# Manage P-Card Transactions as Expense Reports

**Audience:** Procurement Card Administrator

**Purpose:** Employees with P-cards will have all credit card transactions uploaded to their expense work area. These credit card charges are uploaded from the bank on a daily basis about 2 days after the charge date and are posted to the PCARD holder's Expense area as Expense Items.

All transactions need to be submitted on expense reports after the end of the billing period together with the statement from the bank. The total of the expense report should match the total charges for the monthly expense report.

**Note**: The following tasks can be performed once a P-card or Travel Expense Items are uploaded by highlighting a P-Card expense item and using the Actions drop down list in the Expense Items Area (middle section):

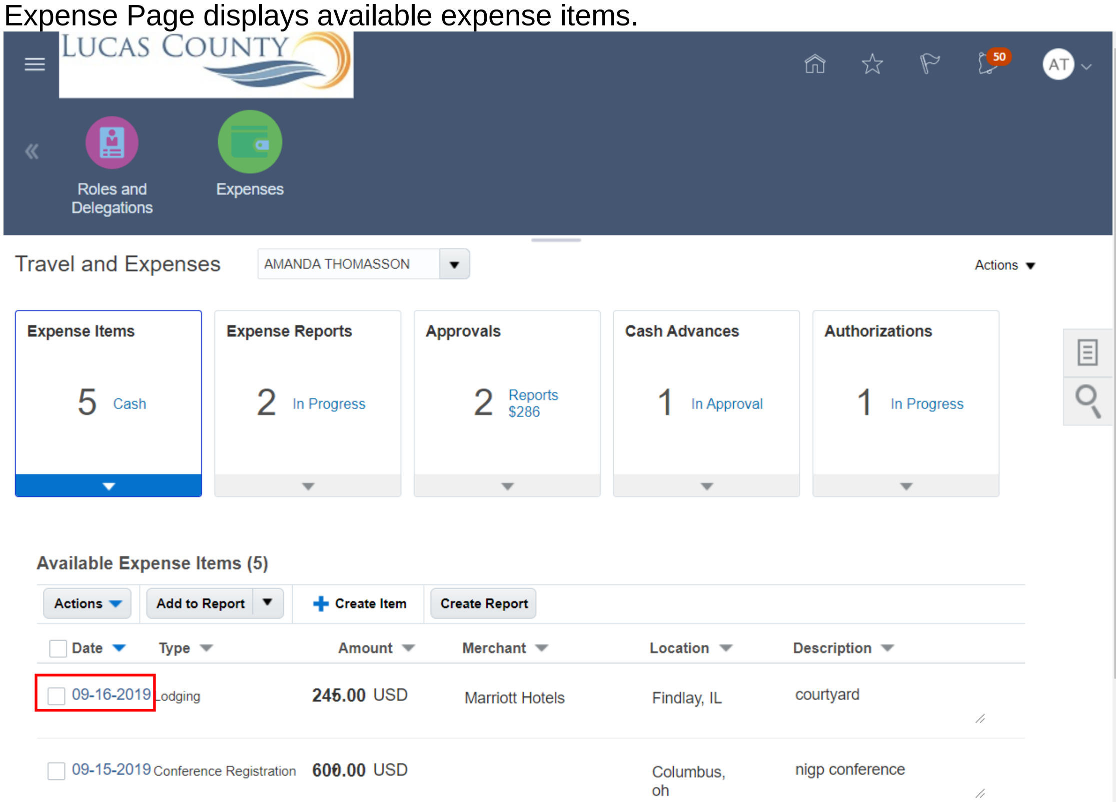
1. Edit Expense Item – Edit P-Card or Travel Expense Item
2. Classify as Personal (classify expense as personal).
3. Mark as Disputed (P-Card transaction will be disputed).
4. Add to New or Existing Report.

All transactions need to be submitted on expense reports after the end of the billing period together with the statement from the bank. This job aid will assist you with editing an expense Item created from a P-Card transaction, add to expense report and submit for approval.

