

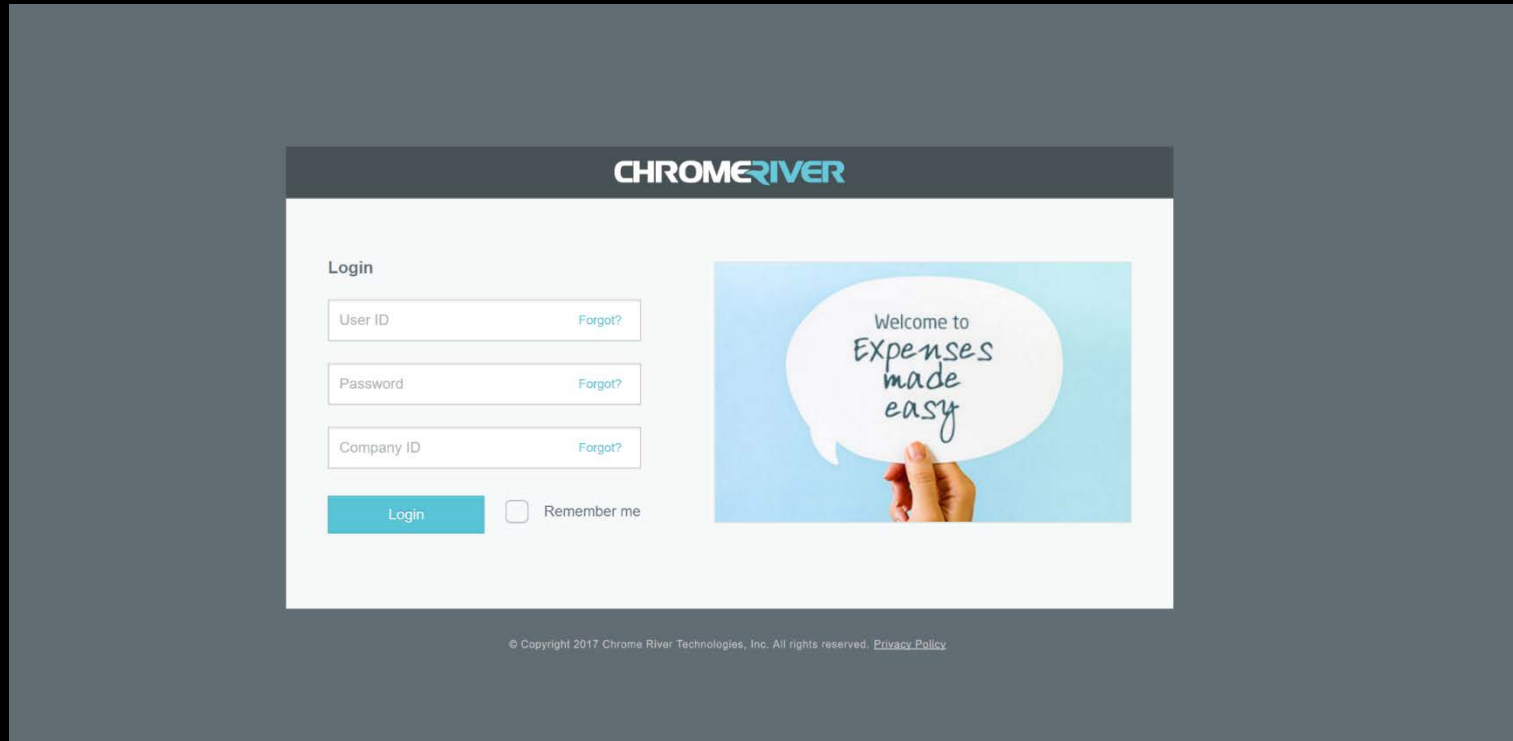
**CHROME** **RIVER**

*for* WRIGHT STATE UNIVERSITY

What *IS* **CHROMERIVER** ?

