

EXPENSE Training

Quick Start Guide

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Chrome River EXPENSE: Quick-Start Guide

This guide will give you the basics needed to hit the ground running with Chrome River EXPENSE. Detailed user guides are available in the Chrome River Help Center, accessible via the "Help" link in the upper right-hand corner of the application.

Launching and Logging in to the Chrome River Application

<<If your organization has SSO setup, replace the link and how they login with instructions that match your login process >>

Launch the Chrome River application from any web browser at the URL provided to you by your project manager (i.e. app.ca1.chromeriver.com, app.eu1.chromeriver.com). You must disable pop-up blockers for *chromeriver.com* in order to view and print PDF reports. Click the links below to access instructions for the most common web browsers.

- [Internet Explorer](#) (Internet Explorer 11 or newer is required)
- [Chrome](#)
- [Safari](#)

FIRST LOG IN

Click the 'Forgot' link and enter your login and Company ID. Chrome River will send you an email with a temporary password. You will have to complete the following tasks the first time you log in.

REGULAR LOG IN

Complete the Login Screen:

- User ID:** Your login code
- Password:** Password chosen by you
- Company ID:** <Insert your company id here>
- You will be prompted to set your own unique password.

CHROMERIVER

Login

User ID [Forgot?](#)

Password [Forgot?](#)

Company ID [Forgot?](#)

☐ Remember Me

DID YOU KNOW? ?

You can bookmark this page for quick access.

Ctrl + D (Windows)
Command + D (Mac)

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CHROME RIVER MOBILE

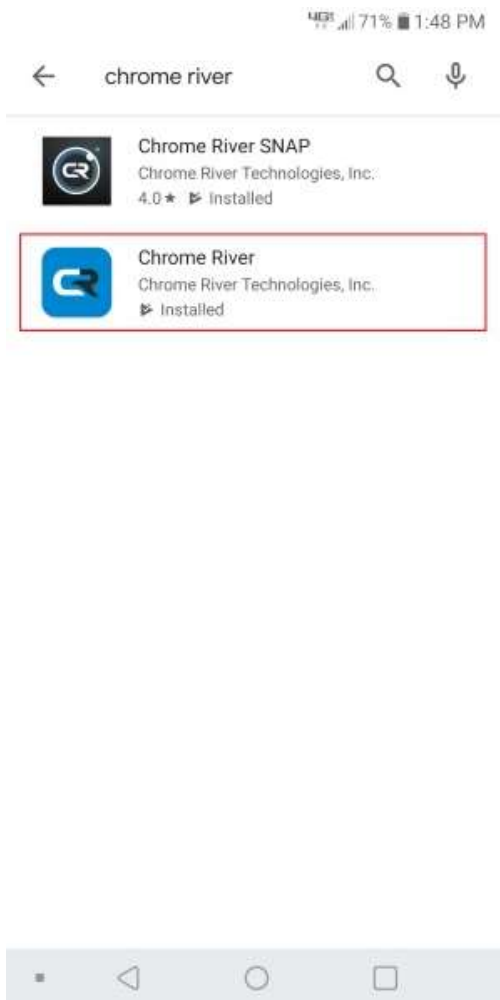
Chrome River is an optional hybrid application that offers MERCURY customers an easier way to log in to the full Chrome River app using Single Sign-On (SSO) authentication or by enabling mobile biometrics like fingerprint and face identification. By downloading *Chrome River* to their mobile devices, users can easily create, submit, and approve expense reports and invoices on-the-go, approve transactions, upload receipts and much more.

System Requirements

Chrome River is available for Apple iPhones running the latest iOS and for Android phones running Nougat and all newer versions of Android.

Download *Chrome River*

1. Open the Apple App Store or Google Play app and search for "Chrome River."
2. Click on the blue CR icon to download *Chrome River*.



Creating a New Expense Report

A new expense report can be created for each event, or events can be combined into a single report.

