P-Card Overview

This training document is an overview of the p-card process in Chrome River. A few functionalities are similar to the travel portion of Chrome River.

Please note that all training documents can be found on the Controller’s Office -> Chrome River website under the Training Tab: https://www.controller.vt.edu/resources/travel/chrome-river.html

Update on P-Card Policies:

All P-Card transaction must be allocated, approved, and fully exported into Banner by the 10th calendar day of the month immediately following the statement period. For example, if the statement period is November 16th through December 15th, all transactions that occurred during this period must be fully approved and exported into Banner by the end of the day on January 10th.

Accounts Payable monitors P-Card transactions to ensure timely processing. If the cardholder and departmental approver (other than the cardholder) fail to process P-Card transactions timely, cardholder privileges may be temporary or permanent suspended.

If a cardholder’s transactions are processed late 2 or more times within a 6-month period of time, the cardholder’s p-card can be suspended for 3 months. Once the 3-month suspension ends, the cardholder will be allowed to process transactions on the card. If there is an additional occurrence of transactions being processed late during the 6-month period after the p-card has been returned to the user, the p-card may be permanently revoked.

The cardholder and the approver are responsible for ensuring all transactions exported to Banner timely.

Record/Receipt retention will remain the same until further notice. If the retention time changes a Ledger Article will be sent to all Finance users as well as a message posted in Chrome River.

Note to Approvers:

If you are an approver, you will not be able to change the funding or account code used for a p-card report line item. You will have to Return the report in order to make these changes. Approving p-card reports are the same as expense reports for travel. Please see the Approver Role-Expense Report training document under the Approvals training tab for an overview on the approval process.
Delegates:

If you are already a delegate for an employee for travel, you will still be a delegate for the P-Card report. You can complete the p-card report as a delegate on behalf of the p-card holder. Please review this training document on how a p-card holder would add someone to be their delegate: Assigning and Removing Delegates under the Other tab. The p-card holder will have to approve the report when it is routed to them. They can approve via email. An overview is described in the Approving by Email training document under the Approvals tab.
Creating a P-Card Report

1. On the user’s dashboard under the Chrome River home page, select “New” in the top-left hand corner and then select “New Expense Report”.

2. Click on the “Select” drop-down menu under “Report Type”
3. Select P-Card
4. Ignore the “Import from Pre-Approval” as you cannot attach a pre-approval to a p-card report.

5. The Report Naming convention is as follows:
   a. P-Card
   b. Last name of the P-Card holder
   c. First initial of the P-Card holder
   d. Statement Date (ex. 7/16/2019-8/15/2019 the statement date is 8/15/2019)

6. Insert the Start Date of the statement period (ex. 7/16/2019)

7. Insert the End Date of the statement period (ex. 8/15/2019)

8. Ignore the Fiscal Year tab as the charges must be made for the current fiscal year.
In this example, the Report Name is “P-Card Webb B. 8/15/2019” as this is Brandon Webb’s P-Card for the statement date of 7/16/2019-8/15/2019

9. Select the **Save** button to continue
10. All of the available p-card transactions will appear under the **Credit Card** tab on the p-card holder’s eWallet. You can see your p-card transactions at any time in your eWallet.

11. To see details about this line item, you can select the arrow over by the company’s name whose expense this is associated with as well as the statement date, last 4 digits of the card, etc.

For an overview on how to access your eWallet, please review the [Dashboard (Homepage) Navigation](#) training document under the “**Other**” tab.
Allocation P-Card Expenses:

1. After you have chosen which P-Card transaction you wish to add to the report, click on the check-mark next right above the amount field. You can check off multiple expenses and allocate them all at once, but they will all follow the same process as if you have just checked off one line item.

2. Select the Add button to begin adding the selected line items to the report.

**Important Note:** Do not select “Create New” to allocate your p-card line items. Only select the credit card transactions that are in your eWallet. If you attempt to allocate by selecting “Create New”, you will receive an error message and will not be able to add the line item.
A list of valid expense types will appear. The list below is the **Mosaic Name** as well as examples of the associated account codes.

