May 2021 Expense Reports

This month's expense reports should have the following start and end posting dates:

05/03 - 05/07/2021 = MAY21 WEEK 1
05/10 - 05/14/2021 = MAY21 WEEK 2
05/17 - 05/21/2021 = MAY21 WEEK 3
05/24 - 05/28/2021 = MAY21 WEEK 4

Important Reminders

EXPENSE REPORTS: **If you have transactions in your eWallet from <u>January</u>, <u>February</u> or <u>March</u> that have not been submitted or are in draft or pending status – please submit those expenses as soon as possible.** The PCard office is working diligently on getting these transactions reconciled.

<u>Editing an expense report</u>: Once an expense report has been submitted, new CC transactions cannot be added to the report, adjustments cannot be made to the report header (report name start/end dates, approver), and line items assigned to a single expense type cannot be itemized. Even if the report is returned, these types of adjustments can only be made when the report is a Draft phase. To bring a submitted report back to your dashboard as a draft, click on the report in your Returned/Submitted folder and hit the RECALL button on the top of the right side panel.

<u>Miscellaneous Expense Tile</u>: **Please DO NOT USE the Miscellaneous / Pcard expense tile unless PCard Admin has advised you to do so**. This is <u>only</u> to be used for approved exceptions and violations.

<u>Sales Tax:</u> Transactions that include prohibited sales tax charges must be itemized between the appropriate expense tile and the sales tax tile to ensure proper reconciliation. Failure to itemize an expense that includes a prohibited sales tax charge will result in the Expense Report being recalled to the cardholder's dashboard as a draft for correction.

Helpful Links
Access Chrome River by going to: WebRaider's F&A Work Tools > Purchasing Card.
Or visit, http://chromeriver.texastech.edu/

Chrome River Basic Training Recording (Passcode: CR$Basic1)
Chrome River Basic Training PowerPoint
Chrome River Basics
How to Add a Delegate
Creating & Submitting an Expense Report
Upload & Attach Receipts
How to Itemize a Transaction
PCard Account Code Reference Sheet

For system questions, email ChromeRiverHSC@ttuhsc.edu.