

CHROME RIVER



February 24,
2022

Chrome River PCard Manual

BGSU uses Chrome River software for university employee expense reports for both pcard reconciliation and reimbursement requests. This system aims to make the process for reconciling financial transactions efficient and user friendly with electronic receipt options, exchange rates, expense mapping, electronic approvals, and quick reimbursements.

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Introduction

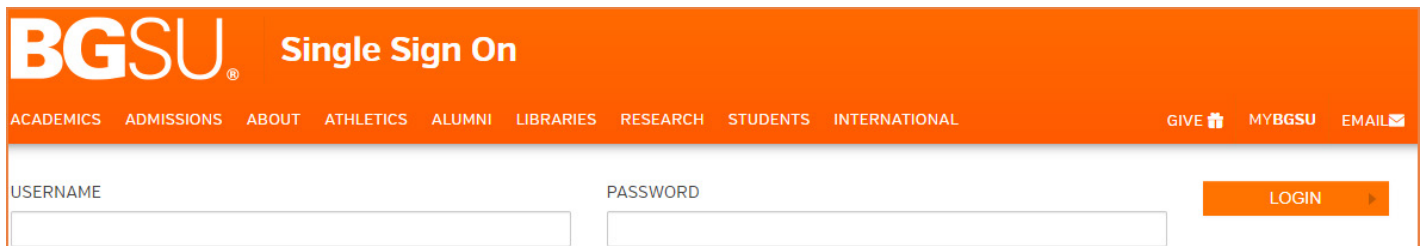
This manual is specific to Chrome River and serves as guidance from a systems perspective. Information and policies regarding travel and reimbursements can be located on the [Controller's Office](#) website. The Pcard Manual can be located on the [Purchasing](#) website.

Reports created in Chrome River are electronically routed to the appropriate approvers by email based on the budget used on the report. The system contains policy direction that includes violation warnings. Should any of these warnings be identified, it will open a text box requiring additional information pertaining to the potential violation. Additional approvals are required via the electronic workflow for certain Pcard transactions or reimbursable expenses. Approvers will also be alerted that a report has a potential policy violation.

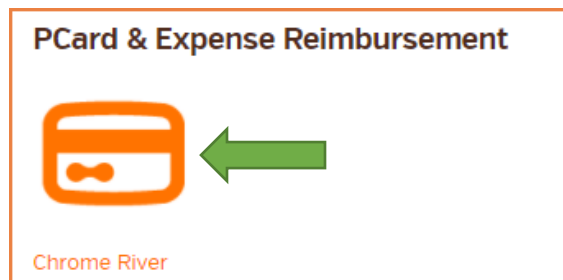
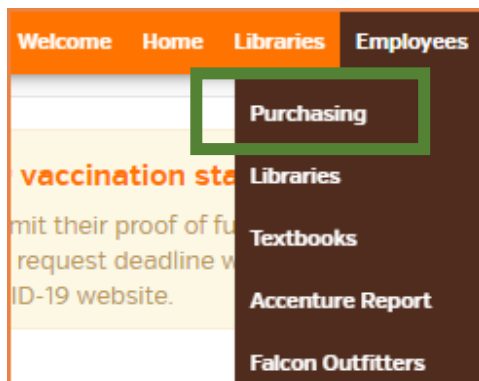
Expenses entered in Chrome River will not post to the budget until all necessary approvers have approved the report. Requests for reimbursements cannot be processed on the same report with Pcard transactions.

Logging in to Chrome River

To access Chrome River, visit <https://my.bgsu.edu>. Use your University username and password to log in. If you have difficulty accessing the site, email tbachma@bgsu.edu for assistance.



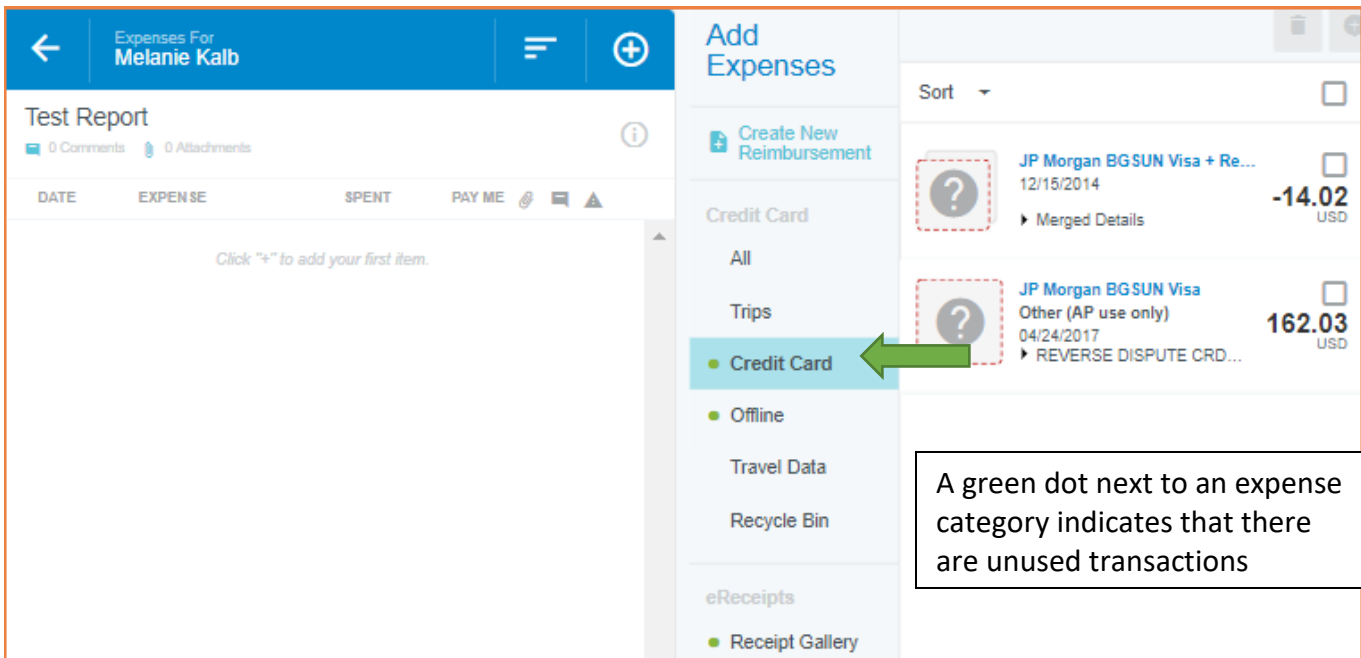
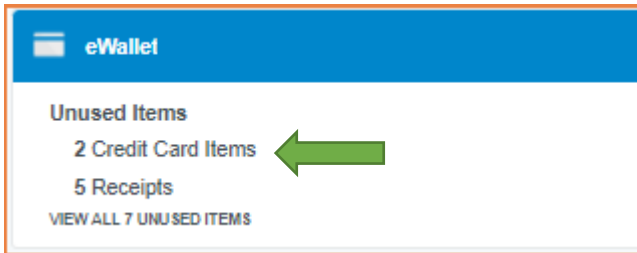
The screenshot shows the BGSU Single Sign On login page. At the top left is the BGSU logo. To its right is the text "Single Sign On". Below this is a navigation bar with links for ACADEMICS, ADMISSIONS, ABOUT, ATHLETICS, ALUMNI, LIBRARIES, RESEARCH, STUDENTS, and INTERNATIONAL. On the right side of the navigation bar are links for GIVE, MYBGSU, and EMAIL. Below the navigation bar is a login form with two input fields: "USERNAME" and "PASSWORD". To the right of the "PASSWORD" field is an orange "LOGIN" button with a right-pointing arrow.



