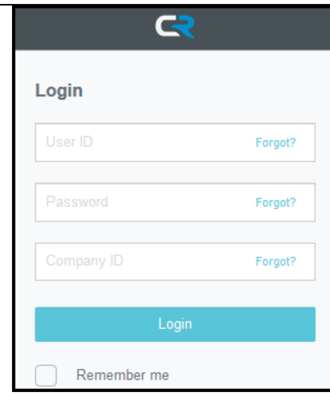
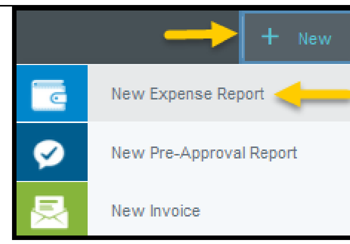
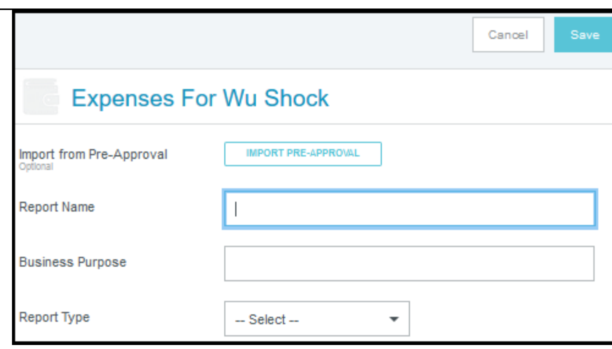
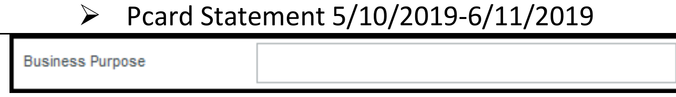
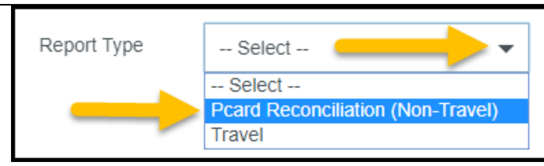
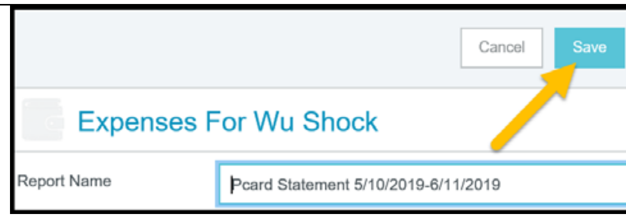
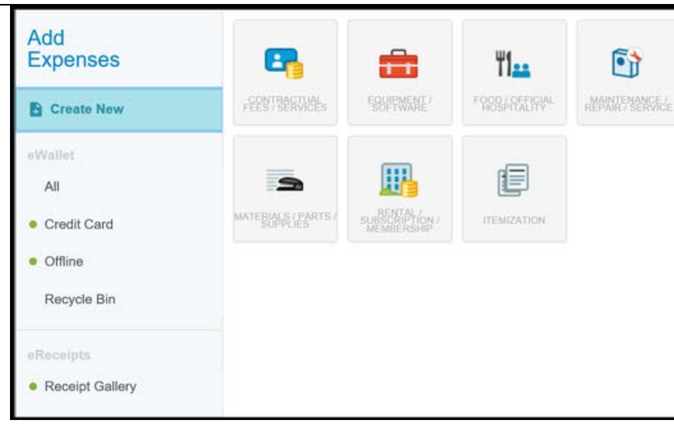
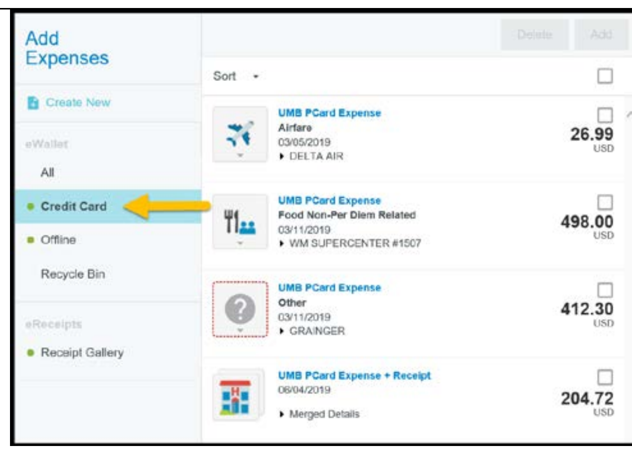
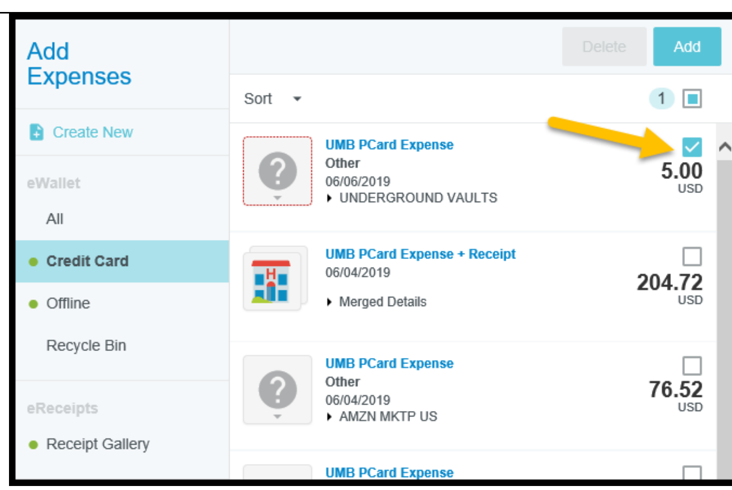
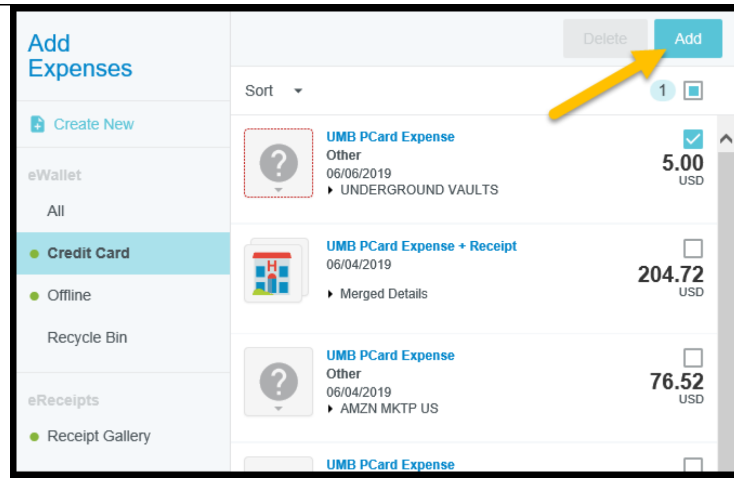
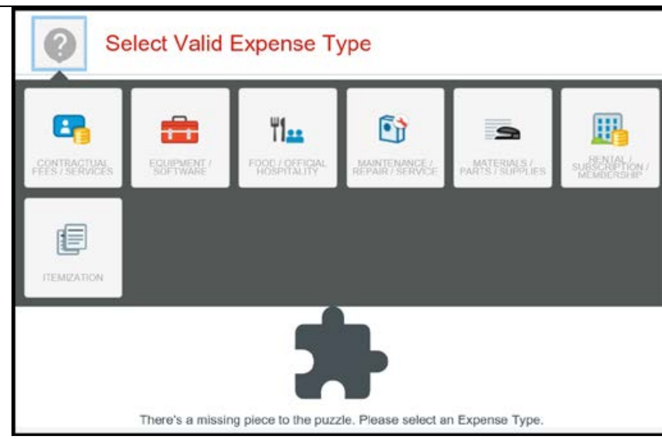
Creating an Expense Pcard Report

