



Chrome River Job Aid

Instructions for reconciling P-Card and T-Card

October 2026

NORTH CAROLINA CENTRAL UNIVERSITY | 1801 FAYETTEVILLE STREET, DURHAM, NC 27707

Contents

Introduction.....	3
General Information.....	3
The Dashboard	3
Purchasing Card (P-Card) Reconciliation	4
Reconciling Credit (Refunds) Transactions.....	8
Travel Card (T-Card) Reconciliation	9
Managing Delegates.....	13
Authorizing a Delegate.....	13
Remove a Delegate.....	15
Work as Another User's Delegate.....	15
Tracking a Submitted Report	16
Recall a Report	16
Return a Report	17
Non-Travel Employee Reimbursement.....	18

Introduction

Chrome River is an expense reporting web application that allows users to upload receipts, manage their expenses, and submit expense reports.

Reports created in Chrome River are electronically routed to the appropriate approvers based on the budget used on the report. Additional approvals may be required via the electronic workflow for certain transactions or reimbursable expenses. Approvers will also be alerted that a report has a potential policy violation.

This job aid explains how to complete tasks within Chrome River; it does not replace University policies and procedures. Users are responsible for complying with all applicable P-Card, travel, reimbursement, and documentation requirements. Current policies, forms, and additional guidance are available on the NCCU Purchasing and Travel website.

General Information

HOW TO LOG IN TO CHROME RIVER

1. Navigate to: [Home](#) | [myEOL](#) | [NCCU](#)
2. Log in with your normal NCCU credentials then select the Chrome River application

The Dashboard

Home button - The home button gets you back to the main page from anywhere in the application. Click on the EMBURSE ENTERPRISE icon in the upper left-hand corner of the screen.

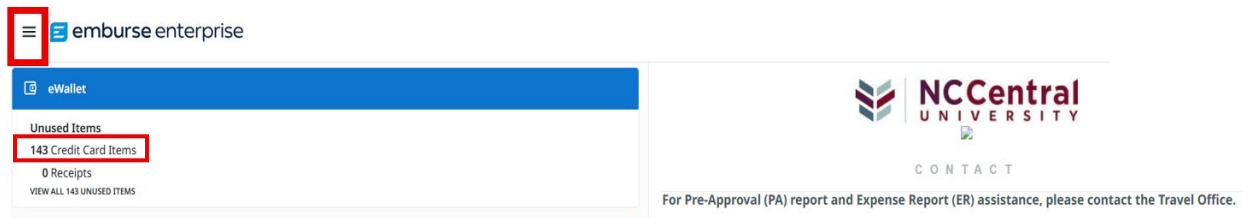
Hamburger Menu- The Hamburger Menu, the three horizontal lines in the upper left-hand corner of the screen, is where you can access your eWallet and eReceipts.

Your Name- Click on Your Name in the upper right-hand corner of the screen from anywhere in the application to access your settings, open the Help Center, or log out.

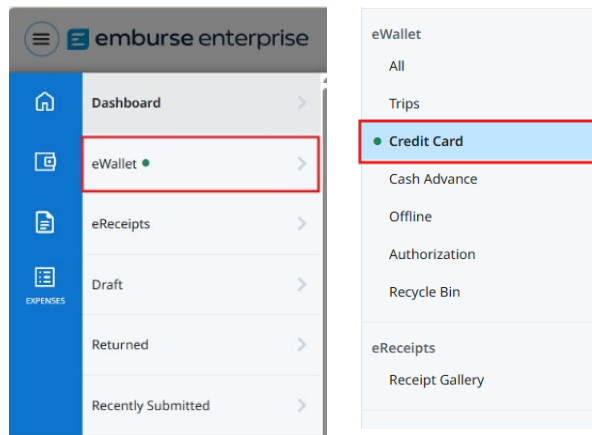
Help Center- The Help Center is the first place to go for questions and tutorials. You can access it by clicking on your Name in the upper right-hand corner of the screen and then clicking on Help.

Purchasing Card (P-Card) Reconciliation

1. The E-Wallet on the Chrome River dashboard contains all the credit card transactions that have been automatically imported into Chrome River from Bank of America.
2. To view your Transactions
 - A. You can Click the 'Credit Card Items' from the eWallet dashboard to see the P-Card transactions.
 - OR
 - From the Home screen:
 - B. Select the hamburger menu icon



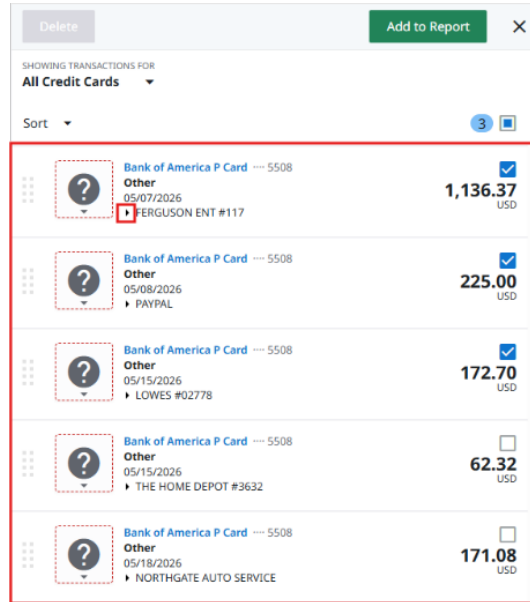
- a. Select eWallet. The green dot indicates that transactions are present.
- b. Click on the "Credit Card" option. The green dot indicates that there are pending items.



