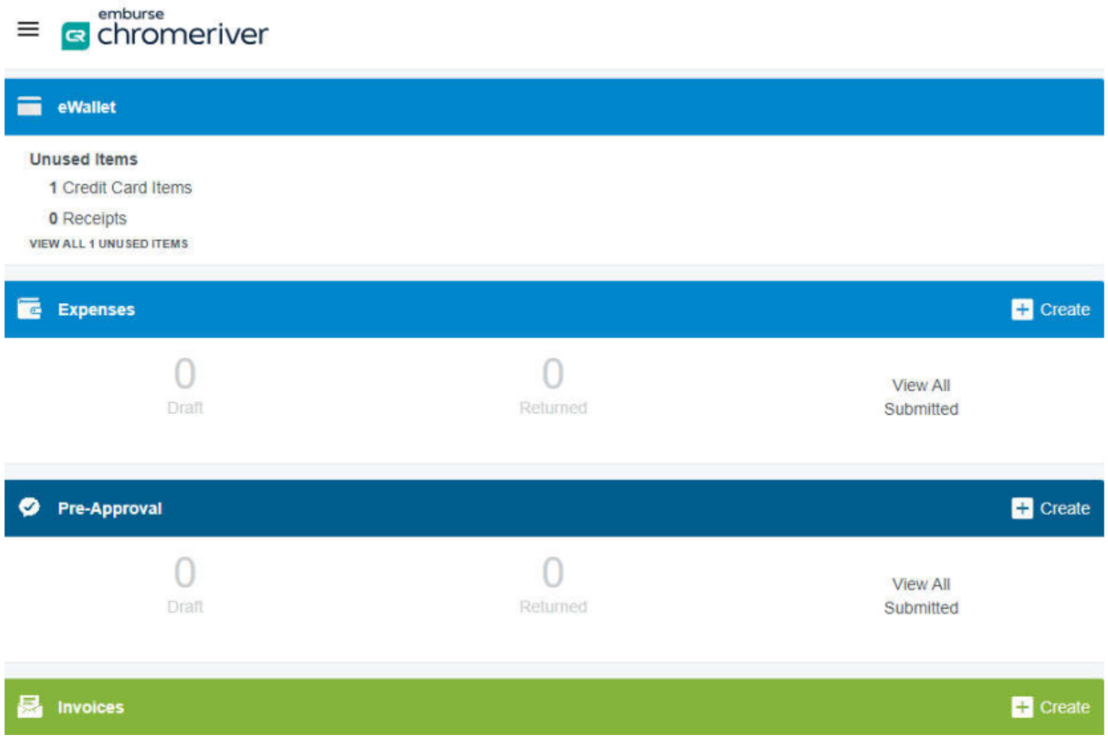
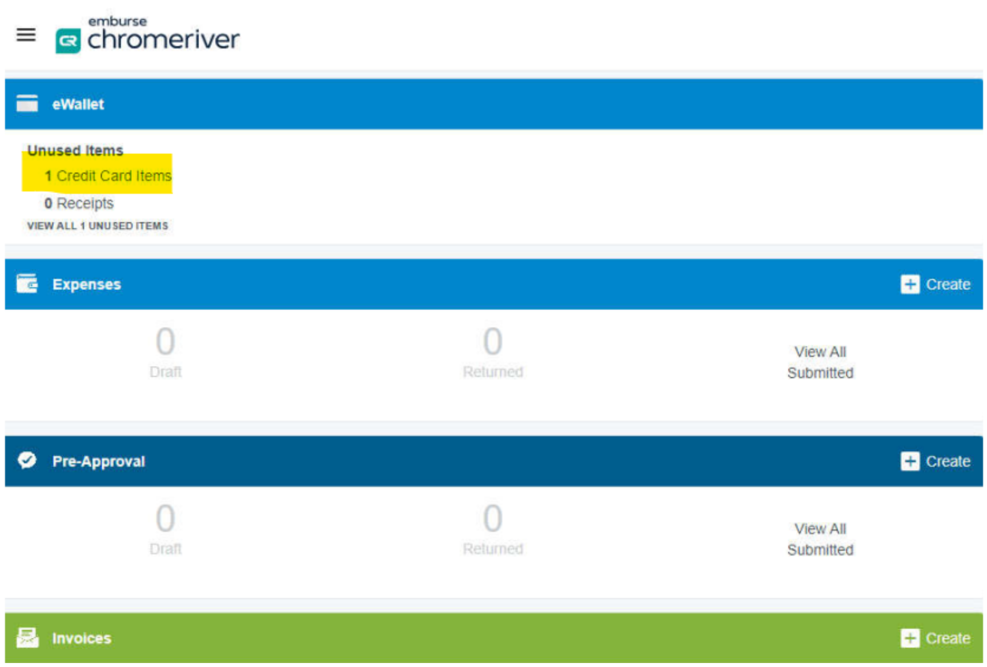
Entering a Pcard Reconciliation

I. Browse to the Chrome River Home Screen (below):

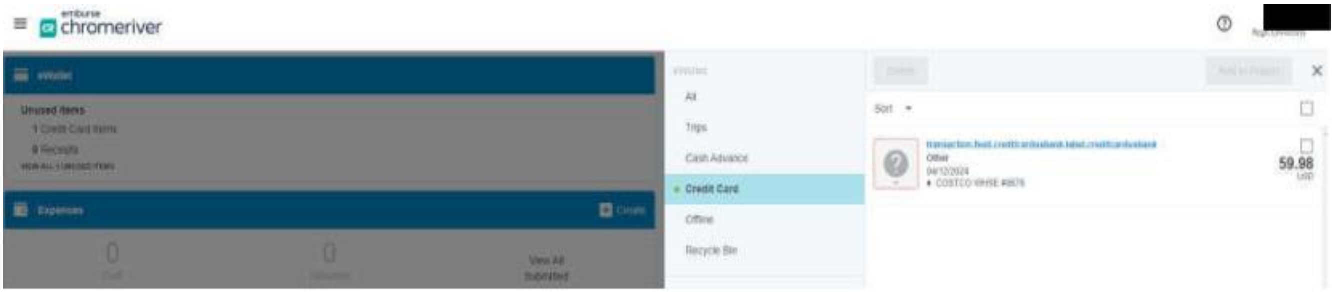


***Hint* – It is easier to select the Credit Card item and <u>then</u> find the receipt that goes with the Credit Card item. It takes up to three days (possible more if it is over a weekend) from the time a pcard is swiped before it will appear in the Chrome River e-wallet.

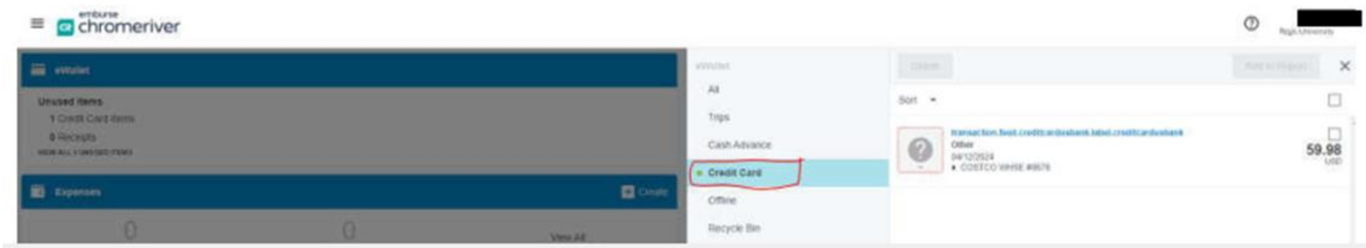
II. To begin a Pcard reconciliation report, click on Credit Card Items (highlighted below in yellow):



