[redacted]

Chrome River User Manual

Table of Contents

Contractual Fees / Services 1
Equipment / Software 3
Food / Official Hospitality 5
Maintenance / Repair / Service 12
Itemization 14

PCARD RECONCILIATION EXPENSE TILE DETAILS

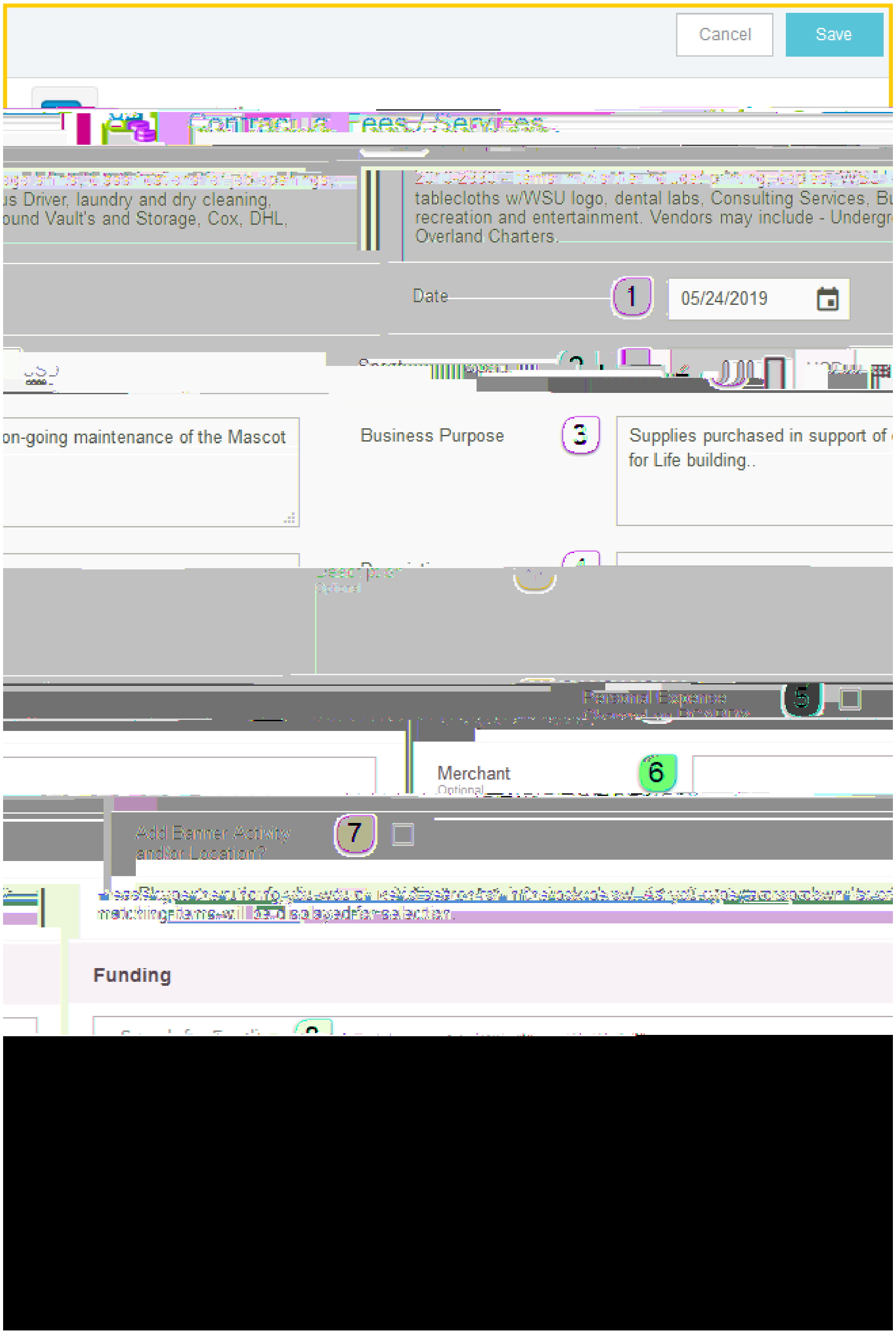
Contractual Fees / Services

-20, if the code is not listed select a different tile.

opies, WSU logo shirts, classifications for job openings, tablecloths w/WSU

g Services, Bus Driver, laundry and dry cleaning, recreation and

y include - Underground Vaults and Storage, Cox, DHL, Overland Charters.



us Driver, laundry and dry cleaning,
ound Vault's and Storage, Cox, DHL,

tablecloths w/WSU logo, dental labs, Consulting Services, Bu
recreation and entertainment. Vendors may include - Undergr
Overland Charters.

