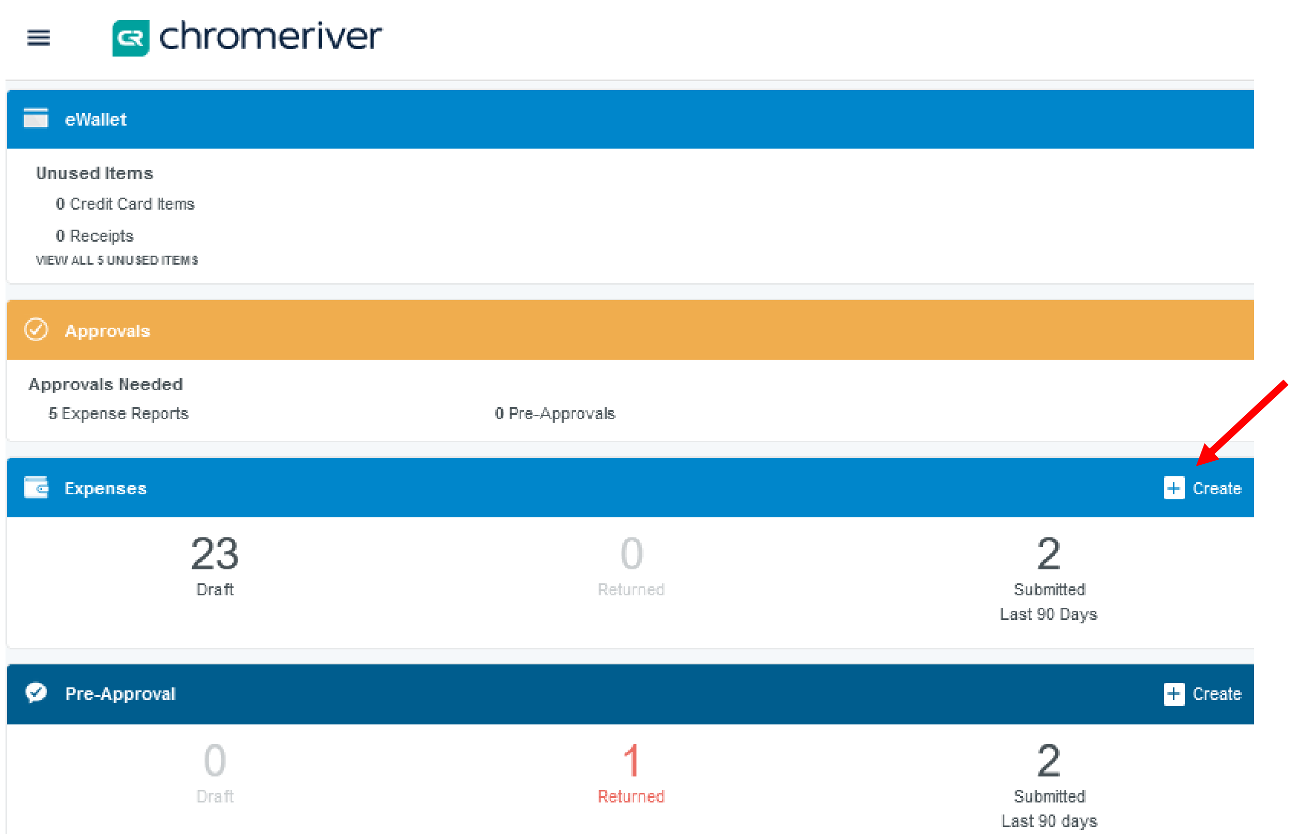
Create a New Non-Travel Expense Report

Creating, Submitting and Recalling Reports

Expense reports allow you to group and organize expenses quickly. Multiple non-receipts can be attached and submitted for a single reimbursement.

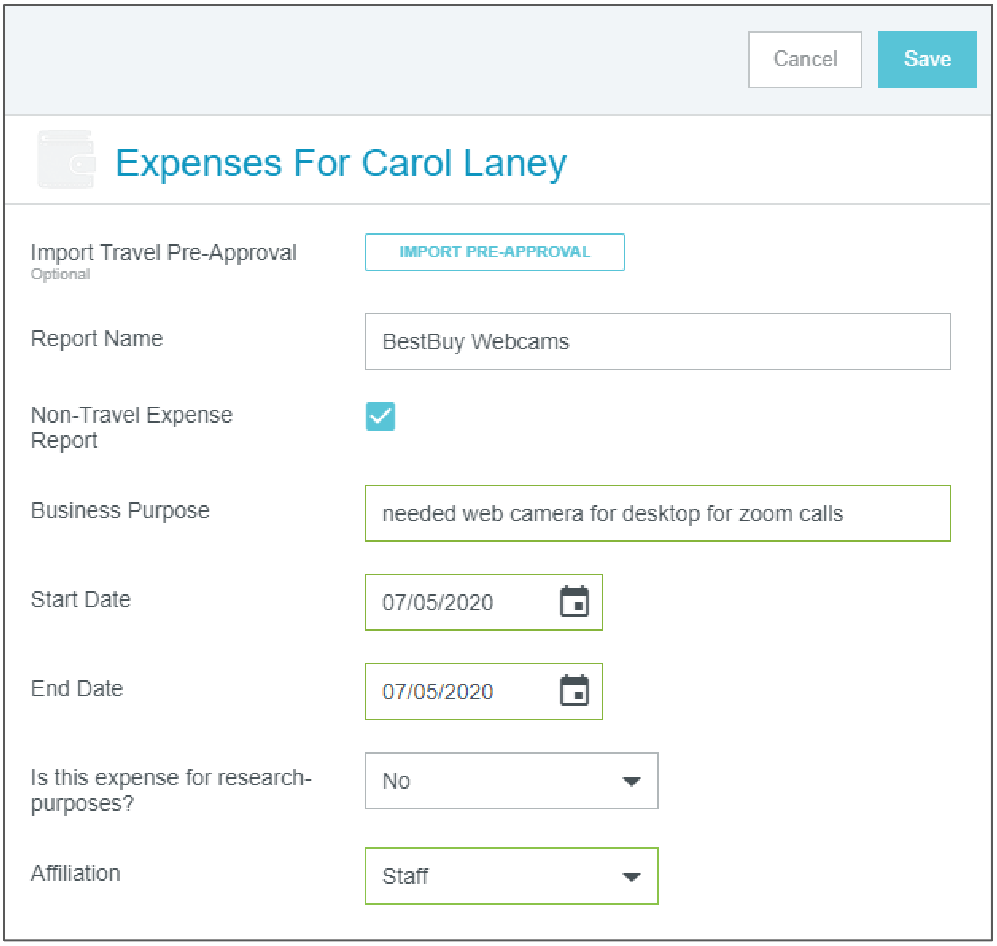
Create New Non-Travel Expense Report Header

