

**CARDHOLDER RECONCILIATION – EXPENSE FOLDERS**

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

**Create Expense Folder** → Reconcile Card Transactions (if needed) → Reconcile Personal Reimbursements or Deductions (if needed) → Print Expense Folder → Signoff Expense Folder → Send Receipts

1

In the Create menu, **select Expense Folder and click Go.**

Action Required	Count	Type	Acting As	Current State
Sign Off	83	Transaction	Cardholder	Pending

Card Name	Card ID	Avail. Funds	Credit Lim.	Avail. Credit	Trans. Lim.	Emboss
Tom (Training) Traveler	1120	N/A	\$20,000.00	\$20,000.00	N/A	TOM (TRAINING) TRAVELER Travel - CL



2

### Create An Expense Folder

**Name:** 2007-Mar Recruiting Trip

**Comments:**

**Name your expense folder.**  
The name can be anything that is recognizable to you or your manager.

**Comments:** Optional field

Save Cancel

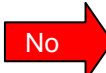
Click Save



**CARDHOLDER RECONCILIATION – EXPENSE FOLDERS (CONTINUED)**

Create Expense Folder → Reconcile Card Transactions (if needed) → Reconcile Personal Reimbursements or Deductions (if needed) → Print Expense Folder → Signoff Expense Folder → Send Receipts

Do you have card transactions to reconcile?



Go to Step #12

Yes

**3** Click either:  
 - Home Page: Action Required "Signoff" for Transaction.  
 - Left Navigation Bar: Tasks: Cardholder: Transactions Requiring Signoff

**4** A listing of all outstanding transactions will be shown in the top section. **Identify** a transaction and **click** on it.  
 Note: Set up your Columns for proper viewing (see other sheet)

**5** After clicking on the transaction, more details will be shown below.

Date Purchased	Vendor	Purchase Amount	Allocation	Attached To	Document	Sign Off
01/24/07	ESCORT SERVICES CO.	\$77.90	10820-		CRD00001130	(T)
01/24/07	SECURITIES-BROKERS AND DE CO.	\$97.08	10820-		CRD00001133	(T)
01/24/07	WINDOW CLEANING SERVICES CO.	\$347.37	10820-8534		CRD00001135	(T)
01/24/07	LUGGAGE AND LEATHER GOODS CO.	\$368.15	10820-		CRD00001136	(T)
01/24/07	EXTERMINATING AND DISINFEC CO.	\$244.23	10820-8575		CRD00001137	(T)
01/24/07	HEARING AIDS-SALV. SERVICE CO.	\$430.64	10820-8474		CRD00001139	(T)
02/08/07	CLEANI				CRD00001160	(T)
02/08/07	COURIE				CRD00001161	(T)
02/08/07	CLEANI				CRD00001162	(T)
02/08/07	AUTOM				CRD00001163	(T)
02/08/07					CRD00001164	(T)
02/08/07	EMPLOYMENT AGENCIES AND TE CO.	\$48.37	10820-8542		CRD00001165	(T)
02/08/07	POSTAGE STAMPS CO.	\$363.26	10820-8412		CRD00001166	(T)
02/08/07	RECYCLE SHOPS-SALFS AND SF CO.	\$81.65	10820-8605		CRD00001167	(T)

Add Comments for:

- Clarification of charges for Manager and Accounting
- Meals: who was present
- Missing Receipts
- Tax charged and if credit will be received or not.

Click Save after entering comment.



**CARDHOLDER RECONCILIATION – EXPENSE FOLDERS (CONTINUED)**

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Date Purchased	Vendor	Purchase Amount	Allocation	Attached To	Document	Sign Off
01/24/07	ESCORT SERVICES CO.	\$77.90	10820-		CRD00001130	(T)
01/24/07	SECURITIES-BROKERS AND DE CO.	\$97.08	10820-		CRD00001133	(T)
01/24/07	WINDOW CLEANING SERVICES CO.	\$347.37	10820-8534		CRD00001139	(T)
01/24/07	LUGGAGE AND LEATHER GOODS CO.	\$368.15	10820-		CRD00001136	(T)
01/24/07	EXTERMINATING AND DISINFEC CO.	\$244.23	10820-8573		CRD00001137	(T)
01/24/07	HEARING AIDS-SALES-SERVO CO.	\$430.64	10820-8404		CRD00001138	(T)
01/24/07	CLEANING AND MAINTENANCE,J CO.	\$40.44	10820-8534		CRD00001139	(T)
02/08/07	CAR WASHERS CO.	\$378.66	10820-8572		CRD00001160	(T)
02/08/07	COURIER SERVICES-ADR AND G CO.	\$54.12	10820-8451		CRD00001161	(T)
02/08/07	CLEANING AND MAINTENANCE,J CO.	\$412.26	10820-8534		CRD00001162	(T)
02/08/07	AUTOMATED FUEL DISP					
02/08/07	POSTAGE STAMPS					
02/08/07	EMPLOYMENT AGENCIES					
02/08/07	POSTAGE STAMPS					
02/08/07	RYCYLE SERVICES-SALES					

