



WHITMAN COLLEGE

Chrome River User Guide

January 2024



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Introduction

January 2024

Dear Cardholder,

Whitman College is transitioning the credit card purchasing process by switching to a new bank, implementing improved software, and publishing a new Travel & Business Expense policy. This will provide a more streamlined internal control process and establish spending guidelines for employees. Prior to this point, the college utilized Chase's JP Morgan bank and reconciliation platform (Smartdata) for all credit card expenditures. Over time, the college found this process to be outdated and cumbersome. In an effort to improve and modernize, the college is switching to a new purchasing card provider. The college's purchasing cards (pcards) will be supplied by First American Equipment Finance, a subsidiary of City National Bank. The expense management platform will be provided by Emburse Chrome River. Beginning on January 16th, 2024 cardholders can use their new p-cards. Cardholders will be responsible for uploading their own receipts, providing the required business purpose description for each transaction, assigning the appropriate General Ledger account number to each of their transactions, and submitting a monthly expense report. JP Morgan cards will become inactive on January 21st, 2024.

This user guide is designed to educate cardholders and administrators on the many abilities of Chrome River. It will cover much of the content from our original training sessions but will also go into greater detail. We expect this will be an evolving document as we identify new capabilities and refine best-practices. If you notice something that is not included in this document, which would be helpful to all cardholders, please reach out to pcard@whitman.edu.

Chrome River is also extremely customizable. We will all be working together to make this program fit our needs and make it an effective tool. We appreciate your efforts as you learn within this system and your patience as we navigate these changes together.

Thank you,

Whitman College's Chrome River Implementation Team

Colton Doering, Accounting Specialist

Kirsten Kitamura, Associate Controller for Uses

Darlene Wilson, Assistant Vice President for Finance and Controller

Mike Osterman, Director of Enterprise Technology

Caitlin Kiesz, Executive Assistant to the Vice President for Finance and Administration

JP Morgan to Chrome River Transition

Important Transition Dates

There are two important dates for cardholders as we transition to our new pcard system:

- City National Bank pcards will be available for pick up on **January 16th, 2024** in Memorial 223 (remember all cardholders must attend a Chrome River training before they can collect their new card).
- Chrome River will also be accessible to cardholders starting on **January 16th, 2024**.
- JP Morgan cards will become inactive on **January 21, 2024**. This means all purchases will be denied if made after this date. It will be important for cardholders to review any regular or automatic purchases and update the appropriate card number accordingly.

Logging Into Chrome River

Access to the system will operate through SSO, much like many of Whitman's other systems (i.e. Bamboo or Canvas). If you follow the link below you should be directed either into Chrome River or prompted to login to your MyWhitman credentials, which will then automatically reroute you into the Chrome River system.

→ [CHROME RIVER SSO LOGIN LINK](#) ←

TROUBLESHOOTING TIP!

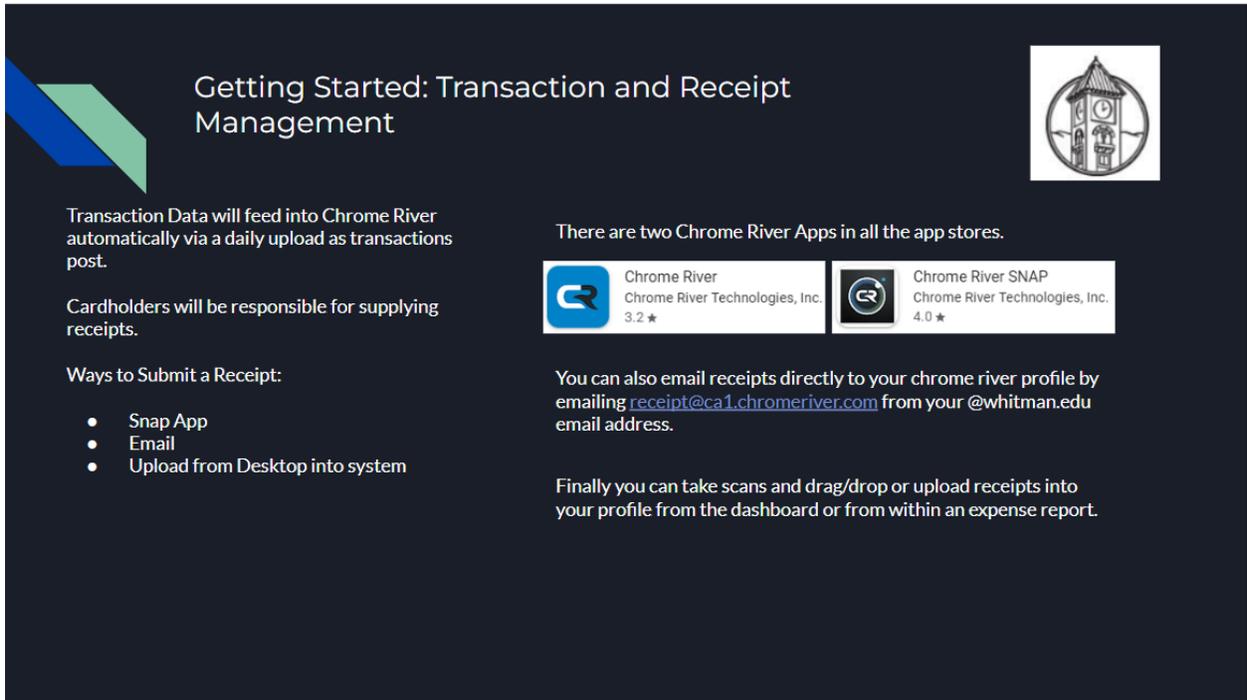
To set an accurate bookmark, open the bookmark Manager on your browser (Ctrl+Shift+O) and save a bookmark with this exact link:

<https://app.ca1.chromeriver.com/login/sso/saml?idp=whitman.edu>.

Some Other Important Information to Know About The New PCards:

- The credit cycle will now follow a simple monthly format, 1st of the month through the end of the month. Expense reports will be due 10 days after the end of each month.
- Card limits have been updated to higher baseline levels and we have decided to remove single transaction limits in an effort to make the user experience smoother.

Transaction Data & Receipts



The slide features a dark blue background with a white and green geometric graphic on the left. The title 'Getting Started: Transaction and Receipt Management' is centered at the top. On the right is a circular logo of a clock tower. The text is organized into several sections: a paragraph about automatic data uploads, a note about cardholder responsibilities, a list of submission methods, a section about app availability with app store icons, an email submission instruction, and a final note about scanning receipts.

Getting Started: Transaction and Receipt Management

Transaction Data will feed into Chrome River automatically via a daily upload as transactions post.

Cardholders will be responsible for supplying receipts.

Ways to Submit a Receipt:

- Snap App
- Email
- Upload from Desktop into system

There are two Chrome River Apps in all the app stores.

Chrome River
Chrome River Technologies, Inc.
3.2 ★

Chrome River SNAP
Chrome River Technologies, Inc.
4.0 ★

You can also email receipts directly to your chrome river profile by emailing receipt@ca1.chromeriver.com from your @whitman.edu email address.

Finally you can take scans and drag/drop or upload receipts into your profile from the dashboard or from within an expense report.

Transaction data will feed into Chrome River via a daily upload. You can work in the system on your own schedule so long as your **expense reports are submitted before the 10th of the following month.**

TIP!

We strongly suggest working through expenses as they come into the system on a weekly or even daily basis. Reconciling expenses as close to the posting date as possible will reduce the chances of losing receipts or forgetting necessary details of the transaction.

Cardholders are now entirely responsible for attaching their receipts to expenses! There are several ways to get a receipt into the system.

- Chrome River SNAP app
- Email receipts to your Chrome River account: receipt@ca1.chromeriver.com **from your Whitman email address**
- Scanning your receipts at a copier or desktop scanner and uploading them directly into your Chrome River receipt gallery

Chrome River Apps

Please note, these smartphone applications are not required or necessary to reconcile your pcard transactions, but they can streamline the process. It is up to you, the cardholder, if you wish to utilize them or not.

