



Credit Card Procedure

Effective June 1, 2020, the Finlandia University Accounting Office will be launching a new procedure for University credit card use. This new procedure will involve statement reconciliation, monthly expense reporting and coding, and purchasing pre-approval processes. This procedure will capture images of receipts, attach them to a monthly expense report, and store them electronically to be shared with the Accounting office.

Purpose

This new procedure will provide cardholders the ability to attach receipts to transactions through the phone app or website, create monthly expense reports generated through the American Express website, and share reports through a Finlandia University control email. This more efficient procedure allows cardholders the ability to attach receipts when received and store them electronically to validate expense reports. Cardholders can download the app on a mobile device by searching "American Express Business" in the Appstore. The login username and password will be the same for both the app and the website, so only one account will be linked to each card. Expense reports will then be prepared as a monthly summary report generated through the American Express website and will be electronically stored. The summarized report will then be exported as a PDF document to be sent to the correct supervisor for the cardholder's department. After supervisor approval, the PDF document must be emailed to the Finlandia University control email account for internal reporting.

Internal Control

Cardholders will be responsible for attaching all receipts to transactions, using the American Express monthly expense report generator, and then sending the PDF report to the appropriate approval supervisor. Monthly expense reports must be turned in by the first weekend of the following month. Failure to comply with the new procedure could result in reduced cardholder privileges. With the accessibility of the mobile app to store receipts electronically, this will provide better validation for all transactions. The expense report generated by American Express is an easy to read but detailed summary for card activity. This new procedure will provide a universal platform to report accurate and actual expenses for financial purposes.

***CREDIT CARD USAGE SHOULD BE ONLY FOR APPROVED, UNIVERSITY
RELATED TRAVEL AND ENTERTAINMENT.**

****RECURRING CHARGES CAN BE SET UP ONLY AFTER FIRST COMPLETING A
PRE-APPROVAL FORM**

Procedure Flow, Resources, and Reference

Procedure Flow Chart

Email pre-approval form to the cardholder's supervisor



Purchasing receipt to be attached to transactions



Monthly Expense Report, submitted to the head of the appropriate department



Approved Monthly Expense Report submitted to amexreporting@finlandia.edu.

Resources

Supplemental resources for this new procedure can include; American Express Business mobile app, www.americanexpress.com, cardholders credit card log in information for American Express, internet access, expense account reference, Finlandia email, and contact information for the business office.

References

Website Login: www.americanexpress.com

App: American Express Business

Account Expense Code: 1 – “Department Code” – “Expense Code” – “Detailed Expense Code”

Example for Exp. Code: 1 – 5730 – 5280 – 000

Control Email: amexreporting@finlandia.edu

Contact Information

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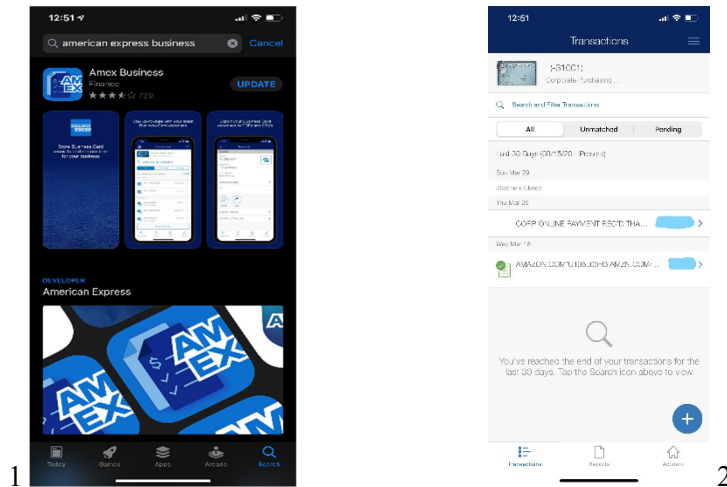
Website Monthly Expense Report Process

