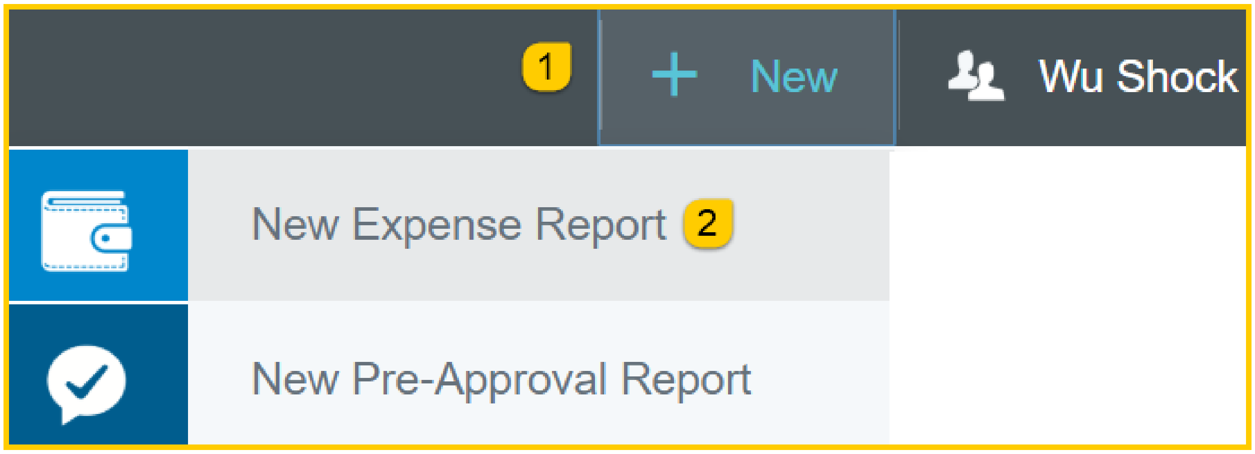
CREATING A PCARD RECONCILIATION (NON-TRAVEL) REPORT

Pcard Reconciliation reports are used to reconcile items charged on a WSU issued procurement card. Transactions are automatically imported into Chrome River daily and will appear on the cardholders profile. Only WSU issued procurement card transactions can be added to a Pcard Reconciliation report. Reimbursable or direct added expenses are not allowable on this type of report.

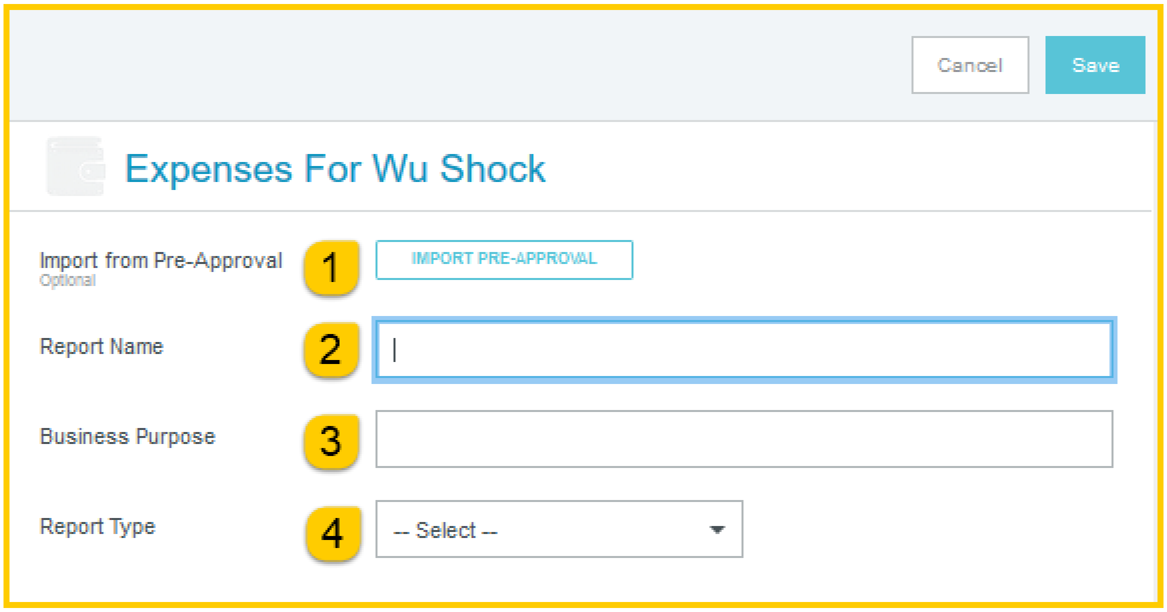
Travel related procurement card transactions (example: airfare, rental car, hotel) must be reconciled on the associated travel Expense Report.

Non-Travel related procurement card transactions (example: supplies, services, official hospitality) must be reconciled monthly on a Pcard Reconciliation (Non-Travel) report.

To create a Pcard Reconciliation (Non-Travel) Report, click the **+NEW** button in the upper right corner and select **New Expense Report** from the drop-down menu.

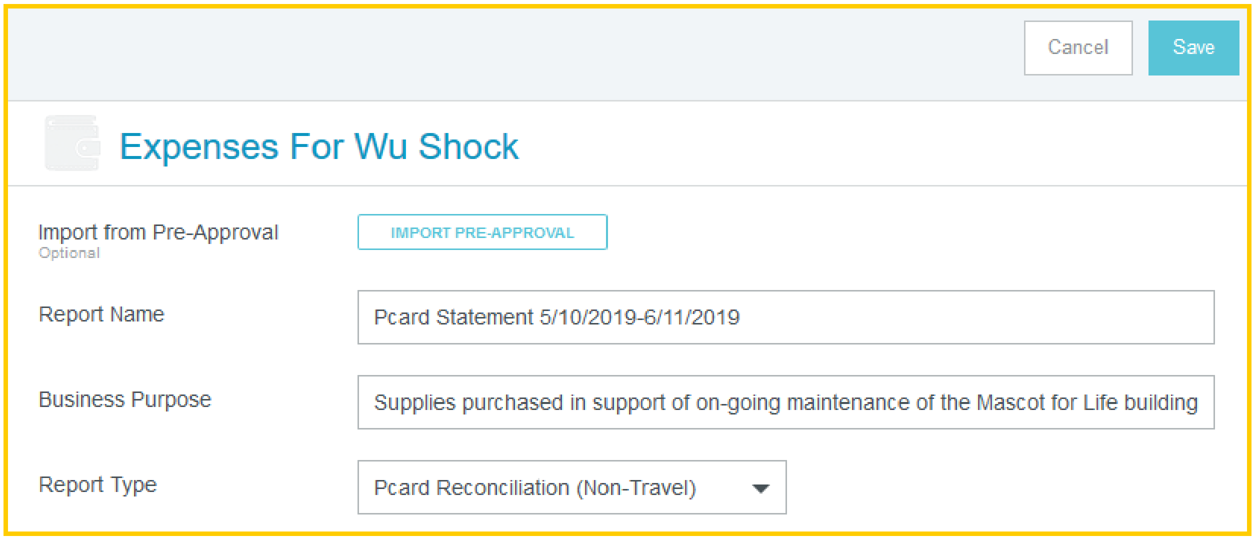


The Expense Report header screen will appear.


