Chrome River

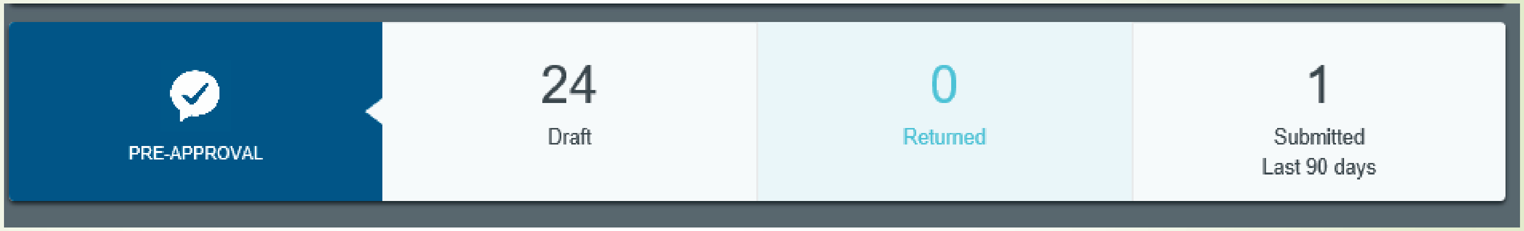
Pre-Approval – Everything Else a User Needs to Know

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.

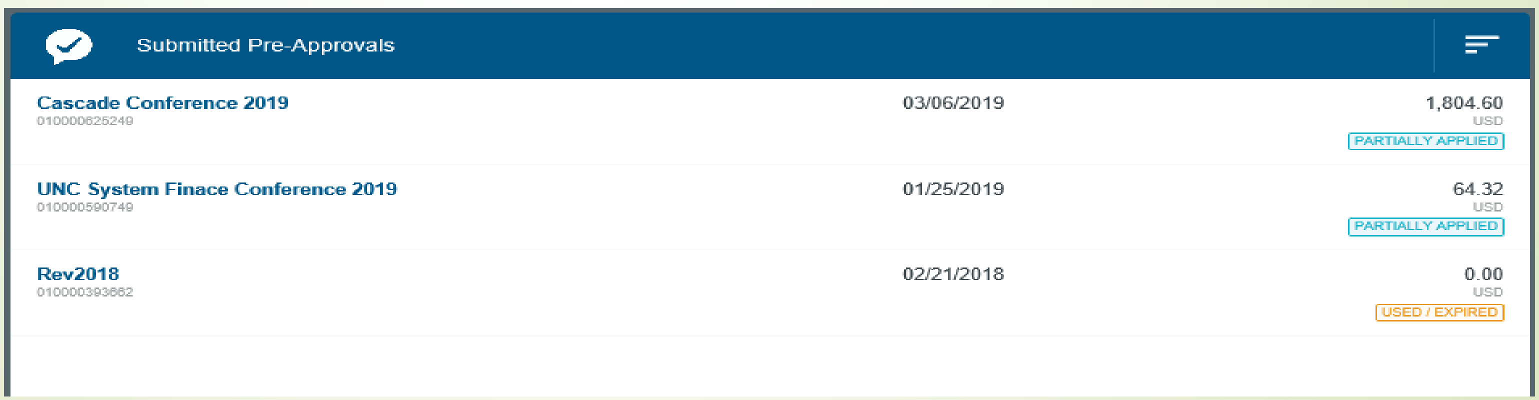
Information in this document:

How to view a Pre-Approval

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

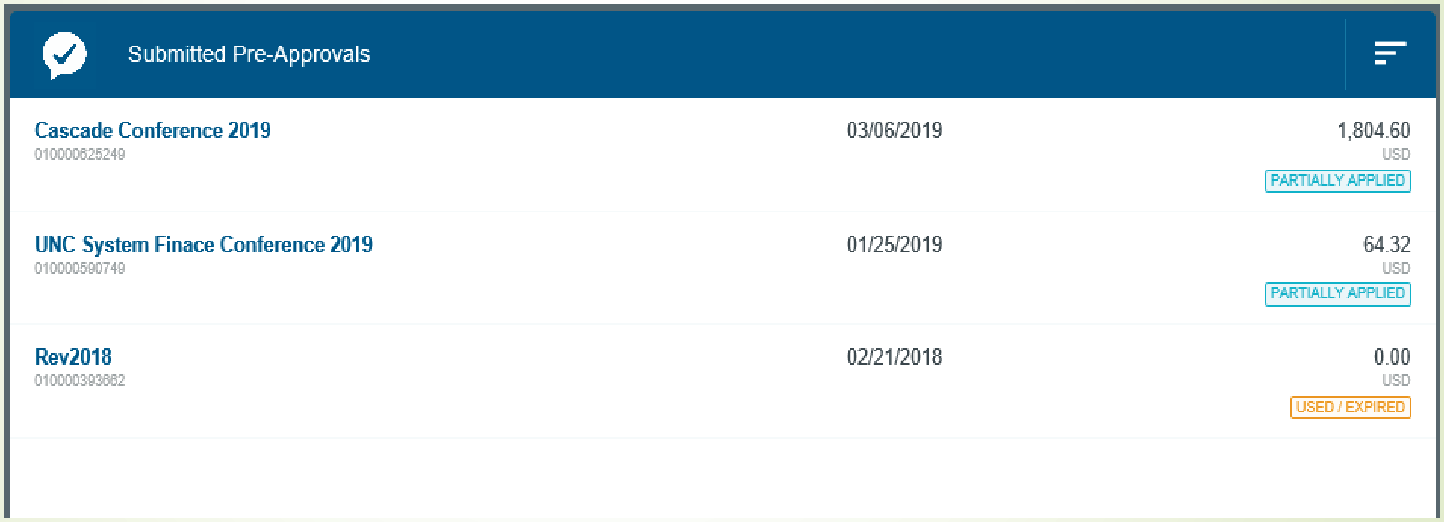


- You are able to view all Pre-Approval reports that have been created.



