Chrome River PCard Basics

TTUHSC Finance Division is proud to present… CHROMERIVER.

What is Chrome River?

- TTUHSC's new expense management system for PCard reconciliation.
- No download required; online web application accessible through any browser.
- End users can create, submit, or approve expenses on any device.
- System enforces policy on every purchase by running compliance rules based on the expense type, transaction amount, funding, and more!
- Provides electronic expense report approval routing.

How will Chrome River affect our current PCard process?

- Chrome River will completely replace our current processes for PCard transactions.
- Citibank's Global Card Management System will no longer be used.
- Physical signatures will no longer be required.
- All documentation will be provided electronically.
- No more mailed (or emailed) expense reports.
- Expense reports will be submitted on a weekly basis for more timely ledger posting.

Chrome River Basics – How will the system work?

Transactions

All PCard transactions will be fed to the cardholder's Chrome River dashboard for reconciliation, 3-6 days after the posting date.

Receipts/Documents

Each cardholder dashboard includes a "Receipt Gallery." Receipts can be uploaded to this Gallery at any time by directly uploading from your computer, emailing receipts to receipt@ca1.chromeriver.com, or using the Chrome River app, CR SNAP, on an electronic device.

Chrome River will attempt to extract receipt data via Optical Character Recognition (OCR) with all receipt upload methods. Extracted data will be applied to receipt information and the system will automatically merge the receipt with the appropriate credit card transaction if the vendor, transaction date, and amount match.

Expense reports

New expense reports will first confirm the report name, time frame of the transactions, chart, the expense report approver (supervisor or FM), and fiscal year. Appropriate transactions may then be added.

New expense reports may be created/submitted by the cardholder or by the cardholder's delegate who has been granted access to the Cardholder's dashboard.

Expense type

Each transaction must be assigned to the appropriate expense tile, which will assure that the appropriate accounting code is assigned.

If a single transaction needs to be split to more than one accounting code, the transaction can be itemized to multiple expense types. For example, a single purchase that includes membership fees and registration.

Allocations

All valid FOP combinations from Banner are available for use in Chrome River. End users will be able to search for the appropriate FOP combination and apply it to the expense. Multiple FOPs may be applied to a single expense.

Compliance rules have been created for restricted funding sources to ensure they are only applied to allowable expense types.

Approval Routing

Expense reports will be routed as follows:

1. If a delegate submits an expense report, Cardholder approval is required.
   – Cardholder will receive email notification.
     - Can approve directly through email or log into system to approve from their Chrome River dashboard.
     - If a Cardholder submits their own report, the submission serves as their approval and routing will begin at the next step.
2. 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.
3. Supervisor or FM approval is required – will receive email notification.
     - Can approve directly through email or log into system to approve from their dashboard.
4. Fund Manager(s) receive email notification indicating use of their fund (no action required).
5. PCard Department approval is required.
6. Expense report exported to Banner.

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

If you have system questions, email ChromeRiverHSC@ttuhsc.edu.