Procurement Card (P-Card) Reporting Written Instructions

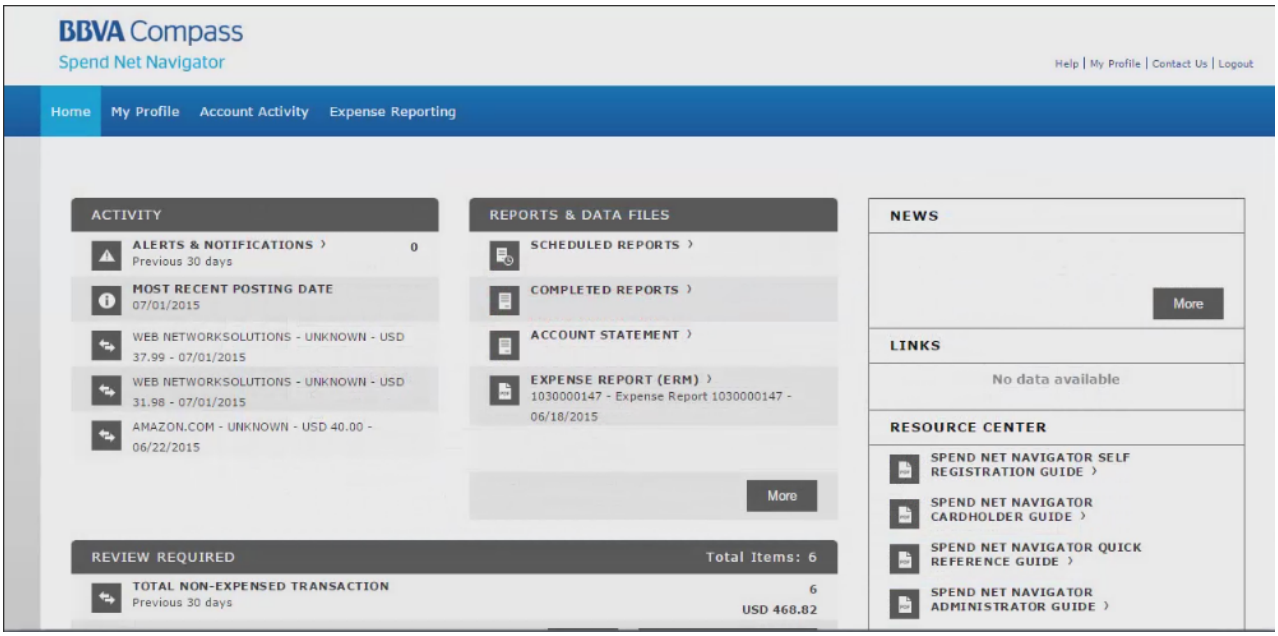
These instructions are a work in progress and will be updated as issues arise.

Registering Your P-Card

If you have not already registered your card, you can do so by clicking on this link to Spend Net. If you need assistance registering your card, use the Quick Reference Guide. If you are unable to register, contact Spend Net Customer Service at 877-689-7554 or commercialcardservices.us@bbva.com for assistance.

Your Spend Net Home Page

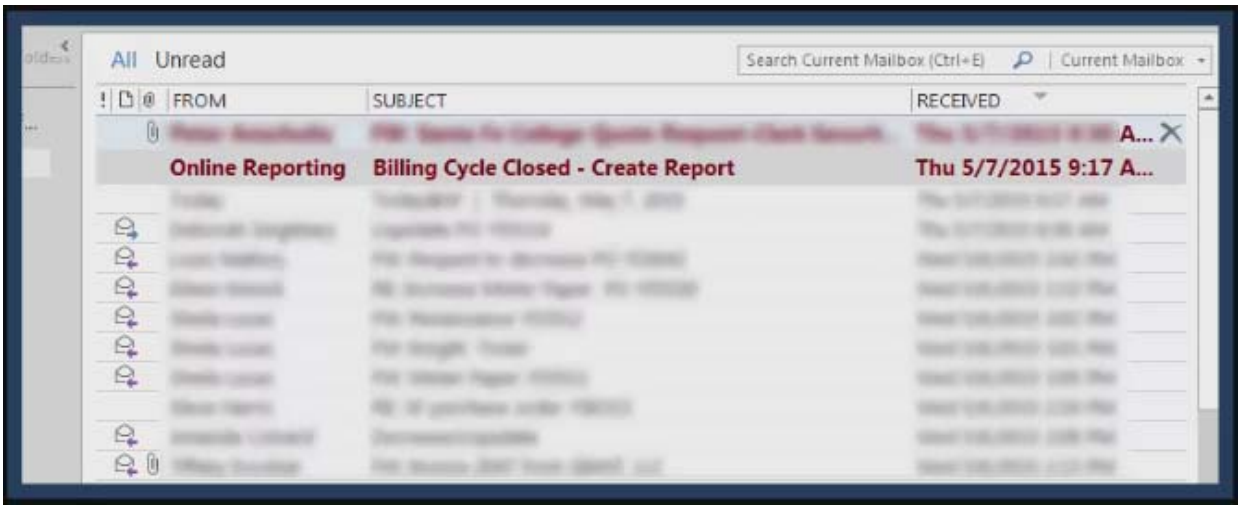
This is your Spend Net Navigator home page, where you can view your recent transactions, see your monthly statements, and create expense reports. We recommend bookmarking this page to access your account at any time. (Be sure not to auto-save your password on any computer you share with others.)



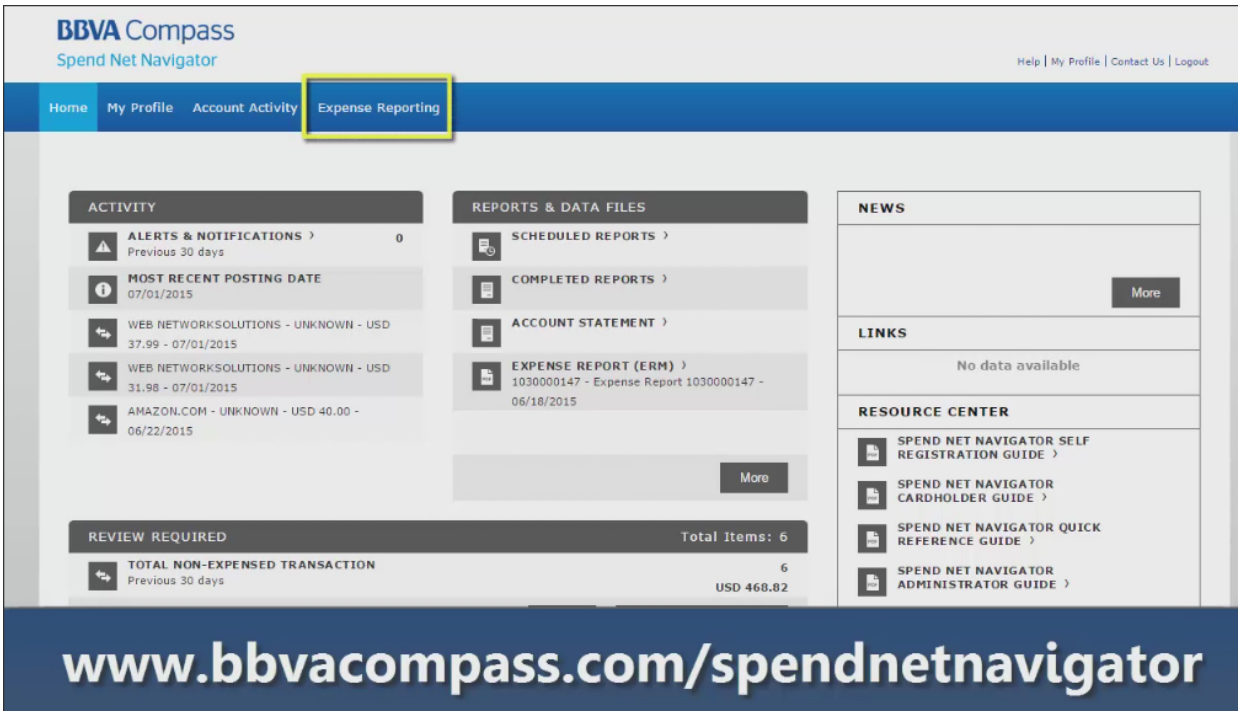
- **NOTE:** Your homepage may contain Help links in the sidebar; however, all the options and current information may not be avaliable. This guide has been created as a quick reference. Purchasing has also created a tutorial video to assist you in creating your monthly expense report. (If you need help accessing the video, contact Purchasing.)