**Verify the Account & Object:**

- Account: will default by the user
- Object: will default based on the vendor/industry

If changes needed, **click on Allocation tab, check box, and the click Add/Edit.**

7

**(Splitting charges - see below)**

Type in the correct Account code or Object code.

**Hint:** Use the Type drop-down box to select the Object Code instead of typing it in. The object code will change after you click Save.

Use GL Assistant if needed. Note: Object codes can also be looked up on [www.union.edu/purchasing](http://www.union.edu/purchasing) and clicking Object Codes in left navigation bar

**Click Save when done.**

- Splitting charges**
1. Click Go to Add Line
  2. On new line, type new account & object code
  3. Allocate By: Amount or Percentage
  4. Enter in amount or percentages
  5. Click Save when done.
- (to delete a line, click on garbage can)

**Add & Edit Allocations**

1. Add 1 line(s) Go

2. Type in account and object code

3. Allocate by: Amount or Percentage

4. Enter in amount or percentages

5. Click Save when done.

Type	Description	Percent	Amount
(unspecified)	WINDOW CLEANING SERVICES CO. - Purchase	75%	242.30
(unspecified)	WINDOW CLEANING SERVICES CO. - Purchase	25%	80.76

Tax on transaction: \$ 24.31  
Purchase amount: \$347.37  
Approx. tax rate: 7.525%

All allocation lines: 100% \$323.06



**CARDHOLDER RECONCILIATION – EXPENSE FOLDERS (CONTINUED)**

Create Expense Folder → Reconcile Card Transactions (if needed) → Reconcile Personal Reimbursements or Deductions (if needed) → Print Expense Folder → Signoff Expense Folder → Send Receipts

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Bank of America Cardholder Review

View: Transactions Requiring Sign Off Filters

Date Purchased	Vendor	Purchase Amount	Document	Allocation	Bundled In	Sign Off
01/24/07	COMPUTERS, COMPUTER PERIPH CO.	\$630.04	CRD00001146	10820-8655		Terr
01/24/07	SECURITIES-BROKERS AND DE CO.	\$478.74	CRD00001154	10820-		Terr
01/24/07	AUBERGE DES GOUVERNEURS CO.	\$12.86	CRD00001159	10820-8561		Terr
02/08/07	COMPUTERS, COMPUTER PERIPH CO.	\$248.76	CRD00001266	10820-8655		Terr
02/08/07	ESCORT SERVICES CO.	\$157.56	CRD00001270	10820-		Terr
02/08/07	AUTO HOST RENTAL CARS CO.	\$665.55	CRD00001272	10820-8565		Terr
02/08/07	THE FLAMINGO HOTELS CO.	\$745.43	CRD00001274	10820-8561		Terr
02/08/07	SECURITIES-BROKERS AND DE CO.	\$130.87	CRD00001275	10820-		Terr
02/08/07	PAVLESS CAR RENTAL CO.	\$482.27	CRD00001276	10820-8565		Terr
02/08/07	AUBERGE DES GOUVERNEURS CO.	\$575.24	CRD00001278	10820-8561		Terr
02/08/07	SAUDI ARABIAN AIRLINES CO.	\$22.31	CRD00001279	10820-8565		Terr
02/08/07	TILDEN RENT-A-CAR CO.	\$66.87	CRD00001280	10820-8565		Terr
02/08/07	CORRESPONDENCE SCHOOLS CO.	\$823.95	CRD00001281	10820-		Terr
02/08/07	AIR EUROPE CO.	\$726.68	CRD00001282	10820-8565		Terr
07/08/07	REGAL & TWINN CO.	\$878.58	CRD00001283	10820-8561		Terr

CRD00001272 02/08/07  
Card: Tom (Training)  
Source Amount: \$665.55 USD

Bank Transaction #: SYNTH  
Purchase ID: SYNTH  
CRI Reference:  
Reference:  
Tax Status: Sales Tax Included  
Taxable Total: \$618.97  
Sales Tax Total: \$46.58

Comments: Tom (Training) Traveler 04/05/2007  
Rental Car at report.