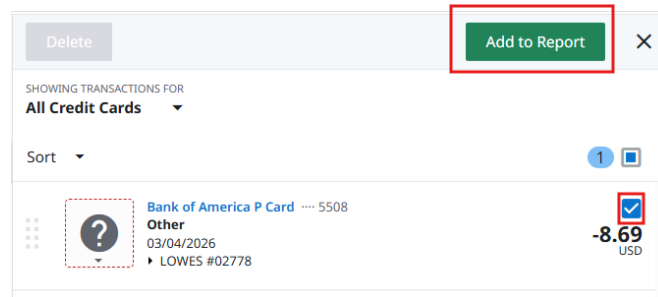
3. The unreconciled charges will be shown on the right side of the screen. Additional transaction details can be displayed by selecting the arrow ► below the transaction date.

In accordance with P-Card Policies and Procedures, the following deadlines apply:

- Cardholder reconciliation: Within seven business days of the transaction feed from Bank of America.
- Approver review: Within three business days after Cardholder signs off.
- Final cycle deadline: All transactions must be finalized no later than the tenth business day following the billing-cycle close.



4. Select one or more transactions by selecting the checkbox to the right of each transaction. Then select Add to Report.



5. Click '+Create a New Expense Report'.



6. The Report Header is now visible on the right-hand side of your screen.

Complete Report Header:

- a. **Report Name** – [Month], [Year]- P-Card (Example: September 2026 - P-Card)
- b. **Expense Report Type:** Select *Purchasing* for P-Card expenses
- c. **Affiliation:** Employee
- d. Select *Save*.

 **Expense Report for**

Import from Pre-Approval
Optional

Report Name

Pay Me In

Expense Report Type

Affiliation

Fiscal Year

Ethos Expense Owner
Optional

7. **Select an expense type:** P-Card & Non-Travel Reimbursement

 **Select Valid Expense Type**

Search Expense Type



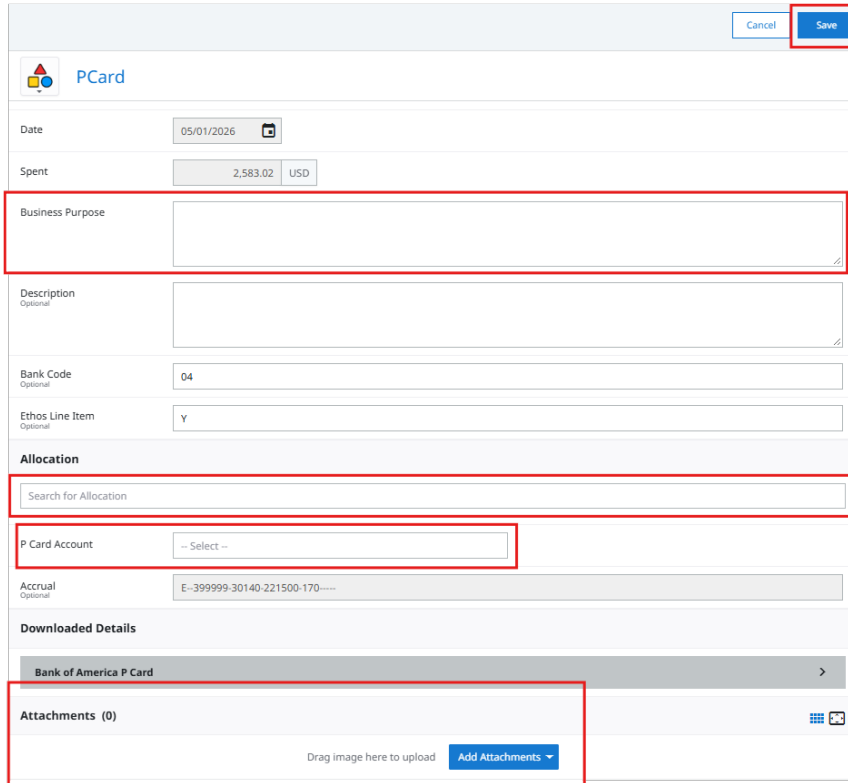
P-CARD & NON-TRAVEL
REIMBURSEMENT



There's a missing piece to the puzzle. Please select an Expense Type.

8. The data entry screen for the first transaction will appear.
 - a. **Business Purpose:** Enter a valid and specific business purpose that explains the transaction and its benefit to NCCU.
 - b. **Allocation:** - is a searchable field for the **Fund, Organization, and Program**. Begin typing the number or name then select the accounting string when visible.
 - c. **Account:** is a searchable field. Begin typing the number or names then select the appropriate account when visible.
 - d. **Attach all applicable documents:**
 - i. Click Add Attachments and Click Add Attachments.