Cancel
Save
Expenses For Wu Shock
Import from Pre-Approval
Optional
1
IMPORT PRE-APPROVAL
Report Name
2
Business Purpose
3
Report Type
4
-- Select --

Enter the Header data:

1. **Import Pre-Approval:** This feature is not used for Pcard Reconciliation reports.
2. **Report Name:** This is the name assigned by the expense creator, which is used in tracking and inquiry to help identify the Pcard Reconciliation Report. Naming Convention: Pcard Statement mm/dd/yyyy - mm/dd/yyyy
3. **Business Purpose:** Enter a clear, detailed business purpose for the procurement card charges. The business purpose will default into each individual expense line, but can be modified as needed. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** document for more detailed information.
4. **Report Type:** Select Pcard Reconciliation (Non-Travel)


Cancel
Save
IMPORT PRE-APPROVAL

Expenses For Wu Shock

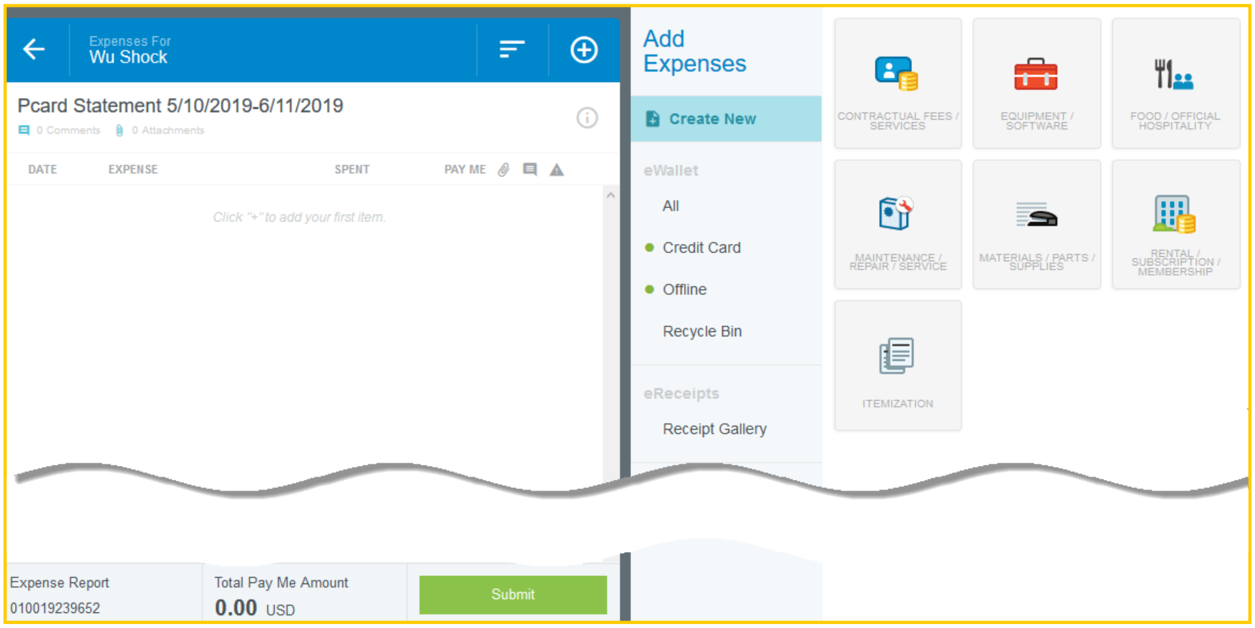
Import from Pre-Approval
Optional

Report Name: Pcard Statement 5/10/2019-6/11/2019

Business Purpose: Supplies purchased in support of on-going maintenance of the Mascot for Life building

Report Type: Pcard Reconciliation (Non-Travel)

Click **Save** at the top right side of the screen to continue. After completing the expense report header information, the **Add Expenses** screen will slide in from the right.

