



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

Payment Services

# Chrome River PCard Training

For Cardholders, Delegates, & Approvers





# Training Items

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# What Is Chrome River?

## TTUHSC's new expense management system for PCard transactions

- No download required; online web application accessible through any browser.
- Accessible to all employees through Single Sign On (eRaider).
- End users can create, submit, or approve expense reports on any device.
- System enforces policy on every purchase by running compliance rules based on the expense type, transaction amount, funding, and more.

# PCard Process Changes

- Chrome River will completely replace our current reconciliation processes.
  - Citibank's Global Card Management System will no longer be used.
  - Physical signatures will no longer be required.
  - Mailed/Emailed expense reports will no longer be required.
  - Transaction allocations, expense report submissions and approval routing will all be completed electronically and exclusively by Chrome River.
  
- January 3, 2021 will be the final Citibank statement reconciled in GCMS.

# PCard Process Changes

- No additional form/documentation requirements for Food & Entertainment and Professional Membership purchases.
  - F&E Substantiation form information and attendees can now be input electronically.
  - TTUHSC's Approved Professional Society list is available in Chrome River to validate membership purchases .
- Expense reports will be submitted on a weekly basis for timelier ledger posting.

# Chrome River Basics

## How will the system work?

- Automatic Citibank transaction feeds (5 times a week)
  - All PCard transactions will be automatically fed to the Cardholder's Chrome River dashboard (eWallet) for reconciliation, 1-3 days after the posting date.
  
- Electronic Receipt Uploads
  - All dashboards include a Receipt Gallery for documentation storage and potential mapping to fed credit card transactions.

# Chrome River Basics

## How will the system work? (cont'd)

- Electronic Expense Reports
  - New expense reports can be created electronically for transactions pending reconciliation.
  - Can be submitted by the cardholder or their assigned delegate who has been granted access to their dashboard.
  - Each transaction must be assigned to the appropriate expense tile, which will ensure that the appropriate accounting code is assigned. *(Reference sheet will be provided)*

# Chrome River Basics

## How will the system work? (cont'd)

- Allocations

- All valid FOP combinations from Banner will be available for use in Chrome River and updated twice a day.
- Users will be able to search for the appropriate FOP combination and can apply multiple FOPs to a single expense.
- Compliance rules have been created for restricted funding sources to ensure they are only utilized for allowable expense types.

- Electronic Approval Routing

- Cardholders and delegates can easily track routing for all expense report submissions.



# Chrome River Basics

## System Navigation – Home Page

- Information/Welcome Page
  - Contact information
  - Important updates
  - Upcoming deadlines
  - Reminders
  - Links to training and videos



## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

### Contacts

For PCard & Travel expense management and processing assistance, please contact:

Celeste Ramirez	PCard Section Coordinator	(806) 743-3565	<a href="mailto:pcard@ttuhsc.edu">pcard@ttuhsc.edu</a>
Veronica Vasquez	Travel Section Coordinator	(806) 743-1692	<a href="mailto:travel@ttuhsc.edu">travel@ttuhsc.edu</a>
Jo Anna Barela	Analyst II (PCard/Travel)	(806) 743-7356	<a href="mailto:joanna.barela@ttuhsc.edu">joanna.barela@ttuhsc.edu</a>
Monica Orosco	Analyst (PCard/Travel)	(806) 743- 1871	<a href="mailto:monica.orosco@ttuhsc.edu">monica.orosco@ttuhsc.edu</a>
Lora Turpin	Associate Managing Director	(806) 743-7932	<a href="mailto:lora.turpin@ttuhsc.edu">lora.turpin@ttuhsc.edu</a>




### PCard

**WARNING, FRAUD ATTEMPTS:** There has been an increase of attempted fraudulent transactions on TTUHSC PCards. Please check your account and make sure that your PCard is locked and secured. If you are contacted by CitiBank, please answer or return their call immediately. Notify the PCard Office if you have any concerns or have been notified that your account has been compromised.

For more PCard updates, please visit our [homepage](#).

# Chrome River Basics

## System Navigation – Home Page (cont'd)

 APPROVALS	<b>Approvals Needed</b> 2 Expense Reports			0 Pre-Approvals		
 EXPENSES	3 Draft	0 Returned	0 Submitted Last 90 Days			
 PRE-APPROVAL	0 Draft	0 Returned	0 Submitted Last 90 days			

- Account Dashboard

- Approval Bar – will only appear if user has items pending their approval

- Expense Report Bar  
Draft, Returned, Submitted

- Pre-Approval Bar

*\*Travel only, will not be utilizing at this time*



# Chrome River Basics

## System Navigation – Home Page (cont'd)



- Navigation Bar
  - Remains at the top of the screen
  - Menu Button (provides access to eWallet, eReceipts, and more)
  - Chrome River Logo (click on logo to return to home page at any time)
  - + NEW button (click to start a new expense report)
  - User icon with account name (provides access to other authorized accounts, settings, and help)

## Settings Overview

Access the following by clicking the user icon with account name and then the “Settings” button.

- Personal Settings – primary and alternative email addresses
- Preferences Settings – language, date/number formatting
- Delegate Settings – assign delegate or vacation delegate
- Notifications Settings – opt in/out of general notifications



# Account Settings

## Delegate Assignment

- **Delegate**
  - Has full access to an account
  - Can create & submit expense reports
  - Will receive copies of email notifications regarding rejection/adjustments
  - No approval authority
- **Approval Delegate**
  - Temporary approval rights during a specific time frame
  - Can only grant approval via email
  - No access to account or approval bar
  - Should not be used for long periods of time

The screenshot displays the Chrome River account settings interface. On the left is a navigation menu for user Jo Anna Perez Barela, with 'Delegate Settings' highlighted. The main content area is titled 'My Delegates' and includes a definition of a delegate, a list of existing delegates (Celeste R Ramirez), and an 'Add New Delegates' button. Below this is the 'My Approval Delegate' section, which includes a definition and an 'Add Approval Delegate' button.

**CHROME RIVER**

Jo Anna Perez Barela  
Analyst II / R00724164 / joanna.barela@ttuhsc.edu

Personal Settings  
Preferences Settings  
**Delegate Settings**  
Notification Settings

Privacy Policy  
About Chrome River

**My Delegates**

A "Delegate" is someone who has full access to your account.

✕ **Celeste R Ramirez**  
Section Coordinator / R00900407 / c.ramirez@ttuhsc.edu

+ Add New Delegates

**My Approval Delegate**

An "Approval Delegate" helps you with approvals during a specified time.


