

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.)

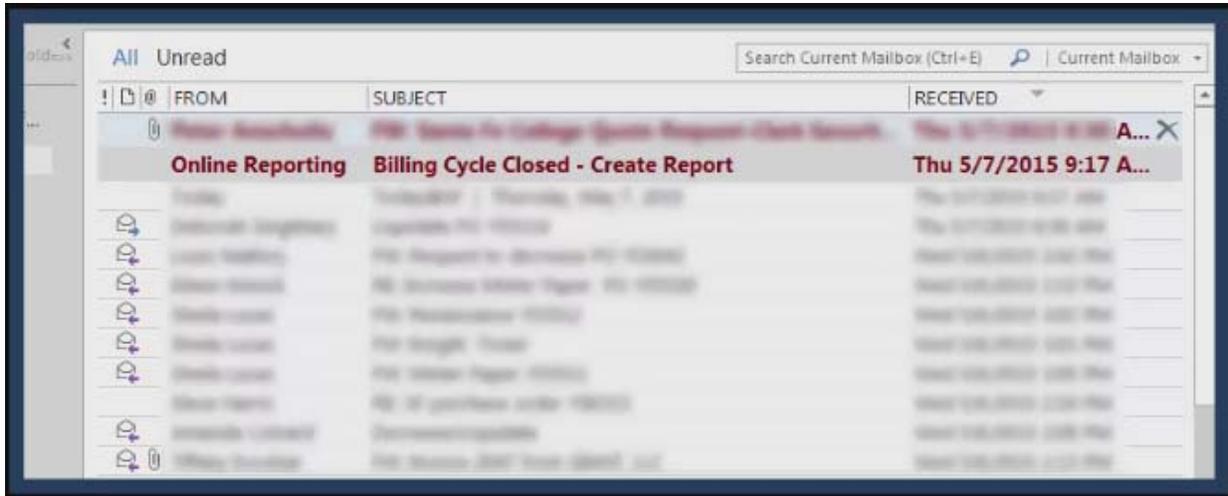
The screenshot displays the BBVA Compass Spend Net Navigator interface. At the top, the logo and navigation links (Help, My Profile, Contact Us, Logout) are visible. Below the navigation bar, the page is organized into several functional areas:

- ACTIVITY:** Includes 'ALERTS & NOTIFICATIONS' (0 items) and 'MOST RECENT POSTING DATE' (07/01/2015). It lists recent transactions such as 'WEB NETWORKSOLUTIONS - UNKNOWN - USD 37.99' and 'AMAZON.COM - UNKNOWN - USD 40.00'.
- REPORTS & DATA FILES:** Contains links for 'SCHEDULED REPORTS', 'COMPLETED REPORTS', 'ACCOUNT STATEMENT', and 'EXPENSE REPORT (ERM)' (1030000147 - Expense Report 1030000147 - 06/18/2015).
- REVIEW REQUIRED:** Shows 'TOTAL NON-EXPENSED TRANSACTION' with 6 items totaling USD 468.82.
- NEWS:** A section for updates, currently empty with a 'More' button.
- LINKS:** A section for quick access, currently showing 'No data available'.
- RESOURCE CENTER:** Provides access to various guides: 'SPEND NET NAVIGATOR SELF REGISTRATION GUIDE', 'SPEND NET NAVIGATOR CARDHOLDER GUIDE', 'SPEND NET NAVIGATOR QUICK REFERENCE GUIDE', and 'SPEND NET NAVIGATOR ADMINISTRATOR GUIDE'.

