COTC PCARD PROGRAM

CREATING AN EXPENSE REPORT

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Bank of America 🦇 | Works®

Created 01/17/2020

Creating an Expense Report

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- 2. Select Templete Library.

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- 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 **<u>Filters Header</u>** select the <u>**Calendar Icon**</u>.
- 2. Select <u>Previous Cycle</u> to ensure that correct charges are pulled. Click OK

Bank of America PCard Program Creating an Expense Report

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

Bank of America PCard Program

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