How to view a Pre-Approval

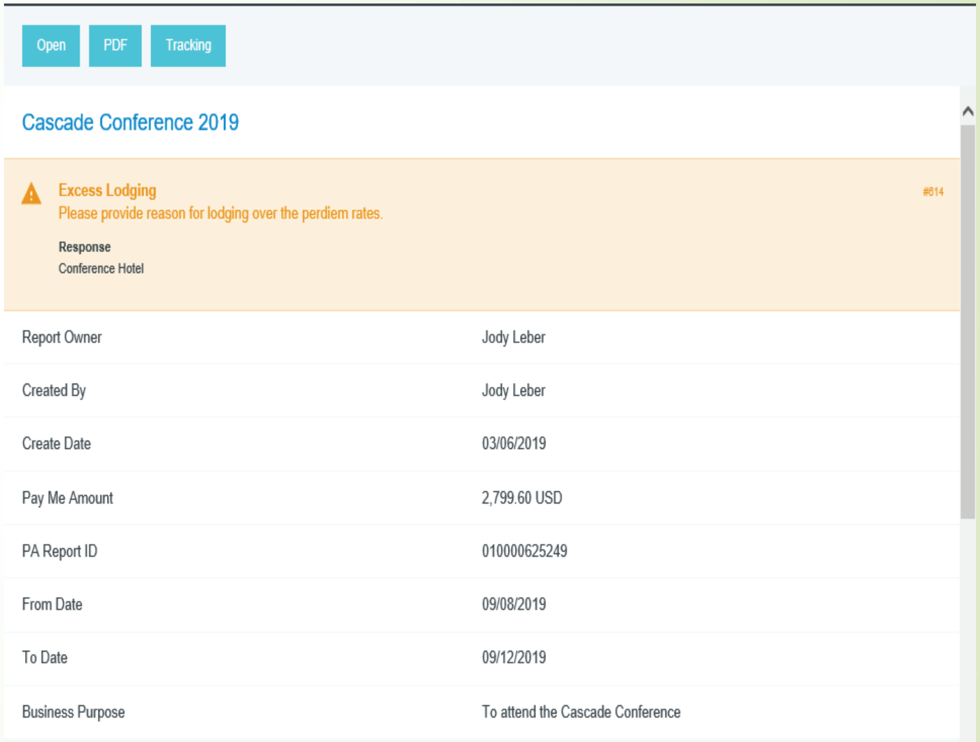
- You are able to view the report name, report ID, submit date, amount remaining, and the report status of the Pre-approval.



- 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.



