



Chrome River User Manual

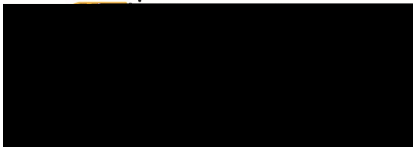
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PCARD RECONCILIATION EXPENSE TILE DETAILS

Contractual Fees / Services are used in a different tile.

Examples include - WSU logo shirts, classifications for job openings, tablecloths w/WSU
Printing Services, Bus Driver, laundry and dry cleaning, recreation and
Travel Expenses include - Underground Vaults and Storage, Cox, DHL, Overland Charters



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The screenshot displays the 'Contractual Fees / Services' form in Chrome River. At the top right, there are 'Cancel' and 'Save' buttons. The form title is 'Contractual Fees / Services'. Below the title, there is a list of vendors including 'Bus Driver, laundry and dry cleaning, Round Vault's and Storage, Cox, DHL, tablecloths w/WSU logo, dental labs, Consulting Services, B recreation and entertainment. Vendors may include - Undergr Overland Charters.' A 'Date' field is set to '05/24/2019'. The 'Business Purpose' field contains 'Supplies purchased in support of for Life building..'. The 'Merchant' field is set to 'Optional'. A 'Funding' section is visible at the bottom. Numbered callouts (1-8) highlight specific fields: 1 points to the Date field, 2 points to the Vendor list, 3 points to the Business Purpose field, 4 points to the Description field, 5 points to the Personal Expense checkbox, 6 points to the Merchant field, 7 points to the 'Add Banner Activity and/or Location?' checkbox, and 8 points to the Funding section.



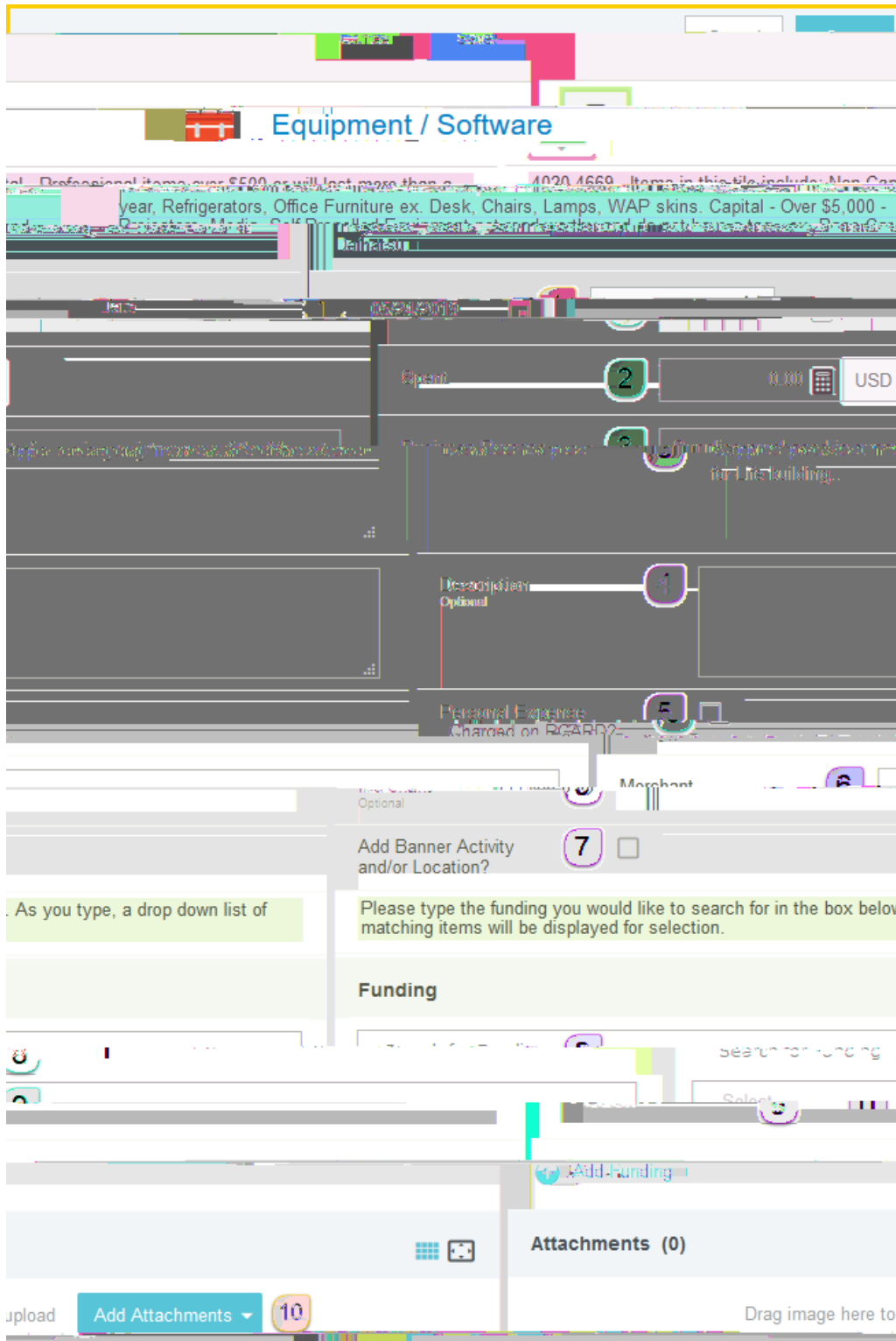
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1. **Date:** This field will automatically populate with the transaction date from the UMB Pcard Expense.
2. **Spent:** This field will automatically populate with the transaction amount from the UMB Pcard Expense.
3. **Business Purpose:** Enter a 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. **Description:** 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. **Personal Expense Charged on PCARD:** 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 immediately reimburse WSU.
6. **Merchant:** This field will automatically populate with the merchant from the UMB Pcard Expense.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.