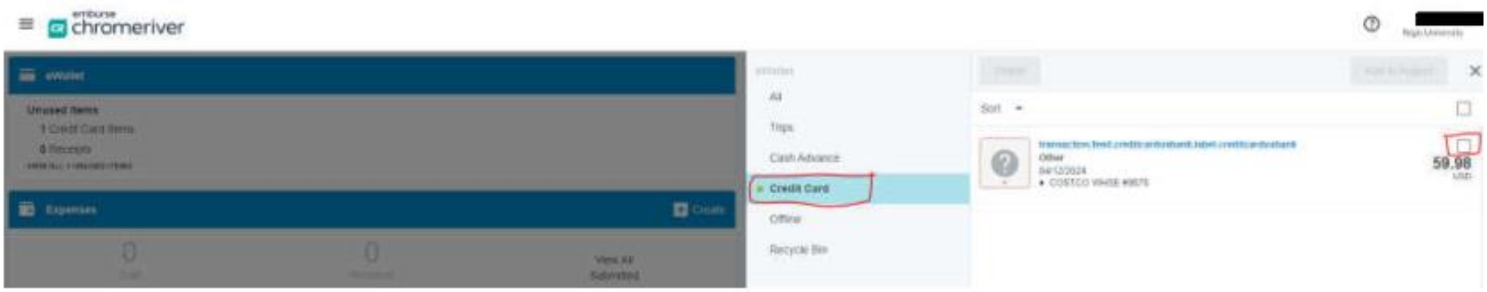
III. After clicking on Credit Card Item (pictured above) this is the screen that will appear:



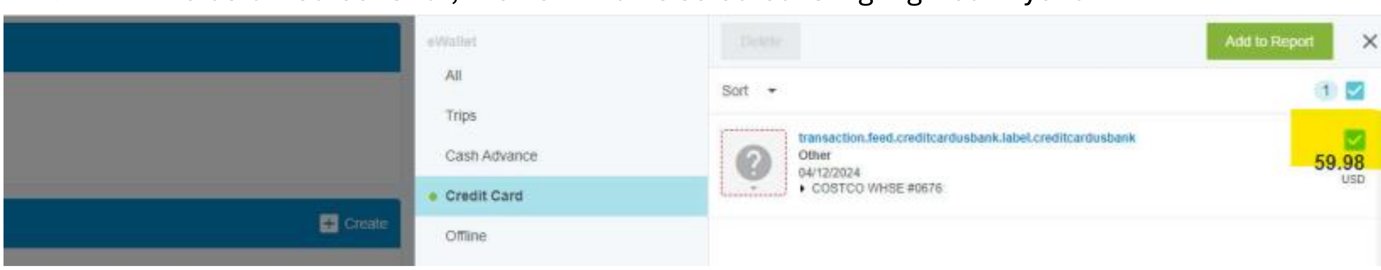
IV. Click on Credit Card (circled in red above):