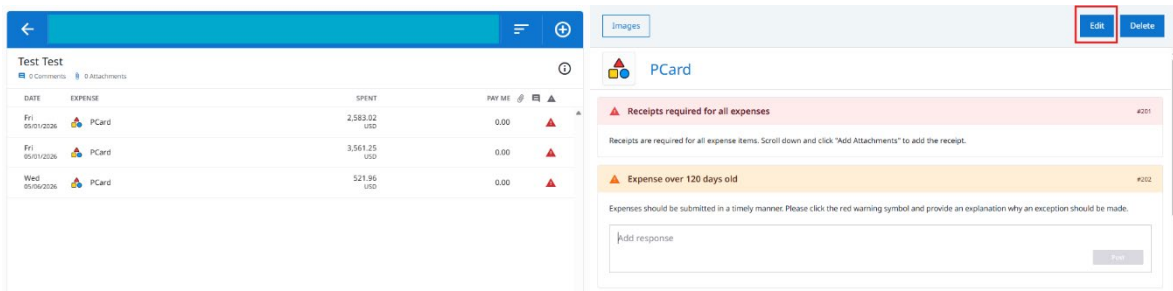
- ii. Navigate to the location where the file has been saved. Select the appropriate file and click open.
- e. Select **Save**.



The screenshot shows the PCard form interface. Red boxes highlight the following elements:

- The **Save** button in the top right corner.
- The **Business Purpose** text area.
- The **Allocation** section, including the search bar and the **P Card Account** dropdown menu.
- The **Attachments (0)** section at the bottom, which includes a "Drag image here to upload" area and an "Add Attachments" button.

9. Once your receipts are uploaded, select "**Save**" in the top right corner in blue.
10. If you select multiple transactions to reconcile, the next P-Card transaction you selected will appear after you click **Save**. Repeat step 8 through 10 for all additional items until all selected expenses selected are completed. Each transaction requires its own business purpose and supporting documentation, even when several transactions are included in one report.
11. You will need to address any red warning triangles that appear when you save your item. You can select edit, make the correction then select save for each individual item



The screenshot shows the PCard form with a list of transactions and a warning section. The transactions list is as follows:

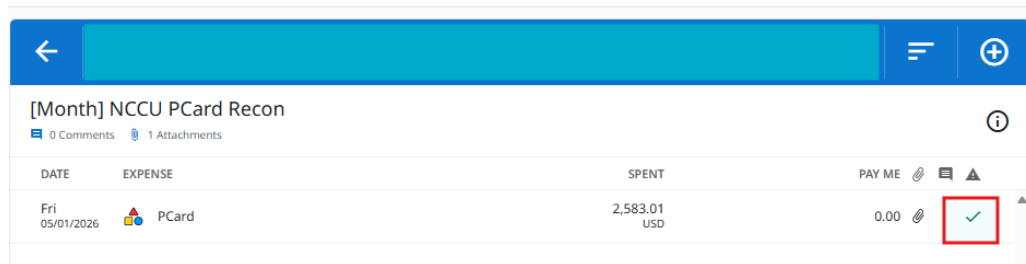
DATE	EXPENSE	SPENT	PAY ME
Fri 05/01/2026	PCard	2,583.02 USD	0.00
Fri 05/01/2026	PCard	3,561.25 USD	0.00
Wed 05/06/2026	PCard	521.96 USD	0.00

The warning section on the right contains the following messages:

- Receipts required for all expenses** (#201): Receipts are required for all expense items. Scroll down and click "Add Attachments" to add the receipt.
- Expense over 120 days old** (#202): Expenses should be submitted in a timely manner. Please click the red warning symbol and provide an explanation why an exception should be made.

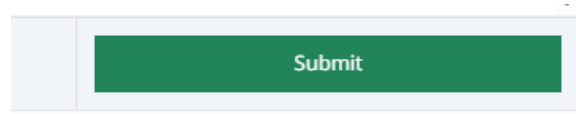
12. The red triangle will change to a green checkmark if completed successfully.

≡  emburse enterprise

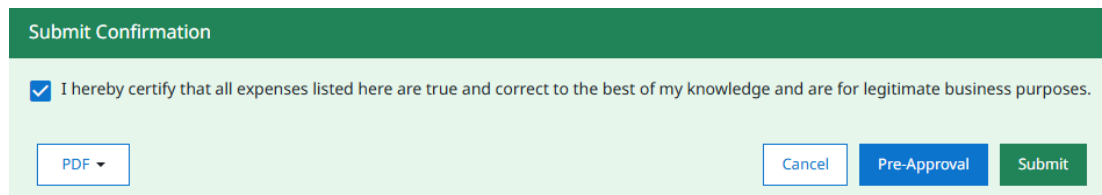


DATE	EXPENSE	SPENT	PAY ME
Fri 05/01/2026	PCard	2,583.01 USD	0.00

13. After verifying that all charges, allocations, supporting documentation, and totals are accurate, select '**Submit**' in green.



14. The Submit Confirmation page will appear. Select the certification checkbox to confirm that the expenses are accurate and were incurred for legitimate University business purposes. Then select '**Submit**'.



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.

