Chrome River
Managing Receipts

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Managing Expense Receipts

Chrome River offers several easy methods for submitting receipts and photos.

Only JPG, PDF, PNG, and TIFF files of at least 50 kB and no more than 10 MB can be accepted, and the combined size of all files uploaded to a single report may be no larger than 100 MB. Once in Chrome River, the receipts can be found in the Receipt Gallery.

1.0 Submitting via CR Mobile Apps

Chrome River offers two free apps (Chrome River mobile app and Chrome River SNAP) that allow users to capture and upload receipt images immediately using your mobile device. After downloading and installing either app from the App Store or Google Play, uploading receipts from either app is simple.

1.1 Chrome River Mobile App

The Chrome River (CR) mobile app offers the <u>same experience as the desktop site</u>, including Single-Sign-On (SSO) and DUO, allowing users to create, submit, and approve expense reports in addition to capturing and uploading receipts.

In the CR mobile app, click on the small Camera Icon at the top of the Expenses heading. This will open a menu at the bottom of your screen giving the option to take a photo or to select a previously captured photo from your photo library.
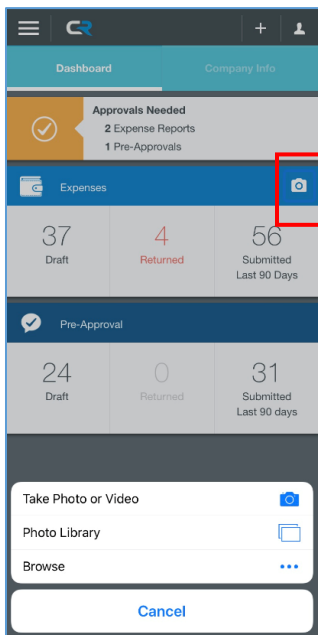
After taking a photo or selecting one from your photo library, the photo will upload to the Chrome River receipt gallery. You will receive a message at the top of the screen confirming that the receipt was uploaded successfully to your Receipt Gallery.

1.2 Chrome River SNAP

Chrome River SNAP is a supplemental app that offers a single-use experience where users can take photos of receipts to upload to their Receipt Gallery.

In Chrome River SNAP, opening the app will take you straight into camera mode. Hold your mobile device over the screen and tap the gray circle at the bottom of the screen to take a photo.

Once you have taken the photo, confirm the receipt image is fully in frame and in focus. If it is, click **Upload** to submit. If it is not, click **Discard** and try again.

After uploading the receipt, you will be returned to the camera view.

Note: Photos taken with the Chrome River apps are not stored in the device's photo gallery, so they do not take up storage space. However, it is important to verify that the photo has been uploaded successfully and legibly in your Receipt Gallery before discarding any receipts.

2.0 Emailing to Receipt Gallery

To email a receipt to your Receipt Gallery, simply attach the images or PDF files to an email message and send the message to **receipt@ca1.chromeriver.com**. If you are sending the message from a non-UofM email address (e.g., you are forwarding a receipt that was sent to your personal email), ensure that you have set up the email as an Alternative Email in your Personal Settings.

Delegates for another user who need to submit a receipt for that user, enter the expense owner's email address in the subject line of the email in order to have it show up in their Receipt Gallery and eWallet.
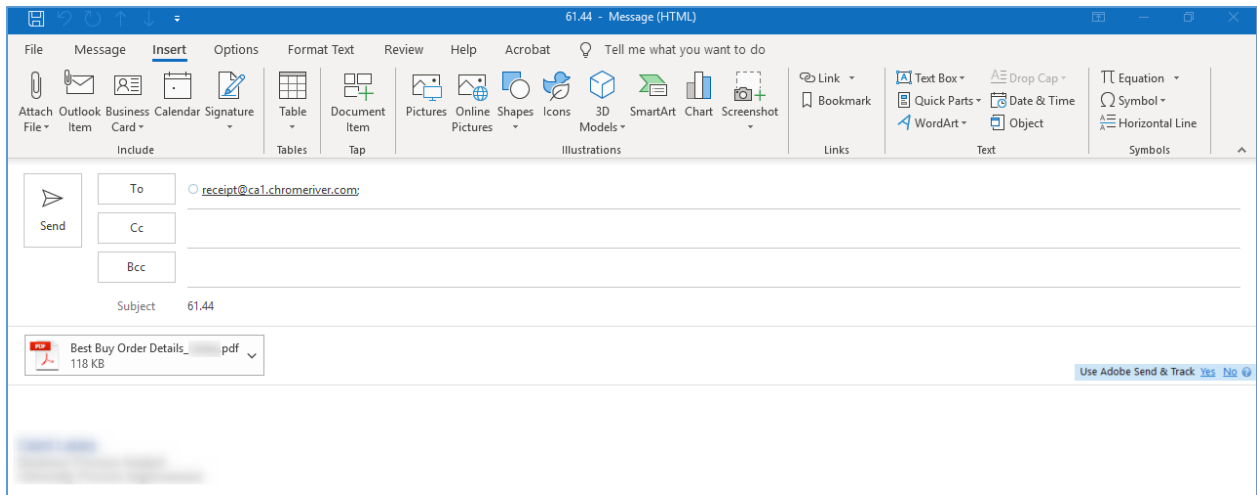
3.0 Uploading from Computer

