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CHROME RIVER PCard

November 2020

Go-Live on January 4, 2021

Chrome River is the HSC's new PCard expense management system for PCard reconciliation that will go-live on January 4, 2021. The new system replaces Citibank GCMS and will enhance and simplify the PCard processes. No more Citibank portal!

Intelligent Design For All Platforms

Chrome River's interface is a web app that allows access via any mobile web browser without downloading a mobile app. The intelligent design allows for the same high-quality user experience across all platforms (including PC's, laptops, tablets and mobile phones) and guides users through the system to access the features and functions they need. Implementing Chrome River will eliminate paper and streamline processes.



Highlights of the New PCard System

- **Single sign on** - If you have an eRaider, you can login to Chrome River. No more reset passwords or security questions.
- **No more paper** - No more printing reports and attaching paper receipts.
- **Electronic routing** - Reports will be routed for a quick budget check, then routed to your approver, and finally to the PCard office for final review. Say good-bye to inter-departmental mail envelopes and hello to efficiency.
- **Electronic signatures and approvals** - The cardholder, approver, and the PCard Office will all approve expenses electronically.
- **Auto credit card feeds** - Citibank feeds your transactions into Chrome River for your review, allocations and approvals.

- **Electronic receipt uploads and matching** - Receipts can be uploaded to a Receipt Gallery on your Chrome River Dashboard at any time via direct upload from a desktop, emailing receipts, or by using the Chrome River app, CR Snap, on any mobile device. With CR Snap, a cardholder can use their cell phone to take pictures of their receipts and upload them to the Receipt Gallery on their Dashboard. The system will automatically merge the receipt with the appropriate credit card transaction if the vendor, transaction date and amounts match.

Training is on the way and will be rolling out in November and December. Dates and times will be announced! Make plans to attend.

For questions, email ChromeRiverHSC@ttuhsc.edu.

