

CHROME RIVER P-CARD ALLOCATIONS

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1. INTRODUCTION

Welcome to Chrome River. Mt. SAC has implemented Chrome River in order to automate both travel and non-travel related expenses. With Chrome River, you will be able to submit expense reports, upload receipts, and submit for approval electronically. Chrome River delivers the same user experience on any device, anywhere.

- **Allocating P-card Transactions in Chrome River will:**
 - Eliminate the need to route paper P-card reconciliations and corresponding receipts for wet signatures.
 - Provide a faster turnaround for reconciliations in Banner, giving Departments more up-to-date budget and expenditure balances.
 - Allow users to upload receipts and attached to all P-Card transactions.

You can access Chrome River from a desktop or mobile device. You can also use the Chrome River SNAP App to upload receipts to your Receipt Gallery. To do this, you will need to download the following apps:

- **Chrome River Mobile App** – provides the same intuitive and powerful user experience across all devices. Chrome River delivers this powerful mobile solution on any iOS- or Android-enabled phone or tablet, available on the Apple App Store and Google Play Store.
- **Chrome River SNAP App for Android or iOS** – enables Expense users to quickly and easily capture and upload receipt images right when the expense occurs. Users simply snap a photo of the receipt using the app and it will be uploaded directly to your Receipt Gallery and the Offline tab of the eWallet for use next time you access Chrome River. SNAP may also be used to upload images taken with another app on the device.

You may visit the Mt. SAC Chrome River homepage to view demos and tutorials on using the Chrome River Mobile App and attaching receipts via the Chrome River SNAP App.

The screenshot displays the Chrome River web application interface. On the left, there are two main sections: 'EXPENSES' and 'PRE-APPROVAL'. Each section has a table with columns for 'Draft', 'Returned', and 'Submitted Last 90 Days'. The 'EXPENSES' section shows 0 Draft, 0 Returned, and 2 Submitted. The 'PRE-APPROVAL' section shows 0 Draft, 0 Returned, and 0 Submitted. On the right, there is a section titled 'Download Chrome River Apps Now' with links to download the Chrome River for Android, Chrome River for iOS, Chrome River SNAP Android, and Chrome River SNAP iOS. Below this, there is a 'REMINDER: Emailing Receipts to Your Account' section with instructions on how to use the 'Snap and Send' feature.

You may also email your receipts to your account. Simply take a photo or attach a PDF of one or more receipts and email to receipt@ca1.chromeriver.com. Be sure to send the email from an email account that is registered with Chrome River.

2. OVERVIEW FOR P-CARD ALLOCATIONS

P-Card charges will automatically feed nightly into Chrome River from US Bank. Note, some transactions may take up to 48 hours to appear in Chrome River. P-Card expense reports are only for P-Card transactions and are not used to submit travel-related transactions.

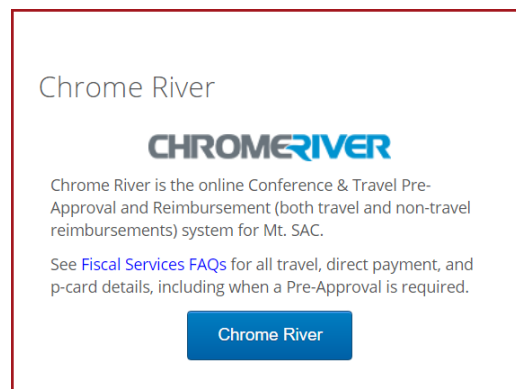
P-Card allocations and approvals must be completed by the 5th calendar day of the month immediately following the statement period. Mt. SAC's statement period runs from the 26th of the month to the 25th of the following month. For example, the statement period is December 26th to January 25th, all transactions must be allocated and approved by February 5th.

Overview of P-Card Allocations

- P-Card charges will automatically feed into Chrome River from US Bank. Note, it may take up to 48 hours for charges to appear in Chrome River.
- P-Card expense reports are only for P-Card transactions and are not used to submit travel-related transactions.
- P-Card allocations and approvals must be completed by the 5th of the month immediately following the statement period.
- Each statement period is from the 26th to the 25th.
 - E.g. Statement period is December 26th to January 25th. All transactions must be allocated and approved by February 5th.

3. ACCESSING CHROME RIVER

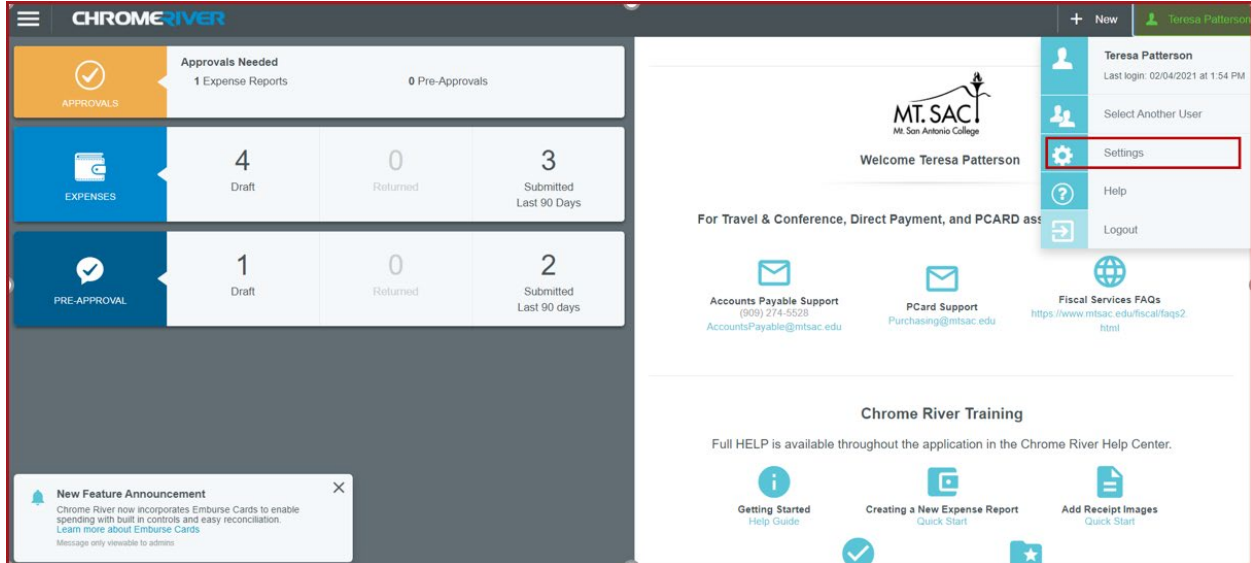
First you must log in to the Chrome River system. You may do this by first logging into your Mt. Sac portal and selecting Chrome River in the Chrome River portlet under the Employee tab.



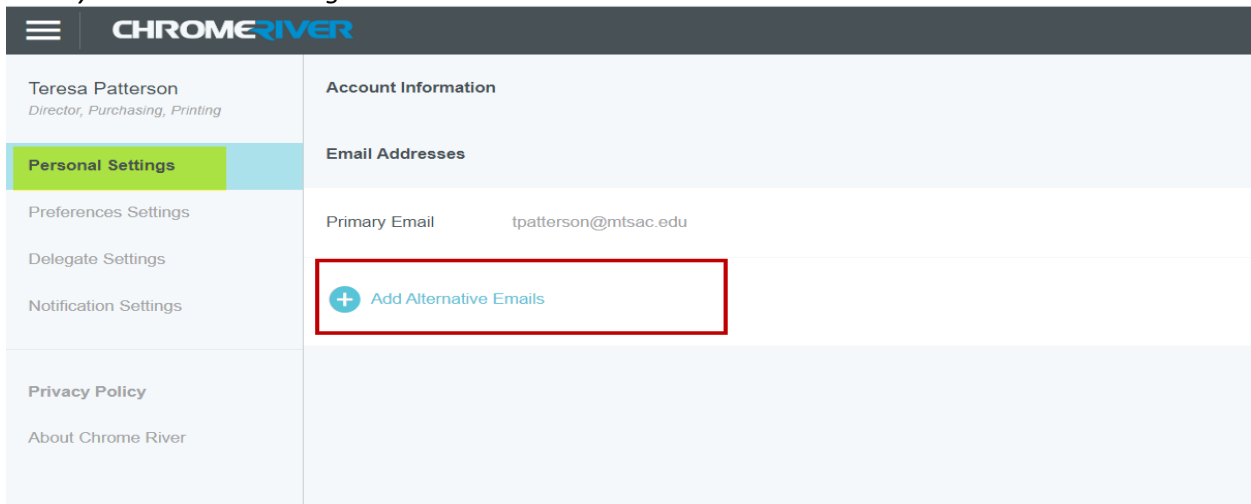
4. ADDING ALTERNATE EMAILS AND SELECTING DELEGATES

It is important to note that your email is linked to your Chrome River account for uploading any future receipts. You may add alternate emails in addition to your primary Mt. SAC email through settings.

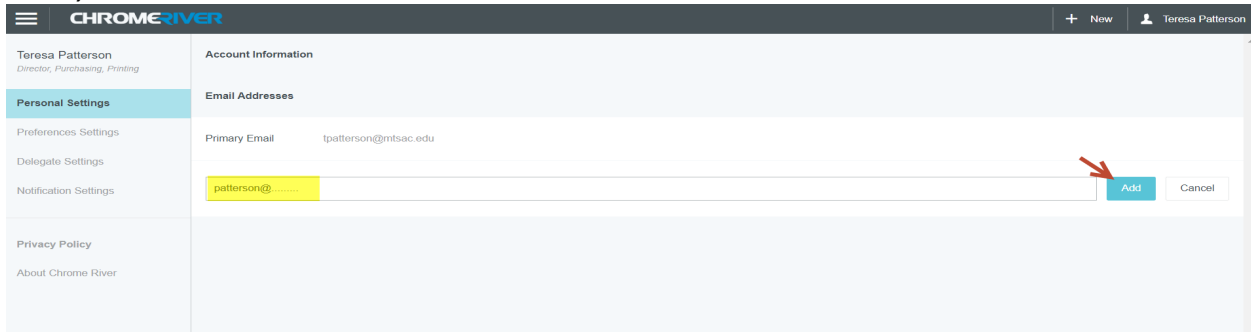
Click on your name in the upper right hand side of the screen and select "Settings".



Go to your "Personal settings" and click "Add Alternative Emails".

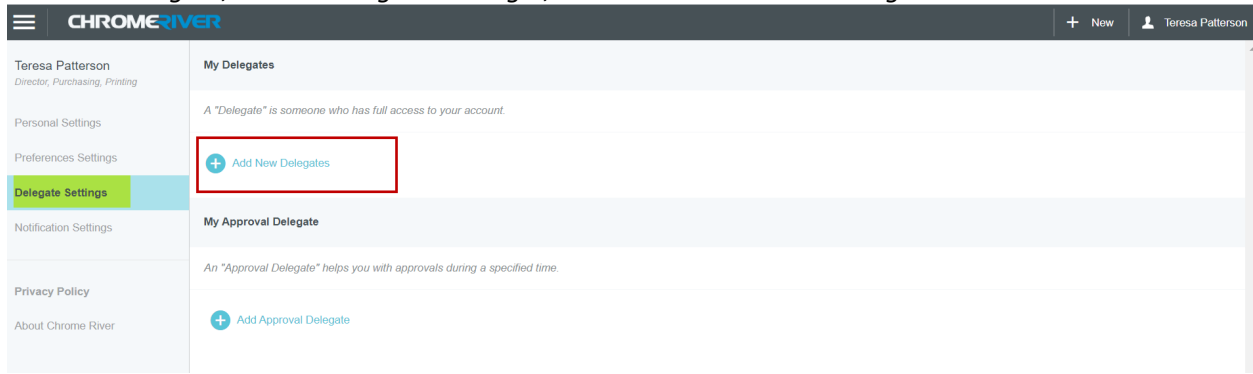


Enter your Alternative Email and click "Add".