From the Dashboard, scroll to the **Expenses** section and click on: 



The Expense Header section stores all the basic information that applies to every expense listed on the report.

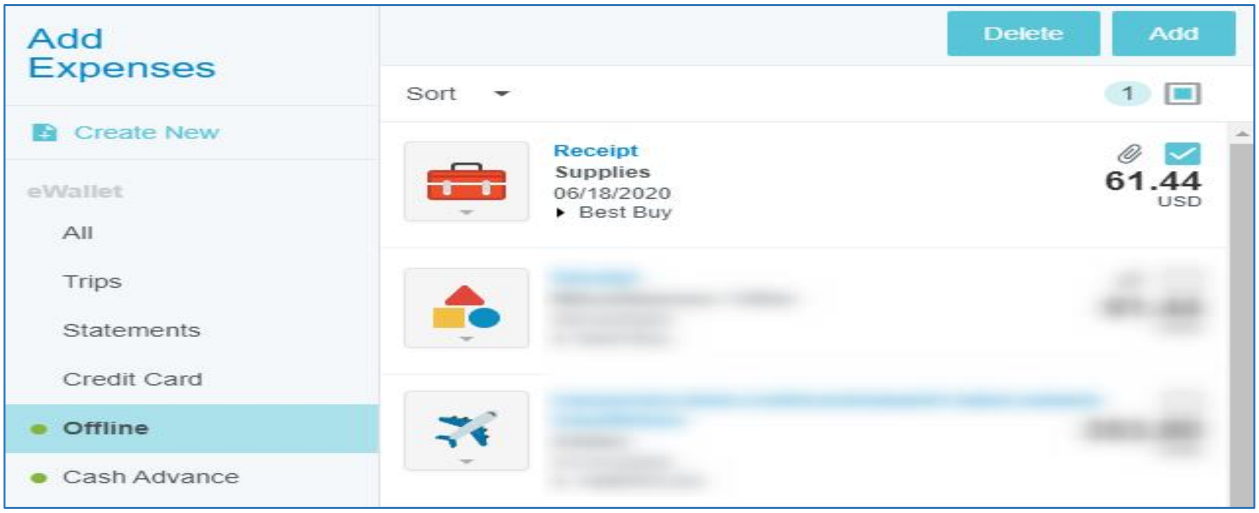
Once you have filled out the required fields, tap **Save** top right.



Add Expenses

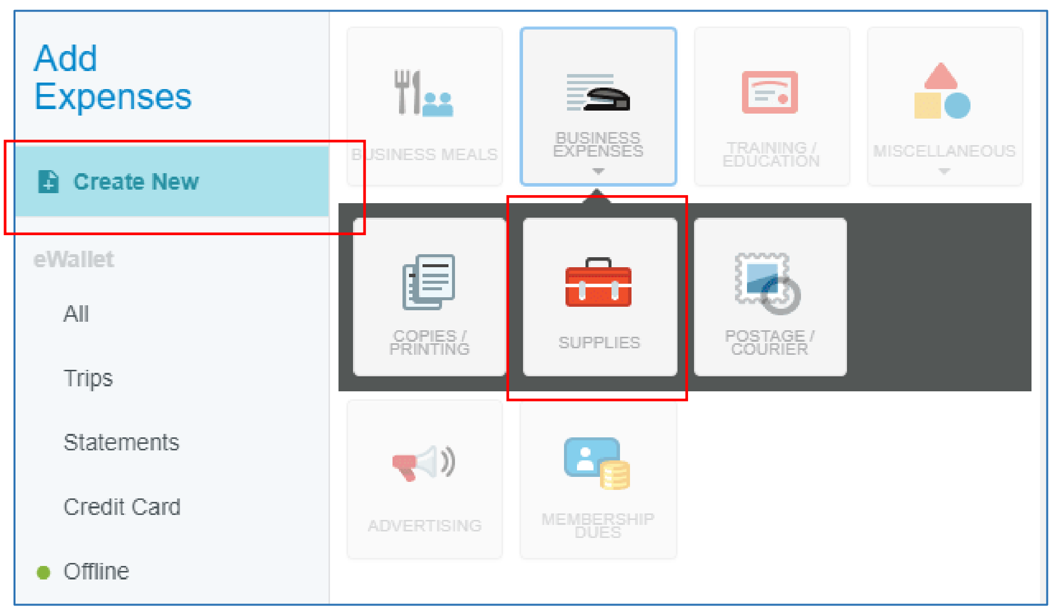
The **Add Expenses** screen will open on the right. It offers you several types of expenses in the **eWallet**, including your travel card transactions, emailed expense receipts and uploaded receipts in your **Receipt Gallery.**

