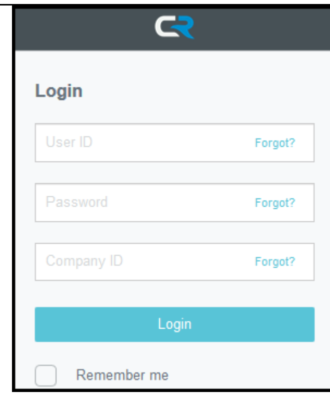
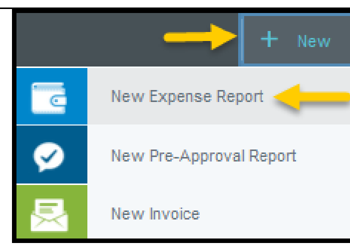
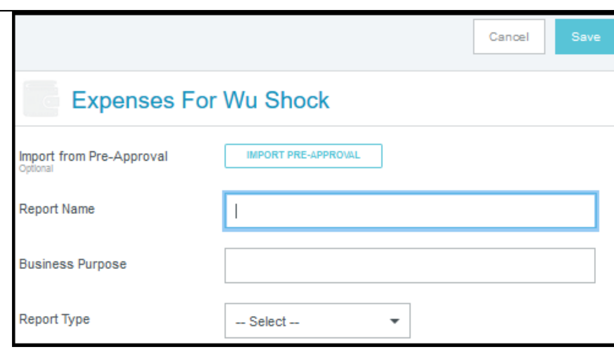
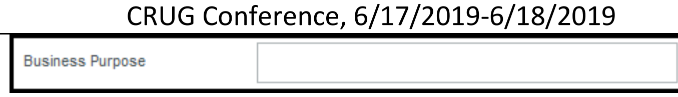
Creating an Expense Report

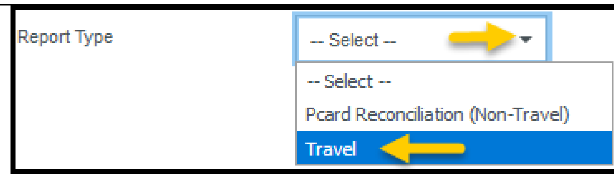
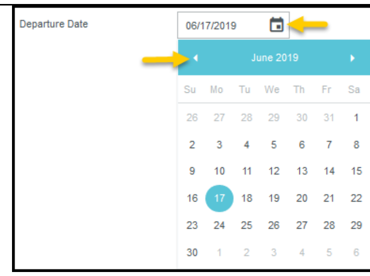
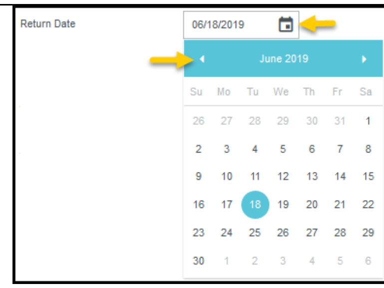
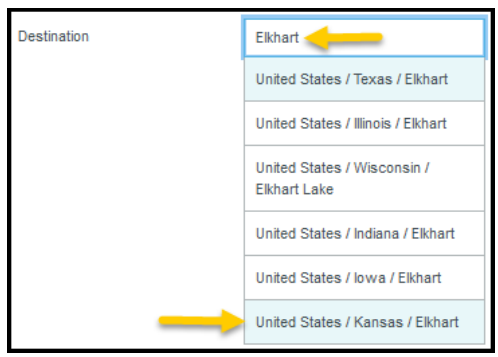
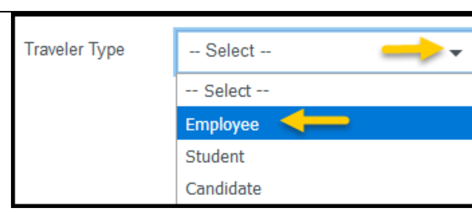
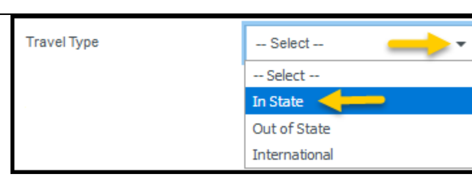
Scenario:

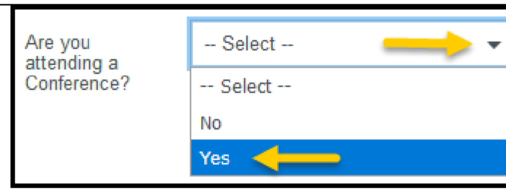
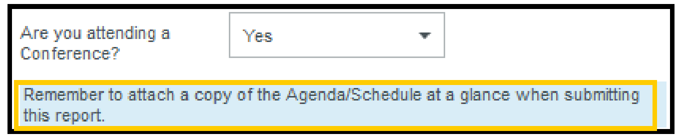
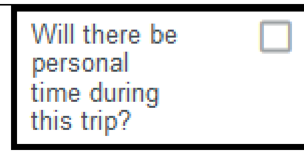
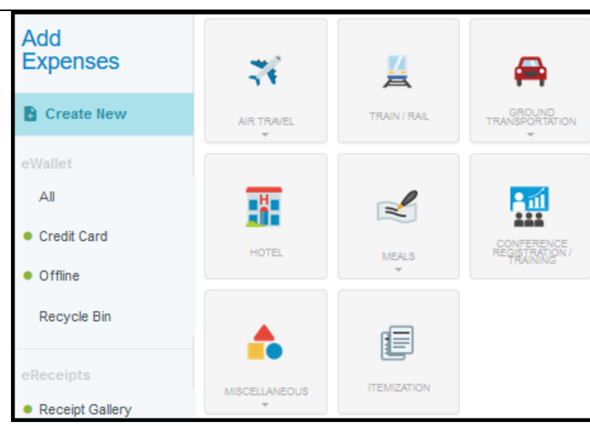
Travel Dates	6/17/2019-6/18/2019
Conference:	Chrome River Users Group (CRUG)
Location:	Elkhart, Kansas

