Adding Receipts to Chrome River

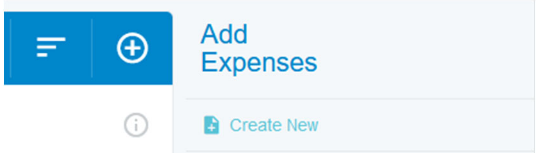
There are multiple ways to enter Receipts into your eWallet in Chrome River. Users should keep copies of all receipts until their expense reports are fully approved. Users may want to keep copies of receipts for their own records.

Upload Options

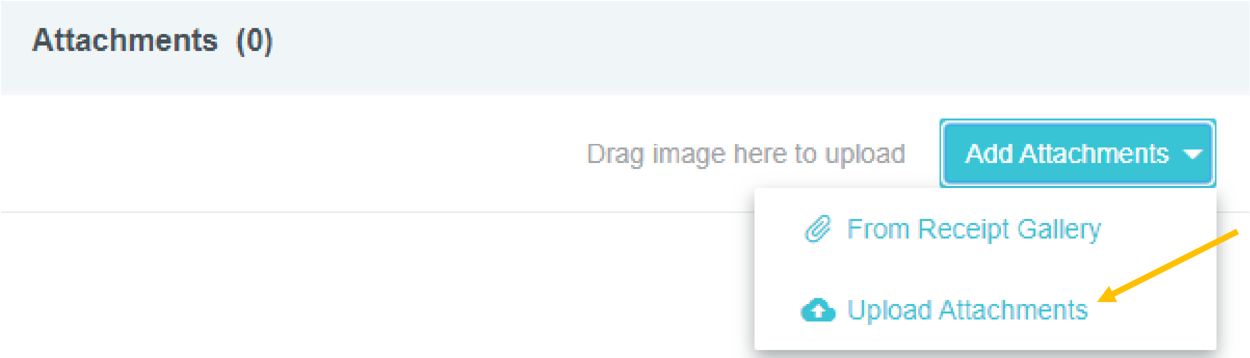
1. Upload and attach to a transaction using the Chrome River website (preferred method)
2. Upload to eWallet using the Chrome River website
3. Upload using the CR Snap App (available in the app store)
4. Upload using Chrome River Mobile (either app or website)
5. Upload via email to receipt@ca1.chromeriver.com

Upload Option Steps

1. Upload and attach to a transaction using the Chrome River website (preferred method)
   This process takes place when creating an Expense Report.
   a. Scan or save receipts to your computer in an accepted file format (pdf, png, jpeg)
   b. While in a draft expense report, add the p-card transaction to the report, if applicable. If you need to add an expense that was made using a personal card (travel only), click on the plus and then Create New.



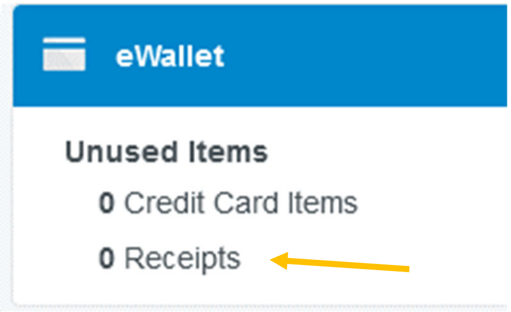
   c. Select your expense category, enter your business purpose, account, and index.
   d. Scroll to the very bottom of the page and click on the add attachments button, select upload attachments and select the receipt file you have saved on your computer. You can also drag and drop the file from your computer to the "Drag image here to upload" area. Note that you cannot drag and drop a file directly from an email. The file must be saved to your computer first.



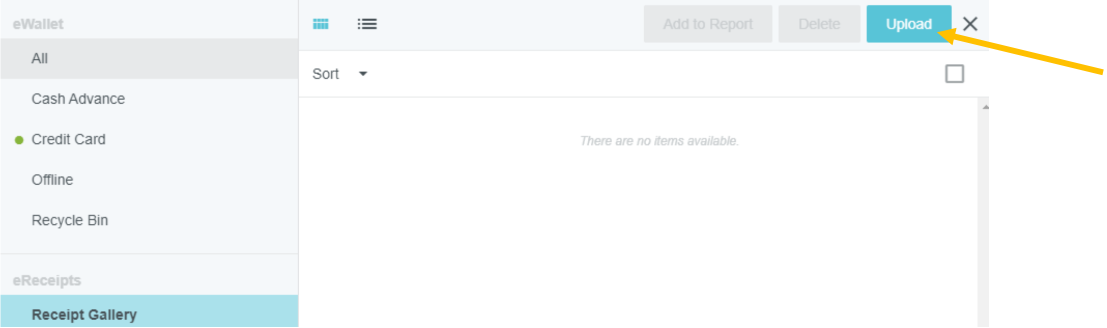
2. Upload to eWallet using the Chrome River website.