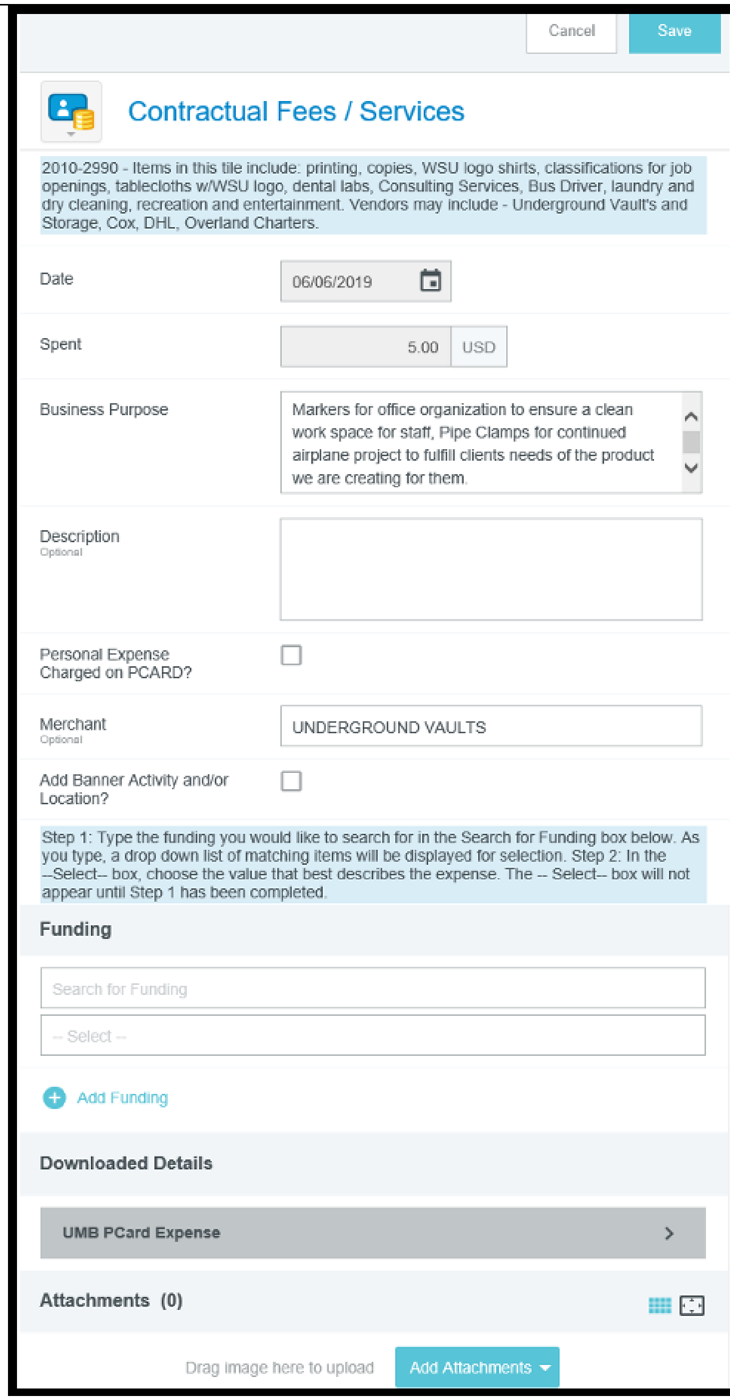
Scenario:

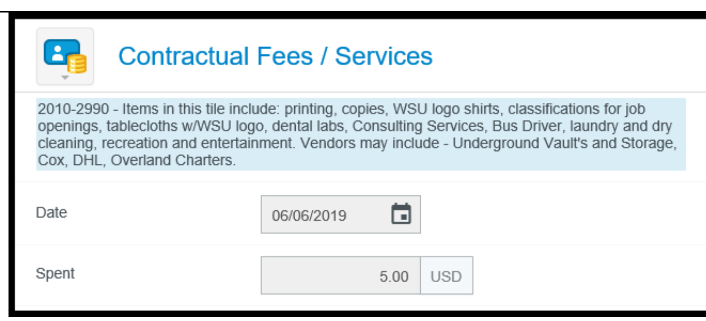
Pcard Reconciliation for Statement Dates 5/10/2019-6/11/2019

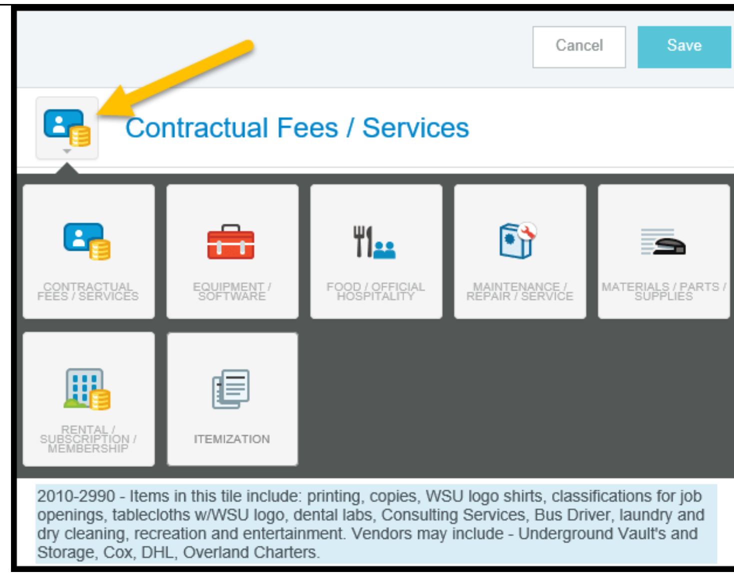
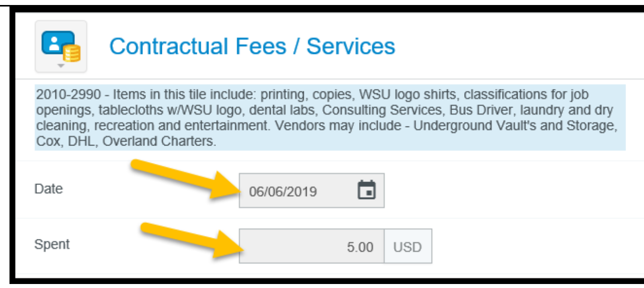
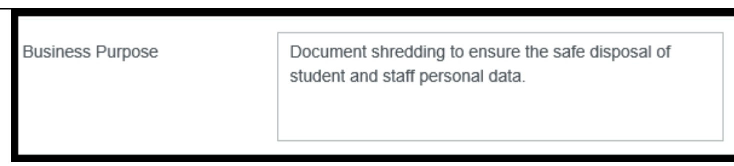
Step	What to Do	Notes
1.	Log into Chrome River ➢ Information provided in classroom	
2.	Click the +New icon and select New Expense Report	
3.	The Expense Report Header page will be displayed on the right side of the screen.	
4.	Enter the Report Name: ➢ Pcard Statement [date range of current statement cycle]	 Naming convention for the Report Name field is: ➢ Pcard Statement, statement cycle dates ➢ <u>Example:</u> ➢ Pcard Statement 5/10/2019-6/11/2019
5.	Enter the Business Purpose: ➢ Pcard purchases to further financial operations mission of assisting student and staff.	 The business purpose should explain: ➢ what purpose the expenditure served, ➢ why the expense was necessary, ➢ how it furthered the University's goals

