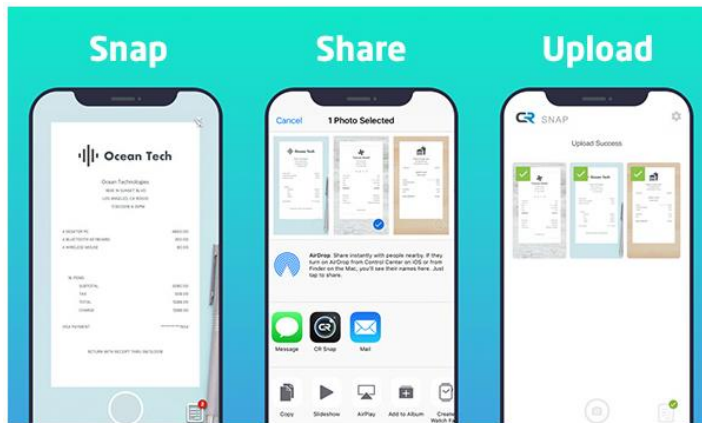


WHAT'S NEW WITH CHROME RIVER?

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.

Images

EditDelete...

Internet Charges

04/11/18

42.75 USD

Monthly internet service for office

Los Angeles, CA

Allocations

10-65-000-000 Office Supplies
LA Corporate - Admin

Comments (0)