Date 05/24/2019

on-going maintenance of the Mascot

Business Purpose: Supplies purchased in support of
for Life building..

Personal Expense ☐

Merchant
Optional

Add Banner Activity and/or Location? ☐

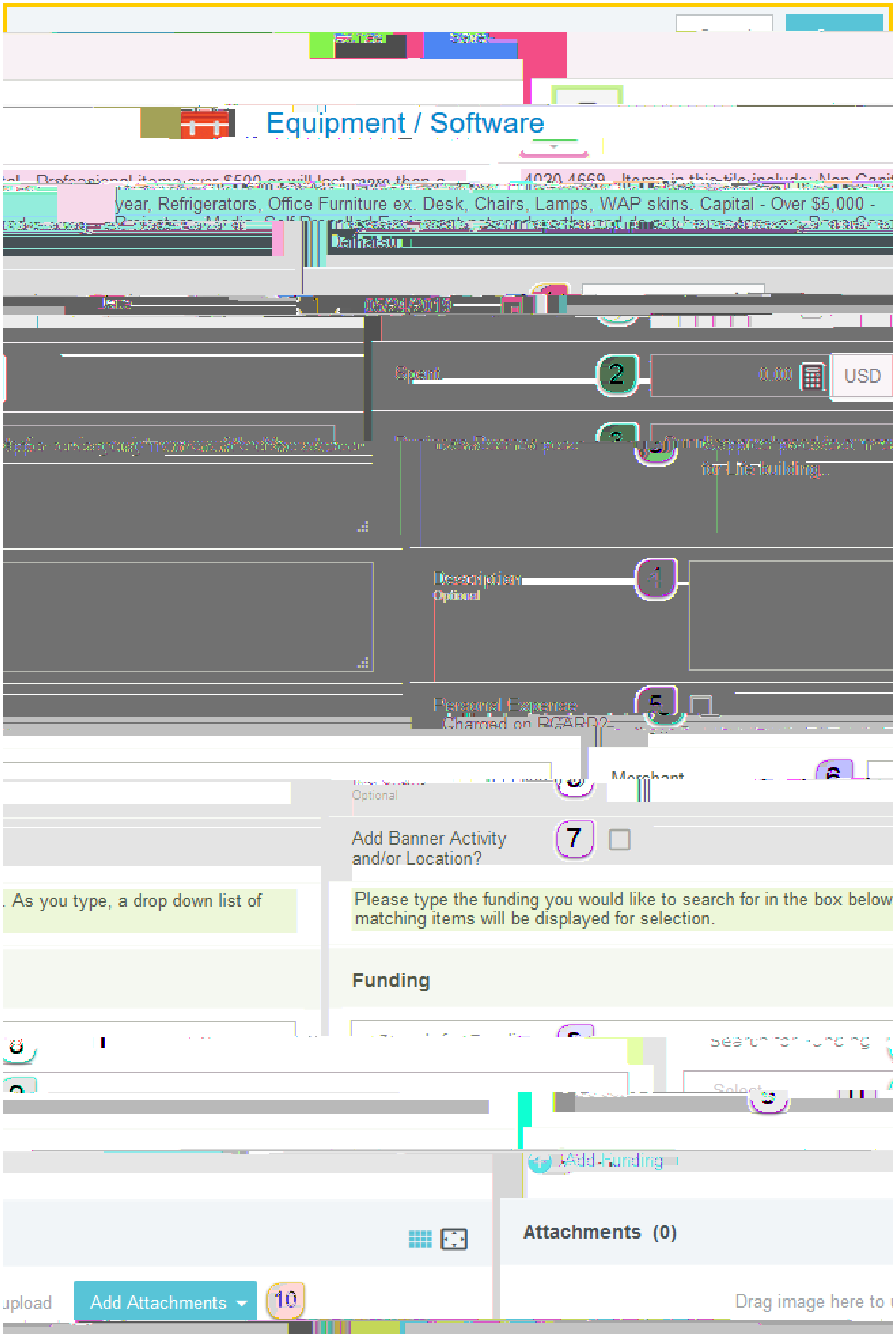
matching items will be displayed for selection.