1. Log in to your www.americanexpress.com account.
2. On the top panel, click on the Statements and Activity tab.
3. On the left side panel under Business Tools, you can slide manage receipts or click on the Expense Reports link to fill out a monthly expense report.
4. A new page will open and click on the Create a Report blue box to start monthly summary.
 - a. **This report must be completed and submitted the first week after the reported month.**
5. Make sure cardholders Full Name is correct, as well as the Company Name (Finlandia University).
6. Under Additional Details (Optional), click on the More Optional Details link to expand details.
7. Type your “Cost Center” into the field, which will be your 4-digit department ID number.
8. Type your “Job Title” into the field, which will be your departmental position.
9. Type your “Department Name”, which will be your department name.
10. Type your “Authorizer Name”, which will be you/your supervisors name.
11. Click on Next to move onto Adding Card Transactions.
12. You will then see a list of transactions on your card that you will edit/update.
 - a. You will also see a green check mark on the receipt icon if you have an attached receipt.
 - b. If you see a blue plus on the receipt icon, you MUST attach a receipt, which can be done by using the mobile app or by attaching document. *(see app receipt attachment process)*
13. Edit/Update transactions by clicking on the Transaction ID name for credit card purchases.
14. By scrolling down you’ll see where you can view receipt, identify expense type, and add notes.
15. Expand the Expense Type drop down and select appropriate category identifying this transaction.
16. In the notes section type the full expense code. *(1 - “Dept #” - 5280 - “Detailed Expense”)
17. NOTE: If your department requires itemizing your transaction click the Itemize (Optional) tab below.
 - a. You can add an item, enter description (name of product/services) and the amount.
 - b. You will need to do at least 2 itemizations to add up the to the total amount.
 - i. REMAINING TOTAL SHOULD = \$0.00
18. Make sure to click save for both Receipts and Expense Details and Itemize (Optional) tabs.
19. Lastly, click go back arrow on top bar to continue with more transactions, repeating Steps 13-18.
20. After completing selected transactions, select Add to Report then click the blue next link at the top panel of the page.
21. You will then be brought to Add Other Transactions, click the blue skip button to proceed to Review Report.
22. Review Report Details, if you need to edit click Edit Report Details link.
23. Review Card Transactions, which should have the date, a green check mark receipt icon, the transaction ID, expense type selected, and the amount. To edit click add or remove card transactions.
24. When Review Report is done click the blue Export PDF button towards the bottom panel.
25. You will send this PDF to your appropriate department supervisor for approval.
26. This PDF will need to be submitted after approval to amexreporting@finlandia.edu

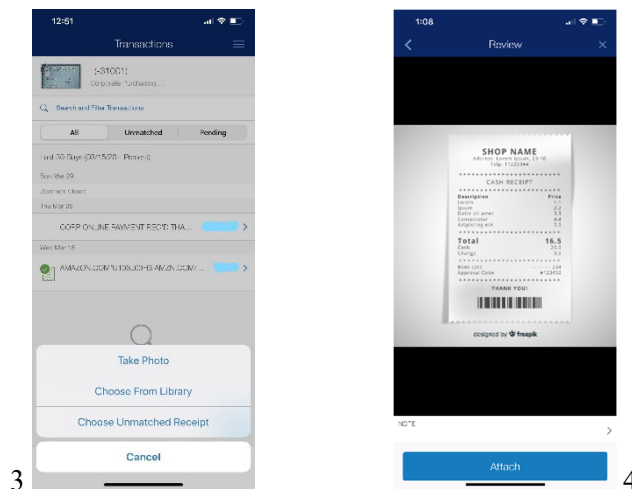
Mobile App Receipt Attachment Process

Hint: If receiving a paper receipt use the mobile app receipt attachment process. If receiving an electronic receipt, attach the document using the website when filling out monthly expense report.

1. On mobile device search in the Appstore for American Express Business and download the App.
2. Open the app and use American Express login and a home dashboard will appear. Here you will be able to take a picture of the receipt from purchase by pressing the blue \pm in the bottom right corner.



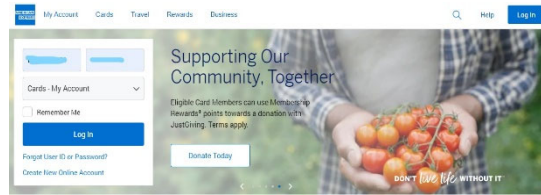
3. Also cardholders can attach the receipt to a transaction by pressing the transaction and choosing either three options, Take Photo, Choose from Library, or Choose an Unmatched Receipt.
4. Once the correct receipt is selected you can add a note by typing in a short detail and press the blue attach receipt.



