WICHITA STATE
UNIVERSITY
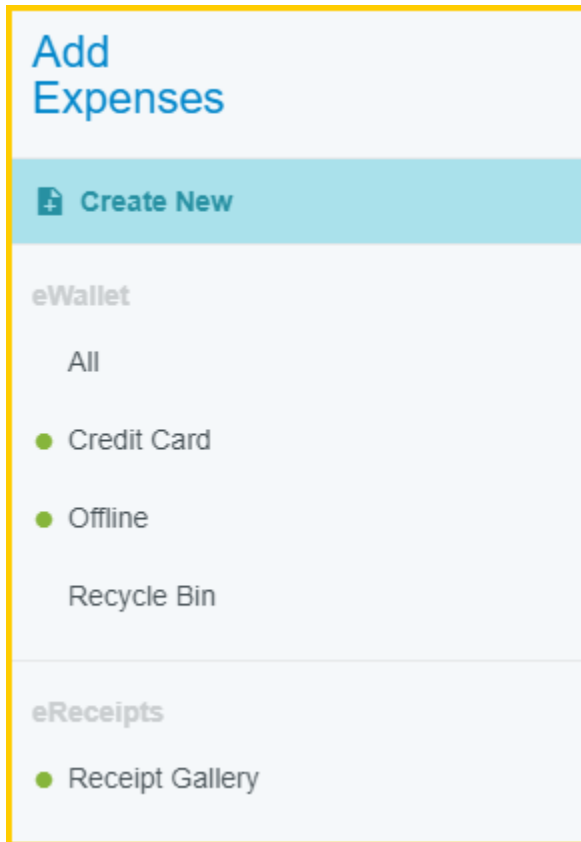FINANCIAL OPERATIONS
AND BUSINESS TECHNOLOGY
Accounts Payable

Chrome River User Manual

ADD EXPENSES MENU

The **Add Expenses** screen offers access to several types of expenses, deleted items in the **Recycle Bin**, and emailed expenses in the **Receipt Gallery**.

A green dot next to an expense category in the **E-Wallet** or the **Receipt Gallery** indicates that there are unused items or receipts available.

CREATE NEW:

This option allows the user to manually add direct expenses to the report. Direct expenses are typically those expenses that are reimbursable to the employee, student, or candidate. Direct expenses cannot be added to Pcard Reconciliation (Non-Travel) reports.

Tap **Create New** to display the expense category tiles. Some expense tiles have subcategories, as indicated by the small down arrow presented on the tile. Tapping the tile will display its subcategories. Tapping it again will hide the subcategories.
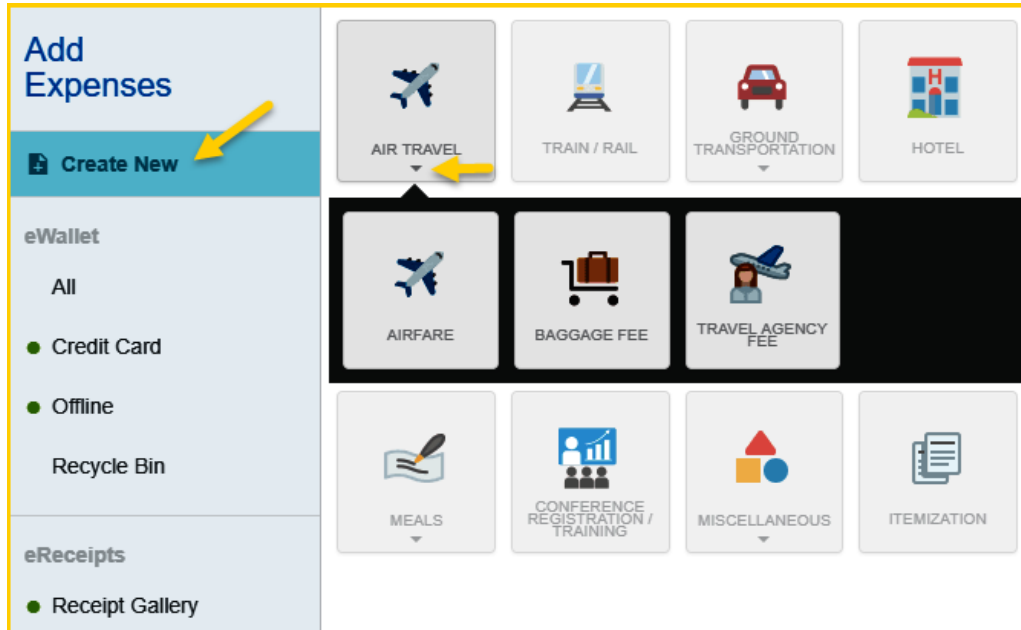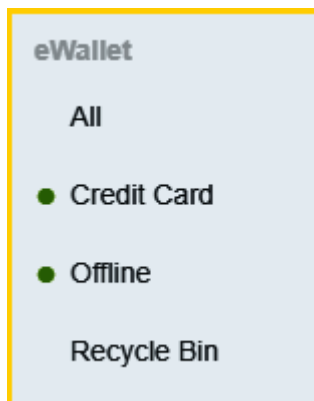
EWALLET:
This is where you will find all of your transactions, including **Credit Card** (UMB Pcard Expense) transactions and **Offline** items submitted via Snap & Send. The **Recycle Bin** is also housed in this section.