Chrome River SNAP

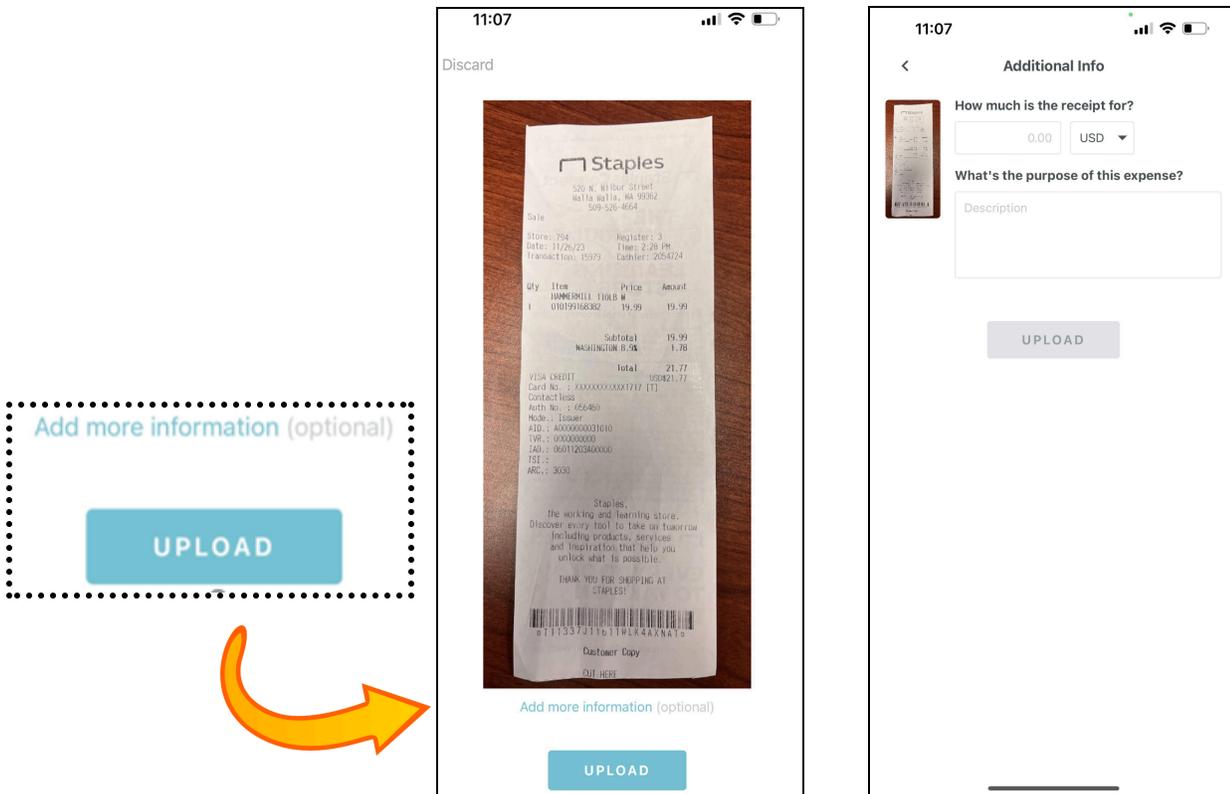


Chrome River SNAP
Chrome River Technologies, Inc.
4.0 ★

The Chrome River Snap app is a pretty basic camera tool. Upon your first login you will need to supply your Whitman email address to establish a connection to your profile. This will require you to relay a secure code sent to your email address.

Once you have established your connection to your profile the app will open on a smartphone camera layout.

Use this tool to take pictures of your receipts. You can snap photos of receipts in the moment or select photos from your photo gallery. We suggest utilizing the “Add more info” option before you upload the photo. This allows you to add in the exact dollar amount and a description which will automatically populate in the transaction’s description field when you log into Chrome River.



Chrome River App

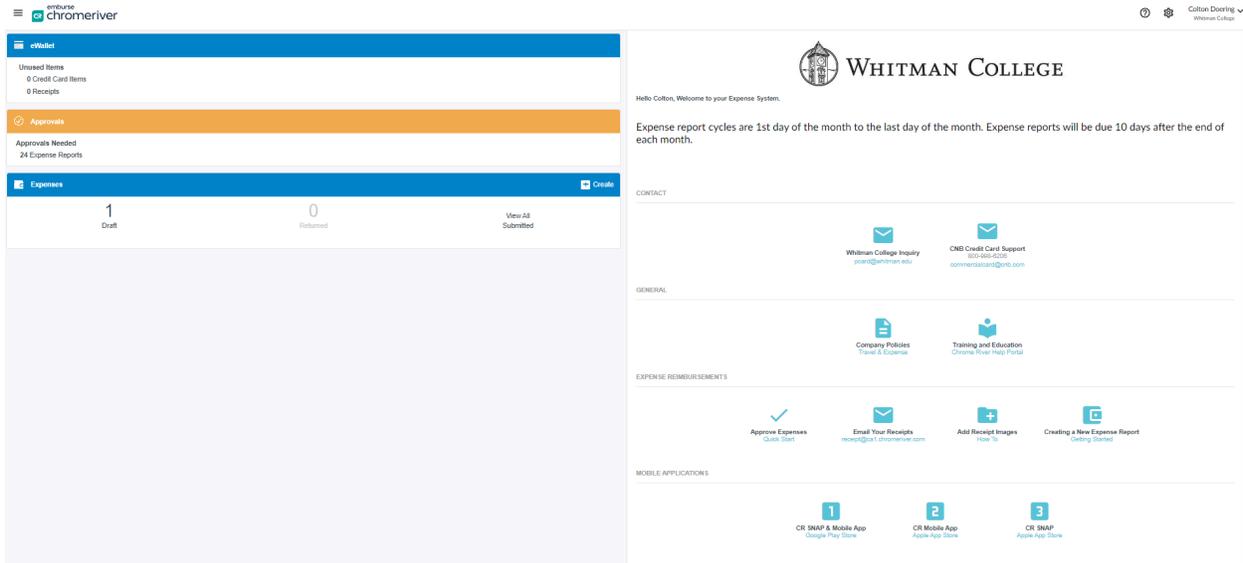


Chrome River
Chrome River Technologies, Inc.
3.2 ★

The Chrome River app is simply a mobile version of the main platform. We strongly suggest starting with the desktop version as the mobile version on the app is less detailed and the layout is a little different. It will be easier to navigate the mobile version after you have become more familiar with the reconciliation process on the desktop version. .

Dashboard & Site Navigation

Once you have logged in via SSO (please refer to the JP Morgan to Chrome River Transition section above), the first landing page will be the Chrome River Dashboard. This has several helpful links that can aid you in navigating the platform.



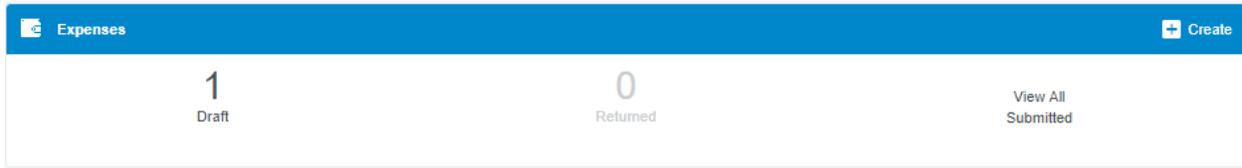
The **eWallet** section of the dashboard will show the number of unused credit card items & receipts. You can click these links to be taken to the unworked items list and receipt gallery respectively.



The **Approvals** section of the dashboard will show expense reports that have been submitted which you need to approve. You can click the link to see all the expense reports pending your approval.



The **Expenses** section of the dashboard will show any expense reports you have created and should any of your expense reports be returned you could view and correct them from here. **This is also where you will create new expense reports.**



The image shows a summary card for the 'Expenses' section. It has a blue header with the word 'Expenses' and a '+ Create' button. Below the header, there are three statistics: '1 Draft', '0 Returned', and 'View All Submitted'.

The right section of the dashboard is referred to as the **Message of the Day**. We can customize this page to include links to different resources as well as reminders and notifications.



Hello Colton, Welcome to your Expense System.

Expense report cycles are 1st day of the month to the last day of the month. Expense reports will be due 10 days after the end of each month.

CONTACT



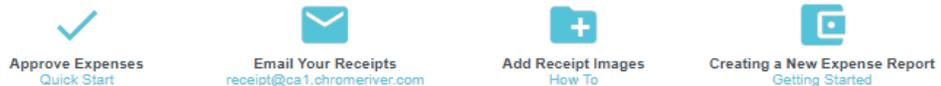
Two contact links are shown. The first is 'Whitman College Inquiry' with the email 'pcard@whitman.edu'. The second is 'CNB Credit Card Support' with the phone number '800-998-6208' and the email 'commercialcard@cnb.com'.

GENERAL



Two general links are shown. The first is 'Company Policies' with the subtext 'Travel & Expense'. The second is 'Training and Education' with the subtext 'Chrome River Help Portal'.

EXPENSE REIMBURSEMENTS



Four links related to expense reimbursements are shown. The first is 'Approve Expenses' with the subtext 'Quick Start'. The second is 'Email Your Receipts' with the email 'receipt@ca1.chromeriver.com'. The third is 'Add Receipt Images' with the subtext 'How To'. The fourth is 'Creating a New Expense Report' with the subtext 'Getting Started'.

MOBILE APPLICATIONS



Three mobile application links are shown. The first is 'CR SNAP & Mobile App' with the subtext 'Google Play Store'. The second is 'CR Mobile App' with the subtext 'Apple App Store'. The third is 'CR SNAP' with the subtext 'Apple App Store'.

The **Contact** section includes contact information for our new Whitman Pcard email pcard@whitman.edu which is the email you should be reaching out to should you have questions about the system. It also includes contact information for CNB credit card support which is who you will contact in the event of fraud.



Whitman College Inquiry
pcard@whitman.edu



CNB Credit Card Support
800-998-6206
commercialcard@cnb.com

The **General** section includes a link to the Whitman College Travel & Business Expense Policy. It also includes a link to the Chrome River Help Portal. This is a great resource which has a lot of helpful information regarding how Chrome River works. It does not have any Whitman-specific information but knowing why the system is doing what it is doing can be a big help when navigating your monthly expense processing.



Company Policies
[Travel & Expense](#)



Training and Education
[Chrome River Help Portal](#)

The **Expense Reimbursement** section has a few shortcuts to different locations on the Chrome River site. As you become comfortable with the system you may choose to utilize these links to navigate. *Note:* you can find the email to send receipts to in this section!



Approve Expenses
[Quick Start](#)



Email Your Receipts
receipt@ca1.chromeriver.com



Add Receipt Images
[How To](#)



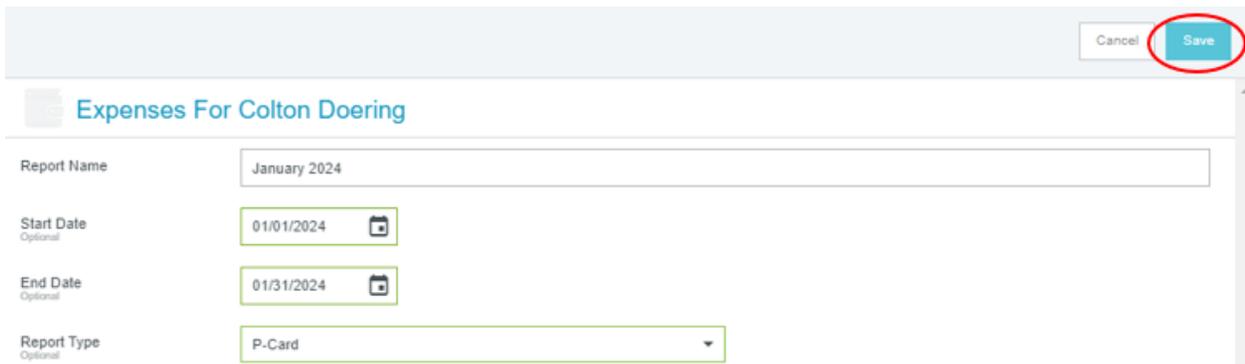
Creating a New Expense Report
[Getting Started](#)

Creating an Expense Report

1. When you first log into the system you will be on the Dashboard. Select the **Create** button under the Expenses section.