PDF ▼ Cancel Pre-Approval Submit

15. Your report will be moved to the Expenses> Submitted area. The report will enter the approval workflow. If reconciling transaction for another employee, the report will route to them first, via e-mail for review and approval. The employee also has the option of logging into Chrome River to review and approve.

Reconciling Credit (Refunds) Transactions

Expense reports cannot be submitted with a negative balance, so charges (debits) need to be added to the expense report to offset the credit. Additionally, they should be reconciled to the same accounting string.

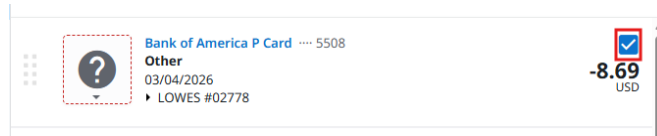
Definitions

Credit: a transaction that occurs when a merchant gives a refund (-100.00)

Debit: a transaction that is a charge and occurs when we are paying a merchant (100.00)

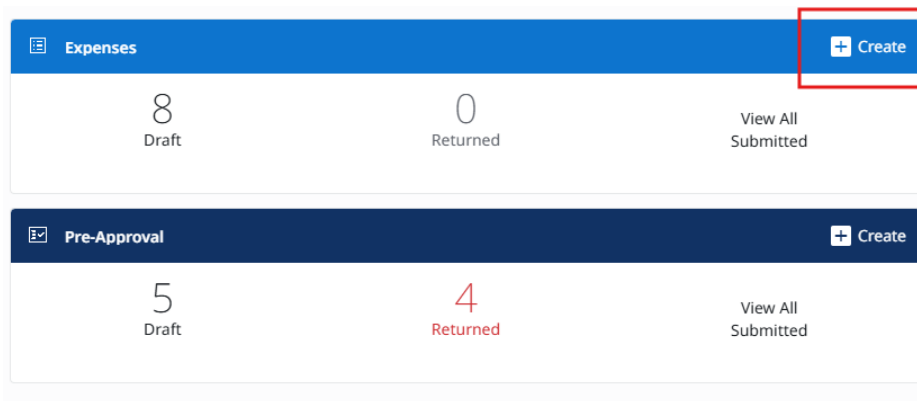
Example

For the credit below, add a debit that is greater than or equal to -14.02.

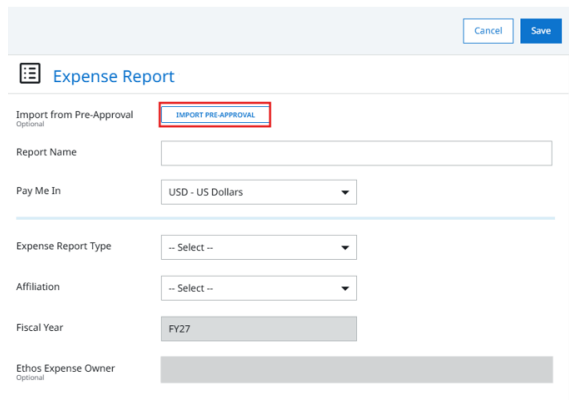


Travel Card (T-Card) Reconciliation

1. From the Chrome River Dashboard select the **+Create** on the Expenses header.



2. Select **'Import Pre-Approval'**.



Cancel Save
Expense Report
Import from Pre-Approval Optional **IMPORT PRE-APPROVAL**
Report Name
Pay Me In USD - US Dollars
Expense Report Type -- Select --
Affiliation -- Select --
Fiscal Year FY27
Ethos Expense Owner Optional

3. Select the pre-approval associated with the travel expenses, and then select **'Import'**.

Import Pre-Approval
✕

TEsT Tcard/Reimbursement 7-28-26

▼

Report Summary

From Date
08/07/2026

To Date
08/14/2026

Business Purpose
TEsT Pcard/Reimbursement 7-28-26

Expense Summary

	REMAINING (USD)	SPENT (USD)
Lodging	1,000.00	0.00
Misc	900.00	0.00
Registration Fees	0.00	0.00
Taxi / Shuttle	0.00	0.00
Other	0.00	0.00
Total	1,900.00	0.00

Allocations

Import

4. The Report Header will appear. For **Expense Report Type**, select **Travel**.

Cancel

Save

☰

Expense Report for

Report Name

TEsT Tcard/Reimbursement 7-28-26

Pay Me In

USD - US Dollars

Expense Report Type

Travel ▼

5. Complete the following required fields:
- Travel Start Date**
 - Travel End Date**
 - Will this report be paid via direct deposit?** Select **Yes**
- Then, select **Save**.

