

Add Corporate Credit Card Receipts to Expense Report

Scenario



Fred Traveler, UW-Madison employee, is a cardholder of the US Bank Corporate Travel credit card and has used the credit card on a business trip. To save data entry time, Fred or his delegate (*e.g.* Alternate) can select US Bank credit card receipts to add to the expense report when the expense report is being created or modified.

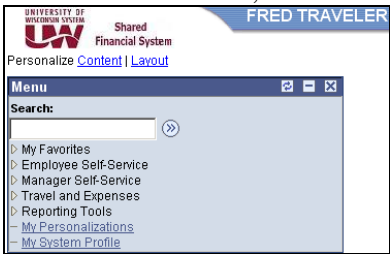



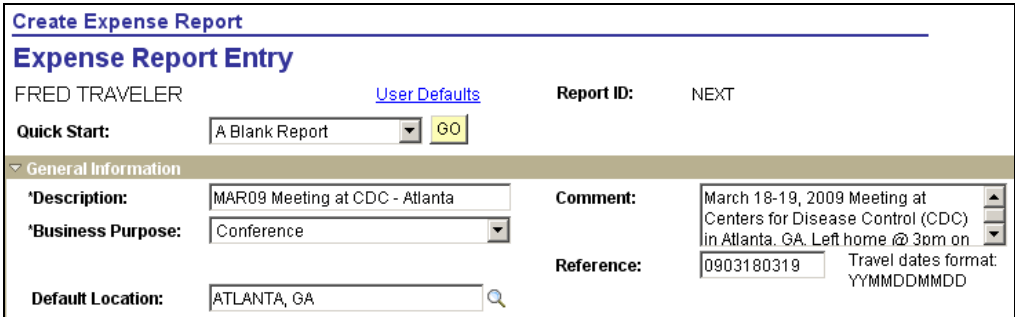
Note: e-Reimbursement uses the term, *My Wallet*, to describe the storage area for the corporate credit card transactions.



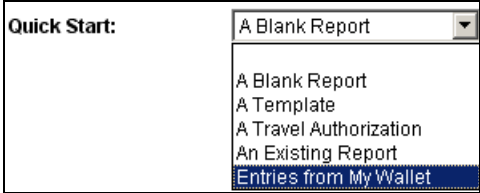



There are two ways to add Corporate Credit Card receipts to an expense report:

























1. Use the **Quick Start** field when creating a new expense report, before any expenses are entered.
2. Use the **Add** button if one of the following applies:
 - a. creating a new expense report and at least one expense type (*e.g.* Meals) has been entered
 - b. modifying an existing expense report

In this Job Aid, we will demonstrate both options for adding corporate credit card receipts to an expense report.





1.	<p><u>If Creating a New Expense Report (first time):</u></p> <p>From the main Menu,</p>  <p>a. Use menu path: <i>Employee Self-Service > Travel and Expense Center > Expense Report > Create</i></p> <p><u>For Alternates (<i>e.g.</i> Delegates) Entering on Behalf of Travelers</u></p> <p>b. In the <i>Expense Report</i> screen, Add a New Value tab, enter the employee ID of the traveler for whom you will be creating an expense report. Click the  button.</p> <p><i>Go to Step 3.</i></p>
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<p>2.</p>	<p><u>If Modifying an Existing Expense Report</u></p> <p>From the main Menu,</p>  <p>a. Use menu path: <i>Employee Self-Service > Travel and Expense Center> Expense Report > Modify</i></p> <p>b. In the <i>Expense Report</i> screen, Find an Existing Value tab, click on  to locate the expense report you want to modify.</p> <p><i>Go to Step 19.</i></p>
<p>3.</p>	<p>The Create Expense Report, Expense Report Entry screen displays for the traveler.</p>  <p>Verify this is the correct person. If not, click the Home hyperlink  at the top right portion of the screen, and start over at Step 1.</p>
<p>4.</p>	<p>Complete the General Information section of the <i>Create Expense Report, Expense Report Entry</i> screen. Fields marked with an asterisk (*) are required by the application.</p> 