\$665.55 / \$665.55

Buttons: Save, Add Comment, Print, Receipt, Attach, **Bundle**, Sign Off

Click Bundle.



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Select "An Existing Expense Folders".

**Bundle Payables**

Bundle the selected payable documents (1) in:

A New Expense Folder:  An Existing Expense Folder:

Date	Name	Documents	Total
04/05/07	2007-Mar Recruiting Trip	1	\$665.55

1 of 1 items Show 100 per page Page 1 of 1

Sign off on folder and all bundled documents

Buttons: Bundle, Cancel

Select the Expense Folder.

Click Bundle

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Bank of America Cardholder Review

View: Transactions Requiring Sign Off Filters

Date Purchased	Vendor	Purchase Amount	Document	Allocation	Bundled In	Sign Off
01/24/07	COMPUTERS, COMPUTER PERIPH CO.	\$630.04	CRD00001146	10820-8655		Terr
01/24/07	SECURITIES-BROKERS AND DE CO.	\$478.74	CRD00001154	10820-		Terr
01/24/07	AUBERGE DES GOUVERNEURS CO.	\$12.86	CRD00001159	10820-8561		Terr
02/08/07	COMPUTERS, COMPUTER PERIPH CO.	\$248.76	CRD00001266	10820-8655		Terr
02/08/07	ESCORT SERVICES CO.	\$157.56	CRD00001270	10820-		Terr
02/08/07	AUTO HOST RENTAL CARS CO.	\$665.55	CRD00001272	10820-8565	2007-Mar Recruiting Trip	Terr
02/08/07	THE FLAMINGO HOTELS CO.	\$745.43	CRD00001274	10820-8561		Terr
02/08/07	SECURITIES-BROKERS AND DE CO.	\$130.87	CRD00001275	10820-		Terr
02/08/07	PAVLESS CAR RENTAL CO.	\$482.27	CRD00001276	10820-8565		Terr
02/08/07	AUBERGE DES GOUVERNEURS CO.	\$575.24	CRD00001278	10820-8561		Terr
02/08/07	SAUDI ARABIAN AIRLINES CO.	\$22.31	CRD00001279	10820-8565		Terr
02/08/07	TILDEN RENT-A-CAR CO.	\$66.87	CRD00001280	10820-8565		Terr
02/08/07	CORRESPONDENCE SCHOOLS CO.	\$823.95	CRD00001281	10820-		Terr
02/08/07	AIR EUROPE CO.	\$726.68	CRD00001282	10820-8565		Terr
07/08/07	REGAL & TWINN CO.	\$878.58	CRD00001283	10820-8561		Terr

Viewing 1-90 of 90 items Show 100 per page Page 1 of 1

Source Amount: \$745.43 USD

Tax Status: Sales Tax Included  
Taxable Total: \$618.97  
Sales Tax Total: \$26.46

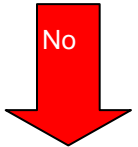
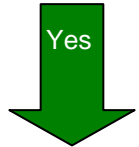
Buttons: Save, Add Comment, Print, Receipt, Attach, Bundle, Sign Off

The transaction will have the expense folder name in the Bundled In column.

11

Repeat steps 3-10 for all transactions related to the expense folder.

Do you need to add personal reimbursements or deductions?

