

# Chrome River Help Documents

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# 1. System Requirements

The following standards are recommended for each client computer accessing the Chrome River application. The application runs entirely within the web browser and does not require any additional Chrome River application code.

Most modern web browsers and operating systems will be able to access and operate the application. However, Chrome River recommends that the user's preferred browser and operating system configuration be verified to work consistently with the Chrome River application.

You can access the CBS Chrome River application by using this URL: <https://chromeriver.cbs.com>.

## Web Browser

While other web browsers may also operate the Chrome River application successfully, the following are recommended for use in their most recent versions:

<b>Microsoft Internet Explorer</b>	Version 11.0 or higher	<a href="http://www.microsoft.com/windows/products/winfamily/ie/default.aspx">www.microsoft.com/windows/products/winfamily/ie/default.aspx</a>
<b>Google Chrome</b>	Version 51.0 or higher	<a href="http://www.google.com/chrome">www.google.com/chrome</a>
<b>Safari</b>	Version 9.1 or higher* for supported mobile devices	<a href="http://www.apple.com/safari">www.apple.com/safari</a>

\*Chrome River does not currently support the Safari browser in "Private" mode. Users must turn off Private mode before logging in to the application.

## Chrome River App

Chrome River App is an optional hybrid application that offers users an easier way to log in to the full Chrome River web application while still using Single Sign-On (SSO) authentication

### System Requirements

Chrome River is available for Apple iPhones running the latest iOS and for Android phones running Nougat and all newer versions of Android.

### Download Chrome River

1. Open the Apple App Store or Google Play app and search for "Chrome River."
2. Click on the blue CR icon to download Chrome River.



## Recommended Operating Systems and Browsers

### ANDROID MOBILE DEVICES

**Operating System:** Kitkat 4.4.2 or higher

**Browser:** Chrome v.51 or higher

### APPLE MOBILE DEVICES

**Operating System:** iOS 10 or higher

**Browser:** Safari 9.1 or higher

### WINDOWS PC DESKTOP/NOTEBOOK

**Operating System:** Any HTML 5-supporting browser

**Browsers:**

- Chrome v.51 or higher
- Internet Explorer 11 or higher
- Firefox v.33 or higher

### APPLE DESKTOP/NOTEBOOK:

**Browser:** Safari 9.1 or higher

## CERTIFIED VS SUPPORTED DEVICES

Devices listed as **certified** are those on which Chrome River has tested and fixed any bugs. For devices listed as **supported**, Chrome River has found that performance is acceptable, but do not certify that they will operate without any issues.

Because Android has many versions with multiple keyboards and varying screen sizes, it is not possible for Chrome River to test every permutation. The supported list of Android phones is shown below. Tablets configured with similar CPU's and memory would also be supported.

### Certified Devices

iPhone 5/5s

iPhone 6/6 plus

iPad (fourth generation with A6 processor and above)

### Supported Devices

iPhone 4S , iPhone 7

iPad 3

Android devices released after January 2013 using Google Chrome:

- HTC One (M8) [2.3 GHz quad-core Snapdragon 801]
- HTC One (M7) [1.7 GHz quad-core Snapdragon 600]
- Google Nexus 5 [2.26 GHz quad-core Snapdragon 800]

- Google Nexus 6 [2.7 GHz quad-core Snapdragon 805]
- LG G3 [2.5 GHz quad-core Snapdragon 801]
- LG G2 [2.3 GHz quad-core Snapdragon 800]
- Samsung Galaxy Note 3 [2.3 GHz quad-core Snapdragon 800]
- Samsung Galaxy S5 [2.5 GHz quad-core Snapdragon 801]
- Samsung Galaxy S4 [1.9 GHz quad-core Snapdragon 600]
- Motorola Moto X (2nd Gen) [2.5 GHz quad-core Snapdragon 801]

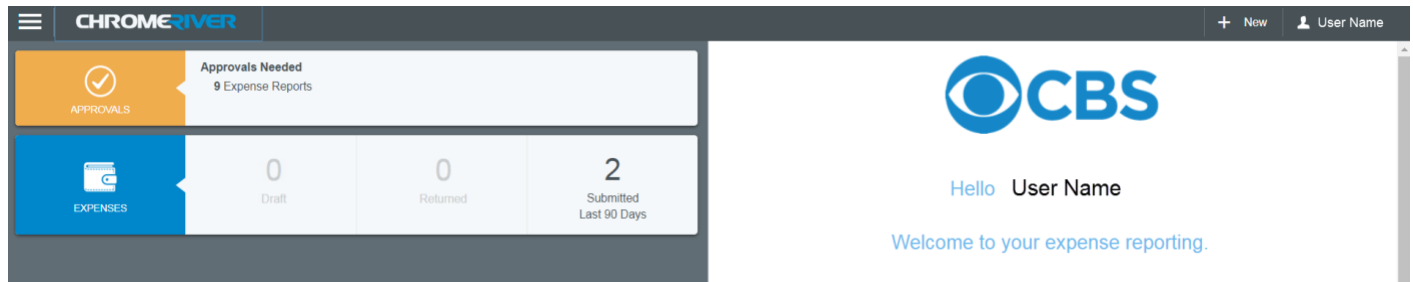
## 2. INTRODUCTION TO CHROME RIVER

Chrome River is CBS' Expense Reporting Application. You will access Chrome River by using this URL <https://chromeriver.cbs.com>. This application is only available to those who have access to a CBS OKTA account. The ID and password you use for OKTA, will be the same to access Chrome River (Single Sign On – SSO).

The application is accessible on most browsers and operating systems. Please refer to the System Requirements document for a full list of standard recommendations. You will also be able to use mobile devices, making it easier to file and approve expense reports. Below you will see an example of how the application screens will adjust to fit the size of your screen. Please keep in mind, when using a mobile device, you may need to scroll left/right/up/down, use arrows or click on tabs, to see all fields illustrated throughout the Help Documents.


**This guide is intended to introduce and help you navigate the Chrome River Home Page.**

Once you have accessed the application, you will be presented with the **Chrome River Home Page**. You will find the **Navigation Bar** at the top of the screen, the **Dashboard** to the left and **Company Information** to the right.



The **Navigation Bar** remains at the top of your screen no matter where you are in the application.




The **MENU** button  at the far left of the Navigation Bar will provide access to functions such as viewing expense reports, receipts, inquiries and if applicable approvals. Please refer to the help documents for assistance with each of these functions.

The **Chrome River Logo** on the Navigation Bar will return you to the home page, regardless of where you are in the application.



The **+ NEW** button next to your name on the Navigation Bar will prompt you to create a new expense report.



The **User icon**  at the far right corner of the Navigation Bar will provide you access to functions such as delegation, settings and logging out of the application. Please refer to the help documents for assistance with each of these functions.

**NOTE:** If you access the application using a mobile device, depending on the size of your screen, the above Navigation Bar options may display icons instead of full text:



The **Dashboard** on the left side of the Home Page provides access to your expense reports; draft, returned, as well as, submitted and/or those that have been paid.



 EXPENSES	1 Draft	0 Returned	3 Submitted Last 90 Days
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**Approvers** will also be able to access reports that have been submitted to them for approval.



 APPROVALS	<b>Approvals Needed</b> 4 Expense Reports
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The **Company Information** on the right side of the Home Page includes your NAME, home allocation (which is your home department), contacts for assistance, expense policies, and access to the help documents.

**The training documents were created specifically for CBS. These training/help tools should be used in lieu of the Chrome River Help Center, which is embedded within the 'Help' section.**

**NOTE:** Please take note of your 'Home Allocation'; this is the department you are assigned to in HR as it will be needed to file your expense reports.



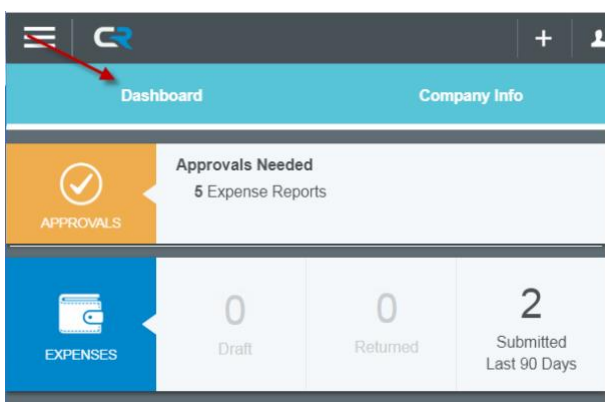








Hello User Name

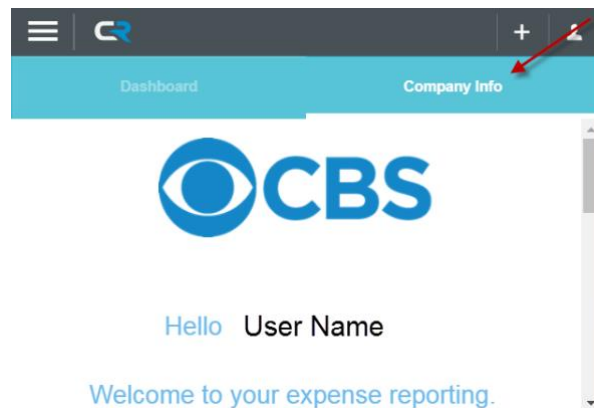
Welcome to your expense reporting.






Your home allocation number is: 0000-0000

**NOTE:** If you access the application using a mobile device, depending on the size of your screen, the above Dashboard and Company Information will be presented as two options at the top of your screen:



			
Dashboard		Company Info	
 APPROVALS	Approvals Needed 5 Expense Reports		
 EXPENSES	0 Draft	0 Returned	2 Submitted Last 90 Days



			
Dashboard		Company Info	
			
Hello User Name			
Welcome to your expense reporting.			

### 3. Introduction to Receipts

There are multiple ways to upload receipts to Chrome River: Email, Scan or Fax.

Note: you can also use the Chrome River Snap App to upload your receipts. See the “Chrome River Snap App Instructions” help document for details.

Receipts will need to be attached to individual expenses, regardless if they are loaded as a group or individually. Receipt images files are accepted in the following formats: JPG, PDF, PNG, and TIFF. Chrome River’s recommended settings are Black and White, 300 dpi. Files cannot be larger than 5 MB for individual receipts or 100MB for multiple receipts. Additionally, Chrome River uses OCR (Optical Character Recognition) which can identify data elements from your receipt such as: date, vendor and amount.

#### Receipt Image Specs

Below are specifications for preparing receipt images to upload to an expense report; these tips will also optimize OCR results (Optical Character Recognition).

- Place receipt(s) on a white background. Colors and black may lead to poor results.
- When photographing multiple receipts, orient them all in the same direction.
- Leave a gap of at least 1.5 inches between receipts.
- Photograph hotel receipts separately.
- Hold the device steady when taking the photo.
- Make sure no other objects are visible in the photo.
- Do not use flash. Be sure there is no glare on the receipt that obscures the data.
- During the image-attachment process, select the size (Small, Medium, Large, Actual Size) that’s closest to 500 KB.



#### Troubleshooting

**Submission Fails:** Faxed and emailed receipts trigger a confirmation email that reports the success or failure of the submission. If the submission fails, the email will list the reason—for example, no cover page or illegible Report ID Code (QR Code).

**Attachment Fails:** Occasionally, a receipt image will not attach properly. If this occurs, the application will return the file by email to either the submitter or the CBS Administrator. If the file is larger than 5 MB, it will not be included as an attachment in the email.

**Report ID Code Issues:** If a receipt is returned but appears to be formatted properly, make sure the Report ID Code (QR Code) is clear and not obstructed. In some cases, the QR code may contain a significant amount of “noise”—the variation of brightness or color information in an image that appears as randomly occurring black or white pixels. If the QR code is not able to be read by the Chrome River QR code reader, it may reject the file.

Rescanning or reprinting the cover page and receipts at a higher resolution with the quality controls set at “fine” will typically resolve this issue.



## 4. Upload and Attach Receipts

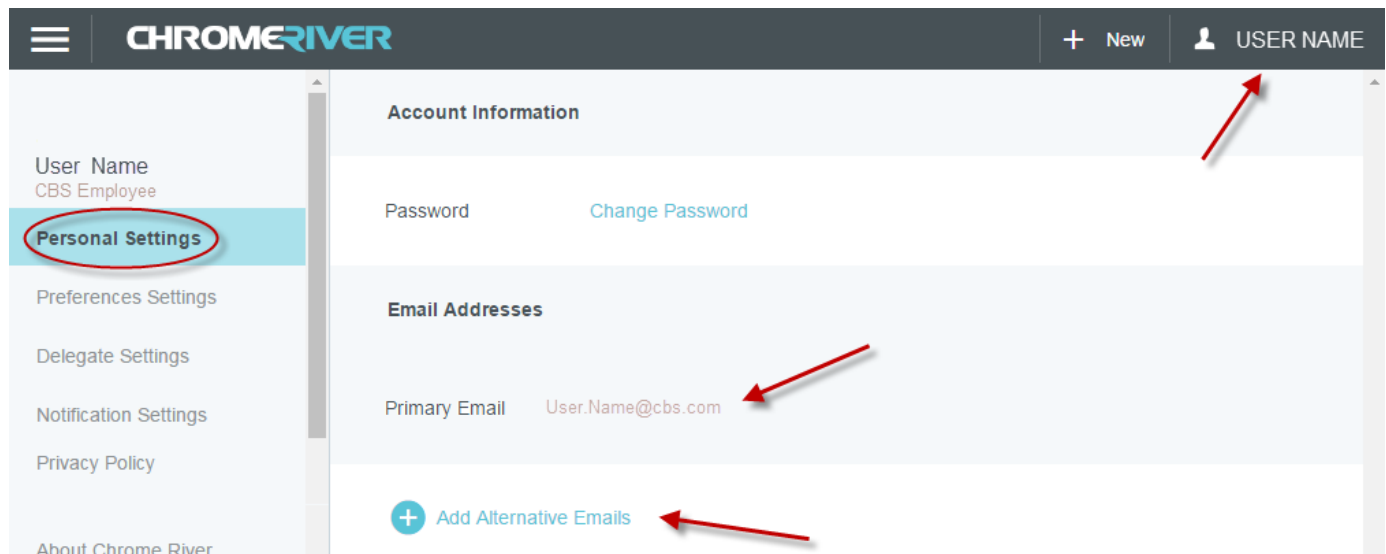
### Attaching Receipts

There are multiple ways to attach receipts and images in Chrome River. Receipts can be emailed, scanned or faxed and uploaded directly to the report header, to an expense, or to the Receipt Gallery. From the Receipt Gallery, images can be dragged and attached to line items. Only JPG, PDF, PNG, and TIFF files can be accepted when an image is attached via the Chrome River app, and no file may be greater than 5 MB. Images attached via **Email, Scanning, or Faxing** may not exceed a combined total of 100 MB. See **Receipt Image Specs** below for complete details.

Note: you can also use the Chrome River Snap App to upload your receipts. See the "Chrome River Snap App Instructions" help document for details.

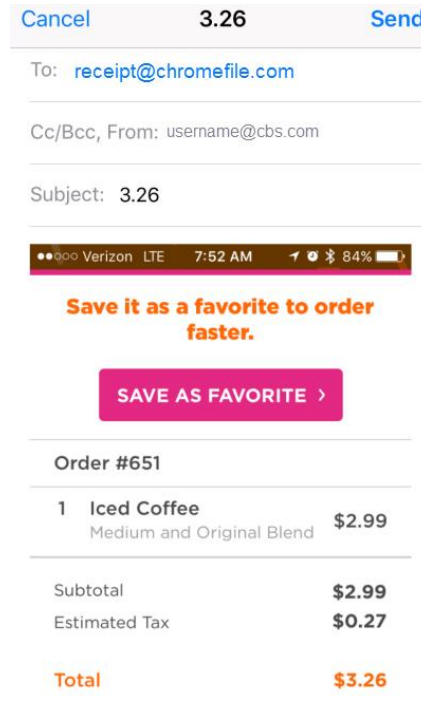
### Attach Via Email

Before emailing a receipt or image, you will want to make sure that the email address you are using is associated to your Chrome River account. You can check your email information by going to your name on the right hand corner of the Navigation Bar, selecting "Settings" and then "Personal Settings". You will see your primary email, which will be the email that you have on your HR file. If you would like to add a personal email so you can upload images from other accounts or from your mobile devices, you will need to click "Add Alternative Emails". Please note that an email can only be associated to one account.



The screenshot displays the Chrome River user interface. At the top, the navigation bar includes the Chrome River logo, a '+ New' button, and a user profile icon labeled 'USER NAME'. The left sidebar contains a menu with 'Personal Settings' circled in red. The main content area is divided into sections: 'Account Information' with fields for 'User Name' (CBS Employee) and 'Password' (with a 'Change Password' link), and 'Email Addresses' showing a 'Primary Email' of 'User.Name@cbs.com'. A red arrow points to the 'USER NAME' in the top right, another red arrow points to the 'Primary Email' field, and a third red arrow points to the '+ Add Alternative Emails' button at the bottom of the email section.

**Email To Receipt Gallery:** To email a receipt to your Receipt Gallery, simply attach the images to an email message, include the amount of the expense in the subject line, and email from an email address associated with your Chrome River account device to [receipts@chromefile.com](mailto:receipts@chromefile.com). You can also take a photo with your mobile device and email directly from your phone as long as you've set up the email address in your Personal Settings in Chrome River.



The images will appear with the expense in the **Receipt Gallery**. 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. If the multipage PDF contains text, a single item will be created.

**Email To Expense Report:** If you know the ID of the expense report to which you'd like to attach an image, enter the Report ID into the subject line of an email you've composed (instead of the currency, as shown in the Email to Receipt Gallery example, above). Remove everything from the body of the email, including any email signatures. Send the email to [receipts@chromefile.com](mailto:receipts@chromefile.com).

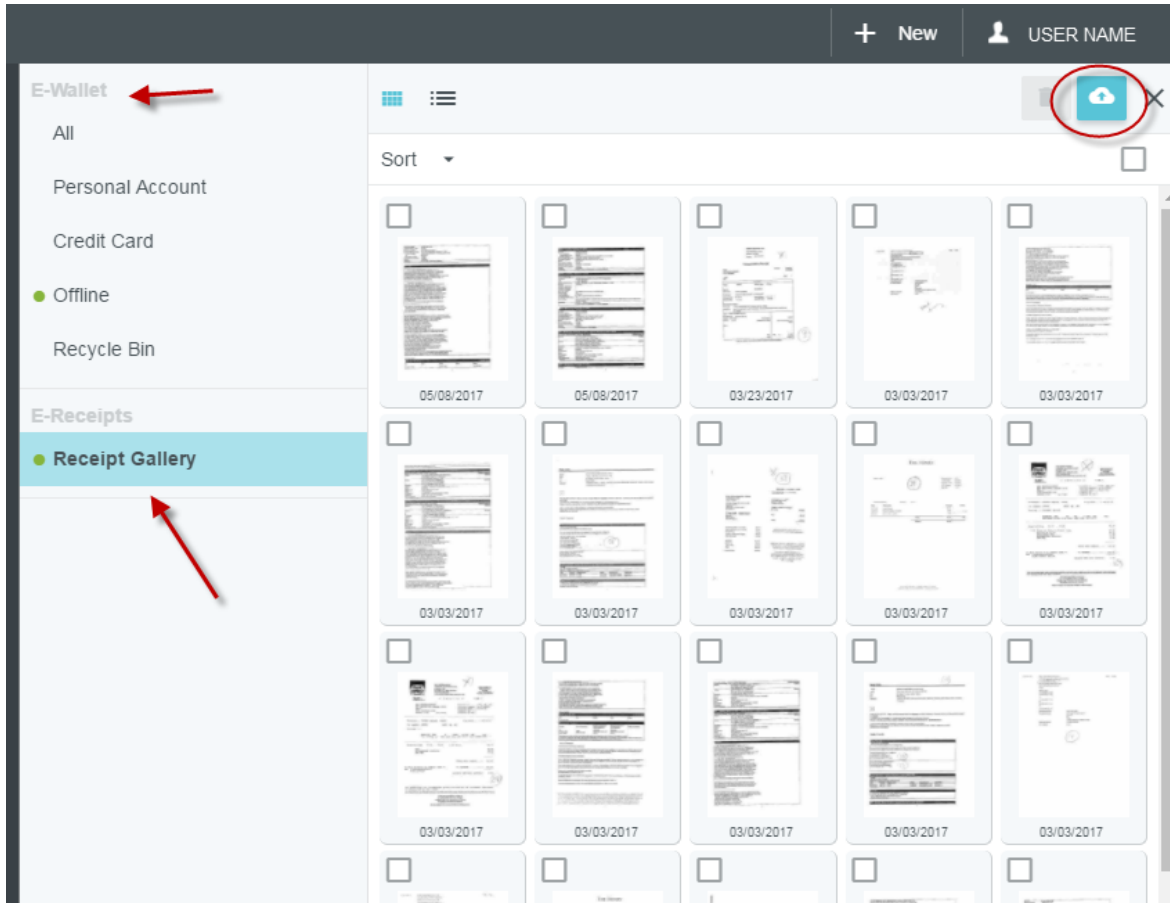
This method works even if you have multiple images attached to the email you're sending, as long as they all apply to the same expense report. The total combined size of all images may not exceed 100 MB.

Images will be attached to the report header.

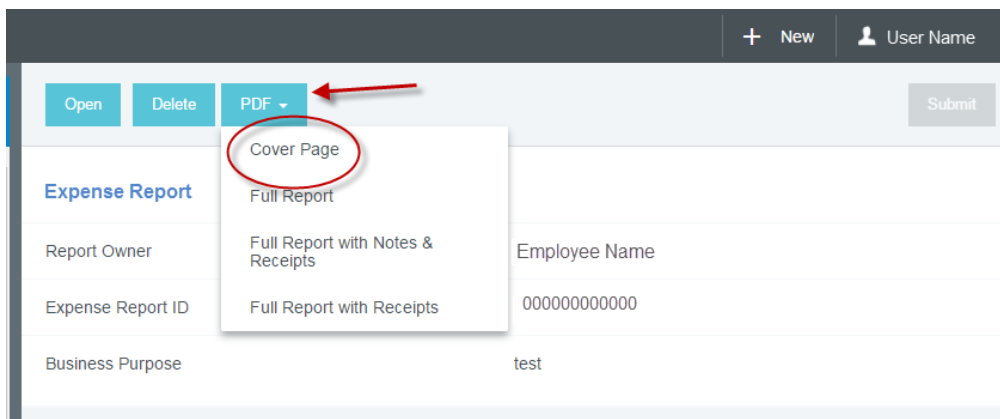
See **Receipt Transactions** below for more information on emailing receipts to create transactions.

## Attach Via Scanning

**Scan and Attach To Receipt Gallery:** You may wish to scan receipts or images directly to your computer. Once you have scanned, you can upload to the receipt gallery by going into your Chrome River E-Wallet, choosing Receipt Gallery, and clicking the Upload button. The receipt image will appear in your Receipt Gallery with the date you uploaded the expense. See more detail below in the Uploading to Receipt Gallery section.



**To Expense Report:** To scan to a specific report, click the PDF button in the preview of the expense report you want to attach images to. When you select COVER PAGE, the page will open in a new window so that you can print it or save it. Scan the cover page with the images you wish to attach to [expense@chromefile.com](mailto:expense@chromefile.com); the unique barcode will direct it to the correct report.



**Attach Via Faxing** – only available for report header attachment

**Fax To Expense Report:** Similar to the method for attaching a scanned image directly to a specific report, you will need to print the PDF of the Cover Page of the report in order to get the unique barcode for the report (see instructions above). The Cover Page and Images will then need to be faxed to Fax number: 214-540-1162. Faxed receipts can only be attached to a specific report.

