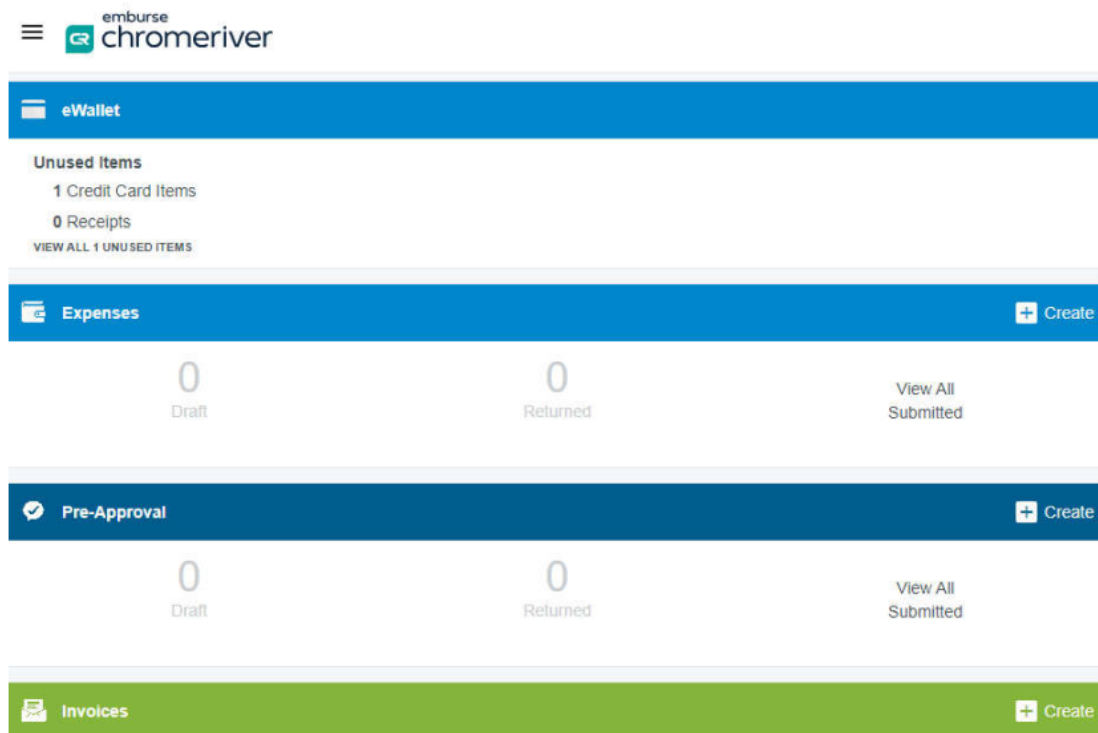


Entering a Pcard Reconciliation

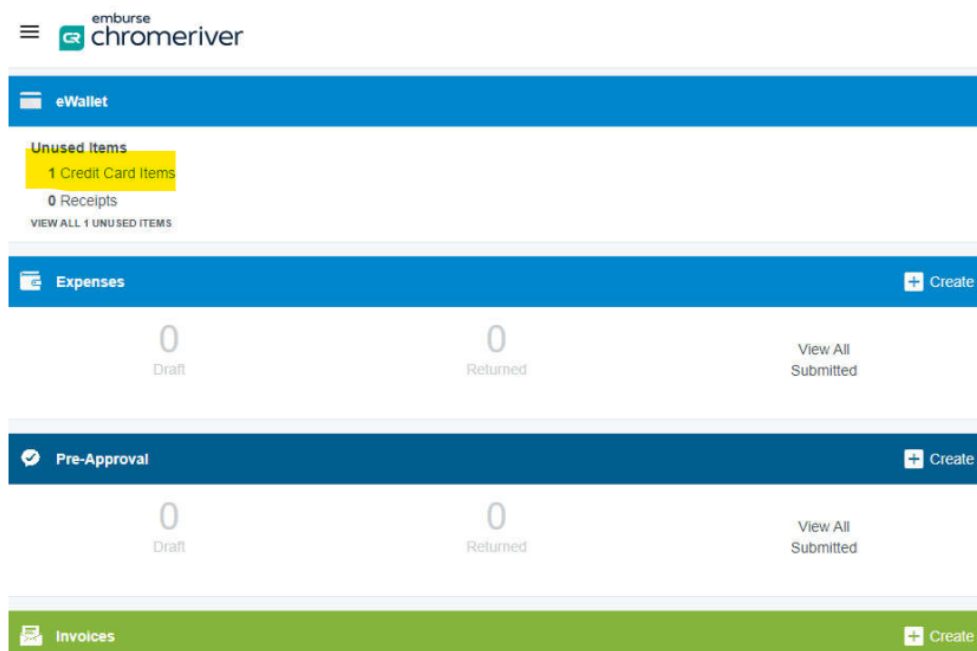
- I. Browse to the Chrome River Home Screen (below):



