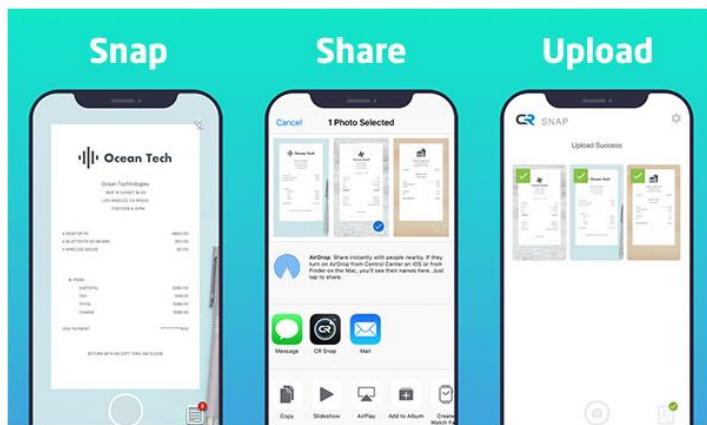


WHAT'S NEW WITH CHROME RIVER?

Upload your Receipts Even Quicker!

Chrome River SNAP is a free app you can download from the Apple App Store or Google Play Store to quickly and easily capture receipt images and upload them to the Chrome River EXPENSE Receipt Gallery. Simply take a picture of the receipt within the app or upload a picture from your phone library and then click "Upload" and it will automatically appear in your Chrome River Receipt Gallery.



Save Time by Memorizing Expense Line Items for Future Use

You can now "memorize" frequently used expense line items in order to easily add them to future reports. The next time you create a report for this expense, select the memorized expense from the eWallet just like any other Offline transaction. Tapping ADD will open the new memorized expense in edit mode to allow you to make any necessary adjustments and save the line item to the new report.

The screenshot shows the Chrome River EXPENSE software interface. On the left, a detailed expense report for "Internet Charges" is being created. The report includes fields for Date (04/11/18), Amount (42.75 USD), Business Purpose (Monthly internet service for office), and Location (Los Angeles, CA). An "Allocations" section is present but empty. On the right, a modal window titled "Add Expenses" is open, showing the "Other" category selected. The list of memorized expenses includes "Internet Charges" (Monthly internet service for office, 42.75 USD), "Lunch" (Catering for Pizza Fridays, 180.67 USD), and "Receipt" (Other, 180.67 USD). The "Internet Charges" item is highlighted with a checkmark. At the bottom of the modal, there are "E-Receipts" and "Receipt Gallery" options.

Sort Expense Approvals by Assigned Date

Approvers can now sort reports by the date on which each report was assigned to them.

Approvals Needed

Expense Reports Pre-Approvals Invoice

| User | Description | Date |
|-------------------|----------------------------------|------------|
| User31, Demo | Test Chrome River User Interface | 12/13/2018 |
| Heffernen, Sandra | Test corp card Survey Monkey | 12/23/2018 |
| Mast, Alicia | January Travel | 01/03/2019 |
| Saunders, Scott | Test hotel | 01/05/2019 |
| User63, Demo | Adam Kauer cell phone | 01/05/2018 |

SORT BY

- ↑ Date
- Last Name
- Pay Me Amount
- Validated
- Assigned Date

FILTER BY:

- ✓ All My Approvals
- + Create New Filter

View Approval Expenses in Original Currency

Approvers now have the option to view expense amounts in the original currency in which they were incurred rather than in the Pay Me currency specific to the expense owner who incurred them. Approvers simply tap the SORT button on the expense list and use the buttons at the bottom of the list to toggle between Original and Pay Me currencies.