Creating an Expense Report

At the end of each billing cycle you'll receive an email from Spend Net letting you know it is time to create an expense report. Click to link in the email to access your Spend Net homepage.

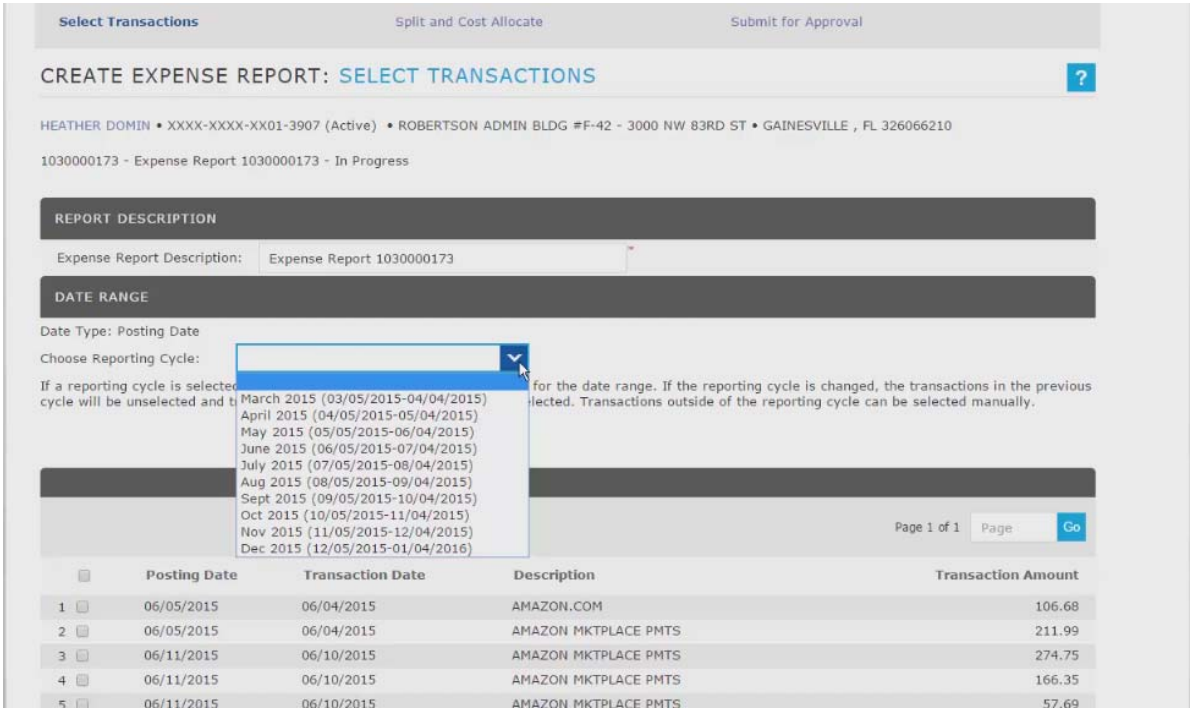


On your homepage, click the **Expense Reporting** tab in the top navigation bar.



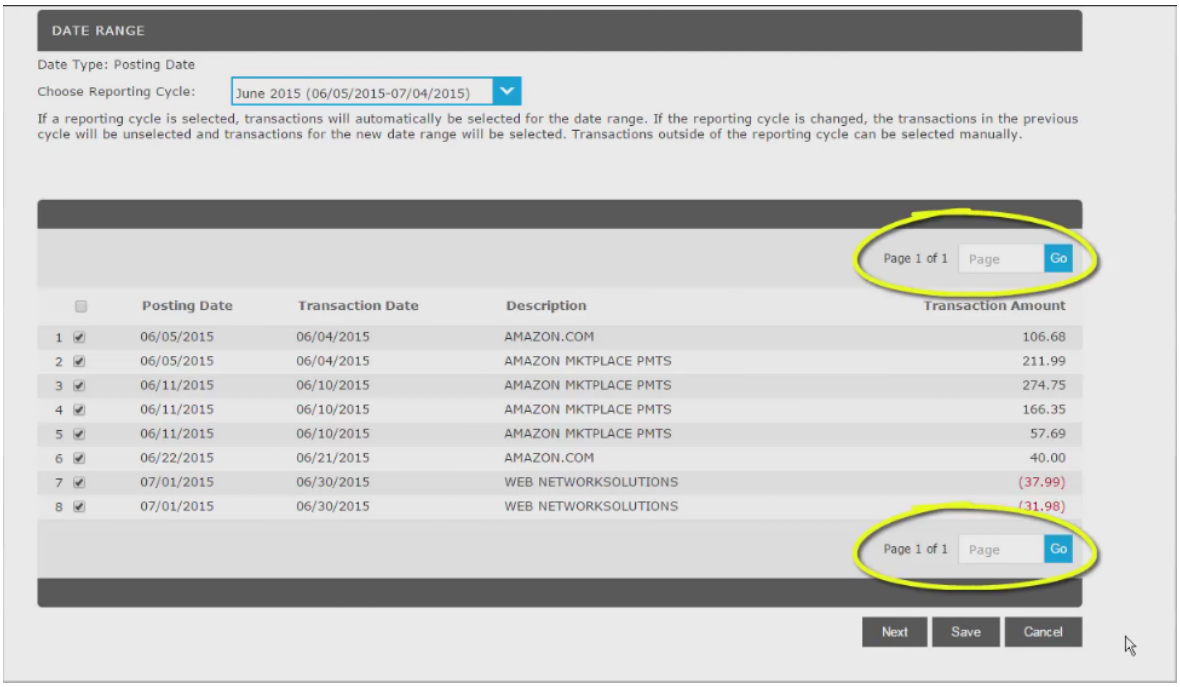
- **NOTE:** If you do not see the Expense Reporting tab on your home page, contact Spend Net at 877-689-7554 or commercialcardservices.us@bbva.com and they will add the tab to your account.

Under the Expense Reporting tab, choose **Create Expense Report**. To start your report, click the dropdown menu at **Choose Reporting Cycle**.

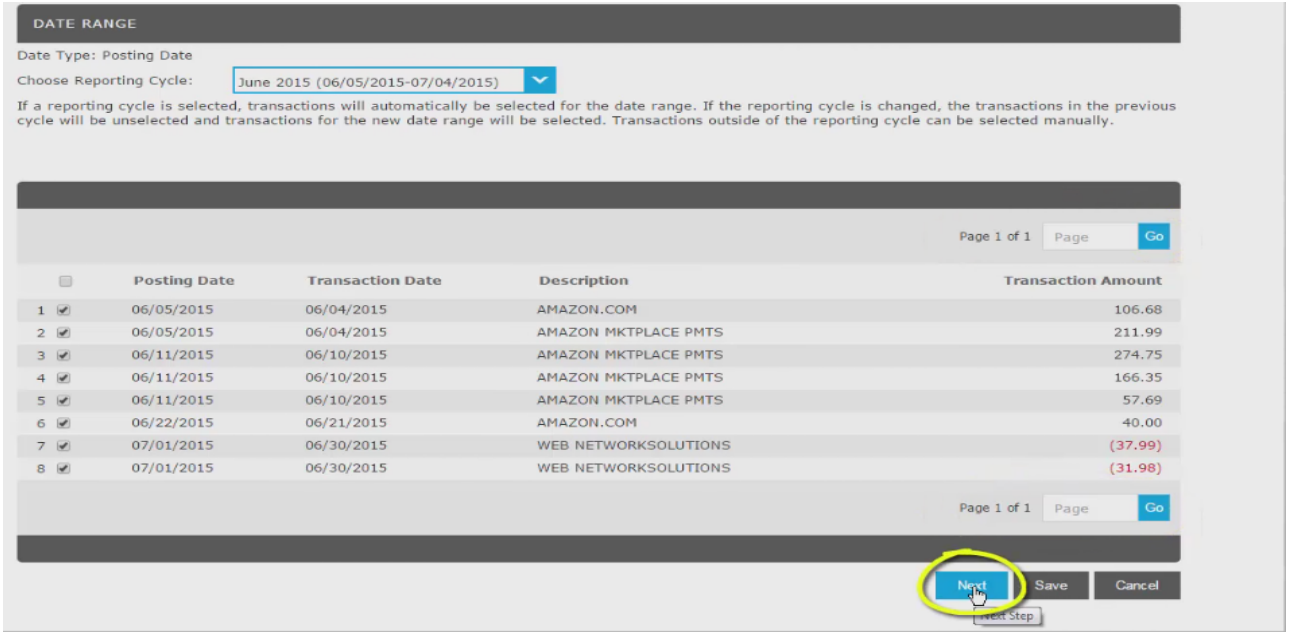


Choose the most recent billing cycle, nothing that cycles run from the 5th to the 4th of each month. Transactions for this cycle have been automatically select by Spend Net. Look over the list to check for missing or unauthorized transactions.