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

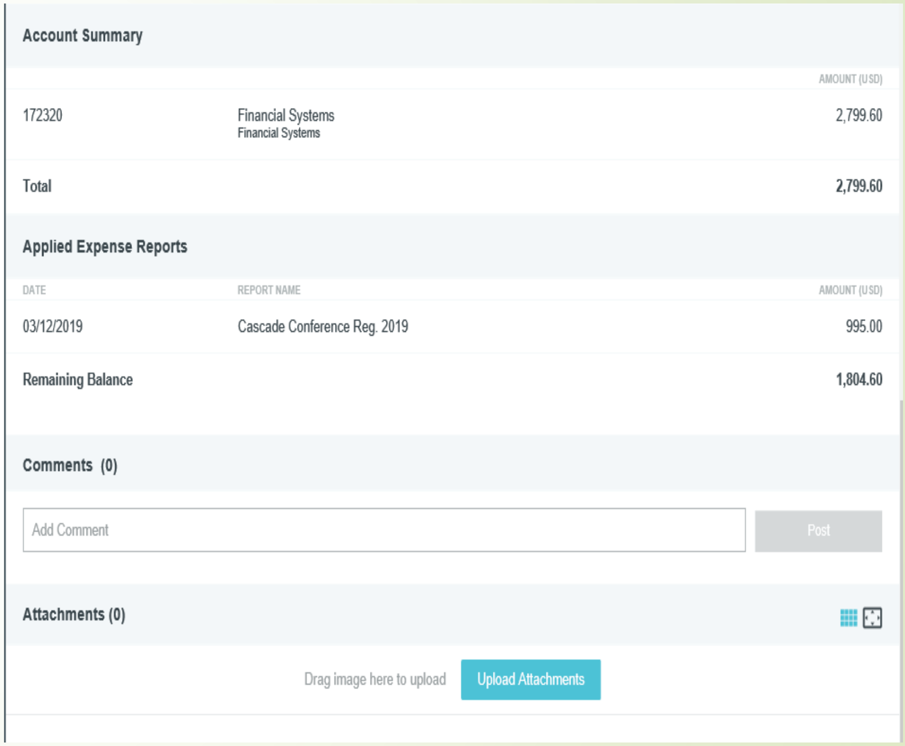
APPROVER	DATE
Susan Suits	03/06/2019

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

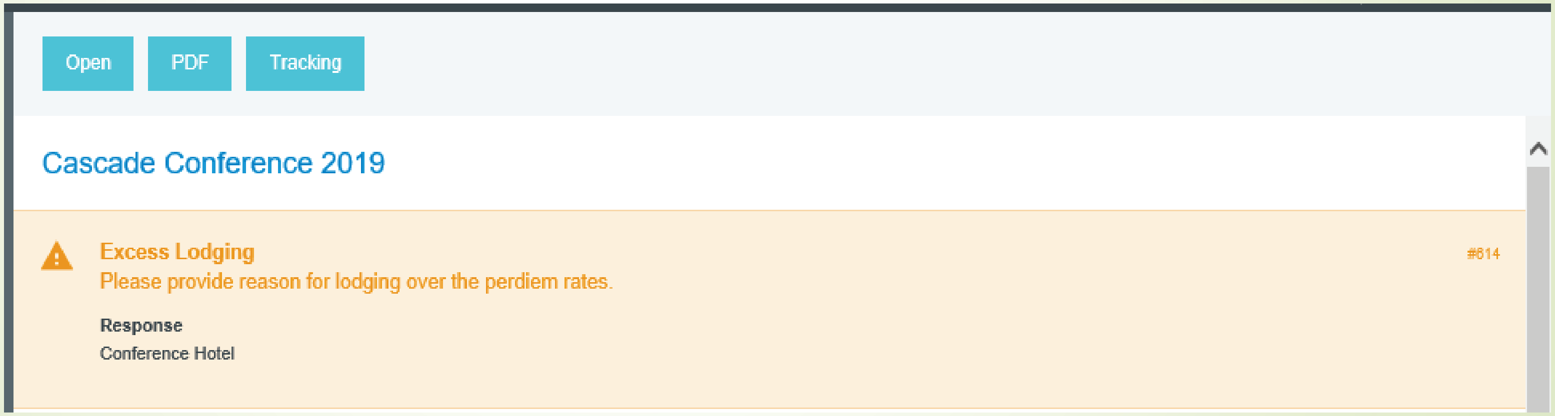
How to view a Pre-Approval

- 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



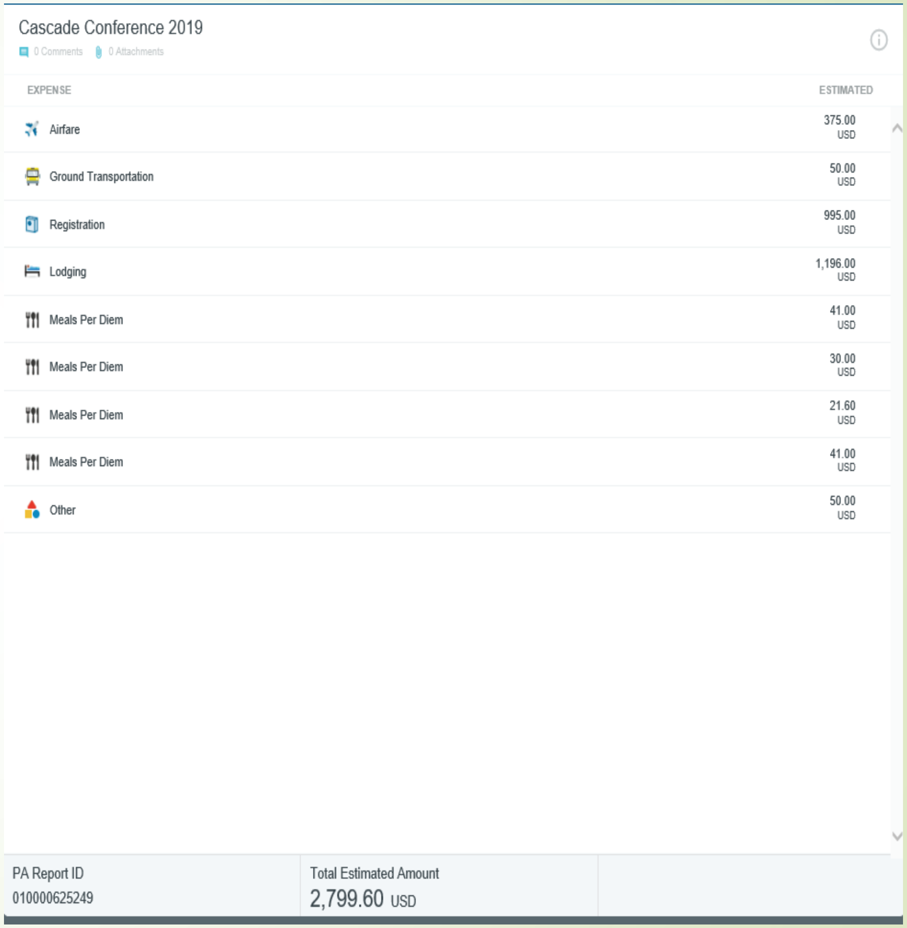
How to view a Pre-Approval

- 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.