In some cases, you may have a scanned or digital receipt saved to your computer. You may upload these receipts to your Receipt Gallery or directly to an expense line item.

To upload to the Receipt Gallery, navigate to your Receipt Gallery and click the **Upload** button in the top right corner.
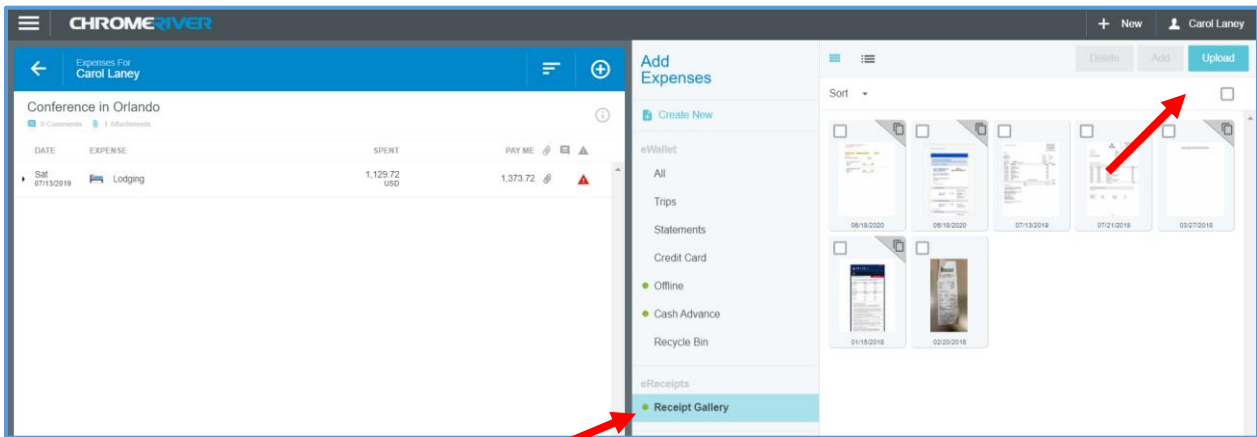
Navigate to the file on your computer and click **Open**. The receipt will now appear in your Receipt Gallery with the upload date.
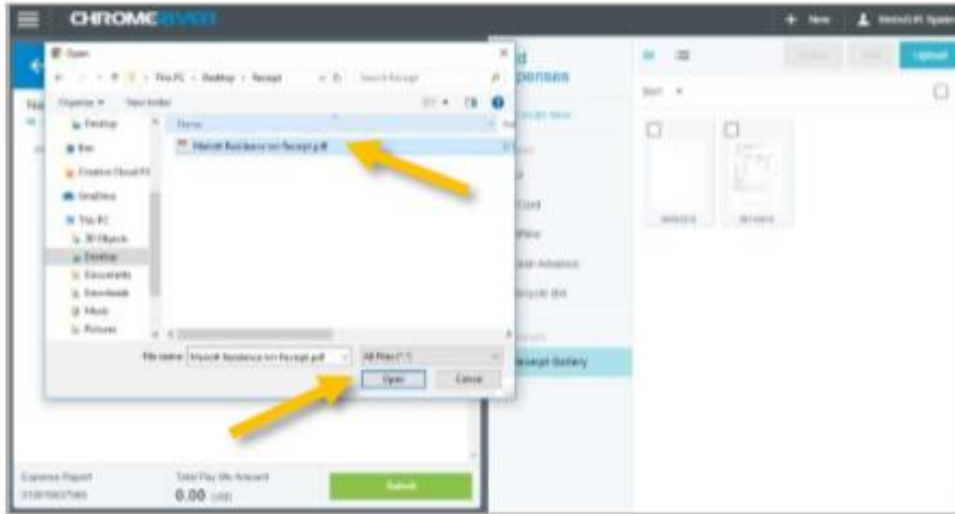
To upload directly to an expense item, open the expense form for the appropriate item on your report. Scroll to the bottom to find the Attachments section. From here, you can either drag the receipt directly from your desktop to this section or click the **Add Attachments** button and select **Upload Attachments**.
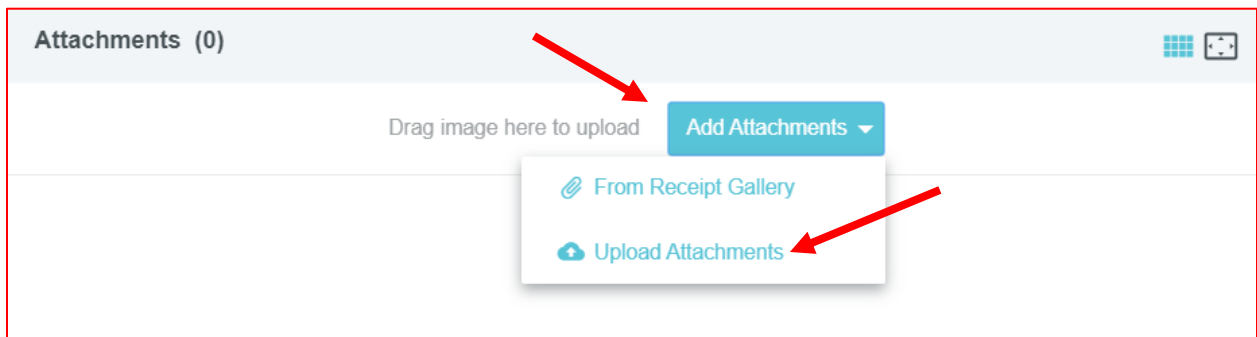