Credit Card (Pcard) Transactions

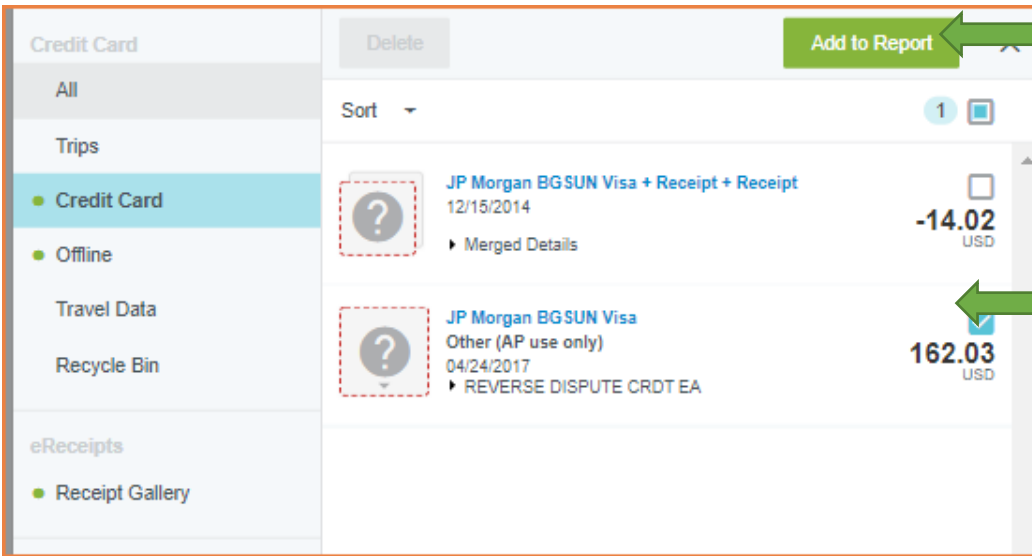
The E-Wallet on the Chrome River dashboard contains all the credit card transactions that have been automatically imported into Chrome River from Bank of America. Note that it may take up to three business days for transactions to appear in Chrome River.

Access the E-Wallet from the dashboard by clicking on the Chrome River logo or by creating a new expense report. Click the Credit Card Items from the eWallet and then click Credit Card to see ONLY Pcard transactions.

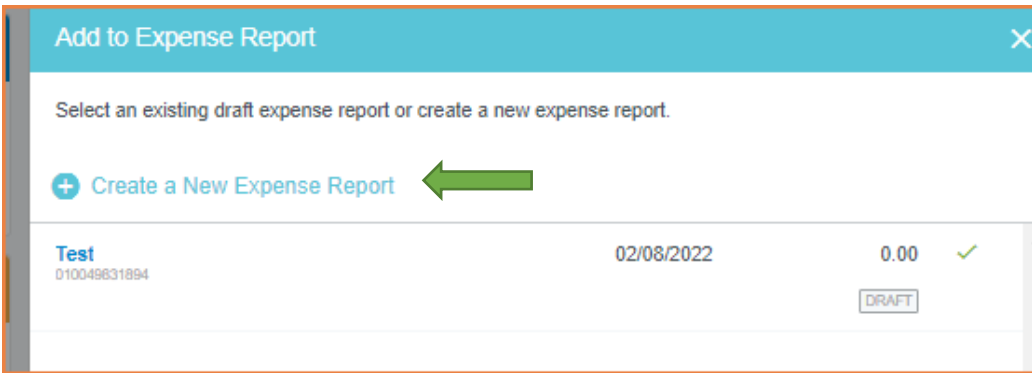


Add Transactions to Report

Select one transaction or multiple transaction by clicking in the check box to the right of the transaction(s). Then, click Add to Report.

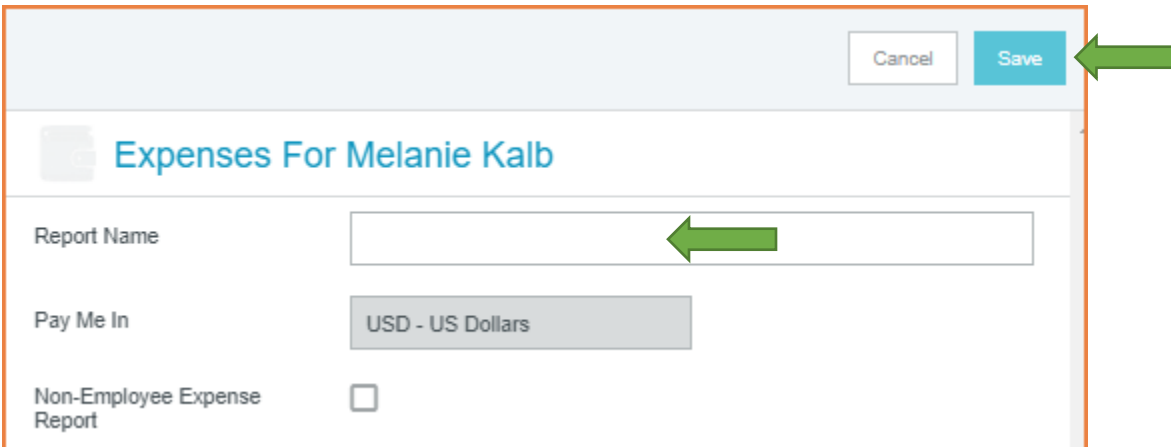


Click on Create a New Expense Report



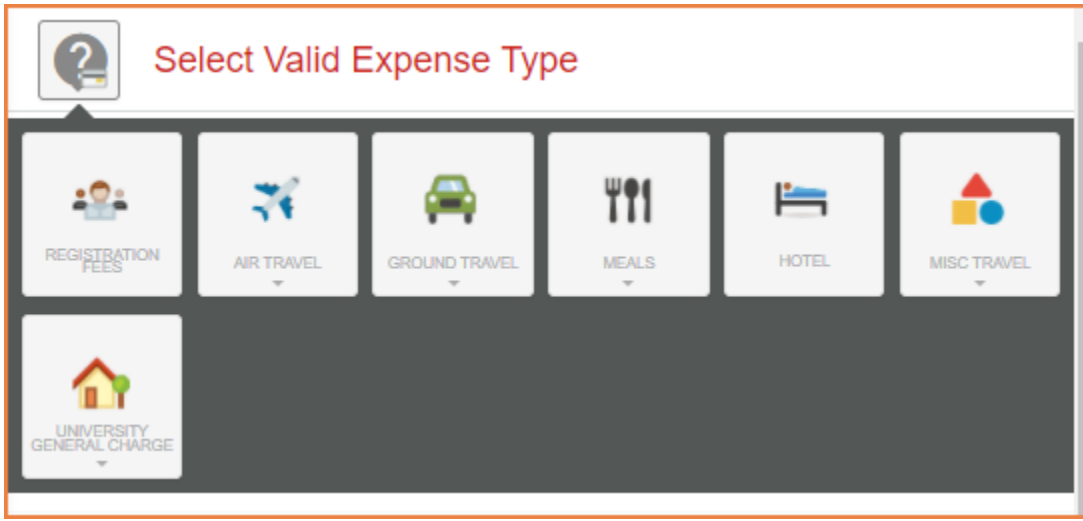
Create Report Header

Add a Report Name. Click Save.

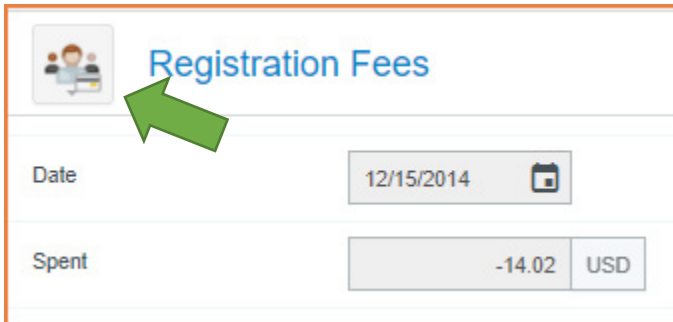


Select Valid Expense Type

Select an expense type. Expense types with drop down arrows have additional subcategories of expense types. Select the expense type that most closely matches the expense.



In some instances, Chrome River may use the MCC Code of the vendor to automatically populate the expense type. Please review any of these instances to confirm they are accurate. If they need to be changed, click the tile, and pick a different expense tile from the mosaic.



A new expense-entry window will open for each transaction, with the date and amount. The description should be the business purpose of the expense.



Additional details will be required depending upon the expense type chosen such as the example below.

If meals are provided by the Conference, please don't reimburse other meals.

Meals Included?

Merchant Optional

Check the receipt attached box to confirm that a receipt will be attached. All transactions are required to have a receipt. This box serves as a reminder.

Receipt Attached

Under the Allocation section, begin typing the SpeedChart description or number and select the appropriate SpeedChart from the search results. Recently used codes will be listed at the top. If a Program Code is needed, search and select it. If no Program Code is needed, select None.

Allocation & Program Code

[+ Add Allocation](#) [≡ Presets](#)

*Note that the system will not allow a user to add expenses for foundation funds and university funds to the same expense report.

If a transaction needs to split between multiple accounts, click the +Add Allocation link and repeat the steps above. By default, the expense will evenly split between the selected accounts. The allocated amounts can be manually changed by adjusting the percentage or dollar amount next to each funding line. Confirm the adjusted totals add up to 100%. Click Split Equally to distribute the expense equally among all accounting lines. Click Clear Splits to zero out all but the first accounting line. Click the X to the left to remove an allocation line. Click the arrow to the right of the amounts to add descriptions per account.

