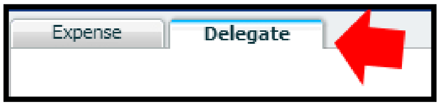
ChromeRiver

This guide will walk you through the basics of using the **ChromeRiver** application at BGSU to **request business travel and entertainment reimbursement or reconcile pcard purchases.** The instructions found within this guide will show you the general use of each reporting option, but if you have a specific question on a unique case, **please contact Teresa Coss at 2-8595 for pcard questions and Alison Carpenter at 2-2311 for reimbursement questions.**

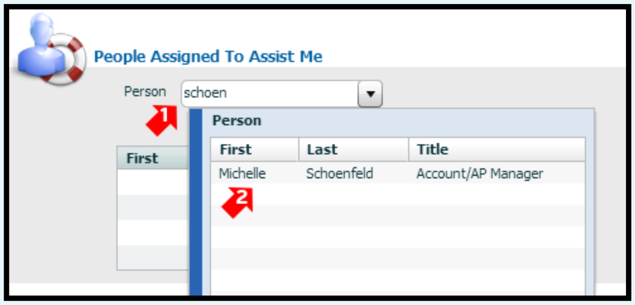
Step One: Delegate Access



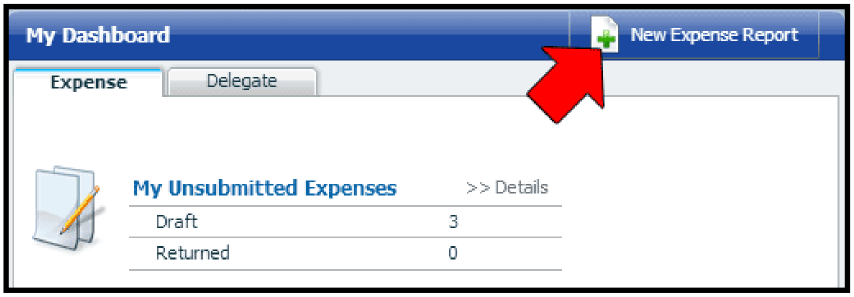
If you would like someone else in your area to enter your **Expense Reports** for you, ChromeRiver allows you to add that person as a **Delegate**. To start, click the **Delegate** tab on the left side of the main window.

On the screen that comes up, start typing the last name of the individual you would like to be your **Delegate** under the section labeled **People Assigned To Assist Me**. Once their **full name and title** appear below, click it.

Verify that their name appears in the list below. Once it does, the process is complete.



Step Two: Creating a New Report

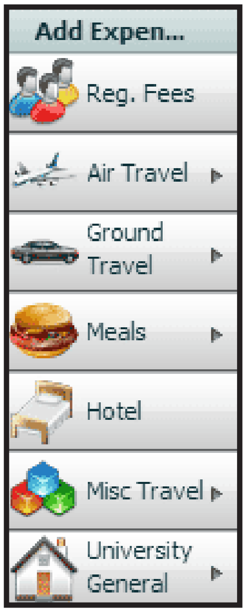


Once you have logged in and can see your **dashboard**, locate the button along the top labeled **New Expense Report** and click on it.

A new window will appear for your **Report**. Your name will automatically be imported into the report by ChromeRiver. You can enter your own **Report Name,** or leave this blank to let the system name the report after the **current time and day.**

ChromeRiver

Step Three: Entering Expenses



Each expense you wish to add to your report must be **added individually by type**. Along the left side of your screen, you will see this menu of different types of items you can add. Those items with an **arrow to the right** can be clicked to **expand the list**.

The first item in this is for **Registration Fees** for conferences or events.

By clicking the Reg. Fees option on the left bar, a new pop-up window will appear asking questions about the Registration you are adding. The screenshot below shows what this window will look like.

