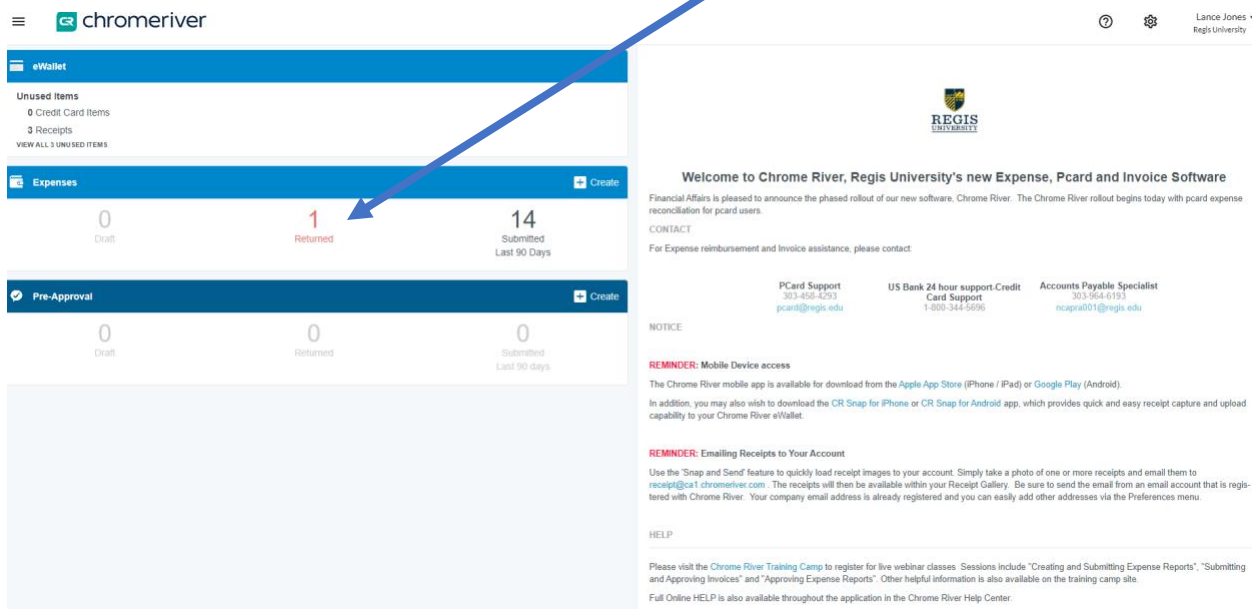


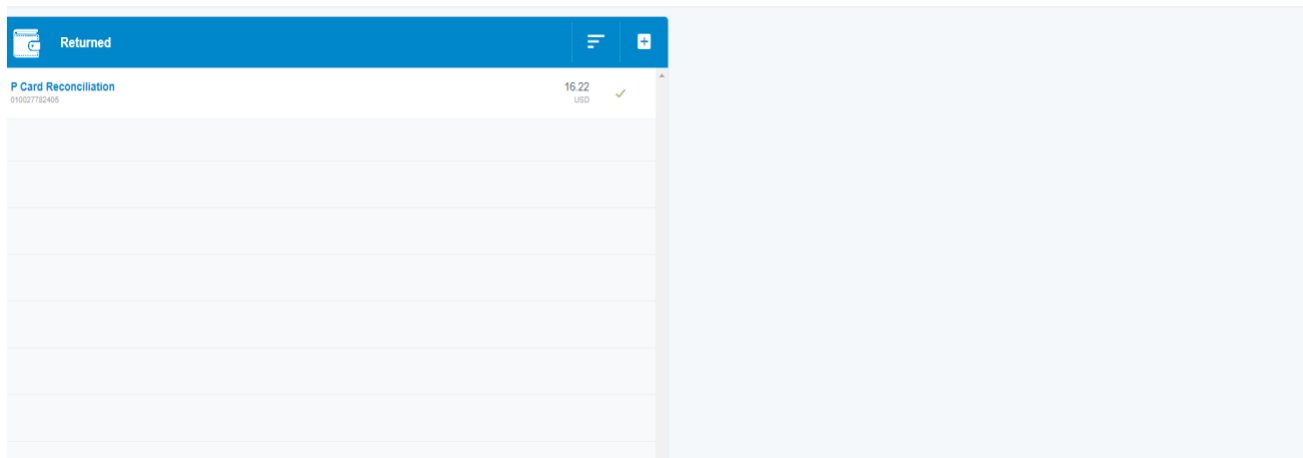
Chrome River Expense – Changing an Expense Tile

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



The screenshot shows the Chrome River dashboard interface. At the top left, there is a menu icon and the text "chromeriver". On the right, there are icons for help and settings, and the user name "Lance Jones" with "Regis University" below it. The main content area is divided into three horizontal sections: "eWallet", "Expenses", and "Pre-Approval". The "Expenses" section has three tiles: "0 Draft", "1 Returned" (highlighted in red), and "14 Submitted Last 90 Days". A blue arrow points from the top right towards the red "1 Returned" tile. To the right of the dashboard is a welcome message from Regis University, titled "Welcome to Chrome River, Regis University's new Expense, Pcard and Invoice Software". It includes contact information for PCard Support, US Bank 24 hour support, and Accounts Payable Specialist, along with reminders about mobile device access and receipt emailing.

