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CHROME RIVER

Payment Services

Training Agenda

- What is Chrome River?
- CR Highlights
- Getting Started with CR
  - Navigating
  - Delegate Assignment
  - Expense Tiles
- How to create and submit an Expense Report
- Expense Report Routing and Tracking
- Expense Report Approval

Chrome River-PCard

Chrome River is HSCEP's new expense management system for PCard reconciliation that went live on January 4, 2021. The new system replaces Citibank GCMS and will enhance and simplify the PCard processes. No more Citibank portal!

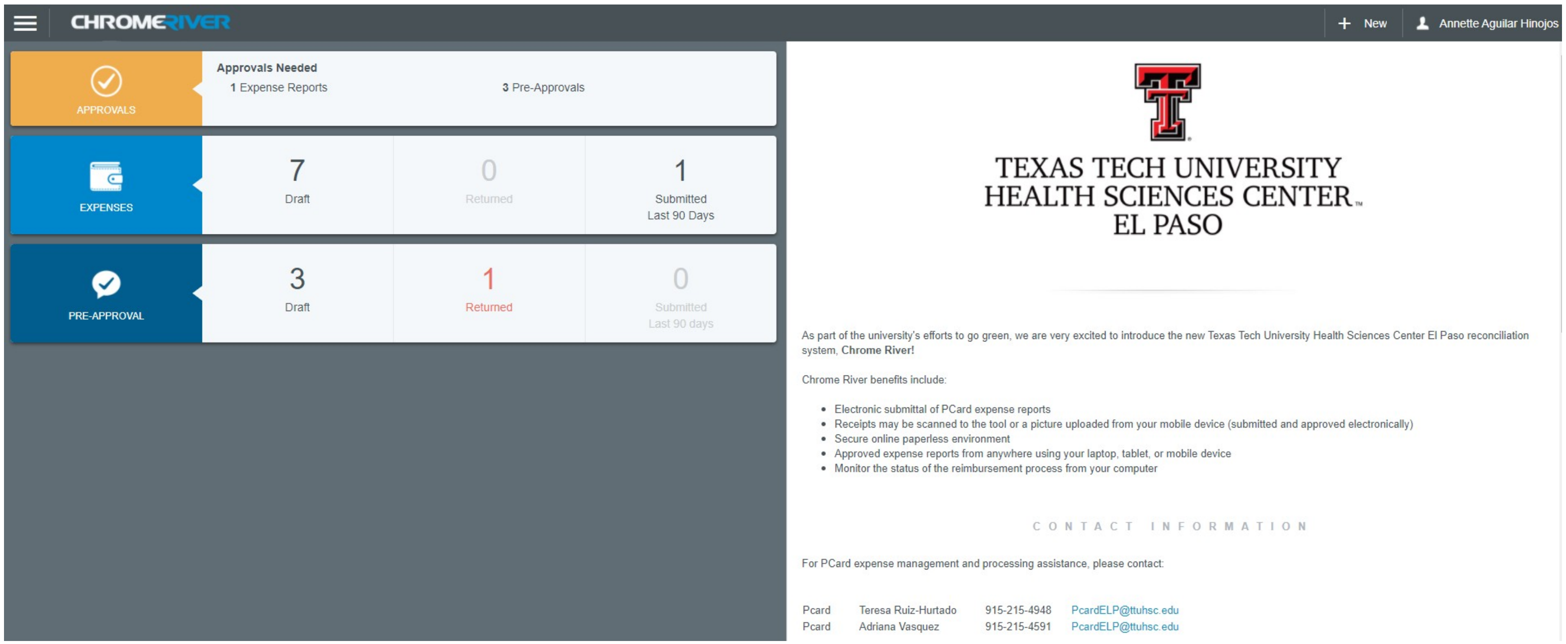
Chrome River-Pcard Highlights

- Single sign-on
  - All employees with eRaider, can log into Chrome River. No password reset or security questions.
- Paperless
  - No more printing reports and attaching paper receipts.
  - Supporting documentation will be uploaded to the system.
- Electronic routing
  - Reports will be routed for budget check, supervisor approval, and the PCard office for final review.
  - Say good-bye to inter-departmental mail and hello to efficiency.

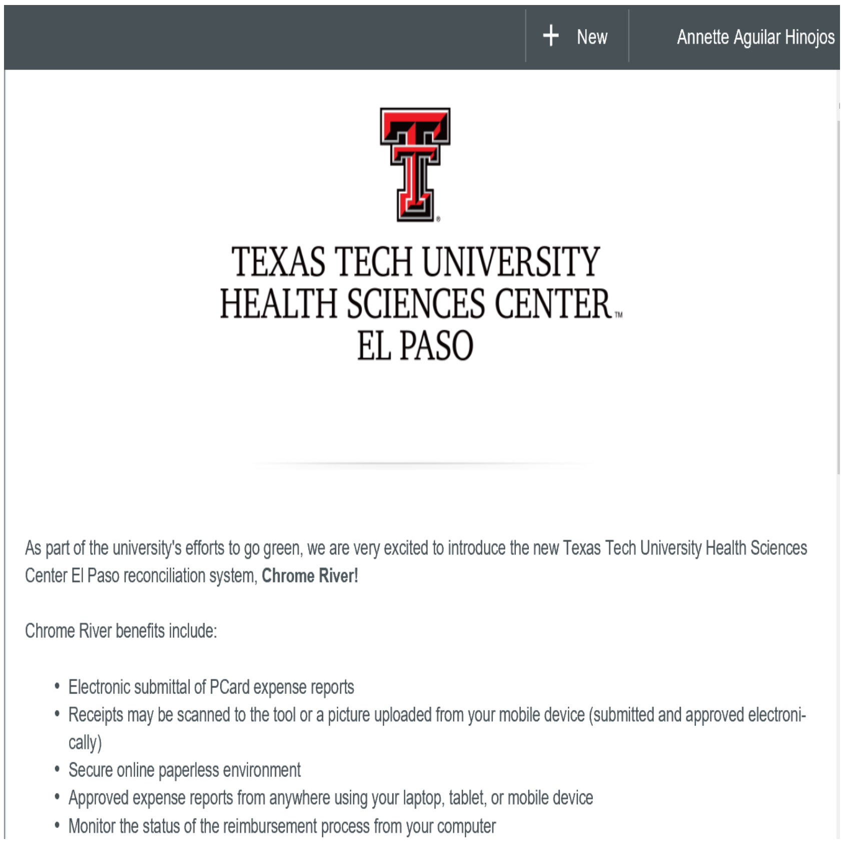
How will the system work?

- Automatic Citibank transaction feeds (daily)
  - All PCard transactions will automatically feed to the Cardholders Chrome River eWallet for reconciliation, 1-3 days after the posting date.
- Electronic Receipts Uploads
  - All dashboards include a Receipt Gallery for documentation storage and potential mapping to feed credit card transactions.
- Electronic Expense Report
  - New expense reports can be created electronically for transactions pending reconciliation.
  - Expense Report should be submitted weekly.
- Allocations
  - All valid FOP combinations from Banner will be available for use in Chrome River
  - Multiple FOP combinations can be applied to a single transaction.
  - Compliance rules have been created for restricted fund source to ensure the FOP is allowed to be utilized for the allowable expense.
- Electronic Approval Routing
  - PCardholders and delegates can be easily track routing for all expense report submissions.

Getting Started with Chrome River



Welcome Page



- User icon provides access to other authorized accounts, Settings, and Help
- Contact Information
- Deadlines
- Upcoming Training
- Special Announcements
- Links to Policies and Forms
- Links to Training Videos

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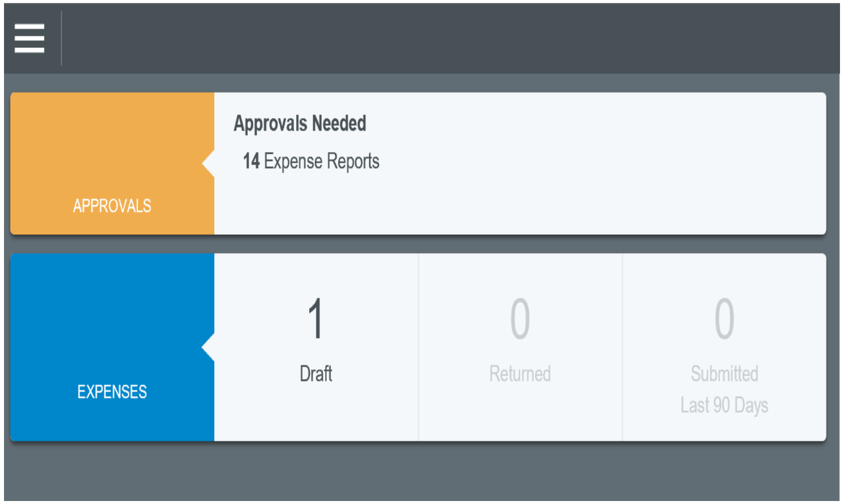
Dashboard



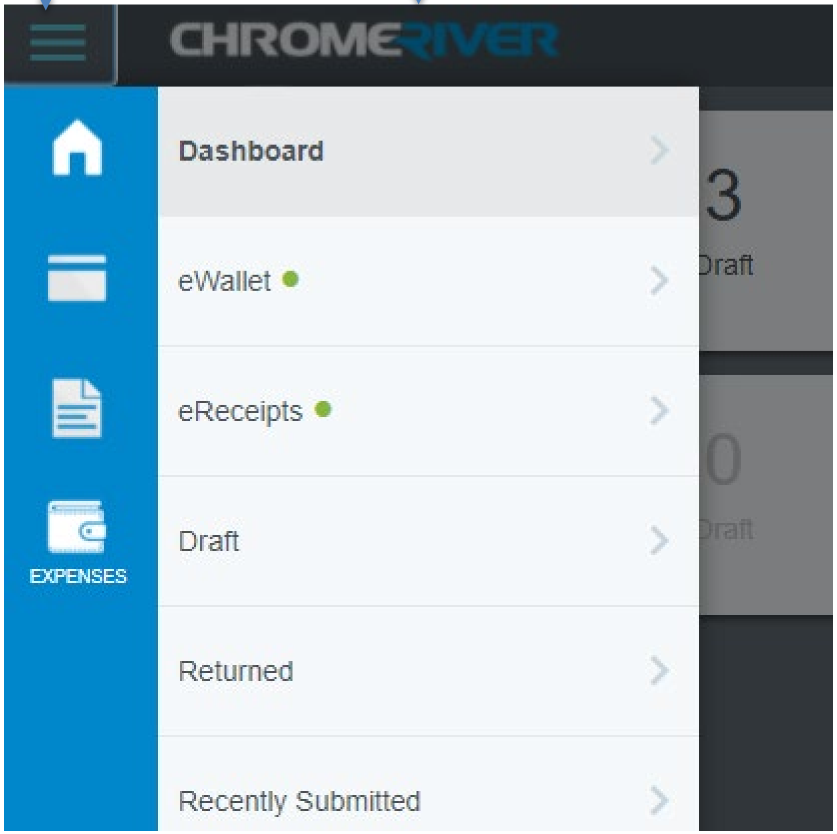
Snapshot of Recent Activity

- Approval Bar – Will appear if user has items pending approval
- Expense Report Bar – Drafts, Returned, Submitted last 90 days

Navigating through Chrome River

Menu Button

Chrome River Icon will take you to the home page



- **eWallet** – you will find all your credit card transactions directly feeding from Citibank.
- **eReceipts** – receipts you have saved or downloaded into your profile.
  - Save using dollar amount and vendor, e.g. 250.00Amazon

Delegate Types

Delegate (Reconciler):

- Create PCardholder’s expense reports (need access to the profile) on behalf of the PCardholder and access his/her settings menu, home screen and inquiry reports.
- Receive e-mails regarding rejection/adjustment to reports created for the PCardholder.
- Cannot approve expense reports on behalf of the PCardholder.

