Expenses: Creating an Expense Report by Spreadsheet Upload

Overview

- Employees should submit expense reports anytime expenses are incurred, and reimbursement is required.
- Expense reports can be created manually or via a spreadsheet upload – this document covers the Spreadsheet Upload method. *Refer to Creating an Expense Report job aid for the manual method.*
- This job aid provides guidance for employees creating an expense report using the Spreadsheet Upload method for **reimbursement** of purchases made with **PERSONAL** funds.
    - *Refer to P-Card Reconciliation and Expense Report Creation & Submission or Travel Card Reconciliation and Expense Report Creation & Submission job aids for instructions on processing these types of expenses.*
- Expense items are added to an expense report as individual transactions to create the report; receipts may be required per company policy and should be attached to the report where needed. **Examples of Complete documentation are below**:
    - A valid Itemized Invoice or Receipt contains:
        - Supplier name, date, description of goods/services purchased, unit cost and total cost
    - Proof of Payment may be in the form of:
        - Payment receipt, cancelled check, redacted bank statement, redacted credit card statement, etc.
    - Airfare documentation should contain:
        - Itinerary showing class of ticket purchased, as the University does not allow for First Class tickets.
        - Proof of Payment must include a receipt showing method of purchase to ensure we are not reimbursing for Airline Miles.
    - If you are missing a receipt, please visit the Procurement website – Resources tab – Forms – Travel Related Forms – Lost or Destroyed Original Receipt Statement and follow instructions to process. *(https://www.baylor.edu/procurement/index.php?id=972525*
- *Refer to job aid: **Using Expense Types** for specific instructions on adding Airfare, Car Rental, Per Diem, Business Meals and Lodging expenses.*
- Expense reports can be saved before submitting, and managed or withdrawn after submitting.
- All expense reports will be sent for approval to your departments approver and audited by the expense auditor before reimbursement is processed.

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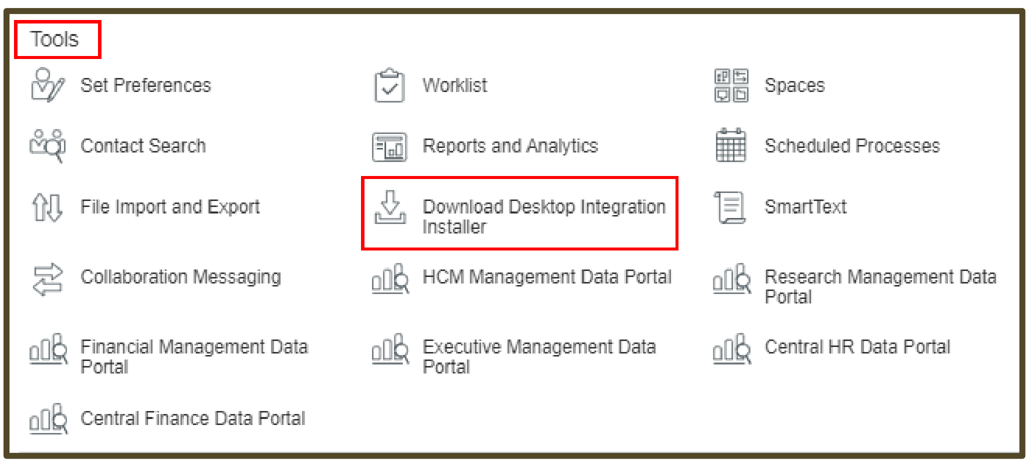
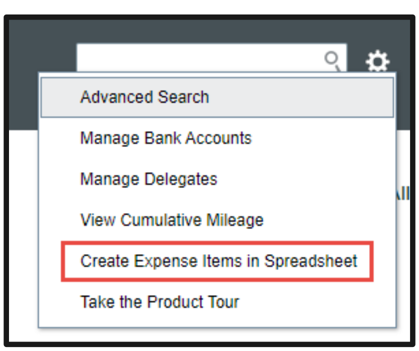
1. Create Expense Report – Via Spreadsheet Upload

Note: Before using spreadsheet, Excel plugin must be installed. To install:

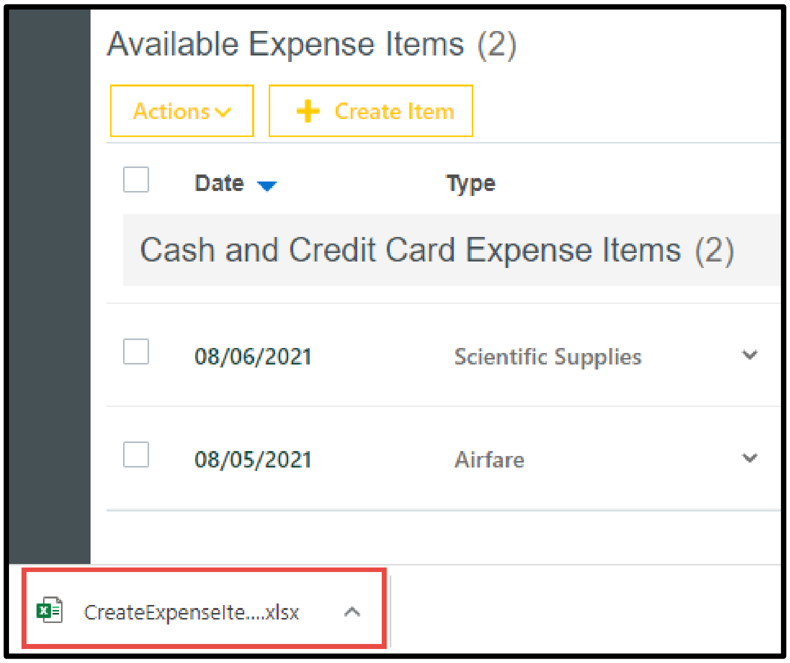
a. Open the upper left menu on the home screen
b. Scroll to "**Tools**" and click the arrow to expand the section
c. Select "**Download Desktop Integration Installer**"
d. Install program from .exe file
e. After install, restart Excel by closing all open spreadsheets



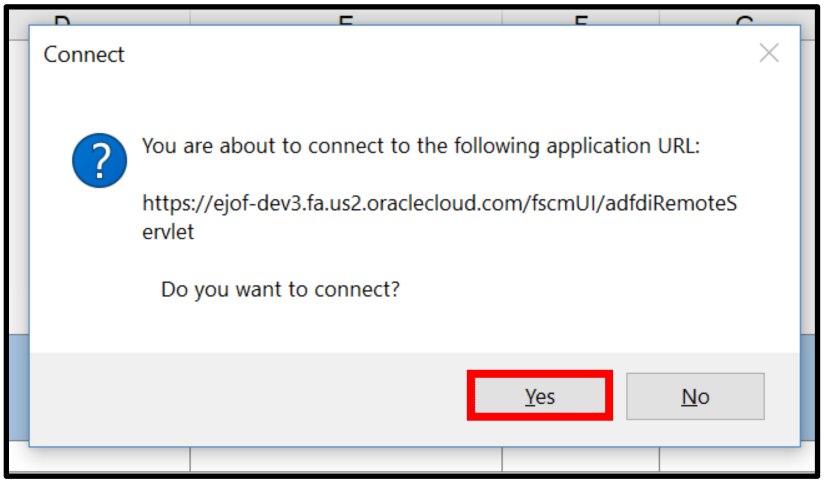
1. Upon entering the **Expenses Tile**, click the **gear icon** to the far right of the window. Then click, **Create Expense Items in a Spreadsheet**.



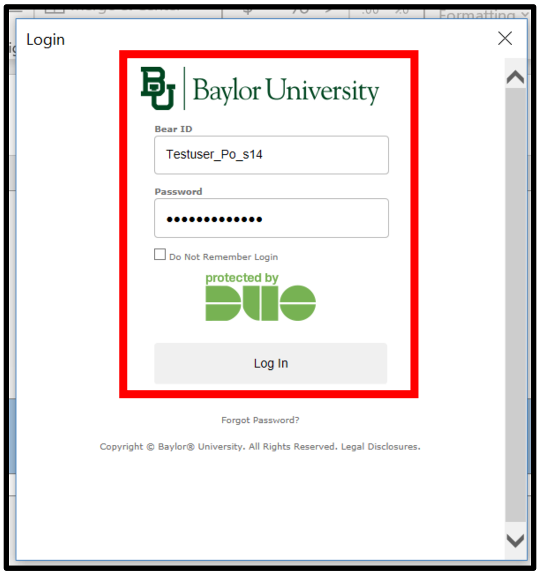
2. An Excel document will download. Navigate to the file and open it.
    a. When excel opens click **Enable Editing.**