1. From the Home Dashboard or the Expense Dashboard, click the **NEW EXPENSE REPORT** button. The **Expense Entry Screen** will appear

- a. The Expense Header section stores all the basic information that applies to every expense listed on the report.
 - i. Expense Owner
 - ii. Report Name
 - iii. Pay Me In
2. For your first expense, click on the Add button to show the menu options for adding expenses. There are three main options for adding expenses
 - a. Direct - create a cash out of pocket transaction
 - b. Credit Card - Transactions are loaded daily and are available to apply to your expense report
 - c. Off Line - emailed items, receipt images & HTML emails
 - d. Travel Data – travel transactions from your travel provider

DIRECT EXPENSES:

To add a direct expense, select the desired mosaic button. Buttons with arrows will display additional options. Once your selection has been made, complete the required fields. Once complete hit SAVE to add transaction.

EXPENSES For Mandy Neske (CR)

DATE	EXPENSE	SPENT	PAY ME
Thu 03/17/2016	Mileage / Personal ...	4.10 USD	4.10
Wed 03/16/2016	Mileage / Personal ...	4.10 USD	4.10
Wed 03/16/2016	Food and Beverage...	100.00 USD	100.00
Tue 03/08/2016	Car Service / Taxi / ...	9.12 USD	0.00
Thu 03/10/2016	Food and Beverage...	28.00 USD	0.00
Thu 03/10/2016	Car Service / Taxi / ...	7.64 USD	0.00
Thu 03/10/2016	Car Service / Taxi / ...	19.29 USD	0.00

Expense Report: 01001166677 | Total Pay Me Amount: **115.85 USD** | Submit

CREDIT CARD TRANSACTIONS:

To select a credit card transaction, click on the box above the dollar amount. You can select multiple transactions at once. To add the credit card transaction(s) to your report, simply hit the plus icon in the top right of your screen.

EXPENSES For Mandy Neske (CR)

DATE	EXPENSE	SPENT	PAY ME
Tue 03/08/2016	Car Service / Taxi / ...	9.12 USD	0.00

Expense Report: 010011679651 | Total Pay Me Amount: **0.00 USD** | Submit

OFFLINE TRANSACTIONS:

These are cash receipts sent in using "Snap & Send", or HTML emails sent to [<insert receipt email address here>](#). The transactions are treated as an out of pocket expense. Please see receipt section below for a detailed picture.

TRAVEL TRANSACTIONS:

Only add travel transactions if you have a matching credit card transaction or a receipt to match the out of pocket travel expense. If a receipt/credit card/ Egencia transaction do not auto merge (link together), you can manually merge the data together under the "ALL" section. It is recommended to sort ALL transactions by amount to quickly organize the transactions. To complete a merge, select the desired transactions. A blue merge button will appear. Hit the merge button to complete.

The screenshot shows the Chrome River Expense Entry interface. On the left, a table lists expenses for Mandy Neske (CR) under the 'Conference' category. The table has columns for DATE, EXPENSE, SPENT, and PAY ME. The right pane shows a summary of the selected expense, 'Mileage / Personal Car', with details like Date (03/17/2016), Spent (4.10 USD), Business Purpose (Meetings), and Description (From: 831 S Douglas St, El Segundo, CA, United States; To: LAX Terminal #1 Upper Level Shuttle Stop, Los Angeles, CA, United States).

DATE	EXPENSE	SPENT	PAY ME
Thu 03/17/2016	Mileage / Personal ...	4.10 USD	4.10
Wed 03/16/2016	Mileage / Personal ...	4.10 USD	4.10
Wed 03/16/2016	Food and Beverage...	100.00 USD	100.00
Tue 03/08/2016	Car Service / Taxi / ...	9.12 USD	0.00
Thu 03/10/2016	Food and Beverage...	28.00 USD	0.00
Thu 03/10/2016	Car Service / Taxi / ...	7.64 USD	0.00
Thu 03/10/2016	Car Service / Taxi / ...	19.29 USD	0.00

