



Chrome River User Manual

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PCARD RECONCILIATION EXPENSE TILE DETAILS

Contractual Fees / Services

Account codes listed in this tile include 2010-2990, if the code is not listed select a different tile. Expenses include printing, copies, WSU logo shirts, classifications for job openings, tablecloths w/WSU logo, dental labs, Consulting Services, Bus Driver, laundry and dry cleaning, recreation and entertainment. Vendors may include - Underground Vault's and Storage, Cox, DHL, Overland Charters.



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 **Contractual Fees / Services**

2010-2990 - Items in this tile include: printing, copies, WSU logo shirts, classifications for job openings, tablecloths w/WSU logo, dental labs, Consulting Services, Bus Driver, laundry and dry cleaning, recreation and entertainment. Vendors may include - Underground Vault's and Storage, Cox, DHL, Overland Charters.

Date **1**

Spent **2**

Business Purpose **3**

Description **4**

Personal Expense Charged on PCARD? **5**

Merchant **6**

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 for selection.

Funding

8

9

[+ Add Funding](#)

Attachments (0)

Drag image here to upload **10**



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1. **Date:** This field will automatically populate with the transaction date from the UMB Pcard Expense.
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 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 are typing in.
 9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
- Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.


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Equipment / Software


Account codes listed in this tile include Non-Capital and Capital Assets 4020-4669, if the code is not listed select a different tile. Items in this tile include: Non-Capital Assets - Professional items over \$500 or will last more than a year, Refrigerators, Office Furniture ex. Desk, Chairs, Lamps, WAP skins. Capital Assets that have a value over \$5,000 - Projectors, Media, Self-Propelled Equipment not road worthy and do not have a tag - ex. Race Car and Daihatsu.




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 **Equipment / Software**

4020-4669 - Items in this tile include: Non-Capital - Professional items over \$500 or will last more than a year, Refrigerators, Office Furniture ex. Desk, Chairs, Lamps, WAP skins. Capital - Over \$5,000 - Projectors, Media, Self-Propelled Equipment not road worthy and do not have a tag - ex. Race Car and Daihatsu.

Date **1** 

Spent **2** 

Business Purpose **3**

Description **4** Optional

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 for selection.

Funding

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[+ Add Funding](#)

Attachments (0)  

Drag image here to upload **10**



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 - 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 are typing in.
 9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
- Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

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Food / Official Hospitality

Account codes listed in this tile include 2970 and 3202. In order to meet the Official Hospitality and Food/Beverage guidelines, reimbursable expenses must be justified and determined appropriate in fulfilling an objective or goal which bears a valid relationship to the mission of the University. Items in this tile include: purchases to put on an event which may include but not limited to decorations, room rentals, catering, and food for official business event (meeting, workshop etc.), for further explanation see Guidance Documents on the Accounts Payable website found at wichita.edu/ap.
Need introduction describing what goes in this category.



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Food / Official Hospitality

2970, 3202 - In order to meet the Official Hospitality and Food/Beverage guidelines, reimbursable expenses must be justified and determined appropriate in fulfilling an objective or goal which bears a valid relationship to the mission of the University.

Date 1

Spent 2 USD

Date of Event or Meeting 3

Merchant 4

Name or description of the group 5

Objective or goal of the event or meeting 6

Number of outside guests 7

If 20 or less outside guests were present, either (1) list the guests in the field below, or (2) enter "See Attached" in the field below and attach a pdf containing the list of the guests in attendance. If 21 or more outside guests were present, enter N/A in the field below.