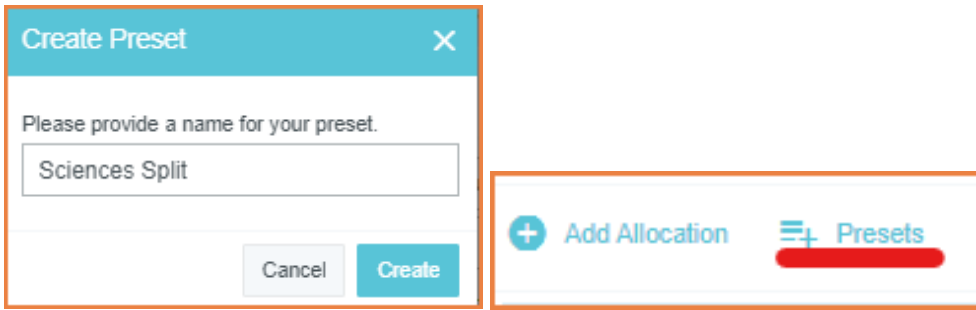
Allocation & Program Code

[Split Equally](#) [Clear Splits](#)

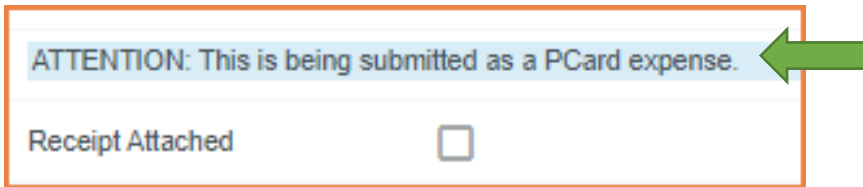
<input type="text" value="X"/>	<input type="text" value="301000OPER Business Operations Business Ops-OPER/10000-BGSU - BG Campus/6000"/>	<input type="text" value="100.0 %"/>	<input type="text" value="162.03"/>	<input type="text" value="◀"/>
	<input type="text" value="None"/>			
<input type="text" value="X"/>	<input type="text" value="Search for Allocation"/>	<input type="text" value="0.00 %"/>	<input type="text" value="0.00"/>	<input type="text" value="◀"/>
		100 %	162.03	

[+ Add Allocation](#) [≡ Presets](#) [CREATE PRESET](#)

Any budgets regularly used, can be saved by clicking on create Preset. Name the Preset, then add the Preset whenever needed to split as defined in the Preset.



Note: Always verify the type of expense. It will say this is a PCard Expense to clearly identify that it is not a reimbursement (out of pocket) request.

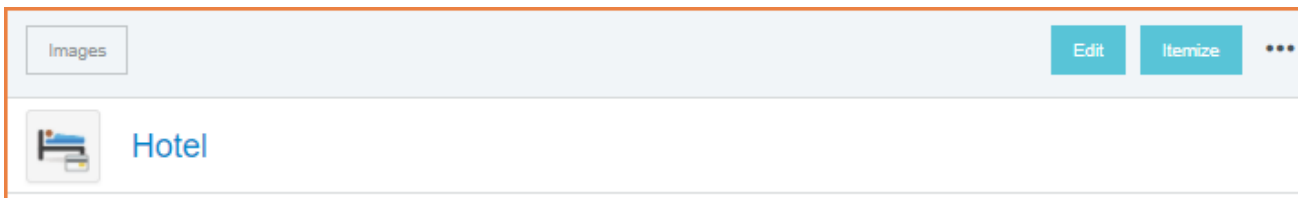


Special Expense Types

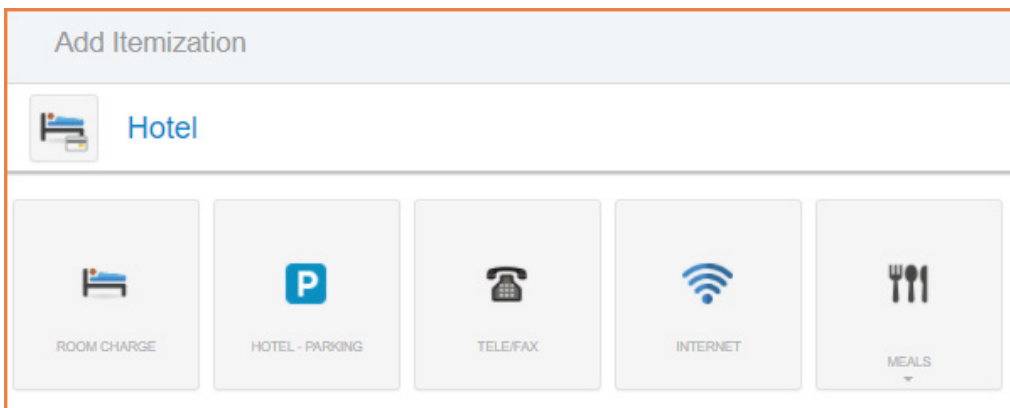
Hotel Expenses

Hotel bills frequently include charges for items such as parking. Itemization is not required, but it is an option. To make the process of reporting these quick and simple, the Hotel expense tile has the functionality to itemize the charges on the bill. After completing the Hotel expense tile header, click the Itemize button in the top right corner.

Select Itemize.



Select a Hotel subcategory expense type tile.



Enter the first itemized amount.

Hotel - Parking

TOTAL AMOUNT REMAINING
162.03 162.03

Date

04/24/2017

Spent

20.00 USD

Description

Parking onsite for rental car at conference.

The expense report now includes a drop-down arrow that includes itemizations.

DATE	EXPENSE	SPENT
Mon 04/24/2017	Hotel	162.03 USD
Mon 04/24/2017	Hotel - Parking	20.00 USD

Select Itemize again to complete the itemization.

Edit
Itemize
⋮

TOTAL AMOUNT REMAINING
162.03 142.03

Complete the itemization by entering the remaining balance as the room charge.

Room Charge

Date

04/24/2017




Spent

142.03 USD

Description

Room Charge For Conference -See Attached Agenda


Receipts for hotel expenses must contain the agenda or event information reflecting business travel dates.


DATE	EXPENSE	SPENT
Mon 04/24/2017	 Hotel	162.03 USD
Mon 04/24/2017	 Hotel - Parking	20.00 USD
Mon 04/24/2017	 Room Charge	142.03 USD


Expenses with Guests


Certain expenses, such as Student Group Meals will require a list or description of the guests in attendance. Remember to include a detailed agenda or event information with dates & times for all meals in the description or as an attachment.


?
Select Valid Expense Type



 REGISTRATION FEES


 AIR TRAVEL


 GROUND TRAVEL


 MEALS


 STUDENT GROUP MEALS


 BUSINESS MEALS

For most meals, first decide if it is a student group meal or a business meal (Entertainment). See the Pcard Manual for additional guidance regarding meals that would be classified as business meals.

Approved business meals require calculation of reasonable expenses using the Allowable Food Total wizard. Select [Calculate](#) to open the wizard.

Please scan an itemized receipt. Alcohol cannot be reimbursed.

Allowable Food Total	0.00	USD	Calculate
Overage Total	0.00	USD	

Calculate Allowable Total

Date:

Location:

Meal Type:
 Breakfast
 Lunch
 Dinner

Attendees:

Per Attendee	23.00 USD
Base Total	92.00 USD
Allowable Food Total	92.00 USD

Calculate Overages

	SPENT AMOUNT
Transaction Amount	162.03 USD
Food <input style="width: 150px;" type="text" value="162.03"/>	162.03
Remaining Transaction Amount	0.00 USD

Food

Spent 162.03 USD of 92.00 USD

Over 70.03 USD

Search and select the city, state or county.

Select a meal type and enter the number of attendees.

Enter the receipt total.

The over or under amount will be calculated.
Click SAVE.

Allowable Food Total	92.00	USD	Calculate
Overage Total	70.03	USD	

Business meals will require adding the list of guests using the Guest Widget. The Guest Widget allows both internal guests as well as external guests. To add internal guests (default), begin typing a name. A list of possible guests will appear. Click the desired name to add it.

Guests (2)

Internal Add Guests

Internal
External

Internal	x	Melanie Kalb <i>Purchasing Systems Specialist Bowling Green State University</i>	50 %	81.02
Internal	x	Teresa Coss <i>Procurement to Pay Manager Bowling Green State University</i>	50 %	81.01
			100 %	162.03

To add external guests, change the selection box next to the Add Guests field to External. If the external guest has previously been entered in the system, search and select the name to add it. Otherwise, click the +Add New External Guests link.