Expense Report: 010011668677 | Total Pay Me Amount: 115.85 USD | Submit

Summary: Mileage / Personal Car
 Date: 03/17/2016
 Spent: 4.10 USD
 Business Purpose: Meetings
 Description: From: 831 S Douglas St, El Segundo, CA, United States; To: LAX Terminal #1 Upper Level Shuttle Stop, Los Angeles, CA, United States; To: 831 S Douglas St, El Segundo, CA, United States
 Begin Date: 03/16/2016
 End Date: 03/16/2016
 Type: In-Town

- In the preview pane on the right side of the screen, you can see a summary of the expenses you have added and add notes, receipts and items to your expense report.
- After the expenses have been added to the report, click **SUBMIT** if you are done or click **CLOSE** to be taken back to the Expense Dashboard.

Attaching Receipt Images

Receipt images may be uploaded as a PDF, JPG, or GIF, emailed, or faxed to be immediately attached to your expense report.

UPLOAD PDF RECEIPTS

If you choose to upload PDF receipts, the maximum size for a single upload is 5 MB, and the combined size of all the PDF, JPG, or GIF uploaded must be 100 MB or less. **From Within the Expense Report:** On the Expense Entry Screen, click on the **RECEIPTS**. Click on **Browse File to Attach** to attach your images file(s). Once uploaded, you can drag & drop the receipts on to the desired expense item. This action will link the image to the line item.

From the Expense type: Highlight the expense type to which you would like to attach receipts. Click **Browse File to Attach** to attach your images file(s).

The screenshot shows the Chrome River Expense application interface. On the left, a table lists expenses for Mandy Neske (CR). The table has columns for DATE, EXPENSE, SPENT, and PAY ME. One expense is listed: Thu 03/10/2016, Airfare, 39.00 USD, 0.00. Below the table, there is a summary section showing 'Total Pay Me Amount' as 0.00 USD and a 'Submit' button. On the right, a details panel for the selected expense shows merchant information (DELTA AIR LINES Additional), a list of comments (0), and an 'Attachments (0)' section with a 'Browse File to Attach' button.

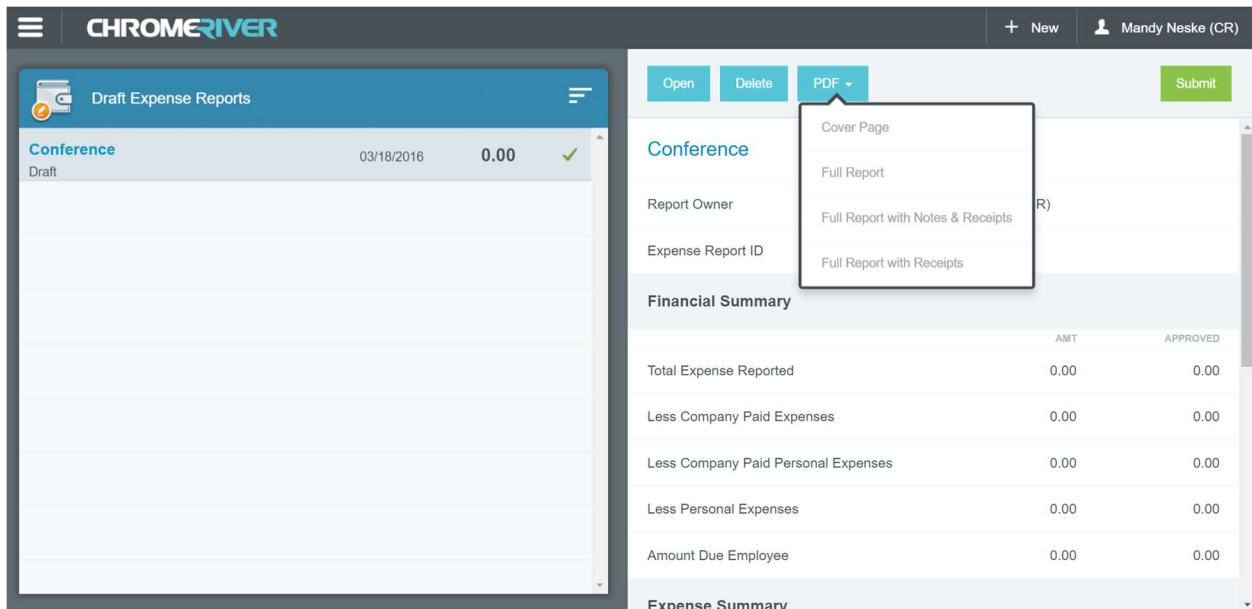
EMAIL OR FAX PDF RECEIPTS WITH COVER PAGE