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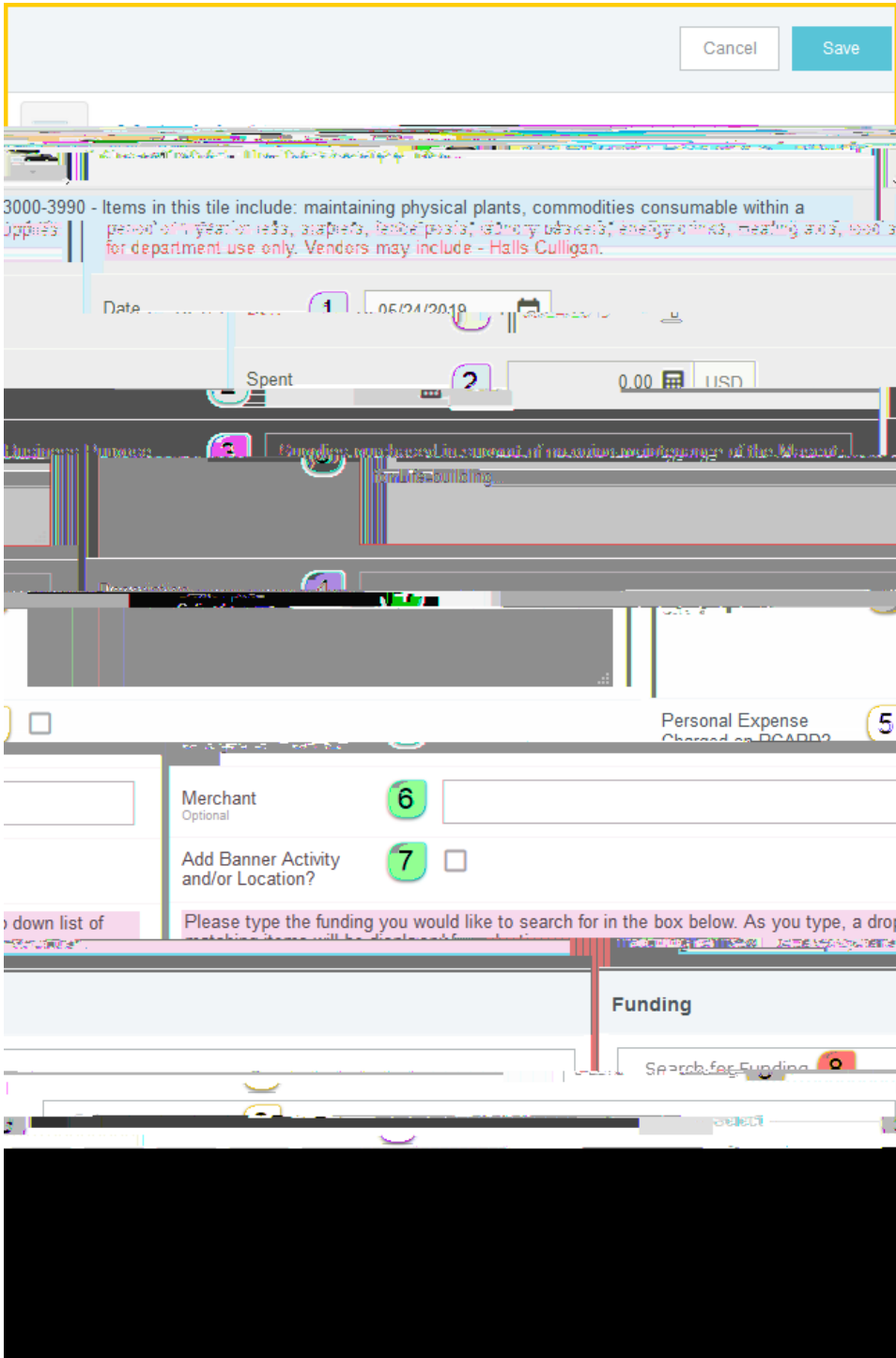
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