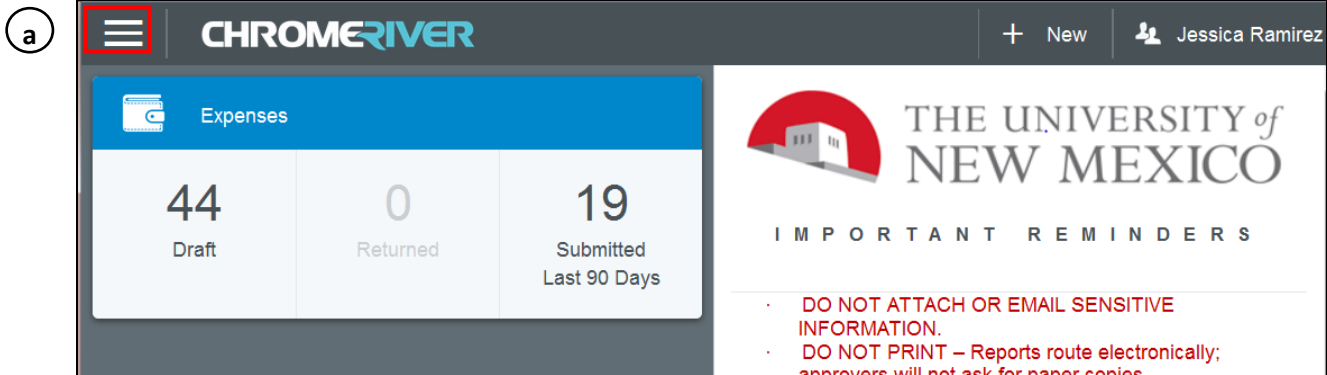


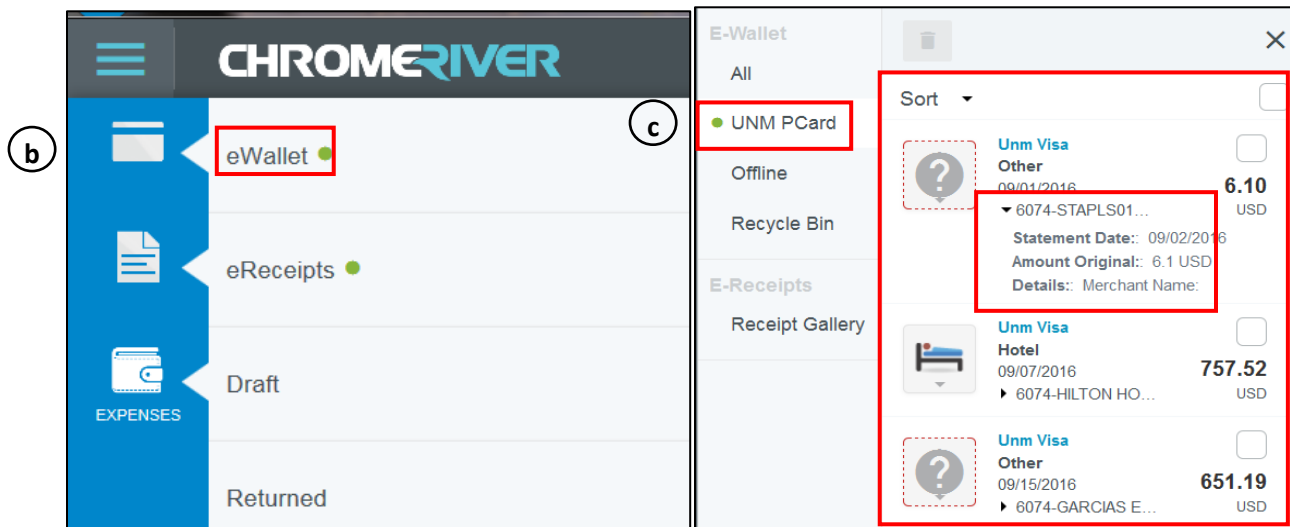


### Chrome River Job Aid – Reconciling PCard in Chrome River

1. Log into Chrome River.
2. Open e-wallet to determine types of transactions to be reconciled. From the Home screen:
  - a. Select the hamburger menu icon



