


How to reconcile Monthly Non-Travel/General LaCarte Charges and Statement

- 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 15th 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. By the 15th of each month, the signed statement and the Chrome River Firm Paid Items report must be submitted to the Purchasing Office.
 - l. To create a Chrome River Firm Paid Items report, choose the three bars on the top-left corner and choose Inquiry -> Expense -> My Firm Paid Items. Click on the Transaction Date drop-down arrow, then the Date Range drop-down arrow, Choose 'Custom' as a date range and enter the range of dates from your statement (Transaction dates, not Posted dates).

These dates may not be the actual statement dates. Click 'Apply' and then 'Export' to run the report. The report will come up in Excel.

- m. Remove all transaction lines for charges that are not on the statement that is being reconciled. The total dollar amount of Column I should be the total dollar amount on the statement. If not, expand your custom date range.
 - n. Compare the charges on the report to the bank statement to assure that it is balanced and there are no blanks (unreconciled) in the 'Report ID' column. If any are blank, please check your transactions to assure that all have been reconciled by following the same steps above.
 - o. Print the report. Note: Before you print the report, change the Page Orientation to Landscape and change the scaling to "Fit all columns on one page" so that the report will not print on several pages.
 - p. 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 (8th and 22nd), but no later than the 15th of each month.
- 4) The signed documents must be submitted to Purchasing by the end of each month for the bank statement ending on the 5th of that month.

Example: For the Statement dated September 5th, the transactions must be reconciled in Chrome River by September 15th. Signed Statement and "My Firm Paid Items" Report must be submitted to Purchasing office by September 30.