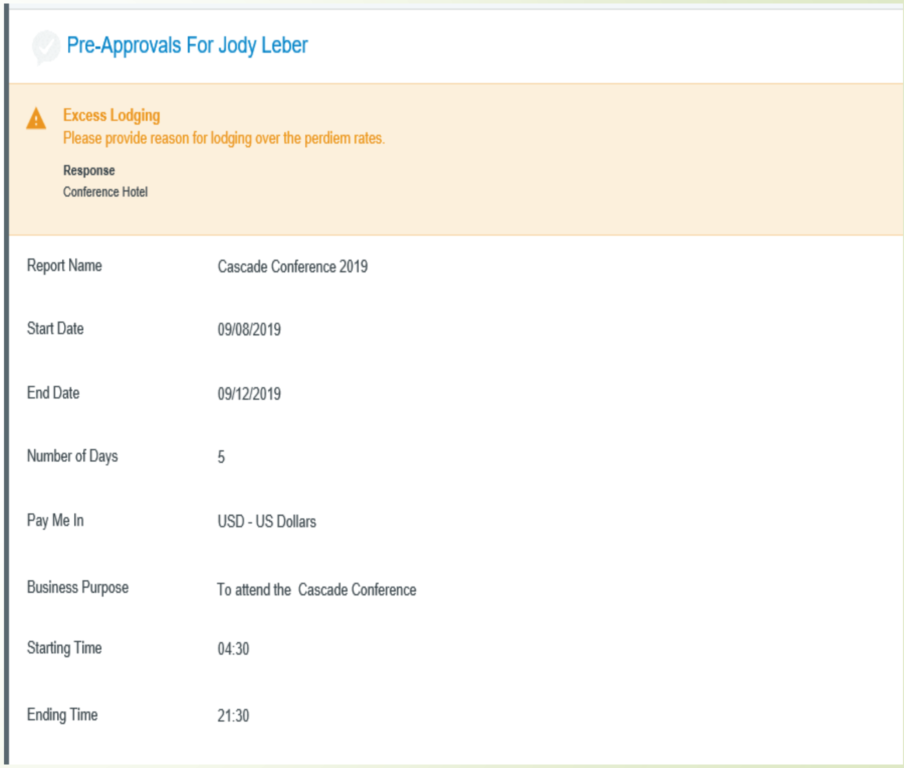
How to view a Pre-Approval

- 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



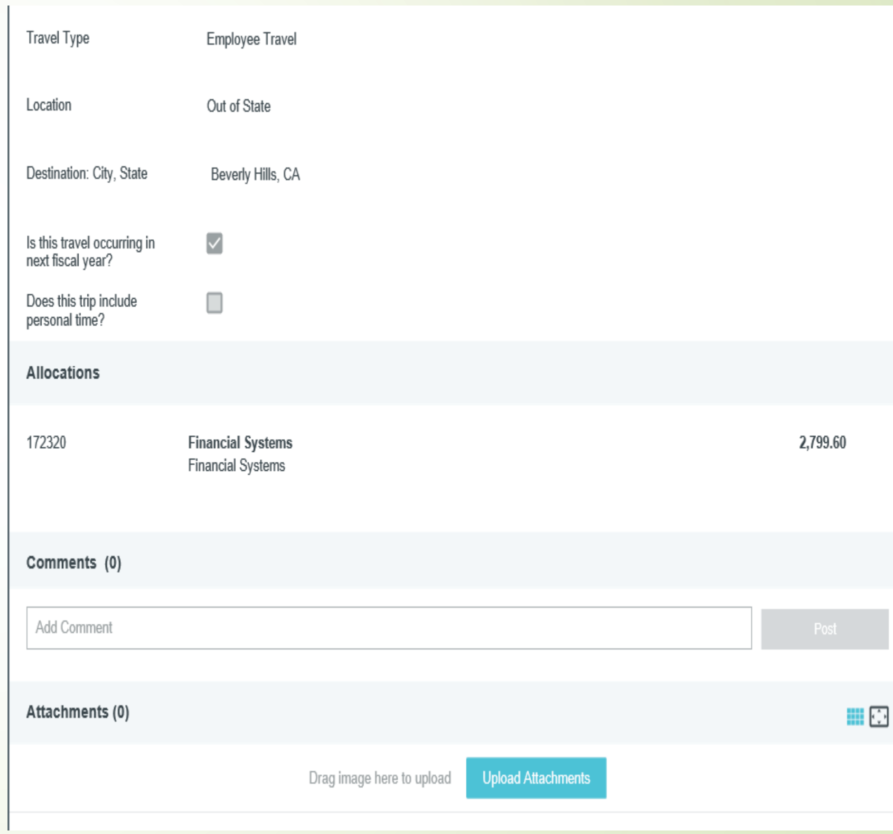
How to view a Pre-Approval

- 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



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



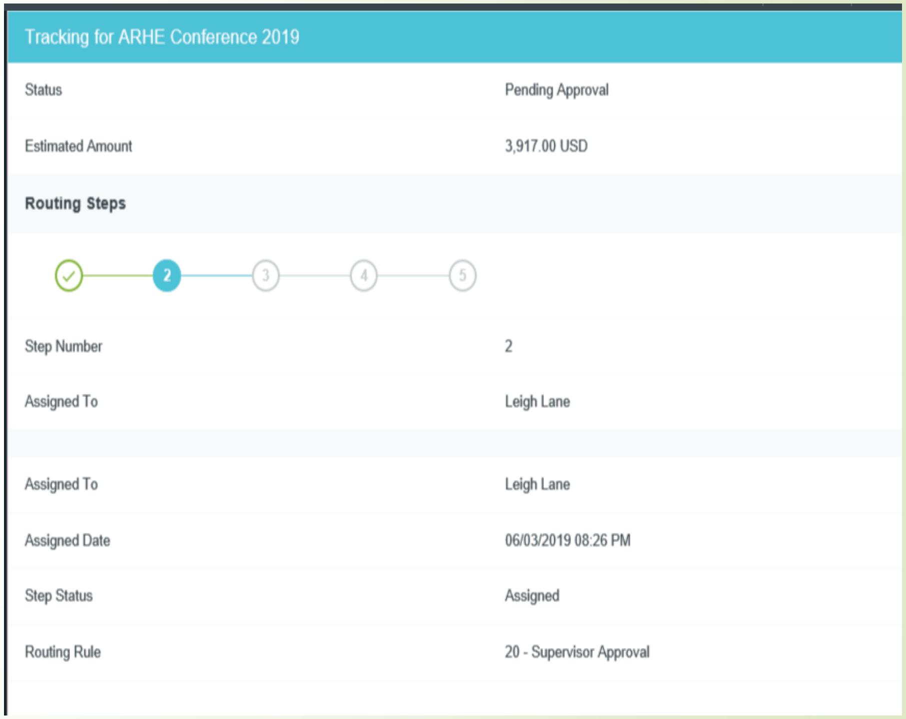
