Create Expense Report: pCard—
Use to create an Expense Report for pCard purchases

Access the Create Expense Report task

Note: All Red Asterisks (*) need to be completed.

1. Under Create Expense Report, enter and review details in the Expense Report Information section:
   a. Expense Report For: Cardholder’s name will automatically populate.
   b. Company: Florida Atlantic University (or Research Corporation/Finance Corporation) will populate.
   c. Expense Report Date: The current date will populate. Keep the current date.
      i. Click Create New Expense Report (if circle is empty).

Note: Your screens and processes may vary from those described here.
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d. **SmartTag, Fund, and Cost Center** will populate. If needed, change this information:
   i. Click the **Prompt** to search for the **SmartTag** you want to use.
   ii. Select the **SmartTag**.
   iii. When the **SmartTag** is selected, the **Fund** and **Cost Center** will change based on the **SmartTag** chosen.
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e. **Trip Start Date** and **Trip End Date**: Use the transaction date from the pCard receipt.
   i. Type the date (MM/DD/YYYY) or click the Prompt to select a date from the drop down menu.
   ii. Both the **Trip Start Date** and **Trip End Date** are the same date.
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f. **Expense Treatment**: Select the charge(s) that best describes what you are expensing. Click the Prompt to select.

g. The **Additional Worktags** will populate. If needed, change this information:
   i. Click the X to delete an Additional Worktag.
   ii. Click the Prompt to select an Additional Worktag.

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h. At the bottom of the screen, select the pCard transaction(s) to include in the Expense Report.

### Credit Card Transactions

<table>
<thead>
<tr>
<th>Include</th>
<th>Transaction</th>
<th>Date</th>
<th>Expense Item</th>
<th>Charge Description/Memo</th>
<th>Amount</th>
<th>Currency</th>
<th>Corporate Credit Card Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>07/03/2015</td>
<td>AMPCO PARKING ORLANDO INT</td>
<td>79.90 USD</td>
<td>FAU Master</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07/07/2015</td>
<td>WM SUPERCENTER #5455</td>
<td>13.48 USD</td>
<td>FAU Master</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

i. Click **OK** when complete.

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2. Under Expense Report Information:
   a. The Company and Expense Report Date populate from the previous page you completed.
   b. Business Purpose: This is a required field. It is what best describes the receipt(s).
      i. Type or select a Business Purpose from the Prompt.
3. Under Expense Report Reference Information:

a. Reimbursement Payment Type: Automatically populates. If changes are needed, click the Prompt.

b. The Memo field is required for travel and optional for non-travel. If needed, type a message to the approver to justify a pCard purchase.
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4. Under the Expense Report Lines tab, review and complete all Red Asterisks (*) and Black Asterisks (*).
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5. Under the **Expense Report Lines** tab:
   a. **Date**: The date automatically populates. Keep the current date.
   b. **Expense Item**: Type or select from the Prompt the item you are expensing. The item on the receipt.
   c. **Quantity**: Number of items purchased.
   d. **Per Unit Amount**: The dollar amount for each item purchased.
   e. **Total Amount**: Amount generates from **Quantity** times **Per Unit Amount**.
   f. **SmartTag, Fund, Cost Center, Trip Start Date, Trip End Date, Expense Treatment**, and **Additional Worktags** will generate from the previous page you completed.
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Note: Please do NOT click Submit until you have properly attached all corresponding documents (the receipt).

6. Go to Attachments from File on the right side to attach the document(s) that support the transaction. For example, the pCard receipt.
   a. For the attachment, a detailed receipt from the cardholder will be needed.
   b. Keep the receipt until the Expense Report is approved.
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7. Click the paperclip to attach the document(s).
   a. You can also click a file on your computer and then drag the file to the “Drop files here” box.

8. Once all is input, please click Submit for final approval processing.

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9. Once submitted, the Cardholder's Name or the Cardholder's Delegator on behalf of the Cardholder will display.

You have submitted Expense Report: Cardholder's Name on 06/22/2015 for $100.00 ...

10. You can check the status of the approval process by clicking Details and Process.
   a. If Details and Process is clicked, click the Process tab to check the status.
11. Click Done when complete.