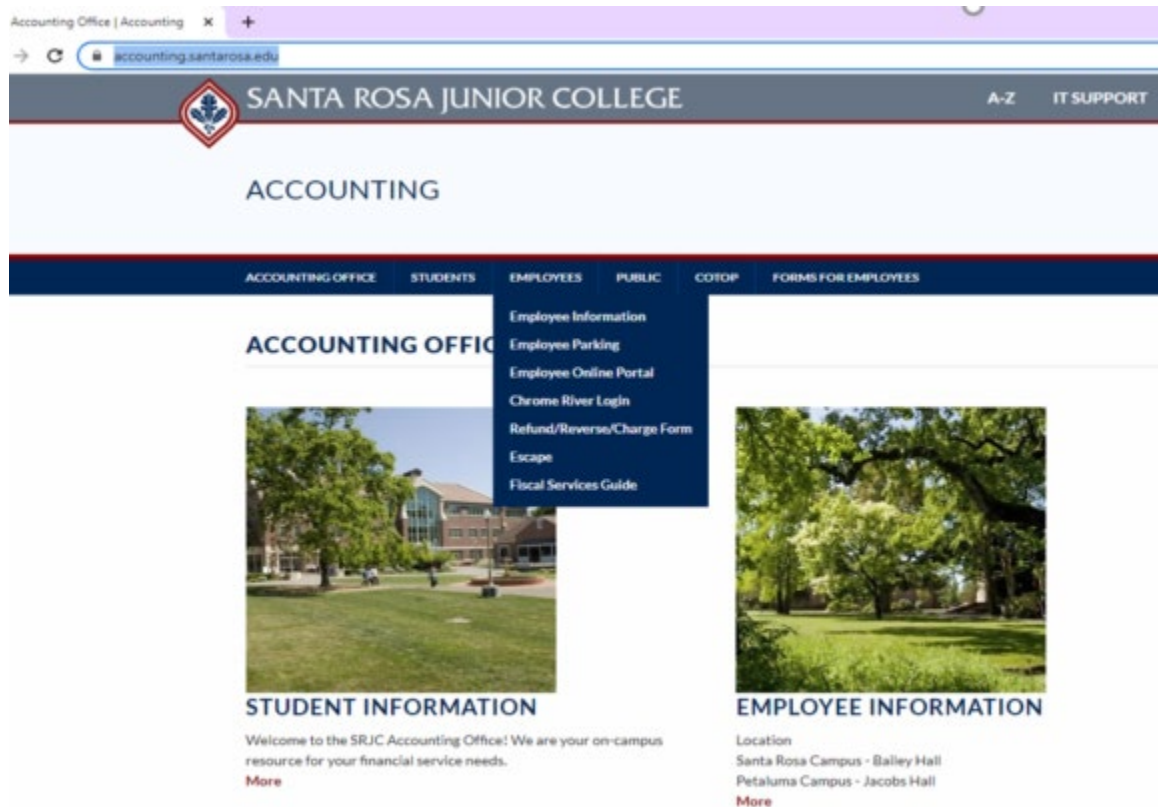


Chrome River CalCard Reconciliation Manual

Go to <https://accounting.santarosa.edu/>

Hover over the “Employee” tab and select “Chrome River”



Enter your username (example: klucas) and your password. These are the same credentials that you use for logging into your email. Then select “login”.

You will then be led to Chrome River

If you have made purchases on your calcard, they will show up on the left-hand side of your screen in your eWallet under “Unused Items”.


eWallet

Unused Items

1 Credit Card Items

0 Receipts

[VIEW ALL 1 UNUSED ITEMS](#)

Please click on the “credit card items”

This will take you to a list of the purchases you recently made on your cal card that need to be reconciled.

Wallet

All

Trips

Cash Advance

Offline

Credit Card

Recycle Bin

Receipts

Receipt Gallery

Delete
Add to Report
×

Sort ▾
☐

	transaction.feed.creditcardusbank.label.santarosausbank Other 02/08/2022 ▶ WWW.CHROMERIVER.COM	1,286.25 USD
---	--	---

Select all the purchases that pertain to this month’s statement

Then click on “Add to Report”

Delete
Add to Report
×

Sort ▾

1
☑

	transaction.feed.creditcardusbank.label.santarosausbank Other 02/08/2022 ▶ WWW.CHROMERIVER.COM	1,286.25 USD
---	--	---

You will then select “Create a New Expense Report”

 [Create a New Expense Report](#)

This will take you to the beginning of your new report

 **Expenses For Whitney Schultz**

Import from Pre-Approval
Optional

[IMPORT PRE-APPROVAL](#)

Report Name

Pay Me In

USD - US Dollars

Start Date



End Date



Business Purpose

Report Type

-- Select --

Travel type
Optional

-- Select --

Report name will be the month you are reconciling your report, followed by “calcard recon” (example: March CalCard Recon)

Start Date will be for the previous month, starting around the 6th (Example: 2/6/22)

End date will be for this month and ending on the 6th (Example: 3/6/22)

In the “Business Purpose” box, please type “Santa Rosa Junior College.”