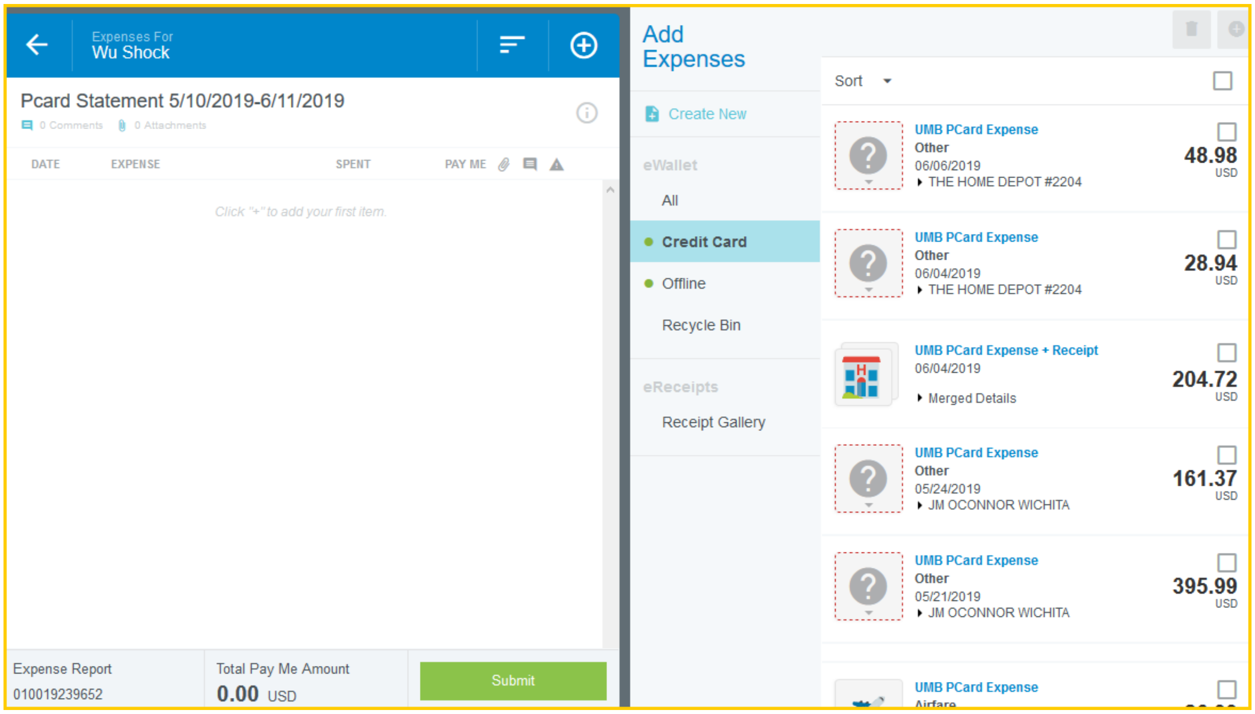

Expenses For
Wu Shock
0 Comments
0 Attachments
DATE
EXPENSE
SPENT
PAY ME
Click "+" to add your first item.
Add Expenses
Create New
eWallet
All
Credit Card
Offline
Recycle Bin
eReceipts
Receipt Gallery
CONTRACTUAL FEES / SERVICES
EQUIPMENT / SOFTWARE
FOOD / OFFICIAL HOSPITALITY
MAINTENANCE / REPAIR / SERVICE
MATERIALS / PARTS / SUPPLIES
RENTAL / SUBSCRIPTION / MEMBERSHIP
ITEMIZATION
Submit

Pcard Statement 5/10/2019-6/11/2019

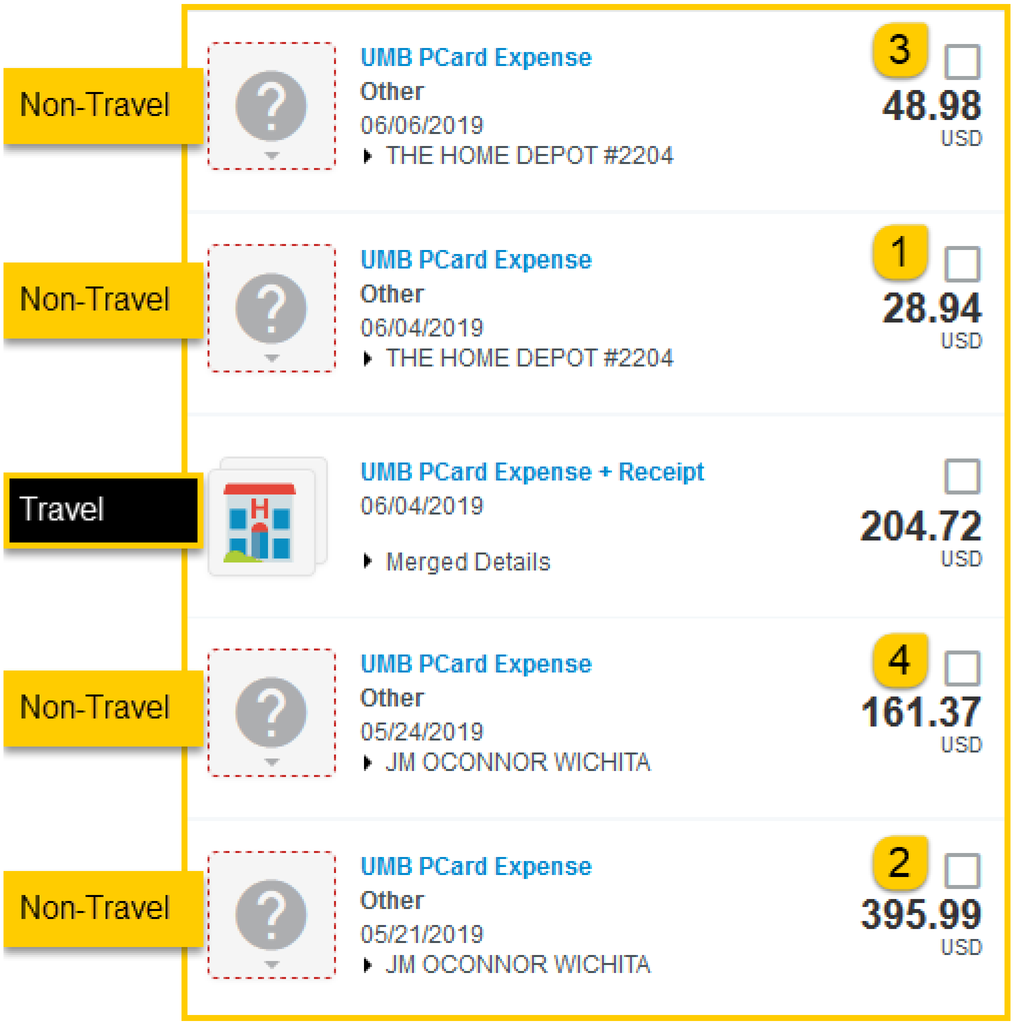
Expense Report 010019239652

Total Pay Me Amount 0.00 USD

Click on the **Credit Card** option in the **Add Expenses** list.

