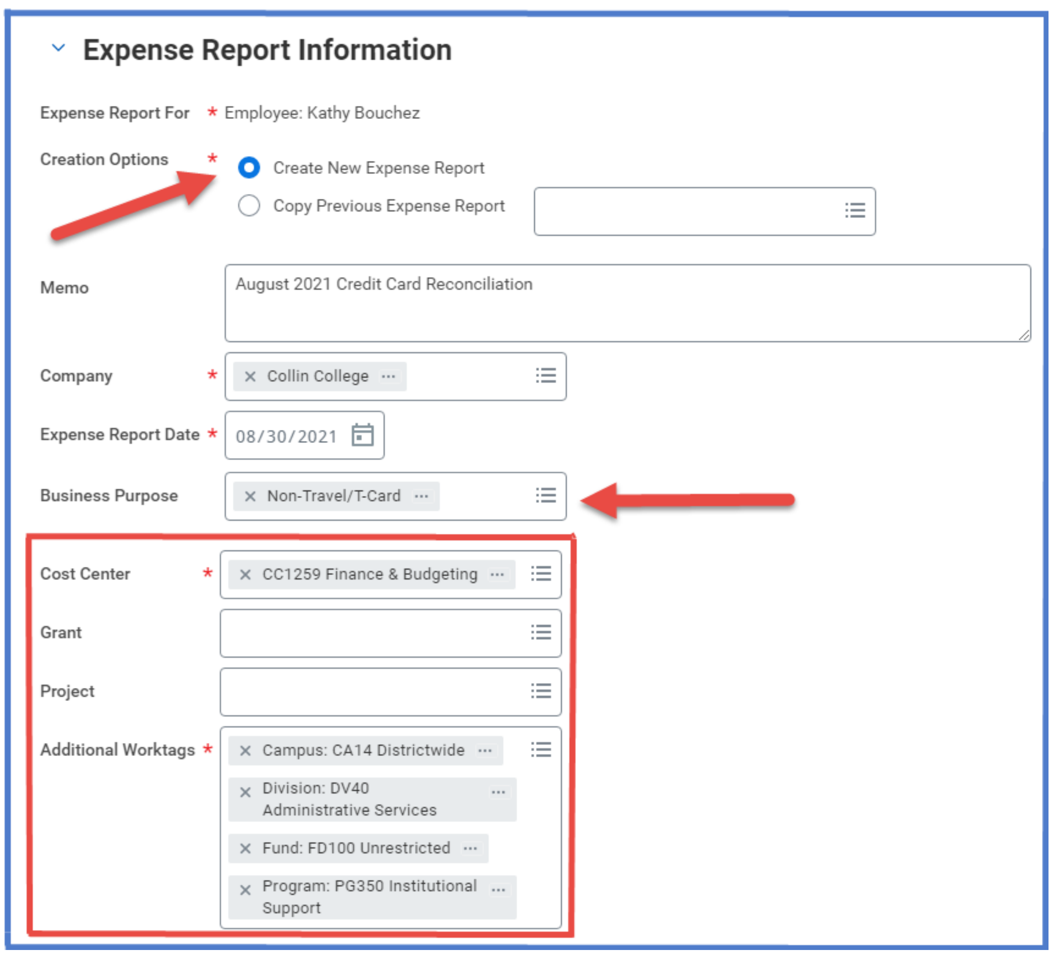
Administrative Services

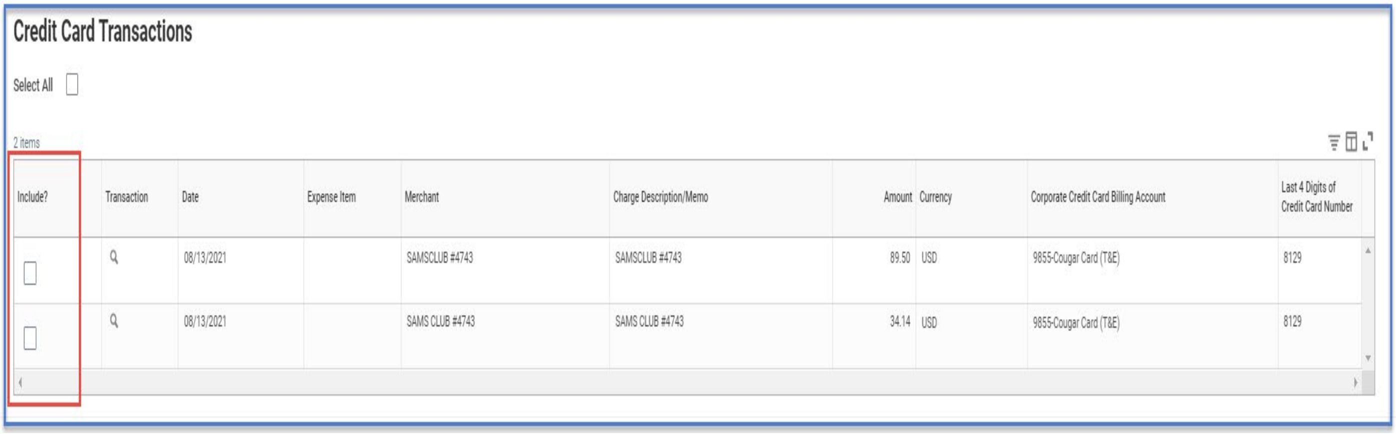
EXPENSE REPORT
T-CARD RECONCILIATION

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)

