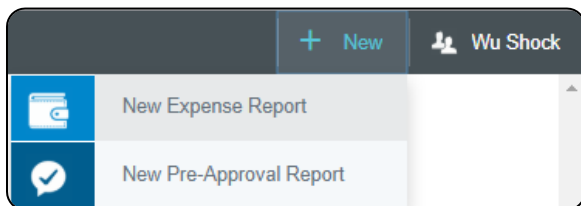


Create Pcard Reconciliation Report

Create Pcard Reconciliation Report

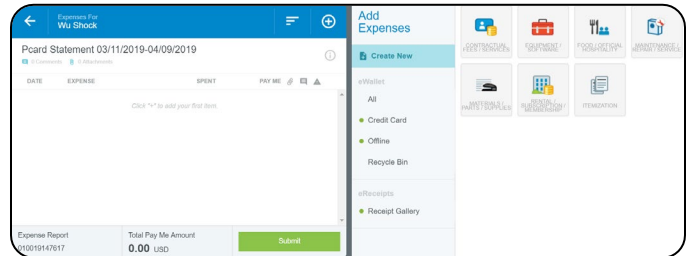
1. Click the **+NEW** button in the upper right-hand corner and select **New Expense Report** from the drop-down menu.



2. Enter the Header data:

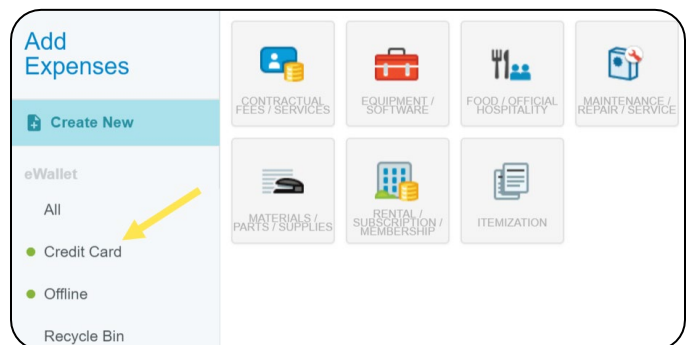
A screenshot of the 'Expenses For Wu Shock' form. The form has a 'Cancel' button and a 'Save' button at the top right. Below the title, there is an 'Import from Pre-Approval' section with an 'IMPORT PRE-APPROVAL' button. The main form contains three input fields: 'Report Name', 'Business Purpose', and 'Report Type' (a dropdown menu currently showing '-- Select --').

- **Import Pre-Approval:** Pre-Approvals are not used for Pcard Reconciliation Reports.
 - **Report Name:** Naming Convention: Pcard Statement MM/DD/YYYY - MM/DD/YYYY
 - **Business Purpose:** Enter a clear, detailed business purpose for the purchases.
 - **Report Type:** Select Pcard Reconciliation (Non-Travel)
3. Click Save at the top right side of the screen to continue.
 4. The add expenses page will display on the right side of the screen.