 **Expense Report for I**

Report Name

Pay Me In

Expense Report Type

Travel Start Date 
Panel is required

Start Time

Travel End Date 
Panel is required

End Time

Trip Type

Affiliation

Destination City

Destination State

Destination Country

Will this report be paid via direct deposit?
expense.app.uda.error.message.DirectDeposit.panel is required

6. Select '**Credit Card**'. A green dot indicates that unreconciled transactions are available.

Add Expenses

 Create New

eWallet

- All
- Trips
- Credit Card**
- Cash Advance
- Offline
- Authorization
- Recycle Bin

eReceipts

- Receipt Gallery

Delete All

SPENDING TRANSACTIONS FOR

All Credit Cards

Sort

Bank of America T Card --- 3057 Other 01/29/2020 * SQ*MEERBAY CAFE	12.28 USD
Bank of America T Card --- 3057 Other 02/01/2020 * NASPA EXPENSE	595.00 USD
Bank of America T Card --- 3057 Other 02/03/2020 * HILTON MYRTLE BEACH RESO	-234.08 USD
Bank of America T Card --- 3057 Other 02/03/2020 * HILTON MYRTLE BEACH RESO	-234.08 USD
Bank of America T Card --- 3057 Other 02/03/2020 * NASPA EXPENSE	595.00 USD
Bank of America T Card --- 3057 Other 02/03/2020 * NASPA EXPENSE	-595.00 USD
Bank of America T Card --- 3057 Other 02/03/2020 * HILTON MYRTLE BEACH RESO	-234.08 USD
Bank of America T Card --- 3057 Other	234.08 USD

- The unreconciled charges will be shown on the right side of the screen. Additional transaction details can be displayed by selecting the arrow ► below the transaction date. Locate and select the transactions associated with the expense report.

SHOWING TRANSACTIONS FOR
All Credit Cards

Sort ▼

	Bank of America T Card ... 3067 Other 01/29/2026 ► SQ *MEERKAT CAFE	☒ 12.28 USD
	Bank of America T Card ... 3067 Other 02/01/2026 ► NASPA EXPERIENT	☒ 595.00 USD
	Bank of America T Card ... 3067 Other 02/02/2026 ► HILTON MYRTLE BEACH RESO	☐ -234.08 USD
	Bank of America T Card ... 3067 Other 02/02/2026 ► HILTON MYRTLE BEACH RESO	☐ -234.08 USD
	Bank of America T Card ... 3067 Other 02/03/2026 ► NASPA EXPERIENT	☐ 595.00 USD
	Bank of America T Card ... 3067 Other 02/06/2026 ► NASPA EXPERIENT	☐ -595.00 USD

- In accordance with the T-Card policies and procedures, the expense report must be submitted within 15 working days following completion of travel.
- Select one or more transactions by selecting the checkbox to the right of each transaction. Then select **'Add'**.

Add Expenses Create New eWallet All Trips Credit Card Cash Advance Offline Authorization Recycle Bin	Delete Add									
	SHOWING TRANSACTIONS FOR All Credit Cards									
	Sort ▼									
	<table> <tr> <td></td> <td>Bank of America T Card ... 3067 Other 01/29/2026 ► SQ *MEERKAT CAFE</td> <td>☒ 12.28 USD</td> </tr> <tr> <td></td> <td>Bank of America T Card ... 3067 Other 02/01/2026 ► NASPA EXPERIENT</td> <td>☒ 595.00 USD</td> </tr> <tr> <td></td> <td>Bank of America T Card ... 3067 Other 02/02/2026 ► HILTON MYRTLE BEACH RESO</td> <td>☐ -234.08 USD</td> </tr> </table>			Bank of America T Card ... 3067 Other 01/29/2026 ► SQ *MEERKAT CAFE	☒ 12.28 USD		Bank of America T Card ... 3067 Other 02/01/2026 ► NASPA EXPERIENT	☒ 595.00 USD		Bank of America T Card ... 3067 Other 02/02/2026 ► HILTON MYRTLE BEACH RESO
	Bank of America T Card ... 3067 Other 01/29/2026 ► SQ *MEERKAT CAFE	☒ 12.28 USD								
	Bank of America T Card ... 3067 Other 02/01/2026 ► NASPA EXPERIENT	☒ 595.00 USD								
	Bank of America T Card ... 3067 Other 02/02/2026 ► HILTON MYRTLE BEACH RESO	☐ -234.08 USD								

- Select the appropriate expense type:


Select Valid Expense Type



REGISTRATION FEES



AIR TRAVEL



HOTEL



GROUND TRANSPORTATION



OTHER



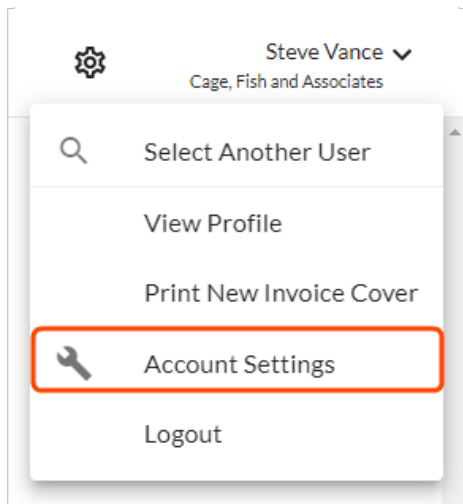
CASH ADVANCE - RETURN

Managing Delegates

A delegate can create expense reports and pre-approvals for another user. A delegate can also access the user's Settings menu, Home screen, and Inquiry Reports. Delegates receive copies of email notifications for rejected or adjusted reports they created for the user.