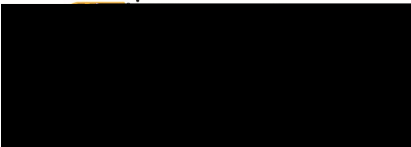
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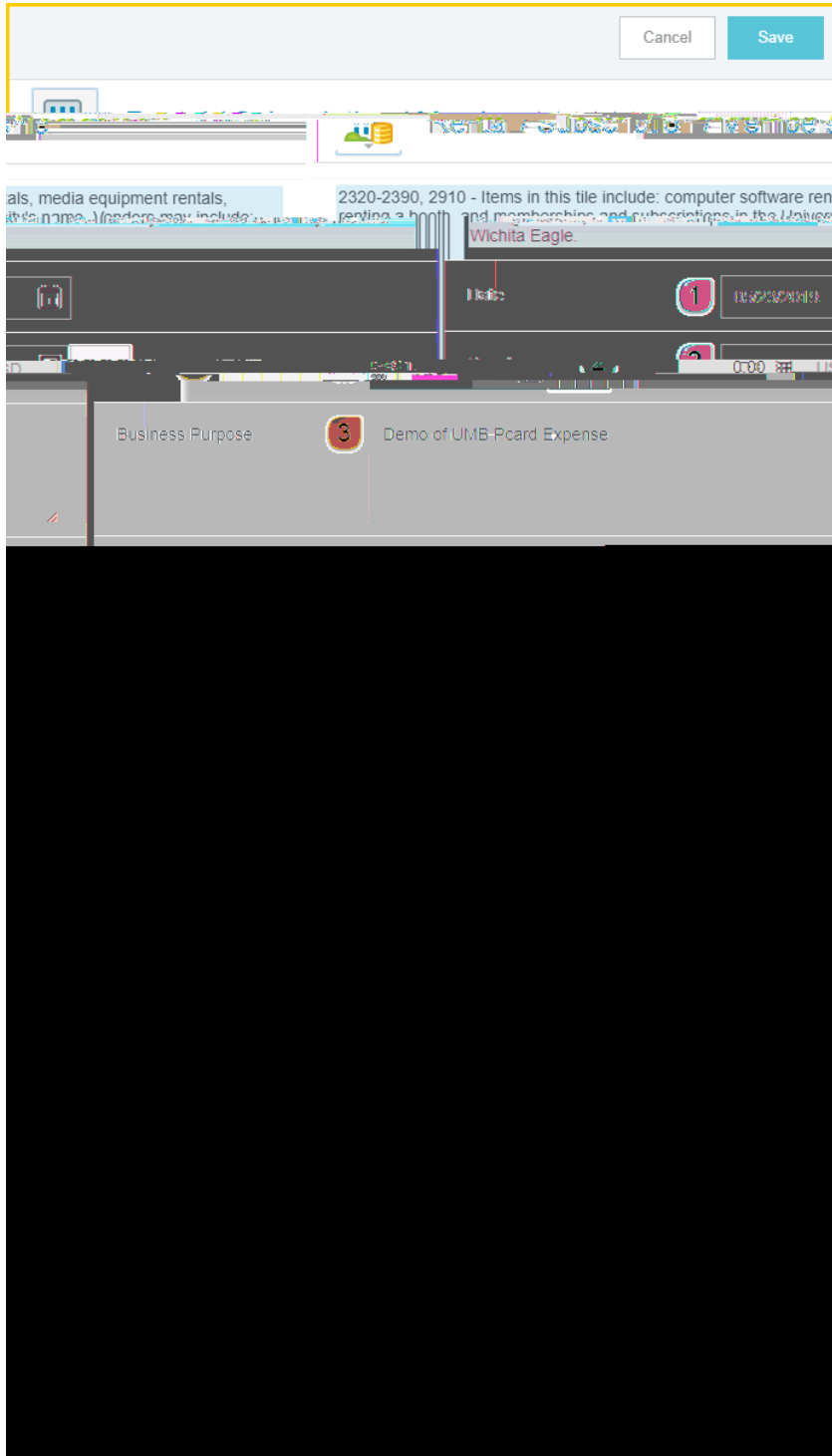


