## 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	Company ID Forget?
2.	Click the +New icon and select New Expense Report	Hew Expense Report      New Pre-Approval Report      New Invoice
3.	The Expense Report Header page will be displayed on the right side of the screen.	Cancel Save         Expenses For Wu Shock         Import from Pre-Approval Optional       Import PRE-APPROVAL         Report Name       I         Business Purpose       Import Type         Select       Import Type
4.	<ul> <li>Enter the Report Name:</li> <li>Pcard Statement [date range of current statement cycle]</li> </ul>	Report Name         Naming convention for the Report Name field is:         > Pcard Statement, statement cycle dates         > Example:         > Pcard Statement 5/10/2019-6/11/2019
5.	<ul> <li>Enter the Business Purpose:</li> <li>Pcard purchases to further financial operations mission of assisting student and staff.</li> </ul>	Business Purpose         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)	Report Type Select Select Pcard Reconciliation (Non-Travel) Travel
7.	Click Save in the upper right hand corner of the form.	Cancel Save Expenses For Wu Shock Report Name Pcard Statement 5/10/2019-6/11/2019
8.	<ul> <li>The Add Expenses screen will appear on the right side of the screen.</li> <li>➢ Note: The system will always default to the Create New option.</li> <li>➢ For Pcard Reconciliation you do not want to Create New, go to step 9.</li> </ul>	Add Expenses       Image: Create New       Ima
9.	<ul> <li>Select the Credit Card:</li> <li>The Pcard charges that have loaded from the bank will display on the right.</li> <li>Note: All Pcard charges will load here, depending on the expense type will determine what report they go on.</li> <li>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.</li> </ul>	Add       Deteste       Add         Expenses       Sort       Image: Create New       Image: Cre
10.	Select one charge to add to the report by selecting the box above the amount.	Add       Delete       Add         Expenses       Sort       1       1         Image: Create New

Step	What to Do		Notes
11.	After selecting the UMB Pcard Expense click Add.	Add Expenses Create New eWallet All Credit Card • Offline Recycle Bin eReceipts • Receipt Gallery	Ociecte       Add         Sort       1         Image: Constraint of the product of th
12.	<ul> <li>Select Valid Expense Type by selecting the expense tile that best describes the purchase.</li> <li>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.</li> <li>For this scenario, select Contractual Fees / Services</li> </ul>		Valid Expense Type

Step	What to Do		Notes
13.	The Contractual Fees / Services expense form		Cancel Save
	will display.	Contractua	al Fees / Services
		openings, tablecloths w/WSU I	clude: printing, copies, WSU logo shirts, classifications for job ogo, dental labs, Consulting Services, Bus Driver, laundry and itertainment. Vendors may include - Underground Vault's and Charters.
		Date	06/06/2019
		Spent	5.00 USD
		Business Purpose	Markers for office organization to ensure a clean work space for staff, Pipe Clamps for continued airplane project to fulfill clients needs of the product we are creating for them.
		Description Optional	
		Personal Expense Charged on PCARD?	
		Merchant Optional	UNDERGROUND VAULTS
		Add Banner Activity and/or Location?	
		you type, a drop down list of m	vould like to search for in the Search for Funding box below. As atching items will be displayed for selection. Step 2: In the ie that best describes the expense. The – Select– box will not completed.
		Funding	
		Search for Funding	
		- Select	
		Downloaded Details	
		UMB PCard Expense	>
		Attachments (0)	···· 😳
		Drag imag	e here to upload Add Attachments 👻
14.	A blue note will appear under the tile name. The range of account codes will also be		l Fees / Services
	displayed on each tile. A description of types of purchases used with this tile along with possible vendors.	openings, tablecloths w/WSU lo	Slude: printing, copies, WSU logo shirts, classifications for job go, dental labs, Consulting Services, Bus Driver, laundry and dry inment. Vendors may include - Underground Vault's and Storage,
	If you do not see the account code range listed for your expense you will	Date	06/06/2019
	have to select another expense tile.	Spent	5.00 USD
	**See step 15 for an example to change the tile.**		