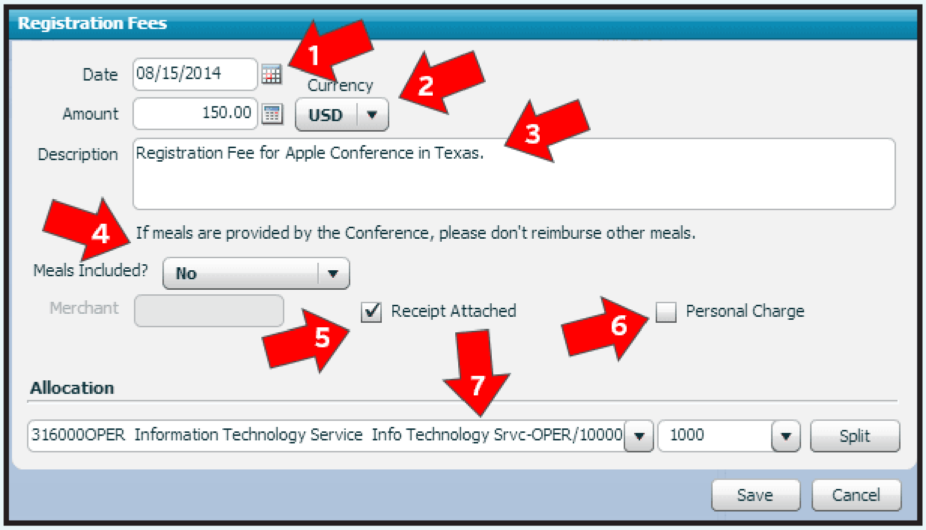
1. Enter the **date** on the items receipt.
2. Enter the **cost** of the registration and what currency it was paid for in.
3. Enter a **description** of the registration fee for review by purchasing.
4. Indicate if **meals** were included with the Registration Fee.

5. Check the box indicating you have a **receipt**.

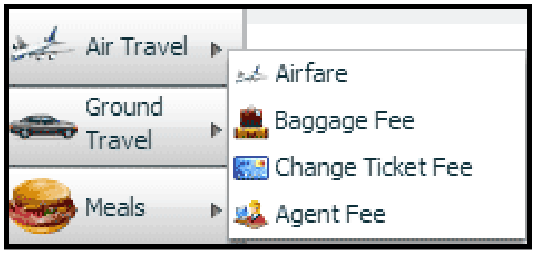
6. Indicate if this charge is **personal***.

7. Select your **department, budget, and program code.**

When you are finished, click **Save**.



* Personal charges will **not** be reimbursed by BGSU.



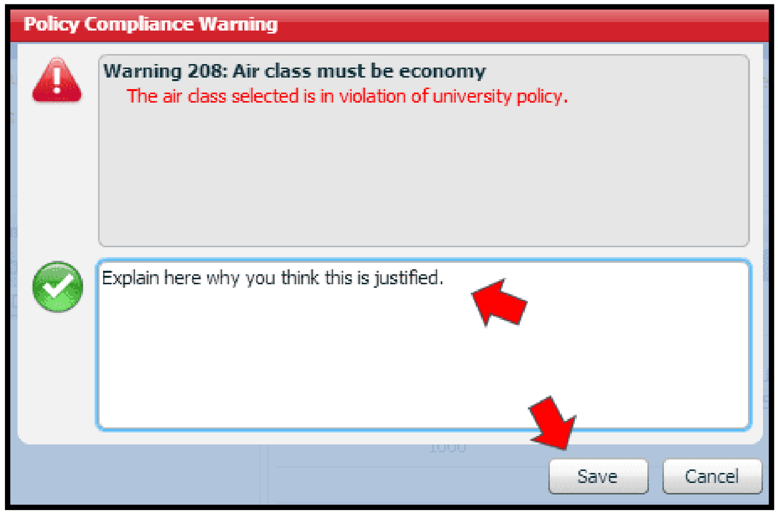
The next item in the left menu is for entering costs related to **Air Travel**. The main new option here is that once you click **Air Travel,** you will be asked to further select what type of charge you are entering. A **pop-up box** will appear for each type with questions similar to those for **Registration Fees.**

