In the last two months:

**UNM has Submitted in Chrome River:**
- Over 1,500 expense reimbursement reports
- Over 2,800 PCard reconciliation reports
- Over 3,000 documents have been approved

**HSC has submitted:**
- Over 650 of these expense reimbursement reports
- Over 1,350 of these PCard reconciliation reports
- Almost 1,500 HSC Chrome River documents have been approved
Cruising Down the River

• Chrome River has been live for two months at UNM
• We have learned a lot so far about the Chrome River
• A few things stand out; we will cover those here
• After this we want to get your observations; How is the water?

Smooth Sailing?

Or some Rapids to navigate?
Checking Approval Status

• Expense reports must be approved by the person being reimbursed (expense owner) before routing for other approvals and payment

• The expense owner is emailed by Chrome River and can approve from within the email

• The email may go to a spam folder; follow up!
Checking Approval Status

The email:

<table>
<thead>
<tr>
<th>ACTION REQUIRED</th>
<th>Chrome River</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expense Report for</strong> Cynthia Allison</td>
<td></td>
</tr>
<tr>
<td><strong>Created By</strong> Laura Putz</td>
<td></td>
</tr>
<tr>
<td><strong>Report Name</strong> PCard - Week ending 12/16</td>
<td></td>
</tr>
<tr>
<td><strong>Submit Date</strong> 12/21/2016</td>
<td></td>
</tr>
<tr>
<td><strong>Expense Dates</strong> 12/07/2016 - 12/13/2016</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong> 249.01 USD</td>
<td></td>
</tr>
<tr>
<td><strong>Report Type</strong> PCard</td>
<td></td>
</tr>
<tr>
<td><strong>Personal Travel</strong> false</td>
<td></td>
</tr>
<tr>
<td><strong>Included</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Special Handling</strong> false</td>
<td></td>
</tr>
<tr>
<td><strong>Report Business</strong> Weekly Reconciliation</td>
<td></td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Override Direct Deposit</strong> false</td>
<td></td>
</tr>
<tr>
<td><strong>Issue Check</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Reason for Assignment**

All Expense Reports must be approved by the Expense Owner.
Adding E-Mail addresses for Approval

• Emails are recognized in Chrome River if they appear in the settings area

• Expense Recipients are not limited to their @salud or @unm email addresses

• Expense Recipients can add up to three additional emails for Chrome River

• You can add email addresses for others
E-Mail addresses for Approval Use

• Chrome River has expanded email options for approval via alternate e-mail accounts.

• Now, when a user approves by email, the email may come from any of the Chrome River recognized email address for that user and the approval will be accepted and processed.

• Alternate addresses can be added via the settings menu accessed on the menu displayed when selecting user name.

• A rule needs to be created in Outlook to forward Chrome River notifications to alternate e-mail accounts.
# Alternative Email Addresses

<table>
<thead>
<tr>
<th>Laura Putz</th>
<th>Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Controller</td>
<td>Password Change Password</td>
</tr>
</tbody>
</table>

## Personal Settings

- Preferences Settings
- Delegate Settings
- Notification Settings

## Email Addresses

<table>
<thead>
<tr>
<th>Primary Email</th>
<th><a href="mailto:LPutz@salud.unm.edu">LPutz@salud.unm.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Email 1</td>
<td><a href="mailto:chscpamom@yahoo.com">chscpamom@yahoo.com</a></td>
</tr>
</tbody>
</table>

[Add Alternative Emails]
Outlook - Forwarding Rule

• Select “Rules” from the menu ribbon in Outlook

• Click on “Create Rule”

• Select “Advanced Options”
Outlook - Forwarding Rule
Outlook - Forwarding Rule
Outlook - Forwarding Rule

Rules Wizard

What do you want to do with the message?
Step 1: Select action(s)
- move it to the specified folder
- assign it to the specified category
- delete it
- permanently delete it
- move a copy to the specified folder
- **Forward it to people or public group**
- forward it to people or public group as an attachment
- redirect it to people or public group
- have server reply using a specific message
- reply using a specific template
- flag message for follow up at this time
- clear the Message Flag
- mark message's categories
- mark it as importance
- print it
- play a sound
- start application
- mark it as read

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives from:
- [email address]
forward it to: [email address]

Finish
Approval Status

- Expense reports can be approved by the report owner in Chrome River
  - All active employees have access

- They select the report from the yellow Approval Area on the Home Dashboard

- Within the report, they select the *Approve* button on the right to approve the report
Approval Status
Checking Approval Status

The approval status of reports can be checked by:

• Go into the report as *select another user*, using the report owner’s name

• Select the report from the Submitted Expenses area

• Select *Tracking*
Checking Approval Status

• If the currently Assigned Name is the Expense Owner, the report needs their initial approval.
Checking Approval Status

- If the status is *exported*, the report has completed the approval process and will be paid or posted to Banner.