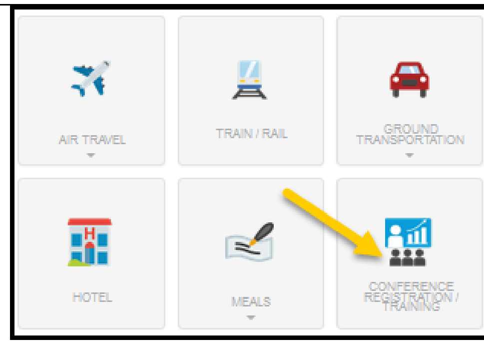
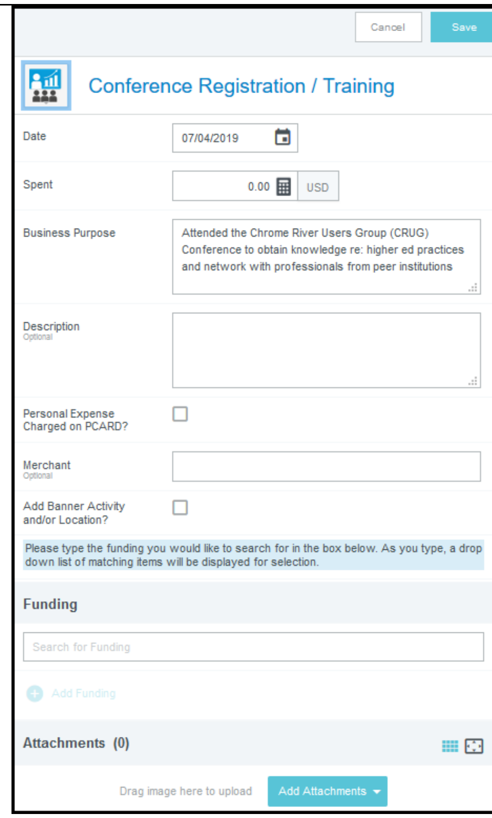
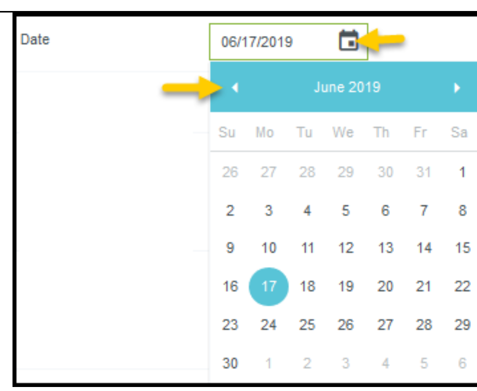
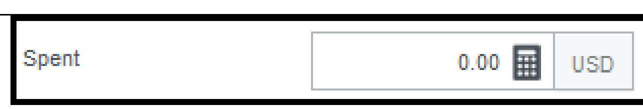
<table>
<tr><th>Step</th><th>What to Do</th><th>Notes</th></tr>
<tr><td>1.</td><td>Log into Chrome River
➢ Information provided in classroom</td><td>
</td></tr>
<tr><td>2.</td><td>Click the + New icon and select New Expense Report</td><td>
</td></tr>
<tr><td>3.</td><td>The Expense Report Header page will be displayed on the right side of the screen.</td><td>
</td></tr>
<tr><td>4.</td><td>Enter the Report Name:
➢ CRUG Conference, [date range in the past]</td><td>

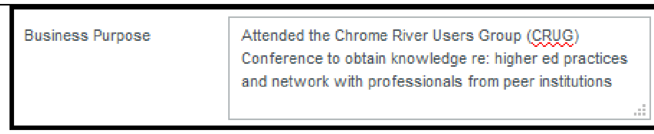
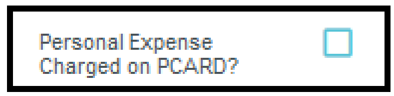
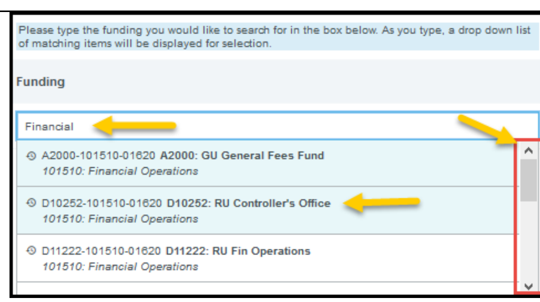
Naming convention for the Report Name field is:
➢ Meeting/Conference Name or Destination and Dates of Travel
➢ <u>Example:</u>
CRUG Conference, 6/17/2019-6/18/2019</td></tr>
<tr><td>5.</td><td>Enter the Business Purpose:
➢ Attended the Chrome River Users Group (CRUG) Conference to obtain knowledge re: higher ed practices and network with professionals from peer institutions.</td><td>

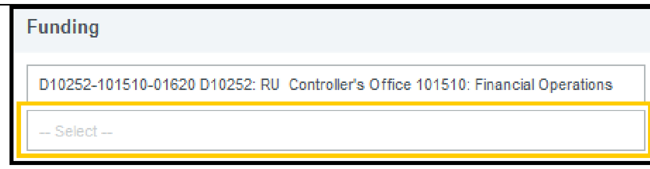
The business purpose should explain:
➢ what purpose the expenditure served,
➢ why the expense was necessary,
➢ how it furthered the University’s goals</td></tr>
</table>

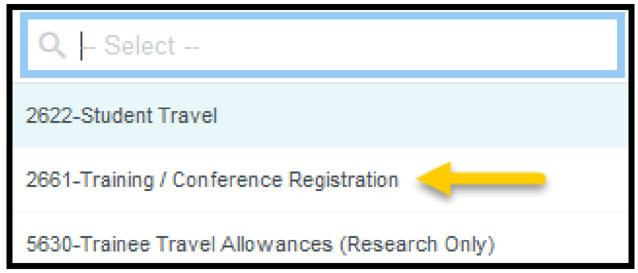
Step	What to Do	Notes
6.	Select the appropriate Report Type ➢ Travel **Additional fields will appear on the Expense Report Header page	
7.	Select the Departure Date: ➢ Click on the calendar icon ➢ Arrow to the proper month ➢ Click on the proper date	
8.	Select the Return Date: ➢ Click on the calendar icon ➢ Arrow to the proper month ➢ Click on the proper date	
9.	Enter the Destination of the travel event: ➢ Begin typing the destination city in the field: Elkhart ➢ The system will begin to display values matching the information entered ➢ Select the appropriate value ➢ For this example select: United States / Kansas / Elkhart	 
10.	Select the Traveler Type: ➢ Employee	
11.	Select the Travel Type: ➢ In State	

