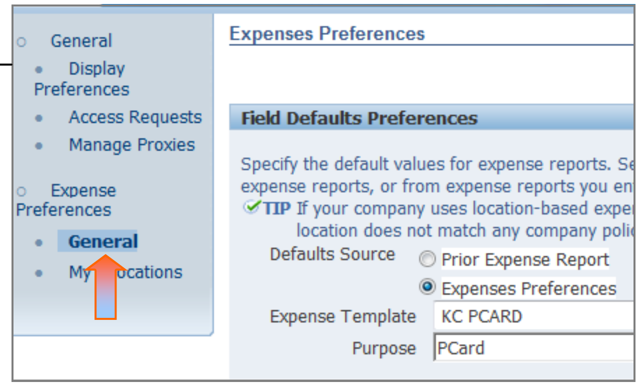
P-Card iExpense Navigation Tips

Expense Preferences



You can set your **"preferences"** which will make it so that you don't have to select your template and write a purpose in the **"purpose"** field every time you create an expense report. <u>This is especially helpful if you only process P-Card Transactions.</u>

From your iExpense **"Expenses Home"** page:

1) Select **"preferences"** in the upper right hand corner of your screen
2) This will take you to your **"Expenses Preferences"**
3) Click on the **"General"** tab in the left hand light blue menu
4) Select the **"KC PCARD"** template from the **"Expense Template"** drop-down
5) Write PCard in the **"Purpose"** field
6) "**Save**" and "**Apply**"

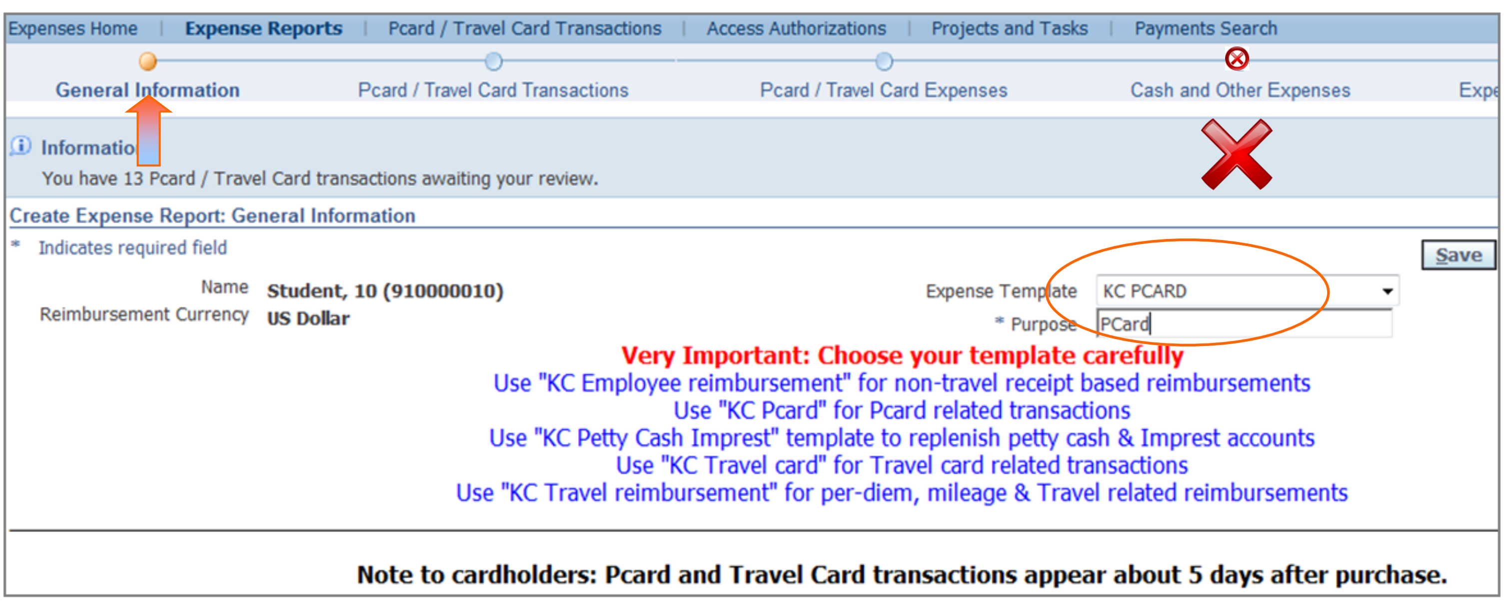
This will ensure you select the correct template every time you create a P-Card Expense Report. This is very important because the P-Card template does not require an AP Audit of your receipts prior to releasing payment to the bank. If the wrong template is selected, your payment will be delayed and the report will need to be manually released.