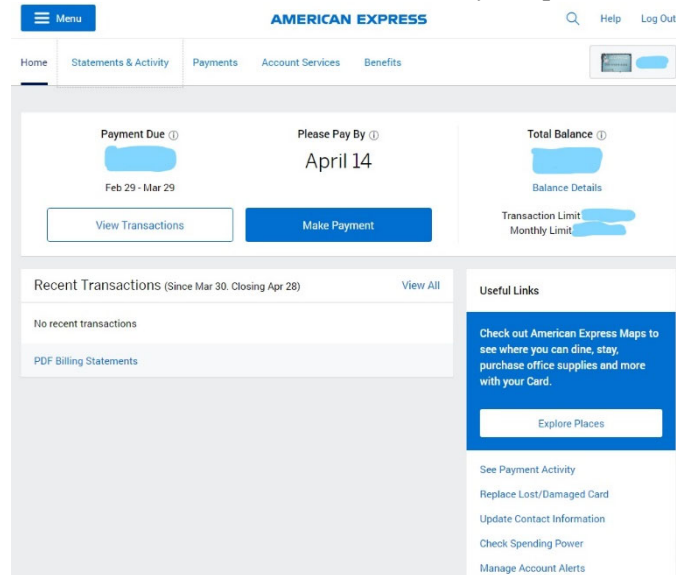
***EVERY TRANSACTION MUST HAVE AN ATTACHED RECEIPT.**

Website Report Process Diagram

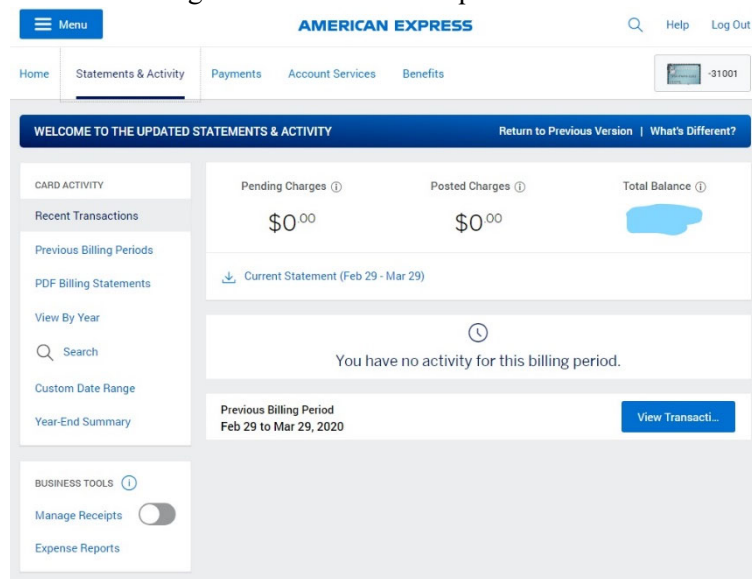
1. Login to www.americanexpress.com and the first page to pop up will be the account dashboard.



2. In the account dashboard click on Statements & Activity to open the statement homepage



3. In the statement home page click on Expense Report to open the monthly summary report generator and fill in required tabs.



4. Make sure Full name and company name match the account and type “month year” for report name.

The screenshot shows the American Express 'Create a Report' form. At the top, there is a navigation bar with 'Menu', 'AMERICAN EXPRESS', and links for 'Home', 'Statements & Activity', 'Payments', 'Account Services', and 'Benefits'. A search icon, 'Help', and 'Log Out' are also present. Below the navigation bar, a progress bar indicates four steps: '1. Enter Report Details' (active), '2. Add Card Transactions', '3. Add Other Transactions', and '4. Review Report'. The main form area is titled 'Start by entering your report details.' and contains the following fields: 'FULL NAME' (Purchasing), 'COMPANY NAME' (FINLANDIA UNIVERSITY), 'REPORT NAME' (13/50) with a placeholder '(Month)(Year)', and 'ADDITIONAL DETAILS (Optional)' with a placeholder 'E.g. Project Name, Client Name, etc.'. A link 'MORE OPTIONAL DETAILS' is at the bottom.

5. Click the more optional details to make sure all fields include text except the employee ID, then click next.

The screenshot shows the 'MORE OPTIONAL DETAILS' section of the American Express 'Create a Report' form. It contains the following fields: 'COST CENTER' (22/50) with a placeholder 'Department Code Number', 'EMPLOYEE ID' (empty), 'JOB TITLE' (19/50) with a placeholder 'Department Position', 'DEPARTMENT NAME' (15/50) with a placeholder 'Department Name', and 'AUTHORIZER NAME' (9/50) with a placeholder 'Your Name'. A blue 'Next' button is located at the bottom right.