[redacted]

[redacted]

Chrome River User Manual

1. **Date:** This field will automatically populate with the transaction date from the UMB Pcard Expense.
2. **Spent:** This field will automatically populate with the transaction amount from the UMB Pcard Expense.
3. **Business Purpose:** Enter a clear, detailed business purpose for the expenditure. 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** help document for more detailed information.
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included in the UMB Pcard Expense. When checked, an **Explanation** box will appear. Enter a brief explanation and the dollar amount of the personal expense. Note: Personal expenditures are not allowed on the procurement card per BPC policy. In the event that a personal expense was accidentally charged to the card, the cardholder must immediately reimburse WSU.
6. **Merchant:** This field will automatically populate with the merchant from the UMB Pcard Expense.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
    a) **AiKT0 1Tf0 Tc 0002 Tw5 042 0reCeallhe pmpTc 0 Tw 56 T[A)-6004 Tc 0006Tw [S)-134(r)1 (edo)-6l3 (o)-6)16bo)-6l)-**



year, Refrigerators, Office Furniture ex. Desk, Chairs, Lamps, WAP skins. Capital - Over $5,000 -

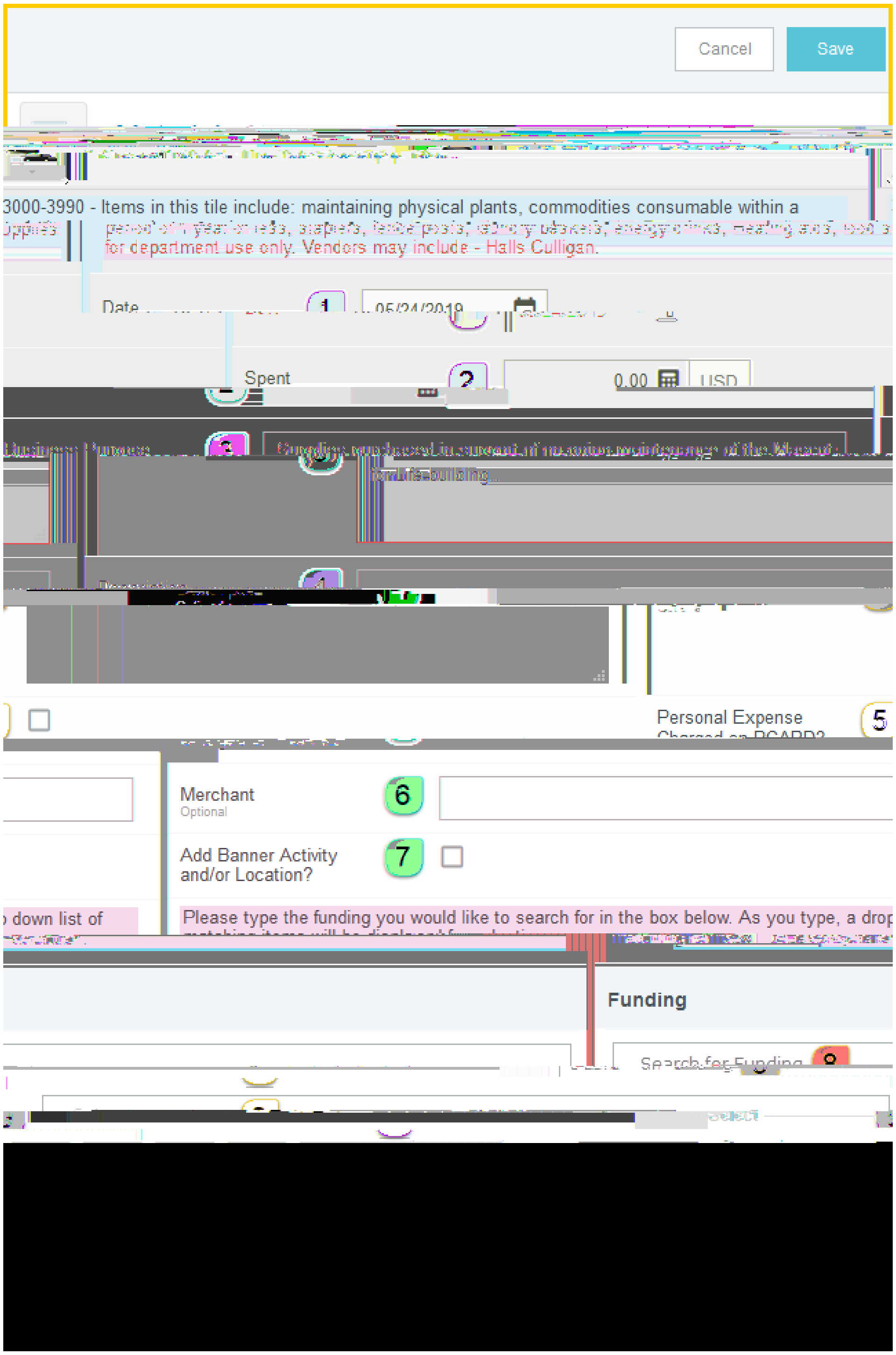
Spent 0.00 USD

As you type, a drop down list of

Please type the funding you would like to search for in the box below matching items will be displayed for selection.

Equipment / Software
2
Description
Optional
4
Personal Expense
Charged on PCARD?
5
Merchant
6
Optional
Add Banner Activity and/or Location?
7
☐
Funding
Search for funding
Add Funding
Attachments (0)
upload
Add Attachments
10
Drag image here to

1. **Date:** This field will automatically populate with the transaction date from the UMB Pcard Expense.
2. **Spent:**



Cancel
Save

3000-3990 - Items in this tile include: maintaining physical plants, commodities consumable within a period of 1 year or less, ... for department use only. Vendors may include - Halls Culligan.

Date
1
05/24/2019
Spent
2
0.00
USD
Business Purpose
3
Description
4
☐
Personal Expense Charged on PCARD?
5

