

Expenses: Creating Expense Reports for Travel Card and Purchasing Card Items

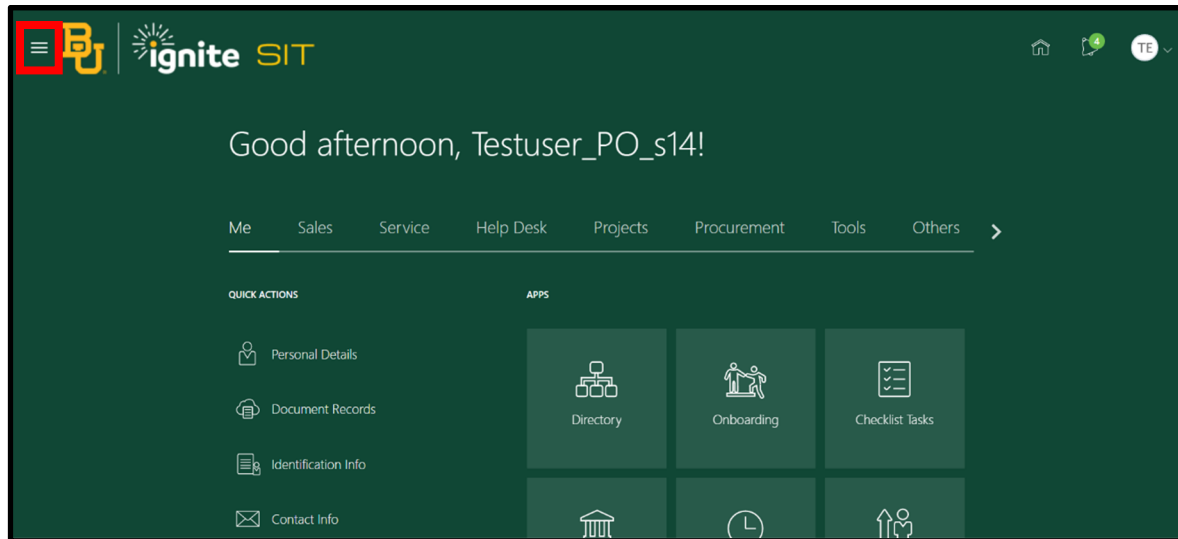
Overview

- This job aid is intended for employees creating an expense report from a Travel or Purchasing Card.
- Transactions on a Baylor Travel and Baylor Purchasing Cards are loaded into Ignite automatically to be reconciled via the Expenses function.
- Baylor Travel Cards are individual pay. The employee will pay the balance due to the card issuer and request reimbursement from Baylor.
- Baylor Purchasing Cards are corporate pay. The employee will reconcile their charges through Expenses, and Baylor will pay the card issuer.
- Cards must not be used for personal use.
- All required fields must be populated, and receipts must be attached as required by policy.
- Employees must reconcile all charges timely, or their reimbursement may be considered taxable income.
- Expense reports can be saved before submitting, and managed or withdrawn after submitting.
- All expense reports will be sent for approval to your department's approver and audited by the expense auditor before the report is processed.