V. Click on one of the charged items (or click on select all, either works):

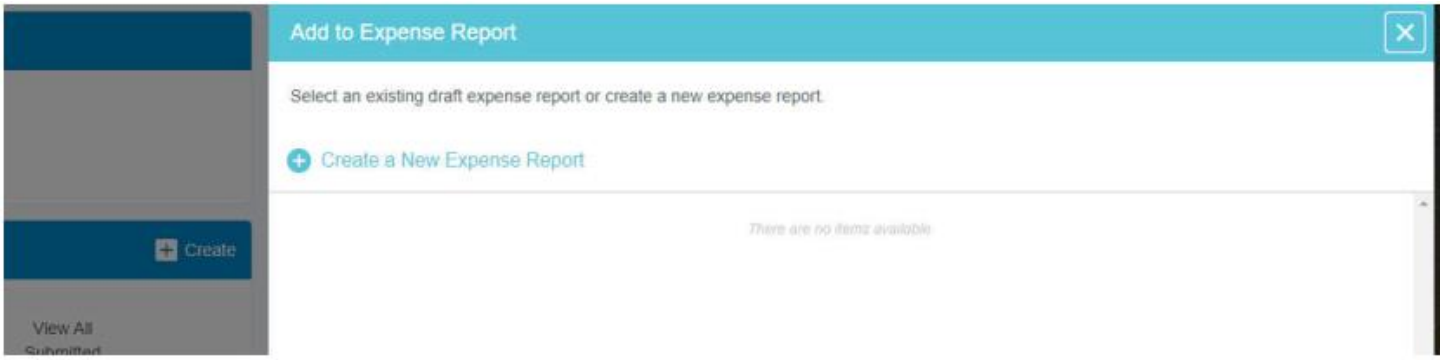


VI. In the below screenshot, the item that is selected is highlighted in yellow.

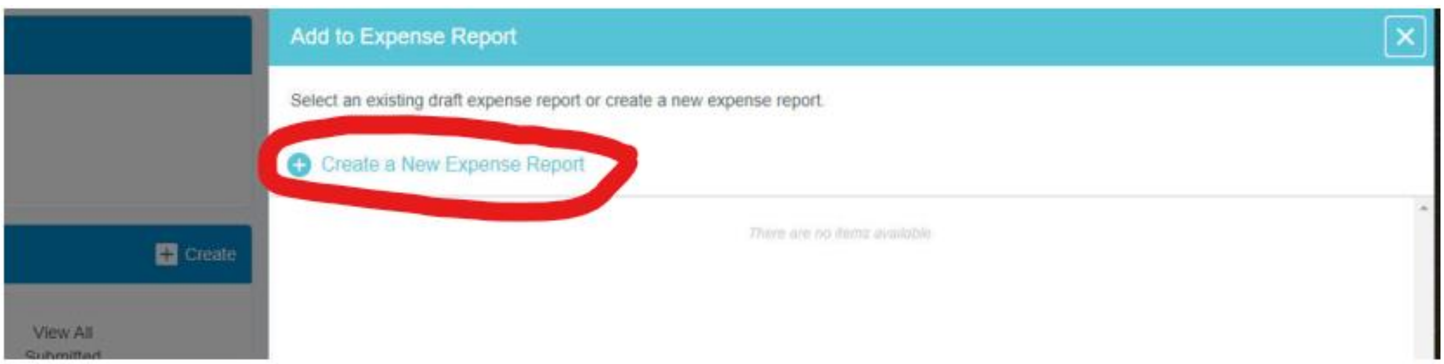


VII. Next click on the green button, *Add to Report,* in the upper right corner (circled in red):

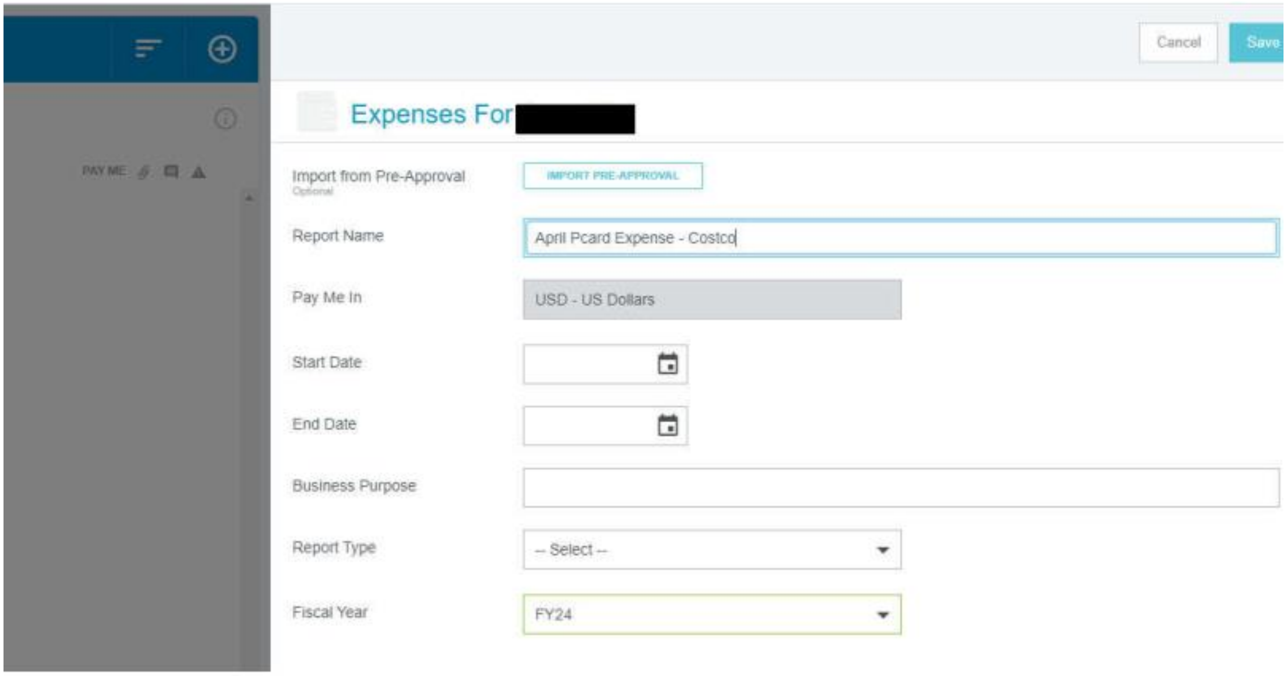
VIII. This is the screen that will appear:



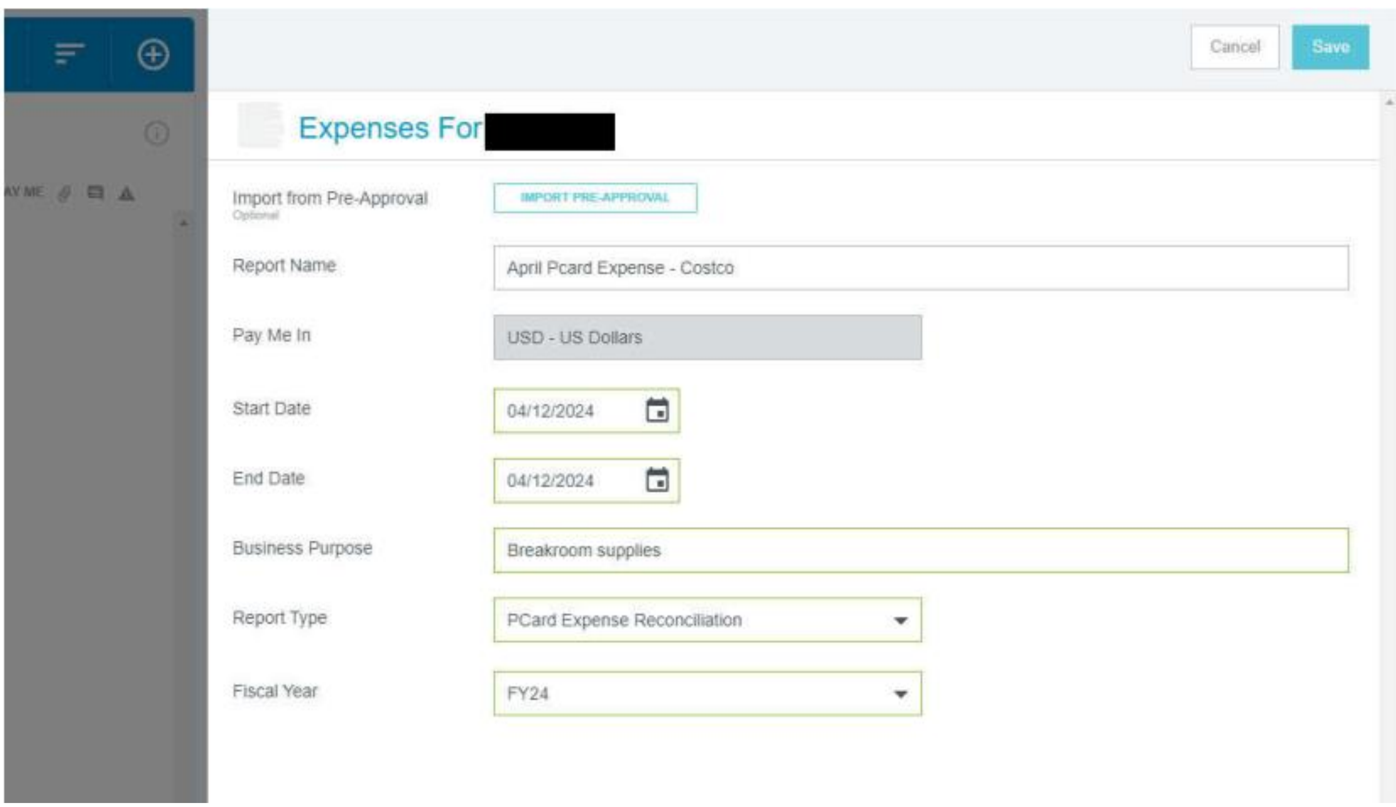
IX. Click on *Create a New Expense Report,* circled in red:



X. This is the screen that will appear:

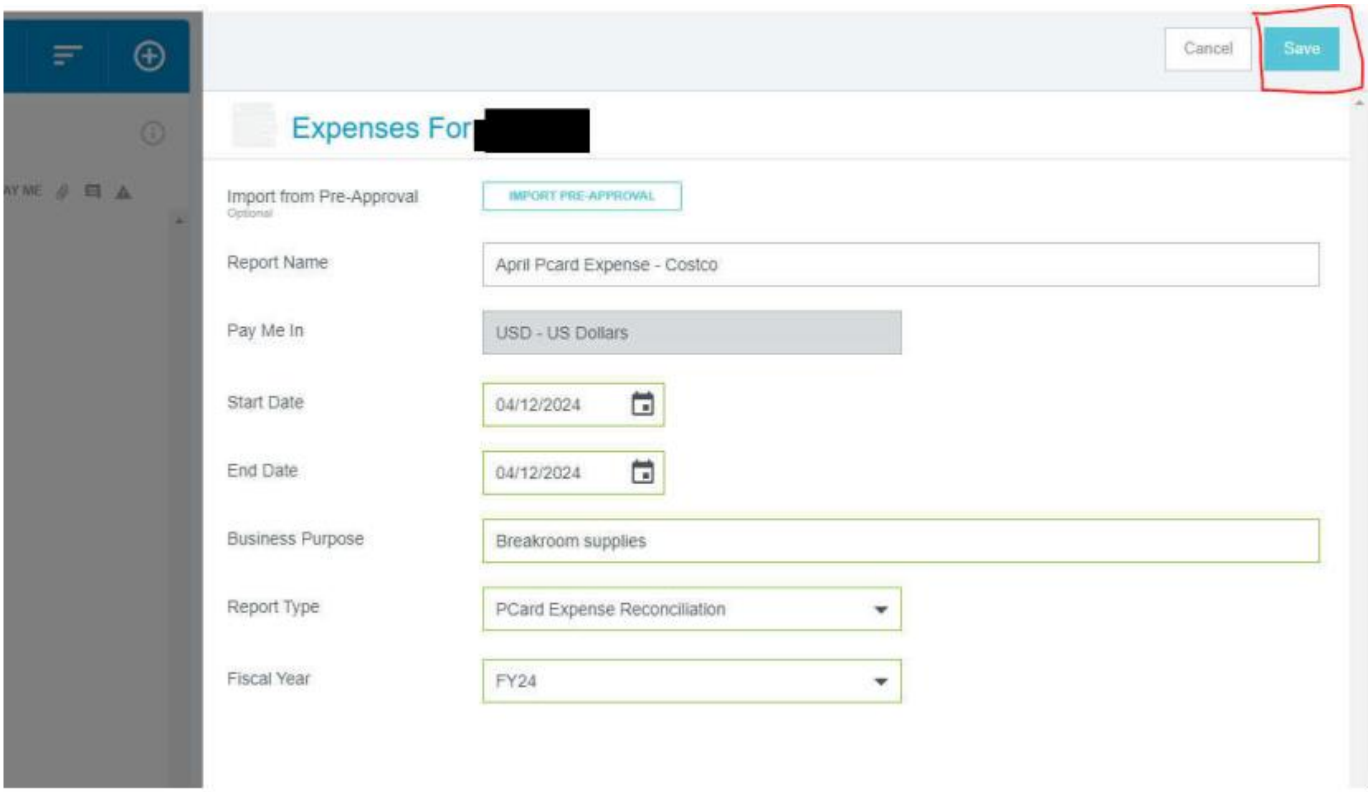


XI. Fill out the screen appropriately:

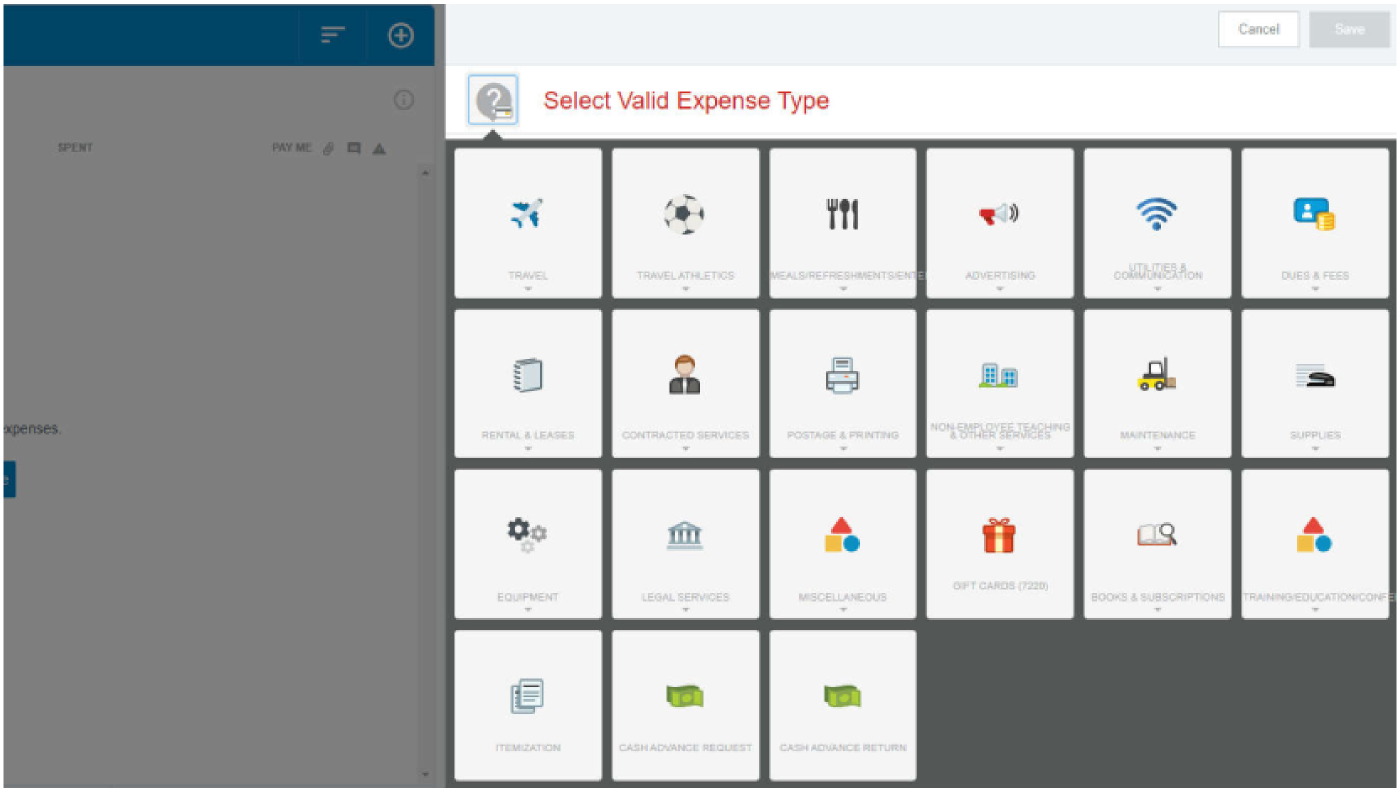


1. Give the report a name – In this example April 2024 Pcard Expense – Costco is used.
2. Start date and End Date – if the report is being completed on a weekly basis, use the date at the beginning of the week to the end of the week, or use the date on the receipt, as shown in the example above.
3. Business Purpose – explain the business purpose of the purchases.
4. Report Type – Click on the drop down and click on Pcard Reconciliation.

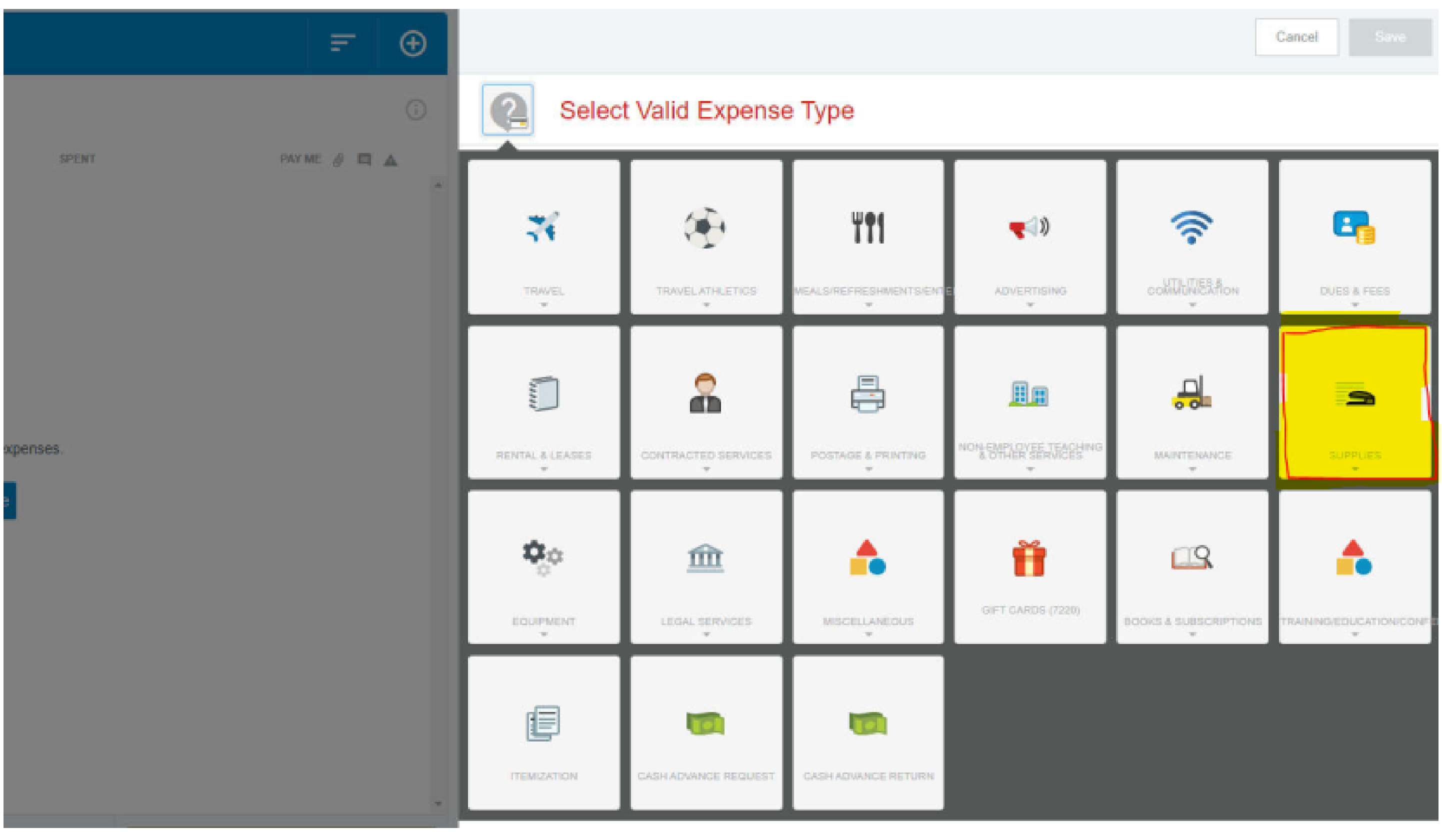
5. Fiscal Year – The Fiscal Year will fill in this area.
6. This is an example of what this screen will look like when it is filled out completely.
    1. Click on Save (circled in red) to move to the next screen:



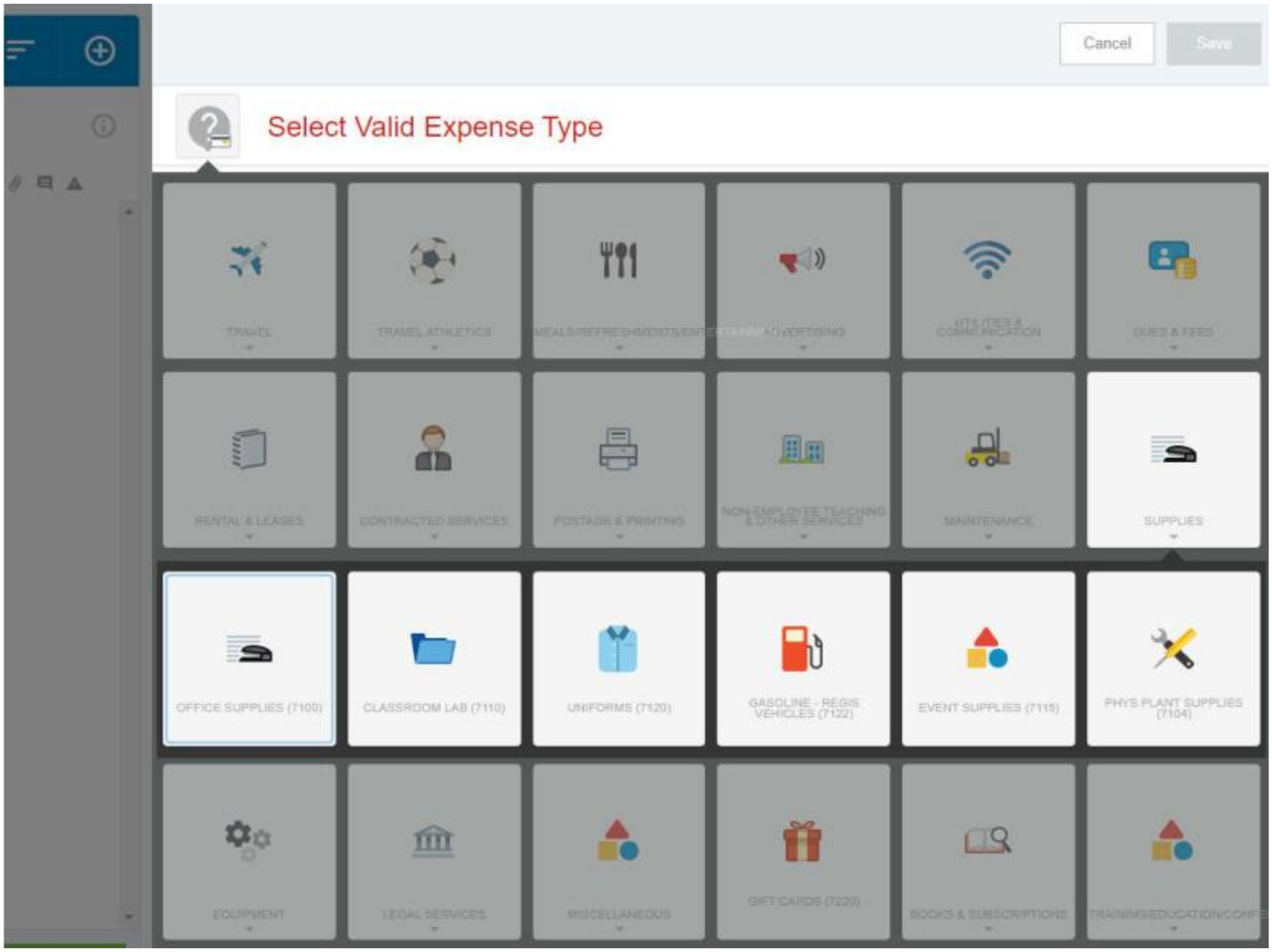
XVIII. This is the next screen that will appear:



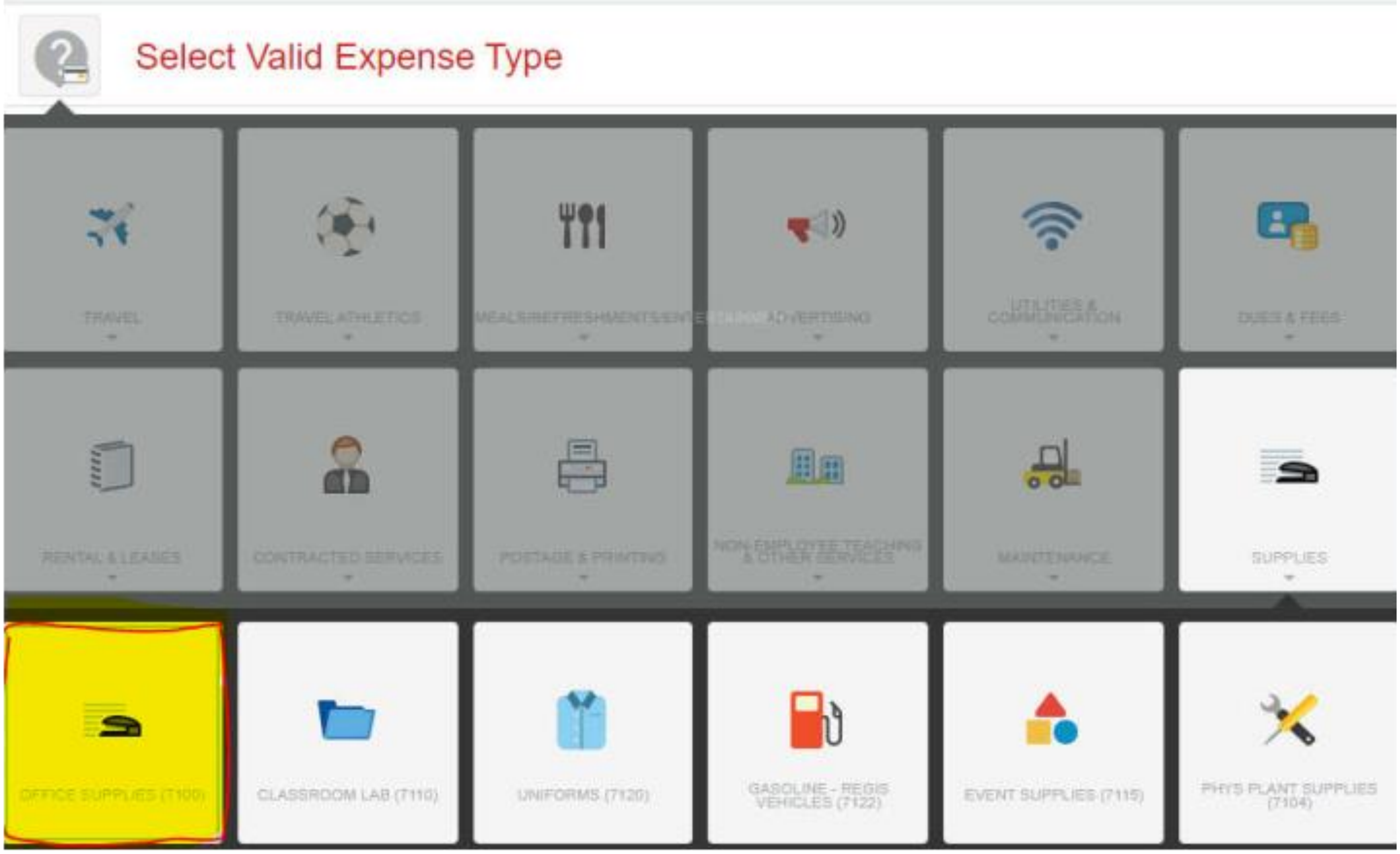
1. On this screen choose which tile fits the purchase. For example, this purchase was from Costco, the tile selected is Supplies (highlighted in yellow):



