

EXPENSE Training Guide

Quick Start Guide

Table of Contents


Chrome River EXPENSE: Quick-Start Guide	2
Launching and Logging in to the Chrome River Application	2
<i>First Log In</i>	<i>2</i>
Creating a New Pre-Approval Request.....	3
Creating a New Expense Report.....	4
Attaching Receipt Images	5
<i>Upload PDF Receipts.....</i>	<i>5</i>
Submitting a Report	6
<i>Policy Compliance Warnings & Violations</i>	<i>6</i>
Report Tracking	7
Inquiry Reports	7
Expense Approval	7
<i>Approve Online.....</i>	<i>8</i>
<i>Approve or Return by Email</i>	<i>8</i>

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

FIRST LOG IN

Complete system setup by allowing local storage. Click **NEXT** on the System Setup screen. Click **ALLOW** on the Adobe Flash Player Settings screen.

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 Home Dashboard or the Expense Dashboard, click the **EXPENSE** drop-down, select **PRE-APPROVAL**, and click the **REQUEST PRE-APPROVAL** button. The **Request Expense Pre-Approval** screen will appear.
2. The **Pre-Approval Request Name** will always be required. Other fields include:
 - **Trip From/To Dates**
 - **Purpose:** The business-related reason for the expenditure.
 - **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 **SPLIT**.
 - **Estimated Expenses:** Enter the amount and description for each of the expenses you expect to incur.
3. Click on **UPLOAD IMAGES** to attach a PDF file with details and supporting documents for the trip.
4. To exit without submitting the pre-approval, click **SAVE/CLOSE**. To submit the pre-approval for approval, click **SUBMIT**.

Request Expense Pre-Approval

View Images **Upload Images** Add to Image Replace Image

Pre-Approval Request Name Payee (Non-employee)

From Date To Date Number of Days: 1

Purpose Destination

Is International? Multiple Travelers?

Comments

Allocation

Budget

Estimated Expenses

	Amount	Description
Airfare	<input type="text" value="0.00"/>	<input type="text"/>
Ground	<input type="text" value="0.00"/>	<input type="text"/>
Mileage	<input type="text" value="0.00"/>	<input type="text"/>
>> Wizard		
Meals	<input type="text" value="0.00"/>	<input type="text"/>

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 Home Dashboard or the Expense Dashboard, click the **NEW EXPENSE REPORT** button. The **Expense Entry Screen** will appear.

- a. The Expense Header section stores all the basic information that applies to every expense listed on the report.
 - i. Expense Owner
 - ii. Report Name
 - iii. Pay Me In
2. For your first expense, click on the appropriate expense-type button on the Add Expense menu bar and complete the fields in the expense entry window that pops up. If there is an arrow on the button, clicking it will reveal a submenu of categories within that expense type.
 3. There are three basic types of expense entries.
 - a. **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.
 - b. **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.*
 - c. **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 right side of the screen, you can see a summary of the expenses you have added and add notes, receipts and items to your expense report.

Add Expense	#	Expense	Date	Amount	Pay Me Amt	Matter		!
Air Travel	1	Parking	Tue 12/18	10.00 USD	10.00	1CL00		✓
Ground	2	Mileage	Tue 12/18	103.98 USD	103.98	1CL00		✓
Meals	3	Business Meal	Tue 12/18	34.00 USD	34.00	1CL00		✓

Edit Copy Delete Switch

Expense Detail		Notes (1)	Receipts	Items (1)
Business Meals Tue 12/18/2018				
Spent Amt		34.00 USD		
Pay Me Amt		34.00 USD		
Matter Amount USD				
1CL00 Finance Office		34.00		
011001				
Meals (Group Business) - 7107				
Description Business luncheon				
City ID 98696				
City Richmond				
State Virginia (VA)				
Country United States				
Meal Type Lunch				
Attendees 2				

- After the expenses have been added to the report, click **SUBMIT** if you are done, or click **SAVE/CLOSE** to go back to the Expense Dashboard.

Attaching Receipt Images

Receipt images must be uploaded as a PDF to be attached to your expense report.

UPLOAD PDF RECEIPTS

If you choose to upload PDF receipts, the maximum size for a single upload is 5 MB, and the combined size of all the PDFs uploaded must be 100 MB or less.

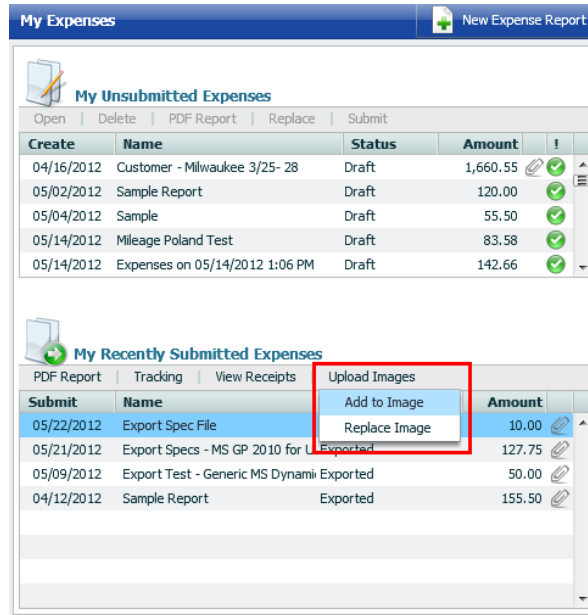
- Open the Expense Report:** On the Expense Entry Screen, click on the **RECEIPTS** tab. Click on **UPLOAD IMAGES** to attach your PDF file(s).

