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

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.

UPDATE: New Expense Policy Requirements
Effective October 1, 2016, we’ve gone green and you’ll no longer submit paper receipts with reimbursement requests. Several policies will be updated by the UNM Policy Office.

Emailing Receipts to Your Account
You have an option to email any receipt to expenseneeds@chromeriver.com. Please make sure to send the email from the email account that is registered online so the system can recognize and store the receipt in your account. The receipt will then be available within your Receipt Gallery.

HELP
Full HELP is available throughout the application in the Chrome River Help Center.
• Quick Start: Creating a New Expense Report
• Quick Start: Entering and Submitting an Invoice
• Quick Start: Expense Approvals
• Quick Start: Vacation Delegation
• Quick Start: Emailing Receipts
UNM Financial Services Resources (additional UNM specific job aids, FAQs, tips, etc.)
HOW DO I APPROVE AN EXPENSE REPORT

• Select a report from the left hand side and double click to open.
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.
Options to Review an Expense Report

Option 1: View PDF report with notes and receipts.
OPTIONS TO REVIEW AN EXPENSE REPORT

Option 2: Open report and review expense items on screen

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
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”

<table>
<thead>
<tr>
<th>Date</th>
<th>08/14/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spent</td>
<td>48.00 USD</td>
</tr>
<tr>
<td>Approved</td>
<td>48.00 USD</td>
</tr>
<tr>
<td>Location</td>
<td>Portland, Oregon (OR), United States</td>
</tr>
</tbody>
</table>

**Reductions**
- Breakfast
- Lunch
- Dinner
- Travel Day
- Additional Reductions
**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”

<table>
<thead>
<tr>
<th>Date</th>
<th>08/14/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spent</td>
<td>48.00 USD</td>
</tr>
<tr>
<td>Approved</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>
**WACUBO Shared Services-Portland**

<table>
<thead>
<tr>
<th>DATE</th>
<th>EXPENSES</th>
<th>SPENT</th>
<th>APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 07/12/2016</td>
<td>Airfare</td>
<td>463.96 USD</td>
<td>463.96 USD</td>
</tr>
<tr>
<td>Sun 08/14/2016</td>
<td>Per Diem</td>
<td>48.00 USD</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Mon 08/15/2016</td>
<td>Per Diem</td>
<td>33.00 USD</td>
<td>33.00 USD</td>
</tr>
<tr>
<td>Tue 08/16/2016</td>
<td>Per Diem</td>
<td>64.00 USD</td>
<td>64.00 USD</td>
</tr>
</tbody>
</table>

Left side dashboard with modification
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”

- Provide reason for return and click “Save”
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
VACATION DELEGATION – THINGS TO KNOW

- System generates initial e-mail notifications

![Initial e-mail notification example]

- 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.
QUESTIONS??