Navigate to the file on your computer and click **Open**. The receipt is now attached to the expense line.

4.0 Sending an HTML Receipt

If you have received an HTML email confirmation or receipt for an expense, you can "Forward & Forget" it directly to receipt@ca1.chromeriver.com to have it converted into a receipt image and corresponding expense transaction. The system will ignore any email signature, but the email must not have any attachments.

- The "From" email address must be one of the addresses listed in your Personal Settings.

- The PDF created from the HTML email you forwarded will be found in the **Offline** folder of the **Items** tab.
- Chrome River's imaging software will extract valid OCR data from as many of the following criteria as possible
    - Amount
    - Currency
   - Item Type
    - Date
    - Vendor
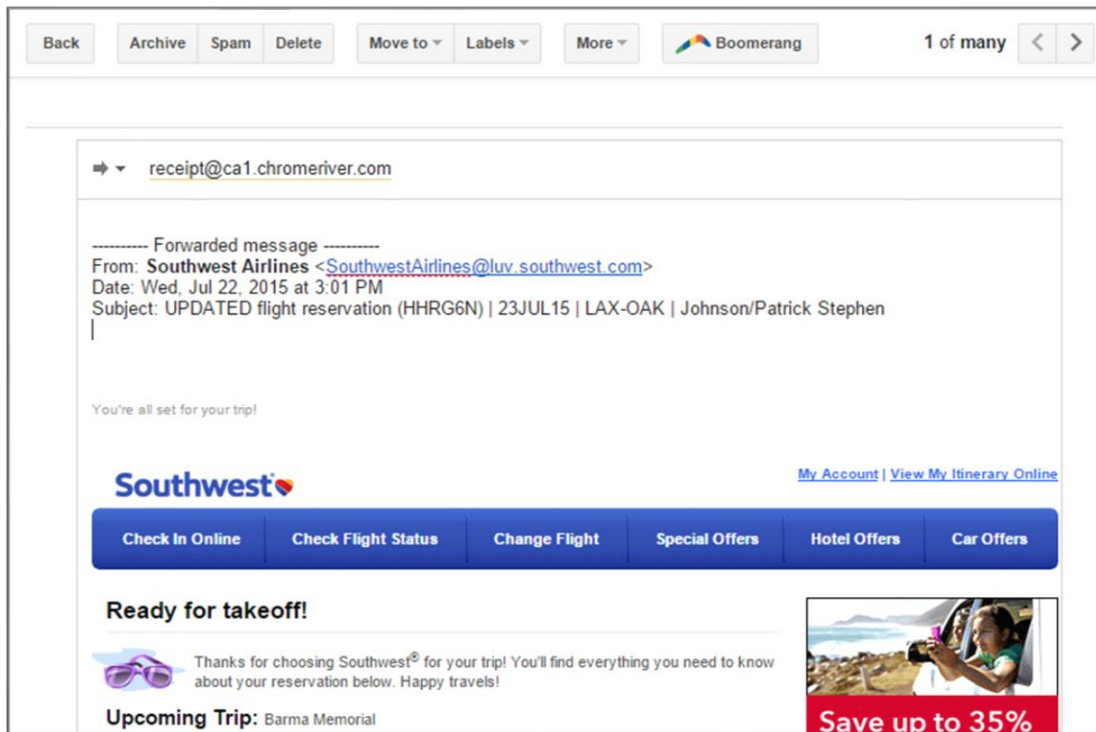
- If you replace the subject line of the email with a **Report ID**, the receipt will be attached directly to that report. Note that if you attach a multipage PDF containing only images, each image will be created as a separate expense item unless you put the amount and currency in the subject line of the email when you submit it. If a multipage PDF contains text, a single item will be created.

