

# **RECONCILING CREDIT CARD TRANSACTIONS IN CHROME RIVER**

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Expenses For ██████████

Report Name: XYZ Conference January 2019 Smith

Pay Me In: USD - US Dollars

Report Type: Employee Travel

Start Date: 01/17/2019

Start Time: 07:30

End Date: 01/21/2019

End Time: 12:00

Location: Out of State

Is this your final report for this trip? Optional: No

**Payment Information**

Payment Due Date: 12/12/2018

Payee: Smith Kellie R Chrome River CB 5660 Hoggard Hall

Check Handling Optional: -- Select --

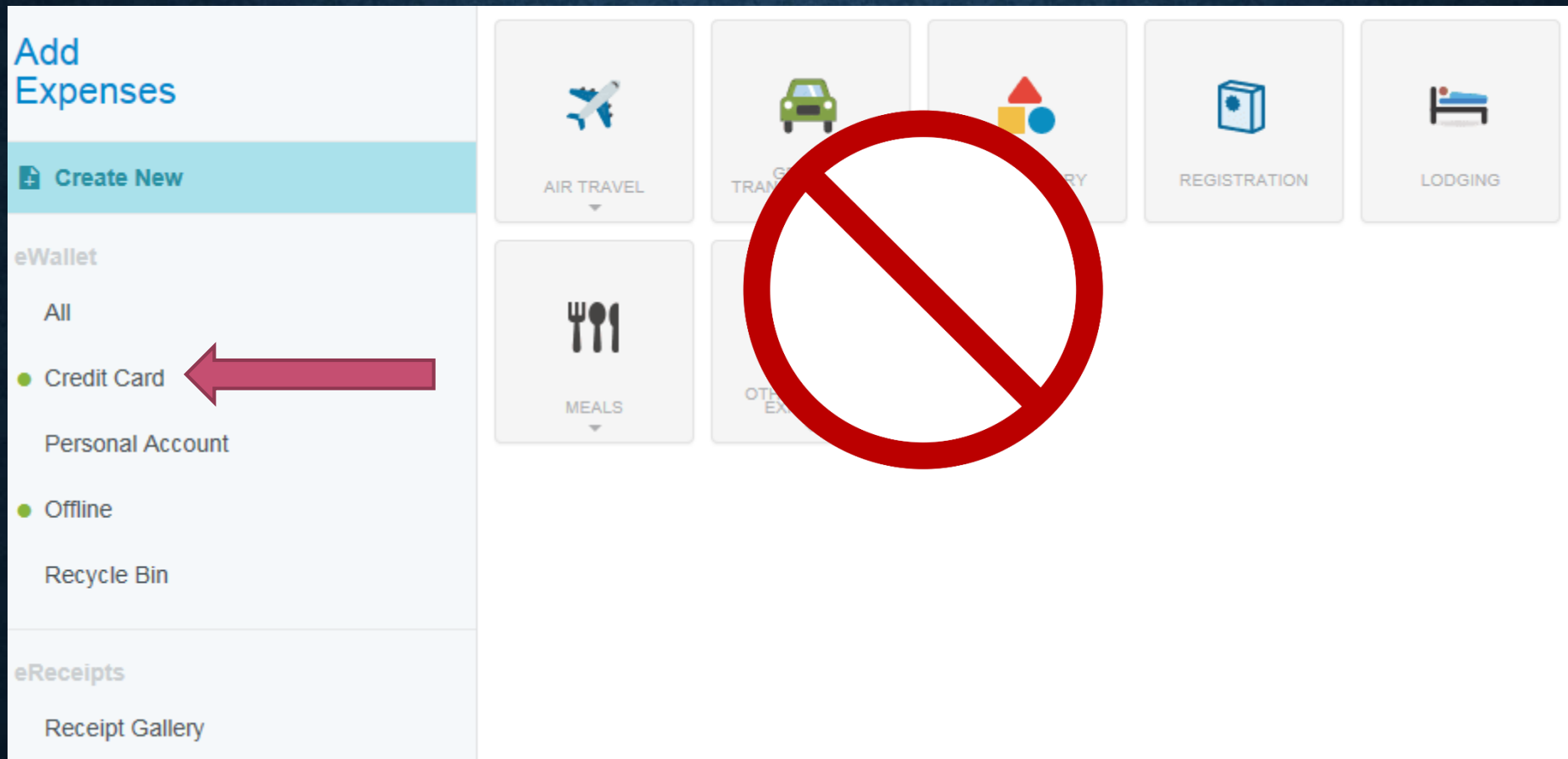
An Expense Report will need to be created to reconcile any Credit Card charges.  
(This includes Travel Cards, Maupin Airfare, Enterprise, Local Hotels & Fellowship Travel)