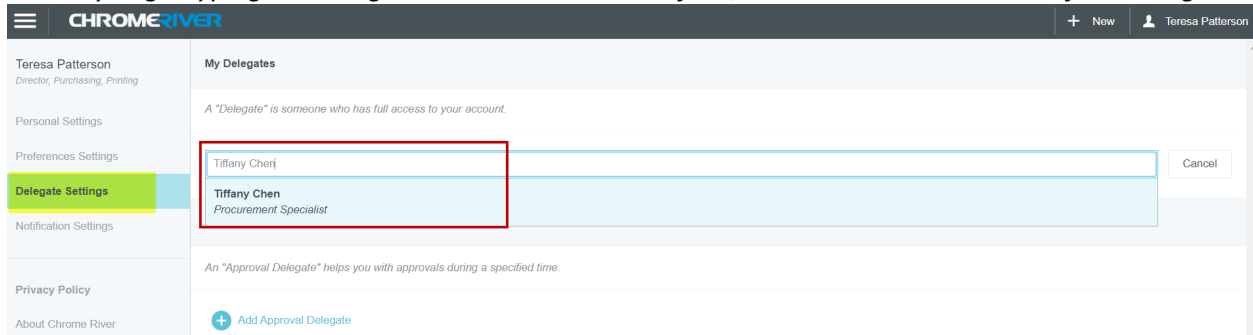


You may also add a Delegate from within Settings. A delegate is someone who will allocate your P-Card transactions on your behalf. Note, the delegate you select will have full access to see your charges and create expense reports.

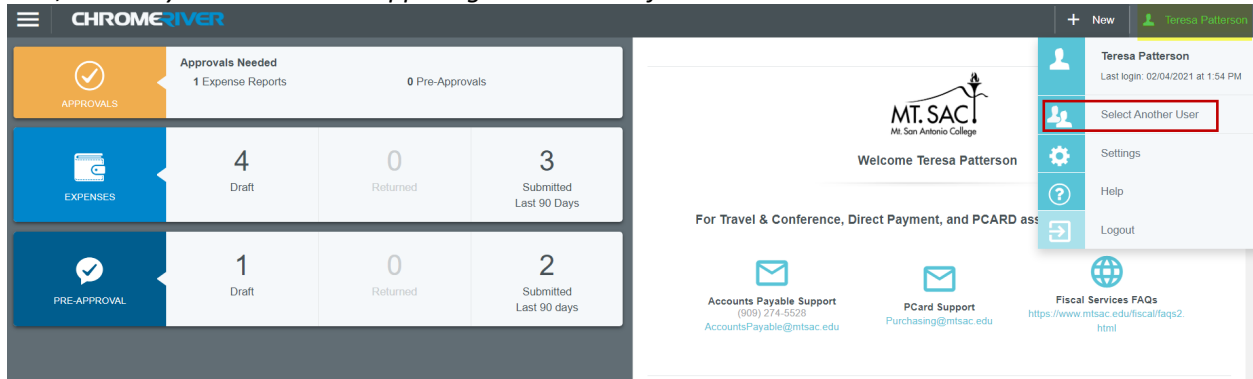
To add a Delegate, select “Delegate Settings”, and click on “Add New Delegates”.



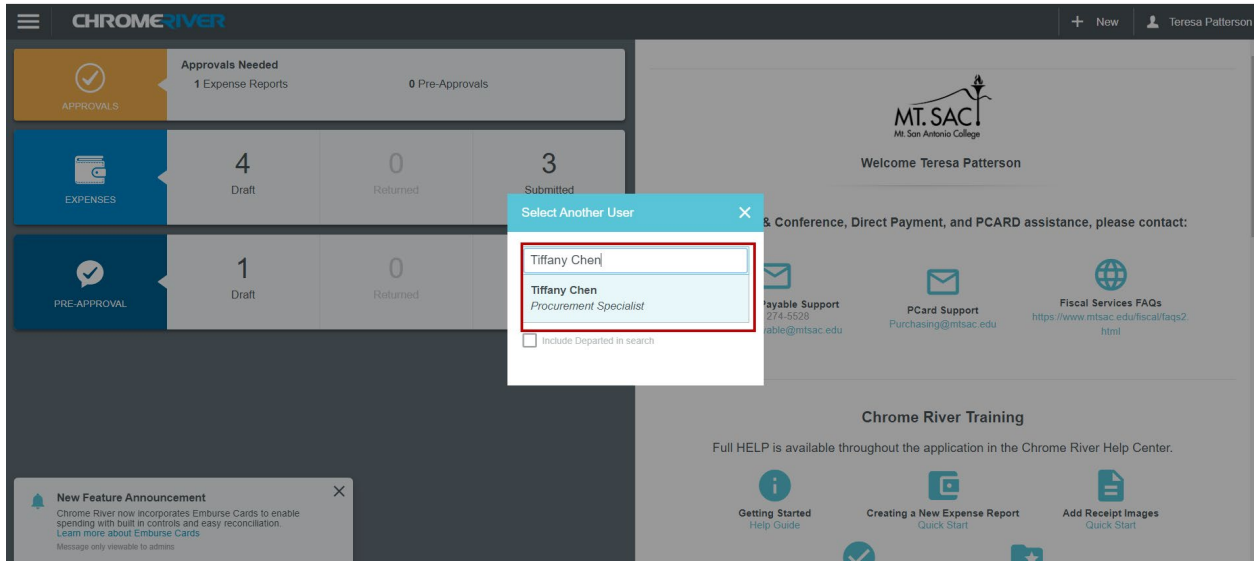
You may begin typing the Delegate’s name in the search field, and then select the name of the Delegate.



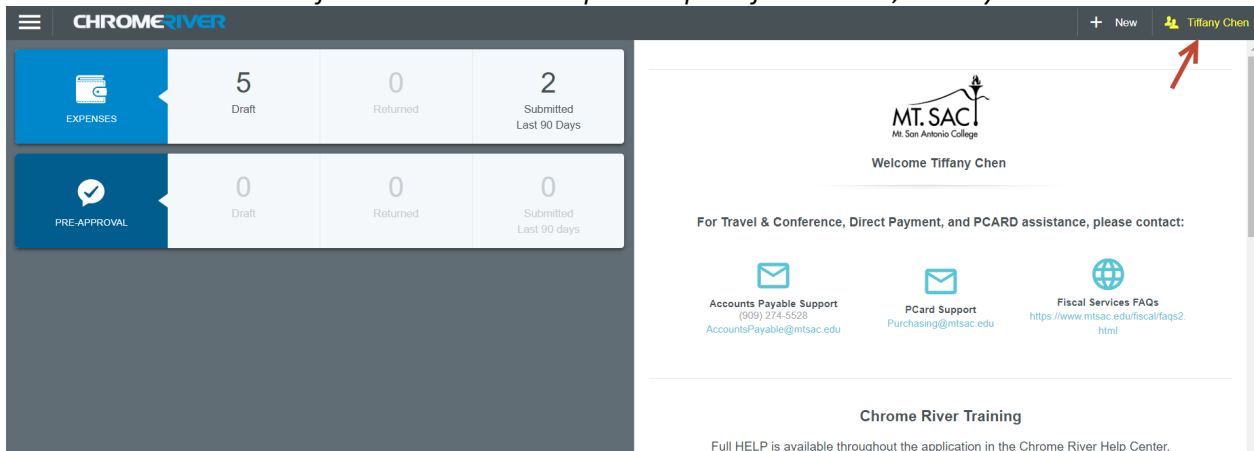
A Delegate must select another user in order to allocate transactions for a cardholder. To select another user, click on your name in the upper right hand side of the screen and click “Select Another User”.



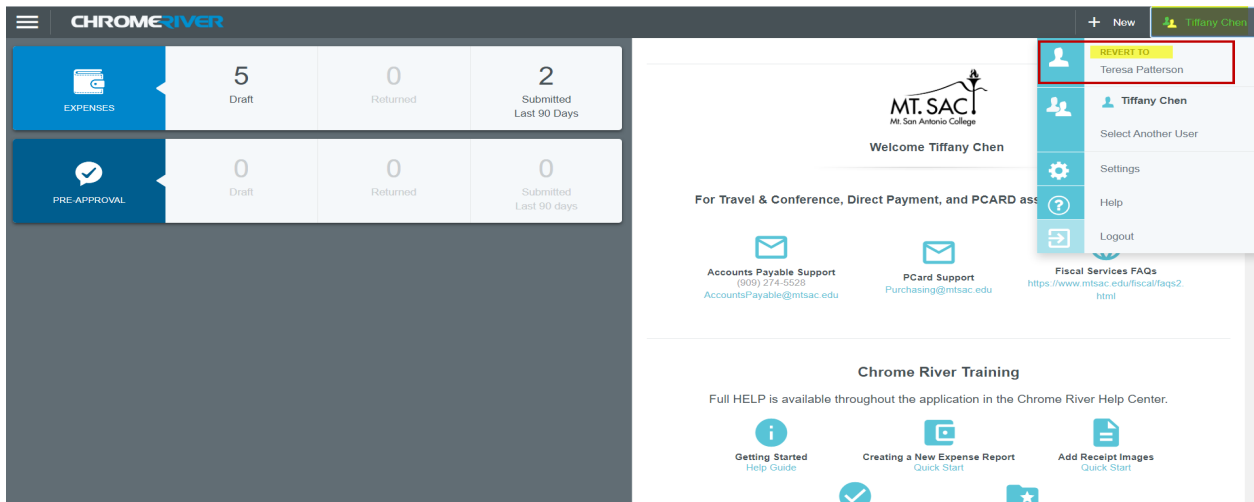
Search for the user by typing their name in the Search field.



Once you have selected another user, their name will appear in the upper right hand corner of the screen. You will now have full access to create expense reports for the User, which you selected.



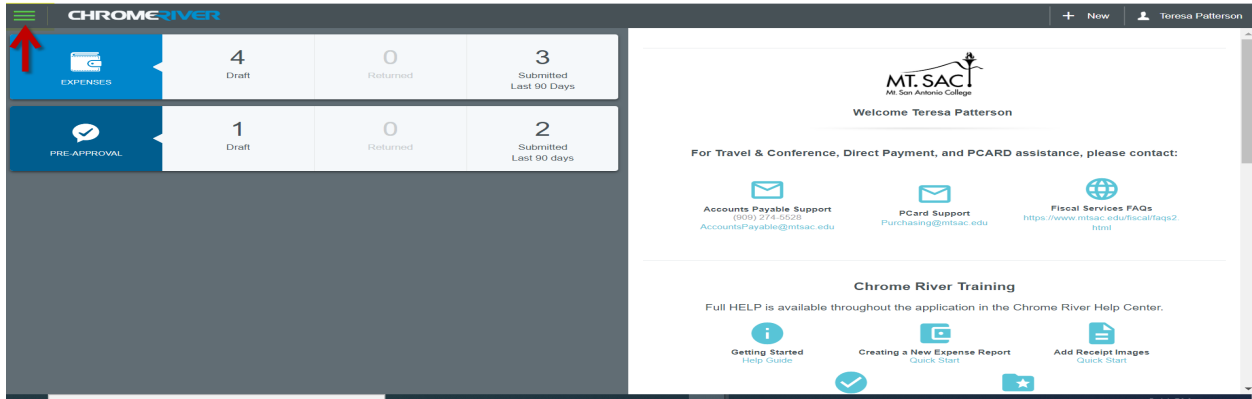
To revert back to your user name, click on the name in the upper right hand side of the screen and click on "Revert To".