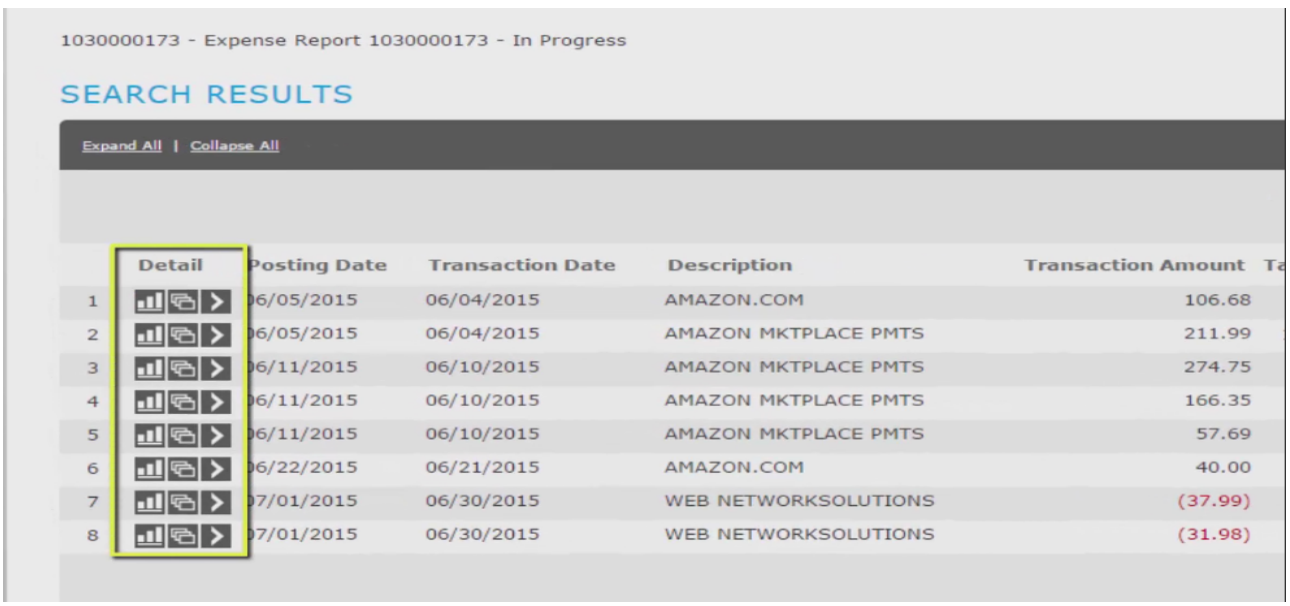
- **NOTE:** If you have more than one page of transactions, navigate them by page number, **not** the Next button! Clicking the Next button will take you to the next step in the reporting process, not the next page of transactions.



When you've looked over all your transactions and are ready to create your expense report, click **Next.**



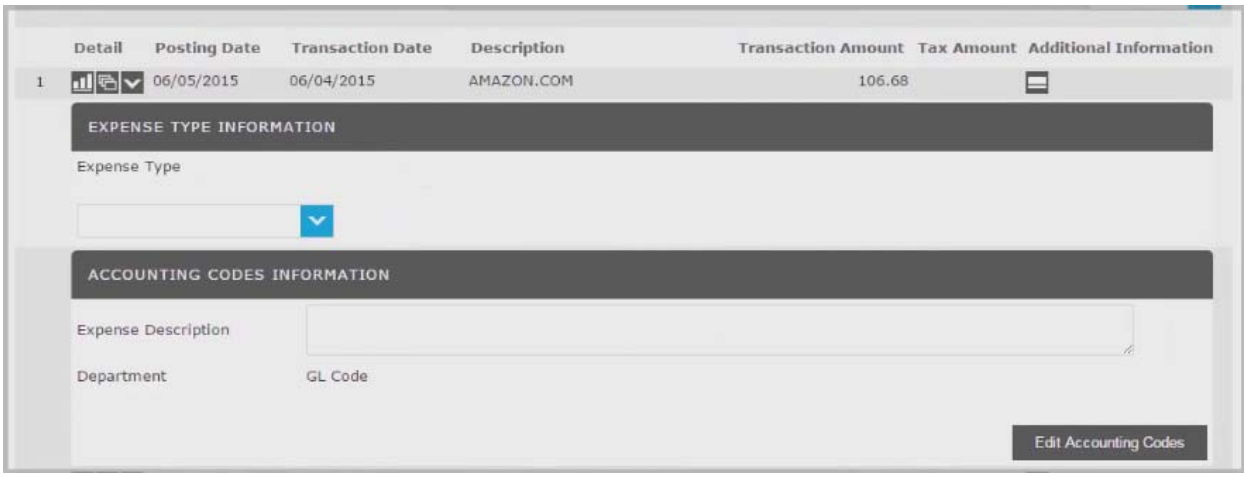
Now it's time to edit each transaction individually. You can do this using the icons under **Detail** column:



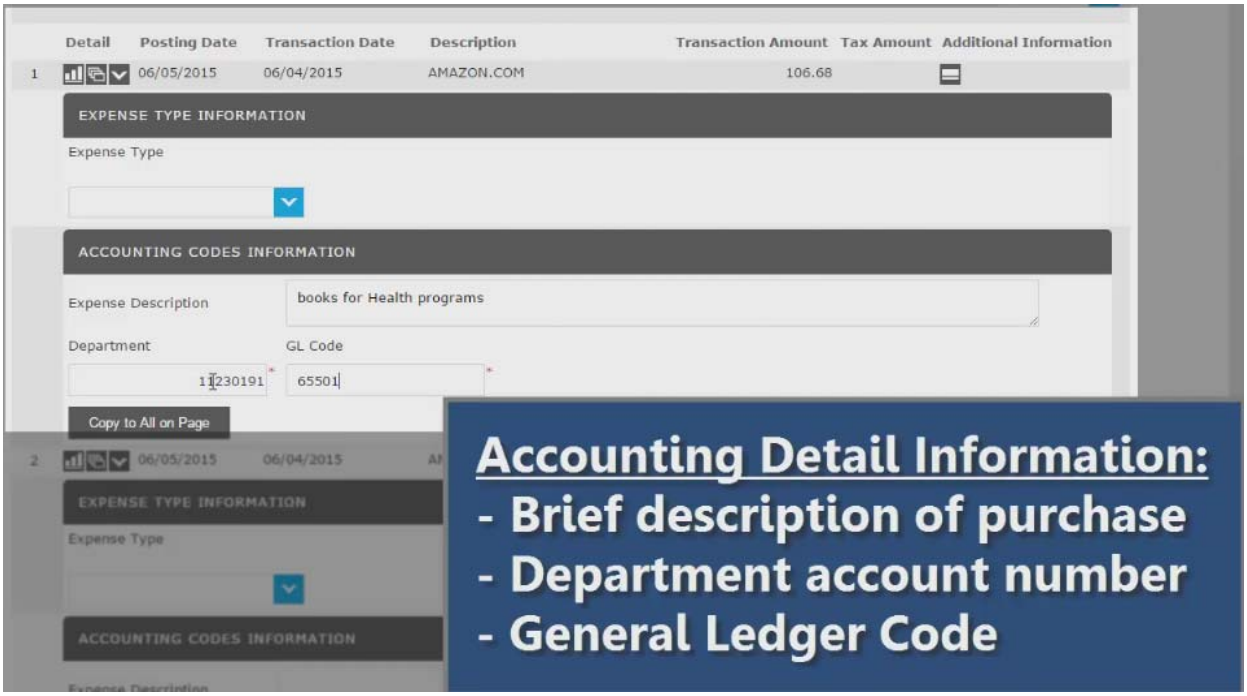
There are three icons under Detail: from left to right, Transaction Detail, Split Transaction, and Accounting Detail. You'll mostly be working with **Accounting Detail**, but we will cover splitting transactions later.

➢ **NOTE:** You can click **Expand All** to open the entire page of transactions.

