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

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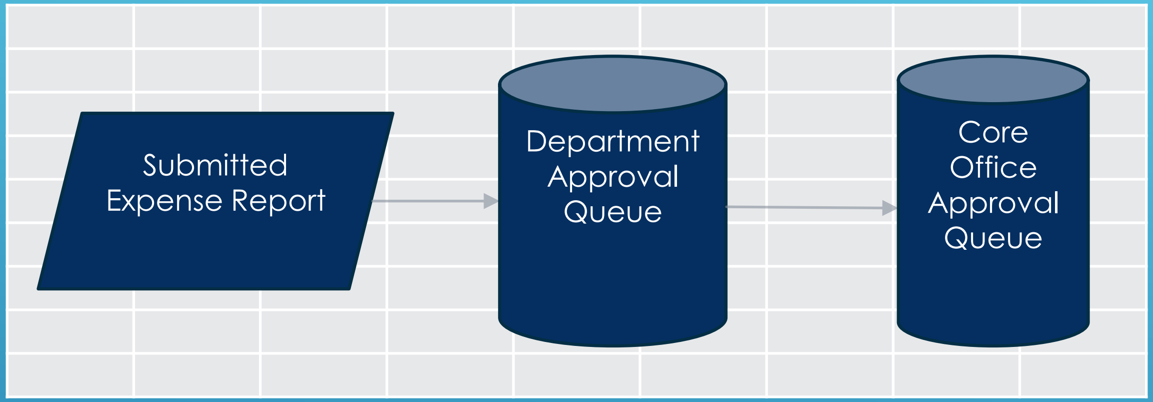
- **Electronic Approvals – No more Wet Signatures!!**
- **Same Approval Routing for all!!**
  - **P-card Reconciliation – No more zero DPI's!!**
  - **Expense reimbursement**
  - **Invoice payments to External Vendors**
- **Use of Chrome River Reporting**
  - **Monitoring Expense reimbursement activity**

ROUTING – THE "BIG PICTURE"



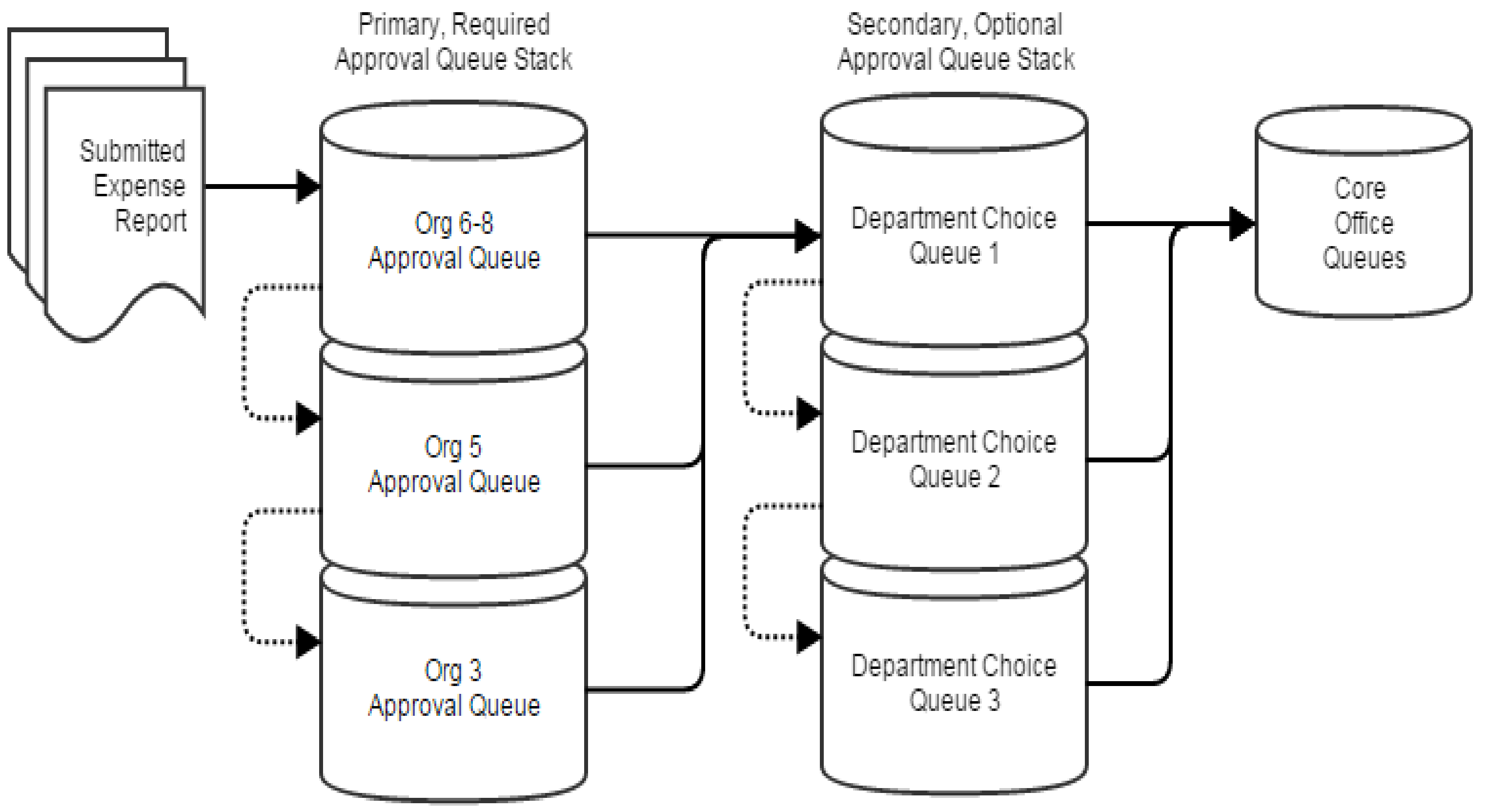
- **What's Different?**
  - **Expense Reimbursement will route to Taxation automatically, if applicable!!!**
  - **Assets will automatically route to Inventory Control, if applicable!!!**
    - **No manual monitoring!!!**