- b. Select eWallet. The green dot indicates that transactions are present.
- c. Click on the “UNM PCard” file. The green dot indicates that there are pending items. The unreconciled charges will be shown on the right side of the screen. Additional transaction details can be displaying by clicking the [dropdown arrow] below the transaction date. Determine which type of report will be needed to be filed to perform the allocation and reconciliation.
- d. In accordance with PCard Policies and Procedures, all transactions must be reconciled and approved in the system within ten (10) business days of the transaction feed from Bank of America.

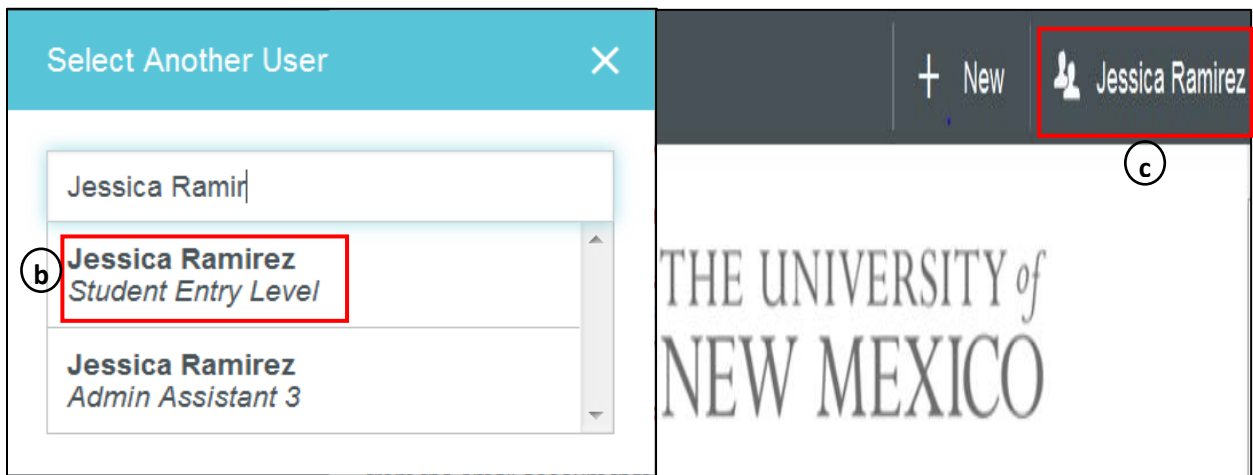




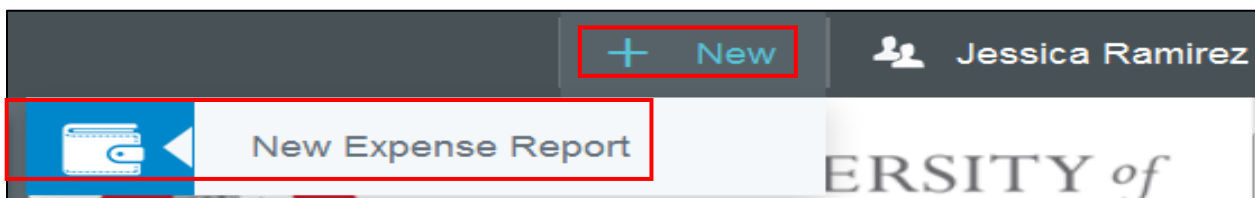
3. Reconciling someone else's PCard. Advance to Step 4 if you are reconciling your own PCard.
  - a. Click on your name at the top right corner of the dashboard. From the drop down menu choose **Select another user.**