+ Add Approval Delegate

# How to Submit an Expense Report



CHROME RIVER

+ New

 Jo Anna Perez Barela

- **Reminder: All PCard transactions are fed to the dashboard of the cardholder.** Ensure you are on the appropriate dashboard by verifying the name displayed in the top right corner.
- Transactions can be reviewed prior to starting an expense report. Click the menu on the top left corner, choose the **eWallet** option and then **Credit Card**.
- To create a new report, click the **+ New** link (top right) on the Navigation Bar and choose **New Expense Report**.



# How to Submit an Expense Report

Cancel Save

Expenses For Tiffany V Hernandez

Import from Pre-Approval  
Optional

Report Name

Report Type

Start Date

End Date

Chart

Approver

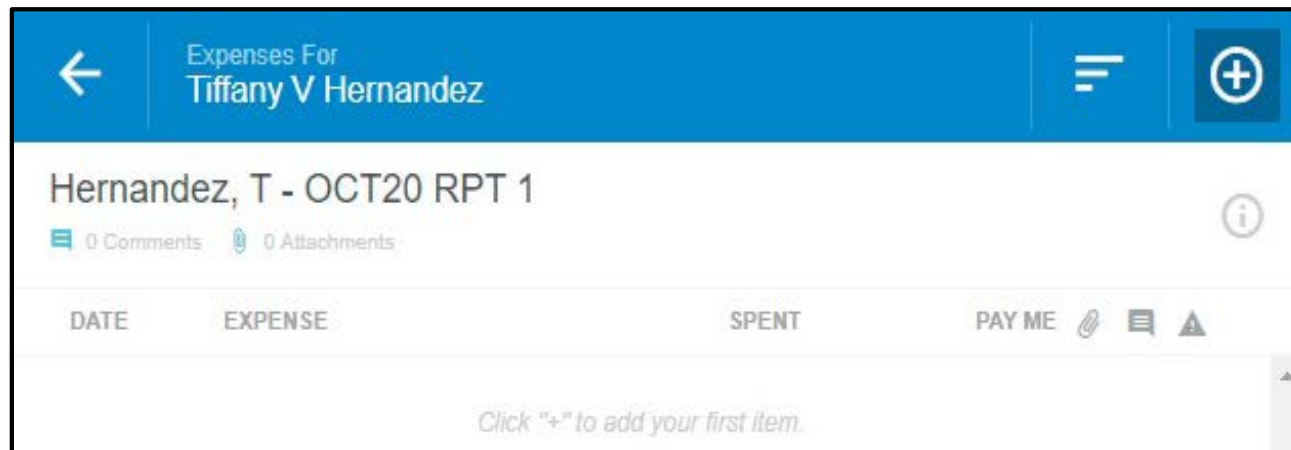
Fiscal Year

This will bring you to the Header page of the expense report where the following basic information must be input.

- 1. Report Name:** Cardholder last name, First initial, Transaction posting month and year, Report number
- 2. Report Type:** Procurement Card
- 3. Start Date / End Date:** Time period for submission, should be weekly and reflect the transaction posting dates.
- 4. Chart:** H
- 5. Approver:** Supervisor of Cardholder or Department Fund Manager
- 6. Fiscal Year**

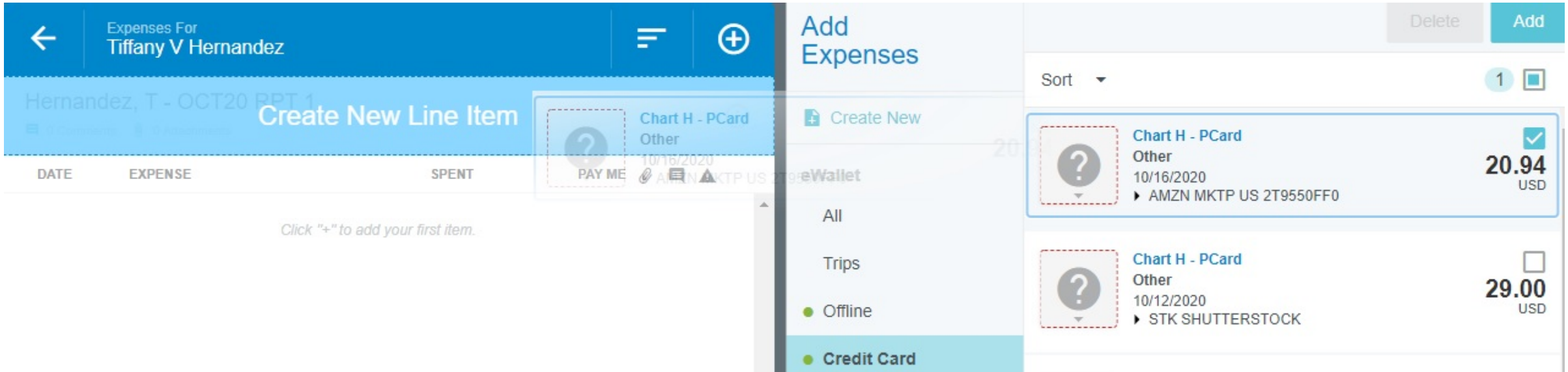
# How to Submit an Expense Report

- After entering the correct Expense Report Header information, click **Save** in the top right corner. *From this point forward, the expense report will be saved to the account holder's dashboard as a **Draft** until it is either deleted or successfully submitted.*
- Chrome River will display the expense report on the left side panel and actual credit card transactions can now be added.
- Click the **+** button to open the **eWallet** and choose the **Credit Card** option to see PCard transactions that are available for reconciliation.





# How to Submit an Expense Report



The screenshot displays a mobile application interface for managing expenses. On the left, a blue header bar shows 'Expenses For Tiffany V Hernandez' and a 'Create New Line Item' button. Below this is a table with columns for 'DATE', 'EXPENSE', and 'SPENT'. A transaction is highlighted with a red dashed box, showing a date of 10/16/2020 and a merchant name 'Chart H - PCard Other'. On the right, a 'Add Expenses' panel is open, showing a list of transactions. The first transaction is 'Chart H - PCard Other' dated 10/16/2020 for 20.94 USD, with a checked checkbox. The second transaction is 'Chart H - PCard Other' dated 10/12/2020 for 29.00 USD, with an unchecked checkbox. A 'Sort' dropdown and a 'Delete' button are also visible.

- Transactions that fall within the weekly expense report period **by the posting date** can be added to the expense report. Transaction date is shown above the merchant name. Expand the transaction detail to verify the posting date (shown in Chrome River as **Statement Date**).
- Appropriate transactions can be added to the expense report in two ways.
  1. Select the **checkbox** (directly above the amount) and click the **Add** button.
  2. Click the transaction and drag it to the **Create New Line Item** drop zone. It must be dropped to the correct area or it will not attach to the report.

