![CCRI logo] Office of the Controller
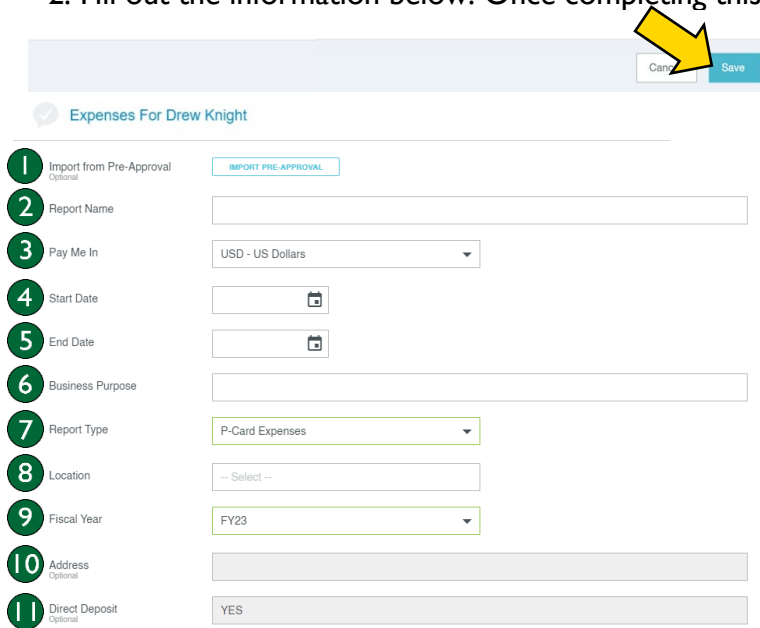
Submitting a P-Card Monthly Expense Report

Before starting your P-Card Expense Report, there are several items you will need to gather:

- Your monthly statement (emailed to you at the beginning of each month)
- All ORIGINAL receipts, scanned
- Any other supporting documentation you may have

1. On the Chrome River dashboard, click the plus sign in the "Expenses" header to start the process.
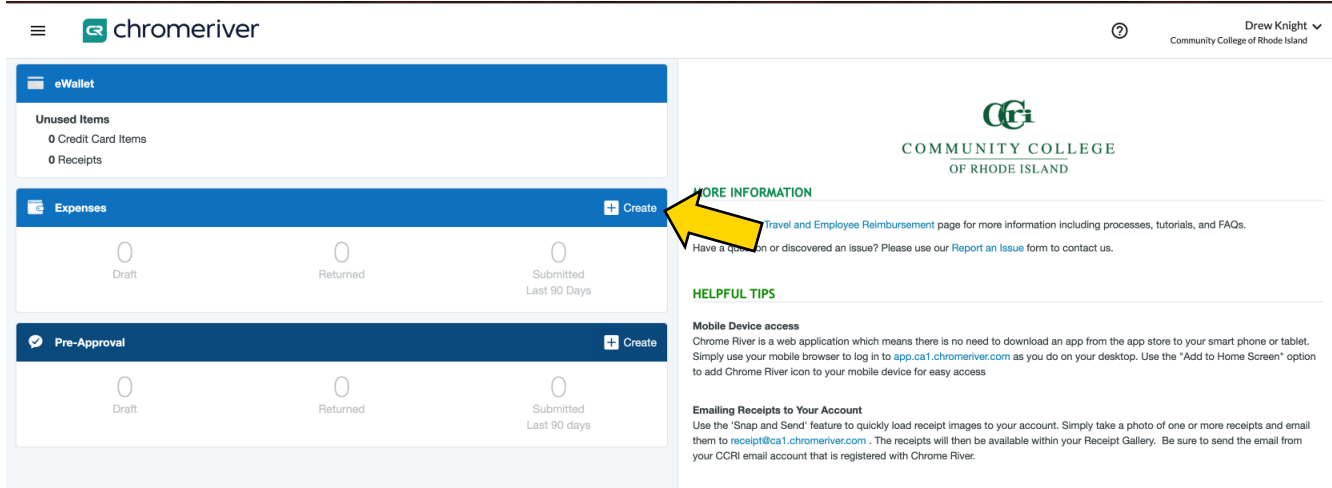
2. Fill out the information below. Once completing this screen, click "Save."


