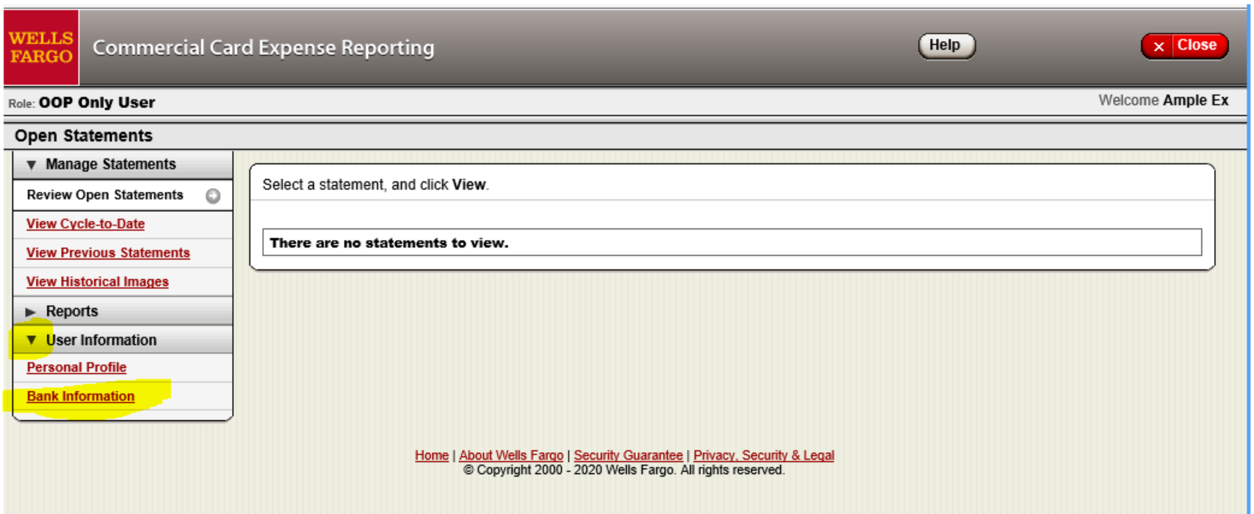
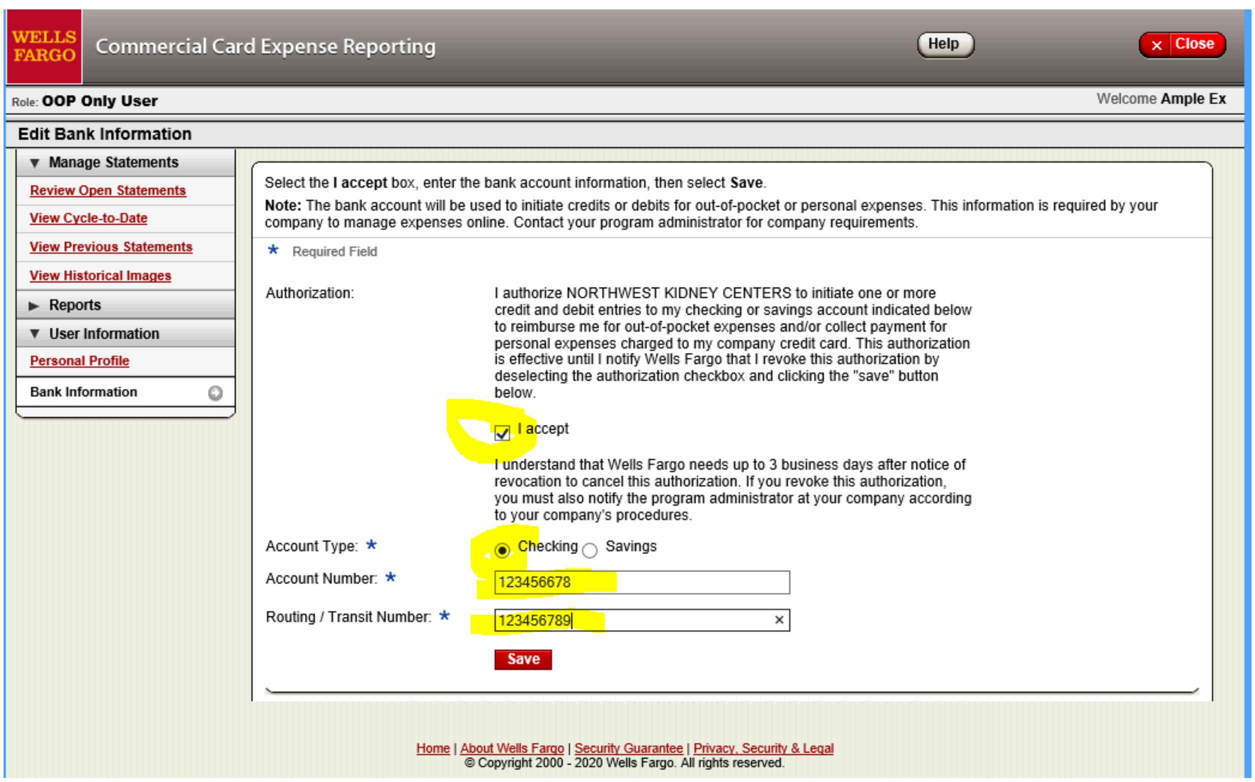
**Credit Card and Out of Pocket Expenses**

