



Chrome River – PCard Expense Report

Cardholders are responsible for ensuring their PCard expenditures are fully reconciled with a Chrome River expense report on a weekly basis. Full reconciliation includes the report submission, electronic departmental approvals, review by PCard Admin, final export of the expenditure(s) to Banner, and resolution of any violations of PCard/Purchasing policies and processes.

This training document will provide guidance on how to create and submit a PCard expense report in the Chrome River system.

- All PCard transactions feed to the dashboard of the Cardholder. To ensure that you are on the appropriate dashboard, verify the name displayed in the top right corner.

Cardholders – If you reconcile your own PCard expenses, simply log into your Chrome River account.

Delegates – If you are a Delegate on an account for expense report submissions, go to the Cardholder's dashboard by logging into Chrome River and clicking your **Name** in the top right corner. Click the appropriate user name from the list of authorized accounts.

For more information on delegate setup, view [Chrome River – How to Add a Delegate](#).

- PCard transactions can be reviewed before starting an expense report:
 1. Click the **Menu** in the top left-hand corner.
 2. Choose the **eWallet** option.
 3. Click **Credit Card**.

This will display all PCard transactions that have been fed to the dashboard and are awaiting reconciliation by expense report submission and approval. Viewing these transactions before beginning the expense report is not required, but is recommended.

- To start a new expense report, click the **+ New** link in the top left corner of the dashboard and choose **New Expense Report**.
- Enter the following basic information from the Header page of the expense report: (*Disregard Import from Pre-Approval*)
 1. **Report Name** – Cardholder Last name, First initial, Transaction posting month and year, Report number
 2. **Report Type** – Procurement Card

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3. **Start Date / End Date** – Time period for submission (should be weekly and reflect transaction posting dates)
4. **Chart** – H
5. **Approver** – Must be a supervisor of the Cardholder or Department Fund Manager
6. **Fiscal Year** – The system automatically populates the current FY. Do not alter this field unless instructed to do so by HSC Chrome River Admin.

Enter Expense Information

Click Save

Save

Import from Pre-Approval
Optional

IMPORT PRE-APPROVAL

Report Name: Hernandez, T - OCT20 RPT 1

Report Type: Procurement Card

Start Date: 10/11/2020

End Date: 10/24/2020

Chart: H

Approver: R00692118 / Haynes, Jo...

Fiscal Year: FY21

After entering the correct information, click **Save** in the top right corner of the header page to begin entering transactions to your expense report.

This expense report will now be located in your **Drafts** until it is submitted or deleted.

- Click the **+** button to open the eWallet and add **PCard transactions** to the expense report.

Expenses For
Tiffany V Hernandez

Hernandez, T - OCT20 RPT 1

0 Comments 0 Attachments

DATE EXPENSE SPENT PAY ME

Click + button

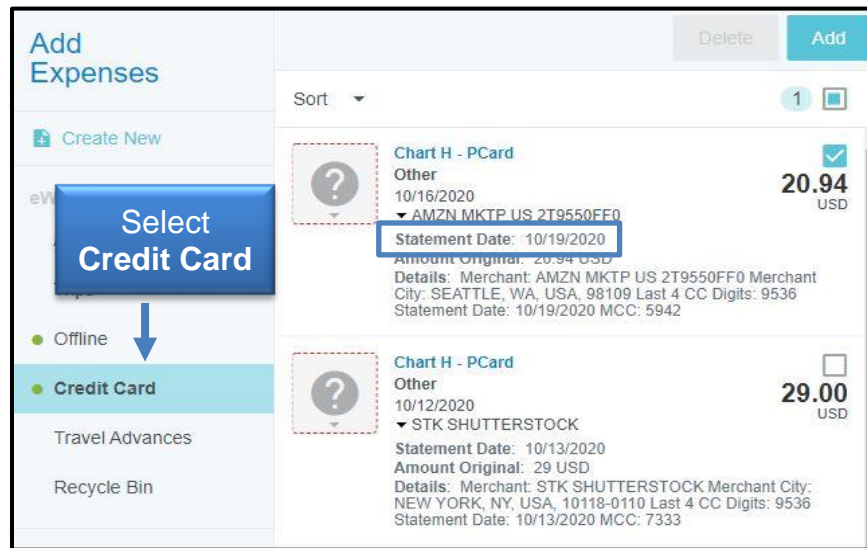
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- Choose the **Credit Card** option from the eWallet list on the right side of the screen to see all PCard transactions that are pending reconciliation.

