CHROME RIVER TIPS & TRICKS

2/23/17

Presented by Laura Putz, HSC
Unrestricted Accounting
Associate Controller
AGENDA

• What to send when you ask for HELP!
• PCard Reminders
• Identify Addresses
• Employee Other expense types
• Policy Updates
• Correcting returned items

• Report approvals via e-mail
• Duplicating items
• Identifying Delegates
• Changing User Preferences
• Invoice Module
• Crosswalk to Banner
WHEN YOU NEED HELP

Help us help you; always include:

• The complete Report Name
• The Expense Owner Name
• The Report Creator Name
• As much other information as you can about the problem
PCARD ISSUES

- Generic description in Header
- Specific description on each line item

**LINE ITEM DETAIL**

<table>
<thead>
<tr>
<th>Description</th>
<th>Supplies to support office administration. Envelopes for mailing NSAR invoices and collection letters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>SANDIA OFFICE SUPPLY AOPD</td>
</tr>
<tr>
<td>Feed TID</td>
<td>246392363439000162000608</td>
</tr>
</tbody>
</table>

**REPORT HEADER**

- Expenses For Cynthia Allison
- Report Name: PCard - Week ending 12/16
- Pay Me In: USD - US Dollars
- Report Type: PCard
- Business Purpose: Weekly Reconciliation
- Personal Travel Included: No
- Student Payee: No
- Non-Employee Payee: No
PCARD ISSUES — CORRECT REPORT TYPE

• PCard for non travel related expenses

• PCard Travel for travel related expenses

Expenses For Jennifer Inman

Report Name: Inman Pcard travel2 recon week of 2/6/17
Pay Me In: USD - US Doll...
Report Type: PCard - Travel
Business Purpose: Reallocate pcard for week 2/6/17
PCARD ISSUES — RECEIPT GALLERY

- Add notation “PCard” on receipt
- Or include note “PCard” in the email

PCard receipt-office envelopes
PCARD ISSUES — RECEIPT GALLERY

- Emailed item in receipt Gallery will show the PCard notation on Offline area

- Email response from Chrome River will also show PCard notation

NO FURTHER ACTION REQUIRED

Your receipt has been received, processed and is ready to be expensed.

- Description: PCard receipt - office envelopes
IDENTIFY ADDRESSES — STUDENTS & EMPLOYEES

If not “Direct Deposit” payee, reimbursement payments to students or employees are directed to the active “MA” address on file in Banner FOAIDEN.

Address changes can be made by payee in Demographic Self-Service.
IDENTIFY ADDRESSES — NON-EMPLOYEES

If not “Direct Deposit” payee, reimbursement payments to non-employees are directed to the active Accounts Payable address on file in Banner - FTMVEND.

Address changes can be made by using LoboMart “Add/Change Vendor” process.
EMPLOYEE OTHER – EXPENSE TYPES

• Types:
  • Select type from drop down menu
  • If type is not there, this could be the wrong report type
  • If account code is not there, this could be the wrong selection

![Expense Types Drop Down Menu]

- Athletic Game Officiating
- Dues and Fees
- Goods
- Moving Expenses
- Refund
- Research Study Incentives
- Royalties
- Telecom
TRAVEL DAY — NEW POLICY

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

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

• 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.
MOVING EXPENSE — POLICY CHANGE

4020-Moving Expenses and Relocation Allowance

Section 4.1 now states that a “Relocation Allowance” amount may now be paid instead of reimbursement for actual moving expenses or having UNM pay moving expenses directly.

• If a department adopts this method, the hiring officers should be informed since this must be written into the hiring contract.

