Expense Reporting Training

smartdata.gen2
Agenda

- Cardholder Training
- Break – 10 minutes
- Approver Training
The expense reporting feature allows a company to do workflow-based expense management. The expense report workflow and approval steps are defined by the company administrator to help meet their company’s expense approval business needs.
Cardholder Training
1. **Application Access:** Click on the below link or copy it into your internet browser –
   [https://corporatecardservices.bnymellon.com](https://corporatecardservices.bnymellon.com)

1. **User ID** – cardholder initial user ID is always their full card account number
2. **Password** – cardholder initial password is the usual one.
Cardholder Login Instructions

Create Your User ID
Your initial User ID was your credit card number. For security reasons and ease of use, you will be required to change your user id. Your new User ID cannot be your credit card number.

1. **Create User ID**: Enter the user ID to log into the system going forward. Use the first letter of your first name plus the first 7 letters of your last name plus “card” (for cardholder). (Example: My name is Joe Anderson. My ID = jandersocard)

2. **Re-enter User ID** – Enter User ID a second time to confirm.

3. **Press Continue** – Press Continue to go to the next screen to change your temporary password.
1. **Enter the Temp Password:** Enter temp password. (changeme01)

2. **Enter the New (Final) Password**– Enter the password that you will use going forward until the system asks you to reset your password. (Every 90 days.) *The password must be at least 8 characters, of which at least two must be numeric and two non-numeric, and must not contain any spaces.

3. **Re-enter Final Password**

4. **Enter E-mail Address**

5. **Re-enter E-mail Address**

6. **Select Security Question:** This is the question that you will be asked if you need if you need to have your password reset. *Remember the question you chose and the answer.

7. **Enter Security Answer:** The Security Answer must be at least 4 characters long and cannot contain spaces. It is case sensitive, too.
Account Activity – at-a-glance view of existing expense reports – status, amount and date submitted

Non-expensed Transactions – cardholders can quickly see outstanding transactions

Create New – allows easy creation of a new expense report
1. **Select Transactions**
   - Easy-to-follow wizard navigation with Progress panel
   - Read the customized instructions at the top of the screen
   - Change the report description to month name and year
   - Select the appropriate transactions

**Note:** Transactions may take 24-48 hours to load into the application after they post to your card account. Some merchants, such as taxis, may take longer to post than others.

- Click Next
2. Split and Cost Allocate Screen

   a. Cost Allocate transaction data by clicking on Expand All or clicking on the Cost Allocate icon.

Note: Transaction data will be viewable in the system approximately 2-3 days after the transaction takes place at the merchant. If you do not see transaction available for selection they may not have loaded into the system yet.
2. Split and Cost Allocate Screen, cont’d:
   c. Select the **Personal** check box if the transaction was **accidentally** spent for a personal purchase.
   d. Enter a details of the transaction in the **Expense Description** field.
   e. Enter/confirm the correct value is in the **Fund**, **Org**, **Account** and **Program** fields (required).
   f. Enter a value in the **Activity** and **Location** fields, if applicable.
   g. **Copy to All on Page** can be used to copy the cost allocation values you choose in one transaction to all transactions on the page. *Note: This will not copy the Expense Description to all transactions, only the cost allocation.*
2. Split and Cost Allocate Screen, cont’d:

- **Tip:** When selecting a value from a drop down list, you can start typing the value number in the **Starts With:** box to quickly jump to the value in the list. When you see the correct value, click on the value with your mouse to select.

- **Tip:** Press **Next** or **Back** to save changes on any workflow screen. On the Split and Cost Allocate screen, pressing the Split, Transaction Detail, or Addenda icons will save changes on the screen, too.
Receipt Upload Instructions
2. Split and Cost Allocate Screen:
   a. Select the Receipts option.
   b. Click on the Receipt icon to upload the receipt image.
### Receipt Image Upload