Step	What to Do	Notes
15.	To change the tile for the selected Pcard Expense click the picture and the options for tiles will re-appear.	Cancel Save Contractual Fees / Services
		CONTRACTUAL CONTRACTUAL FEES/SERVICES CONTRACTUAL EQUIPMENT/ SOFTWARE CONFIGUAL FOOD/OFFICIAL FOOD/OFFICIAL FOOD/OFFICIAL MAINTENANCE/ REPAIR/SERVICE MAINTENANCE/
		RENTAL / SUBSCRIPTION / MEMBERSHIP
		2010-2990 - Items in this tile include: printing, copies, WSU logo shirts, classifications for job openings, tablecloths w/WSU logo, dental labs, Consulting Services, Bus Driver, laundry and dry cleaning, recreation and entertainment. Vendors may include - Underground Vault's and Storage, Cox, DHL, Overland Charters.
16.	Note: The Date and Spent amount are greyed out and cannot be edited.	Contractual Fees / Services         2010-2990 - Items in this tile include: printing, copies, WSU logo shirts, classifications for job openings, tablecloths w/WSU logo, dental labs, Consulting Services, Bus Driver, laundry and dry cleaning, recreation and entertainment. Vendors may include - Underground Vauit's and Storage, Cox, DHL, Overland Charters.         Date       06/06/2019         Spent       5.00       USD
17.	<ul> <li>Business Purpose:</li> <li>The Business Purpose will default from the report header</li> <li>This value has to be modified for each expense type</li> <li>For this scenario, change to Document shredding to ensure the safe disposal of student and staff</li> </ul>	Business Purpose       Document shredding to ensure the safe disposal of student and staff personal data.         The business purpose should explain:         > what purpose the expenditure served,         > why the expense was necessary,         > how it furthered the University's goals
18.	<ul> <li>personal data.</li> <li>Description (optional):</li> <li>➤ The Description will be used to give more explanation of the expense</li> <li>➤ For this scenario, enter a description of the expense.</li> </ul>	Description Optional .ti
19.	<ul> <li>Personal Expense Charged on PCARD:</li> <li>Select this box if: <ul> <li>The charge was purchased using a WSU issued procurement card <u>AND</u></li> <li>All or part of the charge was a personal/non-reimbursable expense</li> <li>Note: An additional field will display and require an explanation</li> <li>For this scenario, leave the check box <u>unchecked</u></li> </ul> </li> </ul>	Personal Expense Explanation Personal Expense Charged on PCARD?

Step	What to Do	Notes
20.	Merchant (optional):	
	Enter the Vendor or Merchant name	Optional UNDERGROUND VAULTS
	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:	Add Banner Activity
	If your department uses the Banner	and/or Location?
	Activity or Location fields, select the	
	check box	
	<ul> <li>If your department does not use the</li> <li>Banner Activity or Location fields</li> </ul>	
	Banner Activity or Location fields, leave this box unchecked	
	<ul> <li>For this scenario, leave the box</li> </ul>	
	unchecked	
22.	Begin typing in the Search for Funding box to	Please type the funding you would like to search for in the box below. As you type, a drop down list
	locate and select the appropriate funding for	of matching items will be displayed for selection.
	the Expense Type.	Funding
	As you begin typing, the system will	Financial
	display results that contain the value	A2000-101510-01620 A2000: GU General Fees Fund     101510: Financial Operations
	entered.	© D10252-101510-01620 D10252: RU Controller's Office
	For this scenario, enter your Fund,	© D11222-101510-01620 D11222: RU Fin Operations
	Org or Department Name and click on	101510: Financial Operations
	the appropriate value from the	
	displayed results	**Use the scroll bar to see additional matches
23.	Select –	Funding
	Once a funding value has been selected, the – Select – field will	D10252-101510-01620 D10252: RU Controller's Office 101510: Financial Operations
	display.	Select
	<ul> <li>Click in the field to view the drop</li> </ul>	
	down list of available values	
	Select the appropriate value	- Select -
	For this scenario, select 2690-Other-	2650-Laboratory Fees
	Fees	2661-Training / Conference Registration
		2690-Other-Fees
		2691-Credit Card Fees and Charges
		2790-Other-Professional Fees
24.	Downloaded Details	Downloaded Details
27.	<ul> <li>This section gives a breakdown of the</li> </ul>	
	transaction that is given by UMB.	UMB PCard Expense V
	<ul> <li>Note: The section cannot be edited or</li> </ul>	Date 06/06/2019
	removed.	Amount Spent 5.00 USD
		Amount Original 5.00 USD
		Transaction Name UNDERGROUND VAULTS
		Merchant UNDERGROUND VAULTS
		Details Merchant: UNDERGROUND VAULTS
		Locatini 500-ECG769 (KS Location: 620- 662-6769, KS 67501

