TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™
EL PASO
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

For PCard expense management and processing assistance, please contact:

- Texas Tech: 915-215-4848  PcardELP@ttunmc.edu
- Adriana Vasquez: 915-215-4931  PcardELP@ttunmc.edu
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

As part of the university's efforts to go green, we are very excited to introduce the new Texas Tech University Health Sciences Center El Paso reconciliation system, Chrome River!

Chrome River benefits include:

- Electronic submittal of PCard expense reports
- Receipts may be scanned to the tool or a picture uploaded from your mobile device (submitted and approved electronically)
- Secure online paperless environment
- Approved expense reports from anywhere using your laptop, tablet, or mobile device
- Monitor the status of the reimbursement process from your computer
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 the 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).

![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.

• 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
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

- 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
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**
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.
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
Expense Report Approval

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

- 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 upload—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.
Help Tools - Training Videos

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 smartphone 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.
Welcome to the Chrome River Help Center

Information, Tutorials, FAQs and More

Your search for "Delegate" returned 30 result(s).

**Delegates**
Chrome River offers three types of delegation to allow users with appropriate permissions to create and You will ... A_Getting_Scared_Delegates.htm

**Delegates Feed Refresh**
How to Refresh Delegates Feed Data in QA To update your Delegates records, simply load a data file : data is intended ... G_Admin_Manage_QA/Delegates_Refresh.htm
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?
Thank You!