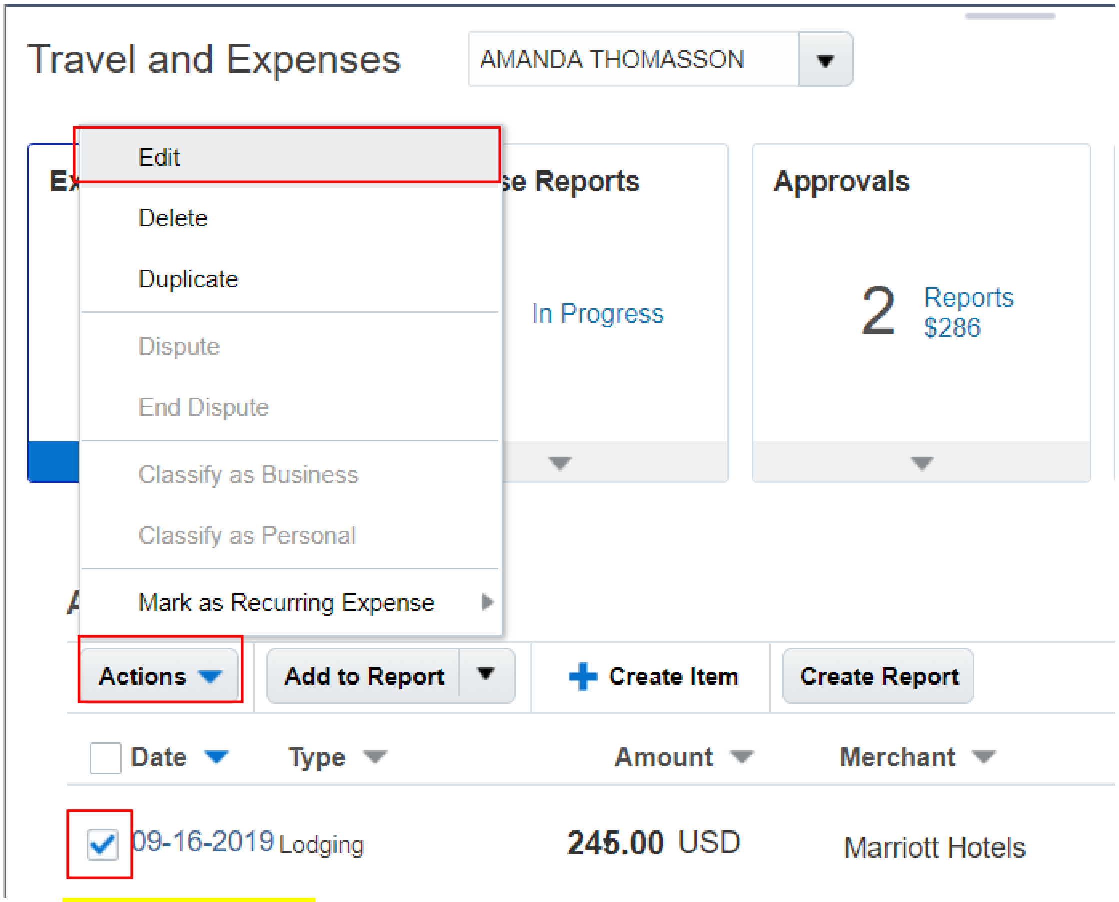
**Edit an Expense Item**

| Step | Action |
|---|---|
| 1 | Log on and navigate to the **Expense** work area. |

<table>
<tr><td></td><td>
</td></tr>
<tr><td>2</td><td>Expense Page displays available expense items.




Click the selection box for a **P-Card expense item**, click the **Actions** menu and select **Edit** from the list, or simply click the hyperlink to the expense in the **Date** field.</td></tr>
<tr><td>3</td><td></td></tr>
</table>




The **Edit Expense Item** page displays the following fields, most of which are editable:

- Expense Type
- Expense Location (Geographic search)
- Personal Amount (left blank)
- Description (free format)
- Merchant Name (supplied by card issuer)
- Account (expense item will be charged to this account)
- Supplier Name (use P-CARD SUPPLIER if the supplier is not included in the List of Values)
- Category (subset of Expense Type)
- Date (date of expense) **NOT** to be updated on a credit card transaction
- Amount (amount of expense) **NOT** to be updated on a credit card transaction

**Note**: There is an **Actions** menu item to **Classify Amount** as Personal and a field to enter a Personal Amount. The credit card should **not** be used for personal items.

