EXPENSE Training Guide

Quick Start Guide

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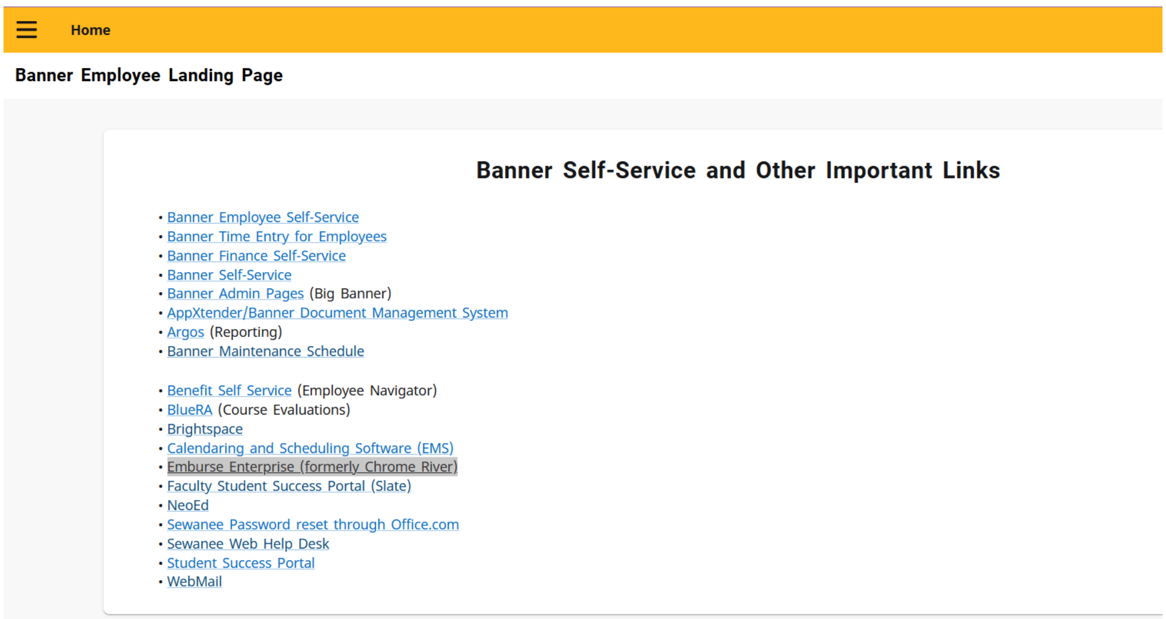
Emburse EXPENSE: Quick-Start Guide

This guide will give you the basics needed to hit the ground running with Emburse EXPENSE. Detailed user guides are available in the Emburse Help Center, accessible via the "Help" link in the upper right-hand corner of the application.

Launching and Logging in to the Emburse Application

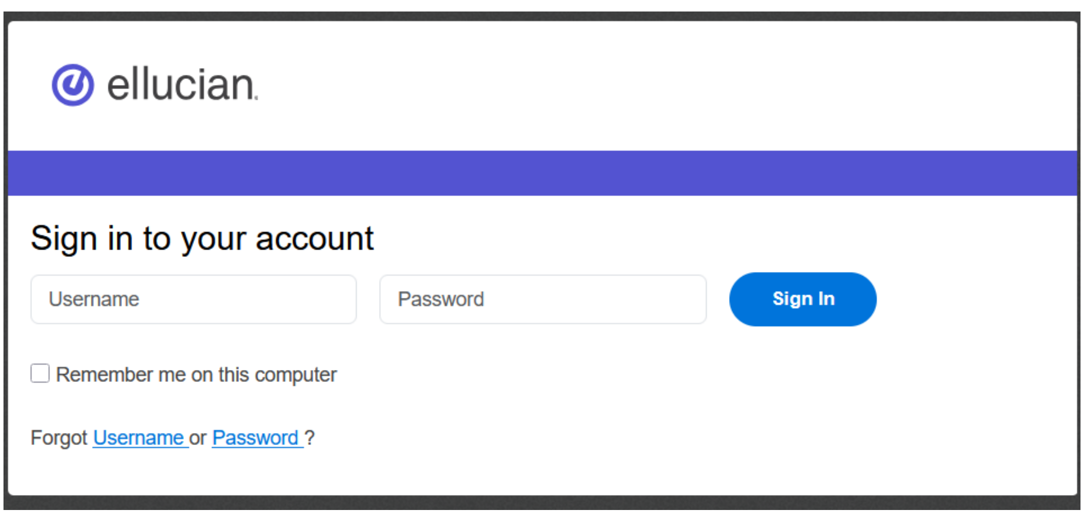
Launch the Emburse application from any web browser at https://admin.sewanee.edu/. You must use your single sign on to your Sewanee.edu email account. You must disable pop-up blockers in order to view and print PDF reports.