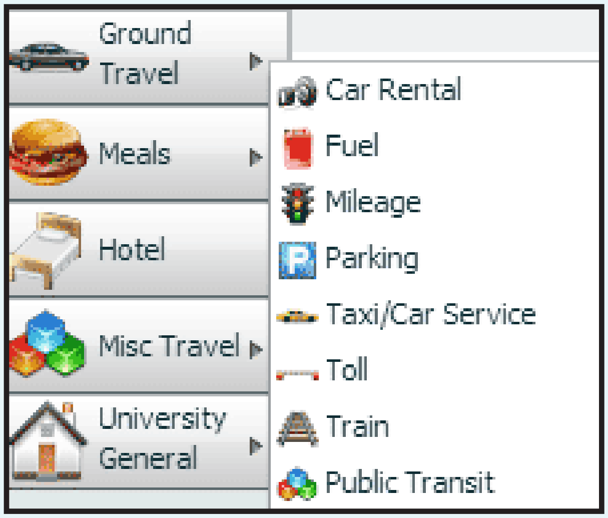
When you enter **Airfare** costs, you will be asked **what class the ticket** was for. This is the first major case in which you might receive a **warning**. If the ticket was not for economy class, you will be given a **Red Warning Icon** like the one below once you save the expense. You will need to **click on this icon** to explain the cost.

ChromeRiver

After clicking on the **Red Warning Icon**, you will be asked to justify why your expense did not comply with BGSU Policy. The policy you have not complied with will always be in the top box. Once you have entered your reply, press **Save** at the bottom to save it.

Throughout your time in ChromeRiver, you may run into these warning messages. **Before you can submit any report**, you must either fix or justify any warnings.

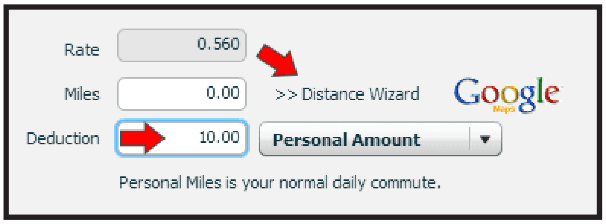


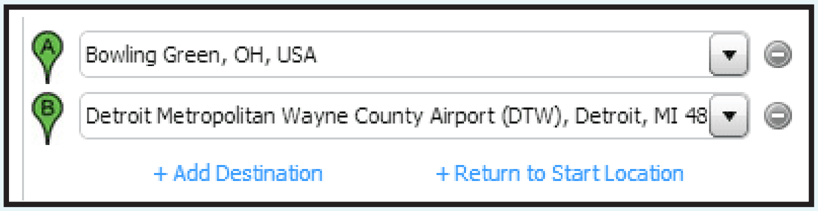


The next type of report you could choose to add is for **Ground Travel.** Just like the **Air Travel** option, clicking **Ground Travel** will bring up a sub-menu with more options. Most of these function just like the other boxes we have reviewed, but there is an added feature when using standard **Mileage** for your own vehicle.

Before you can calculate how many miles to include in your expense report, you must first **deduct the miles in your standard daily commute**. You can enter this each time, or set it within the **Options** menu outside of a report.

If you choose to set your Personal Miles in the Options menu, you can just select **Personal Amount** from the drop-down next to **Deduction**. Otherwise, you will need to add it manually. To calculate the distance of your travel in general, select the **Distance Wizard** option.

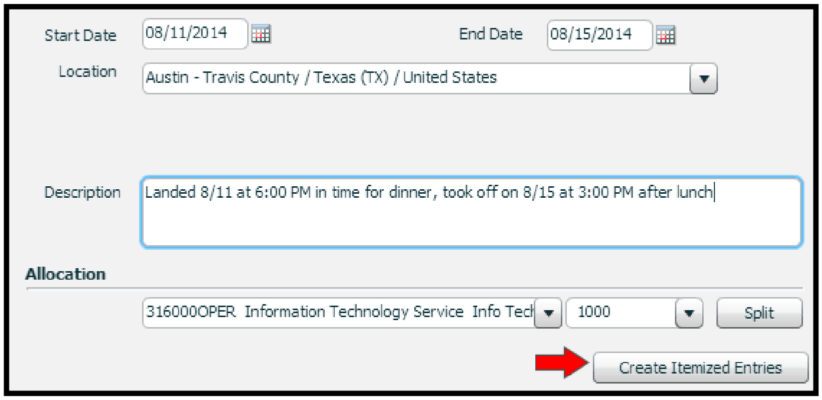




Simple trips can be added with just the default **Start and End Locations.** If you are traveling more than two places or if you need a return home trip, you can use the **Blue Links** along the bottom of the page.