The screenshot shows the Chrome River Home Screen. At the top, there is a navigation menu with a hamburger icon and the logo "emburse chromeriver". Below the logo, there is a blue bar labeled "eWallet". Underneath, the "Unused Items" section is highlighted in yellow. It shows "1 Credit Card Items" and "0 Receipts", with a link to "VIEW ALL 1 UNUSED ITEMS". Below this, there are three sections: "Expenses", "Pre-Approval", and "Invoices". Each section has a "Create" button and a "View All Submitted" link. The "Expenses" section shows 0 Draft and 0 Returned items. The "Pre-Approval" section also shows 0 Draft and 0 Returned items. The "Invoices" section is highlighted in green.

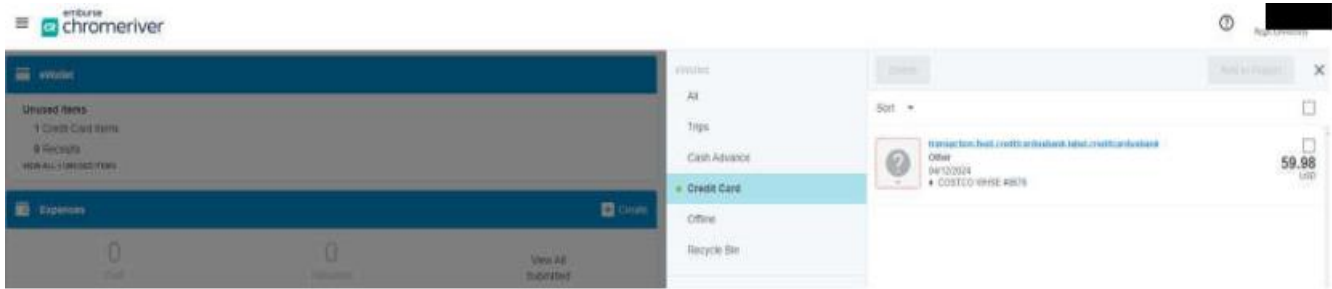
****Hint** – It is easier to select the Credit Card item and then find the receipt that goes with the Credit Card item. It takes up to three days (possible more if it is over a weekend) from the time a pcard is swiped before it will appear in the Chrome River e-wallet.

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

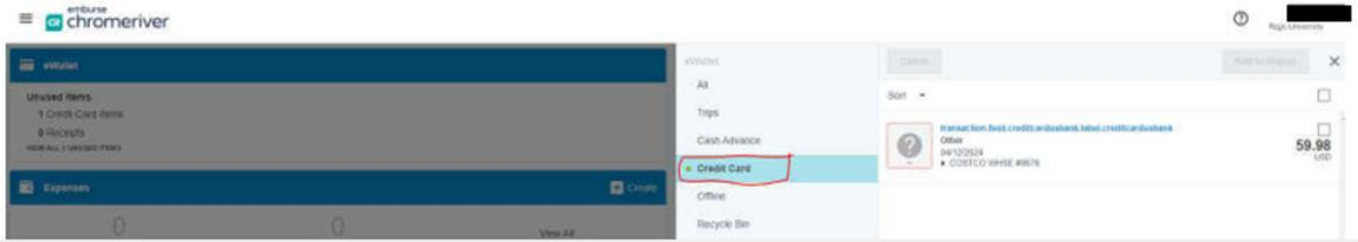


This screenshot is identical to the one above, but the "1 Credit Card Items" link in the "Unused Items" section is highlighted in yellow to indicate where to click.

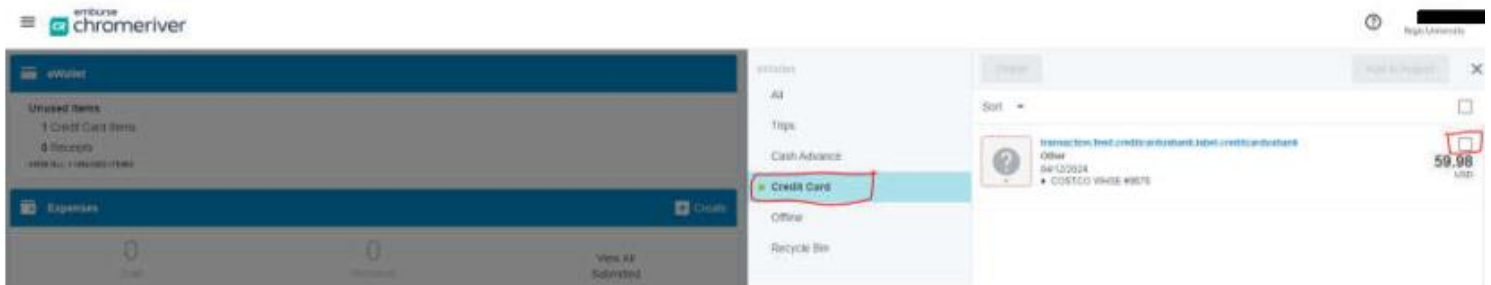
III. After clicking on Credit Card Item (pictured above) this is the screen that will appear:



