Boston Medical Center HEALTH SYSTEM



TIP SHEET: CREATE AN EXPENSE REPORT

- Use Single Sign On (your email and usual password) to log in to Chrome River from the link on Accounts Payables' page: <u>https://internal.bmc.org/departments/finance/accounts-payable/expense-reimbursements-and-travel</u>. 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.

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EXPENSES	1 Draft	0 Returned	O Submitted Last 90 Days	Welcome to BMCHS's expense report Image: Comparison of the expense report ty image: Comparison of the expense report ty image: Comparison of the expense report reflects that organization New Expense Report image: Comparison of the expense report ty image: Comparison of the expense report reflects that organization New Expense Report image: Comparison of the expense report ty image: Comparison of the expense report ty image: Comparison of the expense report reflects that organization New Expense Report image: Comparison of the expense report image: Comparison of the expense report ty image: Comparison of the expense report reflects that organization
PRE-APPROVAL	0 Draft	0 Returned	O Submitted Last 90 days	H E L P Follow these links for quick tutorials. Full HELP is available throughout the application in the Chrome River Help Center. • Getting Started with Chrome River • How To: Create and Submit Expenses • How To: Add Receipt Images • How To: Create a Home Screen Shortcut to Chrome River

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.

≡ CHROME	RIVER			+ New 42 Pat Smith
Expenses For Pat Smith		= ⊕		Cancel
Aug Office Supplies		(j)	Expenses Fo	r Pat Smith
DATE EXPENSE	SPENT	PAY ME 🖉 🗖 🔺	Import from Pre-Approval	IMPORT PRE-APPROVAL
			Report Name	Aug Office Supplies
			Pay Me In	USD - US Dollars 🗸
			Report Type	Select V
				BUMG Relocation Research
				Travel and Expense
Expense Report	Total Pay Me Amount 0.00 USD	Submit		

4. Add an expense. There are two ways to add an expense, depending on whether or not you have already uploaded a receipt. To add more than one expense to this report, repeat this step for each expense.

METHOD 1: RECEIPT ALREADY UPLOADED

Uploaded receipts will appear in the All and Offline tabs, and some will appear in the Receipt Gallery. (Note: If the

"Add Expense" section is not shown, click on the \bigcirc to bring it up.)



a. Find the desired receipt and click the checkbox, then click Add. Receipts are required for all expenses over \$35, according to policy.



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.)

CHROMERIVER				+ New 4 Pat Smith
Q Q (>	×	Images	Cancel Save
Uncle Frank's Original	Sales Receipt		Car Rental	
Service That's Out of This World!	Date: Date Receipt # No.		Date	08/22/2020
Sold To M. L. Martan Barth Madual Canter Cone Build Madual Canter Cone Buildon, MA 122118			Spent	425.72 🖬 USD
Payment Method Check No. Vita 2007-2009-2009-6431	dot		Business Purpose	
Detrict/plan UsB Treatly red date and a constraining 320 2 x data Dileare 340 Fred Option 340	1.99 10% \$270,19 00 \$50,00			A
			Class	Select 🔻
	Sublotal \$370.99		Merchant Optional	Ace
	Subtotal \$370.79 Facility Fee \$4.50 Rental Car fax \$27.48 Sales fax \$18.55 Total \$425.72		Location	
Thank you for your bus	inessi		Company Paid	
Uncle Frank's Original Vehicle Rentals, 1947 A	lien Lane, Roswell, NM 88202		Please type the <customer a<br="">the allocation box below. As you</customer>	ALLOCATION DESCRIPTION> you would like to search for in type, a drop down list of matching items will be displayed for

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.

≡ CHRC	DMERIVE	2			🕂 New 🍇 Pat Smith
	ର୍ ତ୍	¢	×	[Cancel Save •••
	Uncle Frank's Original Victor Renator	Sales Receip		Please type the <customer allocation<br="">like to search for in the allocation box below. A matching items will be displayed for selection</customer>	
	Sold To St. 1. Statutes Relation Andrea Constan Carlo Robots Andrea Constan Sonton, Vall 2018	Receipt 4		Allocation	
	Payment Reflood Che	(1 No. 340		pham	
Sama San Car	Desciption exit de meta, con noting Street	Unit Note Discount Discount Exclusion UNIL Exclusion Exclusion Exclusion Exclusion Fector Exclusion Exclusion		1.10204011.000000000 Specialty Pharmacy	· · · ·
		Education (2018) are		1.10204012.000000000 Retail Pharmacy Amb Care Spec	

d. Click **Save** when finished.