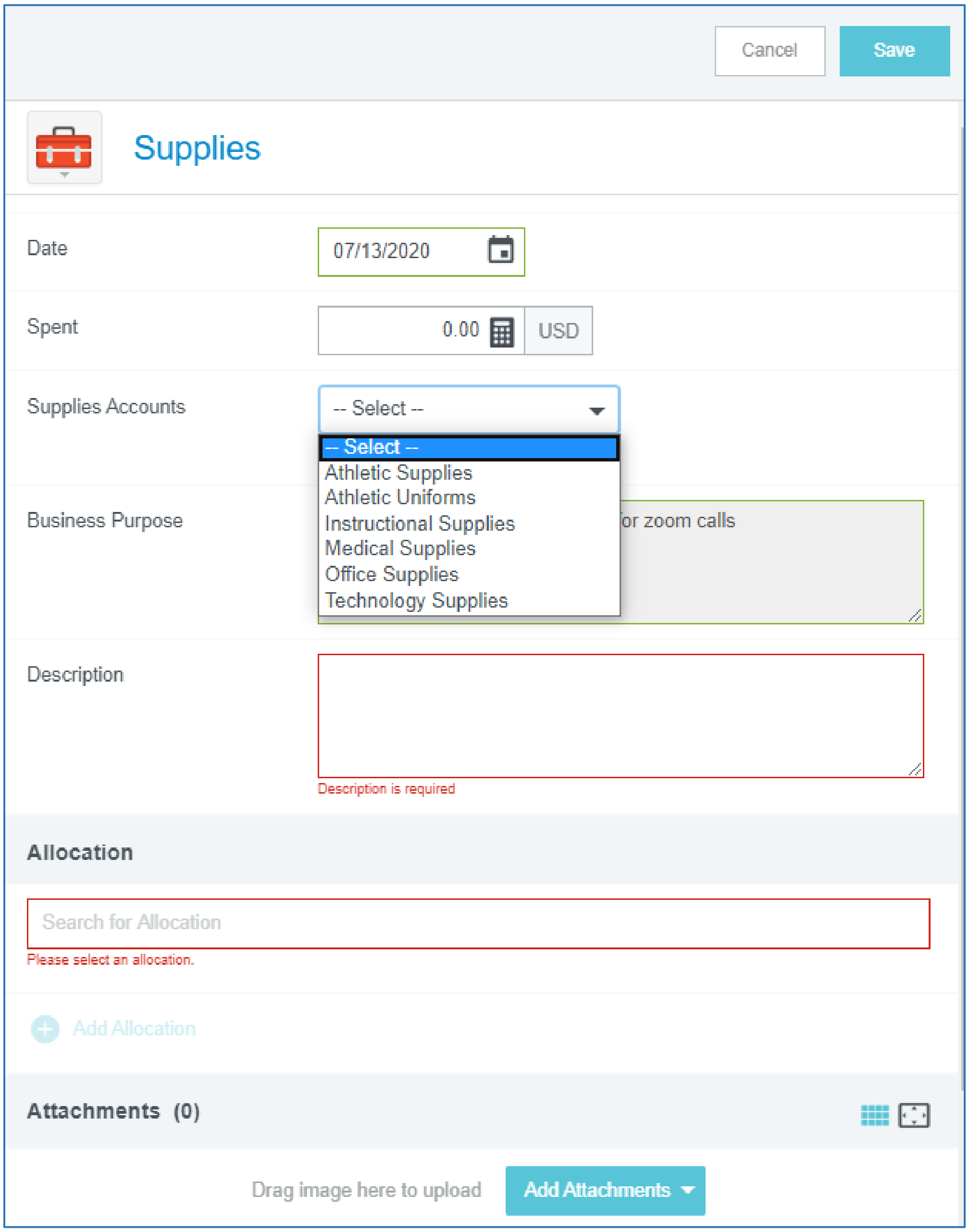
The green dot next to an expense category in the E-Wallet or the Receipt Gallery indicates that there are unused items or receipts available.



Create Non-Travel Expenses

Tap **Create New** to display the expense category tiles. Tap a tile to display its subcategories. Tap it again to hide the subcategories. You will be prompted to fill in required fields for each expense and attach a receipt.



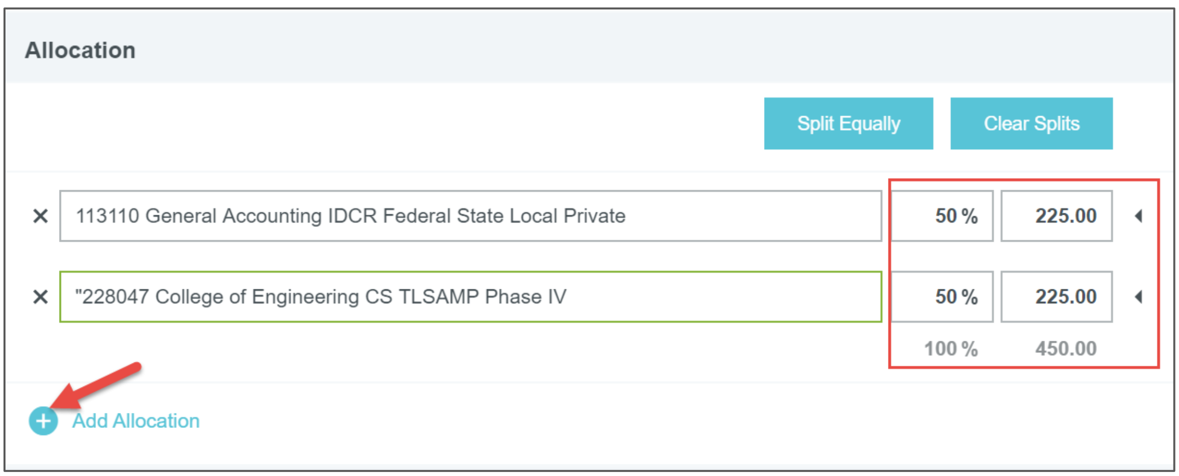

Cancel
Save
Supplies
Date
07/13/2020
Spent
0.00
USD
Supplies Accounts
-- Select --
-- Select --
Athletic Supplies
Athletic Uniforms
Instructional Supplies
Medical Supplies
Office Supplies
Technology Supplies
Business Purpose
or zoom calls
Description
Description is required
Allocation
Search for Allocation
Please select an allocation.
Add Allocation
Attachments (0)
Drag image here to upload
Add Attachments

Allocation

Split Allocations

To allocate the expense, enter the Index or Description in the allocation field. As you type, a drop-down list of matching items will be displayed for selection. If the expense is being charged to multiple indexes, click Add Allocations and select the appropriate Indexes