Step	What to Do	Notes
6.	Select the Report Type: ➢ Pcard Reconciliation (Non-Travel)	
7.	Click Save in the upper right hand corner of the form.	
8.	The Add Expenses screen will appear on the right side of the screen. ➢ Note: The system will always default to the Create New option. ➢ For Pcard Reconciliation you do not want to Create New, go to step 9.	
9.	Select the Credit Card: ➢ The Pcard charges that have loaded from the bank will display on the right. ➢ Note: All Pcard charges will load here, depending on the expense type will determine what report they go on. ➢ For Example, if the card was used for a travel related expense it will go on a Travel Expense Report. If the charge was non-travel it will go on a Pcard Reconciliation Report.	
10.	Select one charge to add to the report by selecting the box above the amount.	

<table>
<tr><th>Step</th><th>What to Do</th><th>Notes</th></tr>
<tr><td>11.</td><td>After selecting the UMB Pcard Expense click Add.</td><td>
</td></tr>
<tr><td>12.</td><td>Select Valid Expense Type by selecting the expense tile that best describes the purchase.
➢ The system is going to try and pick the correct tile for you, if there is a question mark (?) on the Credit Card screen that means the system could not tell what the charge was based on the information from UMB.
➢ For this scenario, select Contractual Fees / Services</td><td>
</td></tr>
</table>

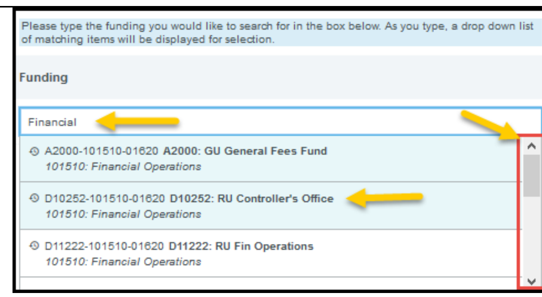
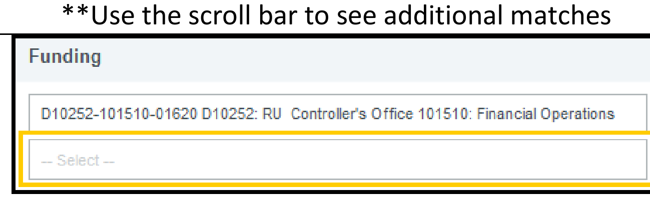
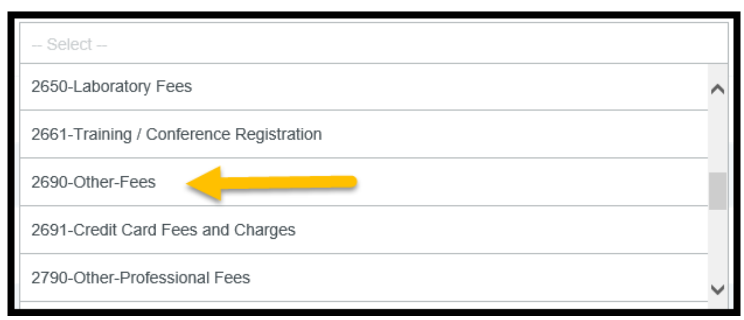
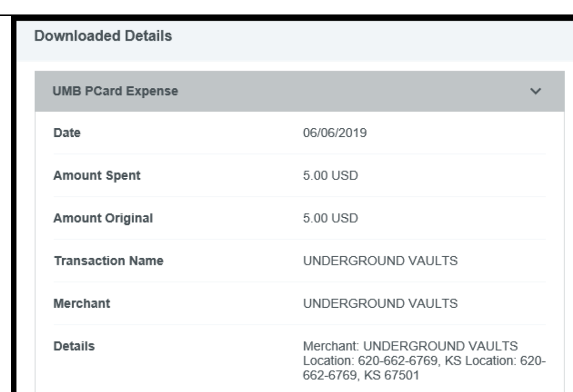
<table>
<tr><th>Step</th><th>What to Do</th><th>Notes</th></tr>
<tr><td>13.</td><td>The Contractual Fees / Services expense form will display.</td><td>
</td></tr>
<tr><td>14.</td><td>A blue note will appear under the tile name. The range of account codes will also be displayed on each tile. A description of types of purchases used with this tile along with possible vendors.
➢ If you do not see the account code range listed for your expense you will have to select another expense tile.

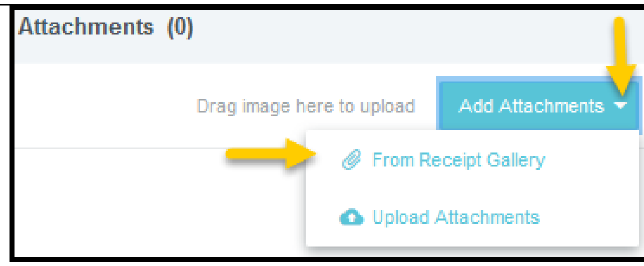
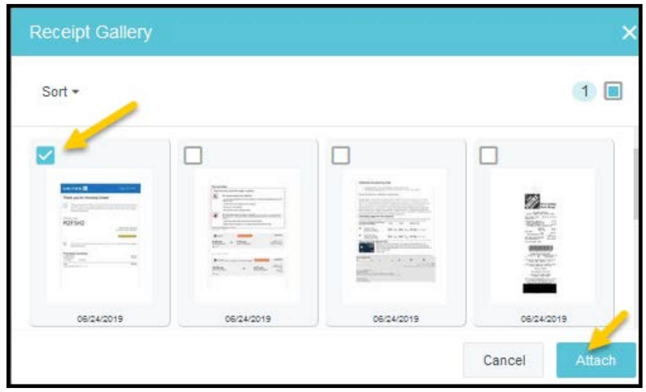
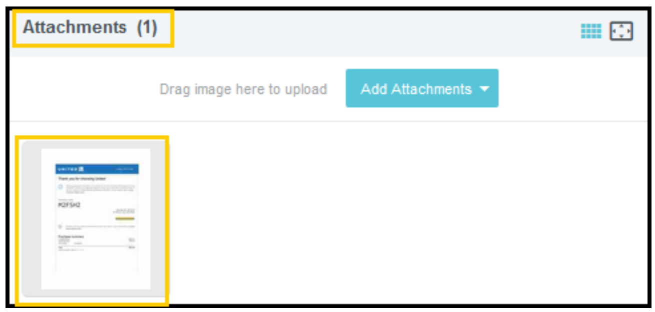
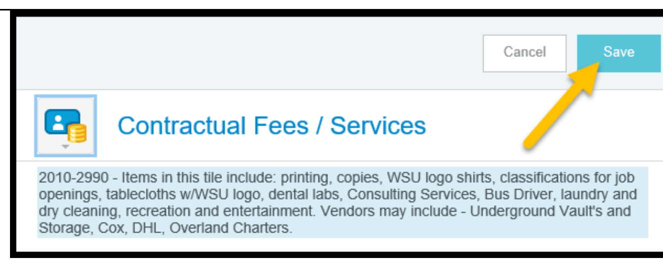
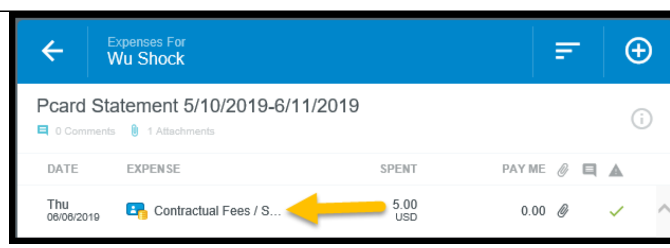
See step 15 for an example to change the tile.</td><td>
</td></tr>
</table>

