

Approvals

Chrome River will automatically route reports to the appropriate approvers based on system rules and assignments. Approvers will receive an email notification informing them when they have a Pre-Approval or Expense Report in their queue for approval. Preapprovals are approved as a complete document, while Expense Reports can be approved as a whole or by line item. Approvers have several options for approving the report. Approvers should approve Purchasing Card Expense Reports by the 15th of each month. Travel Pre-Approvals and Expense Reports should be reviewed and approved as soon as possible. This will ensure adequate time for the Purchasing Card and Travel Offices to review the expenses and submit them to Banner. Transactions will not post to Banner until they are fully approved by the Purchasing Card or Travel Offices.

Approval via Email

Chrome River will email approvers preapprovals and expense reports requiring their approval. With Expense Reports, Approvers have the ability to **approve all** expenses on the report for payment or **return all** expenses on the report to the expense owner with questions or comments from within the email. Approving or returning only specific line items within an expense report requires the approver to log in to the Chrome River application, which can be done through the link at the bottom of the email.

The email approvers receive includes most of the details of the report, including the ability to view receipts associated with each expense. At the bottom of the email, approvers can view an expense summary and will also see **ACCEPT** and **RETURN** buttons.

Note that at the bottom of the report you can click the **VIEW RECEIPTS** link to view a PDF of all receipts attached to the report. (Expense Reports only)

ACTION REQUIRED		Chrome River	
Expense Report for	Lisa Bradshaw [Specialist 3, Travel/AP]		
Report Name	Zachary Curtis Los Angeles CA		
Submit Date	08/13/2020		
Expense Dates	01/03/2020 - 01/27/2020		
Total Expenses	984.80 USD		
Account Summary		Amount (USD)	
BBPURC	Purchasing Office	BBPURC	984.80
Expense Details			
01/03/2020	Supplies / Equipment	BBPURC	33.36 USD
		BBPURC	Purchasing Office
Business Purpose	pens to take a test		
Merchant	OFFICE DEPOT #1080		
lbl_udf_SuppliesEquipmentAccounts	Supplies-Office - 73070		
Reason Assigned	Budget Center Manager except President		
Receipts	View		

Expense Summary	Amount (USD)
Services	878.75
Supplies / Equipment	106.05

ACCEPT
RETURN

>> [View Receipts](#) Report ID: QA00-2114-8605

To take action on these expenses, take either of the following steps:

- Click on the **ACCEPT** or **RETURN** button as appropriate and add any comments to the new email that opens,
- OR **FORWARD** this email to approve@qa-expense.ca1.chromeriver.com or return@qa-expense.ca1.chromeriver.com with any comments at the top of the forwarded message.

To view this expense report or access the Chrome River application, [click here](#)

To view a receipt for a line item, click the **View** button next to the Receipts line.

Expense Details			
09/02/2019	Office Supplies	--	87.22 USD
	23456	School Spirit	
Business Purpose	Purchased miscellaneous supplies for an event		
Merchant			
Reason Assigned	Route to Expense Owner's Supervisor		
Receipts	View		

Any compliance issues for line items will be noted with a Compliance Warning flag, as well as an explanation of the compliance issue and a response from the expense owner.

09/03/2019	Parking	--	28.00 USD
	23456	School Spirit	
Business Purpose	Parking for a planning meeting downtown		
Trip Type	GeneralTravel		
Merchant			
Reason Assigned	Route to Expense Owner's Supervisor		
!! Compliance Warning !!			
Parking	Receipt required for this expense		
Response	I think that I lost it. Sorry!		

To approve a report by email, click the **ACCEPT** button. This will bring up a new email window that you will need to **SEND**. (If when clicking the **ACCEPT** button, an email window does not automatically open, you can forward the email to approve@ca1.chromeriver.com.) Note that this email **MUST** be sent from an SLCC email address. If you are using a mail application that is attached to multiple email addresses, ensure that you're sending from your main SLCC email address. If you have any comments you would like to include on the report, you can type them into the body of the email before sending, and they will be added to the report. Leaving a comment on the report is optional. Once you hit send, the system will be notified of your approval, and the report will move forward in the approval queue.