Expenses For Kabul Grover

Expenses on 31/08/2018 5:18 PM

| DATE | EXPENSES | SPENT |
|----------------|----------|--------------|
| Fri 20/01/2017 | Hotel | 398.72 USD |
| Fri 31/08/2018 | Taxi | 2,354.00 USD |
| Fri 31/08/2018 | Train | 11.00 USD |

SORT BY

- ↑ Date
- Expense
- Spent Amount
- Pay Me Amount

SPENT CURRENCY

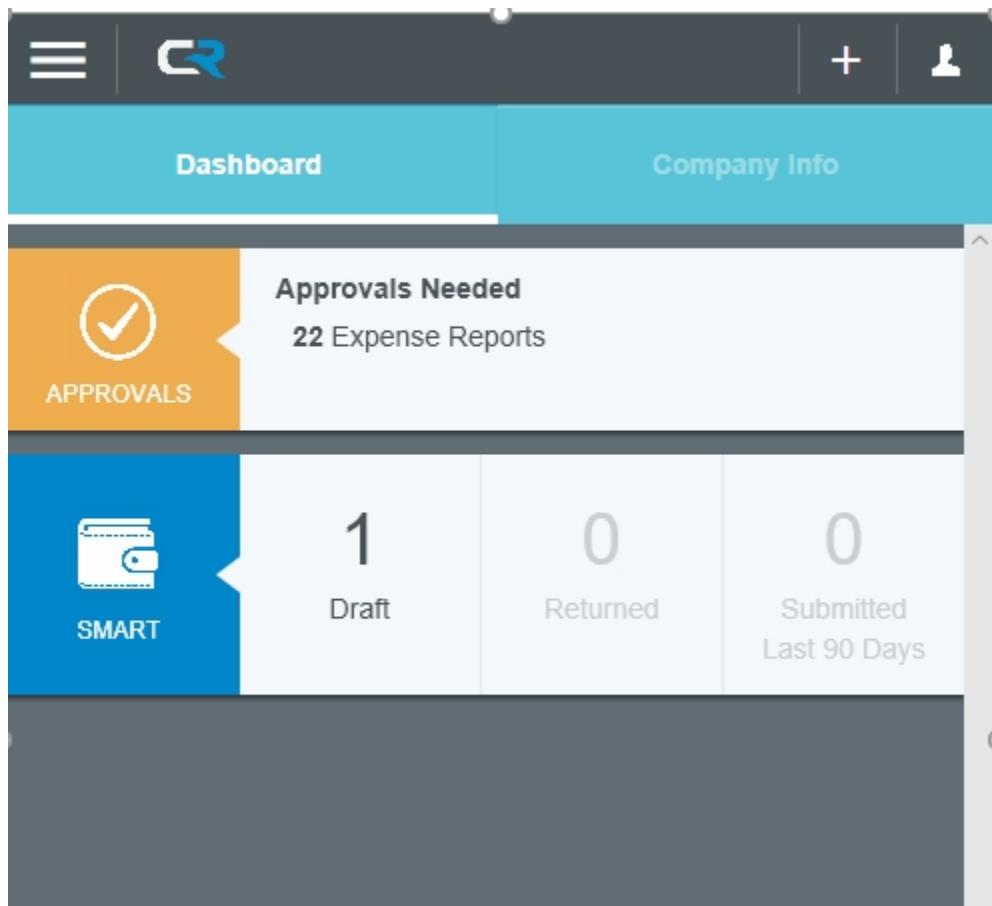
- Pay Me
- Original

Return Unsubmitted Reports Via Expense Analysis Standard Report

It is now possible to search for expenses associated with unsubmitted reports using the Expense Analysis Standard Report in Chrome River MERCURY. This filter will return reports with a status of New, Draft or Returned.