<table>
<thead>
<tr>
<th>Submitted Expense Reports</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Putz-PCard week ending 10/29</strong></td>
<td>11/01/2016</td>
</tr>
<tr>
<td>Pending Approval</td>
<td></td>
</tr>
<tr>
<td><strong>WACUBO Portland 10/16 - 10/19</strong></td>
<td>10/31/2016</td>
</tr>
<tr>
<td>Pending Approval</td>
<td></td>
</tr>
<tr>
<td><strong>PCard Travel - Putz</strong></td>
<td>10/27/2016</td>
</tr>
<tr>
<td>Exported</td>
<td></td>
</tr>
</tbody>
</table>

**PCard Travel - Putz**

- **Report Owner**: Laura Putz
- **Submit Date**: 10/27/2016
- **Expense Report ID**: 010014741079
Who is in the Queue?

Find the next Routing Queue for a report in the Chrome River tracking area by selecting Tracking and a line Item on the report.
Who is in the Queue?

- Go to the UNM Chrome River website (select *Information* instead of *Login* from the CR icon)
- Select Department Resources
- Select Approval Groups
Who is in the Queue?

Select Approval Groups as of 1-18-17
Who is in the Queue?

Chrome River Approval Groups as of 1/18/2017

The approvers listed here were populated from the maximum dollar level (level 2) in the Banner Finance Queues. Approval Groups are only defined at Organization level 3, 5 or 6. Documents will only be approved at one of these levels.

You are encouraged to identify two approvers for each org code group. These Approval Groups are defined for all Expense Reports, PCard Reconciliations, and Invoice Payments. (In other words you cannot have separate approvers for your Expense Reports and PCard Reports).

<table>
<thead>
<tr>
<th>Approver Name</th>
<th>Approvers NetID</th>
<th>Approvers Job Title</th>
<th>Approval Group</th>
<th>Approval Group Description</th>
<th>Banner Finance Org Code and Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banks, Laura</td>
<td>banksl</td>
<td>Associate Professor</td>
<td>DEPT_CHOICE</td>
<td>Department Next Queue</td>
<td>558F Emerg Med Peds Emerg Med (558F)</td>
</tr>
<tr>
<td>Villa, Azucena</td>
<td>abustill</td>
<td>Operations Manager</td>
<td>DEPT_CHOICE</td>
<td>Department Next Queue</td>
<td>558E Emerg Med EMS Academy (558G)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jameson, Amy</td>
<td>ajameson</td>
<td>Dept Administrator C2</td>
<td>DEPT_CHOICE</td>
<td>Department Next Queue</td>
<td>558G Emerg Med EMS Academy (558G)</td>
</tr>
<tr>
<td>Banks, Laura</td>
<td>banksl</td>
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<td>DEPT_CHOICE</td>
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<td>DEPT_CHOICE</td>
<td>Department Next Queue</td>
<td>558G Emerg Med EMS Academy (558G)</td>
</tr>
<tr>
<td>Bastia, Eleni</td>
<td>ebastia</td>
<td>Professor</td>
<td>Org5Approver</td>
<td>Org 5 Approver</td>
<td>559A International Studies Institute ISI (559A)</td>
</tr>
<tr>
<td>Maddaloni, Mark</td>
<td>markm1</td>
<td>Financial Officer (Qtg G)</td>
<td>DOD</td>
<td>Dean/Director or Designee</td>
<td>559A International Studies Institute ISI (559A)</td>
</tr>
<tr>
<td>Garcia, Sally</td>
<td>etoroiz</td>
<td>Dept Administrator R2</td>
<td>Org5Approver</td>
<td>Org 5 Approver</td>
<td>564A Molecular Genetics Microbiology (564A)</td>
</tr>
</tbody>
</table>
Food Accounts

