Non Travel Pcard Expense Report – Quick Instructions

1. If you are assigned as a delegate to one or more people, make sure you are in the correct account before starting the expense report. You are working as whoever's name is showing in the upper right hand corner of the screen.
2. Only one Non Travel expense report should be completed per monthly statement cycle. If the cardholder has any out of pocket Non Travel related business expenses to be reimbursed for, they should also be included on this monthly expense report.
3. From the Dashboard, tap the **+NEW** button in the upper right corner and select **NEW EXPENSE REPORT** from the drop-down menu. The Report Header Screen Appears.
4. The Report Name should be the month and Pcard Reconciliation; for example, March Pcard Reconciliation.
5. Choose “Employee” as University Affiliation
6. Choose Non Travel as the Report Type.
7. Click **Save** (at the top)
8. If the *Add Expenses* screen does not pop up, click on the plus sign with a circle around it.
    a. To add purchasing card expenses, click on “Credit Card” in the list under *Add Expenses* and add them to the report. Check that the expense type is correct for the transaction.
    b. To add expenses for reimbursement, click on “Create New” in the list under *Add Expenses*. Then select the expense type that you want to add.
9. After adding the expense, the Expense Entry form appears. Please complete all fields.
    a. The date and spent fields are automatically filled in.
    b. The description should be the business purpose for the expense.
    c. For Allocation, you can type in your Index or search for the name of the budget. Click the Add Allocation button if you need the expense split between multiple Indexes.
    d. For any expenses that are personal in nature, check the Personal Charge box.
    e. All expenses require an itemized receipt for the attachment.
    f. Once all this is completed click **Save** at the top. The expense is now added to the expense report on the left half of the screen.
10. Once all transactions are added for the cycle, click **Submit** at the bottom of the screen. Then you have to click **Submit** again for the *Submit Confirmation* at the top right of the screen.
11. Any Warnings must have a response before you are able to submit the report.
12. Once submitted, expenses will follow necessary approval chain.
13. Any reports returned by an approver, will need to be corrected and re-submitted.
14. To Save or Print a PDF copy of the report for your records go to the Submitted Expense Reports, select the report you want, and then choose the PDF file that you prefer.
15. Reports may be recalled back to Draft status at any time until it is Final Approved by the Accounts Payable or Purchasing department.