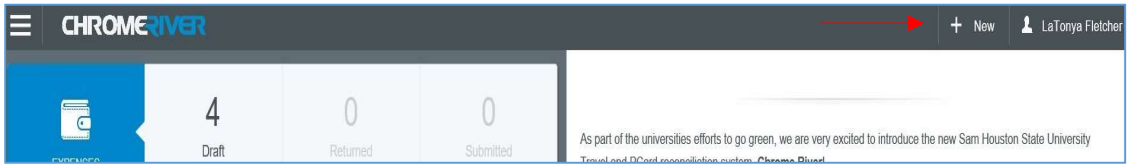
Creating an Expense Report

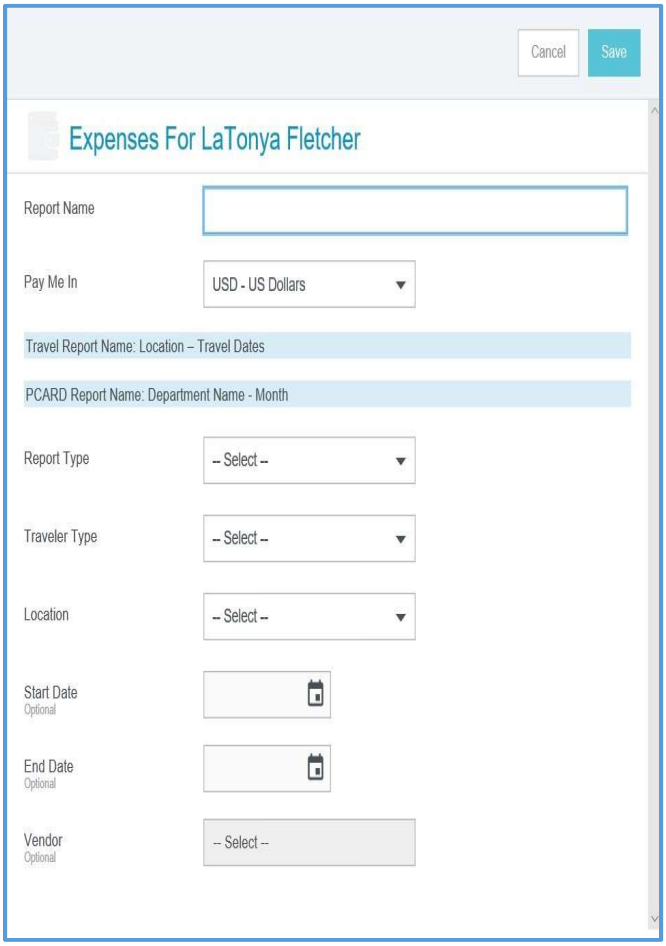
A new expense report must be created to reconcile transactions purchased using the departmental P-Card. A report is required monthly transaction dates the 3rd of the month

How to Create an Expense Report

From the Dashboard, tap the +NEW button in the upper right corner and select NEW EXPENSE REPORT from the drop-down menu.



The Expense Entry Screen will appear. The Expense Header section is a shared form for Travel and PCard expense.