• To charge items to food accounts:
  • For Employee Travel and Employee Other expense reports you must use the Meals icon, Business/Entertainment/Hospitality/Group Meals subicon
Food Accounts

• Then select the appropriate Meal Type

• You account selection will then include the following accounts:
  31A0-Business Food - Local
  31B0-Food F&A Unallowable Gen
  31M0-Recruitment Expense Gen
  31M1-Staff Recruitment Exp Gen
  3860-Bus Meals and Hospitality Gen
  4080-Student Travel Gen
  40C0-Food Services Gen
  63B0-Rental Fees Gen

![Meal Type Selection](image)
Account Code Hints

• If you cannot find the account you need in the drop down list of accounts
  • You have probably made a mistake in your selection path
  • Try another path (ie: a different icon or type)
  • Seek Help from your department Champion

• If you are sure an account code is missing, email your Financial Services Division contact in either Contracts & Grants or Unrestricted Accounting
PCard Reconciliation Reports

Terminology can be confusing:

• PCard Reconciliation Reports are a type of “Expense” report in Chrome River

• You must select the UNM PCard file button BEFORE you select any icons (including the OTHER PCARD PURCHASES Icon)

• It is possible to add PCard items to expense reimbursement reports by mistake. Don’t do it! Visually verify that amount to be reimbursed is $0
PCard Reconciliation Reports

Things that can help avoid or catch errors:

• Put *PCard* somewhere in the PCard Reconciliation Report Name

• Check the amount being reimbursed; it should be zero for PCard Reconciliation reports

• Don’t add PCard charges to Expense Reimbursement Reports !!!
PCard Reconciliation Reports

Remember:

REPORT TYPES

• PCard Travel = All travel related charges

• PCard = All non-travel related charges
PCard Reconciliation Reports – Oops!

• January 5th Bank of America statements sent out in error. Do not reconcile the “old fashion” way.

• Chrome River is using “transaction date” instead of “post date” to calculate 10 day rule. Issue should be resolved soon.

• Winter break transactions were impacted because of this programming.
Expense Reimbursement Reports

Do not forget to select the report owner before starting an expense reimbursement report

• If this is not done and the mistake is not noticed, the report originator is reimbursed instead of the report owner

• The originator must then pay back the reimbursement and submit the correct report

More work for everyone
Expense Reimbursement Reports

Reference Travel related PCard charges; DO NOT add them as line item expense

- Use the PCard document number of the charge (FGIBDST; Options/Transaction Detail)
- Finding the Chrome River report number in Banner (FAIINVE; Query Document by Type) Payment – Vendor Invoice Field Pcard – Commodity Field
- Use the PCard Chrome River Reconciliation report number or the Banner S document number
- Put the information in a comment field on the report
Expense Reimbursement Reports

What policy do I follow for per diem?

• Travel Occurred prior to December 1, 2016
  ➢ Use previous UNM policy for departure and arrival time for meal/per diem payment
    (Tic Tac Toe)

• Travel Occurred after December 1, 2016
  ➢ Use current UNM policy (75% of travel days) for meal/per diem payments
Missing People

If you cannot find an employee’s name in the Select Another User area, select Include Departed in search box

If an employee is truly missing, email FSM at fsm@unm.edu with the name/ID number
Missing People

• If you cannot find a non employee’s name in the Non-Employee Payee area, add them as vendors using the current Lobo Mart process

• VA Faculty are being added as Non-Employee at this time
Same Day Travel

• Maximum amount to be paid is 75% travel day

• Departments have authority to be more restrictive as long as it is consistently applied.

• Federal Awards – Travel time must exceed 12 hours in order to claim a day trip meal allowance.
Frequent Mistakes to Avoid

- Paying yourself – work as a delegate
- Paying a traveler for PCard expenses
- Not attaching documents correctly
- Not following up on approval status of reports
- Not contacting your department Champion
Education and Observations:

Mark your calendars – Future LEARN Sessions on Chrome River:

- February 23, 2017
  TIPS AND TRICKS
  Fitz Hall, Room 303
  10:30 – 11:30
- March 23, 2017
  REPORTING
  Fitz Hall, Room 303
  10:30 – 11:30

What have you learned so far about using Chrome River?