



# Chrome River User Manual

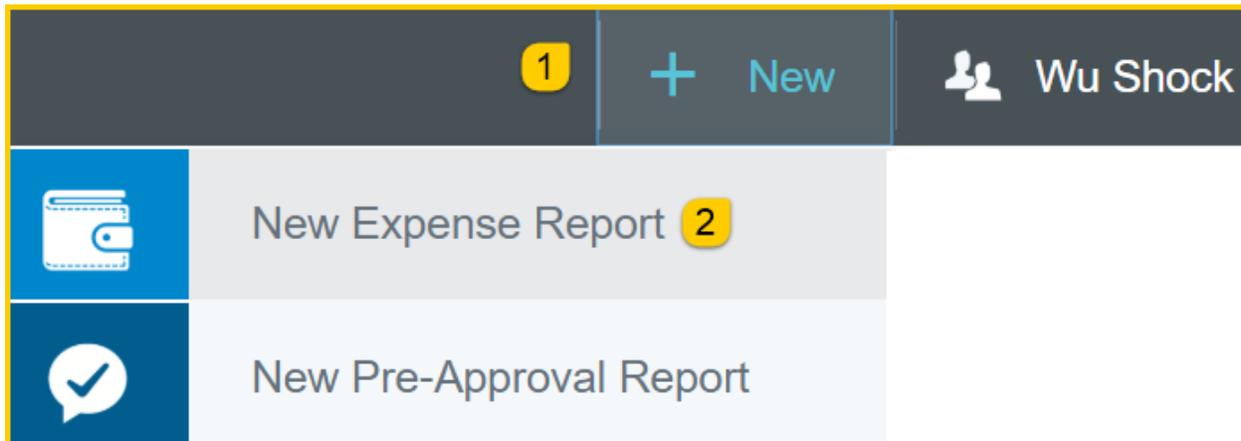
## CREATING A PCARD RECONCILIATION (NON-TRAVEL) REPORT

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.





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The Expense Report header screen will appear.

Cancel Save

Expenses For Wu Shock

Import from Pre-Approval **1**   
Optional

Report Name **2**

Business Purpose **3**

Report Type **4**

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)



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[Cancel](#) [Save](#)

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## Expenses For Wu Shock

Import from Pre-Approval Optional [IMPORT PRE-APPROVAL](#)

Report Name

Business Purpose

Report Type

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.

The screenshot displays the 'Add Expenses' interface. On the left, a sidebar contains a menu with 'Add Expenses' and 'Create New' options. The main area shows a table with columns: DATE, EXPENSE, SPENT, and PAY ME. Below the table is a 'Submit' button. At the bottom, a summary bar shows 'Expense Report 010019239652', 'Total Pay Me Amount 0.00 USD', and a 'Submit' button.



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

The screenshot displays the Chrome River mobile application interface. On the left, a 'Pcard Statement' for Wu Shock is shown for the period 5/10/2019 to 6/11/2019. The statement table is currently empty, with a prompt to 'Click "\*" to add your first item.' Below the table, the 'Total Pay Me Amount' is listed as 0.00 USD. On the right, the 'Add Expenses' screen is visible, featuring a sidebar menu with 'Credit Card' selected. The main area shows a list of expenses, including several 'UMB PCard Expense' entries with amounts ranging from 28.94 USD to 395.99 USD.



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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		<b>UMB PCard Expense</b> Other 06/06/2019 ▶ THE HOME DEPOT #2204	<b>3</b> <input type="checkbox"/> <b>48.98</b> USD
Non-Travel		<b>UMB PCard Expense</b> Other 06/04/2019 ▶ THE HOME DEPOT #2204	<b>1</b> <input type="checkbox"/> <b>28.94</b> USD
Travel		<b>UMB PCard Expense + Receipt</b> 06/04/2019 ▶ Merged Details	<input type="checkbox"/> <b>204.72</b> USD
Non-Travel		<b>UMB PCard Expense</b> Other 05/24/2019 ▶ JM OCONNOR WICHITA	<b>4</b> <input type="checkbox"/> <b>161.37</b> USD
Non-Travel		<b>UMB PCard Expense</b> Other 05/21/2019 ▶ JM OCONNOR WICHITA	<b>2</b> <input type="checkbox"/> <b>395.99</b> 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.