Merchant 6

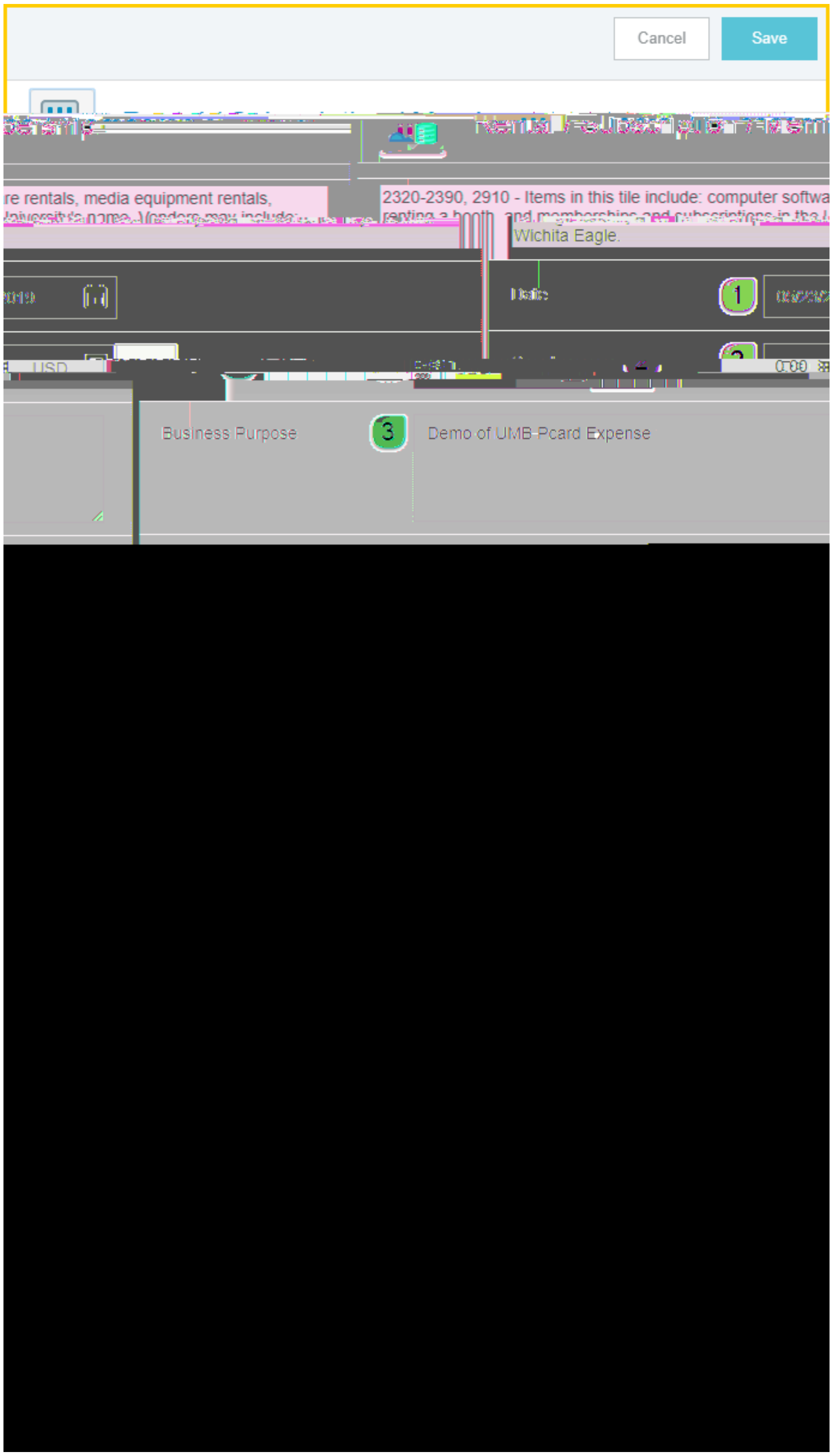
Optional

Add Banner Activity and/or Location? 7 ☐

Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed ...

Funding
Search for Funding
8
Select

1. **Date:** This field will automatically populate with the transaction date from the UMB Pcard Expense.
2. **Spent:** This field will automatically populate with the transaction amount from the UMB Pcard Expense.
3. **Business Purpose:** Enter a clear, detailed business purpose for the expenditure. 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** help document for more detailed information.
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included in the UMB Pcard Expense. When checked, an **Explanation** box will appear. Enter a brief explanation and the dollar amount of the personal expense. Note: Personal expenditures are not allowed on the procurement card per BPC policy. In the event that a personal expense was accidentally charged to the card, the cardholder must immediately reimburse WSU.
6. **Merchant:** This field will automatically populate with the merchant from the UMB Pcard Expense.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
    a) **Activity:** Click the drop-down box and select the appropriate value from the list.
    b) **Location:** Click the drop-down box and select the appropriate value from the list.
8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you aroFng 6 (0005 Tw 0.0405 Tw 0. (m)-9.3



re rentals, media equipment rentals,

2320-2390, 2910 - Items in this tile include: computer softwa

Wichita Eagle.