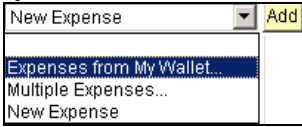



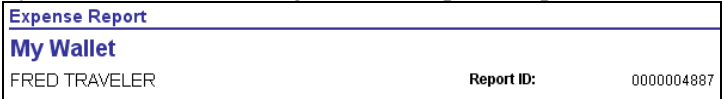













5.	<p><u>Option #1: Add Credit Card Entries from Quick Start Field</u></p> <p>In the <i>Create Expense Report, Expense Report Entry</i> screen:</p> <p>We will use the Quick Start field to choose an option to add Corporate Credit Card transactions to the new expense report.</p>  <p>NOTE: If you do not see the Quick Start field, one of two things may have occurred:</p> <ol style="list-style-type: none"> a. In the <i>Create Expense Report</i> screen, you have already entered at least one expense type (e.g. Meals); <p style="text-align: center;">--OR--</p> <ol style="list-style-type: none"> b. you are modifying an existing expense report in the <i>Expense Report, Expense Report Entry</i> screen. <p>If the Quick Start field is not displayed, skip to Step 19, Option #2: Add Credit Card Entries from Add Button.</p>
6.	<p><u>Option #1: Add Credit Card Entries from Quick Start Field (continued)</u></p> <ol style="list-style-type: none"> a. In the Quick Start field, click on the drop-down arrow  to display a list of available choices.  <ol style="list-style-type: none"> b. Select the Entries from My Wallet list item.  <p>Note: e-Reimbursement uses the term, <i>My Wallet</i>, to describe the storage area for the corporate credit card transactions.</p>
7.	<p><u>Option #1: Add Credit Card Entries from Quick Start Field (continued)</u></p>  <p>To display the list of corporate credit card transactions (e.g. Entries from My Wallet), click the GO button. </p>

<p>8.</p>	<p><u>Option #1: Add Credit Card Entries from Quick Start Field (continued)</u></p> <p>The Create Expense Report, My Wallet screen displays for Fred Traveler.</p> <div data-bbox="370 310 1372 1054" style="border: 1px solid black; padding: 5px;"> <p>Create Expense Report</p> <p>My Wallet</p> <p>FRED TRAVELER Report ID: NEXT</p> <p>Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".</p> <p><input type="button" value="Select All"/> <input type="button" value="Deselect All"/></p> <p>Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Date</th> <th>Expense Type</th> <th>Merchant</th> <th>Amount</th> <th>Personal Expense</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td> 10/28/2009</td> <td>Car Rental</td> <td>NATIONAL</td> <td>549.40 USD</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td> 10/28/2009</td> <td>Other Non-Travel</td> <td>T-MOBILE</td> <td>22.32 USD</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td> 10/28/2009</td> <td>Meals</td> <td>RESTAURANT PARK KIM</td> <td>10.76 USD</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td> 10/28/2009</td> <td>Other Non-Travel</td> <td>KAUFHOF 201</td> <td>35.42 USD</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td> 10/28/2009</td> <td>Meals</td> <td>RESTAURANT PARK KIM</td> <td>16.60 USD</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td> 10/28/2009</td> <td>Airfare-Coach Only</td> <td>NORTHWEST</td> <td>1,347.36 USD</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td> 10/28/2009</td> <td>Other Non-Travel</td> <td>WWW.FEE-PPS21.DE</td> <td>650.83 USD</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <p>a. The <i>My Wallet</i> screen contains credit card transactions that have not yet been assigned to an expense report.</p> <p>b. The US Bank logo  displays for transactions originating from the US Bank Corporate Travel credit card.</p> <p> If no US Bank transactions are shown, please contact the DoIT Help Desk at 608-264-4357, option #2, or by e-mail at help@doit.wisc.edu.</p>	Select	Date	Expense Type	Merchant	Amount	Personal Expense	<input type="checkbox"/>	 10/28/2009	Car Rental	NATIONAL	549.40 USD	<input type="checkbox"/>	<input type="checkbox"/>	 10/28/2009	Other Non-Travel	T-MOBILE	22.32 USD	<input type="checkbox"/>	<input type="checkbox"/>	 10/28/2009	Meals	RESTAURANT PARK KIM	10.76 USD	<input type="checkbox"/>	<input type="checkbox"/>	 10/28/2009	Other Non-Travel	KAUFHOF 201	35.42 USD	<input type="checkbox"/>	<input type="checkbox"/>	 10/28/2009	Meals	RESTAURANT PARK KIM	16.60 USD	<input type="checkbox"/>	<input type="checkbox"/>	 10/28/2009	Airfare-Coach Only	NORTHWEST	1,347.36 USD	<input type="checkbox"/>	<input type="checkbox"/>	 10/28/2009	Other Non-Travel	WWW.FEE-PPS21.DE	650.83 USD	<input type="checkbox"/>
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<p>9.</p>	<p><u>Option #1: Add Credit Card Entries from Quick Start Field (continued)</u></p> <p>Sort Columns</p> <p>Any of the column headings may be sorted in ascending or descending order by clicking on the heading name (e.g. Date, Expense Type, Merchant, Amount, etc.)</p> <p>To sort date entries in ascending order, click the Date column header. </p>																																																