Payment Due Date: 12/12/2018

Payee: Smith Kellie R Chrome River CB 5660 Hoggard Hall

Check Handling Optional: -- Select --

Payment Due Date is always the Wednesday of the following week.  
Payee for Credit Card charges is always in the name of the traveler.  
Check Handling (Leave Blank)- DO NOT select Manual or Wire for credit card transactions.



After you save the header page, this screen will appear next.  
For Credit Card transactions, DO NOT select the tiles on the right.  
Click on "Credit Card" with the green dot beside it.



**Add Expenses**

Sort

Delete  Add

**298.86** USD  
↔ 256.87 EUR

**435.88** USD  
↔ 327.32 GBP

**2.99** USD

**4.36** USD

**Create New**

**eWallet**

All

**Credit Card**

Personal Account

Offline

Recycle Bin

**eReceipts**

Receipt Gallery

Transaction Description	Date	Amount	Currency
Bank of America Visa Transaction Airfare LUFTHANSA AG2201400242126	06/21/2018	298.86	USD
Bank of America Visa Transaction Lodging HILTON HOTELS	06/21/2018	435.88	USD
Bank of America Visa Transaction Other INTERNATIONAL TRANSACTION	06/22/2018	2.99	USD
Bank of America Visa Transaction Other INTERNATIONAL TRANSACTION	06/25/2018	4.36	USD

Once you click on “Credit Card”, you will see all of the credit card transactions.

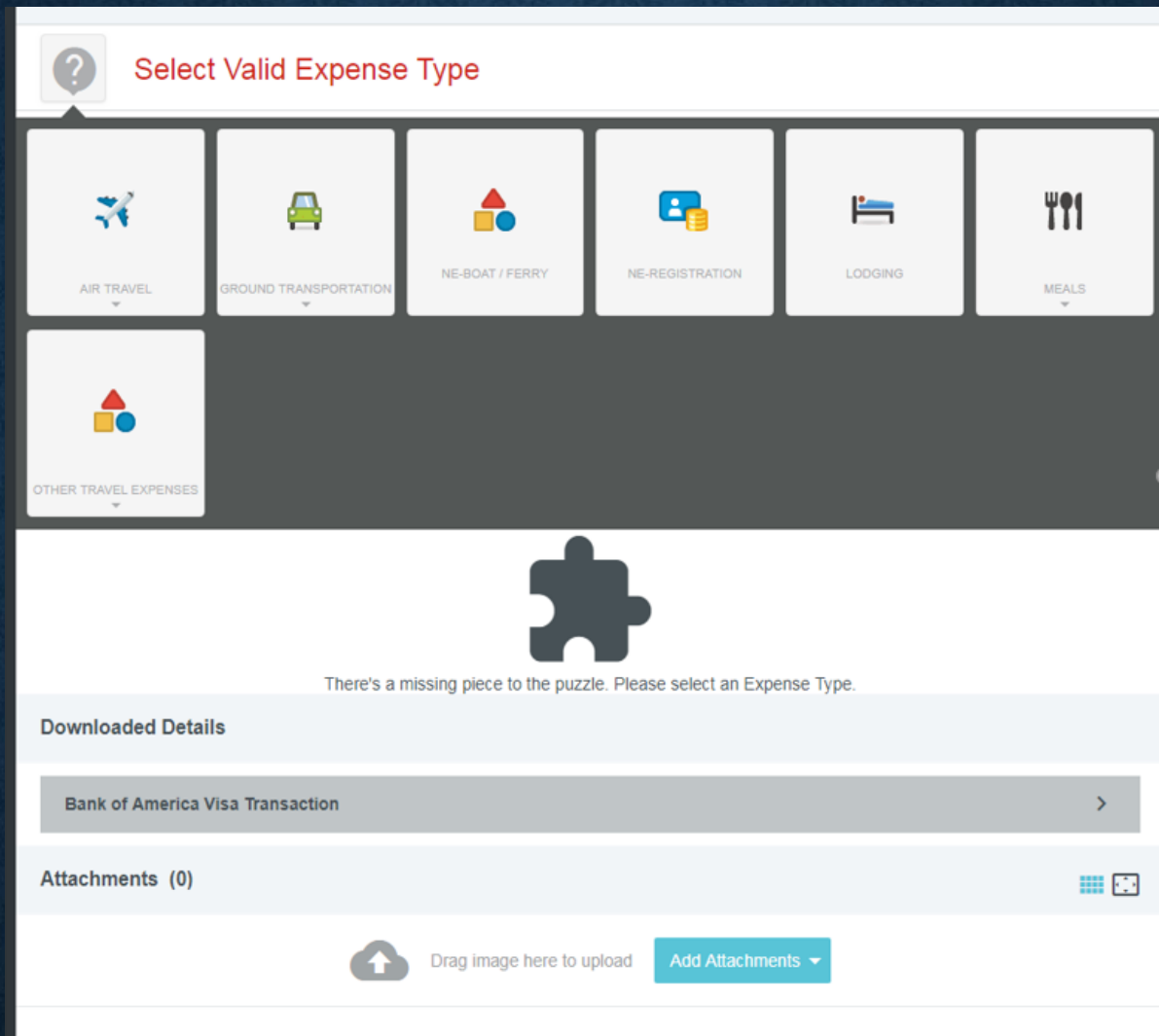
**ALL** credit card transactions need to be reconciled within 10 days of the transaction date.

