ProCard Newsletter
October 2020

ProCard Expense Report
When reconciling your non-travel ProCard expense in Chrome River, you should follow the below steps…
1. New Expense Report
2. Report Name – PC.CHLASTNAME.CHFIRSTNAME.STATEMENTDATE
   • Example – PC.HOPPER.STEVEN.10/15/2020
   • Statement Date is found in the transaction details
3. Find the transaction, click to add the transaction
4. Complete transactions details – transaction type, business purpose, account, fund-orgn, receipt. Date and amount populate from VISA information.
5. To add additional transactions to a report
   • Select the + sign that has a circle around it, not the plus sign next to your name

Submit a report when you have more than 24 transactions and around the 10th of the month for any amount of transactions.

Should you need refresher training, please see resources section on Chrome River website for various training tools.

Important Dates
10/10 – September Packet Due
10/15 – ProCard Cycle Ends

Updated User Guide
The update ProCard User Guide is now available on the ProCard website or by clicking the below link.
ProCard User Guide

WORKS/Chrome River
As many of you have noticed, ProCard transactions will always feed into Works and Chrome River. The only place that you need to reconcile the transactions is Chrome River. Works will stay live as a research only tool.

Updated ProCard Forms
The ProCard Application, Single Transaction Exception and Account Maintenance forms have all been updated to DocuSign documents. These can be found on the ProCard website or by clicking the below links.

   ProCard Application
   Single Transaction Exception
   Account Maintenance Form

Chrome River Problem/Questions
In order to streamline all questions and improve our trainings, please submit a ticket at go.ecu.edu/CRticket.

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