10.	<p><u>Option #1: Add Credit Card Entries from Quick Start Field (continued)</u></p> <p>For our March 18-19 meeting example in Atlanta, Georgia; locate expenses by date that may pertain to the expense report.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="text-align: left;"> 03/18/2009 Meals</td> <td style="text-align: left;">LANDMARK DINER AT LUCKY S</td> <td style="text-align: right;">18.17 USD</td> </tr> <tr> <td style="text-align: left;"> 03/19/2009 Lodging</td> <td style="text-align: left;">QUALITY INN/SUITES</td> <td style="text-align: right;">27.00 USD</td> </tr> <tr> <td style="text-align: left;"> 03/19/2009 Lodging</td> <td style="text-align: left;">QUALITY INN/SUITES</td> <td style="text-align: right;">178.00 USD</td> </tr> <tr> <td style="text-align: left;"> 03/19/2009 Meals</td> <td style="text-align: left;">JOCKS AND JILLS LLC CNN</td> <td style="text-align: right;">14.91 USD</td> </tr> <tr> <td style="text-align: left;"> 03/19/2009 Parking</td> <td style="text-align: left;">GENERAL MITCHELL INT'L AI</td> <td style="text-align: right;">54.00 USD</td> </tr> </table>	03/18/2009 Meals	LANDMARK DINER AT LUCKY S	18.17 USD	03/19/2009 Lodging	QUALITY INN/SUITES	27.00 USD	03/19/2009 Lodging	QUALITY INN/SUITES	178.00 USD	03/19/2009 Meals	JOCKS AND JILLS LLC CNN	14.91 USD	03/19/2009 Parking	GENERAL MITCHELL INT'L AI	54.00 USD																													
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11.	<p><u>Option #1: Add Credit Card Entries from Quick Start Field (continued)</u></p> <p>To view more information about the Meals credit card transaction from 03/18/2009, click the Meals hyperlink. 03/18/2009 Meals</p>																																												
12.	<p><u>Option #1: Add Credit Card Entries from Quick Start Field (continued)</u></p> <p>In the Create Expense Report, My Wallet Detail screen:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Create Expense Report</p> <p>My Wallet Detail</p> <p>FRED TRAVELER</p> </div> <p>Review the information listed.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Expense Type:</td> <td style="width: 30%;">Meals</td> <td style="width: 10%; text-align: center;">▼</td> <td style="width: 30%;"></td> </tr> <tr> <td>Transaction Date:</td> <td colspan="3">03/18/2009</td> </tr> <tr> <td>Payment Type:</td> <td colspan="3">Corporate Card</td> </tr> <tr> <td>Merchant:</td> <td colspan="3">LANDMARK DINER AT LUCKY S</td> </tr> <tr> <td>Expense Location:</td> <td colspan="3">ATLANTA, GA</td> </tr> <tr> <td>Cardmember Number:</td> <td colspan="3">XXXX-XXXX-XXXX-0066</td> </tr> <tr> <td>Transaction Amount:</td> <td style="text-align: right;">18.17 USD</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Exchange Rate:</td> <td colspan="3" style="text-align: right;">1.00000000 Custom - Direct</td> </tr> <tr> <td>Reimbursement Amt:</td> <td colspan="3" style="text-align: right;">18.17 USD</td> </tr> <tr> <td>Description:</td> <td colspan="3" style="border: 1px solid gray; height: 20px;"></td> </tr> <tr> <td>City:</td> <td colspan="3">ATLANTA</td> </tr> </table> <p style="margin-top: 5px;">Return to My Wallet</p> </div> <p>In this <i>Meals</i> credit card transaction example, we can only update information for the Expense Type field. This is due to the electronic file transmission from US Bank to UW-Madison.</p> <p>When finished, click the Return to My Wallet hyperlink. Return to My Wallet</p>	Expense Type:	Meals	▼		Transaction Date:	03/18/2009			Payment Type:	Corporate Card			Merchant:	LANDMARK DINER AT LUCKY S			Expense Location:	ATLANTA, GA			Cardmember Number:	XXXX-XXXX-XXXX-0066			Transaction Amount:	18.17 USD	Country:	USA	Exchange Rate:	1.00000000 Custom - Direct			Reimbursement Amt:	18.17 USD			Description:				City:	ATLANTA		