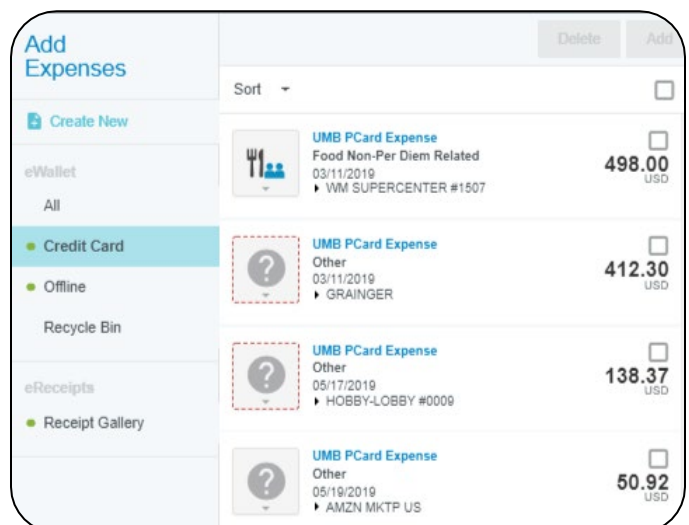


Add Pcard Transactions

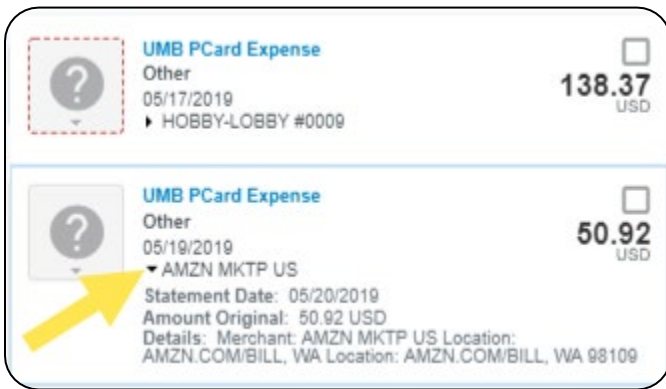
5. On the Add Expenses page, click Credit Card.



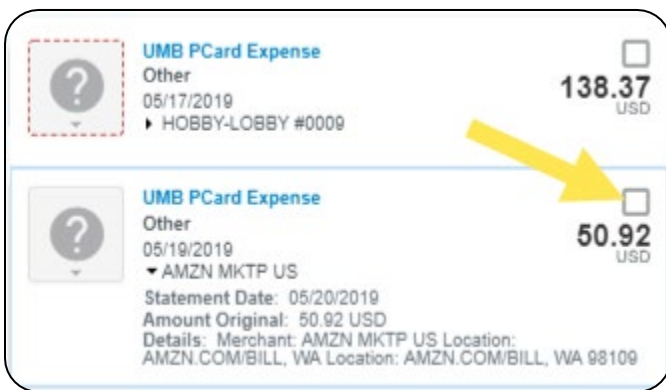
6. A list of unused Pcard transactions will display on the right side of the screen.



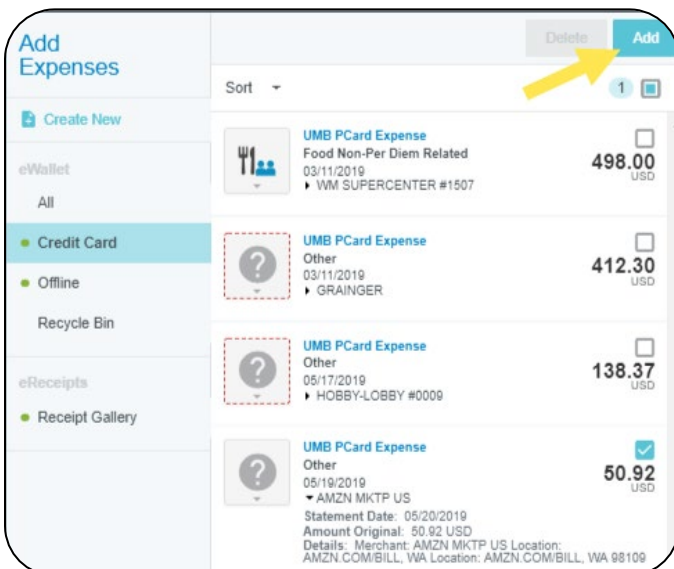
- Clicking the arrow next to the vendor name on each transaction will display additional details about the transaction.



