Chrome River User Manual

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PCARD RECONCILIATION EXPENSE TILE DETAILS

Contr... if the code is not listed use a different tile.

...opies, WSU logo shirts, classifications for job openings, tablecloths w/WSU

...g Services, Bus Driver, laundry and dry cleaning, recreation and

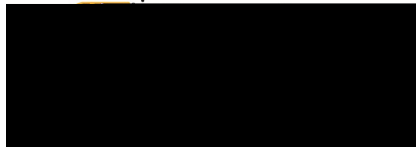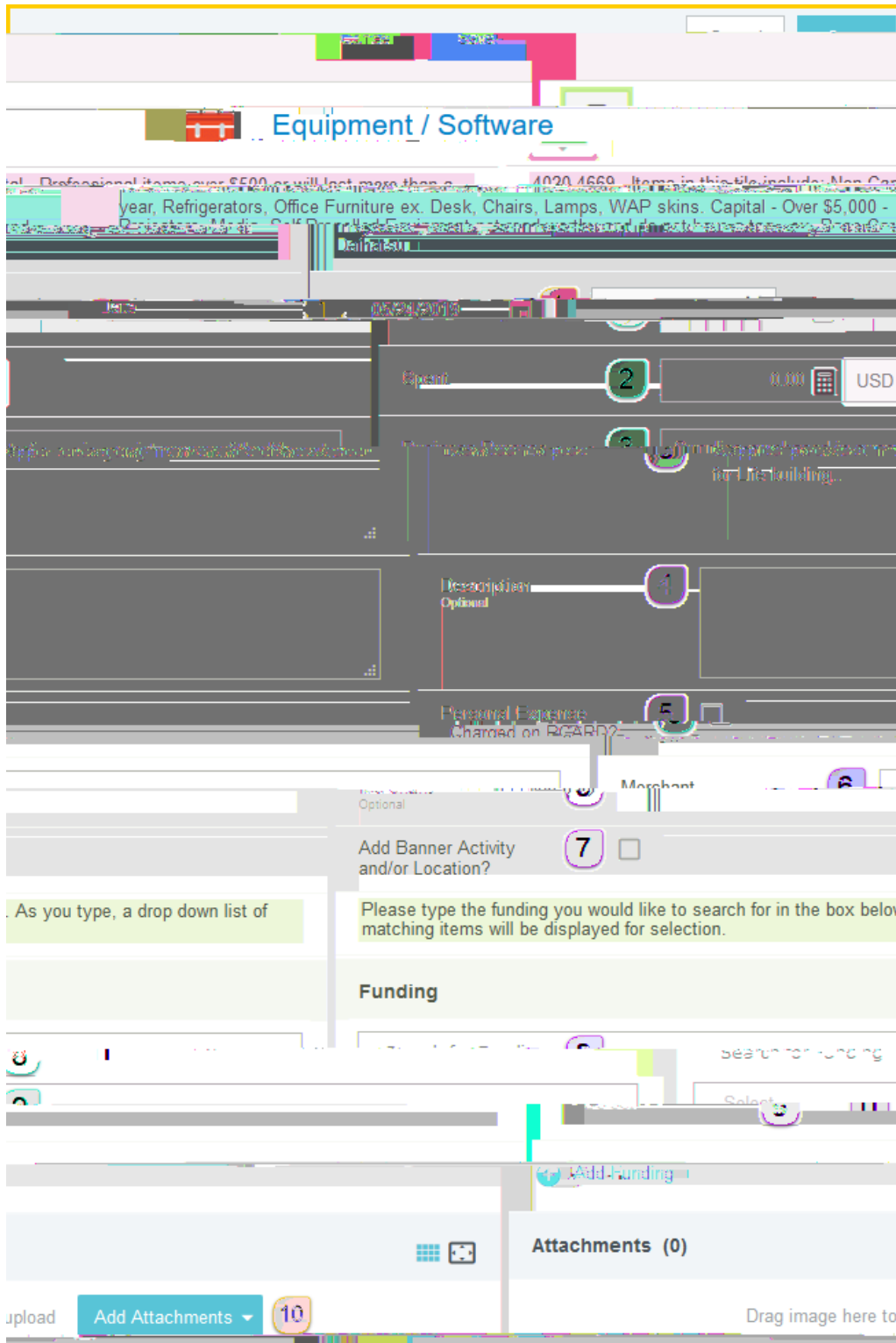...y include - Underground Vaults and Storage, Cox, DHL, Overland Charters