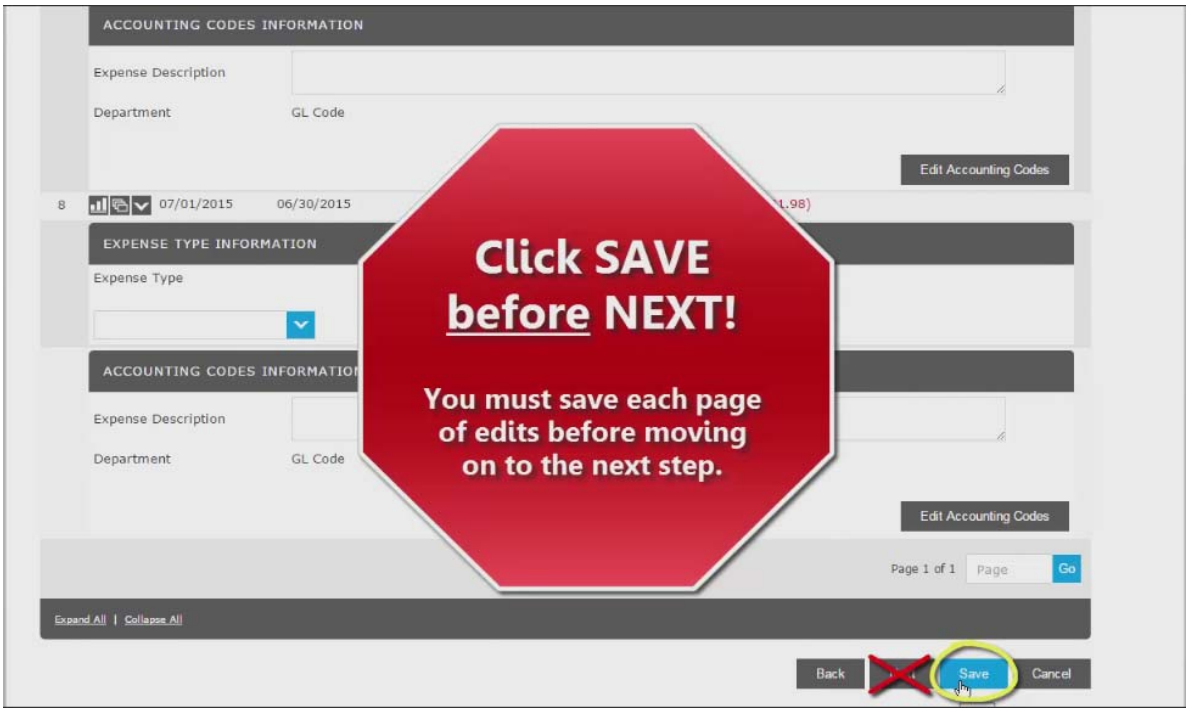
For each transaction you can see the Posting Date, Transaction Date, Description (which is usually the vendor), and Transaction Amount. (The *Expense Type Information* section is for administrative use.)

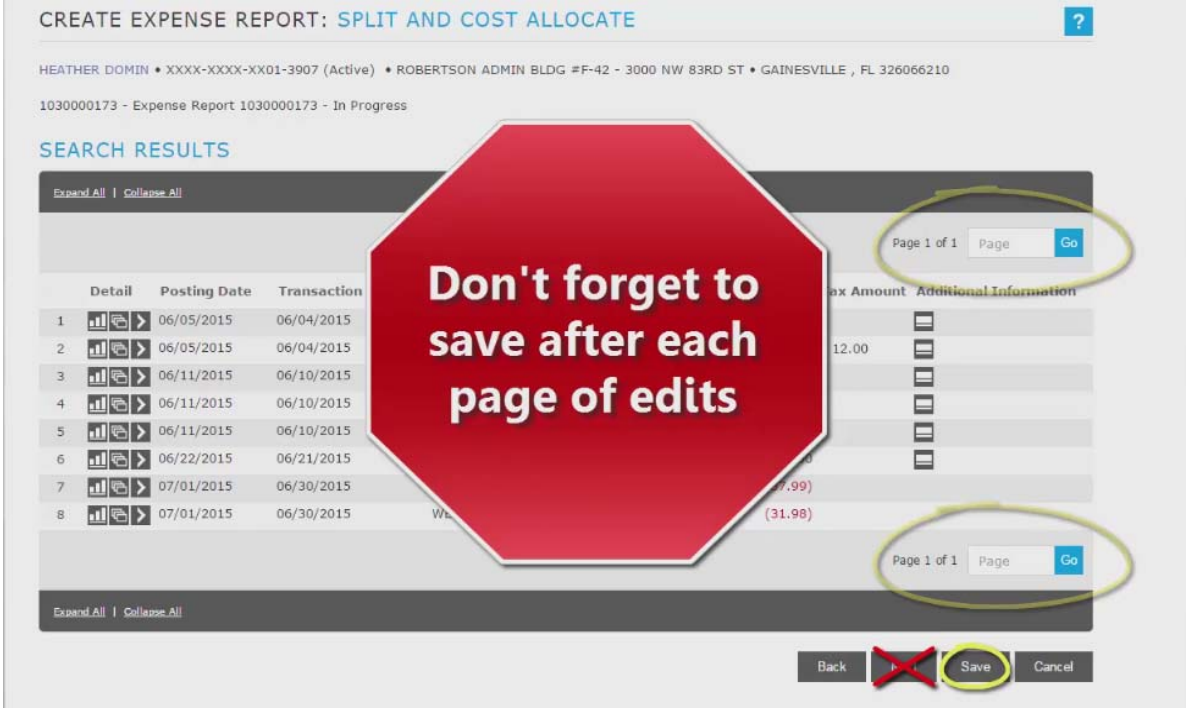


In the **Accounting Codes Information** section enter a brief summary of the purchase, the appropriate department number, and the GLC. This section is especially important for cardholders who purchase for multiple departments, to ensure the funds come out of the correct account for each transaction.



Continue editing and scrolling until you've updated all the transactions on the page. **When you get to the bottom of the page, be sure to click SAVE <u>before</u> you click NEXT!** If you click Next first, you'll lose all your edits.





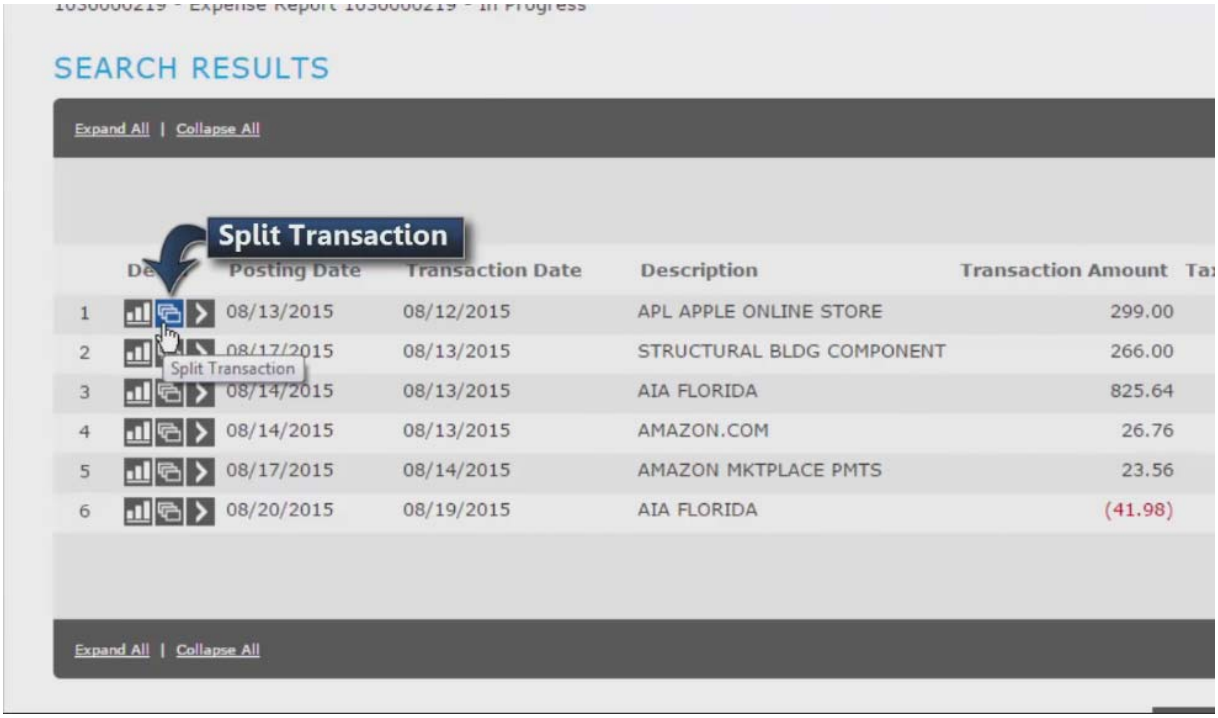
IMPORTANT: If you have more than one page of transactions, you must go to each page individually and repeat the editing process. Do this with the input field, <u>not</u> the Next button. This might be confusing, but it's how Spend Net is organized - you must click **SAVE** each time you finish a page of transactions, or your changes will be lost.