Setting your "Expense Preferences" is a big time saver and ensures that you select the correct template every time!

Create Expense Report

To create a P-Card Expense report click on **"Create Expense Report"** from your **"Expenses Home"** page. When creating an Expense Report pay close attention to the **toolbar at the top of the screen**. This indicates where you are in your Expense Report. If you do not have any P-Card transactions that have "Posted" to your iExpense Account and you click **"next"** the toolbar will advance to the **"Cash and Other Expenses"** screen.

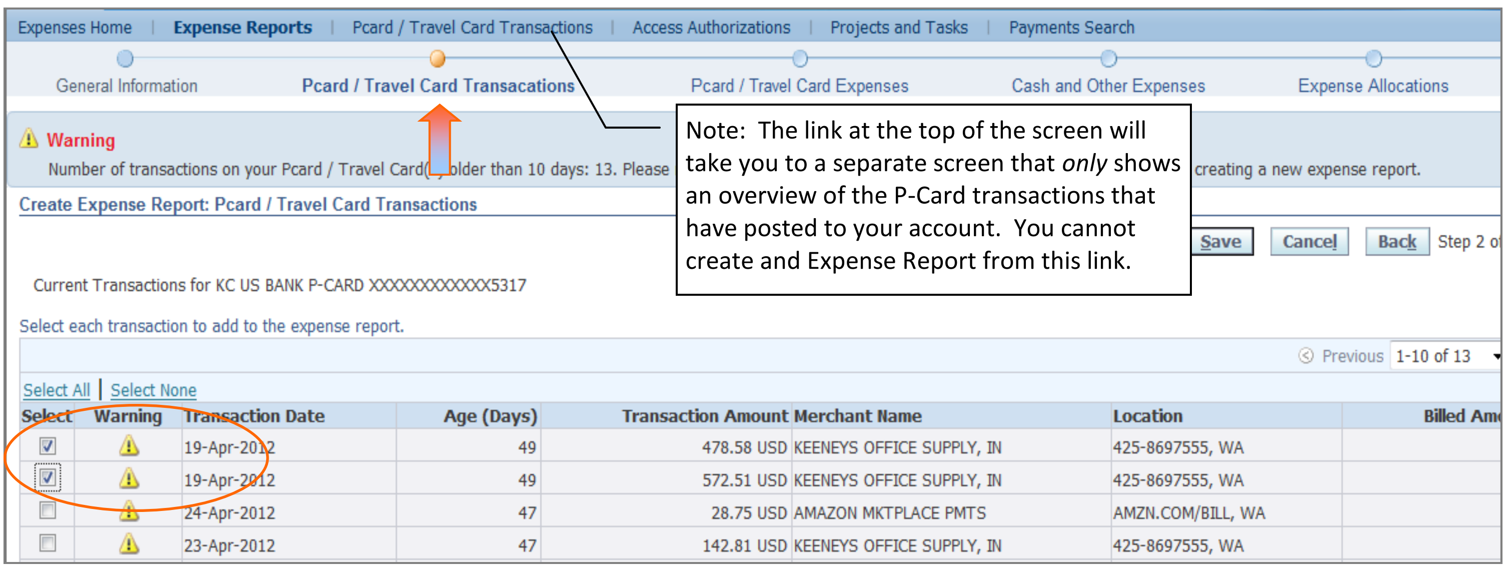
This screen is *completely unnecessary* to the P-Card template. Since iExpense is an "Employee Reimbursement" module, this screen triggers a payment to you, the employee. We are working with the Business Resource Center to remove this screen entirely.



