

# CHROME RIVER

Routing Queues & Identifying Approvers



# Overview

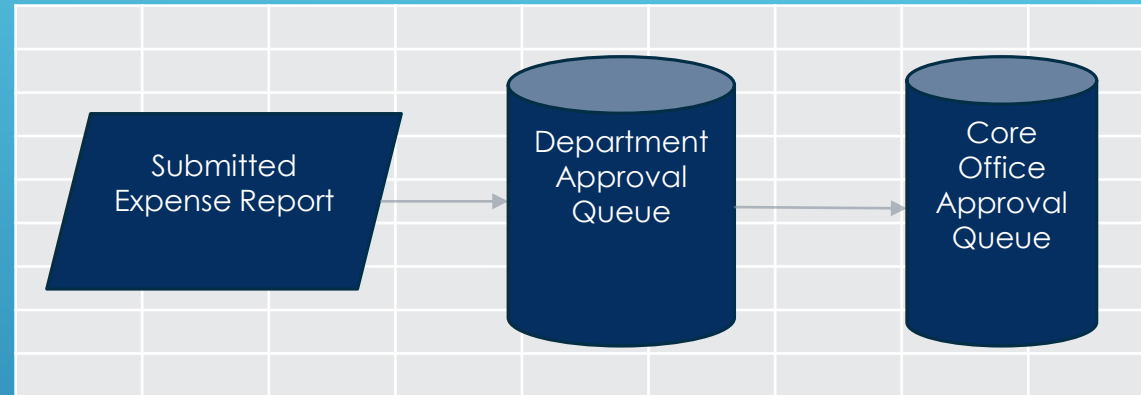
- **Chrome River Approvals – A new methodology**
- **Routing – The “Big” picture**
- **Department Approvals – Current vs. Future**
- **Department Approval Queue Stacks**
- **Tools to Identify Approver(s)**
- **Identify Approver Criteria**
- **Complete Approval Queue Form**



## A NEW METHODOLOGY - GOING SIMPLE WITH CHROME RIVER

- **Electronic Approvals – No more Wet Signatures!!**
- **Same Approval Routing for all!!**
  - **P-card Reconciliation – No more zero DPI's!!**
  - **Expense reimbursement**
  - **Invoice payments to External Vendors**
- **Use of Chrome River Reporting**
  - **Monitoring Expense reimbursement activity**

## ROUTING – THE “BIG PICTURE”



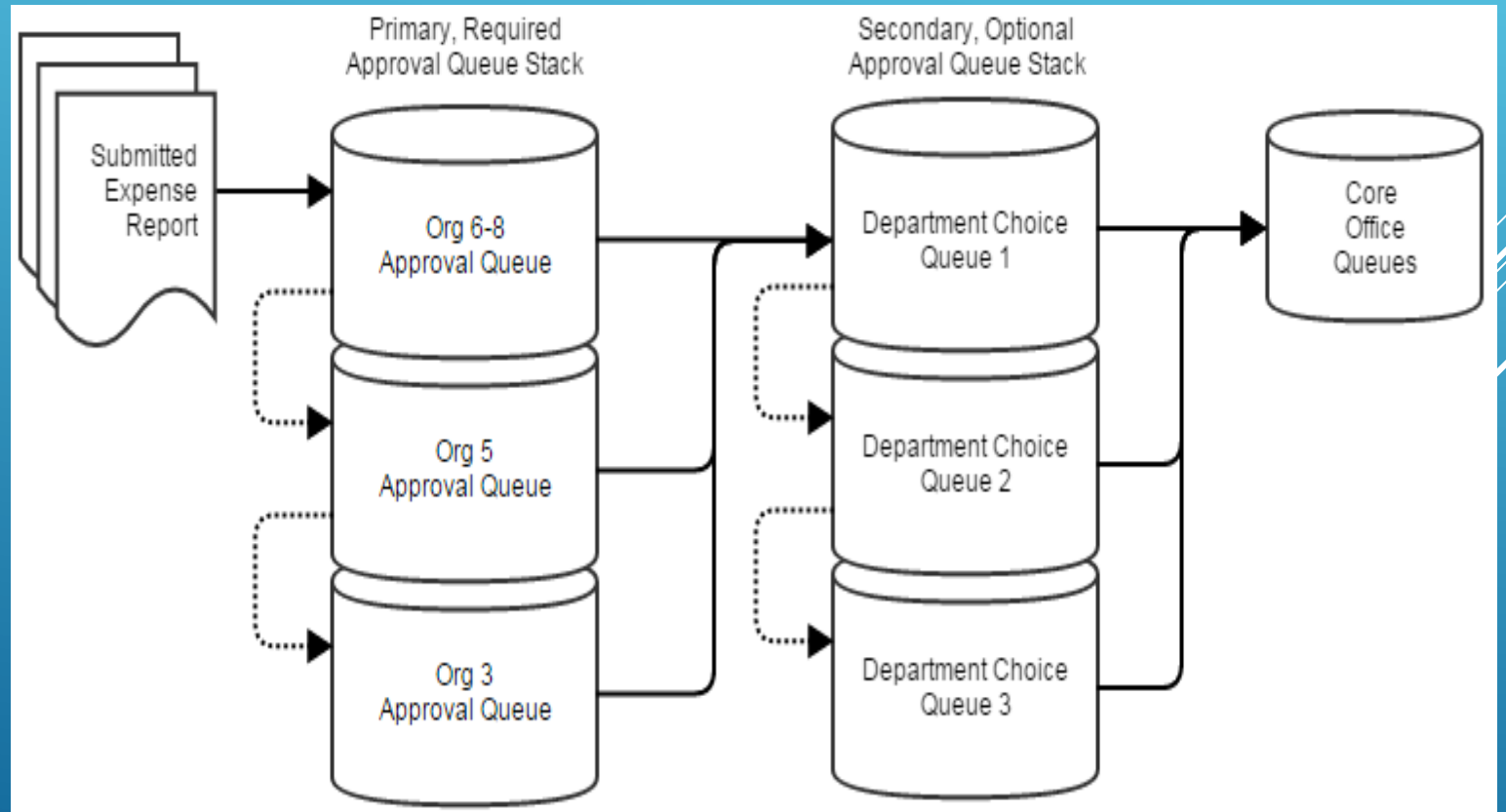
- **What's Different?**
  - **Expense Reimbursement will route to Taxation automatically, if applicable!!!**
  - **Assets will automatically route to Inventory Control, if applicable!!!**
    - **No manual monitoring!!!**