- NOTE: If you need to exit out, you can come back to this step and edit as many times as you need to before moving on to finalize the report. If you have a large volume of transactions every month you may find it helpful to edit them periodically before finalizing your report at the end of the cycle.

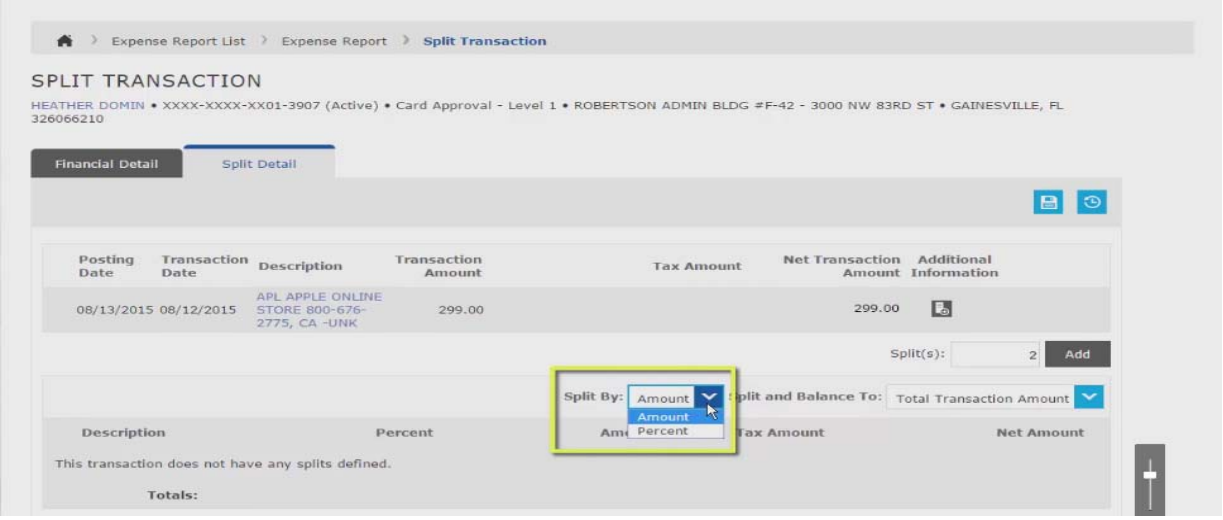
When you've finished editing all your transaction, then you're ready to click **Next** and finalize your report.

Splitting Transactions

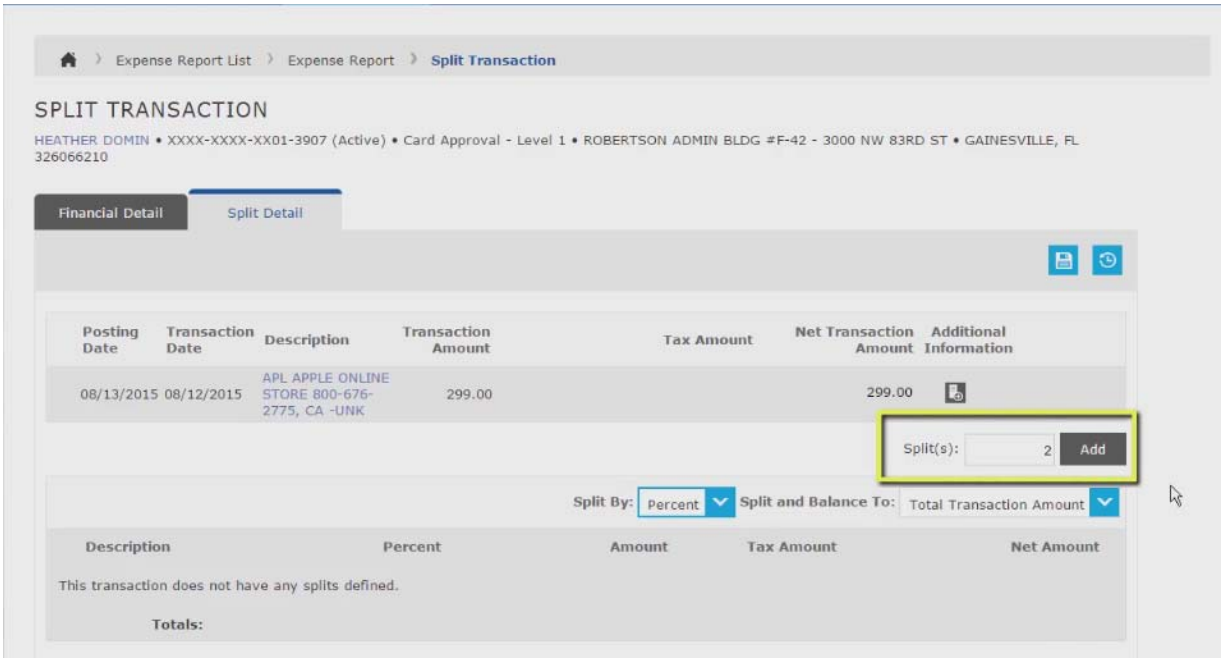
In some cases, it may be necessary to split a transaction between two or more departments. You can do this using the split transaction icon:



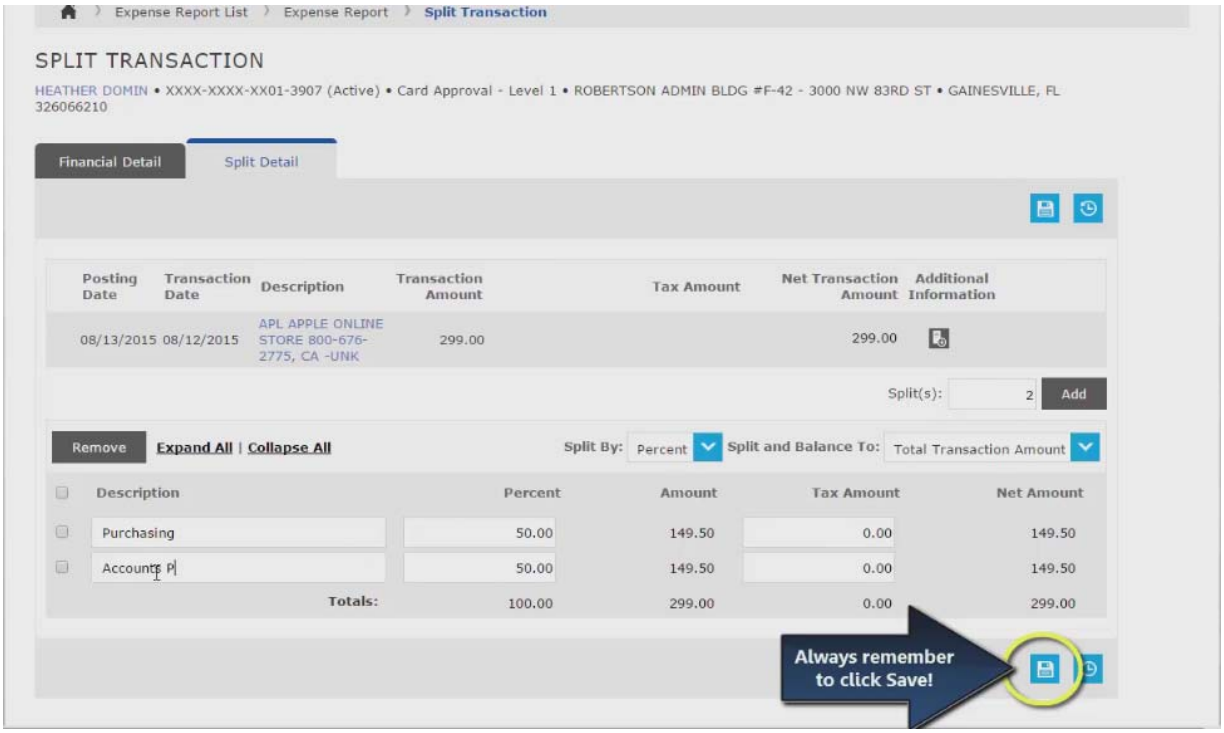
Select how you would like to split the total cost of the transaction in the drop down menu:



Specify how many departments to split the transaction between, then click **Add**.



