



# CATS

January 24, 2019

## Chrome River Reporting Approvers: How to Change Account Allocations

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Tammy Bean  
Donna Burkhardt  
Patty Anderson  
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# Approvers

## How to Change Account Allocation

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*January 24, 2019*



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**CHROME RIVER** + New Donna Burkhardt

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Expenses For Tammy Bean

### T Bean Dallas, TX 1/4 - 1/8/19

0 Comments 2 Attachments

DATE	EXPENSES	SPENT	APPROVED
Fri 01/04/2019	Mileage	53.63 USD	53.63 USD
Fri 01/04/2019	Airfare	357.45 USD	357.45 USD
Fri 01/04/2019	Parking	45.00 USD	45.00 USD

Images [Adjust](#) [Return](#)

## Airfare Approve

Date	01/04/2019
Spent	357.45 USD
Approved	357.45 USD
Depart Date	01/04/2019
Return Date	01/08/2019
Airline	Delta
Class of Fare	Economy/Coach
Agency	Other
Departure Airport	Indianapolis, IN (IND)

**Allocation - Select department account**

1915030	UA-PUR BUSINESS DEPARTMENT
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**CHROME RIVER** + New Donna Burkhardt

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Incorrect account allocation

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Approved: 357.45 USD

Depart Date: 01/04/2019

Return Date: 01/08/2019

Airline: Delta

Class of Fare: Economy/Coach

Agency: Other

Departure Airport: Indianapolis, IN (IND)

**Allocation - Select department account**

1915030 UA-PUR PURCHASING DEPARTMENT

Cancel Save



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1915030 UA-PUR PURCHASING DEPARTMENT



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*PURCHASING DEPARTMENT*



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# How to Change Object Codes

- You can't as an approver
- However, "Return" the expense report to the initiator with a note. They can change the expense mosaic (object code) and submit it again.



# Training and Documentation

- Documentation
- Webinars for Approvers and FO's





# Reporting

- Is available for Transaction Approvers and Fiscal Officers
- For travelers who want to see reports, use “Inquiry”



**CHROME RIVER**

**Inquiry**

All

**My Expense Reports**  
Listing of your expense reports created within a specified date range.  
Sorted by: Create Date, Name, and Amount.

**My Expense Items**  
Listing of your itemized expenses within a specified date range. Sorted by:  
Transaction Date, Expense Type, and Amount.

