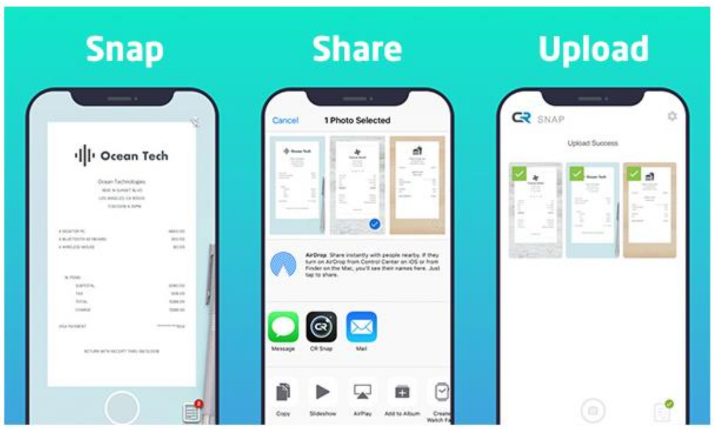
# WHAT'S NEW WITH CHROME RIVER?

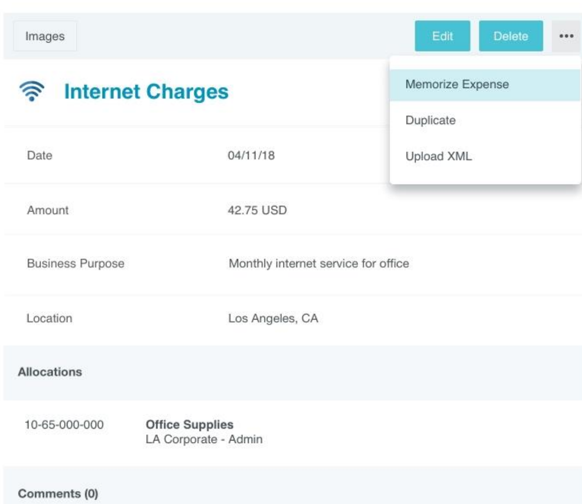
**Upload your Receipts Even Quicker!**

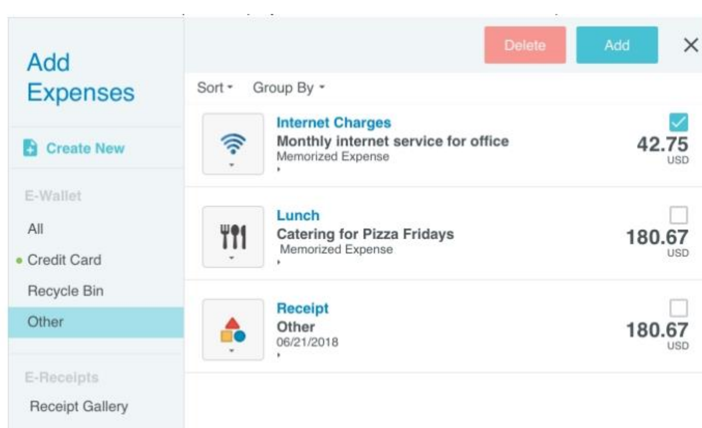
Chrome River SNAP is a free app you can download from the Apple App Store or Google Play Store to quickly and easily capture receipt images and upload them to the Chrome River EXPENSE Receipt Gallery. Simply take a picture of the receipt within the app or upload a picture from your phone library and then click "Upload" and it will automatically appear in your Chrome River Receipt Gallery.