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

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University of New Mexico
Organization Hierarchy Report
Department of Pediatrics

Loretta Cordova de Ortega, Department Chair

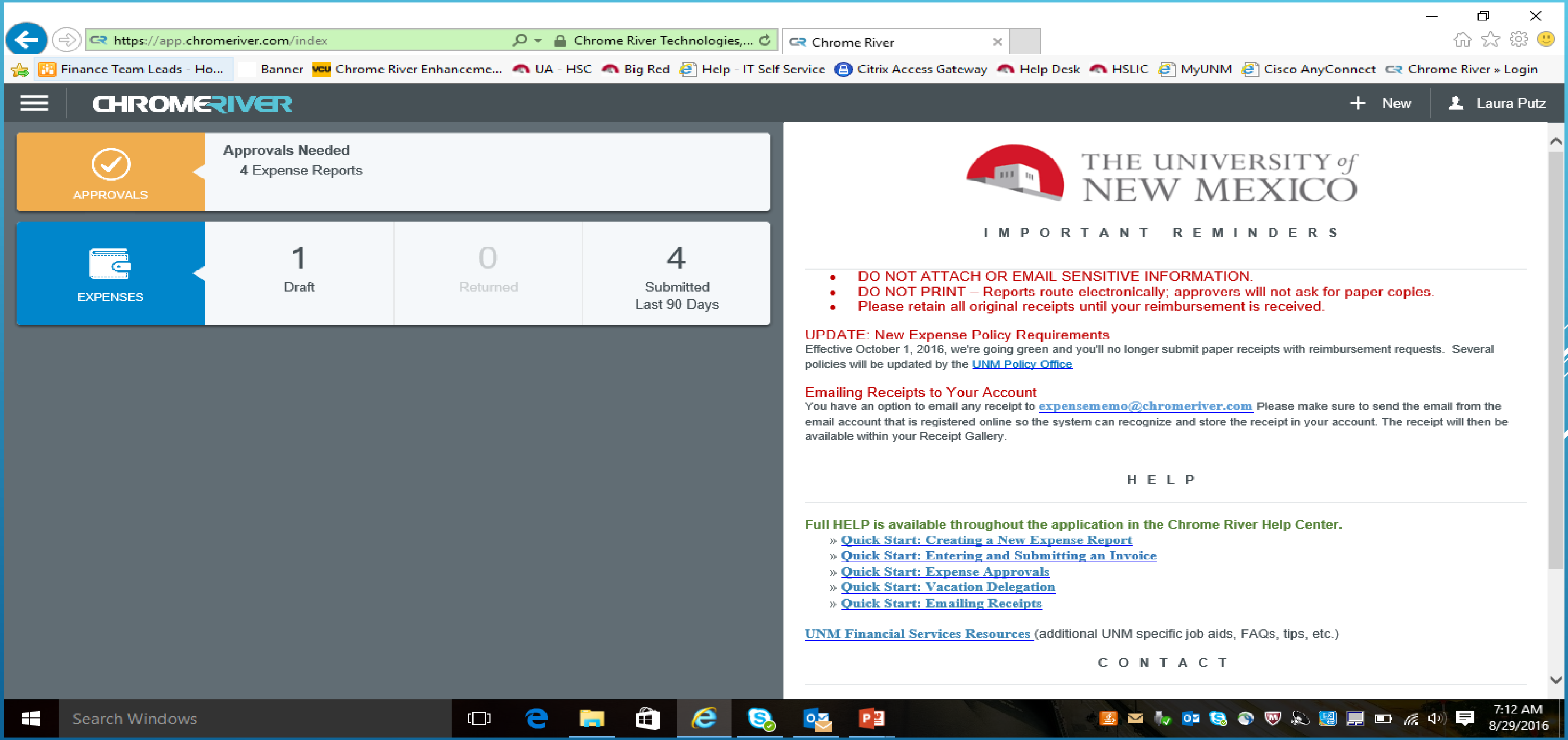
ORGANIZATION CODE	DESCRIPTION	Finance Approver - Dept Approver	Department Choice
Level 5 Level 6 Level 7			
997A	**Department of Pediatrics**		
497I	***Occupational Therapy (OT)***	Christina Renee Lounsbury/Mary Ellen Snyder/(Joyce Chavez)	Daleen Denise Luehring
997B	***Administration Division***	Christina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