Approval Delegate:

- As a supervisor/approver you can temporarily grant another user to approve on your behalf.

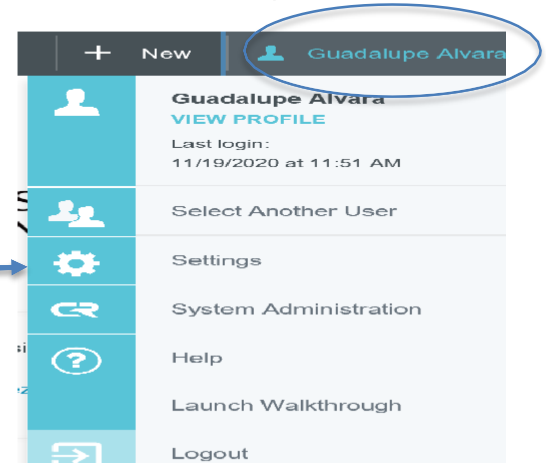
  - Gives temporary approval rights during a specified period of time (system will require a “Start” and “End” date

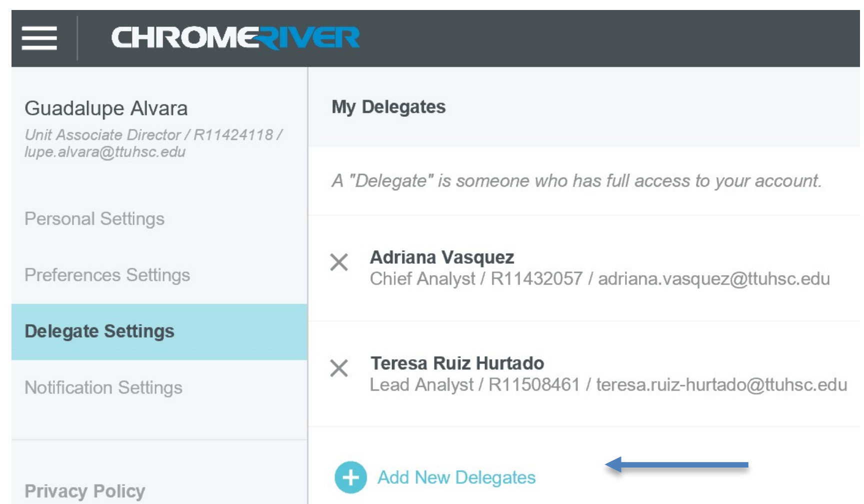
  - Only approve via email

  - No access to account or approval bar

Delegate (Reconciler)

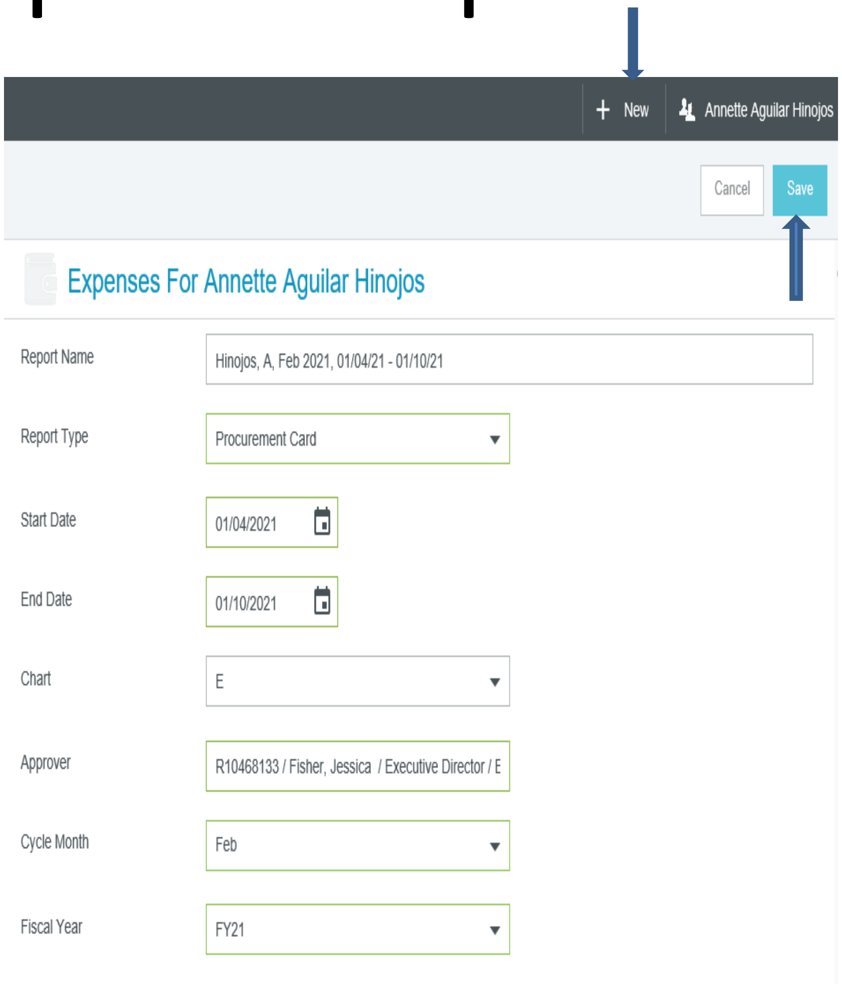
- Pcardholders grant access to Delegate
- Is able to create and submit an expense report on their behalf.
- The PCardholder still retains full responsibility of ensuring that expenses are completed in a timely and accurate manner.
- Expense reports will route to the PCardholder after the delegate submits the report.
- To Assign a Delegate
  - Click on your name (top right corner)
  - Select Settings
  - Select Delegate Settings
  - Click Add New Delegate
  - Type in the name of the person you'd like to act on your behalf.



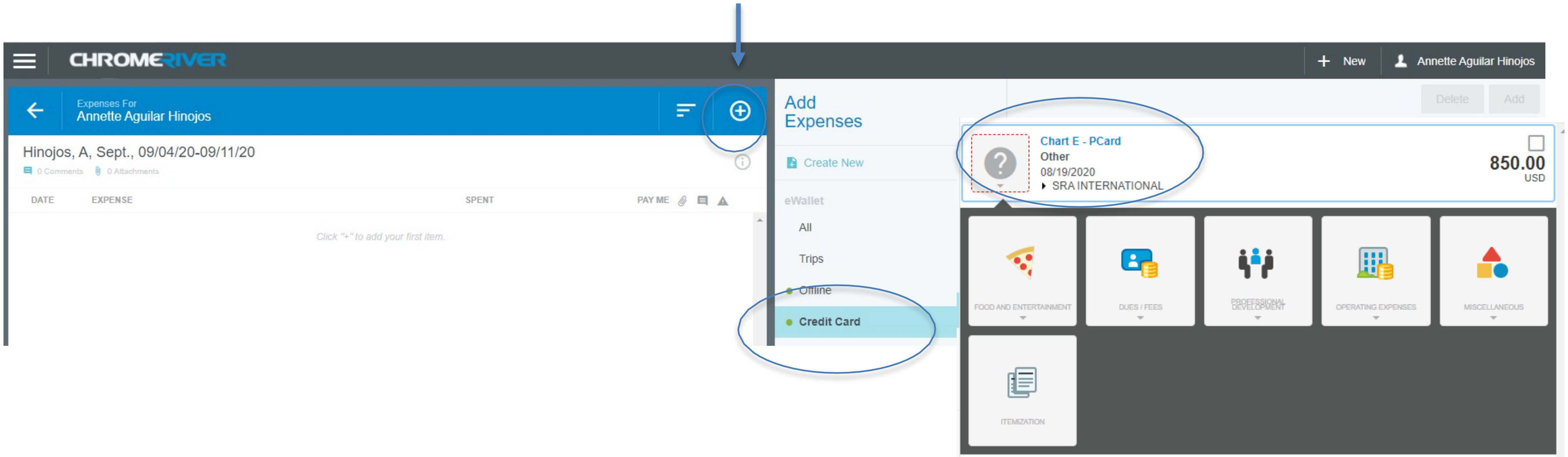


Create a New Expense Report

- **+ New**
  - New Expense Report
- **Report Name**
  - Last Name, First Initial, Cycle Month and Year, Start and End Dates (MM/DD/YY) of Transactions
- **Report Type**
  - Procurement Card
- **Start Date/End Date**
  - Time period for submission, should submit weekly and reflect the transaction posting dates (use Monday – Sunday dates)
- **Approver**
  - PCardholder Supervisor or department Fund Manager
- **Cycle Month** and **Fiscal Year**
- **Save**
  - Top right hand corner

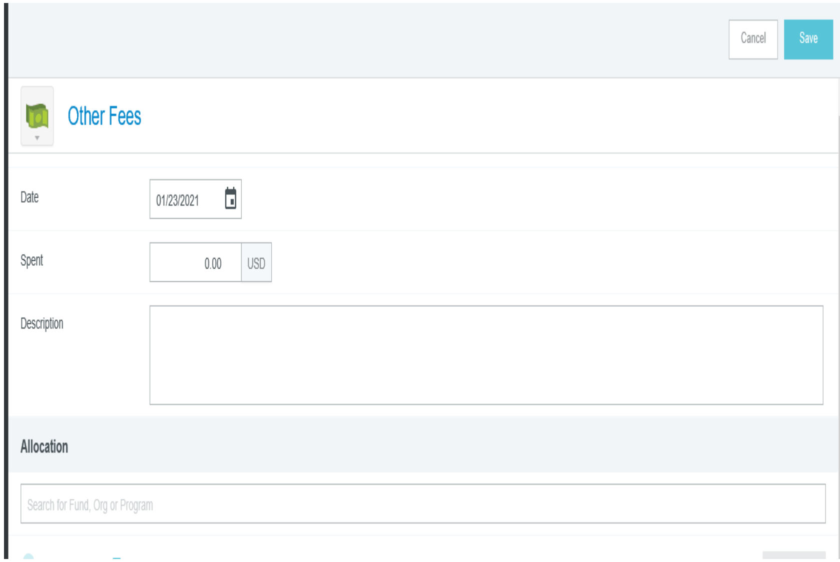


Adding an Expense



- Select the **+** Button to add a new expense
- Click on **Credit Card**
- Select the credit card transaction you want to add to your report
- Select the Expense Tile

