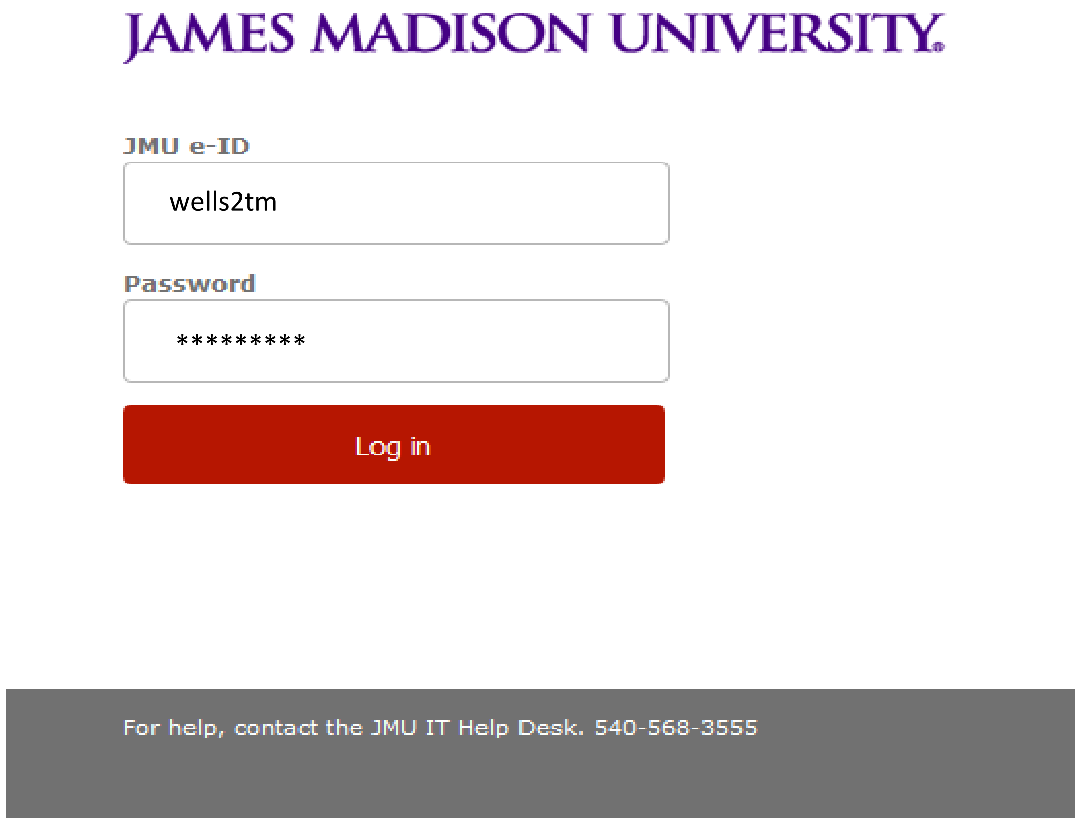
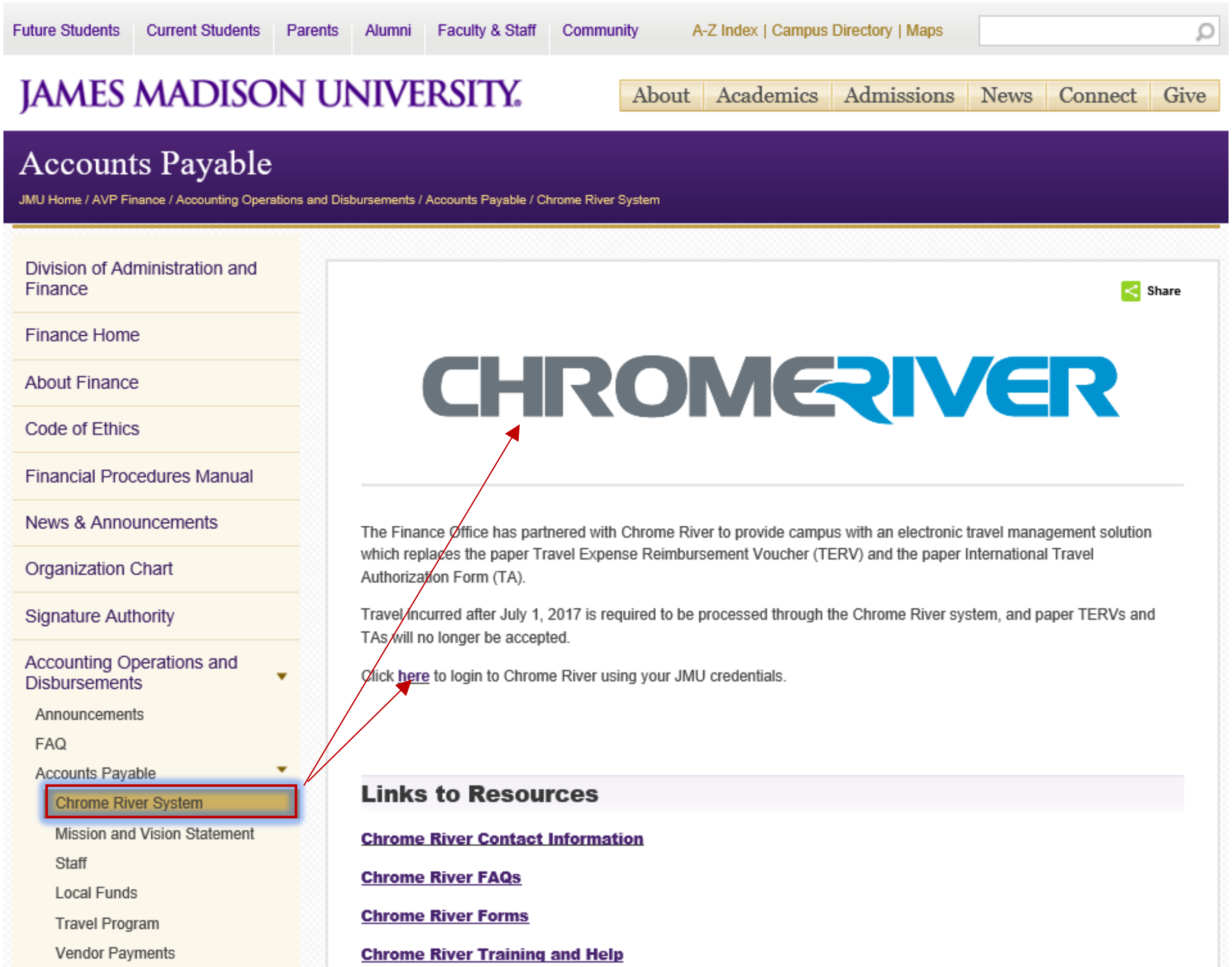
HOW TO ATTACH RECEIPTS TO EXPENSES