• The proposed Moving Agreement and Allowance Request form should be included with the submission of the hiring proposal. The form is on the Unrestricted Accounting- Main website.
CORRECTING RETURNED ITEMS

- The returned report will appear on your home screen
- Open the report
CORRECTING RETURNED ITEMS

The returned item will be highlighted and have a box indicating there is now a comment

<table>
<thead>
<tr>
<th>DATE</th>
<th>EXPENSE</th>
<th>SPENT</th>
<th>PAY ME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 02/06/2017</td>
<td>Per Diem (Dally)</td>
<td>55.50 USD</td>
<td>55.50</td>
</tr>
<tr>
<td>Tue 02/07/2017</td>
<td>Per Diem (Dally)</td>
<td>74.00 USD</td>
<td>74.00</td>
</tr>
<tr>
<td>Wed 02/08/2017</td>
<td>Per Diem (Dally)</td>
<td>74.00 USD</td>
<td>74.00</td>
</tr>
<tr>
<td>Thu 02/09/2017</td>
<td>Per Diem (Dally)</td>
<td>74.00 USD</td>
<td>74.00</td>
</tr>
<tr>
<td>Fri 02/10/2017</td>
<td>Per Diem (Dally)</td>
<td>55.50 USD</td>
<td>55.50</td>
</tr>
<tr>
<td>Wed 02/22/2017</td>
<td>Airfare</td>
<td>350.00 USD</td>
<td>350.00</td>
</tr>
</tbody>
</table>

(Add text for the table)
## CORRECTING RETURNED ITEMS

Select the highlighted line and read the comment, then correct the report.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Amount 1</th>
<th>Amount 2</th>
<th>Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/09/2017</td>
<td>Per Diem (Daily)</td>
<td>74.00</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>02/10/2017</td>
<td>Per Diem (Daily)</td>
<td>55.50</td>
<td>55.50</td>
<td>✓</td>
</tr>
<tr>
<td>02/22/2017</td>
<td>Airfare</td>
<td>360.00</td>
<td>360.00</td>
<td>✓</td>
</tr>
<tr>
<td>02/23/2017</td>
<td>Public Transi</td>
<td>27.00</td>
<td>27.00</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Comments (1)

Laura Putz 02/22/2017 08:04 AM
Please remove early bird check-in fees. Thanks, Laura
EMAIL REPORT APPROVALS

• Expense owners must approve the report you created before it routes to designed approval queues.

• Expense owners have 10 business days after they receive a Chrome River email to approve the report through the email.

• After 10 days, the report can be approved
  • Online
  • By the report creator recalling and resubmitting the report, which will generate a new email.

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ACTION REQUIRED

Expense Report for Cynthia Allison
Created By: Laura Putz
Report Name: PCard - Week ending 12/16
Submit Date: 12/21/2016
Expense Dates: 12/07/2016 - 12/13/2016
Total Expenses: $249.01 USD
Report Type: PCard
Personal Travel: false
Included
Special Handling: false
Report Business: Weekly Reconciliation
Purpose
Override Direct Deposit: false
Issue Check

Reason for Assignment:
All Expense Reports must be approved by the Expense Owner.
DUPLICATING ITEMS

• You can duplicate line items

• Highlight the line to be duplicated

• Select the three dots on the upper right

• Select duplicate
DUPLICATING ITEMS

• Change what is needed (i.e.: date)

• Select save

• This function is available for most line items

• Employee Other report type can only have one line item
GETTING COPIED ON RETURNED REPORTS

• Select Another User

• Select the Report Owner’s Name
GETTING COPIED ON RETURNED REPORTS

- Select Settings

[Diagram showing a user interface with options for selecting settings and delegates.]
GETTING COPIED ON RETURNED REPORTS

• Type your name in the My Approval Delegate field and select it
• You are added as a delegate
GETTING COPIED ON RETURNED REPORTS

From: expense-noreply@chromefile.com [mailto:expense-noreply@chromefile.com]
Sent: Wednesday, February 22, 2017 8:06 AM
To: John William Brandt <jbrandt@salud.unm.edu>
Subject: Chrome River Expense Returned Items

ACTION REQUIRED

One or more expenses from the following expense report have been returned to you for further information prior to processing.