1. **Import from Pre-Approval** – You can ignore this as it does not apply to the P-Card
2. **Report Name** – Enter the month, year, then "P-Card" (ex: July 2022 P-Card)
3. **Pay Me In** – This will always show as US Dollars
4. **Start Date** – Enter the first day of the month
5. **End Date** – Enter the last day of the month
6. **Business Purpose** – Enter the month then "P-Card"
7. **Report Type** – Choose "P-Card Expenses"
8. **Location** – Enter your home campus
9. **Fiscal Year** – Enter the fiscal year this expense report will be audited. *Note: Fiscal year runs from July 1 to June 30.*
10. **Address** – This will show your home address. You cannot edit this field.
11. **Direct Deposit** – This indicates whether you have Direct Deposit set up. You cannot edit this field.

3. A new screen will appear with a list of transactions on your P-Card. Some may have an icon categorizing the transaction (such as the second transaction labeled Office Supplies). Most will have a question mark. These will need to be manually categorized.
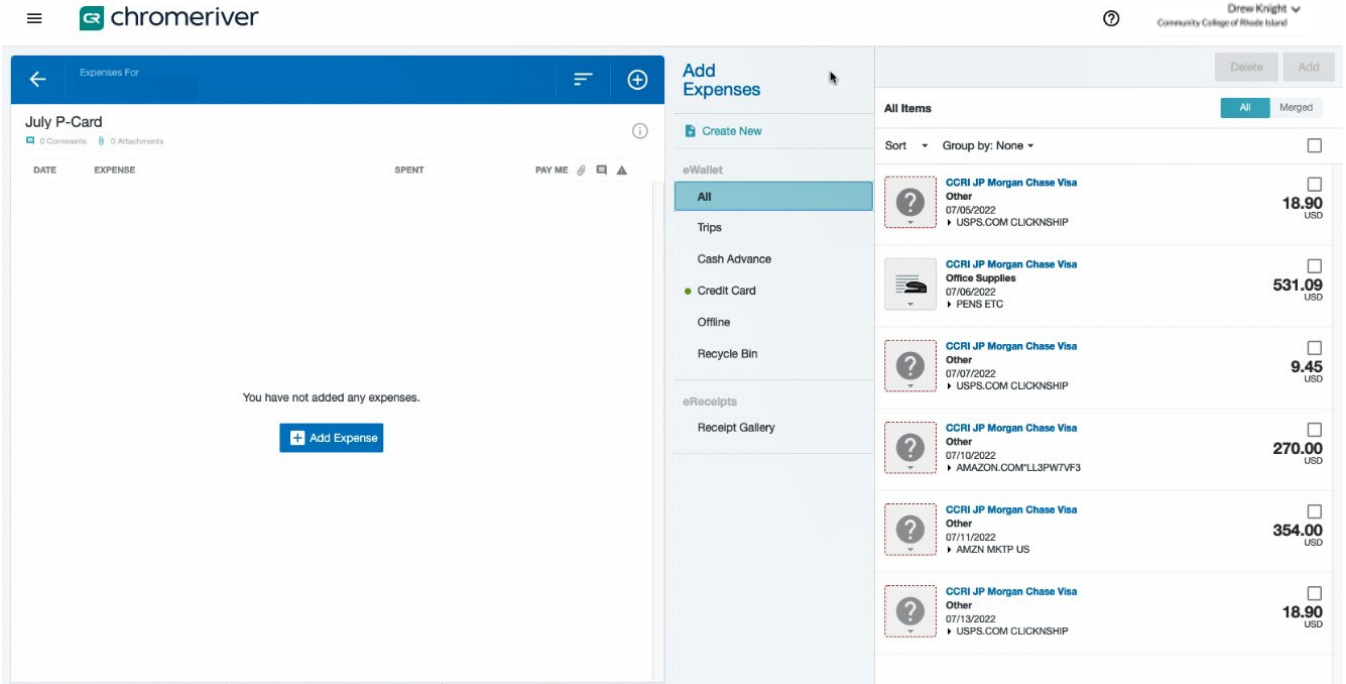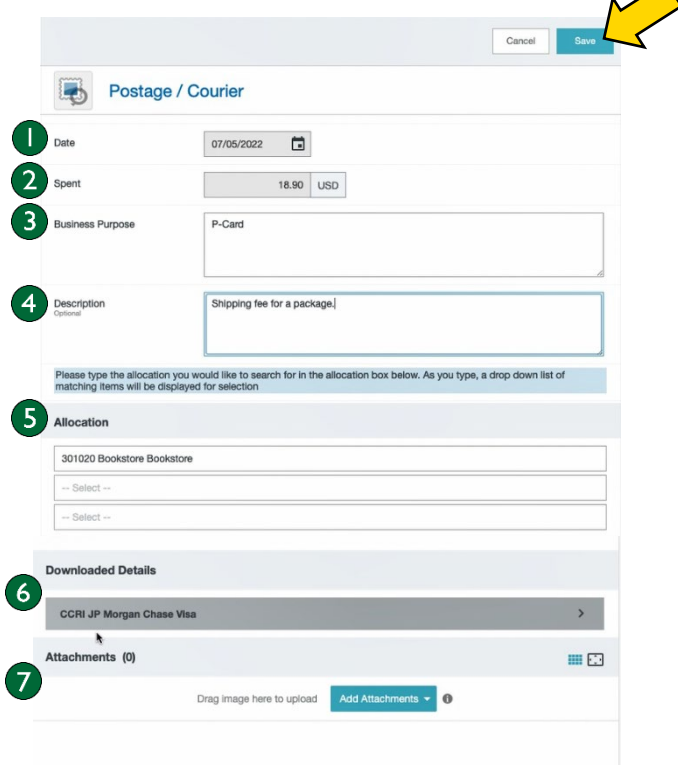