Guests (2)

External Add Guests

Upload CSV

Internal x Mel
Purc
Bow

Emily Kalb
*Health Officer
Health Department*

+ Add New External Guests?

Internal x Tere

It will ask for the First Name, Last Name, Title and Company Name. Once all fields have been populated, click Add. Note that the system will automatically split the total cost of the bill evenly between the number of guests added.

For group meals with more than 25 people that cannot be easily identified, or an event open to the public, it is not necessary to use the Guest Widget. Instead, Add New External Guests, but add the name of the event or group instead of an individual for the first name and last name. Enter a description of the group for the title and the approximate number in attendance (e.g., Alumni event; 50 people). Enter BGSUXXX for the Company Name.

EXTERNAL

First Name

Last Name

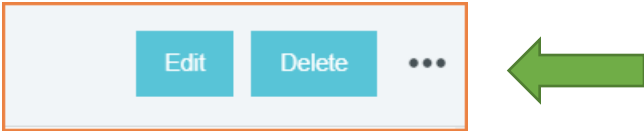
Title

Company Name

Cancel Add

Delete Transactions

Deleting a Pcard transaction from a draft expense report will return the transaction to the E-Wallet. Select the transaction to return to the eWallet and click Delete.



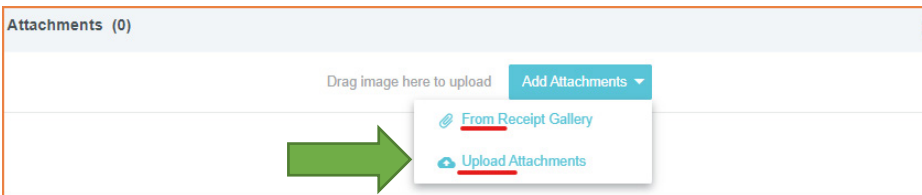
The Recycle Bin contains receipts that have been deleted from expense reports. It does not contain images that were uploaded directly to the Receipt Gallery and then deleted from the Receipt Gallery. From the Recycle Bin choose to either delete items permanently or restore them to the Receipts Gallery. If no Pcard transaction was associated with the receipt, the transaction will be in Offline/Credit Card until it is matched to a Pcard transaction.

Adding Receipts

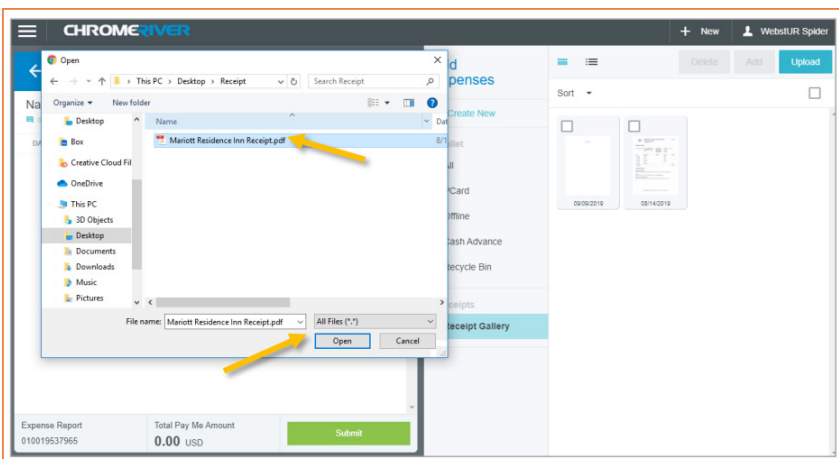
Add receipt(s) to each transaction. Click Add Attachments and Click Upload Attachments to select a PDF document saved on the computer. To attach using the [Receipts Gallery](#), proceed to that section of this document for instructions.



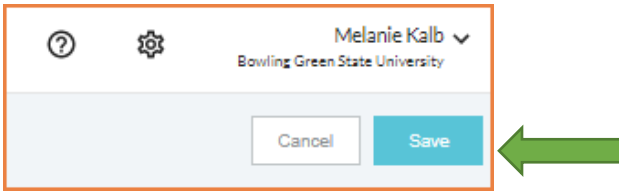
To upload the receipt, either drag the receipt directly from the desktop to this section or click the Add Attachments button and select Upload Attachments.



Navigate to the file on the computer and click Open. The receipt is now attached to the transaction.

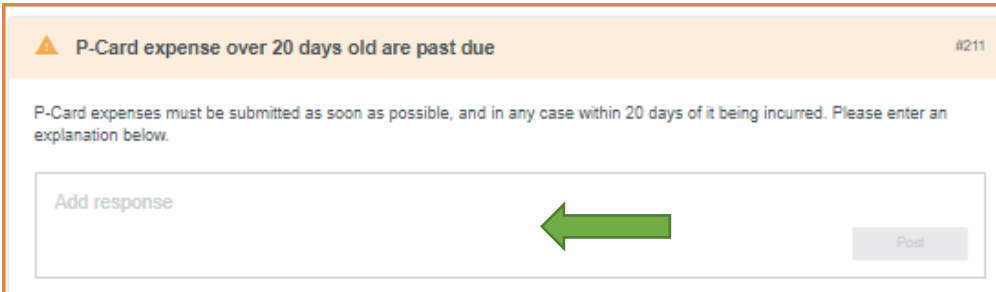


Click Save.



A screenshot of the Chrome River interface. At the top, it shows a user profile for 'Melanie Kalb' at 'Bowling Green State University'. Below this, there are two buttons: 'Cancel' and 'Save'. A green arrow points to the 'Save' button.

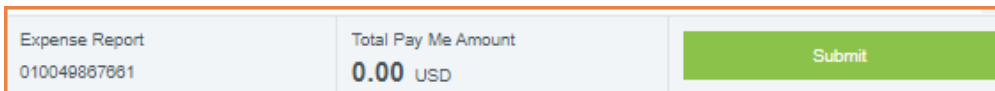
If a triangle appears next to an expense transaction, it must be addressed with a comment. Click Edit, Add a detailed reason for the exception. Click Post. Click Save again.



A screenshot of a warning message in Chrome River. The message reads: 'P-Card expense over 20 days old are past due'. Below the message, there is a text input field with the placeholder text 'Add response' and a 'Post' button. A green arrow points to the 'Post' button.

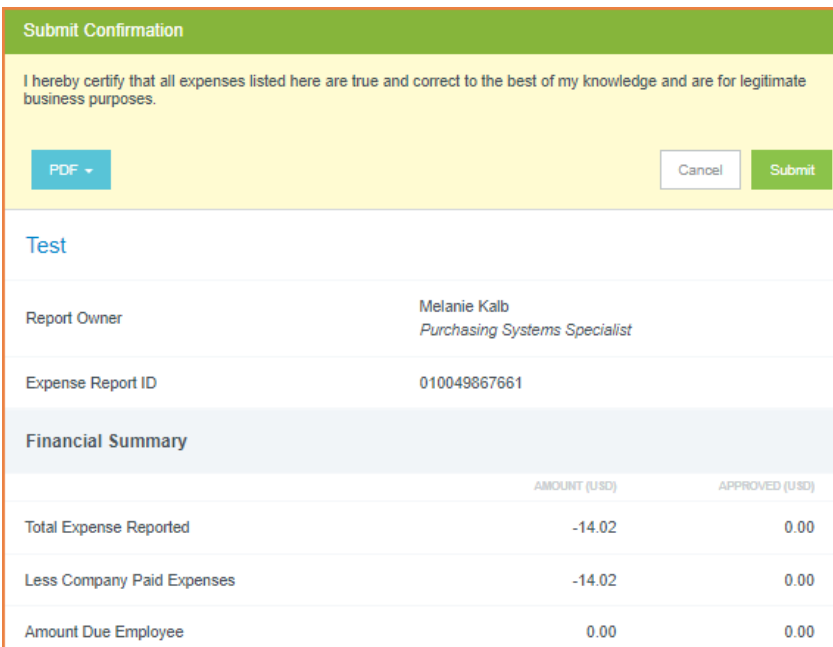
Submit the Report

Verify the Pay Me Amount is 0.00. Then, click Submit.



A screenshot of the 'Expense Report' summary. It shows the report ID '010049867661' and the 'Total Pay Me Amount' as '0.00 USD'. A green 'Submit' button is visible on the right.

Submit Confirmation.