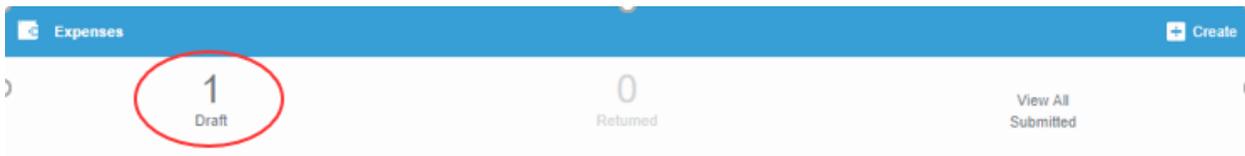


2. After selecting Create, a panel will open on the right side of your screen asking for some information about the expense report you are about to create. Keep in mind that the new credit cycle follows a simple 1st through last day of the month format. Once you have filled out the data hit save.
 - a. **Report Name** should always be the full month and year that the receipts fall into
 - b. **Report Type** will always be P-Card (at the moment, there will only be one option here)

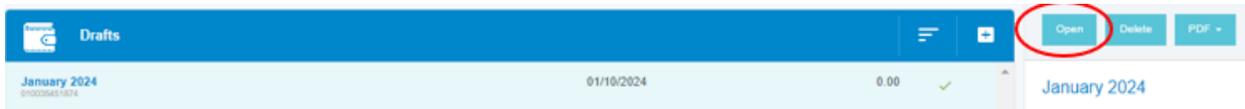


Accessing an Existing Expense Report:

You can always access your pending (unsubmitted) expense reports by going into your Drafts on the dashboard.

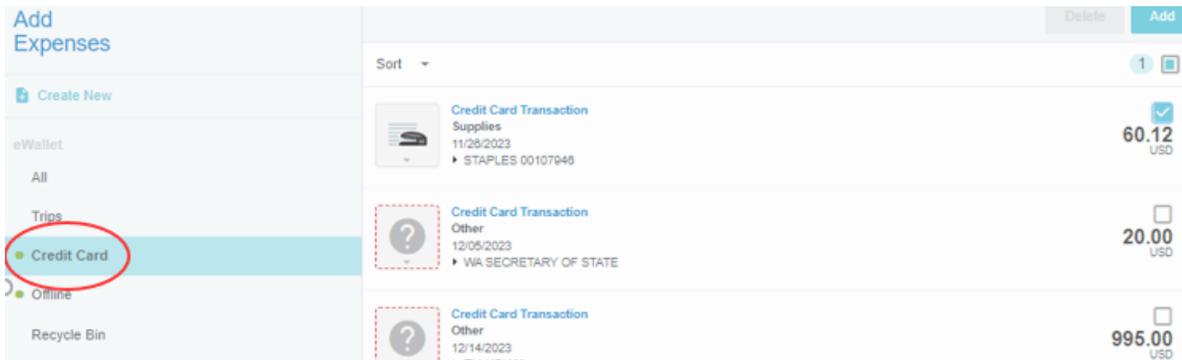


This will pull you into a menu where you can review all your report drafts. Should you want to add or edit transactions you will need to select the report and select **Open**.

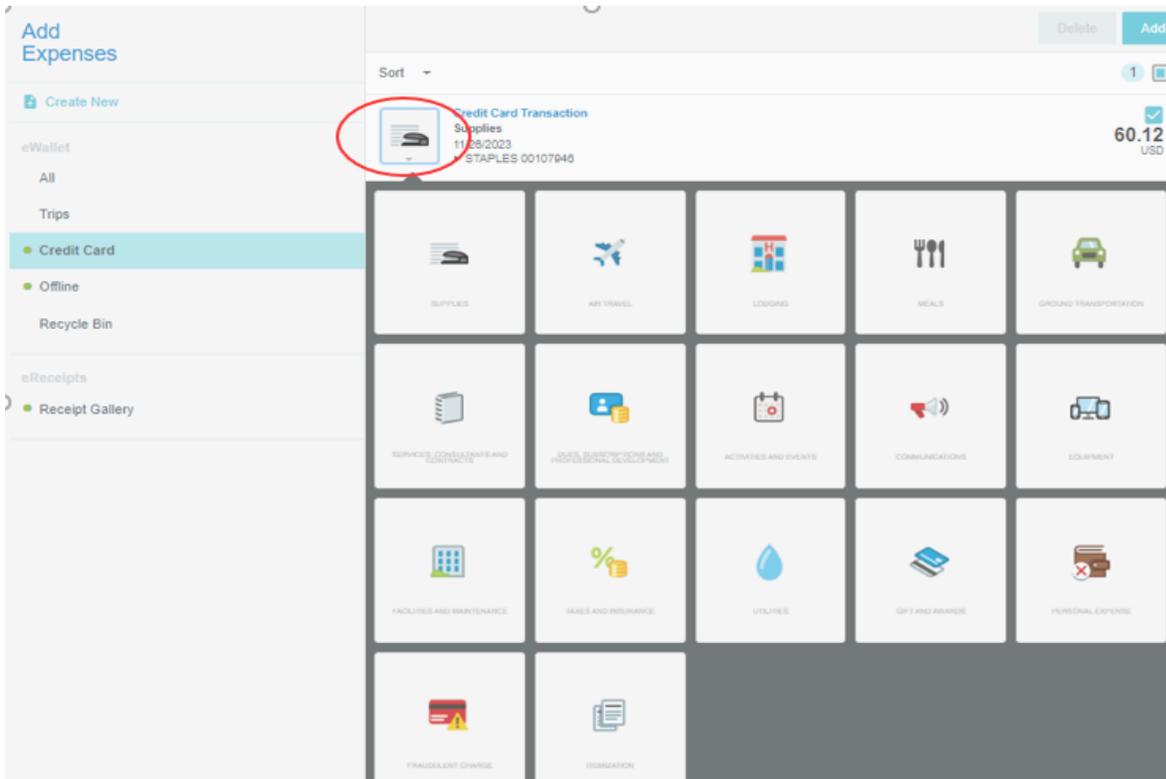


Adding Expenses to a Report

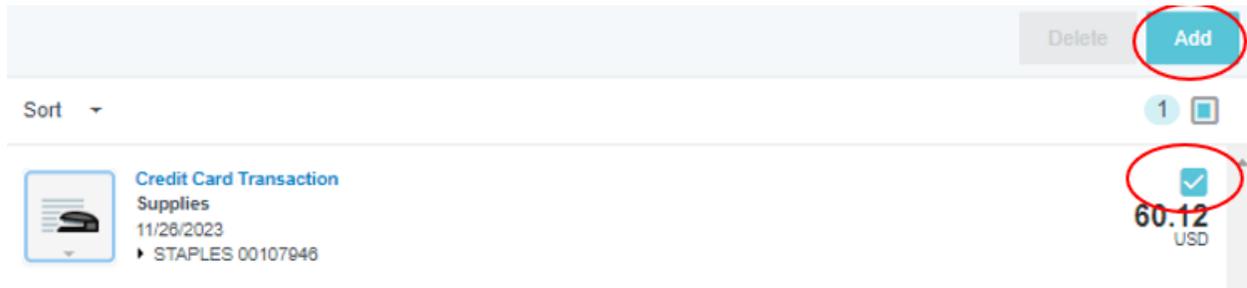
Once you have created a new expense report or you have opened an existing expense report, you can add expenses to it. The system will automatically open your Add Expenses panel. We suggest only working from your **Credit Card** feed. This can be accessed by clicking Credit Card within the Add Expenses panel.



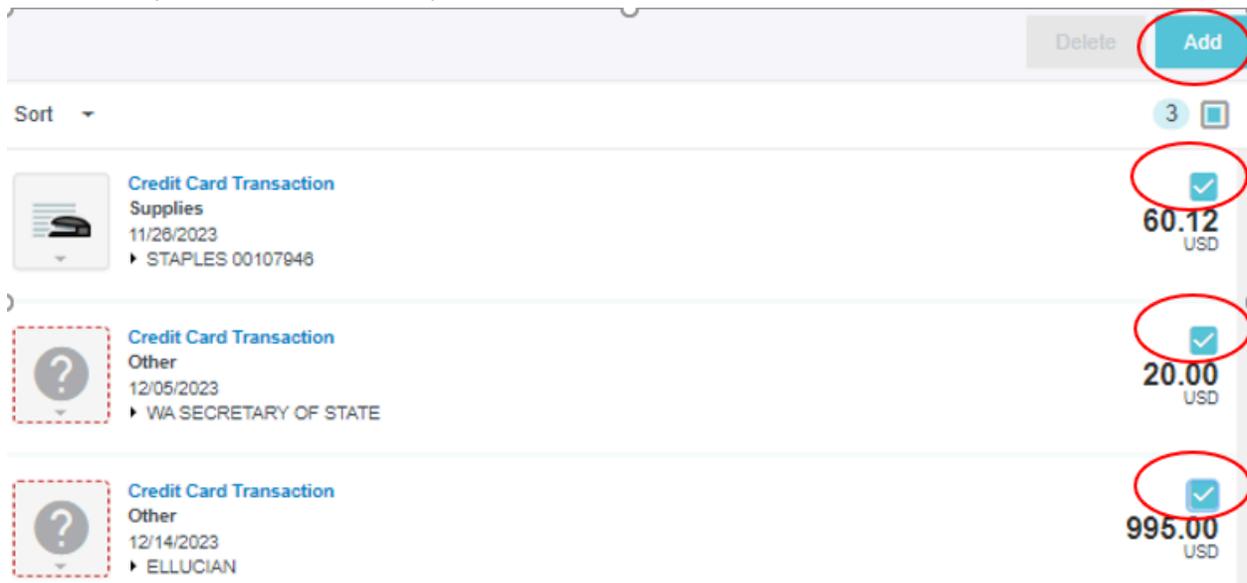
From your credit card feed, you should see all of the items that have been posted at the bank. Before you add a given expense to your expense report you are able to review the tile. Should you notice that the system incorrectly assigned a tile to a transaction, you have an opportunity to correct that before you add it to your report. Clicking a tile on a given transaction will open the tile mosaic.



