

EXPENSE Training Guide

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

Launch the Chrome River application from any web browser at www.odu.edu/chromeriver and click the **Login** button after inputting your Midas ID and password.



MIDAS ID:

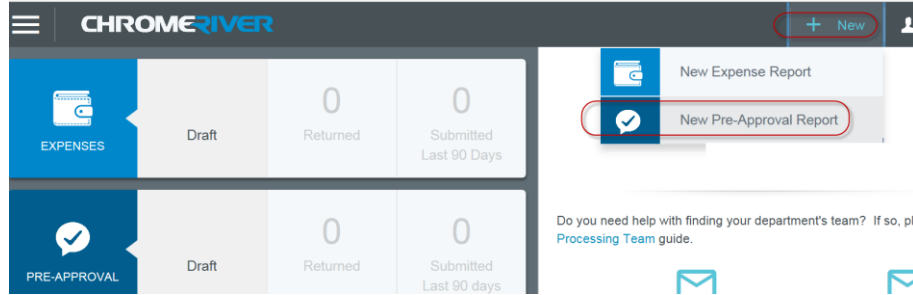
Password:

Login

Creating a New Pre-Approval Request

Pre-approvals allow you to obtain pre-authorization for an expense before it is incurred, or a reservation is made. Pre-approvals are only required for international travel, but a department may require pre-approvals for travel within the US also.

1. From the Dashboard, click on the **+NEW** button in the upper right corner and select **NEW PRE-APPROVAL REPORT** from the drop-down menu.



2. Complete the **header** information and click **Save**. The **Pre-Approval Report Name** will always be required. Other fields include:
 - **Trip Start/End Dates**
 - **Purpose:** The business-related reason for the expenditure.
 - **Destination:** The location of the event or place.
 - **Allocation:** You may search the list by typing in the first few digits of the number. You may also divide the request among multiple allocations by clicking **ADD ALLOCATION**.

Pre-Approvals

Report Name

Start Date

End Date

Number of Days

Pay Me In

Payee (Non-employee)

Purpose

Destination

Is International?

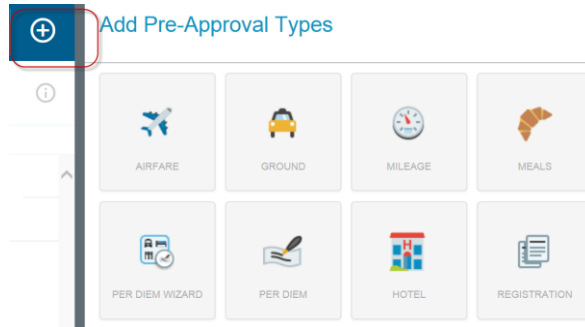
Multiple Travelers?

Comments

Optional

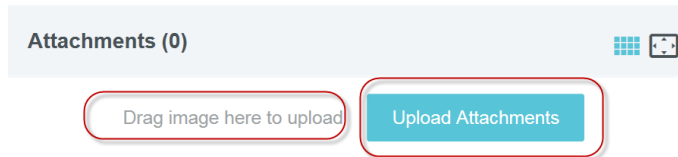
Allocations

- Click on **+** symbol labeled **Add Pre-Approval Types** and select the appropriate icon to input an estimated expense.



- Enter the required information for the estimated expense and click on **SAVE**.

- Click on **UPLOAD ATTACHMENTS** at the bottom of the **header** page to attach a PDF file with details and supporting documents for the trip or drag and drop the image.



- To exit without submitting the pre-approval, click on the arrow on the upper left-hand side. To submit the pre-approval for approval, click **SUBMIT** at the bottom.

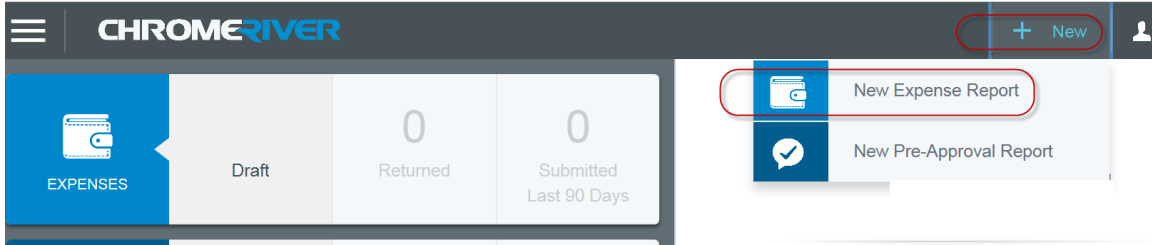
EXPENSE	ESTIMATED
Airfare	200.00 USD
Ground	300.00 USD

PA Report ID: 010000842979 Total Estimated Amount: 500.00 USD

Creating a New Expense Report

A new expense report is created for each trip, or for continuous travel, reports should be submitted monthly.

