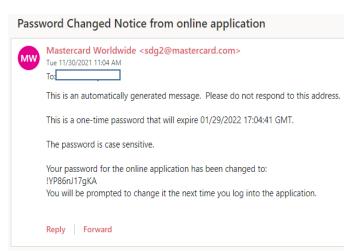
Expense Management Training for Business Contacts

Training Topics

- Accessing Expense Management
- Entering Account Codes, Cost Centers, Invoice Numbers, and Purpose & Benefit Statements
- Splitting Transactions
- Running Expense Reports
- Additional Reporting Options

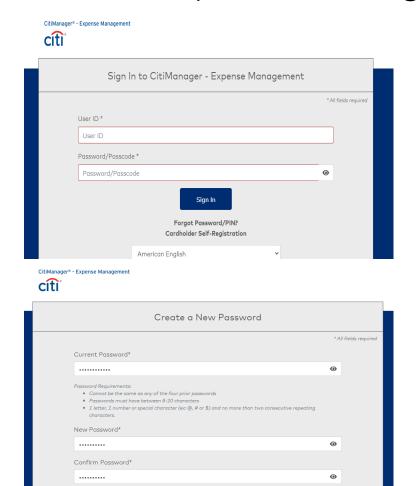
Expense Management Login Access



Expense Management Access Will be Granted Upon The Following:

- Taking the current fiscal year training of SFxx03.
- CDA approval.
- Once business office training has been completed and CDA approval granted, Accounts Payable will set up your access and email you your username and link to the Expense Management Login Page.
- You will receive an email from Citibank or Mastercard Worldwide with your temporary password and a link to the Expense Management Login page.

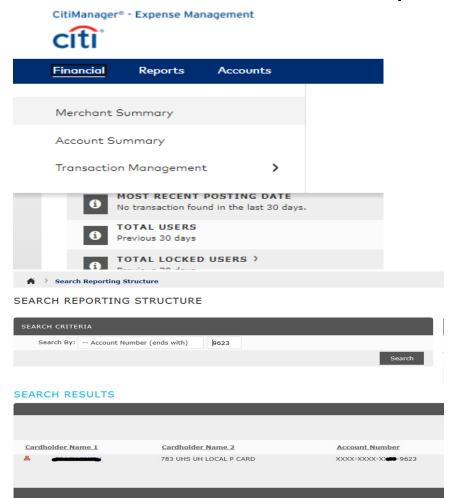
Expense Management Login Access



- Your username will be your last name, first name initial underscore LF (local funds) in all lowercase.
 Example: robinsonc LF
- Once entering your username and temporary
 password from Citibank or Mastercard Worldwide
 you will be prompted to change your password and
 create challenge questions.
- Please note that each time you log in to Expense Management you will be prompted to enter your password, then one of the answers to your challenge questions. If you fail to correctly answer either 3 or more times, your account will be locked and will have to contact the P-Card department to unlock your account.

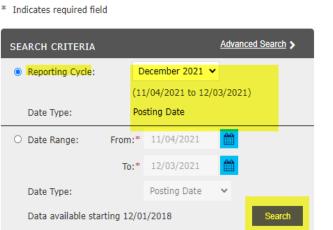
Entering Account Codes, Cost Centers, Invoice Numbers, Purpose & Benefit Statements

Entering Account Codes, Cost Centers, Invoice #, and Purpose & Benefit Statements



- Once you have logged into Expense
 Management you will be directed to the
 home page where you will select the
 financial tab and proceed to select the
 account summary tab to view cardholder
 transactions
- After selecting account summary you will be redirected to the reporting structure page where you will select "Account Number (ends with)" in the drop down menu and proceed to enter the last 4 digits of the cardholder card number and click search. Then proceed to click on the cardholder's name once it populates.