When receipts are uploaded to Chrome River using this process, the system will read the receipt. If the receipt matches a US Bank transaction, it will merge the receipt with that transaction. (See merging transactions).

   a. In Chrome River click the Receipts link in the eWallet section.


eWallet
Unused Items
0 Credit Card Items
0 Receipts

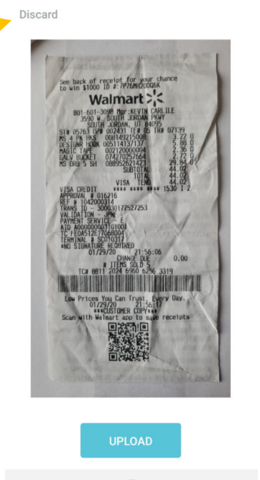
   b. Click the Upload button in the upper right corner.


eWallet
All
Cash Advance
Credit Card
Offline
Recycle Bin
eReceipts
Receipt Gallery
Add to Report
Delete
Upload
Sort

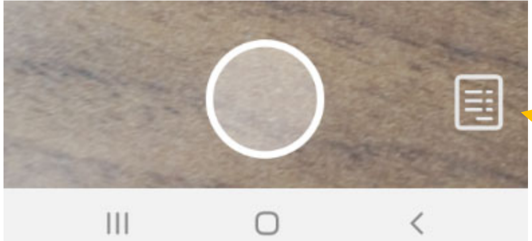
There are no items available.

   c. Select the file to upload.

3. Upload using CR Snap App
   This process will load the receipts into your eWallet. See Merging Transactions.
   a. This option provides you with the ability to add receipts to your own profile. It will not allow you to add receipts to the profiles of others for whom you are the delegate.
   b. You will need to download the CR Snap App from the App Store and register it with your SLCC email address.
   c. The app allows you to take pictures of documents which will automatically upload to your eWallet.
      i. Snap a picture of the receipt.
      ii. Verify that the picture is well lit and legible. If it is, push Upload. If not, push Discard and try again.

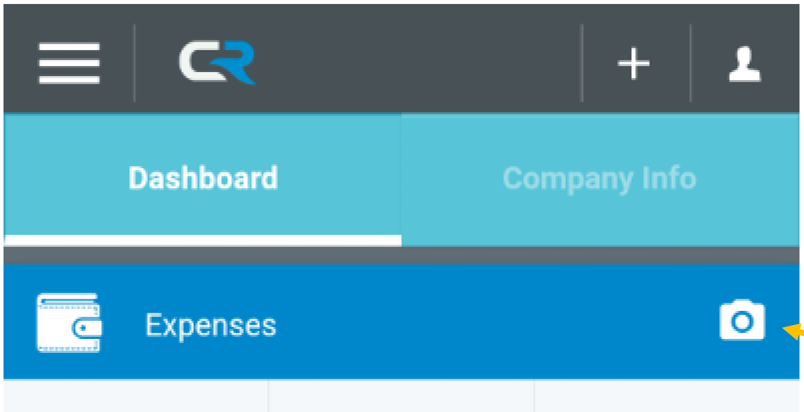


d. You can see the images you have uploaded by touching the receipt button.



e. By default, the images will be stored to your device. If you would like the images removed from your device automatically after upload, go into the settings and select Delete Receipts After Upload.

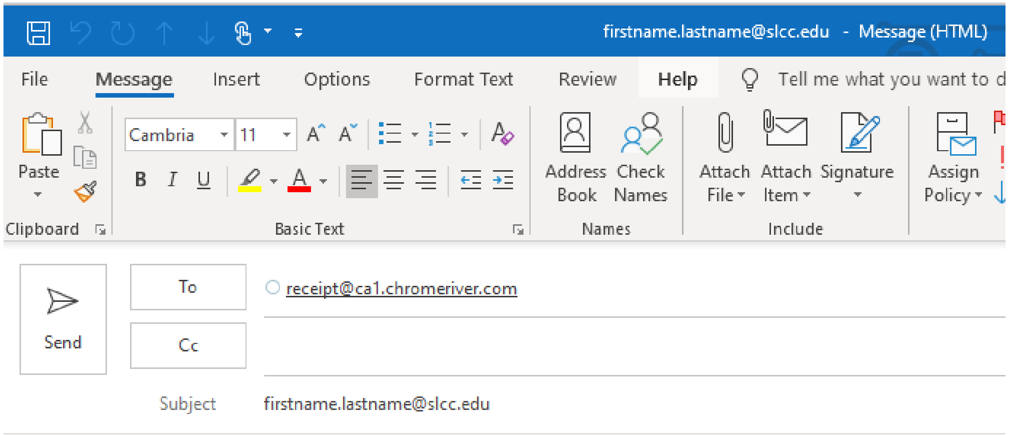
4. Upload using Chrome River Mobile (either app or website)
   This process will load the receipts into your eWallet. See Merging Transactions. You can also use this to upload receipts for individuals for whom you are a delegate.
   a. In the app (or the website) on the mobile device, touch the camera button next to Expenses.