# DEPARTMENT APPROVAL ROUTING CURRENT VS. FUTURE

- **Current Electronic Banner Approvals**
  - By \$ Threshold (Level 10 & Level 20)
  - By Org - Level 3 thru Level 8
- **Future Chrome River Approvals**
  - Required – “Org. Level Approver” using “Org Queue Stacks” structure
  - Optional – “Department Choice” Approver using “Org Queue Stack” structure
  - “Missing Receipt” Approver

# WHAT IS AN APPROVAL QUEUE STACK?





# TOOLS TO IDENTIFY YOUR DEPARTMENT'S ORG STRUCTURE & CURRENT APPROVERS

- **Where do I start?**
  - **Know your Org Level Structure**
    - **EPRINT – FGRORGH Organization Hierarchy Report**
  - **Know your current Banner queue Structure**
    - **My Reports – FMRFAQR – Finance Approval Queue Inquiry Report**

# IDENTIFYING CHROME RIVER APPROVER CRITERIA



- **Approver's Criteria and Responsibility**
  - **Fiscal Review**
    - Correct Index review
    - Budget Availability
    - Account code review
  - **Business Operations Review**
    - Expense follows University Policy
    - Expense follows Internal Department Policy
    - If restrictions, expense is allowable by Grant, Contract, or Donor Designation
  - For Restricted expenses, if not the PI, must approve the expense reimbursement as the PI designee
- **Department Org Approver (Required)**
  - If the ORG Approver can fulfill all fiscal, and operational responsibilities above, then "Department Choice" Approver is not necessary.
- **Department Choice Approver (Optional)**
  - If fiscal and operational responsibilities are split, use the Department Choice Approver to accomplish all responsibilities



# APPROVAL QUEUE FORM



University of New Mexico  
 Organization Hierarchy Report  
 Department of Pediatrics

Loretta Cordova de Ortega, Department Chair

| ORGANIZATION CODE       | DESCRIPTION   | Finance Approver - Dept Approver                              | Department Choice      |
|-------------------------|---|---|------------------------|
| Level 5 Level 6 Level 7 |   |   |                        |
| <b>997A</b>             | <b>Department of Pediatrics</b>   |   |                        |
| <b>497I</b>             | <b>Occupational Therapy (OT)</b>  | Christina Renee Lounsbury/Mary Ellen Snyder/(Joyce Chavez)    | Daleen Denise Luehring |
| <b>997B</b>             | <b>Administration Division</b><br>Clerkship (Med Students)<br>Residency (House Staff) | Christina Renee Lounsbury/Mary Ellen Snyder/(Joyce Chavez)    | Joyce Chavez           |
| <b>997C</b>             | <b>Adolescent Medicine</b>  | Kristine Lucero/Christina Renee Lounsbury/(Mary Ellen Snyder) | Kris Carrilo           |
|                         | <b>997K5</b> Envision & School Based Health   |   |                        |
| <b>997D</b>             | <b>Cardiology</b>   | Teresa Melendez/Mary Ellen Snyder/(Joyce Chavez)              |                        |
| <b>997E</b>             | <b>Prevention and Population Sciences (P)</b>   | Alicia Rodriguez/Mary Ellen Snyder/(Joyce Chavez)             |                        |
| <b>997F</b>             | <b>Critical Care</b>  | Teresa Melendez/Mary Ellen Snyder/(Joyce Chavez)              |                        |