1. From the Dashboard, click the **+NEW** button in the upper right corner and select **NEW EXPENSE REPORT** from the drop-down menu. The Expense Header will appear.



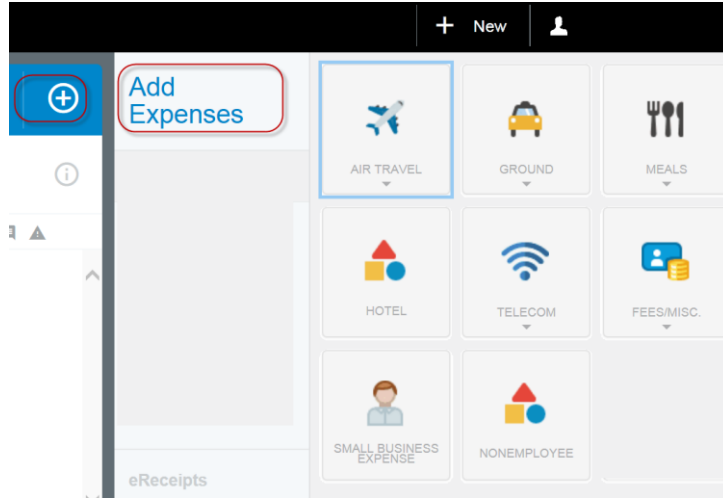
2. The Expense Header section stores all the basic information that applies to every expense listed on the report. Complete the **Expense Header** information and click **Save**

- **Report Name:** Record a title that may include event name, location and date
- **Start Date:** Date trip or event begins
- **End Date:** Date trip or event ends
- **Travel Type:** Domestic US, International or Small Business
- **Purpose:** The business-related reason for the expenditure.
- **Destination:** The location of the event or place.

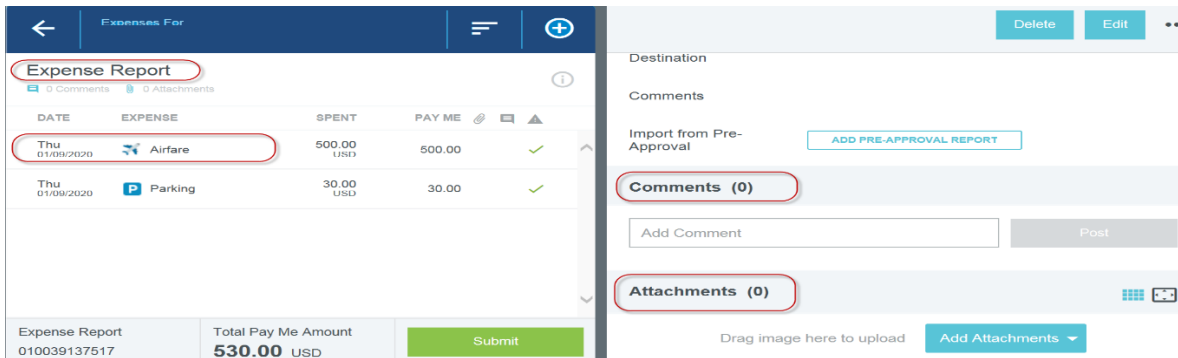
The screenshot shows the Expense Header form. At the top, there is a navigation bar with '+ New' and a user icon. Below the navigation bar, there is a main section with a 'Cancel' button and a 'Save' button. The form contains the following fields:

- Report Name: Text input field
- Pay Me In: Dropdown menu with 'USD - US Dollars' selected
- StartDate: Date picker
- EndDate: Date picker
- Travel Type: Dropdown menu with '-- Select --' selected
- Purpose: Dropdown menu with '-- Select --' selected
- Destination: Text input field with 'Optional' label below it

- The **Add Expenses** screen will appear after saving the Expense Header or click on + symbol.