Send	To	approve@qa-expense.ca1.chromeriver.com
	Cc	
	Bcc	
Subject		Chrome River Expense Approval [Lisa Bradshaw]

1. Please VERIFY [from] e-mail address. Please use e-mail address associated to your Chrome River account.
 2. Enter any optional NOTES in the space above this line to have them added to this expense report.
 3. SEND this message to the Chrome River automated processing system for your action to be completed.

Report ID: QA00-2114-8605 Email UID: C54B0788-B8DD-3AC2-D089-B85B40208F68

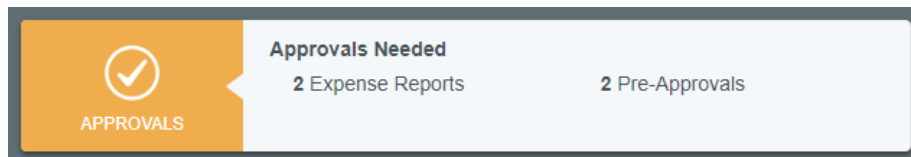
To return the report, click the **RETURN** button. This will also bring up a new email window that you will need to **SEND**. (If when clicking the **RETURN** button, an email window does not automatically open, you can forward the email to return@ca1.chromeriver.com.) Note that this email must be sent from an SLCC email address. You can enter an explanation for why you are returning the report that will be provided to the report submitter. Once you hit send, the system will return the report to the submitter for corrections. If an approver returns a report, the resubmitted report will route back to the same approver and will not require additional approval from previous approvers, if applicable.

While approvers can return a report from within the email, they cannot adjust a report from within the email. Instead, they must do so from within the Chrome River application, which is accessible from the link at the bottom of the email.

Note: If you attempt to approve via email an expense that has already been approved or has since been changed (e.g., the expense owner has recalled or resubmitted the report) you will receive an Expense Approval Failure Notification email.

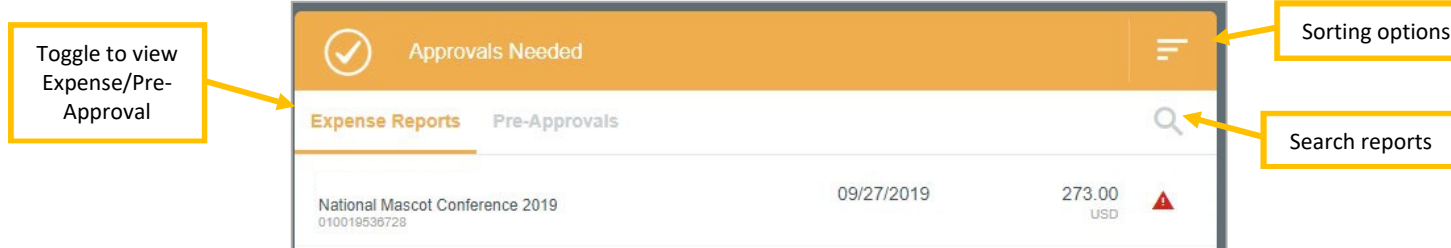
Approval in Chrome River Application

After logging into Chrome River, any approvers with reports pending approval will show up in the yellow box in their Dashboard. If there are no reports for you to approve, this box will not appear. This box will display a count of the number of expense and/or Pre-Approval reports awaiting approval. Click on either **Expense Reports** or **Pre-Approvals** to access the respective list of reports.