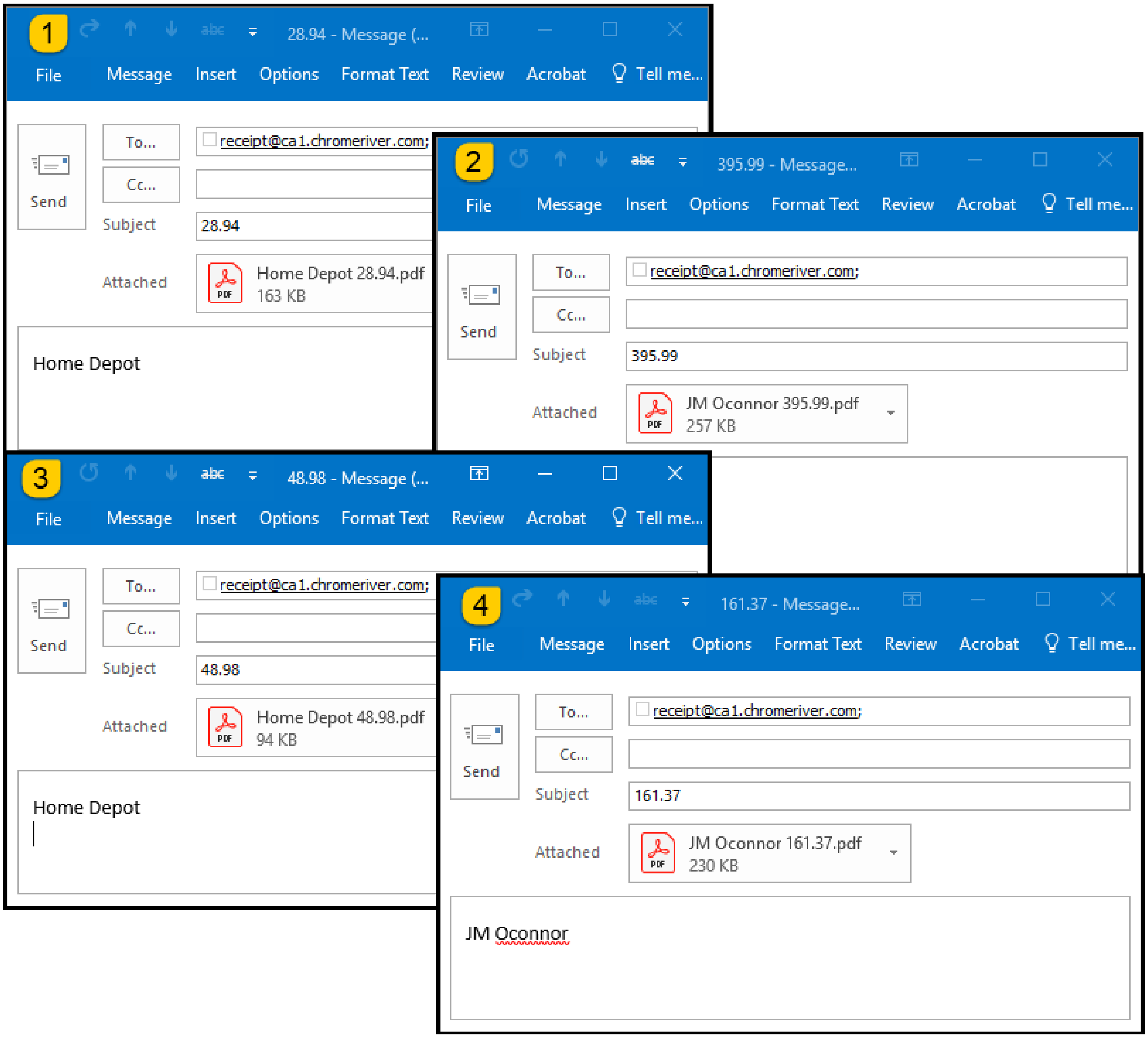

Expenses For
Wu Shock
Pcard Statement 5/10/2019-6/11/2019
0 Comments
0 Attachments
DATE
EXPENSE
SPENT
PAY ME
Click "+" to add your first item.
Expense Report
010019239652
Total Pay Me Amount
0.00 USD
Submit
Add Expenses
Create New
eWallet
All
Credit Card
Offline
Recycle Bin
eReceipts
Receipt Gallery
Sort
UMB PCard Expense
Other
06/06/2019
THE HOME DEPOT #2204
48.98 USD
UMB PCard Expense
Other
06/04/2019
THE HOME DEPOT #2204
28.94 USD
UMB PCard Expense + Receipt
06/04/2019
Merged Details
204.72 USD
UMB PCard Expense
Other
05/24/2019
JM OCONNOR WICHITA
161.37 USD
UMB PCard Expense
Other
05/21/2019
JM OCONNOR WICHITA
395.99 USD
UMB PCard Expense
Airfare

Notice: Wu has both Travel and Non-Travel related Pcard charges in his credit card list. Only Non-Travel related charges can be included on the Pcard Reconciliation (Non-Travel) report.



Non-Travel	UMB PCard Expense Other 06/06/2019 ▸ THE HOME DEPOT #2204	3 ☐	48.98 USD
Non-Travel	UMB PCard Expense Other 06/04/2019 ▸ THE HOME DEPOT #2204	1 ☐	28.94 USD
Travel	UMB PCard Expense + Receipt 06/04/2019 ▸ Merged Details	☐	204.72 USD
Non-Travel	UMB PCard Expense Other 05/24/2019 ▸ JM OCONNOR WICHITA	4 ☐	161.37 USD
Non-Travel	UMB PCard Expense Other 05/21/2019 ▸ JM OCONNOR WICHITA	2 ☐	395.99 USD

For this example, Wu has been saving his receipts as PDF's on his computer. Wu will now email the receipts to his profile for items 1-4 shown above. The corresponding email is shown below. See the **CR0003 Introduction to Receipts** help document for more details.


File
Message
Insert
Options
Format Text
Review
Acrobat
Tell me...
Send
To...
Cc...

1 28.94 - Message (...
To... receipt@ca1.chromeriver.com;
Subject 28.94
Attached Home Depot 28.94.pdf 163 KB

Home Depot

2 395.99 - Message...
To... receipt@ca1.chromeriver.com;
Subject 395.99
Attached JM Oconnor 395.99.pdf 257 KB

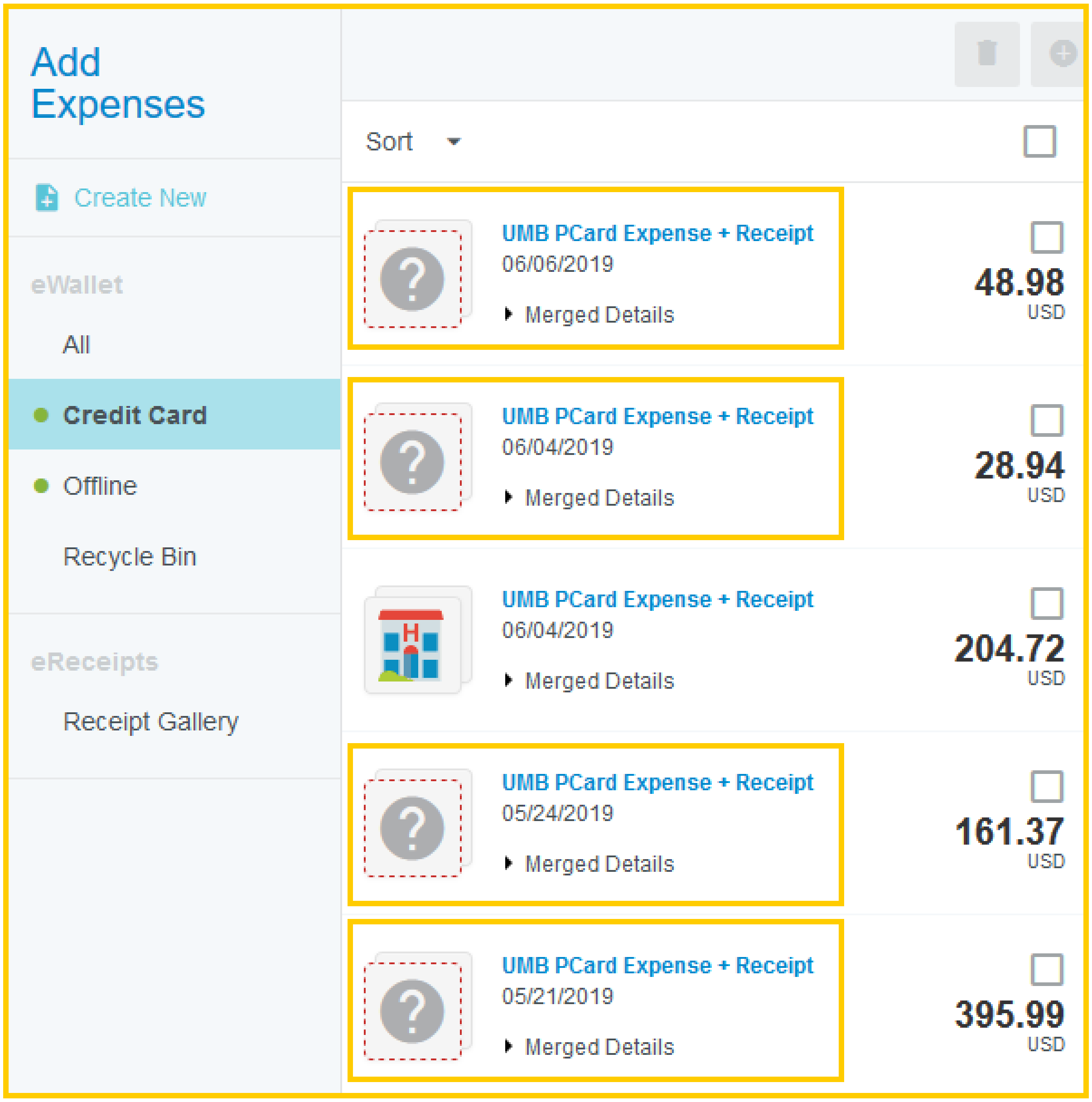
3 48.98 - Message (...
To... receipt@ca1.chromeriver.com;
Subject 48.98
Attached Home Depot 48.98.pdf 94 KB