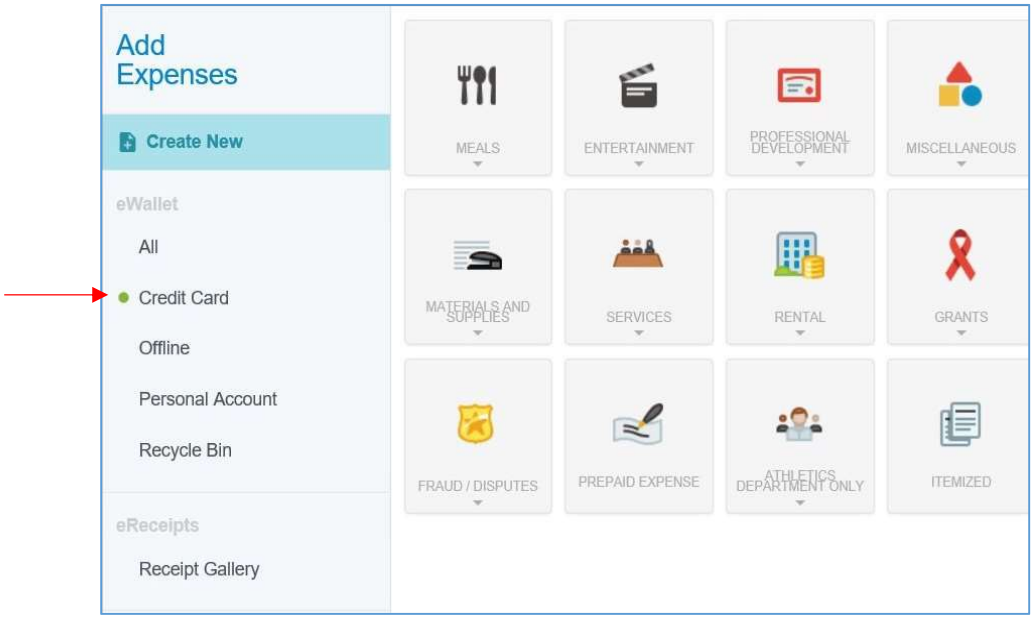


Required fields for PCard on the Expense Header section:

- **Report Name:** The Report Name for the PCard should reflect the name of the department as it is listed on the card and the month for which the transactions post.
- **Pay Me In:** Auto defaulted to USD – US Dollars
- **Report Type:** Select Non-Travel
- **Traveler Type:** Select Non-Travel
- **Location:** Select Non-Travel
- **Start/End Date:** Dates are not required for PCard; this field will automatically close and not allow any information to be entered.
- **Vendor:** Vendor information is not required for PCard; this field will automatically close and not allow any information to be entered.

Once you have filled out the required fields, click **SAVE** to continue.

The "Adding Expenses Types" screen will appear displaying possible expense types associated with the purchase. Each expense tile expands to provide additional expense options. Example: Catering is located under Meals; Consumables is located under Miscellaneous.



1. Select **Credit Card** to see transactions on the PCard.
    - A green dot next to the Credit Card category indicates transactions are available for review for either PCard or Travel Card. Transactions will appear and be available to add to your expense report.
    - The E-Wallet indicates that travel card expenses are available for reconciliation. Review of Credit Card is required when creating an

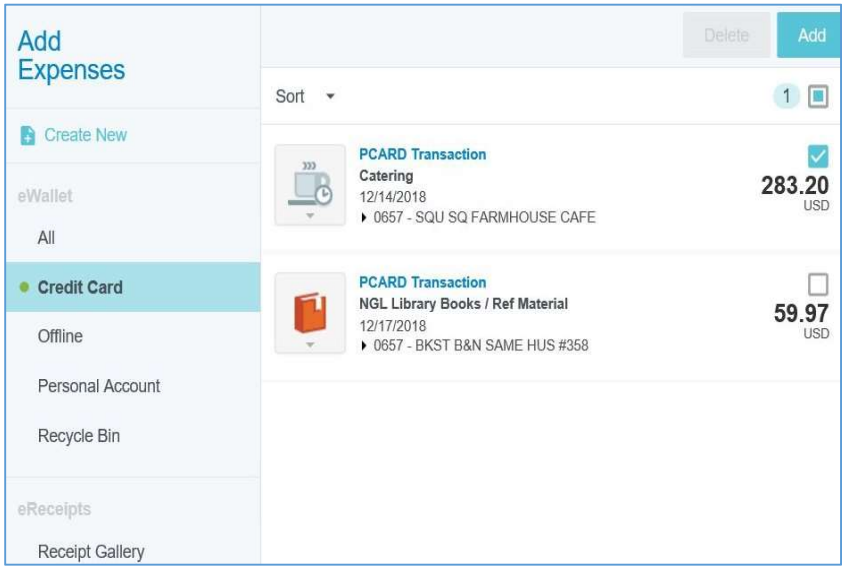
Expense Report. The Receipt Gallery indicates receipts available.