Step	What to Do	Notes
25.	<ul> <li>Add Attachments</li> <li>➢ Most expenses require an itemized receipt or adequate supporting documentation to be attached.</li> <li>➢ Attachments can be added in Chrome River in various ways. Visit wichita.edu/cr to locate additional information.</li> <li>➢ Click the Add Attachments Button</li> <li>➢ Select "From Receipt Gallery"</li> <li>➢ Select the check box for the receipt</li> </ul>	Attachments (0)  Drag image here to upload Add Attachments  Prom Receipt Gallery  Very Upload Attachments  Receipt Gallery  Sort
	<ul> <li>you would like to attach</li> <li>➢ Click the Attach button in the lower right hand corner</li> </ul>	
	Notice the system shows there is (1) attachment and the attachment image is displayed in the attachments section.	Attachments (1)       Image: Image here to upload         Drag image here to upload       Add Attachments          Image: Image here to upload       Add Attachments
26.	Click Save in the upper right hand corner of the form by scrolling back to the top of the form.	Cancel Save Contractual Fees / Services 2010-2990 - Items in this tile include: printing, copies, WSU logo shirts, classifications for job openings, tablecloths w/WSU logo, dental labs, Consulting Services, Bus Driver, laundry and dry cleaning, recreation and entertainment. Vendors may include - Underground Vauit's and Storage, Cox, DHL, Overland Charters.
27.	The expense will be added to the report and displayed in the expense list on the left side of the screen.	Expenses For Wu Shock     =     •       Pcard Statement 5/10/2019-6/11/2019     ()       I ocomments     ()       DATE     EXPENSE       DATE     EXPENSE       SPENT     PAY ME & ()       Thu     ()       OCOMPOSITION     ()       OCOMOSIZION     ()

Step	What to Do	Notes
28.	Select the next charge to add to the report by selecting the box above the amount.	Add     Delete     Add       Expenses     Sort •     1 •       Create New     UMB PCard Expense     •       eWallet     Office/2019     •       All     •     Credit Card       UMB PCard Expense     •       UMB PCard Expense     •       Office/2019     •       •     •       •     UMB PCard Expense + Receipt
	<ul> <li>**Note: If the credit card expenses are not visible on the right side of the screen, click the add expense icon to display.</li> <li>              € Excenses For Wu Shock      </li> </ul>	Offline     Recycle Bin     eReceipts     eReceipt Gallery     Offline     Recycle Bin     UMB PCard Expense     Food Non-Per Diem Related     O3/11/2019     WM SUPERCENTER #1507     USD
29.	Click Add	Add Expenses Sort • 1 • 1 • 1 • 1 • 1 • 1 • 1 • 1 • 1 •
		Credit Card     UMB PCard Expense + Receipt     Gr04/2019     Merged Details     Uso     Uso
30.	<ul> <li>Select Valid Expense Type by selecting the expense tile that best describes the purchase</li> <li>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.</li> <li>For this scenario, select Itemization</li> </ul>	Select Valid Expense Type
31.	<ul> <li>A blue note will appear under the tile name.</li> <li>➢ This will assist you in knowing if you are on the correct form.</li> <li>**See step 15 for an example to change the tile.**</li> </ul>	Itemization         Use this tile when the receipt has more than one expense on it with two different account codes.         Date       06/04/2019         Spent       76.52       USD

Step	What to Do	Notes
32.	Note: The Date and Spent amount are greyed out and cannot be edited.	Itemization         Use this tile when the receipt has more than one expense on it with two different account codes.         Date         06/04/2019         Spent         76.52       USD
33.	<ul> <li>Business Purpose:</li> <li>The Business Purpose will default from the previous expense</li> <li>This value must be modified</li> <li>For this scenario, we will use the defaulted value.</li> </ul>	Business Purpose       Markers for office organization to ensure a clean work space for staff, Pipe Clamps for continued airplane project to fulfill clients needs of the product we are creating for them.         The business purpose should explain:         > what purpose the expenditure served,         > why the expense was necessary,         > how it furthered the University's goals
34.	<ul> <li>Description (optional):</li> <li>The Description will be used to give more explanation of the expense</li> <li>For this scenario, list the description of the product</li> </ul>	Description Optional Sharpie Metallic Permanent Markers, Cable Clamps Assortment Kit
35.	<ul> <li>Personal Expense Charged on PCARD:</li> <li>Select this box if:</li> <li>The charge was purchased using a WSU issued procurement card <u>AND</u></li> <li>All or part of the charge was a personal/non-reimbursable expense</li> <li>Note: An additional field will display and require an explanation</li> <li>For this scenario, leave the check box <u>unchecked</u></li> </ul>	Personal Expense Charged on PCARD?
36.	<ul> <li>Merchant (optional):</li> <li>Enter the Vendor or Merchant name</li> <li>Note: This field will automatically populate if the expense was created from a Pcard transaction</li> <li>For this scenario, leave blank if it is not populated</li> </ul>	Merchant Optional
37.	<ul> <li>Add Banner Activity and/or Location:</li> <li>If your department uses the Banner Activity or Location fields, select the check box</li> <li>If your department does not use the Banner Activity or Location fields, leave this box unchecked</li> <li>For this scenario, leave the box <u>unchecked</u></li> </ul>	Add Banner Activity and/or Location?

