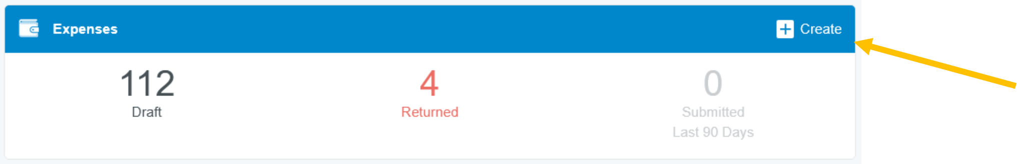
Purchasing Card

Creating a Purchasing Card Expense Report

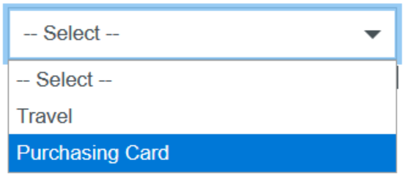
A Purchasing Card Expense Report must be submitted by the 10th of each month for all transactions that occurred during the previous calendar month and should be approved by the 15th. **Do not include travel expenses made with a p-card on your p-card expense report.** Those expenses will be placed on a Travel Expense Report. Conference registrations are not considered a travel expense and should be included on your P-Card Expense Report.

To create a Purchasing Card Expense Report in Chrome River, complete the following steps.

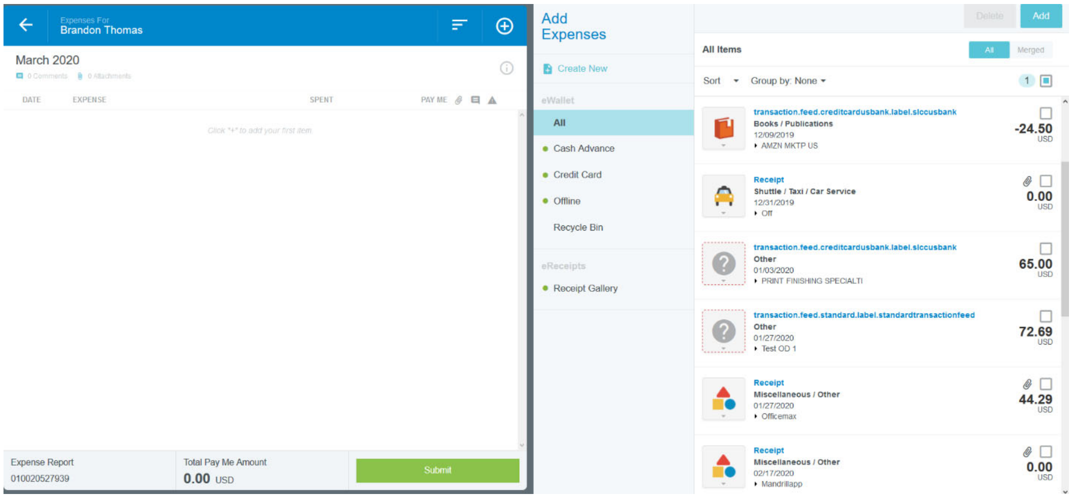
1) From the Chrome River Home Screen, click on the "+ Create" button in the upper right corner of the Expenses box.


Expenses
Create
112
Draft
4
Returned
0
Submitted
Last 90 Days

2) Enter a name for this report that is unique and will help you identify it. We recommend using the following naming convention, <Month> <Calendar Year> (ex. Jan 2020).
3) Select "Purchasing Card" from the Expense Report Type.


-- Select --
-- Select --
Travel
Purchasing Card

4) You will see your empty expense report on the left and your eWallet on the right.


Expenses For
Brandon Thomas
DATE
EXPENSE
SPENT
PAY ME
Click "+" to add your first item.
Submit
Add
Expenses
Create New
eWallet
All
Cash Advance
Credit Card
Offline
Recycle Bin
eReceipts
Receipt Gallery
Delete
Add
All Items
All
Merged
Sort
Group by: None
1

March 2020
0 Comments 0 Attachments

Expense Report
010020527939

Total Pay Me Amount
0.00 USD

transaction.feed.creditcardusbank.label.slccusbank
Books / Publications
12/09/2019
AMZN MKTP US
-24.50 USD

