

Chrome River User Manual



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You will see a list of inquiry reports, grouped by application (**Expense**, **Invoice**

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Drag a column header and drop it here to group by that column

Report ID	Line Number	Report Name	Trans Date
010019239652	2.0	Pcard Statement 5/10/2019-6/11/2019	06/04/2019
010019219164	1.0	Spirit Conference 6/5/19-6/7/19	06/05/2019
010019219164	3.0	Spirit Conference 6/5/19-6/7/19	06/05/2019
Total Count:5			

To remove a filter, tap the funnel icon again and select **Clear**.

Tap any column header to sort results in ascending or descending order. An arrow will indicate the order.

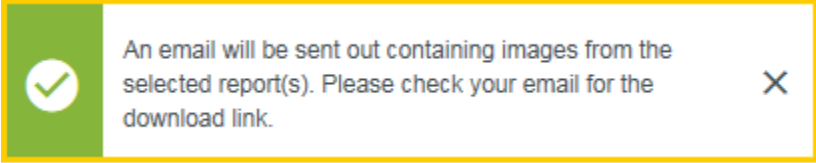


You may group results by any column that has the three-dot icon to the left of its header name.

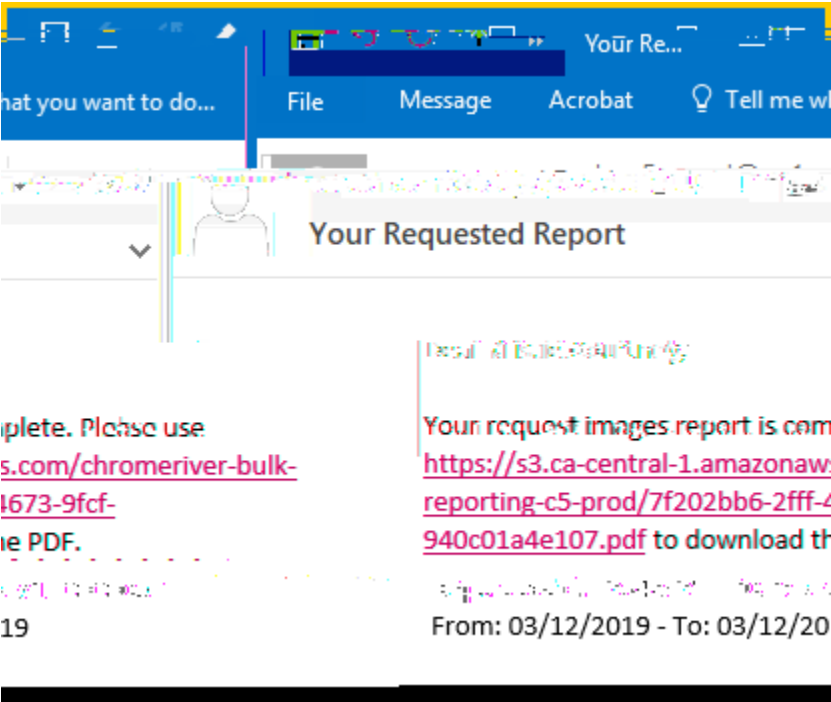


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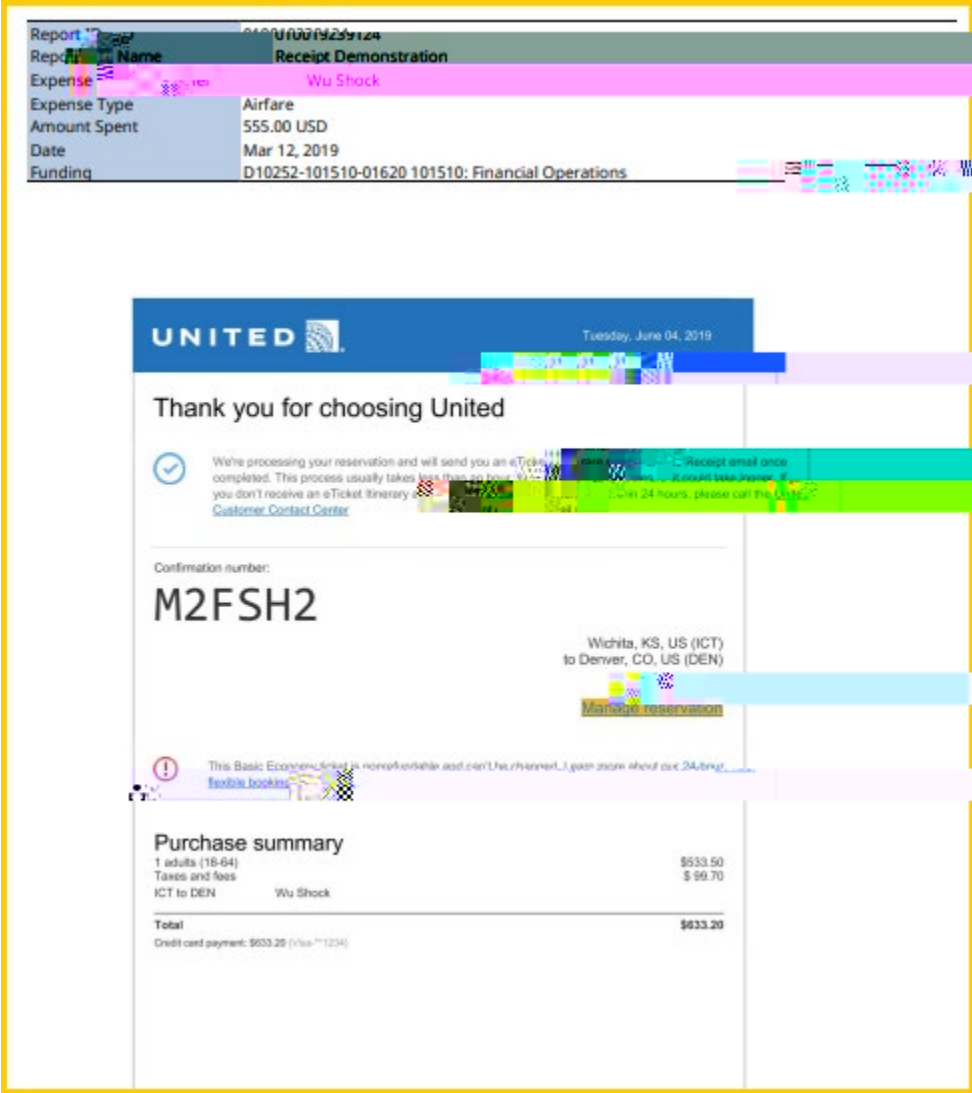


You will receive an email from Chrome River with a link to download the PDF images.

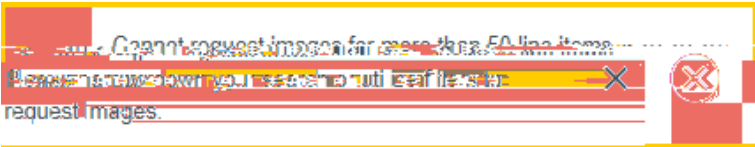


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Example of PDF receipt.



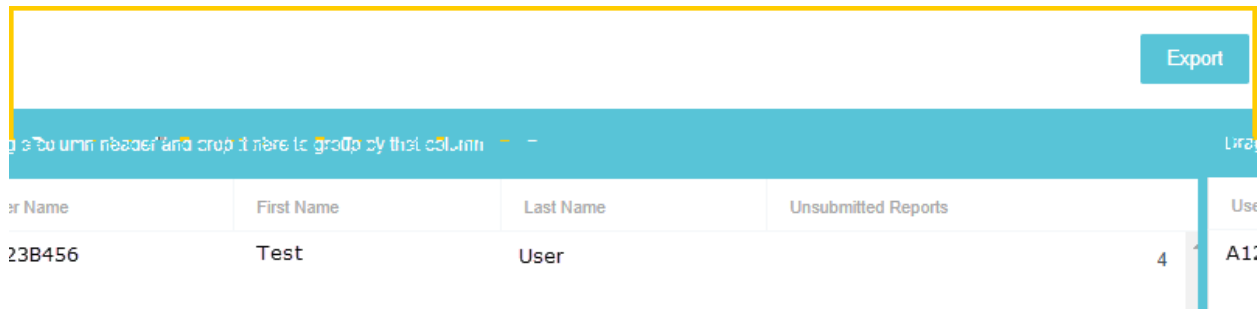
You will receive the message below if the line items are more than 50. You can adjust the number of lines by changing the **Transaction Date** to fewer days. The **Total Count** is shown at the bottom of the report.