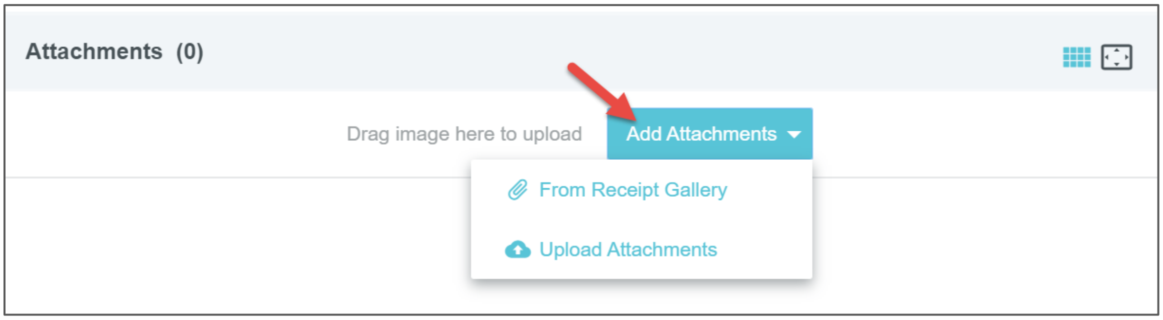
By default, the expense will be split evenly among them. You may manually change the allocation amounts by changing the percentage or amount next to each allocation. The total percentage will be shown in gray at the bottom so you can be sure the adjusted amounts add up to 100%.



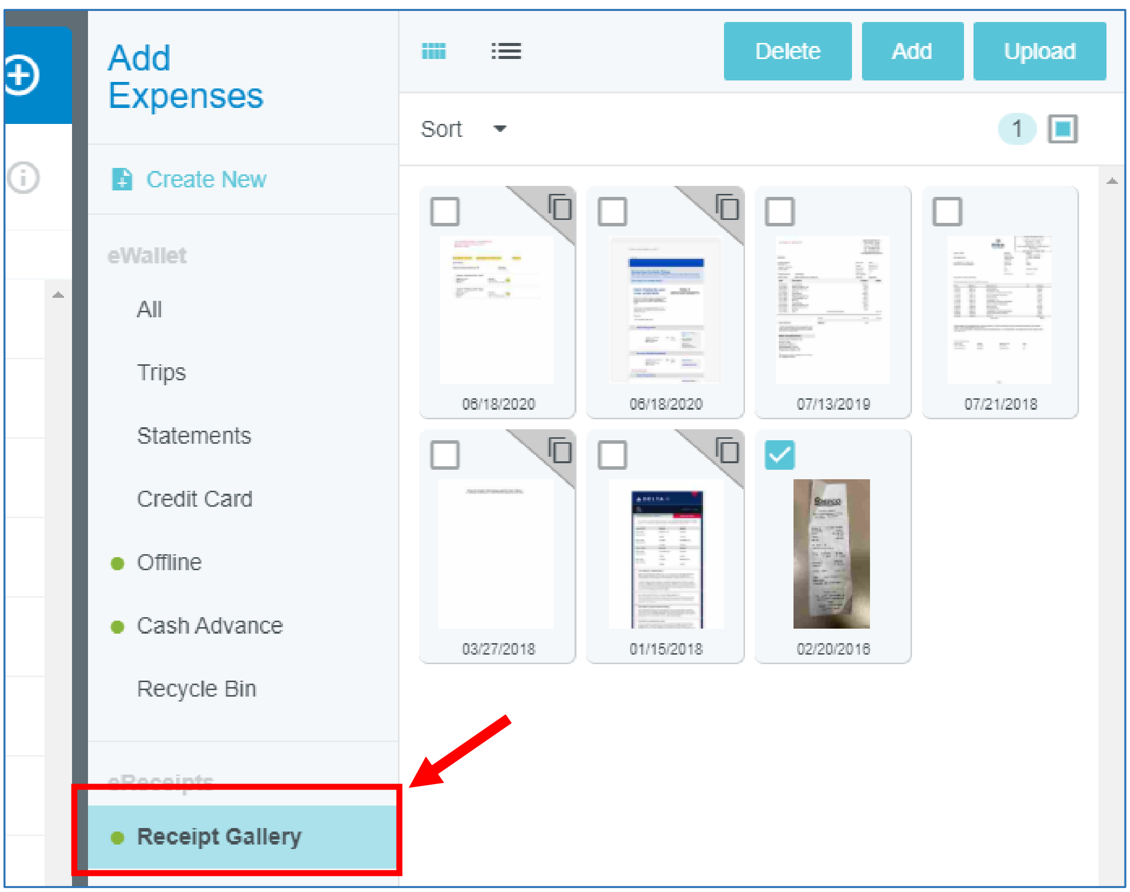
Attach Images

You can attach receipt images to an expense while you are creating it or after it has been created. Images may be uploaded directly through the application, emailed from your device or added via Chrome River SNAP. For a complete list of receipt submission methods, see the Quick Reference Guide for Managing Expense Receipts.