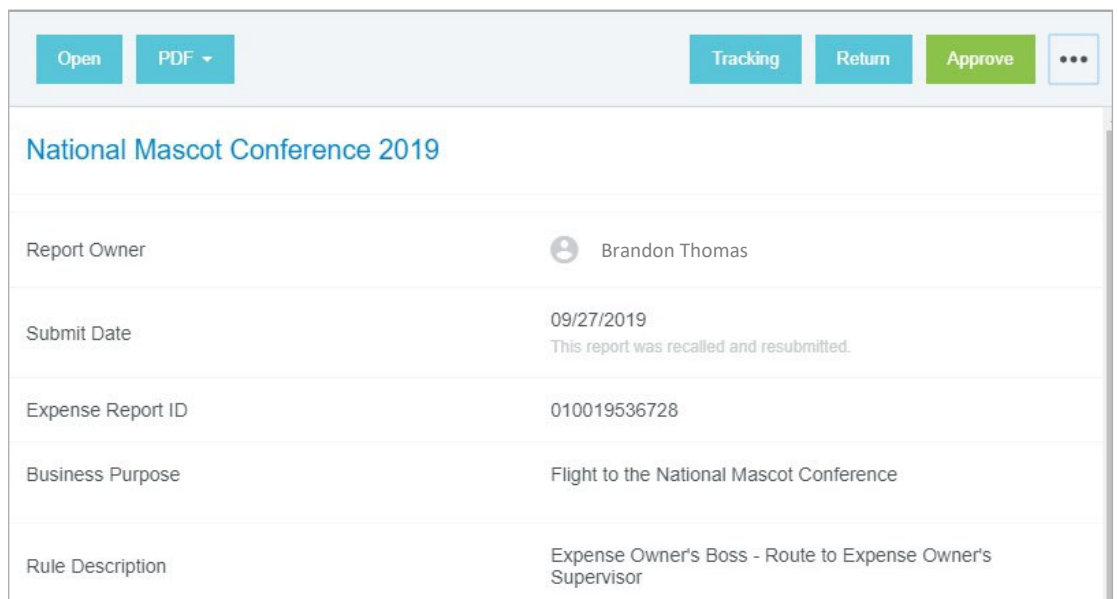


Within the Approval List, you will see any reports awaiting your approval. If you would like to sort these reports differently, you can do so by clicking the menu button in the top right corner of the approval panel. If you have both expense reports and Pre-Approvals awaiting approval, you can toggle between the two by clicking the titles at the top. If you have many reports awaiting approval and would like to search for a specific one, you can do so by clicking the magnifying glass icon and searching by Expense Owner or Report ID.

Note that any reports submitted with compliance warnings will be noted with a red triangle symbol on the line of the report.



Click once on any report in the approval list, and the report header will display in the window on the right side of the screen. This will include a summary of the expenses, funding sources, and all receipts attached to the report.



From the report preview window, you can perform the following functions:

- **Open** – This will open the full report
- **PDF** – This will provide several options for printing the report to PDF
- **Tracking** – This provides a summary of the tracking of the expenses in the report. Note that based on the index charged, each line on an expense report can potentially route differently. Click on each expense line to view the tracking information for that item.
- **Return** – Return the report to the submitter. The approver will be asked for an explanation and all lines of the report will be rejected. The entire report will be returned to the submitter. If you would like to reject individual line items, you can do so in the full report.
- **Approve** – This will approve the full report. It is recommended that approvers review the detailed report before approving.

Additionally, you may add comments to the report by entering them in the **Comments** section of the report summary. If you have comments related to a specific transaction, you can enter the comments on the transaction.

Index (Allocation)

23456 **School Spirit**
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Comments (0)

Add Comment Post

We encourage approvers to open the full report by clicking the **OPEN** button at the top of the report summary. After opening the full report, all of the submitted expenses will now be listed on the left side of the screen. To view details of an expense, click on the expense and the details will display on the right side of the screen, including any receipts. A pro review tip is to click on the “images” button next to the review button. Then you can cycle through the expenses using the “next” button. This will display each receipt and the corresponding transaction without having to open the receipt for each item.

The screenshot shows an expense report interface. On the left, a list of expenses for the 'National Mascot Conference 2019' is displayed. The right side shows a detailed view of an 'Airfare' expense. A yellow arrow points to the 'Images' button in the top right of the detailed view.