Attaching receipt images by fax or email allows you to bypass the file-size limitation on images uploaded through the application. It is also the only way to submit images as TIFF files. Note that images must be grayscale, with a preferred resolution of 200 dpi, 300 dpi, or 150 dpi (in that order). Only PDFs and TIFFs can be accepted.

1. From Draft Expenses

- Highlight the draft expense report to which you would like to attach receipts. Click **PDF** in the navigation bar.
- Select **COVER PAGE** to generate a cover page with a unique expense ID barcode.
- Send the stacked cover page and receipt(s) to Chrome River by fax or by scanning and emailing them.
 - Fax number: 214-540-1162
 - Email address: [<insert receipt email address>](#)
- You will receive an email confirmation message if the submission is successful or a detailed error message if it fails.

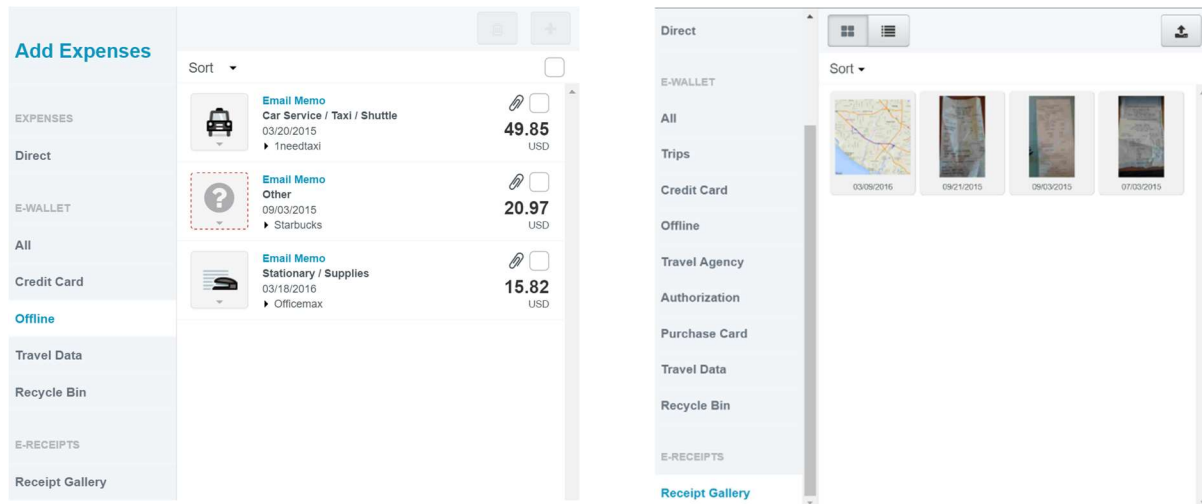
The screenshot shows the Chrome River Expense Report cover page. It includes a header with 'Expense Report' and 'Report ID: 0100-0241-8813'. Below this, there is a section for 'Report Name', 'Expense Owner', 'Created By', 'Date', and 'To Be Paid In'. A barcode is displayed next to the report information. The main body of the page contains three summary tables: 'Financial Summary', 'Expense Summary', and 'Allocation Summary'. Each table lists various expense categories and their corresponding amounts. At the bottom, there is a disclaimer about confidential information and a footer with the Chrome River logo and website address.



EMAIL MEMO RECEIPTS “SNAP & SEND”

Chrome River’s Email Memo feature allows you to use your smartphone to create new expense items—with or without images—for later attachment to an expense report online. Receipts submitted this way must be JPGs of less than 5 MB.

