Welcome to The River

LET BUSINESS FLOW

INTRODUCTION

Creating & Submitting Expense Reports covers how to login, set up preferences, capture receipts, and create and submit expense reports in Chrome River. We recommend this training for all users.

AGENDA

BEST PRACTICES

- Training Camp Registration Link: www.chromeriver.com/training/registration
- Prerequisites: This is the first training that any user should attend.
- Additional Training: **Approvers** and **Administrators** may attend **Approving Expense Reports** and **Configuring Company Settings**.

Logging in during training is not always necessary. Design your training session as either a "Watch and Learn," or "Practice Workshop" style. There are pros and cons to both, dependent on your employees' styles.

CREATING AND SUBMITTING EXPENSE REPORTS

1. SETTINGS

- **Primary Email:** Your main work email address.
- **Alternative Email:** Allows you to forward receipts into your Chrome River account from an alternative/non-business email address.
- **Delegate Settings:** Delegation allows you to create and submit expense reports and pre-approvals on someone else's behalf. Click on your name in the upper right-hand corner to see who you are authorized to submit for. You can setup delegates and approval delegates for yourself in this area.

2. HOME BUTTON

Home button: Gets you back to the main page from anywhere in the application. Click on the CHROMERIVER icon in the upper left-hand corner of the screen.

3. HELP CENTER

The Help Center is the first place to go for questions and tutorials. It is in the upper right-hand corner, under your Name.

4. DASHBOARD

- +New Button
  - Click to enter a new Expense Report, Pre-Approval, or Invoice.
- On the right side of the screen is configurable information specific to your organization.
- On the left side of the screen is an overview of expenses, pre-approvals, and invoices
- The upper-left hand corner of the screen is the Hamburger Menu, where you can access the various expense, pre-approval, and invoice dashboards, as well as your eWallet, and eReceipts.

5. CAPTURE AND SUBMIT RECEIPTS

A best practice is to send or forward your receipts to Chrome River as you go to avoid losing them. The Chrome River SNAP application can be downloaded to help.

6. EWALLET

The **eWallet** is where your receipts go and stack up until they are added to a report. **Credit Card** transactions that feed into your account will also land in the **eWallet**.

Chrome River attempts to match Credit Card transactions to receipts based on date, amount and expense type.

eWallet Sections:

- **Offline**: Receipts submitted via email and **SNAP**.
- **Credit Card:** Imported credit card transactions.
- **Receipt Gallery:** Images uploaded directly to Chrome River from an **Offline** area.
- **Recycle Bin**: Receipt images that have been deleted.

7. ENTERING AN EXPENSE REPORT

Use the **+New** button:

- Enter the **Report Name**.
  - **Expense Header:** Organizations may have other fields (**UDFs – User Defined Fields**) that need to be completed based on requirements here.
- Click **Save**.

Now, you can add individual line items.

- Add out of pocket (**Reimbursable**) or company paid (**Non-Reimbursable**) line items.
  - **Line Item Compliance Rules** are checked when line items are saved.

8. SUBMITTING AN EXPENSE REPORT

A report can be submitted when all expense line items have been entered, the user has replied to all warnings with no violations (all green checkmarks) and attached all necessary receipt images (paper clips). **Submit Compliance Rules** are checked upon report submission.

9. EXPENSE REPORT REVIEW

- Go back to the home page.
- View the **Expenses** ribbon to see **Drafts**, **Returned**, and **Submitted** statuses.
- Click on your newly submitted expense report in the **Submitted** section.
  - **Open** – Review individual line items.
  - **PDF** – Review items in PDF format with varying levels of detail.
  - **Tracking** - View who the report is currently assigned to.
  - **Recall** – Move the report back to **Draft** status before any line item is fully approved.

10. ENTERING A NEW PRE-APPROVAL

A **Pre-Approval Request** is a way to obtain pre-authorization for an expense before the expense occurs.

Click the **+New** button:

- **Pre-approval Header**: Organizations may have other fields (**UDFs – User Defined Fields**) that need to be completed based on their requirements here.
- **Allocation field:** This is on the header and not the individual line item like an expense.
- Click **Save.** Now, you can add the individual line items.
    - No receipts are required at this point because you have not spent any money yet. Receipts will be added when you get back on the actual expense report.
- **Pre-Approval Submit Compliance Rules** are checked upon pre-approval submission.

*A best practice is to include specific examples of **Approval Headers** and **Allocation** fields.*

11. PRE-APPROVAL REVIEW

Click on the **Home Button** and select the **Pre-Approval** ribbon.

- The **Pre-Approval** ribbon will display the **Draft, Returned, Submitted** statuses.
    - **Open –** Review individual line items.
    - **PDF** – Review report in PDF format with varying levels of detail.
    - **Tracking** – View who the report is currently assigned to.
    - **Recall** – You can move the **Pre-Approval** back to draft status if the status is not **Expired**, **Applied**, **Partially Applied** or **Approved**.

12. IMPORT PRE-APPROVAL BUTTON

Click on **Import Button**, then click inside of **Pre-Approval** dropdown:

- Select **Import/ Save.**
- **PX01 message** for each line item – **Edit**, **Update** and **Resave** each line item (update amount, attach receipt, etc.).

OTHER RESOURCES

- **Live Customers** – Can submit a case to the **Help Desk**
- **Implementation Customers** – Follow-up with their **Chrome River Project Manager** or see the **Chrome River Training Camp** website.

NEXT STEPS

After completing this training, here are some additional steps you can take:

- Download the Chrome River **SNAP** application.

- Use the Help Center to find answers to any questions you come up with.

QUESTIONS

Write your questions down here for our Support Team or your Customer Success Manager.

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