Adding an Expense

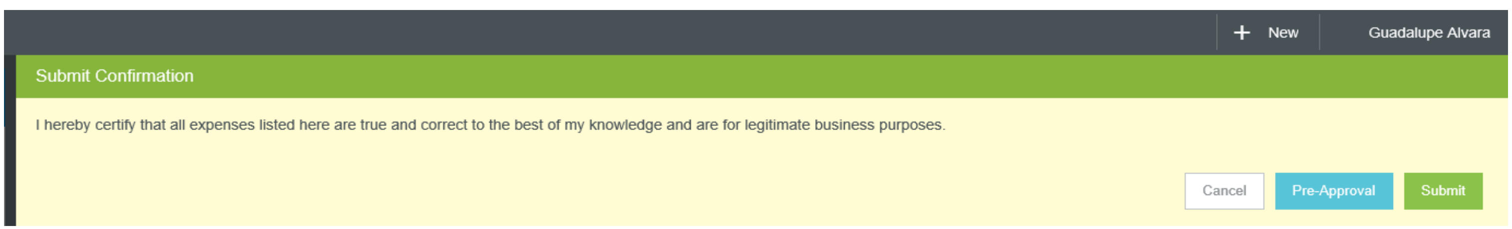


After locating the appropriate expense tile, enter the information required.

- Form information requirements can vary by expense type, but all forms will require the following:
  1. **Date** & **Spent**–verified by the fed transaction
  2. **Description**–provide detailed description of transaction and justification/benefit to institution
  3. **Allocation**–all valid FOP combinations are available for application to the expense; multiple allocations can be added to a single expense by clicking the **Add** allocation button.
  4. **Receipt**–can be uploaded directly from your computer to the line item or the Receipt Gallery can be utilized.
- When the requirements have been fulfilled, click **Save** and the credit card transaction will be added as a line item to the expense report

Adding an Expense

- Continue adding transactions to the expense report that fall within time period chosen on the header level.
- When ready to submit the expense report, click the **Submit** button on the bottom of the report.
- Message below will appear. Disregard the Pre-Approval button (travel related).



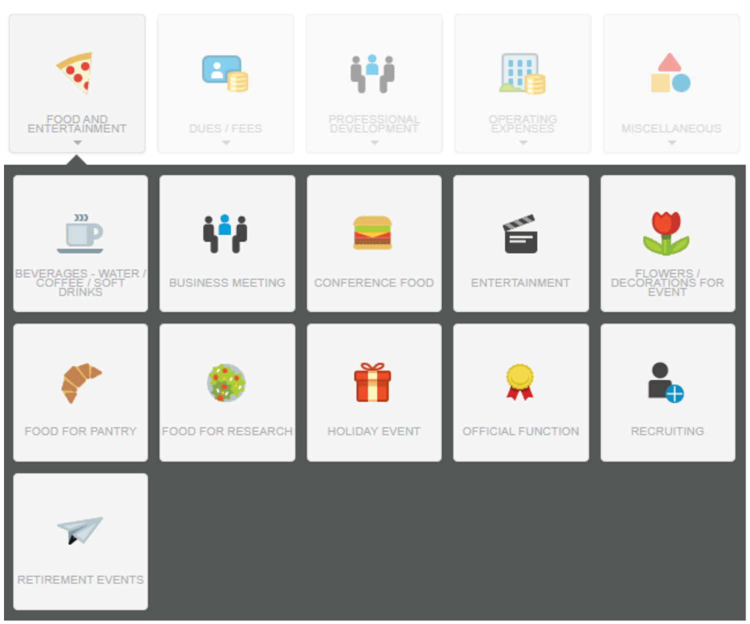
- Once submitted, the report will route for approvals. It can be located in the Cardholder's dashboard for tracking purposes.

Expense Tiles

- Selecting your category is important.
  - The category determines the account code.
  - Each category contains unique fields and requires specific backup documentation.
  - Compliance rules have been created based on expense type, amount, funding, etc.
    - Example: No food and entertainment on state funds.

Expense Tiles

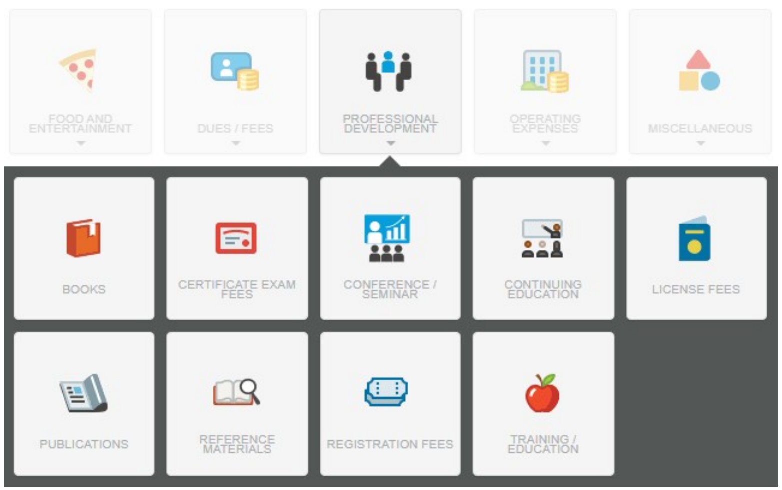
- Food & Entertainment



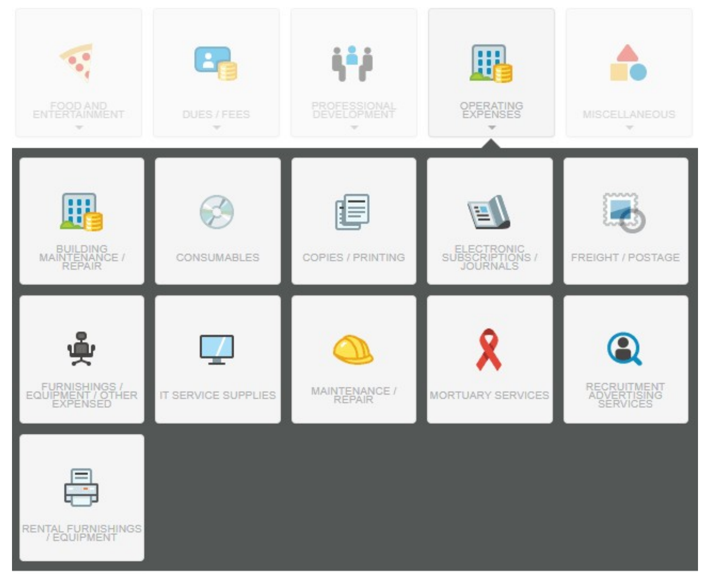
- Dues/Fees Dues

Expense Tiles

- Professional Development



- Operating Expenses



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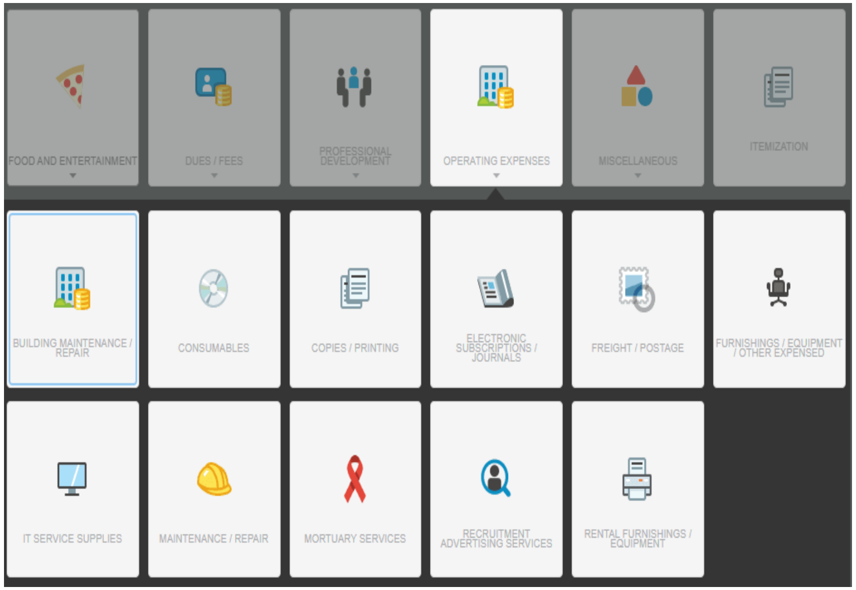
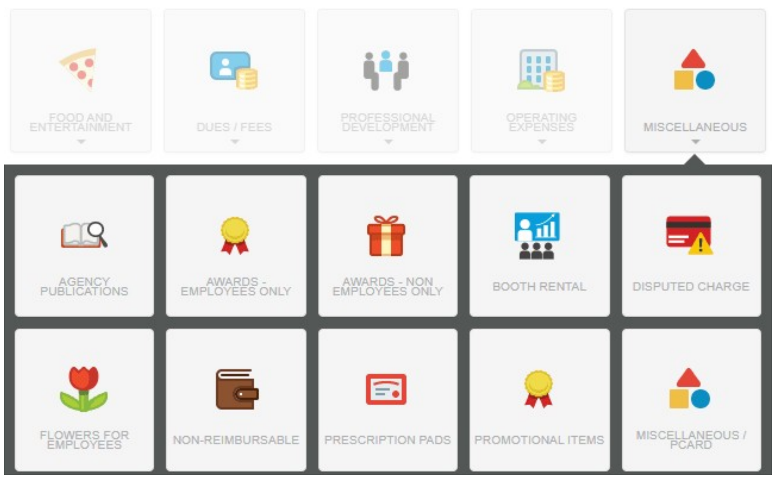
Expense Tile - Operating Expenses



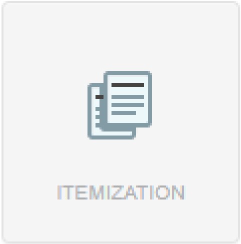
- Most categories under Operating Expenses require a deviation prior to purchase.
- Approved deviation form should be attached.