Receipt
Shuttle / Taxi / Car Service
12/31/2019
Off
0.00 USD

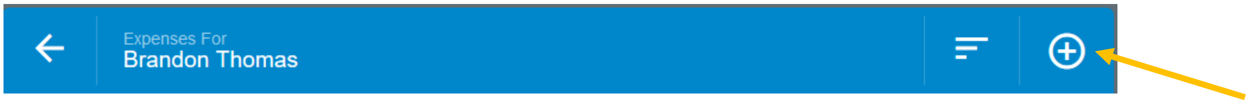
transaction.feed.creditcardusbank.label.slccusbank
Other
01/03/2020
PRINT FINISHING SPECIALTI
65.00 USD

transaction.feed.standard.label.standardtransactionfeed
Other
01/27/2020
Test OD 1
72.69 USD

Receipt
Miscellaneous / Other
01/27/2020
Officemax
44.29 USD

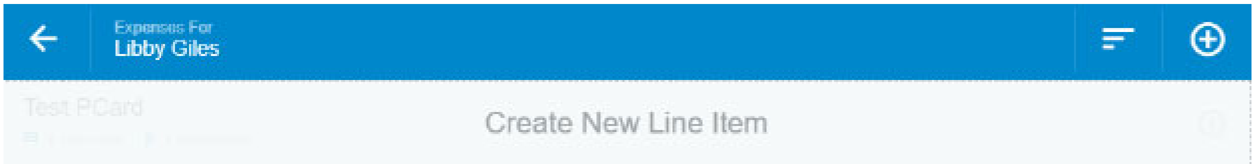
Receipt
Miscellaneous / Other
02/17/2020
Mandrillapp
0.00 USD

5) While completing your Expense Report, if you need to add an expense and cannot see your eWallet, click the “+” button in the upper right corner of the expense report.

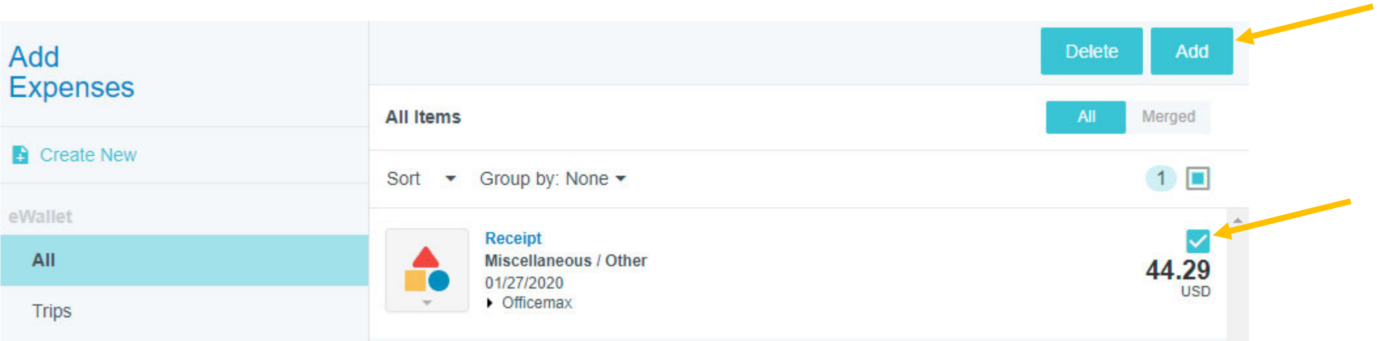

Expenses For
Brandon Thomas

6) If you have pre-uploaded receipts, the system will attempt to merge the receipt with the US Bank transaction. If you have pre-uploaded receipts, ensure the receipt has been merged before adding the transaction to your Expense Report. (See Merging Transactions).

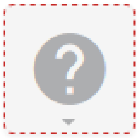
7) Add the transaction to your expense report by one of the following methods:
    a. Click and drag the expense from your eWallet and drop it on the “Create New Line Item” section at the top of your Expense Report


Expenses For
Libby Giles
Test PCard
Create New Line Item

    b. Check the box next to the transaction and click the “Add” button at the top of your eWallet.

