

CHROME RIVER USER GUIDE

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.





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



Click Tracking.



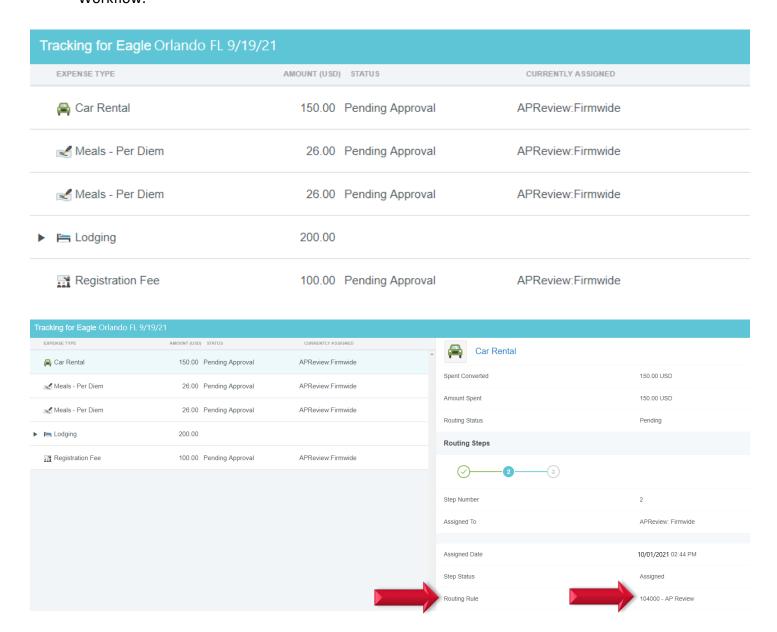
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Below is an example of what tracking an Expense Report looks like after submission. Click on an expense line item to see who it is currently assigned to. The Routing Rule numbers, see list below, show which approving area has yet to approve the Expense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

• *Tip*: View the guide *Routing and Workflow for an Expense Report* for more information on Routing and Workflow



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

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