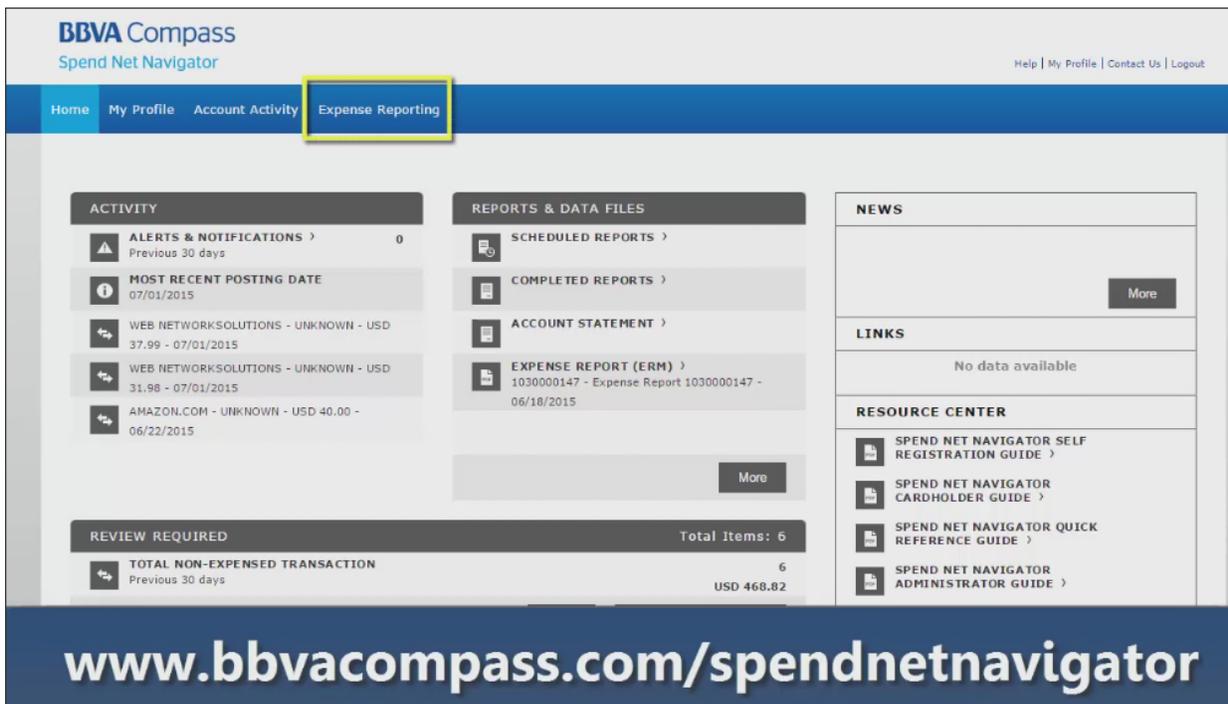
- **NOTE:** Your homepage may contain Help links in the sidebar; however, all the options and current information may not be available. This guide has been created as a quick reference. Purchasing has also created a tutorial video to assist you in creating your monthly expense report. (If you need help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

CREATE EXPENSE REPORT: SELECT TRANSACTIONS

HEATHER DOMIN • XXXX-XXXX-XX01-3907 (Active) • ROBERTSON ADMIN BLDG #F-42 - 3000 NW 83RD ST • GAINESVILLE , FL 326066210

1030000173 - Expense Report 1030000173 - In Progress

REPORT DESCRIPTION
Expense Report Description: Expense Report 1030000173

DATE RANGE
Date Type: Posting Date
Choose Reporting Cycle: [Dropdown Menu]

If a reporting cycle is selected, transactions will automatically be selected for the date range. If the reporting cycle is changed, the transactions in the previous cycle will be unselected and transactions for the new date range will be selected. Transactions outside of the reporting cycle can be selected manually.

	Posting Date	Transaction Date	Description	Transaction Amount
1	06/05/2015	06/04/2015	AMAZON.COM	106.68
2	06/05/2015	06/04/2015	AMAZON MKTPLACE PMTS	211.99
3	06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	274.75
4	06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	166.35
5	06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	57.69

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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.

DATE RANGE
Date Type: Posting Date
Choose Reporting Cycle: June 2015 (06/05/2015-07/04/2015)

If a reporting cycle is selected, transactions will automatically be selected for the date range. If the reporting cycle is changed, the transactions in the previous cycle will be unselected and transactions for the new date range will be selected. Transactions outside of the reporting cycle can be selected manually.

