

Quick Reference

Chrome River - Logging In

Chrome River Web Page
Wichita.edu/cr

1. Navigate to the [Chrome River](#) web page. Click the Chrome River Login button.

Welcome to Chrome River – WSU’s Travel, Pcard and Invoice Software Solution

This software replaced the Pcard Log and eForm monthly process along with TEM and Banner Workflow for electronic approvals. The Invoice Solution will be released by the end of the calendar year.

Chrome River is now LIVE!

[Chrome River Login](#) → **Click here**

Chrome River Rapids
NEW! Account Code Change

- Effective 7/29/2019, items historically coded to 3200-Food will now be coded to 3202-Food/Internal Business Related. Please see the AP0003 Official Hospitality/Food Purchases guidance document for additional details.
- Food and beverage items such as coffee supplies for the office or candy for public giveaways shall be coded to 3200-Food.

To learn more about Chrome River sign up for a training in myTraining.

2. You will be redirected to the following sign on page.

Wichita State University

Sign in with your organizational account

[Sign in](#)

Username format is: your myWSUID@wichita.edu
Password: your myWSU Password

3. Enter your user name in the following format:
[myWSUID@wichita.edu](#)
4. Enter your myWSU password.
5. Click the Sign in button.

Wichita State University

Sign in with your organizational account

3

4

[Sign in](#) 5

Username format is: your myWSUID@wichita.edu
Password: your myWSU Password

6. Proceed with the DUO authentication.

Wichita State University

Welcome AD/e254m254

For security reasons, we require additional information to verify your account

Settings

[Send Me a Push](#)

[Call Me](#)

[Enter a Passcode](#)

Remember me for 10 hours

7. You will be taken to the Chrome River landing page.

chromeriver

Welcome to Chrome River - WSU's Travel, Pcard and Invoice Software Solution

IMPORTANT INFORMATION

Covering Soon: Chrome River will be introducing an all-new home page design. This update includes a new top navigation bar that provides key information. This new header, previously found at the top navigation bar, has been relocated and renamed to + CREATE. The + CREATE buttons will be found on the ribbon next to each EXPENSE, INVOICE, PFC APPROVAL ribbon. Additional information and updated training material will be posted on our Chrome River webpage.

Effective Sunday, August 1, 2021, Sunflower Travel agency will be increasing its booking fees for airfare, hotel, and vehicle rental reservations.

The new pricing is as follows:

- Hotel and vehicle reservations \$15.00
- Airfare bookings \$20.00

Accounts Payable Chrome River Module

BUSINESS PROCUREMENT CARD

It is the Account Holder's responsibility to ensure all BPC transactions are supported by the appropriate documentation and submitted promptly to the assigned processor. Due Dates: Failure to comply with BPC program policies may result in suspension or deactivation of BPC privileges.

The Procurement card responsibilities (even travel) continue over the month as transactions appear on your profile. An approval email message is sent on the 15th of the month to the report date of the statement cycle to verify bills were submitted on time for that month cycle. When a card statement goes missing, verify you're receiving the Billing Statement/Statement Card.

BPC Statement Dates/Report Date	Most Report Due Date	BPC Statement Dates/Report Date	Month Report Due Date
Period Statement: 01/10/2020-01/10/2021	01/10/2021	Period Statement: 09/10/2021-01/10/2022	01/10/2021
Period Statement: 01/10/2021-01/10/2022	01/10/2022	Period Statement: 01/10/2022-09/10/2022	09/10/2022
Period Statement: 01/10/2022-01/10/2023	01/10/2023	Period Statement: 09/10/2022-01/10/2023	01/10/2023

Log in on 09/30/2021 at 8:35 AM