Outside Guest List (First & Last Name) 8

Number of WSU/State employees 9

If meal(s) provided, list all State employees present (1)

Internal 10

Upload CSV 11

Internal	x	Kristie Courtney E284M254 Wichita State University	100 %	0.00
			100 %	0.00

Contract Number 12

Personal Expense Charged on PCARD? 13

Add Banner Activity and/or Location? 14

Funding

Search for Funding 15

-- Select -- 16

[+ Add Funding](#)

Attachments (0)

Drag image here to upload 17



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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. **Date of Event or Meeting:** Click the calendar icon to select the date which represents the actual date of the event. For multi-day events, enter the date representing the first day of the event.
 4. **Merchant:** This field will automatically populate with the merchant from the UMB Pcard Expense.
 5. **Name or Description of the Group:** Provide the name and/or description of the group.
 6. **Objective or goal of the event or meeting:** Enter the main objective or goal of the event.
 7. **Number of outside guests:** Enter the number of outside guests in attendance.
 8. **Outside Guest List (First & Last Name):** If 20 or fewer outside guests were in attendance, enter the first and last name of each guest in this field. Users have the option of uploading the guest list as an attachment to the report. If utilizing this option, enter "Attached" in this field.
 9. **Number of WSU/State employees:** Enter the number of WSU/State employees in attendance.
 10. **If meal(s) provided, list all State employees present:** Click in the Add Guests section to search for and select each employee in attendance that received a meal.
 11. **Upload CSV:** If there is a large number of employees in attendance, users have the option to upload the employee list as a CSV file. Contact Accounts Payable for assistance with this feature.
 12. **Contract Number:** Enter the contract number if applicable, otherwise leave the default value of 0.
 13. **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.
 14. **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.
 15. **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 are typing in.
 16. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
- Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

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Maintenance / Repair / Service


Account codes listed in this tile include 2410-2490, if the code is not listed select a different tile. Items in this tile include: Passenger Car Repair, Furniture and Fixtures Repair, Grounds service, Warranty for Computers, Other repair and service. Vendors may include - Dell, Apple.




Chrome River User Manual

 **Maintenance / Repair / Service**

2410-2490 - Items in this tile include: Passenger Car Repair, Furniture and Fixtures Repair, Grounds service, Warranty for Computers, Other repair and service. Vendors may include - Dell, Apple.

Date **1** 

Spent **2** 

Business Purpose **3**

Description **4** Optional

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 for selection.

Funding

8

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[+ Add Funding](#)

Attachments (0)  

Drag image here to upload **10**



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 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.
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 - 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 are typing in.
 9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
- Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.


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Materials / Parts / Supplies

Account codes listed in this tile include 3000-3990, if the code is not listed select a different tile. Items in this tile include: maintaining physical plants, commodities consumable within a period of 1 year or less, staplers, fence posts, laundry baskets, energy drinks, Hearing aids, food supplies for department use only. Vendors may include - Halls Culligan.



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 **Materials / Parts / Supplies**

3000-3990 - Items in this tile include: maintaining physical plants, commodities consumable within a period of 1 year or less, staplers, fence posts, laundry baskets, energy drinks, Hearing aids, food supplies for department use only. Vendors may include - Halls Culligan.

Date **1**

Spent **2** USD

Business Purpose **3**

Description **4**

Personal Expense Charged on PCARD? **5**

Merchant **6**

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 for selection.

Funding

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[+ Add Funding](#)

Attachments (0)

Drag image here to upload **10**



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 - 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 are typing in.
9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
10. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.


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Rental / Subscriptions / Membership


Account codes listed in this tile include 2320-2390, 2910, if the code is not listed select a different tile. Items in this tile include: computer software rentals, media equipment rentals, renting a booth, and memberships and subscriptions in the University's name. Vendors may include: Wichita Eagle, Hotel Banquet Rentals, and The Business Journal.




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 **Rental / Subscription / Membership**

2320-2390, 2910 - Items in this tile include: computer software rentals, media equipment rentals, renting a booth, and memberships and subscriptions in the University's name. Vendors may include: Wichita Eagle.

Date **1** 


Spent **2** 


Business Purpose **3**

Description **4**

Merchant **5**
Optional

Personal Expense Charged on PCARD? **6**

Start Date **7** 

End Date **8** 


Contract Number **9**
Optional



Add Banner Activity and/or Location? **10**

Funding

Search for Funding **11**

-- Select -- **12**

 [Add Funding](#)

Attachments (0)  

Drag image here to upload **13**



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 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. **Merchant:** This field will automatically populate with the merchant from the UMB Pcard Expense.
 6. **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.
 7. **Start Date:** Click the calendar icon to select the date which represents the beginning date of the Rental, Subscription, or Membership.
 8. **End Date:** Click the calendar icon to select the date which represents the ending date of the Rental, Subscription, or Membership.
 9. **Contract Number:** Enter the contract number if applicable, otherwise leave the default value of 0.
 10. **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.
 11. **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 are typing in.
 12. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
- Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.