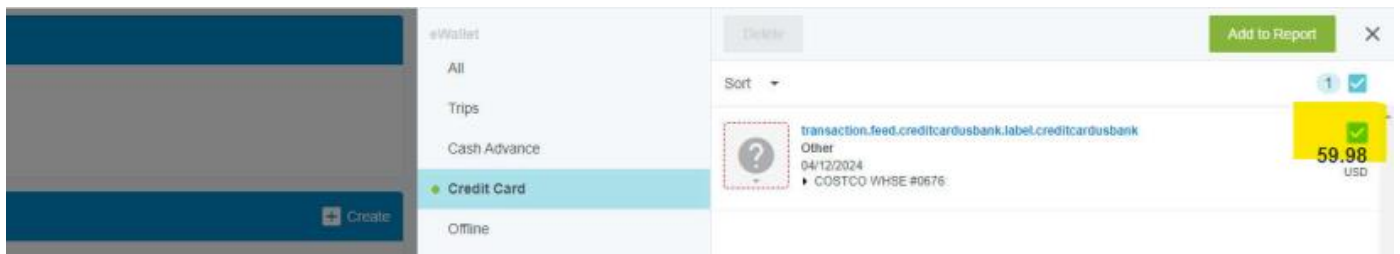
IV. Click on Credit Card (circled in red above):



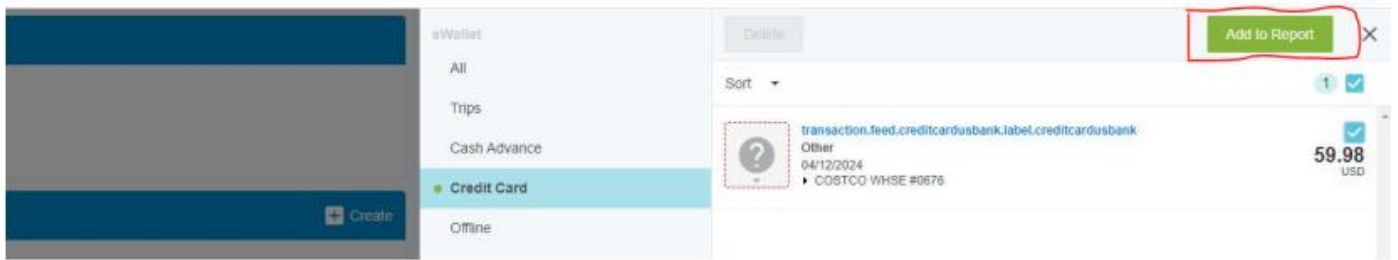
V. Click on one of the charged items (or click on select all, either works):



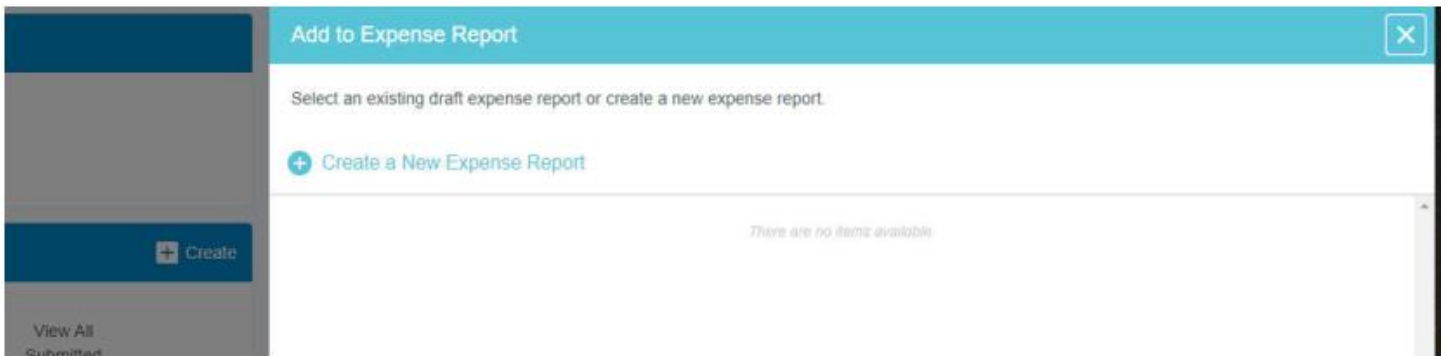
VI. In the below screenshot, the item that is selected is highlighted in yellow.