Home Depot

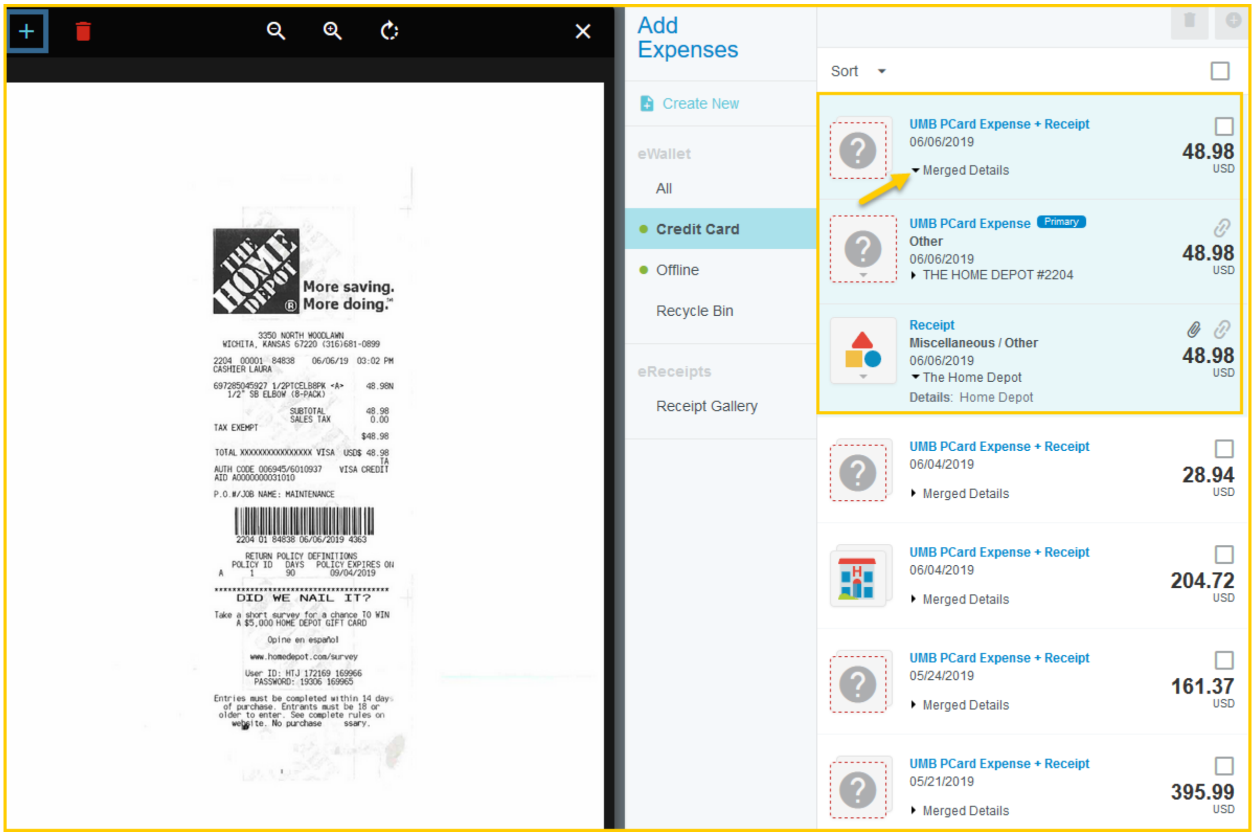
4 161.37 - Message...
To... receipt@ca1.chromeriver.com;
Subject 161.37
Attached JM Oconnor 161.37.pdf 230 KB

JM Oconnor

The system automatically merges the emailed PDF receipts with the corresponding UMB Pcard transactions.


Add Expenses
Create New
eWallet
All
Credit Card
Offline
Recycle Bin
eReceipts
Receipt Gallery
Sort
UMB PCard Expense + Receipt
06/06/2019
Merged Details
48.98
USD
UMB PCard Expense + Receipt
06/04/2019
Merged Details
28.94
USD
UMB PCard Expense + Receipt
06/04/2019
Merged Details
204.72
USD
UMB PCard Expense + Receipt
05/24/2019
Merged Details
161.37
USD
UMB PCard Expense + Receipt
05/21/2019
Merged Details
395.99
USD

To view the merged transaction details, click on the arrow next to the **Merged Details** section.



```
        3350 NORTH WOODLAWN
 WICHITA, KANSAS 67220 (316)681-0899

2204  00001  84838    06/06/19  03:02 PM
CASHIER LAURA

697285045927 1/2PTCELB8PK <A>      48.98N
   1/2" SB ELBOW (8-PACK)

                 SUBTOTAL           48.98
                 SALES TAX           0.00
TAX EXEMPT
                                   $48.98

TOTAL XXXXXXXXXXXXXXXX VISA  USD$ 48.98
                                       TA
AUTH CODE 006945/6010937    VISA CREDIT
AID A0000000031010

P.O.#/JOB NAME: MAINTENANCE

    2204 01 84838 06/06/2019 4363

       RETURN POLICY DEFINITIONS
    POLICY ID   DAYS   POLICY EXPIRES ON
 A      1        90        09/04/2019
****************************************
          DID  WE  NAIL  IT?

Take a short survey for a chance TO WIN
   A $5,000 HOME DEPOT GIFT CARD

           Opine en español

       www.homedepot.com/survey

       User ID: HTJ 172169 169966
        PASSWORD: 19306 169965

Entries must be completed within 14 day
 of purchase. Entrants must be 18 or
 older to enter. See complete rules on
  website. No purchase     ssary.
```

