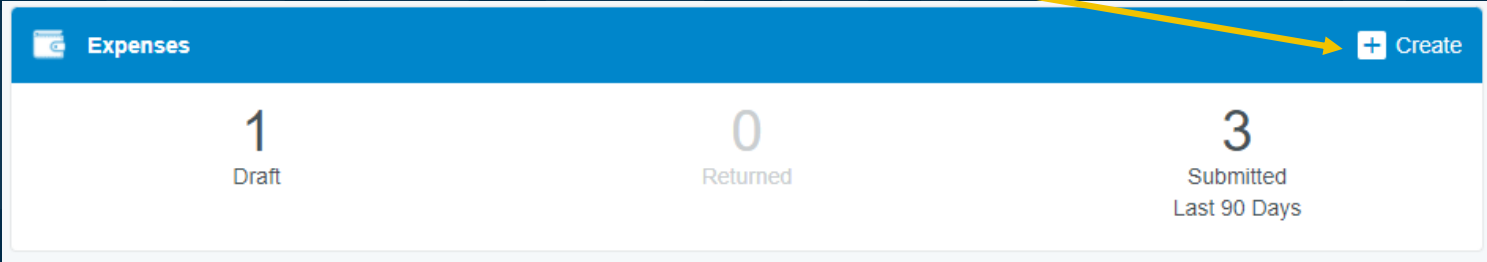# Chrome River
Quick Guide
Creating a Pcard Report

Click the **+Create** button on the Expense Navigation Bar.

The Add Expenses window will now display on the right side of the screen. Click on the **P Card** line in your **eWallet** to see all unallocated Pcard charges.

If you see a charge that doesn't have an expense type attached to it (if it has a question mark next to it), you may select the expense from this screen.
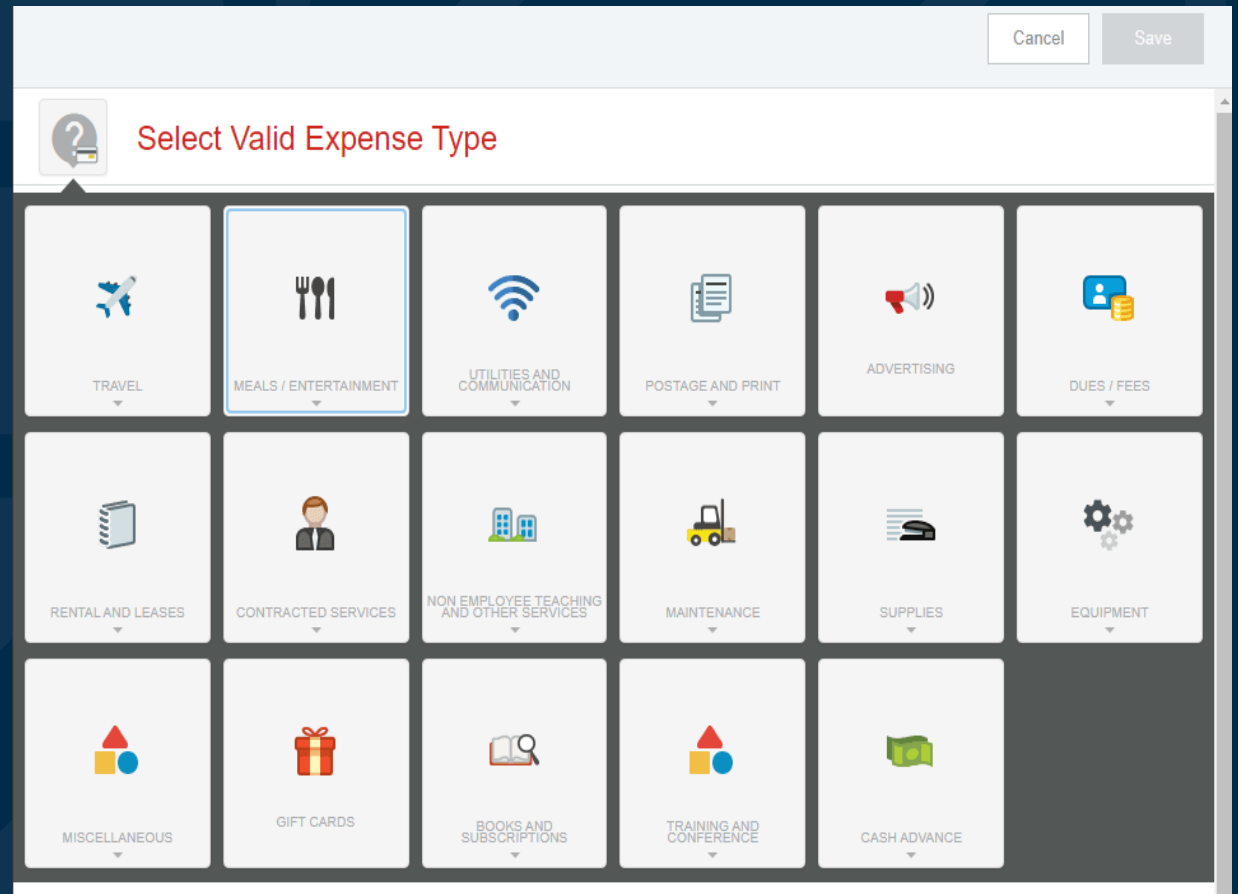
Select the **checkbox** next to any transactions you would like to add to your report and click the **Add** button in the upper right corner.