1. <u>Date:</u> This field will automatically populate with the transaction date from the UMB Pcard Expense.
2. <u>Spent:</u> This field will automatically populate with the transaction amount from the UMB Pcard Expense.
3. <u>Business Purpose:</u> Enter a clear, detailed business purpose for the expenditure. 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** help document for more detailed information.
4. <u>Description:</u> Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. <u>Personal Expense Charged on PCARD:</u> Select the check box if there are any personal expenses included in the UMB Pcard Expense. When checked, an **Explanation** box will appear. Enter a brief explanation and the dollar amount of the personal expense. 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 <u>immediately</u> reimburse WSU.
6. <u>Merchant:</u> This field will automatically populate with the merchant from the UMB Pcard Expense.
7. <u>Add Banner Activity and/or Location:</u> Select this check box if you would like to add a Banner Activity and/or Location code.
   a) AiKT0 Tf0 Tc 0002 Tw 5042 0reCeallhe pmpTc 0 Tw 56 T(A)-6004 Tc 0006w (S)-034(r)4 (edo)-013 (o)-6)04(bo)-6)-

Equipment / Software

year, Refrigerators, Office Furniture ex. Desk, Chairs, Lamps, WAP skins. Capital - Over $5,000 -

Spent ② 0.000 USD

Description ①
Optional

Personal Expense ⑤
Charged on PCARD?

Merchant ⑥

Add Banner Activity ⑦ ☐
and/or Location?

As you type, a drop down list of

Please type the funding you would like to search for in the box below matching items will be displayed for selection.