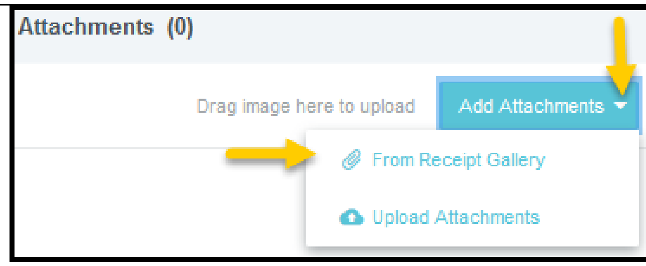
Step	What to Do	Notes
12.	Select the answer to the "Are you attending a Conference" question: ➢ Select Yes ➢ **Notice the Blue highlighted message that appears below the question**	 
13.	Will there be personal time during this trip? ➢ If your travel event includes both personal and business travel select the check box next to the "Will there be personal time during this trip" question. ➢ When selected, the Personal Time Start Date and Personal Time End Date fields will appear. For this scenario, leave the checkbox **<u>unchecked</u>**	
14.	Click Save in the upper right hand corner of the form.	
15.	The Add Expenses screen will appear on the right side of the screen.	

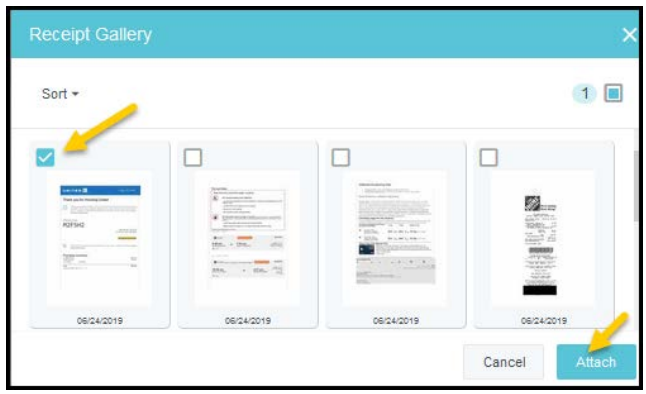
Step	What to Do	Notes
16.	Select Conference Registration / Training.	
17.	The Conference Registration / Training expense form will display.	
18.	Date: ➢ On the first expense type added to the report, the current date will populate ➢ Select the calendar icon and select the date for the expense ➢ Note: the date entered must be between the Expense Report departure and return dates. ➢ Select 6/17/2019	
19.	Spent: ➢ Enter 225.00	

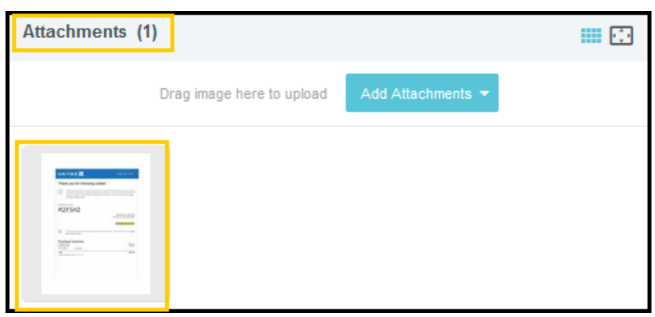
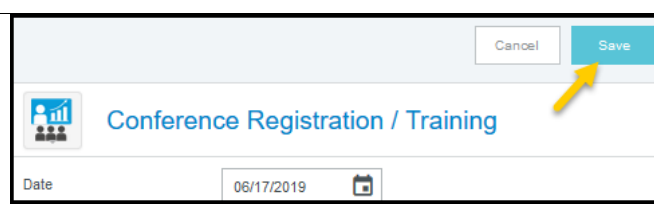
Step	What to Do	Notes
20.	Business Purpose: ➢ The Business Purpose will default from the report header ➢ This value can be modified ➢ For this scenario, we will use the defaulted value	
21.	Description (optional): ➢ The Description will be used to give more explanation of the expense ➢ For this scenario, leave this field blank	
22.	Personal Expense Charged on PCARD: Select this box if: ➢ The charge was purchased using a WSU issued procurement card **AND** ➢ All or part of the charge was a personal/non-reimbursable expense ➢ Note: An additional field will display and require an explanation ➢ For this scenario, leave the check box **unchecked**	 
23.	Merchant (optional): ➢ Enter the Vendor or Merchant name ➢ Note: This field will automatically populate if the expense was created from a Pcard transaction ➢ For this scenario, leave the field blank	
24.	Add Banner Activity and/or Location: ➢ If your department uses the Banner Activity or Location fields, select the check box ➢ If your department does not use the Banner Activity or Location fields, leave this box unchecked ➢ For this scenario, leave the box **unchecked**	
25.	Begin typing in the Search for Funding box to locate and select the appropriate funding for the Expense Type. ➢ As you begin typing, the system will display results that contain the value entered. ➢ For this scenario, enter your Fund, Org or Department Name and click on the appropriate value from the displayed results	 **Use the scroll bar to see additional matches