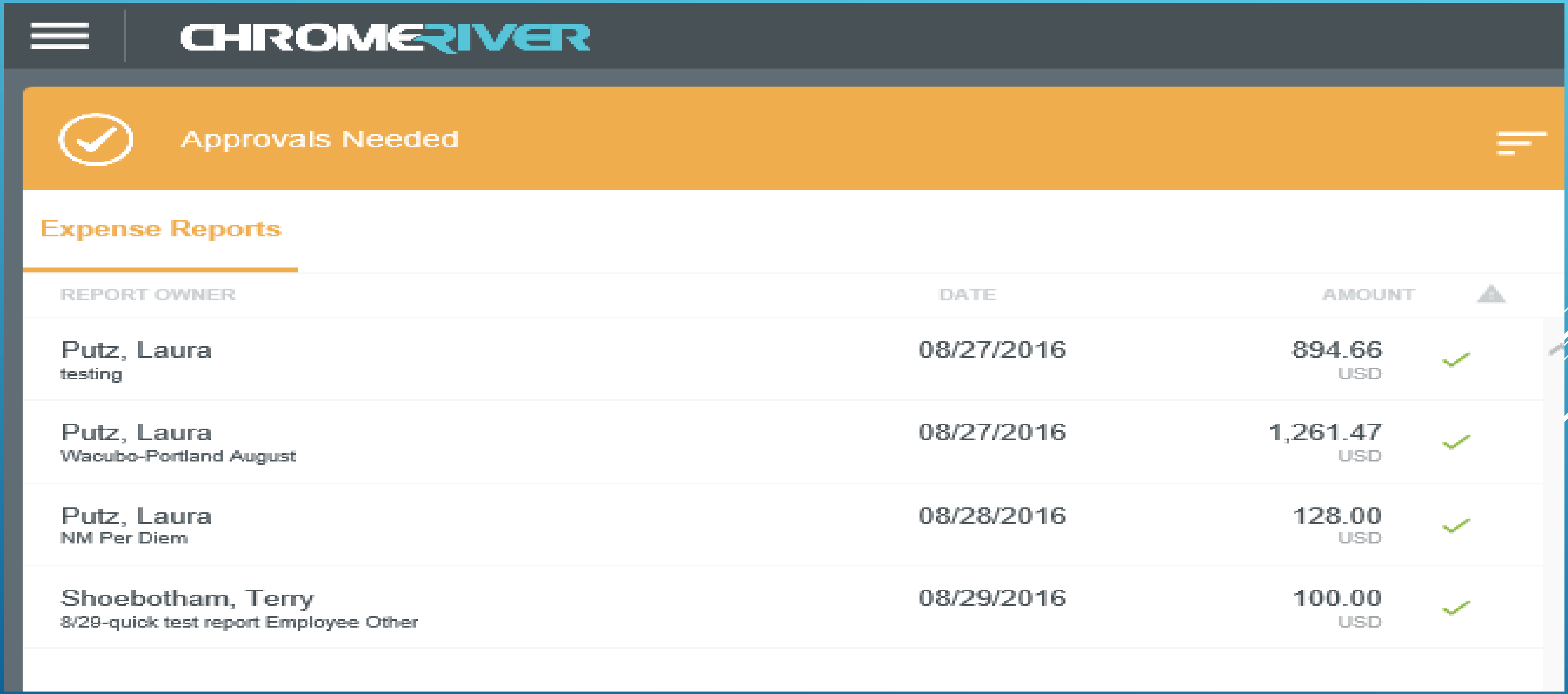
HOW DO I APPROVE AN EXPENSE REPORT

- **From Home screen select “Approvals Needed”.**



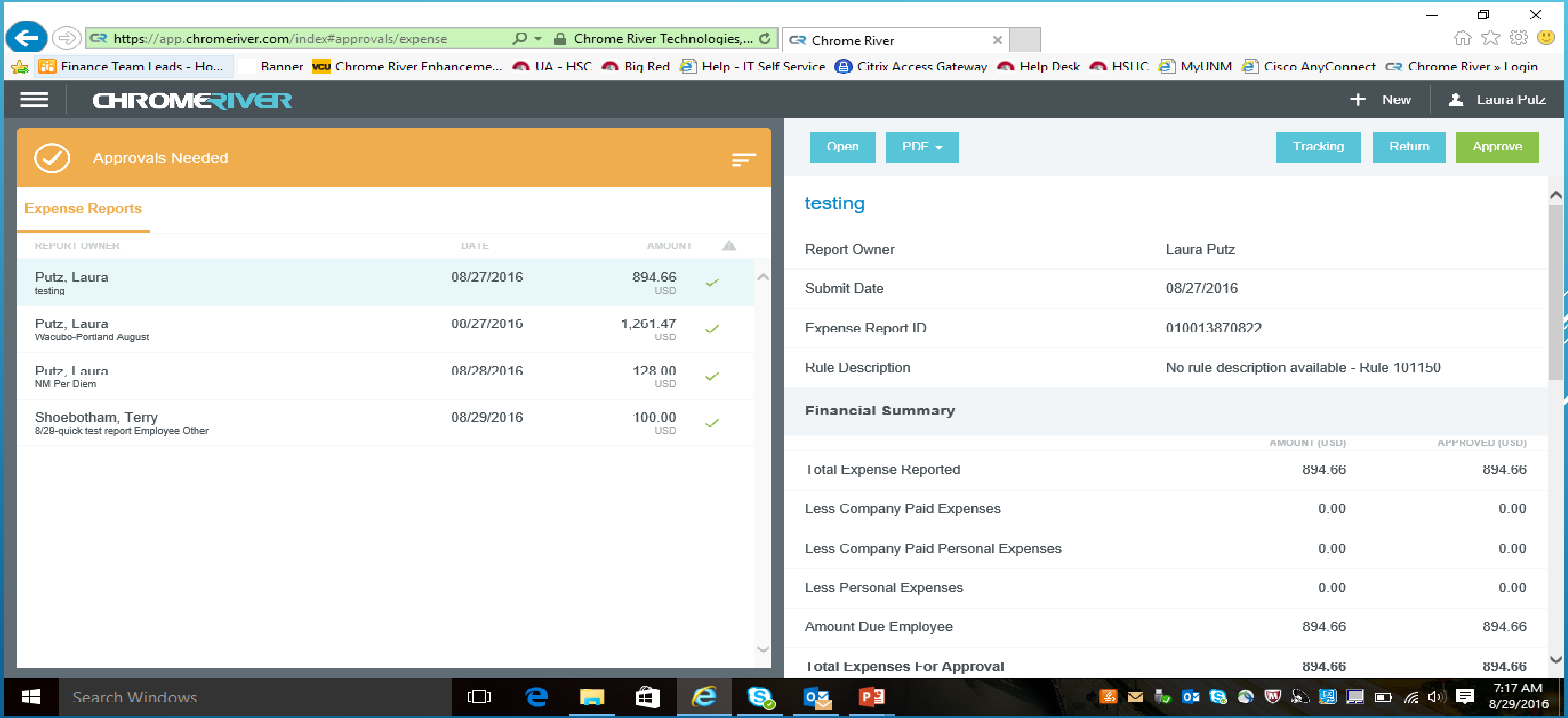
HOW DO I APPROVE AN EXPENSE REPORT

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



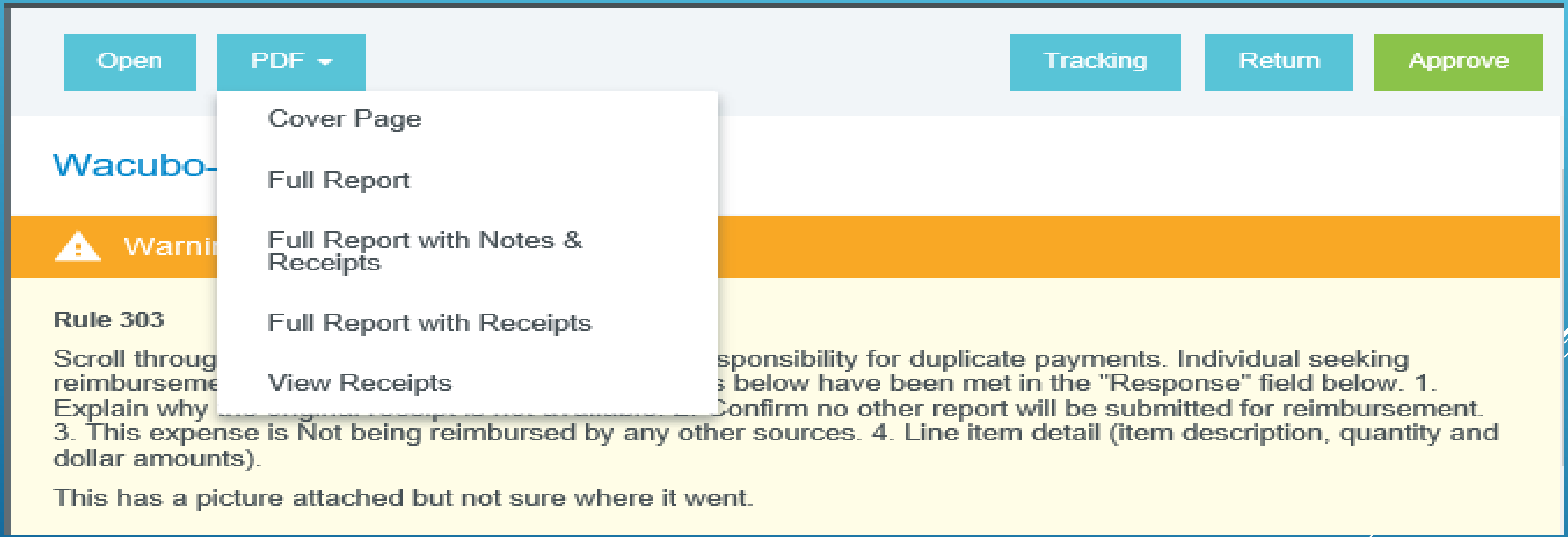
HOW DO I APPROVE AN EXPENSE REPORT

- 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

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	2588 Unrestricted Accounting HSC	3U0044 HU I and G P131	1,261.47
Total			1,261.47

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 I and G P131 — 48.00 USD