**Save Time by Memorizing Expense Line Items for Future Use**

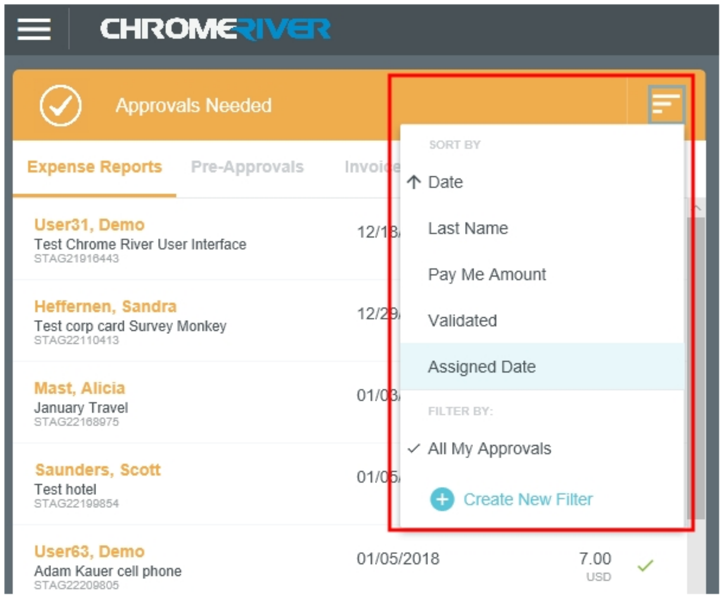
You can now "memorize" frequently used expense line items in order to easily add them to future reports. The next time you create a report for this expense, select the memorized expense from the eWallet just like any other Offline transaction. Tapping ADD will open the new memorized expense in edit mode to allow you to make any necessary adjustments and save the line item to the new report.



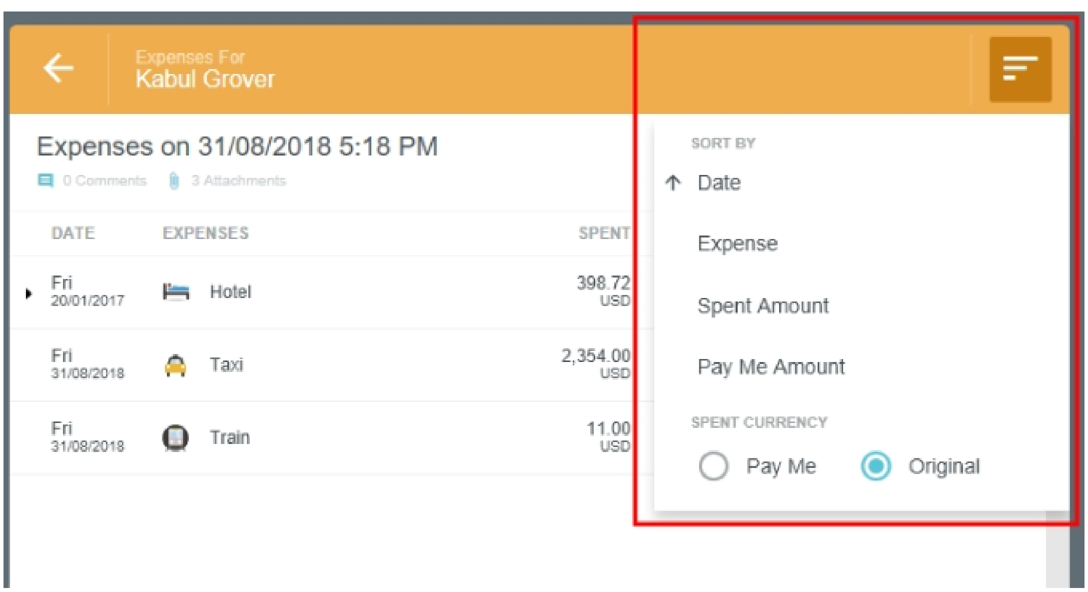
### Sort Expense Approvals by Assigned Date

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.