Expense Tiles

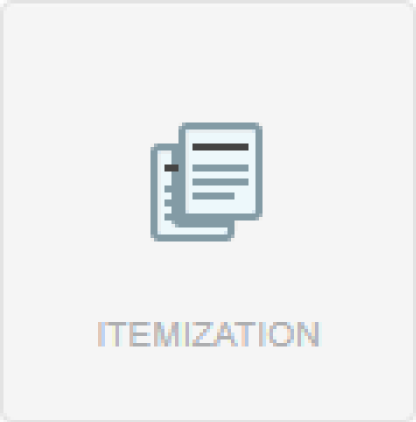
- Miscellaneous



- Itemization



Itemization



- If the credit card transaction requires allocation to multiple account codes, use the Itemization tile.
  - Membership/Registration
  - Amazon, Walmart, etc.

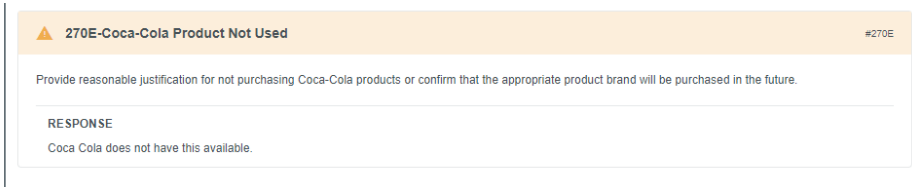
Compliance Rules

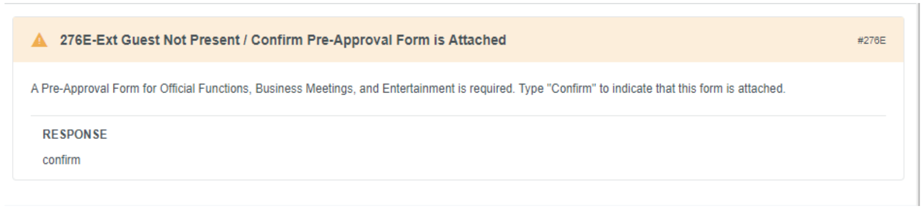
Compliance Rules were created to help remind PCardholders and Approvers of Operating Policies. Depending on the fields selected, a compliance rule may trigger upon submitting your report.

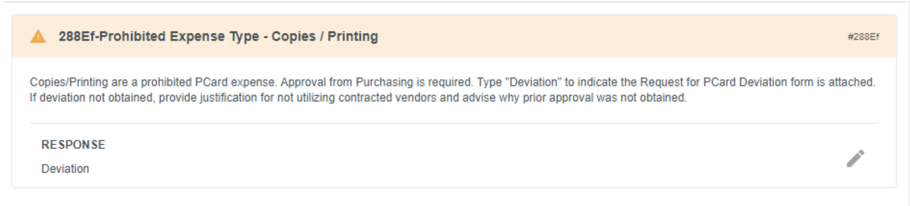
Examples of Compliance Rules:

- Coca-Cola products not used
- No outside guest on events
- Prohibited expense

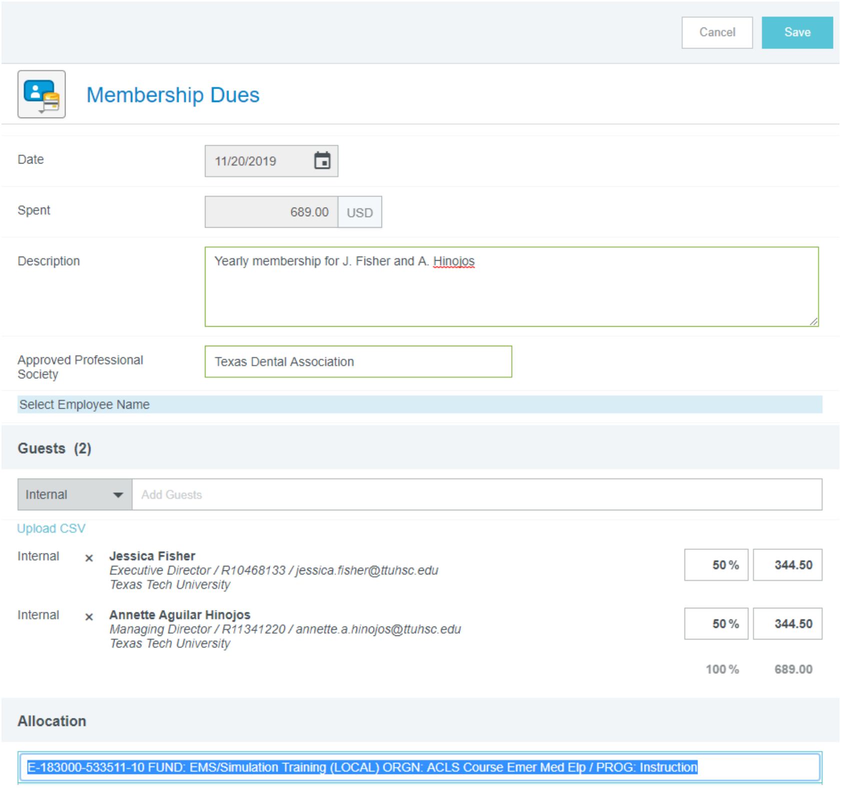
The rule will require you to submit a justification or additional documentation. Follow the instructions per the warning given.





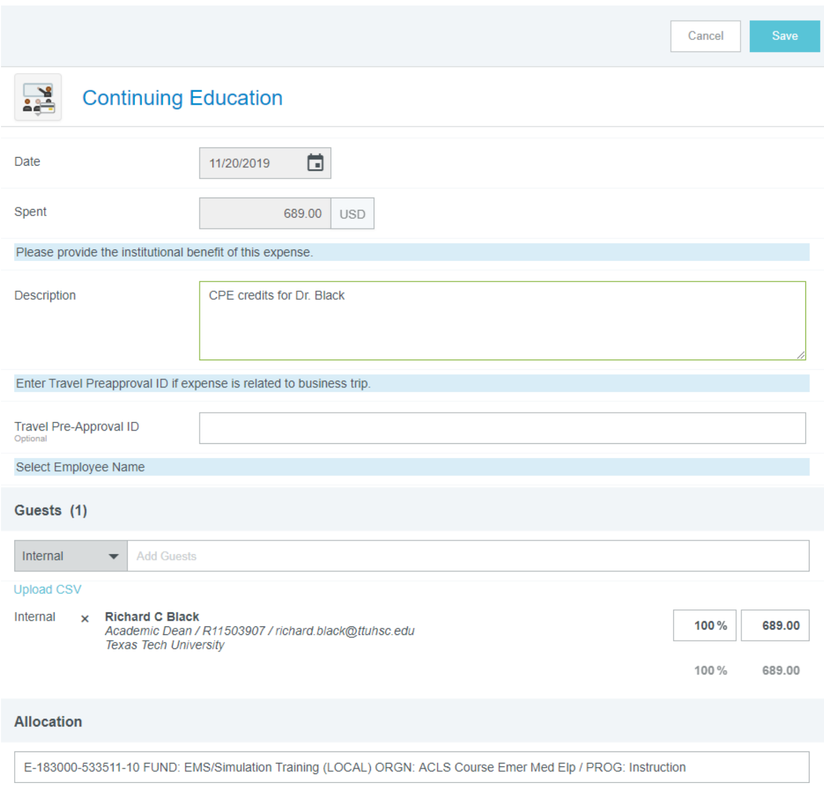


Membership Forms



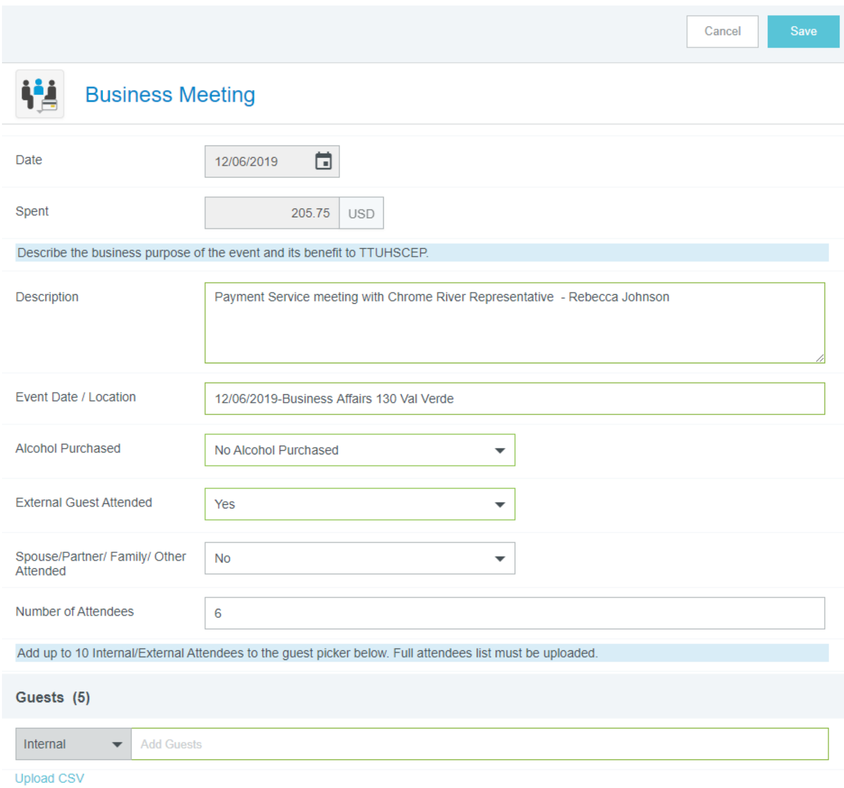
- Description-be specific
- Approved Professional Society list is available in Chrome River
  - –Print screen is no longer required to be attached.
- Select the employee(s)
- Add receipt and backup documentation
- Save

Professional Development Continuing Education



- Description
- Travel Pre-Approval ID
  - Optional
- Select the employee(s)
- Enter allocation (FOP)
- Add receipt and backup documentation
- Save

Food & Entertainment



Cancel Save

Business Meeting

Date	12/06/2019
Spent	205.75 USD

Describe the business purpose of the event and its benefit to TTUHSCEP.

Description	Payment Service meeting with Chrome River Representative - Rebecca Johnson
Event Date / Location	12/06/2019-Business Affairs 130 Val Verde
Alcohol Purchased	No Alcohol Purchased
External Guest Attended	Yes
Spouse/Partner/ Family/ Other Attended	No
Number of Attendees	6

Add up to 10 Internal/External Attendees to the guest picker below. Full attendees list must be uploaded.

