Create Expense Report: pCard—Use to create an Expense Report for pCard purchases

Access the Create Expense Report task

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

1. 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).
Create Expense Report: pCard – Use to create an Expense Report for pCard purchases

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.

Create Expense Report

Use this task to enter an expense report into the system. Please determine if you would like to create a new expense report or copy from an existing expense report.

- **Expense Report Information**
  - Expense Report For: Employee: **Cardholder's Name**
  - Company: **Florida Atlantic University**
  - Expense Report Date: 06/22/2015

- **SmartTag, Fund, and Cost Center**
  - **SmartTag**: TAG000411 Controller's Office
  - **Fund**: FAU_F0005 Grants and Aids
  - **Cost Center**: CCO122 Controller's Office

- **Spend Authorization #**

- **Grant**
- **Project**
- **Trip Start Date**: 06/18/2015
- **Trip End Date**: 06/22/2015
- **Expense Type**: Purchases - Other (including Ed...)
- **Additional Worktags**: search

- **Instructions**
  - Input the working expense treatment on ALL Non-Travel Expense Reports.
  - The trip start and end date for a Non-Travel P-Card purchase should be the date of purchase.
  - Input the below required Worktags on ALL Travel Expense Reports:
  - Trip Start Date
  - Trip End Date
  - Expense Treatment
    - In-State
    - Out-of-State
    - International

  Expense reports must be submitted within 60 calendar days of the last day of travel.
  Expense reports and cash repayments for cash advances must be reconciled within 10 business days of the last day of travel.

  Click here to view Florida Atlantic University’s Travel policies and procedures.

  Click here to put in a travel ticket for any questions or problems.

  Click here to view the Controller’s Office mileage chart for mileage between campuses.

  Click here to see the crosswalk of Banner Index terms and their associated Workday Smart Tags.

  Click here for foreign meal per diem rates.

  Click here to reimburse a travel cash advance.

[OK] [Cancel]

[Note: Your screens and processes may vary from those described here. 2]
Create Expense Report: pCard—Use to create an Expense Report for pCard purchases

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.
Create Expense Report: pCard—Use to create an Expense Report for pCard purchases

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.

Create Expense Report

Use this task to enter an expense report into the system. Please determine if you would like to create a new expense report or copy from an existing expense report.

- **Expense Report Information**
  - Employee: Cardholder’s Name
  - Company: Florida Atlantic University
  - Expense Report Date: 06/22/2016

- **Additional SmartTags**
  - TAG000141 Controller’s Office
  - FAU_F0000 Grants and Aid
  - CC0132 Controller’s Office

- **Additional Worktags**

- **Expense Treatment**
  - Purchases - Other (including Equip., etc.)
  - Equipment over $5,000

- **Instructions**
  - Input the working expense treatment on ALL Non-Travel Expense Reports.
  - The trip start and end date for a Non-Travel P-CARD purchase should be the date of purchase.
  - Input the below required Worktags on ALL Travel Expense Reports:
    - Trip Start Date
    - Trip End Date
    - Expense Treatment
      - In-State
      - Out-of-State
      - International

Expense reports must be submitted within 60 calendar days of the last day of travel.

Expense reports and cash repayments for cash advances must be reconciled within 10 business days of the last day of travel.

Your screens and processes may vary from those described here.
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h. At the bottom of the screen, select the pCard transaction(s) to include in the Expense Report.

<table>
<thead>
<tr>
<th>Include?</th>
<th>Transaction</th>
<th>Date</th>
<th>Expense Item</th>
<th>Change Description/Memo</th>
<th>Amount</th>
<th>Currency</th>
<th>Corporate Credit Card Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td></td>
<td>07/03/2015</td>
<td>AMPCO PARKING ORLANDO INT</td>
<td></td>
<td>79.90</td>
<td>USD</td>
<td>FAU Master</td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/07/2015</td>
<td>WM SUPERCENTER #5455</td>
<td></td>
<td>13.48</td>
<td>USD</td>
<td>FAU Master</td>
</tr>
</tbody>
</table>

i. Click **OK** when complete.

Your screens and processes may vary from those described here.
Create Expense Report: pCard– Use to create an Expense Report for pCard purchases

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.

   Your screens and processes may vary from those described here.
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4. Under the Expense Report Lines tab, review and complete all Red Asterisks (*) and Black Asterisks (*).
Create Expense Report: pCard—Use to create an Expense Report for pCard purchases

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**.
   f. **SmartTag, Fund, Cost Center, Trip Start Date, Trip End Date, Expense Treatment, and Additional Worktags** will generate from the previous page you completed.
Create Expense Report: pCard—
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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.
Create Expense Report: pCard—Use to create an Expense Report for pCard purchases

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.

8. Once all is input, please click **Submit** for final approval processing.
Create Expense Report: pCard—Use to create an Expense Report for pCard purchases

9. Once submitted, the Cardholder’s Name or the Cardholder’s Delegator on behalf of the Cardholder will display.

10. You can check the status of the approval process by clicking Details and Process.
   a. If Details and Process is clicked, click the Process tab to check the status.

11. Click Done when complete.

Your screens and processes may vary from those described here.