Once you have selected the appropriate tile, select the transaction via the blue checkbox to the right of the transaction and click the blue **Add** button at the top of the list.



If you want to process multiple expenses at once, you can check the boxes next to multiple transactions before hitting **Add**. Once you hit **Add** you will be pulled into your first selection. After you add in all the relevant data and save, the system will automatically pull up the next transaction you added until all of your selections have been completed.



Adding Information in Expenses

In the previous step we chose the appropriate tile before we added an expense to the report. We did this so that this next screen will generate the corresponding questions based on the type of expense you made. For example, you should only be asked about the class of an airfare ticket if you have selected the Airfare tile. Your tile selection can be edited later from within the expense if necessary. Over time you will become more familiar with the information requested on each tile based on your purchases.

Highlighted below are the general information fields which appear on most tiles:

Supplies

Date

11/26/2023

Spent

60.12

USD

Merchant

STAPLES 00107946

Description

Pens and Paper for ABS Annex

Sales Tax Not Charged

Potential Fixed Asset

Object Code

5300 - Supplies

A fixed asset is a supply with a useful life greater than one year and costing more than \$10,000

Department

1005940002 Business Office -

Add Department

Presets

CREATE PRESET

Attachments (1)

Drag image here to upload

Add Attachments

The bank feed will automatically pull in the vendor, the date, and the amount of the transaction. If you uploaded a receipt via the Chrome River SNAP app the OCR read on the receipt will attempt to merge that receipt image to the credit card transaction in the feed for you. The receipt

will populate the business purpose description based on what you typed in the optional “Additional Info” section from the Chrome River SNAP app. Depending on the quality and layout of the receipt image, the system may read it incorrectly and it will not auto-merge the receipt to the transaction. If that’s the case, the receipt will be in the receipt gallery for you to attach manually to the transaction. **Please always review the fields that are auto-populated by the credit card feed and/or OCR read of the receipt to ensure accuracy.** .

TROUBLESHOOTING TIP!

Information panels will request the exact information that the office of Accounting and Business Services needs on specific types of transactions.

ANOTHER TIP!

It is easier to input data in the general information fields when you have the receipt in front of you. If the receipt is already merged with your transaction, you can have it on the left side of your screen while you input information in the tile on the right side of your screen. This makes it easier to transfer important information. If the receipt is not already merged, we suggest that you attach it from the receipt gallery first (see instructions below).

General Information Fields:

- **Date:** Please always use the *posting date* of the transaction. This will be filled out automatically, but please review.
- **Spent:** The total amount of the purchase. This will be filled out automatically, but please review.
- **Merchant:** The vendor from whom the purchase was made. This will be filled out automatically, but please review.
- **Description:** At a minimum, you need to include a description of specifically WHAT was purchased and WHO it benefited. Include any additional information necessary to clearly communicate the business purpose of the purchase.
- **Object Code:** An object code is the last four digits of a General Ledger account number. It categorizes what was purchased. The tile you selected determines which object codes will appear on this dropdown menu. If you do not see the object code you want to use, you might be using the wrong tile. It’s also possible, in the past you have been using the wrong object code to code your transaction. The tiles will help encourage consistency across campus in how transactions are being coded. As an example, you may have historically booked postage under 5300 - Supplies. However a more accurate object code would be 5620 - Postage and Shipping which is under the Communications tile. Now is a great time to review the breakdown of each tile in the Tile Mosaic Quick Reference section.

Object Code

A fixed asset is a supply with a us

Department

- 5300 - Supplies
- 5320 - Fee course - Supplies
- 5341 - Comp Software/Serv under \$10,000
- 5470 - Cost of materials for resale
- 5515 - Furniture and fixtures
- 5516 - Library materials
- 5517 - Art work

- Department:** This is a comprehensive search field so you can search by the department name, department number, or any segment of the General Ledger account number you know. All of the accounts which existed in JP Morgan/Smartdata also exist within Chrome River. If you are not sure which account a transaction should be charged to, your department’s Administrative Assistant will be a great resource!

Department

[+ Add Department](#) [Presets](#) [CREATE PRESET](#)

If your transaction needs to be split between multiple accounts, you can also do this in the department section. Select the **Add Department** button directly below the department box. An additional box will appear. Type in the name or number of the second account you want to charge. Then you can assign the allocation by either percentage or dollars. You will need to fully associate the entire transaction or you will be unable to progress.

Department

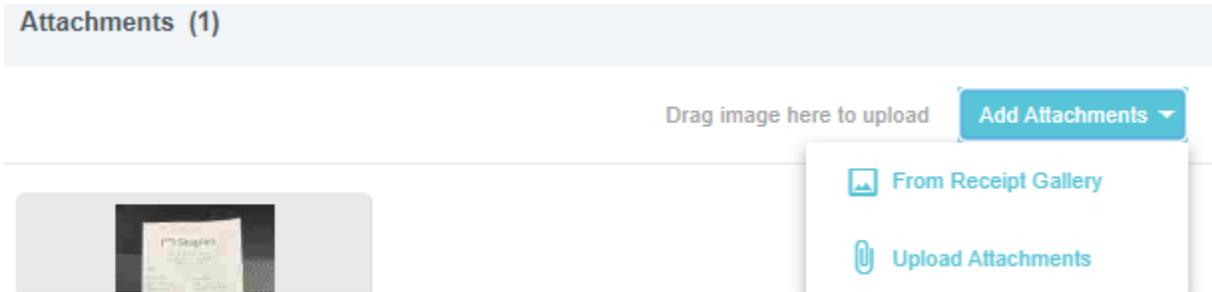
[Split Equally](#) [Clear Splits](#)

x	<input type="text" value="1005940002 Business Office -"/>	50 %	30.06	⌵
x	<input type="text" value="1915570001 Development - General -"/>	50 %	30.06	⌵
		100 %	60.12	

[+ Add Department](#) [Presets](#) [CREATE PRESET](#)

Another handy feature here is the Create Preset button. If you often split transactions between the same accounts, you can hit **Create Preset** and save the split layout. Then when you reconcile future transactions, you can click the **Presets** button below the Department box, and select the split you need.

- Attachments:** This is how you attach the receipt. If you uploaded your receipt via the Chrome River SNAP app or if you emailed in your receipt, it is possible Chrome River already matched or “merged” the receipt to your transaction. If it did not, you would want to select **Add Attachments** and add the receipt from your receipt gallery. If you have not added the receipt into Chrome River yet, you can also upload the scan from your computer here.



Once all the data has been entered hit **Save** in the upper right corner to progress.

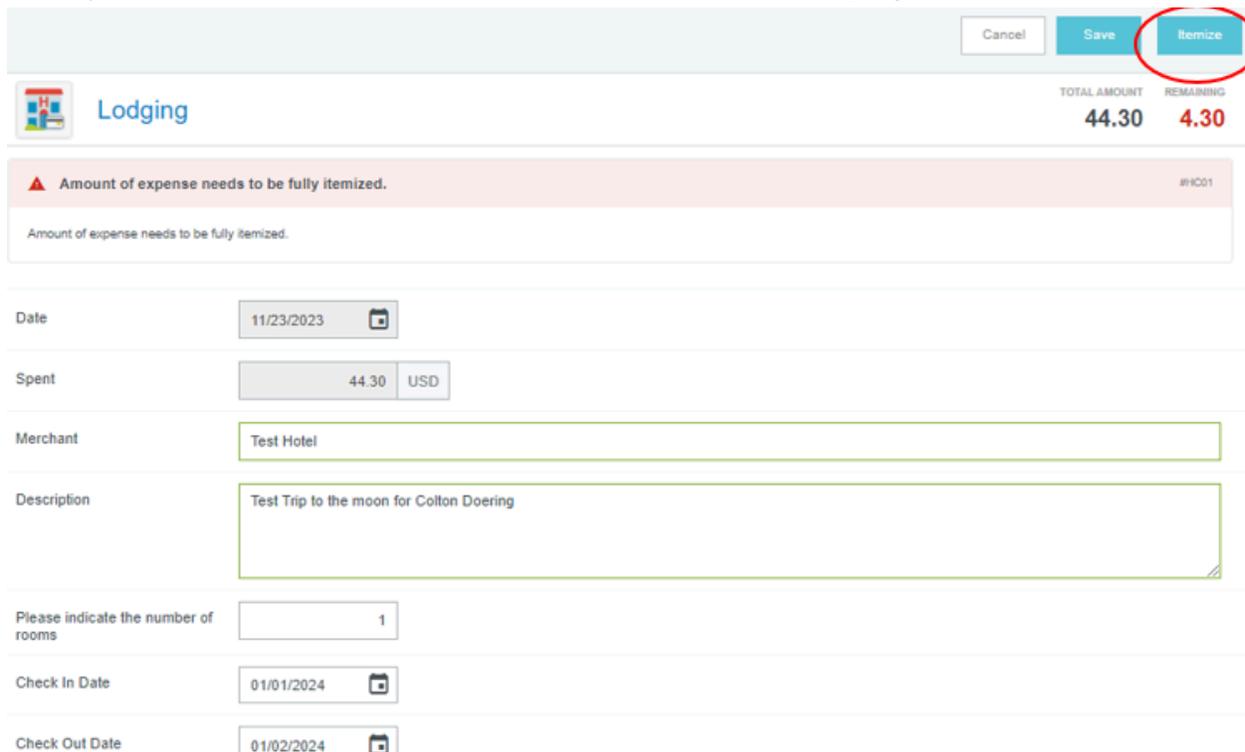
If you have any questions about any of the checkboxes or other fields on different tiles please reach out to pcard@whitman.edu.