Memorize Expense

Duplicate

Upload XML

Add Expenses

Create New

E-Wallet

All

Credit Card

Recycle Bin

Other

E-Receipts

Receipt Gallery

DeleteAddX

SortGroup By

Internet Charges

Monthly internet service for office

Memorized Expense

42.75 USD

Lunch

Catering for Pizza Fridays

Memorized Expense

180.67 USD

Receipt

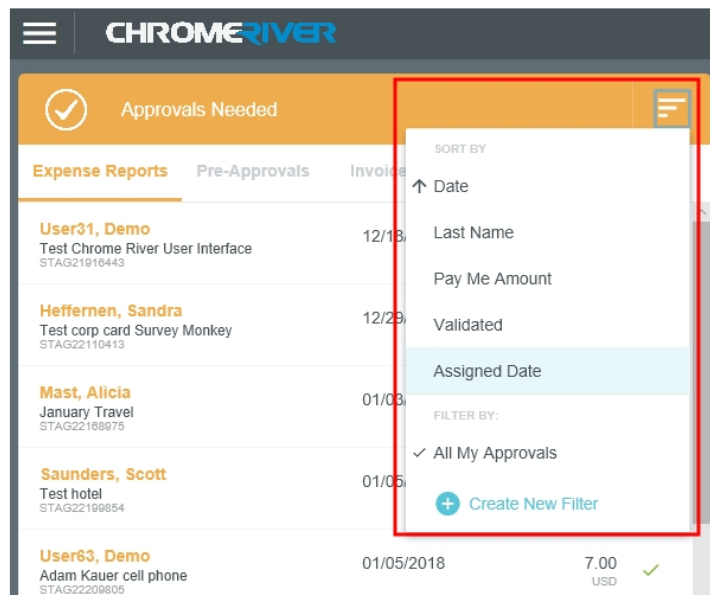
Other

06/21/2018

180.67 USD

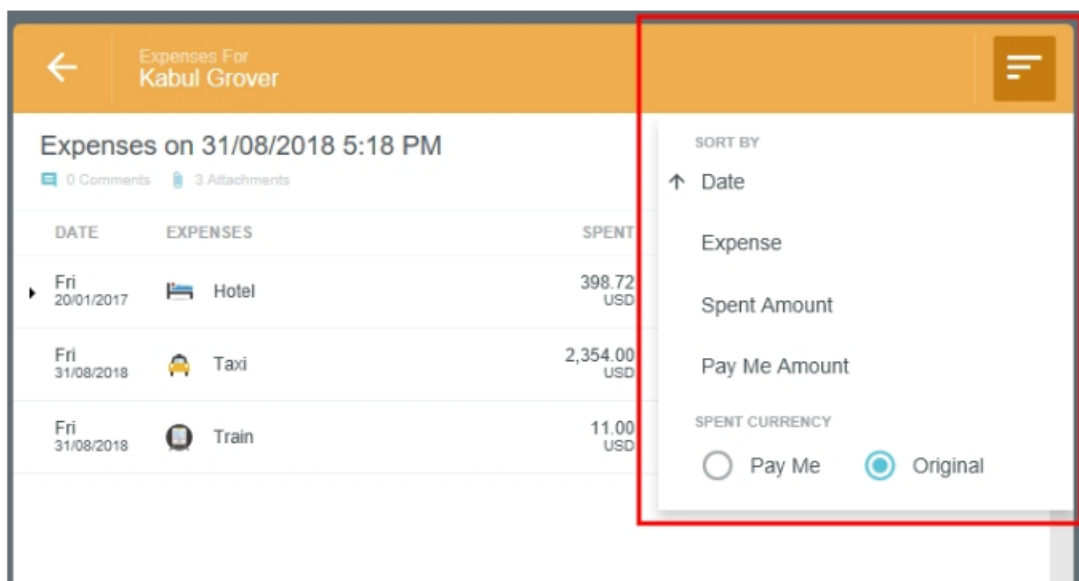
Sort Expense Approvals by Assigned Date

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



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.

