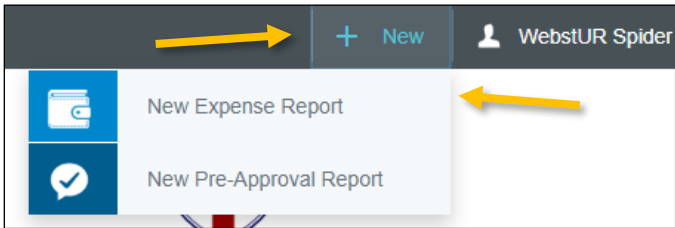


CHROME RIVER QUICK GUIDE – CREATING A PCARD REPORT

1. Click the **+ New** button on the Navigation Bar and select **New Expense Report** from the dropdown menu.



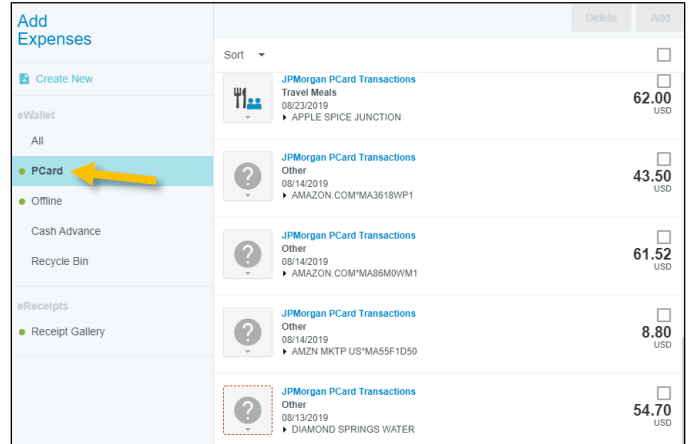
2. Complete the expense report header with the following:

- **Report Name** – Include the card name and an indication of the date range in your report name (e.g., WebstUR Spider’s PCard Report – Aug. 2019)
- **Report Type** – Select **PCard Reconciliation**

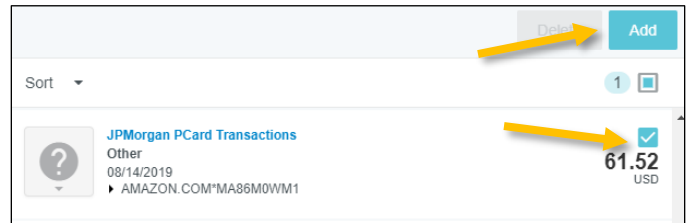
After the report header has been fully completed, click **Save** in the upper right corner to continue.

Add Expenses

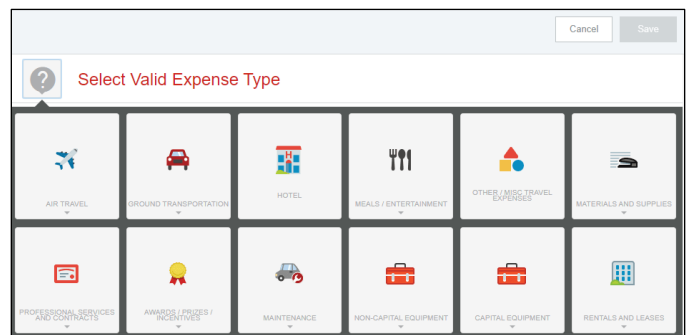
3. The Add Expenses window will now display on the right side of the screen. Click on the **PCard** line in your **eWallet** to see all of your unallocated PCard charges.



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

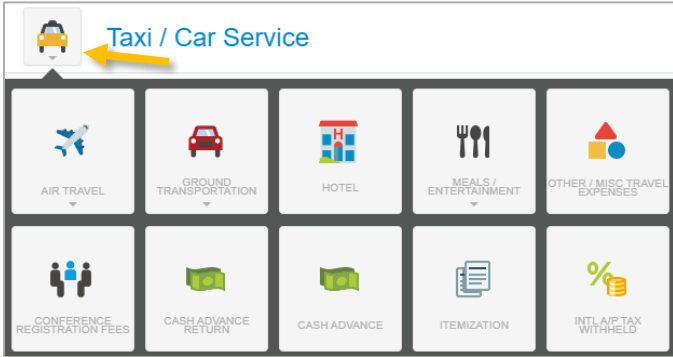


5. You will now need to select the appropriate expense tile for this expense from the expense tile mosaic. Tiles with a downward facing arrow at the bottom are “parent” tiles that have additional expense tiles organized under them.



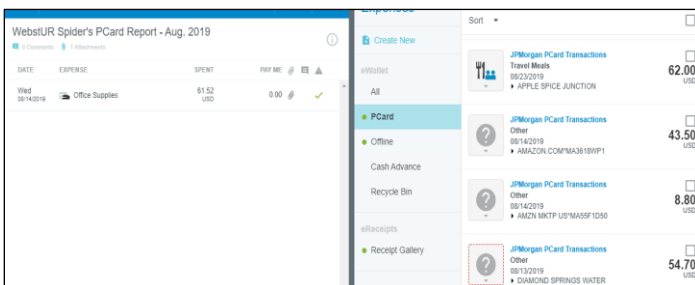
In some instances, Chrome River may use the MCC Code of the vendor to automatically populate the expense type. Please review any of these instances to confirm they are accurate. If they need to be changed, click the tile, and you will be allowed to select a different expense tile from the mosaic.

CHROME RIVER QUICK GUIDE – CREATING A PCARD REPORT



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

7. 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 of the screen.



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

Submit

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

WebstUR Spider's PCard Report - Aug. 2019

0 Comments 3 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Wed 08/14/2019	Office Supplies	61.52 USD	0.00	✓
Wed 08/14/2019	Printing Supplies	43.50 USD	0.00	✓
Fri 08/23/2019	Hospitality / Rece...	62.00 USD	0.00	✓

Expense Report: 010019663989 Total Pay Me Amount: **0.00 USD** **Submit**

10. A submit confirmation will appear at the top right of the screen. Click **Cancel** to return to the report and make any changes. Click **Pre-Approval** to attach a previously submitted pre-approval report to your PCard report for informational purposes. Click **Submit** to submit the PCard report to the approval workflow. (Note: PCard reports should only be submitted once per month for each card. Reports must be submitted and fully approved by the last day of the month in order to post to that month in Banner and appear on that months' budget report. It is recommended that you submit your report no later than the 25th in order to allow enough time for approvals to occur before the end of the month.)

Submit Confirmation

I affirm that this report is complete and accurate, and that all expenses being paid or reimbursed by the University are valid and comply with University policy. I affirm that any expenses claimed for reimbursement were paid with personal funds and have not been previously reimbursed through a submitted expense report or by an outside agency or third party. I affirm that no alcohol purchases being paid or reimbursed have been charged to a federal grant, and that any airfare payments or reimbursements charged to a federal grant comply with the Fly America Act or, when applicable, the Open Skies Agreement.

Cancel **Pre-Approval** **Submit**