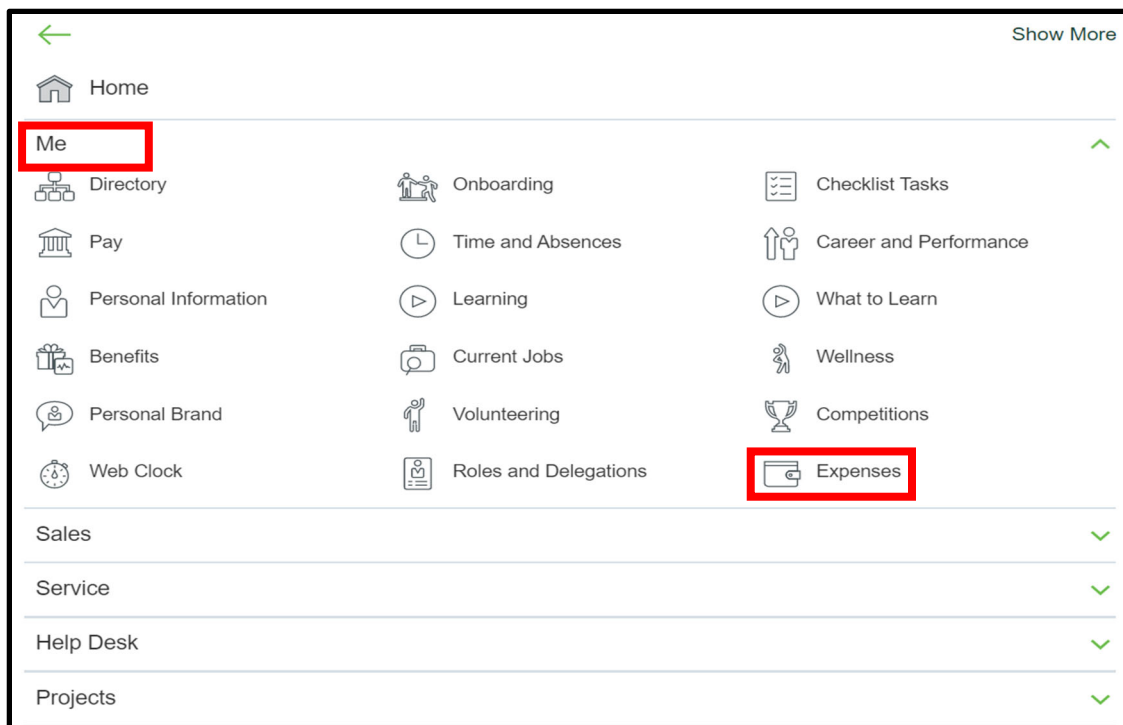
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I. Navigating to the Self-Service Module

- I. You can access the **Expenses** section in two ways:
 - a. Click the **Navigator** icon in upper left-hand corner of the Ignite landing page.



- b. (Option I) Under the **Me** section, click the drop down arrow, and select **Expenses** from the drop down list.



Expenses: Creating Expense Reports for Travel Card and Purchasing Card Items

- c. (Option 2) Under the **Me** heading on the home page, you can scroll down and click on the **Expenses** tile on the Main Page.

The screenshot displays the Ignite BPT home page. At the top left, there is a navigation menu with a hamburger icon and the text "Me", "My Team", "My Client Groups", "Benefits Administration", "Sales", "Service", "Help Desk", and "Contract Management". The "Me" option is highlighted with a red box. Below the navigation menu, the page is divided into two main sections: "QUICK ACTIONS" on the left and "APPS" on the right. The "QUICK ACTIONS" section contains a vertical list of links: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Public Info, Change Photo, Information Sharing, Employment Info, and Additional Assignment Info. The "APPS" section contains a grid of application tiles. The tiles are: Directory, Onboarding, Checklist Tasks, Pay, Time and Absences, Career and Performance, Personal Information, Learning, What to Learn, Benefits, Current Jobs, Wellness, Personal Brand, Volunteering, Competitions, Web Clock, Roles and Delegations, and Expenses. The "Expenses" tile is highlighted with a red box. A plus sign (+) is located at the bottom right of the "APPS" grid.

Expenses: Creating Expense Reports for Travel Card and Purchasing Card Items

2. Review and Add Details to Card Transactions

1. Upon entering the **Expenses** work area, click the **Card Charges** title within the expense items icon. This will show all available expense items that are related to card charges.

Note: Credit card charges are loaded automatically into Ignite for both Purchasing and Travel card items. If you do not see an expected charge, do not create a manual expense item for it. If the charge does not appear you may need to check the credit card statement to verify that it has posted. If the charge appears on your statement, but not in Ignite, please contact the Card Administrator to troubleshoot.