6. Transactions that will appear with a green check for attached receipts or blue + to add receipts.

Menu

AMERICAN EXPRESS

Help Log Out

Home Statements & Activity Payments Account Services Benefits

-31001











Clear

Apply

01/29/2020 - 02/27/2020

☐ Select All

0 transactions selected (50 max)

| | | | | |
|--------------------------|--------|---|-----------------|---|
| <input type="checkbox"/> | Feb 27 |  AMZN MKTP US*WQ23P39 AMZN.COM/BILL WA | Expense Types ▾ |  |
| <input type="checkbox"/> | Feb 21 |  AMAZON.COM*O93564KX3 AMZN.COM/BILL WA | Expense Types ▾ |  |
| <input type="checkbox"/> | Feb 21 |  AMAZON.COM*QP1AZ2XB3 AMZN.COM/BILL WA | Expense Types ▾ |  |
| <input type="checkbox"/> | Feb 21 |  AMZN MKTP US*N811197 AMZN.COM/BILL WA | Expense Types ▾ |  |
| <input type="checkbox"/> | Feb 11 |  AMAZON.COM*PX6716EP3 AMZN.COM/BILL WA | Expense Types ▾ |  |

7. Click on the individual transaction open details and fill in fields with expense type from drop down tab and type the full account expense code into the comments.

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AMERICAN EXPRESS

Help Log Out

Home Statements & Activity Payments Account Services Benefits

-31001

Receipts and Expense Details

Receipt Attached


SHOP NAME
Address: Lorem Ipsum, 23 10
Tel: 112234567

CASH RECEIPT

| Description | Price |
|-----------------|-------|
| lorem | 1.1 |
| ipsum | 2.2 |
| Dolor sit amet | 3.3 |
| Consectetur | 4.4 |
| Adipiscing elit | 5.5 |
| Total | 16.5 |
| Cash | 20.0 |
| Change | 3.5 |

Bank card ----- 234
Approval Code #123456

THANK YOU!



Remove Receipt

Account for @ Example

EXPENSE TYPE

Office Supplies ▾

NOTES

1-5730-5210-000

Save

8. For transactions that need to be itemized, type both expense codes in the notes, and click the drop down itemize tab to split up the transaction amount with the account codes in the descriptions.

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AMERICAN EXPRESS

Help Log Out

Home Statements & Activity Payments Account Services Benefits

Receipt Attached

SHOP NAME
Address: Lorem ipsum, 28-10
Tel: 11223344

CASH RECEIPT

| Descriptions | Price |
|-----------------|-------|
| ipsum | 1.1 |
| ipsum | 2.2 |
| Dolor sit amet | 3.3 |
| Consectetur | 4.4 |
| Adipiscing elit | 5.5 |
| Total | 16.5 |
| Cash | 20.0 |
| Change | 3.5 |

Total

16.5

Cash

20.0

Change

3.5

Bank card

234

Approval Code

#123456

THANK YOU!

Remove Receipt

designed by

EXPENSE TYPE

Office Supplies

NOTES

31/200

1-5000-5210-000
1-5010-5210-000

Save

> Itemize (Optional)

Menu

AMERICAN EXPRESS

Help Log Out

Home Statements & Activity Payments Account Services Benefits

Save

> Itemize (Optional)

If you need to break up a transaction into individual items, you can do that here.
You must have at least two items before saving your transaction.

| DESCRIPTION | 15/50 | AMOUNT |
|-----------------|-------|--------|
| 1-5000-5210-000 | \$ | 179.78 |
| 1-5010-5210-000 | \$ | 0.00 |

+ Add Item

Remaining Amount

\$200.00

Save


9. Repeat steps 6-8 for all transactions to be included in the monthly expense report. Make sure to select those transactions by clicking the box to the left of the transactions and click next.