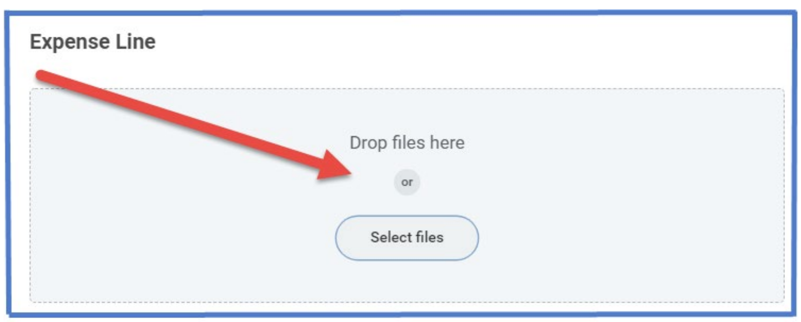


4. Scroll down to Credit Card Transactions
    - Select all transactions **(Non-Travel)** that will be reconciled.
    - Charges selected need to match purchases on that particular month's JP Morgan credit card statement.



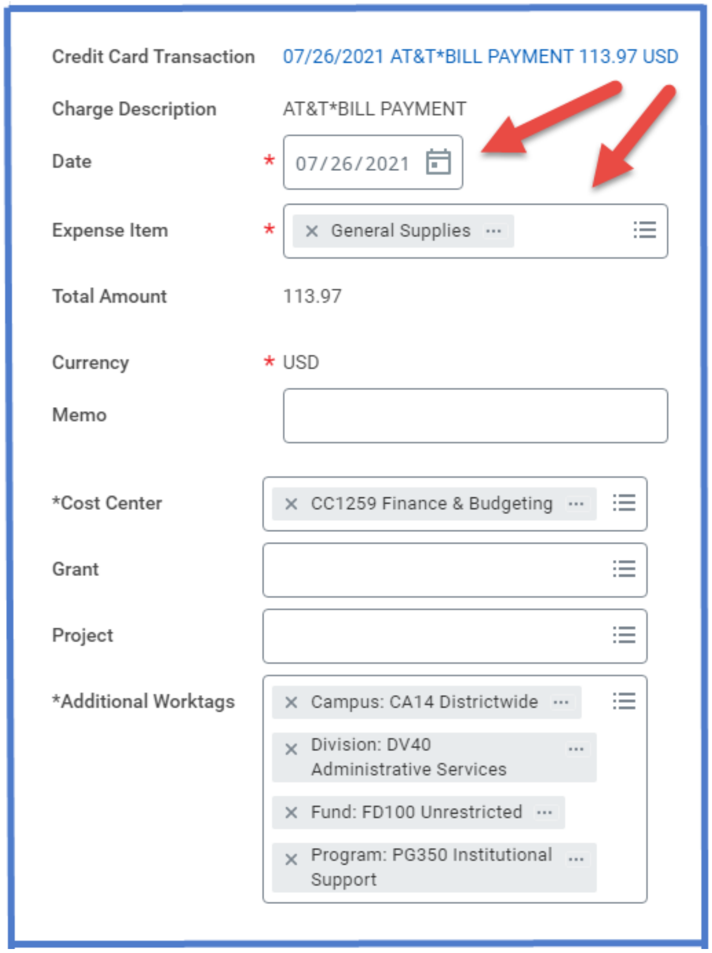
5. Click **OK.**

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



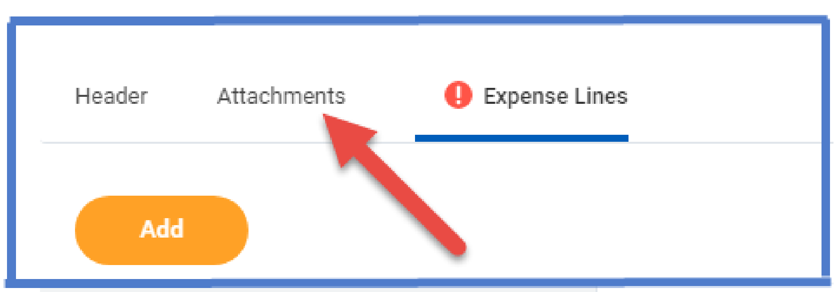
7. Complete the following for each expense line:

    - **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.



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.



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.