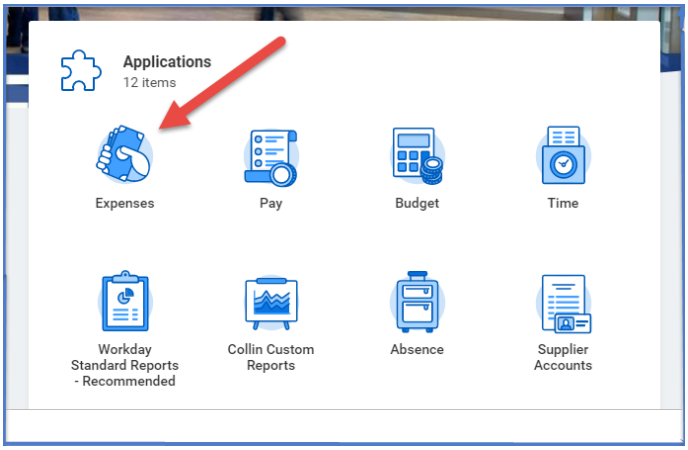
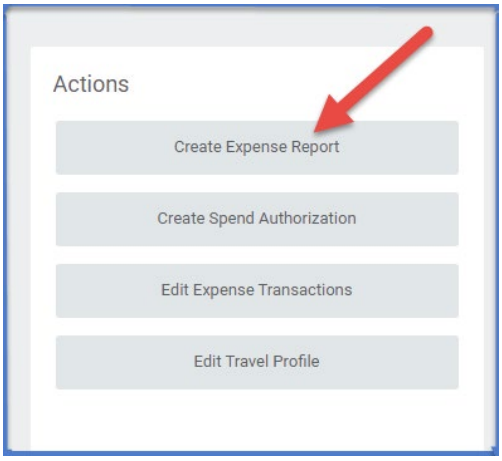
T-CARD RECONCILIATION

Monthly T-Card Reconciliations are entered into WorkDay as a Non-Travel Expense Report.

1. On the Home Screen - Click on the **Expenses** worklet.
   (If preferred, Create Expense Report can be typed into search bar.)