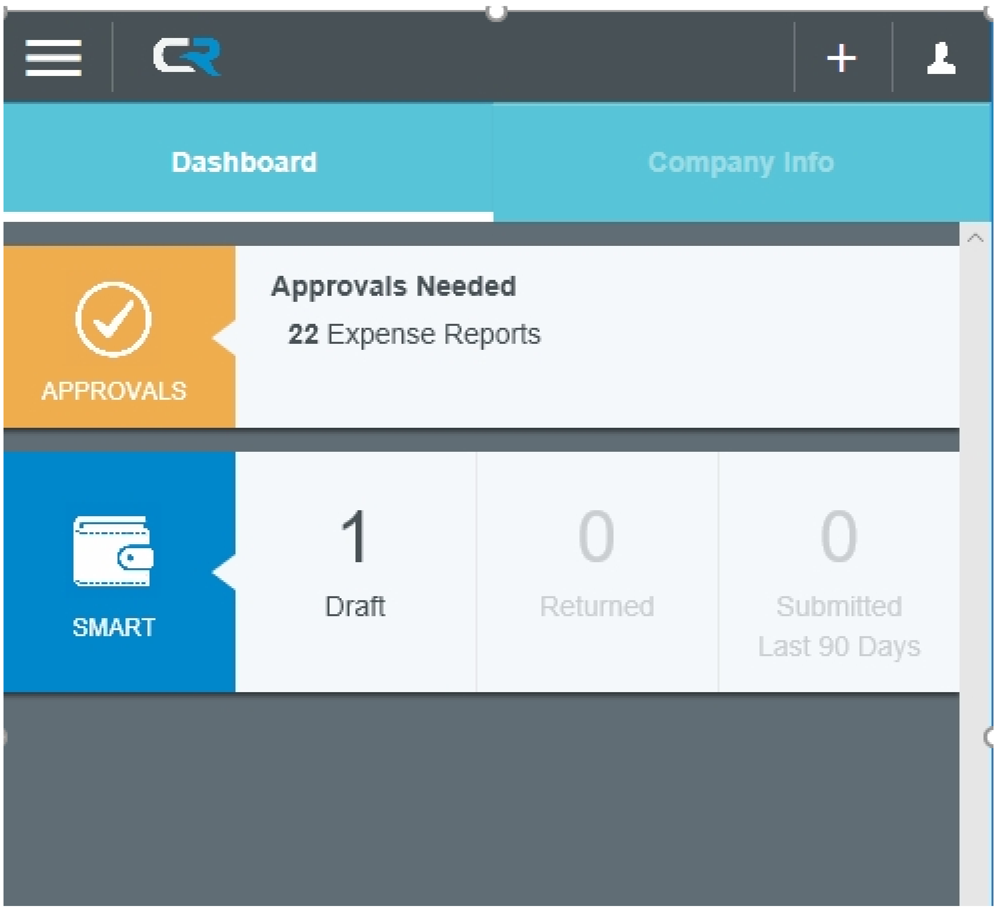


### Return Unsubmitted Reports Via Expense Analysis Standard Report

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.

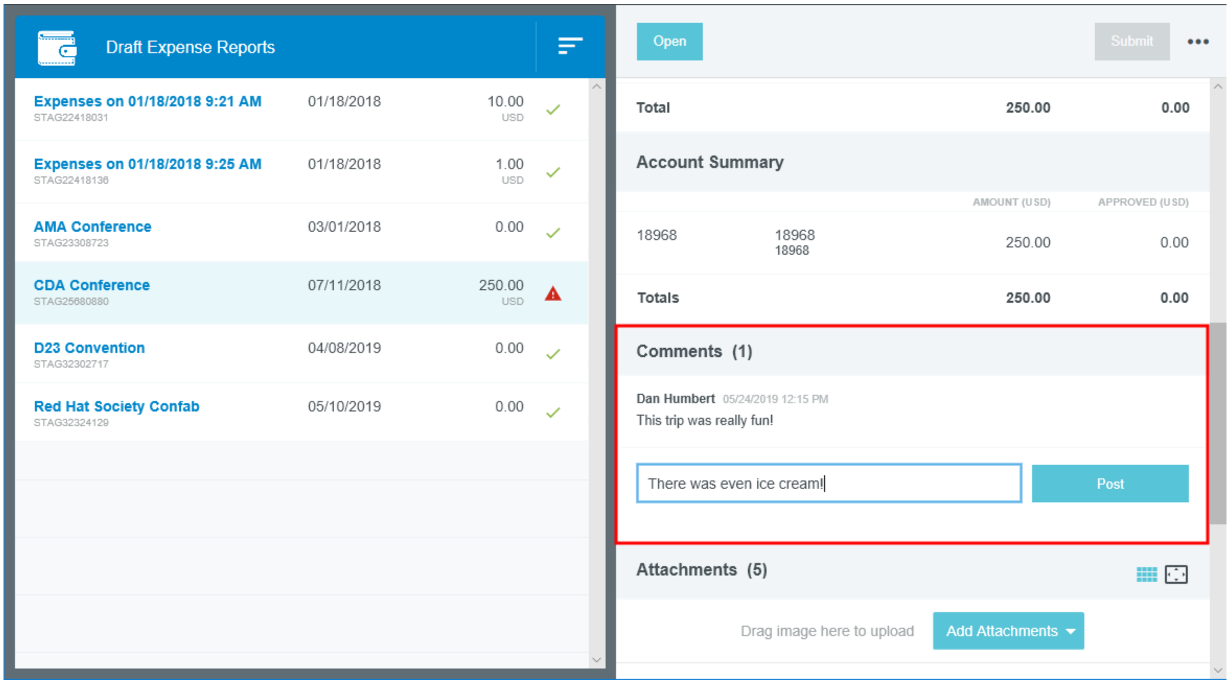
### Enhanced Display Upon Launch for Mobile