FIRST LOG IN

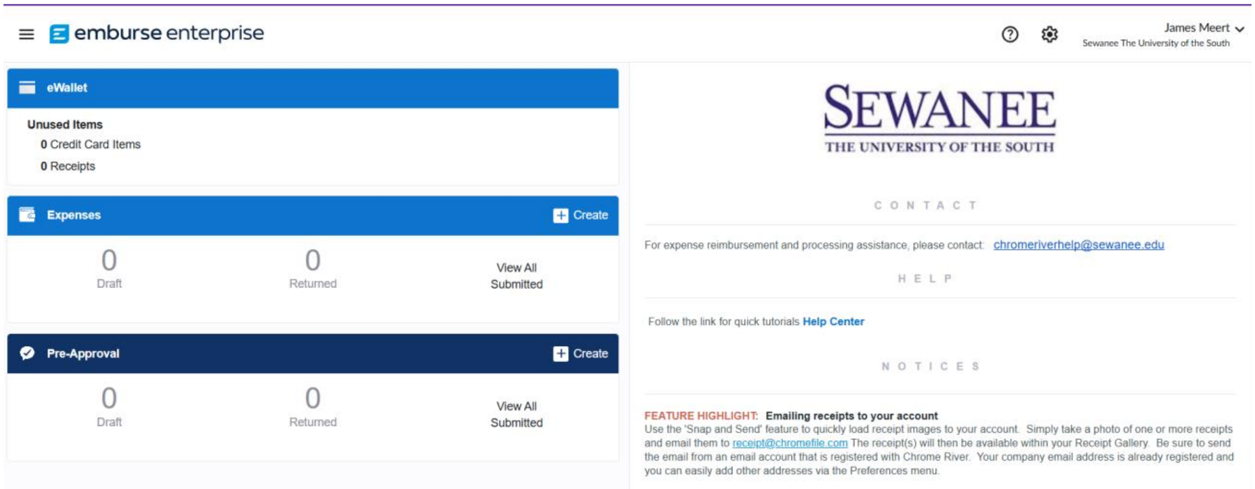


REGULAR LOG IN

Complete the Login Screen:



If you have multiple google accounts on your browser, you may still need to select which Gmail account you want to use.