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<p>13.</p>	<p><u>Option #1: Add Credit Card Entries from Quick Start Field (continued)</u></p> <p>In the Create Expense Report, My Wallet screen:</p>  <p>Under the Select column, on the left-hand side of the screen:</p>  <p>Choose the credit card transaction(s) you wish to add so that a checkmark <input checked="" type="checkbox"/> displays.</p> <table border="1" data-bbox="370 632 1255 806"> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>03/18/2009</td> <td>Meals</td> <td>LANDMARK DINER AT LUCKY S</td> <td>18.17 USD</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>03/19/2009</td> <td>Lodging</td> <td>QUALITY INN/SUITES</td> <td>178.00 USD</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>03/19/2009</td> <td>Meals</td> <td>JOCKS AND JILLS LLC CNN</td> <td>14.91 USD</td> </tr> </table>	<input checked="" type="checkbox"/>		03/18/2009	Meals	LANDMARK DINER AT LUCKY S	18.17 USD	<input checked="" type="checkbox"/>		03/19/2009	Lodging	QUALITY INN/SUITES	178.00 USD	<input checked="" type="checkbox"/>		03/19/2009	Meals	JOCKS AND JILLS LLC CNN	14.91 USD										
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<p>14.</p>	<p><u>Option #1: Add Credit Card Entries from Quick Start Field (continued)</u></p> <p>When finished selecting credit card transactions to add to the expense report:</p> <p>Click the Done button, located at the bottom of the screen. </p>																												
<p>15.</p>	<p><u>Option #1: Add Credit Card Entries from Quick Start Field (continued)</u></p> <p>In the Create Expense Report, Expense Report Entry screen:</p>  <p>a. The corporate credit card transactions from the <i>My Wallet</i> repository are transferred to the expense report.</p> <table border="1" data-bbox="370 1325 1357 1499"> <thead> <tr> <th>*Expense Type</th> <th>*Expense Date</th> <th>*Amount Spent</th> <th>*Currency</th> <th>*Payment Type</th> <th>*Billing Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>Lodging</td> <td>03/19/2009</td> <td>178.00</td> <td>USD</td> <td>Corporate Card</td> <td>Out-of-St</td> <td>*Detail</td> </tr> <tr> <td>Meals</td> <td>03/19/2009</td> <td>14.91</td> <td>USD</td> <td>Corporate Card</td> <td>Out-of-St</td> <td>*Detail</td> </tr> <tr> <td>Meals</td> <td>03/18/2009</td> <td>18.17</td> <td>USD</td> <td>Corporate Card</td> <td>Out-of-St</td> <td>*Detail</td> </tr> </tbody> </table> <p>b. The Payment Type column indicates <i>Corporate Card</i> to identify the US Bank corporate credit card transactions.</p>	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		Lodging	03/19/2009	178.00	USD	Corporate Card	Out-of-St	*Detail	Meals	03/19/2009	14.91	USD	Corporate Card	Out-of-St	*Detail	Meals	03/18/2009	18.17	USD	Corporate Card	Out-of-St	*Detail
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<p>16.</p>	<p><u>Option #1: Add Credit Card Entries from Quick Start Field (continued)</u></p> <p>After you enter your first expense type, the Quick Start field is hidden and unavailable.</p> <p>Add Subsequent Credit Card Entries If you need to add subsequent credit card entries to the expense report, skip to Step 19, Option #2: Add Credit Card Entries from Add Button.</p>																												