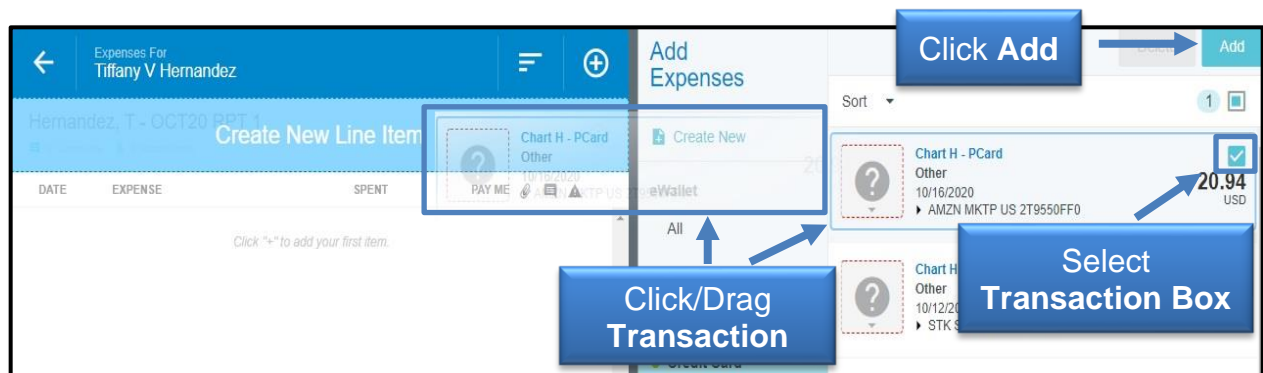
The transaction date is shown above the merchant's name. Expand the transaction detail to verify the posting date (shown in Chrome River as **Statement Date**).

Transactions that fall within the weekly expense report period by the posting date can be added to the expense report.

Transactions **MUST** come from the credit card list in the eWallet.



- Appropriate transactions can be added to the expense report in two ways:
 1. Select the **checkbox** (directly above the amount) and click the **Add** button.
 2. Click the **transaction** and drag it to the **Create New Line Item** drop zone. It must be dropped to the correct area or it will not attach to the report.

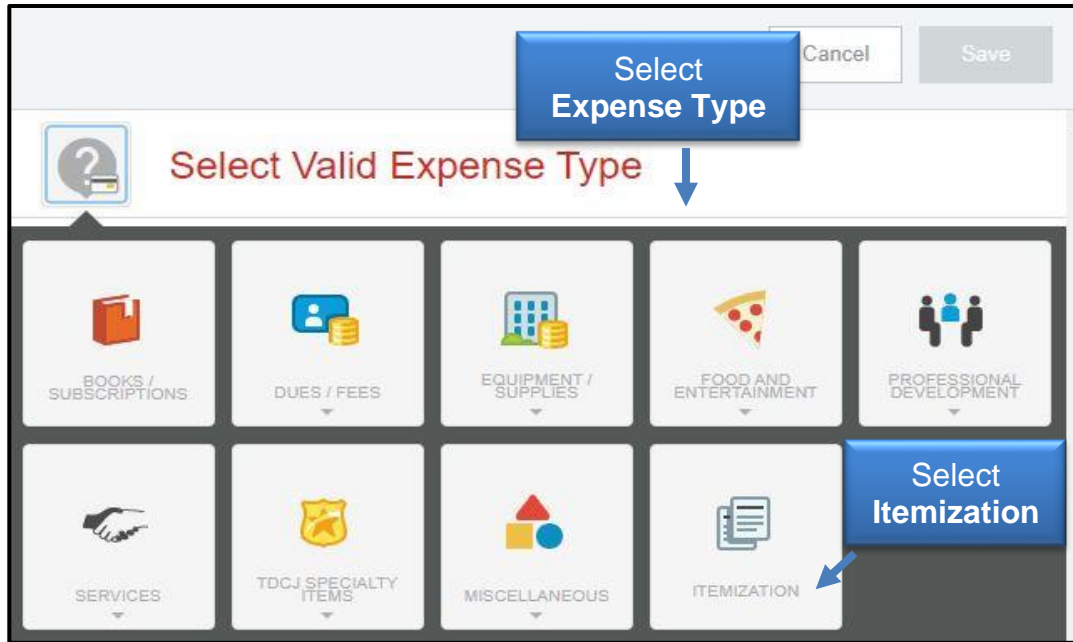


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- Verify the transaction expense type and account code by choosing the **appropriate expense tile**.