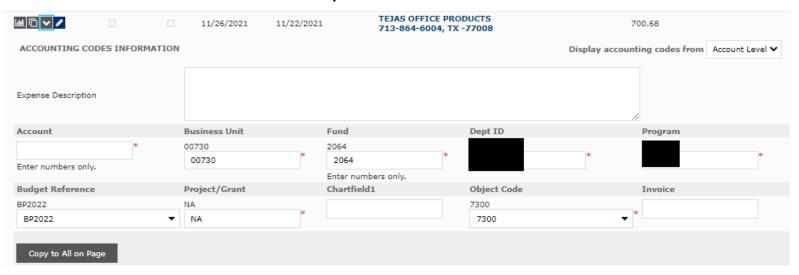
Entering Account Codes, Cost Centers, Invoice #, and Purpose & Benefit Statements



SEARCH RESULTS Reviewed Posting Date Transaction Date* Description THE HALAL GUYS DOWNTOW **■ □ >** 11/08/2021 11/05/2021 HOUSTON, TX -77002 TEJAS OFFICE PRODUCTS **₩** 🗅 > 11/17/2021 11/12/2021 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 11/19/2021 11/16/2021 713-864-6004, TX -77008

- After clicking on the cardholder's name, you will be directed to the Transaction Summary page where you will see the search criteria box. Here you will select the Reporting Cycle field, then use the drop down menu to select the appropriate month and year of the reporting cycle.
- You will then press search to which the search results will populate your recent transactions and allow you to further enter account codes, cost centers, and purpose and benefit statements
- When entering information under your account summary, you will need to save after each entry in the actual accounting codes information entry page

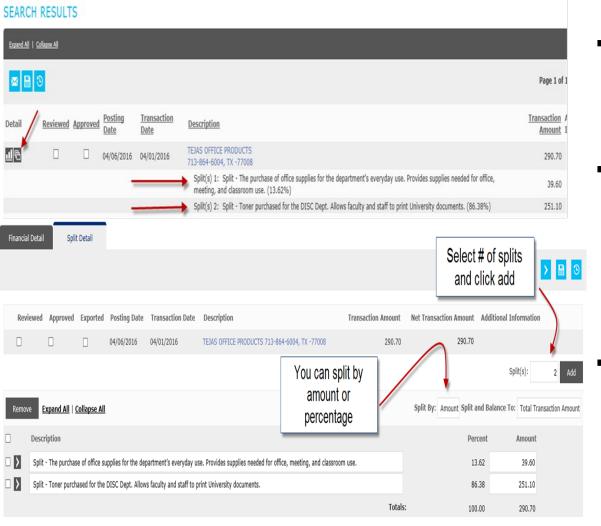
Entering Account Codes, Cost Centers, Invoice #, and Purpose & Benefit Statements



- You will enter your purpose and benefit statement under Expense Description in the large text box.
- Account codes will be entered in the Account section and are required.
- Cost Center information will be entered under the Fund, Dept ID, and Program section.
 - Fund Code Fund Section (must always be a local fund code. NO state fund codes). Fund 5 codes do not require a budget reference.
 - Department ID Dept ID Section
 - Program Program Section
 - Chartfield1 Leave blank unless there is a chartfield to the cost center
 - **Invoice** If applicable you may enter an invoice number only if the transaction was an invoice payment.
- Once all information has been entered, remember to click the blue save button next to the mail button to save your progress as you go.

Splitting Transactions

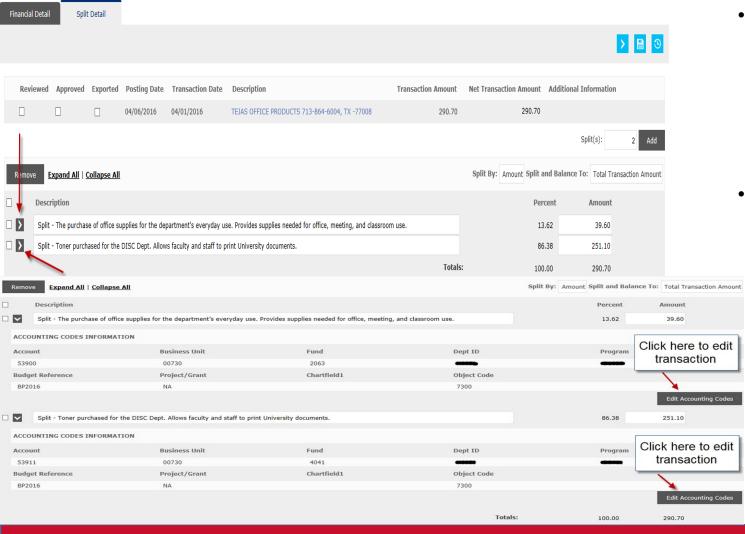
Splitting Transactions



- Split function is used to pay for a transaction using multiple cost centers. To split a transaction select the symbol that resembles three documents that overlap each other.
- You are given different options to split a transaction such as:
 - 1) Choosing # of splits
 - 2) Splitting by amount or percentage

To remove a split, select the box next to the grey arrow icon and click the remove or trashcan button.