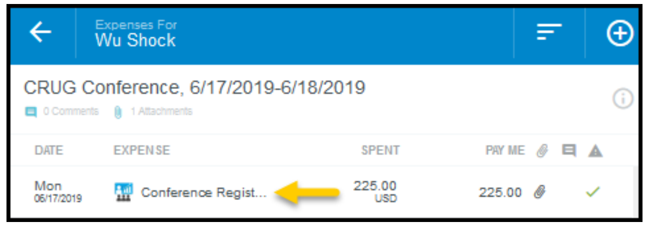
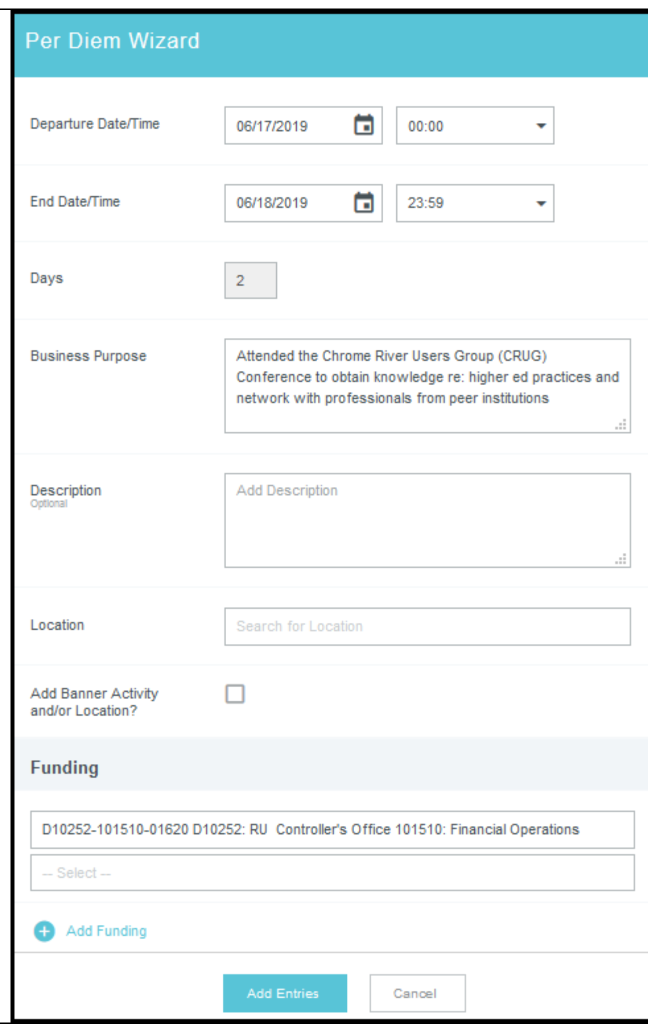
<table>
<tr><th>Step</th><th>What to Do</th><th>Notes</th></tr>
<tr><td>26.</td><td>-- Select –
➢ Once a funding value has been selected, the – Select – field will display.
➢ Click in the field to view the drop down list of available values
➢ Select the appropriate value
➢ For this scenario, select 2661-Training / Conference Registration</td><td>

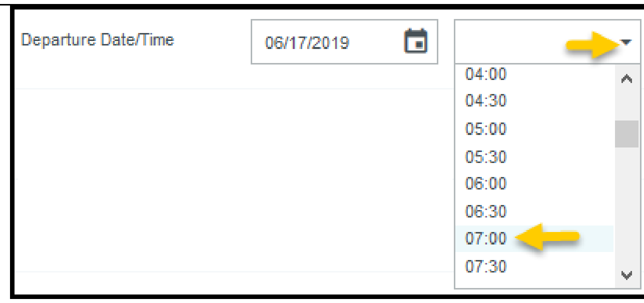
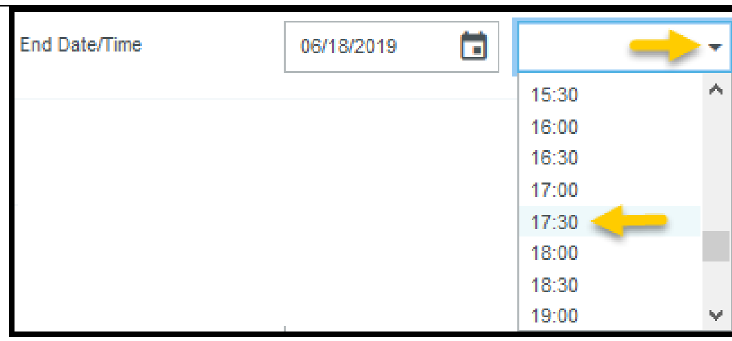
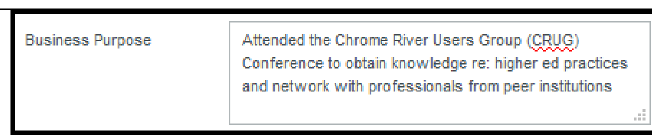
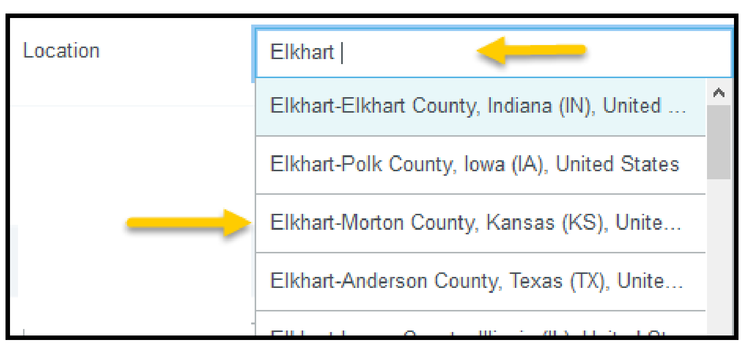

</td></tr>
<tr><td>27.</td><td>Add Attachments
➢ Most expenses require an itemized receipt or adequate supporting documentation to be attached.
➢ Attachments can be added in Chrome River in various ways. Visit wichita.edu/cr to locate additional information.
➢ Click the Add Attachments Button
➢ Select “From Receipt Gallery”
➢ Select the check box for the receipt you would like to attach
➢ Click the Attach button in the lower right hand corner

Notice the system shows there is (1) attachment and the attachment image is displayed in the attachments section.</td><td>



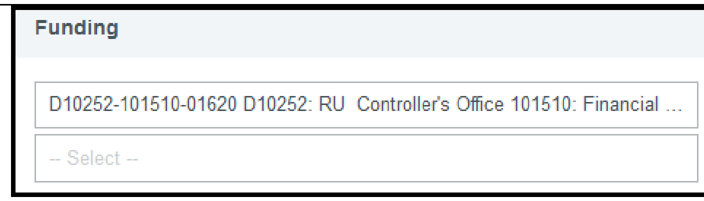

</td></tr>
<tr><td>28.</td><td>Click Save in the upper right hand corner of the form.</td><td>
</td></tr>
</table>

