

# Tips

*from Business Affairs*



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER  
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## Chrome River PCard Is Live

Chrome River, the new PCard expense management system for the HSC, went live yesterday – Monday, January 4, 2021. The new system replaces Citibank GCMS and will enhance and simplify the PCard process. You can access the system from the WebRaider portal, [F & A Work Tools](#) tab, under the Procurement Services portlet, Purchasing Card, Chrome River.



### Zoom Training

Chrome River Basics training classes will be conducted every Tuesday in January starting today. One hour Q&A sessions will also be available each Thursday starting on the 7<sup>th</sup>. Check the [Purchasing Card Home](#) page for a complete schedule of training. The training includes navigation, how to submit a report, how to approve a report and many new exciting features that Chrome River offers. Follow this link to the [Chrome River PCard Training](#) PowerPoint.

### Training Documents

The Business Affairs [Training Center](#) offers a number of training documents for Chrome River. Click on the dropdown in the Filter by Category search box and select Chrome River. You can select from the following Chrome River documents:

- [Chrome River Basics](#)
- [Creating and Submitting a PCard Expense Report](#)
- [How to Add a Delegate in Chrome River](#)
- [How to Itemize a Transaction in Chrome River](#)
- [Upload and Attach Receipts in Chrome River - PCard](#)
- [Chrome River PCard Expense Reference Sheet](#)

If you need assistance or have questions, email [ChromeRiverHSC@ttuhsc.edu](mailto:ChromeRiverHSC@ttuhsc.edu).