Adding Credit Card Expense

Expense items are listed in date order as they are added to the reconciliation report. Credit card transactions can be added to the expense report via two methods:

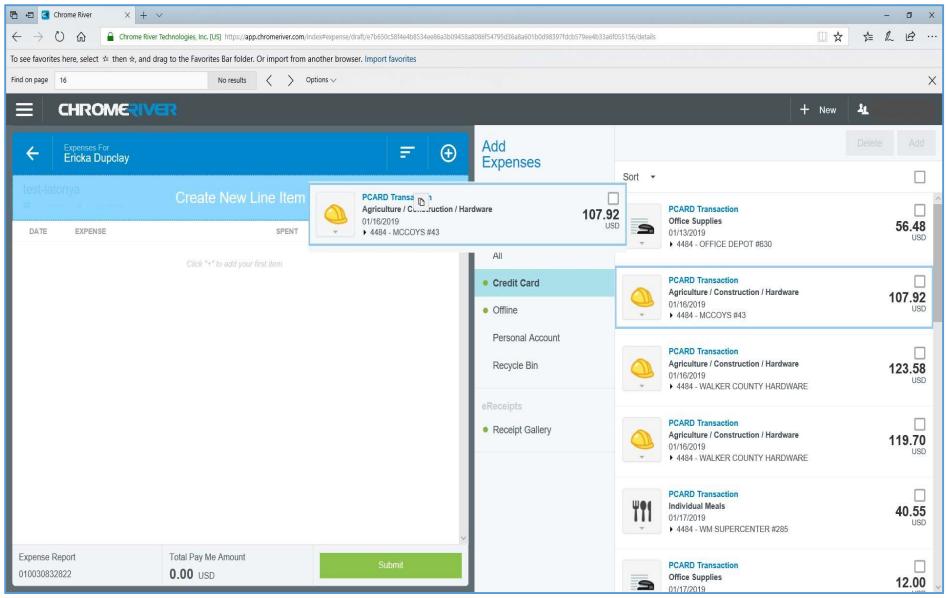
1. Using the Add/Remove Buttons from the interface

    - Click the check box on the right of the expense you would like to add to the report and Click on the Add button

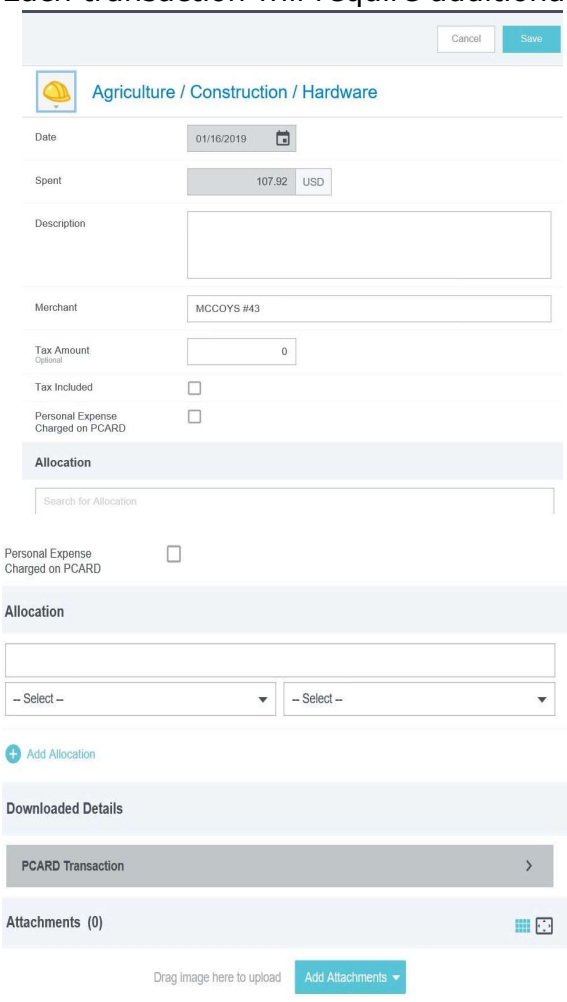


2. Dragging and Dropping the expense to the report.

    - Click on the expense located in your Credit Card file
    - Place your cursor over the expense and hold down the left button on your mouse to drag the expense to the report.
    - "Create a New Line Item" will display and highlight on the report
    - Release the left button on the mouse to drop the selected expense to the report



Each transaction will require additional information.