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.



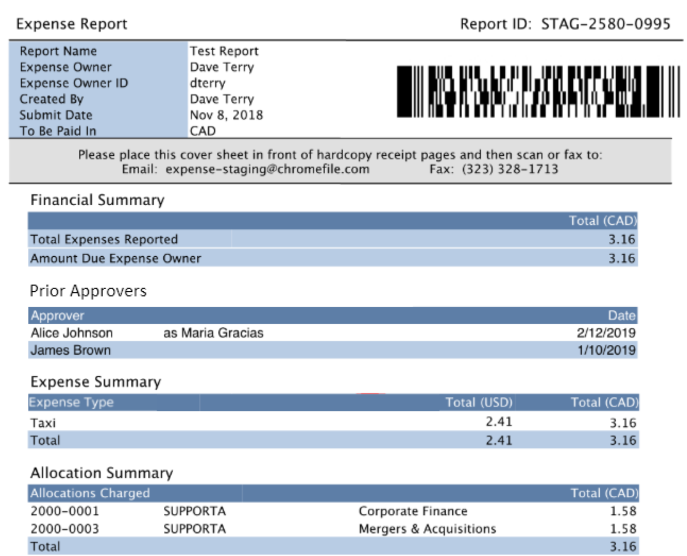
### View and Add Comments from Expense Summary Preview on All Dashboards

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.




### 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

| Approver | | Date |
|---|---|---|
| Alice Johnson | as Maria Gracias | 2/12/2019 |
| James Brown | | 1/10/2019 |

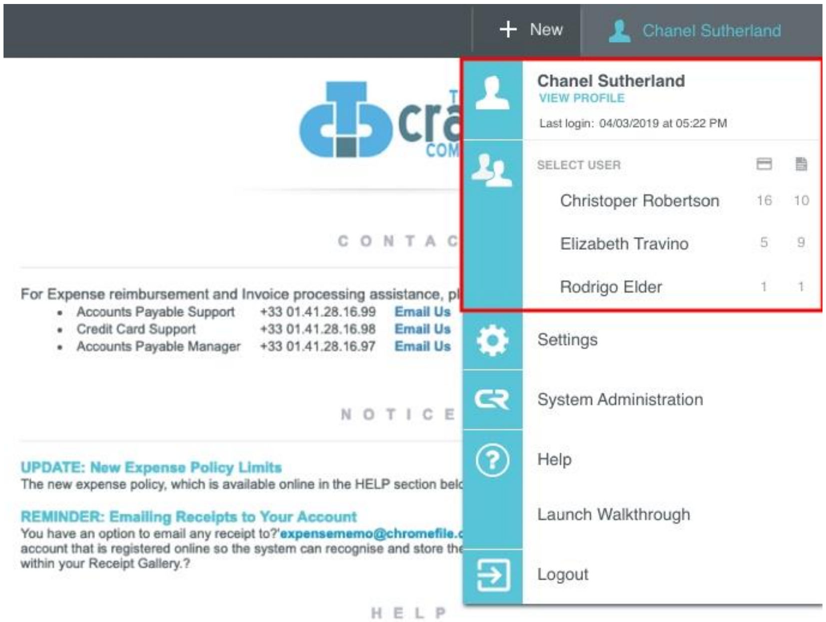
Expense Summary

| Expense Type | Total (USD) | Total (CAD) |
|---|---|---|
| Taxi | 2.41 | 3.16 |
| Total | 2.41 | 3.16 |