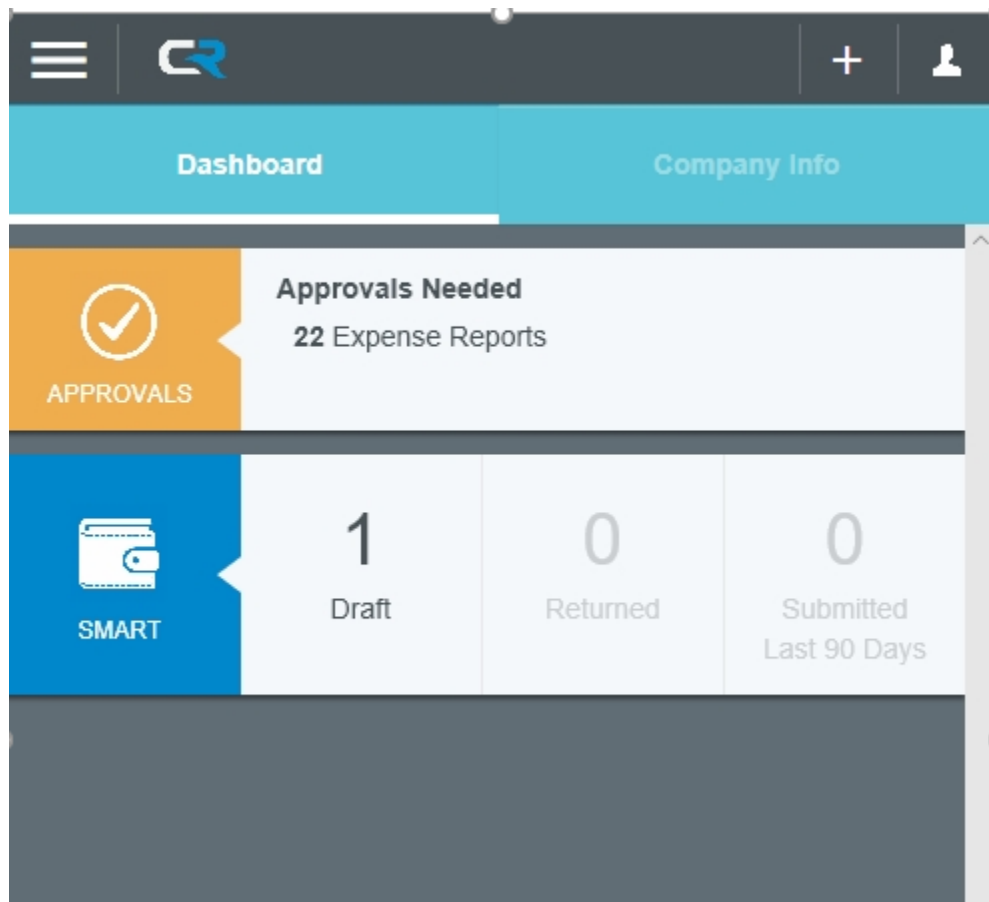


Return Unsubmitted Reports Via Expense Analysis Standard Report

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 the 'Draft Expense Reports' dashboard. On the left, a list of expenses is displayed with columns for description, date, amount, and status. The right panel shows a detailed view of a selected expense, including an 'Open' button, a 'Submit' button, and a 'Comments' section. The 'Comments' section is highlighted with a red box and contains a comment from Dan Humbert dated 05/24/2019 12:15 PM, stating 'This trip was really fun!'. Below the comment is a text input field with the text 'There was even ice cream!' and a 'Post' button. The 'Attachments' section below shows 5 attachments and a button to 'Add Attachments'.

Expenses on 01/18/2018 9:21 AM	01/18/2018	10.00 USD	✓
Expenses on 01/18/2018 9:25 AM	01/18/2018	1.00 USD	✓
AMA Conference	03/01/2018	0.00	✓
CDA Conference	07/11/2018	250.00	⚠
D23 Convention	04/08/2019	0.00	✓
Red Hat Society Confab	05/10/2019	0.00	✓

Total		250.00	0.00
Account Summary			
		AMOUNT (USD)	APPROVED (USD)
18968	18968	250.00	0.00
Totals		250.00	0.00

Comments (1)

Dan Humbert 05/24/2019 12:15 PM
This trip was really fun!

There was even ice cream!

Post

Attachments (5)


Drag image here to upload Add Attachments

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.”

Expense Report

Report ID: STAG-2580-0995

Report Name	Test Report	
Expense Owner	Dave Terry	
Expense Owner ID	dterry	
Created By	Dave Terry	
Submit Date	Nov 8, 2018	
To Be Paid In	CAD	

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

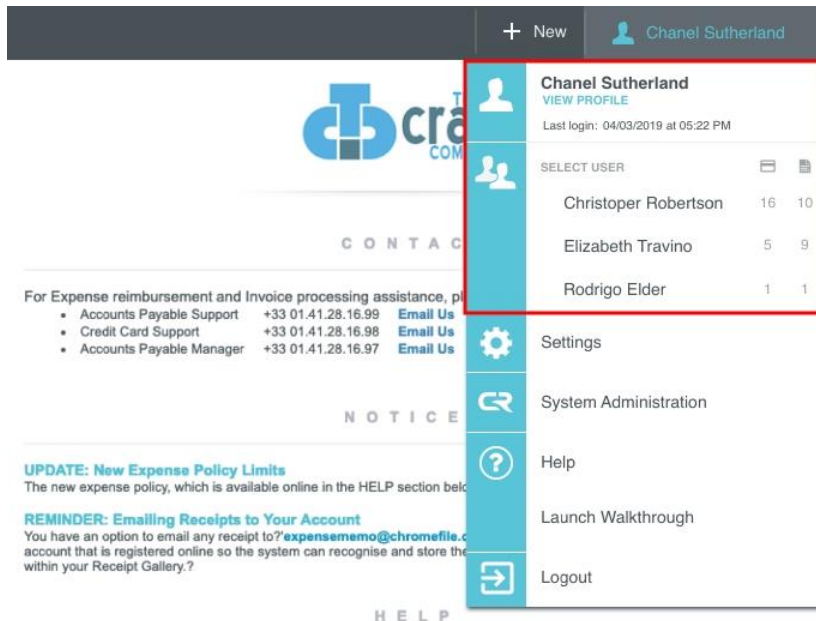
Financial Summary		Total (CAD)
Total Expenses Reported		3.16
Amount Due Expense Owner		3.16

