

## 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
- I. On the Chrome River dashboard, click the plus sign in the "Expenses" header to start the process.

≡ ⊂ chromerive	er		Community College of Ribode Island
eWallet			
Unused Items 0 Credit Card Items 0 Receipts			COM <u>MUNITY COL</u> LEGE
Expenses		+ Create	OF RHODE ISLAND
0 Draft	Returned	O Submitted	Travel and Employee Reimbursement page for more information including processes, tutorials, and FAQs. Have a queed on or discovered an issue? Please use our Report an Issue form to contact us.
		Last 90 Days	HELPFUL TIPS Mobile Device access Chrome River is a web application which means there is no need to download an app from the app store to your smart phone or tablet.
Pre-Approval	0	+ Create	Cinciple river is a web approach which means there is no need to download an app iroth the app sorts to your shart proces or table. Simply use your mobile forwards to log in to approach chromerwercom as you do on your desktop. Use the "Add to Home Screen" option to add Chrome River icon to your mobile device for easy access
Draft	Returned	Submitted Last 90 days	Emailing Receipts to Your Account Use the "Snap and Send" feature to quickly load receipt images to your account. Simply take a photo of one or more receipts and email them to necessfultical achrometerized. The receipts will then be available within your Receipt Gallery. Be sure to send the email from your CCRI email account that is registered with Chrome River.

2. Fill out the information below. Once completing this screen, click "Save."

			Canc	Save
	Expenses For Drew K	Inight		
	Import from Pre-Approval Optional	IMPORT PRE-APPROVAL		
2	Report Name			
3	Pay Me In	USD - US Dollars		
4	Start Date			
5	End Date			
6	Business Purpose			
7	Report Type	P-Card Expenses		
8	Location	Select		
9	Fiscal Year	FY23 👻		
10	Address Optional			
	Direct Deposit	YES		

- 1. **Import from Pre-Approval** You can ignore this as it does not apply to the P-Card
- 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 I to June 30.*
- 10. Address This will show your home address. You cannot edit this field.
- 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.

■ Chromeriver						0	Drew Knight V Community College of Rhode Island
Expenses For			Add Expenses	•			Delete Add
July P-Card					All Items		All Merged
🖬 0 Comments 🔋 0 Attachments		(i)	Create New		Sort - Group by: None -		
DATE EXPENSE	SPENT	PAY ME 🖉 🗖 🛦	eWallet		CCRI JP Morgan Chase Visa		
			All		Other 07/05/2022 USPS.COM CLICKNSHIP		18.90 USD
			Trips		() Vara.cow clowanir		
			Cash Advance		CCRI JP Morgan Chase Visa Office Supplies 07/06/2022		531.09
			Credit Card		• 07/06/2022 • PENS ETC		531.09 USD
			Offline Recycle Bin		CCRI JP Morgan Chase Visa		0
			Hecycle Bin		Other 07/07/2022 USPS.COM CLICKNSHIP		9.45
You have not a	added any expenses.		eReceipts		Correction CElection Price		
E 4	Add Expense		Receipt Gallery		CCRI JP Morgan Chase Visa Other 07/10/2022		270.00
					07/10/2022 AMAZON.COM*LL3PW7VF3		270.00 USD
					CCRI JP Morgan Chase Visa		
					Other     07/11/2022     AMZN MKTP US		354.00 USD
					AMZN MRIP US		
					CCRI JP Morgan Chase Visa Other 07/13/2022		18.90
					07/13/2022 USPS.COM CLICKNSHIP		<b>18.90</b>

- 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.

Add Expenses					elete Add	Add	м	lerge Dr A
Create New	All Items				All Merged	Expenses	All Items	All Merge
	Sort - Grou	up by: None 🗸				Create New	Sort - Group by: None -	3
eWallet	CCF	RI JP Morgan Chase	Visa			eWallet		
All	07/0	#r 15/2022 SPS.COM CLICKNSI	ЧР		18.90 USD	All	CCRI JP Morgan Chase Visa Postage / Courier 07/05/2022	18:
Trips						Trips	USPS.COM CLICKNSHIP	
Cash Advance			۳1 <u></u>	ă		Cash Advance	CCRI JP Morgan Chase Visa	C
Credit Card	OFFICE SUPPLIES	FOOD	BUSINESS MEALS	EDUCATIONAL SUPPLIES	STAFF EDUCATION	Credit Card	Office Supplies 07/06/2022 > PENS ETC	531.
Offline						Offline	PENS ETC	
Recycle Bin					<b>1</b>	Recycle Bin	CCRI JP Morgan Chase Visa Other 07/07/2022	
ecelpts	MEDBEFESTIP Motes	SUBSCRIPTIONS	COPIES / PRINTING	POSTAGE / COURIER	FREIGHT		07/07/2022 + USPS.COM CLICKNSHIP	9
Receipt Gallery						eReceipts Receipt Gallery	CCRI JP Morgan Chase Visa	C
	o <del>∏</del> 0	<b></b>	<b></b>		<b>\$</b> 0	neceipt Gallery	Technology / Computer Supplies	270.
	SOFTWARE	TECHNOLOGY / COMPUTER SUPPLIES	CLEANING SUPPLIES	CLOTHING / MATERIALS	RENTALS		→ AMAZON.COM*LL3PW7VF3	
				proof			CCRI JP Morgan Chase Visa	
		Ħ	<b>~</b> ())	2			Other 07/11/2022 • AMZN MKTP US	354.
	FACILITIES SERVICES	BUILDING SUPPLIES	ADVERTISING	OTHER SERVICES	MISCELUMEOUS			
	CCF	RI JP Morgan Chase	Visa				CCRI JP Morgan Chase Visa Other 07/13/2022	18.
		6/2022			531.09		07/13/2022 USPS.COM CLICKNSHIP	10.