The screenshot shows the American Express 'Create a Report' interface. At the top, there's a navigation bar with 'Menu', 'AMERICAN EXPRESS', and links for 'Help' and 'Log Out'. Below this is a secondary navigation bar with 'Home', 'Statements & Activity', 'Payments', 'Account Services', and 'Benefits'. A user profile icon with the number '-31001' is in the top right. The main content area has a breadcrumb trail: 'Account Activity > Expense Reports > Create a Report'. A progress bar shows four steps: '1. Enter Report Details' (checked), '2. Add Card Transactions' (active), '3. Add Other Transactions', and '4. Review Report'. Below the progress bar, the text reads: 'Add your American Express Card Transactions. Select up to 50 transactions you want to export from the list below.' To the right, it says 'Last Saved: April 15 2020 at 12:30 PM'. At the bottom right are 'Back' and 'Next' buttons. Below these, it says '> 4 Selected Transactions' and a 'Hide Filter' link. A date range selector is present with 'DATE RANGE' (01/29/2020 - 02/28/2020), 'FROM' (01/29/2020), and 'TO' (02/28/2020) fields, each with a calendar icon. At the bottom right are 'Clear' and 'Apply' buttons.

10. For the add other transactions page you can click skip and it will bring up a review of the report. Review and make sure all information are correct and then click Export PDF.

The screenshot shows the American Express 'Create a Report' interface at the 'Review Report' step. The navigation bar and secondary navigation bar are the same as in the previous screenshot. The breadcrumb trail is 'Account Activity > Expense Reports > Create a Report'. The progress bar now shows all four steps completed: '1. Enter Report Details', '2. Add Card Transactions', '3. Add Other Transactions', and '4. Review Report' (active). Below the progress bar, the text reads: 'Review your report below.' To the right, it says 'Last Saved: April 15 2020 at 12:39 PM'. At the bottom right are 'Back' and 'Export PDF' buttons. Below these, there's a section titled 'Report Details' with a link to 'Edit Report Details'.

11. The final expense report should look like this sample below. Including a summary page, receipt page(s), and authorization page.



Correct Sample
PURCHASING
Corporate Purchasing Card
XXXX-XXXXXX-31001
FINLANDIA UNIVERSITY

| | |
|----------------------------------|-----------------|
| Total Card Expenses: | \$564.07 |
| Total Other Expenses: | \$0.00 |
| Total Requested Expenses: | \$564.07 |

*includes Total Card and Cash Expenses less any personal amounts added

Report Details:

| | |
|--|----------------------------|
| Cost Center - 5730 Employee ID - Job Title - Purchaser Department Name - Purchasing Authorizer Name - | Additional Details: |
|--|----------------------------|

Card Expenses:

| Date | Description | Expense Type | Comments | Itemize | Receipt Reference # | Amount |
|------------|--|-----------------|------------------------------------|------------------------------------|---------------------|------------|
| 02/07/2020 | AMZN MKTP US*XS1TJ6Q AMZN.COM/BILL WA | Office Supplies | 1-5730-5210-000 | | 1 | [REDACTED] |
| 02/06/2020 | AMZN MKTP US*5IORX9V AMZN.COM/BILL WA | Office Supplies | 1-5000-5210-000 | | 2 | [REDACTED] |
| 02/04/2020 | AMZN MKTP US*M99H2TV AMZN.COM/BILL WA | Office Supplies | 1-5000-5210-000 | | 3 | [REDACTED] |
| 02/03/2020 | AMZN MKTP US*4E0500A AMZN.COM/BILL WA | Office Supplies | 1-5530-5210-000 | | 4 | [REDACTED] |
| 02/03/2020 | AMZN MKTP US*GU2358S AMZN.COM/BILL WA | Office Supplies | 1-5000-5210-000 1-5010-5210-000 | 1-5000-5210-000 1-5010-5210-000 | 5 | [REDACTED] |



Correct Sample
PURCHASING
Corporate Purchasing Card
XXXX-XXXXXX-31001
FINLANDIA UNIVERSITY

Receipts:

1 - AMZN MKTP US*XS1TJ6Q AMZN.COM/BILL WA



2 - AMZN MKTP US*5IORX9V AMZN.COM/BILL WA





Correct Sample
PURCHASING
Corporate Purchasing Card
XXXX-XXXXXX-31001
FINLANDIA UNIVERSITY

Signatures:

Employee Signature _____ **Date** _____

Authorizer Signature and Approval Code _____ **Date** _____

This PDF form is to be sent for approval and electronically signed by the authorizer and cardholder and needs to be sent to amexreporting@finlandia.edu.