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|---|---|
| 4 | To edit, simply highlight to select the value in a field, and enter the correction. |

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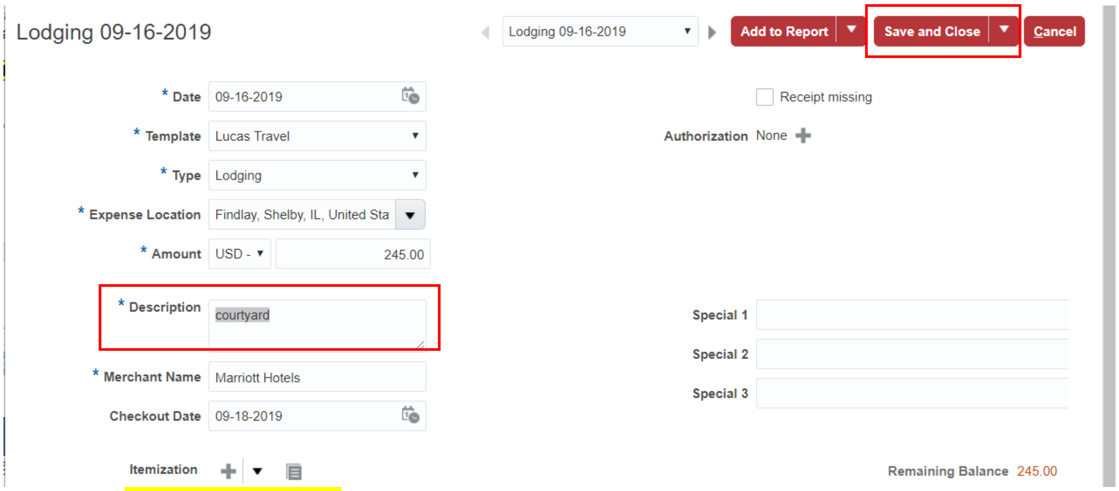
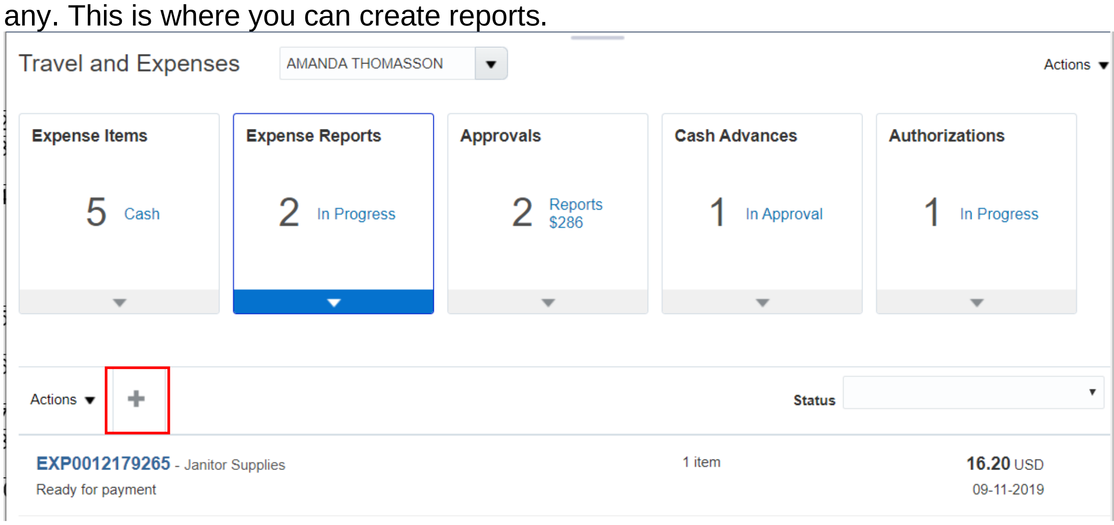
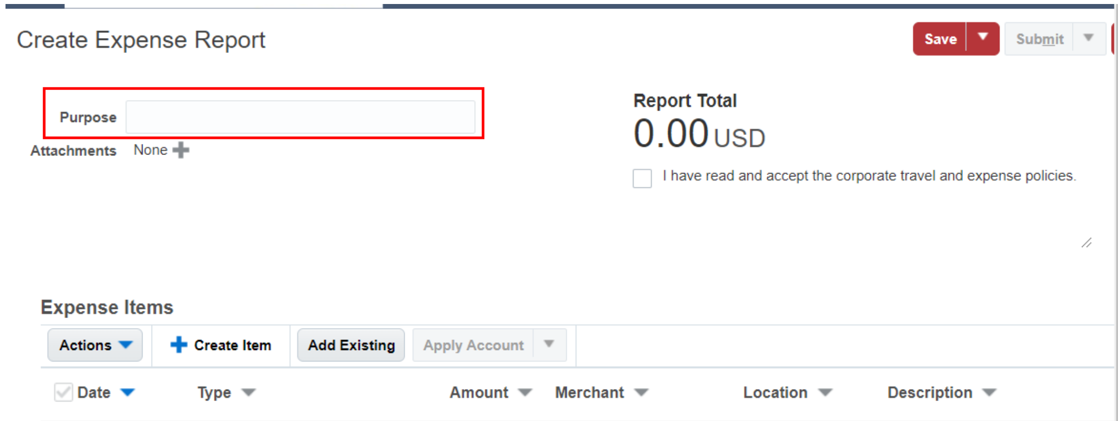
|---|---|
| |   Click the **Save and Close** button to complete the expense item edit. |

