

# INTERNET REIMBURSEMENT – EXPENSE REPORT SUBMISSION WORKFLOW

## Chrome river Login:

Please login into chrome river Using SSO Link as below

<https://app.chromeriver.com/login/sso/saml?idp=ChromeRiverIND>

## 1.SUBMISSION OF EXPENSE REPORT:

Employees who are claiming for internet expenses, they should have created a new expense report in CR tool.

On the Home Dashboard, click on CREATE option from the expenses tab to create a **NEW EXPENSE REPORT** as below.

The screenshot shows the Chrome River Home Dashboard on the left and a contact list on the right.

**Expenses Dashboard:**

Expenses		
24 Draft	0 Returned	2 Submitted Last 90 Days

**Pre-Approval Dashboard:**

Pre-Approval		
12 Draft	0 Returned	0 Submitted Last 90 days

ast Login on 04/03/2022 at 10:29 AM

**CONTACT**

	Email
Chrome River Technical Support POC	Email
Chrome River Finance Support 1st POC	Email
Chrome River Finance Support 2nd POC	Email
1st Escalation POC	Email
2nd Escalation POC	Email
Travel Help Desk	Email
Legato Corporate Card	+91-080-61520153
Corporate Compliance	+91-080-61520149
Chrome River Support Phone	+91-080-61520153
	+91-040-68170355

Bangalore  
Hyderabad

Expense Submission Process Guide


a). Employee must fill the below basic information as per the screen

- i. Report Name
- ii. PA Report type as "Internet"
- iii. Business purpose
- iv. Date and Location
- v. Then please give save to move on to the next screen.



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### Expenses For


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Import from Pre-Approval	<input type="button" value="IMPORT PRE-APPROVAL"/>
Report Name	<input type="text" value="Internet Expenses for the month of"/>
Pay Me In	<input type="text" value="INR - India Rupees"/>
PA Report Type	<input type="text" value="Internet"/>
Business Purpose	<input type="text" value="WFH -Internet Expenses"/>
Date	<input type="text" value="15/03/2022"/> 
Location	<input type="text" value="Bangalore"/>


b). Please click on (+) sign on the screen and then select on Internet icon.

### Add Expenses

 **Create New**

eWallet  
All  
Trips  
Credit Card  
Travel Data  
Offline  
Personal Account  
Authorization  
Travel Agency  
Recycle Bin



INTERNET

c). Please fill in the details as below for all the fields.

**I. Date**






**II. Spent** – update the amount (Maximum limit per month is Rs 1000).

**III. Internet Expense Type**

- “Monthly Charges- Broadband” (Please select this option, If you are claiming for monthly charges, quarterly charges or half year plan charges)
- “Others” (Please select this option, if you are claiming for one time installation cost – maximum limit as per policy is Rs 500)

Internet Expense Type	<div>Monthly Charges - Broadban...</div> <div> -- Select --  Monthly Charges - Broadband/Dongles  New Dongle  Others </div>
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- IV. **Start date and End Date** – Employee should update the start date and end date as per the attached invoice internet period of subscription.
- V. **Bill Number** – Employee should update the bill number as per the tax invoice which you have attached in the expense report.
- VI. **Do you have company provided dongles?** – Please click on the checkbox If company has provided any dongle for you.
- VII. **Description** – Employee should have described about the internet plan in the description field.
- VIII. **Receipt Attached check box** – Employee should attach the internet bill along with the online payment proof. These are the mandatory documents need to be attached in the report.
- IX. **Allocation** – Request you to double click on the allocation field to get the cost center pertains to your function in the drop list.

 <b>Internet</b>	
Date	23/03/2022 
Spent	1.00  INR
Internet Expense Type	Monthly Charges - Broadban...
Start Date	01/03/2022 
End Date	31/03/2022 
Bill Number	1
Do you have company provided Dongles?	<input type="checkbox"/>
Description	Internet Plan

CancelSave

End Date

31/03/2022

Bill Number

1

Do you have company provided Dongles?

☐

Description

Internet Plan

Receipt Attached

☒

Allocation

Search for Allocation

+ Add Allocation

Attachments (0)

Drag image here to upload

Add Attachments

Please attach all the mandatory documents towards your internet expenses and give save to submit the report.