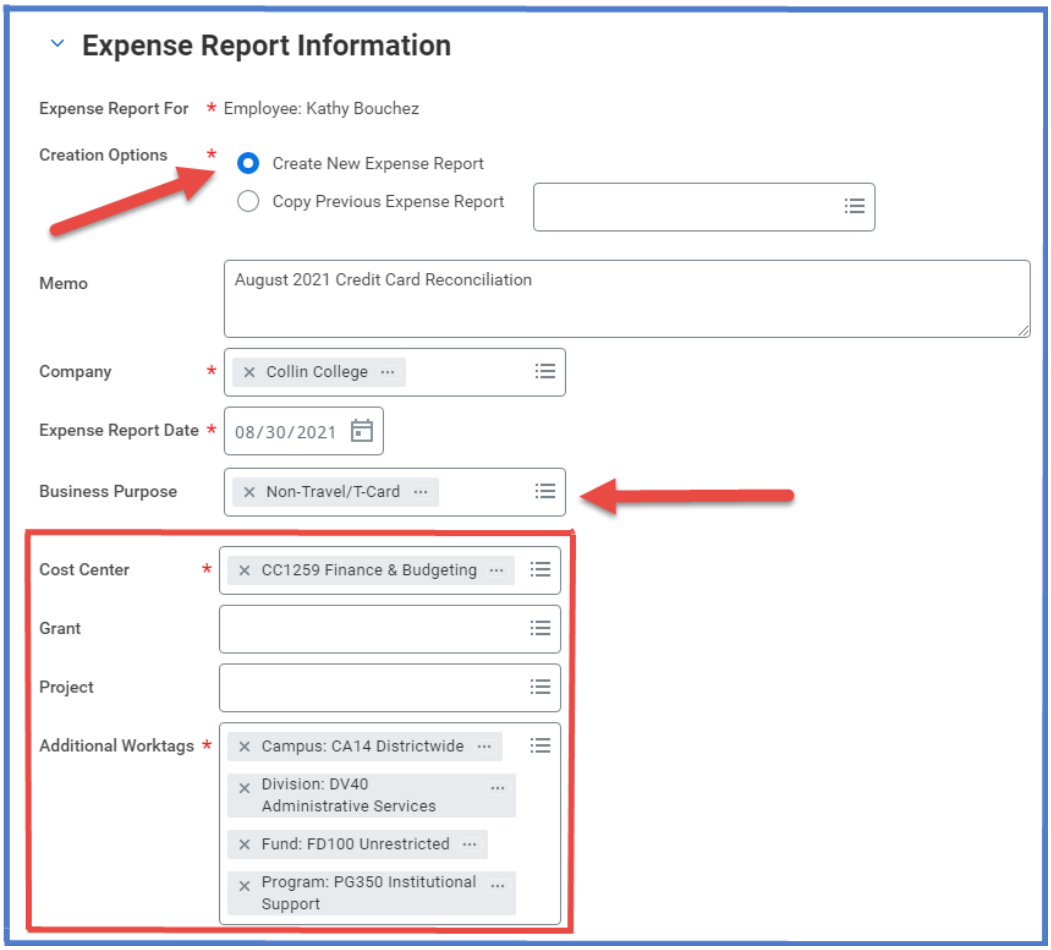


2. Under Actions – Choose Create Expense Report
   (If using search bar, then Create Expense Report Task needs to be selected.)

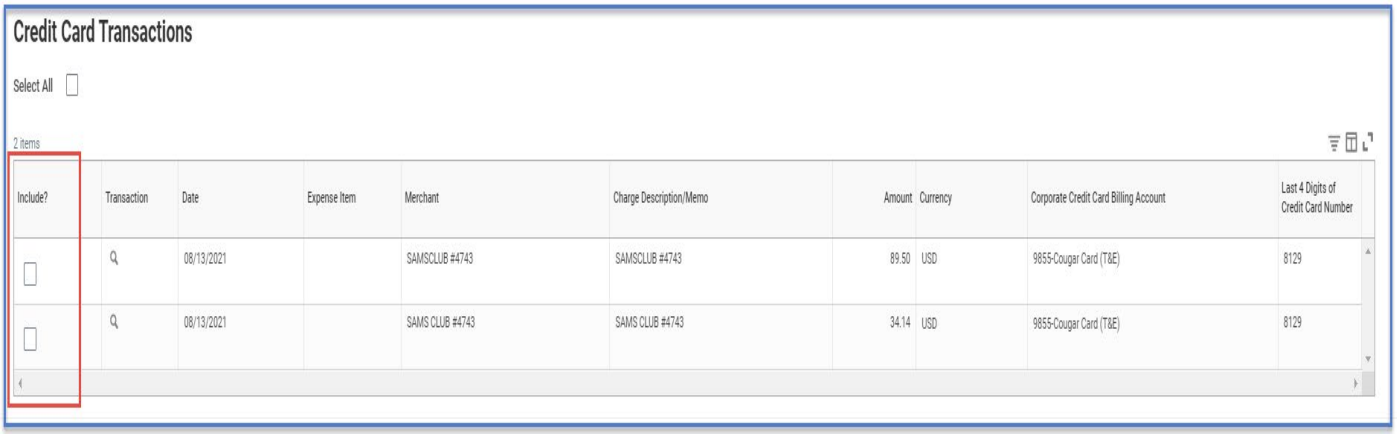


3. Complete the following:

- **Creation Options** -- Auto-populates to Create New Expense Report.
- **Memo** -- Type in Month and Year of reconciliation (Example: July 2021)
- **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** -- Cost Center auto-populates, verify it is correct.
- **Additional Worktags** -- Will auto-populate based on your Cost Center.