4. When the tile is selected, a sub menu will appear with a collection of categories. Select the category that best matches the transaction. Repeat for all remaining transactions.

5. Select the transactions that belong in the report by checking the box. Once all have been selected, click "Add" in the top right-hand corner.
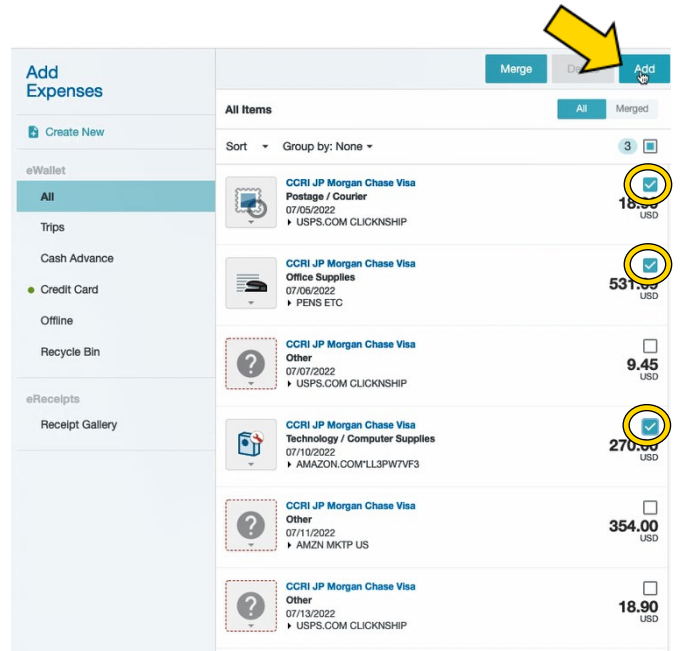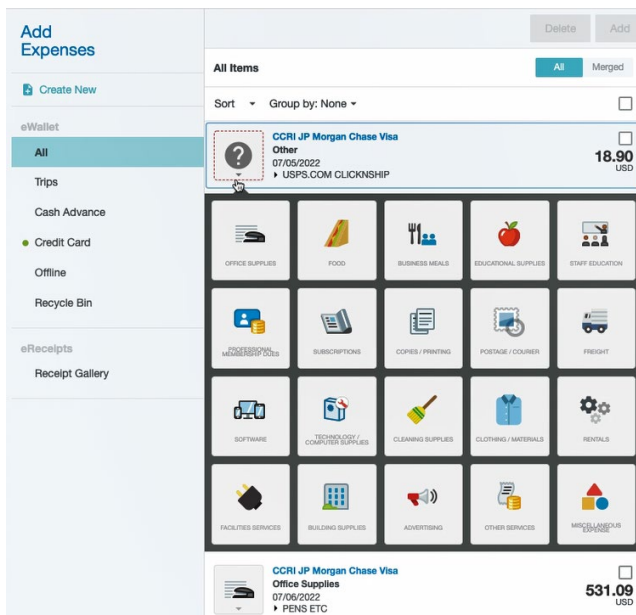
6. Fill out the information below. Once completing this screen, click "Save." The next transaction will automatically appear. Repeat this process for all transactions.
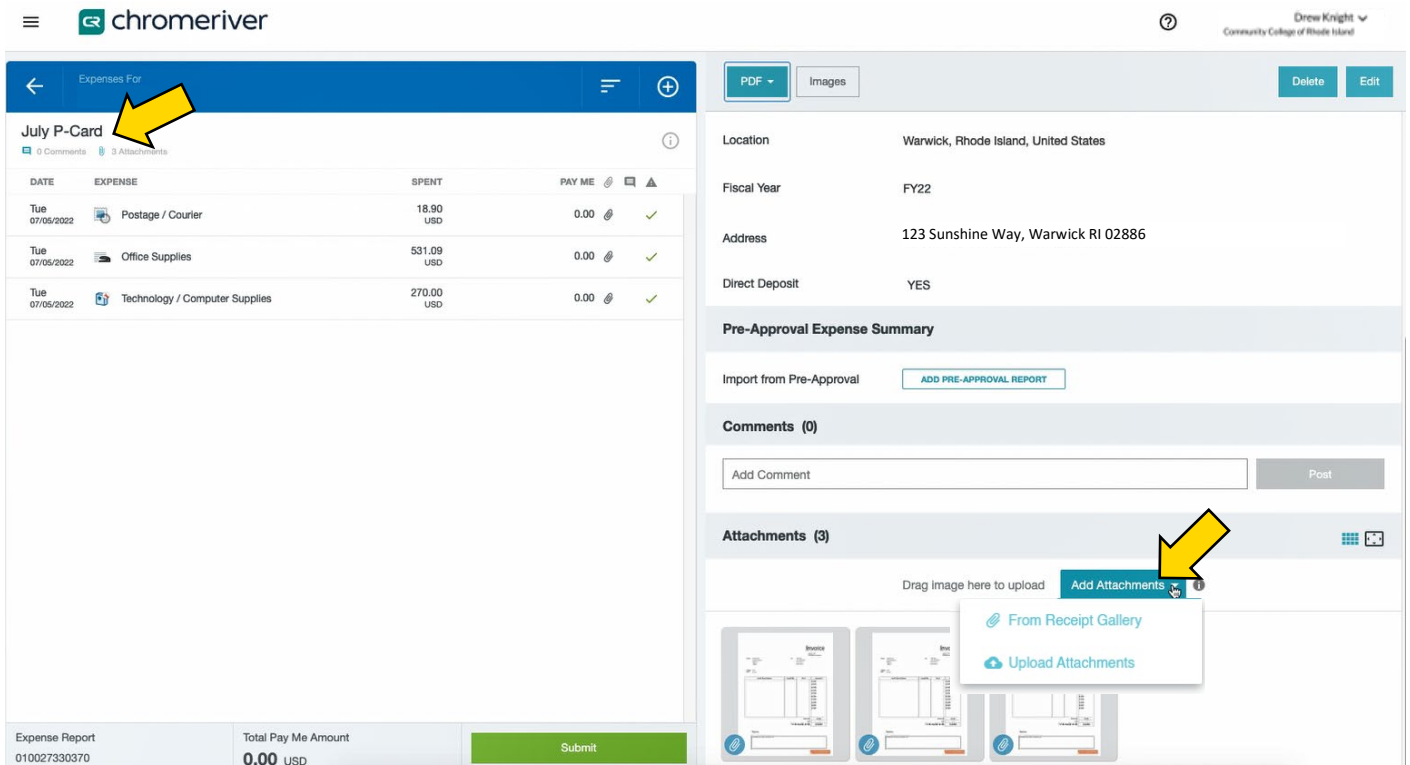
1. **Date** – This will pull the date you entered in the beginning. This cannot be changed.
2. **Spent** – The total cost of the transaction. This cannot be changed.
3. **Business Purpose** – This will pull from what you entered in the beginning. You can leave this as is.
4. **Description** – Enter what the transaction was for and any other pertinent details
5. **Allocation** – Enter your Fund Code, your Organization Code, and your Program Code. You will see that the Fund Code is automatically pulled in. Please verify and change if needed.
6. **Downloaded Details** – This lists the transaction number and details from JP Morgan.
7. **Attachments** – Attached your scanned, ORIGINAL receipt here.