**NOTE:** Any images already attached to the report will be overwritten by the images you send in.

**Uploading Images**

**Upload To the Report Header:**

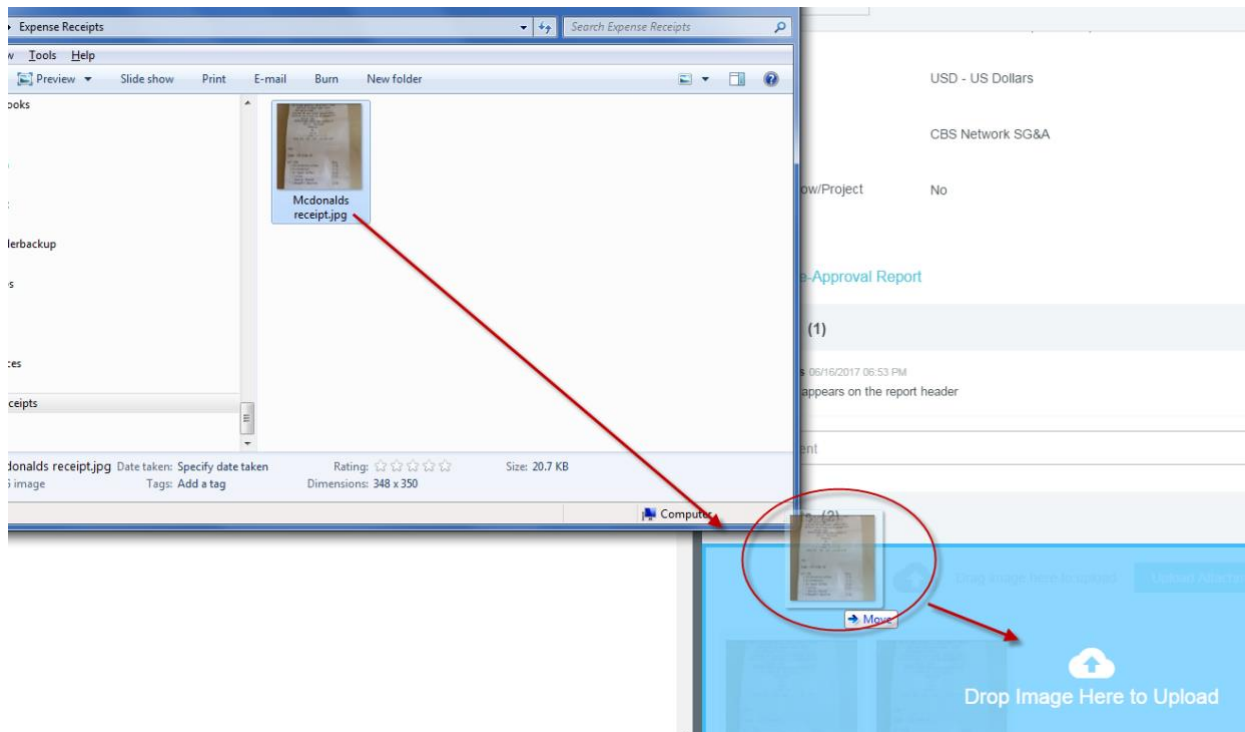
Once you have entered the header information for a new expense click on **UPLOAD ATTACHMENTS** in the lower right-hand corner to browse for an image on your device. This will attach a receipt to the report but does not tie it to a specific expense line. You will have the opportunity to assign this to a line item later.

The screenshot shows a web interface for an expense report header. At the top, there are buttons for 'PDF' (with a dropdown arrow) and 'Images', and 'Delete' and 'Edit' buttons on the right. Below this is a header section titled 'Expenses For User Name' with a user icon. The main content area contains a table with the following information:

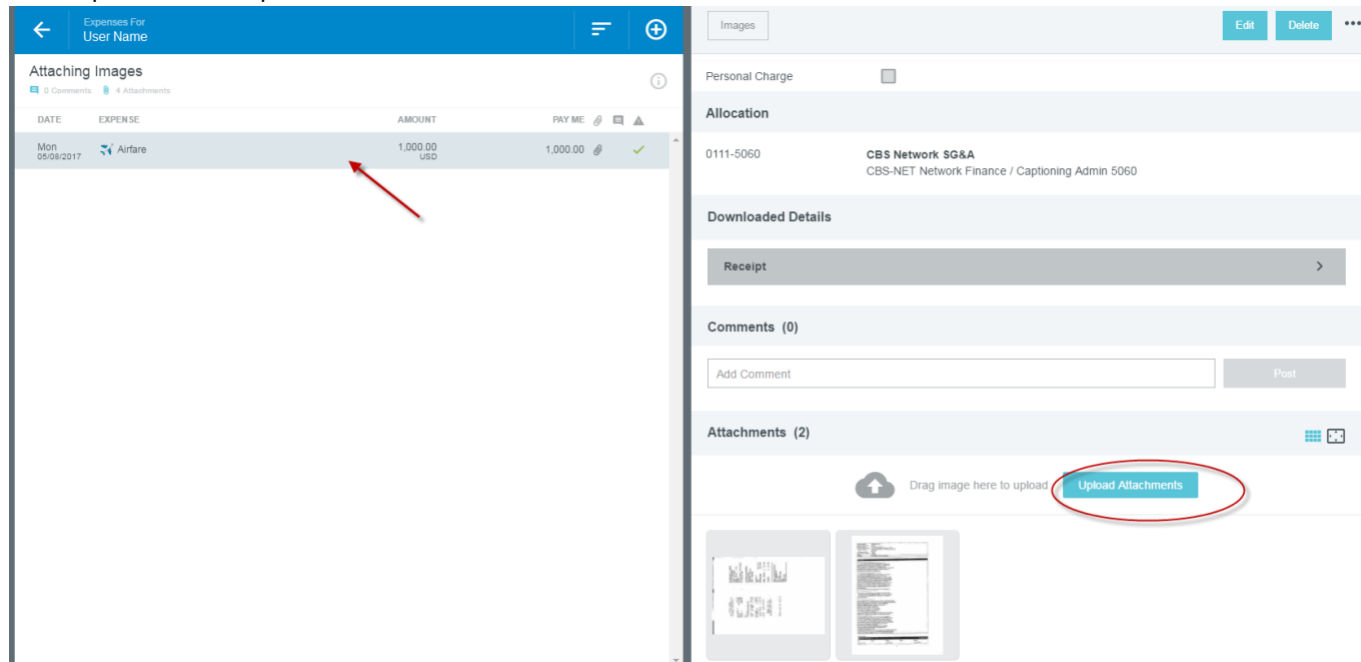
Report Name	Attaching Images
Pay Me In	USD - US Dollars
Division	CBS Network SG&A
Charge to Show/Project Code?	No

Below the table is a 'Comments (0)' section with an 'Add Comment' input field and a 'Post' button. At the bottom is an 'Attachments (0)' section with a 'Drag image here to upload' area and a blue 'Upload Attachments' button, which is circled in red in the image.

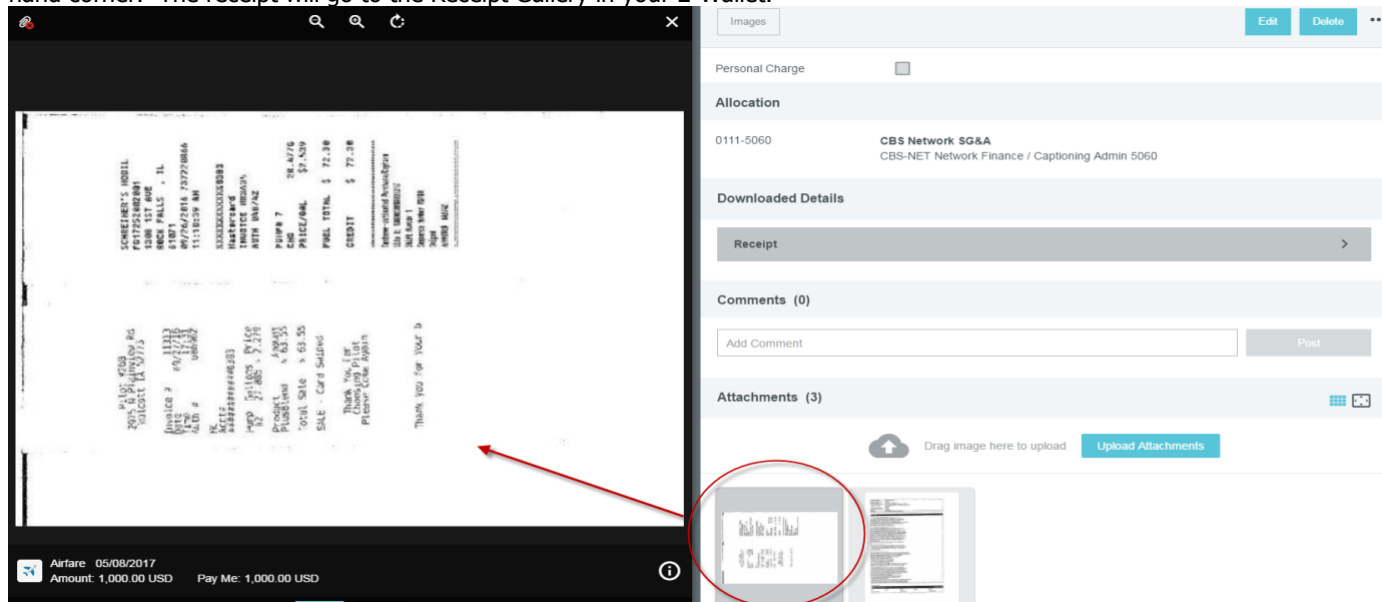
You may also choose a receipt in a file first and drag it to the "Drag image here to upload" section.



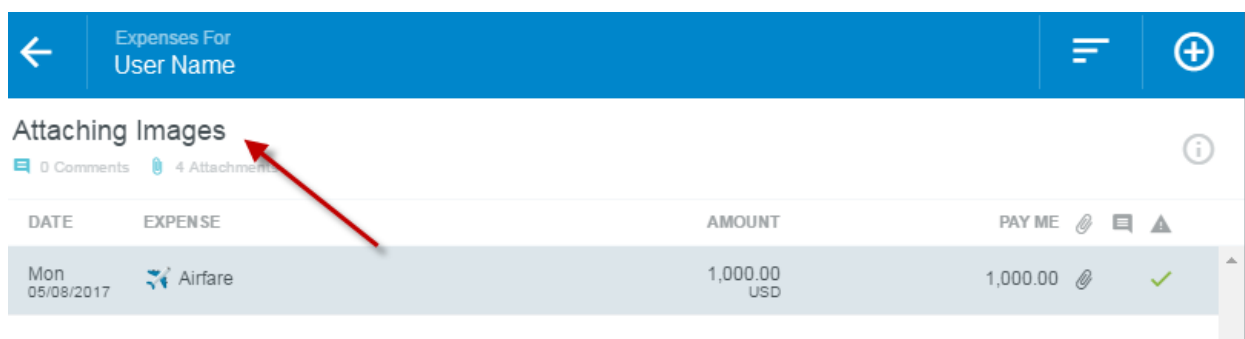
**Uploading Directly to a Line Item:** Receipts can be uploaded directly to a line item if you have the image already available on your computer or device. After you have created a line item, you will click on the "Upload Attachments" button on the lower right hand corner of the expense detail. This can be done before the expense is saved or after. Once the image is attached, it will appear on the bottom of the expense detail when the line is selected. You can also use the Drag and Drop method shown in the Upload To the Report Header section above.



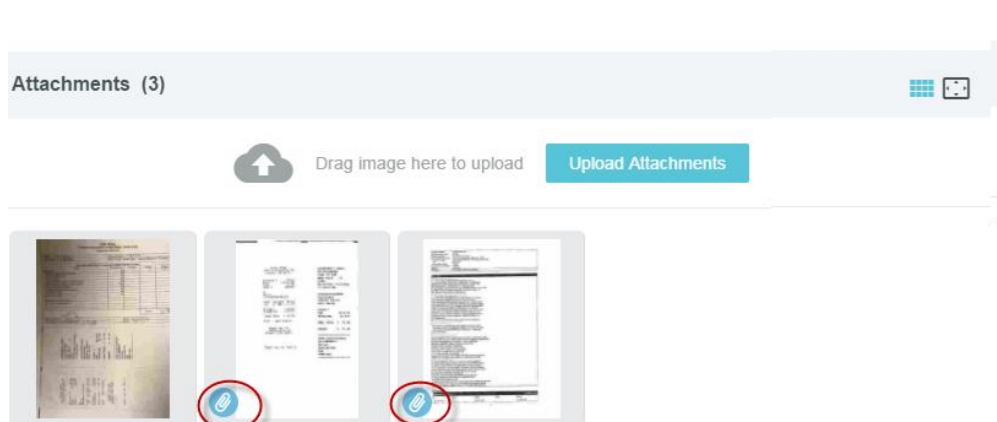
You will also be able to view a larger image of the receipt by clicking the thumbnail image. The receipt will be visible on the left side screen. Note that if you would like to detach the receipt from this expense, you can click on the paperclip in the upper left hand corner. The receipt will go to the Receipt Gallery in your E-Wallet.



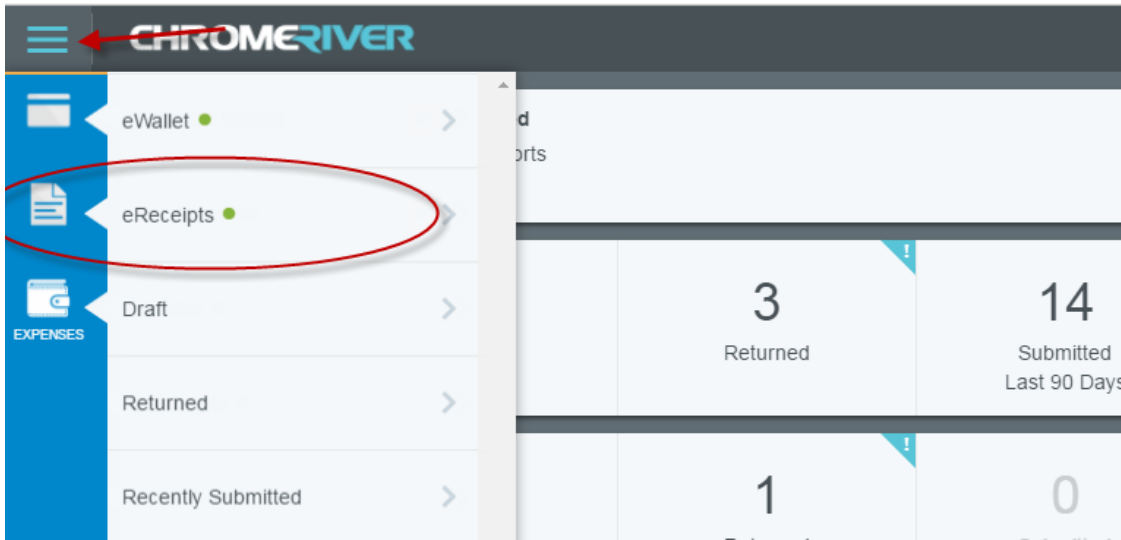
**NOTE:** You will see the expense report name and the number of images attached on the left hand screen. Beneath will be the list of expenses on the report. By clicking the report title, you will see the receipts associated with the report



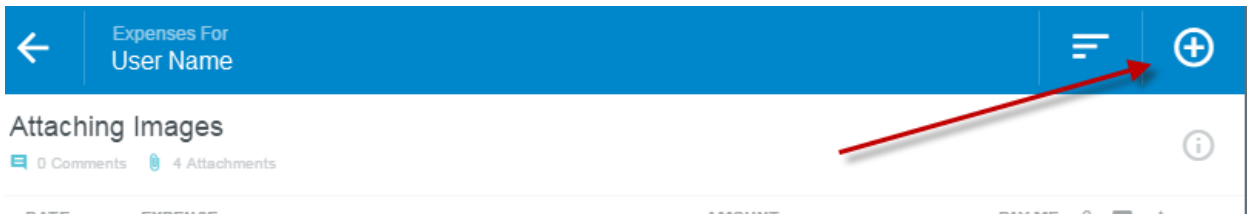
The receipts that are attached to the report header AND to specific line items will be visible on this page. A paperclip on the expenses attached to lines will help you identify where on the report they are attached.



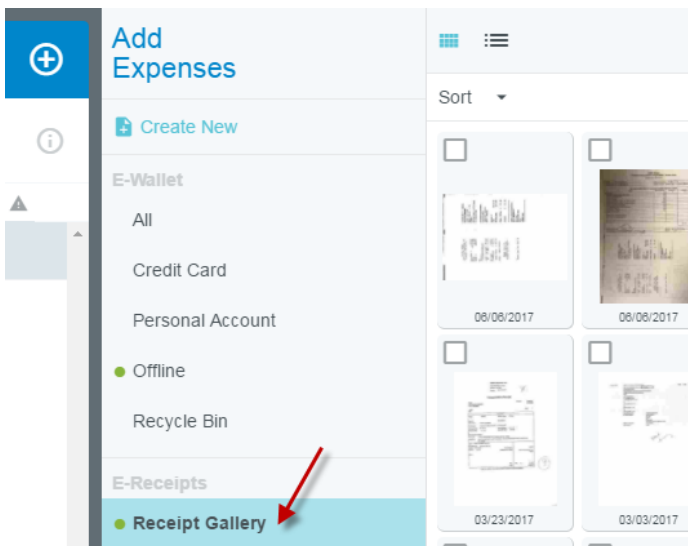
**Upload To the Receipt Gallery:** The Receipt Gallery is part of your Chrome River E-Wallet. It can be accessed by clicking the three line icon on your navigation bar and selecting "eReceipts"...



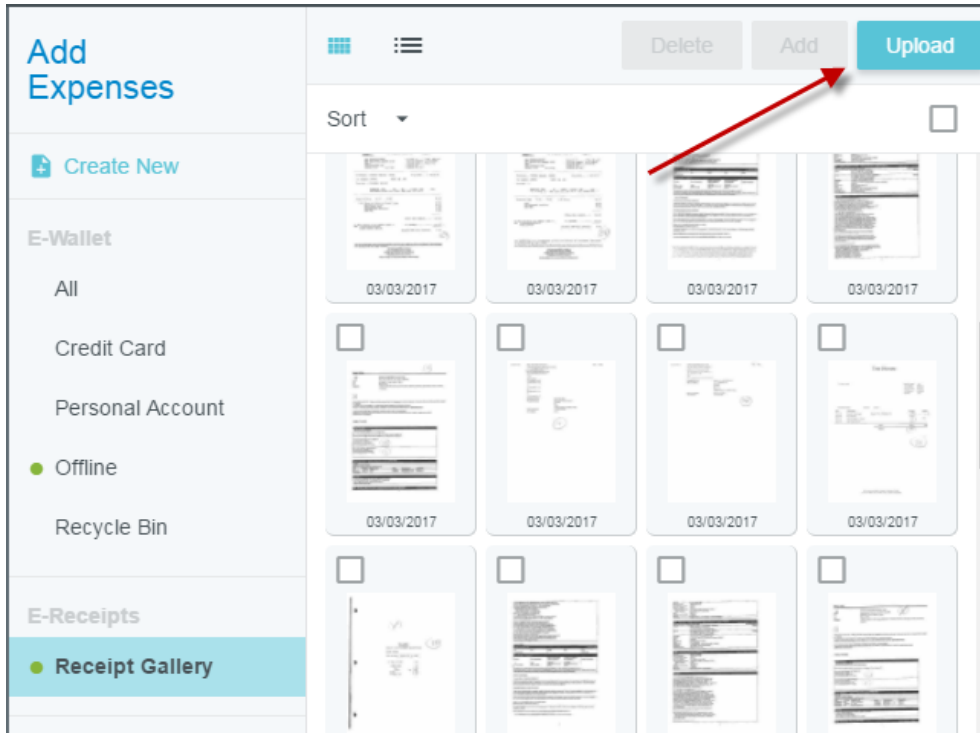
... or from within a report by clicking on the "+"...



... and selecting "Receipt Gallery" from the E-Wallet.

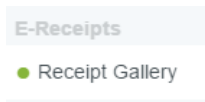


Once in the Receipt Gallery, you can choose to "Upload" new images that are saved on your computer or device.



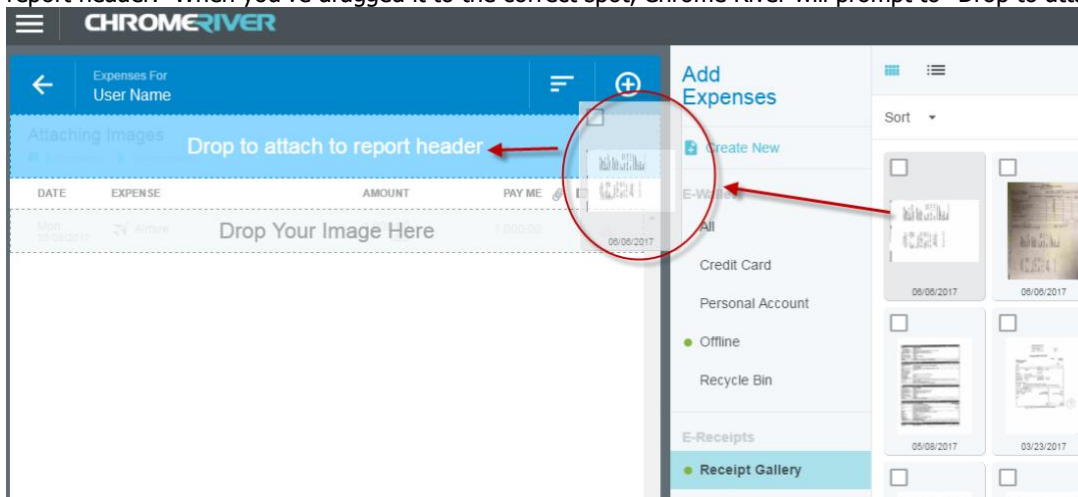
### Attaching Images from Receipt Gallery

A green dot next to the Receipt Gallery indicates that there are receipts that are unused and available to attach to a report or line item.



**Attach Image to Report Header or Line Item:** You can attach an image from the Receipt Gallery directly to the report header or line item by dragging and dropping from the Receipt Gallery.

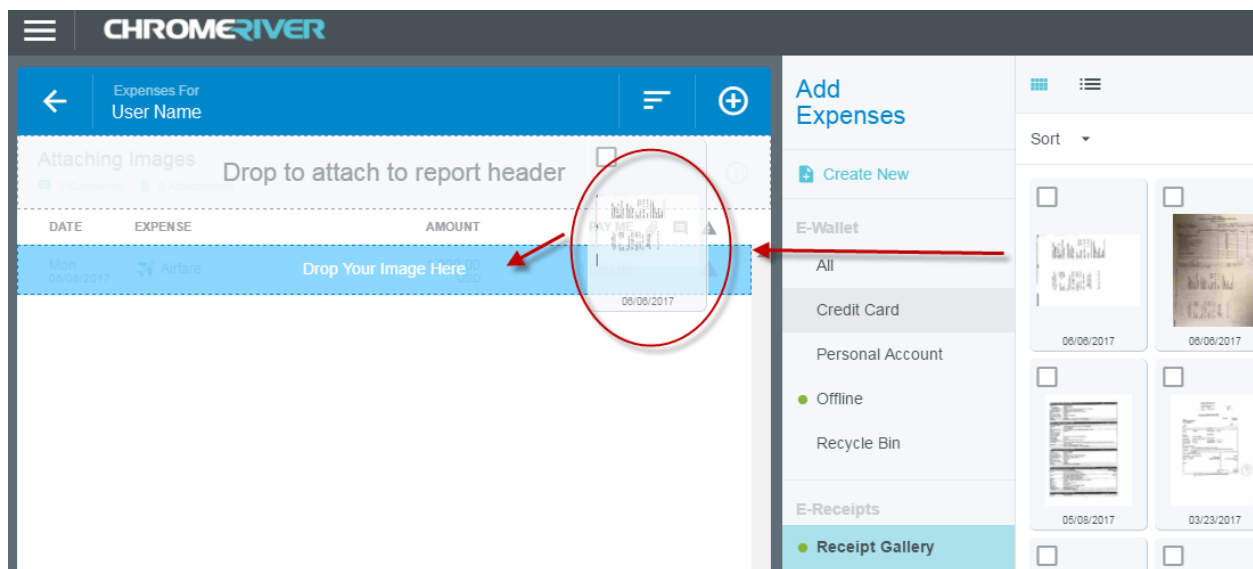
Access the Receipt Gallery from within a report by clicking on the "+" to bring up the E-Wallet and select Receipt Gallery. Choose a receipt from the gallery you want to add. Click on the image but do not release until you've dragged the image to the report header. When you've dragged it to the correct spot, Chrome River will prompt to "Drop to attach to report header".