Authorizing a Delegate

1. Select your name in the upper-right corner.
2. Select **Account Settings**.



3. Select **Delegate Settings**.
4. Select **Add New Delegates**.

Dan Humbert
Partner

Personal Settings

Preferences Settings

Delegate Settings

Notification Settings

Privacy Policy

About Chrome River

My Delegates

A "Delegate" is someone who has full access to your account.

+ Add New Delegates

My Approval Delegate

An "Approval Delegate" helps you with approvals during a specified time.

+ Add Approval Delegate

5. Scroll through the list of available delegates or enter the user's name to search the list.

My Delegates

A "Delegate" is someone who has full access to your account.

Cancel

Aaron Kang
Partner

Abby Laughter
Partner

Abe Boss
President

Adam Baker
Director

Adan Mabery
Partner

6. Select the user.

- The selected user can now select you from their delegation list and create expenses on your behalf.

My Delegates

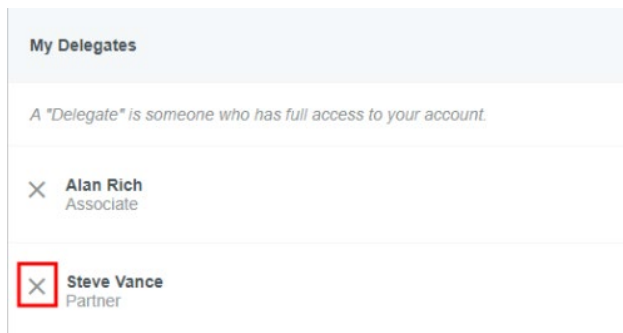
A "Delegate" is someone who has full access to your account.

X Alan Rich
Associate

+ Add New Delegates

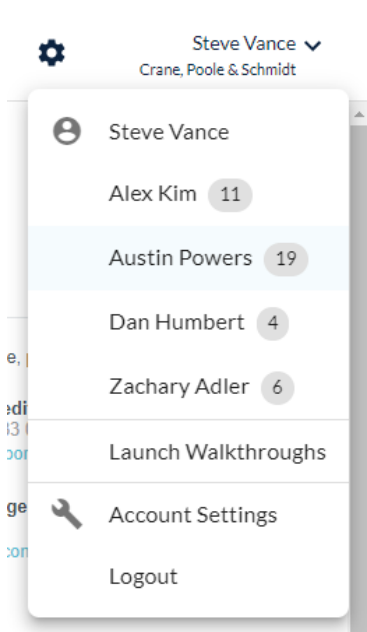
Remove a Delegate

1. To revoke a user's ability to act as your delegate, select the **X** next to the user's name in the My Delegates list.



Work as Another User's Delegate

- When other users authorize you to work as their delegate, their names appear under your name when you select it in the upper-right corner.



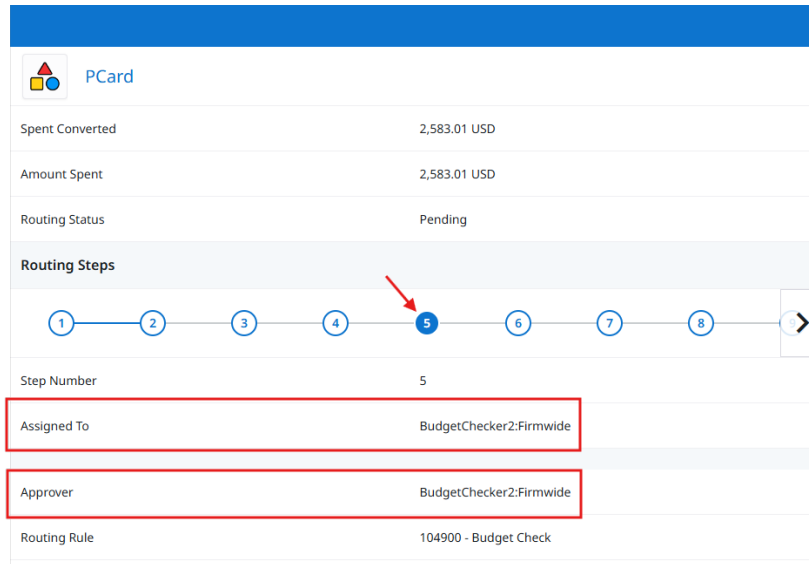
- Next to each user's name, Emburse Enterprise displays the number of unused expense transactions for that user. This count includes credit cards, receipts, cash advances, travel data, and approved pre-approvals. This number does not appear next to your own name.
- Select the user's name to work as their delegate. The selected user's name appears in the upper-right corner of the app.

- To return to your own account, select the user name in the upper-right corner, then select your name.

Tracking a Submitted Report

Submitted reports can be tracked at any time from the Expenses section of the Chrome River dashboard. The Tracking feature displays the report's status, completed routing steps, and the person or approval group to which the report is currently assigned.

1. From the dashboard, navigate to Expenses and select Submitted.
2. Select the report you want to review.
3. Select Tracking.
4. Review the routing steps to determine the report's status and who is responsible for the next approval action.



