

Submitting Credit Card Expense Reports in the Travel & Expense Center

The card holder and delegates for the cardholder will receive email notifications whenever new transactions are loaded into the system and ready to be applied to an expense report.

From: [Disbursements](#) on behalf of FN92PROD@ps-appserver149.syr.edu
To: [REDACTED]
Subject: New Credit Card Transactions
Date: Wednesday, March 16, 2022 12:29:15 PM

This is to inform you that you have new university credit card transactions to review and apply to an expense report.

To review transactions, sign into MySlice and click on the Travel and Expense Center.

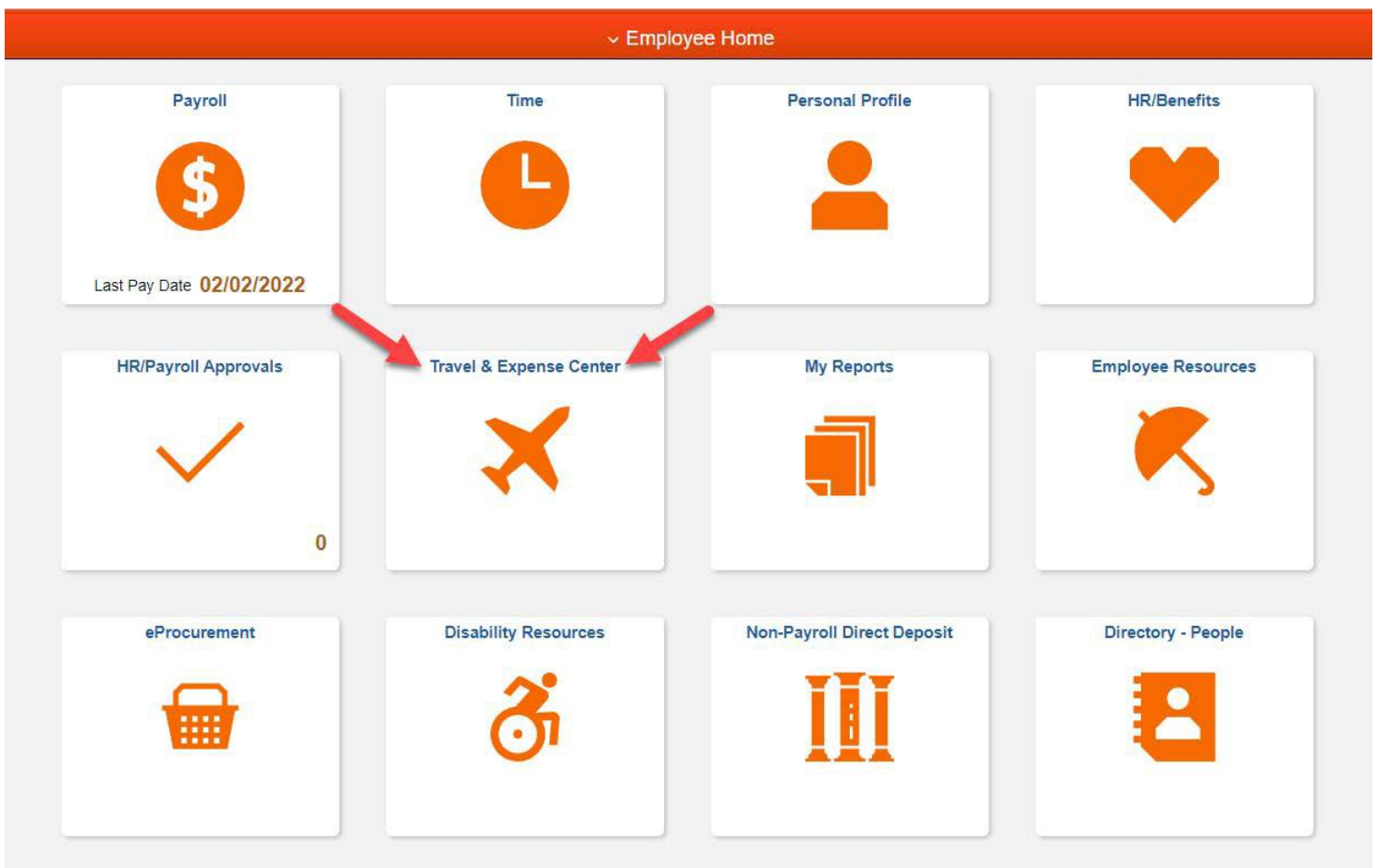
Employee ID = [REDACTED]

Employee Name = [REDACTED]