Log into the Chrome River application on any web browser by going to the JMU webpage (www.jmu.edu). Choose Faculty/Staff and the IS Applications. Choose Chrome River.

Enter your EMPLID and password then Click Log in.



You can also access the Chrome River application by the Accounts Payable webpage.

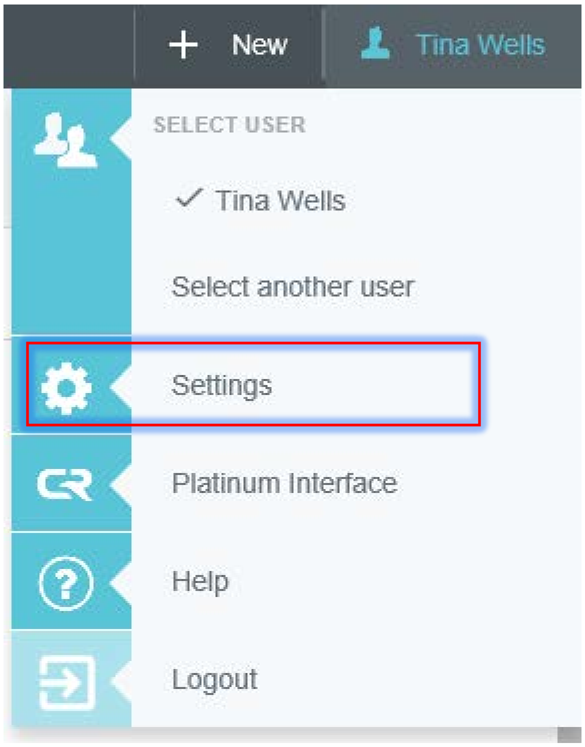


There are multiple ways to attach receipts to your expenses in Chrome River.