Step	What to Do	Notes
38.	Funding	Funding
50.	<ul> <li>The funding will default into the form from the previous expense</li> <li>If a different value is required, delete the current value</li> <li>Begin typing in the Search for Funding box to locate and select the appropriate funding for the Expense Type.</li> <li>As you begin typing, the system will display results that contain the value entered.</li> <li>For this scenario, enter your Fund, Org or Department Name and click on the appropriate value from the</li> </ul>	D10252-101510-01620 D10252: RU Controller's Office 101510: Financial         Select         Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection.         Funding         Financial         • A2000-101510-01620 A2000: GU General Fees Fund 101510: Financial Operations         • D10252-101510-01620 D10252: RU Controller's Office 101510: Financial Operations
	displayed results if not already populated.	D11222-101510-01620 D11222: RU Fin Operations     101510: Financial Operations     **Use the scroll bar to see additional matches
39.	<ul> <li>Select –</li> <li>The account code will default into the form from the previous expense</li> <li>If a different value is required, delete the current value</li> <li>Click in the field to view the drop down list of available values</li> <li>Select the appropriate value to match one of the expenses you are itemizing from the receipt</li> <li>For this scenario, select 3710-Office Supplies</li> </ul>	3690-Other-Professional Scientific Supplies / Materials         3697-Other-Professional Scientific Supplies / Materials (F&A Exempt)         3710-Office Supplies         3720-Data Processing Supplies         3730-Telecommunications Supplies         3800-Research Supplies         **Use the scroll bar to see additional matches
40.	<ul> <li>Downloaded Details</li> <li>This section gives a breakdown of the transaction that is given by UMB.</li> <li>Note: The section cannot be edited or removed.</li> </ul>	Downloaded Details         UMB PCard Expense         Date       06/04/2019         Amount Spent       76.52 USD         Amount Original       76.52 USD         Transaction Name       AMZN MKTP US         Merchant       AMZN MKTP US         Details       Merchant: AMZN MKTP US Location: AMZN COM/BILL, WA 198109
41.	Click the Itemize button located at the top of the screen.	Cancel Save Itemize  Itemization Use this tile when the receipt has more than one expense on it with two different account codes.

Step	What to Do	Notes
42.	The Add Itemization screen will populate with	Add Itemization Done
	the expense tiles.	
	The Remaining amount in Red will have to be a zero before you can	Itemization 76.52 76.52
	submit the report.	76.52 76.52
	<ul> <li>Select the tile that corresponds with</li> </ul>	
	the charge first charge that needs	😋 💼 🗤 🛐 🚍
	itemized.	CONTRACTUAL FEES / EQUIPMENT / FOOD / OFFICIAL MAINTENANCE / MATERIALS / PARTS / SOFTWARE HOSPITALITY REPART / SERVICE MATERIALS / PARTS /
	For this scenario, select Materials / Parts/ Supplies	SERVICES SUPERVICE NOSTIALITY REPAIRS SERVICE SUPERS
	Parts/ Supplies	// X
		RENTAL/ SUBSCRIPTION / MEMBERSHIP
43.	The form for this tile will display.	Cancel Save
		TOTAL AMOUNT REMAINING 76.52 76.52
		Materials / Parts / Supplies
		3000-3990 - Items in this tile include: maintaining physical plants, commodities consumable within a period of 1 year or less, staplers, fence posts, laundry baskets, energy drinks, Hearing aids, food supplies for department use only. Vendors may include - Halls Culligan.
		Date 05/04/2019
		Spent 0.00 🖬 USD
		Business Purpose Markers for office organization to ensure a clean work space for staff, Pipe Clamps for continued airplane project to fulfill clients needs of the product we are creating for them.
		Description Optional
		Personal Expense  Charged on PCARD?
		Merchant AMZN MKTP US
		Add Banner Activity and/or Location?
		Step 1: Type the funding you would like to search for in the Search for Funding box below. As you type, a drop down list of matching items will be displayed for selection. Step 2: In the -Select box, choose the value that best describes the expense. The Select box will not appear until Step 1 has been completed.
		Funding
		A2000-101510-01620 A2000: GU General Fees Fund 101510: Financial Operations
		3710-Office Supplies
		Add Funding
		Attachments (0)
		Drag image here to upload Add Attachments -
1		