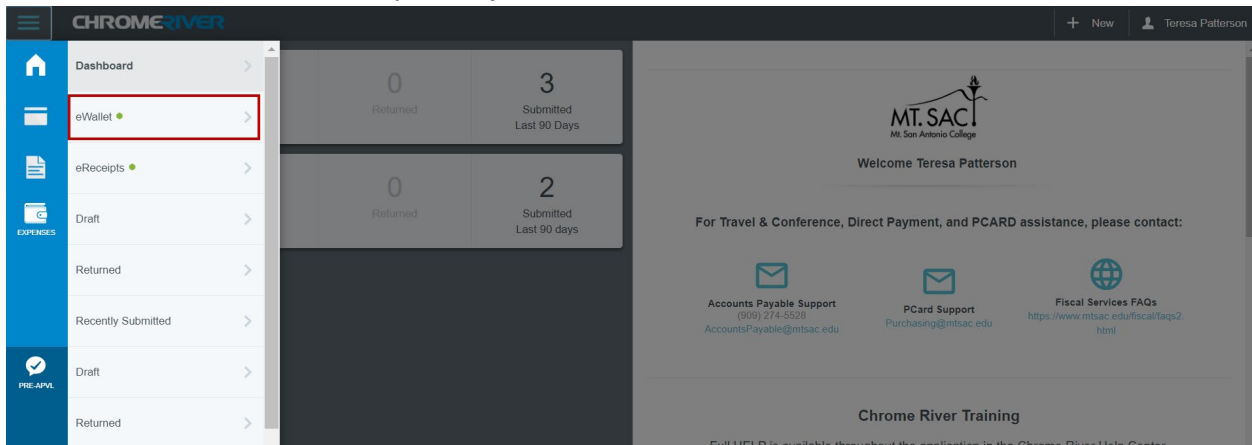
5. P-CARD TRANSACTIONS

The first thing you will want to do is look to see if there are any new charges. Note, it may take up to 48 hours for P-Card charges to appear in Chrome River.

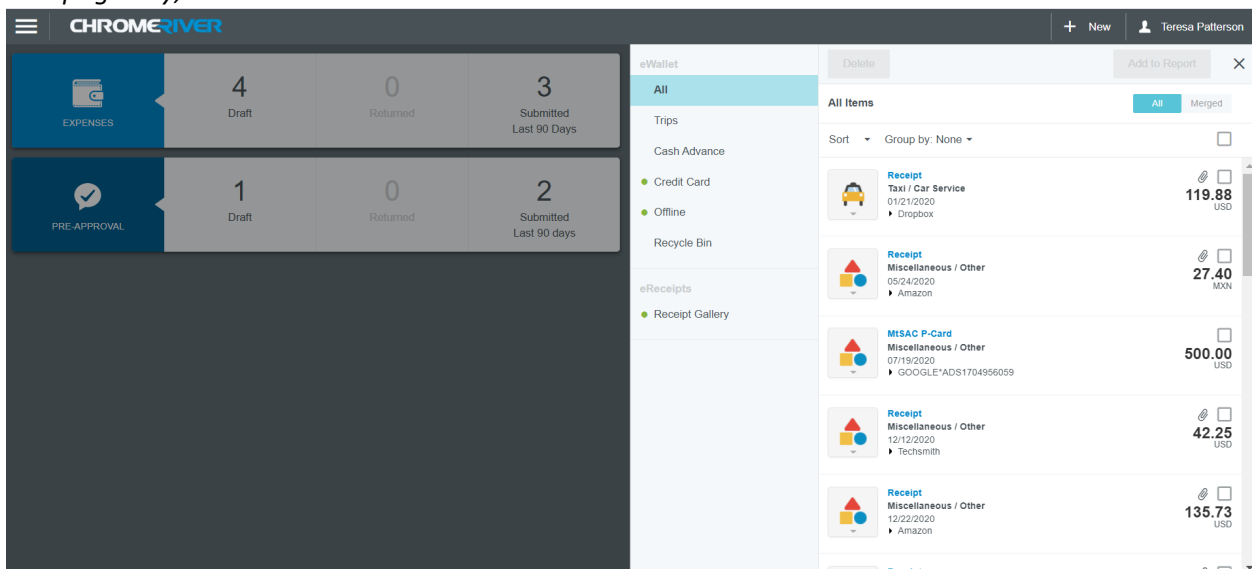
Click on the three dashes in the top left of the home page.



Go to eWallet. eWallet is where you will find all P-Card transactions.



You will see various items in the eWallet including travel-related cash advances, credit card transactions, receipt gallery, etc.



To look at only credit card charges, select "Credit Card".

The screenshot shows the CHROME RIVER interface. On the left, there are two main sections: 'EXPENSES' and 'PRE-APPROVAL'. The 'EXPENSES' section shows 4 Draft, 0 Returned, and 3 Submitted (Last 90 Days). The 'PRE-APPROVAL' section shows 1 Draft, 0 Returned, and 2 Submitted (Last 90 Days). In the center, the 'eWallet' section has 'Credit Card' selected, indicated by a red arrow. On the right, a list of transactions is shown, including MISAC P-Card charges for Google Ads, Amazon, and Home Depot, as well as a Marketing charge.

Transaction Description	Date	Amount (USD)
MISAC P-Card Miscellaneous / Other (GOOGLE*AD\$1704956059)	07/19/2020	500.00
MISAC P-Card Miscellaneous / Other (AMAZON.COM*CE6EY1PF3 AMZN)	01/18/2021	34.68
MISAC P-Card Miscellaneous / Other (AMAZON.COM*4R6X64J43 AMZN)	01/19/2021	262.74
MISAC P-Card Miscellaneous / Other (THE HOME DEPOT #8463)	01/19/2021	-58.24
MISAC P-Card Miscellaneous / Other (THE HOME DEPOT #6617)	01/19/2021	277.83
MISAC P-Card Marketing (NYTIMFS*NYTIMFS DISC)	01/20/2021	4.00

Within the credit card tab, it shows only p-card and travel-related transactions. Find the P-Card transaction or transactions that need to have an expense report created for the statement period. Remember, Mt. SAC's statement period runs from the 26th of the month to the 25th of the following month, or the next business day if the statement close period falls on a weekend or holiday.

The screenshot shows the CHROME RIVER interface with the 'Credit Card' tab selected. The 'All Items' list is displayed, showing various transactions. A red box highlights a specific transaction: a MISAC P-Card Miscellaneous / Other charge for AMZN MKTP US on 01/22/2021 for -79.39 USD.

Transaction Description	Date	Amount (USD)
Receipt Miscellaneous / Other (Billing)	01/22/2021	4.00
MISAC P-Card Miscellaneous / Other (AMZN MKTP US)	01/22/2021	-79.39
MISAC P-Card Miscellaneous / Other (DBC*BLICKART MATERIAL)	01/22/2021	6,008.27
Receipt Miscellaneous / Other (Logitech Brio Ultra Hd Pro Webcam In Stock 199 99)	01/27/2021	199.99
Receipt Miscellaneous / Other (Amazon)	01/27/2021	39.99

You may also see the statement period by clicking on the small arrow.

The screenshot shows the Chrome River interface with the following data:

Category	Draft	Returned	Submitted (Last 90 Days)
EXPENSES	4	0	3
PRE-APPROVAL	1	0	2

The transaction list includes:

- Receipt: Miscellaneous / Other, 01/22/2021, Billing, 4.00 USD
- MISAC P-Card: Miscellaneous / Other, 01/22/2021, AMZN MKTP US, -79.39 USD
- MISAC P-Card: Miscellaneous / Other, 01/27/2021, DBC*BLICK ART MATERIAL, 6,008.27 USD
- Receipt: Miscellaneous / Other, 01/27/2021, Logitech Brio Ultra Hd Pro Webcam In Stock 199.99, 199.99 USD
- Receipt: Miscellaneous / Other, 01/27/2021, Amazon, 39.99 USD

In the transaction detail for the MISAC P-Card (6,008.27 USD), the 'Statement Date' is highlighted as 01/25/2021.

Since the statement date is January 25, 2021, this means the statement period began on December 26th and closed on January 25th. Per the P-Card rules, all p-card charges must be fully allocated and approved for the statement period by the 5th of the month following the statement close date.

This screenshot provides a detailed view of the MISAC P-Card transaction:

- Transaction:** MISAC P-Card, Miscellaneous / Other, 01/22/2021, AMZN MKTP US, -79.39 USD
- Transaction:** MISAC P-Card, Miscellaneous / Other, 01/27/2021, DBC*BLICK ART MATERIAL, 6,008.27 USD

The detailed view for the 6,008.27 USD transaction shows:

- Statement Date:** 01/25/2021
- Amount Original:** 6008.27 USD
- Details:** Merchant: DBC*BLICK ART MATERIAL, Location: 800-447-1892, IL 61401

6. P-CARD ALLOCATION RULES

P-Card Allocation Rules

Complete an expense report and allocate all charges for the statement period by the 5th of the month following the statement close date.

Statement close date is January 25th

Statement Period is December 26th to January 25th

Complete expense report/allocations including approvals by February 5th

P-Card expense reports must be fully allocated and approved by the 5th of each month. Fully allocated means uploading all receipts, submitting the report, and ensuring all approvals have been completed by the 5th.

Note, approved expenses will export nightly to Banner. Submitting an expense report on the 5th will not necessarily mean that it will be fully allocated. Approvers will also need to complete the approval process, so you will want to take that into account when submitting reports.

7. PROCEDURES FOR P-CARD EXPENSE REPORTS.

Fiscal Services has developed procedures for when P-Card holders do not properly allocate their P-Card transactions.

P-Card expense reports must be submitted and fully approved by the 5th of the month following the statement close date.

Procedures for P-Card Expense Reports

- P-Card Expense Report must be completed and fully allocated by the 5th of the month (this includes all required approvals)
 - If a cardholder or their delegate neglects to properly submit an Expense Report and allocate the charges by the 5th of the month, including all necessary approvals
 - Cardholder will receive email communication from the Associate Vice President, Administrative Services
 - If a cardholder or their delegate neglects to properly allocate charges a second time
 - P-Card may be inactivated for a three-month period.
 - After the 3 month period, P-Card training must be repeated to have the card reactivated.
 - Future violations may result in the Associate Vice President, Administrative Services permanently inactivating the P-Card.

8. COMPLETING A P-CARD EXPENSE REPORT

To create an Expense Report, click "+ New".

CHROME RIVER + New Teresa Patterson

EXPENSES	4 Draft	0 Returned	3 Submitted Last 90 Days
PRE-APPROVAL	1 Draft	0 Returned	2 Submitted Last 90 Days

MT. SAC
Mt. San Antonio College

Welcome Teresa Patterson

For Travel & Conference, Direct Payment, and PCARD assistance, please contact:

- Accounts Payable Support (909) 274-5528 AccountsPayable@mitsac.edu
- PCard Support Purchasing@mitsac.edu
- Fiscal Services FAQs https://www.mtsac.edu/fiscal/faqs2.html

Chrome River Training

Full HELP is available throughout the application in the Chrome River Help Center.

- Getting Started Help Guide
- Creating a New Expense Report Quick Start
- Add Receipt Images Quick Start

Select "New Expense Report".

CHROME RIVER + New Teresa Patterson

EXPENSES	0 Draft	0 Returned	2 Submitted Last 90 Days
PRE-APPROVAL	1 Draft	0 Returned	1 Submitted Last 90 Days

MT. SAC
Mt. San Antonio College

Welcome Teresa Patterson

For Travel & Conference, Direct Payment, and PCARD assistance, please contact:

- Accounts Payable Support (909) 274-5528 AccountsPayable@mitsac.edu
- PCard Support Purchasing@mitsac.edu
- Fiscal Services FAQs https://www.mtsac.edu/fiscal/faqs2.html

Chrome River Training

Full HELP is available throughout the application in the Chrome River Help Center.