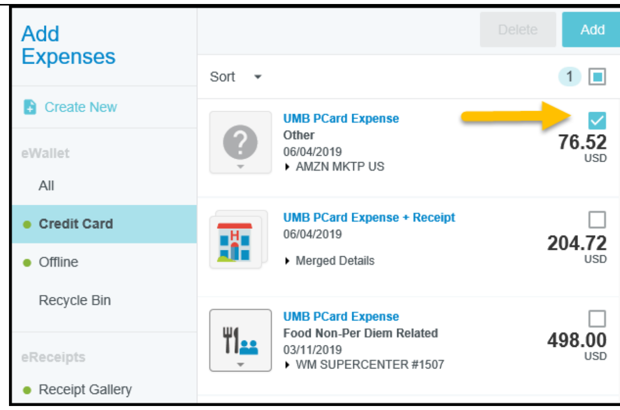
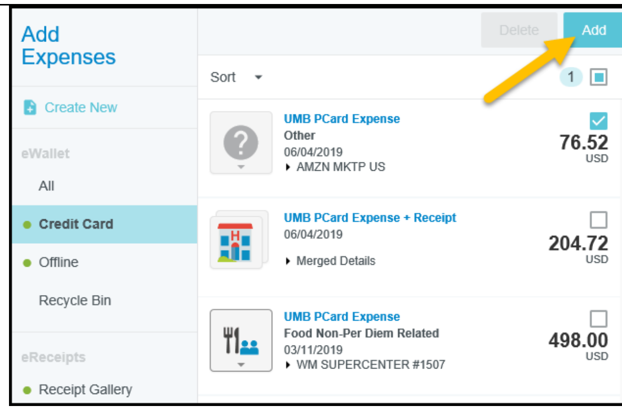
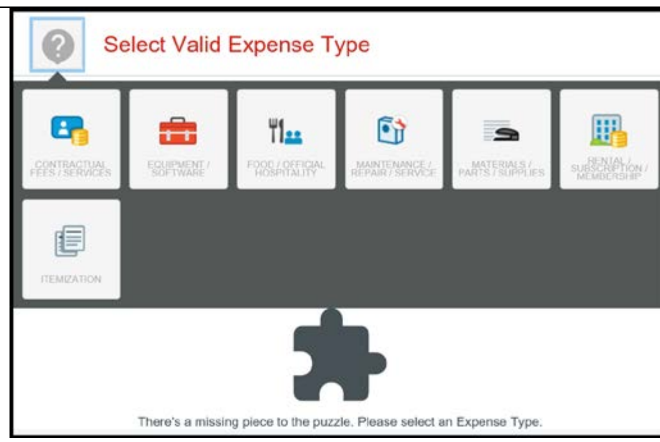
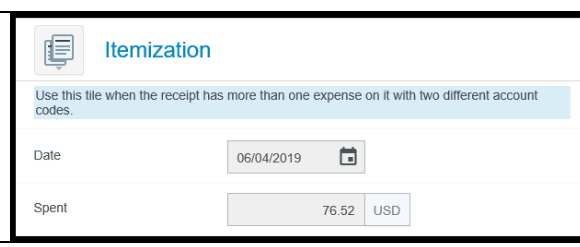
<table>
<tr><th>Step</th><th>What to Do</th><th>Notes</th></tr>
<tr><td>15.</td><td>To change the tile for the selected Pcard Expense click the picture and the options for tiles will re-appear.</td><td>
</td></tr>
<tr><td>16.</td><td>Note: The Date and Spent amount are greyed out and cannot be edited.</td><td>
</td></tr>
<tr><td>17.</td><td>Business Purpose:
➢ The Business Purpose will default from the report header
➢ This value has to be modified for each expense type
➢ For this scenario, change to Document shredding to ensure the safe disposal of student and staff personal data.</td><td>

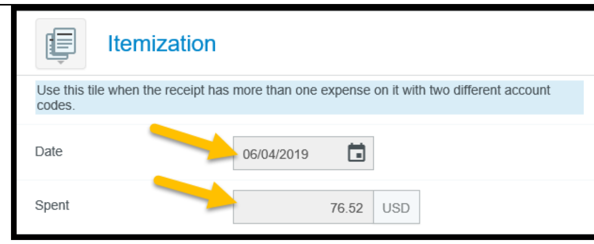
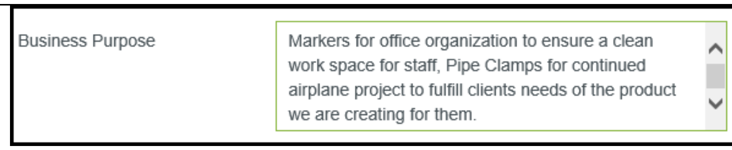
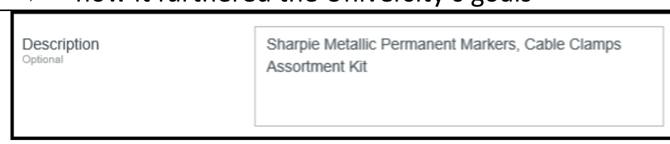
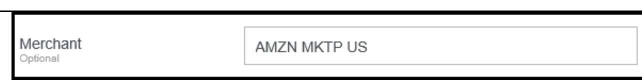
The business purpose should explain:
➢ what purpose the expenditure served,
➢ why the expense was necessary,
➢ how it furthered the University's goals</td></tr>
<tr><td>18.</td><td>Description (optional):
➢ The Description will be used to give more explanation of the expense
➢ For this scenario, enter a description of the expense.</td><td>
</td></tr>
<tr><td>19.</td><td>Personal Expense Charged on PCARD:
Select this box if:
➢ The charge was purchased using a WSU issued procurement card <u>AND</u>
➢ All or part of the charge was a personal/non-reimbursable expense
➢ Note: An additional field will display and require an explanation
➢ For this scenario, leave the check box <u>unchecked</u></td><td>

