

P-card Reconciliation & Expense Report

Overview

- This job aid is intended to provide step-by-step instructions for Purchasing card holders to reconcile their expenses, create an expense report and submit the expense report, using the (Non-Travel) template.
- Expense items are automatically downloaded into the Expense module of Ignite within 48 hours of purchase.
 - Transactions will appear at the top of your screen when you access the Expense Module. Expense reports can be processed at any time after the transactions appear.
 - **We recommend you reconcile your charges on a weekly basis, this will ensure timely recording to the General Ledger.**
 - Receipts are required per company policy; these should be scanned and attached when reconciling each item.
 - Expense reports can be saved before submitting, and managed or withdrawn after submitting.
- If you are missing a receipt, please visit [Procurement Services - Missing Receipt](#) and follow instruction to process.
- All expense reports are sent for manager review & approval before payment is processed.
- Purchasing Card must not be used for personal use.

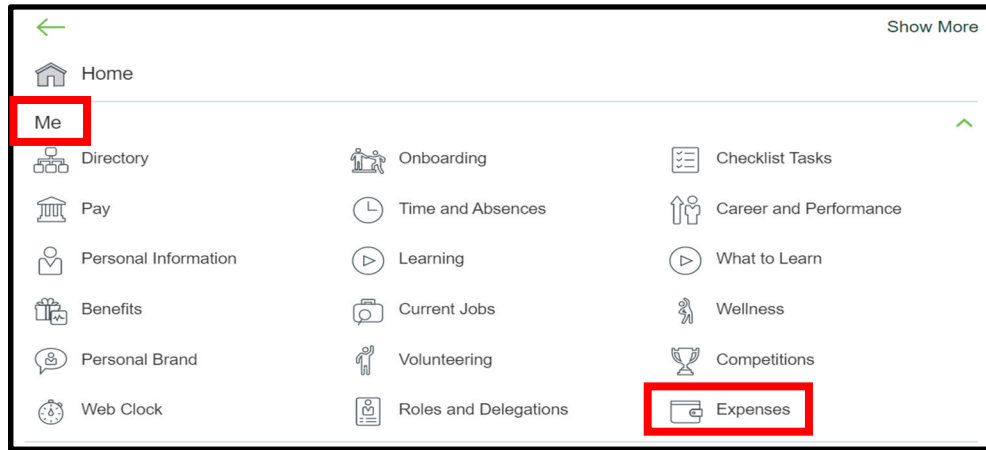
P-card Reconciliation & Expense Report

I. Navigating to the Expenses Module

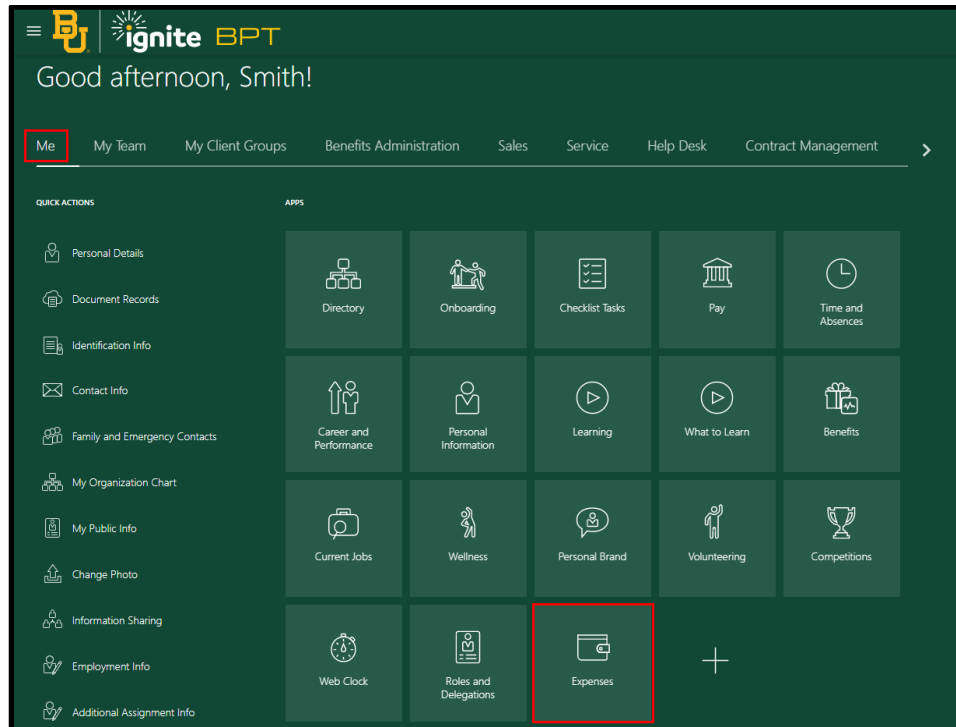
- I. You can access the **Expenses** module in two ways:
 - a. Click the **Navigator** icon in upper left-hand corner of the Ignite landing page.