Number of transactions = 6

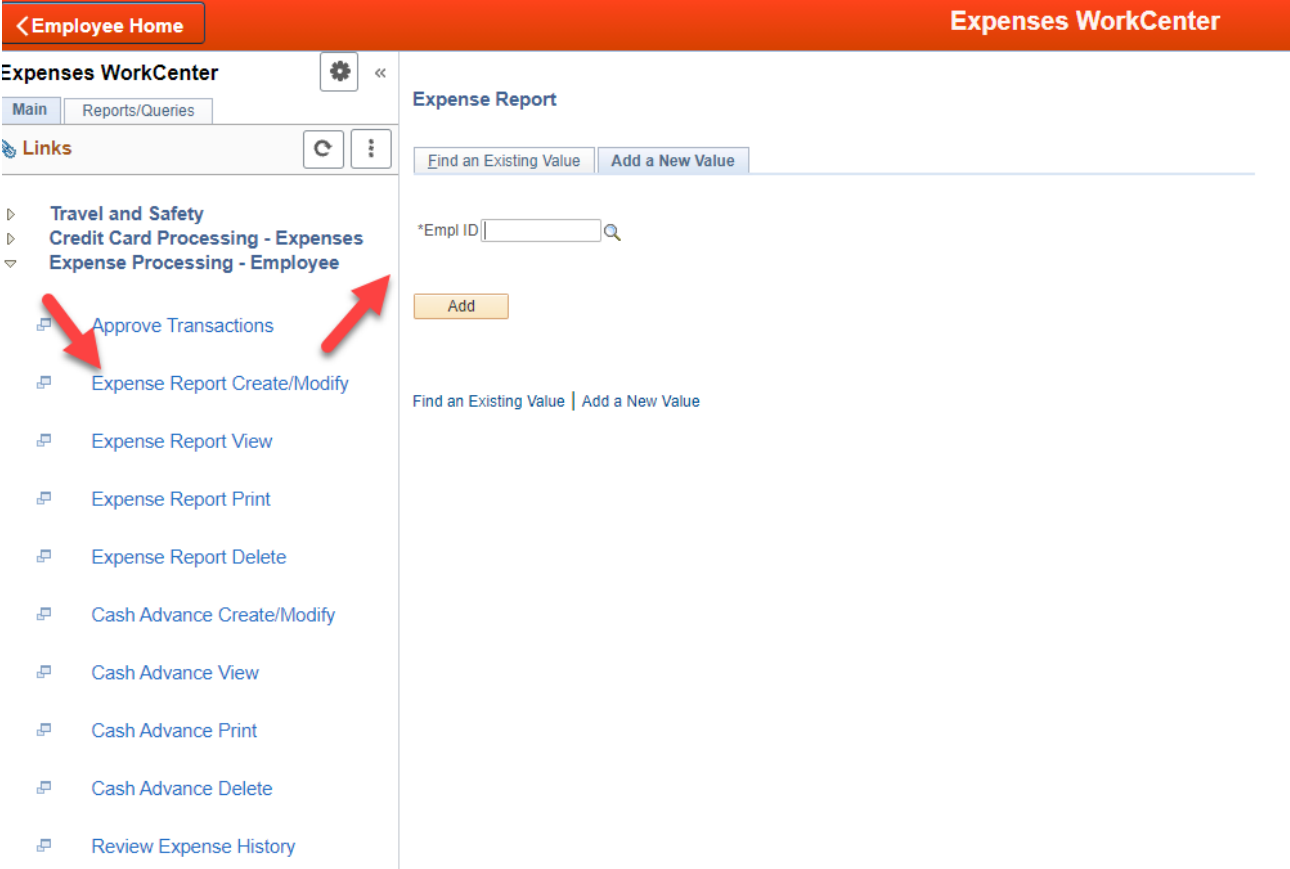
Total Amount = 78.59 USD

Sign into MYSLICE (<https://myslice.ps.syr.edu>) and click on the Travel & Expense Center tile:



Expense Report Entry:

The page to create or modify an expense report will appear after clicking the tile. If not, click the Expense Report Create/Modify link under the Expenses WorkCenter column:



Your SUID ID will be displayed; then click Add or enter in the ID of the card holder that is being reconciled.

Create Expense Report Overview:

Create Expense Report

Brian Pendergast ?

7 Save for Later 8 Summary and Submit

Quick Start

1 *Request Type

2 *Report Description

Reference

4 Default Location

5 Attachments

Expenses ?