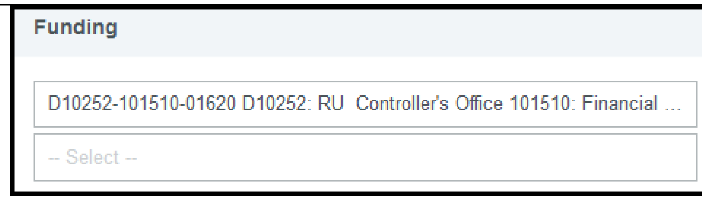
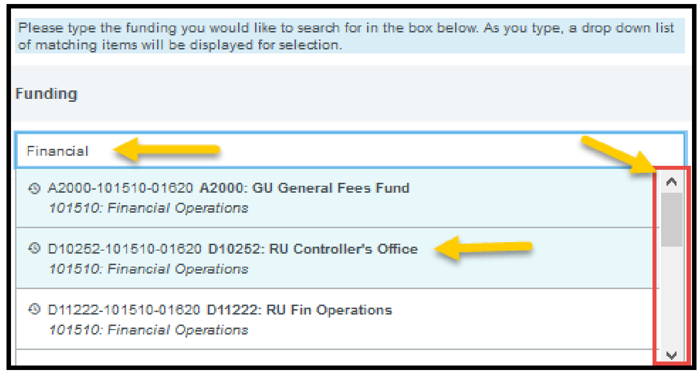
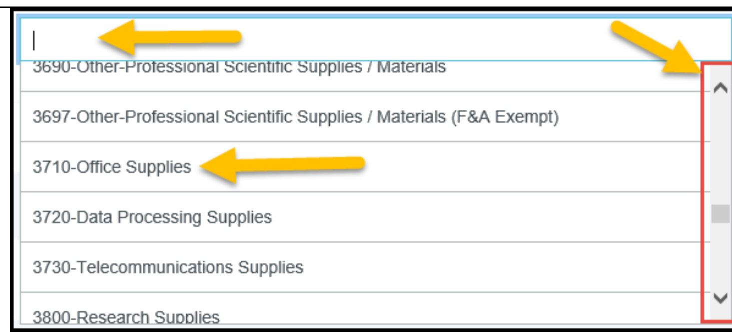
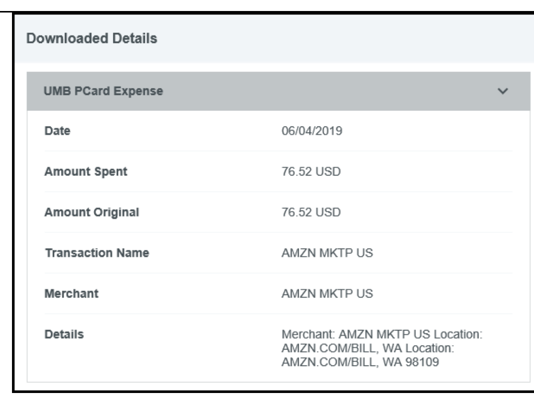

</td></tr>
</table>

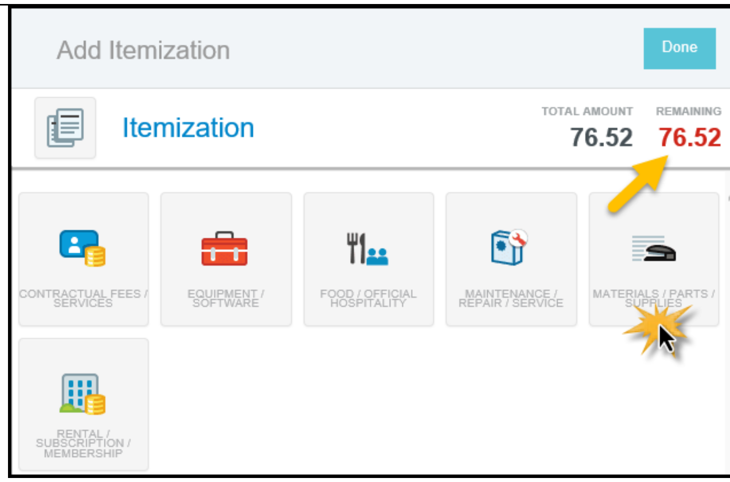
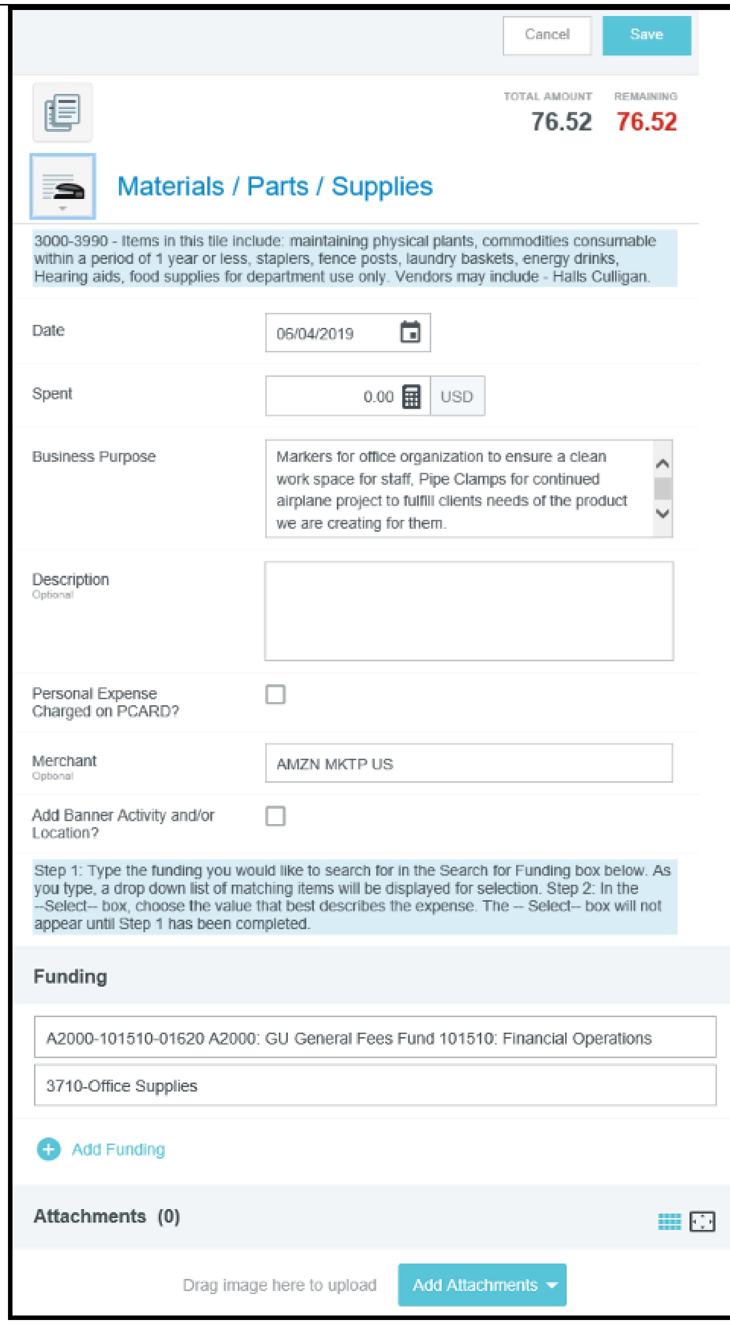
Step	What to Do	Notes
20.	Merchant (optional): ➢ Enter the Vendor or Merchant name ➢ Note: This field will automatically populate if the expense was created from a Pcard transaction ➢ For this scenario, leave blank if it is not populated	
21.	Add Banner Activity and/or Location: ➢ If your department uses the Banner Activity or Location fields, select the check box ➢ If your department does not use the Banner Activity or Location fields, leave this box unchecked ➢ For this scenario, leave the box **<u>unchecked</u>**	
22.	Begin typing in the Search for Funding box to locate and select the appropriate funding for the Expense Type. ➢ As you begin typing, the system will display results that contain the value entered. ➢ For this scenario, enter your Fund, Org or Department Name and click on the appropriate value from the displayed results	 **Use the scroll bar to see additional matches
23.	-- Select – ➢ Once a funding value has been selected, the – Select – field will display. ➢ Click in the field to view the drop down list of available values ➢ Select the appropriate value ➢ For this scenario, select 2690-Other-Fees	 
24.	Downloaded Details ➢ This section gives a breakdown of the transaction that is given by UMB. ➢ Note: The section cannot be edited or removed.	