A screenshot of the 'Submit Confirmation' page. It includes a certification statement: 'I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.' Below this, there are 'PDF', 'Cancel', and 'Submit' buttons. A green arrow points to the 'Submit' button.

Test

Report Owner	Melanie Kalb Purchasing Systems Specialist	
Expense Report ID	010049867661	

Financial Summary

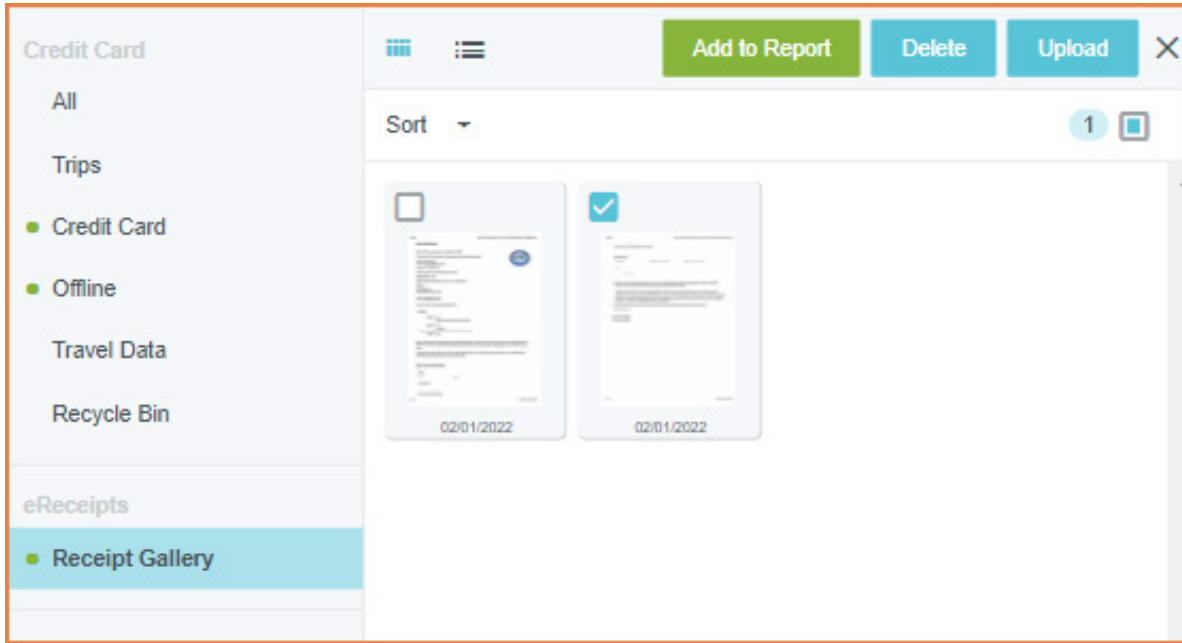
	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	-14.02	0.00
Less Company Paid Expenses	-14.02	0.00
Amount Due Employee	0.00	0.00



Verify Amount Due Employee is 0.00

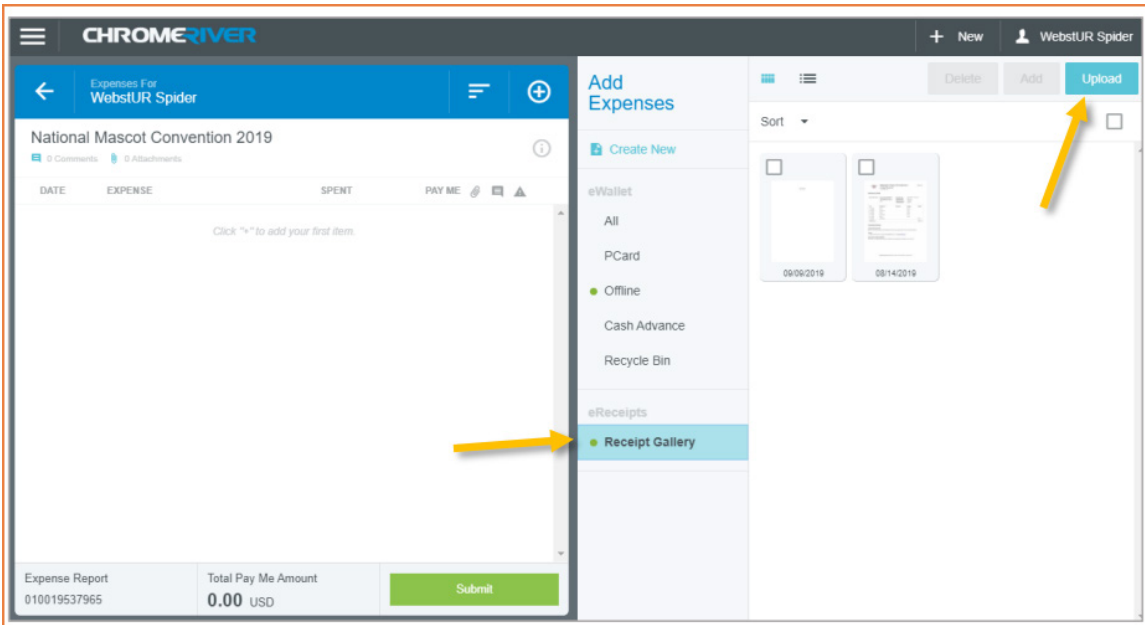
Receipts Gallery

To add a receipt from the Receipt Gallery to a report, click the checkbox for that receipt and click Add to Report.

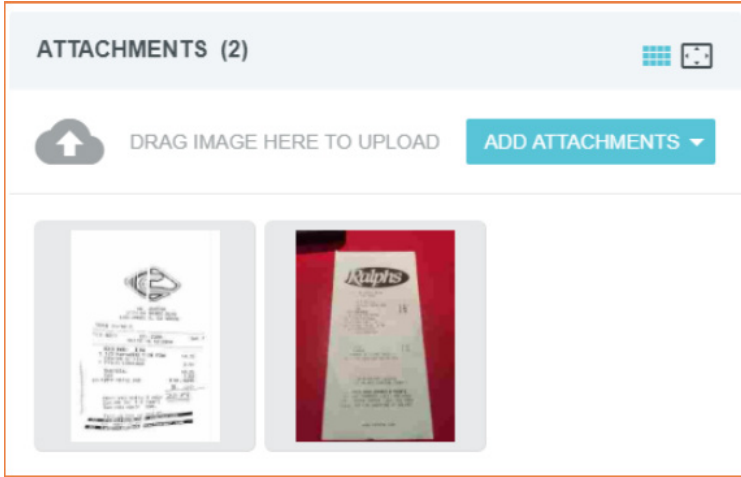


Thumbnail images of each receipt attached will appear in the window, and the total number of receipts attached will be shown in parentheses.

If a scanned or digital receipt is saved to the computer, upload these receipts to the Receipt Gallery or directly to the expense line. To upload to the Receipt Gallery, select the Receipt Gallery and click the Upload button in the top right corner.

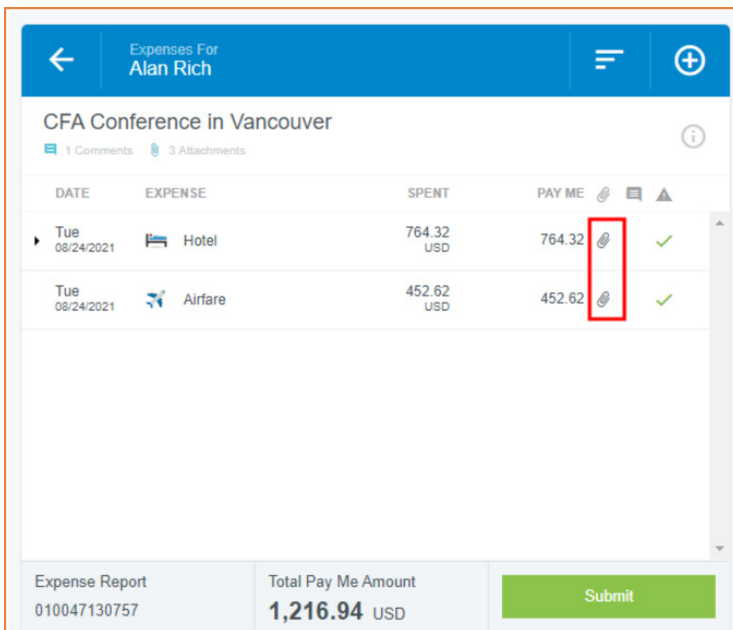


Navigate to the file on the computer and click Open. The receipt will now appear in the Receipt Gallery with the upload date.