Expand All | Collapse All Add:

*Date	*Expense Type	Business Purpose	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text" value="254 characters remaining"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

Expand All | Collapse All Total 0.00 USD

- 1) Select “Credit Card Reconciliation” from the drop-down field.
- 2) Enter the description for the credit card reconciliation in the expense report. Please enter “JPMC” along with the month that is being reconciled and the current year. (i.e., JPMC January 2022)
- 3) My Wallet is where all the credit card transactions will load in daily Monday through Friday. Click the “My Wallet” link to be able to add the desired transactions to the expense report.
- 4) The “Default Location” field will automatically fill in a location for all the expense types entered that require a location. If one of the transactions that is added from “My Wallet” was charged in a different place than what is entered in the default location, it can be manually updated at the line level.
- 5) Attach receipts and backup documentation using the “Attachments” link for the credit card transactions that have been added to the expense report. (See more information about attaching receipts on page 6.)
- 6) Once the transactions from “My Wallet” have been added to the expense report, they will automatically populate these fields and select expense types. The only fields that will need to be filled out are the “Business Purpose” and any specific information related to the expense type if not automatically populated in. (i.e., number of nights at a hotel or airplane ticket number)

Note: if a transaction is added that does not need to be expensed, then the user can click the minus button at the end of the expense line to put it back in “My Wallet”.
- 7) The created reconciliation can be saved before submitting for approval when clicking this link. To access the report again, go to “Expense Report Create/Modify”, click on the “Find an Existing Value” tab, and click the search button.
- 8) Click the “Summary and Submit” link once the report is ready for approval. This will take you to submission page.

Adding Credit Card Transactions from My Wallet:

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Select	Logo	Date	Expense Type	Merchant	Amount	Currency	Non-Reimbursable
<input type="checkbox"/>		01/15/2022	Fuel	EXXONMOBIL 47483490	36.66	USD	<input type="checkbox"/>
<input type="checkbox"/>		01/15/2022	Car Rental	ENTERPRISE RENT-A-CAR	261.83	USD	<input type="checkbox"/>
<input type="checkbox"/>		01/15/2022	Tolls	ERAC TOLL 4YBLDX	29.00	USD	<input type="checkbox"/>
<input type="checkbox"/>		01/15/2022	Meals	ATL CHICK-FIL-A	16.38	USD	<input type="checkbox"/>
<input type="checkbox"/>		01/15/2022	Booking Fees	AGENT FEE	50.00	USD	<input type="checkbox"/>
<input type="checkbox"/>		01/15/2022	Air Travel	DELTA	909.47	USD	<input type="checkbox"/>
<input type="checkbox"/>		01/15/2022	Parking	227 COURTLAND PARKING - T	20.00	USD	<input type="checkbox"/>
<input type="checkbox"/>		01/15/2022	Hotel/Lodging	HILTON	801.69	USD	<input type="checkbox"/>

Click the "Select All" button to add all transactions or can select certain transactions if you do not want to submit everything at once. When the proper entries have been selected, click the "Done" button.

Expenses ?

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

Total 2,125.03 USD

*Date: 01/15/2022 | *Expense Type: Fuel | Business Purpose: | *Payment Type: Credit Card | *Amount: 36.66 | *Currency: USD

*Merchant: Standard Other | EXXONMOBIL 47483490

Accounting Details ?

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit
36.66	SYRUN	36.66	USD	1.00000000	11	31006	00001	560706		


*Date: 01/15/2022 | *Expense Type: Car Rental | Business Purpose: | *Payment Type: Credit Card | *Amount: 261.83 | *Currency: USD



*Location: ATLANTA, GA | *Merchant: Standard Other | ENTERPRISE RENT-A-CAR

Accounting Details ?

- 1) Notice all of the "My Wallet" transactions were selected, so a (0) appears indicating there are no more transactions left in the wallet.
- 2) Fill out the "Business Purpose" field. There is an icon next to the field that will expand the box for easier filling and viewing.
- 3) Some expense types may need to be changed. In the example above, the credit card was used at an Exxon Mobil, but the purchase may not have been fuel. Please adjust the expense type if needed.
- 4) The DEPT field defaults from the user's home department; and the ACCOUNT field defaults based upon the expense type that is selected. Users have the option to update the chart fields as necessary, including adding additional chart strings. The combination must be valid in GL.

Business Purpose Quick Entry Guide:

Expenses ? 

[Expand All](#) | [Collapse All](#) | Add: |  My Wallet (0) |  Quick-Fill

*Date: 01/15/2022 | *Expense Type: Fuel | Business Purpose: (254 characters remaining) | Receipt Split | Default | Non-F | No Re

*Merchant: Standard Other
EXXONMOBIL 47483490



▼ Accounting Details ?

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program
36.66	SYRUN	36.66	USD	1.00000000	11	31006	00001


Click on the “Collapse All” link.

Expenses ?

[Expand All](#) | [Collapse All](#) | Add: |  My Wallet (0) |  Quick-Fill



Total: 2,125.03 USD

*Date: 01/15/2022 | *Expense Type: Fuel | Business Purpose: (254 characters remaining) | *Payment Type: Credit Card | *Amount: 36.66 | *Currency: USD



This will hide the details and chart strings of each expense line to make it easier to fill in the “Business Purpose” field when expensing multiple transactions.