DATE	EXPENSES	SPENT	APPROVED
Sun 09/15/2019	Airfare	275.00 USD	275.00 USD
Sun 09/15/2019	Meals - Per Diem	52.80 USD	52.80 USD
Mon 09/16/2019	Meals - Per Diem	66.00 USD	66.00 USD
Mon 09/16/2019	Parking	30.00 USD	30.00 USD
Tue 09/17/2019	Meals - Per Diem	66.00 USD	66.00 USD
Wed 09/18/2019	Meals - Per Diem	13.20 USD	13.20 USD
Wed 09/18/2019	Car Rental	210.00 USD	210.00 USD

Total Approved Amount: 713.00 USD

Airfare Details:

- Transaction Date: 09/15/2019
- Spent: 275.00 USD
- Approved: 275.00 USD
- Business Purpose: Professional development and networking with other mascots
- Description:
- Airline: JetBlue
- Airline (additional): -- Select --
- Class: Economy/Coach
- Trip Type: Employee Travel

Index (Allocation): 1 of 7

Any expenses submitted with a compliance warning will be noted with a yellow circle symbol on the line item. If you click on these line items, a warning box will display at the top of the expense summary detailing the compliance warning along with an explanation from the report owner.

The screenshot shows a user interface for an expense item. At the top, there are several buttons: 'Images', 'Reconcile', 'Reassign', 'Adjust', and 'Return'. Below these is a header for the expense item, 'Parking', with a 'P' icon and an 'Approve' button. A prominent orange message box states 'Receipt required for this expense' with an information icon and the ID '#201'. Below the message, there is a text area with the instruction: 'Please attach receipt, or, if that's not possible, please ensure that all fields below are entered accurately and provide an explanation for why you were not able to attach a receipt.' Underneath this is a section labeled 'RESPONSE' containing the text 'Sorry, I lost my receipt!'.

Similar to the report header, you may also add comments to individual expense items by entering them under the **Comments** section.

Within an individual expense, approvers have the option to adjust the item or to return the item to the expense submitter.

Adjust an Expense

The following are the items that an approver can adjust on an expense:

- **Approved amount** – approvers can only adjust the approved amount down
- **Business purpose**
- **Index**
- **Comments** – approvers can add an additional comment, but they cannot remove comments
- **Attachments** – approvers can add additional attachments

After making an adjustment, an adjustment note is required by the approver. They also have the option on whether or not to notify the expense owner of the adjustment. If they would like the report submitter to receive an email detailing the adjustment, select the **Notify Expense Owner** checkbox. If not, uncheck this box. Click **Save** to finalize the adjustment.

The screenshot shows a web interface for adjusting an expense. At the top right, there are 'Cancel' and 'Save' buttons. Below this is a header for 'Office Supplies' with a '✓ Approve' button. A teal bar labeled 'Adjust' is followed by a text input field containing 'Adjusted amount to match receipt|'. Below the input field is a checked checkbox labeled 'Notify Expense Owner'. The form then displays a table of values:

Transaction Date	09/02/2019
Spent	82.73 USD
Approved	72.73 USD
Business Purpose	Miscellaneous supplies for an upcoming school spirit event

Yellow arrows point to the 'Save' button, the 'Adjusted amount to match receipt|' input field, and the 'Notify Expense Owner' checkbox.

Return an Expense

Individual expenses can be returned to the expense owner. After clicking **Return** on the selected expense, the approver is required to enter an explanation of why the expense is being returned. After doing so, click **Save**.

After indicating an expense (or expenses) you would like to return, any item(s) selected for return will be noted with the red return arrow, and those that are approved will be noted with the green checkmark. Note that no item(s) will be returned until you select the **Return** or **Submit** button at the bottom of the expense line list. Selecting the Submit button will return the expense(s) noted for return. Selecting the Return button will return **all** expense lines in the report to the expense owner.

DATE	EXPENSES	SPENT	APPROVED
Sun 09/15/2019	Airfare	275.00 USD	275.00 USD ✓
Sun 09/15/2019	Meals - Per Diem	52.80 USD	52.80 USD ✓
Mon 09/16/2019	Meals - Per Diem	66.00 USD	66.00 USD ✓
Mon 09/16/2019	Parking	30.00 USD	30.00 USD ↩
Tue 09/17/2019	Meals - Per Diem	66.00 USD	66.00 USD ✓
Wed 09/18/2019	Meals - Per Diem	13.20 USD	13.20 USD ✓
Wed 09/18/2019	Car Rental	210.00 USD	210.00 USD ✓