ALL:
Clicking on the **All** section will display all items housed in the **Credit Card** (UMB Pcard Expense), **Offline**, **Recycle Bin**, and **Receipt Gallery** sections.

CREDIT CARD:
WSU issued procurement card transactions will be loaded on a daily basis and displayed in this section. Each transaction displayed in this section will be labeled **UMB PCard Expense**.

OFFLINE:
Receipts sent to Chrome River via email or Snap & Send will be displayed in this section and are available to be added to expense lines or **UMB Pcard Expense** transactions.

RECYCLE BIN:
The Recycle Bin contains expense items that have been deleted from expense reports and the **eWallet**. It does not contain images that were uploaded directly to the **Receipt Gallery** and then deleted.

From the **Recycle Bin** you may either delete items permanently or restore them to the **eWallet**.

To restore items housed in the **Recycle Bin**, tap the check box in the upper right corner of an item to select it, then tap the **Restore** button to send it back to your **eWallet.**
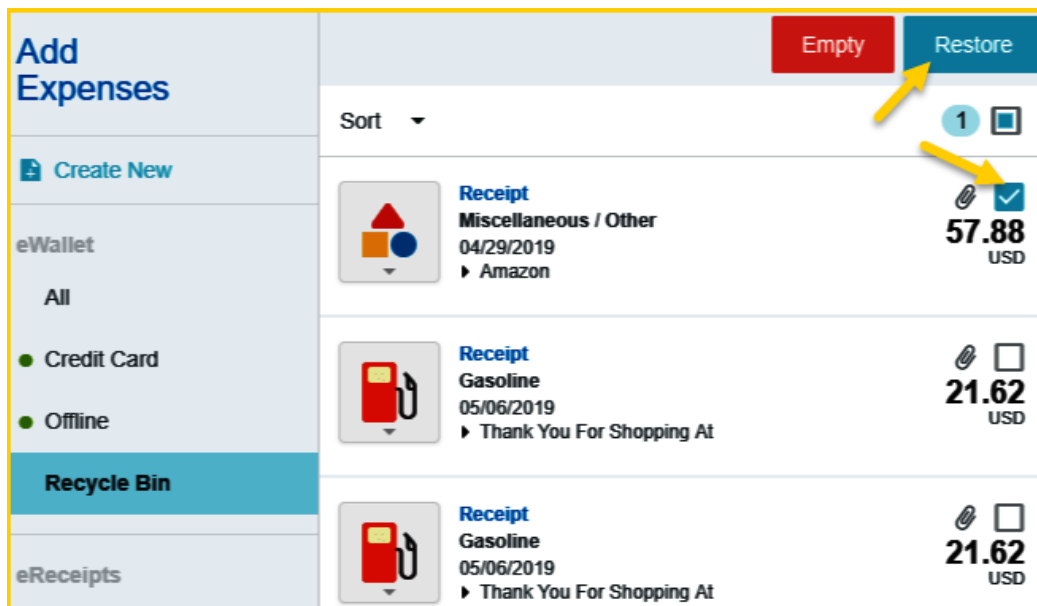
To delete **all** items in the **Recycle Bin**, tap the **Empty** trashcan button. This will permanently delete **all** items in the recycle bin regardless of whether any items have been selected via the check box.