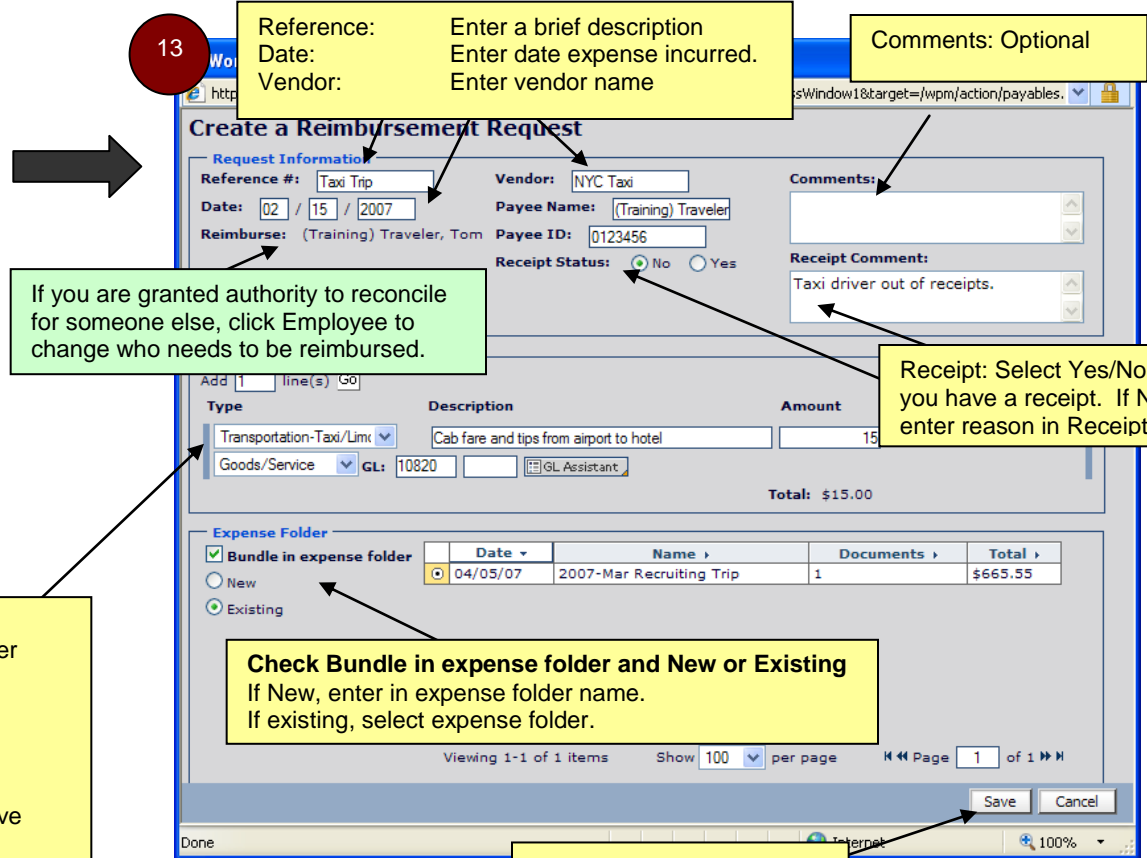
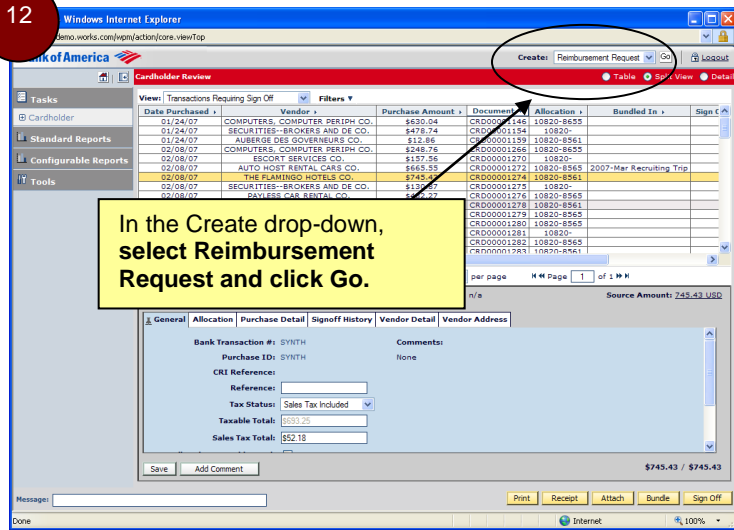


Go to Step #12

Go to Step #15

**CARDHOLDER RECONCILIATION – EXPENSE FOLDERS (CONTINUED)**

Create Expense Folder → Reconcile Card Transactions (if needed) → Reconcile Personal Reimbursements or Deductions (if needed) → Print Expense Folder → Signoff Expense Folder → Send Receipts



**Type:** Select category for expense  
Note: personal car will require you to enter mileage.


**Description:** Enter in a description of expense

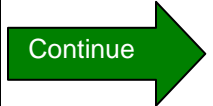
**Amount:** Enter in amount incurred  
(if you owe the College, enter in a negative number)

**Account:** Will default based on user, correct if needed

**Object:** Although blank, this will default after you save it (assuming you selected the Type). If you did not select a Type, you will need to enter in the object code.