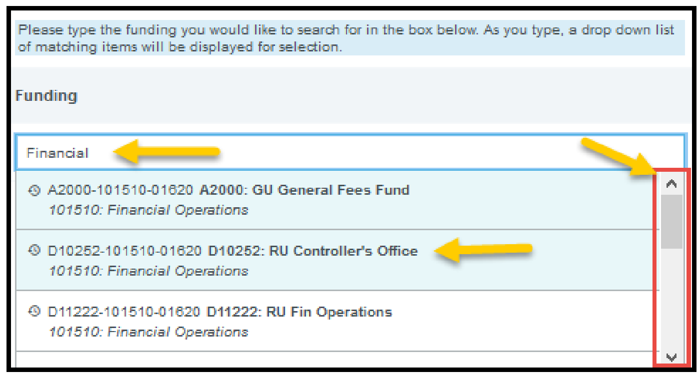
Step	What to Do	Notes
29.	The expense will be added to the report and displayed in the expense list on the left side of the screen.	
30.	Select Meals, and select Multiple Day Per Diem from the options that display. **Note: If the expense tiles are not visible on the right side of the screen, click the add expense icon to display. 	
31.	The Per Diem Wizard form will display.	

Step	What to Do	Notes
32.	Departure Date/Time ➢ The departure date will default from the expense report header – this field can be modified. ➢ The departure time will default with the value “00.00” ➢ Click the drop down arrow and select the actual departure time. ➢ Note: Times are displayed in the military time format. ➢ Select “07:00”	
33.	End Date/Time ➢ The end date will default from the expense report header – this field can be modified. ➢ The end time will default with the value “23.59” ➢ Click the drop down arrow and select the actual departure time. ➢ Note: Times are displayed in the military time format. ➢ Select “17:30”	
34.	Days ➢ This field will automatically calculate based upon the information entered in the Departure and End date fields.	
35.	Business Purpose: ➢ The Business Purpose will default from the previous expense ➢ This value can be modified ➢ For this scenario, we will use the defaulted value.	
36.	Description (optional): ➢ The Description will be used to give more explanation of the expense ➢ For this scenario, leave this field blank	
37.	Location: ➢ Begin typing the destination city in the field ➢ The system will begin to display values matching the information entered ➢ Select the appropriate value ➢ For this example select: Elkhart-Morton County, Kansas (KS), United States	 

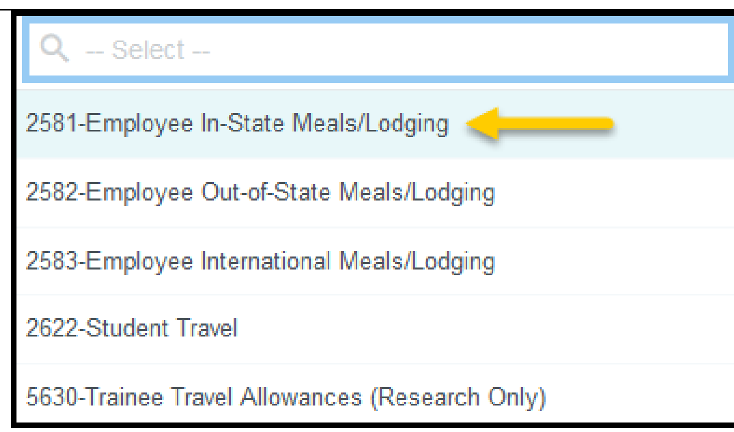
<table>
<tr><th>Step</th><th>What to Do</th><th>Notes</th></tr>
<tr><td>38.</td><td>Add Banner Activity and/or Location:

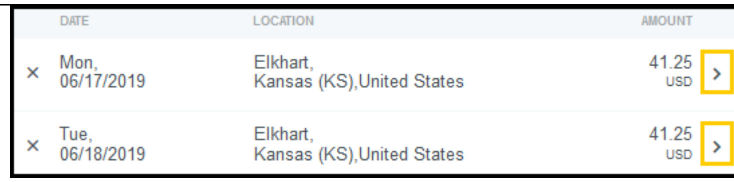
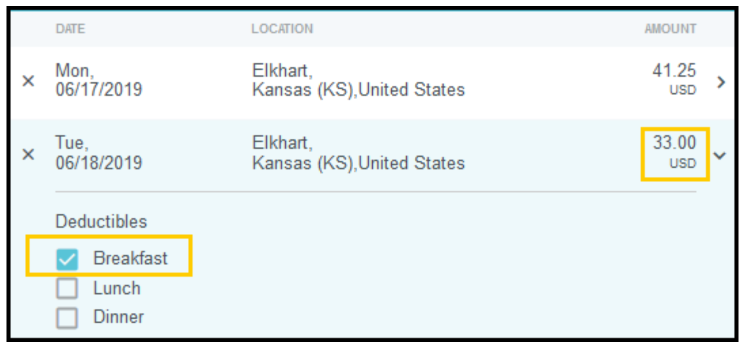
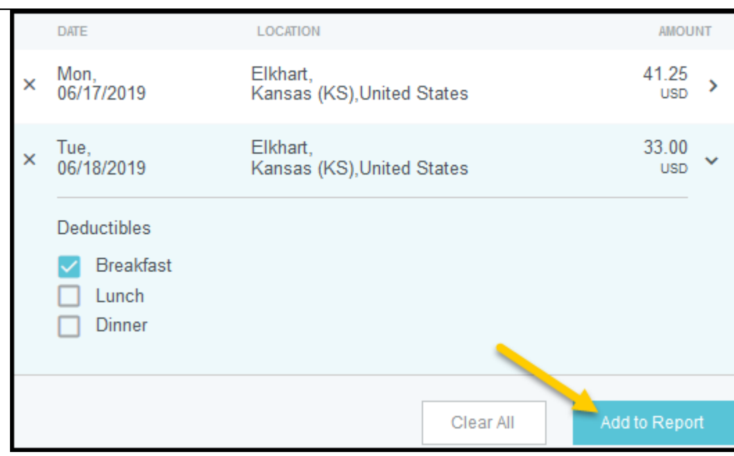
If your department uses the Banner Activity or Location fields, select the check box
If your department does not use the Banner Activity or Location fields, leave this box unchecked
For this scenario, leave the box unchecked
</td><td>
</td></tr>
<tr><td>39.</td><td>Funding