Expense Report for: Terry Shoebotham
Report Name: (Test) Travel Reimbursement Report
Submit Date: 02/22/2017
Report ID: 0100-1647-9230
Created By: Terry Shoebotham

Item Notes

Expense: Airfare
Date: 02/22/2017
Amount: 350.00 USD
Notes: [Laura Putz 02/22/2017] Please remove early bird check in fees. Thanks, Laura
CHANGING USER PREFERENCES

Setting can be adjusted to suit your preferences

- Personal Settings
  - Language: English
  - Date Format: MM/DD/YYYY
  - Mileage Deduction: 0.00 Miles, 0.00 Amount
  - Copy Expense Attributes: Yes
  - Number Format: ###,###.00
The Invoice Module is similar to the other areas in Chrome River Expense

Some difference exist:

- You cannot delete a completed invoice
- Invoice numbers are displayed in the upper right corner
- Standard Invoice reports frequently contain fields that do not exist in Chrome River Expense
- Some reports do not apply to the UNM process
INVOICE MODULE - TRACKING

To track an invoice:
• select the invoice and
• select the Tracking button
FINDING CHECK NUMBER — INVOICE MODULE

- Go to FAIVNDH
- Input the Vendor and Next Block

<table>
<thead>
<tr>
<th>Vendor</th>
<th>100023867</th>
<th>New Mexico Nurses Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Invoice Date From</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invoice Date To</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Invoice</th>
<th>Invoice</th>
<th>Approval</th>
<th>VIC</th>
<th>Credit Memo</th>
<th>Open/Paid</th>
<th>Cancel</th>
<th>Vendor Invoice Amt</th>
<th>Due Date</th>
<th>Check Date</th>
</tr>
</thead>
</table>
### FINDING CHECK NUMBER — INVOICE MODULE

- In FAIVNDH find the Line Item
- Banner number displayed
- Chrome River number displayed
- Check number is displayed

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**Vendor Detail History Form FAIVNDH 8.9.0.13 (BANP)**

<table>
<thead>
<tr>
<th>Vendor Invoice</th>
<th>Invoice</th>
<th>Approval</th>
<th>VIC</th>
<th>Credit Memo</th>
<th>Open/Paid</th>
<th>Cancel</th>
<th>Vendor Invoice Amt</th>
<th>Due Date</th>
<th>Check Date</th>
<th>Check Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>D20733306</td>
<td>I118558</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>800.00</td>
<td>19-JUL-2016</td>
<td>21-JUL-2016</td>
<td>40073297</td>
</tr>
<tr>
<td>D20741894</td>
<td>I1126751</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>300.00</td>
<td>08-SEP-2016</td>
<td>14-SEP-2016</td>
<td>40062703</td>
</tr>
<tr>
<td>D20745432</td>
<td>I1130182</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>300.00</td>
<td>01-OCT-2016</td>
<td>05-OCT-2016</td>
<td>40085399</td>
</tr>
<tr>
<td>D20747771</td>
<td>I1132573</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>200.00</td>
<td>08-NOV-2016</td>
<td>14-NOV-2016</td>
<td>40089149</td>
</tr>
<tr>
<td>D20747944</td>
<td>I1132664</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>500.00</td>
<td>17-OCT-2016</td>
<td>27-OCT-2016</td>
<td>40087507</td>
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<tr>
<td>D20751749</td>
<td>I1136231</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>250.00</td>
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<td>20-DEC-2016</td>
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<tr>
<td>C050008692444</td>
<td>IC001946</td>
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<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>400.00</td>
<td>21-DEC-2016</td>
<td>21-DEC-2016</td>
<td>40092794</td>
</tr>
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<td>C050008908745</td>
<td>IC002992</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>250.00</td>
<td>13-JAN-2017</td>
<td>13-JAN-2017</td>
<td>40095349</td>
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<tr>
<td>C050008828349</td>
<td>IC003272</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>250.00</td>
<td>22-DEC-2016</td>
<td>11-JAN-2017</td>
<td>40093778</td>
</tr>
<tr>
<td>C050005155066</td>
<td>IC006138</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>2,340.00</td>
<td>31-JAN-2017</td>
<td>01-FEB-2017</td>
<td>40098985</td>
</tr>
<tr>
<td>C05000139085</td>
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<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>90.00</td>
<td>01-FEB-2017</td>
<td>02-FEB-2017</td>
<td>40099165</td>
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<tr>
<td>C05000179485</td>
<td>IC006818</td>
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<td>N</td>
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<td>P</td>
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<td>250.00</td>
<td>06-FEB-2017</td>
<td>06-FEB-2017</td>
<td>40099411</td>
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</tbody>
</table>
FINDING CHECK NUMBER — INVOICE MODULE