## Create an Expense Report Using Pcard Items

| Step | Action |
|---|---|
| 1 | Create an expense report under the **Expense Reports** work area.   |
| 2 | The **Expense Reports** Info Tile will display reports already begun or submitted, if any. This is where you can create reports.   Beside the lower **Actions** menu, click the **'+'** to quickly begin an expense report. |

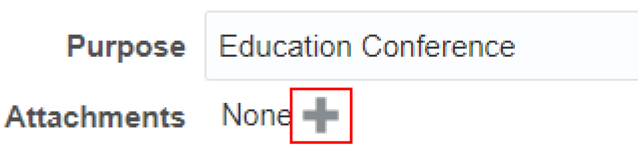
3



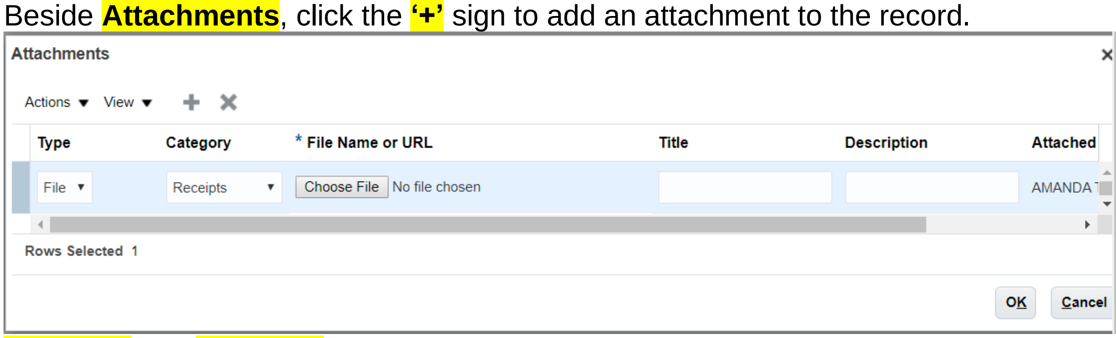

In the Create Expense Report page enter in the expense report **Purpose**.