You will now need to select the appropriate expense tile for this expense from the expense tile mosaic. Tiles with a downward facing arrow at the bottom are 'parent' tiles that have additional expense tiles under them.

In some instances, Chrome River may automatically choose a tile for you when it recognizes the expense. Please review these instances to confirm they are accurate. If they need to be changed, click the tile, and you will be allowed to select a different expense from the tile mosaic.

Cancel | Save

Select Valid Expense Type

TRAVEL	MEALS / ENTERTAINMENT	UTILITIES AND COMMUNICATION	POSTAGE AND PRINT	ADVERTISING	DUES / FEES
RENTAL AND LEASES	CONTRACTED SERVICES	NON EMPLOYEE TEACHING AND OTHER SERVICES	MAINTENANCE	SUPPLIES	EQUIPMENT
MISCELLANEOUS	GIFT CARDS	BOOKS AND SUBSCRIPTIONS	TRAINING AND CONFERENCE	CASH ADVANCE	

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Complete the expense form, including adding a receipt and selecting the **Allocation(s)** where the expense should be charged. Click **Save** in the upper right corner to continue.

Cancel   Save

Professional Membership Dues

Date	04/15/2021 📅

Spent	39.00	USD

Business Purpose   PCard Reconciliation April

Description
Optional

Are you charging a budget code outside of your Dept? ☐

Please search by typing the name or number of the FUND, DEPT or ACTV

Allocation

10-000-700300-0000 10-General Operating Budget 700300-Controller's Office / 0000-General Activity

➕ Add Allocation   ≡₊ Presets   CREATE PRESET

Downloaded Details

transaction.feed.creditcardusbank.label.creditcardusbank   >

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The expense will be added to your Pcard report and will be visible on the report summary to the left. The **Add Expense** window will appear again on the right side.

Continue adding expenses to your report by selecting a transaction and corresponding expense type, completing the expense tile form, and saving.

Once you have finished adding all Pcard expenses to your report, click the green **Submit** button at the bottom of the report summary.

Expenses For
Nicolene Capra

PCard Expense
0 Comments   1 Attachments

DATE	EXPENSE		SPENT	PAY ME
Thu 04/15/2021		Professional Membership Dues BROWSERSTACK.COM	39.00 USD	0.00

Expense Report
010022666180

Total Pay Me Amount
0.00 USD

Submit

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A submit confirmation will appear at the top right of the screen. Click **Cancel** to return to the report and make any changes or **Submit** to submit the report.

If you are applying a pre-approval report, apply the pre-approval to only those expenses that require pre-approval. All other expenses should go on a separate report.

Note: All pcard expense reports should be submitted to their approver no later than the 1st of the month. Approvers have until the 5th of the month to approve reports.

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.

Cancel   Pre-Approval   Submit

PCard Expense

Report Owner	Nicolene Capra *AP Clerk*
Expense Report ID	010022666180
Business Purpose	PCard Reconciliation April

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	39.00	0.00
Less Company Paid Expenses	39.00	0.00
Amount Due Employee	0.00	0.00

Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Professional Membership Dues	39.00	0.00
Total	**39.00**	**0.00**

Account Summary

Quick Guide
Creating a Pcard Report

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