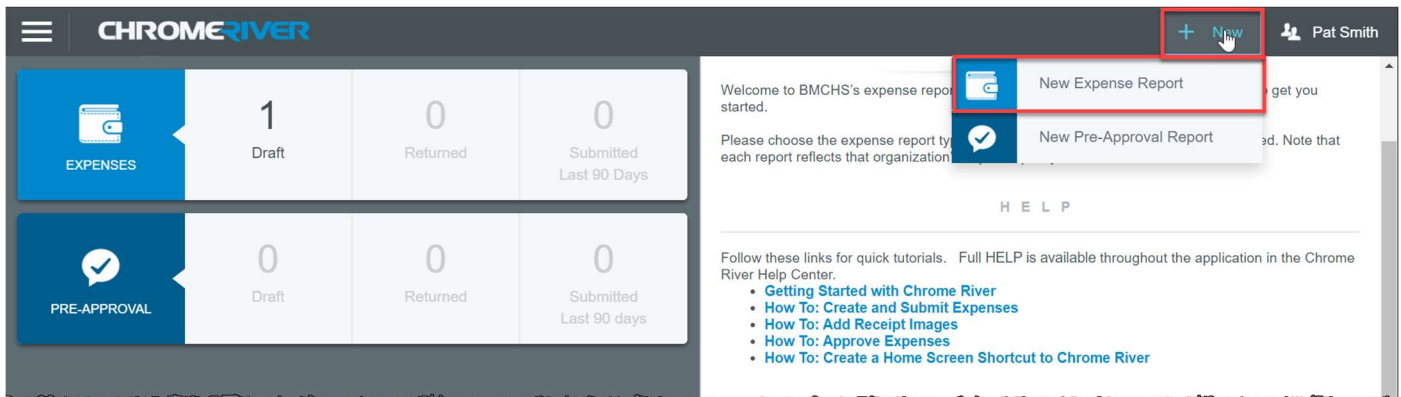
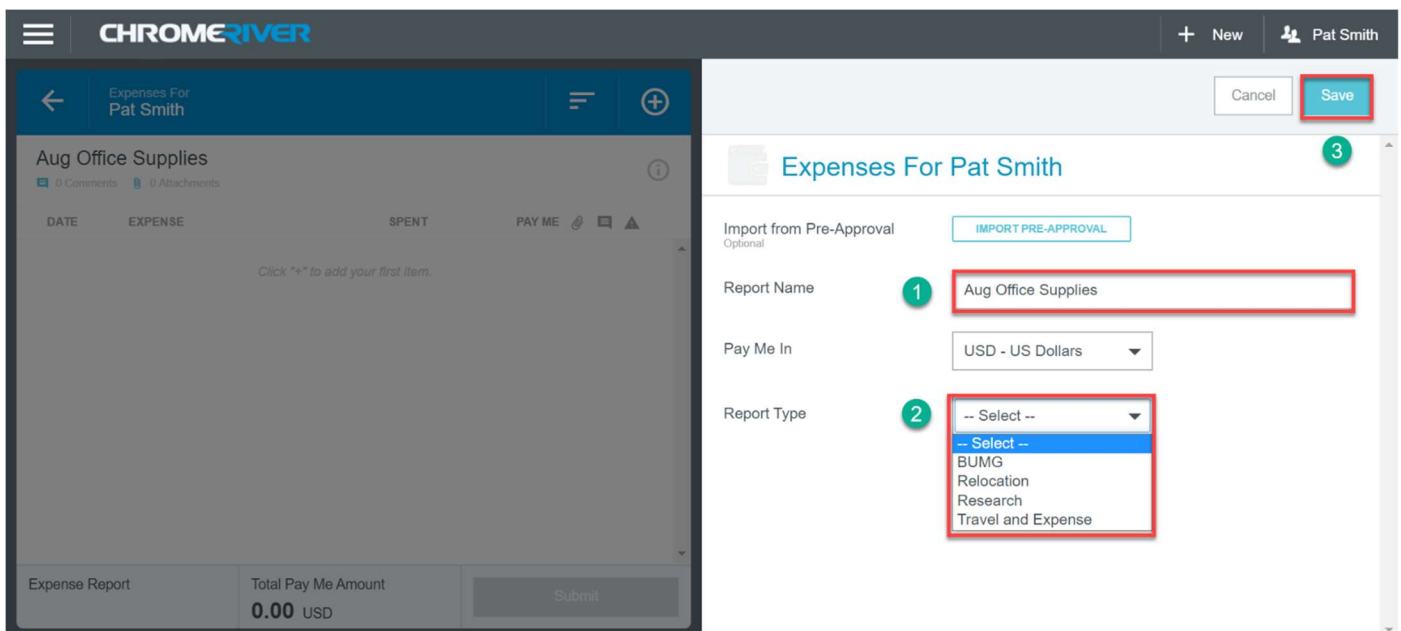


