

CHROME RIVER



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Chrome River Receipt Gallery

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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Receipt Management in Chrome River

All Pcard expenses require receipts to be attached for every transaction. Expenses submitted for reimbursement must have receipts except for per diem and mileage expenses. This guide provides instructions regarding the multiple options of uploading receipt images, and the multiple ways to attach receipt images to transactions or expenses.

Timing

Receipts can be uploaded before or after Pcard charges have been transmitted from Bank of America to Chrome River.

Location of Images in Chrome River

Receipts can also be added to an entire report or to individual transactions or expenses. Supporting documentation is often uploaded to the header of the expense report and receipts should be uploaded to individual transactions or expenses. All receipts are visible via the Receipt Library until assigned to an expense report.

Submission Format

Receipt Images or other documentation may be uploaded via the following options:

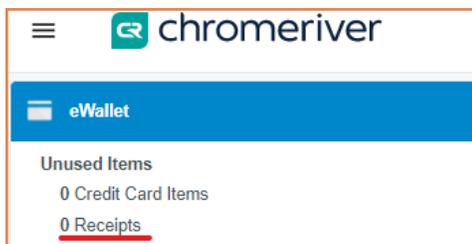
- Directly through the application
- Emailed to the application
- Added via Chrome River SNAP App

File Type

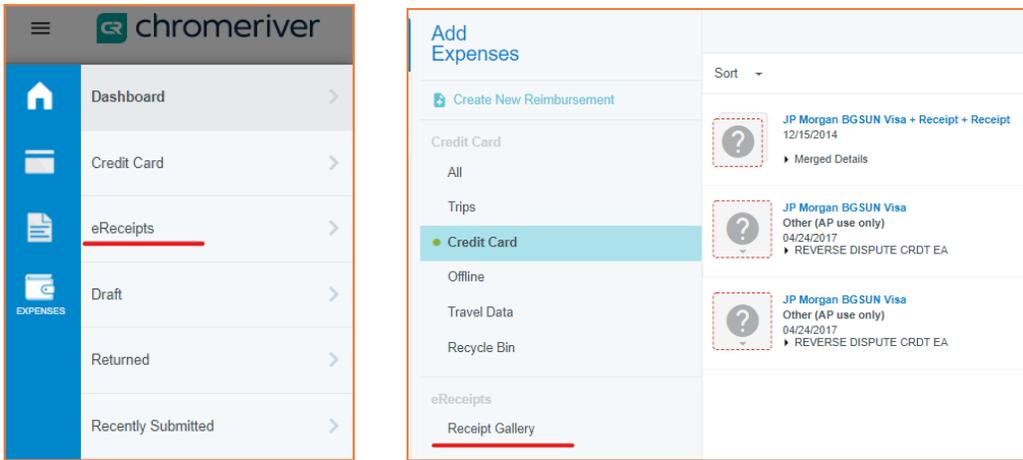
- Only JPG, PDF, PNG, OFD, and TIFF files can be accepted when an image is attached via the Chrome River app.
- Only JPG, PNG, and HEIC/HEIF files can be accepted via Chrome River SNAP.
- No file may be greater than 10 MB, and there is a limit of 499 images per expense report.
- Images attached via Scanning or Faxing may not exceed a combined total of 100 MB.

Receipts Gallery

The Receipt Gallery contains all receipt images uploaded directly to Chrome River by email, upload, or the Chrome River Snap app. The Gallery is accessible from the main menu via the eReceipts section or on the dashboard in the eWallet section under Unused Items. They are also searchable within an expense report via the Receipt Gallery or by selecting Add Attachments in the report.