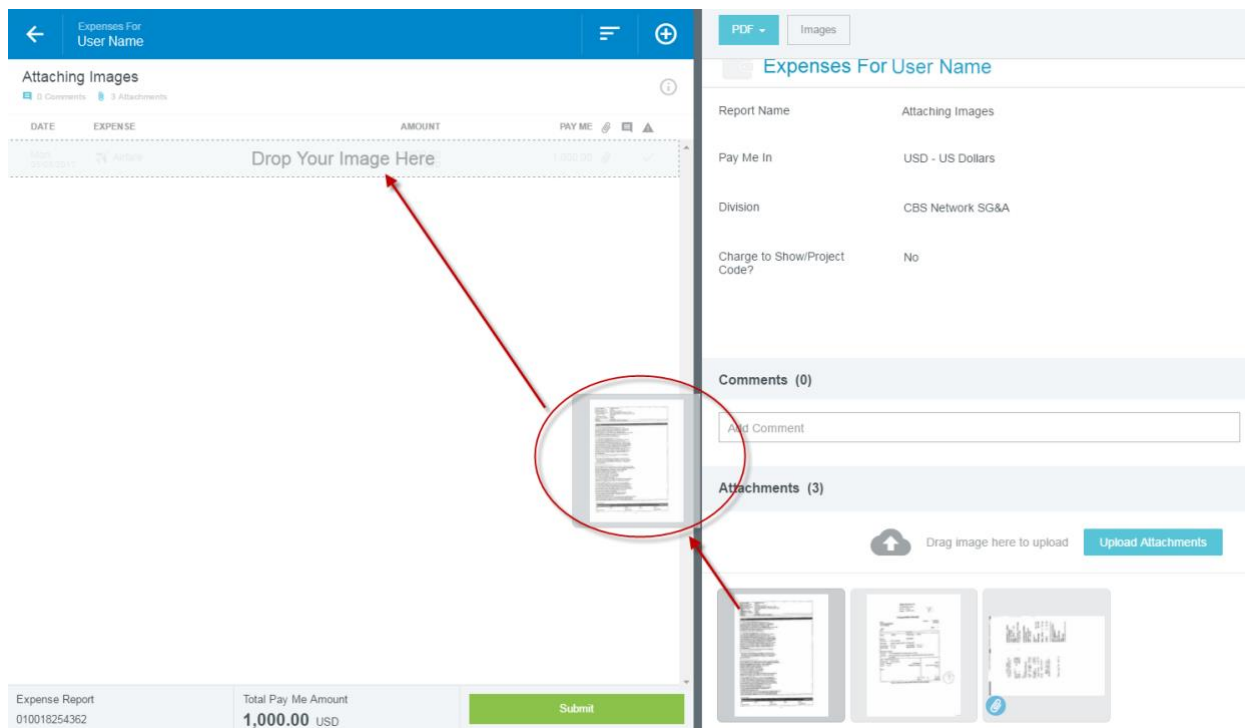
The same method can be applied to line items. If there is a line item created available, Chrome River will prompt you to drop the image on the line.

**NOTE:** Multiple receipts and images can be attached to a single expense.



**Moving Receipts and Images from Report Header to Line Item:** if you decide that you want to move a receipt from the header to the line item, you can drag the receipt from the header view to the line item. Click on the Report Header to view the receipts attached.

Click the Report Header to view the receipts attached. As mentioned in the "Upload Directly to a Line Item" section above, you will be able to identify the receipts that are attached only to the report header by the absence of a blue paperclip icon. You can select one of these images, click, drag, and drop to the line item of your choice.



## Detach and Delete Receipts

If the receipt has already been attached to a report header or line item, you can detach it by clicking on the receipt thumbnail at the bottom of the right hand screen to bring up the larger receipt image on the left. Click on the paperclip in the upper left hand corner. This will remove the receipt from the report. The receipt will go into the Receipt Gallery.

Go to [www.ecdvoice.com](http://www.ecdvoice.com) within 7 days and tell us about your visit.  
Validation Code: \_\_\_\_\_  
Expires 30 days after receipt date.  
Valid at participating US McDonald's.  
Survey code: 05240-01061-03016-09518-00151-0  
3451 W. TROPICANA  
PARADISE  
NV  
89118  
!!! THANK YOU !!!  
TEL# 702. 736. 2357 Store# 5240

KS# 1  
Side# KVS Order 06

QTY	ITEM	TOTAL
1	Big Breakfast w/Htck	5.39
1	Big Breakfast	4.19
1	Snr Decaf Coffee	0.49
1	S Coffee	1.20
	Special Request	
1	S Mango Pin Smoothie	2.69

Breakfast - Self 08/09/2017  
Amount: 13.96 USD Pay Me: 13.96 USD

Location: USA,NY,New York City  
Itemized Receipt is Attached:   
Personal Charge:   
Allocation: 0001-8433 CBS Network SG&A  
CBS-NET Network Corporate / New York SSC Shared Services T&E 843  
Comments (0)  
Add Comment  
Attachments (1)  
Drag image here to upload Upload Attachments

To delete a receipt from the Receipt Gallery, check the receipt(s) you wish to delete and then click the "Delete" button. The receipt will go into the Recycle Bin and will no longer appear in the Receipt Gallery.

Add Expenses

Create New

E-Wallet

- All
- Personal Account
- Credit Card
- Offline
- Recycle Bin

E-Receipts

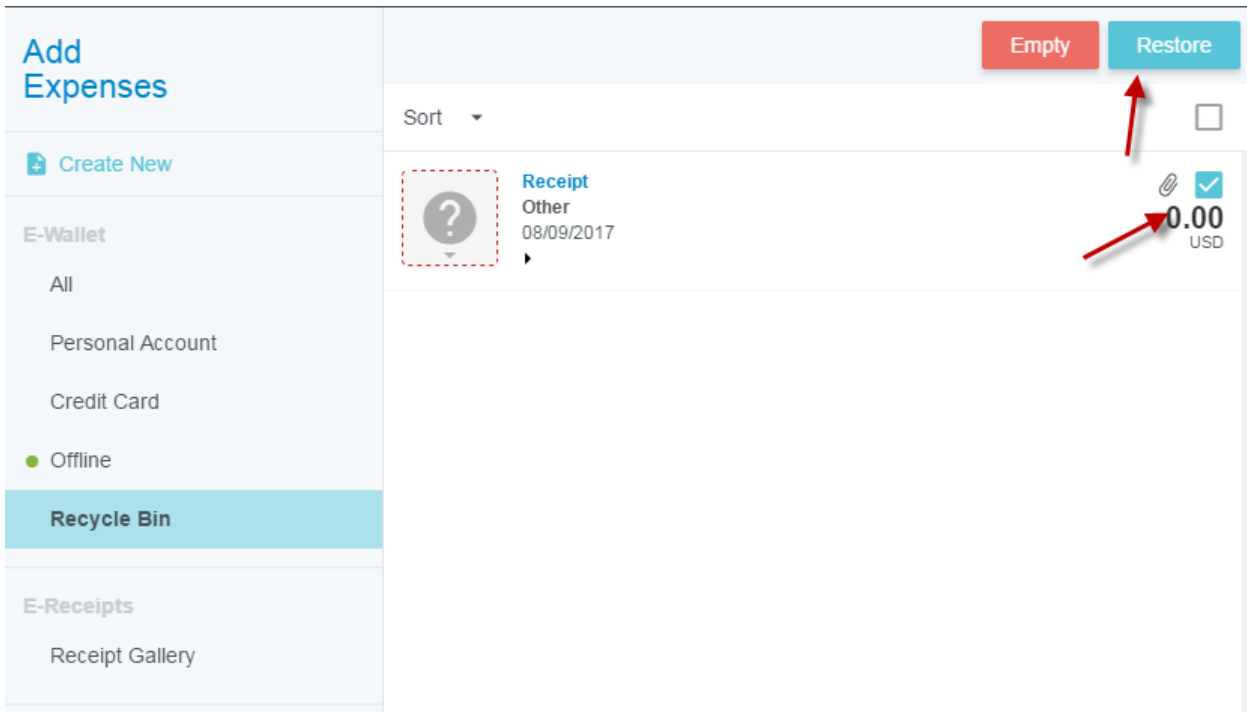
- Receipt Gallery

Delete Add Upload

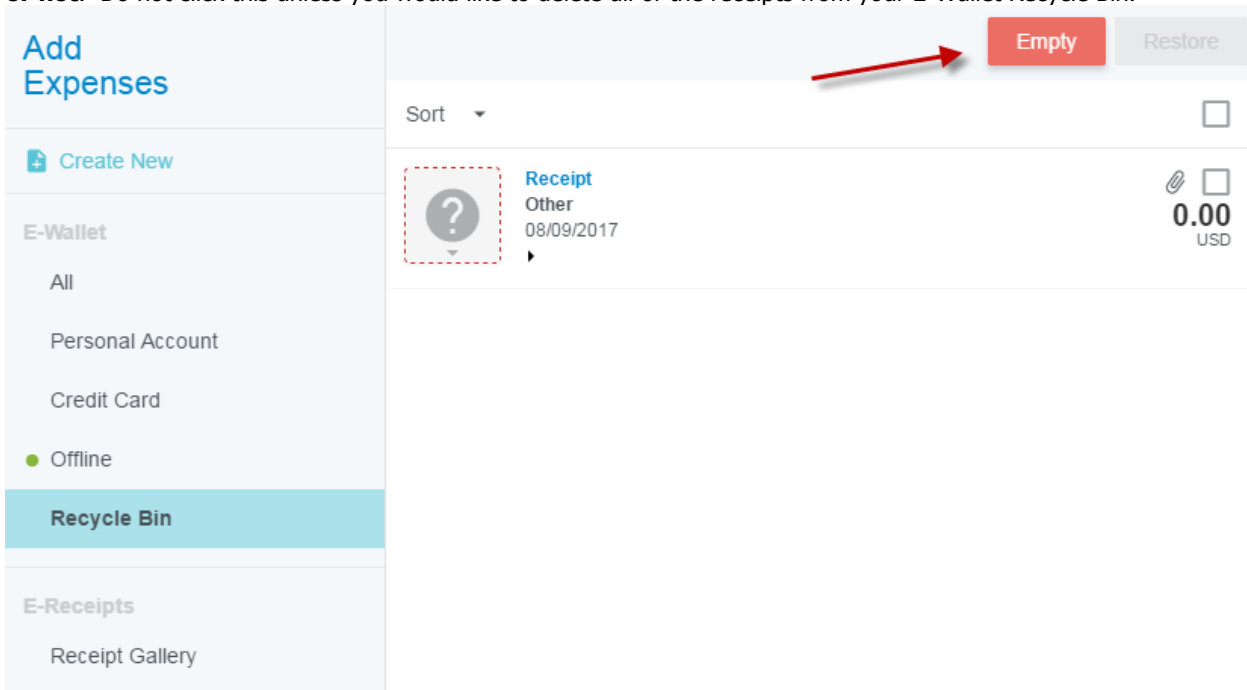
Sort 1

08/09/2017

Receipts that have been sent to the Recycle Bin can be restored to the Receipt Gallery if you wish. Choose the receipt you wish to send back to the Receipt Gallery and click "Restore".



If you click on the "Empty" button, you will permanently remove all of the receipts in the Recycle Bin, **whether it is checked or not**. Do not click this unless you would like to delete all of the receipts from your E-Wallet Recycle Bin.



## Receipt Transactions and Optical Character Recognition

When a receipt or group of receipts is emailed, scanned, or uploaded to the Receipt Gallery, **Optical Character Recognition (OCR)** will attempt to create a transaction based on the receipt information that it can pull from the receipt(s), which may include the amount, vendor and expense type. Any information pulled by OCR from the receipt can be manually adjusted if required once applied to a report.

**NOTE:** OCR only works when a receipt is emailed, scanned, or uploaded into the Receipt Gallery. Receipts that are attached directly to reports will not be read by OCR; however, if there is more than one receipt on the page, the system will attempt to crop the receipts to form separate receipt images, regardless of the manner it is sent, unless uploaded directly to a line item.

### Merging Credit Card Transactions and Receipts:

If OCR recognizes that the receipt corresponds with an unapplied Corporate Credit Card transaction, it will attempt to merge the Credit Card and receipt together to form one transaction.

You can identify when these transactions merge, as the Credit Card transaction will show "Merged Details" and have a drop down arrow which you can click on to expand the details of the transaction. Three lines will appear for the expense: the newly created Merged Transaction will appear first, the Credit Card Transaction second (identified as "Primary") and the Receipt third.

Transaction Type	Description	Date	Amount (USD)
Admin Transaction	Itemized Expense	05/01/2017	250.00
Amex - CBS	Office Supplies	05/03/2017	14.58
Amex - CBS	Other	06/08/2017	128.15
Amex - CBS + Receipt	Merged Details	06/08/2017	87.60
Amex - CBS (Primary)	Other	06/08/2017	87.60
Receipt	Other	06/08/2017	87.60

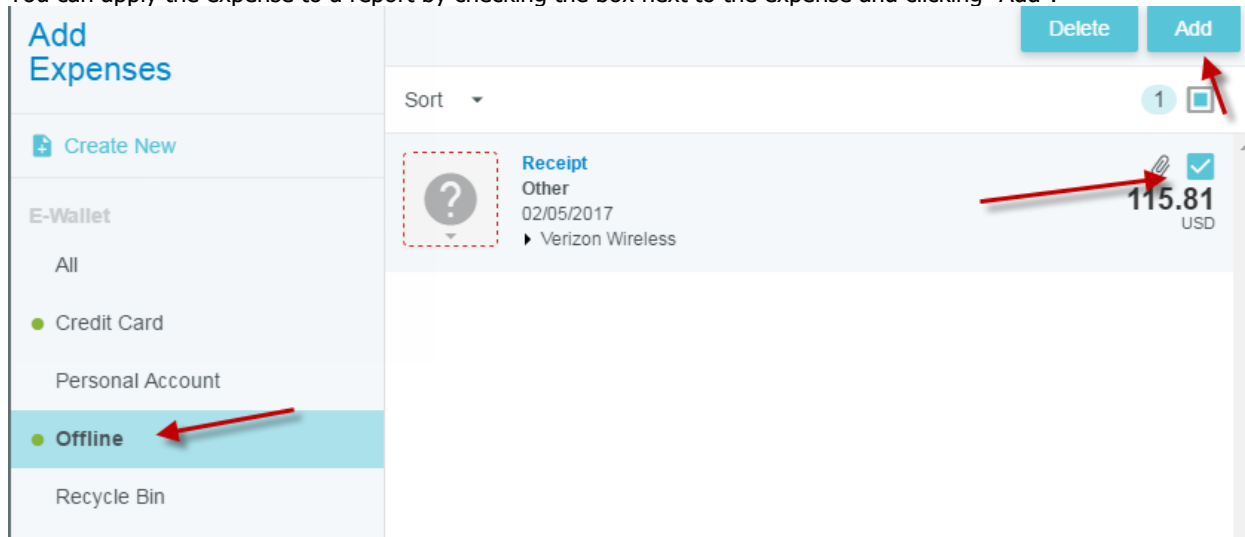
Note: if OCR identifies a receipt as belonging to a Credit Card transaction in error, you can unmerge by clicking on the paperclip outline on either the Primary or Receipt transaction. The Receipt will go back to the Receipt Gallery.

For information on applying Credit Card Transactions, please see the **File Corporate Card Charges** Help Document.

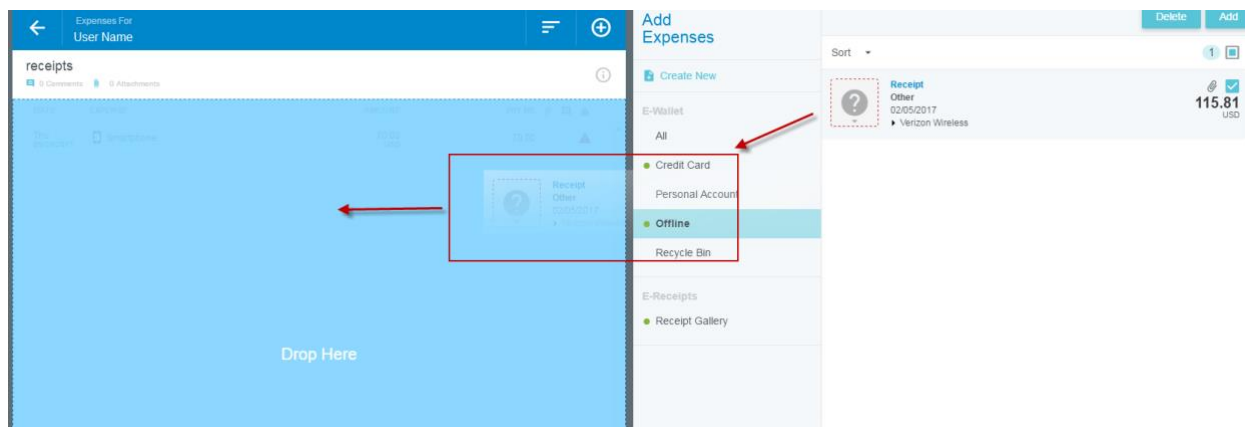
## Offline Transactions:

If OCR does not recognize that the receipt emailed, scanned or uploaded to the Receipt Gallery is related to a corporate card Credit Card Transaction, the system will create an Offline Transaction that you can later apply to an expense report as an Out Of Pocket expense.

You can apply the expense to a report by checking the box next to the expense and clicking "Add".



You can also drag and drop the expense directly into the expense report.



For more information on expensing an Out of Pocket expense, please view the help document **Create a New Report and File Out of Pocket Expenses**.

**NOTE:** if the Receipt connected to the Offline Transaction is applied to an expense, the Offline Transaction will no longer be available.

## Email Memo:

If you have an expense, such as a tip, that does not require a receipt, you can email a memo as a reminder to your E-Wallet as an "offline" receipt. This will create a transaction in your Offline expenses of your E-Wallet and no image will be sent to the Receipt Gallery.

To email, enter the amount of the expense in the email Subject and send the email to [receipts@chromefile.com](mailto:receipts@chromefile.com) just as with a regular receipt. However, instead of the receipt attached in the body of the email, you will enter a description of the expense.

Cancel      2.00      Send

To: [receipt@chromefile.com](mailto:receipt@chromefile.com)

Cc/Bcc, From: Username@cbs.com

Subject: 2.00

Maid tip



To access this expense, go to your E-Wallet and select "Offline". The amount will show in your Offline Transactions and can be applied to a report in the same way described above for other Offline Transactions.

Receipt	Date	Merchant	Amount
Other	01/05/2017	Verizon Wireless	125.86 USD
Other	02/05/2017	Verizon Wireless	115.81 USD
Other	04/30/2017	Verizon Wireless	115.69 USD
Other	06/28/2017		0.00 USD
Other	07/07/2017	Maid tip	2.00 USD

## 5. Create a New Report and File Out of Pocket Expenses

To create a report, click the **+NEW** button in the upper right corner and select **NEW EXPENSE REPORT** from the drop-down menu.

The Expense Header Screen will appear, you will need to complete the required fields and click Save.

The screenshot shows the 'Expenses For Employee Name' screen. On the left, there is a table with columns: DATE, EXPENSE, Amount, and PAY ME. Below the table, it says 'Click "\*" to add your first item.' On the right, there is a form with the following fields:

- Report Name:
- Pay Me In:
- Division:
- Charge to Show/Project Code?:

At the top right of the form, there are 'Cancel' and 'Save' buttons.

- **Report Name:** This is the name assigned by the expense creator, which is used in tracking and inquiry to help identify expense reports. NOTE: You should name the report something that you will be able to easily identify, e.g. June 2017 Trip to LA
- **Division:** The division you are assigned to in Payroll/HR will be the default division that will automatically display. If/when an expense report needs to be charged to a division, other than your default division, you can choose the Division that this report should be charged to. Please note that only one division may be charged per expense report.
- **Charge to Show/Project Code?:** If the division you are charging does *not* have show/project codes available, you will not see this field. If the division you are charging to *does* have show/project codes available, you will see this field.

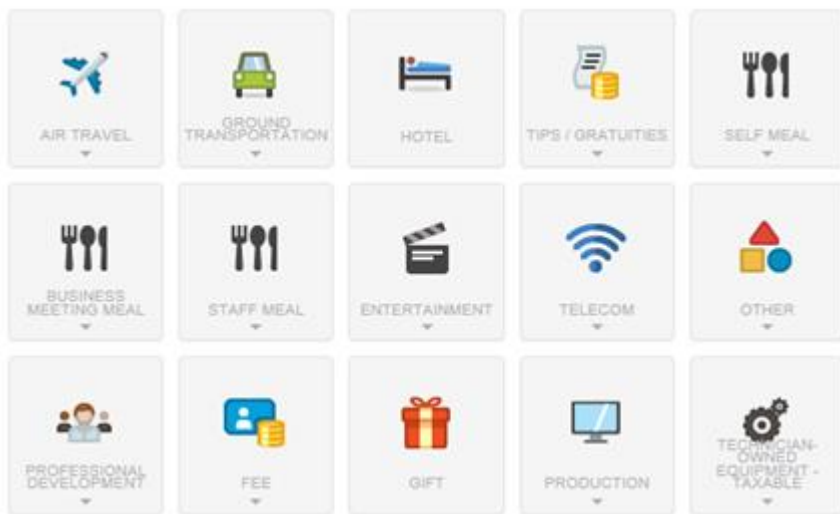
If the division typically does not charge to a show/project, the default will be 'no' but, will allow you to change it to 'yes'. Likewise, if the division typically does charge to a show/project, the default will be 'yes' but, will allow you to change it to 'no'. Please refer to the Charge to a Show or Project Code Help Document for further instructions.

**NOTE:** When charging to Sports and Sports Network only one show per expense report can be charged, due to approval routing rules.

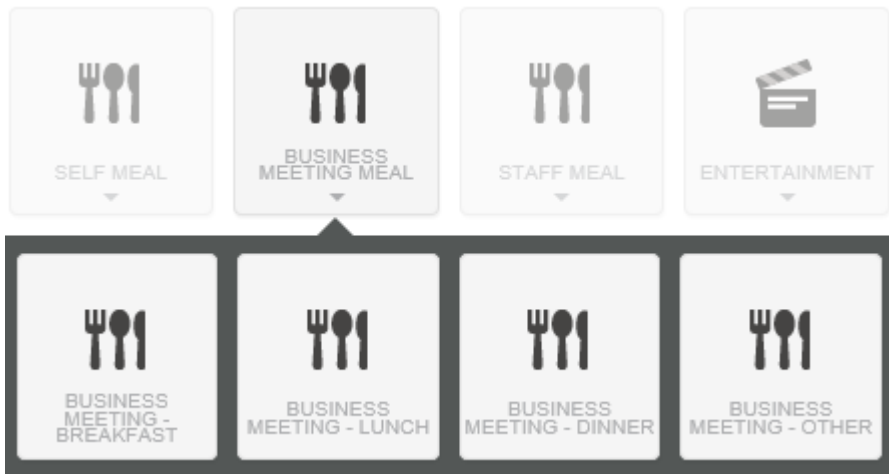
### Add Out of Pocket Expenses:

After completing the Expense Header information, you will be prompted to add your expenses.

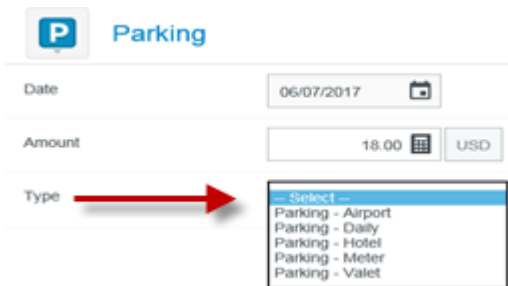
The **Add Expenses** screen will slide in from the right. The expense types are consolidated into categories (Expense Tiles). Select the Expense Tile for the type of expense you choose to submit.



For most expense types, you will be presented with a set of sub-tiles, select the appropriate expense.



There are two expense types, Gift and Parking, which will have a drop down selection embedded in the expense itself.





**Expense Details:**

- All expenses will require a date and amount.
- For the first expense on the report, you will be required to complete the Business Purpose. The entry in this field will default to each expense thereafter but, can be adjusted per expense type, if applicable. NOTE: You should adjust the business purpose as it relates to a specific expense.
- The Personal Charge check box is **NOT** for use with out of pocket expenses. This is for the purpose of personal charges on a Corporate Card Charge.
- Allocation indicates where you are charging this expense report to. This is a searchable field, similar to 'Google' search, therefore, if you know the name or number of the department you can start typing and the system will search for what you are entering. Once you select the allocation, this field will default to each expense thereafter but, can be adjusted per expense type, if applicable.