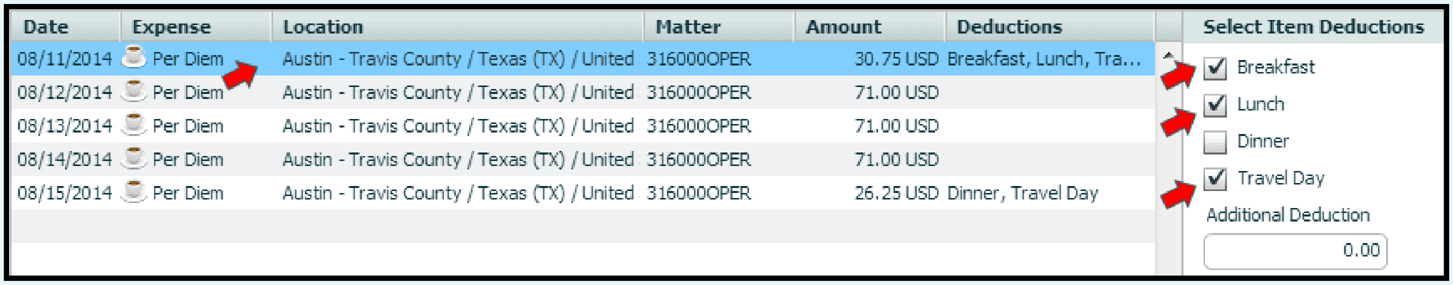
The next option down is for **Meals**. Again, clicking this will bring up a sub-menu. **Your department will have a policy** on either using Per Diem or Non Per Diem for all of your travel meals.

ChromeRiver



The **Per Diem Meals** option simply indicates how many meals were covered for the timing of the trip and then provides the maximum amount of payout based on the government Per Diem regulation model.

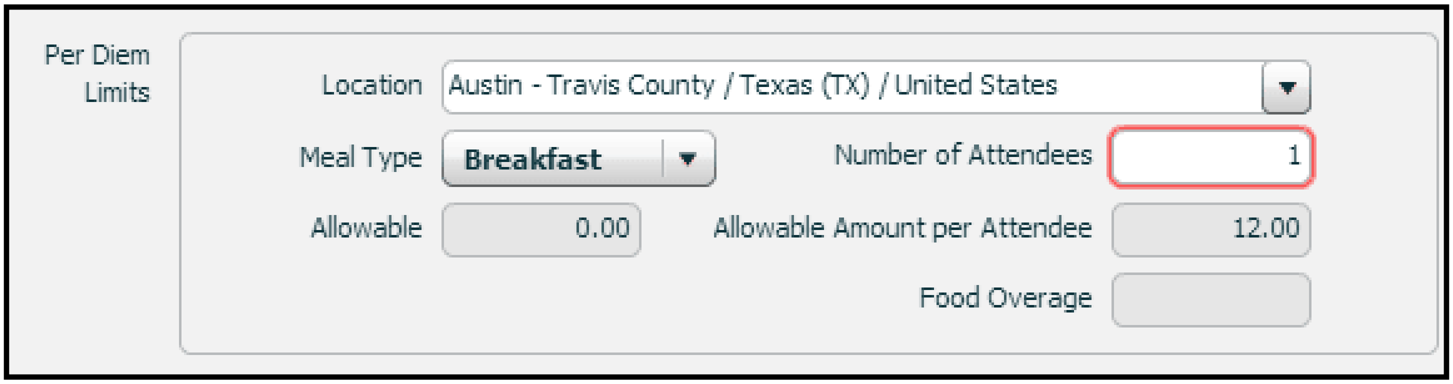
Select the **City** of travel to pull in the proper rates and enter a description of when you started and ended the trip. To add meals, press **Create Itemized Entries.**