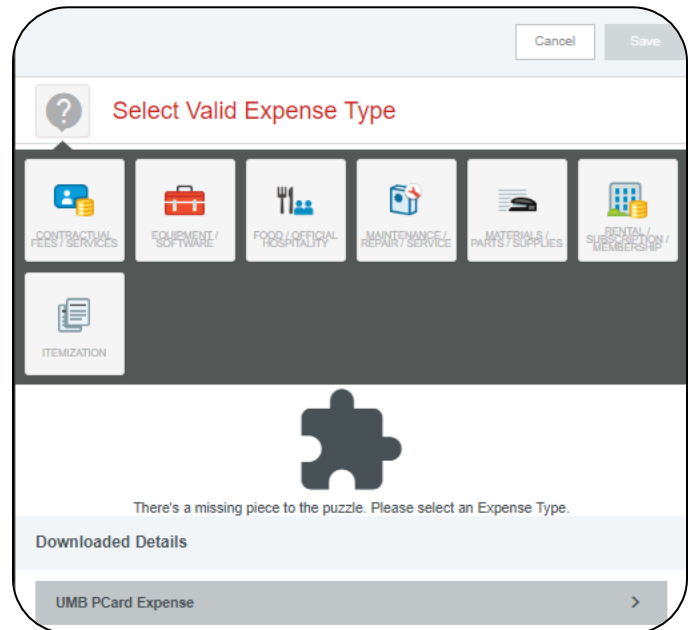
- Select the check box for the transaction you would like to add to the Pcard reconciliation report.



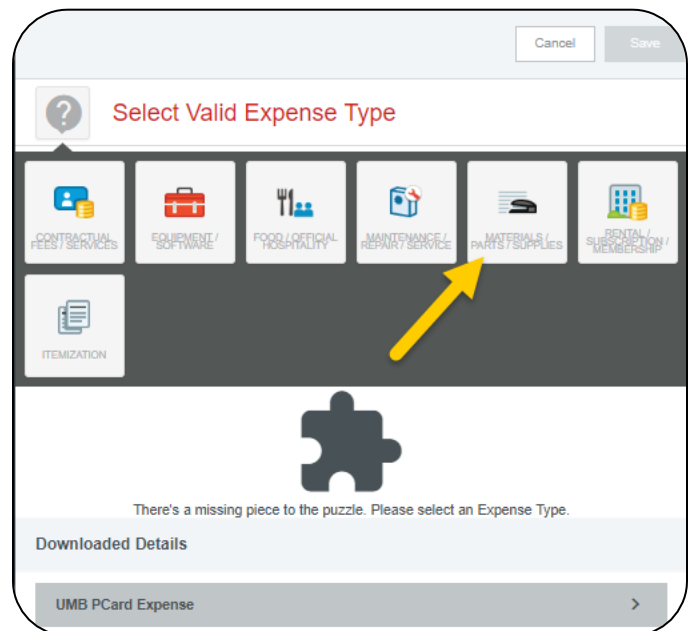
- Select the Add button located in the top right corner of the Add Expenses screen.



- The Select Valid Expense Type screen will appear.



- Select the appropriate expense tile for the Pcard transaction.



12. The corresponding expense form will display.

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: 05/19/2019

Spent: 50.92 USD

Business Purpose: Supplies to support the operation of the SPIRIT department.

Description: Plain T-shirts for the "Great Day to be a Shocker" Tie-dye event.

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

D11222-101510-01620 D11222: RU Fin Operations Contingency 101510: Financial Operations

3000-Clothing

+ Add Funding

Downloaded Details

Clicking this arrow expands or collapses the pcard transaction details

UMB PCard Expense	
Date	05/19/2019
Amount Spent	50.92 USD
Amount Original	50.92 USD
Transaction Name	AMZN MKTP US
Merchant	AMZN MKTP US
Details	Merchant: AMZN MKTP US Location: AMZN.COM/BILL, WA Location: AMZN.COM/BILL, WA 98109

Comments (0)

Add Comment Post

Attachments (0)

Drag image here to upload

- **Date:** Automatically populates from the Pcard transaction.
- **Spent:** Automatically populates from the Pcard transaction.
- **Business Purpose:** Enter a clear, detailed business purpose for the Pcard transaction.
- **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
- **Personal Expense Charged on PCARD:** If the UMB Pcard transaction contains any personal charges, check this box and provide additional details and the amount in the **Explanation** field that displays. Note: Personal expenditures are not allowed on the procurement card per BPC policy. In the event that a personal expense was accidentally charged to the card, the cardholder must immediately reimburse WSU.
- **Merchant:** This field will automatically populate from the Pcard transaction.
- **Funding:** Select the proper funding for the expense type.
- **-Select-:** Tap anywhere in the field labeled -Select- and chose the appropriate account code.