Chrome River Receipt Gallery

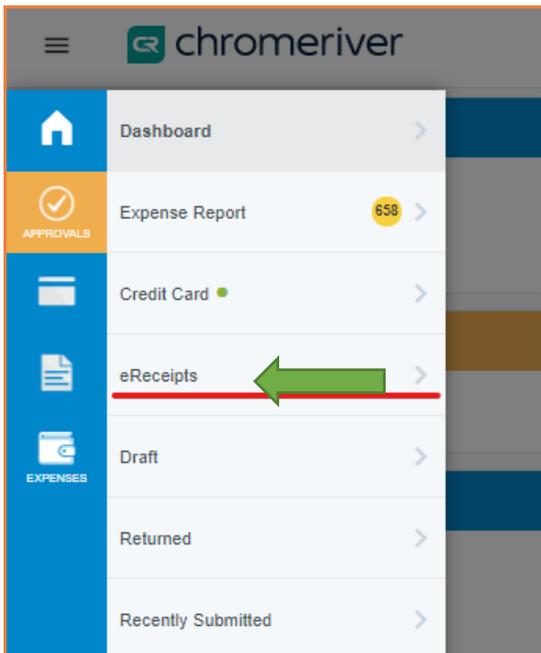


Uploading Images within Chrome River

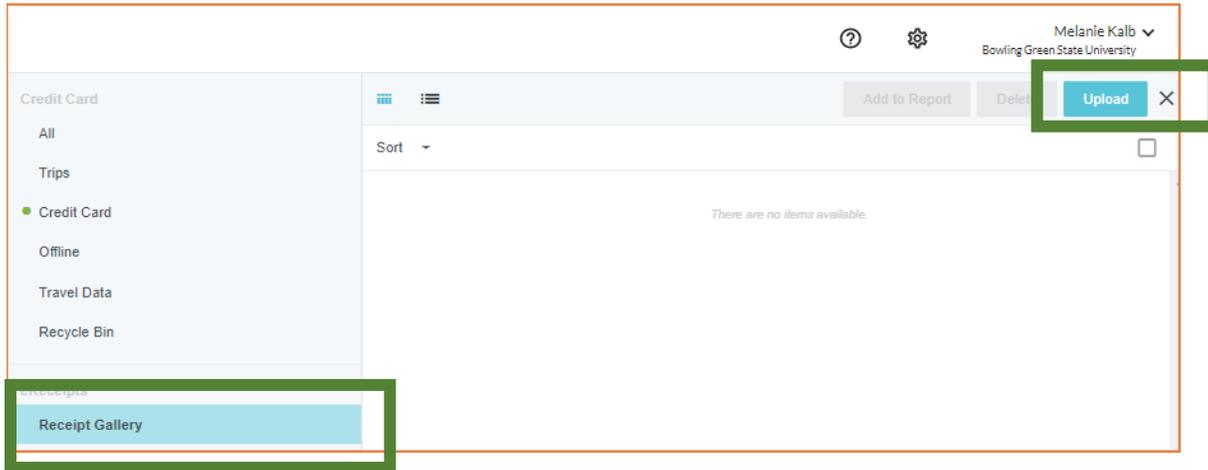
Select Menu.



Click on eReceipts.



Select Upload and select the file(s) saved on the computer to add to Chrome River. These images will be added to the Receipt Gallery. They can be immediately adding to a report or will remain in the Receipt Gallery.



Via Email

Email receipts directly to Chrome River via email.

- Photo & Send: Email a receipt of the photo captured with a mobile device.
- Forward: Forward an email confirmation or receipt image for an expense.

To email a receipt to the Receipt Gallery, simply attach the images or files to an email message and send the message to receipt@chromefile.com. If sending the message from a non-BGSU email address (e.g., a personal email), ensure that the email is saved as an Alternative Email in Chrome River/ Personal Settings.

If a description of the expense is included in the body of the email, it will be added to the Description field in Chrome River.

Note for Reimbursements: if the expense amount is in the subject line of the email, it will populate in the Spent field for a reimbursable expense in Chrome River.

Delegates may submit a receipts for another user. The delegate may enter the expense owner's email address in the subject line of their email to have it show up in another user's Receipt Gallery and eWallet.

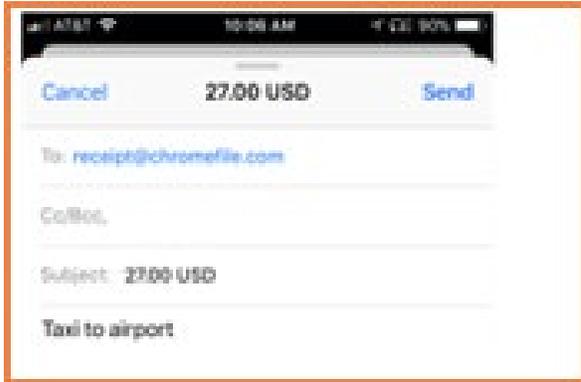
Each image will appear as its own item, complete with the corresponding information about the expense. If a multipage PDF containing only images is scanned, each image will be created as a separate item. If the multipage PDF contains text, a single item will be created.