TIP SHEET: CREATE AN EXPENSE REPORT

1. Use Single Sign On (your email and usual password) to log in to Chrome River from the link on Accounts Payables' page: <https://internal.bmc.org/departments/finance/accounts-payable/expense-reimbursements-and-travel>. We have had issues when people type the link in so best option is to click the link in the first paragraph. The main screen is called the **Dashboard**.
2. On the Dashboard, click **+New > New Expense Report**.



3. Fill in the **Report Name**, select a **Report Type** and click **Save**. The report type should apply to the expenses you are submitting, e.g., select Research if submitting expenses for a grant. Relocation will be available on a limited basis. The name you give your expense report is what will show up in financial reports for your cost center or grant.



- b. Complete and/or correct the expense informaton. Be sure to review information filled in by the system's OCR system. In this example, the Merchant name was read incorrectly.

Date (Use the date of the expense, not today's date)

Amount Spent

Business Purpose (Be specific about WHY, not just WHAT.)

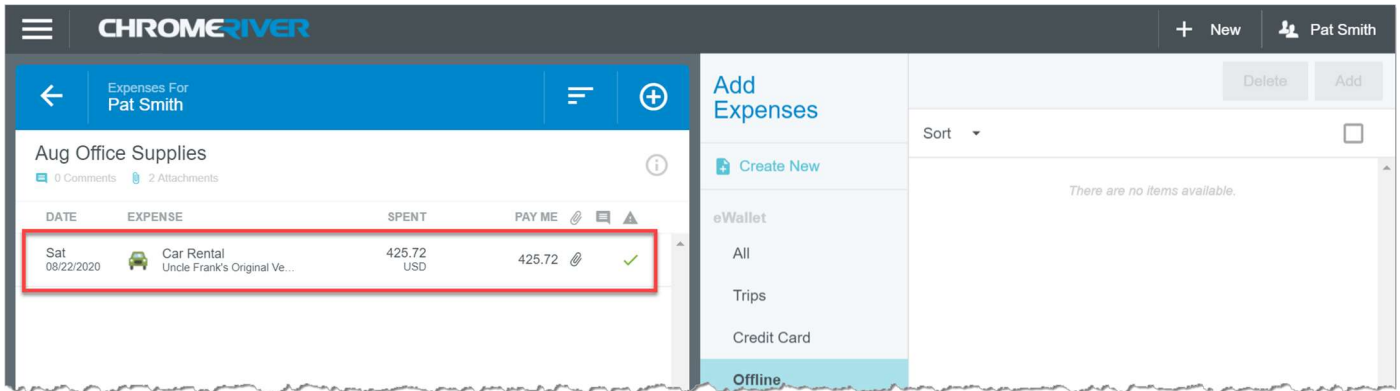
Merchant (Optional)

Company Paid (Check this box if the company paid for this, not you, i.e., you do not need to be reimbursed.)

- c. In the **Allocation** box, type part of the name of the cost center (department that will pay for this expense). A list of matching choices will appear. Click on the desired cost center.


- d. Click **Save** when finished.