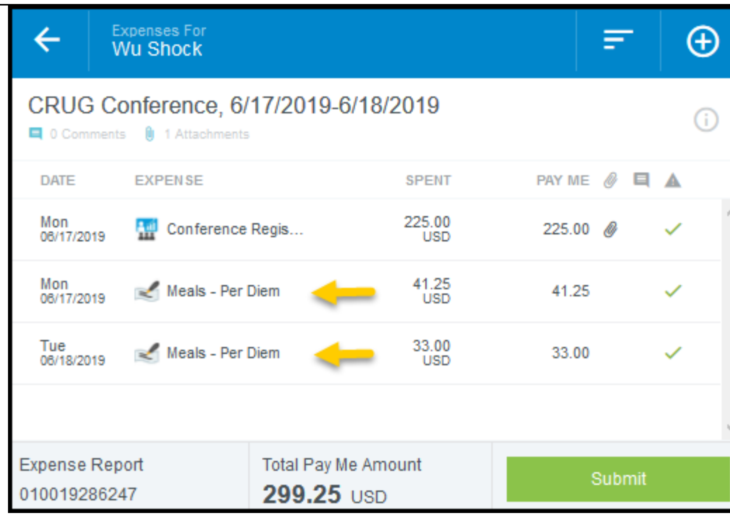
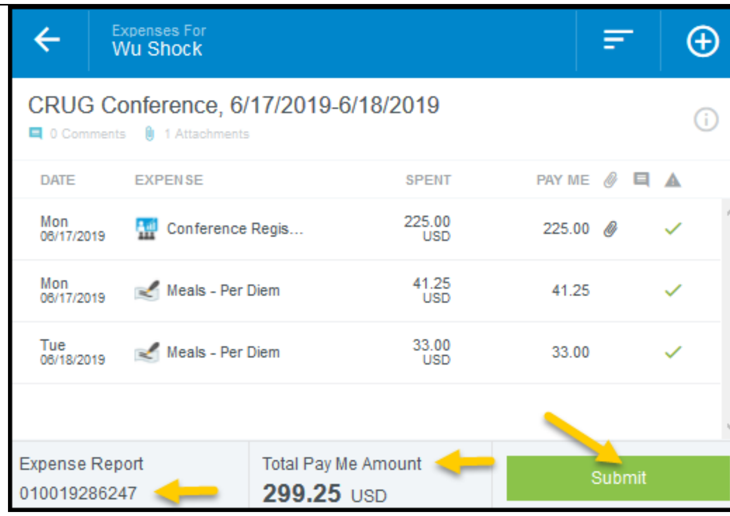
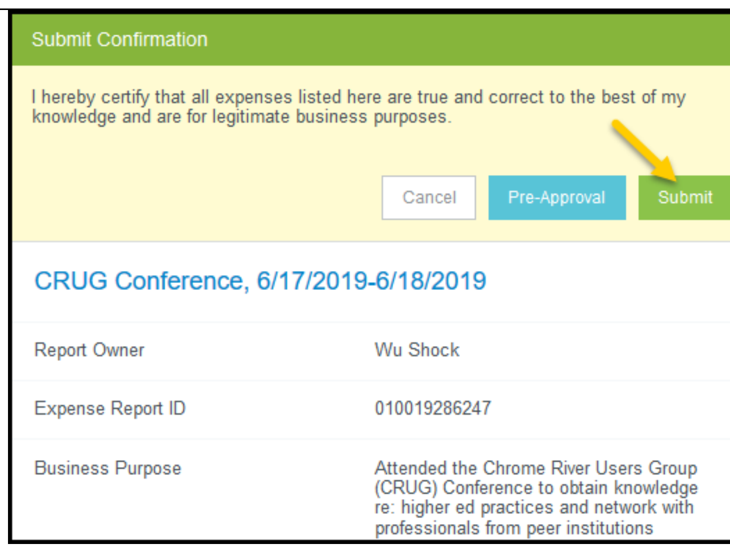
The funding will default into the form from the previous expense
If a different value is required, delete the current value
Begin typing in the Search for Funding box to locate and select the appropriate funding for the Expense Type.
As you begin typing, the system will display results that contain the value entered.
For this scenario, enter your Fund, Org or Department Name and click on the appropriate value from the displayed results if not already populated.
</td><td>

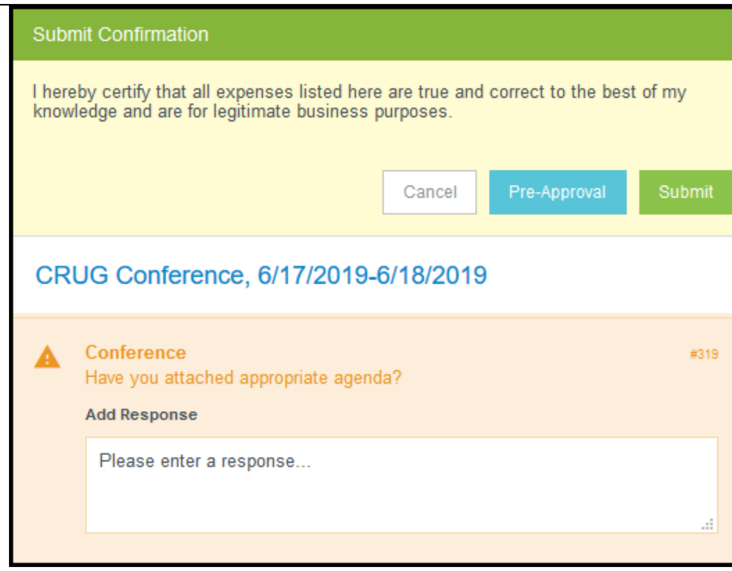
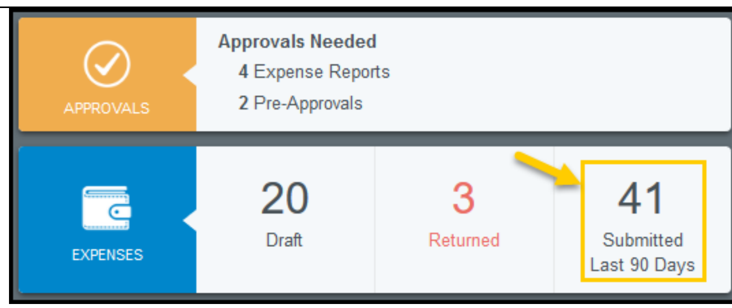
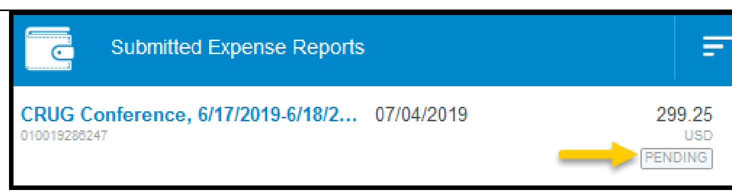


