



THE UNIVERSITY
of ADELAIDE

Travel and Entertainment Program

Reporting and Compliance Requirements

for users of the Expense Management System

Version 2

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Introduction to Reporting and Compliance

The reporting and compliance procedures are a vital part of the Corporate Credit Card program and the Expense Management System. The major reporting and compliance requirement is that supporting documentation be retained for all transactions. These must be forwarded to the Corporate Credit Card and Travel Support Desk, Financial Services at the end of each month along with a printed and signed copy of the end of month statement.

To Print your Monthly Reports

At the end of each statement month, the reports for that month must be printed and signed. Normally this is done the day after the final statement day for the month (which for the University is the 29th day of the month). You will receive an email notification early in the new month advising that the statement period has closed which will trigger the requirement to submit your documentation. If you do not have any transactions for the month you will not need to print your report.

There are two reports that must be printed depending on whether there has been expense activity – one is the statement for transactions directly on your credit card from the ANZ, the second one is for transactions you have raised to be reimbursed for expenses you paid for yourself. Both reports can be found in the Expense Management System (Spendvision).

When you have printed the reports mentioned above, you must attach the receipt for each transaction and send them in the Internal Mail to the Corporate Credit Card and Travel Support Desk. If you do not have the supporting documentation, you need to complete a “Lost and/or Unobtainable Receipts Declaration Form” which is available from the Financial Services website.

Returning the ANZ Account Statement Report

From the Main menu:


- Click **Account Statements**.
- Click **Card Account Statement** for the period you wish to print. e.g. **Card Account 30 Sep 2010 - 29 Oct 2010**.

The Statement period has now closed and all transactions for the Statement have been received and fully acquitted and approved.

The End of Month Statement Report can now be run and printed.

- Click **View Statement Report** 

Your report is displayed on the screen.


- Click **Print** 
- Select the printer you wish to use to print the statement.
- Click **Print** to print the statement.
- Sign the statement and attach all Original Tax Invoices and Receipts along with any supporting documentation relating to the transactions for the period.
- Forward the statement and receipts to the Corporate Credit Card and Travel Support Desk
- Place the Statement and Receipts in the EMS Return Addressed Statement Report Envelopes, ensuring the Barcode and your Name are visible in the Top Window with the Signature and Date displayed in the bottom window.
- Send your Statement Envelope via the internal mail for central storage by Financial Services.
- Click **Home** to return to the Main Menu.

Returning the Cash Statement Report

From the Main menu:

- Click **Account Statements**.
- Click **Statement – Your name**

The Expense Reimbursement Summary –AUD section of the screen lists the period dates for which reimbursement expenses are available:

- Click the link for the period you wish to print.
- Click **View Statement Report**.
- Click **Print** .
- Select the printer you wish to use to print the statement.
- Click **Print** to print the statement.
- Sign the statement and attach all Original Tax Invoices and Receipts along with any additional supporting documentation relating to the transactions for the period.

- Forward the statement and receipts to the Corporate Credit Card and Travel Support Desk
- Place the Statement and Receipts in the EMS Return Addressed Statement Report Envelopes, ensuring the Barcode and your Name are visible in the Top Window with the Signature and Date displayed in the bottom window.
- Send your Statement Envelope via the internal mail for central storage by Financial Services.
- Click **Home** to return to the Main Menu.

To Run the Personal Transaction Search Report

From time to time you will need to locate a specific transaction that has been shown on a statement. There is a report you can use to do this.

From the Main Menu:

- Click **Account Statements**.
- Click **Reports**.
- Click **Transaction Search - Personal**
- Click the **Statement Period** you wish to report on from the Drop Down
- Choose the period for which you wish to print the report.

The following fields enable you to provide information to the system that will help locate the transaction(s). The more information you are able to provide, the greater the chance that the system will be able to find the transaction. You do not need to use all of the fields.

- Click the **Transaction Type** Drop Down to select and restrict your report to specific type of transaction.
- Click the **Transaction Status** Drop Down to select and restrict your report to specific a current status.
- Click the **Approval Status** Drop Down to select and restrict your report to specific types current transaction approval status.
- Click the **Merchant Group** Drop Down to select and restrict your report to transactions in a specific Merchant Group.

- Click the **Source Currency** Drop Down to select and restrict your report to a specific originating source currency.

Note: Billing currency is always Australian Dollars.

- Click the **Transaction Amount** Drop Down to select and restrict your report to transactions equal to, greater than or less than the value entered in the free text field to the left.
- Click the **Enhanced Data & Spendwizard** Drop Down to select and restrict your report to a specific Expense Category type. Note that the cash options in this Drop Down are identified by a \$ sign before the item, the remainder are related to card transactions.
- Click the **Missing Finance Code** Drop Down to select and restrict your report to a specific Code.

You can then enter the specific code into the free text field.

- Click on the **Additional Fields** to place a tick along side the extra information you wish to include in your report
- Click **Sort Selection** and move it up or down to place it against the field you wish to the report to sort by.
- Click **Save Template** to save the parameters of the report format you have created.
- Type a name for the report in the **Template Name** field e.g. **"Transactions in England"**.
- Click .

Your report is saved.

- Click the Checkbox to select the report.
- Click **Search** to run your report.

The transactions and information requested are displayed.

- You can Export your report to Excel or to a PDF format.
- Click **Home** to return to the Main Menu.