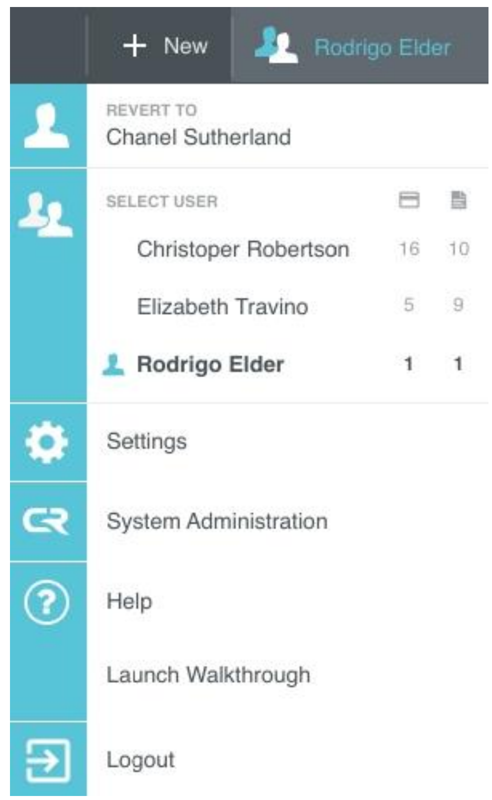
Allocation Summary

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

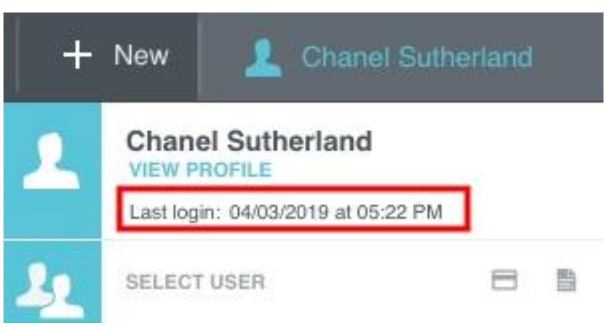
## User Menu Enhancements in MERCURY




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.



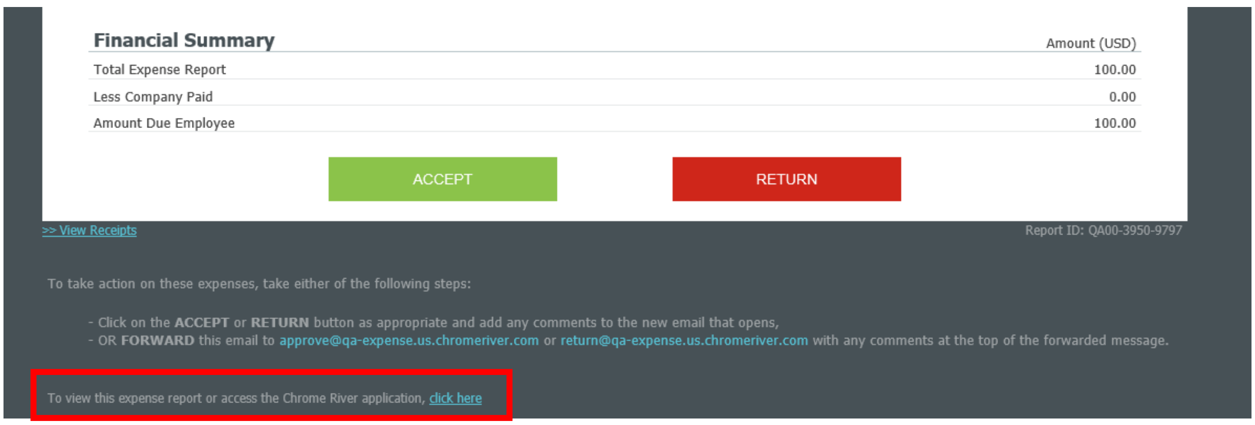

We have also begun displaying a timestamp of the user's last login as an added security measure. Note that users will only be able to see their own last login timestamp. Once they begin working as a delegate for another person, they will not be able to see that person's last login timestamp.