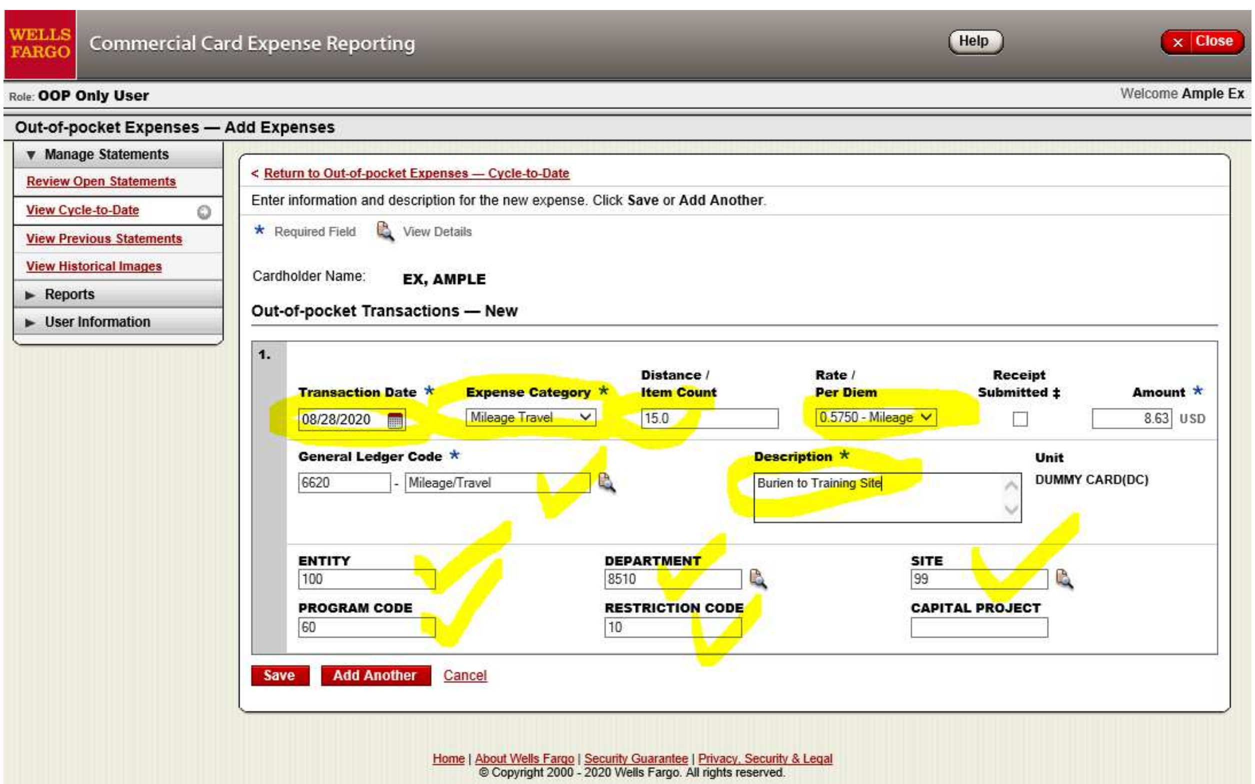
You are now an the normal "Main Menu": The first time here, you need to set up your banking information:



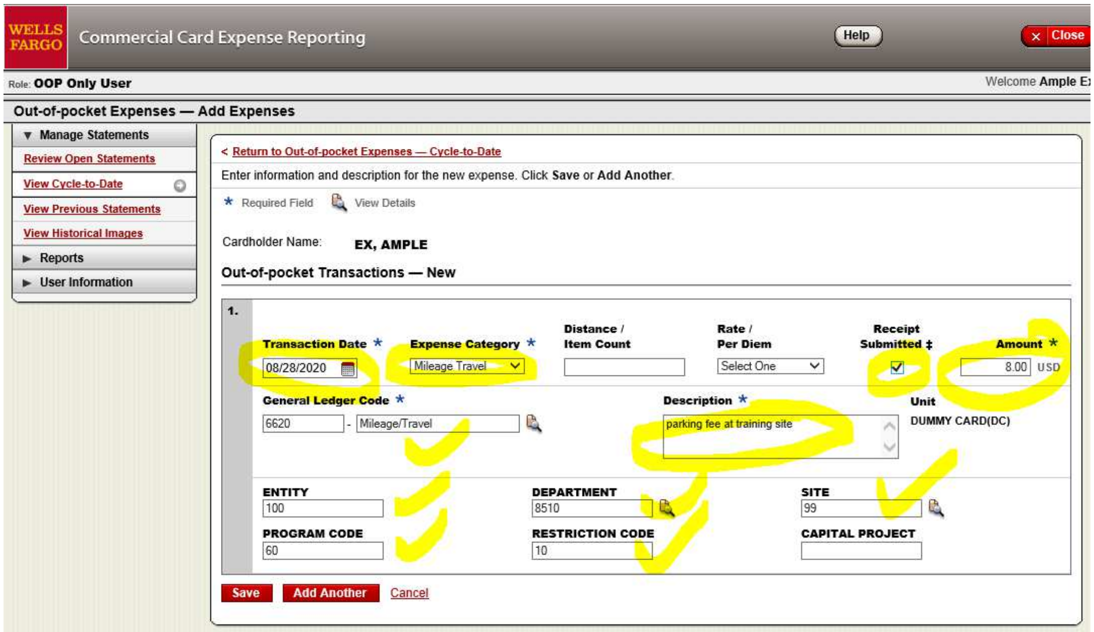



You are now ready to enter charges for the week. To do so, select "Cycle to To Date". This is where you enter new items and see all your other items that are being accumulated for this weekly expense cycle. To enter an item, sect the Green Button:

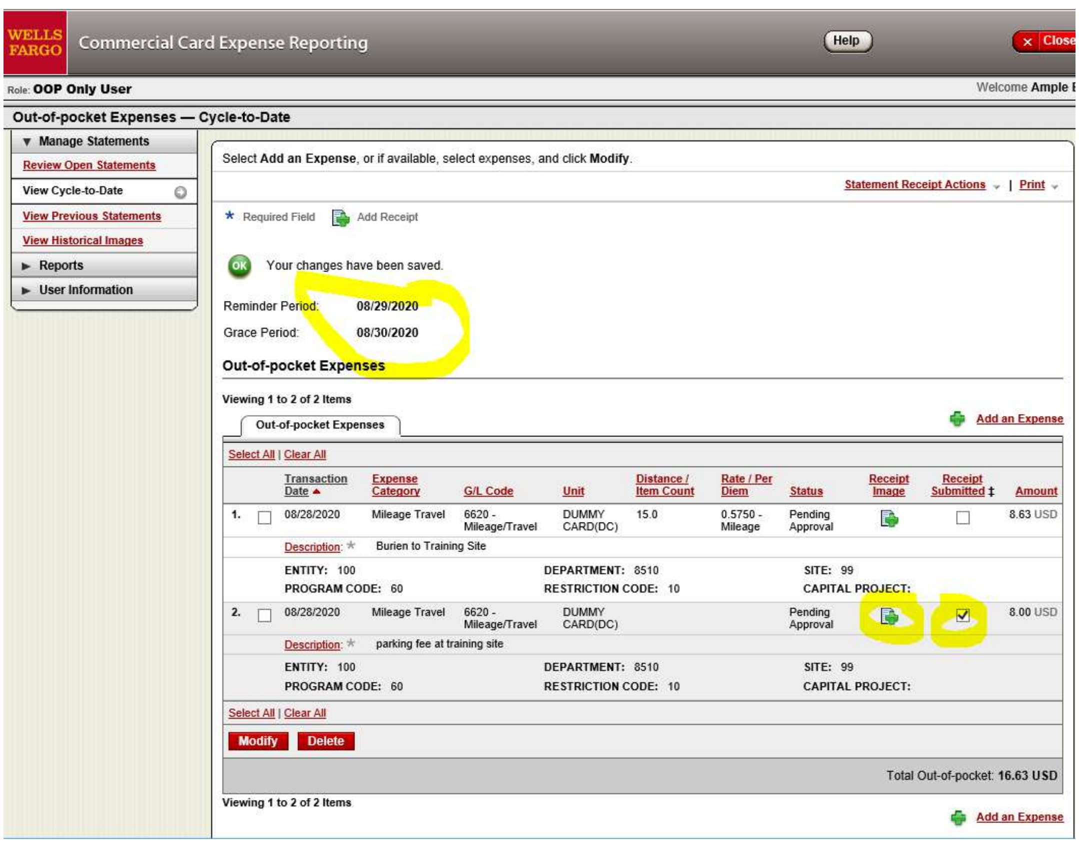

To enter an item, select the expense category, and compete the entry. Example 1 is mileage reporting, which uses the standard rate (maintained in the background), and coding is pre-determined based on your defaults. Only change them if you need to charge to another department. Enter the circled items, and check the checked items:



The second example is for something that needs a parking receipt or toll, other such travel item:




For these type of items, you will need to load your receipts and attach as well. To attach the receipts, select save from here and you will see the receipt attachment on the next screen.

