Chrome River Expense – Changing an Expense Tile

1. Open Chrome River the Chrome River Dashboard. The 2nd item in the **'Expense'** Ribbon is in red, indicating a returned item:

≡ ⊂ chromeriver			⑦ 黎 Lance Jones ↓ Regis University
eWallet			_
Unused Items 0 Credit Card Items 3 Receipts View ALL 3 UNUSED ITEMS			RECIS
Expenses		+ Create	Welcome to Chrome River, Regis University's new Expense, Pcard and Invoice Software
0 Draft	1 Returned	14 Submitted Last 90 Days	Financial Affinis is pleased to announce the phased rollout of our new software. Chrome River. The Chrome River rollout begins today with pourd expense reconciliation for pourd users. CONTACT For Expense reimbursement and Invoice assistance, please contact
🗭 Pre-Approval		+ Create	PCard Support 30.446-429 US Bank 24 hour support.Credit pcard/prepsi edu 1-000-346-6499 neuroport.Gredit 1-000-346-6499 neuropor
O	0 Returned	O Submitted	NOTICE REMINER: Mobile Davies access
			The Chrome River mobile app is available for download from the Apple App Store (Phone / iPad) or Google Play (Android).
			In addition, you may also wish to download the CR Snap for Phone or CR Snap for Android app, which provides quick and easy receipt capture and upload capability to your Chrome River eWallet.
			REMINDER: Emailing Receipts to Your Account
			Use the Snap and Send feature to quickly load receipt images to your account. Simply take a photo of one or more receipts and email them to receipt@cat chromerivec.com. The receipts will then be available within your Receipt Galley. Be sure to send the email from an email account that is regis- tered with Chrome River. Your company email address is already registered and you can easily add other addresses via the Preferences menu.
			HELP
			Please visit the Chrome River Training Camp to register for live vebloar classes. Sessions include "Creating and Submitting Expense Reports", "Submitting and Approving Invoices" and "Approving Expense Reports". Other helpful information is also available on the training camp site. Full Online HELP is also available throughout the application in the Chrome River Help Center.

2. Click on the red item to open up the **'Returned'** items screen:

Returned	F	÷
P Card Reconciliation orecorrected	16.22 USD	/

3. Click on the Pcard Reconciliation to open the screen on the right, this shows the brief details of the Pcard Reconciliation

Returned	Copen Delete PDF -		← Recall Submit
Card Reconciliation	16.22 - Card Reconciliation		
	Report Owner	Lance Jones Director, Campus Safety / Office of Stud Ijones007@regis.edu	ent Affairs / ijones007 /
	Submit Date	08/25/2022	
	Expense Report ID	010027782405	
	Business Purpose	P Card Reconciliation	
	Prior Approvers		
	APPROVER	DATE	
	Auto Bot (Validate Colleague Accounting String)	08/25/2022	
	Barbara Wilcots	08/25/2022	
	Financial Summary		
		AMOUNT (USD)	APPROVED (USD)
	Total Expense Reported	16.22	0.00
	Less Company Paid Expenses	16.22	0.00
	Amount Due Employee	0.00	0.00
	Expense Summary		
		AMOUNT (USD)	APPROVED (USD)
	Business Meals	16.22	0.00

4. Select **'Open'**, then this screen will appear:

Expenses For Lance Jones		F	PDF - Images	
P Card Reconciliation		<u>;</u>	Expenses	For Lance Jones
DATE EXPENSE	SPENT	PAY ME 🧳 🗮 🛦	Report Name	P Card Reconciliation
Sun Business Meals 09/21/2022 The King Scopers #0118	16.22 USD	0.00 @	Pay Me In	USD - US Dollars
			Start Date	08/21/2022
			End Date	08/21/2022
			Business Purpose	P Card Reconciliation
			Report Type	PCard Expense Reconciliation
			Fiscal Year	FY23
			Comments (2)	
			Auto Bot (Validate Colleague Approved because all accourt	Accounting String) 60:25/2022 00:13 AM ting strings are valid
			Deborah Buchanan-Hudspeth Hi Lance, Looking at the rece Hudspeth	 INSECTION 10 IN AM Interface and provide the second provided and the second
			Add Comment	
Expense Report 010027782405	Total Pay Me Amount 0.00 USD	Submit	Attachments (1)	