17.	<p><u>Option #1: Add Credit Card Entries from Quick Start Field (continued)</u></p> <p>To save any changes you have made, click the Save For Later button. Save For Later</p>																																																
18.	<p><u>Option #1: Add Credit Card Entries from Quick Start Field (continued)</u></p> <p>Save for Later</p> <p>The first time you click the Save for Later button, a unique document number (e.g. Report ID) is assigned to the expense report. This number does not change throughout the lifecycle of the expense report.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Report ID: 0000004887 </div> <p>Subsequent times you click the Save for Later button, all changes made to the expense report are saved.</p> <p>Note: If you accidentally exit e-Reimbursement, you can retrieve the expense report by using the menu path: <i>Employee Self-Service > Travel and Expense Center > Expense Report > Modify.</i></p> <p>[Skip ahead to Step 28].</p>																																																
19.	<p><u>Option #2: Add Credit Card Entries from Add Button</u></p> <p>In the <i>Expense Report Entry</i> Screen:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Expense Report Entry FRED TRAVELER </div> <p>Another way to add Corporate Credit Card transactions to an expense report is to select an Add option. The Add button is located to the left of the Check For Errors button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto;">  <p>The screenshot shows a table with the following data:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Expense Type</th> <th>Expense Date</th> <th>Amount Spent</th> <th>Currency</th> <th>Payment Type</th> <th>Billing Type</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Airfare-Coach Only</td> <td>02/02/2009</td> <td>259.00</td> <td>USD</td> <td>University Prepa</td> <td>Out-of-St</td> <td>*Detail +</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Meals</td> <td>03/18/2009</td> <td>18.17</td> <td>USD</td> <td>Corporate Card</td> <td>Out-of-St</td> <td>*Detail +</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Meals</td> <td>03/19/2009</td> <td>14.91</td> <td>USD</td> <td>Corporate Card</td> <td>Out-of-St</td> <td>*Detail +</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other Travel</td> <td>03/19/2009</td> <td>4.00</td> <td>USD</td> <td>Personal Funds</td> <td>Out-of-St</td> <td>*Detail +</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Lodging</td> <td>03/19/2009</td> <td>178.00</td> <td>USD</td> <td>Corporate Card</td> <td>Out-of-St</td> <td>*Detail +</td> </tr> </tbody> </table> <p>At the bottom of the screen, there are buttons for 'Copy Selected', 'Delete Selected', a dropdown menu for 'New Expense', an 'Add' button (highlighted with a red arrow), and a 'Check For Errors' button.</p> </div>	Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type		<input type="checkbox"/>	Airfare-Coach Only	02/02/2009	259.00	USD	University Prepa	Out-of-St	*Detail +	<input type="checkbox"/>	Meals	03/18/2009	18.17	USD	Corporate Card	Out-of-St	*Detail +	<input type="checkbox"/>	Meals	03/19/2009	14.91	USD	Corporate Card	Out-of-St	*Detail +	<input type="checkbox"/>	Other Travel	03/19/2009	4.00	USD	Personal Funds	Out-of-St	*Detail +	<input type="checkbox"/>	Lodging	03/19/2009	178.00	USD	Corporate Card	Out-of-St	*Detail +
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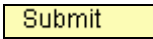
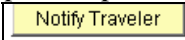
<p>20.</p>	<p><u>Option #2: Add Credit Card Entries from Add Button (continued)</u></p> <p>a. Click the drop-down arrow  next to the Add button. </p> <p>b. Choose the Expenses from My Wallet... list item.</p>  <p>Note: e-Reimbursement uses the term, <i>My Wallet</i>, to describe the storage area for corporate credit card transactions.</p>																														
<p>21.</p>	<p><u>Option #2: Add Credit Card Entries from Add Button (continued)</u></p>  <p>To display corporate credit card transactions to add to the expense report (e.g. Entries from My Wallet), click the Add button. </p>																														
<p>22.</p>	<p><u>Option #2: Add Credit Card Entries from Add Button (continued)</u></p> <p>a. If you are <u>creating a new expense report</u>, the Create Expense Report, My Wallet screen displays for the traveler. If the expense report ID is <i>NEXT</i>, this means you have not yet saved the new expense report by using the Save For Later button.</p>  <p>b. If you are <u>modifying an existing expense report</u>, the Expense Report, My Wallet screen displays for the traveler, along with the expense report ID number.</p>  <p>The <i>My Wallet</i> screen contains credit card transactions that have not yet been assigned to an expense report. Note: If no transactions are shown, contact the DoIT Help Desk.</p> <p>Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.</p> <table border="1" data-bbox="370 1339 1317 1608"> <thead> <tr> <th>Select</th> <th>Date</th> <th>Expense Type</th> <th>Merchant</th> <th>Amount</th> <th>Personal Expense</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td> 03/01/2009</td> <td>Airfare-Coach Only</td> <td>NORTHWEST</td> <td>27.70 USD</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td> 03/01/2009</td> <td>Airfare-Coach Only</td> <td>NORTHWEST</td> <td>542.60 USD</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td> 03/07/2009</td> <td>Meals</td> <td>TEXAS ROADHOUSE</td> <td>28.00 USD</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td> 03/09/2009</td> <td>Gas</td> <td>BP OIL 35287614</td> <td>5.00 USD</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>A US Bank logo  displays for transactions originating from the US Bank Corporate Travel credit card.</p> <p>Sort Column Headings Any of the column headings may be sorted in ascending or descending order by clicking on the heading name (e.g. Date, Expense Type, Merchant, Amount).</p>	Select	Date	Expense Type	Merchant	Amount	Personal Expense	<input type="checkbox"/>	 03/01/2009	Airfare-Coach Only	NORTHWEST	27.70 USD	<input type="checkbox"/>	<input type="checkbox"/>	 03/01/2009	Airfare-Coach Only	NORTHWEST	542.60 USD	<input type="checkbox"/>	<input type="checkbox"/>	 03/07/2009	Meals	TEXAS ROADHOUSE	28.00 USD	<input type="checkbox"/>	<input type="checkbox"/>	 03/09/2009	Gas	BP OIL 35287614	5.00 USD	<input type="checkbox"/>
