

Creating an Expense Card Report

Scenario:

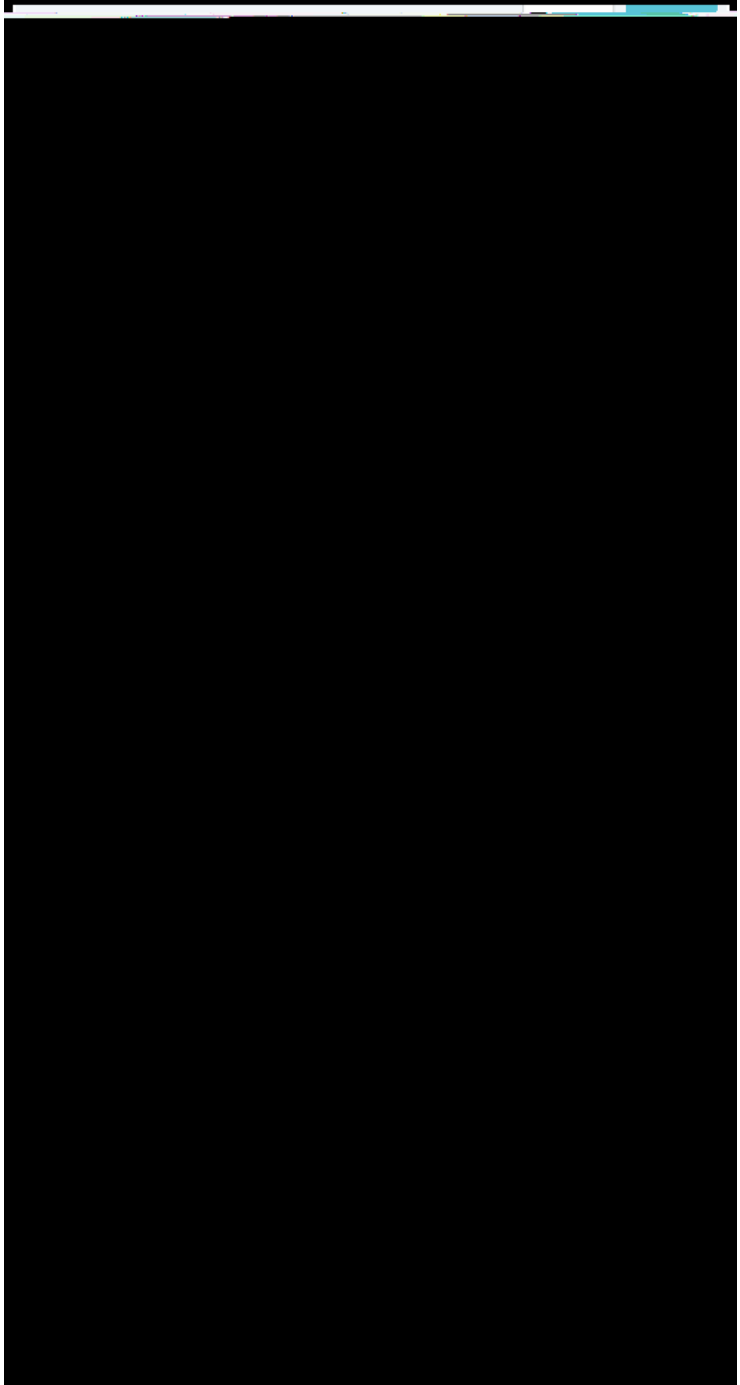

Pcard Reconciliation for Statement Dates 5/10/2019-6/11/2019

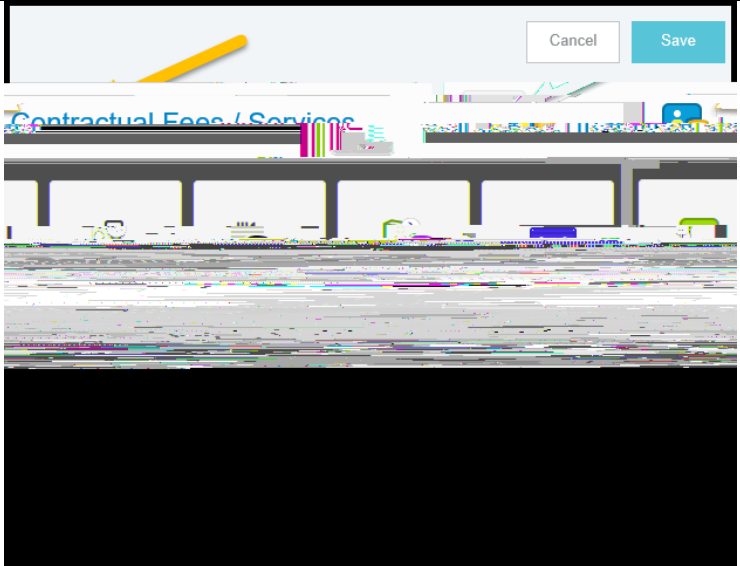
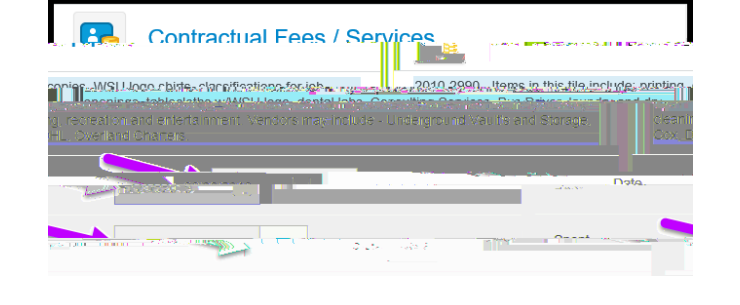