Pre-Approval Routing

- 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

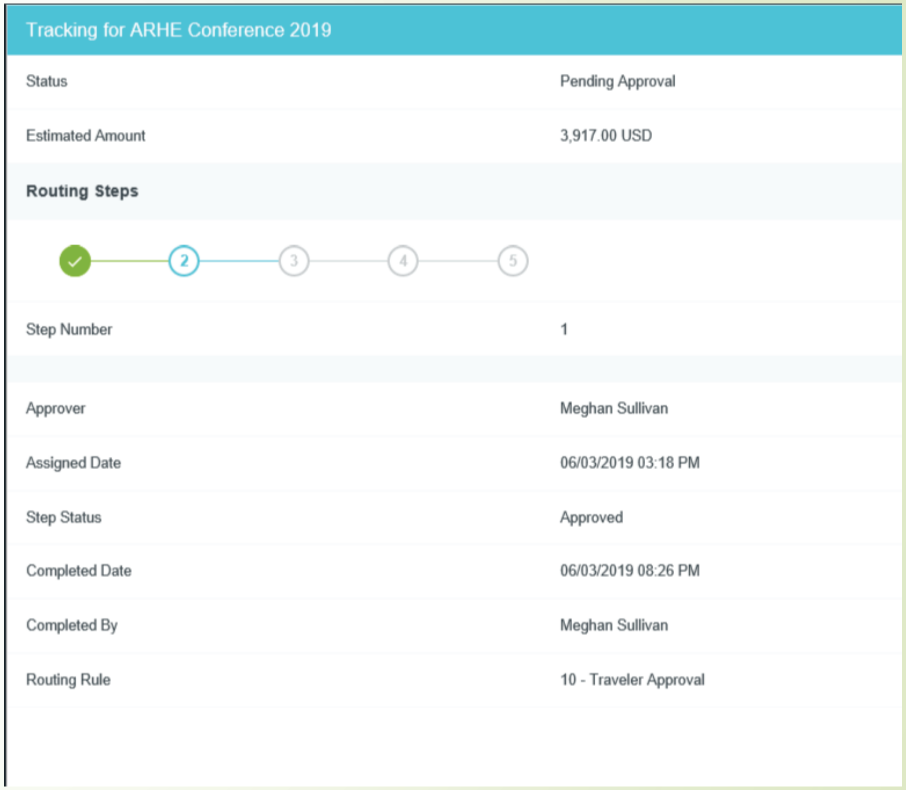
Pre-Approval Tracking

- 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.



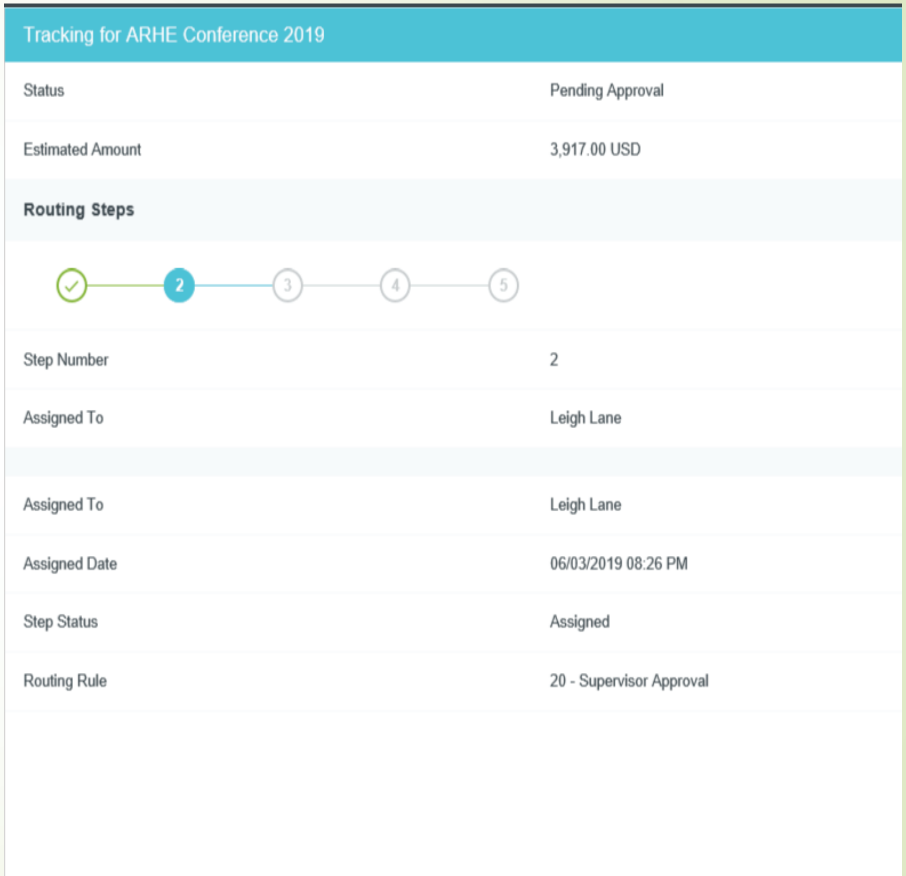
Pre-Approval Tracking

- 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.