**14** Your reimbursement is created and bundled to the expense folder. You can view it again by going to the Home Page and clicking on Reimbursement.

**Repeat steps 12-14 for all reimbursements.** When finished, return to Home Page by **clicking the**  **icon.**



**CARDHOLDER RECONCILIATION – EXPENSE FOLDERS (CONTINUED)**

*Create Expense Folder → Reconcile Card Transactions (if needed) → Reconcile Personal Reimbursements or Deductions (if needed) → **Print Expense Folder** → Signoff Expense Folder → Send Receipts*

At this point all of your transactions and reimbursements should be bundled to an expense folder and you're ready to approve the expense folder so your manager can approve it.

15

**Click either:**

- Home Page: Action Required "Signoff" for Expense Folder.
- Left Navigation Bar: Expense Folders Requiring Signoff

**\*\* Do not click on Transactions or Reimbursements \*\***

16

**Click on expense folder.**

**Review and ensure all contents are present and all are fully allocated.**

**Click Print**

17

**Print Documents**

You have selected 1 document(s) for printing.

The print view will contain header details along with a summary and details of associated transactions and reimbursement requests.

Please select the columns you would like to include in the Summary Information table. Landscape printing is suggested if you include more than ten columns.

Unused columns: Sign Off, Date Posted, Bank Transaction #, Primary Cardholder, Card ID #, Personal, MCC, Purchase ID, CRI Reference, Purchase Amount (source currency)

Active columns: Card Name, Date Purchased, Document #, Vendor, Purchase Amount, Allocation, Burded In, Attached To

**Print** Cancel

Note: Set up your Print the first time you are printing fields (see other sheet)

**Click Print.**

You will be presented with the Print preview. **Click Print** again so you get your printer selection box. **Select printer.**

**Do not print everything. Select pages only so up to Contents section prints.**

**Close print preview screen after all printed.**

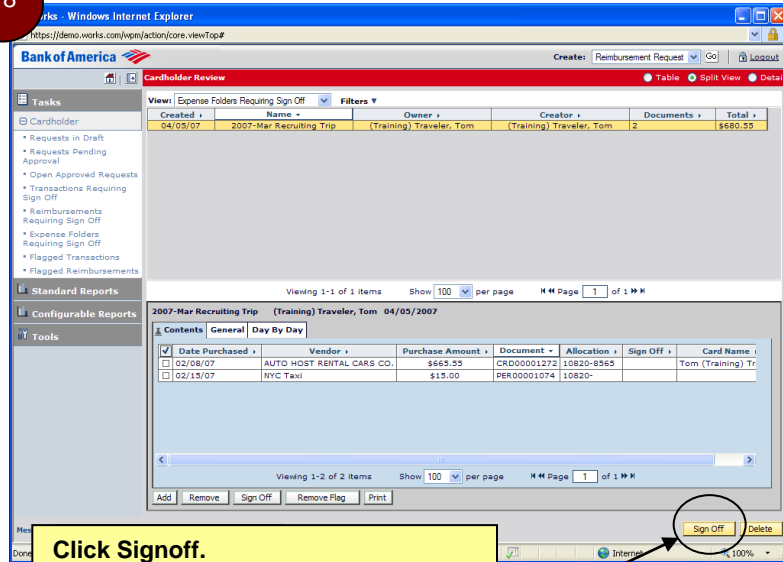
**Print** Cancel Apply



**CARDHOLDER RECONCILIATION – EXPENSE FOLDERS (CONTINUED)**

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18



**Click Signoff.**

You will be presented with another screen to enter any last comments.

Your expense folder is reconciled & your manager will need to approve it.

19



**Submitting Receipts**

1. **Sign** the Printed Cover Page from Step 17
2. **Staple** all original receipts in order listed on cover page printout.
3. **Send** cover page and receipts to:

PAPERWORK

- ❖ Paperwork goes directly to Finance Office for all Department, Grants, and Research & Travel Account charges.

**CARD PROGRAM  
MCKEAN HOUSE**

- ❖ Paperwork goes directly to Deans Office for any charges funded by the Deans office.  
i.e....approved Educational Travel, Faculty Travel, and Recruiting.

**DEANS OFFICES  
S & E S-100**

**END**