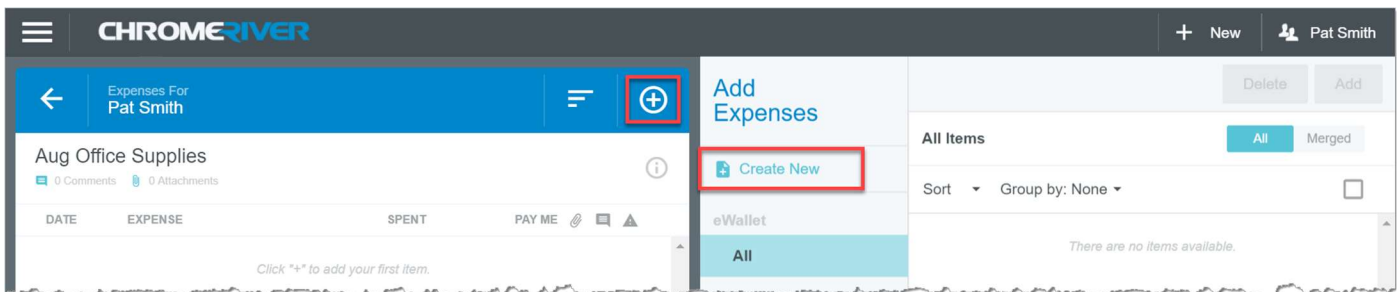
The completed expense item will appear on the expense report.



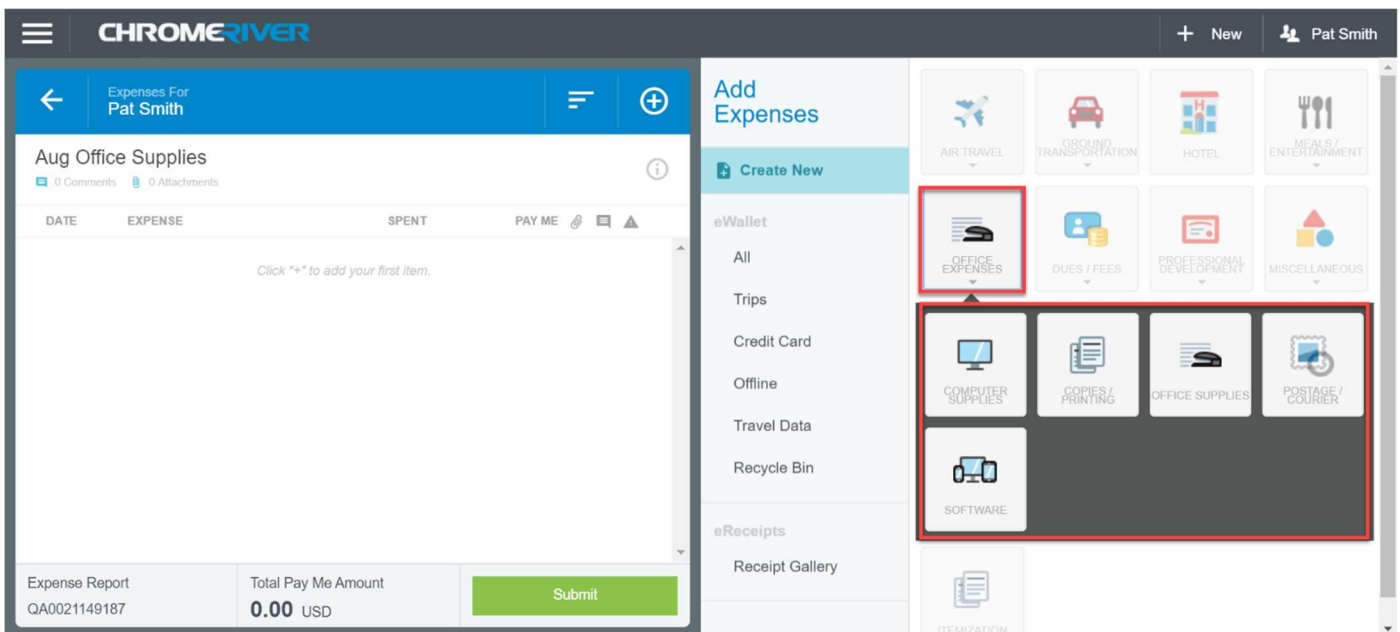
If you also need to add receipts that have not yet been uploaded, follow the steps below. Otherwise skip to step 5.