4

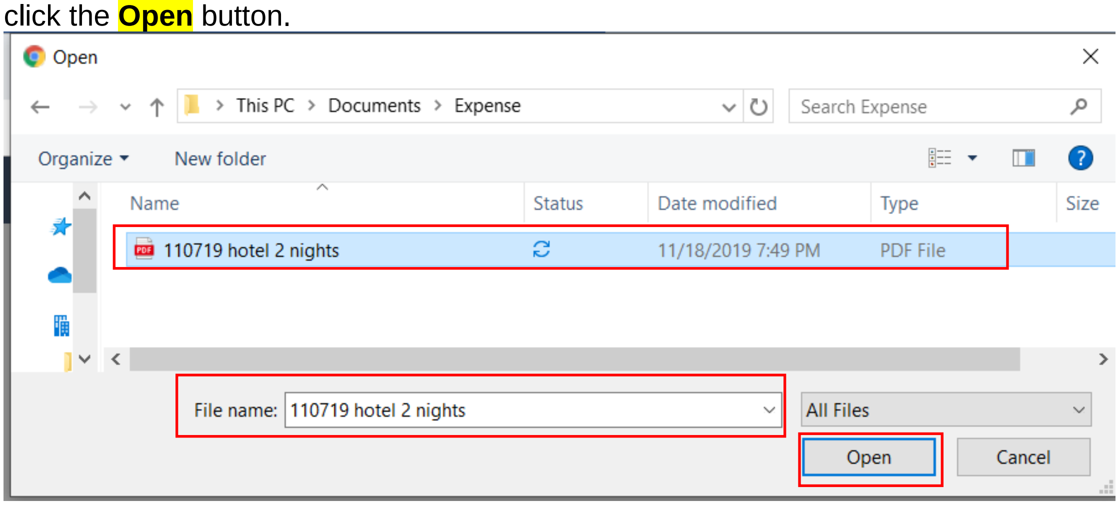
Add an attachment to justify the expense.



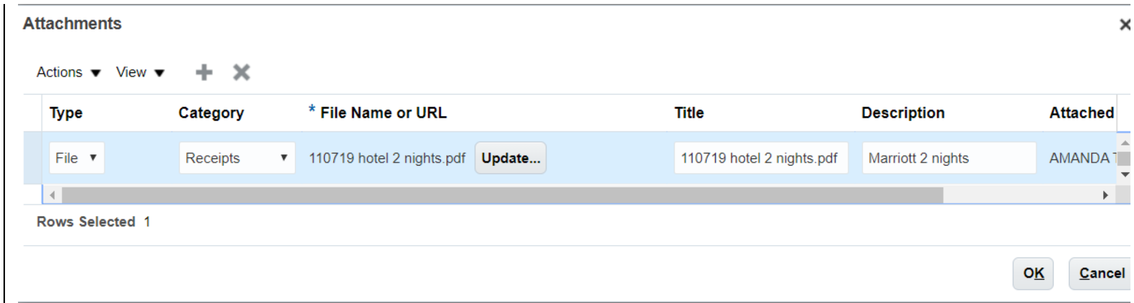
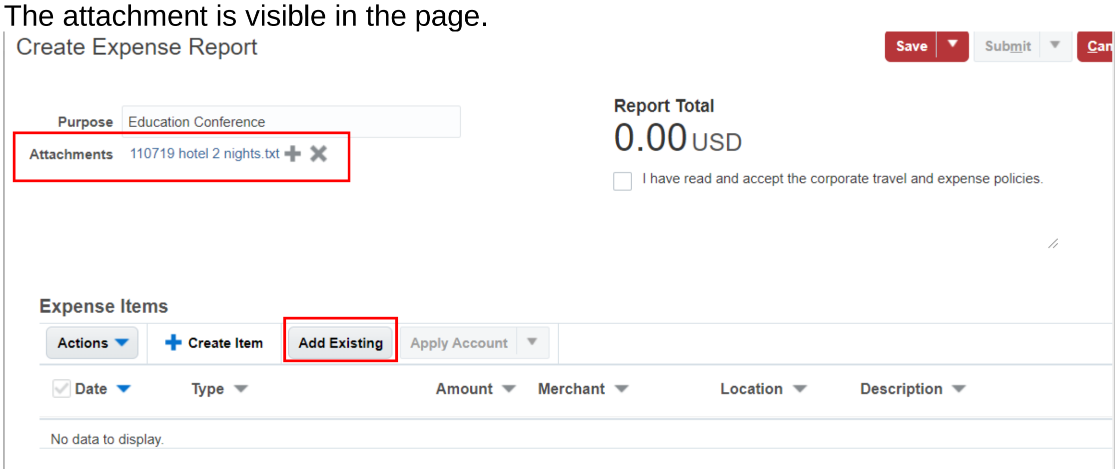

