

John Carroll University

P-Card Instructions

for making purchases and preparing monthly reports



**STEP
01**

Make Purchases

Use P-Card for all university charges. If you make no purchases in a given month, no report is required.

**STEP
02**

Save Receipts

You have two options:



Option 1

Scan with Emburse Enterprise App



Option 2

Save PDF on your computer

**STEP
03**

Prepare Report

Goto MyJCU (my.jcu.edu/portal), select Chrome River from Quick Links, and follow instructions on next page.

**FOR MORE
INFORMATION**

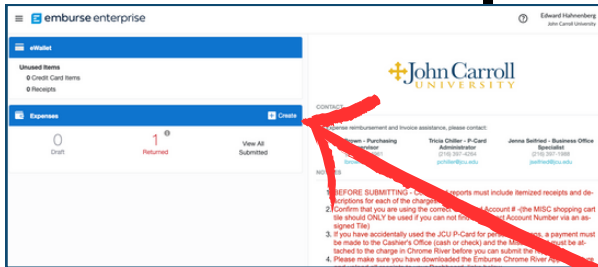


216-397-1988



www.help.chromeriver.com/hc/en-us

Prepare Monthly Report in Chrome River



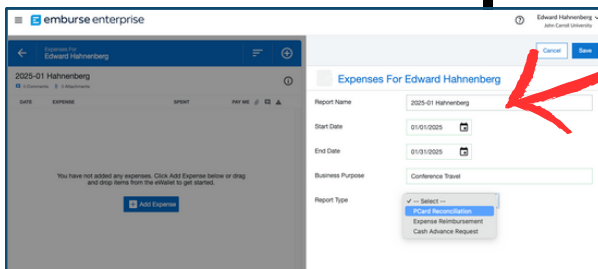
Create Monthly Report

Log into Chrome River Dashboard

- Go to MyJCU (my.jcu.edu/portal/home).
- Select **Chrome River** from Quick Links.

Create Expense Report

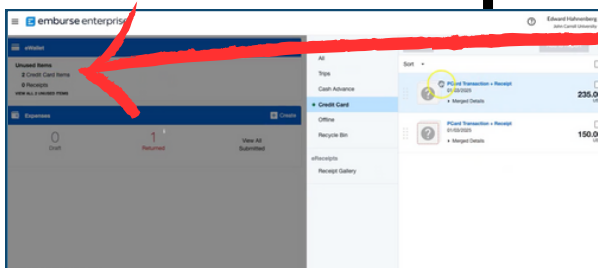
- In blue Expenses bar, click **+Create**
- Assign report name, start & end dates, and description of purpose.
- Select **PCard Reconciliation** from drop-down.



Add Items to Report

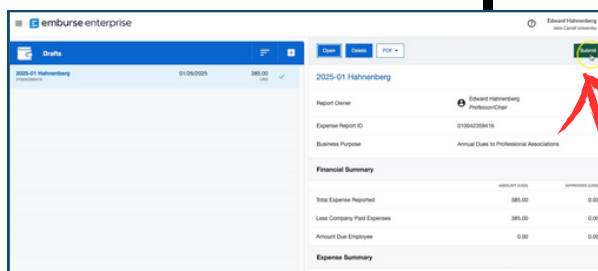
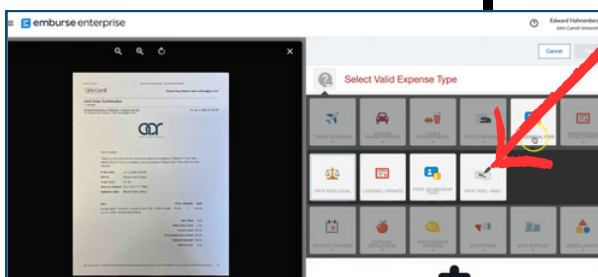
Select Credit Card Item

- From Dashboard, select **Credit Card Items**
- List of items will open on right.
- Click box and **Add to Report**.



Add Information About Each Charge

- Select the appropriate **Expense Type** tile (note: each tile has multiple sub-tiles, select the appropriate sub-tile as well).
- Provide short **description** of expense.
- Select **NO** on Athletic Recruitment.
- Click on **Allocation** text box and begin typing "Theology and Rel. . ." The department ORG number will appear in drop-down. Select.
- If you scanned receipt with phone app, make sure the correct receipt is visible at bottom of screen.
- If there is no receipt, click **Add Attachment** to upload PDF from your computer. Click **Save**.
- Repeat for each credit card item.



Submit Report

- From Dashboard, click **Drafts**, select report name, and click green **Submit** button. Done!