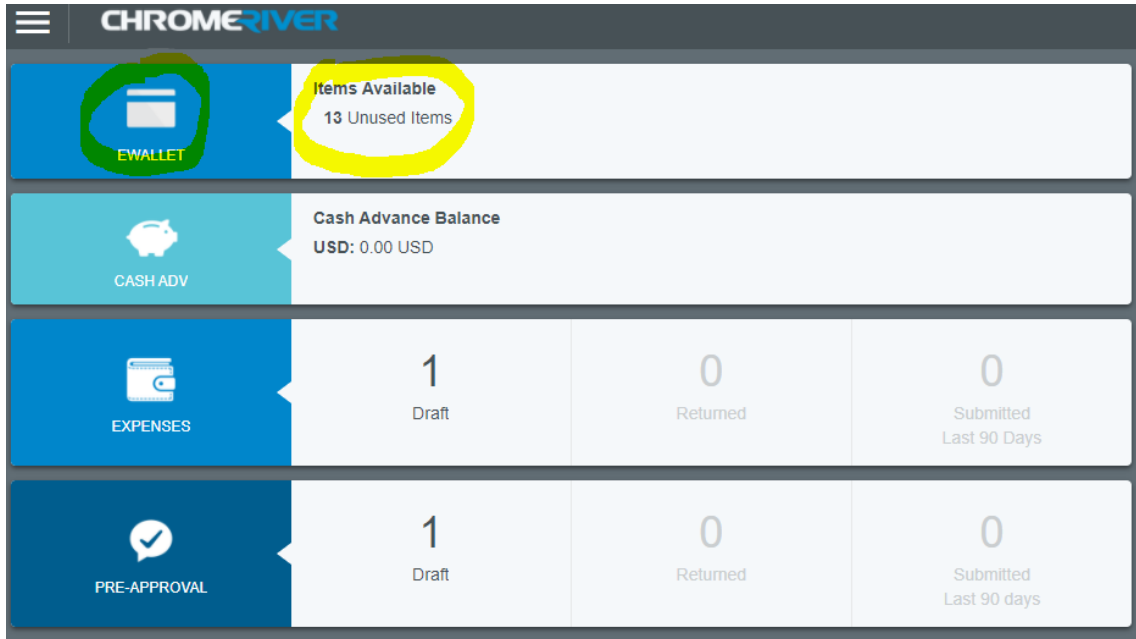# New Feature "EWALLET - Items Available" on Chrome River Dashboard

When a receipt is sent to Chrome River (either by CR Snap app or forwarded to receipt@chromefile.com) it now creates an EWALLET banner on the dashboard to let you know there are items available.

Note: If you have never had a Travel Advance from WCU then your screen will not show the banner for Cash Advance Balance.

User can click on the Items Available Unused Items to display them.
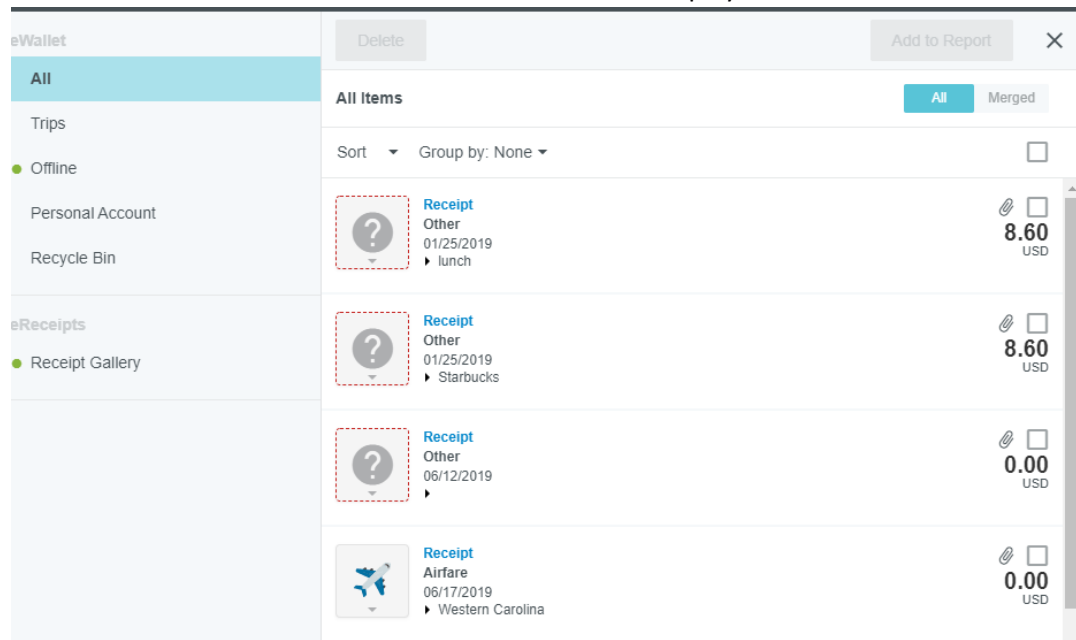
When user is ready to create their expense report for travel reimbursement, select all the items for said trip to be reimbursed by putting a check mark in the box above the dollar amount.