Beside **Attachments**, click the **'+'** sign to add an attachment to the record.




**File Type** and **Category** values default. Please choose your File Type and Category appropriately. Use the **Choose File** button to select a file from your computer and click the **Open** button.




The file name will be displayed under File Name or URL, and also in the Title field.

| | |
|---|---|
| |   Modify the attachment **Title** if necessary and add a **Description**.<br>Click the **Ok** button. |
| 5 | The attachment is visible in the page.<br>  **Note**: Items should be added that match the transactions on the monthly bank statement and the report total should match the total purchases for the month. To add an existing expense item from the Expense Items list, select the **Add Existing** tab. |
| 6 | Highlight an existing expense item and click the **Apply** button to add to expense report. |

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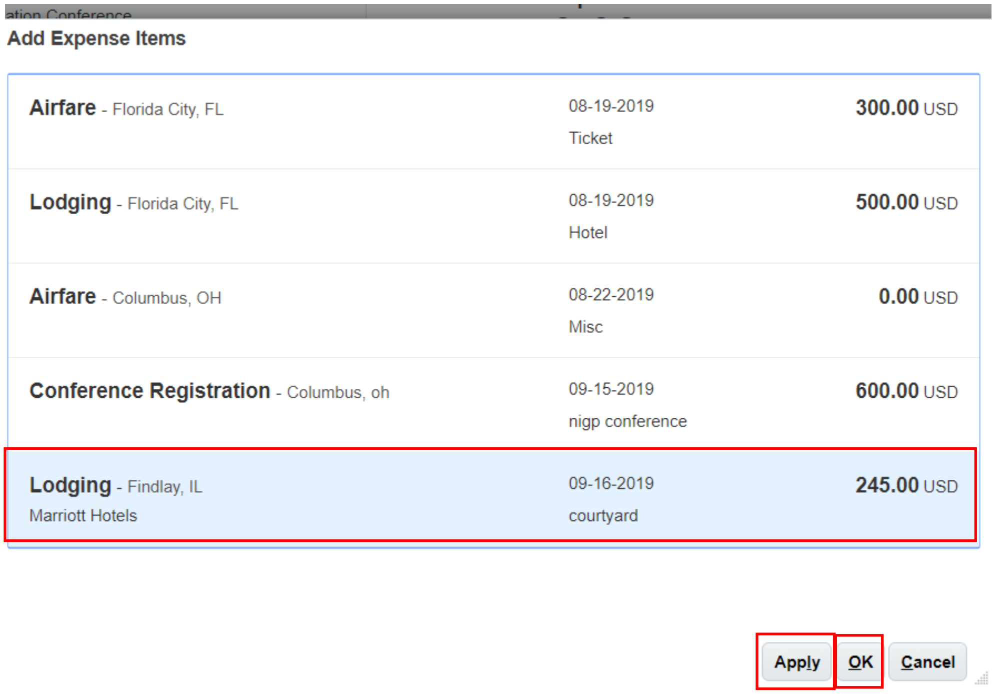
| |  |
| 7 | Click the **OK** button to complete the addition of the expense item. |
| 8 | Check on the box for **"I have read and accept the corporate travel and expense policies."** |
| 9 | Click **Submit** to send the expense report for approval. A Submit action invokes a confirmation message to determine that all receipts are included with the report. |