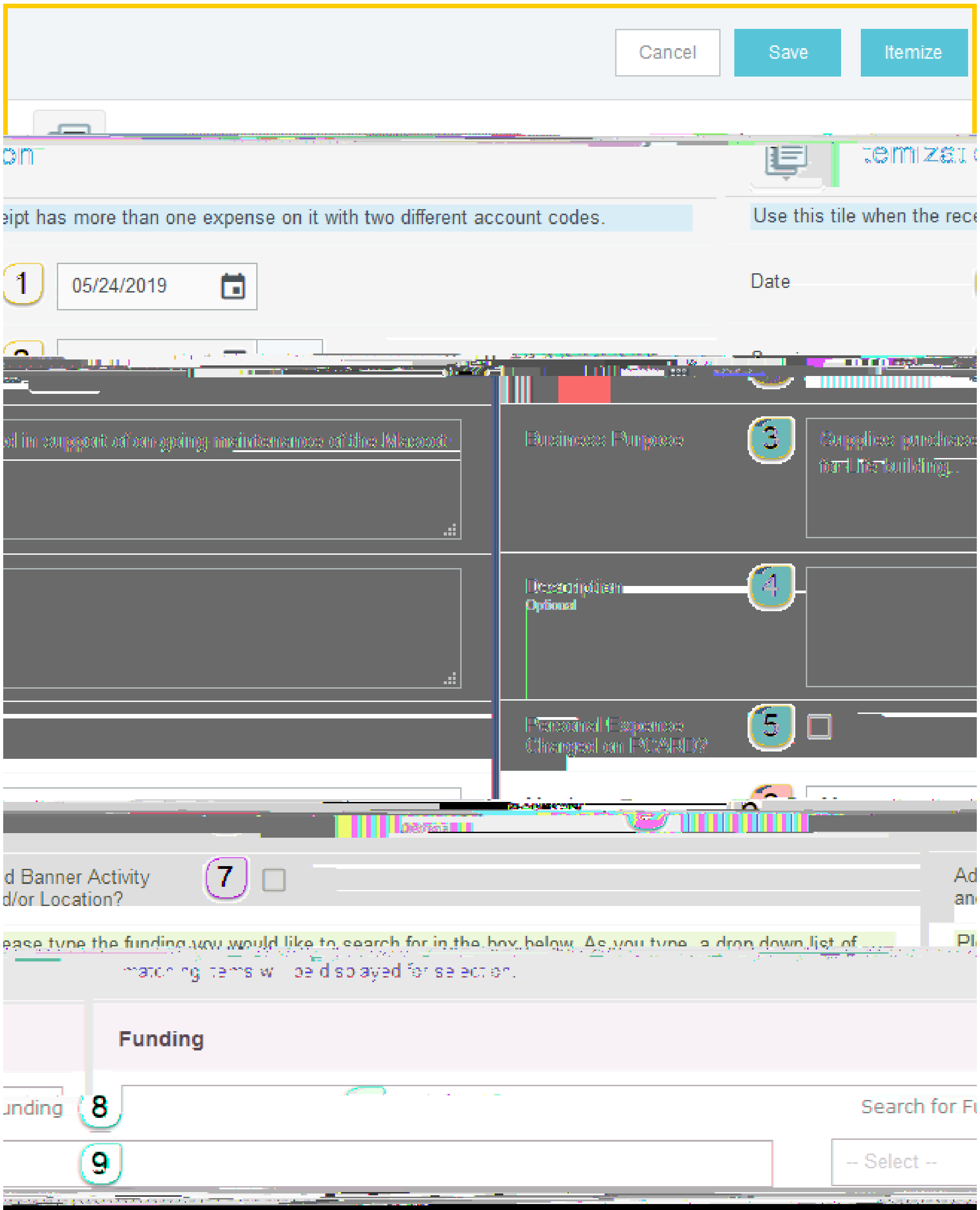
Date

USD

0.00

Business Purpose: Demo of UMB-Pcard Expense

1. **Date:** This field will automatically populate with the transaction date from the UMB Pcard Expense.
2. **Spent:** This field will automatically populate with the transaction amount from the UMB Pcard Expense.
3. **Business Purpose:** Enter a clear, detailed business purpose for the expenditure. 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** help document for more detailed information.
4. **Description:**



eipt has more than one expense on it with two different account codes.

Use this tile when the rece

05/24/2019

Date

ol in support of on-going maintenance of the Mascot

Business Purpose

Supplies purchase for the building.

Description
Optional

Personal Expense Charged on PCARD? ☐

d Banner Activity
d/or Location? ☐

Ad
an

ease type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection.