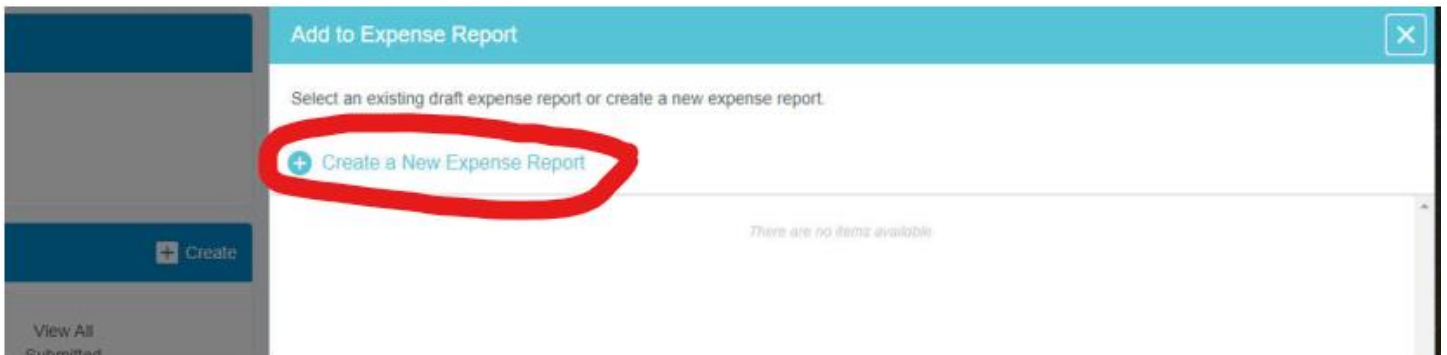
VII. Next click on the green button, *Add to Report*, in the upper right corner (circled in red):



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:

The screenshot shows a web application interface for creating an expense report. The title is "Expenses For" followed by a redacted name. The form includes the following fields:

- Import from Pre-Approval**: Optional, with a button labeled "IMPORT PRE-APPROVAL".
- Report Name**: Text input field containing "April Pcard Expense - Costco".
- Pay Me In**: Dropdown menu showing "USD - US Dollars".
- Start Date**: Date picker field.
- End Date**: Date picker field.
- Business Purpose**: Text input field.
- Report Type**: Dropdown menu showing "-- Select --".
- Fiscal Year**: Dropdown menu showing "FY24".

XI. Fill out the screen appropriately:

The screenshot shows the same web application interface as above, but with the following fields filled out:

- Report Name**: "April Pcard Expense - Costco"
- Start Date**: "04/12/2024"
- End Date**: "04/12/2024"
- Business Purpose**: "Breakroom supplies"
- Report Type**: "PCard Expense Reconciliation"
- Fiscal Year**: "FY24"

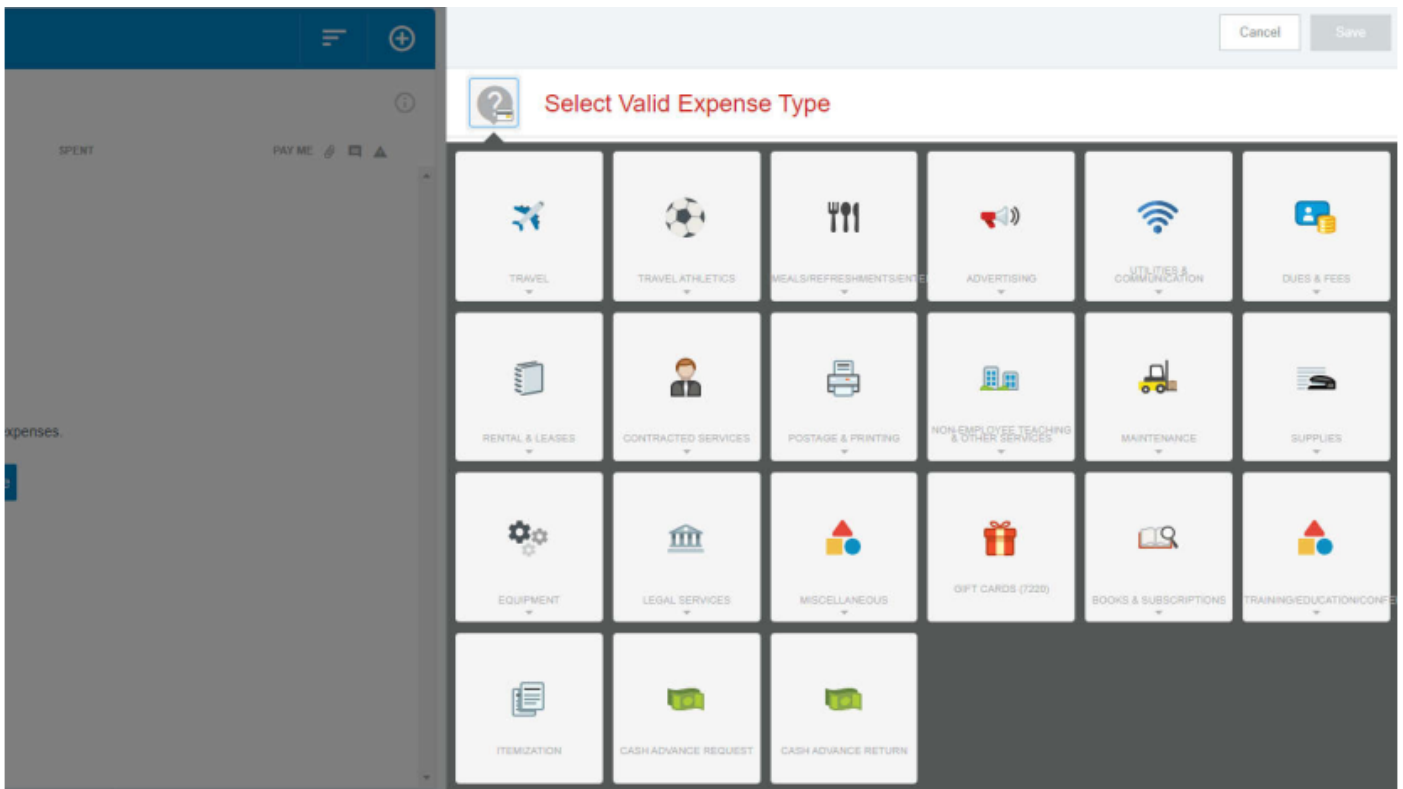
1. Give the report a name – In this example April 2024 Pcard Expense – Costco is used.
2. Start date and End Date – if the report is being completed on a weekly basis, use the date at the beginning of the week to the end of the week, or use the date on the receipt, as shown in the example above.
3. Business 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:

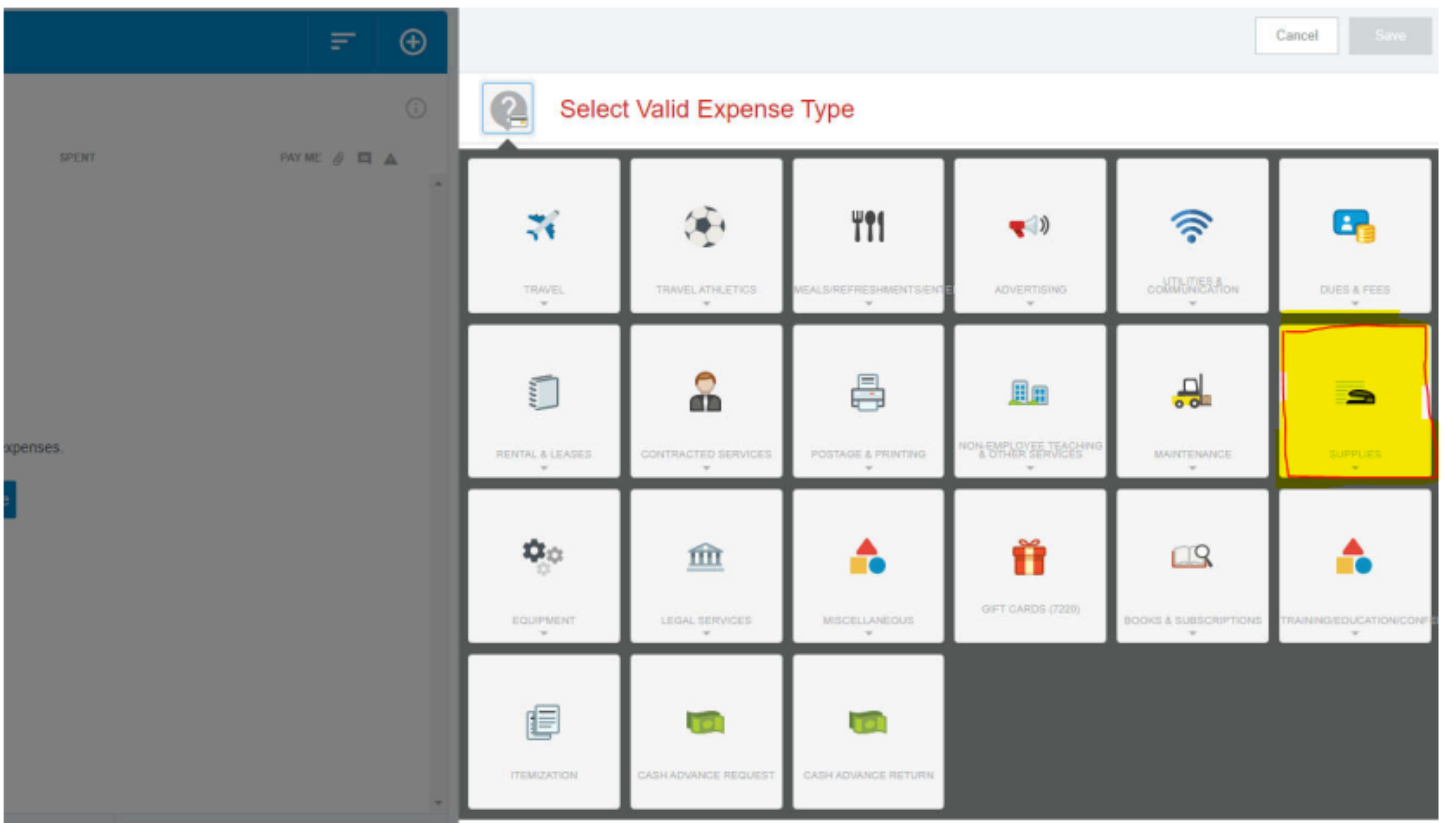
The screenshot shows a web-based form titled "Expenses For [REDACTED]". The form includes several fields: "Import from Pre-Approval" (Optional) with an "IMPORT PRE-APPROVAL" button; "Report Name" (April Pcard Expense - Costco); "Pay Me In" (USD - US Dollars); "Start Date" (04/12/2024); "End Date" (04/12/2024); "Business Purpose" (Breakroom supplies); "Report Type" (PCard Expense Reconciliation); and "Fiscal Year" (FY24). In the top right corner, there are "Cancel" and "Save" buttons, with the "Save" button circled in red.