	Posting Date	Transaction Date	Description	Transaction Amount
1	06/05/2015	06/04/2015	AMAZON.COM	106.68
2	06/05/2015	06/04/2015	AMAZON MKTPLACE PMTS	211.99
3	06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	274.75
4	06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	166.35
5	06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	57.69
6	06/22/2015	06/21/2015	AMAZON.COM	40.00
7	07/01/2015	06/30/2015	WEB NETWORKSOLUTIONS	(37.99)
8	07/01/2015	06/30/2015	WEB NETWORKSOLUTIONS	(31.98)

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Next Save Cancel

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

DATE RANGE

Date Type: Posting Date

Choose Reporting Cycle: June 2015 (06/05/2015-07/04/2015)

If a reporting cycle is selected, transactions will automatically be selected for the date range. If the reporting cycle is changed, the transactions in the previous cycle will be unselected and transactions for the new date range will be selected. Transactions outside of the reporting cycle can be selected manually.

	Posting Date	Transaction Date	Description	Transaction Amount
1	06/05/2015	06/04/2015	AMAZON.COM	106.68
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4	06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	166.35
5	06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	57.69
6	06/22/2015	06/21/2015	AMAZON.COM	40.00
7	07/01/2015	06/30/2015	WEB NETWORKSOLUTIONS	(37.99)
8	07/01/2015	06/30/2015	WEB NETWORKSOLUTIONS	(31.98)

Next Save Cancel

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

1030000173 - Expense Report 1030000173 - In Progress

SEARCH RESULTS

Expand All | Collapse All

	Detail	Posting Date	Transaction Date	Description	Transaction Amount	Ta
1	[Bar Chart] [Pencil] [Arrow]	06/05/2015	06/04/2015	AMAZON.COM	106.68	
2	[Bar Chart] [Pencil] [Arrow]	06/05/2015	06/04/2015	AMAZON MKTPLACE PMTS	211.99	
3	[Bar Chart] [Pencil] [Arrow]	06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	274.75	
4	[Bar Chart] [Pencil] [Arrow]	06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	166.35	
5	[Bar Chart] [Pencil] [Arrow]	06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	57.69	
6	[Bar Chart] [Pencil] [Arrow]	06/22/2015	06/21/2015	AMAZON.COM	40.00	
7	[Bar Chart] [Pencil] [Arrow]	07/01/2015	06/30/2015	WEB NETWORKSOLUTIONS	(37.99)	
8	[Bar Chart] [Pencil] [Arrow]	07/01/2015	06/30/2015	WEB NETWORKSOLUTIONS	(31.98)	

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.)

The screenshot shows a transaction detail form with the following data:

Detail	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
1	06/05/2015	06/04/2015	AMAZON.COM	106.68		

EXPENSE TYPE INFORMATION
Expense Type: [Dropdown menu]

ACCOUNTING CODES INFORMATION
Expense Description: [Text field]
Department: [Text field]
GL Code: [Text field]

[Edit Accounting Codes](#)

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.

The screenshot shows the same transaction detail form as above, but with the Accounting Codes Information section filled out:

Detail	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
1	06/05/2015	06/04/2015	AMAZON.COM	106.68		

EXPENSE TYPE INFORMATION
Expense Type: [Dropdown menu]

ACCOUNTING CODES INFORMATION
Expense Description: books for Health programs
Department: 1230191
GL Code: 65501

[Copy to All on Page](#)

Accounting Detail Information:

- Brief description of purchase
- Department account number
- General Ledger Code

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 before you click NEXT!** If you click Next first, you'll lose all your edits.