- b. (Option 1) Under the **Me** section, click the drop-down arrow, and select **Expenses** from the drop down list.



- 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.

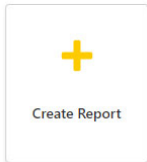


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2. Purchasing Card Reconciliation

1. Upon entering the **Expenses** tile you will see the Travel and Expense Screen. Any purchase you have made using your P-card will show up on this screen until it has been reconciled and added to an expense report.

Expense Reports



Available Expense Items (4)


Actions + Create Item


<input type="checkbox"/> Date	Type	Amount	Merchant	Location	Description	Attachments
Cash and Credit Card Expense Items (4)						
<input type="checkbox"/> 05/27/2020	Miscellaneous	55.00 USD Card	TLF*REEDS FLOWERS	United States	<input type="text" value="*Add description"/>	Add attachment
<input type="checkbox"/> 05/26/2020	Miscellaneous	50.00 USD Card	TLF*REEDS FLOWERS	United States	<input type="text" value="*Add description"/>	Add attachment
<input type="checkbox"/> 05/22/2020	Miscellaneous	50.00 USD Card	TLF*REEDS FLOWERS	United States	<input type="text" value="*Add description"/>	Add attachment
<input type="checkbox"/> 05/21/2020	Miscellaneous	50.00 USD Card	TLF*REEDS FLOWERS	United States	<input type="text" value="*Add description"/>	Add attachment


2. Click on the date (07/20/2020) to reconcile an item.


<input type="checkbox"/> 05/27/2020	Miscellaneous	55.00 USD Card	TLF*REEDS FLOWERS	United States	<input type="text" value="*Add description"/>	Add attachment
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P-card Reconciliation & Expense Report

3. Complete the fields listed below. Note an * means it is a required field. You can hover over the information icon  for tips or instructions on how to complete a specific field.

* Date 

* Template 

* Type 

* Expense Location 

* Amount

- a. ***Date:** Auto-Populated
- b. ***Template:** Most P-card purchases will use the **Non-Travel Expenses** template. The below warning will appear, click **Yes**.

Warning

If you change the expense template, then you will delete information you already entered for this expense item. Do you want to continue?



- c. ***Type:** Select the type of incurred expense from the dropdown menu.
- i. *Note: Depending on the Expense Type chosen, additional fields may be displayed, some are optional, others are required.*
- d. ***Amount:** Auto-populated
- e. ***Description:** Enter the business purpose of the expense in the written text box.

* Description 

* Merchant Name TLF*REEDS FLOWERS

- f. ***Merchant Name:** Auto-Populated
- g. ***Attachments:** A receipt is required per Baylor policy. To attach a receipt, click the “Drag files here or click to add attachment or drop-down arrow”

Attachments

 Drag files here or click to add attachment 

- i. 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.

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- h. **Account:** Account information is pre-populated 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.
 - i. *Note: Employees should **NOT** edit the Account Segment, as this value is updated based on the expense template and type.*

Account 500-50110-100-1000000-93843-220-01 

Project Number 

Task Number

Contract Number

Funding Source

- i. To save your expense item, select **Save** from the **Save and Close** menu in the top right corner.