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Itemization


Use this tile when the receipt has more than one expense on it with two different account codes. Select an account code on the header form that will match at least one expense you are itemizing.




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 **Itemization**

Use this tile when the receipt has more than one expense on it with two different account codes.

Date **1** 

Spent **2** 

Business Purpose **3**

Description **4** Optional

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 for selection.

Funding

8

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[+ Add Funding](#)

Attachments (0)  

Drag image here to upload **10**



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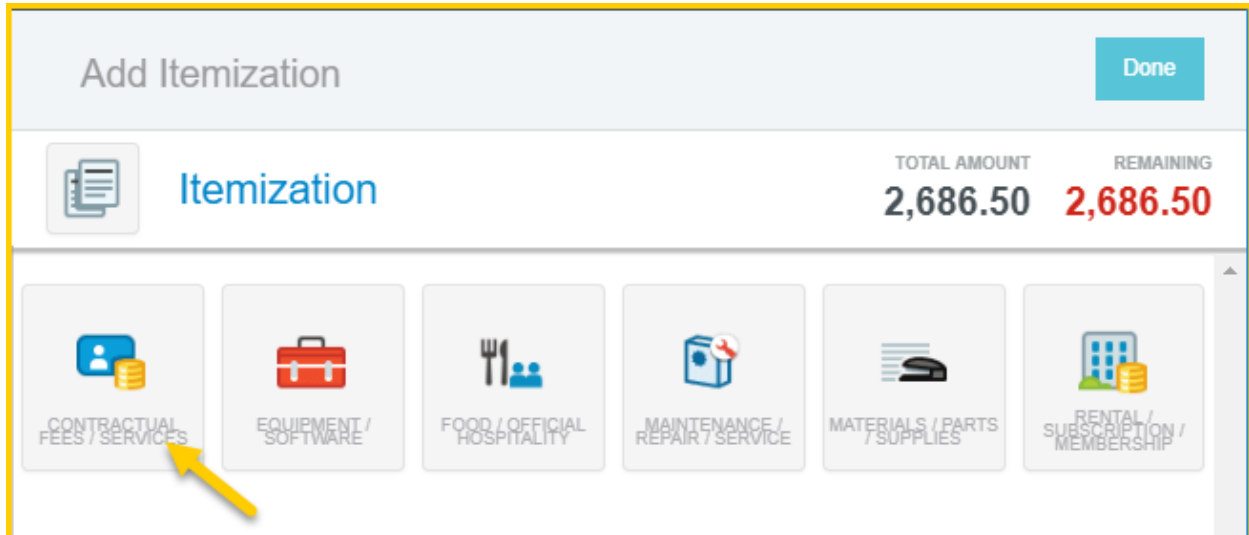
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4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
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7. **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 are typing in.
9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code for one of the items contained on the receipt. Once in the Itemize screen, the proper account code can be assigned to specific items.
10. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Click the **Itemize** button in the upper right corner of the form. The **Add Itemization** screen will appear.