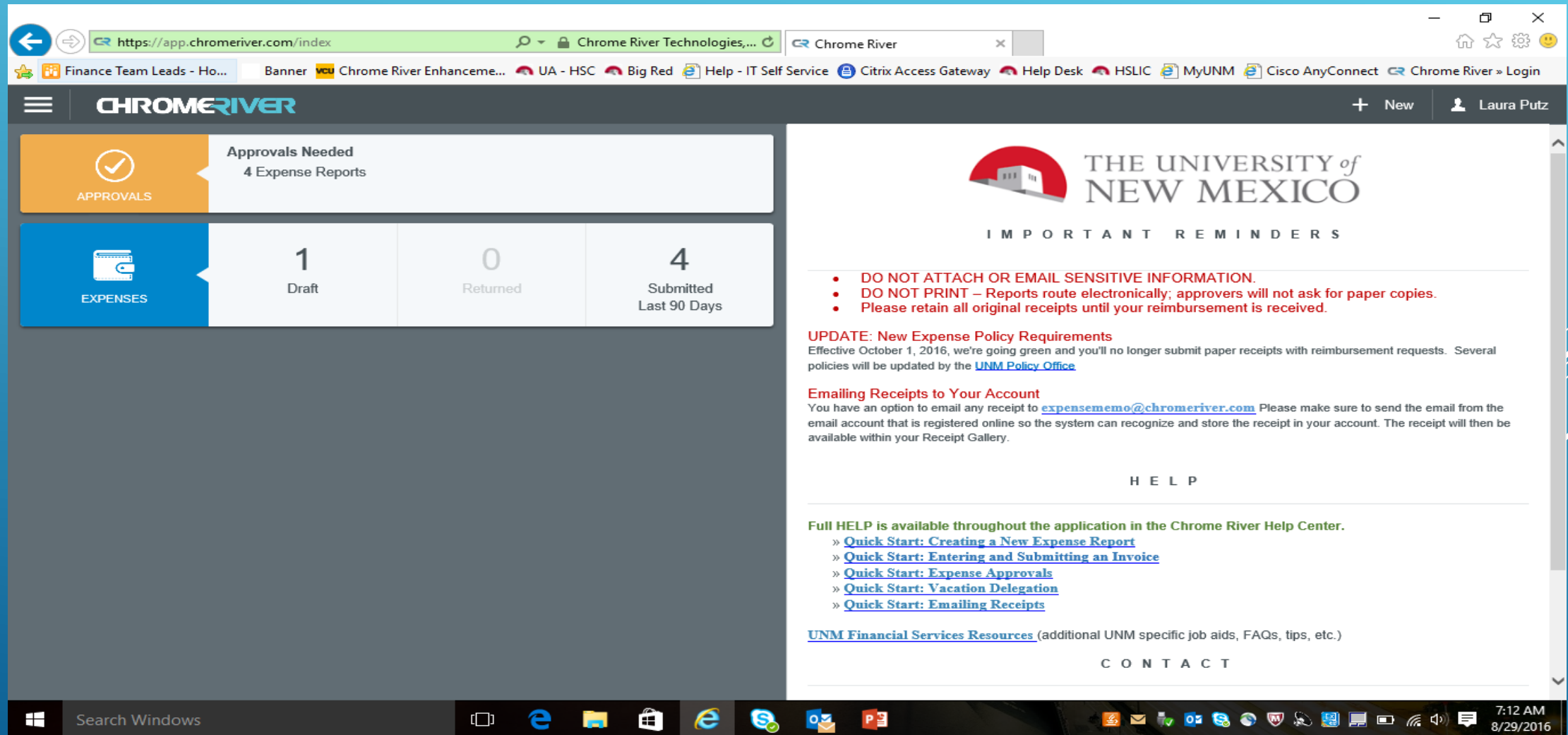
# THE APPROVAL PROCESS

- ▶ **How do I approve a report**
- ▶ **How do I return a report**
- ▶ **How do I delegate a report**
  - ▶ Will be used for Dean/Chair approvals
  - ▶ Ad hoc feature currently unavailable
  - ▶ To be managed manually by FSD until implemented



# HOW DO I APPROVE AN EXPENSE REPORT

- From Home screen select “Approvals Needed”.



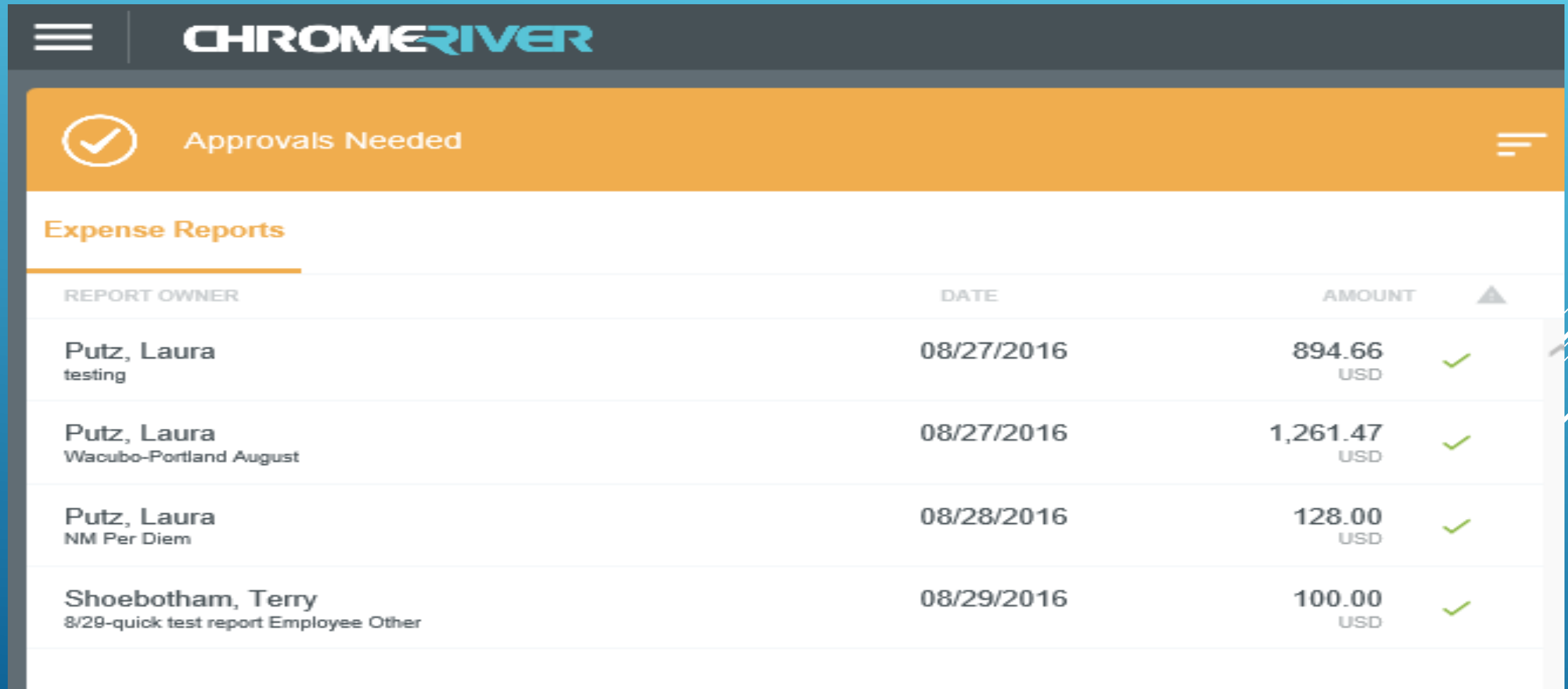
The screenshot shows the Chrome River application interface. The top navigation bar includes the Chrome River logo and a user profile for Laura Putz. The main content area is divided into two sections: 'APPROVALS' and 'EXPENSES'. The 'APPROVALS' section shows 'Approvals Needed' with 4 Expense Reports. The 'EXPENSES' section shows 1 Draft, 0 Returned, and 4 Submitted (Last 90 Days) reports. The right sidebar contains the University of New Mexico logo and 'IMPORTANT REMINDERS' section with the following text:

- DO NOT ATTACH OR EMAIL SENSITIVE INFORMATION.
- DO NOT PRINT – Reports route electronically; approvers will not ask for paper copies.
- Please retain all original receipts until your reimbursement is received.