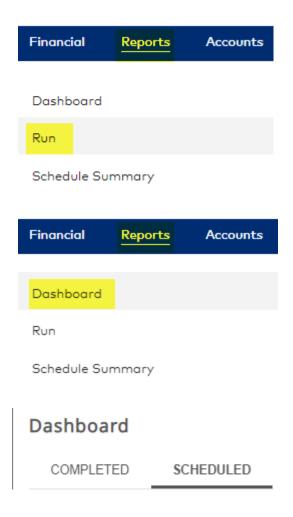
Splitting Transactions



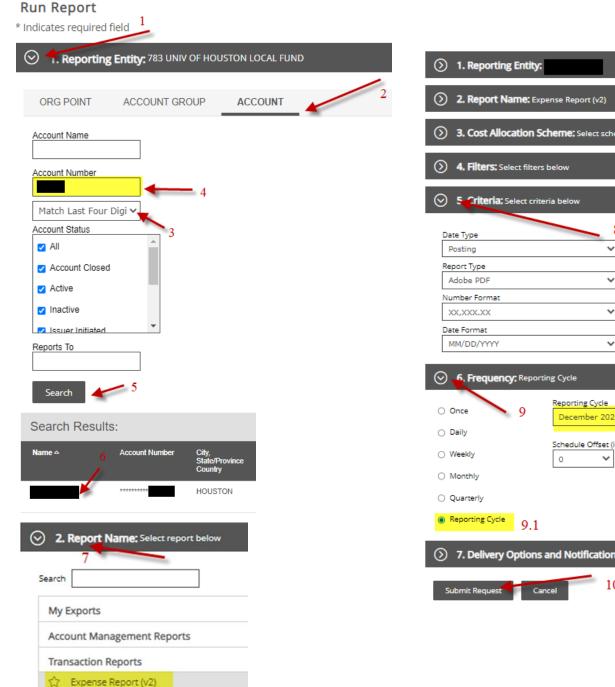
- To edit a split click on the arrow button. To which you will be able to enter and edit cost center information, account codes, etc.
- When finished with your entries, click the blue save button next to the blue arrow to save your progress.

