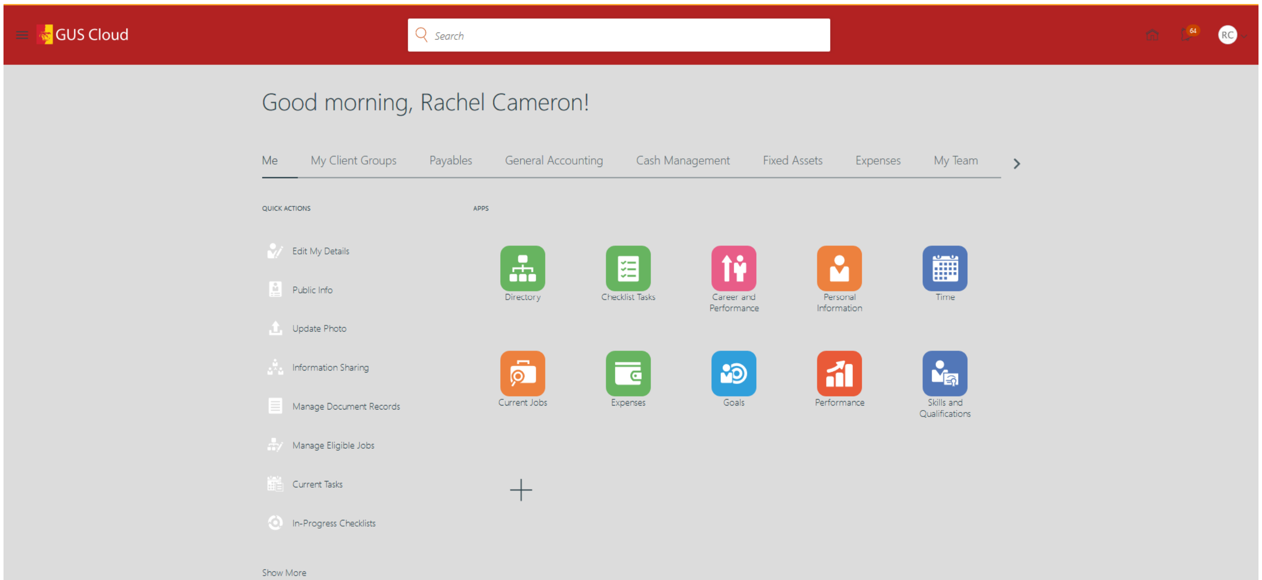
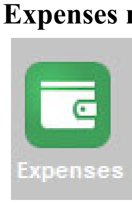
Job Aid

Creating Expense Reports-Pcard

This Job Aid walks through the process of reviewing Pcard transactions and submitting them via an expense report. For instructions on submitting expense reports for employee reimbursements (non-Pcard transactions) see the 'Creating Expense Reports-Employee Reimbursements' Job Aid.



Step	Action
1.	Click the **Home** icon at the top right of the screen to access the **Gus Cloud Home Page**. 
2.	Click the **Expenses** icon under the **Me** menu item on the home page to access the **Expenses module**.  **Tip:** You can also access the Expenses Module via the Navigator Menu.