METHOD 2: RECEIPT NOT UPLOADED

a. Click **Create New**. (Note: If the “Add Expense” section is not shown, click on the  to bring it up.)



b. Click on the desired expense category and, if needed, subcategory. In this example, we clicked on **Office Expenses > Office Supplies**.



e. Fill in the following:

Date (Use the date of the expense, not today's date)

Amount Spent

Business Purpose (Be specific about WHY, not just WHAT.)

Merchant (Optional)

Company Paid (Check this box if the company paid for this, not you, i.e., you do not need to be reimbursed.)

08/17/2020

63.74 USD

Ream of paper to replace box ruined when someone spilled coffee on it.

Merchant
Optional

Company Paid

Please type the <CUSTOMER ALLOCATION DESCRIPTION> you would like to search for in

f. In the **Allocation** box, type part of the name of the cost center (department that will pay for this expense). A list of matching choices will appear. Click on the desired cost center.

pharm

Retail Pharmacy Shapiro

1.10204011.0000000000
Specialty Pharmacy

1.10204012.0000000000
Retail Pharmacy Amb Care Spec

- g. Attach a receipt. Make sure you have scanned or photographed your receipt, and you know where the file is located. Repeat this step to attach additional receipts.

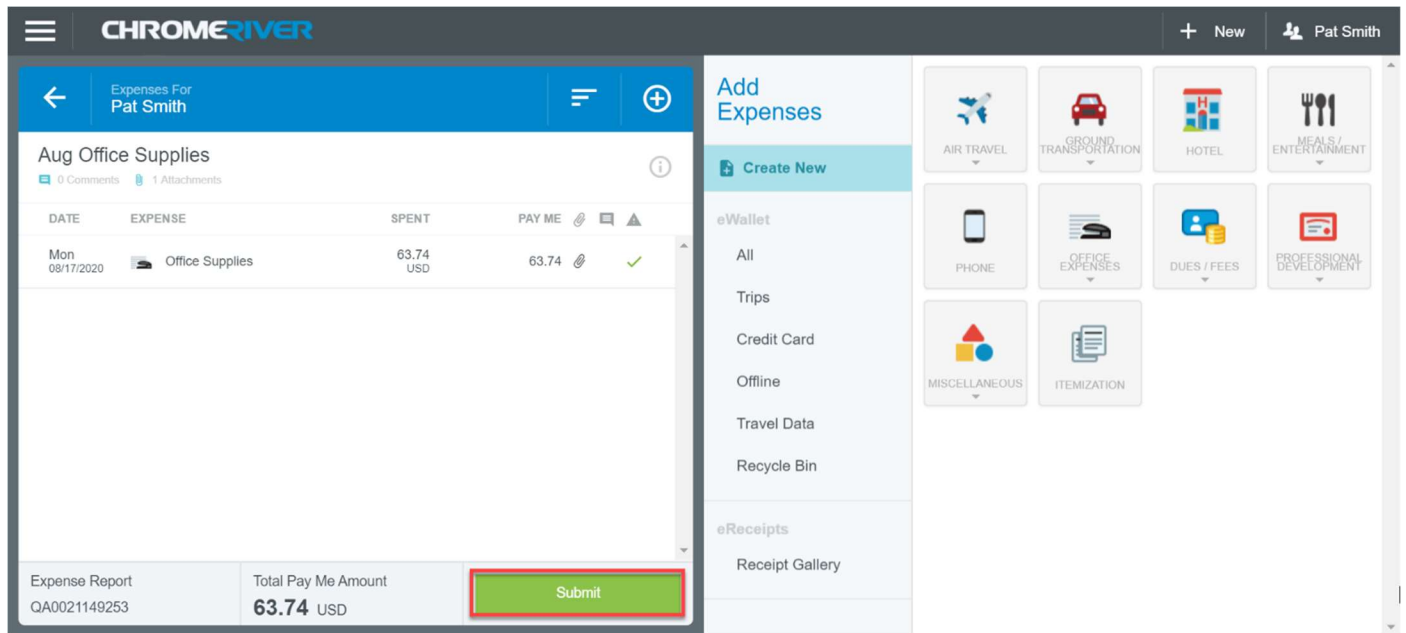
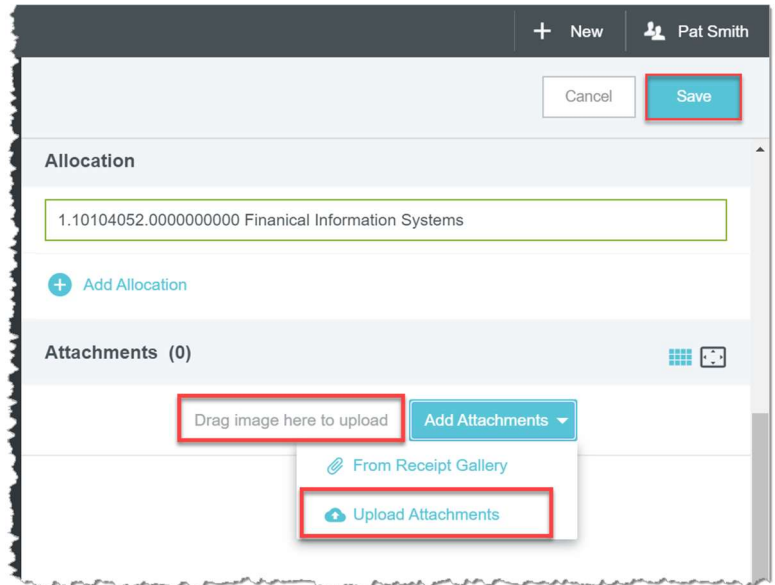
Drag a receipt image to the area under Attachments.