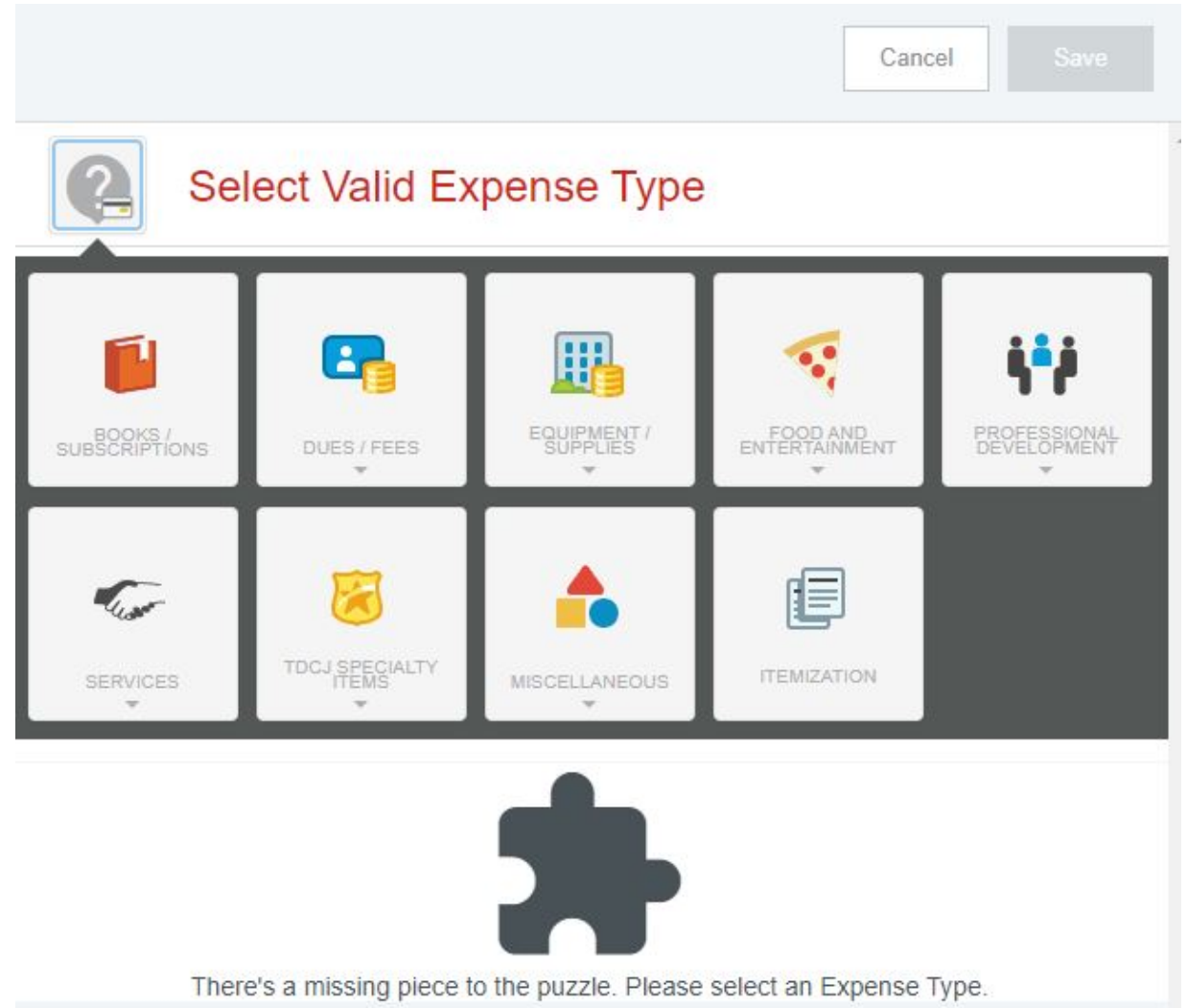
# How to Submit an Expense Report

- Verify the transaction expense type and account code by choosing the appropriate expense tile.

*There are 109 account codes housed in the tiles/drawers. Use the **PCard Account Code Reference Sheet** to assist with navigation of expense tiles and determination of tile selection.*

- If the credit card transaction requires allocation to multiple account codes, use the **Itemization** tile.

*For assistance, see the **Itemization Training Document**.*



Cancel Save

Select Valid Expense Type

BOOKS / SUBSCRIPTIONS

DUES / FEES

EQUIPMENT / SUPPLIES

FOOD AND ENTERTAINMENT

PROFESSIONAL DEVELOPMENT

SERVICES

TDCJ SPECIALTY ITEMS

MISCELLANEOUS

ITEMIZATION

There's a missing piece to the puzzle. Please select an Expense Type.



# How to Submit an Expense Report

The screenshot shows a web form for submitting an expense report. At the top right are 'Cancel' and 'Save' buttons. Below is a header 'Books / Subscriptions' with a book icon. The form fields include: 'Type' (Books and Reference ...), 'Date' (10/16/2020 with a calendar icon), 'Spent' (20.94 USD), 'Business Purpose' (Required field, please input BP), and 'Description' (Optional). Below these is an 'Allocation' section with a dropdown menu showing 'H-181388-201193-60 FUND: Finance Systems Management (LOCAL) ORGN: Finance ...'. There are buttons for '+ Add Allocation', 'Presets', and 'CREATE PRESET'. The 'Downloaded Details' section shows 'Chart H - PCard'. The 'Attachments (1)' section has a grid icon and a button 'Add Attachments'. At the bottom, there is a 'Drag image here to upload' area and an 'Add Attachments' button.