Photo & Send Using a Mobile Device

1. Take a photo of the receipt with a mobile device.
2. Draft a new email message containing the following information.

To: receipt@chromefile.com

From: youremail
Subject: xx.xx (dollar amount)
Body: Description of Expense

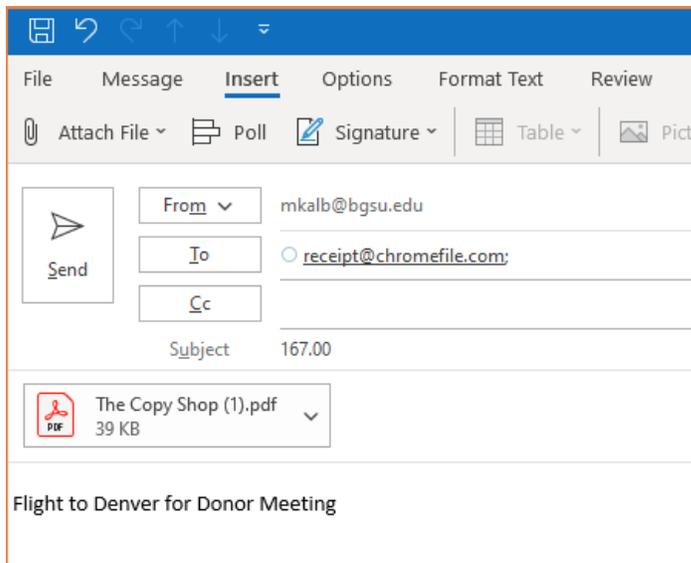


- The from email address must be one associated in the personal settings in Chrome River.
 - The subject should be the amount of the expense with no symbols. If no dollar amount is entered in the subject line, the amount will be 0.00 when the expense appears in Chrome River.
 - The body may contain the description of the expense. It will appear in the Description section of the expense.
3. Attach the photo.
 4. Send the message to receipt@chromefile.com.
 5. View receipt in Receipt Gallery and Offline tab in the eWallet.

Forward Using a Computer

1. If a vendor emails an invoice, forward the email to the Chrome River eWallet.
2. The forwarded email message must contain the following information. Remove the forwarded email content and include only the information below.

To: receipt@chromefile.com
From: youremail
Subject: xx.xx (dollar amount)
Body: Description of Expense



- The from email address must be one associated in the personal settings in Chrome River.
 - The subject should be the amount of the expense with no symbols. If no dollar amount is entered in the subject line, the amount will be 0.00 when the expense appears in Chrome River.
 - The body may contain the description of the expense. It will appear in the Description section of the expense.
3. Remove all other words including signature lines from the email.
 4. Send the message to receipt@chromefile.com
 5. View receipt in Receipt Gallery and Offline tab in the eWallet.

Via SNAP Capture

The free SNAP app enables users to quickly and easily capture and upload receipt images right when the expense occurs. Simply snap a photo of the receipt using SNAP and it will be uploaded directly to the Receipt Gallery and the Offline tab of the eWallet for use in Chrome River.

Click the appropriate link below for complete details on downloading and using SNAP with a mobile device.

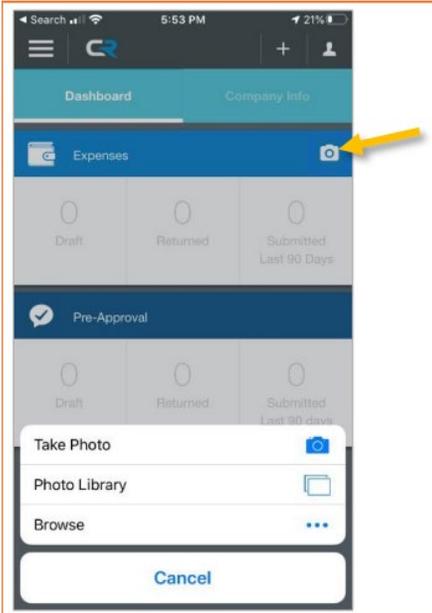
- [Chrome River SNAP App for Android](#)
- [Chrome River SNAP App for iPhone](#)

Take Photo

Once the app is downloaded, open the app to take a photo of the receipt. Click on the small camera icon at the top of the app. This will open a menu at the bottom of the screen giving the option to take a photo or to select a previously captured photo from the phone's photo library.