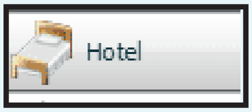


Date	Expense	Location	Matter	Amount	Deductions
08/11/2014	Per Diem	Austin - Travis County / Texas (TX) / United	316000OPER	30.75 USD	Breakfast, Lunch, Tra...
08/12/2014	Per Diem	Austin - Travis County / Texas (TX) / United	316000OPER	71.00 USD	
08/13/2014	Per Diem	Austin - Travis County / Texas (TX) / United	316000OPER	71.00 USD	
08/14/2014	Per Diem	Austin - Travis County / Texas (TX) / United	316000OPER	71.00 USD	
08/15/2014	Per Diem	Austin - Travis County / Texas (TX) / United	316000OPER	26.25 USD	Dinner, Travel Day

The system will **automatically create a date** for each of the days you were on the trip based on your selections from the first box. **Click on each day and select which meals were covered.** Remember to indicate which days you were **traveling** on. The system will automatically add the amounts for you.

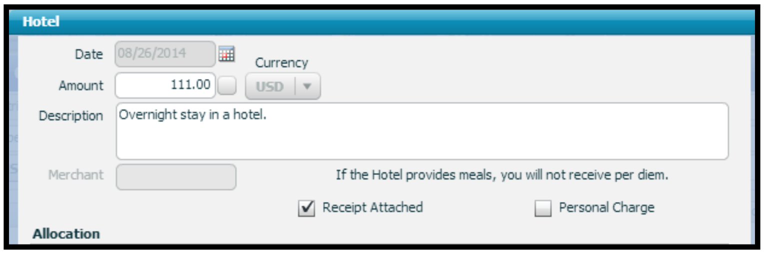
Non Per Diem Meals are entered just like many of the other items in ChromeRiver. Follow each of the prompts to add each meal. **You will need to add each meal individually.** Remember to include your location, so your limits are correct.





The next type of report you could choose to add is for your **Hotel.** For this option, you will add one item for your entire bill and then **itemize each part of the bill.** Each cost item needs to be on the final receipt.

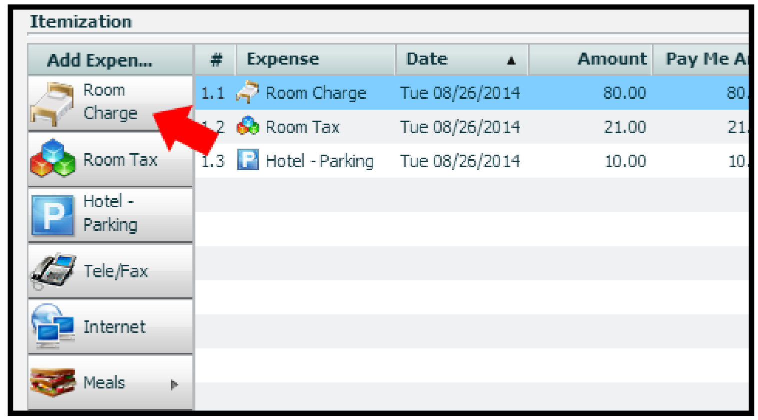
ChromeRiver

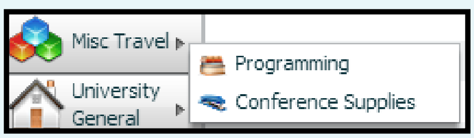


As shown here, the basic hotel window is easy to setup and matches most of the other boxes we have worked with.

The **Itemization** section on this window allows you to select each item you may have added at your hotel. Clicking any of these items will bring up a **secondary window** for you to add information.

If meals are part of your hotel bill, add them here.

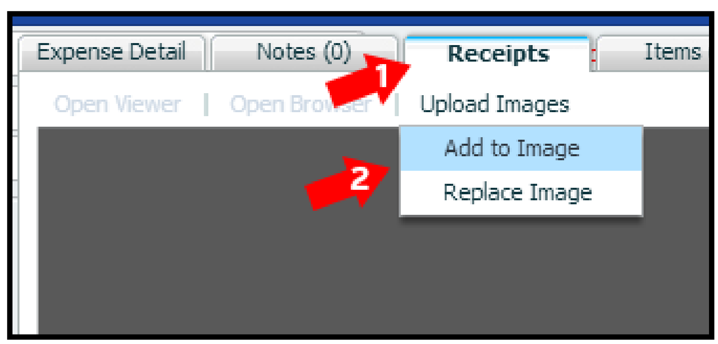




The **Misc Travel** section allows you to add any **items purchased** for the event being traveled to. The boxes that will appear are simple and match many we have already covered.