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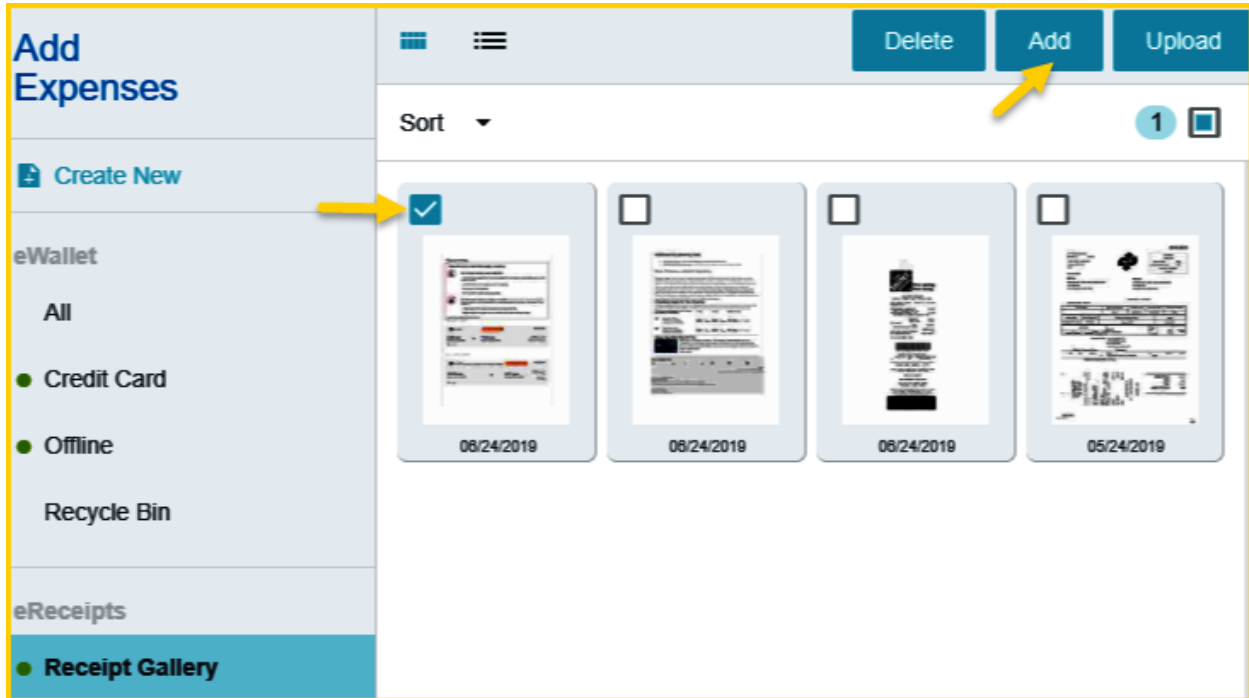*Accounts Payable*
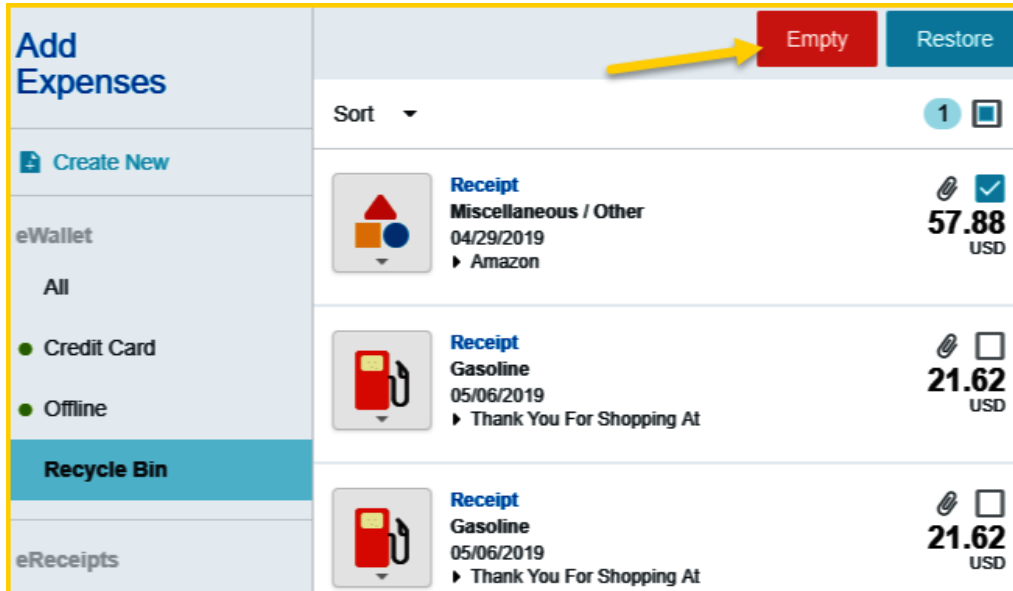
ERECEIPTS:
This is where you will find all of your transactions that have been uploaded to the **Receipt Gallery**.
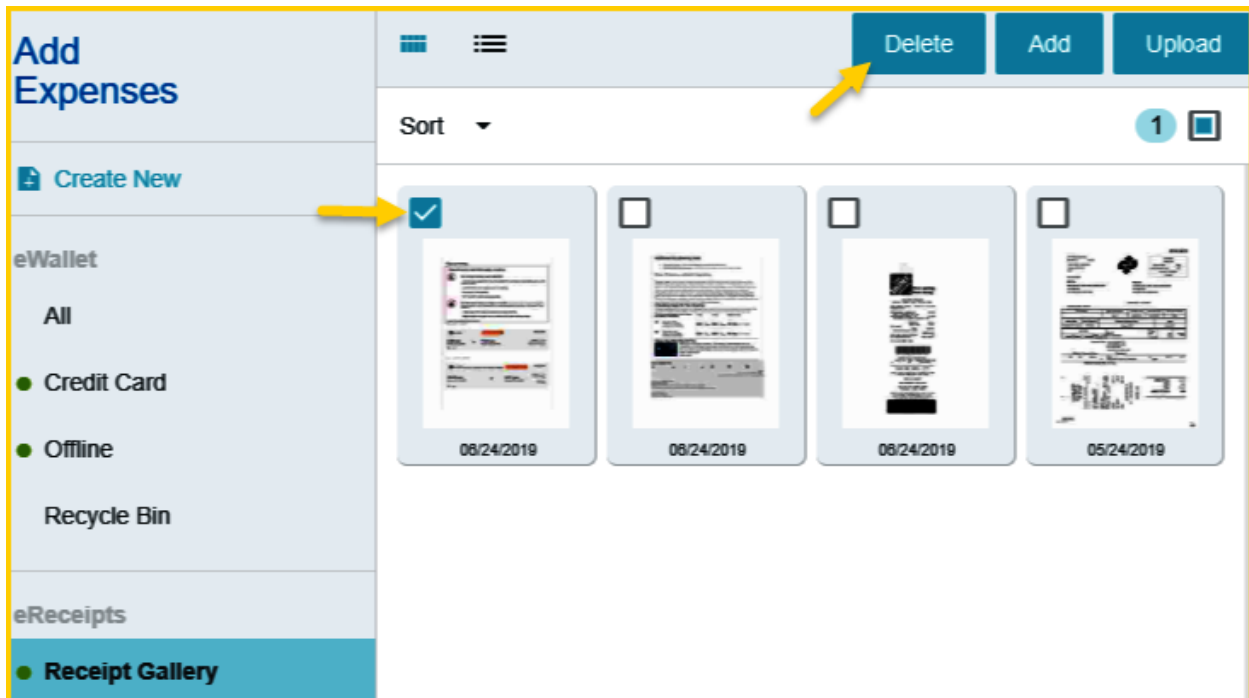
RECEIPT GALLERY:
Houses all the receipt images uploaded directly to Chrome River. To attach a **Receipt Gallery** image to an expense item, select the check box next to the image and click **Add**.

To delete an image from the **Receipt Gallery**, select the checkbox next to the image and click **Delete**.

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To upload additional images to the **Receipt Gallery**, click the **Upload** button, navigate to the file location where the image is stored, select the appropriate file, and click **Open**.