   b. Select whether you want to use the Camera or upload from your files.
   c. If using the camera, take a picture. Verify that the picture is well lit and legible. If it is, click OK, otherwise, click cancel or retry.
   d. If selecting a file, find the file on your device and touch it to upload.

5. Upload via Email
   This process will load the receipts into your eWallet. See Merging Transactions.

a. If you are the expense owner, simply send the receipt via email to receipt@ca1.chromeriver.com. The email must be sent from your SLCC email or from an email you have registered in Chrome River.
b. If you are a delegate, send the receipt via email to receipt@ca1.chromeriver.com and in the subject line type the SLCC email address of the expense owner.


firstname.lastname@slcc.edu - Message (HTML)
File
Message
Insert
Options
Format Text
Review
Help
Tell me what you want to d
Paste
Cambria
11
Clipboard
Basic Text
Address Book
Check Names
Names
Attach File
Attach Item
Signature
Include
Assign Policy
Send
To
Cc

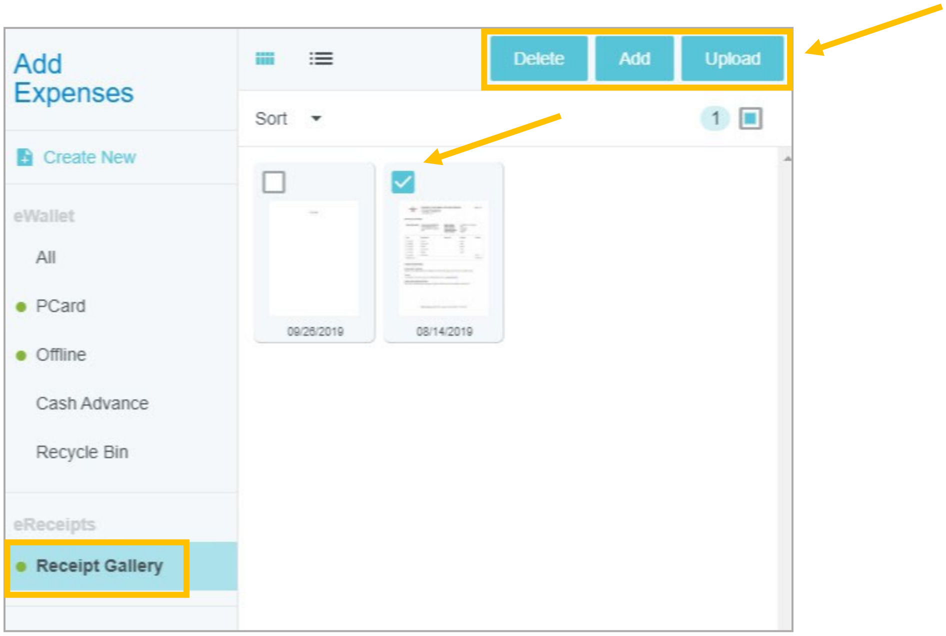
To: receipt@ca1.chromeriver.com

Subject: firstname.lastname@slcc.edu

Receipt Gallery

The Receipt Gallery contains all receipt images uploaded to Chrome. Uploading receipts into your eWallet is optional. See Upload and attach to a transaction using the Chrome River website above for instructions on uploading receipts directly to transactions and bypassing the eWallet.

To delete a receipt from the Receipt Gallery, click the checkbox for that item and click **Delete**. To upload additional receipts to the Receipt Gallery from your computer, click the **Upload** button, navigate to the file location where the receipt is stored, select the file and click **Open**.


Add Expenses
Create New
eWallet
All
PCard
Offline
Cash Advance
Recycle Bin
eReceipts
Receipt Gallery
Delete
Add
Upload
Sort
1
09/26/2019
08/14/2019

Receipt Capture Tips

For a better experience with submitting receipts, consider the following tips:

- Make sure there is good lighting
- Place receipt on a white background
- When photographing multiple receipts, orient them all in the same direction
- Leave a gap of at least 1.5 inches between receipts
- Make sure no other objects are visible in the photo
- Do not use flash
- If given an option to select the image size, select the size closest to 500 KB