

Tracking an Expense Report

On the Home Screen, find and click **Submitted Last 90 days** in the Expenses ribbon.

- *Tip:* If not on the Home Screen, then click the **Chrome River** logo to be taken to it.



eWallet

Unused Items

- 0 Credit Card Items
- 3 Receipts

[VIEW ALL 3 UNUSED ITEMS](#)

Expenses + Create

3 Draft 0 Returned **2 Submitted Last 90 Days**

From there, click the Expense Report on the left for which report to track.

Submitted

Expense Report	Submit Date	Amount
Eagle Orlando FL 9/19/21 QA0023531754	08/20/2021	1,438.00 USD PENDING

Click **Tracking**.

[Open](#) [PDF](#) [Tracking](#) [Recall](#)






Eagle Orlando FL 9/19/21






Report Owner	Archibald Eagle 1965 - USI Mascot
Submit Date	08/20/2021
Expense Report ID	QA0023531754
Business Purpose	Attending the CBA Conference to learn how ZYX Software works for the department.


CHROME RIVER USER GUIDE


Below is an example of what tracking an Expense Report looks like after submission. Click on an expense line item to see who it is currently assigned to. The Routing Rule numbers, see list below, show which approving area has yet to approve the Expense Report.

- *Tip:* View the guide [Routing and Workflow for an Expense Report](#) for more information on Routing and Workflow.

Tracking for Eagle Orlando FL 9/19/21			
EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
 Car Rental	150.00	Pending Approval	APReview:Firmwide
 Meals - Per Diem	26.00	Pending Approval	APReview:Firmwide
 Meals - Per Diem	26.00	Pending Approval	APReview:Firmwide
 Lodging	200.00		
 Registration Fee	100.00	Pending Approval	APReview:Firmwide

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Car Rental

Spent Converted	150.00 USD
Amount Spent	150.00 USD
Routing Status	Pending
Routing Steps	
	
Step Number	2
Assigned To	APReview: Firmwide
Assigned Date	10/01/2021 02:44 PM
Step Status	Assigned
Routing Rule	104000 - AP Review

Routing Rule Numbers and Approving Area

10100 – Delegate Submits -> Expense Owner Approves: occurs when a delegate prepares and submits the Expense Report

10400 – AP Review: for preliminary review by Accounts Payable

10500 – AP Admin Review: for final review by Accounts Payable