Import from Pre-Approval <small>Optional</small>	<input type="button" value="IMPORT PRE-APPROVAL"/>
Report Name	April Pcard Expense - Costco
Pay Me In	USD - US Dollars
Start Date	04/12/2024
End Date	04/12/2024
Business Purpose	Breakroom supplies
Report Type	PCard Expense Reconciliation
Fiscal Year	FY24

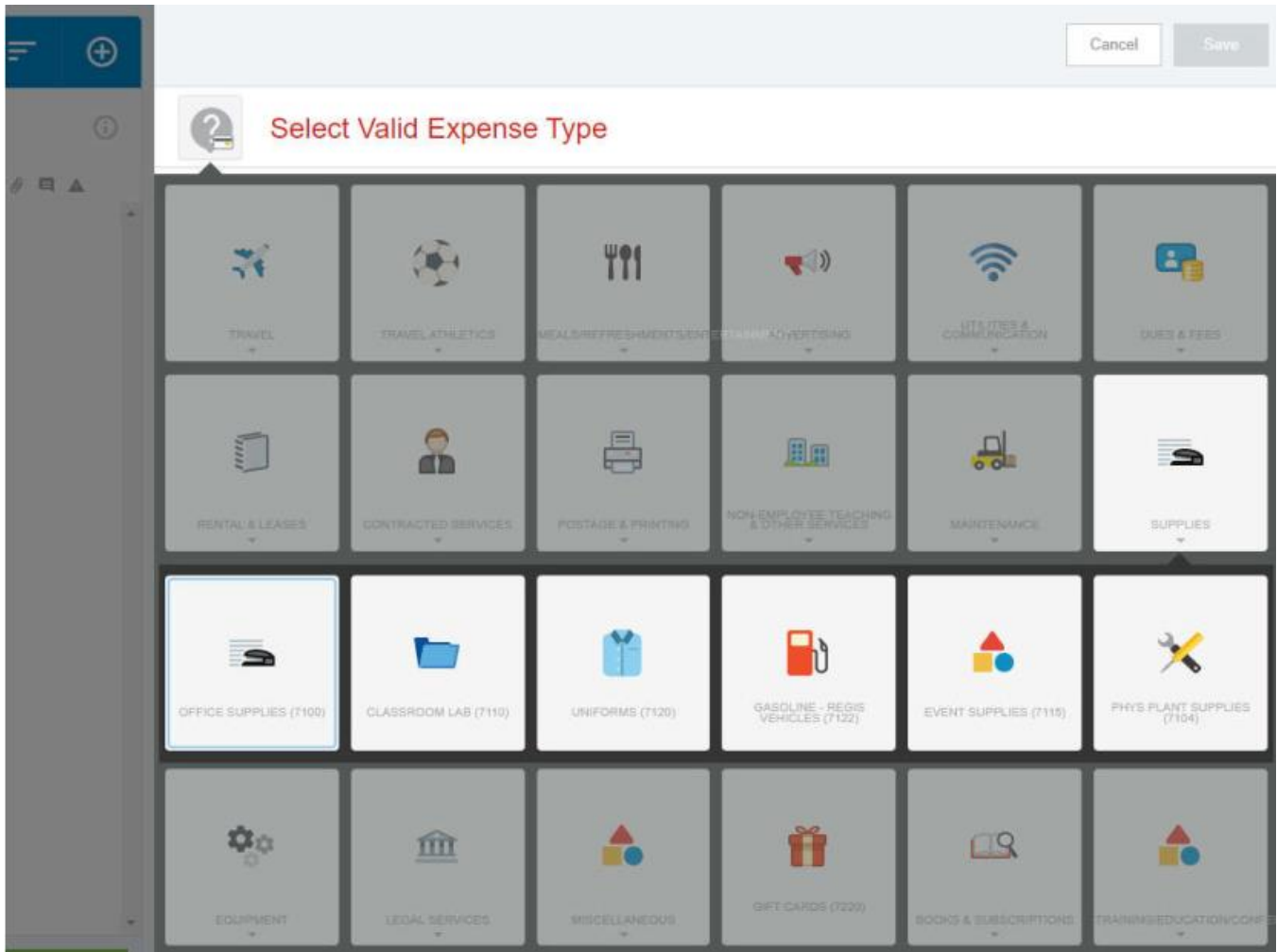
XVIII. This is the next screen that will appear:




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):

 **Select Valid Expense Type**

 TRAVEL	 TRAVEL/ATHLETICS	 MEALS/REFRESHMENTS/ENTERTAINMENT/ADVERTISING	 SOUND	 UTILITIES & COMMUNICATION	 DUES & FEES
 RENTAL & LEASES	 CONTRACTED SERVICES	 POSTAGE & PRINTING	 NON-EMPLOYEE TEACHING & OTHER SERVICES	 MAINTENANCE	 SUPPLIES
 OFFICE SUPPLIES (7100)	 CLASSROOM LAB (7110)	 UNIFORMS (7120)	 GASOLINE - REGIS VEHICLES (7122)	 EVENT SUPPLIES (7115)	 PHYS PLANT SUPPLIES (7104)

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:

Office Supplies (7100)

Please note the University will only Reimburse up to \$3 of sales tax. Please contact AP with questions.

Date: 04/12/2024

Spent: 59.98 USD

Business Purpose: Breakroom supplies

Description:

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


Allocation

10-000-700300-0000 10 - General 700300 - FB Finance & Budget Oper / 0000 - General Activity


+ Add Allocation Presets CREATE PRESET

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

Cancel Save

 **Office Supplies (7100)**

Please note the University will only Reimburse up to \$3 of sales tax. Please contact AP with questions.

Date: 04/12/2024 

Spent: 59.98 USD

Business Purpose: Breakroom supplies

Description: Coffee for breakroom

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

Allocation

Cancel Save

10-000-700300-0000 10 - General 700300 - FB Finance & Budget Oper / 0000 - General Activity

[+ Add Allocation](#) [Presets](#) CREATE PRESET

Downloaded Details

transaction.feed.creditcardusbank.label.creditcardusbank	
Date	04/12/2024
Amount Spent	59.98 USD
Amount Original	59.98 USD
Transaction Name	COSTCO WHSE #0676
Merchant	COSTCO WHSE #0676
Details	Merchant: COSTCO WHSE #0676 Location: ARVADA, CO 80002 , Last 4 CC : 3125

Attachments (1)

Drag image here to upload Add Attachments

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:



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: A000000031010
Seq# 1141 App#: 055775
Visa Resp: APPROVE
Tran ID#: 410300001141....

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

Cancel Save

10-000-700300-0000 10 - General 700300 - FB Finance & Budget Oper / 0000 - General Activity