Below the reminders, there is an 'UPDATE: New Expense Policy Requirements' section, followed by 'Emailing Receipts to Your Account' and a 'HELP' section with links to various quick start guides. At the bottom, there is a 'CONTACT' section.

# HOW DO I APPROVE AN EXPENSE REPORT

- Select a report from the left hand side and double click to open.



The screenshot shows the Chromeriver interface. At the top, there is a navigation bar with a hamburger menu icon and the 'CHROMERIVER' logo. Below this is a header bar with a checkmark icon and the text 'Approvals Needed'. The main content area is titled 'Expense Reports' and contains a table with the following data:

| REPORT OWNER  | DATE       | AMOUNT          |   |
|---|------------|-----------------|---|
| Putz, Laura<br>testing                                      | 08/27/2016 | 894.66<br>USD   | ✓ |
| Putz, Laura<br>Wacubo-Portland August                       | 08/27/2016 | 1,261.47<br>USD | ✓ |
| Putz, Laura<br>NM Per Diem                                  | 08/28/2016 | 128.00<br>USD   | ✓ |
| Shoebbotham, Terry<br>8/29-quick test report Employee Other | 08/29/2016 | 100.00<br>USD   | ✓ |

# HOW DO I APPROVE AN EXPENSE REPORT

- Click on the report you are reviewing. The report header will open in the right side screen. Click the open button to review line items.

The screenshot displays the Chrome River application interface for reviewing expense reports. The browser address bar shows the URL <https://app.chromeriver.com/index#approvals/expense>. The user is logged in as Laura Putz.

**Approvals Needed**

**Expense Reports**

| REPORT OWNER   | DATE       | AMOUNT          |
|--|------------|-----------------|
| Putz, Laura<br>testing                                     | 08/27/2016 | 894.66<br>USD   |
| Putz, Laura<br>Wacubo-Portland August                      | 08/27/2016 | 1,261.47<br>USD |
| Putz, Laura<br>NM Per Diem                                 | 08/28/2016 | 128.00<br>USD   |
| Shoebotham, Terry<br>8/29-quick test report Employee Other | 08/29/2016 | 100.00<br>USD   |

**testing**

Report Owner: Laura Putz

Submit Date: 08/27/2016

Expense Report ID: 010013870822

Rule Description: No rule description available - Rule 101150

**Financial Summary**

|                                     | AMOUNT (USD)  | APPROVED (USD) |
|-------------------------------------|---------------|----------------|
| Total Expense Reported              | 894.66        | 894.66         |
| Less Company Paid Expenses          | 0.00          | 0.00           |
| Less Company Paid Personal Expenses | 0.00          | 0.00           |
| Less Personal Expenses              | 0.00          | 0.00           |
| Amount Due Employee                 | 894.66        | 894.66         |
| <b>Total Expenses For Approval</b>  | <b>894.66</b> | <b>894.66</b>  |

# OPTIONS TO REVIEW AN EXPENSE REPORT

Option 1: View PDF report with notes and receipts.

The screenshot displays a software interface for reviewing an expense report. At the top, there are several buttons: 'Open', 'PDF' (with a dropdown arrow), 'Tracking', 'Return', and 'Approve'. The 'PDF' dropdown menu is open, showing the following options: 'Cover Page', 'Full Report', 'Full Report with Notes & Receipts', 'Full Report with Receipts', and 'View Receipts'. The background of the interface includes a 'Wacubo' logo, a warning banner with a triangle icon and the text 'Warning', and a yellow box containing the text 'Rule 303'. Below the rule text, there is a paragraph of text: 'Scroll through reimbursement... Explain why... This has a picture attached but not sure where it went.' To the right of the dropdown menu, there is a large orange horizontal bar and a yellow box containing text: 'responsibility for duplicate payments. Individual seeking... below have been met in the "Response" field below. 1. Confirm no other report will be submitted for reimbursement. 3. This expense is Not being reimbursed by any other sources. 4. Line item detail (item description, quantity and dollar amounts).

# OPTIONS TO REVIEW AN EXPENSE REPORT

## Expense Report

Report ID: 0100-1387-0998

Report Name Wacubo-Portland August  
 Expense Owner Laura Putz  
 Expense Owner ID lputz / 100024154  
 Created By Laura Putz  
 Submit Date Aug 27, 2016  
 To Be Paid In USD



Please place this cover sheet in front of hardcopy receipt pages and then scan or fax to:  
 Email: expense@chromefile.com Fax: (214) 540-1162

Report Type: Employee Travel

### Financial Summary

|                                     | Total (USD) |
|-------------------------------------|-------------|
| Total Expenses Reported             | 1,261.47    |
| Less Company Paid Personal          | 0.00        |
| Less Company Paid Personal Expenses | 0.00        |
| Amount Due Expense Owner            | 1,261.47    |

### Expense Summary

| Expense Type   | Total (USD) |
|----------------|-------------|
| Airfare        | 463.96      |
| Hotel          | 653.76      |
| Per Diem       | 138.75      |
| Public Transit | 5.00        |
| Total          | 1,261.47    |

