Expenses: Chrome River – Reconciling P-Card Expenses in Chrome River

Log into Chrome River.

Open e-wallet to determine types of transactions to be reconciled. From the Home screen, select the icon in the upper left hand corner:

Select eWallet. The green dot indicates that transactions are present.

Upon opening the eWallet, click the Credit Card folder on the right side of the screen to review unused expenses. Determine which type of report will be needed to perform the allocation and reconciliation. In this example, there are several P-Card transactions which need to be added to an expense report to be reconciled.

Please note that a new P-Card reconciliation report must be created before the expenses can be moved out of the eWallet.
Click the **New** button and The Report Header is now visible in the right hand side of your screen.

![Image of Report Header]

**Complete Report Header:**

a. **Report Name** - Enter a name for your report. Refer to your department for the required naming convention.

b. Select **PCard** reconciliation report and click ‘Save’

![Image showing Report Header with PCard selected]
The following screen will appear. **NOTE: do NOT click Create New. Click Credit Card.**

Add P-Card expenses: After clicking Credit Card, select the transactions you want to include in the report by checking the box. Multiple P-Card transactions can be reconciled on one report. The maximum number of transactions per report is 100. Select **Add** when all transactions are identified for reconciliation.
The data entry screen for the first transaction will appear. First, select the Mosaic if the expense type listed is not correct (for example, Supplies and Expense – Instruction) for this transaction. In this example, we are going to change the type to Hospitality, General.

Note that greyed out fields cannot be updated or modified. Chrome River will populate some of the required fields from data transmitted in the US Bank feed.
Select ‘Hospitality’ and then ‘General’.

Enter a description and then select the allocation (account) and sub-account (if there is one). To select an account, begin typing the account number or the name and select when visible.
Add Attachments and then select from the Receipt Gallery or Upload Attachments from a file on your computer.
Click ‘Save’.
Note: at the bottom, the ‘Total Pay Me Amount’ should equal 0.00 as this is a University paid item.

Click ‘Submit’.
Click ‘Submit’ again after reading the Submit Confirmation to certify that all expenses on the report are correct. Your report will be moved to the *Expenses/Recently Submitted* area. The report will now route to the P-Card Transaction approver.

Note: P-Card transaction approver will review the submitted expense report to ensure that receipts are legible and that transactions comply with University policies and procedures including the Procurement Card policy. Non-compliant transactions will be returned to the reconciler to resolve the non-compliant issue.

Note: If you receive an Outlook message like the one below, this means that you have P-Card expenses in your eWallet to be reconciled.