1. Use your phone to take a photo of the receipt.
2. Draft a new message containing the following information.
 - a. **To:** expensememo@chrome.com
 - b. **From:** your.name@your.company.com
 - c. **Subject:** xx.xx [dollar amount] This is an optional field. You can leave blank and allow OCR to populate.
 - d. **Body:** For [x] business purpose This is an optional field. You can add additional information for description if desired.
3. The "From" email address must be the one associated with your account in Chrome River EXPENSE online.
4. Attach the receipt photo.
5. Send the message to [<insert receipt email address here>](#).
6. Once it is received, you will be able to view and attach the email memo in the Offline section or Receipt Gallery. If entering as Offline that will create a cash out of pocket transactions using the amount and Receipt Gallery will allow you to just add the receipt.



Submitting a Report

- To submit an open expense report, click **SUBMIT** in the lower right-hand corner of the Expense Entry Screen.
- To submit the expense report from the Draft Expenses List, highlight it in the grid on the Expense Dashboard. Click **SUBMIT** in the navigation bar.

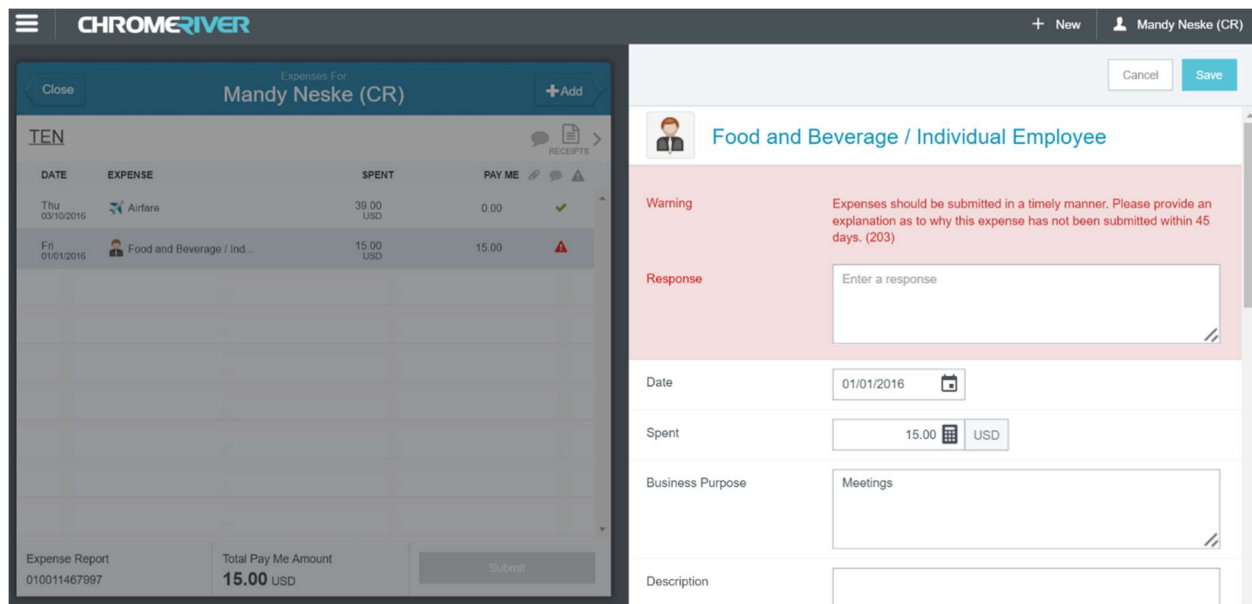
After you click **SUBMIT**, you will be prompted to certify that the expenses are correct and for legitimate business purposes.

- Clicking **SUBMIT** again will send the report to the first step in the approval routing process.

