Approver Role – Expense Report

Approvals for Chrome River utilize a group approval system. If an individual is in a group approver role, they will not receive an email notification that a Pre-Approval (PA) or Expense Report (ER) is awaiting their approval. They must manually log into the system to see if any reports are available for approval.

The only time the approver will receive an email notification is if a delegate submitted a report on their behalf and the approval is solely their responsibility. (I.e. not in a group approver role)

The top bar called “Approvals” will appear at the top of the page if a PA/ER is awaiting the user’s approval.

1. Select Expense Reports to enter into the “ER - Approvals Needed” tab.
2. Chrome River has a “Reviewing” feature, which notifies the approver that someone is currently reviewing the ER. However, the approver can still access the ER/PA while another user is inside the report. In this example, someone is currently reviewing the ER that is in the approver’s approval queue.
3. The name of the individual who is currently reviewing the ER appears below the report name.
4. Approve: Select this button to approve the ER in full.
5. Return: Select this button to return the whole ER to the user who originally created the report (also known as the Expense Owner).
6. Tracking: Select this button to see a history of the approval process for this ER.

The user can now see in which approver stage the ER is currently in. There is also the ability to look at past approvers as well as future approvers.

Note: The ER approval tracking is for each individual expense line item. For a more detailed overview of the tracking process, see the Expense Report - Allocation and Tracking training document.

7. Select the ‘X’ button to exit out of the “Tracking” page.
8. PDF: Select this button to view a PDF summary of the Expense Report. This information includes the expense summary, allocation (funding) summary, ER Header information, account codes, prior approvers, any documentation that would be attached, etc.

9. Open: Select this button to view each line item and header information of the ER.
The user can view the ER Header information on the right-hand side of the page. The list of line items appears on the left-hand side. The user can select each line item individually to view the detailed information of the expense.

10. Select the line item to review the details of the expense.

11. Return: Select this button to send the expense line item back to the original Expense Owner. Note: This will **not** restart the approval process for this line item. The approver must select Submit (the big green button on the bottom of the page) in order to return the line item back to the Expense Owner.

12. Adjust: Change the amount on the selected line item.

13. Reconcile: This feature is useful when there is a large expense report with a wide variety of line items to review. It will assist the reviewer in tracking which expense they have already reviewed. Select this button to mark the expense as reconciled.
14. After reconciling the expense line item, the user can select the button again to switch the expense back to unreconciled.

15. A green circle appears around the check mark, which shows that the expense has been reconciled.

16. In this example, the approver has been informed that the parking receipt was for $20.00 instead of $25.00. The approver will select this line item to begin reviewing.
17. Select the Adjust button to change the amount.

18. Insert the required note as to why the expense needs adjustment.

19. Check off if the Expense Owner should be notified that the expense is being adjusted.

20. Approved: Change the amount approved for reimbursement to the traveler.
21. Save: Select this button to save the changes made to the expense line item.

22. A blue comment box appears next to the dollar amount which indicates that a change/comment has been made to this expense line item.

23. Return: Select this button to send the entire report back to the original Expense Owner.
24. Submit: Select this button to approve the entire report and forward it on to the next step in the approval process. Note: If an expense line item was returned to the Expense Owner, the Submit button will send that line item back to the Expense Owner. The approver will have to wait on the Expense Owner to resubmit the expense line item before they can review and approve that line item again.

25. Submit: Select this button to finalize the ER submission.

A message will appear that “This report has been successfully submitted.”
**Important Note:** When the approver returns an Expense Report, the user who originally created the report **can** only do the following when it is returned to them:

1. Edit the information on each individual line item (i.e. Amount, Allocations, etc.)
2. Add documentation to any individual line item (i.e. a receipt)
3. Add documentation or comments to the Header
4. Delete individual line items or the entire expense report
5. Attach a Pre-Approval (Note: If an Expense Report is returned with a Pre-Approval attached, the user will need to re-attach the Pre-Approval when resubmitting the report)

What the user **cannot** do is:

1. Edit information on the Header
2. Add an additional line item

If a user needs to edit the header information or add another line item, they must **Recall** the entire report. It is **very important** that if 1 of these 2 situations occurs that the approver notify the user to **Recall** the report. A user **cannot Recall** the entire report if it has been **Returned** to them.