“Report type”, please click on the drop-down box and select “cal card”

“Travel type,” please click on the drop-down box and select “not applicable” for your Cal Card recon

Click “Save” (blue box in top right corner)

Cancel

Save

 Expenses For Whitney Schultz

Import from Pre-Approval
Optional

IMPORT PRE-APPROVAL

Report Name

March Cal Card Recon

Pay Me In

USD - US Dollars

Start Date

02/06/2022 

End Date

03/06/2022 

Business Purpose

Santa Rosa Junior College

Report Type

CalCard

Travel type
Optional

Not Applicable

You will then select an “Expense Type” for your purchase

Cancel

Save

 Select Valid Expense Type

 AIRFARE

 GROUND TRANSPORTATION

 HOTEL

 MEALS / ENTERTAINMENT

 OFFICE EXPENSES

 DUES / FEES

 PROFESSIONAL DEVELOPMENT

 STUDENT-RELATED EXPENSES

 MISCELLANEOUS

 ITEMIZATION

 CASH ADVANCE

Selecting the proper expense type that correlates with the object code you will be using for that charge is very important. They must to match. For example: if you use 4390 (other supply) for the item you purchased, please make sure to select “Office

Supply” as the expense type. Please reach out to Kate Lucas (klucas@santarosa.edu) if you need help determining what expense type will be best for your purchases.

Once you have selected the proper “expense type”, you will then verify that the dollar amount is correct

 Office Supplies	
Date	02/22/2022 
Spent	34.76 USD
Use Tax Required	☐
Description Optional	Degreaser and motor oil for Custodial Dept
Merchant Optional	O'REILLY AUTO PARTS 3451
Company Paid	☒

“Use Tax Required” is selected only if you were not charged tax and should have been, or if the tax you were charged is the incorrect amount. The tax you pay is based on your shipping location. For example, the tax in Santa Rosa is 10.00%, Petaluma is 10.25%, and PSTC is 9.25%. At local stores, we are charged the correct tax, but for items being shipped from elsewhere, we need to make sure our tax rates are correct. If you were not charged tax and should have been, select the “use tax required” box and type in the dollar amount of tax you should have been charged based on the shipping location. If you were charged the wrong tax rate, type in the dollar amount of the difference.

- Example 1: They charged you 7% tax on a \$100 item (\$7). But you should have been charged the Petaluma tax rate of 10.25% (\$10.25). You would type \$3.25 in the use tax box.

- **Example 2: They charged you 10% tax on a \$100 item (\$10.00). But you should have been charged the PSTC tax rate of 9.25% (\$9.25). You would type (-\$0.75) in the use tax box.**

Taxes can be very tricky, so please feel free to reach out to Kate Lucas (klucas@santarosa.edu) with any questions or concerns.

In the “Description” box, please add a description of what the purchase was (example: Vacuum for Petaluma Custodial Department)

“Parallel PO” box is optional and only used if you have a parallel PO you created for your purchase. You will enter the PO number or requisition number on that line

“Allocation” is where you will enter the budget code you will be charging your purchase to. Please enter in your numbers with dashes for it to accurately come up (XX-XX-XX-XXXX-XXXX-XXXX.XX). If your budget code is not in Chrome River, please contact Shannon O’Reilly (soreilly@santarosa.edu), and she will make sure it is entered into Chrome River.

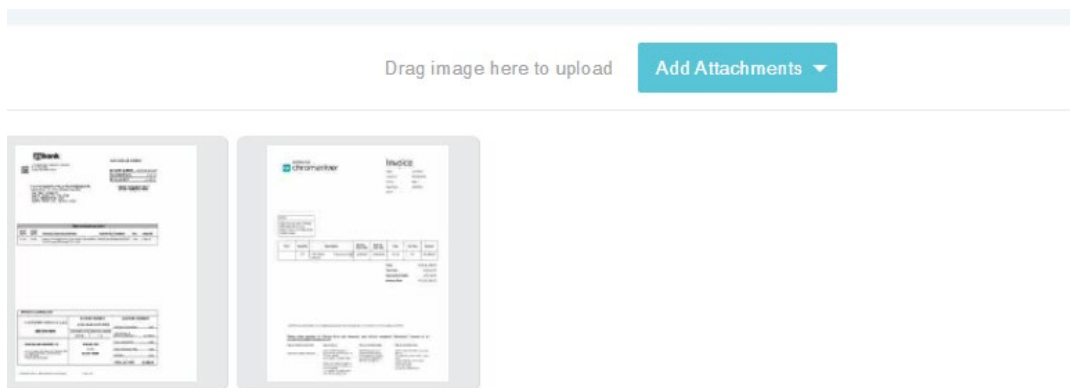
If you will be splitting the cost of the purchase between several accounts, you will then select “+ Add Allocation”. You can then select the percentage you want each code to be charged to or the dollar amount.

