

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.

JAMES MADISON UNIVERSITY

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Information Technology Help Desk Hours:

Phone: 540-568-3555
Mon-Thu: 8:00am - 9:00pm
Friday: 8:00am - 5:00pm
Saturday: **Closed**
Sunday: 3:00pm - 9:00pm

[See exceptions and details](#)

INFORMATION SYSTEMS APPLICATIONS

The JMU Information Systems Applications page serves as a single access point for the various JMU information systems. Clicking on a link takes you to the login page for the corresponding system.

Human Resources	Student Administration	Finance	University Advancement	Other
<ul style="list-style-type: none">Human Resource Management SystemMyMadisonJMU JobLink / PositionLink ManagerJMU JobLink - ApplicantHuman Resources/Payroll Data & Definition documentInstructions and FAQ's for HR Queries	<ul style="list-style-type: none">Student AdministrationSA Job AidsMyMadison	<ul style="list-style-type: none">Finance SystemChrome River	<ul style="list-style-type: none">AdvanceAdvance Web HelpAdvancement ResourcesiModules Email (JMU Sub-community)	<ul style="list-style-type: none">e-VA LoginEffort Reporting System (ERS)AiM Facilities ManagementNoliwebJMU-STAR ToolParkingJMU Sharepoint Services

IS Issue Submission
[Submit Application Issues](#) and they will get routed to the appropriate Application Manager. Use detailed [instructions](#) to learn more about how to submit an issue.

Browser
[Test the compatibility of your browser](#) with JMU's Information Systems Applications or get more information from the [Browser Configuration Tutorial](#). If you use the Core system of Student Administration, HR/Payroll, or Finance, use these [instructions](#) to install Firefox.

Information Systems Applications Tutorials
Use detailed [tutorials](#) to learn more about how to use MyMadison.

JMU IS Applications Security
To gain access to any of the JMU Information Systems Applications, you must take the required training and complete the necessary [Access Forms](#).

Project Initiation
Have an idea for an enhancement to an application or are you considering purchasing new software for your department? First, complete the [Project Initiation Questionnaire](#) so that Information Technology can evaluate the idea or request.

[Help/ FAQ](#) | [JMU E-mail](#)

Enter your EMPLID and password then Click Log in.

JAMES MADISON UNIVERSITY

JMU e-ID

Password

For help, contact the JMU IT Help Desk. 540-568-3555

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

The screenshot displays the James Madison University website's Accounts Payable section. At the top, there is a navigation bar with links for Future Students, Current Students, Parents, Alumni, Faculty & Staff, and Community, along with a search bar. Below this is the JMU logo and a secondary navigation bar with links for About, Academics, Admissions, News, Connect, and Give. The main header is a purple bar with the text "Accounts Payable" and a breadcrumb trail: "JMU Home / AVP Finance / Accounting Operations and Disbursements / Accounts Payable / Chrome River System".

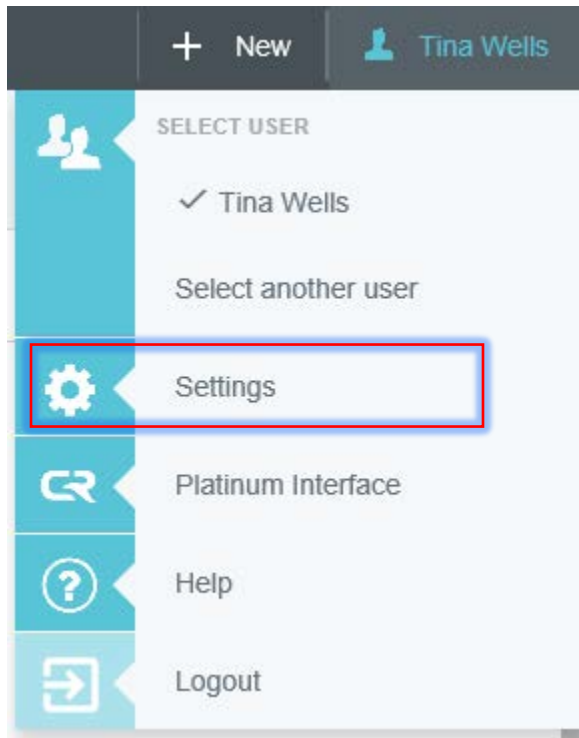
On the left side, there is a vertical navigation menu. The "Accounts Payable" section is expanded, and the "Chrome River System" link is highlighted with a red box. Two red arrows point from this link to the main content area. The main content area features the "CHROME RIVER" logo at the top, followed by a "Share" button. Below the logo, there is a paragraph of text: "The Finance Office has partnered with Chrome River to provide campus with an electronic travel management solution which replaces the paper Travel Expense Reimbursement Voucher (TERV) and the paper International Travel Authorization Form (TA). Travel incurred after July 1, 2017 is required to be processed through the Chrome River system, and paper TERVs and TAs will no longer be accepted. Click [here](#) to login to Chrome River using your JMU credentials." Below this text is a section titled "Links to Resources" with four sub-links: "Chrome River Contact Information", "Chrome River FAQs", "Chrome River Forms", and "Chrome River Training and Help".

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.