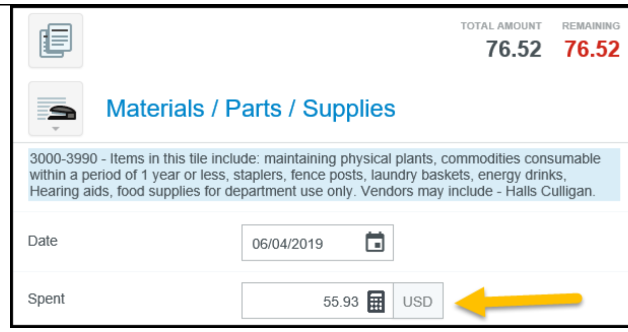
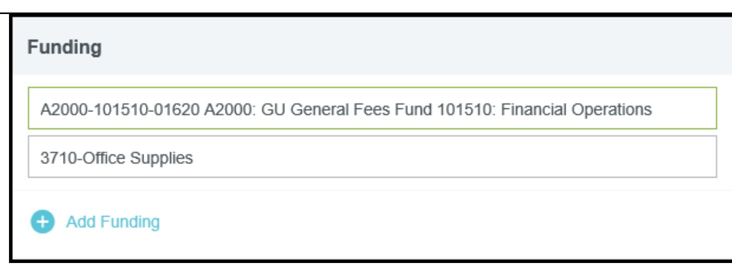
Step	What to Do	Notes
25.	Add Attachments ➢ Most expenses require an itemized receipt or adequate supporting documentation to be attached. ➢ Attachments can be added in Chrome River in various ways. Visit wichita.edu/cr to locate additional information. ➢ Click the Add Attachments Button ➢ Select “From Receipt Gallery” ➢ Select the check box for the receipt you would like to attach ➢ Click the Attach button in the lower right hand corner	 
	Notice the system shows there is (1) attachment and the attachment image is displayed in the attachments section.	
26.	Click Save in the upper right hand corner of the form by scrolling back to the top of the form.	
27.	The expense will be added to the report and displayed in the expense list on the left side of the screen.	

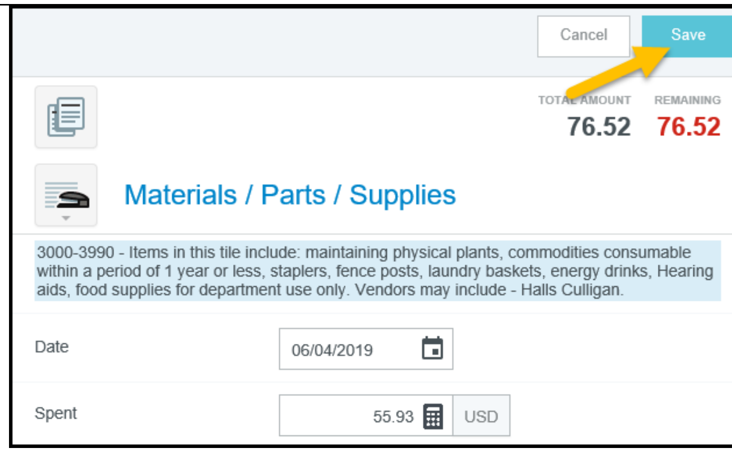
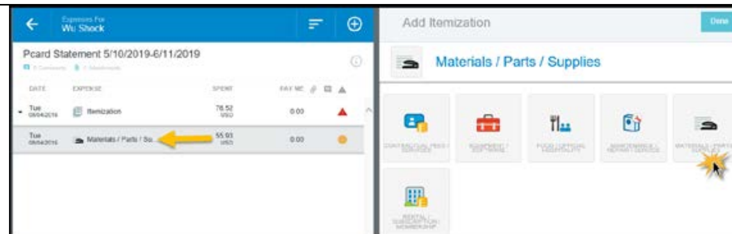
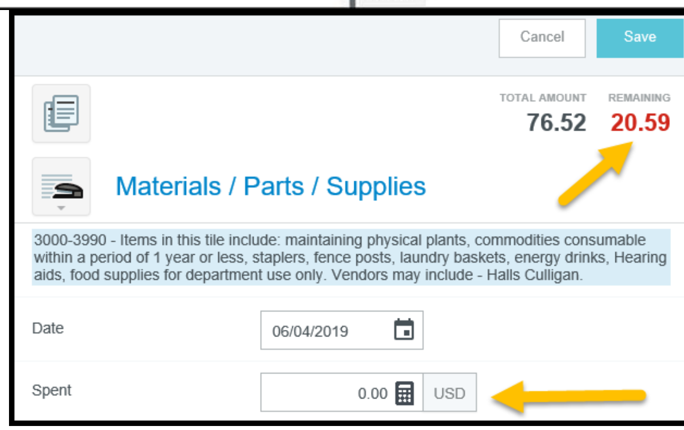
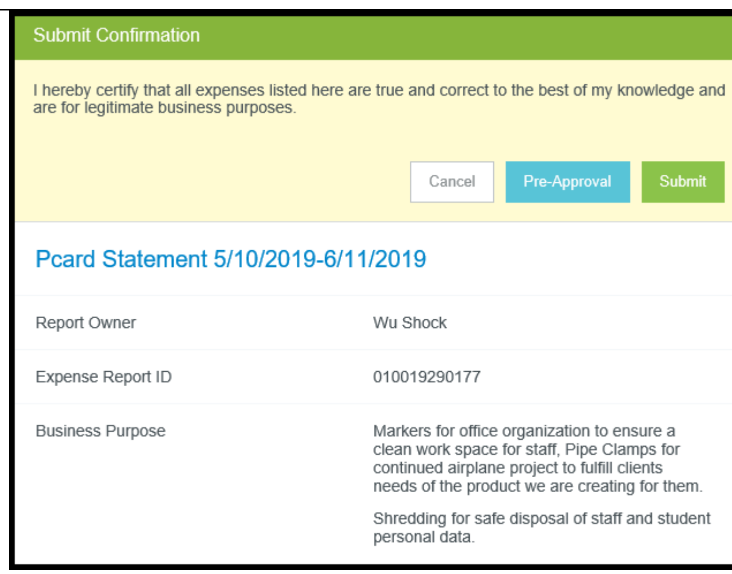
Step	What to Do	Notes
28.	Select the next charge to add to the report by selecting the box above the amount. **Note: If the credit card expenses are not visible on the right side of the screen, click the add expense icon to display. 	
29.	Click Add	
30.	Select Valid Expense Type by selecting the expense tile that best describes the purchase ➢ The system is going to try and pick the correct tile for you, if there is a question mark on the Credit Card screen that means the system could not tell what the charge was for based on the credit card information from UMB. ➢ For this scenario, select Itemization	
31.	A blue note will appear under the tile name. ➢ This will assist you in knowing if you are on the correct form. **See step 15 for an example to change the tile.**	