POLICY COMPLIANCE WARNINGS & VIOLATIONS

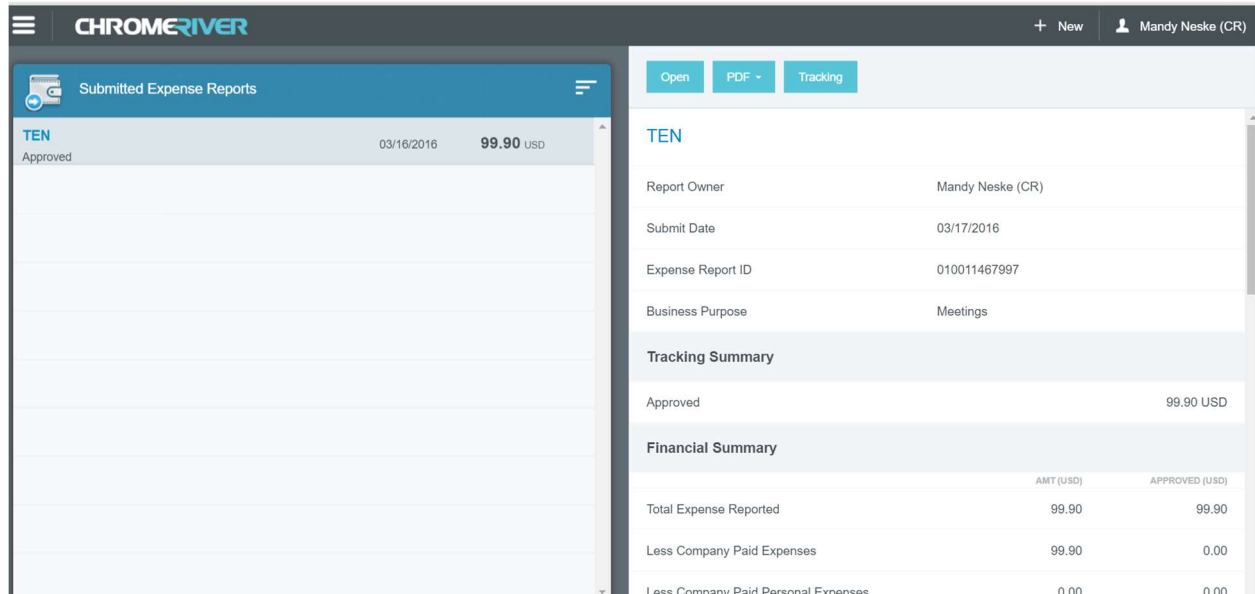
A breach of policy will trigger a warning or violation message when you click SUBMIT.

- A compliance **warning** indicates that additional information is required before the expense can be submitted for approval and processing. Click on the red warning symbol and either modify the data or enter a reply. Then click **SAVE** to proceed.
- A compliance **violation** indicates that the expense cannot be submitted for approval and payment based on the company's policies as defined in the system. Click **CANCEL** on the Submit screen, make any required changes, and select **CLOSE** or **SUBMIT** again.



Report Tracking

Once the expense report has been submitted, it will appear in the Submitted Expense Reports list. From here, you can track its progress through the approval routing process by highlighting the report and clicking **TRACKING**.



Submitted Expense Reports

Report Title	Status	Submit Date	Amount
TEN	Approved	03/16/2016	99.90 USD

TEN

Report Owner: Mandy Neske (CR)

Submit Date: 03/17/2016

Expense Report ID: 010011467997

Business Purpose: Meetings

Tracking Summary

Approved: 99.90 USD

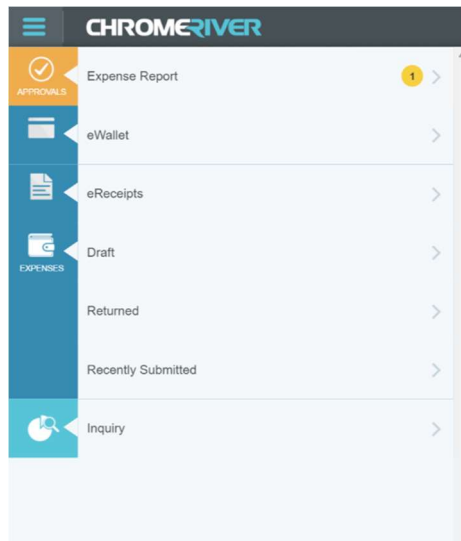
Financial Summary

	AMT (USD)	APPROVED (USD)
Total Expense Reported	99.90	99.90
Less Company Paid Expenses	99.90	0.00
Less Company Paid Personal Expenses	0.00	0.00