NOTE: If you are charging the report to your default department, please use the budget presented to you on the home page of Chrome River. If you wish to charge to a show/project, please refer to the Charge to a Show or Project Code Help Document.

The image shows a screenshot of an expense report form with several fields and a callout box. Red arrows point to the following elements:

- Date:** A text box containing "06/05/2017" with a calendar icon to its right.
- Amount:** A text box containing "10.00" with a calculator icon to its right, and a "USD" button to its left.
- Business Purpose:** A text box containing "Travel to LA to meet with CR Team on implementation".
- Personal Charge:** A checkbox that is currently unchecked.
- Allocation:** A text box containing "0001-8433 CBS Network SG&A CBS-NET Network Corporate / New York SSC Shared Services T&E 8433".

A callout box with a blue border and white background is positioned to the right of the Personal Charge checkbox. It contains the text: "Personal Charge is only to be used in conjunction with an American Express transaction. For out of pocket expenses, do not check this box." A red arrow points from this callout box to the Personal Charge checkbox.

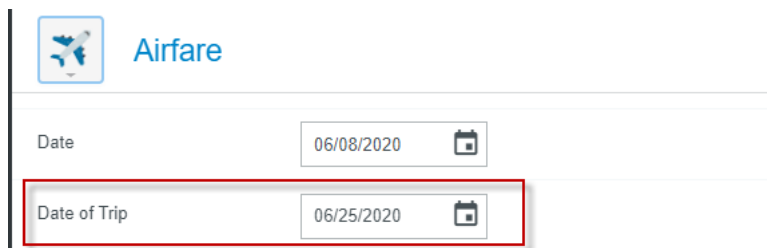
### Additional Expense Details:

Required information varies depending on the type of expense selected, for example:

- Airfare – will require Date of Trip (see below for details), origin/destination, airline, ticket number, and class of service
- Ground Transportation – will require origin/destination
- Meals with Attendees – will require attendee information. Recently selected guests will show in the drop down lists and are searchable (similar to 'Google' search fields). You can add guests, whether Internal or External. Internal Guests (CBS Employees) will need to be selected by using the search engine. External guests can be entered manually.
- Hotel – will require itemization of each expense incurred on a hotel folio. Many hotel chains are sending folio details to Chrome River, therefore, simplifying the itemization of this expense. Please refer to the Hotel Itemization Help Document.
- Mileage – will require the use of the built-in Google Maps function. This function will easily calculate distances and will satisfy the receipt requirement. Please refer to the Mileage Help Document.
- ATM Cash Advance – will require itemization of each transaction. Please refer to the ATM Cash Advance Help Document.

### Date of Trip Field:

Certain expense types, Airfare, Airfare Additional Charge, Chartered Plane, Rail and Tolls, will have an additional field for Date of Trip. This date will default to the same date as the transaction date, but should be adjusted to signify the date of your trip. This will help to identify which expenses correspond to a specific trip.

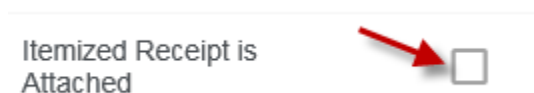


The screenshot shows the 'Airfare' section of a form. It features two date selection fields. The first field is labeled 'Date' and contains the value '06/08/2020'. The second field is labeled 'Date of Trip' and contains the value '06/25/2020'. A red rectangular box highlights the 'Date of Trip' field.

### Receipts:

Receipts are required for most expenses and are required to be attached to each expense individually. There are several ways to attach receipts, please refer to the Receipts Help Document for detailed instructions.

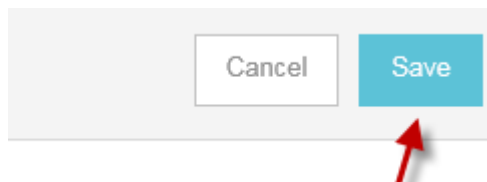
NOTE: Itemized receipts are required for all meal expense types, except per diems. There is an additional 'Itemized Receipt' indicator on each of these expense types, which requires acknowledgement that an itemized receipt has been included. The receipt must be attached and the checkbox checked:



The screenshot shows a label 'Itemized Receipt is Attached' followed by an unchecked checkbox. A red arrow points to the checkbox.


### Save:

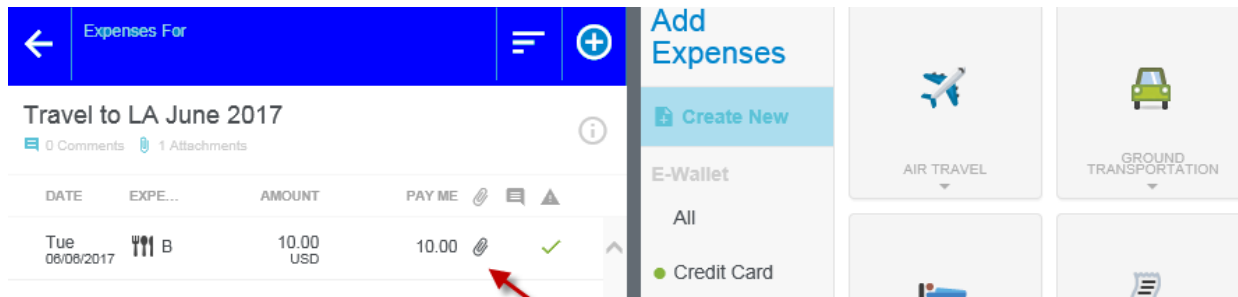
Once you have completed all the fields for the expense, click Save.



The screenshot shows two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted in blue. A red arrow points to the 'Save' button.

The expense will be saved and will appear on the left side of the screen. The right side of the screen will return you to the Expense Tiles, allowing you to select your next entry.

NOTE: At any time you can access the "Add Expenses" screen by clicking on the  icon.



### Compliance Messages:

If the expense you saved triggers any rules that have been defined in the system based on Company Policy, you will see a compliance warning or violation message.

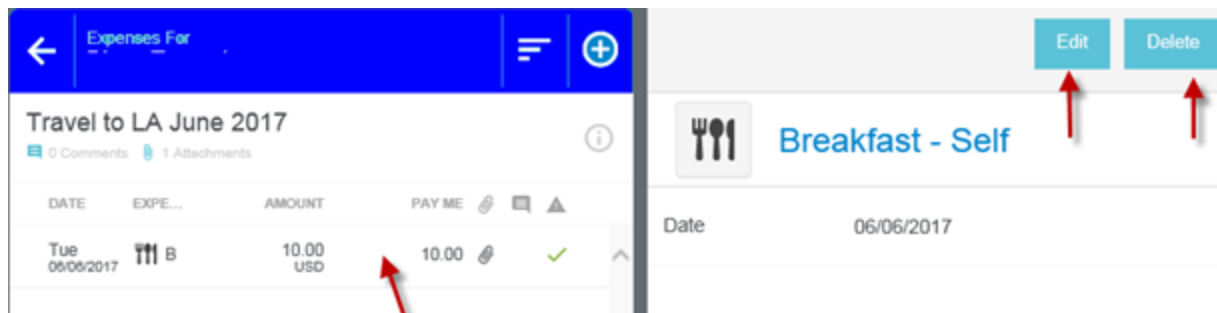
Warning Message: If the message is a warning message, you may respond by either modifying the data, or providing a response to the warning.

Violation Message: If the message is a violation, this indicates that the expense cannot be submitted for approval and payment based on Company Policies defined in the system. You will need to adjust the expense or delete it.

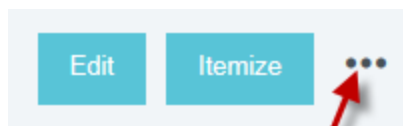
**NOTE:** Compliance warning and violation messages may be encountered when saving a line item or when submitting the expense report for approval.

### Edit, Delete or Duplicate Expense:

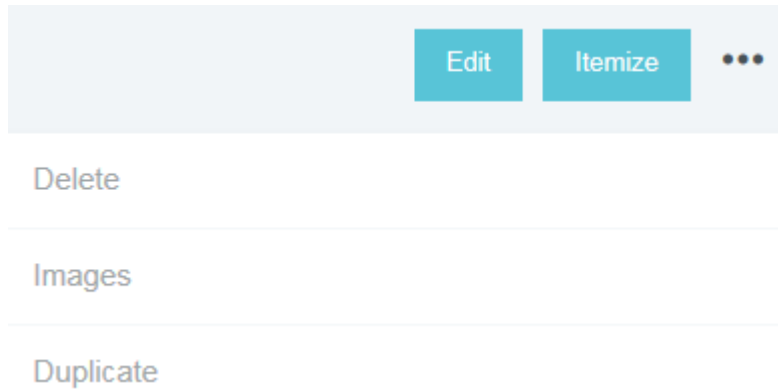
After saving an expense, you may make changes by selecting the expense and then clicking the 'Edit' button. Or if you mistakenly added the expense, you can click the 'Delete' button.



Depending on your screen size or the options available for a particular expense, there may be hidden options available. This will be indicated by the below illustration:



When you click on this, you will see the additional options available:



Selecting the option to **Duplicate**, will create a duplicate expense, and allow you to adjust accordingly. For example: Per Diem Breakfast on 6/1/19, will duplicate with the same expense type, date and amount. You will need to adjust the date in order to save the expense.

**Comments:**

You may provide additional information for an individual expense or the report itself by entering a comment. Once a comment is saved, it cannot be removed or edited.

**REPORT COMMENTS**

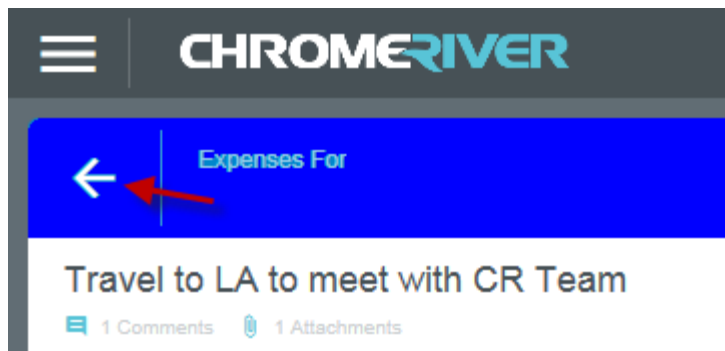
To enter a comment that applies to the entire report, click on the report name and enter your comment in the **Comments** field on the right side of the screen, then click **POST**.

**LINE-ITEM COMMENTS**

To enter a comment on a specific line item, click on the individual expense and use the **Comments** field on the right side of the screen, then click **POST**. You will need to save the expense before you can have the comment option available.

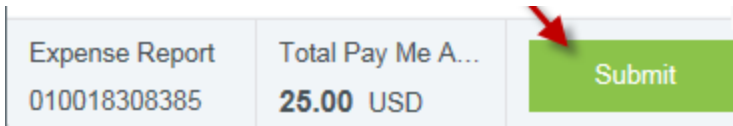
**Save:**

When you are done adding expenses to a report, but not ready to submit, you may click the **BACK ARROW** in the upper left-hand corner to close the report and save it in the Draft folder.



**Submit:**

If the report is ready to be submitted for approval, click the green **SUBMIT** button at the bottom of the screen:



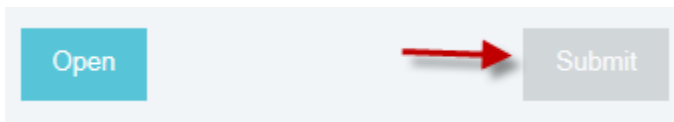
To submit the expense report from the Draft folder, click on the folder:



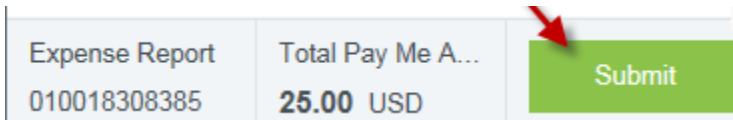
If there are no additional entries needed on the draft, and there are no exceptions on the report that need to be addressed, you will have the option to Submit the report from the right side of the screen:



If there are exceptions on the report that need to be addressed, the Submit option will not be available:



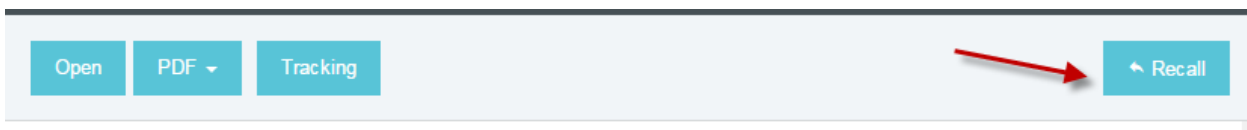
If you need to add entries to the report or address exceptions, Open the report in Drafts. Once all entries are complete, you will be able to Submit from within the report:



You will be asked to confirm that your expenses are correct and for legitimate business purposes. By clicking **SUBMIT**, the expense report will be routed for approval based on the routing rules and approval policies that have been implemented.

**Recall:**

Once the report is submitted, you can go into your Submitted folder on your expense bar and recall the report if it has not yet been paid exported for payment. Select the report you would like recalled. The "Recall" button will be available if it is possible to recall the report. Click the "Recall" button. Chrome River will ask you to confirm that you wish to recall. If you select "Yes", the report will be sent back to you. You will be able to access it in your "Drafts".



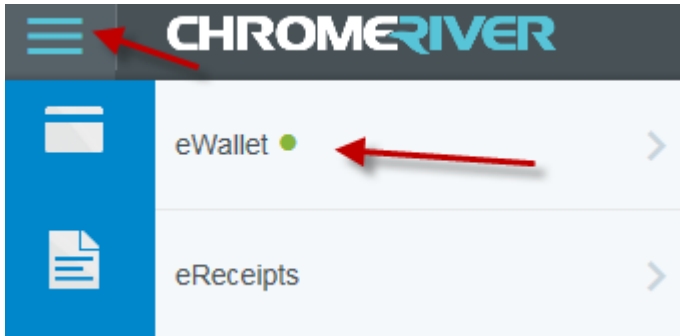
## 6. File Corporate Card Charges

If you have a Corporate Card, charges from the card will be automatically imported into Chrome River for you. This Help Document will explain how to add Corporate Card charges to a report. Before you begin, please review the Help Documents for 'Create a New Report and File Out of Pocket Expenses' and 'Upload and Attach Receipts'.

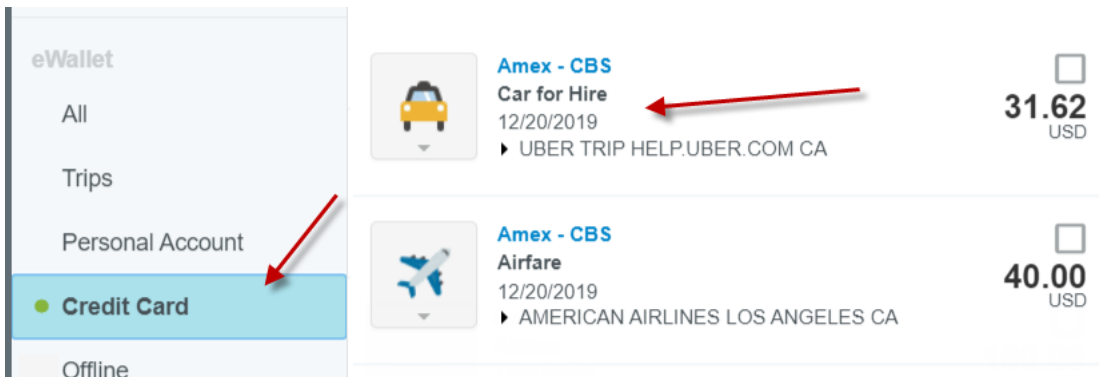
NOTE: Credits issued to your Corporate Card (Corporate Card Credits) must be applied to a report once the credit is received. Charges older than 45 Days will also need to be applied to a report, once they age past 45 Days. You will not be able to file a report if either of these scenarios are not addressed.

You can **view** credit card charges by accessing your E-Wallet:

From the **MENU** button at the far left of the Navigation Bar, click on the button and select E-Wallet:



Select Credit Card from the right hand side of the screen, a green dot indicates that there are unused items available:

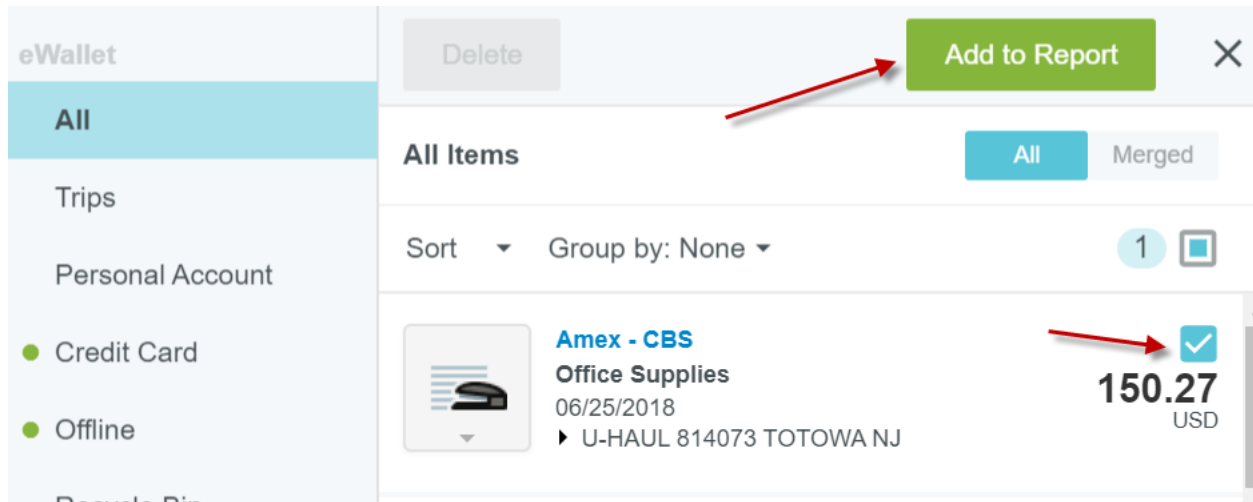


Clicking on the arrow next to the name of the merchant will display more details about the item:

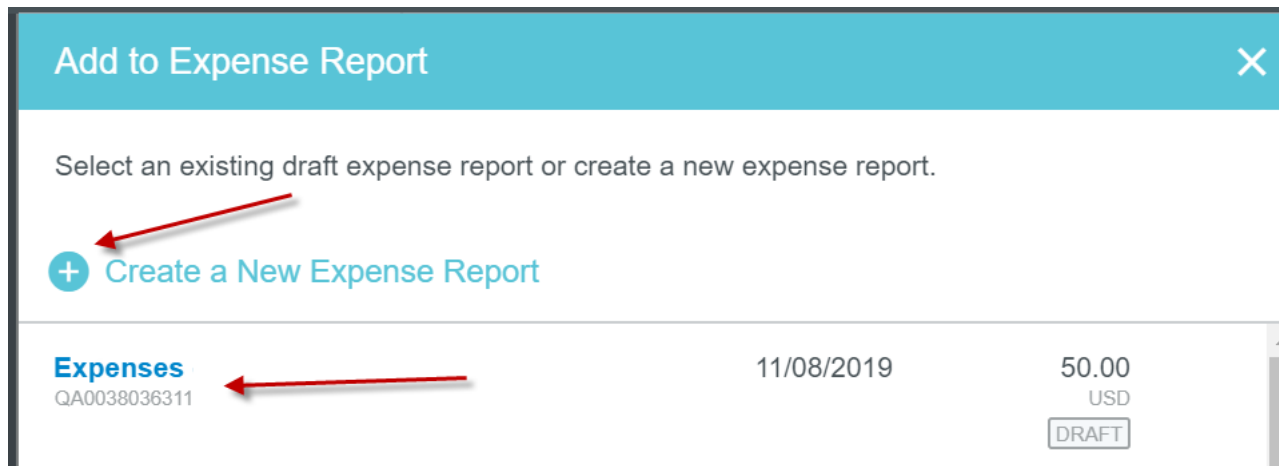


**Add expenses from EWallet to a report:**

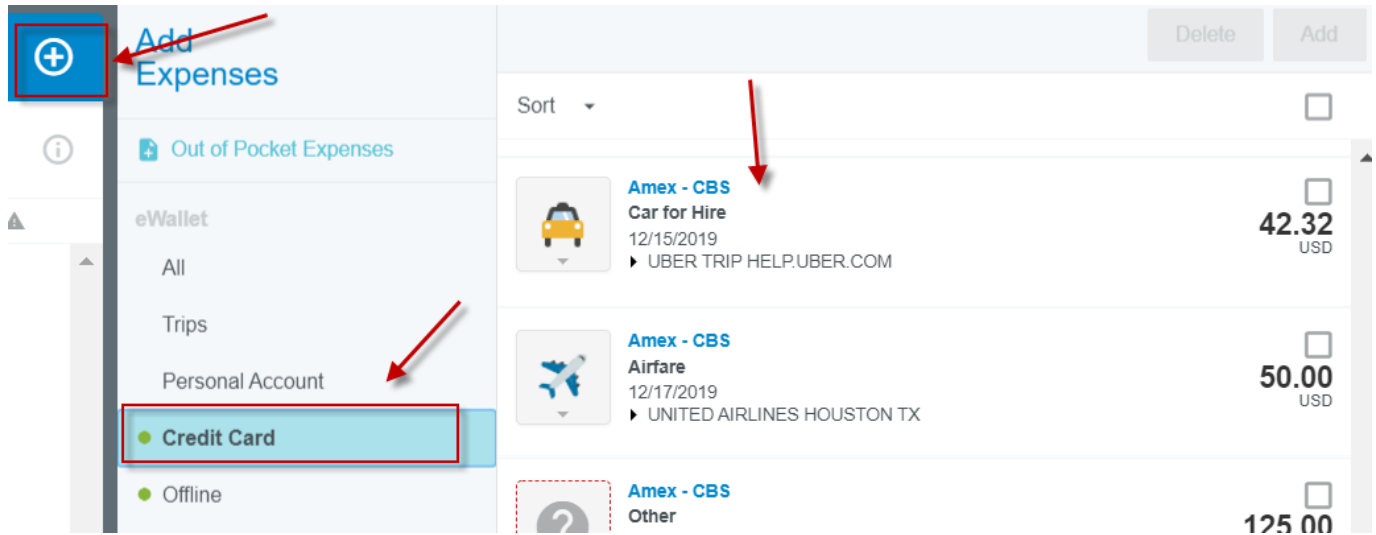
From the eWallet view, select an expense you want to add to your report. Select "Add to Report".




You will be given the option to start a new report or to add to a draft.

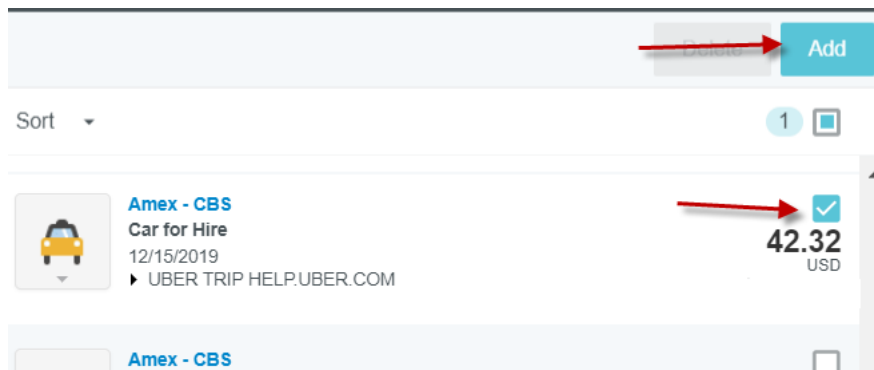


If you wish to add an expense from within a report, click the  icon and then click **CREDIT CARD** to see your items.



Click the check box above the amount of the charge you would like to add and then click the **Add** icon in the upper right-hand corner. You can add one charge at a time or you can select multiple charges at the same time by checking the boxes for all the items you would like to add to a report

NOTE: Depending on your screen size, you may see  icon instead of **Add**.






When an item is added to the report, a new expense-entry window will open with the date, amount and merchant populated.