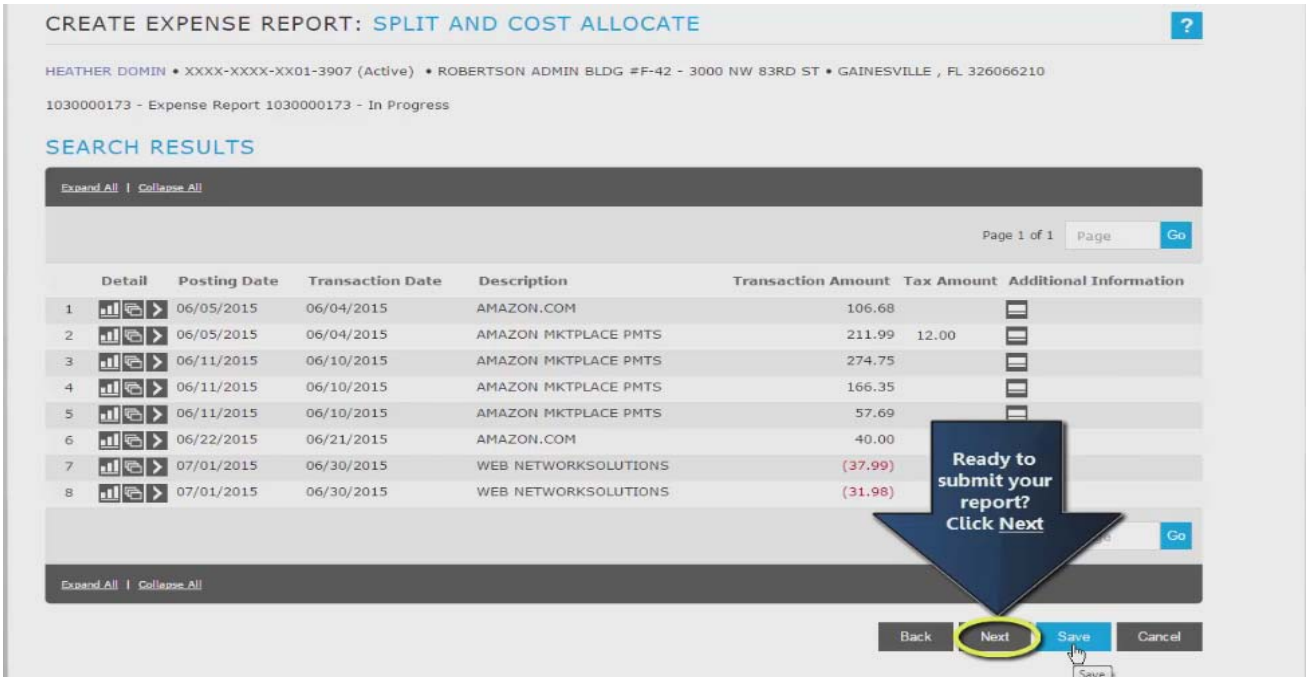
Now enter the name of the accounts and the amount or percentage each department will pay.



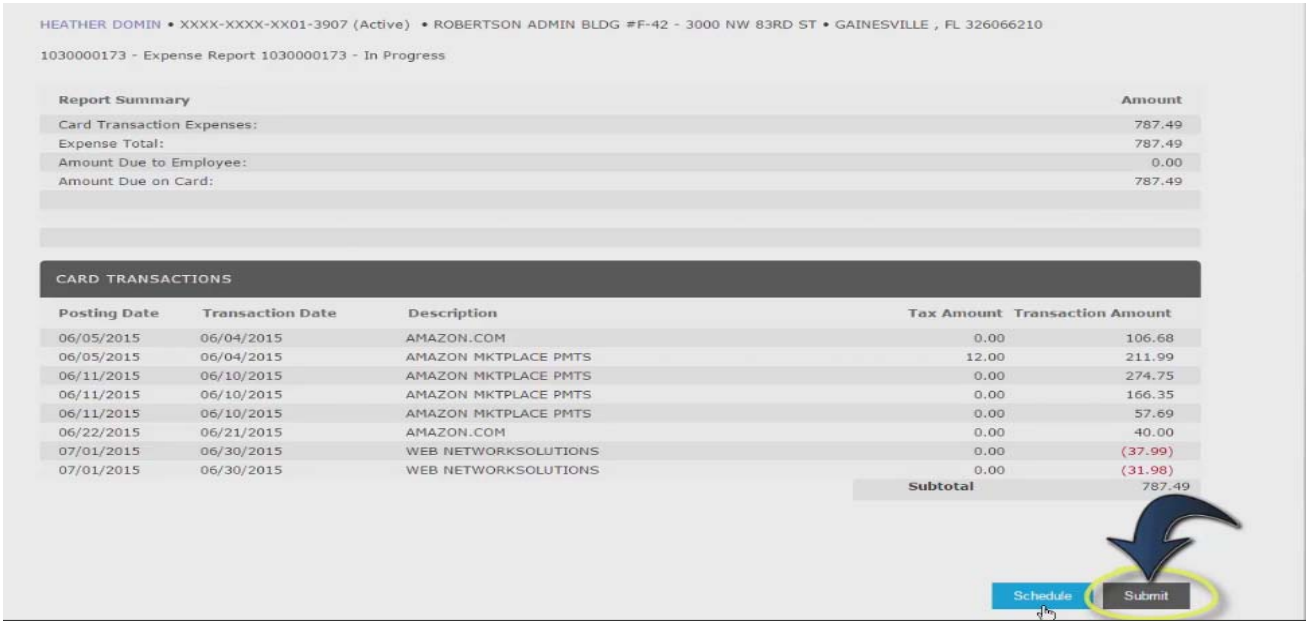
Don’t forget to click **Save**!

Submitting Your Expense Report

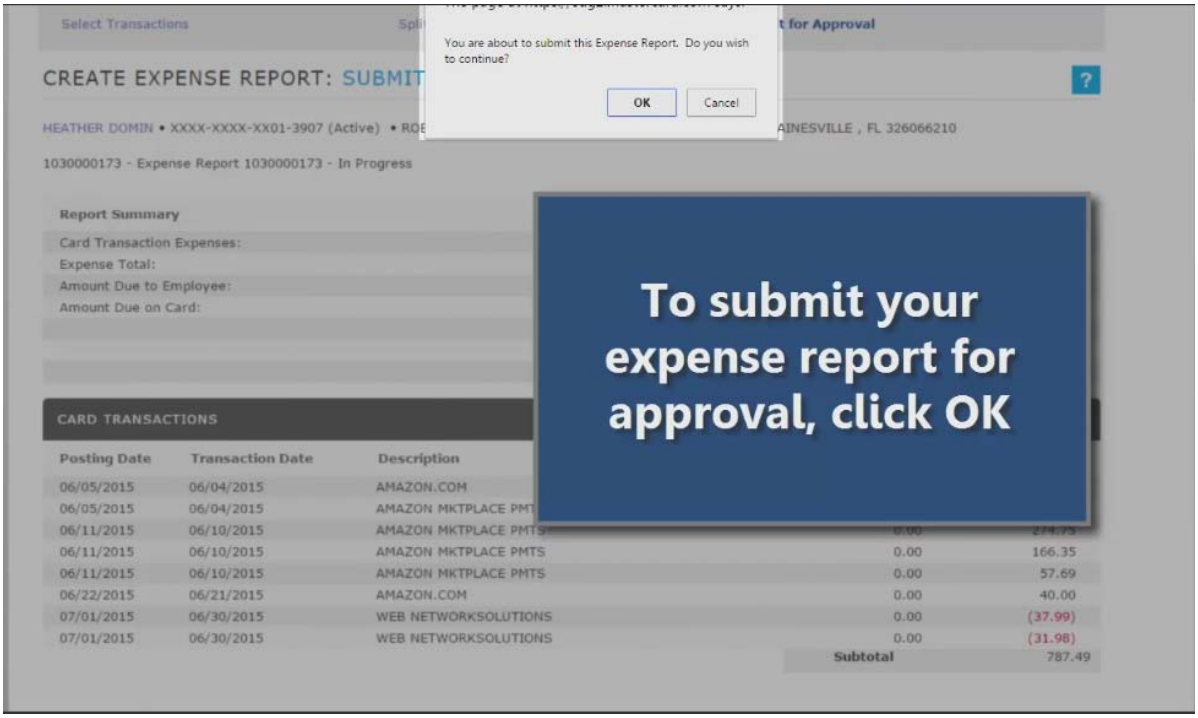
Once all your transactions are edited and you're ready to submit for approval, click **Next**.