5.0 Email Receipt Images From Photo Gallery

To submit receipt images with your emailed expense, simply attach the images to the message. For example, you can use your mobile phone to take a photo of a receipt, then attach it to an email sent to receipt@ca1.chromeriver.com from the phone.

The images will appear with the expense in the **Receipt Gallery** and the **Offline** tab of the **eWallet**. Each image will appear as its own item, complete with the corresponding information about the expense. If you attach a multipage PDF containing only images, each image will be created as a separate expense item unless you put the amount and currency in the subject line of the email when you submit it. If a multipage PDF contains text, a single item will be created.
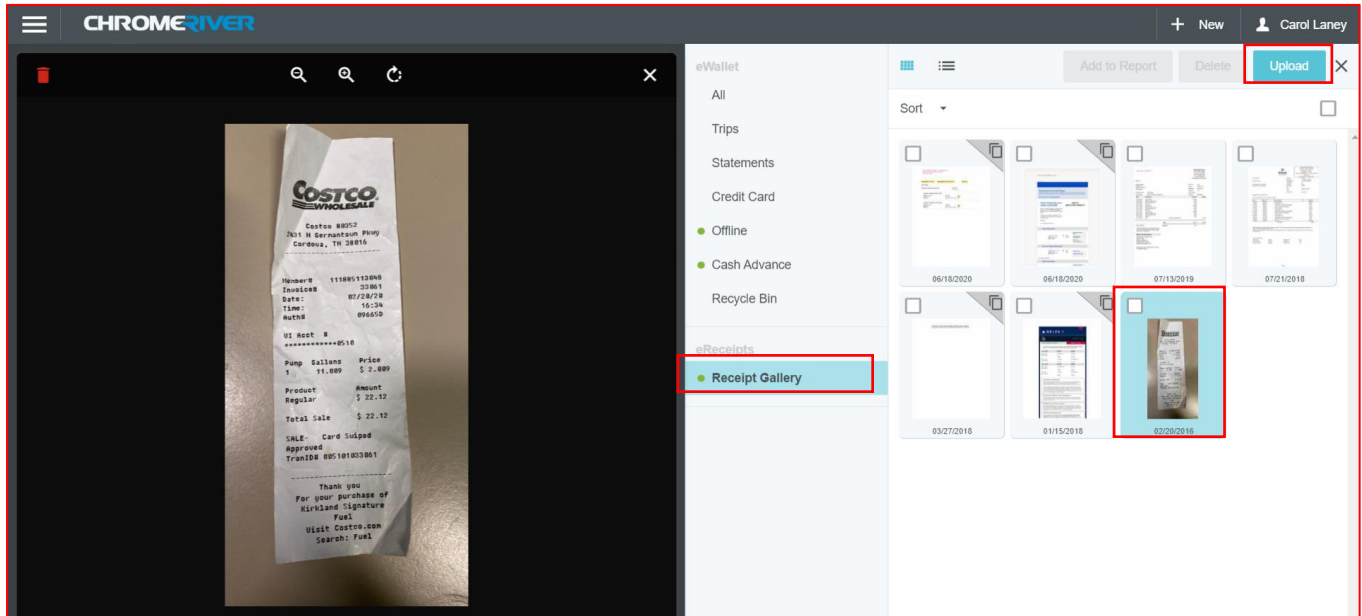
6.0 Adding Receipts to an Expense Report

Once you have uploaded your receipt to Chrome River, you will find it in your Receipt Gallery and in the Offline tab of the eWallet. You are now ready to add to an expense report.

1. Log in to Chrome River.

2. From within an expense report, tap the **+** button to add a new expense.

3. Tap **Receipt Gallery.**

4. Select the receipt.

5. Tap the blue **+** button to add the selected receipt to the report.