Add to Report ▼ Save and Close ▼ Cancel

Save

- j. Additional items can be selected and reconciled by repeating the above steps.
- k. When all items are reconciled, click the **Save and Close** button.

Add to Report ▼ Save and Close ▼ Cancel

P-card Reconciliation & Expense Report

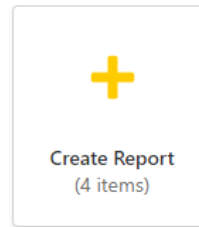
3. Create an Expense Report

- 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 next to the Date of the expense, or if multiple items click the box next to "Date" this will check all expense items, then click **Create Report**.

Available Expense Items (4)

Actions ▾	+ Create Item	
<input checked="" type="checkbox"/> Date ▾	Type	Amount
Cash and Credit Card Expense Items (4)		
<input checked="" type="checkbox"/> 05/27/2020	Flowers ▾	55.00 USD Card
<input checked="" type="checkbox"/> 05/26/2020	Miscellaneous ▾	50.00 USD Card
<input checked="" type="checkbox"/> 05/22/2020	Miscellaneous ▾	50.00 USD Card
<input checked="" type="checkbox"/> 05/21/2020	Miscellaneous ▾	50.00 USD Card

Expense Reports



P-card Reconciliation & Expense Report

2. Complete the fields listed below. Note an * means it is a required field.

Create Expense Report

* Purpose

Attachments None +


Comments (150 Character Max)

* Function

- a. ***Purpose:** Enter business purpose (description) of expense report.
Example: P-card Reconciliation July 20 -26
- b. **Comments:** 150 character text box available to add any optional comments
- c. ***Function:** Select **Non-Travel**
- d. **Report Total:** The purchasing card is corporate paid. You will notice that the Report Total shows the reimbursement will be paid directly to the card issuer (Baylor).

▲ Report Total

* Payment Method

Employer Pays You 0.00 USD 




Employer Pays Card Issuer 1,130.76 USD

If the **Employer Pays You** field ever has an amount in it – **STOP** and double check the Template to ensure **Non-Travel** was selected. P-card expenses should never be paid to an employee.

3. Verify that all expense items have been added to your expense report.
4. You now have the option to either **Submit** your **Expense Report** or **Save and Submit** later. **To submit now:**

- a. Confirm that you have no missing required fields in your expense report.
 - i. Note: Under Expense Items, if you have missing required fields, there will be text in red font informing you that something is missing for the respective expense.
- b. Certify that all expenses are submitted in accordance with policy by clicking the check box next to the policy certification statement. The text, **I have read and accepted the Baylor University travel and expense policies**, can be clicked to open and read the policy. The report can be submitted by clicking, **Submit**.

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

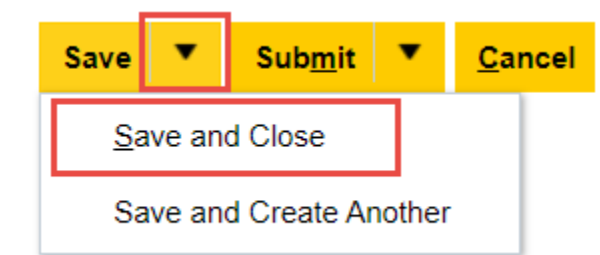
  

Save Cancel

- i. Note: The submit button will not be active until the box is checked.