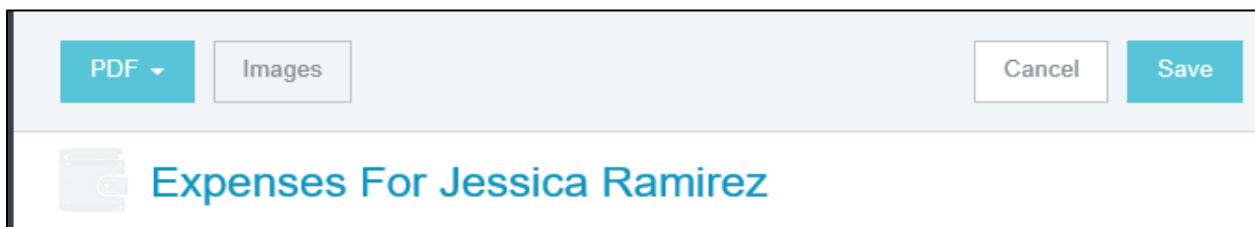
- b. Type the name of the PCard holder for whom you are reconciling and select their name from the search results box below.
  - c. The PCard holder selected will replace your name in the upper right corner.



3. Click the **+ New** button and select New Expense Report from the drop down menu.



4. The Report Header is now visible in the right hand side of your screen. The name of the PCard holder appears in the upper right hand corner of the screen.





5. Complete Report Header:

- a. **Report Name** - Enter a name for your report. Refer to your department for the required naming convention.
- b. Select **PCard** for non-travel related expenses; select **PCard-Travel** for travel related expenses. This example is for a **PCard-Travel** report.
- c. Type in a general business purpose.
- d. Select **Save**.

6. Add PCard expenses:

- a. Click on the **+** button.
- b. Select **UNM PCard** from the drop down menu.

NOTE: Do not select the corresponding mosaic tile yet. You will be prompted to complete this step when you are in the list of transactions.



7. Find the PCard transactions that you want to reconcile on this report type.
  - a. Click the box on the right of each transaction.
  - b. Change the Expense Type icon to accurately identify purpose for the PCard charge. Chrome River will assign expense type for travel transactions based on the Merchant Commodity Code associated with the transaction.
  - c. For non-travel transactions, the **OTHER PCARD PURCHASE** tile is used. These transactions are reconciled on the "PCard Other" report type.
  - d. Select *Add* when all transactions are identified for reconciliation.
  - e. Multiple PCard transactions can be reconciled on one report. The maximum number of transaction per report is 100.

The screenshot displays a list of transactions in a table format. At the top right, there are buttons for 'Delete' and 'Add'. The 'Add' button is highlighted with a red box and labeled with a circled 'd'. Below the table, there is a menu for selecting expense types, with several options highlighted by red boxes and labels: 'AIR TRAVEL' (labeled 'a'), 'GROUND TRAVEL' (labeled 'a'), 'HOTEL' (labeled 'a'), 'MEALS' (labeled 'a'), 'CONFERENCE / REGISTRATION FEES' (labeled 'b'), 'EMPLOYEE OTHER' (labeled 'b'), and 'OTHER PCARD PURCHASE' (labeled 'c').

Sort	Transaction Details	Amount	Action
	2236-SOUTHWES 5262454986848	USD	2
	<b>Unm Visa</b> Airfare 10/12/2016 2236-SOUTHWES 5262455504345	<b>314.46</b> USD	<input checked="" type="checkbox"/>
	<b>Unm Visa</b> Airfare 10/12/2016 2236-SOUTHWES 5262455487295	<b>597.92</b> USD	<input checked="" type="checkbox"/>
	<b>Unm Visa</b> Other PCard Purchase 10/06/2016 4137-UNM COPY CENTER	<b>94.60</b> USD	<input type="checkbox"/>
	<b>Unm Visa</b> Other 10/07/2016 5829-VWR INTERNATIONAL INC	<b>117.78</b> USD	<input type="checkbox"/>