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6. **Merchant:** This field will automatically populate with the merchant from the UMB Pcard Expense.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** 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 on.



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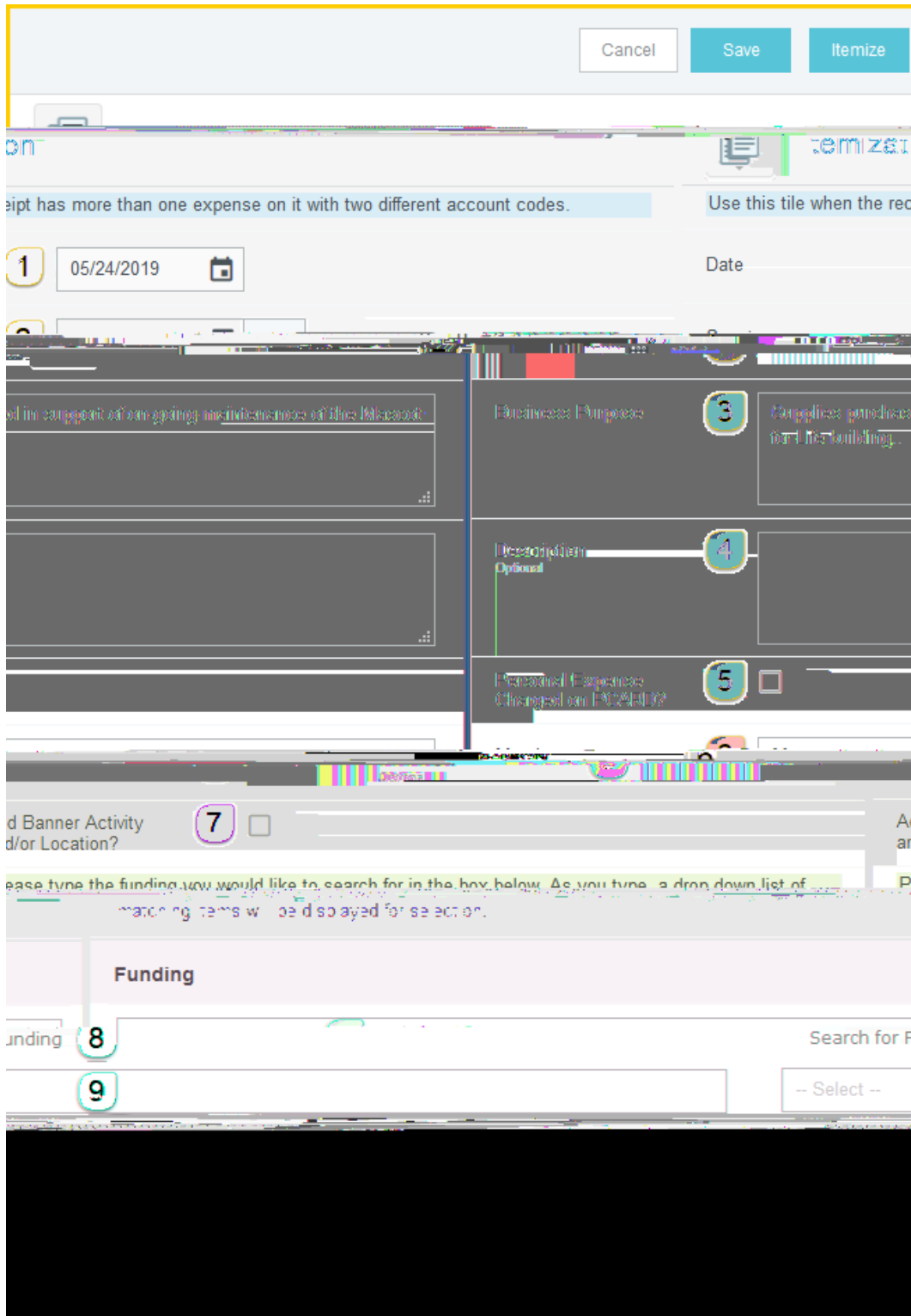