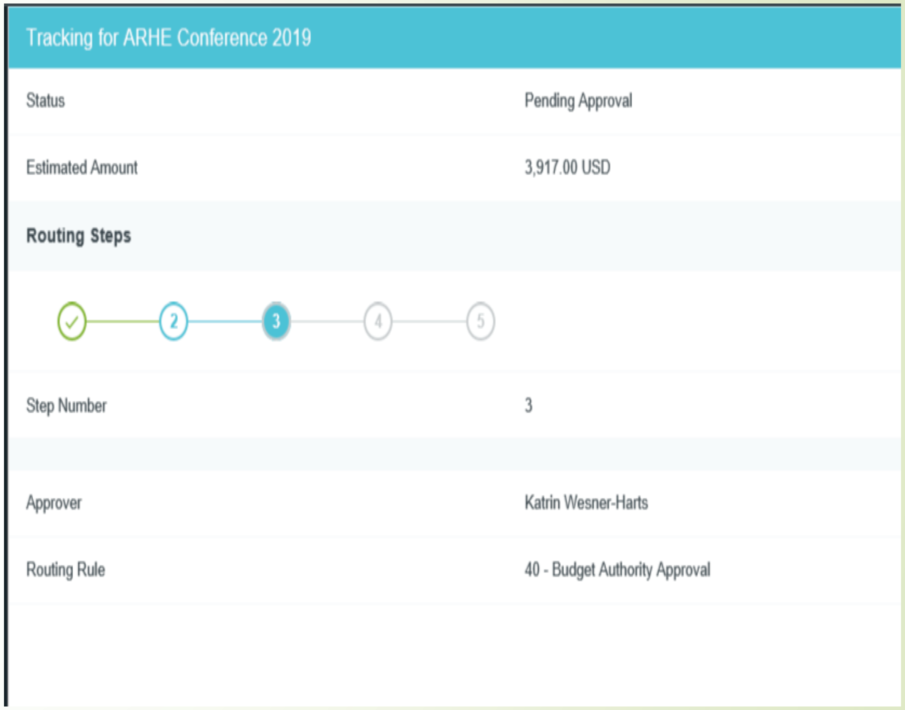
Pre-Approval Tracking

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



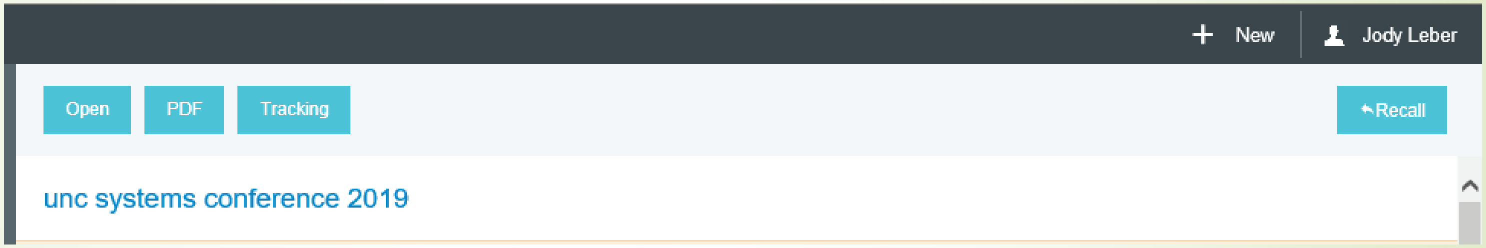
Pre-Approval Tracking

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

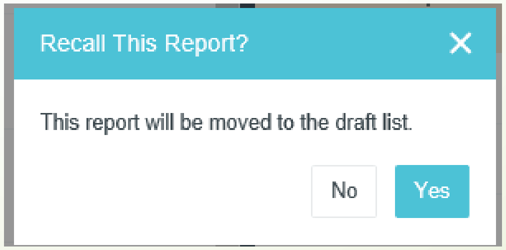


How to Recall a Pre-Approval

- 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.

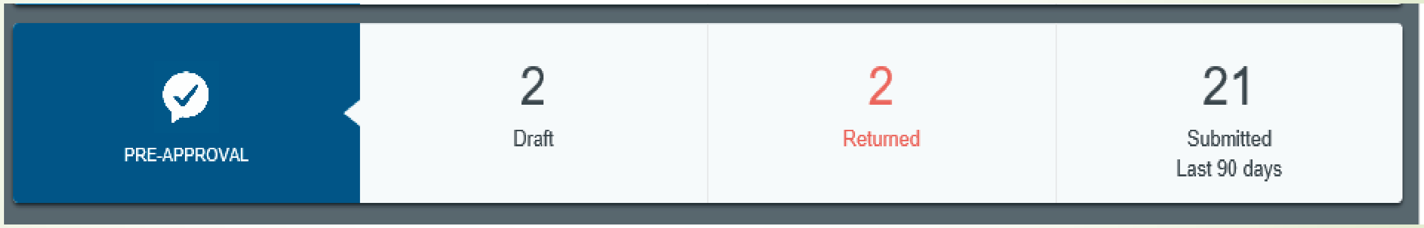


- A Pop-up message will appear asking if you would like for the report to be moved to the draft list.



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.