### Banner Index Summary

| Banner Index Charged               | Total (USD) |
|------------------------------------|-------------|
| 258000 Unrestricted Acct HSC Admin | 1,261.47    |
| 2588 Unrestricted Accounting       |             |
| 3U0044 HU   and G P131             | 1,261.47    |
| Total                              |             |

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## Expense Details

Report ID: 0100-1387-0998

### Expense Report

Wacubo-Portland August

| Item                               | Date                               | Alert    | Cost Code       | Type                   | Disb Amt            | Pay Me Amt |
|------------------------------------|------------------------------------|----------|-----------------|------------------------|---------------------|------------|
| 4                                  | 08/14/2016                         |          | CC1             | Per Diem               | 48,00 USD           | 48,00 USD  |
| Business Purpose Description       |                                    |          |                 |                        |                     |            |
| Receipt Attached: No Firm Paid: No |                                    |          |                 |                        |                     |            |
| Banner Indexes                     | 258000 Unrestricted Acct HSC Admin |          | 2588 Unrestrict | 3U0044 HU   and G P131 | 48,00 USD           |            |
| G/L Acct: 258000                   |                                    |          |                 |                        |                     |            |
| 3820 - Out Of State Travel Gen     |                                    |          |                 |                        |                     |            |
| Per Diem                           | Hours                              | 24,00    | Country         | United States          | Breakfast deduction | 0,00       |
|                                    | City                               | Portland |                 |                        | Lunch deduction     | 0,00       |
|                                    |                                    |          |                 |                        | Dinner deduction    | 0,00       |
| 5                                  | 08/15/2016                         |          | CC1             | Per Diem               | 33,00 USD           | 33,00 USD  |
| Business Purpose Description       |                                    |          |                 |                        |                     |            |
| Receipt Attached: No Firm Paid: No |                                    |          |                 |                        |                     |            |
| Banner Indexes                     | 258000 Unrestricted Acct HSC Admin |          | 2588 Unrestrict | 3U0044 HU   and G P131 | 33,00 USD           |            |
| G/L Acct: 258000                   |                                    |          |                 |                        |                     |            |
| 3820 - Out Of State Travel Gen     |                                    |          |                 |                        |                     |            |
| Per Diem                           | Hours                              | 24,00    | Country         | United States          | Breakfast deduction | 15,00      |
|                                    | City                               | Portland |                 |                        | Lunch deduction     | 16,00      |
|                                    |                                    |          |                 |                        | Dinner deduction    | 0,00       |
| 6                                  | 08/16/2016                         |          | CC1             | Per Diem               | 33,00 USD           | 33,00 USD  |
| Business Purpose Description       |                                    |          |                 |                        |                     |            |
| Receipt Attached: No Firm Paid: No |                                    |          |                 |                        |                     |            |

# OPTIONS TO REVIEW AN EXPENSE REPORT

## Option 2: Open report and review expense items on screen

The screenshot displays the Chrome River Expense Listing for Review interface. The left panel shows a table of expense items with columns for DATE, EXPENSES, SPENT, and APPROVED. The right panel shows 'Line Item Details' for an Airfare item, including Post Date, Date, Spent, Approved, Description, Airline, Depart, Return, and From/To. The bottom of the left panel shows a 'Total Approved Amount' of 894.66 USD and a 'Submit' button.

| DATE           | EXPENSES         | SPENT      | APPROVED   |
|----------------|------------------|------------|------------|
| Wed 07/27/2016 | Per Diem         | 64.00 USD  | 64.00 USD  |
| Thu 07/28/2016 | Per Diem         | 64.00 USD  | 64.00 USD  |
| Fri 07/29/2016 | Per Diem         | 64.00 USD  | 64.00 USD  |
| Sat 07/30/2016 | Per Diem         | 64.00 USD  | 64.00 USD  |
| Sun 07/31/2016 | Per Diem         | 64.00 USD  | 64.00 USD  |
| Mon 08/01/2016 | Mileage Override | 60.66 USD  | 60.66 USD  |
| Mon 08/01/2016 | Per Diem         | 64.00 USD  | 64.00 USD  |
| Sat 08/27/2016 | Airfare          | 450.00 USD | 450.00 USD |

Total Approved Amount: 894.66 USD

Submit

Can scroll through line items and view receipts attached by line at the bottom of the right side dashboard.



# OPTIONS TO REVIEW AN EXPENSE REPORT

Option 2: Receipt View – select icon to enlarge

The screenshot displays the Expedia expense report interface. At the top right, there are two buttons: "Adjust" and "Return". Below these, the text "Attachments (5)" is visible. A red box highlights two icons: a grid icon and a plus icon, which are used to toggle between different view options. Below this is a dashed box containing a cloud icon with an upward arrow and the text "Browse File to Attach". The main content area shows a preview of an Expedia receipt for a trip to Medford. The receipt includes the Expedia logo, user information ("Hello, Guest"), navigation links, and trip details: "Medford", "Wed, Aug 17 - Sun, Aug 21", and a status of "Booked No need to reconfirm." with a total cost of "\$192.20". At the bottom of the receipt preview, there are links for "Before you go", "Flight overview", and "Manage reservation".

Adjust Return

Attachments (5)

Browse File to Attach

Expedia

Hello, Guest My Scratchpad My Trips Support Español 简体中文

Home Bundle Deals Hotels Cars Flights Cruises Things to Do Deals Rewards

Mobile

My Trips Print Email Options

Medford

Wed, Aug 17 - Sun, Aug 21

✓ Booked No need to reconfirm.

