Instructions for Submitting Visa Expenses

This document refers to purchases you made using a CCETC credit card. The goal is for finance to get the documentation of all your purchases for one Visa billing cycle all together. *For purchases where you paid cash or use your personal credit card continue to submit receipts one at a time within 3 days of making the purchase.*

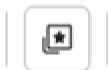
Here are the updated steps for submitting expenses purchased using a CCETC Visa.

1. Scan or photograph your receipts for Visa purchases.
    a. **Use this naming convention: yyyy.mm NetID Visa** for naming your files where mm is the month the Visa <u>closes</u> This means the names of all your files for one Visa billing cycle all start the same.
    b. For receipts, add the vendor's name $$$, for example: 2022.04 ska2 Visa Agway 32.59. Please pay any tax at the front desk that may be on any receipt as that will move along the process and eliminate any extra emails. If you have a *recurring charge* each month on your credit card, please forward this receipt monthly to your visa expense box.
    c. Use the same pattern for the statement and the Excel form, e.g. 2022.04 ska2 Visa Statement and 2022.04 ska2 Visa Form respectively.
    d. You may gather all the receipts and put them in one file if you prefer, e.g., 2022.04 ska2 Visa All Receipts.
    e. For receipts, save your file as a PDF, JPG, or JPEG as any other method will have to be resaved or the picture of your receipt for example is not a clear image.
2. Save them to YOUR Box folder. The folders are in Box using the file structure that mirrors the O Drive CCE Tompkins Shared Box Account\Administration & Operations\Finance\VISA - STAFF EXPENSES https://cornell.box.com/s/j0tnk5neeg7r4l47m5n9kjsh42oqd81s.
3. Fill out the form (an Excel file). Most people will use the first tab "VISA Expenses FORM." Refer to the second tab "VISA SAMPLE Expenses" to see what you need to do. *(Please do not use the old form).*
4. **Do not download your visa statement as it has your account number on it. This is a change from the last instructions.**
5. Check that you have receipts and entries on the form for every expense, and only those expenses that are part of that billing cycle, as shown on your Visa statement. *Note: if any charges on your statement are fraudulent, please contact finance and the credit card company immediately.*
6. Save all the receipts for this Visa billing cycle, and your completed Excel form, to YOUR Box folder.

<u>How to share your Visa Expenses box folder</u>

- Log into box
- Find your Visa Expenses folder – click on it to go into folder
- Click red Share box in upper right-hand corner
- In the invite people add whomever you want
- Click Send

How to easily access your box

- Log into box
-  Find your Visa Expenses folder – click on it to go into folder
- Click in the top right corner
- Choose Favorites
- This will add it to your favorites on the left hand side under My Collections.
- You can also create other folder under my collections to help organize if you want, for example making monthly folders to separate your documents

7. Please finish uploading by the due date—sooner is great. Exceed expectations!
    a. Due dates are 1 week after the billing cycle closes. See the Excel form for a tab containing the billing close and due dates.
    b. Please put a reminder on your calendar.

Why? If you accumulate all your receipts for Visa purchases for one billing cycle, check your Visa statement to make sure you have all your receipts, and submit them on one form, it will take the finance staff about ¼ of the time to process them and eliminate extra emails that it took with the old system. Wow! Thank you for helping reduce the workload (and frustration) of your finance colleagues.

Can I put my receipts in Box as I make purchases? You bet. We set it up using Box rather than email so you could do that.

Will this process change? Probably. We are working toward a system that works for both program staff and finance staff. I hope I'll get feedback that will make this process work even better! Email suggestions to CCE Tompkins Expense Reporting tompkins-expenses@cornell.edu.

What if I have a LOT of purchases? Refer to "VISA method B". This is more complicated and may be worth it if you made a lot of purchases. With method B, you export the information from your online Visa account to an Excel spreadsheet meaning you don't need to key in all your entries.

What if I don't have the link directly to my folder? Because of the way permissions are set up in Box, you will need to contact Tim Crowley tfc43@cornell.edu and ask him to resend you the link. Please save it where you can find it as needed.

What if I don't have an online CCETC Visa account? Please set one up through www.myaccountaccess.com. For instructions, go to O:\Administration & Operations\Finance Instructions & Forms for Staff\Visa-Staff Expenses.

When does a Visa billing cycle close? The Excel file with the form has a tab with all the Visa close dates and due dates. Plus, I included them toward the end of this document.

How does finance know when I am done uploading files to Box? You will get everything submitted to Box by the due date, 1 week after the Visa billing cycle closes. Once you upload to your box, an email notification is sent to a finance staff member.

Do I need to tell finance if I had no purchases in a billing cycle? Not if there is no activity. Finance staff get a master statement that is the bill. They will only look in Box folders for names listed on the bill. HOWEVER, if you received a reimbursement, say you returned an item, that is activity so you would fill out the Excel form, inputting a negative number to show it is a credit (see the SAMPLE tab in the Excel document). Include any documentation, such as an email, refund/return receipts as backup for the reimbursement.

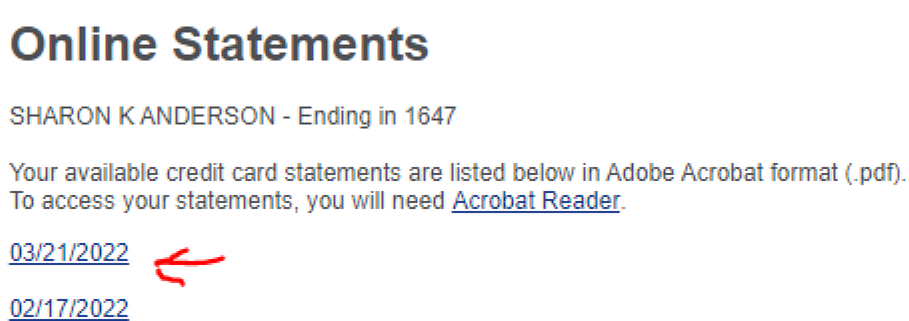
What about purchases I made with cash? Keep using the original system. For your convenience the form for reimbursement for non-Visa purchases (such as paying with cash) is in the same Excel file. Please save that worksheet to a new file and send it to *CCE Tompkins Expense Reporting* *tompkins-expenses@cornell.edu*.

Where do I find expense codes? Glad you asked. In the same Excel file, the very end tab.

Do we send mileage reimbursement, non-visa items to the box? No, send this sort of items to the *CCE Tompkins Expense Reporting* *tompkins-expenses@cornell.edu.*

IMAGES FROM MYACCOUNTACCESS.COM

This tells me the next closing date is June 17. Select "ONLLINE STATEMENTS" to get to historical information



Select the statement to download (note: I has no Visa transactions after 3/21 therefore no statements show for April or May).

Revised 08/11/22