Credit Card Reconciliation Report

Chrome River users with report access can run the credit card reconciliation report to determine if any outstanding credit card transactions exist for which a P-Card report needs to be processed.

The report will provide data based upon the user's banner finance access. For users with department access, the report will provide data for P-card holders within the department(s) for which the user has access. For users with senior management access, the report will provide data for P-Card holders within the departments reporting to the senior management area. For users with provost access, the report will provide data for P-card holders within the academic departments. For users with master access, the report will provide data for P-card holders within the university.

P-card reports need to be approved and exported to Banner by the 10th of each month following the end of the statement period. The statement period runs from the 16th through the 15th. For example: The March 15th P-card statement period runs from February 16, 2021, through March 15, 2021. The P-card report in Chrome River needs to be submitted, approved and exported by April 10, 2021.

To run the credit card reconciliation report, log into Chrome River:

1. Select the [≡] symbol on the left hand side of the main page of Chrome River.

2. Select Reports

   Reports   >

3. Select Expense

   Expense

4. Select Credit Card Reconciliation

   Credit Card Reconciliation
   Credit Card Reconciliation

5. The report defaults to current month.

Change this month to Custom. Change the dates to the statement period dates that you want reflected in the report.

Report Filters

The following criteria will be used to filter your report. Add additional filters to refine the output.

X   Statement Date

Custom

03/16/2021 — 04/15/2021

Change statement date to custom and select dates of current statement period

⊕ Add Filter Criteria

6. Add a feed name filter to see only P-Card credit card transactions. Click on Add Filter Criteria and select Feed Name from the list of available fields.

Add Filter Criteria ✕

Feed   CLEAR 🔍

☐ **Feed Name**
  The name of the feed

Click the Add button

1 Selected   Cancel   Add

7. Once the feed name field is added to the report, select Bank of America Visa PC.

X   Feed Name

Select

Bank of America Visa PC

Bank of America Visa TE

Select Bank of America Visa PC

⊕ Add Filter Criteria

8. Click on the Add Filter Criteria and add Line Item Status to the report.

Add Filter Criteria ✕

Line   CLEAR 🔍
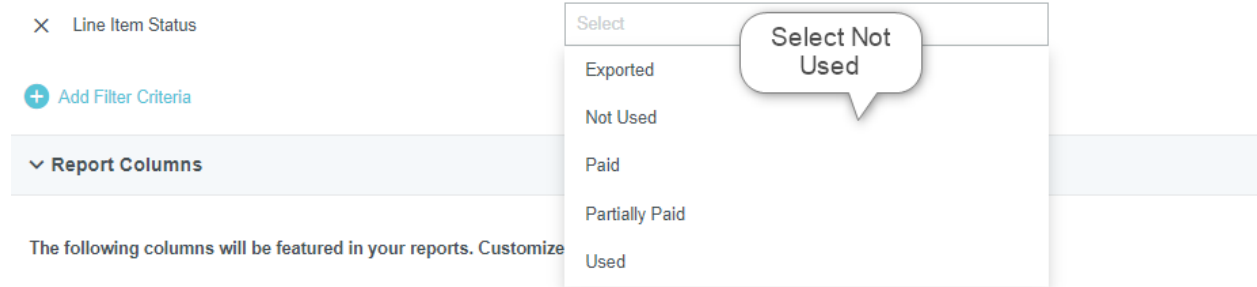
☐ **Line Item Status**
  Status of line item in rules check

Click Add

2 Selected   Cancel   Add

9. Add Line Item Status for Not Used to see only credit card transactions that haven't been applied towards a P-Card report in Chrome River.

× Line Item Status

Select

Select Not
Used

Exported

Add Filter Criteria

Not Used

Paid

∨ Report Columns

Partially Paid

The following columns will be featured in your reports. Customize

Used

10. Report Columns can be modified to reflect the information you want to include on the report.
    a. To remove a column, click the X beside the name and it will be removed.
    b. To change the placement of the column, click the name and drag it to the new location.
   c. To add additional columns to the report, click the Add Columns hyperlink.

Note: The following columns will not have data, if you use the Line Item Status of Not Used because a report hasn't been completed yet for the credit card transactions.

    a. Report ID
    b. Report Name
    c. Submitted By
    d. Submitter Email
    e. Allocation UDF2
    f. Allocation Number
    g. Allocation Percent
    h. Allocation Amount Spent Converted
    i. Allocation Amount Spent Approved

11. To list all unused credit card transactions by P-Cardholder's name, use Group by:

Group By   Select ▾

Use the drop down to select Expense Owner to list the credit card transactions by P-Cardholder name.

12. Select the Output Format for the Report. XLSX is recommended so the user can manipulate the data output of the report.

∨ Output Format

○ HTML   ◉ XLSX   ○ HTML Active Report
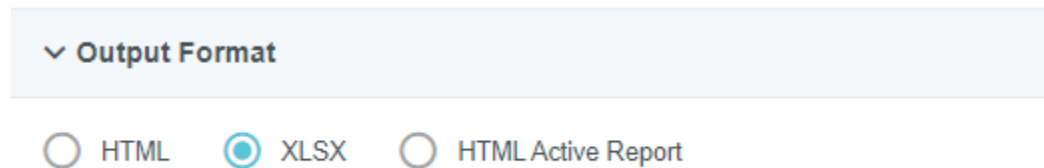
13. Click on Run Report to process the report now.

Click Run Report

Cancel | Save | Run Report

Note: If you click the Save button, the report can be saved as a template. You will need to name the report by entering a report name in the Report Name field.

Credit Card Reconciliation

Type in the name you want for the report. Click the Save button to save it as a report template.

Report Name — Enter Report Name

Report Description — Enter Report Description