Funding

Search for Funding ⑧

Select ⑨

Add Funding

Attachments (0)
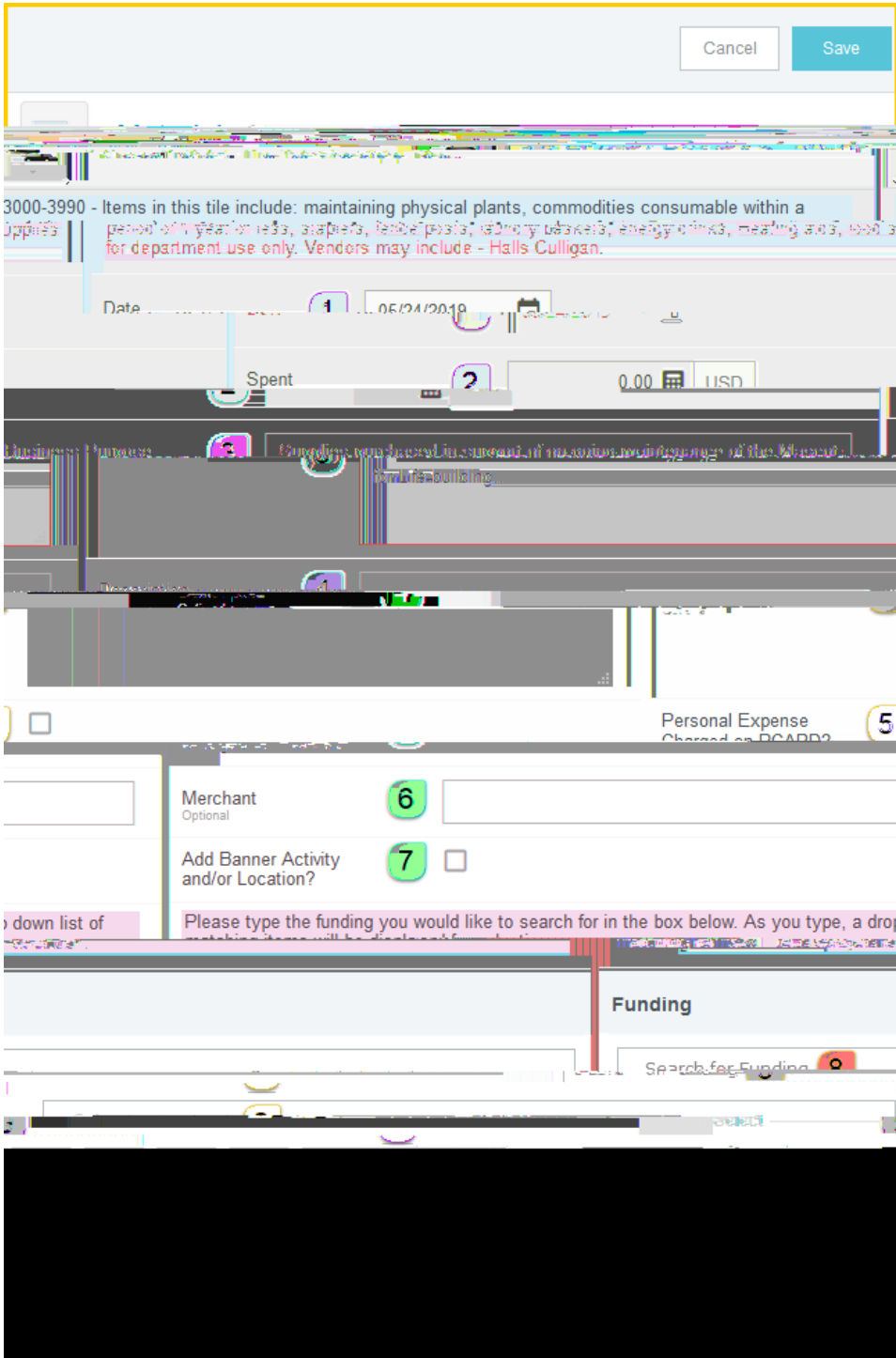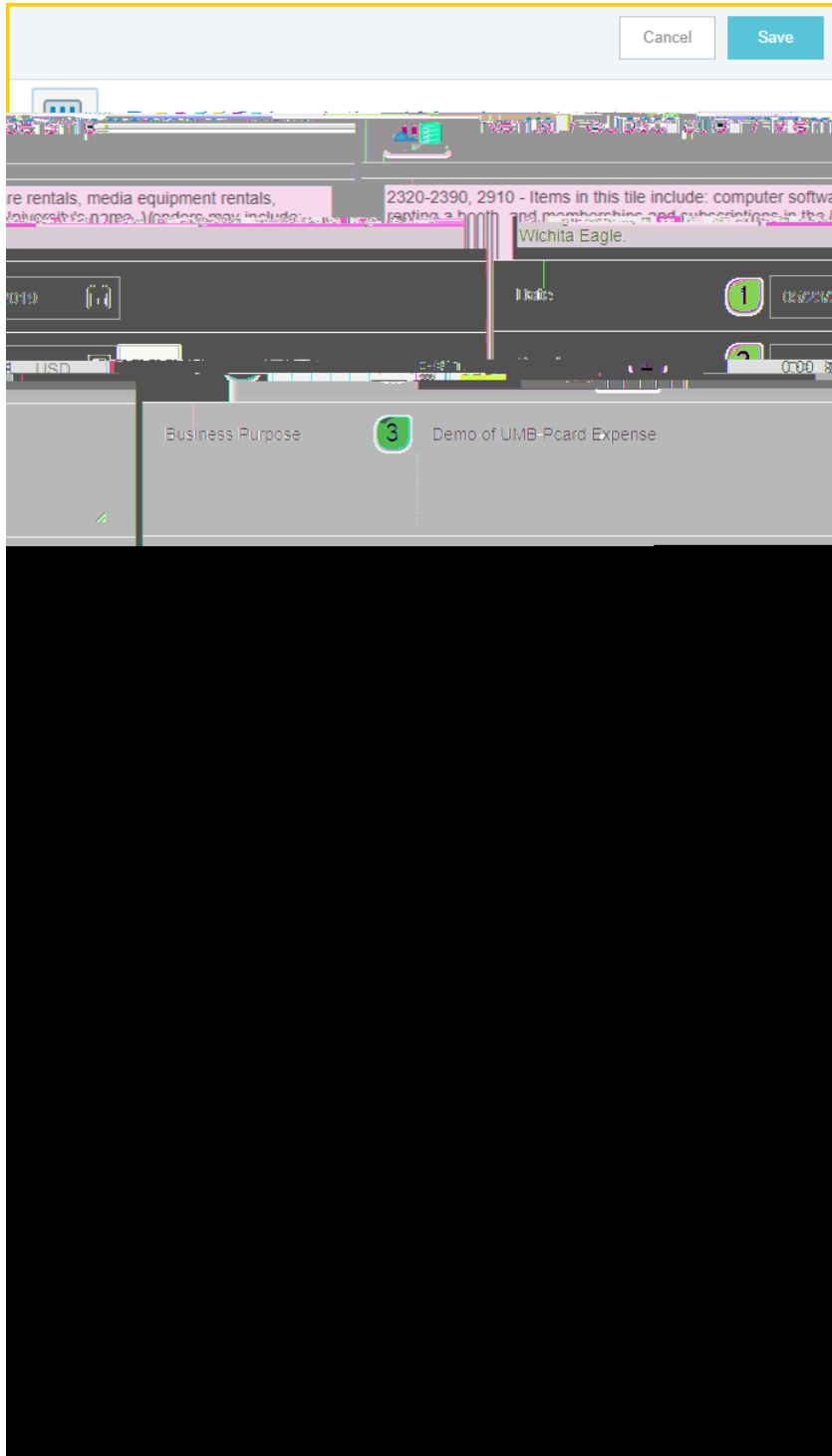
Add Attachments ▾ ⑩