G/L Acct: 258000

3820 – Out Of State Travel Gen

Per Diem

Hours	24.00	Breakfast deduction	0.00
Country	United States	Lunch deduction	0.00
City	Portland	Dinner deduction	0.00

Item	Date	Alert	Cost Code	Type	Disb Amt	Pay Me Amt
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 I and G P131 — 33.00 USD

G/L Acct: 258000

3820 – Out Of State Travel Gen

Per Diem

Hours	24.00	Breakfast deduction	15.00
Country	United States	Lunch deduction	16.00
City	Portland	Dinner deduction	0.00

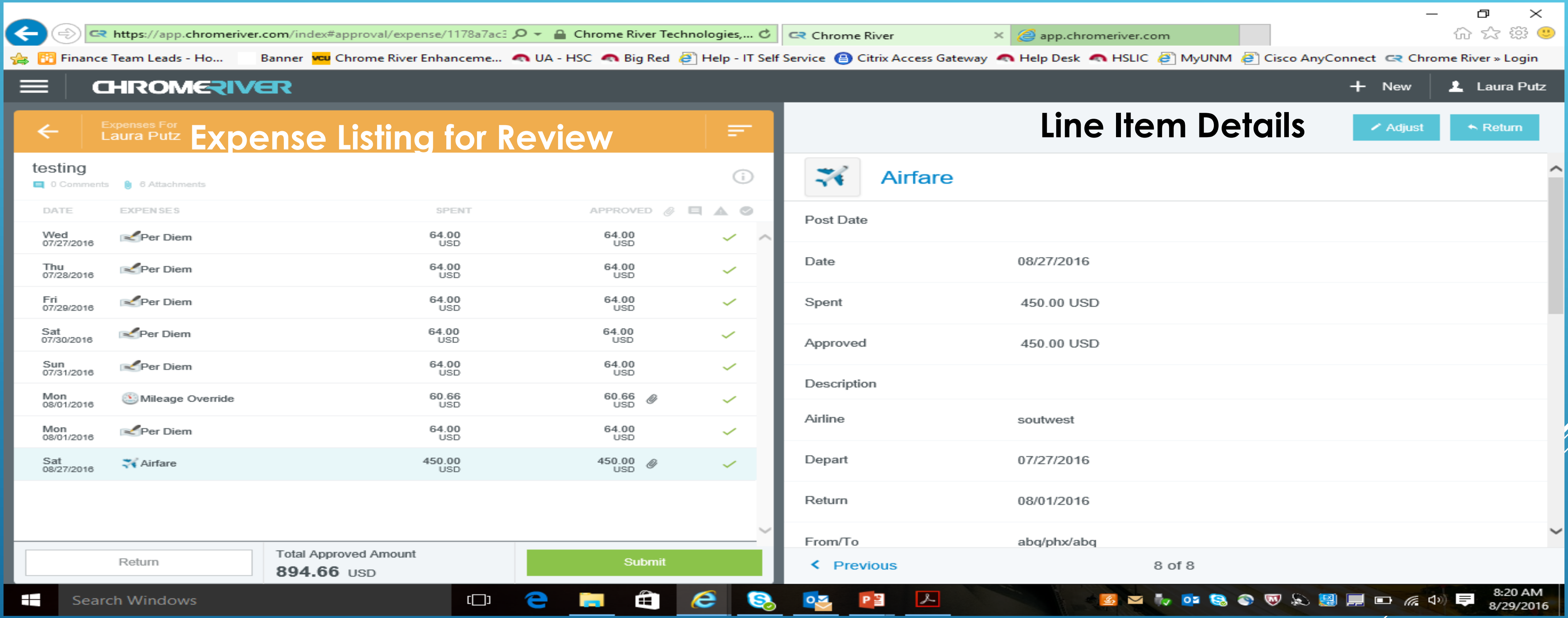
Item	Date	Alert	Cost Code	Type	Disb Amt	Pay Me Amt
6	08/16/2016		CC1	Per Diem	33.00 USD	33.00 USD