**AIR TRAVEL**

**GROUND TRAVEL**

**HOTEL**

**MEALS**

**CONFERENCE / REGISTRATION FEES**

**EMPLOYEE OTHER**

**OTHER PCARD PURCHASE**



8. The data entry screen for the first transaction will appear. Complete expense type screen with the required data. Note that greyed out fields cannot be updated or modified. Chrome River will populate some of the required fields from data transmitted in the Bank of America feed.
  - a. Description – Enter valid business purpose for the transaction, including benefits to UNM. This will feed into Banner Finance and is accessible in FOATEXT.
  - b. Banner Index is a searchable field. Begin typing index number or name and select when visible.
  - c. Account Code is a searchable field. Begin typing account code or description and select when visible.
  - d. You may split the charge by choosing *Add Banner Index* and repeating steps b and c. There is no limit on how many indexes a PCard charge can be allocated to in Chrome River.

**Public Transit**

Post Date Optional: 10/04/2016

Date: 10/04/2016

Spent: 68.00 USD

Description Optional: Shuttle service from Airport to Hotel/Conference Center and return to Airport. Wacubo Shared Services Conference attended by Laura Putz

Feed Transaction ID Optional: 24055226278207139303904

**Banner Index**

- b 258000 Unrestricted Acct HSC Admin 258B Unrestricted Accounting HSC 3U0044 HU I and G
- c 3820 - Out Of State Travel Gen
- d + Add Banner Index

9. Add attachments
  - a. See *Job Aid - Adding Attachments* for additional ways to add attachments.
  - b. Select *Browse File to Attach*.
  - c. Navigate to the location where the file has been saved. Select the appropriate file and click open.
  - d. Select **Save**.

File Upload dialog: Computer > STORE N GO (E:) > Receipts

File name: Biologend.pdf

Chrome River interface: Transaction Name: 5829-BIOLEGEN D INC, Merchant: 5829-BIOLEGEN D INC, Attachments (0), Browse File to Attach



- 10. If you selected multiple transaction to reallocate, the next PCard transaction you selected will appear after you click **Save**. Repeat step 7 through 9 for all additional items until all selected expenses selected are completed.
- 11. You will need to respond to any red warning triangles that appear when you save your item. You can respond immediately or you can edit the individual line item.

### Travel PCard Week ending 10/28

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Mon 10/03/2016	Airfare	780.96 USD	0.00	

a. Click on the item to highlight, then select **Edit**.

b. Fill out **Response** in the indicated field and then click **Save**.

c. The red triangle will change to a green checkmark if completed successfully. Repeat steps a-b for any additional items displaying the red triangle.

DATE	EXPENSE	SPENT	PAY ME	
Mon 10/03/2016	Airfare	780.96 USD	0.00	



12. Click **Submit** when report is complete.

Travel PCard Week ending 10/28

0 Comments 0 Attachments

DATE	EXPE...	SPENT	PAY ME
Mon 10/03/2016	Ai	780.96 USD	0.00

Expense Report 010014764337

Total Pay Me Am... **0.00** USD

**Submit**

13. Click **Submit** again to certify that all expenses on the report are correct. Your report will be moved to the **Expenses/Recently Submitted** area. The report will now route in the approval process. If reconciling transaction for another employee, the report will route to them first, via e-mail for review and approval. The employee also has the option of logging into Chrome River to review and approve.

14. **Compliance Warnings and Violations**

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.

Cancel **Submit**

- a. **Warnings** indicate additional information is required before the expense can be submitted for approval or processing. Compliance warnings may be encountered when saving a line item or when submitting an entire expense report for approval. Respond by either modifying the data (if there is an error) or replying to the warning.
- b. **Violations** indicate that the expense cannot be submitted because it violates UNM policy. A compliance violation may be encountered when saving a line item or submitting an entire expense report for approval. The *Submit* button will be deactivated. If there is an error, correct it. Contact your accounting department for further guidance if necessary.

15. Complete PCard Policies and Procedures can be found at : <http://pcard.unm.edu/>