# Chrome River – Upload and Attach Receipts

## Upload and Attach Receipts Directly to Expense Report Header

Once you have entered the header information for a new expense report (Report Name, Start/End dates, Approver), scroll down to the **Attachments** section.

There are two ways to attach images:

1. Drag and drop images onto the **DRAG IMAGE HERE TO UPLOAD**.
2. Select **ADD ATTACHMENTS** to browse for images on your device for upload or add a document from the Receipt Gallery.

Please note that all expense line items will require separate receipt attachments. Documentation uploaded directly to the Expense Report Header should be used for miscellaneous supporting documentation and not individual receipts or invoices.

If you forget to add a supporting document to an expense report, you can upload documentation to an expense report header even after it has been submitted. Simply find the report in the Submitted list and select it. When the preview of the expense report appears on the right, scroll to the bottom and add by using the Drag and Drop or Add Attachments option.

## Upload and Attach Receipts Directly to an Expense Line Item

When adding a credit card transaction to an expense report, receipts can be added directly to that specific line item.

After choosing the appropriate expense tile, attachments can be added by using one of the two options available at the bottom of the form:

1. Drag and drop images onto the **DRAG IMAGE HERE TO UPLOAD**.
2. Select **ADD ATTACHMENTS** to browse for images on your device for upload or add a document from the Receipt Gallery.

Line items that have an attached document will display a paper clip.

If you uploaded a receipt or invoice at the header level, you can drag an image from the header to a specific line item on the report.

## Upload to the Receipt Gallery

Receipts can be uploaded and stored in this gallery before creating an expense report. Chrome River uses Optical Character Recognition (OCR) to extract data such as date, amount, and vendor from uploaded receipts.

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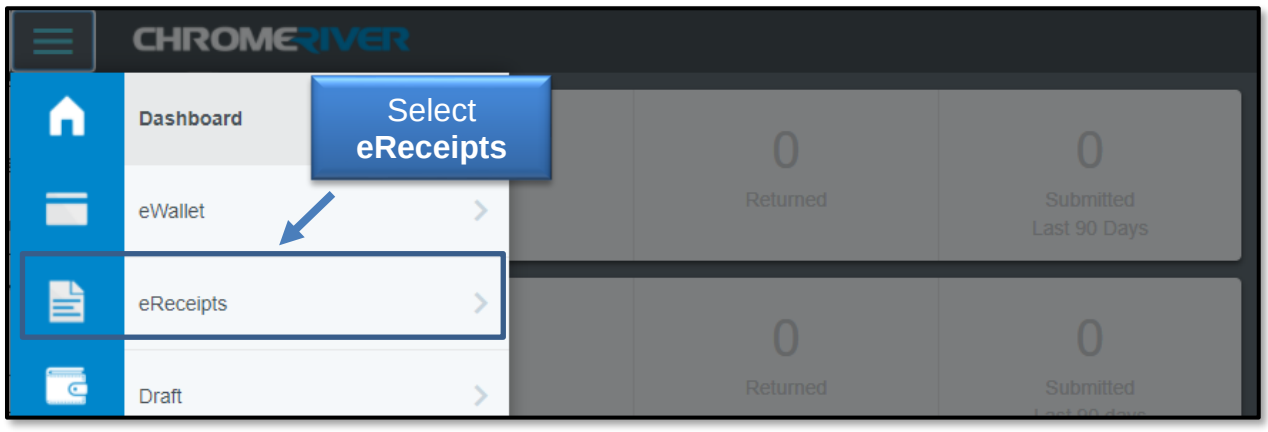
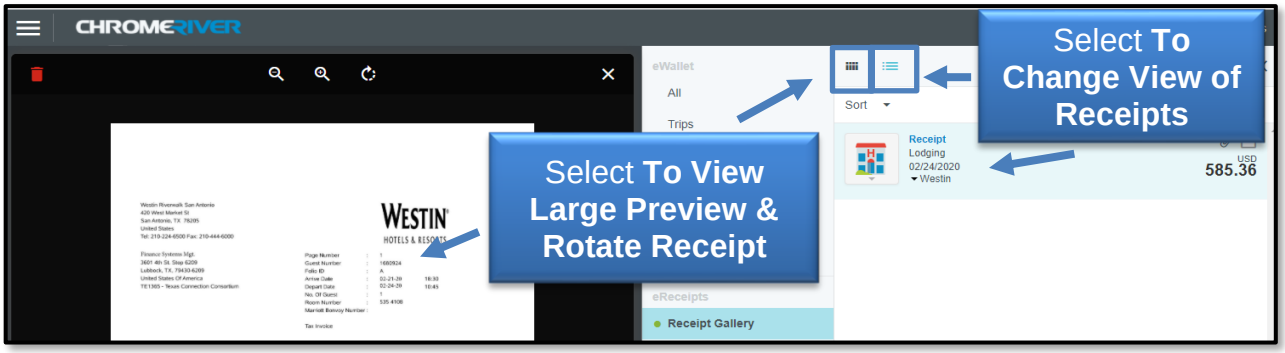
There are three methods for uploading documentation to the Receipt Gallery:
1. Direct Upload to the Receipt Gallery

Access the Receipt Gallery by opening the main menu on the top left corner of the Chrome River dashboard 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.