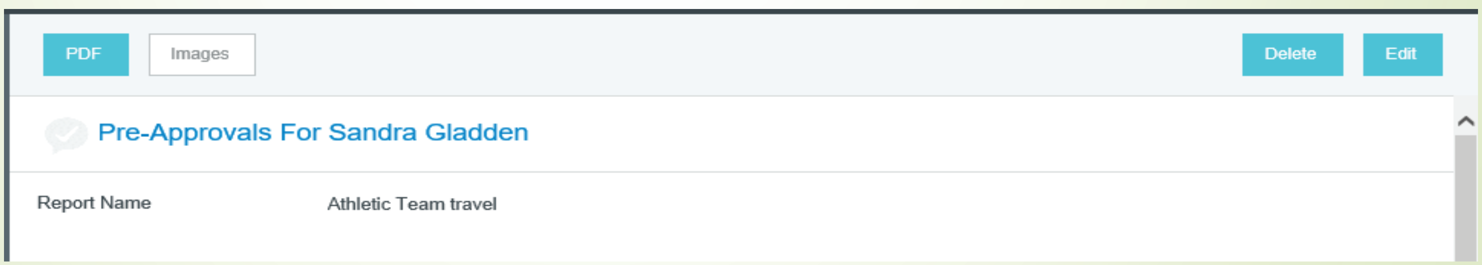
How to Edit a Pre-Approval

- 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

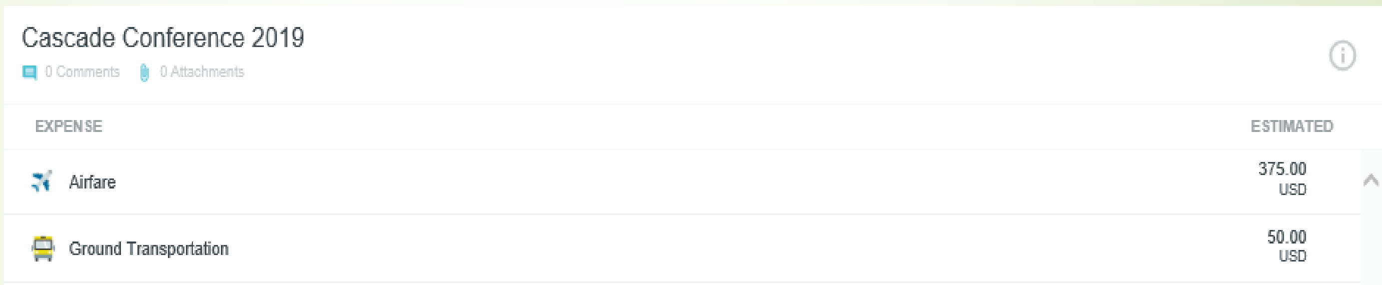
- To edit the Pre-Approval Header page, select report from the Draft Pre-Approvals.

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

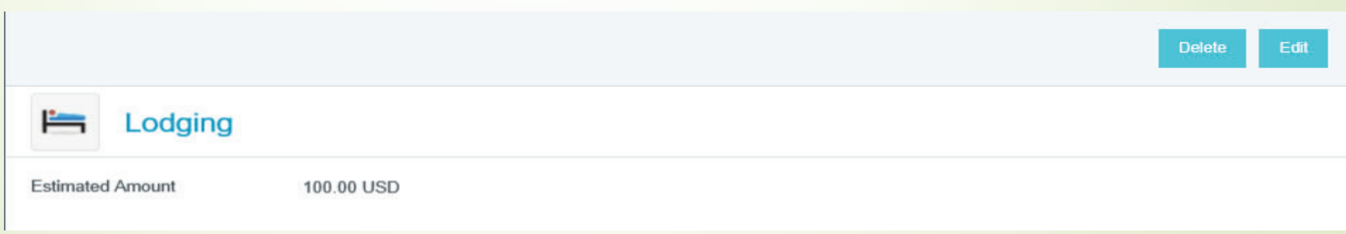


How to Edit a Pre-Approval

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

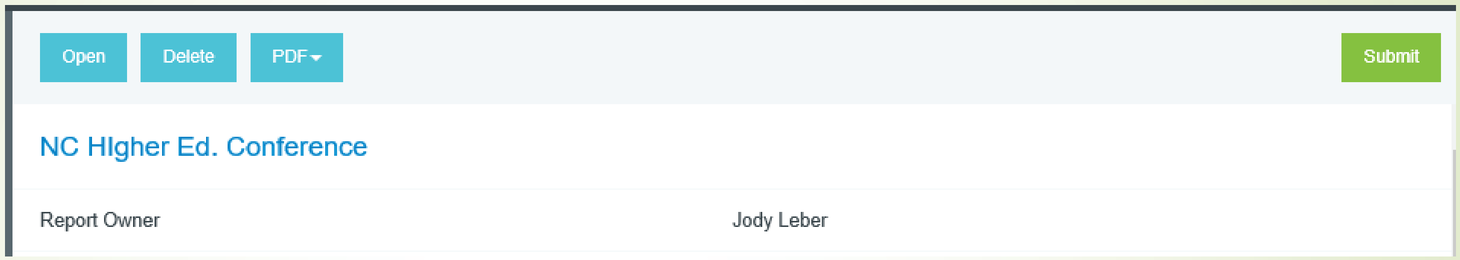


- Select Edit from the top right corner.
- You may edit all fields on an expense line item.