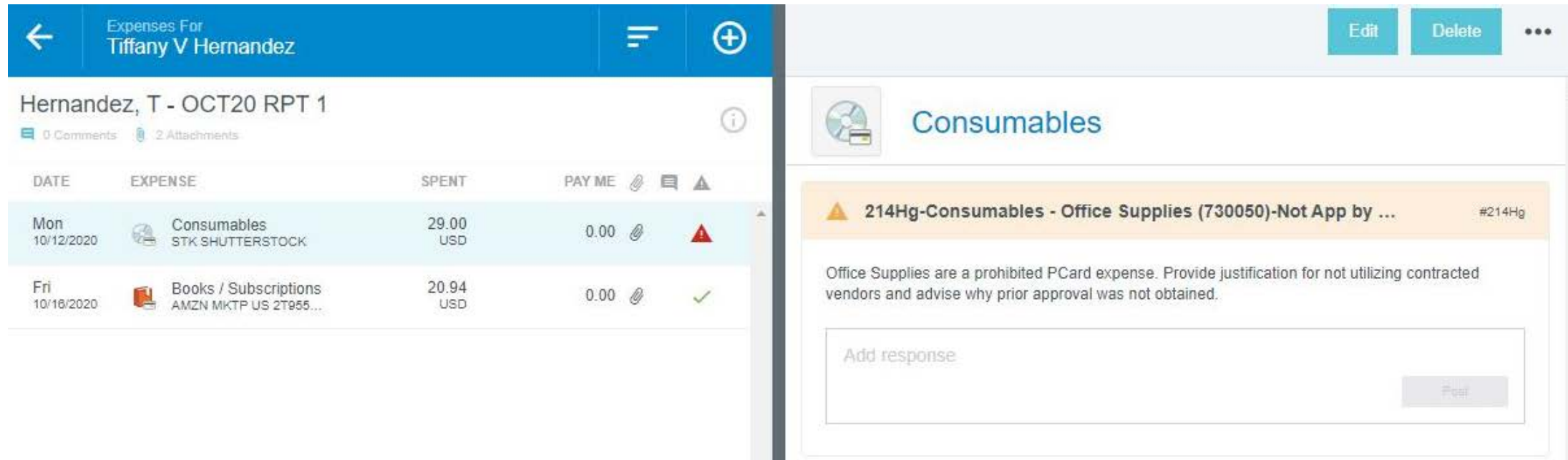
- After locating the appropriate expense tile, enter the information required.
- Form information requirements can vary by expense type, but all forms will require the following:
  1. **Date & Spend** – verified by the fed transaction; cannot be altered.
  2. **Business Purpose** – justification/benefit to TTUHSC
  3. **Allocation** – search all valid FOP combinations 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.

# How to Submit an Expense Report





## Important reminder:

Chrome River has been built to enforce institutional purchasing guidelines and funding restrictions. If an added line item has a warning label to the right, the expense requires your attention for a compliance issue. **Follow the instructions per the warnings given on the form.**

Until the issues have been corrected or comments have been entered (depending on the type of error), the system will now allow you to submit the expense report.

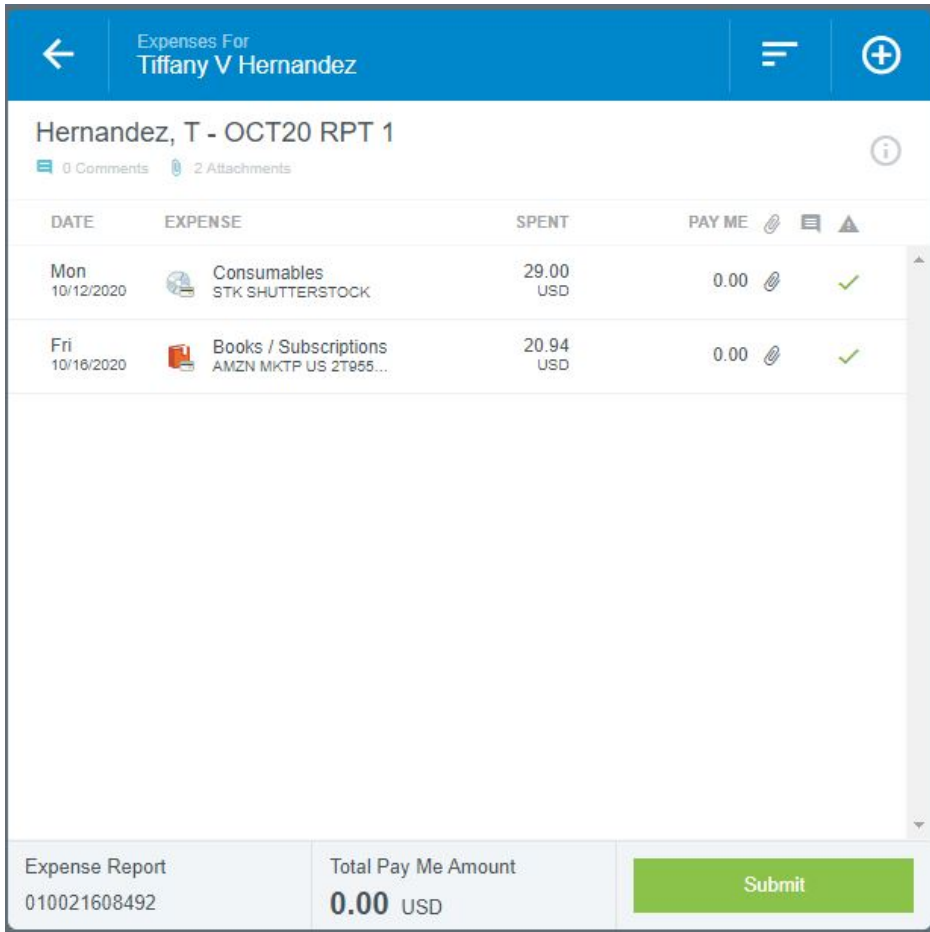


The screenshot displays the Chrome River interface for an expense report. The top navigation bar shows 'Expenses For Tiffany V Hernandez' with a back arrow, a menu icon, and a plus icon. On the right, there are 'Edit' and 'Delete' buttons. Below the navigation, the report title is 'Hernandez, T - OCT20 RPT 1' with '0 Comments' and '2 Attachments'.

DATE	EXPENSE	SPENT	PAY ME	
Mon 10/12/2020	 Consumables STK SHUTTERSTOCK	29.00 USD	0.00	
Fri 10/16/2020	 Books / Subscriptions AMZN MKTP US 2T955...	20.94 USD	0.00	

The detailed view on the right shows a warning for the 'Consumables' expense: '214Hg-Consumables - Office Supplies (730050)-Not App by ... #214Hg'. The warning text states: 'Office Supplies are a prohibited PCard expense. Provide justification for not utilizing contracted vendors and advise why prior approval was not obtained.' Below the warning is a text input field labeled 'Add response' and a 'Post' button.

# How to Submit an Expense Report



Expenses For  
Tiffany V Hernandez

Hernandez, T - OCT20 RPT 1

0 Comments 2 Attachments

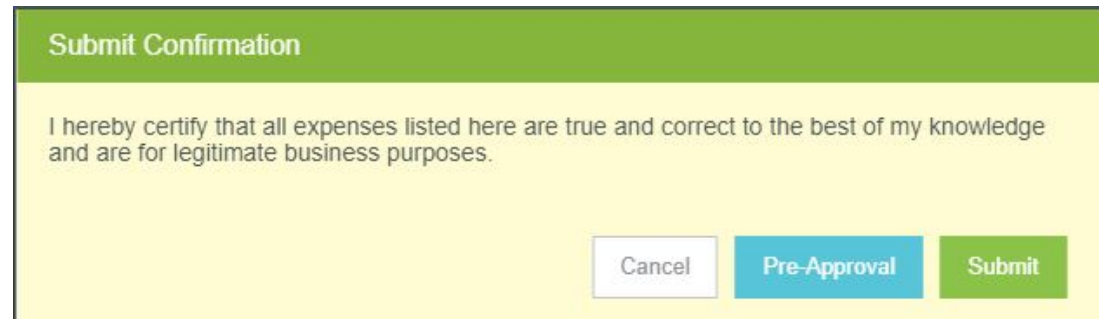
DATE	EXPENSE	SPENT	PAY ME
Mon 10/12/2020	Consumables STK SHUTTERSTOCK	29.00 USD	0.00
Fri 10/16/2020	Books / Subscriptions AMZN MKTP US 2T955...	20.94 USD	0.00