**Use the scroll bar to see additional matches</td></tr>
<tr><td>40.</td><td>-- Select –

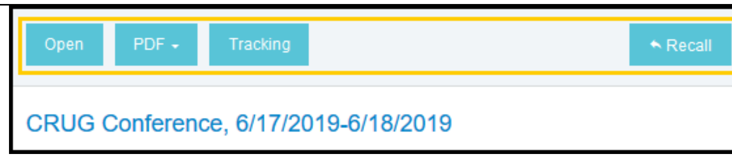
Once a funding value has been selected, the – Select – field will display.
Click in the field to view the drop down list of available values
Select the appropriate value
For this scenario, select 2581-Employee In-State Meals/Lodging
</td><td>
</td></tr>
<tr><td>41.</td><td>Click the Add Entries button located at the bottom of the screen.</td><td>
</td></tr>
</table>

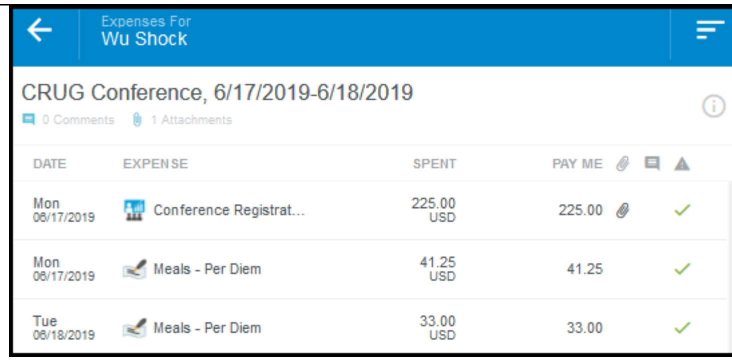
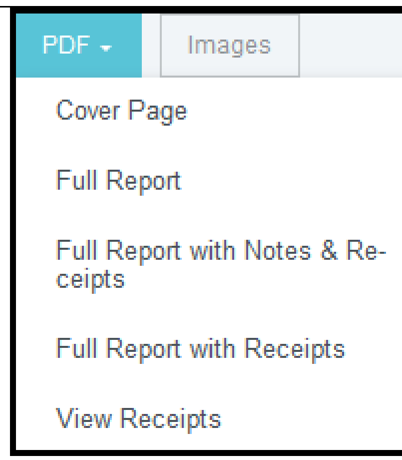
Step	What to Do	Notes
42.	The per diem entries will be added to the right side of the screen ➢ Click the arrows to expand each entry and view the deductible meal section.	 
43.	Deductibles ➢ Selecting the check box next to a meal will indicate it was provided to you on this day. ➢ The system will automatically deduct the per diem rate for the meal that was provided ➢ For this example select: Breakfast ➢ Note: The meal per diem was reduced from 41.25 to 33.00 to account for the breakfast provided.	
44.	Add to Report ➢ Click the Add to Report button located in the lower right hand corner of the screen.	

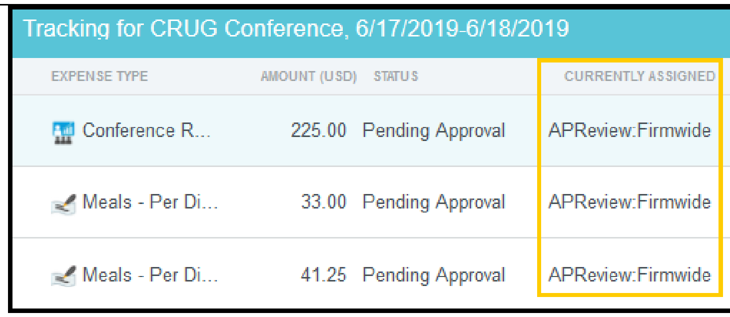
Step	What to Do	Notes
45.	The two meal per diem expense lines have been added to the report and are displayed in the expense list on the left side of the screen.	
46.	Review the information presented on the left side of the screen ➢ Ensure all expense types have been added to the report ➢ Take note of the Expense Report ID (if needed) ➢ Verify the Total Pay Me Amount is correct ➢ Note: The amounts associated with pcard transactions will not be included in the Total Pay Me amount field. When finished, click the submit button	
47.	The Submit Confirmation screen will display on the right side of the screen. ➢ Review the report summary information ➢ Read the certification statement ➢ Click Submit to submit the report	

Step	What to Do	Notes
48.	Compliance Warnings: The system is configured with various compliance rules to assist end users in complying with WSU and/or State of Kansas policy. ➢ Rule #319 – this compliance warning reminds users who are attending a conference to attach the appropriate documentation. ➢ If the required documentation has already been attached, enter the word “Attached” in the response section. Enter “Attached” in the Add Response section and click Submit again.	
49.	The confirmation message will display.	
50.	Click the “ChromeRiver” icon to return to the home page.	CHROMERIVER
51.	To view the submitted report, click on the number listed in the “Submitted Last 90 days” section of the Expenses section.	
52.	Locate the report in the Submitted Expense Reports list and click to display the report details. ➢ Note: The report status is displayed below the amount field. ➢ Statuses include: o Pending o Approved o Exported o Paid	

<table>
<tr><th>Step</th><th>What to Do</th><th>Notes</th></tr>
<tr><td>53.</td><td>The report details will be displayed on the right side of the screen. Four options will be displayed along the top of the report:
➢ Open
➢ PDF
➢ Tracking
➢ Recall
If you do not see all of the options select the three dots on the left

</td><td>
</td></tr>
<tr><td>54.</td><td>Selecting Open will allow you to review the Expense Report and individual expense lines in greater detail.