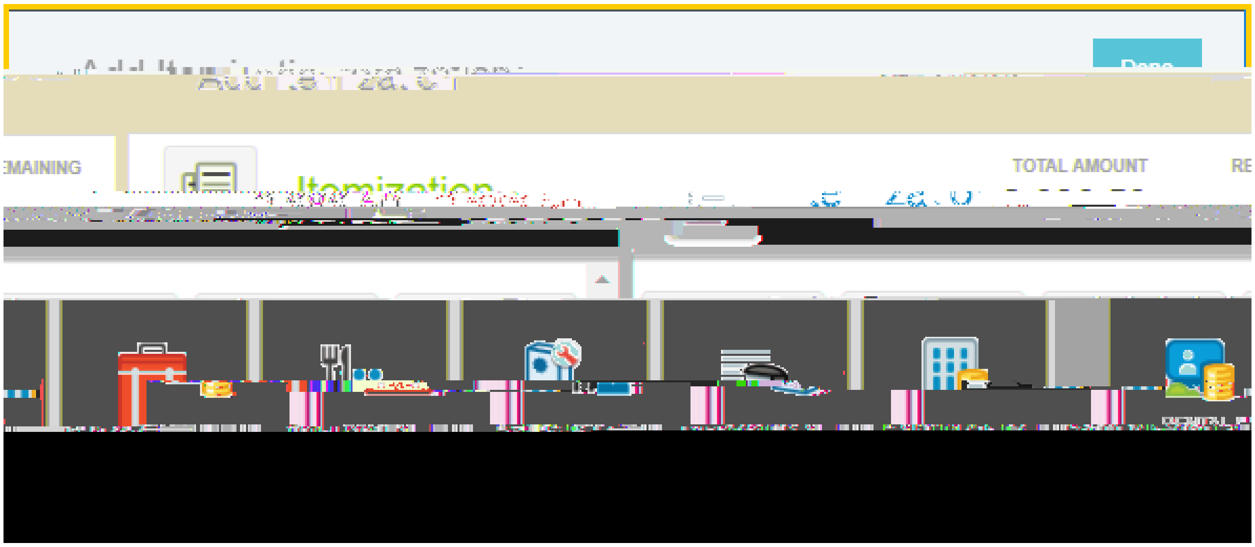
Funding

unding

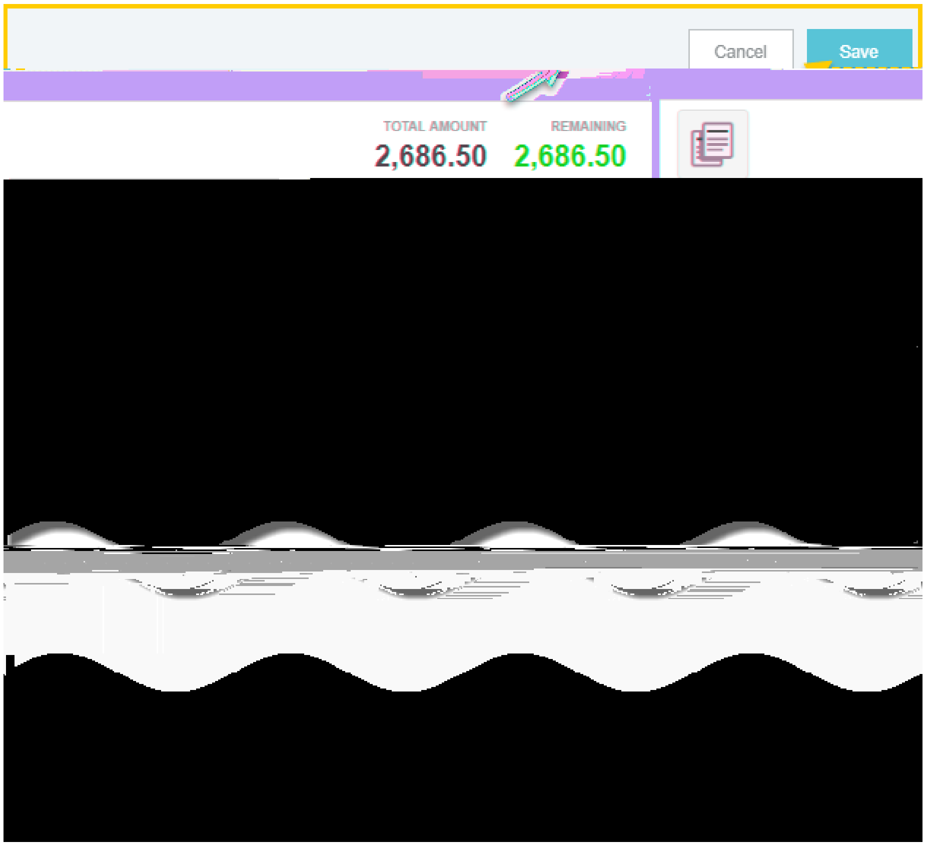
Search for Fu

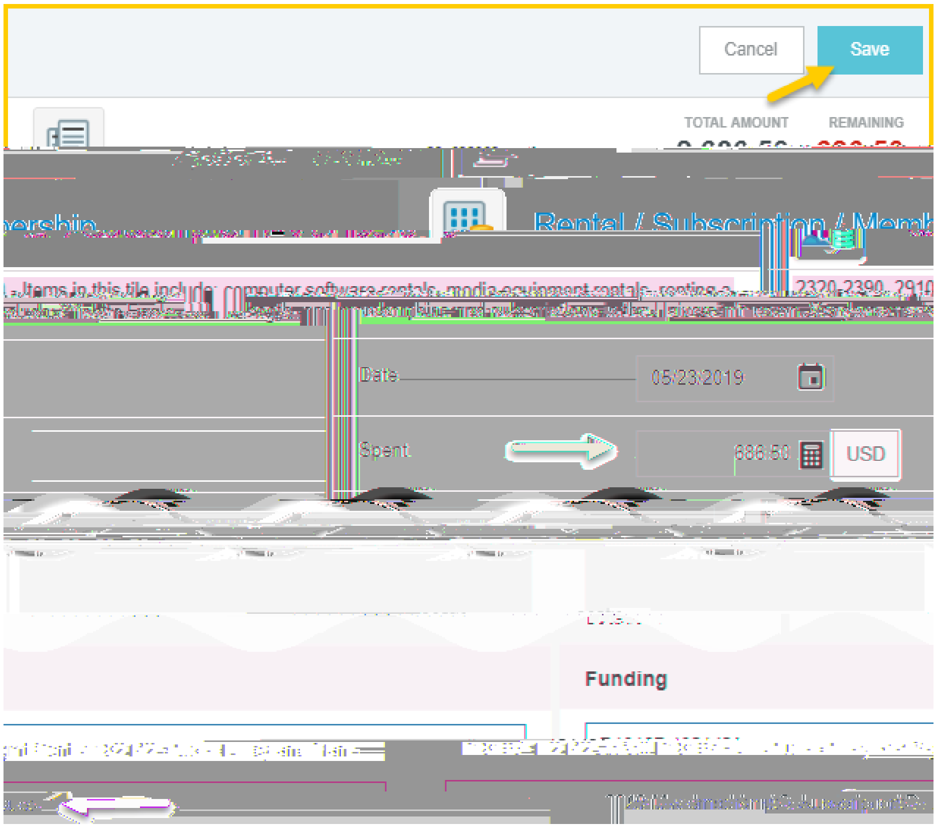
-- Select --

[redacted]

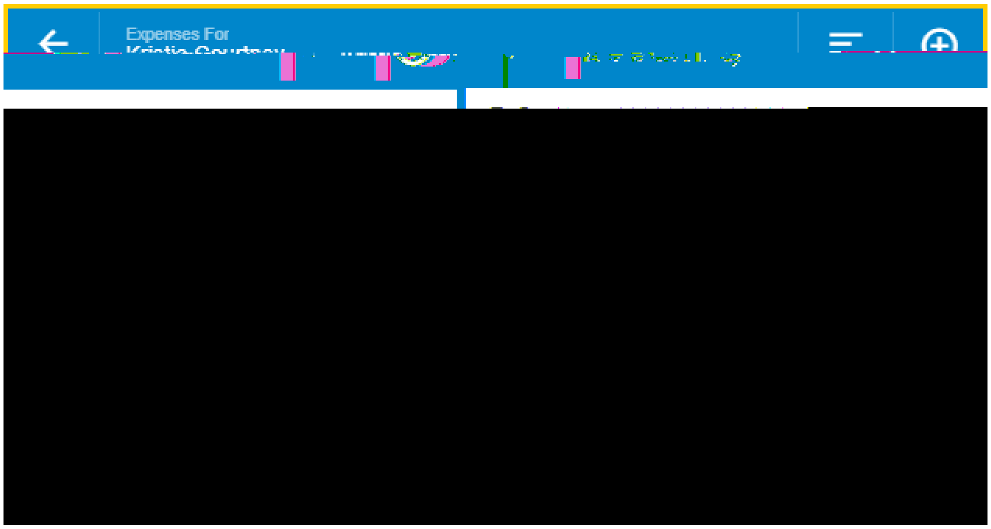

Done
Add Itemization
REMAINING
Itemization
TOTAL AMOUNT
RE

Select the proper expense tile for the first item(s). The corresponding expense form will open.


Cancel
Save
TOTAL AMOUNT
2,686.50
REMAINING
2,686.50


Cancel
Save
TOTAL AMOUNT
REMAINING
Rental / Subscription / Membership
Date
05/23/2019
Spent
686.50
USD
Funding

When the expense has been fully itemized, the expense will appear on the left side of the screen.


Expenses For

[redacted]

[Back to Top](#)