CREATING A PCARD RECONCILIATION (NON-TRAVEL) REPORT

Pcard Reconciliation reports are used to reconcile items charged on a WSU issued procurement card. Transactions are automatically imported into Chrome River daily and will appear on the cardholders profile. Only WSU issued procurement card transactions can be added to a Pcard Reconciliation report. Reimbursable or direct added expenses are not allowable on this type of report.

Travel related procurement card transactions (example: airfare, rental car, hotel) must be reconciled on the associated travel Expense Report.
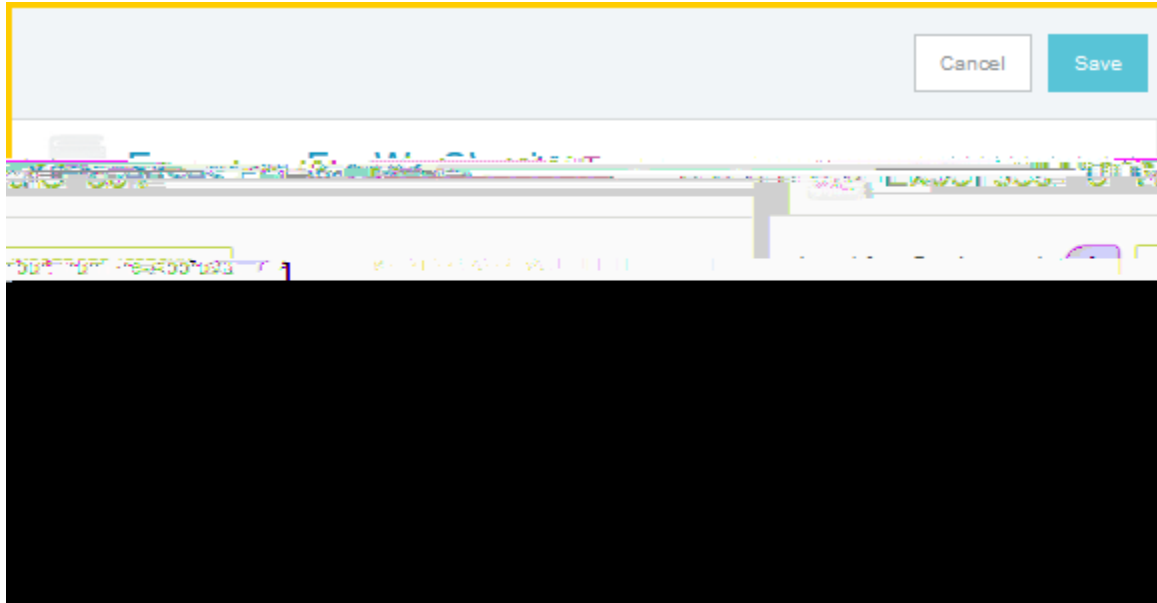
Non

To create a Pcard Reconciliation (Non-Travel) Report, click the **+NEW** button in the upper right corner and select **New Expense Report** from the drop-down menu.

The Expense Report header screen will appear.

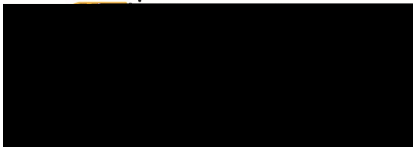Enter the Header data:

1. <u>**Import Pre-Approval:**</u> This feature is not used for Pcard Reconciliation reports.
2. <u>**Report Name:**</u> This is the name assigned by the expense creator, which is used in tracking and inquiry to help identify the Pcard Reconciliation Report. Naming Convention: Pcard Statement mm/dd/yyyy - mm/dd/yyyy
3. <u>**Business Purpose:**</u> Enter a clear, detailed business purpose for the procurement card charges. The business purpose will default into each individual expense line, but can be modified as needed. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** document for more detailed information.
4. <u>**Report Type:**</u> Select Pcard Reconciliation (Non-Travel)
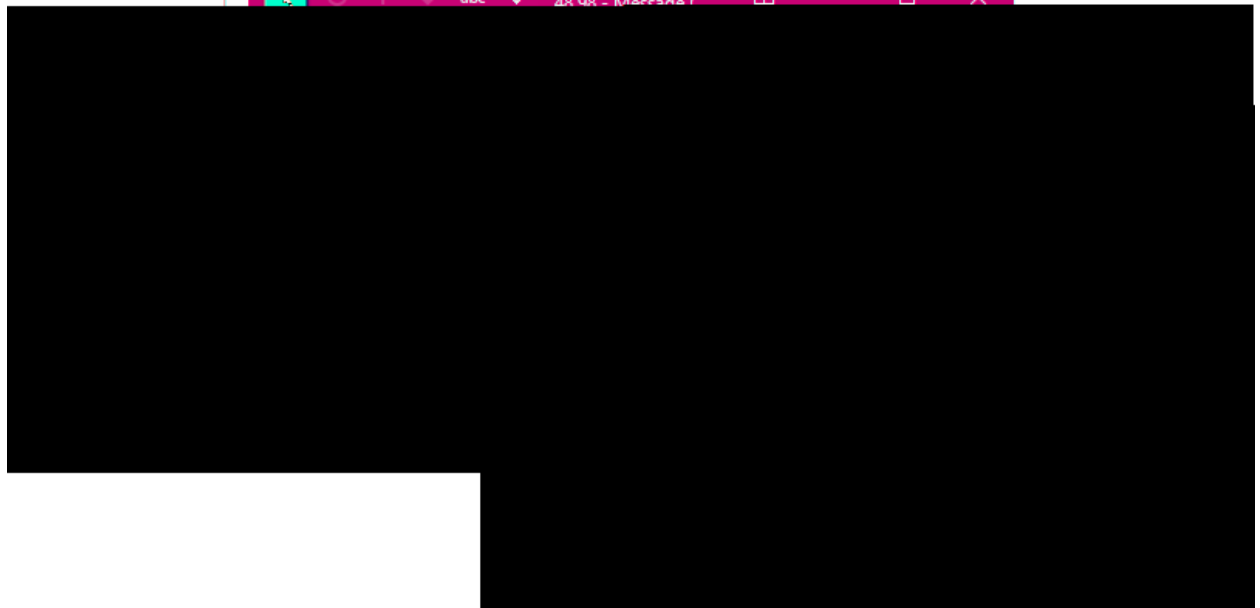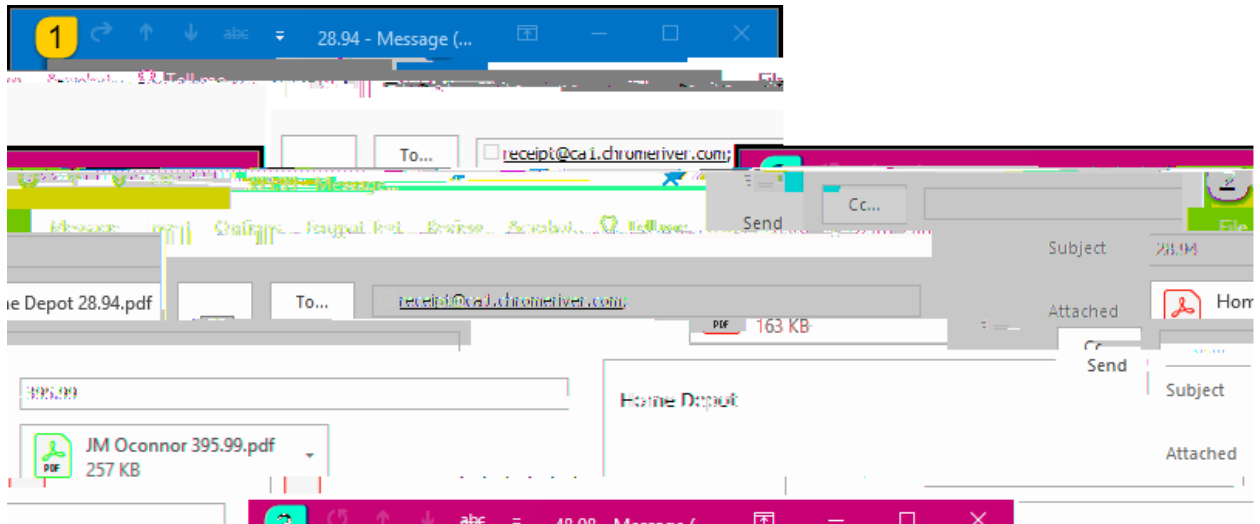
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Notice: Wu has both Travel and Non-