Itemization

Within some tiles, there is an additional process called itemization. In addition, there is a stand-alone Itemization tile. This will require you to break out the charges on your invoice into other tiles. The driving factor here is that often bills can include charges that shouldn't just be charged to a single object code. An example would be a meal eaten at the hotel restaurant that is charged to the room. The point of itemization is to associate portions of your bill to the correct object codes.

You will notice on tiles which require itemization, there is not an option to select an object code - this will be done in the itemization process.

When you select the tile, complete the same steps as listed above. However, before you click **Save**, you will need to click on the additional blue button on the top right, **Itemize**.



Cancel Save **Itemize**

 Lodging TOTAL AMOUNT 44.30 REMAINING 4.30

▲ Amount of expense needs to be fully itemized. #HC01

Amount of expense needs to be fully itemized.

Date: 11/23/2023

Spent: 44.30 USD

Merchant: Test Hotel

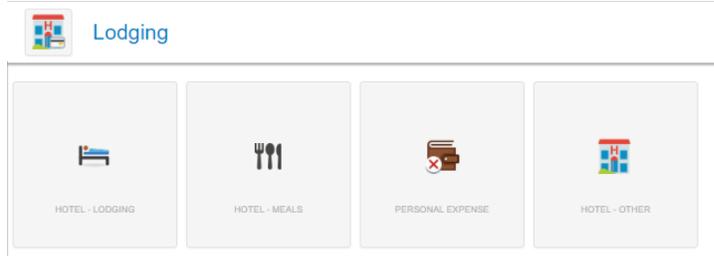
Description: Test Trip to the moon for Colton Doering

Please indicate the number of rooms: 1

Check In Date: 01/01/2024

Check Out Date: 01/02/2024

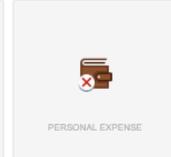
When you click this button, a smaller tile mosaic will appear.

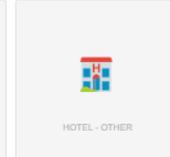


 Lodging

 HOTEL - LODGING

 HOTEL - MEALS

 PERSONAL EXPENSE

 HOTEL - OTHER

Once you select a nested tile, you will notice that the object code drop menu will now appear and additional, more specific, information will be requested.

		Cancel	Save
		TOTAL AMOUNT	REMAINING
		44.30	0.00
	Hotel - Lodging		
Date	11/23/2023 		
Spent	44.30  USD		
Merchant	Test Hotel		
Description	Test trip to the moon for Colton Doering		
Object Code	5720 - Foreign Travel 		

Should a portion of your bill need to be associated elsewhere you would save this nested tile and move onto the next until the bill has been fully itemized.

Warnings & Violations

Once you have saved an expense it will be added to your report. The Chrome River system will automatically evaluate your expense based on a list of compliance rules established by the college's Travel and Business Expense Policy as well as the Office of Accounting and Business Services. If the system finds that there are no compliance issues you will see a green checkmark to the right of the line item on your report.

DATE	EXPENSE	SPENT	PAY ME			
Thu 11/23/2023	Supplies STAPLES INC	44.30 USD	0.00			
Sun 11/26/2023	Supplies STAPLES 00107946	21.77 USD	0.00			

If the system determines that one of the compliance rules has been violated you will see a red caution symbol where the green check mark would usually be.

Thu 12/14/2023	Airfare Amazon	11.80 USD	11.80			
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There are two tiers of compliance issues: warnings and violations.

Warnings usually require an explanation but won't stop you from submitting your report.

Corporate Card Policy

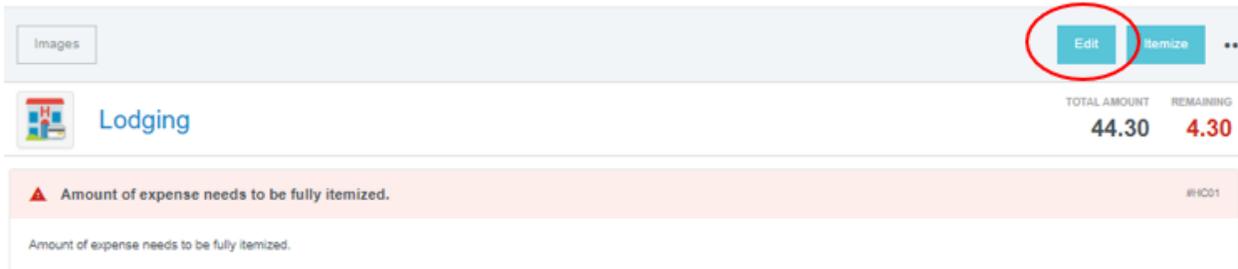
Per company policy, you need to use your corporate card for Airfare, Car Rental and Hotel. Please provide explanation why you did not use your corporate card.

Violations will, however, prevent you from submitting your report. You will need to address this issue before you can continue

Description Compliance #225

The description entered is too short. Please provide more detail.

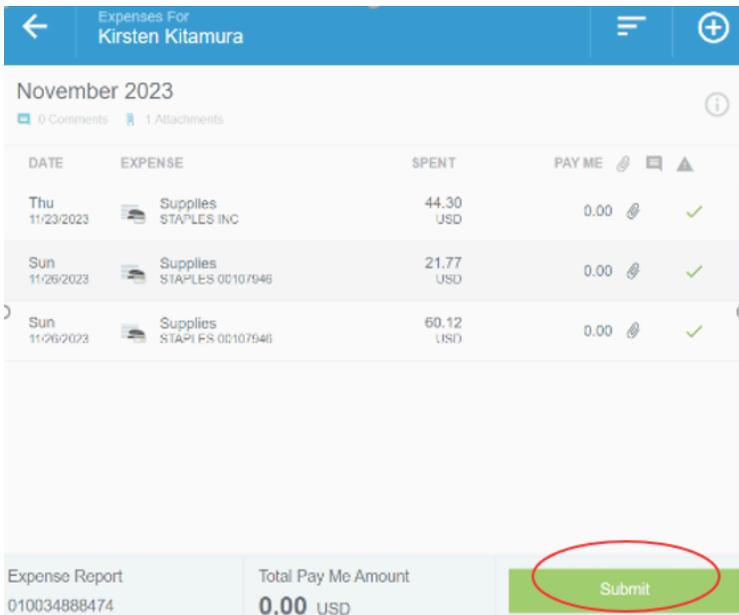
In order to review these compliance rule messages, click the blue **Edit** button on your report.



If you receive a warning or violation that you think is being triggered incorrectly, please reach out to pcard@whitman.edu so we can evaluate the situation.

Submitting Your Expense Report

Once you have added all of your transactions for the month & resolved any violations you can click the green **Submit** button. This will send your expense report for the appropriate approvals.



Automatic Report Routing

Once a report has been submitted by a cardholder it will start to move through the approval process.

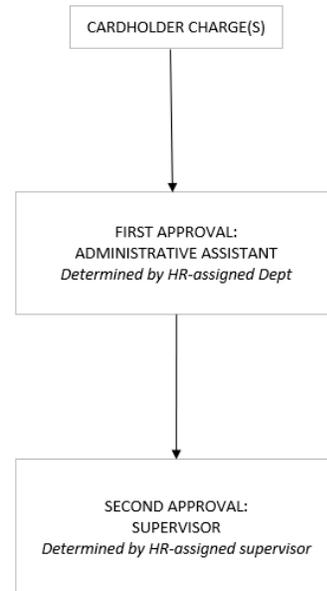
The first approver will be the department's administrative assistant. To put it simply, it will first go to the admin who you worked with to reconcile your JP Morgan packets. They will review the report and ensure everything has been coded to the correct General Ledger account. Should they determine that no changes are needed, they can approve the report. If changes need to be made, they will return the packet back to the cardholder with notes about what changes must be made.

Temporary: Once the administrative assistant approves the expense report, it will automatically be sent to the cardholder's supervisor for final approval.

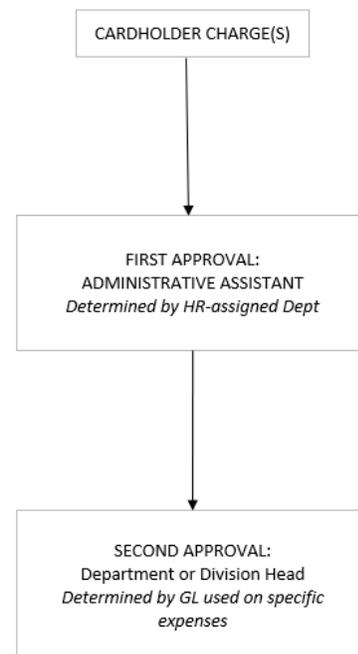
Prospective: Sometime in the next few months we will be switching to a different workflow where the secondary approval will be the department or division head as opposed to the supervisor. This means every General Ledger account will have an assigned department or division head who is responsible for managing the budget and actual expenses for that account. Due to the complexity involved, ABS and IT need additional time to build out the infrastructure in Colleague to support this preferred approval workflow.

In all routing workflows, temporary or prospective, if there are any warnings due to non-compliance with the college's Travel and Business Expense Policy, the report will be routed to the cardholder's Vice President and the Vice President for Finance and Administration for review.