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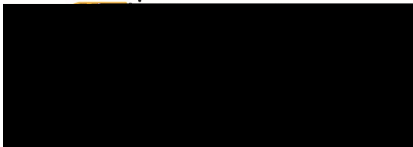
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4. **Description:**



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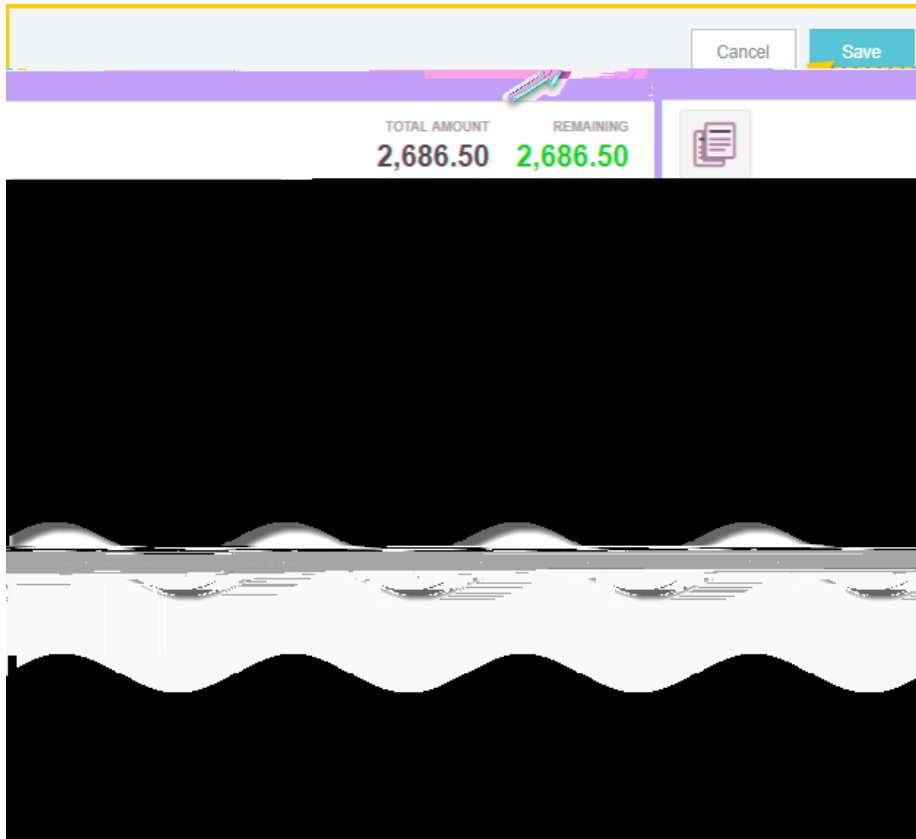
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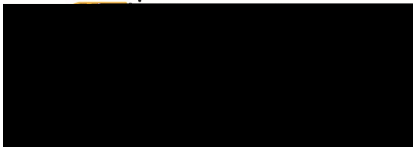


