

Tracking an Expense Report – Quick Instructions

1. Select Submitted on the expense bar or from the menu button choose Recently Submitted in the Expense section.
2. The general status of the report is given under the report name in the list of reports.
 - a. Pending Approval: report is still in the approval process
 - b. Approved: report is approved, but has not yet been exported to our Banner System
 - c. Exported: report has been exported to our Banner System and has been charged to the budget(s) the expenses were allocated to; for reimbursements, the payment date can now be looked up in Banner.
 - d. Paid: reimbursements in the report have been distributed to the expense owner
3. Select the report that you want to track – a summary of that report is given on the right half of the screen. If the report has paid reimbursements, the date that it was paid and the check number assigned to the payment are given in the Payment Data section.
4. To see where each expense has been/is/needs to go in the approval process, click on Tracking at the top of the report summary.
5. Click on a line item to see all the steps in the approval process for that expense.
 - a. Clicking each Routing Step will show you complete details of that step.
 - i. Assigned To could be a person's name or a group, such as AP Review or Purchasing. Sometimes the Assigned To says GateKeeper or Auto Approve – these are not approvals that the expense needs, these steps are Chrome River's way of keeping the whole expense report together before going to the next approver or being exported.
 - ii. The Routing Rule tells why the specific approver received the expense to approve.
 - iii. Once the approval is done for that routing step, additional details are given.
 1. The Approver line will show the person's name that approved it.
 2. The Assigned Date is the date that it was assigned to that Approver.
 3. The Step Status is given, which may be
 - a. Assigned – if the person has not approved it yet
 - b. Approved – if the person has approved it
 - c. Returned – if the expense was returned to the expense owner by that Approver
 - d. No Action – if the routing step does not require someone to approve the expense. One reason why a routing step may require no action is if the required approver has already approved the expense in another routing step. The expense will not go to the same approver more than once.
 4. The Completed Date is the date the expense was approved and sent on to the next routing step.
 5. The Completed By information tells how the expense was approved (in Chrome River or by Email).