

Chrome River

Pre-Approval – Everything Else a User Needs to Know

Chrome River Travel and Expense is a comprehensive, automated travel and expense system. This system automates the approval process for travel pre-approvals (authorizations), travel expense and direct pay payments.

Information in this document:

How to view a Pre-Approval

Pre-Approval routing and how to track a report

How to recall a Pre-Approval

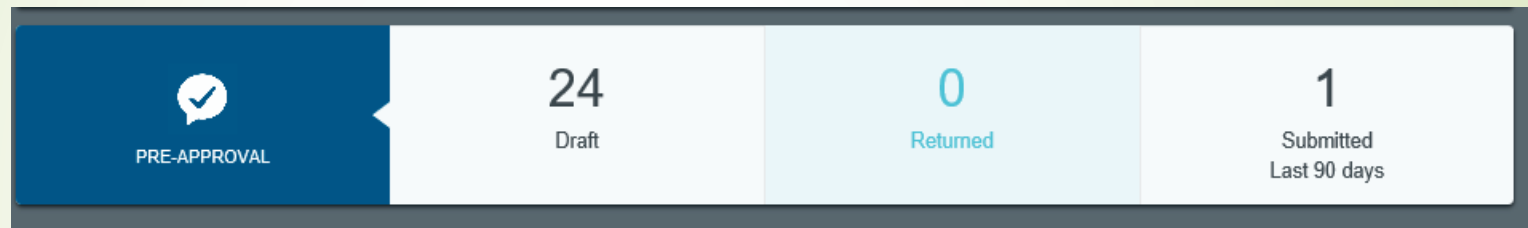
How to view a Returned Pre-Approval

How to edit a Pre-Approval

Pre-Approval Encumbrance and Expense types in Banner

How to view a Pre-Approval

- Select which type of Pre-Approval (Draft, Returned, Submitted) you would like to view.



- You are able to view all Pre-Approval reports that have been created.

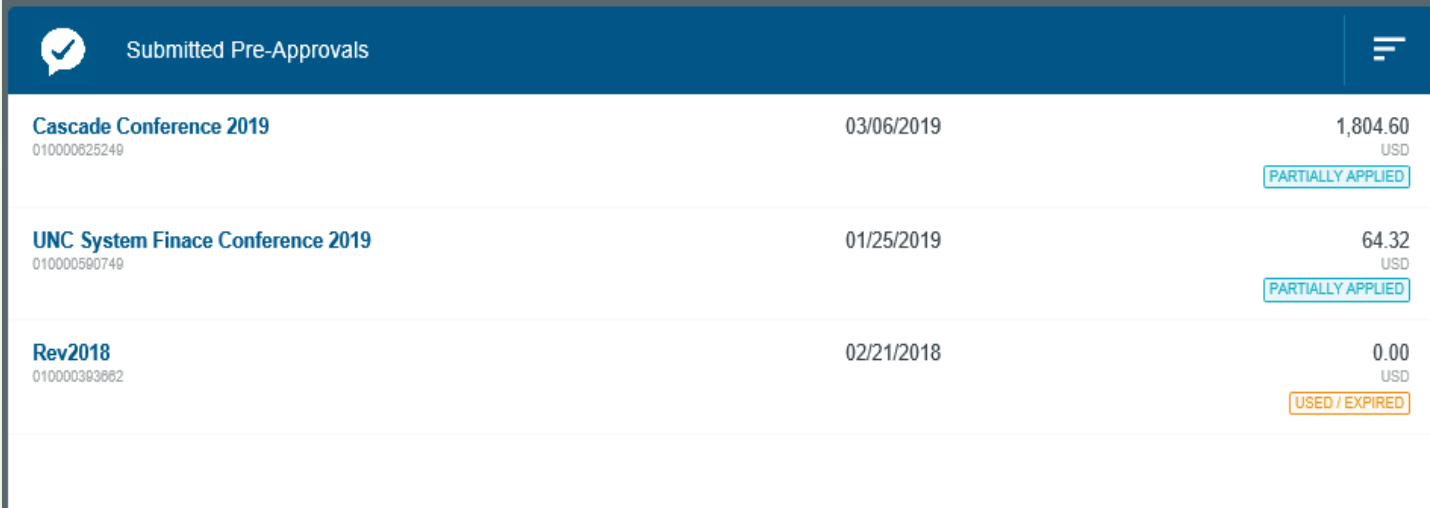


A screenshot of a 'Submitted Pre-Approvals' list. The table shows three entries with their respective dates and amounts. The first two entries are marked as 'PARTIALLY APPLIED' and the third as 'USED / EXPIRED'.

