

P-Card iExpense Navigation Tips

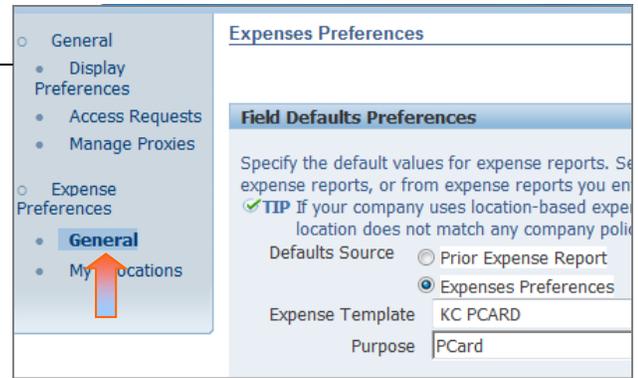
Expense Preferences

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. This is especially helpful if you only process P-Card Transactions.

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!

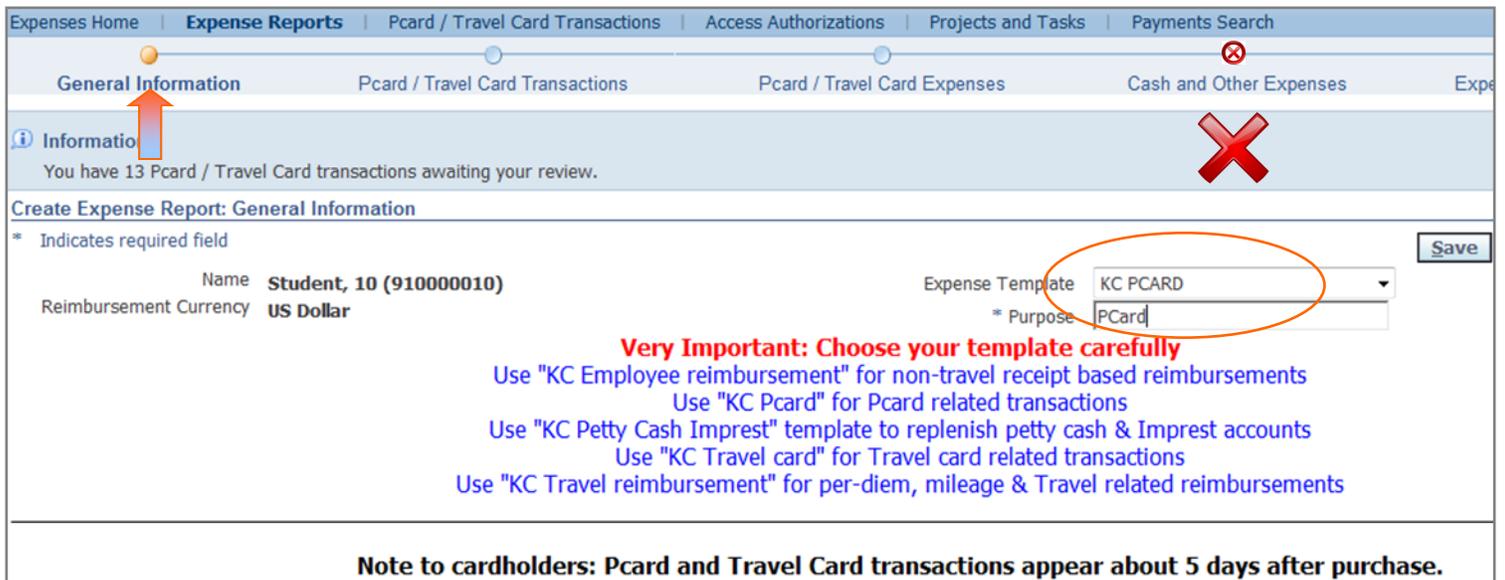


Create Expense Report

[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.