At the Transaction Level

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt Available</th>
<th>Description</th>
<th>Amount</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/30/2010</td>
<td><img src="image1.png" alt="Receipt Image" /></td>
<td>ABC HOTEL FAIRFIELD, NJ -07004</td>
<td>389.51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/21/2010</td>
<td><img src="image2.png" alt="Receipt Image" /></td>
<td>CONVENIENCE STORE STURTEVANT, WI -53177</td>
<td>39.96</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/30/2010</td>
<td><img src="image3.png" alt="Receipt Image" /></td>
<td>GAS STATION LOVES PARK, IL -61111</td>
<td>11.23</td>
<td>0.86</td>
<td></td>
</tr>
</tbody>
</table>

- **Transaction with receipt image attached**
- **Transaction without receipt image attached (w/green arrow)**
Receipt Image Upload

1. Click on the “Upload” icon

2. Browse local drives for an image file
   - The image size limit is 4 megabytes
   - Images must be .pdf (supports single receipt or multiple pages of receipts in one file), .jpg or .png file extension types.

3. Click “Add” button to complete
Receipt Image Upload

At the Expense Report Level

1. On the Review screen, click **Add Receipt** to add an additional receipt image, if needed.

- The image size limit is 4 megabytes
- Images must be .pdf (supports single receipt or multiple pages of receipts in one file), .jpg or .png file extension types.
Receipt Image Viewing –
Click on the Transaction Receipt icon to view the receipt image attached.

View/Print/Download

• Print an image of receipt
• Download an image file
• Delete an image if needed
2. Split and Cost Allocate Screen

h. Click the **Next** button or the workflow link for the screen you want to navigate to next screen in the workflow.

Note: If you do not have Mileage or Cash transactions you can skip those screens by clicking on the **Submit for Approval** workflow link.
3. Add Mileage Transactions:
   a. Click on the **Add** button to enter **Mileage Transactions**.

   ![Mileage Transaction Entry Screen]

   b. Fill in all fields with the correct information about the Mileage transaction and press **Next** or click on the workflow link to navigate to the next screen.

   ![Mileage Transaction Entry Screen]

   Note: The Debit/Credit Code on this screen is asking the question, “Does this transaction debit the college or credit the college?”. This field defaults to Debit for mileage and cash transactions.
3. Add Cash Transactions:

   a. Click on the **Add** button to enter **Cash Transactions**.

   b. Fill in all fields with the correct information about the cash transaction, split the cash transaction, if needed, and press **Next**. You may also click on the workflow link to navigate to the next screen.
• Submit for Approval screen – easy-to-read format indicates amount due on card or amount due to the company by employee (personal transaction)

• Ability to upload another receipt image for the expense report by clicking on the Add Receipt button, if needed

• Press the Submit button to send the expense report to your approver
When you press the **Submit** button the screen will display a message: “You are about to submit the Expense Report. The report will be sent to your application inbox and you will receive a copy via email once the report has been approved by the closing group. Do you wish to continue?” **Select OK.**
Report and Receipt Image Viewing

On the report Review screen you may schedule a zip file of a copy of the .pdf report and receipt images.

- Once you have submitted the report for approval, navigate back into the report.
- Click on the Schedule button to schedule the report zip file.
- Navigate to the Home screen to view the zip file status.
Report and Receipt Image Viewing, cont’d

1. Click on the Expense Report name link to open the file.

2. Click on the Open or Save button in the File Download option box.

3. You will be asked to enter a password to open the zip file. Enter the password that you use to log into the application.

4. Click on the Expense Report and receipt images to view them.
Cardholder E-mailed Report

Once your Expense Report has been finalized by the Finance Closing Group, the system will send a final zip file to your email system with a copy of the pdf report and receipt images. A copy will also be sent to the Inbox of the application.

1. Open the zip file that is attached to the e-mail from the application.
2. You will be asked to enter a password to open the report. Enter the password that you use to log into the application.
Once submitted, the cardholder is taken to **Expense Report List** screen. To navigate to this screen at any time, click on the **Expense Reporting** tab and **View Expense Reports**.

The Expense Report List screen allows the cardholder to view:

- Status of reports
- Shows which approver the report routed to during the routing process.
- Click on the **History** icon to view the history of an expense report. If a report is rejected, the history will display the reject message, too.
The Expense Report List screen also allows the cardholder to navigate back into the report to schedule a pdf copy to be printed.

