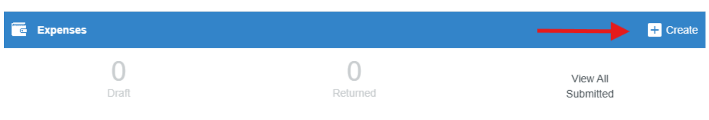
Lafayette College Quick Reference

Reconciling P-Card Transactions

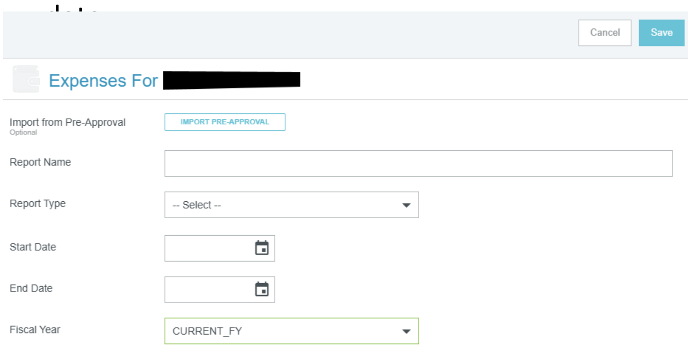
Use this process to reconcile your P-Card report for any transaction made with your Lafayette College issued credit card. You may reconcile and submit as often as you like, but at a minimum a report must be completed each calendar month.

1. When the accessing Chrome River home page, you will see the number of P-Card transactions that need to be reconciled listed in your eWallet.

2. Click the **+Create** button in the upper right corner of the Expenses category.



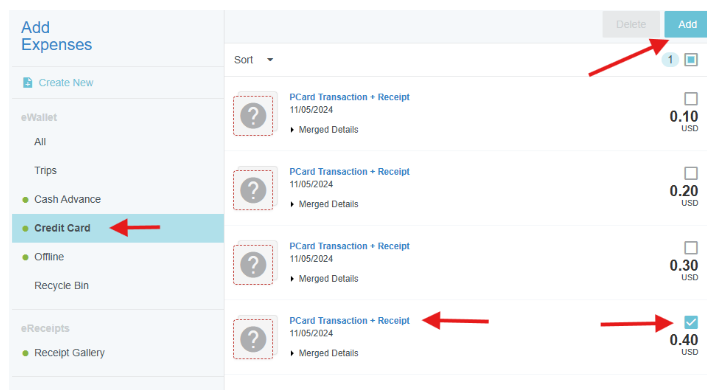
3. Enter the Header data



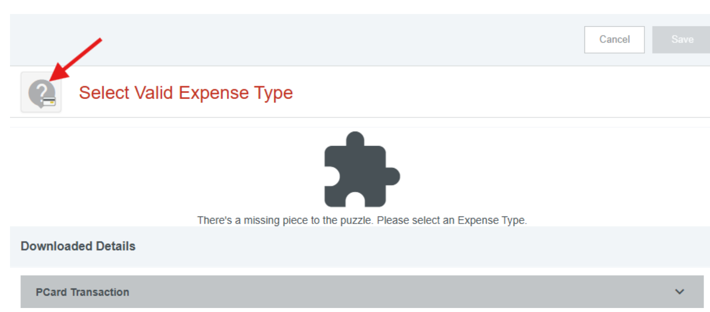
- **Import Pre-Approval:** If you were required to get Pre-Approval before your trip for these expenses, import the information by clicking this button.
- **Report Name:** Please use: "P-Card" and the date range for the report. Example: P-Card 9/1/24-9/30/24
- **Report Type:** P-Card.
- **Start Date:** Click the calendar icon to select the date which represents the start date for this report.
- **End Date:** Click the calendar icon to select the end date for this report.
- **Fiscal Year:** Choose the Appropriate fiscal year the expense belongs in. (This option may be hidden during certain times of the year.)

