

COTC

PCARD PROGRAM

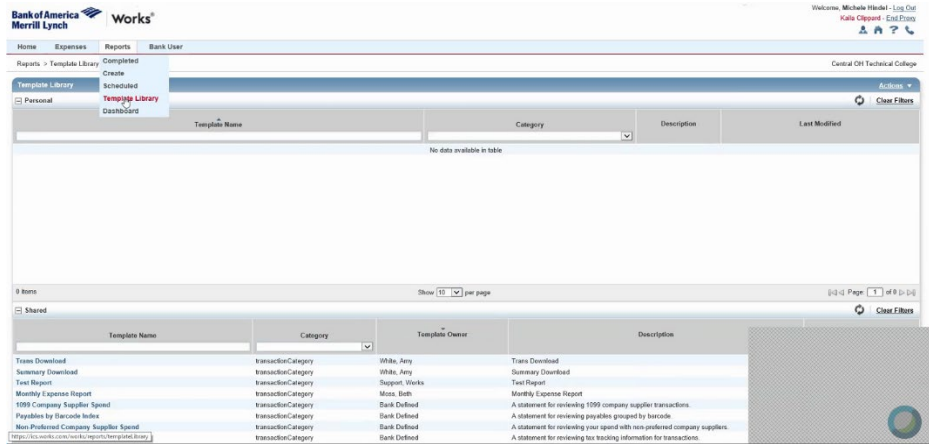
CREATING AN EXPENSE REPORT

BEGIN BY LOGGING INTO

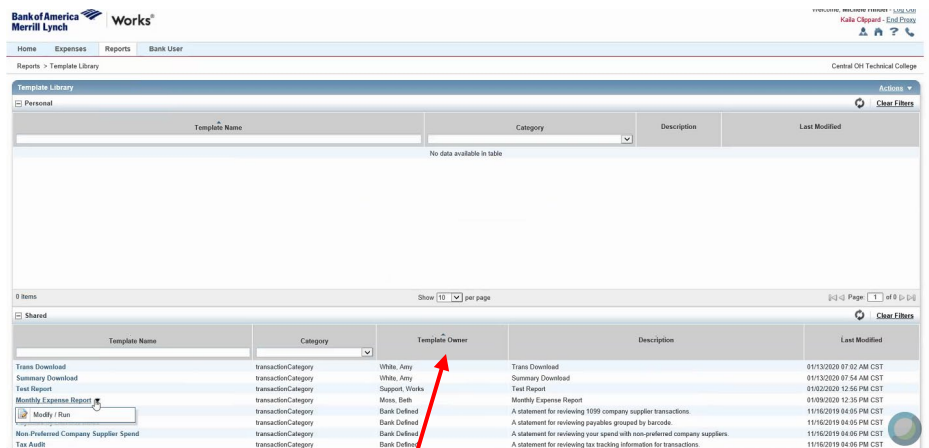
<https://payment2.works.com>



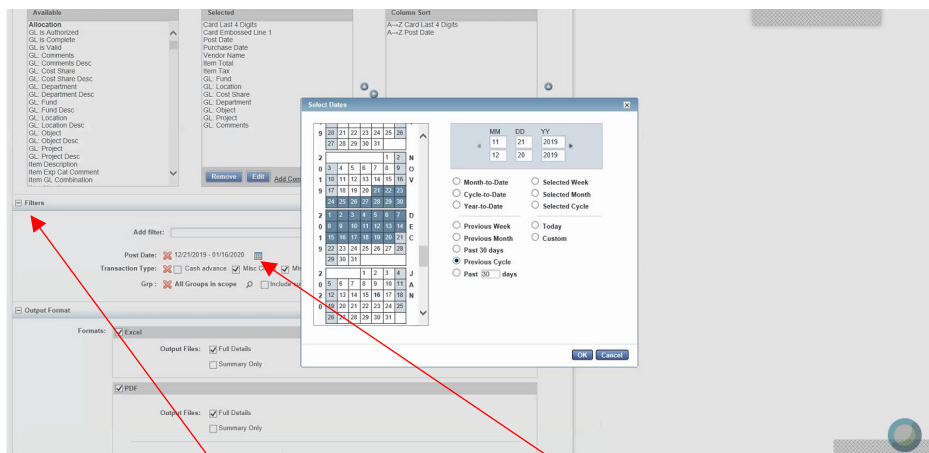
Bank of America PCard Program Creating an Expense Report



1. Go to the **Reports** tab at the top of your screen.
2. Select **Template Library**.



1. Click the **Template Owner** tab **twice** to sort the reports.
2. Right click on **Monthly Expense Report**.
3. Select **Modify/Run**.



1. Under the **Filters Header** select the **Calendar Icon**.
2. Select **Previous Cycle** to ensure that correct charges are pulled. Click OK

Bank of America PCard Program

Creating an Expense Report

Output Files: Full Details
 Summary Only

Paper: US Letter
Orientation: Portrait Landscape

Add Summary Data in Header
Add Signature Line to: Header Footer
Insert Page Break: No Page Break

Deleted Text
 Custom

Summary Grouping: Card Last 4 Digits

Save Template to Template Library

Template Name: Monthly Expense Report
Description: Monthly Expense Report

Job Name: Monthly Expense Report
Schedule: Run Now
 Run Later
 Recurring
Report Expiration after: 7 day(s)

[Submit Report](#)

1. Click the save **Template to Template Library**.
2. Change the **Template Name** and **Description** for your records.

[Submit Report](#)

1. Click **Submit Report**.

	Created At	Report Name	Status	New	Output Type(s)	Job ID
<input checked="" type="checkbox"/>	01/16/2020 12:46 PM CST	Monthly Expense Report	Ready		PDF	59363291

1. Click the **PDF Hyperlink** to open the completed Expense Report

Bank of America PCard Program

Creating an Expense Report

Monthly Expense Report (1).pdf 1 / 1

Card Last 4 Digits: Exactly Matches 0116
 Company Name: Central OH Technical College
 Grp: All Groups
 Print Date: Between 2019-12-21 00:00:00 and 2020-01-16 13:26:39
 Report Owner: Hahn, Moby
 Report Time: 2020-01-16 13:26:38
 Transaction Type: One of: Misc Credit or Misc Debit or Purchase

Monthly Expense Report

Card Last 4 Digits	Card Embossed Line 1	Item Tax	Post Date	GL: Fund GL: Object	Purchase Date	GL: Location GL: Project	Vendor Name GL: Cost Share	Item Total GL: Department GL: Comments
0118	PURCHASING CARD 1	0.00	01/13/2020	11 61203	01/10/2020	12	AMZN Mktp US V66AXSG03 01	68.51 12015 Lab Supplies - Kayla Steen
	PURCHASING CARD 1	0.00	01/14/2020	11 65517	01/13/2020	12	M.B. GRAPHICS 03	217.56 06010 Repair Charge - Rhonda Carter
		0.00						286.07
	count: 2							286.07
	report count: 2							286.07

Hahn, Moby 1 of 1 2020-01-16 13:26:38

1. Review to ensure that all transactions have been reconciled correctly.
2. Save the Expense Report as a PDF. Title it as **Department Name-Expense Report-Month-Year**
3. Email PDF of **Expense Report** along with a PDF of **corresponding receipts** to your supervisor.
4. Have supervisor forward the email with the approved **Expense Report** and **receipts** to Nova Willey at willey.53@osu.edu
5. Keep the paper receipts as **backup for 60 days.**