**This includes ALL pre-payments for future trips.  
(Registration, Airfare, Hotel Deposit, Etc.)**

The screenshot shows a web application interface for managing expenses. On the left is a sidebar with navigation options: 'Add Expenses', 'Create New', 'eWallet' (with sub-options 'All', 'Credit Card', 'Personal Account', 'Offline', 'Recycle Bin'), and 'eReceipts' (with 'Receipt Gallery'). The main area displays a list of transactions from a 'Bank of America Visa Transaction' account. The first transaction is for 'Airfare' on 06/21/2018 for 298.86 USD, which is selected with a checked checkbox. The second is for 'Lodging' on 06/21/2018 for 435.88 USD. The third is for 'Other' on 06/22/2018 for 2.99 USD. The fourth is for 'Other' on 06/25/2018 for 4.36 USD. At the top right, there are 'Delete' and 'Add' buttons. A 'Sort' dropdown and a '1' indicator are also visible. Red arrows point to the 'Add' button and the checked checkbox.


Transaction Type	Date	Amount (USD)	Selected
Airfare	06/21/2018	298.86	<input checked="" type="checkbox"/>
Lodging	06/21/2018	435.88	<input type="checkbox"/>
Other	06/22/2018	2.99	<input type="checkbox"/>
Other	06/25/2018	4.36	<input type="checkbox"/>

Select all credit card transactions needed for the expense report and click on the ADD button. You can either select one transaction at a time or select all of the transactions needed.




The next screen will be the expense type (if the expense type is not already selected).  
Select the correct expense type for the transaction.  
If this screen does not come up, skip to the next step.



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 **Airfare**

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Date	<input type="text" value="06/21/2018"/> 
Spent	<input type="text" value="256.87"/> <input type="text" value="EUR"/>
FX Rate	<input type="text" value="1.1634679021"/> <input type="text" value="298.86"/> <input type="text" value="USD"/>
Business Purpose	<input type="text" value="XYZ Conference"/>

**Must fly out of Wilmington Airport**

Class <small>Optional</small>	<input type="text" value="Coach"/>
Origin Airport <small>Optional</small>	<input type="text" value="Bremen, Germany (BRE)"/>
Return Airport <small>Optional</small>	<input type="text" value="Frankfurt, Germany - International (FRA)"/>
Depart	<input type="text" value="06/21/2018"/> 
Return	<input type="text" value="06/21/2018"/> 

The next screen will have the date and amount.

These fields cannot be changed on credit card transactions.

The Business Purpose field will need to be filled out. This should only state the reason for the trip.

(conference, training, recruiting, candidate interview, etc.)

If airfare, you will need to update the origin & return airport.

You will also need to update the depart and return dates.





