Create Expense Report: pCard— if VISA was selected incorrectly the first time
Use to correct an Expense Report for pCard purchases when VISA was selected 1st

Access the Create Expense Report task

Note: All Red Asterisks (*) need to be completed.

First Step (You need to process an Expense Report for the pCard transaction again):
Under Create Expense Report, enter and review details in the Expense Report Information section:

a. Expense Report For: Cardholder’s name will automatically populate.
b. Company: Florida Atlantic University (or Research Corporation/Finance Corporation) will populate.
c. Expense Report Date: The current date will populate. Keep the current date.
   i. Click Create New Expense Report (if circle is empty).
d. SmartTag, Fund, and Cost Center will populate. If needed, change this information:
   i. Click the Prompt to search for the SmartTag you want to use.
   ii. Select the SmartTag.
   iii. When the SmartTag is selected, the Fund and Cost Center will change based on the SmartTag chosen.
e. Trip Start Date and Trip End Date: Use the transaction date from the pCard receipt.
   i. Type the date (MM/DD/YYYY) or click the Prompt to select a date from the drop down menu.
   ii. Both the Trip Start Date and Trip End Date are the same date.
f. Expense Treatment: Select the charge(s) that best describes what you are expensing. Click the Prompt to select.
g. The Additional Worktags will populate. If needed, change this information:
   i. Click the X to delete an Additional Worktag.
   ii. Click the Prompt to select an Additional Worktag.
h. At the bottom of the screen, select the pCard transaction(s) to include in the Expense Report.
   i. Click OK when complete.

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2. Under Expense Report Information:
   a. The Company and Expense Report Date populate from the previous page you completed.
   b. Business Purpose: This is a required field. It is what best describes the receipt(s).
      i. Type or select a Business Purpose from the Prompt.

3. Under Expense Report Reference Information:
   a. Reimbursement Payment Type: Automatically populates. If changes are needed, click the Prompt.
   b. The Memo field is required for travel and optional for non-travel. If needed, type a message to the approver to justify a pCard purchase.

4. Under the Expense Report Lines tab, review and complete all Red Asterisks (*) and Black Asterisks (*).

5. Under the Expense Report Lines tab:
   a. Date: The date automatically populates. Keep the current date.
   b. Expense Item: Type or select from the Prompt the item you are expensing. The item on the receipt.
   c. Quantity: Number of items purchased.
   d. Per Unit Amount: The dollar amount for each item purchased.
   e. Total Amount: Amount generates from Quantity times Per Unit Amount loaded in from the bank load.
   f. SmartTag, Fund, Cost Center, Trip Start Date, Trip End Date, Expense Treatment, and Additional Worktags will generate from the previous page you completed.

Note: Please do NOT click Submit until you have properly attached all corresponding documents (the receipt).

6. Go to Attachments from File on the right side to attach the document(s) that support the transaction. For example, the pCard receipt.
   a. For the attachment, a detailed receipt from the cardholder will be needed.
   b. Keep the receipt until the Expense Report is approved.

7. Click the paperclip to attach the document(s).
   a. You can also click a file on your computer and then drag the file to the "Drop files here" box.
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Second Step (You need to correct the old expense report transaction that was done incorrectly):

8. Once the P-card line is completed, please click **Add** to add an additional line to reverse the Visa charge line.
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9. Next, please click the credit card line on the new expense report line and be sure to select the Visa as shown below.
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10. Next, select the **same expense item** that was originally selected on the incorrectly processed Visa charge.

11. Next, in the Total Amount field put a **negative** in the amount of the originally incorrectly processed Visa charge. For example, if the originally incorrect Expense Report had a charge to the Visa for $151.43 then put “- $151.43” in the total amount field as shown below.

12. Next, Repeat steps 5-7 to fill out the required fields for the additional expense report line.

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13. Once all is input, please click **Submit** for final approval processing.