+ Add Allocation Presets CREATE PRESET


Downloaded Details

transaction.feed.creditcardusbank.label.creditcardusbank

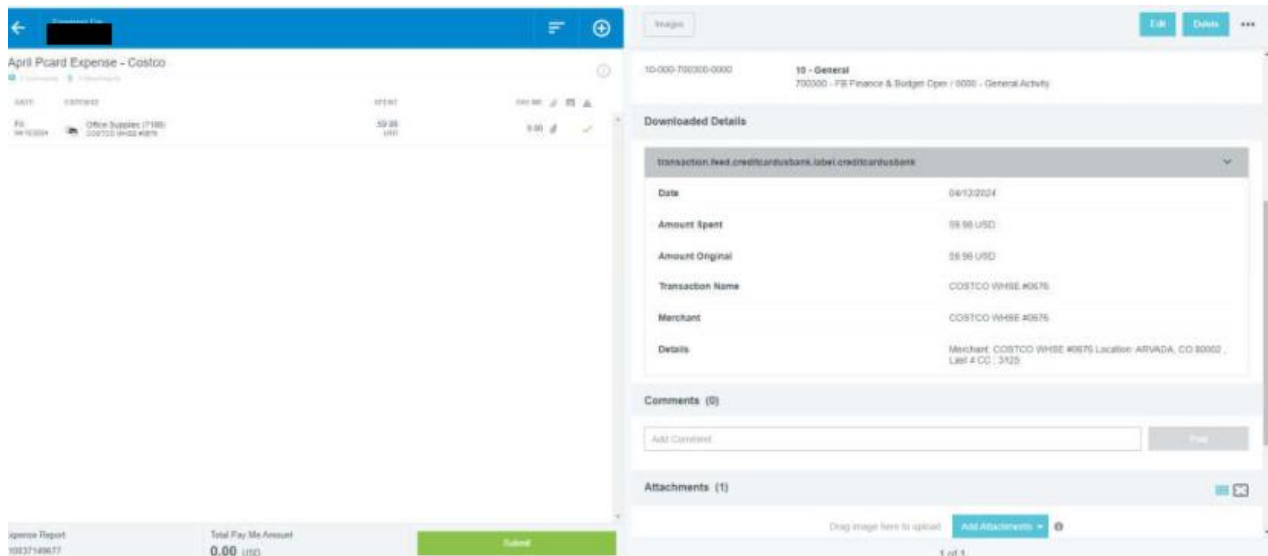
Date	04/12/2024
Amount Spent	59.98 USD
Amount Original	59.98 USD
Transaction Name	COSTCO WHSE #0676
Merchant	COSTCO WHSE #0676
Details	Merchant: COSTCO WHSE #0676 Location: ARVADA, CO 80002 , Last 4 CC : 3125

Attachments (1)

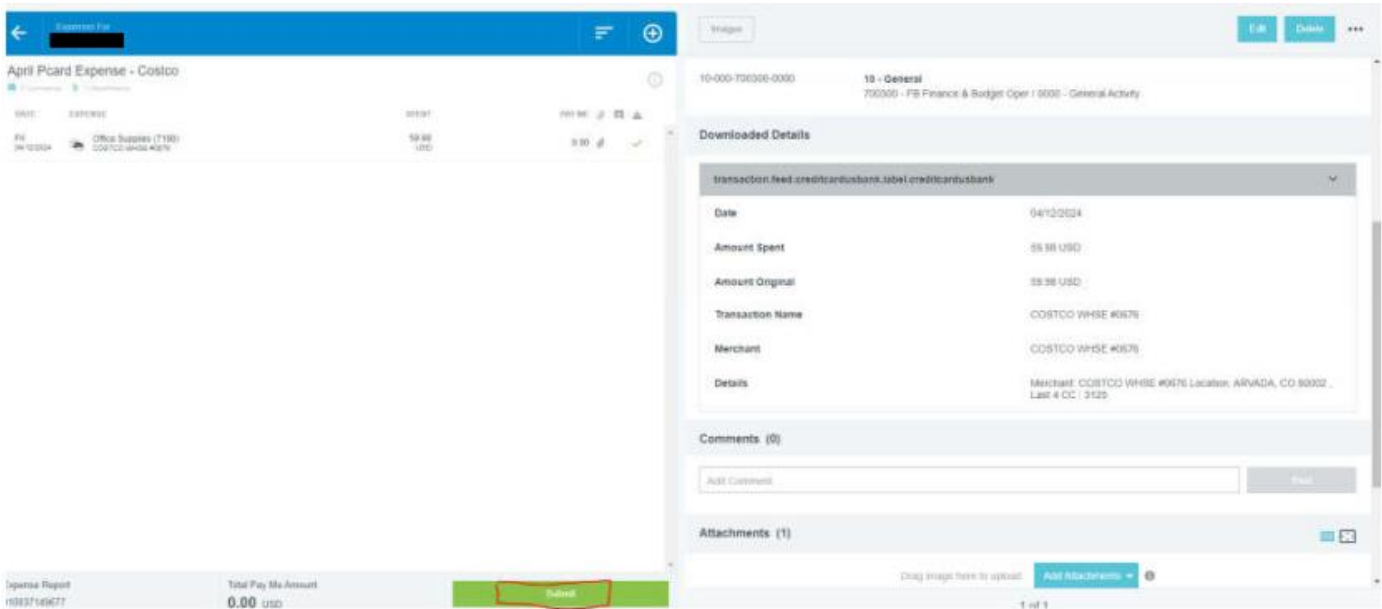
Drag image here to upload Add Attachments



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.

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.

PDF

April Pcard Expense - Costco

Report Owner 

Expense Report ID 010037149677

Business Purpose Breakroom supplies

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	59.98	0.00
Less Company Paid Expenses	59.98	0.00
Amount Due Employee	0.00	0.00

Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Office Supplies (7100)	59.98	0.00
Total	59.98	0.00


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

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.

[PDF](#) [Cancel](#) [Pre-Approval](#) [Submit](#)

April Pcard Expense - Costco

Report Owner  

Expense Report ID 010037149677

Business Purpose Breakroom supplies

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	59.98	0.00