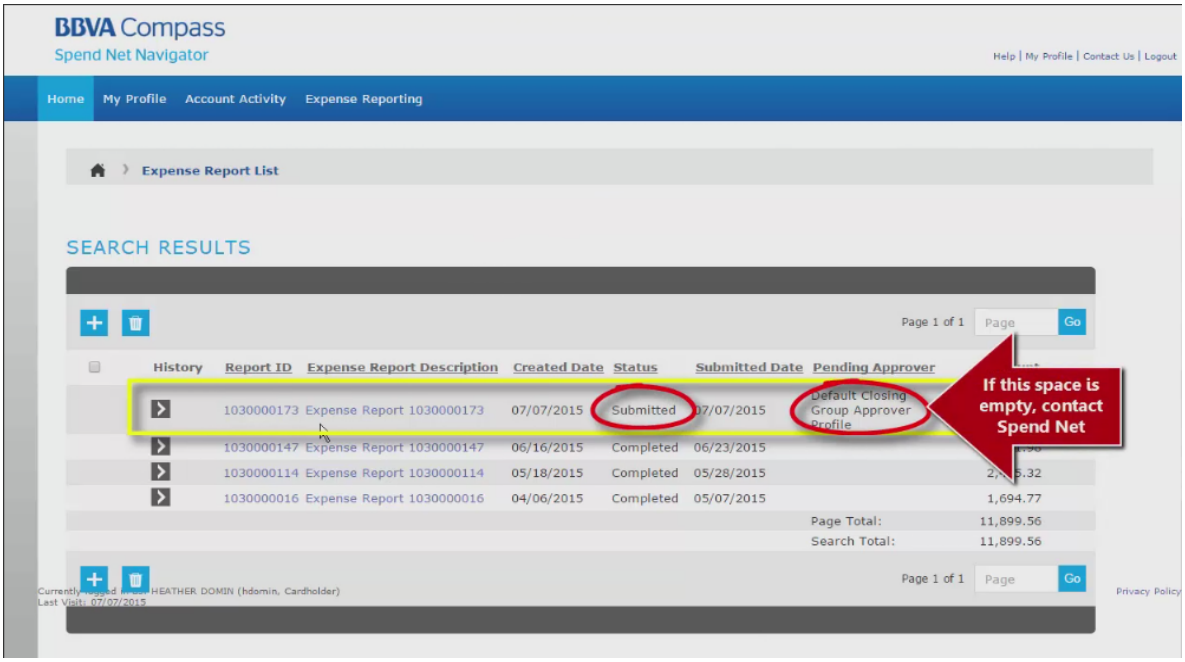
To submit your expense report for approval, click **Submit**.



If you get a pop-up window, click OK to confirm.

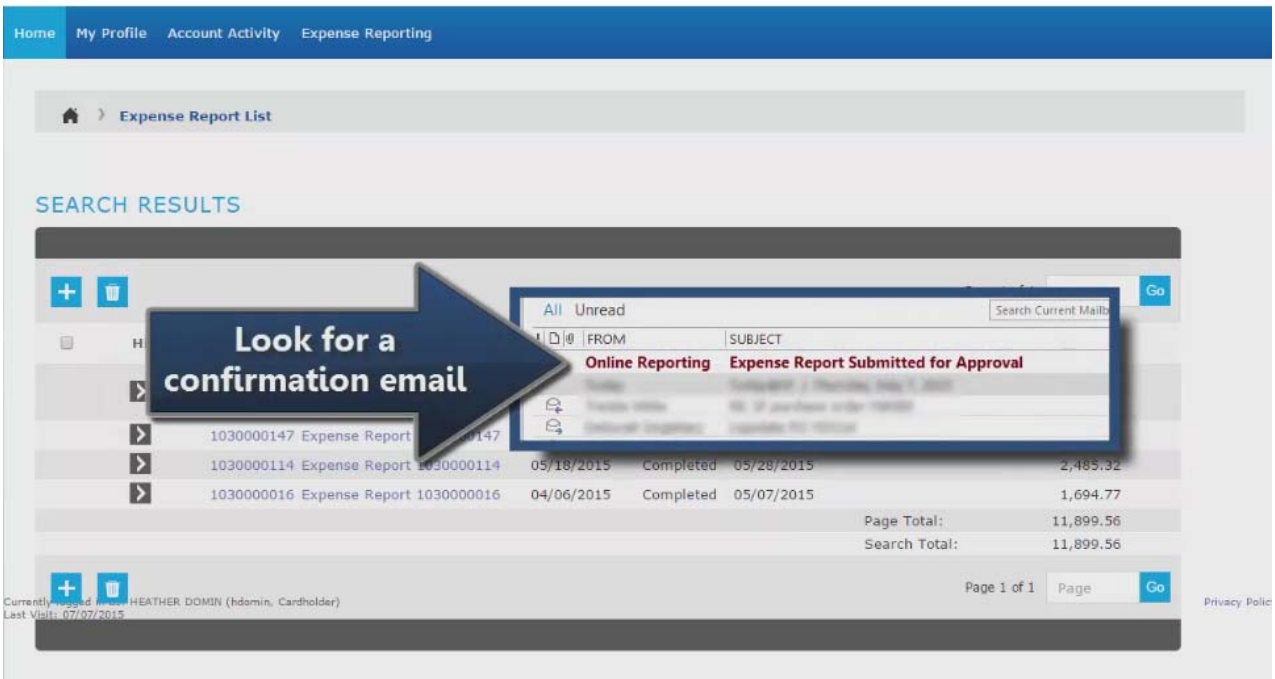


After you submit your report, you'll see it show up on your expense report list.

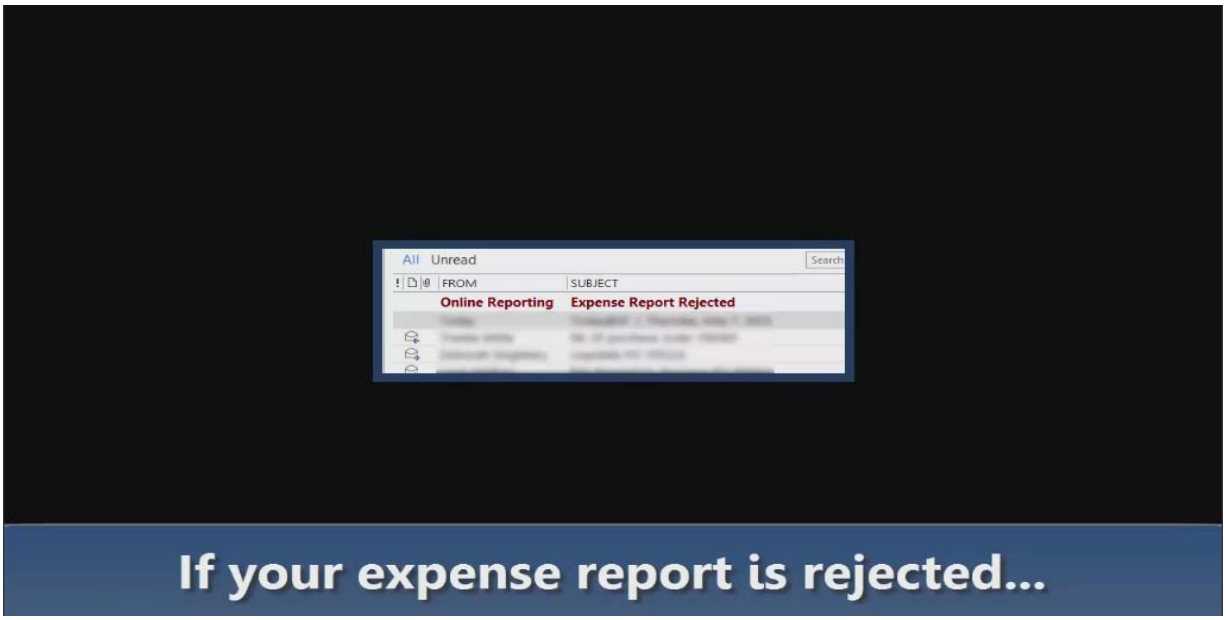


This screen shows you the status of your report. You can see that the report has been submitted and pending approval from Accounts Payable.

SpendNet will send you an email to let you know your report was submitted successfully.