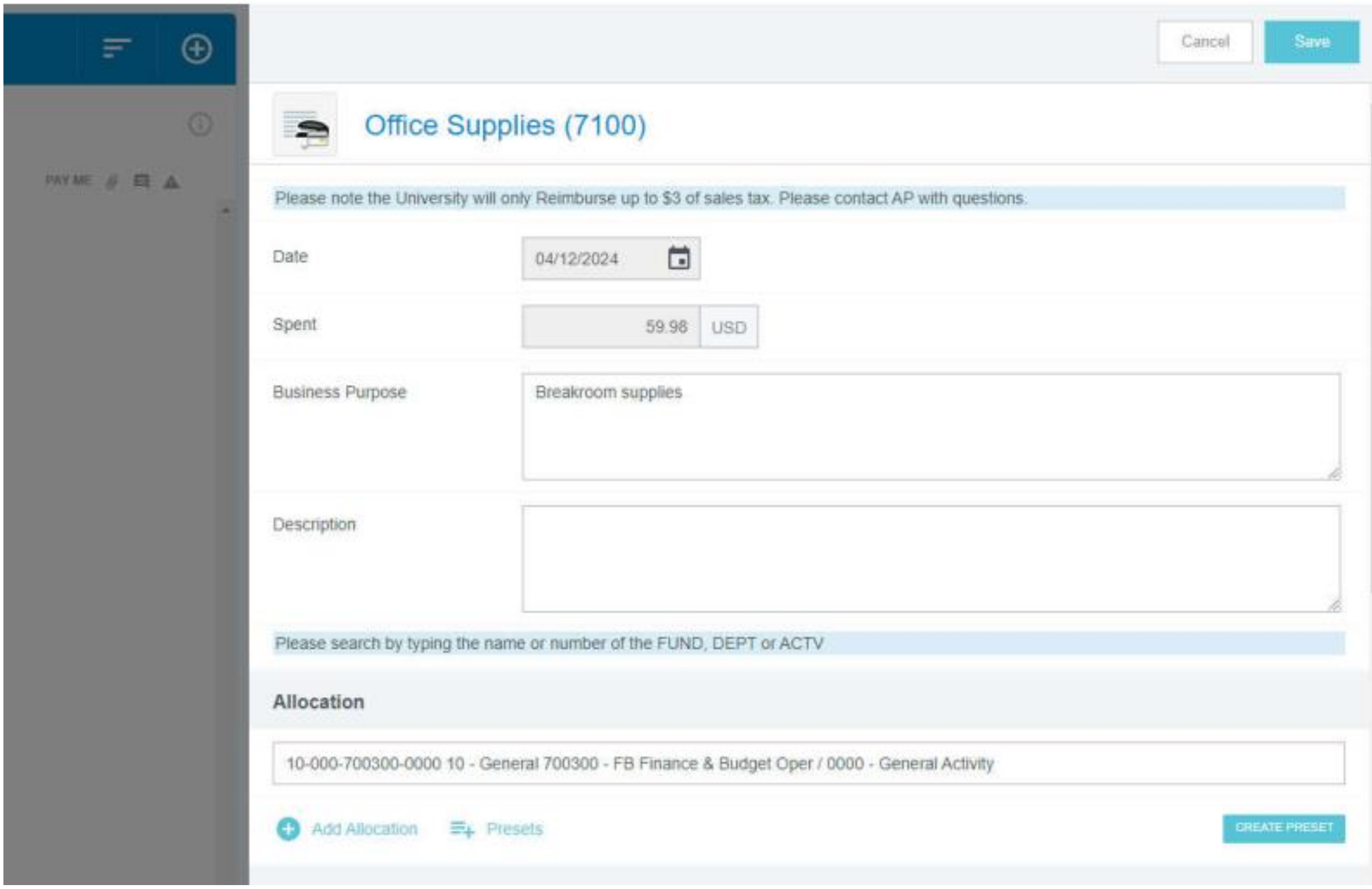
2. Under the Supplies tile, there are various choices:



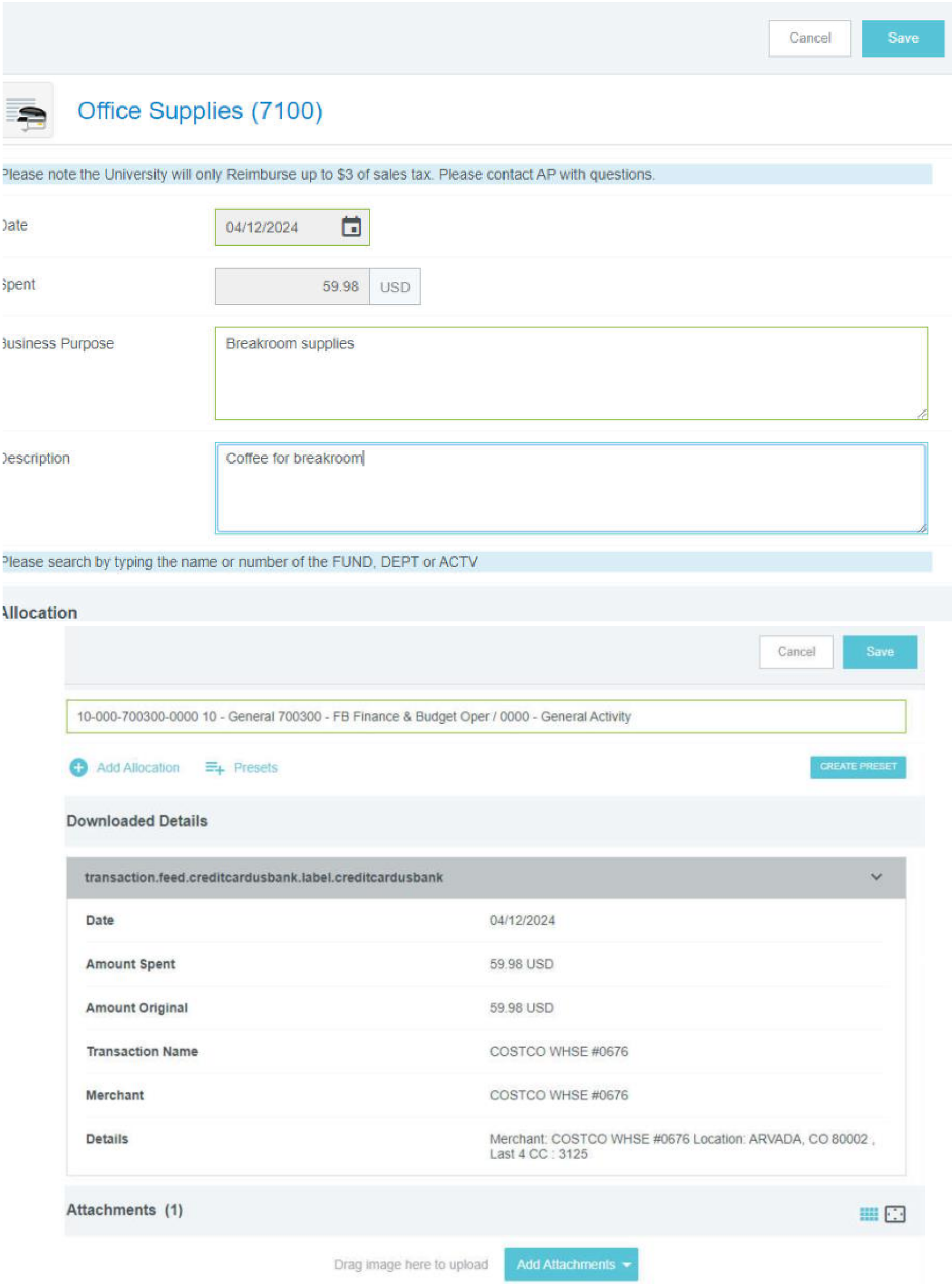
XIV. For this example, Office Supplies (7100) has been selected (highlighted in yellow):



XV. After selecting the appropriate tile, this screen will appear. Fill out the description – What is the business purpose for this purchase?
The more detail here, the better:



XVI. Below is an example of what this screen looks like completed:



XVII. Next, click on “Add Attachment” to retrieve the receipt that matches the charged amount on the Pcard. Here is the receipt for this example:

COSTCO WHOLESALE

Arvada #676
5195 Wadsworth Blvd
Arvada, CO 80002

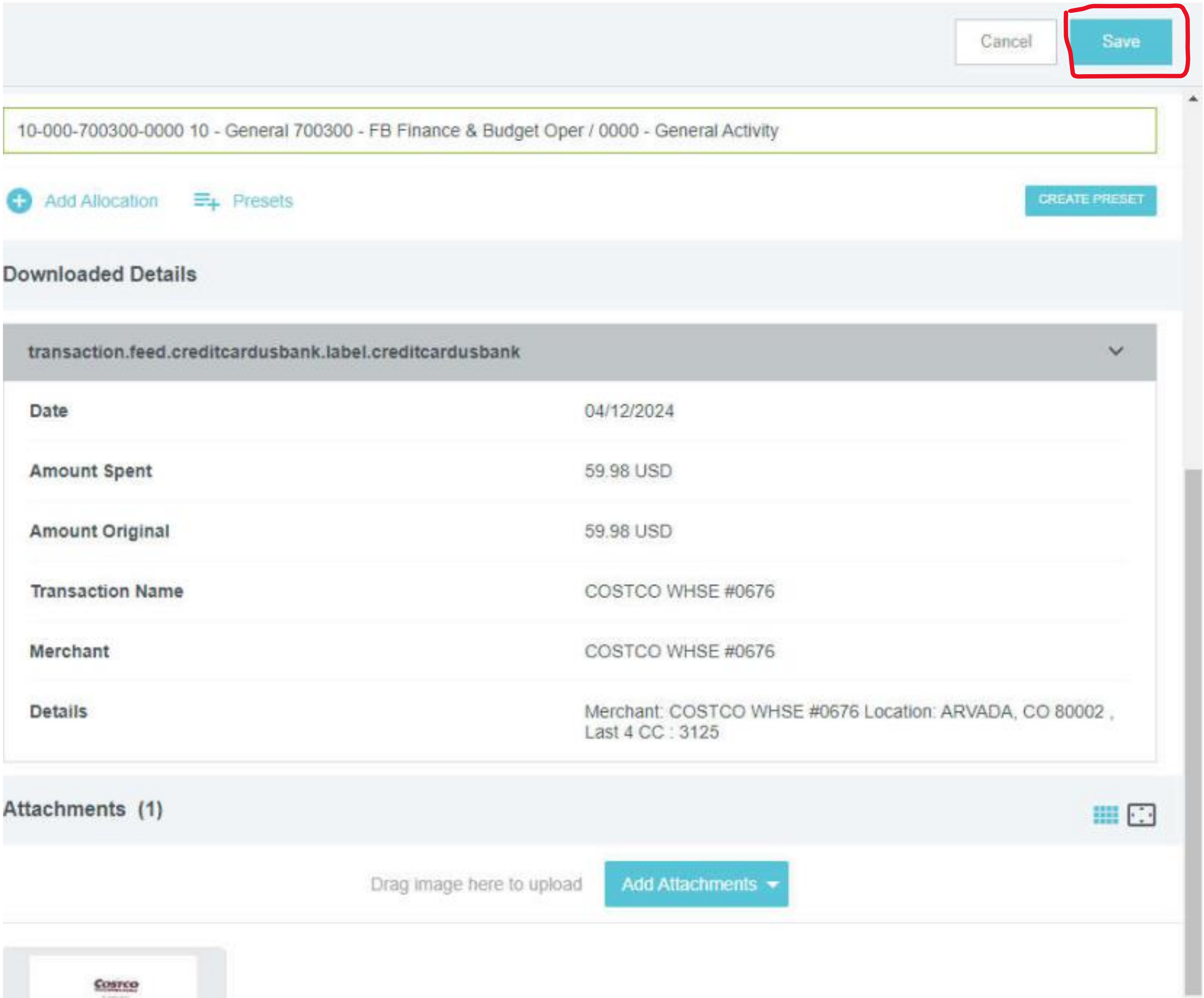
CC Member [redacted]
RESALE ON

E	1783708 STARBUCKS64V	37.99
E	0000325096 / K-CUPS	8.00-
E	1783708 STARBUCKS64V	37.99
E	0000325096 / K-CUPS	8.00-

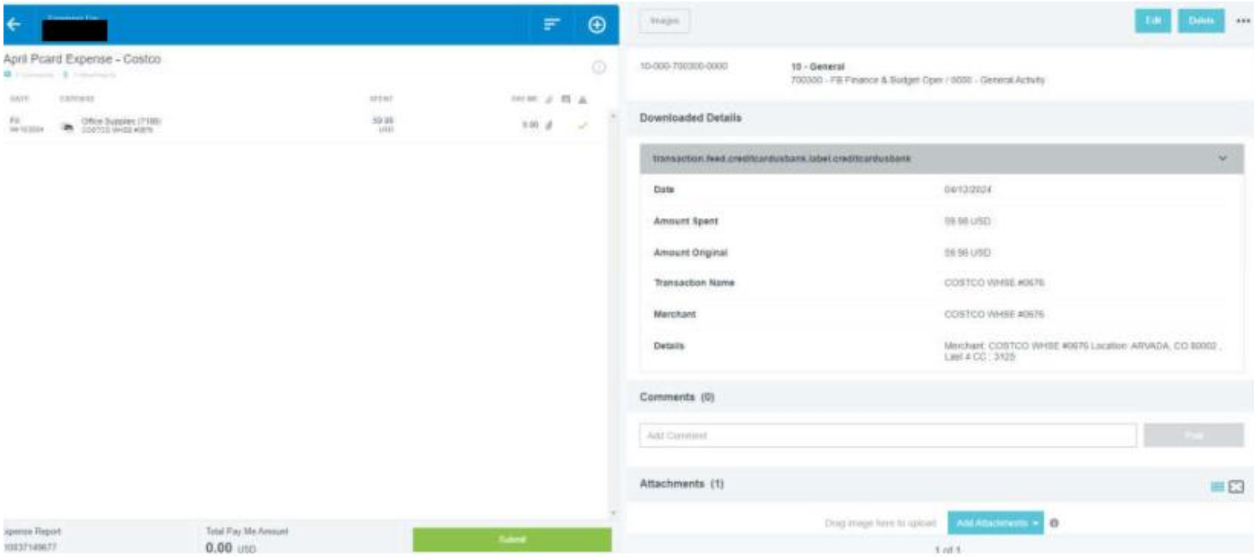
RESALE TOTAL	59.98
NON RESALE TOTAL	0.00
SUBTOTAL	59.98
TAX	0.00
**** TOTAL	59.98

[redacted] H
AID: A0000000031010
Seq# 1141 App#: 055775
Visa Resp: APPROVED
Tran ID#: 410300001141....

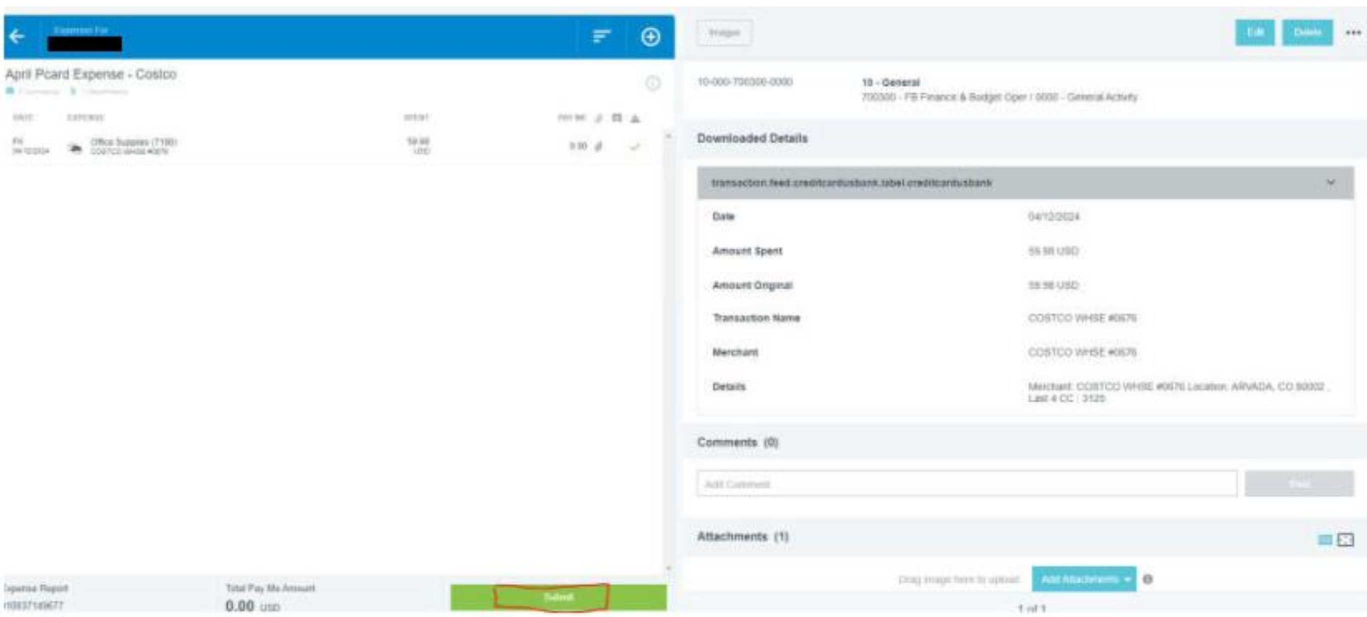
XVIII. When this screen is completed, click on *Save* (button circled in red):



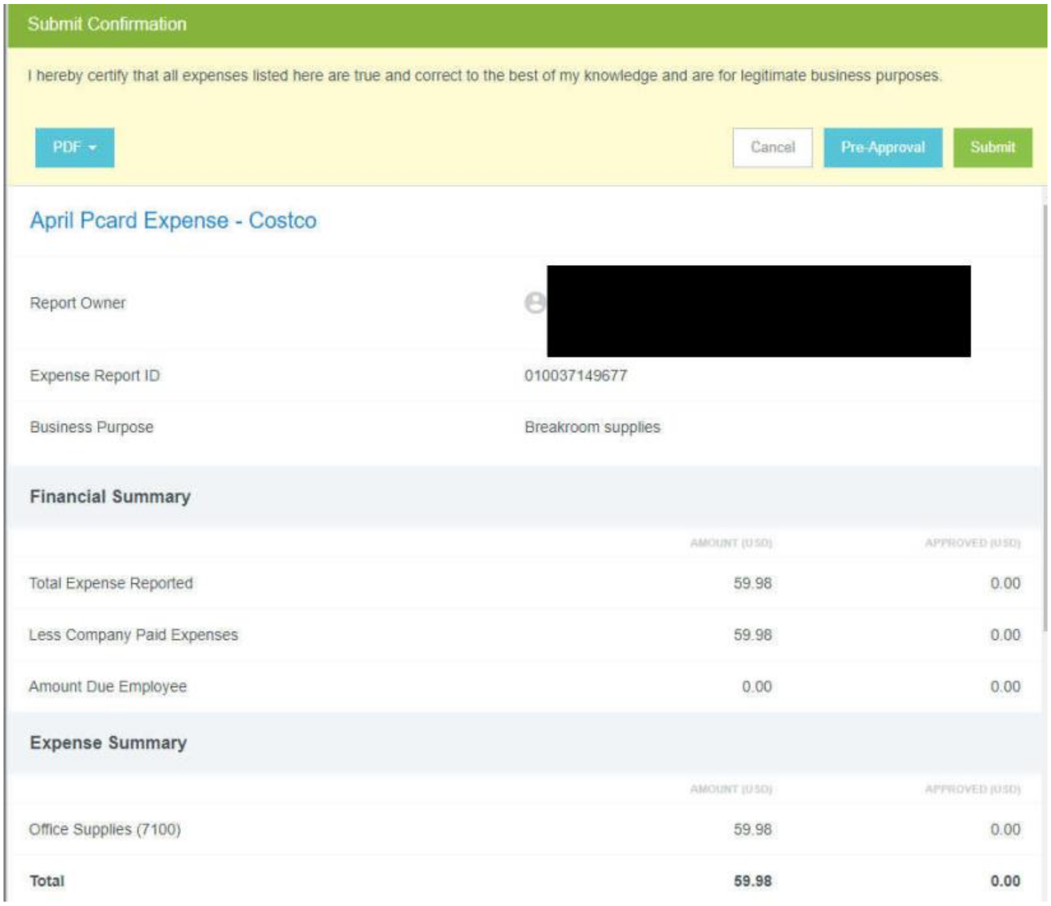
XIX. This is the next screen that will appear:



XX. At this point more expenses can be added, with more receipts, by going back to the eWallet. When this is completed, click on Submit (circled in red):



XXI. After Submit has been selected, “Submit Confirmation” will appear:
This is a good screen to review everything before the final submission.



XXII. If everything looks correct, click on “Submit” (circled in red):