Pre-Approval Name	Date	Amount (USD)	Status
Cascade Conference 2019 010000825249	03/06/2019	1,804.60	PARTIALLY APPLIED
UNC System Finace Conference 2019 010000590749	01/25/2019	64.32	PARTIALLY APPLIED
Rev2018 010000393862	02/21/2018	0.00	USED / EXPIRED

How to view a Pre-Approval

- You are able to view the report name, report ID, submit date, amount remaining, and the report status of the Pre-approval.



Submitted Pre-Approvals			
Cascade Conference 2019 010000825249	03/06/2019	1,804.60 USD	PARTIALLY APPLIED
UNC System Finance Conference 2019 010000590749	01/25/2019	64.32 USD	PARTIALLY APPLIED
Rev2018 010000393662	02/21/2018	0.00 USD	USED / EXPIRED

- Select by clicking on the Pre-Approval report name you would like to view.

How to view a Pre-Approval

- Information found on the Pre-Approval preview page.
 - Report Name
 - Warning messages and responses
 - Report Owner
 - Created By
 - Create Date
 - Pay Me Amount – the total estimated amount that was entered for the travel.
 - PA Report ID
 - From and To Date
 - Business Purpose – Detailed information on why this trip is taking place.

The screenshot shows a user interface for viewing a Pre-Approval. At the top, there are three buttons: 'Open', 'PDF', and 'Tracking'. Below the title 'Cascade Conference 2019', there is a warning message: 'Excess Lodging' with a yellow triangle icon and the text 'Please provide reason for lodging over the per diem rates.' followed by a small '#614' in the top right corner. Below the warning, there is a 'Response' section with the text 'Conference Hotel'. At the bottom, there is a table with the following data:

Report Owner	Jody Leber
Created By	Jody Leber
Create Date	03/06/2019
Pay Me Amount	2,799.60 USD
PA Report ID	010000625249
From Date	09/08/2019
To Date	09/12/2019
Business Purpose	To attend the Cascade Conference

How to view a Pre-Approval

- Information found on the Pre-Approval preview page.
 - Prior Approvers – List of approvers and the date the report was approved.
 - Expense Summary – List of type of expense, estimated amount entered on Pre-Approval, and the actual amount submitted from Expense Reports.

Prior Approvers		
APPROVER	DATE	
Susan Suits	03/06/2019	
Expense Summary		
	AMOUNT (USD)	SUBMITTED (USD)
Airfare	375.00	0.00
Ground Transportation	50.00	0.00
Lodging	1,196.00	0.00
Meals Per Diem	133.60	0.00
Registration	995.00	995.00
Other	50.00	0.00
Total	2,799.60	995.00

How to view a Pre-Approval

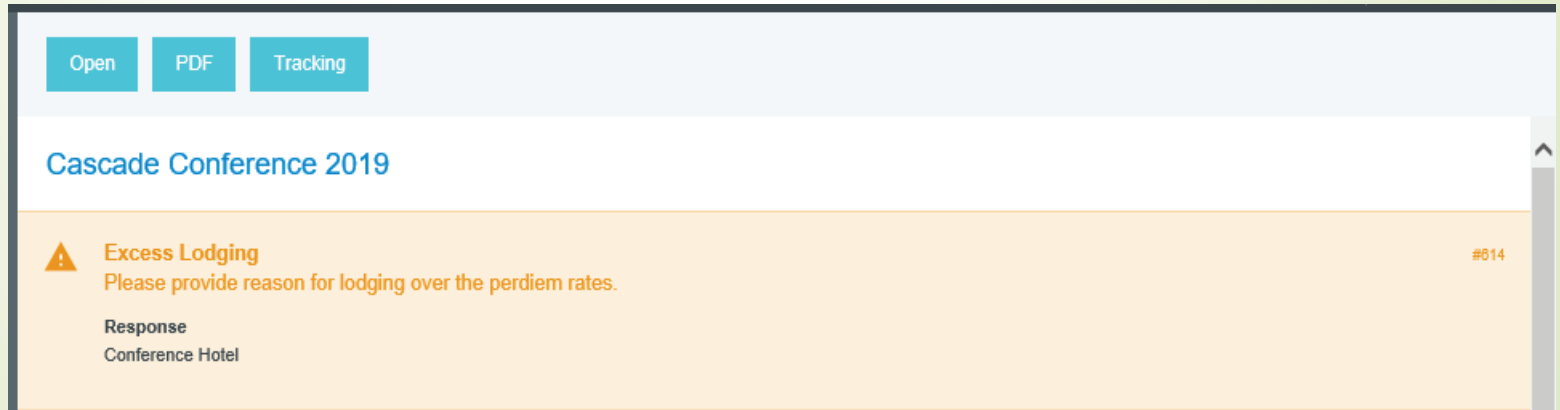
- Information found on the Pre-Approval preview page.
 - Account Summary – List all allocations and estimated amount that will be encumbered against it.
 - Applied Expense Reports – List of expense reports that have been applied towards the Pre-Approval. Including the date the expense report was submitted, name of expense report, and the total amount.
 - Remaining Balance shows the amount left on the Pre-Approval that was originally encumbered.
 - Comments
 - Attachments

