

Monthly T-Card reconciliations are created and submitted during the 1st and 10th of each month for Non-Travel expenses.

1. Type **Create Expense Report** into the search bar.
2. Select Create Expense Report Task.
3. Complete the following under **Expense Report Information**:
 - **Creation Options** -- Select Create New Expense Report.
 - **Memo** -- Type in Month, Year, and Credit Card Reconciliation
(Example: August 2021 Credit Card Reconciliation)
 - **Company** -- Collin College auto-populates.
 - **Expense Report Date** -- Current date auto-populates.
 - **Business Purpose** -- From drop down menu choose Non-Travel/T-Card.
 - **Cost Center** -- Departmental Cost Center auto-populates. (Verify it is correct.)
 - **Additional Worktags** -- Will auto-populate based on your Cost Center.
(DO NOT CHANGE)

Expense Report Information

Expense Report For * Employee: Kathy Bouchez

Creation Options * ☒ Create New Expense Report ☐ Copy Previous Expense Report

Memo August 2021 Credit Card Reconciliation

Company * X Collin College ...

Expense Report Date * 08/30/2021

Business Purpose X Non-Travel/T-Card ...

Cost Center * X CC1259 Finance & Budgeting ...

Grant

Project

Additional Worktags * X Campus: CA14 Districtwide ...
X Division: DV40 Administrative Services ...
X Fund: FD100 Unrestricted ...
X Program: PG350 Institutional Support ...

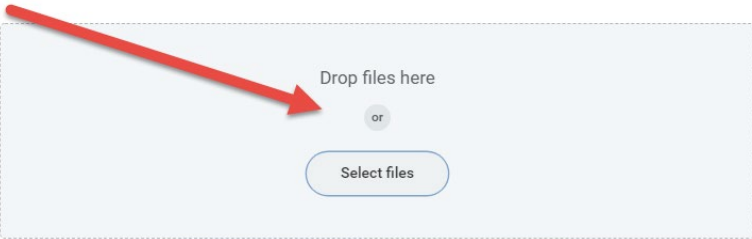
4. Scroll down to Credit Card Transactions

- Select all transactions (**Non-Travel**) that will be reconciled.
- Charges selected need to match purchases on that particular month's JP Morgan credit card statement.

Credit Card Transactions									
Select All <input type="checkbox"/>									
2 items									
Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
<input type="checkbox"/>	Q	08/13/2021		SAMS CLUB #4743	SAMS CLUB #4743	89.50	USD	9855-Cougar Card (T&E)	8129
<input type="checkbox"/>	Q	08/13/2021		SAMS CLUB #4743	SAMS CLUB #4743	34.14	USD	9855-Cougar Card (T&E)	8129


5. Click **OK**.

6. For each expense line attach appropriate receipt. Under Expense Line is a gray box that states Drop files here or select files.

Expense Line


7. Complete the following for each expense line:

- **Charge Description** -- Auto-populates.
- **Date** -- Enter date of receipt matching the charge.
- **Expense Item** -- Type in expense item or select from drop-down menu.
(Examples: General Supplies, Postage, etc.)
- **Memo** -- Provide an explanation describing reason for purchase..
- **Cost Center** -- Departmental Cost Center auto-populates. (Verify it is correct.)
- **Additional Worktags** -- Auto-populates depending on Cost Center.
DO NOT CHANGE.

Credit Card Transaction	07/26/2021 AT&T*BILL PAYMENT 113.97 USD		
Charge Description	AT&T*BILL PAYMENT		
Date	*	07/26/2021	
Expense Item	*	x General Supplies ...	
Total Amount	113.97		
Currency	*	USD	
Memo	<input type="text"/>		
*Cost Center	x CC1259 Finance & Budgeting ...		
Grant	<input type="text"/>		
Project	<input type="text"/>		
*Additional Worktags	<div> <div>x Campus: CA14 Districtwide ...</div> <div>x Division: DV40 Administrative Services</div> <div>x Fund: FD100 Unrestricted ...</div> <div>x Program: PG350 Institutional Support</div> </div>		

8. Before submitting T-Card Reconciliation Expense Report:

- Verify all lines of report have been completed.
- Receipts are attached to each expense line.
- Report amount matches monthly JP Morgan credit card statement amount.
(Exception: If credit card statement contains travel charges that will be expensed later on a Travel Expense Report, then the amounts will not be the same.)
- Monthly Credit card statement is attached to Expense report.

NOTE -- Attach the monthly credit card statement under attachments.

Header	Attachments	! Expense Lines
<div>Add</div>		

9. Click Submit.

Note -- A notification box pops up showing the Expense Report has been submitted. Report will go through budget check and then on to approver.

To find the **Expense Report number** look at top of report on the blue bar.
(Example – EXP-100029)

To determine the **status of the Expense Report**, enter the EXP number into the search bar and open up the report. Click on Process History. This will show who needs to approve, who has approved, and any notes made regarding the report.

To **Change or Cancel an Expense Report**:

1. Open up report.
2. Click on the action items (box with three dots). This brings up a menu.
3. Hover over the words Expense Report. This brings up another menu.
4. Click on the word change or cancel depending on what needs to be done.