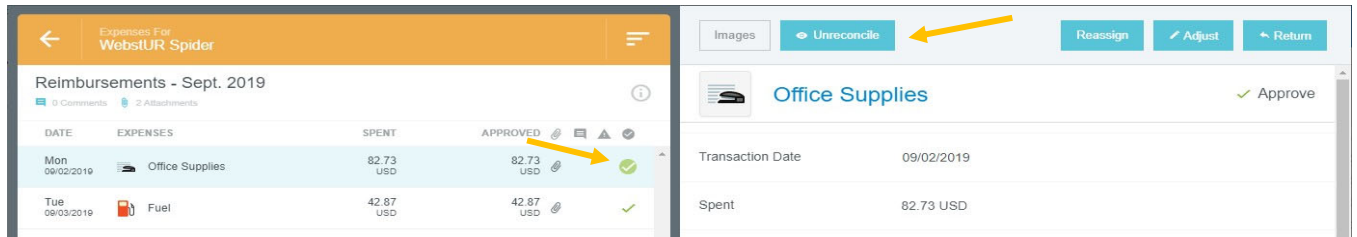
Click **Submit** and this line item (and all with green checkmarks) will move forward in approval queue

Click **Submit** and this line will be returned to the expense owner

Note that if you return a report, there are limited changes the expense owner can make, and they cannot add any new expenses to the report. If you need the expense owner to add a new expense, instead of returning the report, contact the expense owner and ask them to **Recall** the report. This provides the expense owner more flexibility in editing the report.

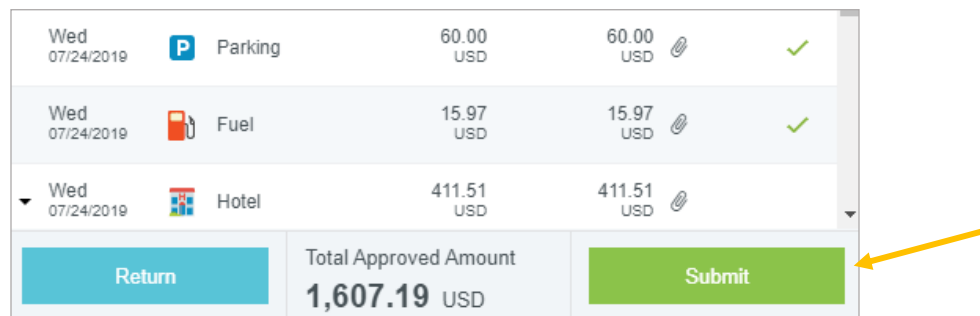
Reconcile

Each individual expense also has a **Reconcile** button. If you are reviewing a report with multiple expense lines, you can click this button to mark lines you have already reviewed. The line will now appear with a green circled checkmark next to it on the report summary. This will allow you to track your progress. To remove this icon, click the **Unreconcile** button.

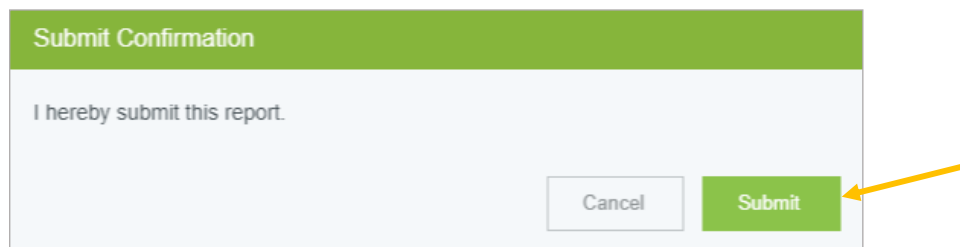


Approve a Report

After you have reviewed the report and are ready to approve, click the **Submit** button at the bottom of the expense report summary. (Note: The approval function within a report is indicated using the Submit button, as opposed to Approve due to the system needing to recalculate the report in the event there were adjustments made by the approver.)



Once the Submit button has been clicked, the submit confirmation screen will appear. Again, click **Submit**.



After clicking submit, a submit confirmation will be displayed.