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The image displays four screenshots of the Chrome River email interface, each showing a different transaction amount and attachment. The screenshots are numbered 1 through 4.

- Screenshot 1:** Transaction amount 28.94. Attachment: Home Depot 28.94.pdf (163 KB). The email body contains the text "Home Depot".
- Screenshot 2:** Transaction amount 395.99. Attachment: JM Oconnor 395.99.pdf (257 KB). The email body is empty.
- Screenshot 3:** Transaction amount 48.98. Attachment: Home Depot 48.98.pdf (94 KB). The email body contains the text "Home Depot".
- Screenshot 4:** Transaction amount 161.37. Attachment: JM Oconnor 161.37.pdf (230 KB). The email body contains the text "JM Oconnor".



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

The screenshot displays the 'Add Expenses' section of the Chrome River system. On the left is a navigation sidebar with options: 'Create New', 'eWallet' (with sub-options 'All', 'Credit Card', 'Offline', 'Recycle Bin'), and 'eReceipts' (with sub-option 'Receipt Gallery'). The main area shows a list of transactions, each with a 'Sort' dropdown, a trash icon, and a plus icon. The transactions are: 1) 'UMB PCard Expense + Receipt' dated 06/06/2019 for 48.98 USD; 2) 'UMB PCard Expense + Receipt' dated 06/04/2019 for 28.94 USD; 3) 'UMB PCard Expense + Receipt' dated 06/04/2019 for 204.72 USD; 4) 'UMB PCard Expense + Receipt' dated 05/24/2019 for 161.37 USD; and 5) 'UMB PCard Expense + Receipt' dated 05/21/2019 for 395.99 USD. Each transaction entry includes a receipt icon (a question mark in a dashed box) and a 'Merged Details' link. The entire interface is framed by a yellow border.

Transaction Description	Date	Amount (USD)
UMB PCard Expense + Receipt	06/06/2019	48.98
UMB PCard Expense + Receipt	06/04/2019	28.94
UMB PCard Expense + Receipt	06/04/2019	204.72
UMB PCard Expense + Receipt	05/24/2019	161.37
UMB PCard Expense + Receipt	05/21/2019	395.99



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

The screenshot displays the Chrome River interface. On the left, a receipt from Home Depot is shown with the following details:

**THE HOME DEPOT**  
More saving. More doing.<sup>SM</sup>

3350 NORTH WOODLAWN  
WICHITA, KANSAS 67220 13161881-0899  
2204 00001 84838 06/06/19 03:02 PM  
CASHIER LAURA  
697285045027 1/2P1CCLBPK 4\* 48.98N  
1/2" SB ELBOW (8-PACK) 48.98N

SUBTOTAL 48.98  
SALES TAX 0.00  
TAX EXEMPT 48.98

TOTAL XXXXXXXXXXXXXXXXXXXX VISA USD 48.98  
AUTH CODE 006545/5010937 VISA CREDIT  
AID XXXXXXXXXXXX01019

P.O.#/JOB NAME: MAINTENANCE

2204 01 84838 06/06/2019 4363

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

\*\*\*\*\*  
DID WE NAIL IT?  
Take a short survey for a chance to win  
a \$5,000 HOME DEPOT GIFT CARD

Online en español  
www.homedepot.com/survey  
User ID: WJ 172169 169966  
PASSWORD: 15006 169966

Entries must be completed within 14 days  
of purchase. Entries must be 18 or  
older to enter. See complete rules on  
www.fte. No purchase necessary.