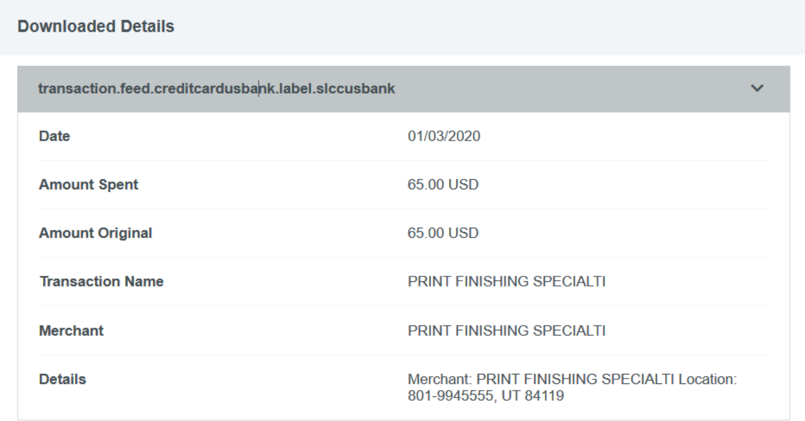

Add Expenses
Create New
eWallet
All
Trips
Delete
Add
All Items
All
Merged
Sort
Group by: None
1
Receipt
Miscellaneous / Other
01/27/2020
Officemax
44.29
USD

8) For each transaction, do the following:
    a. Select the appropriate Expense Type.
        i. If the icon next to the expense in your eWallet is a question mark, the system will automatically open the transaction and ask you to select the appropriate expense type.



        ii. If the icon is not a question mark, that means the system has guessed the Expense Type. If the expense type is incorrect, change the expense type by clicking the icon at the top of the form. You can change the expense type at any time by clicking on this icon.
        iii. The account codes have been categorized by Expense Type. See the *Account Codes in Chrome River* document to help select the correct Expense Type.
        iv. To help select the right expense type, the system will display a copy of the attached receipt (if the receipt was pre-merged) on the left. You can also look at

the Downloaded Details which will show you the information received from US Bank.

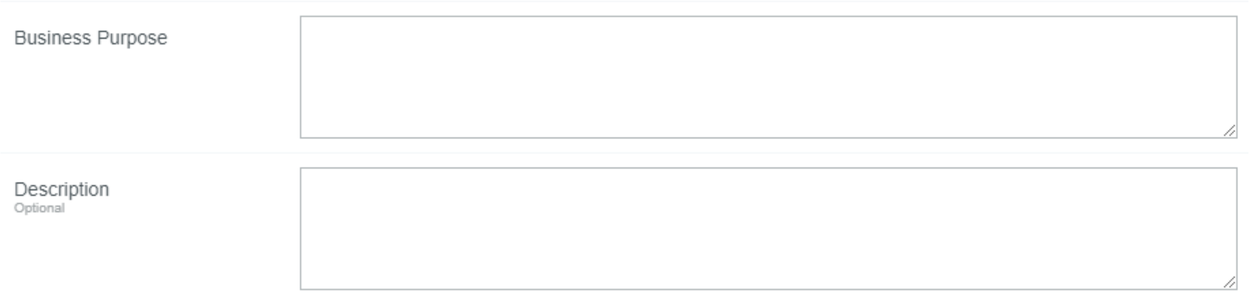


Downloaded Details

transaction.feed.creditcardusbank.label.slccusbank

Date	01/03/2020
Amount Spent	65.00 USD
Amount Original	65.00 USD
Transaction Name	PRINT FINISHING SPECIALTI
Merchant	PRINT FINISHING SPECIALTI
Details	Merchant: PRINT FINISHING SPECIALTI Location: 801-9945555, UT 84119

b. Enter a valid Business Purpose.

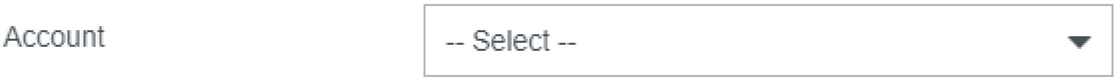


Business Purpose

Description
Optional

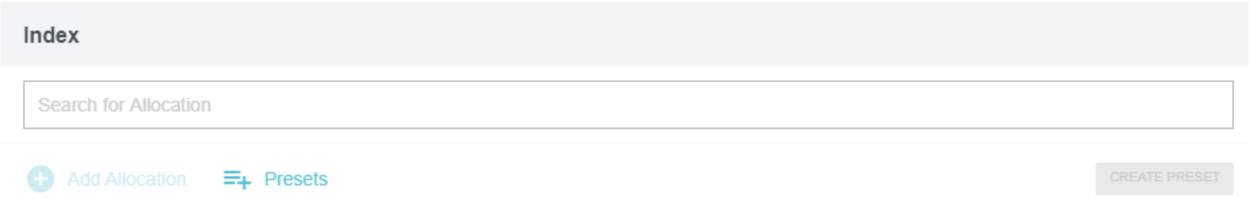
c. Add a Description, if applicable (not required). If the receipt does not provide a clear description of the items purchased, outline what was purchased in the Description field.

d. Select the applicable Account from the drop-down menu.