Guests (5)

Internal Add Guests

Upload CSV

- Description
- Event date/location
- Alcohol purchased
  - Section to attach approval letter
- External guest attended
- Spouse/partner/family/other attended
- Number of attendees
  - Select internal guests
  - Upload sign-in sheet of attendees
- Add receipt and documentation

F&E form is no longer required as all the questions are now being asked on this form

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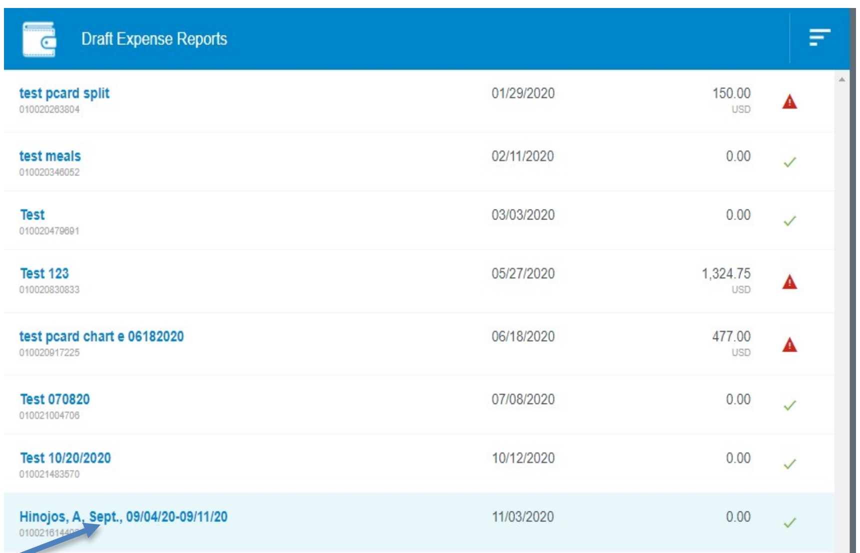
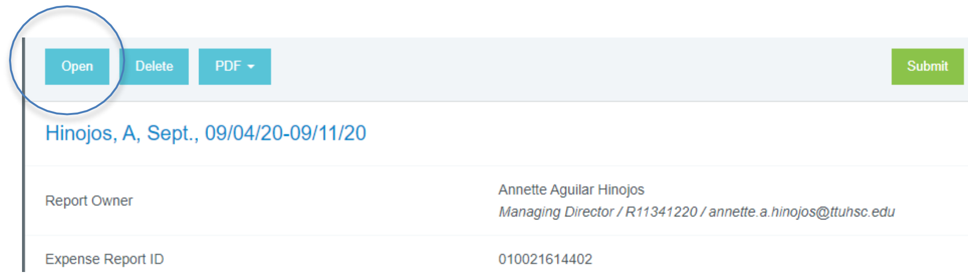
How to Edit Your Report





- Select the report from either your Drafts or Returned items
- Highlight the Expense report
- Select **Open**
- Make necessary changes
- **SAVE**

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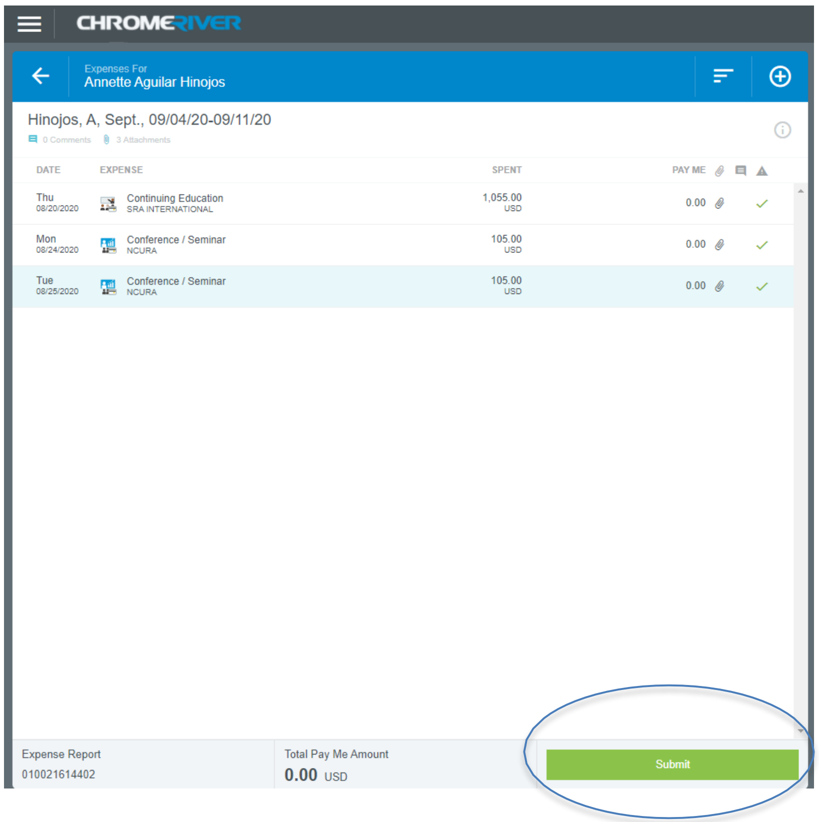
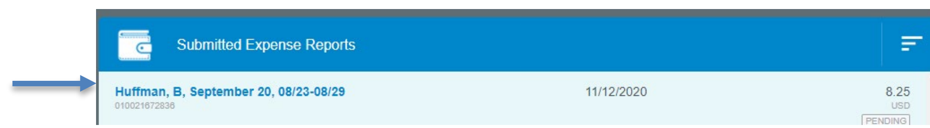
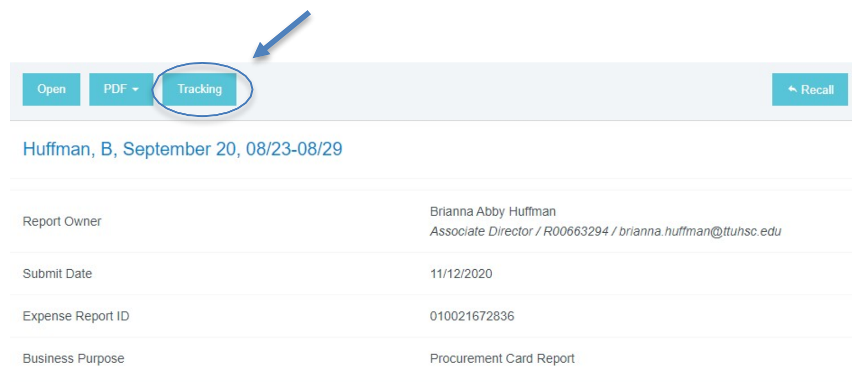
Expense Report Routing



- Submit your PCard expense report.
- If submitted by delegate, Cardholder approval is required
- Route to Supervisor selected for approval
- Budget check is done. If line has insufficient funds, report will be returned to owner's dashboard
- Route to Pcard Office/Approver
- Once approved, exports to Banner
- Fund Manager will be notified via email of the expense once expense report is approved

Tracking your Expense Report

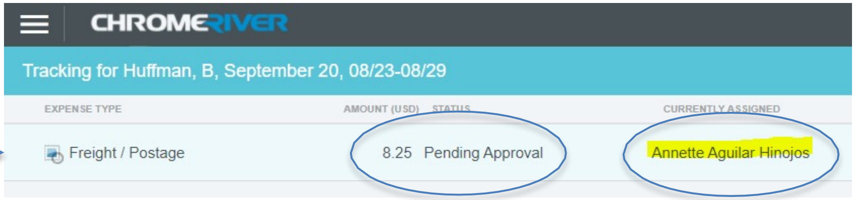




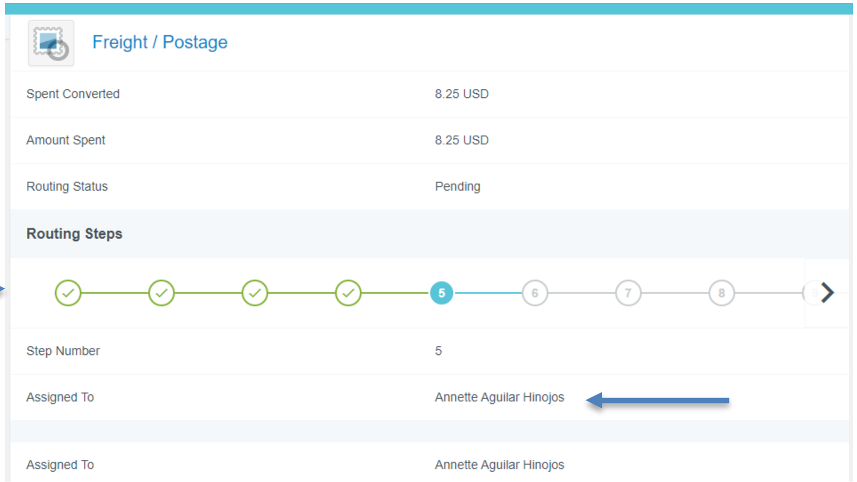
To view the status of a submitted expense report:

- Go to the Cardholder's dashboard and click on the **Submitted** option on the **EXPENSES** bar.
- Select the Expense Report you are tracking
- Click the **Tracking** button to view status

Tracking your Expense Report



- Status – Provides the step in the process in which the report is currently on.
  - e.i. Pending Approval
- Currently Assigned – Supervisor/ PCard Coordinator
- Routing Steps – indicates the steps pending
  - Clicking on the number will show additional detail.



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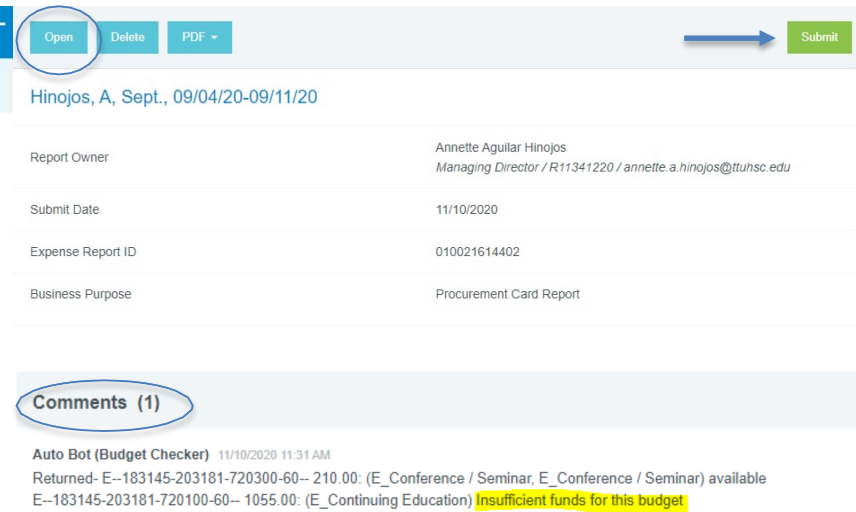
Returned Expense Report



- Select the Returned Expense Report from EXPENSES bar
- Click - **Open**
- Review Comments section for explanation as to why the expense report was returned
- Make any necessary changes
- **Submit**