Total: \$192.20

Before you go

Flight overview

Manage reservation

# HOW DO I REVIEW AN EXPENSE REPORT

## Other Considerations

- ▶ Look through all warnings and make sure there is a valid reason for the exception. Warnings will occur when a report appears to violate UNM policy.
- ▶ Click approve on each line item to approve separately or submit at the bottom to approve all items.
- ▶ Approve all expense reports in a timely manner.
- ▶ Chrome River has controls in place to help you detect expense reports that do not meet the policy standards

# HOW DO I MODIFY A REPORT?

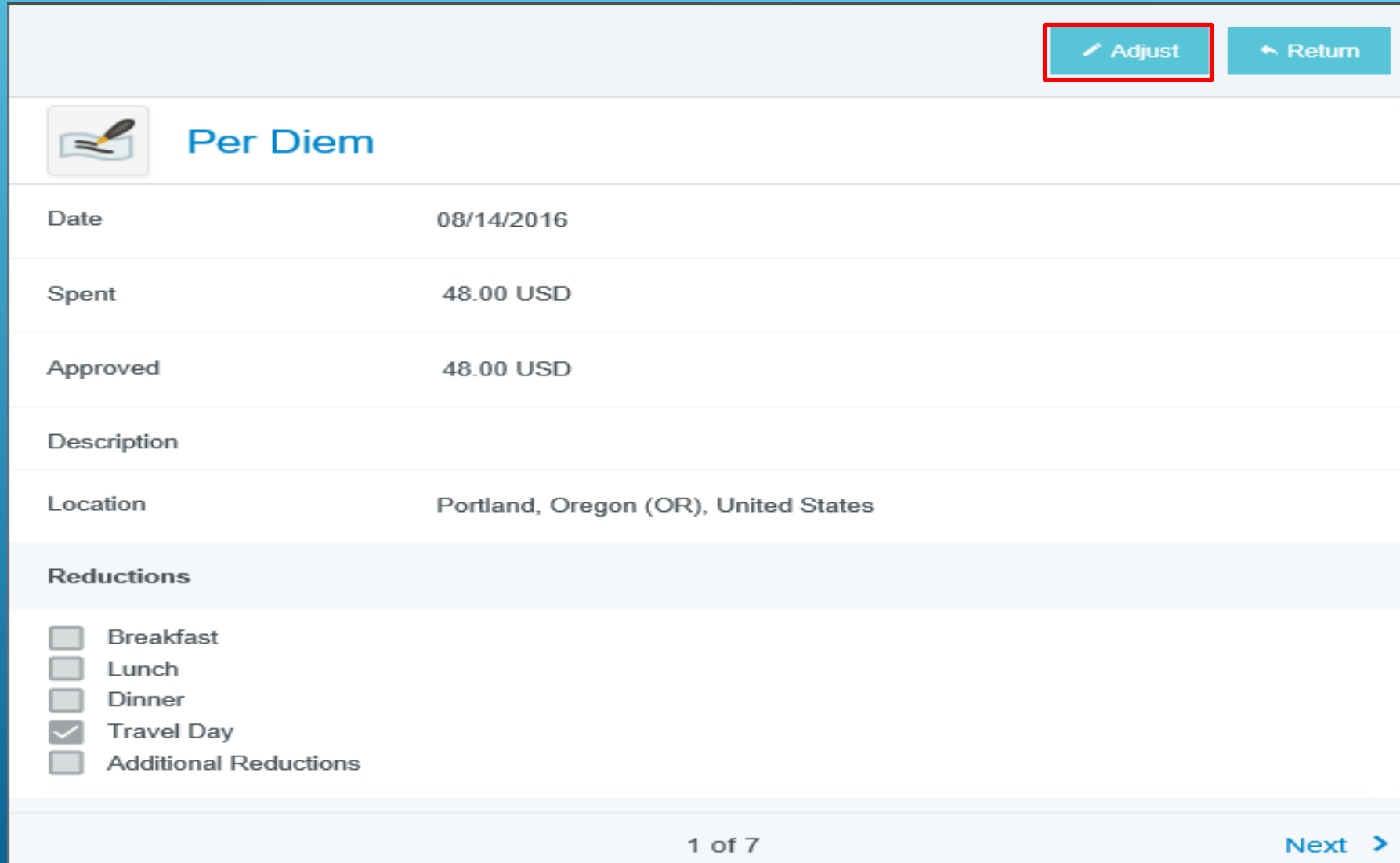
## NEW FUNCTIONALITY!

Reports reviewers can modify the following items upon review:




1. Index
2. Account Codes
3. Reduce dollar amount

Modifications made in Chrome River must be documented on the line item. This generates an e-mail notification to the report creator and expense owner.

# HOW DO I MODIFY A REPORT – SELECT “ADJUST”




The screenshot shows a web interface for a 'Per Diem' report. At the top right, there are two buttons: 'Adjust' (with a pencil icon) and 'Return' (with a left arrow icon). The 'Adjust' button is highlighted with a red rectangular border. Below the buttons is a header section with a notepad icon and the text 'Per Diem'. The main content area contains several fields: 'Date' (08/14/2016), 'Spent' (48.00 USD), 'Approved' (48.00 USD), 'Description' (empty), and 'Location' (Portland, Oregon (OR), United States). Below these fields is a section titled 'Reductions' with a list of checkboxes: 'Breakfast', 'Lunch', 'Dinner', 'Travel Day' (checked), and 'Additional Reductions'. At the bottom of the form, there is a footer with '1 of 7' on the left and 'Next >' on the right.

|   |                                      |  |
|---|--------------------------------------|--|
|  Adjust        |                                      |  Return |
|  <b>Per Diem</b> |                                      |  |
| Date  | 08/14/2016                           |  |
| Spent   | 48.00 USD                            |  |
| Approved  | 48.00 USD                            |  |
| Description   |                                      |  |
| Location  | Portland, Oregon (OR), United States |  |
| <b>Reductions</b>   |                                      |  |
| <input type="checkbox"/>  | Breakfast                            |  |
| <input type="checkbox"/>  | Lunch                                |  |
| <input type="checkbox"/>  | Dinner                               |  |
| <input checked="" type="checkbox"/>   | Travel Day                           |  |
| <input type="checkbox"/>  | Additional Reductions                |  |
| 1 of 7  |                                      |  |
| Next >  |                                      |  |