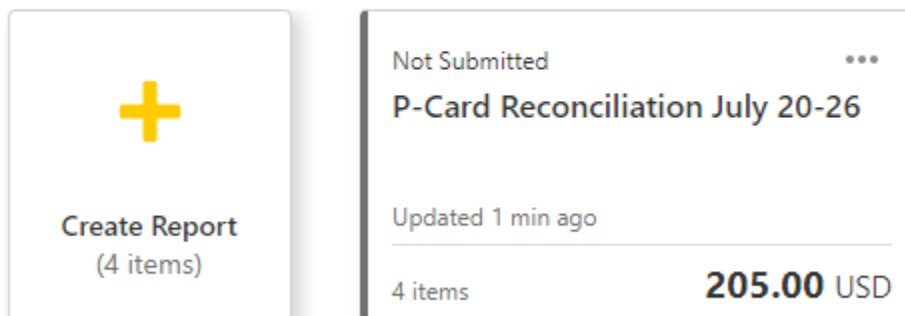
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- ii. **Note: If you were missing required fields for any of the expenses you created above, you will not be able to submit the report. In that case, you will need to click on the expense item that is missing required fields, click the Actions button, and click Edit to go back and enter required information.*
- 5. If you are **NOT** ready to submit your Expense Report, you can **Save** and submit later.
 - a. Confirm that you have no missing required fields in your Expense Report.
 - i. **Note: Under Expense Items, if you have missing required fields, an error message will appear prompting you to correct any issues before saving.*
 - b. Click the arrow on the **Save** button and click **Save and Close**.



- 6. To submit a previously saved report, navigate to the **Expense Report** tile, and click on **Not Submitted** reports.

Expense Reports

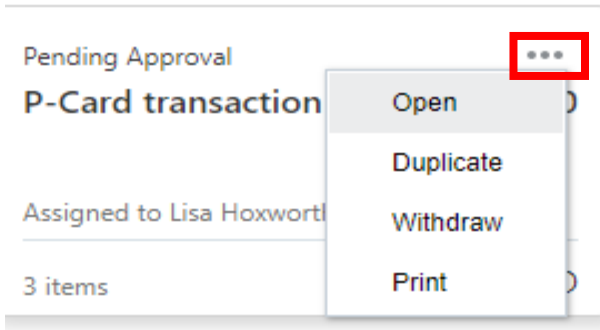


- a. Any saved Expense Reports will be listed here. You can open the expense report by clicking the expense report number to edit or submit.
- b. The expense report can then be submitted (previously detailed).

P-card Reconciliation & Expense Report

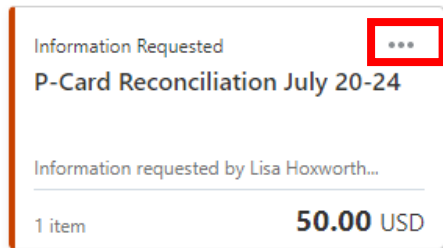
4. Open, Duplicate, Withdraw or Print Expense Report

1. To Open, Duplicate, Withdraw or Print an Expense Report that has already been submitted but **not approved**, click the 3 dots (...) on top upper right of the expense report screen.
2. A dropdown menu will appear and you can chose the option you would like to process.
3. Once an expense report has been **Paid** the only options are: Open, Duplicate or Print

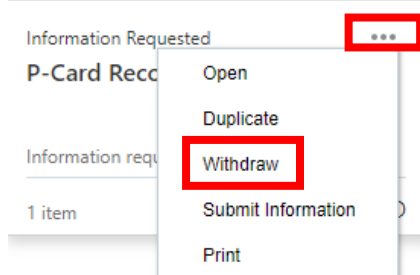


5. Expense Reports Requiring Additional Information

1. If you receive notification that Information is Requested on your Expense Report complete the following steps.
 - a. Click on the Expense Report that is requiring information




- b. Click the 3 dots (...) near on top right of the expense report, then select **Withdraw** from the drop down menu.