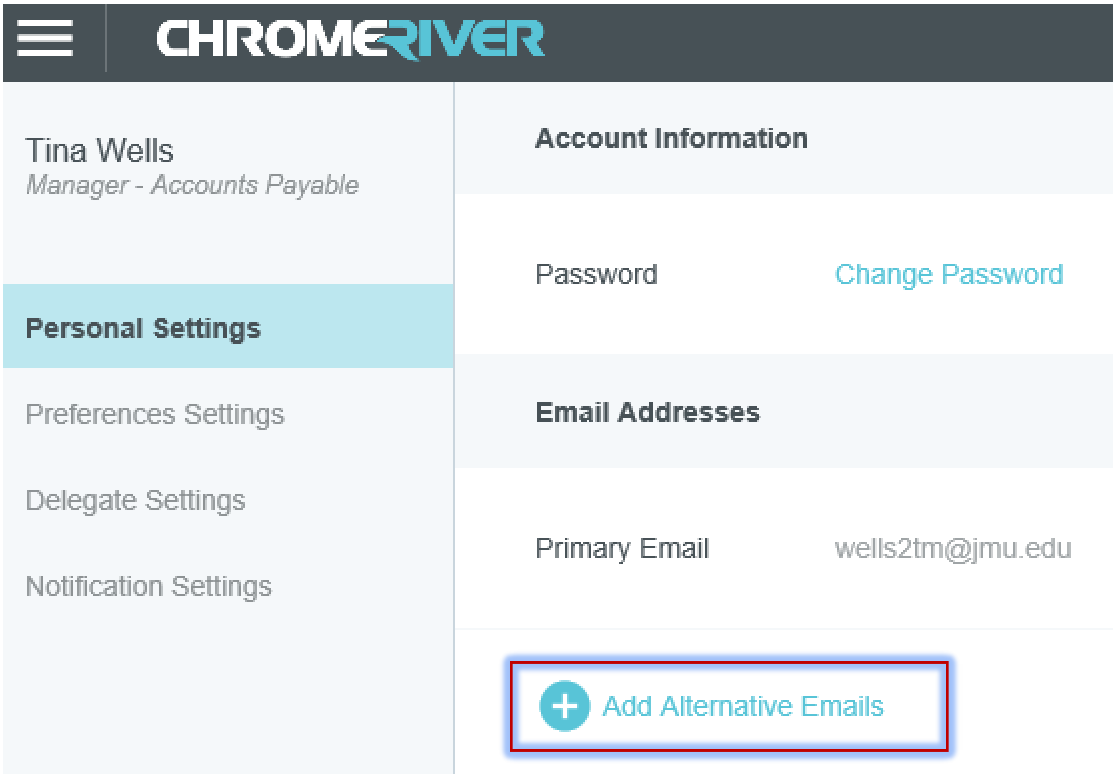
Attaching receipts using your phone.

Take a picture of your receipt and email it to receipt@chromefile.com. You must have the email account you are sending the email from associated with your account in Chrome River. To do this follow these instructions:

In the upper right had corner Click on your Name and then Click Settings.



The Personal Settings screen appears. Click the Add Alternative Emails and enter additional email accounts. Click Add and it will be saved.