The screenshot shows a 'PCard' tracking window. It displays the following information:

- Spent Converted:** 2,583.01 USD
- Amount Spent:** 2,583.01 USD
- Routing Status:** Pending
- Routing Steps:** A horizontal sequence of 8 steps. Step 5 is highlighted with a red arrow, indicating the current step.
- Step Number:** 5
- Assigned To:** BudgetChecker2:Firmwide
- Approver:** BudgetChecker2:Firmwide
- Routing Rule:** 104900 - Budget Check

Recall a Report

Submitted reports may be recalled at any time before final approval. Recall a report only when a transaction must be added to the original report. Recalling a report will reset the submission date and restart the approval process. Additional documentation may be added to the submitted report without recalling it.

1. Navigate to Submitted Expenses.

emburse enterprise

eWallet

Unused Items

139 Credit Card Items

0 Receipts

VIEW ALL 139 UNUSED ITEMS

Expenses

32 Draft

3 Returned

View All Submitted

2. Locate the report, select the report, and then click Recall.

emburse enterprise

North Carolina Central University

Expenses

Drafts Returned Submitted

Expenses on 07/30/2026 03:50 PM

07/30/2026

123.00 USD

PENDING

Open PDF Tracking

Recall

Expenses on 07/30/2026 03:50 PM

Attestation Statement

#ATTEST

Return a Report

1. Reports may be returned for requested changes or additional information. The system will send notification via email that a report has been returned along with a comment of why. To access the returned report or transaction, select returned under the Expenses dashboard. Proceed to make the requested changes.
2. Then, submit the report. Click both Submit and Submit Confirmation to send the report for approvals.

emburse enterprise

eWallet

Unused Items

139 Credit Card Items

0 Receipts

VIEW ALL 139 UNUSED ITEMS

Expenses

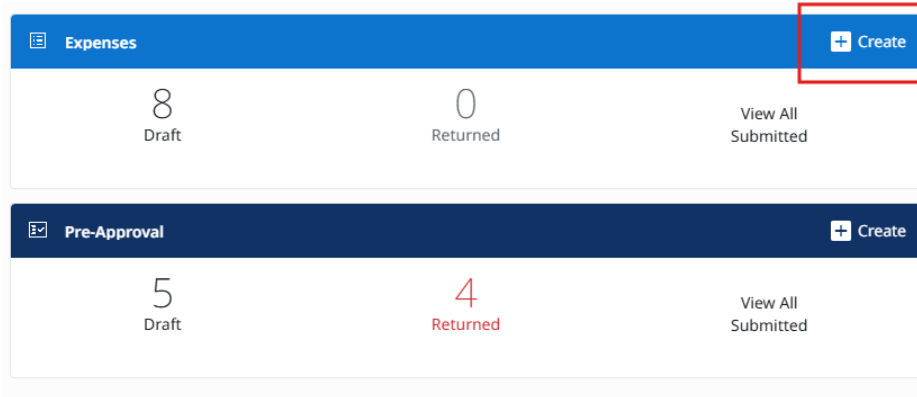
32 Draft

3 Returned

View All Submitted

Non-Travel Employee Reimbursement

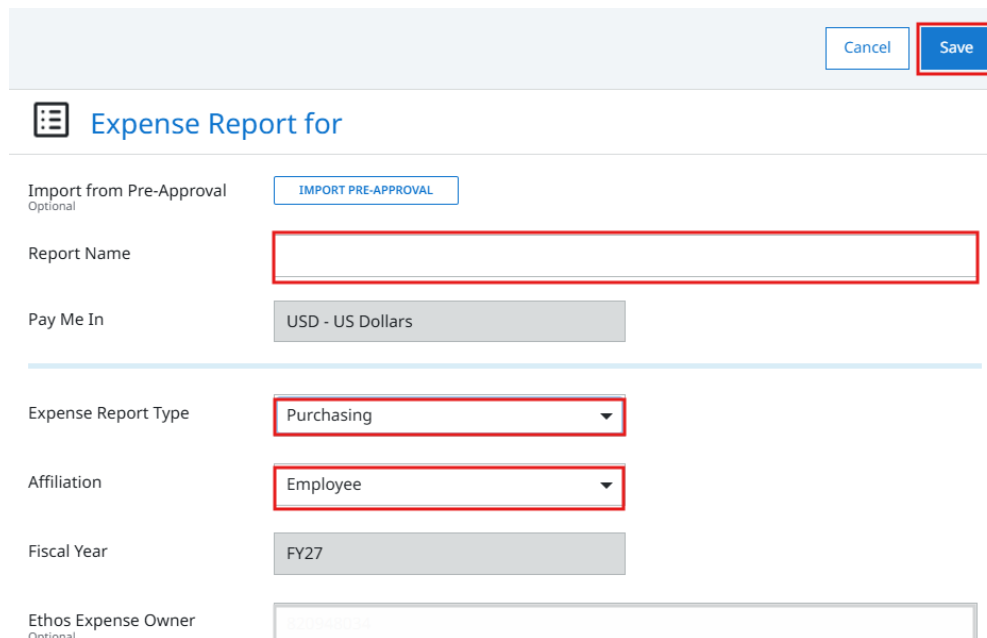
- From the Chrome River Dashboard select the **+Create** on the Expenses header.



