Chrome River User Manual

The **Add Expenses**

<u>eWALLET:</u>
This is where you will find all of your transactions, including **Credit Card** (UMB Pcard Expense) transactions and **Offline** items submitted via Snap & Send. The **Recycle Bin** is also housed in this section.

OFFLINE:
Receipts sent to Chrome River via email or Snap & Send will be displayed in this section and are available to be added to expense lines or **UMB Pcard Expense** transactions.

RECYCLE BIN:
The Recycle Bin contains expense items that have been deleted from expense reports and the **eWallet**. It does not contain images that were uploaded directly to the **Receipt Gallery** and then deleted.
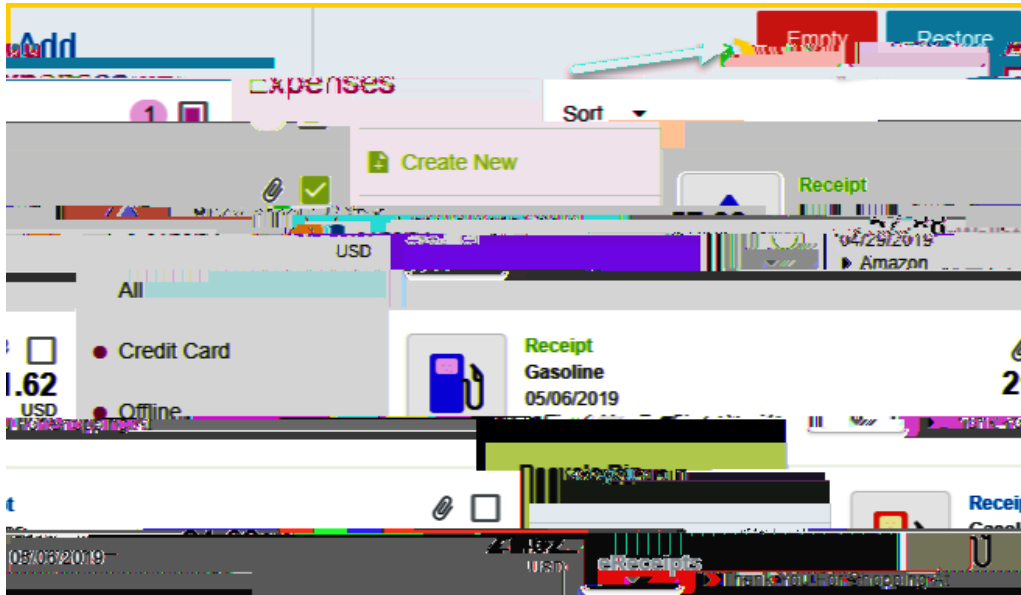
From the **Recycle Bin** you may either delete items permanently or restore them to the **eWallet**.

To restore items housed in the **Recycle Bin**, tap the check box in the upper right corner of an item to select it, then tap the **Restore** button to send it back to your **eWallet.**
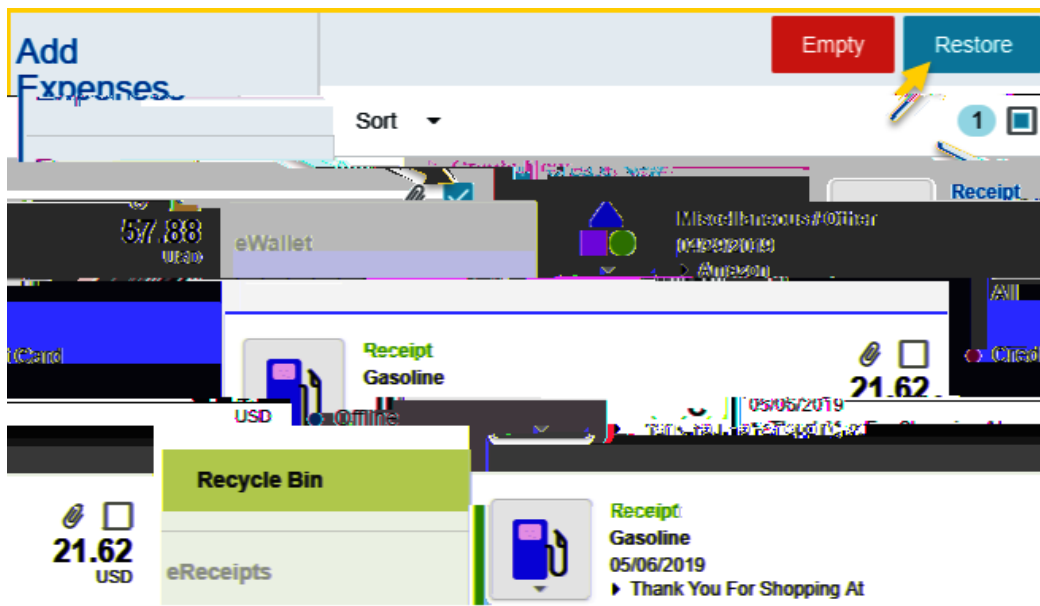
To delete **all** items in the **Recycle Bin**, tap the **Empty** trashcan button. This will permanently delete **all** items in the recycle bin regardless of whether any items have been selected via the check box.

ERECEIPTS:

This is where you will find all of your transactions that have been uploaded to the **Receipt Gallery**.

RECEIPT GALLERY:

Houses all the receipt images uploaded directly to Chrome River. To attach a **Receipt Gallery** image to an expense item, select the check box next to the image and click **Add**.

To upload additional images to the **Receipt Gallery**, click the **Upload**