7. The last step before submitting is to attach your monthly statement to the report. To do this, click on the name of the report, scroll to the bottom of the right-hand screen for "Add Attachments," then click either "From Receipt Gallery" (if you have uploaded them into Chrome River already) or "Upload Attachments" to upload from your computer.
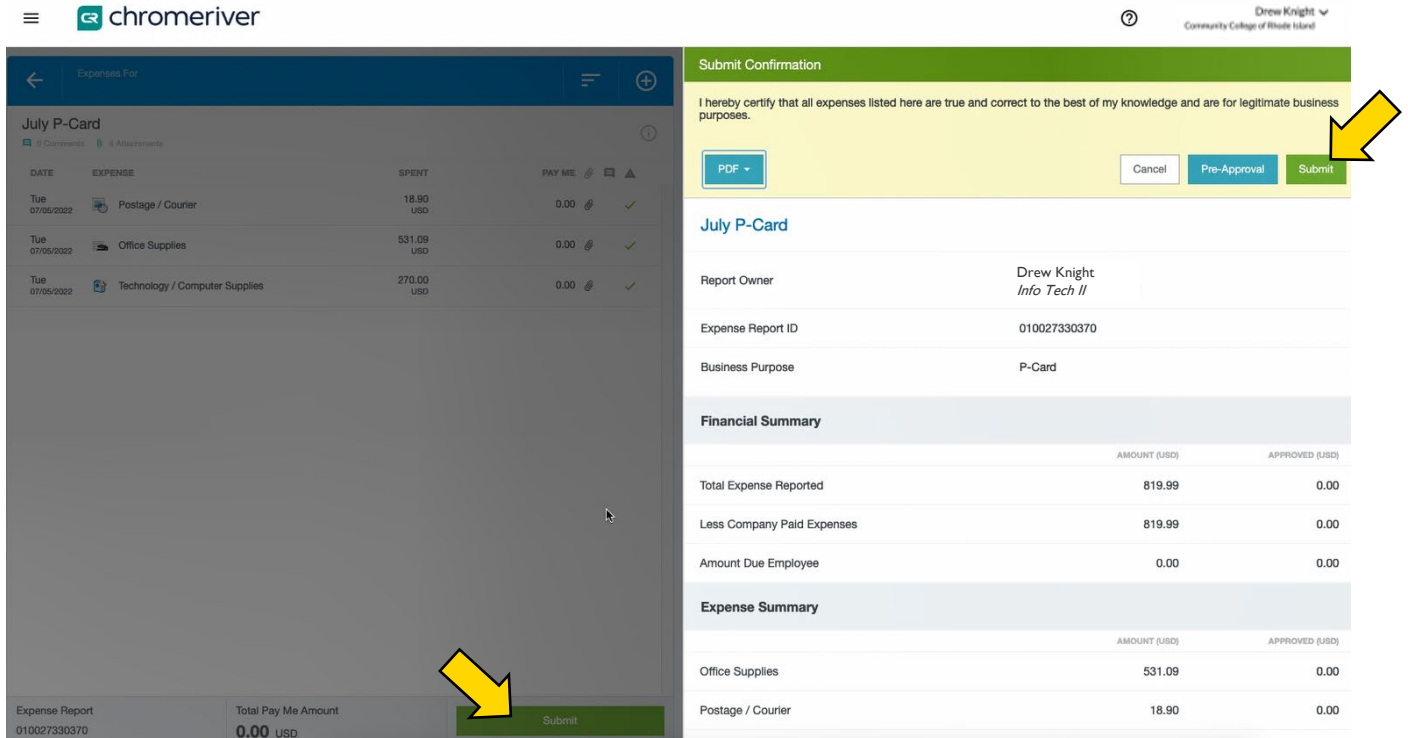
8. Once you've completed your final review, click "Submit" at the bottom of the screen. An attestation will appear in the upper right-hand corner, asking you to verify the accuracy off the report. Click "Submit" and the report will disappear from the window.
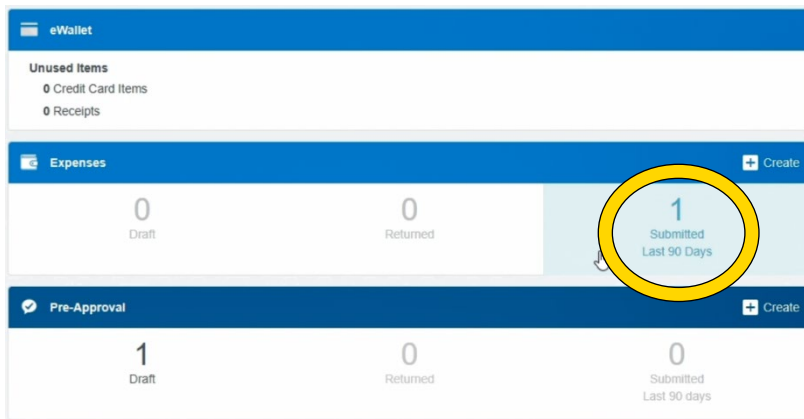
9. To edit, delete, recall, or track your expense report, select "Submitted Last 90 Days" and click on the report name. Use the buttons at the top right to open for viewing, tracking to see the approval queue, and recall for editing. If you recall your expense report, it will have to go through the approval process from the beginning.

