



Expenses: Chrome River – Reconciling P-Card Expenses in Chrome River

Log into Chrome River.

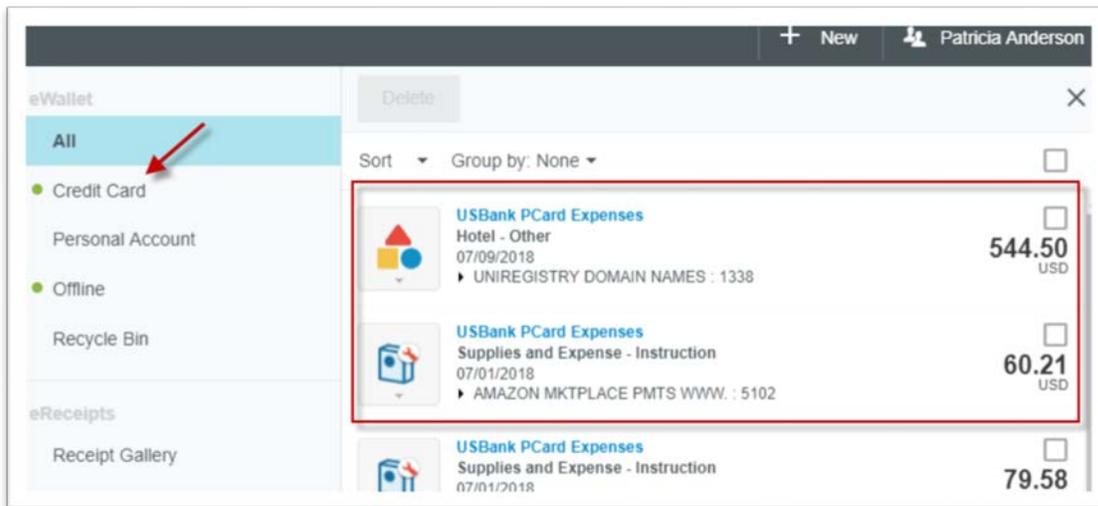
Open e-wallet to determine types of transactions to be reconciled. From the Home screen, select the icon in the upper left hand corner:



Select eWallet. The green dot indicates that transactions are present.



Upon opening the eWallet, click the Credit Card folder on the right side of the screen to review unused expenses. Determine which type of report will be needed to perform the allocation and reconciliation. In this example, there are several P-Card transactions which need to be added to an expense report to be reconciled.



Please note that a new P-Card reconciliation report must be created before the expenses can be moved out of the eWallet.



Click the **+ New** button and The Report Header is now visible in the right hand side of your screen.

The screenshot shows a web interface for creating a report. At the top, there is a dark header bar with a '+ New' button and a user profile icon for 'Patricia Anderson'. Below this is a light blue bar with 'Cancel' and 'Save' buttons. The main content area is titled 'Expenses For Patricia Anderson'. It contains three form fields: 'Report Name' (an empty text box), 'Pay Me In' (a dropdown menu showing 'USD - US Dollars'), and 'Report Type' (a dropdown menu showing '-- Select --').

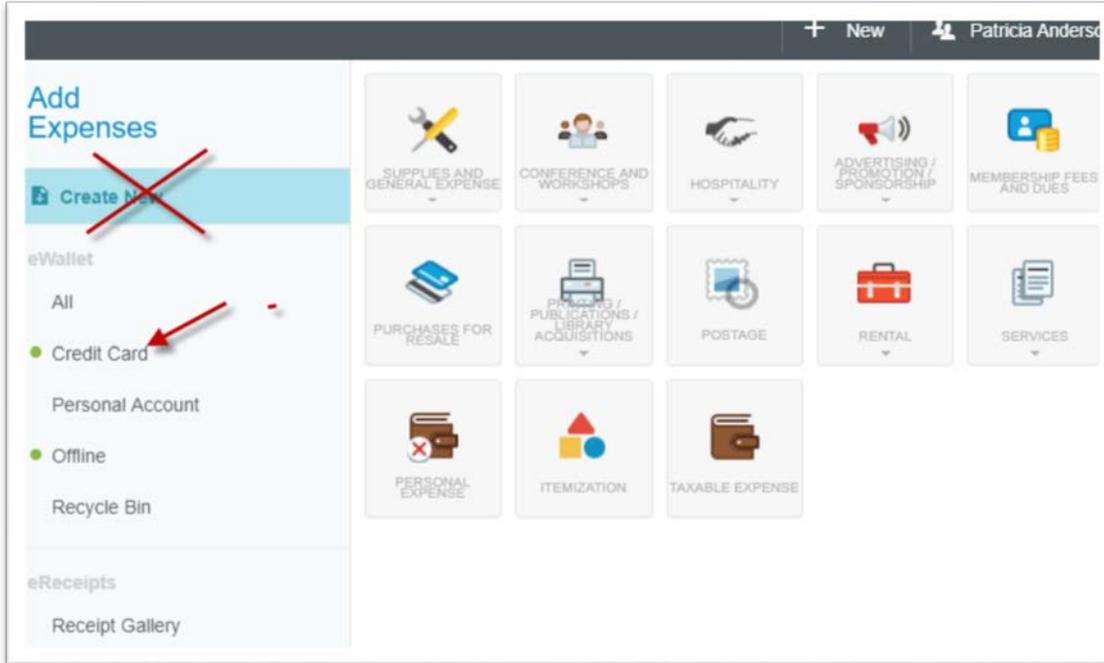
Complete Report Header:

- a. **Report Name** - Enter a name for your report. Refer to your department for the required naming convention.
- b. Select **PCard** reconciliation report and click 'Save'

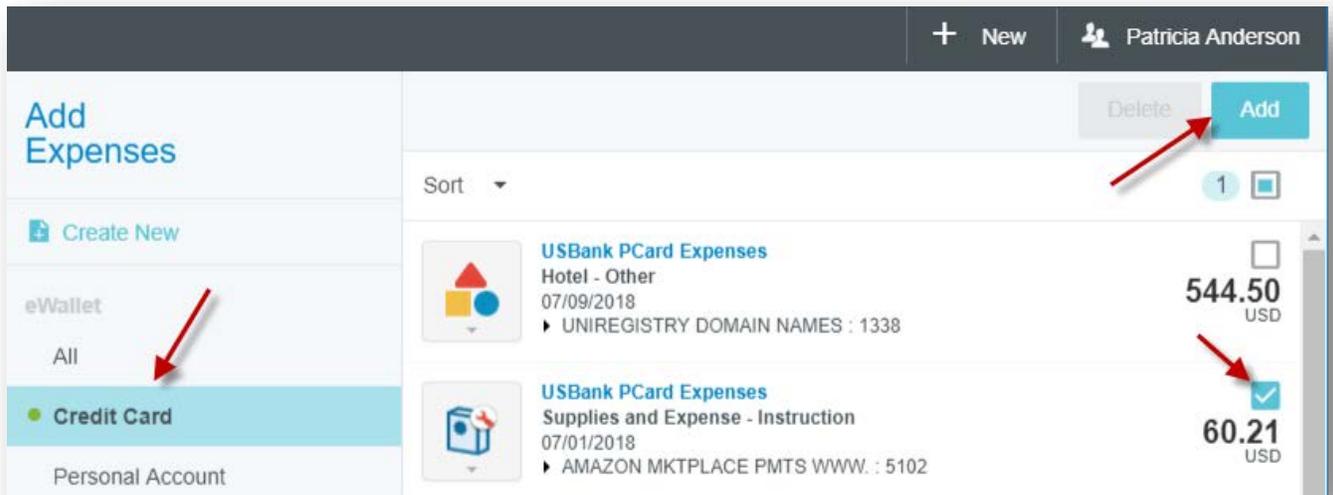
This screenshot shows the same form as the previous one, but with the 'Report Name' field populated with the text 'Refer to your FO for naming convention'. The 'Report Type' dropdown menu is now set to 'PCard Reconciliation'. Two red arrows are present: one pointing to the 'Save' button in the top right corner, and another pointing to the 'PCard Reconciliation' option in the 'Report Type' dropdown menu.



The following screen will appear. **NOTE: do NOT click Create New.** Click Credit Card.



Add P-Card expenses: After clicking Credit Card, select the transactions you want to include in the report by checking the box. Multiple P-Card transactions can be reconciled on one report. The maximum number of transaction per report is 100. Select *Add* when all transactions are identified for reconciliation.





The data entry screen for the first transaction will appear. First, select the Mosaic **if the expense type listed is not correct** (for example, Supplies and Expense – Instruction) for this transaction.

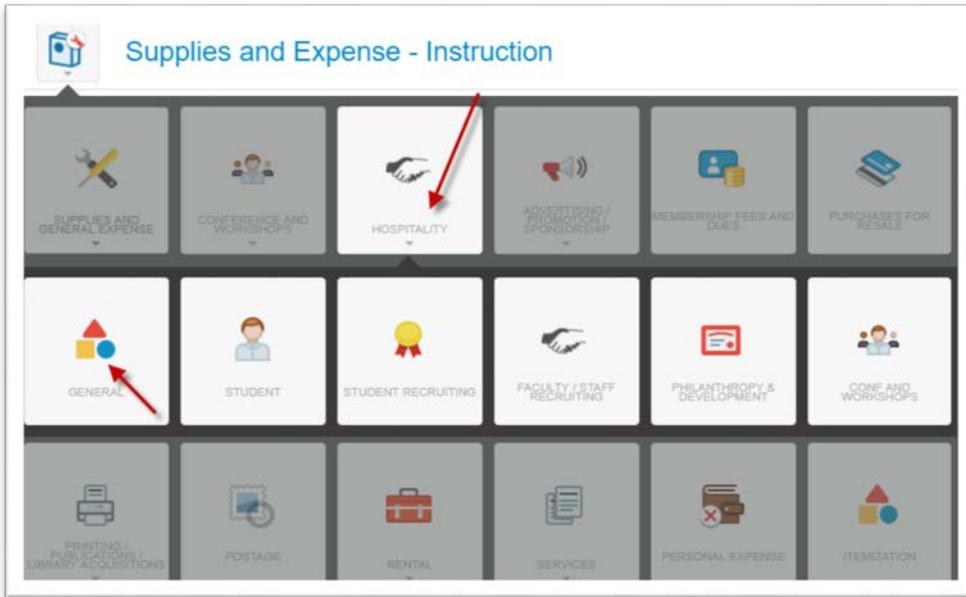
In this example, we are going to change the type to Hospitality, General.