On the right, the 'Add Expenses' section is visible. It includes a 'Create New' button and a list of transactions. The 'Credit Card' section is selected, showing a list of transactions with a 'Merged Details' section highlighted by a yellow box and an arrow. The transactions listed are:

Transaction Description	Date	Amount (USD)
UMB PCard Expense + Receipt	06/06/2019	48.98
Merged Details		
UMB PCard Expense (Primary)	06/06/2019	48.98
Other	06/06/2019	48.98
THE HOME DEPOT #2204		
Receipt		
Miscellaneous / Other	06/06/2019	48.98
The Home Depot		
Details: Home Depot		
UMB PCard Expense + Receipt	06/04/2019	28.94
Merged Details		
UMB PCard Expense + Receipt	06/04/2019	204.72
Merged Details		
UMB PCard Expense + Receipt	05/24/2019	161.37
Merged Details		
UMB PCard Expense + Receipt	05/21/2019	395.99
Merged Details		



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The merged transaction consists of:

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

The screenshot shows a list of transactions. The first transaction is a merged transaction labeled 'UMB PCard Expense + Receipt' with a date of 06/06/2019 and an amount of 48.98 USD. A yellow callout box with an arrow points to the checkbox next to it, containing the text: 'Click here to select the merged transaction.' Below this is a primary transaction labeled 'UMB PCard Expense' with a date of 06/06/2019 and an amount of 48.98 USD. A yellow callout box with an arrow points to the unlink icon next to it, containing the text: 'Click here to un-merge the pcard expense and receipt.' Below that is a receipt transaction labeled 'Receipt' with a date of 06/06/2019 and an amount of 48.98 USD. A yellow callout box with an arrow points to the unlink icon next to it, containing the text: 'Click here to un-merge the pcard expense and receipt.'

To add a transaction to the PCard Reconciliation report,

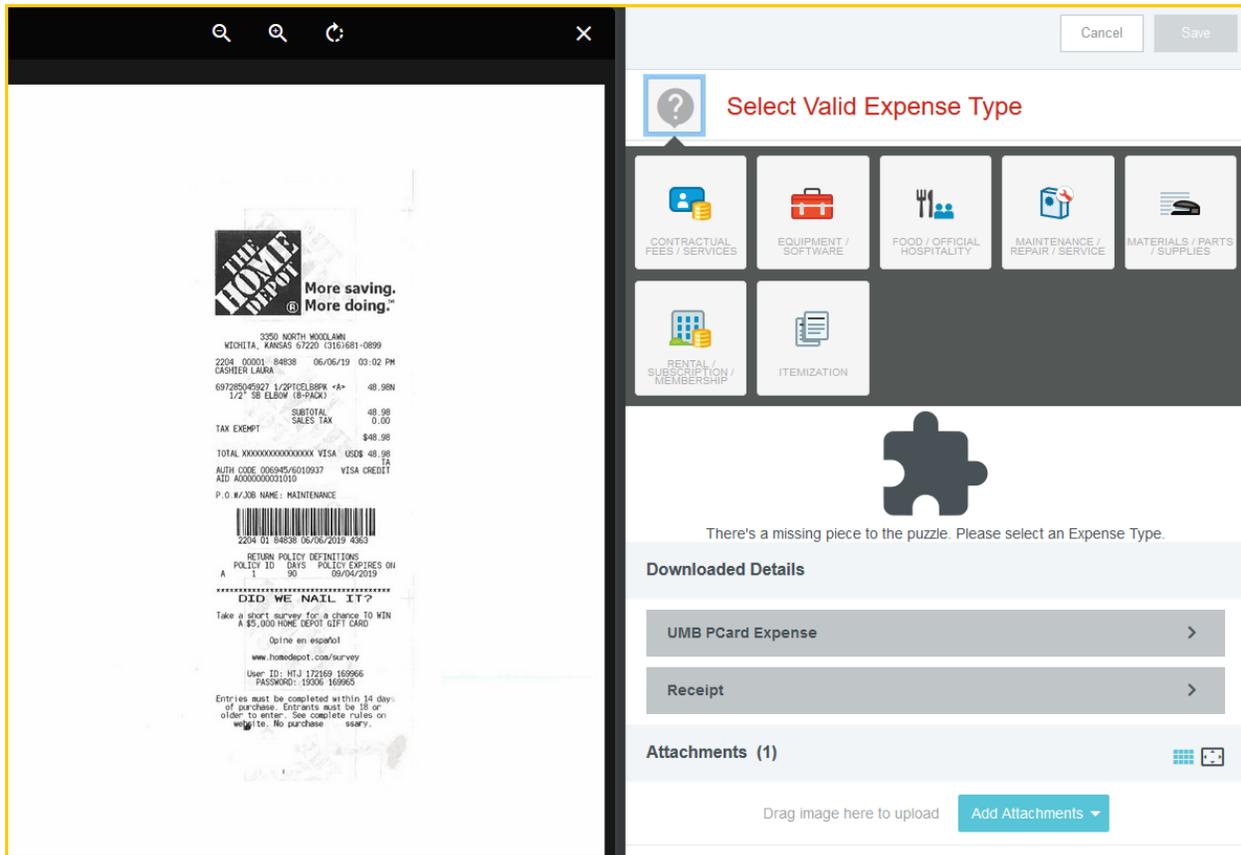
1. click the check box next to the transaction you would like to add
2. click the add button located in the top right corner of the form