Inquiry Reports

The Inquiry Dashboard allows you to create reports and perform quick inquiries on all your activity by category: expense reports, expense items, delegates, calendar, credit card items, firm-paid items, approvals and paid expenses.

1. Click on **INQUIRY** from any Dashboard.
2. Under the Reports tab, select the report you would like to generate.
3. Select the criteria for the report



CHROME RIVER

APPROVALS

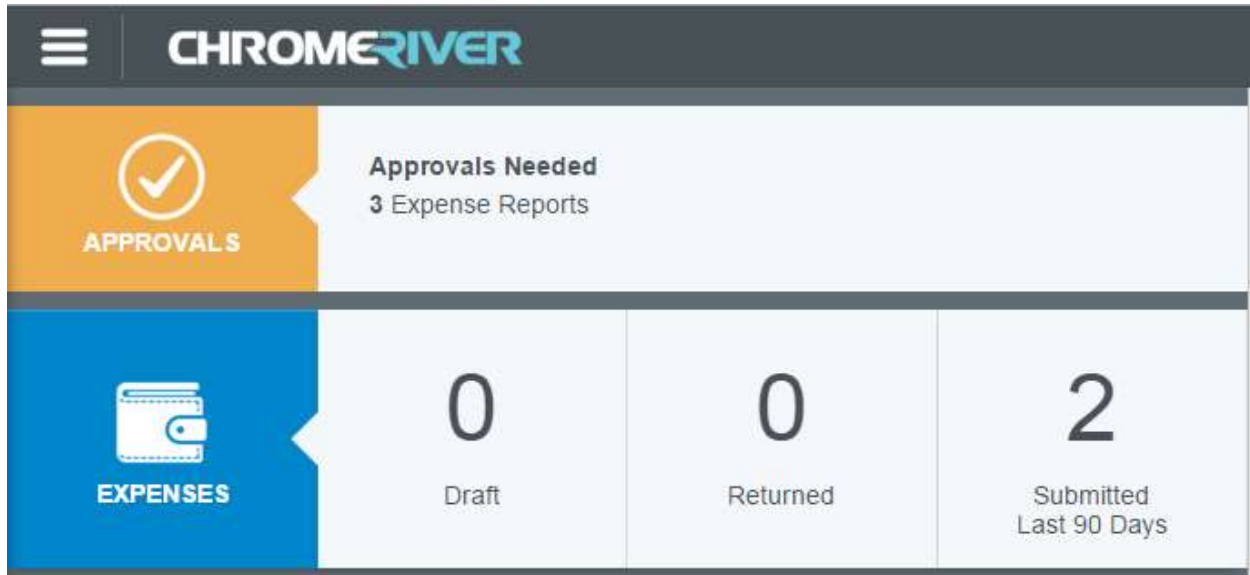
- Expense Report (1)

EXPENSES

- eWallet
- eReceipts
- Draft
- Returned
- Recently Submitted
- Inquiry

Expense Approval

If you are part of the approval process, Chrome River EXPENSE makes this very important task easy by allowing you to approve expenses online, by email, or via the mobile app. The first two methods are covered below; mobile app approval will be covered in the Mobile Expenses section.



APPROVE ONLINE

1. Log in to Chrome River EXPENSE and navigate to the Approval Dashboard.
2. The Approval screen shows all the reports waiting for your approval. Highlight an expense report and click **OPEN** to review it.
3. The Expense Approval Screen lists each line item that requires your approval on the left and provides expense details, notes and receipt images on the right.
4. You can review, adjust, or return each line item individually by highlighting it in the list.
 - a. Clicking **ADJUST** will open the expense item so that you can change the approved amount, business purpose, and/or cost center. You may also add a note.
 - b. Clicking **RETURN** will send the expense item back to the expense owner.