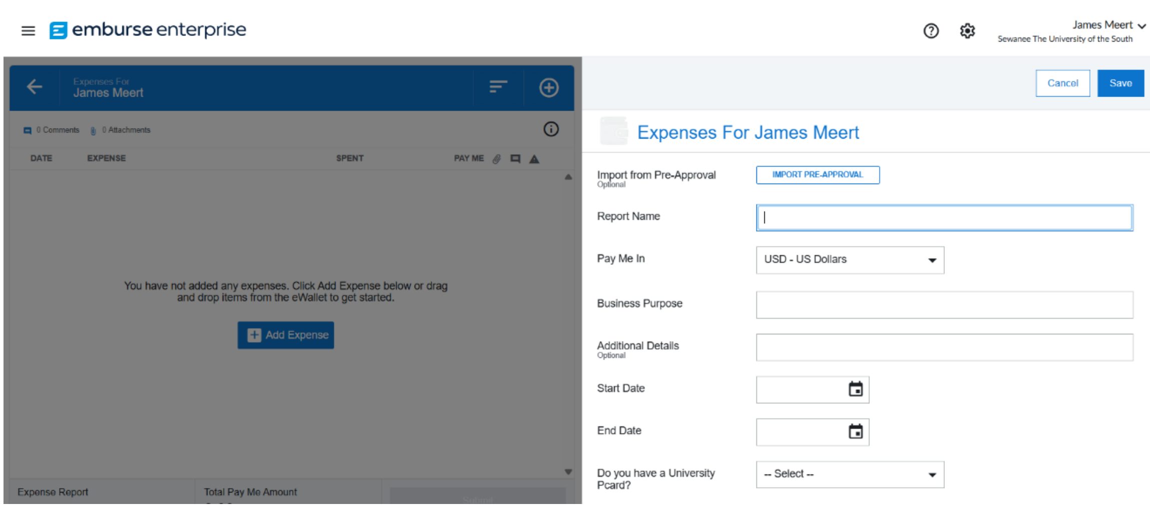


Creating a New Expense Report

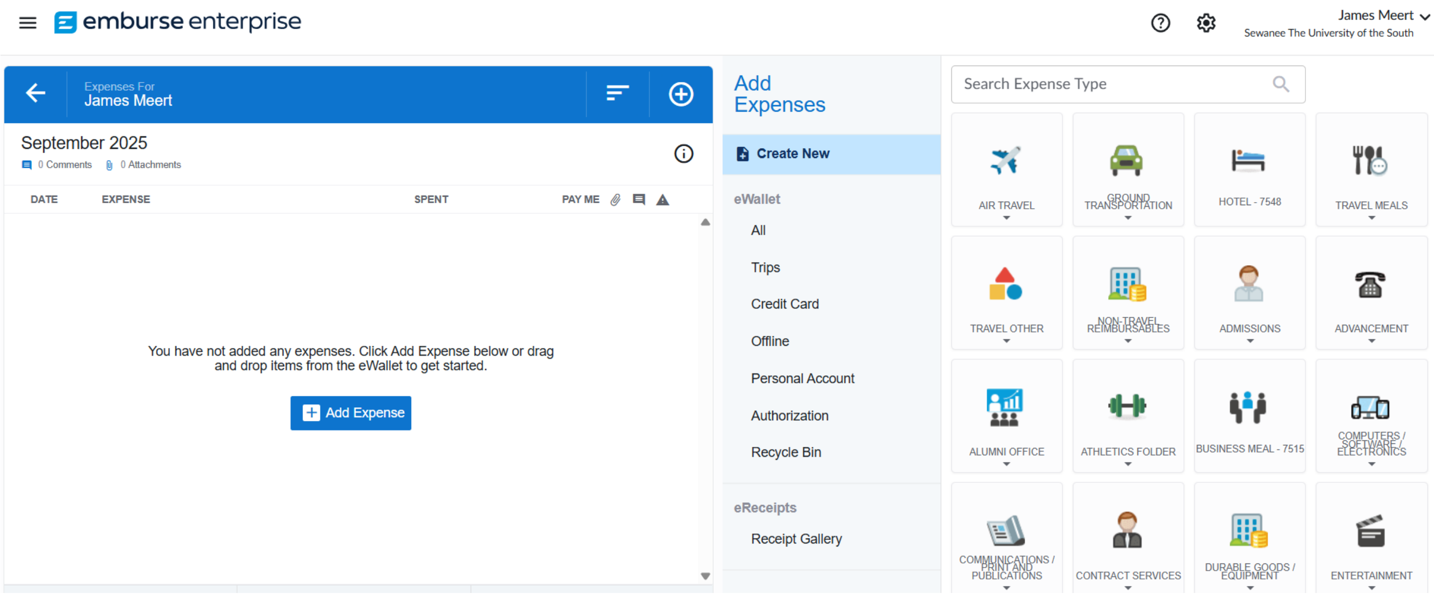
A new expense report can be created for ech event, or events can be combined into a single report.

1. From the Home Dashboard or the Expense Dashboard, click the **NEW EXPENSE REPORT** button. The **Expense Entry Screen** will appear

    a. The Expense Header section stores all the basic information that applies to every expense listed on the report.
        i. Expense Owner
        ii. Report Name
        iii. Pay Me In
        iv. Business Purpose
        v. Additional Details
        vi. Start and End Date
        vii. Do you have a University Pcard



2. For your first expense, click on the + button to show the menu options for adding expenses. There are three main options for adding expenses
    a. Create New - create a cash out of pocket transaction
    b. Credit Card - Transactions are loaded daily and are available to apply to your expense report
    c. Off Line - emailed items, receipt images & HTML emails