Step	What to Do	Notes
44.	Change the Amount spent to match the	TOTAL AMOUNT REMAINING 76.52 76.52
	receipt for that purchase	<b>E</b> 76.52 <b>76.52</b>
		Materials / Parts / Supplies
		3000-3990 - Items in this tile include: maintaining physical plants, commodities consumable
		within a period of 1 year or less, standard manning project plans, contracted or damage within a period of 1 year or less, standard, the standard plans, contracted or damage Hearing aids, food supplies for department use only. Vendors may include - Halls Culligan.
		Date 06/04/2019
		Spent 55.93 🗮 USD
45.	Description (optional):	
	The Description will be used to give	Description Sharpie Metallic Permanent Markers
	more explanation of the expense	
	For this scenario, list the description	
	of the product	
40		
46.	Personal Expense Charged on PCARD: Select this box if:	Personal Expense  Charged on PCARD?
	<ul> <li>The charge was purchased using a</li> </ul>	
	WSU issued procurement card AND	Explanation
	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	Personal Expense
	unchecked	Charged on PCARD?
47.	Merchant (optional):	Merchant AMZN MKTP US
	Enter the Vendor or Merchant name	Optional
	Note: This field will automatically	
	populate if the expense was created from a Pcard transaction	
	<ul> <li>For this scenario, leave blank if it is</li> </ul>	
	not populated	
48.	Add Banner Activity and/or Location:	
	<ul> <li>If your department uses the Banner</li> </ul>	Add Banner Activity and/or Location?
	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	
10	unchecked	
49.	Change the account code if it is not correct.	Funding
		A2000-101510-01620 A2000: GU General Fees Fund 101510: Financial Operations
		3710-Office Supplies
		+ Add Funding
1		

Step	What to Do	Notes
50.	Click Save	Cancel Save TOTARAMOUNT REMAINING 76.52 76.52
		Materials / Parts / Supplies 3000-3990 - Items in this tile include: maintaining physical plants, commodities consumable within a period of 1 year or less, staplers, fence posts, laundry baskets, energy drinks, Hearing aids, food supplies for department use only. Vendors may include - Halls Culligan.
		Date         06/04/2019           Spent         55.93 II         USD
51.	<ul> <li>Notice the expense is listed on the left. Add</li> <li>Itemization is displayed on right.</li> <li>For this scenario, select Materials / Parts / Service</li> </ul>	Image: State and Statement 510(2019-6/11/2019     Image: State and Statement 510(2019-6/11/2019       Parad Statement 510(2019-6/11/2019     Image: State and Statement 510(2019-6/11/2019       Image: State and Statement 510(2019-6/11/2019     Image: State and Statement 510(2019-6/11/2019       Image: State and Statement 510(2019-6/11/2019     Image: State and State
52.	<ul> <li>Notice the Remaining Amount listed has been reduced.</li> <li>For this scenario, put the remaining amount of the receipt in the Spent section.</li> <li>**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.**</li> </ul>	Cancel       Save         Image: Concel       Save         Image: Concel       TOTAL AMOUNT         REMAINING       76.52       20.59         Image: Concel       Materials / Parts / Supplies       Image: Concel         Source: State       Supplies       Image: Concel       Image: Concel         Supplies: Concel       Supplies       Concel       Image: Concel         Date       O6/04/2019       Image: Concel       Image: Concel         Spent       0.00       USD       Image: Concel
53.	<ul> <li>The Submit Confirmation screen will display on the right side of the screen.</li> <li>Review the report summary information</li> <li>Read the certification statement</li> <li>Click Submit to submit the report</li> </ul>	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.         Cancel       Pre-Approval       Submit         Pcard Statement 5/10/2019-6/11/2019
		Report Owner     Wu Shock       Expense Report ID     010019290177
		Business Purpose       Markers for office organization to ensure a clean work space for staff, Pipe Clamps for continued airplane project to fulfill clients needs of the product we are creating for them.         Shredding for safe disposal of staff and student personal data.
54.	The confirmation message will display.	Report submitted