The screenshot displays the Chrome River EXPENSE application interface. The top navigation bar includes the Chrome River logo, a user menu for Mandy Neske (CR), and buttons for '+ New', 'Adjust', and 'Return'. The main content area is split into two panels. The left panel, titled 'Expenses For Alexander Morton', shows a list of expenses for March 2016. The right panel provides a detailed view of a selected expense, 'Car Service / Taxi / Shuttle'.

DATE	EXPENSES	SPENT	APPROVED
Wed 03/02/2016	Airfare	1,696.00 USD	1,696.00 USD
Wed 03/02/2016	Car Service / Taxi / Shuttle	11.10 USD	11.10 USD

At the bottom of the left panel, there is a 'Return Report' button, a 'Total Approved Amount' of 1,707.10 USD, and a green 'Submit' button.

The right panel details the 'Car Service / Taxi / Shuttle' expense with the following information:

- Date: 03/02/2016
- Spent: 11.10 USD
- Approved: 11.10 USD
- Business Purpose: Pittsburgh Conference
- Description: Transportation from the Airport to the Hotel.
- Merchant: Yellow Cab
- Location: Pittsburgh
- Type: Out-of-Town

- When you have finished reviewing the expense, click **SUBMIT** to pass the approved expense line items on.
- Clicking **RETURN REPORT** will send the entire expense report back to its owner. You will be required to provide an explanation and click **SUBMIT** again.

APPROVE OR RETURN BY EMAIL

Chrome River will email you expenses that require your approval. You can only approve all or return all with notes via this method—any line item adjustments must be made in Chrome River online.

- Forwarding the email to approve@chromefile.com is equivalent to clicking **SUBMIT** in Chrome River EXPENSE online.
- Forwarding the email to return@chromefile.com is equivalent to clicking **RETURN ALL** in Chrome River EXPENSE online.

If you receive approval emails in HTML format, you can approve or return expenses by clicking the green **ACCEPT** button or the red **RETURN** button in the email itself.

Report ID: 0100-0100-0100

ACTION REQUIRED Chrome River

Expense Report for: Jim Halpert
 Report Name: Meet with Mercury Office Supplies
 Submit Date: 01/10/2012
 Expense Dates: 01/09/2012 - 01/10/2012
 Total Expenses: 1,200.00 USD
 Prior Approvers: Pam Beesly [01/12/2012]
 Samantha White [01/10/2012]

!! Compliance Warning !!
 Dinner: Business development meals should cost less than \$50 per person unless a regional manager is in attendance.
 Response: Their CEO came along and wanted to eat steak.

Business Purpose
 Meet with Mercury Office Supplies to review new catalog

Account Summary

	Amount (USD)
1000-001 Chrome Law General Billing	1,000.00
2000-001 Chrome Law Marketing	200.00
MatterOnSelectData Other MatterOnSelectData	

Expense Summary

	Amount (USD)
Airfare	400.00
Car Rental	100.00
Hotel	200.00
Meals	500.00

Guest Details

	Internal Guests	External Guests	Guests	Total Cost	Per Person
Lunch	Matthew Johnson	Charlie Smith	5	300.00	60.00 USD
	Evelyn Summers	Joe Smith			
		Jose Sanchez			
Dinner	Matthew Johnson	Charlie Smith	2	200.00	100.00 USD

Financial Summary

	Amount (USD)
Total Expense Report	1,200.00
Less Company Paid	0.00
Less Personal Expenses	0.00
Amount Due Employee	1,200.00

ACCEPT **RETURN**

>> [View Receipts](#)

Report ID: 0100-0100-0100

To take action on these expenses, take all of the following:
 - Click on the **ACCEPT** or **RETURN** button as appropriate in the email that opens.
 - OR **FORWARD** this email to approve@chromefile.com with comments at the top of the forwarded message.

>> [View Receipts](#)