Prior Approvers		Date
Approver		
Alice Johnson	as Maria Gracias	2/12/2019
James Brown		1/10/2019

Expense Summary		Total (USD)	Total (CAD)
Expense Type			
Taxi		2.41	3.16
Total		2.41	3.16

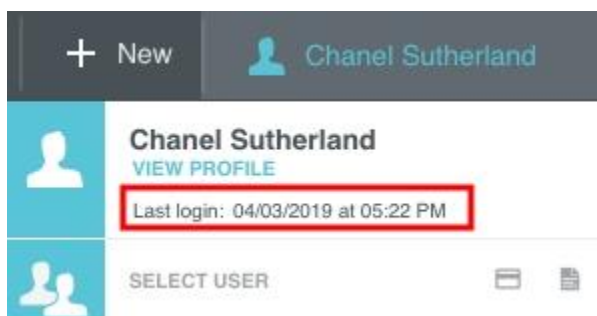
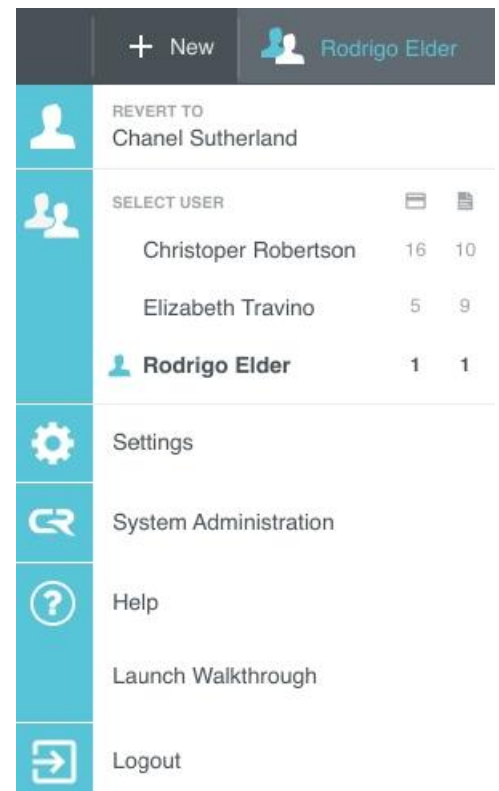
Allocation Summary		Total (CAD)	
Allocations Charged			
2000-0001	SUPPORTA	Corporate Finance	1.58
2000-0003	SUPPORTA	Mergers & Acquisitions	1.58
Total			3.16

User Menu Enhancements in MERCURY



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.

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.



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.

Financial Summary

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

ACCEPT

RETURN

[=> View Receipts](#)Report ID: QA00-3950-9797

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.chromeriver.com or return@qa-expense.us.chromeriver.com with any comments at the top of the forwarded message.

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 displays the 'Analytics Reports' interface. On the left, a list of reports is shown under the 'Standard' tab, including 'Cash Advance Transaction', 'Credit Card Reconciliation', 'Credit Card Statements Reconciliation Detail', 'Credit Card Statements Reconciliation Summary', 'Departed People', and 'Duplicate Expenses'. The 'Expense Analysis Standard Report' is selected. On the right, a configuration panel is visible. At the top, there are 'Cancel', 'Save', and 'Run Report' buttons. Below these, a list of columns is shown: 'Total Paid', 'Payments', 'Image Location', and 'Image Pages'. The 'Image Location' and 'Image Pages' columns are highlighted with a red box. Below the columns, there is an 'Add Columns' button. Under the 'Output Format' section, there are four radio button options: 'HTML', 'XLSX', 'PDF', and 'Receipts Only'. The 'Receipts Only' option is selected and highlighted with a red box.

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.