.	10820	8565	2015-16 Deans Travel	
☐	⊞	CRD00001558	04/14/2015	891.72	COURIER SERVICES-AIR OR GR CO.	multiple	8421	2015-16 Deans Travel	
☐	⊞	CRD00001559	04/14/2015	363.29	HOUSEHOLD APPLIANCE STORES CO.	multiple	multiple	2015-16 Deans Travel	
☐	⊞	CRD00001561	04/14/2015	237.85	ACCENT RENT-A-CAR CO.	12421	8565	2015-16 Deans Travel	

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

Review the number of items and total amount included in the report.

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

Expenses > Expense Reports > Expense Report Details Union College

2016-Recruiting for Womens Hockey Actions ▼

Expense Report Name: 2016-Recruiting for Womens Hockey Edit
Description: Edit

Owner: (Training) Traveler, Tom
Created By: (Training) Traveler, Tom
Created: 05/24/2016

You may edit the name and description of an expense report.

Transactions Clear Filters Columns ▼

Vendor	Date Purchased	Document	Purchase Amount	Source Amount	GL01: Account Code	GL02: Object Code	In Expense Report	Flagged	Reference	Account ID	Primary Accountholder	Sign Off
MILLEVILLE RENT-A-CAR CO.	04/14/2015	CRD00001555	545.80	545.80	24450	8565	2016-Recruiting for Womens Hockey		PO 15235 P F	1120	(Training) Traveler, Tom	none
ACCENT RENT-A-CAR CO.	04/14/2015	CRD00001561	237.85	237.85	11420	8518	2016-Recruiting for Womens Hockey			1120	(Training) Traveler, Tom	none
AIR PANAMA INTERNATIONAL CO.	04/14/2015	CRD00001562	427.38	427.38	00500	8518	2016-Recruiting for Womens Hockey			1120	(Training) Traveler, Tom	none
POSTAGE STAMPS CO.	04/14/2015	CRD00001564	370.93	370.93	48050	8412	2016-Recruiting for Womens Hockey			1120	(Training) Traveler, Tom	none
AVCAR RENT-A-CAR CO.	04/14/2015	CRD00001567	244.74	244.74	multiple	8565	2016-Recruiting for Womens Hockey			1120	(Training) Traveler, Tom	none

Items can be removed if necessary.

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.

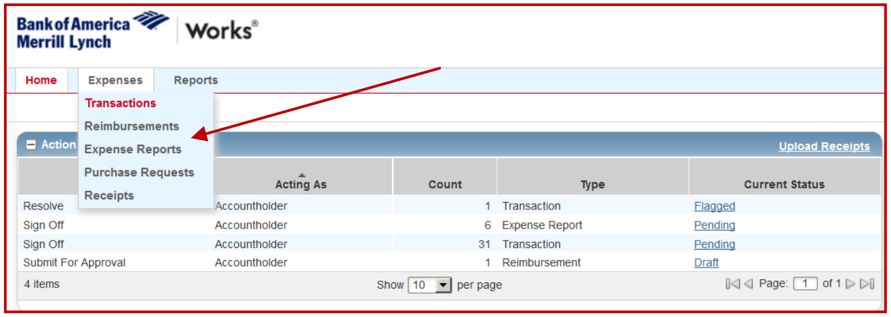
0 Selected | 5 items Show 10 per page Page: 1 of 1

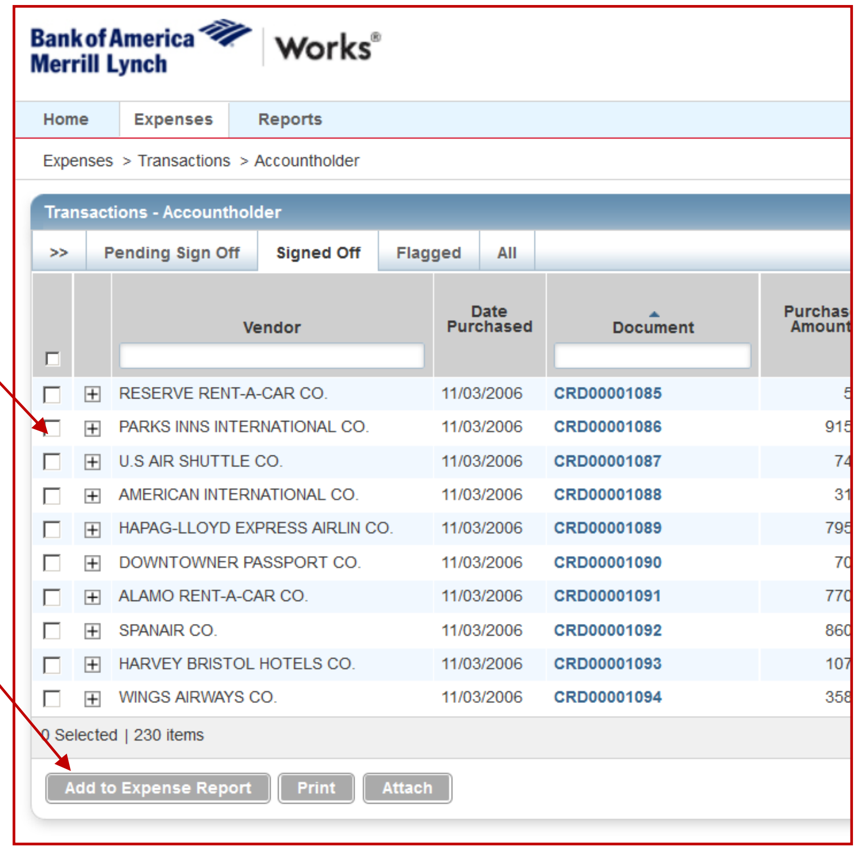
Remove Add

Reimbursements Clear Filters Columns ▼

Date Purchased	Uploaded Receipts	Document	Amount	Vendor	GL01: Account Code	GL02: Object Code	In Expense Report	Flagged	Sign Off	Reimbursee
05/02/2016	Yes	PER00001413	184.25	My Car	17220	8565	2016-Recruiting for Womens Hockey		AH	(Training) Traveler, Tom

Adding a "signed off" transaction or reimbursement to and 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.