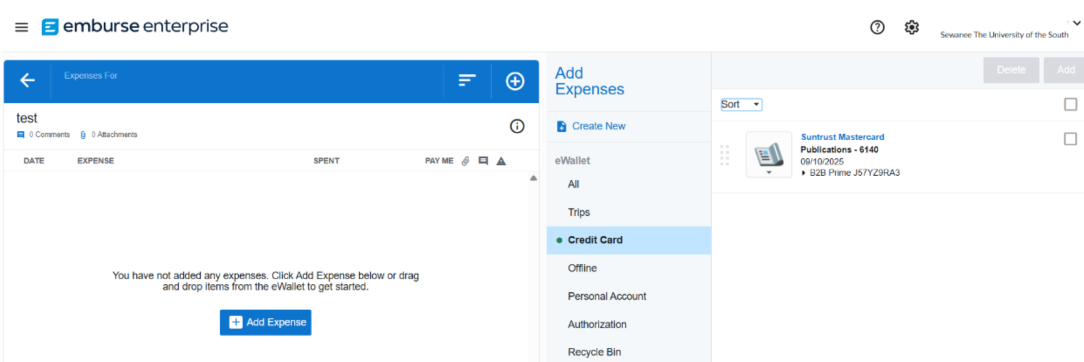


CREATE NEW EXPENSES:

To add a direct expense, select the desired mosaic button or use the "Search Expense Type" at the top. Buttons with arrows will display additional options. Once your selection has been made, complete the required fields. Once complete hit SAVE to add transaction.

CREDIT CARD TRANSACTIONS:

To select a credit card transaction, click on the box above the dollar amount. You can select multiple transactions at once. To add the credit card transaction(s) to your report, simply hit the plus icon in the top right of your screen.



OFFLINE TRANSACTIONS:

These are cash receipts sent in using "Snap & Send", or HTML emails sent to receipt@chromefile.com . The transactions are treated as an out of pocket expense. Please see receipt section below for a detailed picture.

TRAVEL TRANSACTIONS:

Only add travel transactions if you have a matching credit card transaction or a receipt to match the out of pocket travel expense. If a receipt/credit card transaction do not auto merge (link together), you can manually merge the data together under the "ALL" section. It is recommended to sort ALL transactions by amount to quickly organize the transactions. To complete a merge, select the desired transactions. A blue merge button will appear. Hit the merge button to complete.

3. In the preview pane on the right side of the screen, you can see a summary of the expenses you have added and add notes, receipts and items to your expense report.

4. After the expenses have been added to the report, click **SUBMIT** if you are done or click **CLOSE** to be taken back to the Expense Dashboard.

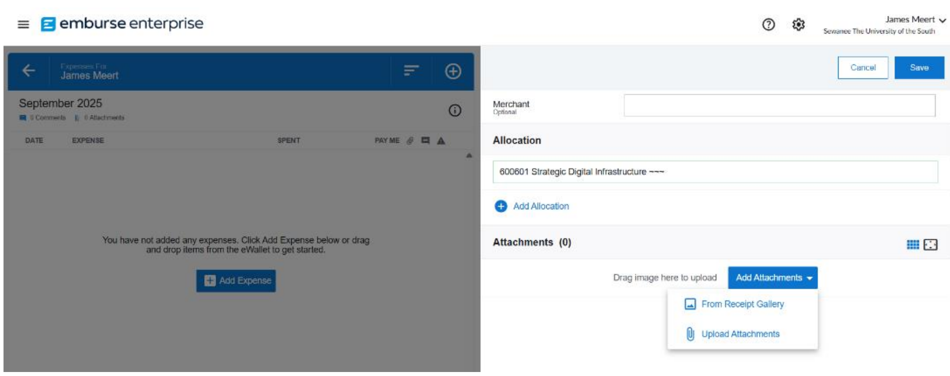
Attaching Receipt Images

Receipt images may be uploaded as a PDF, JPG, or GIF, emailed, or faxed to be immediately attached to your expense report.

UPLOAD PDF RECEIPTS

If you choose to upload PDF receipts, the maximum size for a single upload is 5 MB, and the combined size of all the PDF, JPG, or GIF uploaded must be 100 MB or less. **From Within the Expense Report:** On the Expense Entry Screen, click on the **RECEIPTS**. Click on **Browse File to Attach** to attach your images file(s). Once uploaded, you can drag & drop the receipts on to the desired expense item. This action will link the image to the line item.