**Allocation**


172000 Controller Accounting Department

+ Add Allocation

**Downloaded Details**

Bank of America Visa Transaction >

**Attachments (0)**  

 Drag image here to upload [Add Attachments](#) ▾

**Select Allocation & Add Attachment (Receipt).  
Receipts are required for ALL Credit Card transactions.  
The Bank of America Travel Card Statement CANNOT be used as a receipt.**

**If you see the Bank of America Visa Transaction under  
Downloaded Details then you have reconciled the charge correctly.**



The screenshot displays an expense report interface. On the left, a table lists expenses with columns for DATE, EXPENSE, SPENT, and PAY ME. A single entry is shown for 'Thu 06/21/2018' with an expense of 'Airfare', a spent amount of '256.87 EUR', and a pay me amount of '0.00'. Red arrows point from the 'SPENT' and 'PAY ME' columns to the right-hand panel. The right-hand panel shows the transaction details, including 'Company Paid' (checked), 'Allocation' (172000, Controller, Accounting Department), 'Downloaded Details' (Bank of America Visa Transaction), 'Comments (0)' (with an 'Add Comment' input field and a 'Post' button), and 'Attachments (0)'. At the bottom, there is a 'Drag image here to upload' area and an 'Add Attachments' button.

DATE	EXPENSE	SPENT	PAY ME
Thu 06/21/2018	Airfare	256.87 EUR	0.00

Company Paid

**Allocation**

172000      **Controller**  
Accounting Department

**Downloaded Details**

Bank of America Visa Transaction >

**Comments (0)**

Add Comment

**Attachments (0)**

Drag image here to upload

If reconciled correctly,  
you should see the total amount charged under “Spent” and 0.00 under “Pay Me”.

On the right you should see the Bank of America Visa Transaction.

If any explanations are needed, this will need to be entered in the Comments section.

The screenshot displays a mobile application interface for managing expenses. On the left, a list of transactions is shown for '019 Smith'. The table has columns for 'SPENT' and 'PAY ME'. A red arrow points to a '+' icon in the top right corner of the list, which opens a sidebar menu titled 'Add Expenses'. This menu includes options like 'Create New', 'eWallet', 'All', 'Credit Card', 'Personal Account', 'Offline', and 'Recycle Bin'. The 'Credit Card' option is highlighted with a blue bar and a red arrow. To the right of the sidebar, a list of transactions is visible, including 'Bank of America Visa Transaction' for 'Lodging' at 'DOUBLETREE DULLES' for 229.23 USD, another 'Lodging' transaction at 'HILTON HOTELS' for 435.88 USD, and an 'Other' transaction for 'INTERNATIONAL TRANSACTION' for 2.99 USD.


SPENT	PAY ME
256.87 EUR	0.00


Transaction	Amount
Bank of America Visa Transaction Lodging 06/21/2018 ▶ DOUBLETREE DULLES	229.23 USD
Bank of America Visa Transaction Lodging 06/21/2018 ▶ HILTON HOTELS	435.88 USD 327.32 GBP
Bank of America Visa Transaction Other 06/22/2018 ▶ INTERNATIONAL TRANSACTION	2.99 USD

If any additional credit card charges need to be added to the expense report, click on the + with the circle around it.

Make sure "Credit Card" is selected. Select any other credit card charges which need to be added.

Cancel Save **Itemize**

 **Lodging**

Date 06/21/2018 

Spent 229.23 USD

Business Purpose XYZ Conference

Merchant Optional DOUBLETREE DULLES

Is this lodging for a place other than a regular hotel?

Company Paid

**Allocation**

172000 Controller Accounting Department

[+ Add Allocation](#)

**Downloaded Details**


Bank of America Visa Transaction >


If lodging is added, it will need to be fully itemized.


Click on the “Itemize” button.





Add Itemization Done


 **Lodging** TOTAL AMOUNT 229.23 REMAINING 229.23


  
 LODGING


  
 HOTEL - TAXES

  
 HOTEL - PARKING

  
 HOTEL - INTERNET

  
 MISC

  
 HOTEL - LODGING IN STATE / OUT OF STATE

  
 HOTEL - LODGING INTERNATIONAL

The hotel folio will have the itemized charges.

The charges on this folio are:


Room Charge: \$190.00

Parking: \$ 10.00

Taxes: \$ 29.23

Select Lodging, then either  
 In State/Out of State or  
 International (based on location of hotel)

Cancel Save

 **Hotel - Lodging In State / Out of State** TOTAL AMOUNT 229.23 REMAINING 229.23

Date

Spent

Business Purpose

Check In

Check Out

Merchant

Company Paid

**Allocation**


[+ Add Allocation](#)

Enter the Room Charge amount.