# HOW DO I MODIFY A REPORT



Enter basis for adjustment being made

 **Per Diem**

Personal Day - no per diem to be paid

Notify Expense Owner

Adjust amount and click "Save"

|          |            |   |
|----------|------------|---|
| Date     | 08/14/2016 |       |
| Spent    | 48.00      | USD   |
| Approved | 0.00       |  USD |

# HOW DO I MODIFY A REPORT


## Left side dashboard with modification

WACUBO Shared Services-Portland (i)

1 Comments 5 Attachments

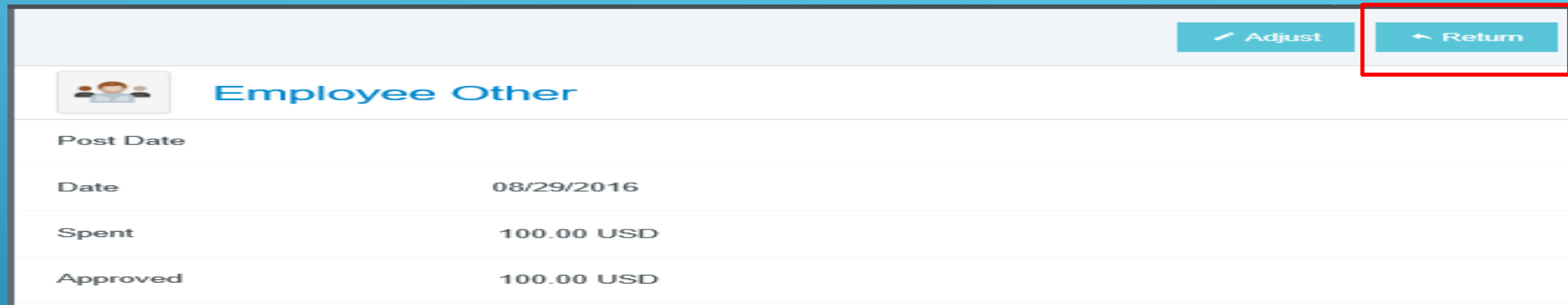
| DATE              | EXPENSES | SPENT         | APPROVED      |  |  |  |  |
|-------------------|----------|---------------|---------------|--|--|--|--|
| Tue<br>07/12/2016 | Airfare  | 463.96<br>USD | 463.96<br>USD |  |  |  |  |
| Sun<br>08/14/2016 | Per Diem | 48.00<br>USD  | 0.00<br>USD   |  |  |  |  |
| Mon<br>08/15/2016 | Per Diem | 33.00<br>USD  | 33.00<br>USD  |  |  |  |  |
| Tue<br>08/18/2016 | Per Diem | 64.00<br>USD  | 64.00<br>USD  |  |  |  |  |

# REASONS FOR RETURNING REPORTS

- ▶ **Inadequate Business Purpose**
  - ▶ **Wrong report type for payee**
  - ▶ **Against Policy or Procedures**
  - ▶ **Missing receipts or attachments**
  - ▶ **Receipts with identifiable information**
  - ▶ **“5 Day Rule” for department response applied prior to returning reports**
- 

# HOW DO I RETURN A REPORT

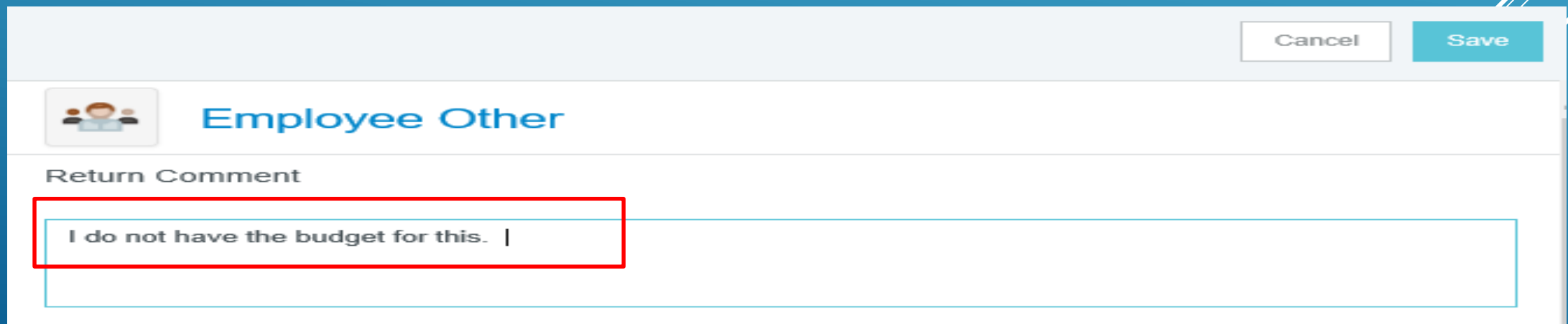
- ▶ Click “Return”



A screenshot of a software interface for an 'Employee Other' report. The top right corner features two buttons: 'Adjust' and 'Return'. The 'Return' button is highlighted with a red rectangular box. Below the buttons, the report details are displayed in a table format.

| Employee Other |            |
|----------------|------------|
| Post Date      |            |
| Date           | 08/29/2016 |
| Spent          | 100.00 USD |
| Approved       | 100.00 USD |

- ▶ Provide reason for return and click “Save”



A screenshot of the same software interface, but now showing the 'Return Comment' field. The 'Return' button is no longer visible. The 'Return Comment' field is highlighted with a red rectangular box and contains the text: 'I do not have the budget for this. |'. The 'Save' button is visible in the top right corner.