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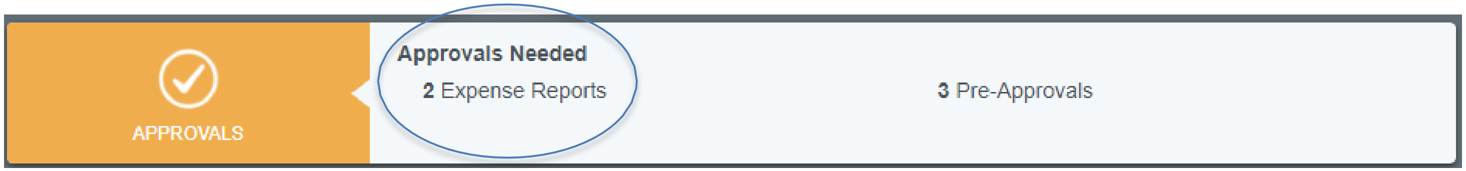
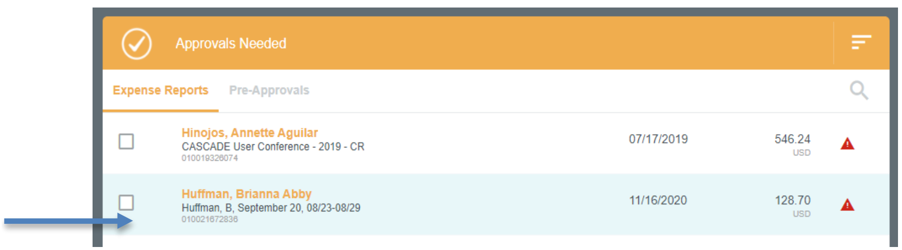
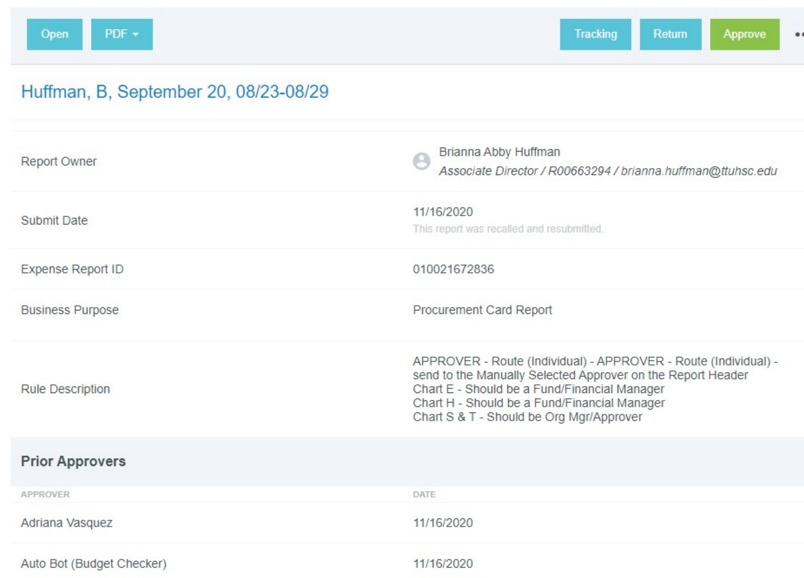
Expense Report Approval







- Only Approvers will see **APPROVALS** on their Dashboard
- Select the Expense Report
- Open, PDF, Track, Return, or Approve

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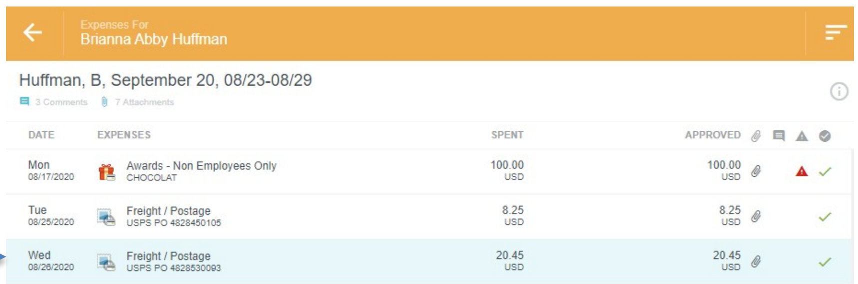
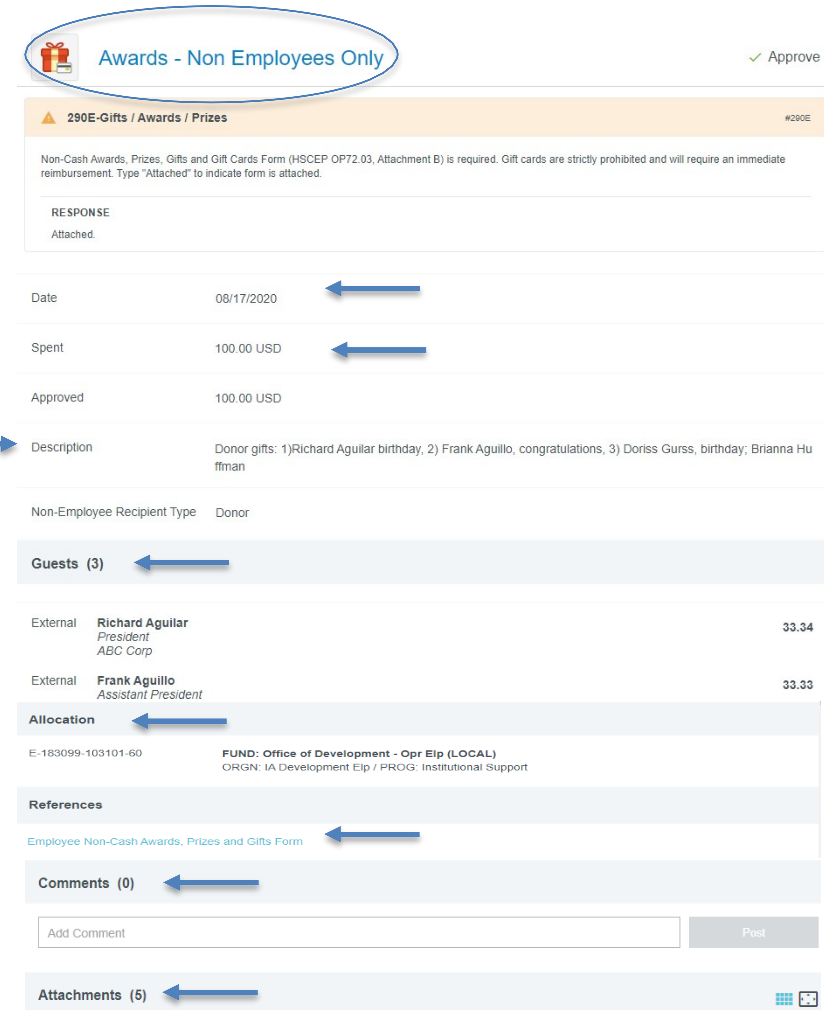
Approval - Dashboard



- Select Expense
- Expense Category
- Transaction Date
- Dollar Amount
- Description
- Guest/Employees
- Allocation-FOP
- Reference-Documentation to be included and uploaded
- Comments
- Attachments-receipt and backup documentation
- Select Next Expense



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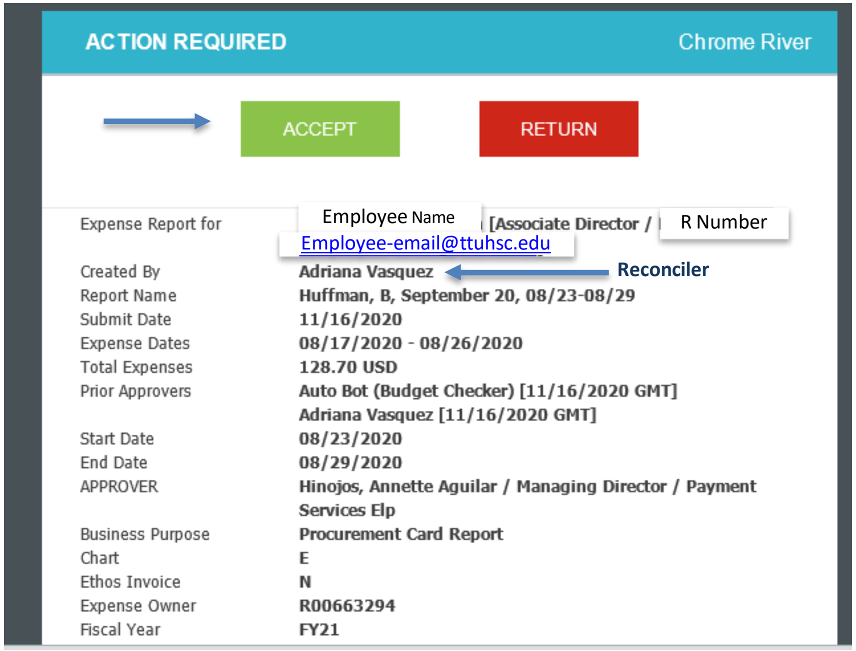
Approving by Email

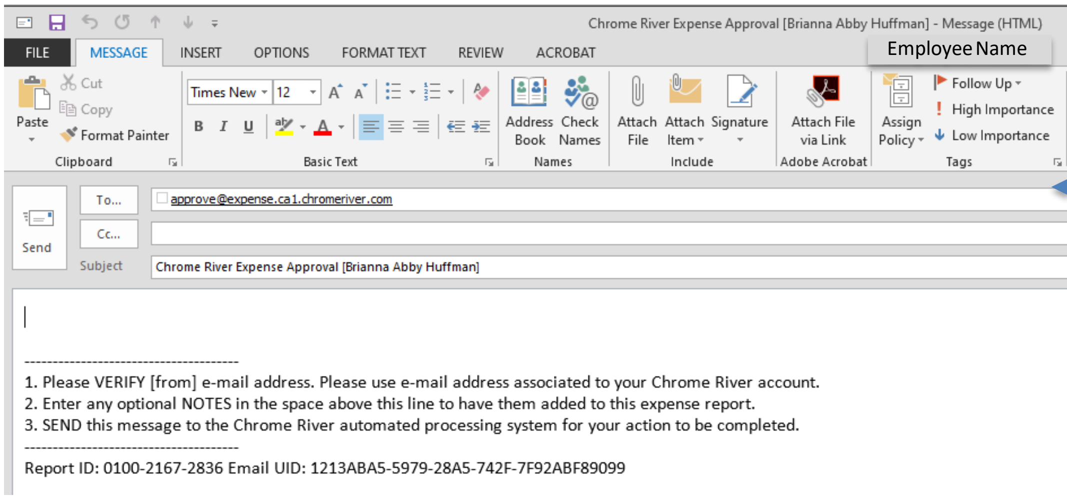

ACTION REQUIRED   Chrome River

ACCEPT   RETURN

Expense Report for	Employee Name [Associate Director / R Number Employee-email@ttuhsc.edu
Created By	Adriana Vasquez ← Reconciler
Report Name	Huffman, B, September 20, 08/23-08/29
Submit Date	11/16/2020
Expense Dates	08/17/2020 - 08/26/2020
Total Expenses	128.70 USD
Prior Approvers	Auto Bot (Budget Checker) [11/16/2020 GMT] Adriana Vasquez [11/16/2020 GMT]
Start Date	08/23/2020
End Date	08/29/2020
APPROVER	Hinojos, Annette Aguilar / Managing Director / Payment Services Elp
Business Purpose	Procurement Card Report
Chart	E
Ethos Invoice	N
Expense Owner	R00663294
Fiscal Year	FY21