- Click on the report name link

They Review screen should display. Scroll down to the bottom of the screen and press the **Schedule Expense Report** button. The pdf report schedule status will display on the **Home Screen**.
Account Activity – This section will display up to 5 of your most recent expense reports along with the status (In Progress, Submitted, Approved, Completed), the date and amount of the report. You may click on the report name to view the details of your reports.

Inbox

• **Completed Reports** – The Adobe pdf copy of the report that auto-scheduled when the cardholder submitted the expense report for approval.

• **Scheduled Reports** – The section that will display the Adobe pdf report that is scheduled to be completed (the report will move to the Completed Reports section when completed).
• Approving managers will see pending expense reports on the **Home** page or by navigating to the Financial tab and clicking on **Manage Expense Reports**

• If email notifications are set up, they may get an email when expense reports are submitted for approval

• Click on the expense report name link to view the expense report details.
• Approvers can review the expense report summary on the Review screen.

• Approvers can use the progress panel to navigate to the **Split and Cost Allocate, Mileage, and Cash** screens to review transaction details such as:
  
  - Cost allocation values
  - Expense Description comments
  - Receipt images, etc.
• Approvers can click on the **Expand All** link to view the cost allocation sections for all transactions at once. Click on Collapse All to close the cost allocations sections.

• Instead of clicking on Expand All the approvers can click on each cost allocation icon to view the cost allocation section for each transaction.

Note: All data in the expense report is locked down for the approver. If changes need to be made to any data in an expense report, the report will need to be rejected back to the cardholder. *See the next slide for exception information.*
Cost Allocation Change Exception

Approvers can make changes to cost allocation values if they do not want to reject the report back to the cardholder to make the changes. Follow the below steps to make changes to cost allocation values for transactions that are in an expense report that has been submitted by the cardholder to the approver:

1. Navigate to the **Financial** tab and choose **Account Summary**.

2. Search for the cardholder and the transaction that cost allocation needs to be changed.

3. Uncheck the **Reviewed** box and press **Save**. This will unlock the transaction so that you can make changes to the cost allocation.

4. Once you have made the changes to the cost allocation and/or expense description sections, recheck the **Reviewed** box and press **Save** again. This will save the changes to the cost allocation and remark the transaction as reviewed (submitted).
• Approvers can view receipt images that may be attached to a transaction by clicking on the **View Receipt** icon.

• While viewing receipt images, approvers can click on the **Print** or **Download** buttons to print or download a copy of the image.
• Approvers can also schedule an Adobe pdf copy of the expense report to deliver to the approver’s Home screen Inbox by clicking on the **Schedule Expense Report** button.

• Approvers can **Approve** the expense report by pressing the Approve button. The report will route to the Finance Department for closing.

• Approvers can reject the expense report by entering information about why the report is rejected in the **Comments** box and pressing the **Reject** button.
The approver will return to this screen after they press the Approve or Reject button on an expense report. Note: To view the report that has routed to the Finance Closing group, unselect the Assigned checkbox and press Search.

- If the approver pressed Approve, the expense report then routes to the Finance Closing group.

- If the approver Rejected the report, the cardholder will receive the report back into their report list. They will read the comments to make changes to the report and submit again to the approver for approval.
An approver can use the **Account Summary** screen and the **Advanced Search** filters to monitor transactions that haven’t been submitted for approval and to monitor report approval by approvers that may reside below them in the company hierarchy.

There are reports that will display this type of information, too. They are the:

- Approver Summary
- Approver Summary Expense Report
If an approver is going to be out of the office, they can note this in the system. During the out of office date range, expense reports will route to the next org point that resides above them with an approver assignment.

Note: Be sure to approve all reports that are pending your approval before setting the out of office date range.

To add an out of office date range as an approver:

1. Select the My Profile link at the top of the screen.
2. **In the Out Of Office section, select a Beginning On and Returning On date.**
   
   Note: During the date range entered for the out of office duration all reports submitted by cardholders will be routed to the next org point that resides above them with an approver assignment.

3. Click **Save**.
How to add an out of office date range as an upper level user (Company Program Admin or Approver above the Out of Office Approver):


2. In the Search Results section, click the appropriate approver user ID. The User Information screen opens.

3. In the Out Of Office section, select a Beginning On and Returning On date.

4. Click Save.