Expenses		
8 Draft	0 Returned	View All Submitted

Pre-Approval		
5 Draft	4 Returned	View All Submitted

- Complete Report Header:
 - Report Name** – [Month], [Year]- Reimbursement (Example: September 2026 - Reimbursement)
 - Expense Report Type:** Select *Purchasing* for Reimbursement requests
 - Affiliation:** Employee
 - Select **Save**.



[Cancel](#)
[Save](#)

Expense Report for

Import from Pre-Approval
Optional [IMPORT PRE-APPROVAL](#)

Report Name

Pay Me In

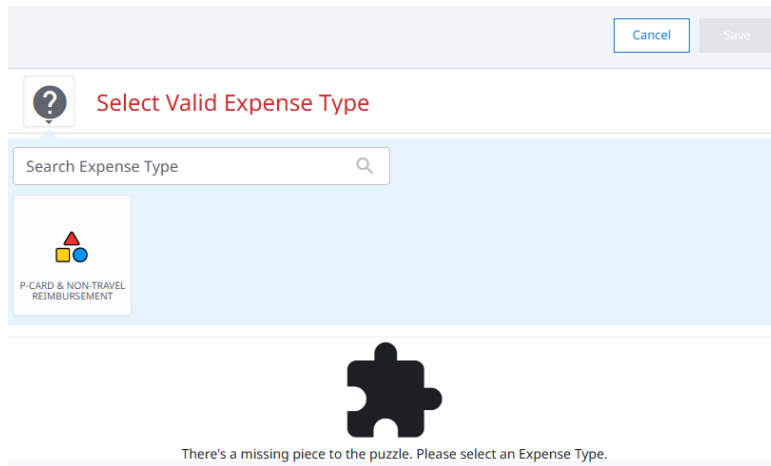
Expense Report Type

Affiliation

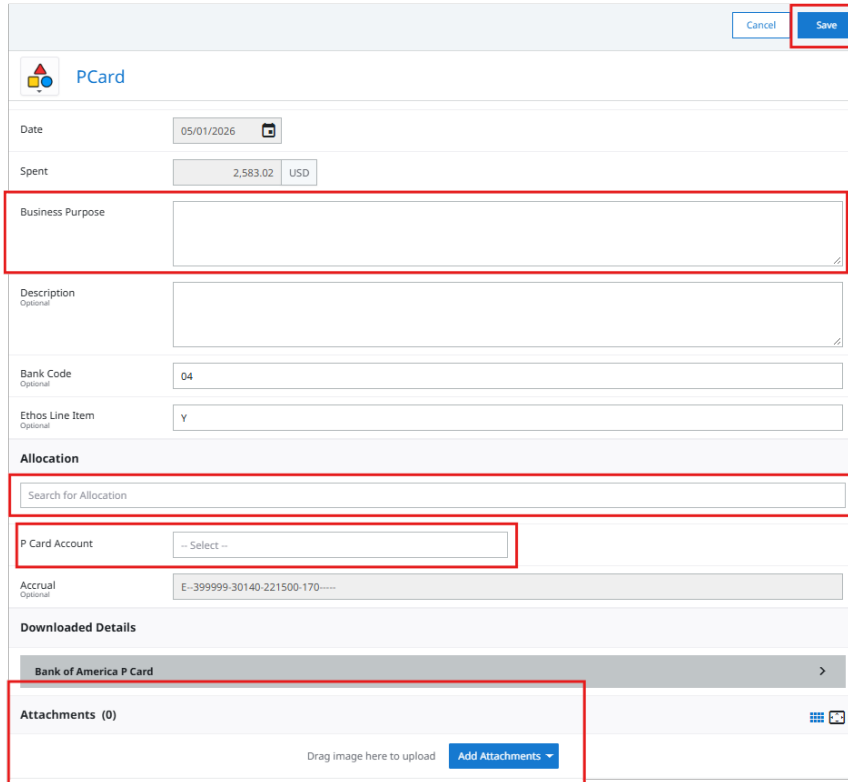
Fiscal Year

Ethos Expense Owner
Optional

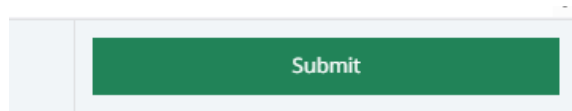
- Select an expense type:** P-Card & Non-Travel Reimbursement



4. The data entry screen for the first transaction will appear.
 - a. **Business Purpose:** Enter a clear and specific explanation of why reimbursement is required, why a purchase order was not issued to the vendor, and how the transaction benefits NCCU.
 - b. **Allocation:** This is a searchable field for the **Fund, Organization, and Program**. Begin typing the number or name then select the accounting string when visible.
 - c. **Account:** is a searchable field. Begin typing the number or names then select the appropriate account when visible.
 - d. **Attach all applicable documents:**
 - i. Click Add Attachments and Click Add Attachments.
 - ii. Navigate to the location where the file has been saved. Select the appropriate file and click open.
 - e. Select **Save**.



16. After verifying that all charges, allocations, supporting documentation, and totals are accurate, select '**Submit**' in green.



17. The Submit Confirmation page will appear. Select the certification checkbox to confirm that the expenses are accurate and were incurred for legitimate University business purposes. Then select 'Submit'.