ACCOUNTING CODES INFORMATION

Expense Description

Department GL Code

8 07/01/2015 06/30/2015 (1.98)

EXPENSE TYPE INFORMATION

Expense Type

ACCOUNTING CODES INFORMATION

Expense Description

Department GL Code

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Expand All | Collapse All

Back ~~Next~~ Save Cancel

CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE

HEATHER DOMIN • XXXX-XXXX-XX01-3907 (Active) • ROBERTSON ADMIN BLDG #F-42 - 3000 NW 83RD ST • GAINESVILLE, FL 326066210

1030000173 - Expense Report 1030000173 - In Progress

SEARCH RESULTS

Expand All | Collapse All

Detail	Posting Date	Transaction	Max Amount	Additional Information
1	06/05/2015	06/04/2015		
2	06/05/2015	06/04/2015	12.00	
3	06/11/2015	06/10/2015		
4	06/11/2015	06/10/2015		
5	06/11/2015	06/10/2015		
6	06/22/2015	06/21/2015		
7	07/01/2015	06/30/2015	(17.99)	
8	07/01/2015	06/30/2015	(31.98)	

Page 1 of 1 Page Go

Expand All | Collapse All

Back ~~Next~~ Save Cancel

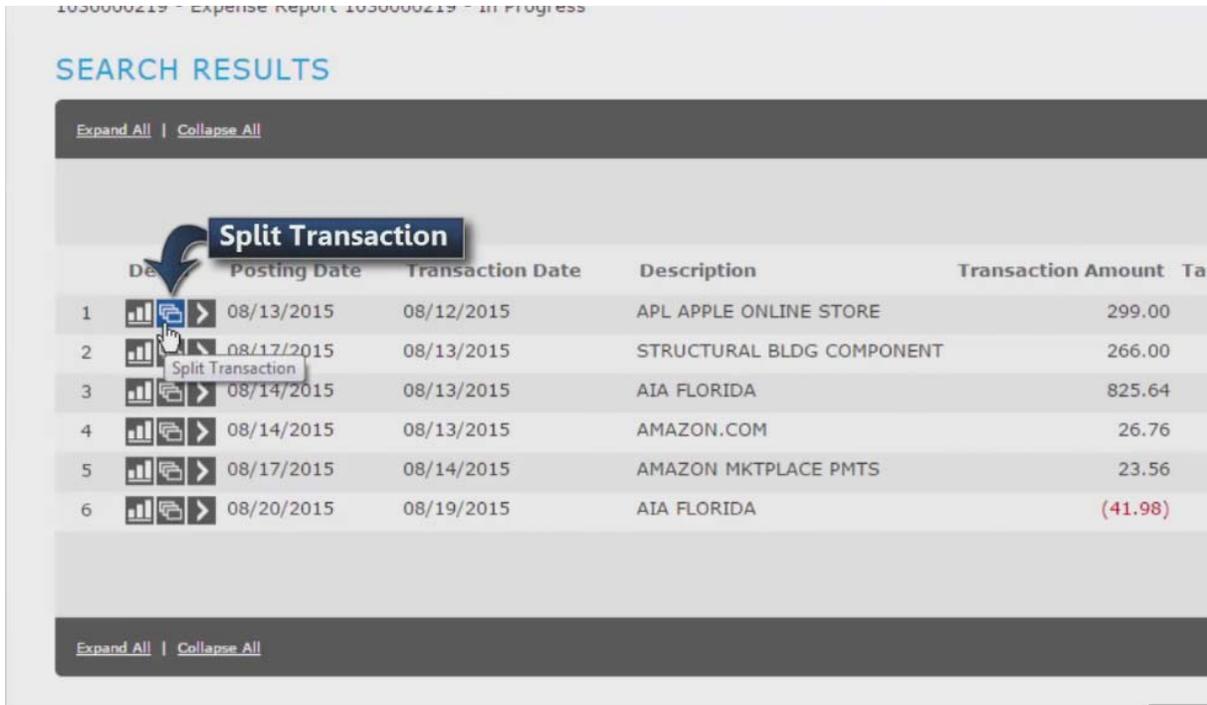
IMPORTANT: If you have more than one page of transactions, you must go to each page individually and repeat the editing process. Do this with the input field, not the Next button. This might be confusing, but it's how Spend Net is organized - you must click **SAVE** each time you finish a page of transactions,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