The last step in this process is to upload your **Receipts**. On the right side of your screen, click the tab labeled **Receipts**. On the menu below, select **Upload Images** and then either **Add to Image** to add another receipt, or **Replace Image** to replace an existing receipts.

All receipts must be uploaded in **PDF Format.**

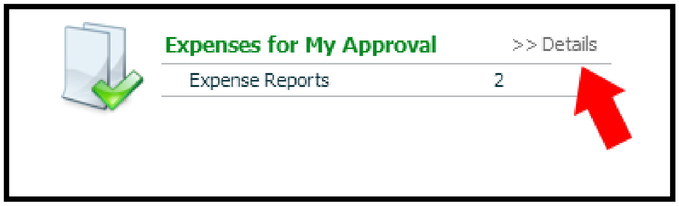


When you are finished working on your report, click either Save/Close in the bottom right to return to this report later, or click Submit to submit the report.

You can also choose do download the report as a PDF for your records.

ChromeRiver

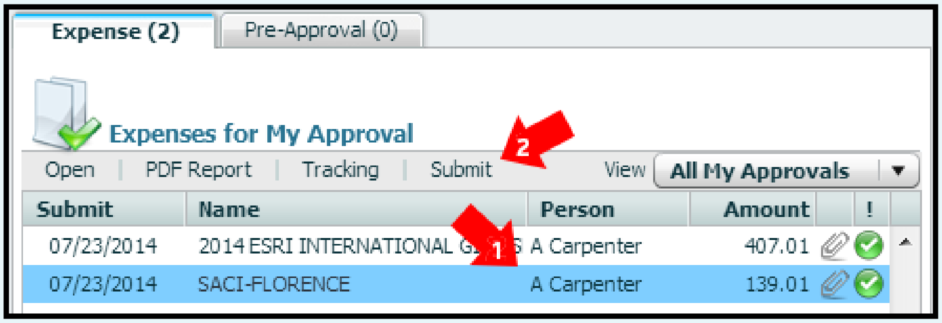
Step Five: Approving Reports



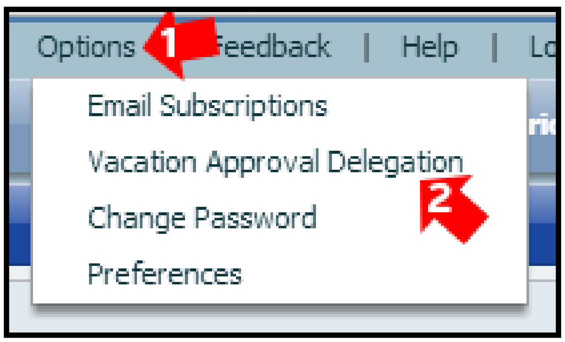
If you have been setup to approve **Expense Reports**, you will see this section on your main dashboard. The number in this box displays the number of reports awaiting your approval. Click **Details** to view these reports.

The list on this page will display each item submitted for your approval. **Click on any item to review** it on the right side of the screen.

Once you have reviewed a report and you are ready to approve it, click the **Submit** button in the top menu.