Very Important: Choose your template carefully

- Use "KC Employee reimbursement" for non-travel receipt based reimbursements
- Use "KC Pcard" for Pcard related transactions
- Use "KC Petty Cash Imprest" template to replenish petty cash & Imprest accounts
- Use "KC Travel card" for Travel card related transactions
- Use "KC Travel reimbursement" for per-diem, mileage & Travel related reimbursements

Note to cardholders: Pcard and Travel Card transactions appear about 5 days after purchase.



P-Card/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**.

Expenses Home | **Expense Reports** | Pcard / Travel Card Transactions | Access Authorizations | Projects and Tasks | Payments Search

General Information | **Pcard / Travel Card Transactions** | Pcard / Travel Card Expenses | Cash and Other Expenses | Expense Allocations

Warning
Number of transactions on your Pcard / Travel Card (older than 10 days): 13. Please

Create Expense Report: Pcard / Travel Card Transactions

Current Transactions for KC US BANK P-CARD XXXXXXXXXXXXX5317

Select each transaction to add to the expense report.

Select All | Select None

Select	Warning	Transaction Date	Age (Days)	Transaction Amount	Merchant Name	Location	Billed Am
<input checked="" type="checkbox"/>		19-Apr-2012	49	478.58 USD	KEENEYS OFFICE SUPPLY, IN	425-8697555, WA	
<input checked="" type="checkbox"/>		19-Apr-2012	49	572.51 USD	KEENEYS OFFICE SUPPLY, IN	425-8697555, WA	
<input type="checkbox"/>		24-Apr-2012	47	28.75 USD	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	
<input type="checkbox"/>		23-Apr-2012	47	142.81 USD	KEENEYS OFFICE SUPPLY, IN	425-8697555, WA	

Note: The link at the top of the screen will take you to a separate screen that *only* shows an overview of the P-Card transactions that have posted to your account. You cannot create and Expense Report from this link.

Save Cancel Back Step 2 of

P-Card/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.

Expenses Home | **Expense Reports** | Pcard / Travel Card Transactions | Access Authorizations | Projects and Tasks | Payments Search

General Information | Pcard / Travel Card Transactions | **Pcard / Travel Card Expenses** | Cash and Other Expenses | Expense

Create Expense Report: Pcard / Travel Card Expenses

Save Cancel

Business Expenses

Select Business Expenses: Remove

Select All | Select None

Select	Line	Date	Receipt Amount	Expense Type	Merchant Name	Justification	Reimbursable Amount (USD)
<input type="checkbox"/>	1	19-Apr-2012	478.58 USD	52410 SUPPLIES FOR RESALE	KEENEYS OFFICE SUPPLY, IN		478.58
<input type="checkbox"/>	2	19-Apr-2012	572.51 USD	52410 SUPPLIES FOR RESALE	KEENEYS OFFICE SUPPLY, IN		572.51
Total							1,051.09

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.

Expenses Home | **Expense Reports** | Credit Card Transactions | Access Authorizations | Projects and Tasks | Payments Search

General Information | **Pcard / Travel Card Transactions** | Pcard / Travel Card Expenses | **Cash and Other Expenses**

Create Expense Report: **Cash and Other Expenses** Save

Receipt-Based Expenses

✓TIP Enter expenses that you did not charge on your Pcard or Travel Card. Enter one expense per line. For accommodations, enter a separate line for each day and include justification and specific information for each expense.
✓TIP Date Example: 01-FEB-2012.

Select Expense Lines: Duplicate Remove Show Receipt Currency

Select All | Select None

Select	Line	Date	Receipt Amount	Expense	Justification
<input type="checkbox"/>	1				
<input type="checkbox"/>	2				
<input type="checkbox"/>	3				
<input type="checkbox"/>	4				
<input type="checkbox"/>	5				
<input type="checkbox"/>	6				
<input type="checkbox"/>	7				
<input type="checkbox"/>	8				
<input type="checkbox"/>	9				
<input type="checkbox"/>	10				

Add More Lines Update Total

Select Expense Lines: Duplicate Remove Show Receipt Currency

DO NOT ENTER

Transactions in this screen.