Temporary Expense Report Approval Workflow



Prospective Expense Report Approval Workflow



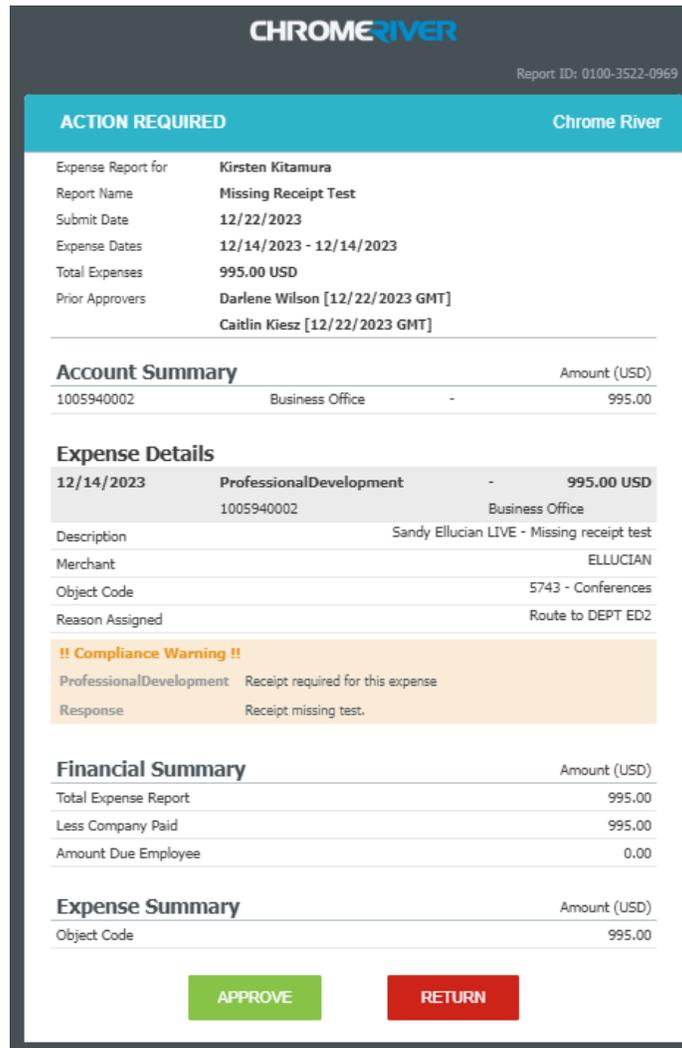
Approving Expense Reports

When a cardholder submits a report it will automatically travel to the next individual in the approval chain. Chrome River will send an email to their Whitman email address notifying them that a report is pending their approval.

Approval emails will come from this email address:

expense-noreply-c5-prod@ca1.chromeriver.com

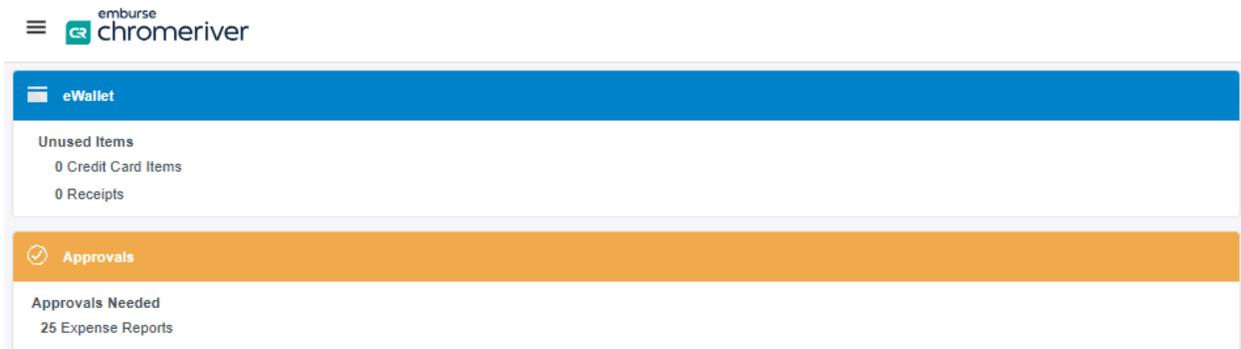
The email will look similar to the image below. There will be a summary section, a line by line analysis of what is in the report, links to see the attached receipts, and any compliance warnings. The email will also have a couple buttons at the bottom for approving or returning the report.



Should you choose to utilize the approve and return buttons at the bottom of the email, please note that pressing either button is not the final step. When you press these buttons, it will

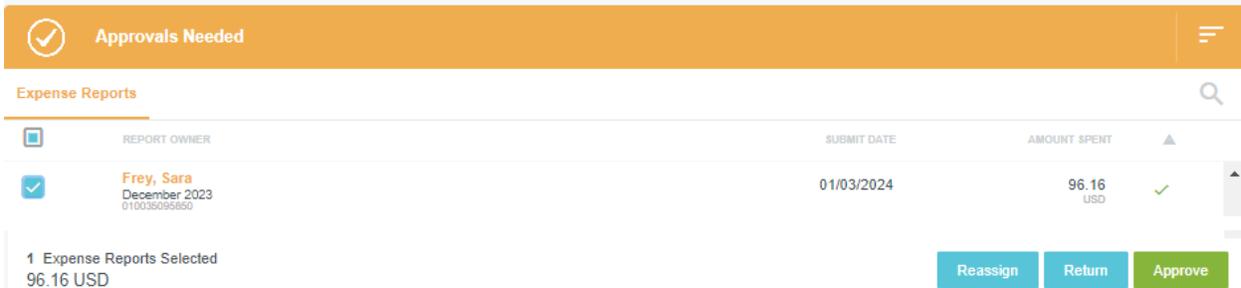
compose an email. You can use the body of the email to provide details if you are returning the report to the cardholder. You can also leave it blank if you are approving it.

Of course, you can also approve or return expense reports from the Chrome River system. Pending approvals will show up on your dashboard when you first log into the system.

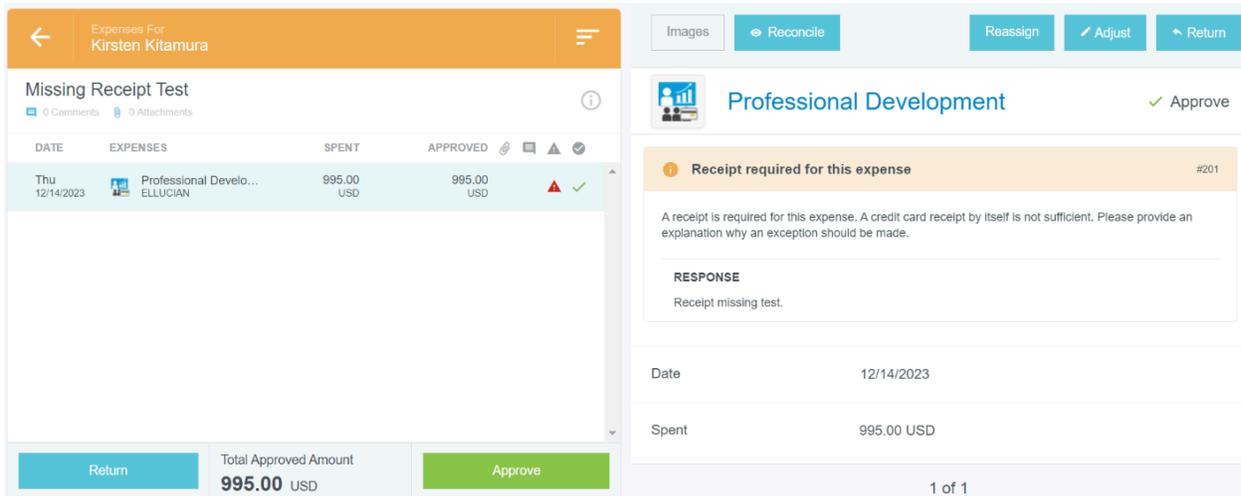


To view the expense reports that require your approval in Chrome River, click on the link and you will be presented with a list of all your pending approvals. When you check a report you should see three buttons appear: Reassign, Return, or Approve.

*****Please note as a general rule you should not be utilizing the Reassign feature*****



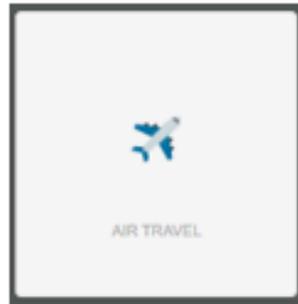
While you are reviewing the report, simply click on each item to see more information and review any compliance issues.