3. **Awards and Contributions**: Awards (14133), Honorariums (14130), etc.
4. **Computing Services**: Computer Hardware Maintenance (12740), Computer Software Development Serv. (1279), etc.
5. **Continuous Charges**: Equipment Rentals (1534G), Parking Services Charge (15414), Vehicle Rentals (15345), etc.
6. **Contractual Services**: International Travel Insurance (124ZL), Cellular Phone (12182), Publication Subscriptions (12220), etc.
7. **Employee Fringe Benefits**: Group Insurance (11140) and Medical Insurance (11150)
8. **Equipment**: Educational Equipment (22220), Lab Equipment (22410), Office Furniture >2,000 (22620), etc.
9. **Skilled Services**: Student Orgs (12689, 16296, 16298…) etc.
10. **Stipends and Other Awards**: Employee Awards Program (14138)
11. **Supplies and Materials**: Office Supplies (13120), Other Lab Supplies (13410), Office Furniture <2,000 (22615), etc.
12. **Travel-Convention-Education**: Public Carriers (12831), Registration Fees (12897, 1289C…), Travel, Non-Taxable Meal Reimb (12880), etc.
13. **Itemized P-Card**: Use this mosaic when a transaction falls under multiple account codes or you need to allocate to multiple activity codes. You will use this to itemize a single transaction under multiple expense types.
14. If at any time you wish to view the details of this p-card expense, select the P-Card Transaction drop-down.

15. If at any time, the list of expense mosaics minimizes and you wish to open the list back up. Select the “question mark” icon to bring the mosaic’s list back.

16. In this example, the p-card expense was for CISI insurance. This account code is listed under the Contractual Services mosaic.
17. Insert a required description of the p-card expense into the Description field.
18. The Merchant field can be edited if more detail is needed for the merchant name.
19. Select the account code in the account code drop-down. In this example, it is for CISI insurance, which is 124ZL. The drop-down is searchable by name and account code number.
20. If an activity code is needed, select it from the drop-down box. The drop-down is searchable by name and activity code number. Note that this is for one activity code. If multiple activity codes are needed, then select the Itemize P-Card mosaic to break the expense between separate activity codes.
21. Add the fund number you wish to use for the Allocation. You will have a default fund already pre-populated in this space. You can remove that fund and insert another one, and you can split fund this transaction as well. To see an overview on how to complete allocation of funding in Chrome River, please review the Expense Report-Allocation(Funding) training document under the Expense Reports tab.

22. The P-Card Transaction details can be found under the “Downloaded Details” tab.

23. Attach the receipts either from a file on your computer (Upload Attachments) or from the Receipt Gallery. The receipts have to be in PDF, PNG, TIFF, or JPG format.

**Note:** For an overview on receipts and how to upload receipts to your dashboard, review the Receipt Management training document under the “Other” tab on the Chrome River site. You can email receipts to travelreceipts@vt.edu even if they are p-card receipts.

24. Select the Save button to add the p-card transaction to the report.
After you add a line item, note that you do not have to submit the report. You can exit the report as it will automatically be saved to your Expense Report Drafts. You can then enter the report and allocate more p-card expenses at another time.

25. Note the Total Pay Me Amount is zero as no-one is being reimbursed through this expense report.
26. If you wish to allocate more expenses, select the “plus” button to bring you back to your eWallet and begin allocating more p-card transactions.
27. After you are finished allocating the transactions, select the “Submit” button and then select “Submit” again in the top-right corner of the page.
P-Card Reports:

There are several reports that Chrome Users have access to that will run specifically for p-cards:

- Credit Card Reconciliation
- Credit Card Statements Reconciliation Detail: Detail list providing the status of all expense lines that belong to a statement.
- Credit Card Statements Reconciliation Summary: Summary list providing the status of all expense lines that belong to a statement.

An overview on how to run reports can be found through these two training documents: Analytics Overview Part 1 and Analytics Overview Part 2, which can be found on the Other tab under “Trainings”

Additional Trainings:

As noted on page 1, all training documents can be found on the Controller’s Office -> Chrome River website under the Training Tab: https://www.controller.vt.edu/resources/travel/chrome-river.html

Tracking Reports: You can select the Tracking button for all submitted P-Card reports to see where in the approval process the report is located. An overview on the tracking button is found on Expense Report-Tracking Reports training document (under Expense Reports tab). An overview on the terminology is on the Organization Approval Routing training document under the Approvals tab.

Approving by Email: If a delegate completes a p-card report on behalf of a p-card holder, the holder must approve of the report. They can approve via email. An overview on how to approve via email is on the Approving by Email document under the Approvals tab.