Business Purpose Description

Receipt Attached: No Firm Paid: No

OPTIONS TO REVIEW AN EXPENSE REPORT

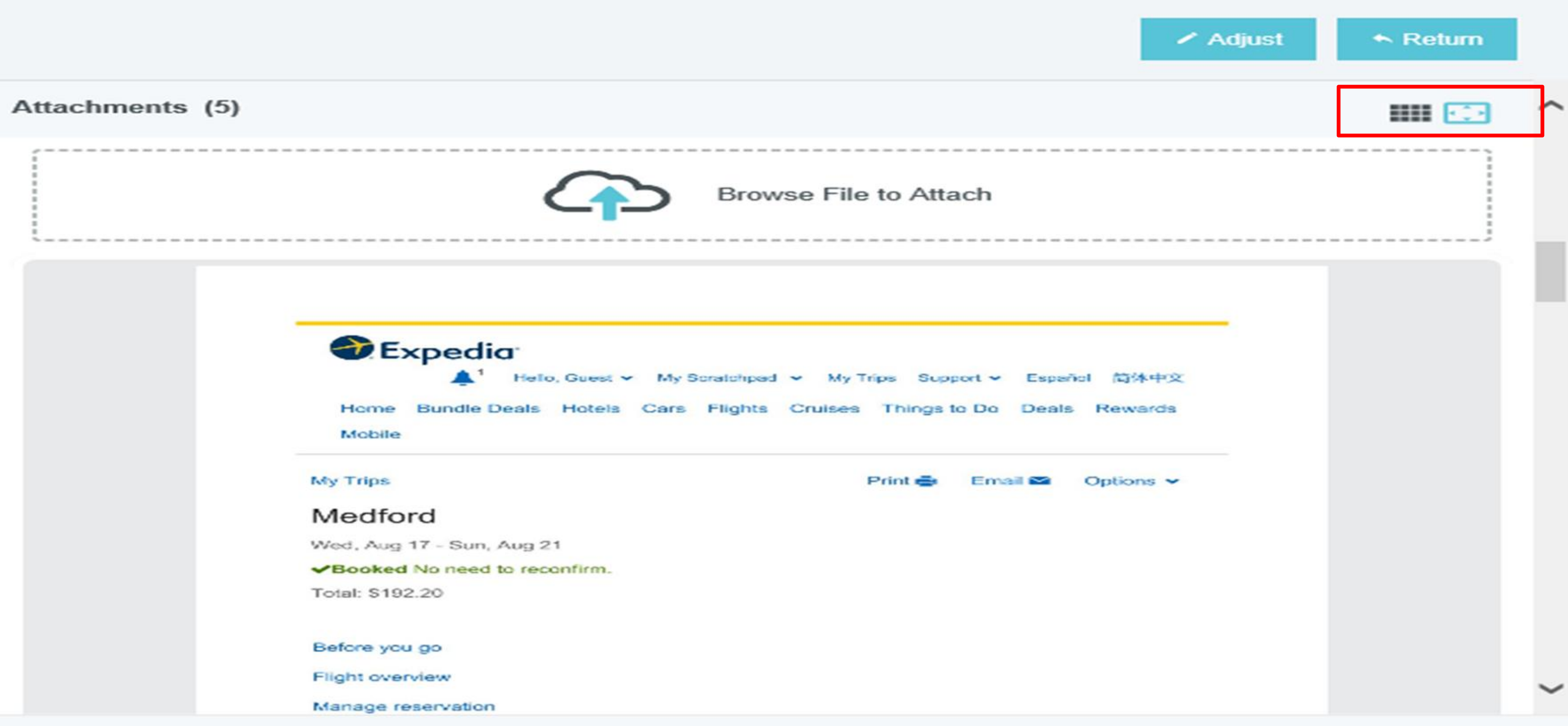
Option 2: Open report and review expense items on screen



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?