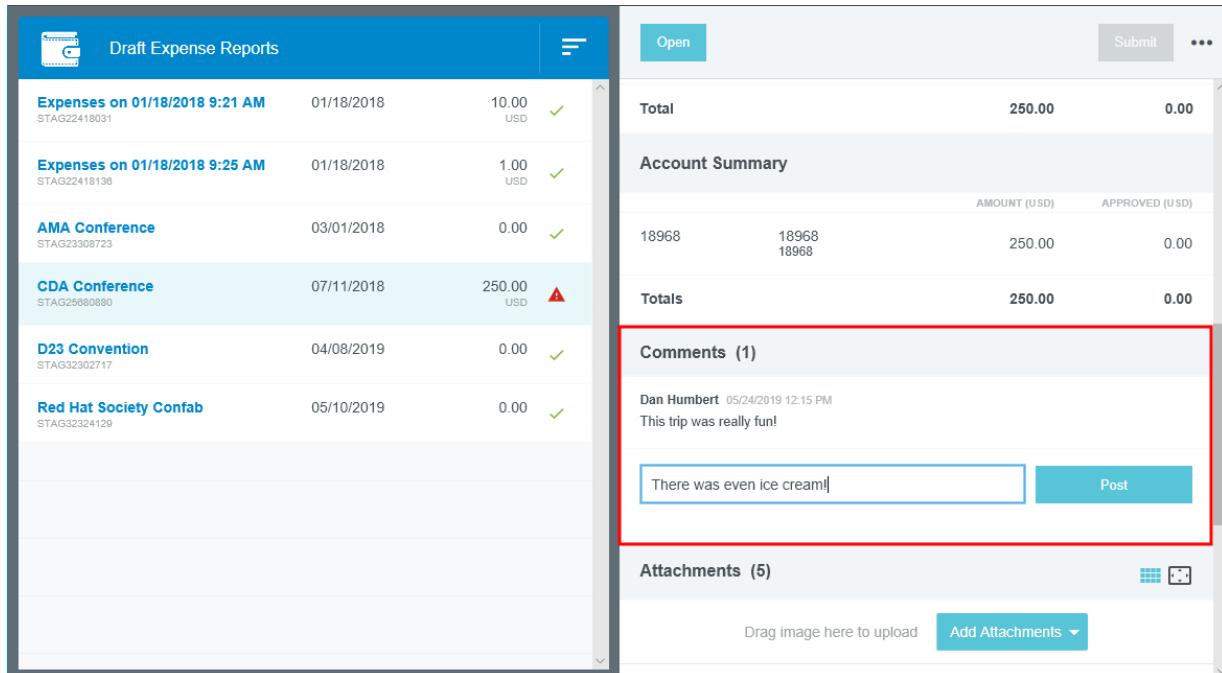
Enhanced Display Upon Launch for Mobile

Now you will be taken straight to the Dashboard rather than briefly being shown the Company Info panel with Message of the Day before the Dashboard appears. You may still access the Message of the Day by tapping the COMPANY INFO tab at the top of the screen.



View and Add Comments from Expense Summary Preview on All Dashboards

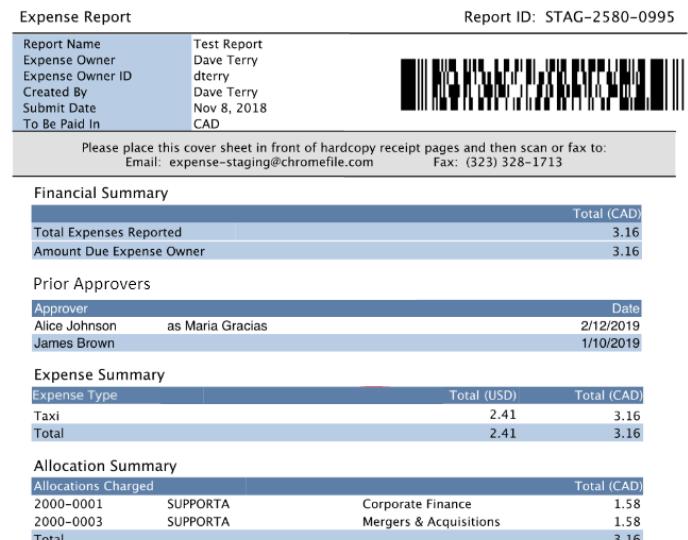
Users and approvers may now view and add header-level comments to expenses directly from the Expense Summary preview on the Draft, Submitted, Returned and Approvals dashboards. This allows users to see more expense information at a glance and to easily add comments without having to open the report.



The screenshot shows two views side-by-side. On the left is the 'Draft Expense Reports' dashboard, which lists several expense items with their dates, amounts, and status (e.g., '10.00 USD', '✓'). On the right is an 'Open' expense summary preview. This preview includes an 'Account Summary' table, 'Totals' (250.00 USD, 0.00 APPROVED), and a 'Comments (1)' section. A comment by 'Dan Humbert' is shown: 'This trip was really fun!'. Below this, there is a text input field with the placeholder 'There was even ice cream!' and a 'Post' button. A red box highlights the 'Comments (1)' section. At the bottom of the preview, there is an 'Attachments (5)' section with a 'Drag image here to upload' area and an 'Add Attachments' button.