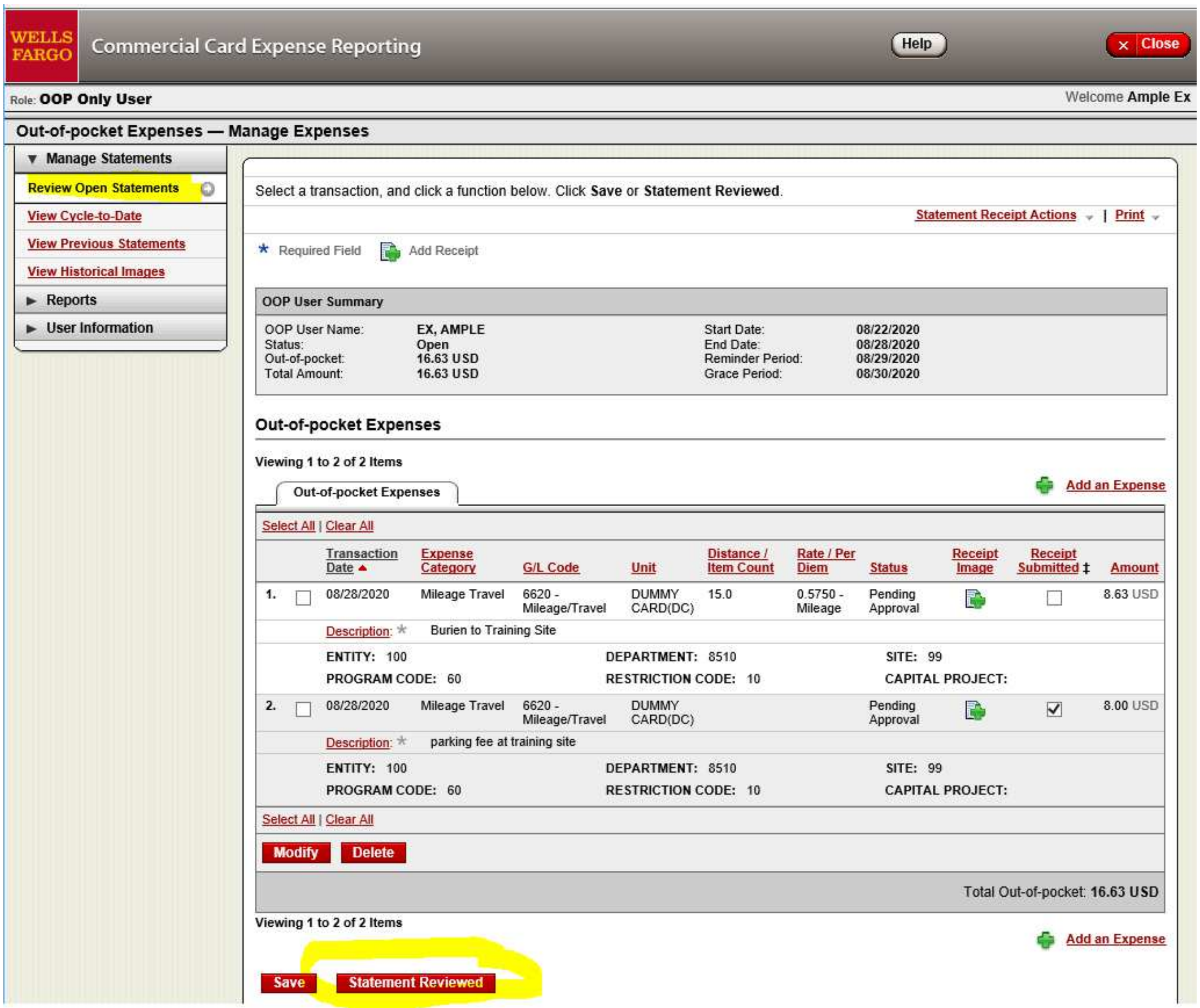



Note that that screen is your main Cycle to date screen and lists your individual expenses.

You can also select other expense categories as needed. They work the same way.

Next, at the end of your weekly cycle, you will need to SUBMIT your expense report to your supervisor for approval. In this example the cycle ends on 8/28, and the REMINDER period Grace period (8/29 and 8/30) are listed. These are the days you need to submit your expense report to your Supervisor.

To do that, you need to be in that Period. The system will automatically move everything from the Cycle to date section to the Review Open Statements section. In this example, I have waited a day and the system now looks like this on the 29th, noting that your entries to the cycle to date are now in the Open Statements section. You can still modify and add items to that old cycle during this time, and when ready, select the “Statement Reviewed” button at the bottom to submit to your supervisor.




Other notes – In this example the new cycle date Is also open, for the next cycle. You can always submit older items, but the cycle is what dictates the payment process. Your manager will have 3 days to review, and then the ACH payment will generate and will take 2-3 business days to hit your account.