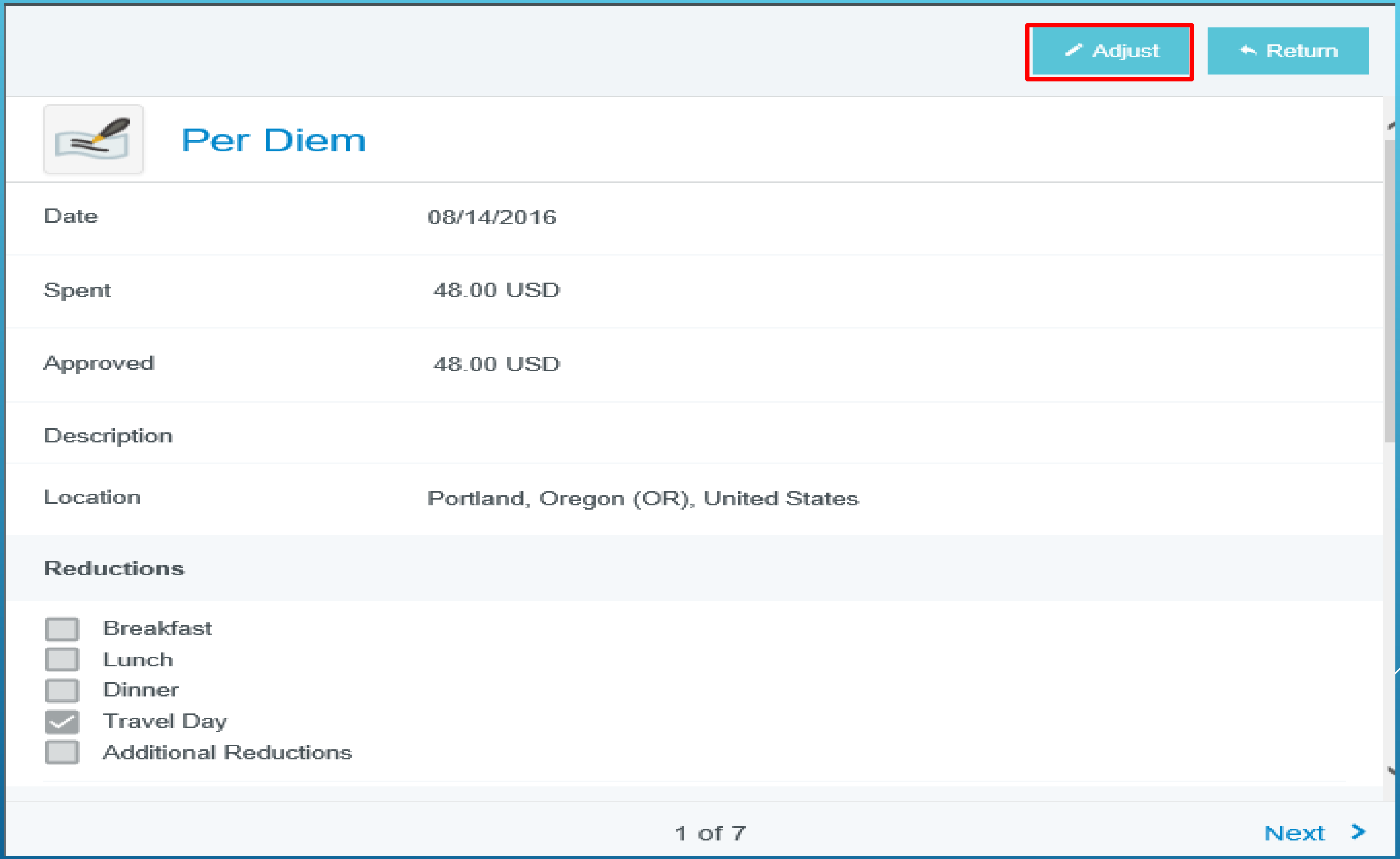
NEW FUNCTIONALITY!

Reports reviewers can modify the following items upon review:

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

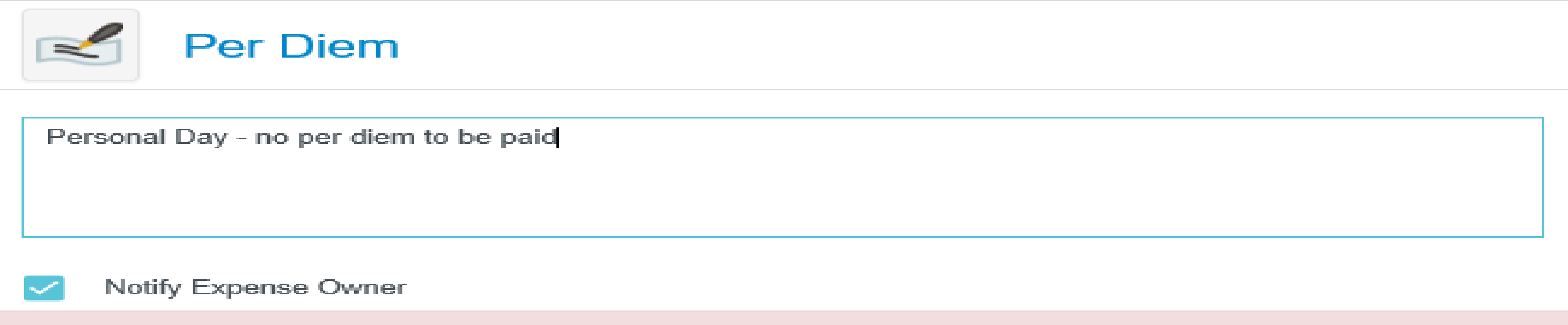
Modifications made in Chrome River must be documented on the line item. This generates an e-mail notification to the report creator and expense owner.

HOW DO I MODIFY A REPORT – SELECT "ADJUST"

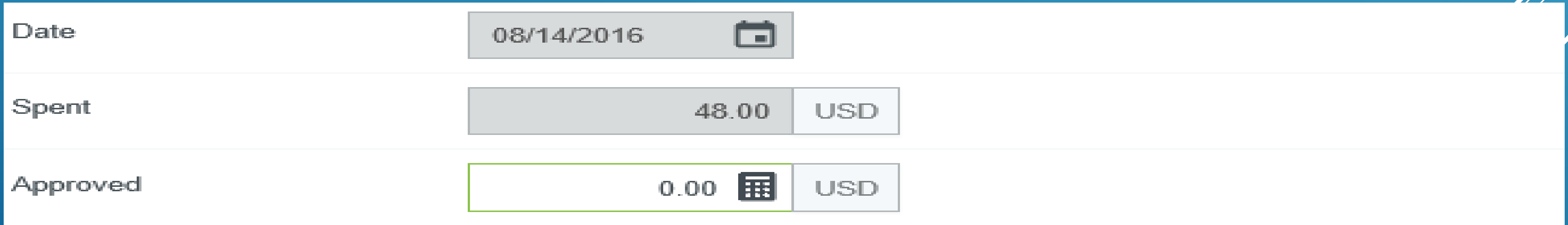


HOW DO I MODIFY A REPORT

Enter basis for adjustment being made



Adjust amount and click "Save"