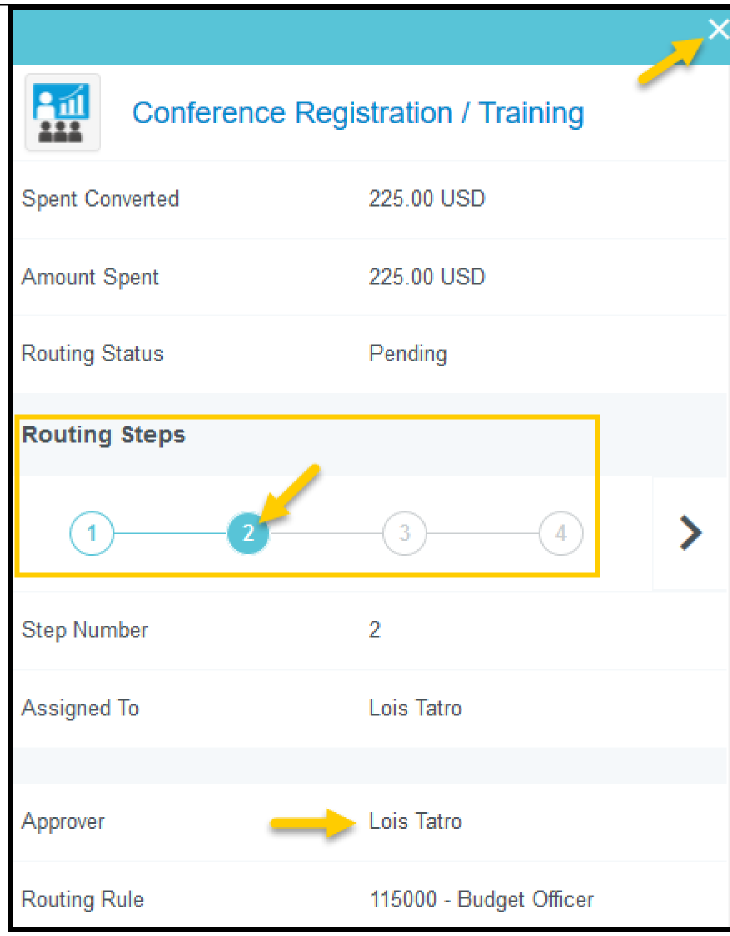
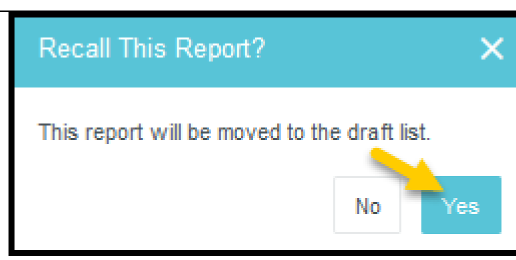
Repeat steps 51-53 to return to the options screen</td><td>
</td></tr>
<tr><td>55.</td><td>Selecting PDF will display five options to select from:
➢ Cover Page will create a summary cover page of the report that can be used when scanning or faxing receipts to your profile
➢ Full Report will create a PDF of the full report minus any attachments
➢ Full Report with Notes and Receipts will create a PDF of the full report, any notes listed on the report, and all attachments
➢ Full Report with Receipts will create a PDF of the full report and receipts. Notes will not be included
➢ View Receipts will create a PDF containing all receipts and attachments on the expense report
➢ After selecting an option a new browser window will open, after closing it you will be taken back to the summary page of the report.</td><td>
</td></tr>
</table>

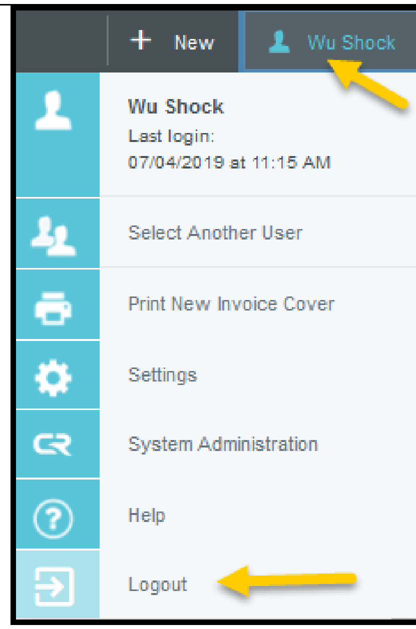
<table>
<tr><th>Step</th><th>What to Do</th><th>Notes</th></tr>
<tr><td>56.</td><td>Selecting the Tracking button will display where each line of the report is in the approval process.</td><td>
</td></tr>
<tr><td>57.</td><td>To see additional tracking information, click on an individual expense line.

➢ Clicking on the numbered circles will display information about the selected approval step.

➢ When an approval step has been completed, the number will be replaced with a green check mark.

➢ When finished reviewing the tracking information, click the “X” in the upper right hand corner of the screen.

Repeat steps 53 to return to the options screen</td><td>
</td></tr>
<tr><td>58.</td><td>Selecting the Recall button will remove the report from workflow and return it to the expense owners draft Expense Report section.
➢ Expense Reports can only be recalled prior to obtaining final approval
➢ Once in draft status, the expense owner or delegate can make any needed adjustments to the Expense Report
Submitting the Expense Report will restart the workflow approval process.</td><td>
</td></tr>
</table>

Step	What to Do	Notes
59.	Log out by clicking the user icon in the upper right hand corner of the screen and selecting Logout	
60.	Complete	