

Northwest Missouri State University

Instructions

Expense Report Steps for Purchasing Card Visa – UMB Commercial Card

- 1) Click on the “Statements” tab at the top of the homepage
- 2) Click on “Expense Reports”
- 3) Click on “Statement – name”
- 4) Click the “Expense Report: Create New Item” link located on the **far right side** of the screen
- 5) Enter the description (Cardholder name – month/yr, for example) and click Save (don’t worry about the dates or comment on this page)
- 6) It should take you directly to the Transaction Linking & Allocation page, but if not, click the paperclip icon to the right of the report description
- 7) On the “Transaction Linking & Allocation” page, select the Account from the drop-down box
- 8) Select the respective cycle period from the drop down box. **NOTE: make sure you select the prior month if it defaults to the current month.**
- 9) Click OK
- 10) To link transactions to the Expense Report, click the “Select All” link to move the transactions over to the right side of the screen (if you see a “Page 2” link below the transactions, click that link to bring up more transactions, and click “Select All” again)
- 11) Click Save
- 12) To the right of each transaction is a green ? or red X in the circle – click on it to reconcile
- 13) Ensure the FOP and Account Code are correct; if you need to change it, click Search in the drop down box, enter the FOP or Account Code you want to change it to, and hit Search again. Then click on the up arrow to select it.
- 14) Type the description of the transaction in the “Narrative Details” box (you will see a default description already entered – please replace with your own detailed description)
- 15) If submitting expense report electronically you may upload images on UMB website or scan/e-mail receipt images with expense report (preferred method). To upload an image of your itemized receipt for the transaction click on the paperclip icon next to “Receipt”
- 16) Click Save
- 17) Repeat Steps 12 - 15 for each transaction (a green check mark will show next to amount after expense has been properly coded)
- 18) Click the “Print Expense Report” link at the right of the screen

- 19) Click the “View Printable Expense Report” and print the page(s) or you can save report by right clicking on the expense report, select “Print”, make sure “Destination” is set to “Save as PDF” and pick location to save report.
- 20) Attach all itemized receipts (or upload to UMB) and sign as the “Submitted by”, then obtain second signature from your supervisor.
- 21) Once you have uploaded all your itemized receipts, linked your expense report, and received the appropriate signatures/approval, please submit to Accounting by the date communicated in the monthly email. Electronic reports may be submitted via email directly to the Accounting Manager or to accountspayable@nwmissouri.edu.

Helpful Hints:

To Add Favorite FOP/Account Codes:

You can have up to 15 favorite FOP/Account Codes in your drop-down box – do a search for the FOP/Account Code you want to add, and click on the arrow to the right of the code. This moves it to the right side of the screen, under Favorites. Close out of the window, and hit the “Save” link on the next page.

To Set Up or Change a Default FOP

Click on the Settings tab on the homepage; click on Default Codes and click the “Set Your Default Code” icon (located to the right of the cardholder name). Click Search in the drop-down, then Search again for the FOP you want as your default. Click on the up-arrow by the FOP and Save.

To Change Your Password

Click on the Settings tab on the homepage. Click on “Set Password”.

To Rename or Delete an Expense Report

Click on Expense Reports on the homepage. You will see a list of the reports you have created – click on the name of the report, then click on the *i* icon to the right. This will bring up a box that allows you to rename or delete the report.

****View your statement to verify that total matches to the expense report total. If not, you most likely have not linked all transactions to expense report. Go back to step 6 and link all transactions.**