- Select the appropriate expense category to input expenses. Complete the fields in the expense entry window that pops up. If there is a down arrow below the expense category, clicking it will reveal a submenu of categories within that expense type.
- There are three basic types of expense entries.
 - Standard Expense Entry:** This is the basic format for the majority of expenses, including airfare, travel and supplies. The screen will prompt you for such information as date, amount, comments to include description, and allocation.
 - Guest Expense Entry:** Certain expenses, like business meals, contain an additional section at the bottom where you can identify internal or external guests. *Note: The system assumes the expense owner is one of the attendees.*
 - Hotel Expense Entry:** This screen provides wizard-style functionality to allow you to itemize a hotel bill into its various expense types and reconcile the total hotel bill with the detailed entries.
- In the preview pane on the left side of the screen, you can see a summary of the expenses you have added. You can select the Report Name or specific expense line to add comments and attach receipts and items to your expense report.



- After the expenses have been added to the report, click **SUBMIT** if you are done, or click on the arrow in the upper left corner to go back to the list of Draft Expense Reports.



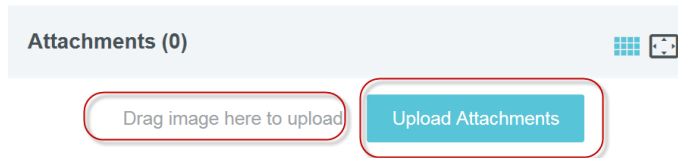
Attaching Receipt Images

Receipt images must be uploaded as a PDF, JPG, PNG or TIFF to be attached to your expense report.

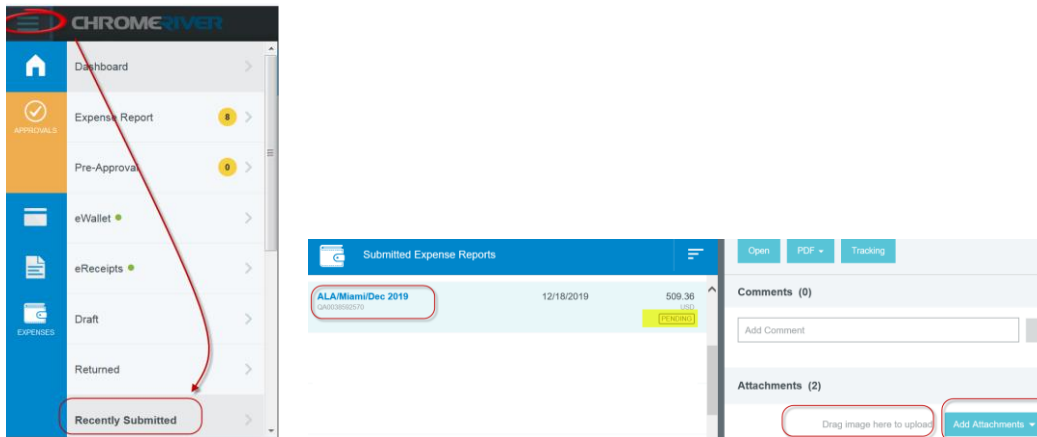
UPLOAD RECEIPTS

When uploading receipts, no file may be greater than 10 MB, and there is a limit of 499 images per expense report. JPG and PNG files must be a minimum of 50 kb.

- Open the Expense Report:** Scroll to the bottom of the **Expense Header** page or select an **Expense line**. Click on **UPLOAD ATTACHMENTS** to attach your file with receipts and supporting documents for the event or trip OR drag and drop the image.



- From My Recently Submitted Expenses:** Highlight the expense report to which you would like to attach receipts. Click **ADD ATTACHMENTS OR** drag and drop the image in the designated area.



Submitting a Report

- To submit an open expense report, click **SUBMIT** in the lower left-hand corner of the Expense Report.
- To submit the expense from a Draft or Returned Expense Report, select the Expense Report, and click **SUBMIT** in the upper right-hand corner.

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
- If submitting an international Expense Report, click **PRE-APPROVAL** to attach the applicable pre-approval request before submitting the Expense Report.

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. Compliance warnings may be encountered when saving a line item or when submitting an entire expense report for approval.