Account Summary		
		AMOUNT (USD)
172320	Financial Systems Financial Systems	2,799.60
Total		2,799.60
Applied Expense Reports		
DATE	REPORT NAME	AMOUNT (USD)
03/12/2019	Cascade Conference Reg. 2019	995.00
Remaining Balance		1,804.60
Comments (0)		
<input type="text" value="Add Comment"/>		<input type="button" value="Post"/>
Attachments (0)		
Drag image here to upload		<input type="button" value="Upload Attachments"/>



How to view a Pre-Approval










- ▶ Three tabs at the top of the Pre-Approval preview page will allow you to Open the report, PDF will allow you to view the report in a PDF format, and Tracking will allow you to track the report.
- ▶ To open a Pre-Approval report click the Open tab found at the top of the preview page.



The screenshot shows a web interface for a Pre-Approval report. At the top, there are three tabs: "Open", "PDF", and "Tracking". Below the tabs, the title "Cascade Conference 2019" is displayed. A warning message is shown in an orange box: "Excess Lodging" with a warning icon and the text "Please provide reason for lodging over the perdiem rates." To the right of the message is the number "#814". Below the message, the word "Response" is followed by the text "Conference Hotel".

How to view a Pre-Approval

- Once the Pre-Approval is Open, you may view the summary of the report on the left side of the screen.
 - Report Name
 - Total number of comments and attachments
 - List of expenses and the estimated amounts.
 - PA Report ID number
 - Total Estimated Amount

Cascade Conference 2019		ESTIMATED
0 Comments 0 Attachments		
EXPENSE		ESTIMATED
 Airfare		375.00 USD
 Ground Transportation		50.00 USD
 Registration		995.00 USD
 Lodging		1,196.00 USD
 Meals Per Diem		41.00 USD
 Meals Per Diem		30.00 USD
 Meals Per Diem		21.60 USD
 Meals Per Diem		41.00 USD
 Other		50.00 USD
PA Report ID 010000625249	Total Estimated Amount 2,799.60 USD	

How to view a Pre-Approval

- Once the Pre-Approval is Open, you may view details of the report on the right side of screen.
 - List who the Pre-Approval is for
 - Warning messages and responses
 - Report Name
 - Start and End Dates
 - Number of Days
 - Pay Me In
 - Business Purpose
 - Starting and Ending Times

Pre-Approvals For Jody Leber

⚠ Excess Lodging
Please provide reason for lodging over the perdiem rates.