Step Six: Allowing Someone Else to Approve Reports During Vacations



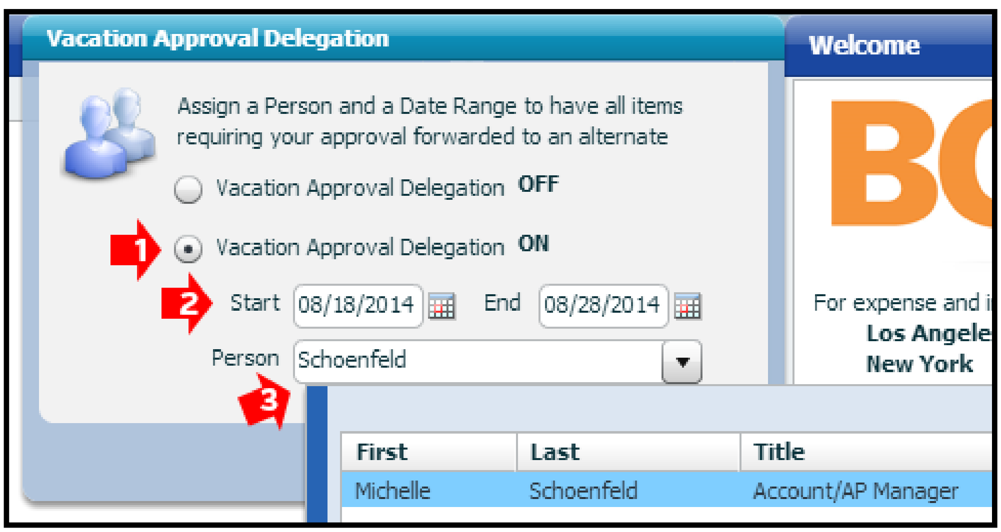
If you are in charge of approving the expense reports of others in your department, it is important to ensure someone else can take over these duties temporarily while you are out.

To do this, click **Options** from the top right menu and select **Vacation Approval Delegation** from the menu that appears.

The window that comes up will ask you several things.

First, you will need to turn the Delegation on by selecting ON.

Next, you will need to select the range of dates you will be out for.



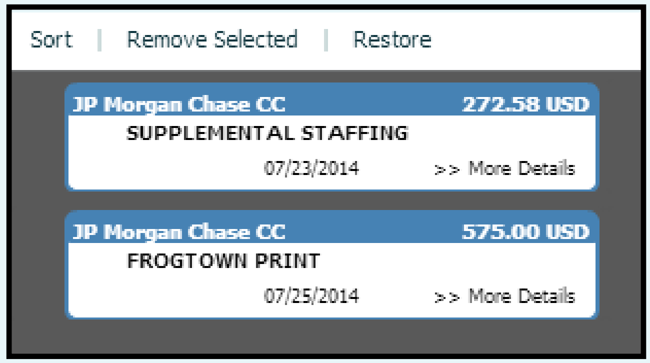
Last, you will need to start typing the last name of the person you wish to give access to. Once their name and title appear, double click on them.

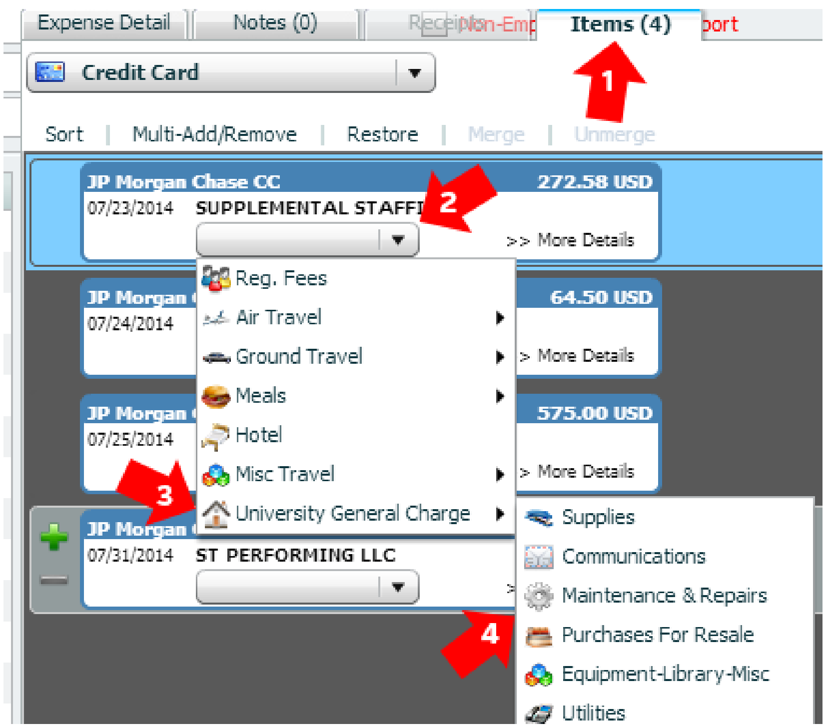
ChromeRiver

Step Seven: Reporting P-Card Expenses

If you are setup to reconcile P-Card transactions for your department, you will see this option on your Dashboard. The **number** indicates how many transactions are **remaining to be reconciled.**