Enter the Check-In & Check-Out Dates.  
 Click Save.


The Business Purpose DOES NOT need to be changed.


Add Itemization Done


 **Hotel - Lodging In State / Out of State**


---

  
LODGING  
▼

  
HOTEL - TAXES

  
HOTEL - PARKING


  
HOTEL - INTERNET


  
MISC  
▼

### Select Hotel-Taxes

Cancel Save

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TOTAL AMOUNT **229.23** REMAINING **39.23**

 **Hotel - Taxes**

Date

Spent   ←



Business Purpose


Merchant

Company Paid

**Allocation**


[+ Add Allocation](#)


Attachments (0)  


 Drag image here to upload [Add Attachments](#)


**Enter the amount of the Taxes.  
Click Save.**


Add Itemization Done


 Hotel - Lodging In State / Out of State

 LODGING

 HOTEL - TAXES


 HOTEL - PARKING


 HOTEL - INTERNET

 MISC

Select any remaining expenses on the folio.

Cancel Save

 **TOTAL AMOUNT** 229.23 **REMAINING** 10.00

 Hotel - Parking

Date: 06/21/2018

Spent: 10.00 USD

Business Purpose: XYZ Conference

Merchant: DOUBLETREE DULLES

Valet Parking:


Company Paid:

**Allocation**

172000 Controller Accounting Department

[+ Add Allocation](#)

Attachments (0)

 Drag image here to upload Add Attachments

Enter the amount of Parking.  
Click Save.



### XYZ Conference January 2019 Smith

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Thu 06/21/2018	Airfare	256.87 EUR	0.00	✓
Thu 06/21/2018	Lodging	229.23 USD	0.00	✓
Thu 06/21/2018	Hotel - Lodging In State / Out of State	190.00 USD	0.00	✓
Thu 06/21/2018	Hotel - Taxes	29.23 USD	0.00	✓
Thu 06/21/2018	Hotel - Parking	10.00 USD	0.00	✓

### Lodging

TOTAL AMOUNT 229.23 REMAINING 0.00

Date 06/21/2018

Spent 229.23 USD

Business Purpose XYZ Conference

Merchant DOUBLETREE DULLES

Is this lodging for a place other than a regular hotel?

Company Paid

#### Allocation

172000 **Controller**  
Accounting Department

#### Downloaded Details

Bank of America Visa Transaction >

Lodging should be fully itemized.

Room Rate, Taxes and additional expenses (Parking or Internet) need to be itemized separately.

The remaining balance will show 0.00 if itemized correctly.

Report Name	XYZ Conference January 2019 Smith
Pay Me In	USD - US Dollars
Report Type	Employee Travel
Start Date	01/17/2019
Start Time	07:30
End Date	01/21/2019
End Time	12:00
Location	Out of State
Is this your final report for this trip?	No
Payment Due Date	12/12/2018
Payee	Smith Kellie R Chrome River CB 5660 Hoggard Ha...
Check Handling	-- Select --

Please make sure all of the information designated by the red arrows are filled out correctly before submitting for approval.

For help, please call any of the following:

# Travel Office Contacts

Staff	Title	E-mail	Phone	Who to Contact
<b>Sandy Gladden</b>	Chrome River Supervisor	<a href="mailto:gladdens@uncw.edu">gladdens@uncw.edu</a>	24217	All Information
<b>Kellie Smith</b>	Chrome River Specialist	<a href="mailto:smithkr@uncw.edu">smithkr@uncw.edu</a>	27086	Visa Travel Card/Enterprise Booking Tool Setup
<b>Rebecca Hayes</b>	Chrome River Specialist	<a href="mailto:hayesrl@uncw.edu">hayesrl@uncw.edu</a>	23149	Reimbursements
<b>Susan Collins</b>	Chrome River Specialist	<a href="mailto:collinss@uncw.edu">collinss@uncw.edu</a>	23159	AP Check Request/Direct Pays
<b>Caitlin Osgood</b>	Chrome River Specialist	<a href="mailto:osgoodc@uncw.edu">osgoodc@uncw.edu</a>	23858	Maupin/Local Hotel/Travel Liquidations/Non-Employee Setup in Chrome River
<b>Vendor Setup</b>		<a href="mailto:newvendor@uncw.edu">newvendor@uncw.edu</a>	23067	Vender Setup & Maintenance