Cancel Save

---




## Car for Hire


---


Date	<input type="text" value="12/20/2019"/> 
Date of Service	<input type="text" value="12/20/2019"/> 
Amount	<input type="text" value="31.62"/> <input type="text" value="USD"/>
Business Purpose	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Merchant	<input type="text" value="UBER TRIP HELP.UBER.COM CA"/>
Origination	<input type="text"/>
Destination	<input type="text"/>


The system will also map the charge to an expense based on the merchants business attribute. If the expense type is incorrect, simply click on the expense icon and you can select the correct expense type:





## Car for Hire


  
AIR TRAVEL  
▼

  
GROUND  
TRANSPORTATION  
▼

  
HOTEL  
▼

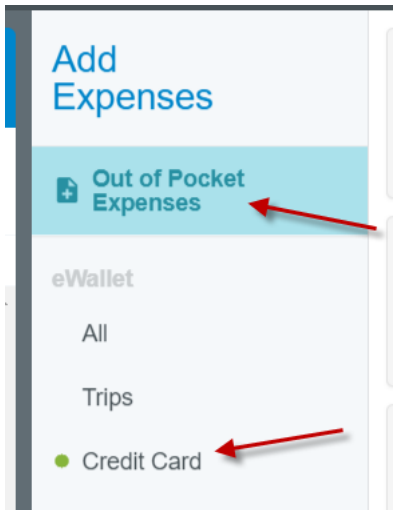
  
STAFF MEAL  
▼

  
ENTERTAINMENT  
▼

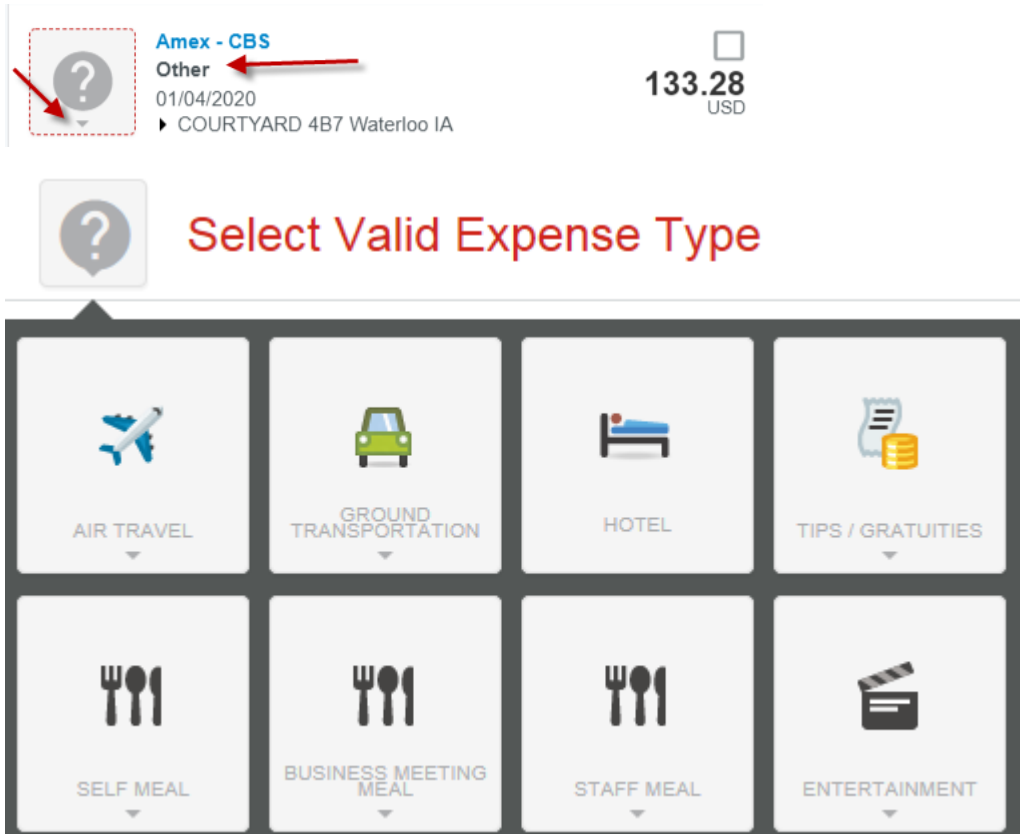
  
TELECOM  
▼

Complete the details required for the expense and click save. The system will return you to the Add Expenses screen where you can choose to add another credit card charge by clicking on 'Credit Card', or add an out of pocket expense by clicking on "Out of Pocket Expenses".

NOTE: If you chose to add multiple card charges to a report at the same time, the system will prompt you to complete the expense details for each item you selected. Once all the charges you have selected are complete, the system will then return you to the Add Expenses screen.



NOTE: If the system cannot map a charge to an expense type, it will default to 'Select Expense' when added to a report. This expense type will provide you with the entire list of Expense Tiles and prompt you to select the correct expense.



**Date of Service Field:**

Certain expense types will have an additional field for Date of Service. This date will default to the same date as the charge date, but will allow you to adjust if needed. For example, if a Car for Hire is charged on 12/20/19 but, the actual date of service was 12/18/19, you can update the date to reflect correctly. Other expense types which have this additional date field are: Meals, Entertainment and Early/Late Commute.

**Car for Hire**

Date: 12/20/2019

Date of Service: 12/18/2019

**Date of Trip Field:**

Certain expense types, Airfare, Airfare Additional Charge, Chartered Plane, Rail and Tolls, will have an additional field for Date of Trip. This date will default to the same date as the card transaction date, but should be adjusted to signify the date of your trip. This will help to identify which expenses correspond to a specific trip.

**Airfare**

Date: 12/20/2019

Date of Trip: 12/30/2019

**Hotel Folio:**

Certain hotel chains will send folio data to Chrome River. When this occurs, you will notice that some or all of your Hotel Itemization will be automatically populated for you. You will need to verify that the mapping that was done is correct and, if there are any charges that need to be re-categorized, you can follow the same procedure as you would adjust an individual card charge which was incorrectly mapped by clicking on the icon and selecting a new expense type.

Total Amount  
**150.21**

**P** Parking

ROOM / TAX   DEPOSIT   INTERNET ACCESS   PARKING   SELF MEAL

## **Payment Allocation**

By default, Corporate Card charges will be paid by CBS once applied to a report, approved and processed for payment. Payment to the card occurs weekly for reports that have been approved and exported.

For more information on how to make card charges non-reimbursable, paid to the employee, payment deducted from amount due employee, or to join two card charges into one expense, please view the Credit Card Payment Allocation help document.


## 7. Credit Card Payment Allocation

### Payment Allocation




By default, Corporate Card charges will be paid by CBS once applied to a report, approved and processed for payment. Payment to the card occurs weekly for reports that have been approved and exported.

### Company Paid

Corporate Card charges will default payment to the card, indicated with the check mark in the Company Paid checkbox:


Company Paid		<input checked="" type="checkbox"/>
Personal Charge		<input type="checkbox"/>

When an expense is Company Paid, the expense will be part of the "Less Company Paid Expenses" and not included in the "Amount Due Employee".

Financial Summary	
	AMOUNT (USD)
Total Expense Reported	 48.30
Less Cardholder Responsibility	0.00
Less Company Paid Expenses	 48.30
Less Company Paid Personal Expenses	0.00
Less Personal Expenses	0.00
Amount Due Employee	 0.00




### Card expense Paid to Employee

If you have paid your card for Company expenses and would like payment for a card charge to be directed to you, you can uncheck this box. This should only be done for charges that you have paid to the card AND are Company expenses.

Company Paid		<input type="checkbox"/>
Personal Charge		<input type="checkbox"/>

**NOTE:** Cardholders are responsible for ensuring that balances due to the Corporate Card are paid, whether they are paid directly to the card by the cardholder or by filing expenses timely.

The the "Company Paid" checkbox is not checked, the expense will be part of the "Amount Due Employee" total and not part of the "Less Company Paid Expenses".

Financial Summary	
	AMOUNT (USD)
Total Expense Reported	 48.30
Less Cardholder Responsibility	0.00
Less Company Paid Expenses	 0.00
Less Company Paid Personal Expenses	0.00
Less Personal Expenses	0.00
Amount Due Employee	 48.30

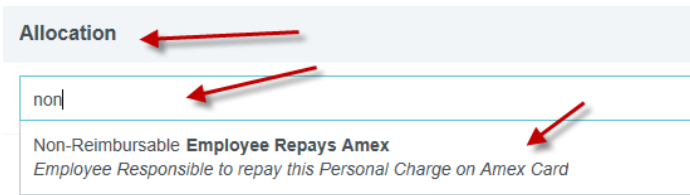
**Non-Reimbursable charges:** Company Policy restricts the use of the Company Card for personal use. However, there are instances where personal charges may appear on a card and therefore need to be paid by the cardholder and allocated in the system as non-reimbursable.

**Entire charge is non-reimbursable, cardholder to pay the card directly:**

You can mark a charge non-reimbursable by selecting the 'Non-reimbursable/Personal Charge' expense type from the 'Other' expense tile.



You can also select the 'Non-Reimbursable' Allocation from within the expense itself (start typing 'non' and the allocation will be presented):



In this case, the amount will be shown in the "Less Cardholder Responsibility" total on the Financial Summary, indicating that the employee must pay this amount to Amex.

Financial Summary	
	AMOUNT (USD)
Total Expense Reported	48.30
Less Cardholder Responsibility	48.30
Less Company Paid Expenses	0.00
Less Company Paid Personal Expenses	0.00
Less Personal Expenses	0.00
Amount Due Employee	0.00

**Portion of charge is non-reimbursable, cardholder to pay the card directly:**

If a portion of a charge is non-reimbursable, you can use the Allocation section to indicate which portion is reimbursable and which is not:

Select "+ Add Allocation":

**Allocation**

0111-8617 CBS Network SG&A CBS-NET Network Finance / Exec VP Finance 8617

+ Add Allocation

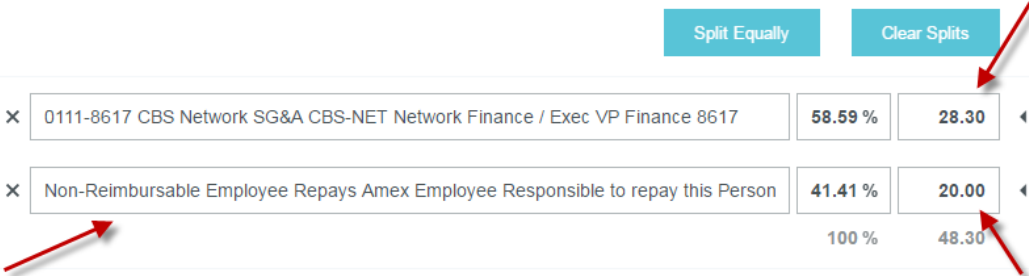


Select 'Non-Reimbursable Employee Repays Amex' and adjust the amounts that are to be paid by CBS and the amount you will pay to the card directly.

**Allocation**

Split Equally Clear Splits

x	0111-8617 CBS Network SG&A CBS-NET Network Finance / Exec VP Finance 8617	58.59 %	28.30	◀
x	Non-Reimbursable Employee Repays Amex Employee Responsible to repay this Person	41.41 %	20.00	◀
		100 %	48.30	



**NOTE:** Since allocation is copied from one expense to the next, when using allocation to split an expense as non-reimbursable, ensure that you remove this allocation when entering your next expense.

The amount that was made Non-Reimbursable will be accounted for in the "Less Cardholder Responsibility" amount. The rest will be shown as being paid to Amex (Less Company Paid Expenses).

**Financial Summary**

	AMOUNT (USD)
Total Expense Reported	48.30
Less Cardholder Responsibility	20.00
Less Company Paid Expenses	28.30
Less Company Paid Personal Expenses	0.00
Less Personal Expenses	0.00
Amount Due Employee	0.00





**Entire charge is non-reimbursable, CBS to deduct the amount due employee to pay the card on behalf of the employee:**

If you have Out of Pocket expenses on your report and wish to direct payment from you to the card for non-reimbursable charges, simply click on the Personal Charge checkbox on the non-reimbursable charge:

Company Paid	<input checked="" type="checkbox"/>
Personal Charge	<input checked="" type="checkbox"/>

**NOTE:** The amount due employee must be equal to or greater the amount of the non-reimbursable expense.

To illustrate, there is a \$100.00 Out of Pocket expense on this report, which is due the employee and is greater than the amount of the non-reimbursable expense, as is required. The \$48.30 is a Personal Charge, so the amount is deducted from the Amount Due Employee, reducing the Amount Due Employee by the \$48.30 and paying the card (Less Company Paid Expenses). The amount also shows as being part of the "Less Company Paid Personal Expenses".

Financial Summary	
	AMOUNT (USD)
Total Expense Reported	148.30
Less Cardholder Responsibility	0.00
Less Company Paid Expenses	48.30
Less Company Paid Personal Expenses	48.30
Less Personal Expenses	0.00
Amount Due Employee	51.70

**Portion of charge is non-reimbursable, CBS to deduct the amount due employee to pay the card on behalf of the employee:**

If a portion of a charge is non-reimbursable, you can use the Allocation section to indicate which portion is reimbursable and which is not:

Select "+ Add Allocation":

**Allocation**

0111-8617 CBS Network SG&A CBS-NET Network Finance / Exec VP Finance 8617

+ Add Allocation






Select 'Personal Charge Amount Due Employee – will be reduced...' and adjust the amounts that are to be paid by CBS and the amount you wish for CBS to deduct from the amount due employee to pay the card on your behalf.

**Allocation**

Split Equally Clear Splits

×	0111-8617 CBS Network SG&A CBS-NET Network Finance / Exec VP Finance 8617	58.59 %	28.30	◀
×	Personal Charge Amount Due Employee - will be reduced by the personal charge amou	41.41 %	20.00	◀
		100 %	48.30	









**NOTE:** Since allocation is copied from one expense to the next, when using allocation to split an expense as personal charge, ensure that you remove this allocation when entering your next expense.

The total "Less Company Paid Expenses" (amount paid to AMEX) is the \$48.30, but the total being deducted from the Amount Due Employee is only the \$20.00 that was marked as Personal Charge Amount Due Employee.

**Financial Summary**

	AMOUNT (USD)
Total Expense Reported	148.30
Less Cardholder Responsibility	0.00
Less Company Paid Expenses	48.30
Less Company Paid Personal Expenses	20.00
Less Personal Expenses	0.00
Amount Due Employee	80.00

**Applying an Out of Pocket Expense to Pay the Card:**

Occasionally, you may have two charges on your card for the same expense. For example, you may purchase a bagel from one vendor and a coffee from another, combined is your Breakfast (self). You would need to combine these charges in order to submit as one breakfast for the day.

If this situation occurs apply both card transactions (you can use the Misc – Other expense type) and select the 'Personal Charge' checkbox for both. This will reduce the amount due employee for these amounts.

Example: Two charges on 6/02/17, one for \$48.30 and one for \$30.00. Both charges are applied as Misc – Other and have the 'Personal Charge' indicator checked.

The "Amount Due Employee" will show a negative until the next step is completed:





Financial Summary		AMOUNT (USD)
Total Expense Reported		78.30
Less Cardholder Responsibility		0.00
Less Company Paid Expenses		78.30
Less Company Paid Personal Expenses		78.30
Less Personal Expenses		0.00
Amount Due Employee		-78.30

One expense for \$78.30 is entered in the correct expense type and allocated to pay the employee. The net effect of these transactions will pay the card \$78.30, which is the total of the two charges.

DATE	EXPENSE	AMOUNT	PAY ME
Mon 06/02/2017	Miscellaneous - Other	48.30 USD	-48.30
Wed 06/02/2017	Miscellaneous - Other	30.00 USD	-30.00
Mon 06/02/2017	Business Meeting - Other	78.30 USD	78.30

The report will process payment to the card for the total amount of both charges.

Now the total of the Amount Due Employee comes to \$0.00. The total being paid AMEX (Less Company Paid Expenses) will remain at \$78.30.


<b>Financial Summary</b>	
	AMOUNT (USD)
Total Expense Reported	 156.60
Less Cardholder Responsibility	0.00
Less Company Paid Expenses	 78.30
Less Company Paid Personal Expenses	 78.30
Less Personal Expenses	0.00
Amount Due Employee	 0.00

## 8. Hotel Itemization

Hotel charges paid using a Corporate Card, will automatically populate some required fields: Date, Amount, Merchant and Location. The Date field on the Hotel expense, is the date you were charged, typically, the checkout date. The Amount will be the total amount charged. Certain hotel chains are sending folio transaction data to Chrome River, therefore, you may find that all or portions of your hotel bill have been itemized, automatically.





**NOTE:** If you paid using a different method, you will need to enter all required fields, as there will be no automatic population. Additionally, if you have non-reimbursable items on a hotel folio, and did not use a Corporate Card, you will need to deduct these from the total amount you enter. Please make a comment on the expense that the amount does not match the hotel folio receipt due to the non-reimbursable items.

---



### Hotel






---

Date	<input type="text" value="06/04/2017"/> 
Amount	<input type="text" value="0.00"/>  <input type="text" value="USD"/>
Business Purpose	<input type="text" value="Travel to LA for CR implementation meeting"/>
Merchant	<input type="text"/>
Location	<input type="text" value="-- Select --"/>
Check In Date	<input type="text"/> 
Check Out Date	<input type="text"/> 
Travel Agency Used	<input type="checkbox"/>













---

After all the required fields on the Parent Hotel expense have been entered, attach the receipt and click **ITEMIZE**.

**NOTE:** If you do NOT attach your receipt at this time, you will receive a receipt violation message on each itemized expense. The Hotel Folio receipt must be attached at the Parent Hotel level.

<div style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Itemize"/></div>	
 <b>Hotel</b>	
Date	<input type="text" value="06/04/2017"/> 
Amount	<input type="text" value="1,252.50"/>  <input type="text" value="USD"/>
Business Purpose	<input type="text" value="Travel to LA for CR implementation meeting"/>
Merchant	<input type="text" value="Hilton"/>
Location	<input type="text" value="USA,CA,Los Angeles"/>
Check In Date	<input type="text" value="06/01/2017"/> 
Check Out Date	<input type="text" value="06/04/2017"/> 
Travel Agency Used	<input checked="" type="checkbox"/>

You will be presented with a list of Expense Tiles to correctly itemize your hotel folio. The Expense Entry screen for hotel items is similar to that of other expense types, except that it displays a running total of hotel expense allocation at the top.

	<b>Hotel</b>	<b>Total Amount</b> <b>1,252.50</b>	<b>Remaining</b> <b>1,252.50</b>
 RECURRING	 ROOM / TAX	 DEPOSIT	 INTERNET ACCESS
 PARKING	 SELF MEAL ▼	 ATTENDEE MEAL / ENTERTAINMENT ▼	 PRODUCTION ▼
 HOTEL - OTHER ▼	 **SELECT EXPENSE TYPE**	 NON-REIMBURSABLE / PERSONAL CHARGE	








You can select and enter the amount for each expense on your hotel folio.

**NOTE:** If there are personal (non-reimbursable) expenses, you may select the Non-Reimbursable/Personal Charge expense type to enter this amount in total. This is NOT an option if you did not pay for the hotel charge with a Corporate Card.

**NOTE 2:** The system will attempt to map each item on your folio to an expense type, please ensure that the system has mapped correctly. If an item is mapped incorrectly, you can click the expense icon and adjust. The **\*\*Select Expense Type\*\*** will be used by the system if it cannot identify an expense to map, it will map it to this expense type. You will be required to select the appropriate expense if this occurs. This is NOT an option if you did not pay for the hotel charge with a Corporate Card.

The **RECURRING** expense tile allows you to easily enter recurring costs like room/tax, parking, and internet access which are exactly the same per day. By entering your check in/check out date and amount for each, these costs will itemize correctly based on your entry. If you have multiple rates during your stay, they need to be indicated. You can do this by using the recurring across the full stay and then editing the rates on the nights that are different or using the Room/Tax expense tile and entering each night separately.

**NOTE:** You can use the Room Rate, Tax 1, Tax 2 and Tax 3 to calculate the cost per night or you can combine them yourself and input the total in Room/Tax. You will need to combine the rates yourself, if there are more than 3 taxes in a city.

Check-in	06/01/2017 
Check-out	06/04/2017 
Nights	3
Room Rate	0.00
Tax 1	0.00
Tax 2	0.00
Tax 3	0.00
 Room / Tax	325.00
 Internet Access	10.00 
 Parking	18.00 




As you save hotel expenses, the red **Remaining** total will update to reflect how much of the bill remains to be allocated.

---

	Hotel	Total Amount	Remaining
		1,252.50	193.50

When all the hotel expenses have been entered, the remaining balance will reflect zero and you can click Done.:

Add Itemization  Done

---

	Hotel	Total Amount	Remaining
		1,252.50	0.00

---




## 9. Mileage Expense Entry

The Mileage expense type utilizes a built in Google Maps tool. This tool will allow you to enter origin, destination and even allow additional destinations. Once entered, the Google map will attach to your expense as the required receipt.

To enter a Mileage expense, go to the Ground Transportation Expense Tile and click on Mileage. Enter the Date and Business Purpose. The Amount, Description and Miles fields will automatically populate after you select and complete the entry using the MAP.

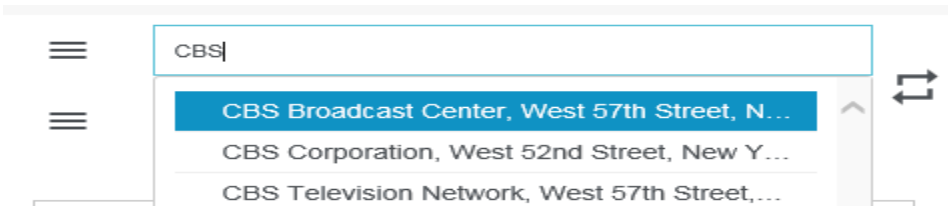
**NOTE:** **Rate** fields cannot be edited as it is set by the IRS.

- Click the **MAP** button to access the integrated Google Maps functionality.

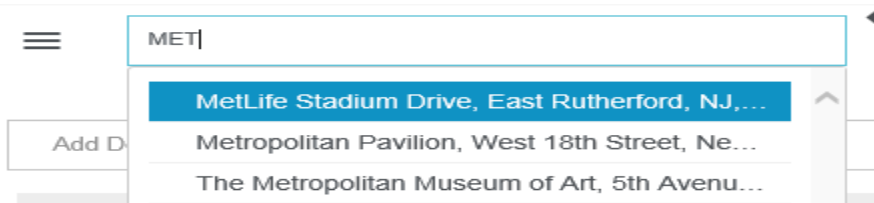
	<h3>Mileage</h3>
Date	06/01/2017 
Amount	0.00 USD
Business Purpose	NFL Game
Description	
Rate <small>Optional</small>	0.535
Miles	0.00 

You will be presented with the Google Maps origin/destination fields. Clicking in the address fields will bring up a list of recently used addresses, if you have any. Alternatively, you may begin entering a location name or a specific address and Google will bring up similar matches.

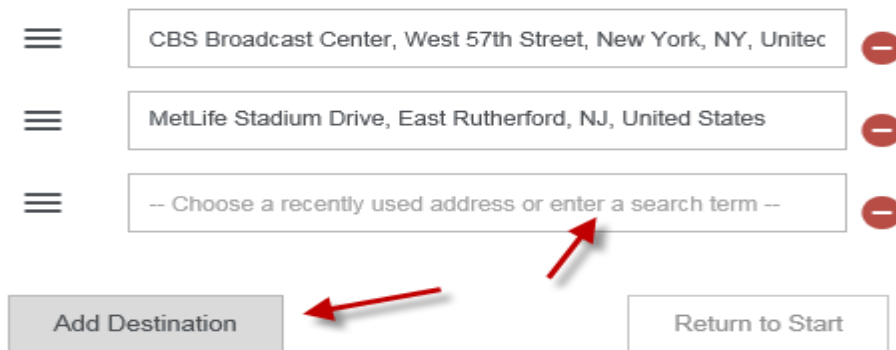
- By typing CBS, you will be presented with CBS locations, Google Maps identifies:



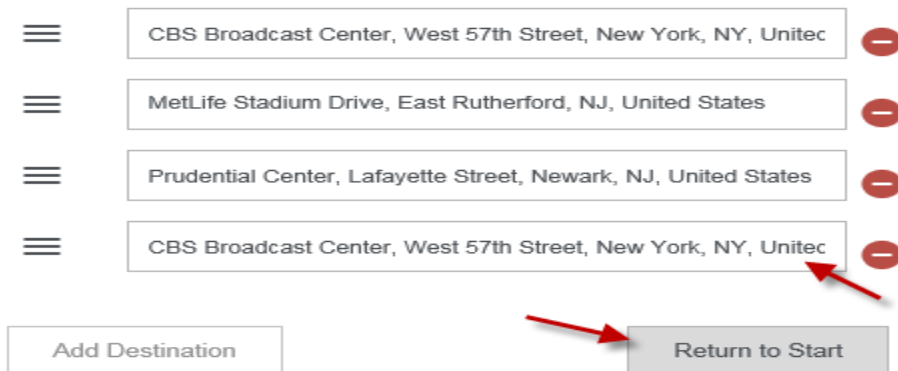
- By typing MET, you will be presented with locations Google Maps identifies:



- You can also Add Destinations:



- AND you can return to start for the full roundtrip calculation



- The distance and map will refresh to reflect your route. It includes the same navigation features found in Google Maps online, including zoom controls and the moveable marker.