Account: -- Select --

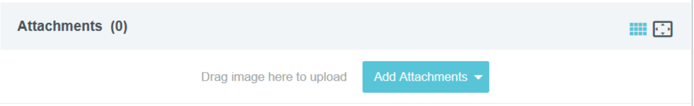
e. Enter the applicable Index for the Expense.



Index

Search for Allocation
Add Allocation
Presets
CREATE PRESET

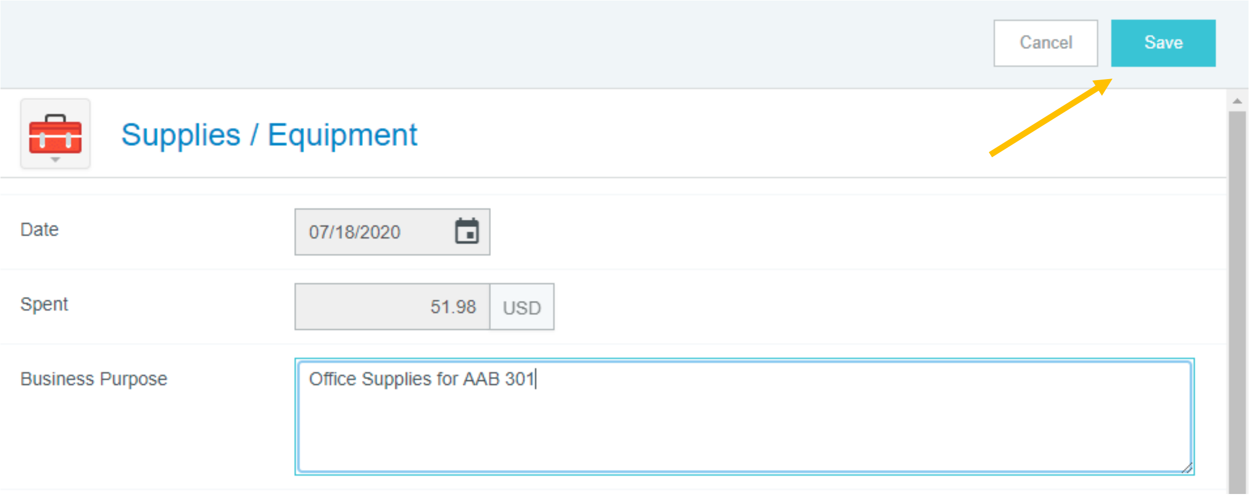
f. Upload the receipt. You can also add any additional Attachments. If you pre-uploaded your receipt and merged your transactions, you will see the receipts here.



Attachments (0)

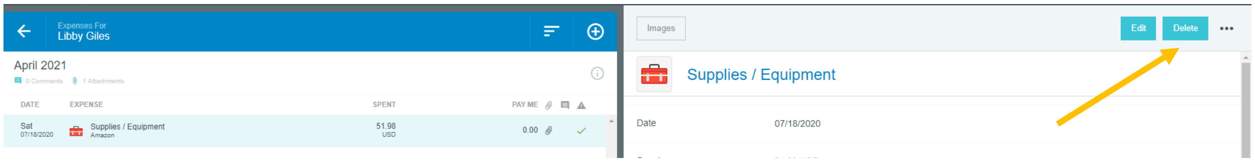
Drag image here to upload
Add Attachments

g. Click “Save” in the upper right-hand corner.