PCard/Travel Card Transactions

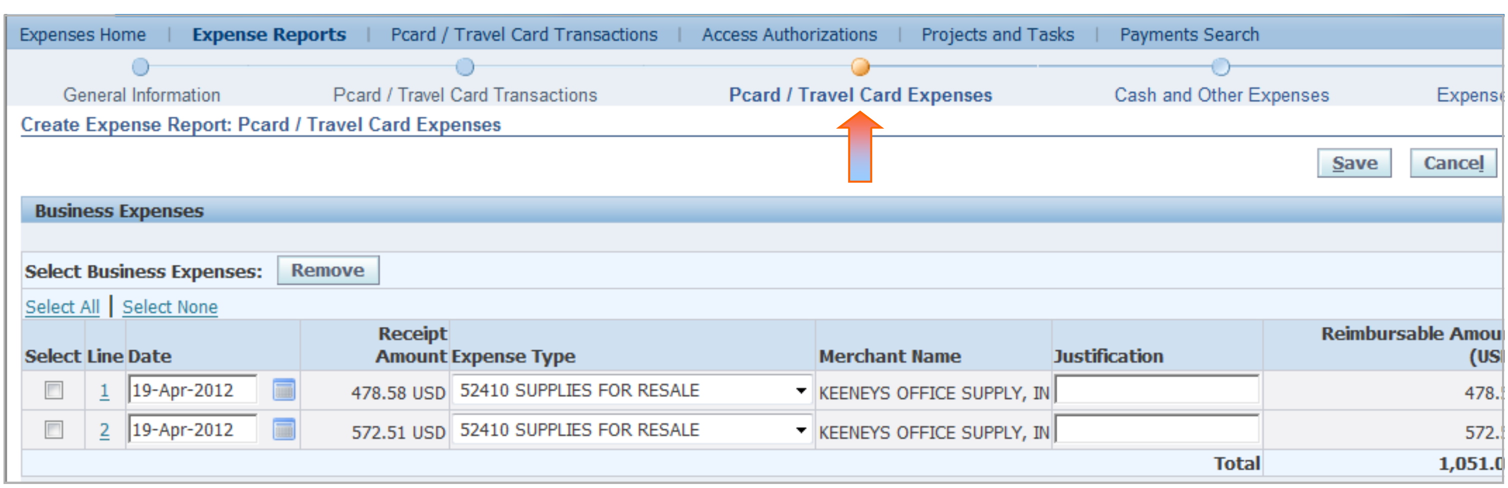
P-Card transactions generally take about five days from the time of the transaction to "Post" to your iExpense Account. Once they are available for processing they will appear in the **"P-Card/Travel Card Transactions"** screen.

Select your transactions from this screen, and proceed to the next screen, **Pcard/Travel Card Expenses.**



PCard/Travel Card Expenses

Note the toolbar again at the top of the screen. Also note the transactions that were selected on the previous screen carry over for processing. P-Card transactions must be processed within ten days of "posting" to your iExpense Account to ensure prompt payment to the bank.



Cash and Other Expenses

The “Cash and Other Expenses” screen does not have any information in the line items. You will never have receipt based expenses in a P-Card Expense Report.

Always remember to skip over this screen and never manually enter your P-Card transactions on this screen. Doing so triggers a payment to you and extra work for AP as they must work to reconcile and cancel the checks.

If you have entered expenses in this screen you will still need to process your P-Card transactions once they post to your iExpense account.