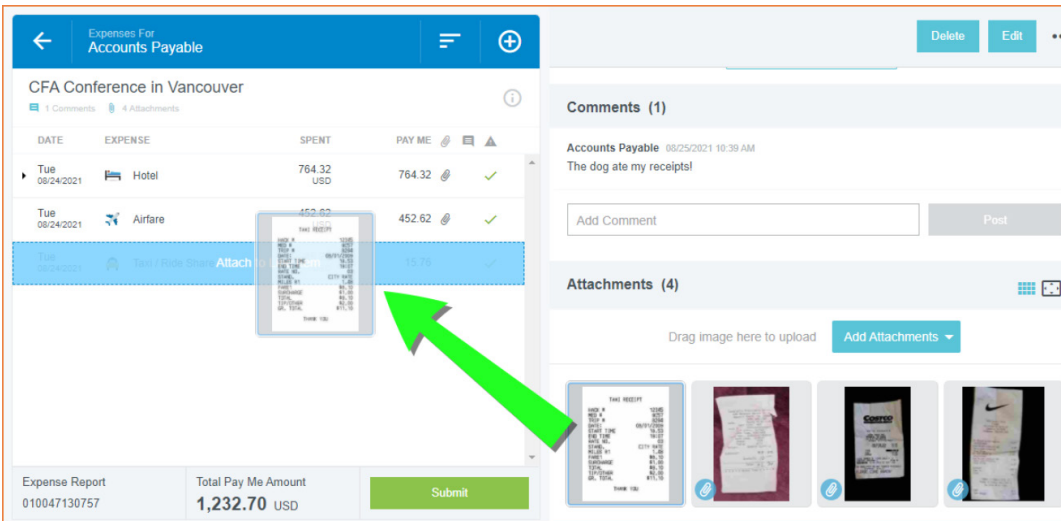


Receipts should be uploaded directly to specific transactions on the expense report. However, images that have been submitted by Receipt Transactions or Via Scanning or Faxing will be attached to the header of the report. Remember to move them to specific line transactions.

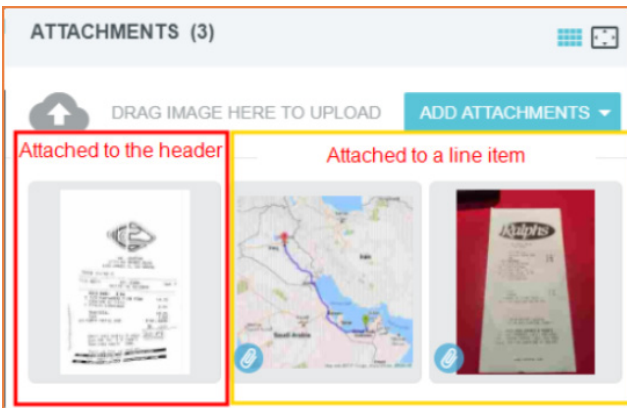
Line transactions that have images attached display a paper clip.



On wide-screen devices, one may drag images from the header to a specific line transaction on the report.

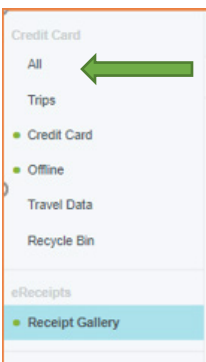


A blue paper clip on the image thumbnail indicates when an image in the header pane has been attached to a line transaction.



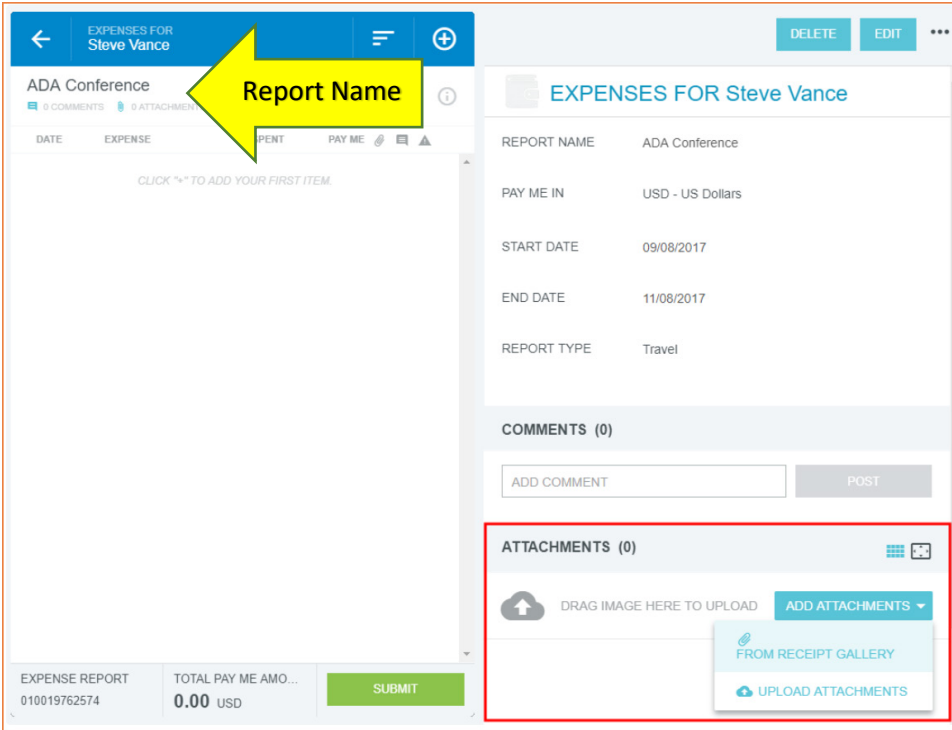
eWallet Additional Receipts

In the eWallet, users will find expenses submitted in multiple ways. E-receipts populate from travel (Trips), pcard expenses (Credit Card), receipts submitted via email or the SnapApp (Offline), pcard OCR recognition from receipts (Travel Data), and previously deleted receipts (Recycle Bin). Always click on the All section to display all items housed in the eWallet. See the Chrome River Receipt Management guide for more information.



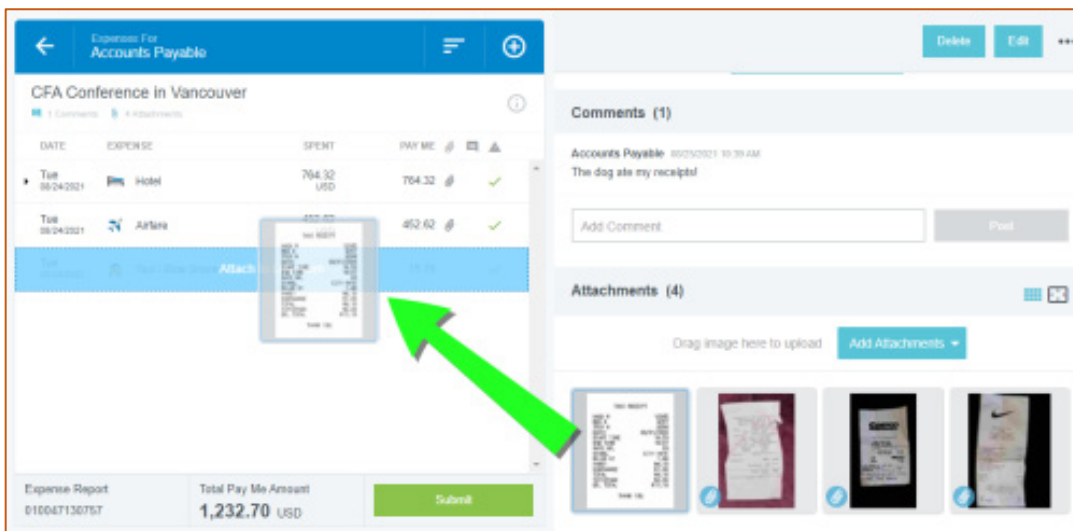
Linking Attachments to Expense Report Header

To add an attachment to the header of the report such as an itinerary, select the report name. Then Drag the image, Add Attachment to browse for images on the device, or upload from the Receipt Gallery.