You may alter the receipt view to your preference. Click a **receipt** to view a large preview and rotate the image (if necessary).

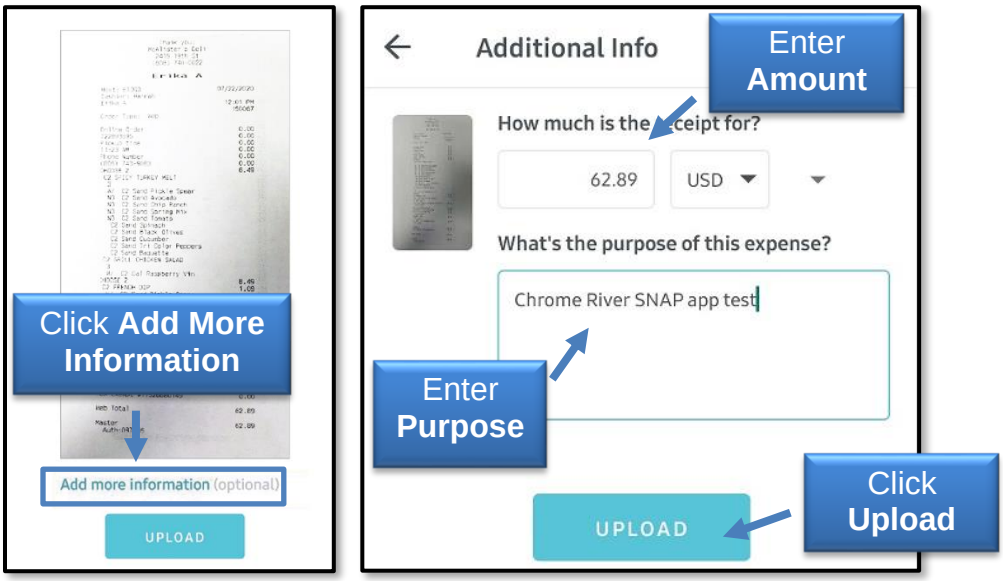


2. Upload to the Receipt Gallery Using the Chrome River SNAP App

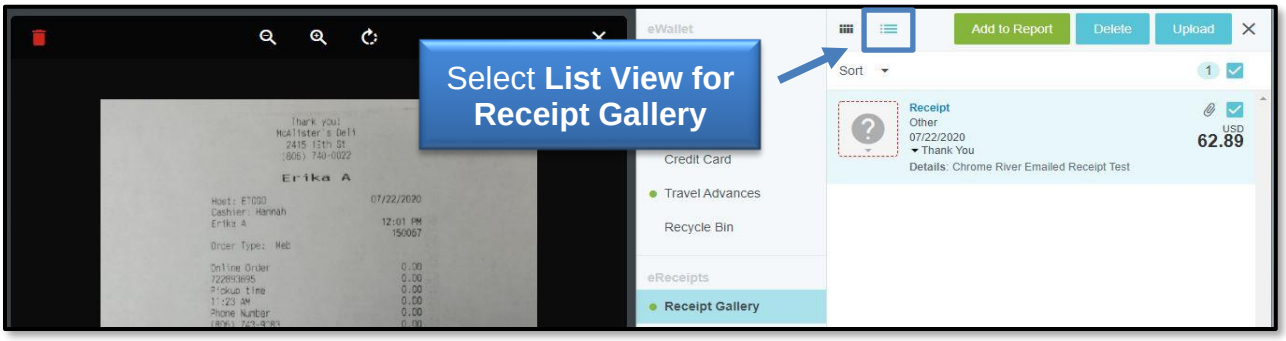
The free CR SNAP app for smartphone devices (available for Android and iOS) enables expense owners to easily capture and upload receipt images as soon as the purchase occurs. Pictures taken of receipts with this app will be uploaded directly to the user's Receipt Gallery for use the next time Chrome River is accessed.

After installation, verify your primary email address in Chrome River. CR SNAP will send a verification code to the ttuhsc.edu email address provided. When the code is confirmed, log in using your eRaider username and password.

Use the app to take a picture of a receipt. It is recommended that you click the optional **Add More Information.** You'll be able to enter an **amount** and **purpose** before the image is uploaded.



