

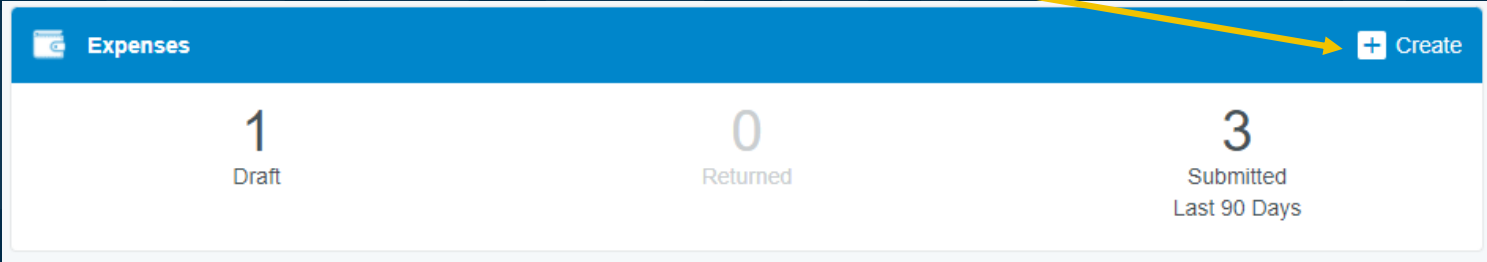
# Chrome River Quick Guide Creating a Pcard Report



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



The screenshot shows a navigation bar for 'Expenses' with a '+ Create' button on the right. Below the bar, there are three categories: '1 Draft', '0 Returned', and '3 Submitted Last 90 Days'. A yellow arrow points from the text above to the '+ Create' button.

Category	Count
Draft	1
Returned	0
Submitted Last 90 Days	3



1. Assign a name for the report

2. Assign the date of the purchase

3. Describe the business purpose

4. Select the appropriate report type

5. Once completed, select Save

The screenshot shows a web form titled "Expenses For Nicolene Capra". At the top right, there are "Cancel" and "Save" buttons. The form contains the following fields:

- Import from Pre-Approval:** A button labeled "IMPORT PRE-APPROVAL".
- Report Name:** A text input field containing "PCard Expense".
- Pay Me In:** A dropdown menu showing "USD - US Dollars".
- Start Date:** A date input field showing "04/21/2021" with a calendar icon.
- End Date:** A date input field showing "04/21/2021" with a calendar icon.
- Business Purpose:** A text input field containing "PCard Reconciliation April".
- Report Type:** A dropdown menu showing "PCard Expense Reconciliation".
- Fiscal Year:** A dropdown menu showing "FY21".

Yellow arrows from the numbered list on the left point to the "Report Name", "Start Date", "Business Purpose", and "Report Type" fields. A yellow arrow also points to the "Save" button.



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.

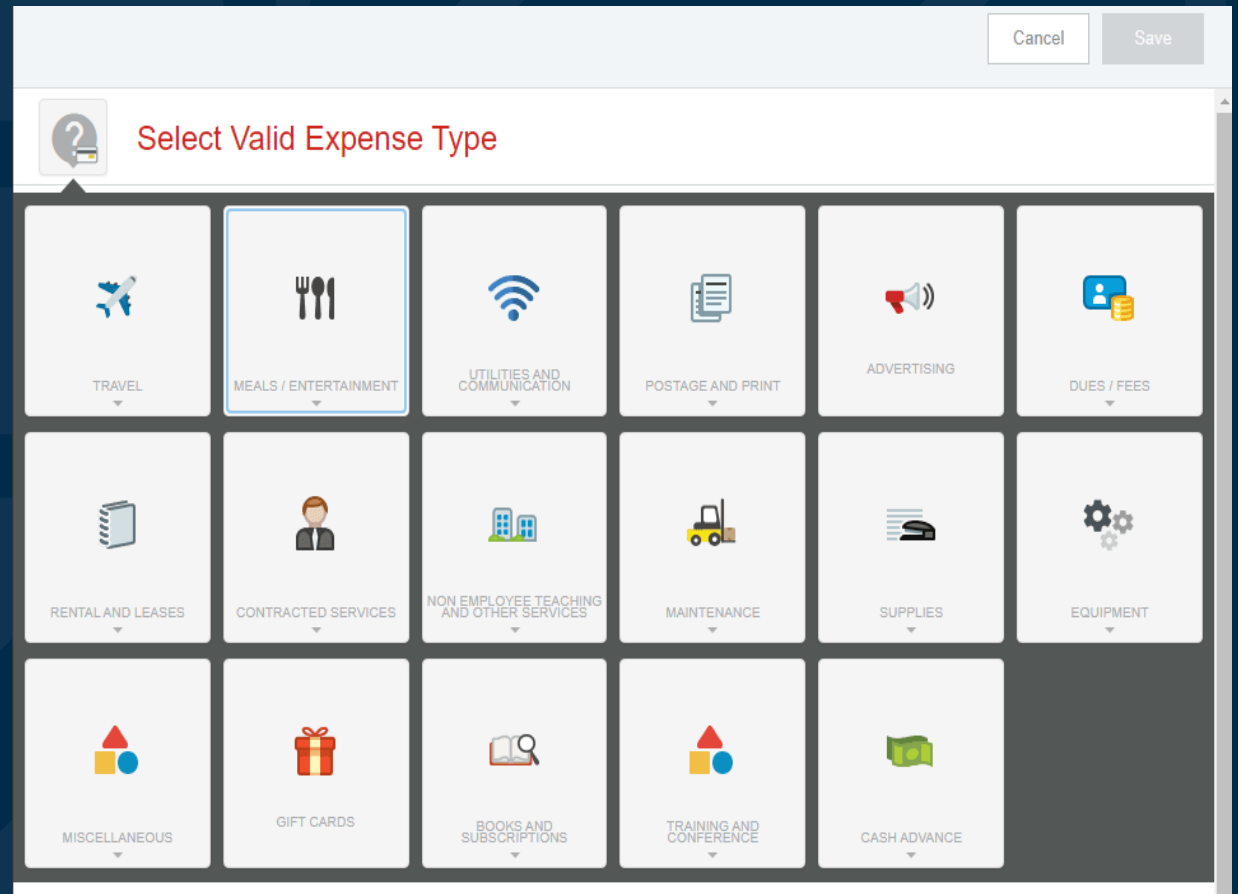
Select the **checkbox** next to any transactions you would like to add to your report and click the **Add** button in the upper right corner.