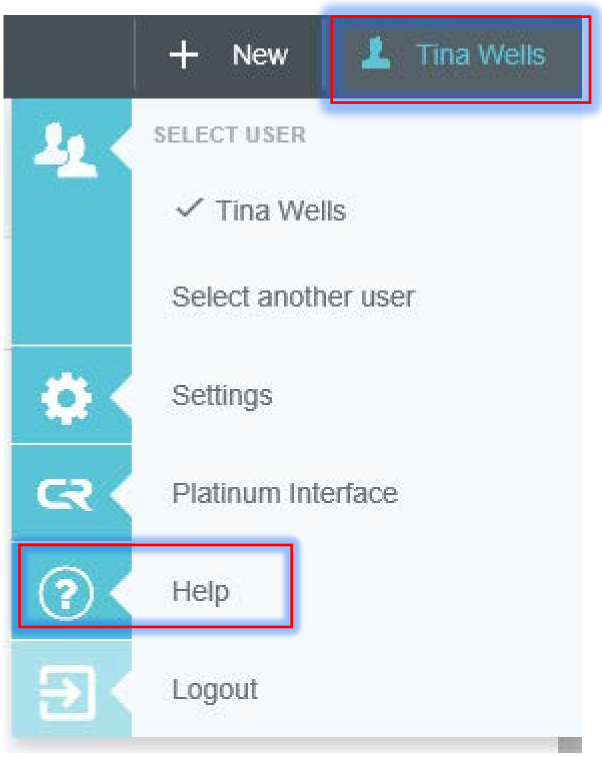


Once your email account is set up, in the Subject of your email you should enter the amount of the expense with no symbols 0.00. If you neglect to put the expense amount in the Subject line, the amount will show 0.00 when the expense appears in Chrome River.

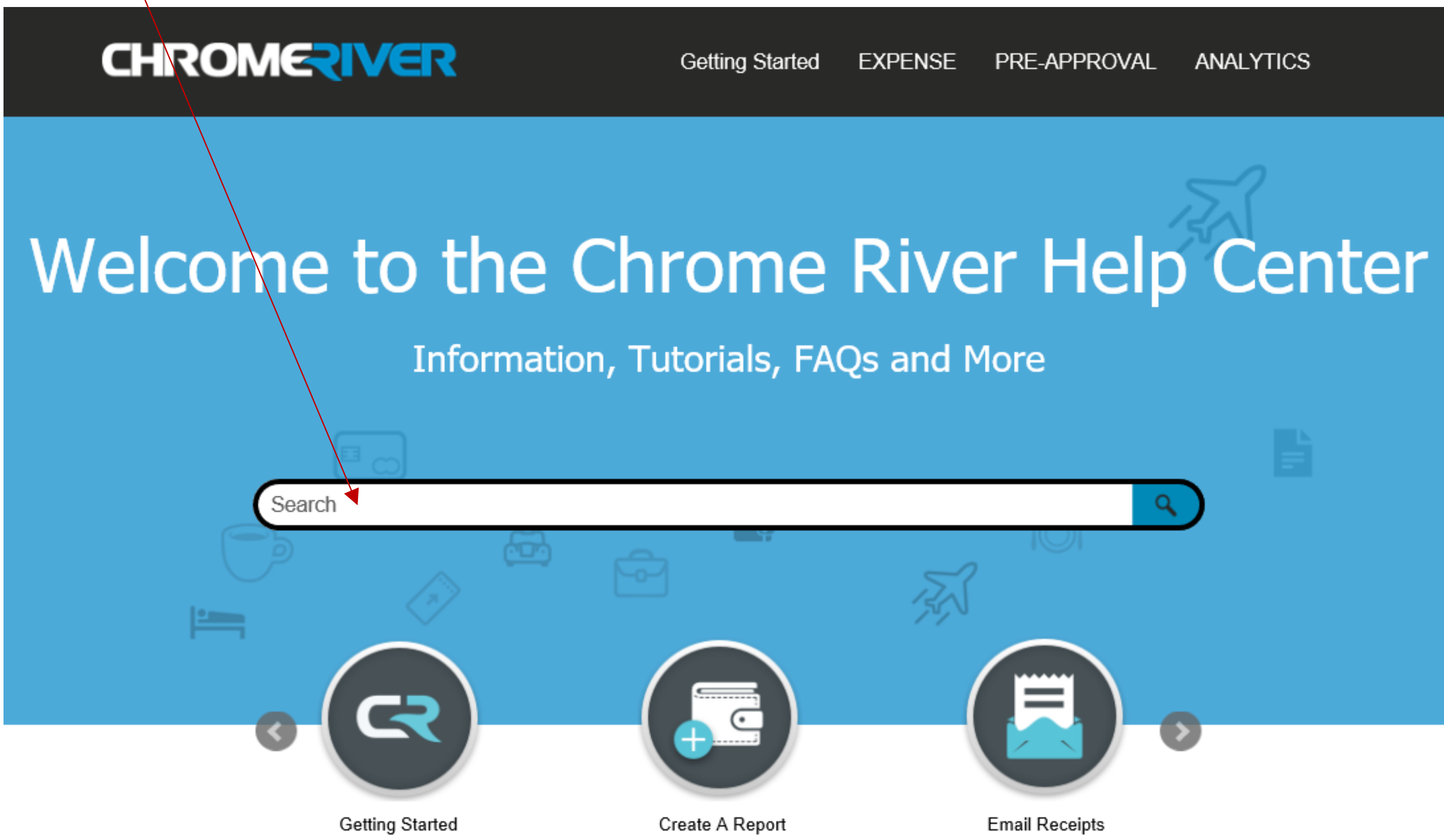
The body of the email can contain the description of the expense. If you add a description to the body of your email, it will appear in the Description section of any PDF report expense report generated.