6. Fill out the information below. Once completing this screen, click "Save." The next transaction will automatically appear. Repeat this process for all transactions.

Date	07/05/2022
Spent	18.90 USD
Business Purpose	P-Card
Description	Shipping fee for a package.
Plassa type the allocation	
matching items will be dis	
matching items will be dis Allocation 301020 Bookstore Book	played for selection
matching items will be dis	played for selection
matching items will be dis Allocation 301020 Bookstore Book - Select	played for selection
matching items will be dis Allocation 301020 Bookstore Book Select Select	store

- 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
- 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.

≡ ⊄	chromeriver						0	Drew Knight ~ Community College of Rhode Island
← Exper	nses For		Ŧ	Ð	PDF - Images			Delete Edit
July P-Card	I 3 Attachmente			(j)	Location	Warwick, Rhode Island, United States		
DATE EX	CPENSE	SPENT	PAY ME 🖉 🗖		Fiscal Year	FY22		
Tue 07/05/2022	B Postage / Courier	18.90 USD	0.00 @	~		123 Sunshine Way, Warwick RI 0288	6	
Tue 07/05/2022	Office Supplies	531.09 USD	0.00 @	~	Address	125 Suffilline Way, Walwick Ri 0286	0	
Tue 07/05/2022	Technology / Computer Supplies	270.00 USD	0.00 @	~	Direct Deposit	YES		
					Pre-Approval Expense Se	ummary		
					Import from Pre-Approval	ADD PRE-APPROVAL REPORT		
					Comments (0)			
					Add Comment			Post
					Attachments (3)			
						Drag image here to upload Add Attachr	nents 👸 🚺	
					95	From Receipt Galler      Dyload Attachments		
Expense Report 010027330370	Total Pay Me Amount 0.00 USD		Submit					



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.

	er			(2)	Community College of Rhode Island
Expenses For		<b>≓</b> ⊕	Submit Confirmation		
July P-Card	_	0	I hereby certify that all expenses listed here are tr purposes.	ue and correct to the best of my knowledg	e and are for legitimate business
DATE EXPENSE	SPENT	PAY ME 🖉 🖽 🛦	PDF -	Cancel	Pre-Approval Submit
Tue 07/05/2022 Postage / Courier	18.90 USD	0.00 🖉 🗸	http://www.		
Tue Office Supplies	531.09 USD	0.00 Ø 🗸	July P-Card		
Tue 07/05/2022 Technology / Computer Sup	plies 270.00 USD	0.00 🥖 🗸	Report Owner	Drew Knight Info Tech II	
			Expense Report ID	010027330370	
			Business Purpose	P-Card	
			Financial Summary		
				AMOUNT (US	SD) APPROVED (USD)
			Total Expense Reported	819.5	99 0.00
		¢	Less Company Paid Expenses	819.9	99 0.00
			Amount Due Employee	0.0	0.00
			Expense Summary		
				AMOUNT (US	SD) APPROVED (USD)
		<b>1</b>	Office Supplies	531.0	0.00
	otal Pay Me Amount	Submit	Postage / Courier	18.9	90 0.00

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.

0 Credit Card Items		
0 Receipts		
Expenses		+ Cre
0 Draft	0 Returned	1 Submitted Last 90 Days
Pre-Approval		+ Cre
1	0	0
Draft	Returned	Submitted Last 90 days



**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 RE	QUIRED		Chrome River
Unused F	irm Paid Item	S	
The following fir	m-paid expense items are	currently unsubmitted.	
0-30 Days			
Owner	Report	Description	Amou
Knight, Drew	none	(07/19/22)	720.00 US

There are several ways to upload receipts into Chrome River.

- I. 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 <u>receipt@cal.chromeriver.com</u> 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.