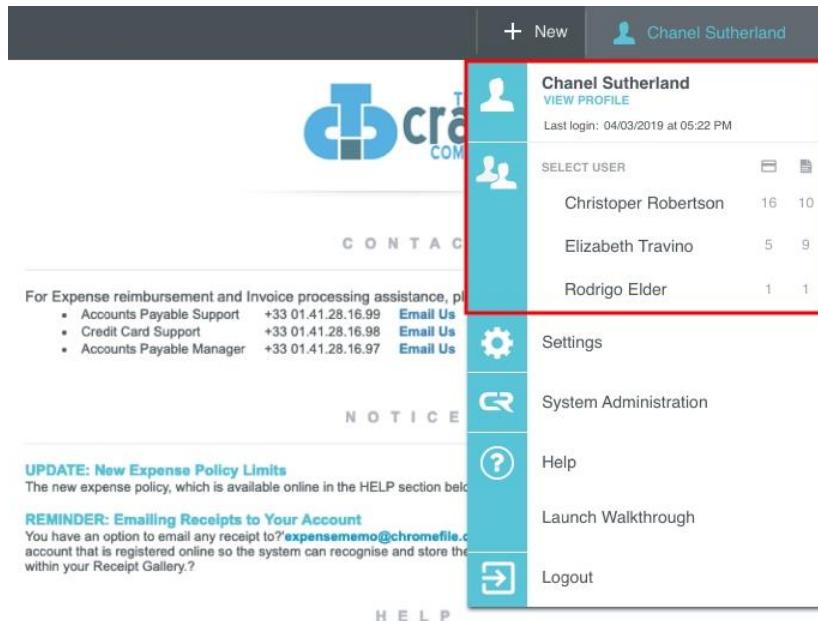
Approval Delegate Information in Prior Approvers Section of PDF Report

A list of Prior Approvers on the expense PDF report, we will now display “as [assigned approver’s name]” next to the approver’s name when she or he is a delegate. For example, if John Smith approved the expense as Jane Doe’s approval delegate, the PDF report will list the approver like this: “John Smith as Jane Doe.”



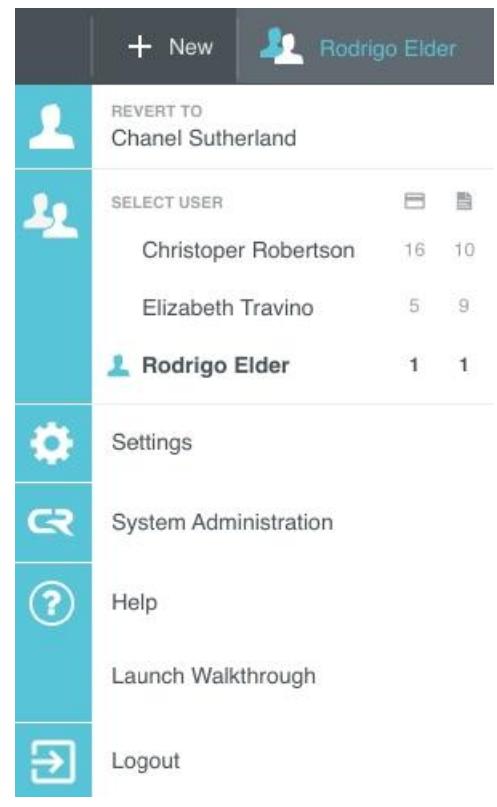
The screenshot shows a PDF expense report cover sheet. At the top right is the Report ID: STAG-2580-0995. Below it is a barcode. The 'Expense Report' section includes fields for Report Name (Test Report), Expense Owner (Dave Terry), Expense Owner ID (dterry), Created By (Dave Terry), Submit Date (Nov 8, 2018), and To Be Paid In (CAD). A note says: 'Please place this cover sheet in front of hardcopy receipt pages and then scan or fax to: Email: expense-staging@chromefile.com Fax: (323) 328-1713'. The 'Financial Summary' section shows Total Expenses Reported (3.16 CAD) and Amount Due Expense Owner (3.16 CAD). The 'Prior Approvers' section lists Alice Johnson as Maria Gracias (2/12/2019) and James Brown (1/10/2019). The 'Expense Summary' section shows a table with Expense Type (Taxi), Total (USD) (2.41), and Total (CAD) (3.16). The 'Allocation Summary' section shows Allocations Charged (2000-0001 SUPPORTA, 2000-0003 SUPPORTA) and their respective departments (Corporate Finance, Mergers & Acquisitions) and totals (1.58 CAD, 1.58 CAD, 3.16 CAD).