Expenses ?

[Expand All](#) | [Collapse All](#) | Add: |  My Wallet (0) |  Quick-Fill

*Date	*Expense Type	Business Purpose	*Payment Type
01/15/2022	Fuel	*Professional Development - Annual 199 characters remaining	Credit Card
01/15/2022	Car Rental	*Professional Development - Annual 199 characters remaining	Credit Card
01/15/2022	Tolls	*Professional Development - Annual 199 characters remaining	Credit Card
01/15/2022	Meals	*Professional Development - Annual 199 characters remaining	Credit Card

Attaching Receipts:

Click on Attachments hyper link. This will pull up the Expense Report Attachments page.

MySlice
Syracuse University

Welcome to: FN92RT

Favorites | Main Menu | Employee Self-Service | Travel and Expenses | Expense Reports | Create/Modify

Create Expense Report

Brian Pendergast

*Request Type: Credit Card Reconciliation

*Report Description: JPMC January 2022

Reference: [Search]

Default Location: [Search]

[Attachments](#)

Expenses

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

OK | Cancel

Click the Add Attachment button, this will pull up a File Attachment sub panel. Browse your files (1) to find the receipt file you wish to attach, then click Upload (2).

Expense Report Attachments

Report ID: NEXT

File Name	Description	User	Name	Date/Time Stamp
View [Dropdown]				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK | Cancel

File Attachment

Browse... (1)

Upload (2) | Cancel

After the receipt has been uploaded, you will see the uploaded file name (1) and you can provide a description (2).

Click on OK button (3) after all receipts and/or documentation has been attached.

Expense Report Attachments

Report ID: NEXT

File Name	Description	User	Name	Date/Time Stamp
January_CC_Receipts.pdf (1)	JPMC January 2022 (2)			

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK (3) | Cancel

Note: Please try to order the receipts in the same order the transactions have been added from "My Wallet". This will make it easier on all subsequent approvers reviewing the information.

Expense Report Approval Workflow:

All Expense Reports will flow through an automated workflow approval process. This approval will send email notifications to the approvers. The approvers will have to sign into MySlice and review the expense report and determine if they want to approve, deny or send back for revision.

After an expense report has been submitted, the initial approval lifecycle will be displayed.

Brian Pendergast Actions Choose an Action

Business Purpose Credit Card Reconciliation Report 0088001999 Submitted for Approval
 Description JPMC January 2022 Created 02/18/2022 Matthew O'Keefe
 Reference Last Updated 02/18/2022 Matthew O'Keefe
 Post State Not Applied

Totals View Printable Version View Analytics Notes Attachments (1)

Employee Expenses (8 Lines)	2,125.03 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	2,125.03 USD	Supplier Credits	0.00 USD

Amount Due to Employee **0.00 USD** Amount Due to Supplier **0.00 USD**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report Withdraw Expense Report Submitted On 02/18/2022 Submitted By Matthew O'Keefe

Approval History

The approval history is shown as a horizontal timeline with five steps: Submitted (Brian Pendergast), Expense Manager (Shaun Wade), HR Supervisor (Candy Brooks), Prepay Auditor (Pooled), and Payment.

Action	Role	Name	Date/Time
Submitted	Employee	Matthew O'Keefe	02/18/2022 6:21:47PM

Return to Search Notify

As the expense report moves through the workflow steps and is approved, there will be updates under the Approval History.

Viewing Expense History:

In the Expenses WorkCenter, click the Expense Report View link:

The screenshot displays the Expenses WorkCenter interface. At the top, there is a navigation bar with a back arrow and 'Employee Home' on the left, and 'Expenses WorkCenter' on the right. Below this, the 'Expenses WorkCenter' header includes a settings gear icon and a left arrow. The main navigation area on the left contains tabs for 'Main' and 'Reports/Queries', a 'Links' section with a refresh icon and a menu icon, and a list of links. The 'Expense Report View' link is highlighted in grey, with a red arrow pointing to it. The right-hand side of the page is titled 'Expense Report' and contains a search form. The form includes a 'Find an Existing Value' button, a 'Search Criteria' section with expandable options, and several search fields: 'Report ID' (begins with), 'Report Description' (begins with), 'Name' (begins with), 'Empl ID' (begins with with a search icon), 'Report Status' (operator and value dropdowns), and 'Creation Date' (operator and date picker). A 'Case Sensitive' checkbox is also present. At the bottom of the form are 'Search' and 'Clear' buttons, along with 'Basic Search' and 'Save Search Criteria' options.

The user can click the search button to see a list of past and current reports or use the search fields to narrow down the results.