- Getting Started Help Guide
- Creating a New Expense Report Quick Start
- Add Receipt Images Quick Start
- Approve Expenses Quick Start
- Create a Home Screen Shortcut How To

On the right hand side, ignore the Import Pre-approval button. Pre-approvals do not apply to P-Cards.

Expenses For Teresa Patterson

Import from Pre-Approval

Report Name

Pay Me In: USD - US Dollars

Start Date

End Date

Business Purpose

Report Type: -- Select --

Fiscal Year: FY21

Expense Report

Total Pay Me Amount: 0.00 USD

Complete the report name. In order to easily recognize the report type, type in P-Card, Last Name, First Initial, and statement date. Statement dates run from the 26th of the current month to the 25th of the following month. If the 25th falls on a weekend or holiday, the statement period will end on the next business day. E.g. For the period 12/26/20 – 1/25/21, the statement date will be 1/25/21.

Expenses For Teresa Patterson

Import from Pre-Approval

Report Name: P-Card, Patterson, 1/25/21

Pay Me In: USD - US Dollars

Start Date

End Date

Business Purpose

Report Type: -- Select --

Fiscal Year: FY21

Expense Report

Total Pay Me Amount: 0.00 USD

Select the Start and End Date. The start date will always be the 26th of the month and the end date will be the end of the statement period, which is the 25th day of the month. Example, If you are allocating P-card expenses for the statement period, 12/26/20 – 1/25/21, the Start date will be 12/26/20 and the end date will be 1/25/21.

The screenshot shows the 'Expenses For Teresa Patterson' form in the Chrome River system. The form is titled 'Expenses For Teresa Patterson' and includes a 'Cancel' button and a 'Save' button. The form fields are as follows:

- Import from Pre-Approval: Optional, with a button labeled 'IMPORT PRE-APPROVAL'.
- Report Name: P-Card, Patterson, 1/25/21
- Pay Me In: USD - US Dollars
- Start Date: 12/26/2020 (highlighted with a red circle)
- End Date: 01/25/2021 (highlighted with a red circle)
- Business Purpose: (empty field)
- Report Type: -- Select --
- Fiscal Year: FY21

The left sidebar shows a table with columns for DATE, EXPENSE, SPENT, and PAY ME. The total pay me amount is 0.00 USD.

Enter the Business Purpose. Example, P-Card transactions for Statement period ending 1/25/21.

The screenshot shows the 'Expenses For Teresa Patterson' form in the Chrome River system. The form is titled 'Expenses For Teresa Patterson' and includes a 'Cancel' button and a 'Save' button. The form fields are as follows:

- Import from Pre-Approval: Optional, with a button labeled 'IMPORT PRE-APPROVAL'.
- Report Name: P-Card, Patterson, 1/25/21
- Pay Me In: USD - US Dollars
- Start Date: 12/26/2020
- End Date: 01/25/2021
- Business Purpose: P-Card Transactions for Statement period 1/25/21 (highlighted with a red circle)
- Report Type: -- Select --
- Fiscal Year: FY21

The left sidebar shows a table with columns for DATE, EXPENSE, SPENT, and PAY ME. The total pay me amount is 0.00 USD.

Select Report Type, P-Card:

The screenshot shows the 'Expenses For Teresa Patterson' form in the Chrome River system. The form is titled 'Expenses For Teresa Patterson' and includes a 'Cancel' and 'Save' button at the top right. The form fields are as follows:

- Import from Pre-Approval: (Optional)
- Report Name: P-Card, Patterson, 1/25/21
- Pay Me In: USD - US Dollars
- Start Date: 12/26/2020
- End Date: 01/25/2021
- Business Purpose: Supplies Purchased for Biology Labs
- Report Type: P-Card (highlighted with a red circle)
- Fiscal Year: FY21

At the bottom left, there is an 'Expense Report' section with a 'Total Pay Me Amount' of 0.00 USD and a 'Submit' button.

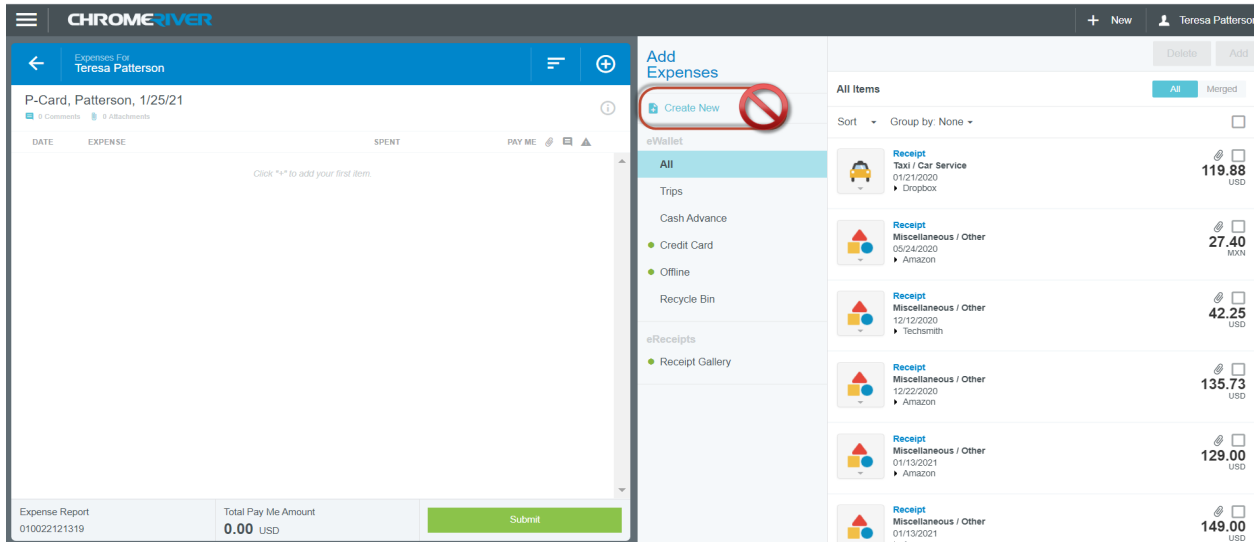
Note, the Fiscal Year will always default to the current fiscal year. Charges must always be allocated to the Fiscal Year in which the charges were posted.

This screenshot is identical to the previous one, showing the 'Expenses For Teresa Patterson' form. In this view, the 'Fiscal Year' dropdown menu is highlighted with a red circle and is set to 'FY21'.

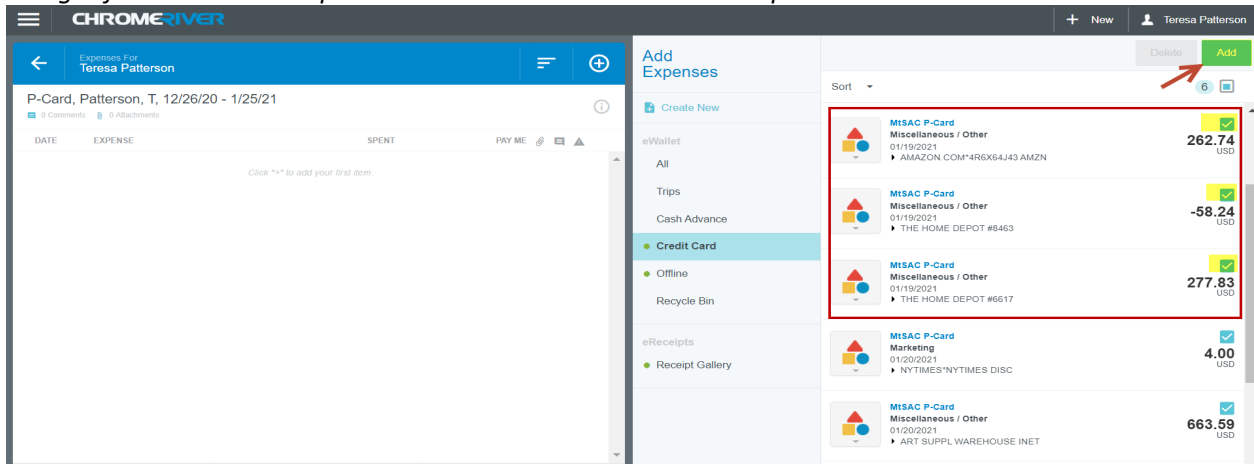
Click "Save" to continue.

This screenshot is identical to the previous ones, showing the 'Expenses For Teresa Patterson' form. In this view, the 'Save' button at the top right is highlighted with a red circle and a red arrow pointing to it.

After pressing Save, the user's e-wallet will appear. Note, do not select "Create New" when doing P-card allocations:



Click on "Credit Card" and select the P-Card transaction charges that need to be expensed for the statement period. Once you have selected the transactions, click Add. Note, you may only allocate charges for the statement period in which the transactions have posted.



The charges you selected will be added to your report. Each transaction opens one at a time so you may allocate each transaction separately. Note, a negative amount reflects a credit to your P-Card. You must allocate a credited amount in the same manner as you would all other transactions. This will ensure the credited amount is applied back to your budgeted account in Banner.

The Date and Spent boxes are locked and cannot be changed. The Date is the date the transaction posted to US Bank. Spent is the amount of the transaction that is being allocated.

Type in the Description for the charges. Example, if the P-Card charges you are allocating were for the purchase of custodial supplies, type in Custodial supplies, you may also include the reason for the purchase, if necessary.

The screenshot shows the 'Expenses For Teresa Patterson' interface. On the right, the 'Miscellaneous / Other' section is active. The 'Description' field is highlighted with a red circle and contains the text 'Custodial Supplies'. Other fields include 'Date' (01/19/2021), 'Spent' (297.08 USD), 'Business Purpose' (P-Card Transactions for Statement period 1/25/21), and 'Merchant' (THE HOME DEPOT #0617).

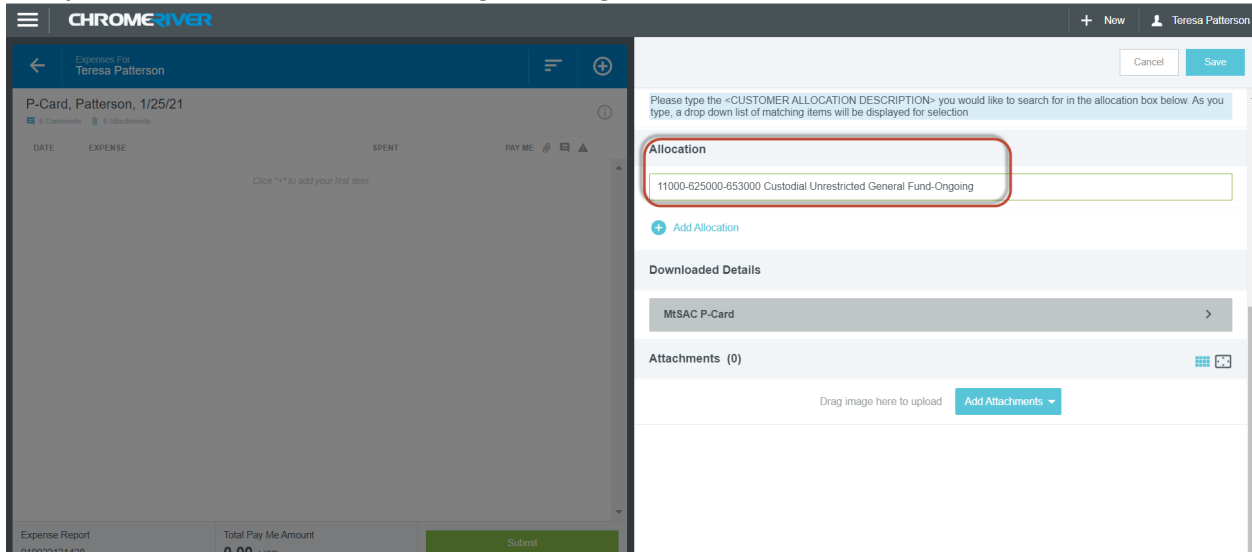
Transactions are automatically tied to an Expense Type based on the merchant (e.g. books, office supplies, etc). In this example, the transaction is tied to Miscellaneous/Other. This will allow you to choose the correct account code from a drop down menu.