The screenshot shows the 'Travel and Expenses' interface. At the top, there are two summary boxes: 'Expense Items' with a count of 21 (highlighted with a red box) and 'Card Charges' next to it, and 'Expense Reports' with a count of 0. Below these are buttons for 'Actions', 'Add to Report', '+ Create Item', and 'Create Report'. A table titled 'Available Expense Items (21)' follows, with columns for Date, Type, Amount, Merchant, Location, Description, and Attachments. Two items are visible:

| Date | Type | Amount | Merchant | Location | Description | Attachments |
|-------------------------------------|---------------|-------------------|-----------------------|-------------------|------------------|----------------|
| <input type="checkbox"/> 05/03/2020 | Miscellaneous | 1,130.76 USD Card | VWR INTERNATIONAL INC | PA, United States | *Add description | Add attachment |
| <input type="checkbox"/> 05/02/2020 | Miscellaneous | 160.04 USD Card | VWR INTERNATIONAL INC | PA, United States | *Add description | Add attachment |

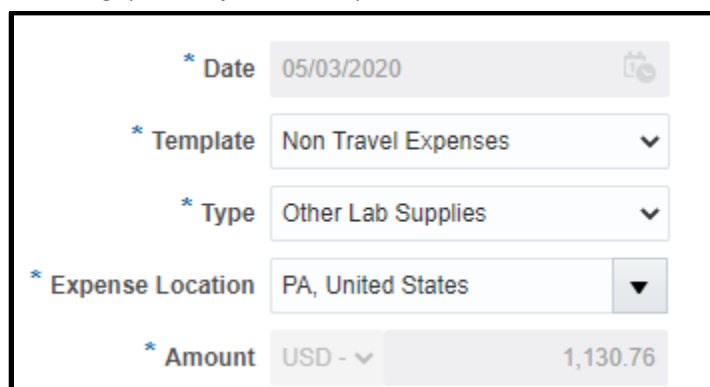
2. To open a transaction to review and add details, **click on the date.**

This is a close-up of the 'Available Expense Items' table. The date '05/03/2020' in the first row is highlighted with a red box, indicating it is the selected transaction for review.

| Date | Type | Amount | Merchant | Location | Description | Attachments |
|-------------------------------------|---------------|-------------------|-----------------------|-------------------|------------------|----------------|
| <input type="checkbox"/> 05/03/2020 | Miscellaneous | 1,130.76 USD Card | VWR INTERNATIONAL INC | PA, United States | *Add description | Add attachment |
| <input type="checkbox"/> 04/21/2020 | Miscellaneous | 963.43 USD Card | ABCAM | MA, United States | *Add description | Add attachment |

Expenses: Creating Expense Reports for Travel Card and Purchasing Card Items

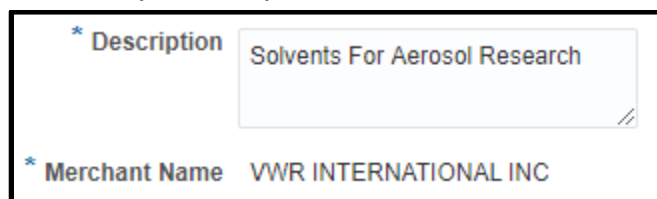
3. Enter the following (* = required field)



The screenshot shows a form with the following fields and values:

- * Date: 05/03/2020
- * Template: Non Travel Expenses
- * Type: Other Lab Supplies
- * Expense Location: PA, United States
- * Amount: USD - 1,130.76

- *Template** – Select the template. Each template contains different expense types. It is important to select the correct template and type, as the selection will populate the charge account. The system will default a template based on the merchant, however the default value will not always be correct and it is important to verify.
- *Type**- Select from dropdown the type of incurred expense.
 - Note: Depending on the Expense Type chosen, additional fields will be displayed, some of them optional, some of them required.
- *Expense Location** – This will default based on the credit card charge location.
- *Description** – Enter the business purpose of the expense in the written text box. Please be as specific as possible.

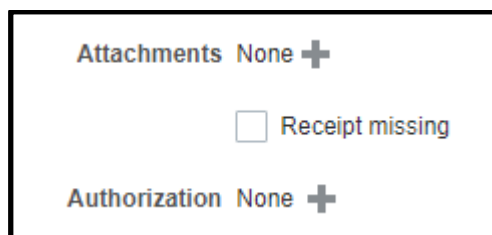


The screenshot shows a form with the following fields and values:

- * Description: Solvents For Aerosol Research
- * Merchant Name: VWR INTERNATIONAL INC

- Attachments** – A receipt may be required per Baylor policy. To attach a receipt, click the “+” next to Attachments.
 - If the receipt is not available, and required per policy, you must attach a copy of the form of payment along with selecting the Receipt Missing check box to acknowledge the original receipt is missing and substitute information has been submitted.
- Authorization** – If a spend authorization has been approved for the trip/purchase, it may be attached by selecting the “+” icon.