Drag image here to

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1. <u>Date:</u> This field will automatically populate with the transaction date from the UMB Pcard Expense.
2. **Spent:**

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Cancel Save

3000-3990 - Items in this tile include: maintaining physical plants, commodities consumable within a period of one year or less, staplers, fence posts, library baskets, energy drinks, heating aids, food for department use only. Vendors may include - Halls Culligan.

Date ① 05/24/2019

Spent ② 0.00 USD

Business Purpose ③

Personal Expense Charged on PCARD? ⑤

Merchant ⑥
Optional

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.

Funding

Search for Funding ⑧

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6. <u>Merchant:</u> This field will automatically populate with the merchant from the UMB Pcard Expense.
7. <u>Add Banner Activity and/or Location:</u> Select this check box if you would like to add a Banner Activity and/or Location code.
    a) <u>Activity:</u> Click the drop-down box and select the appropriate value from the list.
    b) <u>Location:</u> Click the drop-down box and select the appropriate value from the list.
8. <u>Funding:</u> 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 aroFng   6 (0005 Tw 0.0405 Tw 0. (m)-9.3
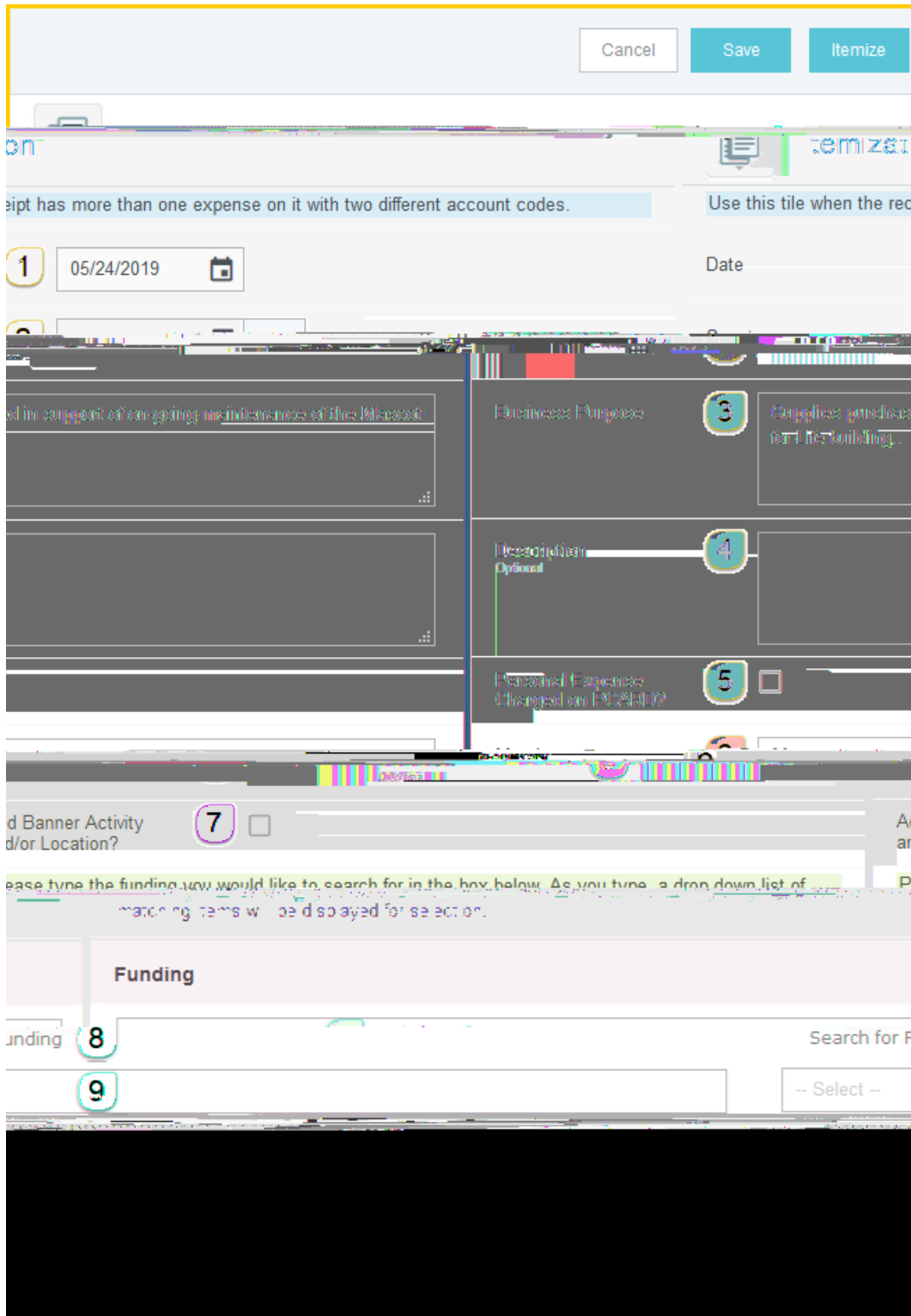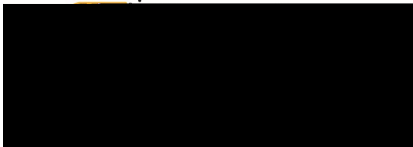
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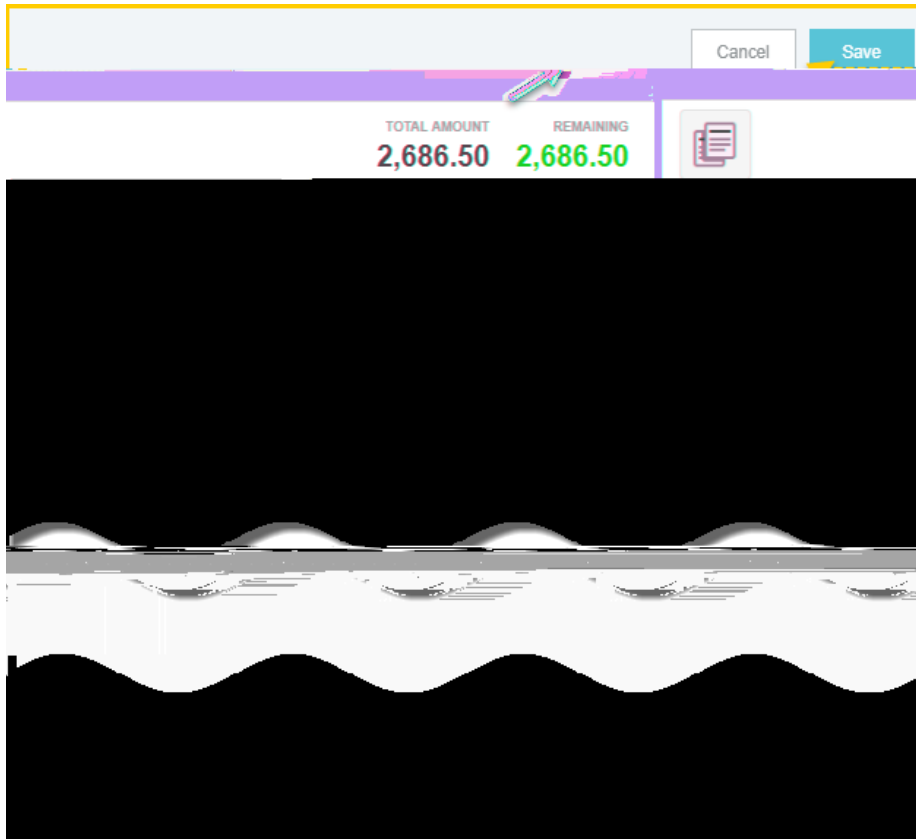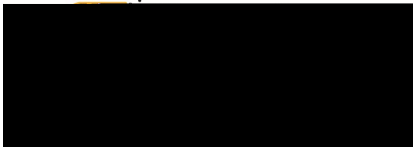4. **Description:**
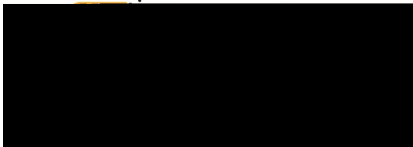
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Select the proper expense tile for the first item(s). The corresponding expense form will open.
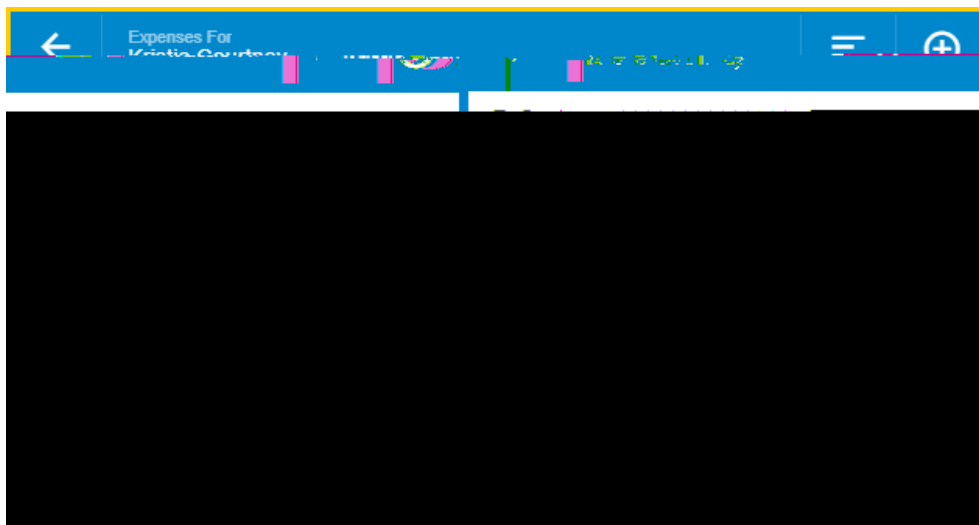