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



The screenshot shows the "Returned" screen in Chrome River. The top bar is blue with the word "Returned" and a menu icon. Below the bar, there is a section for "P Card Reconciliation" with the ID "015027782405" and a value of "16.22 USD" with a green checkmark. The main area of the screen is empty, showing a list of returned items.

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

The screenshot shows a mobile application interface. On the left, there is a list of items under the heading 'Returned'. The first item is 'P Card Reconciliation' with ID '010027782405' and a value of '16.22 USD'. A blue arrow points from this item to the 'Open' button in the top right of the detailed view on the right.

The detailed view on the right is titled 'P Card Reconciliation' and contains the following information:

- Report Owner:** Lance Jones, Director, Campus Safety / Office of Student Affairs / ljones007 / ljones007@regis.edu
- 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:

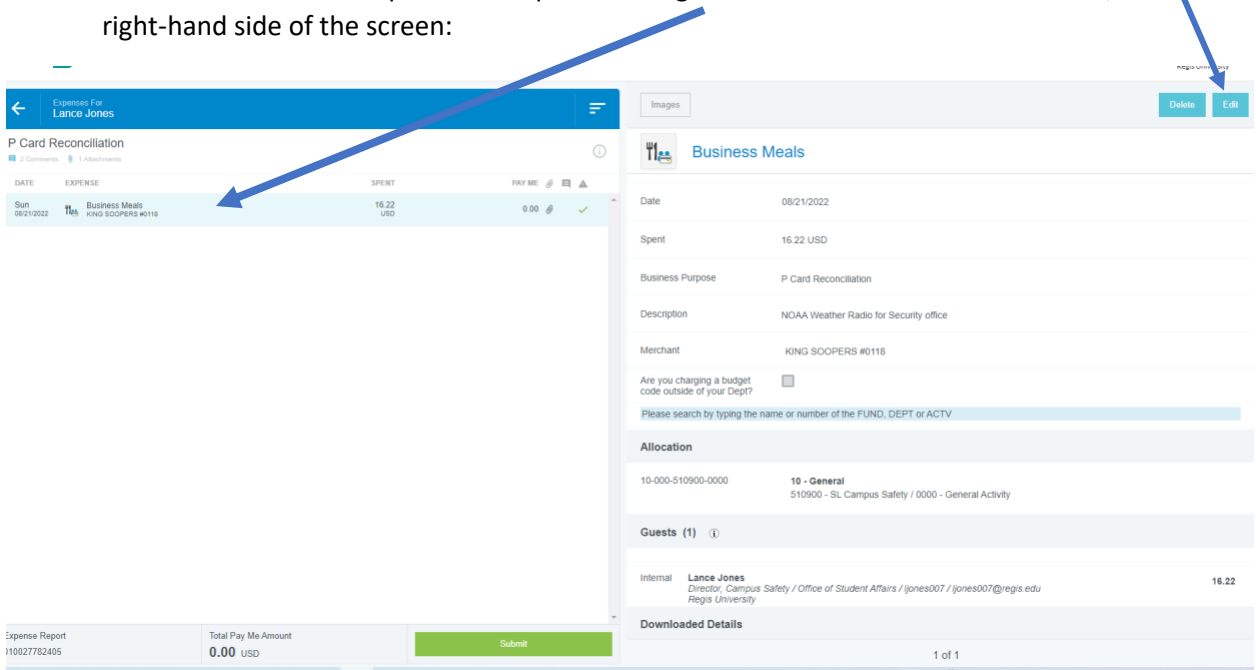
The screenshot shows the 'Expenses For Lance Jones' screen. On the left, there is a list of expenses. The first expense is 'Business Meals' on 'Sun 08/21/2022' for '16.22 USD'. A blue arrow points from this expense to the 'Open' button in the top right of the detailed view on the right.