CHROMERIVER

Tina Wells
Manager - Accounts Payable

Personal Settings

Preferences Settings

Delegate Settings

Notification Settings

Account Information

Password [Change Password](#)

Email Addresses

Primary Email wells2tm@jmu.edu

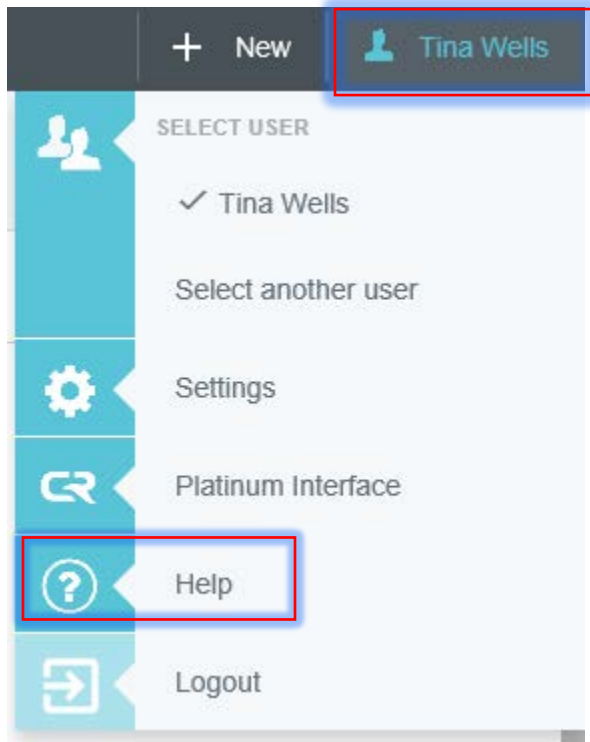
[+ Add Alternative Emails](#)

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.

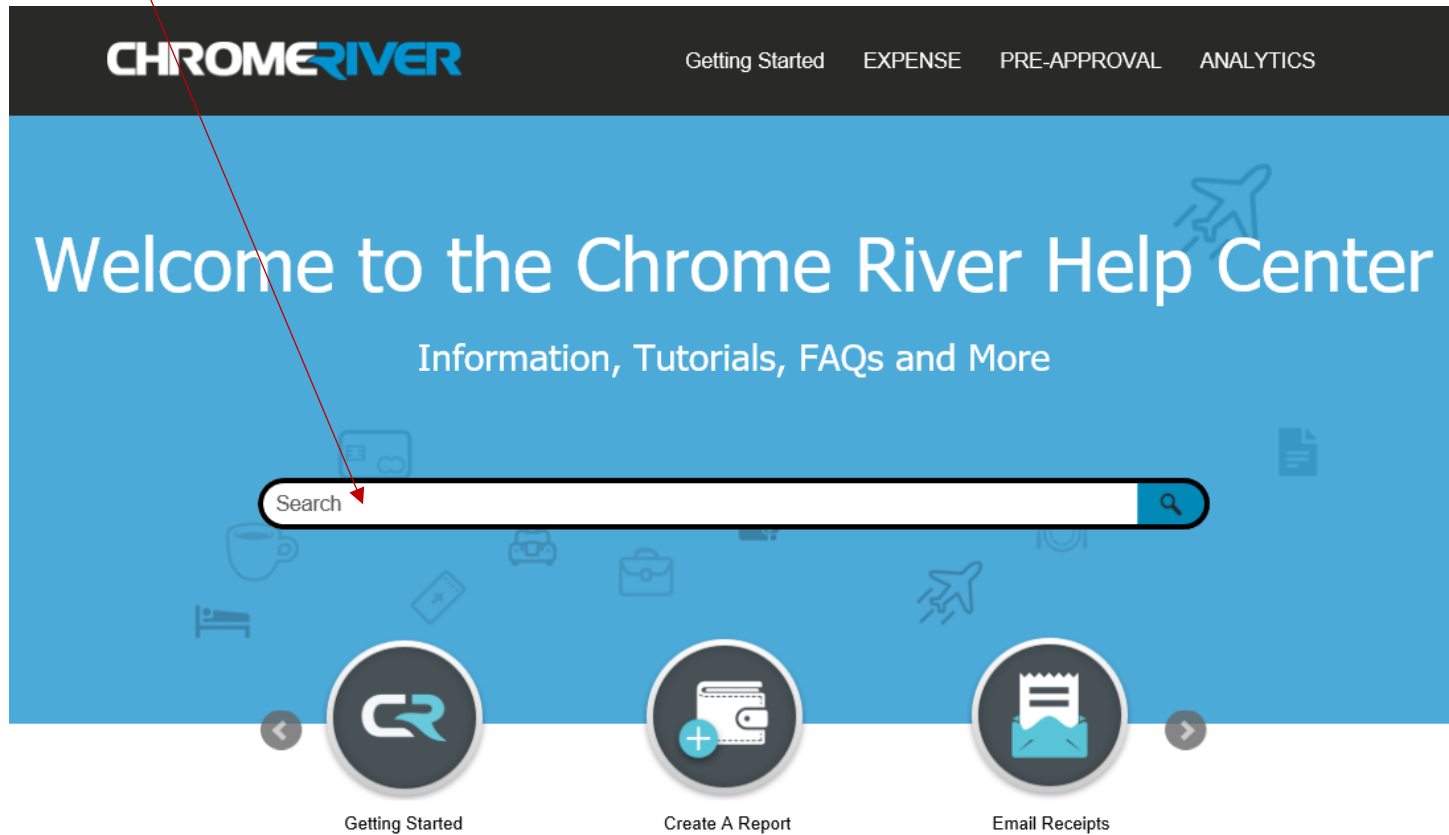
The body of the email can contain the description of the expense. If you add a description to the body of your email, it will appear in the Description section of any PDF report expense report generated.

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 hand 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.

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 @chrome.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.