User Menu Enhancements in MERCURY



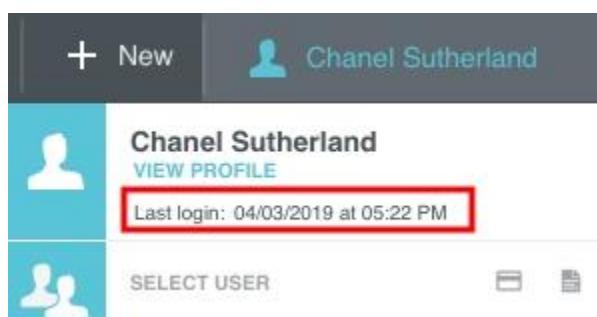
The screenshot shows the MERCURY user menu. At the top, there is a header with a '+ New' button and a user profile for 'Chanel Sutherland'. Below this is a logo for 'dbcr.com'. The main menu is divided into two sections: 'SELECT USER' and 'DELEGATE'. The 'SELECT USER' section lists three users: 'Christoper Robertson' (16 10), 'Elizabeth Travino' (5 9), and 'Rodrigo Elder' (1 1). The 'DELEGATE' section is highlighted with a red box and lists the same three users. Below the menu, there are sections for 'CONTACTS', 'NOTICE', and 'HELP'.

There are several enhancements to the appearance of the User menu in Chrome River MERCURY to show users more information at a glance. First, we have visually separated the user section and the delegate section to make them easier to distinguish.



The screenshot shows the MERCURY user menu. At the top, there is a header with a '+ New' button and a user profile for 'Rodrigo Elder'. Below this is a 'REVERT TO' button for 'Chanel Sutherland'. The main menu is divided into two sections: 'SELECT USER' and 'DELEGATE'. The 'SELECT USER' section lists three users: 'Christoper Robertson' (16 10), 'Elizabeth Travino' (5 9), and 'Rodrigo Elder' (1 1). The 'DELEGATE' section is highlighted with a red box and lists the same three users. Below the menu, there are sections for 'SETTINGS', 'SYSTEM ADMINISTRATION', 'HELP', and 'LOGOUT'.

Once the user has begun working as a delegate for someone else, that person's name will be highlighted in bold in the list and appear next to the user icon indicating delegation at the top of the screen. "Revert To" will appear over the user's own name.



The screenshot shows the MERCURY user menu. At the top, there is a header with a '+ New' button and a user profile for 'Chanel Sutherland'. Below this is a 'VIEW PROFILE' button. The main menu is divided into two sections: 'SELECT USER' and 'DELEGATE'. The 'DELEGATE' section is highlighted with a red box and lists the same three users. Below the menu, there is a timestamp 'Last login: 04/03/2019 at 05:22 PM'.