The completed expense item will appear on the expense report.

	CHROMERIVER			_	+	New 4 Pat Smith
÷	Expenses For Pat Smith			Add Expenses		
A	files Ourselies			Expenses	Sort 👻	
	iffice Supplies ments 2 Attachments		(i)	Create New		
DATE	EXPENSE	SPENT	PAY ME 🖉 🗐 🛦	eWallet	There are no items av	allable.
Sat 08/22/20	20 Car Rental Uncle Frank's Original Ve	425.72 USD	425.72 Ø 🗸	All		
	•			Trips		
				Credit Card		
				Offline		

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.)

	CHROME	RIVER				+ New & Pat Smith
÷	Expenses For Pat Smith		= ⊕	Add Expenses		
-	fice Supplies		<u>;</u>	Create New	All Items	All Merged
DATE	EXPENSE	SPENT	PAY ME 🖉 🔲 🛦	eWallet	Sont + Group by, None +	
		Click "+" to add your first item.	*	All	There are no iter	ms available.
now	and the second s	and a second a secon	and more	and		marken straken

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

≡ CHROM€	RIVER		_			+ New	Le Pat Smith
Expenses For Pat Smith		= ⊕	Add Expenses	76	A	H	WP1
Aug Office Supplies		(i)	Create New	AIR TRAVEL			MEALS / ENTERTAINMENT
DATE EXPENSE	SPENT Click "+" to add your first item.	PAY ME 🔗 🗖 🛦	eWallet All Trips	OFFICE EXPENSES	DUES / FEES.	PROFESSIONAL DEVELOPMENT	MISCELLANEOUS
			Credit Card Offline Travel Data	COMPLIER	COPIES (OFFICE SUPPLIES	POSTAREK'
			Recycle Bin	SOFTWARE			
Expense Report QA0021149187	Total Pay Me Amount 0.00 USD	v Submit	eReceipts Receipt Gallery				

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.)

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.

	+ New 🍇 Pat Smit
	Cancel Save
Copies / Pri	nting
Date	08/17/2020
Spent	63.74 🔲 USD
Business Purpose	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

	+ Ne	w 1	Pat Smit
	Cancel	Save	···
llocation			
pharm			
pharm Retail Pharmacy Shapiro	_		^
	-		

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.**



E CHROM	RIVER		_			+ New	🦺 Pat Smit
Expenses For Pat Smith		= ⊕	Add Expenses	- 74	A		¥ † 1
Aug Office Supplies	S	(j)	Create New	AIR TRAVEL		HOTEL	ENTERTAINMENT
DATE EXPENSE	SPENT	PAY ME 🖉 🔲 🛦	eWallet		9	C	_
Mon 08/17/2020 Su	upplies 63.74 USD	63.74 🖉 🗸	All	PHONE	OFFICE EXPENSES	DUES / FEES	PROFESSIONAL
			Trips				
			Credit Card				
			Offline		ITEMIZATION		
			Travel Data				
			Recycle Bin				
			eReceipts				
Expense Report	Total Pay Me Amount	-	Receipt Gallery				
QA0021149253	63.74 USD	Submit					

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

ECHROME				🕂 New 🤽 Pat Smith
Expenses For Pat Smith		- ⊕	Submit Confirmation	
Aug Office Supplies	SPENT	TAY ME 🖉 🗖 🛦	I hereby certify that all expenses listed and are for legitimate business purpose	here are true and correct to the best of my knowledge es. Cancel Pre-Approval Submit
Mon 08/17/2020	69.74	63.74 @		
			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.
Expense Report	Total Pay Me Amount	Submit	Financial Summary	
QA0021149253	63.74 USD	Submit		AMOUNT (USD) APPROVED (USD)

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).

Submitted Expense Reports		=
Test Sep20 QA0021305849	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.



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