Add Expense	#	Expense	Date	Amount	Pay Me Amt	Matter		!
Air Travel	1	Parking	Tue 12/18	10.00 USD	10.00	1CL00		✓
Ground	2	Mileage	Tue 12/18	103.98 USD	103.98	1CL00		✓
Meals	3	Business Meal	Tue 12/18	34.00 USD	34.00	1CL00		✓

Edit Copy Delete Switch

Expense Detail		Notes (0)	Receipts	Items (1)
Expense Owner				
Report Name				
Pay Me In USD				
Travel Type Domestic US				
Purpose Select				
Comments				
Expense Detail Notes (0) Receipts Items (1)				
Add Images Delete Image Viewers				
Upload Images				
Replace All Images				
Cover Page				

2. **From My Recently Submitted Expenses:** Highlight the expense report to which you would like to attach receipts. Click **UPLOAD IMAGES** in the navigation bar.



Submitting a Report

- To submit an open expense report, click **SUBMIT** in the lower right-hand corner of the Expense Entry Screen.
- To submit the expense report from the My Unsubmitted Expenses Grid, highlight it in the grid on the Expense Dashboard. Click **SUBMIT** in the navigation bar.

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. Click on the red warning symbol and either modify the data or enter a reply. Then click **SAVE** to proceed.
- A compliance **violation** indicates that the expense cannot be submitted for approval based on ODU and state travel regulations. Click **CANCEL** on the Submit screen, make any required changes, and select **SAVE/CLOSE** or **SUBMIT** again.

Report Tracking

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

Tracking data for report:

Name Parking in Norfolk
Owner
Created by
Create Date 12/18/2018
Submit Date 12/18/2018

View

☐ Show Current
☒ Show All
☐ Show Projected

Group

☐ Line #
☐ Type
☐ Approver
☐ Step

Assigned	Approver	#	Type	Amount Converted	Step	Routing Status	Approved Status	Rule Description	Assign
		1	Parking	5.00 USD	1	Assigned		The reimbursement rec	12/18/

The tracking screen displays such details as the assigned approver(s), the routing status, and the approval status. You can sort the list of tracked expenses using the following views:

- **Show Current:** Displays which approver(s) has the report now
- **Show Projected:** Displays which approver(s) will have the report next
- **Show All:** Displays the entire routing path

Inquiry Reports

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

1. Click on **INQUIRY** from any Dashboard.
2. Under the Reports tab, select the report you would like to generate.
3. Click the **RUN REPORT** button.
4. Input the Date Range for the selected report, and click on RUN REPORT.

CHROME RIVER Dashboard Expense Approval Inquiry

My Reports

Reports Criteria

Request Images

- ▶ My Expense Reports
- ▶ My Expense Items
 - My Expense Calendar
- ▶ My Firm Paid Items
- ▶ My Expense Approval Items
- ▶ My Invoice Approvals
- ▶ My Paid Invoices
- ▶ My Paid Expenses

My Expense Reports

Expand | View Expense Report PDF | View Receipts | Upload Images

Report Name	Report ID	Submit Date	Status

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 navigate to the Approval Dashboard.
2. The Expense Tab shows a synopsis of each expense that needs approval. Highlight an expense in the grid and click **OPEN** to review it.
3. The Expense Approval Screen lists each line item that requires your approval on the left and provides expense details, notes and receipt images on the right.
4. You can review, accept or return each line item individually by highlighting it in the list.
 - a. Clicking **ACCEPT** 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.
 - c. An approver can make changes by clicking **ADJUST**, but it is recommended that the expense line be returned to the owner for correction.
5. When you have finished reviewing the expense, click **SUBMIT** to pass the approved expense line items on.
6. Clicking **RETURN ALL** will send the entire expense report back to its owner. You will be required to provide an explanation and click **SUBMIT** again.

#	Expense	Date	Spent Amt	Approved Amt	Matter	Status
2	Per Diem		40.50 USD	40.50 USD	1MA00	Approve
9.1	Room Charge		87.00 USD			Accept
9.2	Room Tax/Fees		12.18 USD	12.18 USD		Approve

Expense Detail	
Per Diem	
Spent Amt	40.50 USD
Approved Amt	40.50 USD

APPROVE OR RETURN BY EMAIL

Chrome River will email you expenses that require your approval. You can only approve or return them with notes via this method—any adjustments must be made in Chrome River online.

- Forwarding the email to approve@chrome.com is equivalent to clicking **SUBMIT** in Chrome River EXPENSE online.
- Forwarding the email to return@chrome.com is equivalent to clicking **RETURN ALL** in Chrome River EXPENSE online.

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.