Response
Conference Hotel

Report Name	Cascade Conference 2019
Start Date	09/08/2019
End Date	09/12/2019
Number of Days	5
Pay Me In	USD - US Dollars
Business Purpose	To attend the Cascade Conference
Starting Time	04:30
Ending Time	21:30

How to view a Pre-Approval

- Once the Pre-Approval is Open, you may view details of the report on the right side of screen.
 - Travel Type
 - Location
 - Destination: City, State
 - Is this travel occurring in next fiscal year?
 - Does this trip include personal time?
 - Allocations – List all allocations and estimated amount that will be encumbered against it.
 - Comments
 - Attachments

Travel Type	Employee Travel	
Location	Out of State	
Destination: City, State	Beverly Hills, CA	
Is this travel occurring in next fiscal year?	<input checked="" type="checkbox"/>	
Does this trip include personal time?	<input type="checkbox"/>	
Allocations		
172320	Financial Systems Financial Systems	2,799.60
Comments (0)		
<input type="text" value="Add Comment"/>	<input type="button" value="Post"/>	
Attachments (0)		
Drag image here to upload <input type="button" value="Upload Attachments"/>		




Pre-Approval Routing

- Pre-Approvals will route to the following for approvals:
 - Traveler – if created and submitted by a delegate.
 - All Non-Employee and Independent Contractors will not have to approve their travel.
 - Supervisor
 - Budget Authority
 - Grant Officer – if using grant funds.
 - Vice Chancellor – If international travel.

APPROVER	DATE
Sandra Gladden	04/05/2019
Stefanie Powell	04/05/2019


Pre-Approval Tracking

- Click on the Tracking button at the top of Pre-Approval preview page.
- Tracking tool will provide the following information:
 - Name of report
 - Status of the approval
 - Estimated Amount – Amount the approval will be for.
 - Routing steps – shows total number of steps till the report is approved.
 - Green check – Step has been approved
 - Blue highlighted number – this approval is pending
 - Grey numbers – Future steps to be completed.

Tracking for ARHE Conference 2019	
Status	Pending Approval
Estimated Amount	3,917.00 USD
Routing Steps	
	
Step Number	2
Assigned To	Leigh Lane
Assigned To	Leigh Lane
Assigned Date	06/03/2019 08:26 PM
Step Status	Assigned
Routing Rule	20 - Supervisor Approval


Pre-Approval Tracking

- You may click on each step to view the information of the approval.
- Green Highlighted Checks
 - Approver
 - Assigned Date
 - Step Status
 - Completed Date
 - Completed By
 - Routing rule – The type of approval this step required.

Tracking for ARHE Conference 2019	
Status	Pending Approval
Estimated Amount	3,917.00 USD
Routing Steps	
	
Step Number	1
Approver	Meghan Sullivan
Assigned Date	06/03/2019 03:18 PM
Step Status	Approved
Completed Date	06/03/2019 08:26 PM
Completed By	Meghan Sullivan
Routing Rule	10 - Traveler Approval


Pre-Approval Tracking

- You may click on each step to view the information of the approval.
- Blue Highlighted Number
 - Assigned To
 - Assigned Date
 - Step Status
 - Routing Rule

Tracking for ARHE Conference 2019	
Status	Pending Approval
Estimated Amount	3,917.00 USD
Routing Steps	
 A horizontal progress bar with five circular nodes. The first node contains a green checkmark. The second node is highlighted in blue and contains the number '2'. The third, fourth, and fifth nodes are grey and contain the numbers '3', '4', and '5' respectively.	
Step Number	2
Assigned To	Leigh Lane
Assigned To	Leigh Lane
Assigned Date	06/03/2019 08:26 PM
Step Status	Assigned
Routing Rule	20 - Supervisor Approval

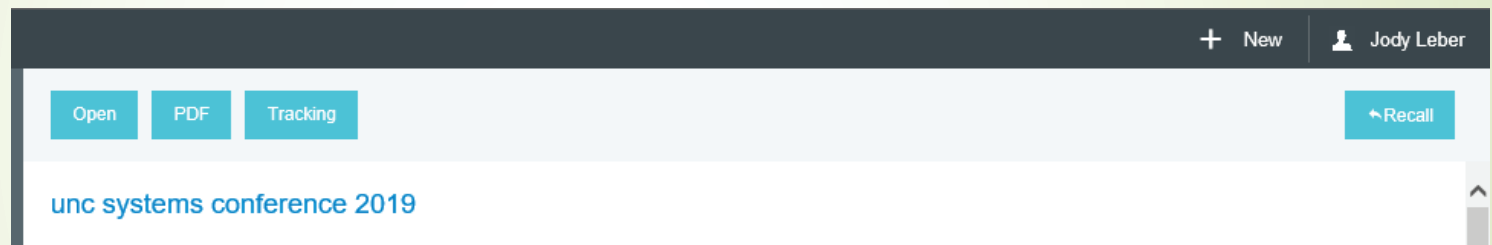
Pre-Approval Tracking

- You may click on each step to view the information of the approval.
- Grey Numbers
 - Approver
 - Routing Rule