**My Delegates**  
List of people I've entered expenses for

**My Expense Calendar**  
Listing of expenses

**My Items**  
Listing of itemized expenses that were created from transactions.

**My University Paid Items**  
Expenses that are marked as University Paid

**My Expense Approval Items**  
Expenses in approval process with each line item's allocation information

**My Paid Expenses**  
My Paid Expenses

**Cash Advance**  
Cash advance details

**My Credit Card Statements**  
Expense Transaction Status for the Bank Statement.



## Reporting for Approvers and FO's

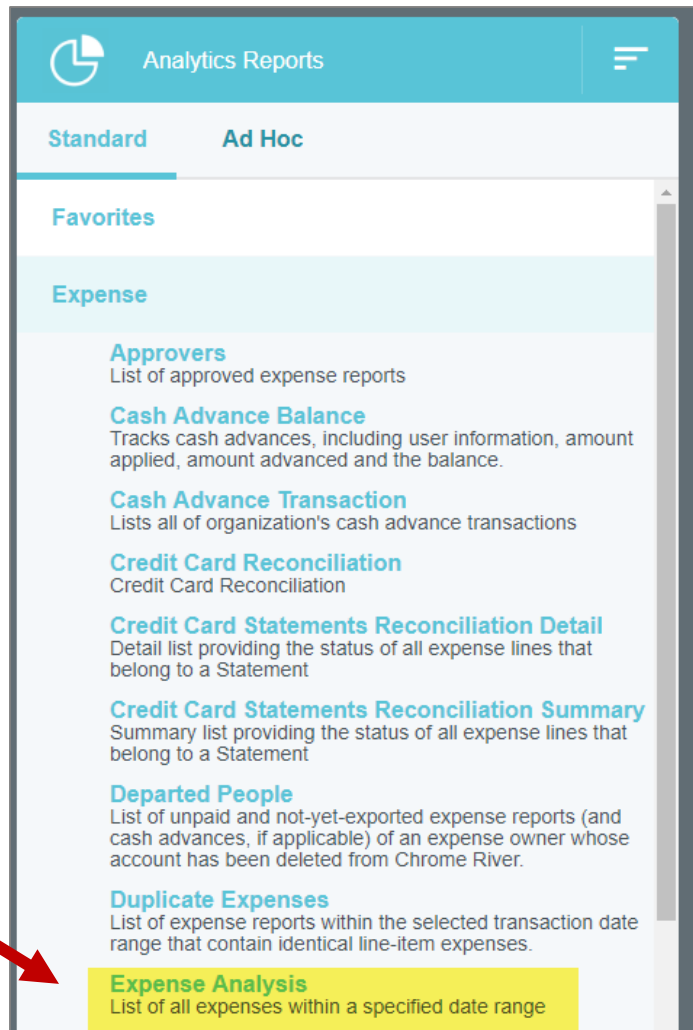
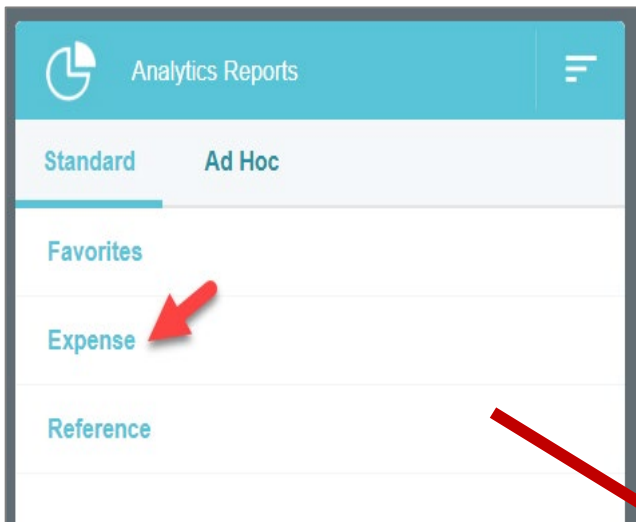
- Numerous Expense Standard Reports
- Each Report has “Filters” that include (for example), the Date Range, Expense Owner, Report ID, Approver, Paid Items, etc.
- Once you enter your criteria, select your output (such as spreadsheet) and “Run Report.”



# Expense Analysis by Account

The screenshot displays the CHROMERIVER application interface. On the left, a navigation menu is visible with the following items: Dashboard, eWallet, eReceipts, Draft, Returned, Recently Submitted, Inquiry, Reports, and Analytics. The menu is divided into two sections: EXPENSES (top) and ANALYTICS (bottom). Two red arrows point to the 'Dashboard' and 'Reports' items in the menu. The main content area shows a dashboard with three columns of statistics: Draft (0), Returned (0), and Submitted Last 90 Days (0).

Category	Count
Draft	0
Returned	0
Submitted Last 90 Days	0





## Expense Analysis

Add criteria that you will want to filter your report by

Transaction Date

[+ Add Filter Criteria](#)

This Month

- This Month
- This Quarter
- This Year
- Last Month
- Last Quarter
- Year To Date
- Custom





### Expense Analysis

Add criteria that you will want to filter your report by

Transaction Date Custom

11/01/2018 — 11/30/2018

+ Add Filter Criteria

#### Report Columns

The following columns will be featured in your reports. Customize the columns you like to include.