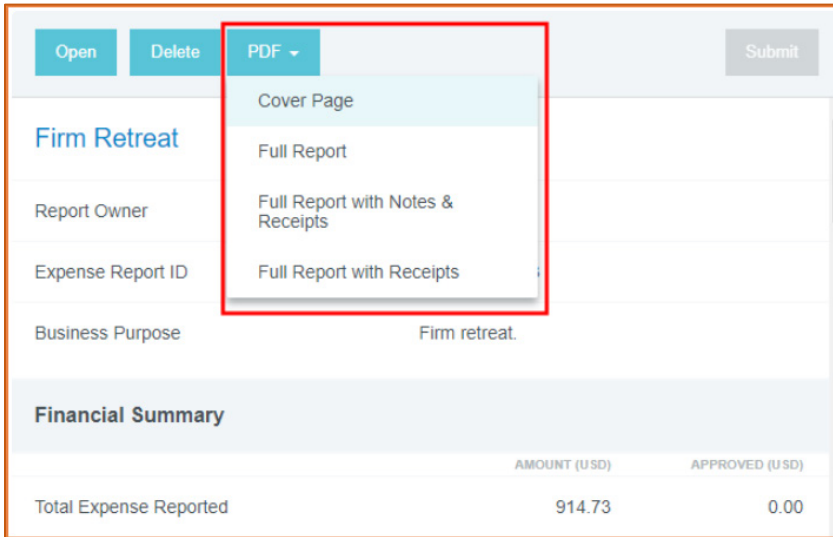
Uploading Receipt Images After Creating Report

Open a draft report and scroll down to the Attachments section. Either drag and drop images, click ADD ATTACHMENTS to browse for images on the device, or upload one from the Receipt Gallery.



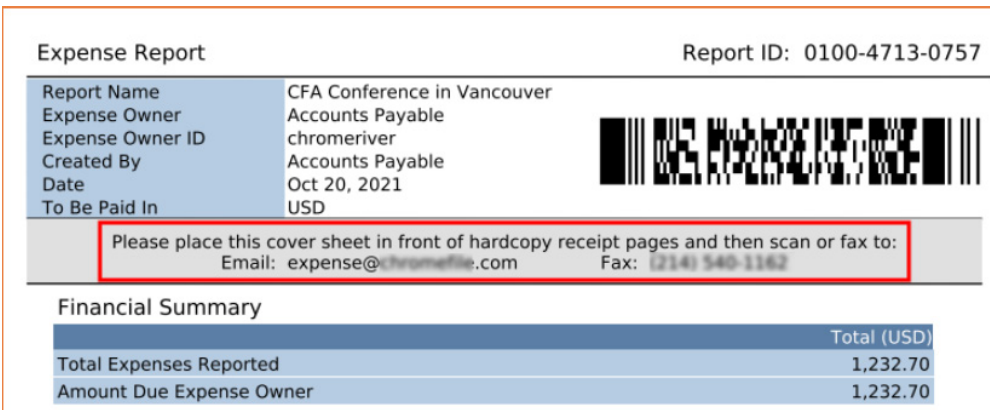
Scan to an Expense Report

Receipts or a batch of receipts may be scanned directly to a specific expense report. To do so, click the PDF button in the preview of the expense report to attach images and select Cover Page.



A new window containing the cover page will open. Print the cover page, and then scan the cover page with the images to attach to expense@chromefile.com. The unique barcode on the Cover Page will attach the receipts to the correct report. (Note: Attach the receipts to the appropriate expense transactions within the report.)

Send the stacked cover page and receipt(s) to Chrome River by fax or by scanning and emailing them. The fax number and email address are both found on the cover page.



Emailing Receipts to an Existing Report

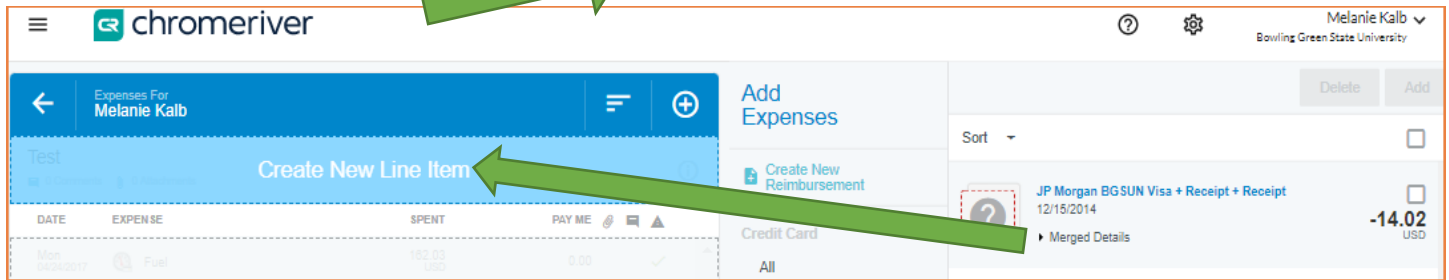
To email a receipt to a draft report, simply attach the images to an email message, and enter the Report ID (including dashes) into the subject line of an email. Remove everything from the body of the email, including BGSU Chrome River User Manual

any email signatures. Send the email to receipt@chromefile.com. The total combined size of all images may not exceed 100 MB. Note: Any images already attached to the report will be overwritten by the images submitted.

Drag Transactions to an Existing Report

Users may submit this report with a single transaction or may drag E-Wallet credit card items onto a report to add additional Pcard transactions. Click on the + to add transactions.

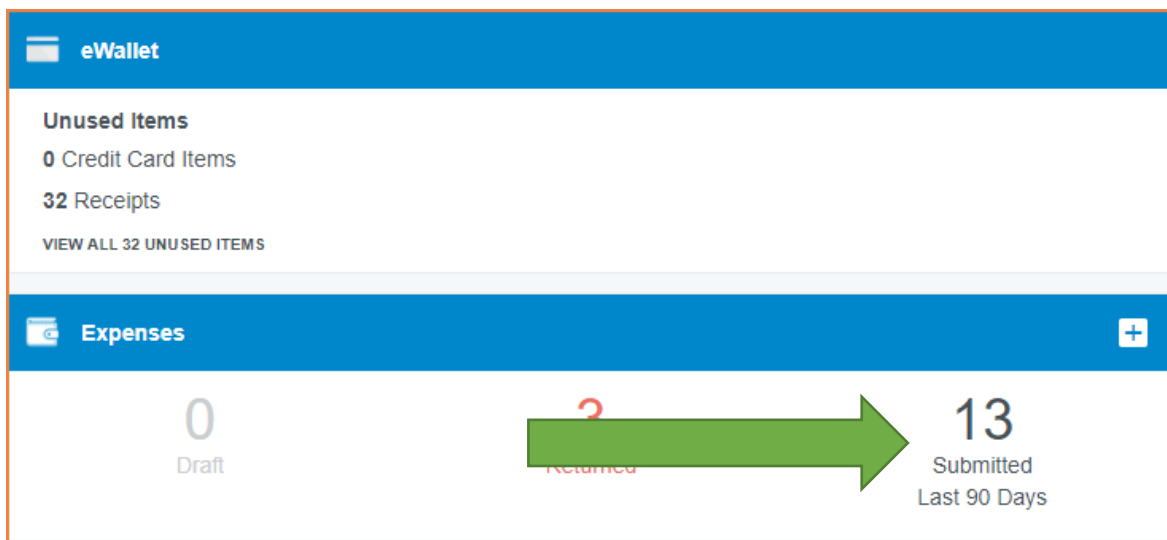
Select the transaction to add and drag it to the "Create New Line Transaction" drop zone that appears over the report header area. If the transaction is dropped anywhere else, it will not attach to the report.



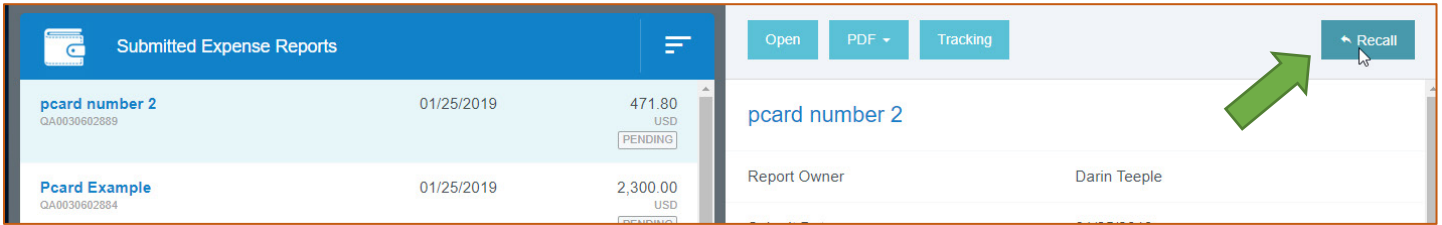
Recall

The Reports can be Recalled at any time Prior to Final Approval. Only recall a report when there is a need to add a transaction to the original report. A recall will reset the report submit date and will reset the approval process. Additional documentation can be added to a submitted report without recalling it. If a report contains multiple transactions and only one needs to be returned, a specific line of the report will be returned to the pcard holder for additional information/documentation.