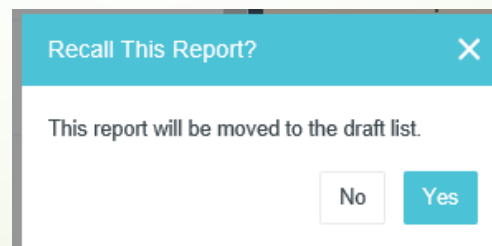
Tracking for ARHE Conference 2019	
Status	Pending Approval
Estimated Amount	3,917.00 USD
Routing Steps	
	
Step Number	3
Approver	Katrin Wesner-Harts
Routing Rule	40 - Budget Authority Approval

How to Recall a Pre-Approval

- At any time while a Pre-Approval is still pending approval the report can be recalled to edit.
- Click on Submitted Pre-Approvals on the Welcome Page and select the Pre-Approval report that needs to be edited.
- Click on the Recall tab on the top right of the Pre-Approval preview page.

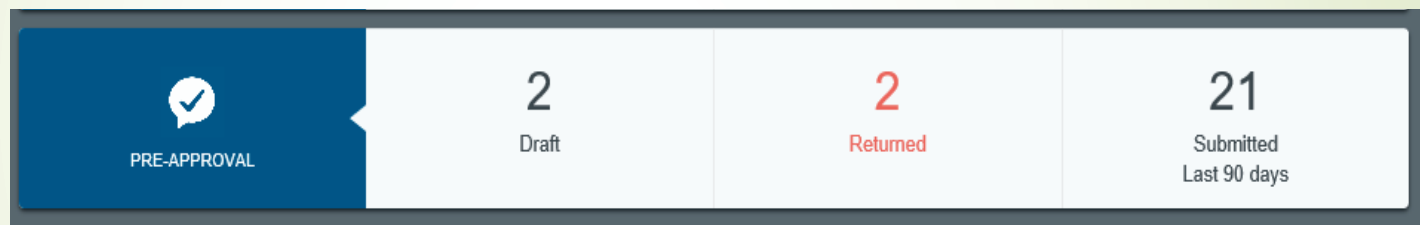


- A Pop-up message will appear asking if you would like for the report to be moved to the draft list.



How to view a Returned Pre-Approval

- When an approver has returned a Pre-Approval request during the approval process, it will appear in the Returned Pre-Approval list located on the Welcome page highlighted in red.



- Select Returned and all returned Pre-Approvals will be listed.
- Select the returned Pre-Approval to review.
- Comments should have been added for the reason the Pre-Approval was returned.



How to Edit a Pre-Approval

- Pre-Approvals are only allowed to be edited when the report is a draft.
- All fields on the Pre-Approval Header may be edited before any expense line items have been added to the report.
- Once expense line items have been added to a Pre-Approval report only the Report Name, Start/End Dates, Business Purpose, and Allocation on the Header page are allowed to be edited.
- All Pre-Approval estimated expense line items can be edited or deleted.

How to Edit a Pre-Approval

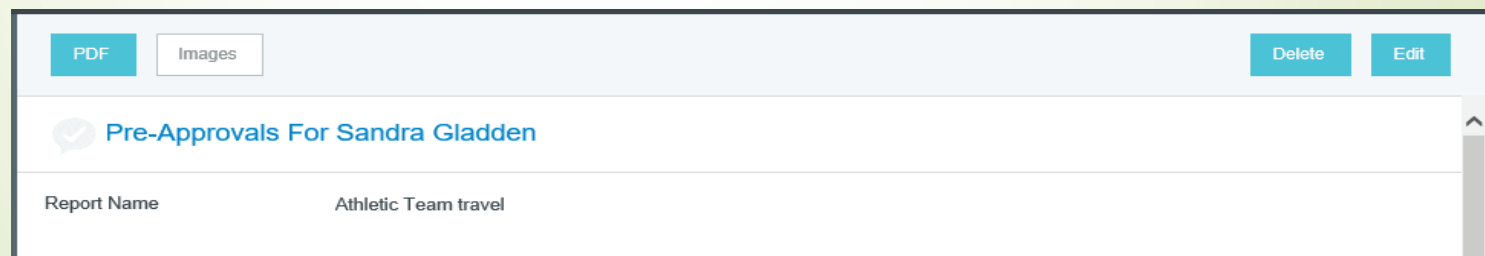
- To edit the Pre-Approval Header page, select report from the Draft Pre-Approvals.