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23.	<p><u>Option #2: Add Credit Card Entries from Add Button (continued)</u></p> <p>Locate one or more corporate credit card transactions you wish to add to the expense report.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 15%;"> 03/19/2009 Parking</td> <td style="width: 45%;">GENERAL MITCHELL INT'L AI</td> <td style="width: 35%; text-align: right;">54.00 USD</td> </tr> </table> <p>For our March 18-19 meeting example, we will select a Parking credit card transaction dated 03/19/2009.</p>	<input type="checkbox"/>	03/19/2009 Parking	GENERAL MITCHELL INT'L AI	54.00 USD																																																															
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24.	<p><u>Option #2: Add Credit Card Entries from Add Button (continued)</u></p> <p>Under the Select column, on the left-hand side of the screen:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 15%;"> 03/19/2009 Parking</td> <td style="width: 45%;"></td> <td style="width: 35%;"></td> </tr> </table> <p>Choose the credit card transaction(s) you wish to add so that a checkmark <input checked="" type="checkbox"/> displays.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 5%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 15%;"> 03/19/2009 Parking</td> <td style="width: 45%;"></td> <td style="width: 35%;"></td> </tr> </table>	<input type="checkbox"/>	03/19/2009 Parking			<input checked="" type="checkbox"/>	03/19/2009 Parking																																																													
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25.	<p><u>Option #2: Add Credit Card Entries from Add Button (continued)</u></p> <p>When finished selecting credit card transactions, click the Done button. Done</p>																																																																			
26.	<p><u>Option #2: Add Credit Card Entries from Add Button (continued)</u></p> <p>In the Expense Report Entry screen:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 5%;"></td> <td style="width: 15%;">Expense Report Entry</td> <td style="width: 45%;">FRED TRAVELER</td> <td style="width: 35%;"></td> </tr> </table> <p>a. The <i>Parking</i> credit card receipt from the <i>My Wallet</i> repository is transferred to the expense report.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 5%;">Select</th> <th style="width: 15%;">Expense Type</th> <th style="width: 15%;">Expense Date</th> <th style="width: 10%;">Amount Spent</th> <th style="width: 5%;">Currency</th> <th style="width: 15%;">Payment Type</th> <th style="width: 10%;">Billing Type</th> <th style="width: 5%;">Detail</th> <th style="width: 5%;">+</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Meals</td> <td>03/19/2009</td> <td style="text-align: right;">14.91</td> <td>USD</td> <td>Corporate Card</td> <td>Out-of-St</td> <td>Detail</td> <td>+</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Lodging</td> <td>03/19/2009</td> <td style="text-align: right;">178.00</td> <td>USD</td> <td>Corporate Card</td> <td>Out-of-St</td> <td>Detail</td> <td>+</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Meals</td> <td>03/18/2009</td> <td style="text-align: right;">18.17</td> <td>USD</td> <td>Corporate Card</td> <td>Out-of-St</td> <td>Detail</td> <td>+</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Other Travel</td> <td>03/19/2009 <small>BT</small></td> <td style="text-align: right;">4.00</td> <td>USD</td> <td>Personal Funds</td> <td>Out-of-St</td> <td>Detail</td> <td>+</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Airfare-Coach Only</td> <td>02/02/2009 <small>BT</small></td> <td style="text-align: right;">259.00</td> <td>USD</td> <td>University Prepa</td> <td>Out-of-St</td> <td>Detail</td> <td>+</td> </tr> <tr style="border: 2px solid red;"> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Parking</td> <td>03/19/2009</td> <td style="text-align: right;">54.00</td> <td>USD</td> <td>Corporate Card</td> <td>Out-of-St</td> <td>*Detail</td> <td>+</td> </tr> </tbody> </table> <p>b. The Payment Type column indicates <i>Corporate Card</i> to identify the US Bank corporate credit card transactions.</p>		Expense Report Entry	FRED TRAVELER		Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type	Detail	+	<input type="checkbox"/>	Meals	03/19/2009	14.91	USD	Corporate Card	Out-of-St	Detail	+	<input type="checkbox"/>	Lodging	03/19/2009	178.00	USD	Corporate Card	Out-of-St	Detail	+	<input type="checkbox"/>	Meals	03/18/2009	18.17	USD	Corporate Card	Out-of-St	Detail	+	<input type="checkbox"/>	Other Travel	03/19/2009 <small>BT</small>	4.00	USD	Personal Funds	Out-of-St	Detail	+	<input type="checkbox"/>	Airfare-Coach Only	02/02/2009 <small>BT</small>	259.00	USD	University Prepa	Out-of-St	Detail	+	<input checked="" type="checkbox"/>	Parking	03/19/2009	54.00	USD	Corporate Card	Out-of-St	*Detail	+
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Job Aid