TOTAL AMOUNT REMAINING
2,686.50 2,686.50
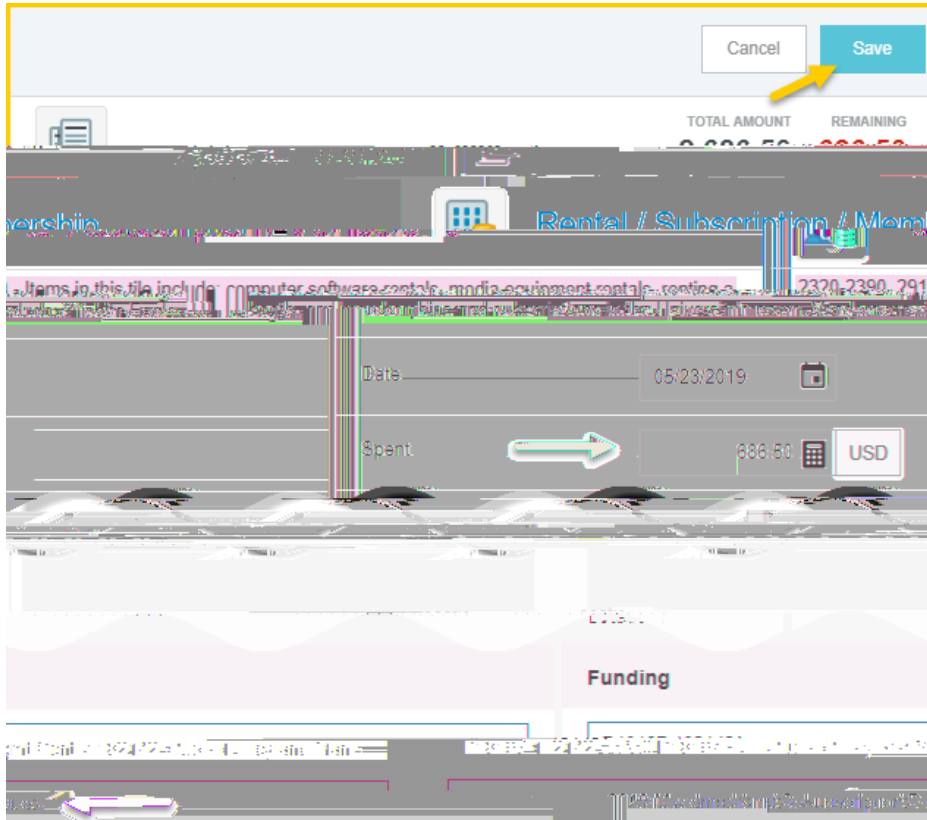
When the expense has been fully itemized, the expense will appear on the left side of the screen.

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