Expenses: Creating Expense Reports for Travel Card and Purchasing Card Items




Attachments None +

Receipt missing

Authorization None +

- g. **Account** – Account information is prepopulated based on the employee’s default expense department. If the CoA values need to be updated, the icon can be selected and segments can be edited.



Account 320-32325-100-1000000-93815-101-01 

- i. **Note:** Employees should not edit the Account Segment within the Account, as this value is updated based on the expense template and type. If the natural account needs to be updated, the template and type should be corrected so that the correct natural account is displayed.
- h. **Project Number** – If the expense needs to be charged to a project (i.e. Sponsored Program, Faculty Fund, or Capital Projects), a Project Number can be entered.



Project Number 

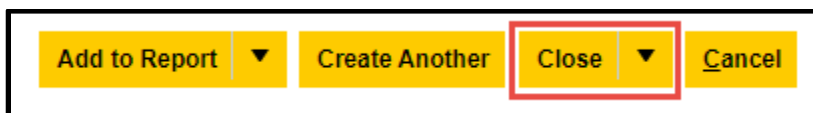
Task Number



Expenditure Organization 

Contract Number

Funding Source

To save and close your expense item, click the **Close** drop down button in the top right corner. Closing will save and close the expense item and return you to the expense items tile.



Add to Report  Create Another **Close**  Cancel

Expenses: Creating Expense Reports for Travel Card and Purchasing Card Items

3. Create an Expense Report

- To add multiple expense items to a new report, navigate to the **Expense Items** tile, select each expense item you wish to add by checking the box, then click **Add to Report**. If you need to add expense items to a previously saved report, the down arrow can be selected to select a specific report.

| Available Expense Items (21) | | | | | | | |
|--|------------|---------------|-------------------|-----------------------|-------------------|-------------------------------|---|
| Actions <input type="button" value="Add to Report"/> <input type="button" value="+ Create Item"/> <input type="button" value="Create Report"/> | | | | | | | |
| <input type="checkbox"/> | Date | Type | Amount | Merchant | Location | Description | Attachments |
| <input checked="" type="checkbox"/> | 05/03/2020 | Other Lab St | 1,130.76 USD Card | VWR INTERNATIONAL INC | PA, United States | Solvents For Aerosol Research | <input type="button" value="(1)"/> |
| <input type="checkbox"/> | 04/21/2020 | Miscellaneous | 963.43 USD Card | ABCAM | MA, United States | *Add description | <input type="button" value="Add attachment"/> |

- Enter the following (* = required field)
 - *Purpose** – Written business purpose (description) of expense report.
 - Attachments** – There is an attachments button available for receipts, attachments can also be attached to each individual expense item.
 - Comments** – 150 character text box available to add any optional comments
 - *Function** – Select the related function from a drop down menu of choices.

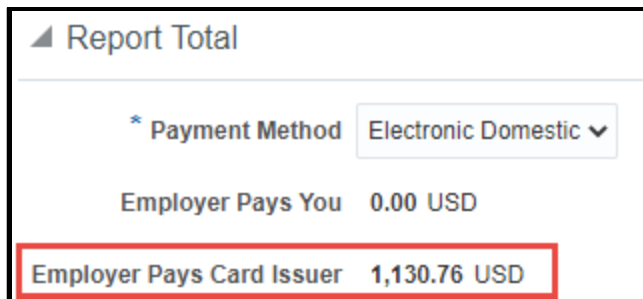
Create Expense Report

Attachments None

Comments (150 Character Max)

Expenses: Creating Expense Reports for Travel Card and Purchasing Card Items

Note: The purchasing card is corporate pay, whereas the travel card is individual pay. If you are submitting a report for only purchasing card items, you will notice that the Report Total shows the reimbursement will be paid directly to the card issuer.