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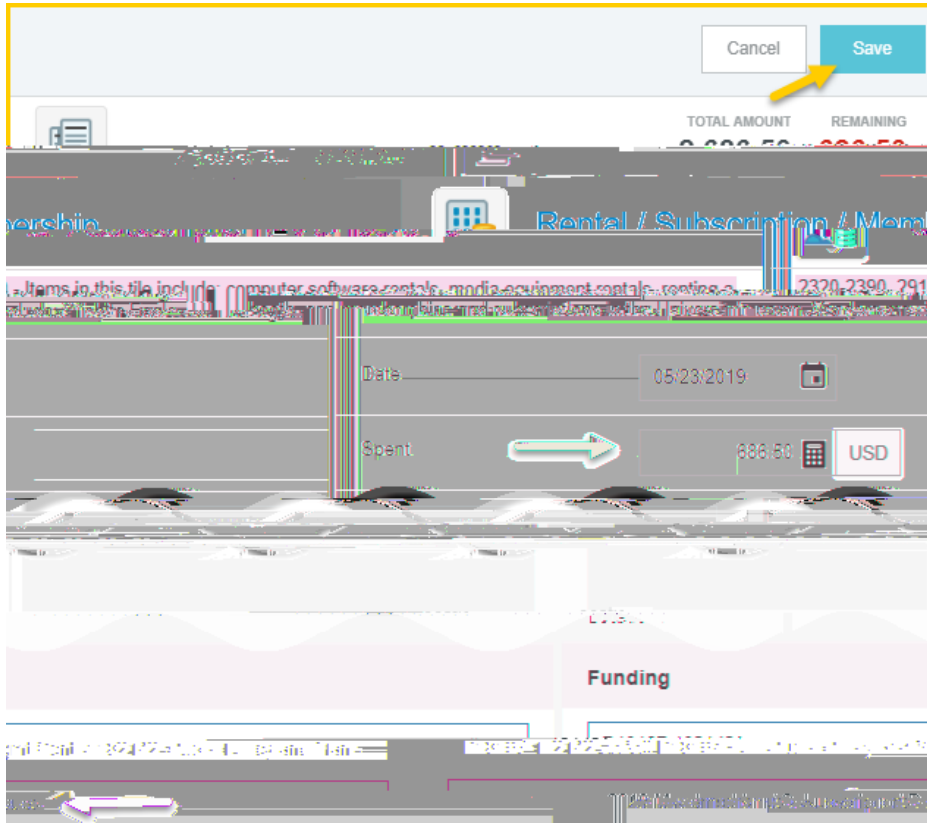


Select the proper expense tile for the first item(s). The corresponding expense form will open.

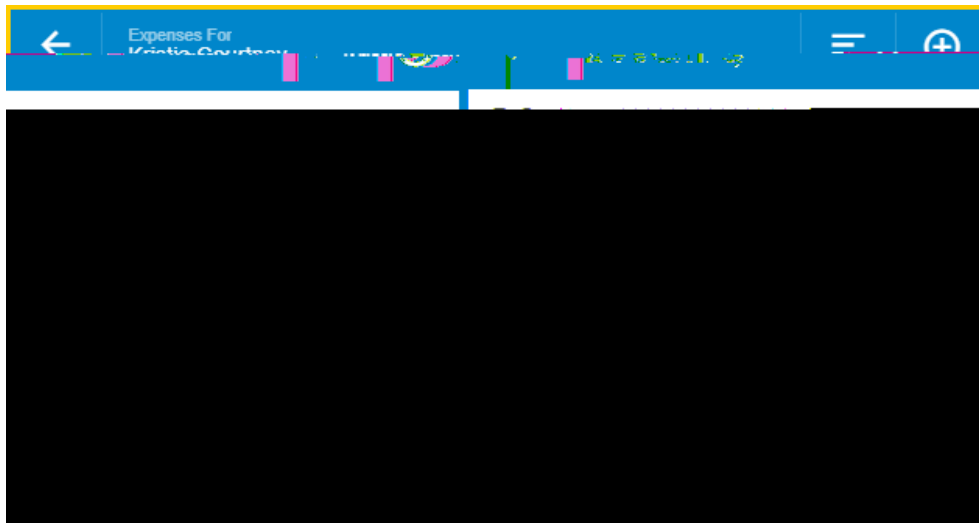




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When the expense has been fully itemized, the expense will appear on the left side of the screen.



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