UMB PCard Expense + Receipt
06/06/2019
Merged Details
48.98 USD

UMB PCard Expense Primary
Other
06/06/2019
THE HOME DEPOT #2204
48.98 USD

Receipt
Miscellaneous / Other
06/06/2019
The Home Depot
Details: Home Depot
48.98 USD

UMB PCard Expense + Receipt
06/04/2019
Merged Details
28.94 USD

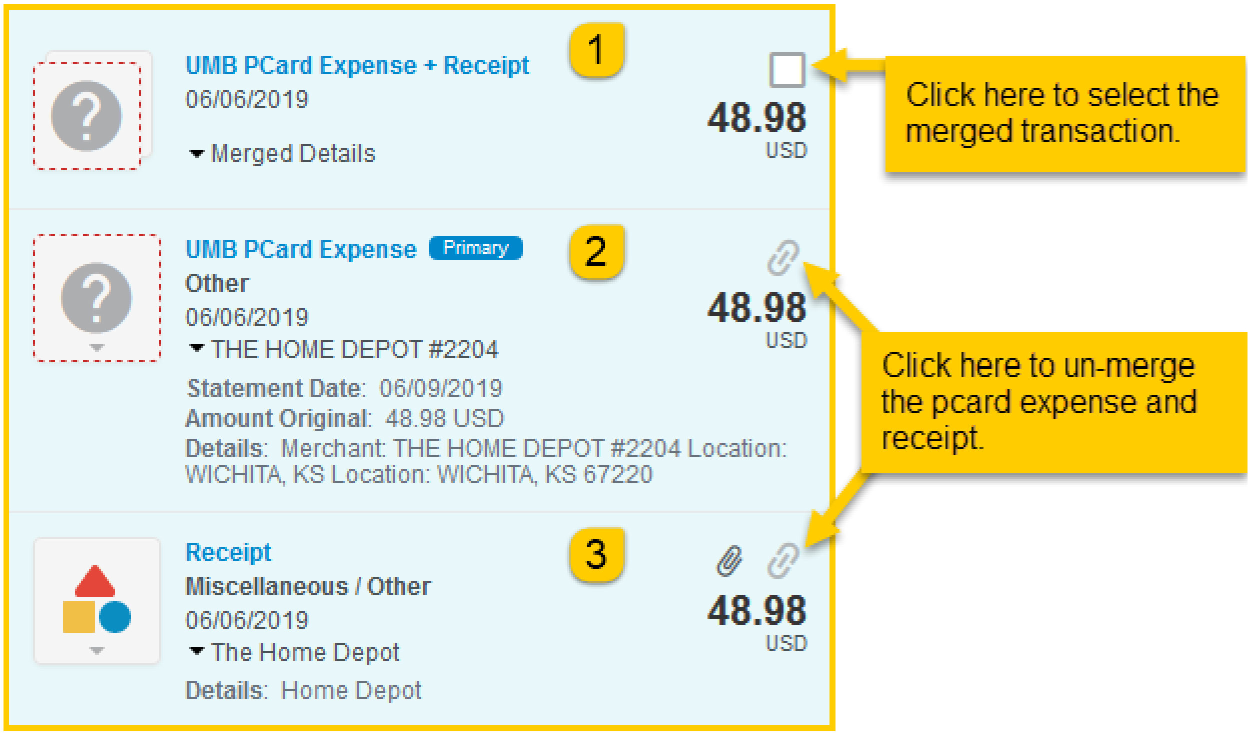
UMB PCard Expense + Receipt
06/04/2019
Merged Details
204.72 USD

UMB PCard Expense + Receipt
05/24/2019
Merged Details
161.37 USD

UMB PCard Expense + Receipt
05/21/2019
Merged Details
395.99 USD

The merged transaction consists of:

1. merged header
2. UMB PCard Expense transaction
3. uploaded receipt



1
2
3
Primary
Merged Details

UMB PCard Expense + Receipt
06/06/2019
48.98 USD

UMB PCard Expense
Other
06/06/2019
THE HOME DEPOT #2204
Statement Date: 06/09/2019
Amount Original: 48.98 USD
Details: Merchant: THE HOME DEPOT #2204 Location: WICHITA, KS Location: WICHITA, KS 67220
48.98 USD

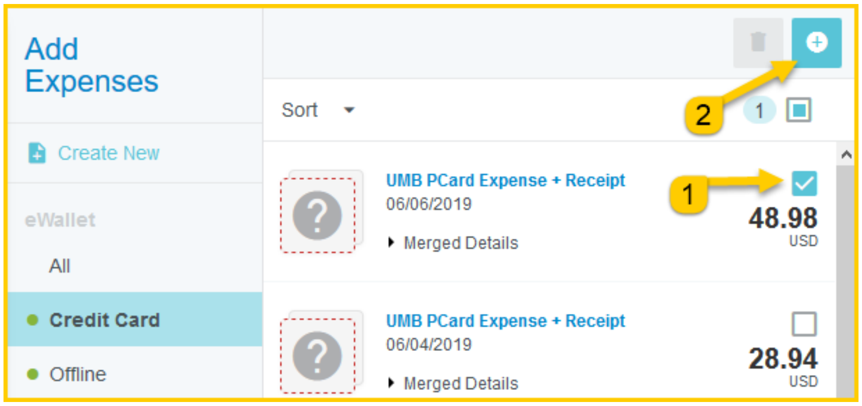
Receipt
Miscellaneous / Other
06/06/2019
The Home Depot
Details: Home Depot
48.98 USD

Click here to select the merged transaction.

Click here to un-merge the pcard expense and receipt.