From the Expense type: Highlight the expense type to which you would like to attach receipts. Click the **Add Attachments** to attach your images file(s).



EMAIL MEMO RECEIPTS "SNAP & SEND"

Chrome River's Email Memo feature allows you to use your smartphone to create new expense items—with or without images—for later attachment to an expense report online. Receipts submitted this way must be JPGs of less than 5 MB.

1. Use your phone to take a photo of the receipt.
2. Draft a new message containing the following information.
   a. **To:** receipt@chromefile.com
   b. **From:** your.name@sewanee.edu
   c. **Subject:** xx.xx [dollar amount] This is an optional field. You can leave blank and allow OCR to populate.
   d. **Body:** For [x] business purpose This is an optional field. You can add additional information for description if desired.
3. The "From" email address must be the one associated with your account in Emburse EXPENSE online.
4. Attach the receipt photo.
5. Send the message to receipt@chromefile.com
6. Once it is received, you will be able to view and attach the email memo in the Offline section or Receipt Gallery. If entering as Offline that will create a cash out of pocket transactions using the amount and Receipt Gallery will allow you to just add the receipt.

Submitting a Report

- To submit an open expense report, click **SUBMIT** in the lower right-hand corner of the Expense Entry Screen.
- To submit the expense report from the Draft Expenses List, highlight it in the grid on the Expense Dashboard. Click **SUBMIT** in the navigation bar.

After you click **SUBMIT**, you will be prompted to certify that the expenses are correct and for legitimate business purposes.

- Clicking **SUBMIT** again will send the report to the first step in the approval routing process.

POLICY COMPLIANCE WARNINGS & VIOLATIONS

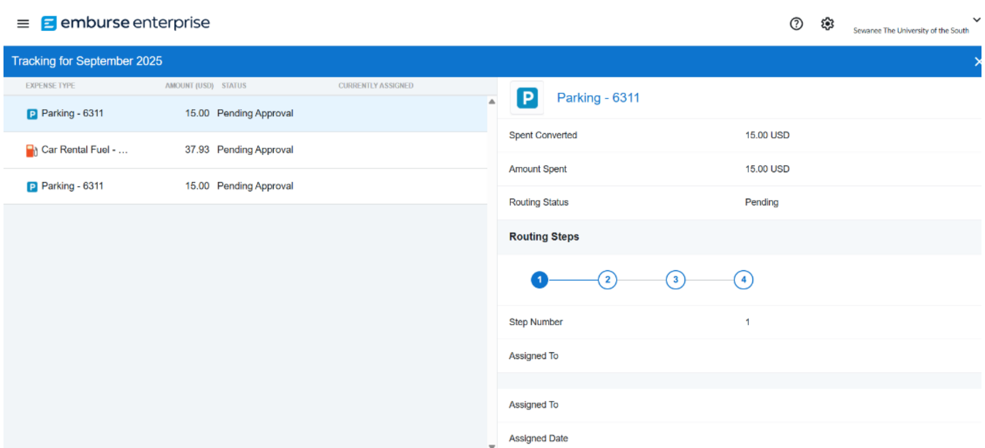
A breach of policy will trigger a warning or violation message when you click SUBMIT.

- A compliance **warning** indicates that additional information is required before the expense can be submitted for approval and processing. Click on the red warning symbol and either modify the data or enter a reply. Then click **SAVE** to proceed.

- A compliance **violation** indicates that the expense cannot be submitted for approval and payment based on the company's policies as defined in the system. Click **CANCEL** on the Submit screen, make any required changes, and select **CLOSE** or **SUBMIT** again.

Report Tracking

Once the expense report has been submitted, it will appear in the Submitted Expense Reports list. From here, you can track its progress through the approval routing process by highlighting the report and clicking **TRACKING**.



Inquiry Reports

The Inquiry Dashboard allows you to create reports and perform quick inquiries on all your activity by category: expense reports, expense items, delegates, calendar, credit card items, firm-paid items, approvals and paid expenses.