Once all items have been selected, click Add to Report:

Now you can add selected items to a new expense.

Add to Expense Report ✕

Select an existing draft expense report or create a new expense report.

⊕ Create a New Expense Report

| test | 02/09/2021 | 0.00 | ✓ |
| 010044496723 | | DRAFT | |

Or you can add selected items to an existing expense report in the draft folder.

Add to Expense Report ✕

Select an existing draft expense report or create a new expense report.

⊕ Create a New Expense Report

| test | 02/09/2021 | 0.00 | ✓ |
| 010044496723 | | DRAFT | |

Click on Create a New Expense Report and key in the information requested for the Header Page and click Save. Note: Please ignore my dates on the items in the receipt gallery since this is just used for testing. If this were a live reimbursement the dates would match.

Cancel   Save

Expenses For Anita Hall

Report Name	Test for showing EWALLET Items Available
Pay Me In	USD - US Dollars ▾
Report Type	Employee ▾
Trip Type	Out of State ▾
92 Number
Optional	
Country	USA
State	New York
City	Albany
Departure Date	01/25/2021 📅
Return Date	01/27/2021 📅
Attendant of Handicapped Employee	☐

On the left-hand side of the screen, the first receipt selected is displayed.

STARBUCKS Store #8608
12313 Jefferson Blvd
Los Angeles, CA (310) 823-3479

CHK 718740
01/25/2019 11:01 AM
1670001   Drawer: 2   Reg: 1

Fruit&Che Protein	5.65
T1 Cold Brew	2.95
With Almondmilk	
Visa	8.60
XXXXXXXXXXX6411	

Subtotal	$8.60
Total	$8.60
Change Due	$0.00

----------- Check Closed ----------------
01/25/2019 11:01 AM

Join our loyalty program
Starbucks Rewards*
Sign up for promotional emails
Visit Starbucks.com/rewards
Or download our app
At participating stores
Some restrictions apply