Expense Report  
010021608492

Total Pay Me Amount  
**0.00** USD

Submit

- Continue to add credit card transactions to your expense report that fall within the time period chosen on the header level.
- When you are ready to submit the expense report, click the **Submit** button on the bottom of the report.
- Chrome River will provide an overview of the expense report and request confirmation of the submission. Review and then click **Submit**. *Disregard the Pre-Approval button. This is Travel related and will never be applicable to a PCard expense report.*



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.

Cancel Pre-Approval Submit

- The expense report will be routed for full approval and can be located on the Cardholder's dashboard in the Expenses bar for tracking.

# Expense Report Routing

- **If a delegate submits an expense report, Cardholder approval is required.**

Cardholder will receive email notification. The expense report can be approved directly through the email, or the cardholder can go to their Chrome River dashboard to view and approve. If the cardholder submitted their own report, the submission services as their approval and routing will begin at the next step.

- **Automated Budget Check**

All line items must pass budget check. If any line items have insufficient funds, the system will return the expense report to the Cardholder's dashboard.

- **Supervisor or FM approval required** (chosen on the Header level of the expense report)

Approver will receive email notification. The expense report can be approved directly through the email, or the approver can go to their Chrome River dashboard to view and approve.

- **Fund Manager Notification**

Fund Manager(s) will receive an email notification for the use of their fund. No action required.

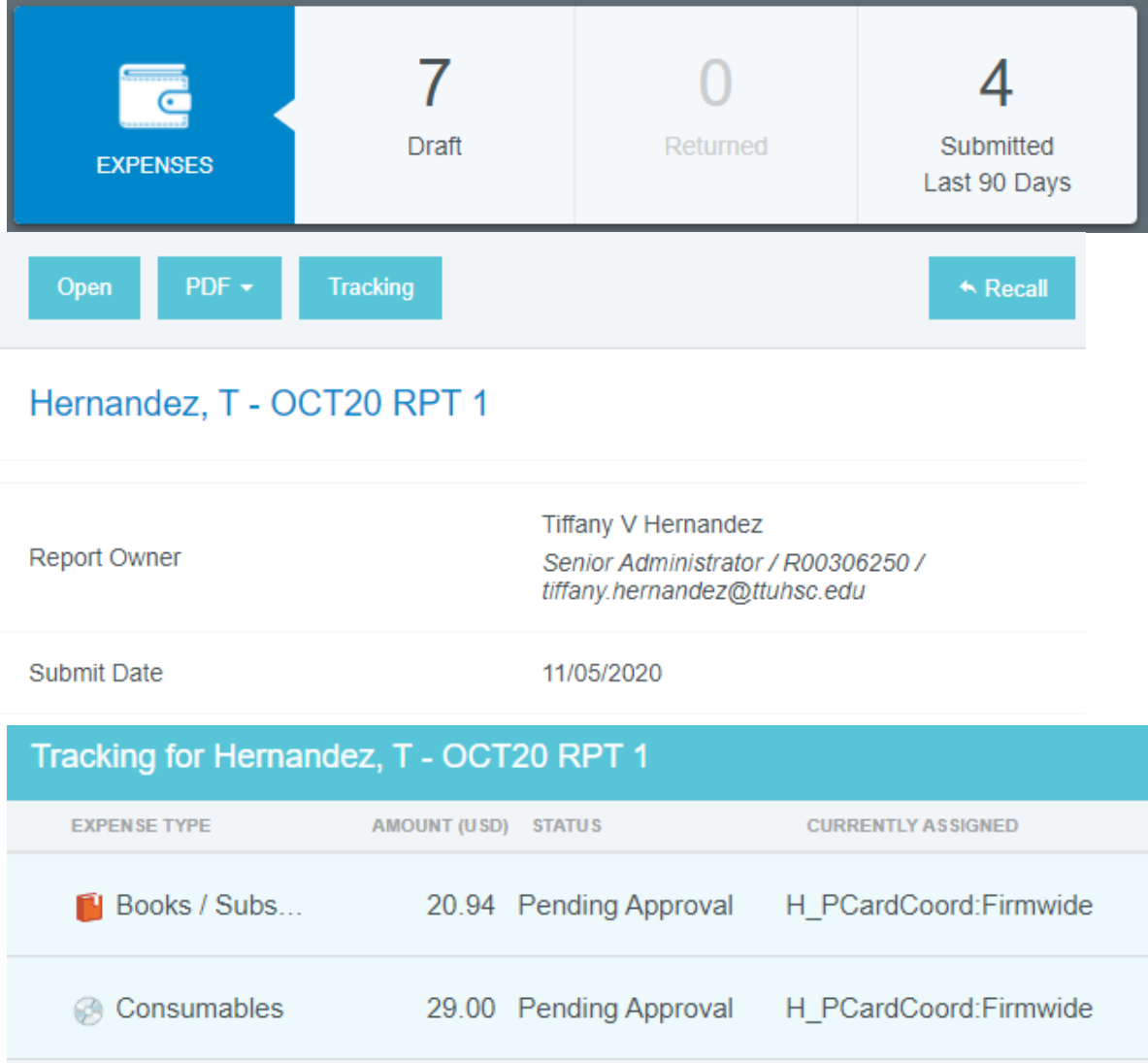
- **PCard Department approval required**

- **Expense report exported to Banner**



# Expense Report Tracking

- When an expense report is being routed through the approval process, the status of the expense report line items can be tracked by the cardholder or their delegate.
- To view the status of a submitted expense report, complete the following:
  1. Go to the Cardholder's dashboard and click the **Submitted** option on the **Expenses Bar**.
  2. Find and click on the appropriate expense report.
  3. Click the **Tracking** button to view the status and assignment of all line items.



The screenshot displays the 'EXPENSES' dashboard with the following status counts:

- 7** Draft
- 0** Returned
- 4** Submitted Last 90 Days

Navigation buttons include: Open, PDF, Tracking, and Recall.