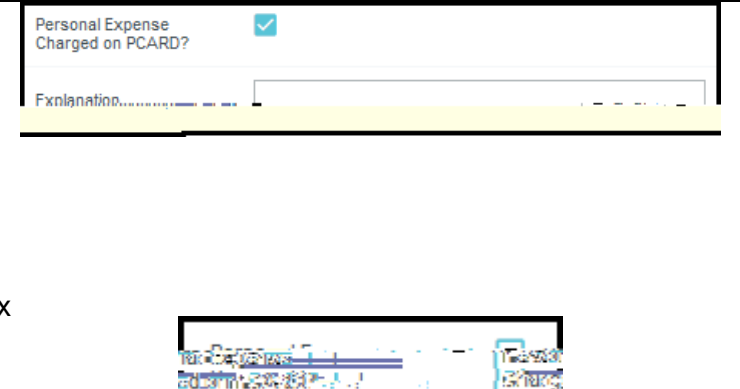
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Step	What to Do	Notes
6.	Select the Report Type ¾ Pcard Reconciliation (NonTravel)	
7.	Click Save in the upper right hand corner of the form.	
8.	The Add Expenses screen will appear on the right side of the screen. ¾ Note: The system will always default to the Create New option. ¾ For Pcard Reconciliation you do not want to Create New, go to step 9.	

9. Select the Credit Card
- ¾ The Pcard charges that have loaded from the bank will display on the right.
  - ¾ Note: All Pcard charges will load here, depending on the expense type will determine what report they go on.
  - ¾ For Example, if the card was used for a travel related expense it will go on a Travel Expense Report. If the charge was nontravel it will go on a Pcard Reconciliation Report.

Step	What to Do	Notes
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Step	What to Do	Notes
13.	The Contractual Fees / Services expense fo will display.	
14.	<p>A blue note will appear under the tile name. The range of account codes will also be displayed on each tile. A description of types of purchases used with this tile along with possible vendors.</p> <p><math>\frac{3}{4}</math> If you do not see the account code range listed for your expense you will have to select another expense tile.</p> <p><b>**See step 15 for an example to change the tile.**</b></p>	

Step	What to Do	Notes
15.	To change the tile for the selected Pcard Expense click the picture and the options for tiles will reappear.	
16.	Note: The Date and Spent amount are grey out and cannot be edited.	
17.	<p>Business Purpose:</p> <ul style="list-style-type: none"> <li>¾ The Business Purpose will default from the report header</li> <li>¾ This value has to be modified for each expense type</li> <li>¾ For this scenario, change to Document shredding to ensure the safe disposal of student and staff personal data.</li> </ul>	 <p>The business purpose should explain</p> <ul style="list-style-type: none"> <li>¾ what purpose the expenditure served,</li> <li>¾ why the expense was necessary,</li> <li>¾ how it furthered the University's goals</li> </ul>
18.	<p>Description (optional):</p> <ul style="list-style-type: none"> <li>¾ The Description will be used to give more explanation of the expense</li> <li>¾ For this scenario, enter a description of the expense.</li> </ul>	
19.	<p>Personal Expense Charged on PCARD: Select this box if:</p> <ul style="list-style-type: none"> <li>¾ The charge was purchased using a WSU issued procurement card <u>AND</u></li> <li>¾ All or part of the charge was a personal/nonreimbursable expense</li> <li>¾ Note: An additional field will display and require an explanation</li> <li>¾ For this scenario, leave the check box <u>unchecked</u></li> </ul>	

Step	What to Do	Notes
20.	Merchant (optional):	