HOW DO I MODIFY A REPORT

Left side dashboard with modification

WACUBO Shared Services-Portland

1 Comments   5 Attachments

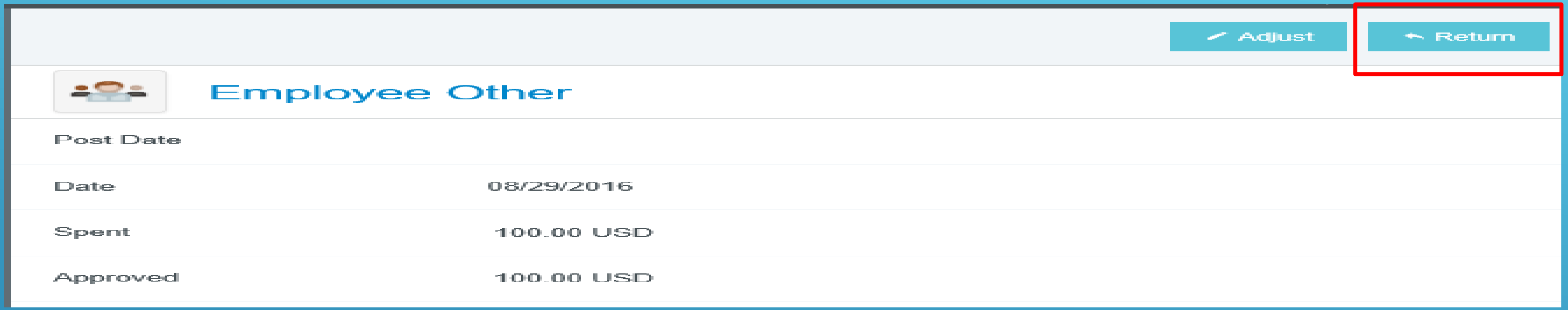
DATE	EXPENSES	SPENT	APPROVED
Tue 07/12/2016	Airfare	463.96 USD	463.96 USD
Sun 08/14/2016	Per Diem	48.00 USD	0.00 USD
Mon 08/15/2016	Per Diem	33.00 USD	33.00 USD
Tue 08/16/2016	Per Diem	64.00 USD	64.00 USD

REASONS FOR RETURNING REPORTS

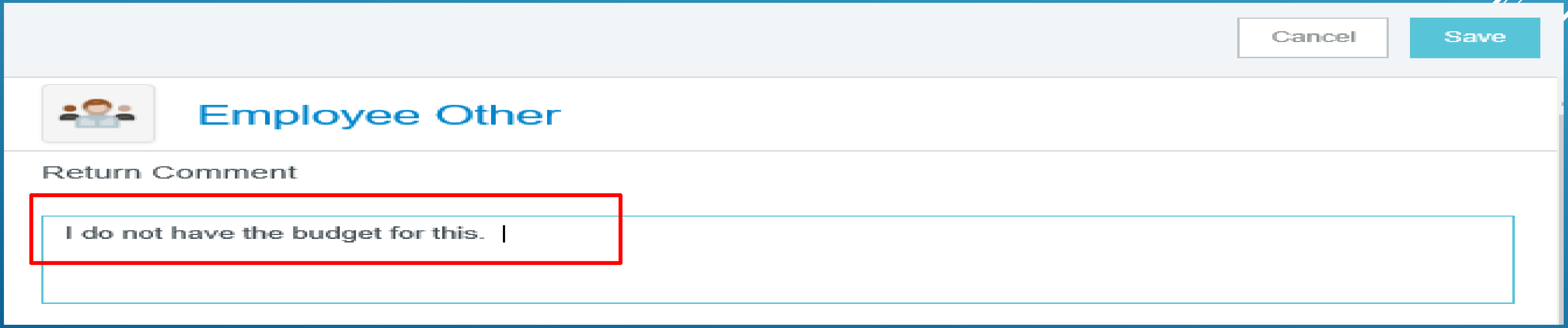
- Inadequate Business Purpose
- Wrong report type for payee
- Against Policy or Procedures
- Missing receipts or attachments
- Receipts with identifiable information
- "5 Day Rule" for department response applied prior to returning reports

HOW DO I RETURN A REPORT

- Click “Return”



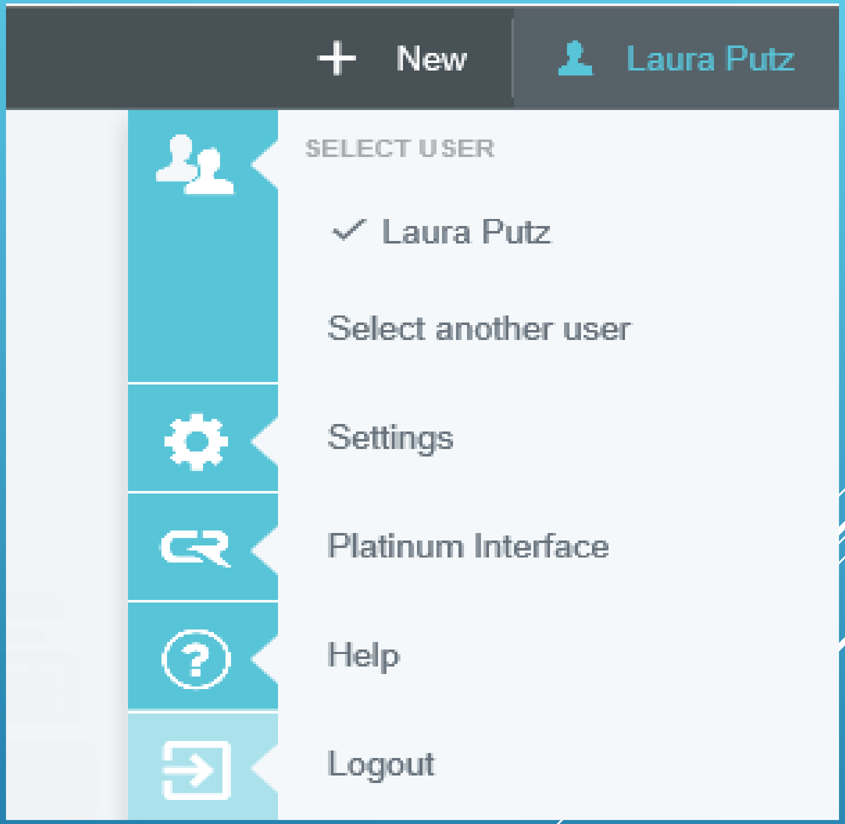
- Provide reason for return and click “Save”