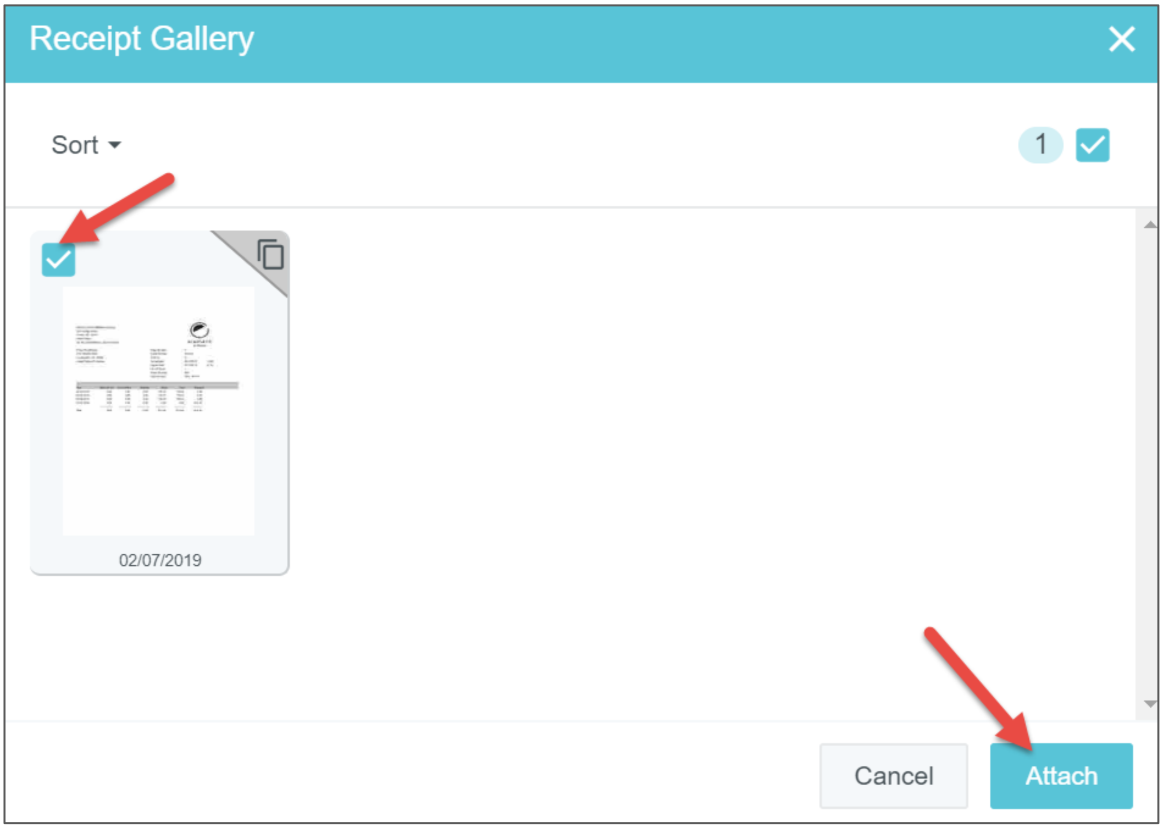
To add a receipt image to the expense line, scrolling to the **Attachments** section, and tapping **Add Attachments.**



From Receipt Gallery: Receipt images uploaded from your computer or sent via email or CR Snap App will appear in the Receipt Gallery, where they can be added to an existing report by selecting them.

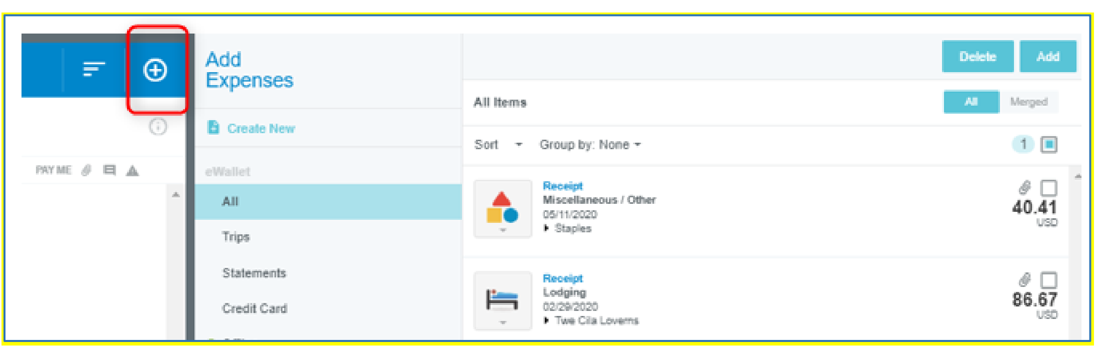


Select the correct receipt image and click **Open.** The selected receipt will be attached to the expense line. If you choose to upload PDF receipts, the maximum size for a single upload is 5 MB.



Continue Adding Expenses

Click on the "**+**" symbol at any time to bring the **Add Expenses** options back into view.