• Using FOIDOCH:
  • Enter the Banner number

• Next Block
  • Check number is displayed
FINDING CHECK NUMBERS — EXPENSE PAYMENT

- Check Numbers are only shown in Banner
- You must find the Banner number of the transaction before you can look up the check number.
- For Expense Reimbursement Reports and PCard expenses, and invoices, use FOIDOCH

<table>
<thead>
<tr>
<th>Document Type:</th>
<th>INV</th>
<th>Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition</td>
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<td></td>
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<tr>
<td>Status</td>
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</tr>
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<tr>
<td>Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase Order</td>
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<td></td>
</tr>
<tr>
<td>Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issues</td>
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<tr>
<td>Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invoice</td>
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<td>Status</td>
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<tr>
<td>Check</td>
<td>0353439</td>
<td></td>
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<tr>
<td>Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return</td>
<td></td>
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<tr>
<td>Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receiver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PCARD QUERY

• Go to FAIIINVE
• Enter the S doc as an invoice

• Next block
• The status indicator tells you this was paid.
EXPENSE QUERY

• Go to FAIINV

• Enter document number

• Next block

• The status indicator tells you this was paid.
FINDING CR EXPENSE REPORT NUMBERS IN BANNER

- To see backup documentation on an expense item in FGIBDST
- Highlight the account
- Select Options then Transaction Detail Information
FINDING CR EXPENSE REPORT NUMBERS IN BANNER

<table>
<thead>
<tr>
<th>Account</th>
<th>Organization</th>
<th>Program</th>
<th>Activity Date</th>
<th>Type</th>
<th>Document</th>
<th>Field</th>
<th>Amount</th>
<th>Increase (+) or Decrease (-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3820</td>
<td>997H1</td>
<td>P171</td>
<td>30-JAN-2017</td>
<td>DNNI</td>
<td>IC006773</td>
<td>Vining, Christine B.</td>
<td>502.94</td>
<td>+</td>
</tr>
<tr>
<td>3820</td>
<td>997H1</td>
<td>P171</td>
<td>30-JAN-2017</td>
<td>DNNI</td>
<td>IC006773</td>
<td>Vining, Christine B.</td>
<td>502.94</td>
<td>+</td>
</tr>
<tr>
<td>3820</td>
<td>997H1</td>
<td>P171</td>
<td>26-JAN-2017</td>
<td>IPNI</td>
<td>S2211444</td>
<td>SOUTHES 5262470</td>
<td>393.20</td>
<td>+</td>
</tr>
<tr>
<td>3820</td>
<td>254B09</td>
<td>P171</td>
<td>12-JAN-2017</td>
<td>DNNI</td>
<td>IC0351983</td>
<td>Foucar, M Kathryn.</td>
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<td>+</td>
</tr>
<tr>
<td>3820</td>
<td>254B09</td>
<td>P171</td>
<td>12-JAN-2017</td>
<td>DNNI</td>
<td>IC003451</td>
<td>Foucar, M Kathryn.</td>
<td>490.76</td>
<td>+</td>
</tr>
</tbody>
</table>
FINDING CR EXPENSE REPORT NUMBERS IN BANNER

• Highlight the document

• The Expense Owner is listed in the short description

• Banner Document Number is listed

• Select Options

• Select Query Document [By Type]
FINDING CR EXPENSE REPORT NUMBERS IN BANNER

• Takes you to FAIINVE

• Select Next Block

• Chrome River report number is listed under Vendor Invoice. To access in Chrome River drop the “C”.