Add Corporate Credit Card Receipts to Expense Report



28.	<p>In the Totals section, at the bottom of the screen:</p> <table border="1" data-bbox="370 247 1401 426"> <thead> <tr> <th colspan="4">Totals</th> </tr> </thead> <tbody> <tr> <td>Employee Expenses:</td> <td>528.08 USD</td> <td>Due Employee:</td> <td>4.00 USD</td> </tr> <tr> <td>Non-Reimbursable Expenses:</td> <td>0.00 USD</td> <td>Due Vendor:</td> <td>265.08 USD</td> </tr> <tr> <td>Prepaid Expenses:</td> <td>259.00 USD</td> <td></td> <td></td> </tr> <tr> <td>Employee Credits:</td> <td>0.00 USD</td> <td></td> <td></td> </tr> <tr> <td>Vendor Credits:</td> <td>0.00 USD</td> <td></td> <td></td> </tr> <tr> <td>Cash Advances Applied:</td> <td>0.00 USD</td> <td></td> <td></td> </tr> </tbody> </table> <p>Employee Expenses = Grand Total dollar amount of the Expense Report.</p> <p>Prepaid Expenses = Total dollar amount of all payment types listed as University Prepaid. [Expenses prepaid by University or with Procurement credit card (e.g. P-card)].</p> <p>Due Employee = total dollar amount of all payment types listed as Personal Funds. (Payment will be made to employee traveler via electronic funds transfer).</p> <p>Due Vendor = Total dollar amount of all payment types listed as Corporate Card. (UW-Madison will pay vendor, US Bank directly; no out-of-pocket costs to the Traveler).</p>	Totals				Employee Expenses:	528.08 USD	Due Employee:	4.00 USD	Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	265.08 USD	Prepaid Expenses:	259.00 USD			Employee Credits:	0.00 USD			Vendor Credits:	0.00 USD			Cash Advances Applied:	0.00 USD		
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29.	<p><u>Submit Expense Report for Approval</u></p> <p>If you are the traveler, you may submit your expense report for approval.</p> <p>Click the Submit button. </p>																												
30.	<p><u>Notify Traveler Button (for Alternates/ Delegates of Traveler)</u></p> <p>If you are entering an expense report for another UW employee, you will see a Notify Traveler button  instead of a Submit button.</p>																												
31.	<p>You have saved time creating a new expense report (or modifying an existing expense report) by selecting Corporate Credit Card receipts to assign to the expense report.</p> <p><u>Next steps</u></p> <p>When the expense report is approved for payment:</p> <ol style="list-style-type: none"> The employee traveler is notified by email. UW-Madison pays vendor, US bank, directly for expenses purchased with employee's Corporate Card. <p>Note: The employee traveler will continue to receive a copy of the US Bank corporate travel credit card statement at work or home, per usual.</p> <p>End of Procedure.</p>																												