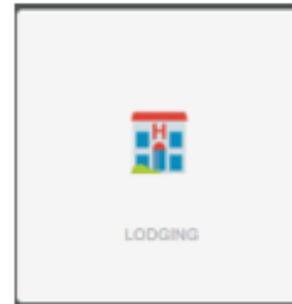
Tile Mosaic Quick Reference



- 5300 - Supplies
- 5320 - Fee course - Supplies
- 5341 - Comp Software/Serv under \$10,000
- 5470 - Cost of materials for resale
- 5515 - Furniture and fixtures
- 5516 - Library materials
- 5517 - Art work



- 5700 - General Travel
- 5705 - Domestic Airfare
- 5720 - Foreign Travel
- 5750 - Recruiting travel
- 5751 - NCAA Travel
- 5755 - Recruiting Domestic Airfare



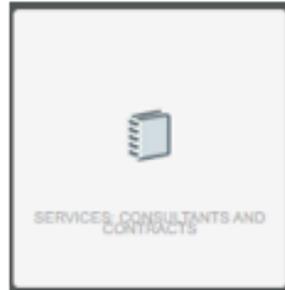
- 5700 - General Travel
- 5720 - Foreign Travel
- 5750 - Recruiting travel
- 5751 - NCAA Travel



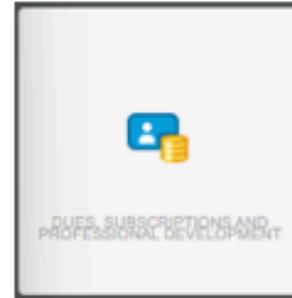
- 5700 - Travel Meals
- 5703 - Local Meals
- 5750 - Recruiting Meals



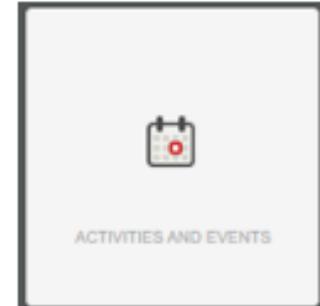
- 5700 - General Travel
- 5702 - Vehicle Fuel Purchases
- 5750 - Recruiting travel
- 5751 - NCAA Travel
- 5752 - Recruiting Fuel Purchases



- 5200 - Services
- 5201 - Freelance writing/editing fees
- 5260 - Tax services
- 5287 - Software maintenance fee
- 5288 - Inter-Library Loan Expense
- 5296 - Legal services
- 5297 - Audit services
- 5361 - Purchased Leads



- 5287 - Software maintenance fee
- 5640 - Subscriptions
- 5710 - Dues & Memberships
- 5711 - Conferences & Professional Development



- 5206 - Guest Speaker
- 5700 - General Entertainment
- 5711 - Conferences & Professional Development
- 5741 - College Fair Registrations
- 5742 - Events



- 5294 - Advertising
- 5470 - Cost of materials for resale
- 5600 - Communications
- 5620 - Postage and shipping
- 5630 - Printing and publications



- 5341 - Comp Software/Serv under \$10,000
- 5343 - Info/Tech Equip under \$10,000
- 5399 - Vehicle costs
- 5511 - Computer under \$10,000
- 5513 - Equipment under \$10,000
- 5514 - Equipment over \$10,000
- 5515 - Furniture and fixtures
- 5518 - Computer Maint/Repair



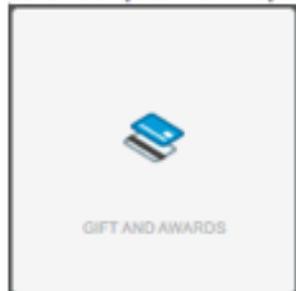
- 5200 - Services
- 5300 - Supplies
- 5550 - Construction - Fees & permits
- 5580 - Construction - Contract



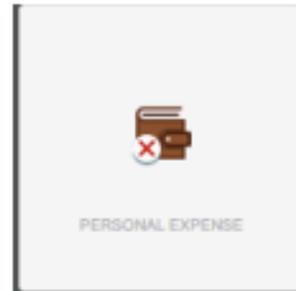
- 5298 - Insurance premium
- 5299 - Insurance deductible
- 5595 - Real Estate taxes



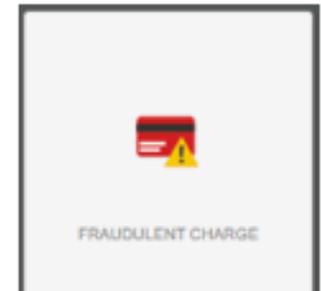
- 5521 - Natural gas
- 5522 - Electricity
- 5523 - Water and waste disposal
- 5524 - Cable TV
- 5597 - Rent expense



Hardcoded



Hardcoded



Hardcoded

**** The itemization tile has all other tiles nested within it.****

Specific Tile Guidance

In this section we will go through all of the additional information panels within each tile and discuss any fields that have not been previously outlined in the [Adding Information onto Expenses](#) section above.

Supplies

In addition to the general information fields (date, spent, merchant, description, object code, and department), this tile requires the following information:

- **Sales Tax not Charged:** You will only check this box if sales tax was NOT charged on a specific transaction. For example, if you purchased a book in Oregon (and did not pay sales tax) and then you brought the book back to Washington for use, we as a company are still obligated to pay the sales tax (also called use tax). This checkbox will only appear on tiles where sales tax could be relevant.
- **Potential Fixed Asset:** You will only check this box if the purchase price of the item is over \$10,000 *AND* we will get more than one year's worth of use out of the item.


Supplies

Date	<input style="width: 100%;" type="text" value="11/26/2023"/>
Spent	<input style="width: 80%;" type="text" value="60.12"/> <input style="width: 20%;" type="text" value="USD"/>
Merchant	<input style="width: 100%;" type="text" value="STAPLES 00107946"/>
Description	<input style="width: 100%;" type="text" value="Pens and Paper for ABS Annex"/>
Sales Tax Not Charged	<input type="checkbox"/>
Potential Fixed Asset	<input type="checkbox"/>
Object Code	<input style="width: 100%;" type="text" value="5300 - Supplies"/>

A fixed asset is a supply with a useful life greater than one year and costing more than \$10,000.

Air Travel

In addition to the general information fields (date, spent, merchant, description, object code, and department), this tile requires the following information:

- **Travel Destination** - This is the ultimate destination of your trip. If you are going to be spending time in multiple locations, please list all destinations. Do not include layovers or stops on the way to your final destination(s).
- **Please provide WID if purchased on behalf of a student** - This is required any time you are purchasing a ticket on behalf of a student. Leave this field blank if it is not applicable.
- **Class** - This is the type of airline ticket purchased.



Air Travel

Date	01/12/2024
Spent	257,000,000,000 USD
Merchant	NASA - Apollo
Description	Political trip to the Moon for Colton Doering
Travel Destination	Luna
Please provide WID if purchased on behalf of a student. <small>Optional</small>	
Class	Saver / Main Economy
Object Code	5720 - Foreign Travel

Lodging

In addition to the general information fields (date, spent, merchant, and description), this tile requires the following information:

- **Check In Date**
- **Check Out Date**



Lodging

▲ Amount of expense needs to be fully itemized.

Amount of expense needs to be fully itemized.

Date	01/02/2024
Spent	299.00 USD
Merchant	Holiday Inn
Description	Political trip to the moon for Colton Doering

Check In Date	01/15/2024
---------------	------------

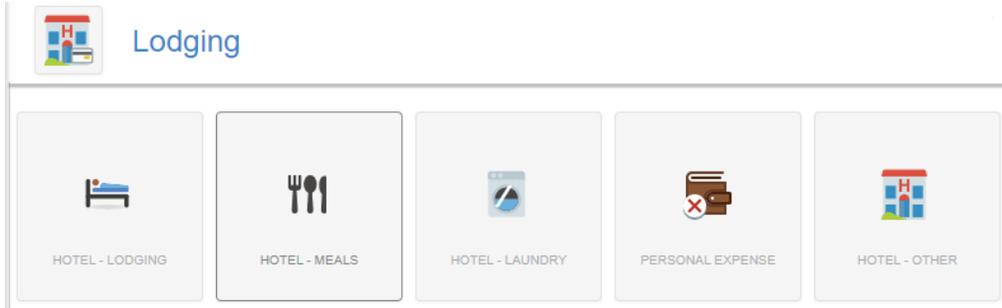
Check Out Date	01/16/2024
----------------	------------

Department

1005940002 Business Office -

This Tile also requires Itemization so you will not see an Object code on this tile.

Nested Tile options:



You will not be able to submit your report until the charge has been fully itemized on the nested tiles. We suggest starting with the cost of your room using the Hotel - Lodging tile. You will be required to provide **the number of rooms** for you or your group's stay within the nested tiles. This should be the total number of rooms being rented during your or your group's stay.

Note: To itemize taxes and fees, please use the "Hotel - Other" tile.

Meals

In addition to the general information fields (date, spent, merchant, description, object code, and department), this tile requires the following information:

- **More than 10 guests?** This checkbox should only be used if more than 10 guests benefited from this purchase. This checkbox negates the need to add all of the guest names in the guest picker.
- **Alcohol Compliance** - Please indicate if alcohol was purchased and, if applicable, provide the context in which alcohol was provided.
- **Tip Amount** - Enter the tip given as a part of the meal. This should match the tip paid on the detailed receipts attached.
- **Tip Percent** - This will automatically calculate based on what was input in the Tip Amount field.
- **Guests** - If there are less than 10 guests at a meal, you will need to type their names into the guest list. Using the Internal option for Whitman employees or students and the external option for non-Whitman individuals.


Meals

Date

01/12/2024

Spent

36.00

USD

Merchant

DENNYS

Description

Celebration breakfast with Buzz Aldrin

If more than 10 guests benefited from this expense please indicate the group who received the meal in the de

More than 10 guests?

Alcohol Compliance

No alcohol was purchased on this meal receipt.

Tip Amount

5.00

Tip Percent

16.13

Object Code

5700 - Travel Meals

Guests (2)

External

Add Guests

Upload CSV

Internal

Colton Doering
Whitman College

50 %

18.00

External

Buzz Aldrin
Astronaut
Nasa

50 %

18.00

100 %

36.00

Ground Transportation

In addition to the general information fields (date, spent, merchant, description, object code, and department), this tile requires the following information:

- **Travel Destination** - This is the ultimate destination of your trip. If you are going to be spending time in multiple locations, please note each destination. Do not include stops on the way to your final destination(s).



Ground Transportation

Date	01/02/2024 
Spent	299.00 USD
Merchant	Exxon
Description	Fuel for lunar rover upon landing
Travel Destination	Moon
Object Code	5702 - Vehicle Fuel Purchases ▼

Services: Consultants and Contracts



Services: Consultants and Contracts

Date	01/12/2024
Spent	1,800.00 USD
Merchant	NASA
Description	Rocketship Software maintenance for Colton Doering
Object Code	5287 - Software maintenance fee

Dues, Subscriptions, and Professional Development

In addition to the general information fields (date, spent, merchant, description, object code, and department), this tile requests the following information:

- Subscription Period Start & End Date** - These fields are optional and should only be used if you are purchasing a subscription. These dates should reference the billing cycle this charge is paying for. Please leave these blank if not applicable.