Next, you will then add your US Bank statement and receipt(s) to your cal card recon.

Please select “Add attachments” to upload your statement and receipt(s)

Select “Upload attachments”

You will then locate and select your statement/receipt(s) for that purchase (please make sure they are PDFs). The receipts and statement will then appear at the bottom of your recon.



Once your receipts and statement are uploaded, select “Save” in the top right corner in blue.

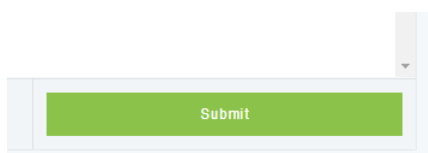
If you have more charges to reconcile, you will then start the process over again until you reconcile them all.

Once you have reconciled all your charges, you will see them on the left side of your screen

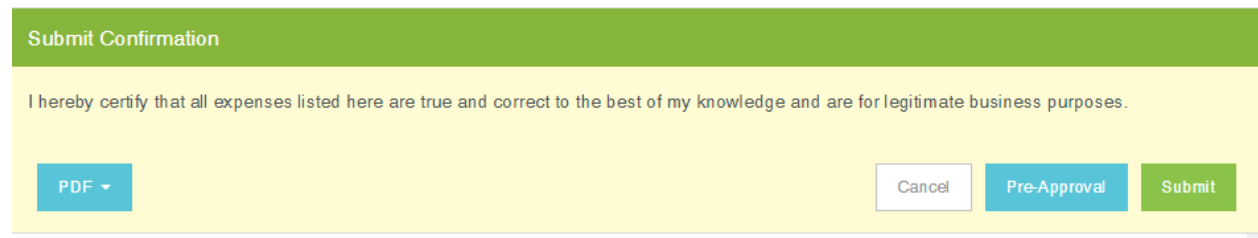
Expenses For Whitney Schultz			
March Cal Card Recon			
0 Comments 2 Attachments			
DATE	EXPENSE	SPENT	PAY ME
Tue 02/08/2022	Recurring Services	1,286.25 USD	0.00

Please make sure the totals on your recon and the totals on your statement are the same.

If all charges and totals look correct and accurate, please select “Submit” in green



A “Submit Confirmation” page will appear. You will verify that your expenses are true and correct to the best of your knowledge and are for business purposes only by then selecting “Submit”.

A screenshot of a web form titled "Submit Confirmation" in a green header bar. Below the header, on a light yellow background, is a text box containing the statement: "I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes." At the bottom of the form, there are three buttons: a blue "PDF" button with a dropdown arrow, a white "Cancel" button, and a green "Submit" button. To the left of the "Submit" button is a blue "Pre-Approval" button.

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

PDF ▼ Cancel Pre-Approval Submit

Your cal card reconciliation will then be sent to the approvers of your cal card reconciliation. If, for some reason, your CalCard recon is returned, you will receive an email letting you know it has been returned to you for edits.

If, for any reason, you need assistance in submitting your Cal Card recon, please reach out to Kate Lucas at klucas@santarosa.edu

Please note:

The due date for all CalCard recons to be submitted AND approved is the 19th of every month unless requested sooner by Accounting.

This video is also helpful:

https://pt.ca1.chromeriver.com/help/hg_user_en/Content/B_Create_Expense_Report/Create_Report.htm

If you need help logging into US Bank or retrieving your US Bank statement, please contact Ralph Gause in Purchasing.

Reminder about food purchases:

For the most part, purchasing food with district unrestricted funds is not allowed.

- There are a few rare exceptions. If purchasing food with district funds, please get prior approval and note on your CalCard Recon how this purchase falls within [BP 5.8.3P](#).
 - The following will not be approved:
 - Refreshments at routine staff/department meetings.
 - Office coffee or water service (unless no potable water is available in the building).

- Refreshments for students (except for student outreach, recruitment and special program activities.)
- Lunch expenses for staff (unless in conjunction with approved activities described below).
- Costs associated with birthday, holiday, or farewell celebrations, or other social activities; office decorations; office plants.
- With prior approval, refreshments are acceptable at:
 - An interdepartmental or institutional gathering with a specific purpose or agenda, or
 - Activities, such as department retreats or training sessions, where adequate facilities are unavailable and/or using other facilities would excessively disrupt proceedings.
 - Expenses for meals should not exceed per diem travel rate.

If you are purchasing food with categorical funds

- Prior approval from the grant manager is required.
- Please include a statement with your CalCard Recon stating:
 - How the purchase is allowable within the funding source
 - How the purchase contributes to the intended outcomes of the categorical/program.
 - These justifications will be kept on file for the audit.
 - Expenses for meals should not exceed the per diem travel rate.