☰ CBS Broadcast Center, West 57th Street, New York, NY, Unitec ⊖

☰ MetLife Stadium Drive, East Rutherford, NJ, United States ⊖

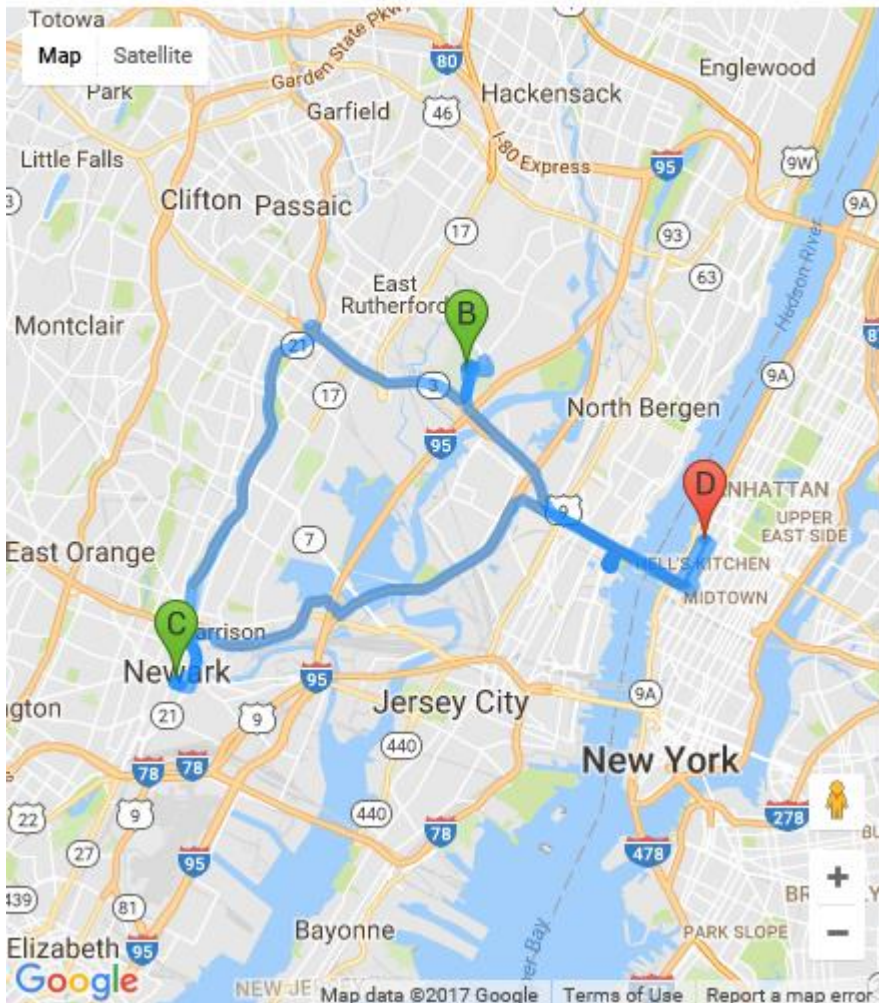
☰ Prudential Center, Lafayette Street, Newark, NJ, United States ⊖

☰ CBS Broadcast Center, West 57th Street, New York, NY, Unitec ⊖

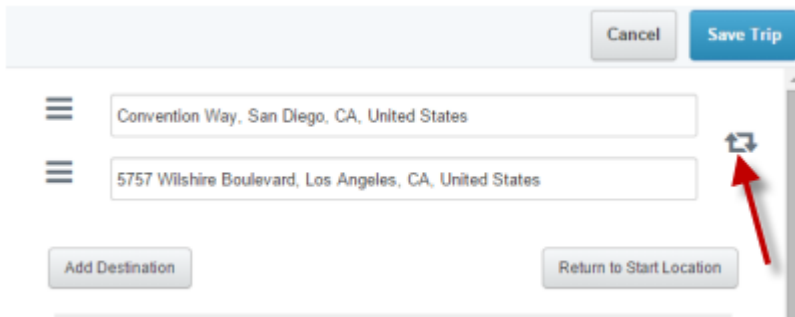
Add Destination

Return to Start

**34.58 Miles**



- Click the arrows icon to reverse the order of your travel destinations.



- Use the gray lines icon to grab a location and move it to a different spot in the order of destinations.



- Use the red circle icon to delete a destination.




- Click **SAVE TRIP** to return to the entry screen.

Cancel Save Trip


☰ CBS Broadcast Center, West 57th Street, New York, NY, United States -

☰ MetLife Stadium Drive, East Rutherford, NJ, United States -

- You will see that the Amount, Description and Miles have automatically calculated:.

 **Mileage**

---

Date  

---

Amount

---

Business Purpose

---

Description

---

Rate Optional


---

Miles

## Personal Commute Deduction

If applicable, you can easily deduct personal mileage for a portion of your total trip distance or the amount for your standard commute.

- Simply select the option to use for deduction: Distance or Amount and enter the number of miles or the amount in the **DEDUCTION** box.


Rate Optional	<input type="text" value="0.535"/>
Miles	<input type="text" value="8.40"/> <input type="button" value="Map"/>
Deduction	<input type="text" value=""/> <div style="border: 1px solid black; padding: 2px; display: inline-block;"><p>None</p><p>Distance</p><p>Amount</p></div> 

The calculation will be deducted from the reimbursable amount.










## 10. ATM Cash Expense Entry

If a cardholder uses their Corporate Card to obtain cash from an ATM machine, the transaction will be listed as a charge that needs to be accounted for. The system will automatically map ATM Cash to the 'Itemized' Expense type. This expense type is a placeholder and will require the full amount to be itemized.

Add Itemization Done

 **Itemized Expense** Total Amount **250.00** Remaining **250.00**

---

 GROUND TRANSPORTATION	 TIPS / GRATUITIES	 SELF MEAL	 BUSINESS MEETING MEAL
 STAFF MEAL	 ENTERTAINMENT	 OTHER	 FEE
 PRODUCTION			

If the full amount of the ATM Cash was not used, the cardholder should either:

- Account for the unused portion as non-reimbursable and pay the card directly for the unused portion, OR
- Allocate the unused portion as a personal charge; the amount will be deducted from the amount due employee and paid to the card by CBS, on behalf of the employee.

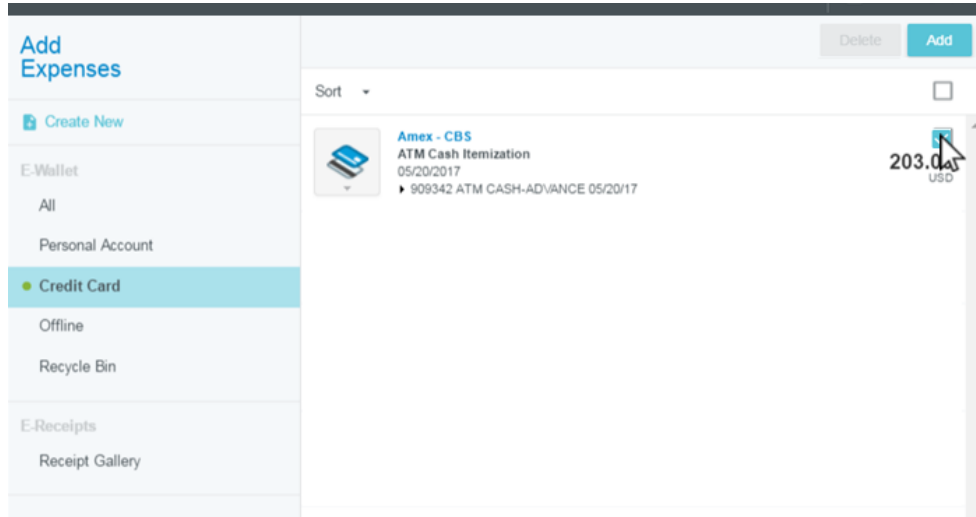
Alternatively, the cardholder may also choose to allocate the entire amount as non-reimbursable, apply expenses as out of pocket and pay the card directly.



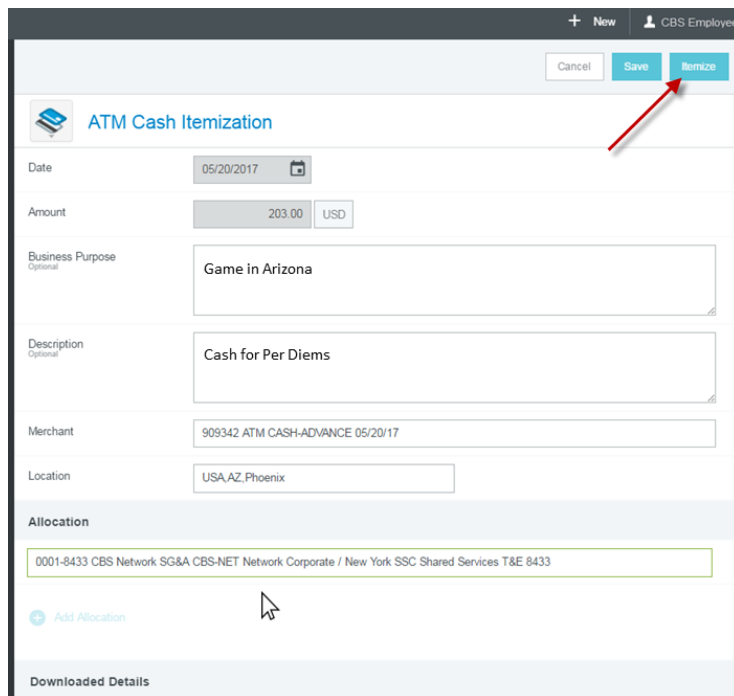
# 11. Expensing An ATM Cash Itemization As Personal Charge With Per Diems

If you have an ATM Cash advance and you would like to apply per diems to your report that would send payment to your AMEX card to pay back the advance, you will need to complete the following steps:

First, go to the Credit Card tab in your E-Wallet and apply your ATM advance that was taken out for Per Diems.

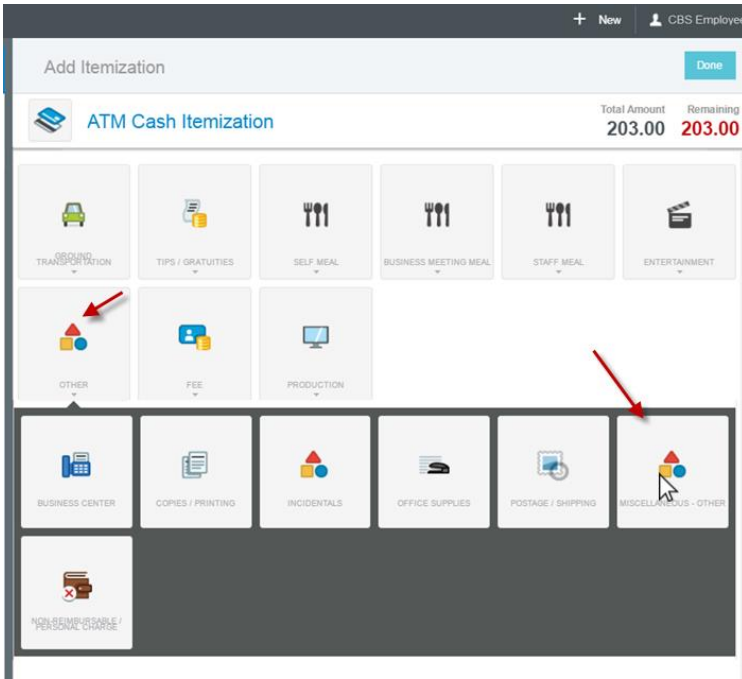


Fill in the required fields, including your allocation, and click on "Itemize".



Note: the purpose, description, and allocation shown here are for illustration only. You will need to put in the information relative to your report and allocation.

The ATM Itemization tiles will appear. Pick the "Other" tile and then the "Miscellaneous – Other" subtitle.



You will need to enter the total amount of the advance and fill in the description field (Business Purpose will populate from the previous screen). Click the "Personal Allocation" checkbox. The allocation will automatically change to "Personal Charge Amount Due Employee..."

The screenshot shows the 'Miscellaneous - Other' itemization form. At the top right are 'Cancel' and 'Save' buttons. The form displays 'Total Amount 203.00' and 'Remaining 203.00'. The form fields are:
 

- Date: 05/20/2017
- Amount: 203.00 USD
- Business Purpose: Game in Arizona
- Description: Per Diems
- Merchant: 909342 ATM CASH-ADVANCE 05/20/17
- Location: USA\_AZ,Phoenix
- Company Paid:
- Personal Charge:  (highlighted with a red arrow)

 The 'Allocation' section at the bottom contains the text: 'Personal Charge Amount Due Employee - will be reduced by the personal charge amount on the Corporate Card.'

The ATM Advance, itemized as Miscellaneous – Other, will show as a “Pay Me” of a negative amount.

DATE	EXPENSE	AMOUNT	PAY ME
Sat 05/20/2017	ATM Cash Itemization	203.00 USD	-203.00
Sat 05/20/2017	Miscellaneous - Other	203.00 USD	-203.00

You will now begin to enter the Per Diems and ATM fee, if applicable, that make up the total amount of the advance. Press the “+” button on the blue bar to bring up your expense tiles and begin to enter your Per Diems. For more information on how to enter out of pocket expenses, please review the “Create a New Report and File Out of Pocket Expenses” help document.

DATE	EXPENSE	AMOUNT	PAY ME
Sat 05/20/2017	ATM Cash Itemization	203.00 USD	-203.00
Wed 06/20/2017	Per Diem - Breakfast	10.00 USD	10.00
Wed 06/20/2017	Per Diem - Lunch	15.00 USD	15.00
Wed 06/20/2017	Per Diem - Dinner	25.00 USD	25.00
Wed 06/20/2017	ATM Fee	3.00 USD	3.00

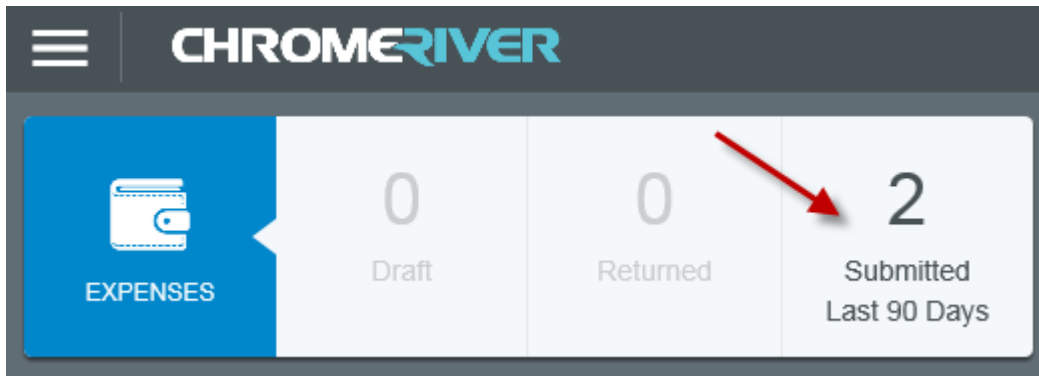
Expense Report QA0018861722      Total Pay Me Amount **-150.00** USD      Submit

Continue to enter the ATM fee and all of the Per Diems that make up the total. The Total Pay Me Amount must net zero or be a positive number in order to submit the report. Any surplus amount will be paid to the employee in their paycheck.

# 12. Report Tracking and Payment Information

**Report Tracking** allows you to view the status of your expense reports.

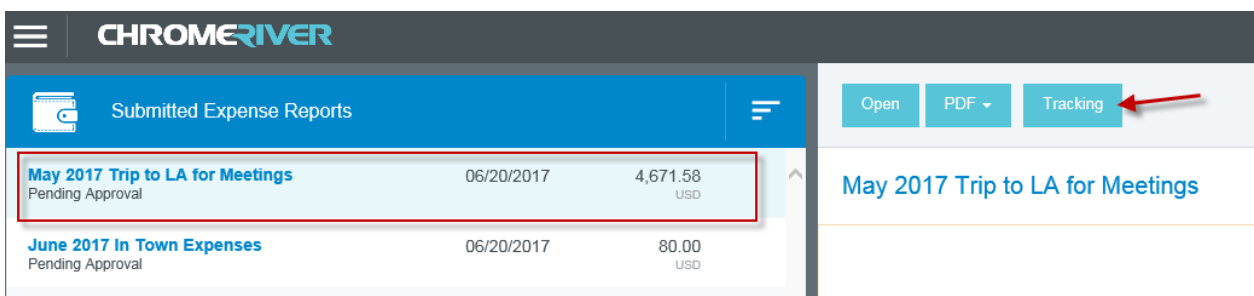
- Go to your submitted reports on your Chrome River Dashboard and click on 'Submitted Last 90 Days':



- Select the report you would like to view tracking for:



- Click once on the report and click the 'Tracking' button:



- You will be presented with the list of expenses on the report, and who the report is assigned to:

Tracking for May 2017 Trip to LA for Meetings			
EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Travel Agency...	40.00	Pending Approval	William Gates
Hotel	1,425.16		
Airfare	3,206.42	Pending Approval	William Gates

- Select one of the expenses listed and you will be presented with more details of who the report is assigned, date/time:



Step Number	1
Assigned To	William Gates
Assigned To	William Gates
Assigned Date	06/20/2017 11:42 AM
Step Status	Assigned
Routing Rule	102000 - Manager Approval

- Clicking each **Routing Step** circle will show you complete details for that step.

### Routing Steps



**NOTE:** Routing Steps for Divisions that have Complex Routing Rules (Sports, Sports Network, CTS) will not show forward steps, only those that have occurred. When the report is fully approved, all steps will be visible.

Once a report is fully approved and waiting for Export and Payment, the final step will show that the report is with the Gatekeeper.

**Routing Steps**




Step Number	3
Assigned To	GateKeeper

Once Exported for payment, the Gatekeeper page will show you the date and time that the report was Exported.

Spent Converted	46.00 USD
Amount Spent	46.00 USD
Routing Status	Exported
Date Exported	11/22/2017 06:24 PM

**Routing Steps**

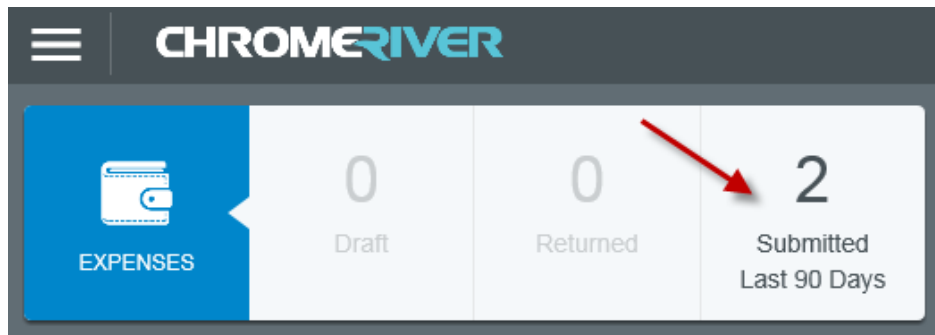


Step Number	3
Assigned To	GateKeeper

**Payment Information:**

Once a report has been exported and paid, you can view payment information.

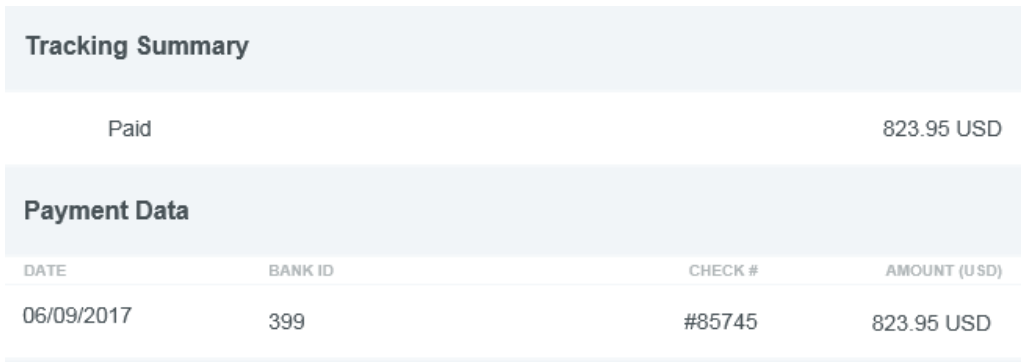
- Go to your submitted reports on your Chrome River Dashboard and click on 'Submitted Last 90 Days':



- Select the report you would like to view Payment status for:



- Once the report is highlighted, you will see payment information to the right of the screen:



**AMEX** is paid the day after the report is Exported. Payment will appear on the AMEX website the Monday or Tuesday after.

**Amounts Due Employee**, reimbursed in the employee’s paycheck, will be made to the paycheck that follows the export.

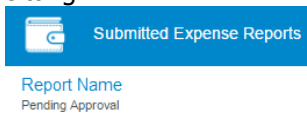
**NOTE:** The Bank ID and Check # that is listed, has no relation to the reimbursement processed for you through Payroll or Accounts Payable, these are reference numbers for the CBS Administrators.

**NOTE 2:** If a portion of a report is paid to American Express and a portion to the employee, you will see two payment lines, one for each.

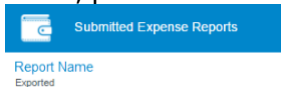
## Report Payment Status and Tracking Definitions

To view payment information on a report that has been submitted, click on the Submitted folder on your Expense bar and view the Payment Status under the report name.

**Pending Approval** – The report is sitting with an approver. You can use tracking to view with whom the report is sitting.



**Exported** – Once a report is approved and ready for payment, it is exported. Reports are exported on Wednesday evenings. Reports will stay in Exported status once the report has been exported for payment. To check payment status, please check the Payment Status as shown above.



To view Tracking information, select the report and choose "Tracking". Click on an expense to view the routing steps. Each step is an approver until it reaches the Gatekeeper.

**Gatekeeper** – if the report is with the Gatekeeper, this means that it has completed the approval process and the expenses are with the system. This will always be the last step.

Tracking for Report Export Email Test			
EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Miscellaneous - Other	10.00	Paid	GateKeeper

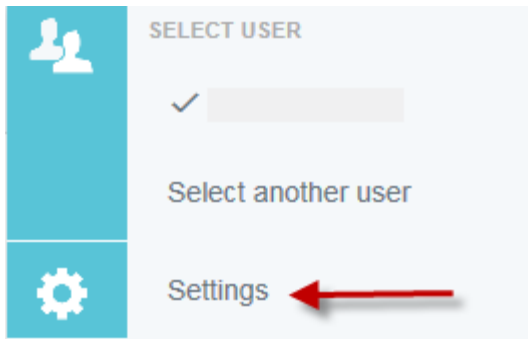


# 13. Selecting Delegates

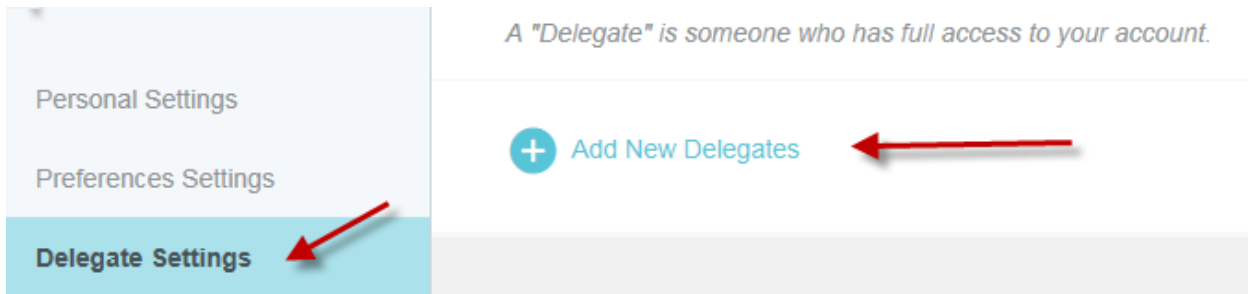
In order for an employee to prepare an expense report for another, they must first be set up as a Delegate by the Expense Owner. Once the report is prepared by the Delegate, the Expense Owner will need to review and approve the report in order for it to be sent for approvals and processing. Emails generated regarding these reports, will be delivered to both the Delegate and the Expense Owner.