4. Click Save at the top right side of the screen to continue.

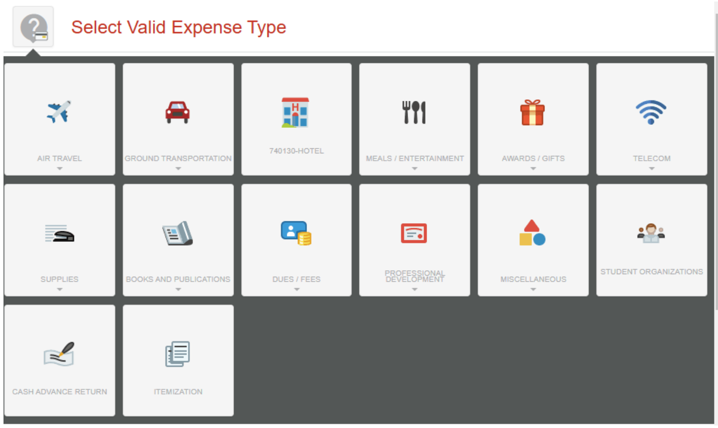
5. Under Add Expenses, select **Credit Card.** All charges purchased using the P-Card should be listed. All items should have P-Card Transaction Receipt listed. Check the box next to the transaction you want to reconcile and click Add.



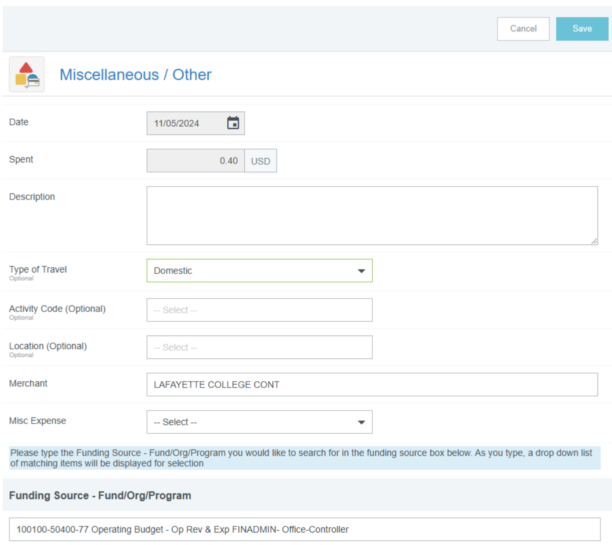
6. For most expenses, Chrome River will be able to choose the appropriate expense type for you (gas, meals, hotel etc.). If not, you will need to manually choose the valid expense type.