5. Select the item in the report that requires editing on the left-hand side of the screen, then select 'Edit' on the right-hand side of the screen:

-						NEED VIII DILY
Expanses For Lance Jones		=	Images			Delete Edit
P Card Reconciliation			J TI#	Business M	leals	
DATE EXPENSE	SPENT	PAY ME 🤌 🗐 🔺				
Sun Business Meals King Scopers e0118	16.22 USD	0.00 Ø 🗸	Date		08/21/2022	
			Spent		16.22 USD	
			Business	Purpose	P Card Reconciliation	
			Description	n	NOAA Weather Radio for Security office	
			Merchant		KING SOOPERS #0118	
			Are you c code outs	harging a budget ide of your Dept?		
			Please se	arch by typing the na	ame or number of the FUND, DEPT or ACTV	
			Allocati	on		
			10-000-5	10900-0000	10 - General 510900 - SL Campus Safety / 0000 - General Activity	
			Guests	(1) ①		
			Internal	Lance Jones Director, Campus S Regis University	afety / Office of Student Affairs / ijones007 / ijones007@regis.edu	16.22
Expense Report	Total Pay Me Amount		Downlo	aded Details		
10027782405	0.00 USD	Submit			1 of 1	

6. Select the tile (picture) located next to Business Meals:

Expenses For Lance Jones		F			Cancel Save
P Card Reconciliation		U	Business M	leals	
DATE EXPENSE	SPENT	PAY ME 🧳 📮 🔺			
Sun Business Meals 08/21/2022 The KING SOOPERS #0118	16.22 USO	0.00 🥔 🗸 🍈	Date	08/21/2022	
			Spent	16.22 USD	
			Business Purpose	P Card Reconciliation	
					li
			Description Optional	NOAA Weather Radio for Security office	
			Marshant		
			merchant	KING SOOPERS #0118	
			Are you charging a budget code outside of your Dept?		
			Please search by typing the name	me or number of the FUND, DEPT or ACTV	
			Allocation		
			10-000-510900-0000 10 - Ger	neral 510900 - SL Campus Safety / 0000 - General Activity	
			Add Allocation ≡ ₊ Pro	esets	CREATE PRESET
Expense Report 010027782405	Total Pay Me Amount 0.00 USD	Submit	Guests (1) 🕕		

7. The tile menu will appear, select the correct expense tile for your expense:

Expenses For Lance Jones		F						Cancel Save
P Card Reconciliation		0	۳ ا ی Busin	ess Meals				
DATE EXPENSE	SPENT	PAY ME 🥑 📮 🛦						
Sun 68/21/2022 Tes Hone Socrers Hone	16.22 URD	0.00 # 🗸 ^	TRAVEL	TRAVELATHLETICS	WII MEALS / ENTERTAINMENT	ADVERTISING - 8150	CUTINITIES ANBN	BPO OBJECT CODES
				RENTAL AND LEASES		POSTAGE AND PRINTING	NON EMPLOYEE TEACHING AND OTHER SERVICES	
			Supplies	EQUIPMENT	MISCELLANEOUS	GIFT CARDS	LISSCHAMD SUBSCHAMD	ERANING AND
			CASH ADVANCE REQUEST	CASH ADVANCE RETURN				
Expense Report 010027782405	Total Pay Me Amount 0.00 USD	Submit	Date	08/21/2022				

8. Once the correct tile has been selected, click on **'Save'**, then resubmit:

Expenses For Lance Jones		F						Cancel Save
P Card Reconciliation		6	11 Busin	ess Meals				
DATE EXPENSE	SPENT	PAY ME 🧳 🗖 🛕						
Sun De/17/2022 The Business Meals HING SOCHERS HOTIS	16.22 UBD	0.00 Ø 🗸	TRAVEL	TRAVELATIVELETICS	MEALS / ENTERTAINMENT	Carling - 6150	CATHATIREANBN	BPO OBJECT CODES
			DUES / FEES	RENTAL AND LEASES		POSTAGE AND PRINTING		MAINTENANCE
			SUPPLIES	ECUPHENT		CIFT CARDS		TRAINIPRASE
			OFFICE SUPPLIES	CLASSROOM LAB	UNFORMS	GASOLINE	EVENT SUPPLIES	SUPPLIES-STRUCTURAL
Expense Report 010027782405	Total Pay Me Amount 0.00 USD	Submit	×					