Another way to enter images/receipts is from scanning. See the Help documentation in Chrome River.

Help is another great resource in Chrome River accessed the same way. In the upper right had corner or the Right Side of the Screen, Click on your Name and then Click Help.



The Help home screen opens. Simply type in what help information you need, such as, add images in the search bar.



Click the link. Most links have step-by-step instructions, as well as video to help aid you.

CHROMERIVER Getting Started EXPENSE PRE-APPROVAL ANALYTICS

add images

Your search for "add images" returned 9 result(s).

Add Images

You can attach **images** to an expense while you are creating it or after it has been created. **Images** may be uploaded directly through the application or emailed from your device. Only JPG, PDF, PNG, and TIFF files can be accepted when an image is attached via the Chrome River app, and no file may be ...

B_Create Expense Report/Add_Images.htm

Linking to **Images** and PDF Reports

With ad hoc reports, a single link to an image or one version of the expense report PDF can be **added** directly to any report column. However, it is also possible to **add** links to multiple versions of the PDF (i.e., cover page and full report with notes), as well as receipt **images**, by creating View ...

E_ANALYTICS/Ad Hoc Reports/Linking_Images_PDF_Reports.htm

Receipt Image Specs

Below are complete image specifications for every method of attaching receipt **images** to an expense report, including tips for optimizing OCR (Optical Character Recognition) results. Via the App Users and their delegates may upload receipt **images** in PDF, JPG and PNG format. (Note: Only PDFs may be ...

B_Create Expense Report/Receipt_Image_Specs.htm

Receipt Gallery

The Receipt Gallery is accessible from the main menu (via the eReceipts button) and the **Add** Expenses panel and contains all the emailed receipt **images** sent to receipt @chromefile.com , as well as any **images** uploaded directly to the gallery. The maximum file size for individual **images** is 5MB, and ...

B_Create Expense Report/Receipt_Gallery.htm

Receipt Transactions

Chrome River EXPENSE allows you to create new expense items via email for later attachment to an expense report in the online application—for example, when you have snapped a receipt photo with your mobile device on the go. Emailed **images** appear in the Receipt Gallery , while plain text emails ...

B_Create Expense Report/Receipt_Transactions.htm

Create Report

Expense reports allow you to group and organize expenses quickly. A new expense report can be created for each event, or events can be combined into a single report. If the charges are allocated to multiple accounts, Chrome River EXPENSE provides a simple method for recording a single transaction ...

B_Create Expense Report/Create_Report.htm

Approve In App

Approvals If you are part of the approval process and have items awaiting your approval, you will see a yellow notification bar at the top of the Dashboard. You may also access your approvals by tapping the MENU button. The yellow circle shows the number of approvals waiting for you. Approval ...

C_Approvals/Approve_In_App.htm

Create Pre-Approval

Pre-approvals allow you to obtain pre-authorization for an expense before it is incurred or a reservation is made—for example, for seminars or business development. Create a New Pre-Approval 1. From the Dashboard, tap the +NEW button in the upper right corner and select NEW PRE-APPROVAL REPORT from ...

D_Pre-Approvals/Create_Pre-Approval.htm

Approve Pre-Approvals

If you are part of the approval process for pre-approvals, there are two ways to approve pre-approvals: by email and in-app via the Approval Dashboard. Approve By Email Chrome River will email you the pre-approval request that needs your approval. You can approve the expenses or return them to the ...

D_Pre-Approvals/Approve_Pre-Approvals.htm

Use the Add Images Link above to see how to add scanned images.