There are 109 account codes housed in the tiles/drawers. Use the [Chrome River - PCard Expense Reference Sheet](#) to determine which expense tile to select.

If you need to expense a single transaction to multiple account codes, use the **Itemization** tile. For assistance, view [Chrome River - How to Itemize a Transaction](#).



- After locating the appropriate expense tile, enter the information required.

Forms can vary by expense type, but all forms will require the following:

1. **Date and Spent** – Verified by the transaction; cannot be altered.
2. **Business Purpose** – Justification/benefit to TTUHSC.
3. **Allocation** – Search all valid FOP combinations available for application to the expense; multiple allocations can be added to a single expense by clicking the **Add Allocation** button.
4. **Receipt** – Can be uploaded directly from your computer to the line item or the Receipt Gallery can be utilized. See [Chrome River - Upload and Attach Receipts](#) for further instruction.

When requirements have been completed, click **Save** and the credit card transaction will be added as a line item to the expense report.

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The screenshot shows the 'Books / Subscriptions' form in Chrome River. At the top right are 'Cancel' and 'Save' buttons. A callout 'Click Save' points to the 'Save' button. The form fields include: 'Type' (Books and Reference ...), 'Date' (10/16/2020), 'Spent' (20.94 USD), and 'Business Purpose' (Required field, please input BP). A callout 'Enter Business Purpose' points to the 'Business Purpose' field. Below the form is an 'Allocation' section with a callout 'Click Add Allocation' pointing to the '+ Add Allocation' button. The 'Downloaded Details' section shows 'Chart H - PCard'. The 'Attachments (1)' section has a 'Drag image here to upload' area and an 'Add Attachments' button.

- Chrome River has been built to enforce institutional purchasing guidelines and funding restrictions. If an added line item has a warning label to the right, the expense requires your attention for a compliance issue. Follow the instructions per the warnings given on the form.

NOTE: Until issues have been corrected or comments have been entered (depending on the type of error), the system will not allow you to submit the expense report.

The screenshot shows the Chrome River expense report interface. On the left, a table lists expenses for 'Hernandez, T - OCT20 RPT 1'. A callout 'Click Warning Label' points to a red warning icon in the 'PAY ME' column. On the right, a 'Consumables' section shows a warning for '214Hg-Consumables - Office Supplies (730050)-Not App by ...'. A callout 'Follow Instructions' points to the warning. Below the warning is a text area for 'Add response' and a 'Post' button.

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- Continue to add **credit card transactions** to your expense report that fall within the period chosen on the header level.

You may leave the expense report at any time and come back to it later. The report will be waiting for completion in your **Drafts** folder.

- When you are ready to submit the expense report, click the **Submit** button at the bottom.

Expenses For
Tiffany V Hernandez

Hernandez, T - OCT20 RPT 1

0 Comments 2 Attachments

DATE	EXPENSE	SPENT	PAY ME
Mon 10/12/2020	Consumables STK SHUTTERSTOCK	29.00 USD	0.00
Fri 10/16/2020	Books / Subscriptions AMZN MKTP US 2T955...	20.94 USD	0.00

Expense Report
010021608492

Total Pay Me Amount
0.00 USD

Submit

Click Submit

NOTE: Total Pay Me Amount should always be 0.00 USD since all PCard expenses are paid by the institution.

- Click **Submit** in the Submit Confirmation box.

Disregard the **Pre-Approval** button. This does not apply to the PCard report type.

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.

Click Submit

Cancel Pre-Approval Submit

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- After submission, the expense report will be routed for electronic approvals and exported to Banner. The report can be located in the Expense Report submitted folder.

If you have questions, contact PCard at pcard@ttuhsc.edu.