A screenshot of a software interface showing a table of draft pre-approvals. The table has a dark blue header with a checkmark icon and the text 'Draft Pre-Approvals'. The first row contains the following information: 'Athletic Team travel' with a small ID '010000882883' below it, the date '05/22/2019', and the amount '0.00 USD'.

Draft Pre-Approvals			
Athletic Team travel 010000882883	05/22/2019	0.00	USD

- Open Pre-Approval to Header page.
- Select Edit from the top right corner.

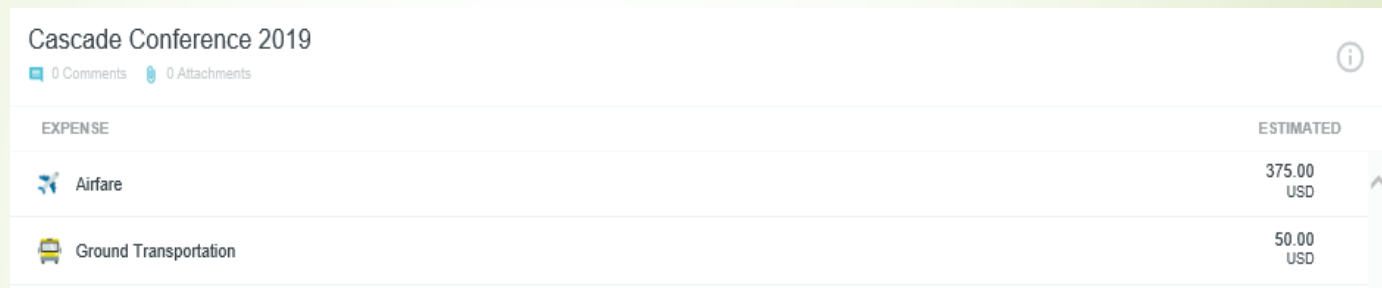


A screenshot of the 'Pre-Approvals For Sandra Gladden' header page. At the top, there are buttons for 'PDF', 'Images', 'Delete', and 'Edit'. Below this is a section titled 'Pre-Approvals For Sandra Gladden' with a checkmark icon. Underneath, there is a table with one row: 'Report Name' and 'Athletic Team travel'.

Pre-Approvals For Sandra Gladden	
Report Name	Athletic Team travel



How to Edit a Pre-Approval

- To edit Pre-Approval estimated expense line items, select the draft Pre-Approval and open.
- Select estimated expense line item to edit.

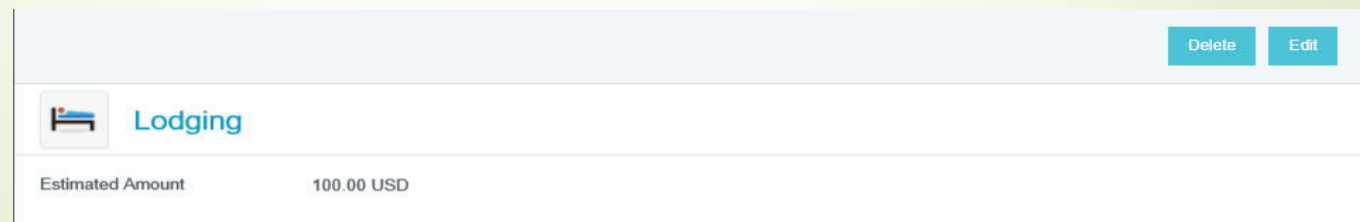


Cascade Conference 2019 (i)


0 Comments 0 Attachments

EXPENSE	ESTIMATED
 Airfare	375.00 USD
 Ground Transportation	50.00 USD

- Select Edit from the top right corner.
- You may edit all fields on an expense line item.