The screenshot shows the 'Expenses For Teresa Patterson' interface. The 'Misc Expense' dropdown menu is open, and the 'Miscellaneous / Other' category is highlighted with a red arrow. The 'Description' field contains 'Purchase of Custodial Supplies'. Other fields include 'Date' (01/19/2021), 'Spent' (262.74 USD), 'Business Purpose' (P-Card purchases for the statement ending 1/25/21), and 'Merchant' (AMAZON.COM*4R6X64J43 AMZN).

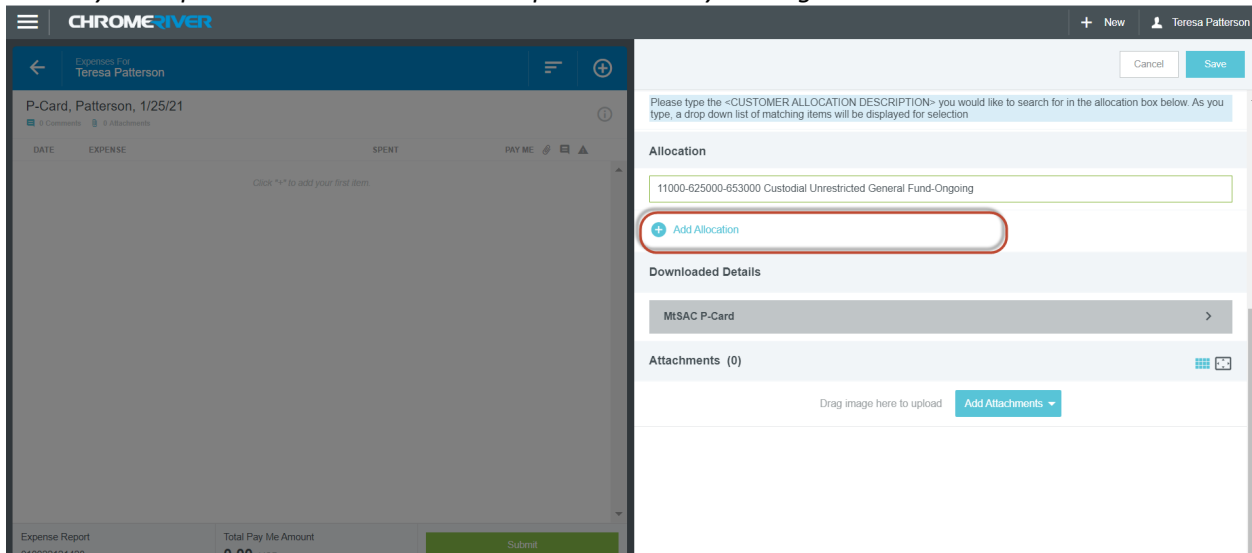
Use the "Misc Expense" drop down to select the appropriate Account Code and Description

The screenshot shows the 'Expenses For Tiffany Chen' interface. The 'Misc Expense' dropdown menu is open, displaying a list of account codes and descriptions. The 'Description' field is empty. Other fields include 'Business Purpose' (P-Card transactions for statement ending 1/25/21), 'Merchant' (AMZN MKTP US*WSBOIBHJ3), and 'Misc Expense' (a dropdown menu with a list of options).

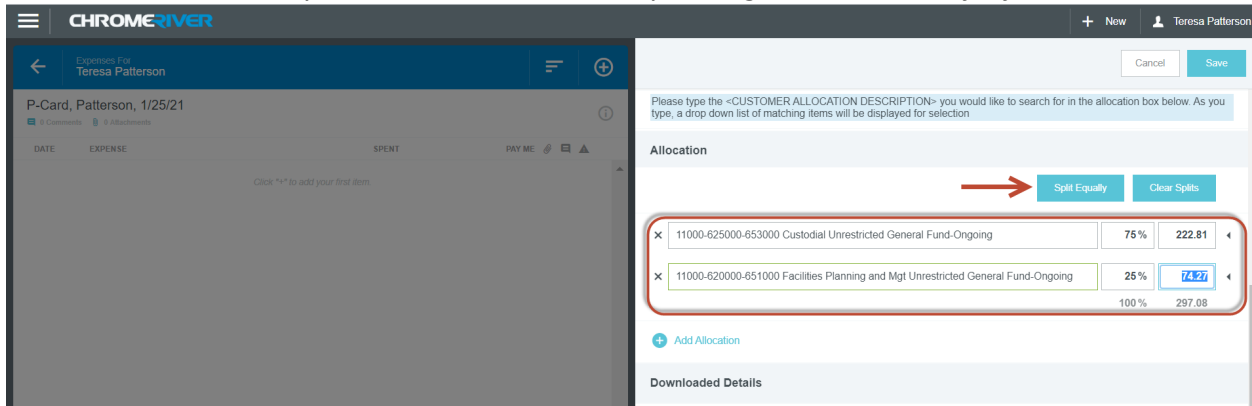
You will need to search for the appropriate Allocation (Fund, Org, and Program) for your Expense. Note, you may start typing your Fund, Org, and Program in the "Search for Allocation" field and it will bring up a list from which to choose the Fund, Org, and Program.



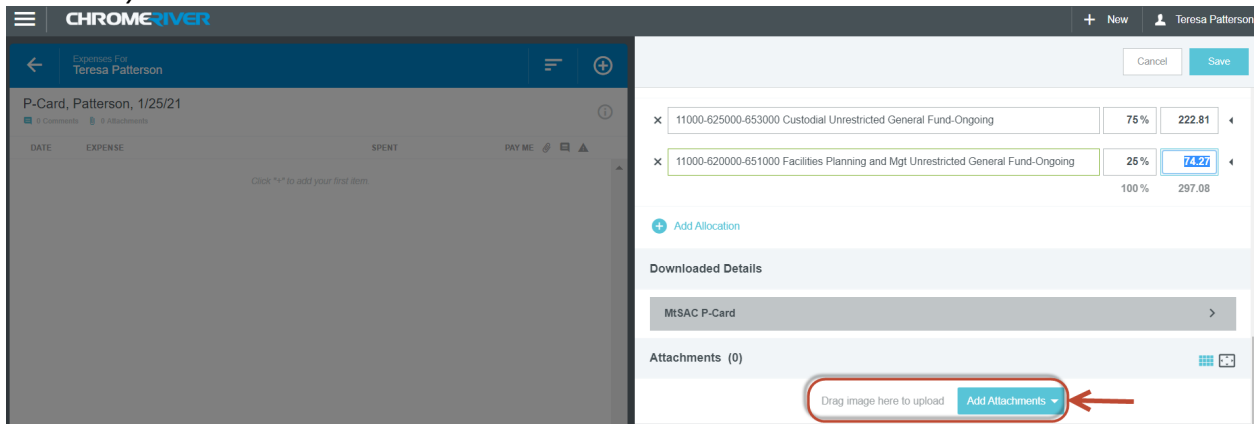
You may also split allocations between multiple Accounts by clicking on "Add Allocation".



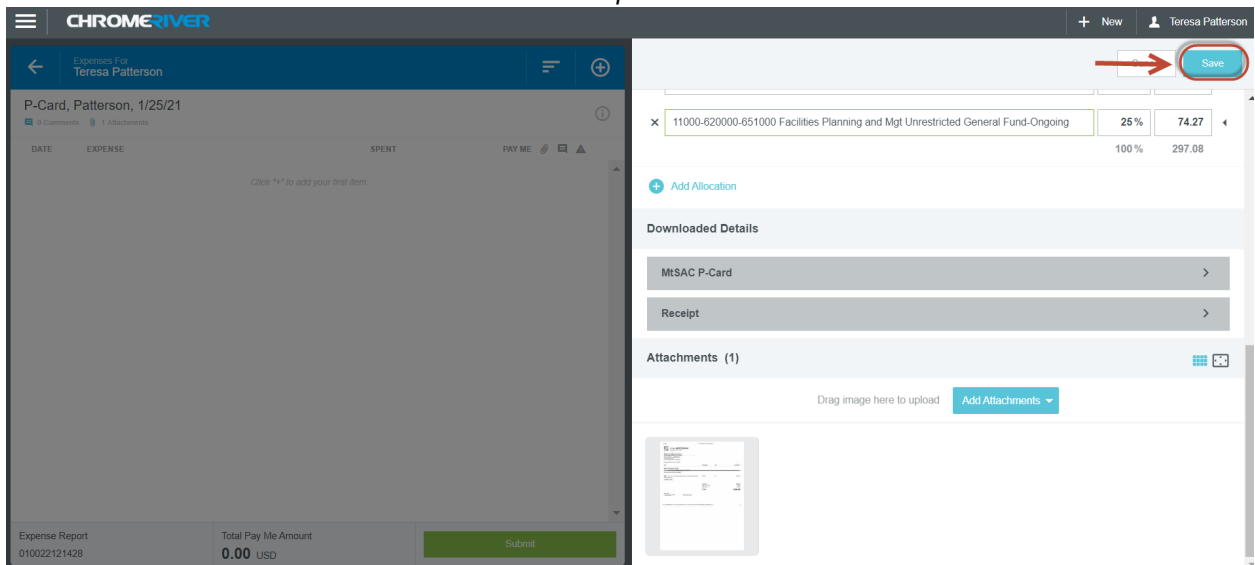
You may split by any percentage or by dollar amount, or you may click "Split Equally" to allocate equally to each account. You may also remove an allocation by clicking on the x to the left of the allocation line.



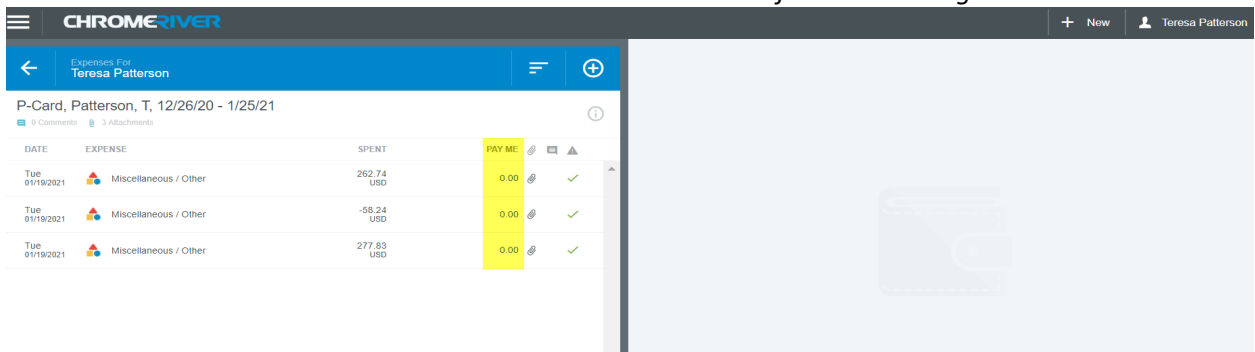
Attach a receipt by clicking “Add Attachments”. Once selected, you may choose to attach a receipt from your Receipt Gallery or by uploading an attachment. Note, you **cannot** proceed with submitting an expense, if a receipt is not attached. Receipts may automatically merge with your transaction if already uploaded to your Receipt Gallery. If your receipt does not automatically append, you will need to attach it manually.



Once your Receipt is attached, click “Save”. If you selected more than one transaction, once you click save your next transaction will appear. Proceed with the above steps to allocate the next transaction until all transactions have been allocated with receipts attached.