To add a transaction to the PCard Reconciliation report,

1. click the check box next to the transaction you would like to add
2. click the add button located in the top right corner of the form

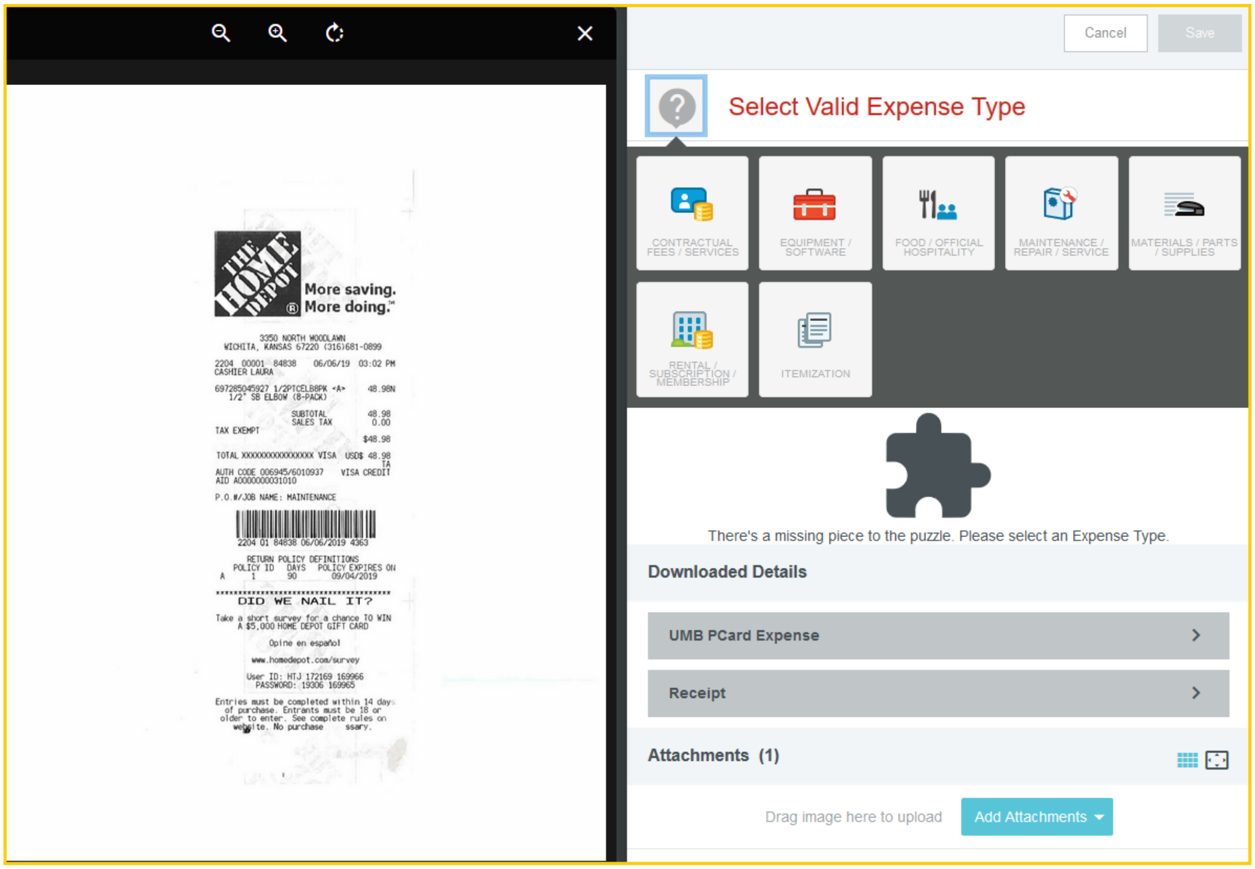


Add Expenses
Create New
eWallet
All
Credit Card
Offline
Sort
2
1
1
Merged Details
Merged Details

UMB PCard Expense + Receipt
06/06/2019
48.98 USD

UMB PCard Expense + Receipt
06/04/2019
28.94 USD

The **Select Valid Expense Type** form will be displayed on the right side of the form, and the receipt image will be displayed on the left side of the form.


Cancel
Save
CONTRACTUAL / FEES / SERVICES
EQUIPMENT / SOFTWARE
FOOD / OFFICIAL HOSPITALITY
MAINTENANCE / REPAIR / SERVICE
MATERIALS / PARTS / SUPPLIES
RENTAL / SUBSCRIPTION / MEMBERSHIP
ITEMIZATION
UMB PCard Expense
Receipt
Drag image here to upload
Add Attachments

```
More saving.
More doing.

       3350 NORTH WOODLAWN
 WICHITA, KANSAS 67220 (316)681-0899

2204  00001  84838    06/06/19  03:02 PM
CASHIER LAURA

697285045927 1/2PTCELB8PK <A>     48.98N
   1/2" SB ELBOW (8-PACK)

                SUBTOTAL           48.98
                SALES TAX           0.00
TAX EXEMPT
                                  $48.98

TOTAL XXXXXXXXXXXXXXXX VISA  USD$ 48.98
                                      TA
AUTH CODE 006945/6010937    VISA CREDIT
AID A000000031010

P.O.#/JOB NAME: MAINTENANCE

    2204 01 84838 06/06/2019 4363

       RETURN POLICY DEFINITIONS
    POLICY ID   DAYS   POLICY EXPIRES ON
 A      1        90        09/04/2019

****************************************
    DID  WE  NAIL  IT?

Take a short survey for a chance TO WIN
   A $5,000 HOME DEPOT GIFT CARD

          Opine en español

       www.homedepot.com/survey

       User ID: HTJ 172169 169966
        PASSWORD: 19306 169965

Entries must be completed within 14 days
 of purchase. Entrants must be 18 or
 older to enter. See complete rules on
   website. No purchase     ssary.
```

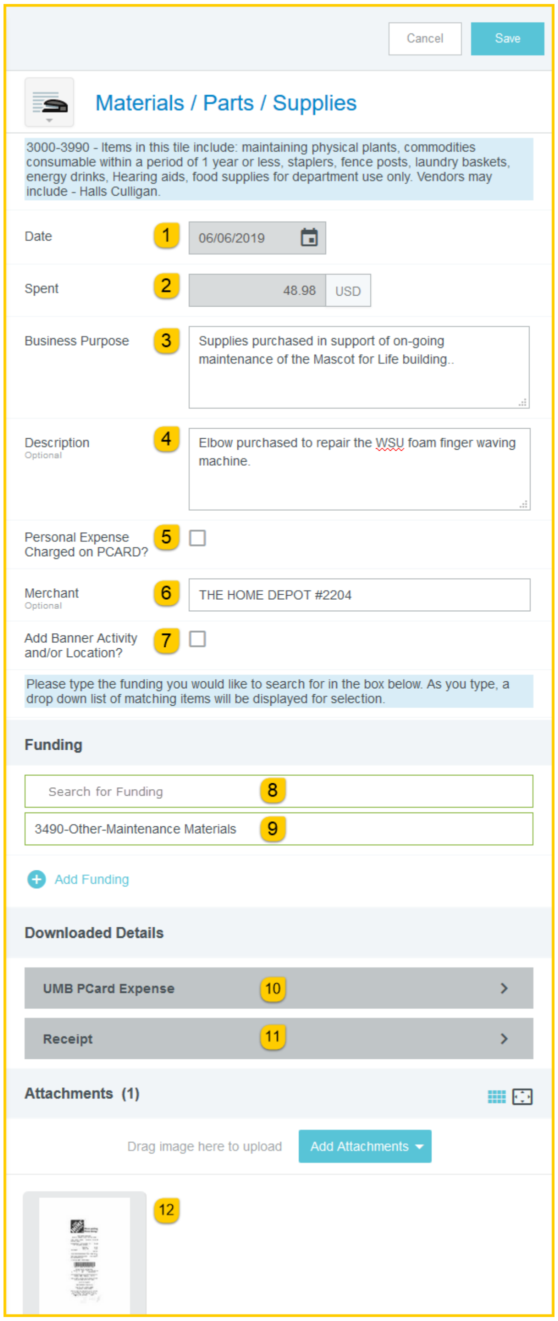
Select Valid Expense Type

There's a missing piece to the puzzle. Please select an Expense Type.