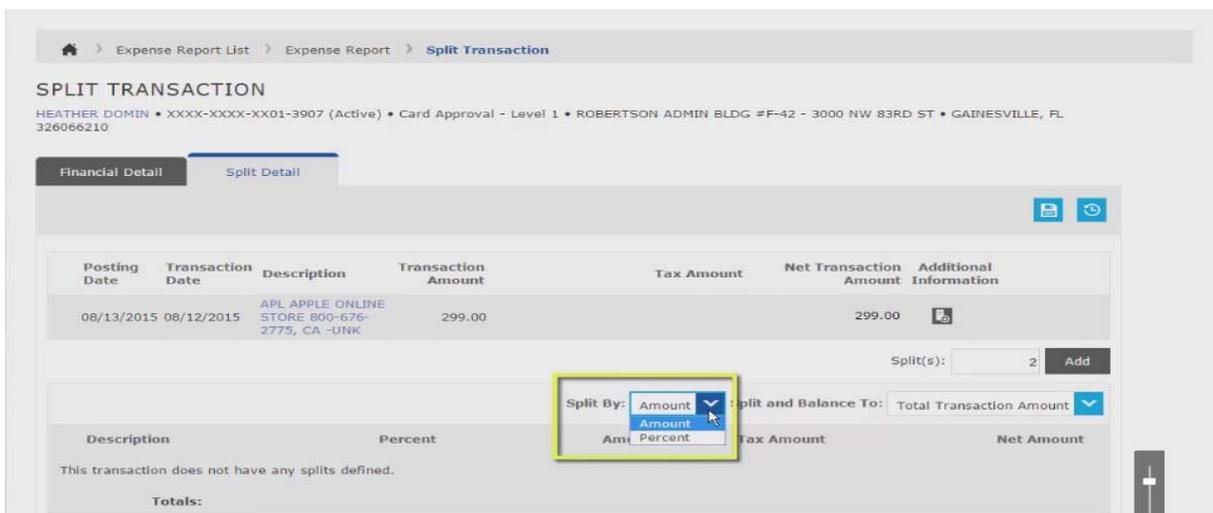
When you've finished editing all your transaction, then you're ready to click **Next** and finalize your report.

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**.

The screenshot shows the 'Split Transaction' page for a transaction on 08/12/2015 for 299.00. The transaction description is 'APL APPLE ONLINE STORE 800-676-2775, CA -UNK'. A yellow box highlights the 'Split(s):' input field which contains the number '2' and an 'Add' button.

Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
08/13/2015	08/12/2015	APL APPLE ONLINE STORE 800-676-2775, CA -UNK	299.00		299.00	

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

The screenshot shows the 'Split Transaction' page with the split details table. The table has columns for Description, Percent, Amount, Tax Amount, and Net Amount. Two rows are visible: 'Purchasing' and 'Accounting'. A blue arrow points to the 'Save' button with the text 'Always remember to click Save!'.

Description	Percent	Amount	Tax Amount	Net Amount
Purchasing	50.00	149.50	0.00	149.50
Accounting	50.00	149.50	0.00	149.50
Totals:	100.00	299.00	0.00	299.00

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**.

CREATE EXPENSE REPORT: **SPLIT AND COST ALLOCATE** ?

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1030000173 - Expense Report 1030000173 - In Progress

SEARCH RESULTS

Expand All | Collapse All

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Detail	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
1	06/05/2015	06/04/2015	AMAZON.COM	106.68		
2	06/05/2015	06/04/2015	AMAZON MKTPLACE PMTS	211.99	12.00	
3	06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	274.75		
4	06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	166.35		
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7	07/01/2015	06/30/2015	WEB NETWORKSOLUTIONS	(37.99)		
8	07/01/2015	06/30/2015	WEB NETWORKSOLUTIONS	(31.98)		

Expand All | Collapse All

Ready to submit your report? Click Next

Back **Next** Save Cancel

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

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1030000173 - Expense Report 1030000173 - In Progress