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Step


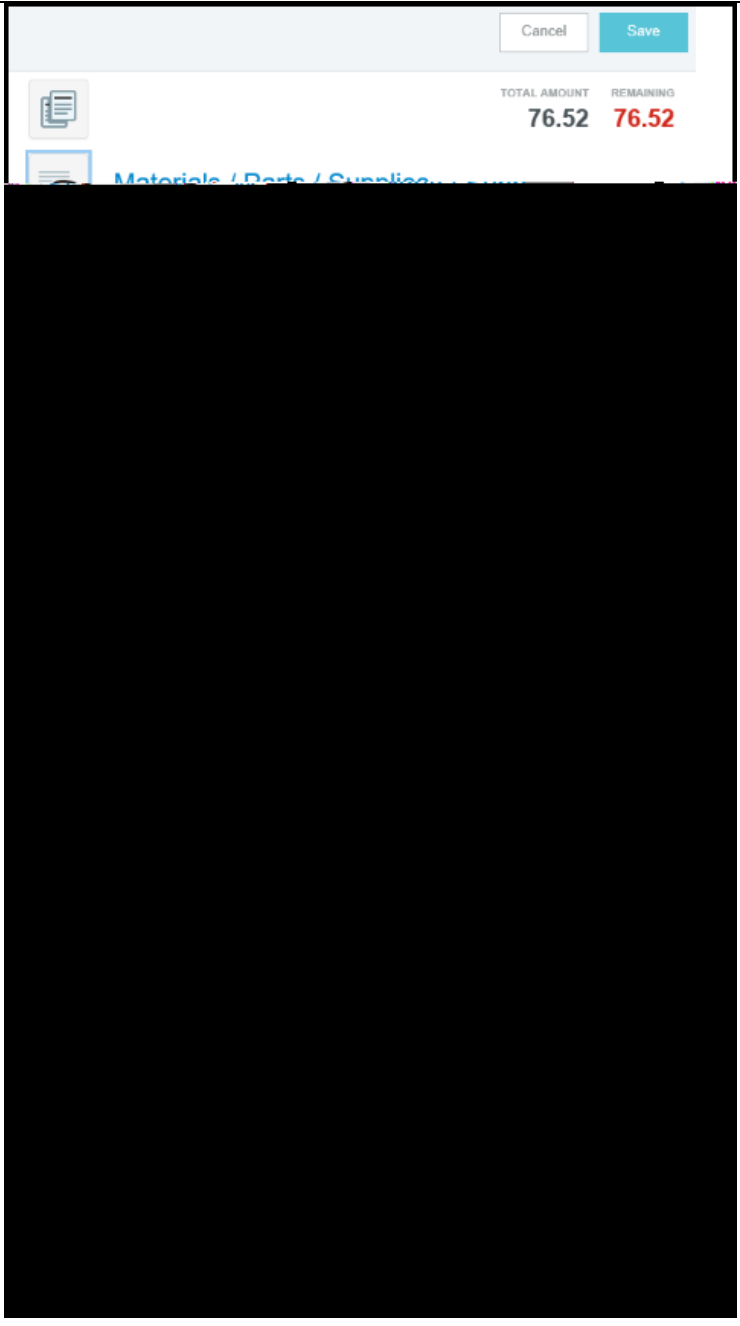
What to Do

Notes







Step	What to Do	Notes
42.	<p>The Add Itemization screen will populate with the expense tiles.</p> <ul style="list-style-type: none"> <li>¾ The Remaining amount in Red will have to be a zero before you can submit the report.</li> <li>¾ Select the tile that corresponds with the charge first charge that needs itemized</li> <li>¾ For this scenario, select Materials / Parts/ Supplies</li> </ul>	 <p>The screenshot shows the 'Add Itemization' screen. At the top right is a 'Done' button. Below the title bar, there are two columns: 'TOTAL AMOUNT' and 'REMAINING'. The 'TOTAL AMOUNT' is 76.52. Below this is a row of five expense tiles: 'MATERIALS / PARTS / SUPPLIES', 'CONTRACTUAL FEES / SERVICES', 'EQUIPMENT / SOFTWARE', 'FOOD / OFFICIAL HOSPITALITY', and 'MAINTENANCE / REPAIR / SERVICE'. A yellow arrow points to the 'MATERIALS / PARTS / SUPPLIES' tile. A starburst icon is over the 'MAINTENANCE / REPAIR / SERVICE' tile.</p>
43.	<p>The form for this tile will display</p>	 <p>The screenshot shows the form for the 'Materials / Parts / Supplies' tile. At the top right are 'Cancel' and 'Save' buttons. Below the title bar, there are two columns: 'TOTAL AMOUNT' and 'REMAINING'. Both are 76.52. Below this is the text 'Materials / Parts / Supplies'.</p>



Step

Step	What to Do	Notes
55.	Click the "ChromeRiver" icon to return to the home page.	
56.	To view the submitted report, click on the number listed in the "Submitted Last 90 days" section of the Expenses section.	

57. Locate the report in the Submitted Expense Reports list and click to display the report details.

¾ Note: The report status is displayed below the amount field.

¾ Statuses include 9 in 133 ( ) 5.2 (en) 5.0 115nn335 3e 0.793 0 Ed 3/4 296/1552.72ff-0.004-Tc50(0069Tw E

Step	What to Do	Notes
60.	Selecting PDF will display five options to select from: <ul style="list-style-type: none"><li data-bbox="261 207 764 310">¾ Cover Page will create a summary cover page of the report that can be used when sc 8Q91 (a)-336 (n)-0.7 0 -1.21eEsre cnc:.3 (e)a r 2.7 (g)e.3 ( b)ei.3 (e).6 (e)1tsDuseBT /</li></ul>	

Step	What to Do	Notes
62.	To see additional tracking information, click on an individual	