The selected report is: **Hernandez, T - OCT20 RPT 1**

Report Owner: Tiffany V Hernandez  
 Senior Administrator / R00306250 / tiffany.hernandez@ttuhsc.edu

Submit Date: 11/05/2020

Tracking for Hernandez, T - OCT20 RPT 1			
EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Books / Subs...	20.94	Pending Approval	H_PCardCoord:Firmwide
Consumables	29.00	Pending Approval	H_PCardCoord:Firmwide

# Expense Report Approval

ACTION REQUIRED

Chrome River

ACCEPT

RETURN

## Approval by Email

- Cardholders and the selected Approver for the expense report will receive an email notification advising that the report has been assigned to them for approval.
- The email will verify the expense report information, expenses, allocations, and provide a link to view the uploaded receipts/documentation.
- Expense report can be **Approved** or **Returned** directly through the email.
- Click the appropriate action and an email will be automatically generated with all the required information to upload the approval or return to Chrome River.
- Send email to verify your acceptance or return of the expense report.

Send	From ▾	joanna.barela@ttuhsc.edu
	To...	<input type="checkbox"/> <a href="mailto:approve@expense.ca1.chromeriver.com">approve@expense.ca1.chromeriver.com</a>
	Cc...	
Subject		Chrome River Expense Approval [Tiffany V Hernandez]

[Comment can be entered here, optional]

1. Please VERIFY [from] e-mail address. Please use e-mail address associated to your Chrome River account.
2. Enter any optional NOTES in the space above this line to have them added to this expense report.
3. SEND this message to the Chrome River automated processing system for your action to be completed.

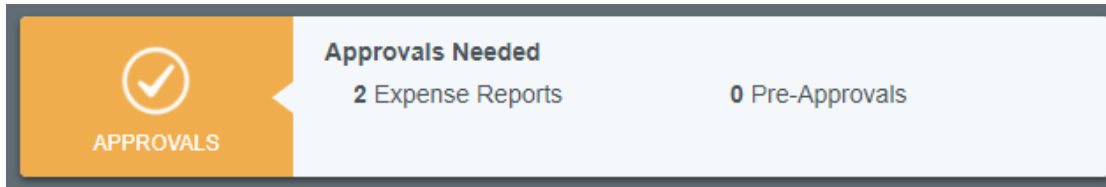
Report ID: 0100-2128-7505 Email UID: 6291317F-E533-3B4D-91F8-EBE24F80F60E



# Expense Report Approval

## Approval through Chrome River Dashboard

- For a more thorough review of the expense report and the ability to make adjustments and changes per line item, approval through the Chrome River Dashboard is recommended.
- If an expense report is awaiting your approval, your dashboard will display an orange **Approval bar** at the top of your dashboard.



- Click **Expense Reports** in the Approval Bar to view the **Approvals Needed List**.
- Choose the report you would like to review for approval and click **Open** to view each line item.

Approvals Needed				
Expense Reports		Pre-Approvals		
<input type="checkbox"/>	<b>Winn, Dudley</b> Winn 10.20.2020 <small>010021527849</small>	10/20/2020	25.94 USD	
<input checked="" type="checkbox"/>	<b>Hernandez, Tiffany V</b> Hernandez, T - OCT20 RPT 1 <small>010021608492</small>	11/05/2020	49.94 USD	

Open	PDF	Tracking	Return	Approve	...
<b>Hernandez, T - OCT20 RPT 1</b>					
Report Owner	Tiffany V Hernandez <small>Senior Administrator / R00306250 / tiffany.hernandez@ttuhsc.edu</small>				
Submit Date	11/05/2020				

# Expense Report Approval

## Approval through Chrome River Dashboard (cont'd)

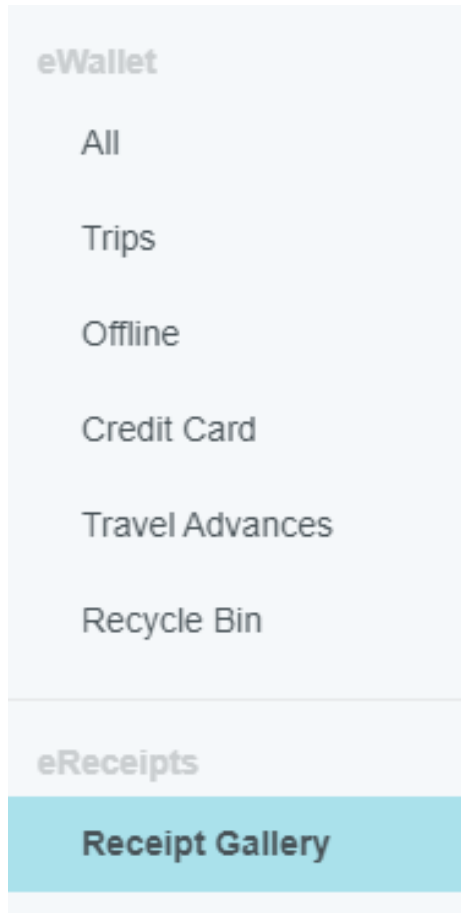
- As approver, you will have the ability to review each individual line item with the following options:
  - Reconcile**: Marks expense as okay and ready for approval
  - Reassign**: Assign the expense to another approver and send a note to that individual.
  - Adjust**: Allows approver to make an adjustment to the Business Purpose, Allocation\*, and/or Uploaded documentation. Adjustment comment will be required.
  - Return**: Return the expense line item to the dashboard of the cardholder for changes.
- After expenses have been reviewed and adjusted (if necessary), click the **Submit** button to approve.
- If expense report does not meet requirements, click the **Return** button to send back to the cardholder's dashboard for correction.

**\*Important Reminder regarding allocation adjustments for Expense Report Approvers:**

Please ensure the any change to an expense FOP allocation has sufficient funding for the transaction. There will be no additional budget checking if an allocation adjustment is made. This does not apply to Cardholders that make allocation adjustments since their approval takes place prior to budget check in the routing process.