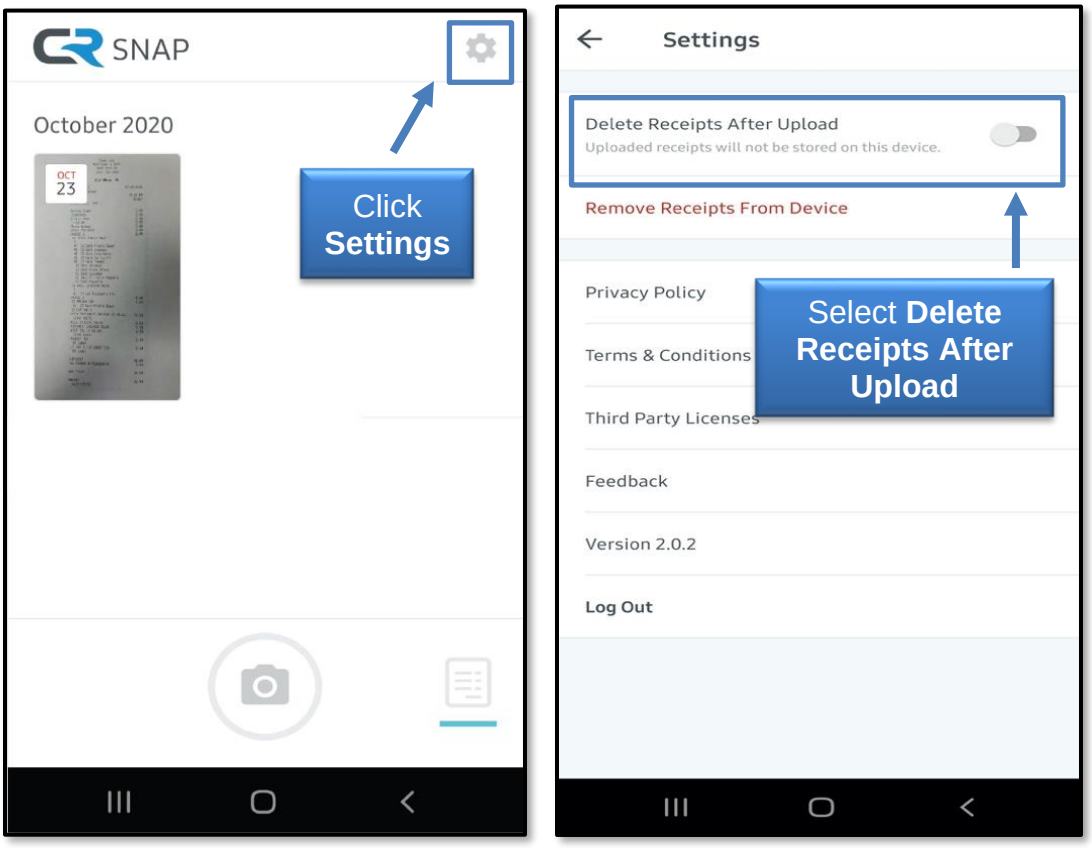

Additional information provided in the CR SNAP app can be seen in the List View of the user's Receipt Gallery after a successful upload.



CR SNAP can also access photos from other applications on your mobile device. If a receipt photo was taken with the device's 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.

Photos taken with CR SNAP are not stored in a device's default photo gallery, so they do not mix with personal photos.

Users also 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.




3. Upload to the Receipt Gallery Using Email

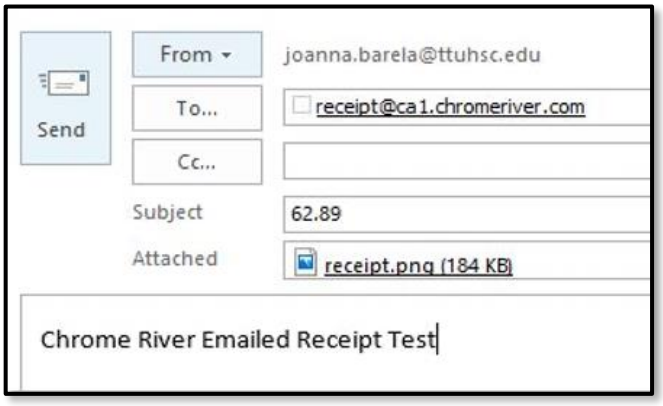
Receipt images can also be emailed to the Receipt Gallery. The message should contain the following information:

**From: your.name@ttuhsc.edu**
(must be an address associated with the 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)




After the message information is complete, attach the receipt and click **Send**.

The receipt will be uploaded to the Receipt Gallery 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 is 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.

## Attaching Receipts to an Expense Report from the Receipt Gallery

When uploaded to the Receipt Gallery, all receipt data extracted through OCR will be used by Chrome River in an automatic matching process that attempts to pair the receipt with the user's PCard transaction. If a receipt is successfully matched with a PCard transaction, it will attach itself to the credit card transaction and will be removed from the Receipt Gallery.

Any documentation sent to the Receipt Gallery that cannot be matched to a specific transaction may be manually added to an expense report header or expense report line item. See page 1 for instructions.

**NOTE:** Receipts should never be added to a report directly from the Receipt Gallery. This will create an expense report line item for reimbursement, which is not allowed on a PCard expense report.

If you have any questions, contact PCard at pcard@ttuhsc.edu.