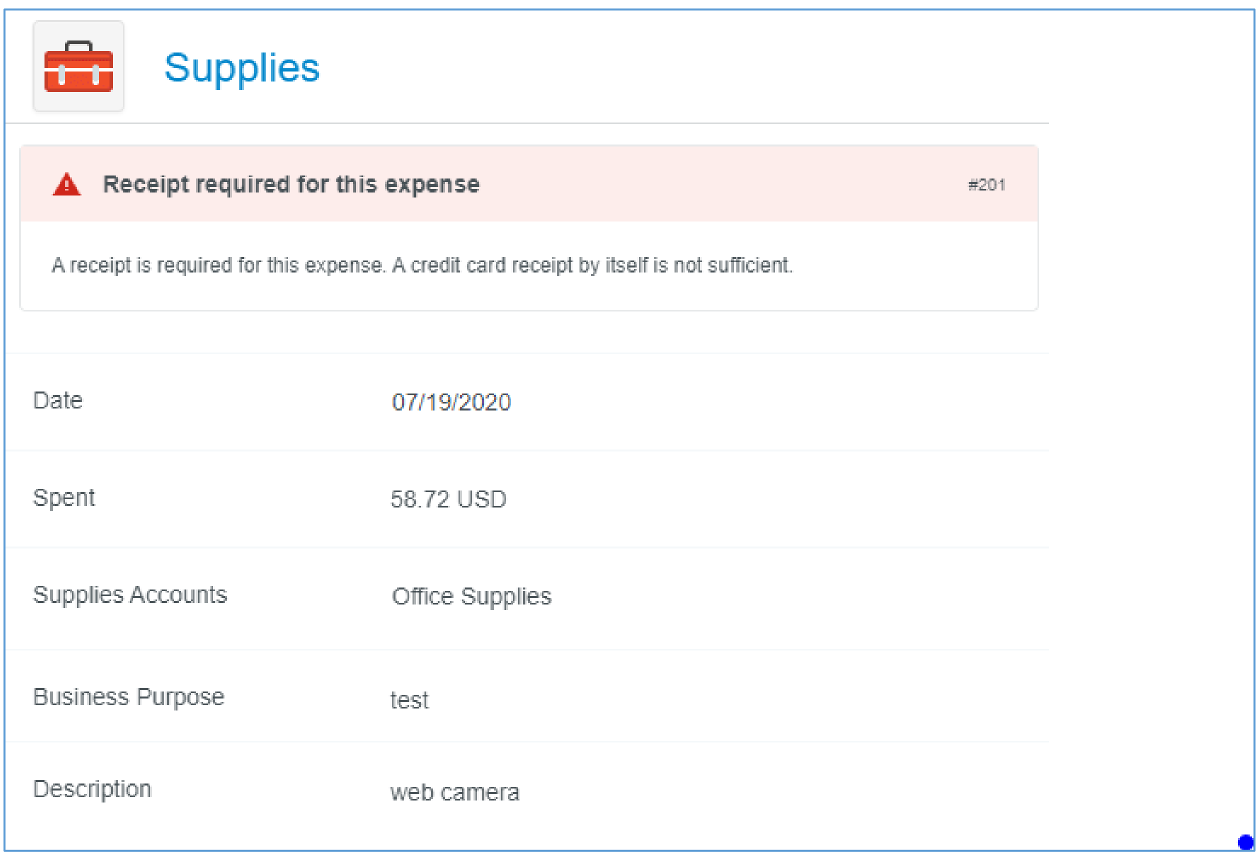


Compliance Warnings and Violation Messages

After saving an expense, you can see the status of the expense in the status column. If the status icon is a green checkmark, then the expense is all set and requires no further action until submission

Sometimes, you may see an orange or red icon in the status column. This indicates that the expense has failed a compliance rule and requires additional actions before proceeding. Chrome River enables us to build in policy Compliance Rules to ensure expense reports are within policy.

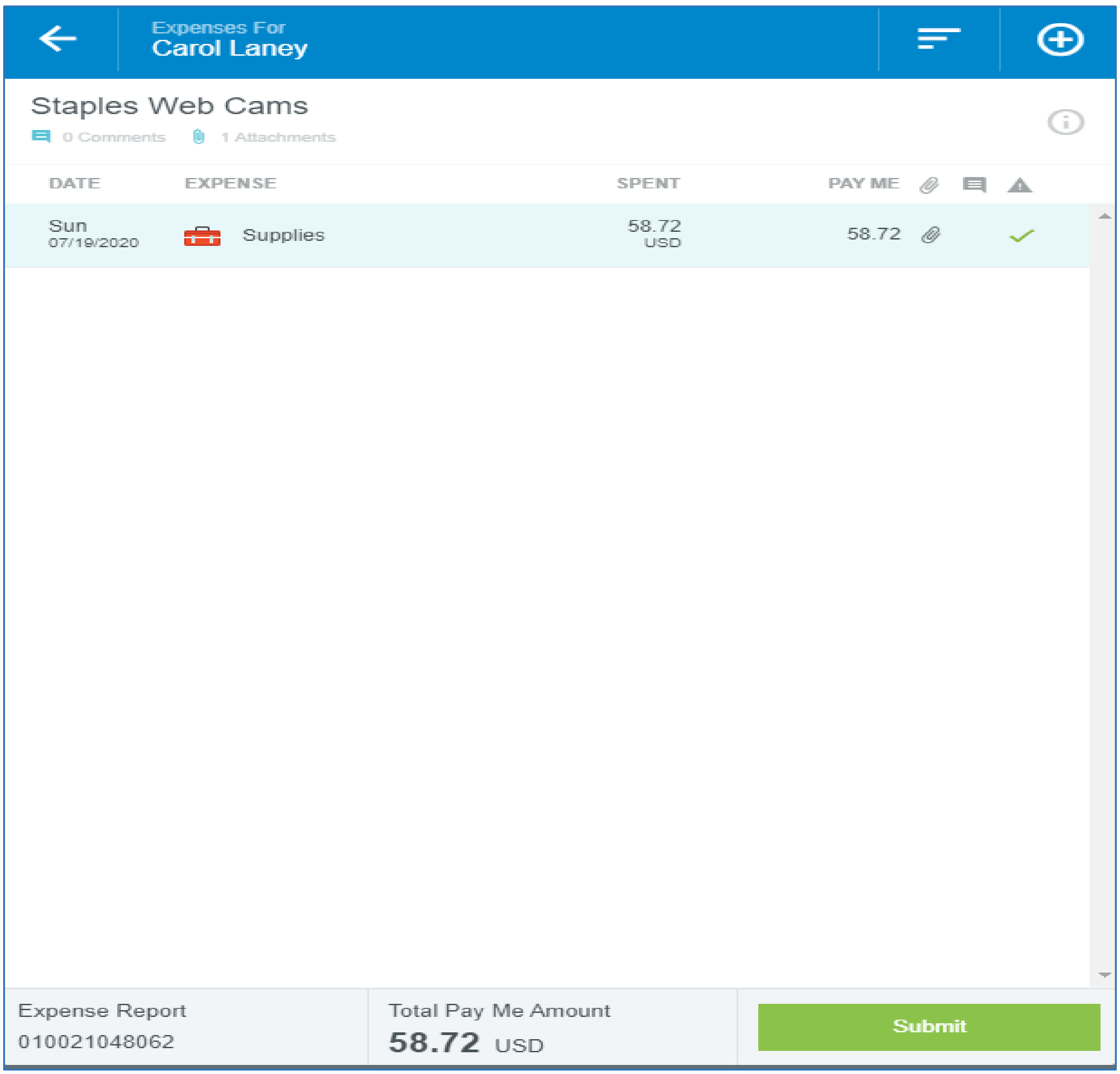
- An orange icon indicates a compliance warning
  A compliance warning indicates that additional information is required before the expense can be submitted for approval and processing. Click on the orange warning symbol and either modify the data or enter a reply. Then click **Save** to proceed.
- A red icon indicates a compliance violation
  A compliance violation indicates that the expense cannot be submitted for approval and payment based on the University's policies as defined in the system. To clear the violation, select the expense line, make any required changes, and click **Save** to proceed.