The detailed view on the right is titled 'Expenses For Lance Jones' and contains the following information:

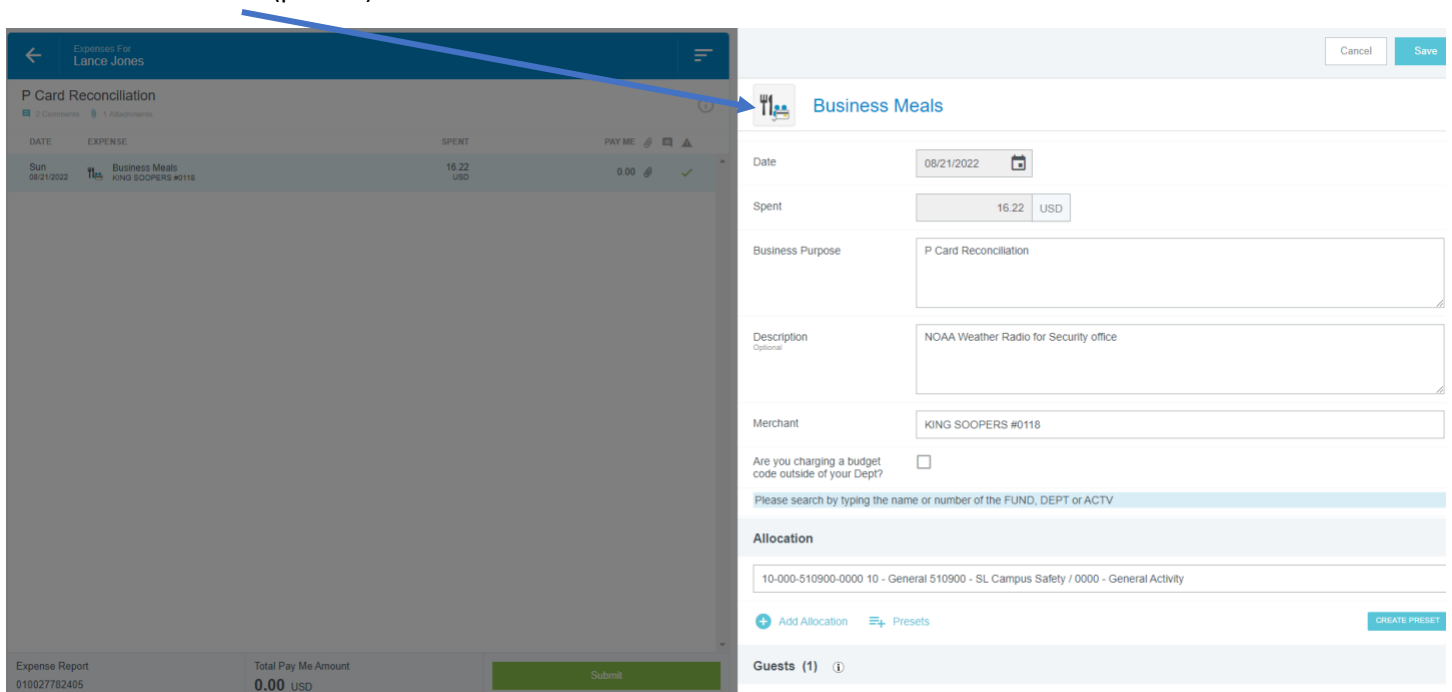
- Report Name:** P Card Reconciliation
- Pay Me In:** USD - US Dollars
- Start Date:** 08/21/2022
- End Date:** 08/21/2022
- Business Purpose:** P Card Reconciliation
- Report Type:** PCard Expense Reconciliation
- Fiscal Year:** FY23
- Comments (2):**
 - Auto Bot (Validate Colleague Accounting String)** 08/25/2022 06:13 AM: Approved because all accounting strings are valid
 - Deborah Buchanan-Hudspeth** 08/25/2022 10:06 AM: Hi Lance. Looking at the receipt it appears this could go to Supplies and not Catering. Let me know if you have any questions. Thank you Hudspeth
- Attachments (1):**

At the bottom of the screen, there is a summary bar showing 'Expense Report 010027782405', 'Total Pay Me Amount 0.00 USD', and a 'Submit' button.

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:



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



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

The screenshot shows the 'P Card Reconciliation' interface for Lance Jones. On the left, a table lists expenses with columns for DATE, EXPENSE, SPENT, and PAY ME. The first entry is for Sun 08/21/2022, Business Meals KING SOOPERS #0118, with a spent amount of 16.22 USD and a pay me amount of 0.00. Below the table, the 'Total Pay Me Amount' is 0.00 USD. On the right, a 'Business Meals' tile menu is displayed with a grid of expense categories. The 'MEALS / ENTERTAINMENT' tile is highlighted. At the bottom right, a date field is set to 08/21/2022. Buttons for 'Cancel' and 'Save' are visible at the top right.

DATE	EXPENSE	SPENT	PAY ME
Sun 08/21/2022	Business Meals KING SOOPERS #0118	16.22 USD	0.00

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

This screenshot is similar to the previous one, but the 'Business Meals' tile menu is expanded to show more categories. A blue arrow points from the 'Save' button in the top right corner of the menu to the 'Save' button in the top right corner of the main interface. The 'MEALS / ENTERTAINMENT' tile remains highlighted. The table on the left and the 'Total Pay Me Amount' (0.00 USD) are the same as in the previous screenshot.