Report Summary

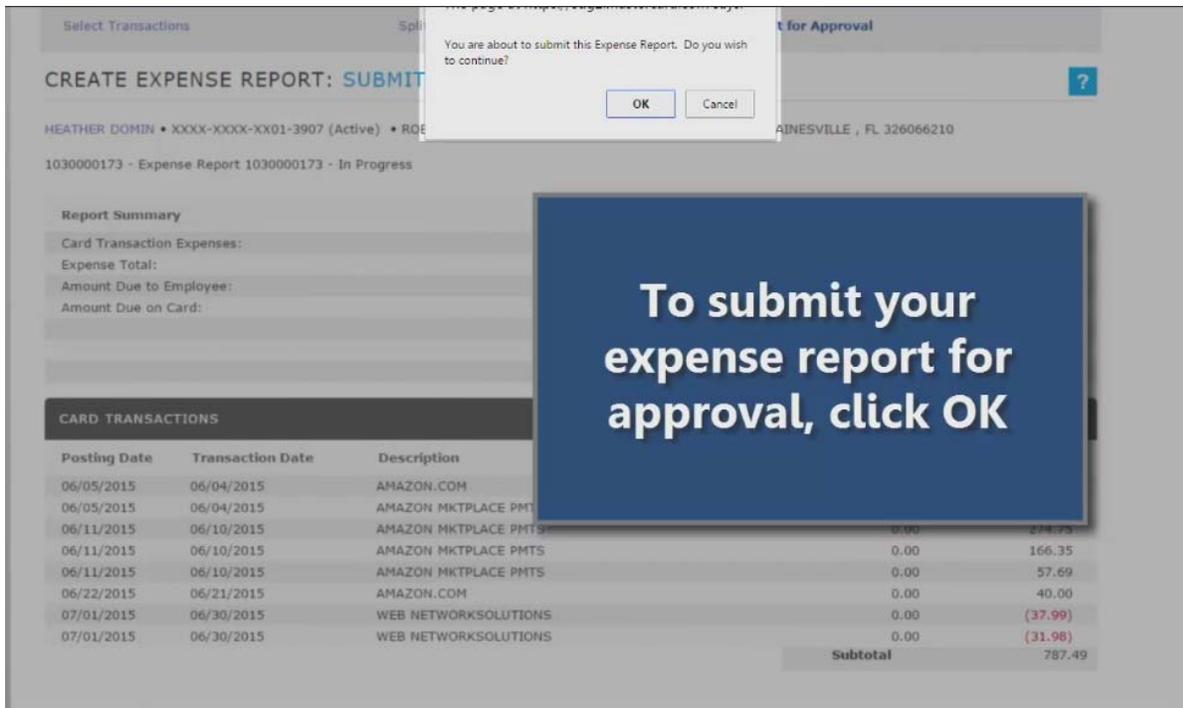
	Amount
Card Transaction Expenses:	787.49
Expense Total:	787.49
Amount Due to Employee:	0.00
Amount Due on Card:	787.49