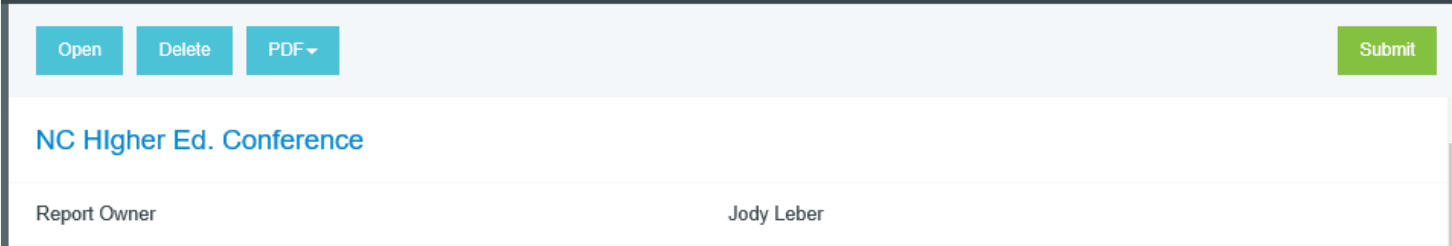


[Delete](#) [Edit](#)

 Lodging
Estimated Amount 100.00 USD

Deleting a Pre-Approval

- To delete your entire Pre-Approval request, select the draft or returned Pre-Approval and at the top select Delete.

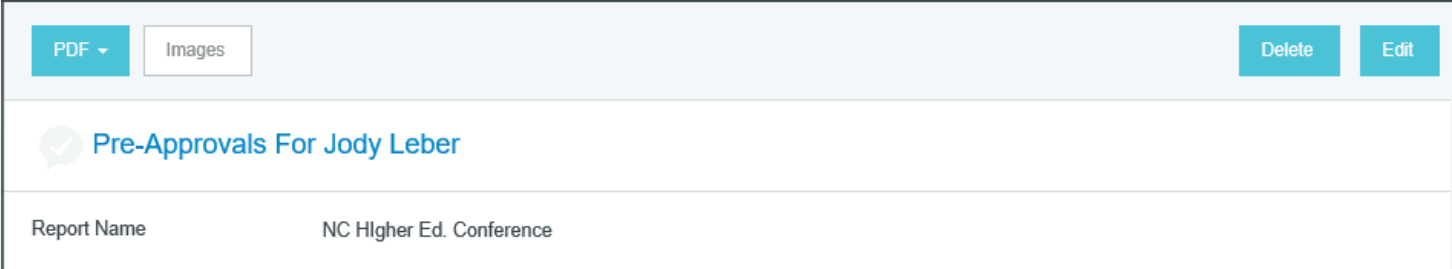


Open Delete PDF Submit

NC Higher Ed. Conference

Report Owner Jody Leber

- You may also open the Pre-Approval request to review and select Delete from the top right.



PDF Images Delete Edit

Pre-Approvals For Jody Leber

Report Name NC Higher Ed. Conference

- You will be asked to confirm the deletion of the report.



Pre-Approval Encumbrance

- Once the Pre-Approval has been approved by all required approvers the expense will be encumbered in your fund.
- Encumbrances will post daily.
- Each expense type is encumbered.
- The system will assign the account codes based on Report type, Location, and Expense type.
- To see the encumbrance go to FGIENCD in BANNER. Enter the Encumbrance number which consist of a T and the last 7 numbers of the Pre-Approval Report ID number.

Pre-Approval Encumbrance Posted In BANNER

Encumbrance: T0625249 Encumbrance Period: All Start Over

ENCUMBRANCE INFORMATION Insert Delete Copy Filter

Description	Leber 010000625249 Cascade Conferen	Date Established	03/06/2019
Status	O	Balance	1,804.60
Type	E	Vendor	

ENCUMBRANCE DETAIL Insert Delete Copy Filter

Item	0 Document Accounting Di	Orgn	35420
Sequence	1	Acct	925270
Fiscal Year	20	Prog	170
Status	O	Actv	
Commit Indicator	U	Loen	
		Proj	
COA	W	Encumbrance	0.00
Index		Liquidation	0.00
Fund	172320	Balance	0.00

Record 6 of 6

TRANSACTION ACTIVITY Insert Delete Copy Filter

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
07/01/2019	TAO	F0098361		995.00	995.00
07/01/2019	TAA	F0099197	P	-995.00	0.00

Record 1 of 2

- TAO – Original Encumbrance
- TAA - Adjustment Encumbrance
- TAL - Liquidate Encumbrance