Downloaded Details

Attachments (1)

Select the appropriate expense tile for the transaction. 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: 06/06/2019

Spent: 48.98 USD

Business Purpose: Supplies purchased in support of on-going maintenance of the Mascot for Life building..

Description (Optional): Elbow purchased to repair the WSU foam finger waving machine.

Personal Expense Charged on PCARD? ☐

Merchant (Optional): THE HOME DEPOT #2204

Add Banner Activity and/or Location? ☐

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

Search for Funding

3490-Other-Maintenance Materials

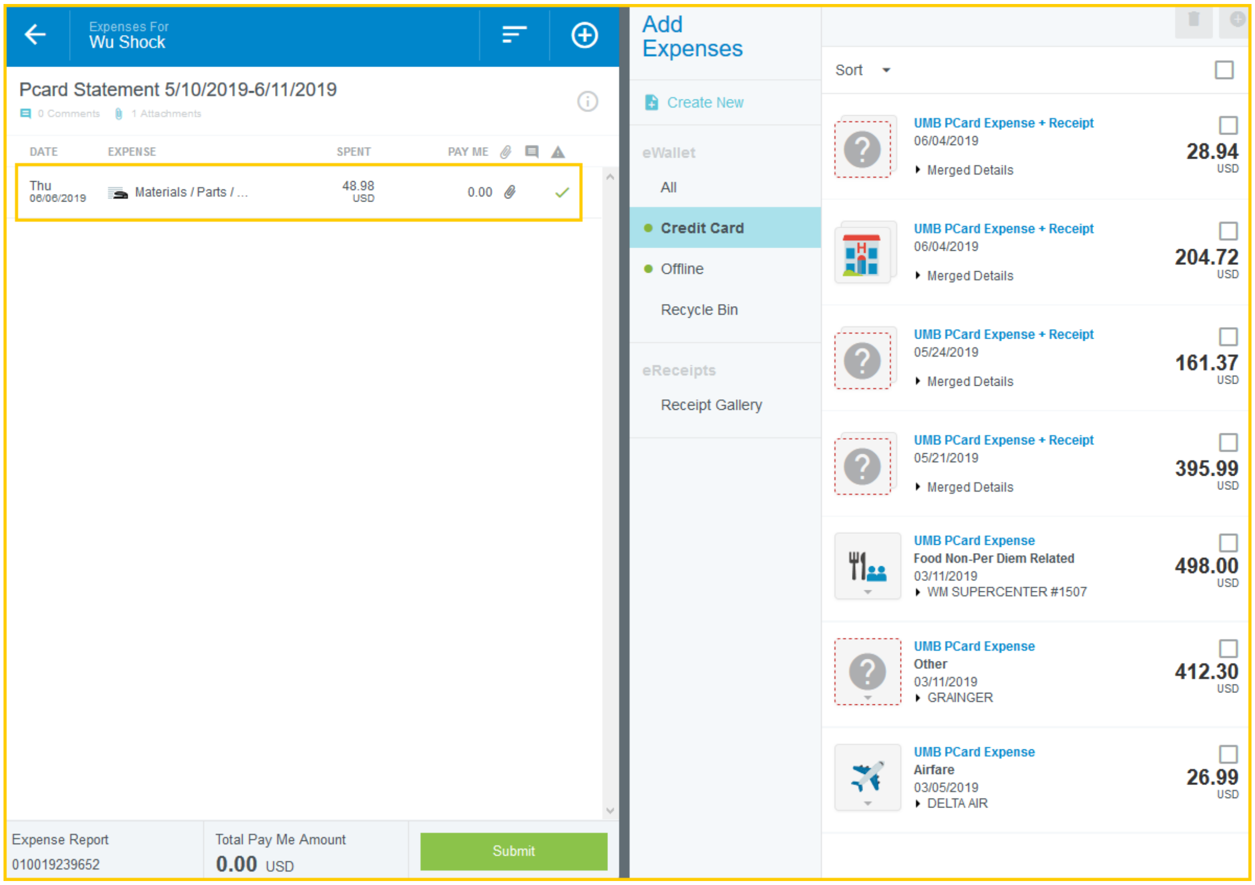
Downloaded Details

UMB PCard Expense

Receipt

Attachments (1)

1. **Date:** The date will automatically populate from the UMB Pcard Expense transaction
2. **Spent:** The amount spent will automatically populate from the UMB Pcard Expense transaction
3. **Business Purpose:** This field will default either from the report header or from the previous expense transaction. This information can, and should be modified to provide detailed information regarding the business purpose of this expenditure.
4. **Description:** This field should be used to provide any additional information regarding this expenditure.
5. **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.
6. **Merchant:** This field will automatically populate from the UMB Pcard Expense transaction.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.
   b) **Location:** Click the drop-down box and select the appropriate value from the list.
8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
10. **UMB PCard Expense:** Clicking the arrow in this section will display detailed transaction information as provided by UMB and the merchant.
11. **Receipt:** Clicking the arrow in this section will display any available receipt transaction information.
12. **Add Attachments:** All procurement card transactions require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.



Expenses For
Wu Shock

Pcard Statement 5/10/2019-6/11/2019
0 Comments 1 Attachments

DATE	EXPENSE	SPENT	PAY ME
Thu 06/06/2019	Materials / Parts / …	48.98 USD	0.00

Expense Report
010019239652

Total Pay Me Amount
0.00 USD

Submit

Add Expenses

Create New
eWallet
All
Credit Card
Offline
Recycle Bin
eReceipts
Receipt Gallery
Sort

UMB PCard Expense + Receipt	06/04/2019 Merged Details	28.94 USD
UMB PCard Expense + Receipt	06/04/2019 Merged Details	204.72 USD
UMB PCard Expense + Receipt	05/24/2019 Merged Details	161.37 USD
UMB PCard Expense + Receipt	05/21/2019 Merged Details	395.99 USD
UMB PCard Expense	Food Non-Per Diem Related 03/11/2019 WM SUPERCENTER #1507	498.00 USD
UMB PCard Expense	Other 03/11/2019 GRAINGER	412.30 USD
UMB PCard Expense	Airfare 03/05/2019 DELTA AIR	26.99 USD