

Step 1: Follow the link. <https://www.seattleu.edu/controllers-office/accounts-payable/chrome-river/>
Click on **Chrome River** in the first paragraph.

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Chrome River

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CHROME RIVER

ACCOUNTS PAYABLE FORMS

Chrome River is Seattle University's new expense reporting system, designed to streamline expense reimbursements and ProCard transaction coding. Approvals for all reports are routed automatically and users can track the progress of their expense report as it moves through the approval queue. Approvers can review reports through the Chrome River website or via email. Many of the AP policies are built into the system to make policy compliance and checking easier and more transparent.

ProCard holders are required to ensure that transactions are coded and submitted in a timely manner. Users should strive to have reports submitted and approved by the 15th of the month following when the expense was incurred. This is an important step necessary to reflect all expenses in the accounting system.

Step 2: To create a new expense report, click on “Create”.

emburse chrome river Michael Thomas Seattle University

eWallet

Unused Items

2 Credit Card Items

0 Receipts

VIEW ALL 2 UNUSED ITEMS

Expenses Create

1 Draft 0 Returned View All Submitted

ProCard Expenses & Reimbursements

CONTACT:
For assistance please contact:

ProCard Support procard@seattleu.edu

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INFORMATION:

Welcome to Seattle University's Chrome River!

LIVE DEMONSTRATION WEBINARS

Chrome River Live Demonstration Webinar sessions have been posted for RSVP. This is a helpful informational session hosted by our Accounts Payable team where cardholders and/or their team members may attend for walkthroughs of common Chrome River functions such as creating an expense reimbursement report, submitting reports for approval, managing ProCard transactions, and adding delegates. Time is also allotted for an open Q&A between attendees and our A/P team to be of assistance to you. Click the following RSVP link to register:

Last Login on 10/05/2023 at 11:09 AM

Step 3: Fill out the report name with the current quarter followed by books.

The screenshot shows the 'emburse chrome river' interface. On the left, a sidebar displays 'Expenses For Michael Thomas' with a table header: DATE, EXPENSE, SPENT, PAY ME. Below the header, it says 'You have not added any expenses.' and features an 'Add Expense' button. At the bottom of the sidebar, it shows 'Expense Report' and 'Total Pay Me Amount 0.00 USD' with a 'Submit' button. On the right, the main panel is titled 'Expenses For Michael Thomas' and has a 'Report Name' field containing 'Fall Quarter Books'. Below this field is a note: 'Note: Please enter a title that includes sufficient detail to support your budget area's processing, approval, and tracking needs.' At the top right of the main panel are 'Cancel' and 'Save' buttons.

Step 4: Click on “Add Expense” to begin the report for an individual transaction.

The screenshot shows the 'emburse chrome river' interface with the 'Add Expenses' sidebar open. The sidebar on the left has a header 'Add Expenses' and a 'Create New' button. Below this, there are sections for 'eWallet' (All, Cash Advance, Credit Card, Offline, Travel Data, Recycle Bin) and 'eReceipts' (Receipt Gallery). The main panel on the right shows a 'Sort' dropdown and a message 'There are no items available.' The bottom of the interface shows the 'Expense Report' with ID '010033836826', 'Total Pay Me Amount 0.00 USD', and a green 'Submit' button. A blue arrow points to the 'Add Expense' button in the sidebar.

Step 5: Click on “Create Expense” then click on the box “Books, Periodicals, Subscriptions”.

The screenshot shows the 'Add Expenses' screen in the emburse chromeriver system. The left sidebar has 'Create New' highlighted. The main area shows a grid of expense categories, with 'Books, Periodicals, Subscriptions' highlighted. The bottom bar shows 'Expense Report 010033836842' and 'Total Pay Me Amount 0.00 USD'.

Step 6: Fill in the transaction date and amount spent. Under “Business Purpose/Description” please list the course followed by class materials. Expense type (Object) will be Books & Reference Material.

The screenshot shows the 'Books, Periodicals, Subscriptions' form in the emburse chromeriver system. The form fields are filled with: Transaction Date: 10/03/2023, Spent: 12.69 USD, Business Purpose/Description: PSYC 1200 class materials, Expense Type (Object): Books & Reference Materi... The bottom bar shows 'Expense Report 010033836842' and 'Total Pay Me Amount 0.00 USD'.

Step 7: Under Activity String, type in “Athletics Administration Operating Non-Law”. You must add the receipt in attachments section.

The screenshot shows the 'Expenses For Michael Thomas' interface. On the left, a sidebar displays 'Fall Quarter Books' with a table showing no expenses. The main area on the right is titled 'Activity String' and contains a text input field with the value '11-0-3-641003 Athletics Administration Operating Non-Law'. Below this are links for 'Add Activity String', 'Presets', and a 'CREATE PRESET' button. The 'References' section lists 'AP Policies and Procedures Booklet' and 'Memberships and Subscriptions'. The 'Attachments (0)' section has a 'Drag image here to upload' area and an 'Add Attachments' button. At the bottom, the 'Expense Report' section shows '010033836842' and a 'Total Pay Me Amount' of '0.00 USD' with a 'Submit' button.

Step 8: Click save then you can submit the report or add another reimbursement by click on the + sign.

The screenshot shows the 'Expenses For Michael Thomas' interface after saving. The 'Activity String' field now contains '11-0-3-641003 Athletics Administration Operating Non-Law'. The 'Attachments (4)' section now displays four uploaded receipts. The 'Expense Report' section at the bottom shows '010033836842' and a 'Total Pay Me Amount' of '12.69 USD' with a 'Submit' button. A blue arrow points to the '+' icon in the top right corner of the sidebar, indicating where to click to add another reimbursement.