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My Delegates

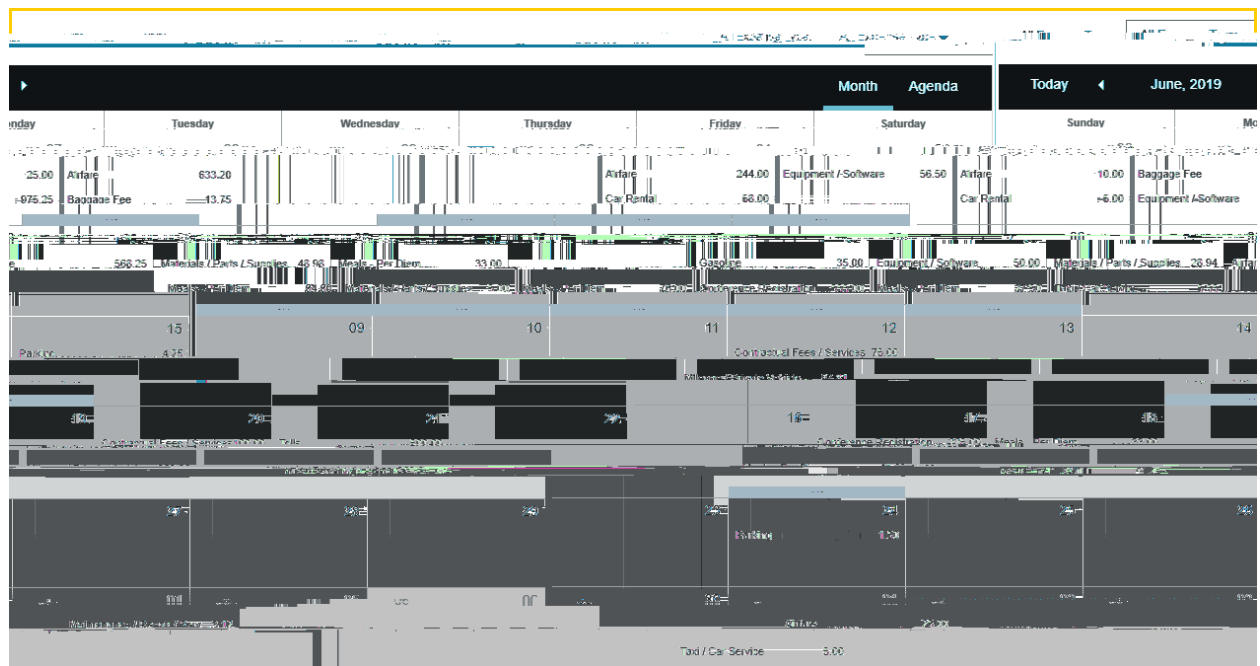
List of people you have entered unsubmitted expenses for.



User Name	First Name	Last Name	Unsubmitted Reports	User
23B456	Test	User	4	A11

My Expense Calendar

Your expenses can be reviewed in the form of a calendar. You can view the calendar by month with the option to view all or specific expense types. By clicking onto an expense within the calendar, you can view the details of a specific expense.





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A second option to view expenses in the form of a list per week is also available. Click, **Agenda** to change the format. Again, w 1.0224RvETE1i fon

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Paid Date: Jan 1, 2019 – Jul 6, 2019								Export
Drag a column header and drop it here to group by that column								
010019162183	05/31/2019	USD	V1234568	06/01/2019	1.12	USD	0008062885	Testing
010019145806	05/29/2019	USD	V1234567	05/29/2019	0.07	USD	0008062884	Testing

My Pre-Approval Approvals

Lists all pre-approvals assigned to an approver in every stage of the approval process: approved, returned and awaiting approval.

Action Date: Jan 1, 2019 – Jul 6, 2019								Export
Drag a column header and drop it here to group by that column								
2,599.62	2,599.62	USD	Shock, Wu	Chrome River Conference 6/17/19-6/21/19	010000329403	05/23/2019	Pending	
10,039.54	10,039.54	USD	Shock, Wu	ACT Conference 6/17/19-6/21/19	010000228276	06/14/2019	Approved	

My Expense Pre-Approvals

Lists all the pre-approvals created by the logged-in user.

Action Date: Jul 1, 2019 – Jul 31, 2019								Export
Drag a column header and drop it here to group by that column								
Report Name	Report ID	Submit Date	Status	Requested Amount	Approved Amount	Remaining Balance	Spent Currency	Creator
CRUG Conference 10/01/2019-10/4/2019	010000339449	07/04/2019	Pending	700.00	700.00	700.00	USD	Shock, Wu
Total Count:1				Total Requested Amount: 700.00	Total Approved Amount: 700.00			