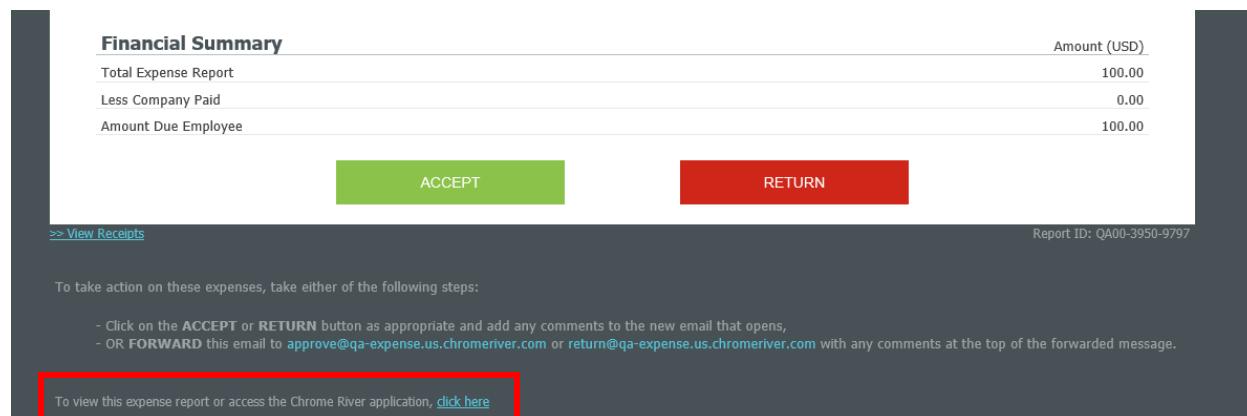
We have also begun displaying a timestamp of the user's last login as an added security measure. Note that users will only be able to see their own last login timestamp. Once they begin working as a delegate for another person, they will not be able to see that person's last login timestamp.

Create Guest Expense Item Directly from Meeting Invitation

Users may now automatically import guests from business meals and meetings by inviting Chrome River as an attendee in an Outlook calendar invite. Once the actual expense enters Chrome River, users will be able to merge the Calendar event with the credit card transaction and/or the receipt to automatically populate guest data. The app will even be able to differentiate between Internal and External guests when creating the expense item, and the expense details will be populated automatically by the receipt or credit card item. To add Chrome River as a guest, users simply invite receipt@chromefile.com in your Outlook meeting invite. The line item amount is then split equally among all guests (which can later be updated). For complete details, see “Guest Expenses” in the Chrome River Help Center.

Direct Links to Expense Reports from Expense Approval and Return Emails for SSO Customers

You can now see direct links to expense reports associated with expense approval and return email notifications. When approvers are logged in to Chrome River in their default browser, clicking on the link at the bottom of an approval or return email will take them directly to that report in Chrome River. If users are not logged in, they will be taken first to the login page and then to the associated expense report.



The screenshot shows an expense approval email with the following content:

Financial Summary

| | Amount (USD) |
|----------------------|--------------|
| Total Expense Report | 100.00 |
| Less Company Paid | 0.00 |
| Amount Due Employee | 100.00 |

Action Buttons: ACCEPT (green) and RETURN (red)