![Image of invoice credit memo query form with highlighted vendor invoice number C005573 and vendor invoice number C010015807375]
FINDING CR PCARD REPORT NUMBERS IN BANNER

- To see backup documentation on an S document in Banner, go to FGIBDST
- Highlight the account
- Select Options/Transaction Detail Information
FINDING CR PCARD REPORT NUMBERS IN BANNER

<table>
<thead>
<tr>
<th>Account</th>
<th>Organization</th>
<th>Program</th>
<th>Activity Date</th>
<th>Type</th>
<th>Document</th>
<th>Amount</th>
<th>Increase (+) or Decrease (-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3820</td>
<td>997/H1</td>
<td>P171</td>
<td>30-JAN-2017</td>
<td>DNNI</td>
<td>I0353439</td>
<td>0.00</td>
<td>-</td>
</tr>
<tr>
<td>3820</td>
<td>997/H1</td>
<td>P171</td>
<td>30-JAN-2017</td>
<td>DP1</td>
<td>I006773</td>
<td>502.94</td>
<td>+</td>
</tr>
<tr>
<td>3820</td>
<td>997/H1</td>
<td>P171</td>
<td>26-JAN-2017</td>
<td>IPNI</td>
<td>S2211443</td>
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<td>+</td>
</tr>
<tr>
<td>3820</td>
<td>254/B09</td>
<td>P171</td>
<td>26-JAN-2017</td>
<td>IPNI</td>
<td>S2211444</td>
<td>30.00</td>
<td>+</td>
</tr>
<tr>
<td>3820</td>
<td>254/B09</td>
<td>P171</td>
<td>12-JAN-2017</td>
<td>DNNI</td>
<td>I0351983</td>
<td>0.00</td>
<td>-</td>
</tr>
<tr>
<td>3820</td>
<td>254/B09</td>
<td>P171</td>
<td>12-JAN-2017</td>
<td>DP1</td>
<td>I003451</td>
<td>490.76</td>
<td>+</td>
</tr>
</tbody>
</table>

Note: The cells highlighted in red indicate the specific transactions and report numbers mentioned in the text.
**FINDING CR PCARD REPORT NUMBERS IN BANNER**

- Highlight the S document line item
- Select Options/Query Document [By Type]

<table>
<thead>
<tr>
<th>Account</th>
<th>Organization</th>
<th>Program</th>
<th>Activity Date</th>
<th>Type</th>
<th>Document</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>3820</td>
<td>997H1</td>
<td>P171</td>
<td>30-JAN-2017</td>
<td>DNNI</td>
<td>10353439</td>
<td>Vining, Christine B.</td>
</tr>
<tr>
<td>3820</td>
<td>997H1</td>
<td>P171</td>
<td>30-JAN-2017</td>
<td>DP1</td>
<td>IC005773</td>
<td>Vining, Christine B.</td>
</tr>
<tr>
<td>3820</td>
<td>997H1</td>
<td>P171</td>
<td>26-JAN-2017</td>
<td>IPNI</td>
<td>S2211443</td>
<td>SOUTHWES 5262476</td>
</tr>
</tbody>
</table>
FINDING CR PCARD REPORT NUMBERS IN BANNER

• Select Next Block
• Select Options/ Commodity Information
FINDING CRPCARD REPORT NUMBERS IN BANNER

• The S document number
• The Chrome River number
FINDING CHROME RIVER REPORT OWNERS

- **Using FOROLDS** (in myReports)
  - Run an Operating Ledger Detail Report
  - The Originator’s Banner ID will be in the Initiator column on the S document number line

```
Account: 3820 - Out Of State Travel Gen

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Company</th>
<th>Document</th>
<th>Type</th>
<th>Country</th>
<th>City</th>
<th>Amount</th>
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Account 3820 Total: .00 2,231.18 .00
```
FINDING CHROME RIVER REPORT OWNERS

Search Unm

And / Or Search by:
NetID: CFELIZ

Search Scope:
- All UNM
- Faculty/Staff
- Students

Search for "CFELIZ" returned 1 result. Click on a person's name to view more details.