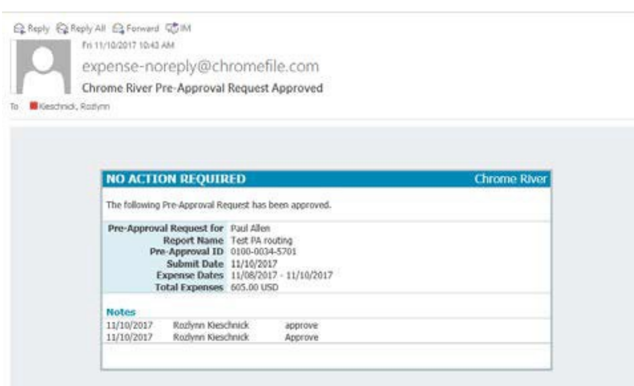
- Cardholders and Approvers in workflow will receive an Email from: **Expense-noreply@chromefile.com** when an expense report has been assigned for their approval .
- Verify expense report information such as expenses, allocation, receipts and documentation
- A link to view uploaded receipts/documentation is provided in the email.
- After reviewing, the Approver can select "**ACCEPT**" or "**RETURN**" to provide an action via email.

Approving by Email



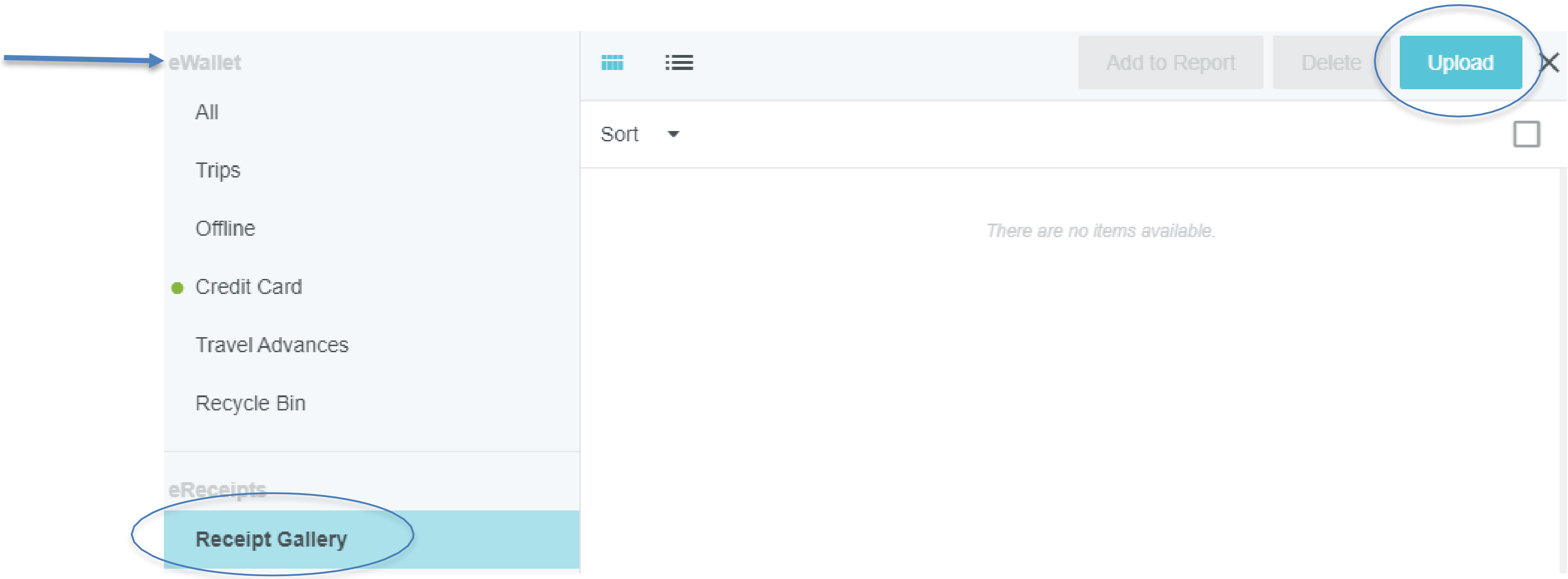
- An additional email will generate once approver has accepted or returned the report

- Comment is not required in the email. Simply select **Send**.



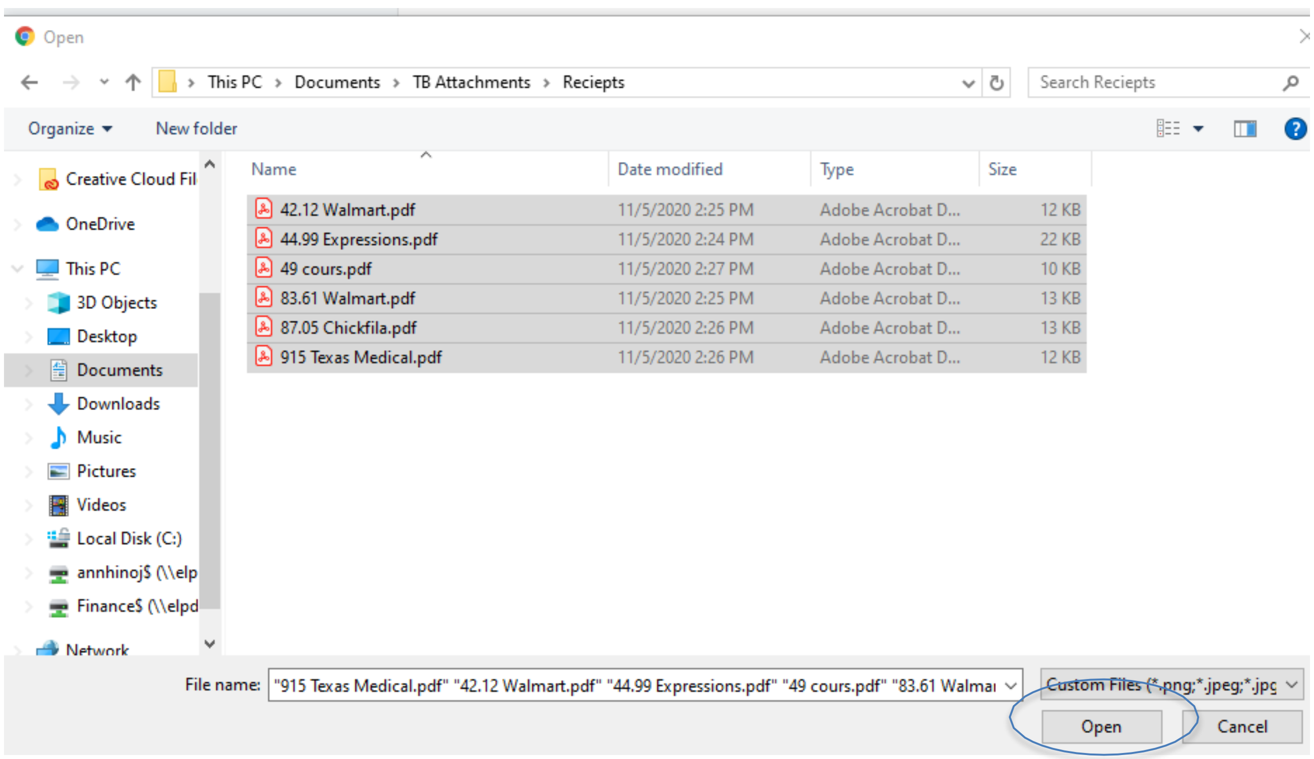
A final notification email is sent to the PCardholder, Delegate/Reconciler and Fund Manager when all approvals are complete.

Upload Receipts from Desktop



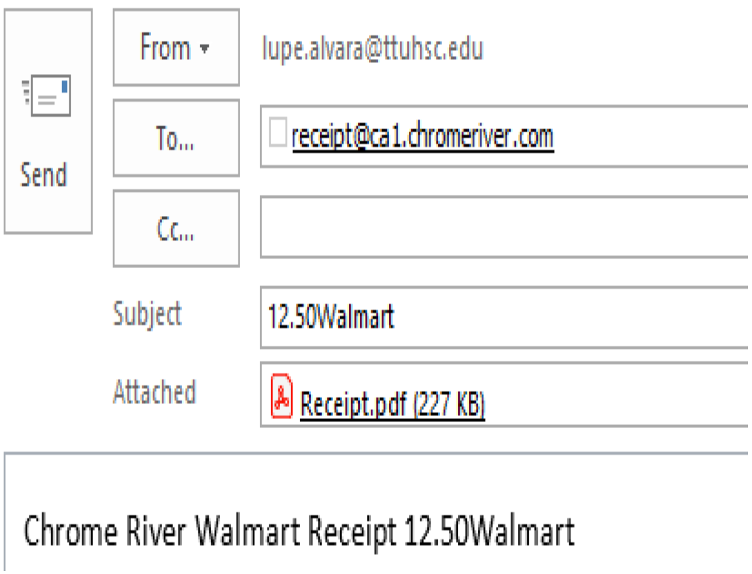
- Select the Main Menu button → **eWallet** → **Receipt Gallery**
- Select **Upload**

Upload Receipts from Desktop



- Select the Receipts to upoad– more than one receipt can be selected.