-OR-

Click **Add Attachments > Upload Attachments**. Find and double-click on the desired receipt image.

- h. When you have attached all your receipts for this expense, click **Save**.

- 5. When you have added all of your expenses, click **Submit**.



- 6. Click on the checkbox to confirm this expense, then click **Submit**.

The screenshot shows the Chrome River interface. On the left, an expense report titled "Aug Office Supplies" is displayed with a table of expenses. On the right, a "Submit Confirmation" dialog box is open, asking for confirmation to submit the report. The dialog includes a "Submit" button highlighted with a red box.

DATE	EXPENSE	SPENT	PAY ME
Mon 08/17/2020	Office Supplies	63.74 USD	63.74

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Buttons: Cancel, Pre-Approval, **Submit**

Aug Office Supplies

Report Owner: Pat Smith, Coordinator

Expense Report ID: QA0021149253

Business Purpose: Ream of paper to replace box ruined when someone spilled coffee on it.

Financial Summary

Expense Report: QA0021149253, Total Pay Me Amount: **63.74 USD**, Submit

Submitted expense reports will show the status. Pending reports are awaiting approval. Approved reports are will be exported Sunday night. Exported reports have been exported to Workday or Infor for payment (employees are reimbursed through Workday and other staff through Infor).

The screenshot shows the "Submitted Expense Reports" page. It lists three reports with their respective dates and amounts. The status of each report is indicated by a button: "PENDING" for the first report and "EXPORTED" for the other two.

Report Title	Report ID	Date	Amount (USD)	Status
Test Sep20	QA0021305649	09/11/2020	38.23 USD	PENDING
Test pre-app 81020	QA0021148227	08/11/2020	81.13 USD	EXPORTED
Test 80520	QA0021145700	08/05/2020	10.23 USD	EXPORTED

Clicking on the report and then on the Tracking button will show where the report is in the workflow.

The screenshot shows the report tracking interface. It features three buttons: "Open", "PDF", and "Tracking". Below the buttons, the report title "Test pre-app 81020" is displayed.

Buttons: Open, PDF, Tracking

Report Title: Test pre-app 81020

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