Name: Cindy Feliz
Title: Supv Admin Support: Pediatrics Center for Development
Contact: CFeliz@salud.unm.edu
505 272-0320
MSC07 4080
FINDING THE NEXT APPROVER IN CHROME RIVER

• Go into Chrome River as the report creator via Select Another User
• Then select Tracking to find the next approver in Chrome River once you have highlighted the report
FINDING THE NEXT APPROVER IN CHROME RIVER

• Each line has tracking; highlight the correct line
• Select the last check mark in a green circle to see who last approved that line
• Select the blue encircled number to see who the next approver is.
**Finding the Next Approver in Chrome River**

The last approver was Adriana Mendiaz-Coronado.

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Assigned To</th>
<th>Approver</th>
<th>Assigned Date</th>
<th>Step Status</th>
<th>Completed Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Adriana Mendiaz-Coronado</td>
<td>02/02/2017 04:46 PM</td>
<td>Approved</td>
<td>02/07/2017 11:39 AM</td>
</tr>
</tbody>
</table>
FINDING THE NEXT APPROVER IN CHROME RIVER

- The next approver is someone in the Main Campus C&G area.
- This routing is assigned to Fund 12APP: Firmwide
FINDING THE NEXT APPROVER IN CHROME RIVER

Go to the UNM Chrome River Website

Chromeriver.unm.edu

• Select Department Resources

• Select Approval Groups
FINDING THE NEXT APPROVER IN CHROME RIVER

• Select the most recent Approval Group
FINDING THE NEXT APPROVER IN CHROME RIVER

• Sort the report by Approval Group or use the Approval Group filter feature
• The six approvers for Fund type 12 APP are listed by name

<table>
<thead>
<tr>
<th>Approver Name</th>
<th>Approver NetID</th>
<th>Approver Job Title</th>
<th>Approval Group</th>
<th>Approval Group Description</th>
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<td>Hamlin, Jeremy</td>
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<td>Andrade, Tamaira</td>
<td>andrade</td>
<td>Unit Administrator 2</td>
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<td>Gurule, Danielle</td>
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<td>Alderete, Jessica</td>
<td>jessald</td>
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<td>Galloway, Jason</td>
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<td>Fund Type 13 Approval Group</td>
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REVIEWING REPORTS

• Select the hamburger icon

• Select the *Inquiry* ribbon
REVIEWING REPORTS OLDER THAN 90 DAYS, OR BELONGING TO OTHERS

• Chrome River reimbursement reports and PCard reconciliation reports and all the documentation attached to the report, including receipts, can always be viewed in Chrome River.

• You must know the Report Owner and go into Chrome River as the report owner through the Select another user icon.
REVIEWING REPORTS - PCARD

- Select My Firm Paid Items
- Enter the date range
- Data can be Exported
## REVIEWING REPORTS - PCARD

To see individual report detail:

- Find the report you wish to see
- Sort by any header field to assist

<table>
<thead>
<tr>
<th>Amount Spent</th>
<th>Spent Currency</th>
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<th>Personal</th>
<th>Only Open</th>
<th>Report ID</th>
<th>Stmt Date</th>
<th>Transaction Date</th>
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<td>USD</td>
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<td>Campaign</td>
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<td></td>
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</tbody>
</table>
REVIEWING REPORTS - PCARD

• Highlight the report

• Select Download PFD/Full Report with Notes & Receipts
REVIEWING REPORTS — EXPENSE REIMBURSEMENT

• From the Inquiry screen
• Select My Expense Reports
• Select the Date Range for your report
• Data can be Exported
**REVIEWING REPORTS**

- See all documents submitted for this person during the selected date range.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report ID</th>
<th>Submit Date</th>
<th>Status ID</th>
<th>Pay Me</th>
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<th>Approve Creator</th>
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</tbody>
</table>

Total Count: 14
To see individual report detail:

• Select the report you wish to review by highlighting the specific line.

• Select Download PDF/Full Report with Notes & Receipts
MARCH LEARN: REPORTING

Come back on March 23rd to LEARN more about reporting!

ANY QUESTIONS?