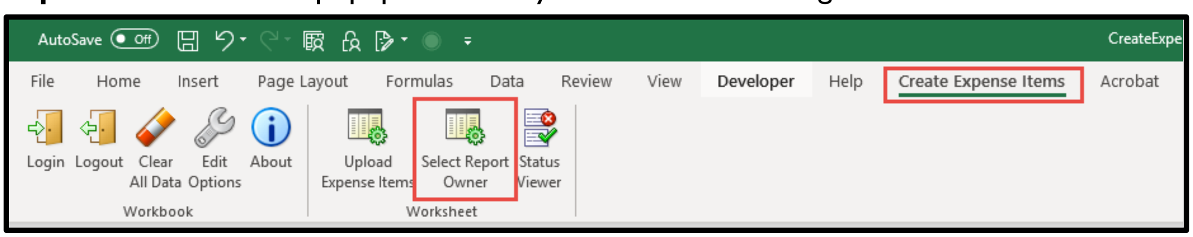
3. When Excel opens, Click **Yes** on the Pop-Up Message



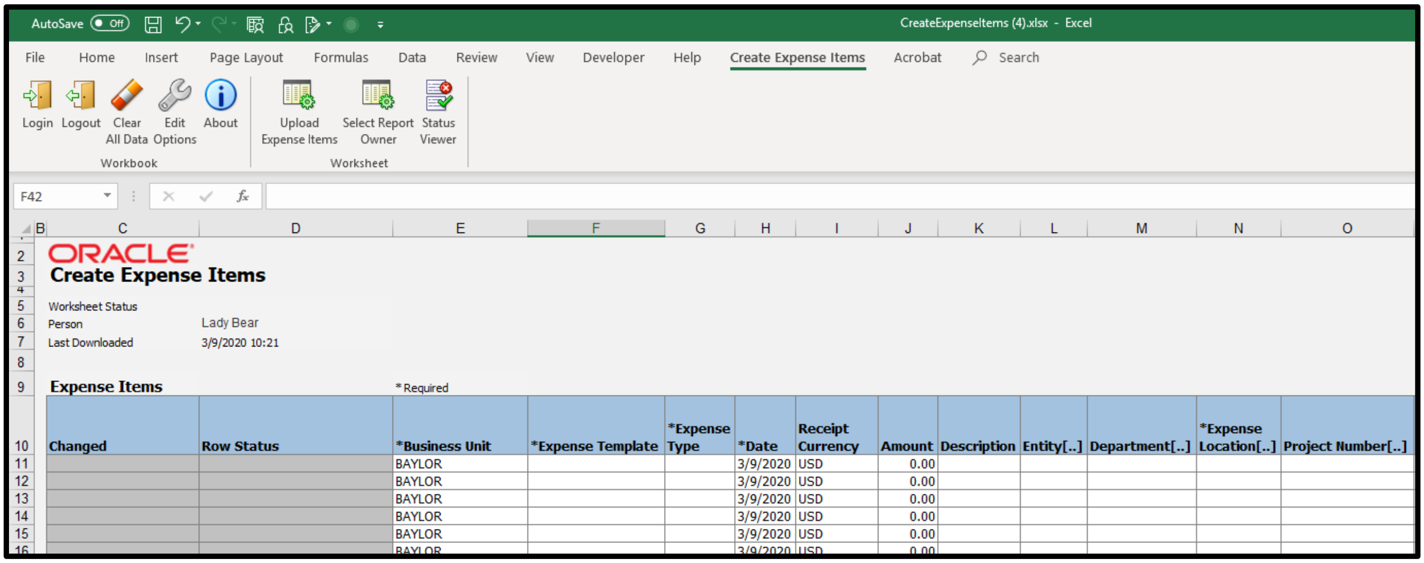
4. Enter your **Sign-in Credentials** and click **Log In.**



5. If entering the report on behalf of an individual who has delegated their expense creation to you, first select the delegate, by clicking **Select Report Owner** from the **Create Expense Items** tab. A popup will allow you to select the delegate.



