## Creating an Expense Report

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

<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 1.   | Log into Chrome River  
➢ Information provided in classroom | ![Login](image1.png) |
| 2.   | Click the + New icon and select New Expense Report | ![New Expense Report](image2.png) |
| 3.   | The Expense Report Header page will be displayed on the right side of the screen. | ![Expense Report](image3.png) |
| 4.   | Enter the Report Name:  
➢ CRUG Conference, [date range in the past] | ![Report Name](image4.png)  
Naming convention for the Report Name field is:  
➢ Meeting/Conference Name or Destination and Dates of Travel  
➢ Example: CRUG Conference, 6/17/2019-6/18/2019 |
| 5.   | 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. | ![Business Purpose](image5.png)  
The business purpose should explain:  
➢ what purpose the expenditure served,  
➢ why the expense was necessary,  
➢ how it furthered the University’s goals |
<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Select the appropriate Report Type ➢ Travel</td>
<td><strong>Additional fields will appear on the Expense Report Header page</strong></td>
</tr>
<tr>
<td>7.</td>
<td>Select the Departure Date: ➢ Click on the calendar icon ➢ Arrow to the proper month ➢ Click on the proper date</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Select the Return Date: ➢ Click on the calendar icon ➢ Arrow to the proper month ➢ Click on the proper date</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Select the Traveler Type: ➢ Employee</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Select the Travel Type: ➢ In State</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>What to Do</td>
<td>Notes</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
<td>-------</td>
</tr>
</tbody>
</table>
| 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 **unchecked** |
<p>| 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. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>Select Conference Registration / Training.</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>17.</td>
<td>The Conference Registration / Training expense form will display.</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
</tbody>
</table>
| 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 | ![Image](image3.png) |
| 19.  | Spent:  
- Enter 225.00 | ![Image](image4.png) |
<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 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>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 26.  | **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 | ![Select Funding Value](image1.png) |

| 27.  | **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 | ![Add Attachments](image2.png) |

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

<p>| 28.  | Click Save in the upper right hand corner of the form. | <img src="image3.png" alt="Save Form" /> |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.</td>
<td>The expense will be added to the report and displayed in the expense list on the left side of the screen.</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
</tbody>
</table>
| 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.** | ![Image](image2.png) |
<p>| 31.  | The Per Diem Wizard form will display. | <img src="image3.png" alt="Image" /> |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 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>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.</td>
<td><strong>Add Banner Activity and/or Location:</strong>&lt;br&gt;➢ If your department uses the Banner Activity or Location fields, select the check box&lt;br&gt;➢ If your department does not use the Banner Activity or Location fields, leave this box unchecked&lt;br&gt;➢ For this scenario, leave the box unchecked</td>
<td><img src="image" alt="Add Banner Activity and/or Location" /></td>
</tr>
<tr>
<td>39.</td>
<td><strong>Funding</strong>&lt;br&gt;➢ The funding will default into the form from the previous expense&lt;br&gt;➢ If a different value is required, delete the current value&lt;br&gt;➢ Begin typing in the Search for Funding box to locate and select the appropriate funding for the Expense Type.&lt;br&gt;➢ As you begin typing, the system will display results that contain the value entered.&lt;br&gt;➢ 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><img src="image" alt="Funding" /> <strong>Use the scroll bar to see additional matches</strong></td>
</tr>
<tr>
<td>40.</td>
<td><strong>-- Select --</strong>&lt;br&gt;➢ Once a funding value has been selected, the – Select – field will display.&lt;br&gt;➢ Click in the field to view the drop down list of available values&lt;br&gt;➢ Select the appropriate value&lt;br&gt;➢ For this scenario, select 2581- Employee In-State Meals/Lodging</td>
<td><img src="image" alt="Select Funding" /></td>
</tr>
<tr>
<td>41.</td>
<td><strong>Click the Add Entries button located at the bottom of the screen.</strong></td>
<td><img src="image" alt="Add Entries" /></td>
</tr>
<tr>
<td>Step</td>
<td>What to Do</td>
<td>Notes</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
<td>-------</td>
</tr>
<tr>
<td>42.</td>
<td>The per diem entries will be added to the right side of the screen</td>
<td>➢ Click the arrows to expand each entry and view the deductible meal section.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="image1.png" alt="Table Image" /></td>
</tr>
</tbody>
</table>
| 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. |
<p>|      |            | <img src="image2.png" alt="Table Image" /> |
| 44.  | Add to Report | ➢ Click the Add to Report button located in the lower right hand corner of the screen. |
|      |            | <img src="image3.png" alt="Table Image" /> |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>45.</td>
<td>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.</td>
<td><img src="image1" alt="Expense Report" /></td>
</tr>
</tbody>
</table>
| 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 | ![Expense Report](image2) |
| 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 | ![Submit Confirmation](image3) |
<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 48.  | Compliance Warnings: | ![Submit Confirmation](image)  
I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.  
CRUG Conference, 6/17/2019-6/18/2019  
Conference  
Have you attached appropriate agenda?  
Add Response  
Please enter a response...  
|  | 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. | ![Report submitted](image)  
CRUG Conference, 6/17/2019-6/18/2019  
Conference  
Have you attached appropriate agenda?  
Add Response  
Please enter a response...  
|  | Click the “ChromeRiver” icon to return to the home page. | ![ChromeRiver](image)  
CRUG Conference, 6/17/2019-6/18/2019  
Conference  
Have you attached appropriate agenda?  
Add Response  
Please enter a response...  
| 50.  | To view the submitted report, click on the number listed in the “Submitted Last 90 days” section of the Expenses section. | ![Submitted Expense Reports](image)  
CRUG Conference, 6/17/2019-6/18/2019  
Conference  
Have you attached appropriate agenda?  
Add Response  
Please enter a response...  
|  | 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:  
  - Pending  
  - Approved  
  - Exported  
  - Paid |
<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 53.  | 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** | CRUG Conference, 6/17/2019-6/18/2019 |
| 54.  | 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** |  |
| 55.  | 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. |  |
<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>56.</td>
<td>Selecting the Tracking button will display where each line of the report is in the approval process.</td>
<td><img src="image" alt="Tracking for CRUG Conference, 6/17/2019-6/18/2019" /></td>
</tr>
</tbody>
</table>
| 57.  | 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** | ![Conference Registration / Training](image) |
| 58.  | 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. | ![Recall This Report?](image) |
<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>59.</td>
<td>Log out by clicking the user icon in the upper right hand corner of the screen and selecting Logout</td>
<td></td>
</tr>
<tr>
<td>60.</td>
<td>Complete</td>
<td></td>
</tr>
</tbody>
</table>