Open – to view the submitted report

PDF – to download the report and attachments into a singular PDF

Tracking – to see which step in the approval process the report is

Recall – to withdraw the report so you can make edits.

Other Notes

You may receive the email to the right. This indicates that you have transactions that have not been reconciled and added to a report. If you recognize these transactions, you can wait until you fill out your P-Card expense report to audit. If you do not recognize a transaction, this is an indication of fraud and will need to be investigated as soon as possible. Please contact JP Morgan and the P-Card Administrator **immediately**.

ACTION REQUIRED — Chrome River

Unused Firm Paid Items
The following firm-paid expense items are currently unsubmitted.

0-30 Days

Owner	Report	Description	Amount
Knight, Drew	none	(07/19/22)	720.00 USD
Knight, Drew	none	(07/14/22)	62.58 USD

Total Unused Firm Paid Items
782.58 USD

There are several ways to upload receipts into Chrome River.

1. Scan them at the copier and keep the PDFs in a folder on your computer.
2. Take photo of the receipt in the Chrome River App to add it to your Receipt Gallery, where you can pull from it later.
3. Email the scanned receipts to receipt@ca1.chromeriver.com from your CCRI email to add them to your Receipt Gallery.

Travel

- You still need a Pre-Approval for travel even if you are using your P-Card.
- Travel expenses do NOT go in your monthly P-Card expense report. They will need to be documented in a separate travel expense report.
- Virtual conferences or webinars do not need a Pre-Approval and can be purchased with your P-Card.