Once your expenses have been allocated and saved, you will see the expenses on the left hand side of the screen and there will be a green check mark at the far right of the line. Notice the “Pay Me” amount is zero dollars. This is correct as P-card holders are not reimbursed for P-Card charges.



If there is a red triangle displayed at the far right of your transaction, it means that the expense line item is incorrect, and the line needs to be edited. In this example, the note shown on the right side of the screen says that a receipt is required for this expense. Select Edit on the right side of the screen and fix the error that is noted. After fixing the error, click save.

The screenshot shows the Chrome River interface for Teresa Patterson's expenses. The main table lists a transaction on 01/18/2021 for 'Miscellaneous / Other' with a spent amount of 34.68 USD and a pay me amount of 0.00. A red triangle icon is visible at the end of the row. To the right, a yellow banner reads 'Receipt required for this expense'. Below this, a form shows details for the transaction, including the date (01/18/2021), amount (34.68 USD), business purpose (P-Card allocations for statement ending 1/25/21), description (Purchase supplies for Chemistry Department), merchant (AMAZON.COM*CE6EY1PF3 AMZN), and misc expense (431000 Instr Supplies and Materials). The 'Edit' button is circled in red.

Note, if any transaction(s) are more than 90 days old, a Yellow triangle will appear. You must enter an explanation for not submitting the expenses in a timely manner.

If additional P-Card transactions need to be added to the Expense Report, you may click the Plus (+) Button. Note, any additional P-Card charges must be for the same statement period.

The screenshot shows the 'Add Expenses' screen in Chrome River. The 'Plus (+)' button is circled in red. The main table shows a transaction on 01/19/2021 for 'Miscellaneous / Other' with a spent amount of 297.08 USD and a pay me amount of 0.00. To the right, a list of transactions is displayed, including a taxi/car service receipt for 119.88 USD and several Amazon receipts for 'Miscellaneous / Other' with amounts of 27.40 MXN, 42.25 USD, 135.73 USD, 129.00 USD, and 149.00 USD.

P-card expense reports can have multiple P-card charges, or you can have multiple expense reports for a statement period with each report having one P-Card charge, whichever you prefer.

Click "Credit Card" and select the charge, or charges, you would like to add to the report. For this example, we will choose more than one charge. Once selected, click "Add".

DATE	EXPENSE	SPENT	PAY ME
Tue 01/19/2021	Miscellaneous / Other	297.08 USD	0.00

Transaction	Amount	Status
MISAC P-Card Miscellaneous / Other 01/19/2021 THE HOME DEPOT #6463	-58.24 USD	Not Selected
MISAC P-Card Miscellaneous / Other 01/19/2021 THE HOME DEPOT #6617	277.83 USD	Not Selected
MISAC P-Card Miscellaneous / Other 01/19/2021 THE HOME DEPOT #6463	373.60 USD	Selected
MISAC P-Card Miscellaneous / Other 01/20/2021 AMAZON.COM*EZ4H81NW3 AMZN	525.48 USD	Selected
MISAC P-Card Marketing 01/20/2021 NYTIMES*NYTIMES DISC	4.00 USD	Not Selected
MISAC P-Card Miscellaneous / Other 01/20/2021 ART SUPPL WAREHOUSE INET	663.59 USD	Not Selected

Allocate the first transaction by following the previous steps. Attach the receipt and click Save.

You will see the second expense added to the report on the left-hand side of the screen and the next transaction is ready to be allocated.

DATE	EXPENSE	SPENT	PAY ME
Tue 01/19/2021	Miscellaneous / Other	297.08 USD	0.00
Tue 01/19/2021	Miscellaneous / Other	373.60 USD	0.00

Date: 01/20/2021

Spent: 525.48 USD

Business Purpose: P-Card Transactions for Statement period 1/25/21

Description:

Merchant: AMAZON.COM*EZ4H81NW3 AMZN

Misc Expense: -- Select --

Once all expenses have been correctly allocated the green check mark will appear and the expense report is now ready for submission. Click "Submit".

The screenshot shows the 'Add Expenses' screen in the CHROME RIVER app. On the left, a table lists three expenses for the period 1/25/21, each with a green checkmark in the 'PAY ME' column. At the bottom, the 'Total Pay Me Amount' is 0.00 USD. A red arrow points to a green 'Submit' button.

DATE	EXPENSE	SPENT	PAY ME
Tue 01/19/2021	Miscellaneous / Other	297.08 USD	0.00 ✓
Tue 01/19/2021	Miscellaneous / Other	373.60 USD	0.00 ✓
Wed 01/20/2021	Miscellaneous / Other	525.48 USD	0.00 ✓

Expense Report: 010022121428
Total Pay Me Amount: 0.00 USD
Submit

You will be asked to certify that the expenses listed are true and correct and that they were purchased for legitimate business purposes. Press "Submit" again.

The screenshot shows the 'Submit Confirmation' screen. It features a certification statement and a table with summary information. A red arrow points to the 'Submit' button.

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**

P-Card, Patterson, 1/25/21

Report Owner: Teresa Patterson
Director, Purchasing, Printing

Expense Report ID: 010022121428

Business Purpose: P-Card Transactions for Statement period 1/25/21

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,196.16	0.00
Less Company Paid Expenses	1,196.16	0.00
Amount Due Employee	0.00	0.00

The Expense report will then route to the approving manager. It is the P-Card holder's responsibility to track the P-Card expense report and make sure all approvals are completed the 5th of the month.

9. CHECKING P-CARD REPORT FOR APPROVALS

On the Chrome River homepage, you will see two ribbons on the left hand side of the screen. On the Expenses Ribbon, you will see Drafts, Returned, or Submitted expenses. You may click on any one of those items to see the reports. Click the Submitted button.

The screenshot shows the Chrome River homepage. On the left, there are two main ribbons: 'EXPENSES' and 'PRE-APPROVAL'. The 'EXPENSES' ribbon has three buttons: 'Draft' (0), 'Returned' (0), and 'Submitted' (3). The 'Submitted' button is highlighted with a red circle. The 'PRE-APPROVAL' ribbon has three buttons: 'Draft' (1), 'Returned' (0), and 'Submitted' (1). The main content area on the right features the MT. SAC logo, a welcome message for Teresa Patterson, and contact information for Accounts Payable Support, PCard Support, and Fiscal Services FAQs. Below that, there is a section for Chrome River Training with links for 'Getting Started Help Guide', 'Creating a New Expense Report Quick Start', and 'Add Receipt Images Quick Start'.

On the left hand side, find the P-Card expense report you need to track.

The screenshot shows the 'Submitted Expense Reports' page in Chrome River. The table lists three reports:

Report Name	Submit Date	Amount (USD)	Status
Teresa PCard Test 019022085545	01/28/2021	4,396.44	PENDING
P-Card, Patterson, 1/25/21 019022121677	01/27/2021	13.12	PENDING
P-Card, Patterson, 1/25/21 019022121428	01/27/2021	1,196.16	PENDING

The right sidebar shows details for the selected report, 'P-Card, Patterson, 1/25/21':

- Report Owner: Teresa Patterson, Director, Purchasing, Printing
- Submit Date: 01/27/2021
- Expense Report ID: 010022121428
- Business Purpose: P-Card Transactions for Statement period 1/25/21
- Prior Approvers:

APPROVER	DATE
Douglas Jenson	01/28/2021
Patricia Doris Duffy	01/28/2021
Evelyn Hermosillo	02/02/2021
Jackson Kuo	02/03/2021

Select the Expense. This will bring up the Report on the right side of the page.

Submitted Expense Reports

Expense Report	Date	Amount (USD)	Status
Teresa PCard Test 010022085545	01/28/2021	4,396.44	PENDING
P-Card, Patterson, 1/25/21 010022121677	01/27/2021	13.12	PENDING
P-Card, Patterson, 1/25/21 010022121428	01/27/2021	1,196.16	PENDING

P-Card, Patterson, 1/25/21

Report Owner: Teresa Patterson
Director, Purchasing, Printing

Submit Date: 01/27/2021

Expense Report ID: 010022121428

Business Purpose: P-Card Transactions for Statement period 1/25/21

Prior Approvers

APPROVER	DATE
Douglas Jenson	01/28/2021
Patricia Doris Duffy	01/28/2021
Evelyn Hermosillo	02/02/2021
Jackson Kuo	02/03/2021

Tracking Summary

To see where the Expense Report is in the approval queue, click Tracking.

Submitted Expense Reports

Expense Report	Date	Amount (USD)	Status
Teresa PCard Test 010022085545	01/28/2021	4,396.44	PENDING
P-Card, Patterson, 1/25/21 010022121677	01/27/2021	13.12	PENDING
P-Card, Patterson, 1/25/21 010022121428	01/27/2021	1,196.16	PENDING

P-Card, Patterson, 1/25/21

Report Owner: Teresa Patterson
Director, Purchasing, Printing

Submit Date: 01/27/2021

Expense Report ID: 010022121428

Business Purpose: P-Card Transactions for Statement period 1/25/21

Prior Approvers

APPROVER	DATE
Douglas Jenson	01/28/2021
Patricia Doris Duffy	01/28/2021
Evelyn Hermosillo	02/02/2021
Jackson Kuo	02/03/2021

On the left, it will show a list of the p-card expense types.

Tracking for P-Card, Patterson, 1/25/21

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Miscellaneous / Other	297.08	Pending Approval	APAAuditor:Firmwide
Miscellaneous / Other	373.60	Pending Approval	APAAuditor:Firmwide
Miscellaneous / Other	525.48	Pending Approval	APAAuditor:Firmwide

Choose the line item that you wish to track.

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Miscellaneous / Other	297.08	Pending Approval	APAuditor:Firmwide
Miscellaneous / Other	373.60	Pending Approval	APAuditor:Firmwide
Miscellaneous / Other	525.48	Pending Approval	APAuditor:Firmwide

The numbered routing steps on the right allow you to see where the transaction is sitting in the queue. In this example, there are five steps in the approval process. The green check mark means that the approver for that level has approved the expense. You may click on any check mark to see the approver for that step. You may also click on the next numbered Routing Step to see the next pending approver.

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Miscellaneous / Other	297.08	Pending Approval	APAuditor:Firmwide
Miscellaneous / Other	373.60	Pending Approval	APAuditor:Firmwide
Miscellaneous / Other	525.48	Pending Approval	APAuditor:Firmwide

Miscellaneous / Other	
Spent Converted	297.08 USD
Amount Spent	297.08 USD
Routing Status	Pending
Routing Steps	
Step Number	5
Assigned To	APAuditor: Firmwide, APAuditor: Firmwide
Assigned Date	02/03/2021 01:52 PM
Step Status	Assigned

Note, all expenses must be submitted and approved by the 5th of the month. Once expenses are fully allocated (submitted and approved) the transactions will export to Banner overnight. When the expense has been exported to Banner, the status will change from Pending to Exported. If the report says Pending, it is still in the approval process. It may be necessary to follow up with your approvers in order to complete the process by the 5th.

Report Title	Report ID	Date	Amount (USD)	Status
Teresa PCard Test	010022085545	01/28/2021	4,396.44 USD	PENDING
P-Card, Patterson, 1/25/21	010022121677	01/27/2021	13.12 USD	PENDING
P-Card, Patterson, 1/25/21	010022121428	01/27/2021	1,196.16 USD	PENDING

10. HOW TO RECALL, EDIT, AND RESUBMIT EXPENSE REPORTS

Chrome River allows you to recall reports that were previously submitted, in order to make any changes. Note, a report must be in a "Pending" status in order to recall it. Once you click on the report that you would like to r, it will open the report on the right-hand side of the screen. You can view the transactions, or you may "Recall" the Report. Recalling the report will send the report to your "Drafts" folder.

