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.

eWallet Unused Items 4 Credit Card Items 15 Receipts VIEW ALL 20 UNUSED ITEMS		river
Unused Items 4 Credit Card Items 15 Receipts VIEW ALL 20 UNUSED ITEMS	eWallet	
	Unused Items 4 Credit Card Items 15 Receipts VIEW ALL 20 UNUSED ITEMS	←

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

Expenses				+ Crea
O Draft		0 Returned	View All Submitted	
3. Enter the	e Header			
			Cancel	Save
Expenses For				
Import from Pre-Approval Optional	IMPORT PRE-APPROVAL			
Report Name				
Report Type	Select	•		
Start Date				
End Date				
Fiscal Year	CURRENT_FY	•		

- **Import Pre-Approval:** If you were required to get Pre-Approval before your trip for these expenses, import the information by clicking this button.
- <u>Report Name</u>: 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.

Add		Delete Add
Expenses	Sort 👻	1 🔳
Create New	PCard Transaction + Receipt	
eWallet All	11/05/2024 • Merged Details	0.10 USD
Trips	PCard Transaction + Receipt	
Cash Advance	Herged Details	0.20 USD
• Credit Card	DCard Transaction + Receipt	
Offline Recycle Bin	Card Hansaction + Necesit	0.30 USD
eReceipts Receipt Gallery	PCard Transaction + Receipt 1105/2024 • Margad Details	0.40 USD

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.

	Cancel Save			
Miscellane	eous / Other			
Date	11/05/2024			
Spent	0.40 USD			
Description				
Type of Travel Optional	Domestic -			
Activity Code (Optional)				
Location (Optional)	- Select -			
Merchant	LAFAYETTE COLLEGE CONT			
Misc Expense	Select 💌			
Please type the Funding Source - Fund/Org/Program you would like to search for in the funding source box below. As you type, a drop down list of matching items will be displayed for selection				
Funding Source - Fund/O	Drg/Program			
100100-50400-77 Operating	Budget - Op Rev & Exp FINADMIN- Office-Controller			

- **Date:** 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.
- **Spent:** Enter the actual amount send for this expense type.
- **Description:** Provide additional information about this expense as needed.
- <u>Type of Travel</u>: Defaults to Domestic. If traveling Internationally, please select International.
- Destination Region: 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.
- Location (Optional): 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.

Expenses For		₹ ⊕
P-Card Quick Reference Guide		G
DATE EXPENSE	SPENT	PAY ME 🖉 🖪 🛦
Tue Miscellaneous / Other 11/05/2024 LAFAYETTE COLLEGE CONT	0.40 USD	0.00 @ 🗸
Add		
Create New	SHOWING TRANSACTIONS FOR All Credit Cards	
eWallet	Sort 👻	
All Trips	PCard Transaction • Receipt 11/05/2024 • Merged Details	0.10 USD
Cash Advance		_
Credit Card	2 11/05/2024	0.20
Offline	Merged Details	USD
Recycle Bin	PCard Transaction + Receipt 11/05/2024	0.30
eReceipts	Merged Details	USD
 Receipt Gallery 		

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.

÷	Expenses For				=	Ð
P-Car	d Quick Reference Guide					
DATE	EXPENSE		SPENT	PAY ME	0 E	A
Tue 11/05/20	Miscellaneous / Other		0.40 USD	0.00	Ø	~
Tue 11/05/20	Miscellaneous / Other		0.10 USD	0.00	Ø	~
Tue 11/05/20	24 Miscellaneous / Other LAFAYETTE COLLEGE CONT		0.20 USD	0.00	Ø	~
Tue 11/05/20	Miscellaneous / Other		0.30 USD	0.00	Ø	~
Expense 0100409	e Report 967617	Total Pay Me Amount 0.00 USD	I	Submit		

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

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. PDF - Cancel Pre-Approval Submit Cancel: Clicking cancel allows you to return to

- the expense report and make changes. You can choose to leave the report in draft status.
- <u>Pre-Approval</u>: If linking a pre-approval tot he expense report, select the Pre-Approval button.
- <u>Submit</u>: 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.

eWallet		
Unused Items 0 Credit Card Items 14 Receipts VIEW ALL 18 UNUSED ITEMS		
Approvals Needed 1 Expense Reports 4 Invoices	0 Pre-Approvats	
Expenses		+ Create
0 Draft	0 Returned	View All Submitted

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.

Open PDF - Tracking	◆ Reca	
P-Card Quick Reference Guide		
Report Owner	Θ	
Submit Date	11/11/2024	
Expense Report ID	010040967617	