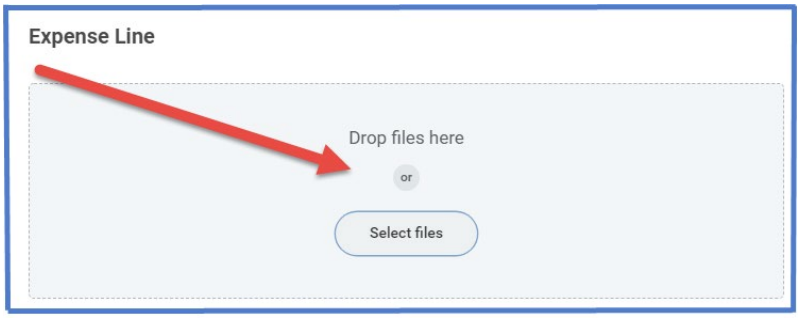


4. Scroll down to Credit Card Transactions
    - Select all transactions that will be reconciled.
    - Charges selected need to match the purchases on that particular month's JP Morgan credit card statement.

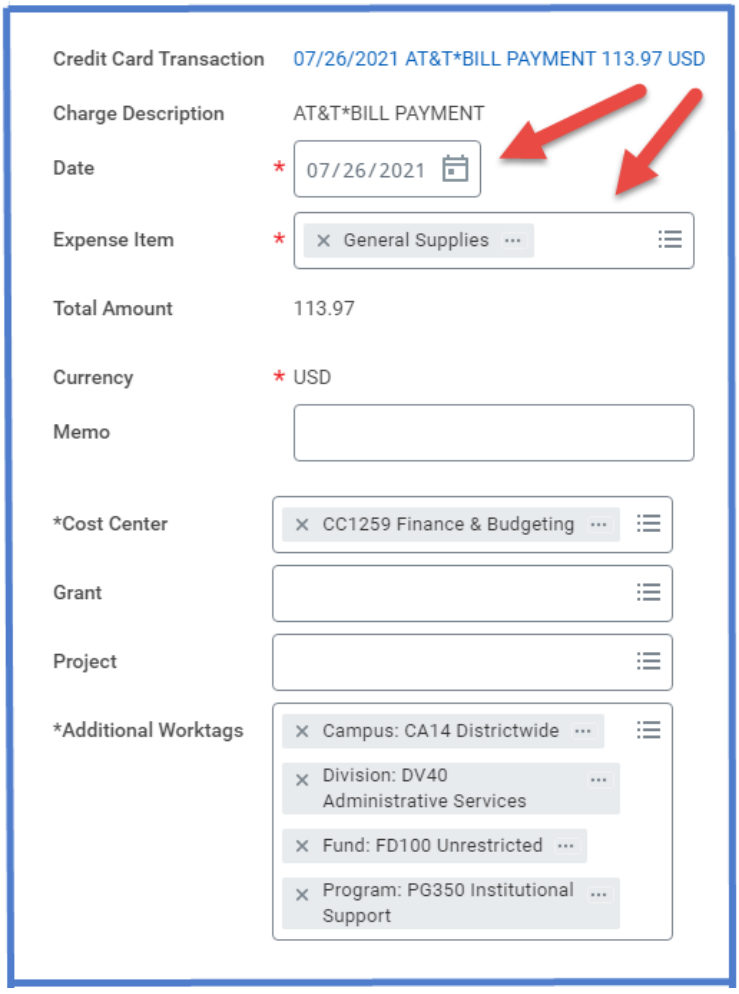


5. Click **OK.**

6. For each expense line attach the 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 the date of the receipt matching the charge.
   - **Expense Item** -- Type in expense or select from the drop-down menu. (Examples: General Supplies, Postage, etc.)
   - **Memo** -- Provide brief description of purchase.
   - **Cost Center and Additional Worktags** -- Auto-populates from Header.



8. Before submitting T-Card Reconciliation Expense Report:
    - Verify all lines of report have been completed.
    - Receipts have attached to each expense line.
    - Report amount matches monthly JP Morgan credit card statement amount. (Exception: If the 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 has been attached to Expense report.

NOTE -- Attach the monthly credit card statement under attachments. Click Edit to bring up where you will attachment your statement.

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 (Example – EXP-100029), click on View Details.

To determine the status of the Expense Report, click on Details and Process. Details of the report will be shown. Click on Process to see the status of the report.