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 type and the expense report type and the expense report type and the expense report reflects that organization New Expense Report Image: Comparison of the expense report type and ty
PRE-APPROVAL	0 Draft	0 Returned	O Submitted Last 90 days	HELP 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: Approve Expenses • 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.

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÷	Expenses For Pat Smith		₹ ⊕			Car	ncel Save
	fice Supplies		Ĵ	Expenses Fo	or Pat Smith		3
DATE	EXPENSE	SPENT		Import from Pre-Approval	IMPORT PRE-APPROVAL		
				Report Name	Aug Office Supplies		
				Pay Me In	USD - US Dollars 🗸		
				Report Type 2	Select Select BUMG Relocation Research Travel and Expense		
Expense R	teport	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 (5	×	Images	Cancel Save
Uncle Frank's Original	Sales Receipt		Car Rental	
Service That's Out of This World!	Date: Done Receipt # No.		Date	08/22/2020
Sold To M. I. Mantan Bankh Madoud Canteer One Security Modeling Conter Proce Benkhy MM (2018)			Spent	425.72 🖬 USD
Payment Method Check No. Vita sour-sour-sour-sour-sour-sour-sour-sour-	dot		Business Purpose	
Desired Usa Trendy real data and a consulting 23 2 schwa Delewin 35 Fred Option 16	Price Discount Line Total 9.97 1026 \$270.179 000 \$500.00 \$500.00 200 \$42.00 \$42.00			A
			Class	Select 🔻
			Merchant Optional	Ace
	Subblobi \$370.99 Focility Fee \$4.50 Bental Car fax \$274.48 Sales fax \$18.55 Total \$425.72		Location	
Thank you for your bu	linessi		Company Paid	
Uncle Frank's Original Vehicle Rentals, 1947 #	dien 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.

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	৹ ৹	¢	×	[Cancel Save •••
	Uncon Fronti- Original Venicia Renativ Service Starts of all The Head	Sales Receipt		Please type the <customer allocation<br="">like to search for in the allocation box below. A matching items will be displayed for selection</customer>	DESCRIPTION> you would \s you type, a drop down list of
	Solid To you to structure Realistic America Constant One Realistic Constant Proce Realises, NOP. 007107			Allocation	
	Payment Reflect (Not over some state state)	Check His. July		phaim	
	Desciption motion while non-investig 17 cheathrea Anaropeo	Old PAce Obscored Obs Mad E010* 05 E010* W0.00 E010* E010* W0.00 E010* E010*		1.10204011.000000000 Specialty Pharmacy	^
		halaad 505.4		1.10204012.000000000 Retail Pharmacy Amb Care Spec	

d. Click **Save** when finished.

The completed expense item will appear on the expense report.

	CHROMERIVER				+ Ne	ew 4 Pat Smith
÷	Expenses For Pat Smith			Add		
A	files Ourselies			Expenses	Sort 👻	
Aug C	mice Supplies		(i)	Create New		. ·
DATE	EXPENSE	SPENT	PAY ME 🖉 🗐 🛦	eWallet	i nere are no items availabi	ie.
Sat 08/22/20	20 Car Rental	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	IVER				+ New & Pat Smith
÷	Expenses For Pat Smith		- ⊕	Add		
Aua C	Office Supplies			Expenses	All Items	All Merged
Com	ments 🏮 0 Attachments		(1)	Create New	Sort - Group by: None -	
DATE	EXPENSE	SPENT	PAY ME 🖉 🔲 🛦	eWallet		*
		Click "+" to add your first item	<u>م</u>	All	There are no ite	ems available.
man	Actual	and the second for more thank	mon	- mar and a second water	and a second and a second and a second	marine procession

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

ECHRON	ERIVER		_			+ New	🦺 Pat Smith
Expenses For Pat Smith		= ⊕	Add Expenses	74	A	H	۲۴۱
Aug Office Supplie	S	(j)	Create New	AIR TRAVEL			
DATE EXPENSE	SPENT Click *+* to add your first item.	PAY ME 🔗 📮 🛦	eWallet All Trips	OFFICE EXPENSES	DUES / FEES	PROFESSIONAL	MISCELLANEOUS
			Credit Card Offline	COMPLIES	FOR PIENS	OFFICE SUPPLIES	PCOTRIER'
			Recycle Bin	SOFTWARE			
Expense Report QA0021149187	Total Pay Me Amount 0.00 USD	▼ Submit	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	_		^
pharm Retail Pharmacy Shapiro 1.10204011.0000000000 Specialty Pharmacy	-		

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.**



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Expenses For Pat Smith		= ⊕	Add Expenses	76	A		¥t1
Aug Office Supplies		(j)	Create New	AIR TRAVEL	GROUND TRANSPORTATION	HOTEL	
DATE EXPENSE	SPENT	PAY ME 🖉 🔲 🛦	eWallet		9	C	
Mon 08/17/2020 Supp	olies 63.74 USD	63.74 🖉 🗸	All	PHONE	OFFICE EXPENSES	DUES / FEES	PROFESSIONAL T
			Trips				
			Credit Card	•			
			Offline	MISCELLANEOUS	ITEMIZATION		
			Travel Data				
			Recycle Bin				
			eReceipts				
Expense Report	Total Pay Me Amount	Submit	Receipt Gallery				
QA0021149253	63.74 USD						

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

ECHROME				🕂 New 🤽 Pat Smith
Expenses For		= A	Submit Confirmation	
Aug Office Supplies		0	I hereby certify that all expenses listed and are for legitimate business purpos	here are true and correct to the best of my knowledge es.
DATE EXPENSE	SPENT	PAY ME 🧷 🗖 🔺		Cancel Pre-Approval Submit
Mon 08/17/2020 Soffice Suppli	es 63.74 USD	63.74 Ø 🗸	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	-	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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