Transaction Icon	Description	Date	Amount (USD)	Selected
<input type="checkbox"/>	transaction.feed.creditcardusbank.label.creditcardusbank Other	04/15/2021 ► BROWSERSTACK.COM	39.00	<input type="checkbox"/>
<input type="checkbox"/>	transaction.feed.creditcardusbank.label.creditcardusbank Other	04/15/2021 ► BECTON DICKINSON	271.33	<input type="checkbox"/>
<input checked="" type="checkbox"/>	transaction.feed.creditcardusbank.label.creditcardusbank Professional Membership Dues	04/15/2021 ► NATIONAL REGISTER OF HEA	100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	transaction.feed.creditcardusbank.label.creditcardusbank Business Meals	04/15/2021 ► CHIPOTLE 0058	209.20	<input type="checkbox"/>
<input type="checkbox"/>	transaction.feed.creditcardusbank.label.creditcardusbank Car Rental Fuel	04/15/2021 ► STINKER #312	51.05	<input type="checkbox"/>
<input type="checkbox"/>	transaction.feed.creditcardusbank.label.creditcardusbank Other	04/15/2021 ► UNIFORMS AND ACCESSORIES	455.47	<input type="checkbox"/>
<input type="checkbox"/>	transaction.feed.creditcardusbank.label.creditcardusbank Other	04/16/2021 ► MANDUKA	32.64	<input type="checkbox"/>



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.



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 >



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.

The screenshot displays a mobile application interface for managing expenses. It is divided into two main panes.

**Left Pane: PCard Expense**

Header: Expenses For Nicolene Capra

Section: PCard Expense

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

Bottom Summary:

Expense Report 610002656490	Total Pay Me Amount 0.00 USD	Submit
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**Right Pane: Add Expenses**

Sort: [Dropdown]

- transaction.feed.creditcardusbank.label.creditcardusbank  
Other  
04/15/2021  
BECTON DICKINSON  
271.33 USD
- transaction.feed.creditcardusbank.label.creditcardusbank  
Professional Membership Dues  
04/15/2021  
NATIONAL REGISTER OF HEA  
100.00 USD
- transaction.feed.creditcardusbank.label.creditcardusbank  
Business Meals  
04/15/2021  
CHIPOTLE 0058  
209.20 USD
- transaction.feed.creditcardusbank.label.creditcardusbank  
Car Rental Fuel  
04/15/2021  
STINKER #312  
51.05 USD
- transaction.feed.creditcardusbank.label.creditcardusbank  
Other  
04/15/2021  
UNIFORMS AND ACCESSORIES  
455.47 USD
- transaction.feed.creditcardusbank.label.creditcardusbank  
Other  
04/16/2021  
MANDUKA  
32.64 USD



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**





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 1<sup>st</sup> of the month. Approvers have until the 5<sup>th</sup> 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.

#### PCard Expense

Report Owner	Nicolene Capra <i>AP Clerk</i>	
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
<b>Total</b>	<b>39.00</b>	<b>0.00</b>

#### Account Summary



# Quick Guide

## Creating a Pcard Report



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