PGA TOUR Expense Management – *Corporate Card Expenses*

Log in to ExpensAble

www.insperity.com/signin

- **Company name:** *pgatour*
- **User name:** (*same as your WORKS user name)*
- **Password:** *Welcome1* (You will be prompted to change this upon first login.)
  Please also enter a security question, in case you ever need to recover your password.

Create a New Report

Follow these steps to create a new expense report for the company's corresponding "card cycle."
IMPORTANT: You should only submit one report per month.

1. On the *Home* screen, in the *Expense Reports* section, click **Create a new Expense Report**.
2. Name the report using the card cycle dates (e.g., "2/25/2014 – 3/24/2014") and click **Enter**. The *Expenses* tab opens. You are now ready to add expenses. Tip: For a list of card cycle dates, click the **Policy** link at the top right and select **Expense Report Naming**.

   To delete an expense report, open the expense report, click the Summary tab, and click Delete this expense report.

Import Your Expenses

Follow these steps to add/import purchases made using the company credit card.

1. Open the expense report.
2. Click the credit card icon at the top right.
3. Place a checkmark in the boxes for any credit card purchases made during this card cycle. IMPORTANT: Be sure to select only those purchases made during this card cycle, not a previous or future cycle.
4. For each item selected, specify the expense type in the *Expense Type* column. There are two ways to do this.
   - Start typing the expense code or expense name in the Expense Type SmartList. The list of matches narrows as you type.
   - Use the "GL Lookup Assistant" (accessible from the *Policy* link at the upper right). First select the company, then department, then account. The expense code displays in the box below the *Account* row. You may copy/paste the code into the *Expense Type* field back on the main ExpensAble screen or just start typing it.
5. After you enter the expense type for each expense, click **Continue** at the bottom right. The credit card expenses are imported into your report. You are now in the *Expenses* tab and ready to attach receipts and/or edit the details for each expense.

Enter the Expense Details

You may be required to enter additional details for each expense. Wells Fargo Corporate card expenses automatically populate and lock the expense amount, date and payment method. If no further edits are required (as per PGA TOUR policy), you may skip this step and attach the expense receipts.

1. Select the expense to be edited by clicking on its blue hyperlink. This simply highlights the expense row (it does not open anything). IMPORTANT: The maroon-colored arrow should now be pointing to the expense you wish to edit.
2. Click the **Edit** button at the bottom middle of the screen. The gray *Expense Entry* box pops up.
3. Fill out all applicable fields. The fields displayed are unique for the type of expense selected. For some fields (e.g., Merchant, City) you can use the Smart List feature, explained in the Tips section.
4. Save and close the gray *Expense Entry* box by clicking **Enter**.

Attach Your Receipts

You must attach a receipt for each expense in your report, whether with corporate credit card or cash.

1. While in the *Expenses* tab, click the paper clip icon in the *Attach* column on the right.
2. Select the receipt from the *Available Receipts* screen and click **Attach**. You can click the image for a larger view.
   - If you photographed the receipt using the ExpensAble app on your smartphone, it is contained in the *E-Bin* tab.
   - If you scanned the receipt and have a digital file on your computer, click the **Upload Receipts** tab on the left, browse to file on your computer, and click **Attach**.
3. Click **Attach** at the bottom right to attach the receipts to your expense.

   For very long receipts, you may take up to three photos of the receipt and attach all three to the single expense.

   To view receipts you've attached, hover your cursor over the corresponding red paperclip icon in the Expenses tab, or click on the icon to open it in a separate window.

   To detach receipts you've already attached, while in the main *Expenses* tab, hover over the receipt and click the red detach icon at the bottom middle of the photo. If the receipt came from the E-Bin, it will go back into the E-Bin.

Split an Expense

Some expenses contain multiple items in a single transaction (e.g., hotel bills with separate expenses for taxes, Internet, etc.) and must be split or itemized into separate line items.

1. In the *Expenses* tab, highlight the expense (be sure you have clicked the blue hyperlink to select it) and click the **Split** button at the bottom left. The *Split Expense* Item box pops up.
2. Click the **New** button.
3. In the *Expense Type* SmartList on the right, type to search and select the expense type for this split item.
4. Complete all applicable fields.
5. Click **Enter** to save the split entry. Note: The *Finish* button is only used when all itemized expenses are entered.
6. Click the **New** button and complete steps 3-5 again for each split item. Each item is listed below the original expense.
7. When done entering all split items, click **Finish**. In the *Expenses* tab, the original expense displays with the word "split" appended.

Submit Your Expense Report

After you have entered all of your expenses for the current card cycle, attached your receipts and added any other details, you are ready to submit your report.

1. Open the expense report and click the green **Submit** checkmark icon in the toolbar at the top right. If there any policy violations, you are prompted to either fix the violations or submit the report with the violations.
2. Click **OK** on the confirmation screen to certify the accuracy of your report. A tracking number is displayed and the approver receives an email notification.

Approve an Expense Report

If you are designated as an approver, follow these steps to review and approve an expense report.

1. Log in to ExpensAble and click the **Approval** link in the *Approval Information* section. A list of reports pending approval displays.
2. Open the expense report by clicking on the link in the *Amount* column. The *Status* tab displays.
3. Click on the **Expenses** tab. A list of all expenses displays where you can view the receipts and high-level details.
4. If you need more information, click on each expense type.
5. Approve or reject the report.
   - To approve it, click the **Approve** button at the bottom left. The report moves to the next steps in the approval process. An email is sent to the next level approver.
   - To reject it, enter a comment in the *Comments* field and click **Reject**. A rejection email is sent back to the submitter so they can edit and resubmit the report.

Where to Get Help

Refer to these resources if you have any questions about using ExpensAble.

- **The Resource Center.** In ExpensAble, click the Policy link at the upper right for demonstrations, guides and FAQs.
- **The Help screen.** In ExpensAble, click the Help menu for a comprehensive library of short, narrated demonstrations.
- **PGA TOUR ExpensAble Administrator.** ShaynaDudderar@pgatourhq.com; (904) 273-3422