Clicking on the **Details** link will bring up a view of all outstanding transactions for your review. You will **not be able to reconcile them from this view,** so use it only to review transactions.



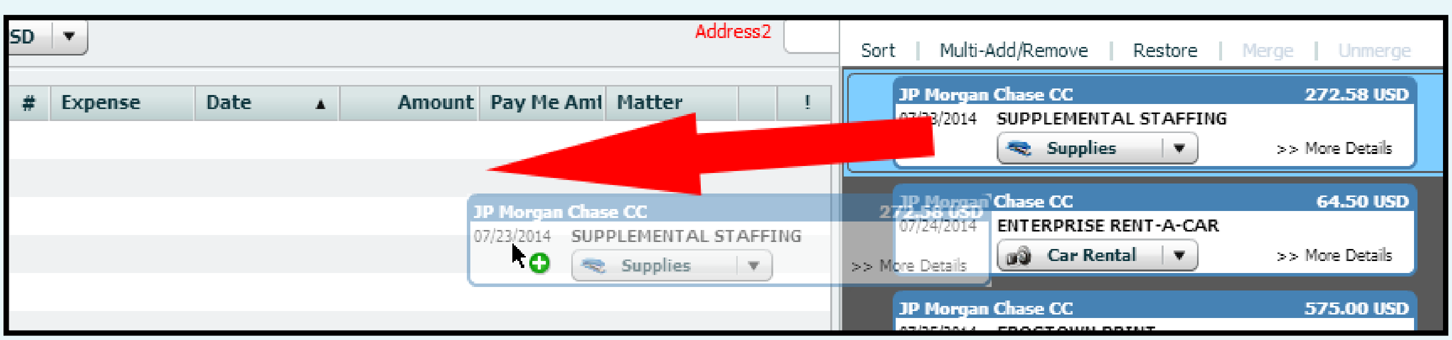


To reconcile a transaction, you must first start a **new expense report.** Within the report, locate the **Items tab** along the right side of the page and click on it.

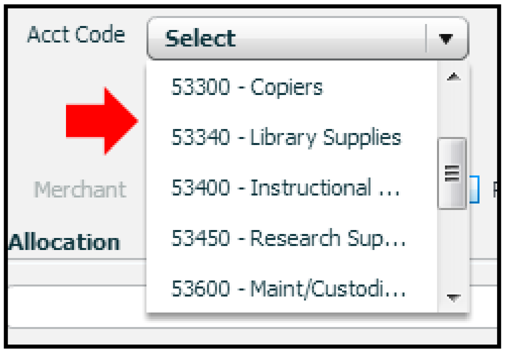
On this tab, find the **individual transaction** you wish to work with and use the **Drop Down** menu within the box to select the appropriate category. Most transactions will fall under the **University General Charge** category, unless the transaction was made while traveling.

Make sure that you select the most **appropriate sub-category** as well. The general charge area has many different options to review as displayed here.

Once you have the correct transaction type selected, **drag the box** containing the transaction information over **to the left** side of the screen to add it to the report. You can also drag items back off the report to the right if you change your mind. **Each report should have no more than 10 items.**



ChromeRiver



Once it has been added to a report, you may need to select the correct **accounting code** for your item, depending on which sub-category you selected. The codes are listed by number and description, so **be sure to select the correct code.**

If you are not able to find the correct accounting code, you may need to **switch the sub-category** for an item. To do this, simply **click on the item** in your expense report list and click the **Switch** button that appears.

Just like with travel reports, you must select to either **Save/Close** your report to come back later, or **Submit** the report when you are finished.