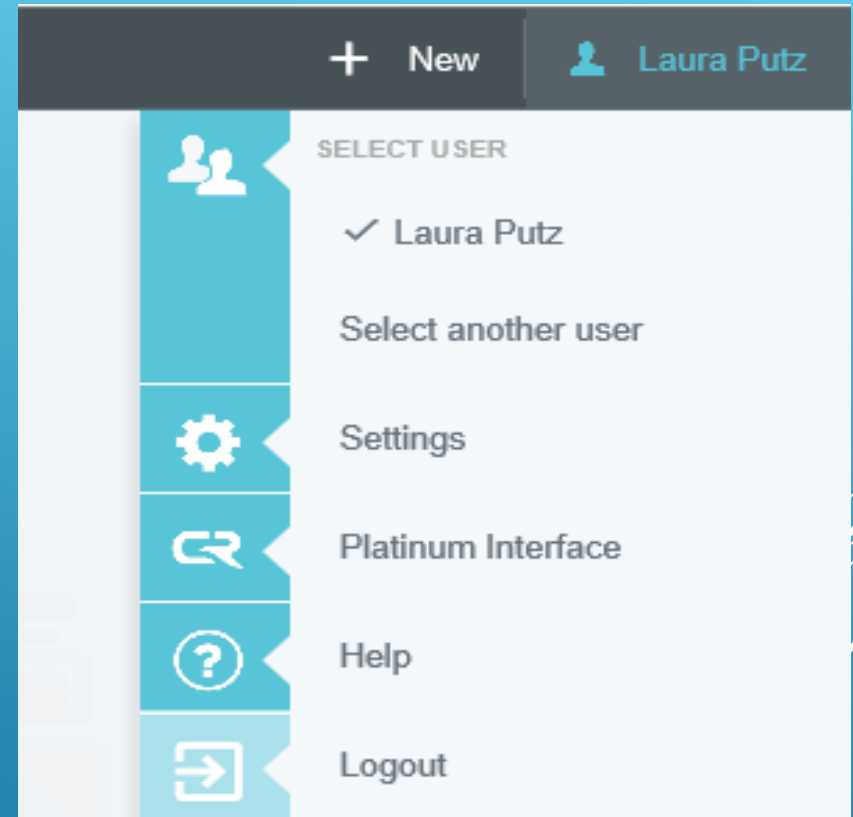
Return Comment

I do not have the budget for this. |



# HOW DO I DELEGATE MY APPROVAL DUTIES

- ▶ Click on your name in the upper right ribbon menu.
- ▶ Secondary menu appears. Go to the “Settings” menu.



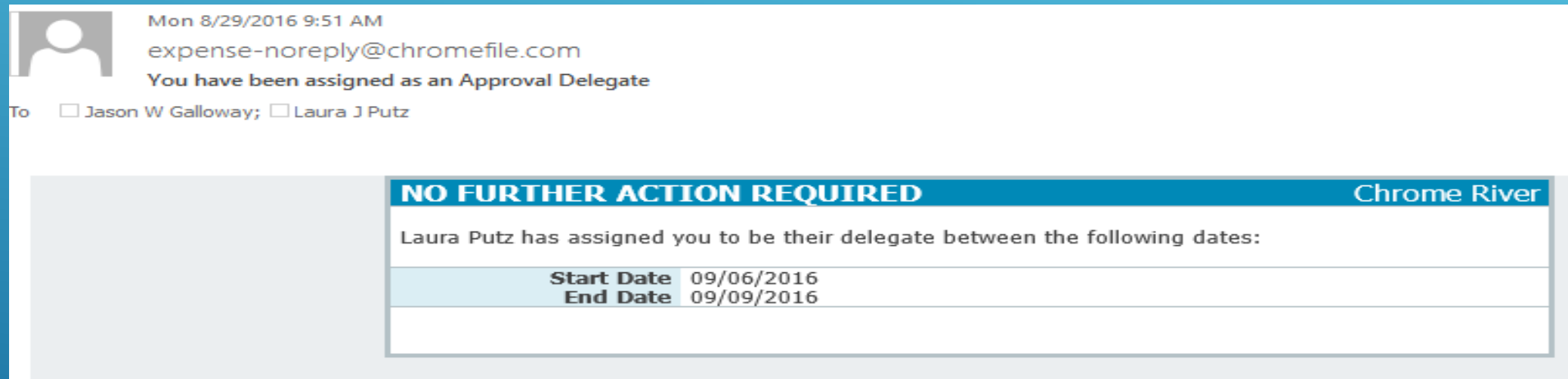
# VACATION DELEGATION

- ▶ Click on “Delegate Settings”.
- ▶ Select the user that will be responsible for coverage during your absence.
- ▶ Enter Start Date
- ▶ Enter End Date
- ▶ Click Save

The screenshot displays the CHROMERIVER user interface. On the left is a navigation sidebar with the following items: 'Laura Putz Associate Controller', 'Personal Settings', 'Preferences Settings', 'Delegate Settings' (highlighted in blue), and 'Notification Settings'. The main content area is titled 'My Delegates' and contains a sub-section 'My Approval Delegate'. Below this sub-section, there are three input fields: 'Select a User' with a dropdown menu showing 'Jason Galloway', 'Start Date' with a date picker set to '09/06/2016', and 'End Date' with a date picker set to '09/09/2016'. At the bottom right of the form are two buttons: a green 'Save' button and a white 'Cancel' button.

# VACATION DELEGATION – THINGS TO KNOW

- ▶ System generates initial e-mail notifications



Mon 8/29/2016 9:51 AM  
expense-noreply@chromefile.com  
You have been assigned as an Approval Delegate

To  Jason W Galloway;  Laura J Putz

| NO FURTHER ACTION REQUIRED  |            | Chrome River |
|---|------------|--------------|
| Laura Putz has assigned you to be their delegate between the following dates: |            |              |
| <b>Start Date</b>   | 09/06/2016 |              |
| <b>End Date</b>   | 09/09/2016 |              |

- ▶ Delegated items do not revert to the original approver at the end of the delegation period. Once it is assigned to a delegate, the delegate must review and take action.

**CHROMERIVER**  
LET BUSINESS FLOW



QUESTIONS??