Links: >> View Receipts, Report ID: QA00-3950-9797

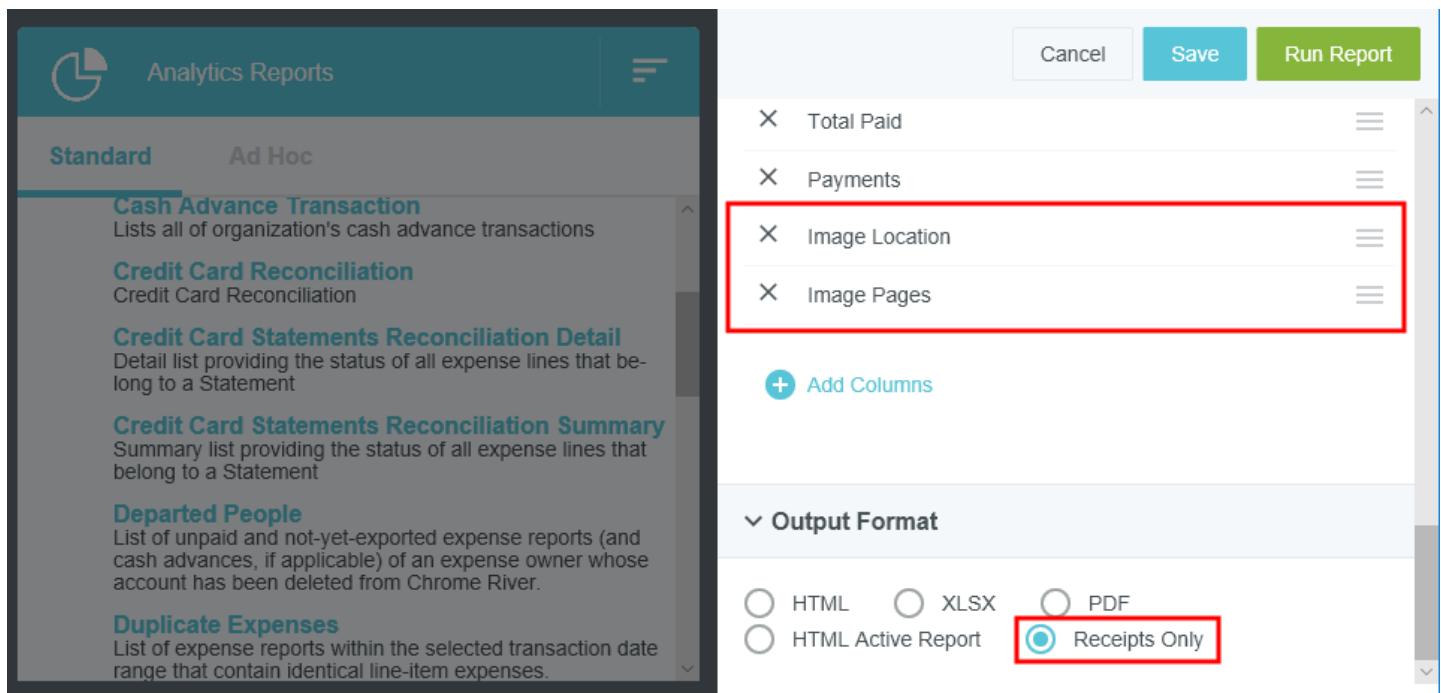
Instructions: To take action on these expenses, take either of the following steps:

- Click on the ACCEPT or RETURN button as appropriate and add any comments to the new email that opens,
- OR FORWARD this email to approve@qa-expense.us.chomeriver.com or return@qa-expense.us.chomeriver.com with any comments at the top of the forwarded message.

Note: To view this expense report or access the Chrome River application, [click here](#)

Preview Receipt Image Packet on Expense Analysis Report

It is now possible for users to view and open all the receipt images associated with the results of the Expense Analysis Standard Report without having to run the report. Image Location (none, header or line item) and Image Pages (page count of the image) are now added as columns with a new “Receipts Only” output option for the format. This will collect and display all associated images in a PDF. Each image will have a header that lists the Report ID and line number of the expense report that the image is associated with, as well as the number of pages that the image occupies and which page you are viewing (for example, Page 3 of 6).



The screenshot shows the 'Analytics Reports' interface. On the left, there are two tabs: 'Standard' and 'Ad Hoc'. The 'Standard' tab is selected, displaying a list of report types. The 'Receipts Only' output format is selected in the 'Output Format' section on the right. A red box highlights the 'Image Location' and 'Image Pages' columns in the report preview table, and another red box highlights the 'Receipts Only' radio button in the output format section.

Analytics Reports

Standard Ad Hoc

Cash Advance Transaction
Lists all of organization's cash advance transactions

Credit Card Reconciliation
Credit Card Reconciliation

Credit Card Statements Reconciliation Detail
Detail list providing the status of all expense lines that belong to a Statement

Credit Card Statements Reconciliation Summary
Summary list providing the status of all expense lines that belong to a Statement

Departed People
List of unpaid and not-yet-exported expense reports (and cash advances, if applicable) of an expense owner whose account has been deleted from Chrome River.

Duplicate Expenses
List of expense reports within the selected transaction date range that contain identical line-item expenses.

Cancel Save Run Report

× Total Paid

× Payments

× Image Location

× Image Pages

+ Add Columns

Output Format

HTML XLSX PDF

HTML Active Report Receipts Only

A complete list of all updates will be posted on the Chrome River homepage.

Please contact fis@pace.edu or accountspayable@pace.edu with any questions.