Complete 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

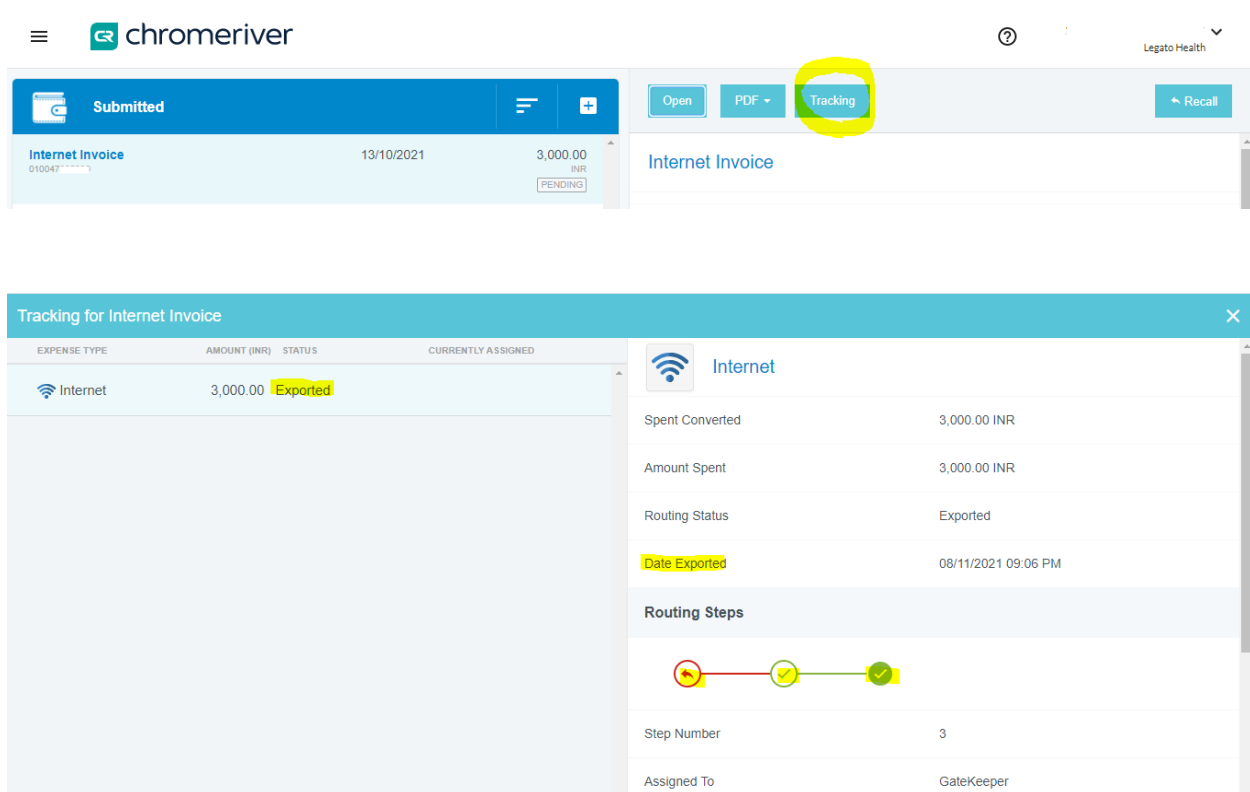
Submit

## 2.Approval Workflow for Expense Report:

Employee submitted Report→AP Reviewer →Payment processing


### 3. Expense Report Tracking Option

Employees can view the report workflow status by clicking on the tracking option as below.



The screenshot shows the Chromeriver interface. At the top, there's a navigation bar with the Chromeriver logo and a user profile dropdown. Below this, a blue bar indicates the 'Submitted' status. A table lists an 'Internet Invoice' with details: 010047, 13/10/2021, 3,000.00 INR, and a 'PENDING' status. To the right of the table, there are buttons for 'Open', 'PDF', 'Tracking' (highlighted with a yellow circle), and 'Recall'. Below the table, a modal window titled 'Tracking for Internet Invoice' is open. It shows a table with columns: EXPENSE TYPE, AMOUNT (INR), STATUS, and CURRENTLY ASSIGNED. The first row shows 'Internet' with an amount of 3,000.00 and a status of 'Exported'. To the right of this table, there's a section for 'Internet' with details: Spent Converted (3,000.00 INR), Amount Spent (3,000.00 INR), Routing Status (Exported), Date Exported (08/11/2021 09:06 PM), and a 'Routing Steps' section showing a flow from a red circle to a green circle with a checkmark. Below this, it shows 'Step Number' as 3 and 'Assigned To' as GateKeeper.

EXPENSE TYPE	AMOUNT (INR)	STATUS	CURRENTLY ASSIGNED
Internet	3,000.00	Exported	

Internet	
Spent Converted	3,000.00 INR
Amount Spent	3,000.00 INR
Routing Status	Exported
Date Exported	08/11/2021 09:06 PM
Routing Steps	
	
Step Number	3
Assigned To	GateKeeper

**Note** - If the claim status is shown as “Exported” the payments are being initiated with treasury team and waiting for approvals. As on when the approvals are given you would be receiving the payment in 7 to 10 working days from the date of exported. Request you to cross check your bank statement copy accordingly.