Date		07/01/2018
Spent		60.21 USD
Description <small>Optional</small>		
Merchant <small>Optional</small>	AMAZON MKTPLACE PMTS WWW.	
Merchant Country <small>Optional</small>	US	
Merchant Postal Code <small>Optional</small>	98109	
Allocation - Select department account		

Note that greyed out fields cannot be updated or modified. Chrome River will populate some of the required fields from data transmitted in the US Bank feed.



Select 'Hospitality' and then 'General'.



Enter a description and then select the allocation (account) and sub-account (if there is one). To select an account, begin typing the account number or the name and select when visible.

Cancel Save

General

Date: 07/01/2018

Spent: 60.21 USD

Description:

Merchant: AMAZON MKTPLACE PMTS WWW.

Merchant Country: US

Merchant Postal Code: 98109

Allocation - Select department account

1915030 UA-PUR PURCHASING DEPARTMENT



Add Attachments and then select from the Receipt Gallery or Upload Attachments from a file on your computer.

This screenshot shows a web application interface for adding attachments. At the top right, there are 'Cancel' and 'Save' buttons. Below them, there is a 'Merchant Postal Code' field with the value '98109'. A section titled 'Allocation - Select department account' contains a dropdown menu with the selected option '1915030 UA-PUR PURCHASING DEPARTMENT'. Below this is an 'Add Allocation' button. Further down, there are fields for 'Project Code' (with a '-- Select --' dropdown) and 'Organization Document Number'. A 'Downloaded Details' section shows 'USBank PCard Expenses'. The 'Attachments (0)' section features a 'Drag image here to upload' area and an 'Add Attachments' dropdown menu. A red arrow points to this dropdown, which is open to show two options: 'From Receipt Gallery' and 'Upload Attachments', both of which are highlighted with a red box.

This screenshot shows the same web application interface as above, but with one attachment added. The 'Attachments (1)' section now displays a thumbnail of a receipt document, which is highlighted with a red box. The 'Add Attachments' dropdown menu is still visible and open, showing the 'From Receipt Gallery' and 'Upload Attachments' options.



Click 'Save'.

The screenshot shows a web form with the following elements:

- Top right: **Cancel** and **Save** buttons. A red arrow points to the **Save** button.
- Merchant Postal Code: **98109** (Optional)
- Allocation - Select department account: **1915030 UA-PUR PURCHASING DEPARTMENT**
- + Add Allocation
- Project Code: **-- Select --** (Optional)
- Organization Document Number: (Optional)
- Downloaded Details: **USBank PCard Expenses** >
- Attachments (1) [grid icon] [image icon]
- Drag image here to upload [Add Attachments]
- Thumbnail image of a document.



Note: at the bottom, the 'Total Pay Me Amount' should equal 0.00 as this is a University paid item.

Click 'Submit'.

CHROMERIVER

Expenses For Patricia Anderson

Refer to your FO for naming convention

0 Comments 1 Attachments

DATE	EXPENSE	SPENT	PAY ME
Sun 07/01/2018	General	60.21 USD	0.00

Expense Report QA0026128114

Total Pay Me Amount 0.00 USD

Submit



Click 'Submit' again after reading the Submit Confirmation to certify that all expenses on the report are correct. Your report will be moved to the **Expenses/Recently Submitted** area. The report will now route to the P-Card Transaction approver.

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Note: P-Card transaction approver will review the submitted expense report to ensure that receipts are legible and that transactions comply with University policies and procedures including the Procurement Card policy. Non-compliant transactions will be returned to the reconciler to resolve the non-compliant issue.

Note: If you receive an Outlook message like the one below, this means that you have P-Card expenses in your eWallet to be reconciled.

ACTION REQUIRED			Chrome River
Unused Firm Paid Items			
The following firm-paid expense items are currently unsubmitted.			
0-30 Days			
Owner	Report	Description	Amount
Name	none	Supplies and Expense - Instruction (07/19/18)	123.81 USD
Name	none	Supplies and Expense - Instruction (07/14/18)	184.15 USD
Name	none	Supplies and Expense - Instruction (07/11/18)	51.23 USD
Total Unused Firm Paid Items			
359.19 USD			