Close or Submit

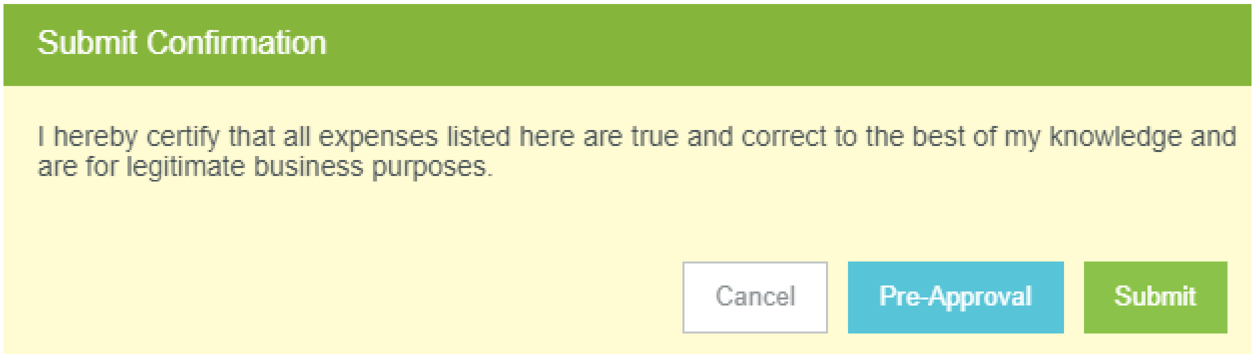
When you are done adding expenses to a draft report, you may tap the **Back Arrow** in the upper left-hand corner to close the report and save it in Draft Expense Reports for later.

If the report is ready to be submitted for approval, tap the green **Submit** button in the bottom right corner.



You will be asked to confirm that your expenses are correct and for legitimate business purposes. When you tap **Submit**, the expense report will be routed for approval based on the routing rules in Chrome River.

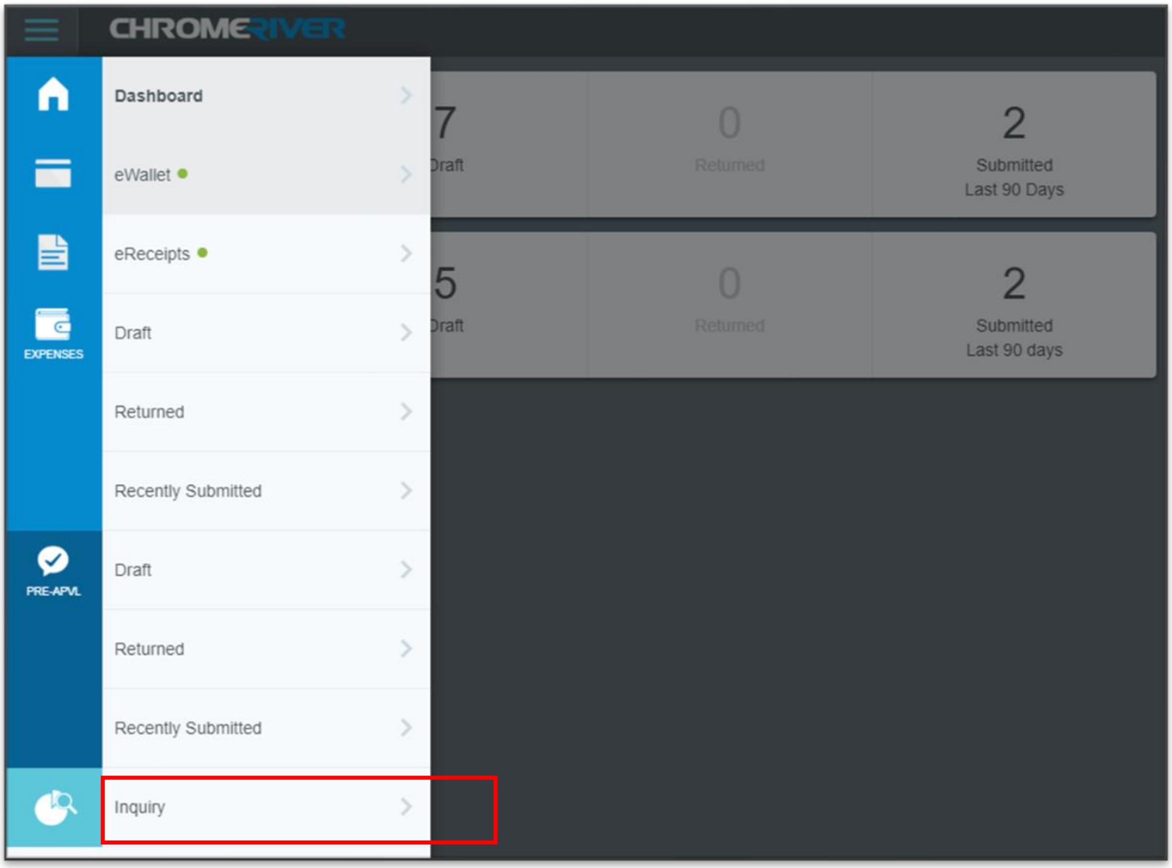
You can access the submitted report from the **Submitted Last 90 Days** tab on you Chrome River homepage