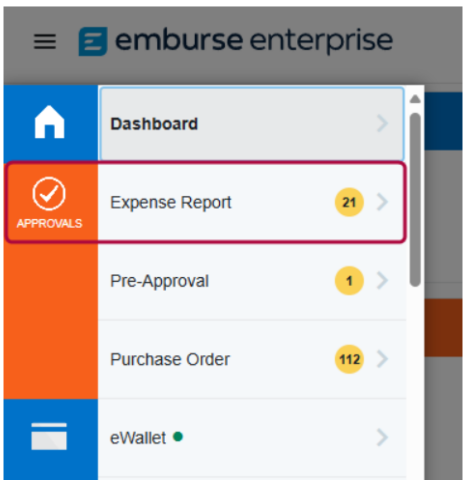
1. Click on **INQUIRY** from any Dashboard.
2. Under the Reports tab, select the report you would like to generate.
3. Select the criteria for the report

Expense Approval

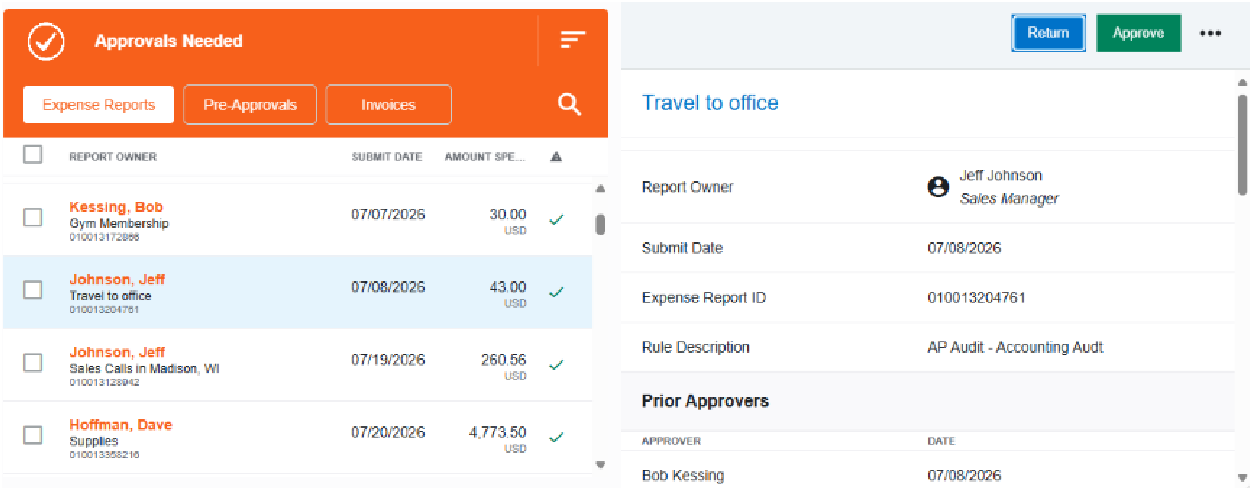
If you are part of the approval process, Emburse EXPENSE makes this very important task easy by allowing you to approve expenses online, by email, or via the mobile app. The first two methods are covered below; mobile app approval will be covered in the Mobile Expenses section.

APPROVE ONLINE

1. Log in to Emburse EXPENSE and navigate to the Approval Dashboard.



2. The Approval screen shows all the reports waiting for your approval. Highlight an expense report and click **OPEN** to review it.
3. The Expense Approval Screen lists each line item that requires your approval on the left and provides expense details, notes and receipt images on the right.
4. You can review, adjust, or return each line item individually by highlighting it in the list.
    a. Clicking **ADJUST** will open the expense item so that you can change the approved amount, business purpose, and/or cost center. You may also add a note.
    b. Clicking **RETURN** will send the expense item back to the expense owner.



5. When you have finished reviewing the expense, click **SUBMIT** to pass the approved expense line items on.
6. Clicking **RETURN REPORT** will send the entire expense report back to its owner. You will be required to provide an explanation and click **SUBMIT** again.

APPROVE OR RETURN BY EMAIL

Emburse will email you expenses that require your approval. You can only approve all or return all with notes via this method—any line item adjustments must be made in Emburse online.

- Forwarding the email to approve@chromefile.com is equivalent to clicking **SUBMIT** in Emburse EXPENSE online.
- Forwarding the email to return@chromefile.com is equivalent to clicking **RETURN ALL** in Emburse EXPENSE online.

If you receive approval emails in HTML format, you can approve or return expenses by clicking the green **ACCEPT** button or the red **RETURN** button in the email itself.