From the dashboard click on the Submitted button

The screenshot shows the Chrome River dashboard. On the left, there are two main navigation buttons: 'EXPENSES' and 'PRE-APPROVAL'. The 'EXPENSES' button is highlighted in blue and shows a summary: 5 Draft, 0 Returned, and 4 Submitted (Last 90 Days). The 'PRE-APPROVAL' button shows 1 Draft, 0 Returned, and 2 Submitted (Last 90 Days). On the right, the dashboard displays the MT. SAC! logo (Mt. San Antonio College) and a welcome message for Teresa Patterson. Below this, there is contact information for Accounts Payable Support, PCard Support, and Fiscal Services FAQs. At the bottom, there is a section for Chrome River Training.

You will see a list of submitted Expense Reports on the left side of the screen

The screenshot shows a list of submitted expense reports. The list is titled 'Submitted Expense Reports' and contains four entries, all with a 'PENDING' status:

Report Description	Date	Amount (USD)	Status
P-Card, Patterson, T, 12/26/20 - 1/25/21 010022205463	02/09/2021	52.80	PENDING
Teresa PCard Test 010022005445	01/28/2021	4,396.44	PENDING
P-Card, Patterson, 1/25/21 010022121677	01/27/2021	13.12	PENDING
P-Card, Patterson, 1/25/21 010022121426	01/27/2021	1,196.16	PENDING

Click on the report that you would like to Recall, then click "Recall" on the right side of the screen.

Submitted Expense Reports

Report ID	Report Name	Submit Date	Amount (USD)	Status
01002229463	P-Card, Patterson, T, 12/26/20 - 1/25/21	02/09/2021	52.80	PENDING
01002208545	Teresa PCard Test	01/28/2021	4,396.44	PENDING
010022121677	P-Card, Patterson, 1/25/21	01/27/2021	13.12	PENDING
010022121428	P-Card, Patterson, 1/25/21	01/27/2021	1,196.16	PENDING

P-Card, Patterson, 1/25/21

Report Owner: Teresa Patterson
Director, Purchasing, Printing

Submit Date: 01/27/2021

Expense Report ID: 010022121428

Business Purpose: P-Card Transactions for Statement period 1/25/21

Prior Approvers

APPROVER	DATE
Douglas Jenson	01/28/2021
Patricia Doris Duffy	01/28/2021
Evelyn Hermosillo	02/02/2021
Jackson Kuo	02/03/2021

You will see a message asking if you want to Recall the Report. Click "Yes". Note, the report will be moved to the draft list.

Submitted Expense Reports

P-Card, Patterson, 1/25/21

Report Owner: Teresa Patterson
Director, Purchasing, Printing

Submit Date: 01/27/2021

Expense Report ID: 010022121428

Business Purpose: P-Card Transactions for Statement period 1/25/21

Prior Approvers

APPROVER	DATE
Douglas Jenson	01/28/2021
Patricia Doris Duffy	01/28/2021
Evelyn Hermosillo	02/02/2021

Recall This Report?

This report will be moved to the draft list.

No Yes

Return to your Dashboard by clicking on Chrome River.

Draft Expense Reports

Report ID	Report Name	Submit Date	Amount (USD)	Status
010022406071	P-Card, Patterson, T, 12/26/20 - 1/25/21	03/12/2021	0.00	✓

From the Dashboard, Click on Draft.

EXPENSES

- 6 Draft
- 0 Returned
- 3 Submitted Last 90 Days

PRE-APPROVAL

- 1 Draft
- 0 Returned
- 2 Submitted Last 90 Days

MT. SAC!
Mt. San Antonio College

Welcome Teresa Patterson

For Travel & Conference, Direct Payment, and P-CARD assistance, please contact:

- Accounts Payable Support**
(909) 274-5528
AccountsPayable@mtsac.edu
- PCard Support**
Purchasing@mtsac.edu
- Fiscal Services FAQs**
https://www.mtsac.edu/fiscal/faqs2.html

Chrome River Training

Full HELP is available throughout the application in the Chrome River Help Center.

Select the report you want to edit and click Open on the Right side of the screen.

Draft Expense Reports

Report Name	Date	Amount (USD)	Status
FCCC Purchasing Conference	05/27/2020	478.64 USD	✓
P-Card, Patterson, 1/25/21	01/27/2021	1,196.16 USD	✓
P-Card, Patterson, T, 12/26/20 - 1/25/21	02/02/2021	2,195.00 USD	✓
P-Card, Patterson, T, 12/26/20 - 1/25/21	02/04/2021	42.25 USD	✓
P-Card, Patterson, T, 12/26/20 - 1/25/21	02/08/2021	482.33 USD	✓
P-Card, Patterson, T, 1/26/21 - 2/25/21	02/09/2021	6,008.27 USD	⚠

P-Card, Patterson, 1/25/21

Report Owner: Teresa Patterson
Director, Purchasing, Printing

Expense Report ID: 010022121428

Business Purpose: P-Card Transactions for Statement period 1/25/21

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,196.16	0.00
Less Company Paid Expenses	1,196.16	0.00
Amount Due Employee	0.00	0.00

Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Miscellaneous / Other	1,196.16	0.00

You will see a list of transactions for the Expense Report you recalled. Select the Expense you wish to edit on the left side of the screen, then click "Edit" on the right side of the screen.

Expenses For Teresa Patterson

P-Card, Patterson, 1/25/21

DATE	EXPENSE	SPENT	PAY ME	Status
Tue 01/19/2021	Miscellaneous / Other	297.08 USD	0.00	✓
Tue 01/19/2021	Miscellaneous / Other	373.50 USD	0.00	✓
Wed 01/20/2021	Miscellaneous / Other	525.48 USD	0.00	✓

Expense Report: 010022121428 | Total Pay Me Amount: 0.00 USD | Submit

Miscellaneous / Other

Date: 01/19/2021

Spent: 297.08 USD

Business Purpose: P-Card Transactions for Statement period 1/25/21

Description: Custodial Supplies

Merchant: THE HOME DEPOT #6617

Misc Expense: 531000 Dues and Membership

Allocation

11000-625000-653000	Custodial Unrestricted General Fund-Ongoing	222.81
11000-620000-651000	Facilities Planning and Mgt	74.27

1 of 3 | Next

You may now make your edits. When finished, click save, and submit your report.

11. ITEMIZING TRANSACTIONS BETWEEN MULTIPLE ACCOUNTS

Occasionally, it may be necessary to allocate a transaction between multiple account codes. For example, you place an order with a vendor for both office supplies and instructional supplies. Office supplies are allocated to account code 451000, where instructional supplies would be allocated to account code 431000. In order to allocate between multiple accounts, you will use the itemization function. Note, you will need to create a new expense report for each transaction that requires itemization.

From the Chrome River Home Page, Select "New Expense Report". Complete the expense report and save. Select the transaction that will need to be itemized and click "Add". Remember, for transactions requiring itemization, you may only select one transaction at a time. If you need to itemize multiple transactions, you will need to create a New Expense report for each one.

Expenses For Teresa Patterson

Import from Pre-Approval

Report Name P-Card, Patterson, T, 12/26/20 - 1/25/21

Pay Me In USD - US Dollars

Start Date 12/26/2020

End Date 01/25/2021

Business Purpose Purchase of office and instructional supplies for Chemistry Department

Report Type P-Card

Fiscal Year FY21

At the top of the right hand side of the screen, you will see the Expense type that was automatically tied to your transaction. Expense types are automatically tied to an expense based on the Merchant Category Code assigned to the Vendor. In this example, the Miscellaneous/Other Expense type has populated. Click on the Mosaic Tile next to "Miscellaneous/Other".

CHROME RIVER

Expenses For Teresa Patterson

P-Card, Patterson, T, 12/26/20 - 1/25/21

DATE	EXPENSE	SPENT	PAY ME

Click "*" to add your first item.

Expense Report Total Pay Me Amount

Miscellaneous / Other

Date 01/21/2021

Spent 52.80 USD

Business Purpose Purchase of office and instructional supplies for Chemistry Department

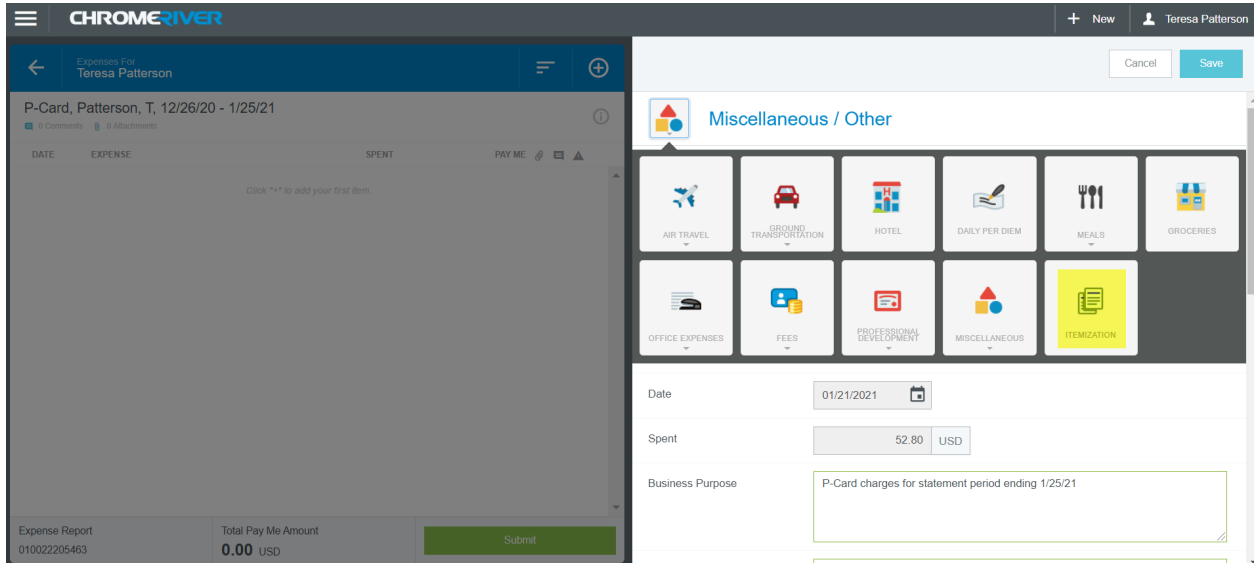
Description

Merchant AMZN MKTP US*CE4HF1G13

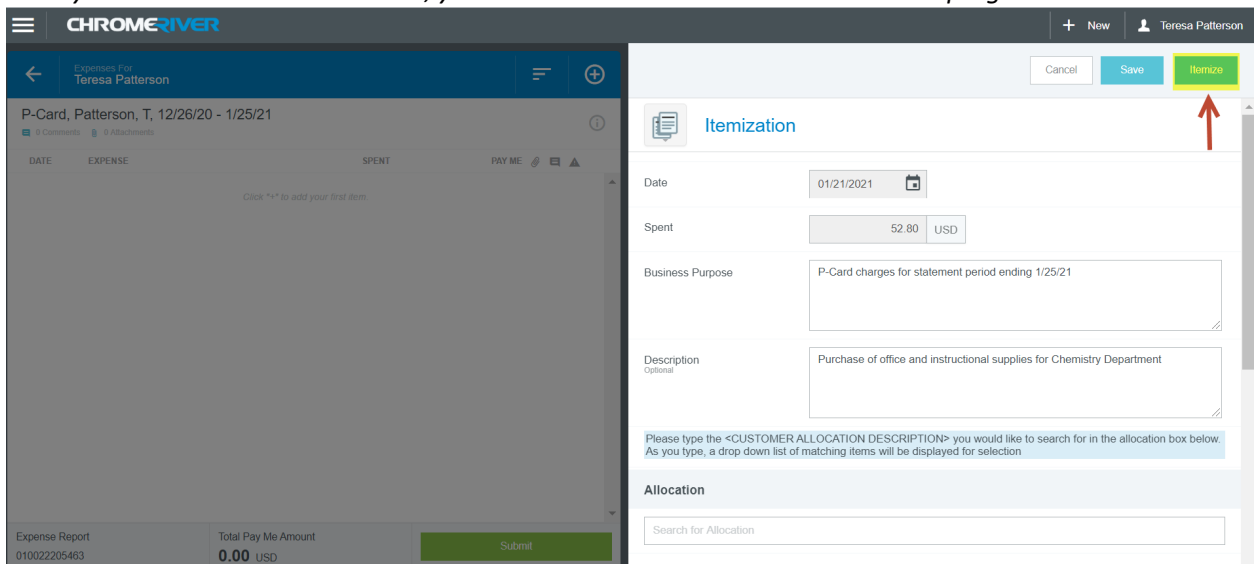
Misc Expense -- Select --

Please type the <CUSTOMER ALLOCATION DESCRIPTION> you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection.