Required Information for PCard Expense Transactions:

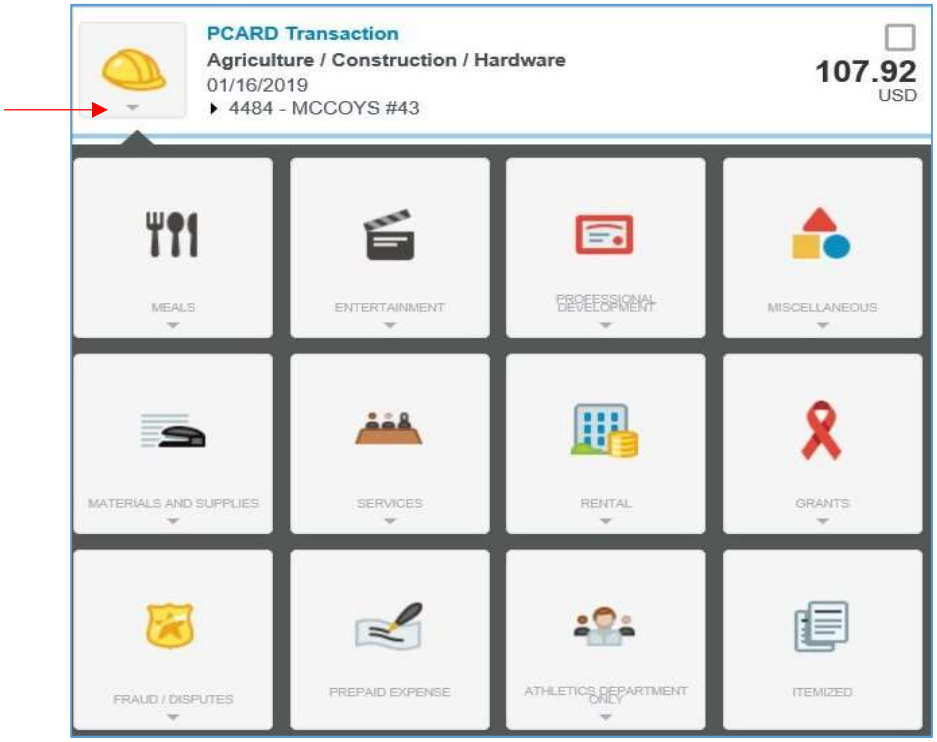
- **Date:** This field will automatically populate based on information from the transaction
- **Spent:** This field will automatically populate based on information from the transaction
- **Description:** Should provide details for the actual expense you are entering for this expense type
- **Merchant:** This field will automatically populate based on information from the transaction
- **Tip Amt:** optional **Tip Pct:** optional
- **Tax Amount:** if applicable **Tax Included:** if applicable
- **Allocation:** FOAP to apply charge. Search the list by typing in the first four digits of the number of the Org, then all funds associated with the Org will appear.
- **Allocation (cont.**): Once you have selected the Fund Org combo, two boxes will appear.
    - The first field is to select a Program Code – select the program code associated with your department/purpose from the drop down list.
    - The second field is to select an Activity Code. Many departments to not use Activity code, so if this is true for your department, then select 00000 – Default Activity, from the drop down list.
    - Allocation entered on the first expense tile; it will copy to all additional expense added for the report. Multiple allocations can be added to a report split cost, if applicable
- **Attachments:** Receipts required for all expenses, including credits and refunds issued back to the PCard. Attachment may also include other supporting documentation (Missing Documentation Form, Exception Form, FO-19, FO-36, etc.) Chrome River can attach PNGs, JPEGs, and PDFs.

Once all required fields are complete. Click **SAVE** to add the expense to your report.