The employee who chooses to authorize someone as a Delegate will need to do the following:

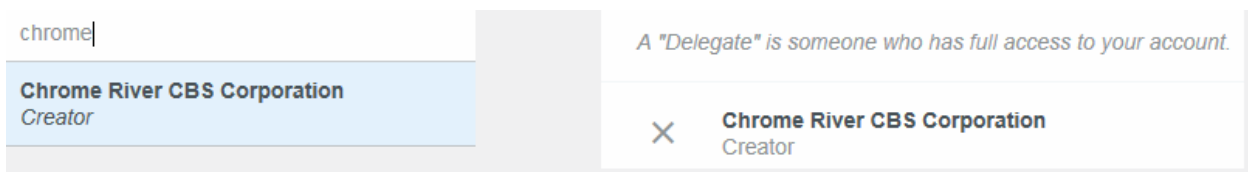
- 1) From the Navigation Bar, select the User Icon  in the far right corner next to the employee name.
- 2) Select the Settings option:



- 3) Select Delegate Settings and Add New Delegates:

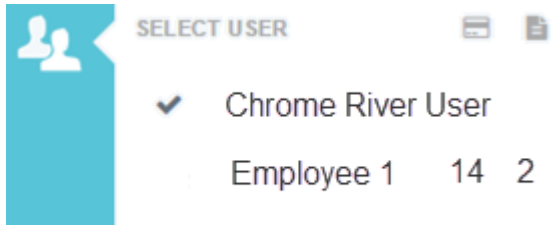


- 4) Type the name of the person to Delegate, when they are presented, click once on the name and they will appear as your delegate:



## Filing a Report as a Delegate

When other users have authorized you to work as their delegate, you will see the names of these individuals listed when you click on your name from the Navigation Bar:



When you need to file a report for the person who selected you as their delegate, you would choose their name from this list.


To the right of each user's name you will see the total number of their unused expense transactions and the total number of draft reports. You will NOT see these totals next to your own name.

**NOTE:** Notifications regarding reports are sent to both the Delegate and the Expense Owner, this includes reports that were not created by a Delegate.

## 14. Charge to a Show or Project Code:

If you are charging to a show or project code, you will need to ensure the 'Charge to Show/Project Code' selection is 'yes'.

Note: some divisions, such as News and Interactive, will have no option and will need to choose "No Show" within the report when filling in the allocation on the first expense.

 **Expenses For**


---

Report Name

Pay Me In

Division

Charge to Show/Project Code?



**NOTE: If the selection yes or no is incorrect and you start entering expenses on your report, you will NOT have the option to adjust. You will need to delete the report and start again.**

After you enter your first expense, you will need to select the Allocation (Charge to) information. The first selection will be the budget which is associated with the show/project. By typing an asterisk (\*) in this field, you will be presented with the budgets which have a show/project available.

**NOTE:** Some divisions will have only one budget available, when charging to a show/project. Other divisions may have multiple options. If multiple options are available, and there are more than 100, you will need to use the search engine, which is similar to 'google' search, to find the budget you wish to charge.

**Allocation**

---


---

0130-0000 **CBS Network SG&A**  
*CBS-NET Network SGA / Production Show Code 0000*

The second selection will be the show/project you wish to charge. As you begin to enter a name or number into the search bar, the list will automatically scroll to allocations containing that text. This is where "No Show" can be chosen for News and Interactive.

**Allocation**

0130-0000 CBS Network SG&A CBS-NET Network SGA / Production Show Code 0000

watch|  By typing 'watch', all the allocations with 'Watch' in the name will appear

Watch Mag Issue 1 2017

Watch Mag Issue 1 2018


Watch Mag Issue 2 2017

You may also split the Allocation between two different show/project codes by using the 'Add Allocation' option. You can split the allocation equally or by your selected percentage.

**NOTE:** Sports and Sports Network **cannot** split Allocations, these divisions only allow for one show/project per report. The only exception is if a portion of a Credit Card transaction needs to be allocated as non-reimbursable (which is discussed further in the File Corporate Card Expenses Help Document).

**Allocation**

×	0130-0000 CBS Network SG&A CBS-NET Network SGA / Production Show Code 0000	50 %	5.00	◀
Watch Mag Issue 4 2017				
×	0130-0000 CBS Network SG&A CBS-NET Network SGA / Production Show Code 0000	50 %	5.00	◀
Watch Mag Issue 5 2017				
		100 %	10.00	




**FOR SPORTS, SPORTS NETWORK AND NEWS ALLOCATIONS ONLY:**

When charging to a show/project for one of these divisions, you will be presented with a third allocation selection. This requires you to select the approver for which this report should be routed to. You will be presented with a list of approvers available for the division and will need to make a selection. You can either start typing the name of the approver or you can use the scroll bar to search for the correct approver.

**Allocation**

0701-0000 CBS Sports CBS-Net Sports / Production Show Code 0000
Golf - AT&T Pebble Beach - 2017
-- Select --
Davis, Ronald
Jones, Betty
Smith, Angela



**NOTE:** The names above are fictitious and are not representative of CBS Employees.

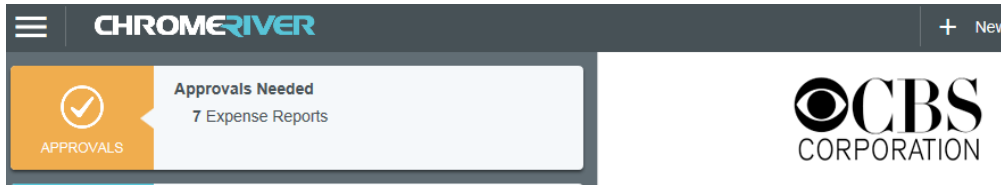
# 15. Approvals

Approvers will receive email notification informing that an expense report has been sent to them for approval. Reports can be approved or returned directly from the email or from within the application. Most details of an expense report are contained in the email, including receipts; however, the ability for an approver to adjust a report is only available from within the application.

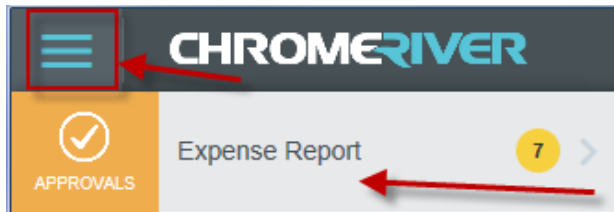
For divisions that have complex routing rules, reports will be routed automatically to additional approvers based on the rules set in the system. If an approver in the chain returns a report and is resubmitted by the expense owner, it will route back to the approver that returned it; the report will not require approval from previous approvers.

### From within the application:

A yellow notification bar at the top of the Dashboard will indicate that you have reports that are awaiting your approval.



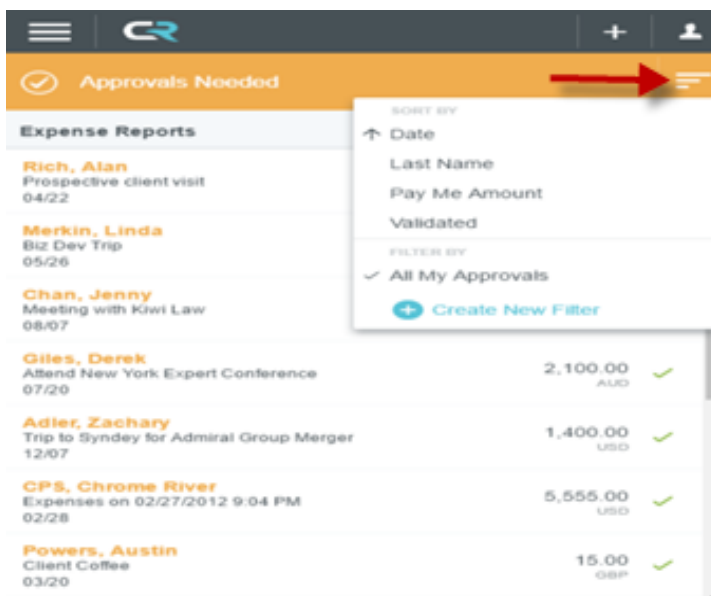
You may also access your approvals by clicking the **MENU** button and selecting Approvals. The yellow circle shows the number of approvals waiting for you.



Once in the Approval List, you will be presented with a list of reports awaiting your approval.

- You can use the **Sort** button in the upper right-hand corner to sort the list by Date, Last Name, Pay Me Amount or Validated status.

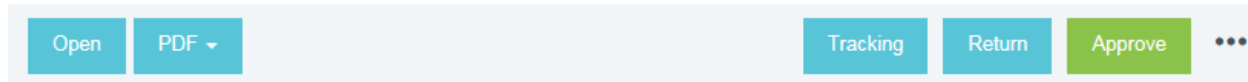
• **Validated** allows you to group all the expenses that have exceptions.



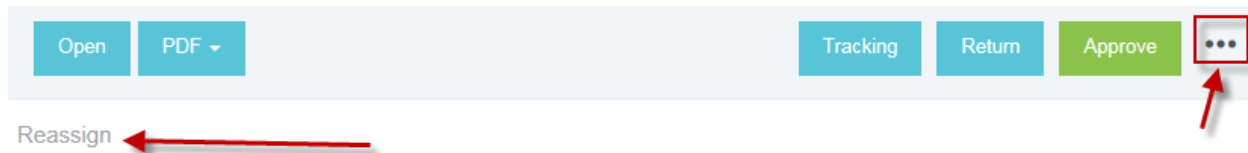
## Preview

Click once on the report you wish to review. A preview of the report will appear on the right side of the screen. From preview you can perform the following functions:

- Open the report
- Print the report (PDF)
- View the tracking of the report
- Return the report
- Approve the report



- Additionally, you can Reassign the report to another approver.



### APPROVE FROM PREVIEW

Viewing report details in the preview screen is limited. CBS requires approvers to review the full details of expenses, including receipts, prior to approving a report. Using the approve function from preview should be limited to expense reports that contain one or two expense items, and don't have expense details that need to be reviewed.

Clicking **APPROVE** immediately approves the report. Once the approver has confirmed the approval and clicks the second **APPROVE** button, the entire report will move to the next step in the approval process.

### RETURN FROM PREVIEW

Clicking **RETURN** immediately rejects **all** line items on the report. Once the approver has entered the required comment and clicked **RETURN**, the entire report will be sent back to the expense owner and they will be notified via email.

**NOTE:** The option to return a report is available via email or from the preview screen. You should first review the report in its entirety by opening the report. If you wish to return the report, you will need to return to the preview screen.

**NOTE 2:** Returning a report is **not** available within the report itself. From within the report there is the ability to return a single line item. However, there is no advantage to using this function as CBS requires a report to remain whole in order to move forward in the approval process.

### REASSIGN FROM PREVIEW

Click to search for another approver to send the expense report to for approval and insert the reason in the Item Notes field. Click Reassign to send the report. The approver that you have reassigned the form to will receive an email notification and the notes within the report will indicate the reason it was reassigned.

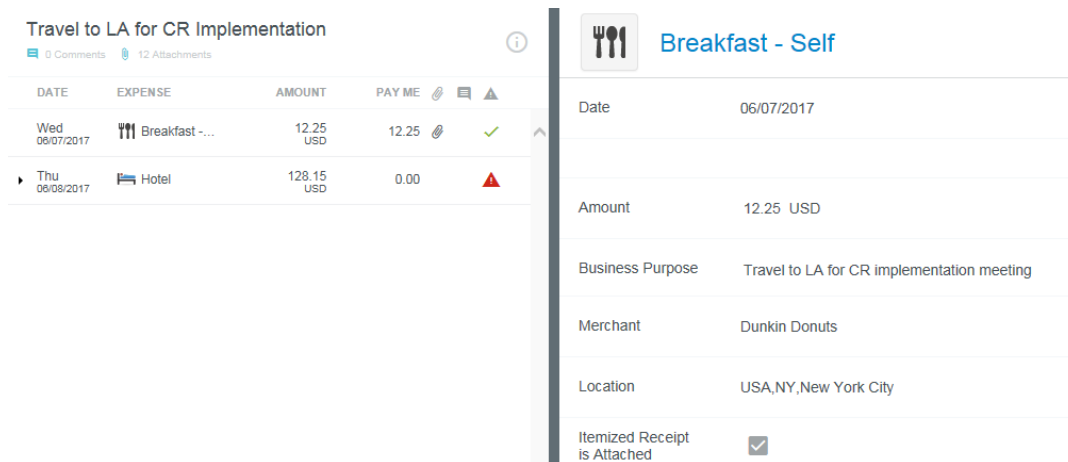
**NOTE:** The Reassign feature is only available from the preview screen. You cannot reassign via email or from within the report.

## Approve From Inside the Expense Report

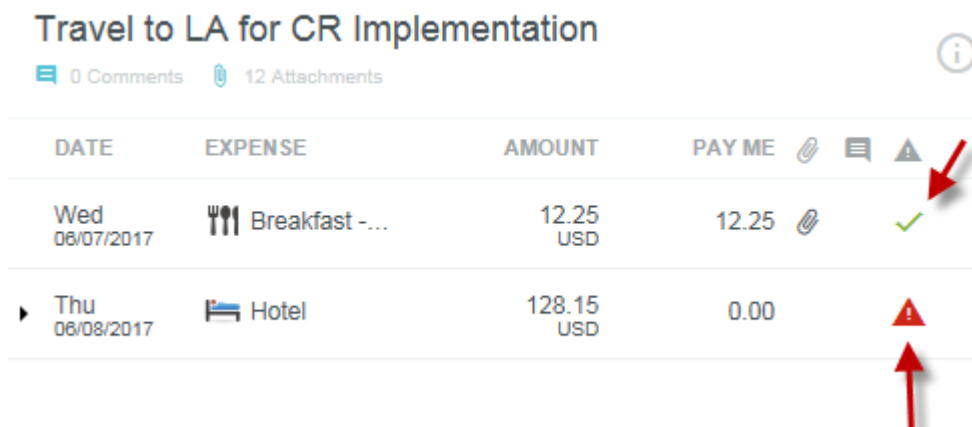
Double click on a report in the Approvals Needed list to open it, or click on the report and then click **OPEN**.



Expenses will be listed on the left side of the screen. To view details of an expense, click once on the expense and the right side of the screen will display the details, including receipts.



Compliance warnings will be indicated with a red triangle and exclamation point. If there are no compliance warnings, a green check mark will be present.






## ADJUST

Clicking **ADJUST** will allow you to adjust the amount of the expense, by entering an Approved Amount.

Amount	50.00	USD
Approved	40.00	USD

**NOTE:** You can also adjust the business purpose for an expense or adjust the allocation.

Using the adjust feature will require you to add a note, which will inform the expense owner of the adjustment. The checkbox to 'Notify Expense Owner' is selected by default.


 **Staff Travel - Breakfast**

**Adjust**

Adjustment Note Required

Notify Expense Owner

Once you have completed your adjustment, click Save or if you choose to cancel your adjustment, click Cancel.

 **Staff Travel - Breakfast**

## Approve

After you have reviewed the report and are ready to approve, click the Submit button at the bottom of the expense list:

Total Approved Amount <b>3,403.84</b> USD	<input type="button" value="Submit"/>
--	---------------------------------------

**NOTE:** The approval function within a report is indicated using the Submit button due to the system needing to recalculate the report in the event there were adjustments made by the approver.

You will be presented with a screen, requiring you to confirm that you are submitting/approving this report:

<b>Submit Confirmation</b>	
I hereby submit this report.	
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

## Approve/Return Via Email

Chrome River will email you the expense report that requires your approval. From the email you may **Accept (Approve)** or **Return the report**.

**The body of the email will contain details of the expenses on the report. At the bottom of the email, you will see the allocation of payment and the Accept/Return buttons. You can also click on the link provided to access the application and approve/return from there.**

Financial Summary	Amount (USD)
Total Expense Report	159.49
Less Company Paid	42.49
Less Personal	7.60
Amount Due Employee	109.40

[ACCEPT](#)      [RETURN](#)

>> [View Receipts](#) Report ID: 0100-1843-9631

To take action on these expenses, take either of the following steps:

- Click on the **ACCEPT** or **RETURN** button as appropriate and add any comments to the new email that opens,
- OR **FORWARD** this email to [approve@chrome.com](mailto:approve@chrome.com) or [return@chrome.com](mailto:return@chrome.com) with any comments at the top of the forwarded message.

To view this expense report or access the Chrome River application, [click here](#).

If you choose to approve the report, click **Accept**. You will immediately be presented with an email that will require you to send. The email indicates your approval and will be sent to the Chrome River email address for approvals. You can add a note/comment to the email but it is not necessary. You must, however, **SEND** the email in order for the approval to be confirmed.

Send

From: [Dropdown]

To: [approve@chrome.com](mailto:approve@chrome.com)

Cc: [Text Box]

Bcc: [Text Box]

Subject: Chrome River Expense Approval

-----

Enter any optional NOTES in the space above this line to have them added to this expense report, then SEND this message to the Chrome River automated processing system for your action to be completed.

-----

Report ID: 0100-1843-9631

If you choose to return the report, click **Return**. You will immediately be presented with an email that will require you to send. The email indicates your return and will be sent to the Chrome River email address for returns. You will need to add a note/comment to the email for the expense owner to know the reason for the return. You must **SEND** the email in order for the approval to be confirmed.

Send

From: [Dropdown]

To: [return@chrome.com](mailto:return@chrome.com)

Cc: [Text Box]

Bcc: [Text Box]

Subject: Chrome River Expense Approval

-----

Enter the reason for return NOTES in the space above this line to have them added to this expense report, then SEND this message to the Chrome River automated processing system for your action to be completed.


-----

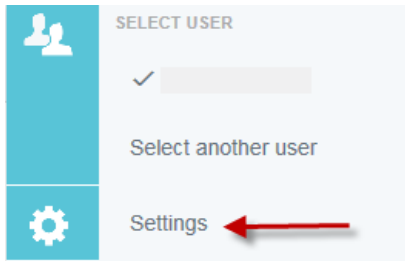
Report ID: 0100-1843-9631

# 16. Approval Delegation

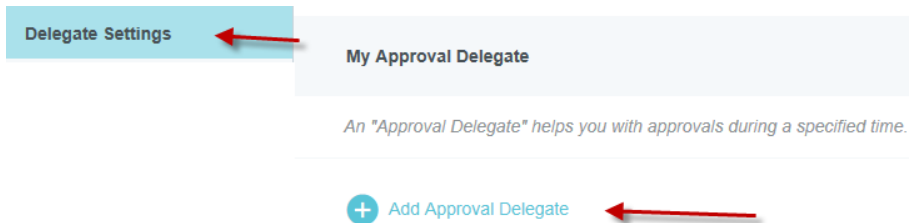
If an approver is going to be unavailable and will not be able to approve expense reports, they can select a delegate to approve in their absence. After performing the below actions, the delegate's name will appear with the range of dates during which he or she may approve expenses on your behalf. You may only have one approval delegate working for you at a time. Chrome River will send an email to the approval delegate describing the routing changes that will occur during this period. All expenses assigned to you during the time frame you indicate will automatically queue up for the delegate to approve. Regular approval emails will also be sent to the delegate.

To authorize a delegate approver you will need to do the following:

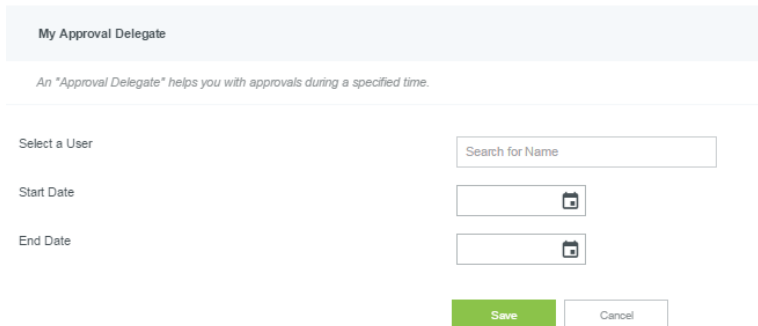
- 1) From the Navigation Bar, select the User Icon  in the far right corner next to the employee name.
- 2) Select the Settings option:



- 3) Select Delegate Settings and Add Approval Delegate:




- 4) You will be able to choose the approval delegate from a searchable list and set the Start and End dates for the authorization to approve expenses on your behalf.

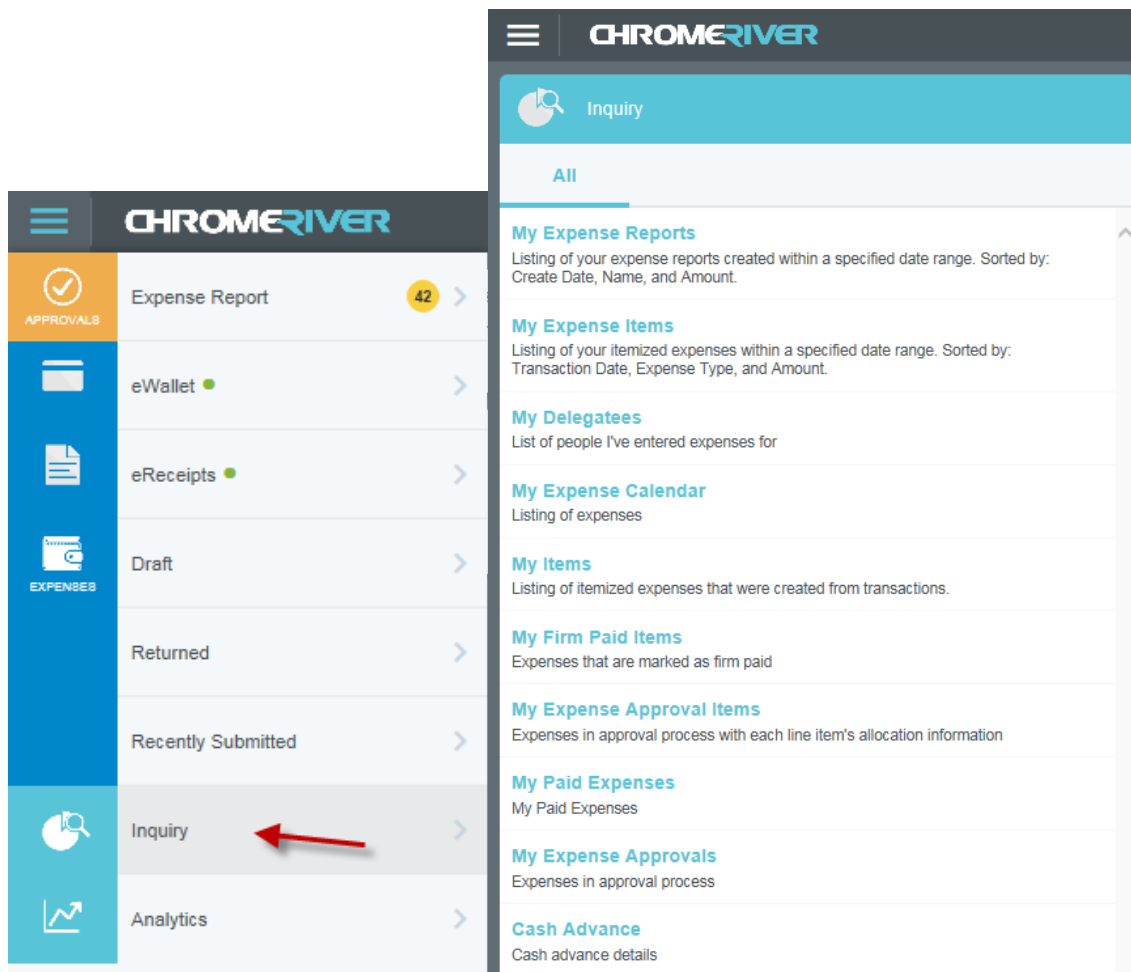


A screenshot of the 'My Approval Delegate' form. The form includes a search bar labeled 'Search for Name' for selecting a user. Below the search bar are two date pickers labeled 'Start Date' and 'End Date'. At the bottom of the form are two buttons: a green 'Save' button and a white 'Cancel' button.