Deleting a Pre-Approval

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



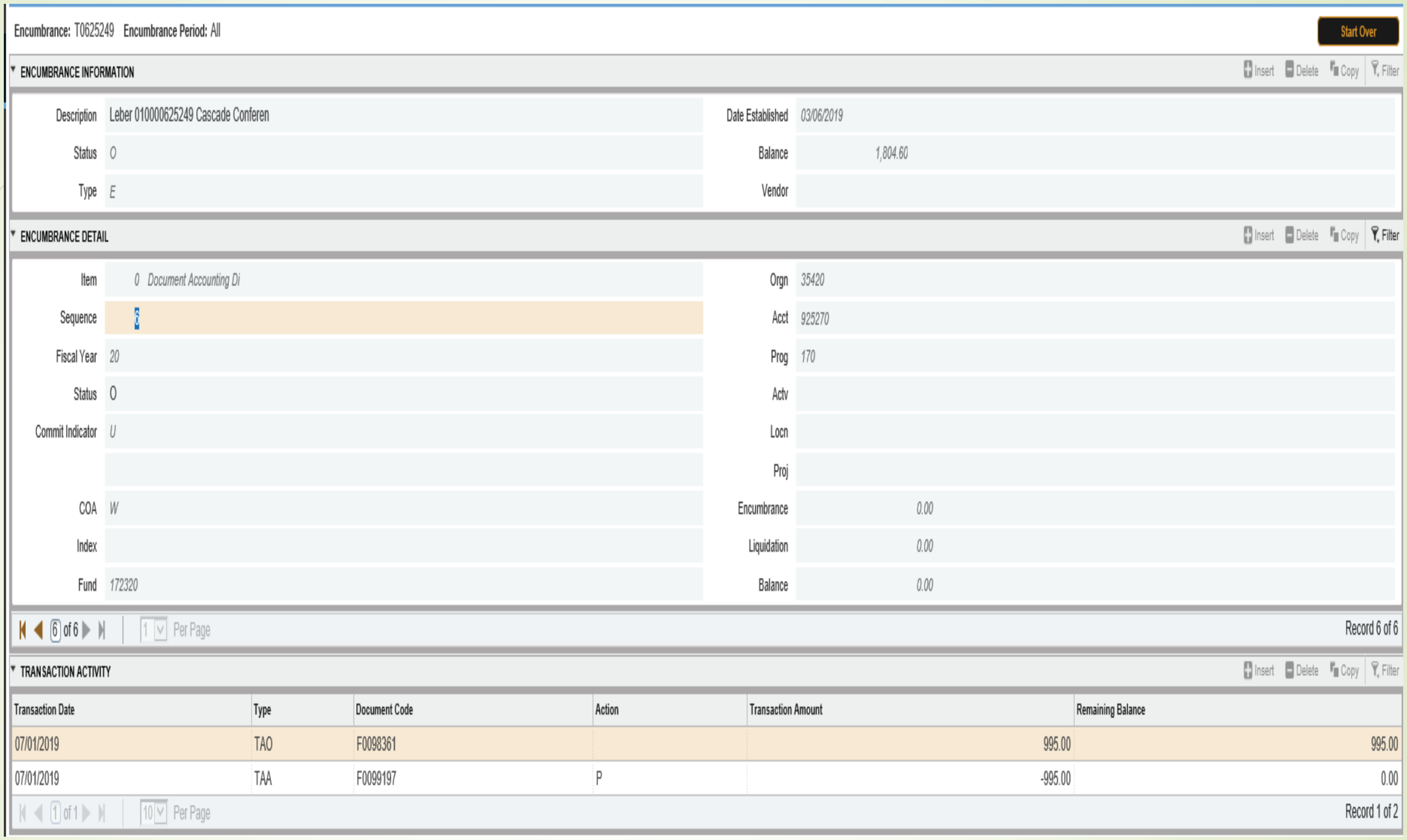
- You may also open the Pre-Approval request to review and select Delete from the top right.

- 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: 6
Acct: 925270
Fiscal Year: 20
Prog: 170
Status: O
Actv:
Commit Indicator: U
Locn:
Proj:
COA: W
Encumbrance: 0.00
Index:
Liquidation: 0.00
Fund: 172320
Balance: 0.00

6 of 6 | 1 Per Page | 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

1 of 1 | 10 Per Page | Record 1 of 2

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

Banner Expense Types

- Viewing Chrome River expense types in Banner
  - T08 – Travel expenses
  - T09 – Travel expenses on Bank of America travel cards
  - CR9 – AP check requests

COA: W Fiscal Year: 19 Index: Fund: 172320 Organization: 35420 Account: 925270 Program: 170 Activity: Location: Period: Commit Type: Both

Start Over

DETAIL TRANSACTION ACTIVITY

Insert Delete Copy Filter

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
925270	35420	170	YTD	795.00	+	T09	F0099746	04/26/2019	04/29/2019	T0649042 Suits	U	172320		
925270	35420	170	YTD	995.00	+	T09	F0099186	04/05/2019	04/05/2019	T0625249 Leber	U	172320		
925270	35420	170	ENC	-1,149.00	-	TAA	F0098895	03/26/2019	03/27/2019	Dudley 010031212207 E-Live 2019 Reg	U	172320		
925270	35420	170	YTD	1,149.00	+	T09	F0098828	03/25/2019	03/25/2019	T0609973 Dudley	U	172320		
925270	35420	170	ENC	1,149.00	+	TAO	F0097948	02/20/2019	02/20/2019	Dudley 010000609973 E Live Conferen	U	172320		
925270	35420	170	ENC	-575.00	-	TAA	F0096729	01/10/2019	01/10/2019	Suits 010030130079 PCI Treasury Ins	U	172320		
925270	35420	170	YTD	575.00	+	T09	F0096685	01/09/2019	01/09/2019	T0571344 Suits	U	172320		
925270	35420	170	ENC	575.00	+	TAO	F0096456	01/02/2019	01/02/2019	Suits 010000571344 PCI Treasury Con	U	172320		
			Total	3,514.00	+									

1 of 1 10 Per Page

Record 1 of 8