On the right-hand side of the screen the tiles are displayed and waiting for traveler to select where to categorize this receipt. In this case it is a meal receipt but let's pretend it is a registration fee. Click registration fee.
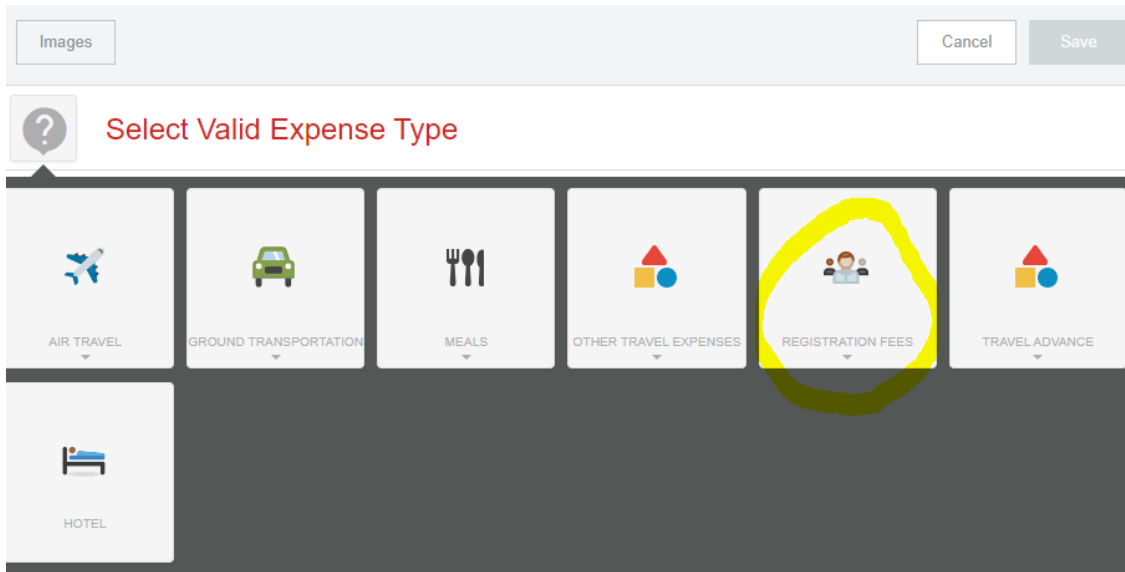
Then select Registration Fees again.
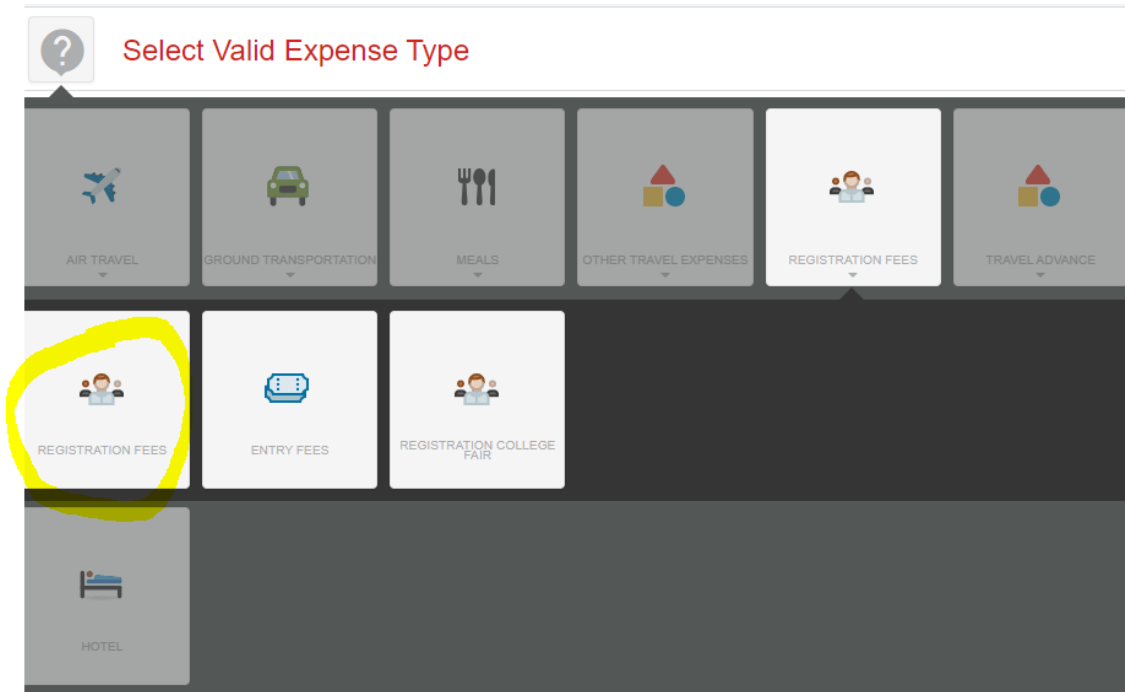
Notice some of the fields are already entered based on what was on my receipt (done by OCR Technology within Chrome River). Make any necessary changes to fields to match receipt and click Save

Note: this is just a test and we are pretending this is a registration fee not an actual receipt.

Images		Cancel	Save

Date	01/25/2019

Spent	8.60	USD

Business Purpose	Registration Fees for Conference. Test only do not approve

University Paid	☐

Personal Charge	☐

Allocation

170505 Systems and Procedures FUND

➕ Add Allocation

Downloaded Details

Receipt	>

Attachments (1)

Drag image here to upload   Add Attachments ▼

Notice the receipt is already attached. Allocation in this example is used for training purposes only. Please check with your department if you do not know your Allocation (Fund) number.

Once you click Save, the next receipt will appear on the left-hand side of the screen and the tiles will be visible on the right-hand side of the screen. The process repeats until all receipts have been completed by selecting the appropriate tile. Once you click Save on the last receipt your expense report has been updated with the selected receipts.

Note: Changes can be made by clicking each line item if needed.

If additional items need to be added, user can click the circle with the plus sign in it to see the tiles to be selected.

Once expense report is correct then select Submit.

Expense Report	Total Pay Me Amount	
010044523431	**21.99** USD	Submit

Make sure to attach the Pre-Approval or the Blanket Travel form to every expense report and reviewing information prior to selecting submit. Click Pre-Approval.

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Cancel Pre-Approval Submit

Test for showing EWALLET Items Available

Report Owner	Anita Hall
Expense Report ID	010044523431
Business Purpose	Registration Fees for Conference. Test only do not approve
	Airfare to Conference. Test only do not approve
	Airfare from Conference. Test only do not approve
	Care rental while at Conference. Test only do not approve

Financial Summary

Click in the box or click the down arrow to select appropriate Pre-Approval.

Apply Pre-Approval   ×

Select a pre-approval report

If you have any questions regarding the process of using the EWALLET Items Available feature, please email me at sahall@wcu.edu or call me at 828-227-3031.

Anita Hall