Date 07/18/2020
Spent 51.98 USD
Business Purpose Office Supplies for AAB 301

9) You can edit any expense once it has been added to your Expense Report by clicking on the expense and then clicking “Edit”. Make the changes and then click “Save”.
10) To delete any of the expenses in your Expense Report, simply click on the expense and then click the “Delete” button to delete. <u>Be careful that you have an expense selected and are not deleting your entire report.</u>

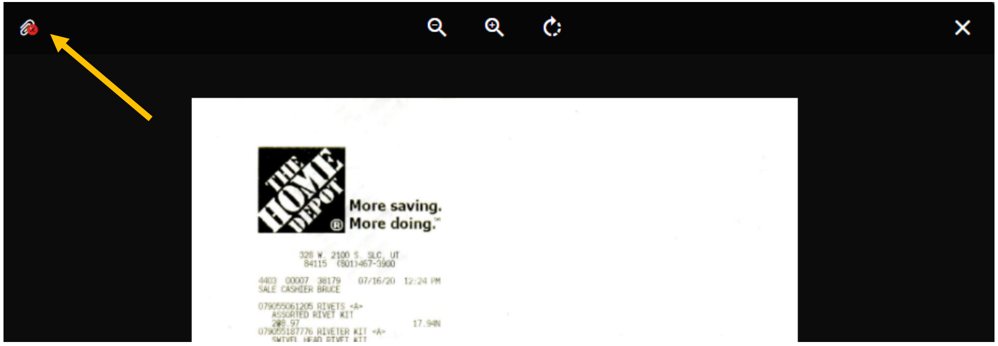


April 2021
0 Comments 1 Attachments

DATE	EXPENSE	SPENT	PAY ME
Sat 07/18/2020	Supplies / Equipment Amazon	51.98 USD	0.00 ✓

Date 07/18/2020

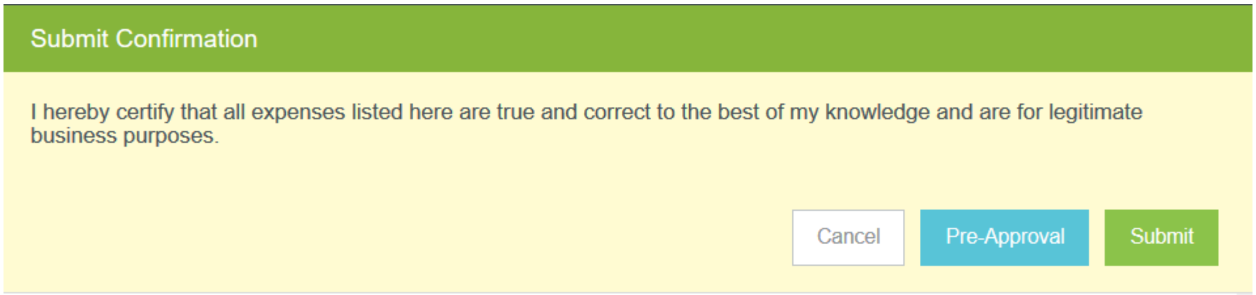
11) If you have attached the wrong receipt to an expense and want to remove it, do the following:
    a. Click on the attached receipt thumbnail image. Selecting the thumbnail image will open the receipt on the left side of your screen.
    b. Click the paperclip icon with the red “x” in the upper left-hand corner. This will remove the receipt from your report and place the receipt back in your eWallet. (See Receipt Gallery for instructions on how to remove a receipt from your eWallet)



```
328 W. 2100 S. SLC, UT
84115 (801)467-3900
4403 00007 38179   07/16/20 12:24 PM
SALE CASHIER BRUCE
079055061205 RIVETS <A>
   ASSORTED RIVET KIT
   2@8.97                    17.94N
079055187776 RIVETER KIT <A>
   SWIVEL HEAD RIVET KIT
```

12) Once you have completed adding all expenses to your expense report, ensure that all transactions have a green check mark ✓ next to them and click the “Submit” button at the bottom.

13) A summary of your Expense Report will be displayed. Ensure everything is correct and click "Submit".


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.

14) The Expense Report will now be routed as follows:
    a. If the Expense Report was entered by a delegate, it will be sent to the cardholder for approval.
    b. The Expense Report will be sent to the BCM for approval, unless the cardholder is the BCM.
        i. If the cardholder is the BCM, it will be sent to the BCM's supervisor.
    c. If it utilizes grant funds, it will be sent to the grant accountants.
    d. The Expense Report is sent to the P-Card Office for review.
    e. Exported to Banner. Transactions will post to Banner the following business day.
15) Receipts should be saved until an Expense Report has been fully approved.

Missing Travel Transactions

The Missing Travel Expense type should only be used for travel transactions that were missed when completing a Travel Expense Report or when otherwise directed by the Travel Specialist. These transactions should be submitted on a separate Expense Report. See Missing Travel Transactions in the Travel section for more information.