# Chrome River's Receipt Gallery

## Purpose & Capabilities

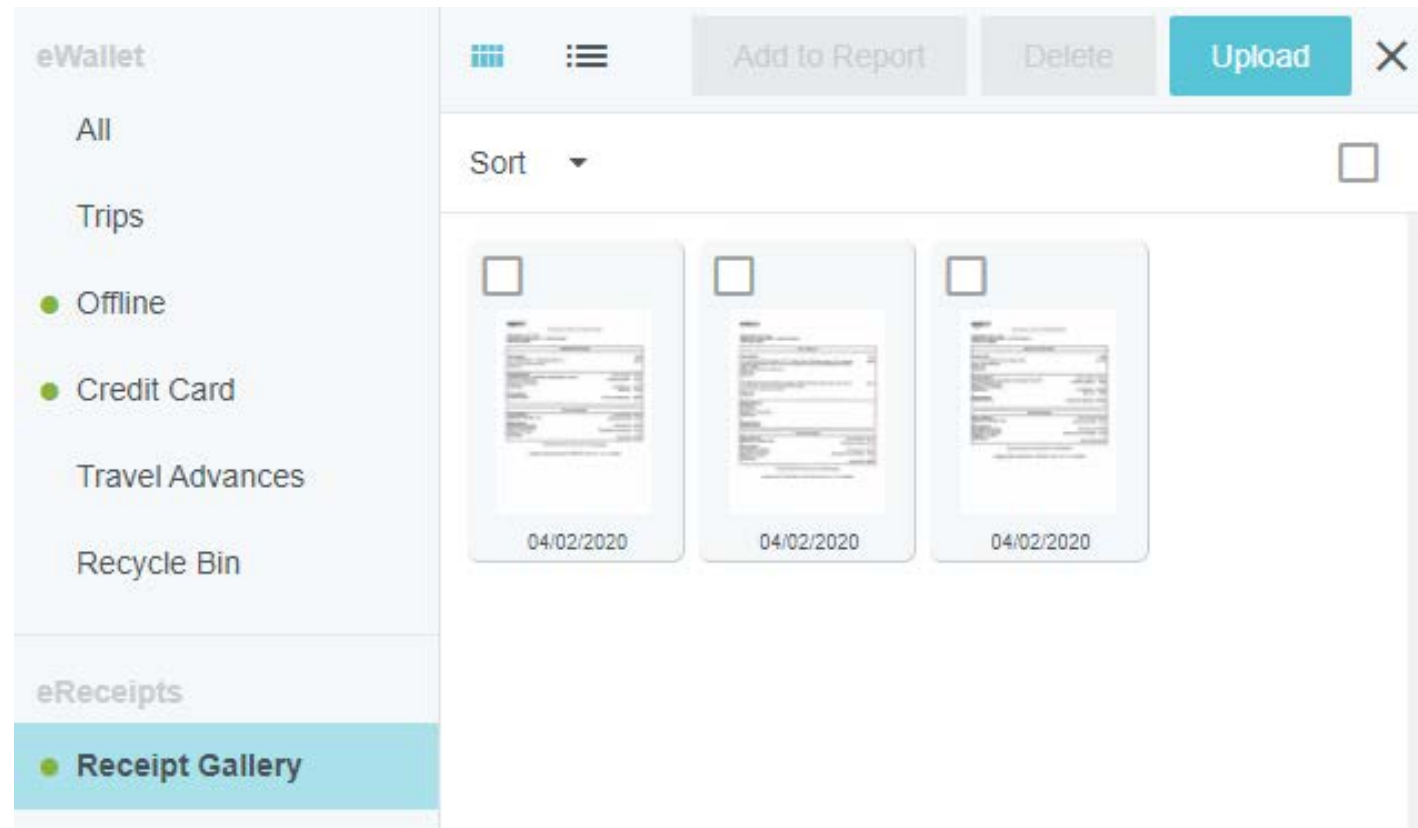


- Chrome River's Receipt Gallery allows receipt upload and storage to a cardholder's eWallet.
- The system will extract receipt data via Optical Character Recognition (OCR) and attempt to determine merchant name, transaction date, and amount.
- Receipt will be automatically merged to appropriate credit card transaction with the same information.
- Any documentation that doesn't merge will remain stored in the gallery for manual application to a transaction/expense report at a later time.
- Receipts can be uploaded to the Gallery at any time in 3 ways prior to creating an expense report.

# Chrome River's Receipt Gallery

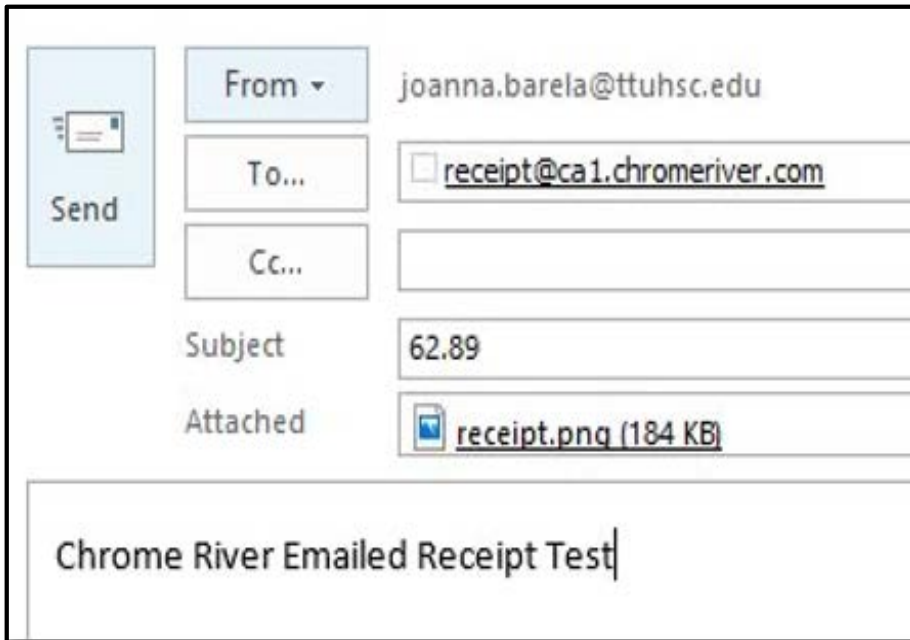
## Upload to Gallery - Directly from Desktop

- Access Receipt Gallery by opening main menu on the top left corner and choosing the **eReceipts** option.
- Use the **Upload** button or drag and drop files from your desktop to add them to the Gallery.
- Receipts are shown as a preview picture or a list.



# Chrome River's Receipt Gallery

## Upload to Gallery – By Email



The screenshot shows an email composition interface with the following fields:

- From:** joanna.barela@ttuhsc.edu
- To:**  receipt@ca1.chromeriver.com
- Cc:** (empty)
- Subject:** 62.89
- Attached:** receipt.png (184 KB)

The email body contains the text: Chrome River Emailed Receipt Test

- Receipt images or PDFS can be emailed to receipt@ca1.chromeriver.com and the document will be uploaded to the Gallery of the sender.