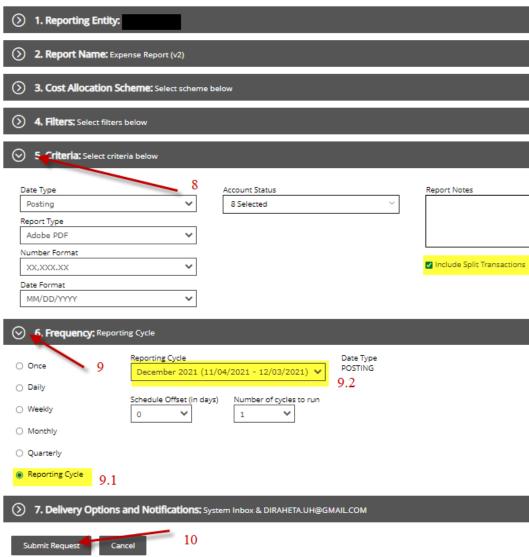
Running Expense Reports

Running Expense Reports

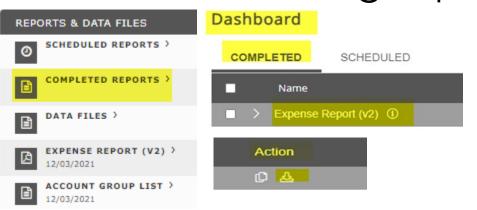


- To run an Expense Report select Run under the Reports
 Tab.
- To run a report by individual account follow these steps:
 - 1. Select 1. Reporting Entity.
 - Select Account tab.
 - Selecting from the drop down option Match Last Four Digits.
 - 4. Enter in the last 4 digits in Account Number area only after updating the drop down menu.
 - Select search.
 - Select the account name in the search results
 - 7. Select <u>2. Report Name</u> and select Expense Report.
 - Note: The name of the cardholder you are running the report for should be listed under Reporting Entity.
 - 8. Under <u>5. Criteria</u> select to show splits in the report.
 - 9. Under <u>6. Frequency</u> select the billing cycle that has closed.
 - 10. Select Submit Request.
 - * Next page shows a visual of these steps.





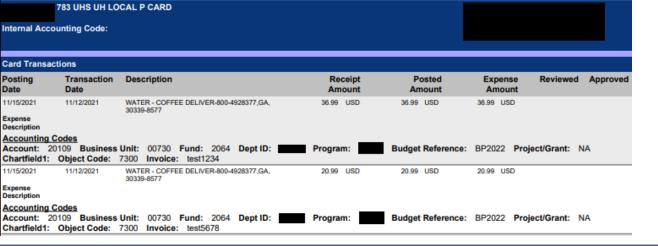
Running Expense Reports



- After submitting the expense report request, you will receive an email from Online Reporting stating the report you scheduled is ready for viewing. You will then log into Expense Management and select the Completed Reports tab under Reports and Data Files on the homepage
- You will then be redirected to the dashboard, under the completed tab, proceed to download the expense report by clicking the download button under the Action section.

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Expense Report (v2) Posting Date:11/03/2021 - 12/02/2021



 When viewing your expense report, it should appear with all transactions complete with proper account codes, cost centers, purpose and benefit statements, and invoice numbers. Once the expense report is downloaded or printed, upload t appropriate reporting structure with corroborating documentation.

Best Practices

- When creating a password and selecting challenge questions or answers, ensure that it is something
 you will remember as you will be prompted to enter this information every time you sign in. If this
 information is incorrectly entered 3 or more times your account will be locked and you will need to
 contact the P-Card office to reset your account.
- Account Codes can be found on the Account List posted on the Accounts Payable website: <u>References University of Houston (uh.edu)</u> other questions in regards to account Codes may be directed towards Cissy Bean, <u>mlbean@central.uh.edu</u>
- The billing cycle closes on the 3rd of every month. You should wait until after the closing date before running the report to make sure all of your transactions get posted. If you wish to view transactions in an open cycle, you would select the "Run Once" option and specify dates. If you select the 4th of last month until today, the report will run and be available the next business day. Make sure to select the 4th of last month until the day prior to today (yesterday's date).

Additional Reporting Options

② 2. Report Name: Select report below

Search	
My Exports	
☆	AP_MGR_REVIEW
☆	Account Group List
☆	Allocation Detail Flat File
☆	DEPT EXCEL REPORT
$\stackrel{\wedge}{\Box}$	IAD PCARD AUDIT LEVEL 3
☆	JC Test
Account Management Reports	
Transaction Reports	

Quick Tip!

Like the Expense Report, these reports are located in the Reports and Run area.

<u>DEPT EXCEL REPORT</u> Is a great department auditing report and will contain the following information for all accounts you have access to:

- Cardholder information (name, last 4 digits).
- Transaction information (dates, amount, merchant name, MCC description).
- Account Code and Cost Center fields.
- Invoice field (FIN.Accounting Code 10 Value).

The frequency can be changed to meet your individual and department auditing and reporting needs.

<u>Account Group List</u> Will provide a list of all business contacts listed on an account by listing:

- Cardholder account name and last 4 digits.
- Business Contact names with access to the listed account.

P-Card Contacts

- P-Card Department Email: ap@uh.edu
- P-Card Department Number: 713-743-8700
- Diana Iraheta, A/P Manager
 713-743-5660, diraheta@central.uh.edu
- Danny Nguyen, Program Administrator
 713-743-6677, ddnguy42@central.uh.edu
- Ed Smith, Program Administrator
 713-743-8715, esmith@central.uh.edu
- Kassandra Garza, Program Administrator 713-743-8937, kcgarza3@central.uh.edu