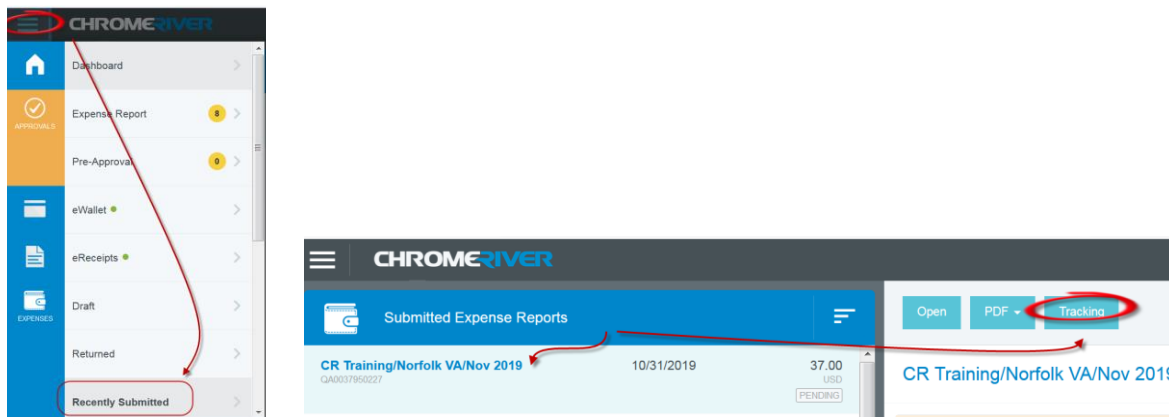
Respond by either modifying the data (if there is an error) or replying to the warning.

- If a reply is required, click in the section labeled **"Add response"** and enter your reply.
- Click on **POST** to update and close the compliance warning message.
- A compliance **violation** indicates that the expense cannot be submitted for approval based on ODU and state travel regulations. A compliance violation may be encountered when saving a line item or submitting an entire expense report for approval.

If there is an error within the data provided, the **SUBMIT** button will be deactivated. You will be required to make any necessary changes before you can submit the expense.

Report Tracking

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



The tracking screen displays such details as the currently assigned approver(s), the routing status, and the routing steps the must be completed.

Inquiry Reports

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

1. Click on **INQUIRY** from the Dashboard collapsed menu.
2. Under Inquiry, select **Expense**.
3. Choose the report you would like to generate from the list of Expense reports.
4. Select the **Paid Date** or click on the drop-down arrow to select the **Date Range** and click Apply.
5. Select a specific report and click on **download PDF**, OR click **EXPORT**, and save the entire list of reports.

Paid Date: Export

Drag a column header and drop it here to group by that column

Name	Report ID	Submit Date	Pay Me Currency	Check Number	Paid Date
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[Download PDF](#)

Drag a column header and drop it here to group by that column

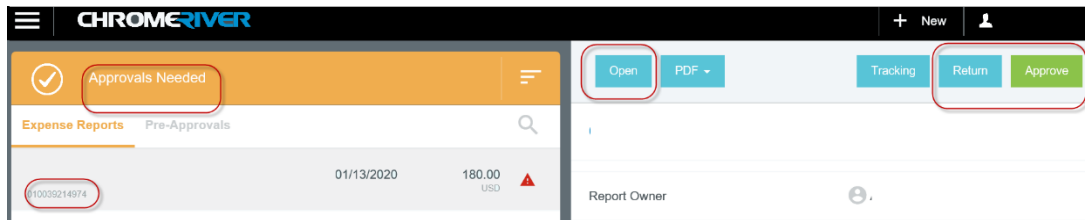
Name	Report ID	Submit Date	Pay Me Currency	Check Number	Paid Date
Cardinal Training/Richr VA/Feb 2016	010011421498	02/29/2016	USD	81603667	03

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, or by email.

APPROVE ONLINE

1. Log in to Chrome River EXPENSE and you will see a yellow notification bar at the top of the Dashboard. The number of reports awaiting approval is listed under **Approvals Needed**.
2. You may also access your approvals by clicking on the collapsed MENU button in the upper left-hand corner. The number of reports awaiting approval is displayed in a yellow circle on the **Approvals** tab.
3. The **Approvals Needed** list displays all the expenses awaiting your approval, including the Expense Owner name, Report Name, Report ID, and the Amount.
4. You can review and **Approve** or **Return** the entire report on the preview screen. You can also review and return or approve each line item individually by clicking **OPEN**.
 - a. Clicking **APPROVE** will send the expense to the next step in the approval process once you click **SUBMIT**.
 - b. Clicking **RETURN** will send the expense item back to the expense owner once you click **SUBMIT**.



APPROVE OR RETURN BY EMAIL

Chrome River will email you expenses that require your approval. You can approve or return reports with notes.

- 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.
 - 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.
- To approve or return only specific line items on a report, you will need to log in Chrome River. Click on the link for **VIEW RECEIPTS** at the bottom of the email and review the report in Chrome River.

Note: Email approvals may only be sent from your primary Chrome River account email address