



PCard Non-Travel Expense Report

1. **Log into Raider Net**, click on **Finance** tab at top, and then the **Chrome River** button in the left column.
2. When you log in it will show your name in the top right corner of the Dashboard. **To choose another user** you will be processing the PCard transactions for, click on **your name** at the top right and click on one of the names listed below to look at that person's **Pre-Approvals, Expense Reports, and Dashboard**.
3. If you do not see people you need to submit reports for, email Travel & Expense Specialist in Business Services with their names and N#s. They will be added within 24hrs.
4. Any users you are a delegate for will have 2 numbers next to their names when you use the drop down menu under your name. You will see a credit card icon and a document icon above the numbers. This relates to the number of unprocessed PCard charges and draft (unsubmitted) reports they have.
5. **Credit Card Charges** are under the **Menu** (three horizontal lines) in the top left under **eWallet**.
6. Once in the eWallet, click the **checkbox** next to **charge(s) and/or credits (-)** you want to process and click **Add to Report** in the top right corner below your name. **Credits** can now be processed on an expense report and need to be included with the original charge using the same tile and index. These are done the same way as the charges explained below.
7. Click + **Create a New Expense Report** to start entering the Header Information:
 - a. **Report Name:** User ID_Date Range of Charges_PCard (Ex: bolina_1/1-12/2019_PCard)
 - b. **Report Type:** Non-Travel Purchasing Card
 - c. **Purpose:** Non-Travel Purchasing Card (autopopulates)
 - d. **Affiliation:** Faculty and Staff
 - e. **Click Save** in the top right corner to create expense report
8. The charges will not attach to the report right away, you must edit each one and save it before it will show up on your report. After saving one charges details, if you selected multiple charges to process, the next charge will pop up behind it ready to be edited.
9. **Expense Details:**
 - a. **Click on Grey Bar titled Bank of America Visa**
 - b. **Add Attachments** if they are not already linked to the expense. While still in the charge you are editing, **Drag and Drop** the receipt to add it. Choose **From Receipt Gallery** if receipt was uploaded to eReceipts or if Chrome River SNAP app was used. Or **Upload Attachments** will let you search your computer for the receipt.



- c. **Click ? box** at the top next to the words Select Valid Expense Type above puzzle piece.
- d. **Select a Tile** that best describes what was purchased. The most used account codes are located in **Services and Supplies/Equipment**.
- e. **Description:** Clearly state what the charge was and why it needed to be purchased. This is the only place approvers and auditors will see expense details so be as detailed as possible.
- f. **Select Type** if the **tile has multiple account code options - choose the correct one** for your charge. There are some tiles that only have one account code (no drop down menu) and others that have a multiple options (drop down menu).
- g. **Activity Code:** Auto fills to **NONE** on all reports. **Only use this section if using S&PD funding**.
- h. **Index:** search by the name or numbers of your index. **Ex:** Athletics and it will pull a list of indexes that have the word athletics in the name.
- i. **Click Save** at the top when finished editing this expense. The next expense will pop up after if multiple charges were selected for processing. **Start back on 9.a. through 9.i.** of this document to walk back through the steps for all the charges.
- j. Once all charges have been processed **check the line items** on the left side of the screen **for any error messages** located along the right side of the dollar amounts. The system is designed to provide notifications of issues with reports. The error icons will be orange circles with an 'i' in the center or a red triangle with an exclamation mark in the center. These can appear as popups at different stages of the process depending on the severity of the issue.
- k. Click **expense lines with error symbols** to see message. Follow on screen prompts to resolve.
- l. **Violations** (red triangles) must be corrected before it will let you submit a report.
- m. **Warnings** (orange circle) will let you submit the report with a valid response entered. Enter the response into the warning box and click the Post button below the box.
- n. Once all errors have been fixed, click **Submit** at the bottom of the Expense Report screen and **again at the top right**.
- o. If you **leave a report** and come back before submitting the report, the report will show up in the Drafts column on the dashboard. Click on **Expenses Drafts** section on the left of the screen, then **on the report** on the left, and the **Open button** on the right. You can also delete a report from here or view the PDF version of the report.



- p. Once **Submitted** the report can be found on the Dashboard under **Expenses Submitted Last 90 Days**.
 - q. If **Returned** you will receive an email notification with why the report was returned and the report can be found on the Dashboard under **Expenses Returned**.
10. **Expense Report Tracking:** All reports go through a series of programmed approval steps. Programming includes required approvers as well as auto bots for budget checking, gate keepers to keep reports together, and export bots to send data to Banner. To track the progress of your report at any time:
- a. Click the Submitted Last 90 Days section under expenses
 - b. Click on the report once to open it on the right
 - c. Then, click the Tracking button
 - d. Once a report shows Exported it has been final approved and has been sent to Banner