Chrome River Receipt Gallery

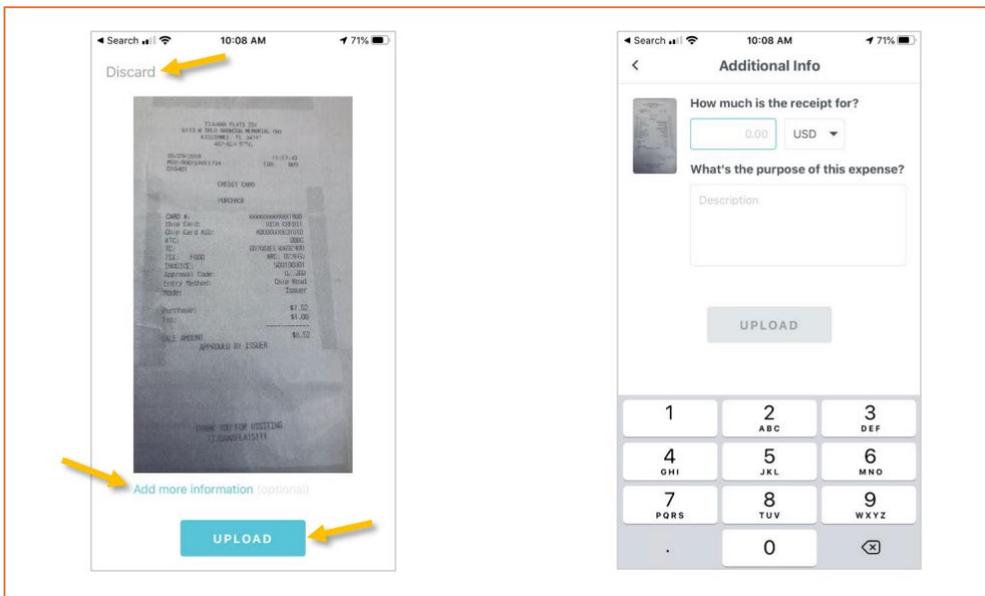
Hold the mobile device over the receipt and tap the gray circle at the bottom of the screen to take a photo. Click on the flash icon in the top right corner to toggle the flash from on, off, or to Auto mode.



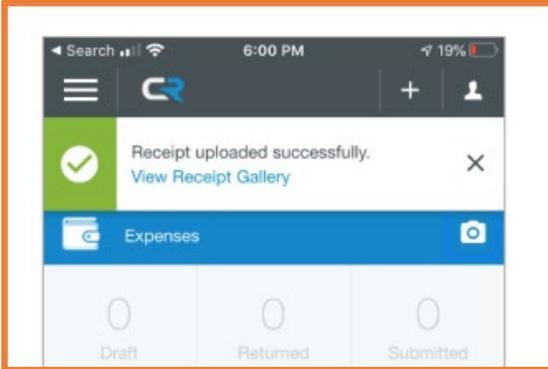
Once the photo has been captured, check to confirm the receipt is fully in frame and in focus. If a retake is necessary, click Discard and try again.

If desired, enter a description, amount, and select a currency for the receipt by clicking the Add more information link under the receipt.

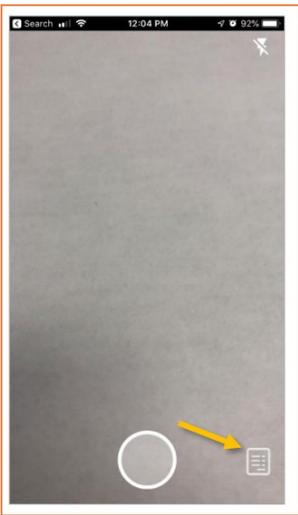
After confirming the receipt is legible and, if desired, adding any additional information, click Upload to submit.



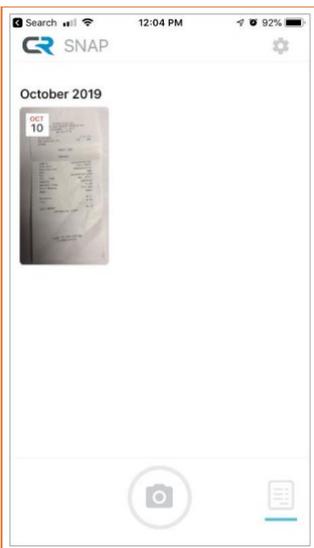
A message will appear at the top of the screen confirming that the receipt was uploaded successfully to the Receipt Gallery.



Once the receipt is uploaded, the screen will be returned to the camera view. To see the receipt as it is being prepared for upload, tap the receipt icon in the lower right corner.



This screen reflects the upload history, showing all receipts previously uploaded. If the preference is to not save images on the phone, choose Delete Receipts After Upload (the gear icon in the top right corner), the receipt will only appear here until it has uploaded to Chrome River.



Chrome River Receipt Gallery

If a connectivity issue causes the upload to fail, a message will appear on this screen indicating “Uploading failed” with a red icon with an explanation point appearing on the impacted image. Tap the image thumbnail of the receipt or the word Retry to resend the receipt image.

Note: Photos taken with Chrome River SNAP are not stored in device’s photo gallery, so they do not take up storage space. However, it is important to verify that the photo has been uploaded successfully and legibly before discarding any receipts.

Upload to Snap

To upload a photo from the phone to the SNAP App, simply find the image in the phone’s photo gallery and tap the Share icon.



Select the Chrome River SNAP icon.



This will open the photo in the SNAP app and will display the same options. If the image is fully in frame and in focus, click Upload and the image will be uploaded directly to the Chrome River Receipt gallery the same as if it has been captured directly in the app. If there are multiple receipts in one photo, the system will split them into separate items.