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.

<table>
<thead>
<tr>
<th>Submitted Pre-Approvals</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cascade Conference 2019</td>
<td>03/06/2019</td>
<td>1,804.60</td>
</tr>
<tr>
<td>UNC System Finance Conference 2019</td>
<td>01/25/2019</td>
<td>64.32</td>
</tr>
<tr>
<td>Rev2018</td>
<td>02/21/2018</td>
<td>0.00</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Prior Approvers</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Sals</td>
<td>03/06/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Summary</th>
<th>AMOUNT (USD)</th>
<th>SUBMITTED (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>375.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>50.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>1,196.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Meals Per Diem</td>
<td>133.60</td>
<td>0.00</td>
</tr>
<tr>
<td>Registration</td>
<td>995.00</td>
<td>995.00</td>
</tr>
<tr>
<td>Other</td>
<td>50.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>2,799.60</td>
<td>995.00</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>172324</td>
<td>Financial Systems</td>
<td>2,795.60</td>
</tr>
<tr>
<td></td>
<td>Financial Systems</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>2,795.60</td>
</tr>
</tbody>
</table>

### Applied Expense Reports

<table>
<thead>
<tr>
<th>Date</th>
<th>Report Name</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/12/2019</td>
<td>Cascade Conference Reg. 2019</td>
<td>999.00</td>
</tr>
</tbody>
</table>

### Remaining Balance

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td>1,804.60</td>
</tr>
</tbody>
</table>
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

![Pre-Approvals For Jody Leber](image)
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.

<table>
<thead>
<tr>
<th>Approver</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandra Cladden</td>
<td>04/05/19</td>
</tr>
<tr>
<td>Stefanie Powell</td>
<td>04/05/19</td>
</tr>
</tbody>
</table>
Pre-Approval Tracking

- Click on the Tracking button at the top of the 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

Tracking for ARHE Conference 2019

<table>
<thead>
<tr>
<th>Status</th>
<th>Pending Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Amount</td>
<td>3,917.00 USD</td>
</tr>
</tbody>
</table>

Routing Steps

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Assigned To</th>
<th>Assigned Date</th>
<th>Step Status</th>
<th>Routing Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Leigh Lane</td>
<td>06/03/2019 08:26 PM</td>
<td>Assigned</td>
<td>20 - Supervisor Approval</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Estimated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>375.00 USD</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>50.00 USD</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Lodging</th>
<th>Estimated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100.00 USD</td>
</tr>
</tbody>
</table>
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

#### 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