The screenshot shows the 'Add Expenses' form. On the left is a sidebar with 'Credit Card' selected. The main area shows a list of transactions. The first transaction is 'UMB PCard Expense + Receipt' with a date of 06/06/2019 and an amount of 48.98 USD. A yellow callout box with an arrow points to the checkbox next to it, containing the number '1'. The second transaction is 'UMB PCard Expense + Receipt' with a date of 06/04/2019 and an amount of 28.94 USD. A yellow callout box with an arrow points to the '+' button in the top right corner of the form, containing the number '2'.



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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.



Select the appropriate expense type for the transaction. The corresponding expense form will display.



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**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 1 06/06/2019

Spent 2 48.98 USD

Business Purpose 3 Supplies purchased in support of on-going maintenance of the Mascot for Life building..

Description Optional 4 Elbow purchased to repair the WSU foam finger waving machine.

Personal Expense Charged on PCARD? 5

Merchant Optional 6 THE HOME DEPOT #2204

Add Banner Activity and/or Location? 7

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 8

3490-Other-Maintenance Materials 9

[+ Add Funding](#)

**Downloaded Details**

UMB PCard Expense 10 >

Receipt 11 >

**Attachments (1)**

Drag image here to upload

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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.



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The screenshot displays the Chrome River mobile application interface. The top navigation bar is blue and contains a back arrow, the text "Expenses For Wu Shock", a menu icon, and a plus icon. Below the navigation bar, the screen is divided into two main sections. The left section, titled "Pcard Statement 5/10/2019-6/11/2019", contains a table with the following data:

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

At the bottom of this section, there is a summary row: "Expense Report 010019239652", "Total Pay Me Amount 0.00 USD", and a green "Submit" button.

The right section, titled "Add Expenses", features a "Sort" dropdown and a "Create New" button. It lists various expense categories: "eWallet" (All, Credit Card, Offline, Recycle Bin), "eReceipts" (Receipt Gallery), and a list of individual transactions. The transactions list includes:

- UMB PCard Expense + Receipt (06/04/2019): 28.94 USD
- UMB PCard Expense + Receipt (06/04/2019): 204.72 USD
- UMB PCard Expense + Receipt (05/24/2019): 161.37 USD
- UMB PCard Expense + Receipt (05/21/2019): 395.99 USD
- UMB PCard Expense - Food Non-Per Diem Related (03/11/2019): 498.00 USD
- UMB PCard Expense - Other (03/11/2019): 412.30 USD
- UMB PCard Expense - Airfare (03/05/2019): 26.99 USD