Navigate to Submitted Expenses.



Locate the report, select the report, and then click Recall.

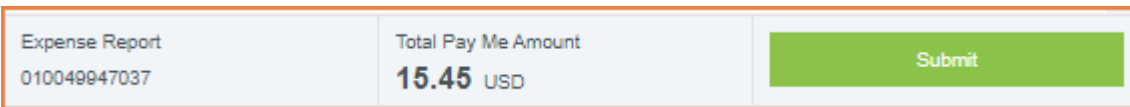


Returned

Reports may be returned by the approver or by Purchasing for requested changes or additional information. The system will send notification via email that a report has been returned along with a comment of why. To access the returned report or transaction, select returned under the Expenses dashboard. Proceed to make the requested changes, add comments, or add attachments.



Then, submit the report. Click both Submit and Submit Confirmation to send the report for approvals.



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.

PDF ▾
Cancel
Submit

Reimbursements August 2021

Report Owner	Melanie Kalb <i>Purchasing Systems Specialist</i>
Expense Report ID	010049947037

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	15.45	0.00
Amount Due Employee	15.45	0.00



Reconciling Credit (Refunds) Transactions

Expense reports cannot be submitted with a negative balance, so charges (debits) need to be added to the expense report to offset the credit

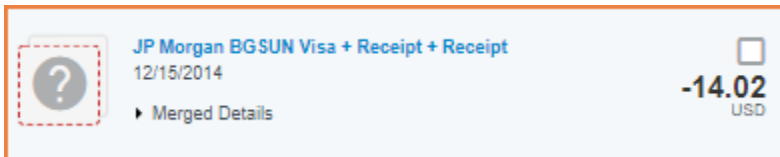
Definitions

Credit: a transaction that occurs when a merchant gives a refund (-100.00)

Debit: a transaction that is a charge, occurs when we are paying a merchant (100.00)

Example

For the credit below, add a debit that is greater than or equal to -14.02.



FAQ

What do I put for a description?

Clearly define the Business Purpose of the expense, such as a specific class, event, or trip. The business purpose should clearly explain WHY the travel or purchase was necessary.

What receipts are acceptable?

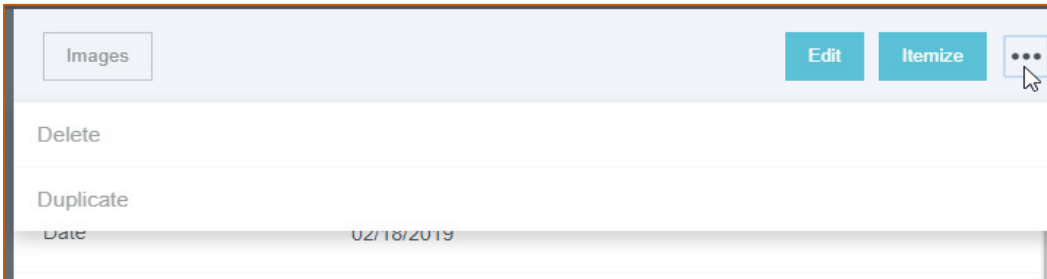
Itemized receipts must be provided for all purchases that detail what was purchased, when it was purchased, and what payment method was used. Travel confirmations and quotes can only be used as receipts if they clearly show the details and final cost.

What additional documentation is necessary?

All expenses must have documentation of the event. This can be an event flyer, agenda, email, etc. If no documentation is available, a detailed explanation of the travel (who, what, when, where) and a business purpose (why) must be included in the comments or description. The explanation must also include why documentation is not available. If additional people are involved, their names and relationship to the university must be included in the report.

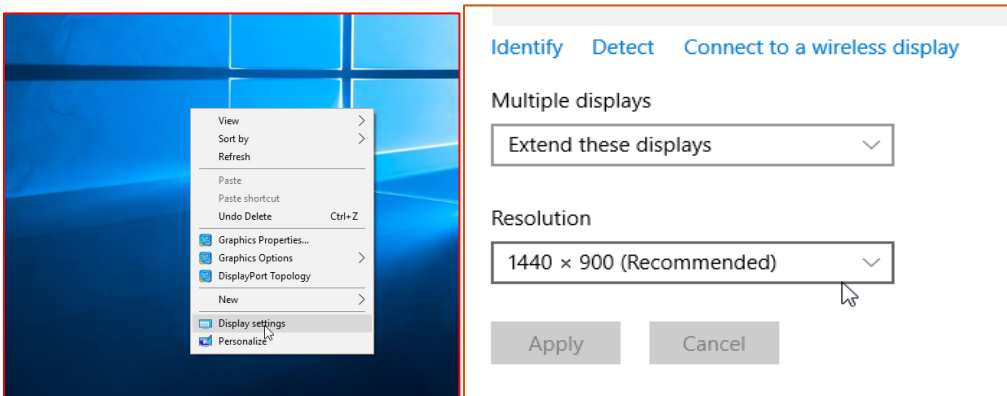
If there is no delete button how do I delete an expense line?

If you do not see a delete button after clicking on the expense line, simply click on the 3-dot menu on the far right of the screen.



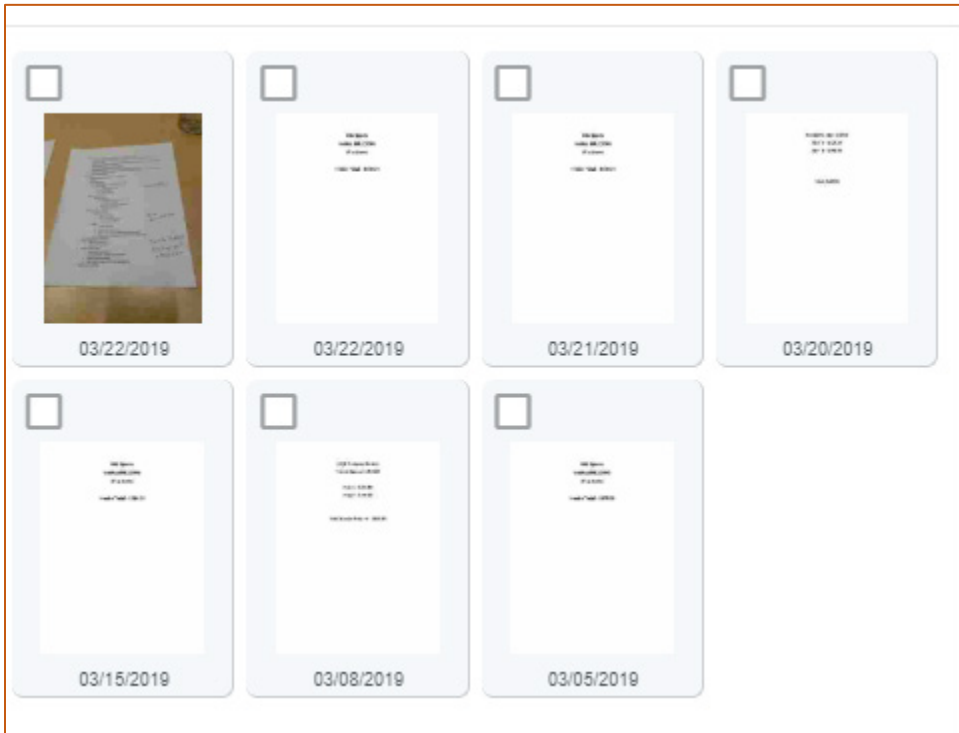
Why do I not see buttons that I see in the manual?

If for some reason you do not see a button on your screen, check you display setting on your computer and make sure they are set at the recommended settings.



What are the dates under the receipt images?

If the system recognizes the date on the receipt, it will put that date under the image. If the date is not there or illegible then it defaults the date to the current date.



Can I delete a range of attachments?

Currently, if you have multiple attachments on your report, you will need to delete each individually or delete the line or entire report and start over.

Will the approvers be notified when I recall a report?

The system will not notify the approver after it has gone through part of the approval process. The submitter may want to inform the approver that the report was recalled.

What should I do if I cannot reconcile a transaction within the timeframe?

If the department is unable to reconcile a transaction, add the transaction to a draft report with detailed comments on the draft report as to the reason why there is a delay. For example, document information and the dates/times a vendor has been contacted for an invoice. Any information to justify that there have been steps taken to try to reconcile a transaction that may be outside of your control.