Selected Columns Report ID

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



**+ Add Filter Criteria**

**Allocation Number**  
Allocation number associated to the line item

**Expense Owner**  
The owner of the expense report

**Submit Date**  
Date range when report was submitted

**Export Date**  
Date range when report was exported

**Currency**  
Currency





X Allocation Number	1915030-AREA1 <u>UA-PUR</u> PURCHASING DEPARTMENT
X Expense Owner	1915030-AREA1 <b>UA-PUR</b> PURCHASING DEPARTMENT
Add Filter Criteria	

X Expense Owner	Tally Th
	<b>Tally Thrasher</b> Exe Dir Proc Sourcing Area II - 0001473578



### Report Columns

The following columns will be featured in your reports. Customize the columns you would like to include.

Selected Columns

- Report ID
- Report Name
- Submit Date
- Expense Type
- Approved Currency
- Allocation Amount Spent Converted
- Allocation Amount Spent Approved
- Allocation Display
- Transaction Date
- Cost Code
- Voucher Invoice ID
- Check Number
- Check Date
- Check Amount
- Check Currency
- Total Paid
- Payments
- [Edit Columns](#)





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### Customize Report Columns ✕

External Guest	<input type="checkbox"/>
Currency Spent	<input type="checkbox"/>
Approved Currency	<input checked="" type="checkbox"/>
Allocation Amount Spent Converted	<input checked="" type="checkbox"/>
Allocation Amount Spent Approved	<input checked="" type="checkbox"/>
Allocation Number	<input checked="" type="checkbox"/>
Allocation Description	<input checked="" type="checkbox"/>
Client Number	<input type="checkbox"/>
Client Name	<input type="checkbox"/>
Allocation Display	<input checked="" type="checkbox"/>
Description	<input type="checkbox"/>
On Select1 Code	<input type="checkbox"/>
On Select1 Name	<input type="checkbox"/>



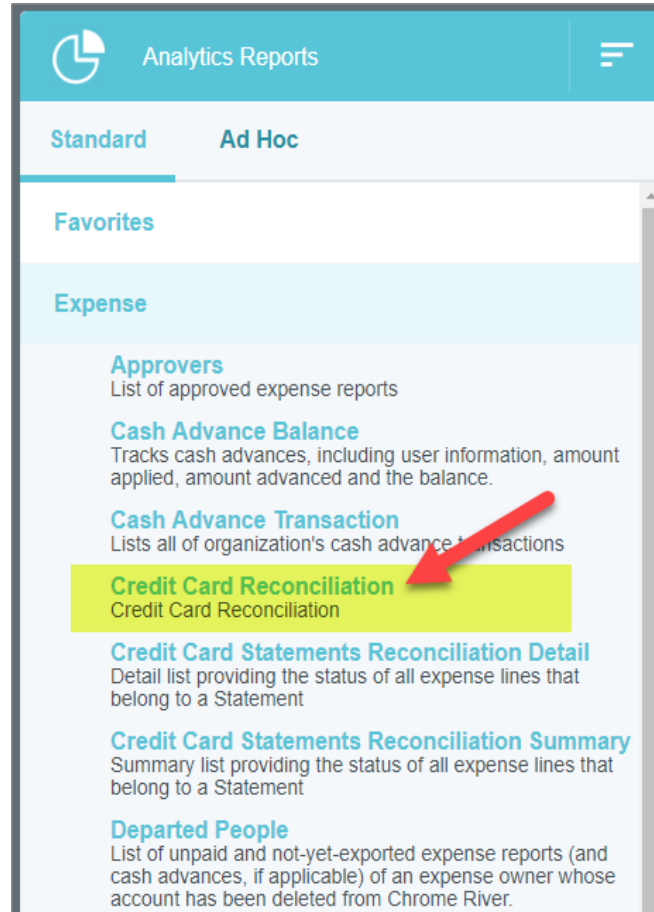
**Output Format**

HTML     XLSX     PDF     HTML Active Report





# Credit Card Reconciliation



# Approvers

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