## 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.

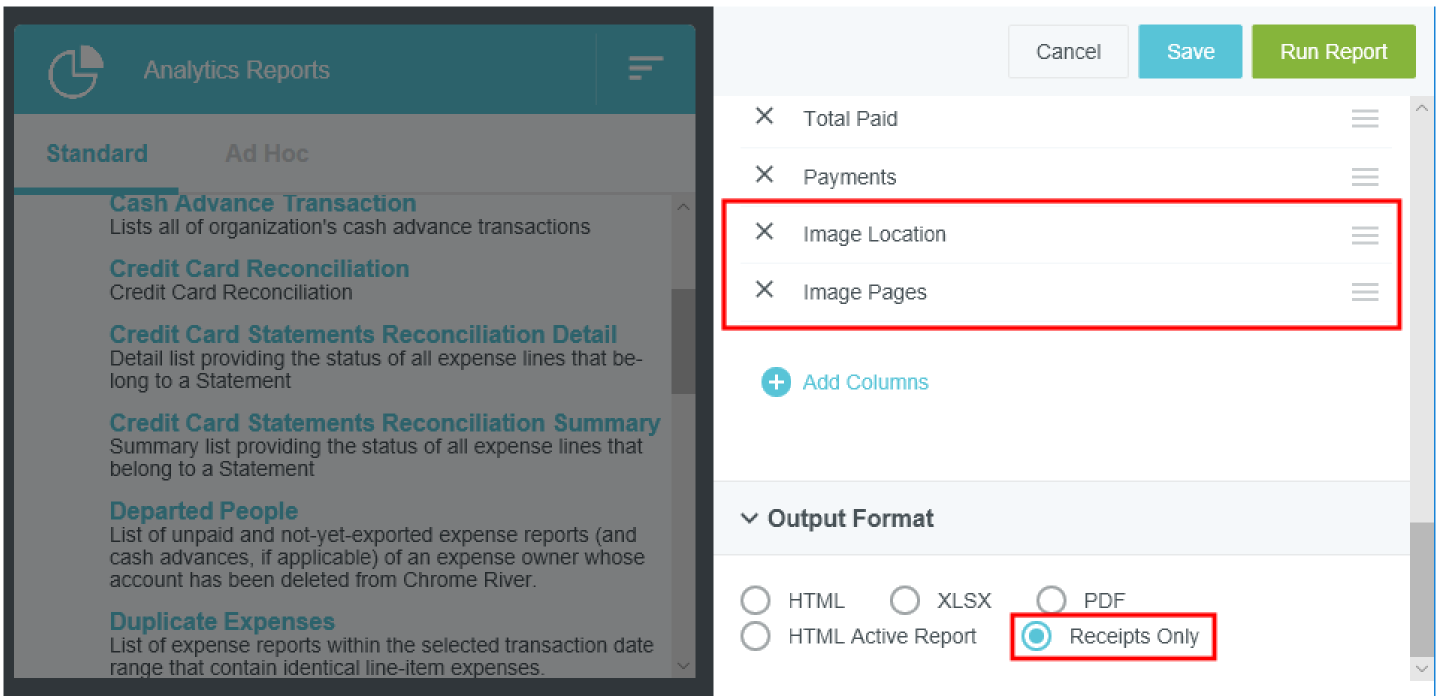
## Direct Links to Expense Reports from Expense Approval and Return Emails for SSO Customers

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.



**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).




**A complete list of all updates will be posted on the Chrome River homepage.**

**Please contact [fis@pace.edu](mailto:fis@pace.edu) or [accountspayable@pace.edu](mailto:accountspayable@pace.edu) with any questions.**