- The email should contain the following:

**From: your.name@ttuhsc.edu**

(must be associated with user's Chrome River account)

**To: receipt@ca1.chromeriver.com**

**Subject: xx.xx [amount, no symbols]**

(optional, can be left blank)

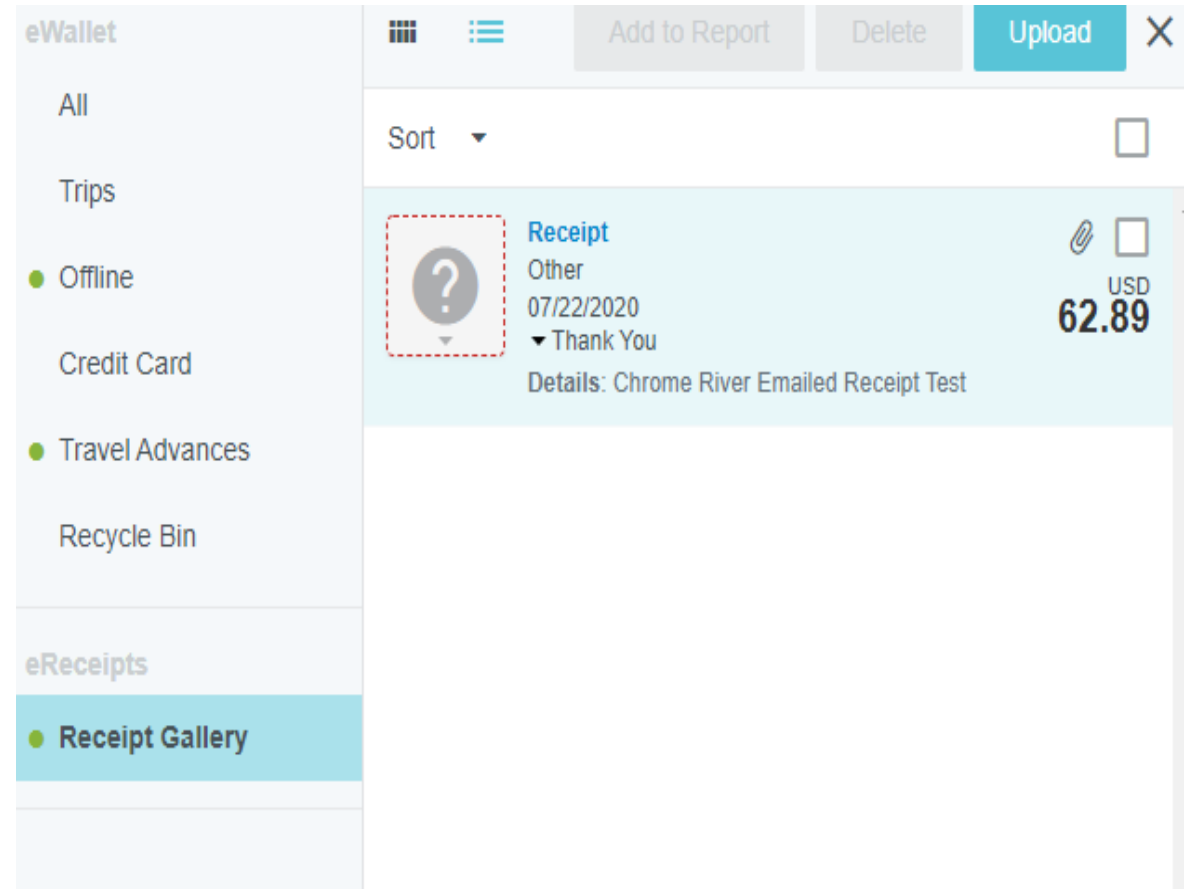
**Body: Purpose of expense**

(optional can be left blank)

# Chrome River's Receipt Gallery

## Upload to Gallery – By Email (cont'd)

- After the email is sent, the receipt will be uploaded to the account of the sender.
- The dollar amount provided in the subject line and the purpose of the expense provided in the email body will be verified in the List View of the user's Receipt Gallery after a successful upload.
- If no amount or purpose are provided. Chrome River's OCR functionality will attempt to extract the basic receipt information
- **Note to Delegates:** Receipt images can be emailed directly to another user's Receipt Gallery by placing the other user's ttuhsc.edu email address in the Subject line.



The screenshot displays the Chrome River Receipt Gallery interface. On the left is a sidebar menu with categories: eWallet, All, Trips, Offline, Credit Card, Travel Advances, and Recycle Bin. Below these is the eReceipts section, where 'Receipt Gallery' is selected. The main area shows a receipt entry with a question mark icon, the title 'Receipt', purpose 'Other', date '07/22/2020', and amount '62.89 USD'. The subject line is 'Thank You' and the details are 'Chrome River Emailed Receipt Test'. At the top right of the main area are buttons for 'Add to Report', 'Delete', and 'Upload'.

# Chrome River's Receipt Gallery

## Upload to Gallery – By Chrome River SNAP App



- Free app for smart phone devices (available for Android and iOS)
- Enables expense owners to easily capture and upload receipt images as soon as the purchase occurs.
- Not recommended for non-cardholders/delegates.
- Pictures taken of receipts with this app will be uploaded directly to the user's Receipt Gallery.

# Chrome River's Receipt Gallery

## Upload to Gallery – By Chrome River SNAP App (cont'd)

- After installation, confirm your primary email address on file with Chrome River (ttuhsc.edu).
- Confirm verification code.
- Log in with your TTUHSC eRaider user name and password.

Before we begin, we need to verify the primary email used for your Chrome River account.

---

EMAIL ADDRESS

Next

By using our app, you agree to our [Terms & Conditions](#)



Please enter the verification code sent to 'joanna.barela@ttuhsc.edu'

---

VERIFICATION CODE

Verify






# Chrome River's Receipt Gallery

## Upload to Gallery – By Chrome River SNAP App (cont'd)



← Additional Info

 How much is the receipt for?

What's the purpose of this expense?

- Use the app to take a picture of a receipt.
- If a receipt photo was taken with the devices regular camera app, simply find the receipt image in the photo gallery and select the **Share** icon. The image can be shared to the CR SNAP app and uploaded.
- Click the **Add More Information** link to verify the **amount** and **purpose** of the receipt prior to upload.

*This is optional but recommended. Additional information provided in the app will be visible in the List View after a successful upload to the Gallery.*

- OCR will be utilized if no additional information is provided.

Add more information (optional)

# Chrome River's Receipt Gallery

## Upload to Gallery – By Chrome River SNAP App (cont'd)

- Photos taken with CR SNAP are not stored in a device's default photo gallery, so they do not mix with personal photos.
- Users have the option to automatically delete photos from the device once they have been uploaded to the Receipt Gallery, freeing up storage space.

*To do so, go to Settings and turn on the **Delete Receipts After Upload** feature.*

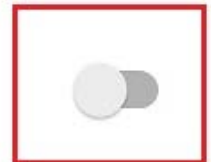


October 2020



Delete Receipts After Upload

Uploaded receipts will not be stored on this device.





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Payment Services

# Contact Information

For additional system assistance, please contact  
[ChromeRiverHSC@ttuhsc.edu](mailto:ChromeRiverHSC@ttuhsc.edu).