HOW DO I DELEGATE MY APPROVAL DUTIES

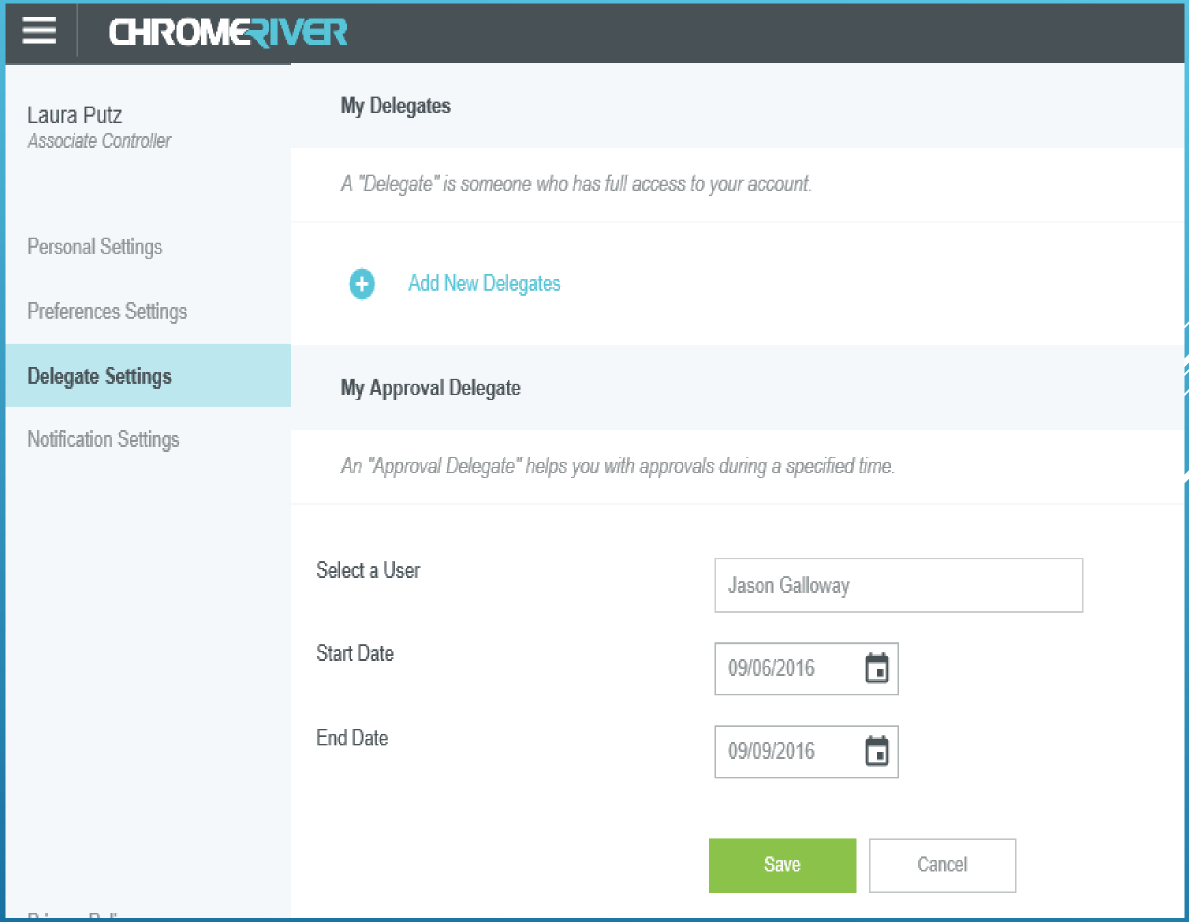
- **Click on your name in the upper right ribbon menu.**

- **Secondary menu appears. Go to the "Settings" menu.**



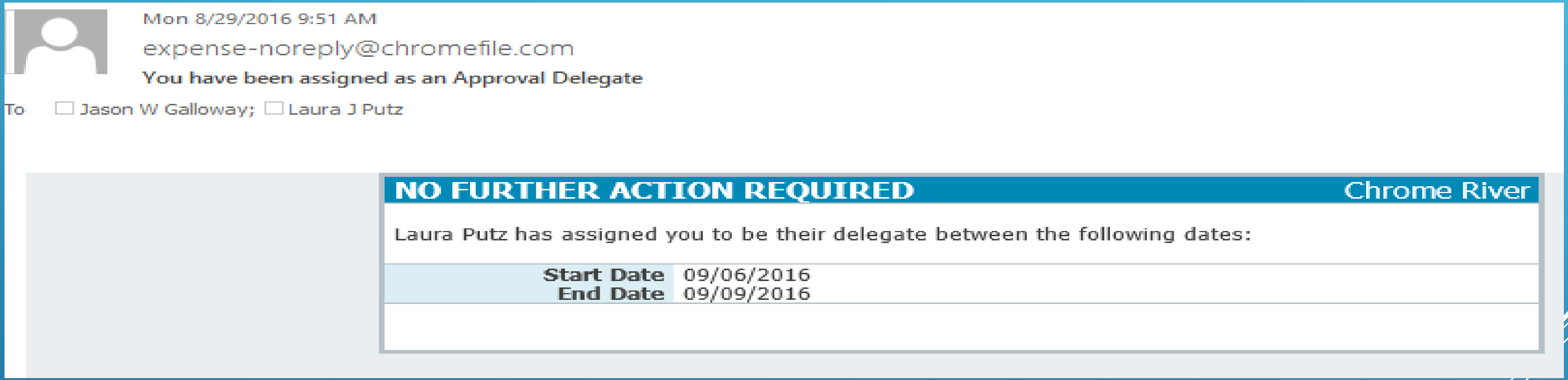
VACATION DELEGATION

- 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**



- **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??