# 17. CHROME RIVER INQUIRY

The Chrome River Inquiry is used to analyze your expenses, or, if you are also an approver, you can review expenses that are your responsibility to approve. You can use this tool to quickly and easily obtain information regarding expense reports.

To access the Inquiry, go to the home page and click on the MENU button , then click the Inquiry option towards the bottom of the screen. From here, there will be several inquiries you may choose from.



## Recommended Inquiries:

### My Expense Reports

This inquiry provides a list of expense reports by total dollar amount. It cannot be used to view a list of paid expense reports. To view reports within a specific period, go to “Create Report Date” to select a date range.

Report Name	Report ID	Submit Date	Status ID	Pay Me	Approved	Approved Currency	Creator
September	010020262850	09/28/2017	Submitted	0.00	3,479.89	USD	
September	010020356791	10/04/2017	Submitted	0.00	13.09	USD	
September/October	010020876584	10/30/2017	Submitted	70.00	3,258.06	USD	
October	010020921280		Draft	0.00	0.00	USD	

### My Expense Items

This inquiry will allow you to view the status, “Pending Approval,” “Approved,” “Exported,” “Partially Paid” or “Paid,” of each individual expense that has been accounted for, in the “Approved Status” column. The “Export Date” is the date that the expense was processed for payment.

The “Firm Paid” column indicates whether the expense was charged to the corporate credit card, “Yes,” or if it was not charged to the corporate card, “No.” You can search by “Transaction Date.”

Description	Approved Status	Pay Me	Approved	Approved Currency	Export Date	Business Purpose	Report ID	Firm Paid
CBS-Net Sports / Production Show Code 0000	Paid	15.00	15.00	USD	11/08/2017	NFL	0100210...	No
CBS-Net Sports / Production Show Code 0000	Paid	0.00	36.31	USD	11/08/2017	NFL	0100210...	Yes
CBS-Net Sports / Production Show Code 0000	Paid	15.00	15.00	USD	11/08/2017	NFL	0100210...	No

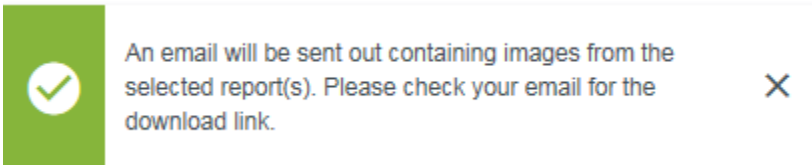
You can also request expense item detail along with the associated receipt images for up to 50 line items as a PDF. Simply click “Request Images” and a link to the PDF will be emailed to your primary email address.

Export Request Images Transaction Date: Oct 1, 2017 – Dec 31, 2017

Drag a column header and drop it here to group by that column

Report Name	Trans Date	Expense Type	Matter	Client Name	Description	Approved Status	Pay Me	Approved	Approved C
-------------	------------	--------------	--------	-------------	-------------	-----------------	--------	----------	------------

Upon request, you will receive the message below.



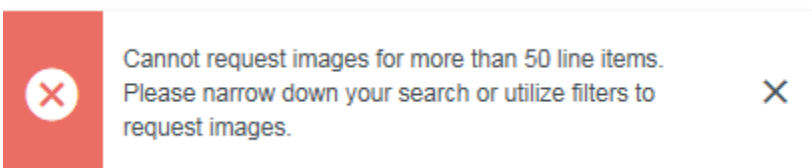
If the Total (line) Count of the items you wish to request is more than 50 items, you can adjust the number of lines by changing the "Transaction Date" to fewer days. The Total Count is shown at the bottom of the report.

Export Request Images Transaction Date: Oct 1, 2017 – Dec 31, 2017

Drag a column header and drop it here to group by that column

Report Name	Trans Date	Expense Type	Matter	Client Name	Description	Approved Status	Pay Me	Approved	Approved C
September/Octo...	10/01/2017	Smartphone	0701-8330	CBS Sports	CBS-NET Sports / Office of the Chairman 8330	Partially Paid	70.00	70.00	USD
September/Octo...	10/02/2017	Car Service	0701-8330	CBS Sports	CBS-NET Sports / Office of the Chairman 8330	Partially Paid	0.00	201.25	USD
September/Octo...	10/03/2017	Car Service	0701-8330	CBS Sports	CBS-NET Sports / Office of the Chairman 8330	Partially Paid	0.00	208.55	USD
September/Octo...	10/03/2017	Car Service	0701-8330	CBS Sports	CBS-NET Sports / Office of the Chairman 8330	Partially Paid	0.00	79.50	USD
September/Octo...	10/03/2017	Gift	0701-8330	CBS Sports	CBS-NET Sports / Office of the Chairman 8330	Partially Paid	0.00	162.37	USD
September/Octo...	10/04/2017	expense_app.mo...	0701-8330	CBS Sports	CBS-NET Sports / Office of the Chairman 8330	Partially Paid	0.00	325.78	USD
Total Count: 36							Total...	Total A...	
							70.00	4,710.62	

You will receive the message below if the line items are more than 50.



## My Expense Calendar

Your expenses can be reviewed in the form of a calendar. You can view the calendar by month with the option to view all or specific expense types. By clicking onto an expense within the calendar, you can view the details of a specific expense.

All Expense Type: All Expense Type ▾

Today ◀ October, 2017 ▶							Month	Agenda
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
24	25	26	27	28	29	30		
	Airfare -482.90 Travel Agency Fee 75.00	Airfare -1939.32 expense_app.mos... 101.92	Car Service 201.25	Car Service 58.47	Car Service 149.50			
01	02	03	04	05	06	07		
Smartphone 70.00	Car Service 201.25	Car Service 208.55 Car Service 79.50 ...	expense_app.mos... 325.78 expense_app.mosai... 20.00		Car Service 201.25			
08	09	10	11	12	13	14		
		Travel Agency Fee 75.00	Airfare 1258.66 expense_app.mos... 262.39 ...	Car Service 29.19	Car Service 181.25 expense_app.mosai... 26.95			
15	16	17	18	19	20	21		
	Taxi 8.76	Car Service 193.50 Car Service 138.63 ...	expense_app.mos... 128.15 Taxi 10.55	Car Service 24.50 expense_app.mos... 358.07	Car Service 27.85 Car Service 24.50			
22	23	24	25	26	27	28		
	Car Service 26.73 Rail 188.00 ...	Airfare 259.00 Car Service 120.32 ...						
29	30	31	01	02	03	04		



A second option to view expenses in the form of a list per week is also available. Click, "Agenda" to change the format. Again, you can view all or a specific expense type, and, you can click each expense for more detail.

Date	Expenses	Amount
23 Monday October, 2017	Car Service	26.73 USD
	Rail	188.00 USD
	Rail	-527.00 USD
24 Tuesday October, 2017	Airfare	259.00 USD
	Car Service	120.32 USD
	Car Service	75.60 USD
	Travel Agency Fee	75.00 USD
	Travel Agency Fee	75.00 USD

Please note: this Inquiry cannot be exported.

## My Items

“My Items” is a listing of expense items that were created from credit card transactions. These items will appear on this list whether they have been accounted for or not. Items not accounted for will be indicated as “No,” and items accounted for will be labeled “Yes” in the column labeled “Is Used.” This tool can be used for your corporate credit card reconciliation. You can search by “Transaction Date.”

Export Transaction Date: Jan 1, 2017 – Dec 31, 2017 ▼

Matter	Expense Type	Vendor Name	Source	Pay Me	Approved	Appr...	Amount Spent	Spent Curre...	Transaction Date	Is Used
		LIMOUSINE BROOKLYN NY	Amex NET Card	0.00	0.00		34.53	USD	09/20/2017	No
		NYC TAXI - VERIFONE LONG ISALND CITY NY	Amex NET Card	0.00	0.00		13.56	USD	10/19/2017	No
		CONCORD LIMOUSINE BROOKLYN NY	Amex NET Card	0.00	0.00		58.47	USD	10/30/2017	No
01-8330	Car Service	CONCORD LIMOUSINE BROOKLYN NY	Amex NET Card	0.00	138.38	USD	138.38	USD	09/05/2017	Yes
01-8330	Car Service	CONCORD LIMOUSINE BROOKLYN NY	Amex NET Card	0.00	87.43	USD	87.43	USD	09/05/2017	Yes
01-8330	Car Service	CONCORD LIMOUSINE BROOKLYN NY	Amex NET Card	0.00	24.50	USD	24.50	USD	09/05/2017	Yes
01-8330	Car Service	CONCORD LIMOUSINE BROOKLYN NY	Amex NET Card	0.00	24.50	USD	24.50	USD	09/05/2017	Yes
01-8330	Taxi	VERIFONE TAXI VERIFO LONG	Amex NET Card	0.00	8.16	USD	8.16	USD	09/06/2017	Yes
				Total...	Total Ap...	Total Amount...				

## My Paid Expenses

This inquiry provides a list of paid expense reports only by the total amount of each report. It lists the total firm paid amount and the total amount due employee separately per report along with the date that the expense report was processed for payment.

Export Paid Date: Nov 1, 2017 – Nov 30, 2017 ▼

Drag a column header and drop it here to group by that column

Name	Report ID	Submit Date	Pay Me Currency	Check Number	Paid Date	Amount	Currency Code	Bank Number
Septe...	010020876584	10/30/2017	USD	109978	11/02/2017	3,188.06	USD	399
Septe...	010020876584	10/30/2017	USD		11/09/2017	70.00	USD	

## My Expense Approvals

For approvers, this inquiry provides a list of expense items, per expense owner, that are your responsibility to approve. The inquiry includes each expense per line item along with the allocation shown as “Client Matter,” and, if applicable, additional cost allocation information is available under “Cost Center.” The status of each expense can be found in the “Action” column where you will be able to see if an expense is “Pending,” “Returned,” or “Approved.” Note: The option to search by date is not available at this time however the current month’s data is available. For previous months, use the **My Expense Approval Items** inquiry.

Export									
Drag a column header and drop it here to group by that column									
	Expense Type	Report Name	Submit Date	Action Date	Action	Amount Spent	Approved	Cost Center	Client Matter Number
P...	Gar expense_app.mosai...	Newsroom upgrade	11/01/2017		Pending	1,262.93	1,262.93		0401-6930
S...	Ry Postage / Shipping	hitman court docs and calls	10/24/2017	11/01/2017	Approved	66.95	66.95	56720-00-4068	0401-5000
S...	Ry Copies / Printing	hitman court docs and calls	10/24/2017	11/01/2017	Approved	10.00	10.00	56720-00-4068	0401-5000
S...	Ry expense_app.mosai...	hitman court docs and calls	10/24/2017	11/01/2017	Approved	30.00	30.00	56720-00-4068	0401-5000
S...	Ry Copies / Printing	hitman court docs and calls	10/24/2017	11/01/2017	Approved	113.00	113.00	56720-00-4068	0401-5000
S...	Ry Copies / Printing	hitman court docs and calls	10/24/2017	11/01/2017	Approved	34.00	34.00	56720-00-4068	0401-5000
R...	Mar expense_app.mosai...	Copenhagen-CTM	10/27/2017	11/02/2017	Approved	35.00	35.00	56611-00-0000	0401-5100
R...									

## Cash Advance

This is a list of cashier approved cash advances, not ATM advances taken against the corporate credit card. You can track the balance of your cash advance by viewing this Inquiry.

Export						Currency:	USD - US Dollars
Drag a column header and drop it here to group by that column							
Transaction Date	Name	Amount	Balance	Currency		Location	
10/10/2017	Cash Advance Request	3,000.00	3,000.00	USD			

## Additional Inquiries:

The **My Expense Approval Items** inquiry is similar to **My Expense Approvals** however the **My Expense Approvals** Inquiry is preferable for additional information regarding allocation.

**My Delegates** and **My Firm Paid Items** are currently being re-designed with Chrome River and should not be used.

**Note:** some expenses will show up in these inquiries as “expense\_app.mosaic.label,” followed by the name of the actual category. Chrome River is currently working on inputting a fix for the correct names.

## Report Functions:

### Run Report

Simply click on an Inquiry in the list provided. If you prefer to narrow or expand the data, you can select a specific date range (see Date Range below). The results will appear in the pane on the right side of the screen. Drag the slider bar at the bottom to see columns that do not appear on the screen.

The screenshot displays the 'Inquiry' interface. On the left, a sidebar lists various inquiry types: All, My Expense Reports, My Expense Items, My Delegates, My Expense Calendar, My Items, My Firm Paid Items, My Expense Approval Items, My Paid Expenses, My Expense Approvals, and Cash Advance. A red arrow points to 'My Expense Items'. The main area shows a table of expense items with columns: Report Name, Trans Date, Expense Type, Matter, Client Name, Description, Approved Status, Pay Me, Approved, and Approved. A date range filter is set to 'Jan 1, 2017 - Dec 31, 2017'. A red arrow points to the 'Transaction Date' filter. The table contains six rows of expense data for September 2017, all with an 'Approved' status. A 'Total Count: 77' is shown at the bottom left, and 'Total...' and 'Total A...' are at the bottom right.


Report Name	Trans Date	Expense Type	Matter	Client Name	Description	Approved Status	Pay Me	Approved	Approved
September	09/07/2017	Airfare	0701-8330	CBS Sports	CBS-NET Sports / Office of the Chairman 8330	Paid	0.00	111.80	USD
September	09/07/2017	Car Service	0701-8330	CBS Sports	CBS-NET Sports / Office of the Chairman 8330	Paid	0.00	133.76	USD
September	09/07/2017	expense_app.mo...	0701-8330	CBS Sports	CBS-NET Sports / Office of the Chairman 8330	Paid	0.00	358.07	USD
September	09/07/2017	Travel Agency Fee	0701-8330	CBS Sports	CBS-NET Sports / Office of the Chairman 8330	Paid	0.00	75.00	USD
September	09/08/2017	expense_app.mo...	0701-8330	CBS Sports	CBS-NET Sports / Office of the Chairman 8330	Paid	0.00	-358.07	USD
September	09/12/2017	Car Service	0701-8330	CBS Sports	CBS-NET Sports / Office of the Chairman 8330	Paid	0.00	201.25	USD

## Date Range



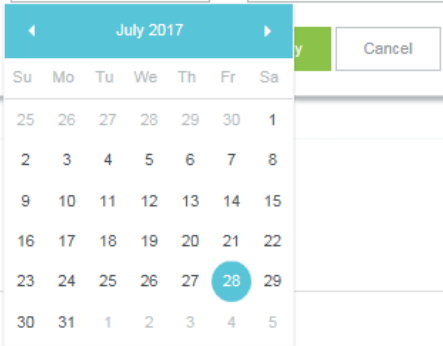
By default, when selecting an Inquiry, the date range provided will be for the current month. You can change this by clicking on the drop-down arrow next to the date range found in the upper-right corner of the screen.

Transaction Date: Jul 1, 2017 – Jul 31, 2017 

You can then select from several periods, i.e., the current year or current quarter.

Date Range:   
07/28/2017



You also have the options to select your dates using the calendar buttons, or, you can type in specific dates in the date range fields.

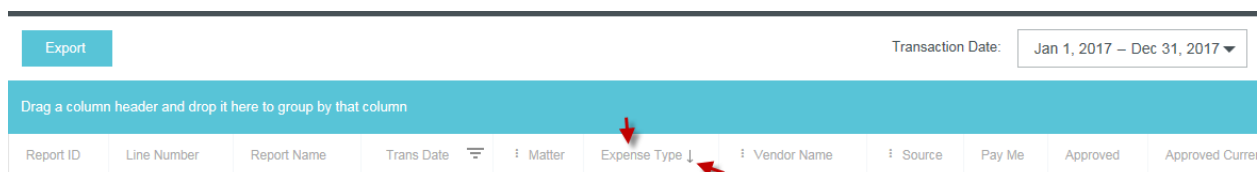
07/28/2017  — 07/28/2017   



After the period you are requesting is selected, click “Apply.”

## Sort

Once the results are available for viewing, you can sort the fields shown by clicking directly on the column name. Clicking once will sort the data in ascending order, A-Z or 0-9 (denoted by  next to the column name), and clicking again will re-sort in descending order, Z-A or 9-0 (denoted by  next to the column name).



Report ID	Line Number	Report Name	Trans Date	Matter	Expense Type 	Vendor Name	Source	Pay Me	Approved	Approved Currei
-----------	-------------	-------------	------------	--------	--	-------------	--------	--------	----------	-----------------

Export Transaction Date: Jan 1, 2017 – Dec 31, 2017

Drag a column header and drop it here to group by that column

Report ID	Line Number	Report Name	Trans Date	Matter	Expense Type	Vendor Name	Source	Pay Me	Approved	Approved Currer
-----------	-------------	-------------	------------	--------	--------------	-------------	--------	--------	----------	-----------------

**Filter**

This function will allow you to filter your Inquiry within specific columns, denoted by the funnel icon next to select column names (not available for all columns). By clicking the icon, you can filter the data by value by choosing one of the available options;

Export Transaction Date: Jan 1, 2017 – Dec 31, 2017

Drag a column header and drop it here to group by that column

Report ID	Line Number	Report Name	Trans Date	Matter	Expense Type	Vendor Name	Source	Pay Me	Approved	Approved Currer
-----------	-------------	-------------	------------	--------	--------------	-------------	--------	--------	----------	-----------------

Show items with value that:

- Is after or equal to
- Is after
- Is before or equal to
- Is before

You can then filter the data by entering specific detail that is available within the column (such as a Date, 10/5/17 or Matter, 0001-8433) in the blank fields and click "Filter." This will filter out all data that is not required. If you want to remove what was previously entered in the field, click "Clear."

Show items with value that:

Is after or equal to

10/5/2017

**FILTER** **CLEAR**

Show items with value that:


Is equal to

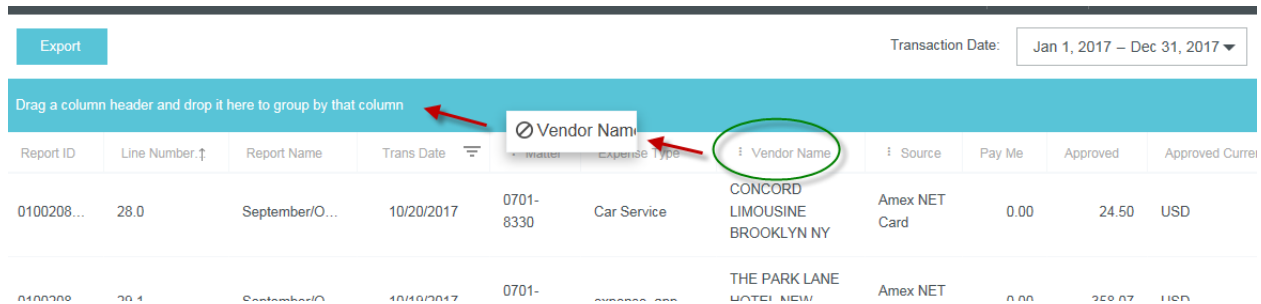
0001-8433

**FILTER** **CLEAR**

If there are more than 1,000 results, a pop-up message will ask you to change the filter to narrow the results.

## Group

You may group results by any column that is denoted with  next to a select column header (not available for all columns). To group items together, left click and hold your mouse over the column header column, then drag and drop the header to the specified area highlighted in blue.

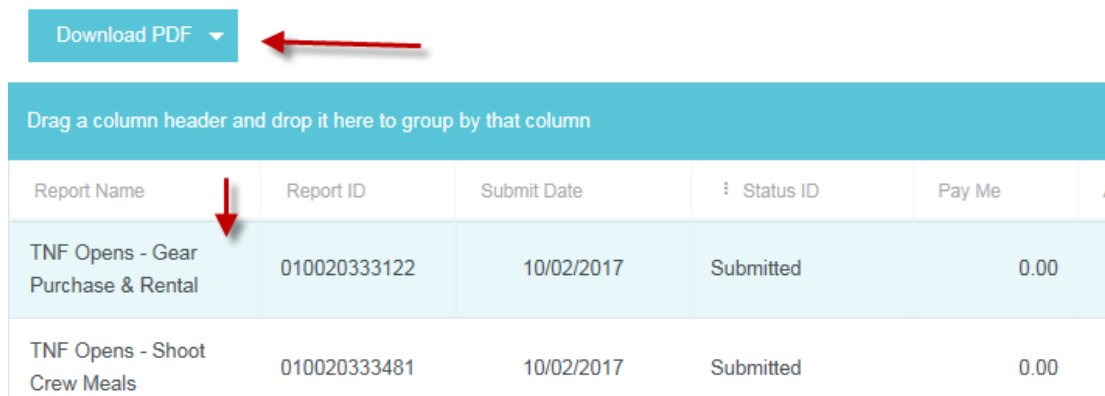


Report ID	Line Number	Report Name	Trans Date	Expense Type	Vendor Name	Source	Pay Me	Approved	Approved Currency	
0100208...	28.0	September/O...	10/20/2017	0701-8330	Car Service	CONCORD LIMOUSINE BROOKLYN NY	Amex NET Card	0.00	24.50	USD
0100208...	28.1	September/O...	10/20/2017	0701-8330	Car Service	THE PARK LANE HOTEL NEW YORK	Amex NET Card	0.00	250.07	USD

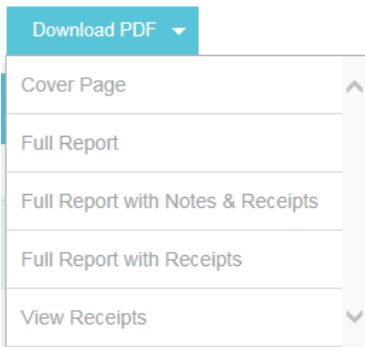
This will group all line items that share the same value in the column together while still keeping in place any sorting or filtering that has been applied.

## Print

If you would like to print a hard copy of an expense report, click on a line item within an Inquiry and click "Download PDF". You will be presented with several printing options.

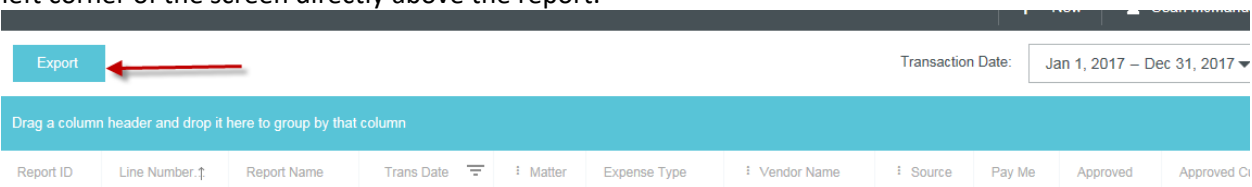


Report Name	Report ID	Submit Date	Status ID	Pay Me	A
TNF Opens - Gear Purchase & Rental	010020333122	10/02/2017	Submitted	0.00	
TNF Opens - Shoot Crew Meals	010020333481	10/02/2017	Submitted	0.00	

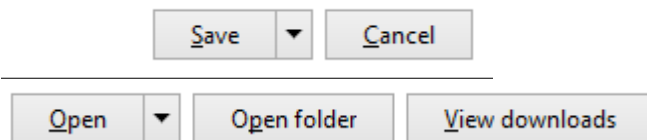


## Export

It is highly recommended that the export feature is utilized when using the Inquiry as the information is more easily viewed in Microsoft Excel versus on the application itself. To do so, click the "Export" button at the upper-left corner of the screen directly above the report.



You will receive a prompt from the browser to click either "Save" or "Cancel." Click "Save" and you will receive another prompt to "Open" which will open Microsoft Excel.



From here, you will see the same results that were reflected in the Inquiry. You can sort and view the data according to your preference.