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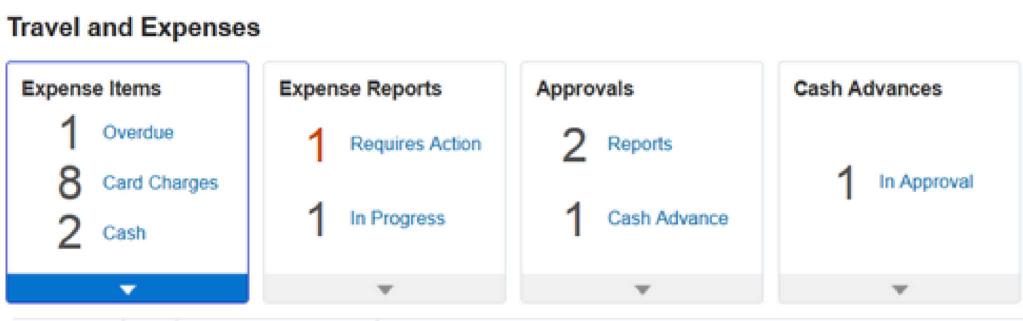
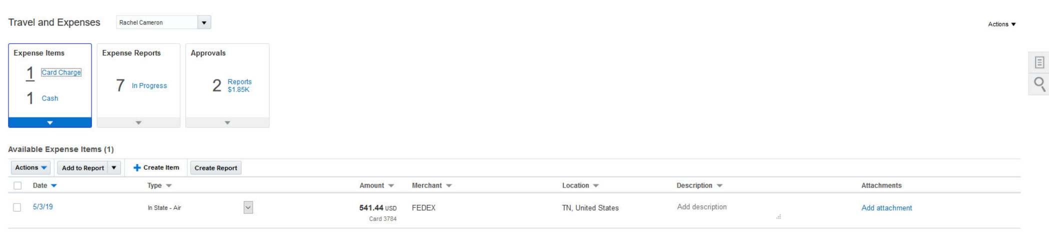
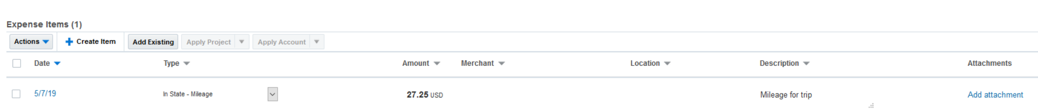
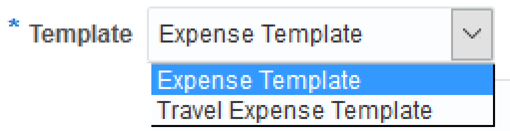
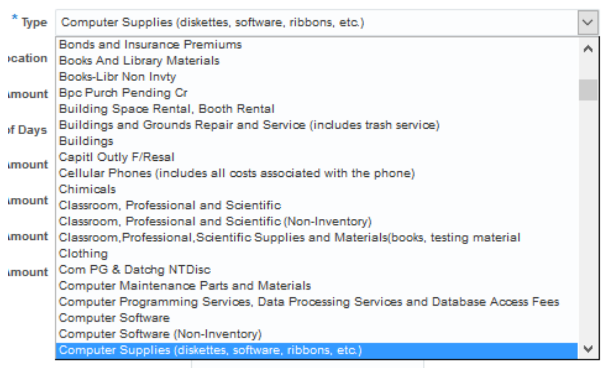
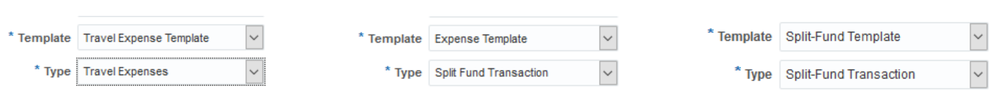
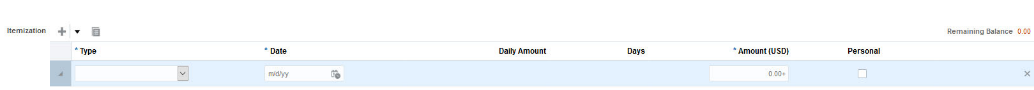
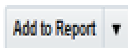
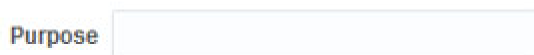
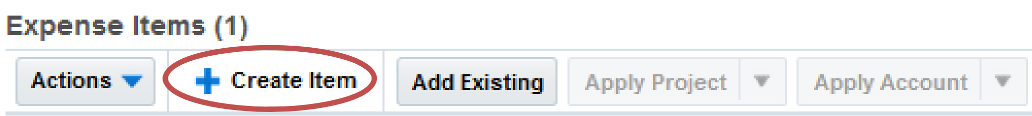
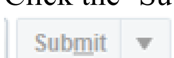
Step	Action
3.	Review the Travel and Expenses Info Tiles to check for items and reports that require immediate action.  **Remember:** Overdue expense items **MUST** be submitted before any other expense items can be processed.
4.	Pcard transactions will automatically show as expense items requiring your attention.  **Tip:** Under the transaction amount, Pcard transactions will have 'Card' followed by the last four digits of the card number. All Pcard transactions are loaded with an expense type of In State-Air.
5.	Review Pcard transactions for accuracy and legitimacy. If you wish to dispute an item, see the 'Disputing Pcard Transactions' Job Aid.
6.	Some expense fields can be edited at a higher level without drilling into the expense item. For example, you don't have to drill in to choose an expense type, add an attachment or type a description. 
7.	To complete additional fields, drill into the expense item by clicking on the transaction date.

Step	Action
8.	Select an Expense Template for the transaction  **Tip:** For faster processing of travel items, choose the 'Travel Expense Template'. 'Expense Template' contains all possible Expense Types, while 'Travel Expense Template' contains only travel related Expense Types.
9.	Categorize the transaction by selecting an Expense Type. The account code in the funding distribution will automatically update once an expense type is chosen. 
10.	Complete the applicable fields and attach any supporting documentation. Remember that fields marked with an '*' are required.
11.	Assign Funding to the Expense Item by updating the distribution segments. The account code was determined by the expense type, so do not change the account code. If the transaction requires split-funding, choose an expense type that allows itemization:  Once you've chosen the itemization expense type, the itemization lines will appear at the bottom of the screen.  Again, complete the applicable fields and add itemization lines by clicking the '+' button.

Step	Action
12.	When all required information has been added to the Expense Item, clik on 'Add to Report'.  **Tip:** Clicking on the drop down arrow next to 'Add to Report' will allow you to add this Expense Item to an existing report.
13.	If a new Expense Report was created, provide the Purpose. This field will show up as the description on GUS Cloud dashboard reports, so it is important to provide a summary of the expense items included in this report. 
14.	If additional transactions need to be added to the Expense Report, click on 'Add Existing under Expense Items to select the item and repeat the above steps for providing funding.  **Tip:** Cash expense items can be added here as well by clicking the '+' button. See the 'Creating Expense Reports-Employee Reimbursement' Job Aid for details on creating these types of expense items.
15.	Once the Expense Report is complete, acknowledge the corporate travel and expense policies. 
16.	Click the 'Submit' Button to route the expense report for approval.  **Tip:** You must acknowledge the expense policies before you can submit.
17.	You have reached the end of the Creating Expense Reports-Pcard Job Aid.