7. Choose the appropriate mosaic tile that corresponds to the expense type.



8. Complete the expense tile form and click Save at the top right hand side of the screen to continue.

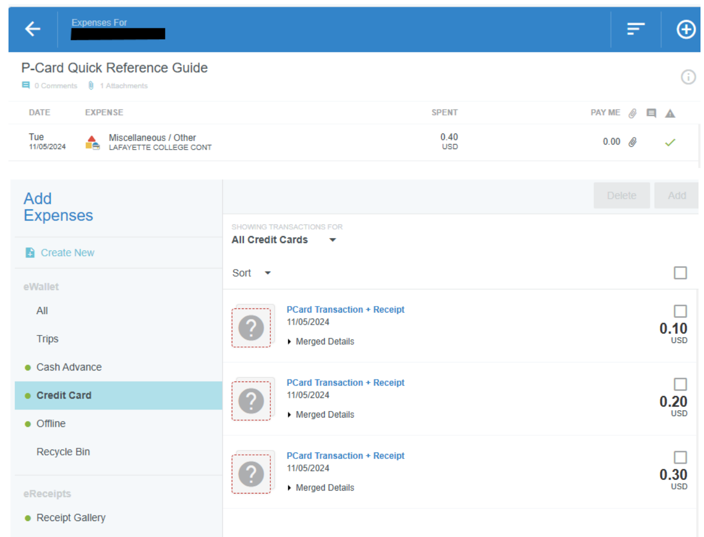


- **<u>Date:</u>** Enter the date of the expense listed on the receipt. The date on each expense must be within the date range entered on the expense header in the Start Date and End Date field.
- **<u>Spent:</u>** Enter the actual amount send for this expense type.
- **<u>Description:</u>** Provide additional information about this expense as needed.
- **<u>Type of Travel:</u>** Defaults to Domestic. If traveling Internationally, please select International.
- **<u>Destination Region:</u>** If International was selected above, select the region for the travel.
- **<u>Activity Code (Optional):</u>** Click the drop-down box and select the appropriate value from the list.
- **<u>Location (Optional):</u>** Click the drop-down box and select the appropriate value from the list.

There may be additional fields to complete based on the expense type. For example, Airfare will ask the airline used and the class of ticket purchased.

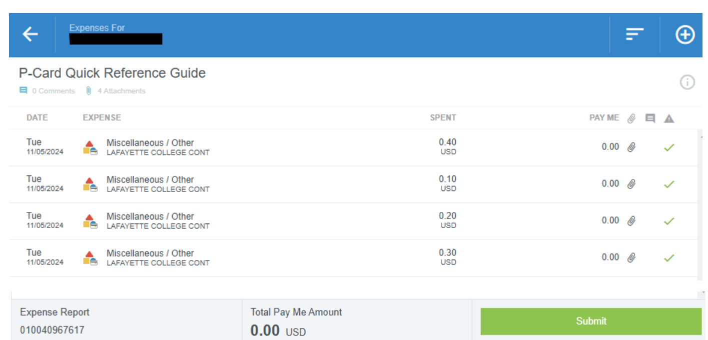
7. The appropriate Fund-Org-Program Code should default in the Funding Source field based on the individual completing the report.

8. Once you click Save, the expense will be added to the P-Card report and will be visible on the left side of the screen. The Add Expense page will appear on the right side of the screen. Only the remaining P-card charges that need to be reconciled will appear.

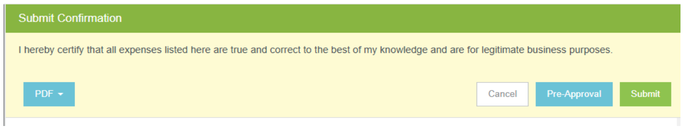


9. Follow steps 5 through 8 until all remaining P-Card charges have been reconciled.

10. When you have completed all the entries for the P-card report, click the green submit button located at the bottom of the left side of the screen.



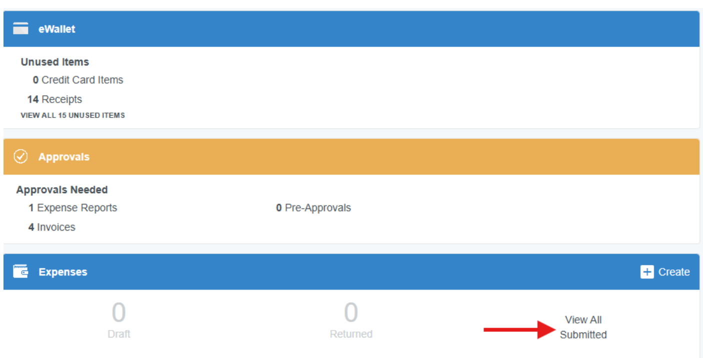
11. A submit confirmation will appear at the top of the right side of the screen.



- **Cancel:** Clicking cancel allows you to return to the expense report and make changes. You can choose to leave the report in draft status.
- **Pre-Approval:** If linking a pre-approval tot he expense report, select the Pre-Approval button.
- **Submit:** Once you have read the certification statement, click the Submit button to submit the expense report into workflow for approvals.

12. After hitting the Submit button, a message saying your report has been successfully submitted should appear.

13. To check on the status of your P-Card report, click on the View All Submitted link in the Expenses header.



14. Click on the appropriate report in question. You can open the report, tracking where it's at in the approval process or recall if you need to make edits.