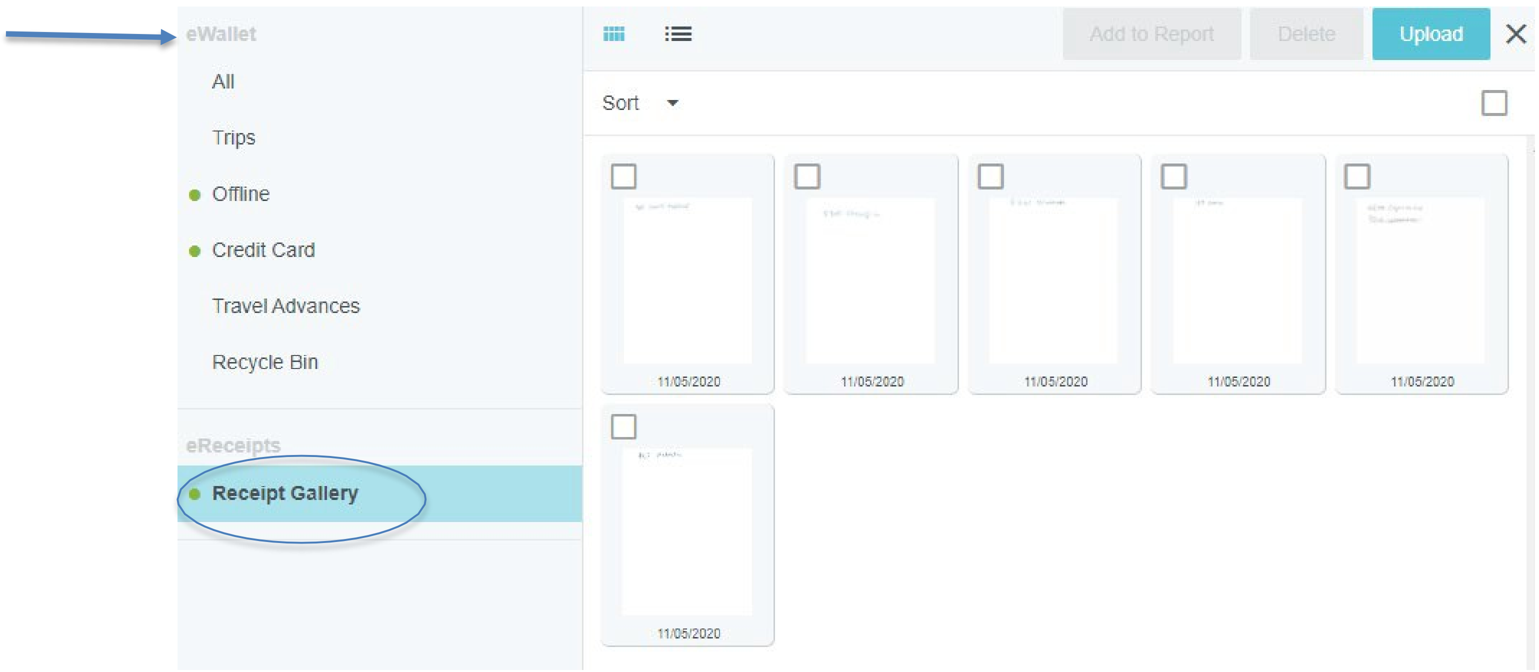
Upload Receipts by Email



- Cardholder can upload receipts by email
- Images or PDFs can be emailed to receipt@ca1.chromeriver.com
- Document will upload to the Gallery of the sender
- Email should contain:

  From: email associated with user's CR account
  To: receipt@ca1.chromeriver.com
  Subject: xx.xxVendor
  Body: Purpose of expense (optional)

Receipt Gallery



- Receipts will appear in your Receipt Gallery. Save by vendor and amount or amount and vendor, ie. 12.95Walmart or Walmart12.95.

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Help Tools - Training Videos

New | Annette Aguilar Hinojos

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Mobile Device access
Chrome River is a web application which means there is no need to download an app from the app store to your smart phone or tablet. Simply use your mobile browser to log in to app.ca1.chromeriver.com as you do on your desktop. Use the "Add to Home Screen" option to add Chrome River icon to your mobile device for easy access

Emailing Receipts to Your Account
Use the 'Snap and Send' feature to quickly load receipt images to your account. Simply take a photo of one or more receipts and email them to receipt@ca1.chromeriver.com. The receipts will then be available within your Receipt Gallery. Be sure to send the email from an email account that is registered with Chrome River. Your company email address is already registered and you can easily add other addresses via the Preferences menu.

Full HELP is available throughout the application in the Chrome River Help Center.

Getting Started
Help Guide

Creating a New Expense Report
Quick Start

Add Receipt Images
Quick Start

Approve Expenses
Quick Start

Create a Home Screen Shortcut
How To

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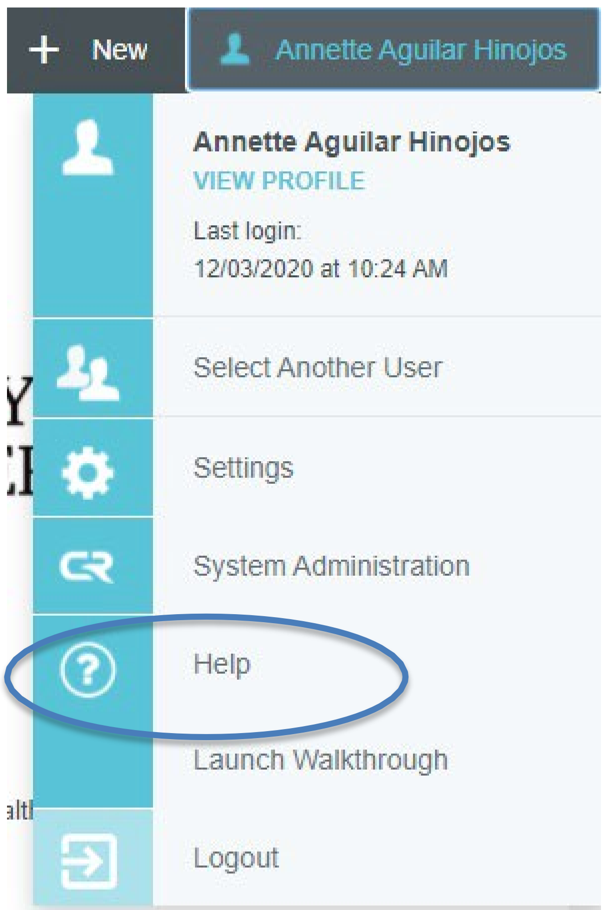
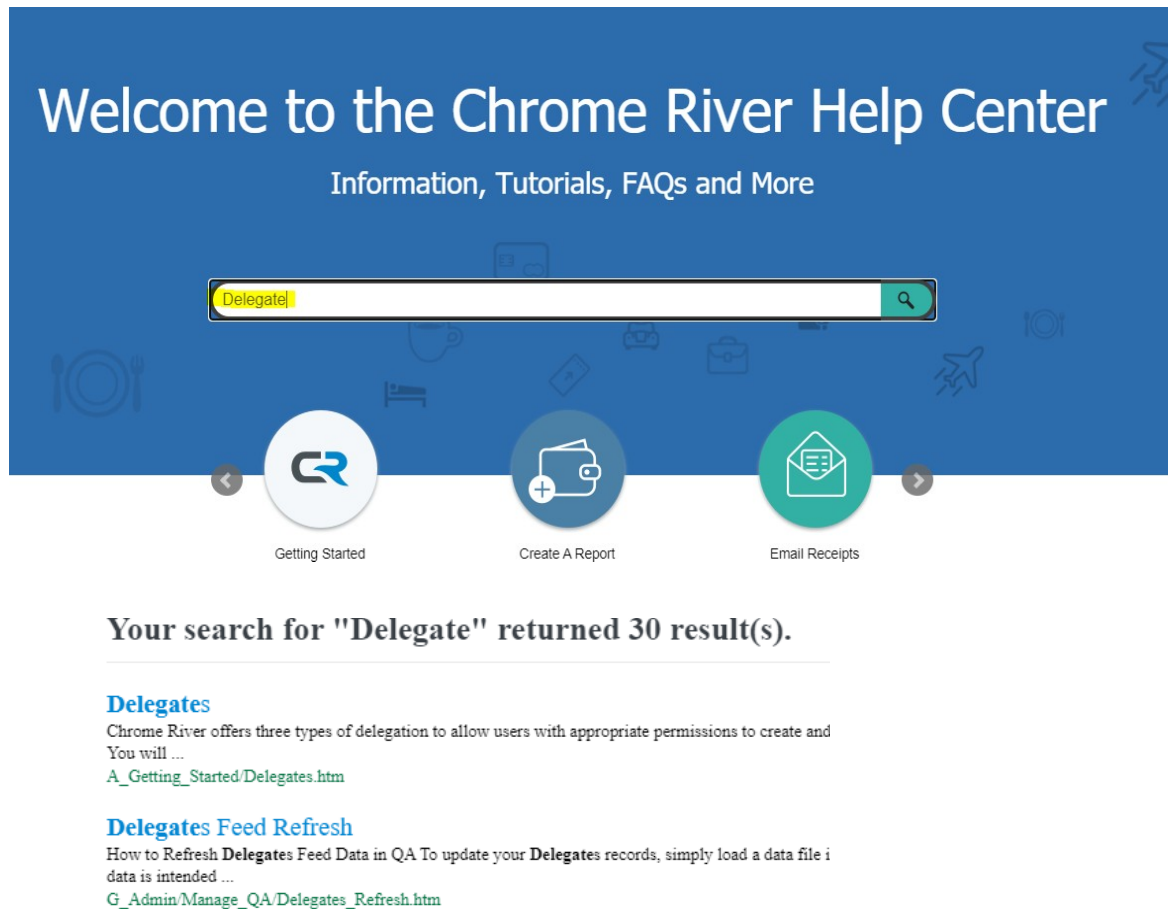
Chrome River Help Center





WebRaider – HSC Finance El Paso

- Link available in Payment Services section
- Additional tools available in Reference Material section

Payment Services Home
Contacts
Forms
Helpful Links

- Citi Website - PCard
- Professional Societies List
- Swift Prepaid
- TechBuy System - DirectPay
- Travel System
- Vendor Payments
- Chrome River Expense Management Application

Purchasing Card

- Citibank Billing Cycle Dates 2021
- Purchasing Card System User Guide
- Purchasing Card Policy Training
- Chrome River Training
- Chrome River-Adding a Delegate
- Chrome River-Naming Your Report
- Chrome River-Account Code Reference Sheet

Transition from GCMS to Chrome River

- The cycle ending on January 3, 2021 will be the final Citibank statement reconciled in Global Card Management System.
  - Deadlines will be sent out and the last paper documentation will be sent to Payment Services.
- Beginning January 4th, all PCard transactions started feeding into the PCardholders' profile in Chrome River.
- You can begin to allocate your expenses as they are posted to your profile.

February 2021 Cycle Expense Reports

- This month's expense reports should have the following start and end dates.

  01/04/21 - 01/10/21 = Week 1
  01/11/21 - 01/17/21 = Week 2
  01/18/21 - 01/24/21 = Week 3
  01/25/21 - 01/31/21 = Week 4
  02/01/21 - 02/03/21 = Week 5

- Submit weekly reports. If you had no expenses posted to your account during a specific week, no expense report is required for that week.
- Transactions for the week will be fully available in Chrome River by the following Monday.
- A calendar for the remaining of the fiscal year will be posted in the Payment Services website.
- No reporting or a delay in reporting will result in suspension of the PCard

Questions?

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