CARD TRANSACTIONS

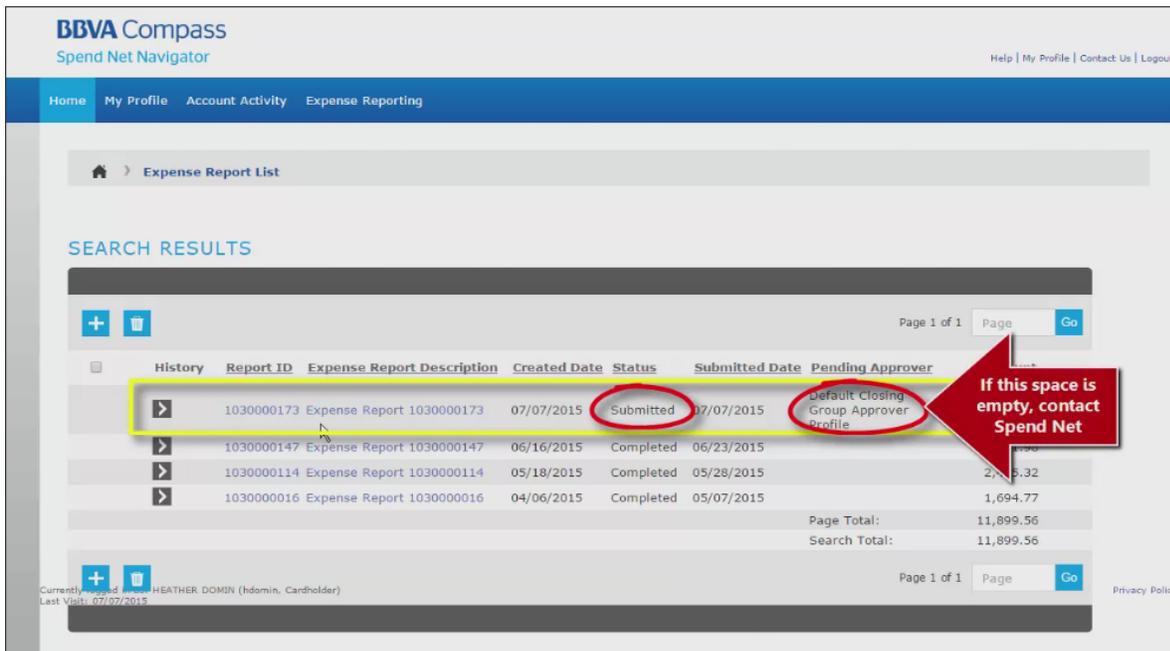
Posting Date	Transaction Date	Description	Tax Amount	Transaction Amount
06/05/2015	06/04/2015	AMAZON.COM	0.00	106.68
06/05/2015	06/04/2015	AMAZON MKTPLACE PMTS	12.00	211.99
06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	0.00	274.75
06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	0.00	166.35
06/11/2015	06/10/2015	AMAZON MKTPLACE PMTS	0.00	57.69
06/22/2015	06/21/2015	AMAZON.COM	0.00	40.00
07/01/2015	06/30/2015	WEB NETWORKSOLUTIONS	0.00	(37.99)
07/01/2015	06/30/2015	WEB NETWORKSOLUTIONS	0.00	(31.98)
Subtotal				787.49

Schedule **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.

Home My Profile Account Activity Expense Reporting

Expense Report List

SEARCH RESULTS

Look for a confirmation email

FROM	SUBJECT
Online Reporting	Expense Report Submitted for Approval

Expense Report ID	Expense Report Description	Expense Report Date	Status	Completion Date	Amount
1030000147	Expense Report 1030000147				
1030000114	Expense Report 1030000114	05/18/2015	Completed	05/28/2015	2,489.32
1030000016	Expense Report 1030000016	04/06/2015	Completed	05/07/2015	1,694.77
Page Total:					11,899.56
Search Total:					11,899.56

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Currently Logged In: HEATHER DOMIN (hdamin, Cardholder)
Last Visit: 07/07/2015

Privacy Policy

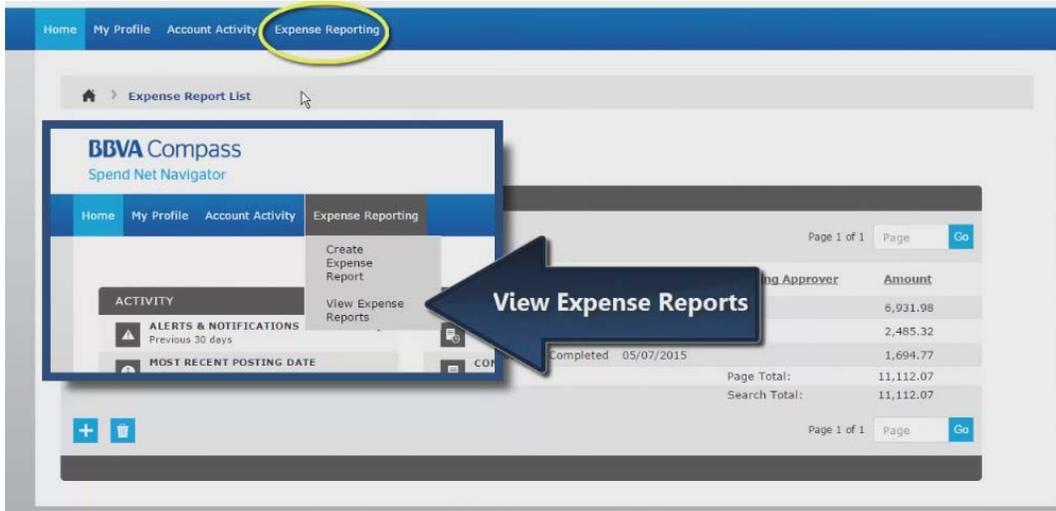
If Your Expense Report is Rejected:

If your expense report is rejected...

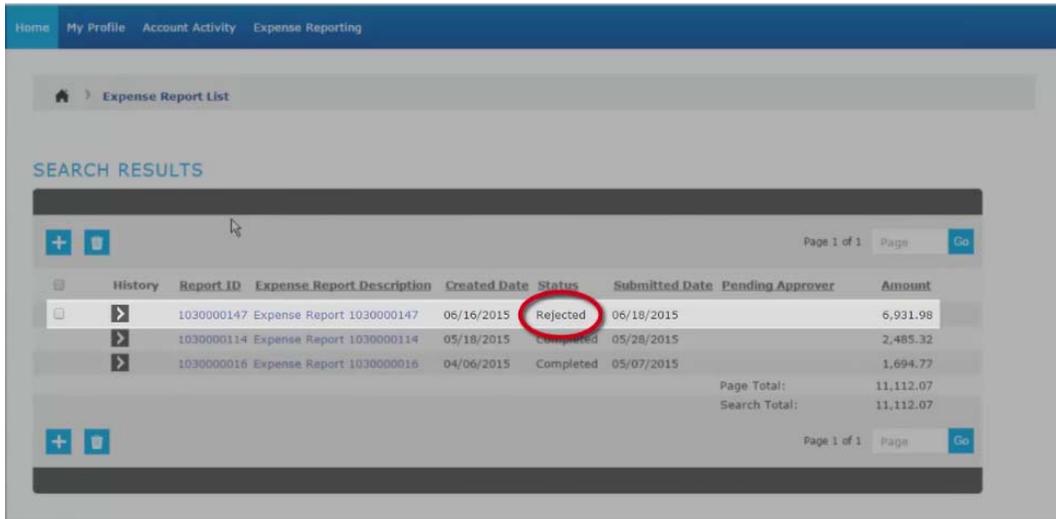
FROM	SUBJECT
Online Reporting	Expense Report Rejected

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 screenshot shows a web interface for 'Expense Report List'. At the top, there is a search bar and a 'SEARCH RESULTS' section. Below this is a table with columns: Report ID, Expense Report Description, Created Date, Status, Submitted Date, Pending Approver, and Amount. The first row is selected, and a 'History' popup is visible over it. The popup has columns: Date, Status, Modified By, and Comments. The history shows two entries: one rejected on 06/23/2015 by jessicabrown with a comment about a missing number, and one submitted on 06/18/2015 by hdomin. The main table also shows two other reports: one completed on 05/18/2015 and another completed on 04/06/2015. At the bottom right, there are summary statistics: Page Total: 11,112.07 and Search Total: 11,112.07. The user's name 'HEATHER DOMIN (hdomin, Cardholder)' is visible at the bottom left.

Report ID	Expense Report Description	Created Date	Status	Submitted Date	Pending Approver	Amount
1030000147	Expense Report 1030000147	06/16/2015	Rejected	06/18/2015		6,931.98
1030000114	Expense Report 1030000114	05/18/2015	Completed	05/28/2015		2,485.32
1030000016	Expense Report 1030000016	04/06/2015	Completed	05/07/2015		1,694.77

Date	Status	Modified By	Comments
06/23/2015	Rejected	jessicabrown	Please correct Amazon 5/25 purchase for \$30.26 department. There is a number missing.
06/18/2015	Submitted	hdomin	
06/16/2015	In Progress	hdomin	

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 then 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.**