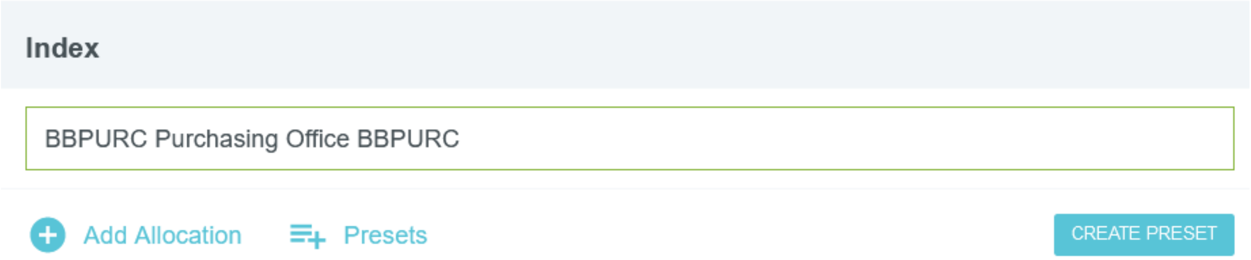
Credits or Refunds

Credits or refunds to your P-Card will appear as negative amounts in your eWallet. These negative transactions must be added to an expense report for the credit to post in Banner. Credits or refunds should not be left in the eWallet and should be added to the expense report the same month the credit is issued, along with a receipt and explanation about why the credit was issued.

Splitting Transactions Among Indexes

Transactions can be split among multiple Indexes.

1. After entering the first Index, click the Add Allocation button.

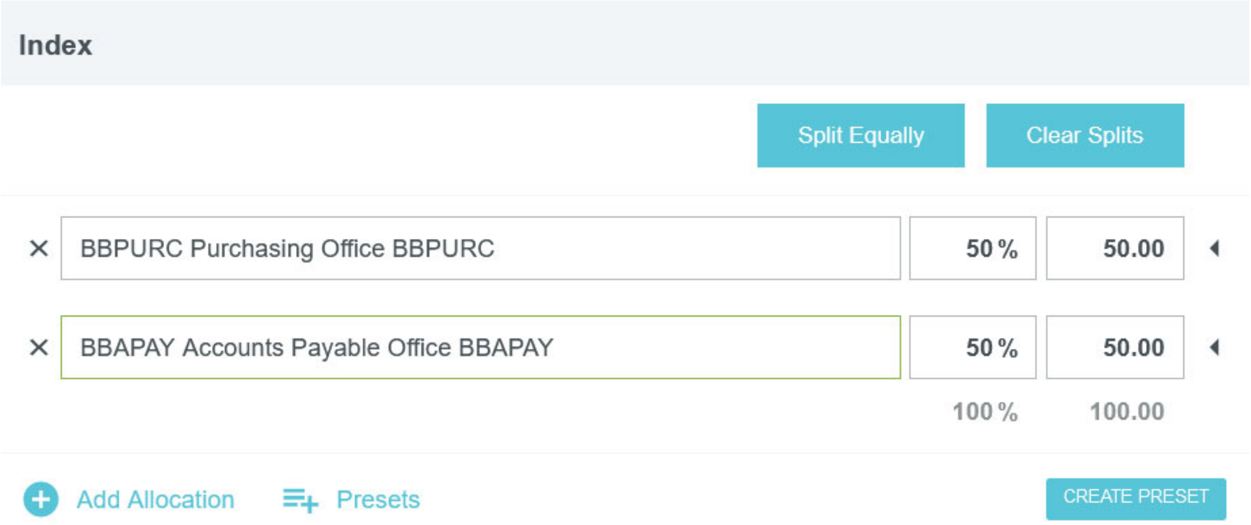


Index

BBPURC Purchasing Office BBPURC

Add Allocation
Presets
CREATE PRESET

2. A new line will be added to the Index section. Add the additional Index on the new line. The system will automatically allocate the amount. You can change the split either by adjusting the percentage or the amount.



Index

×	BBPURC Purchasing Office BBPURC	50 %	50.00
×	BBAPAY Accounts Payable Office BBAPAY	50 %	50.00
		100 %	100.00

Split Equally
Clear Splits
Add Allocation
Presets
CREATE PRESET

Splitting Transactions Among Accounts

Chrome River does not allow for splitting a single transaction to multiple accounts. The user should select the account where the majority of the purchase fits. It is not necessary to split the transaction into multiple accounts.