6. In this next step you will enter all your **Expense Data** into the spreadsheet. Enter each **Expense Item** on its own line, filling in the following fields (*= required field) starting with column F.



a. ***Expense Template:** Select from dropdown.

b. ***Expense Type**: Select from dropdown.

c. ***Date:** Enter date of expense

d. ***Amount:** Enter amount of expense.

e. ***Description:** Enter business purpose for the expense.

f. **Entity:** Leave blank unless changing from the default expense account based on the employee's home department – which will appear after the expense is uploaded. If updating, double click in the cell to open the search.

g. **Department:** Leave blank unless changing from the default expense account based on the employee's home department – which will appear after the expense is uploaded. If updating, double click in the cell to open the search

h. ***Expense Location:** Double click on cell to launch search window

i. **Project Number, Task Number, Contract Number, Funding Source:** Enter only if charged to a project (faculty fund, sponsored programs, capital projects)

j. **Receipt Missing:** Do not use.

k. **Tax Classification Code:** Do not use.

l. ***Merchant Name:** Enter the Merchant's name.

m. **Taxpayer ID:** Do not use.

n. **Receipt Number:** Do not use.

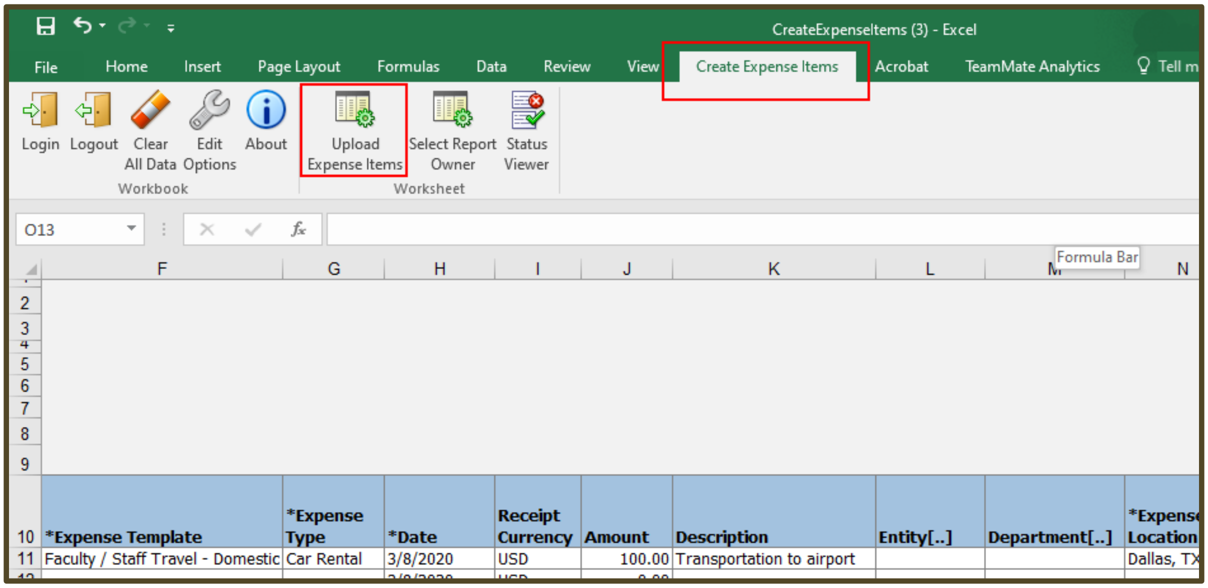
o. **Merchant Reference:** Do not use.

p. **Tax Registration Number:** Do not use.

q. ***Additional Information:** Double click to verify no additional information is required.

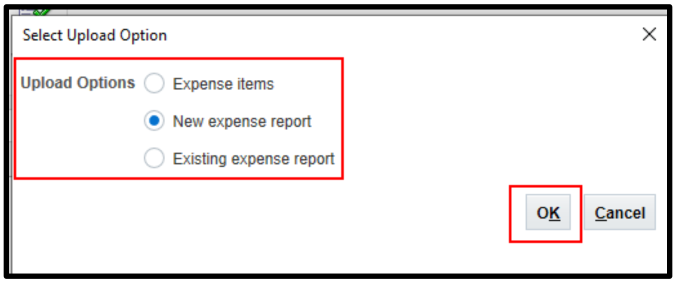
Note: The template can be saved and reused. However, care should be taken not to upload duplicate expenses if reusing.