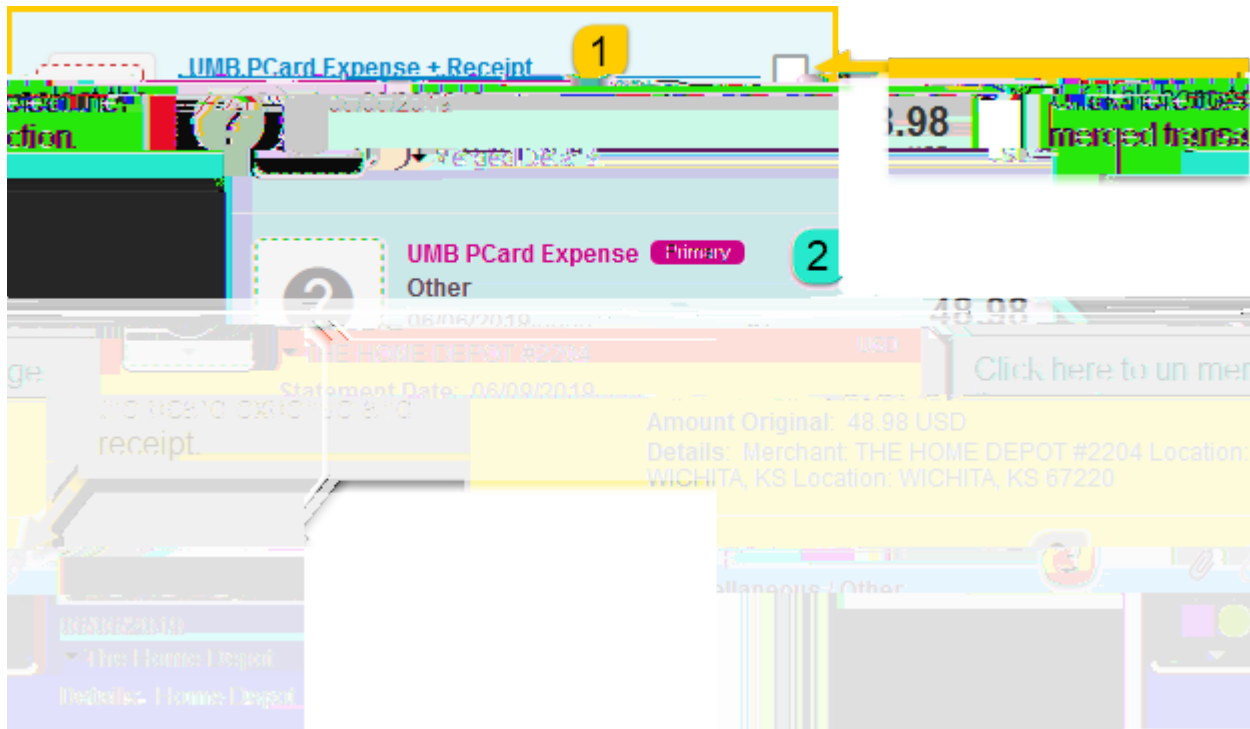
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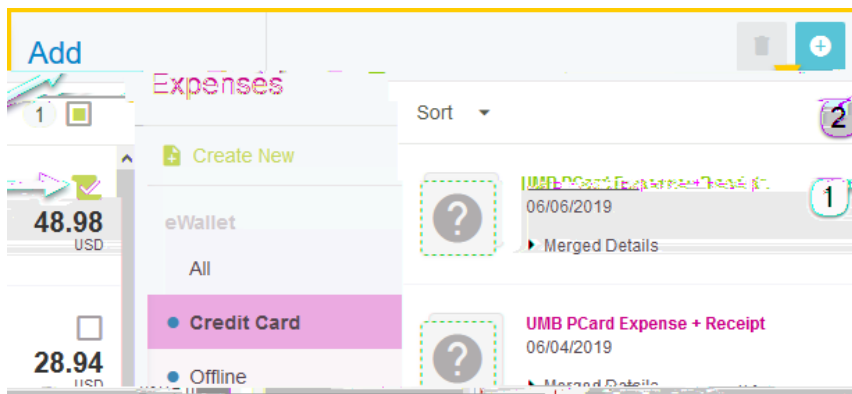
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The merged transaction consists of:
1. merged header
2. UMB PCard Expense transaction
3. uploaded receipt

To add a transaction to the PCard Reconciliation report,
1. click the check box next to the transaction you would like to add
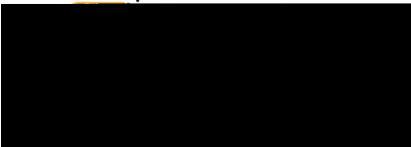2. click the add button located in the top right corner of the form

The **Select Valid Expense Type** form will be displayed on the right side of the form, and the receipt image will be displayed on the left side of the form.

Select the appropriate expense tile for the transaction. The corresponding expense form will display.

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