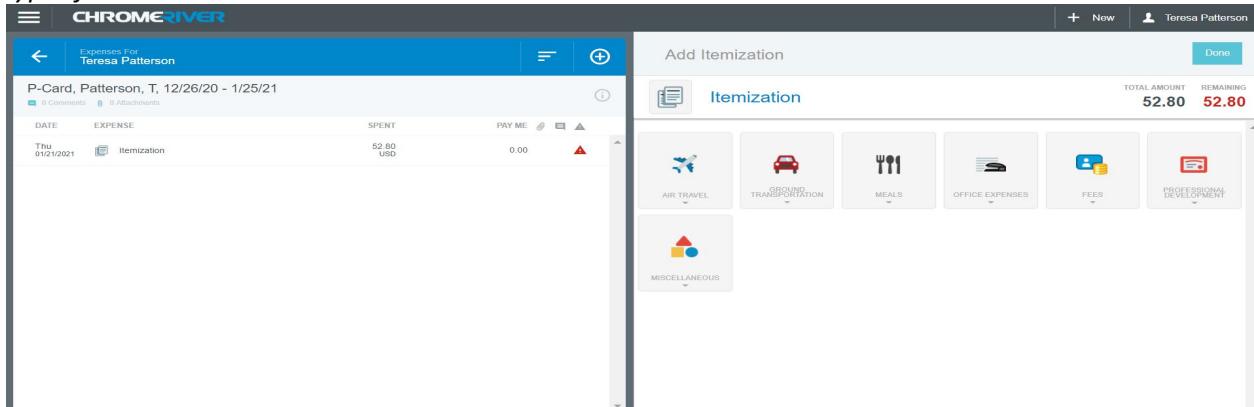
This will take you to a page with various tiles that were created to simplify the expense process. Select the "Itemization" tile.



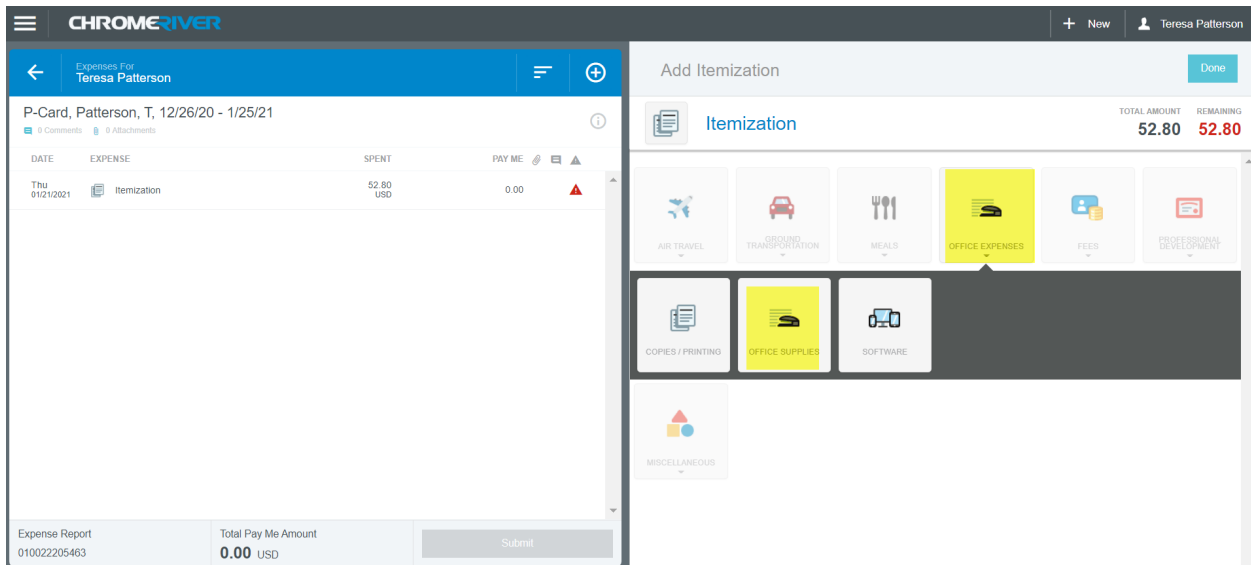
Once you have selected Itemization, you will need to click on "Itemize" at the top right.



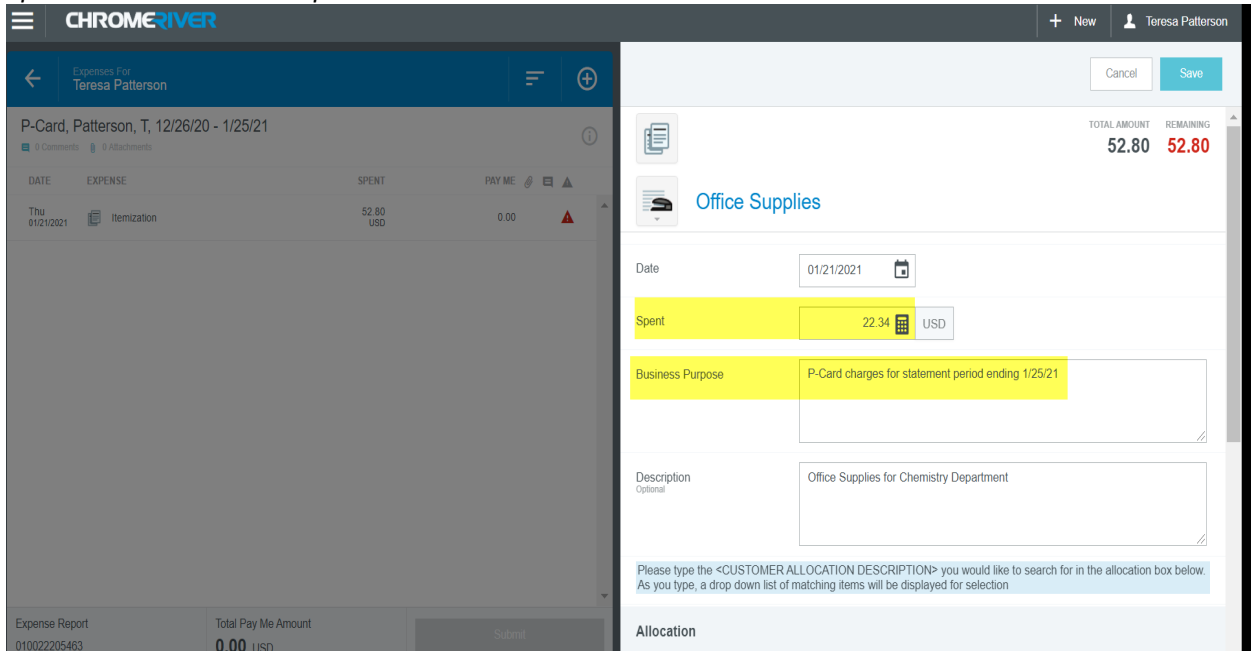
Select the Allocation (Fund, Org, Program) and Click on Itemize again. You will then see a list of Expense types from which to select.



In this example we are allocating between Office supplies and instructional supplies. To allocate the amount of the charges to office supplies, select the Tile named Office Expenses and from the drop down select the tile named Office Supplies.



The amount of the office supplies purchased on this transaction receipt totals \$22.34. You will enter the amount of \$22.34 in the Spent Field. You may then enter a description of the items, although this field is optional. Attach the receipt and click "Save".



The remaining amount of \$30.46 still needs to be allocated.

Expenses For Teresa Patterson

P-Card, Patterson, T, 12/26/20 - 1/25/21

DATE	EXPENSE	SPENT	PAY ME
Thu 01/21/2021	Itemization	52.80 USD	0.00
Thu 01/21/2021	Office Supplies	22.34 USD	0.00

Expense Report: 010022205463 | Total Pay Me Amount: 0.00 USD

Office Supplies

Date: 01/21/2021

Spent: 22.34 USD

Business Purpose: P-Card charges for statement period ending 1/25/21

Description: Office Supplies for Chemistry Department

Allocation: 11000-312500-190500 Chemistry Unrestricted General Fund-Ongoing

Comments (0)

1 of 1

To allocate the remaining amount, click "Itemize" again.

Expenses For Teresa Patterson

P-Card, Patterson, T, 12/26/20 - 1/25/21

DATE	EXPENSE	SPENT	PAY ME
Thu 01/21/2021	Itemization	52.80 USD	0.00
Thu 01/21/2021	Office Supplies	22.34 USD	0.00

Expense Report: 010022205463 | Total Pay Me Amount: 0.00 USD

Office Supplies

Date: 01/21/2021

Spent: 22.34 USD

Business Purpose: P-Card charges for statement period ending 1/25/21

Description: Office Supplies for Chemistry Department

Allocation: 11000-312500-190500 Chemistry Unrestricted General Fund-Ongoing

Comments (0)

1 of 1

You may now select another Tile. Since there is not a specific tile for Instructional supplies, you may choose Miscellaneous. From the drop down, select Miscellaneous/Other.

Expenses For Teresa Patterson

P-Card, Patterson, T, 12/26/20 - 1/25/21

DATE	EXPENSE	SPENT	PAY ME
Thu 01/21/2021	Itemization	52.80 USD	0.00
Thu 01/21/2021	Office Supplies	22.34 USD	0.00

Expense Report: 010022205463 | Total Pay Me Amount: 0.00 USD

Add Itemization

TOTAL AMOUNT: 52.80 | REMAINING: 30.46

AIR TRAVEL

GROUND TRANSPORTATION

MEALS

OFFICE EXPENSES

FEES

PROFESSIONAL DEVELOPMENT

MISCELLANEOUS

MISCELLANEOUS / OTHER

TIPS / GRATUITIES

PERSONAL EXPENSE - NON-REIMBURSABLE

In the spent field, type in the remaining amount that needs to be allocated, then add a description. You will then select the appropriate account code from the drop down next to "Misc Expense". Note, the Miscellaneous/Other tile is the only tile that provides a drop down list of account codes. All other tiles are automatically tied to the appropriate account.

The screenshot displays the Chrome River interface for an expense report. On the left, a summary for Teresa Patterson shows a P-Card transaction from 12/26/20 to 1/25/21 with a total pay me amount of 0.00 USD. The main area shows a transaction with a description of 'Purchase of instructional supplies for Chemistry Dept.' and a merchant of 'AMZN MKTP US*CE4HF1G13'. The 'Misc Expense' dropdown is set to '431000 Instr Supplies and Mater...'. Below this, an allocation box contains the account code '11000-312500-190500 Chemistry Unrestricted General Fund-Ongoing'. The interface includes buttons for 'Cancel', 'Save', 'Add Allocation', and 'Add Attachments'.

Once you have completed the final allocation, click Save. You have now allocated your single transaction between multiple accounts and may submit the expense report for approvals.