7. Now you will upload your **Expense Items** through the spreadsheet. On the **Create Expense Items** tab at the top of the Excel File, click **Upload Expense Items.**



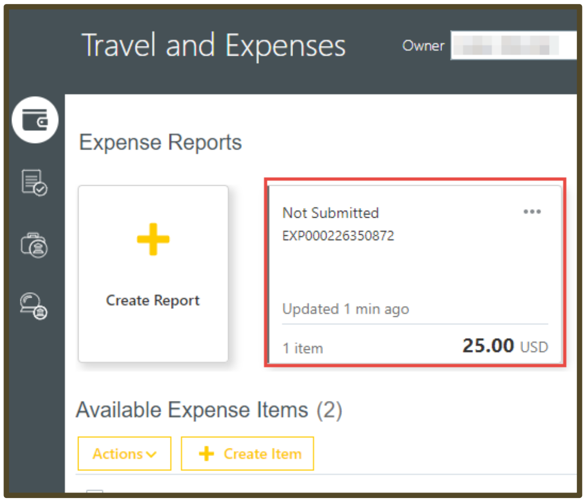
8. Items can be uploaded either as:
    a. An individual **Expense Item**
    b. A **New Expense Report**
    c. An **Existing Expense Report**

9. Select an upload option and click **Ok.**

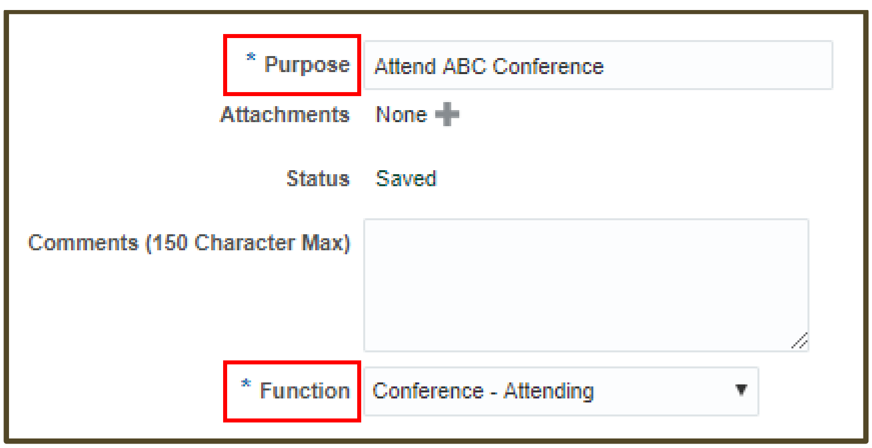


10. Navigate to the **Expenses** tile in Ignite**.**
    a. If you uploaded as single Expense Items, the expense items will appear as **Available Expense Items**, which can then be added to a report. Adding multiple expense items to a report is highly encouraged.
    b. If you uploaded as a new or existing report, the expense items will appear as a **Not Submitted** expense report, which can then be reviewed, edited, and submitted.

11. In this example we've uploaded the items to a new report. Click on the report to open and review.



12. Populate Expense report fields**.** (*denotes required field.)



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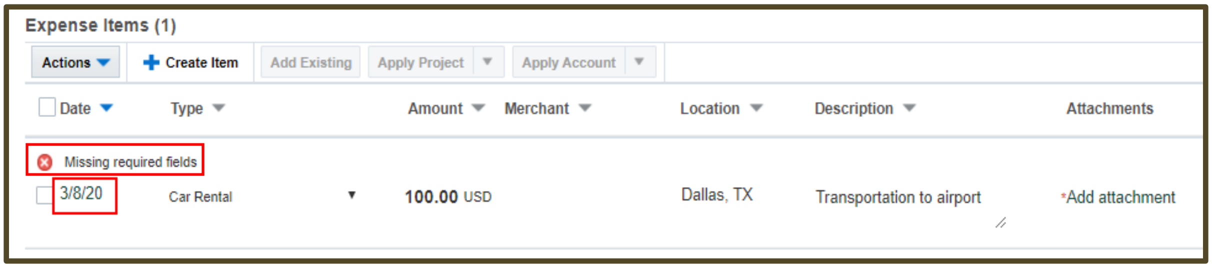
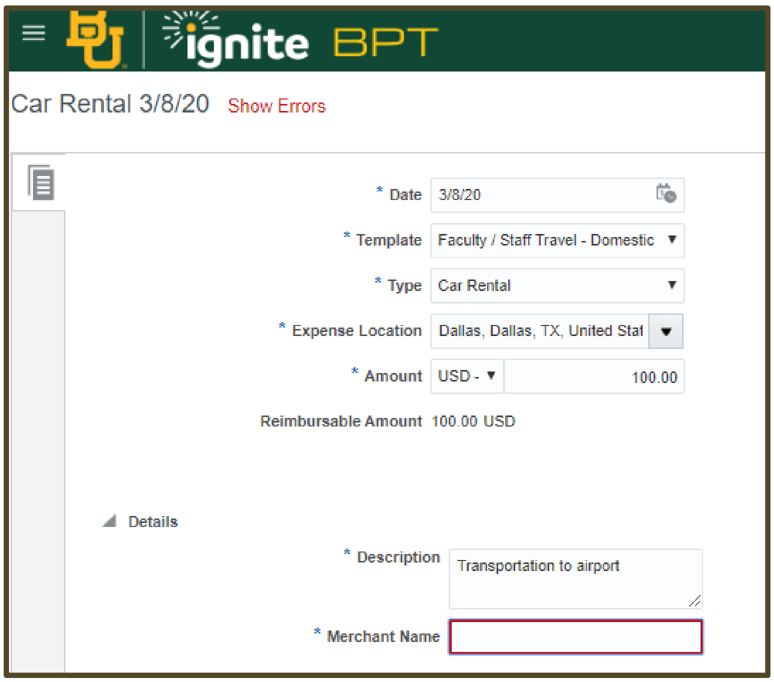
13. Edit any **Expense Item** that has fields missing by clicking the date to open the expense item for edits.