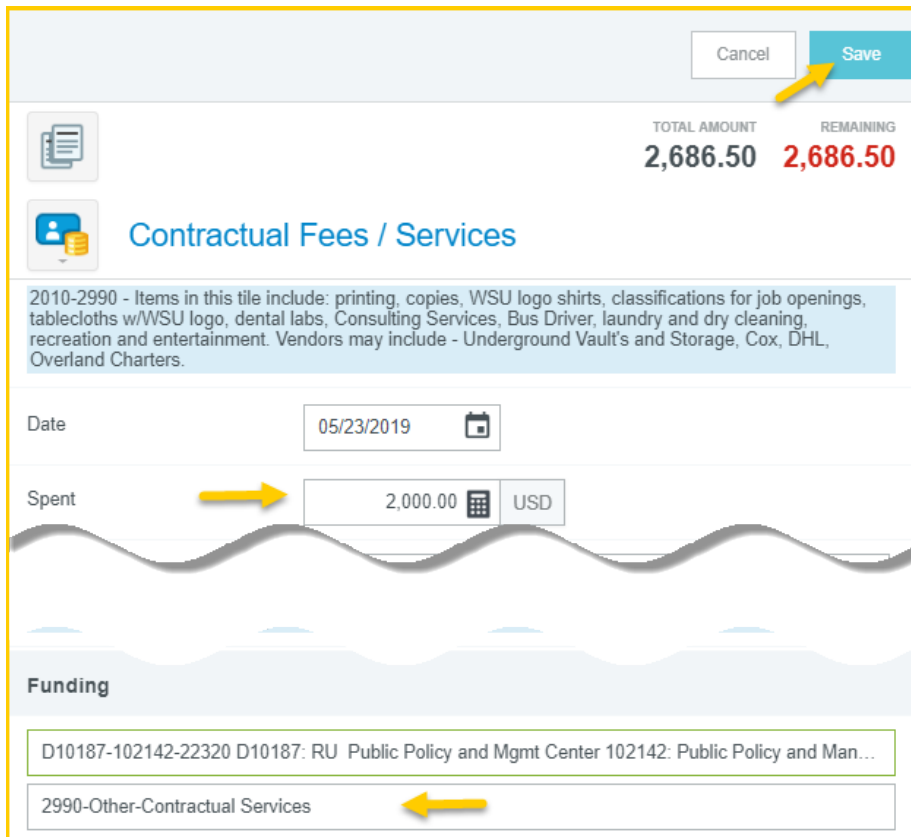
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Select the proper expense tile for the first item(s). The corresponding expense form will open.





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Enter the appropriate amount in the **Spent** field, complete the remaining expense form fields, and select the appropriate account code for the item(s). Click the **Save** button located in the upper right corner of the form.

The Add Itemization screen will appear. Notice the **Total Amount** and **Remaining** fields. The system requires for transactions to be fully itemized. Select the proper expense tile for the next item(s). The corresponding expense form will open.

Add Itemization		Done
	TOTAL AMOUNT 2,686.50	REMAINING 686.50

Enter the appropriate amount in the **Spent** field, complete the remaining expense form fields, and select the appropriate account code for the item(s). Click the **Save** button located in the upper right corner of the form.



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The screenshot shows the 'Rental / Subscription / Membership' expense entry form. At the top right, there are 'Cancel' and 'Save' buttons, with a yellow arrow pointing to the 'Save' button. Below this, the 'TOTAL AMOUNT' is 2,686.50 and the 'REMAINING' amount is 686.50. The form title is 'Rental / Subscription / Membership'. A description box states: '2320-2390, 2910 - Items in this tile include: computer software rentals, media equipment rentals, renting a booth, and memberships and subscriptions in the University's name. Vendors may include: Wichita Eagle.' The 'Date' field is set to 05/23/2019. The 'Spent' field is set to 686.50 USD, with a yellow arrow pointing to the input field. Below the 'Spent' field is a wavy line representing a progress bar. The 'Funding' section contains two lines: 'D10187-102142-22320 D10187: RU Public Policy and Mgmt Center 102142: Public Policy and Man...' and '2910-Memberships / Subscriptions / Dues', with a yellow arrow pointing to the second line.

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

The screenshot shows the 'Expenses For Kristie Courtney' page. The title is 'P-Card Test'. Below the title, there are 0 comments and 14 attachments. A table lists the expenses:

DATE	EXPENSE	SPENT	PAY ME	
Thu 04/04/2019	Food / Official Hospitality	5.00 USD	5.00	
Thu 05/23/2019	Itemization	2,686.50 USD	0.00	✓
Thu 05/23/2019	Contractual Fees / Services	2,000.00 USD	0.00	✓
Thu 05/23/2019	Rental / Subscription / Me...	686.50 USD	0.00	✓

The last three rows of the table are highlighted with a red border.

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WICHITA STATE
UNIVERSITY

FINANCIAL OPERATIONS
AND BUSINESS TECHNOLOGY

Accounts Payable

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