Changing Expense Tile Type for Credit Card Transactions

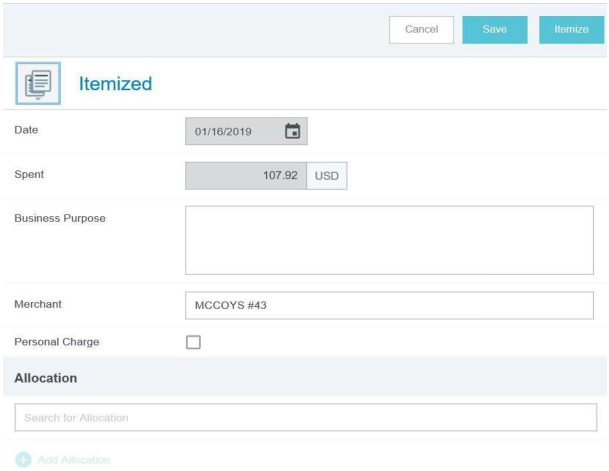
PCard transactions are automatically imported into Chrome River, identified by specific merchant codes attempting to select the correct expense tile. Sometimes the incorrect expense tile is assigned to the expense. You will need to change the tile to match the expense.

1. Simply click on the drop down arrow on the assigned tile, a list of options will appear and then select the correct tile. This is important because Banner Account Codes are tied to each expense tile. REVIEW ALL EXPENSES.



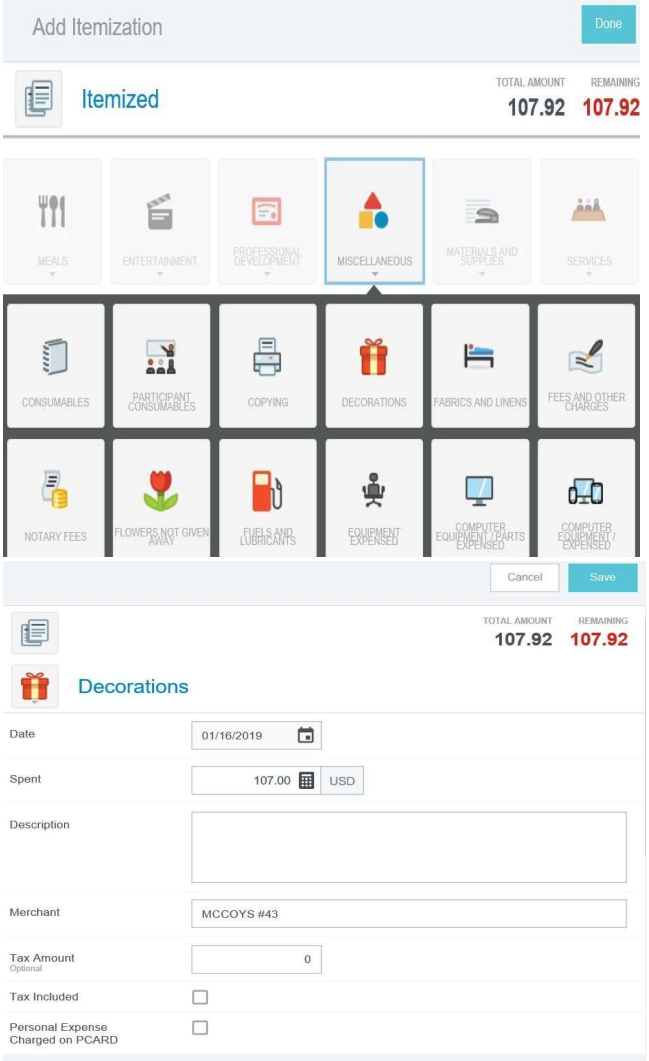
Itemized Expenses

An expense that includes multiple purchased items that may be categorized under different account codes should be expensed as itemized on the report.



1. Enter the required information *(Spent Amount, Business Purpose, Allocation, Attachments).*
2. For the Business Purpose enter "P-Card Expense"

3. Click **SAVE**. A notice will appear to itemize the expense.
4. Click Itemize.
5. Click on the appropriate expense tile and enter the required information for the portion of the receipt.



6. In the Description area enter information regarding what was purchased and the reason for the purchase.

7. Click **SAVE** once information is entered

As an expense is entered it reduces the remaining total, providing the user the balance still required to be itemized. Remaining balance must be $0.00 to complete the transaction itemization.

<u>Compliance Rules within Chrome River</u>

User will receive notice when transaction meets a compliance warning or violation rule, based on policies/procedure of SHSU. Warnings (orange) require an explanation to be provided (Add Response) and may require additional approval for

the expense (auto routed to approver). Violation (red) will not allow the report to be submitted as requested. Change must occur (add receipt, budget transfer in Banner for NSF condition, etc.)