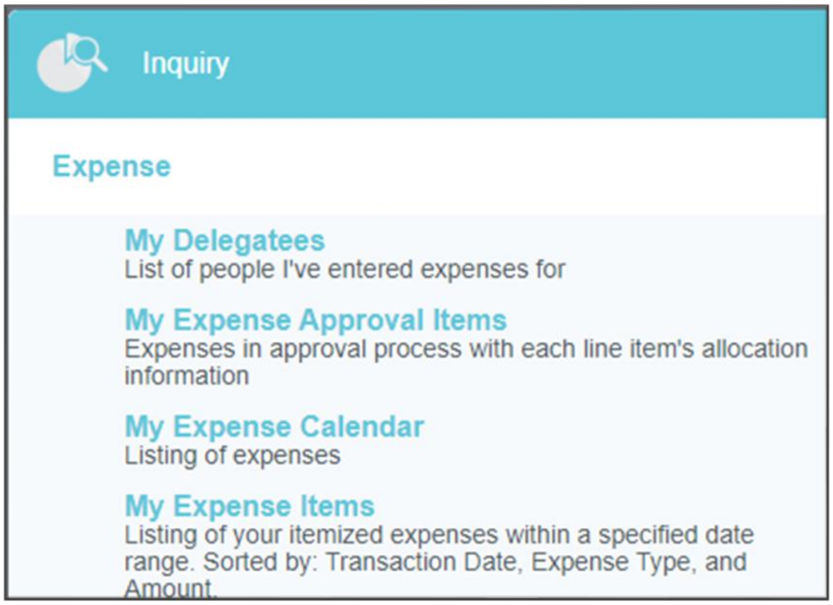
Inquiry Reports

The Inquiry Dashboard allows you and your delegates to perform quick inquiries on all your activity by category. These include expense reports, expense items, delegates, calendar, credit card items, approvals, and paid expenses.

To access inquiry reports, tap the **Menu** button in the upper left corner and then tap **Inquiry**.



You will see a list of inquiry reports, grouped by application - **Expense**, based on the activity in each category and allow you to quickly find specific information.

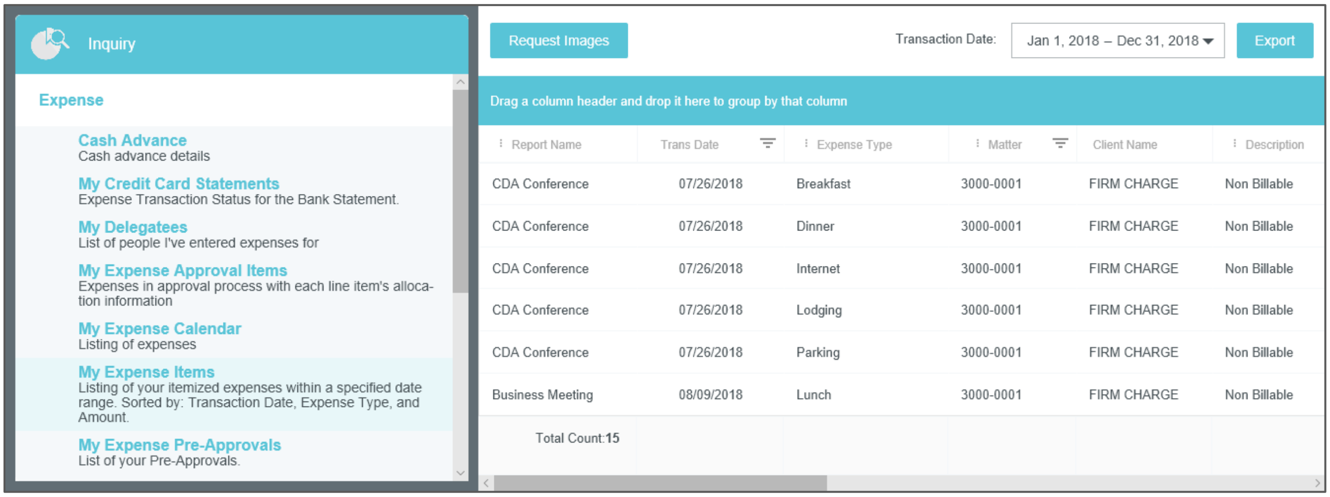


Available Inquiry Reports

REPORT NAME	DESCRIPTION
My Expense Reports	List of expense reports created within a specified date range
My Expense Items	List of itemized expenses within a specified date range
My Delegates	List of people you have entered unsubmitted expenses for
My Expense Calendar	List of expenses shown in a calendar view
My Items	List of itemized expenses that were created from offline transactions, cash advances, emailed receipts, mobile transactions and credit card transactions
My Firm-Paid Items	Itemized list of expense transactions that are paid for by the university
My Expense Approvals	Expense items that have been or are your responsibility to approve
My Paid Expenses	List of expenses that have been paid
My Expense Pre-Approvals	Lists all your pre-approvals
My Pre-Approval Approvals	Lists all pre-approvals assigned to an approver in every stage of the approval process: approved, returned and awaiting approval

Run Report

Simply tap a report in the list to run it. The results will appear in the pane on the right on larger devices or replace the report list on smaller devices. Drag the slider bar at the bottom to see columns that don't fit on the screen.


Inquiry
Expense
Cash Advance
Cash advance details
My Credit Card Statements
Expense Transaction Status for the Bank Statement.
My Delegatees
List of people I've entered expenses for
My Expense Approval Items
Expenses in approval process with each line item's allocation information
My Expense Calendar
Listing of expenses
My Expense Items
Listing of your itemized expenses within a specified date range. Sorted by: Transaction Date, Expense Type, and Amount.
My Expense Pre-Approvals
List of your Pre-Approvals.
Request Images
Transaction Date:
Jan 1, 2018 – Dec 31, 2018
Export
Drag a column header and drop it here to group by that column
Report Name
Trans Date
Expense Type
Matter
Client Name
Description
CDA Conference 07/26/2018 Breakfast 3000-0001 FIRM CHARGE Non Billable
CDA Conference 07/26/2018 Dinner 3000-0001 FIRM CHARGE Non Billable
CDA Conference 07/26/2018 Internet 3000-0001 FIRM CHARGE Non Billable
CDA Conference 07/26/2018 Lodging 3000-0001 FIRM CHARGE Non Billable
CDA Conference 07/26/2018 Parking 3000-0001 FIRM CHARGE Non Billable
Business Meeting 08/09/2018 Lunch 3000-0001 FIRM CHARGE Non Billable
Total Count:15