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.

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.

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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.

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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.

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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”.

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

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.
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”.

Select “New Expense Report”.

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

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.
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.

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

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.

Click “Save” to continue.
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.

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.

Use the “Misc Expense” drop down to select the appropriate Account Code and Description
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.

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.
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”.

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

On the left hand side, find the P-Card expense report you need to track.
Select the Expense. This will bring up the Report on the right side of the page.

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

On the left, it will show a list of the p-card expense types.
Choose the line item that you wish to track.

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.

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.
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 recall, 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

You will see a list of submitted Expense Reports on the left side of the screen
Click on the report that you would like to Recall, then click “Recall” on the right side of the screen.

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.

Return to your Dashboard by clicking on Chrome River.
From the Dashboard, Click on Draft.

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

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.
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.

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”.

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

To allocate the remaining amount, click “Itemize” again.

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.
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.

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.