# CHROME RIVER

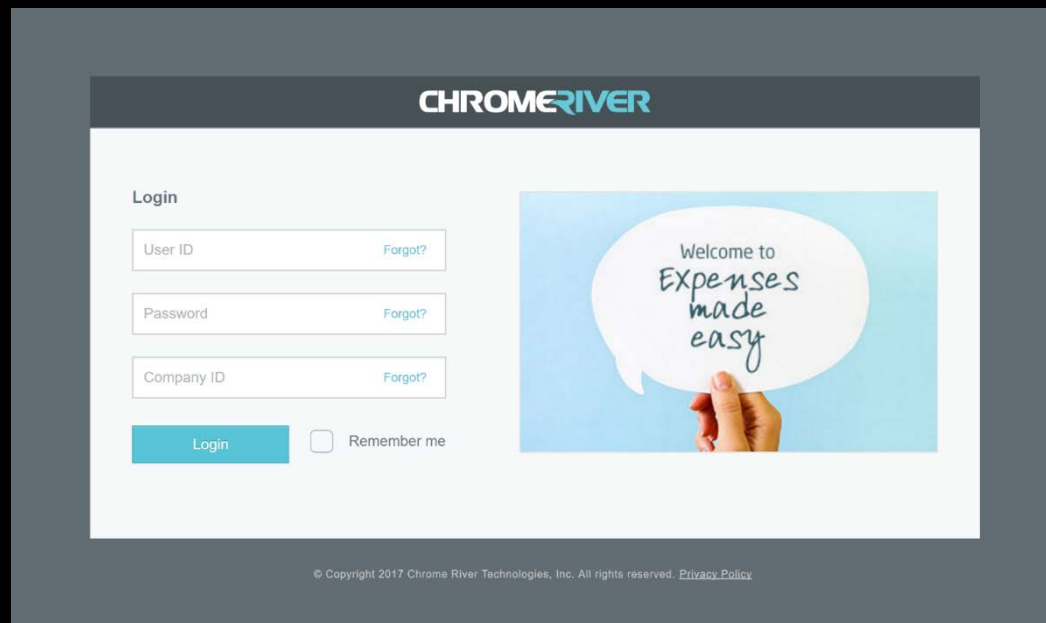
is a cloud-based travel and expense management solution



automating Wright State's pro-card and travel expense processing and tracking



Each WSU faculty and staff become expense owners who can access their Procard transactions, travel authorizations and expense reports on their dashboard.



# ***Streamlining*** processes

Chrome River is integrated with Banner, providing more timely accounting of expenditures and reducing data entry redundancy and errors.

Expenses can be directly applied to FOAPLs or split between multiple FOAPLs, significantly reducing the volume of journal vouchers to reclassify Procard expenses and improving accounting accuracy.

# ***Streamlining*** processes

Automated workflows drastically reduce processing time by eliminating document transport and providing tracking capability.

Users can follow their report through the approval process.

Approvers receive automatic notification of reports in their queue and can approve or return quickly.

# ***Streamlining*** processes

The digital platform enables documents to be captured and uploaded directly to the expense line item; reducing paper use, the need for paper forms, and the potential for lost/misplaced documents.

Chrome River software can be accessed any time on any device, allowing for real time recording of expenses as they occur and reducing potential for error and misplaced documents. Approvers can review and approve reports from any location reducing delays.

# Improved ***Accuracy and Controls***

Built-in tools such as compliance warnings, automatic calculations, duplicate expense identification, and per diem wizards assist with error-reduction at the entry point.

Electronic workflows enable enforcement of required pre-approvals for overnight travel, preventing unauthorized travel and ensuring appropriate funds are encumbered.

Expenses are routed to fiscal officers for the designated FOAPL, ensuring that each unit has the ability to approve or reject transactions against their organizations.



# ***Expense Management Solution***

## ***Benefits***

- Automated workflow enables FOAPL-based approval from supervisors, business managers, Foundation, and Research and Sponsored Programs to be quickly obtained and digitally packaged with the expense.
- Users can submit multiple expense reports throughout the month rather than waiting for end-of-month statement.
- Significant reduction in number of journal vouchers to reclassify pro-card expenses (approx. 4,000 annually).

# ***Expense Management Solution***

## ***Benefits***

- Unsubmitted Procard expenses can be easily tracked by administration for quick enforcement of policy compliance.
- Standard and custom designed analytics tools meaningful data analysis, report building, and targeted monitoring.
  - Fine grain spend data may assist Procurement with analysis
  - Targeted reports and communication for areas such as UCIE/international travel and rental car driver certifications

# ***Expense Management Solution***

## ***Limitations/Potential Hurdles***

- Users must submit expenses to generate the accounting record/allocation in Banner
  - Currently, Procard expenses post to 7X9850 accounts (by mid- and at end of month) using the FOAP associated with the card.
  - If a Procard is used to prepay travel-related expenses, multiple reports may be necessary to record one trip.
- Learning a new platform that integrates Chrome River functionality with Wright State policy and compliance requirements will take time and require training for employees.