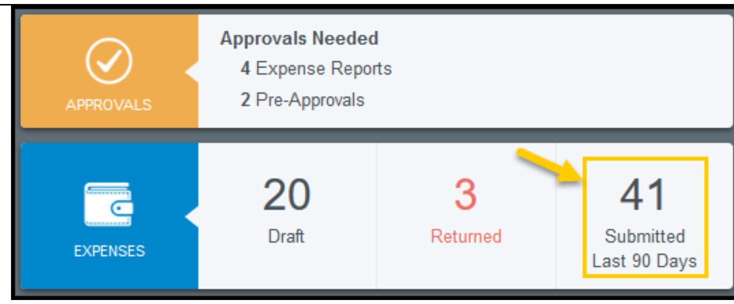
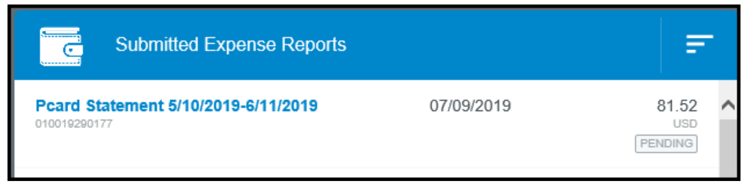
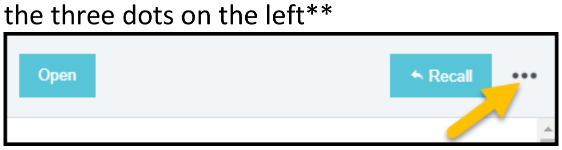
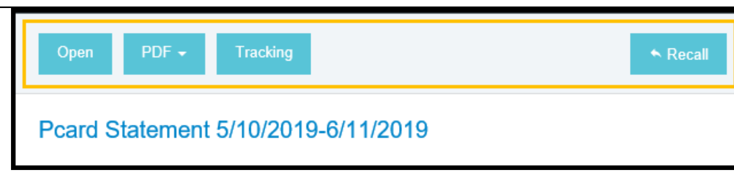
Step	What to Do	Notes
32.	Note: The Date and Spent amount are greyed out and cannot be edited.	
33.	Business Purpose: ➢ The Business Purpose will default from the previous expense ➢ This value must be modified ➢ For this scenario, we will use the defaulted value.	 The business purpose should explain: ➢ what purpose the expenditure served, ➢ why the expense was necessary, ➢ how it furthered the University's goals
34.	Description (optional): ➢ The Description will be used to give more explanation of the expense ➢ For this scenario, list the description of the product	
35.	Personal Expense Charged on PCARD: Select this box if: ➢ The charge was purchased using a WSU issued procurement card **<u>AND</u>** ➢ All or part of the charge was a personal/non-reimbursable expense ➢ Note: An additional field will display and require an explanation ➢ For this scenario, leave the check box **<u>unchecked</u>**	 
36.	Merchant (optional): ➢ Enter the Vendor or Merchant name ➢ Note: This field will automatically populate if the expense was created from a Pcard transaction ➢ For this scenario, leave blank if it is not populated	
37.	Add Banner Activity and/or Location: ➢ If your department uses the Banner Activity or Location fields, select the check box ➢ If your department does not use the Banner Activity or Location fields, leave this box unchecked ➢ For this scenario, leave the box **<u>unchecked</u>**	

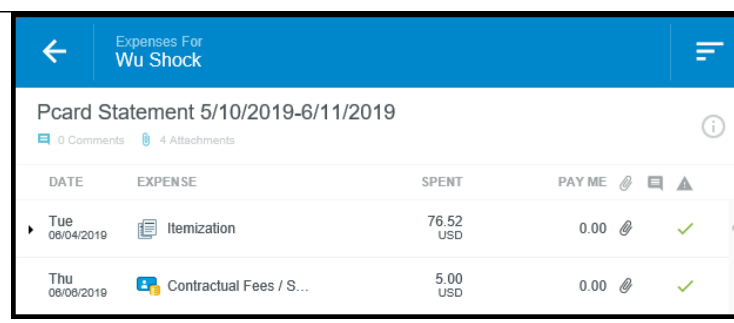
Step	What to Do	Notes
38.	Funding ➢ The funding will default into the form from the previous expense ➢ If a different value is required, delete the current value ➢ Begin typing in the Search for Funding box to locate and select the appropriate funding for the Expense Type. ➢ As you begin typing, the system will display results that contain the value entered. ➢ For this scenario, enter your Fund, Org or Department Name and click on the appropriate value from the displayed results if not already populated.	  **Use the scroll bar to see additional matches
39.	-- Select – ➢ The account code will default into the form from the previous expense ➢ If a different value is required, delete the current value ➢ Click in the field to view the drop down list of available values ➢ Select the appropriate value to match one of the expenses you are itemizing from the receipt ➢ For this scenario, select 3710-Office Supplies	 **Use the scroll bar to see additional matches
40.	Downloaded Details ➢ This section gives a breakdown of the transaction that is given by UMB. ➢ Note: The section cannot be edited or removed.	
41.	Click the Itemize button located at the top of the screen.	

Step	What to Do	Notes
42.	The Add Itemization screen will populate with the expense tiles. ➢ The Remaining amount in Red will have to be a zero before you can submit the report. ➢ Select the tile that corresponds with the charge first charge that needs itemized. ➢ For this scenario, select Materials / Parts/ Supplies	
43.	The form for this tile will display.	

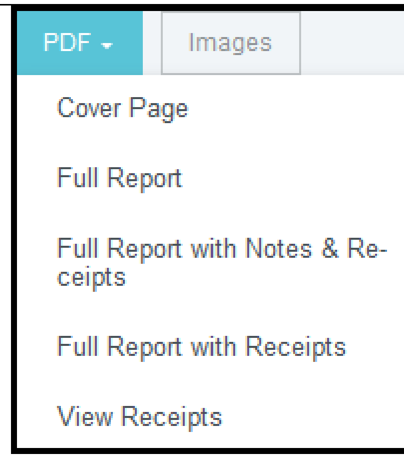
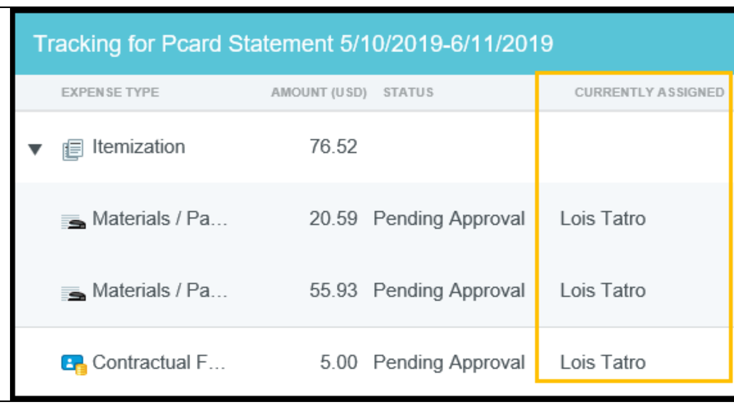
Step	What to Do	Notes
44.	Change the Amount spent to match the receipt for that purchase	
45.	Description (optional): ➢ The Description will be used to give more explanation of the expense ➢ For this scenario, list the description of the product	
46.	Personal Expense Charged on PCARD: Select this box if: ➢ The charge was purchased using a WSU issued procurement card **AND** ➢ All or part of the charge was a personal/non-reimbursable expense ➢ Note: An additional field will display and require an explanation ➢ For this scenario, leave the check box **unchecked**	 
47.	Merchant (optional): ➢ Enter the Vendor or Merchant name ➢ Note: This field will automatically populate if the expense was created from a Pcard transaction ➢ For this scenario, leave blank if it is not populated	
48.	Add Banner Activity and/or Location: ➢ If your department uses the Banner Activity or Location fields, select the check box ➢ If your department does not use the Banner Activity or Location fields, leave this box unchecked ➢ For this scenario, leave the box **unchecked**	
49.	Change the account code if it is not correct.	