Report Total

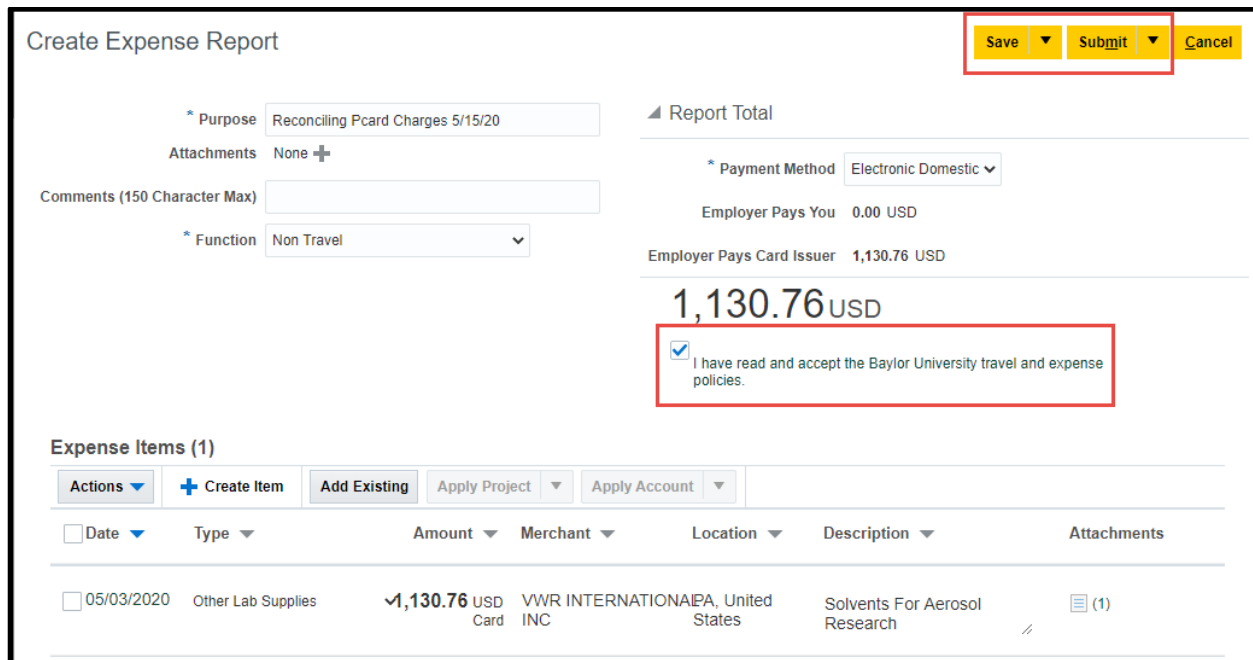
* Payment Method Electronic Domestic ▾

Employer Pays You 0.00 USD

Employer Pays Card Issuer 1,130.76 USD

If you have items included on the report that were paid for with a travel card or personal funds, those will be shown as a reimbursement to the individual. It is the employee's responsibility to pay the travel card expenses directly to the card issuer and seek reimbursement from Baylor.

3. After clicking the check box to certify the expenses are in line with Baylor's policies, you now have the option to either submit your **Expense Report**, or save and submit later.



Create Expense Report

Save ▾ Submit ▾ Cancel

* Purpose Reconciling Pcard Charges 5/15/20

Attachments None +

Comments (150 Character Max)

* Function Non Travel ▾

Report Total

* Payment Method Electronic Domestic ▾

Employer Pays You 0.00 USD

Employer Pays Card Issuer 1,130.76 USD

1,130.76 USD

I have read and accept the Baylor University travel and expense policies.

Expense Items (1)

Actions ▾ + Create Item Add Existing Apply Project ▾ Apply Account ▾

| Date ▾ | Type ▾ | Amount ▾ | Merchant ▾ | Location ▾ | Description ▾ | Attachments |
|-------------------------------------|--------------------|-----------------------|--------------------------|--------------------|-------------------------------|-------------|
| <input type="checkbox"/> 05/03/2020 | Other Lab Supplies | ✓1,130.76 USD Card | VWR INTERNATIONAL INC | IPA, United States | Solvents For Aerosol Research | (1) |