


## How to reconcile Monthly Non-Travel/General LaCarte Charges

- 1) When the LaCarte card is used, transactions will appear in the eWallet in Chrome River. Some of these are reconciled as the Expense Reports are prepared for travel or special meals. The non-travel related transactions will require reconciling the transactions to an Expense Report separately from those that are travel related and must be completed by the 15<sup>th</sup> of the month. It is best to scan or import your itemized receipt into your Receipt Gallery prior to creating your Expense Report.
- 2) To create a Non-Travel/General Expense Report:
  - a. Choose the “+ Create” button on the blue Expenses bar on the dashboard. The recommended Report Name on the Non-Travel/General Expense Report is “General LaCarte for (statement date)”.
  - b. Choose Non-Travel/General Expense for Report Type.
  - c. Make sure the Fiscal Year is FY 22 (July 1, 2021 - June 30, 2022).
  - d. Click “Save”.
  - e. The eWallet credit card items can be accessed by creating a new expense or opening an existing Non-Travel General Expense draft report. Tap the circled + **BUTTON**  and then tap **CREDIT CARD** to see the items.
  - f. Click on the checkbox of the transaction and click “Add”. It will open the tile screen and tile needs to be chosen.
  - g. The Line-Item Entry screen will appear on the right and any attached receipt images will appear in the viewer on the left. Add the Business Purpose for the purchase, Fiscal Year, Expense Type from dropdown list, Allocation(s) (second line of Allocation will be “None” unless fund is Athletics) and attach the applicable itemized receipt. Tap **SAVE**.
  - h. The Purchase Type Categories include:
    - i. Athletic Services
    - ii. Equipment
    - iii. General Services
    - iv. License/Subscription/Membership
    - v. Maintenance/Repair
    - vi. Resale Item
    - vii. Supplies
    - viii. Technology
    - ix. Work Order
    - x. Itemization
    - xi. Non-Reimbursable/Personal Charge
  - i. The expense type of the credit card item can be changed by tapping its tile and selecting a new expense type.
  - j. Continue reconciling the credit card transactions until the eWallet is empty and receipts are attached, then the Expense Report should be submitted.
  - k. Submit to Purchasing a signed Chrome River “My Firm Paid Items” report with the signed Statement. Both must be signed by the LaCarte Cardholder and the LaCarte Approver.
- 3) The Purchasing office highly recommends that LaCarte non-travel/General Expenses be reconciled twice a month, but no later than the due date of the 15<sup>th</sup> of each month.
- 4) The signed documents must be submitted to Purchasing by the 20<sup>th</sup> of each month for the bank statement ending on the 5<sup>th</sup> of that month.
  - a. Example: For the Statement dated September 5<sup>th</sup>, the transactions must be reconciled in Chrome River by September 15<sup>th</sup>. Signed Statement and “My Firm Paid Items” Report must be submitted to Purchasing office by September 20<sup>th</sup>.