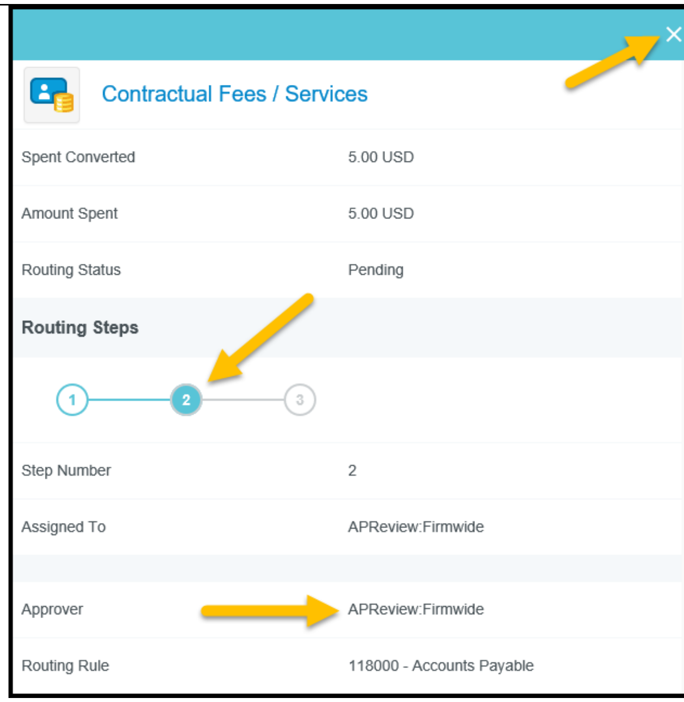
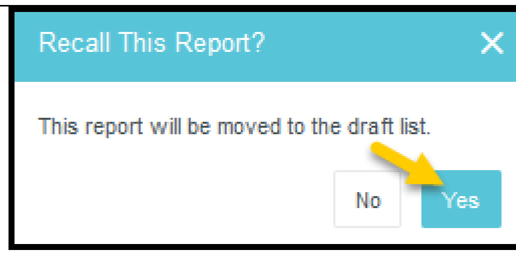
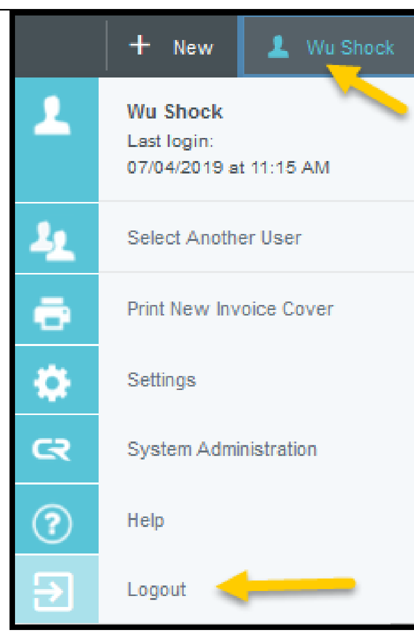
Step	What to Do	Notes
50.	Click Save	
51.	Notice the expense is listed on the left. Add Itemization is displayed on right. ➢ For this scenario, select Materials / Parts / Service	
52.	Notice the Remaining Amount listed has been reduced. ➢ For this scenario, put the remaining amount of the receipt in the Spent section. **Repeat steps 42-50 and then repeat step 24 to add the attachment. Attachments on Itemization tile will only have to be added to one of the tiles used for the entire credit card charge.**	
53.	The Submit Confirmation screen will display on the right side of the screen. ➢ Review the report summary information ➢ Read the certification statement ➢ Click Submit to submit the report	
54.	The confirmation message will display.	

<table>
<tr><th>Step</th><th>What to Do</th><th>Notes</th></tr>
<tr><td>55.</td><td>Click the “ChromeRiver” icon to return to the home page.</td><td>CHROMERIVER</td></tr>
<tr><td>56.</td><td>To view the submitted report, click on the number listed in the “Submitted Last 90 days” section of the Expenses section.</td><td>
</td></tr>
<tr><td>57.</td><td>Locate the report in the Submitted Expense Reports list and click to display the report details.
➢ Note: The report status is displayed below the amount field.
➢ Statuses include:
o Pending
o Approved
o Exported
o Paid</td><td>
</td></tr>
<tr><td>58.</td><td>The report details will be displayed on the right side of the screen. Four options will be displayed along the top of the report:
➢ Open
➢ PDF
➢ Tracking
➢ Recall
If you do not see all of the options select the three dots on the left

</td><td>
</td></tr>
<tr><td>59.</td><td>Selecting Open will allow you to review the Expense Report and individual expense lines in greater detail.

Repeat steps 55-57 to return to the options screen</td><td>
</td></tr>
</table>

<table>
<tr><th>Step</th><th>What to Do</th><th>Notes</th></tr>
<tr><td>60.</td><td>Selecting PDF will display five options to select from:

Cover Page will create a summary cover page of the report that can be used when scanning or faxing receipts to your profile
Full Report will create a PDF of the full report minus any attachments
Full Report with Notes and Receipts will create a PDF of the full report, any notes listed on the report, and all attachments
Full Report with Receipts will create a PDF of the full report and receipts. Notes will not be included
View Receipts will create a PDF containing all receipts and attachments on the expense report
After selecting an option a new browser window will open, after closing it you will be taken back to the summary page of the report.
</td><td>
</td></tr>
<tr><td>61.</td><td>Selecting the Tracking button will display where each line of the report is in the approval process.</td><td>
</td></tr>
</table>

Step	What to Do	Notes
62.	To see additional tracking information, click on an individual expense line. ➢ Clicking on the numbered circles will display information about the selected approval step. ➢ When an approval step has been completed, the number will be replaced with a green check mark. ➢ When finished reviewing the tracking information, click the “X” in the upper right hand corner of the screen. **Repeat steps 57 to return to the options screen**	
63.	Selecting the Recall button will remove the report from workflow and return it to the expense owners draft Expense Report section. ➢ Expense Reports can only be recalled prior to obtaining final approval ➢ Once in draft status, the expense owner or delegate can make any needed adjustments to the Expense Report Submitting the Expense Report will restart the workflow approval process.	
64.	Log out by clicking the user icon in the upper right hand corner of the screen and selecting Logout	
65.	Complete	