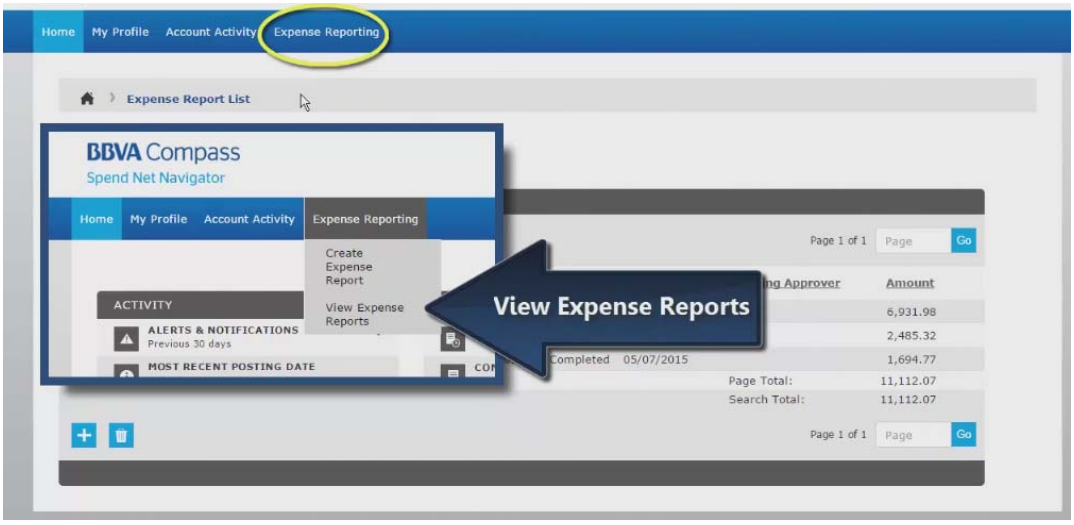


If Your Expense Report is Rejected:

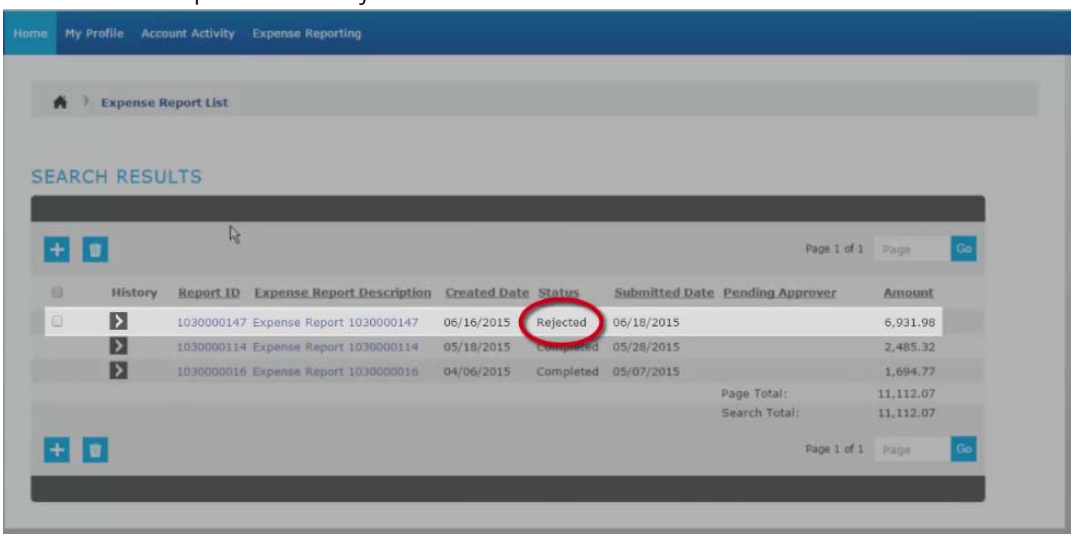


You'll receive an email letting you know, with a link prompting you to log in and check your report list.

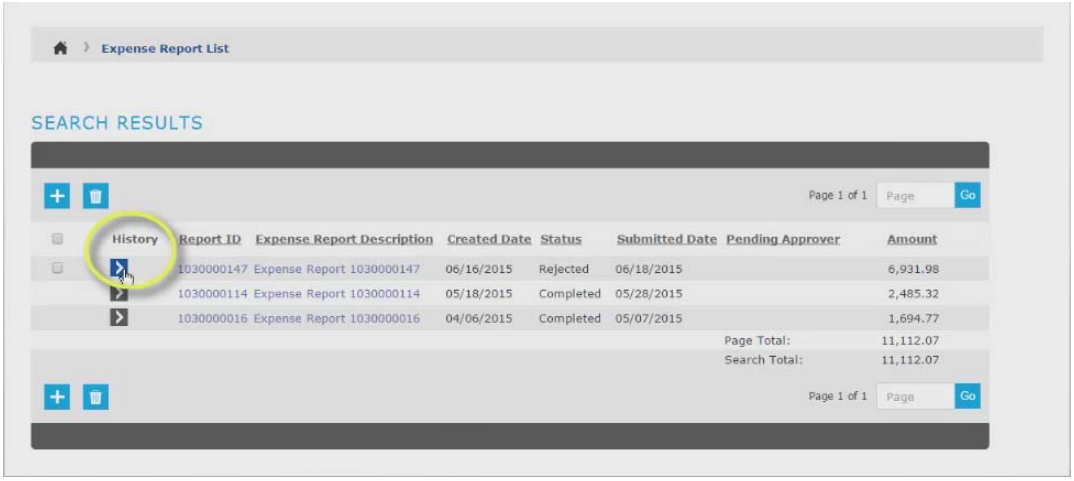
Go to the **Expense Reporting** tab and click **View Expense Reports**:



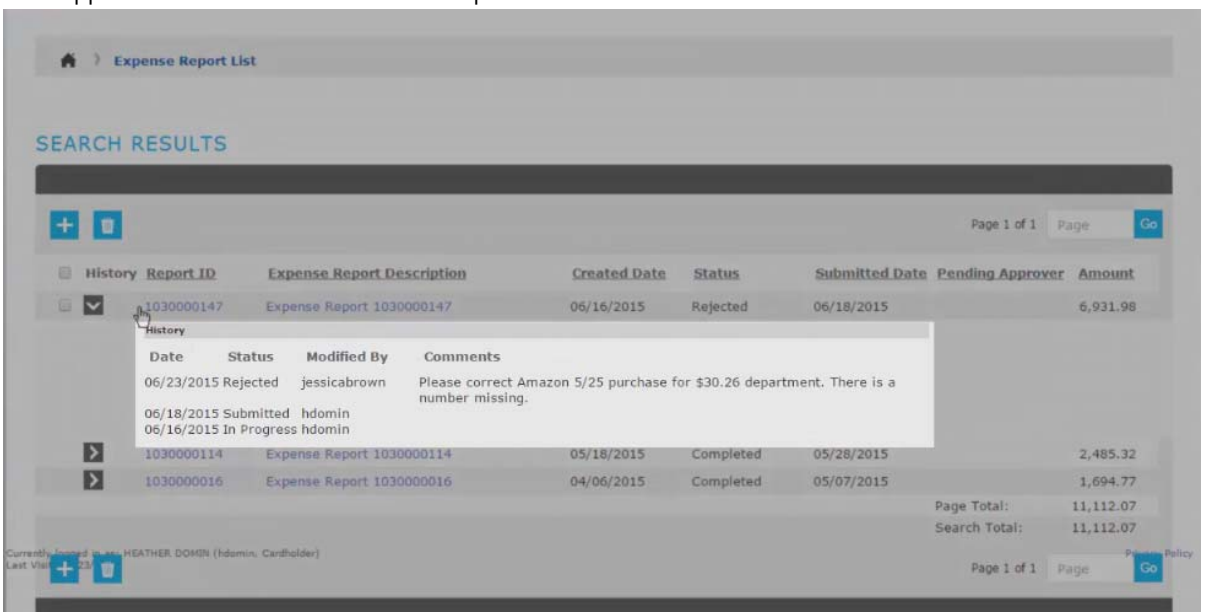
Then locate the report marked "rejected":



To see why the most recent report was rejected, click **History**:



A list appears of all actions taken with this report since it was first created.



The approver has added a comment to let the cardholder know there was an error with one of the transactions, which must be corrected before the report can be approved. To make corrections, click the report link to open it. You can than make updates using the editing process previously explained in this guide. When your corrections are complete, you can resubmit your report. Another email will be sent notifying you the report has been submitted.

Need Help with Your Account?

- No **Expense Reporting** tab
- New card number is missing
- Problems accessing your reports
- Not receiving notification emails

If you experience these or any other technical issues, contact **SpendNet Customer Service at 1-877-689-7554 or via email commercialcardservices.us@bbva.com.**