Step	What to Do	Notes
55.	Click the "ChromeRiver" icon to return to the home page.	CHROMERIVER
56.	To view the submitted report, click on the number listed in the "Submitted Last 90 days" section of the Expenses section.	Approvals Needed 4 Expense Reports 2 Pre-Approvals
		EXPENSES 20 3 Draft Returned Submitted Last 90 Days
57.	Locate the report in the Submitted Expense Reports list and click to display the report details.	Submitted Expense Reports
	<ul> <li>Note: The report status is displayed below the amount field.</li> <li>Statuses include:         <ul> <li>Pending</li> </ul> </li> </ul>	Pcard Statement 5/10/2019-6/11/2019 07/09/2019 81.52 USD USD USD (PENDING)
50	<ul> <li>Approved</li> <li>Exported</li> <li>Paid</li> </ul>	
58.	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
	<ul> <li>&gt; Open</li> <li>&gt; PDF</li> </ul>	Pcard Statement 5/10/2019-6/11/2019
	<ul> <li>Tracking</li> <li>Recall</li> </ul>	
	**If you do not see all of the options select the three dots on the left**	
59.	Selecting Open will allow you to review the Expense Report and individual expense lines	← Expenses For Wu Shock =
	in greater detail.	Pcard Statement 5/10/2019-6/11/2019
	**Repeat steps 55-57 to return to the options screen**	DATE     EXPENSE     SPENT     PAY ME     Image: Constraint of the second
		Thu 06/06/2019         Contractual Fees / S         5.00 USD         0.00 @

Step	What to Do	Notes
60.	Selecting PDF will display five options to select from:	PDF - Images
	Cover Page will create a summary cover page of the report that can be	Cover Page
	used when scanning or faxing receipts to your profile	Full Report
	Full Report will create a PDF of the full report minus any attachments	Full Report with Notes & Re- ceipts
	Full Report with Notes and Receipts will create a PDF of the full report, any notes listed on the report, and all	Full Report with Receipts
	attachments Full Report with Receipts will create a	View Receipts
	PDF of the full report and receipts. Notes will not be included	
	View Receipts will create a PDF containing all receipts and	
	<ul><li>attachments on the expense report</li><li>After selecting an option a new</li></ul>	
	browser window will open, after closing it you will be taken back to the	
61.	summary page of the report. Selecting the Tracking button will display where each line of the report is in the	Tracking for Pcard Statement 5/10/2019-6/11/2019
	approval process.	EXPENSE TYPE AMOUNT (USD) STATUS CURRENTLY ASSIGNED
		▼
		👝 Materials / Pa 20.59 Pending Approval Lois Tatro
		Materials / Pa 55.93 Pending Approval Lois Tatro
		Contractual F 5.00 Pending Approval Lois Tatro

Step	What to Do	Notes
62.	To see additional tracking information, click on an individual expense line.	Contractual Fees / Services
	<ul> <li>Clicking on the numbered circles will display information about the</li> </ul>	Spent Converted 5.00 USD
	selected approval step.	Amount Spent 5.00 USD
	When an approval step has been completed, the number will be replaced with a green check mark.	Routing Status Pending Routing Steps
	When finished reviewing the tracking information, click the "X" in the upper right hand corner of the screen.	1   2   3   Step Number 2
	**Repeat steps 57 to return to the options	Assigned To APReview:Firmwide
	screen**	Approver APReview: Firmwide
		Routing Rule 118000 - Accounts Payable
63.	<ul> <li>Selecting the Recall button will remove the report from workflow and return it to the expense owners draft Expense Report section.</li> <li>Expense Reports can only be recalled prior to obtaining final approval</li> <li>Once in draft status, the expense owner or delegate can make any needed adjustments to the Expense Report</li> <li>Submitting the Expense Report will restart the workflow approval process.</li> </ul>	Recall This Report? × This report will be moved to the draft list. No Yes
64.	Log out by clicking the user icon in the upper right hand corner of the screen and selecting Logout	+NewWu ShockLast login: 07/04/2019 at 11:15 AMSelect Another UserPrint New Invoice CoverSettingsSettingsSystem AdministrationImage: System AdministrationImage: Select Another UserImage: Select Another UserImage: System AdministrationImage: Select Another UserImage: Select Another User<
65.	Complete	