Once a funding option has been selected, Chrome River will carry forward the funding information to each subsequent expense added to the report.

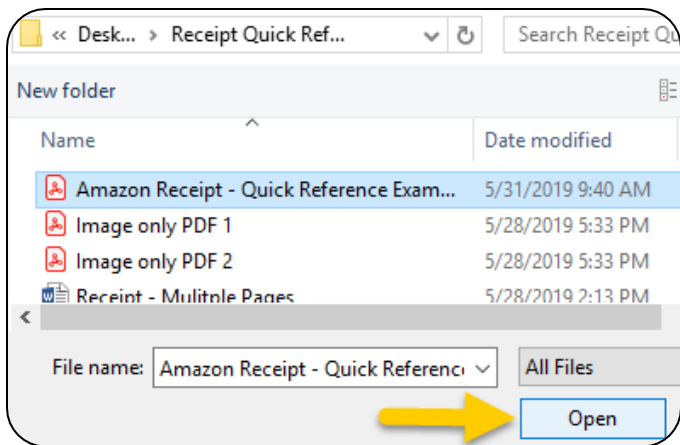
13. Click the Add Attachments button and select Upload Attachments.

Attachments (0)

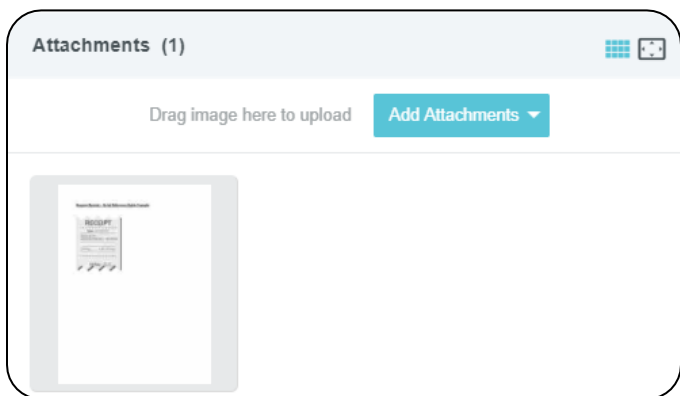
Drag image here to upload

- From Receipt Gallery
- Upload Attachments

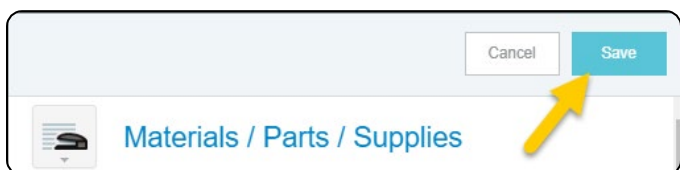
14. Browse to the location where the PDF receipt copy is saved. Select the file and click Open.



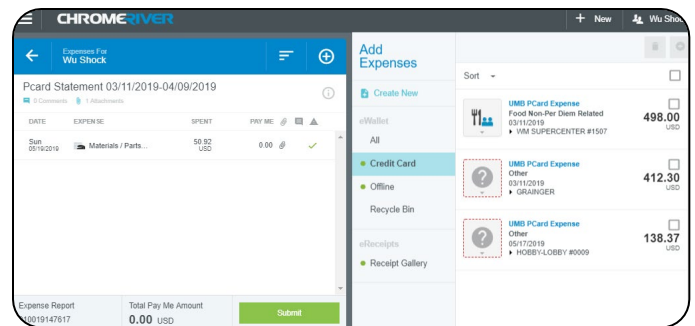
15. The receipt will display in the Attachments section.



16. Click Save in the upper right corner of the form.



17. The transaction will be added to the Pcard reconciliation report which is displayed on the left side of the screen. The Add Expenses page will appear on the right side of the screen.



18. Repeat steps 8-17 until all transactions for the statement cycle have been added to the Pcard reconciliation report.