Dues, Subscriptions and Professional Development

Date	01/12/2024
Spent	25,000.00 USD
Merchant	NASA
Description	Astronaut training for Colton Doering
Subscription Period Start Date <small>Optional</small>	
Subscription Period End Date <small>Optional</small>	
Object Code	5711 - Conferences & Professional Development

Activities and Events:



Activities and Events

Date	01/30/2024
Spent	456.00 USD
Merchant <small>Optional</small>	The Red Monkey
Description	Rental fee - moon landing celebration party for NASA staff
Object Code	5742 - Events

Communications:



Communications

Date	01/12/2024
Spent	75.00 USD
Merchant <small>Optional</small>	USPS
Description	Shipping moon Rocks back to earth for Colton Doering
Object Code	5620 - Postage and shipping

Equipment:

In addition to the general information fields (date, spent, merchant, description, object code, and department), this tile requires the following information:

- **Sales Tax not Charged** - You will only check this box if sales tax was NOT charged on a specific transaction. For example, if you purchased a book in Oregon (and did not pay sales tax) and then you brought the book back to Washington for use, we as a company are still obligated to pay the sales tax (also called use tax). This checkbox will only appear on tiles where it could be relevant.
- **Potencial Fixed Asset** - You will only check this box if the purchase price of the item is over \$10,000 AND we will get more than one year's worth of use out of the item.



Equipment

Date

01/12/2024


Spent

130,000.00


USD

Merchant

NASA

Description

Moon lander for Moon trip

Sales Tax Not Charged

Potential Fixed Asset

A fixed asset is equipment with a useful life greater than one year and costing more than \$10,000.

Object Code

5514 - Equipment over \$10,000

Facilities and Maintenance:

In addition to the general information fields (date, spent, merchant, description, object code, and department), this tile requires the following information:

- Sales Tax not Charged - You will only check this box if sales tax was NOT charged on a specific transaction. For example, if you purchased a book in Oregon (and did not pay sales tax) and then you brought the book back to Washington for use, we as a company are still obligated to pay the sales tax (also called use tax). This checkbox will only appear on tiles where it could be relevant.
- Potential Fixed Asset - You will only check this box if the purchase price of the item is over \$10,000 AND we will get more than one year's worth of use out of the item.



Facilities and Maintenance

Date	01/12/2024
Spent	12.50 USD
Merchant	Safeway
Description	Hand towels for Memorial hall
Sales Tax Not Charged	<input type="checkbox"/>
Potential Fixed Asset	<input type="checkbox"/>
A fixed asset is property or equipment with a useful life greater than o	
Object Code	5300 - Supplies

Taxes and Insurance:



Taxes and Insurance

Date	01/12/2024
Spent	1500 USD
Merchant	Farmers insurance
Description	Lunar lander damage deductible
Object Code	5299 - Insurance deductible

Utilities:



Utilities

Date	01/12/2024
Spent	350.00 USD
Merchant	City of Walla Walla
Description	Water bill for Memorial hall
Object Code	5523 - Water and waste disposal

Gifts and Awards:

You will notice that there is no option to select an object code on this tile. This is because the object code has been hardcoded to a single value for internal tracking purposes.



Gift and Awards

Date

01/12/2024


Spent

50.00

USD

Merchant
Optional

Graze

Description

Gift card for Faculty Raffle

Gift Reporting Form Has
Been Completed

Personal Expense:

You will notice that there is no option to select an object code on this tile. This is because the object code has been hardcoded to a single value for internal tracking purposes. If you code something to this tile, you need to reimburse the college. Please refer to the college's Travel and Business Expense policy for further information.



Personal Expense

Date

01/12/2024


Spent

232.40

USD

Merchant
Optional

Walmart

Description

I accidentally used my card on a Wal-Mart purchase

Fraudulent Charge:

You will notice that there is no option to select an object code on this tile. This is because the object code has been hardcoded to a single value for internal tracking purposes. Both the original, fraudulent charge and the chargeback upon correction should be reconciled to the Fraudulent Charge tile.



Fraudulent Charge

Date	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="01/12/2024"/>
Spent	<input style="width: 80%; border: 1px solid #ccc;" type="text" value="20.00"/> <input style="width: 15%; border: 1px solid #ccc;" type="text" value="USD"/>
Merchant	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="Amazon"/>
Description	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="Fraudulent charge"/>

Itemization:

This tile is used when you need to split a charge between two (or more) object codes that exist in different tiles. In this example we have a bill for an event that must be split between the Meals Tile and Services Tile. For more information on how itemization works see the [Itemization](#) section.

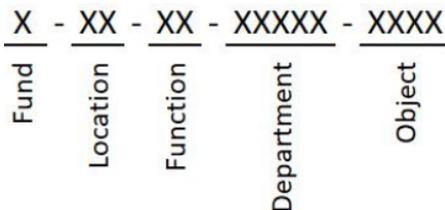


Itemization

Date	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="01/16/2024"/>
Spent	<input style="width: 80%; border: 1px solid #ccc;" type="text" value="1,287.35"/> <input style="width: 15%; border: 1px solid #ccc;" type="text" value="USD"/>
Merchant	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="Full Service Catering"/>
Description	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="2024 spring bash, catered meals for employees and event staffing"/>

General Ledger Account Number Structure Explanation

A complete general ledger (GL) account number consists of 14 digits and is segmented into 5 sections.

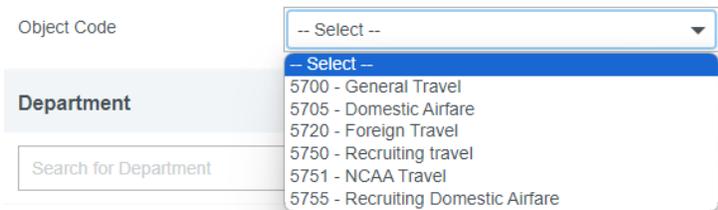


However, in Chrome River we will designate the first 4 sections in the department section of a given tile. In the example below we see the first four sections 1-00-59-40002 are combined into a single value 1005940002 and titled based on the Department description.

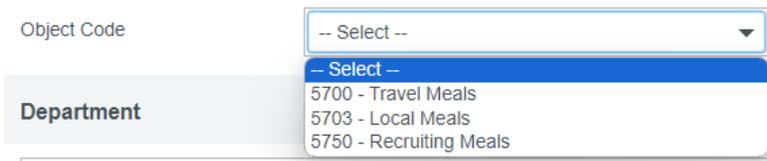


The final section of the account number is delivered by the Object code drop down on the various tiles. You will notice that there are different Object code options on different tiles. For example:

Airfare tile Object code list:



Meals tile Object code list:



If you have any questions about what account an expense should be booked to, a great resource would be the Administrative Assistant who you had historically worked with in JPMC. After that you can always review our list of accounts on the ABS office website.

[ABS - Budgets & The General Ledger](#)

Glossary

This section will outline some terms and phrases which might not be immediately familiar to those who do not spend a lot of time dealing with accounting. It will also outline many of the terms utilized in this user guide.

Account or Account Number	Shortened term for General Ledger (GL) Account Number.
Credit Cycle or Billing Cycle	The interval that we are using to define both credit limits and statements. With First American Equipment Finance (FAEF), a subsidiary of City National Bank, this interval follows a simple month to month format, the first of the month through the last day of the month.
Credit Limit	The maximum amount that can be charged to your card inside of a given credit cycle.
Dashboard	The landing page when you open Chrome River with helpful links that can aid you in navigating the platform.
Department	The department is the 5-digit numerical series in the middle of the General Ledger account number. This 5-digit number correlates with the name of the account. In Chrome River the department can be searched using the 5-digit number or the name of the department.
Expense	A payment made with a valid business purpose to fulfill the mission of the college . All business expenses must be: necessary, reasonable, appropriate, and allowable. Please refer to the College’s Travel and Business Expense policy for more detailed information.
Expense Report	Compilation of all expenses made on a cardholder’s pcard within a certain month. Expense reports must be submitted before the 10th of the following month.
Feed	The feed is transactional data coming from FAEF/City National Bank to the Chrome River system.
Fixed Asset	A tangible good with a purchase price over \$10,000 <i>AND</i> for which the college will get more than one year’s worth of use. A box needs

	to be checked in Chrome River when a potential fixed asset is purchased for further review.
General Ledger (GL) Account Number	This can be used to describe a single account number OR a series of account numbers to which income and expenses are charged.
Itemization	A process where a complex charge is broken down into smaller more singular components.
Message of the Day	The right side of the screen on the Chrome River dashboard in which the Accounting and Business Services Office will provide notifications, reminders and helpful links.
Object Code	The last 4 digits of a 14-digit General Ledger account number. It categorizes what was purchased (i.e. supplies, travel, services, etc.) and is utilized across many account numbers.
Pcard	Credit card issued in your name for business purposes and linked to college resources.
Posting Date	The date the expense is posted at the bank. This is different from the transaction date (the day you made the purchase). The posting date usually falls 2 to 3 business days after the transaction date.
SSO (Single Sign on)	Single sign-on is an authentication method that allows a user to log in with a single ID to multiple software systems. Whitman's SSO is managed by Whitman College Technology Services (WCTS) and is required to access Chrome River for security reasons. .
Violations	A compliance error in Chrome River. Violations are characterized by a red triangle and will prevent you from submitting your expense report until the issue is addressed in the system.
Warnings	A compliance error in Chrome River. Warnings are characterized by an orange triangle and will require an explanation but will not stop you from submitting your expense report. Compliance rules per the Whitman College Travel and Business Expense policy have been built into Chrome River and any policy violations will result in a warning that will require additional approval routing.
WID (Whitman ID)	The identification number given to each student, staff, and faculty member at Whitman College.