14. Add the any missing items. Click **Show Errors** to highlight the error(s).

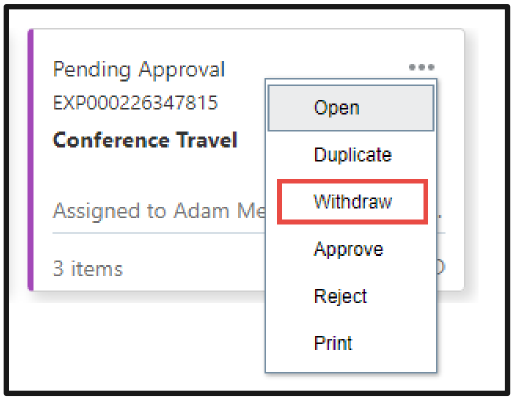


15. Once errors are corrected, the expense item can be saved by clicking **Close**.

16. Once all errors have been corrected, the **Expense Report** can be submitted for approval.

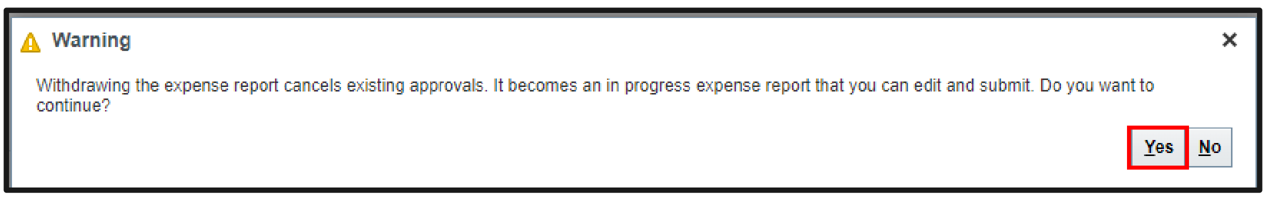
5. Manage/Withdraw Expense Report

1. Expense reports that have not been approved can be withdrawn. From the Expense homepage, click the **…** next to a submitted report.

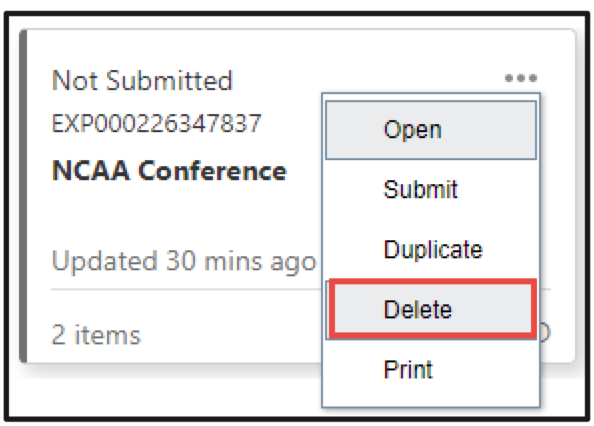


2. Click **Withdraw** to edit the expense report and resubmit when ready.

3. Click **Yes** on the Confirmation Message.



4. If a report needs to be deleted, the **Delete** function can be selected.



Note: This will delete the report, but the expense items contained within the report will be moved back to the Available Expense Items.