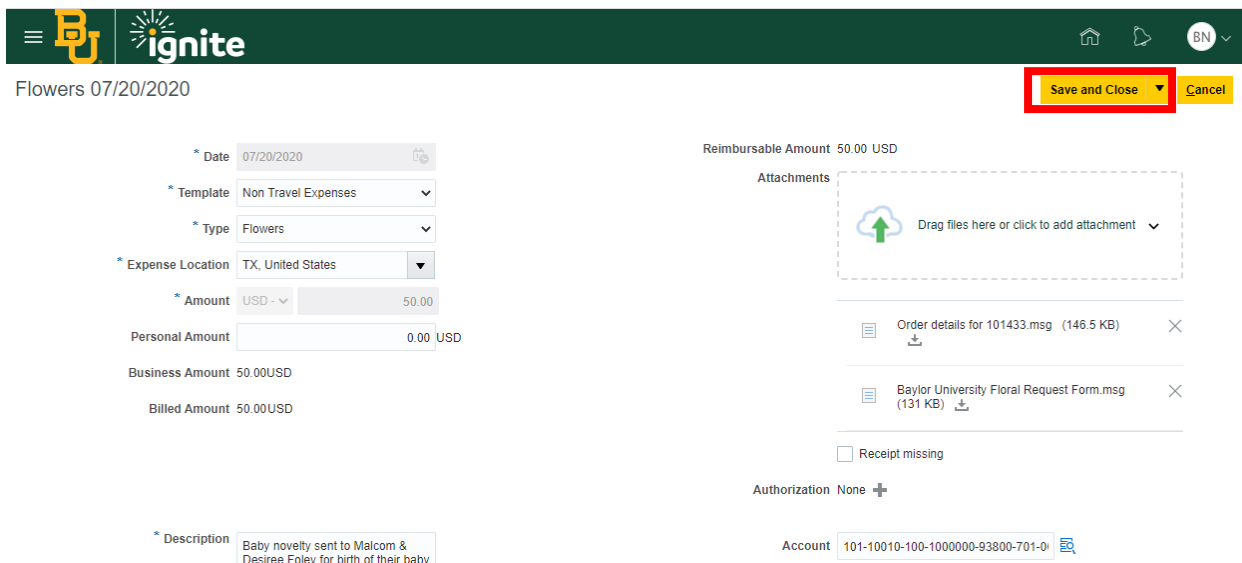
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c. A warning box appears, click **yes**



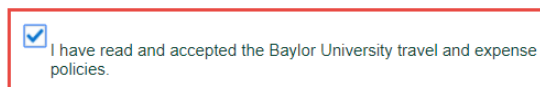
A warning dialog box with a yellow triangle icon and the text: "Warning" (top right), "Withdrawing the expense report cancels existing approvals. It becomes an in progress expense report that you can edit and submit. Do you want to continue?" (center), and two buttons: "Yes" (highlighted with a red box) and "No" (bottom left).

d. You are now at the expense report screen and are able to make changes, or provide additional information as needed, to process your expense report. Click on the **date (7/202020)** to open the expense report. Once correction are made click **Save and Close**.

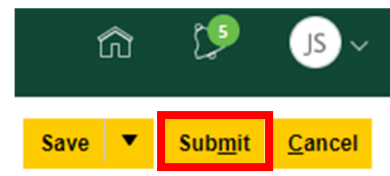


The expense report form for "Flowers 07/20/2020". The "Date" field is highlighted with a red box. The form includes fields for Date (07/20/2020), Template (Non Travel Expenses), Type (Flowers), Expense Location (TX, United States), Amount (USD - 50.00), Personal Amount (0.00 USD), Business Amount (50.00USD), Billed Amount (50.00USD), and Description (Baby novelty sent to Malcom & Desiree Foley for birth of their baby). The Reimbursable Amount is 50.00 USD. The Attachments section shows two files: "Order details for 101433.msg (146.5 KB)" and "Baylor University Floral Request Form.msg (131 KB)". The Authorization is None. The Account is 101-10010-100-1000000-93800-701-01. The "Save and Close" button is highlighted with a red box.

e. Certify that all expenses are submitted in accordance with policy by clicking the check box next to the policy certification statement. The text, **I have read and accepted the Baylor University travel and expense policies**, can be clicked to open and read the policy. The report can be re-submitted by clicking, **Submit**.



A checkbox with a blue checkmark and the text: "I have read and accepted the Baylor University travel and expense policies." The entire checkbox area is highlighted with a red box.



The bottom portion of the expense report form, showing the navigation bar with a home icon, a notification icon with the number 5, and a user profile icon with the initials JS. Below the navigation bar are three buttons: "Save", "Submit" (highlighted with a red box), and "Cancel".